



**Wrightsville Beach Board of Alderman
REGULAR MEETING**

5:30 PM TUESDAY, AUGUST 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 and closed session minutes of the 7-10-25 Board of Aldermen Meeting.
- b. Approval of recurring special events as recommended by the Parks & Recreation Advisory Committee.
- c. Approval of a new special event as recommended by the Parks & Recreation Advisory Committee.
- d. Acknowledge previously approved special events for September.
- e. Acknowledge Departmental quarterly reports for the months of April, May, and June 2025.
- f. Adoption of Resolution (2025) 2357 declaring Police Department vehicle surplus and authorizing sale on GovDeals.

- g. Adoption of Budget Ordinance (2025) 668-B funding reimbursable expenses relating to the Holiday Flotilla.
- h. Acknowledge Receipt of CFPUA Transition Assessment Update

6. Presentations

- a. Consider a presentation on a proposal to develop Lee's Nature Park.

7. Public Hearing--None.

8. Regular Agenda

- a. Consider adoption of Resolution (2025) 2358 amending the Town's Personnel Policy.

9. Other Items and Reports

10. Closed Session--None.

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

JULY 10, 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 David Haley, Assoc. Minister, Wrightsville United Methodist 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
Bill Fay, Public Works Director
Robert O'Quinn, Planner
Tosha Campbell, HR Officer
Katie Caris-Childers, Parks & Rec. Director

Upon motion by Mills, seconded by Dull and carried unanimously, the Board added to the agenda Item 10, a closed session, in accordance with NCGS 143-318.11(a)(3), to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body.

PUBLIC COMMENTS

Jeff Turpin, 105 Island Dr., 1) expressed appreciation to the Police Dept. for the recent "Meet the Chief" meeting; 2) noted the need to enforce no-parking in the new bike lanes on Causeway Drive; 3) expressed a need for more speed limit indicators; 4) asked for 4 way stop signs on Island Dr.; and 4) asked that consideration be given to not locking public restrooms at 9:00pm.

CONSENT AGENDA

Upon motion by Miller, seconded by DeGroot and carried unanimously, the Board approved the Consent Agenda. It consisted of 1) approval of the open session minutes of the 6-12-25 regular meeting; 2) approval of a recurring special event as recommended by the Parks & Recreation Advisory Comm.; 3) acknowledgment of previously-approved events for August; 4) acceptance of grant funds received from the ABC Board and approval of Budget Ordinance (2025) 666-B appropriating the funds for purchase and unfitting of a vehicle for the Police Department; and 5) authorization for the Town Manager to execute an agreement with North Carolina Fire Chief Consulting to assist with the Bridge Replacement Projects and approval of Budget Ordinance (2025) 667 funding the contract.

PRESENTATIONS – None.

PUBLIC HEARINGS

Conduct a public hearing and consider adoption of Ordinance (2025) 1867 amending the Land Use Ordinance to modify the Special Use process

Town Planner O'Quinn stated that under NCGS Chapter 160D, advisory boards such as the Planning Board may not participate in quasi-judicial decisions in a way that influences the outcome. While the Planning Board currently reviews and comments on Special Use Permit (SUP) applications, the Board of Aldermen cannot legally consider those comments, rendering the process largely symbolic. In light of this, the Board of Aldermen directed staff to explore alternatives to the existing SUP process. After reviewing multiple options, staff determined that Conditional Zoning offered the most appropriate replacement. O'Quinn stated that Conditional Zoning effectively operates as a rezoning with conditions. O'Quinn stated that the proposed text amendment removes Planning Board review from the SUP process and introduces a Conditional Zoning framework based on Oak Island's model, which was selected for its clarity, simplicity, and compatibility with Wrightsville Beach's development patterns. A Technical Review Committee will review each request and make recommendations for the Board's consideration. O'Quinn noted that existing SUPs will remain valid and may still be amended, but without Planning Board involvement. O'Quinn reviewed the proposed Ordinance and the changes that would occur if it were to be adopted.

In response to a question from DeGroote, O'Quinn stated that there was no prohibition on an applicant whose request was denied from resubmitting the request for a certain period of time. After discussion, O'Quinn stated that he would review the issue for possible further consideration by the Board.

O'Quinn reviewed the Planning Board Statement of Consistency and reported that the proposed change was consistent with the Town's adopted 2018 CAMA Land Use Plan in the areas of Land Use Compatibility, Infrastructure Carrying Capability, Public Participation, and Administrative Compliance with State Law.

The Mayor declared the Public Hearing open at 5:54pm. Sue Bulluck stated that the proposed ordinance would take 2-3 times longer and would allow for a more robust political process and asked the Board to continue the hearing for another meeting in order to allow for more input. Neal Braggi, 4 W. Henderson St., stated that the issue of standing was discussed at the Planning Board review, however, this had not been addressed in the proposed ordinance. There being no other persons present who wished to comment, the Mayor stated that the Board would not conduct a vote on this matter at this meeting in order to allow the public more time to have input. Upon motion by Dull, seconded by Miller and carried unanimously, the Board continued the public hearing until the 9-11-25 meeting of the Board at which time the Board would also continue consideration of the text amendment.

Conduct a public hearing and consider approval of Resolution (2025) 2356 on an Application to Name Town Assets from James Cobb, renaming Island Drive Park to Durwood Sykes Sunset Park, in accordance with the recommendation of the Planning Board and Parks & Recreation Advisory Committee

O'Quinn reported that a formal request was submitted by James A. Cobb, supported by a broad coalition of Harbor Island residents, to rename Island Drive Park in honor of Mr. Durwood Sykes. Mr. Sykes, a longtime Harbor Island resident, dedicated over 25 years of personal service to maintaining and beautifying the park. His efforts included mowing, weeding, planting, and decorating the space for holidays, transforming it into a beloved community gathering place. O'Quinn stated that the community had expressed a strong desire to recognize Mr. Sykes' legacy by renaming the park in his honor. The property in question, located at 30 Island Drive, is a Town-owned public park with approximately 11,326 square feet and includes a public access stair leading to the sound. O'Quinn noted that the request falls within the criteria outlined in the Town's Policy and Guidelines for Naming Town Assets, particularly under Category 2 - Town Recognitions and Category 3 - Tributes and Memorials, recognizing individuals who have made significant contributions to the community. O'Quinn reported that the Parks & Recreation Advisory Comm. had voted unanimously in favor of the request, as had the Planning Board. The Mayor declared the public hearing open at 6:05pm. Victoria Poulin, stating that Durwood Sykes was her uncle,

expressed support for the renaming. Poulin read a letter in support of the request from Wylene McDonald which recounted Sykes’ efforts in maintaining the park over the years. Sue Bulluck, speaking on behalf of the Chamber of Commerce, expressed support for the renaming. There being no other persons present who wished to comment, the Mayor declared the public hearing closed at 6:08pm. The Mayor stated that Durwood Sykes epitomized what one would want in a resident, was a friend, and that Sykes had given his heart and soul to the Town. Upon motion by Partin, seconded by Miller and carried unanimously, the Board adopted Resolution (2025) 2356 approving the renaming request.

CONSIDER APPOINTMENTS/REAPPOINTMENTS TO THE MARKETING ADVISORY COMMITTEE

Using ballots, the Board made the following appointments to the Marketing Advisory Committee for terms expiring June 2027: Neal Briggi, 4 W. Henderson St. and Amber Moshakos, 6510 Chapel Blvd, Raleigh. Detailed votes were as follows:

MARKETING ADVISORY COMMITTEE APPOINTMENTS	
APPLICANT	VOTE
Amber Moshakos - reappointed	Mills, Miller, DeGroot, Dull, Partin
Neal Briggi - appointed	Mills, Miller, Dull
Sue Bulluck	DeGroot, Partin

CONSIDER ACCEPTING A VEHICLE FROM PIVOT PARKING FOR USE IN THE PARKING ENFORCEMENT PROGRAM

Brigman stated that this item was a follow up from the June agenda. Tina Reid, of Pivot Parking, stated that Pivot had not followed proper procedures in its purchase of a used Kia Soul vehicle for use in the parking enforcement program and stated that Pivot would fund the entire cost of the vehicle and sign the title over to the Town, which owns all of the vehicles and equipment utilized by Pivot for parking enforcement. Reid apologized for not following procedures and stated that the Kia Soul had been successfully utilized by Pivot in other localities and that license plate reader technology would be transferred from the existing electric vehicle to the Kia, also at Pivot’s expense. Upon motion by Dull, seconded by DeGroot and carried unanimously, the Board accepted ownership of the vehicle from Pivot. Brigman noted that there might be a nominal (\$1) fee paid by the Town for the ownership transfer.

OTHER ITEMS AND REPORTS

- A. **Alderman Partin:** complimented the Fire Department for the July 4 display at the Blue Star Memorial.
- B. **Alderman Dull:** commended the Town staff on its services provided over the July 4 holiday weekend.
- C. **Alderman DeGroot:** echoed Dull's comments and stated that Public Works had done an excellent job.
- D. **Mayor Pro Tem Miller:** 1) noted that the MPO had opened the public comment period on the Cape Fear Memorial Bridge project; 2) expressed appreciation for the Town's public information efforts; 3) acknowledged receipt of the GFOA Budget Award by the Town; and 4) noted the attendance of his son, Henry Miller, IV, who was working on his Eagle Scout Badge.
- E. **Town Manager Brigman:** 1) stated the Town had issued a notice of violation to a houseboat moored in Banks Channel; 2) acknowledged Murray for the Budget Award; and 3) commended staff for the July 4th effort.
- F. **Town Attorney Richardson:** nothing to report.
- G. **Town Clerk Heater:** nothing to report.
- H. **Mayor Mills:** stated that the staff does a terrific job, noting hard work and a good attitude and expressed appreciation to the family of Durwood Sykes for their efforts in seeking the park renaming.

CLOSED SESSION TO CONSULT WITH AN ATTORNEY EMPLOYED OR RETAINED BY THE PUBLIC BODY IN ORDER TO PRESERVE THE ATTORNEY-CLIENT PRIVILEGE BETWEEN THE ATTORNEY AND THE PUBLIC BODY AS AUTHORIZED BY NCGS 143-318.11(A)(3)

At 6:33pm Dull made a motion to enter into closed session for the purpose of consulting with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body as authorized by NCGS 143-318.11(a)(3). The motion was seconded by Mills and carried unanimously.

Upon motion by Miller, seconded by Dull and carried unanimously, the Board returned to open session at 7:05pm, with no action being taken as a result of the closed session.

There being no further business, the meeting was adjourned at 7:05pm.

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 Carus-Childers, Parks & Recreation Director *KAC*

Subject: Special Event Permit Applications

Date: August 8, 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 the Parks and Recreation Advisory Committee with no concerns.

- 1) **Loop the Loop for Epilepsy Alliance North Carolina**
Sunday, October 26, 2025, 11:00 am – 5:30 pm (setup to tear down)
Walk event 2:00 – 4:00 pm
Location: WB Park and the Loop
Approximately 200 participants
- 2) **Novant Wilmington Marathon**
Saturday, February 28, 2026, 4:00 am – 10:00 am (setup to tear down)
7:00 am race start – 8:30 am off beach roads open
Approximately 4000 participants
- 3) **North Point Church Easter Celebration**
Sunday, April 5, 2026 4:00 – 8:30 am (setup to tear down) 7:00 am service
South Side of Crystal Pier
Approximately 300 people
- 4) **Grey Liston Stoked to Go Out Pier to Pier Swim**
Saturday, May 16, 2026 6:30 – 11:30 am (setup to tear down)
9:00 – 11:00 am race
Open water swim between JM and Crystal Pier
Approximately 300 people

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

PRAC Recommendation:
 Approve
 Approve w/ Conditions
 Do Not Approve

Participants / Fee Per Day:

1-25	\$130
26-100	\$180
101-199	\$250
<input checked="" type="checkbox"/> 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
4,001+	\$1,500

SEP Security Deposit:
Participants / Fee

0-199	\$0
<input checked="" type="checkbox"/> 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? Yes

Number of Hours 6

Rain date necessary?
Yes No

Park Facility Reserved?
 Yes No Not Required

Portable toilets needed? 7
 Yes No Not Required
Check numbers prior

Trash Disposal Service?
 Yes No Not Required
Turtle Trash

Health Dept permit?
 Yes No Not Required
TS

1. Description of event: walk and fundraiser for the Epilepsy Alliance North Carolina

2. Event Day and Date: Sunday 10/26/2025
 Timeframe needed: Set up 11:00 am pm to Tear down 5:30 am pm
 Event start time: 2:00 am pm Event end time: 4:00 am pm

3. Estimated number of participants (including spectators): 200

4. Location: Outside of the recreation center in the front patch of grass in front of Town Hall

5. Individual making request: Sheila Cox
 Complete Mailing Address: 1906 London Lane Wilmington, NC 28405
 Phone Number: 9102976974 E-mail: sheilacox@gmail.com

6. Individual who will be on site and in charge of activity: Sheila Cox
 Complete Mailing address: 1906 London Lane Wilmington, NC 28405
 Phone Number: 9102976974 E-mail: sheilacox@gmail.com

7. Sponsoring organization/corporation (if applicable): Epilepsy Alliance North Carolina
 Contact: Patricia Gibson
 Complete Mailing Address: Piedmont One, Suite 5541 A1920 W. First Street Winston-Salem, NC 27104
 Phone Number: (800) 451-0694 E-mail: pgibson@wakehealth.edu

8. Briefly describe provisions for the following:
 Toilet facilities: Confirm prior with numbers
 Trash disposal: Turtle Trash NC
 (Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)
 Parking: Participants will park in both the lot by the park and the recreation center. Overflow field.

Electrical power and/or water needs: Water will be supplied by sponsors and the plugs outside of the recreation ctr. and Town Hall

9. Will food be served? Yes If yes, has permit from Health Dept. been obtained? _____
 Please explain: Trolley Stop will be catering hot dogs

FOR OFFICE USE ONLY

SEP Fee: <u>\$400</u>	PD Contract: <u>COI</u>
Facility Use Fee: <u>175</u>	OR Contract: <u>Fees</u>
Security Deposit: <u>200</u>	COI: <u>PRAC</u>
Parking Fees: <u>-</u>	<u>Staff</u>
Traffic Cones: <u>-</u>	TOTAL PAID: <u>\$775</u> <u>Porto Johns</u>
TOTAL DUE: <u>\$775⁰⁰</u>	Check #: <u>4324</u> <u>✓ Civic Rec</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 Not Required

10. Will there be any music, PA system, or loud activities (if any, briefly describe)? Yes, Go Time will be using a speaker to make announcements and play music.

If yes, provide information specifying location and direction of noise-emanating devices along with proposed noise level, frequency, and duration: on the patch of grass outside of the rec center

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

If so, what company is providing the equipment: Go Time, Trolley Stop

Describe equipment in detail and provide a sketched plan: banners with Loop the Loop's Logo and tables/chairs for vendors

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: _____

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: Sheila Callahan Cox Date: 6/5/25

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

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

January 11, 2024

To provide prior to event



**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
___	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
<input checked="" type="checkbox"/>	2,001+	\$2,000

Non-profit organization?
Yes No

Tax Exempt ID: _____

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

Number of Hours _____

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

Health Dept permit?
Yes No Not Required

1. Description of event: Novant Health Wilmington Marathon and Half Marathon Running Race

2. Event Day and Date: Saturday February 28, 2026

Timeframe needed: Set up 4:00 am pm to Tear down 8:30am am pm

Event start time: 7:00 am pm Event end time: 8:30am am pm

3. Estimated number of participants (including spectators): 4000

4. Location: E. Salisbury - Mercer's Pier, Lumina, Causeway, WB Park

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): Proactive Lifestyle Events
 Contact: Tom Clifford
 Complete Mailing Address: 513 Bayfield Dr. Wilmington, NC 28411
 Phone Number: 910-297-4973 E-mail: tom@iamwithoutlimits.com

8. Briefly describe provisions for the following:
 Toilet facilities: Center Cement Sidewalk on E. Salisbury Street Friday drop / Saturday PU
 Trash disposal: GFL Waste Management
 (Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)
 Parking: WB PARK and open parking spaces around the beach
 Parking crew will be On Target Staffing
 See attached map

Electrical power and/or water needs: No

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

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SEP Fee: <u>1500</u>	PD Contract: <u>COI</u>
Facility Use Fee: <u>175</u>	OR Contract: <u>Fees</u>
Security Deposit: <u>2000</u>	COI: <u>Meeting</u>
Parking Fees: _____	<u>Friday 2/27 Set up @ E. Salisbury</u>
Traffic Cones: _____	<u>Timeline</u>
TOTAL DUE: <u>\$3675</u>	CHECK #: <u>PD Contract</u>

per WB Museum / Salisbury Traffic
 SEPT 2024
 Need Better all agency Comm. Carb-1
 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
*N. Lumina @ Star 6:40 - 7:30
Causeway Dr. 6:30 - 7:35*

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 prior to event

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

Yes, race announcements and Music Facing up Lumina and Toward the Ocean

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

See above

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

If so, what company is providing the equipment: Without Limits and Go Time, Party Suppliers, HERC

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: No

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

If so, please specify: See TCP:

*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.

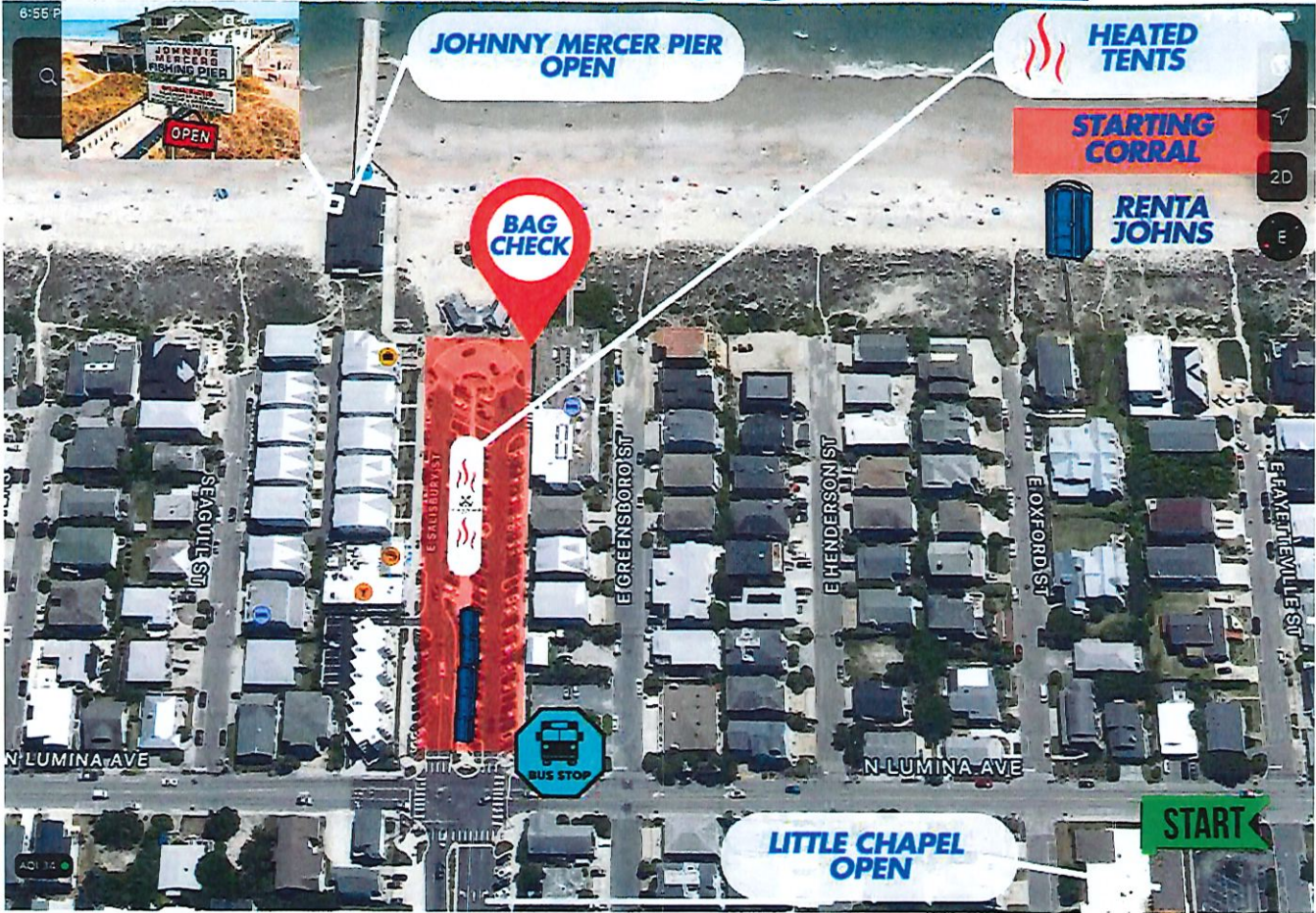
See attached memo for additional stipulations.

Signature: *[Signature]* Date: 6-7-2025

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

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

START CORRAL



Wilmington Marathon Timeline

Friday, February 27, 2026

- Portable toilet facilities, trash containers delivered to race start at E. Salisbury St. Notices posted regarding event on E. Salisbury.
- Center aisle parking spaces coned to prohibit parking (see map) to allow for tent set up. Parking spaces on outside will remain open.
- Possible Tent set Up Friday morning for athlete heating (only if necessary)

Saturday, February 28, 2026

- 3:30 am: Event staff arrives on site
- 5:00 am: WBPD Brief, Nightshift on site for traffic control at Salisbury/Causeway split
- 5:20 am: WBPD on post
- 6:15 am: Causeway Drive closed except for busses; vehicle traffic will be directed to Salisbury Street (some exceptions - Waynick exiting beach etc.)
- 6:30 am: Causeway Drive hard close
- 6:40 am: N. Lumina closed between Salisbury and Causeway Drive, athletes line up on Lumina for start at Fayetteville Street. Traffic on Salisbury Street will be stopped at eastern most Pelican Drive cross over. Participant drop off traffic on Salisbury Street will be directed to exit beach via Pelican.
- 7:00 am: Race Start
- 7:20 am: N. Lumina open to north bound traffic
- 7:30 am: N. Lumina open to all vehicle traffic
- 7:35 am: Causeway Drive open to vehicle traffic except for outside eastbound lane
- 7:50 am: Athletes have cleared the drawbridge to complete race on west side
- 8:00 am: Normal traffic flow on WB resumes

Clean up of race start area begins immediately following start of race. Portable toilet facilities, tents, and trash containers will be removed on Saturday following event.

Link to Novant Health Wilmington Marathon course:

https://www.google.com/maps/d/u/0/viewer?mid=1DMXK4JKj_IHyygG9jIZV0il_Fv83gFQ&ll=34.23083182078698%2C-77.8714833&z=12

**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
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? Sunrise

Number of Hours 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: NorthPoint Church Easter Celebration at the Beach

2. Event Day and Date: Sunday, April 5th 2020

Timeframe needed: Set up 4 am/pm to Tear down 8:30 am/pm

Event start time: 7 am/pm Event end time: 7:30 am/pm

3. Estimated number of participants (including spectators): 400

4. Location: South Side Crystal Pier

5. Individual making request: Hannah Chitwood

Complete Mailing Address: 3305 Burnt Mill Dr. Ste 300 Wilmington, NC 28403

Phone Number: 910 200 7772 E-mail: hannah@life905.com

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

Complete Mailing address: 3305 Burnt Mill Dr. Ste 300 Wilmington, NC 28403

Phone Number: 910 200 7772 E-mail: hannah@life905.com

7. Sponsoring organization/corporation (if applicable): Life 90.5

Contact: Hannah Chitwood

Complete Mailing Address: 3305 Burnt Mill Dr. Ste 300 Wilmington, NC 28403

Phone Number: 910 200 7772 E-mail: hannah@life905.com

8. Briefly describe provisions for the following:

Toilet facilities: Public restrooms on S. Luning across from oceanic

Trash disposal: will provide own receptacles
(Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)

Parking: Public parking / street parking. Service will conclude before paid parking begins @ 8am

Electrical power and/or water needs: Speaking with Oceanic GM

9. Will food be served? yes If yes, has permit from Health Dept. been obtained? N/A

Please explain: prepackaged / wrapped biscuits handed out

FOR OFFICE USE ONLY

SEP Fee: <u>/</u>	PD Contract: <u>COI</u>
Facility Use Fee: <u>/</u>	OR Contract: <u>No banners on pier</u>
Security Deposit: <u>/</u>	COI: <u>Flatbed & other vehicles</u>
Parking Fees: <u>/</u>	<u>contingent on beach conditions</u>
Traffic Cones: <u>/</u>	TOTAL PAID: <u>Must be able to maintain</u>
TOTAL DUE: <u>/</u>	Check #: <u>emergency vehicle access</u>

FOR OFFICE USE ONLY

Site plan included?
Yes No Not Required

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

Number needed: 2

Vehicle permit issued to:
Hannah Chilwood

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)? Yes, DUT

Will follow dept codes for set up

If yes, provide information specifying location and direction of noise-emanating devices along with proposed noise level, frequency, and duration: Will follow dept code / regulations
Music played between 6:45am - 7:45am

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

If so, what company is providing the equipment: Life 90.5 & Fast Signs

Describe equipment in detail and provide a sketched plan: Flatbed trailer for staging, need permit for 2 four wheelers to set up staging & move equipment onto beach, 2 pop up tents, 4 tables under tents, 4ft table for sound

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: 4/22/2025

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

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

To receive prbr to event

**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
<input checked="" type="checkbox"/> 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
4,001+	\$1,500

SEP Security Deposit:
Participants / Fee

0-199	\$0
<input checked="" type="checkbox"/> 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 Set Up
8 am & 10 pm? 7:30 to 8am

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

Health Dept permit?
Yes No Not Required

1. Description of event: Stoked To Go Out Pier to Pier Swim

2. Event Day and Date: Saturday May 16, 2026

Timeframe needed: Set up 06:30 am / pm to Tear down 11:30 am / pm
Event start time: 09:00 am / pm Event end time: 11:00 am / pm

3. Estimated number of participants (including spectators): 300

4. Location: Wrightsville Beach Ocean between Piers & Municipal Ln Wrightsville Beach, NC

5. Individual making request: Rick Liston

Complete Mailing Address: 8 Lookout Harbor, Wrightsville Beach, NC 28480

Phone Number: 919-623-4088 E-mail: rliston8@gmail.com

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

Complete Mailing address: 8 Lookout Harbor, Wrightville Beach, NC 28480

Phone Number: 919-623-4088 E-mail: rliston8@gmail.com

7. Sponsoring organization/corporation (if applicable): Stoked To Go Out ®

Contact: Rick Liston

Complete Mailing Address: 8 Lookout Harbor, Wrightville Beach, NC 28480

Phone Number: 919-623-4088 E-mail: stokedtogoout@gmail.com

8. Briefly describe provisions for the following:

Toilet facilities: Public Facilities / Port-A-Johns

Trash disposal: Public Facilities & Race Team Physical Removal
(Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)

Parking: Municipal Lane Lot and Metered Parking

Electrical power and/or water needs: N/A

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

Please explain: N/A

FOR OFFICE USE ONLY

SEP Fee: <u>\$400</u>	PD Contract: <u>COI</u>
Facility Use Fee: <u>175</u>	OR Contract: <u>Attached Brief</u>
Security Deposit: <u>200</u>	COI: <u>Fees</u>
Parking Fees: <u>-</u>	<u>OR</u>
Traffic Cones: <u>-</u>	TOTAL PAID: <u>\$775.00</u> <input checked="" type="checkbox"/> <u>Circle K</u>
TOTAL DUE: <u>\$775</u>	Check #: <u>141</u>
	<u>Stoked to go Out</u>

FOR OFFICE USE ONLY

Site plan included?

Yes No Not Required

Permit(s) needed for vehicle on the beach?

Yes No

Number needed: 2

Vehicle permit issued to:

Rick Liston

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:

None 7/12

Ocean Rescue support requested? Yes No Not Required

Yes

OR Comments:

EMS support required? Yes No

Stand by

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)? Race results announced over public address system

If yes, provide information specifying location and direction of noise-emanating devices along with proposed noise level, frequency, and duration: Event finish line on beach, ocean facing, normal level and frequency for 1 hour 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: Stoked To Go out

Describe equipment in detail and provide a sketched plan: Four 10X10 Beach Tents at finish line

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: N/A

*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: 06/30/2025

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

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

**Stoked To Go Out Pier to Pier Swim
Event and Beach Logistics Management and
Water Safety Plan
Event Date: May 16, 2026**

The 2026 annual Stoked To Go Out (“STGO”) Pier to Pier Swim will be held on **Saturday May 16, 2026**. The **STGO Race Team** has an agreement with Logistics Contractor, John Scull (808-782-3921), for turnkey Race Logistics and Water Safety services as detailed below.

Scope of Services and Responsibilities of Race Logistics Contracting Party (John Scull):

1. **Placement and Retrieval of Directional swim buoys on race course** - There shall be two buoys placed on the race course (as described below) before the 9:00 AM race start time. Utilize two buoys, chains, lines, weight blocks, shop vac and portable generator provided by Setup Events Company. Logistics Contractor or designee Drew Ziglar (336-932-1806) on race morning. On race morning, place two buoys as follows:
 - a. One start/finish buoy immediately north of Crystal pier, offshore approximately even with the end of the pier. Approximately located near the surfing warning sign on the beach and outside breakers. Exact position should be site coordinated with Setup Events personnel on the beach and communication established via cell phone (Set Up Events Bill Scott 910-465-7077).
 - b. One start/finish buoy immediately south of Mercer’s pier, offshore approximately even with the end of the pier. Approximately located near the surfing warning sign on the beach and outside breakers. Exact position should be site coordinated with Setup Events personnel on the beach and communication established via cell phone (Set Up Events Bill Scott 910-465-7077).
 - c. Retrieve all buoys, lines and cinder blocks post race. Return buoys to Setup Events. Coordinate this hand-off with Bill Scott.

2. Water Safety

- a. Wrightsville Beach Ocean Rescue (“WBOR”) - Sam Proffitt, Ocean Rescue Director WBOR, and WBOR staff will provide patrol services prior and during the event as outlined in the separate services contract between the Town of Wrightsville Beach and Stoked To Go Out. WBOR has jurisdiction over the Beach. The Event Operations Director and Logistics Contractor should establish clear lines of communication with Sam Proffitt (305) 528-9355) prior to the race start.
- b. Water Safety Crew and Safety Procedures
 - i. The Logistics Contractor, John Scull is responsible for recruiting a minimum of 15 members of the in-water safety crew, each with a surfboard or stand up paddle board (refer to section 2b ii below). Crew must be positioned in water at start and accompany swimmers the length of the race. The water safety crew must spread out along the length of the swimmers, stretching from the peloton to the slowest participants. Special attention must be focused on slow or weak participants and no participants should ever be left behind or unaccompanied. The Crew must provide all assistance required, including keeping swimmers in the race lane (outside the surf break). Water safety crew members must possess ocean rescue experience and/or competitive ocean swimming, surfing, SUP experience. Distressed participants must be shuttled to qualified Wrightsville Beach or New Hanover County EMS first responders on the beach. The Logistics Contractor shall compensate the crew using funds provided by the STGO Event Operations Director immediately after the race. Each crew member will receive \$40 plus two post race social event tickets.
 - ii. Surf boards / Stand up paddle boards - Logistics Contractor will ensure adequate surfboards / stand up paddle boards on hand for all crew members and/or ensure team members supply their own equipment..
 - iii. Swimmer Count Control - Setup Events is responsible for a water-entry count of all participants at race start. Each finishing swimmer is counted upon crossing the finish line and pre and post race counts are balanced prior to completion of the event or water safety team leaving the water as a means of accounting for all participants.

- iv. Stoked To Go Out contracts with New Hanover County to provide EMS services on site during the event and is insured by HUB International Insurance Services Inc.

- v. The United State Coast Guard has reviewed and approved the Stoked To Go Out CG 4423 Marine Event Application for 2026 and will have a vessel in the water at the race start and present along the route.

3. Event Check-in and Beach Logistics

- a. Logistics Contractor will retrieve and transport the following materials to Race Day sign in location at WB Town Park prior to 6:30 AM on race day. The STGO Event Operations Director will secure volunteers to manage check-in.
 - i. T-Shirts
 - ii. Swim Caps
 - iii. Swag Bags
 - iv. Post Event Social Beer Tickets and food bracelets
 - v. Other inserts
 - vi. STGO Banner
 - vii. Check in table and chairs

- b. Race Day Check-In Chip Pickup WB Town Park - The following materials must be picked up from the STGO Race Headquarters and transported by the Logistics Contractor.
 - i. STGO Tent - Delivery and set up (prior to 6:30 AM on race day), take down and return to STGO Race Headquarters post event.

 - ii. STGO Banner - Retrieve from STGO Race Headquarters and hang on sign posts located at the Causeway Drive entrance to WB Town Park prior to 6:30 AM on race day. Take down post race and return to the STGO Race Headquarters.

 - iii. Two folding tables and plastic chairs

 - iv. Retrieval of any remaining race materials at 9:00 AM and transport to race finish prior to end of race.

- c. Beach Finish Logistics
 - i. STGO Tent - A STGO beach tent shall be transported to the finish area by the Logistics Contractor prior to the race. Responsibility includes setup, take down and transport post race to the STGO Race Headquarters.

ii. Prizes - The following prizes, retrieved from the STGO Race Headquarters will be transported to the race finish prior to race start. Unused prizes must be collected and returned to the STGO Race Headquarters.

1. Pint Glasses
2. Towels
3. Caps
4. Fanny Packs

Responsibilities of the Stoked To Go Out Race Team as pertains to the Logistics Contractor:

1. The STGO Race Team is led by Event Operations Director Bobby Guntoro. The Event Operations Director provides direction and support for the Logistics Contractors Scope of service as well as managing pre and post race event activities and operations in general.
2. The STGO Race Team will provide funding for all expenses incurred by the Logistics Contractor i.e. Water Safety Crew, Beach Logistics Crew, Gas, Materials, etc.
3. The STGO Race Team will provide Logistics Contractor and Drew Ziglar use of a 21 ft. Grady White Outboard boat for use in buoy placement/retrieval if needed.
4. The STGO Race Team will provide Logistics Contractor use of Ford F150 pickup for material transport if required. A beach driving permit is provided.
5. The STGO Race Team request four (4) beach driving permits for the morning of the event.

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 Carus-Childers, Parks & Recreation Director *Katie*

Subject: Indo Jax Surf Charities Fall Fundraiser Special Event Permit Application

Date: August 8, 2025

Attached for the Board's consideration is the special event permit application for Indo Jax Surf Charities Fall Fundraiser. The organization would like to hold a family-friendly event at the Wrightsville Beach Park event stage featuring musicians and craft vendors with the sale of tickets and merchandise to support their fall fundraising and awareness campaign.

This is a new event occurring outside the restricted timeframe for new events. The application was reviewed by the Parks and Recreation Advisory Committee with no concerns and a favorable recommendation to approve.

Indo Jax Surf Charities Fall Fundraiser

Saturday, October 18, 2025, 3:00 pm – 7:00 pm (2:00 – 9:00 pm setup to tear down)
Location: WB Park Event Stage
Approximately 150 participants

REQUESTED ACTION: Approve special event permit application as presented.

**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
<input checked="" type="checkbox"/> 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
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?

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

Health Dept permit?
Yes No Not Required

1. Description of event: Indo Jay Surf charities Fall Fundraising Event

2. Event Day and Date: Saturday October 18th, 2025
Timeframe needed: Set up 2:00 am pm to Tear down 9:00 am pm
Event start time: 3:00 am pm Event end time: 7:00 am pm

3. Estimated number of participants (including spectators): 150

4. Location: WB Park stage area

5. Individual making request: DAVE French
Complete Mailing Address: 229 White Oak Dr. Wilm. NC 28409
Phone Number: 910-233-7999 E-mail: ijscharities@gmail.com

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

7. Sponsoring organization/corporation (if applicable): N/A

Contact: _____
Complete Mailing Address: _____
Phone Number: _____ E-mail: _____

8. Briefly describe provisions for the following:
Toilet facilities: WB Park
Trash disposal: WB Park
(Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)
Parking: WB Park

Electrical power and/or water needs: _____

9. Will food be served? yes If yes, has permit from Health Dept. been obtained? _____
Please explain: Food Truck(s)

FOR OFFICE USE ONLY

SEP Fee: <u>\$250</u>	PD Contract: _____	<u>• Vendors/site Plan 8-10</u>
Facility Use Fee: <u>\$500</u>	OR Contract: _____	<u>• Fund raise - Ticket sales</u>
Security Deposit: <u>\$200</u>	COI: _____	<u>• Trash online registration</u>
Parking Fees: <u>-</u>		<u>• Fees</u>
Traffic Cones: <u>-</u>	TOTAL PAID: <u>\$950</u>	<u>• COI</u>
TOTAL DUE: <u>\$950</u>	Check #: _____	<u>UNLOCK TOWN HALL BREAKER BOX?</u>

✓ Civic Rec

July 18, 202

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

JR Comments:

MS 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)? _____

yes. 2-3 small musical acts

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

Stage, toward audience
mid level of noise (mostly acoustic guitars), throughout event

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, tables, probably chairs for the vendors

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. Vendors will set-up tent, similar to the WB Farmers market.

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

If so, please specify: _____

N/A

*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: 07/26/25

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

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

July 18, 2025

To provide prior to event

APPROVED SPECIAL EVENTS September 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
 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
 Heavenly Scent LLC
 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
Mon 9/1	8:00 am - 1:00 pm	1000	WB Farmers' Market	WBPR	Overflow parking field	
Fri 9/5	6:45 pm - 8:15 pm	65	AA Meeting	Wit's End Group	Fran Russ Recreation Center	
Sat 9/6	9:00 am - 1:00 pm	25	Child's Birthday Party	Hayes	Beach strand at access 4	
Mon 9/8	8:00 am - 1:00 pm	1000	WB Farmers' Market	WBPR	Overflow parking field	
Fri 9/12	6:45 pm - 8:15 pm	65	AA Meeting	Wit's End Group	Fran Russ Recreation Center	
Sun 9/14	6:00 am - 11:00 am	400	Liam Strong Run	Batten	Beach strand from JM Pier to Shell Island Resort	1
Mon 9/15	8:00 am - 1:00 pm	1000	WB Farmers' Market	WBPR	Overflow parking field	
Fri 9/19	6:45 pm - 8:15 pm	65	AA Meeting	Wit's End Group	Fran Russ Recreation Center	
Sun 9/21	3:00 pm - 7:00 pm	25	Wedding	Chapman	Beach strand at access 43	
Mon 9/22	8:00 am - 1:00 pm	1000	WB Farmers' Market	WBPR	Overflow parking field	
Mon 9/22	1:00 pm - 5:00 pm	45	Company Beach Day	Slyter	Beach strand at Holiday Inn	
Fri 9/26	10:00 am - 8:00 pm	750	YMCA Triathlon Bike Check In	Clifford	WB Park	
Fri 9/26	1:00 pm - 5:00 pm	80	Family Beach Day & Rehearsal	Meyer	Beach strand at Crystal Pier	
Fri 9/26	6:45 pm - 8:15 pm	65	AA Meeting	Wit's End Group	Fran Russ Recreation Center	
Sat 9/27	4:00 am - 1:00 pm	1500	YMCA Triathlon	Clifford	WB Park, Loop, Seapath, and Blockade Runner	
Sat 9/27	11:00 am - 3:00 pm	80	Wedding	Meyer	Beach strand at Crystal Pier	
Mon 9/29	8:00 am - 1:00 pm	1000	WB Farmers' Market	WBPR	Overflow parking field	

* 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
Finance and General Admin Department
Quarter 4 2025 Update: August 12, 2025

✅ **FY25 is officially in the books**

We've officially wrapped up Fiscal Year 2025 and have already started the audit process with our longtime partners at **Martin Starnes & Associates, PA**. The process is going smoothly, and I'm hopeful that we'll have the audit and financial reports completed **earlier than usual** this year.

🔧 **Here's a quick look at some of the awesome projects the *Town* got done in FY25 — Finance just kept the bills paid 💰:**

- 📡 **2 Digital Message Boards**
 - 🏖️ **Wrightsville Beach Park restoration + ADA playground equipment**
 - 🛣️ **Bob Sawyer Drive repaving**
 - 🚶 **Causeway Drive sidewalk extension**
 - 🧱 **Street paving schedule completed**
 - 📹 **Camera installations in the bar district**
 - 🛟 **New lifeguard stands**
 - 🚒 **Paid off the fire engine loan**
 - 🛠️ **Renovated the Public Works office**
 - 🌴 **New landscaping at the Parks & Rec office**
 - 🅅 **New parking lots near the park**
 - 🎾 **Pickleball courts added**
-

🎯 **TDA Funds in Action: \$1.3 Million Put to Work**

This year, the Town was able to make strategic use of **\$1.3 million in TDA funds** to support a wide range of community-facing services and improvements, including:

- 🏊‍♂️ **Ocean Rescue operations**
- 🛡️ **Park Ranger salaries and benefits**
- 🧼 **Cleaning services for public facilities**
- 🚛 **A truck for trash pickup on the beach**
- 🌅 **Support for the NC Holiday Flotilla**
- 📺 **Digital signage**
- 🚶 **Lifeguard stands**
- 🎄 **Christmas lights and decorations**

🏆 **GFOA Budget Award: A First for Wrightsville Beach**

This year, Wrightsville Beach received the **GFOA Distinguished Budget Presentation Award** for the **first time ever**. I'm very proud of this document — not just because it met the award criteria, but because it reflects the professionalism, clarity, and pride we all have in this Town.

It was designed to be a **useful tool for both internal planning and public transparency**, and I'm excited to continue improving and building on it in future years. Huge thank you to the Board, the community, and our awesome team for the support that made this possible.

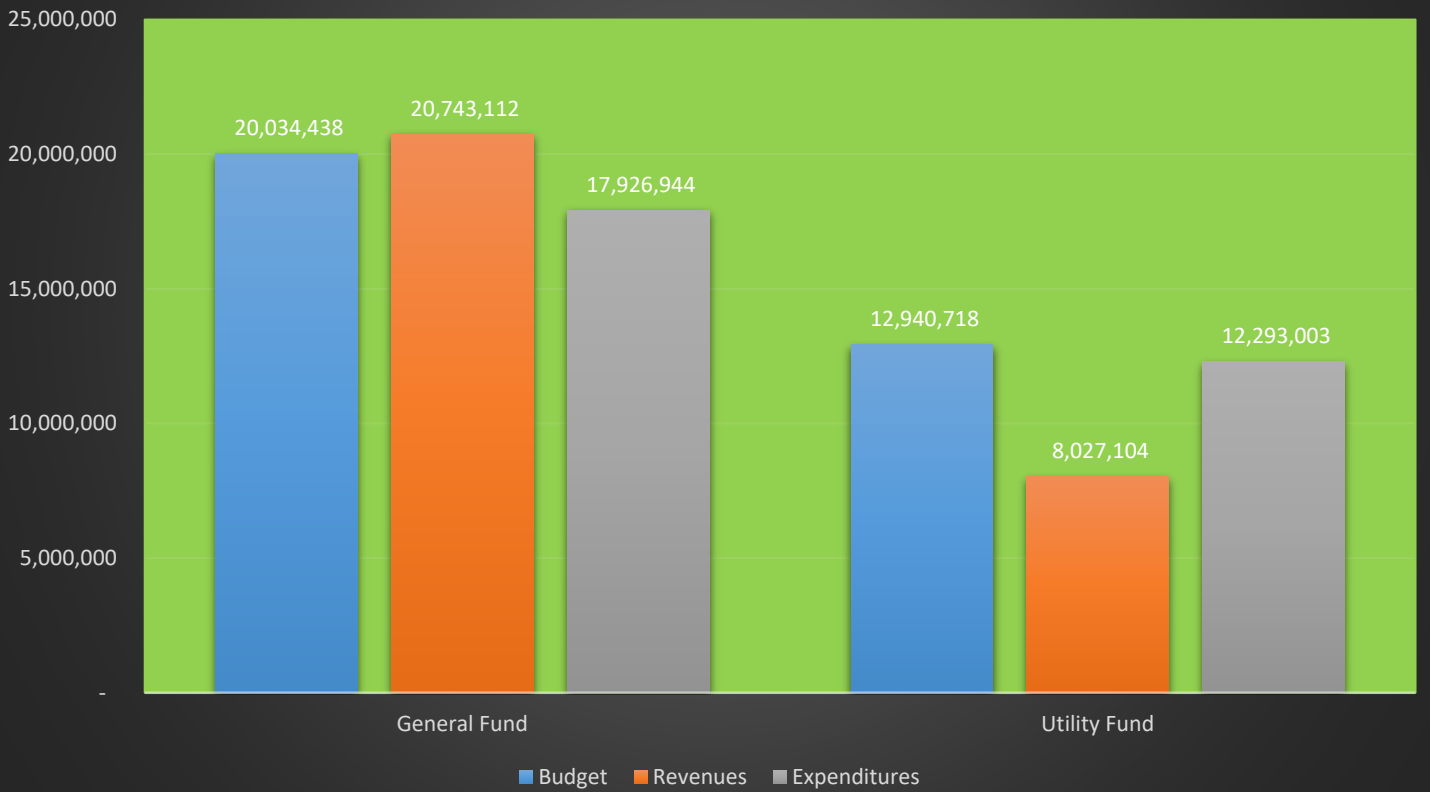
📊 **FY25 Financial Performance Highlights**

The Town had a strong year overall — both operationally and financially:

- 💰 **Parking revenue totaled \$6.9 million**, consistent with last season
- 🛠️ Even after **\$2 million in budget adjustments**, the Town finished **\$700K ahead on revenues**
- ✂️ **Expenditures came in \$2 million under budget**
- 📈 **Projected fund balance increase of approximately \$2.7 million**
- 💵 **\$1.3 million in interest earnings**
- 🏠 **Property tax collection rate remained at 99%**

These results reflect responsible fiscal management, strong tourism activity, and conservative spending throughout FY25.

Town of Wrightsville Beach Fiscal YTD Revenues & Expenditures As of June 30, 2025



Bank Balances as of June 30, 2025	
FCB: General Operating	\$ 2,690,237.00
FCB: General CIP Fund	\$ 25,146.91
NC Capital Management Trust (investments)	\$ 11,265,198.84
FCB Wealth Management (investments)	\$ 16,770,980.91
NCCLASS (investments)	\$ 18,405,527.55
Cumulative Balance for TOWB	\$ 49,157,091.21

REVENUE				
	Original Budget	Current Budget	YTD Activity	Percent Remaining
General Fund	17,774,182.00	20,034,438.00	20,743,112.00	-3.54%
Water/Sewer	4,237,000.00	12,910,717.60	8,027,104.25	37.83%
Report Total	22,011,182.00	32,945,155.60	28,770,216.25	12.67%

GENERAL FUND EXPENDITURES				
	Original Budget	Current Budget	YTD Activity	Percent Remaining
Governing Body	898,825.00	883,362.00	760,106.00	13.95%
General Administration	802,983.00	956,846.00	853,355.00	10.82%
Information Technology	412,078.00	440,135.77	423,001.00	3.89%
PW Admin	379,944.00	379,944.00	363,168.00	4.42%
PW - Fleet	367,689.00	367,689.00	291,820.00	20.63%
PW - Building Maint	1,025,334.00	1,025,334.00	969,173.00	5.48%
Police	3,909,937.00	3,998,239.00	3,448,545.00	13.75%
Fire - Emergency Prep	17,950.00	17,950.00	9,628.00	46.36%
Fire	2,443,755.00	2,453,505.00	2,062,916.00	15.92%
Ocean Rescue	709,200.00	804,200.00	743,637.00	7.53%
PW - Streets	1,435,111.00	1,525,111.00	1,409,419.00	7.59%
Parking	1,480,000.00	1,491,000.00	1,430,046.00	4.09%
PW - Environmental Svcs	2,222,180.00	2,252,180.00	1,950,038.00	13.42%
Planning/Inspections	651,938.00	721,438.00	661,673.00	8.28%
Parks/Rec - Programs	490,809.00	1,798,809.00	1,707,908.00	5.05%
Parks/Rec - Maintenance	526,449.00	601,449.00	525,264.00	12.67%
General Fund	17,774,182.00	19,717,191.77	17,609,697.00	10.69%

UTILITY ENTERPRISE EXPENSES				
	Original Budget	Current Budget	YTD Activity	Percent Remaining
Water	2,701,319.00	6,243,319.00	5,842,938.00	6.41%
Sewer	1,535,681.00	6,697,398.60	6,450,065.00	3.69%
Utility Fund	4,237,000.00	12,940,717.60	12,293,003.00	5.01%



Town of Wrightsville Beach, NC

Income Statement Account Summary

For Fiscal: 2024-2025 Period Ending: 06/30/2025

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 10 - GENERAL FUND					
Revenue					
10-3110					
10-3111					
10-3114					
10-3115					
10-3210					
10-3234					
10-3235					
10-3236					
10-3237					
10-3261					
10-3262					
10-3263					
10-3264					
10-3265					
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10-3343					
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10-3605					
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10-3840					
10-3841					
10-3842					
10-3846					
10-3849					
10-3856					
10-3857					
10-3859					
10-3861					
10-3865					
PROPERTY TAX	3,478,083.00	3,478,083.00	1,001.05	3,522,524.14	-44,441.14
PROPERTY TAX - PRIOR YEARS	5,000.00	5,000.00	298.40	2,826.18	2,173.82
MOTOR VEHICLE PROPERTY TAX	50,000.00	50,000.00	10,081.27	63,767.87	-13,767.87
INTERLOCAL AGREEMENT - CITY OF WILMI...	30,000.00	30,000.00	0.00	30,000.00	0.00
PET LICENSES	500.00	500.00	0.00	480.00	20.00
LOCAL SALES AND USE TAX	750,000.00	750,000.00	460,331.85	1,216,377.38	-466,377.38
HALF CENT SALES ART 40	250,000.00	250,000.00	0.00	181,644.22	68,355.78
HALF CENT SALES ART 42	350,000.00	350,000.00	0.00	247,154.32	102,845.68
EXTRA 1/2 CENT SALES TAX ART 44	0.00	0.00	0.00	0.99	-0.99
CABLE TV FEE	45,000.00	45,000.00	11,929.65	33,101.51	11,898.49
PARKING PROGRAM	5,750,000.00	5,750,000.00	1,179,610.58	6,931,621.63	-1,181,621.63
RESIDENTIAL PARKING PASS	130,000.00	130,000.00	5,880.00	151,144.00	-21,144.00
COMMERCIAL 1 PARKING PASS	5,000.00	5,000.00	0.00	10,400.00	-5,400.00
COMMERCIAL 2 PARKING PASS	8,000.00	8,000.00	0.00	8,000.00	0.00
CONTRACTOR PARKING PASS	30,000.00	30,000.00	4,360.00	48,018.90	-18,018.90
ROOM OCCUPANCY TAX (3%)	1,299,600.00	1,299,600.00	309,117.19	1,283,205.52	16,394.48
MUNICIPAL VEHICLE TAX	9,500.00	9,500.00	2,637.80	10,955.18	-1,455.18
PENALTIES/INTEREST-TAXES	5,000.00	5,000.00	100.00	3,709.32	1,290.68
SALES TAX - CITY HOLD HARMLESS	175,000.00	175,000.00	0.00	131,347.95	43,652.05
STATE BEER & WINE TAX	8,000.00	8,000.00	0.00	9,911.02	-1,911.02
JUDICIAL AND RECORDS FEES	2,000.00	2,000.00	180.00	2,827.05	-827.05
UTILITIES SALES DISTRIBUTION	330,000.00	330,000.00	193,725.35	396,889.38	-66,889.38
BUILDING PERMITS	250,000.00	250,000.00	31,347.00	420,925.66	-170,925.66
STATE BUILDING PERMIT FEE	200.00	200.00	20.00	410.00	-210.00
BLDG PERM-ZONING COMPLIAN	4,000.00	4,000.00	1,000.00	4,675.00	-675.00
FILM PERMITS	0.00	0.00	1,050.00	1,050.00	-1,050.00
BUSINESS ON BEACH PERMIT	3,500.00	3,500.00	800.00	4,800.00	-1,300.00
SPECIAL EVENT PERMITS	25,000.00	25,000.00	890.00	19,072.00	5,928.00
FACILITY RESERVATIONS	15,000.00	15,000.00	1,065.00	16,825.17	-1,825.17
FITNESS CLASSES	25,000.00	25,000.00	3,935.00	39,960.93	-14,960.93
RECREATION PROGRAMS	210,000.00	210,000.00	11,621.40	199,470.62	10,529.38
RECREATION REVENUES	1,000.00	1,000.00	-698.50	5,753.90	-4,753.90
RECREATION CONTRIBUTIONS	0.00	0.00	0.00	9,457.00	-9,457.00
REC CONTRIB-FAM MOVIES/CONCERTS	0.00	0.00	1,500.00	3,000.00	-3,000.00
REFUSE COLLECTION CHARGES	1,000,000.00	1,000,000.00	184,720.70	1,084,368.75	-84,368.75
SOLID WASTE DISPOSAL TAX	1,750.00	1,750.00	464.51	1,921.80	-171.80
INTEREST ON INVESTMENTS	750,000.00	750,000.00	149,738.54	1,600,936.61	-850,936.61
RENT - TOWN OWNED BUILDINGS	61,000.00	61,000.00	1,391.34	71,673.14	-10,673.14
SALE OF ASSETS	20,000.00	20,000.00	4,221.20	15,590.20	4,409.80
ABC NET REVENUES	600,000.00	600,000.00	189,806.20	667,915.40	-67,915.40
MISCELLANEOUS REVENUE	10,000.00	10,000.00	1,710.00	39,279.32	-29,279.32
INSURANCE CLAIMS/REFUNDS	5,000.00	5,000.00	0.00	1,632.52	3,367.48
VAR/CUP/CAMA/REZONE FEES	5,000.00	5,000.00	0.00	3,000.00	2,000.00
CAMA PERMIT REIMBURSEMENT	1,000.00	1,000.00	325.00	545.00	455.00
PARK PERMIT CC FEE	0.00	0.00	475.76	7,434.59	-7,434.59
RMS BODY ARMOR GRANT	0.00	0.00	0.00	250.00	-250.00
FARMERS' MKT MISC REV	0.00	0.00	0.00	100.00	-100.00
FARMERS MARKET	38,000.00	38,000.00	2,640.00	43,914.10	-5,914.10
MISCELLANEOUS GRANTS	0.00	1,250.00	0.00	0.00	1,250.00
ABC GRANT - DWI ENFORCEMENT	0.00	15,000.00	0.00	15,000.00	0.00
WB SPECIALTY PLATES	5,000.00	2,000.00	0.00	3,990.00	-1,990.00

Income Statement

For Fiscal: 2024-2025 Period Ending: 06/30/2025

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
10-3866 FIRE INSPECTION FEE	0.00	0.00	0.00	75.00	-75.00
10-3869 ABC - MIXED DRINK SURCHARGE	135,000.00	135,000.00	28,562.63	109,785.66	25,214.34
10-3870 CIVIL CITATIONS - PARKING	750,000.00	750,000.00	101,325.00	771,776.30	-21,776.30
10-3873 CIVIL CITATIONS - OTHER	10,000.00	10,000.00	424.76	8,966.11	1,033.89
10-3874 CIVIL CITATIONS - ANIMAL CONTROL	15,000.00	15,000.00	520.13	21,851.00	-6,851.00
10-3875 CIVIL CITATIONS - ALCOHOL/WASTE	30,000.00	30,000.00	141.93	21,498.14	8,501.86
10-3969 TRANSFER FROM CLOSED CPF	0.00	0.00	0.00	210,401.49	-210,401.49
10-3971 TRANSFER FROM FUND 60	0.00	49,290.00	0.00	0.00	49,290.00
10-3980 TRANSFER FR WATER & SEWER	230,000.00	230,000.00	0.00	230,000.00	0.00
10-3984 TRANSFER FR GFCIP	179,900.00	469,900.00	0.00	469,900.00	0.00
10-3985 TRANSFER OF STORMWATER FEES	330,000.00	330,000.00	0.00	330,000.00	0.00
10-3991 APPROPRIATED FUND BALANCE	353,149.00	2,260,864.77	0.00	0.00	2,260,864.77
Revenue Total:	17,774,182.00	20,034,437.77	2,898,250.74	20,743,111.97	-708,674.20

Expense

DeptAcctCode: 4110 - Governing Body

10-4110-0000 SALARIES & WAGES	72,000.00	0.00	0.00	0.00	0.00
10-4110-0801 ATTENDANCE FEES	40,630.00	40,630.00	5,130.31	40,971.28	-341.28
10-4110-0900 FICA TAX EXPENSE	8,650.00	3,142.00	429.23	3,428.09	-286.09
10-4110-1000 RETIREMENT	9,825.00	0.00	0.00	0.00	0.00
10-4110-1010 401-K CONTRIBUTIONS	2,900.00	0.00	0.00	0.00	0.00
10-4110-1100 GROUP INSURANCE	18,725.00	9,925.00	745.17	7,871.70	2,053.30
10-4110-1801 PROFESSIONAL SERVICES	132,040.00	217,040.00	14,973.00	163,969.42	53,070.58
10-4110-1900 CONTRACTED SERVICES	15,000.00	15,000.00	6,011.00	9,646.52	5,353.48
10-4110-3100 TRAVEL & TRAINING	2,150.00	1,500.00	0.00	0.00	1,500.00
10-4110-3200 CELL PHONE	4,680.00	3,900.00	487.28	3,920.94	-20.94
10-4110-3930 DUES & SUBSCRIPTIONS	16,225.00	16,225.00	0.00	12,039.70	4,185.30
10-4110-4500 INSURANCE & BONDS	460,000.00	446,000.00	806.73	394,205.64	51,794.36
10-4110-4900 MISCELLANEOUS	11,000.00	25,000.00	305.55	20,679.84	4,320.16
10-4110-4930 TDA PROJECTS	70,000.00	70,000.00	0.00	68,373.31	1,626.69
10-4110-9663 TRANSFER TO GF CIP	35,000.00	35,000.00	0.00	35,000.00	0.00
DeptAcctCode: 4110 - Governing Body Total:	898,825.00	883,362.00	28,888.27	760,106.44	123,255.56

DeptAcctCode: 4120 - General Administration

10-4120-0000 SALARIES & WAGES	492,836.00	574,836.00	59,580.88	524,108.48	50,727.52
10-4120-0100 OVERTIME	3,000.00	12,825.00	209.94	2,105.19	10,719.81
10-4120-0200 WAGES-TEMP EMPLOYEES	0.00	0.00	0.00	72.00	-72.00
10-4120-0900 FICA TAX EXPENSE	38,745.00	46,253.00	4,628.23	40,533.66	5,719.34
10-4120-1000 RETIREMENT	67,632.00	69,132.00	8,158.00	71,176.04	-2,044.04
10-4120-1010 401-K CONTRIBUTIONS	19,833.00	23,733.00	2,255.29	18,700.36	5,032.64
10-4120-1100 GROUP INSURANCE	56,302.00	46,102.00	4,301.67	38,803.92	7,298.08
10-4120-1150 RETIREE HEALTH INSURANCE	12,120.00	12,120.00	584.26	7,008.86	5,111.14
10-4120-1801 PROFESSIONAL SERVICES	12,450.00	12,450.00	0.00	11,311.27	1,138.73
10-4120-1901 TAX COLLECTION FEES	35,000.00	35,000.00	60.21	28,254.82	6,745.18
10-4120-2300 MED SERVICES/PRESCRIP/WC	0.00	0.00	0.00	147.24	-147.24
10-4120-2600 DEPT SUPPLIES & MATERIALS	14,000.00	60,900.00	2,014.52	52,609.52	8,290.48
10-4120-3100 TRAVEL & TRAINING	19,050.00	30,200.00	7,784.99	30,072.11	127.89
10-4120-3200 CELL PHONE	3,120.00	4,400.00	505.23	3,480.09	919.91
10-4120-3220 POSTAGE	10,000.00	10,000.00	1,510.65	8,539.49	1,460.51
10-4120-3400 PRINTING	5,000.00	5,000.00	1,981.00	5,405.99	-405.99
10-4120-3520 MAINT/REPAIR-EQUIPMENT	4,000.00	4,000.00	256.34	3,041.47	958.53
10-4120-3700 ADVERTISING	2,500.00	2,500.00	94.97	1,881.44	618.56
10-4120-3930 DUES & SUBSCRIPTIONS	4,895.00	4,895.00	385.00	3,937.85	957.15
10-4120-4310 BLDG & EQUIP RENTAL	2,500.00	2,500.00	541.35	2,165.40	334.60
DeptAcctCode: 4120 - General Administration Total:	802,983.00	956,846.00	94,852.53	853,355.20	103,490.80

DeptAcctCode: 4210 - Information Technology

10-4210-1100 GROUP INSURANCE	0.00	0.00	0.00	-399.39	399.39
10-4210-1150 RETIREE HEALTH INSURANCE	2,928.00	9,485.77	678.30	7,815.52	1,670.25
10-4210-1801 PROFESSIONAL SERVICES	129,000.00	15,000.00	0.00	7,005.89	7,994.11
10-4210-1900 CONTRACTED SERVICES	35,150.00	149,150.00	1,252.83	151,308.33	-2,158.33

Income Statement

For Fiscal: 2024-2025 Period Ending: 06/30/2025

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
10-4210-2600	DEPT SUPPLIES & MATERIALS	33,500.00	36,500.00	211.60	26,816.42	9,683.58
10-4210-3210	PHONE/INTERNET/CABLE	30,000.00	30,000.00	1,955.64	35,433.34	-5,433.34
10-4210-3520	MAINT/REPAIR-EQUIPMENT	159,670.00	178,170.00	4,377.65	173,346.15	4,823.85
10-4210-4310	EQUIPMENT RENTAL	11,830.00	11,830.00	448.01	11,675.14	154.86
10-4210-9663	TRANSFER TO GF CIP	10,000.00	10,000.00	0.00	10,000.00	0.00
DeptAcctCode: 4210 - Information Technology Total:		412,078.00	440,135.77	8,924.03	423,001.40	17,134.37
DeptAcctCode: 4245 - Public Works - Administration						
10-4245-0000	SALARIES & WAGES	237,512.00	237,512.00	23,139.27	239,646.54	-2,134.54
10-4245-0100	OVERTIME	1,500.00	1,500.00	8.19	32.75	1,467.25
10-4245-0300	LONGEVITY	900.00	900.00	0.00	0.00	900.00
10-4245-0900	FICA TAX EXPENSE	19,183.00	19,183.00	1,793.91	17,635.88	1,547.12
10-4245-1000	RETIREMENT	32,779.00	32,779.00	3,193.80	32,725.31	53.69
10-4245-1010	401-K CONTRIBUTIONS	9,612.00	9,612.00	924.92	9,332.66	279.34
10-4245-1100	GROUP INSURANCE	28,151.00	28,151.00	2,214.61	23,365.42	4,785.58
10-4245-1150	RETIREE HEALTH INSURANCE	12,574.00	12,574.00	1,229.43	12,673.08	-99.08
10-4245-1900	CONTRACTED SERVICES	8,260.00	8,260.00	0.00	6,105.26	2,154.74
10-4245-2160	UNIFORMS	1,200.00	1,200.00	504.59	1,006.02	193.98
10-4245-2300	MED SERVICES/PRESCRIP/WC	0.00	0.00	0.00	194.00	-194.00
10-4245-2600	DEPT SUPPLIES & MATERIALS	10,000.00	10,000.00	1,726.76	5,710.62	4,289.38
10-4245-3100	TRAVEL & TRAINING	14,773.00	14,773.00	1,411.08	12,829.58	1,943.42
10-4245-3200	CELL PHONE	1,500.00	1,500.00	97.46	1,211.50	288.50
10-4245-3400	PRINTING	500.00	500.00	0.00	0.00	500.00
10-4245-3520	MAINT/REPAIR-EQUIPMENT	500.00	500.00	0.00	0.00	500.00
10-4245-3540	MAINT/REPAIR-2-WAY RADIOS	500.00	500.00	0.00	0.00	500.00
10-4245-3930	DUES & SUBSCRIPTIONS	500.00	500.00	0.00	699.72	-199.72
DeptAcctCode: 4245 - Public Works - Administration Total:		379,944.00	379,944.00	36,244.02	363,168.34	16,775.66
DeptAcctCode: 4250 - Public Works - Fleet Maintenance						
10-4250-0000	SALARIES & WAGES	198,380.00	198,380.00	19,591.08	169,389.74	28,990.26
10-4250-0100	OVERTIME	4,500.00	4,500.00	39.03	672.63	3,827.37
10-4250-0300	LONGEVITY	1,600.00	1,600.00	0.00	0.00	1,600.00
10-4250-0900	FICA TAX EXPENSE	15,451.00	15,451.00	1,410.68	12,155.40	3,295.60
10-4250-1000	RETIREMENT	27,332.00	27,332.00	2,708.46	23,103.31	4,228.69
10-4250-1010	401-K CONTRIBUTIONS	8,015.00	8,015.00	200.00	2,085.60	5,929.40
10-4250-1100	GROUP INSURANCE	28,151.00	28,151.00	2,256.94	16,291.94	11,859.06
10-4250-1150	RETIREE HEALTH INSURANCE	3,390.00	3,390.00	292.13	3,448.69	-58.69
10-4250-1900	CONTRACTED SERVICES	8,500.00	8,500.00	190.32	4,733.44	3,766.56
10-4250-2160	UNIFORMS	6,050.00	6,050.00	270.92	3,260.03	2,789.97
10-4250-2300	MED SERVICES/PRESCRIP/WC	500.00	500.00	0.00	144.24	355.76
10-4250-2500	AUTO/EQUIP SUPPLIES	3,620.00	3,620.00	253.35	1,007.41	2,612.59
10-4250-2600	DEPT SUPPLIES & MATERIALS	10,000.00	10,000.00	1,194.29	6,267.60	3,732.40
10-4250-3100	TRAVEL & TRAINING	1,000.00	1,000.00	413.98	467.88	532.12
10-4250-3200	CELL PHONE	600.00	600.00	0.00	555.53	44.47
10-4250-3520	MAINT/REPAIR-EQUIPMENT	10,000.00	10,000.00	777.92	9,108.97	891.03
10-4250-3530	MAINT/REPAIR-AUTOS	3,000.00	3,000.00	37.71	2,838.73	161.27
10-4250-3540	MAINT/REPAIR-2-WAY RADIOS	500.00	500.00	0.00	0.00	500.00
10-4250-5000	CAPITAL OUTLAY	12,100.00	12,100.00	627.99	11,288.53	811.47
10-4250-9663	TRANSFER TO GF CIP	25,000.00	25,000.00	0.00	25,000.00	0.00
DeptAcctCode: 4250 - Public Works - Fleet Maintenance Total:		367,689.00	367,689.00	30,264.80	291,819.67	75,869.33
DeptAcctCode: 4260 - Public Works - Building Maintenance						
10-4260-1900	CONTRACTED SERVICES	286,200.00	286,200.00	2,353.19	307,195.53	-20,995.53
10-4260-2500	AUTO/EQUIP SUPPLIES	4,594.00	4,594.00	90.40	2,360.92	2,233.08
10-4260-2600	DEPT SUPPLIES & MATERIALS	50,000.00	50,000.00	7,419.29	47,537.85	2,462.15
10-4260-3200	CELL PHONE	540.00	540.00	0.00	0.00	540.00
10-4260-3300	UTILITIES - BUILDINGS	200,000.00	200,000.00	20,122.60	172,577.74	27,422.26
10-4260-3301	WATER/SEWER UTILITIES	120,000.00	120,000.00	0.00	89,799.95	30,200.05
10-4260-3510	MAINT/REP PUB BUILDINGS	115,500.00	115,500.00	8,087.33	105,425.65	10,074.35
10-4260-3525	MAINT/REPAIR-GENERATORS	5,000.00	5,000.00	3,600.00	4,246.36	753.64
10-4260-3530	MAINT/REPAIR-AUTOS	3,500.00	3,500.00	0.00	28.70	3,471.30

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	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
10-4260-9663 TRANSFER TO GF CIP	240,000.00	240,000.00	0.00	240,000.00	0.00
DeptAcctCode: 4260 - Public Works - Building Maintenance Total:	1,025,334.00	1,025,334.00	41,672.81	969,172.70	56,161.30
DeptAcctCode: 4310 - Police Department					
10-4310-0000 SALARIES & WAGES	2,116,948.00	2,116,948.00	181,145.30	1,873,495.74	243,452.26
10-4310-0100 OVERTIME	70,200.00	70,200.00	10,850.47	70,038.58	161.42
10-4310-0200 WAGES-TEMP EMPLOYEES	10,000.00	10,000.00	0.00	0.00	10,000.00
10-4310-0300 LONGEVITY	3,200.00	3,200.00	0.00	0.00	3,200.00
10-4310-0400 SPECIAL SEPARATION ALLOWANCE	65,832.00	65,832.00	3,956.20	51,016.07	14,815.93
10-4310-0900 FICA TAX EXPENSE	166,065.00	166,065.00	14,864.10	150,911.36	15,153.64
10-4310-1000 RETIREMENT	318,487.00	318,487.00	29,617.53	295,988.40	22,498.60
10-4310-1010 401-K CONTRIBUTIONS	105,353.00	105,353.00	9,434.28	95,138.54	10,214.46
10-4310-1100 GROUP INSURANCE	276,920.00	276,920.00	16,511.01	176,276.71	100,643.29
10-4310-1150 RETIREE HEALTH INSURANCE	40,000.00	40,000.00	2,942.42	34,585.72	5,414.28
10-4310-1801 PROFESSIONAL SERVICES	19,000.00	19,000.00	2,300.00	13,699.08	5,300.92
10-4310-1900 CONTRACTED SERVICES	46,362.00	46,362.00	4,692.00	17,672.60	28,689.40
10-4310-2160 UNIFORMS	51,970.00	51,970.00	4,369.66	44,694.13	7,275.87
10-4310-2300 MED SERVICES/PRESCRIP/WC	500.00	500.00	0.00	54.00	446.00
10-4310-2500 AUTO/EQUIP SUPPLIES	69,000.00	69,000.00	4,289.24	57,684.92	11,315.08
10-4310-2600 DEPT SUPPLIES & MATERIALS	55,900.00	55,900.00	7,126.38	53,449.84	2,450.16
10-4310-3100 TRAVEL & TRAINING	30,500.00	30,500.00	3,721.81	18,489.75	12,010.25
10-4310-3200 CELL PHONE	0.00	0.00	138.07	690.18	-690.18
10-4310-3201 TELEPHONE	10,000.00	10,000.00	689.23	10,213.14	-213.14
10-4310-3220 POSTAGE	500.00	500.00	0.00	256.00	244.00
10-4310-3400 PRINTING	1,500.00	1,500.00	54.80	1,465.00	35.00
10-4310-3520 MAINT/REPAIR-EQUIPMENT	92,000.00	92,000.00	2,791.64	73,701.53	18,298.47
10-4310-3530 MAINT/REPAIR-AUTOS	34,000.00	34,000.00	1,225.51	31,616.09	2,383.91
10-4310-3540 MAINT/REPAIR-2-WAY RADIOS	26,700.00	26,700.00	25,569.65	26,361.65	338.35
10-4310-3700 ADVERTISING	2,000.00	2,000.00	0.00	0.00	2,000.00
10-4310-3900 PUBLIC RELATIONS	1,000.00	1,000.00	0.00	791.35	208.65
10-4310-3930 DUES & SUBSCRIPTIONS	8,900.00	8,900.00	4,647.97	8,337.87	562.13
10-4310-4310 BUILDING & EQUIP RENTAL	10,600.00	10,600.00	201.50	11,280.50	-680.50
10-4310-5000 CAPITAL OUTLAY	276,500.00	364,802.00	25,899.00	330,636.32	34,165.68
DeptAcctCode: 4310 - Police Department Total:	3,909,937.00	3,998,239.00	357,037.77	3,448,545.07	549,693.93
DeptAcctCode: 4330 - Emergency Preparedness					
10-4330-1801 PROFESSIONAL SERVICES	6,700.00	6,700.00	0.00	6,410.00	290.00
10-4330-2600 DEPT SUPPLIES & MATERIALS	2,000.00	2,000.00	0.00	250.00	1,750.00
10-4330-3100 TRAVEL & TRAINING	1,500.00	1,500.00	0.00	0.00	1,500.00
10-4330-3201 TELEPHONE	3,000.00	3,000.00	80.79	1,627.96	1,372.04
10-4330-3400 PRINTING	3,000.00	3,000.00	0.00	1,339.80	1,660.20
10-4330-3520 MAINT/REPAIR-EQUIPMENT	1,500.00	1,500.00	0.00	0.00	1,500.00
10-4330-3700 ADVERTISING	250.00	250.00	0.00	0.00	250.00
DeptAcctCode: 4330 - Emergency Preparedness Total:	17,950.00	17,950.00	80.79	9,627.76	8,322.24
DeptAcctCode: 4340 - Fire Department					
10-4340-0000 SALARIES & WAGES	967,740.00	967,740.00	75,364.46	866,934.79	100,805.21
10-4340-0100 OVERTIME	83,232.00	83,232.00	12,573.99	80,854.53	2,377.47
10-4340-0200 WAGES-TEMP EMPLOYEES	91,800.00	91,800.00	5,190.00	53,416.06	38,383.94
10-4340-0300 LONGEVITY	2,700.00	2,700.00	0.00	0.00	2,700.00
10-4340-0803 WAGES-PAID ON CALL	70,000.00	70,000.00	2,577.50	54,208.28	15,791.72
10-4340-0900 FICA TAX EXPENSE	93,378.00	93,378.00	7,216.56	79,934.87	13,443.13
10-4340-1000 RETIREMENT	143,353.00	143,353.00	11,030.17	115,235.92	28,117.08
10-4340-1010 401-K CONTRIBUTIONS	42,039.00	42,039.00	2,403.54	26,246.71	15,792.29
10-4340-1100 GROUP INSURANCE	121,987.00	121,987.00	7,178.11	80,226.95	41,760.05
10-4340-1150 RETIREE HEALTH INSURANCE	25,000.00	25,000.00	1,761.01	17,257.50	7,742.50
10-4340-1801 PROFESSIONAL SERVICES	12,500.00	12,500.00	0.00	5,114.49	7,385.51
10-4340-1900 CONTRACTED SERVICES	12,500.00	15,000.00	15,000.00	15,340.49	-340.49
10-4340-2160 UNIFORMS	18,500.00	18,500.00	2,487.07	5,626.22	12,873.78
10-4340-2500 AUTO/EQUIP SUPPLIES	12,500.00	12,500.00	509.91	7,138.13	5,361.87
10-4340-2600 DEPT SUPPLIES & MATERIALS	48,500.00	48,500.00	4,726.65	26,641.28	21,858.72

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	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
10-4340-2601	LIFE SAFETY EQUIPMENT	81,000.00	67,327.60	8,723.31	29,942.35	37,385.25
10-4340-3100	TRAVEL & TRAINING	24,500.00	24,500.00	330.00	10,724.72	13,775.28
10-4340-3200	TELEPHONE	0.00	0.00	97.46	784.19	-784.19
10-4340-3201	TELEPHONE	12,060.00	12,060.00	315.17	12,212.47	-152.47
10-4340-3220	POSTAGE	1,000.00	1,000.00	281.10	281.10	718.90
10-4340-3400	PRINTING	2,000.00	2,000.00	0.00	677.11	1,322.89
10-4340-3520	MAINT/REPAIR-EQUIPMENT	16,500.00	16,500.00	3,653.85	11,400.05	5,099.95
10-4340-3530	MAINT/REPAIR-AUTOS	12,500.00	12,500.00	0.00	8,418.80	4,081.20
10-4340-3540	MAINT/REPAIR-2-WAY RADIOS	14,000.00	14,000.00	0.00	8,761.22	5,238.78
10-4340-3930	DUES & SUBSCRIPTIONS	4,750.00	4,750.00	0.00	2,019.78	2,730.22
10-4340-5000	EQUIPMENT	20,000.00	40,922.40	0.00	34,922.40	6,000.00
10-4340-7100	FCB PRINCIPAL - FIRE TRUCK	172,825.00	172,825.00	0.00	175,681.37	-2,856.37
10-4340-7200	FCB INTEREST - FIRE TRUCK	5,891.00	5,891.00	0.00	1,914.69	3,976.31
10-4340-9663	TRANSFER TO GF CIP	331,000.00	331,000.00	0.00	331,000.00	0.00
DeptAcctCode: 4340 - Fire Department Total:		2,443,755.00	2,453,505.00	161,419.86	2,062,916.47	390,588.53
DeptAcctCode: 4390 - Ocean Rescue						
10-4390-0000	SALARIES & WAGES	0.00	0.00	1,596.79	1,596.79	-1,596.79
10-4390-0100	OVERTIME	0.00	0.00	1,570.06	1,570.06	-1,570.06
10-4390-0200	WAGES-TEMP EMPLOYEES	492,000.00	578,000.00	164,164.50	544,140.95	33,859.05
10-4390-0900	FICA TAX EXPENSE	36,000.00	45,000.00	12,796.66	42,195.50	2,804.50
10-4390-1000	RETIREMENT	0.00	0.00	408.36	408.36	-408.36
10-4390-1010	401-K CONTRIBUTIONS	0.00	0.00	113.52	113.52	-113.52
10-4390-1801	PROFESSIONAL SERVICES	8,500.00	8,500.00	0.00	1,136.82	7,363.18
10-4390-2160	UNIFORMS	13,500.00	13,500.00	1,617.00	12,329.99	1,170.01
10-4390-2500	AUTO/EQUIP SUPPLIES	11,000.00	11,000.00	1,604.80	11,022.57	-22.57
10-4390-2600	DEPT SUPPLIES & MATERIALS	14,000.00	14,000.00	1,289.44	9,233.39	4,766.61
10-4390-3100	TRAVEL & TRAINING	4,500.00	4,500.00	699.99	2,367.56	2,132.44
10-4390-3400	PRINTING	500.00	500.00	0.00	63.70	436.30
10-4390-3520	MAINT/REPAIR-EQUIPMENT	23,000.00	23,000.00	0.00	19,759.04	3,240.96
10-4390-3530	MAINT/REPAIR-AUTOS	9,000.00	9,000.00	360.07	4,349.74	4,650.26
10-4390-3540	MAINT/REPAIR-2-WAY RADIOS	1,500.00	1,500.00	0.00	299.75	1,200.25
10-4390-3930	DUES & SUBSCRIPTIONS	1,000.00	1,000.00	0.00	0.00	1,000.00
10-4390-5000	CAPITAL OUTLAY	94,700.00	94,700.00	0.00	93,049.53	1,650.47
DeptAcctCode: 4390 - Ocean Rescue Total:		709,200.00	804,200.00	186,221.19	743,637.27	60,562.73
DeptAcctCode: 4510 - Public Works - Streets & Facilities						
10-4510-0000	SALARIES & WAGES	182,857.00	182,857.00	18,914.16	175,046.75	7,810.25
10-4510-0100	OVERTIME	15,000.00	15,000.00	967.61	6,146.31	8,853.69
10-4510-0900	FICA TAX EXPENSE	16,360.00	16,360.00	1,515.20	13,811.95	2,548.05
10-4510-1000	RETIREMENT	28,352.00	28,352.00	2,744.91	24,747.78	3,604.22
10-4510-1010	401-K CONTRIBUTIONS	8,314.00	8,314.00	156.29	627.69	7,686.31
10-4510-1100	GROUP INSURANCE	46,918.00	46,918.00	2,750.08	32,436.62	14,481.38
10-4510-1150	RETIREE HEALTH INSURANCE	8,100.00	8,100.00	33.13	298.17	7,801.83
10-4510-1801	PROFESSIONAL SERVICES	0.00	15,000.00	0.00	10,463.74	4,536.26
10-4510-1900	CONTRACTED SERVICES	57,200.00	132,200.00	920.00	102,560.00	29,640.00
10-4510-2160	UNIFORMS	9,000.00	9,000.00	366.88	6,792.80	2,207.20
10-4510-2300	MED SERVICES/PRESCRIP/WC	900.00	900.00	0.00	463.58	436.42
10-4510-2500	AUTO/EQUIP SUPPLIES	13,910.00	13,910.00	1,058.54	10,648.56	3,261.44
10-4510-2600	SUPPLIES-STREETS	29,000.00	29,000.00	1,390.08	25,888.61	3,111.39
10-4510-3100	TRAVEL & TRAINING	2,000.00	2,000.00	0.00	0.00	2,000.00
10-4510-3200	CELL PHONE	4,000.00	4,000.00	12.54	4,378.04	-378.04
10-4510-3520	MAINT/REPAIR-EQUIPMENT	5,000.00	5,000.00	0.00	501.31	4,498.69
10-4510-3530	MAINT/REPAIR-AUTOS	5,000.00	5,000.00	76.45	1,251.19	3,748.81
10-4510-3540	MAINT/REPAIR-2-WAY RADIOS	500.00	500.00	0.00	0.00	500.00
10-4510-3930	DUES & SUBSCRIPTIONS	100.00	100.00	0.00	0.00	100.00
10-4510-4310	BUILDING & EQUIP RENTAL	2,600.00	2,600.00	0.00	0.00	2,600.00
10-4510-5900	STREET LIGHTS	60,000.00	60,000.00	5,740.20	53,355.90	6,644.10
10-4510-9663	TRANSFER TO GF CIP	940,000.00	940,000.00	0.00	940,000.00	0.00
DeptAcctCode: 4510 - Public Works - Streets & Facilities Total:		1,435,111.00	1,525,111.00	36,646.07	1,409,419.00	115,692.00

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	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
DeptAcctCode: 4540 - Parking Enforcement						
10-4540-1801	PROFESSIONAL SERVICES	120,000.00	120,000.00	36,008.08	111,249.43	8,750.57
10-4540-1900	CONTRACTED SERVICES	540,000.00	540,000.00	74,432.29	404,760.37	135,239.63
10-4540-3050	OPERATING EXPENSES	800,000.00	800,000.00	199,208.59	883,236.35	-83,236.35
10-4540-5000	CAPITAL OUTLAY	0.00	11,000.00	10,800.00	10,800.00	200.00
10-4540-9663	TRANSFER TO GF CIP	20,000.00	20,000.00	0.00	20,000.00	0.00
DeptAcctCode: 4540 - Parking Enforcement Total:		1,480,000.00	1,491,000.00	320,448.96	1,430,046.15	60,953.85
DeptAcctCode: 4710 - Public Works - Environmental Services						
10-4710-0000	SALARIES & WAGES	190,562.00	190,562.00	15,098.87	178,845.38	11,716.62
10-4710-0100	OVERTIME	14,000.00	14,000.00	4,709.69	23,844.19	-9,844.19
10-4710-0200	WAGES - TEMP EMPLOYEES	0.00	0.00	2,230.95	-1,292.09	1,292.09
10-4710-0300	LONGEVITY	1,200.00	1,200.00	0.00	0.00	1,200.00
10-4710-0900	FICA TAX EXPENSE	15,336.00	15,336.00	1,670.05	15,249.95	86.05
10-4710-1000	RETIREMENT	27,902.00	27,902.00	2,706.70	26,689.27	1,212.73
10-4710-1010	401-K CONTRIBUTIONS	8,182.00	8,182.00	555.40	5,361.39	2,820.61
10-4710-1100	GROUP INSURANCE	37,534.00	37,534.00	2,073.89	25,580.83	11,953.17
10-4710-1150	RETIREE HEALTH INSURANCE	20,184.00	20,184.00	1,427.52	15,722.37	4,461.63
10-4710-1900	CONTRACTED SERVICES	1,687,260.00	1,717,260.00	127,426.40	1,496,508.02	220,751.98
10-4710-2160	UNIFORMS	7,000.00	7,000.00	302.96	5,345.15	1,654.85
10-4710-2500	AUTO/EQUIP SUPPLIES	37,980.00	37,980.00	1,496.93	25,239.60	12,740.40
10-4710-2600	DEPT SUPPLIES & MATERIALS	43,500.00	43,500.00	4,203.06	19,299.07	24,200.93
10-4710-3100	TRAVEL & TRAINING	2,500.00	2,500.00	0.00	0.00	2,500.00
10-4710-3200	CELL PHONE	3,240.00	3,240.00	42.74	3,252.90	-12.90
10-4710-3400	PRINTING	500.00	500.00	0.00	0.00	500.00
10-4710-3520	MAINT/REPAIR-EQUIPMENT	10,000.00	10,000.00	488.00	9,020.49	979.51
10-4710-3530	MAINT/REPAIR-AUTOS	10,000.00	10,000.00	94.89	5,291.26	4,708.74
10-4710-3930	DUES & SUBSCRIPTIONS	300.00	300.00	0.00	0.00	300.00
10-4710-5000	CAPITAL OUTLAY	45,000.00	45,000.00	0.00	36,080.10	8,919.90
10-4710-9663	TRANSFER TO GF CIP	60,000.00	60,000.00	0.00	60,000.00	0.00
DeptAcctCode: 4710 - Public Works - Environmental Services Total:		2,222,180.00	2,252,180.00	164,528.05	1,950,037.88	302,142.12
DeptAcctCode: 4900 - Planning & Inspections						
10-4900-0000	SALARIES & WAGES	347,315.00	362,315.00	33,201.03	354,581.57	7,733.43
10-4900-0100	OVERTIME	10,200.00	10,200.00	2,682.35	10,470.31	-270.31
10-4900-0200	WAGES-TEMP EMPLOYEES	20,000.00	20,000.00	2,890.00	29,070.04	-9,070.04
10-4900-0300	LONGEVITY	2,000.00	2,000.00	0.00	0.00	2,000.00
10-4900-0900	FICA TAX EXPENSE	28,438.00	29,938.00	3,039.58	31,080.99	-1,142.99
10-4900-1000	RETIREMENT	46,777.00	48,777.00	4,943.40	50,511.29	-1,734.29
10-4900-1010	401-K CONTRIBUTIONS	14,500.00	15,500.00	1,269.46	12,939.76	2,560.24
10-4900-1100	GROUP INSURANCE	47,000.00	47,000.00	3,459.90	36,122.54	10,877.46
10-4900-1900	CONTRACTED SERVICES	30,000.00	30,000.00	0.00	21,742.08	8,257.92
10-4900-2150	HISTORIC LANDMARK COMM	6,000.00	6,000.00	0.00	0.00	6,000.00
10-4900-2160	UNIFORMS	1,000.00	1,000.00	86.64	1,002.42	-2.42
10-4900-2300	MED SERVICES/PRESCRIP/WC	0.00	0.00	0.00	110.24	-110.24
10-4900-2500	AUTO/EQUIP SUPPLIES	16,000.00	16,000.00	460.97	9,393.09	6,606.91
10-4900-2600	DEPT SUPPLIES & MATERIALS	14,500.00	14,500.00	73.04	4,685.16	9,814.84
10-4900-3100	TRAVEL & TRAINING	22,108.00	22,108.00	2,390.18	17,159.66	4,948.34
10-4900-3200	CELL PHONE	5,800.00	5,800.00	588.00	7,064.67	-1,264.67
10-4900-3220	POSTAGE	5,800.00	5,800.00	82.94	3,498.08	2,301.92
10-4900-3400	PRINTING	4,800.00	4,800.00	0.00	5,689.87	-889.87
10-4900-3520	MAINT/REPAIR-EQUIPMENT	3,000.00	3,000.00	79.40	1,782.32	1,217.68
10-4900-3530	MAINT/REPAIR-AUTOS	10,000.00	10,000.00	109.26	3,688.62	6,311.38
10-4900-3700	ADVERTISING	5,000.00	5,000.00	0.00	929.48	4,070.52
10-4900-3930	DUES & SUBSCRIPTIONS	1,200.00	1,200.00	20.00	610.00	590.00
10-4900-4800	STATE HOMEOWNERS REC FEE	500.00	500.00	60.00	426.00	74.00
10-4900-5000	CAPITAL OUTLAY	0.00	50,000.00	3,918.14	49,115.24	884.76
10-4900-9663	TRANSFER TO GF CIP	10,000.00	10,000.00	0.00	10,000.00	0.00
DeptAcctCode: 4900 - Planning & Inspections Total:		651,938.00	721,438.00	59,354.29	661,673.43	59,764.57

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		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
DeptAcctCode: 6120 - Parks and Recreation						
10-6120-0000	SALARIES & WAGES	130,179.00	179,251.10	18,553.93	179,457.02	-205.92
10-6120-0100	OVERTIME	7,000.00	7,000.00	1,876.90	6,875.79	124.21
10-6120-0200	WAGES-TEMP EMPLOYEES	62,694.00	13,621.90	6,058.00	20,889.90	-7,268.00
10-6120-0300	LONGEVITY	1,200.00	1,200.00	0.00	0.00	1,200.00
10-6120-0900	FICA TAX EXPENSE	15,625.00	15,625.00	2,039.05	16,863.09	-1,238.09
10-6120-1000	RETIREMENT	18,711.00	18,711.00	2,003.40	22,220.25	-3,509.25
10-6120-1010	401-K CONTRIBUTIONS	5,488.00	5,488.00	393.31	4,426.88	1,061.12
10-6120-1100	GROUP INSURANCE	18,767.00	18,767.00	1,444.46	14,647.68	4,119.32
10-6120-1802	JUNIOR LIFEGUARD PROGRAM	16,000.00	16,000.00	4,446.90	15,048.90	951.10
10-6120-1900	CONTRACTED SERVICES	156,205.00	267,205.00	26,142.78	193,224.91	73,980.09
10-6120-2160	UNIFORMS	1,800.00	1,800.00	0.00	943.19	856.81
10-6120-2300	MED SERVICES/PRESCRIP/WC	500.00	500.00	92.49	575.70	-75.70
10-6120-2500	AUTO/EQUIP SUPPLIES	0.00	0.00	0.00	-178.30	178.30
10-6120-2600	DEPT SUPPLIES & MATERIALS	13,000.00	28,000.00	9,549.33	27,661.65	338.35
10-6120-2700	PURCHASES FOR RESALE	1,800.00	1,800.00	0.00	1,489.69	310.31
10-6120-3100	TRAVEL & TRAINING	5,800.00	5,800.00	243.65	3,063.89	2,736.11
10-6120-3200	TELEPHONE	1,240.00	1,240.00	154.31	1,241.65	-1.65
10-6120-3220	POSTAGE	300.00	300.00	0.00	0.00	300.00
10-6120-3400	PRINTING	1,500.00	1,500.00	57.06	390.40	1,109.60
10-6120-3520	MAINT/REPAIR-EQUIPMENT	500.00	500.00	0.00	0.00	500.00
10-6120-3700	ADVERTISING	3,500.00	3,500.00	0.00	2,500.80	999.20
10-6120-3930	DUES & SUBSCRIPTIONS	1,900.00	1,900.00	0.00	1,158.67	741.33
10-6120-4310	BUILDING & EQUIP RENTAL	3,000.00	3,000.00	659.40	1,559.40	1,440.60
10-6120-4920	SPECIAL EVENTS	24,100.00	24,100.00	2,345.80	17,233.21	6,866.79
10-6120-5000	CAPITAL OUTLAY	0.00	123,000.00	0.00	117,613.43	5,386.57
10-6120-9649	TRANSFER TO FUND 52	0.00	1,059,000.00	0.00	1,059,000.00	0.00
DeptAcctCode: 6120 - Parks and Recreation Total:		490,809.00	1,798,809.00	76,060.77	1,707,907.80	90,901.20
DeptAcctCode: 6130 - Parks Maintenance						
10-6130-0000	SALARIES & WAGES	178,948.00	178,948.00	13,525.30	153,157.36	25,790.64
10-6130-0100	OVERTIME	3,000.00	3,000.00	597.18	4,817.66	-1,817.66
10-6130-0200	WAGES-TEMP EMPLOYEES	30,000.00	30,000.00	2,523.79	14,920.87	15,079.13
10-6130-0300	LONGEVITY	300.00	300.00	0.00	0.00	300.00
10-6130-0900	FICA TAX EXPENSE	15,186.00	15,186.00	1,139.02	12,950.51	2,235.49
10-6130-1000	RETIREMENT	24,818.00	24,818.00	1,949.88	21,178.43	3,639.57
10-6130-1010	401-K CONTRIBUTIONS	7,278.00	7,278.00	251.45	3,243.17	4,034.83
10-6130-1100	GROUP INSURANCE	37,534.00	37,534.00	2,239.49	24,524.10	13,009.90
10-6130-1150	RETIREE HEALTH INSURANCE	3,390.00	3,390.00	292.13	3,415.56	-25.56
10-6130-1900	CONTRACTED SERVICES	25,225.00	25,225.00	3,135.00	25,491.99	-266.99
10-6130-2160	UNIFORMS	7,000.00	7,000.00	295.48	5,378.23	1,621.77
10-6130-2200	BEACH STRAND MAINTENANCE	5,000.00	5,000.00	0.00	0.00	5,000.00
10-6130-2300	MED SERVICES/PRESCRIP/WC	500.00	500.00	0.00	346.96	153.04
10-6130-2500	AUTO/EQUIP SUPPLIES	10,185.00	10,185.00	1,543.15	9,374.27	810.73
10-6130-2600	DEPT SUPPLIES & MATERIALS	43,050.00	43,050.00	9,178.12	40,987.55	2,062.45
10-6130-3100	TRAVEL & TRAINING	2,200.00	2,200.00	0.00	1,731.33	468.67
10-6130-3200	CELL PHONE	3,125.00	3,125.00	178.01	2,231.29	893.71
10-6130-3510	MAINT/REP BLDGS & GROUNDS	22,000.00	22,000.00	0.00	18,223.49	3,776.51
10-6130-3520	MAINT/REPAIR-EQUIPMENT	4,000.00	4,000.00	224.99	3,584.01	415.99
10-6130-3530	MAINT/REPAIR-AUTOS	4,000.00	4,000.00	-1,205.94	4,066.43	-66.43
10-6130-3930	DUES & SUBSCRIPTIONS	510.00	510.00	0.00	470.00	40.00
10-6130-5000	CAPITAL OUTLAY	84,200.00	159,200.00	745.67	160,170.44	-970.44
10-6130-9663	TRANSFER TO GF CIP	15,000.00	15,000.00	0.00	15,000.00	0.00
DeptAcctCode: 6130 - Parks Maintenance Total:		526,449.00	601,449.00	36,612.72	525,263.65	76,185.35
DeptAcctCode: 9800 - Transfer to other Funds						
10-9800-9658	TRANSFER TO FUND 58	0.00	270,956.00	0.00	270,956.00	0.00

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10-9800-9660 TRANSFER TO FUND 60	0.00	46,290.00	0.00	46,290.00	0.00
DeptAcctCode: 9800 - Transfer to other Funds Total:	0.00	317,246.00	0.00	317,246.00	0.00
Expense Total:	17,774,182.00	20,034,437.77	1,639,256.93	17,926,944.23	2,107,493.54
Fund: 10 - GENERAL FUND Surplus (Deficit):	0.00	0.00	1,258,993.81	2,816,167.74	

Fund: 30 - WATER & SEWER

Revenue					
30-3291 WATER USE-ESSENTIAL	525,500.00	525,500.00	100,345.51	523,732.33	1,767.67
30-3710 WATER USE-NON-ESSENTIAL	525,500.00	525,500.00	128,672.53	611,448.90	-85,948.90
30-3711 SEWER USE	867,000.00	867,000.00	172,370.83	869,337.38	-2,337.38
30-3712 SYSTEM MAINTENANCE-WATER	770,000.00	770,000.00	132,826.08	785,337.58	-15,337.58
30-3713 SYSTEM MAINTENANCE-SEWER	946,000.00	946,000.00	165,062.65	973,649.66	-27,649.66
30-3716 MISC REVENUE	0.00	0.00	0.00	100.00	-100.00
30-3730 WATER TAP FEES	8,000.00	8,000.00	550.00	9,307.00	-1,307.00
30-3731 SEWER TAP FEES	6,000.00	6,000.00	0.00	1,000.00	5,000.00
30-3740 STORMWATER FEES	330,000.00	330,000.00	57,523.31	342,036.65	-12,036.65
30-3741 WATER UTILITY OPERATION FEE	20,000.00	20,000.00	1,530.00	10,710.00	9,290.00
30-3742 SEWER UTILITY OPERATION FEE	12,000.00	12,000.00	0.00	2,008.00	9,992.00
30-3780 MISC REV-CUT ONS/CUTOFFS	5,000.00	5,000.00	605.97	3,375.97	1,624.03
30-3781 LATE PENALTIES	12,000.00	12,000.00	0.00	10,689.65	1,310.35
30-3782 CC FEES	5,000.00	5,000.00	272.00	8,808.00	-3,808.00
30-3831 INTEREST ON INVESTMENTS	150,000.00	150,000.00	19,533.37	275,568.76	-125,568.76
30-3834 RENT - WATER TANKS	55,000.00	55,000.00	0.00	61,125.00	-6,125.00
30-3839 MISC REV/PILINGS/BULK WTR	0.00	0.00	0.00	200.00	-200.00
30-3846 PFAS SETTLEMENT	0.00	0.00	0.00	91,669.37	-91,669.37
30-3971 TRANSFER FR W/S CAP RES	0.00	1,461,260.45	0.00	1,461,260.45	0.00
30-3986 TRANSFER FROM FUND 66	0.00	1,985,739.55	0.00	1,985,739.55	0.00
30-3991 APPROPRIATED SURPLUS	0.00	5,256,717.60	0.00	0.00	5,256,717.60
Revenue Total:	4,237,000.00	12,940,717.60	779,292.25	8,027,104.25	4,913,613.35

Expense					
DeptAcctCode: 7130 - Water Department					
30-7130-0000 SALARIES & WAGES	344,418.00	314,418.00	19,918.33	280,929.22	33,488.78
30-7130-0100 OVERTIME	15,000.00	15,000.00	729.79	8,120.69	6,879.31
30-7130-0300 LONGEVITY	600.00	600.00	0.00	0.00	600.00
30-7130-0900 FICA TAX EXPENSE	28,233.00	28,233.00	1,569.64	21,889.88	6,343.12
30-7130-1000 RETIREMENT	43,957.00	43,957.00	2,437.45	37,568.05	6,388.95
30-7130-1010 401-K CONTRIBUTIONS	12,891.00	12,891.00	187.50	5,813.09	7,077.91
30-7130-1100 GROUP INSURANCE	65,685.00	65,685.00	1,415.55	32,523.08	33,161.92
30-7130-1150 RETIREE HEALTH INSURANCE	10,170.00	10,170.00	909.52	10,911.11	-741.11
30-7130-1801 PROFESSIONAL SERVICES	0.00	50,000.00	0.00	1,136.69	48,863.31
30-7130-1900 CONTRACTED SERVICES	1,025,800.00	1,100,800.00	40,105.37	909,401.48	191,398.52
30-7130-1902 C/C PROCESSING FEE	12,000.00	12,000.00	446.60	17,688.44	-5,688.44
30-7130-2160 UNIFORMS	13,500.00	13,500.00	302.96	9,810.65	3,689.35
30-7130-2300 MED SERVICES/PRESCRIP/WC	1,000.00	1,000.00	0.00	557.80	442.20
30-7130-2500 AUTO/EQUIP SUPPLIES	19,765.00	19,765.00	407.68	6,585.83	13,179.17
30-7130-2600 WATER SUPPL'S/MATERIALS	120,000.00	120,000.00	58,631.07	137,097.90	-17,097.90
30-7130-3100 TRAVEL & TRAINING	5,000.00	5,000.00	0.00	3,478.77	1,521.23
30-7130-3201 TELEPHONE	5,000.00	5,000.00	-17.00	5,323.70	-323.70
30-7130-3300 UTILITIES	86,000.00	86,000.00	6,300.04	63,449.49	22,550.51
30-7130-3510 MAINT/REPAIR BLDG-WATER	8,000.00	8,000.00	4,671.97	4,671.97	3,328.03
30-7130-3520 MAINT/REPAIR-EQUIPMENT	10,000.00	10,000.00	57.24	10,191.71	-191.71
30-7130-3530 MAINT/REPAIR-AUTOS	5,000.00	5,000.00	0.00	1,337.02	3,662.98
30-7130-3540 MAINT/REPAIR-2-WAY RADIOS	500.00	500.00	0.00	0.00	500.00
30-7130-3550 MAINT/REP-WTR PUMPS/TANKS	42,000.00	42,000.00	0.00	1,469.72	40,530.28
30-7130-3930 DUES & SUBSCRIPTIONS	1,000.00	1,000.00	695.00	1,375.00	-375.00
30-7130-4310 WATER EQUIP/BLDG RENTAL	3,000.00	3,000.00	0.00	6,000.00	-3,000.00
30-7130-4500 INSURANCE & BONDS	28,000.00	28,000.00	0.00	23,806.81	4,193.19
30-7130-5000 CAPITAL OUTLAY	0.00	3,447,000.00	0.00	3,447,000.00	0.00
30-7130-9610 ADMIN CHGS BY GEN FUND	64,800.00	64,800.00	0.00	64,800.00	0.00

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	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
30-7130-9611 TRANSFER OF STORMWATER FEES TO GF	330,000.00	330,000.00	0.00	330,000.00	0.00
30-7130-9664 TRANSFER TO W/S CAP RES	400,000.00	400,000.00	0.00	400,000.00	0.00
DeptAcctCode: 7130 - Water Department Total:	2,701,319.00	6,243,319.00	138,768.71	5,842,938.10	400,380.90
DeptAcctCode: 7140 - Sewer Department					
30-7140-1900 CONTRACTED SERVICES	757,751.00	757,751.00	39,212.71	656,263.49	101,487.51
30-7140-2500 AUTO/EQUIP SUPPLIES	7,230.00	7,230.00	76.40	583.16	6,646.84
30-7140-2600 SEWER SUPPL'S & MATERIALS	20,000.00	20,000.00	0.00	16,700.01	3,299.99
30-7140-3300 UTILITIES - SEWER	30,000.00	30,000.00	1,987.76	26,553.23	3,446.77
30-7140-3510 MAINT/REPAIR BLDG-SEWER	10,000.00	10,000.00	2,825.00	2,825.00	7,175.00
30-7140-3520 MAINT/REPAIR-EQUIPMENT	25,000.00	25,000.00	0.00	6,771.37	18,228.63
30-7140-3540 MAINT/REPAIR-2-WAY RADIOS	500.00	500.00	0.00	168.50	331.50
30-7140-3550 MAINT/REP SEWR PUMPS/TANK	20,000.00	20,000.00	6,470.00	14,364.99	5,635.01
30-7140-7700 NEI PAYMENT	500,000.00	500,000.00	0.00	398,918.00	101,082.00
30-7140-9610 ADMIN CHGS BY GEN FUND	165,200.00	165,200.00	0.00	165,200.00	0.00
30-7140-9645 TRANSFER TO FUND 45	0.00	5,161,717.60	0.00	5,161,717.60	0.00
DeptAcctCode: 7140 - Sewer Department Total:	1,535,681.00	6,697,398.60	50,571.87	6,450,065.35	247,333.25
Expense Total:	4,237,000.00	12,940,717.60	189,340.58	12,293,003.45	647,714.15
Fund: 30 - WATER & SEWER Surplus (Deficit):	0.00	0.00	589,951.67	-4,265,899.20	
Fund: 41 - IT CAPITAL PROJECT					
Revenue					
41-3831 INTEREST EARNED	0.00	109.86	0.00	109.86	0.00
41-3985 TRANSFER FROM FUND 10	101,956.77	0.00	0.00	0.00	0.00
41-3991 APPROPRIATED FUND BALANCE	0.00	11,165.81	0.00	0.00	11,165.81
Revenue Total:	101,956.77	11,275.67	0.00	109.86	11,165.81
Expense					
DeptAcctCode: 4210 - Information Technology					
41-4210-5240 VIDEO SURVEILLANCE INFRASTRUCTURE	101,956.77	3,111.89	0.00	3,111.89	0.00
DeptAcctCode: 4210 - Information Technology Total:	101,956.77	3,111.89	0.00	3,111.89	0.00
DeptAcctCode: 9800 - Transfer to other Funds					
41-9800-9600 TRANSFER TO GF	0.00	8,163.78	0.00	8,163.78	0.00
DeptAcctCode: 9800 - Transfer to other Funds Total:	0.00	8,163.78	0.00	8,163.78	0.00
Expense Total:	101,956.77	11,275.67	0.00	11,275.67	0.00
Fund: 41 - IT CAPITAL PROJECT Surplus (Deficit):	0.00	0.00	0.00	-11,165.81	
Fund: 45 - WATER & SEWER PROJECTS					
Revenue					
45-3831 INTEREST EARNED	0.00	9,163.12	0.00	9,163.12	0.00
45-3850 DIVISION OF WATER INFRASTRUCTURE GR...	0.00	7,880,000.00	0.00	0.00	7,880,000.00
45-3980 TRANSFER FROM WATER & SEWER FUND	138,566.18	5,289,998.78	3,940,000.00	9,101,717.60	-3,811,718.82
45-3985 TRANSFER FROM CAP RESERVE - W/S	0.00	2,217,628.75	0.00	2,665,323.88	-447,695.13
45-3986 TRANSFER FROM CAP RESERVE - SWWTP	0.00	20,004.53	0.00	20,004.53	0.00
45-3991 FUND BALANCE APPROPRIATED	0.00	612,404.82	0.00	26.00	612,378.82
Revenue Total:	138,566.18	16,029,200.00	3,940,000.00	11,796,235.13	4,232,964.87
Expense					
DeptAcctCode: 7130 - Water Department					
45-7130-5000 WATER TANK UPGRADE	0.00	250,000.00	0.00	47,216.80	202,783.20
DeptAcctCode: 7130 - Water Department Total:	0.00	250,000.00	0.00	47,216.80	202,783.20
DeptAcctCode: 7140 - Sewer Department					
45-7140-1900 CONTRACTED SERVICES	76,966.18	19,200.00	0.00	19,200.00	0.00
DeptAcctCode: 7140 - Sewer Department Total:	76,966.18	19,200.00	0.00	19,200.00	0.00
DeptAcctCode: 8180 - Water Projects					
45-8180-5993 RESILIENCE ASSESSMENT	61,600.00	0.00	0.00	0.00	0.00
45-8180-5994 CFPUA CAPACITY PURCHASE	0.00	7,880,000.00	0.00	3,940,000.00	3,940,000.00

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45-8180-9630	TRANSFER TO FUND 30	0.00	7,880,000.00	0.00	0.00	7,880,000.00
	DeptAcctCode: 8180 - Water Projects Total:	61,600.00	15,760,000.00	0.00	3,940,000.00	11,820,000.00
	Expense Total:	138,566.18	16,029,200.00	0.00	4,006,416.80	12,022,783.20
	Fund: 45 - WATER & SEWER PROJECTS Surplus (Deficit):	0.00	0.00	3,940,000.00	7,789,818.33	
Fund: 46 - PARKING IMPROVEMENTS						
Revenue						
46-3831	INTEREST EARNED	0.00	36.12	0.00	36.12	0.00
46-3991	APPROPRIATED FUND BALANCE	0.00	2,429.34	0.00	0.00	2,429.34
	Revenue Total:	0.00	2,465.46	0.00	36.12	2,429.34
Expense						
DeptAcctCode: 9800 - Transfer to other Funds						
46-9800-9600	TRANSFER TO GF	0.00	2,465.46	0.00	2,465.46	0.00
	DeptAcctCode: 9800 - Transfer to other Funds Total:	0.00	2,465.46	0.00	2,465.46	0.00
	Expense Total:	0.00	2,465.46	0.00	2,465.46	0.00
	Fund: 46 - PARKING IMPROVEMENTS Surplus (Deficit):	0.00	0.00	0.00	-2,429.34	
Fund: 48 - SALISBURY OCEAN ACCESS PARK PROJECT						
Revenue						
48-3831	INTEREST EARNED	0.00	6,890.70	0.00	0.00	6,890.70
48-3985	TRANSFER FROM FUND 10	135,164.47	135,164.47	0.00	0.00	135,164.47
48-3991	APPROPRIATED FUND BALANCE	0.00	159,222.17	0.00	0.00	159,222.17
	Revenue Total:	135,164.47	301,277.34	0.00	0.00	301,277.34
Expense						
DeptAcctCode: 6120 - Parks and Recreation						
48-6120-1900	CONTRACTED SERVICES	135,164.47	135,164.47	0.00	0.00	135,164.47
	DeptAcctCode: 6120 - Parks and Recreation Total:	135,164.47	135,164.47	0.00	0.00	135,164.47
DeptAcctCode: 9800 - Transfer to other Funds						
48-9800-9600	TRANSFER TO FUND 10	0.00	166,112.87	0.00	166,112.87	0.00
	DeptAcctCode: 9800 - Transfer to other Funds Total:	0.00	166,112.87	0.00	166,112.87	0.00
	Expense Total:	135,164.47	301,277.34	0.00	166,112.87	135,164.47
	Fund: 48 - SALISBURY OCEAN ACCESS PARK PROJECT Surplus (Deficit):	0.00	0.00	0.00	-166,112.87	
Fund: 49 - MUNICIPAL CAMPUS IMPROVEMENTS						
Revenue						
49-3831	INTEREST EARNED	0.00	0.00	167.79	6,317.97	-6,317.97
49-3865	TRILLIUM GRANT FUNDS	0.00	58,353.52	0.00	0.00	58,353.52
49-3985	TRANSFER FROM FUND 10	237,000.00	122,926.56	0.00	0.00	122,926.56
49-3986	TRANSFER FROM FUND 30	175,000.00	42,276.08	0.00	0.00	42,276.08
49-3987	TRANSFER FROM FUND 63	0.00	30,000.00	0.00	30,000.00	0.00
	Revenue Total:	412,000.00	253,556.16	167.79	36,317.97	217,238.19
Expense						
DeptAcctCode: 4260 - Public Works - Building Maintenance						
49-4260-1901	CONTRACTED WORK PUB WORKS	232,000.00	45,367.59	9,600.00	45,367.59	0.00
49-4260-1902	Public Safety Building Improvements	45,000.00	16,970.43	0.00	16,970.43	0.00
49-4260-1903	Fleet Building Improvements	60,000.00	0.00	0.00	0.00	0.00
49-4260-1904	Town Hall Remodel	0.00	10,215.07	0.00	10,215.07	0.00
49-4260-1905	PARK FACILITY IMPROVEMENTS	75,000.00	181,003.07	0.00	111,248.56	69,754.51
	DeptAcctCode: 4260 - Public Works - Building Maintenance Total:	412,000.00	253,556.16	9,600.00	183,801.65	69,754.51
	Expense Total:	412,000.00	253,556.16	9,600.00	183,801.65	69,754.51
	Fund: 49 - MUNICIPAL CAMPUS IMPROVEMENTS Surplus (Deficit):	0.00	0.00	-9,432.21	-147,483.68	
Fund: 51 - SCIF						
Revenue						
51-3831	INTEREST EARNED	0.00	5,343.20	0.00	49.00	5,294.20
51-3865	SCIF FUNDS	250,000.00	250,000.00	0.00	0.00	250,000.00
51-3991	APPROPRIATED FUND BALANCE	0.00	6,550.53	0.00	0.00	6,550.53
	Revenue Total:	250,000.00	261,893.73	0.00	49.00	261,844.73

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	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Expense					
DeptAcctCode: 4510 - Public Works - Streets & Facilities					
51-4510-5000 Columbia/Sweeney Bulkhead	250,000.00	250,000.00	0.00	0.00	250,000.00
DeptAcctCode: 4510 - Public Works - Streets & Facilities Total:	250,000.00	250,000.00	0.00	0.00	250,000.00
DeptAcctCode: 9800 - Transfer to other Funds					
51-9800-9600 TRANSFER TO FUND 10	0.00	11,893.73	0.00	11,893.73	0.00
DeptAcctCode: 9800 - Transfer to other Funds Total:	0.00	11,893.73	0.00	11,893.73	0.00
Expense Total:	250,000.00	261,893.73	0.00	11,893.73	250,000.00
Fund: 51 - SCIF Surplus (Deficit):	0.00	0.00	0.00	-11,844.73	
Fund: 52 - PICKLEBALL & TENNIS CONFIG					
Revenue					
52-3831 INTEREST EARNED	0.00	0.00	335.79	26,251.64	-26,251.64
52-3865 NC PARTF GRANT FUNDS	400,000.00	376,676.25	282,830.82	374,214.25	2,462.00
52-3985 TRANSFER FROM FUND 10	400,000.00	1,403,284.57	0.00	1,059,000.00	344,284.57
52-3986 TRANSFER FROM FUND 63	0.00	120,000.00	0.00	120,000.00	0.00
Revenue Total:	800,000.00	1,899,960.82	283,166.61	1,579,465.89	320,494.93
Expense					
DeptAcctCode: 6120 - Parks and Recreation					
52-6120-1900 PARTF PROJECT	800,000.00	969,468.36	0.00	709,927.86	259,540.50
52-6120-1902 PARK PARKING LOT	0.00	504,953.25	0.00	456,033.50	48,919.75
52-6120-1903 TOWN HALL PARKING LOT	0.00	425,539.21	0.00	425,539.25	-0.04
DeptAcctCode: 6120 - Parks and Recreation Total:	800,000.00	1,899,960.82	0.00	1,591,500.61	308,460.21
Expense Total:	800,000.00	1,899,960.82	0.00	1,591,500.61	308,460.21
Fund: 52 - PICKLEBALL & TENNIS CONFIG Surplus (Deficit):	0.00	0.00	283,166.61	-12,034.72	
Fund: 53 - Street Maintenance Fund					
Revenue					
53-3280 Municipal Vehicle Tax	40,000.00	0.00	277.20	44,967.22	-44,967.22
53-3831 INTEREST EARNED	0.00	0.00	785.19	8,843.88	-8,843.88
53-3865 POWELL BILL ALLOCATION	70,000.00	70,000.00	0.00	86,842.50	-16,842.50
53-3991 FUND BALANCE APPROPRIATED	110,000.00	0.00	0.00	0.00	0.00
Revenue Total:	220,000.00	70,000.00	1,062.39	140,653.60	-70,653.60
Expense					
DeptAcctCode: 4510 - Public Works - Streets & Facilities					
53-4510-1900 CONTRACTED SERVICES	220,000.00	0.00	0.00	0.00	0.00
53-4510-5002 Bob Sawyer Paving	0.00	70,000.00	0.00	68,314.93	1,685.07
DeptAcctCode: 4510 - Public Works - Streets & Facilities Total:	220,000.00	70,000.00	0.00	68,314.93	1,685.07
Expense Total:	220,000.00	70,000.00	0.00	68,314.93	1,685.07
Fund: 53 - Street Maintenance Fund Surplus (Deficit):	0.00	0.00	1,062.39	72,338.67	
Fund: 54 - Federal Asset Forfeiture					
Revenue					
54-3238 Federal Asset Forfeiture Funds	0.00	0.00	0.00	99,672.31	-99,672.31
54-3831 INTEREST EARNINGS	0.00	0.00	364.38	1,009.77	-1,009.77
Revenue Total:	0.00	0.00	364.38	100,682.08	-100,682.08
Fund: 54 - Federal Asset Forfeiture Total:	0.00	0.00	364.38	100,682.08	
Fund: 55 - Unauthorized Substance Tax					
Revenue					
55-3260 Unauthorized Substance Tax	0.00	0.00	0.00	2,550.00	-2,550.00
55-3831 INTEREST EARNINGS	0.00	0.00	62.19	170.14	-170.14
Revenue Total:	0.00	0.00	62.19	2,720.14	-2,720.14
Fund: 55 - Unauthorized Substance Tax Total:	0.00	0.00	62.19	2,720.14	
Fund: 56 - BEACH MANAGEMENT PLAN					
Revenue					
56-3831 INTEREST EARNED	0.00	303.09	0.00	16.00	287.09
56-3850 DIV OF COASTAL MGMT GRANT	18,750.00	18,750.00	0.00	0.00	18,750.00

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		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
56-3963	TOWN CONTRIBUTION	21,250.00	21,250.00	0.00	0.00	21,250.00
56-3991	APPROPRIATED FUND BALANCE	0.00	237.98	0.00	0.00	237.98
	Revenue Total:	40,000.00	40,541.07	0.00	16.00	40,525.07
Expense						
DeptAcctCode: 4110 - Governing Body						
56-4110-1800	CONSULTANT SERVICES	40,000.00	36,755.00	0.00	0.00	36,755.00
	DeptAcctCode: 4110 - Governing Body Total:	40,000.00	36,755.00	0.00	0.00	36,755.00
DeptAcctCode: 9800 - Transfer to other Funds						
56-9800-9600	TRANSFER TO FUND 10	0.00	3,786.07	0.00	3,786.07	0.00
	DeptAcctCode: 9800 - Transfer to other Funds Total:	0.00	3,786.07	0.00	3,786.07	0.00
	Expense Total:	40,000.00	40,541.07	0.00	3,786.07	36,755.00
	Fund: 56 - BEACH MANAGEMENT PLAN Surplus (Deficit):	0.00	0.00	0.00	-3,770.07	
Fund: 57 - PUBLIC SAFETY CAPITAL PROJECT						
Revenue						
57-3831	INTEREST EARNED	0.00	256.77	0.00	256.77	0.00
57-3984	TRANSFER FROM GF CIP	35,000.00	0.00	0.00	0.00	0.00
57-3985	TRANSFER FROM GF	92,500.00	0.00	0.00	0.00	0.00
57-3991	APPROPRIATED FUND BALANCE	0.00	17,722.81	0.00	0.00	17,722.81
	Revenue Total:	127,500.00	17,979.58	0.00	256.77	17,722.81
Expense						
DeptAcctCode: 4310 - Police Department						
57-4310-3520	MESSAGE BOARD REPAIR	8,000.00	0.00	0.00	0.00	0.00
	DeptAcctCode: 4310 - Police Department Total:	8,000.00	0.00	0.00	0.00	0.00
DeptAcctCode: 4340 - Fire Department						
57-4340-5000	FIRE CHIEF VEHICLE	62,500.00	0.00	0.00	0.00	0.00
	DeptAcctCode: 4340 - Fire Department Total:	62,500.00	0.00	0.00	0.00	0.00
DeptAcctCode: 4390 - Ocean Rescue						
57-4390-5000	OCEAN RESCUE TRUCK	57,000.00	0.00	0.00	0.00	0.00
	DeptAcctCode: 4390 - Ocean Rescue Total:	57,000.00	0.00	0.00	0.00	0.00
DeptAcctCode: 9800 - Transfer to other Funds						
57-9800-9600	TRANSFER TO GF	0.00	17,979.58	0.00	17,979.58	0.00
	DeptAcctCode: 9800 - Transfer to other Funds Total:	0.00	17,979.58	0.00	17,979.58	0.00
	Expense Total:	127,500.00	17,979.58	0.00	17,979.58	0.00
	Fund: 57 - PUBLIC SAFETY CAPITAL PROJECT Surplus (Deficit):	0.00	0.00	0.00	-17,722.81	
Fund: 58 - CAUSEWAY DR SIDEWALK EXTENSION						
Revenue						
58-3950	TRANSFER FROM GF	0.00	270,956.00	0.00	270,956.00	0.00
	Revenue Total:	0.00	270,956.00	0.00	270,956.00	0.00
Expense						
DeptAcctCode: 6120 - Parks and Recreation						
58-6120-5000	SIDEWALK CONSTRUCTION	0.00	270,956.00	13,547.80	270,956.00	0.00
	DeptAcctCode: 6120 - Parks and Recreation Total:	0.00	270,956.00	13,547.80	270,956.00	0.00
	Expense Total:	0.00	270,956.00	13,547.80	270,956.00	0.00
	Fund: 58 - CAUSEWAY DR SIDEWALK EXTENSION Surplus (Deficit):	0.00	0.00	-13,547.80	0.00	
Fund: 59 - BULKHEAD REPAIR						
Revenue						
59-3984	TRANSFER FROM FUND 63	0.00	416,000.00	0.00	416,000.00	0.00
	Revenue Total:	0.00	416,000.00	0.00	416,000.00	0.00

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	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Expense					
DeptAcctCode: 4710 - Public Works - Environmental Services					
59-4710-5000 DESIGN AND ENGINEERING	0.00	416,000.00	187,200.00	270,400.00	145,600.00
DeptAcctCode: 4710 - Public Works - Environmental Services Total:	0.00	416,000.00	187,200.00	270,400.00	145,600.00
Expense Total:	0.00	416,000.00	187,200.00	270,400.00	145,600.00
Fund: 59 - BULKHEAD REPAIR Surplus (Deficit):	0.00	0.00	-187,200.00	145,600.00	
Fund: 60 - TOWB LICENSE PLATE FUND					
Revenue					
60-3831 INTEREST EARNINGS	0.00	0.00	239.23	654.48	-654.48
60-3865 WB SPECIALTY PLATES	0.00	3,000.00	0.00	2,350.00	650.00
60-3952 TRANSFER FROM GF	0.00	46,290.00	0.00	46,290.00	0.00
60-3984 TRANSFER FROM FUND 63	0.00	20,000.00	0.00	20,000.00	0.00
Revenue Total:	0.00	69,290.00	239.23	69,294.48	-4.48
Expense					
DeptAcctCode: 9800 - Transfer to other Funds					
60-9800-9600 TRANSFER TO GEN FUND	0.00	69,290.00	0.00	0.00	69,290.00
DeptAcctCode: 9800 - Transfer to other Funds Total:	0.00	69,290.00	0.00	0.00	69,290.00
Expense Total:	0.00	69,290.00	0.00	0.00	69,290.00
Fund: 60 - TOWB LICENSE PLATE FUND Surplus (Deficit):	0.00	0.00	239.23	69,294.48	
Fund: 63 - CAPITAL RES-GEN CIP					
Revenue					
63-3831 INTEREST EARNED	0.00	0.00	0.00	152,054.30	-152,054.30
63-3950 FROM GEN FUND - SANITATION	60,000.00	60,000.00	0.00	60,000.00	0.00
63-3951 FROM GF - IT	10,000.00	10,000.00	0.00	10,000.00	0.00
63-3952 FROM GEN FUND - FIRE DEPT	331,000.00	331,000.00	0.00	331,000.00	0.00
63-3954 FR GF - PLANNING	10,000.00	10,000.00	0.00	10,000.00	0.00
63-3955 FR GF - FLEET	10,000.00	25,000.00	0.00	25,000.00	0.00
63-3957 FR GF - PARKS MAINT	15,000.00	15,000.00	0.00	15,000.00	0.00
63-3960 FR GF - PW BLDG MAINT	240,000.00	240,000.00	0.00	240,000.00	0.00
63-3961 FR GF - PW STREETS	40,000.00	940,000.00	0.00	940,000.00	0.00
63-3962 FR GF - PARKING	20,000.00	20,000.00	0.00	20,000.00	0.00
63-3963 FR GF - GOV BODY BEACH/NLETS	785,000.00	35,000.00	0.00	35,000.00	0.00
63-3991 APPROPRIATED FUND BALANCE	0.00	876,000.00	0.00	0.00	876,000.00
Revenue Total:	1,521,000.00	2,562,000.00	0.00	1,838,054.30	723,945.70
Expense					
DeptAcctCode: 9800 - Transfer to other Funds					
63-9800-9610 TRANSFER TO GEN FUND	1,521,000.00	1,976,000.00	0.00	469,900.00	1,506,100.00
63-9800-9649 TRANSFER TO FUND 49	0.00	30,000.00	0.00	30,000.00	0.00
63-9800-9652 TRANSFER TO FUND 52	0.00	120,000.00	0.00	120,000.00	0.00
63-9800-9659 TRANSFER TO FUND 59	0.00	416,000.00	0.00	416,000.00	0.00
63-9800-9660 TRANSFER TO FUND 60	0.00	20,000.00	0.00	20,000.00	0.00
DeptAcctCode: 9800 - Transfer to other Funds Total:	1,521,000.00	2,562,000.00	0.00	1,055,900.00	1,506,100.00
Expense Total:	1,521,000.00	2,562,000.00	0.00	1,055,900.00	1,506,100.00
Fund: 63 - CAPITAL RES-GEN CIP Surplus (Deficit):	0.00	0.00	0.00	782,154.30	
Fund: 64 - CAPITAL RES-W/S FUND					
Revenue					
64-3831 INTERST ON INVESTMENTS	0.00	47,695.13	0.00	47,695.13	0.00
64-3980 TRANSFER FROM WATER/SEWER	0.00	400,000.00	0.00	400,000.00	0.00
64-3991 APPROPRIATED FUND BALANCE	0.00	3,678,889.20	0.00	0.00	3,678,889.20
Revenue Total:	0.00	4,126,584.33	0.00	447,695.13	3,678,889.20
Expense					
DeptAcctCode: 9800 - Transfer to other Funds					
64-9800-9630 TRANSFER TO FUND 30	0.00	1,461,260.45	0.00	1,461,260.45	0.00

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		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
64-9800-9645	TRANSFER TO FUND 45	0.00	2,665,323.88	0.00	2,665,323.88	0.00
	DeptAcctCode: 9800 - Transfer to other Funds Total:	0.00	4,126,584.33	0.00	4,126,584.33	0.00
	Expense Total:	0.00	4,126,584.33	0.00	4,126,584.33	0.00
	Fund: 64 - CAPITAL RES-W/S FUND Surplus (Deficit):	0.00	0.00	0.00	-3,678,889.20	
Fund: 66 - CAPITAL RESERVE - SWWTP						
Revenue						
66-3831	INTEREST EARNED	0.00	20,004.53	0.00	20,004.53	0.00
66-3991	APPROPRIATED FUND BAL	0.00	1,985,739.55	0.00	0.00	1,985,739.55
	Revenue Total:	0.00	2,005,744.08	0.00	20,004.53	1,985,739.55
Expense						
DeptAcctCode: 9800 - Transfer to other Funds						
66-9800-9630	TRANSFER TO FUND 30	0.00	1,985,739.55	0.00	1,985,739.55	0.00
66-9800-9645	TRANSFER TO FUND 45	0.00	20,004.53	0.00	20,004.53	0.00
	DeptAcctCode: 9800 - Transfer to other Funds Total:	0.00	2,005,744.08	0.00	2,005,744.08	0.00
	Expense Total:	0.00	2,005,744.08	0.00	2,005,744.08	0.00
	Fund: 66 - CAPITAL RESERVE - SWWTP Surplus (Deficit):	0.00	0.00	0.00	-1,985,739.55	
	Total Surplus (Deficit):	0.00	0.00	5,863,660.27	1,475,683.76	

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Group Summary

DeptAcctCode	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 10 - GENERAL FUND					
Revenue					
	17,774,182.00	20,034,437.77	2,898,250.74	20,743,111.97	-708,674.20
Revenue Total:	17,774,182.00	20,034,437.77	2,898,250.74	20,743,111.97	-708,674.20
Expense					
4110 - Governing Body	898,825.00	883,362.00	28,888.27	760,106.44	123,255.56
4120 - General Administration	802,983.00	956,846.00	94,852.53	853,355.20	103,490.80
4210 - Information Technology	412,078.00	440,135.77	8,924.03	423,001.40	17,134.37
4245 - Public Works - Administration	379,944.00	379,944.00	36,244.02	363,168.34	16,775.66
4250 - Public Works - Fleet Maintenance	367,689.00	367,689.00	30,264.80	291,819.67	75,869.33
4260 - Public Works - Building Maintenance	1,025,334.00	1,025,334.00	41,672.81	969,172.70	56,161.30
4310 - Police Department	3,909,937.00	3,998,239.00	357,037.77	3,448,545.07	549,693.93
4330 - Emergency Preparedness	17,950.00	17,950.00	80.79	9,627.76	8,322.24
4340 - Fire Department	2,443,755.00	2,453,505.00	161,419.86	2,062,916.47	390,588.53
4390 - Ocean Rescue	709,200.00	804,200.00	186,221.19	743,637.27	60,562.73
4510 - Public Works - Streets & Facilities	1,435,111.00	1,525,111.00	36,646.07	1,409,419.00	115,692.00
4540 - Parking Enforcement	1,480,000.00	1,491,000.00	320,448.96	1,430,046.15	60,953.85
4710 - Public Works - Environmental Services	2,222,180.00	2,252,180.00	164,528.05	1,950,037.88	302,142.12
4900 - Planning & Inspections	651,938.00	721,438.00	59,354.29	661,673.43	59,764.57
6120 - Parks and Recreation	490,809.00	1,798,809.00	76,060.77	1,707,907.80	90,901.20
6130 - Parks Maintenance	526,449.00	601,449.00	36,612.72	525,263.65	76,185.35
9800 - Transfer to other Funds	0.00	317,246.00	0.00	317,246.00	0.00
Expense Total:	17,774,182.00	20,034,437.77	1,639,256.93	17,926,944.23	2,107,493.54
Fund: 10 - GENERAL FUND Surplus (Deficit):	0.00	0.00	1,258,993.81	2,816,167.74	-2,816,167.74
Fund: 30 - WATER & SEWER					
Revenue					
	4,237,000.00	12,940,717.60	779,292.25	8,027,104.25	4,913,613.35
Revenue Total:	4,237,000.00	12,940,717.60	779,292.25	8,027,104.25	4,913,613.35
Expense					
7130 - Water Department	2,701,319.00	6,243,319.00	138,768.71	5,842,938.10	400,380.90
7140 - Sewer Department	1,535,681.00	6,697,398.60	50,571.87	6,450,065.35	247,333.25
Expense Total:	4,237,000.00	12,940,717.60	189,340.58	12,293,003.45	647,714.15
Fund: 30 - WATER & SEWER Surplus (Deficit):	0.00	0.00	589,951.67	-4,265,899.20	4,265,899.20
Fund: 41 - IT CAPITAL PROJECT					
Revenue					
	101,956.77	11,275.67	0.00	109.86	11,165.81
Revenue Total:	101,956.77	11,275.67	0.00	109.86	11,165.81
Expense					
4210 - Information Technology	101,956.77	3,111.89	0.00	3,111.89	0.00
9800 - Transfer to other Funds	0.00	8,163.78	0.00	8,163.78	0.00
Expense Total:	101,956.77	11,275.67	0.00	11,275.67	0.00
Fund: 41 - IT CAPITAL PROJECT Surplus (Deficit):	0.00	0.00	0.00	-11,165.81	11,165.81
Fund: 45 - WATER & SEWER PROJECTS					
Revenue					
	138,566.18	16,029,200.00	3,940,000.00	11,796,235.13	4,232,964.87
Revenue Total:	138,566.18	16,029,200.00	3,940,000.00	11,796,235.13	4,232,964.87
Expense					
7130 - Water Department	0.00	250,000.00	0.00	47,216.80	202,783.20
7140 - Sewer Department	76,966.18	19,200.00	0.00	19,200.00	0.00
8180 - Water Projects	61,600.00	15,760,000.00	0.00	3,940,000.00	11,820,000.00
Expense Total:	138,566.18	16,029,200.00	0.00	4,006,416.80	12,022,783.20
Fund: 45 - WATER & SEWER PROJECTS Surplus (Deficit):	0.00	0.00	3,940,000.00	7,789,818.33	-7,789,818.33

Income Statement

For Fiscal: 2024-2025 Period Ending: 06/30/2025

DeptAcctCode	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 46 - PARKING IMPROVEMENTS					
Revenue					
	0.00	2,465.46	0.00	36.12	2,429.34
Revenue Total:	0.00	2,465.46	0.00	36.12	2,429.34
Expense					
9800 - Transfer to other Funds	0.00	2,465.46	0.00	2,465.46	0.00
Expense Total:	0.00	2,465.46	0.00	2,465.46	0.00
Fund: 46 - PARKING IMPROVEMENTS Surplus (Deficit):	0.00	0.00	0.00	-2,429.34	2,429.34
Fund: 48 - SALISBURY OCEAN ACCESS PARK PROJECT					
Revenue					
	135,164.47	301,277.34	0.00	0.00	301,277.34
Revenue Total:	135,164.47	301,277.34	0.00	0.00	301,277.34
Expense					
6120 - Parks and Recreation	135,164.47	135,164.47	0.00	0.00	135,164.47
9800 - Transfer to other Funds	0.00	166,112.87	0.00	166,112.87	0.00
Expense Total:	135,164.47	301,277.34	0.00	166,112.87	135,164.47
Fund: 48 - SALISBURY OCEAN ACCESS PARK PROJECT Surplus (Deficit):	0.00	0.00	0.00	-166,112.87	166,112.87
Fund: 49 - MUNICIPAL CAMPUS IMPROVEMENTS					
Revenue					
	412,000.00	253,556.16	167.79	36,317.97	217,238.19
Revenue Total:	412,000.00	253,556.16	167.79	36,317.97	217,238.19
Expense					
4260 - Public Works - Building Maintenance	412,000.00	253,556.16	9,600.00	183,801.65	69,754.51
Expense Total:	412,000.00	253,556.16	9,600.00	183,801.65	69,754.51
Fund: 49 - MUNICIPAL CAMPUS IMPROVEMENTS Surplus (Deficit):	0.00	0.00	-9,432.21	-147,483.68	147,483.68
Fund: 51 - SCIF					
Revenue					
	250,000.00	261,893.73	0.00	49.00	261,844.73
Revenue Total:	250,000.00	261,893.73	0.00	49.00	261,844.73
Expense					
4510 - Public Works - Streets & Facilities	250,000.00	250,000.00	0.00	0.00	250,000.00
9800 - Transfer to other Funds	0.00	11,893.73	0.00	11,893.73	0.00
Expense Total:	250,000.00	261,893.73	0.00	11,893.73	250,000.00
Fund: 51 - SCIF Surplus (Deficit):	0.00	0.00	0.00	-11,844.73	11,844.73
Fund: 52 - PICKLEBALL & TENNIS CONFIG					
Revenue					
	800,000.00	1,899,960.82	283,166.61	1,579,465.89	320,494.93
Revenue Total:	800,000.00	1,899,960.82	283,166.61	1,579,465.89	320,494.93
Expense					
6120 - Parks and Recreation	800,000.00	1,899,960.82	0.00	1,591,500.61	308,460.21
Expense Total:	800,000.00	1,899,960.82	0.00	1,591,500.61	308,460.21
Fund: 52 - PICKLEBALL & TENNIS CONFIG Surplus (Deficit):	0.00	0.00	283,166.61	-12,034.72	12,034.72
Fund: 53 - Street Maintenance Fund					
Revenue					
	220,000.00	70,000.00	1,062.39	140,653.60	-70,653.60
Revenue Total:	220,000.00	70,000.00	1,062.39	140,653.60	-70,653.60
Expense					
4510 - Public Works - Streets & Facilities	220,000.00	70,000.00	0.00	68,314.93	1,685.07
Expense Total:	220,000.00	70,000.00	0.00	68,314.93	1,685.07
Fund: 53 - Street Maintenance Fund Surplus (Deficit):	0.00	0.00	1,062.39	72,338.67	-72,338.67
Fund: 54 - Federal Asset Forfeiture					
Revenue					
	0.00	0.00	364.38	100,682.08	-100,682.08

Income Statement

For Fiscal: 2024-2025 Period Ending: 06/30/2025

DeptAcctCode	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Revenue Total:	0.00	0.00	364.38	100,682.08	-100,682.08
Fund: 54 - Federal Asset Forfeiture Total:	0.00	0.00	364.38	100,682.08	-100,682.08
Fund: 55 - Unauthorized Substance Tax					
Revenue					
Revenue Total:	0.00	0.00	62.19	2,720.14	-2,720.14
Fund: 55 - Unauthorized Substance Tax Total:	0.00	0.00	62.19	2,720.14	-2,720.14
Fund: 56 - BEACH MANAGEMENT PLAN					
Revenue					
Revenue Total:	40,000.00	40,541.07	0.00	16.00	40,525.07
Revenue Total:	40,000.00	40,541.07	0.00	16.00	40,525.07
Expense					
4110 - Governing Body	40,000.00	36,755.00	0.00	0.00	36,755.00
9800 - Transfer to other Funds	0.00	3,786.07	0.00	3,786.07	0.00
Expense Total:	40,000.00	40,541.07	0.00	3,786.07	36,755.00
Fund: 56 - BEACH MANAGEMENT PLAN Surplus (Deficit):	0.00	0.00	0.00	-3,770.07	3,770.07
Fund: 57 - PUBLIC SAFETY CAPITAL PROJECT					
Revenue					
Revenue Total:	127,500.00	17,979.58	0.00	256.77	17,722.81
Revenue Total:	127,500.00	17,979.58	0.00	256.77	17,722.81
Expense					
4310 - Police Department	8,000.00	0.00	0.00	0.00	0.00
4340 - Fire Department	62,500.00	0.00	0.00	0.00	0.00
4390 - Ocean Rescue	57,000.00	0.00	0.00	0.00	0.00
9800 - Transfer to other Funds	0.00	17,979.58	0.00	17,979.58	0.00
Expense Total:	127,500.00	17,979.58	0.00	17,979.58	0.00
Fund: 57 - PUBLIC SAFETY CAPITAL PROJECT Surplus (Deficit):	0.00	0.00	0.00	-17,722.81	17,722.81
Fund: 58 - CAUSEWAY DR SIDEWALK EXTENSION					
Revenue					
Revenue Total:	0.00	270,956.00	0.00	270,956.00	0.00
Revenue Total:	0.00	270,956.00	0.00	270,956.00	0.00
Expense					
6120 - Parks and Recreation	0.00	270,956.00	13,547.80	270,956.00	0.00
Expense Total:	0.00	270,956.00	13,547.80	270,956.00	0.00
Fund: 58 - CAUSEWAY DR SIDEWALK EXTENSION Surplus (Deficit):	0.00	0.00	-13,547.80	0.00	0.00
Fund: 59 - BULKHEAD REPAIR					
Revenue					
Revenue Total:	0.00	416,000.00	0.00	416,000.00	0.00
Revenue Total:	0.00	416,000.00	0.00	416,000.00	0.00
Expense					
4710 - Public Works - Environmental Services	0.00	416,000.00	187,200.00	270,400.00	145,600.00
Expense Total:	0.00	416,000.00	187,200.00	270,400.00	145,600.00
Fund: 59 - BULKHEAD REPAIR Surplus (Deficit):	0.00	0.00	-187,200.00	145,600.00	-145,600.00
Fund: 60 - TOWB LICENSE PLATE FUND					
Revenue					
Revenue Total:	0.00	69,290.00	239.23	69,294.48	-4.48
Revenue Total:	0.00	69,290.00	239.23	69,294.48	-4.48
Expense					
9800 - Transfer to other Funds	0.00	69,290.00	0.00	0.00	69,290.00
Expense Total:	0.00	69,290.00	0.00	0.00	69,290.00
Fund: 60 - TOWB LICENSE PLATE FUND Surplus (Deficit):	0.00	0.00	239.23	69,294.48	-69,294.48

Income Statement

For Fiscal: 2024-2025 Period Ending: 06/30/2025

DeptAcctCode	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 63 - CAPITAL RES-GEN CIP					
Revenue					
	1,521,000.00	2,562,000.00	0.00	1,838,054.30	723,945.70
Revenue Total:	1,521,000.00	2,562,000.00	0.00	1,838,054.30	723,945.70
Expense					
9800 - Transfer to other Funds	1,521,000.00	2,562,000.00	0.00	1,055,900.00	1,506,100.00
Expense Total:	1,521,000.00	2,562,000.00	0.00	1,055,900.00	1,506,100.00
Fund: 63 - CAPITAL RES-GEN CIP Surplus (Deficit):	0.00	0.00	0.00	782,154.30	-782,154.30
Fund: 64 - CAPITAL RES-W/S FUND					
Revenue					
	0.00	4,126,584.33	0.00	447,695.13	3,678,889.20
Revenue Total:	0.00	4,126,584.33	0.00	447,695.13	3,678,889.20
Expense					
9800 - Transfer to other Funds	0.00	4,126,584.33	0.00	4,126,584.33	0.00
Expense Total:	0.00	4,126,584.33	0.00	4,126,584.33	0.00
Fund: 64 - CAPITAL RES-W/S FUND Surplus (Deficit):	0.00	0.00	0.00	-3,678,889.20	3,678,889.20
Fund: 66 - CAPITAL RESERVE - SWWTP					
Revenue					
	0.00	2,005,744.08	0.00	20,004.53	1,985,739.55
Revenue Total:	0.00	2,005,744.08	0.00	20,004.53	1,985,739.55
Expense					
9800 - Transfer to other Funds	0.00	2,005,744.08	0.00	2,005,744.08	0.00
Expense Total:	0.00	2,005,744.08	0.00	2,005,744.08	0.00
Fund: 66 - CAPITAL RESERVE - SWWTP Surplus (Deficit):	0.00	0.00	0.00	-1,985,739.55	1,985,739.55
Total Surplus (Deficit):	0.00	0.00	5,863,660.27	1,475,683.76	

Fund Summary

Fund	Original	Current	MTD Activity	YTD Activity	Budget
	Total Budget	Total Budget			Remaining
10 - GENERAL FUND	0.00	0.00	1,258,993.81	2,816,167.74	-2,816,167.74
30 - WATER & SEWER	0.00	0.00	589,951.67	-4,265,899.20	4,265,899.20
41 - IT CAPITAL PROJECT	0.00	0.00	0.00	-11,165.81	11,165.81
45 - WATER & SEWER PROJE...	0.00	0.00	3,940,000.00	7,789,818.33	-7,789,818.33
46 - PARKING IMPROVEMEN...	0.00	0.00	0.00	-2,429.34	2,429.34
48 - SALISBURY OCEAN ACCE...	0.00	0.00	0.00	-166,112.87	166,112.87
49 - MUNICIPAL CAMPUS IM...	0.00	0.00	-9,432.21	-147,483.68	147,483.68
51 - SCIF	0.00	0.00	0.00	-11,844.73	11,844.73
52 - PICKLEBALL & TENNIS C...	0.00	0.00	283,166.61	-12,034.72	12,034.72
53 - Street Maintenance Fund	0.00	0.00	1,062.39	72,338.67	-72,338.67
54 - Federal Asset Forfeiture	0.00	0.00	364.38	100,682.08	-100,682.08
55 - Unauthorized Substance...	0.00	0.00	62.19	2,720.14	-2,720.14
56 - BEACH MANAGEMENT P...	0.00	0.00	0.00	-3,770.07	3,770.07
57 - PUBLIC SAFETY CAPITAL ...	0.00	0.00	0.00	-17,722.81	17,722.81
58 - CAUSEWAY DR SIDEWAL...	0.00	0.00	-13,547.80	0.00	0.00
59 - BULKHEAD REPAIR	0.00	0.00	-187,200.00	145,600.00	-145,600.00
60 - TOWB LICENSE PLATE F...	0.00	0.00	239.23	69,294.48	-69,294.48
63 - CAPITAL RES-GEN CIP	0.00	0.00	0.00	782,154.30	-782,154.30
64 - CAPITAL RES-W/S FUND	0.00	0.00	0.00	-3,678,889.20	3,678,889.20
66 - CAPITAL RESERVE - SW...	0.00	0.00	0.00	-1,985,739.55	1,985,739.55
Total Surplus (Deficit):	0.00	0.00	5,863,660.27	1,475,683.76	



Account	Name	Balance
Fund: 10 - GENERAL FUND		
Assets		
10-1101	CASH ON DEPOSIT	32,127,354.73
10-1111	PETTY CASH - REGULAR	250.00
10-1112	PETTY CASH - PAYROLL	0.00
10-1113	CHANGE ACCT-PKNG OFFICE	425.00
10-1140	INVESTMENTS	0.00
10-1143	NC CAPITAL MGMT	0.00
10-1144	WBPD FED FORF PROP	0.00
10-1145	STATE TAX DRUG MONEY	0.00
10-1210	TAXES RECEIV-CURRENT YR	2,532.72
10-1211	TAXES REC-1ST PRIOR	4,616.05
10-1212	TAXES REC-2ND PRIOR YR	1,701.01
10-1213	TAXES REC-3RD PRIOR YR	1,666.60
10-1214	TAXES REC-4TH & PRIOR	25,280.57
10-1219	ALLOWANCE FOR DOUBTFUL ACCOUNTS 1	-28,450.66
10-1240	STATE SALES TAX 4.5%	0.00
10-1241	STATE SALES TAX 4% REIMB	0.00
10-1242	STATE SALES TAX 4.25%	0.00
10-1243	2% FOOD TAX	244.57
10-1244	COUNTY SALES TX 2.25%	33,835.97
10-1245	2.5% LOCAL SALES TAX REIM	0.00
10-1246	GAS TAX REIMBURSABLE	0.00
10-1247	STATE SALES TAX 4.75%	72,068.47
10-1248	STATE 1/2 CENT SALES TAX	0.00
10-1249	STATE SALES TAX 5.5%	0.00
10-1250	STATE SALES TAX 5.75%	0.00
10-1254	OTHER SALES TAX REIMB	0.00
10-1255	A/R REFUSE FEES	190,718.59
10-1256	UNBILLED AR	46,467.51
10-1258	ACCOUNTS RECEIVABLE-MISC	4,813.00
10-1259	ALLOWANCE FOR DOUBTFUL ACCOUNTS /	-16,606.30
10-1260	Lease Receivable	276,233.55
10-1261	PREPAID UHC DEDUCTIBLES	0.00
10-1262	Accrued Interest Receivable	856.00
10-1268	P&R RECEIVABLE	1,385.82
10-1304	DUE FROM GOV UNITS-OTHER	573,409.06
10-1305	Due from other funds	0.00
10-1320	DUE To/fr PARKING PRG	0.00
10-1330	DUE FROM PUBLIC UTILITIES	0.00
10-1420	INVENTORY-MOTOR FUELS/OIL	47,518.26
10-1421	INVENTORY-PARTS & SUPPL'S	14,394.94
10-1560	PREPAID PAYROLL	101.33
10-1561	PREPAID EXPENSES	80,842.30
10-1570	PREPAID EMPLOY INSURANCE	0.00
10-1990	ESTIMATED REVENUES	0.00
10-1998	ASSET CONTROL ACCOUNT	0.00
	Total Assets:	33,461,659.09
		<u>33,461,659.09</u>
Liability		
10-2110	A/P CURRENT YEAR	0.00
10-2111	A/P FIRST PRIOR YEAR	0.00
10-2112	A/P SECOND PRIOR YEAR	0.00
10-2115	VOIDED CHECKS TO BE REISSUED	0.00
10-2119	AP PENDING-DUE TO POOL	583,952.13

Balance Sheet

As Of 06/30/2025

Account	Name	Balance
10-2130	Garden Club Funds	4,697.82
10-2131	Due to Church	0.00
10-2132	SECURITY DEPOSITS	7,215.00
10-2134	CUSTOMER REFUNDS	0.00
10-2150	SALARIES & WAGES PAYABLE	0.00
10-2151	FICA TAXES PAYABLE	24,196.36
10-2152	FEDERAL W/H PAYABLE	12,849.12
10-2153	STATE WITHHOLDING PAYABLE	4,718.50
10-2154	RETIREMENT PAYABLE-NCLGRA	23,529.13
10-2155	HEALTH INS. PAYABLE	-2,476.69
10-2158	ACCOUNTS PAYABLE - MISC	1,067.40
10-2159	GARNISHMENTS	13.86
10-2160	MISCELLANEOUS GARNISHMENT	0.00
10-2161	COLONIAL INS PAYABLE	0.00
10-2162	RETIREEES' SPOUSE INS	0.00
10-2164	LIFE INSURANCE	1,356.06
10-2165	401-K CONTRIBUTIONS	5,652.17
10-2166	DENTAL INSURANCE	-2,315.88
10-2167	VISION INSURANCE	-322.28
10-2168	LTD/STD	75.72
10-2169	FLEX TOWN ADVANCE	75.96
10-2170	OUTSTANDING LEGAL FEES	131,250.00
10-2171	FLEX SPENDING ACCT	0.00
10-2172	FLEX DEFERRED BENEFITS	0.00
10-2173	401K - ROTH	3,994.32
10-2174	HSA PR DEDUCTION	138.80
10-2175	ALLSTATE INSURANCE PAYABLE	1,136.61
10-2176	401-K LOAN	-1,199.50
10-2177	457 PLAN DEDUCTION	0.00
10-2178	HANOVER FED CRED UNION	0.00
10-2179	PAYROLL CORRECTION PAYABLE	0.00
10-2182	DEPENDENT CARE	293.22
10-2421	DUE TO EMPL ASSIST TRUST FUND	0.00
10-2621	DEFERRED INFLOW - LEASES	265,119.00
10-2622	DEFERRED REVENUE	0.00
10-2830	RESERVE-PROPERTY TAXES	7,345.59
10-2900	APPROPRIATIONS	0.00
10-3878	STATE OF EMERG CIV PEN SCHOOL ALLOC	0.00
	Total Liability:	1,072,362.42
Equity		
10-2990	FUND BALANCE	29,572,781.43
	Total Beginning Equity:	29,572,781.43
Total Revenue		20,743,459.47
Total Expense		17,926,944.23
Revenues Over/Under Expenses		2,816,515.24
	Total Equity and Current Surplus (Deficit):	32,389,296.67
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>33,461,659.09</u>

Balance Sheet

As Of 06/30/2025

Account	Name	Balance
Fund: 30 - WATER & SEWER		
Assets		
30-1101	CASH ON DEPOSIT	675,283.09
30-1111	PETTY CASH-WATER & SEWER	150.00
30-1140	INVESTMENTS	0.00
30-1143	NC CAPITAL MGMT	0.00
30-1240	STATE SALES TAX 4.5%	0.00
30-1241	STATE SALES TAX 4% REIMB	0.00
30-1242	STATE SALES TAX 4.25%	0.00
30-1243	2% FOOD TAX	9.87
30-1244	COUNTY SALES TX 2.25%	4,516.54
30-1245	2.5% LOCAL SALES TAX	0.00
30-1247	STATE SALES TAX 4.75%	9,577.88
30-1249	STATE SALES TAX 5.5%	0.00
30-1250	STATE SALES TAX 5.75%	0.00
30-1254	OTHER SALES TAX REIMB	0.00
30-1255	CUSTOMER A/R-WATER/SEWER	698,897.77
30-1256	UNBILLED AR	209,761.87
30-1258	ACCOUNTS RECEIVABLE-MISC	0.00
30-1259	ALLOWANCE FOR DOUBTFUL ACCOUNTS	-29,199.17
30-1260	Lease Receivable	60,813.00
30-1262	ACCRUED INTEREST RECEIVABLE	254.00
30-1421	INVENTORY - PARTS & SUPPLIES	106,696.06
30-1450	NET PENSION ASSET	0.00
30-1500	CIP	0.00
30-1561	PREPAID EXPENSES	0.00
30-1570	PREPAID EMPL INSURANCE	0.00
30-1600	CURRENT YEAR PENSION CONTRIBUTION	0.00
30-1601	PENSION DEFERRAL	-2,398.00
30-1605	PENSION DEFERRAL	86,614.00
30-1610	OPEB DEFERRED OUTFLOW	9,598.00
30-1611	OPEB DEFERRED INFLOW	-85,076.00
30-1740	SEWERAGE DISPOSAL PLANT	5,457,884.50
30-1741	WATER PLANT DIST SYSTEM	4,609,215.81
30-1742	PUMP HOUSE	33,337.40
30-1751	PUMPS AND WELLS	312,954.81
30-1752	MACHINERY & EQUIPMENT	1,327,767.56
30-1760	VEHICLES	362,960.54
30-1990	ESTIMATED REVENUES	0.00
30-1998	ASSET CONTROL ACCOUNT	0.00
	Total Assets:	13,849,619.53
		<u>13,849,619.53</u>
Liability		
30-2110	A/P CURRENT YEAR	0.00
30-2111	A/P 1ST PRIOR YEAR	0.00
30-2115	VOIDED CHECKS TO BE REISSUED	0.00
30-2119	AP PENDING-DUE TO POOL	82,671.21
30-2130	PREPAID WATER BILLS	0.00
30-2150	SALARIES & WAGES PAYABLE	0.00
30-2151	FICA TAXES PAYABLE	741.10
30-2152	FED WITHHOLDING	326.73
30-2153	STATE WITHHOLDING PAYABLE	135.00
30-2154	RETIREMENT PAYABLE	788.05
30-2155	HEALTH INS	288.50
30-2156	COMPENSATED ABSENCES PAYABLE	10,068.88
30-2158	EMPLOYEE ASSISTANCE	0.00
30-2159	GARNISHMENT	0.00
30-2164	LIFE INSURANCE	-40.61
30-2165	401K CONTRIB	255.70
30-2166	DENTAL INSURANCE	17.90
30-2167	VISION INSURANCE	137.61

Balance Sheet

As Of 06/30/2025

Account	Name	Balance
30-2168	LTD/STD	105.04
30-2169	FLEX SPEND	0.00
30-2171	OPEB	265,237.00
30-2172	PENSION LIABILITY - LGERS	143,729.00
30-2173	401K ROTH	450.00
30-2174	HSA PR DEDUCTION	136.50
30-2175	ALLSTATE INSURANCE PAYABLE	-58.28
30-2176	401K LOAN	-75.00
30-2179	PAYROLL CORRECTION PAYABLE	0.00
30-2182	DEPENDENT CARE	0.00
30-2410	DUE TO GENERAL FUND	0.00
30-2621	Deferred Inflow - Leases	64,074.00
30-2710	BONDS PAYABLE	0.00
30-2879	RESERVE	-1,078,170.94
30-2880	RESERVE FOR DEPRECIATION	8,341,579.12
30-2900	APPROPRIATIONS	0.00
30-2950	CONTRIB FROM MUNICIPALITY	99,935.73
30-2951	CONTRIB FROM CAP RES FUND	185,912.18
30-2960	CONTRIB FROM FED GOVT	1,490,855.00
30-2965	FEMA CONTRIB - FUND 32	16,519.00
30-2970	CONTRIB FROM STATE GOVT	579,556.00
30-2980	CONTRIB FROM PUBLIC	199,644.79
	Total Liability:	10,404,819.21
Equity		
30-2990	FUND BALANCE	7,706,771.55
	Total Beginning Equity:	7,706,771.55
Total Revenue		8,031,032.22
Total Expense		12,293,003.45
Revenues Over/Under Expenses		-4,261,971.23
	Total Equity and Current Surplus (Deficit):	3,444,800.32
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>13,849,619.53</u>

Balance Sheet

As Of 06/30/2025

Account	Name	Balance
Fund: 41 - IT CAPITAL PROJECT		
Assets		
41-1101	CASH ON DEPOSIT	0.00
41-1244	COUNTY SALES TAX 2.25	0.00
41-1247	STATE SALES TAX 4.75	0.00
	Total Assets:	<u>0.00</u> <u>0.00</u>
Liability		
41-2110	AP CURRENT YEAR	0.00
41-2119	AP PENDING-DUE TO POOL	0.00
	Total Liability:	<u>0.00</u>
Equity		
41-2990	FUND BALANCE	11,165.81
	Total Beginning Equity:	<u>11,165.81</u>
Total Revenue		109.86
Total Expense		<u>11,275.67</u>
Revenues Over/Under Expenses		<u>-11,165.81</u>
	Total Equity and Current Surplus (Deficit):	0.00
	Total Liabilities, Equity and Current Surplus (Deficit):	<u><u>0.00</u></u>

Balance Sheet

As Of 06/30/2025

Account	Name	Balance	
Fund: 45 - WATER & SEWER PROJECTS			
Assets			
45-1101	CASH ON DEPOSIT	4,472,527.68	
45-1244	COUNTY SALES TAX 2.25	0.00	
45-1247	STATE SALES TAX 4.75	0.00	
45-1302	GRANT FUNDS RECEIVABLE	3,940,000.00	
45-1500	CIP	0.00	
	Total Assets:	8,412,527.68	<u>8,412,527.68</u>
Liability			
45-2110	A/P - CURRENT YEAR	0.00	
45-2119	AP PENDING-DUE TO POOL	0.00	
	Total Liability:	0.00	
Equity			
45-2990	FUND BALANCE	622,709.35	
	Total Beginning Equity:	622,709.35	
Total Revenue		11,796,235.13	
Total Expense		4,006,416.80	
Revenues Over/Under Expenses		7,789,818.33	
	Total Equity and Current Surplus (Deficit):	8,412,527.68	
	Total Liabilities, Equity and Current Surplus (Deficit):		<u>8,412,527.68</u>

Balance Sheet

As Of 06/30/2025

Account	Name	Balance
Fund: 46 - PARKING IMPROVEMENTS		
Assets		
46-1101	CASH ON DEPOSIT	0.00
	Total Assets:	0.00
		<u>0.00</u>
Liability		
46-2110	A/P CURRENT YEAR	0.00
46-2111	A/P PRIOR YEAR	0.00
46-2119	AP PENDING-DUE TO POOL	0.00
	Total Liability:	0.00
Equity		
46-2990	FUND BALANCE	2,429.34
	Total Beginning Equity:	2,429.34
Total Revenue		36.12
Total Expense		2,465.46
Revenues Over/Under Expenses		-2,429.34
	Total Equity and Current Surplus (Deficit):	0.00
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>0.00</u>

Balance Sheet

As Of 06/30/2025

Account	Name	Balance
Fund: 48 - SALISBURY OCEAN ACCESS PARK PROJECT		
Assets		
48-1101	CASH	0.00
48-1244	COUNTY SALES TAX	0.00
48-1247	STATE SALES TAX	0.00
	Total Assets:	<u>0.00</u> <u><u>0.00</u></u>
Liability		
48-2110	AP CURRENT YEAR	0.00
48-2119	A/P PENDING - DUE TO POOL	0.00
	Total Liability:	<u>0.00</u>
Equity		
48-2990	FUND BALANCE	166,112.87
	Total Beginning Equity:	<u>166,112.87</u>
Total Revenue		0.00
Total Expense		166,112.87
Revenues Over/Under Expenses		<u>-166,112.87</u>
	Total Equity and Current Surplus (Deficit):	<u>0.00</u>
	Total Liabilities, Equity and Current Surplus (Deficit):	<u><u>0.00</u></u>

Balance Sheet

As Of 06/30/2025

Account	Name	Balance
Fund: 49 - MUNICIPAL CAMPUS IMPROVEMENTS		
Assets		
49-1101	CASH ON DEPOSIT	49,070.13
49-1244	COUNTY SALES TAX	0.00
49-1247	STATE SALES TAX	0.00
	Total Assets:	<u>49,070.13</u> <u>49,070.13</u>
Liability		
49-2119	AP PENDING DUE TO POOL	1,440.00
	Total Liability:	<u>1,440.00</u>
Equity		
49-2990	FUND BALANCE	195,113.81
	Total Beginning Equity:	<u>195,113.81</u>
Total Revenue		36,317.97
Total Expense		<u>183,801.65</u>
Revenues Over/Under Expenses		-147,483.68
	Total Equity and Current Surplus (Deficit):	47,630.13
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>49,070.13</u>

Balance Sheet

As Of 06/30/2025

Account	Name	Balance	
Fund: 50 - AMERICAN RESCUE PLAN			
Assets			
50-1101	CASH ON DEPOSIT	0.00	
50-1244	COUNTY SALES TAX	0.00	
50-1247	STATE SALES TAX	0.00	
	Total Assets:	<u>0.00</u>	<u>0.00</u>
Liability			
50-2119	AP PENDING DUE TO POOL	0.00	
50-2170	Unearned Revenue	0.00	
	Total Liability:	<u>0.00</u>	
Equity			
50-2990	FUND BALANCE	0.00	
	Total Beginning Equity:	<u>0.00</u>	
Total Revenue		0.00	
Total Expense		<u>0.00</u>	
Revenues Over/Under Expenses		0.00	
	Total Equity and Current Surplus (Deficit):	0.00	
	Total Liabilities, Equity and Current Surplus (Deficit):		<u><u>0.00</u></u>

Balance Sheet

As Of 06/30/2025

Account	Name	Balance	
Fund: 51 - SCIF			
Assets			
51-1101	CASH ON DEPOSIT	0.00	
51-1244	COUNTY SALES TAX	0.00	
51-1247	STATE SALES TAX	0.00	
	Total Assets:	<u>0.00</u>	<u>0.00</u>
Liability			
51-2119	AP PENDING DUE TO POOL	0.00	
51-2170	Unearned Revenue	0.00	
	Total Liability:	<u>0.00</u>	
Equity			
51-2990	FUND BALANCE	11,893.73	
	Total Beginning Equity:	<u>11,893.73</u>	
Total Revenue		0.00	
Total Expense		11,893.73	
Revenues Over/Under Expenses		<u>-11,893.73</u>	
	Total Equity and Current Surplus (Deficit):	<u>0.00</u>	
	Total Liabilities, Equity and Current Surplus (Deficit):		<u>0.00</u>

Balance Sheet

As Of 06/30/2025

Account	Name	Balance
Fund: 52 - PICKLEBALL & TENNIS CONFIG		
Assets		
52-1101	CASH ON DEPOSIT	96,944.03
52-1244	COUNTY SALES TAX	0.00
52-1247	STATE SALES TAX	0.00
52-1302	GRANT FUNDS RECEIVABLE	282,830.82
	Total Assets:	<u>379,774.85</u>
		<u><u>379,774.85</u></u>
Liability		
52-2119	AP PENDING DUE TO POOL	0.00
	Total Liability:	<u>0.00</u>
Equity		
52-2990	FUND BALANCE	391,809.57
	Total Beginning Equity:	<u>391,809.57</u>
Total Revenue		1,579,465.89
Total Expense		1,591,500.61
Revenues Over/Under Expenses		<u>-12,034.72</u>
	Total Equity and Current Surplus (Deficit):	<u>379,774.85</u>
	Total Liabilities, Equity and Current Surplus (Deficit):	<u><u>379,774.85</u></u>

Balance Sheet

As Of 06/30/2025

Account	Name	Balance	
Fund: 53 - Street Maintenance Fund			
Assets			
53-1101	CASH ON DEPOSIT	227,416.68	
	Total Assets:	<u>227,416.68</u>	<u>227,416.68</u>
Liability			
53-2119	AP PENDING DUE TO POOL	0.00	
	Total Liability:	<u>0.00</u>	
Equity			
53-2990	FUND BALANCE	155,078.01	
	Total Beginning Equity:	<u>155,078.01</u>	
Total Revenue		140,653.60	
Total Expense		<u>68,314.93</u>	
Revenues Over/Under Expenses		<u>72,338.67</u>	
	Total Equity and Current Surplus (Deficit):	<u>227,416.68</u>	
	Total Liabilities, Equity and Current Surplus (Deficit):		<u>227,416.68</u>

Balance Sheet

As Of 06/30/2025

Account	Name	Balance	
Fund: 54 - Federal Asset Forfeiture			
Assets			
54-1101	CASH ON DEPOSIT	108,985.09	
	Total Assets:	<u>108,985.09</u>	<u>108,985.09</u>
Liability			
54-2119	AP PENDING DUE TO POOL	0.00	
	Total Liability:	<u>0.00</u>	
Equity			
54-2990	FUND BALANCE	8,303.01	
	Total Beginning Equity:	<u>8,303.01</u>	
Total Revenue		100,682.08	
Total Expense		<u>0.00</u>	
Revenues Over/Under Expenses		<u>100,682.08</u>	
	Total Equity and Current Surplus (Deficit):	<u>108,985.09</u>	
	Total Liabilities, Equity and Current Surplus (Deficit):		<u>108,985.09</u>

Balance Sheet

As Of 06/30/2025

Account	Name	Balance	
Fund: 55 - Unauthorized Substance Tax			
Assets			
55-1101	CASH ON DEPOSIT	18,014.24	
	Total Assets:	<u>18,014.24</u>	<u>18,014.24</u>
Liability			
55-2119	AP PENDING DUE TO POOL	0.00	
	Total Liability:	<u>0.00</u>	
Equity			
55-2990	FUND BALANCE	15,294.10	
	Total Beginning Equity:	<u>15,294.10</u>	
Total Revenue		2,720.14	
Revenues Over/Under Expenses		<u>2,720.14</u>	
	Total Equity and Current Surplus (Deficit):	<u>18,014.24</u>	
	Total Liabilities, Equity and Current Surplus (Deficit):		<u>18,014.24</u>

Balance Sheet

As Of 06/30/2025

Account	Name	Balance
Fund: 56 - BEACH MANAGEMENT PLAN		
Assets		
56-1101	CASH ON DEPOSIT	0.00
	Total Assets:	<u>0.00</u>
		<u><u>0.00</u></u>
Liability		
56-2119	AP PENDING DUE TO POOL	0.00
	Total Liability:	<u>0.00</u>
Equity		
56-2990	FUND BALANCE	3,786.07
	Total Beginning Equity:	<u>3,786.07</u>
Total Revenue		0.00
Total Expense		3,786.07
Revenues Over/Under Expenses		<u>-3,786.07</u>
	Total Equity and Current Surplus (Deficit):	<u>0.00</u>
	Total Liabilities, Equity and Current Surplus (Deficit):	<u><u>0.00</u></u>

Balance Sheet

As Of 06/30/2025

Account	Name	Balance
Fund: 57 - PUBLIC SAFETY CAPITAL PROJECT		
Assets		
57-1101	CASH ON DEPOSIT	-8.17
57-1244	COUNTY SALES TAX 2.25	2.61
57-1247	STATE SALES TAX 4.75	5.56
	Total Assets:	<u>0.00</u>
		<u><u>0.00</u></u>
Liability		
57-2119	AP PENDING DUE TO POOL	0.00
	Total Liability:	<u>0.00</u>
Equity		
57-2990	FUND BALANCE	17,722.81
	Total Beginning Equity:	<u>17,722.81</u>
Total Revenue		256.77
Total Expense		17,979.58
Revenues Over/Under Expenses		<u>-17,722.81</u>
	Total Equity and Current Surplus (Deficit):	<u>0.00</u>
	Total Liabilities, Equity and Current Surplus (Deficit):	<u><u>0.00</u></u>

Balance Sheet

As Of 06/30/2025

Account	Name	Balance
Fund: 58 - CAUSEWAY DR SIDEWALK EXTENSION		
Assets		
58-1101	CASH ON DEPOSIT	0.00
58-1244	COUNTY SALES TAX 2.25	0.00
58-1247	STATE SALES TAX 4.75	0.00
	Total Assets:	<u>0.00</u> <u>0.00</u>
Liability		
58-2119	AP PENDING DUE TO POOL	0.00
	Total Liability:	<u>0.00</u>
Equity		
58-2990	FUND BALANCE	0.00
	Total Beginning Equity:	<u>0.00</u>
Total Revenue		270,956.00
Total Expense		<u>270,956.00</u>
Revenues Over/Under Expenses		0.00
	Total Equity and Current Surplus (Deficit):	0.00
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>0.00</u>

Balance Sheet

As Of 06/30/2025

Account	Name	Balance	
Fund: 59 - BULKHEAD REPAIR			
Assets			
59-1101	CASH ON DEPOSIT	228,800.00	
59-1244	COUNTY SALES TAX 2.25	0.00	
59-1247	STATE SALES TAX 4.75	0.00	
	Total Assets:	228,800.00	<u>228,800.00</u>
Liability			
59-2119	AP PENDING DUE TO POOL	83,200.00	
	Total Liability:	83,200.00	
Equity			
59-2990	FUND BALANCE	0.00	
	Total Beginning Equity:	0.00	
Total Revenue		416,000.00	
Total Expense		270,400.00	
Revenues Over/Under Expenses		145,600.00	
	Total Equity and Current Surplus (Deficit):	145,600.00	
	Total Liabilities, Equity and Current Surplus (Deficit):		<u>228,800.00</u>

Balance Sheet

As Of 06/30/2025

Account	Name	Balance	
Fund: 60 - TOWB LICENSE PLATE FUND			
Assets			
60-1101	CASH ON DEPOSIT	69,294.48	
	Total Assets:	<u>69,294.48</u>	<u>69,294.48</u>
Liability			
60-2119	AP PENDING DUE TO POOL	0.00	
	Total Liability:	<u>0.00</u>	
Equity			
60-2990	FUND BALANCE	0.00	
	Total Beginning Equity:	<u>0.00</u>	
Total Revenue		69,294.48	
Total Expense		<u>0.00</u>	
Revenues Over/Under Expenses		69,294.48	
	Total Equity and Current Surplus (Deficit):	69,294.48	
	Total Liabilities, Equity and Current Surplus (Deficit):		<u><u>69,294.48</u></u>

Balance Sheet

As Of 06/30/2025

Account	Name	Balance
Fund: 63 - CAPITAL RES-GEN CIP		
Assets		
63-1101	CASH ON DEPOSIT	11,083,409.51
63-1143	NC CAPITAL MGMT	0.00
63-1990	ESTIMATED REVENUES	616,497.00
	Total Assets:	11,699,906.51
		<u>11,699,906.51</u>
Liability		
63-2110	A/P CURRENT YEAR	0.00
63-2119	AP PENDING-DUE TO POOL	0.00
63-2900	APPROPRIATIONS	616,497.00
	Total Liability:	616,497.00
Equity		
63-2990	FUND BALANCE	10,301,255.21
	Total Beginning Equity:	10,301,255.21
Total Revenue		1,838,054.30
Total Expense		1,055,900.00
Revenues Over/Under Expenses		782,154.30
	Total Equity and Current Surplus (Deficit):	11,083,409.51
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>11,699,906.51</u>

Balance Sheet

As Of 06/30/2025

Account	Name	Balance	
Fund: 64 - CAPITAL RES-W/S FUND			
Assets			
64-1101	CASH ON DEPOSIT	0.00	
64-1143	NC CASH MANAGEMENT	0.00	
64-1240	STATE SALES TAX 4.5%	0.00	
64-1241	STATE SALES TAX 4% REIMB	0.00	
64-1243	LOCAL SALES TAX REIMB	0.00	
64-1250	OTHER TAX REIMBURSABLE	0.00	
64-1990	ESTIMATED REVENUES	3,826,382.00	
	Total Assets:	3,826,382.00	<u>3,826,382.00</u>
Liability			
64-2110	A/P CURRENT YEAR	0.00	
64-2119	AP PENDING-DUE TO POOL	0.00	
64-2900	APPROPRIATIONS	3,826,382.00	
	Total Liability:	3,826,382.00	
Equity			
64-2990	FUND BALANCE	3,678,889.20	
	Total Beginning Equity:	3,678,889.20	
Total Revenue		447,695.13	
Total Expense		4,126,584.33	
Revenues Over/Under Expenses		-3,678,889.20	
	Total Equity and Current Surplus (Deficit):	0.00	
	Total Liabilities, Equity and Current Surplus (Deficit):		<u>3,826,382.00</u>

Balance Sheet

As Of 06/30/2025

Account	Name	Balance
Fund: 66 - CAPITAL RESERVE - SWWTP		
Assets		
66-1101	CASH ON DEPOSIT	0.00
66-1140	INVESTMENTS	0.00
66-1143	NC CASH MANAGEMENT	0.00
	Total Assets:	0.00
		0.00
Liability		
66-2110	AP CURRENT YEAR	0.00
66-2119	AP PENDING-DUE TO POOL	0.00
66-2900	APPROPRIATIONS	0.00
	Total Liability:	0.00
Equity		
66-2990	FUND BALANCE	1,985,739.55
	Total Beginning Equity:	1,985,739.55
Total Revenue		20,004.53
Total Expense		2,005,744.08
Revenues Over/Under Expenses		-1,985,739.55
	Total Equity and Current Surplus (Deficit):	0.00
	Total Liabilities, Equity and Current Surplus (Deficit):	0.00

Balance Sheet

As Of 06/30/2025

Account	Name	Balance	
Fund: 98 - CENTRAL DEPOSITORY			
Assets			
98-1101	CASH ON DEPOSIT	2,690,237.28	
98-1102	FCB - PARKING ACCT	0.00	
98-1232	FCB - STATE TAX DRUG FUND	0.00	
98-1233	FCB - FEDERAL FORFEITED FUNDS	0.00	
98-1234	FCB - SWWTP FUND	0.00	
98-1235	FCB - WATER & SEWER FUND	0.00	
98-1236	FCB - GENERAL FUND	25,146.91	
98-1237	FCB - FSA/HRA ACCT	0.00	
98-1252	NCCMT	11,265,198.84	
98-1253	FCB - WEALTH MGMT	16,770,980.91	
98-1254	NCCLASS	18,405,527.55	
98-1369	DUE FROM FUND 60	0.00	
98-1370	DUE FROM FUND 59	83,200.00	
98-1371	DUE FROM FUND 58	0.00	
98-1372	DUE FROM FUND 57	0.00	
98-1373	DUE FROM FUND 56	0.00	
98-1374	DUE FROM FUND 55	0.00	
98-1375	DUE FROM FUND 54	0.00	
98-1376	DUE FROM FUND 53	0.00	
98-1377	DUE FROM FUND 52	0.00	
98-1378	DUE FROM FUND 51	0.00	
98-1379	DUE FROM FUND 50	0.00	
98-1380	DUE FROM FUND 49	1,440.00	
98-1381	DUE FROM FUND 10	583,952.13	
98-1382	DUE FROM FUND 30	82,671.21	
98-1383	DUE FROM FUND 40	0.00	
98-1384	DUE FROM FUND 41	0.00	
98-1385	DUE FROM FUND 42	0.00	
98-1386	DUE FROM FUND 45	0.00	
98-1387	DUE FROM FUND 46	0.00	
98-1388	DUE FROM FUND 62	0.00	
98-1389	DUE FROM FUND 63	0.00	
98-1390	DUE FROM FUND 64	0.00	
98-1391	DUE FROM FUND 66	0.00	
98-1392	DUE FROM FUND 67	0.00	
98-1393	DUE FROM FUND 70	0.00	
98-1394	DUE FROM FUND 43	0.00	
98-1395	DUE FROM FUND 68	0.00	
98-1396	DUE FROM FUND 69	0.00	
98-1397	DUE FROM FUND 44	0.00	
98-1398	DUE FROM FROM 47	0.00	
98-1399	DUE FROM FUND 48	0.00	
	Total Assets:	49,908,354.83	<u>49,908,354.83</u>
Liability			
98-2110	ACCOUNTS PAYABLE	751,263.34	
98-2150	SALARIES & WAGES PAYABLE	0.00	
98-2410	DUE TO FUND 10	32,057,133.16	
98-2411	DUE TO FUND 30	745,504.66	
98-2412	DUE TO FUND 40	0.00	
98-2413	DUE TO FUND 41	0.00	
98-2414	DUE TO FUND 42	0.00	
98-2415	DUE TO FUND 45	4,472,527.68	
98-2416	DUE TO FUND 62	0.00	
98-2417	DUE TO FUND 63	11,083,409.51	
98-2418	DUE TO FUND 64	0.00	
98-2419	DUE TO FUND 66	0.00	
98-2420	DUE TO FUND 67	0.00	
98-2421	DUE TO FUND 70	0.00	

Balance Sheet

As Of 06/30/2025

Account	Name	Balance
98-2422	DUE TO FUND 43	0.00
98-2423	DUE TO FUND 68	0.00
98-2424	DUE TO FUND 44	0.00
98-2425	DUE TO FUND 46	0.00
98-2426	DUE TO FUND 69	0.00
98-2427	DUE TO FUND 47	0.00
98-2428	DUE TO FUND 48	0.00
98-2429	DUE TO FUND 49	49,070.13
98-2430	DUE TO FUND 50	0.00
98-2431	DUE TO FUND 49	0.00
98-2432	DUE TO FUND 51	0.00
98-2433	DUE TO FUND 52	96,944.03
98-2434	DUE TO FUND 53	227,416.68
98-2435	DUE TO FUND 54	108,985.09
98-2436	DUE TO FUND 55	18,014.24
98-2437	DUE TO FUND 56	0.00
98-2438	DUE TO FUND 57	-8.17
98-2439	DUE TO FUND 58	0.00
98-2440	DUE TO FUND 59	228,800.00
98-2441	DUE TO FUND 60	69,294.48
	Total Liability:	49,908,354.83

Equity

98-2990	FUND BALANCE	0.00
	Total Beginning Equity:	0.00
	Total Equity and Current Surplus (Deficit):	0.00
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>49,908,354.83</u>

Wrightsville Beach Fire Department

Quarterly Report

April - June 2025



Executive Summary

The Wrightsville Beach Fire Department remains committed to delivering high-quality emergency services, fire prevention, and public safety education to our community. This quarter, the department continued to make strides in operational readiness, community outreach, and personnel development.

Key Highlights:

- **Emergency Response:** The department responded to a total of 279 calls for service this quarter, including 1 structure fire, EMS assists, water rescues, and false alarms. Average response time remained within department standards, ensuring rapid deployment and efficient scene management.
- **Training and Development:** Fire personnel completed numerous hours of training focused on firefighting tactics, EMS operations, ocean rescue procedures, and officer development.
- **Apparatus and Equipment:** Preventative maintenance and readiness checks were performed on all apparatus.
- **Administrative and Strategic Planning:** This quarter also saw progress on strategic initiatives, including ongoing assessment of staffing needs, hurricane planning, implementation of technology for improved incident reporting, and continued involvement in the town's bridge replacement emergency planning.

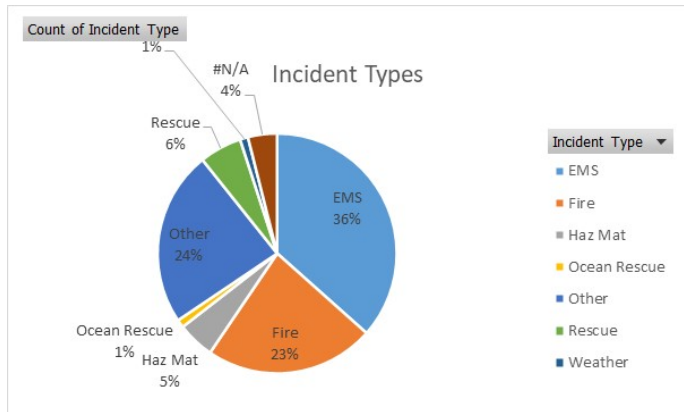
Conclusion:

The Wrightsville Beach Fire Department remains dedicated to the safety and well-being of our residents and visitors. We are proud of the efforts made this quarter and will continue to adapt and improve our services to meet the growing needs of our coastal community.

Incident Types

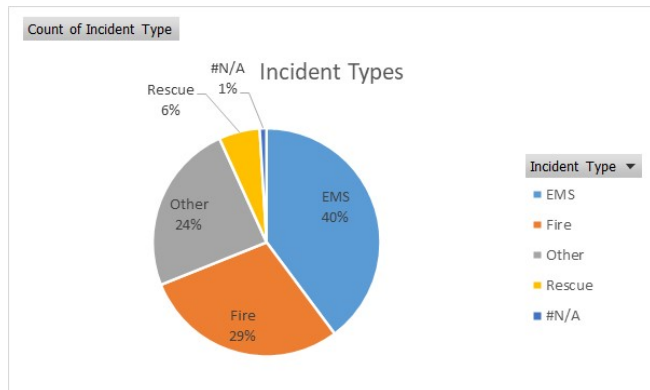
2nd Quarter 2025

Row Labels	Count of Incident Type
EMS	102
Fire	64
Haz Mat	14
Ocean Rescue	3
Other	66
Rescue	16
Weather	3
#N/A	11
Grand Total	279



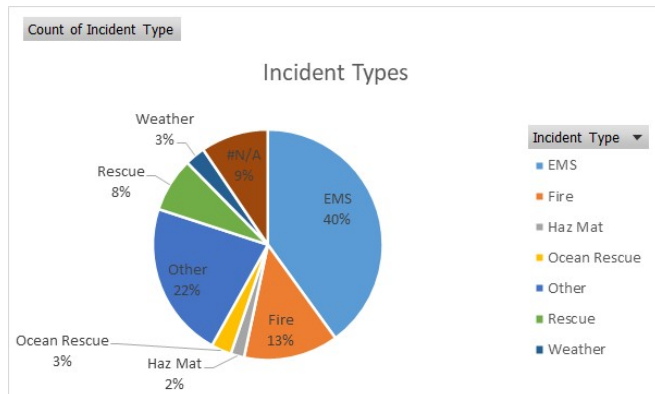
April -2025

Row Labels	Count of Incident Type
EMS	41
Fire	30
Other	25
Rescue	6
#N/A	1
Grand Total	103



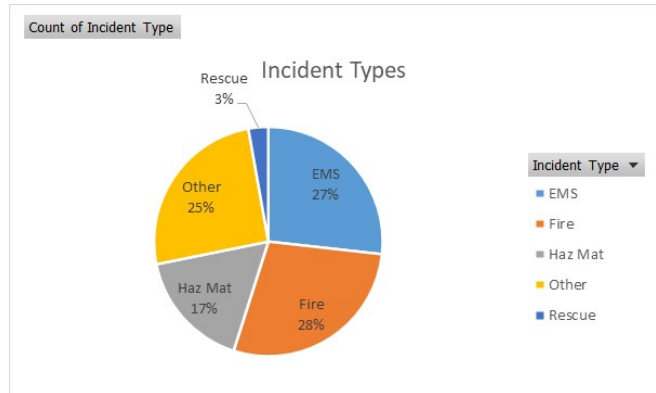
May 2025

Row Labels	Count of Incident Type
EMS	42
Fire	14
Haz Mat	2
Ocean Rescue	3
Other	23
Rescue	8
Weather	3
#N/A	10
Grand Total	105



June 2025

Row Labels	Count of Incident Type
EMS	19
Fire	20
Haz Mat	12
Other	18
Rescue	2
Grand Total	71



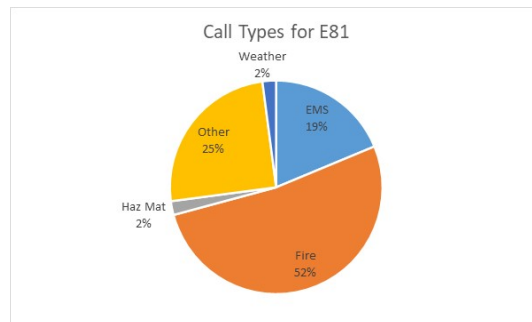
Response Times

WBFD Response Sheet

1st Quarter 2025

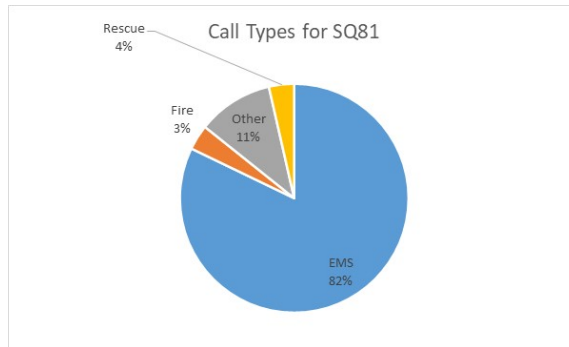
Engine 81

Row Labels	Count of Call Type
EMS	9
Fire	25
Haz Mat	1
Other	12
Weather	1
Grand Total	48



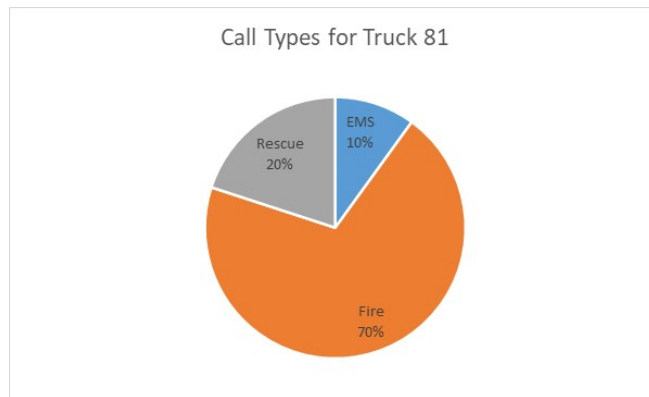
Squad 81

Row Labels	Count of Call Type
EMS	46
Fire	2
Other	6
Rescue	2
Grand Total	56



Truck 81

Row Labels	Count of Call Type
EMS	1
Fire	7
Rescue	2
Grand Total	10



**TOWN OF WRIGHTSVILLE BEACH
PARKS & RECREATION
DEPARTMENT**

Fourth Quarter Fiscal Year 2024-2025

April 2025

May 2025

June 2025

**WRIGHTSVILLE BEACH
PARKS AND RECREATION DEPARTMENT
FACILITY RESERVATIONS AND USAGE REPORT
April 2025**

FACILITY RESERVED	GROUP USING FACILITY	DAYS USED	NUMBER OF GROUPS			INDIVIDUAL PARTICIPANTS	TOTAL ATTENDANCE
			W.B. RES	NON-RES	TOTAL		
Event Stage	WB P&R Events	2	1		1	620	620
Event Stage	Private	3	2	1	3	165	165
*Recreation Center	AA				-		
Recreation Center	Private	4	3	1	4	180	180
Recreation Center	WB P&R Events				-		
Recycle Field	Flag Football	2	1		1	352	352
Overflow Parking	Private	4	1	1	2	400	800
Shelters	Private	6	2	5	7	280	280
Soccer Field	Private	5	1		1	65	325
Soccer Field	WBP&R Activities	2	1		1	352	352
Softball Field	Private				-		
Town Hall Field	Private				-		
Town Hall Field	WB P&R Events				-		
Wheelchair	Private	14	1	8	9	9	31
TOTALS		42	13	16	29	2,423	3,105

* Total individual participants, multiplied by number of days facility was used

TOTAL FACILITY USAGE (INCLUDES PROGRAMS, ACTIVITIES AND RESERVATIONS)

FACILITY/ LOCATION	TOTAL USAGE (NO. OF PEOPLE)
Basketball Courts	320
Event Stage	385
Pickleball Courts	
Recreation Center	985
Recycle Field	352
Overflow Field	800
Shelters	280
Soccer Field	1241
Softball Field	
Tennis Courts	
Town Hall Field	
Wheelchair	31

**WRIGHTSVILLE BEACH
PARKS AND RECREATION DEPARTMENT
PROGRAMS AND ACTIVITIES PARTICIPATION REPORT**

April 2025

PROGRAMS / ACTIVITIES	FACILITY USED	INDIVIDUAL PARTICIPANTS			ATTENDANCE		
		WBR	NR	TOTAL	WBR	NR	TOTAL
Farmers' Market	Seawater Field			-			-
Junior Lifeguard	Beach Access 36			-			-
Performance Club Class/Camp	Recreation Center	8	60	68	24	180	204
WBOR Community Training	Public Safety Building	10	7	17	10	7	17
OTHER PROGRAMS TOTAL		18	67	85	34	187	221
Cardio Crunch (M-W-F)	Recreation Center	9	13	22	46	55	101
Tone & Stretch (T-Th)	Recreation Center	9	13	22	34	67	101
Youth Fitness - CBB Strength	Basketball Court			-			-
Dynamic Core Conditioning	Recreation Center	2	10	12	10	28	38
Tai Chi	Recreation Center	11	14	25	57	80	137
Yoga - Hatha (Gentle)	Recreation Center	6	14	20	20	62	82
Yoga - Vinyasa	Recreation Center	15	17	32	57	85	142
FITNESS TOTAL		52	81	133	224	377	601
** Basketball League - Adult	Basketball Court			-			-
Basketball - Youth	Basketball Court	19	61	80	76	244	320
** Flag Football League - Adult	Soccer/Recycle Flds	7	345	352	14	690	704
Flag Football League - Youth	Soccer Field	30	111	141	120	444	564
Lacrosse Camp	Soccer Field			-			-
Pickleball Lessons	Pickleball Courts			-			-
Scoopers Lacrosse	Soccer Field			-			-
Tennis Camp	Tennis Courts			-			-
Tennis Lessons - Tots	Tennis Courts			-			-
Tennis Lessons - Youth	Tennis Courts			-			-
Tennis Lessons - Adults	Tennis Courts			-			-
SPORTS TOTAL		56	517	573	210	1,378	1,588
GRAND TOTAL		126	665	791	468	1,942	2,410

*: Programs where total attendance is estimated based on number of games and approximate number of players.

SPECIAL EVENT PERMITS:	12
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WRIGHTSVILLE BEACH PARKS AND RECREATION REVENUE

April 2025

Total Receipts Written - 207

PROGRAM	W.B. RES.	NON-RES.	REFUNDS	TOTAL
BASKETBALL - ADULT		\$ 2,400.00		\$ 2,400.00
BASKETBALL - YOUTH		\$ 394.00		\$ 394.00
BUSINESS ON BEACH PERMITS	\$ 200.00			\$ 200.00
DONATIONS				\$ -
DONATIONS - BENCHES		\$ 9,457.00		\$ 9,457.00
DONATIONS - PICKLEBALL COURTS				\$ -
FARMERS' MARKET FEES		\$ 2,055.00	\$ 35.00	\$ 2,020.00
FARMERS' MARKET BAGS				\$ -
FITNESS - CARDIO / TONE	\$ 280.00	\$ 400.00		\$ 680.00
FITNESS - DCC, YOGA, TAI CHI	\$ 1,232.00	\$ 2,278.00		\$ 3,510.00
FITNESS - YOUTH		\$ 396.00		\$ 396.00
FLAG FOOTBALL - ADULT				\$ -
FLAG FOOTBALL - YOUTH	\$ 254.00	\$ 432.00	\$ 247.98	\$ 438.02
JUNIOR LIFEGUARD	\$ 1,600.00	\$ 1,680.00		\$ 3,280.00
LACROSSE CAMP	\$ 145.00	\$ 180.00		\$ 325.00
LACROSSE - SCOOPERS	\$ 285.00	\$ 2,712.00		\$ 2,997.00
PERFORMANCE CLUB	\$ 1,835.00	\$ 4,545.00	\$ 375.00	\$ 6,005.00
PICKLEBALL LESSONS				\$ -
RENTAL - EVENT STAGE		\$ 615.67	\$ 200.00	\$ 415.67
RENTAL - MISC OPEN AREAS		\$ 375.00		\$ 375.00
RENTAL - PICNIC SHELTERS	\$ 98.00	\$ 742.00	\$ 390.00	\$ 450.00
RENT - RECREATION CENTER			\$ 200.00	\$ (200.00)
RENTAL - SOCCER FIELD				\$ -
RENTAL - SOFTBALL FIELD				\$ -
SPNSRS - MOVIE, CONCERT				\$ -
SPECIAL EVENT PERMITS	\$ 260.00	\$ 1,530.00		\$ 1,790.00
TENNIS - YOUTH & TOTS	\$ 800.00	\$ 570.00		\$ 1,370.00
TENNIS - ADULTS		\$ 285.00		\$ 285.00
TENNIS CAMP		\$ 125.00		\$ 125.00
T-SHIRTS, ETC.				\$ -
WBOR COMMUNITY TRAINING		\$ 60.00		\$ 60.00
APRIL 2025	\$ 6,989.00	\$ 31,231.67	\$ 1,447.98	\$ 36,772.69
APRIL 2024	\$ 8,382.00	\$ 34,185.50	\$ 2,090.00	\$ 40,477.50
BEHIND/AHEAD BY	\$ (1,393.00)	\$ (2,953.83)	\$ (642.02)	\$ (3,704.81)

**WRIGHTSVILLE BEACH
PARKS AND RECREATION DEPARTMENT
FACILITY RESERVATIONS AND USAGE REPORT
May 2025**

FACILITY RESERVED	GROUP USING FACILITY	DAYS USED	NUMBER OF GROUPS			INDIVIDUAL PARTICIPANTS	TOTAL ATTENDANCE
			W.B. RES	NON-RES	TOTAL		
Event Stage	WB P&R Events	2	1		1	335	335
Event Stage	Private	4	2	3	5	250	250
*Recreation Center	AA	5		1	1	50	250
Recreation Center	Private	1		1	1	22	22
Recreation Center	WB P&R Events				-		
Recycle Field	Flag Football				-		
Overflow Parking	Private	1	1		1	275	275
Shelters	Private	5	1	4	5	287	287
Soccer Field	Private	2	1	1	2	93	93
Soccer Field	WBP&R Activities				-		
Softball Field	Private				-		
Town Hall Field	Private				-		
Town Hall Field	WB P&R Events				-		
Wheelchair	Private	25	1	15	16	16	58
TOTALS		45	7	25	32	1,328	1,570

* Total individual participants, multiplied by number of days facility was used

TOTAL FACILITY USAGE (INCLUDES PROGRAMS, ACTIVITIES AND RESERVATIONS)

FACILITY/ LOCATION	TOTAL USAGE (NO. OF PEOPLE)
Basketball Courts	570
Event Stage	625
Pickleball Courts	
Recreation Center	1011
Recycle Field	
Overflow Field	5950
Shelters	287
Soccer Field	704
Softball Field	
Tennis Courts	104
Town Hall Field	
Wheelchair	58

**WRIGHTSVILLE BEACH
PARKS AND RECREATION DEPARTMENT
PROGRAMS AND ACTIVITIES PARTICIPATION REPORT**

May 2025

PROGRAMS / ACTIVITIES	FACILITY USED	INDIVIDUAL PARTICIPANTS			ATTENDANCE		
		WBR	NR	TOTAL	WBR	NR	TOTAL
Farmers' Market	Seawater Field			-			5,675
Junior Lifeguard	Beach Access 36			-			-
Performance Club Class/Camp	Recreation Center	7	33	40	42	198	240
WBOR Community Training	Public Safety Building			-			-
OTHER PROGRAMS TOTAL		7	33	40	42	198	5,915
Cardio Crunch (M-W-F)	Recreation Center	8	11	19	37	51	88
Tone & Stretch (T-Th)	Recreation Center	7	13	20	31	49	80
Youth Fitness - CBB Strength	Basketball Court			-			-
Dynamic Core Conditioning	Recreation Center	2	6	8	10	21	31
Tai Chi	Recreation Center	9	15	24	60	83	143
Yoga - Hatha (Gentle)	Recreation Center	6	13	19	12	47	59
Yoga - Vinyasa	Recreation Center	11	15	26	39	59	98
FITNESS TOTAL		43	73	116	189	310	499
** Basketball League - Adult	Basketball Court	4	93	97			330
Basketball - Youth	Basketball Court	19	61	80	57	183	240
** Flag Football League - Adult	Soccer/Recycle Flds			-			-
Flag Football League - Youth	Soccer Field	30	111	141	90	333	423
Lacrosse Camp	Soccer Field			-			-
Pickleball Lessons	Pickleball Courts			-			-
Scoopers Lacrosse	Soccer Field	13	81	94	26	162	188
Tennis Camp	Tennis Courts			-			-
Tennis Lessons - Tots	Tennis Courts	6	2	8	30	10	40
Tennis Lessons - Youth	Tennis Courts	4	4	8	20	20	40
Tennis Lessons - Adults	Tennis Courts	2	4	6	8	16	24
SPORTS TOTAL		78	356	434	231	724	1,285
GRAND TOTAL		128	462	590	462	1,232	7,699

** Programs where total attendance is estimated based on number of games and approximate number of players.

SPECIAL EVENT PERMITS:	10
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WRIGHTSVILLE BEACH PARKS AND RECREATION REVENUE

May 2025

Total Receipts Written - 267

PROGRAM	W.B. RES.	NON-RES.	REFUNDS	TOTAL
BASKETBALL - ADULT				\$ -
BASKETBALL - YOUTH	\$ 172.00	\$ 788.00		\$ 960.00
BUSINESS ON BEACH PERMITS	\$ 400.00	\$ 1,600.00		\$ 2,000.00
DONATIONS				\$ -
DONATIONS - BENCHES		\$ 300.00		\$ 300.00
DONATIONS - PICKLEBALL COURTS				\$ -
FARMERS' MARKET FEES	\$ 200.00	\$ 2,920.00		\$ 3,120.00
FARMERS' MARKET BAGS				\$ -
FITNESS - CARDIO / TONE	\$ 240.00	\$ 532.00		\$ 772.00
FITNESS - DCC, YOGA, TAI CHI	\$ 1,108.00	\$ 2,427.00		\$ 3,535.00
FITNESS - YOUTH	\$ 165.00	\$ 594.00		\$ 759.00
FLAG FOOTBALL - ADULT				\$ -
FLAG FOOTBALL - YOUTH	\$ 172.00	\$ 394.00	\$ 157.00	\$ 409.00
JUNIOR LIFEGUARD	\$ 800.00	\$ 2,680.00	\$ 450.00	\$ 3,030.00
LACROSSE CAMP	\$ 255.00	\$ 1,542.00		\$ 1,797.00
LACROSSE - SCOOPERS	\$ 760.00	\$ 5,876.00	\$ 70.40	\$ 6,565.60
PERFORMANCE CLUB	\$ 730.00	\$ 3,195.00		\$ 3,925.00
PICKLEBALL LESSONS				\$ -
RENTAL - EVENT STAGE	\$ 245.00		\$ 400.00	\$ (155.00)
RENTAL - MISC OPEN AREAS				\$ -
RENTAL - PICNIC SHELTERS		\$ 1,592.00	\$ 430.00	\$ 1,162.00
RENT - RECREATION CENTER	\$ 175.00	\$ 450.00		\$ 625.00
RENTAL - SOCCER FIELD	\$ 350.00		\$ 100.00	\$ 250.00
RENTAL - SOFTBALL FIELD				\$ -
SPNSRS - MOVIE, CONCERT				\$ -
SPECIAL EVENT PERMITS	\$ 2,200.00	\$ 980.00	\$ 380.00	\$ 2,800.00
TENNIS - YOUTH & TOTS	\$ 240.00	\$ 475.00		\$ 715.00
TENNIS - ADULTS	\$ 160.00	\$ 95.00		\$ 255.00
TENNIS CAMP	\$ 105.00	\$ 250.00		\$ 355.00
T-SHIRTS, ETC.				\$ -
WBOR COMMUNITY TRAINING				\$ -
MAY 2025	\$ 8,477.00	\$ 26,690.00	\$ 1,987.40	\$ 33,179.60
MAY 2024	\$ 11,237.00	\$ 24,394.50	\$ 6,127.00	\$ 29,504.50
BEHIND/AHEAD BY	\$ (2,760.00)	\$ 2,295.50	\$ (4,139.60)	\$ 3,675.10

**WRIGHTSVILLE BEACH
PARKS AND RECREATION DEPARTMENT
FACILITY RESERVATIONS AND USAGE REPORT
June 2025**

FACILITY RESERVED	GROUP USING FACILITY	DAYS USED	NUMBER OF GROUPS			INDIVIDUAL PARTICIPANTS	TOTAL ATTENDANCE
			W.B. RES	NON-RES	TOTAL		
Event Stage	WB P&R Events	3	1		1	1,400	1,400
Event Stage	Private	2		2	2	280	280
*Recreation Center	AA	4		1	1	50	200
Recreation Center	Private	1		1	1	22	22
Recreation Center	WB P&R Events				-		
Recycle Field	Flag Football				-		
Overflow Parking	Private				-		
Shelters	Private	10	1	8	9	505	505
Soccer Field	Private				-		
Soccer Field	WBP&R Activities				-		
Softball Field	Private				-		
Town Hall Field	Private				-		
Town Hall Field	WB P&R Events	3	1		1	500	500
Wheelchair	Private	30	3	30	33	33	119
TOTALS		53	6	42	48	2,790	3,026

* Total individual participants, multiplied by number of days facility was used

TOTAL FACILITY USAGE (INCLUDES PROGRAMS, ACTIVITIES AND RESERVATIONS)

FACILITY/ LOCATION	TOTAL USAGE (NO. OF PEOPLE)
Basketball Courts	881
Event Stage	1680
Pickleball Courts	
Recreation Center	947
Recycle Field	
Overflow Field	12342
Shelters	505
Soccer Field	322
Softball Field	
Tennis Courts	100
Town Hall Field	500
Wheelchair	119

**WRIGHTSVILLE BEACH
PARKS AND RECREATION DEPARTMENT
PROGRAMS AND ACTIVITIES PARTICIPATION REPORT
June 2025**

PROGRAMS / ACTIVITIES	FACILITY USED	INDIVIDUAL PARTICIPANTS			ATTENDANCE		
		WBR	NR	TOTAL	WBR	NR	TOTAL
Farmers' Market	Seawater Field			-			12,342
Junior Lifeguard	Beach Access 36	14	32	46	60	170	230
Performance Club Class/Camp	Recreation Center	18	28	46	66	84	150
WBOR Community Training	Public Safety Building	10	10	20	10	10	20
OTHER PROGRAMS TOTAL		42	70	112	136	264	12,742
Cardio Crunch (M-W-F)	Recreation Center	13	13	26	61	60	121
Tone & Stretch (T-Th)	Recreation Center	9	14	23	24	49	73
Youth Fitness - CBB Strength	Basketball Court	3	5	8	21	35	56
Dynamic Core Conditioning	Recreation Center	3	6	9	9	30	39
Tai Chi	Recreation Center	9	19	28	42	103	145
Yoga - Hatha (Gentle)	Recreation Center	9	13	22	23	65	88
Yoga - Vinyasa	Recreation Center	13	16	29	44	65	109
FITNESS TOTAL		59	86	145	224	407	631
** Basketball League - Adult	Basketball Court	4	93	97			750
Basketball - Youth	Basketball Court	4	11	15	20	55	75
** Flag Football League - Adult	Soccer/Recycle Flds			-			-
Flag Football League - Youth	Soccer Field	4	4	8	20	20	40
Lacrosse Camp	Soccer Field			-			-
Pickleball Lessons	Pickleball Courts			-			-
Scoopers Lacrosse	Soccer Field	13	81	94	39	243	282
Tennis Camp	Tennis Courts	2	14	16	8	56	64
Tennis Lessons - Tots	Tennis Courts			-			-
Tennis Lessons - Youth	Tennis Courts	2	4	6	12	24	36
Tennis Lessons - Adults	Tennis Courts			-			-
SPORTS TOTAL		29	207	236	99	398	1,247
GRAND TOTAL		130	363	493	459	1,069	14,620

*: Programs where total attendance is estimated based on number of games and approximate number of players.

SPECIAL EVENT PERMITS:	8
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WRIGHTSVILLE BEACH PARKS AND RECREATION REVENUE

June 2025

Total Receipts Written - 219

PROGRAM	W.B. RES.	NON-RES.	REFUNDS	TOTAL
BASKETBALL - ADULT				\$ -
BASKETBALL - YOUTH		\$ 591.00		\$ 591.00
BUSINESS ON BEACH PERMITS		\$ 800.00		\$ 800.00
DONATIONS				\$ -
DONATIONS - BENCHES				\$ -
DONATIONS - PICKLEBALL COURTS				\$ -
FARMERS' MARKET FEES	\$ 200.00	\$ 2,620.00		\$ 2,820.00
FARMERS' MARKET BAGS				\$ -
FITNESS - CARDIO / TONE	\$ 285.00	\$ 581.00		\$ 866.00
FITNESS - BARRE, YOGA, TAI CHI	\$ 760.00	\$ 2,050.00		\$ 2,810.00
FITNESS - YOUTH	\$ 165.00			\$ 165.00
FLAG FOOTBALL - ADULT				\$ -
FLAG FOOTBALL - YOUTH	\$ 516.00	\$ 591.00	\$ 723.00	\$ 384.00
JUNIOR LIFEGUARD	\$ 1,275.00	\$ 3,400.00	\$ 225.00	\$ 4,450.00
LACROSSE CAMP	\$ 145.00	\$ 2,254.00	\$ 109.60	\$ 2,289.40
LACROSSE - SCOOPERS				\$ -
PERFORMANCE CLUB	\$ 1,550.00	\$ 930.00	\$ 471.00	\$ 2,009.00
PICKLEBALL LESSONS				\$ -
RENTAL - EVENT STAGE			\$ 200.00	\$ (200.00)
RENTAL - MISC OPEN AREAS	\$ 200.00	\$ 175.00		\$ 375.00
RENTAL - PICNIC SHELTERS		\$ 942.00	\$ 850.00	\$ 92.00
RENT - RECREATION CENTER	\$ 105.00	\$ 460.00	\$ 200.00	\$ 365.00
RENTAL - SOCCER FIELD				\$ -
RENTAL - SOFTBALL FIELD				\$ -
SPNSRS - MOVIE, CONCERT		\$ 1,500.00		\$ 1,500.00
SPECIAL EVENT PERMITS	\$ 180.00	\$ 730.00		\$ 910.00
TENNIS - YOUTH & TOTS			\$ 175.00	\$ (175.00)
TENNIS - ADULTS				\$ -
TENNIS CAMP		\$ 375.00		\$ 375.00
T-SHIRTS, ETC.	\$ 30.00			\$ 30.00
WBOR COMMUNITY TRAINING	\$ 200.00	\$ 260.00	\$ 60.00	\$ 400.00
JUNE 2025	\$ 5,611.00	\$ 18,259.00	\$ 3,013.60	\$ 20,856.40
JUNE 2024	\$ 10,747.00	\$ 23,024.00	\$ 5,198.60	\$ 28,572.40
BEHIND/AHEAD BY	\$ (5,136.00)	\$ (4,765.00)	\$ (2,185.00)	\$ (7,716.00)

Wrightsville Beach Parks and Recreation Revenue - FY 2024-2025

PROGRAM	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL
BASKETBALL - ADULT	\$0.00	\$0.00	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,800.00	\$ 2,400.00			\$ 7,200.00
BASKETBALL - YOUTH	\$2,089.00	\$6,637.00	\$455.00	\$ -	\$ -	\$ 2,450.00	\$ 7,805.00	\$ 7,441.00	\$ 1,437.00	\$ 394.00	\$ 960.00	\$ 591.00	\$ 30,259.00
BUSINESS ON BEACH PERMITS	\$0.00	\$200.00	\$0.00	\$ -	\$ -	\$ 800.00	\$ 400.00	\$ 400.00	\$ 800.00	\$ 200.00	\$ 2,000.00	\$ 800.00	\$ 5,600.00
DONATIONS	\$0.00	\$0.00	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DONATIONS - BENCHES	\$5,000.00	\$0.00	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,457.00	\$ 300.00		\$ 14,757.00
DONATIONS - PICKLEBALL COURTS	\$0.00	\$0.00	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
FARMERS' MARKET FEES	\$2,965.00	\$2,370.00	\$2,730.00	\$ 2,685.00	\$ 1,950.00	\$ 12,455.00	\$ 5,720.00	\$ 105.00	\$ 4,570.00	\$ 2,020.00	\$ 3,120.00	\$ 2,820.00	\$ 43,510.00
FARMERS' MARKET BAGS	\$480.00	\$0.00	\$0.00	\$ 254.10	\$ -	\$ -	\$ -	\$ -	\$ -				\$ 734.10
FITNESS - CARDIO / TONE	\$681.00	\$907.00	\$881.00	\$ 650.00	\$ 404.00	\$ 648.00	\$ 582.00	\$ 945.00	\$ 1,062.00	\$ 680.00	\$ 772.00	\$ 866.00	\$ 9,068.00
FITNESS - BARRE, YOGA, TAI CHI	\$1,642.00	\$2,360.00	\$2,440.00	\$ 1,834.00	\$ 1,788.00	\$ 2,491.00	\$ 1,980.00	\$ 3,272.00	\$ 3,313.00	\$ 3,510.00	\$ 3,535.00	\$ 2,810.00	\$ 30,975.00
FITNESS - YOUTH	\$0.00	\$0.00	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ 165.00	\$ -	\$ 396.00	\$ 759.00	\$ 165.00	\$ 1,485.00
FLAG FOOTBALL - ADULT	\$0.00	\$0.00	\$0.00	\$ -	\$ -	\$ 3,000.00	\$ 10,800.00	\$ -	\$ -	\$ -			\$ 13,800.00
FLAG FOOTBALL - YOUTH	\$197.00	\$0.00	\$0.00	\$ -	\$ -	\$ 6,340.00	\$ 10,342.00	\$ 4,815.00	\$ 4,095.00	\$ 438.02	\$ 409.00	\$ 384.00	\$ 27,020.02
JUNIOR LIFE GUARD	\$1,096.00	\$0.00	\$0.00	\$ -	\$ -	\$ -	\$ 6,200.00	\$ 6,600.00	\$ 3,735.00	\$ 3,280.00	\$ 3,030.00	\$ 4,450.00	\$ 28,391.00
LACROSSE CAMP	\$558.40	\$0.00	\$0.00	\$ -	\$ -	\$ -	\$ 137.00	\$ 180.00	\$ 634.00	\$ 325.00	\$ 1,797.00	\$ 2,289.40	\$ 5,920.80
LACROSSE - SCOOTERS	\$1,451.00	\$3,829.00	\$1,433.00	\$ 3,015.40	\$ 113.00	\$ 1,736.00	\$ 594.00	\$ -	\$ 868.00	\$ 2,997.00	\$ 6,565.60		\$ 22,602.00
PERFORMANCE CLUB	\$939.00	\$4,795.00	\$4,240.00	\$ 3,130.00	\$ 1,900.00	\$ 2,188.00	\$ 10,807.00	\$ 6,514.80	\$ 3,416.00	\$ 6,005.00	\$ 3,925.00	\$ 2,009.00	\$ 49,868.80
PICKLEBALL LESSONS	\$176.00	\$520.00	\$15.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ 711.00
RENTAL - EVENT STAGE	\$0.00	\$0.00	\$500.00	\$ 275.00	\$ -	\$ 750.00	\$ 312.00	\$ 275.00	\$ 216.00	\$ 415.67	\$ (155.00)	\$ (200.00)	\$ 2,388.67
RENTAL - MISC OPEN AREAS	\$0.00	(\$200.00)	\$3,075.00	\$ 400.00	\$ 1,000.00	\$ -	\$ 650.00	\$ -	\$ 650.00	\$ 375.00	\$ -	\$ 375.00	\$ 6,325.00
RENTAL - PICNIC SHELTERS	\$37.00	\$442.00	\$948.00	\$ 195.00	\$ (115.00)	\$ -	\$ 95.00	\$ 386.00	\$ 395.00	\$ 450.00	\$ 1,162.00	\$ 92.00	\$ 3,487.00
RENT - RECREATION CENTER	\$1,347.50	\$80.00	(\$50.00)	\$ 495.00	\$ -	\$ -	\$ -	\$ -	\$ 410.00	\$ (200.00)	\$ 625.00	\$ 365.00	\$ 3,072.50
RENTAL - SOCCER FIELD	\$0.00	\$0.00	\$205.00	\$ -	\$ -	\$ -	\$ 215.00	\$ 136.00	\$ -	\$ -	\$ 250.00		\$ 806.00
RENTAL - SOFTBALL FIELD	\$0.00	\$0.00	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
SPNSRS - MOVIE, CONCERT	\$0.00	\$0.00	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ -		\$ 1,500.00	\$ 3,000.00
SPECIAL EVENT PERMITS	\$750.00	\$285.00	\$2,960.00	\$ (218.00)	\$ (560.00)	\$ 3,572.00	\$ 5,320.00	\$ 1,210.00	\$ 641.50	\$ 1,790.00	\$ 2,800.00	\$ 910.00	\$ 19,460.50
TENNIS - YOUTH & TOTS	\$445.00	\$825.00	\$1,291.00	\$ 1,465.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,370.00	\$ 715.00	\$ (175.00)	\$ 6,036.00
TENNIS - ADULTS	\$0.00	\$715.00	\$0.00	\$ 715.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 285.00	\$ 255.00		\$ 1,970.00
TENNIS CAMP	\$0.00	\$0.00	\$0.00	\$ -	\$ -	\$ -	\$ 500.00	\$ 605.00	\$ 105.00	\$ 125.00	\$ 355.00	\$ 375.00	\$ 2,065.00
T-SHIRTS, ETC.	\$105.00	\$185.00	\$11.00	\$ 10.00	\$ 77.00	\$ 221.50	\$ -	\$ -	\$ 165.00			\$ 30.00	\$ 804.50
WBOR COMMUNITY TRAINING	\$0.00	\$0.00	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ 400.00	\$ 248.00	\$ 60.00		\$ 400.00	\$ 1,108.00
TOTAL	\$ 19,968.90	\$ 24,050.00	\$ 20,534.00	\$ 14,905.50	\$ 6,557.00	\$ 36,651.50	\$ 62,439.00	\$ 34,949.80	\$ 31,560.50	\$ 36,772.69	\$ 33,179.60	\$ 20,856.40	\$ 342,424.89



TOWN OF WRIGHTSVILLE BEACH DEPARTMENT OF PLANNING & INSPECTIONS

321 CAUSEWAY DRIVE P.O. BOX 626
WRIGHTSVILLE BEACH, N.C. 28480

MEMORANDUM

To: Mayor Mills and Members of the Board of Aldermen
From: Raquel Ivins, Department of Planning & Inspections
Re: **Executive Summary – 4th Quarter Report for Fiscal Year 2024-2025**
Date: July 7, 2025
Cc: Haynes Brigman, Town Manager
Tony Wilson, Director of Planning & Parks

The Quarterly Report for the 4th Quarter of Fiscal Year 2024-2025 is hereby submitted for your review. The Planning & Inspections Department processed a total of 70 permits for the months of April, May, and June. This is down from the 94 permits issued during the last quarter. The total revenue generated from permits this quarter was \$73,915. This decreased from \$90,808 generated last quarter.

The total cost of construction was \$4,679,555, a decrease from \$5,479,909 spent during last quarter.

The Planning & Inspections Department completed 111 inspections and issued 2 CAMA Minor Development Permits. The Park Ranger issued 146 citations.

All totals reflect April 1 – June 30

Attachments:

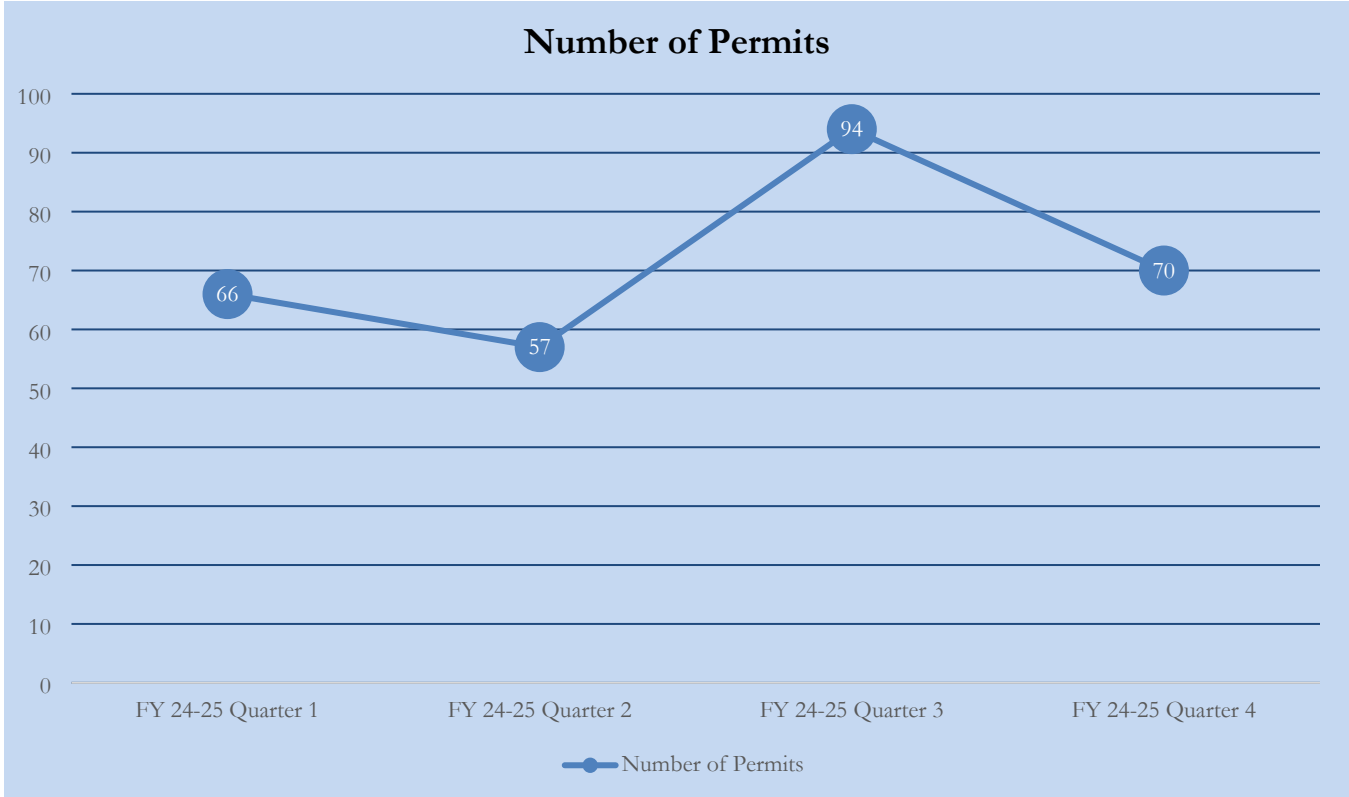
- Permitting Trend Graphs
- Park Ranger Trend Graphs



TOWN OF WRIGHTSVILLE BEACH

DEPARTMENT OF PLANNING & INSPECTIONS

321 CAUSEWAY DRIVE P.O. BOX 626
WRIGHTSVILLE BEACH, N.C. 28480

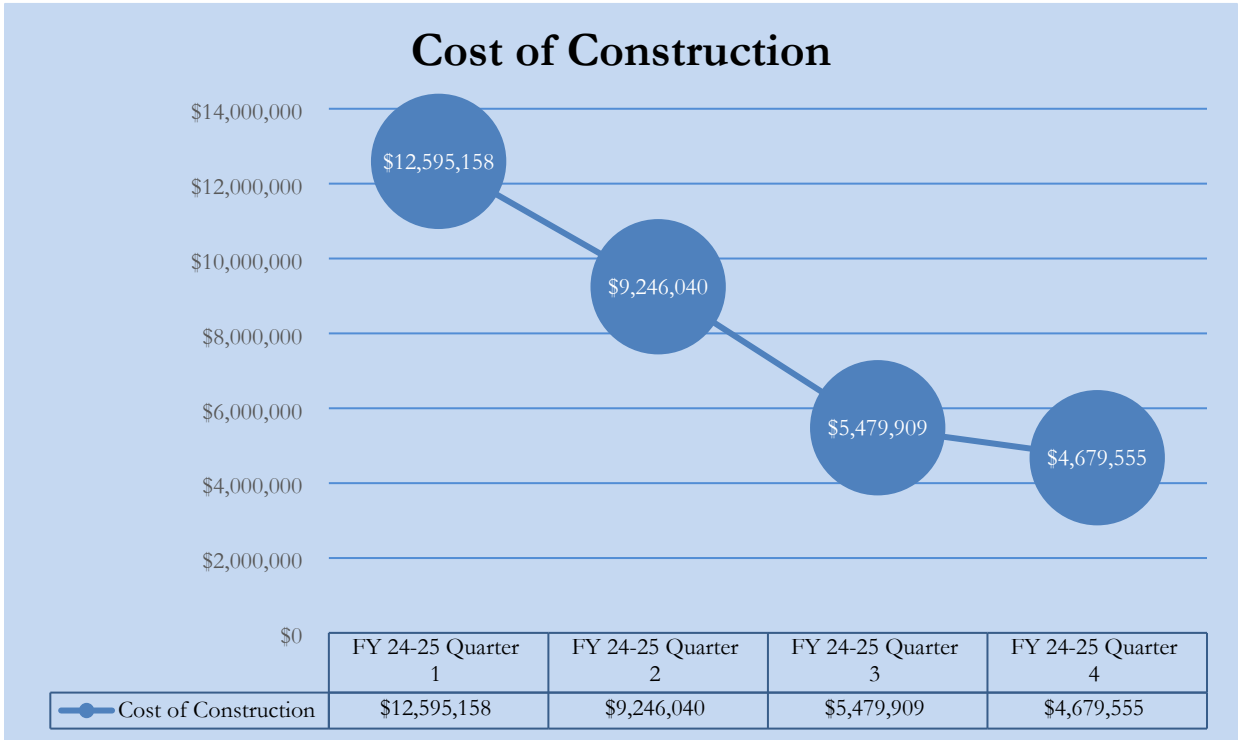




TOWN OF WRIGHTSVILLE BEACH

DEPARTMENT OF PLANNING & INSPECTIONS

321 CAUSEWAY DRIVE P.O. BOX 626
 WRIGHTSVILLE BEACH, N.C. 28480

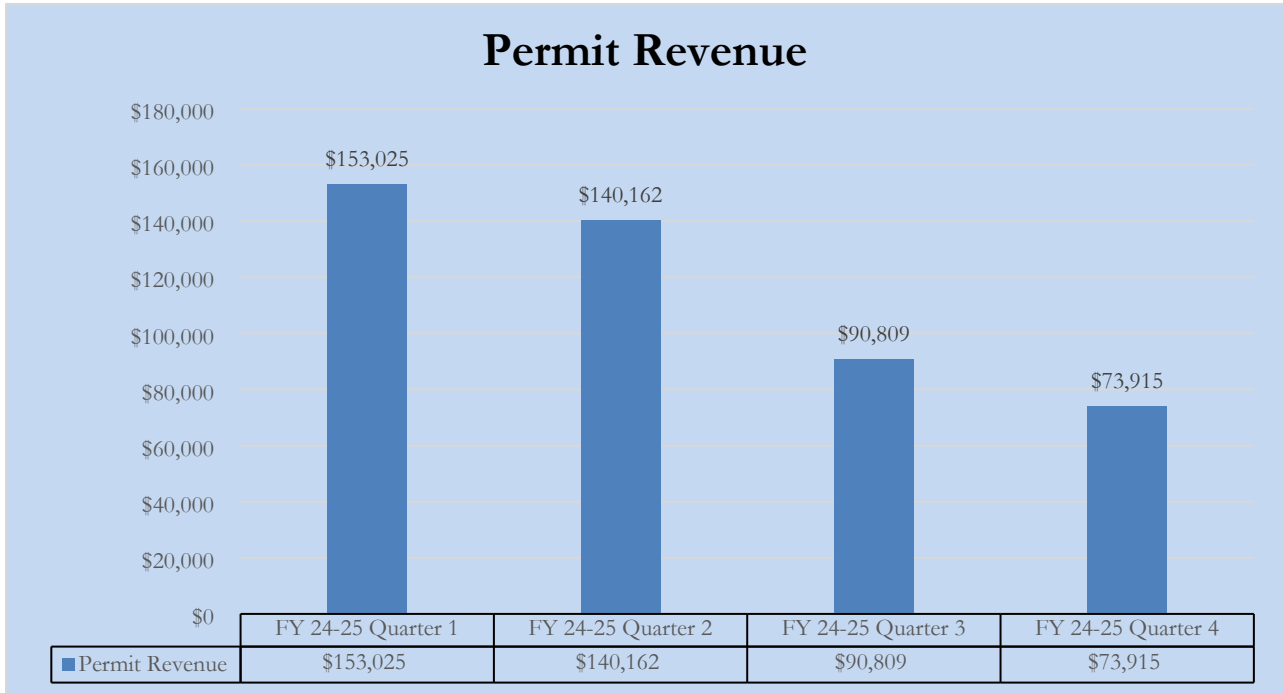




TOWN OF WRIGHTSVILLE BEACH

DEPARTMENT OF PLANNING & INSPECTIONS

321 CAUSEWAY DRIVE P.O. BOX 626
 WRIGHTSVILLE BEACH, N.C. 28480



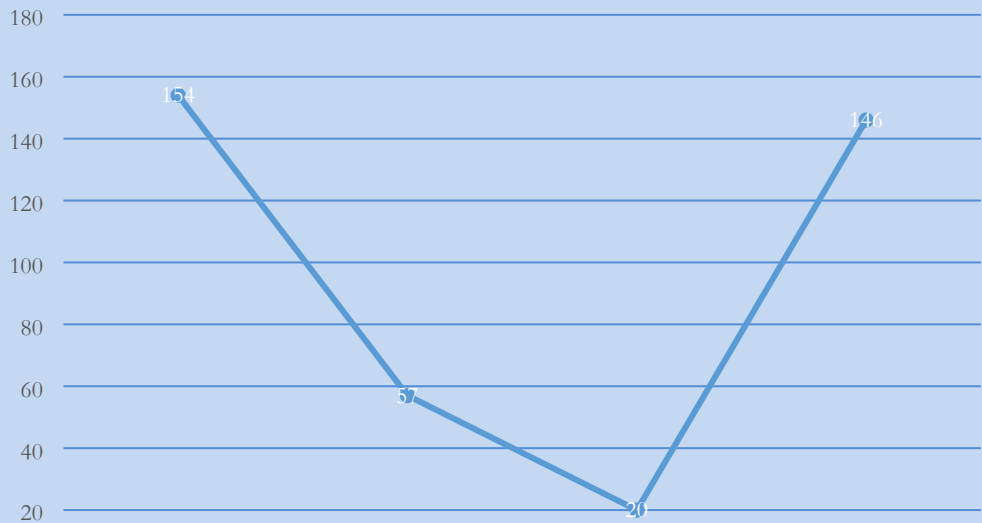


TOWN OF WRIGHTSVILLE BEACH

DEPARTMENT OF PLANNING & INSPECTIONS

321 CAUSEWAY DRIVE P.O. BOX 626
 WRIGHTSVILLE BEACH, N.C. 28480

Park Ranger Citations Issued



	FY 24-25 Quarter 1	FY 24-25 Quarter 2	FY 24-25 Quarter 3	FY 24-25 Quarter 4
Total Citations Issued	154	57	20	146

WRIGHTSVILLE BEACH POLICE DEPARTMENT



4th Quarter Report April/May/June 2025



**Presented by:
Chief Jason Bishop**

**WBPD National Incident Based Reporting System Report
(NIBRS)**

Previous
Yr Same
Quarter

		Jan- Dec	Jan- Dec	Jan- Dec	Jan- Dec	1st - July - Sept.	2nd - Oct.- Dec.	3rd- Jan- Mar	4th- Apr.- June	Last Four	4th - Apr. - June
GROUP A OFFENSES		2021	2022	2023	2024	2024	2024	2025	2025	TOTAL	2024
100	Kidnapping/Abduction	2		2	1	1				1	
120	Robbery	1	1		1		1			1	
200	Arson										
210	Extortion/Blackmail		1		1		1			1	
220	Burglary/Breaking & Entering	15	18	18	20	3	6	6	5	20	4
240	Motor Vehicle Theft	5	1	1	1				1	1	1
250	Counterfeiting/Forgery	1	2	4	3	1		1	1	3	
270	Embezzlement	4	2	2	2			1	1	2	
280	Stolen Property Offenses	4		7	1				1	1	2
290	Destruction/Damage/Vandalism of Property	44	40	37	28	7	9	5	7	28	9
370	Pornography/Obscene Material		1	2	1		1			1	
510	Bribery										
520	Weapon Law Violations	9	4	16	8	5		1	2	8	8
720	Animal Cruelty	5	1								
4000	NEGLIGENT TRAFFIC DEATH, NON-CRIMINAL DETAINMENT (INVOLUNTARY										
09A	Homicide Offense (Murder and Non-Negligent Manslaughter)										
09B	Homicide Offense (Negligent Manslaughter)										
09C	Justifiable Homicide										
11A	Sex Offenses (Rape)	3	1								
11B	Sex Offense (Sodomy)	2	1		1				1	1	
11C	Sex Offense (With Object)										
11D	Sex Offense (Fondling)	2	7	3	5	4			1	5	1
13A	Assault Offenses (Aggravated Assault)	14	6	9	4	1		1	2	4	
13B	Simple Assault	63	41	27	30	11	3	6	10	30	7
13C	Assault Offenses (Intimidation)	11	3	8	11	2	3	1	5	11	1
23A	Larceny (Pocket Picking)	1									
23B	Larceny (Purse Snatching)			1							1
23C	Larceny (Shoplifting)	6	7	3	1	1				1	3
23D	Larceny (Theft from a Building)		4	2	3			1	2	3	
23E	Larceny (Theft from a Coin Operated Machine)	1		1							1
23F	Larceny/Theft Offenses (Theft from Motor Vehicle)	8	21	14	18	4	11	2	1	18	10
23G	Larceny (Theft of Motor Vehicle Parts)		2	1	1		1			1	1
23H	Larceny/Theft Offenses (All other Larceny)	39	55	55	47	14	9	6	18	47	20
26A	Fraud Offenses (False Pretense/Swindle/Confidence Game)	18	11	10	17	7	2	2	6	17	5
26B	Fraud Offenses (Credit Card Fraud)	5	5	8	3	1		1	1	3	2
26C	Fraud Offenses (Impersonation)	2	2	4	2			1	1	2	2
26D	Fraud Offenses (Welfare Fraud)										
26E	Fraud Offenses (Wire Fraud)	1		1							
26F	Fraud Offenses (Identity Theft)	1		2	1	1				1	1
26G	Fraud Offenses (Hacking/Computer Invasion)				1	1				1	
35A	Drug/Narcotic Offenses (Drug/Narcotic Violations)	66	31	60	28	12	6	5	5	28	24

WBPD National Incident Based Reporting System Report (NIBRS)											Previous Yr Same Quarter
		Jan- Dec	Jan- Dec	Jan- Dec	Jan- Dec	1st - July - Sept.	2nd - Oct.- Dec.	3rd- Jan- Mar	4th- Apr.- June	Last Four	4th - Apr. - June
GROUP A OFFENSES		2021	2022	2023	2024	2024	2024	2025	2025	TOTAL	2024
35B	Drug/Narcotic Offenses (Drug Equipment Violations)	27	18	36	15	8	3	2	2	15	13
36A	Sex Offenses (Non-Forcible - Incest)										
36B	Sex Offense (Statutory Rape)			1							
39A	Gambling Offenses (Betting)										
39B	Gambling Offenses (Operating/Promoting/Assisting Gambling)										
39C	Gambling Offenses (Equipment)										
39D	Gambling Offenses (Sports Tamper)										
40A	Prostitution (Engaging In Prostitution)										
40B	Prostitution (Promoting or Assisting in Prostitution)										
40C	Prostitution (Purchasing)										
64A	Human Trafficking (Commercial Sex Acts)										
64B	Human Trafficking (Involuntary Servitude)										
TOTAL GROUP A OFFENSES		360	286	335	255	84	56	42	73	255	116
GROUP B OFFENSES											
90A	Bad Checks		1								
90B	Curfew/Loitering/Vagrancy Violations										
90C	Disorderly Conduct	8	6	8	6	2	1	2	1	6	5
90D	Driving Under the Influence (DWI)	102	93	271	233	80	37	53	63	233	95
90E	Drunkenness	21	10	36	29	10	6	4	9	29	13
90F	Family Offenses, Nonviolent			1							
90G	Liquor Law Violations	9	13	42	26	4	4	10	8	26	24
90H	Peeping Tom				1		1			1	
90J	Trespass of Real Property	14	17	13	4	1	2	1		4	6
90Z	All other Offenses	330	239	607	476	153	81	99	143	476	198
TOTAL GROUP B OFFENSES		484	379	978	775	250	132	169	224	775	341
TOTAL GROUP A & B OFFENSES		844	665	1313	1030	334	188	211	297	1030	457

TOWB General Ordinance Violations											Previ ous Year
		Jan- Dec	Jan- Dec	Jan- Dec	Jan- Dec	July- Sept	Oct - Dec	Jan- Mar	Apr- June	Last Four	Apr- June
		2021	2022	2023	2024	2024	2024	2025	2025	TOTAL	2024
TRAFFIC CODE: CHAPTER 74											
74.02	Obstructing passage of other vehicles	3	0	0	0					0	
	Restricted Zone	0	0	0	0					0	
	Overtime Parking	0	1	0	0					0	
	Boat too close to beach/Anchoring of Vessels w/out Zoning	7	2	0	0					0	
	Fire Lane	0	0		0					0	
ANIMALS: CHAPTER 91											
91.11	Dogs running at large prohibited	222	221	157	93	40	11	8	34	93	91
91.08	Animal Waste	1	4	3	0					0	2
91.08	Failure to License	7	8	2	1			1		1	1
91.13	Confinement of female dogs in heat	0	0	0	0					0	
BEACH AND SHORE REGULATIONS: CHAPTER 92											
92.02	Littering beaches prohibited	33	5	3	0					0	3
92.03	Glass on Beach/Containers for food and drink	273	105	89	58	25	3	2	28	58	47
92.12	Use of surfboard or ski-board restricted	16	8	3	4	2	1		1	4	1
92.18	Use of vehicles on beach prohibited	6	2	5	6	3		1	2	6	1
	Cooking Device on Beach	0	0	1	2	1			1	2	
	Miscellaneous Beach Regulations	5	8	0	0					0	
HEALTH AND SANITATION: CHAPTER 96											
96.01	Litter	14	4	1	2				2	2	
96.3	Human wastes	22	8	26	13	4	3	3	3	13	5
	Miscellaneous	0	0	3	6	2	1	1	2	6	1
NOISE: CHAPTER 97											
97.01	Loud, disturbing noises generally	21	6	9	37	4	5	4	24	37	5
97.02	Noises declared unreasonably loud and disturbing	0	2	0	2			1	1	2	
STREETS AND SIDEWALKS: CHAPTER 99											
99.01	Assembling on sidewalks	0	0	1	0					0	1
BUSINESS REGULATIONS: CHAPTER 114											
114.02	Vehicle for hire license requirements	0	0	0	0					0	
114.12	Refusal to pay charges	0	0	0	0					0	
OFFENSES AGAINST PUBLIC PEACE & SAFETY: CHAPTER 130											
130.03	Consumption and possession of malt beverages, unfortified wine and alcoholic beverages	1168	522	328	215	89	1	8	117	215	199
OFFENSES AGAINST MORALS											
132.2	Profane and boisterous language	1		0	0					0	
MISC. VIOLATIONS											
	Miscellaneous Other	62		14	0					0	7
	Traffic Stops										
GRAND TOTAL		1861	906	645	439	170	25	29	215	439	364

Wrightsville Beach, NC PD

Citation Offense Count

April 1, 2025 - June 30, 2025

Official: All
 Official Assignment:
 Type of Stop: TRAFFIC
 Stop Result: All
 STEP: NONE

Offense Description	Offense Stop Result	
	CITATION	WARNING
A&A DWLR NOT IMPAIRED REV	1	
ADDITIONAL LIGHTING EQUIP VIOL	1	
BREAKING OR ENTERING (M)	1	
CANCL/REVOK/SUSP CERTIF/TAG	3	
COMMUNICATING THREATS	1	
CONSUME ALC BY 19/20	4	
COVER REG STICKER/PLATE	1	
CRUELTY TO ANIMALS(M)	1	
DRIVE AFTER CONSUMING < 21	1	
DRIVE LEFT OF CENTER	1	
DRIVE WRONG WAY-ONE WAY LOCAL	1	
DRIVE/ALLOW MV NO REGISTRATION	1	
Driver's License		5
DWLR AFT IMPAIRED REV NOTICE	1	
DWLR IMPAIRED REV	1	
DWLR NOT IMPAIRED REV	18	
EXCEEDING POSTED SPEED	22	
EXPIRED REGISTRATION CARD/TAG	11	
EXPIRED/NO INSPECTION	5	
FAIL CARRY VALID DRIVERS LIC	1	
FAIL MAINTAIN LANE CONTROL	2	
FAIL STOP STOPSIGN/FLSH RED LT	4	
FAIL TO BURN HEADLAMPS	1	
FAIL TO HEED LIGHT OR SIREN	1	
FAIL TO SECURE PASSENGER UNDER 16	1	
FAIL TO STOP-STEADY RED LIGHT	6	
FAIL TO YIELD TO PEDESTRIAN	1	
FAILURE TO REDUCE SPEED	6	
Failure to Yield		2
Following Too Closely		1
HIT/RUN FAIL STOP PROP DAMAGE	1	
HIT/RUN LEAVE SCENE PROP DAM	2	

Agency: Wrightsville Beach Police Department

For Year: 2025
 As Of: 6/30/2025 7:58:15 AM
 Sorted By: Agency Name

Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Agency Total
142	259	306	290	229	224	0	0	0	0	0	0	1460

Arrest Misdemeanor Totals by Officer
WRIGHTSVILLE BEACH POLICE DEPARTMENT
(04/01/2025 - 06/30/2025)

Arresting Officer:	Total Charges On All Misdemeanor Arrests:	Total Misdemeanor Arrests:
DSG - Daniel S. Gaither	10	4
DEPUTY E WILLIAMS	1	1
JDC - Jemal Cooper	26	17
KCR - Kyler Ross	8	3
LSV - Leslie S. Vaughan	6	5
MSE - Misty-Sierra Edwards	4	3
HRL - Officer Hunter Lobertini	55	28
JWO - Officer Jonathan W. Ober	30	16
RLW - Officer Ryan L. Whanger	32	12
JGM - POII Jacob G. Miller	5	3
Total:	177	92

Arrest Felony Totals by Officer
WRIGHTSVILLE BEACH POLICE DEPARTMENT
(04/01/2025 - 06/30/2025)

Arresting Officer:	Total Charges On All Felony Arrests:	Total Felony Charges:	Total Felony Arrests:
No Officer Specified	1	1	1
alr - Autumn L. Rose	2	1	1
JGM - POII Jacob G. Miller	3	1	1
Total:	6	3	3

Ordinance Violations Summary

WRIGHTSVILLE BEACH POLICE DEPARTMENT

(04/01/2025 - 06/30/2025)

Animals

Dogs and other animals prohibited on beach and other public property at certain times, places	33
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Total Number Of Charges for Category: 33

Beach Strand Violations

Cooking Device on Beach	1
-------------------------	---

Glass Containers on Beach	28
---------------------------	----

Motor Vehicle on Beach	2
------------------------	---

Surf Board/Ski Board Viol.	1
----------------------------	---

Total Number Of Charges for Category: 32

Other Town Violations

Human Wastes	3
--------------	---

Littering	2
-----------	---

Misc. Violations	2
------------------	---

Noise Ordinance (2nd Offense)	1
-------------------------------	---

Noise Ordinance(1st Offense)	24
------------------------------	----

Public Consumption (Alcoholic Beverages)	117
--	-----

Total Number Of Charges for Category: 149

Total Number Of Charges: 214

TOWN OF WRIGHTSVILLE BEACH PUBLIC WORKS DEPARTMENT

Quarterly Report 2024-2025 April, May, June



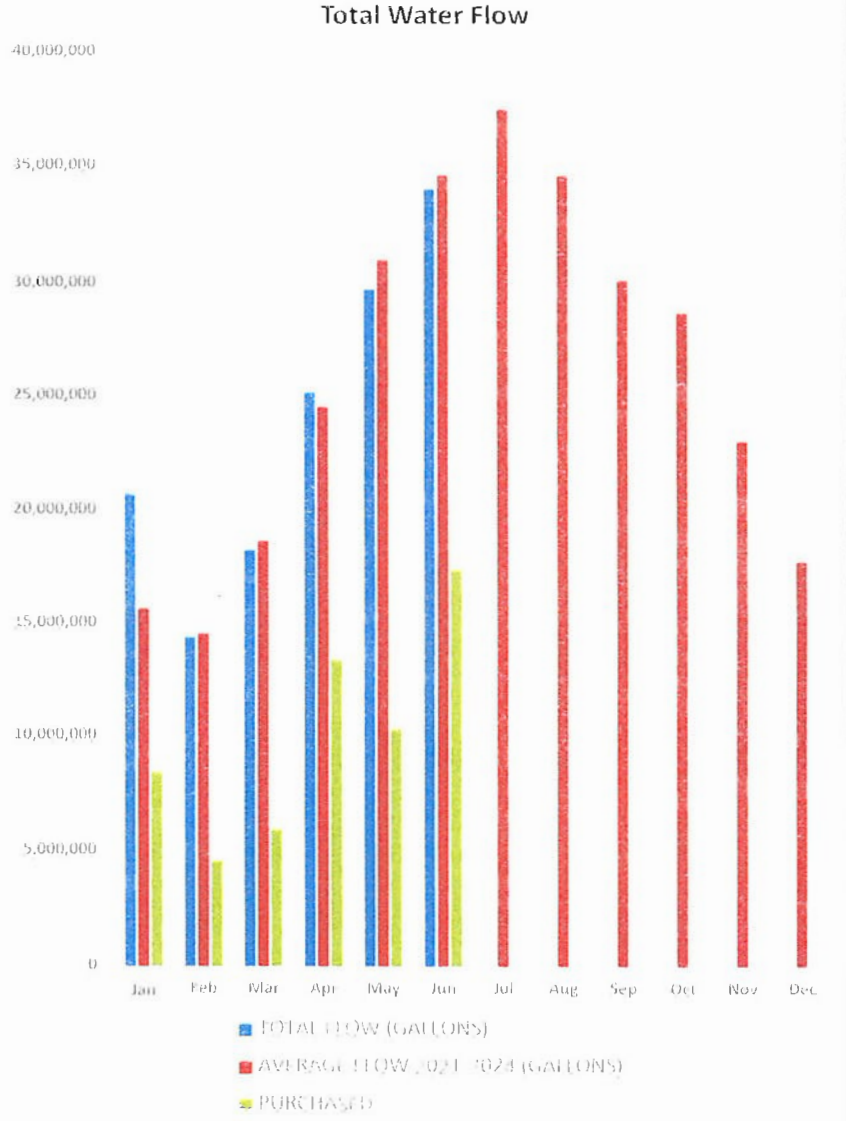
William E. Fay, Public Works Director

Water Department

TOTAL WATER FLOW

Reporting Dates - 4th Quarter 2025

2025	TOTAL FLOW (GALLONS)	AVERAGE FLOW 2021-2024 (GALLONS)	GALLONS PURCHASED FROM CFPWA	% PURCHASED
Jan	20,649,000	15,693,639	8,436,000	41%
Feb	14,435,000	14,614,750	4,588,000	32%
Mar	18,247,000	18,632,750	5,959,000	33%
Apr	25,094,000	24,471,000	13,446,000	54%
May	29,688,000	30,981,250	10,332,000	35%
Jun	34,062,000	34,643,500	17,373,000	51%
Jul		37,531,250		#DIV/0!
Aug		34,635,507		#DIV/0!
Sep		30,084,034		#DIV/0!
Oct		28,646,250		#DIV/0!
Nov		22,956,500		#DIV/0!
Dec		17,764,500		#DIV/0!
Totals	142,175,000	310,654,930	60,134,000	42%

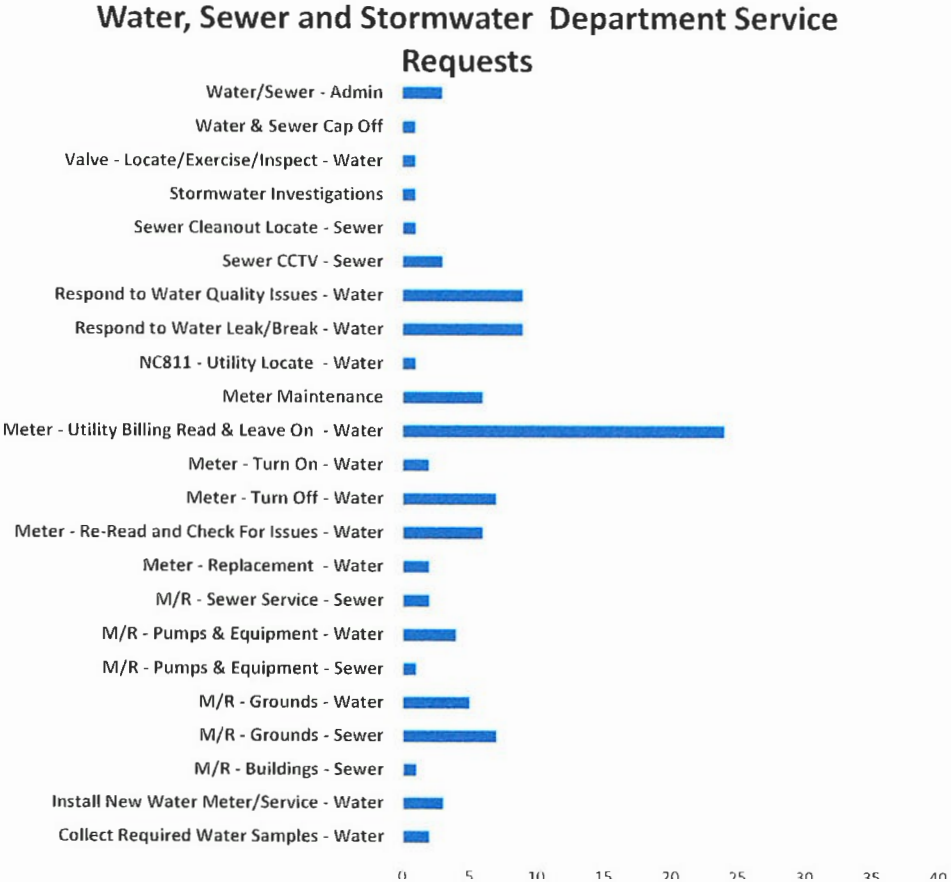


Water Department

Service Request Distribution By Request Type

Request Type	Count	Percentage
Collect Required Water Samples - Water	2	1.98%
Install New Water Meter/Service - Water	3	2.97%
M/R - Buildings - Sewer	1	0.99%
M/R - Grounds - Sewer	7	6.93%
M/R - Grounds - Water	5	4.95%
M/R - Pumps & Equipment - Sewer	1	0.99%
M/R - Pumps & Equipment - Water	4	3.96%
M/R - Sewer Service - Sewer	2	1.98%
Meter - Replacement - Water	2	1.98%
Meter - Re-Read and Check For Issues - Water	6	5.94%
Meter - Turn Off - Water	7	6.93%
Meter - Turn On - Water	2	1.98%
Meter - Utility Billing Read & Leave On - Water	24	23.76%
Meter Maintenance	6	5.94%
NC811 - Utility Locate - Water	1	0.99%
Respond to Water Leak/Break - Water	9	8.91%
Respond to Water Quality Issues - Water	9	8.91%
Sewer CCTV - Sewer	3	2.97%
Sewer Cleanout Locate - Sewer	1	0.99%
Stormwater Investigations	1	0.99%
Valve - Locate/Exercise/Inspect - Water	1	0.99%
Water & Sewer Cap Off	1	0.99%
Water/Sewer - Admin	3	2.97%
Total	101	100.00%

Reporting Dates- 4th Quarter 2025



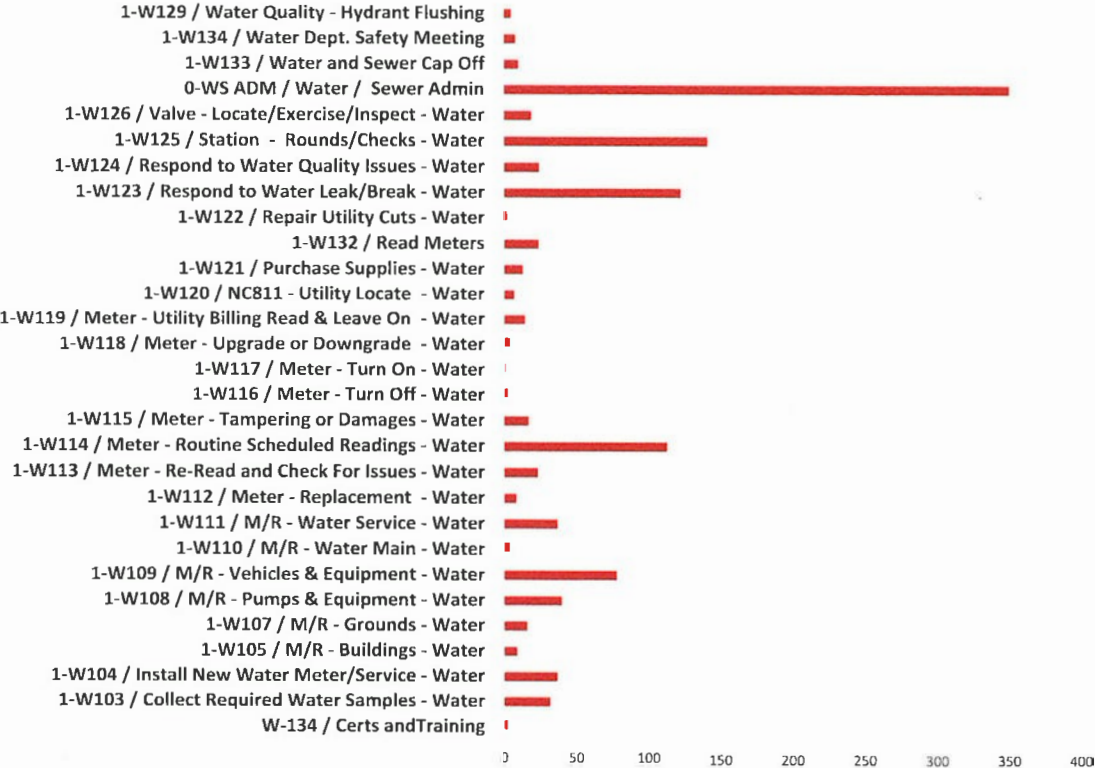
Water Department- Tasks

Water Department Tasks

Reporting Dates - 4th Quarter 2025

Task Type	Labor Hours
W-134 / Certs and Training	2.50
1-W103 / Collect Required Water Samples - Water	32.00
1-W104 / Install New Water Meter/Service - Water	37.00
1-W105 / M/R - Buildings - Water	9.00
1-W107 / M/R - Grounds - Water	16.00
1-W108 / M/R - Pumps & Equipment - Water	40.00
1-W109 / M/R - Vehicles & Equipment - Water	78.00
1-W110 / M/R - Water Main - Water	4.00
1-W111 / M/R - Water Service - Water	37.00
1-W112 / Meter - Replacement - Water	8.50
1-W113 / Meter - Re-Read and Check For Issues - Water	23.50
1-W114 / Meter - Routine Scheduled Readings - Water	113.00
1-W115 / Meter - Tampering or Damages - Water	17.00
1-W116 / Meter - Turn Off - Water	2.50
1-W117 / Meter - Turn On - Water	1.00
1-W118 / Meter - Upgrade or Downgrade - Water	4.00
1-W119 / Meter - Utility Billing Read & Leave On - Water	14.50
1-W120 / NC811 - Utility Locate - Water	7.00
1-W121 / Purchase Supplies - Water	13.00
1-W132 / Read Meters	24.00
1-W122 / Repair Utility Cuts - Water	2.00
1-W123 / Respond to Water Leak/Break - Water	122.50
1-W124 / Respond to Water Quality Issues - Water	24.50
1-W125 / Station - Rounds/Checks - Water	141.00
1-W126 / Valve - Locate/Exercise/Inspect - Water	19.00
0-WS ADM / Water / Sewer Admin	350.00
1-W133 / Water and Sewer Cap Off	10.00
1-W134 / Water Dept. Safety Meeting	8.00
1-W129 / Water Quality - Hydrant Flushing	5.00
Total Hours	1,165.50

Water Department - Tasks

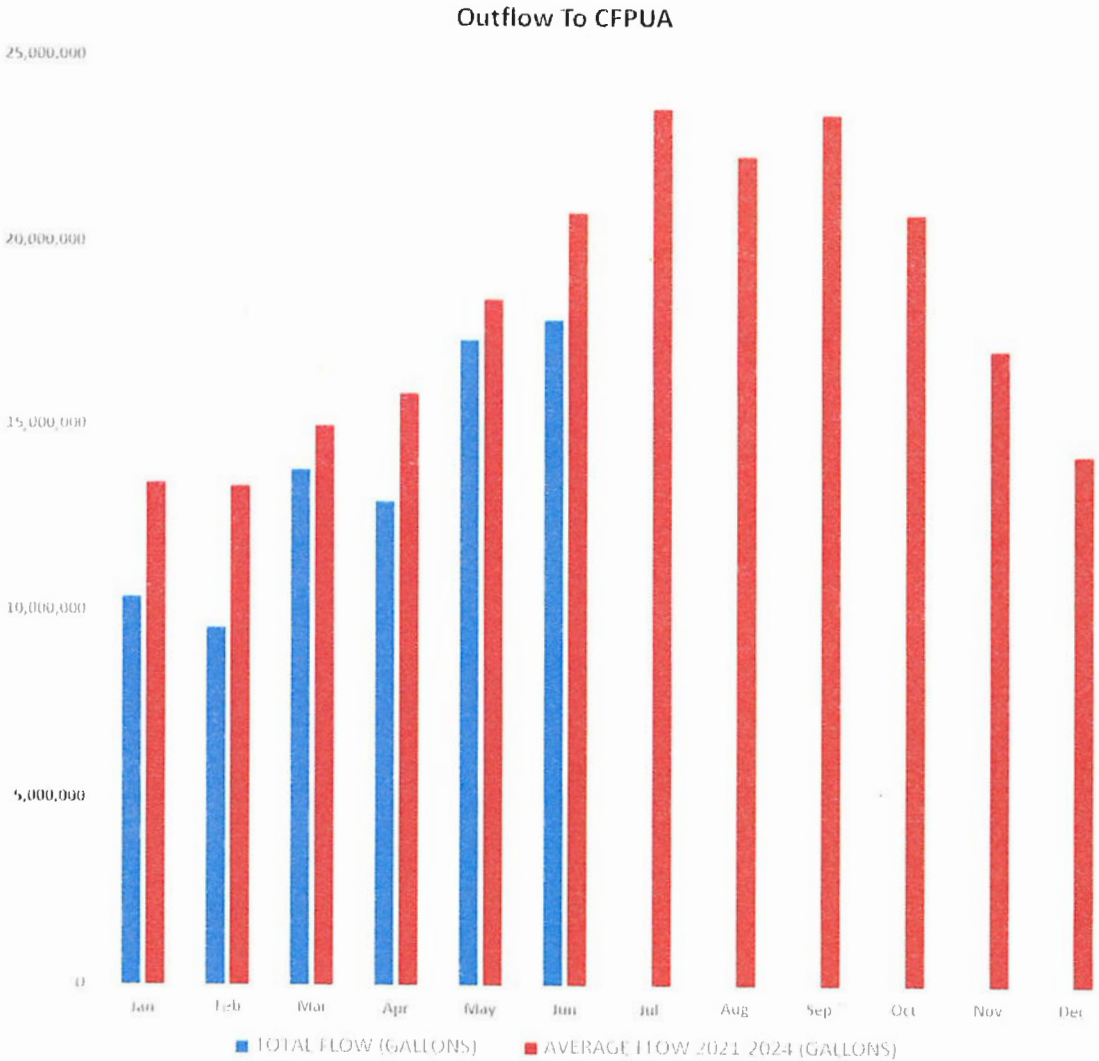


Sewer Department

OUTFLOW TO CFPUA

2025	TOTAL FLOW (GALLONS)	AVERAGE FLOW 2021-2024 (GALLONS)
Jan	10,413,356	13,496,322
Feb	9,597,504	13,405,790
Mar	13,850,495	15,046,230
Apr	12,997,786	15,918,394
May	17,352,866	18,456,592
Jun	17,896,179	20,792,935
Jul		23,595,796
Aug		22,334,604
Sep		23,443,196
Oct		20,764,962
Nov		17,082,870
Dec		14,264,874
Totals	82,108,186	218,602,563

Reporting Dates - 4th Quarter 2025

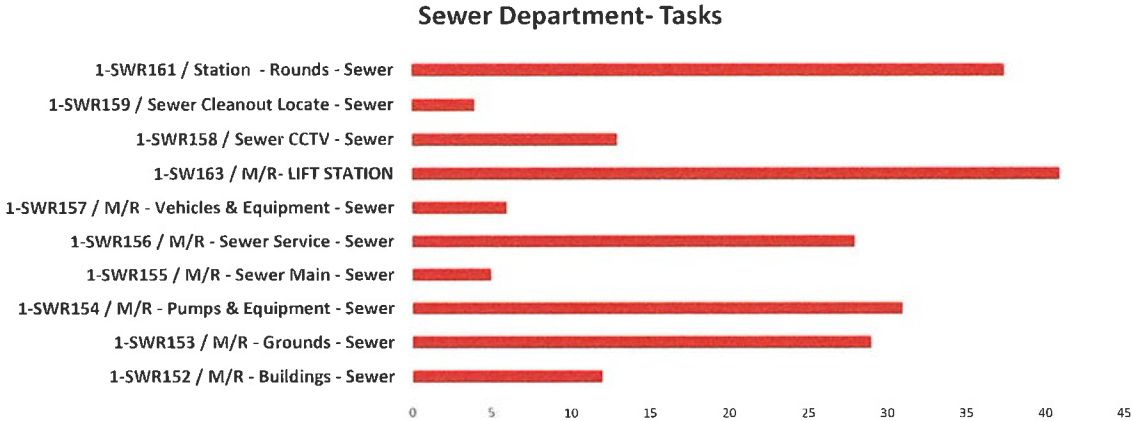


Sewer Department - Tasks

Sewer and Stormwater- Tasks

Task Type	Labor Hours
1-SWR152 / M/R - Buildings - Sewer	12.00
1-SWR153 / M/R - Grounds - Sewer	29.00
1-SWR154 / M/R - Pumps & Equipment - Sewer	31.00
1-SWR155 / M/R - Sewer Main - Sewer	5.00
1-SWR156 / M/R - Sewer Service - Sewer	28.00
1-SWR157 / M/R - Vehicles & Equipment - Sewer	6.00
1-SW163 / M/R- LIFT STATION	41.00
1-SWR158 / Sewer CCTV - Sewer	13.00
1-SWR159 / Sewer Cleanout Locate - Sewer	4.00
1-SWR161 / Station - Rounds - Sewer	37.50
Total Hours	206.50

Reporting Dates - 4th Quarter 2025



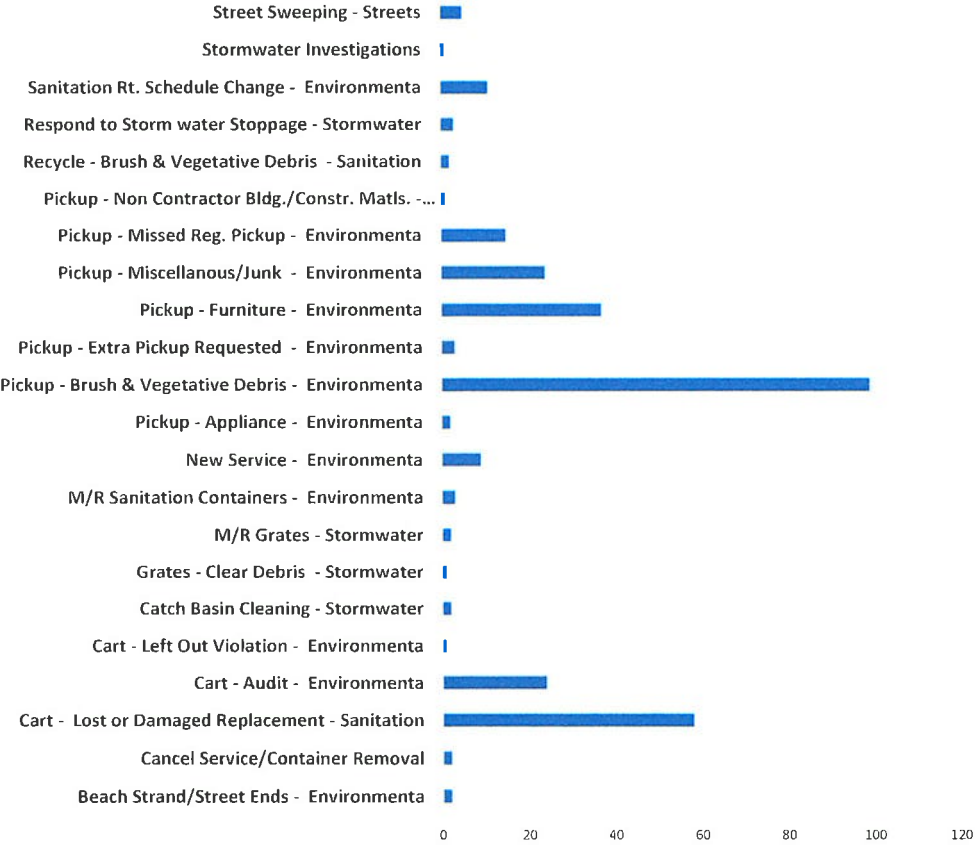
Environmental Services/Stormwater Department

Service Request Distribution By Request Type

Request Type	Count	Percentage
Beach Strand/Street Ends - Environmenta	2	0.65%
Cancel Service/Container Removal	2	0.65%
Cart - Lost or Damaged Replacement - Sanitation	58	18.89%
Cart - Audit - Environmenta	24	7.82%
Cart - Left Out Violation - Environmenta	1	0.33%
Catch Basin Cleaning - Stormwater	2	0.65%
Grates - Clear Debris - Stormwater	1	0.33%
M/R Grates - Stormwater	2	0.65%
M/R Sanitation Containers - Environmenta	3	0.98%
New Service - Environmenta	9	2.93%
Pickup - Appliance - Environmenta	2	0.65%
Pickup - Brush & Vegetative Debris - Environmenta	99	32.25%
Pickup - Extra Pickup Requested - Environmenta	3	0.98%
Pickup - Furniture - Environmenta	37	12.05%
Pickup - Miscellaneous/Junk - Environmenta	24	7.82%
Pickup - Missed Reg. Pickup - Environmenta	15	4.89%
Pickup - Non Contractor Bldg./Constr. Matls. - Environmenta	1	0.33%
Recycle - Brush & Vegetative Debris - Sanitation	2	0.65%
Respond to Storm water Stoppage - Stormwater	3	0.98%
Sanitation Rt. Schedule Change - Environmenta	11	3.58%
Stormwater Investigations	1	0.33%
Street Sweeping - Streets	5	1.63%
Total Service Requests	307	100%

Reporting Dates - 4th Quarter 2025

Environmental/Stormwater Dept. Service Requests



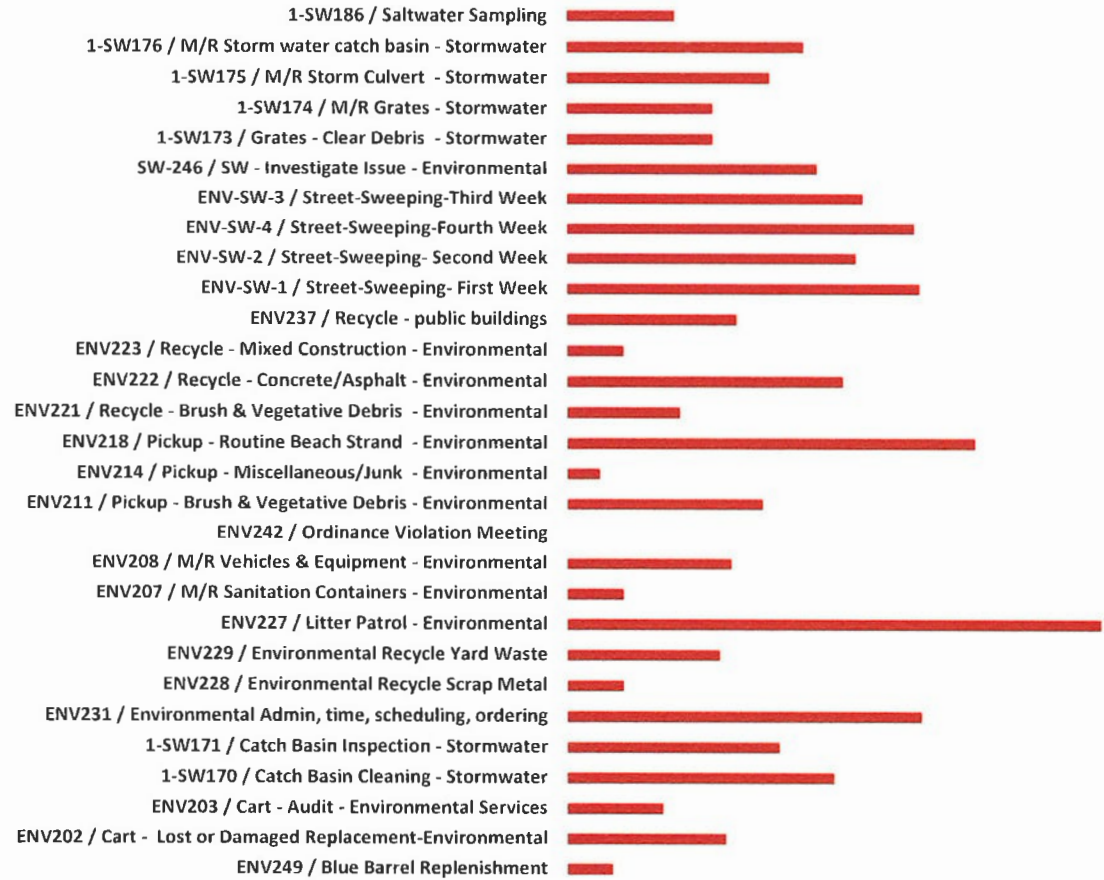
Environmental Services/Stormwater Department

Environmental Department Tasks

Task Type	Labor Hours
ENV249 / Blue Barrel Replenishment	1.75
ENV202 / Cart - Lost or Damaged Replacement-Environmental	7.00
ENV203 / Cart - Audit - Environmental Services	3.25
1-SW170 / Catch Basin Cleaning - Stormwater	26.25
1-SW171 / Catch Basin Inspection - Stormwater	13.50
ENV231 / Environmental Admin, time, scheduling, ordering	77.00
ENV228 / Environmental Recycle Scrap Metal	2.00
ENV229 / Environmental Recycle Yard Waste	6.50
ENV227 / Litter Patrol - Environmental	697.25
ENV207 / M/R Sanitation Containers - Environmental	2.00
ENV208 / M/R Vehicles & Equipment - Environmental	7.50
ENV242 / Ordinance Violation Meeting	0.75
ENV211 / Pickup - Brush & Vegetative Debris - Environmental	11.00
ENV214 / Pickup - Miscellaneous/Junk - Environmental	1.50
ENV218 / Pickup - Routine Beach Strand - Environmental	148.25
ENV221 / Recycle - Brush & Vegetative Debris - Environmental	4.00
ENV222 / Recycle - Concrete/Asphalt - Environmental	29.50
ENV223 / Recycle - Mixed Construction - Environmental	2.00
ENV237 / Recycle - public buildings	8.00
ENV-SW-1 / Street-Sweeping- First Week	75.50
ENV-SW-2 / Street-Sweeping- Second Week	34.50
ENV-SW-4 / Street-Sweeping-Fourth Week	70.50
ENV-SW-3 / Street-Sweeping-Third Week	37.50
SW-246 / SW - Investigate Issue - Environmental	21.50
1-SW173 / Grates - Clear Debris - Stormwater	6.00
1-SW174 / M/R Grates - Stormwater	6.00
1-SW175 / M/R Storm Culvert - Stormwater	12.00
1-SW176 / M/R Storm water catch basin - Stormwater	18.25
1-SW186 / Saltwater Sampling	3.75
Total	1,334.50

Reporting Dates - 4th Quarter 2025

Environmental/Stormwater Department- Tasks



1.00

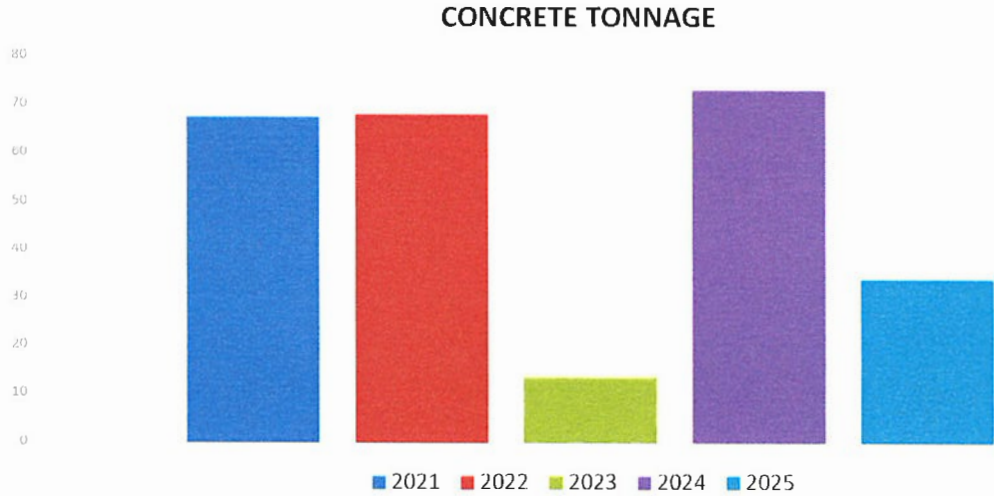
500.00

Environmental Services/Stormwater Department

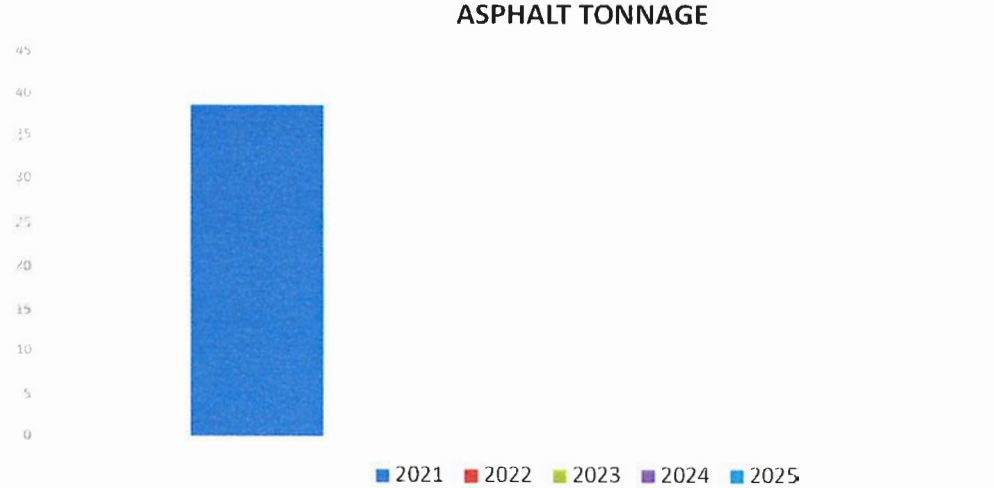
Recycling

RECYCLING (Concrete) TONS					
	2021	2022	2023	2024	2025
JANUARY	15.07	0	0	19.59	10.72
FEBRUARY	3.68	8.82	0	19.62	0
MARCH	20.55	7.62	8.36	5.55	0
APRIL	0	0	0	0	6.23
MAY	20.69	0	0	17.44	17.05
JUNE	7.6	8.24	0	10.98	0
JULY	0	0	5.13	0	
AUGUST	0	16.2	0	0	
SEPTEMBER	3.34	0	0	0	
OCTOBER	0	0	0	0	
NOVEMBER	0	27.21	0	0	
DECEMBER	0		0	0	
Totals	67.59	68.09	13.49	73.18	34

Reporting Dates - 4th Quarter 2025



RECYCLING (Asphalt) TONS					
	2021	2022	2023	2024	2025
JANUARY	0	0	0	0	0
FEBRUARY	0	0	0	0	0
MARCH	0	0	0	0	0
APRIL	0	0	0	0	0
MAY	0	0	0	0	0
JUNE	0	0	0	0	0
JULY	0	0	0	0	
AUGUST	0	0	0	0	
SEPTEMBER	0	0	0	0	
OCTOBER	38.9	0	0	0	
NOVEMBER	0	0	0	0	
DECEMBER	0		0	0	
Totals	38.9	0	0	0	0

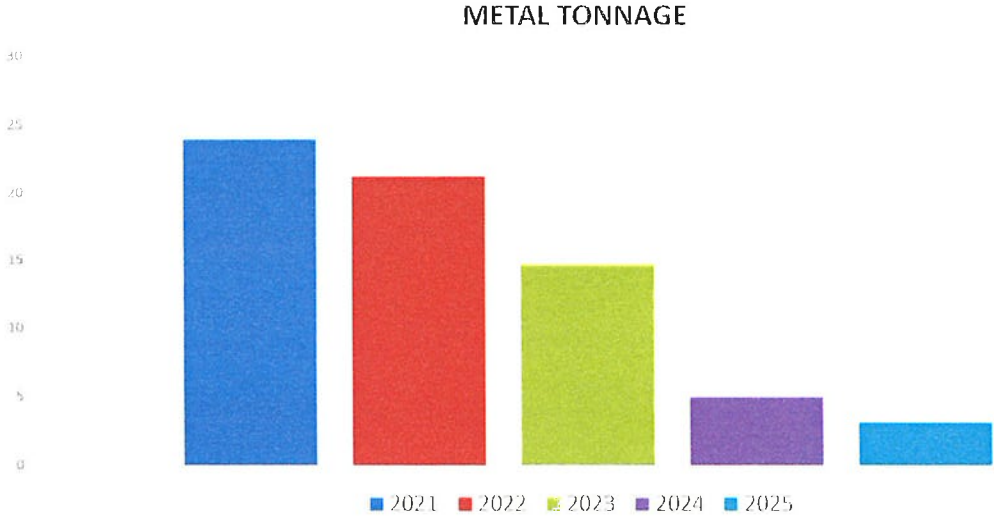


Environmental Services/Stormwater Department

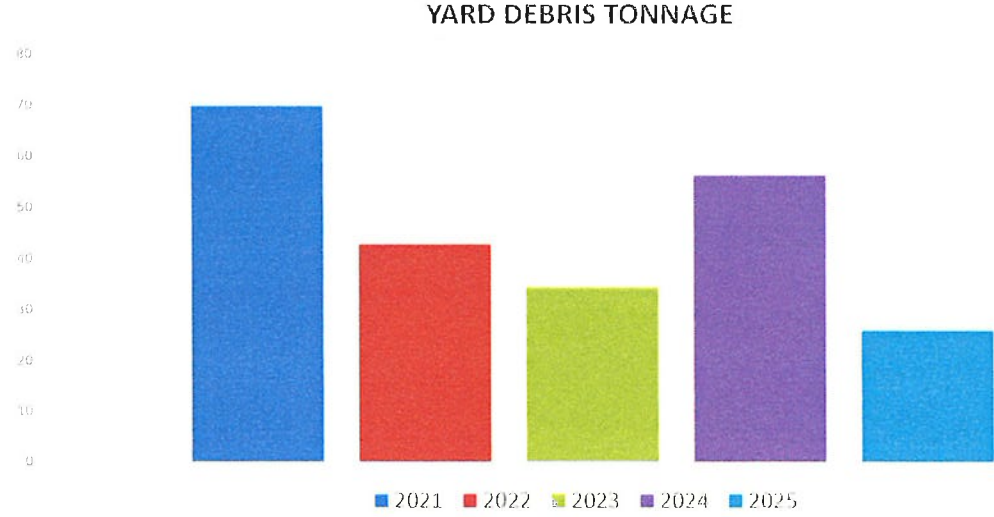
Recycling

RECYCLING (Metal) TONS					
	2021	2022	2023	2024	2025
JANUARY	0	0	1.88	0	0
FEBRUARY	5.24	1.62	0	0	0
MARCH	4.89	1.7	0	0	0
APRIL	0	3.41	0	2.34	3.14
MAY	3.25	3.94	0	0	0
JUNE	0	0	0	0	0
JULY	0	0	0	0	
AUGUST	4.17	2.28	0	2.63	
SEPTEMBER	0	0	0	0	
OCTOBER	2.28	5.67	0	0	
NOVEMBER	0	2.6	0	0	
DECEMBER	4.13	0	12.72	0	
Totals	23.96	21.22	14.6	4.97	3.14

Reporting Dates - 3rd Quarter 2025



RECYCLING (Yard Debris) TONS					
	2021	2022	2023	2024	2025
JANUARY	0	10.09	3.1	5.01	3.21
FEBRUARY	37.66	0	3.76	9.77	6.37
MARCH	3.97	4.26	3.78	4.47	4.21
APRIL	4.5	13.34	4.63	4.02	3.16
MAY	0	0	0	3.82	0
JUNE	0	0	5.61	5.23	9.03
JULY	6.57	10.77	10.87	5.65	
AUGUST	0	0	0	1.64	
SEPTEMBER	4.07	0	0	5.73	
OCTOBER	8.97	1.5	2.66	2.18	
NOVEMBER	4.11	2.84		3.47	
DECEMBER	0	0		5.32	
Totals	69.85	42.8	34.41	56.31	25.98

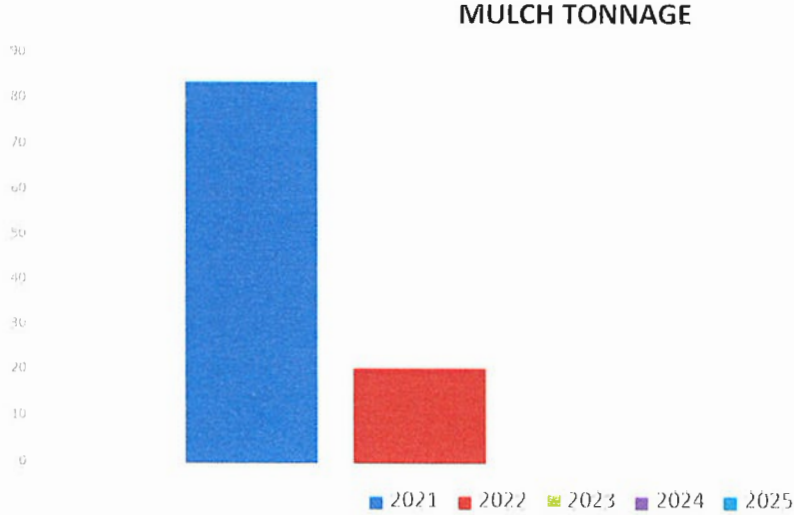


Environmental Services/Stormwater Department

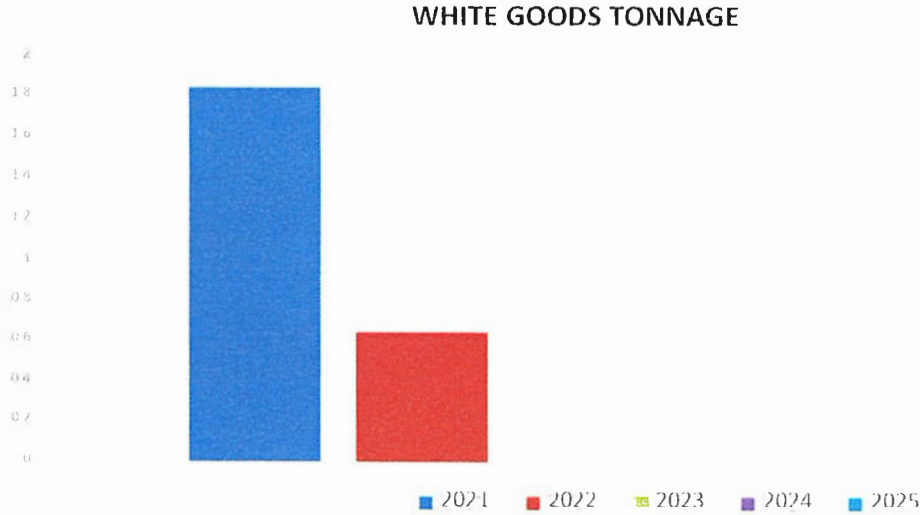
Recycling

RECYCLING (Mulch) TONS					
	2021	2022	2023	2024	2025
JANUARY	6.48	5.39	0	0	0
FEBRUARY	0	4.39	0	0	0
MARCH	12.75	0	0	0	0
APRIL	15.62	4.83	0	0	0
MAY	4.33	0	0	0	0
JUNE	10.59	0	0	0	0
JULY	9.8	0	0	0	0
AUGUST	0	1.28	0	0	0
SEPTEMBER	3.42	0	0	0	0
OCTOBER	5.18	0	0	0	0
NOVEMBER	13.35	2.06	0	0	0
DECEMBER	2.27	2.56	0	0	0
Totals	83.79	20.51	0	0	0

Reporting Dates - 4th Quarter 2025



RECYCLING (White Goods) TONS					
	2021	2022	2023	2024	2025
JANUARY	0.64	0	0	0	0
FEBRUARY	0	0	0	0	0
MARCH	0	0.32	0	0	0
APRIL	0	0.32	0	0	0
MAY	0	0	0	0	0
JUNE	0	0	0	0	0
JULY	0	0	0	0	0
AUGUST	0.54	0	0	0	0
SEPTEMBER	0	0	0	0	0
OCTOBER	0	0	0	0	0
NOVEMBER	0.33	0	0	0	0
DECEMBER	0.33	0	0	0	0
Totals	1.84	0.64	0	0	0

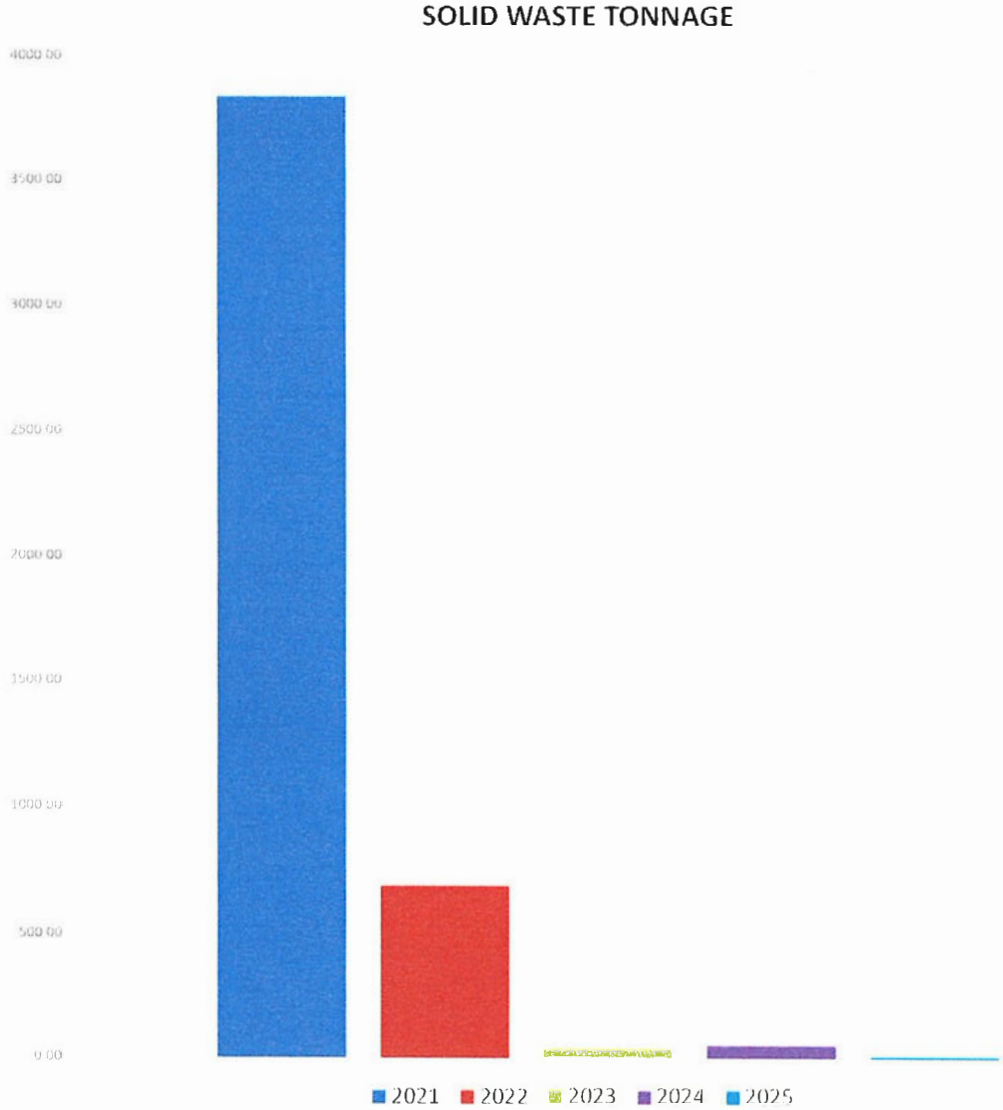


Environmental Services/Stormwater Department

Solid Waste

Municipal Solid Waste TONS					
	2021	2022	2023	2024	2025
JANUARY	207.88	203.55	8.54	4.83	0
FEBRUARY	211.42	204.02	0	2.6	0
MARCH	280.43	251.29	3.09	3.44	2.74
APRIL	325.4	13.11	0	3.14	0
MAY	354.34	6.2	5.38	3.1	2.69
JUNE	475.39	2.73	0	13.94	2.69
JULY	487.2	0	0	0	
AUGUST	408.37	4.71	0	0	
SEPTEMBER	348.06	3.31	0	1.65	
OCTOBER	264.85	1.69	8.93	20.76	
NOVEMBER	249.65	0	0	0	
DECEMBER	222.84	2.12	10.01	0	
Totals	3835.83	692.73	35.95	53.46	8.12

Reporting Dates - 4th Quarter 2025

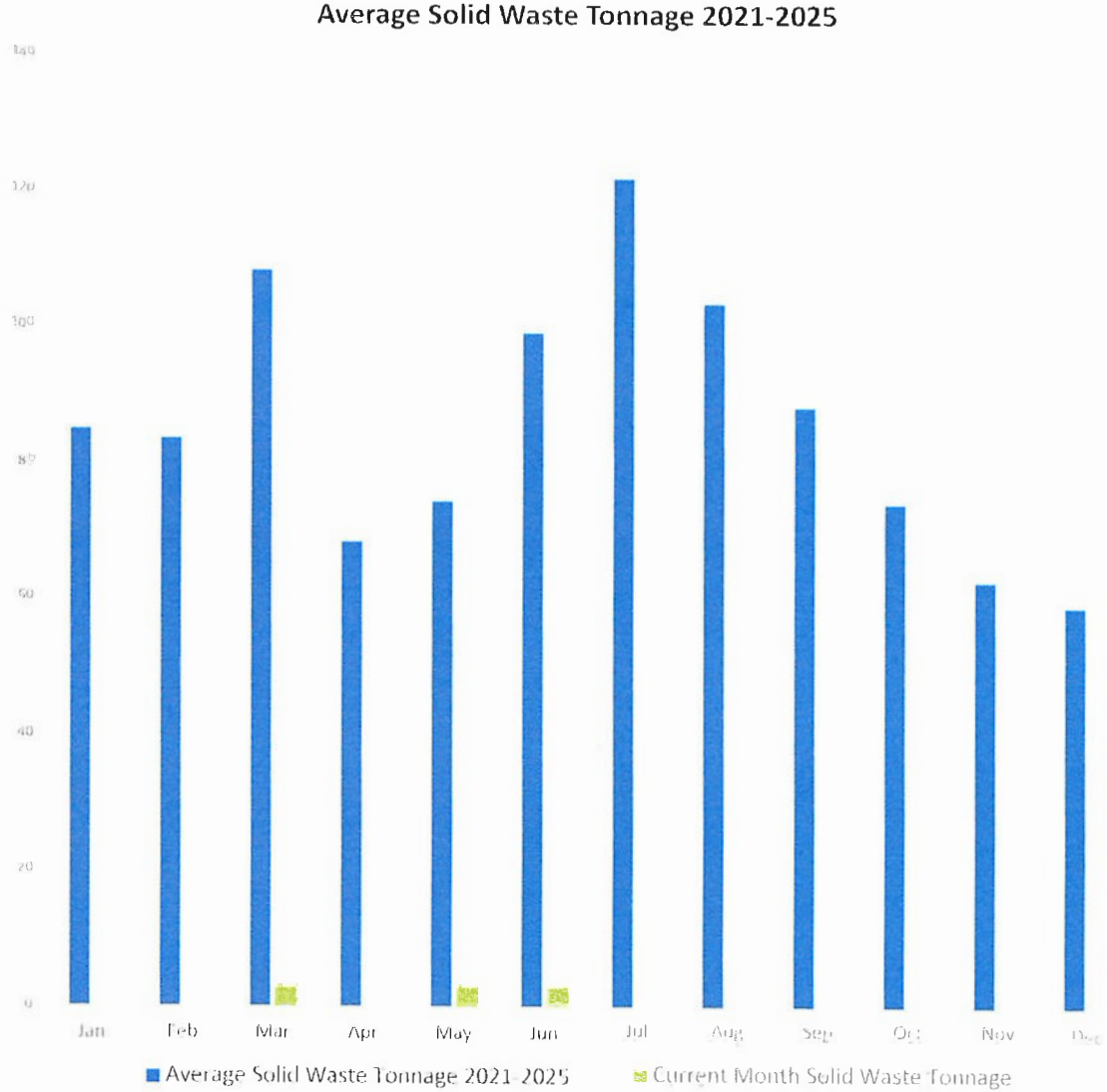


Environmental Services/Stormwater Department

Solid Waste Average

Month	Average Solid Waste Tonnage 2021-2025	Current Month Solid Waste Tonnage
Jan	85	0
Feb	84	0
Mar	108	2.74
Apr	68	0
May	74	2.69
Jun	99	2.69
Jul	122	
Aug	103	
Sep	88	
Oct	74	
Nov	62	
Dec	59	

Reporting Dates - 4th Quarter 2025

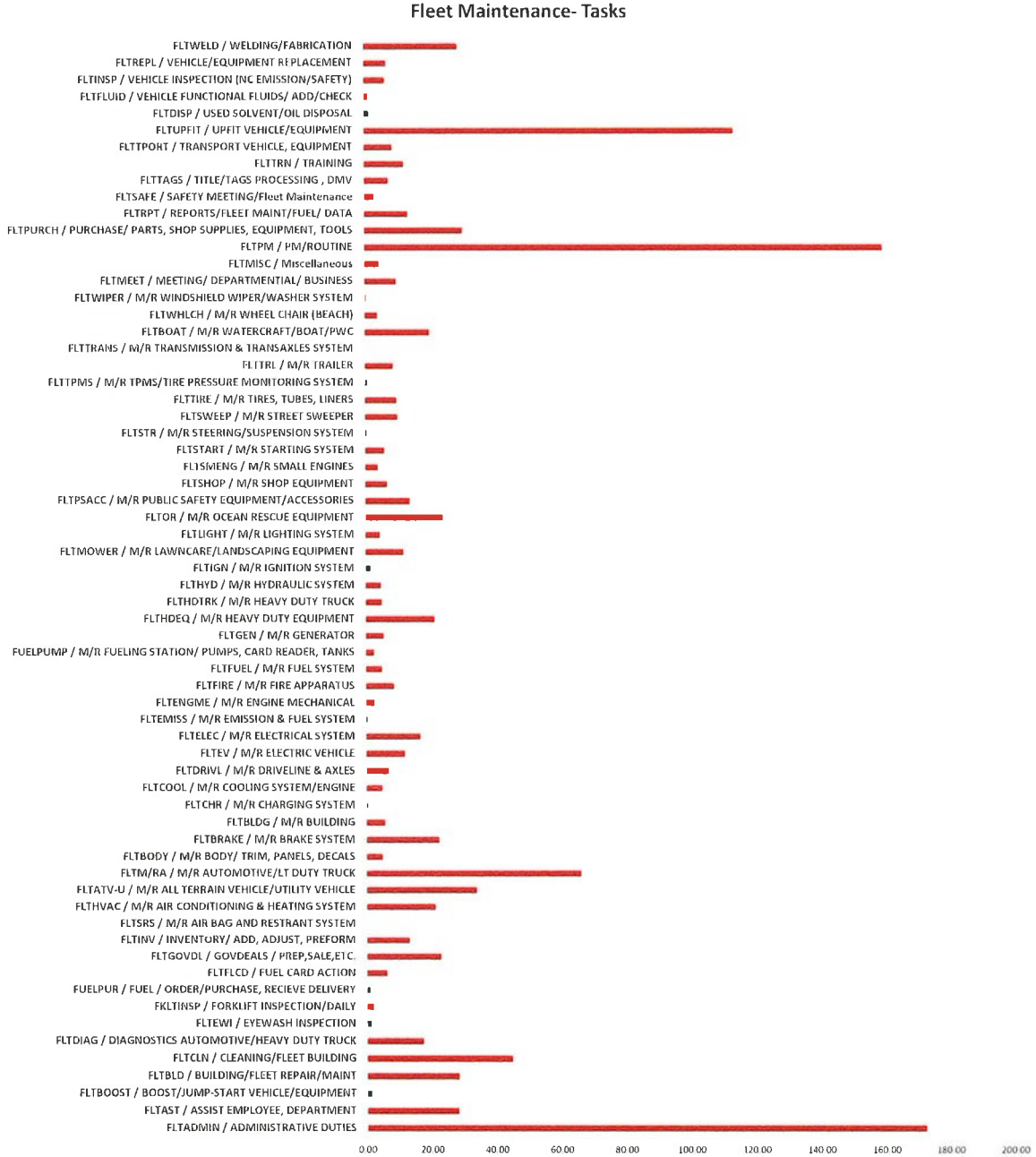



Fleet Maintenance Tasks

Fleet Maintenance Summary by Task

Task	Labor Hours
FLTADMIN / ADMINISTRATIVE DUTIES	172.50
FLTAST / ASSIST EMPLOYEE, DEPARTMENT	28.25
FLTBOOST / BOOST/JUMP-START VEHICLE/EQUIPMENT	1.25
FLTBOLD / BUILDING/FLEET REPAIR/MAINT	28.50
FLTCLN / CLEANING/FLEET BUILDING	45.00
FLTDIAG / DIAGNOSTICS AUTOMOTIVE/HEAVY DUTY TRUCK	17.50
FLTEWI / EYEWASH INSPECTION	1.25
FKLTIINS / FORKLIFT INSPECTION/DAILY	2.00
FUELPUR / FUEL / ORDER/PURCHASE, RECIEVE DELIVERY	1.00
FLTFLCD / FUEL CARD ACTION	6.25
FLTGOVDL / GOVDEALS / PREP,SALE,ETC.	23.00
FLTINV / INVENTORY/ ADD, ADJUST, PREFORM	13.25
FLTSRS / M/R AIR BAG AND RESTRANT SYSTEM	0.00
FLTHVAC / M/R AIR CONDITIONING & HEATING SYSTEM	21.25
FLTATV-U / M/R ALL TERRAIN VEHICLE/UTILITY VEHICLE	34.00
FLTMRA / M/R AUTOMOTIVE/LT DUTY TRUCK	66.25
FLTBODY / M/R BODY/ TRIM, PANELS, DECALS	5.00
FLTBRAKE / M/R BRAKE SYSTEM	22.50
FLTBLDG / M/R BUILDING	5.75
FLTCHR / M/R CHARGING SYSTEM	0.50
FLTCOOL / M/R COOLING SYSTEM/ENGINE	5.00
FLTDRIVL / M/R DRIVELINE & AXLES	7.00
FLTEV / M/R ELECTRIC VEHICLE	12.00
FLTELEC / M/R ELECTRICAL SYSTEM	16.75
FLTEMISS / M/R EMISSION & FUEL SYSTEM	0.50
FLTENGME / M/R ENGINE MECHANICAL	2.50
FLTFIRE / M/R FIRE APPARATUS	8.75
FLTFFUEL / M/R FUEL SYSTEM	5.00
FUELPUMP / M/R FUELING STATION/ PUMPS, CARD READER, TANKS	2.50
FLTGEN / M/R GENERATOR	5.50
FLTHDEQ / M/R HEAVY DUTY EQUIPMENT	21.25
FLTHDRK / M/R HEAVY DUTY TRUCK	5.00
FLTHYD / M/R HYDRAULIC SYSTEM	4.75
FLTIGN / M/R IGNITION SYSTEM	1.50
FLTMOWER / M/R LAWN/CARE/LANDSCAPING EQUIPMENT	11.75
FLTLIGHT / M/R LIGHTING SYSTEM	4.50
FLTOR / M/R OCEAN RESCUE EQUIPMENT	24.00
FLTPSACC / M/R PUBLIC SAFETY EQUIPMENT/ACCESSORIES	13.75
FLTSHOP / M/R SHOP EQUIPMENT	6.75
FLTSMENG / M/R SMALL ENGINES	4.00
FLTSTART / M/R STARTING SYSTEM	6.00
FLTSTR / M/R STEERING/SUSPENSION SYSTEM	0.50
FLTSWEEP / M/R STREET SWEEPER	10.00
FLTTIRE / M/R TIRES, TUBES, LINERS	9.75
FLTPMS / M/R TPMS/TIRE PRESSURE MONITORING SYSTEM	0.75
FLTTRL / M/R TRAILER	8.75
FLTRANS / M/R TRANSMISSION & TRANSAXLES SYSTEM	0.00
FLTBOAT / M/R WATERCRAFT/BOAT/PWC	20.00
FLTWHLCH / M/R WHEEL CHAIR (BEACH)	4.00
FLTWIPER / M/R WINDSHIELD WIPER/WASHER SYSTEM	0.50
FLTMEET / MEETING/ DEPARTMENTIAL/ BUSINESS	9.75
FLTMISC / Miscellaneous	4.50
FLTPM / PM/ROUTINE	159.75
FLTPURCH / PURCHASE/ PARTS, SHOP SUPPLIES, EQUIPMENT, TOOLS	30.25
FLTRPT / REPORTS/FLEET MAINT/FUEL/ DATA	13.50
FLTSAFE / SAFETY MEETING/Fleet Maintenance	3.00
FLTtags / TITLE/TAGS PROCESSING , DMV	7.50
FLTTRN / TRAINING	12.25
FLTTPORT / TRANSPORT VEHICLE, EQUIPMENT	8.75
FLTUPFIT / UPFIT VEHICLE/EQUIPMENT	114.00
FLTDISP / USED SOLVENT/OIL DISPOSAL	1.50
FLTFLUID / VEHICLE FUNCTIONAL FLUIDS/ ADDI/CHECK	1.25
FLTINSP / VEHICLE INSPECTION (NC EMISSION/SAFETY)	6.50
FLTREPL / VEHICLE/EQUIPMENT REPLACEMENT	7.00
FLTWELD / WELDING/FABRICATION	28.00
Total Hours	1,126.50

Reporting Dates - 4th Quarter 2025



FUEL SUMMARY REPORT		TOWN OF WRIGHTSVILLE BEACH							
Transaction Period:		04/01/2025 - 04/30/2025							
Department:	Account		Quantity	Cost		Quantity	Cost		Total Cost
			Gas			Diesel			
FIRE	10-4340-2500		103.97	\$282.83		105.72	\$270.24		\$553.07
POLICE	10-4310-2500		1675.61	\$4,548.38		0	\$0.00		\$4,548.38
OCEAN RESCUE	10-4390-2500		220.44	\$581.54		0	\$0.00		\$581.54
PARKS PROGRAMS	10-6120-2500		0	\$0.00		0	\$0.00		\$0.00
PARKS MAINTENANCE	10-6130-2500		243.68	\$675.50		0	\$0.00		\$675.50
WATER	30-7130-2500		149.54	\$397.65		19.3	\$49.34		\$446.99
SEWER	30-7140-2500		0	\$0.00		0	\$0.00		\$0.00
ENVT.SERVICES/STORMWATER	10-4710-2500		226.88	\$614.76		156.02	\$398.84		\$1,013.60
FLEET MAINTENANCE	10-4250-2500		0	\$0.00		42.72	\$109.19		\$109.19
STREETS	10-4510-2500		301.95	\$822.72		0	\$0.00		\$822.72
PLANNING & INSPECTIONS	10-4900-2500		254.18	\$714.36		0	\$0.00		\$714.36
PARKING MANAGEMENT	10-4540-3050		34.91	\$96.78		0	\$0.00		\$96.78
BUILDING MAINTENANCE	10-4260-2500		11.54	\$31.98		0	\$0.00		\$31.98
		TL QTY=	3222.7		TL QTY=	323.76		Total: \$	\$9,594.13
		TOTAL GAS COST		\$8,766.51	TOTAL DIESEL COST		\$827.62		

FUEL SUMMARY REPORT

TOWN OF WRIGHTSVILLE BEACH



Transaction Period: 05/01/2025 - 05/31/2025

Department:	Account	Quantity	Cost	Quantity	Cost	Total Cost	
		Gas		Diesel			
FIRE	10-4340-2500	61.74	\$160.96	77.54	\$186.20	\$347.16	
POLICE	10-4310-2500	1710.91	\$4,507.70	0	\$0.00	\$4,507.70	
OCEAN RESCUE	10-4390-2500	625.78	\$1,664.95	0	\$0.00	\$1,664.95	
PARKS PROGRAMS	10-6120-2500	0	\$0.00	0	\$0.00	\$0.00	
PARKS MAINTENANCE	10-6130-2500	191.21	\$491.26	183.63	\$436.12	\$927.38	
WATER	30-7130-2500	139.98	\$358.71	38.94	\$94.21	\$452.92	
SEWER	30-7140-2500	0	\$0.00	0	\$0.00	\$0.00	
ENVT.SERVICES/STORMWATER	10-4710-2500	360.14	\$922.45	446.07	\$1,069.26	\$1,991.71	
FLEET MAINTENANCE	10-4250-2500	12.65	\$31.71	0	\$0.00	\$31.71	
STREETS	10-4510-2500	218.43	\$553.60	0	\$0.00	\$553.60	
PLANNING & INSPECTIONS	10-4900-2500	213.08	\$625.77	0	\$0.00	\$625.77	
PARKING MANAGEMENT	10-4540-3050	28.79	\$72.20	0	\$0.00	\$72.20	
BUILDING MAINTENANCE	10-4260-2500	21.93	\$54.99	0	\$0.00	\$54.99	
		TL QTY=	3584.64	TL QTY=	746.18	Total: \$	\$11,230.09
		TOTAL GAS COST	\$9,444.30	TOTAL DIESEL COST	\$1,785.79		

FUEL SUMMARY REPORT

TOWN OF WRIGHTSVILLE BEACH



Transaction Period: 06/01/2025 - 06/30/2025

Department:	Account	Quantity	Cost	Quantity	Cost	Total Cost	
		Gas		Diesel			
FIRE	10-4340-2500	111.63	\$283.74	91.47	\$226.17	\$509.91	
POLICE	10-4310-2500	1588.41	\$4,195.95	0	\$0.00	\$4,195.95	
OCEAN RESCUE	10-4390-2500	532.89	\$1,382.33	0	\$0.00	\$1,382.33	
PARKS PROGRAMS	10-6120-2500	0	\$0.00	0	\$0.00	\$0.00	
PARKS MAINTENANCE	10-6130-2500	221.54	\$572.99	0	\$0.00	\$572.99	
WATER	30-7130-2500	157.33	\$407.68	0	\$0.00	\$407.68	
SEWER	30-7140-2500	0	\$0.00	30.11	\$76.40	\$76.40	
ENVT.SERVICES/STORMWATER	10-4710-2500	265.87	\$682.42	259.79	\$634.60	\$1,317.02	
FLEET MAINTENANCE	10-4250-2500	56.24	\$146.23	0	\$0.00	\$146.23	
STREETS	10-4510-2500	284.76	\$729.30	33.33	\$84.58	\$813.88	
PLANNING & INSPECTIONS	10-4900-2500	168.9	\$460.97	0	\$0.00	\$460.97	
PARKING MANAGEMENT	10-4540-3050	24.89	\$63.66	0	\$0.00	\$63.66	
BUILDING MAINTENANCE	10-4260-2500	35.02	\$90.40	0	\$0.00	\$90.40	
		TL QTY=	3447.48	TL QTY=	414.7	Total: \$	\$10,037.42
		TOTAL GAS COST		TOTAL DIESEL COST			
			\$9,015.67		\$1,021.75		

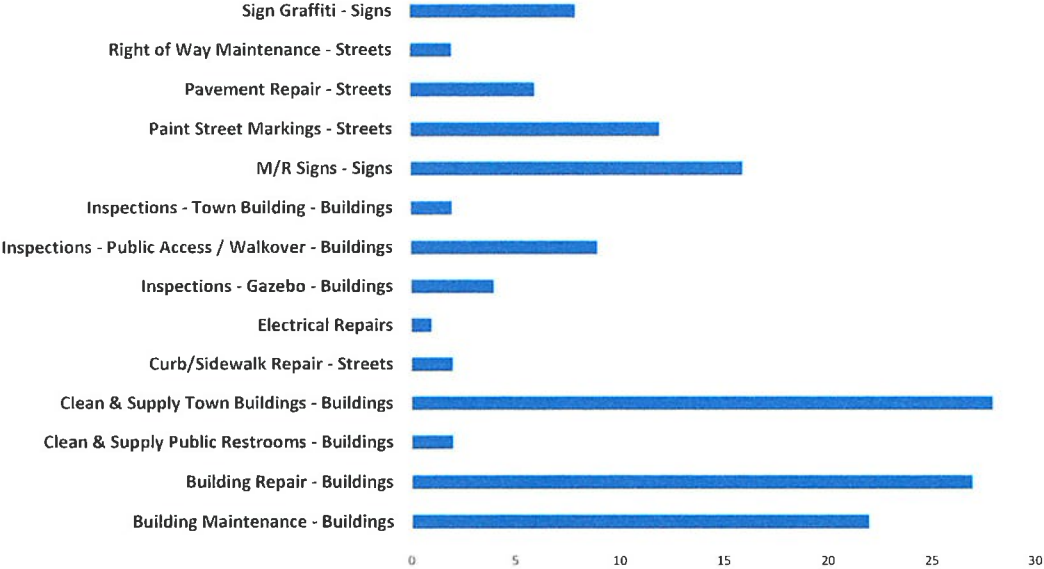
Facilities Maintenance

Service Request Distribution By Request Type

Request Type	Count	Percentage
Building Maintenance - Buildings	22	15.60%
Building Repair - Buildings	27	19.15%
Clean & Supply Public Restrooms - Buildings	2	1.42%
Clean & Supply Town Buildings - Buildings	28	19.86%
Curb/Sidewalk Repair - Streets	2	1.42%
Electrical Repairs	1	0.71%
Inspections - Gazebo - Buildings	4	2.84%
Inspections - Public Access / Walkover - Buildings	9	6.38%
Inspections - Town Building - Buildings	2	1.42%
M/R Signs - Signs	16	11.35%
Paint Street Markings - Streets	12	8.51%
Pavement Repair - Streets	6	4.26%
Right of Way Maintenance - Streets	2	1.42%
Sign Graffiti - Signs	8	5.67%
Total	141	100.00%

Reporting Dates - 4th Quarter 2025

Facilities Maintenance Service Requests



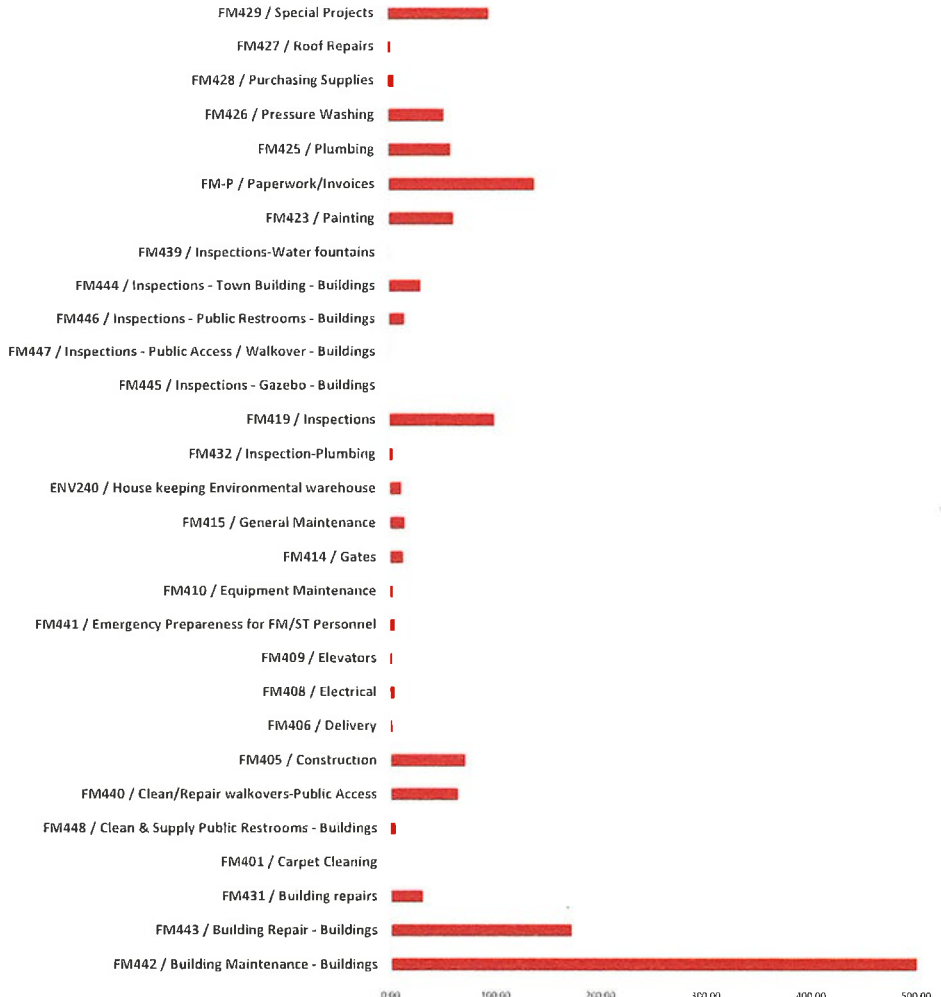
Facility Maintenance

Facility Maintenance Summary by Task

Task / Buildings	Labor Hours
FM442 / Building Maintenance - Buildings	522.50
FM443 / Building Repair - Buildings	173.00
FM431 / Building repairs	31.00
FM401 / Carpet Cleaning	1.00
FM448 / Clean & Supply Public Restrooms - Buildings	6.00
FM440 / Clean/Repair walkovers-Public Access	65.00
FM405 / Construction	72.00
FM406 / Delivery	3.00
FM408 / Electrical	5.00
FM409 / Elevators	3.00
FM441 / Emergency Preparedness for FM/ST Personnel	6.00
FM410 / Equipment Maintenance	4.00
FM414 / Gates	13.50
FM415 / General Maintenance	15.00
ENV240 / House keeping Environmental warehouse	12.00
FM432 / Inspection-Plumbing	4.50
FM419 / Inspections	101.00
FM445 / Inspections - Gazebo - Buildings	1.00
FM447 / Inspections - Public Access / Walkover - Buildings	2.00
FM446 / Inspections - Public Restrooms - Buildings	15.50
FM444 / Inspections - Town Building - Buildings	31.00
FM439 / Inspections-Water fountains	2.00
FM423 / Painting	62.50
FM-P / Paperwork/Invoices	140.00
FM425 / Plumbing	60.00
FM426 / Pressure Washing	54.00
FM428 / Purchasing Supplies	7.00
FM427 / Roof Repairs	4.00
FM429 / Special Projects	97.00
Total	1,513.50

Reporting Dates - 4th Quarter 2025

Facility Maintenance Tasks - Buildings



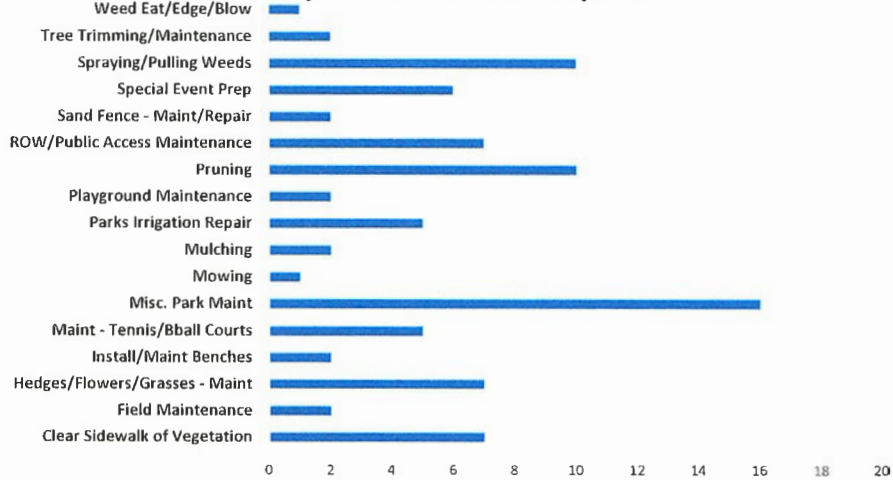
Parks Maintenance Department

Service Request Distribution By Request Type

Request Type	Count	Percentage
Clear Sidewalk of Vegetation	7	8.05%
Field Maintenance	2	2.30%
Hedges/Flowers/Grasses - Maint	7	8.05%
Install/Maint Benches	2	2.30%
Maint - Tennis/Bball Courts	5	5.75%
Misc. Park Maint	16	18.39%
Mowing	1	1.15%
Mulching	2	2.30%
Parks Irrigation Repair	5	5.75%
Playground Maintenance	2	2.30%
Pruning	10	11.49%
ROW/Public Access Maintenance	7	8.05%
Sand Fence - Maint/Repair	2	2.30%
Special Event Prep	6	6.90%
Spraying/Pulling Weeds	10	11.49%
Tree Trimming/Maintenance	2	2.30%
Weed Eat/Edge/Blow	1	1.15%
Total	87	100.00%

Reporting Dates - 4th Quarter 2025

Parks Maintenance Department Service Requests

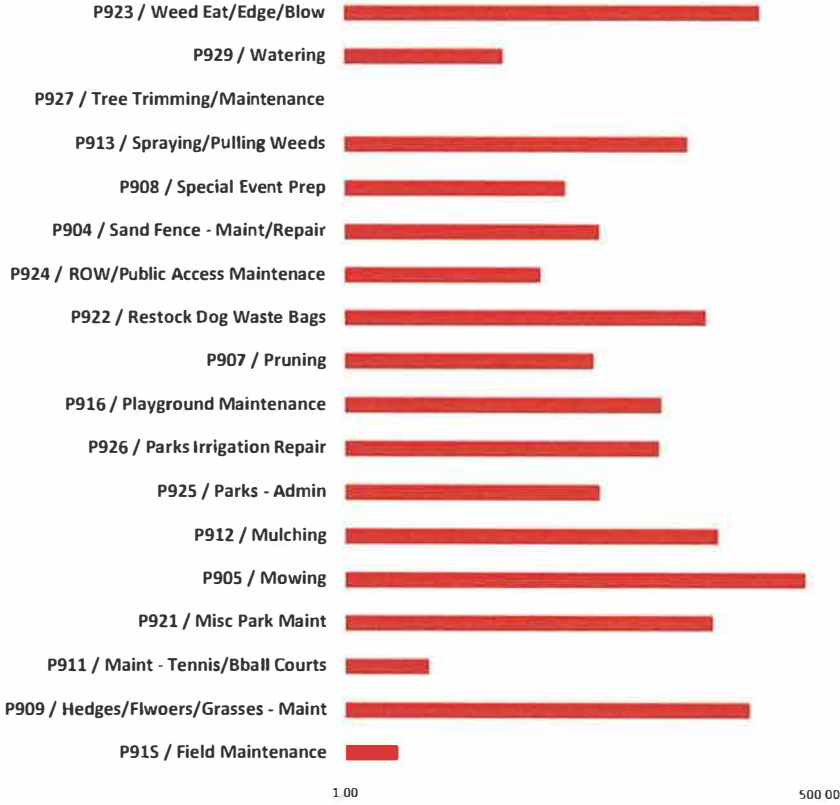


Parks Maintenance Tasks

Task Type	Labor Hours
P915 / Field Maintenance	2.00
P909 / Hedges/Flwoers/Grasses - Maint	199.25
P911 / Maint - Tennis/Bball Courts	3.00
P921 / Misc Park Maint	122.50
P905 / Mowing	412.00
P912 / Mulching	131.50
P925 / Parks - Admin	28.00
P926 / Parks Irrigation Repair	61.00
P916 / Playground Maintenance	63.00
P907 / Pruning	26.00
P922 / Restock Dog Waste Bags	113.00
P924 / ROW/Public Access Maintenace	13.00
P904 / Sand Fence - Main/Repair	28.00
P908 / Special Event Prep	18.00
P913 / Spraying/Pulling Weeds	89.50
P927 / Tree Trimming/Maintenance	0.00
P929 / Watering	8.00
P923 / Weed Eat/Edge/Blow	230.00
Total Labor Hours	1,547.75

Reporting Dates - 4th Quarter 2025

Parks Maintenance Department- Tasks



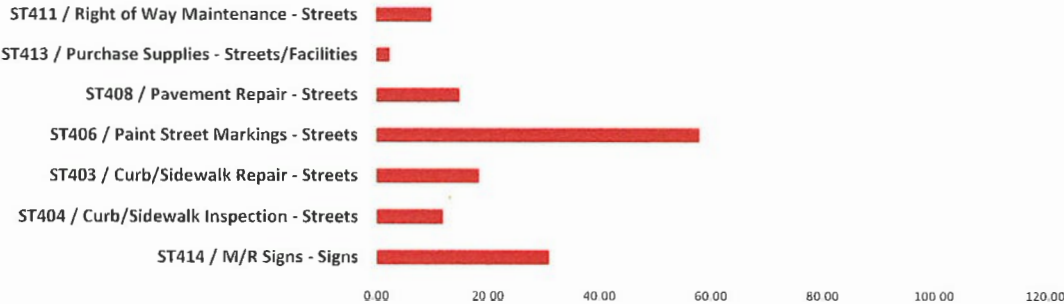
Facility Maintenance

Facility Maintenance Summary by Task

Task / Streets and Signs	Labor Hours
ST414 / M/R Signs - Signs	31.00
ST404 / Curb/Sidewalk Inspection - Streets	12.00
ST403 / Curb/Sidewalk Repair - Streets	18.50
ST406 / Paint Street Markings - Streets	58.00
ST408 / Pavement Repair - Streets	15.00
ST413 / Purchase Supplies - Streets/Facilities	2.50
ST411 / Right of Way Maintenance - Streets	10.00
Total Labor Hours	147.00

Reporting Dates - 4th Quarter 2025

Facility Maintenance Tasks - Streets and Signs



RESOLUTION NO. (2025) 2357

Board of Aldermen
Town of Wrightsville Beach, North Carolina
Date: August 14, 2025



A RESOLUTION OF THE BOARD OF ALDERMEN OF
THE TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA
DECLARING CERTAIN PERSONAL PROPERTY SURPLUS AND AUTHORIZING
THE SALE OF PERSONAL PROPERTY BY ELECTRONIC AUCTION

WHEREAS, the Wrightsville Beach Board of Aldermen by adoption of this Resolution has determined that property owned by the Town is surplus to the Town's needs; and

WHEREAS, North Carolina General Statute 160A-270 allows the Town to authorize an appropriate Town official to dispose of personal property belonging to the Town by electronic auction; and

WHEREAS, the Town has engaged GovDeals to conduct the auction sale electronically; and

WHEREAS, pursuant to NCGS 160A-270, the Town is offering for sale the following items:

1 2011 Ford F250 Truck

NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the Town of Wrightsville Beach that the above listed item of personal property is hereby declared surplus; and

BE IT FURTHER RESOLVED that the Town Manager shall be and is hereby authorized to dispose of this surplus property in accordance with statutory requirements; and

BE IT FURTHER RESOLVED that all items shall be sold on an "as is" and "where is" basis and the Town makes no guarantee or assumes no responsibility for this item.

This Resolution adopted this 14th day of August, 2025.

F. Darryl Mills, Mayor

ATTEST:

Lance G. Heater, Town Clerk

(SEAL)

Town of Wrightsville Beach

Surplus Item Request Form

(For Items with Any Fair Market Value)



Section 1: Department Information

- Department Name: Police
- Department Head: Bishop

Section 2: Item Description

Please provide detailed information about the item(s) you are requesting to be deemed surplus:

1. Item Name/Description: 2011 Ford 250
2. Make/Model (if applicable): _____
3. Serial Number/ID (if applicable): #113211
4. Condition of Item (check one):
 - New
 - Good
 - Fair
 - Poor
 - Non-Operational
5. Estimated Fair Market Value: \$ 7,000.00
6. Reason for Surplus Designation: past end of life struck by lightning
(E.g., outdated, not functioning, replaced by new equipment, etc.)
7. Location of Item: Public Works
(Specify where the item is currently stored)

Section 3: Item Valuation

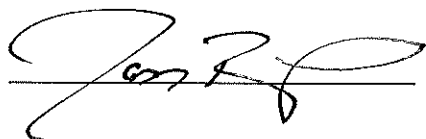
■ **Under \$5,000:** Items in this category may be approved by the Town Manager for sale on GovDeals without a resolution from the Town Board of Aldermen.

\$5,000 or Over: Items in this category require:

- Approval by the Town Manager, and
- Approval by the Town Board of Aldermen via a resolution before listing for sale.

Section 4: Department Head Certification

I certify that the information provided is accurate to the best of my knowledge and that this item is no longer needed by this department.

Department Head Signature: 
Date: 07/14/2025

Section 5: Town Manager Approval

(To be completed by the Town Manager)

Action Taken:

- Approved to be deemed surplus and listed for sale on GovDeals (Fair Market Value Under \$5,000)
- Approved to be presented to the Town Board of Aldermen for resolution (Fair Market Value \$5,000 or Over)
- Not Approved

Comments/Notes: _____

Town Manager Signature: _____

Date: _____

Section 6: Town Board of Aldermen Approval

(Required for items valued at \$5,000 or more)

This section is to be completed only after a resolution has been approved by the Town Board of Aldermen.

- Resolution Number: _____

- Resolution Date: _____

- Board Comments (if any): _____

Mayor Signature: _____

Date: _____

Instructions for Submission:

1. Complete all sections of this form.
2. Attach any relevant supporting documents or photos of the item(s).
3. Submit the completed form to the Town Manager's Office for review and approval.
 - Items under \$5,000 will be processed upon Town Manager approval.
 - Items \$5,000 or over will be presented to the Town Board of Aldermen for resolution after Town Manager approval.
4. Upon approval, coordinate with appropriate staff for listing the item on GovDeals.

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 Carus-Childers, Parks & Recreation Director *Katie*

Subject: Budget Ordinance (2025) 668-B Flotilla Expenses

Date: August 8, 2025

Attached for the Board's consideration is Budget Ordinance (2025) 668-B in the amount of \$50,000 for expenses related to the North Carolina Holiday Flotilla. Invoices for these expenses will be submitted by the Flotilla committee with a request for reimbursement following this year's November event. Expense items include the fireworks and the barge for transporting and launching them, advertising expenses, special event permit fees, liability insurance, and public safety services. These items are eligible for TDA funding and will be submitted for reimbursement.

REQUESTED ACTION: Approve budget ordinance (2025) 668-B as presented.

TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA
ORDINANCE NO. (2025) 668-B
FISCAL YEAR 2025/2026

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, 2026:

Section I. To amend the General Fund (Fund 10) for unanticipated/unbudgeted expenses during FY 2026. The Town's General Fund (Fund 10) accounts are to be amended as follows:

<u>Account No.</u>		<u>Debit</u>	<u>Credit</u>
10-6120-1901	Flotilla Expense	50,000	
10-3991	Fund Balance Appropriated		50,000

Section II. Copies of this Budget Ordinance No. (2025) 668-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 August, 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: **Acknowledge Receipt of CFPUA Transition Assessment Update;**
Date: August 12, 2025

Issue/Action Requested:

Request that the Board continue forward with the scheduled consolidation of the Town's water and sewer utilities on September 30, 2025 with CFPUA based on the completed Transition Assessment and conditioned items remaining.

Background/Purpose of Request:

Following the execution of the Utility Consolidation Agreement with CFPUA in June 2024, staff have worked with CFPUA to complete the due diligence outlined in the agreement. As required by the agreement, a third-party Transition Assessment has been completed by HDR Engineering, Inc. and reviewed by leadership from both CFPUA and the Town.

Based on the assessment and our internal review, it is recommended that the Board proceed with the system consolidation as scheduled on September 30, 2025, in accordance with the Consolidation Agreement.

While the Transition Assessment confirms that the parties are prepared for the transfer, there are remaining items that still need resolution, and full execution of the consolidation would be conditioned upon continued progress and timely completion of these following items:

- Final billing validation and account reconciliation
- Continued implementation of the SCADA and generator replacement project
- Transfer of utility records and remaining permit documentation
- Progress on transferring ownership of utility-related properties and easements

Staff will continue to monitor the progress of these items leading up to the transfer date, but at this time all parties support proceeding forward with the planned transfer date.

Town Manager's Recommendation:

Receipt of the Transition Assessment and continuing to move forward with the Consolidation Agreement as scheduled.

Attachments:

1. CFPUA - Transition Period Assessment CFPUA_TOWB Utility Consolidation final



Transition Period Assessment

CFPUA and Town of Wrightsville Beach
Water and Wastewater Utility Consolidation

New Hanover County, NC
July 25, 2025

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Memorandum

Date: Friday, July 25, 2025

Project: CFPUA-Wrightsville Beach Utility Consolidation

To: Kenneth Waldroup, Cape Fear Public Utility Authority Executive Director
Haynes Brigman, Wrightsville Beach Town Manager

From: HDR Engineering, Inc. of the Carolinas

Subject: Transition Period Assessment Report

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Executive Summary

In June 2024, the Cape Fear Public Utility Authority (CFPUA) and the Town of Wrightsville Beach (Town) executed a Utility Consolidation Agreement to consolidate the Town's water and wastewater utility systems into the CFPUA's utility systems. Prior to final transfer of the utility systems, the Agreement requires a *Transition Period Assessment*, to verify that the consolidation can be accomplished in accordance with the assumptions used to develop the terms and conditions of the Agreement. The CFPUA Executive Director and Wrightsville Beach Town Manager will utilize this *Assessment* to determine whether the consolidation can proceed in accordance with the terms and conditions of the Agreement.

HDR assessed each activity of the Transition Period and documented in this memorandum the status of activities and the readiness of CFPUA and the Town to complete the Transition Period on the proposed September 30, 2025, Transfer Date. Based on these assessments, CFPUA and the Town have demonstrated readiness to complete the Transfer Date on September 30, 2025, conditioned on continued progress and timely completion of the following activities:

- Final billing validation and account reconciliation
- SCADA and generator replacement capital project
- Transfer of utility records and remaining permit documents
- Progress on transferring ownership of utility-related properties and easements

Ongoing activities should continue and be completed on their projected schedules. The assessment recommends other action items for CFPUA and the Town to support a smooth, on-time utility consolidation.

1 Background

The Cape Fear Public Utility Authority (CFPUA) and the Town of Wrightsville Beach (Town), evaluated the feasibility of consolidating the Town's water and wastewater utility systems into CFPUA's utility systems, determined this was operationally and economically feasible and would bring significant, long-term benefits to both parties. The CFPUA Board and the Town Board of Aldermen approved a negotiated Utility Consolidation Agreement (Agreement), at their June 19, 2024, and June 21, 2024, meetings respectively, and the Agreement was executed on June 21, 2024.

Following execution of the Utility Consolidation Agreement, the Town and CFPUA entered a transition period to complete tasks specified in the Agreement which will facilitate a smooth transfer of utility responsibility to the Authority. The activities planned to occur during the Transition Period are described in Section 2 below. The target Transfer Date given in the Agreement was September 30, 2025.

Upon the Transfer Date, CFPUA will receive the Town's water and sewer assets and associated property and easements, and will become solely responsible for operation and maintenance of the Town's water/wastewater utility systems.



CFPUA retained HDR Engineering, Inc. of the Carolinas to assist CFPUA and the Town with certain tasks relating to the Utility Consolidation, including facilitating this *Transition Period Assessment*.

2 Assessment Requirements

Section 2.1 of the Agreement contains the several specific requirements relating to the *Transition Period Assessment* and the determination whether to proceed with the transfer:

1. Complete the *Transition Period Assessment* by July 31, 2025.
2. The *Transition Period Assessment's* purpose is to verify that the consolidation can be accomplished in accordance with the assumptions used to develop the terms and conditions of the Agreement, including the revenue and expense projections used to develop the business/financial plan for the consolidation.
3. The *Transition Period Assessment* will review the Transition Period activities identified in Agreement Exhibit D. These are included in an abbreviated form as Table 1, with tasks organized by category.
4. The findings of the *Transition Period Assessment* will be submitted to the Executive Director of Authority and the Town Manager of Town.
5. If the CFPUA Executive Director and the Wrightsville Beach Town Manager determine that the consolidation can proceed in accordance with the Agreement's terms and conditions, then the CFPUA Executive Director and the Wrightsville Beach Town Manager will submit a letter to their respective governing boards documenting the completion of the *Transition Period Assessment* and confirming the Transfer Date for consolidation. If not, CFPUA and Town will designate additional studies and analyses as required to address specific issues of concern. The Transfer Date will be deferred until the issues of concern have been addressed to the mutual satisfaction of CFPUA and Wrightsville Beach.



Table 1. Planned Due Diligence Activities (from CFPUA-Wrightsville Beach Utility Consolidation Agreement-Exhibit D)

Transition Activity	Activity Description
Activity Group A – Capital Projects / Equipment Acquisitions	
CFPUA Capital Projects	CFPUA added new capital projects to its Capital Improvement Plan (CIP), and procure vendor, engineer, and contractor services to complete projects in Transition period and Utility Consolidation Year 1.
Town Water Meter Upgrades	Planning and vendor-assisted modifications so that Town meter bodies can continue to be used following the transfer to CFPUA
Town Water/Sewer SCADA Conversions	Planning and vendor-assisted modifications so that Town utility assets currently monitored with SCADA assistance can continue to be monitored post-transfer, without gaps in SCADA monitoring. A written transition plan will be required to ensure a seamless transition, while maintaining regulatory compliance. Issues to be defined in the transition plan include when to contract for conversion support, and how to manage on interim basis if (i) SCADA modifications are completed prior to Transfer date, or (ii) the conversion project is not completed prior to Transfer Date.
CFPUA review of Town hydraulic modeling	CFPUA is completing water system master plan update including future water demands.
Town Equipment and Vehicles	<ul style="list-style-type: none"> ▪ Upon the Transfer Date, Town will transfer fixed assets and spare parts to CFPUA in accordance with the Agreement. ▪ CFPUA will purchase equipment/vehicles to serve the Town service area in accordance with the Agreement.
Activity Group B – Operational Preparations	
CFPUA Operational Preparations	CFPUA to review and verify corrosion control in Town system when conversion to all-CFPUA water occurs. CFPUA and TOWB develop plans to (1) integrate backflow protection and (2) to integrate water quality sampling and flushing.
Transfer Town Utility Operating Permits to CFPUA	<ul style="list-style-type: none"> ▪ CFPUA and Town will work with NCDEQ to transfer utility operating permits to CFPUA on Transfer Date. ▪ CFPUA and Town to coordinate with NC DEQ and USEPA on processes to remain compliant with State and federal regulations through the transfer, including with Lead and Copper Rule revisions (LCRR).
Utility Records and Documentation	Town will transfer relevant utility records to CFPUA, including correspondence, regulatory correspondence and reports, geographic information system (GIS) electronic files, historical operations data, work order data, hydraulic models, O&M manuals and records, and infrastructure as-built record documentation. Town will provide a full set of documentation to CFPUA prior to the Transfer Date. CFPUA and the Town will review Town’s records and prepare a records transfer plan. Town and CFPUA to arrange for scanning of paper-only copies of documents during the Transition period, as deemed appropriate.
Town Utility-related Vendor and Service Contracts	CFPUA and the Town will review town utility-related vendor and services contracts and make individual decisions whether the contracts will be transferred to CFPUA or terminated on the Transfer Date.



Transition Activity	Activity Description
Activity Group C – Customer-Related Preparations	
Customer Notification & Education	Communication program explaining utility consolidation to both Town and CFPUA customer audiences.
Town Customer Account Transfers to CFPUA Billing System	<p>CFPUA to prepare its billing system to receive Town customers.</p> <ul style="list-style-type: none"> ▪ Town final billing to customers, complete financial reconciliation for outstanding charges, penalties/deposits. CFPUA will treat Town customers as “new” accounts. No outstanding charges imported to CFPUA system. ▪ CFPUA and Town will coordinate billing system data migration plan, including communication plan
Town development review process changes	CFPUA and Town will review the business process for utility review of Town development proposals and modify as necessary.
Activity Group D – Employee Transfers	
Town Employee Transfers	<p>CFPUA will provide current Town utility employees an opportunity to transfer to CFPUA employment. Town and CFPUA will collaborate to create a positive transfer experience for employees who express interest. Activities include:</p> <ul style="list-style-type: none"> ▪ Meetings with potentially transferring employees to discuss the transfer and assess best fit for positions in the CFPUA organization. ▪ Potentially transferring employees will advise CFPUA and Town of preliminary intent to transfer to CFPUA. Intent to transfer will be confirmed prior to the Transfer Date established in the Agreement ▪ CFPUA and Town human resources professionals meet with transferring staff Town staff to brief them on the utility consolidation plan, answer questions about the position transfer. ▪ CFPUA will complete agreed-upon pre-employment screening measures required for transferring employees. ▪ Training opportunities will be provided for transferring Town employees as well as for current CFPUA employees who will have responsibilities to operate and maintain the Town system.
Activity Group E – Administrative/Financial Preparations	
Property Transfers	<p>Town and CFPUA to confirm specific properties to be transferred, access provided to CFPUA via lease agreement or encroachment, and properties subject to reversion to Town ownership when no longer used for water and wastewater utility purposes, in accordance with Agreement section 4.2.2.</p> <p>Town provide documentation supporting the transfers/easements and prepares legal instruments for transfer/lease/ encroachment.</p> <p>For water/wastewater facilities located on properties leased by Town, or access provided by easement, Town to support and facilitate transfer of lease/ easement to CFPUA by Transfer Date.</p>
Utility Fund Transfers	<ul style="list-style-type: none"> ▪ Town will conduct a final audit of utility financial status. ▪ Town will transfer utility financial data and records to CFPUA. ▪ Town will transfer balances from the utility cash reserve fund and capital reserve fund in accordance with terms of the Agreement.

3 Transition Period Assessment

HDR performed this *Transition Period Assessment* in accordance with the requirements of Agreement Section 2.2.

The *Transition Period Assessment* is organized in five general categories, as follows:

- A. Capital Projects / Equipment Acquisitions
- B. Operational Preparations
- C. Customer-Related Preparations
- D. Employee Transfers
- E. Administrative/Financial Preparations

For each category, the assessment will summarize the Transition Period activity, compare the activity completed with activities required to be completed to facilitate a smooth utility consolidation transition, and assess that category's readiness for utility consolidation.

A. CFPUA Projects / Equipment Acquisitions

CFPUA Projects

CFPUA's and the Town's readiness for transfer of utility responsibility in the Town service area depends on the completion of certain infrastructure capital projects or consultant projects prior to the Transfer Date, and completion of initial tasks for other capital projects which would be completed in future years. to add new capital projects to its Capital Improvement Plan (CIP), and procure vendor, engineer, and contractor services to complete projects in Transition period and Utility Consolidation Year 1.

Capital projects identified for completion prior to the Transfer Date are:

- Town water meter modifications (Agreement project W1)
- Water and wastewater system SCADA conversion (Agreement projects W1 and WW1)

In addition, CFPUA and the Town identified that additional projects should be initiated during the Transition Period in order to complete necessary infrastructure upgrades to pipeline interconnections and facilitate water and wastewater service to the Town. These projects are:

- Water and Sewer Intracoastal Waterway Crossing and Eastwood Road Interconnects (project combines Agreement projects W3, W4, W6, WW5, and portions of W8)

The status of these projects is summarized below.

SCADA INTEGRATION AND STATIONARY GENERATOR REPLACEMENTS

The project is ongoing and is anticipated to reach its substantial completion milestone on September 10, 2025. CFPUA and the Town have defined contingency plans for CFPUA utilizing the Town's existing SCADA infrastructure and Xylem control/monitoring software if the CFPUA project is not completed by the Transfer Date.



The project also installs new generator receptacles at sites that use portable generators, to match CFPUA's standard connection.

TOWN WATER METER UPGRADES

The Agreement anticipated either replacement or modification of each Town customer water meter, so that they would be compatible with CFPUA's automated meter read system. CFPUA solicited a contractor to provide equipment and labor to complete these modifications. This project is ongoing and is anticipated to reach its substantial completion milestone on October 9, 2025. All necessary meter improvements are expected to be completed prior to September 30, 2025.

By mutual agreement with the Town, CFPUA staff are performing meter reads for Town customer meters for the remaining months prior to the Transfer Date.

WATER AND SEWER INTRACOASTAL WATERWAY CROSSING AND EASTWOOD ROAD INTERCONNECTS

CFPUA determined that its schedule objectives for the project would be best met by combining several related projects improving water and wastewater interconnections with the Town, and the water and wastewater crossings under the Intracoastal Waterway (ICW) into a single progressive design-build project. Together, these projects will provide additional capacity and resilience for water and wastewater services to the Town service area and rehabilitate areas with aging infrastructure. The corresponding Agreement projects are:

- W3 - Water System Interconnects
- W4 - Water ICW Crossing
- WW5 - Wastewater ICW Crossing
- W6 - Water Supply Improvements
- Portions of W8 - Asbestos Cement Water Main Replacement

CFPUA procured the Design-Build team in late 2024, and the project is currently in the 60-percent design stage. Construction is expected to begin late 2025 and be completed around mid-2026. Scope of the project was modified to include more extensive water system interconnections and larger diameter water mains based on hydraulic modeling analysis performed by CFPUA's consultant Hazen as part of another planned Transition Period activity.

OTHER CAPITAL PROJECTS

CFPUA has begun implementation of additional capital projects identified in the Agreement. Readiness to complete utility consolidation is not required by these projects, but advancing these projects planned for completion after the Transfer Date increases confidence they will be completed on the schedule identified in the Agreement, or earlier. Table 2 summarizes the status of these projects.



Table 2. Status of Utility Consolidation Capital Projects not required for Transfer

Project	Status
W5 - Galvanized Pipe Replacement	Initial planning is underway. CFPUA plans to advertise the request for qualifications (RFQ) in summer 2025
WW2 / WW8 - Lift Stations No. 1 / No. 2 Improvements	CFPUA selected a design consultant selected in 2025. CFPUA has accelerated the schedule for this project based on additional condition assessment, and risks in the event of lift station failure.
WW4 - Force Main Condition Assessment	Consultant selection underway. CFPUA advertised RFQ in June 2025

Equipment and Vehicle Procurements

In addition to the infrastructure capital projects, expenditures were required during the Transition Period to acquire equipment and vehicles for CFPUA to operate and maintain the Town’s utility service area.

PORTABLE GENERATOR PROCUREMENT

CFPUA is executing a contract to acquire five 65 kVA/52kW portable generators. Each of the generators is standardized and equipped with universal connections, allowing them to be interchanged among any of the Town’s well or lift station sites that use portable generators. Delivery of the new portable generators is expected in August 2025.

VEHICLES PROCUREMENT

Table 3 itemizes CFPUA’s report of actions to acquire vehicles for the Town service area. As noted in the table, some vehicle acquisitions are deferred until CFPUA fills the corresponding staff position.

Table 3. Status of Utility Consolidation Vehicle Procurement

New Position	Vehicle	Vehicle Status	Comment
Collection System Service Technician (Jet Truck Operator)	2025 Ford F-150 Crew Cab 4x4	Received	Existing jet truck currently assigned to Supervisor will be reassigned to new position. New truck is assigned to Supervisor.
Utility Locator	2024 Ford F-150; Reg Cab; Long Bed	Received	
Sr. Construction Worker	Will be assigned to existing crew truck	N/A	
Well System Water Operator	2025 Ford Maverick XL	Received	
Centralized Maintenance Utility Maintenance Mechanic	On hold until position filled	On hold	
Distribution System Water Quality Technician	2025 GMC Sierra 2500; Crew Cab; 4x2	Received	
Water Meter Technician	On hold until position filled	On hold	

CFPUA review of Town hydraulic modeling

CFPUA reports that Hazen integrated the Town's water system into CFPUA's overall system model and provided recommendations which resulted in revising the scope of the ICW Crossing and Water System Interconnection project. Hazen is also being tasked with evaluating near-term capital improvement needs and corresponding operating strategies for the Town service area, as part of their CFPUA Water System Master Plan update.

B. Operational Preparations

CFPUA must also be prepared to operate and maintain the Town's water and wastewater utility systems. The 15-month duration of the Transition Period was intended, in part, to provide CFPUA staff opportunities to gain experience with the Town's operating and maintenance practices during both peak tourist conditions (which coincides with hurricane season) and off-season conditions.

- CFPUA reports their supervisors and staff from relevant operational divisions have met with Town leadership to learn Town operations. At least 15 CFPUA staff members have been involved with Town operations with varying levels of training from full immersion to high-level overviews.
- As of July 2025, CFPUA water operators have taken responsibility for daily rounds at the Town's wells. As CFPUA's operators became more familiar with the well sites, they took on progressively more responsibility including chlorine adjustments and equipment repairs.
- CFPUA's wastewater pump station operators, water quality technicians, and centralized maintenance technicians have assisted the Town with multiple repair and troubleshooting efforts, gaining familiarity with the Town's system.
- CFPUA's lab staff have reviewed sampling plans and are working with CFPUA's construction crews to install new sample stations throughout the Town's system.
- CFPUA safety staff have conducted audits to ensure sites are consistent with CFPUA's standards.

For the remainder of the Transition Period, CFPUA operational support will continue and expand. The Town's assets have been entered into CFPUA's work order system, and additional detail will be added in the coming months to enhance asset management and tracking.

CFPUA and Town staff have collaborated on a plan for Town spares and other inventory to move from the Town warehouse to CFPUA. The Town has offered to temporarily store spares and other inventory after the system transfer to allow time to catalog and move materials to CFPUA's warehouse and into CFPUA's inventory management system.

Operating Plans for the Consolidated Service Area

The Agreement's Exhibit D anticipated that during the Transition Period, CFPUA would review its operating plans and adjust as needed to account for expansion to the Town service area. CFPUA's reports on current status in this area are summarized below.



- Corrosion control will continue as it is currently while Town wells remain in use. CFPUA will review and verify corrosion control in Town system when the conversion to all-CFPUA water occurs.
- Backflow prevention program. CFPUA will gradually transition the Town onto its backflow prevention program after the system transfer, starting with an inventory of existing backflow devices.
- Water quality sampling sites have been identified, and CFPUA crews are installing additional sampling stations in the Town service area. Flushing will continue at existing sites, with durations adjusted based on monitoring results to align water quality parameters with CFPUA standards.

Transferring Town Utility Operating Permits to CFPUA

COLLECTION SYSTEM PERMIT

CFPUA reports the collection system permit renewal and change of ownership applications have been completed and submitted to North Carolina Department of Environmental Quality (NCDEQ). No further action is expected pending NCDEQ review.

WATER SYSTEM PERMIT

In late 2024, CFPUA contacted Heidi Cox, of NCDEQ Public Water Supply System Section (PWSS), regarding the water system permit transfer. Ms. Cox reported that the permit transfer itself does not require a formal process— email notification to PWSS is sufficient. However, once ownership is transferred, PWSS expects updated versions of associated documents, including the Water System Management Plan (WSMP), Operations & Maintenance (O&M) Plan, Emergency Response Plan, and Sampling Plan. These updates should be completed and submitted prior to the system transfer. The utility Water Shortage Response Plan will also need to be updated to include the Wrightsville Beach service area and submitted to NC Division of Water Resources.

Transfer Utility Records and Documentation

The Town and CFPUA have collaborated for the transfer of Town utility data.

- The Town's GIS been fully imported into the CFPUA GIS.
- Permit-related records have been provided.
- The Town has provided printed and electronic records (as-builts, operational records, maintenance and repair records) based on specific requests related to ongoing work. In addition, CFPUA reports the Town has compiled other paper records and will transfer these to CFPUA upon the system transfer. Based on the feedback provided, it appears most of these records have not been scanned.
- Significant electronic documents have been provided. It does not appear CFPUA has developed a plan/checklist for hand-over of electronic records, to minimize the risk information will be lost.
- Warranty-related information has not yet been provided but CFPUA plans to request.



Consider Transferring Town Utility-related Vendor and Service Contracts

Table 4 summarizes Town contracts evaluated by CFPUA for transfer, along with current status.

Table 4. Town Utility-Related Vendor Contracts Evaluated for Transfer

Town Contract	Town Vendor	Transfer Status
Annual Water Storage Tank Maintenance	USG Water Solutions	CFPUA is pursuing changes to contract terms and conditions.
Lab Testing	Environmental Chemists	CFPUA will insource or cover with existing contracts.
Chlorine	Water Guard	CFPUA will incorporate Town facilities into its existing chlorine supply contracts.
Utility Locating	USIC Locating Services	CFPUA will insource.

C. Customer-Related Preparations

Customer Notification & Education

CFPUA is coordinating closely with the Town to ensure consistent messaging. Outreach to date includes initial mailer from Town sent to all residents, local news media articles, an FAQ flyer, Consolidation highlighted in CFPUA’s Consumer Confidence Report, Consolidation page on CFPUA website, Mailers and door hangers. Very few customers have made inquiries about the transfer.

Planned outreach remaining includes additional mailers from CFPUA, two customer workshops and news media outreach.

Town Customer Account Transfers to CFPUA Billing System

Town customer accounts were successfully transferred into CFPUA’s billing system. CFPUA made several adjustments to align customer account information with its database protocols. To protect sensitive financial information, CFPUA did not transfer existing autopayment data. Customers will be asked to re-enroll in autopayment through CFPUA’s secure billing portal. CFPUA will read customer meters on behalf of the Town for the Town’s remaining billing cycles prior to the Transfer Date, providing an opportunity to validate account information. CFPUA is also developing meter reading validation tools to ensure that readings fall within expected ranges.

Town Development Review Process Changes

CFPUA currently reviews building permits through the New Hanover County’s online system, which is also used by the Town of Wrightsville Beach for its development review process. CFPUA and the Town will continue to use this as a framework as they formalize a process for reviewing development within the Town.

D. Employee Transfers

CFPUA and the Town worked collaboratively to communicate with Town utility-related employees the opportunity to transfer to CFPUA following the Transfer Date. Ultimately, two Town utility employees have indicated commitments to transfer to CFPUA employment. New



positions have been identified and budgeted by CFPUA for transferring employees. CFPUA reports that final placements are expected to be determined and offered in August 2025.

E. Administrative/Financial Preparations

Property Transfers

CFPUA and the Town are actively working to complete transfers of real property and easements related to Town utility operations and maintenance. CFPUA has drafted legal descriptions of properties to be conveyed, and surveys of Town-owned sites have been completed to create utility easements where they are not already defined, including at the municipal complex, Lift Station No. 4, and the Town Public Works Facility. Next steps include discussing the easement and conveyance terms, specific locations, and encroachment agreements with the Town. Property descriptions have been uploaded to the SharePoint site.

CFPUA and the Town do not have certainty that all required real estate and easement transfers will be completed by September 30, 2025, Transfer Date. Provided that CFPUA is legally confident that its rights to access Town property and easements within the service area for operations, maintenance and repairs are not limited, this would not, by itself, be a valid reason to delay the Transfer Date provided the formal transfer of those remaining properties occur after the Transfer Date. However, sustained diligence in this regard, including proactive tracking of the status and expected transfer date of each transferring parcel, would appear an appropriate step. The FY2025 final financial report will include partial transfer of property, with the FY2026 final financial report including the remaining final property transfers.

Budget for Capital Projects

CFPUA's Board has allocated funding for the Utility Consolidation capital projects. Project Budget Ordinance BA 25-001 appropriated \$16,745,000 in grant proceeds and \$7,202,000 from the Capital Reserve, for a total of \$23,947,000. This total reflects the estimated cost of capital improvements outlined in the Consolidation Agreement. Individual project accounts will be established under the overall Consolidation Project account to enable detailed tracking of expenses at the project level.

Utility Fund Transfers

So far, the Town has made two fund transfers to CFPUA, an initial transfer of \$3.447 million (\$M) for Transition Period capital projects and a transfer of \$3.940M for the first installment toward the capacity purchase (SDC).

CFPUA and Town schedules for receiving financial annual financial reports have not yet been determined. Fund transfers from the Town are identified within CFPUA's accounting system, so they can be retrieved for future financial analysis, including required annual Utility Consolidation financial reporting. The FY2025 financial report will include partial utility fund transfers while the FY2026 final financial report should include the full final transfers.



4 Summary and Recommendations

Table 5 summarizes the assessments documented in Section 3 above.

Table 5. Summary of Transition Period Activities and Readiness to Transfer

Transition Activity	Assessment Summary	Ready to Transfer?
Activity Group A – Capital Projects / Equipment Acquisitions		
A1. CFPUA Capital Projects	<p>Capital projects <u>required</u> to be completed prior to Transfer Date appear they will be completed, or near completion, and in the case of SCADA integration project, Town and CFPUA have developed a contingency plan for CFPUA to utilize existing SCADA to operate the system.</p> <p>Capital projects <u>not required</u> to be completed prior to the Transfer Date have made sufficient progress during the Transition Period to remain on-schedule so far for their planned completion.</p>	Yes
A2. Town Water Meter Upgrades	<p>Meter modifications to be completed prior to Transfer Date, though some project work will continue in October. Meter reads are not impeded.</p> <p>Action Item: Substantially Complete Town Water Meter Upgrades project</p>	Yes (Action Item Noted)
A3. Town Water/Sewer SCADA Conversions	<p>SCADA modifications for water/wastewater system expected to be completed prior to Transfer Date. Contingency plan in place.</p> <p>Action Item: Substantially Complete Town Water/Sewer SCADA and Generator Replacements project. Prepare to implement contingency solution for CFPUA access to existing Town SCADA system if required.</p>	Yes (Action Item Noted)
A4. CFPUA review of Town hydraulic modeling	CFPUA’s consultant has completed integration of Town hydraulic model into CFPUA’s water model and provided recommendations for CFPUA capital projects.	Yes
A5. Town Equipment and Vehicles	By the Transfer Date, CFPUA will acquire equipment and vehicles sufficient to operate the Town’s system.	Yes
Activity Group B – Operational Preparations		
B1. CFPUA Operational Preparations	Town and CFPUA have worked together during the Transition Period to prepare CFPUA to assume responsibility for Town water and wastewater systems. Some operational functions have already been assumed by CFPUA. Town assets have been set up in CFPUA work order system, and a plan is in place for Town spares.	Yes
B2. Transfer Town Utility Operating Permits to CFPUA	Activity is ongoing for transfer of Town utility permits to CFPUA, but remaining activities can be accomplished by Transfer Date, through continued proactive coordination with NCDEQ.	Yes



Transition Activity	Assessment Summary	Ready to Transfer?
	<p>Prior to transfer, PWSS expects CFPUA to update water permit-associated documents, including the Water System Management Plan (WSMP), Operations & Maintenance (O&M) Plan, Emergency Response Plan, and Sampling Plan. NCDWR expects CFPUA to update Water Shortage Response Plan to include Wrightsville Beach service area.</p> <p>Action Item: Complete coordination with NCDEQ to transfer water system and wastewater collection system permits.</p>	(Action Item Noted)
B3. Utility Records and Documentation	<p>Town and CFPUA have made significant progress to ensure complete transfer of Town utility records to CFPUA, and the work is expected to continue to Transfer Date.</p> <p>Formal review of document needs and ongoing tracking are recommended to minimize risk that required records are not identified and transferred.</p> <p>Action Item: CFPUA and Town continue coordination to transfer utility records and remaining permit-related documents.</p>	Yes (Action Item Noted)
B4. Town Utility-related Vendor and Service Contracts	<p>Town has reviewed Town vendor/service contracts and made decisions on dispensation.</p>	Yes
Activity Group C – Customer-Related Preparations		
C1. Customer Notification & Education	<p>Considerable outreach efforts to date resulting in very few customer inquiries. Continuing outreach planned.</p> <p>Action Item: Continue to provide regular communication to Town and CFPUA customers explaining what to expect with the utility consolidation through the Transfer Date. Respond promptly to inquiries from customers.</p>	Yes (Action Item Noted)
C2. Town Customer Account Transfers to CFPUA Billing System	<p>Town customer accounts have been successfully transferred into CFPUA’s billing system. Efforts continue to complete integration of meter reading and customer data transfers.</p> <p>Action Item: Perform final billing validation and account reconciliation to ensure a smooth customer transition.</p>	Yes (Action Item Noted)
C3. Town development review process changes	<p>CFPUA and the Town will utilize New Hanover County’s online system in their process for reviewing development within the Town</p>	Yes
Activity Group D – Employee Transfers		
D1. Town Employee Transfers	<p>Ongoing; final placement of two transferring employees in process.</p> <p>Action Item: complete remaining communication and activities to ensure a smooth transfer for Town employees.</p>	Yes (Action Item Noted)



Transition Activity	Assessment Summary	Ready to Transfer?
Activity Group E – Administrative/Financial Preparations		
E1. Property Transfers	Legal descriptions and surveys of properties/easements to be transferred have been prepared but it will still take some time for the transfers to be completed. CFPUA legal staff should review the real estate transactions to determine the sufficiency of CFPUA's legal right to access utility facilities to perform for operation, maintenance and repairs prior to recording transfers. Action Item: Continue to prioritize progress to transfer ownership of utility-related real property and easements.	Yes (Action Item Noted)
E2. Utility Fund Transfers	The first two major fund transfers have been completed. Schedule for regular annual financial reporting is yet to be finalized. Action Item: Town and CFPUA continue coordination for remaining utility fund transfers. Ensure sufficient accounting for utility-consolidation related expenditures and revenues, incorporate utility consolidation financial reporting beginning with FY2025 annual financial report.	Yes (Action Item Noted)

Based on these assessments, CFPUA and the Town have completed actions in each Transition Period activity to facilitate a smooth consolidation transition and appear ready to complete the Transfer Date on September 30, 2025.

Both CFPUA and the Town have reviewed this memorandum and plan to move forward with a recommendation to our respective Boards to proceed with the system transfer on September 30, 2025. CFPUA advises their recommendation is conditioned on continued progress and timely completion of the following items:

- Final billing validation and account reconciliation
- SCADA and generator replacement project
- Transfer of utility records and remaining permit documentation
- Progress on transferring ownership of utility-related properties and easements

Some actions are ongoing, and this assessment assumes those activities will continue and be completed on their projected schedules. Table 5 also notes recommended action items for CFPUA and the Town to support readiness for a smooth, on-time utility consolidation.

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 Carus-Childers, Parks & Recreation Director *Katie*

Subject: Proposal for RILO Park at Lee's Nature Preserve

Date: August 6, 2025

Brian Estes along with representatives from WithersRavenel Engineering would like to present a proposal to develop Lee's Nature Park. The proposal includes a transformation of the area to provide a serene setting with marsh views and an overall more aesthetically pleasing passive park. The proposal was presented to the Parks and Recreation Advisory Committee on March 6, 2025 with unanimous support of the project and a recommendation to the Board for approval.

We are currently working on a Memorandum of Understanding between the Lee Family, the Town, and the RILO Foundation which would include the Town continuing to maintain the area which is consistent with the lease between the Town and the Lee Family's Shore Acres.

Mr. Estes has recently submitted an application for Naming of Town Assets that will be presented to the Parks and Recreation Advisory Committee for consideration at their regular meeting to be held on August 7, 2025. We would present that application and the MOU for consideration at a future Board of Aldermen meeting.

RILO PARK

AT LEE'S NATURE PRESERVE





Project Inspiration: Personal

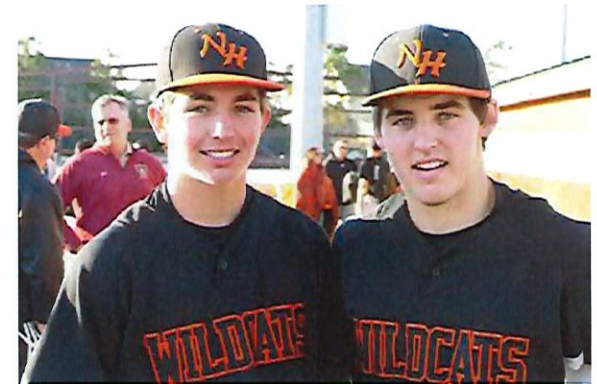
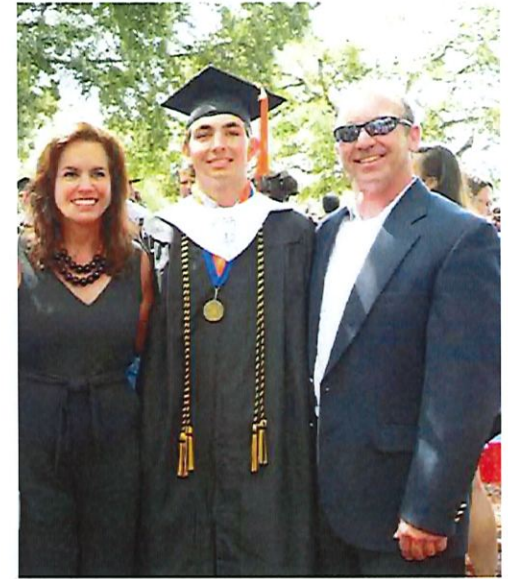
Brian Estes & Gretchen Estes – 32 year residents of Wrightsville Beach and Wilmington

2 boys: Burke Estes 1998, and Riley Estes 2001

New Hanover High School, Sports, First Presbyterian Church, Beach life, Hunting, College

COVID lockdown, both boys home for 2020 which was a blessing

Feb 7, 2021

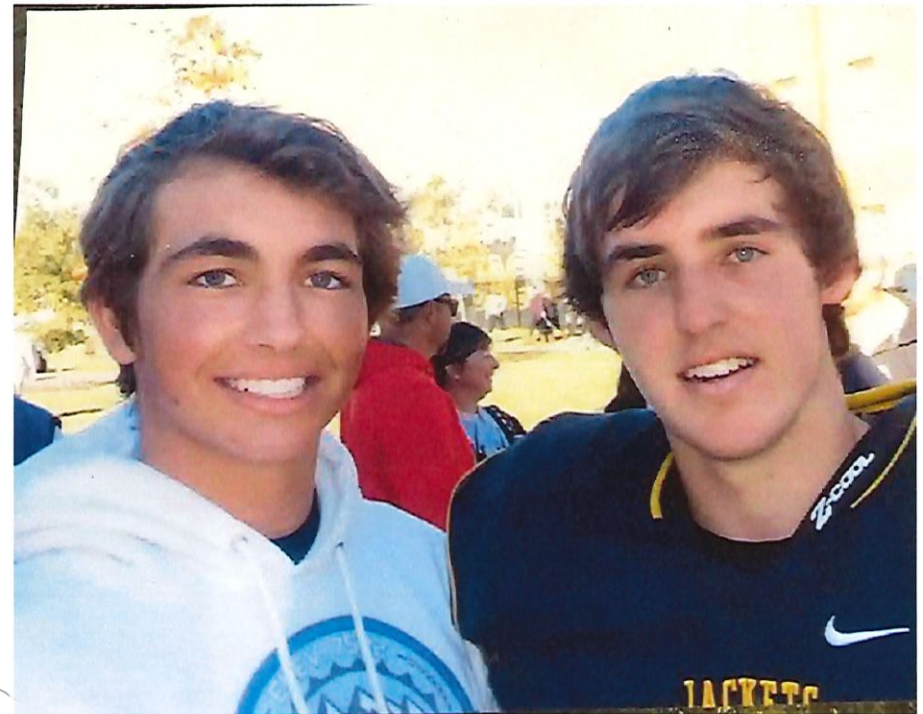


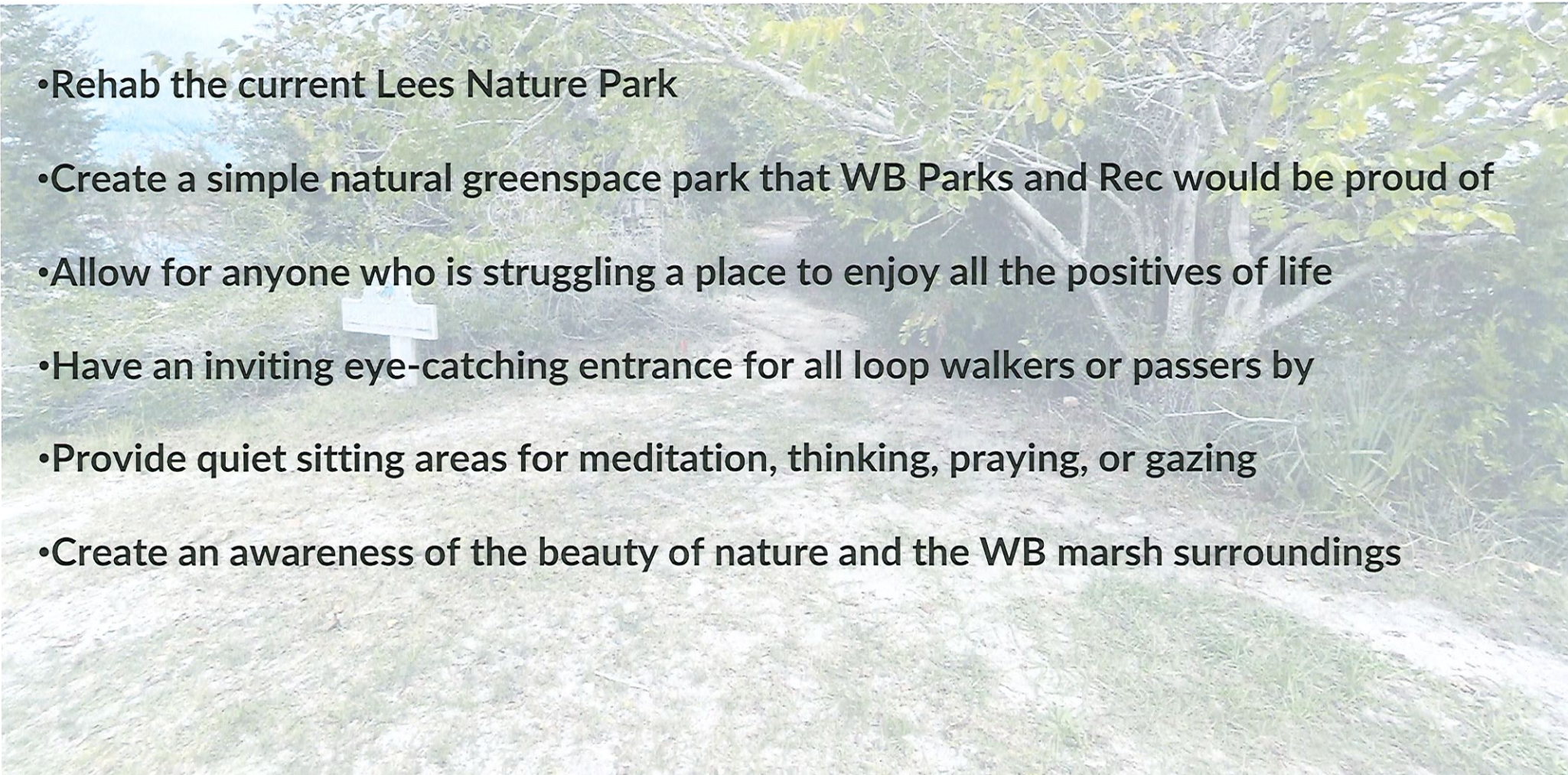
RILO Park

My Motivation is to provide a park on WB with the help of the Town of Wrightsville Beach and the Lee Family.

Reasons I Live On

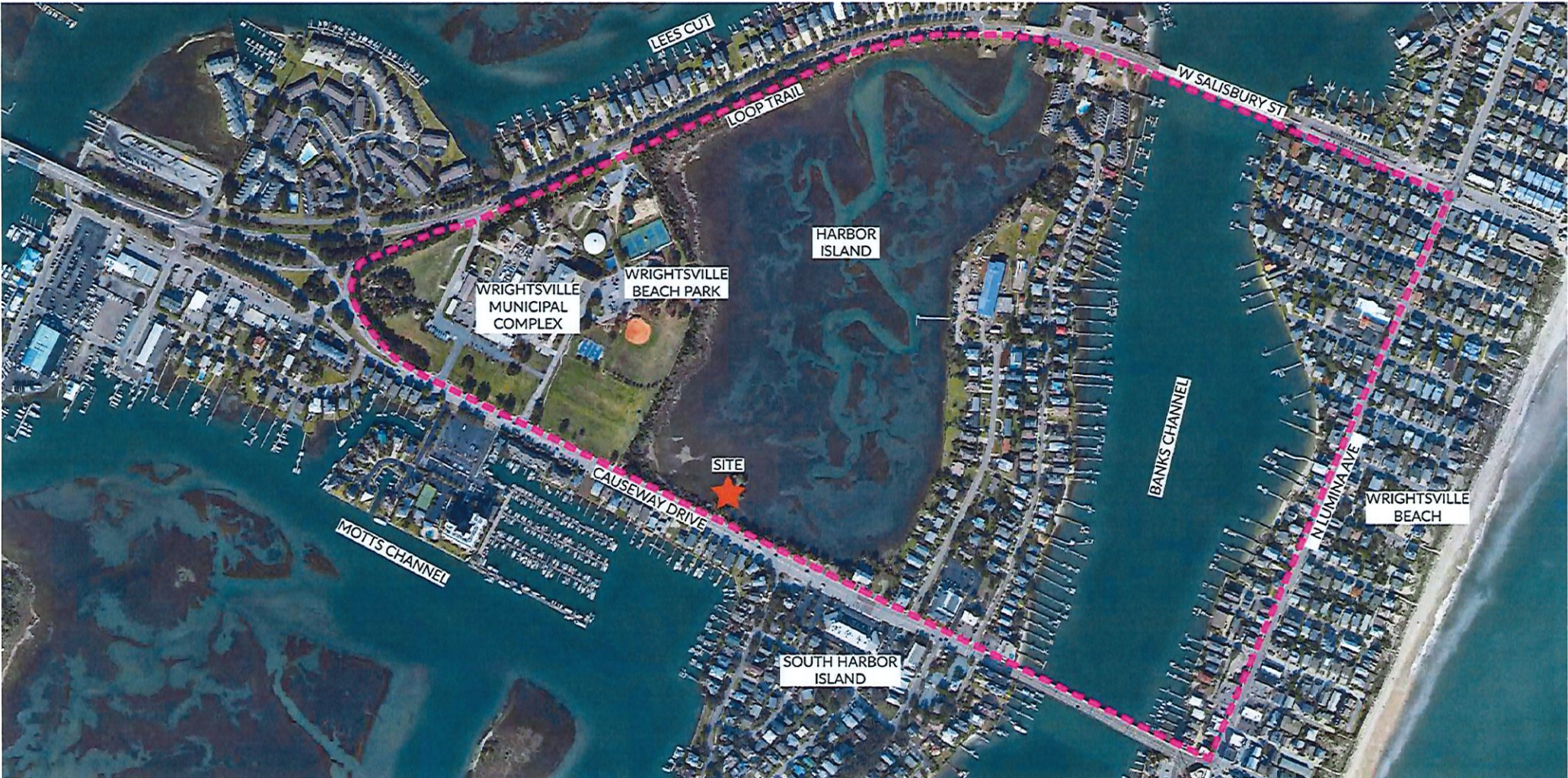
Provide a healing garden where anyone who is struggling can find peace and hope. The RILO Park meditation space offers a quiet place to breathe, reflect, and remember that tomorrow is worth seeing. Here, nature reminds us that even in our darkest moments, we're never truly alone.



- 
- Rehab the current Lees Nature Park
 - Create a simple natural greenspace park that WB Parks and Rec would be proud of
 - Allow for anyone who is struggling a place to enjoy all the positives of life
 - Have an inviting eye-catching entrance for all loop walkers or passers by
 - Provide quiet sitting areas for meditation, thinking, praying, or gazing
 - Create an awareness of the beauty of nature and the WB marsh surroundings

PROJECT GOALS

RILO PARK AT LEE'S NATURE PRESERVE/ WRIGHTSVILLE BEACH, NC



VICINITY MAP
RILO PARK AT LEE'S NATURE PRESERVE/ WRIGHTSVILLE BEACH, NC



1

ENTRY SIGN



2

ELECTRICAL UTILITIES



3

BIRD HOUSE



4

SIGN



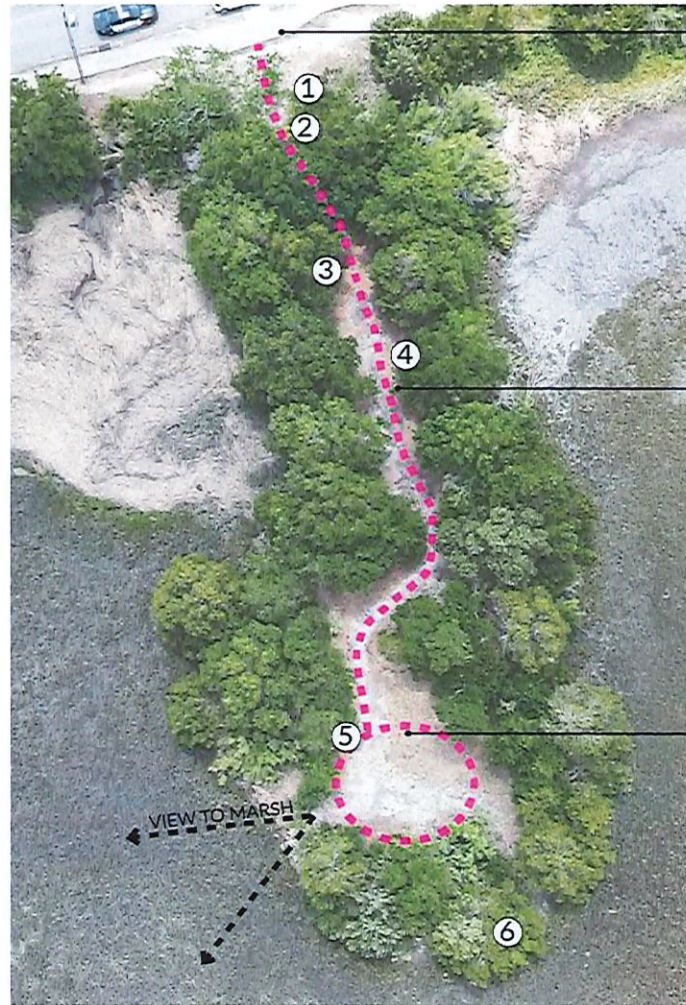
5

SUN DIAL



6

BENCH



ENTRANCE



TRAIL

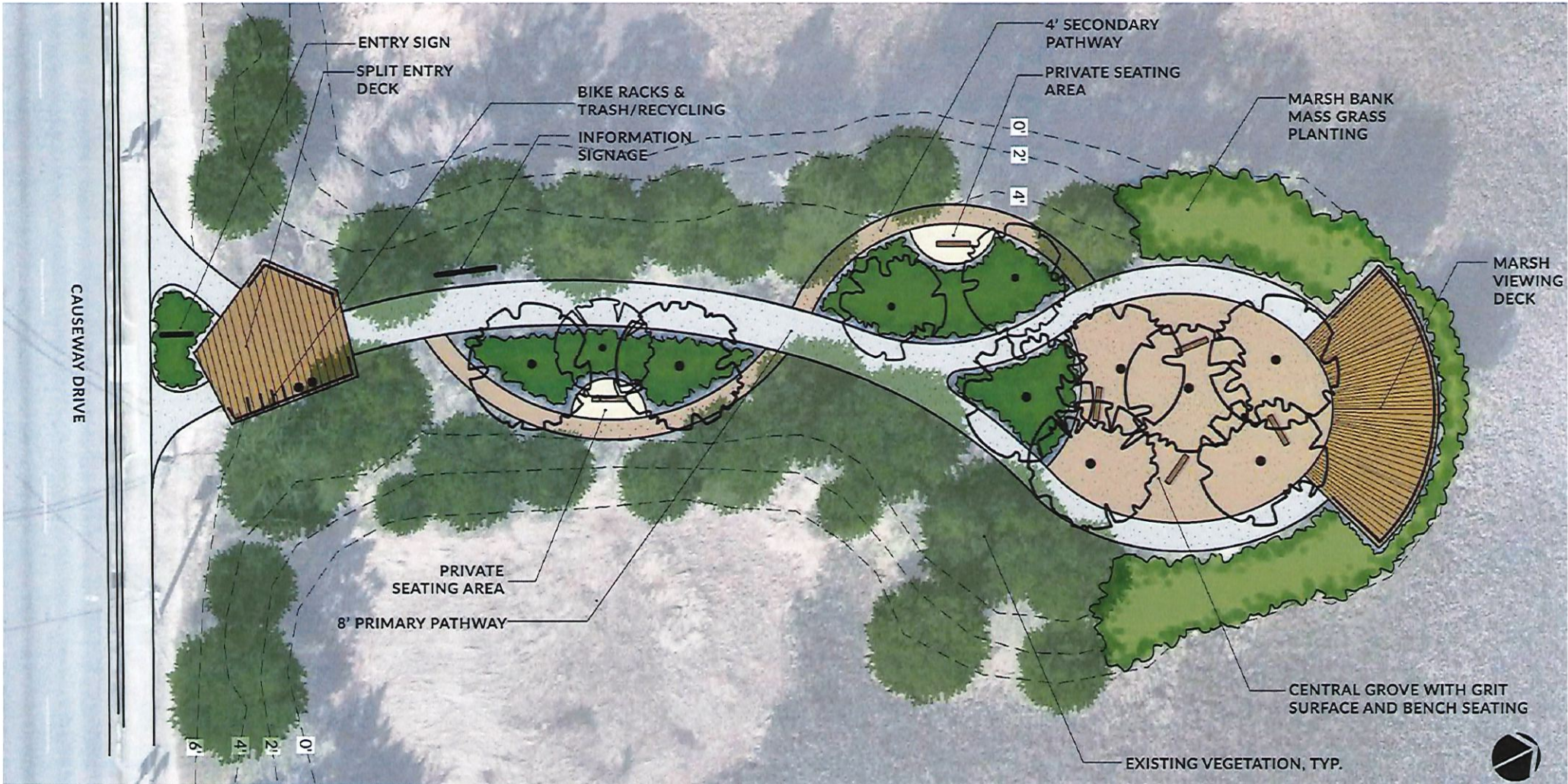


OPEN SPACE



EXISTING CONDITIONS

RILO PARK AT LEE'S NATURE PRESERVE/ WRIGHTSVILLE BEACH, NC



SITE DESIGN

RILO PARK AT LEE'S NATURE PRESERVE / WRIGHTSVILLE BEACH, NC





SPLIT ENTRY

RILO PARK AT LEE'S NATURE PRESERVE/ WRIGHTSVILLE BEACH, NC



PRIVATE SEATING & PRIMARY PATHWAY
RILO PARK AT LEE'S NATURE PRESERVE/ WRIGHTSVILLE BEACH, NC



PRIVATE SEATING
RILO PARK AT LEE'S NATURE PRESERVE/ WRIGHTSVILLE BEACH, NC



CENTRAL GROVE
RILO PARK AT LEE'S NATURE PRESERVE/ WRIGHTSVILLE BEACH, NC



MARSH VIEWING DECK

RILO PARK AT LEE'S NATURE PRESERVE/ WRIGHTSVILLE BEACH, NC

RILO Park Project Flow: Vision to Reality

RILO Foundation – 501c3 – 2025/2026

Park current funds raised = \$94,000

Grants, awards, donations = \$800,000 TBD

WB Parks & Rec commitment:

- General maintenance and lawn services
- Sign for park entrance

Once WB approval, Endowment Grant applications process will begin.

- - WB co-applicant in name only discussion.

Finalize funding, establish contractors, purchase Equipment, begin construction. January 2026





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 adoption of Resolution (2025) 2358 amending the Town's Personnel Policy.;**
Date: August 12, 2025

Issue/Action Requested:

Amendments to the Town's Personnel Policy

Background/Purpose of Request:

The Human Resources Manager has completed a review of the Town's Personnel Policy, and has prepared changes that modernize the policy, reflect current administrative practices, and add changes that were approved by the Board as part of the FY2026 budget.

The following are summaries of the proposed changes:

- Article III Section 3, Section 8 - Eliminates the "hiring rate" for pay grades. Moving forward, pay grades will have a minimum and maximum pay rate for the grade to help with recruitment and reducing internal equity issues.
- Article III Section 16 – Increases the Longevity Pay amounts, updating the amounts to reflect the changes presented in the FY2026 budget.
- Article V Section 12 – Removes the driver license review requirement tied to performance review time frame. Drivers license review will occur annually, at a designated time determined by the Town Manager.
- Article VI Section 2 – Updates to the benefits section to align with recently approved changes for Employer paid benefits.
- Article VI Section 10 – Updates the tuition reimbursement section to reflect reimbursement amount per semester and fiscal year.

In addition to the Personnel Policy revisions, a Parental Leave Policy has been created for administration of the newly approved leave. Up to 120 hours of paid parental leave will now be available to all full-time employees who have been employed with the Town

for at least one year. Approval and use of the leave is not guaranteed, and must be approved by the supervisor, Human Resources Manager, and Town Manager.

Town Manager's Recommendation:

Staff is requesting the approval of the Personnel Policy updates, as well as the Paid Parental Leave benefit through the adoption of Resolution (2025) 2358.

Attachments:

1. Resolution No. 2358 8-12-25
2. Revised Personnel Policy 2025-Draft for Board (002)

RESOLUTION NO. (2025) 2358

Board of Aldermen
Town of Wrightsville Beach, North Carolina
Date: August 12, 2023



A RESOLUTION OF THE BOARD OF ALDERMEN OF THE TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA AMENDING THE TOWN'S PERSONNEL POLICY

NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the Town of Wrightsville Beach, North Carolina, that the following changes be made to the Personnel Policy for the Town of Wrightsville Beach:

1. Various deletions and additions as outlined in Exhibit A of this Resolution.
2. The addition of a new Article VII Section 28 to add a section for Paid Parental Leave.

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

F. Darryl Mills, Mayor

ATTEST:

Lance G. Heater, Town Clerk

(SEAL)

Exhibit A to Resolution (2025) 2358



Town of Wrightsville Beach PERSONNEL POLICY

July 1, 2004

Amended August 8, 2006

Amended March 26, 2009

Amended April 23, 2009

Amended October 29, 2009

Amended February 11, 2010

Amended May 27, 2010

Amended January 12, 2012

Amended November 13, 2014

Amended February 13, 2020

Amended March 15, 2023 by Resolution (2023) 2298

Amended August 12, 2025 by Resolution (2025) 2358

**TOWN OF WRIGHTSVILLE BEACH
PERSONNEL POLICY**

BE IT RESOLVED by the Town Board of Aldermen of the Town of Wrightsville Beach that the following policies apply to the appointment, classification, benefits, salary, promotion, demotion, dismissal, and conditions of employment of the employees of the Town of Wrightsville Beach.

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ARTICLE I. GENERAL PROVISIONS

Section 1. Purpose of the Policy

It is the purpose of this policy and the rules and regulations set forth to establish a fair and uniform system of personnel administration for all employees of the Town under the supervision of the Town Manager. This policy is established under authority of Chapter 160A, Article 7, of the General Statutes of North Carolina.

Section 2. At Will Employment

The Town of Wrightsville Beach is an “at will” employer. Nothing in this policy creates an employment contract or term between the Town and its employees. No person has the authority to grant any employee any contractual rights of employment.

Section 3. Merit Principle

All appointments and promotions shall be made solely on the basis of merit. All positions requiring the performance of the same duties and fulfillment of the same responsibilities shall be assigned to the same class and the same salary range. No applicant for employment or employee shall be deprived of employment opportunities or otherwise adversely affected as an employee because of such individual’s race, color, religion, sex, national origin, veteran status, marital status, political affiliation, non-disqualifying disability, age, or genetic information.

Section 4. Responsibilities in the Administration of the Personnel Program

Responsibilities of the Town Board

The Town Board shall be responsible for establishing and approving personnel policies, the position classification and pay plan, and may change the policies and benefits as necessary. They also shall make and confirm appointments when so specified by the North Carolina General Statutes, including the appointment of the Town Manager.

Responsibilities of the Town Manager

The Town Manager shall be accountable to the Town Board for the administration and technical direction of the personnel program. The Town Manager shall appoint, suspend, and remove all Town employees except those whose appointment is otherwise provided for by law. The Town Manager shall make appointments, dismissals and suspensions in accordance with the Town Charter and other policies and procedures spelled out in other Articles in this Policy.

The Town Manager shall supervise or participate in:

- a) recommending rules and revisions to the personnel system to the Town Board for consideration;
- b) making changes as necessary to maintain an up-to-date and accurate position classification plan;
- c) preparing and recommending necessary revisions to the pay plan;

- d) determining which employees shall be subject to the overtime provisions of Fair Labor Standards Act (FLSA);
- e) establishing and maintaining a roster of all persons and authorized positions in the municipal service, setting forth each position and employee, class title of position, salary, any changes in class title and status, and such data as may be desirable or useful;
- f) developing and administering such recruiting programs as may be necessary to obtain an adequate supply of competent applicants to meet the needs of the Town;
- g) developing and implementing such administrative procedures as are necessary to implement these polices provided the administrative procedures are not in conflict with these policies;
- h) performing such other duties as may be required by law or assigned by the Town Board not inconsistent with this Policy; and
- i) appointing an employee to the role of Human Resources Officer.

Responsibilities of the Human Resources Officer

The Town Manager shall appoint a Human Resources Officer ~~or perform this role him/herself~~. The responsibilities of the Human Resources Officer are to make recommendations to the Town Manager on the following:

- a) rules and revisions to the personnel system for the Town Manager's consideration;
- b) changes as necessary to maintain an up-to-date and accurate position classification plan;
- c) necessary revisions to the pay plan;
- d) which employees shall be subject to the overtime provisions of FLSA;
- e) maintenance of a roster of all persons in the municipal service;
- f) establishment and maintenance of a list of authorized positions in the municipal service at the beginning of each budget year which identifies each authorized position, class title of position, salary range, any changes in class title and status, position number and other such data as may be desirable or useful;
- g) development and administration of such recruiting programs as may be necessary to obtain an adequate supply of competent applicants to meet the needs of the Town;
- h) development and/or coordination of training and educational programs for Town employees;
- i) development and recommendation of such administrative procedures as are necessary to implement these polices provided the administrative procedures are not in conflict with these policies;
- j) periodic evaluations of the operation and effect of the personnel provisions of this Policy;

- k) such other duties as may be assigned by the Town Manager not inconsistent with this Policy;
and
- l) maintaining proper personnel files and documentation.

Responsibilities of Supervisors and Directors:

Supervisors shall meet their responsibilities as directed by the Board and/or the Town Manager, being guided by this Policy and Town ordinances. The Town will require all supervisors to meet their responsibilities by:

- a) dealing with all employees in a fair and equitable manner and upholding the principles of equal employment opportunities;
- b) developing and motivating employees to reach their fullest potential through continued education and training;
- c) making objective evaluations of individual work performance and discussing these evaluations with each employee so as to bring about needed improvements;
- d) keeping employees informed of their role in accomplishing the work of their unit and of conditions or changes affecting their work;
- e) working with employees to create an environment of teamwork, mutual respect and collaborative conflict resolution;
- f) modeling customer service excellence;
- g) making proper documentation and maintaining current files.

Section 5. Application of Policies, Plans, Rules, and Regulations

The personnel policy and all rules and regulations adopted pursuant thereto shall be binding on all Town employees. The Town Manager, Town Attorney, members of the Town Board and advisory Boards and commissions will be exempted except in sections where specifically included. An employee violating any of the provisions of this policy may be subject to disciplinary action, as well as prosecution under any civil or criminal laws which have been violated.

Section 6. Departmental Rules and Regulations

Because of the particular personnel and operational requirements of the various departments of the Town, each department is authorized to establish supplemental written rules and regulations applicable only to the personnel of that department. All such rules and regulations shall be subject to review by the Human Resources Officer and the approval of the Town Manager, and shall not in any way conflict with the provisions of this Policy, but shall be considered as a supplement to this Policy.

Section 7. Definitions

For the purposes of this Policy, the following words and phrases shall have the meanings

respectively ascribed to them by this section:

Full-time employee. An employee who is in a position for which an average work week equals at least 35 hours, and continuous employment of at least 12 months, as required by the Town.

Part-time employee. An employee who is in a position for which an average work week of at least 20 hours and less than 35 hours and continuous employment of at least 12 months are required by the Town.

Regular employee. An employee appointed to a full or part-time position who has successfully completed the designated probationary period.

Probationary employee. An employee appointed to a full or part-time position who has not yet successfully completed the designated probationary period.

Limited Service employee. An employee, not in a permanent position, for which either the average work week required by the Town over the course of a year is less than 20 hours, or continuous employment required by the Town is less than 12 months. **(This includes seasonal and similar workers).**

Trainee. An employee status when an applicant is hired (or employee promoted) who does not meet all of the requirements for the position. During the duration of a trainee appointment, the employee is on probationary status.

Permanent position. A position authorized for the budget year for a full twelve months and budgeted for twenty or more hours per week. All Town positions are subject to budget review and approval each year by the Town Board and all employees' work and conduct must meet Town standards. Therefore, reference to "permanent" positions or employment should not be construed as a contract or right to perpetual funding or employment.

ARTICLE II. POSITION CLASSIFICATION PLAN

Section 1. Purpose

The position classification plan provides a complete inventory of all authorized and permanent positions in the Town service, and an accurate description and specification for each class of employment. The plan standardizes job titles, each of which is indicative of a definite range of duties and responsibilities.

Section 2. Composition of the Position Classification Plan

The classification plan shall consist of:

- a) a grouping of positions in classes which are approximately equal in difficulty and responsibility which call for the same general qualifications, and which can be equitably compensated within the same range of pay under similar working conditions;
- b) class titles descriptive of the work of the class;
- c) written specifications for each class of positions; and
- d) an allocation list showing the class title of each position in the classified service.

Section 3. Use of the Position Classification Plan

The classification plan is to be used:

- a) as a guide in recruiting and examining applicants for employment;
- b) in determining lines of promotion and in developing employee training programs;
- c) in determining salary to be paid for various types of work;
- d) in determining personnel service items in departmental budgets; and
- e) in providing uniform job terminology.

Section 4. Administration of the Position Classification Plan

The Human Resources Officer shall allocate each position covered by the classification plan to its appropriate class, and shall be responsible for the administration of the position classification plan. The Human Resources Officer shall periodically review portions of the classification plan and recommend appropriate changes to the Town Manager. The Town Manager will recommend changes to the Board.

Section 5. Authorization of New Positions and the Position Classification Plan

New positions shall be established upon recommendation of the Town Manager and approval of the Town Board. New positions shall be recommended to the Town Board with a recommended class title after which the Human Resources Officer, with the approval of the Town Manager, shall either allocate the new position into the appropriate existing class, or revise the position classification plan

to establish a new class to which the new position may be allocated. The position classification plan, along with any new positions or classifications, shall be approved by the Town Board and will be on file with the Human Resources Officer. Copies will be available for review to all Town employees upon request.

Section 6. Request for Reclassification

Any employee who considers the position in which classified to be improper shall submit a request in writing for reclassification to such employee's immediate supervisor, who shall immediately transmit the request through the department head to the Human Resources Officer. Upon receipt of such request, the Human Resources Officer shall study the request, determine the merit of the reclassification, and recommend to the Town Manager and Town Board a revision to the classification and pay plan where necessary.

Section 7. Maintenance of the Classification

Because job duties change over time and the market pay rate changes at different rates for different jobs, comprehensive classification and pay plan reviews are needed periodically. When the organization is stable, reviews are needed approximately every five years. When there is significant growth and/or change in the organization, comprehensive reviews are needed.

ARTICLE III. THE PAY PLAN

Section 1. Definition

The pay plan includes the basic salary schedule and the "Assignment of Classes to Grades" adopted by the Town Board. The salary schedule consists of hiring, minimum (normally probation completion), midpoint and maximum rates of pay for all classes of positions.

Section 2. Administration and Maintenance

The Town Manager, assisted by the Human Resources Officer, shall be responsible for the administration and maintenance of the pay plan. All employees covered by the pay plan shall be paid at a rate listed within the salary range established for the respective position classification, except for employees in a trainee status or employees whose existing salaries are above the established maximum rate following transition to a new pay plan.

The pay plan is intended to provide equitable compensation for all positions, reflecting differences in the duties and responsibilities, the comparable rates of pay for positions in private and public employment in the area, changes in the cost of living, the financial conditions of the Town, and other factors. To this end, each budget year the Human Resources Officer shall make comparative studies of all factors affecting the level of salary ranges including the consumer price index, anticipated changes in surrounding employer plans, and other relevant factors, and will recommend to the Town Manager such changes in salary ranges as appear to be pertinent. Such changes shall be made in the salary ranges such that the hiring rate, minimum, midpoint, and maximum rates change according to market changes. Such changes are subject to approval by the Town Board.

Section 3. Starting Salaries

All persons employed in positions approved in the position classification plan shall be employed within the appropriate salary range at the hiring rate for the classification in which they are employed. Department heads, in collaboration with the Human Resources Officer, will determine the correct and appropriate rate of pay based on skill, experience and the ability to perform the required job duties. ; ~~however, exceptionally well qualified applicants may be employed above the hiring rate of the established salary range upon recommendation of the department head and Human Resources Officer and approval of the Town Manager. Final approval from the Town Manager is required.~~

Section 4. Trainee Designation and Provisions

Applicants being considered for employment or Town employees who do not meet all of the requirements for the position for which they are being considered may be hired, promoted, demoted, or transferred by the Town Manager to a "trainee" status. In such cases, a plan for training, including a time schedule, must be prepared by the department head.

"Trainee" salaries shall be no more than two salary grades below the hiring rate established for the position for which the person is being trained. A new employee designated as "trainee" shall be regarded as being in a probationary period. However, probationary periods shall be no less than six months and trainee periods may extend up to eighteen months. A trainee shall remain a probationary employee until the trainee period is satisfactorily completed.

If the training is not successfully completed to the satisfaction of the Town Manager, the trainee shall be transferred, demoted, or dismissed. If the training is successfully completed, the employee shall

be paid at least at the hiring rate established for the position for which the employee was trained.

Section 5. Probationary Pay Increases

At the discretion of the Town Manager, employees hired or promoted shall receive a salary increase within the pay range of approximately 5% upon successful completion of the probationary period or upon six months of satisfactory service if the employee is not on probation.

Employees serving a twelve-month probationary period may be considered for this increase after six months of employment; employees with a twelve-month probationary period who receive an increase at the six month review will not be eligible for an increase at the end of the twelve-month probationary period.

Section 6. Performance Pay

Upward movement within the established salary range for an employee is not automatic, but rather based upon specific performance-related criteria. Procedures for determining performance levels and performance pay increases or other performance-related movement within the range shall be established in procedures approved by the Town Manager.

Section 7. Performance Pay Bonus

Employees who are at the maximum amount of the salary range for their position classification are eligible to be considered for a performance pay bonus at their regular performance evaluation time. Performance pay bonuses shall be awarded based upon the performance of the employee as described in the performance evaluation and in the same amounts as employees who are within the salary range. Performance pay bonuses shall be awarded in lump sum payments and do not become part of base pay.

Section 8. Salary Effect of Promotions, Demotions, Transfers, and Reclassifications

Promotions. The purpose of the promotion pay increase is to recognize and compensate the employee for taking on increased responsibility. When an employee is promoted, the employee's salary shall normally be advanced to the hiring rate within the paygrade range of the new position, or to a salary which provides an increase of at least 5% over the employee's salary before the promotion, whichever is greater. In the event of highly skilled and qualified employees, shortage of qualified applicants, or other reasons related to the merit principle of employment, the Town Manager may set the salary at an appropriate rate in the range of the position to which the employee is promoted that best reflects the employee's qualifications for the job and relative worth to the Town, taking into account the range of the position and relative qualifications of other employees in the same classification. In no event, however, shall the new salary exceed the maximum rate of the new salary range. In setting the promotion salary, the Town shall consider internal comparisons with other employees in the same or similar jobs; and make minor adjustments outside of annual adjustments; in keeping with internal equity.

Demotions. Demotion is the movement of an employee from one position to a position in a class assigned to a lower salary range. When an employee is demoted to a position for which qualified, the salary shall be set at the rate in the lower pay range which provides a salary commensurate with the employees' qualifications to perform the job and consistent with the placement of other employees within the same classification in that salary range. If the current salary is within the new range, the employee's salary may be retained at the previous rate if appropriate. If the demotion is the result of discipline, the salary shall be decreased at least 5%. Salaries of demoted employees may be no greater than the maximum of the new range.

Transfers. The salary of an employee reassigned to a position in the same class or to a position in a different class within the same salary range shall not be changed by the reassignment.

Reclassifications. An employee whose position is reclassified to a class having a higher salary range shall receive a pay increase of 5% or an increase to the hiring rate of the new pay range, whichever is higher. If the employee has completed probation, the employee's salary shall be advanced to at least the probation completion amount in the new range.

If the position is reclassified to a lower pay range, the employee's salary shall remain the same. If the employee's salary is above the maximum established for the new range, the salary of that employee shall be maintained at the current level until the range is increased above the employee's salary.

Section 9. Salary Effect of Salary Range Revisions

When an individual class of positions is assigned to a higher salary range, employees in that class shall normally receive a pay increase of 5%, or to the hiring rate of the new range, whichever is higher. If the employee has passed probation, the employee's salary shall be advanced at least to the probation completion amount in the new range. When a class of positions is assigned to a lower salary range, the salaries of employees in that class will remain unchanged. If this assignment to a lower salary range results in an employee being paid at a rate above the maximum rate established for the class, the salary of that employee shall be maintained at that level until such time as the employee's salary range is increased above the employee's current salary.

Section 10. Transition to a New Salary Plan

The following principles shall govern the transition to a new salary plan:

- 1) No employee shall receive a salary reduction as a result of the transition to a new salary plan.
- 2) All employees being paid at a rate lower than the minimum rate established for their respective classes shall have their salaries raised at least to the new minimum rate for their classes.
- 3) All employees being paid at a rate below the maximum rate established for their respective classes shall be paid at a rate within the salary schedule
- 4) All employees being paid at a rate above the maximum rate established for their respective classes shall have their salaries maintained at that salary level with no increases until such time as the employees' salary range is increased above the employees' current salary.

Section 11. Effective Date of Salary Changes

Salary changes approved after the first working day of a pay period shall become effective at the beginning of the next pay period, or at such specific date as may be provided by procedures approved by the Town Manager.

Section 12. Fair Labor Standards Act and Overtime Pay Provisions

Employees of the Town can be requested and may be required to work in excess of their regularly scheduled hours as necessitated by the needs of the Town and determined by the department head.

Overtime work should normally be approved in advance by the department head, Town Manager or other designee.

To the extent that local government jurisdictions are so required, the Town will comply with the Fair Labor Standards Act (FLSA). The Human Resources Officer shall determine and recommend to the Town Manager which jobs are "non-exempt" and are therefore subject to the Act in areas such as hours of work and work periods, rates of overtime compensation, and other provisions.

Non-Exempt Employees

Employees are expected to work during all assigned periods exclusive of breaks or meal times. Employees are not to perform work at any time that they are not scheduled to work, unless they receive approval from their department head or supervisor, except in cases of emergency.

Non-exempt employees will be paid at a straight time rate for hours up to the FLSA established limit for their position (usually 40 hours in a 7-day period; 171 hours for sworn police and/or 212 for fire staff in a 28 day cycle). Hours worked beyond the FLSA established limit will be compensated in either time or pay at the appropriate overtime rate.

In determining eligibility for overtime in a work period, only hours actually worked shall be considered. In no event will vacation, sick leave, or holidays be included in the computation of hours worked for FLSA purposes.

Whenever practical, departments will schedule time off on an hour-for-hour basis within the applicable work period for non-exempt employees, instead of paying overtime. When time off within the work period cannot be granted, overtime worked will be compensated in accordance with the FLSA.

Compensatory leave balances may not exceed 240 hours except for public safety employees (sworn police and fire) who may not accrue more than 480 hours. Any overtime worked after such maximum balances must be compensated in pay. The Manager will be notified whenever a compensatory balance exceeds 100 hours.

In emergency conditions, when long and continuous work is required over multiple days, the Town Manager may approve special overtime compensation.

Exempt Employees

Employees in positions determined to be "exempt" from the FLSA (as Executive, Administrative or Professional staff) are paid on a salary basis and will not receive pay for hours worked in excess of their normal work periods. These employees may be granted occasional compensatory leave by their supervisor where the convenience of the department allows and in accordance with procedures established by the Town Manager. Such compensatory time is not guaranteed to be taken and ends without compensation upon separation from the organization.

In declared disaster or emergency situations requiring long and continuous hours of work, exempt employees may be compensated at a rate of up to time and one half and/or be granted time off with pay for rest and recuperation to ensure safe working conditions for the duration of the emergency period, when authorized by the Town Manager or Town Board.

Section 13. Stand-by and Call-back Pay

The Town provides a continuous twenty-four hour a day, seven day a week service to its customers. Therefore, it is necessary for certain employees to respond to any reasonable request for duty at any hour of the day or night. One of the conditions of employment with the Town is the acceptance of a share of the responsibility for continuous service, in accordance with the nature of each job position. If an employee fails to respond to reasonable calls for emergency service, either special or routine, the employee shall be subject to disciplinary actions up to and including dismissal.

Stand-by. Stand-by ("on-call") time is defined as that time when an employee must carry a pager or other communication device and must respond immediately to calls for service. Non-exempt employees required to be on "stand-by" duty will be paid for seven hours of work at straight time for each week of stand-by time they serve. The Town Manager will approve the standby rotation for each department. Stand-by compensation for less than one full week shall be determined by the ratio of 1 hour of pay per one hour of stand-by time.

Standby time requiring an employee to remain at a designated location or otherwise substantially restrict personal activities in order to be ready to respond when called is considered work time under the provisions of the FLSA.

Call-back. Non-exempt employees will be guaranteed a minimum payment of two hours of wages or compensatory time for being called back to work outside of normal working hours. Hours actually worked while on call-back are calculated beginning when the employee reports to the work site and are added to the regular total of hours worked for the week. "Call-back" provisions do not apply to previously scheduled overtime work (scheduled in advance).

Special Event. When employees are called in specifically to work a special event, they will be compensated at their hourly overtime rate. When employees are already scheduled to work on the day of a special event, they will be compensated at their regular rate.

Section 14. Payroll Deductions

Deductions shall be made from each employee's salary as required by law. Additional deductions may be made for insurance or for other reasons as authorized by the Town Manager considering the capability of the payroll system, associated increase in workload, and appropriateness of the deduction.

Section 15. Hourly Rate of Pay

Employees working in a part-time or limited service capacity with the same duties as full-time employees will normally work at a rate in the same salary range as the full-time employees.

The hourly rate for employees working other than 40 hours per week, such as police officers working an average 42 hours per week, will be determined by dividing the average number of hours scheduled per year into the annual salary for the position.

Section 16. Longevity Pay

Full-time employees of the Town are compensated for years of service by payment of a longevity supplement based on the following table:

<u>Years of Continuous Service</u>	<u>Longevity Amount</u>
5 to 10	\$ 3600
10 to 15	10500
15 to 20	12600
20 to 25	14700
25 to 30 plus	16800

Longevity pay will be ~~issued on a date in~~calculated annually based on the date of hire. ~~January through December service will be awarded in November of that year. November~~ All longevity payments will be approved by the Town Manager. Appropriate federal, state, retirement, etc. deductions will be made.

Section 17. Pay for Interim Assignments in a Higher Level Classification

An employee who is formally designated, for a period of at least one month, by the Town Manager to perform the duties of a job that is assigned to a higher salary grade than that of the employee's regular classification shall normally receive an increase for the duration of the interim assignment. The employee shall receive a salary adjustment to the hiring rate level of the job in which the employee is acting or an increase of 5%, whichever is greater. Criteria involved in determining the amount of the compensation will include:

- a) the difference between the existing job and that being filled on a temporary basis, and
- b) the degree to which the employee is expected to fulfill all the duties of the temporary assignment.

The salary increase shall be temporary and upon completion of the assignment, the employee shall go back to the salary he or she would have had if not assigned in the interim role, taking into account any increase the employee would have received if not placed in the interim role.

Section 18. Certification and Educational Increases

The Town Manager may approve a schedule of salary increases to reward employees for attaining and maintaining certifications and obtaining degrees that increase the employee's value to the Town.

ARTICLE IV. RECRUITMENT AND EMPLOYMENT

Section 1. Equal Employment Opportunity Policy

It is the policy of the Town to foster, maintain and promote equal employment opportunity. The Town shall select employees on the basis of the applicant's qualifications for the job and award them with respect to compensation and opportunity for training and advancement, including upgrading and promotion, without regard to age, sex, race, color, religion, national origin, disability, political affiliation, marital status, veteran status, or genetic information. Applicants with physical disabilities shall be given equal consideration with other applicants for positions in which their disabilities do not represent an unreasonable barrier to satisfactory performance of essential duties with or without reasonable accommodation.

It is a violation of Town policy to retaliate in any way against an employee who assists, participates in, or supports this policy or anyone making a bona-fide complaint under this policy or who participates or assists in any EEOC, OSHA or other internal or external processes protected by law.

Section 2. Implementation of Equal Employment Opportunity Policy

The Human Resources Officer and all personnel responsible for recruitment and employment will continue to review regularly the implementation of this Personnel Policy and relevant practices to assure that equal employment opportunity based on reasonable, job-related requirements is being actively observed to the end that no employee or applicant for employment shall suffer discrimination because of age, sex, race, color, religion, disability, national origin, political affiliation, veteran status, marital status or genetic information. Notices with regard to equal employment matters shall be posted in conspicuous places on Town premises in places where notices are customarily posted.

Section 3. Recruitment, Selection and Appointment

Recruitment Sources. When position vacancies occur, the Human Resources Office shall publicize these opportunities for employment, including applicable salary information and employment qualifications. Information on job openings and hiring practices will be provided to recruitment sources, including the Division of Employment Security and organizations and news media available to minority applicants. In addition, notice of vacancies shall be posted at designated conspicuous Town sites. Individuals shall be recruited from a geographic area as wide as necessary and for a period of time sufficient to ensure that well-qualified applicants are obtained for Town service. In rare situations because of emergency conditions, high turnover, etc., the Town may hire or promote without advertising jobs upon approval of the Town Manager.

Job Advertisements. Jobs may be advertised ~~on in local area newspapers, professional publications, job~~ websites, social media platforms, and or other relevant industry relevant platforms or publications, as needed, in order to establish a diverse and qualified applicant pool. ~~Employment advertisements will also be posted in departments in areas where employees may be notified of any advancement opportunities.~~ Employment advertisements shall contain assurances of equal employment opportunity and shall comply with Federal and State statutes.

Application for Employment. All persons expressing interest in employment with the Town shall be given the opportunity to file an application for employment for positions which are being recruited. The Town accepts applications and resumes only for vacant advertised positions. Applications will be received by the relevant department or the Human Resources Officer. The applicant who will be pre-screened ed applications for minimum qualifications.

Application Reserve File. Applications submitted online within the Town's recruitment/HR platform, shall be kept retained in this format. All other applications submitted by email or in person, will be retained by the departments or Human Resources. In all situations, in an inactive reserve file for a applications will be retained for a period of two years in accordance with Equal Employment Opportunity Commission guidelines.

Selection. Department heads, with the assistance of the Human Resources Officer, shall make such investigations and conduct such examinations as necessary to assess accurately the knowledge, skills, and experience qualifications required for the position, including criminal and/or driving history where job-related. All selection devices administered by the Town shall be valid measures of job performance.

References and Background Investigations. Before any commitment is made to an applicant the Town will conduct a reference checks pre-employment screening process, regarding the employee's qualifications and work performance. In addition, This may involve physical examinations, drug screening and criminal background investigations. may be performed. Conviction of a crime is not automatically disqualifying. The Town will consider the severity of the crime, degree to which the crime is job related to the job for which the applicant is being considered, and length of time since the conviction to determine the degree to which there is a business necessity for choosing not to hire the applicant. The Police Department will have additional criteria for the hiring of law enforcement personnel.

Appointment. Before any commitment is made to an applicant either internal or external, the department head shall make recommendations to the Human Resources Officer including the position to be filled, the salary to be paid, and the reasons for selecting the candidate over other candidates. The Human Resources Officer and department head shall recommend approval of appointments and the starting salary for all applicants to the Town Manager. The Town Manager shall approve appointments and the starting salary for all applicants.

Section 4. Probationary Period

An employee appointed or promoted to a permanent position shall serve a probationary period. Employees shall serve a six-month probationary period, except that department heads and employees in sworn police positions may be required to serve a twelve-month probationary period, depending on their probationary status with the North Carolina Criminal Justice Education & Training Standards Division. Employees hired as "trainees" shall remain on probation until the provisions of their traineeship are satisfied. During the probationary period, supervisors shall monitor an employee's performance and communicate with the employee concerning performance progress. Employees serving a twelve-month probation shall have a probationary review at the end of six months as well as before the end of twelve months.

An important purpose of the probationary period is to provide an opportunity for the appointee to adjust to the new job. Likewise, it serves as a trial period during which the employee demonstrates his or her ability to perform the work, to demonstrate good work habits and to work well with the public and coworkers. Before the end of the probationary period, the supervisor shall conduct a performance evaluation conference with the employee and discuss accomplishments, strengths, and needed improvements. A summary of this discussion shall be documented in the employee's personnel file. The supervisor shall recommend in writing whether the probationary period should be completed, extended, or the employee transferred, demoted, or dismissed. With the approval of the Town Manager probationary periods may be extended for a maximum of six additional months.

Disciplinary action, including demotion and dismissal, may be taken at any time during the probationary period of a new hire without following the steps outlined in this policy for disciplinary action. A probationary employee dismissed during the probationary period is not eligible for terminal pay for accrued annual leave.

A promoted employee who does not successfully complete the probationary period may be transferred or demoted to a position in which the employee shows promise of success. If no such position is available, the employee shall be dismissed. Promoted and demoted employees who are on probation retain all other rights and benefits.

Section 5. Promotion

Promotion is the movement of an employee from one position to a vacant position in a class assigned to a higher salary range. It is the Town's policy to create career opportunities for its employees whenever possible. Therefore, when a current employee applying for a vacant position is best suited of all applicants, that applicant shall be appointed to that position. The Town will balance three goals in the employment process:

- 1) the benefits to employees and the organization of promotion from within;
- 2) providing equal employment opportunity and a diversified workforce to the community; and
- 3) obtaining the best possible employee who will provide the most productivity in that position.

Therefore, except in rare situations where previous Town experience is essential (such as promotions to Police Sergeant), or exceptional qualifications of an internal candidate so indicate, the Town will conduct an open recruitment and consider external and internal candidates rather than automatically promote from within. Candidates for promotion shall be chosen on the basis of their qualifications and their work records. Internal candidates shall apply for promotions using the same application process as external candidates.

Section 6. Demotion

Demotion is the movement of an employee from one position to a position in a class assigned to a lower salary range. Demotion may be voluntary or involuntary. An employee whose work or conduct in the current position is unsatisfactory may be demoted provided that the employee shows promise of becoming a satisfactory employee in the lower position. Such disciplinary demotion shall follow the disciplinary procedures outlined in this Policy.

An employee who wishes to accept a position with less complex duties and reduced responsibilities may request a demotion. A voluntary demotion is not a disciplinary action and is made without using the above-referenced disciplinary procedures.

Section 7. Transfer

Transfer is the movement of an employee from one position to a position in a class in the same salary range. If a vacancy occurs and an employee in another department is eligible for a transfer, the employee shall apply for the transfer using the usual application process. A department head wishing to transfer an employee to a different department or classification shall make a recommendation through the Human Resources Officer to the Town Manager with the consent of the receiving department head. Any employee transferred without requesting the action may appeal the action in accordance with the grievance procedure outlined in this Policy. Notwithstanding the employee's right to file a grievance, the Town reserves the right to transfer employees either

temporarily or permanently when doing so will serve the Town's best interest.

An employee who has successfully completed a probationary period may be transferred into the same classification without serving another probationary period.

ARTICLE V. CONDITIONS OF EMPLOYMENT

Section 1. Work Schedule

Department heads shall establish work schedules, with the approval of the Town Manager which meet the operational needs of the department in the most cost-effective manner possible.

Section 2. Political Activity

Each employee has a civic responsibility to support good government by every available means and in every appropriate manner. Each employee may join or affiliate with civic organizations of a partisan or political nature, may attend political meetings, may advocate and support the principles or policies of civic or political organizations in accordance with the Constitution and laws of the United States and the State of North Carolina. However, no employee shall:

- a) Engage in any political or partisan activity while on duty;
- b) Use official authority or influence for the purpose of interfering with or affecting the result of a nomination or an election for office;
- c) Be required as a duty of employment or as condition for employment, promotion or tenure of office to contribute funds for political or partisan purposes;
- d) Coerce or compel contributions from another employee of the Town for political or partisan purposes;
- e) Use any supplies or equipment of the Town for political or partisan purposes; or
- f) Be a candidate for nomination or election to office under the Town Charter;

Any violation of this section shall subject the employee to disciplinary action including dismissal.

Section 3. Outside Employment

The work of the Town shall have precedence over other occupational interests of employees. All outside employment for salaries, wages, or commissions and all self-employment must be reported in writing in advance to the employee's supervisor, who in turn will report it to the department head. The department head will review such employment for possible conflict of interest and then submit a record of the employment to the Town Manager for review and approval. Conflicting and/or unreported outside employment are grounds for disciplinary action up to and including dismissal. Documentation of the approval of outside employment will be placed in the employee's personnel file.

Examples of conflicts of interest in outside employment include *but are not limited to*:

- a) employment with organizations or in capacities that are regulated by the employee or employee's department; or
- b) employment with organizations or in capacities that negatively impact the employee's perceived integrity, neutrality, or reputation related to performance of the employee's Town duties.

An employee who sustains an injury or illness in connection with outside employment and is receiving worker's compensation from that employer shall not be entitled to receive Town worker's compensation benefits or accrued Town sick leave.

Section 4. Dual Employment

The Town prohibits any employee from holding more than one position with the Town if the combined positions will result in the employee working more than 40 hours per week in any week of the year unless approved by the Town Manager. The Town will consult FLSA regulations in all dual employment cases to insure that the regulations are followed.

Section 5. Employment of Relatives

The Town prohibits the hiring and employment of immediate family in full or part-time positions within the same work unit if such employment would result in one family member supervising another or if one member will occupy a position of influence over another member's employment or any condition of employment. Examples of potential influence include but are not limited to hiring, promotions, salary administration and disciplinary action.

For the purposes of this Article, immediate family shall be defined as spouse, child, parent, sibling, grandparent, grandchild, aunt and uncle to include in-law, step and half relationships. The definition for this Article also includes individuals living in the same household who share a relationship comparable to immediate family members.

The Town also prohibits the employment of any person into a position who is an immediate family member of individuals holding the following positions: Mayor, Town Board Member, Town Manager, Finance Officer, Human Resources Officer, Town Clerk, or Town Attorney.

Other circumstances may also prohibit the hiring of family members. Otherwise, the Town will consider employing family members or related persons in the service of the Town, provided that such employment does not:

- 1) result in a relative supervising relatives;
- 2) result in a relative auditing the work of a relative;
- 3) create a conflict of interest with either relative and the Town; or
- 4) create the potential or perception of favoritism.

This provision shall not apply retroactively to anyone employed when the provision was adopted by the Town.

Other Relationships

In order to prevent actual or perceived discrimination and/or favoritism in the workplace, and to aid in the enforcement of the Town's harassment prevention and non-discrimination policies, the Town does not ordinarily permit persons who are dating or otherwise engaged in a romantic, physical, sexual, or otherwise personal relationship to work in a direct supervisory relationship with each other.

All employees are required, whether a direct supervisory relationship exists or not, to disclose any such relationships upon employment and/or the commencement of the relationship. Disclosures may be made to the immediate supervisor and/or the Human Resources Officer. This information will be maintained as confidential upon request if possible. Upon disclosure, both parties will be required to affirm the consensual nature of the relationship and their understanding of an agreement to comply with the Town's harassment prevention and non-discrimination policies and other applicable policies. Where applicable and possible, supervisory assignments will be modified to eliminate any supervisory relationship between such employees.

In general, the Town requires that:

- 1) any such relationships must be consensual and not otherwise violate applicable law;
- 2) personal relationships should not interfere with the day-to-day operations or business of the Town; and
- 3) no person should receive any more, or less, favorable treatment in the terms and conditions of his or her employment because of his or her personal relationship with other employee(s) of the Town or lack thereof.

Section 6. Harassment Prohibited

The Town prohibits harassment in any form that is based on sex, race, color, religion, national origin, age, disability, veteran status or genetic information. Harassment is defined as conduct that culminates in tangible employment action or is sufficiently severe or pervasive as to create a hostile work environment.

A particular form of harassment, sexual harassment, is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when

- 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment includes repeated offensive sexual remarks, continual or repeated comments about an individual's body and offensive sexual language.

Any employee who believes that he or she may have a complaint of harassment may follow the Grievance Procedure described in this Policy or may file the complaint directly with the Human Resources Officer or department head who will immediately notify the Town Manager. The employee may file the complaint directly with the Town Manager if it involves a department head. The Human Resources Officer will ensure that an investigation is conducted into any allegation of harassment and advise the employee and appropriate management officials of the outcome of the investigation.

Employees who are found to be engaged in harassment are subject to disciplinary action up to and including dismissal. Employees making complaints of harassment are protected against retaliation

from alleged harassers or other employees.

Section 7. Expectation of Ethical Conduct

The proper operation of Town government requires that public officials and employees be independent, impartial, and responsible to the people; that governmental decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. No official or employee of the Town shall solicit or accept any gift, favor, or thing of value (over \$50) that may tend to influence such employee in the discharge of the employee's duties, or grant in the discharge of duty an improper favor, service, or thing of value.

Section 8. Performance Evaluation

Supervisors and/or department heads shall normally conduct performance evaluation conferences with each employee at least once a year. These performance evaluations shall be documented in writing and placed in the employee's personnel file. Procedures for the performance evaluation program shall be published by the Human Resources Officer with the approval of the Town Manager.

Section 9. Safety

Safety is the responsibility of both the Town and employees. It is the policy of the Town to establish a safe work environment for employees. The Town shall establish a safety program including policies and procedures regarding safety practices and precautions and training in safety methods. Department heads and supervisors are responsible for ~~insuring~~ensuring safe work procedures, including the use of all required personal protective equipment and providing necessary safety training programs.

Section 10. Use of Town Property and Equipment

Town equipment, materials, tools and supplies shall not be available for personal use and are not to be removed from Town property except in the conduct of official Town business, unless approved by the Town Manager. All Town property issued to the employee shall be returned to the employee's supervisor upon termination of employment prior to the issuance of the final pay check.

Section 11. Substance Abuse Policy

The Town is committed to a drug-free workplace to maintain a safe and healthy working environment for employees and a productive, effective work force for the Town's citizens. The Town prohibits employees reporting to work with their ability to perform impaired by alcohol, illegal drugs, intentionally and inappropriately used prescriptions, over-the-counter drugs, or other chemicals and substances. The Town follows the DOT Drug and Alcohol Policy for pre-employment screening of new hires. A-This policy will be shared with new employees at the start of their employment. separate Substance Abuse Policy will be maintained by the Town and provided to all employees. A copy of the policy can be obtained from Human Resources.

Section 12. Driver's License

All employees who are in positions required ~~on the class specification~~by the job description, to maintain an active driver's license, are required to do so as a condition of employment. Each year, upon completion of the employee's performance review at a date chosen by the Town Manager, the Human Resources Officer, in collaboration with the Police Department, will verify the status of the

employee's driver's license. If the driver's license is not in good standing, the employee may be suspended, demoted or dismissed.

Section 13. Technology/Social Media Policy

The Town will establish a separate Technology/Social Media Policy and communicate the policy to employees. The policy will be considered a part of the Personnel Policy and may be updated periodically as needed to react to changing technology.

Section 14. Direct Deposit of Payroll

All employees are required to participate in direct deposit of payroll checks. Employees will receive a statement detailing pay and deduction amounts.

Section 15. Use of Tobacco Products

The use of any and all tobacco products, either in Town owned or leased buildings or in Town owned or leased vehicles or equipment is prohibited. Tobacco use is permitted outside of buildings in areas defined by the Town for such use provided they are not adjacent to a public entrance or air intake vent.

Section 16. Lactation Breaks

The Town may provide reasonable paid break time for an employee to express breast milk for a child provided that doing so does not unduly disrupt the operations of the Town. If the employee does not have a private office, the Town will make reasonable efforts to provide a room or other location, excluding a bathroom, (in close proximity to the work area) where the employee can express her milk in privacy (See Section 4207 Fair Labor Standards Act).

ARTICLE VI. EMPLOYEE BENEFITS

Section 1. Eligibility

All full and some part-time employees of the Town are eligible for employee benefits as provided for in this Article which are subject to change at the Town's discretion and annual budget appropriations. Limited Service employees are eligible only for legally mandated benefits such as Workers' Compensation and FICA.

Section 2. Employee Group ~~Health~~ Medical and Dental Insurance

The Town provides group sponsored ~~health~~ medical and, dental, vision, other insurance programs for full time employees and their families as specified under the terms of the group insurance contract. The Town Full time, for purposes of health benefits, is determined by the Affordable Care Act (ACA) and the Town will comply with the Affordable Care Act by providing health insurance for all employees expected to work 30 or more hours per week for three or more months. Employees may be responsible for a portion of their premiums, depending on the annual budget and the benefits they elect.

Dependents of ~~Employees~~ may be responsible for a portion of the premium. Full tTime eEmployees

Employees who are on the ~~medical~~ health insurance policy may, if they so desire, purchase available group ~~medical~~ health, dental and/or vision coverage through the Town for qualified dependents when the Town offers it and within the stipulations of the insurance contract. Employees will pay the amount stipulated by the Town for their qualified dependents.

~~The Town will comply with the Affordable Care Act by providing health insurance for all employees expected to work 30 or more hours per week for three or more months.~~

~~Full time employees who are on the health insurance policy may, if they so desire, purchase available group health, dental and/or vision coverage through the Town for qualified dependents when the Town offers it and within the stipulations of the insurance contract. Employees will pay the amount stipulated by the Town for their qualified dependents.~~

Information concerning cost and benefits shall be available to all employees from the Human Resources Officer.

Health Insurance for Retired Employees

Employees hired prior to July 1, 2010 and who retire after at least twenty years of continued service to the Town shall receive full ~~health-medical, dental and vision~~ insurance coverage on the Town's group policy. If the retiree elects a Health Savings Account eligible medical, plan, the Town will fund the plan in accordance with how it funds full time active employees. Once retirees become Medicare eligible, the Town will provide a Medicare Supplement Policy and the retiree will be removed from the plan that the full time active employees participate in.-

Section 3. Other Optional Insurance Plans

The Town may make other insurance plans available to employees upon authorization of the Town Manager or Town Board. Such benefits will be reviewed to ensure they do not create an incentive for absence prior to being offered. For information about optional group benefit programs, employees may contact the Human Resources Office.

Section 4. Retirement

Each employee who is expected to work for the Town more than 1,000 hours annually shall join the North Carolina Local Governmental Employees' Retirement System as a condition of employment and contribute the amount determined by the system.

Section 5. Supplemental Retirement Benefits

The Town ~~will~~may provide supplemental retirement benefits for its full ~~time and part-time~~ employees as determined in the budget each year. As prescribed by North Carolina State Law, the Town will contribute a percentage of salary to the State 401k-K plan for each sworn law enforcement officer without matching contribution requirements.

~~(currently 5%).~~

All ~~full and part time~~ Eligible employees may make voluntary contributions to the 401k-K plan up to the limits established by the IRS ~~law~~ and the 401k-K provider.

Section 6. Social Security

The Town, to the extent of its lawful authority and power, has extended Social Security benefits to its eligible employees.

Section 7. Workers' Compensation

All employees of the Town (full-time, part-time, and Limited Service) are covered by the North Carolina Worker's Compensation Act and are required to report all injuries arising out of and in the course of employment to their immediate supervisors at the time of the injury in order that appropriate action may be taken at once.

Responsibility for claiming compensation under the Worker's Compensation Act is on the injured employee, and such claims must be filed by the employee with the North Carolina Industrial Commission within two years from date of injury. The department head and the Human Resources Officer will assist the employee in filing the claim.

Pursuant to a declaration invoking Section 304 of the Homeland Security Act, this provision will also apply to reactions to small pox vaccinations administered to Town employees under the Homeland Security Act. Such reactions shall be treated the same as any other worker's compensation claim.

Section 8. Unemployment Compensation

Local governments are covered by unemployment insurance. Town employees who are terminated due to a reduction in force or released from Town service may apply for benefits through the local designated office.

Section 9. Law Enforcement Separation Allowance

Every sworn law enforcement officer, as defined by N.C. Gen. Statute 128-21(11b) or N.C. Gen. Statute 143-166.50, shall be eligible for a separation allowance, as provided by N.C. Gen. Statute 143-166.42, in the amount specified in N.C. Gen. Statute 143-166.41(a).

Currently the law enforcement separation allowance is "equal to eighty-five hundredths percent (0.0085%) of the annual equivalent of the base rate of compensation most recently applicable to the officer for each year of creditable service". The Town will pay this benefit on a monthly basis.

Eligibility and continuation of these benefits are subject to the following conditions:

- a) The officer shall have completed 30 or more years of creditable service, or have attained 55 years of age and completed five or more years of creditable service (as defined in General Statute 143-166.42); and
- b) The officer shall not have attained 62 years of age;
- c) The officer shall have completed at least five years of continuous service as a law

enforcement officer immediately preceding a service retirement, as defined by N.C. Gen. Statute 143-166.41(a)(3) and 143-166.41(b).

- d) The law enforcement officer, after separation from Town employment, notifies the Town of any new employment involving local law enforcement duties. Such notification shall include the nature and extent of the employment, and any change of employment status.

Payment of separation allowance benefits to a retired officer shall cease at the first of:

- a) The death of the officer;
- b) The last day of the month in which the officer attains 62 years of age; or
- c) The first day of re-employment in any position in any local government in North Carolina requiring retirement system participation.

The Town may employ retired officers in a public safety position in a capacity not requiring participation in the Local Governmental Employees' Retirement System and doing so shall not cause payment to cease to those officers under these benefits. Participation in the retirement system is required by anyone scheduled to work 1000 hours per year or more.

Should the separation allowance for law enforcement officers, now required by law, be rescinded, this separation allowance shall be rescinded at the same time.

Section 10. Tuition Assistance Program

Full-time employees who have worked for twelve months may apply for tuition reimbursement for courses taken on their own time which will improve their skills for their current job or prepare them for promotional opportunities with the Town. Tuition, registration, fees, laboratory fees, and student fees are eligible expenses. Employees may be reimbursed eligible expenses ~~based on an amount determined in the budget for the fiscal year. The current reimbursement is up to \$1,000 per semester or \$2,000 maximum per fiscal year.~~ Satisfactory completion of the courses will be required for reimbursement. Requests for tuition assistance shall be submitted to the Human Resources Office prior to course registration and are subject to the review and approval of Department Head and Town Manager, subject to availability of funds. Employees should refer to the administrative procedure for more details.

ARTICLE VII. HOLIDAYS AND LEAVES OF ABSENCE

Section 1. Policy

The policy of the Town is to provide vacation leave, sick leave, and holiday leave to all full-time employees and to provide proportionately equivalent amounts to employees having average work weeks of different lengths. Employees shall accrue leave proportionately at the end of each month. In all cases, an employee with a compensatory leave balance shall use compensatory leave prior to use of sick or vacation leave.

Holiday, vacation and sick leave hours taken in any time payroll cycle do not count toward the total number of hours for the purpose of calculating overtime.

Section 2. Holidays

The Town will follow the holiday schedule as published by the State of North Carolina for state employees.

Employees wishing to schedule time off for religious observances, other than those observed by the Town, may request vacation leave from their respective department head. The department head will attempt to arrange the work schedule so that an employee may be granted vacation leave for the religious observance. Vacation leave for religious observances may be denied only when granting leave would create an undue hardship for the Town.

General Employees are paid 8 hours per holiday based on a 40 hour work week, Fire Department Employees are paid 10.6 hours per holiday based on a 53 hour work week, and Police Department Employees are paid 8.4 hours per holiday based on a 42 hour work week.

Section 3. Holidays: Effect on Other Types of Leave

Regular holidays which occur during a vacation, sick or other leave period of any employee shall not be considered as vacation, sick, or other leave.

Section 4. Holidays: Compensation When Work is Required or Regularly Scheduled Off for Shift Personnel

All employees, exempt and nonexempt, required to perform work on regularly scheduled holidays may be granted compensatory time off or paid at their regular rate for hours actually worked in addition to any holiday pay to which they are entitled. If a holiday falls on a regularly scheduled off-duty day for shift personnel, the employee will receive the hours for paid holiday leave. Whether holiday time is provided in time or pay for shift employees is determined by the Town.

In addition, employees required to work on New Year's Day, Fourth of July, Thanksgiving Day, and Christmas Day will receive a holiday premium of double time up to 12 hours per holiday. If an employee's shift crosses over a holiday to or from a non-holiday, shall receive up to the 12 hours of pay. Example is a night shift working July 3rd to morning July 4th.

Section 5. Vacation Leave

Vacation is a privilege granted to employees by the Town. Vacation leave is intended to be used for rest and relaxation, school appointments, and other personal needs. Vacation should be requested

in advance in methods determined by the department and approved by the supervisor.

Vacation leave may also be used by employees who wish to observe religious holidays other than those granted by the Town. Employees who wish to use leave for religious observances must request leave from their respective department heads. The department head will attempt to arrange the work schedule so that an employee may be granted vacation leave for the religious observance. Vacation leave for religious observance may be denied only when granting the leave would create an undue hardship for the Town.

Section 6. Vacation Leave: Use by Probationary Employees

Employees serving a probationary period following initial employment may accumulate vacation leave but shall not be permitted to take vacation leave during the first six months of employment unless approved by the Town Manager. A probationary employee who is dismissed during the probationary period will not be eligible for terminal pay for any accumulated vacation leave.

Section 7. Vacation Leave: Accrual Rate

Each full-time general employee of the Town will accrue vacation on the following schedule. Sworn law enforcement officers who work 171 hours in a 28 day cycle and fire staff who work 212 hours in a 28 day cycle will earn a prorated amount based on the average number of hours in the work week. (See Section 16 of this Article for more information.)

Years of Service	Days Accrued Per Year
0 - 2	13
2 - 5	15
5 - 10	18
10 - 15	21
15 - 20	24
20 - 25	27
25 plus	30

Section 8. Vacation Leave: Maximum Accumulation

Vacation leave may be accumulated without any applicable maximum until the last pay period in the fiscal year. During the pay period containing June 30, any employee with a balance exceeding 30 days shall have the excess accumulation transferred to sick leave so that only a balance of 30 days is carried forward to July 1.

Regardless of accumulated balance if an employee separates from service, the payment for accumulated vacation leave shall not exceed 30 days.

Employees are cautioned not to retain excess accumulated vacation leave until late in the fiscal year. Because of the necessity to keep all functions in operation, large numbers of employees cannot be granted vacation leave at any one time. If an employee has excess leave accumulation during the latter part of the year and is unable to take such leave because of staffing demands, the employee shall receive no special consideration either in having vacation leave scheduled or in receiving any exception to the maximum accumulation.

Section 9. Vacation Leave: Manner of Taking

Employees shall be granted the use of accrued vacation leave upon request in advance at those times designated by the department head which will least obstruct normal operations of the Town.

Department heads are responsible for insuring that approved vacation leave does not hinder the effectiveness of service delivery.

Section 10. Vacation Leave: Payment upon Separation

An employee who has successfully completed six months of the probationary period will normally be paid for accumulated vacation leave upon separation not to exceed 30 days provided notice is given to the supervisor at least two weeks in advance of the effective date of resignation, thirty days for department heads.

Any employee failing to give the notice required by this section shall forfeit payment for accumulated leave. The notice requirement may be waived by the Town Manager when deemed to be in the best interest of the Town.

Employees who are involuntarily separated shall receive payment for accumulated vacation leave not to exceed 30 days.

Section 11. Vacation Leave: Payment upon Death

The estate of an employee who dies while employed by the Town shall be entitled to payment of all the accumulated vacation leave credited to the employee's account not to exceed the maximums established in Section 8 of this Article.

Section 12. Sick Leave

Sick Leave with pay is a privilege granted to employees by the Town Board, not a right, and may be used only for the purposes described in this Policy. Abuse of sick leave privileges will subject the employee to disciplinary action.

Sick Leave may be used for the following reasons: sickness, non-job related bodily injury, required physical or dental examinations or treatment, or exposure to a contagious disease, when continuing work might jeopardize the health of others.

Sick leave also may be used when an employee must care for a member of his or her immediate family who is ill. For the purposes of this benefit, immediate family is defined as spouse, child, parents of employee or spouse, grandparent, grandchild, brother or sister, or someone living in the home or in-law or step relations of same. Sick leave may not be used to care for a healthy infant or child.

Sick leave may also be used to supplement Workers' Compensation Disability Leave both during the waiting period before Workers' Compensation benefits begin, and afterward to supplement the remaining one third of salary, except that the employee may not exceed the regular gross salary amount using this provision.

Notification of the desire to take sick leave should be submitted to the employee's supervisor prior to the leave or according to departmental procedures.

Section 13. Sick Leave: Accrual Rate and Accumulation

Sick leave shall accrue at a rate of one day per month of service or twelve days per year. Sick leave for full-time employees working other than the basic forty-hour work schedule (sworn law enforcement officers and fire staff who work a 28 day cycle) shall be prorated as described in this Article. Sick leave will be cumulative for an indefinite period of time and may be converted upon retirement for service credit consistent with the provisions of the North Carolina Local Governmental Employees Retirement System.

General Employees accrue 8 hours per month sick leave based on a 40 hour work week, Fire Department Employees accrue 10.6 hours per month sick leave based on a 53 hour work week, and Police Department Employees accrue 8.4 hours per month sick leave based on a 42 hour work week.

All sick leave accumulated by an employee shall end and terminate without compensation when the employee resigns or is separated from the Town, except as stated above for retirement or upon reinstatement within one year of separation.

Section 14. Transfer of Sick Leave from Previous Employer

The Town will accept sick leave balances from new hires and former employees who have left the local government employer and have participated in the NC Retirement System. The leave must be documented by a previous employer covered by the North Carolina State or Local Government Retirement Systems and the employee must not have withdrawn accumulated retirement contributions from that employer when leaving employment.

The sick leave will be treated as though it were earned with the Town of Wrightsville Beach and may be used as any other accrued sick leave by the employee. The sick leave amount must be certified by the previous employer and it is the employee's responsibility to provide documentation from his or her previous employer within three (3) months of employment. Transferred sick leave will be credited to the employee upon successful completion of the six months of employment.

Section 15. Sick Leave: Medical Certification

The employee's supervisor or department head may require a physician's certificate certifying the employee's or employee's family member's illness and the employee's capacity to resume duties, for each occasion on which an employee uses sick leave or whenever the supervisor observes a "pattern of absenteeism." The employee may be required to submit to such medical examination or inquiry as the department head deems desirable. The department head shall be responsible for the application of this provision to the end that:

- 1) Employees shall not be on duty when they might endanger their health or the health of other employees; and
- 2) There will be no abuse of leave privileges.

Claiming sick leave under false pretense to obtain a day off with pay shall subject the employee to disciplinary action up to and including dismissal

Section 16. Bereavement Leave

An employee may have up to three days at full pay granted in case of death in the immediate family. For the purposes of this benefit, immediate family is defined as spouse, child, parents of employee or spouse, grandparent, grandchild, brother or sister, or someone living in the home or in-law or step relations of same. Additional time or time to attend funerals of other family members may be charged to vacation leave, compensatory time or leave without pay.

Section 17. Family and Medical Leave

The Town will grant up to 12 weeks of family and medical leave per twelve months to eligible employees in accordance with the Family and Medical Leave Act of 1993 (FMLA). Employees are eligible when the Town has 50 or more employees or when determined by the Town, whichever comes first. The Town requires employees to use accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the Town's normal paid leave policies. The paid leave will run concurrently with the FMLA leave. Once all accrued paid leave has been used, any remaining FMLA will be unpaid. The entire leave period (both paid and unpaid) will be counted towards the employee's FMLA entitlement. Unpaid leave will be granted only when the employee has exhausted all appropriate types of paid leave. Additional time away from the job beyond the 12-week period may be approved in accordance with the Town's Leave without Pay policy.

To qualify for FMLA coverage, the employee must have worked for the employer 12 months or 52 weeks; these do not have to be consecutive. However, the employee must have worked 1,250 hours during the twelve-month period immediately before the date when the FMLA time begins.

Family and medical leave can be used for the following reasons:

- 1) the birth of a child and in order to care for that child;
- 2) the placement of a child for adoption or foster care;
- 3) to care for a spouse, child, or parent with a serious health condition;
- 4) the serious health condition of the employee; or
- 5) military exigency.

A serious health condition is defined as a condition which requires inpatient care at a hospital, hospice, or residential medical care facility, or a condition which requires continuing care by a licensed health care provider. This policy covers illness of a serious and long-term nature resulting in recurring intermittent or lengthy absences. Generally, a chronic or long term health condition which results in a period of incapacity for more than three days would be considered a serious health condition.

If a husband and wife both work for the Town and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (not parent in-law) with a serious health condition, the husband and wife together may only take a total of 12 weeks leave under FMLA.

An employee taking leave for the birth of a child may use paid sick leave for the period of actual disability, based on medical certification. The employee shall then use all paid vacation, accrued compensatory time and leave without pay for the remainder of the 12-week period.

"Military Exigency" is a qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military service member (reserve or national guard) under a call or order to

federal active duty in support of a contingency operation. Qualifying events are:

- 1) deployment of service member with seven or fewer days' notice;
- 2) military ceremonies and events such as family-assistance or informational programs related to the family member's active duty or call to active duty;
- 3) urgent, immediate childcare or arranging for alternative childcare for the children of service members;
- 4) attending school or daycare meetings relating to the child of service member;
- 5) making financial or legal arrangements related to a family member's active duty status or call to active duty;
- 6) taking up to five days leave to spend with a covered military member who is on short-term temporary rest and recuperation leave during deployment;
- 7) attending counseling provided by someone other than a health provider for oneself, the covered military member, or the child of the military member, the need for which arises from the active duty service or call to active duty status of the covered military member; or
- 8) post-deployment activities for a period of ninety days after the termination of the service member's active duty status.

Military Caregiver Leave: An employee whose spouse, son, daughter, parent or next of kin is a current service member who is undergoing treatment, therapy, recuperation or outpatient treatment or has temporary disability retirement for injury or illness sustained in the line of duty, is eligible for 26 weeks of FMLA leave in a single 12 month period. During a single 12 month period, the employee is eligible for a total of 26 weeks of all types of FMLA Leave combined.

The request for the use of leave must be made in writing by the employee and approved by the department head or Town Manager.

An employee who takes leave under this policy will return to the same job or a job with equivalent status, pay, benefits, and other employment terms. The position will be the same or one which entails substantially equivalent skill, effort, responsibility, and authority.

Section 18. Family Medical Leave – Certification

In order to qualify for leave under this law, the Town requires medical certification. This statement from the employee's or the family member's physician should include the date when the condition began, its expected duration, diagnosis, and brief statement of treatment. For the employee's own health condition, it should state that the employee is unable to perform the essential functions of his/her position. For a seriously ill family member, the certification must include a statement that the patient requires assistance and the employee's presence would be beneficial or desirable.

This certification should be furnished at least 30 days prior to the needed leave unless the employee's or family member's condition is a sudden one. The certification should be furnished as soon as possible (no longer than 15 days from the date of the employee's request). The certification and request must be made to the department head and filed with the Human Resources Officer.

The employee is expected to return to work at the end of the time frame stated in the medical certification, unless he/she has requested additional time in writing under the Town's Leave Without Pay policy.

Section 19. Family Medical Leave: Retention and Continuation of Benefits

When an employee is on leave under FMLA, the Town will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. If an employee chooses not to return to work for reasons other than a continued serious health condition, the Town will require the reimbursement of the amount paid for the employee's health insurance premium during the FMLA leave period.

Other insurance and payroll deductions are the responsibility of the employee and the employee must make those payments for continued coverage of that benefit by the first of each month.

After using all paid leave for which the employee qualifies, the employee on FMLA may use leave without pay for the remainder of the FMLA 12/26 week entitlement. An employee ceases to earn holiday or leave credits on the date leave without pay begins.

Section 20. Leave Without Pay

A full-time employee may be granted a leave of absence without pay for a period of up to twelve months by the Town Manager. The leave may be used for reasons of personal disability, sickness or disability of immediate family members, continuation of education, special work that will permit the Town to benefit by the experience gained or the work performed, or for other reasons deemed justified by the Town Manager.

The employee shall apply in writing to the Town Manager for leave. The employee is obligated to return to duty within or at the end of the time determined appropriate by the Town Manager. Upon returning to duty after being on leave without pay, the employee shall be entitled to return to the same position held at the time leave was granted or to one of like classification, seniority, and pay.

If the employee decides not to return to work, the department head shall be notified immediately. Failure to report at the expiration of a leave of absence, unless an extension has been requested and granted, shall be considered a resignation.

An employee shall retain all unused vacation and sick leave while on leave without pay. An employee ceases to earn holiday or leave credits on the date leave without pay begins. The employee may continue to be eligible for benefits under the Town's group insurance plans at his or her own expense, subject to any regulation adopted by the Town and the regulations of the insurance carrier. If the Leave Without Pay is for a circumstance that coincides with FMLA or USERRA then the provisions of those policies will apply.

Section 21. Worker's Compensation Leave

An employee absent from duty because of sickness or disability covered by the North Carolina Worker's Compensation Act may elect to use accrued sick leave, vacation, or compensatory time during the first waiting period of seven days. Once Worker's Compensation benefits begin, the employee may supplement the two thirds payments with one third of a day of sick leave, except that the employee may not exceed the regular gross salary amount using this provision.

Limited Service employees will be placed on leave without pay effective with the date of injury. Once the waiting period is over, Workers' Compensation covers two thirds of regular pay.

Any worker's compensation disability that qualifies under the requirements of FMLA shall run

concurrently with FMLA. An employee on worker's compensation leave without pay will be permitted to continue to be eligible for benefits under the Town's group insurance plans during the period of worker's compensation leave that is concurrent with FMLA.

Other insurance and payroll deductions are the responsibility of the employee and the employee must make those payments for continued coverage of that benefit. Any amounts owed are due and payable by the first of the month.

An employee shall retain all unused vacation and sick leave while on Worker's Compensation Leave Without Pay. An employee ceases to earn holiday hours on the date Worker's Compensation Leave without Pay begins. After the period of FMLA eligibility ends, the employee may continue to be eligible for benefits under the Town's group insurance plans at his or her own expense subject to the regulations of the insurance carrier.

Section 22. Military and other USERRA Leave

The Town will fully comply with the requirements of the 1994 Uniformed Services Employment and Re-Employment Rights Act (USERRA) and related federal regulations.

For the purposes of USERRA covered employees are the following:

1. Armed Forces Active and Reserve (Army, Navy, Marine Corps, Air Force, Coast Guard)
2. Army National Guard and Air National Guard
3. FEMA's Disaster Assistance Teams
4. Commissioned Corps of the Public Health Service
5. Military Service Academies
6. Reserve Officer's Training Corps (ROTC)

Employee taking leave under USERRA shall be eligible to take accumulated vacation leave, accrued compensatory time or be placed in a leave without pay status, and the provisions of that leave shall apply. While taking USERRA leave, the employee's unused leave balances will be retained and any seniority based benefits such as leave accrual rates will continue to accrue.

Employees performing USERRA duty of more than 30 days may elect to continue the Town's health care for up to 24 months but will be responsible for paying the insurance premiums up to 102% of the premium costs. Employees whose USERRA duty is less than 31 days will have their health insurance coverage paid as if they were at work with the Town.

Military Training

In addition to complying with the requirements of USERRA, the Town provides additional benefits for military training. Full and part-time employees who are members of an Armed Forces Reserve organization or National Guard shall be granted fifteen calendar days per year for military leave with pay. If the compensation received while on military leave is less than the salary that would have

been earned during this same period as a Town employee, the employee shall receive partial compensation equal to the difference. The effect will be to maintain the employee's salary at the normal level during this period.

If such duty is required beyond the fifteen calendar days, the employee shall be eligible to take accumulated vacation leave or be placed in a leave without pay status, and the provisions of that leave shall apply. While on military leave, seniority-based benefits such as leave accrual rates shall continue to accrue as if the employee was actively at work. Employees on extended military leave will remain eligible for health benefits on a voluntary basis, at the employee's expense for a period of 24 months.

Limited Service employees will be granted time off without pay to meet their military reserve or National Guard training obligations.

Section 23. Reinstatement Following Military and other USERRA Service

An employee who volunteers or is called to active duty with the United States military forces, and who returns to work in less than five years will be returned to the same or like position he or she occupied prior to the active duty enlistment with full seniority, status, leave accrual rates and pay as if there had been no break in employment. A military discharge form "DD 214" with an honorable discharge must be submitted with the notification of intent to return to work.

Time limits for employees to reapply for return to work after release from military service are:

- 1) Less than 31 days absence - employee must report to employer by the next business day.
- 2) 31 days-180 days absence - notification to the supervisor must be submitted within 14 days.
- 3) More than 180 days absence - notification to the supervisor must be submitted within 90 days.

All reporting deadlines are extended for two years if the employee is injured during USERRA service.

Section 24. Civil Leave

A full-time Town employee called for jury duty or as a court witness for the federal or state governments, or a subdivision thereof, shall receive leave with pay for such duty during the required absence without charge to accumulated leave. The employee may keep fees and travel allowances received for jury or witness duty in addition to regular compensation; except, that employees must turn over to the Town any witness fees or travel allowance awarded by that court for court appearances in connection with official duties. While on civil leave, benefits and leave shall accrue as though on regular duty.

Section 25. Parental School Leave

A Town employee who is a parent, guardian, or person standing in loco parentis (in place of the parent) may take up to four hours of unpaid leave annually to involve him or herself in school activities of his or her child(ren). This leave is subject to the three following conditions:

- 1) The leave must be taken at a time mutually agreed upon by the employee and the Town;

- 2) The Town may require the employee to request the leave in writing at least 48 hours prior to the time of the desired leave; and
- 3) The Town may require written verification from the child's school that the employee was involved at the school during the leave time.

Paid leave (vacation time) taken by a full-time employee to attend to school activities of his or her child shall count toward the fulfillment of this provision by the Town. (GS 95-28.3)

Section 26. Voluntary Shared Leave

The Town Manager has the authority to create administrative procedures whereby employees may donate vacation to other employees who have major illnesses or need leave to care for family members with major illnesses.

Section 27. Adverse Weather/Hazardous Conditions

The Town has responsibility for several emergency services including law enforcement and fire services. Adequate staff are required to operate these critical services seven days per week and 24 hours per day in all weather. Department heads should designate which staff are in critical positions required to report to work regardless of weather or other hazardous conditions.

The adverse weather/hazardous conditions policy is established to be as fair as possible to all employees applying the following principles:

1. Maintain adequate staffing at all times of emergency services;
2. Provide for as much safety as possible for all employees in traveling to and from work in hazardous conditions; and
3. Not pay regular salaries to some people for *not working* when others are required to be at work.

Town offices and departments shall remain open for the full scheduled working day unless authorization for closing or other deviation is received from the Town Manager's office. The Manager will consider the hazard of driving conditions and other relevant factors in determining whether to close Town offices. All departments and offices will be given sufficient advance notice of any authorized closing of noncritical Town functions. Upon authorizing a closing, non-critical staff may use vacation, earned compensatory time, or time without pay for the un-worked hours. Employees who leave work before an official early closing time, as well as employees who report for work late or do not report for work because of hazardous conditions may also use earned vacation or compensatory leave for days or hours not worked.

In accordance with the rules set forth below, exempt and nonexempt employees will be paid overtime when work is related to an Emergency Declaration as outlined below.

- A. When the Town Manager has deemed it necessary to enact disaster response and the Mayor declares a State of Emergency, all required employees, exempt and nonexempt, must report to duty and work hours sufficient to protect the safety and well-being of the

Town of Wrightsville Beach residents and other individuals who happen to be in the Town of Wrightsville Beach.

- B. All employees, exempt and nonexempt, who are required to respond to the disaster shall be paid overtime at the rate of one and one-half times (1.5) the employee's regular hourly rate of pay for any hours worked over his or her regular work schedule.
- C. No employees, whether exempt or nonexempt, required to respond to the disaster shall be compensated with compensatory time off for overtime hours worked in a declared State of Emergency disaster response.

Section 28. Paid Parental Leave

The Paid Parental Leave (PPL) policy will allow for up to 120 hours of paid leave for full-time employees. The following eligibility criteria must apply for the employee to utilize paid parental leave.

- 1) Child Criteria (one must be applicable)
 - a) Birth of one or more children
 - b) Legal Adoption or legal placement of one or more children. Adoption of a spouse's child does not qualify.
- 2) Provide proof of birth, adoption, or placement within 30 days of the qualifying event, or as soon as possible.
- 3) Have been continuously employed with the Town of Wrightsville Beach for a period of one year prior to taking (not requesting) leave.

Guidelines for taking Paid Parental Leave:

- 1) Employees wishing to take Paid Parental Leave must fill out the PPL form and submit it to both the department supervisor and Human Resources. The Town Manager, Human Resources and the department supervisor must approve the leave. If the employee is granted leave, HR will give notice to the employee regarding the approval.
- 2) Agree to take Paid Parental Leave concurrently with FMLA, set as a rolling calendar year.
- 3) Agree to give 30-days advance notice prior to the first date of leave, if possible.
- 4) Paid Parental Leave hours can be taken consecutively or intermittently, but must be within one year of the date of the event (birth, adoption).
- 5) Town paid holidays: If a paid holiday occurs during the course of PPL, the paid holiday will take precedence. Holiday pay must be taken and cannot be "banked". PPL would resume after a paid holiday. Leave cannot pay double for Paid Parental Leave and a holiday.
- 6) In situations where there are couples or spouses that are both employed full-time and eligible for Paid Parental Leave:
 - a) The couple will share the 120 hours and split it as they see fit.
 - b) If two parents are in the same department, it will be at the discretion of the department as to whether both employees can be on Paid Parental at the same.

c) All eligibility criteria apply to both employees.

7) Paid Parental Leave is a granted benefit and does not count towards calculation of overtime.

8) An employee's sick and vacation time will continue to accrue as long as the employee has a paid status of at least 50%.

9) All normal deductions will continue to be deducted from pay.

ARTICLE VIII. SEPARATION AND REINSTATEMENT

Section 1. Types of Separations

All separations of employees from positions in the service of the Town shall be designated as one of the following types and shall be accomplished in the manner indicated: resignation, reduction in force, disability, voluntary retirement, dismissal, or death.

Section 2. Resignation

An employee may resign by submitting the reasons for resignation and the effective date in writing to the immediate supervisor as far in advance as possible. In all instances, the minimum notice requirement is two calendar weeks. Failure to provide minimum notice shall result in forfeit of payment for accumulated vacation unless the notification requirement is waived upon recommendation of the department head and approval by the Town Manager. Thirty days notice is expected of department heads and the Town Manager.

Three consecutive days of absence without contacting the immediate supervisor or department head may be considered to be a voluntary resignation. Sick leave will only be approved during the final two weeks of a notice with a physician's certification or comparable documentation.

Section 3. Reduction in Force

In the event that a reduction in force becomes necessary, consideration shall be given to the quality of each employee's performance, organizational needs, and seniority in determining those employees to be retained. Employees who are separated because of a reduction in force shall be given at least two weeks notice of the anticipated action. No regular employee shall be separated because of a reduction in force while there are Limited Service or probationary employees serving in the same class in the department, unless the regular employee is not willing to transfer to the position held by the Limited Service or probationary employee.

Section 4. Disability

The Town will comply with the Americans with Disabilities Act and will make all responsible efforts to provide reasonable accommodation to employees who may be or become disabled. An employee who cannot perform the essential duties of a position because of a physical or mental impairment may be separated for disability. Action may be initiated by the employee or the Town. In cases initiated by the employee, such action must be accompanied by medical evidence acceptable to the Town Manager. The Town may require an examination, at the Town's expense, performed by a physician of the Town's choice.

Employees who meet the requirements of the North Carolina Local Governmental Employees Retirement System may qualify for a disability retirement. Information about this option is available from the Human Resources Officer or the Retirement System.

Section 5. Voluntary Retirement

An employee who meets the conditions set forth under the provisions of the North Carolina Local Governmental Employee's Retirement System may elect to retire and receive all benefits earned under the retirement plan.

Section 6. Death

Separation shall be effective as of the date of death. All compensation due shall be paid to the estate of the employee.

Section 7. Dismissal

An employee may be dismissed in accordance with the provisions and procedures of Article IX.

Section 8. Reinstatement

An employee who is separated because of a reduction in force or who resigns while in good standing may be reinstated within one year of the date of separation, upon recommendation of the department head, and upon approval of the Town Manager. An employee who is reinstated in this manner shall be re-credited with his or her previously accrued sick leave.

Section 9. Rehiring

An employee who resigns while in good standing may be rehired with the approval of the Town Manager, and may be regarded as a new employee, subject to all of the provisions of rules and regulations of this Policy. An employee in good standing who is separated due to a reduction in force shall be given the first opportunity to be rehired in the same or a similar position. A former employee who returns within five years may be credited with the sick leave balance in place when the employee left Town employment as long as the balance was not transferred to another employer.

ARTICLE IX. UNSATISFACTORY JOB PERFORMANCE AND DETRIMENTAL PERSONAL CONDUCT

Section 1. Disciplinary Action for Unsatisfactory Job Performance

A regular employee may be placed on disciplinary suspension, demoted, or dismissed for unsatisfactory job performance, if after following the procedure outlined below, the employee's job performance is still deemed to be unsatisfactory. The Human Resources Officer will be available to assist all parties with the procedures in taking or responding to disciplinary actions. All cases of disciplinary suspension, demotion, or dismissal must be approved by the Town Manager prior to giving final notice to the employee.

Section 2. Unsatisfactory Job Performance Defined

Unsatisfactory job performance includes any aspects of the employee's job which are not performed as required to meet the standards set by the department head or Town Manager.

Examples of unsatisfactory job performance include, but are not limited to, the following:

- 1) Demonstrated inefficiency, negligence, or incompetence in the performance of duties;
- 2) Careless, negligent or improper use of Town property or equipment;
- 3) Physical or mental incapacity to perform duties after reasonable accommodation;
- 4) Discourteous treatment of the public or other employees;
- 5) Absence without approved leave;
- 6) Improper use of leave privileges;
- 7) Failure to report for duty at the assigned time and place;
- 8) Failure to complete work within time frames established in work plan or work standards;
- 9) Failure to meet work standards over a period of time;
- 10) Failure to follow the chain of command to address work-related issues;
- 11) Failure to maintain certifications required by the job.

Section 3. Communication and Warning Procedures Preceding Disciplinary Action for Unsatisfactory Job Performance

When an employee's job performance is unsatisfactory, or when incidents or inappropriate actions warrant, the supervisor shall meet with the employee as soon as possible in one or more counseling sessions to discuss specific performance problems. A brief summary of these counseling sessions shall be noted in the employee's file by the supervisor.

An employee whose job performance is unsatisfactory over a period of time should normally receive

at least two documented warnings, one of which may be in the final written warning, from the supervisor before disciplinary action resulting in dismissal is taken by the Town Manager. In each case, the supervisor should record the dates of discussions with the employee, the performance deficiencies discussed, the corrective actions recommended, and the time limits set. If the employee's performance continues to be unsatisfactory, then the supervisor should use the following steps:

- 1) A final written warning from the supervisor serving notice upon the employee that corrected performance must take place immediately in order to avoid suspension, demotion, or dismissal.
- 2) If performance does not improve, a written recommendation should be sent to the department head, Human Resources, and Town Manager for disciplinary action such as suspension, demotion, or dismissal.

Disciplinary suspensions are for the purpose of communicating the seriousness of the performance deficiency, not for the purpose of punishment, and should not generally exceed three days (24 hours) for non-exempt employees. Suspensions for exempt employees shall be for one full work week in accordance with FLSA requirements to maintain exempt status. Under FLSA, suspensions of less than a week are authorized for major safety violations or infractions of workplace conduct rules (detrimental personal conduct).

Demotions are appropriate when an employee has demonstrated inability to perform successfully in the current job, but shows promise and commitment to performing successfully in a lower level job. If no other options are available, dismissal is appropriate.

If after suspension or demotion, the employee's performance does not reach an acceptable level, the employee may be dismissed. Dismissals are appropriate when the employee has shown he/she is unwilling or unable to perform work in a manner that meets the work and conduct standards of the Town.

Section 4. Disciplinary Action for Detrimental Personal Conduct

Normally, the Department Head or Town Manager would place the employee on non-disciplinary suspension prior to making a disciplinary determination to allow time to gather facts regarding the detrimental personal conduct and make a determination regarding the severity of the conduct.

With the approval of the Town Manager, an employee may be placed on disciplinary suspension, demoted, or dismissed without prior warning for causes relating to personal conduct detrimental to Town service in order to:

- 1) avoid undue disruption of work;
- 2) to protect the safety of persons or property; or
- 3) for other serious reasons.

In exigent circumstances, a department head or designated supervisor may, with or without prior approval, suspend employees for the remainder of the work day. In such cases, the department head shall immediately notify the Town Manager.

Section 5. Detrimental Personal Conduct Defined

Detrimental personal conduct includes behavior of such a serious detrimental nature that the functioning of the Town may be or has been impaired; the safety of persons or property may be or have been threatened; or the laws of any government may be or have been violated.

Examples of detrimental personal conduct include, but are not limited to, the following:

- 1) Fraud or theft;
- 2) Conviction of a felony or the entry of a plea of nolo contendere thereto;
- 3) Falsification of records for personal profit, to grant special privileges, or to obtain employment;
- 4) Willful misuse or gross negligence in the handling of Town funds or personal use of equipment or supplies;
- 5) Willful or wanton damage or destruction to property;
- 6) Willful or wanton acts that endanger the lives and property of others;
- 7) Possession of unauthorized firearms or other lethal weapons on the job;
- 8) Brutality in the performance of duties;
- 9) Reporting to work under the influence of alcohol or drugs or partaking of such while on duty. Prescribed medication may be taken within the limits set by a physician as long as medically necessary;
- 10) Engaging in incompatible employment or serving a conflicting interest;
- 11) Request or acceptance of gifts in exchange for favors or influence;
- 12) Engaging in political activity prohibited by this Policy;
- 13) Harassment of an employee and/or the public on the basis of sex or any other protected class status; or
- 14) Harassment of an employee or the public with threatening or obscene language and/or gestures or any incidence of workplace violence
- 15) Stated refusal to perform assigned duties, flagrant violation of work rules and regulations, or serious malfeasance of work.

Section 6. Pre-Dismissal Conference

Before dismissal action is taken, whether for failure in personal conduct or failure in performance of duties, the department head or Town Manager (in the case of disciplinary action of a department head) will conduct a pre-dismissal conference. At this conference, the employee may present any

response to the proposed dismissal to department head. The department head will consider the employee's response, if any, to the proposed dismissal, and will, within three working days following the pre-dismissal conference, notify the employee in writing of the final decision after obtaining approval of the decision from the Town Manager. If the employee is dismissed, the notice shall contain a statement of the reasons for the action and the employee's appeal rights.

Section 7. Non-Disciplinary Suspension

During the investigation, hearing, or trial of an employee on any criminal charge, or during an investigation related to alleged detrimental personal conduct, or during the course of any civil action involving an employee, when suspension would, in the opinion of the department head or Town Manager, be in the best interest of the Town, the department head with approval of the Town Manager may suspend the employee for part or all of the proceedings as a non-disciplinary action. In such cases, the Town Manager may:

- 1) Temporarily relieve the employee of all duties and responsibilities and place the employee on paid or unpaid leave for the duration of the suspension, or
- 2) Assign the employee new duties and responsibilities and allow the employee to receive such compensation as is in keeping with the new duties and responsibilities.

If the employee is reinstated following the suspension such employee shall not lose any compensation or benefits to which otherwise the employee would have been entitled had the suspension not occurred. If the employee is terminated following suspension, the employee shall not be eligible for any pay from the date of suspension; provided, however, all other benefits with the exception of accrued vacation and sick leave shall be maintained during the period of suspension.

ARTICLE X. GRIEVANCE PROCEDURE AND ADVERSE ACTION APPEAL

Section 1. Policy

It is the policy of the Town to provide a just procedure for the presentation, consideration, and disposition of employee grievances. The purpose of this article is to outline the procedure and to assure all employees that a response to their complaints and grievances will be prompt and fair. The Human Resources Officer will be available to assist all parties with the procedures during the grievance process.

Employees utilizing the grievance procedures shall not be subjected to retaliation or any form of harassment from supervisors or employees for exercising their rights under this Policy. Supervisors or other employees who violate this policy shall be subject to disciplinary action up to and including dismissal from Town service.

Section 2. Grievance Defined

A grievance is a claim or complaint by a current or a former employee based upon an event or condition, which affects the circumstances under which an employee works, allegedly caused by misinterpretation, unfair application, or lack of established policy pertaining to employment conditions.

Section 3. Purposes of the Grievance Procedure

The purposes of the grievance procedure include, but are not limited to:

- 1) Providing employees with a procedure by which their complaints can be considered promptly, fairly, and without reprisal;
- 2) Encouraging employees to express themselves about the conditions of work which affect them as employees;
- 3) Promoting better understanding of policies, practices, and procedures which affect employees;
- 4) Increasing employees' confidence that personnel actions taken are in accordance with established, fair, and uniform policies and procedures;
- 5) Increasing the sense of responsibility exercised by supervisors in dealing with their employees;
- 6) Encouraging conflicts to be resolved between employees and supervisors who must maintain an effective future working relationship, and therefore, encouraging conflicts to be resolved at the lowest level possible of the chain of command; and
- 7) Creating a work environment free of continuing conflicts, disagreements, and negative feelings about the Town or its leaders, thus freeing up employee motivation, productivity, and creativity.

Section 4. Grievance Procedure

When an employee has a grievance, the following successive steps are to be taken unless otherwise provided. The number of calendar days indicated for each step should be considered the maximum, unless otherwise provided, and every effort should be made to expedite the process. However, the time limits set forth may be extended by mutual consent. The last step initiated by an employee shall be considered to be the step at which the grievance is resolved. A decision to rescind a disciplinary suspension, demotion, or dismissal must be approved by the Town Manager before the decision becomes effective.

Informal Resolution. Prior to the submission of a formal grievance, the employee and supervisor should meet to discuss the problem and seek to resolve it informally. Either the employee or the supervisor may involve the respective department head or the Human Resources Officer as a resource to help resolve the grievance.

In some instances, if both parties agree, and with the approval of the Town Manager, the parties may request mediation assistance from a neutral party to assist in identifying mutually agreeable solutions or understandings. Mediation may be used at any step in the process if agreed to by the parties and with the approval of the Town Manager.

Step 1. If no resolution to the grievance is reached informally, the employee who wishes to pursue a grievance shall present the grievance to the appropriate supervisor in writing. The grievance must be presented within fifteen calendar days of the event or within fifteen calendar days of learning of the event or condition. The supervisor shall respond to the grievance within ten calendar days after receipt of the grievance. The supervisor should, and is encouraged to, consult with any employee of the Town in order to reach a correct, impartial, fair and equitable determination or decision concerning the grievance. Any employee consulted by the supervisor is required to cooperate to the fullest extent possible.

The response from the supervisor for each step in the formal grievance process shall be in writing and signed by the supervisor. In addition, the employee shall sign a copy to acknowledge receipt thereof. The responder at each step shall send copies of the grievance and response to the Human Resources Officer.

Step 2. If the grievance is not resolved to the satisfaction of the employee by the supervisor, the employee may appeal, in writing, to the appropriate department head within ten calendar days after receipt of the response from Step 1. The department head shall respond to the appeal, stating the determination of decision within ten calendar days after receipt of the appeal.

Step 3. If the grievance is not resolved to the satisfaction of the employee at the end of Step 2, the employee may appeal, in writing, to the Town Manager within ten calendar days after receipt of the response from Step 3. The Town Manager shall respond to the appeal, stating the determination of decision within ten calendar days after receipt of the appeal. The Town Manager's decision shall be the final decision. The Town Manager will notify the Town Board of any impending legal action.

Department Heads. In the case of department heads or other employees where the Town Manager has been significantly involved in determining disciplinary action, including dismissal, the Town may wish to obtain a neutral outside party to either:

- 1) provide mediation between the grieving department head and the Town Manager (see

definition of mediation in “informal resolution” above); or

- 2) consider an appeal and make recommendations back to the Town Manager concerning the appeal. Such parties might consist of human resource professionals, attorneys trained in mediation, mediators, or other parties appropriate to the situation.

The Town Manager’s decision shall be the final decision. The Town Manager will notify the Town Board of any impending legal action.

Section 5. Role of the Human Resources Officer

Throughout the grievance procedure, the roles of the Human Resources Officer shall be as follows:

- 1). To advise parties (including employee, supervisors, and Town Manager) of their rights and responsibilities under this policy, including interpreting the grievance and other policies for consistency of application;
- 2) To be a clearinghouse for information and decisions in the matter including maintaining files of all grievance documents;
- 3) To give notices to parties concerning timetables of the process, etc.;
- 4) To assist employees and supervisors in drafting statements; and
- 5) To facilitate the resolution of conflicts in the procedures or of the grievance at any step in the process; and
- 6) To help locate mediation or other resources as needed.

The Human Resources Officer shall also determine whether or not additional time shall be allowed to either side in unusual circumstances if the parties cannot agree upon extensions when needed or indicated.

Section 6. Grievance and Adverse Action Appeal Procedure for Discrimination

When an employee, former employee, or applicant, believes that any employment action discriminates illegally (i.e. is based on age, sex, race, color, veteran status, religion, creed, political affiliation, non-job related disability, or genetic information), he or she has the right to appeal such action using the grievance procedure outlined in this Article (Section 4 above). While such persons are encouraged to use the grievance procedure, they shall also have the right to go directly to the Human Resources Officer or to appeal directly to the Town Manager.

Employment actions subject to appeal because of discrimination include promotion, training, classification, pay, disciplinary action, transfer, layoff, failure to hire, or termination of employment. An employee or applicant should appeal an alleged act of discrimination within thirty calendar days of the alleged discriminatory action, but may appeal for up to six months following the action.

ARTICLE XI. RECORDS AND REPORTS

Section 1. Public Information

In compliance with North Carolina GS 160A-168, the following information with respect to each Town employee is a matter of public record:

- 1) name;
- 2) age;
- 3) date of original employment or appointment to the service;
- 4) the terms of any contract by which the employee is employed whether written or oral, past and current, to the extent that the Town has the written contract or a record of the oral contract in its possession;
- 5) current position title;
- 6) current salary;
- 7) date and amount of each increase or decrease in salary with the Town;
- 8) date and type of each promotion, demotion, transfer, suspension, separation, or other change in position classification with the Town;
- 9) date and general description of the reasons for each promotion with the Town;
- 10) date and type of each dismissal, suspension, or demotion for disciplinary reasons taken by the Town. If the disciplinary action was a dismissal, a copy of the written notice of the final decision of the Town setting forth the specific acts or omissions that are the basis of the dismissal; and
- 11) the office to which the employee is currently assigned.

Any person may have access to this information for the purpose of inspection, examination, and copying, during regular business hours, subject only to such rules and regulations for the safekeeping of public records as the Town may adopt. An individual examining a personnel record may copy the information. The cost of photocopying may be assessed to the individual who requests the copies.

For the purposes of this subsection, the term "salary" includes pay, benefits, incentives, bonuses, deferred and all other forms of compensation paid by the Town.

A record will be maintained of all disclosures of personnel records, except for authorized personnel processing personnel actions or supervisors in the line of authority of the employee. Upon request the records of disclosure will be made available to the employee to whom it pertains.

Section 2. Access to Confidential Records

All information contained in a Town employee's personnel file, other than the information mentioned above is confidential and shall be open to inspection only in the following instances:

- 1) The employee or his/her duly authorized agent may examine all portions of his/her personnel file except letters of reference solicited prior to employment, and information concerning a medical disability, mental or physical, that a prudent physician would not divulge to the patient.
- 2) A licensed physician designated in writing by the employee may examine the employee's medical record.
- 3) A Town employee having supervisory authority over the employee may examine all material in the employee's personnel file.
- 4) By order of a court of competent jurisdiction, any person may examine all material in the employee's personnel file.
- 5) An official of an agency of the State or Federal Government, or any political subdivision of the State, may inspect any portion of a personnel file when such inspection is deemed by the Town Manager to be necessary and essential to the pursuit of a proper function of the inspecting agency, but no information shall be divulged for the purpose of assisting in a criminal prosecution of the employee, or for the purpose of assisting in an investigation of the employee's tax liability. However, the official having custody of the personnel records may release the name, address, and telephone number from a personnel file for the purpose of assisting in a criminal investigation.
- 6) An employee may sign a written release to be placed in his/her personnel file that permits the record custodian to provide, either in person, by telephone, or by mail, information specified in the release to prospective employers, educational institutions, or other persons specified in the release.
- 7) The Town Manager, with the concurrence of the Town Board, may inform any person of the employment, non-employment, promotion, demotion, suspension or other disciplinary action, reinstatement, transfer, or termination of a Town employee, and the reasons for that action. Before releasing that information, the Town Manager shall determine in writing that the release is essential to maintaining the level and quality of Town services. The written determination shall be retained in the Town Manager's office, is a record for public inspection, and shall become a part of the employee's personnel file.

Section 3. Personnel Actions

The Human Resources Officer, with the approval of the Town Manager, will prescribe necessary forms and reports for all personnel actions and will retain records necessary for the proper administration of the personnel system. There shall be one set of official personnel files, centrally located as designated by the Town Manager, normally in the Human Resources Office. Any document not located there is not an official part of that employee's personnel record. These files shall contain documents such as employment applications and related materials, records of personnel actions, documentation of employee warnings, disciplinary actions, performance

evaluations, retirement, letters of recommendation, and other personnel-related documents.

Section 4. Records of Former Employees

The provisions for access to records apply to former employees as they apply to present employees.

Section 5. Remedies of Employees Objecting to Material in File

An employee who objects to material in his/her file may place a statement in the file relating to the material considered to be inaccurate or misleading. In accordance with established grievance procedures, the employee may seek to have a record of upheld grievances relating to personnel records placed in the file and/or may seek removal of material in the file contingent upon approval of the North Carolina Department of Cultural Resources.

Section 6. Penalties for Permitting Access to Confidential Records

Section 160A-168 of the General Statutes provides that any public official or employee who knowingly and willfully permits any person to have access to any confidential information contained in an employee personnel file, except as expressly authorized by the designated custodian, is guilty of a misdemeanor and upon conviction shall be fined in an amount consistent with the General Statutes.

Section 7. Examining and/or Copying Confidential Material without Authorization

Section 160A-168 of the General Statutes of North Carolina provides that any person, not specifically authorized to have access to a personnel file designated as confidential, who shall knowingly and willfully examine in its official filing place, remove or copy any portion of a confidential personnel file shall be guilty of a misdemeanor and upon conviction shall be fined consistent with the General Statutes.

Section 8. Destruction of Records Regulated

No public official may destroy, sell, loan, or otherwise dispose of any public record, except in accordance with NC General Statute 121.5, without the consent of the North Carolina Department of Cultural Resources. Whoever unlawfully removes a public record from the office where it is usually kept, or whoever, alters, defaces, mutilates or destroys it will be guilty of a misdemeanor and upon conviction will be fined in an amount provided in NC General Statute 132.3.

ARTICLE XII. IMPLEMENTATION OF POLICIES

Section 1. Conflicting Policies Repealed

All policies, ordinances, or resolutions that conflict with the provisions of these policies are hereby repealed.

Section 2. Separability

If any provision of these policies or any rule, regulation, or order hereunder of the application of such provision to any person or circumstances is held invalid, the remainder of these policies and the application of such remaining provisions of these policies of such rules, regulations, or orders to persons or circumstances other than those held invalid will not be affected thereby.

Section 3. Amendments

This policy may be amended by action of the Town Board and by resolution appropriately approved. Any revisions or amendments adopted in conformance with this procedure shall become effective as of the date of such adoption.

Notice of any amendment to the policy or any portion thereof, shall be provided to employees. Adopted amendments should be posted on bulletin Boards in employee work locations and/or in employee newsletters.