



**Wrightsville Beach Board of Alderman
REGULAR MEETING**

5:30 PM THURSDAY, JUNE 12, 2025

Wrightsville Beach Town Hall Council Chambers
321 Causeway Drive, Wrightsville Beach, NC

AGENDA (ALL ITEMS ARE FOR DISCUSSION AND POSSIBLE ACTION)

1. Call to Order

2. Pledge of Allegiance

3. Invocation

4. Public Comments

Notes on Comment Period: Each speaker is asked to limit comments to 3-5 minutes. Citizens should sign up at Town Hall by 5:00 p.m. the day of the meeting. The Board is interested in hearing your concerns, but speakers should not expect Board action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate Town officials or staff and may be scheduled for a future agenda.

5. Consent Agenda

Notes on Consent Agenda: All items on the Consent Agenda are considered routine, to be enacted by one motion without discussion. If a member of the Governing Body requests discussion of an item, the item will be removed from the Consent Agenda and considered separately.

- a. Approval of the open session minutes of the 5-8-25 Board of Aldermen Meeting.
- b. Approval of recurring special events, as recommended by the Parks & Recreation Advisory Committee.
- c. Acknowledgment of previously-approved special events for July.
- d. Approval of Comprehensive Financial Policies for the Town.
- e. Adoption of Resolution (2025) 2355 adopting the Hurricane Operations Plan.
- f. Approval of Budget Ordinance (2025) 665-B funding the purchase of a vehicle for parking enforcement.
- g. Authorize the Town Manager to execute a 3-year lease agreement with the Wrightsville Beach Museum for the Myers Cottage, located at 303 W. Salisbury St.

6. Presentations

- a. Consider a presentation by the Cape Fear Public Utility Authority on the status of the merger between the Town and CFPUA for water and sewer services.
- b. Consider a presentation and approval of the Marketing Advisory Committee FY25-26 Budget and Marketing Plan.

7. Public Hearing

- a. Conduct a public hearing on the FY25-26 Budget and consider adoption of Budget Ordinance (2025) 664-B approving the FY25-26 Town Budget in its entirety.

8. Regular Agenda

- a. Consider approval of an entry of license agreement with Atlantic Marine.

9. Other Items and Reports

CITIZENS WITH DISABILITIES REQUIRING SPECIAL NEEDS TO ACCESS THE SERVICES OR PUBLIC MEETINGS OF WRIGHTSVILLE BEACH GOVERNMENT SHOULD CONTACT THE TOWN MANAGER'S OFFICE FIVE DAYS PRIOR TO THE MEETING BY CALLING (910) 256-7900.

BOARD OF ALDERMEN MINUTES

MAY 8, 2025, 5:30PM

TOWN HALL COUNCIL CHAMBERS, 321 CAUSEWAY DRIVE, WRIGHTSVILLE BEACH

The meeting was called to order at 5:30pm by Mayor Mills. After the Pledge of Allegiance, the invocation was provided by Riley Phelps, student minister, Wrightsville Beach Baptist Church. The following were present:

Board of Aldermen

F. Darryl Mills, Mayor
Hank Miller, Mayor Pro-tem
Jeff DeGroot, Alderman
Ken Dull, Alderman
Vivian (Zeke) Partin, Alderman

Staff

Haynes Brigman, Town Manager
Lance G. Heater, Town Clerk
Grady Richardson, Town Attorney
Tony Wilson, Director of Parks & Planning
Matt Holland, Fire Chief
Brian Murray, Finance Director
Jason Bishop, Chief of Police
Katie Ryan, Rec. Programs Supv.
Bailey Hartsell, Communications Mngr.

Upon motion by Mills, seconded by Miller and unanimous vote, the Board removed item 8b, consider approval of a waiver for an encroachment into the 15-foot riparian corridor setback at the end of Keel Street for Atlantic Marine, Inc., from the agenda with the understanding that it would be brought back before the Board at a mutually agreeable time.

PUBLIC COMMENTS

Julimaria Cullins, 137 Woodbury Ct., Wilmington, spoke in favor of free parking after 5pm Monday-Thursday stating that it would support local businesses, build stronger community relations, and foster support for the image of the Town as supportive of regular visitors who are not tourists.

Kaylan Ganus, 1615 Setter Lane, Wilmington, also spoke in favor of free parking after 5pm Monday-Thursday, citing the benefits of exposure to the water with regard to its effects on reducing stress and anxiety and that the removal of parking fees would promote mental health.

CONSENT AGENDA

Upon motion by Mills, seconded by Miller and carried unanimously, the Board approved the Consent Agenda. It consisted of 1) approval of the open and closed session minutes of the 4-10-25 regular meeting and the open session minutes of the 4-15-25 and 4-29-25 budget workshops; 2) acknowledgement of previously approved special events for June; 3) adoption of Resolution No. (2025) 2353 approving the Tenth Amendment to the AT&T Lease Agreement; 4) acknowledgement of Departmental quarterly reports for the months of January, February, and March, 2025; and 5) approval of Budget Ordinance (2025) 663-B funding Christmas decoration improvements.

PRESENTATIONS

The Board heard a presentation from the Cape Fear Sail & Power Squadron and considered adoption of Resolution (2025) 2354 declaring the week of May 17-23 as Safe Boating Week. Present to speak on the importance of boating safety, and particularly the use of automatic inflatable life vests, was Jim Kennedy, Executive Officer. Upon motion by DeGroot, seconded by Partin and by unanimous vote, the Resolution was adopted.

The Board considered a presentation on the FY25-26 draft budget. Brigman reviewed the budget process that had been undertaken thus far. Brigman noted that state statute required that municipalities publish a revenue-neutral tax rate as part of their budget for the fiscal year following the reevaluation of its real property, therefore, the Town had prepared its budget using a revenue-neutral tax rate. The budget was prepared using fund accounting, of which the Town has 3 types: General Fund, Enterprise Fund (Water & Sewer Fund) and Restricted Funds (such as the Powell Bill Fund and Capital Reserve Fund). Brigman listed the following budget priorities and objectives: 1) create a budget that meets the current and future needs of the Town; 2) revamp the Capital Improvement Plan to be an accurate guide for current and future capital needs; 3) focus on “Quality of Life” factors for residents (public safety concerns, amenity improvements, and aesthetics); 4) maintain healthy reserve funds (Fund Balance); preparing for future challenges and threats (bridge replacement projects, disaster recovery, and beach renourishment); 5) implement operational efficiencies and ensure departments deliver high-quality services; 6) foster a workplace environment that recruits and retains quality employees that support the values and mission of the Town; and 7) budget is balanced, with no use of Fund Balance (reserve fund), and no increase in the property tax rate.

Brigman stated that the draft budget was prepared using a Revenue Neutral Tax Rate of \$0.0531 per \$100 valuation, which is a reduction of roughly 42.5% from the previous Tax Rate of \$0.0923. Utilizing a Revenue Neutral Tax Rate reduces the Tax Rate to a commensurate level that allows the Town to generate revenue equal to the previous year’s revenue collection. Regarding property valuations, the average property value increased by 77%, however, some property owners will see a reduction in their tax bill, while others will see an increase.

In reviewing revenue impacts, Brigman stated that, due to New Hanover County’s sales tax distribution methodology, and other NHC jurisdictions adopting tax rates higher than revenue neutral, the Town will see reduced Sales Tax collections, estimated at \$200,000. Also, due to the merger with CFPUA, the General Fund will see a reduction in revenue of \$172,500 because of the loss of cost allocation revenues received from the Water & Sewer Fund.

Brigman presented a summary of the General Fund Capital Improvement Plan, and General Fund revenues and expenditures by category.

In reviewing General Fund compensation and benefit improvements, the following were noted: 1) implementation of a 2.6% COLA/CPI Increase and a 0-4% Merit Pool; 2) health insurance improvements including increasing employer contribution to the HSA plan and employer-paid vision insurance; 3) increase in Longevity Payments to tenured employees; 4) employer-paid short and long-term disability coverage; 5) implementation of a 120-hour Parental Leave policy; and 6) implementation of a Wellness Plan for coverage and benefit education. New personnel requests as follows: 1) two (2) new positions in Public Works to offset the loss of the Water/Sewer department as part of the CFPUA consolidation; 2) three (3) new positions in the Police Department to assist with quality-of-life concerns, add an additional officer to peak nuisance hours, and allow the creation of an internal Traffic Unit for the department that will focus on motor vehicle law, DWI, and vehicle nuisance issues; 3) three (3) new positions in the Fire Department to add an additional full-time staff member to each shift which will allow the Fire Department to schedule 4 firefighters per shift (currently schedule 3 per shift).

Other General Fund changes from the previous year were 1) moving health insurance and fringe benefit expenses have been consolidated into the newly-created Human Resources budget; 2) moving Information Technology (IT) expenses for each department into the Information Technology budget; 3) making the Parks & Recreation Manager a direct report to the Town Manager; 4) relocating the Park Rangers from Planning/Building Inspections to the Police Department; 5) making annual investments in road paving and maintenance by pooling funds from Capital Reserve and Powell Bill funds to allow the Town to allocate roughly \$235,000 annually to address road paving and maintenance needs, guided by the Pavement Condition Study; and 6) making significant

technology advancements across the Town for added security, greater ability to operate during emergencies, updating workstations and out of date software.

Regarding the Water and Sewer Fund, Brigman stated: 1) the total budget was \$4,237,000, with the merger with CFPUA on schedule to be finalized on September 30, 2025; 2) as a result of the merger, the Water & Sewer operating budget is consistent with the previous year's budget; 3) any capital needs between now and the merger will be brought to the Board for consideration on a case-by-case basis; 4) following the merger agreement, the Town has agreed to follow established CFPUA rates for water and sewer consumption rates and CFPUA has proposed a 6.9% increase for the FY26 budget, therefore the Water and Sewer Budget is prepared with a 6.9% rate increase resulting in an average 2-month bill increase of around \$20.

Brigman stated that the Fee Schedule will remain consistent with the FY2025 Fee Schedule, with the exception of the following changes: 1) Medium Impact Film Permit Fee increasing from \$1,000 to \$1,500; 2) High Impact Film Permit Fee increasing from \$1,500 to \$2,000; 3) Adult Basketball Fee increasing from \$600 to \$800; 4) Flag Football Fee increasing from \$600 to \$800; 5) Junior Lifeguard Program increasing from \$200 to \$205 for residents; \$240 to \$245 for non-residents; and 6) Strength Training & Conditioning increasing \$14 to \$15 for residents; \$17 to \$18 for non-residents. Parking Fees match what was adopted prior to the start of the 2025 parking season.

In conclusion, Brigman noted that draft budgets are available for public inspection at Town Hall, or the public may request a copy of the budget from the Town Clerk and that a Public Hearing on the budget will be held during the June 12th Board of Alderman Meeting, with the request for the Board to adopt the budget after the close of the Public Hearing on June 12th.

Miller noted that the Town currently has the highest film fees in the County and that the Town is proposing to increase those fees. In response to a question from Miller, Brigman confirmed that the Police Department currently had 4 vacancies, so with full staffing, there would be a total of 7 additional sworn officers versus the current situation. Also, in response to a question from Miller, Murray stated that all flotilla expenses and revenues had been removed from the budget pending discussions between the Flotilla Committee and the Town. Miller requested information related to funding for the turtle monitoring program prior to the next meeting. It was noted that there was no funding in the budget for possible salary adjustments relating to the internal pay and classification study that should be completed by mid-fiscal year.

CONSIDER THE AWARD OF BIDS FOR DISASTER DEBRIS REMOVAL AND DISPOSAL AND AUTHORIZING THE TOWN MANAGER TO EXECUTE THE CONTRACTS

Upon motion by Dull, seconded by DeGroot and carried unanimously, the Board approved the award of bids for disaster debris removal and disposal to State Tree Services (primary) and CTC Disaster Response (secondary) and authorized the Town Manager to execute contracts for those services.

CONSIDER APPROVAL OF BUDGET ORDINANCE (2025) 662-B FUNDING A SIDEWALK EXTENSION RELATED TO THE HISTORIC SQUARE IMPROVEMENTS PROJECT

Ryan stated that the Historic Square Improvements Project included reconfiguring the parking lot and adding sidewalks to connect the various buildings and park amenities. This project has been suspended pending CFPUA construction that is scheduled for later this year and will affect the Historic Square Improvements project area. Ryan stated that there is a change order from Timeless Properties to complete a portion of that project that extends the existing sidewalk at the tennis courts to the park parking lot and Historic Square with the goal of connecting the new pickleball courts once the CFPUA construction is completed. The scope of work also includes replacing the stone around the existing courts improving drainage and aesthetics. The current edging was installed with

the Town's 2010 PARTF grant. Upon motion by Miller, seconded by Partin and carried unanimously, the Budget Ordinance was approved.

OTHER ITEMS AND REPORTS

- A. **Town Attorney Richardson:** nothing to report.
- B. **Town Clerk Heater:** nothing to report.
- C. **Town Manager Brigman:** recognized Shell Island employee Evan Parrish in his efforts in assisting to rescue a distressed swimmer using one of the new rescue tubes recently installed by the Town.
- D. **Mayor Mills:** recognized the recent passing of Dee Reddick, thanking him and his family for their contributions to the Town and recognized the recent promotions of Sergeants Brian Nague and Jordan Smith to the newly created positions of Lieutenant.
- E. **Mayor Pro Tem Miller:** noted that the Town had received the resignation of Andrew Cooke from the Planning Board due to his moving from the Town and made a motion to appoint James C. Smith, 54 Pelican Dr., to fill the unexpired term of Cooke, ending January 2027; the motion was seconded by DeGroote and passed unanimously.
- F. **Alderman DeGroote:** nothing to report.
- G. **Alderman Partin:** nothing to report.
- H. **Alderman Dull:** suggested that the Town conduct a ribbon-cutting to recognize the opening of the new pickle ball courts.

There being no further business, the meeting was adjourned at 6:46pm.

Respectfully submitted,

Lance G. Heater, Town Clerk

TOWN OF WRIGHTSVILLE BEACH

PARKS & RECREATION

4 Fran Russ Drive • P.O. Box 626

Wrightsville Beach, N.C. 28480

(910) 256-7925 • ParksAndRecreation@towb.org • www.towb.org

MEMORANDUM

To: Mayor Mills and Board of Aldermen

From: Katie Ryan, Recreation Program Supervisor 

Subject: Special Event Permit Applications

Date: June 6, 2025

Attached for the Board's consideration are the following special event permit applications for recurring events that require Board approval. These applications have been reviewed by staff and the Parks and Recreation Advisory Committee with no concerns.

1) Sarus Festival Dance Performance on the Beach

Friday, August 1, 2025 6:00 – 8:30 pm

Beach access 4

Approximately 25 people

Sunday, August 3, 2025 7:00 – 11:00 am

Beach access 2

Approximately 25 people

2) Surfer's Healing Surf Event

Monday, August 18, 2025, 9:00 am – 3:30 am (set up at 6:30 am)

Beach access 27 – 29 (Birmingham to Stone Street)

Approximately 600 people throughout the day

3) YMCA Triathlon Bike Check-In and Packet Pickup

Friday, September 26, 2025, 2:00 – 8:00 pm (Set up begins at 10:00 am)

Approximately 750 participants

YMCA Triathlon Race Event

Saturday, September 27, 2025, 6:50 – 11:00 am (Set up begins at 3:00 am)

Approximately 1,500 participants

There are no significant changes to this event from previous years. An EMS standby unit as well as police support is required. Ocean Rescue support is requested. Causeway Drive road closure is required from 6:30 to 10:00 a.m.

- 4) WB Board Riders / Mid Atlantic Board Riders Fall Surf Contest**
Saturday, November 1, 2025 8:00 am – 5:00 pm (set up at 7:00 am)
Rain Dates: November 2, 8, and 9, 2025
Beach access 28 – 29 (Oceanic to Stone Street)
Approximately 100 people

- 5) Cape Fear Habitat for Humanity Turkey Trot**
Thursday, November 27, 2025, One mile at 8:00 am, 5k at 8:30 am
(Set up begins 5:00 am, tear down by 11:00 am)
Town Hall field and the Loop
Approximately 3,000 – 3,500 people

There are no significant changes to this event from previous years.

- 6) NC Holiday Flotilla Day in the Park and Boat Parade & Fireworks**
Saturday, November 29, 2025, 10:00 am – 4:00 pm and 6:00 – 9:00 pm
WB Park, ICW, Banks Channel

There are no significant changes to this event from previous years.

REQUESTED ACTION: Approve special event permit applications as presented.

**TOWN OF WRIGHTSVILLE BEACH, NC
SPECIAL EVENT PERMIT APPLICATION**

A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH EVENT DATE.
PLEASE TYPE OR PRINT LEGIBLY AND INCLUDE THE APPROPRIATE FEE WITH APPLICATION

Wrightsville Beach Parks & Recreation Department
P. O. Box 626, Wrightsville Beach, NC 28480
(910) 256-7925

FOR OFFICE USE ONLY

New Recurring
Previously 2007, 2008
PRAC Recommendation:
 Approve
 Approve w/ Conditions
 Do Not Approve

Participants / Fee Per Day:

<input checked="" type="checkbox"/>	1-25	\$130
<input type="checkbox"/>	26-100	\$180
<input type="checkbox"/>	101-199	\$250
<input type="checkbox"/>	200-400	\$400
<input type="checkbox"/>	401-600	\$500
<input type="checkbox"/>	601-1,000	\$600
<input type="checkbox"/>	1,001-2,000	\$700
<input type="checkbox"/>	2,001-3,000	\$800
<input type="checkbox"/>	3,001-4,000	\$900
<input type="checkbox"/>	4,001+	\$1,500

SEP Security Deposit:
Participants / Fee

<input type="checkbox"/>	0-199	\$0
<input type="checkbox"/>	200-400	\$200
<input type="checkbox"/>	401-600	\$500
<input type="checkbox"/>	601-1,000	\$1,000
<input type="checkbox"/>	1,001-2,000	\$1,500
<input type="checkbox"/>	2,001+	\$2,000

Non-profit organization?
Yes No

Tax Exempt ID:
Applying to renew non-profit
Time between 8 am & 10 pm? Yes
Number of Hours 2.5

Rain date necessary?
Yes No

Park Facility Reserved?
Yes No Not Required

Portable toilets needed?
Yes No Not Required

Trash Disposal Service?
Yes No Not Required

Health Dept permit?
Yes No Not Required

1. Description of event: Intimate site-specific dance performances on the beach along the shoreline

2. Event Day and Date: Friday, August 1, 2025 (Friday August 8)

Timeframe needed: Set up 3pm am pm to Tear down 9pm am pm
Event start time: 6 am pm Event end time: 8:30 am pm

3. Estimated number of participants (including spectators): 25

4. Location: Beach strand at L-shaped parking lot Access 4

5. Individual making request: Karola Luttringhaus/Sarus Festival (7th)

Complete Mailing Address: 710 S. Lumina Ave #204, Wrightville Beach, NC 28480

Phone Number: 910 477 3026 E-mail: sarusfestival@gmail.com

6. Individual who will be on site and in charge of activity: Karola Luttringhaus

Complete Mailing address: same

Phone Number: _____ E-mail: _____

7. Sponsoring organization/corporation (if applicable): Sarus Festival/Alban Elved Dance Company

Contact: Karola Luttringhaus Arts Council of Wilmington

Complete Mailing Address: same

Phone Number: _____ E-mail: _____

8. Briefly describe provisions for the following:

Toilet facilities: not needed

Trash disposal: We will provide bottled water which we will recycle, and we will clean up whatever we find in the area (Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)

Parking: parking at L-shaped lot and along the street, we will encourage people to car pool and we will help get artists there so that they do not need to park in the lot

Electrical power and/or water needs: _____

9. Will food be served? No If yes, has permit from Health Dept. been obtained? _____

Please explain: _____

FOR OFFICE USE ONLY

SEP Fee: #130 PD Contract: _____ COI
Facility Use Fee: _____ OR Contract: _____ ✓ Livin' Rec
Security Deposit: _____ COI: _____
Parking Fees: _____
Traffic Cones: _____ TOTAL PAID: \$260 (Two Permit Apps)
TOTAL DUE: #130 Check #: 98

FOR OFFICE USE ONLY

Site plan included?
 Yes No Not Required

Permit(s) needed for vehicle on the beach?
 Yes No

Number needed: _____

Vehicle permit issued to: _____

Vendors requested? If yes, attach a list of the vendors.
 Yes No

*Full road closure required? Yes No

If yes, do you have NCDOT approval? Yes No

Police support requested?
 Yes No Not Required

PD Comments:

Fire Department support requested?
 Yes No Not Required

FD Comments:

Ocean Rescue support requested?
 Yes No Not Required

OR Comments:

EMS support required?
 Yes No

Certificate of Insurance obtained?
 Yes No Not Required

10. Will there be any music, PA system, or loud activities (if any, briefly describe)? No PA system, only voices from people singing and acoustic instruments, guitars, violins, and hand drums. The festival is meditative and quiet.

If yes, provide information specifying location and direction of noise-emitting devices along with proposed noise level, frequency, and duration: N/A

11. Will any banners, tents, stages, chairs, nets, decorations, etc., be used at this activity? Yes

If so, what company is providing the equipment: self, handmade and purchased

Describe equipment in detail and provide a sketched plan: a 10' x 10' canopy tent that is set up closer to the beach entrance a festival banner flag near the tent, a couple of chairs

12. Will there be sales of any types of souvenirs, t-shirts, food, drinks or other products on public property?

If so, describe in detail: No

13. Is police assistance necessary? No *Are you requesting the closing of any streets? No

If so, please specify: _____

*Events requiring a complete road closure must pay a fee of \$0.50 per registered participant. Amount will be submitted with a statement attesting to the number of participants. Payment is due within fourteen (14) days of the event. The NC Department of Transportation requires a permit for road closures on state maintained roads.

Organizers of runs and other race events are responsible for providing traffic and/or crowd control which shall be handled by the Wrightsville Beach Police Department (or New Hanover County Sheriff's Department). Organizers of waterborne activities are responsible for providing adequate water safety resources to assure the safety of participants. Depending on the nature of the event, the Special Events Coordinator, Town Manager, or the Board of Aldermen may require police assistance with traffic/crowd control, additional Ocean Rescue support, and/or Emergency Medical Services support. Additional fees for these services may be incurred.

I understand that if my event requires a complete road closure, I am responsible for paying an additional fee of \$0.50 per registered participant. Payment is due within fourteen (14) days of the event.

I hereby certify that I am the authorized and responsible representative of the applying group and that I am at least 18 years of age. I understand that if any information is found not to be accurate, additional fees and/or fines may be assessed and/or my permit may be revoked.

I agree to comply with all town ordinances, rules, regulations, and other applicable laws.

I agree to save and keep the Town free and harmless from any and all loss or damages or claims for damages, including attorney's fees and litigation costs, arising from or out of the special event.

I agree to, upon request of the Special Events Coordinator, Town Manager, and/or the Board of Aldermen, to provide proof of general liability insurance listing the Town as an additionally insured with limits no less than 1 (one) million dollars.

I understand that if the event is cancelled, I will receive a refund of my application fee less \$15 administrative fee.

See attached memo for additional stipulations.

Signature: [Signature] Date: April 15th, 2025

This application is hereby approved, this the _____ day of _____, 20_____.

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

To provide prior to event.

WRIGHTSVILLE BEACH

ACCESS #4

Access 2 Same Set Up

SARUS FESTIVAL AREAS
USED
2025

WATER



BIRD PUPPET FLIES ACROSS BEACH N^WS

DUNES

10' TENT + FLAG
10'

SOLO PERFORMERS



GROUP MOVING ALONG THE WATER

DUNES

PROGRAM : SOLO

DUETS + TRIOS
GROUP PIECES
(Details TBD)

• INTER-MINGLING
W. BEACH
GOERS

• NO BEACH
AREAS WILL
BE CLOSED
OFF - NO
ACCESS RESTRICTED

N. LAMINA AVE

PARKING

PARKING

24 + 31
SIGN
X FLAG

DUNE RIDGE RESORT

SAND POUCHAR CANE

**TOWN OF WRIGHTSVILLE BEACH, NC
SPECIAL EVENT PERMIT APPLICATION**

Wrightsville Beach Parks & Recreation Department
P. O. Box 626, Wrightsville Beach, NC 28480
(910) 256-7925

A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH EVENT DATE.
PLEASE TYPE OR PRINT LEGIBLY AND INCLUDE THE APPROPRIATE FEE WITH APPLICATION

FOR OFFICE USE ONLY

New Recurring
Previously in 2007, 2008
PRAC Recommendation: 2008

Approve
 Approve w/ Conditions
 Do Not Approve

Participants / Fee Per Day:

<input checked="" type="checkbox"/>	1-25	\$130
<input type="checkbox"/>	26-100	\$180
<input type="checkbox"/>	101-199	\$250
<input type="checkbox"/>	200-400	\$400
<input type="checkbox"/>	401-600	\$500
<input type="checkbox"/>	601-1,000	\$600
<input type="checkbox"/>	1,001-2,000	\$700
<input type="checkbox"/>	2,001-3,000	\$800
<input type="checkbox"/>	3,001-4,000	\$900
<input type="checkbox"/>	4,001+	\$1,500

SEP Security Deposit:
Participants / Fee

<input type="checkbox"/>	0-199	\$0
<input type="checkbox"/>	200-400	\$200
<input type="checkbox"/>	401-600	\$500
<input type="checkbox"/>	601-1,000	\$1,000
<input type="checkbox"/>	1,001-2,000	\$1,500
<input type="checkbox"/>	2,001+	\$2,000

Non-profit organization?
Yes No

Tax Exempt ID:
Renewing

Time between Prior to
8 am & 10 pm? 8 am

Number of Hours 4

Rain date necessary?
Yes No

Park Facility Reserved?
Yes No Not Required

Portable toilets needed?
Yes No Not Required

Trash Disposal Service?
Yes No Not Required

Health Dept permit?
Yes No Not Required

1. Description of event: Intimate site-specific dance performances on the beach along the shoreline

2. Event Day and Date: SUNDAY August 3, 2025

Timeframe needed: Set up 6 am pm to Tear down 12 am pm

Event start time: 7 am pm Event end time: 11 am pm

3. Estimated number of participants (including spectators): 25

4. Location: Beach strand at access 2

5. Individual making request: Karola Luttringhaus/Sarus Festival (7th)
Complete Mailing Address: 710 S. Lumina Ave #204, Wrightville Beach, NC 28480
Phone Number: 910 477 3026 E-mail: sarusfestival@gmail.com

6. Individual who will be on site and in charge of activity: Karola Luttringhaus
Complete Mailing address: same
Phone Number: _____ E-mail: _____

7. Sponsoring organization/corporation (if applicable): Sarus Festival/Alban Elved Dance Company
Contact: Karola Luttringhaus Arts Council of W.ilmington
Complete Mailing Address: same
Phone Number: _____ E-mail: _____

8. Briefly describe provisions for the following:

Toilet facilities: not needed

Trash disposal: We will provide bottled water which we will recycle, and we will clean up whatever we find in the area (Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)

Parking: parking at L-shaped lot and along the street; we will encourage people to car pool and we will help get artists there so that they do not need to park in the lot

Electrical power and/or water needs: _____

9. Will food be served? No If yes, has permit from Health Dept. been obtained? _____

Please explain: _____

FOR OFFICE USE ONLY

SEP Fee: <u>\$130</u>	PD Contract: <u>COF</u>
Facility Use Fee: _____	OR Contract: <u>✓ Circled</u>
Security Deposit: _____	COI: _____
Parking Fees: _____	TOTAL PAID: <u>\$260 (Two Permits & Apps)</u>
Traffic Cones: _____	TOTAL DUE: <u>\$130</u>
Check #: <u>98</u>	

FOR OFFICE USE ONLY

Site plan included?

Yes No Not Required

Permit(s) needed for vehicle on the beach?

Yes No

Number needed: _____

Vehicle permit issued to: _____

Vendors requested? If yes, attach a list of the vendors.

Yes No

*Full road closure required? Yes No

If yes, do you have NCDOT approval? Yes No

Police support requested? Yes No Not Required

PD Comments: _____

Fire Department support requested? Yes No Not Required

FD Comments: _____

Ocean Rescue support requested? Yes No Not Required

OR Comments: _____

EMS support required? Yes No

Certificate of Insurance obtained? Yes No

10. Will there be any music, PA system, or loud activities (if any, briefly describe)? No PA system, only voices from people singing and acoustic instruments, guitars, violins, and hand drums. The festival is meditative and quiet.

If yes, provide information specifying location and direction of noise-emulating devices along with proposed noise level, frequency, and duration: N/A

11. Will any banners, tents, stages, chairs, nets, decorations, etc., be used at this activity? Yes

If so, what company is providing the equipment: self, handmade and purchased

Describe equipment in detail and provide a sketched plan: a 10' x 10' canopy tent that is set up closer to the beach entrance a festival banner flag near the tent, a couple of chairs

12. Will there be sales of any types of souvenirs, t-shirts, food, drinks or other products on public property?

If so, describe in detail: No

13. Is police assistance necessary? No *Are you requesting the closing of any streets? No

If so, please specify: _____

*Events requiring a complete road closure must pay a fee of \$0.50 per registered participant. Amount will be submitted with a statement attesting to the number of participants. Payment is due within fourteen (14) days of the event. The NC Department of Transportation requires a permit for road closures on state maintained roads.

Organizers of runs and other race events are responsible for providing traffic and/or crowd control which shall be handled by the Wrightsville Beach Police Department (or New Hanover County Sheriff's Department). Organizers of waterborne activities are responsible for providing adequate water safety resources to assure the safety of participants. Depending on the nature of the event, the Special Events Coordinator, Town Manager, or the Board of Aldermen may require police assistance with traffic/crowd control, additional Ocean Rescue support, and/or Emergency Medical Services support. Additional fees for these services may be incurred.

I understand that if my event requires a complete road closure, I am responsible for paying an additional fee of \$0.50 per registered participant. Payment is due within fourteen (14) days of the event.

I hereby certify that I am the authorized and responsible representative of the applying group and that I am at least 18 years of age. I understand that if any information is found not to be accurate, additional fees and/or fines may be assessed and/or my permit may be revoked.

I agree to comply with all town ordinances, rules, regulations, and other applicable laws.

I agree to save and keep the Town free and harmless from any and all loss or damages or claims for damages, including attorney's fees and litigation costs, arising from or out of the special event.

I agree to, upon request of the Special Events Coordinator, Town Manager, and/or the Board of Aldermen, to provide proof of general liability insurance listing the Town as an additionally insured with limits no less than 1 (one) million dollars.

I understand that if the event is cancelled, I will receive a refund of my application fee less \$15 administrative fee.

See attached memo for additional stipulations.

Signature: _____ Date: April 15th, 2025

This application is hereby approved, this the _____ day of _____, 20_____.

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

To provide prior to event

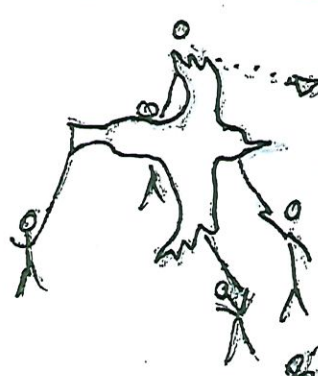
WRIGHTSVILLE BEACH

ACCESS #4

Access 2 Same Setup

WATER

DATELUS FESTIVAL AREA USED 2025



BIRD PUPPET FLIES ACROSS BEACH N+S

SOLO PERFORMERS



GROUP MOVING ALONG THE WATER



DUNE EDGE KEJOKI

SAND ROLLER LANE



DUNE

PROGRAM : SOLO

DUETS + TRIO
GROUP PIECES
Details TBD

GROUP INTER-
MIXING

W. BEACH
GOERS

NO BEACH
AREAS WILL
BE CLOSED

STAIRS - NO

ACCESS RESTRICTED

N LUMINA AVE

**TOWN OF WRIGHTSVILLE BEACH, NC
SPECIAL EVENT PERMIT APPLICATION**

Wrightsville Beach Parks & Recreation Department
P. O. Box 626, Wrightsville Beach, NC 28480
(910) 256-7925

A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH EVENT DATE.
PLEASE TYPE OR PRINT LEGIBLY AND INCLUDE THE APPROPRIATE FEE WITH APPLICATION

FOR OFFICE USE ONLY

New Recurring

PRAC Recommendation:
 Approve
 Approve w/ Conditions
 Do Not Approve

Participants / Fee Per Day:

1-25	\$130
26-100	\$180
101-199	\$250
200-400	\$400
<input checked="" type="checkbox"/> 401-600	\$500
601-1,000	\$600
1,001-2,000	\$700
2,001-3,000	\$800
3,001-4,000	\$900
4,001+	\$1,500

SEP Security Deposit:
Participants / Fee

0-199	\$0
200-400	\$200
<input checked="" type="checkbox"/> 401-600	\$500
601-1,000	\$1,000
1,001-2,000	\$1,500
2,001+	\$2,000

Non-profit organization?
Yes No

Tax Exempt ID: _____

Time between 8 am & 10 pm? Set up to 8am

Number of Hours 6.5

Rain date necessary?
Yes No

Park Facility Reserved?
Yes No Not Required

Portable toilets needed? Yes No Not Required

Trash Disposal Service?
Yes No Not Required
Organizer to remove

Health Dept permit?
Yes No Not Required

1. Description of event: Surfing event for children with autism

2. Event Day and Date: Monday August 18, 2025
 Timeframe needed: Set up 6:30am am / pm to Tear down 4:30 am / pm
 Event start time: 9:00am am / pm Event end time: 3:30pm am / pm

3. Estimated number of participants (including spectators): 600

4. Location: Stone St to Birmingham

5. Individual making request: Nikki M Bascome
 Complete Mailing Address: 4104 Waylon Rd Wilm, NC 28411
 Phone Number: 910 233-7011 E-mail: nikki.bascome@yahoo.com

6. Individual who will be on site and in charge of activity: _____
 Complete Mailing address: Same as above
 Phone Number: _____ E-mail: _____

7. Sponsoring organization/corporation (if applicable): Surfers Healing NC
 Contact: Nikki M Bascome
 Complete Mailing Address: 4104 Waylon Rd Wilmington, NC 28411
 Phone Number: 910 233-7011 E-mail: nikki.bascome@yahoo.com

8. Briefly describe provisions for the following:
 Toilet facilities: 2 portapotties set-up at Birmingham access
 *Trash disposal: We will dispose of trash
 (Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)
 Parking: Parking is provided @ Port City Community Church with shuttle service provided by Aza tea Limo

Electrical power and/or water needs: none

9. Will food be served? Yes If yes, has permit from Health Dept. been obtained? N/A
 Please explain: donated by local restuarants

FOR OFFICE USE ONLY

SEP Fee: \$500 PD Contract: ✓ Civiclec

Facility Use Fee: _____ OR Contract: * May move to private parking lot

Security Deposit: \$500 COI: _____

Parking Fees: _____

Traffic Cones: _____ TOTAL PAID: \$500 - cc Civiclec

TOTAL DUE: _____ Check #: #1090 for Security deposit - Shred

FOR OFFICE USE ONLY

Site plan included?
Yes No Not Required

Permit(s) needed for vehicle on the beach?
Yes

Number needed: 1

Vehicle permit issued to:
Nick Bascome

Vendors requested? If yes, attach a list of the vendors.
Yes No

*Full road closure required? Yes No

If yes, do you have NCDOT approval? Yes No

Police support requested? Yes No Not Required

PD Comments:

Fire Department support requested? Yes No Not Required

FD Comments:

Ocean Rescue support requested? Yes No Not Required

OR Comments:

EMS support required? Yes No

Certificate of Insurance obtained? Yes No Not Required To provide COI prior to event.

10. Will there be any music, PA system, or loud activities (if any, briefly describe)? _____

Yes and will face ocean as to not to disturb area

If yes, provide information specifying location and direction of noise-emanating devices along with proposed noise level, frequency, and duration: low music and announcements 9am-3pm facing ocean

11. Will any banners, tents, stages, chairs, nets, decorations, etc., be used at this activity? Yes

If so, what company is providing the equipment: We provide tents

Describe equipment in detail and provide a sketched plan: We will have tents and tables set up for reg, food, play area, life jackets

12. Will there be sales of any types of souvenirs, t-shirts, food, drinks or other products on public property?

If so, describe in detail: Yes t-shirts

13. Is police assistance necessary? No *Are you requesting the closing of any streets? No

If so, please specify: _____

*Events requiring a complete road closure must pay a fee of \$0.50 per registered participant. Amount will be submitted with a statement attesting to the number of participants. Payment is due within fourteen (14) days of the event. The NC Department of Transportation requires a permit for road closures on state maintained roads.

Organizers of runs and other race events are responsible for providing traffic and/or crowd control which shall be handled by the Wrightsville Beach Police Department (or New Hanover County Sheriff's Department). Organizers of waterborne activities are responsible for providing adequate water safety resources to assure the safety of participants. Depending on the nature of the event, the Special Events Coordinator, Town Manager, or the Board of Aldermen may require police assistance with traffic/crowd control, additional Ocean Rescue support, and/or Emergency Medical Services support. Additional fees for these services may be incurred.

I understand that if my event requires a complete road closure, I am responsible for paying an additional fee of \$0.50 per registered participant. Payment is due within fourteen (14) days of the event.

I hereby certify that I am the authorized and responsible representative of the applying group and that I am at least 18 years of age. I understand that if any information is found not to be accurate, additional fees and/or fines may be assessed and/or my permit may be revoked.

I agree to comply with all town ordinances, rules, regulations, and other applicable laws.

I agree to save and keep the Town free and harmless from any and all loss or damages or claims for damages, including attorney's fees and litigation costs, arising from or out of the special event.

I agree to, upon request of the Special Events Coordinator, Town Manager, and/or the Board of Aldermen, to provide proof of general liability insurance listing the Town as an additionally insured with limits no less than 1 (one) million dollars.

I understand that if the event is cancelled, I will receive a refund of my application fee less \$15 administrative fee.

See attached memo for additional stipulations.

Signature: [Signature] Date: April 29, 2025

This application is hereby approved, this the _____ day of _____, 20_____.

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

SURF ZONE

Life Jacket tent

Children play area



Lifeguard



Food tent IF USED

Volunteer Sign-in
(camp director stationed here)



Tshirt sales

Family Sign-in

OCEAN RESCUE/POLICE RIGHT OF WAY

BIRMINGHAM

Port-a-potties

OCEANIC

STONE STREET

**TOWN OF WRIGHTSVILLE BEACH, NC
SPECIAL EVENT PERMIT APPLICATION**

A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH EVENT DATE.
PLEASE TYPE OR PRINT LEGIBLY AND INCLUDE THE APPROPRIATE FEE WITH APPLICATION

Wrightsville Beach Parks & Recreation Department
P. O. Box 626, Wrightsville Beach, NC 28480
(910) 256-7925

FOR OFFICE USE ONLY

New Recurring

PRAC Recommendation:
 Approve
 Approve w/ Conditions
 Do Not Approve

Participants / Fee Per Day:

1-25	\$130
26-100	\$180
101-199	\$250
200-400	\$400
401-600	\$500
<input checked="" type="checkbox"/> 601-1,000	\$600
1,001-2,000	\$700
2,001-3,000	\$800
3,001-4,000	\$900
4,001+	\$1,500

SEP Security Deposit:
Participants / Fee

0-199	\$0
200-400	\$200
401-600	\$500
601-1,000	\$1,000
<input checked="" type="checkbox"/> 1,001-2,000	\$1,500
2,001+	\$2,000

Non-profit organization?
Yes No

Tax Exempt ID: _____

Time between 8 am & 10 pm? Setup prior to 8am

Number of Hours All Day

Rain date necessary?
Yes No

Park Facility Reserved?
Yes No Not Required

Portable toilets needed?
Yes No Not Required

Trash Disposal Service?
 Yes No Not Required
GFL or Wall

Health Dept permit?
Yes No Not Required

1. Description of event: YMCA Wrightsville Beach Triathlon Bike Check and Packet Pickup

2. Event Day and Date: Friday September 26, 2025
 Timeframe needed: Set up 10:00 am pm to Tear down am pm
 Event start time: 2:00 am pm Event end time: 8:00 am pm

3. Estimated number of participants (including spectators): 750

4. Location: Wrightsville Beach Park and Pavilion

5. Individual making request: Tom Clifford
 Complete Mailing Address: 513 Bayfield Dr Wilmington, NC 28411
 Phone Number: 910-297-4973 E-mail: tom@iamwithoutlimits.com

6. Individual who will be on site and in charge of activity: Tom Clifford
 Complete Mailing address: 513 Bayfield Dr Wilmington, NC 28411
 Phone Number: 910-297-4973 E-mail: tom@iamwithoutlimits.com

7. Sponsoring organization/corporation (if applicable): YMCA of Southeastern North Carolina
 Contact: Sarah Gibbs
 Complete Mailing Address: 2710 Market Street Wilmington, NC 28403
 Phone Number: 910-251-8196 E-mail: Sarah.Gibbs@ymcasenc.org

8. Briefly describe provisions for the following:
 Toilet facilities: _____
 Trash disposal: Wall Trash or GFL Cans around the venue
(Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)
 Parking: Request for all hard lots and grass parking around town hall

9. Will food be served? No If yes, has permit from Health Dept. been obtained? _____
 Please explain: _____

FOR OFFICE USE ONLY

Race #700
check in SEP Fee: 600 PD Contract: COI
 Facility Use Fee: 700 OR Contract: Fees
 Security Deposit: 1500 COI: EMS standy unit
 Parking Fees: TBD NCDOT permit
 Traffic Cones: _____ TOTAL PAID: Trash
 TOTAL DUE: _____ Check #: Parking Spaces
Timeline

WBOR } Contract
WBPD }

FOR OFFICE USE ONLY

Site plan included?
 Yes No Not Required

Permit(s) needed for vehicle on the beach?
Yes No

Number needed: _____

Vehicle permit issued to: _____

Vendors requested? If yes, attach a list of the vendors.

Yes No

*Full road closure required? Yes No

Causeway
Race Day

If yes, do you have NCDOT approval? Yes No
To provide

Police support requested?
 Yes No Not Required

Race day only

PD Comments:

None

Fire Department support requested?
Yes No Not Required

FD Comments:

None

Ocean Rescue support requested?
Yes No Not Required

Race day only
OR Comments:

EMS support required?

Yes No

EMS Standby unit

Certificate of Insurance obtained?

Yes No Not Required

To provide prior to event

10. Will there be any music, PA system, or loud activities (if any, briefly describe)? _____

PA announcements from 2:00pm to 7:00pm

If yes, provide information specifying location and direction of noise-emanating devices along with proposed

noise level, frequency, and duration: _____

Speakers will be placed at the transition field and facing the fields

11. Will any banners, tents, stages, chairs, nets, decorations, etc., be used at this activity? Yes

If so, what company is providing the equipment: Set Up Events and Without Limits

Describe equipment in detail and provide a sketched plan: Plans in attached documentation

12. Will there be sales of any types of souvenirs, t-shirts, food, drinks or other products on public property?

If so, describe in detail: Yes. Triathlon merchandise and race vendors similar to a farmers market

13. Is police assistance necessary? No Yes *Are you requesting the closing of any streets? No

If so, please specify: _____

*Events requiring a complete road closure must pay a fee of \$0.50 per registered participant. Amount will be submitted with a statement attesting to the number of participants. Payment is due within fourteen (14) days of the event. The NC Department of Transportation requires a permit for road closures on state maintained roads.

Organizers of runs and other race events are responsible for providing traffic and/or crowd control which shall be handled by the Wrightsville Beach Police Department (or New Hanover County Sheriff's Department). Organizers of waterborne activities are responsible for providing adequate water safety resources to assure the safety of participants. Depending on the nature of the event, the Special Events Coordinator, Town Manager, or the Board of Aldermen may require police assistance with traffic/crowd control, additional Ocean Rescue support, and/or Emergency Medical Services support. Additional fees for these services may be incurred.

I understand that if my event requires a complete road closure, I am responsible for paying an additional fee of \$0.50 per registered participant. Payment is due within fourteen (14) days of the event.

I hereby certify that I am the authorized and responsible representative of the applying group and that I am at least 18 years of age. I understand that if any information is found not to be accurate, additional fees and/or fines may be assessed and/or my permit may be revoked.

I agree to comply with all town ordinances, rules, regulations, and other applicable laws.

I agree to save and keep the Town free and harmless from any and all loss or damages or claims for damages, including attorney's fees and litigation costs, arising from or out of the special event.

I agree to, upon request of the Special Events Coordinator, Town Manager, and/or the Board of Aldermen, to provide proof of general liability insurance listing the Town as an additionally insured with limits no less than 1 (one) million dollars.

I understand that if the event is cancelled, I will receive a refund of my application fee less \$15 administrative fee.

See attached memo for additional stipulations.

Signature: [Signature] Date: 5-7-2025

This application is hereby approved, this the _____ day of _____, 20_____.

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

January 11, 2024

**TOWN OF WRIGHTSVILLE BEACH, NC
SPECIAL EVENT PERMIT APPLICATION**

A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH EVENT DATE.
PLEASE TYPE OR PRINT LEGIBLY AND INCLUDE THE APPROPRIATE FEE WITH APPLICATION

Wrightsville Beach Parks & Recreation Department
P. O. Box 626, Wrightsville Beach, NC 28480
(910) 256-7925

FOR OFFICE USE ONLY

New Recurring

PRAC Recommendation:
 Approve
 Approve w/ Conditions
 Do Not Approve

Participants / Fee Per Day:

1-25	\$130
26-100	\$180
101-199	\$250
200-400	\$400
401-600	\$500
601-1,000	\$600
<input checked="" type="checkbox"/> 1,001-2,000	\$700
2,001-3,000	\$800
3,001-4,000	\$900
4,001+	\$1,500

SEP Security Deposit:
Participants / Fee

0-199	\$0
200-400	\$200
401-600	\$500
601-1,000	\$1,000
<input checked="" type="checkbox"/> 1,001-2,000	\$1,500
2,001+	\$2,000

Non-profit organization?
Yes No

Tax Exempt ID: _____

Time between 8 am & 10 pm? All Day

Number of Hours Set up prior to 8am

Rain date necessary?
Yes No

Park Facility Reserved?
 Yes No Not Required

Portable toilets needed?
 Yes No Not Required

Trash Disposal Service?
 Yes No Not Required
GFL or Wall

Health Dept permit?
Yes No Not Required

1. Description of event: YMCA Wrightsville Beach Triathlon

2. Event Day and Date: Saturday September 27, 2024

Timeframe needed: Set up 4:00 am / pm to Tear down 1:00 am / pm

Event start time: 6:50 am / pm Event end time: 11:00 am / pm

3. Estimated number of participants (including spectators): 1500

4. Location: Wrightsville Beach Park, Seapath, Blockade Runner, John Nesbitt Loop

5. Individual making request: Tom Clifford
Complete Mailing Address: 513 Bayfield Dr Wilmington, NC 28411
Phone Number: 910-297-4973 E-mail: tom@iamwithoutlimits.com

6. Individual who will be on site and in charge of activity: Tom Clifford
Complete Mailing address: 513 Bayfield Dr Wilmington, NC 28411
Phone Number: 910-297-4973 E-mail: tom@iamwithoutlimits.com

7. Sponsoring organization/corporation (if applicable): YMCA of Southeastern North Carolina
Contact: Sarah Gibbs
Complete Mailing Address: 2710 Market Street Wilmington, NC 28403
Phone Number: 910-251-8196 E-mail: Sarah.Gibbs@ymcasenc.org

8. Briefly describe provisions for the following:
Toilet facilities: 44 total (30 at town hall and 6 at Wynn Plaza Parking Lot)
Trash disposal: Wall Trash or GFL Cans around the venue
(Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)
Parking: Request for all hard lots and grass parking around town hall
Parking crew will be On Target Staffing
See attached parking location plan

Electrical power and/or water needs: Yes

9. Will food be served? Yes If yes, has permit from Health Dept. been obtained? _____
Please explain: Food trucks on site with their own permit. Typical post race packaged snacks for athletes

FOR OFFICE USE ONLY

SEP Fee: _____ PD Contract: See Packet Pick Up App

Facility Use Fee: _____ OR Contract: _____

Security Deposit: _____ COI: _____

Parking Fees: _____

Traffic Cones: _____ TOTAL PAID: _____

TOTAL DUE: _____ Check #: _____

January 11, 2024

FOR OFFICE USE ONLY

Site plan included?
Yes No Not Required

Permit(s) needed for vehicle on the beach?
Yes No

Number needed: _____
Vehicle permit issued to: _____

Vendors requested? If yes, attach a list of the vendors.
Yes No

*Full road closure required? Yes No
Causeway

If yes, do you have NCDOT approval? Yes No
To provide
Police support requested? Yes No Not Required

PD Comments:
None

Fire Department support requested? Yes No Not Required

FD Comments:
None

Ocean Rescue support requested? Yes No Not Required

OR Comments:
None

EMS support required? Yes No
EMS Standby unit

Certificate of Insurance obtained? Yes No Not Required

To provide prior to event

10. Will there be any music, PA system, or loud activities (if any, briefly describe)? _____

PA announcements from 5:00am to 10:30am and Music from 6:00am to 11:00am

If yes, provide information specifying location and direction of noise-emitting devices along with proposed

noise level, frequency, and duration: _____

Speakers will be placed in the transition field and facing the fields

11. Will any banners, tents, stages, chairs, nets, decorations, etc., be used at this activity? Yes

If so, what company is providing the equipment: Set Up Events and Without Limits

Describe equipment in detail and provide a sketched plan: Plans in attached documentation

12. Will there be sales of any types of souvenirs, t-shirts, food, drinks or other products on public property?

If so, describe in detail: Yes. Triathlon merchandise and race vendors similar to a farmers market

13. Is police assistance necessary? Yes *Are you requesting the closing of any streets? Yes

If so, please specify: See TCP: Causeway Dr. between Seapath and Town Hall

Waynick by Blockade Runner will have 1 Lane closure along with 1 lane of the bridge.

*Events requiring a complete road closure must pay a fee of \$0.50 per registered participant. Amount will be submitted with a statement attesting to the number of participants. Payment is due within fourteen (14) days of the event. The NC Department of Transportation requires a permit for road closures on state maintained roads.

Organizers of runs and other race events are responsible for providing traffic and/or crowd control which shall be handled by the Wrightsville Beach Police Department (or New Hanover County Sheriff's Department). Organizers of waterborne activities are responsible for providing adequate water safety resources to assure the safety of participants. Depending on the nature of the event, the Special Events Coordinator, Town Manager, or the Board of Aldermen may require police assistance with traffic/crowd control, additional Ocean Rescue support, and/or Emergency Medical Services support. Additional fees for these services may be incurred.

I understand that if my event requires a complete road closure, I am responsible for paying an additional fee of \$0.50 per registered participant. Payment is due within fourteen (14) days of the event.

I hereby certify that I am the authorized and responsible representative of the applying group and that I am at least 18 years of age. I understand that if any information is found not to be accurate, additional fees and/or fines may be assessed and/or my permit may be revoked.

I agree to comply with all town ordinances, rules, regulations, and other applicable laws.

I agree to save and keep the Town free and harmless from any and all loss or damages or claims for damages, including attorney's fees and litigation costs, arising from or out of the special event.

I agree to, upon request of the Special Events Coordinator, Town Manager, and/or the Board of Aldermen, to provide proof of general liability insurance listing the Town as an additionally insured with limits no less than 1 (one) million dollars.

I understand that if the event is cancelled, I will receive a refund of my application fee less \$15 administrative fee.

See attached memo for additional stipulations.

Signature: [Signature] Date: 5-7-2025

This application is hereby approved, this the _____ day of _____, 20_____.

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

January 11, 2024



Town of Wrightsville Beach

321 Causeway Drive, PO Box 626, Wrightsville Beach, NC 28480 (910) 256 - 7900

REQUEST FOR OFF-DUTY PUBLIC SAFETY EMPLOYMENT

Off-Duty Employment is strictly voluntary; thus, all requests may not be filled.

Services Requested: Fire Department Ocean Rescue Police Department Park Ranger

Purpose of Request

Event Name/Purpose of Contract: YMCA Wrightsville Beach Triathlon
Description of Activity: Triathlon (Swim Bike Run)
Date of Event: 9-27-2025 Start Time: 6:50 AM PM End Time: 11:00 AM PM

Contact Information

Name of contact person present at event: Tom Clifford Cell# 910-297-4973
Name of Applicant: Tom Clifford Cell# _____
Applicant's Relation to Activity: Event Director

Billing Information

Business Name: YMCA of Southeastern North Carolina Telephone: 910-251-8196
Billing Address: 2710 Market Street Wilmington, NC 28403
Street Address: _____

Contract Rates (Four-Hour Minimum)

Contact Information		Description	Qty Req	Rate	FOR OFFICE USE ONLY
(910) 256-7920	Fire Chief	Firefighters		@ \$50.00/hour	\$
(910) 256-7920	Dave Baker	Lifeguards		@ \$50.00/hour	\$
		Personal Watercraft		@ \$50.00/hour	\$
		Ocean Rescue ATV		@ \$50.00/hour	\$
(910) 256-7945	Captain Bishop	Police Officers		@ \$50.00/hour	\$
		Police Vehicle		@ \$50.00/day	\$
(910) 256-7937	Tony Wilson	Park Ranger		@ \$50.00/hour	\$
		Park Ranger Vehicle		@ \$50.00/day	\$
Total Contract Amount					\$

Please provide a summary of expected duties. Additional notes may be continued on the back of this form.

*The applicant understands that all employees may be called back to active duty in the event of an emergency.
A prorated invoice will be generated if such an instance should arise.*

CANCELLATION NOTICE: A 24-hour cancellation notice is required. If you need to cancel the request, call the contact number listed above. If the applicant fails to comply with the 24-hour cancellation notice, payment is due in full. The applicant hereby agrees to the terms listed above and payment of services incurred under this agreement.

Tom Clifford 5-7-2025
Signature of Applicant Date

FOR TOWB STAFF USE ONLY:

Approved by Fire Chief _____ Date _____ Approved by Planning & Parks Director _____ Date _____
Approved by Police Chief _____ Date _____ Approved by Town Manager _____ Date _____
Invoice mailed (initial, date) _____ Payment received (initial, date) _____

PERMIT REQUIRED? FILMING SPECIAL EVENT NONE REQUIRED

2025 WATER SAFETY PLAN



- Event: 2025 YMCA Wrightsville Beach Triathlon
- Location: Starts at the Blockade Runner Water
- Safety:
 - Lifeguards stationed from the Blockade Runner sound side shoreline to Seapath Marina
 - At least one lifeguard/water support per 35 participants
 - Lifeguards will be on kayaks, paddleboards, and at least two motorized boats for emergency extractions
- Swim Lead: Kristen Smith
- Race Start:
 - Begins in waves
 - Colored caps provided for each wave to monitor swim duration
- Emergency Services:
 - Dedicated EMS unit on site throughout the event
- Rescue Points:
 - Swimmers in distress during the channel cross will be escorted to S. Channel Park
 - Post-channel crossing distress: Swimmers will exit at Harbor Island Park or be placed in a rescue boat
- Traffic Control:
 - Police stationed at all traffic intersections crossed by participants
- Youth Triathlon:
 - Additional parents and staff in the water
 - Course layout: Out and back with 2 buoys
 - Mandatory walk-through the evening before the event

YMCA WRIGHTSVILLE BEACH TRIATHLON TIMELINE

Friday:

- 10:00 AM:
 - Crew arrives at WB Park to set up:
 - Ice, tents, possible stage, bathrooms, music
 - Vendor and TA setups
- 2:00 PM to 7:00 PM: 7 or 8 ?
 - Packet Pickup at the park
- ~~Parking:~~
 - ~~Spaces will be blocked in front of Blockade Runner~~ Bike lane
- 5:00 PM to 6:00 PM:
 - Athlete meetings at WB Park



Saturday:

- 3:00 AM:
 - Crew arrives to set up WB Park and Course
- 5:00 AM:
 - Participants arrive, PA announcements start
- • 5:15 AM:
 - Officers report to Police Department training room for briefing
- 5:00 AM to 6:30 AM:
 - Packet Pickup
- 5:30 AM:
 - Traffic control setup begins (cones, signage, barrier tape)
 - Music starts
- 6:30 AM:
 - Causeway Drive closed to traffic
- 6:50 AM:
 - Triathlon begins
- 7:00 AM to 7:10 AM:
 - Swimmers transition from Seapath to WB Park
- 7:10 AM to 7:20 AM:
 - First cyclists begin bike course
- 7:40 AM to 7:50 AM:
 - First cyclists return to beach; final swimmers nearing exit
- 7:50 AM to 8:00 AM:
 - First participant begins the run
- 8:00 AM:
 - Youth start at Seapath
 - First athlete finishes the race
- 10:00 AM:
 - Last participant off the bike; Causeway Drive reopens
- 11:00 AM:
 - Last participant finishes the race; normal traffic resumes
 - Officers cleared as directed by the Incident Commander (IC)
- 10:00 AM to 12:00 PM:
 - Post-race party at WB Park with music
- 11:00 AM to 3:00 PM:
 - Tear down

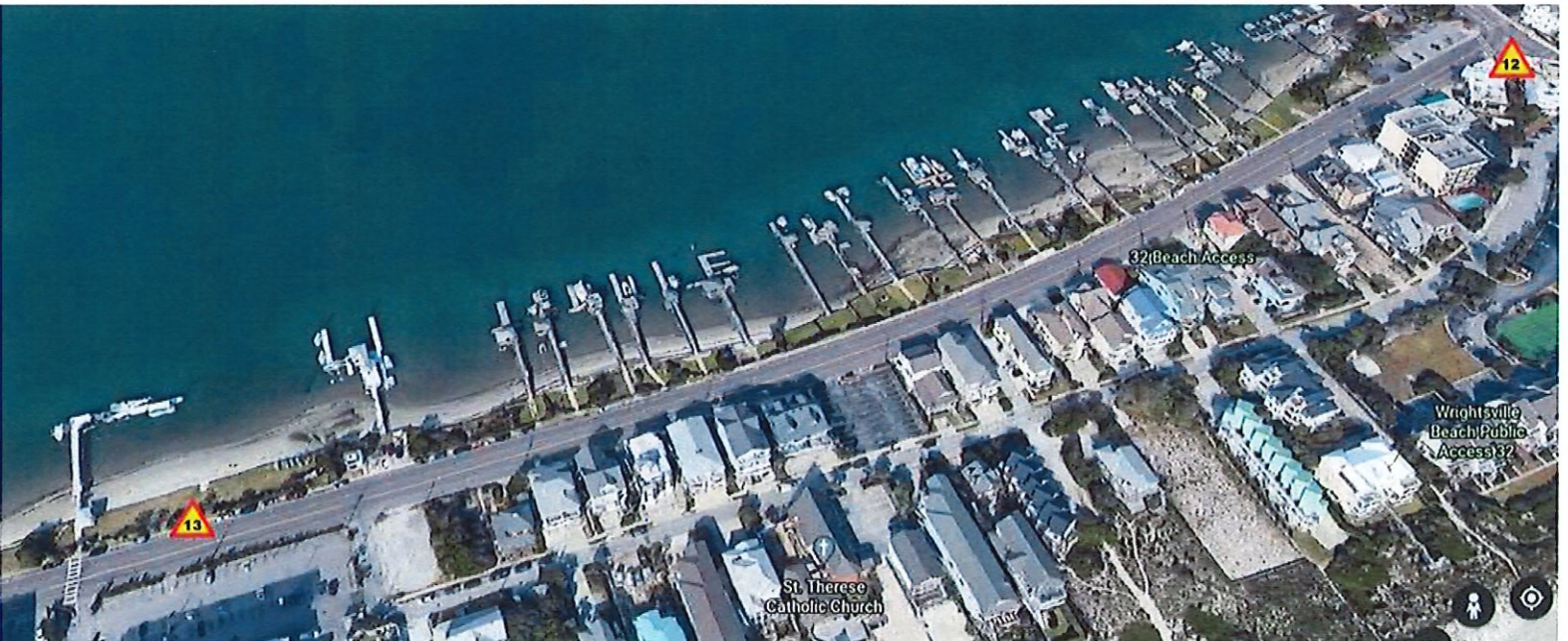
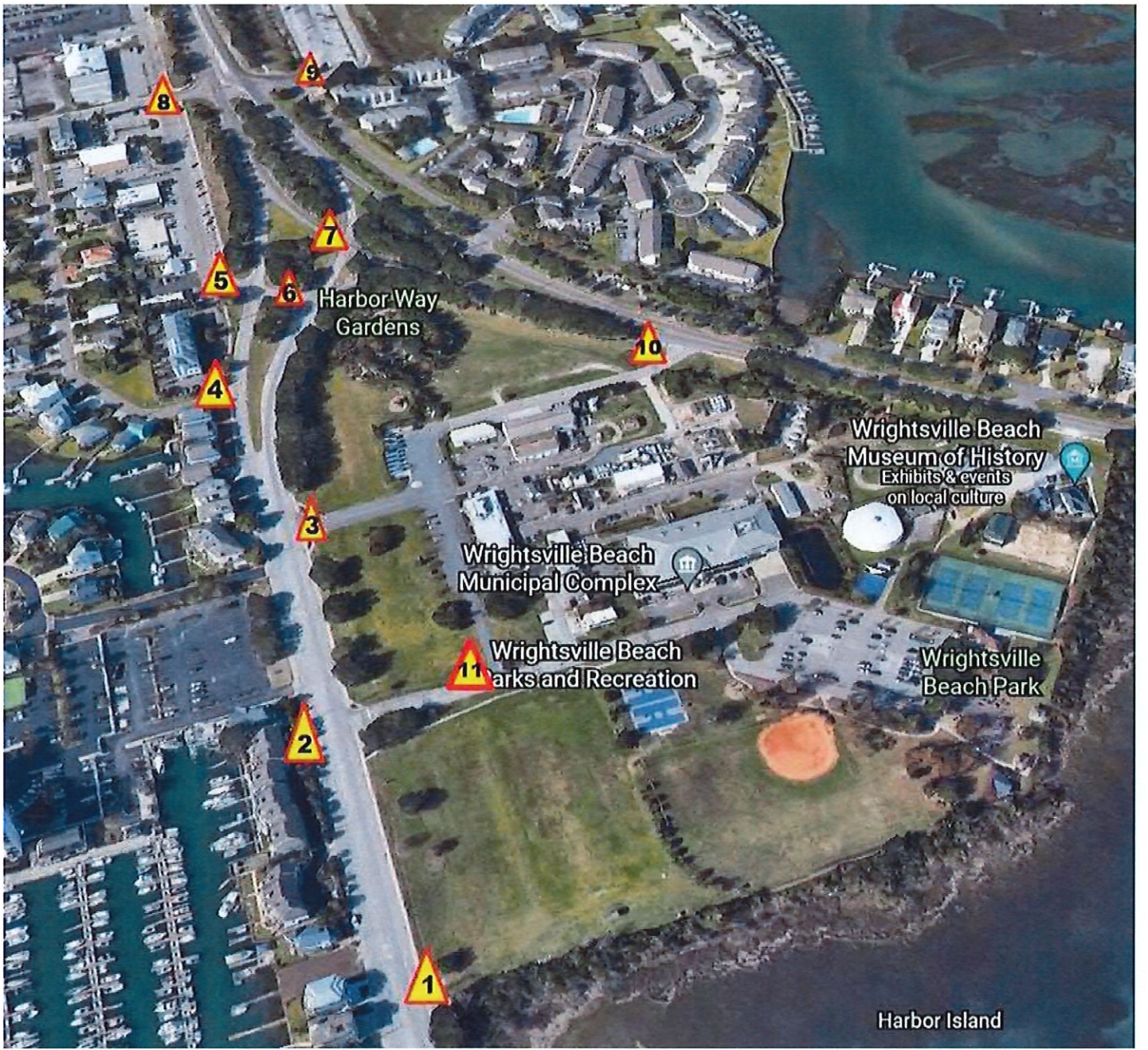
On post 5:45 am

CONES AND OFFICERS

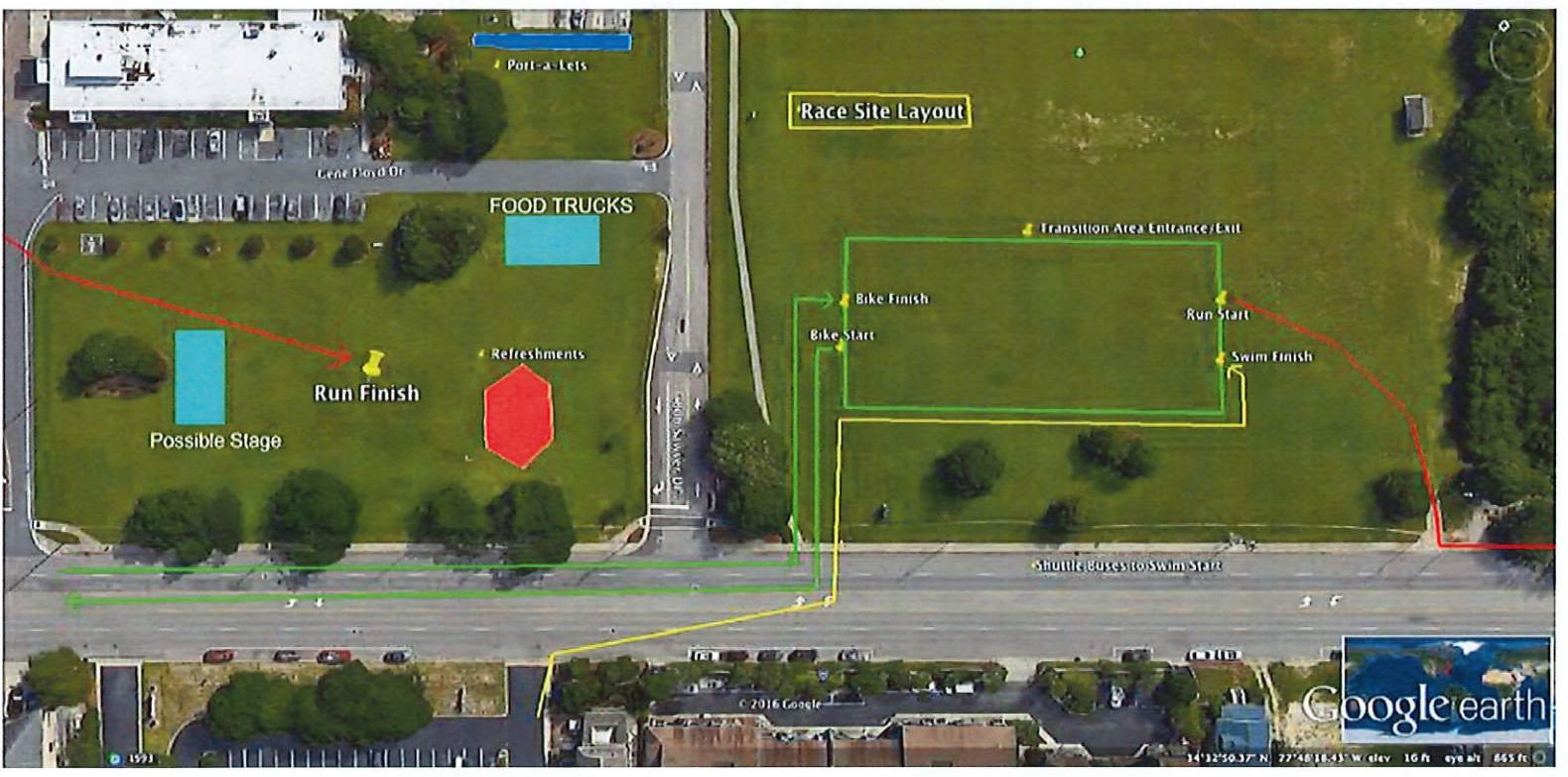
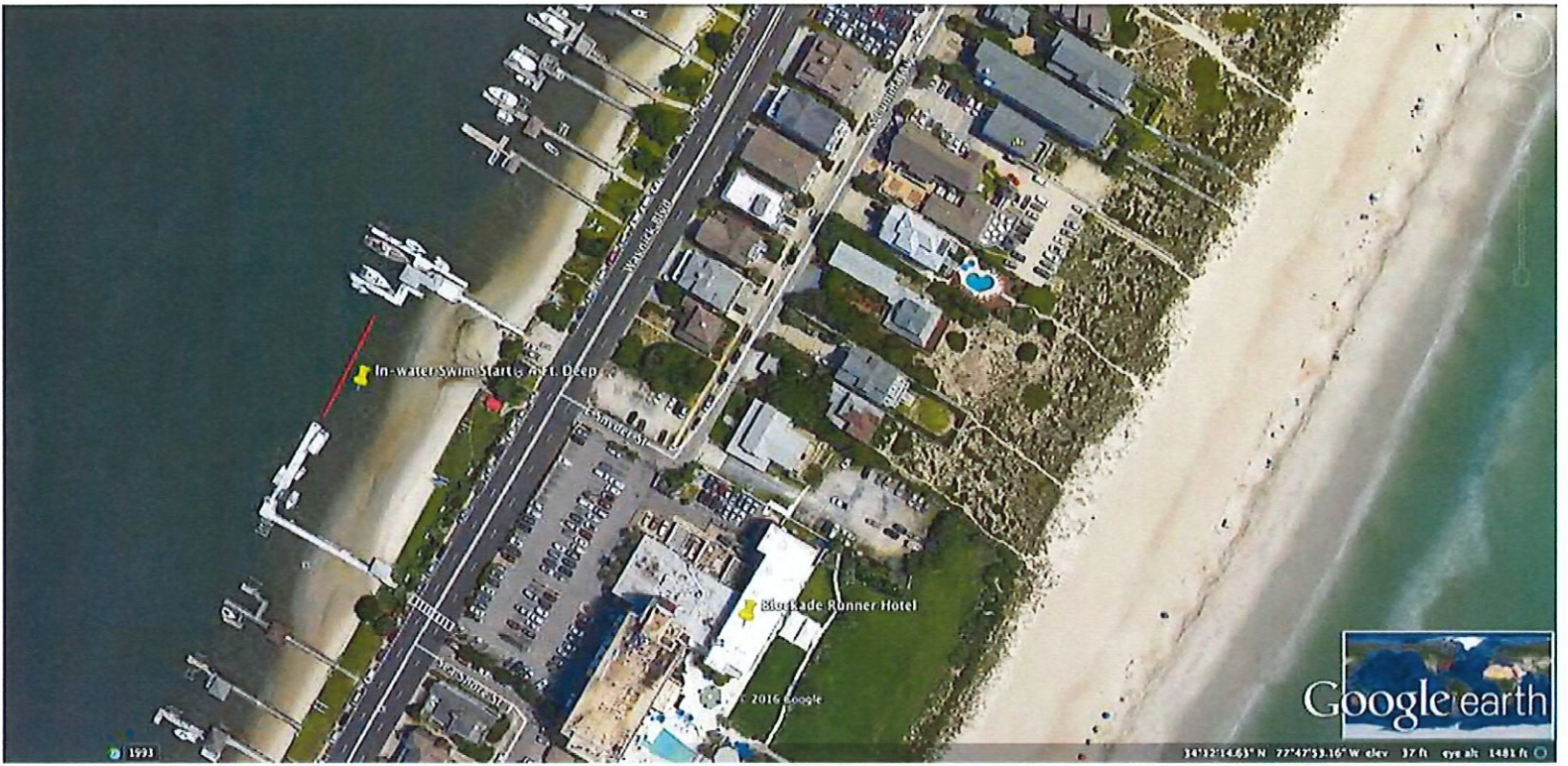


This is a list of WBPD officer locations and areas where traffic cones are needed other than those placed to mark the race route.

1. Causeway at Gazebo (1): Officer vehicle stationed on Causeway in the area of the gazebo to block westbound traffic on Causeway. Vehicles must turn around and exit via N. Lumina and Salisbury. YMCA to drop 8 cones for WBPD use.
2. Causeway/Bob Sawyer (2): Two officers stationed on Causeway at Bob Sawyer to keep the transition area safe and free from spectators. They may also coordinate with the officer at Seacrest for vehicles exiting Seapath. Those vehicles will be directed to Seacrest where they will leave the beach via the boat ramp.
3. Seawater Lane at Causeway: YMCA to cone municipal complex entrance to prevent vehicle access. Volunteer needed to move traffic cones as necessary for emergency ingress and egress.
4. Causeway/Seacrest (1): One officer at Seacrest to coordinate any traffic that may be coming out of Seapath. ~~YMCA to block parking spaces with cones to be moved event day for vehicles to exit Seapath to Seacrest.~~ *Bike lane*
5. Old Causeway at Causeway: YMCA to cone as necessary to prevent vehicle access.
6. Old Causeway Crossover: YMCA to cone as necessary to prevent vehicle access.
7. Causeway/Salisbury at flashing light: One officer with vehicle. YMCA to drop 10 cones for WBPD use.
8. Keel Street at Hwy 74/76: YMCA to place cones "thick" in this area to prevent vehicles from crossing bike lane.
9. Drawbridge & Boat Ramp (3): Park Ranger at boat ramp entrance coordinating traffic with volunteers, one on either side of the drawbridge, for residents needing to enter or leave Harbor Island residences and businesses.
10. Seawater at Salisbury Street: Access for municipal employees only and exit from spectator parking area. YMCA needs to provide cones to prevent vehicle access from Salisbury Street. Volunteer to move traffic cones as necessary.
11. Bob Sawyer and Gene Floyd: YMCA to set out cones to prevent vehicles from exiting until last bike has entered the transition area.
12. Waynick at Causeway (2): Two officers with vehicle at the intersection of Causeway and Waynick. Once Causeway is closed to through traffic, officers will direct traffic onto North Lumina Ave. Local traffic can access homes and businesses on Causeway up to the Moorings. YMCA staff is allowed access to event transition area.
13. Waynick at Blockade Runner (swim start): Two officers with vehicle. YMCA to set out 30 cones late Thursday evening prior to race to block parking spaces. Saturday morning cones to be moved to mark outside southbound lane. Participants will be walking to start from WB Park.









SWIM COURSE

BIKE COURSE

RUN COURSE

**TOWN OF WRIGHTSVILLE BEACH, NC
SPECIAL EVENT PERMIT APPLICATION**

A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH EVENT DATE.

PLEASE TYPE OR PRINT LEGIBLY AND INCLUDE THE APPROPRIATE FEE WITH APPLICATION

Wrightsville Beach Parks & Recreation Department
P. O. Box 626, Wrightsville Beach, NC 28480
(910) 256-7925

FOR OFFICE USE ONLY

New Recurring

PRAC Recommendation:
 Approve
 Approve w/ Conditions
 Do Not Approve

Participants / Fee Per Day:

<input type="checkbox"/>	1-25	\$130
<input checked="" type="checkbox"/>	26-100	\$180
<input type="checkbox"/>	101-199	\$250
<input type="checkbox"/>	200-400	\$400
<input type="checkbox"/>	401-600	\$500
<input type="checkbox"/>	601-1,000	\$600
<input type="checkbox"/>	1,001-2,000	\$700
<input type="checkbox"/>	2,001-3,000	\$800
<input type="checkbox"/>	3,001-4,000	\$900
<input type="checkbox"/>	4,001+	\$1,500

SEP Security Deposit:
Participants / Fee

<input checked="" type="checkbox"/>	0-199	\$0
<input type="checkbox"/>	200-400	\$200
<input type="checkbox"/>	401-600	\$500
<input type="checkbox"/>	601-1,000	\$1,000
<input type="checkbox"/>	1,001-2,000	\$1,500
<input type="checkbox"/>	2,001+	\$2,000

Non-profit organization?
Yes No

Tax Exempt ID: _____

Time between ^{setup} 8 am & 10 pm ^{to} 8 am

Number of Hours 10

Rain date necessary?
Yes No

Park Facility Reserved?
Yes No Not Required

Portable toilets needed?
Yes No Not Required

Trash Disposal Service?
Yes No Not Required

Health Dept permit?
Yes No Not Required

1. Description of event: WB Board Riders/Mid Atlantic Board Riders Fall Contest
November 1, 2025 (Rain Dates: Nov. 1, 8 & 9)

2. Event Day and Date: November 1 and 2 OR November 8 and 9. We will only use one day
 Timeframe needed: Set up 7 am pm to Tear down 5 am pm
 Event start time: 8 am pm Event end time: 4 am pm

3. Estimated number of participants (including spectators): 100

4. Location: Access 28-29

5. Individual making request: David H. Jacobs Vice Chair WBBR
 Complete Mailing Address: 16 Oceanic Street WB NC 28480
 Phone Number: 240 447 0651 E-mail: david@dhjacobsllaw.com

6. Individual who will be on site and in charge of activity: DHJ/Ben Bourgeois/Erin Whittle
 Complete Mailing address: see above
 Phone Number: _____ E-mail: _____

7. Sponsoring organization/corporation (if applicable): WB Board Riders
 Contact: DHJ
 Complete Mailing Address: _____
 Phone Number: _____ E-mail: _____

8. Briefly describe provisions for the following:
 Toilet facilities: Public facilities near Breeza
 Trash disposal: zero waste/we will carry out
 (Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)
 Parking: S Lumina/Town Center/Street
 Electrical power and/or water needs: n/a

9. Will food be served? no If yes, has permit from Health Dept. been obtained? _____
 Please explain: _____

FOR OFFICE USE ONLY

SEP Fee: <u>\$180⁰⁰</u>	PD Contract: _____	Fee
Facility Use Fee: _____	OR Contract: _____	COI
Security Deposit: _____	COI: _____	
Parking Fees: _____		
Traffic Cones: _____	TOTAL PAID: _____	
TOTAL DUE: <u>\$180⁰⁰</u>	Check #: _____	

FOR OFFICE USE ONLY

Site plan included?
Yes No Not Required

Permit(s) needed for vehicle on the beach?
Yes No

Number needed: _____
Vehicle permit issued to: _____

Vendors requested? If yes, attach a list of the vendors.
Yes No

*Full road closure required? Yes No

If yes, do you have NCDOT approval? Yes No

Police support requested?
Yes No Not Required

PD Comments:
No concerns

Fire Department support requested?
Yes No Not Required

FD Comments:
No concerns

Ocean Rescue support requested?
Yes No Not Required

OR Comments:

EMS support required?
Yes No

Certificate of Insurance obtained?
Yes No Not Required

To provide prior to event

10. Will there be any music, PA system, or loud activities (if any, briefly describe)? There will be a PA for heat commentary

If yes, provide information specifying location and direction of noise-emanating devices along with proposed noise level, frequency, and duration: Towards ocean 30 watt bullhorn 2-3x during each 30 minute heat

11. Will any banners, tents, stages, chairs, nets, decorations, etc., be used at this activity? yes

If so, what company is providing the equipment: WBBR and other board rider clubs approx 4-5 tents and chairs

Describe equipment in detail and provide a sketched plan: see attached

12. Will there be sales of any types of souvenirs, t-shirts, food, drinks or other products on public property?

If so, describe in detail: no sales

13. Is police assistance necessary? no *Are you requesting the closing of any streets? no

If so, please specify: _____

*Events requiring a complete road closure must pay a fee of \$0.50 per registered participant. Amount will be submitted with a statement attesting to the number of participants. Payment is due within fourteen (14) days of the event. The NC Department of Transportation requires a permit for road closures on state maintained roads.

Organizers of runs and other race events are responsible for providing traffic and/or crowd control which shall be handled by the Wrightsville Beach Police Department (or New Hanover County Sheriff's Department). Organizers of waterborne activities are responsible for providing adequate water safety resources to assure the safety of participants. Depending on the nature of the event, the Special Events Coordinator, Town Manager, or the Board of Aldermen may require police assistance with traffic/crowd control, additional Ocean Rescue support, and/or Emergency Medical Services support. Additional fees for these services may be incurred.

I understand that if my event requires a complete road closure, I am responsible for paying an additional fee of \$0.50 per registered participant. Payment is due within fourteen (14) days of the event.

I hereby certify that I am the authorized and responsible representative of the applying group and that I am at least 18 years of age. I understand that if any information is found not to be accurate, additional fees and/or fines may be assessed and/or my permit may be revoked.

I agree to comply with all town ordinances, rules, regulations, and other applicable laws.

I agree to save and keep the Town free and harmless from any and all loss or damages or claims for damages, including attorney's fees and litigation costs, arising from or out of the special event.

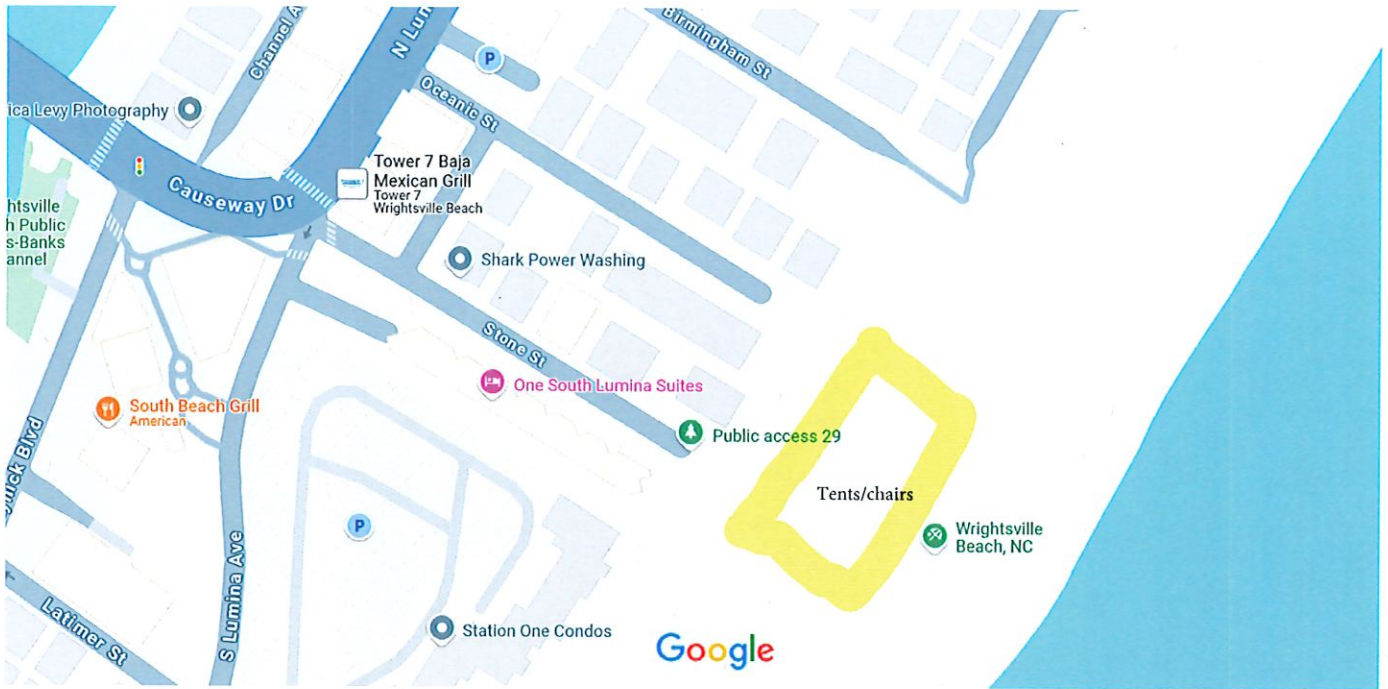
I agree to, upon request of the Special Events Coordinator, Town Manager, and/or the Board of Aldermen, to provide proof of general liability insurance listing the Town as an additionally insured with limits no less than 1 (one) million dollars.

I understand that if the event is cancelled, I will receive a refund of my application fee less \$15 administrative fee.
See attached memo for additional stipulations.

Signature: David Jacobs Date: 6/4/25

This application is hereby approved, this the _____ day of _____, 20_____.

Special Events Coordinator, Town of Wrightsville Beach, North Carolina



Map data ©2025 Google 100 ft

**TOWN OF WRIGHTSVILLE BEACH, NC
SPECIAL EVENT PERMIT APPLICATION**

A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH EVENT DATE.
PLEASE TYPE OR PRINT LEGIBLY AND INCLUDE THE APPROPRIATE FEE WITH APPLICATION

Wrightsville Beach Parks & Recreation Department
P. O. Box 626, Wrightsville Beach, NC 28480
(910) 256-7925

FOR OFFICE USE ONLY

New Recurring
PRAC Recommendation:
 Approve
 Approve w/ Conditions
 Do Not Approve

Participants / Fee Per Day:

1-25	\$130
26-100	\$180
101-199	\$250
200-400	\$400
401-600	\$500
601-1,000	\$600
1,001-2,000	\$700
2,001-3,000	\$800
<input checked="" type="checkbox"/> 3,001-4,000	\$900
4,001+	\$1,500

SEP Security Deposit:

0-199	\$0
200-400	\$200
401-600	\$500
601-1,000	\$1,000
1,001-2,000	\$1,500
<input checked="" type="checkbox"/> 2,001+	\$2,000

Non-profit organization?
Yes No
Tax Exempt ID:

Time between Set Up
8 am & 10 pm? Prior
Number of Hours 6
Rain date necessary?
Yes No

Park Facility Reserved?
 Yes No Not Required
Portable toilets needed?
 Yes No Not Required
Trash Disposal Service?
 Yes No Not Required
Green for Life
Health Dept permit?
Yes No Not Required

1. Description of event: Cape Fear Habitat for Humanity Wrightsville Beach Turkey Trot

2. Event Day and Date: Thursday, November 27, 2025

Timeframe needed: Set up 5:00 AM am pm to Tear down 11:00 AM am pm
Event start time: 8:00 (1 Mile) \ 8:30 (5K) am pm Event end time: 10:00 AM am pm

3. Estimated number of participants (including spectators): 3,000 - 3,500

4. Location: Wrightsville Beach Park - 321 Causeway Drive

5. Individual making request: Michelle Hackman / Its Go Time
Complete Mailing Address: 463 Vallie Lane, Wilmington, NC 28412
Phone Number: 910-859-9501 E-mail: michelle@its-go-time.com

6. Individual who will be on site and in charge of activity: Colin Hackman
Complete Mailing address: 463 Vallie Lane, Wilmington, NC 28412
Phone Number: 910-859-9500 E-mail: colin@its-go-time.com

7. Sponsoring organization/corporation (if applicable): Habitat for Humanity
Contact: Shannon Perez
Complete Mailing Address: 3310 Fredrickson Road, Wilmington, NC 28401
Phone Number: 910-762-4744 E-mail: Shannon.Perez@capefearhabitat.org

8. Briefly describe provisions for the following:
Toilet facilities: Rent A John
Trash disposal: Green For Life Trash Cans
(Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)
Parking: Parking Staff from On Target Staffing

Electrical power and/or water needs: none

9. Will food be served? no If yes, has permit from Health Dept. been obtained? _____

Please explain: _____

FOR OFFICE USE ONLY

SEP Fee: <u>\$900</u>	PD Contract: <input checked="" type="checkbox"/>	<u>COI</u>
Facility Use Fee: <u>350</u>	OR Contract: _____	<u>Fees</u>
Security Deposit: <u>2000</u>	COI: _____	<u>Meeting</u>
Parking Fees: <u>-</u>	TOTAL PAID: _____	<u>NCDOT permit</u>
Traffic Cones: <u>-</u>	Check #: _____	<u>Road Closure Fee</u>
TOTAL DUE: <u>\$3,250</u>		<u>Out + back / Parking?</u>

January 11, 2024

FOR OFFICE USE ONLY

Site plan included?
Yes No Not Required

Permit(s) needed for vehicle on the beach?
Yes No

Number needed: _____

Vehicle permit issued to: _____

Vendors requested? If yes, attach a list of the vendors.

Yes No Sponsors

*Full road closure required? Yes No
Salisbury St.

If yes, do you have NCDOT approval? Yes No
Will provide

Police support requested? Yes No Not Required

PD Comments:

None

Fire Department support requested? Yes No Not Required

Yes No Not Required

FD Comments:

N/A

Ocean Rescue support requested? Yes No Not Required

Yes No Not Required

OR Comments:

N/A

EMS support required? Yes No

EMS standby per CFHH

Certificate of Insurance obtained? Yes No Not Required

Yes No Not Required

10. Will there be any music, PA system, or loud activities (if any, briefly describe)? PA Music provided by Go Time and Without Limits

If yes, provide information specifying location and direction of noise-emanating devices along with proposed noise level, frequency, and duration: PA DJ system in front of Wrightsville Beach offices pointing toward Causeway Drive.

11. Will any banners, tents, stages, chairs, nets, decorations, etc., be used at this activity? YES

If so, what company is providing the equipment: Not rented items. Equipment from Go Time.

Describe equipment in detail and provide a sketched plan: Pop Up Tents, Sponsor Banners

12. Will there be sales of any types of souvenirs, t-shirts, food, drinks or other products on public property?

If so, describe in detail: Habitat for Humanity Gear

13. Is police assistance necessary? Yes *Are you requesting the closing of any streets? _____

If so, please specify: Will take recommendation and requirements from Town

*Events requiring a complete road closure must pay a fee of \$0.50 per registered participant. Amount will be submitted with a statement attesting to the number of participants. Payment is due within fourteen (14) days of the event. The NC Department of Transportation requires a permit for road closures on state maintained roads.

Organizers of runs and other race events are responsible for providing traffic and/or crowd control which shall be handled by the Wrightsville Beach Police Department (or New Hanover County Sheriff's Department). Organizers of waterborne activities are responsible for providing adequate water safety resources to assure the safety of participants. Depending on the nature of the event, the Special Events Coordinator, Town Manager, or the Board of Aldermen may require police assistance with traffic/crowd control, additional Ocean Rescue support, and/or Emergency Medical Services support. Additional fees for these services may be incurred.

I understand that if my event requires a complete road closure, I am responsible for paying an additional fee of \$0.50 per registered participant. Payment is due within fourteen (14) days of the event.

I hereby certify that I am the authorized and responsible representative of the applying group and that I am at least 18 years of age. I understand that if any information is found not to be accurate, additional fees and/or fines may be assessed and/or my permit may be revoked.

I agree to comply with all town ordinances, rules, regulations, and other applicable laws.

I agree to save and keep the Town free and harmless from any and all loss or damages or claims for damages, including attorney's fees and litigation costs, arising from or out of the special event.

I agree to, upon request of the Special Events Coordinator, Town Manager, and/or the Board of Aldermen, to provide proof of general liability insurance listing the Town as an additionally insured with limits no less than 1 (one) million dollars.

I understand that if the event is cancelled, I will receive a refund of my application fee less \$15 administrative fee.

See attached memo for additional stipulations.

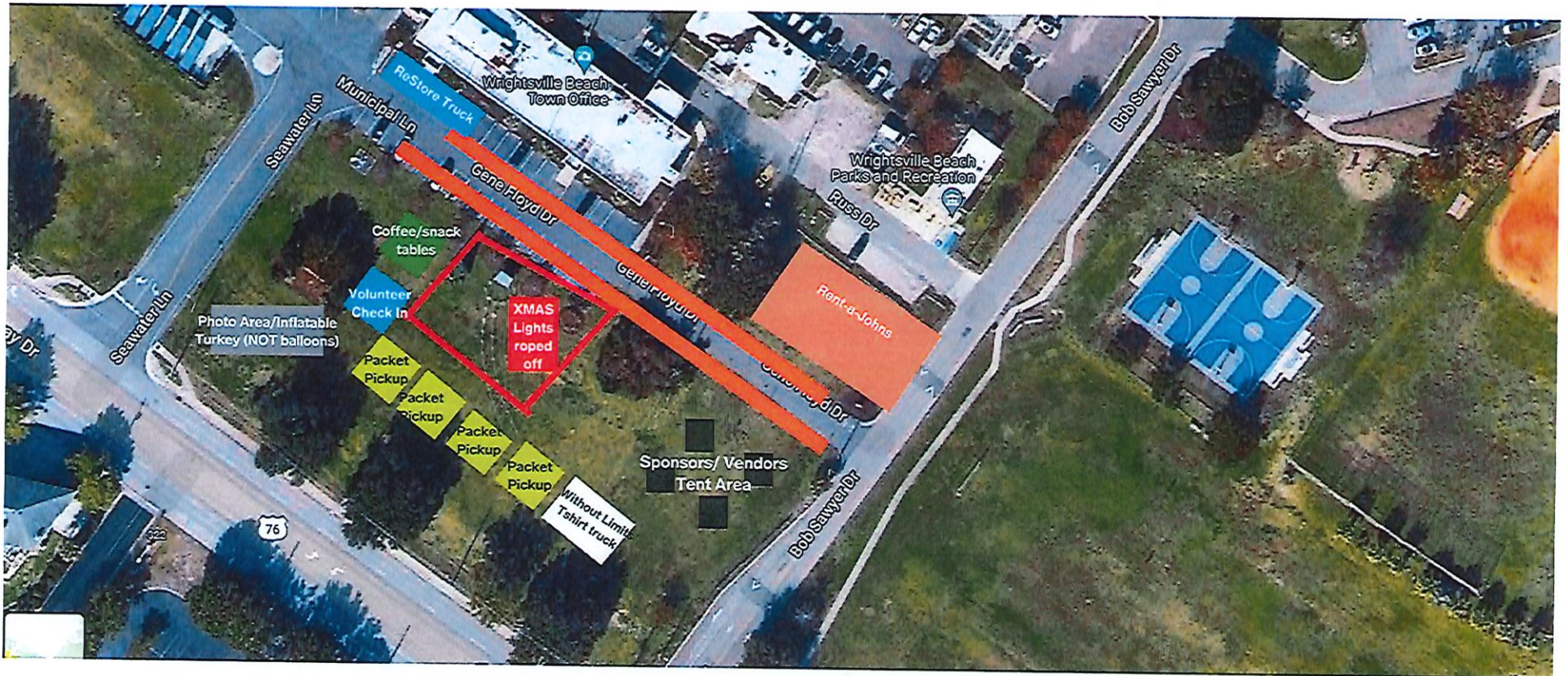
Signature: [Signature] Date: 4/15/2025

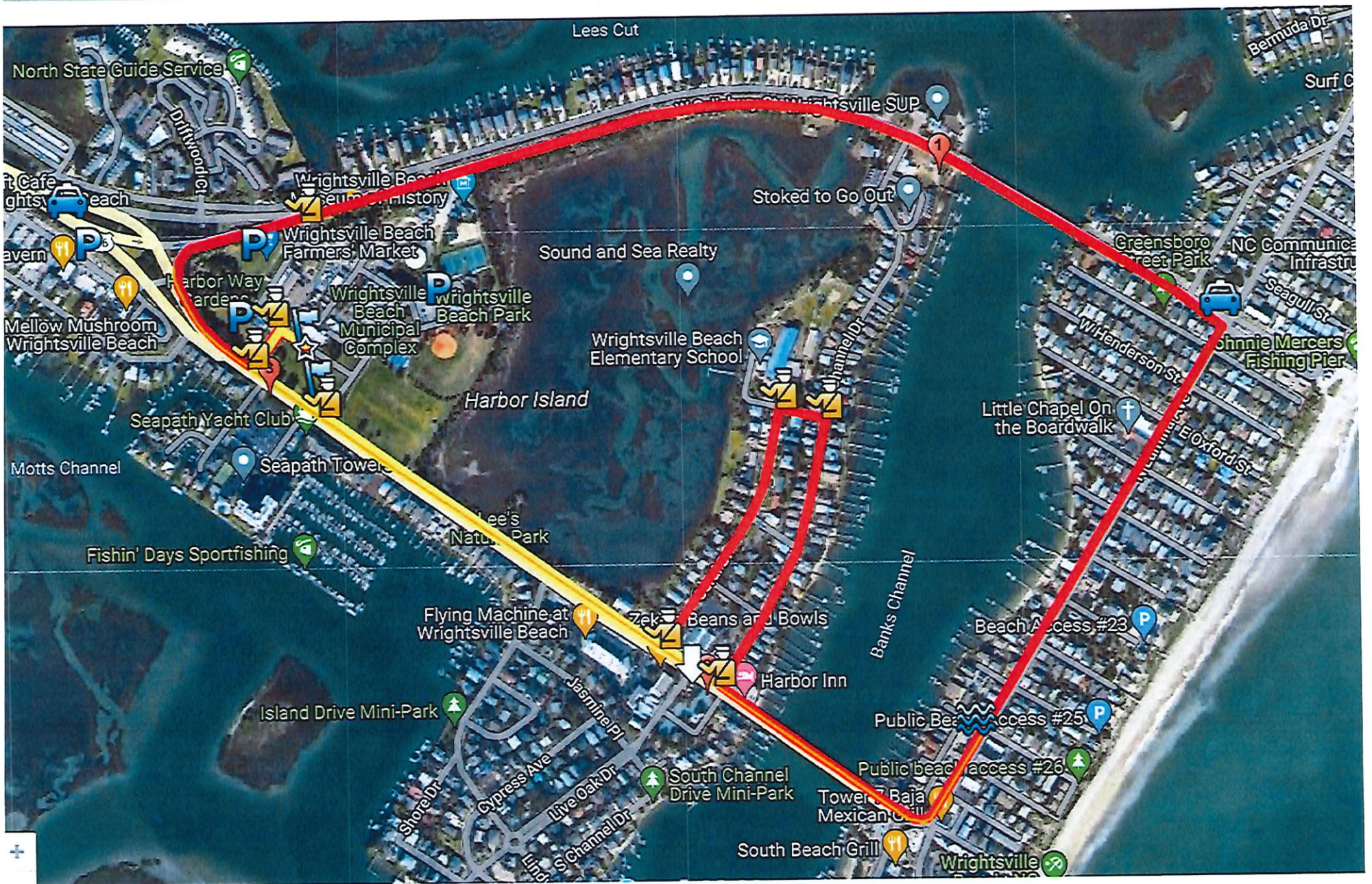
This application is hereby approved, this the _____ day of _____, 20_____.

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

January 11, 2024

To provided prior to event.







Town of Wrightsville Beach

321 Causeway Drive, PO Box 626, Wrightsville Beach, NC 28480 (910) 256 - 7900

REQUEST FOR OFF-DUTY PUBLIC SAFETY EMPLOYMENT

Off-Duty Employment is strictly voluntary; thus, all requests may not be filled.

Services Requested: Fire Department Ocean Rescue Police Department Park Ranger

Purpose of Request

Event Name/Purpose of Contract: Cape Fear Habitat for Humanity Wrightsville Beach Turkey Trot
Description of Activity: 5K and 1 Mile Run
Date of Event: November 27, 2025 Start Time: 8:00 AM PM End Time: 10:00 AM PM

Contact Information

Name of contact person present at event: Colin Hackman Cell# 910-859-9500
Name of Applicant: Michelle Hackman Cell# 910-859-9501
Applicant's Relation to Activity: Race Timer

Billing Information

Business Name: Cape Fear Habitat for Humanity Telephone: 910 762 4744
Billing Address: 3310 Fredrickson Road, Wilmington, NC 28401
Street Address: 3310 Fredrickson Road, Wilmington, NC 28401

Contract Rates (Four-Hour Minimum)

Contact Information	Description	Qty Req	Rate	FOR OFFICE USE ONLY
(910) 256-7920	Fire Chief	Firefighters	@ \$50.00/hour	\$
(910) 256-7920	Sam Proffitt	Ski/Operator/Swimmer	@ \$150.00/hour	\$
		OR Vehicle & Operator	@ \$100.00/hour	\$
(910) 256-7945	Captain Bishop	Police Officers	@ \$50.00/hour	\$
		Police Vehicle	@ \$50.00/day	\$
(910) 256-7937	Tony Wilson	Park Ranger	@ \$50.00/hour	\$
		Park Ranger Vehicle	@ \$50.00/day	\$
				\$
Total Contract Amount				\$

Please provide a summary of expected duties. Additional notes may be continued on the back of this form.

The applicant understands that all employees may be called back to active duty in the event of an emergency. A prorated invoice will be generated if such an instance should arise.

CANCELLATION NOTICE: A 24-hour cancellation notice is required. If you need to cancel the request, call the contact number listed above. If the applicant fails to comply with the 24-hour cancellation notice, payment is due in full. The applicant hereby agrees to the terms listed above and payment of services incurred under this agreement.

4/15/2025
Signature of Applicant Date

FOR TOWB STAFF USE ONLY:

Approved by Fire Chief _____ Date _____ Approved by Planning & Parks Director _____ Date _____

Approved by Police Chief _____ Date _____ Approved by Town Manager _____ Date _____

Invoice mailed (initial, date) _____ Payment received (Initial, date) _____

PERMIT REQUIRED? FILMING SPECIAL EVENT NONE REQUIRED

Wrightsville Beach Parks & Recreation
4 Fran Russ Drive
P.O. Box 626
Wrightsville Beach, NC 28480

Phone: 910-256-7925
E-mail: parksandrecreation@towb.org

Invoice

Invoice No. 04212025

Bill To:

Cape Fear Habitat for Humanity
20 North Fourth Street, Suite 200
Wilmington, NC 28401

Invoice Date: 4/21/2025

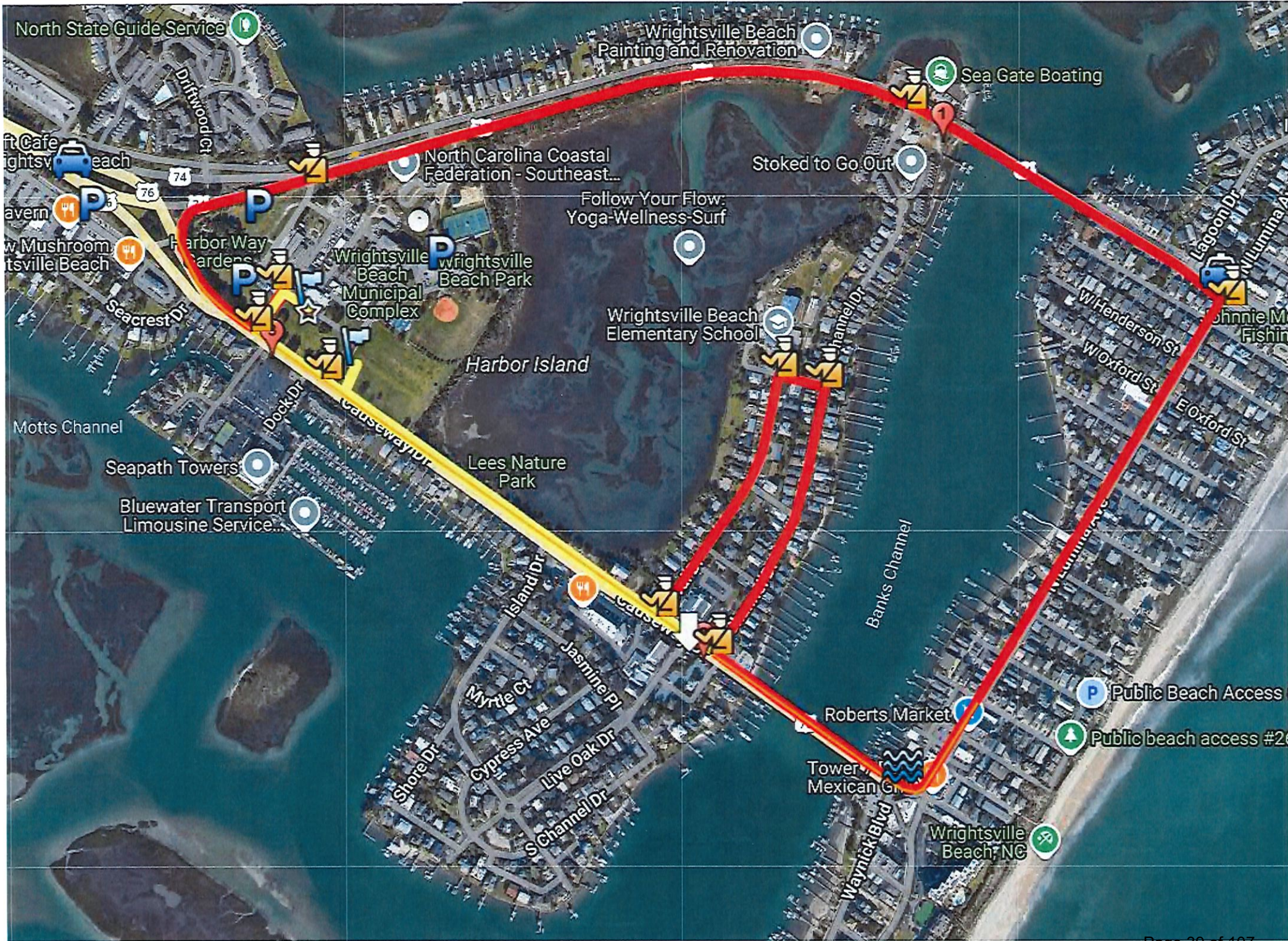
TURKEY TROT 2025 Special Event Permit and Facility Use Fees		
TURKEY TROT EVENT DAY		
Thursday, November 27, 2025	Special Event Permit (3,000+ participants)	\$ 900.00
	Facility Reservation	\$ 350.00
	Refundable Security Deposit	\$ 2,000.00
	TOTAL	\$3,250.00

Wrightsville Beach Police Department services will be invoiced at the contract rate following the event.

Payment for the road closure fee is to be submitted within 14 days of the event along with a statement attesting to the number of registered event participants. Fee is \$.50 per registered participant.

Remit Payment To:

Wrightsville Beach Parks and Recreation
4 Fran Russ Drive
P.O. Box 626
Wrightsville Beach, NC 28480



**TOWN OF WRIGHTSVILLE BEACH, NC
SPECIAL EVENT PERMIT APPLICATION**

Wrightsville Beach Parks & Recreation Department
P. O. Box 626, Wrightsville Beach, NC 28480
(910) 256-7925

A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH EVENT DATE.
PLEASE TYPE OR PRINT LEGIBLY AND INCLUDE THE APPROPRIATE FEE WITH APPLICATION

FOR OFFICE USE ONLY

New Recurring

PRAC Recommendation:

Approve
 Approve w/ Conditions
 Do Not Approve

Participants / Fee Per Day:

1-25	\$130
26-100	\$180
101-199	\$250
200-400	\$400
401-600	\$500
601-1,000	\$600
<input checked="" type="checkbox"/> 1,001-2,000	\$700
2,001-3,000	\$800
3,001-4,000	\$900
4,001+	\$1,500

**SEP Security Deposit:
Participants / Fee**

0-199	\$0
200-400	\$200
401-600	\$500
601-1,000	\$1,000
1,001-2,000	\$1,500
<input checked="" type="checkbox"/> 2,001+	\$2,000

Non-profit organization?

Yes No

Tax Exempt ID:

Time between Setup and down
8 am & 10 pm? 8am

Number of Hours 10

Rain date necessary?

Yes No

Park Facility Reserved?

Yes No Not Required

Portable toilets needed?

Yes No Not Required

Trash Disposal Service?

Yes No Not Required

Wall

Health Dept permit?

Yes No Not Required

1. Description of event: NC Holiday Flotilla Day in the Park

2. Event Day and Date: Saturday, November 29, 2025

Timeframe needed: Set up 7:00 am / pm to Tear down 5:00 am / pm

Event start time: 10:00 am / pm Event end time: 4:00 am / pm

3. Estimated number of participants (including spectators): 1500-2000

4. Location: Wrightsville Beach Park

5. Individual making request: Linda Brown

Complete Mailing Address: PO Box 713, WB NC 28480

Phone Number: 910-620-0281 E-mail: brownbahama@gmail.com

6. Individual who will be on site and in charge of activity: Same

Complete Mailing address: _____

Phone Number: _____ E-mail: _____

7. Sponsoring organization/corporation (if applicable): NC Holiday Flotilla

Contact: Same

Complete Mailing Address: _____

Phone Number: _____ E-mail: _____

8. Briefly describe provisions for the following:

Toilet facilities: Public and portable

Trash disposal: Event organizers to contract for collection and removal
(Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)

Parking: Public

Electrical power and/or water needs: _____

9. Will food be served? Yes If yes, has permit from Health Dept. been obtained? Vendors provide

Please explain: _____

FOR OFFICE USE ONLY

Day in Park	\$700	PD Contract:	<input checked="" type="checkbox"/> Civiclec
Parade SEP Fee:	\$1500	OR Contract:	COI
Facility Use Fee:	\$350	COI:	Bridge Tender
Security Deposit:	\$2000 - #1104		Coast Guard
Parking Fees:		TOTAL PAID:	\$2550
Traffic Cones:		Check #:	1103
TOTAL DUE:	\$2250 + Dep		WBPD / FD
			Brief

FOR OFFICE USE ONLY

Site plan included?
Yes No Not Required

Permit(s) needed for vehicle on the beach?
Yes No

Number needed: _____

Vehicle permit issued to: _____

Vendors requested? If yes, attach a list of the vendors.
Yes No

*Full road closure required? Yes No

If yes, do you have NCDOT approval? Yes No

Police support requested? Yes No Not Required

PD Comments:
Support for Boat Parade only
No comments

Fire Department support requested? Yes No Not Required

FD Comments:
None

Ocean Rescue support requested? Yes No Not Required

OR Comments:
None

EMS support required? Yes No
Standby

Certificate of Insurance obtained? Yes No Not Required

To provide prior to event

10. Will there be any music, PA system, or loud activities (if any, briefly describe)? No

If yes, provide information specifying location and direction of noise-emulating devices along with proposed noise level, frequency, and duration: _____

11. Will any banners, tents, stages, chairs, nets, decorations, etc., be used at this activity? Yes

If so, what company is providing the equipment: _____

Describe equipment in detail and provide a sketched plan: Tents, booths, banners, food trailers, bouncy houses and slides, children's activities, train rides, car show, etc.

12. Will there be sales of any types of souvenirs, t-shirts, food, drinks or other products on public property?

If so, describe in detail: food and craft vendor sales

13. Is police assistance necessary? No *Are you requesting the closing of any streets? No

If so, please specify: _____

*Events requiring a complete road closure must pay a fee of \$0.50 per registered participant. Amount will be submitted with a statement attesting to the number of participants. Payment is due within fourteen (14) days of the event. The NC Department of Transportation requires a permit for road closures on state maintained roads.

Organizers of runs and other race events are responsible for providing traffic and/or crowd control which shall be handled by the Wrightsville Beach Police Department (or New Hanover County Sheriff's Department). Organizers of waterborne activities are responsible for providing adequate water safety resources to assure the safety of participants. Depending on the nature of the event, the Special Events Coordinator, Town Manager, or the Board of Aldermen may require police assistance with traffic/crowd control, additional Ocean Rescue support, and/or Emergency Medical Services support. Additional fees for these services may be incurred.

I understand that if my event requires a complete road closure, I am responsible for paying an additional fee of \$0.50 per registered participant. Payment is due within fourteen (14) days of the event.

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I agree to save and keep the Town free and harmless from any and all loss or damages or claims for damages, including attorney's fees and litigation costs, arising from or out of the special event.

I agree to, upon request of the Special Events Coordinator, Town Manager, and/or the Board of Aldermen, to provide proof of general liability insurance listing the Town as an additionally insured with limits no less than 1 (one) million dollars.

I understand that if the event is cancelled, I will receive a refund of my application fee less \$15 administrative fee.

See attached memo for additional stipulations.

Signature: Laura Bibron Date: 5/16/25

This application is hereby approved, this the _____ day of _____, 20_____.

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

**TOWN OF WRIGHTSVILLE BEACH, NC
SPECIAL EVENT PERMIT APPLICATION**

Wrightsville Beach Parks & Recreation Department
P. O. Box 626, Wrightsville Beach, NC 28480
(910) 256-7925

A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH EVENT DATE.
PLEASE TYPE OR PRINT LEGIBLY AND INCLUDE THE APPROPRIATE FEE WITH APPLICATION

FOR OFFICE USE ONLY

New Recurring

PRAC Recommendation:
 Approve
 Approve w/ Conditions
 Do Not Approve

Participants / Fee Per Day:

1-25	\$130
26-100	\$180
101-199	\$250
200-400	\$400
401-600	\$500
601-1,000	\$600
1,001-2,000	\$700
2,001-3,000	\$800
3,001-4,000	\$900
<input checked="" type="checkbox"/> 4,001+	\$1,500

SEP Security Deposit:
Participants / Fee

0-199	\$0
200-400	\$200
401-600	\$500
601-1,000	\$1,000
1,001-2,000	\$1,500
2,001+	\$2,000

Non-profit organization?
Yes No

Tax Exempt ID: _____

Time between 8 am & 10 pm? 6-9 pm

Number of Hours 3

Rain date necessary?
Yes No

Park Facility Reserved?
Yes No Not Required

Portable toilets needed?
Yes No Not Required

Trash Disposal Service?
Yes No Not Required

Health Dept permit?
Yes No Not Required

1. Description of event: NC Holiday Flotilla & Boat Parade

2. Event Day and Date: Saturday, November 29, 2025

Timeframe needed: Set up 6:00 am pm to Tear down 9:00 am pm

Event start time: 6:00 am pm Event end time: 9:00 am pm

3. Estimated number of participants (including spectators): 20,000 - 30,000

4. Location: ICWW, Motts Channel, Banks Channel

5. Individual making request: Linda Brown

Complete Mailing Address: PO Box 713, WB NC 28480

Phone Number: 910-620-0281 E-mail: brownbahama@gmail.com

6. Individual who will be on site and in charge of activity: Same

Complete Mailing address: _____

Phone Number: _____ E-mail: _____

7. Sponsoring organization/corporation (if applicable): NC Holiday Flotilla

Contact: Same

Complete Mailing Address: _____

Phone Number: _____ E-mail: _____

8. Briefly describe provisions for the following:

Toilet facilities: N/A

Trash disposal: N/A
(Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)

Parking: public

Electrical power and/or water needs: _____

9. Will food be served? No If yes, has permit from Health Dept. been obtained? _____

Please explain: _____

FOR OFFICE USE ONLY

SEP Fee: _____ PD Contract: See Day in the Park

Facility Use Fee: _____ OR Contract: _____

Security Deposit: _____ COI: _____

Parking Fees: _____

Traffic Cones: _____ TOTAL PAID: _____

TOTAL DUE: _____ Check #: _____

FOR OFFICE USE ONLY

10. Will there be any music, PA system, or loud activities (if any, briefly describe)? Fireworks

Site plan included?

Yes No Not Required

Permit(s) needed for vehicle on the beach?

Yes No

Number needed: _____

Vehicle permit issued to: _____

Vendors requested? If yes, attach a list of the vendors.

Yes No

*Full road closure required? Yes No

If yes, do you have NCDOT approval? Yes No

Police support requested?

Yes No Not Required

PD Comments:

None

Fire Department support requested?

Yes No Not Required

FD Comments:

None

Ocean Rescue support requested?

Yes No Not Required

OR Comments:

N/A

EMS support required?

Yes No

Certificate of Insurance obtained?

Yes No Not Required

If yes, provide information specifying location and direction of noise-emitting devices along with proposed noise level, frequency, and duration: Bird Island or similar location or barge

11. Will any banners, tents, stages, chairs, nets, decorations, etc., be used at this activity? No

If so, what company is providing the equipment: _____

Describe equipment in detail and provide a sketched plan: _____

12. Will there be sales of any types of souvenirs, t-shirts, food, drinks or other products on public property?

If so, describe in detail: No

13. Is police assistance necessary? Yes *Are you requesting the closing of any streets? No

If so, please specify: Police support for traffic control

*Events requiring a complete road closure must pay a fee of \$0.50 per registered participant. Amount will be submitted with a statement attesting to the number of participants. Payment is due within fourteen (14) days of the event. The NC Department of Transportation requires a permit for road closures on state maintained roads.

Organizers of runs and other race events are responsible for providing traffic and/or crowd control which shall be handled by the Wrightsville Beach Police Department (or New Hanover County Sheriff's Department). Organizers of waterborne activities are responsible for providing adequate water safety resources to assure the safety of participants. Depending on the nature of the event, the Special Events Coordinator, Town Manager, or the Board of Aldermen may require police assistance with traffic/crowd control, additional Ocean Rescue support, and/or Emergency Medical Services support. Additional fees for these services may be incurred.

I understand that if my event requires a complete road closure, I am responsible for paying an additional fee of \$0.50 per registered participant. Payment is due within fourteen (14) days of the event.

I hereby certify that I am the authorized and responsible representative of the applying group and that I am at least 18 years of age. I understand that if any information is found not to be accurate, additional fees and/or fines may be assessed and/or my permit may be revoked.

I agree to comply with all town ordinances, rules, regulations, and other applicable laws.

I agree to save and keep the Town free and harmless from any and all loss or damages or claims for damages, including attorney's fees and litigation costs, arising from or out of the special event.

I agree to, upon request of the Special Events Coordinator, Town Manager, and/or the Board of Aldermen, to provide proof of general liability insurance listing the Town as an additionally insured with limits no less than 1 (one) million dollars.

I understand that if the event is cancelled, I will receive a refund of my application fee less \$15 administrative fee.

See attached memo for additional stipulations.

Signature: Amber B. Brown Date: 6/7/25

This application is hereby approved, this the _____ day of _____, 20_____.

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

To provide for event





Town of Wrightsville Beach

321 Causeway Drive, PO Box 626, Wrightsville Beach, NC 28480 (910) 256 - 7900

REQUEST FOR OFF-DUTY PUBLIC SAFETY EMPLOYMENT

Off-Duty Employment is strictly voluntary; thus, all requests may not be filled.

Services Requested:

Fire Department

Ocean Rescue

Police Department

Park Ranger

Purpose of Request

Event Name/Purpose of Contract: Linda Brown

Description of Activity: NC Holiday Flotilla Boat Parade and Fireworks Display

Date of Event: Saturday, November 29, 2025 Start Time: 6:00 AM PM End Time: 9:30 AM PM

Contact Information

Name of contact person present at event: Linda Brown Cell# 910-620-0281

Name of Applicant: Same Cell# _____

Applicant's Relation to Activity: Organizer

Billing Information

Business Name: NC Holiday Flotilla Committee Telephone: 910-620-0281

Billing Address: PO Box 713, WB NC 28480

Street Address: _____

Contract Rates (Four-Hour Minimum)

Contact Information		Description	Qty Req	Rate	FOR OFFICE USE ONLY
(910) 256-7920	Fire Chief	Firefighters		@ \$50.00/hour	\$
(910) 256-7920	Sam Proffitt	Ski/Operator/Swimmer		@ \$150.00/hour	\$
		OR Vehicle & Operator		@ \$100.00/hour	\$
(910) 256-7945	Captain Bishop	Police Officers		@ \$50.00/hour	\$
		Police Vehicle		@ \$50.00/day	\$
(910) 256-7937	Tony Wilson	Park Ranger		@ \$50.00/hour	\$
		Park Ranger Vehicle		@ \$50.00/day	\$
					\$
Total Contract Amount					\$

Please provide a summary of expected duties. Additional notes may be continued on the back of this form.

The applicant understands that all employees may be called back to active duty in the event of an emergency. A prorated invoice will be generated if such an instance should arise.

CANCELLATION NOTICE: A 24-hour cancellation notice is required. If you need to cancel the request, call the contact number listed above. If the applicant fails to comply with the 24-hour cancellation notice, payment is due in full. The applicant hereby agrees to the terms listed above and payment of services incurred under this agreement.

Linda B. Brown
Signature of Applicant

5/2/25
Date

FOR TOWB STAFF USE ONLY:

Approved by Fire Chief _____ Date _____ Approved by Planning & Parks Director _____ Date _____

Approved by Police Chief _____ Date _____ Approved by Town Manager _____ Date _____

Invoice mailed (initial, date) _____ Payment received (initial, date) _____

PERMIT REQUIRED? FILMING SPECIAL EVENT NONE REQUIRED

APPROVED SPECIAL EVENTS

July 2025

Distribution List:

Matt Holland, WBFD
 Sam Proffitt, WBFD
 Robert Pugh, WBFD
 Jason Bishop, WBPD
 James Lowe, WBPD
 Brian Neague, WBPD
 Daniel Gaither, WBPD
 Jordan Smith, WBPD

Bill Fay, Public Works
 Evan Morigerato, Public Works
 Chris Bannerman, Public Works
 Stephen Avante, Public Works
 Danny Floyd, Public Works
 Tony Wilson, Planning & Parks
 Katie Ryan, Parks & Rec
 Shannon Slocum, Park Ranger
 Scott Sprenger, Park Ranger

Haynes Brigman, Town Manager
 WB Marketing Advisory Committee
 Wrightsville Beach Museum
 Josh Yates, Pivot Parking
 Board of Aldermen
 SVM Janitorial Solutions
 Hannah Almeter, Wilmington CVB
 Parks & Rec Advisory Committee
 Bailey Hartsell, Communications

FOR PARKING PURPOSES: Highlighted Events are reservations/events in WB Park.
Bold print indicates event pending BOA approval. Indicates event requiring a road closure.

DATE	TIME	NUMBER OF PARTICIPANTS	ACTIVITY	NAME	LOCATION	Vehicle on Beach Permit
T-Th 7/1-7/3	6:00 pm - 8:00 pm	30	WB Basketball League	WBPR	WB Park Basketball Courts	
Thurs 7/3	6:30 - 8:00 pm	500	Concert - Southern Trouble	WBPR	WB Park Event Stage	
Mon 7/7	8:00 am - 1:00 pm	1000	WB Farmers' Market	WBPR	Overflow parking field	
M-Th 7/7-7/10	6:00 pm - 8:00 pm	30	WB Adult Basketball League	WBPR	WB Park Basketball Courts	
Thurs 7/10	6:30 - 8:00 pm	500	Concert - No Regretz	WBPR	WB Park Event Stage	
Fri 7/11	6:45 pm - 8:15 pm	65	AA Meeting	Wit's End Group	Fran Russ Recreation Center	
Sun 7/13	6:00 pm - 9:00 pm	80	Family Reunion-Frisbee Game	Heffernan	WB Park Soccer Field	EVENT CANCELLED
Mon 7/14	8:00 am - 1:00 pm	1000	WB Farmers' Market	WBPR	Overflow parking field	
M-Th 7/14-7/17	6:00 pm - 8:00 pm	30	WB Adult Basketball League	WBPR	WB Park Basketball Courts	
Thurs 7/17	3:00 pm - 7:00 pm	12	Wedding	Akhmatgalieva	Beach strand at access 4	
Thurs 7/17	6:30 - 8:00 pm	500	Concert - Jack Jack 180	WBPR	WB Park Event Stage	
Fri 7/18	6:45 pm - 8:15 pm	65	AA Meeting	Wit's End Group	Fran Russ Recreation Center	
Sun 7/20	8:00 am - 10:00 am	50	Wedding	Rojas	Beach strand at access 43	
Mon 7/21	8:00 am - 1:00 pm	1000	WB Farmers' Market	WBPR	Overflow parking field	
M-Th 7/21-7/24	6:00 pm - 8:00 pm	30	WB Basketball League	WBPR	WB Park Basketball Courts	
Wed 7/23	11:30 am - 8:00 pm	50	Blood Drive	Stone	Fran Russ Recreation Center	
Thurs 7/24	6:30 - 8:00 pm	500	Concert - Port City Shakedown	WBPR	WB Park Event Stage	
Fri 7/25	6:45 pm - 8:15 pm	65	AA Meeting	Wit's End Group	Fran Russ Recreation Center	
Sat 7/26	6:30 am - 5:00 pm	100	ESA SNC Surf Contest	Hufham	Beach strand at accesses 37-38	
Sat 7/26	10:30 am - 5:30 pm	80	Celebration of Life	Ryan-Barr	Island Drive Park	

APPROVED SPECIAL EVENTS

July 2025

Sun 7/27	6:30 am - 5:00 pm	100	ESA SNC Surf (Rain Date)	Hufham	Beach strand at accesses 37-38	
Mon 7/28	8:00 am - 1:00 pm	1000	WB Farmers' Market	WBPR	Overflow parking field	
M-Th 7/28-7/31	6:00 pm - 8:00 pm	30	WB Basketball League	WBPR	WB Park Basketball Courts	
Thurs 7/31	6:30 - 8:00 pm	500	Concert - Island Time Band	WBPR	WB Park Event Stage	

* indicates vehicle on beach permit issued to L&L Tent Rentals,
Beach Side Occasions, ETC. Party Rentals or Sweet Water Bamboo



Town of Wrightsville Beach
North Carolina
321 Causeway Drive
Wrightsville Beach, NC 28480
910-256-7900

To: Mayor Mills and Board of Aldermen
From: Brian Murray, Finance Officer
Subject: Financial Policies for Inclusion in the FY26 Budget
Date: June 12, 2025

Background: As part of the Town’s commitment to responsible financial management and long-term planning, staff has developed a comprehensive set of financial policies for your review and approval. These policies reflect best practices recommended by the Government Finance Officers Association (GFOA) and help formalize the principles that guide our budgeting, capital planning, and overall fiscal approach.

The policies are designed to support transparency, protect the Town’s financial stability, and ensure thoughtful decision-making across changing economic and operational conditions.

Summary of Policies:

The following financial policies are proposed for approval and inclusion in the FY26 budget document:

- **Fund Balance Policy** – Establishes a minimum unassigned fund balance equal to 100% of General Fund expenditures (excluding capital and transfers), ensuring readiness for emergencies and revenue disruptions.
- **Capital Investments Policy** – Outlines the process for identifying, funding, and managing capital investments through a rolling five-year plan.
- **Debt Management Policy** – Reinforces the Town’s preference for cash-funded capital and sets criteria for considering debt under extraordinary circumstances.
- **Investment Policy** – Ensures safety, liquidity, and reasonable returns in accordance with North Carolina General Statutes.
- **Budget Amendment Policy** – Formalizes the procedures for amending the adopted budget and outlines administrative transfer authority.
- **Operating Budget Policy** – Provides a framework for preparing a structurally balanced, transparent, and strategic annual budget.

Action Requested:

Staff recommends that the Board approve the attached financial policies by motion and authorize their inclusion in the FY26 annual budget document as formal financial management guidance.

Town of Wrightsville Beach

Comprehensive Financial Policies

1. Fund Balance Policy

Purpose

To maintain adequate levels of unassigned fund balance to protect the Town's financial stability, absorb revenue disruptions, and support long-term planning for emergencies, capital needs, and economic uncertainties.

Fund Balance Target

The Town shall maintain an unassigned General Fund balance equal to at least 100% of the upcoming fiscal year's adopted General Fund expenditures.

This reserve level is necessary to account for:

- Exposure to natural disasters and weather-related emergencies
- Potential long-term infrastructure disruptions impacting revenues
- Uncertainty in external funding for critical infrastructure projects
- The need for fiscal flexibility to respond to unplanned capital needs, personnel adjustments, or contracted services outside the adopted budget

Use of Fund Balance

Unassigned fund balance may be used for:

- Emergency response and disaster recovery
- Revenue stabilization during periods of disruption
- One-time capital improvements or major maintenance
- Contracted services or feasibility studies arising outside of the budget
- Personnel adjustments necessary for operational needs

Use of fund balance for recurring operating expenses shall be limited to transitional situations and must include a plan to restore structural balance.

Replenishment Plan

If the unassigned fund balance falls below the policy minimum, the Town shall develop and implement a replenishment plan to restore the balance within three fiscal years, unless extraordinary circumstances justify a longer timeline as determined by the Board of Aldermen.

Reporting and Review

Fund balance levels shall be reviewed and reported annually during the audit presentation process and documented in the Town's Annual Comprehensive Financial Report. This policy shall be reviewed at least once every five years and updated as needed to reflect evolving risks and operational needs.

2. Capital Investments Policy

Purpose

To provide a structured process for identifying, prioritizing, and funding major capital investments necessary to maintain and improve the Town's infrastructure, equipment, vehicles, technology, and facilities.

Definition of Capital Investments

A capital investment is defined as any item or improvement with an individual cost of \$5,000 or greater. Capital investments may include, but are not limited to:

- Vehicles
- Equipment
- Technology
- Building renovations or improvements
- Infrastructure enhancements

The Town uses the term capital investments to reflect both tangible assets and physical improvement projects.

Capital Investments Plan (CIP)

The Town shall maintain a rolling five-year Capital Investments Plan (CIP), updated annually as part of the budget process. Each CIP update shall include:

- Department requesting the investment

- Name of the item or project
- Brief description
- Estimated funding amount

The CIP will be funded through cash that has been set aside in prior years' capital allocations, unless otherwise discussed and approved by the Board of Aldermen.

Capital investments for the upcoming budget year shall be appropriated in their own department of the General Fund titled Capital Investments (Department 8100), followed by the next five years of planned investments, which shall be displayed on the Five-Year Capital Improvement Plan.

Funding and Management

Funds for capital investments are appropriated and managed within the General Fund. Annual CIP allocations shall be included in the Town's budget each year to build available funding for future investments.

The Town shall strive to maintain a minimum assigned General Fund balance sufficient to fund at least the following fiscal year's planned capital investments, with a target of no less than 20% of the total known recurring five-year capital needs.

Review and Adoption

The Capital Investments Plan shall be reviewed annually and formally adopted as part of the Town's operating budget. During the fiscal year, any new capital investments not included in the adopted CIP shall be brought before the Board of Aldermen for approval through a budget amendment. Adjustments to the Capital Investments Plan, such as project cancellations or deferrals, shall be incorporated during the next annual CIP update.

3. Debt Management Policy

Purpose

To establish guidelines for the use of debt financing to ensure the Town maintains financial stability, limits debt exposure, and funds capital needs in a prudent and fiscally responsible manner.

Debt Philosophy

The Town of Wrightsville Beach maintains a conservative approach toward debt issuance. The Town's practice is to fund capital investments primarily through cash funding rather

than debt. The Town currently has no outstanding debt and seeks to preserve this position wherever feasible.

The Town intends to avoid debt issuance unless it is financially advantageous or necessary to maintain operations during extraordinary circumstances.

Conditions for Considering Debt Issuance

The Town may consider issuing debt only under the following conditions:

- The debt is necessary to finance essential major capital investments or infrastructure improvements.
- The Town has evaluated alternative funding options and determined that retaining cash reserves is financially more advantageous than immediate cash spending.
- The interest rate on the debt is lower than the yield the Town earns on its invested reserves, creating a positive financial margin.
- The Town faces an emergency situation, such as a natural disaster, where debt may be necessary to fund immediate recovery efforts prior to receiving federal or state reimbursement.
- Debt issuance must comply with all requirements of the North Carolina Local Government Commission (LGC) and State law.

Debt Management Standards

If debt is issued, the Town shall:

- Maintain a repayment schedule that avoids burdening future budgets.
- Avoid the use of debt for recurring operating costs.
- Structure debt maturities to match the useful life of the assets financed.
- Ensure total outstanding debt remains at levels that do not compromise the Town's long-term financial flexibility.

Board Oversight

All debt issuance must be approved by the Board of Aldermen following public presentation of the proposed financing terms. The Board will evaluate the Town's overall financial condition, reserve yields, emergency recovery needs, and prevailing market conditions before authorizing any debt.

4. Investment Policy

Purpose

To establish guidelines for the prudent investment of Town funds and ensure that the Town maintains the safety, liquidity, and reasonable return on its public funds in accordance with North Carolina General Statutes.

Policy Statement

The Town of Wrightsville Beach shall invest its idle funds in a manner that prioritizes:

1. Safety of principal
2. Liquidity of assets
3. Reasonable yield within statutory constraints

The Town's investment program shall comply with North Carolina General Statute 159-30 and all applicable State and local regulations governing the investment of public funds.

Authorized Investments

The Town is authorized to invest in the following instruments as permitted by law:

- Obligations of the United States or obligations fully guaranteed by the United States
- Obligations of the State of North Carolina or fully guaranteed by the State
- Certificates of Deposit issued by financial institutions authorized to do business in North Carolina and insured by the FDIC or NC Share Insurance Fund
- Prime-quality commercial paper
- Money market mutual funds that invest in authorized securities
- The North Carolina Capital Management Trust (NCCMT) or other authorized local government investment pools

Delegation of Authority

Responsibility for the administration of the Town's investment program is delegated to the Finance Officer, who shall establish and maintain written procedures for the operation of the program consistent with this policy and State law.

Liquidity Standard

The Town shall maintain a level of investment liquidity sufficient to support its fund balance policy and to respond to immediate operational and emergency needs.

Investment decisions shall prioritize the availability of cash to meet known obligations, ensure resilience during revenue disruptions, and avoid reliance on premature liquidation of longer-term holdings.

The Town shall review its liquidity position annually as part of the budget process and make adjustments as needed to maintain adequate access to funds.

Reporting

The Finance Officer shall provide periodic reports on the Town's investment holdings and performance to the Town Manager and Board of Aldermen, as appropriate.

5. Budget Amendment Policy

Purpose

To establish a consistent process for amending the adopted budget in accordance with North Carolina law and to ensure the Town maintains transparency, legal compliance, and financial control over all appropriations.

Amendment Requirements

- All budget amendments that increase or decrease the total appropriation in any fund or department shall require approval by the Board of Aldermen.
- Budget amendments may be proposed by the Town Manager or Finance Officer and shall include a clear explanation of the reason for the change and the source of funds.
- The Town may adopt budget amendments at any regular or special meeting of the Board.
- Budget amendments shall be adopted by ordinance and recorded in the minutes of the Board of Aldermen.
- Department heads may transfer funds between line items within their own department, provided the total departmental appropriation is not exceeded. Such transfers shall be reviewed and approved by the Finance Officer and recorded in the Town's financial system for transparency and tracking.

- The Finance Officer is authorized to transfer, reduce, or reallocate funds between line items within project funds and special revenue funds, provided the total fund appropriation is not increased without Board approval.
 - All administrative adjustments within project funds and special revenue funds shall be documented and maintained in an Internal Amendment Log. The Internal Amendment Log shall serve as the official record of such adjustments for audit and financial reporting purposes.
-

6. Operating Budget Policy

Purpose

To establish principles for the preparation, adoption, and management of the Town's annual operating budget to ensure the Town maintains fiscal discipline, delivers public services efficiently, and plans for future financial stability.

Policy Statement

The Town shall prepare an annual operating budget in accordance with the North Carolina Local Government Budget and Fiscal Control Act. The budget shall reflect the Town's priorities, ensure the continuity of service delivery, and be structurally balanced, meaning recurring revenues shall fund recurring expenditures.

Budget Development Process

The Town's annual operating budget shall be developed through a structured process that promotes transparency, accuracy, and long-term financial planning. Key steps in the budget development process include:

- Revenue projections shall be developed based on conservative, supportable estimates using historical data, trend analysis, and known economic factors.
- Department heads shall submit budget requests to the Budget Officer in accordance with the internal budget calendar established annually.
- The Budget Officer and Finance Officer shall review departmental requests to ensure alignment with the Town's service priorities, available resources, and fund balance policies.
- Budget workshops or meetings may be held with the Board of Aldermen to review preliminary assumptions, priorities, and major funding decisions.

- A proposed budget shall be prepared and submitted to the Board no later than May 31, filed with the Town Clerk for public inspection, and presented in a public hearing prior to adoption.
- The final budget shall be adopted by ordinance no later than June 30.

Balanced Budget Requirement

The operating budget shall be structurally balanced, with recurring operating revenues equal to or exceeding recurring operating expenditures. If appropriated fund balance is used to balance the annual budget, the use must be for one-time or non-recurring expenditures unless specifically approved otherwise by the Board of Aldermen.

Multi-Year Financial Planning

The Town shall prepare and maintain multi-year financial projections as part of the budget development process to anticipate future revenue and expenditure trends and to support strategic planning.

Monitoring and Amendments

The operating budget shall be monitored throughout the fiscal year, and adjustments shall be made in accordance with the Town's Budget Amendment Policy and applicable State law.



Town of Wrightsville Beach
Post Office Box 626
321 Causeway Drive
Wrightsville Beach, North Carolina 28480
(910)256-7900

MEMORANDUM

To: Mayor Mills and Board of Aldermen
From: Matt Holland
Subject: **Adoption of Resolution (2025) 2355 adopting the Hurricane Operations Plan.;**
Date: June 12, 2025

Issue/Action Requested:

Adoption of Resolution (2025) 2355 approving the 2025 Hurricane Operations Plan

Background/Purpose of Request:

While the core elements of the plan remain consistent with previous years, the updated version reflects important refinements based on recent experiences and evolving best practices. These updates ensure that Wrightsville Beach remains well-prepared to protect residents, visitors, and property in the event of a hurricane.

A clearly defined and current plan is essential for maintaining public safety, improving communication, and facilitating an efficient reentry process after a storm. By approving the 2025 update, the Town Council will reaffirm its commitment to proactive emergency management and the safety of our community.

Town Manager's Recommendation:

Adopt Resolution (2025) 2355.

Attachments:

1. Resolution No. 2355 6-12-25

RESOLUTION NO. (2025) 2355

Board of Aldermen
Town of Wrightsville Beach, North Carolina
Date: June 12, 2025



A RESOLUTION OF THE BOARD OF ALDERMEN
OF THE TOWN OF WRIGHTSVILLE BEACH, NORTH
CAROLINA
ADOPTING THE 2025 HURRICANE
OPERATIONS PLAN FOR THE TOWN OF
WRIGHTSVILLE BEACH

WHEREAS, a State of Emergency may be deemed to exist during times of great public crisis, disaster, or catastrophe; and

WHEREAS, from time to time, the Town may be threatened by tropical weather;

WHEREAS, in the event of such an existing or threatened State of Emergency endangering the health or welfare of the people within the Town or threatening damage to or destruction of property, it is necessary for the Town to respond in a manner which will mitigate public injury or loss of property; and

WHEREAS, a Hurricane Operations Plan is a document to implement a course of action and to designate responsibilities during such emergencies;

NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the Town of Wrightsville Beach, North Carolina that the Town Manager is hereby authorized to prepare and update the Hurricane Operations Plan and to follow such plan during periods of public emergency.

BE IT FURTHER RESOLVED that the June 2025 Updated Hurricane Operations Plan, including amendments, a copy of which is on file in the Clerk's office and incorporated herein by reference, is hereby officially adopted by the Board of Aldermen.

This Resolution adopted this 12th day of June, 2025.

F. Darryl Mills, Mayor

ATTEST:

Lance G. Heater, Town Clerk

(SEAL)



Town of Wrightsville Beach
Post Office Box 626
321 Causeway Drive
Wrightsville Beach, North Carolina 28480
(910)256-7900

MEMORANDUM

To: Mayor Mills and Board of Aldermen
From: Haynes Brigman, Town Manager
Subject: **Approval of Budget Ordinance (2025) 665-B funding the purchase of a vehicle for parking enforcement.;**
Date: June 12, 2025

Issue/Action Requested:

Approval of Budget Ordinance (2025) 655-B funding the purchase of a vehicle for parking enforcement.

Background/Purpose of Request:

Pivot Parking is requesting the Town purchase a 2021 Kia Soul for deployment of the license plate reader cameras and software. Pivot Parking has acquired the vehicle and is requesting that the Town purchase the vehicle from them to become a Town-owned asset. The Town currently owns all vehicles and equipment utilized by Pivot Parking, so this will allow the Town to maintain ownership of all parking assets. The existing license plate reader cameras, software, and equipment will be removed from the current electric vehicle and placed in the Kia Soul for more efficient utilization of the equipment. The existing electric vehicle will remain in the fleet for parking ambassadors to utilize.

A Budget Amendment is needed for the purchase of the vehicle from Pivot Parking. Staff supports this purchase, as it will provide an efficient and effective vehicle platform for Pivot Parking to utilize the newest technology, while also maintaining the existing electric vehicle within the fleet. A budget amendment is being requested for \$18,000 to cover the costs of the vehicle purchase.

Vehicle Details:

2021 Kia Soul (4-door hatch-back)
36,550 miles
Purchase Price - \$17,705.00

Town Manager's Recommendation:

Approve Budget Ordinance (2025) 665-B.

Attachments:

1. BA (2025) 665-B - Parking Vehicle

TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA
 ORDINANCE NO. (2025) 665-B
 FISCAL YEAR 2024/2025

BE IT ORDAINED by the Board of Aldermen of the Town of Wrightsville Beach, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2025:

Section I. To amend the General Fund (Fund 10) for unanticipated/unbudgeted expenses during FY 2025. The Town's General Fund (Fund 10) accounts are to be amended as follows:

<u>Account No.</u>		<u>Debit</u>	<u>Credit</u>
10-4540-5000	Capital Outlay	18,000	
10-3984	Transfer from GF CIP		18,000

Section II. To amend the General Fund Capital Reserve (Fund 63) for unanticipated/unbudgeted expenses during FY 2025. The Town's General Fund Capital Reserve (Fund 63) accounts are to be amended as follows:

<u>Account No.</u>		<u>Debit</u>	<u>Credit</u>
63-9800-9649	Transfer to Fund 10	18,000	
63-3991	Appropriated Fund Balance		18,000

Section III. Copies of this Budget Ordinance No. (2025) 665-B shall be furnished to the Town Clerk, the Budget Officer and the Finance Officer, and shall be available for public inspection and audit.

Adopted this 12th day of June, 2025.

 DARRYL MILLS
 Mayor

ATTEST:

 LANCE HEATER
 Town Clerk

Seal



Town of Wrightsville Beach
Post Office Box 626
321 Causeway Drive
Wrightsville Beach, North Carolina 28480
(910)256-7900

MEMORANDUM

To: Mayor Mills and Board of Aldermen
From: Haynes Brigman, Town Manager
Subject: **Authorize the Town Manager to execute a 3-year lease agreement with the Wrightsville Beach Museum for the Myers Cottage, located at 303 W. Salisbury St.;**
Date: June 12, 2025

Issue/Action Requested:

Lease Agreement with Wrightsville Beach Museum

Background/Purpose of Request:

The Town wishes to renew its lease with the Wrightsville Beach Museum, Inc., which currently leases the property located at 303 W. Salisbury Street from the Town, where they run a museum and gift shop. The current lease for the property is on a month-to-month basis, and the Museum operators would like to establish a new long-term lease for the property. The attached lease mirrors the existing lease for the property, with some additional language included to better outline insurance and maintenance requirements for the property. The operators have indicated plans for improvement and maintenance projects they would like to make on the property, with the help of donors and other organizations. Having a renewed lease will assist them with securing these improvements moving forward.

Town Manager's Recommendation:

Town staff supports the lease renewal under the revised conditions and requests the authorization to renew the lease as presented.

Attachments:

1. WB_Museum_Lease_with_Exhibits_2025

LEASE AGREEMENT 303 W. SALISBURY STREET, WRIGHTSVILLE BEACH, NC

THIS AGREEMENT is made this ___ day of _____, 2025, by and between the TOWN OF WRIGHTSVILLE BEACH, a North Carolina municipal corporation ("Town"), and WRIGHTSVILLE BEACH MUSEUM, INC., a North Carolina nonprofit corporation ("Tenant").

RECITALS: Town leases to Tenant, and Tenant leases from Town, the real property described herein on the terms and conditions below.

1. **Property.** The leased property ("Property") is located at 303 W. Salisbury Street, Wrightsville Beach, NC, generally known as the Meyers Cottage, including all structures and appurtenances thereto, as more particularly described in Exhibit A.
2. **Term.** The lease shall commence on July 1, 2025, and terminate on June 30, 2028, unless sooner terminated as provided herein.
3. **Rent.** Tenant shall pay \$1.00 per year in base rent, which shall be accompanied by reimbursement for the Town's annual property insurance premium as described in Section 8. Both amounts shall be billed together on a single invoice each July and must be paid within 30 days of billing.
4. **Use.** Tenant shall use the Property solely as a museum and gift shop. Any changes in use require prior written approval by the Town. Operating hours must also be approved in writing by the Town. Tenant shall not engage in or permit any activity on the Property that creates a nuisance or causes undue noise, offensive odors, or other disturbances to neighboring properties, visitors, or the public. All activities shall be conducted in a manner that maintains the quiet enjoyment of the area and the welcoming nature of the site.
5. **Improvements & Alterations.** Tenant shall not make alterations, improvements, or additions without the Town's prior written consent. All improvements become the property of the Town, except for trade fixtures, which Tenant may remove.
6. **Maintenance and Repairs.** Tenant is responsible for all maintenance, landscaping, and repairs necessary to keep the Property in good condition. The lawn, outdoor area, and landscaping, shall be maintained in a neat, clean, and respectable condition at all times. The building shall be maintained in a safe, clean, and welcoming condition suitable for use and visitation by the general public and Town guests. No landscaping changes may be made without the Town's written consent. For the avoidance of doubt, the Town shall have no responsibility for any repairs, replacements, or maintenance of the Premises, regardless of cost, except as may be caused directly by the Town's own negligence.
7. **Use of Town Name and Identity of Interest.** Tenant shall not use the name, seal, logo, or other identifying marks of the Town of Wrightsville Beach in any advertising, promotional materials, or public representations without the prior written approval of

the Town. Tenant shall not imply endorsement or partnership with the Town unless explicitly authorized in writing. No officer or employee of the Town shall have any identity of interest or financial interest in the Museum's operations unless disclosed in writing and approved by the Town Board.

8. **Utilities and Taxes.** Tenant shall pay all utilities, janitorial expenses, and personal property taxes.
9. **Insurance.** Tenant shall carry liability insurance in the amount of \$1,000,000, naming the Town as an additional insured. Tenant may also obtain its own insurance coverage for personal property and optional flood protection. The Town shall procure fire and extended coverage insurance for the structure and will bill the Tenant annually in July for the premium amount specific to the Property, as reflected on the League of Municipalities policy. Tenant shall reimburse the Town within 30 days of billing. Tenant shall provide the Town with a valid Certificate of Liability Insurance upon execution of this Lease, upon each annual renewal, and upon request.
10. **Tax Filings and Nonprofit Status.** Tenant shall maintain its status as a tax-exempt nonprofit organization under Section 501(c)(3) of the Internal Revenue Code throughout the term of this Lease. Tenant shall timely file all required federal and state tax returns, including IRS Form 990. A copy of the most recent IRS Form 990 shall be provided to the Town by June 30th of each year and also prior to executing this Lease or any lease renewal. Tenant shall remain in good standing with the IRS and the North Carolina Secretary of State. Failure to comply with any of these requirements shall constitute a default under this Lease and may result in termination by the Town.
11. **Indemnification.** Tenant shall indemnify and hold harmless the Town from any liability arising from its use of the Property.
12. **Default and Remedies.** A default under this Lease shall include, but is not limited to: the Tenant's failure to maintain the Property, building, or landscaping in a clean, safe, and welcoming condition; failure to pay insurance reimbursement or any other charges within 30 days of billing; failure to provide required documentation such as Form 990 or proof of liability insurance by established deadlines; loss of nonprofit status or failure to maintain good standing with the IRS or Secretary of State; violation of any applicable law or ordinance; or any other breach of the terms of this Lease.

In the event of default, the Town may terminate this Lease upon thirty (30) days' written notice if the Tenant fails to cure the default within that period. The Town may also re-enter and take possession of the Premises and pursue damages, attorney's fees, or any other remedies available at law or in equity.

12. **Town's Access.** Town may inspect the Property with 24 hours' notice.
13. **Condemnation and Casualty.** Lease may be terminated in the event of total loss or condemnation. The Town retains all proceeds.

14. **Assignment.** No assignment or sublease is allowed without Town’s written consent.
15. **Hazardous Materials.** Tenant shall not use or store hazardous materials without prior approval and shall remediate any contamination at its sole expense.
16. **Surrender.** Upon expiration or termination of this Lease, Tenant shall return the Property in a condition that is no worse than its condition as of the commencement of the Lease, excluding any improvements made by Tenant, and subject to reasonable wear and tear. Any Town-approved improvements made by Tenant during the Lease term shall remain with the Property unless otherwise agreed in writing. Tenant shall remove all personal property and repair any damage caused by such removal.
17. **Compliance.** Tenant shall comply with all applicable laws, ordinances, and regulations.
18. **Notices.**
- To Town: Town Manager, Town of Wrightsville Beach, 321 Causeway Drive, Wrightsville Beach, NC 28480
 - To Tenant: Wrightsville Beach Museum, Inc., 303 W. Salisbury Street, Wrightsville Beach, NC 28480
19. **Miscellaneous.** This Lease constitutes the entire agreement between the parties. It shall be binding upon and inure to the benefit of the parties and their successors. No prior oral or written statements shall have any effect unless expressly incorporated herein.

IN WITNESS WHEREOF, the parties have executed this Lease as of the day and year first written above.

LANDLORD:

Town of Wrightsville Beach

By: _____

Title: _____

Date: _____

TENANT:

North Carolina Holiday Flotilla at Wrightsville Beach, Inc.

By: _____

Title: _____

Date: _____

EXHIBIT A

The premises leased under this Agreement consist of the structure commonly known as the Meyers Cottage, located at 303 W. Salisbury Street, Wrightsville Beach, NC 28480.

The Meyers Cottage is a contributing historic structure situated on the Town-owned parcel identified in the New Hanover County GIS as Parcel ID R05719-001-001-001, with GIS Object ID 109,007.

Only the building itself and the immediately surrounding lawn and landscaping directly associated with the structure are included in the leased premises. No other buildings or areas on the parcel are included.

EXHIBIT A-1

Site Diagram of 303 W. Salisbury Street – Meyers Cottage Lease Area



Utility Consolidation Update

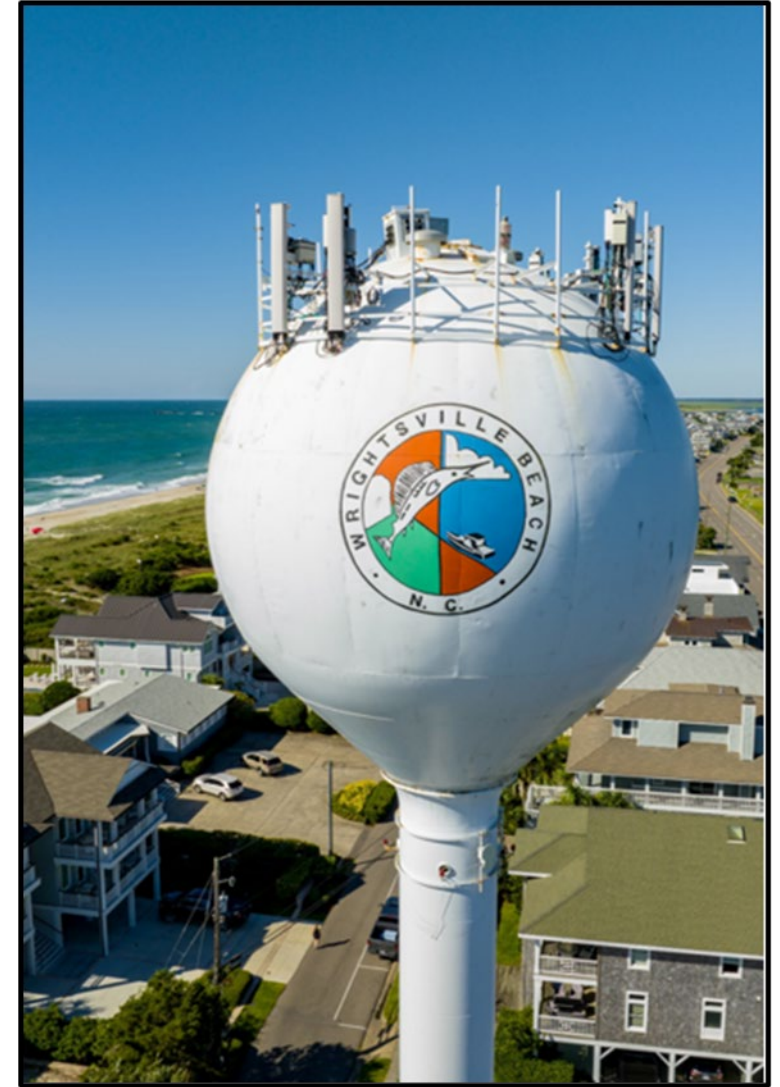
Town of Wrightsville Beach and Cape Fear Public Utility Authority

Matthew Tribett, CFPUA Utility Coordinator



Overview

- ▶ Recap of consolidation objectives
- ▶ Progress of transition activities
- ▶ Financials and rate adjustments
- ▶ Next steps and continued partnership



Consolidation Objectives

- ▶ Key drivers

- ▶ Sustainable water supply
- ▶ Improved system resilience

- ▶ Recap of consolidation agreement

- ▶ CFPUA assumes full responsibility of water and wastewater systems
- ▶ Town's customers will pay same rates as CFPUA customers
- ▶ Town's monetary contributions are capped
- ▶ Transition period

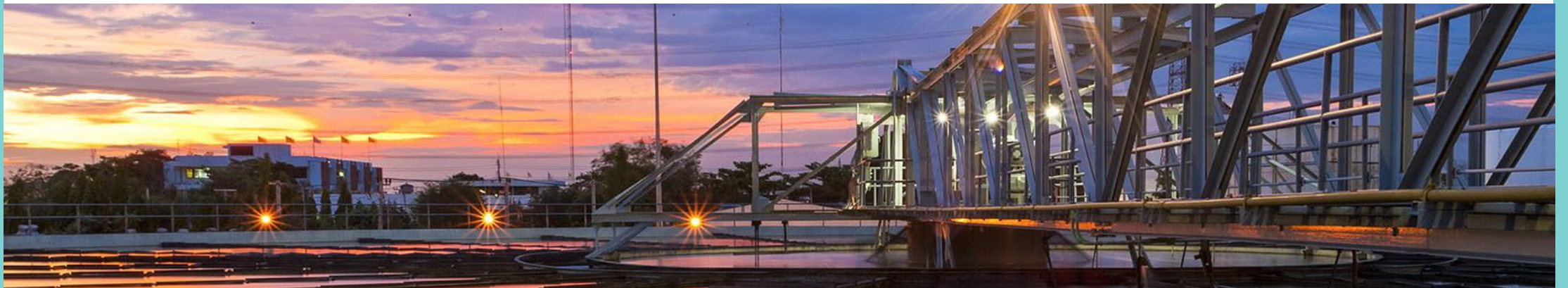
Transition Progress

- ▶ Customer Transition
- ▶ Personnel Transition
- ▶ Utility Advisory Committee (UAC)
- ▶ Regulatory Coordination
- ▶ Property Transfers
- ▶ System Integration



Financial Overview

- ▶ Town's transfers from reserves
- ▶ State appropriation
- ▶ Update on consolidation costs



Planned CFPUA Rate Adjustments

- ▶ All CFPUA customers will see an increase in usage rates starting FY26
 - ▶ Reciprocal rate increase by Town
- ▶ Cost drivers
 - ▶ Aging infrastructure – Southside Wastewater Treatment Plant Upgrade
 - ▶ Significant cost inflation
- ▶ Steps taken to reduce impacts on rates in FY26
 - ▶ Separately metered irrigation rate restructuring (CFPUA rates only)
 - ▶ Targeted fees for specific services
 - ▶ Regional partnerships

Upcoming Actions

- ▶ Completion of transition period assessment
- ▶ Customer outreach
- ▶ Completion of system integration projects
 - ▶ Water meter upgrades
 - ▶ Instrumentation and control integration
 - ▶ System interconnection and ICW crossing

Questions





Town of Wrightsville Beach
Post Office Box 626
321 Causeway Drive
Wrightsville Beach, North Carolina 28480
(910)256-7900

MEMORANDUM

To: Mayor Mills and Board of Aldermen
From: Haynes Brigman, Town Manager
Subject: **Consider a presentation and approval of the Marketing Advisory Committee FY25-26 Budget and Marketing Plan.;**
Date: June 12, 2025

Issue/Action Requested:

Presentation of Wrightsville Beach Marketing Advisory Committee's proposed FY25-26 Budget.

Background/Purpose of Request:

Attached is the proposed marketing budget for FY25/26 for the Town that was developed by the Wilmington and Beaches CVB staff and the Marketing Advisory Committee. These funds come from room occupancy tax dollars are spent on marketing activities for the Town. The budget is split up into the following categories:

1. Advertising/PR/Services	\$864,450
2. Research	\$37,800
3. Online/Website Management	\$35,104
4. Fulfillment	\$2,000
5. Images & Video	\$28,000
6. Contingency	\$79,157

Town Manager's Recommendation:

1. Discuss and ask questions
2. Consider approving the Wrightsville Beach Marketing and Advisory Committee Budget for FY 25-26 in the amount of \$1,046,512.

Attachments:

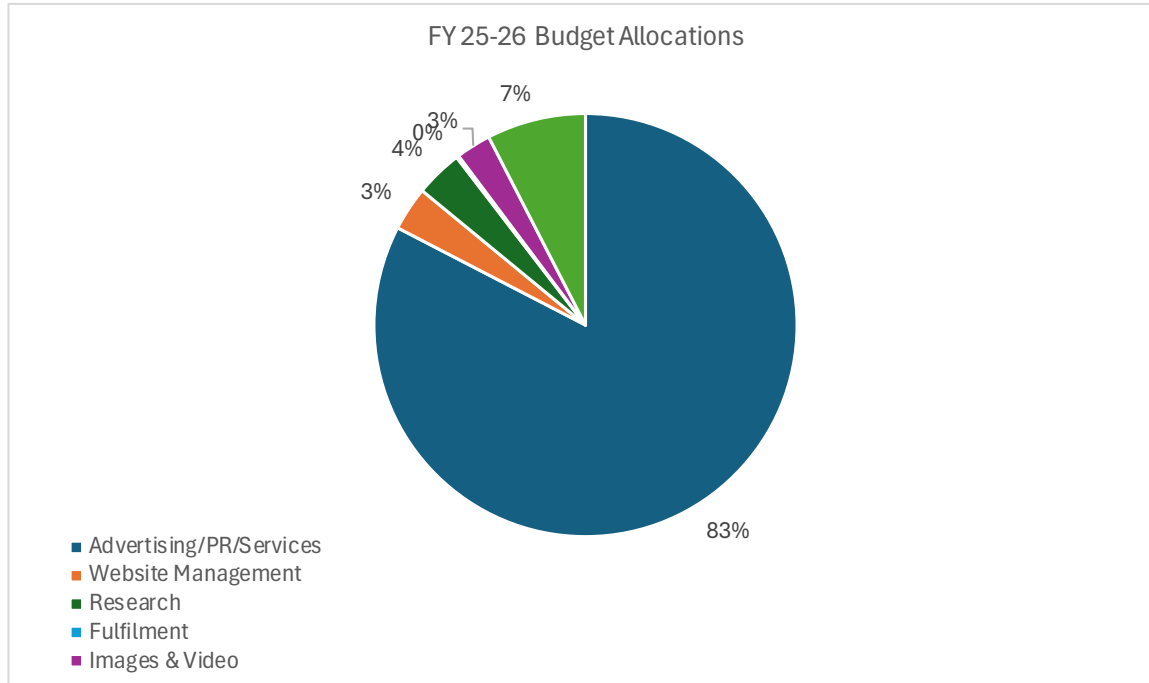
1. WB Marketing Budget_FY25-26

ADVERTISING/PR/SERVICES		FY24-25	FY25-26	Notes
Unified Media Campaign	*Paid Search (Google)	\$65,000	\$55,250	Moving from Simpleview to Mythic
*Dedicated WB Media Campaign	*Paid Social (FB, Instagram, YouTube)	\$123,600	\$136,000	Increased YouTube to push more video based on being consistent top performer and awareness/consideration key tactic
	*Social Amplification (FB, Instagram)	\$24,000	\$6,800	Decreasing tactic overall
	*Programmatic Display (Mythic)	\$46,200	\$17,000	Mythic placing; lowering tactic to focus on remarketing
	Programmatic Display (Sojern & Mythic)	\$96,272	\$83,216	Same tactic for unified plan as WB dedicated plan
	Custom Content (Garden & Gun)		\$18,700	WB specific campaign for G&G to match target market
	Custom Content (Matador)	\$54,766	\$34,673	Matching unified spend through Matador
	Publisher Direct (TripAdvisor, Hopper)	\$35,770	\$30,593	TripAdvisor and Hopper
	Sponsored Content	\$34,941	\$12,750	Previously email marketing; changing this to a more sponsored content approach, TBD
	Out of Home (Billboards, Transit)	\$29,245	\$39,874	Increased to incorporate programmatic digital into OOH tactics (i.e. points of interest, custom geo-fencing)
	Streaming Video	\$107,210	\$103,673	Match goals and targets for this FY
	Streaming Audio (Pandora)	\$35,737	\$0	Moved to unified budget, fall, in-state campaign; podcasts
	Print (Our State, NC Travel Guide)	\$19,400	\$41,913	Plus regional pubs
	*Print (TBD)	\$27,794	\$51,000	Focus on regional publications
	*Visit NC Print Co-Op Garden & Gun	\$20,000	\$0	Not going through Coop for this buy
	Visit NC Print Co-op	\$7,928	\$0	Did not select print buys through coop
	*Visit NC Digital Co-Op (Garden & Gun/featured events)	\$8,823	\$0	Not going through Coop for this buy
	Visit NC Digital Co-op	\$7,207	\$2,850	Decreased based on lottery selections; shared unified cost
Total		\$743,893	\$634,293	
Public Relations & Social Media				
	Blog Content Development & Misc	\$50,133	\$17,866	Shows only blog development
	Eblast Development and Coding	\$3,000	\$0	No longer doing this
	PR Content Development Service Fees		\$50,133	PR Budget (FWV)
	Press Trips	\$18,241	\$0	PR Budget (FWV In House Funds)
	Social Media/Strategy/Content Calendar/Postings	\$55,000	\$0	Bringing in house
	Social Channel Verifications	\$600	\$1,500	Verify channels
	Sprout Social Monitoring, Scheduling & Reporting Platform	\$1,680	\$1,703	Price increase
	Influencer Marketing Campaigns	\$48,541	\$64,741	Includes OOS campaign
Public Relations and Social Total		\$177,195	\$135,943	Decrease based on bringing services in house
Agency Fees				
Account Management	Agency Retainer/Project Management/Meetings	\$23,055	\$70,455	Increased due to increase in business and bringing in media fees
Strategic Planning	Agency Research/Analysis	\$6,587	\$0	Not needed this year
Creative Development	Print/Digital	\$36,230	\$23,760	Includes all creative services needed
		\$65,872	\$94,215	Increased due to bringing media fees in house
ADVERTISING/PR/SERVICES TOTAL		\$986,960	\$864,450	

RESEARCH				
	PlacerAI	\$5,000	\$9,000	Visitor Intelligence platform, shared among unified and beaches
	Key Data Short Term Rental	\$0	\$7,200	STR platform shared between unified and beaches
	Adara Media Attribution	\$0	\$10,800	Media attribution shared between unified and beaches
	Savanta Brand Research	\$0	\$10,800	Brand research, replacing FuturePartners, shared between unified and beaches
RESEARCH TOTAL		\$5,000	\$37,800	
ONLINE MANAGEMENT				
Account Management	CMS License (Formally Acct Mgmt, CMS licensing and Module licensing)	\$6,335	\$7,415	SV Price increase
	Domain Renewals	\$325	\$325	
Email Marketing	Especials Distribution (8)	\$5,494	\$4,751	Brought in house- Active Campaign
Search Marketing	SEO	\$8,000	\$9,146	SV Price Increase
Site Development	Maintenance/Updates/General Improvements	\$2,000	\$2,142	SimpleSupport
	Sky Nav Licensing	\$250	\$250	No price change this year, will go up next year
	Social Media Aggregator Licensing	\$2,646	\$1,875	Bringing in house (Crowdriff)
	Audio Eye	\$2,000	\$2,000	
	CMS Modules Licensing			Moved to CMS License line to align with how SV identifies it
	Check Whats Good		\$7,200	Replacing Mobile Trip Guide-Cost share mobile guide license
ONLINE MANAGEMENT TOTAL		\$27,050	\$35,104	
FULFILLMENT				
	Postage	\$2,000	\$2,000	
FULFILLMENT TOTAL		\$2,000	\$2,000	
IMAGES & VIDEO				
	Video - Mythic	\$20,000	\$10,000	Video produced by Mythic for paid ad campaigns
	Videos	\$0	\$8,000	Additional video production for new assets or campaigns- local videographers
	Photography (Images, Usage Rights, Talent)	\$10,000	\$10,000	
Images & Video Total		\$30,000	\$28,000	
Total		\$1,051,010	\$967,355	
Contingency		\$23,664	\$79,157	To be used throughout the year for continued campaign support or new initiatives
FY Budget Total		\$1,074,673	\$1,046,512	

FY 25-26 Budget Allocations

Advertising/PR/Services	\$864,450
Website Management	\$35,104
Research	\$37,800
Fulfilment	\$2,000
Images & Video	\$28,000
Contingency	\$79,157



**Budget Ordinance for the
Town of Wrightsville Beach
(2025) 664-B**

BE IT ORDAINED by the Board of Alderman of the Town of Wrightsville Beach, North Carolina:

Section 1: The following amounts are hereby appropriated in the General Fund for the operation of the Town government and its activities for the fiscal year beginning July 1, 2025, and ending June 30, 2026, in accordance with the chart of accounts heretofore established for this Town:

Governing Body	\$220,615
General Administration	\$881,925
Information Technology	\$610,250
Public Works Administration	\$356,413
Fleet Maintenance	\$325,910
Streets & Facilities	\$1,251,772
Police	\$3,937,352
Emergency Preparedness	\$9,750
Fire	\$1,749,235
Ocean Rescue	\$1,050,950
Parking	\$1,583,500
Human Resources	\$1,772,280
Environmental Services	\$2,186,348
Planning and Inspections	\$457,050
Parks and Recreation	\$495,747
Parks Maintenance	\$489,556
Capital Investments	\$6,949,759
Total Appropriations	\$24,328,412

Section 2: It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

Current Year-Real Property Taxes	\$3,500,000	Facility Reservations	\$16,000
Prior Year-Real Property Taxes	\$3,000	Fitness Classes	\$46,000
Current Year-Motor Vehicle Taxes	\$50,000	Recreation Programs	\$222,000
Interlocal Agreement City	\$30,000	Recreation Revenues	\$1,000
Dog Licenses	\$500	Recreation Contributions	\$1,000
Local Sales and Use Tax	\$1,530,000	Refuse Collection Charge	\$1,000,000
Parking Meters	\$6,700,000	Solid Waste Disposal Tax	\$1,750
Residential Parking Passes	\$143,000	Credit Card Processing Fee	\$8,000
Commercial 1 Parking Passes	\$6,500	Interest on Investments	\$1,100,000
Commercial 2 Parking Passes	\$8,500	Rent-Town Owned Buildings	\$65,000
Contractor Parking Pass	\$42,000	Sale of Assets	\$20,000
Room Occupancy Tax	\$2,300,000	ABC Net Revenue	\$730,000
Vehicle Tax	\$7,500	Variances/CUPs/Rezone Fee	\$2,500
Penalties/Interest-Tax	\$3,500	Farmers Market	\$39,000
Beer and Wine Tax	\$11,000	Fire Inspection Fees	\$3,000
Judicial and Records Rees	\$3,000	Civil Citations - Parking	\$800,000
Utilities Sales Distribution	\$370,000	Civil Citations - Other	\$10,000
Building Permits	\$350,000	Civil Citations - Animal Control	\$25,000
State Building Permit Fee	\$350	Civil Citations - Alcohol/Waste	\$30,000
Building Permit-Zoning Compliance	\$4,000	Transfer from Water and Sewer	\$57,500
Film Permits	\$10,000	Transfer from GF CIP	\$4,710,812
Business on the Beach Permit	\$4,000	Transfer of Stormwater Fees	\$330,000
Special Event Permits	\$33,000		
Total Estimated Revenue			\$24,328,412

Section 3: The following amounts are hereby appropriated in the Water and Sewer Fund for the operation of the water and sewer utilities for the fiscal year beginning July 1, 2025, and ending June 30, 2026, in accordance with the chart of accounts heretofore approved for the Town:

Water	\$2,701,319
Sewer	\$1,535,681
Total Appropriations	\$4,237,000

Section 4: It is estimated that the following revenues will be available in the Water and Sewer Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

Water Use-Essential	\$525,500
Water Use-Non-Essential	\$525,500
Sewer Use	\$867,000
System Maintenance-Water	\$770,000
System Maintenance-Sewer	\$946,000
Water Tap Fees	\$8,000
Sewer Tap Fees	\$6,000
Stormwater Fees	\$330,000
Water Utility Operation Fee	\$20,000
Sewer Utility Operation Fee	\$12,000
Miscellaneous Revenue (Cut-ons/Cut-offs)	\$5,000
Late Penalties	\$12,000
CC Fees	\$5,000
Interest on Investments	\$150,000
Rent-Water Tanks	\$55,000
Misc. Rev/Pilings/Bulk Water	\$1,000
Insurance Claims/Refunds	\$0
Transfer from WS Capital Reserve	\$0
Transfer from Fund 10	\$0
Transfer from Fund 66	\$0
Appropriated Surplus	\$0
Total Estimated Revenue	\$4,237,000

Section 5: The following amounts are hereby appropriated in the Capital Reserve General Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026 in accordance with the chart of accounts heretofore approved for the Town:

Transfer to General Fund	\$4,595,812
Transfer to Fund 53	\$115,000
Total	\$4,710,812

Section 6: It is estimated that the following revenues will be available in the Capital Reserve General Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

Fund Balance Appropriated	\$4,710,812
Total	\$4,710,812

Section 7: The following amounts are hereby appropriated in the Street Maintenance Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026 in accordance with the chart of accounts heretofore approved for the Town:

Street Resurfacing	\$235,000
Total	\$235,000

Section 8: It is estimated that the following revenues will be available in the Street Maintenance Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

Municipal Vehicle Tax	\$40,000
Powell Bill Allocation	\$80,000
Transfer from GF CIP	\$179,900
Total	\$235,000

Section 9: There is hereby levied a tax at the rate of \$.0531 cents per \$100 valuation of property as listed for taxes as of January 1, 2025, for the purpose of raising the revenue listed "Current Year – Real Property Taxes" and "Current Year – Motor Vehicle Taxes" in the General Fund in Section 2 of this ordinance.

This rate is based on a total valuation of property for the purposes of taxation of \$6,674,020,000 and an estimated rate of collection of 99%.

Section 10: The Finance Officer, Town Manager, or a designee is hereby authorized to transfer appropriations as contained herein under the following conditions:

- a. Transfers between line item expenditures within a department without limitation and without a report being required. These changes must not result in increases in recurring obligations such as salaries.
- b. Transfers up to \$10,000 between departments, including contingency appropriations, within the same fund. The finance officer must make an official report on such transfers at the next regular meeting of the Board of Aldermen.
- c. All transfers between funds require prior approval by the Board of Aldermen in an amendment to the Budget Ordinance.

Section 11: The Finance Officer, Town Manager, or a designee may make cash advances between funds for periods not to exceed 60 days without reporting to the Board of Aldermen. Any advances that extend beyond 60 days must be approved by the Board. All advances that will be outstanding at the end of the fiscal year must be approved by the Board.

Section 12: Copies of this Budget Ordinance shall be furnished to the Clerk to the Board of Aldermen and to the Finance Officer to be kept on file by them for their direction in the disbursement of funds.

Section 13: The attached "Exhibit A" listing the Consolidated Schedule of Fees for Specified Departments is hereby incorporated into the Budget Ordinance.

Section 14: The attached "Exhibit B" Pay Plan for the Town of Wrightsville Beach is hereby incorporated into the Budget Ordinance.

Adopted this 12th day of June 2025.

Attest:

F. Darryl Mills, Mayor

Lance Heater, Town Clerk

EXHIBIT A
Consolidated Schedule of Fees for Specified Departments
July 1, 2025
All fees will remain in effect as published below unless amended by the Board of Aldermen

PUBLIC WORKS DEPARTMENT - SANITATION

<u>Special Pickups and Charges</u>	
Residential rollout curbside container	\$24.50 per cart/per dwelling unit/month
Rollback fee for carts in violation	\$15 per cart per incident
New cart service	N/A
Cart replacement	N/A
Lot cleaning / clearing	Actual costs
Surcharge for building materials	N/A
Clean vegetative debris	\$30 up to 2 cubic yards \$10 per cubic yard after 2 cubic yards
Appliances	\$50 per appliance
Furniture	\$30 per item (couch, dresser)
Miscellaneous	\$30 per cubic yard minimum
Carts for special events	\$25 per cart per pickup
Dumpster damage repair	N/A
Special clean-up services	Time and materials costs

<u>Monthly Dumpster Sanitation Fees</u>								
Box Size	1 Day	2 Days	3 Days	4 Days	5 Days	6 Days	7 Days	Extra Pickup
2 Yard	\$72	\$144	\$216	\$288	\$360	\$432	\$504	\$72
4 Yard	\$114	\$228	\$342	\$456	\$570	\$684	\$798	\$114
6 Yard	\$172	\$344	\$516	\$688	\$860	\$1,032	\$1,204	\$172
8 Yard	\$229	\$458	\$687	\$916	\$1,145	\$1,374	\$1,603	\$229
6 C	\$339	\$678	\$1,017	\$1,695	\$1,695	\$2,034	\$2,373	\$339

PUBLIC WORKS DEPARTMENT - WATER AND SEWER FEES

The following fees are hereby established by the Board of Aldermen:

Essential Water and Sewer Fees								
Meter Size	Water Tap Fee	Water Only System Development Fee	Sewer Tap Size	Sewer Tap Fee	Sewer Only System Development Fee	Water and Sewer System Development Fee	Water Fixed Bi-Monthly System Maintenance Charge	Sewer Fixed Bi-Monthly System Maintenance Charge
3/4" x 5/8"	The greater of \$550 or Actual Cost + 15%	\$1,530	4"	The greater of \$1,000 or Actual Cost + 15%	\$2,008	\$3,538	\$47	\$67
1"	The greater of \$700 or Actual Cost + 15%	\$3,825	4"	The greater of \$1,000 or Actual Cost + 15%	\$5,020	\$8,845	\$47	\$67
1-1/2"	The greater of \$2,200 or Actual Cost + 15%	\$7,650	4"	The greater of \$1,000 or Actual Cost + 15%	\$10,064	\$17,690	\$133	\$220
2"	The greater of \$2,200 or Actual Cost + 15%	\$12,240	6"	The greater of \$1,000 or Actual Cost + 15%	\$16,064	\$28,304	\$297	\$449
3"	The greater of \$2,200 or Actual Cost + 15%	\$22,950	6"	The greater of \$1,000 or Actual Cost + 15%	\$30,120	\$53,070	\$483	\$742
4"	The greater of \$2,200 or Actual Cost + 15%	\$38,250	8"	The greater of \$2,200 or Actual Cost + 15%	\$50,201	\$88,451	\$1,022	\$1,649
6"	The greater of \$2,200 or Actual Cost + 15%	\$76,500	8"	The greater of \$2,200 or Actual Cost + 15%	\$100,402	\$176,902	\$1,672	\$2,622

Non-Essential Water Fees								
Meter Size	Water Tap Fee	Water Only System Development Fee	Sewer Tap Size	Sewer Tap Fee	Sewer Only System Development Fee	Water and Sewer System Development Fee	Water Fixed Bi-Monthly System Maintenance Charge	Sewer Fixed Bi-Monthly System Maintenance Charge
3/4" x 5/8"	The greater of \$550 or Actual Cost + 15%	\$1,530	N/A	N/A	N/A	N/A	\$18	N/A
1"	The greater of \$700 or Actual Cost + 15%	\$3,825	N/A	N/A	N/A	N/A	\$18	N/A
1-1/2"	The greater of \$2,200 or Actual Cost + 15%	\$7,650	N/A	N/A	N/A	N/A	\$121	N/A
2"	The greater of \$2,200 or Actual Cost + 15%	\$12,240	N/A	N/A	N/A	N/A	\$285	N/A

PUBLIC WORKS DEPARTMENT - WATER AND SEWER FEES MAINLAND

The following fees are hereby established by the Board of Aldermen:

Areas within the municipal boundaries of the town which lie west of the Atlantic Intracoastal Waterway are provided wastewater collection and treatment service through a system owned and operated by Cape Fear Public Utility Authority. In these areas the following fees shall apply, and are hereby established by the Board of Aldermen:

Essential Water Fees - Mainland						
Meter Size	Water Tap Fee	Sewer Tap Size	Sewer Tap Fee	Water System Development Fee	Water Fixed Bi-Monthly System Maintenance Charge	Sewer Fixed Bi-Monthly System Maintenance Charge
3/4" x 5/8"	The greater of \$550 or Actual Cost + 15%	N/A	N/A	\$1,530	\$47	\$67
1"	The greater of \$700 or Actual Cost + 15%	N/A	N/A	\$3,825	\$47	\$67
1-1/2"	The greater of \$2,200 or Actual Cost + 15%	N/A	N/A	\$7,650	\$133	\$220
2"	The greater of \$2,200 or Actual Cost + 15%	N/A	N/A	\$12,240	\$297	\$449
3"	The greater of \$2,200 or Actual Cost + 15%	N/A	N/A	\$22,950	\$483	\$742
4"	The greater of \$2,200 or Actual Cost + 15%	N/A	N/A	\$38,250	\$1,022	\$1,649
6"	The greater of \$2,200 or Actual Cost + 15%	N/A	N/A	\$76,500	\$1,672	\$2,622

Non-Essential Water Fees - Mainland						
Meter Size	Water Tap Fee	Sewer Tap Size	Sewer Tap Fee	Water System Development Fee	Water Fixed Bi-Monthly System Maintenance Charge	Sewer Fixed Bi-Monthly System Maintenance Charge
3/4" x 5/8"	The greater of \$550 or Actual Cost + 15%	N/A	N/A	\$1,530	\$18	N/A
1"	The greater of \$700 or Actual Cost + 15%	N/A	N/A	\$3,825	\$18	N/A
1-1/2"	The greater of \$2,200 or Actual Cost + 15%	N/A	N/A	\$7,650	\$121	N/A
2"	The greater of \$2,200 or Actual Cost + 15%	N/A	N/A	\$12,240	\$285	N/A

PUBLIC WORKS DEPARTMENT - WATER AND SEWER FEES MAINLAND

A utility system impact fee for water taps for piers and irrigation systems which shall not be connected to the Town's wastewater system shall be charged as specified in this fee schedule.

In order to equitably distribute the cost of water and sewer service among all residents, it is the policy of the Town to charge system maintenance charges for water and sewer service to customers who temporarily discontinue water and sewer service. Therefore, fees shall be charged as follows in the event water and sewer service is discontinued at the request of a customer:

- (a) Water and sewer during the entire time service is discontinued shall be charged fees only as specified in this fee schedule.
- (b) Customers who do not pay the system maintenance charges for water and sewer during any time service is discontinued shall be charged a disconnect fee as specified in this fee schedule. Such customers shall also pay the then existing Utility System Impact Fee at the time service is restored.

PUBLIC WORKS DEPARTMENT - WATER AND SEWER USAGE CHARGES

The following fees are hereby established by the Board of Aldermen:

Water and Sewer Usage Charges	
Water - Essential	\$3.57 per 1000 gallons
Water - Non-essential	\$4.52 per 1000 gallons (0-30,000 gallons)
	\$6.01 per 1000 gallons (>30,000-75,000 gallons)
	\$9.38 per 1000 gallons (>75,000 gallons)
Sewer	\$6.22 per 1000 gallons
Jetting Pilings	\$25.00 per piling
Bulk Water	\$4.52 per 1000 gallons with a minimum \$25 charge

Water usage charges for customers outside the town limits shall be double the charges set forth above.

Billing charges shall be based on metered water usage at the established water rate, sewer usage (based on 100% of water use) at the established rate, water system maintenance charge and sewer system maintenance charge.

Special Charges	
Meter testing	\$75 if meter is found to be within AWWA standards
Water cut on/off	\$30 each during working hours
Water cut on/off	\$75 each after hours, weekends, holidays
Read meter request (except for property changes)	\$30 each
New Account Fee	\$30
Late Fee	10% of the bill after 30 days

Tap fees (based upon meter, or user, connection size) shall include actual construction costs, permitting costs and engineering costs plus a 15% additional charge. However, for taps 2" and larger, water or sewer, owner/developer may choose to have the tap(s) installed privately only if such work meets the requirements and specifications of the town and other agencies as may be involved.

Minimum commercial sewer tap size is 6".

PUBLIC WORKS DEPARTMENT - WATER AND SEWER USAGE CHARGES

Tap upgrade installations shall be the actual cost of the change plus the difference between impact fees.

Tap installation planning cycle: The town requires a minimum of three weeks from the receipt of an order for installation until completion. However, for taps that may involve engineering, permitting or other agencies, the time to completion may be considerably longer.

All persons, firms, or corporations which construct buildings for which building permits are issued after July 1, 2009, and such buildings are sprinkled or contain standpipe systems where sprinkler or standpipe systems are connected to the utility system shall not be charged a utility system impact fee.

All new construction and renovations of existing buildings in excess of 50% of the building's physical value shall be required to install taps and meters of the size required by the town in accordance with this fee schedule.

Utility system impact fees as set forth in division (C) of this section will be charged for all new structures connecting to the utility system for which building permits are issued after December 16, 1986. Structures, the use of which is modified after December 16, 1986 so that a larger water tap is required, will be charged the tap fees for the larger water and sewer taps plus the difference between the utility system impact fee for the existing water tap size and the impact fee for the larger tap size required for the new use.

In instances where owners of existing buildings or the town install a larger tap and meter size to meet current town standards and the installation of such larger tap and meter size is not the result of a change in use or expansion in use, there will be no charge made for the utility system impact fee or tap fees.

When an existing building is replaced with a new building on the same lot (and such lot is directly served by an existing water and sewer tap) and there is no change in use or expansion of use which requires a larger tap or meter size, there will be no charge made for the utility system impact fee or tap fees.

All persons, firms, or corporations which construct buildings for which building permits are issued after December 16, 1986, and such buildings are sprinkled or contain standpipe systems where sprinkler or standpipe systems are not otherwise required by the North Carolina State Building Code, shall receive credit for the actual cost of the sprinkler and/or standpipe system up to 25% of the utility system impact fee, but in no case shall the credit be less than \$1,500.

PUBLIC WORKS DEPARTMENT - STORMWATER FEES

§ 50.162 Stormwater Fees

(A) Stormwater fees as set forth in the Schedule of Fees listed below shall be determined from time to time by the Board of Aldermen and kept on file in the office of the Town Clerk. Adjustments to the stormwater fees shall be applicable to the first building following the effective date of the modified rate.

(B) The following fees are hereby established by the Board of Aldermen:

Parcel size in square feet	Monthly Fee
<2,000	\$6
>2,000 and <8,000	\$15
>8,000 and <20,000	\$18
>20,000 and <100,000	\$30
>100,000	\$60

For the purposes of this section, "parcel" shall mean a tax parcel as identified on the records of the New Hanover County Tax Office. (Ord. 1516, passed 8-24-06)

POLICE DEPARTMENT

Service	Fee
Outside Contract Services	\$50 per hour per officer or ranger with a 4-hour minimum
Patrol Car or Truck	\$50 per day

FIRE DEPARTMENT

Fire Code enforced by New Hanover County ordinance. Per Section 94.99, penalty is a misdemeanor. Regulation of Automatic Fire Alarm Systems: \$75, \$150, and \$400 to follow an order of warning and compliance succession.

Service	Fee
Outside Contract Services	\$50 per hour per firefighter or lifeguard with a 4-hour minimum.
Personal Watercraft	\$50 per hour per personal watercraft with a 4-hour minimum.

Fire Protection Permits

1. Fee will be reduced by 50% to inspect a vacant occupancy.
2. Inspections based on a minimum three-year cycle. Exception: Occupancies mandated to receive inspections annually or permitted per the NC Fire Prevention Code.
3. If an operational permit(s) is required by the occupancy, the permit fee shall be included in the periodic inspection fee.
4. For multiple occupancy buildings, other than residential and institutional, fees are per occupancy.

Fees for the issuance of Fire Protection Permits under Chapter 3 of the City Code shall be as follows:

FIRE DEPARTMENT - PERMITS		
Small Assembly - Group A	Capacity 50-99	\$ 65.00
Large Assembly - Group A	Capacity 100-200	\$ 100.00
	Capacity 201-300	\$ 150.00
	Capacity 301-400	\$ 200.00
	Capacity 401-500	\$ 250.00
	Capacity 501-600	\$ 275.00
	Capacity 601 plus	\$ 300.00
Educational - Group E: · Schools (Public and Private)	Per Facility	\$ 75.00
Educational - Group E: · Day Care Institutional - Group I: · 24 Hour Care	Licensed for 0 - 25	\$ 75.00
	Licensed for 26 - 50	\$ 90.00
	Licensed for 51 - 100	\$ 115.00
	Licensed for 101 - 150	\$ 135.00
	Licensed for 151 - 175	\$ 155.00
	Licensed for 176 plus	\$ 175.00
Residential - Group R1 Fee based on number of sleeping rooms.	1-10	\$ 45.00
	11-30	\$ 65.00
	31-50	\$ 85.00
	51-75	\$ 105.00
	76-99	\$ 125.00
	100-125	\$ 145.00
	126-175	\$ 185.00
	176-199	\$ 225.00
	200-250	\$ 265.00
	251 plus	\$ 300.00

FIRE DEPARTMENT - PERMITS		
Residential - Group R2: • Apartment Buildings Inspection of common use areas only. Fee based on number of buildings in complex. Does not apply to 1-2 family dwellings.	1-2	\$ 45.00
	3-10	\$ 75.00
	10-15	\$ 125.00
	16-20	\$ 175.00
	21-25	\$ 225.00
	26 or more	\$ 275.00
Residential: • High Rise • Assisted Living • Enclosed Apartment Building	Less than 501 sq. ft.	\$ 45.00
	501 to 2,500 sq. ft.	\$ 55.00
	2,501 to 10,000 sq. ft.	\$ 75.00
	10,001 to 20,000 sq. ft.	\$ 100.00
	20,001 to 40,000 sq. ft.	\$ 135.00
	40,001 to 80,000 sq. ft.	\$ 175.00
	80,001 to 120,000 sq. ft.	\$ 205.00
	120,001 to 150,000 sq. ft.	\$ 235.00
	150,001 to 200,000 sq. ft.	\$ 275.00
	200,001 to 300,000 sq. ft.	\$ 325.00
300,001 sq ft plus	\$ 400.00	
Business - Group B Mercantile - Group M Storage - Group S Utility - Group U: • Ordinary	Less than 501 sq. ft.	\$ 45.00
	501 to 2,500 sq. ft.	\$ 55.00
	2,501 to 10,000 sq. ft.	\$ 85.00
	10,001 to 20,000 sq. ft.	\$ 115.00
	20,001 to 40,000 sq. ft.	\$ 145.00
	40,001 to 80,000 sq. ft.	\$ 185.00
	80,001 to 120,000 sq. ft.	\$ 225.00
	120,001 to 150,000 sq. ft.	\$ 250.00
	150,001 to 200,000 sq. ft.	\$ 300.00
	200,001 to 300,000 sq. ft.	\$ 350.00
300,001 sq ft plus	\$ 400.00	

FIRE DEPARTMENT - PERMITS		
Hospitals		\$ 500.00
Factory / Industrial - Group F	Less than 501 sq. ft.	\$ 45.00
	501 to 2,500 sq. ft.	\$ 65.00
	2,501 to 10,000 sq. ft.	\$ 105.00
	10,001 to 20,000 sq. ft.	\$ 145.00
	20,001 to 40,000 sq. ft.	\$ 185.00
	40,001 to 80,000 sq. ft.	\$ 225.00
	80,001 to 120,000 sq. ft.	\$ 275.00
	120,001 to 150,000 sq. ft.	\$ 300.00
	150,001 to 200,000 sq. ft.	\$ 325.00
	200,001 sq. ft. plus	\$ 400.00
Utility - Group U: · Flammable Liquids · Combustible Liquids · Hazardous Liquids	Less than 2500 sq. ft.	\$ 65.00
	2,501 to 10,000 sq. ft.	\$ 125.00
	10,001 to 20,000 sq. ft.	\$ 175.00
	20,001 to 40,000 sq. ft.	\$ 250.00
	40,001 to 80,000 sq. ft.	\$ 350.00
	80,001 to 120,000 sq. ft.	\$ 450.00
	120,001 to 150,000 sq. ft.	\$ 550.00
	150,001 to 200,000 sq. ft.	\$ 650.00
	200,001 to 300,000 sq. ft.	\$ 750.00
300,001 sq ft plus	\$ 800.00	
Hazardous - Group H	Less than 501 sq. ft.	\$ 35.00
	501 to 2,500 sq. ft.	\$ 75.00
	2,501 to 10,000 sq. ft.	\$ 125.00
	10,001 to 20,000 sq. ft.	\$ 175.00
	20,001 to 40,000 sq. ft.	\$ 225.00
	40,001 to 80,000 sq. ft.	\$ 275.00
	80,001 to 120,000 sq. ft.	\$ 325.00
	120,001 to 150,000 sq. ft.	\$ 375.00
	150,001 to 200,000 sq. ft.	\$ 425.00
200,001 sq. ft. plus	\$ 500.00	

PLANNING AND INSPECTIONS FEES

Service	Fee
Appeal Application	\$ 500.00
CAMA Permit Application	\$ 100.00
Conceptual Review	\$ 300.00
Conditional Use Permit Application	\$ 400.00
Conditional Use Permit Application – Commercial Parking Lots	\$ 800.00
Conditional Use Permit Application – Mixed Use	\$ 800.00
Driveways – New & Resurfacing	\$ 75.00
Encroachment Agreement Application	\$ 400.00
Exception Request	\$ 500.00
Exception Request – Pier and Dock	\$ 500.00
Historical Landmark	\$ 500.00
N C Homeowners Recovery Fund	\$ 10.00
Re-inspection Fee	\$ 50.00
Rezone Base Fee	\$ 400.00
Signs	\$ 75.00
Storm Water Permit Fee	\$ 50.00
Text Amendment Petition	\$ 500.00
Tree Permit Fee	\$ 50.00
Variance Application	\$ 500.00
Working without a permit - fee per day	\$ 100.00
Zoning Verification Documentation	\$ 100.00
Zoning Permit (Existing Use)	\$ 100.00
Zoning Permit (Change of Use)	\$ 100.00
Zoning Compliance (Existing Use)	\$ 100.00
Zoning Compliance (New Development)	\$ 100.00

PLANNING AND INSPECTIONS FEES

Service	Fee
<i>Building Permit Fee Schedule</i>	
Cost of Work: \$ 0.00 to \$ 199.00	\$50.00
\$ 200.00 to \$ 2,000.00	\$75.00
\$ 2,001.00 to \$ 4,000.00	\$100.00
\$ 4,001.00 to \$ 6,000.00	\$125.00
\$ 6,001.00 to \$ 8,000.00	\$150.00
\$ 8,001.00 to \$ 10,000.00	\$225.00
\$ 10,001.00 to \$ 15,000.00	\$225.00
\$ 15,001.00 to \$ 20,000.00	\$225.00
\$ 20,001.00 to \$ 25,000.00	\$300.00
\$ 25,001.00 to \$ 30,000.00	\$325.00
\$ 30,001.00 to UNLIMITED	\$325.00 <i>plus \$15 per \$1,000 (or any portion thereof) in excess of \$30,001</i>
<u>Construction Work Hours</u>	
8:00 am - 6:00 pm Monday thru Saturday (No work conducted on Sunday)	

PARKING PASSES, FEES, AND FINES

Service or Equipment	Fee
Commercial 1 Pass	\$650 per year
Commercial 2 Pass	\$200 per year
Contractor Pass (Monday-Friday)	\$10 per day
Daily Parking Pass (Non-premium / Premium)	\$30 / \$35 per day
Parking Meters with One Hour Time Limit	\$3 per hour
Parking Meters and Pay Stations with unlimited time (Non-premium / Premium)	\$5 / \$6 per hour
Residential Parking Permit	\$50 per year
Weekly Parking Pass	\$150 per week
Fee to Remove Wheel Lock per Section 74.55 (B)	\$50 per removal
Fine for Parking on the Grass per Section 74.15 (I)	\$150 per violation

Schedule IV of Chapter 76 of the Code of Ordinances - Violations			
<u>Violation</u>	If paid within 72 hours commencing with issuance of ticket	If paid after 72 hours but within 10-day period commencing with issuance of ticket	If paid after 10 days following issuance of ticket
Parking overtime in a metered space or time limited area	\$50.00	\$60.00	\$70.00
All other violations of the parking ordinances or parking Schedules in Chapter 76 except as otherwise provided in this Schedule IV or elsewhere in the Town Code.	\$150.00	\$150.00	\$150.00
Violation of §74.22 Fire Lanes	\$250.00	\$250.00	\$250.00
Violation of § 74.23, Handicapped Parking	\$250.00	\$250.00	\$250.00
Violation of § 74.37, Operation of Meters	\$300.00	\$300.00	\$300.00
Violation of § 74.25, Designated Lifeguard Parking	\$250.00	\$250.00	\$250.00
Violation of § 74.45 – 74.47, Harbor Island Residential Parking District Restrictions	\$150.00	\$150.00	\$150.00
Violations of § 74.46(B) and (C) and §74.48,(A)(2) and (B); parking trailers on Pelican Drive, Old Causeway Drive, Keel Street and Marina Street.	\$150.00	\$150.00	\$150.00
Parking in violation of the provisions of Subsection (L) of Schedule I of Chapter 76 for the Commercial II Parking Lot.	\$150.00	\$150.00	\$150.00

PARKS AND RECREATION - RECREATION PROGRAM FEES

ACTIVITY	DATES	FY25.26		COMMENTS
		WBR	NR	
Aerobics/Toning	Year Round	\$5	\$6	Per class (Max fee/mo \$40 wbr/\$50 nr)
Art Camps & Classes	June-August	\$325	\$350	5-day session; 15 hrs; youth 8 & up
Basketball Camp	June-August	\$172	\$197	5 day session; 2 hrs/day
Basketball Youth League	September-May	\$105	\$120	6 week session; 6 hrs
		\$139	\$158	8 week session; 8 hrs
		\$205	\$235	8 week session; 1.5 hrs per class; 12 hrs
		\$155	\$177	9 week session; 9 hrs
Basketball Adult League	June-August	\$800	\$800	Per team; reg season with single elim tourn
Fitness (Barre, Yoga Boot Camp, HIIT, Tai Chi, Running, etc.)	Year Round	\$8	\$10	Fee per class
Flag Football	February - May	\$800	\$800	Per team; reg season with single elim tourn
Flag Football - Youth Camp	June-August	\$172	\$197	5 day session; 2 hrs/day
Flag Football - Youth	September-May	\$139	\$158	8 week session; 8 hrs
		\$205	\$235	8 week session; 1.25 hrs per class; 10 hrs
		\$155	\$177	9 week session; 9 hrs
Junior Lifeguard Program	June-August	\$205	\$245	1 week; 10 hrs; youth
	Year Round	\$225	\$270	4 weeks; 16 hrs; youth (Jr Guard prerequisite)
Lacrosse Camp	June-August	\$145	\$180	1 week; 15 hrs; youth age 11 - 14
		\$110	\$137	1 week; 10 hrs; youth age 6 - 10
Lacrosse	Year Round	\$95	\$113	6 weeks; 6 hrs; youth age 4 - 8
Scoopers & IQ Academy		\$185	\$221	6 weeks; 12 hrs; youth age 4 - 8
		\$215	\$257	7 weeks; 14 hrs; youth age 4 - 8
Line Dancing	Year Round	\$30	\$35	2 hour session
		\$60	\$70	4 week session; 4 hrs

PARKS AND RECREATION - RECREATION PROGRAM FEES

ACTIVITY	DATES	FY25.26		COMMENTS
		WBR	NR	
Performance Club	September-May	\$132	\$158	7 week session; 7 hrs; youth
		\$150	\$180	8 week session; 8 hrs; youth
		\$170	\$205	9 week session; 9 hrs; youth
		\$185	\$220	10 week session; 10 hrs; youth
		\$215	\$250	11 week session; 11 hrs; youth
		\$95	\$120	5 sessions; 5 hrs; youth elf patrol
		\$115	\$145	6 sessions; 6 hrs; youth elf patrol
Performance Club Camp	June-August	\$225	\$270	4 day summer camp; 12 hrs; youth
		\$275	\$330	5 day summer camp; 15 hrs; youth
Pickleball Lessons	Year Round	\$80	\$95	6 hrs per session; group lessons
		\$55	\$65	4 hrs per session; group lessons
		\$40	\$48	3 hrs per session; group lessons
Shag Lessons	Year Round	\$55	\$65	4 weeks; 1 class/wk; 1 hr/class
Strength Training & Conditioning for Youth	Year Round	\$15	\$18	Per one hour class (session is x classes)
		\$168	\$204	12 weeks, 12 hours
Tennis Camp for Youth (Quick Start)	June-August	\$155	\$185	4 day session; 3 hrs/day
		\$105	\$125	4 day session; 2 hrs/day
		\$68	\$80	5 day session; 1 hr/day
Tennis Lessons (ages 6 & up)	Year Round	\$80	\$95	6 hrs per session; group lessons
		\$55	\$65	4 hrs per session; group lessons

PARKS AND RECREATION - FACILITY RESERVATIONS FEES

FACILITY (PPL = people)	WRIGHTSVILLE BEACH RESIDENTS AND ALL NON-PROFIT GROUPS		NON-RESIDENTS		GROUPS 66+ PEOPLE (Rec Ctr max 138 chairs, 65 ppl with table & chairs)	ALL FOR PROFIT GROUPS (Requires BOA Approval)	SECURITY DEPOSIT
	UNDER 30 PPL	30 - 65 People	UNDER 30 PPL	30 - 65 People			
PICNIC SHELTERS 1 & 2	\$12 / hour with 3-hour min (\$36)	\$24 / hour with 3-hour minimum (\$72) (Both shelters)	\$15 / hour with 3-hour min (\$45)	\$30 / hour with 3-hour minimum (\$90) (Both shelters)	\$50 / hour with 3-hour min (\$150) (Both shelters)	\$250 / 3 hours (Both shelters)	\$50
EVENT STAGE	\$15 / hour with 3-hour min (\$45)	\$30 / hour with 3-hour minimum (\$90)	\$27 / hour with 3-hour min (\$81)	\$54 / hour with 3-hour minimum (\$162)	\$275 / 3 hours (Includes both shelters)	\$400 / 3 hours (Includes both shelters)	\$200
RECREATION CENTER	\$35 / hour	\$55 / hour	\$50 / hour	\$70 / hour	\$65 / hour WBR \$80 / hour NR	\$100 / hour	\$200
BASKETBALL COURT (1) SOCCER FIELD TOWN HALL FIELD SOFTBALL FIELD	\$12 / hour with 3-hour min (\$36) or \$72 / day	\$15 / hour with 3-hour min (\$45) or \$90 / day	\$15 / hour with 3-hour min (\$45) or \$90 / day	\$20 / hour with 3-hour minimum (\$60) or \$120 / day	\$35 / hour with 3-hour min (\$105) or \$175 / day	\$50 / hour with 3-hour min (\$150) or \$300 / day	\$100
PICKLEBALL COURTS (4) & TENNIS COURTS (3) (With SEP only - no individual facility reservations)	N/A	N/A	N/A	N/A	\$35 / hour with 3-hour min (\$105) or \$175 / day	\$50 / hour with 3-hour min (\$150) or \$300 / day	\$200
PICKLEBALL COURTS (5) (With SEP only - no individual facility reservations)	N/A	N/A	N/A	N/A	\$40 / hour with 3-hour min (\$120) or \$200 / day	\$50 / hour with 3-hour min (\$150) or \$300 / day	\$200
OVERFLOW PARKING FIELD (with SEP & no facility reservation)	N/A	N/A	N/A	N/A	\$35 / hour with 3-hour min (\$105) or \$175 / day	\$45 / hour with 3-hour min (\$135) or \$250 / day	\$200

HARBOR WAY GARDENS	1-25 ppl	26 - 50 ppl	51 - 100 ppl	101 - 150 ppl (max)	\$250
	\$100 / hour	\$150 / hour	\$200 / hour	\$250 / hour	

Special Event Permit is required for private groups of 200 or more or for reservations with activities open to the public.

PARKS AND RECREATION - FARMERS' MARKET, SPECIAL EVENT PERMITS, AND FILMING FEES

FARMERS' MARKET FEES	New Vendor Application Fee	ANNUAL PARTICIPATION		ANNUAL VENDOR FEE		MONTHLY VENDOR FEE		DAILY VENDOR FEE	
		Full - Time	Part - Time	Full - Time	Part - Time	Full - Time	Part - Time	Full - Time	Part - Time
	\$25	\$50	\$30	\$650	\$325	\$100	\$60	\$30	\$30

SPECIAL EVENT PERMIT FEES									
1-25 ppl	26 - 100 ppl	101-199 ppl	200 - 400 ppl	401 - 600 ppl	601 - 1,000 ppl	1,001 - 2,000 ppl	2,001 - 3,000 ppl	3,001 - 4,000ppl	4,001 + ppl
\$130	\$180	\$250	\$400	\$500	\$600	\$700	\$800	\$900	\$1,500
Security Deposit	N/A	N/A	\$200	\$500	\$1,000	\$1,500	\$2,000	\$2,000	\$2,000
ROAD CLOSURE FEE		\$.50 per registered race participant			Applies to approved SEPs requiring road closure. A statement attesting to the number of registered participants & the fee are due within 30 days of event.				

PERMIT TO CONDUCT OCEAN-RELATED BUSINESS ON BEACH	Non-profits and school groups	Wrightsville Beach for profit businesses	Other for profit businesses
	\$200	\$200	\$400

FILM PERMIT FEES	
SERVICE or EQUIPMENT	FEE
IMPACT FEES	
Filming Permit Application Fee	\$25
Low Impact (Minimal use of public property)	\$200 per day
Medium Impact (Includes intermittent traffic control)	\$1500 per day
High Impact (Includes closing of public street)	\$2000 per day
PERSONNEL FEES (Hourly rates require a minimum of four-hour billing)	
Any Town Personnel	\$50 per hour
FACILITIES	
See schedule of fees for Parks & Recreation Facilities	
EQUIPMENT All equipment rented on per-day (8 hours) basis. No credit for partial day.	
Patrol Car or other Town Vehicle	\$25 per hour (max \$200/day)
Placement of police vehicle (<i>labor not included</i>)	\$50 per day
Traffic Cones	\$5 each per day
Barricades	\$10 each per day
Parking Spaces are invoiced according to current parking rates.	

FEE SCHEDULE FOR TOWERS AND WIRELESS FACILITIES

TOWN APPLICATION FEES	
New tower or substantial modification	\$ 5,000.00
Eligible facility	\$ 2,500.00
Amendment or waiver request (fee is per item or issue)	\$ 500.00
Expedited application	\$ 2,500.00

EXPERT ASSISTANCE FEES	
New tower or support structure or substantial modification	\$ 7,500.00
Eligible facility (any co-location or non-substantial modification):	
Technical review and analysis	\$ 1,000.00
Amendment or waiver request (fee is per item or issue)	\$ 500.00
Expedited application	\$ 2,500.00
Final inspection (fee is per inspection)	\$ 2,000.00
Lease negotiations, including amendments, not less than \$5,000 and not more than \$7,500	

All fees are set amount/flat fees and must be paid to the Town prior to the work being done for which the fee is paid.

Any application received for which all fees or deposits have not been paid at the time of receipt of the application shall be deemed incomplete and no work shall be done related to the processing and/or review of the application until all fees and deposits have been paid in full.

EXHIBIT B

TOWN OF WRIGHTSVILLE BEACH

PAY SCALE 2025-2026

GRADE	MINIMUM	MIDPOINT	MAXIMUM
5	28,920	37,947	46,973
6	30,366	39,845	49,324
7	31,929	41,859	51,790
8	33,479	43,929	54,380
9	35,152	46,124	57,096
10	36,909	48,429	59,949
11	38,754	50,850	62,946
12	40,693	53,394	66,095
13	42,727	56,064	69,402
14	44,865	58,869	72,873
15	47,109	61,813	76,516
16	49,463	64,903	80,342
17	51,938	68,148	84,358
18	54,533	71,556	88,578
19	57,262	75,134	93,007
20	60,124	78,891	97,659
21	63,131	82,838	102,544

GRADE	MINIMUM	MIDPOINT	MAXIMUM
22	66,290	86,979	107,669
23	69,603	91,327	113,051
24	73,084	95,895	118,705
25	76,738	100,689	124,640
26	80,573	105,723	130,873
27	84,604	111,010	137,417
28	88,833	116,560	144,287
29	93,275	122,389	151,502
30	97,940	128,508	159,076
31	102,836	134,935	167,034
32	107,980	141,682	175,384
33	113,378	148,766	184,154
34	119,046	156,204	193,362
35	125,000	164,015	203,031
39	131,250	172,217	213,184
37	137,813	180,826	223,839

TOWN OF WRIGHTSVILLE BEACH
AUTHORIZED PERMANENT POSITIONS BY PAY RANGE
EFFECTIVE JULY 1, 2025

DEPARTMENT/CODE	JOB CLASSIFICATION DESCRIPTION	No. of Positions	Range
GENERAL ADMINISTRATION 10-4120-0000	Town Manager	1	Unclassified
	Finance Director/General Administration Director	1	25
	Town Clerk/Executive Assistant	1	20
	Accounting Technician I/II	1	14-15
	Administrative Support Assistant-Utility Billing Tech	1	13
	Communications Manager	1	17
HUMAN RESOURCES 10-4130-0000	Human Resources Officer/Safety Officer	1	19
PLANNING AND INSPECTIONS 10-4900-0000	Planning and Inspections Director	1	25
	Building Code Administrator	1	16
	Planner I/Code Enforcement	1	16
PARKS AND RECREATION 10-6120-0000	Parks and Recreation Director	1	20
	Administrative Support Assistant	1	13
POLICE 10-4310-0000	Police Chief	1	27
	Police Captain	1	23
	Police Lieutenant	2	22
	Police Patrol Sergeant (Detective III)	7	21
	Police Corporal (Detective II)	6	20
	Master Police Officer (Detective I)	3	19
	Police Officer II	3	18
	Police Officer I	7	17
	Park Ranger II	1	17
	Park Ranger I	1	15
	Executive Assistant to the Chief	1	15
	Administrative Support Assistant	1	13

TOWN OF WRIGHTSVILLE BEACH
AUTHORIZED PERMANENT POSITIONS BY PAY RANGE
EFFECTIVE JULY 1, 2025

DEPARTMENT/CODE	JOB CLASSIFICATION DESCRIPITON	No. of Positions	Range
FIRE 10-4340-0000	Fire Chief	1	25
	Deputy Fire Chief	1	22
	Fire Captain/Ocean Rescue Director	1	22
	Ocean Rescue Captain/Fire Fighter	1	19
	Fire Captain	3	19
	Fire Lieutenant	3	16
	Engineer	6	14
PUBLIC WORKS			
ADMINISTRATION 10-4245-0000	Public Works Director	1	26
	Assistant Public Works Director	1	24
	Administrative Support Specialist-Public Works	1	14
FLEET 10-4250-0000	Fleet Maintenance Supervisor	1	18
	Fleet Mechanic	2	15
STREETS /FACILITIES 10-4510-0000	Maintenance Supervisor	1	16
	Facilities Maintenance Foreman	1	13
	Maintenance Technician	2	11
ENVIRONMENTAL SERVICES 10-4710-0000	Environmental Services/Stormwater Supervisor	1	16
	Equipment Operator/Crew Leader	2	12
	Maintenance Technician	2	11
PARKS MAINTENANCE 10-6130-0000	Parks Maintenance Supervisor	1	17
	Park Maintenance Crew Leader	2	12
	Park Maintenance Worker	2	11
WATER & SEWER 30-7130-0000	Utility System Supervisor	1	18
	Utility System Operator	2	16
	Utility System Specialist (Senior)	2	14
	Utility System Specialist	2	12
	TOTAL NUMBER OF POSITIONS	89	



Town of Wrightsville Beach
Post Office Box 626
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Wrightsville Beach, North Carolina 28480
(910)256-7900

MEMORANDUM

To: Mayor Mills and Board of Aldermen
From: Lance Heater, Town Clerk
Subject: **Consider approval of an entry of license agreement with Atlantic Marine.;**
Date: June 12, 2025

Issue/Action Requested:

Consider approval of an entry of license agreement with Atlantic Marine

Background/Purpose of Request:

The Town Attorney will provide the agreement to the Board prior to the meeting.

Town Manager's Recommendation:

Consider approval of the license agreement with Atlantic Marine.

Attachments:

None