



**Wrightsville Beach Board of Alderman
REGULAR MEETING**

5:30 PM THURSDAY, FEBRUARY 12, 2026
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 1-7-26 regular meeting and the open session minutes of the 1-20-26 budget planning session.
- b. Approval of recurring special events.
- c. Approval of new special event application.
- d. Acknowledgment of previously approved special events for March.
- e. Acknowledge departmental quarterly reports for the months of October, November and December, 2025.
- f. Adoption of Budget Ordinance (2026) 684-B closing Fund 52 - Pickleball Fund (PARTF Grant Project).

- g. Approval of an updated Memorandum of Understanding between the Town and the Harbor Island Garden Club adding the Memorial Garden to the agreement.
- h. Adoption of Resolution (2026) 2366 authorizing the sale of surplus vehicles through GovDeals.

6. Presentations

- a. Consider a presentation by Joseph Graziano of the NCLM's Risk Review of the Police Department.

7. Public Hearing--None.

8. Regular Agenda

- a. Consider adoption of Resolution No. (2026) 2365 authorizing exemptions from the Mini-Brooks Act for qualifying professional service projects.
- b. Consider adoption of Budget Ordinance (2026) 683-B for the purchase of a replacement side-by-side vehicle for Ocean Rescue.
- c. Consider adoption of Budget Ordinance (2026) 682-B funding a Contract for Services to Develop a Parks, Recreation, and Open Space Master Plan.
- d. Consider authorizing the Town Manager to execute a contract for the purchase of a new Fire Department engine.
- e. Consider changing the meeting dates for the regular Board of Aldermen meetings from May - December 2026.
- f. Consider Wrightsville Beach Park Improvements projects and an application for a PARTF grant.
- g. Consider changes to the 2026 Parking Program.

9. Other Items and Reports

10. Closed Session

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

JANUARY 7, 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 Caroline Jinkins, Pastor, Little Chapel on the Boardwalk Presbyterian Church. The following were present:

Board of Aldermen

Ken Dull, Mayor
Jeff DeGroot, Mayor Pro-Tem
Margaret Baggett, Alderman
Vivian (Zeke) Partin, Alderman
Todd Schoen, Alderman

Staff

Haynes Brigman, Town Manager
Lance G. Heater, Town Clerk
Grady Richardson, Town Attorney
Brian Nague, Police Lieutenant
Jason Bishop, Police Chief
Tosha Campbell, HR Officer
Matt Holland, Fire Chief
Bailey Hartsell, Communications Manager
Katie Carus-Childers, Parks & Rec. Director
Tony Wilson, Director of Planning
Bill Fay, Public Works Director

PUBLIC COMMENTS

James Smith, 54 Pelican Dr., 1) expressed opposition to the location of the proposed multi-use path through the Wrightsville Beach Park, noting potential erosion problems due to its location near the edge of the wetlands; 2) supported an alternate path; 3) expressed appreciation to Brigman for responding to concerns regarding tree damage caused by a contractor for CFPWA installing water and sewer mains; and 4) supported the proposed Harbor Island Garden Club project to be discussed later on in the agenda.

Sue Bulluck expressed appreciation to the Town for joining the Chamber of Commerce as a member and noted the Chamber's Annual Meeting scheduled for 1-29-26. Bulluck also expressed support for a delay to the NCDOT's project to create an overpass at the intersection of Eastwood Road and Military Cutoff.

Jeff Turpin, 105 Island Dr., expressed appreciation to the Board for sidewalk installation along Causeway Blvd. from Live Oak to Island Dr. and advocated that a sidewalk be constructed from Island Dr. to Seacrest Dr., suggesting that it would be economical and would eliminate the need to cross Causeway Dr.

CONSENT AGENDA

Upon motion by Partin, seconded by DeGroot and carried unanimously, the Consent Agenda was approved. It consisted of 1) approval of the open session minutes of the 12-11-25 and 12-17-25 Board of Aldermen meetings; 2) approval of recurring special events; and 3) acknowledgment of previously approved special events for February.

PRESENTATIONS

The Board heard a presentation from Elsa Swenson, of Martin Starnes & Assoc., of the 2025 Audited Financial Statements. Swenson stated that the report has been submitted to the LGC and that the auditor had issued an unmodified opinion which is that the financial statements are presented, in all material respects, in accordance with the applicable financial reporting framework. Swenson noted

the following highlights: 1) total available General Fund Balance was \$31.29 million vs. \$28.18 million for FY24; 2) available fund balance as a percentage of expenditures and transfers out was 174% vs. 185% in FY24; 3) General Fund revenues consisted of 47% sales and service, 18% ad valorem taxes; 16% unrestricted intergovernmental and 19% other; 4) ad valorem taxes were \$3.592 million vs. \$3.571 million in FY24 with a collection rate of 99.94%; 5) sales and services were \$9.38 million vs. \$9.47 million in FY24; 6) unrestricted intergovernmental revenues were \$3.07 million vs. \$2.96 million in FY24; 7) General Fund expenditures were 52% public safety, 23% general government; 13% environmental protection and 12% other; 8) general government expenses were up 13% mainly due to an increase in salaries and benefits; 9) public safety expenses were up 4%; 10) environmental protection expenses were up 16% primarily due to a change to daily trash barrel pickup on the beach; 11) water and sewer fund revenues increased 2%, with expenditures increasing 98%, primarily due to the transfer of funds to implement the CFPUA merger; and 12) water & sewer fund quick ratio (current assets to current liabilities) was 111.98. Swenson noted that the Town had met the performance indicators examined by the LGC. Swenson further noted that the LGC also looks at a formula which calculates the remaining useful life of the assets, which it prefers to be 50% or better. The Town's formula indicated a ratio of 28.99%. Swenson stated that the Town had been proactive on this measure and was actively working on it. However, due to this ratio, there would need to be a letter of acknowledgment signed by the Board and sent to the LGC. Swenson reiterated that this is the 3rd year in at least the last 5 years that there was not a financial statement finding for the Town. Upon motion by Partin, seconded by DeGroote and carried unanimously, the Board accepted the audit report as presented.

CONSIDER A REQUEST BY THE HARBOR ISLAND GARDEN CLUB TO DEVELOP A GARDEN TO HONOR FIRST RESPONDERS, ACTIVE MILITARY AND VETERANS

Carus-Childers reported that the Harbor Island Garden Club was seeking approval to develop and maintain a garden to honor first responders, active military, and veterans in the area between the Public Safety Building and the Recreation Center parking lot. The proposal was presented to the Parks and Recreation Advisory Committee at their December 22, 2025, meeting where the committee voted unanimously in favor of the project and to recommend approval by the Board. Carus-Childers stated that Town staff would work closely with the Garden Club during the project's development to ensure adequate power and water supply, appropriate low maintenance plantings, and to provide support throughout the project as necessary. Kay Morgan, representing the Harbor Island Garden Club, was present to support the request. In response to a question from Dull, Brigman stated that the Town could modify its existing MOU with the Garden Club to include the new garden. Upon motion by Partin, seconded by Baggett and carried unanimously, the Board approved the request.

CONSIDER WRIGHTSVILLE BEACH PARK IMPROVEMENT PROJECTS AND AN APPLICATION FOR A PARTF GRANT

Carus-Childers stated that the 2026 Parks and Recreation Trust Fund (PARTF) grant call for projects had been announced, with several improvement projects in Wrightsville Beach Park that meet the criteria for funding. Carus-Childers said the proposed projects were reviewed by the Parks and Recreation Advisory Committee at their December 22, 2025 meeting, at which the Committee voted unanimously to recommend that the Board consider proceeding with a PARTF grant application for the following: 1) completion of the multi-use path from the tennis and pickleball court facility to Causeway Drive; 2) removal of the softball field, scorekeeper's cage and fence around the field and construct a multipurpose turf field; 3) construct the parking lot adjacent to the pickleball courts and Historic Square; and 4) replace Wrightsville Beach Park entrance sign, add benches, water fountain, lighting. In response to a question from Baggett, Carus-Childers stated that the only requirements regarding usage of the facilities would be that they have to be open to the public. In response to a question from DeGroote, Carus-Childers stated that there did exist a parks and recreation master plan and that bicycle and pedestrian improvements were priorities in that plan and that all of the

proposed projects could be supported by the plan. Brigman stated that the application could be fine-tuned and that, because the Town received a PARTF grant 4 years ago, it was unlikely that the Town would be awarded the grant. However, Brigman stated that the Town always wanted to participate in a grant cycle. In response to a question from Schoen, Carus-Childers stated that the Town could remove the softball field and present it as phase one of a project that would allow for a different future use of the area, rather than being committed to a multipurpose turf field in perpetuity. After discussion, the Board tabled the request, and it was the consensus of the Board to ask the Planning Board to review the projects.

CONSIDER ADOPTION OF BUDGET ORDINANCE (2026) 680-B APPROPRIATING \$600,000 FOR W. OXFORD STREET AND W. FAYETTEVILLE STREET-END BULKHEAD CONSTRUCTION AND CONSIDER AWARD OF THE CONTRACT TO SPAN BUILDERS, LLC

Brigman stated that adoption of the ordinance would fund the second phase of the Town's bulkhead replacement program. Brigman noted that the Town had become aware of federal funding which would pay for the Town's bulkhead replacement needs, however, grant award has been pushed off until 2028 and the Town needed to address bulkhead deficiencies at certain locations prior to that time. The next highest priority projects are W. Oxford and W. Fayetteville streets, as determined by a 3rd party engineering firm. Brigman asked that the Board 1) adopt the budget ordinance; 2) award the contract to Span Builders, LLC, which was the lowest responsive and responsible bidder, with a lump sum bid of \$517,300; and 3) authorize the Town Manager to execute the contract. Upon motion by DeGroote, seconded by Schoen and carried unanimously, the Board adopted the budget ordinance, awarded the contract and authorized the Town Manager to execute it.

CONSIDER ADOPTION OF BUDGET ORDINANCE (2026) 681-B TO CLOSE THE WATER & SEWER FUND (FUND 30) AND APPROPRIATE THE TRANSFER OF ANY REMAINING NET POSITION TO THE CAPE FEAR PUBLIC UTILITY AUTHORITY

Murray stated that effective September 30, 2025, the Town's water and sewer system was transferred to the Cape Fear Public Utility Authority (CFPUA). As a result, the Town no longer owns or operates a water and sewer utility. Murray said the Town has completed the collection period for the final water and sewer bills and has satisfied all outstanding obligations to vendors related to the Water & Sewer Fund. Any remaining receivables that are deemed collectible will be transferred to the General Fund and collection efforts will continue, as CFPUA requested that all customer accounts begin with a zero balance at the time of transfer. Upon motion by Partin, seconded by DeGroote and carried unanimously, the budget ordinance was adopted.

CONSIDER APPROVAL OF CHANGES TO THE AUTHORIZED POSITIONS BY PAY RANGE CHART AND PAY SCALE ENACTING THE PAY ADJUSTMENTS RESULTING FROM THE MARKET-BASED PAY STUDY APPROVED AT THE 11/18/25 MEETING

Brigman noted that this would formalize the changes to the Town's Pay Plan which were approved at the November meeting. Brigman stated that there were 3 key changes that he was asking the Board to approve: 1) pay grade alignment; 2) job title revisions; and 3) elimination of the post-promotion step plan in the Police Department that has created salary compression issues. Brigman stated that the Police Department change was fully supported by the Police Chief. Several Board members expressed support for the changes and Human Resources Officer Campbell for her work on the project. Upon motion by DeGroote, seconded by Partin and carried unanimously, the changes were approved.

CONSIDER APPROVAL OF HOURLY SALARY INCREASES FOR SEASONAL OCEAN RESCUE EMPLOYEES

Ocean Rescue Director Sam Proffitt requested the Board approve an increase in the starting pay for lifeguards from \$19.50 to \$20.50 per hour, along with \$1 per hour increases for the other

classifications of seasonal ocean rescue employees. Proffitt noted that the increase would keep the Town competitive with Carolina Beach and Kure Beach for recruiting lifeguards. It was noted that no budget increase was necessary to implement the increases. Upon motion by Schoen, seconded by Partin and carried unanimously, the changes were approved.

CONSIDER APPOINTMENTS TO THE PLANNING BOARD

Using ballots, the Board made the following appointments to the Planning Board for terms expiring January 2028: Adam Keen, 119 Cypress Ave.; Jeff Turpin, 105 Island Dr.; and Nathan Singerman, 17B Coral Drive. Detailed votes were as follows:

PLANNING BOARD APPOINTMENTS	
APPLICANT	VOTE
Adam Keen - reappointed	Dull, DeGrootte, Baggett, Partin, Schoen
Jeff Turpin	Dull, DeGrootte, Baggett, Partin
Nathan Singerman	Dull, DeGrootte, Baggett, Partin, Schoen
Lynne Galloway	Schoen

CONSIDER APPOINTMENTS TO THE PARKS & RECREATION ADVISORY COMMITTEE

Using ballots, the Board made the following appointments to the Parks & Recreation Advisory Committee for terms ending in January 2028: Tim Winslow, 900 Schloss St.; and Sami Winter, 13 W. Henderson St. The Board also made the following appointments to fill unexpired terms ending in January 2027: Joanne Allen, 140 Driftwood Court; and Tali Robich, 13 Henderson St. W., Apt. B. Detailed votes were as follows:

PARKS AND RECREATION ADVISORY COMMITTEE APPOINTMENTS	
APPLICANT	VOTE
Terms ending January 2028	
Tim Winslow - reappointed	Dull, DeGrootte, Baggett, Partin, Schoen
Sami Winter - reappointed	Dull, DeGrootte, Baggett, Partin, Schoen
Terms ending January 2027	
Joanne Allen	Dull, DeGrootte, Baggett, Partin, Schoen
Tali Robich	Dull, DeGrootte, Partin

David DuPont	Schoen
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CONSIDER APPOINTMENTS TO THE HISTORIC LANDMARK COMMISSION

Using ballots, the Board made the following appointments to the Historic Landmark Commission for terms ending January 2028: Amy Sweyer, 74 Pelican Dr.; and R. Henry Temple, 210 N. Channel Dr. The Board also made the following appointment to fill an unexpired term ending January 2027: Lee Williams, 146 Driftwood Ct.

HISTORIC LANDMARK COMMISSION APPOINTMENTS	
APPLICANT	VOTE
Terms ending January 2028	
Amy Sweyer - reappointed	Dull, DeGroote, Baggett, Partin, Schoen
R. Henry Temple - reappointed	Dull, DeGroote, Baggett, Partin, Schoen
Term ending January 2027	
Lee Williams	Dull, DeGroote, Baggett, Partin, Schoen

CONSIDER APPOINTMENTS TO THE BOARD OF ADJUSTMENT

Using ballots, the Board made the following appointments to the Board of Adjustment for terms ending in January 2029: Neal Braggi, 4 W. Henderson St.; and Carolyn Medley, 10 N. Channel Dr. The Board made the following appointment to the Board for an unexpired term ending January 2028: Hank Miller, 30 Greensboro St. W. The Board made the following appointment as an alternate member to a term ending January 2029: Lee Williams, 146 Driftwood Ct.

BOARD OF ADJUSTMENT APPOINTMENTS	
APPLICANT	VOTE
Terms ending January 2029	
Neal Braggi - reappointed	Dull, DeGroote, Baggett, Partin
Carolyn Medley - reappointed	Dull, DeGroote, Baggett, Partin, Schoen
Term ending January 2028	
Hank Miller	Dull, DeGroote, Baggett, Partin

Jeff Turpin	Schoen
Alternate term ending Jan. 2029	
Lee Williams	Dull, DeGroot, Baggett, Partin, Schoen

CONSIDER BOARD OF ALDERMEN ASSIGNMENTS TO VARIOIUS AGENCIES

Upon motion by DeGroot, seconded by Baggett and carried unanimously, the Board made the following assignments to various outside agencies: 1) WMPO – Dull (primary), Partin (alternate); 2) Port, Waterway & Beach Commission – Schoen; 3) TDA – Partin; 4) Parks & Rec. Advisory Committee – Baggett; 5) Cape Fear COG – DeGroot; 6) Bridge Replacement Committee – Dull (regular), Schoen (ex-officio); and 7) Marketing Committee – Partin.

OTHER ITEMS & REPORTS

- A. **Town Clerk Heater:** reminded the Board of the Special Called meeting to be held 1-20-26 at 9:00am to conduct a budget planning session.
- B. **Alderman Schoen:** noted that he would attend a Ports, Waterway & Beach Commission meeting the following week.
- C. **Alderman Partin:** will be conducting meetings of the Ad Hoc Lighting Ordinance Committee in the near future.
- D. **Alderman Baggett:** nothing to report.
- E. **Town Manager Brigman:** had been working with CFPUA regarding tree protection and remediation from damage for the water/sewer line project; noted the project should be completed in April and that he would continue working closely with CFPUA.
- F. **Town Attorney Richardson:** asked the Board to go into closed session to consider an update on legal issues.
- G. **Mayor Dull:** 1) expressed appreciation to Brigman for working with the CFPUA on tree protection; 2) expressed appreciation to Murray for the audit report and Campbell for the pay study; and 3) noted that the holiday lighting had received compliments from many citizens and expressed hope that it could be enhanced during the upcoming years.

The Mayor declared a recess at 7:00pm.

The Mayor called the meeting back to order at 7:08pm.

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 7:08pm Partin 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 DeGroot and carried unanimously.

Upon motion by Partin, seconded by DeGroot and carried unanimously, the Board returned to open session at 7:41pm, with no action being taken as a result of the closed session.

There being no further business, the meeting was adjourned at 7:41pm.

Respectfully submitted,
 Lance G. Heater, Town Clerk

BOARD OF ALDERMEN MINUTES

JANUARY 20, 2026 9:00AM

TOWN HALL CONFERENCE ROOM, 321 CAUSEWAY DRIVE, WRIGHTSVILLE BEACH

A duly-noticed special called meeting of the Board of Aldermen was called to order at 9:00am by Mayor Dull. The following were present:

Board of Aldermen

Ken Dull, Mayor
Jeff DeGroot, Mayor Pro-tem
Margaret Baggett, Alderman
Todd Schoen, Alderman
Vivian (Zeke) Partin, Alderman

Staff

Haynes Brigman, Town Manager
Lance G. Heater, Town Clerk
Matt Holland, Fire Chief
Jason Bishop, Police Chief
Bill Fay, Public Works Director
Evan Morigerato, Asst. Public Works Director
Bailey Hartsell, Communications Manager

BUDGET PLANNING SESSION

Brigman reviewed the agenda for the meeting which included follow-up discussion to current year issues, the 2026 parking season, capital improvement plan review, and budget priorities for FY26-27.

TENNIS/PICKLEBALL COURT LIGHTING

Brigman stated that in April 2025 the Town had completed the Tennis/Pickleball courts lighting project. Since then, the Town has received several complaints regarding the lighting from residents, particularly on Coral Drive. The Town has explored options, including lowering the lights, which is estimated to cost over \$250,000. After discussion, the consensus of the Board was to begin shutting off the lights at 7:00pm with the understanding that this could be changed in response to feedback from residents.

GRANT OPPORTUNITIES

Brigman reported that the Town was exploring grant opportunities for funding of the multi-use path and a pedestrian crosswalk on Causeway Dr.

FLOTILLA DISCUSSION

Brigman reported that it was becoming increasingly difficult for non-profits to obtain liability insurance for events. Brigman stated that the Flotilla Committee had approached the Town last year and asked it to take over the Day in the Park and the fireworks display. The Board decided that it would not assume those tasks unless it was asked to take over the event entirely. The Committee decided to continue running the event, however, the Town is a major sponsor, contributing \$50,000 from its TDA allocation for the fireworks display. After discussion, the consensus of the Board was to remain with its current position.

SPECIAL EVENT DISCUSSION - BRIDGE REPLACEMENT

Brigman reported that the Bridge Replacement Committee would be bringing a recommendation to the Board regarding special events during the replacement process. It was the consensus of the Board to await the recommendation and the actual plan for construction prior to making any decision regarding future events.

BOARD OF ALDERMEN REGULAR MEETING DATES

There was a discussion regarding changing the day of the regular Board of Aldermen meetings from the second Thursday of each month to the second Tuesday. The Board decided to continue discussion of the possible change until its February meeting.

BRIDGE REPLACEMENT COMMITTEE

Due to the resignation of Brian Eckel, there existed a need for an appointment of a citizen representative to the Committee. Upon motion by Dull, seconded by Partin and carried 4-1 (Schoen opposed), the Board appointed Hank Miller to the Committee.

BRIDGE DESIGN

Brigman asked the Board if it desired to have aesthetic input into the design for the bridges to be replaced, stating that DOT would only fund its basic design and that the Town would need to fund any costs associated with design enhancements. It was the consensus of the Board that they were interested in such enhancements and that Brigman would further pursue the issue.

2026 PARKING DISCUSSION

The next set of issues discussed was the 2026 parking season and possible changes from the previous season.

PARKING SPACE REMOVAL

It was the consensus of the Board that Brigman's recommendation to remove 11 parking spaces on the east side of N Lumina between E. Salisbury St. and Mallard St. for public safety access and to remove 3 parking spaces on Waynick Blvd located at the three crosswalks for pedestrian safety be approved.

NEW TECHNOLOGY

Brigman reported that Pivot would be providing a new user interface as early as May that will provide real time parking data to users.

SIGNAGE UPDATES

Brigman noted that, should the Board make changes to parking rates or times, new signage would need to be provided and that there would need to be a lead time to make the changes. The estimated cost for decals and stickers to cover existing signage would be \$20,000 and would be \$30,000 for replacing existing signs with new signs.

PARKING METER REMOVAL

The Board concurred with Brigman's recommendation that obsolete parking meters be removed and that, where such meters were being used as signage, the signage would be replaced as needed. The estimated cost for this was \$20,000.

ENFORCEMENT DIRECTION

Brigman asked the Board to reaffirm its approach to parking enforcement, noting that the Town's approach has been complaint-driven rather than proactive. It was the consensus of the Board that the complaint-driven approach be maintained.

PARKING RATES

Brigman presented the following option for establishing variable parking rates:

Parking Classification	Current	Proposed Weekday	Proposed Weekend/Holiday
Non-premium hourly	\$5.00/hr.	\$3.00/hr.	\$6.00/hr.
Premium hourly	\$6.00/hr.	\$4.00/hr.	\$7.00/hr.
Non-premium daily	\$30.00/day	\$20.00/day	\$30.00/day
Premium daily	\$35.00/day	\$25.00/day	\$35.00/day

It was noted that weekends would include Friday-Sunday and that holidays would include the day before and the day after the holiday.

A second option presented, only in the event that the first option was not selected, would be to reduce the current daily rates from \$30.00 to \$25.00 for non-premium lots and from \$35.00 to \$30.00 for premium lots. Brigman stated that when the Town increased the daily rates it had seen a reduction of 15,000 transactions for the daily rate.

Other options presented were to have year-round paid parking and/or to change the hours at which parking was enforced.

The Board had a lengthy discussion regarding parking, including changes to the 2-hour free parking in the lots around Wrightsville Beach Park and Town Hall. The consensus was that any changes should be revenue neutral. Murray offered to do projections based on multiple scenarios and the Board agreed to continue the discussion at its February Board meeting.

CAPITAL IMPROVEMENT PLAN

Brigman reviewed the FY25-26 Capital Improvement Plan, noting whether items were completed, in progress, or on hold. One of the significant items was the renovation of Town Hall. Brigman reminded the Board that this project, as budgeted, was to be completed over a 3 year period due to restrictions regarding the value of improvements to the existing building that could be accomplished in any 365-day period for being a non-conforming structure located in a flood zone. Brigman recommended that the Board consider directing staff to have a master plan done for the entire municipal complex prior to embarking on the renovation of Town Hall. It was the consensus of the Board that Brigman proceed with the development of such a plan.

DISASTER RECOVERY FUND

Brigman reviewed the establishment of a Disaster Recovery Fund, which the Board had created in FY25-26, noting that \$10 million had been transferred from the General Fund to the Disaster Recovery Fund in order to 1) provide funds to cover immediate disaster recovery costs before FEMA/NCEM reimbursements arrive (which can take up to a year); 2) provide financial stability and flexibility to manage recovery efforts without disrupting the Town’s budget; and 3) ensure faster recovery for residents, businesses, and infrastructure following a storm. It is the intention of the Town to grow this fund to \$15 million over time, and then stabilize.

BRIDGE REVENUE STABILIZATION FUND

Brigman reviewed the establishment of a Bridge Revenue Stabilization Fund which the Board had created in FY25-26, allocating \$12 million transferred from the General Fund to this fund. The purpose of this is to: 1) offset anticipated revenue losses during bridge construction; 2) ensure budget stability by preparing for reduced income from parking, sales tax, and tourism-related activities; and 3) avoid service reductions or tax increases by proactively setting aside funds.

BEACH NOURISHMENT FUND

Brigman reviewed the establishment of a Beach Nourishment Fund which the Board had created in FY25-26, allocating \$1 million annually to provide funding in the event that Federal funds be unavailable for beach nourishment.

BUDGET PRIORITIES AND GUIDANCE

Brigman reviewed quality of life improvements contained in the FY25-26 budget including: 1) public safety personnel and service enhancements; 2) CFPWA water/sewer merger for improved service quality; 3) aesthetic improvements; and 4) multiple Parks & Recreation projects. In reviewing the Board’s priorities for the upcoming year, Baggett expressed a desire to see further business district improvements and Schoen expressed support for a skate park. Brigman recommended that the Town begin the process of creating a strategic plan for the Town, which would involve a consultant and a public input process, which would help in guiding the future use of resources. The goal would be for the Town to have an updated Parks & Recreation Master Plan, a small area plan for the municipal complex, and an overall strategic plan.

BRIDGE REPLACEMENT PROJECT UPDATE

Brigman stated that NCDOT would be signing a contract with the selected contractor soon for the bridge replacement projects. After that time, Brigman and the Town’s consultant, Chad Kimes, would meet with NCDOT to review the project schedule. It is believed that the project should have no impact on FY26-27, with the project beginning in Spring 2028, but that schedule could change.

BUDGET CALENDAR

Brigman stated that the goal would be to present a draft budget at the April Board of Aldermen meeting, with a public hearing on the budget to be held at the May meeting. The Board set budget work sessions on February 17, March 2 and March 24, all beginning at 9:00am in the Town Hall Conference Room. The Board agreed to move its April Board of Aldermen meeting from April 9 to April 14, beginning at 5:30pm.

The meeting was adjourned at 12:33pm.

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 Dull and Board of Aldermen

From: Katie Carus-Childers, Parks & Recreation Director *Katie*

Subject: Special Event Permit Applications for Recurring Events

Date: February 6, 2026

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

- 1) **Easter Sunrise Service – Grace Baptist Church**
Sunday, April 5, 2026, 6:15 – 7:30 am (Event 6:30 am – 7:15 am)
Approximately 250 people
Beach Access 8 (Holiday Inn Lumina Resort)

- 2) **Easter Sunrise Service- Wrightsville Beach Baptist Church**
Sunday, April 5, 2026, 5:00 – 7:30 am (Event 6:30 am – 7:30 am)
Approximately 1500 people
Beach Access 19 (Between JM Pier and Oxford Street)

- 3) **ESA SNC Surf Contests (four permit applications)**
Saturday, June 27, 2026, 8:00 am – 4:00 pm (June 28 rain date)
Saturday, August 22, 2026, 8:00 am – 4:00 pm, (August 23 rain date)
Saturday, October 24, 2026, 8:00 am – 4:00 pm (October 25 rain date)
Sunday, November 8, 2026, 8:00 am – 4:00 pm
Approximately 100 people
Beach access: Oceanic to Birmingham

- 4) **Seaside Shuffle**
Saturday, October 24, 2026, 6:00 am – 10:30am (8:00 am race start)
Approximately 400 people
WB Park and the Loop with N. Channel/Coral

REQUESTED ACTION: Approve Special Event Permit applications for recurring events 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
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 ^{prior to} 8 am & 10 pm? 8AM

Number of Hours 1 1/4

Rain date necessary?
Yes No

Park Facility Reserved?
Yes No Not Required

Portable toilets needed?
Yes No Not Required

Trash Disposal Service?
Yes No Not Required

Health Dept permit?
Yes No Not Required

1. Description of event: Easter Sunrise Service

2. Event Day and Date: Sunday, April 5, 2026

Timeframe needed: Set up 6:15 am pm to Tear down 7:30 am pm
Event start time: 6:30 am pm Event end time: 7:15 am pm

3. Estimated number of participants (including spectators): 250

4. Location: Wrightsville Beach Access #8

5. Individual making request: Margaret McKoy

Complete Mailing Address: Grace Baptist Church, 1401 N. College Rd., Wilmington NC 28405

Phone Number: 910-799-6442 E-mail: mmckoy@gracenc.org

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

Complete Mailing address: Grace Baptist Church, 1401 N. College Rd., Wilmington NC 28405

Phone Number: 910-799-6442 E-mail: bjones@gracenc.org

7. Sponsoring organization/corporation (if applicable): Grace Baptist Church

Contact: Margaret McKoy

Complete Mailing Address: Grace Baptist Church, 1401 N. College Rd., Wilmington NC 28405

Phone Number: 910-799-6442 E-mail: 910-799-6442

8. Briefly describe provisions for the following:

Toilet facilities: none needed

Trash disposal: none needed

(Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)

Parking: in spaces near Access #8

Electrical power and/or water needs: none needed

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

Please explain: _____

FOR OFFICE USE ONLY

SEP Fee: _____	PD Contract: _____ <u>✓ Civic Rec</u>
Facility Use Fee: _____	OR Contract: _____
Security Deposit: _____	COI: _____
Parking Fees: _____	_____
Traffic Cones: _____	TOTAL PAID: _____
TOTAL DUE: _____	Check #: _____ <u>UNLOCK TOWN HALL BREAKER BOX?</u>

July 18, 2025

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--PA system will be directed toward ocean, away from hotels

If yes, provide information specifying location and direction of noise-emanating devices along with proposed noise level, frequency, and duration: PA system will be directed toward ocean, away from hotels

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

If so, what company is providing the equipment: _____

Describe equipment in detail and provide a sketched plan: _____

Attendees will bring their own chairs and remove after event

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? _____

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: Margaret McKay Date: 12/19/25
This application is hereby approved, this the _____ day of _____, 20_____.

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

July 18, 2025

**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? Prior to 8am

Number of Hours 3

Rain date necessary?

Yes No

Park Facility Reserved?

Yes No Not Required

Portable toilets needed?

Yes No Not Required

Trash Disposal Service?

Yes No Not Required

Health Dept permit?

Yes No Not Required

1. Description of event: Easter Sunrise Service

2. Event Day and Date: Sunday, April 5, 2026

Timeframe needed: Set up 5:00 am/pm to Tear down 7:30 am/pm
Event start time: 6:30 am/pm Event end time: 7:30 am/pm

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

4. Location: Access 19 (JM Pier - Oxford)

5. Individual making request: Rev. Caroline A. Jinkins

Complete Mailing Address: 2 W. Fayetteville St. WB NC 28480

Phone Number: 910-256-2819 ext 103 E-mail: pastor@littlechapel.org

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

Complete Mailing address: _____

Phone Number: _____ E-mail: _____

7. Sponsoring organization/corporation (if applicable): Beach Protestant Churches

Contact: same

Complete Mailing Address: _____

Phone Number: _____ E-mail: _____

8. Briefly describe provisions for the following:

Toilet facilities: n/a

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

Parking: street and parking lot of Little Chapel on the Boardwalk

Electrical power and/or water needs: maybe generator

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

Please explain: _____

FOR OFFICE USE ONLY

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

UNLOCK TOWN HALL BREAKER BOX?

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, sound system to lead hymns and microphones for speakers

If yes, provide information specifying location and direction of noise-emanating devices along with proposed noise level, frequency, and duration: Access 19 directed toward dunes and worshippers, 45 minutes

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

If so, what company is providing the equipment: WB Baptist Church

Describe equipment in detail and provide a sketched plan: Stage and sound system

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

If so, describe in detail: No

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

If so, please specify: _____

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

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

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

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

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

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

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

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

See attached memo for additional stipulations.

Signature:  Date: 1/28/26

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

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

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

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
(7-26-25)
PRAC Recommendation:
Approve _____
Approve w/ Conditions _____
Do Not Approve _____

Participants / Fee Per Day:

1-25	\$130
<input checked="" type="checkbox"/> 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 Set up
8 am & 10 pm? prior to 8am

Number of Hours 8 hr
event

Rain date necessary?
Yes No _____

Park Facility Reserved?
Yes No Not Required

Portable toilets needed?
Yes Not Required

Trash Disposal Service?
Yes No Not Required

Health Dept permit?
Yes No Not Required

1. Description of event: ESA SNC Surf Contest

2. Event Day and Date: 6/27/26 Back up 6/28/26

Timeframe needed: Set up 6:30 am pm to Tear down 5:00 am pm
Event start time: 8:00 am pm Event end time: 4:00 am pm

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

4. Location: Stone Street Oceanic-Birmingham

5. Individual making request: Michael Hufham

Complete Mailing Address: 212 Gregory Rd.

Phone Number: 910-409-4266 E-mail: michaelhufham@hotmail.com

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

Complete Mailing address: 212 Gregory Rd.

Phone Number: 910-409-4266 E-mail: michaelhufham@hotmail.com

7. Sponsoring organization/corporation (if applicable): Eastern Surfing Association - SNC

Contact: Michael Hufham

Complete Mailing Address: 212 Gregory Rd., Wilmington, NC 28405

Phone Number: 910-409-4266 E-mail: michaelhufham@hotmail.com

8. Briefly describe provisions for the following:

Toilet facilities: None Portable @ Birmingham

Trash disposal: None Must remove any trash
(Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)

Parking: Public

Electrical power and/or water needs: _____

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

Please explain: _____

FOR OFFICE USE ONLY

SEP Fee: <u>\$180</u>	PD Contract: <u>COI</u>
Facility Use Fee: _____	OR Contract: <u>Port o john @ Birmingham</u>
Security Deposit: _____	COI: <u>No scaffolding</u>
Parking Fees: _____	<u>Location / Beach conditions</u>
Traffic Cones: _____	TOTAL PAID: <u>\$720</u>
TOTAL DUE: <u>\$180</u>	Check #: <u>1567</u>
	<u>4 Events</u>
	<u>UNLOCK TOWN HALL BREAKER BOX?</u>
	<u>✓ checked</u>

July 18, 2025

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

PA system for announcing and background music

If yes, provide information specifying location and direction of noise-emitting devices along with proposed noise level, frequency, and duration: Speaker will be pointed towards the ocean for surfers to hear updates

Music will be playing at other times. This will be at a low volume for the duration of the contest.

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

If so, what company is providing the equipment: ESA SNC

Describe equipment in detail and provide a sketched plan: Two tents, two speakers, tables and sound equipment. Speakers will be facing the water for contestants to hear.

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: Mike Hulhorn Date: 7/4/26

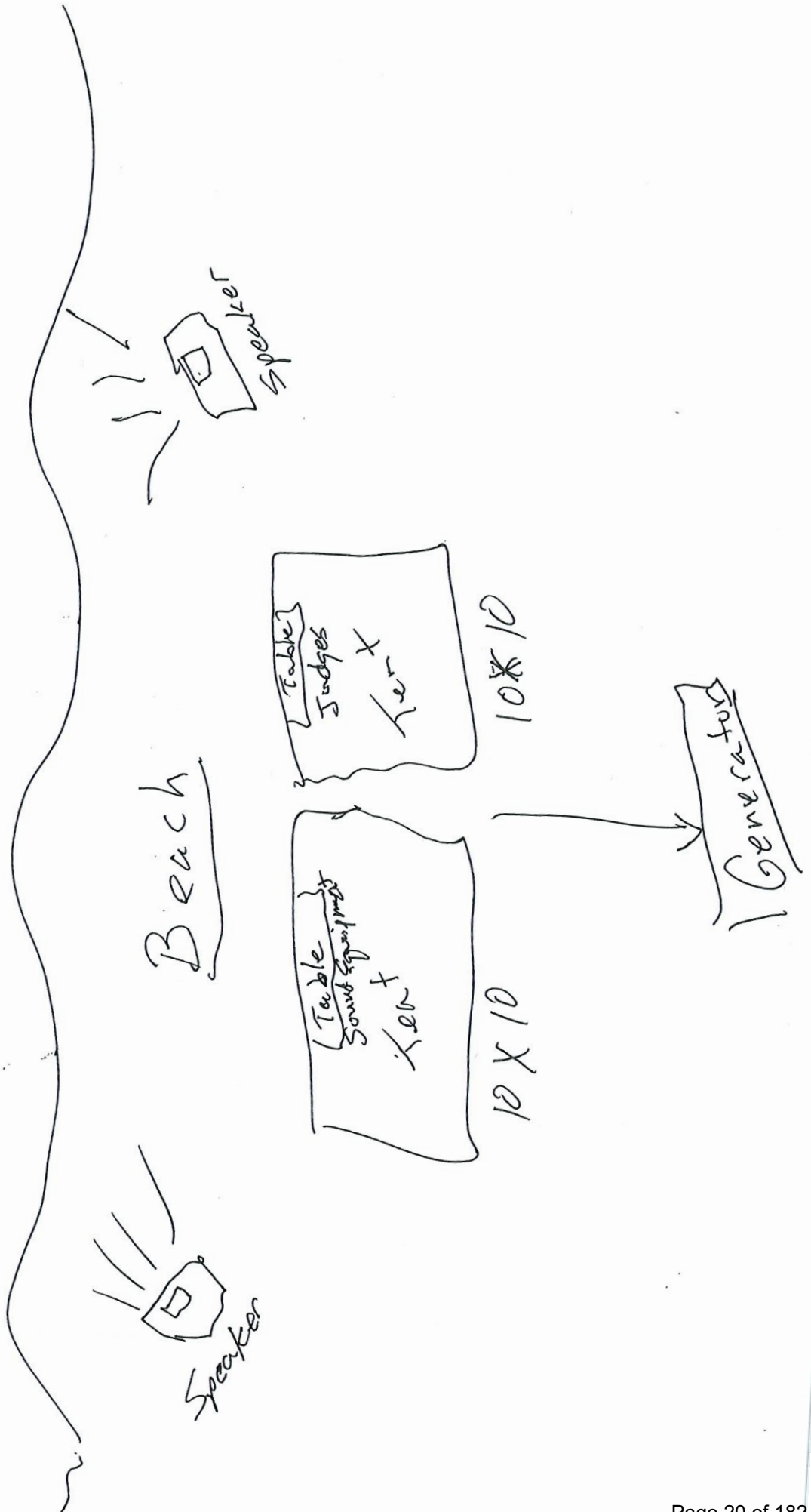
This application is hereby approved, this the _____ day of _____, 20_____.

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

July 18, 2025

To provide prob to event

NO Clean



**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
(8-16-25)
PRAC Recommendation:
 Approve
 Approve w/ Conditions
 Do Not Approve

Participants / Fee Per Day:

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

**SEP Security Deposit:
Participants / Fee**

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

Non-profit organization?
Yes No

Tax Exempt ID:

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

Number of Hours 8 hrs event

Rain date necessary?
Yes No

Flat Surf
Park Facility Reserved?
Yes No Not Required

Portable toilets needed?
Yes Not Required

Trash Disposal Service?
Yes Not Required

Health Dept permit?
Yes No Not Required

1. Description of event: ESA SNC Surf Contest

2. Event Day and Date: Aug 22, 2026 (Aug 23 backup)

Timeframe needed: Set up 6:30 am/ pm to Tear down 5:00 am/ pm

Event start time: 8:00 am/ pm Event end time: 4:00 am/ pm

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

4. Location: Stone Street Oceanic - Birmingham

5. Individual making request: Michael Hufham

Complete Mailing Address: 212 Gregory Rd.

Phone Number: 910-409-4266 E-mail: michaelhufham@hotmail.com

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

Complete Mailing address: 212 Gregory Rd.

Phone Number: 910-409-4266 E-mail: michaelhufham@hotmail.com

7. Sponsoring organization/corporation (if applicable): Eastern Surfing Association - SNC

Contact: Michael Hufham

Complete Mailing Address: 212 Gregory Rd., Wilmington, NC 28405

Phone Number: 910-409-4266 E-mail: michaelhufham@hotmail.com

8. Briefly describe provisions for the following:

Toilet facilities: None Port o john @ Birmingham

Trash disposal: None Must remove any trash
(Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)

Parking: Public

Electrical power and/or water needs: _____

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

Please explain: _____

FOR OFFICE USE ONLY

SEP Fee: <u>\$180</u>	PD Contract: <u>COI</u>
Facility Use Fee: _____	OR Contract: <u>Port o john @ Birmingham</u>
Security Deposit: _____	COI: <u>No scaffolding</u>
Parking Fees: _____	<u>Location / Beach conditions</u>
Traffic Cones: _____	TOTAL PAID: <u>\$720</u>
TOTAL DUE: <u>\$180</u>	Check #: <u>1567</u>
	<u>4 Events</u>
	UNLOCK TOWN HALL BREAKER BOX? <input checked="" type="checkbox"/> <u>Civic Rel</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

Must provide prior to event.

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

PA system for announcing and background music

If yes, provide information specifying location and direction of noise-emanating devices along with proposed noise level, frequency, and duration: Speaker will be pointed towards the ocean for surfers to hear updates

Music will be playing at other times. This will be at a low volume for the duration of the contest.

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

If so, what company is providing the equipment: ESA SNC

Describe equipment in detail and provide a sketched plan: Two tents, two speakers facing the water, 2 tables and sound equipment.

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.

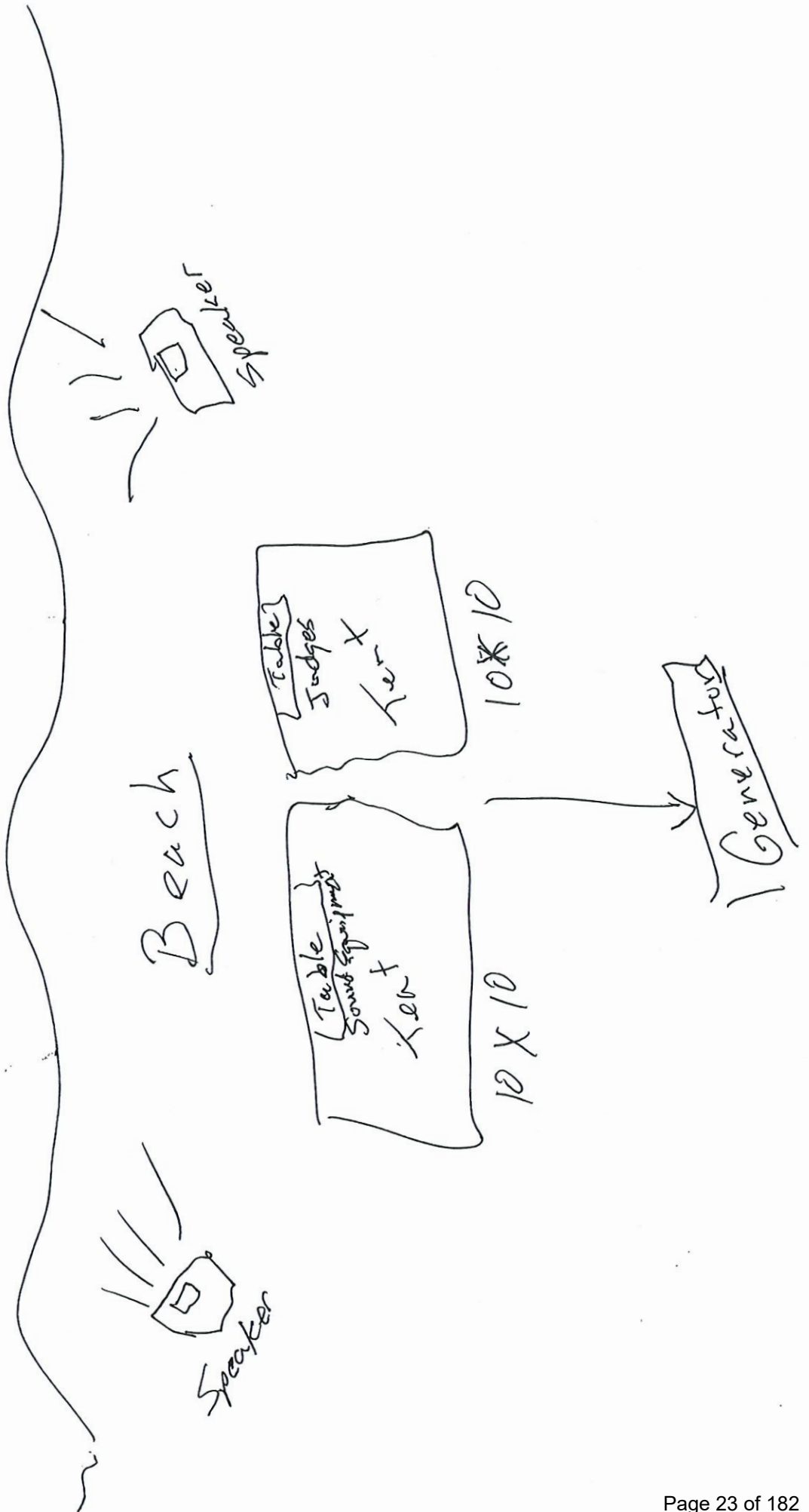
Signature: Mike Heflin Date: 1/4/26

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

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

July 18, 2025

NO CLEAN



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

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

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

FOR OFFICE USE ONLY

New Recurring

PRAC Recommendation:
 Approve
 Approve w/ Conditions
 Do Not Approve

Participants / Fee Per Day:

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

SEP Security Deposit:
Participants / Fee

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

Non-profit organization?
Yes No

Tax Exempt ID: _____

Time between ^{Set up to} 8 am & 10 pm? 8 am

Number of Hours 8 hr event

Rain date necessary?
Yes No

Flat Surf
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: ESA SNC Surf Contest

2. Event Day and Date: 10/24/26 (25th make up date)
Timeframe needed: Set up 6:30 am pm to Tear down 5:00 am pm
Event start time: 8:00 am pm Event end time: 4:00 am pm

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

4. Location: Stone Street

5. Individual making request: Michael Hufham
Complete Mailing Address: 212 Gregory Rd.
Phone Number: 910-409-4266 E-mail: michaelhufham@hotmail.com

6. Individual who will be on site and in charge of activity: Michael Hufham
Complete Mailing address: 212 Gregory Rd.
Phone Number: 910-409-4266 E-mail: michaelhufham@hotmail.com

7. Sponsoring organization/corporation (if applicable): Eastern Surfing Association - SNC
Contact: Michael Hufham
Complete Mailing Address: 212 Gregory Rd., Wilmington, NC 28405
Phone Number: 910-409-4266 E-mail: michaelhufham@hotmail.com

8. Briefly describe provisions for the following:
Toilet facilities: None Portable facility @ Birmingham
Trash disposal: None Must remove trash
(Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)
Parking: Public

Electrical power and/or water needs: _____

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

FOR OFFICE USE ONLY

SEP Fee:	<u>#180</u>	PD Contract:	<u>COI</u>
Facility Use Fee:	_____	OR Contract:	<u>Port John @ Birmingham</u>
Security Deposit:	_____	COI:	<u>No scaffolding</u>
Parking Fees:	_____		<u>Location/Beach conditions</u>
Traffic Cones:	_____	TOTAL PAID:	<u>\$720</u>
TOTAL DUE:	<u>#180</u>	Check #:	<u>1567</u>
			<u>4 Events</u>

UNLOCK TOWN HALL BREAKER BOX? Civic Rec

July 18, 2025

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
PA system for announcing and background music

If yes, provide information specifying location and direction of noise-emanating devices along with proposed noise level, frequency, and duration: Speaker will be pointed towards the ocean for surfers to hear updates
Music will be playing at other times. This will be at a low volume for the duration of the contest.

11. Will any banners, tents, stages, chairs, nets, decorations, etc., be used at this activity? Yes
If so, what company is providing the equipment: ESA SNC

Describe equipment in detail and provide a sketched plan: Two tents, two speakers, 2 tables and sound equipment

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: Michelle Hylton Date: 1/4/26

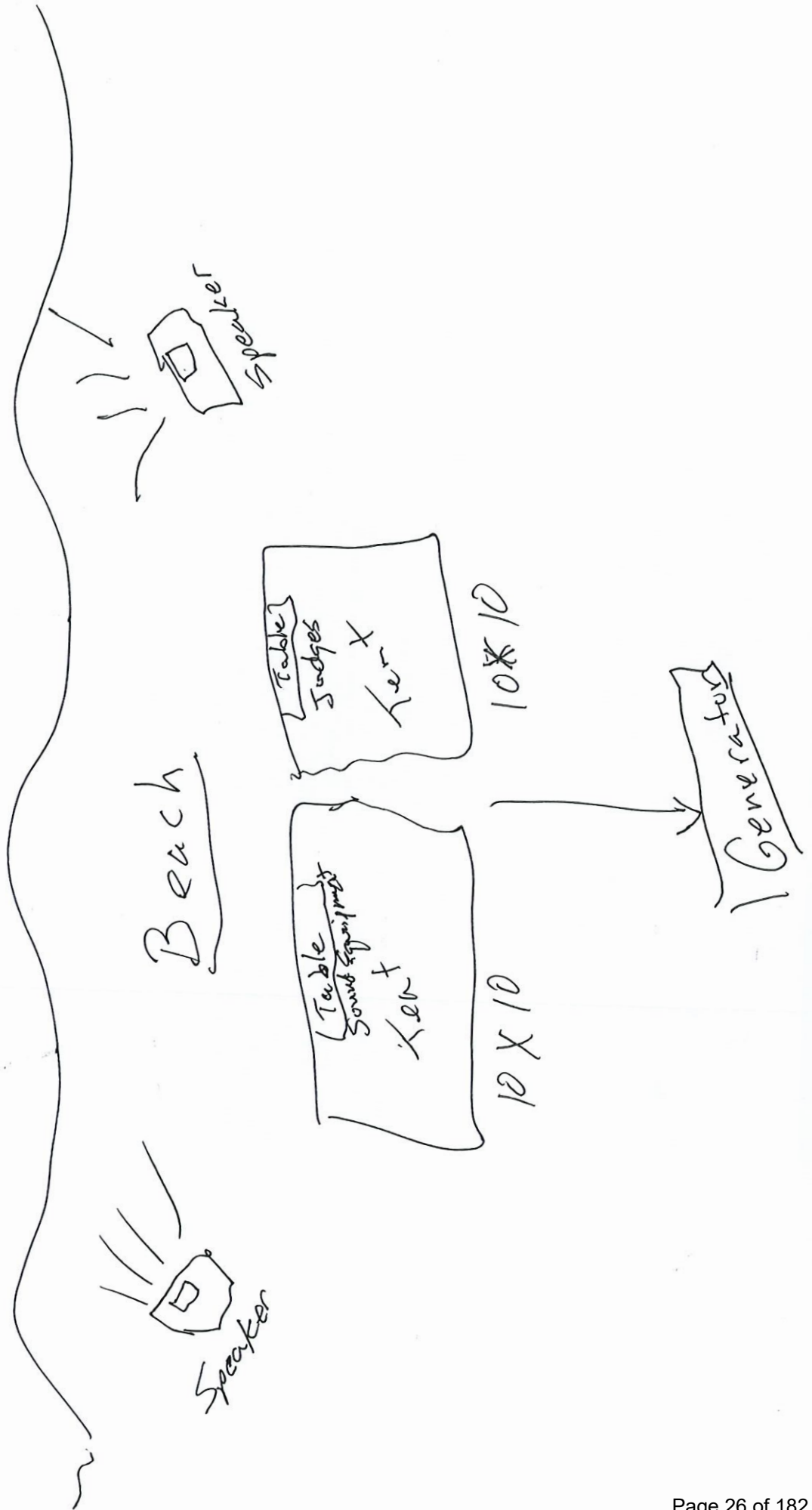
This application is hereby approved, this the _____ day of _____, 20_____.

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

July 18, 2025

To provide prior to event

NO CLEAN



**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
4,001+	\$1,500

SEP Security Deposit:
Participants / Fee

0-199	\$0
200-400	\$200
401-500	\$500
501-1,000	\$1,000
1,001-2,000	\$1,500
2,001+	\$2,000

Non-profit organization?
Yes No

Tax Exempt ID: _____

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

Number of Hours 8 hr event

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: ESA SNC Surf Contest

2. Event Day and Date: 11/17/26 (Make up 8th)

Timeframe needed: Set up 6:30 am pm to Tear down 5:00 am pm

Event start time: 8:00 am pm Event end time: 4:00 am pm

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

4. Location: Stone Street

5. Individual making request: Michael Hufham
 Complete Mailing Address: 212 Gregory Rd.
 Phone Number: 910-409-4266 E-mail: michaelhufham@hotmail.com

6. Individual who will be on site and in charge of activity: Michael Hufham
 Complete Mailing address: 212 Gregory Rd.
 Phone Number: 910-409-4266 E-mail: michaelhufham@hotmail.com

7. Sponsoring organization/corporation (if applicable): Eastern Surfing Association - SNC
 Contact: Michael Hufham
 Complete Mailing Address: 212 Gregory Rd., Wilmington, NC 28405
 Phone Number: 910-409-4266 E-mail: michaelhufham@hotmail.com

8. Briefly describe provisions for the following:
 Toilet facilities: None * Portable facility @ Birmingham
 Trash disposal: None Must remove any trash
 (Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)
 Parking: Public

Electrical power and/or water needs: _____

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

Please explain: _____

FOR OFFICE USE ONLY

SEP Fee: \$180 PD Contract: COI

Facility Use Fee: _____ OR Contract: Porto John @ Birmingham

Security Deposit: _____ COI: No scaffolding

Parking Fees: _____ Location / Beach Conditions

Traffic Cones: _____ TOTAL PAID: \$720

TOTAL DUE: \$180 Check #: 1567 UNLOCK TOWN HALL BREAKER BOX?
4 Events ✓ Currier

July 18, 2025

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
 PA system for announcing and background music

If yes, provide information specifying location and direction of noise-emanating devices along with proposed noise level, frequency, and duration: Speaker will be pointed towards the ocean for surfers to hear updates
 Music will be playing at other times. This will be at a low volume for the duration of the contest.

11. Will any banners, tents, stages, chairs, nets, decorations, etc., be used at this activity? Yes
 If so, what company is providing the equipment: ESA SNC
 Describe equipment in detail and provide a sketched plan: Two tents, two speakers, 2 tables and sound equipment

12. Will there be sales of any types of souvenirs, t-shirts, food, drinks or other products on public property?
 If so, describe in detail: No

13. Is police assistance necessary? No *Are you requesting the closing of any streets? No
 If so, please specify: _____

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

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

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

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

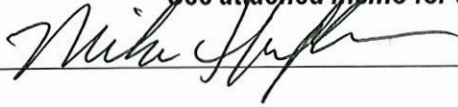
I agree to comply with all town ordinances, rules, regulations, and other applicable laws.

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

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

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

See attached memo for additional stipulations.

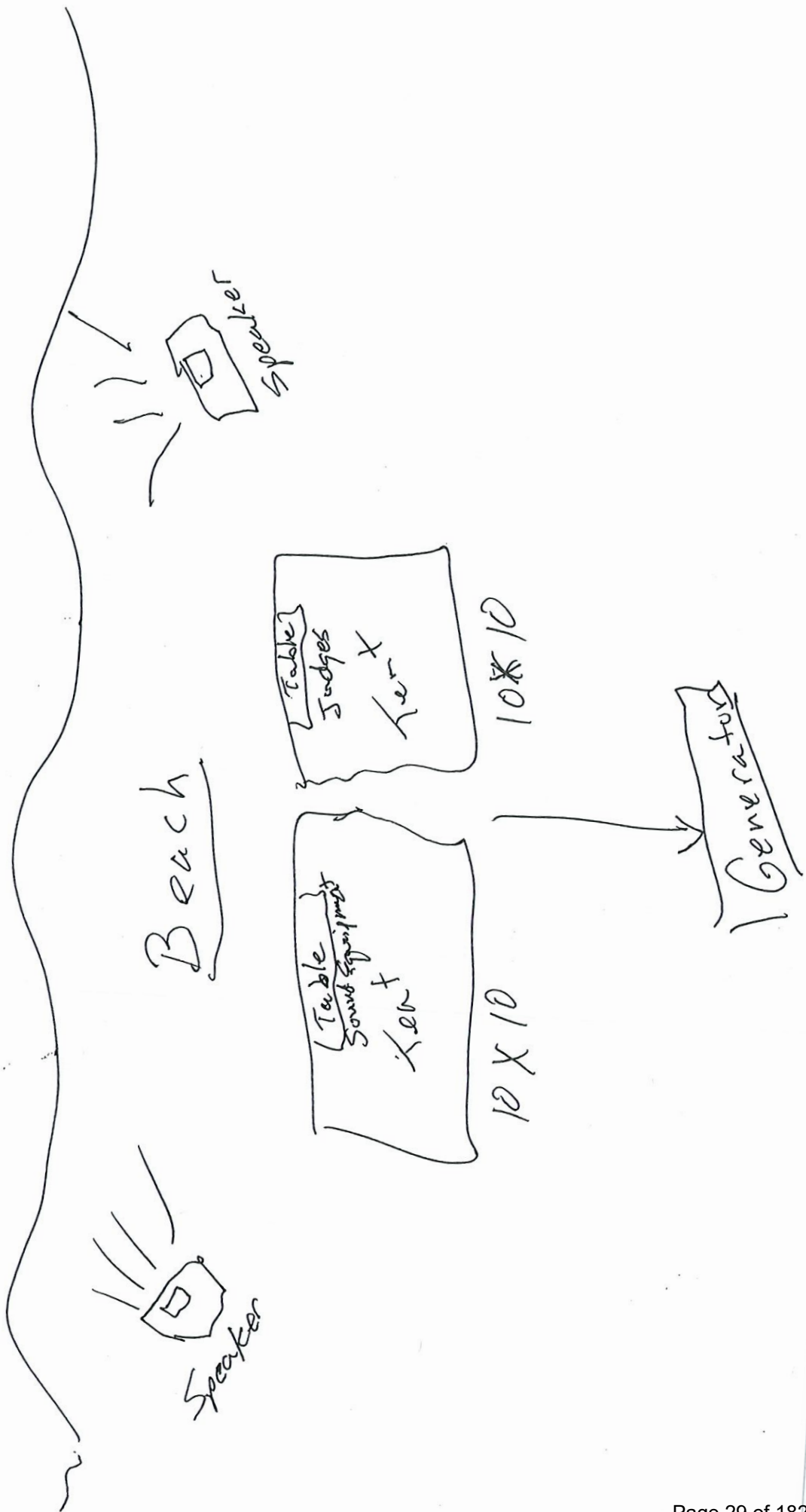
Signature:  Date: 1/4/26

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

 Special Events Coordinator, Town of Wrightsville Beach, North Carolina

To provide prior to event

NO Clean



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

<input checked="" type="checkbox"/> 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? Set up prior to 8am

Number of Hours 4.5

Rain date necessary?
Yes No

Park Facility Reserved?
 Yes No Not Required

Portable toilets needed?
 Yes No Not Required

Trash Disposal Service?
 Yes No Not Required

Organizer to remove Health Dept permit?
Yes No Not Required

1. Description of event: Wilmington Road Runners Annual Scholarship 5K Event
"The 44th Annual WRRRC Seaside Shuffle 5K at Wrightsville Beach"

2. Event Day and Date: Saturday, October 24th, 2026

Timeframe needed: Set up 0600 am pm to Tear down 1030 am pm

Event start time: 0800 am pm Event end time: 1000 am pm

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

4. Location: Wrightsville Beach Park, Municipal Lane, field in front of and to the side of town office

5. Individual making request: Laurie Etherington
Complete Mailing Address: 728 Bracken Fern Drive, Wilmington, NC 28405
Phone Number: 910-309-8141 E-mail: LEtherington15@gmail.com

6. Individual who will be on site and in charge of activity: Laurie Etherington
Complete Mailing address: 728 Bracken Fern Drive, Wilmington, NC 28405
Phone Number: 910-309-8141 E-mail: LEtherington15@gmail.com

7. Sponsoring organization/corporation (if applicable): Wilmington Road Runners Club (WRRC)
Contact: Blaine Farrell
Complete Mailing Address: 728 Bracken Fern Drive, Wilmington, NC 28405
Phone Number: 704-517-6948 E-mail: Blainefarrell28@yahoo.com

8. Briefly describe provisions for the following:
Toilet facilities: Port-a-john east of town hall on lawn OR west of town hall along facilities building
Trash disposal: WRRRC will provide temporary trash bins and remove at end of event.
(Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)
Parking: Wrightsville Beach Park parking lot

Electrical power and/or water needs: Power will be needed for timing of event.

9. Will food be served? Yes If yes, has permit from Health Dept. been obtained? No
Please explain: No food will be prepared onsite. It will be 'grab-n-go' from caterer.

FOR OFFICE USE ONLY

SEP Fee: <u>\$400</u>	PD Contract: <u>CoI</u>
Facility Use Fee: <u>175</u>	OR Contract: <u>Road Closure Fee</u>
Security Deposit: <u>200</u>	COL: <u>brief</u>
Parking Fees: <u>-</u>	
Traffic Cones: <u>-</u>	TOTAL PAID: <u>\$775 cc</u>
TOTAL DUE: <u>\$775</u>	Check #: <u>✓ Circled</u>

January 11, 2024

FOR OFFICE USE ONLY

Site plan included?
 Yes No Not Required

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

Number needed: _____

Vehicle permit issued to: _____

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

*Full road closure required? Yes No
Salisbury rd 20m
One lane Causeway

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

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, music starting at ~0730, then announcements to organize, start and present awards through ~1000.

If yes, provide information specifying location and direction of noise-emanating devices along with proposed noise level, frequency, and duration: Municipal lane in front of town hall. Pre-start music starting at ~0730; Announcements to organize and start race 0745 - 0810, post race awards & music ~0830 - 1000. ~100 dB

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

If so, what company is providing the equipment: Full Send Racing, WRRC, & caterer

Describe equipment in detail and provide a sketched plan: Site plan attached. Full Send will have pop-ups & start corral. Several WRRC pop-ups for athletes' village & caterer truck/tables/pop-up

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: TOWB PD needed for traffic control & monitoring. Plan is to close W Salisbury Lane from ~0755 through 0820, Parking lane coned off on SB Lumina, North lane WB Causeway, see map

*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: 1/19/2026

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

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

January 11, 2024

2026 Seaside Shuffle
Saturday October 24

- RETURN
- REVERSE
- OUT + BACK
- UNDO
- CLEAR

Auto Follow Roads

Map View

- Terrain
- Satellite
- Hybrid
- OpenStreet
- USA Topo
- World Topo

W Salisbury to be closed from 7:55 am to ~ 8:20 am

West bound Causeway Dr. northside lane to be coned off from 7:30 am to 9:00 am

South bound Lumina ave parking lane to be coned off from ~7:30 am - 8:30am





Town of Wrightsville Beach

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

REQUEST FOR OFF-DUTY PUBLIC SAFETY EMPLOYMENT

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

Services Requested: Fire Department Ocean Rescue Police Department Park Ranger

Purpose of Request

Event Name/Purpose of Contract: Wilmington Road Runners Annual Scholarship 5K event
Description of Activity: 5K Running event beginning and ending in the Wrightsville Beach Park
Date of Event: October 24, 2026 Start Time: 0800 AM PM End Time: 0900 AM PM

Contact Information

Name of contact person present at event: Laurie Etherington Cell# 910-309-8141
Name of Applicant: Laurie Etherington Cell# 910-309-8141
Applicant's Relation to Activity: Race Director for the WRRRC Seaside Shuffle

Billing Information

Business Name: Wilmington Road Runners Club Telephone: 910-352-2228
Billing Address: 728 Bracken Fern Drive, Wilmington, NC 28405
Street Address: 728 Bracken Fern Drive, Wilmington, NC 28405

Contract Rates (Four-Hour Minimum)

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

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

TOWB PD needed for traffic control & monitoring. Plan is to close W Salisbury Lane from ~0755 - 0820.

Parking lane coned off on Southbound Lumina. North lane of Westbound Causeway Drive. See map.

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

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

1/19/2026
Date

Signature of Applicant

FOR TOWB STAFF USE ONLY:

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

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

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

PERMIT REQUIRED? FILMING SPECIAL EVENT NONE REQUIRED

TOWN OF WRIGHTSVILLE BEACH
RESERVATION FORM FOR PARK AREAS & RECREATION FACILITIES

4 Fran Russ Dr., PO Box 626, Wrightsville Beach, NC 28480 Phone: 910-256-7925 ParksAndRecreation@towb.org
(approved copy to accompany applicant during reservation)

NO BALLOONS

PLEASE PRINT

RESERVATION DATE: October 24, 2026 HOURS: 6:00am to 10:30am

AREA RESERVED: Wrightsville Beach Park, Municipal Ln, field in front and to the side of town office

YOUR NAME: Laurie Etherington

EMAIL ADDRESS: Letherington15@gmail.com

SPONSORING ORGANIZATION: Wilmington Road Runners Club (WRRC)

PHONE NUMBER: (primary) 910-309-8141 (alternate) 704-517-6948

MAILING ADDRESS: 728 Bracken Fern Dr., Wilmington ZIP CODE: 28405

IS THIS A CHARITABLE NON-PROFIT ORGANIZATION? YES NO

DESCRIPTION OF ACTIVITY (picnic/child's party, etc.): Seaside Shuffle 5K Race

ESTIMATED NUMBER OF PARTICIPANTS: 400

WILL FOOD BE SERVED? YES NO

IF YES, WILL YOU BE USING THE PARK'S CHARCOAL GRILLS? YES NO
(use of other cooking equipment requires approval from the Parks and Recreation Department)

WILL THERE BE ANY MUSIC OR OTHER LOUD ACTIVITIES IN CONNECTION WITH THIS ACTIVITY?
 YES NO IF YES, PLEASE DESCRIBE Pre-race music @ 7:30, announcements to organize and start race @ 7:45-8:10, post-race awards/music

WILL THERE BE ANY TENTS, TABLES, BANNERS, OR STAGES BROUGHT IN FOR YOUR ACTIVITY? YES NO
IF YES, WHO WILL BE PROVIDING AND INSTALLING IT?

Pop-up tents from Full Send, WRRC, and caterer providing food. Truck and/or tables from food caterer.

**** MUST COORDINATE TENT WITH PARKS & RECREATION DEPT. ! ****

FULL REFUND OF RENTAL FEE (LESS \$5.00 PROCESSING FEE) will be made, if:

1. requested at least two weeks prior to the reservation, -or- RETURN SECURITY DEPOSIT
2. if weather conditions prohibit utilization of outdoor facilities. DESTROY SECURITY DEPOSIT

If requested less than two weeks prior to the reservation, 40% will be retained as an administration cost.

I hereby certify that I am the authorized and responsible representative of the above group; that I have received and read a copy of the Reservation and Rental Procedures for Park Areas and Recreation Facilities; and that my group will comply with the regulations, policies and fee schedule governing use of the reserved area/facility. I further agree that I will remove any trash that will not fit in available trash carts.

REFUNDABLE SECURITY DEPOSIT: \$ 200 RENTAL FEE: \$ 175

There will be a \$35 charge for checks returned by the bank

YOUR SIGNATURE:  DATE: 1/19/2026

RECREATION DEPT. APPROVAL: _____ DATE: _____

*** OFFICE USE ONLY ***

REQUIRES KEY? _____ SPECIAL ELECTRICITY NEEDS? _____ OVERFLOW PARKING? _____

2025



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 Dull and Board of Aldermen

From: Katie Carus-Childers, Parks & Recreation Director 

Subject: Special Event Permit Application for USA Surfing Contest for Youth

Date: February 6, 2026

Attached for the Board's consideration is the following special event permit application requiring Board approval for a new surfing event organized by the non-profit USA Surfing. The surf contest is for youth under age 18. The event occurs outside the April through September timeframe the Board of Aldermen established restricting new events. The application has been reviewed by staff and the Parks and Recreation Advisory Committee with no concerns.

1) **USA Surfing, Inc.**

Friday, November 13, 2026 Set up scaffolding (contingent on beach conditions)

Saturday, November 14, 2026, 7:00 am – 5:00 pm

Sunday, November 15, 2026, 7:00 am – 5:00 pm Rain date/flat surf

Approximately 100 people

Beach access: Oceanic to Birmingham

REQUESTED ACTION: Approve special event permit application 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:

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

SEP Security Deposit:
Participants / Fee

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

Non-profit organization?
Yes No

Tax Exempt ID: _____

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

Number of Hours 10 hr event

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
Must remove any trash

Health Dept permit?
Yes No Not Required

1. Description of event: USA Surfing, Inc.
Event best of Under 18 year surfers on the West Coast who aspire to qualify for USA Champs for US

2. Event Day and Date: Setup Friday Nov 13, Run days Sat Nov 14- Sun Nov 15, TD Sun Nov 15-Mon 16
Timeframe needed: Set up 7:00am-5:00pm am/pm to Tear down 5-10pm / 7-10am am/pm
Event start time: 7:00 am/pm Event end time: 5:00 am/pm

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

4. Location: Wrightsville Beach, CA

5. Individual making request: Mia Gilkerson - USA Surfing Event Specialist/Coordinator
Complete Mailing Address: 100 Avenida Pico C229, San Clemente, CA 92673
Phone Number: (949)212-5502 E-mail: mia@usasurfing.org

6. Individual who will be on site and in charge of activity: Phil Jackson
Complete Mailing address: 100 Avenida Pico C229, San Clemente, CA 92673
Phone Number: (843) 455-2705 E-mail: Mellowphil@gmail.com

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

8. Briefly describe provisions for the following:
Toilet facilities: NA Portable facility @ Birmingham
Trash disposal: NA
(Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)
Parking: Public Parking

Electrical power and/or water needs: _____

9. Will food be served? NA If yes, has permit from Health Dept. been obtained? _____
Please explain: _____

FOR OFFICE USE ONLY

SEP Fee: #180 x 2 days PD Contract: COI

Facility Use Fee: _____ OR Contract: Scaffolding?

Security Deposit: _____ COI: Location/Beach Conditions

Parking Fees: _____ Portojohn @ Birmingham

Traffic Cones: _____ TOTAL PAID: _____

TOTAL DUE: #360 Check #: _____ UNLOCK TOWN HALL BREAKER BOX? ✓ Civic Rec

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)? _____
1 Announcer PA System, Horn, & Speakers

If yes, provide information specifying location and direction of noise-emanating devices along with proposed noise level, frequency, and duration: From 7-5pm during event, facing the ocean

11. Will any banners, tents, stages, chairs, nets, decorations, etc., be used at this activity? Yes
If so, what company is providing the equipment: Scaffolding by Brewer Equipment CO

Describe equipment in detail and provide a sketched plan: _____
We will keep our 40 ft. scaffolding including (3 -10'x10') and tents up (5 -10'x10') from Friday to Monday or the event set up until tear down. Misc. equipment will be stored under the scaffolding.

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: NA

13. Is police assistance necessary? NA *Are you requesting the closing of any streets? NA
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: MSG Date: 1/13/2026

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

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

USA SURFING WRIGHTSVILLE BEACH, NC

26

27

28

29

SPONSOR TENTS



STONE ST.

Public Beach Access #26

Birmingham St

APPROVED SPECIAL EVENTS

March 2026

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
 Danny Floyd, Public Works
 Tony Wilson, Planning & Parks
 Shannon Slocum, Park Ranger
 Scott Sprenger, Park Ranger
 Haynes Brigman, Town Manager
 Bailey Hartsell, Communications

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

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
ALL SUNDAYS	9:30 am - 6:00 pm	~50 per game	WBP&R Adult Flag Football	WB Parks & Recreation	WB Park	
Sun 3/1	8:00 am - 9:00 am	175	Wedding	Kearney	Beach strand at Trailborn	
Fri 3/6	6:45 pm - 8:15 pm	65	AA Meeting	Wit's End Group	Fran Russ Recreation Center	
Tue 3/10	4:30 pm - 7:30 pm	65	Wrightsville Beach Lacrosse	Bendjy	WB Park Soccer and Softball Fields	
Fri 3/13	6:45 pm - 8:15 pm	65	AA Meeting	Wit's End Group	Fran Russ Recreation Center	
Sat 3/14	11:00 am - 2:00 pm	45	Child's Birthday Party	Rayner	WB Park Picnic Shelters 1 & 2	
Tue 3/17	4:30 pm - 7:30 pm	65	Wrightsville Beach Lacrosse	Bendjy	WB Park Soccer and Softball Fields	
Fri 3/20	6:45 pm - 8:15 pm	65	AA Meeting	Wit's End Group	Fran Russ Recreation Center	
Sat 3/21	8:00 am - 5:00 pm	90	O'Neill East Coast Grom Tour	Jackson / Hufham	Beach strand at Stone Street	
Sat 3/21	9:00 am - 1:00 pm	25	Sorority Luncheon	Brunjes	Fran Russ Recreation Center	
Sun 3/22	8:00 am - 5:00 pm	90	O'Neill East Coast Grom Tour Rain Date	Jackson / Hufham	Beach strand at Stone Street	
Tue 3/24	4:30 pm - 7:30 pm	65	Wrightsville Beach Lacrosse	Bendjy	WB Park Soccer and Softball Fields	
Fri 3/27	6:45 pm - 8:15 pm	65	AA Meeting	Wit's End Group	Fran Russ Recreation Center	
Sat 3/28	9:30 am - 12:00 pm	500	WBPR Easter Egg Hunt	TOWB	WB Park	
Sat 3/28	3:45 pm - 5:00 pm	35	Wedding	Whitesell	Beach strand at Trailborn	
Sun 3/29	10:00 am - 1:00 pm	25	Child's Birthday Party	Jensen	WB Park Picnic Shelter #1	
Tue 3/31	4:30 pm - 7:30 pm	65	Wrightsville Beach Lacrosse	Bendjy	WB Park Soccer and Softball Fields	

* 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 2, 2026 Update: February 12, 2026

The Finance Department made significant progress this quarter in completing major financial transitions, launching the FY26 budget process, and continuing to strengthen the Town's financial systems and reporting.

Enterprise Fund Closure and Financial Streamlining

During this quarter, the Town transferred the final remaining cash balance from the Water and Sewer Enterprise Fund to the Cape Fear Public Utility Authority (CFPUA), totaling approximately \$9.7 million. With this transfer, all funds associated with the Enterprise Fund are now fully closed. Additionally, with the closure of the PARTF grant project fund this month, the Town is now operating with a streamlined and purposeful fund structure consisting of the General Fund, the General Fund Capital Reserve Fund (currently in the process of being consolidated with the General Fund), four Special Revenue Funds (Street Maintenance, License Plates, Federal Asset Forfeiture, and Unauthorized Substance Tax), and one active Capital Project Fund for bulkhead projects. All remaining funds are active and necessary.

When Finance Officer Brian Murray began with the Town nearly four years ago, more than 20 funds were open—many tied to completed projects that had never been formally closed. Several outdated balance sheet items had also been carried forward for over a decade. Through ongoing reconciliation efforts, these legacy items have largely been resolved and removed from the Town's financial records. As a result, the Town's financial reports are now well organized, actively maintained, and positioned to support accurate, transparent, and sustainable financial reporting well into the future.

Improved Cash Management and Interest Earnings

The Town implemented a new cash management strategy through First Citizens Bank's Intrafi (ICS) sweep program. Under this program, excess cash in the Town's operating checking account is swept daily into high-yield deposit accounts while still maintaining full liquidity for daily operations. Previously, the Town received an earnings credit that could only be applied toward monthly banking fees and had no direct cash value. Under the new program, the Town is earning approximately 2.1% interest on operating cash balances. This interest income continues to cover banking fees, with the remaining yield paid directly to the Town. The program is expected to generate an additional \$5,000 to \$6,000 per month in recurring interest revenue.

FY26 Budget Process Underway

The Town held its first FY26 budget workshop on January 20th, marking the formal start of the annual budget development process. This initial workshop focused on setting expectations and outlining major policy and financial considerations for the upcoming year. The next budget workshop is scheduled for February 17th and will

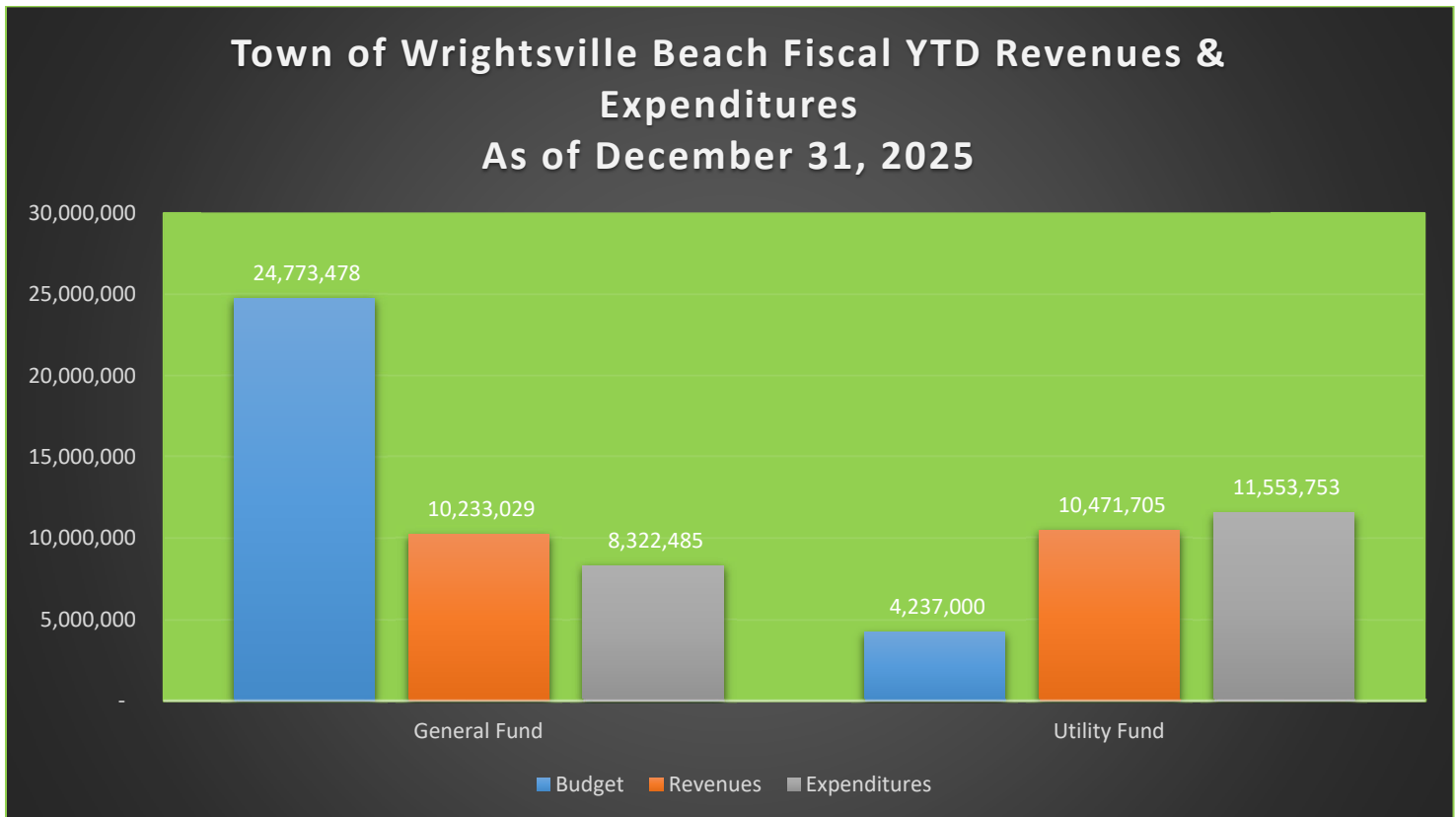
include more detailed discussion of revenues, capital improvement planning, and cost-of-living considerations.

2025 ACFR Presentation and Submission

Elsa Swenson of Martin Starnes & Associates presented the Town's 2025 Annual Comprehensive Financial Report (ACFR) at the January Board of Aldermen meeting. The report reflected strong financial performance, including a \$3.1 million increase in General Fund balance, driven by a successful parking season and growth in sales and use tax revenues. Following the presentation, the Town submitted its ACFR to the Government Finance Officers Association (GFOA) for consideration for the Certificate of Achievement for Excellence in Financial Reporting.

Accounting System Modernization

The Finance Department is working with Tyler Technologies to transition the Town's accounting software from an on-premise, server-based system to a cloud-based platform. This upgrade will allow secure system access from any location without reliance on the Town's internal servers and will reduce dependency on aging infrastructure that is vulnerable to power disruptions and storm-related outages. The transition is expected to improve system reliability, flexibility, and long-term supportability.



Bank Balances as of December 31, 2025

FCB: General Operating	\$ (9,447,169.29)
FCB: IntraCash Fund	\$ 7,449,174.37
FCB: General CIP Fund	\$ 25,156.42
NC Capital Management Trust (investments)	\$ 11,584,508.94
FCB Wealth Management (investments)	\$ 17,123,728.49
NCCLASS (investments)	\$ 18,795,890.97
Cumulative Balance for TOWB	\$ 45,531,289.90

REVENUE				
	Original Budget	Current Budget	YTD Activity	Percent Remaining
General Fund	24,328,412.00	24,773,477.52	10,233,028.93	58.69%
Water/Sewer	4,237,000.00	14,522,533.21	10,471,704.55	27.89%
Report Total	28,565,412.00	39,296,010.73	20,704,733.48	47.31%

GENERAL FUND EXPENDITURES				
	Original Budget	Current Budget	YTD Activity	Percent Remaining
Governing Body	220,615.00	301,535.00	55,267.72	81.67%
General Administration	881,925.00	892,003.85	414,222.26	53.56%
Human Resources	1,772,280.00	1,804,165.80	1,053,890.77	41.59%
Information Technology	610,250.00	610,250.00	329,770.01	45.96%
PW Admin	356,413.00	369,809.70	164,386.63	55.55%
PW - Fleet	325,910.00	325,910.00	150,002.69	53.97%
Police	3,937,352.00	3,996,023.32	1,774,380.75	55.60%
Fire - Emergency Prep	9,750.00	9,750.00	155.55	98.40%
Fire	1,749,235.00	1,807,841.21	606,088.23	66.47%
Ocean Rescue	1,050,950.00	1,050,950.00	508,460.06	51.62%
PW - Streets/Facilities	1,251,772.00	1,257,860.79	591,687.01	52.96%
Parking	1,583,500.00	1,583,500.00	445,241.42	71.88%
PW - Environmental Svcs	2,186,348.00	2,195,454.04	959,683.31	56.29%
Planning/Inspections	457,050.00	467,974.64	193,573.20	58.64%
Parks/Rec - Programs	495,747.00	559,759.00	265,351.28	52.60%
Parks/Rec - Maintenance	489,556.00	509,631.17	166,576.77	67.31%
Capital Investments	6,949,759.00	7,031,059.00	643,746.99	90.84%
General Fund	24,328,412.00	24,773,477.52	8,322,484.65	66.41%

UTILITY ENTERPRISE EXPENSES				
	Original Budget	Current Budget	YTD Activity	Percent Remaining
Water	2,701,319.00	12,653,037.91	10,435,130.00	17.53%
Sewer	1,535,681.00	1,869,495.30	1,118,623.16	40.16%
Utility Fund	4,237,000.00	14,522,533.21	11,553,753.16	20.44%



Town of Wrightsville Beach, NC

Balance Sheet

Account Summary

As Of 12/31/2025

Account	Name	Balance
Fund: 10 - GENERAL FUND		
Assets		
10-1101	CASH ON DEPOSIT	33,957,771.53
10-1111	PETTY CASH - REGULAR	250.00
10-1113	CHANGE ACCT-PKNG OFFICE	425.00
10-1210	TAXES RECEIV-CURRENT YR	2,139.72
10-1211	TAXES REC-1ST PRIOR	1,830.05
10-1212	TAXES REC-2ND PRIOR YR	1,532.01
10-1213	TAXES REC-3RD PRIOR YR	1,468.60
10-1214	TAXES REC-4TH & PRIOR	24,462.57
10-1219	ALLOWANCE FOR DOUBTFUL ACCOUNTS 1	-28,450.66
10-1243	2% FOOD TAX	374.85
10-1244	COUNTY SALES TX 2.25%	57,432.91
10-1247	STATE SALES TAX 4.75%	122,194.04
10-1255	CUSTOMER A/R UTILITIES	141,193.20
10-1256	UNBILLED AR	46,467.51
10-1258	ACCOUNTS RECEIVABLE-MISC	3,813.00
10-1259	ALLOWANCE FOR DOUBTFUL ACCOUNTS /	-6,239.32
10-1260	Lease Receivable	227,862.55
10-1262	Accrued Interest Receivable	856.00
10-1268	P&R RECEIVABLE	1,385.82
10-1301	DUE FROM INSURANCE PROVIDER	6,051.33
10-1304	DUE FROM GOV UNITS-OTHER	230,212.69
10-1320	DUE To/fr ICS Acct	46,939.04
10-1330	DUE FROM PUBLIC UTILITIES	66,503.42
10-1420	INVENTORY-MOTOR FUELS/OIL	63,312.27
10-1421	INVENTORY-PARTS & SUPPL'S	17,284.19
10-1560	PREPAID PAYROLL	101.33
	Total Assets:	34,987,173.65
		<u>34,987,173.65</u>
Liability		
10-2119	AP PENDING-DUE TO POOL	361,803.87
10-2130	Garden Club Funds	9,999.82
10-2132	SECURITY DEPOSITS	9,260.71
10-2151	FICA TAXES PAYABLE	0.06
10-2154	RETIREMENT PAYABLE-NCLGRA	-2,045.56
10-2155	HEALTH INS. PAYABLE	38,160.47
10-2159	GARNISHMENTS	0.02
10-2164	LIFE INSURANCE	4,186.19
10-2165	401-K CONTRIBUTIONS	-961.83
10-2166	DENTAL INSURANCE	1,252.65
10-2167	VISION INSURANCE	1,875.91
10-2169	FLEX TOWN ADVANCE	-242.24
10-2173	401K - ROTH	1,857.05
10-2174	HSA PR DEDUCTION	-9,538.71
10-2175	ALLSTATE INSURANCE PAYABLE	4,924.20
10-2176	401-K LOAN	-1,520.17
10-2177	457 PLAN DEDUCTION	0.10
10-2182	DEPENDENT CARE	293.22
10-2621	DEFERRED INFLOW - LEASES	218,434.00
10-2830	RESERVE-PROPERTY TAXES	2,981.59
	Total Liability:	640,721.35
Equity		

Balance Sheet

As Of 12/31/2025

Account	Name	Balance
10-2990	FUND BALANCE	32,435,908.02
	Total Beginning Equity:	32,435,908.02
Total Revenue		10,233,028.93
Total Expense		8,322,484.65
Revenues Over/Under Expenses		1,910,544.28
	Total Equity and Current Surplus (Deficit):	34,346,452.30
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>34,987,173.65</u>

Balance Sheet

As Of 12/31/2025

Account	Name	Balance	
Fund: 52 - PICKLEBALL & TENNIS CONFIG			
Assets			
52-1101	CASH ON DEPOSIT	204,209.54	
	Total Assets:	<u>204,209.54</u>	<u>204,209.54</u>
Liability			
	Total Liability:	<u>0.00</u>	
Equity			
52-2990	FUND BALANCE	379,774.85	
	Total Beginning Equity:	<u>379,774.85</u>	
Total Revenue		9,268.80	
Total Expense		<u>184,834.11</u>	
Revenues Over/Under Expenses		<u>-175,565.31</u>	
	Total Equity and Current Surplus (Deficit):	<u>204,209.54</u>	
	Total Liabilities, Equity and Current Surplus (Deficit):		<u>204,209.54</u>

Balance Sheet

As Of 12/31/2025

Account	Name	Balance	
Fund: 53 - Street Maintenance Fund			
Assets			
53-1101	CASH ON DEPOSIT	322,307.95	
	Total Assets:	<u>322,307.95</u>	<u>322,307.95</u>
Liability			
	Total Liability:	<u>0.00</u>	
Equity			
53-2990	FUND BALANCE	227,416.68	
	Total Beginning Equity:	<u>227,416.68</u>	
Total Revenue		94,891.27	
Total Expense		<u>0.00</u>	
Revenues Over/Under Expenses		94,891.27	
	Total Equity and Current Surplus (Deficit):	322,307.95	
	Total Liabilities, Equity and Current Surplus (Deficit):		<u><u>322,307.95</u></u>

Balance Sheet

As Of 12/31/2025

Account	Name	Balance	
Fund: 54 - Federal Asset Forfeiture			
Assets			
54-1101	CASH ON DEPOSIT	111,084.61	
	Total Assets:	<u>111,084.61</u>	<u>111,084.61</u>
Liability			
	Total Liability:	<u>0.00</u>	
Equity			
54-2990	FUND BALANCE	108,985.09	
	Total Beginning Equity:	<u>108,985.09</u>	
Total Revenue		2,099.52	
Total Expense		<u>0.00</u>	
Revenues Over/Under Expenses		<u>2,099.52</u>	
	Total Equity and Current Surplus (Deficit):	<u>111,084.61</u>	
	Total Liabilities, Equity and Current Surplus (Deficit):		<u>111,084.61</u>

Balance Sheet

As Of 12/31/2025

Account	Name	Balance	
Fund: 55 - Unauthorized Substance Tax			
Assets			
55-1101	CASH ON DEPOSIT	19,853.72	
	Total Assets:	<u>19,853.72</u>	<u>19,853.72</u>
Liability			
	Total Liability:	<u>0.00</u>	
Equity			
55-2990	FUND BALANCE	18,014.24	
	Total Beginning Equity:	<u>18,014.24</u>	
Total Revenue		1,839.48	
Revenues Over/Under Expenses		1,839.48	
	Total Equity and Current Surplus (Deficit):	19,853.72	
	Total Liabilities, Equity and Current Surplus (Deficit):		<u>19,853.72</u>

Balance Sheet

As Of 12/31/2025

Account	Name	Balance	
Fund: 59 - BULKHEAD REPAIR			
Assets			
59-1101	CASH ON DEPOSIT	148,571.25	
	Total Assets:	<u>148,571.25</u>	<u>148,571.25</u>
Liability			
	Total Liability:	<u>0.00</u>	
Equity			
59-2990	FUND BALANCE	145,600.00	
	Total Beginning Equity:	<u>145,600.00</u>	
Total Revenue		366,000.00	
Total Expense		<u>363,028.75</u>	
Revenues Over/Under Expenses		2,971.25	
	Total Equity and Current Surplus (Deficit):	148,571.25	
	Total Liabilities, Equity and Current Surplus (Deficit):		<u><u>148,571.25</u></u>

Balance Sheet

As Of 12/31/2025

Account	Name	Balance	
Fund: 60 - TOWB LICENSE PLATE FUND			
Assets			
60-1101	CASH ON DEPOSIT	75,091.30	
	Total Assets:	<u>75,091.30</u>	<u>75,091.30</u>
Liability			
	Total Liability:	<u>0.00</u>	
Equity			
60-2990	FUND BALANCE	69,294.48	
	Total Beginning Equity:	<u>69,294.48</u>	
Total Revenue		5,796.82	
Total Expense		<u>0.00</u>	
Revenues Over/Under Expenses		5,796.82	
	Total Equity and Current Surplus (Deficit):	75,091.30	
	Total Liabilities, Equity and Current Surplus (Deficit):		<u><u>75,091.30</u></u>

Balance Sheet

As Of 12/31/2025

Account	Name	Balance	
Fund: 63 - CAPITAL RES-GEN CIP			
Assets			
63-1101	CASH ON DEPOSIT	10,692,409.51	
63-1990	ESTIMATED REVENUES	616,497.00	
	Total Assets:	11,308,906.51	<u>11,308,906.51</u>
Liability			
63-2900	APPROPRIATIONS	616,497.00	
	Total Liability:	616,497.00	
Equity			
63-2990	FUND BALANCE	11,083,409.51	
	Total Beginning Equity:	11,083,409.51	
Total Revenue		0.00	
Total Expense		391,000.00	
Revenues Over/Under Expenses		-391,000.00	
	Total Equity and Current Surplus (Deficit):	10,692,409.51	
	Total Liabilities, Equity and Current Surplus (Deficit):		<u>11,308,906.51</u>

Balance Sheet

As Of 12/31/2025

Account	Name	Balance	
Fund: 98 - CENTRAL DEPOSITORY			
Assets			
98-1101	FCB - CHECKING	-9,447,169.29	
98-1103	FCB - INTRACASH	7,449,174.37	
98-1236	FCB - GENERAL FUND	25,165.93	
98-1252	NCCMT	11,584,508.94	
98-1253	FCB - WEALTH MGMT	17,123,728.49	
98-1254	NCCLASS	18,795,890.97	
98-1381	DUE FROM FUND 10	361,803.87	
	Total Assets:	45,893,103.28	<u>45,893,103.28</u>
Liability			
98-2110	ACCOUNTS PAYABLE	361,803.87	
98-2410	DUE TO FUND 10	33,957,771.53	
98-2417	DUE TO FUND 63	10,692,409.51	
98-2433	DUE TO FUND 52	204,209.54	
98-2434	DUE TO FUND 53	322,307.95	
98-2435	DUE TO FUND 54	111,084.61	
98-2436	DUE TO FUND 55	19,853.72	
98-2440	DUE TO FUND 59	148,571.25	
98-2441	DUE TO FUND 60	75,091.30	
	Total Liability:	45,893,103.28	
	Total Equity and Current Surplus (Deficit):	0.00	
	Total Liabilities, Equity and Current Surplus (Deficit):		<u>45,893,103.28</u>



Town of Wrightsville Beach, NC

Income Statement Account Summary

For Fiscal: 2025-2026 Period Ending: 12/31/2025

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
Fund: 10 - GENERAL FUND						
Revenue						
10-3110	PROPERTY TAX	3,500,000.00	3,500,000.00	719,029.98	2,257,488.72	1,242,511.28
10-3111	PROPERTY TAX - PRIOR YEARS	3,000.00	3,000.00	106.31	1,161.11	1,838.89
10-3114	MOTOR VEHICLE PROPERTY TAX	50,000.00	50,000.00	2,391.88	20,797.06	29,202.94
10-3115	INTERLOCAL AGREEMENT - CITY OF WILMI...	30,000.00	30,000.00	0.00	30,000.00	0.00
10-3210	PET LICENSES	500.00	500.00	0.00	60.00	440.00
10-3234	LOCAL SALES AND USE TAX	1,530,000.00	1,530,000.00	149,840.95	695,938.41	834,061.59
10-3262	PARKING PROGRAM	6,700,000.00	6,700,000.00	23,341.75	3,793,597.21	2,906,402.79
10-3263	RESIDENTIAL PARKING PASS	143,000.00	143,000.00	0.00	5,530.00	137,470.00
10-3264	COMMERCIAL 1 PARKING PASS	6,500.00	6,500.00	0.00	0.00	6,500.00
10-3265	COMMERCIAL 2 PARKING PASS	8,500.00	8,500.00	0.00	0.00	8,500.00
10-3266	CONTRACTOR PARKING PASS	42,000.00	42,000.00	0.00	30,594.70	11,405.30
10-3270	ROOM OCCUPANCY TAX (3%)	2,300,000.00	2,300,000.00	0.00	0.00	2,300,000.00
10-3280	MUNICIPAL VEHICLE TAX	7,500.00	7,500.00	0.00	793.60	6,706.40
10-3290	PENALTIES/INTEREST-TAXES	3,500.00	3,500.00	81.15	444.87	3,055.13
10-3322	STATE BEER & WINE TAX	11,000.00	11,000.00	0.00	0.00	11,000.00
10-3323	JUDICIAL AND RECORDS FEES	3,000.00	3,000.00	158.50	1,565.00	1,435.00
10-3324	UTILITIES SALES DISTRIBUTION	370,000.00	370,000.00	119,849.09	209,079.92	160,920.08
10-3343	BUILDING PERMITS	350,000.00	350,000.00	36,887.00	279,510.00	70,490.00
10-3346	STATE BUILDING PERMIT FEE	350.00	350.00	70.00	330.00	20.00
10-3347	BLDG PERM-ZONING COMPLIAN	4,000.00	4,000.00	300.00	2,119.00	1,881.00
10-3349	FILM PERMITS	10,000.00	10,000.00	2,175.00	4,200.00	5,800.00
10-3350	BUSINESS ON BEACH PERMIT	4,000.00	4,000.00	0.00	0.00	4,000.00
10-3605	SPECIAL EVENT PERMITS	33,000.00	33,000.00	2,752.00	13,833.50	19,166.50
10-3647	FACILITY RESERVATIONS	16,000.00	16,000.00	1,405.00	7,982.79	8,017.21
10-3648	FITNESS CLASSES	46,000.00	46,000.00	4,816.00	25,218.98	20,781.02
10-3649	RECREATION PROGRAMS	222,000.00	222,000.00	13,298.00	86,563.70	135,436.30
10-3650	RECREATION REVENUES	1,000.00	1,000.00	299.75	-1,473.25	2,473.25
10-3651	RECREATION CONTRIBUTIONS	1,000.00	1,000.00	0.00	0.00	1,000.00
10-3750	REFUSE COLLECTION CHARGES	1,000,000.00	1,000,000.00	179,706.51	562,057.48	437,942.52
10-3757	SOLID WASTE DISPOSAL TAX	1,750.00	1,750.00	0.00	952.61	797.39
10-3781	LATE PENALTIES	0.00	0.00	-605.79	-605.79	605.79
10-3782	CREDIT CARD PROCESSING FEE	8,000.00	8,000.00	1,999.28	1,999.28	6,000.72
10-3831	INTEREST ON INVESTMENTS	1,100,000.00	1,100,000.00	139,117.53	841,829.42	258,170.58
10-3834	RENT - TOWN OWNED BUILDINGS	65,000.00	65,000.00	1,171.42	66,500.52	-1,500.52
10-3835	SALE OF ASSETS	20,000.00	20,000.00	275.00	15,214.50	4,785.50
10-3838	ABC NET REVENUES	730,000.00	730,000.00	65,344.76	259,328.62	470,671.38
10-3839	MISCELLANEOUS REVENUE	0.00	0.00	0.00	22.00	-22.00
10-3841	VAR/CUP/CAMA/REZONE FEES	2,500.00	2,500.00	0.00	557.00	1,943.00
10-3842	CAMA PERMIT REIMBURSEMENT	0.00	0.00	0.00	600.00	-600.00
10-3846	PARK PERMIT CC FEE	0.00	0.00	-1,591.28	12.00	-12.00
10-3856	FARMERS' MKT MISC REV	0.00	0.00	139.00	139.00	-139.00
10-3857	FARMERS MARKET	39,000.00	39,000.00	12,375.00	22,982.00	16,018.00
10-3861	ABC GRANT - DWI ENFORCEMENT	0.00	45,000.00	0.00	45,000.00	0.00
10-3866	FIRE INSPECTION FEE	3,000.00	3,000.00	0.00	615.00	2,385.00
10-3869	ABC - MIXED DRINK SURCHARGE	0.00	0.00	-44,322.18	9,238.13	-9,238.13
10-3870	CIVIL CITATIONS - PARKING	800,000.00	800,000.00	3,330.70	356,795.64	443,204.36
10-3873	CIVIL CITATIONS - OTHER	10,000.00	10,000.00	294.27	7,803.59	2,196.41
10-3874	CIVIL CITATIONS - ANIMAL CONTROL	25,000.00	25,000.00	2,000.00	8,165.00	16,835.00
10-3875	CIVIL CITATIONS - ALCOHOL/WASTE	30,000.00	30,000.00	450.00	22,024.36	7,975.64
10-3980	TRANSFER FR WATER & SEWER	57,500.00	57,500.00	125,423.30	125,423.30	-67,923.30
10-3981	TRANSFER FOR OPEB FUNDING	0.00	0.00	0.00	265,891.00	-265,891.00

Income Statement

For Fiscal: 2025-2026 Period Ending: 12/31/2025

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
10-3984 TRANSFER FR GFCIP	4,710,812.00	4,710,812.00	0.00	0.00	4,710,812.00
10-3985 TRANSFER OF STORMWATER FEES	330,000.00	330,000.00	155,148.95	155,148.95	174,851.05
10-3991 APPROPRIATED FUND BALANCE	0.00	400,065.52	0.00	0.00	400,065.52
Revenue Total:	24,328,412.00	24,773,477.52	1,717,058.83	10,233,028.93	14,540,448.59

Expense

DeptAcctCode: 4110 - Governing Body

10-4110-0801 ATTENDANCE FEES	43,880.00	43,880.00	5,548.13	21,203.50	22,676.50
10-4110-0900 FICA TAX EXPENSE	3,360.00	3,360.00	459.18	1,768.65	1,591.35
10-4110-1100 GROUP INSURANCE	0.00	0.00	100.00	200.00	-200.00
10-4110-1801 PROFESSIONAL SERVICES	134,800.00	215,720.00	-66,334.86	12,621.59	203,098.41
10-4110-1900 CONTRACTED SERVICES	11,000.00	11,000.00	550.00	1,303.65	9,696.35
10-4110-2600 SUPPLIES	2,000.00	2,000.00	1,626.57	2,042.85	-42.85
10-4110-3100 TRAVEL & TRAINING	5,000.00	5,000.00	355.00	2,132.95	2,867.05
10-4110-3200 CELL PHONE	3,900.00	3,900.00	454.79	1,916.62	1,983.38
10-4110-3930 DUES & SUBSCRIPTIONS	16,675.00	16,675.00	500.00	12,077.91	4,597.09
DeptAcctCode: 4110 - Governing Body Total:	220,615.00	301,535.00	-56,741.19	55,267.72	246,267.28

DeptAcctCode: 4120 - General Administration

10-4120-0000 SALARIES & WAGES	574,000.00	581,996.55	46,408.88	281,935.11	300,061.44
10-4120-0100 OVERTIME	3,000.00	3,000.00	0.00	8.71	2,991.29
10-4120-0900 FICA TAX EXPENSE	46,050.00	46,661.74	2,553.71	20,274.89	26,386.85
10-4120-1000 RETIREMENT	82,100.00	83,250.70	6,603.04	40,101.72	43,148.98
10-4120-1010 401-K CONTRIBUTIONS	24,075.00	24,394.86	1,672.76	10,459.45	13,935.41
10-4120-1801 PROFESSIONAL SERVICES	50,000.00	50,000.00	17,020.00	25,580.00	24,420.00
10-4120-1901 TAX COLLECTION FEES	30,000.00	30,000.00	5,052.34	12,050.38	17,949.62
10-4120-1902 MERCHANT PROCESSING FEES	0.00	0.00	636.76	636.76	-636.76
10-4120-2600 DEPT SUPPLIES & MATERIALS	18,000.00	18,000.00	779.65	6,894.88	11,105.12
10-4120-3100 TRAVEL & TRAINING	35,150.00	35,150.00	1,193.80	12,280.37	22,869.63
10-4120-3200 CELL PHONE	2,400.00	2,400.00	287.23	1,649.01	750.99
10-4120-3220 POSTAGE	8,500.00	8,500.00	0.00	750.00	7,750.00
10-4120-3400 PRINTING	3,500.00	3,500.00	0.00	0.00	3,500.00
10-4120-3700 ADVERTISING	2,000.00	2,000.00	0.00	1,290.98	709.02
10-4120-3930 DUES & SUBSCRIPTIONS	3,150.00	3,150.00	0.00	310.00	2,840.00
DeptAcctCode: 4120 - General Administration Total:	881,925.00	892,003.85	82,208.17	414,222.26	477,781.59

DeptAcctCode: 4130 - HUMAN RESOURCES

10-4130-0000 SALARIES & WAGES	84,000.00	88,352.43	6,738.20	38,817.18	49,535.25
10-4130-0900 FICA TAX EXPENSE	6,600.00	6,932.96	508.11	2,913.58	4,019.38
10-4130-1000 RETIREMENT	11,800.00	12,426.31	969.63	5,585.82	6,840.49
10-4130-1010 401K CONTRIBUTIONS	3,450.00	3,624.10	269.53	1,552.68	2,071.42
10-4130-1100 GROUP BENEFITS	1,073,900.00	1,073,900.00	72,599.35	478,583.70	595,316.30
10-4130-1150 RETIREE BENEFITS	69,000.00	95,400.00	8,257.00	38,560.00	56,840.00
10-4130-1801 PROFESSIONAL SERVICES	14,000.00	30,000.00	0.00	29,679.85	320.15
10-4130-2300 EMPLOYEE SCREENING	12,500.00	12,500.00	46.49	6,556.01	5,943.99
10-4130-2600 SUPPLIES	1,100.00	1,100.00	0.00	1,041.87	58.13
10-4130-3100 TRAVEL & TRAINING	6,650.00	6,650.00	419.15	662.83	5,987.17
10-4130-3200 CELL PHONE	780.00	780.00	64.97	357.34	422.66
10-4130-3700 ADVERTISING	1,500.00	1,500.00	0.00	0.00	1,500.00
10-4130-3800 EMPLOYEE RECOGNITION	17,000.00	17,000.00	3,749.43	11,124.07	5,875.93
10-4130-3930 DUES/SUBSCRIPTIONS	500.00	500.00	93.00	725.00	-225.00
10-4130-4500 INSURANCE & BONDS	469,500.00	453,500.00	0.00	437,730.84	15,769.16
DeptAcctCode: 4130 - HUMAN RESOURCES Total:	1,772,280.00	1,804,165.80	93,714.86	1,053,890.77	750,275.03

DeptAcctCode: 4210 - Information Technology

10-4210-1801 PROFESSIONAL SERVICES	197,000.00	197,000.00	12,516.73	109,419.91	87,580.09
10-4210-1900 CONTRACTED SERVICES	38,450.00	38,450.00	1,514.06	30,086.61	8,363.39
10-4210-2600 DEPT SUPPLIES & MATERIALS	72,000.00	72,000.00	0.00	19,840.28	52,159.72
10-4210-3210 PHONE/INTERNET/CABLE	90,500.00	90,500.00	6,825.40	44,251.91	46,248.09
10-4210-3520 MAINT/REPAIR-EQUIPMENT	187,800.00	187,800.00	6,420.70	115,317.98	72,482.02
10-4210-4310 EQUIPMENT RENTAL	24,500.00	24,500.00	1,723.38	10,853.32	13,646.68
DeptAcctCode: 4210 - Information Technology Total:	610,250.00	610,250.00	29,000.27	329,770.01	280,479.99

Income Statement

For Fiscal: 2025-2026 Period Ending: 12/31/2025

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
DeptAcctCode: 4245 - Public Works - Administration						
10-4245-0000	SALARIES & WAGES	253,200.00	263,828.93	20,196.03	122,446.29	141,382.64
10-4245-0100	OVERTIME	1,500.00	1,500.00	0.00	17.45	1,482.55
10-4245-0300	LONGEVITY	1,800.00	1,800.00	0.00	1,800.00	0.00
10-4245-0900	FICA TAX EXPENSE	20,300.00	21,113.11	1,489.75	9,182.92	11,930.19
10-4245-1000	RETIREMENT	36,175.00	37,704.50	2,906.20	17,881.48	19,823.02
10-4245-1010	401-K CONTRIBUTIONS	10,625.00	11,050.16	604.21	4,674.62	6,375.54
10-4245-1900	CONTRACTED SERVICES	3,260.00	3,260.00	0.00	0.00	3,260.00
10-4245-2160	UNIFORMS	1,900.00	1,900.00	354.37	865.65	1,034.35
10-4245-2600	DEPT SUPPLIES & MATERIALS	10,000.00	10,000.00	64.96	2,492.15	7,507.85
10-4245-3100	TRAVEL & TRAINING	14,773.00	14,773.00	1,026.05	4,413.73	10,359.27
10-4245-3200	CELL PHONE	780.00	780.00	64.97	357.34	422.66
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	600.00	600.00	0.00	255.00	345.00
DeptAcctCode: 4245 - Public Works - Administration Total:		356,413.00	369,809.70	26,706.54	164,386.63	205,423.07
DeptAcctCode: 4250 - Public Works - Fleet Maintenance						
10-4250-0000	SALARIES & WAGES	216,725.00	216,725.00	14,363.95	99,460.49	117,264.51
10-4250-0100	OVERTIME	4,500.00	4,500.00	87.10	426.67	4,073.33
10-4250-0300	LONGEVITY	3,200.00	3,200.00	0.00	3,200.00	0.00
10-4250-0900	FICA TAX EXPENSE	17,050.00	17,050.00	1,022.99	7,347.32	9,702.68
10-4250-1000	RETIREMENT	30,400.00	30,400.00	2,079.51	14,834.27	15,565.73
10-4250-1010	401-K CONTRIBUTIONS	8,925.00	8,925.00	160.00	1,000.00	7,925.00
10-4250-1900	CONTRACTED SERVICES	8,800.00	8,800.00	281.97	4,451.11	4,348.89
10-4250-2160	UNIFORMS	6,050.00	6,050.00	231.01	2,062.55	3,987.45
10-4250-2500	AUTO/EQUIP SUPPLIES	3,360.00	3,360.00	0.00	361.32	2,998.68
10-4250-2600	DEPT SUPPLIES & MATERIALS	12,400.00	12,400.00	3,539.97	5,621.27	6,778.73
10-4250-3100	TRAVEL & TRAINING	1,000.00	1,000.00	0.00	150.00	850.00
10-4250-3520	MAINT/REPAIR-EQUIPMENT	10,000.00	10,000.00	6,356.79	9,726.08	273.92
10-4250-3530	MAINT/REPAIR-AUTOS	3,000.00	3,000.00	0.00	1,361.61	1,638.39
10-4250-3540	MAINT/REPAIR-2-WAY RADIOS	500.00	500.00	0.00	0.00	500.00
DeptAcctCode: 4250 - Public Works - Fleet Maintenance Total:		325,910.00	325,910.00	28,123.29	150,002.69	175,907.31
DeptAcctCode: 4310 - Police Department						
10-4310-0000	SALARIES & WAGES	2,554,500.00	2,586,083.77	198,393.27	1,127,043.71	1,459,040.06
10-4310-0100	OVERTIME	107,000.00	107,000.00	13,079.42	48,776.02	58,223.98
10-4310-0200	WAGES-TEMP EMPLOYEES	10,000.00	10,000.00	0.00	0.00	10,000.00
10-4310-0300	LONGEVITY	12,000.00	12,000.00	0.00	10,200.00	1,800.00
10-4310-0400	SPECIAL SEPARATION ALLOWANCE	41,145.00	41,145.00	3,164.96	19,781.00	21,364.00
10-4310-0900	FICA TAX EXPENSE	205,900.00	208,316.16	16,217.42	91,052.42	117,263.74
10-4310-1000	RETIREMENT	372,150.00	377,174.35	33,671.16	189,377.45	187,796.90
10-4310-1010	401-K CONTRIBUTIONS	129,100.00	130,647.04	10,356.29	57,532.69	73,114.35
10-4310-1801	PROFESSIONAL SERVICES	21,000.00	21,000.00	250.00	13,017.00	7,983.00
10-4310-1900	CONTRACTED SERVICES	24,000.00	24,000.00	736.00	11,040.00	12,960.00
10-4310-2160	UNIFORMS	68,840.00	68,840.00	8,295.58	35,224.64	33,615.36
10-4310-2500	AUTO/EQUIP SUPPLIES	85,000.00	85,000.00	2,399.49	25,272.04	59,727.96
10-4310-2600	DEPT SUPPLIES & MATERIALS	60,000.00	60,000.00	2,097.95	39,298.72	20,701.28
10-4310-3100	TRAVEL & TRAINING	42,700.00	42,700.00	2,371.00	16,155.11	26,544.89
10-4310-3200	CELL PHONE	2,150.00	2,150.00	178.67	982.69	1,167.31
10-4310-3220	POSTAGE	500.00	500.00	346.00	346.00	154.00
10-4310-3400	PRINTING	2,000.00	2,000.00	0.00	94.14	1,905.86
10-4310-3520	MAINT/REPAIR-EQUIPMENT	127,167.00	127,167.00	0.00	70,938.14	56,228.86
10-4310-3530	MAINT/REPAIR-AUTOS	47,700.00	47,700.00	2,604.21	12,174.42	35,525.58
10-4310-3700	ADVERTISING	3,500.00	3,500.00	0.00	33.66	3,466.34
10-4310-3900	PUBLIC RELATIONS	1,500.00	1,500.00	0.00	1,414.45	85.55
10-4310-3930	DUES & SUBSCRIPTIONS	8,000.00	8,000.00	220.00	417.45	7,582.55
10-4310-4310	BUILDING & EQUIP RENTAL	11,500.00	29,600.00	207.00	4,209.00	25,391.00
DeptAcctCode: 4310 - Police Department Total:		3,937,352.00	3,996,023.32	294,588.42	1,774,380.75	2,221,642.57

Income Statement

For Fiscal: 2025-2026 Period Ending: 12/31/2025

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
DeptAcctCode: 4330 - Emergency Preparedness						
10-4330-1801	PROFESSIONAL SERVICES	1,000.00	1,000.00	0.00	0.00	1,000.00
10-4330-2600	DEPT SUPPLIES & MATERIALS	2,000.00	2,000.00	0.00	0.00	2,000.00
10-4330-3100	TRAVEL & TRAINING	1,000.00	1,000.00	0.00	0.00	1,000.00
10-4330-3201	TELEPHONE	1,250.00	1,250.00	50.00	84.45	1,165.55
10-4330-3400	PRINTING	3,000.00	3,000.00	0.00	0.00	3,000.00
10-4330-3520	MAINT/REPAIR-EQUIPMENT	1,500.00	1,500.00	35.50	71.10	1,428.90
DeptAcctCode: 4330 - Emergency Preparedness Total:		9,750.00	9,750.00	85.50	155.55	9,594.45
DeptAcctCode: 4340 - Fire Department						
10-4340-0000	SALARIES & WAGES	957,925.00	984,588.13	68,374.66	382,658.02	601,930.11
10-4340-0100	OVERTIME	90,000.00	90,000.00	8,406.30	46,809.54	43,190.46
10-4340-0200	WAGES-TEMP EMPLOYEES	91,800.00	91,800.00	2,662.50	13,710.00	78,090.00
10-4340-0300	LONGEVITY	6,200.00	6,200.00	0.00	4,000.00	2,200.00
10-4340-0803	WAGES-PAID ON CALL	75,000.00	75,000.00	4,190.00	18,007.50	56,992.50
10-4340-0900	FICA TAX EXPENSE	93,300.00	95,339.73	6,301.30	34,743.90	60,595.83
10-4340-1000	RETIREMENT	143,575.00	147,411.82	10,218.66	57,249.96	90,161.86
10-4340-1010	401-K CONTRIBUTIONS	42,125.00	43,191.53	1,945.97	9,914.07	33,277.46
10-4340-1900	CONTRACTED SERVICES	15,000.00	40,000.00	0.00	0.00	40,000.00
10-4340-2160	UNIFORMS	18,500.00	18,500.00	2,540.49	2,540.49	15,959.51
10-4340-2500	AUTO/EQUIP SUPPLIES	12,500.00	12,500.00	38.36	1,666.44	10,833.56
10-4340-2600	DEPT SUPPLIES & MATERIALS	48,500.00	48,500.00	2,693.98	9,620.43	38,879.57
10-4340-2601	LIFE SAFETY EQUIPMENT	79,500.00	79,500.00	0.00	5,030.00	74,470.00
10-4340-3100	TRAVEL & TRAINING	24,500.00	24,500.00	682.39	2,499.28	22,000.72
10-4340-3200	TELEPHONE	1,560.00	1,560.00	64.97	357.34	1,202.66
10-4340-3220	POSTAGE	1,000.00	1,000.00	0.00	0.00	1,000.00
10-4340-3400	PRINTING	2,000.00	2,000.00	0.00	0.00	2,000.00
10-4340-3520	MAINT/REPAIR-EQUIPMENT	16,500.00	16,500.00	0.00	2,525.00	13,975.00
10-4340-3530	MAINT/REPAIR-AUTOS	12,500.00	12,500.00	615.89	9,608.36	2,891.64
10-4340-3540	MAINT/REPAIR-2-WAY RADIOS	8,000.00	8,000.00	0.00	0.00	8,000.00
10-4340-3930	DUES & SUBSCRIPTIONS	4,750.00	4,750.00	1,525.00	1,909.90	2,840.10
10-4340-4500	INSURANCE & BONDS	4,500.00	4,500.00	0.00	3,238.00	1,262.00
DeptAcctCode: 4340 - Fire Department Total:		1,749,235.00	1,807,841.21	110,260.47	606,088.23	1,201,752.98
DeptAcctCode: 4390 - Ocean Rescue						
10-4390-0000	SALARIES & WAGES	146,650.00	146,650.00	12,665.42	70,803.20	75,846.80
10-4390-0100	OVERTIME	10,000.00	10,000.00	0.00	6,176.01	3,823.99
10-4390-0200	WAGES-TEMP EMPLOYEES	699,725.00	699,725.00	1,192.00	358,035.05	341,689.95
10-4390-0300	LONGEVITY	600.00	600.00	0.00	600.00	0.00
10-4390-0900	FICA TAX EXPENSE	65,625.00	65,625.00	1,033.23	33,567.38	32,057.62
10-4390-1000	RETIREMENT	21,525.00	21,525.00	1,822.56	11,675.68	9,849.32
10-4390-1010	401-K CONTRIBUTIONS	6,325.00	6,325.00	506.63	3,221.51	3,103.49
10-4390-1801	PROFESSIONAL SERVICES	4,000.00	4,000.00	0.00	0.00	4,000.00
10-4390-2160	UNIFORMS	18,500.00	18,500.00	0.00	2,202.00	16,298.00
10-4390-2500	AUTO/EQUIP SUPPLIES	13,000.00	13,000.00	194.18	5,068.52	7,931.48
10-4390-2600	DEPT SUPPLIES & MATERIALS	17,000.00	17,000.00	47.92	1,270.90	15,729.10
10-4390-3100	TRAVEL & TRAINING	6,000.00	6,000.00	0.00	2,034.31	3,965.69
10-4390-3400	PRINTING	500.00	500.00	0.00	0.00	500.00
10-4390-3520	MAINT/REPAIR-EQUIPMENT	25,000.00	25,000.00	0.00	8,500.00	16,500.00
10-4390-3530	MAINT/REPAIR-AUTOS	10,000.00	10,000.00	0.00	3,327.50	6,672.50
10-4390-3540	MAINT/REPAIR-2-WAY RADIOS	1,500.00	1,500.00	0.00	898.00	602.00
10-4390-3930	DUES & SUBSCRIPTIONS	5,000.00	5,000.00	0.00	1,080.00	3,920.00
DeptAcctCode: 4390 - Ocean Rescue Total:		1,050,950.00	1,050,950.00	17,461.94	508,460.06	542,489.94
DeptAcctCode: 4510 - Public Works - Streets & Facilities						
10-4510-0000	SALARIES & WAGES	206,850.00	211,680.84	16,997.42	95,508.19	116,172.65
10-4510-0100	OVERTIME	10,000.00	10,000.00	1,083.47	4,521.38	5,478.62
10-4510-0300	LONGEVITY	600.00	600.00	0.00	600.00	0.00
10-4510-0900	FICA TAX EXPENSE	16,625.00	16,994.56	1,370.50	7,649.98	9,344.58
10-4510-1000	RETIREMENT	29,625.00	30,320.16	2,601.84	14,480.58	15,839.58
10-4510-1010	401-K CONTRIBUTIONS	8,700.00	8,893.23	299.16	1,068.79	7,824.44

Income Statement

For Fiscal: 2025-2026 Period Ending: 12/31/2025

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
10-4510-1900	CONTRACTED SERVICES	350,300.00	350,300.00	2,603.05	145,341.10	204,958.90
10-4510-2160	UNIFORMS	9,000.00	9,000.00	868.26	6,139.92	2,860.08
10-4510-2500	AUTO/EQUIP SUPPLIES	16,572.00	16,572.00	23.56	4,747.74	11,824.26
10-4510-2600	SUPPLIES-STREETS	79,000.00	79,000.00	6,238.80	32,149.27	46,850.73
10-4510-3100	TRAVEL & TRAINING	2,000.00	2,000.00	0.00	0.00	2,000.00
10-4510-3300	UTILITIES - BUILDINGS	200,000.00	200,000.00	18,222.77	110,922.70	89,077.30
10-4510-3301	WATER/SEWER UTILITIES	120,000.00	120,000.00	17,898.29	97,149.00	22,851.00
10-4510-3510	MAINT/REPAIR PUB BUILDINGS	121,500.00	121,500.00	12,892.70	47,213.59	74,286.41
10-4510-3520	MAINT/REPAIR-EQUIPMENT	5,000.00	5,000.00	0.00	495.64	4,504.36
10-4510-3525	MAINT/REPAIR GENERATORS	5,000.00	5,000.00	0.00	20.32	4,979.68
10-4510-3530	MAINT/REPAIR-AUTOS	8,500.00	8,500.00	255.07	1,138.03	7,361.97
10-4510-3540	MAINT/REPAIR-2-WAY RADIOS	500.00	500.00	0.00	0.00	500.00
10-4510-4310	BUILDING & EQUIP RENTAL	2,000.00	2,000.00	0.00	0.00	2,000.00
10-4510-5900	STREET LIGHTS	60,000.00	60,000.00	5,422.02	22,540.78	37,459.22
DeptAcctCode: 4510 - Public Works - Streets & Facilities Total:		1,251,772.00	1,257,860.79	86,776.91	591,687.01	666,173.78
DeptAcctCode: 4540 - Parking Enforcement						
10-4540-1801	PROFESSIONAL SERVICES	120,000.00	120,000.00	1,293.97	55,824.77	64,175.23
10-4540-1900	CONTRACTED SERVICES	540,000.00	540,000.00	29,201.30	159,015.90	380,984.10
10-4540-3050	OPERATING EXPENSES	923,500.00	923,500.00	12,621.68	230,400.75	693,099.25
DeptAcctCode: 4540 - Parking Enforcement Total:		1,583,500.00	1,583,500.00	43,116.95	445,241.42	1,138,258.58
DeptAcctCode: 4710 - Public Works - Environmental Services						
10-4710-0000	SALARIES & WAGES	258,718.00	265,942.72	20,662.00	104,449.13	161,493.59
10-4710-0100	OVERTIME	10,000.00	10,000.00	218.61	11,282.21	-1,282.21
10-4710-0200	WAGES - TEMP EMPLOYEES	15,000.00	15,000.00	0.00	7,939.33	7,060.67
10-4710-0300	LONGEVITY	2,400.00	2,400.00	0.00	3,000.00	-600.00
10-4710-0900	FICA TAX EXPENSE	20,650.00	21,202.69	1,574.51	9,600.97	11,601.72
10-4710-1000	RETIREMENT	36,825.00	37,864.64	3,004.72	16,846.55	21,018.09
10-4710-1010	401-K CONTRIBUTIONS	10,800.00	11,088.99	355.82	2,533.16	8,555.83
10-4710-1900	CONTRACTED SERVICES	1,732,260.00	1,732,260.00	111,585.72	786,850.38	945,409.62
10-4710-2160	UNIFORMS	7,000.00	7,000.00	487.74	2,985.21	4,014.79
10-4710-2500	AUTO/EQUIP SUPPLIES	32,395.00	32,395.00	124.44	4,813.62	27,581.38
10-4710-2600	DEPT SUPPLIES & MATERIALS	37,000.00	37,000.00	330.20	1,506.77	35,493.23
10-4710-3100	TRAVEL & TRAINING	2,500.00	2,500.00	0.00	700.00	1,800.00
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	104.45	1,122.06	8,877.94
10-4710-3530	MAINT/REPAIR-AUTOS	10,000.00	10,000.00	745.67	6,053.92	3,946.08
10-4710-3930	DUES & SUBSCRIPTIONS	300.00	300.00	0.00	0.00	300.00
DeptAcctCode: 4710 - Public Works - Environmental Services Total:		2,186,348.00	2,195,454.04	139,193.88	959,683.31	1,235,770.73
DeptAcctCode: 4900 - Planning & Inspections						
10-4900-0000	SALARIES & WAGES	279,300.00	287,967.60	9,803.25	111,991.87	175,975.73
10-4900-0100	OVERTIME	10,000.00	10,000.00	97.05	2,728.68	7,271.32
10-4900-0200	WAGES-TEMP EMPLOYEES	0.00	0.00	12,390.00	24,780.00	-24,780.00
10-4900-0300	LONGEVITY	2,200.00	2,200.00	0.00	2,200.00	0.00
10-4900-0900	FICA TAX EXPENSE	23,500.00	24,163.07	1,724.76	10,951.19	13,211.88
10-4900-1000	RETIREMENT	38,000.00	39,247.27	2,867.96	18,267.68	20,979.59
10-4900-1010	401-K CONTRIBUTIONS	12,000.00	12,346.70	764.12	4,846.57	7,500.13
10-4900-1900	CONTRACTED SERVICES	30,000.00	30,000.00	0.00	0.00	30,000.00
10-4900-2150	HISTORIC LANDMARK COMM	8,000.00	8,000.00	1,500.00	3,850.00	4,150.00
10-4900-2160	UNIFORMS	1,000.00	1,000.00	0.00	179.95	820.05
10-4900-2600	DEPT SUPPLIES & MATERIALS	11,500.00	11,500.00	578.55	4,258.32	7,241.68
10-4900-3100	TRAVEL & TRAINING	22,905.00	22,905.00	1,373.79	7,681.71	15,223.29
10-4900-3200	CELL PHONE	2,145.00	2,145.00	178.67	982.69	1,162.31
10-4900-3220	POSTAGE	4,000.00	4,000.00	0.00	0.00	4,000.00
10-4900-3400	PRINTING	6,000.00	6,000.00	0.00	0.00	6,000.00
10-4900-3700	ADVERTISING	5,000.00	5,000.00	0.00	274.54	4,725.46
10-4900-3930	DUES & SUBSCRIPTIONS	1,000.00	1,000.00	0.00	580.00	420.00
10-4900-4800	STATE HOMEOWNERS REC FEE	500.00	500.00	0.00	0.00	500.00
DeptAcctCode: 4900 - Planning & Inspections Total:		457,050.00	467,974.64	31,278.15	193,573.20	274,401.44

Income Statement

For Fiscal: 2025-2026 Period Ending: 12/31/2025

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
DeptAcctCode: 6120 - Parks and Recreation						
10-6120-0000	SALARIES & WAGES	141,053.00	145,029.52	13,999.53	89,651.23	55,378.29
10-6120-0100	OVERTIME	7,000.00	7,000.00	0.00	576.73	6,423.27
10-6120-0200	WAGES-TEMP EMPLOYEES	87,010.00	87,010.00	0.00	23,984.60	63,025.40
10-6120-0300	LONGEVITY	2,400.00	2,400.00	0.00	2,400.00	0.00
10-6120-0900	FICA TAX EXPENSE	18,325.00	18,629.20	1,080.74	8,948.38	9,680.82
10-6120-1000	RETIREMENT	20,800.00	21,372.22	1,595.42	10,210.77	11,161.45
10-6120-1010	401-K CONTRIBUTIONS	6,100.00	6,259.06	282.26	1,727.01	4,532.05
10-6120-1802	JUNIOR LIFEGUARD PROGRAM	14,500.00	14,500.00	0.00	7,999.35	6,500.65
10-6120-1900	CONTRACTED SERVICES	144,570.00	144,570.00	1,070.20	42,201.28	102,368.72
10-6120-1901	Flotilla Expense	0.00	50,000.00	0.00	0.00	50,000.00
10-6120-2160	UNIFORMS	1,800.00	1,800.00	167.10	1,376.73	423.27
10-6120-2500	AUTO/EQUIP SUPPLIES	0.00	0.00	0.00	2.99	-2.99
10-6120-2600	DEPT SUPPLIES & MATERIALS	12,000.00	15,000.00	-859.91	7,521.38	7,478.62
10-6120-2700	PURCHASES FOR RESALE	1,800.00	1,800.00	0.00	0.00	1,800.00
10-6120-3100	TRAVEL & TRAINING	5,949.00	5,949.00	742.51	1,955.65	3,993.35
10-6120-3200	TELEPHONE	1,240.00	1,240.00	102.87	565.79	674.21
10-6120-3220	POSTAGE	300.00	300.00	0.00	0.00	300.00
10-6120-3400	PRINTING	1,500.00	1,500.00	0.00	0.00	1,500.00
10-6120-3700	ADVERTISING	3,500.00	3,500.00	0.00	0.00	3,500.00
10-6120-3930	DUES & SUBSCRIPTIONS	2,400.00	2,400.00	0.00	78.00	2,322.00
10-6120-4310	BUILDING & EQUIP RENTAL	3,000.00	3,000.00	0.00	1,875.00	1,125.00
10-6120-4920	SPECIAL EVENTS	20,500.00	20,500.00	167.11	11,776.39	8,723.61
10-6120-5000	CAPITAL OUTLAY	0.00	0.00	46,500.00	46,500.00	-46,500.00
10-6120-9649	TRANSFER TO FUND 52	0.00	6,000.00	0.00	6,000.00	0.00
DeptAcctCode: 6120 - Parks and Recreation Total:		495,747.00	559,759.00	64,847.83	265,351.28	294,407.72
DeptAcctCode: 6130 - Parks Maintenance						
10-6130-0000	SALARIES & WAGES	243,307.00	246,625.24	10,421.07	68,629.29	177,995.95
10-6130-0100	OVERTIME	3,000.00	3,000.00	0.00	3,139.43	-139.43
10-6130-0200	WAGES-TEMP EMPLOYEES	30,000.00	30,000.00	1,150.40	15,013.18	14,986.82
10-6130-0300	LONGEVITY	1,000.00	1,000.00	0.00	1,000.00	0.00
10-6130-0900	FICA TAX EXPENSE	21,275.00	21,528.85	824.77	5,740.57	15,788.28
10-6130-1000	RETIREMENT	33,850.00	34,327.49	1,499.60	10,484.57	23,842.92
10-6130-1010	401-K CONTRIBUTIONS	9,925.00	10,057.73	101.62	1,020.92	9,036.81
10-6130-1900	CONTRACTED SERVICES	40,000.00	40,000.00	0.00	4,628.42	35,371.58
10-6130-2160	UNIFORMS	7,000.00	7,000.00	303.40	2,673.79	4,326.21
10-6130-2200	BEACH STRAND MAINTENANCE	5,000.00	5,000.00	0.00	0.00	5,000.00
10-6130-2500	AUTO/EQUIP SUPPLIES	8,989.00	8,989.00	0.00	2,641.73	6,347.27
10-6130-2600	DEPT SUPPLIES & MATERIALS	51,150.00	51,150.00	4,498.15	19,593.48	31,556.52
10-6130-3100	TRAVEL & TRAINING	2,200.00	2,200.00	0.00	0.00	2,200.00
10-6130-3200	CELL PHONE	1,850.00	1,850.00	59.55	500.79	1,349.21
10-6130-3510	MAINT/REP BLDGS & GROUNDS	22,500.00	22,500.00	640.47	10,640.47	11,859.53
10-6130-3520	MAINT/REPAIR-EQUIPMENT	4,000.00	4,000.00	-1,143.62	3,036.24	963.76
10-6130-3530	MAINT/REPAIR-AUTOS	4,000.00	4,000.00	0.00	1,941.03	2,058.97
10-6130-3930	DUES & SUBSCRIPTIONS	510.00	510.00	0.00	0.00	510.00
10-6130-9644	TRANSFER TO FUND 49	0.00	15,892.86	0.00	15,892.86	0.00
DeptAcctCode: 6130 - Parks Maintenance Total:		489,556.00	509,631.17	18,355.41	166,576.77	343,054.40
DeptAcctCode: 8100 - Capital Investments						
10-8100-5200	TECHNOLOGY	206,000.00	238,500.00	750.00	123,627.80	114,872.20
10-8100-5500	EQUIPMENT	913,000.00	913,000.00	695.45	132,676.57	780,323.43
10-8100-5550	VEHICLES	1,370,600.00	1,415,600.00	1,059.56	318,429.62	1,097,170.38
10-8100-5600	INFRASTRUCTURE	1,182,000.00	1,185,800.00	0.00	3,800.00	1,182,000.00
10-8100-5800	BUILDING IMPROVEMENTS	1,039,212.00	1,039,212.00	32,606.50	65,213.00	973,999.00
10-8100-5900	CIP ALLOCATION	2,238,947.00	2,238,947.00	0.00	0.00	2,238,947.00
DeptAcctCode: 8100 - Capital Investments Total:		6,949,759.00	7,031,059.00	35,111.51	643,746.99	6,387,312.01
Expense Total:		24,328,412.00	24,773,477.52	1,044,088.91	8,322,484.65	16,450,992.87
Fund: 10 - GENERAL FUND Surplus (Deficit):		0.00	0.00	672,969.92	1,910,544.28	

Income Statement

For Fiscal: 2025-2026 Period Ending: 12/31/2025

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
Fund: 30 - WATER & SEWER						
Revenue						
30-3291	WATER USE-ESSENTIAL	525,500.00	525,500.00	0.57	198,321.71	327,178.29
30-3710	WATER USE-NON-ESSENTIAL	525,500.00	525,500.00	0.00	283,430.78	242,069.22
30-3711	SEWER USE	867,000.00	867,000.00	1.14	326,221.61	540,778.39
30-3712	SYSTEM MAINTENANCE-WATER	770,000.00	770,000.00	-10.75	208,792.01	561,207.99
30-3713	SYSTEM MAINTENANCE-SEWER	946,000.00	946,000.00	-15.75	259,250.88	686,749.12
30-3730	WATER TAP FEES	8,000.00	8,000.00	0.00	2,900.00	5,100.00
30-3731	SEWER TAP FEES	6,000.00	6,000.00	0.00	2,000.00	4,000.00
30-3740	STORMWATER FEES	330,000.00	330,000.00	56,777.77	155,148.95	174,851.05
30-3741	WATER UTILITY OPERATION FEE	20,000.00	20,000.00	0.00	13,770.00	6,230.00
30-3742	SEWER UTILITY OPERATION FEE	12,000.00	12,000.00	0.00	7,028.00	4,972.00
30-3780	MISC REV-CUT ONS/CUTOFFS	5,000.00	5,000.00	210.00	1,007.04	3,992.96
30-3781	LATE PENALTIES	12,000.00	12,000.00	-54.37	12,307.63	-307.63
30-3782	CC FEES	5,000.00	5,000.00	28.00	4,640.00	360.00
30-3831	INTEREST ON INVESTMENTS	150,000.00	150,000.00	32,418.72	144,749.66	5,250.34
30-3833	GAIN ON LEASE TERMINATION	0.00	0.00	0.00	8,966.90	-8,966.90
30-3834	RENT - WATER TANKS	55,000.00	55,000.00	4,983.85	21,543.09	33,456.91
30-3836	GAIN ON CESSATION PENSION PLAN	0.00	0.00	0.00	75,564.00	-75,564.00
30-3837	GAIN ON CESSATION OPEB PLAN	0.00	0.00	0.00	265,891.00	-265,891.00
30-3839	MISC REV/PILINGS/BULK WTR	0.00	0.00	0.00	150.00	-150.00
30-3846	PFAS SETTLEMENT	0.00	0.00	0.00	209,143.81	-209,143.81
30-3965	TRANSFER FROM FUND 45	0.00	0.00	0.00	8,270,877.48	-8,270,877.48
30-3991	APPROPRIATED SURPLUS	0.00	10,285,533.21	0.00	0.00	10,285,533.21
Revenue Total:		4,237,000.00	14,522,533.21	94,339.18	10,471,704.55	4,050,828.66

Expense

DeptAcctCode: 7130 - Water Department

30-7130-0000	SALARIES & WAGES	344,418.00	344,418.00	0.00	59,178.19	285,239.81
30-7130-0100	OVERTIME	15,000.00	15,000.00	0.00	2,784.07	12,215.93
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	0.00	4,721.86	23,511.14
30-7130-1000	RETIREMENT	43,957.00	43,957.00	0.00	7,106.73	36,850.27
30-7130-1010	401-K CONTRIBUTIONS	12,891.00	12,891.00	0.00	-68.20	12,959.20
30-7130-1100	GROUP INSURANCE	65,685.00	65,685.00	0.00	6,915.66	58,769.34
30-7130-1150	RETIREE HEALTH INSURANCE	10,170.00	10,170.00	0.00	3,885.00	6,285.00
30-7130-1900	CONTRACTED SERVICES	1,025,800.00	1,025,800.00	4,137.84	403,366.31	622,433.69
30-7130-1902	C/C PROCESSING FEE	12,000.00	12,000.00	0.00	3,458.70	8,541.30
30-7130-2160	UNIFORMS	13,500.00	13,500.00	0.00	1,482.29	12,017.71
30-7130-2300	MED SERVICES/PRESCRIP/WC	1,000.00	1,000.00	0.00	0.00	1,000.00
30-7130-2500	AUTO/EQUIP SUPPLIES	19,765.00	19,765.00	0.00	2,045.01	17,719.99
30-7130-2600	WATER SUPPL'S/MATERIALS	120,000.00	120,000.00	0.00	11,306.41	108,693.59
30-7130-3100	TRAVEL & TRAINING	5,000.00	5,000.00	0.00	0.00	5,000.00
30-7130-3201	TELEPHONE	5,000.00	5,000.00	0.00	0.00	5,000.00
30-7130-3300	UTILITIES	86,000.00	86,000.00	0.00	25,887.48	60,112.52
30-7130-3510	MAINT/REPAIR BLDG-WATER	8,000.00	8,000.00	0.00	0.00	8,000.00
30-7130-3520	MAINT/REPAIR-EQUIPMENT	10,000.00	10,000.00	0.00	593.27	9,406.73
30-7130-3530	MAINT/REPAIR-AUTOS	5,000.00	5,000.00	0.00	183.93	4,816.07
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	0.00	42,000.00
30-7130-3930	DUES & SUBSCRIPTIONS	1,000.00	1,000.00	0.00	0.00	1,000.00
30-7130-4310	WATER EQUIP/BLDG RENTAL	3,000.00	3,000.00	0.00	0.00	3,000.00
30-7130-4500	INSURANCE & BONDS	28,000.00	28,000.00	0.00	0.00	28,000.00
30-7130-5994	UTILITY SYSTEM CONSOLIDATION	0.00	9,951,718.91	9,689,634.34	9,689,634.34	262,084.57
30-7130-9610	ADMIN CHGS BY GEN FUND	64,800.00	64,800.00	-208,391.00	57,500.00	7,300.00
30-7130-9611	TRANSFER OF STORMWATER FEES TO GF	330,000.00	330,000.00	155,148.95	155,148.95	174,851.05
30-7130-9664	TRANSFER TO W/S CAP RES	400,000.00	400,000.00	0.00	0.00	400,000.00
DeptAcctCode: 7130 - Water Department Total:		2,701,319.00	12,653,037.91	9,640,530.13	10,435,130.00	2,217,907.91

DeptAcctCode: 7140 - Sewer Department

30-7140-1900	CONTRACTED SERVICES	757,751.00	757,751.00	0.00	369,798.07	387,952.93
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Income Statement

For Fiscal: 2025-2026 Period Ending: 12/31/2025

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
30-7140-2500	AUTO/EQUIP SUPPLIES	7,230.00	7,230.00	0.00	24.10	7,205.90
30-7140-2600	SEWER SUPPL'S & MATERIALS	20,000.00	20,000.00	0.00	352.34	19,647.66
30-7140-3300	UTILITIES - SEWER	30,000.00	30,000.00	0.00	8,357.22	21,642.78
30-7140-3510	MAINT/REPAIR BLDG-SEWER	10,000.00	10,000.00	0.00	0.00	10,000.00
30-7140-3520	MAINT/REPAIR-EQUIPMENT	25,000.00	25,000.00	0.00	983.13	24,016.87
30-7140-3540	MAINT/REPAIR-2-WAY RADIOS	500.00	500.00	0.00	0.00	500.00
30-7140-3550	MAINT/REP SEWR PUMPS/TANK	20,000.00	20,000.00	0.00	6,376.00	13,624.00
30-7140-7700	NEI PAYMENT	500,000.00	500,000.00	0.00	398,918.00	101,082.00
30-7140-9610	TRANSFER TO GF	165,200.00	499,014.30	333,814.30	333,814.30	165,200.00
DeptAcctCode: 7140 - Sewer Department Total:		1,535,681.00	1,869,495.30	333,814.30	1,118,623.16	750,872.14
Expense Total:		4,237,000.00	14,522,533.21	9,974,344.43	11,553,753.16	2,968,780.05
Fund: 30 - WATER & SEWER Surplus (Deficit):		0.00	0.00	-9,880,005.25	-1,082,048.61	
Fund: 45 - WATER & SEWER PROJECTS						
Revenue						
45-3850	DIVISION OF WATER INFRASTRUCTURE GR...	0.00	3,940,000.00	0.00	3,940,000.00	0.00
45-3991	FUND BALANCE APPROPRIATED	0.00	8,459,744.68	0.00	0.00	8,459,744.68
Revenue Total:		0.00	12,399,744.68	0.00	3,940,000.00	8,459,744.68
Expense						
DeptAcctCode: 7130 - Water Department						
45-7130-5000	WATER TANK UPGRADE	0.00	188,867.20	0.00	188,867.20	0.00
DeptAcctCode: 7130 - Water Department Total:		0.00	188,867.20	0.00	188,867.20	0.00
DeptAcctCode: 8180 - Water Projects						
45-8180-5994	CFPUA CAPACITY PURCHASE	0.00	3,940,000.00	0.00	3,940,000.00	0.00
45-8180-9630	TRANSFER TO FUND 30	0.00	8,270,877.48	0.00	8,270,877.48	0.00
DeptAcctCode: 8180 - Water Projects Total:		0.00	12,210,877.48	0.00	12,210,877.48	0.00
Expense Total:		0.00	12,399,744.68	0.00	12,399,744.68	0.00
Fund: 45 - WATER & SEWER PROJECTS Surplus (Deficit):		0.00	0.00	0.00	-8,459,744.68	
Fund: 49 - MUNICIPAL CAMPUS IMPROVEMENTS						
Revenue						
49-3831	INTEREST EARNED	0.00	126.20	0.00	126.20	0.00
49-3985	TRANSFER FROM FUND 10	0.00	15,892.86	0.00	15,892.86	0.00
49-3987	TRANSFER FROM FUND 63	0.00	25,000.00	0.00	25,000.00	0.00
49-3991	FUND BALANCE APPROPRIATED	0.00	47,630.13	0.00	0.00	47,630.13
Revenue Total:		0.00	88,649.19	0.00	41,019.06	47,630.13
Expense						
DeptAcctCode: 4260 - Public Works - Building Maintenance						
49-4260-1905	PARK FACILITY IMPROVEMENTS	0.00	88,649.19	0.00	88,649.19	0.00
DeptAcctCode: 4260 - Public Works - Building Maintenance Total:		0.00	88,649.19	0.00	88,649.19	0.00
Expense Total:		0.00	88,649.19	0.00	88,649.19	0.00
Fund: 49 - MUNICIPAL CAMPUS IMPROVEMENTS Surplus (Deficit):		0.00	0.00	0.00	-47,630.13	
Fund: 52 - PICKLEBALL & TENNIS CONFIG						
Revenue						
52-3831	INTEREST EARNED	0.00	0.00	653.78	3,268.80	-3,268.80
52-3865	NC PARTF GRANT FUNDS	0.00	0.00	-282,830.82	0.00	0.00
52-3985	TRANSFER FROM FUND 10	0.00	6,000.00	0.00	6,000.00	0.00
52-3991	APPROPRIATED FUND BALANCE	0.00	308,460.25	0.00	0.00	308,460.25
Revenue Total:		0.00	314,460.25	-282,177.04	9,268.80	305,191.45
Expense						
DeptAcctCode: 6120 - Parks and Recreation						
52-6120-1900	PARTF PROJECT	0.00	259,540.50	0.00	161,114.64	98,425.86
52-6120-1902	PARK PARKING LOT	0.00	54,919.75	0.00	23,719.47	31,200.28
DeptAcctCode: 6120 - Parks and Recreation Total:		0.00	314,460.25	0.00	184,834.11	129,626.14
Expense Total:		0.00	314,460.25	0.00	184,834.11	129,626.14
Fund: 52 - PICKLEBALL & TENNIS CONFIG Surplus (Deficit):		0.00	0.00	-282,177.04	-175,565.31	

Income Statement

For Fiscal: 2025-2026 Period Ending: 12/31/2025

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 53 - Street Maintenance Fund					
Revenue					
53-3280 Municipal Vehicle Tax	40,000.00	40,000.00	0.00	4,166.40	35,833.60
53-3831 INTEREST EARNED	0.00	0.00	1,032.28	5,115.77	-5,115.77
53-3865 POWELL BILL ALLOCATION	80,000.00	80,000.00	42,804.55	85,609.10	-5,609.10
53-3984 TRANSFER FUND GF CIP	115,000.00	115,000.00	0.00	0.00	115,000.00
Revenue Total:	235,000.00	235,000.00	43,836.83	94,891.27	140,108.73
Expense					
DeptAcctCode: 4510 - Public Works - Streets & Facilities					
53-4510-5600 STREET RESURFACING	235,000.00	235,000.00	0.00	0.00	235,000.00
DeptAcctCode: 4510 - Public Works - Streets & Facilities Total:	235,000.00	235,000.00	0.00	0.00	235,000.00
Expense Total:	235,000.00	235,000.00	0.00	0.00	235,000.00
Fund: 53 - Street Maintenance Fund Surplus (Deficit):	0.00	0.00	43,836.83	94,891.27	
Fund: 54 - Federal Asset Forfeiture					
Revenue					
54-3831 INTEREST EARNINGS	0.00	0.00	355.64	2,099.52	-2,099.52
Revenue Total:	0.00	0.00	355.64	2,099.52	-2,099.52
Fund: 54 - Federal Asset Forfeiture Total:	0.00	0.00	355.64	2,099.52	
Fund: 55 - Unauthorized Substance Tax					
Revenue					
55-3260 Unauthorized Substance Tax	0.00	0.00	0.00	1,478.99	-1,478.99
55-3831 INTEREST EARNINGS	0.00	0.00	63.56	360.49	-360.49
Revenue Total:	0.00	0.00	63.56	1,839.48	-1,839.48
Fund: 55 - Unauthorized Substance Tax Total:	0.00	0.00	63.56	1,839.48	
Fund: 59 - BULKHEAD REPAIR					
Revenue					
59-3984 TRANSFER FROM FUND 63	0.00	966,000.00	0.00	366,000.00	600,000.00
59-3991 APPROPRIATED FUND BALANCE	0.00	145,600.00	0.00	0.00	145,600.00
Revenue Total:	0.00	1,111,600.00	0.00	366,000.00	745,600.00
Expense					
DeptAcctCode: 4710 - Public Works - Environmental Services					
59-4710-1800 GRANT APP ASSISTANCE	0.00	55,000.00	15,000.00	54,128.75	871.25
59-4710-5000 DESIGN AND ENGINEERING	0.00	330,600.00	166,500.00	208,100.00	122,500.00
59-4710-5001 OXFORD/FAYETTEVILLE	0.00	726,000.00	63,000.00	100,800.00	625,200.00
DeptAcctCode: 4710 - Public Works - Environmental Services Total:	0.00	1,111,600.00	244,500.00	363,028.75	748,571.25
Expense Total:	0.00	1,111,600.00	244,500.00	363,028.75	748,571.25
Fund: 59 - BULKHEAD REPAIR Surplus (Deficit):	0.00	0.00	-244,500.00	2,971.25	
Fund: 60 - TOWB LICENSE PLATE FUND					
Revenue					
60-3831 INTEREST EARNINGS	0.00	0.00	240.41	1,396.82	-1,396.82
60-3865 WB SPECIALTY PLATES	0.00	0.00	0.00	4,400.00	-4,400.00
Revenue Total:	0.00	0.00	240.41	5,796.82	-5,796.82
Fund: 60 - TOWB LICENSE PLATE FUND Total:	0.00	0.00	240.41	5,796.82	
Fund: 63 - CAPITAL RES-GEN CIP					
Revenue					
63-3991 APPROPRIATED FUND BALANCE	4,710,812.00	5,701,812.00	0.00	0.00	5,701,812.00
Revenue Total:	4,710,812.00	5,701,812.00	0.00	0.00	5,701,812.00
Expense					
DeptAcctCode: 9800 - Transfer to other Funds					
63-9800-9610 TRANSFER TO GEN FUND	4,595,812.00	4,595,812.00	0.00	0.00	4,595,812.00
63-9800-9649 TRANSFER TO FUND 49	0.00	25,000.00	0.00	25,000.00	0.00
63-9800-9653 TRANSFER TO FUND 53	115,000.00	115,000.00	0.00	0.00	115,000.00

Income Statement

For Fiscal: 2025-2026 Period Ending: 12/31/2025

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
63-9800-9659 TRANSFER TO FUND 59	0.00	966,000.00	0.00	366,000.00	600,000.00
DeptAcctCode: 9800 - Transfer to other Funds Total:	4,710,812.00	5,701,812.00	0.00	391,000.00	5,310,812.00
Expense Total:	4,710,812.00	5,701,812.00	0.00	391,000.00	5,310,812.00
Fund: 63 - CAPITAL RES-GEN CIP Surplus (Deficit):	0.00	0.00	0.00	-391,000.00	
Total Surplus (Deficit):	0.00	0.00	-9,689,215.93	-8,137,846.11	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
10 - GENERAL FUND	0.00	0.00	672,969.92	1,910,544.28	-1,910,544.28
30 - WATER & SEWER	0.00	0.00	-9,880,005.25	-1,082,048.61	1,082,048.61
45 - WATER & SEWER PROJE...	0.00	0.00	0.00	-8,459,744.68	8,459,744.68
49 - MUNICIPAL CAMPUS IM...	0.00	0.00	0.00	-47,630.13	47,630.13
52 - PICKLEBALL & TENNIS C...	0.00	0.00	-282,177.04	-175,565.31	175,565.31
53 - Street Maintenance Fund	0.00	0.00	43,836.83	94,891.27	-94,891.27
54 - Federal Asset Forfeiture	0.00	0.00	355.64	2,099.52	-2,099.52
55 - Unauthorized Substance...	0.00	0.00	63.56	1,839.48	-1,839.48
59 - BULKHEAD REPAIR	0.00	0.00	-244,500.00	2,971.25	-2,971.25
60 - TOWB LICENSE PLATE F...	0.00	0.00	240.41	5,796.82	-5,796.82
63 - CAPITAL RES-GEN CIP	0.00	0.00	0.00	-391,000.00	391,000.00
Total Surplus (Deficit):	0.00	0.00	-9,689,215.93	-8,137,846.11	

Wrightsville Beach Fire Department

Quarterly Report

October - December 2025



Executive Summary

The fourth quarter of 2025 marked a period of continued operational readiness, organizational improvement, and forward-focused planning for the Wrightsville Beach Fire Department (WBFD). The department remained committed to its mission of protecting life, property, and the environment while adapting to evolving service demands and preparing for future growth within the Town of Wrightsville Beach.

Throughout the quarter, WBFD maintained a high level of emergency response capability, effectively managing a diverse call volume that included fire suppression, emergency medical incidents, technical rescues, and public assistance calls. Response times and service delivery remained consistent with departmental and community expectations, reflecting the professionalism and dedication of department personnel.

Training and professional development remained a priority during the fourth quarter. Personnel participated in a range of mandatory and advanced training programs designed to enhance operational safety, reinforce core competencies, and support career progression. These efforts ensured continued compliance with state and national standards while strengthening overall departmental performance.

The department also focused on administrative and operational initiatives aimed at improving efficiency and accountability. Preparations for the transition from NFIRS to NERIS reporting were advanced, positioning the department for a smooth implementation in early 2026. Additionally, internal evaluations of staffing, compensation, and operational structure were conducted in collaboration with Town leadership to ensure WBFD remains competitive, sustainable, and aligned with community needs.

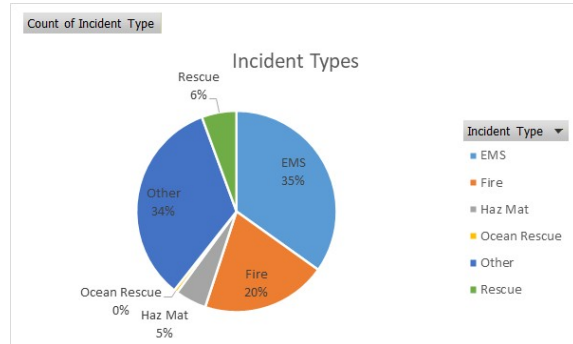
Community engagement and interagency coordination continued to be emphasized. WBFD worked closely with Town departments and regional partners to support public safety initiatives, special events, and emergency preparedness planning, reinforcing strong working relationships across the organization.

As the department concludes 2025, WBFD is well-positioned to enter 2026 with a clear operational direction, a well-trained workforce, and a continued commitment to service excellence. The initiatives undertaken during the fourth quarter reflect the department's proactive approach to continuous improvement and long-term organizational success.

Incident Types

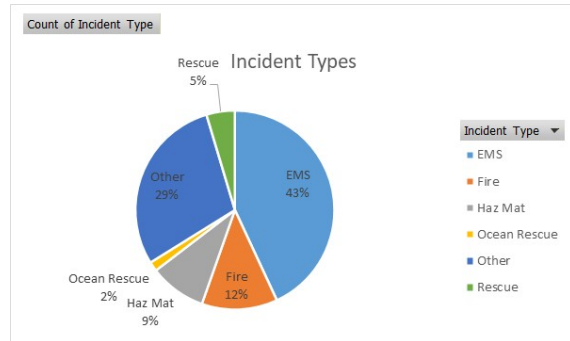
4th Quarter 2025

Row Labels	Count of Incident Type
EMS	62
Fire	36
Haz Mat	9
Ocean Rescue	1
Other	60
Rescue	10
Grand Total	178



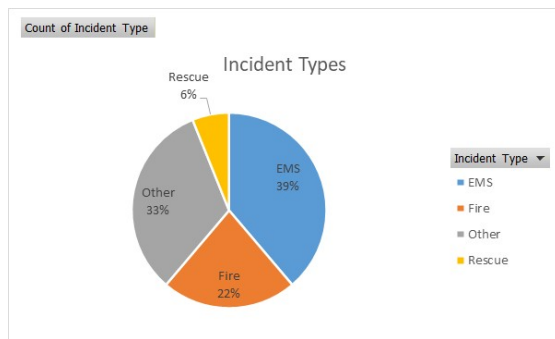
October -2025

Row Labels	Count of Incident Type
EMS	28
Fire	8
Haz Mat	6
Ocean Rescue	1
Other	19
Rescue	3
Grand Total	65



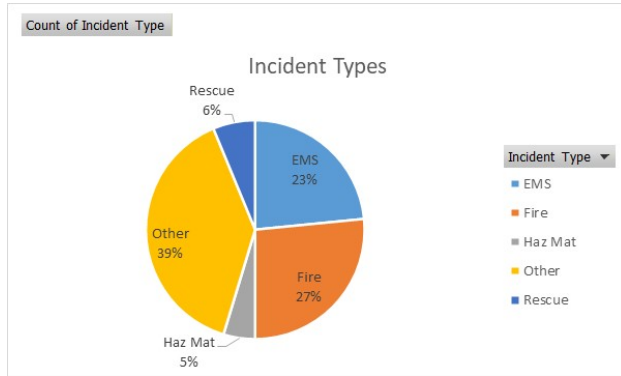
November 2025

Row Labels	Count of Incident Type
EMS	19
Fire	11
Other	16
Rescue	3
Grand Total	49



December 2025

Row Labels	Count of Incident Type
EMS	15
Fire	17
Haz Mat	3
Other	25
Rescue	4
Grand Total	64





TOWN OF WRIGHTSVILLE BEACH DEPARTMENT OF PLANNING & INSPECTIONS

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

MEMORANDUM

To: Mayor Dull and Members of the Board of Aldermen
From: Raquel Ivins, Department of Planning & Inspections
Re: **Executive Summary – 2nd Quarter Report for Fiscal Year 2025-2026**
Date: **January 5, 2026**
Cc: Haynes Brigman, Town Manager
Tony Wilson, Director of Planning & Parks

The Quarterly Report for the 2nd Quarter of Fiscal Year 2025-2026 is hereby submitted for your review. The Planning & Inspections Department processed a total of 112 permits for the months of October, November, and December. This is up from the 54 permits issued during the last quarter. The total revenue generated from permits this quarter was \$128,957.00. This decreased from \$185,562 generated last quarter. The total cost of construction was \$9,195,087, a decrease from \$10,796,241 spent during last quarter. The Planning & Inspections Department completed 89 inspections and issued 2 CAMA Minor Development Permits.

All totals reflect Oct 1 – Dec 31

Attachments:

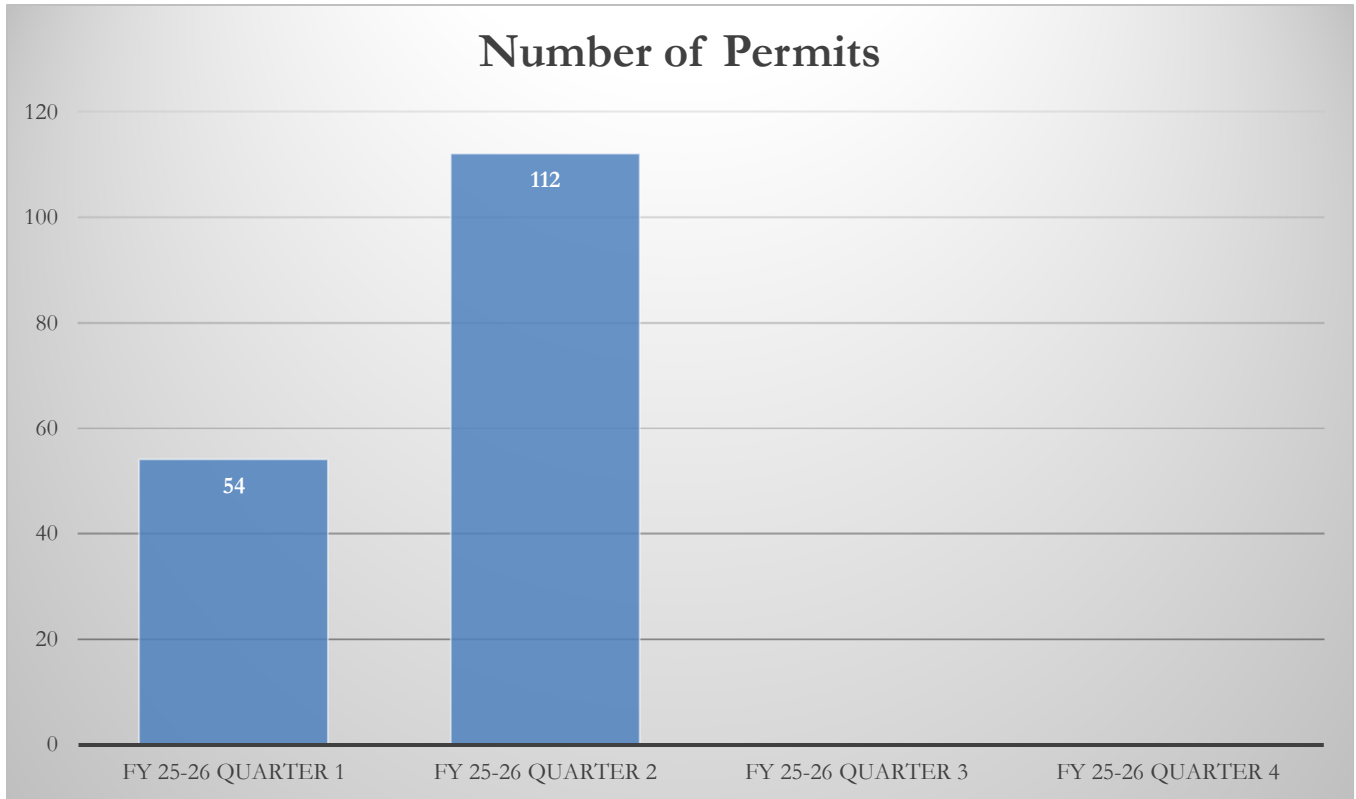
- Permitting Trend Graphs



TOWN OF WRIGHTSVILLE BEACH

DEPARTMENT OF PLANNING & INSPECTIONS

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

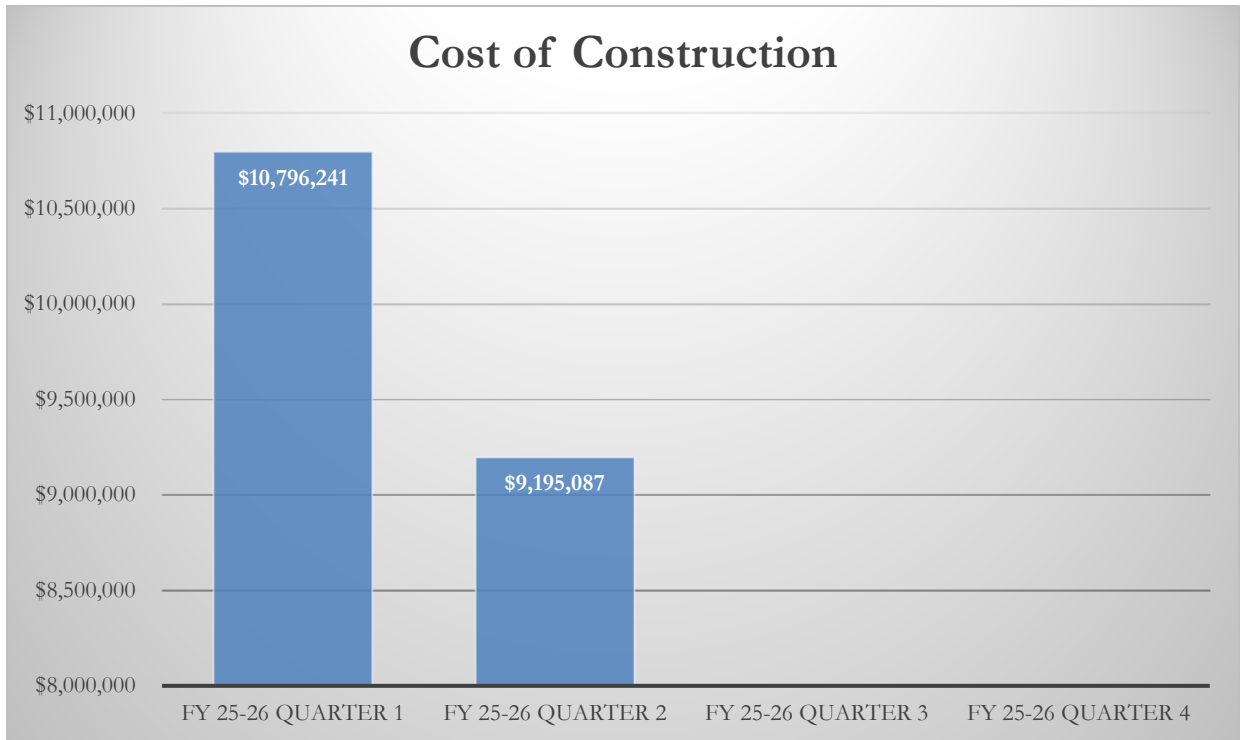




TOWN OF WRIGHTSVILLE BEACH

DEPARTMENT OF PLANNING & INSPECTIONS

321 CAUSEWAY DRIVE P.O. BOX 626
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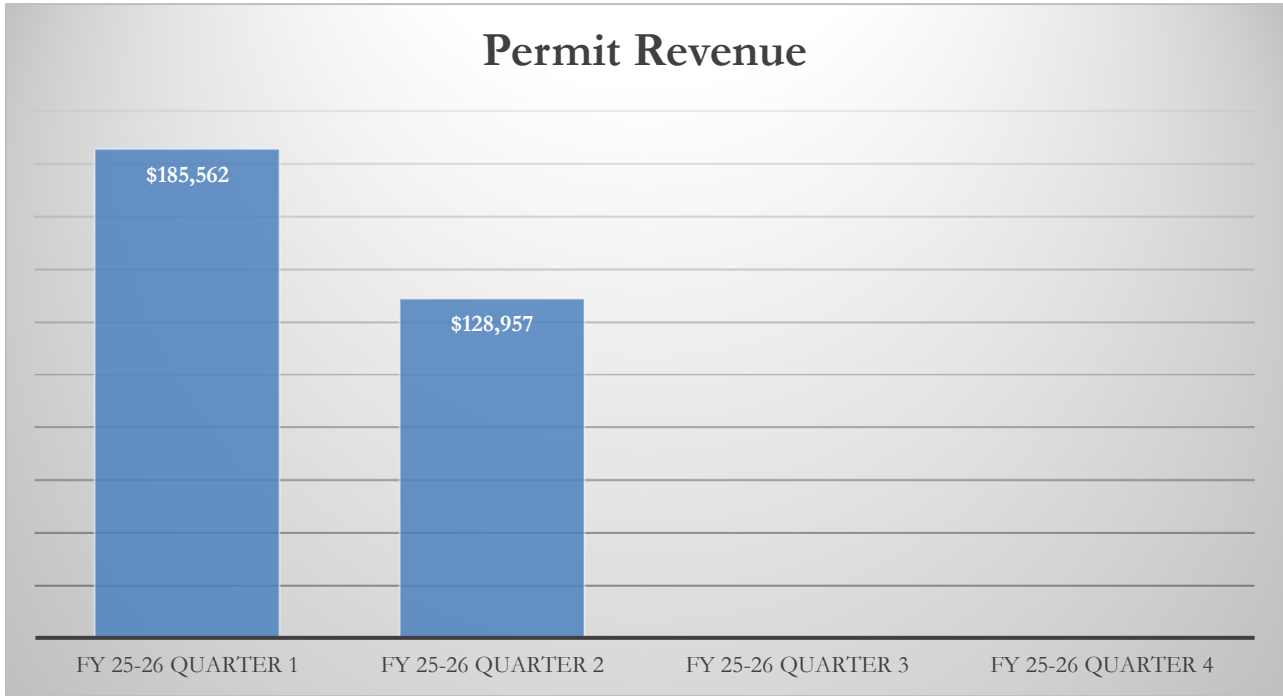




TOWN OF WRIGHTSVILLE BEACH

DEPARTMENT OF PLANNING & INSPECTIONS

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



WRIGHTSVILLE BEACH POLICE DEPARTMENT



2nd Quarter Report October/November/December 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	3rd- Jan- Mar	4th- Apr.- June	1st - July- Sept.	2nd - Oct - Dec.	Last Four	2nd - Oct.- Dec.
GROUP A OFFENSES		2022	2023	2024	2025	2025	2025	2025	2025	TOTAL	2024
100	Kidnapping/Abduction		2	1	1				1	1	
120	Robbery	1		1							1
200	Arson										
210	Extortion/Blackmail	1		1							1
220	Burglary/Breaking & Entering	18	18	20	16	6	5	2	3	16	6
240	Motor Vehicle Theft	1	1	1	2		1		1	2	
250	Counterfeiting/Forgery	2	4	3	8	1	1	1	5	8	
270	Embezzlement	2	2	2	4	1	1	1	1	4	
280	Stolen Property Offenses		7	1	1		1			1	
290	Destruction/Damage/Vandalism of Property	40	37	28	23	5	7	6	5	23	9
370	Pornography/Obscene Material	1	2	1							1
510	Bribery										
520	Weapon Law Violations	4	16	8	9	1	1	2	5	9	
720	Animal Cruelty	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)	1			2			2		2	
11B	Sex Offense (Sodomy)	1		1	1		1			1	
11C	Sex Offense (With Object)										
11D	Sex Offense (Fondling)	7	3	5	3		1	2		3	
13A	Assault Offenses (Aggravated Assault)	6	9	4	6	1	2	1	2	6	
13B	Simple Assault	41	27	30	45	6	10	16	13	45	3
13C	Assault Offenses (Intimidation)	3	8	11	13	1	5	6	1	13	3
23A	Larceny (Pocket Picking)										
23B	Larceny (Purse Snatching)		1								
23C	Larceny (Shoplifting)	7	3	1	1			1		1	
23D	Larceny (Theft from a Building)	4	2	3	3	1	2			3	
23E	Larceny (Theft from a Coin Operated Machine)		1								
23F	Larceny/Theft Offenses (Theft from Motor Vehicle)	21	14	18	4	2	1	1		4	11
23G	Larceny (Theft of Motor Vehicle Parts)	2	1	1							1
23H	Larceny/Theft Offenses (All other Larceny)	55	55	47	52	6	18	16	12	52	9
26A	Fraud Offenses (False Pretense/Swindle/Confidence Game)	11	10	17	18	2	6	7	3	18	2
26B	Fraud Offenses (Credit Card Fraud)	5	8	3	4	1	1	1	1	4	
26C	Fraud Offenses (Impersonation)	2	4	2	3	1	1	1		3	
26D	Fraud Offenses (Welfare Fraud)										
26E	Fraud Offenses (Wire Fraud)		1								
26F	Fraud Offenses (Identity Theft)		2	1							
26G	Fraud Offenses (Hacking/Computer Invasion)			1							
35A	Drug/Narcotic Offenses (Drug/Narcotic Violations)	31	60	28	41	5	5	21	10	41	6

WBPD National Incident Based Reporting System Report (NIBRS)											PREVIOUS Yr Same Quarter
		Jan- Dec	Jan- Dec	Jan- Dec	Jan- Dec	3rd- Jan- Mar	4th- Apr.- June	1st - July- Sept.	2nd - Oct - Dec.	Last Four	2nd - Oct.- Dec.
GROUP A OFFENSES		2022	2023	2024	2025	2025	2025	2025	2025	TOTAL	2024
35B	Drug/Narcotic Offenses (Drug Equipment Violations)	18	36	15	18	2	2	10	4	18	3
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		286	335	255	278	42	72	97	67	278	56
GROUP B OFFENSES											
90A	Bad Checks	1									
90B	Curfew/Loitering/Vagrancy Violations										
90C	Disorderly Conduct	6	8	6	3	2	1			3	1
90D	Driving Under the Influence (DWI)	93	271	233	200	53	63	42	42	200	37
90E	Drunkenness	10	36	29	28	4	9	4	11	28	6
90F	Family Offenses, Nonviolent		1		2			1	1	2	
90G	Liquor Law Violations	13	42	26	56	10	8	17	21	56	4
90H	Peeping Tom			1							1
90J	Trespass of Real Property	17	13	4	8	1		4	3	8	2
90Z	All other Offenses	239	607	476	448	99	143	136	70	448	81
TOTAL GROUP B OFFENSES		379	978	775	745	169	224	204	148	745	132
TOTAL GROUP A & B OFFENSES		665	1313	1030	1023	211	296	301	215	1023	188

TOWB General Ordinance Violations											Previous Year
		Jan-Dec	Jan-Dec	Jan-Dec	Jan-Dec	Jan-Mar	Apr-June	July-Sept	Oct-Dec	Last Four	Oct-Dec
		2022	2023	2024	2025	2025	2025	2025	2025	TOTAL	2024
TRAFFIC CODE: CHAPTER 74											
74.02	Obstructing passage of other vehicles	0	0	0	0					0	
	Restricted Zone	0	0	0	0					0	
	Overtime Parking	1	0	0	0					0	
	Boat too close to beach/Anchoring of Vessels w/out Zoning	2	0	0	0					0	
	Fire Lane	0		0	0					0	
ANIMALS: CHAPTER 91											
91.11	Dogs running at large prohibited	221	157	55	88	8	34	13	33	88	11
91.08	Animal Waste	4	3	0	0					0	
91.08	Failure to License	8	2	10	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	5	3	1	1			1		1	
92.03	Glass on Beach/Containers for food and drink	105	89	43	45	2	28	13	2	45	3
92.12	Use of surfboard or ski-board restricted	8	3	4	4		1	3		4	1
92.18	Use of vehicles on beach prohibited	2	5	4	5	1	2	1	1	5	
	Cooking Device on Beach	0	1	3	3		1	2		3	
	Miscellaneous Beach Regulations	8	0	0	0					0	
HEALTH AND SANITATION: CHAPTER 96											
96.01	Litter	4	1	6	6		2	4		6	
96.3	Human wastes	8	26	36	57	3	3	30	21	57	3
	Miscellaneous	0	3	8	12	1	2	5	4	12	1
NOISE: CHAPTER 97											
97.01	Loud, disturbing noises generally	6	9	50	55	4	24	22	5	55	5
97.02	Noises declared unreasonably loud and disturbing	2	0	2	2	1	1			2	
STREETS AND SIDEWALKS: CHAPTER 99											
99.01	Assembling on sidewalks	0	1	0	0					0	
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	522	328	234	241	8	117	109	7	241	1
OFFENSES AGAINST MORALS											
132.2	Profane and boisterous language		0	0	0					0	
MISC. VIOLATIONS											
	Miscellaneous Other		14	0	0					0	
	Traffic Stops										
GRAND TOTAL		906	645	456	520	29	215	203	73	520	25

Wrightsville Beach, NC PD

Citation Offense Count

October 1, 2025 - December 31, 2025

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

Offense Description	Offense Stop Result	
	CITATION	WARNING
ADDITIONAL LIGHTING EQUIP VIOL	1	
AID AND ABET IMPAIRED DRIVING	1	
AID/ABET ALC PUR/POSS BY < 21	2	
CANCL/REVOK/SUSP CERTIF/TAG	1	
CARRYING CONCEALED GUN(M)	1	
CENTER LANE VIOLATION	1	
CONSUME ALC BY 19/20	15	
CONSUME ALC UNDERAGE	4	
CRUELTY TO ANIMALS(M)	1	
DIRECTIONAL SIGNALS EQUIP VIOL	1	
DRIVE AFTER CONSUMING < 21	1	
DRIVE WITHOUT TWO HEADLAMPS	1	
DRIVE WRONG WAY-ONE WAY ST/RD	1	
DRIVE/ALLOW MV NO REGISTRATION	1	
Driver's License		5
DWLR IMPAIRED REV	2	
DWLR NOT IMPAIRED REV	10	
EXCEEDING POSTED SPEED	15	
EXCEEDING SAFE SPEED	1	
EXPIRED OPERATORS LICENSE	1	
EXPIRED REGISTRATION CARD/TAG	14	
EXPIRED/NO INSPECTION	7	
FAIL CARRY REGISTRATION CARD	1	
FAIL COMPLY LIC RESTRICTIONS	1	
FAIL STOP STOPSIGN/FLSH RED LT	5	
FAIL TO BURN HEADLAMPS	2	
FAIL TO SECURE PASSENGER UNDER 16	1	
FAIL TO STOP-STEADY RED LIGHT	4	
FAIL TO WEAR SEAT BELT	1	
FAIL TO YIELD LEFT TURN	1	
FAILURE TO REDUCE SPEED	2	
FAILURE TO YIELD	1	

Wrightsville Beach, NC PD

Citation Offense Count

October 1, 2025 - December 31, 2025

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

Offense Description	Offense Stop Result	
	CITATION	WARNING
FICT/ALT TITLE/REG CARD/TAG	2	
GIVE/SELL ALC < 21	1	
HIT/RUN LEAVE SCENE PROP DAM	1	
IMP USE TEMP DEALER PERM/TAG	1	
IMPEDE TRAFFIC SIT/STAND/LIE	1	
IMPROPER BACKING	2	
Improper or No Signal		2
INTOXICATED AND DISRUPTIVE	6	
Lights		2
MISDEMEANOR LARCENY	2	
Muffler		3
NO LIABILITY INSURANCE	3	
NO OPERATORS LICENSE	14	
OBT/ATT OBT ALC FALSE DL	19	
OPER/PERMIT OPER VEH NO INSUR	3	
Other Hazardous Vio.		3
Other Non-Hazardous Vio.		7
POSS MTBV/U-WN BY 19/20	1	
POSS MTBV/U-WN NOT 19/20	1	
POSS/MANUFACTURE FRAUDULENT ID	1	
POSSESS MARIJ PARAPHERNALIA	2	
PUR/ATT MALT BEV/UNFORT WN	2	
RECKLESS DRVG-WANTON DISREGARD	1	
RESISTING PUBLIC OFFICER	2	
Safety Inspection Vio.		3
SIMPLE ASSAULT	3	
SIMPLE POSSESS SCH IV CS (M)	1	
SIMPLE POSSESS SCH VI CS (M)	3	
SPEED WORK ZN<80 AND <=15 OVER	2	
SPEEDING	41	
Speeding (Warning)		61
SPEEDING IN SCHOOL ZONE	37	

Wrightsville Beach, NC PD

Citation Offense Count

October 1, 2025 - December 31, 2025

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

Offense Description	Offense Stop Result	
	CITATION	WARNING
Stop Sign or Signal		17
UNLAWFULLY PASS EM/PUB SV VEH	1	
Unsafe Movement		2
Vehicle Registration		7
Grand Total	254	112

Arrest Misdemeanor Totals by Officer
WRIGHTSVILLE BEACH POLICE DEPARTMENT
(10/01/2025 - 12/31/2025)

Arresting Officer:	Total Charges On All Misdemeanor Arrests:	Total Misdemeanor Arrests:
DSG - Daniel S. Gaither	47	24
JDC - Jemal Cooper	9	4
LAC - MPO Logan A. Christian	24	12
MVH - MPO Matthew V. Hallum	12	5
EA - Officer Elianna A. Arnold	32	17
HRL - Officer Hunter Lobertini	15	6
JWO - Officer Jonathan W. Ober	12	7
jac - Officer Joshua Casiano	3	2
IT - POI Isalah Turner	19	8
IT - POI Isalah Turner	7	4
Total:	180	89

Arrest Felony Totals by Officer
WRIGHTSVILLE BEACH POLICE DEPARTMENT
(10/01/2025 - 12/31/2025)

Arresting Officer:	Total Charges On All Felony Arrests:	Total Felony Charges:	Total Felony Arrests:
EE - MPO Eric R. Elder	7	1	1
LAC - MPO Logan A. Christian	2	2	2
IT - POI Isalah Turner	1	1	1
Total:	10	4	4

Wrightsville Beach Police Department

Initial Purpose of Traffic Stop by Enforcement Action Taken

Tuesday, January 6, 2026

Report From 10/1/2025 through 11/30/2025

Purpose	Verbal Warning	Written Warning	Citation Issued	On View Arrest	No Action Taken	Total
Checkpoint	0	0	0	0	0	0
Driving While Impaired	0	0	0	7	1	8
Investigation	3	0	1	0	3	7
Other Motor Vehicle Violation	11	2	4	0	1	18
Safe Movement Violation	48	1	11	4	0	64
Seat Belt Violation	1	0	0	0	0	1
Speed Limit Violation	105	50	65	1	0	221
Stop Light/Sign Violation	35	7	4	2	0	48
Vehicle Equipment Violation	130	4	10	1	1	146
Vehicle Regulatory Violation	29	4	11	0	7	51
Total	362	68	106	15	13	564

TOWN OF WRIGHTSVILLE BEACH PUBLIC WORKS DEPARTMENT

Quarterly Report 2025-2026 October, November, December



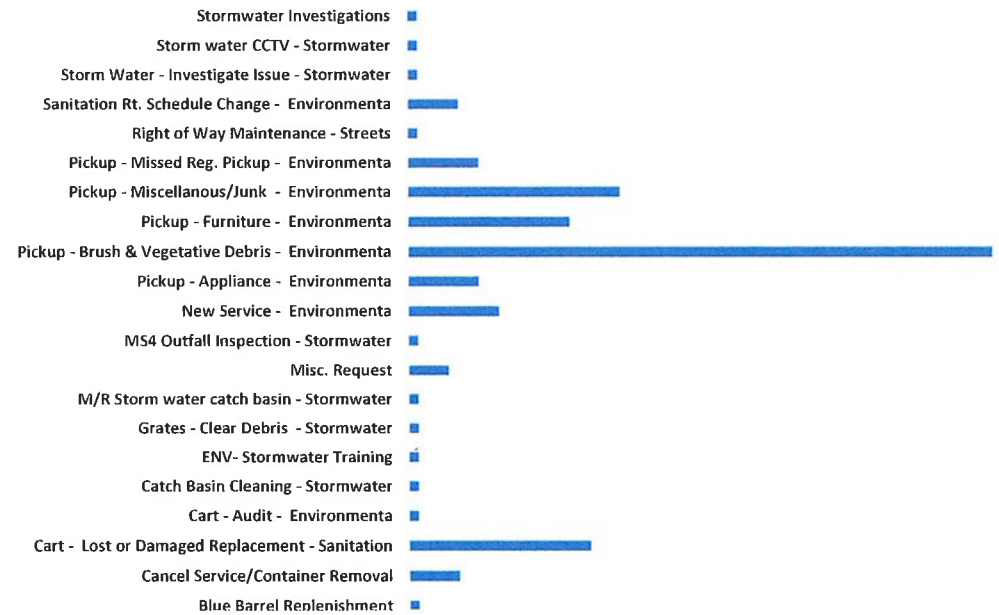

William E. Fay, Public Works Director

Environmental Services & Stormwater Department

Service Requests

Request Type	Count	Percentage
Blue Barrel Replenishment	1	0.62%
Cancel Service/Container Removal	5	3.11%
Cart - Lost or Damaged Replacement - Sanitation	18	11.18%
Cart - Audit - Environmenta	1	0.62%
Catch Basin Cleaning - Stormwater	1	0.62%
ENV- Stormwater Training	1	0.62%
Grates - Clear Debris - Stormwater	1	0.62%
M/R Storm water catch basin - Stormwater	1	0.62%
Misc. Request	4	2.48%
MS4 Outfall Inspection - Stormwater	1	0.62%
New Service - Environmenta	9	5.59%
Pickup - Appliance - Environmenta	7	4.35%
Pickup - Brush & Vegetative Debris - Environmenta	58	36.02%
Pickup - Furniture - Environmenta	16	9.94%
Pickup - Miscellaneous/Junk - Environmenta	21	13.04%
Pickup - Missed Reg. Pickup - Environmenta	7	4.35%
Right of Way Maintenance - Streets	1	0.62%
Sanitation Rt. Schedule Change - Environmenta	5	3.11%
Storm Water - Investigate Issue - Stormwater	1	0.62%
Storm water CCTV - Stormwater	1	0.62%
Stormwater Investigations	1	0.62%
Total	161	100.00%

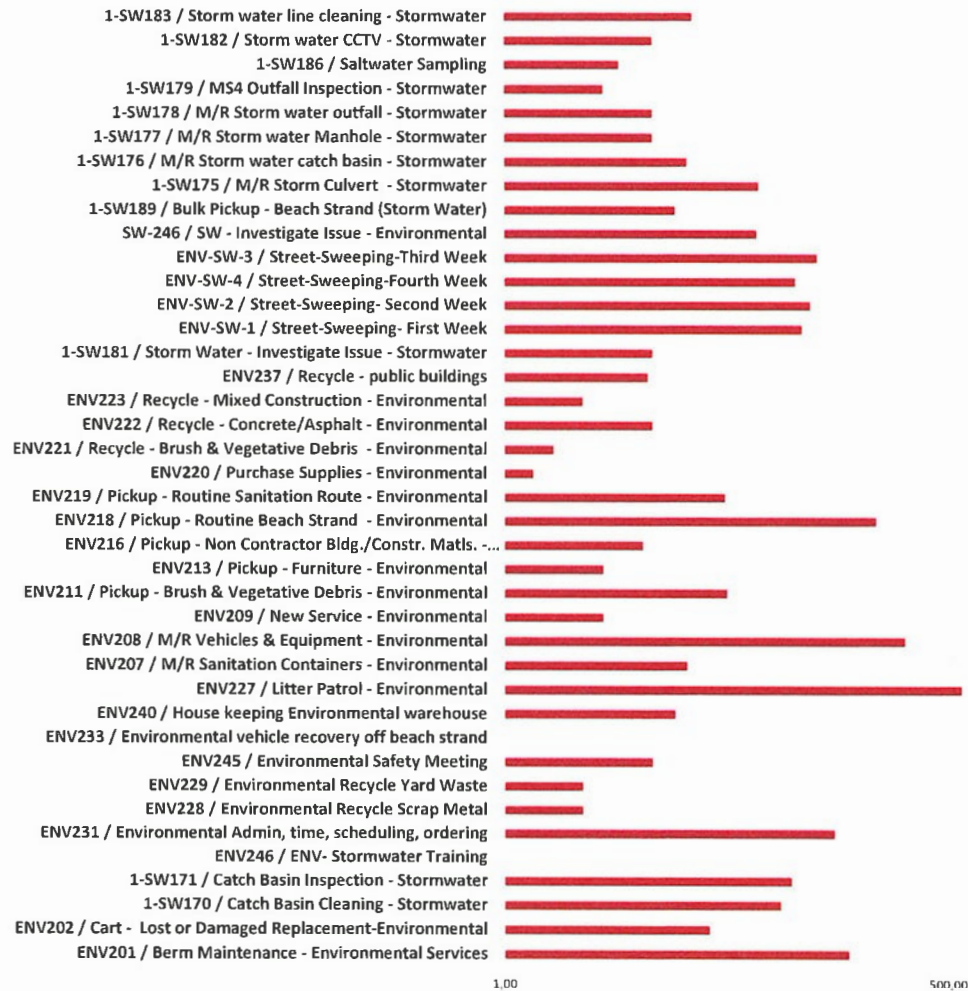
Environmental Services/Stormwater Department - Service Requests



Environmental Services & Stormwater - Tasks

Task Type	Labor Hours
ENV201 / Berm Maintenance - Environmental Services	125.00
ENV202 / Cart - Lost or Damaged Replacement-Environmental	17.75
1-SW170 / Catch Basin Cleaning - Stormwater	48.00
1-SW171 / Catch Basin Inspection - Stormwater	56.00
ENV246 / ENV- Stormwater Training	1.00
ENV231 / Environmental Admin, time, scheduling, ordering	102.25
ENV228 / Environmental Recycle Scrap Metal	3.00
ENV229 / Environmental Recycle Yard Waste	3.00
ENV245 / Environmental Safety Meeting	8.00
ENV233 / Environmental vehicle recovery off beach strand	1.00
ENV240 / House keeping Environmental warehouse	11.00
ENV227 / Litter Patrol - Environmental	606.00
ENV207 / M/R Sanitation Containers - Environmental	13.00
ENV208 / M/R Vehicles & Equipment - Environmental	273.50
ENV209 / New Service - Environmental	4.00
ENV211 / Pickup - Brush & Vegetative Debris - Environmental	22.75
ENV213 / Pickup - Furniture - Environmental	4.00
ENV216 / Pickup - Non Contractor Bldg./Constr. Matls. - Environmental	7.00
ENV218 / Pickup - Routine Beach Strand - Environmental	183.25
ENV219 / Pickup - Routine Sanitation Route - Environmental	22.00
ENV220 / Purchase Supplies - Environmental	1.50
ENV221 / Recycle - Brush & Vegetative Debris - Environmental	2.00
ENV222 / Recycle - Concrete/Asphalt - Environmental	8.00
ENV223 / Recycle - Mixed Construction - Environmental	3.00
ENV237 / Recycle - public buildings	7.50
1-SW181 / Storm Water - Investigate Issue - Stormwater	8.00
ENV-SW-1 / Street-Sweeping- First Week	65.00
ENV-SW-2 / Street-Sweeping- Second Week	73.00
ENV-SW-4 / Street-Sweeping-Fourth Week	59.00
ENV-SW-3 / Street-Sweeping-Third Week	80.00
SW-246 / SW - Investigate Issue - Environmental	34.50
1-SW189 / Bulk Pickup - Beach Strand (Storm Water)	11.00
1-SW175 / M/R Storm Culvert - Stormwater	35.50
1-SW176 / M/R Storm water catch basin - Stormwater	13.00
1-SW177 / M/R Storm water Manhole - Stormwater	8.00
1-SW178 / M/R Storm water outfall - Stormwater	8.00
1-SW179 / MS4 Outfall Inspection - Stormwater	4.00
1-SW186 / Saltwater Sampling	5.00
1-SW182 / Storm water CCTV - Stormwater	8.00
1-SW183 / Storm water line cleaning - Stormwater	14.00
Total Labor Hours	1,959.50

Environmental Services/Stormwater Department - Tasks

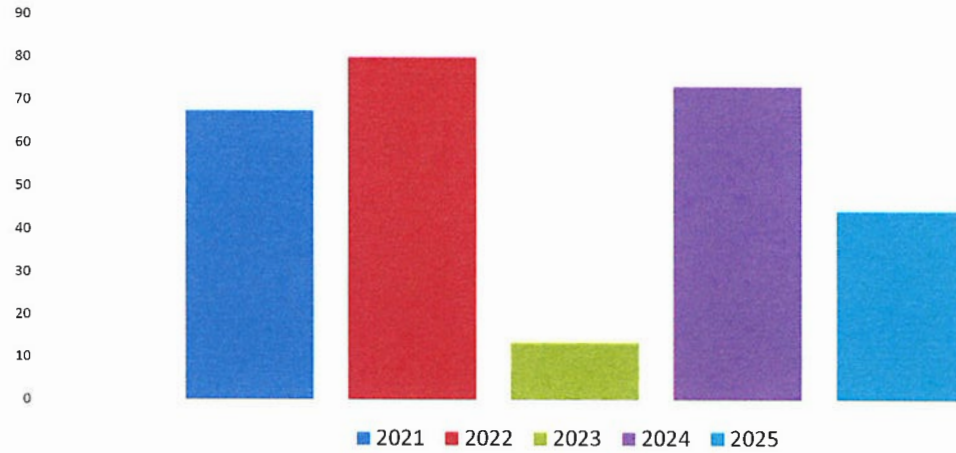


Environmental Services/Stormwater - Recycling Tonnage

Recycling

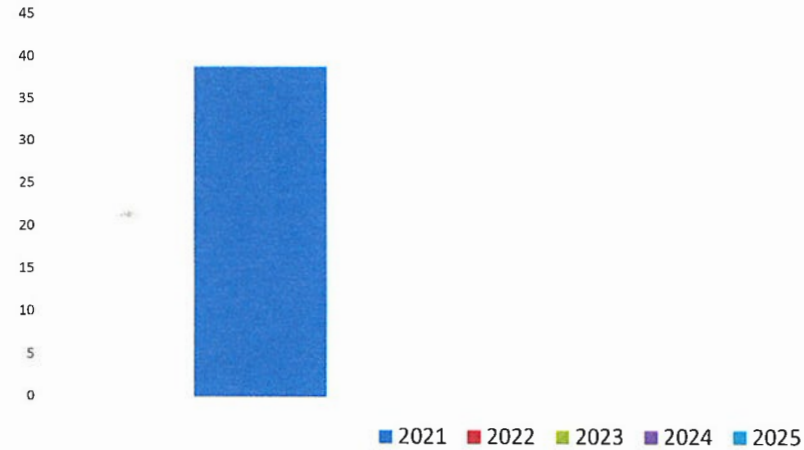
RECYCLING (Concrete) TONS					
	2021	2022	2023	2024	2025
JANUARY	15.07	0	0	19.59	10.72
FEBRUARY	3.68	8.82	0	19.62	0
MARCH	20.55	7.62	8.36	5.55	0
APRIL	0	0	0	0	6.23
MAY	20.69	0	0	17.44	17.05
JUNE	7.6	8.24	0	10.98	0
JULY	0	0	5.13	0	0
AUGUST	0	16.2	0	0	0
SEPTEMBER	3.34	0	0	0	0
OCTOBER	0	0	0	0	0
NOVEMBER	0	27.21	0	0	0
DECEMBER	0	11.9	0	0	10.28
Totals	67.59	79.99	13.49	73.18	44.28

CONCRETE TONNAGE



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	0
AUGUST	0	0	0	0	0
SEPTEMBER	0	0	0	0	0
OCTOBER	38.9	0	0	0	0
NOVEMBER	0	0	0	0	0
DECEMBER	0	0	0	0	0
Totals	38.9	0	0	0	0

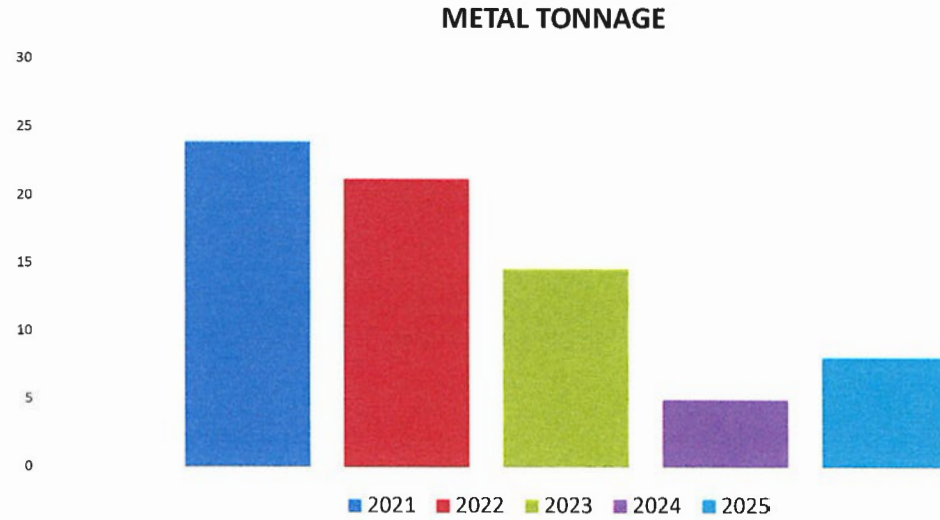
ASPHALT TONNAGE



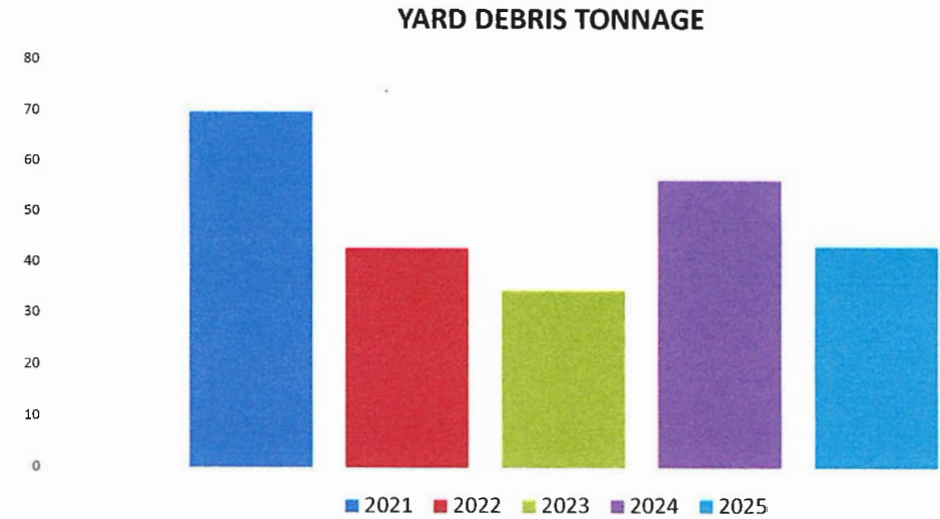
Environmental Services/Stormwater - Recycling Tonnage

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	3.25
AUGUST	4.17	2.28	0	2.63	0
SEPTEMBER	0	0	0	0	0
OCTOBER	2.28	5.67	0	0	0
NOVEMBER	0	2.6	0	0	0
DECEMBER	4.13	0	12.72	0	1.67
Totals	23.96	21.22	14.6	4.97	8.06



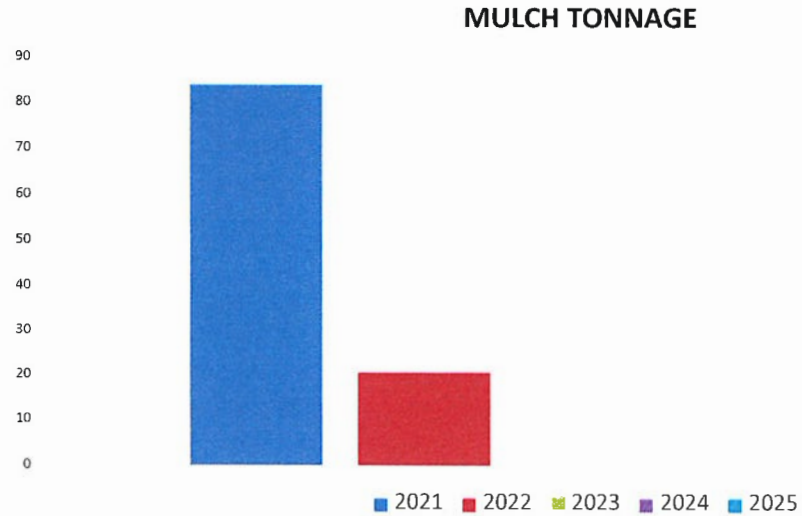
RECYCLING (Yard Debris) TONS					
	2021	2022	2023	2024	2025
JANUARY	0	10.09	3.1	5.01	3.21
FEBRUARY	37.66	0	3.76	9.77	6.37
MARCH	3.97	4.26	3.78	4.47	4.21
APRIL	4.5	13.34	4.63	4.02	3.16
MAY	0	0	0	3.82	0
JUNE	0	0	5.61	5.23	9.03
JULY	6.57	10.77	10.87	5.65	0.85
AUGUST	0	0	0	1.64	2.81
SEPTEMBER	4.07	0	0	5.73	4.65
OCTOBER	8.97	1.5	2.66	2.18	4
NOVEMBER	4.11	2.84		3.47	0
DECEMBER	0	0		5.32	4.85
Totals	69.85	42.8	34.41	56.31	43.14



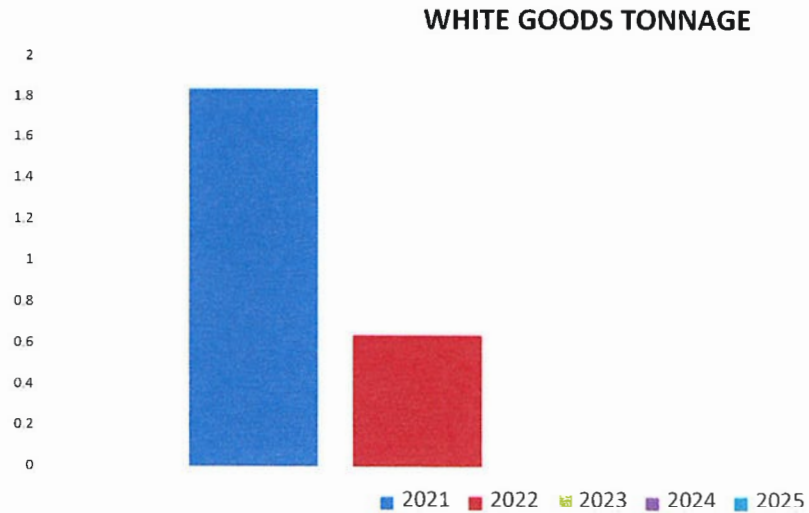
Environmental Services/Stormwater - Recycling Tonnage

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



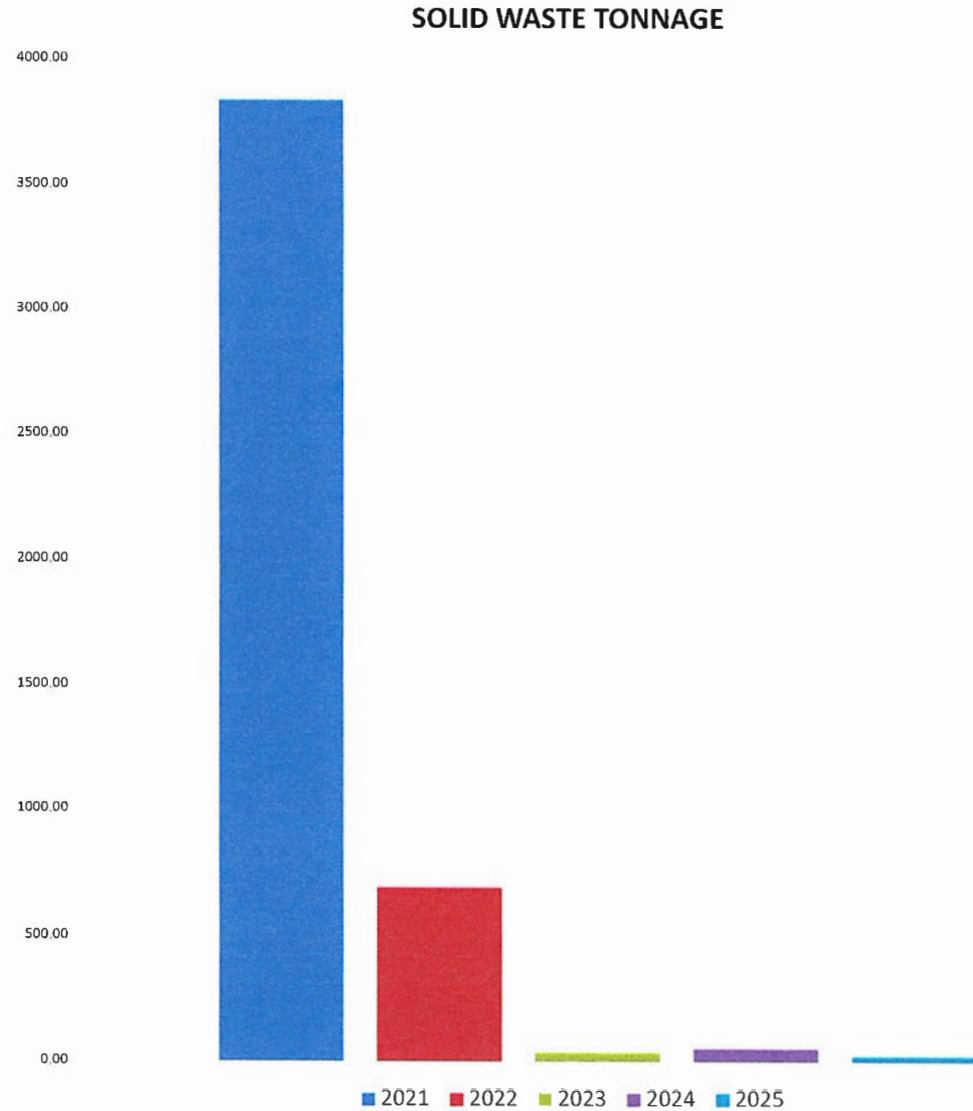
RECYCLING (White Goods) TONS					
	2021	2022	2023	2024	2025
JANUARY	0.64	0	0	0	0
FEBRUARY	0	0	0	0	0
MARCH	0	0.32	0	0	0
APRIL	0	0.32	0	0	0
MAY	0	0	0	0	0
JUNE	0	0	0	0	0
JULY	0	0	0	0	0
AUGUST	0.54	0	0	0	0
SEPTEMBER	0	0	0	0	0
OCTOBER	0	0	0	0	0
NOVEMBER	0.33	0	0	0	0
DECEMBER	0.33	0	0	0	0
Totals	1.84	0.64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



Environmental Services/Stormwater- Solid Waste Tonnage

Solid Waste

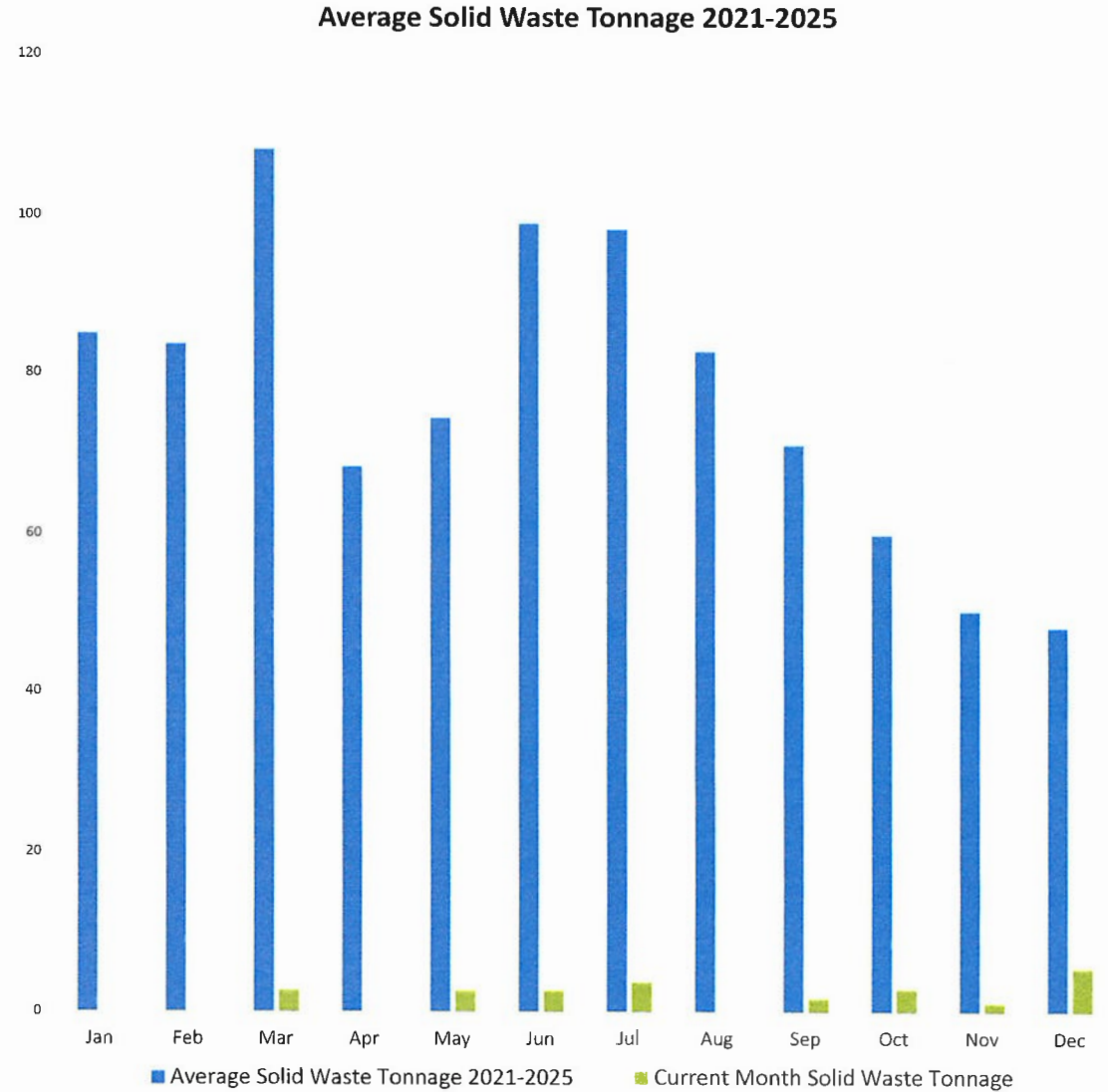
Municipal Solid Waste TONS					
	2021	2022	2023	2024	2025
JANUARY	207.88	203.55	8.54	4.83	0
FEBRUARY	211.42	204.02	0	2.6	0
MARCH	280.43	251.29	3.09	3.44	2.74
APRIL	325.4	13.11	0	3.14	0
MAY	354.34	6.2	5.38	3.1	2.69
JUNE	475.39	2.73	0	13.94	2.69
JULY	487.2	0	0	0	3.76
AUGUST	408.37	4.71	0	0	0
SEPTEMBER	348.06	3.31	0	1.65	1.69
OCTOBER	264.85	1.69	8.93	20.76	2.91
NOVEMBER	249.65	0	0	0	1.1
DECEMBER	222.84	2.12	10.01	0	5.51
Totals	3835.83	692.73	35.95	53.46	23.09



Environmental Services/Stormwater- Solid Waste Tonnage

Solid Waste Average

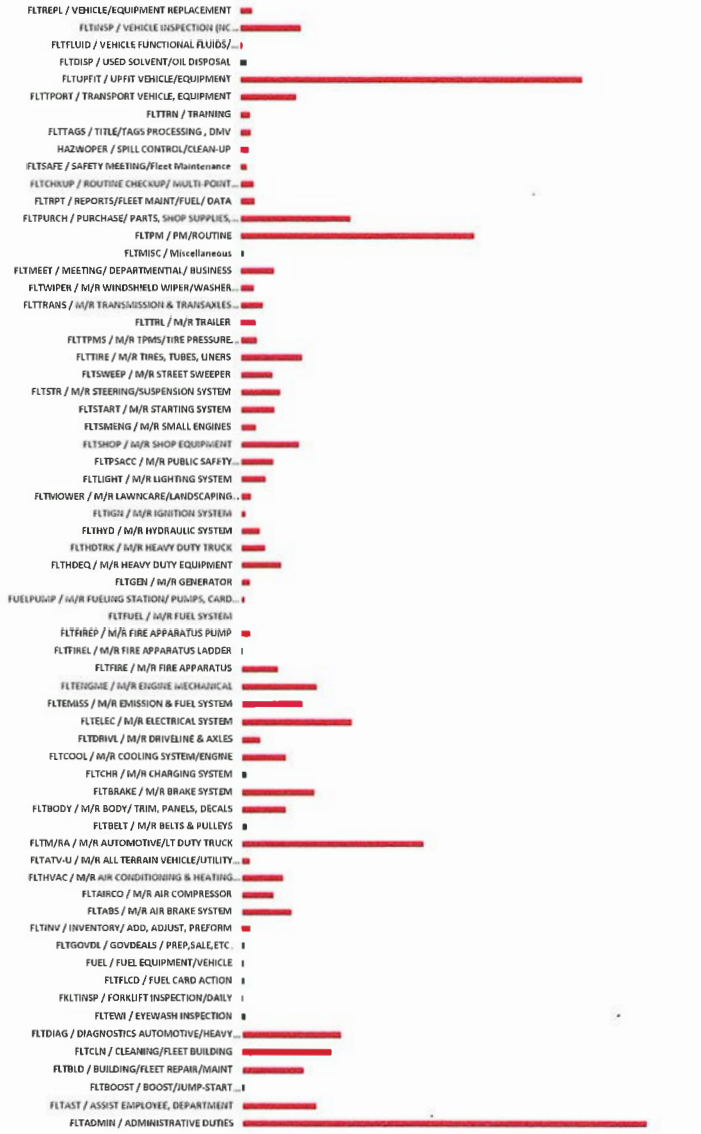
Month	Average Solid Waste Tonnage 2021-2025	Current Month Solid Waste Tonnage
Jan	85	0
Feb	84	0
Mar	108	2.74
Apr	68	0
May	74	2.69
Jun	99	2.69
Jul	98	3.76
Aug	83	0
Sep	71	1.69
Oct	60	2.91
Nov	50	1.1
Dec	48	5.51



Fleet Maintenance - Tasks

Task	Labor Hours
FLTADMIN / ADMINISTRATIVE DUTIES	145.50
FLTAGS / ASSIST EMPLOYEE, DEPARTMENT	28.50
FLTBOOST / BOOST/JUMP-START VEHICLE/EQUIPMENT	1.00
FLTBLD / BUILDING/FLEET REPAIR/MAINT	22.00
FLTCLN / CLEANING/FLEET BUILDING	32.25
FLTDIAG / DIAGNOSTICS AUTOMOTIVE/HEAVY DUTY TRUCK	35.50
FLTEWI / EYEWASH INSPECTION	1.25
FKLTNSP / FORKLIFT INSPECTION/DAILY	0.50
FLTFLCD / FUEL CARD ACTION	1.00
FUEL / FUEL EQUIPMENT/VEHICLE	0.75
FLTGOVDL / GOVDEALS / PREP,SALE,ETC.	1.00
FLTINV / INVENTORY/ ADD, ADJUST, PREFORM	3.25
FLTABS / M/R AIR BRAKE SYSTEM	17.75
FLTAIRCO / M/R AIR COMPRESSOR	11.25
FLTHVAC / M/R AIR CONDITIONING & HEATING SYSTEM	14.75
FLTATV-U / M/R ALL TERRAIN VEHICLE/UTILITY VEHICLE	2.75
FLTMRA / M/R AUTOMOTIVE/LT DUTY TRUCK	65.25
FLTBELT / M/R BELTS & PULLEYS	1.75
FLTBODY / M/R BODY/ TRIM, PANELS, DECALS	16.75
FLTBRAKE / M/R BRAKE SYSTEM	28.00
FLTCHR / M/R CHARGING SYSTEM	1.50
FLTCCOL / M/R COOLING SYSTEM/ENGINE	15.75
FLTDRIVL / M/R DRIVELINE & AXLES	6.50
FLTELEC / M/R ELECTRICAL SYSTEM	38.50
FLTEMISS / M/R EMISSION & FUEL SYSTEM	21.75
FLTENGME / M/R ENGINE MECHANICAL	27.00
FLTFIRE / M/R FIRE APPARATUS	13.00
FLTFIREL / M/R FIRE APPARATUS LADDER	0.50
FLTFIREP / M/R FIRE APPARATUS PUMP	3.25
FLTFUEL / M/R FUEL SYSTEM	0.00
FUELPUMP / M/R FUELING STATION/ PUMPS, CARD READER, TANKS	1.00
FLTGEN / M/R GENERATOR	3.00
FLTHDEQ / M/R HEAVY DUTY EQUIPMENT	14.25
FLTHDRK / M/R HEAVY DUTY TRUCK	8.50
FLTHYD / M/R HYDRAULIC SYSTEM	8.50
FLTIGN / M/R IGNITION SYSTEM	1.50
FLTMOWER / M/R LAWN/CARE/LANDSCAPING EQUIPMENT	3.50
FLTLIGHT / M/R LIGHTING SYSTEM	8.75
FLTPSACC / M/R PUBLIC SAFETY EQUIPMENT/ACCESSORIES	11.50
FLTSHOP / M/R SHOP EQUIPMENT	20.75
FLTSMENG / M/R SMALL ENGINES	5.25
FLTSTART / M/R STARTING SYSTEM	12.00
FLTSTR / M/R STEERING/SUSPENSION SYSTEM	14.00
FLTSWEEP / M/R STREET SWEEPER	11.25
FLTTIRE / M/R TIRES, TUBES, LINERS	22.00
FLTTPMS / M/R TPMS/TIRE PRESSURE MONITORING SYSTEM	5.75
FLTRL / M/R TRAILER	5.50
FLTRANS / M/R TRANSMISSION & TRANSAXLES SYSTEM	8.00
FLTWIPER / M/R WINDSHIELD WIPER/WASHER SYSTEM	4.75
FLTMEET / MEETING/ DEPARTMENTAL/ BUSINESS	12.00
FLTMISC / Miscellaneous	1.00
FLTPM / PM/ROUTINE	84.00
FLTPURCH / PURCHASE/ PARTS, SHOP SUPPLIES, EQUIPMENT, TOOLS	38.50
FLTRPT / REPORTS/FLEET MAINT/FUEL/ DATA	5.00
FLTCHKUP / ROUTINE CHECKUP/ MULTI-POINT INSPECTION	4.75
FLTSAFE / SAFETY MEETING/Fleet Maintenance	2.25
HAZWOPER / SPILL CONTROL/CLEAN-UP	3.00
FLTTAGS / TITLE/TAGS PROCESSING, DMV	3.75
FLTTRN / TRAINING	3.50
FLTTPORT / TRANSPORT VEHICLE, EQUIPMENT	20.00
FLTUPFIT / UPFIT VEHICLE/EQUIPMENT	123.00
FLTDISP / USED SOLVENT/OIL DISPOSAL	2.25
FLTFLUID / VEHICLE FUNCTIONAL FLUIDS/ ADD/CHECK	0.75
FLTNSP / VEHICLE INSPECTION (NO EMISSIONS/SAFETY)	21.75
FLTREPL / VEHICLE/EQUIPMENT REPLACEMENT	4.25
Total Hours	1,053.00

Fleet Maintenance - Tasks



FUEL SUMMARY REPORT

TOWN OF WRIGHTSVILLE BEACH



Transaction Period: 10/01/2025 - 10/31/2025

Department:	Account	Quantity	Cost	Quantity	Cost	Total Cost	
		Gas		Diesel			
FIRE	10-4340-2500	62.11	\$157.11	110.65	\$292.46	\$449.57	
POLICE	10-4310-2500	1921.28	\$5,077.35	0	\$0.00	\$5,077.35	
OCEAN RESCUE	10-4390-2500	280.94	\$718.82	0	\$0.00	\$718.82	
PARKING MANAGEMENT	10-4540-3050	41.51	\$105.01	0	\$0.00	\$105.01	
PARKS MAINTENANCE	10-6130-2500	91.02	\$229.42	0	\$0.00	\$229.42	
WATER	30-7130-2500	0	\$0.00	0	\$0.00	\$0.00	
SEWER	30-7140-2500	0	\$0.00	0	\$0.00	\$0.00	
ENVT.SERVICES/STORMWATER	10-4710-2500	267.07	\$677.19	384.88	\$1,019.17	\$1,696.36	
FLEET MAINTENANCE	10-4250-2500	48.58	\$122.44	0	\$0.00	\$122.44	
STREETS & FACILITIES	10-4510-2500	216.95	\$548.33	0	\$0.00	\$548.33	
						\$0.00	
						\$0.00	
						\$0.00	
		TL QTY=	2929.46	TL QTY=	495.53	Total: \$	\$8,947.30
		TOTAL GAS COST		TOTAL DIESEL COST			\$7,635.67
							\$1,311.63

FUEL SUMMARY REPORT

TOWN OF WRIGHTSVILLE BEACH



Transaction Period:

11/01/2025 - 11/30/2025

Department:	Account	Quantity	Cost	Quantity	Cost	Total Cost		
		Gas		Diesel				
FIRE	10-4340-2500	60.33	\$151.02	138.73	\$388.47	\$539.49		
POLICE	10-4310-2500	1830.26	\$4,843.57	0	\$0.00	\$4,843.57		
OCEAN RESCUE	10-4390-2500	60.31	\$149.99	0	\$0.00	\$149.99		
PARKING MANAGEMENT	10-4540-3050	0	\$0.00	0	\$0.00	\$0.00		
PARKS MAINTENANCE	10-6130-2500	87.37	\$218.38	0	\$0.00	\$218.38		
WATER	30-7130-2500	0	\$0.00	0	\$0.00	\$0.00		
SEWER	30-7140-2500	0	\$0.00	0	\$0.00	\$0.00		
ENVT.SERVICES/STORMWATER	10-4710-2500	281.04	\$697.30	339.72	\$921.42	\$1,618.72		
FLEET MAINTENANCE	10-4250-2500	19.36	\$47.10	12.79	\$33.86	\$80.96		
STREETS & FACILITIES	10-4510-2500	226.64	\$565.24	0	\$0.00	\$565.24		
						\$0.00		
						\$0.00		
						\$0.00		
		TL QTY=	2565.31	TL QTY=	491.24	Total: \$	\$8,016.35	
		TOTAL GAS COST		TOTAL DIESEL COST			\$6,672.60	\$1,343.75

FUEL SUMMARY REPORT

TOWN OF WRIGHTSVILLE BEACH



Transaction Period: 12/01/2025 - 12/31/2025

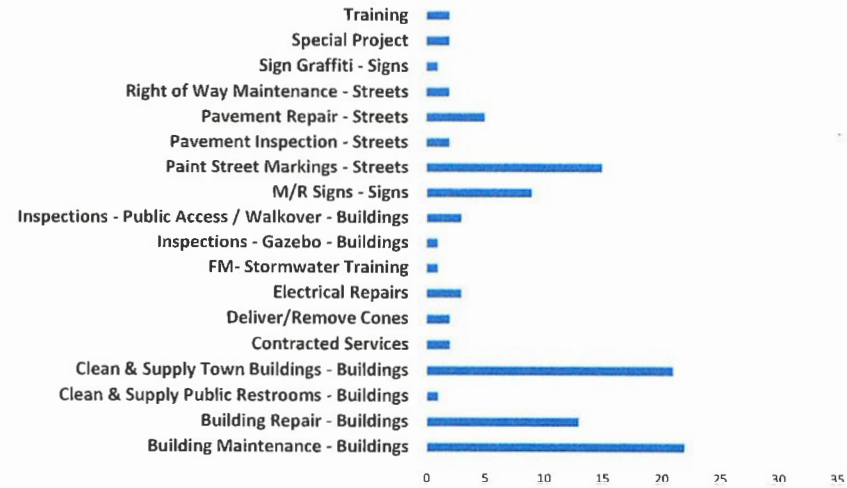
Department:	Account		Quantity	Cost		Quantity	Cost		Total Cost
			Gas			Diesel			
FIRE	10-4340-2500		68.34	\$163.25		141.47	\$423.34		\$586.59
POLICE	10-4310-2500		1846.21	\$4,728.37		0	\$0.00		\$4,728.37
OCEAN RESCUE	10-4390-2500		71.13	\$229.87		0	\$0.00		\$229.87
PARKING MANAGEMENT	10-4540-3050		0	\$0.00		0	\$0.00		\$0.00
PARKS MAINTENANCE	10-6130-2500		188.97	\$459.70		3.75	\$11.22		\$470.92
WATER	30-7130-2500		0	\$0.00		0	\$0.00		\$0.00
SEWER	30-7140-2500		0	\$0.00		0	\$0.00		\$0.00
ENVT.SERVICES/STORMWATER	10-4710-2500		176.87	\$421.32		263.93	\$789.76		\$1,211.08
FLEET MAINTENANCE	10-4250-2500		26.03	\$63.31		0	\$0.00		\$63.31
STREETS & FACILITIES	10-4510-2500		183.78	\$446.32		0	\$0.00		\$446.32
									\$0.00
									\$0.00
									\$0.00
		TL QTY=	2561.33		TL QTY=	409.15		Total: \$	\$7,736.46
		TOTAL GAS COST		\$6,512.14	TOTAL DIESEL COST		\$1,224.32		

Streets & Facilities

Service Requests

Request Type	Count	Percentage
Building Maintenance - Buildings	22	20.56%
Building Repair - Buildings	13	12.15%
Clean & Supply Public Restrooms - Buildings	1	0.93%
Clean & Supply Town Buildings - Buildings	21	19.63%
Contracted Services	2	1.87%
Deliver/Remove Cones	2	1.87%
Electrical Repairs	3	2.80%
FM- Stormwater Training	1	0.93%
Inspections - Gazebo - Buildings	1	0.93%
Inspections - Public Access / Walkover - Buildings	3	2.80%
M/R Signs - Signs	9	8.41%
Paint Street Markings - Streets	15	14.02%
Pavement Inspection - Streets	2	1.87%
Pavement Repair - Streets	5	4.67%
Right of Way Maintenance - Streets	2	1.87%
Sign Graffiti - Signs	1	0.93%
Special Project	2	1.87%
Training	2	1.87%
Total Service Requests	107	100.00%

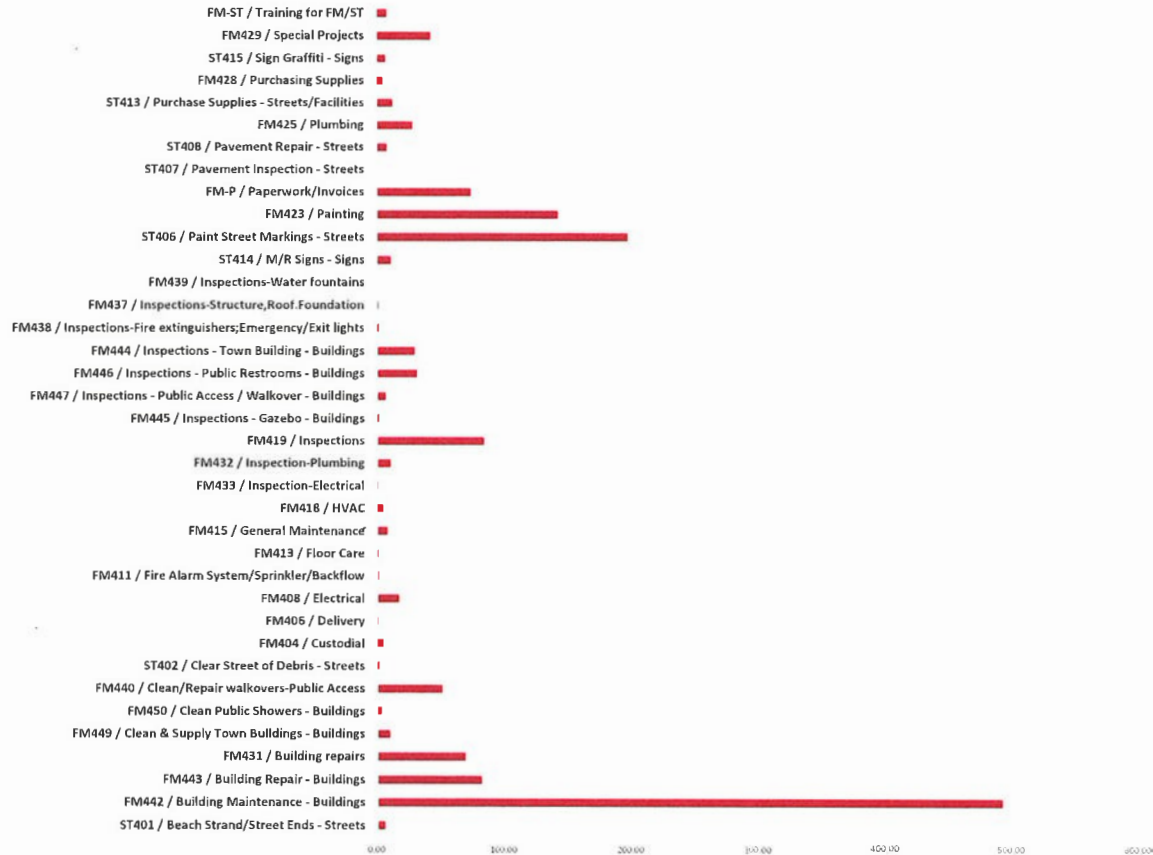
Streets & Facilities - Service Requests



Streets & Facilities - Tasks

Task / Buildings	Labor Hours
ST401 / Beach Strand/Street Ends - Streets	7.00
FM442 / Building Maintenance - Buildings	492.50
FM443 / Building Repair - Buildings	83.00
FM431 / Building repairs	70.00
FM449 / Clean & Supply Town Buildings - Buildings	11.00
FM450 / Clean Public Showers - Buildings	4.50
FM440 / Clean/Repair walkovers-Public Access	52.00
ST402 / Clear Street of Debris - Streets	3.00
FM404 / Custodial	6.00
FM406 / Delivery	2.00
FM408 / Electrical	18.00
FM411 / Fire Alarm System/Sprinkler/Backflow	3.00
FM413 / Floor Care	2.50
FM415 / General Maintenance	9.00
FM418 / HVAC	6.00
FM433 / Inspection-Electrical	2.00
FM432 / Inspection-Plumbing	11.50
FM419 / Inspections	85.00
FM445 / Inspections - Gazebo - Buildings	3.00
FM447 / Inspections - Public Access / Walkover - Buildings	7.50
FM446 / Inspections - Public Restrooms - Buildings	32.50
FM444 / Inspections - Town Building - Buildings	30.50
FM438 / Inspections-Fire extinguishers;Emergency/Exit lights	3.00
FM437 / Inspections-Structure,Roof,Foundation	2.00
FM439 / Inspections-Water founlains	1.00
ST414 / M/R Signs - Signs	12.00
ST406 / Paint Street Markings - Streets	198.50
FM423 / Painting	143.50
FM-P / Paperwork/Invoices	75.00
ST407 / Pavement Inspection - Streets	1.00
ST408 / Pavement Repair - Streets	9.00
FM425 / Plumbing	29.00
ST413 / Purchase Supplies - Streets/Facilities	13.50
FM428 / Purchasing Supplies	6.00
ST415 / Sign Graffiti - Signs	8.00
FM429 / Special Projects	43.50
FM-ST / Training for FMST	9.00
Total Hours	1,495.50

Streets & Facilities - Tasks

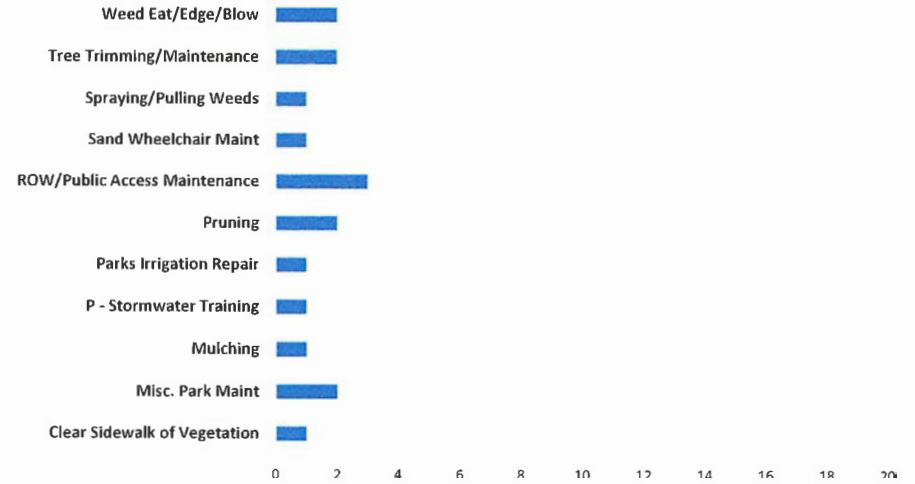


Park Maintenance Department

Service Requests

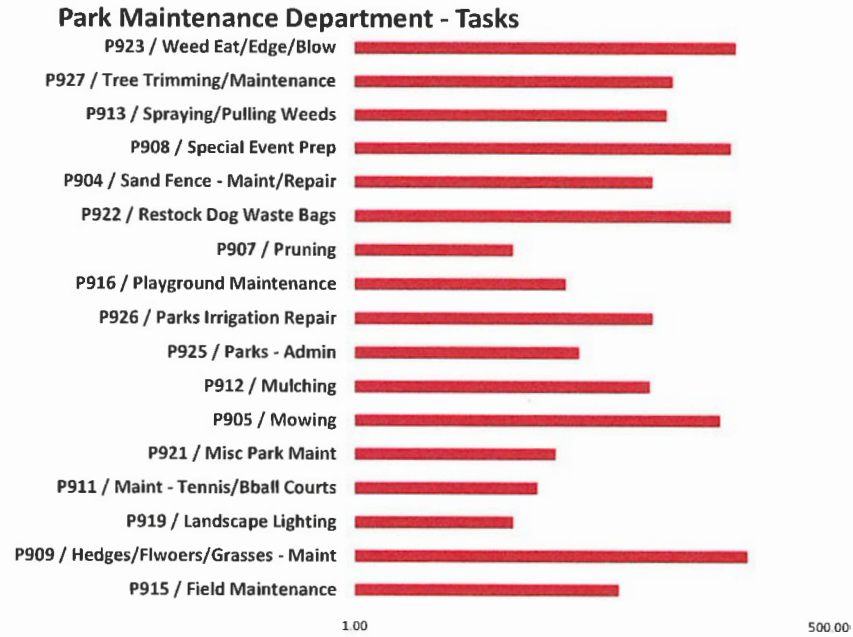
Request Type	Count	Percentage
Clear Sidewalk of Vegetation	1	5.88%
Misc. Park Maint	2	11.76%
Mulching	1	5.88%
P - Stormwater Training	1	5.88%
Parks Irrigation Repair	1	5.88%
Pruning	2	11.76%
ROW/Public Access Maintenance	3	17.65%
Sand Wheelchair Maint	1	5.88%
Spraying/Pulling Weeds	1	5.88%
Tree Trimming/Maintenance	2	11.76%
Weed Eat/Edge/Blow	2	11.76%
Total	17	23.53%

Park Maintenance Department - Service Requests



Park Maintenance - Tasks

Task Type	Labor Hours
P915 / Field Maintenance	32.00
P909 / Hedges/Flwoers/Grasses - Maint	172.50
P919 / Landscape Lighting	8.00
P911 / Maint - Tennis/Bball Courts	11.00
P921 / Misc Park Maint	14.00
P905 / Mowing	120.00
P912 / Mulching	48.00
P925 / Parks - Admin	19.00
P926 / Parks Irrigation Repair	50.00
P916 / Playground Maintenance	16.00
P907 / Pruning	8.00
P922 / Restock Dog Waste Bags	139.00
P904 / Sand Fence - Maint/Repair	50.00
P908 / Special Event Prep	139.00
P913 / Spraying/Pulling Weeds	60.00
P927 / Tree Trimming/Maintenance	65.00
P923 / Weed Eat/Edge/Blow	148.50
Total Labor Hours	1,100.00





Town of Wrightsville Beach

North Carolina

321 Causeway Drive

Wrightsville Beach, NC 28480

910-256-7900

To: Mayor Dull and Board of Aldermen

From: Brian Murray, Finance Officer

Subject: Budget Amendment (2026) 684-B – Closure of Completed Project Fund

Date: February 12, 2026

Background

The Town previously established Fund 52 – Pickleball Fund to account for the design and construction of new pickleball courts at the Town park. The project was partially funded through a Parks and Recreation Trust Fund (PARTF) grant, with the remaining costs funded by the Town.

Construction of the pickleball courts has been completed, all eligible grant expenditures have been submitted and reimbursed, and all known obligations associated with the project have been satisfied. As the capital project is now fully complete, the Pickleball Fund is no longer required for ongoing financial activity.

Closing the fund represents the final administrative step in concluding the project and will simplify the Town's financial structure by eliminating an inactive capital project fund.

Action Requested

Staff requests that the Board of Aldermen approve Budget Amendment No. 684-B to close Fund 52, and authorize staff to complete all necessary accounting entries, including the transfer of any remaining fund balance to the General Fund, as described above.

TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA
 CAPITAL PROJECT ORDINANCE (2026) 684-B
 FISCAL YEAR 2025/26

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 and the following capital project funds closed for the fiscal year ending June 30, 2026:

Section I. To amend the Pickleball Project Fund (Fund 52) to inactivate and close said Town Fund and consolidate in the Town's General Fund (Fund 10), the fund accounts are to be amended as follows:

<u>Account No.</u>		<u>Debit</u>	<u>Credit</u>
52-6120-1903	Town Hall Parking Lot	20.00	
52-9800-9600	Transfer to GF	81,543.26	
52-3991	Appropriated Fund Balance		71,314.60
52-3831	Interest Earned		3,268.80
52-6120-1900	PARTF Project		6,979.86

Section II. Copies of this Budget Ordinance No. (2026) 684-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 February 2026.

 MCKINLEY DULL
 Mayor

ATTEST:

 LANCE HEATER
 Town Clerk

Seal

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 Dull and Board of Aldermen

From: Katie Carus-Childers, Parks and Recreation Director 

Subject: Harbor Island Garden Club and Town of Wrightsville Beach
Memorandum of Understanding

Date: February 6, 2026

Attached for the Board's consideration is the draft Memorandum of Understanding between the Harbor Island Garden Club and the Town of Wrightsville Beach with revisions to reflect the addition of the Memorial Garden on Bob Sawyer Drive. The Board requested that the MOU be updated to include the proposed Memorial Garden that was presented and approved at the January 7th meeting.

REQUESTED ACTION: Approve the revisions to the Memorandum of Understanding between the Harbor Island Garden Club and the Town of Wrightsville Beach as presented.



Memorandum of Understanding

between

The Town of Wrightsville Beach and the Harbor Island Garden Club

THIS MEMORANDUM OF UNDERSTANDING ("MOU") is entered into by and between the Town of Wrightsville Beach (hereinafter referred to as "Town") and the Harbor Island Garden Club (hereinafter referred to as "HIGC"), collectively they are referred to as the "Parties."

The purpose of this MOU is to establish a framework for cooperation and collaboration between the Town and HIGC in maintaining the Harbor Way Gardens **and the Memorial Garden on Bob Sawyer Drive** recognizing that HIGC volunteers routinely provide landscaping services through their club volunteer committees. This MOU will assist in defining the relationship between the Parties to ensure that the goals of each as related to the Harbor Way Gardens, **the Memorial Garden, and other municipal properties where the HIGC desires to provide landscaping services** are accomplished in a mutually supportive way.

WITNESSETH

WHEREAS, the Town is a municipality of the State of North Carolina; and

WHEREAS, HIGC is a non-profit corporation with tax exempt status from the Internal Revenue Service under Section 501(c)(3) of the United States Internal Revenue Code organized under North Carolina's non-profit corporation statute for the purpose of maintaining the natural beauty of Wrightsville Beach, protecting the quality of the coastal environment, mentoring junior gardeners, and organizing fundraising activities to support HIGC efforts; and

WHEREAS, the Harbor Way Gardens **and the Memorial Garden properties are assets is an**

asset of the Town requiring a high level of maintenance and management commensurate with its value and importance to the Town; and

WHEREAS, HIGC desires to maintain the Harbor Way Gardens **and the Memorial Garden** as part of the organization's mission, and desires to use the Harbor Way Gardens for meetings, events, ceremonies, and fundraising activities; and

WHEREAS, the Town and HIGC desire to formalize the relationship between the Parties by setting forth a series of mutual expectations with regard to the stewardship of the Harbor Way Gardens **and the Memorial Garden**;

NOW THEREFORE, in consideration of the mutual covenants, promises and commitments herein, the Parties agree as follows:

HARBOR ISLAND GARDEN CLUB

1. Has the authority to landscape and maintain the Harbor Way Gardens **and the Memorial Garden**.
2. Shall coordinate schedule of activities for the Harbor Way Gardens, **the Memorial Garden, and other municipal properties where the HIGC desires to provide landscaping services** with Wrightsville Beach Parks and Recreation including events, debris removal, or other activities beyond regular landscaping and maintenance.
3. Receive approval from the Town of Wrightsville Beach Board of Aldermen before installing or removing any permanent structures or changing structural designs. Request to be coordinated through Parks and Recreation.
4. Receive approval from the Town of Wrightsville Beach Board of Aldermen before planning any events or fundraising activities. Request to be coordinated through Parks and Recreation.

TOWN OF WRIGHTSVILLE BEACH

1. Coordinate Town activities calendar to accommodate HIGC requests for use of the Harbor Way Gardens **and the Memorial Garden** for HIGC events, debris removal, or

other activities to the extent possible.

2. Present HIGC requests for special events, fundraising activities, or changes to Harbor Way Gardens **and the Memorial Garden** including addition or removal of structures to the Board of Aldermen upon Town staff and Parks and Recreation Advisory Committee review.
3. Coordinate Town parks maintenance staff schedule with HIGC and its representatives to complete approved projects including installation or removal of any permanent structures and/or debris removal as schedule and availability allow.

The Parties agree that the Town has no financial obligation to HIGC to fund any costs other than what is mutually agreed upon and approved by the Town's Board of Aldermen.

TERM OF AGREEMENT

This agreement shall remain in effect until either party cancels by giving the other Party written notice.

NOTICES

Required notices for Harbor Way Gardens **and Memorial Garden** meetings, events, fundraisers or other activities shall be emailed to Parks & Recreation at parksandrecreation@towb.org and to the current President of the Harbor Island Garden Club at HIGCpresident@gmail.com. Any other notice to either party hereunder including termination of agreement must be in writing signed by the party giving it, and shall be deemed given when mailed postage prepaid by the U.S. Postal Service first class, certified or express mail or other overnight mail service, or hand delivered, when addressed as follows:

To Town: Parks & Recreation, Town of Wrightsville Beach, 4 Fran Russ Drive, Wrightsville Beach, NC 28480

To Harbor Island Garden Club: President, Harbor Island Garden Club, PO Box 402, Wrightsville Beach, NC 28480

INSURANCE REQUIREMENT

HIGC will provide proof of general liability insurance naming the Town of Wrightsville Beach as an additional insured with limits no less than one million dollars.

HOLD HARMLESS CLAUSE

HIGC shall defend, save, hold harmless, and indemnify the Town, its officers, agents, and employees from all claims, suits, or actions of whatever nature resulting from or arising out of the activities of HIGC or its officers, employees, subcontractors, or agents arising out of or resulting from any activities of HIGC in Harbor Way Gardens or the Memorial Garden, provided, however, HIGC shall not be required to defend, save, hold harmless or indemnify the Town, its officers, employees or agents from any claims, suits or actions to the extent caused by or resulting from the negligence or willful misconduct of the town, its officers, agents, employees, their invitees or licensees.

GOVERNING LAW

This MOU shall in all respects be governed by, and construed in accordance with, the laws of the State of North Carolina and all Town of Wrightsville Beach Code of Ordinances.

SIGNATURES

IN WITNESS WHEREOF, the Town of Wrightsville Beach and the authorized representative of the Harbor Island Garden Club have executed this MOU on this _____ day of _____ 2026, the effective date of this MOU.

By:

Attest:

McKinley "Ken" Dull, Mayor
Town of Wrightsville Beach

Lance Heater
Town Clerk

By:

President
Harbor Island Garden Club



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

MEMORANDUM

To: Mayor Dull and Board of Aldermen

From: Lance G. Heater, Town Clerk

Subject: **Adoption of Resolution (2026) 2366 authorizing the sale of surplus vehicles through GovDeals.**

Date: February 12, 2026

Background/Purpose of Request:

State statutes allow the Town to dispose of surplus property through electronic auction with the adoption of an authorizing resolution. The Public Works Department has 4 vehicles, a backhoe/loader and broom tractor which have reached the end of their useful lives, and which need to be disposed of. The vehicles range from 13 to 21 years old, the backhoe/loader is 29 years old and the broom tractor is 28 years old. Each one has rust and mechanical and other issues that have led WBPW to put them out of service.

Town Manager's Recommendation:

Adopt Resolution (2026) 2366 authorizing the sale of surplus vehicles through GovDeals.

Attachments:

1. Resolution No. 2366 2-12-26

RESOLUTION NO. (2026) 2366

Board of Aldermen
Town of Wrightsville Beach, North Carolina
Date: February 12, 2026



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:

Ford F350 SD 2011 4X2 Reg Cab DRW wservice body #10511
Ford F350 2012 4X2 Reg Chas Cab DRW wService Body #10612
Ford Transit Connect XL Cargo Van 2013 #40413
Ford F550 2005 4X4 wALTEC Boom 38 wBucket #41105
310SE John Deere 4X4 BackhoeLoader w4in1 bucket #11397
New Holland 3010S Tractor w/broom attachment #4319

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.

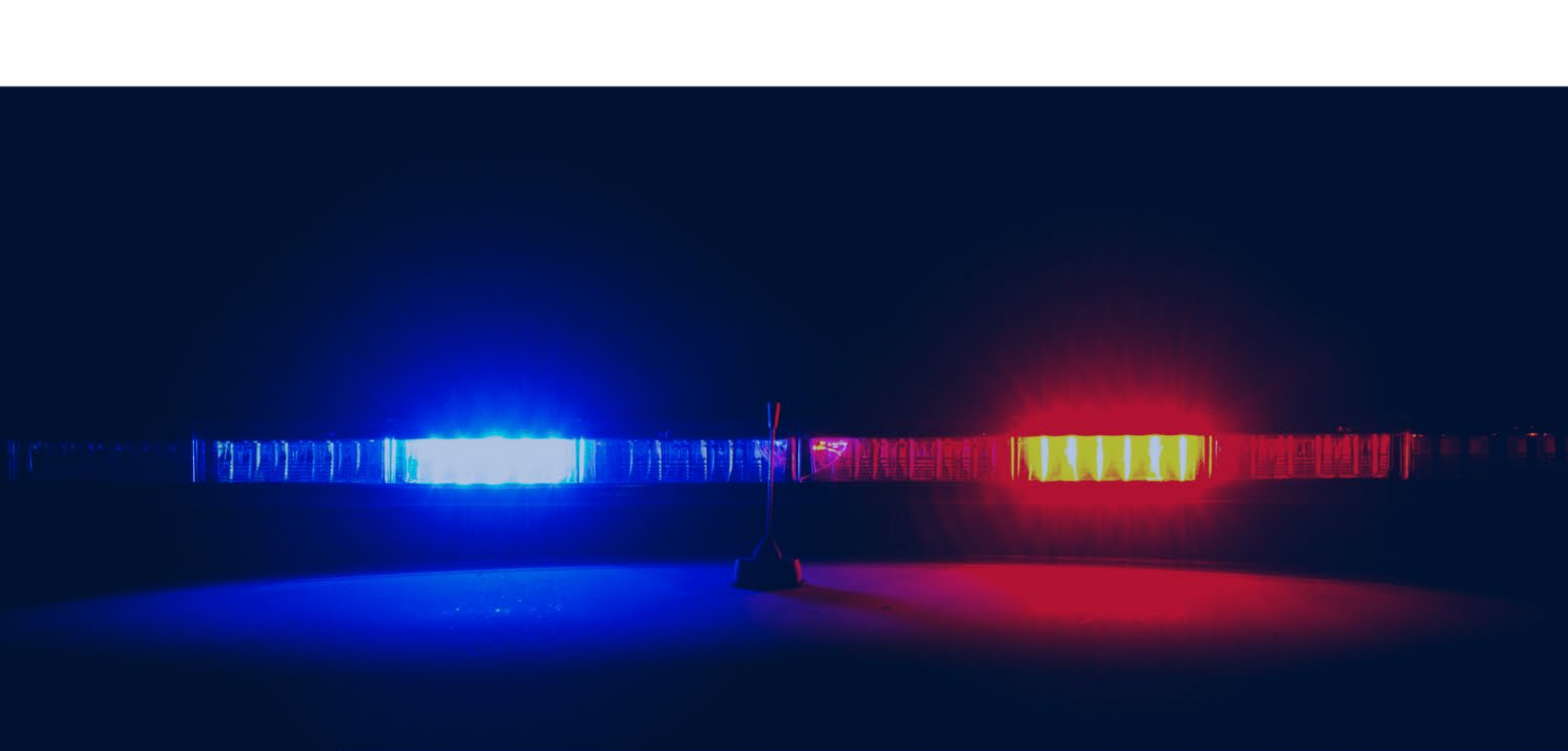
This Resolution adopted this 12th day of February, 2026.

McKinley Dull, Mayor

ATTEST:

Lance G. Heater, Town Clerk

(SEAL)



LAW ENFORCEMENT RISK REVIEW

Executive Summary Report

Wrightsville Beach Police Department

Prepared by: Joseph Graziano

**December
2025**





HISTORY

The North Carolina League of Municipalities is a member-driven organization representing the interests of cities and towns across the state. Through their collective efforts, League member cities and towns better serve their residents and enhance their quality of life. For over 100 years, the League has been the united voice for cities and towns striving for a better North Carolina.

Participation in the risk management review starts with a voluntary request from the police departments that are part of the League's property and liability insurance pool. This risk management review is not meant to replace or supplement other industry resources. The North Carolina League of Municipalities encourages agencies to engage in recognized programs that assess law enforcement services based on benchmarks, accountability, industry best practices, and professionalism. This risk management review does not cover all known risks to law enforcement agencies but aims to address specific areas of liability. The risk management review process will evolve as more liability concerns are identified.

ON-SITE AND STANDARD COMMENTS

During my recent visit to the police department, I was impressed by the organization's ongoing commitment to excellence and community service. The leadership team, from the Chief to the command staff, shows proactive, strategic leadership that improves operational readiness and boosts overall performance. Their thorough evaluation and efforts to address potential patrol gaps demonstrate a strong dedication to both officer effectiveness and public safety.

The department's participation in the Risk Review process was also significant. Their proactive stance on the recommendations enhances a strong culture of continuous improvement and organizational responsibility. Additionally, the agency's emphasis on comprehensive training at all levels highlights a substantial investment in professional development and long-term success. This commitment has directly contributed to establishing a steady recruitment flow, ensuring a well-trained and visible uniform presence in the community.

EXECUTIVE SUMMARY

The Wrightsville Beach Police Department has reached a significant milestone in its efforts to achieve operational excellence and build community trust by completing the North Carolina League of Municipalities' Risk Review process for the third time. Only 10 agencies across the state have achieved this, which is even more impressive given the department's ongoing CALEA Accreditation. This milestone showcases outstanding leadership and a strong commitment to upholding the highest standards of professional policing.

By meeting more than 40 strict standards, the department has identified and addressed high-risk areas and improved best practices to boost officer safety, operational readiness, and community engagement. This comprehensive review demonstrates a strong commitment to ongoing improvement and a disciplined approach to reducing risk and organizational liability.

Successfully completing this process reaffirms the department's accountability and commitment to operational integrity. By prioritizing risk management, training, and the implementation of best practices, the agency has enhanced both internal operations and public trust. This achievement establishes a high standard for law enforcement excellence and demonstrates principles of risk-aware, community-focused policing.

Date of Next Review:

Current Completion Date: 12/03/2025

Next Review: 12/03/2028

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Version 5.0 (8.2025)

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I. ADMINISTRATION SECTION:

1. Supervisor Training:

- A. **Basic Leadership:** The department requires **initial** supervisory training for new sergeants, supervisors, and commanders. This can include documented agency and town policy review/testing. The completion of the NCLM Online-Supervision Training via the NeoGov platform can also be utilized in conjunction with other supervisor training.
- B. **Professional Development:** The department provides structured (internal or external) **annual** training in high liability policy, trends, and supervisory practices for supervisors and commanders. This may include structured internal training and policy review, professional conferences, workshops, lectures, NCLM RMS Training, and other recognized professional training.

Suggested Proof of Compliance: The department seeks professional development for supervisors and command staff, including, but not limited to:

- Management Development Program (MDP)-NCJA
- Administrative Officers Management Program (AOMP)-NCSU
- FBI National Academy (NA)
- Southern Police Institute- University of Louisville
- Law Enforcement Executive Program (LEEP)-NCSU
- Any professionally recognized leadership program or seminar
- IACP Annual Conference
- NCPEA Annual Conference
- NCACP Annual Conference
- FBI National Academy (NA)- Alumni Annual Conference
- Documented high-risk agency and town policy review/testing, and the completion of the NCLM Online Supervision Training
- Any other professionally recognized leadership-training organization

In Compliance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Agency Policy Number(s) – Policy #14.02 Training Procedures		
Agency Comments; The purpose of this directive is to establish policy and procedure for the administration of the Department's Training Program. Training is one of the most important responsibilities in a law enforcement agency. Training serves three broad purposes. First, well-trained officers are generally better prepared to act decisively and correctly in a broad spectrum of situations. Second, training results in greater productivity and effectiveness. Third, training fosters cooperation and unity of purpose. Agencies are being held legally accountable for the actions of their personnel and for failing to provide adequate training. Training should be consistent with the agency's goals and objectives and training programs should ensure that the needs of the agency are addressed in every aspect.		

Advanced Training - Training usually held outside the Department and designed to impart higher level supervisory or management skills to participants. Advanced training will be provided through formal training institutions such as the FBI National Academy, the N.C. Justice Academy, the N.C. State University Administrative Officers Management Program, and other available programs.

Career Development Training – Elective training available to employees designed to enhance their knowledge, skills and abilities in a specific career path.

Criteria for selection of personnel to attend such training includes:

- a. Present rank and position
- b. Length of service with the Department
- c. Performance record
- d. Recommendations from supervisors and commanders

Evaluator Comments (To be completed by NCLM Staff):

The department meets and exceeds the dimensions in this category, verified through proofs provided by the Department and agency on-site visit. The agency has clearly defined policies that outline career advancement and new supervisor training to provide as much training to supervisors as possible.

2. Early Warning System:

The department utilizes a process for the early identification of employees exhibiting symptoms of stress, negative performance, or behavior that could pose liability to the community, agency, and officer.

The system should identify patterns of behavior that might be symptomatic that an individual employee requires an intervention. The department should have a clear disciplinary process or proper intervention in place to address willful or at-fault violations. The system should also include referral options (voluntary or involuntary) to the employee for assistance or counseling when warranted.

It is mandatory that the Early Warning System track, at a minimum, all of the following:

- Biased Based Policing Complaints
- Domestic Violence Misconduct Incidents
- Citizen Complaints
- Incidents involving the use of force
- Internal Affairs Investigations
- Shooting incidents/Discharge of firearms
- Vehicle Accidents/Preventable accidents
- Vehicle Pursuits

In Compliance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Agency Policy Number(s) 4.11 Personnel Early Warning System		

Agency Comments:

Describe the system the agency utilizes and how the system identifies prioritized performance: EIS is a tool designed to assist the Department in identifying officers in need of assistance. It provides supervisors with the opportunity to better assess and intervene in situations where the employee may benefit from coaching or counselling. EIS is not a tool for discipline or punishment, but a support and risk mitigation tactic for both the agency and the employee. Additionally, EIS is not intended to replace the responsibility and authority of the immediate supervisor whose role it is to observe, monitor, guide and when necessary, correct the actions of his/her subordinates.

EAP offers employees a way to access coaching and counselling services that are focused on their success and wellness.

The Office of the Chief will initiate a quarterly review of the relevant data. If an employee has exceeded any of the following parameters, an EIS review will be initiated. The Division Commander will ensure that the employee's supervisor initiates an evaluation of the facts and circumstances to develop a recommendation as to whether/what intervention may be appropriate.

- a. Being the subject of two or more internal investigations (exempting any with a finding of unfounded or exonerated) within a 12-month period
- b. Two or more uses of force within a -6 month period
- c. Two or more motor vehicle crashes within a 12-month period
- d. Two or more reports of injury during a 12-month period
- e. More than three of any combination of the previous incidents within a 12-month period

In the event a supervisor observes any of the following behaviors, the supervisor should discuss the matter with the employee and then, he or she should forward his or her concerns to his or her Division Commander through the chain of command. The Division Commander will consult with the Chief of Police to determine the need for an EIS review.

- a. Excessive absenteeism or tardiness
- b. A significant reduction in work performance
- c. Sudden unusual behavior
- d. Indications of substance abuse, and
- e. Supervisory problems where previous attempts through performance review and discipline have had little, if any, effect on resolving the undesired behavior.

How does the agency track trend and patterns for intervention?

The Office of the Chief will initiate a quarterly review of the relevant data. If an employee has exceeded any of the above parameters, an EIS review will be initiated. The department maintains a spreadsheet that assists with tracking and locating files.

Evaluator Comments (To be completed by NCLM Staff):

The department meets and exceeds the dimensions in this category, verified through proofs provided by the Department and agency on-site visit.

3. Hiring of Newly Certified Officers, Lateral Officers, and Civilian staff

- A. The department meets all requirements of the North Carolina Training and Standards Commission when hiring new officers:
 - 1. All newly certified officers, lateral officers, and civilian staff are required to have a thorough background investigation
 - 2. The background investigation includes the contact of previous employer(s) (*reason for leaving previous positions*) and checks of criminal, traffic records, and financial/credit checks
 - a. Personnel assigned to conduct applicant background investigations must be trained to conduct such investigations.
 - 3. Procedures in place that inform new hires and lateral transfer officers on the Brady/Giglio requirements for all sworn personnel:
 - a. Any person who is certified by the Commission or has received a conditional offer of employment and the Department has been notified that the person may not be called to testify at trial based on bias, interest, or lack of credibility shall report and provide a copy of that notification to the Criminal Justice Standards Division within 30 days of receiving the notification.
 - 4. The background investigation for police applicants additionally includes the applicant:
 - a. Has a medical examination
 - b. Passes a drug screening test
 - c. Is thoroughly interviewed by designated departmental staff
 - d. Successfully completes a psychological examination

In Compliance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Related Agency Policy Number(s) 8.21 Disclosure of Exculpatory Evidence, Policy 4.10 Recruitment and Personnel Selection		
Agency Comments: The agency follows guidelines set forth by the N.C. Criminal Justice Training and Standards Division. Polygraph evaluations are conducted during the background process. All potential candidates, probationary candidates and laterals are required to complete the hiring process through FMRT. This includes psychological, physical, and drug screening. I reviewed files of probationary officers as well as lateral transfer officers and the files are		

complete with the State mandated paperwork to include full background (F-8) and full evaluations through FMRT.
 Even though WBPB Policy 8.21 touches on Giglio/Brady, we are planning to add a stand-alone policy that explains the Giglio reporting requirements, so all personnel are familiar with case law and reporting.

Evaluator Comments (To be completed by NCLM Staff):

The department meets and exceeds the dimensions in this category, verified through proofs provided by the Department and agency on-site visit. While on-site, a lateral hiring packet and a cadet hiring packet were reviewed, and they showed best practices with complete, detailed background investigations following state-mandated guidelines.

4. Internal Affairs-Citizen Complaints:

- A. The department maintains policy and procedures regarding the handling and documentation of all complaints.
- B. Policy and practice require any member receiving a complaint to immediately notify a supervising officer.
- C. Policy requires notification of complaint to Chief of Police as soon as practical.
- D. Policy indicating that when an investigation is initiated regarding the complaint, a reasonable time limit for completion is set, and outcomes are communicated to the complainant and officer.
- E. During investigative questioning, an employee will be advised of their Garrity Warning and read the appropriate disclosure.
 - 1. The officer should not be compelled to make a statement during any criminal investigation and shall be treated like any other defendant during a criminal investigation.
- F. The police department will not conduct an internal investigation on other municipal departments within the town. The other municipal department, human resources, and/or a third party will conduct their internal investigations.
- G. Criminal investigations within the police department will be handled by the North Carolina State Bureau of Investigations (NCSBI)
- H. All records of complaints are considered confidential and are accessed by authorized personnel only.

In Compliance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Related Agency Policy Number(s) WBPB Policy 3.01 Internal Affairs and 11.04 Maintenance and Destruction of Records		
Agency Comments: The Wrightsville Beach Police Department will receive and investigate all complaints, including anonymous complaints that are related to employee conduct in a manner that will ensure each investigation reflects best practices, provides due process, and demonstrates		

our commitment to professional accountability.
 All complaints from any source, including anonymous sources, shall be accepted by any employee of the Department and forwarded to the Support Services Captain who shall make proper notification directly to the Chief of Police. Complaints may be directed against a specific employee of the Department or directed toward the Department in general.
 The Department will maintain a record of all complaints against the Department or any employee. The records will be under the control of the Chief of Police and will be maintained as confidential records

Evaluator Comments (To be completed by NCLM Staff):

The department meets and exceeds the dimensions in this category through a comprehensive and robust policy and verified through proofs provided by the Department and agency on-site visit.

5. Disciplinary Process:

- A. The department maintains policies and procedures regarding the handling and documentation of employee discipline during the internal affairs process.
- B. Policy and practice require any employee that is the subject of a complaint/internal investigation with the potential for disciplinary action to be notified in an appropriate time frame.
- C. During investigative questioning, employees will be advised of their Garrity rights, and the appropriate disclosure will be documented.
- D. Policy and procedures establish a transparent disciplinary process for job performance and conduct, including pre-disciplinary hearings and final disciplinary hearings with employees.
- E. Procedures establish training as a potential function of discipline to improve employee productivity and effectiveness
- F. Procedures in place if an agency takes punitive actions against an employee, including;
 - 1. Suspension
 - 2. Demotion
 - 3. Dismissal
- G. Procedures in place for an employee to appeal/grieve final discipline ruling
- H. Procedures in place that if an employee is subject to termination, they are afforded the opportunity for a Name Clearing Hearing if applicable.
- I. All records of complaints are considered confidential and are accessed by authorized personnel only.

In Compliance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Related Agency Policy Number(s) WBPB Policy 4.02 Employee Discipline, 3.01		

Internal Affairs

Agency Comments:

The policy of this Department shall be to administer discipline in a fair and equitable fashion in order to promote an atmosphere of professionalism, trust and accountability. When an administrative review or a more formal internal investigation has produced a sustained finding, the appropriate disciplinary reaction will have to be determined. It shall be the procedure of this agency to employ training, counseling, and or punitive discipline in a manner best suited to achieve compliance, reduce risk, and maintain public trust.

When additional training and/or disciplinary counseling are insufficient or inappropriate, the need for more severe discipline is indicated. The following punitive action, or any combination, may be assessed against members of the Department as disciplinary action: –

1. Written Reprimand - A written notice to a member of the Department that a situation exists in which a violation of a rule or policy has occurred, and stronger disciplinary action may be taken if the situation is not corrected.

2. Suspension - Temporary relief from duty without pay.

3. Demotion - Reduction in rank or designation.

4. Dismissal - Termination of employment.

Grievances could include the appeal of a disciplinary action, performance evaluation, merit pay decision or other circumstance where the employee believes they have been treated unfairly. In the event that any officer or employee feels that treatment received or discipline levied is unfair or unjust, he/she may initiate the grievance procedure as set forth in Town Personnel Policy, Chapter 10, Grievance Procedure and Adverse Action Appeal.

The document does not explicitly mention a "name clearing hearing." However, it outlines grievance procedures and remedies for employees objecting to material in their personnel files. Employees can place a statement in their file or seek removal of material through established grievance procedures. Additionally, employees dismissed or disciplined have the right to a pre-dismissal conference to present their response before final action is taken. Internal affairs related forms are found on the "police" drive under IA Forms. This file contains complaint tracking and Garrity form

Evaluator Comments (To be completed by NCLM Staff):

The department meets and exceeds the dimensions in this category through a comprehensive and robust policy and verified through proofs provided by the Department and agency on-site visit.

6. Harassment & Discrimination:

- A. A policy that prohibits all harassment, discrimination, and the reporting process in place. Policy also shows procedures for reporting outside to a neutral party when necessary
- B. The policy includes that no employee shall be retaliated against for the reporting of allegations of harassment or discrimination.
- C. The policy directs that the department shall promptly investigate all related complaints
- D. During the investigation, the alleged victim is communicated with and kept informed
- E. Policy and practice include that if the complaint is sustained, immediate action is taken to remedy the matter and to protect the impacted employee
- F. Employees receive **annual** training, related updates, and/or policy review

In Compliance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Related Agency Policy Number(s) WBPB Policy 4.01 Discrimination and Sexual Harassment		
Agency Comments		
<p>Any employee who believes that they have been discriminated against by another employee of the Town or who believes they are the victim of any form of harassment should notify the Chief of Police through their chain of command. Notification can also be made to the Town Manager or the Town Attorney if the allegations involve the Chief of Police or the Chief of Police fails to take action in the matter. In the event any employee feels that he or she has been subject to harassment by his/her supervisor, the employee may refer the matter directly to the Chief of Police. The Chief of Police will immediately notify the Town Manager. No Employee shall be retaliated against for the reporting of allegations. It is the responsibility of any supervisor receiving a report of discrimination or harassment to immediately report the incident to the Chief of Police. Additionally, the supervisor will fill out a Personnel Complaint Report or detail information in a memorandum and submit it to the Chief of Police. The supervisor may take any necessary immediate action.</p> <p>2021 PP-02 - Sexual Harassment Training Presentation in PowerDMS</p>		
Evaluator Comments (To be completed by NCLM Staff):		
<p>The department meets and exceeds the dimensions in this category through a comprehensive and robust policy and verified through proofs provided by the Department and agency on-site visit.</p>		
Annual policy review verified? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

7. Biased-Based Policing:

- A. The department policy clearly defines and prohibits any type of contacts or enforcement by any member related to: “biased-based policing/enforcement practices”. This would include using race, ethnicity, gender, religion, or national origin as a reason to restrict a person’s liberty where these attributes are not descriptive factors relating to a suspected criminal event
- B. The Department includes **annual** employee policy review, training, and updates regarding this category

In Compliance?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Related Agency Policy Number(s) 1.03 - Prohibition OF Biased Based Policing	
<p>Agency Comments:</p> <p>Officers shall not consider such factors as race, ethnicity, gender, gender identity/expression, sexual orientation, immigration status, disability, religion, economic status, age, membership in cultural groups or any other form of bias or prejudices in establishing either reasonable suspicion or probable cause. Similarly, officers shall not consider such factors as race/ethnicity in deciding to initiate even consensual encounters that do not amount to legal detentions nor shall officers consider such factors to initiate a requested consent to search.</p> <p>Officers may take into account the reported race, ethnicity, age or gender of a specific suspect or suspects based on trustworthy, locally relevant information that links a person or persons of a specific race, ethnicity, gender, gender identity/expression, sexual orientation, immigration status, disability, religion, economic status, age, membership in cultural groups or any other form of bias or prejudices shall never be used as the sole basis for probable cause or reasonable suspicion.</p> <p>2021- V-01 - 2021 PP-01in PowerDMS</p>	
<p>Evaluator Comments (To be completed by NCLM Staff):</p> <p>The department meets and exceeds the dimensions in this category through a comprehensive and robust policy and verified through proofs provided by the Department and agency on-site visit.</p>	
<p>Was the annual policy review verified? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	

8. Proactive Risk Reduction Strategies:

- A. The department utilizes a comprehensive driver’s evaluation instrument during field training and for post-accident retraining.
 - i. **Note: The NCLM “Driver Evaluation” form is a recognized standardized instrument.**
- B. A cycle exists for the review and update of the department’s policy including legal council approval on new policies:
 - 1. An annual review is preferred; a three-year review is acceptable.
- C. In addition, the agency incorporates at least (1) one of the following:
- D. The department participates in NCLM-sponsored risk-reduction training seminars
- E. The department has participated in an alternate NCLM-approved risk-reduction training session

In Compliance?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Related Agency Policy Number(s)	
<p>Agency Comments: Officers in training are rated on vehicle operations throughout the duration of the FTO process. A final evaluation of the OIT is completed by the FTO and supervisor on the VEHICLE OPERATIONS EVALUATION FOR LAW ENFORCEMENT form (Officer Elder) 2023 MIST included Liability of Patrol Vehicle Operations (Cpl. Vaughan) North Carolina League of Municipalities Advanced Law Enforcement Defensive Driver Training - ‘Slower is Faster’ (Rose 2025)</p> <p>New Hire employees take NEOGOV learn classes assigned by the Towns HR Director.</p>	
<p>Evaluator Comments (To be completed by NCLM Staff):</p> <p>The department meets and exceeds the dimensions in this category through a comprehensive and robust policy and verified through proofs provided by the Department and agency on-site visit.</p>	
<p>Driving Evaluation-NCLM instrument or equivalent verified? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	

9. Safety Review:

- A. Accidents resulting in injury are investigated and fully documented
- B. Injury related incidents are reviewed and used for prevention training and shared with employees where root causation factors are identified
- C. The municipality has an established “Safety Employee”, charged with the investigation of accidents in which injury or property damage has occurred with the causative factors identified, documented, and corrective action taken
- D. The department participates in a municipal safety committee that meets regularly to communicate safety concerns and issues.

In Compliance?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Related Agency Policy Number(s) WBPDP Policy 7.02 Traffic Accident Investigation	
Agency Comments: The Shift Supervisor shall respond and shall remain on scene until appropriate reports and action can take place. Each officer involved in an accident will go through a Safety Review to determine the cause of the accident as well as what factors contributed to it. After each review, it will be determined what corrective action should be taken, if any. The shift supervisor will consult with and provide a briefing to a member of the Command Staff in all cases where an officer involved crash involves an injury. We had, but do not currently have, a Town Safety Committee in place	
Evaluator Comments (To be completed by NCLM Staff): The department meets and exceeds the dimensions in this category through a comprehensive and robust policy and verified through proofs provided by the Department and agency on-site visit.	

10. Training Records:

- A. Departmental Training Records
 - 1. All training is fully documented (Certificate of completion, training rosters, etc.)
 - 2. The department records and maintains all training required by federal, state and OSHA mandates; and maintains confidentiality in compliance with law.
 - 3. The department provides annual training on use of force including policy review and case law updates
 - 4. The department provides annual training on bloodborne pathogens
 - 5. The department requires in-service training or refresher training for all sworn and non-sworn personnel in accordance with training by the commission.

- B. Driving Training:
 - 1. The department utilizes post-crash evaluation and re-training. “New vehicle orientation training” is provided to familiarize officers with the police vehicle, equipment, and expectations.

- C. The department additionally provides any of the following options:
 - 1. Annual classroom and/or track instruction. Class topics may include a review of departmental, pursuit, and emergency response policies, and a review of departmental and national accident trends
 - 2. Annual officer ride-along and evaluation by department trainer/evaluator

In Compliance? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Related Agency Policy Number(s) 14.02 Training and Procedures.
<p>Agency Comments: It is the policy of the Wrightsville Beach Police Department to provide a comprehensive Training Program in order to meet the needs of the agency and its members.</p> <p>The purpose of this directive is to establish policy and procedure for the administration of the Department's Training Program. Training is considered to be one of the most important responsibilities in a law enforcement agency. Training serves three broad purposes. First, well-trained officers are generally better prepared to act decisively and correctly in a broad spectrum of situations. Second, training results in greater productivity and effectiveness. Third, training fosters cooperation and unity of purpose. Agencies are being held legally accountable for the actions of their personnel and for failing to provide adequate training. Training should be consistent with the agency's goals and objectives and training programs should ensure that the needs of the agency are addressed in every aspect.</p> <p>Basic Law Enforcement Training (BLET) - A program of State mandated curriculum conducted through the community college system. BLET provides the initial training required for State certification and must be completed prior to being empowered as a law enforcement officer.</p>

In-Service Training - Training in addition to basic training, which includes periodic refresher training, mandatory in-service training, specialized training, roll call training, career development, and advanced training.

Specialized Training - Training designed to enhance specific knowledge, skills and abilities beyond the level taught in basic training or other in-service programs.

Advanced Training - Training usually held outside the Department and designed to impart higher level supervisory or management skills to participants.

Career Development Training – Elective training available to employees designed to enhance their knowledge, skills and abilities in a specific career path.

PowerDMS tracks employee Mist Training annually.

The department will be holding a Blood Bourne and Hazmat class for all WBPD staff in 2025

Officers in training complete vehicle operations evaluations while operating a patrol vehicle. The FTO conducts this evaluation during the FTO program.

Vehicle pursuit and High Risk policies are reviewed during the new hire orientation and yearly during squad briefing.

Officer Ride along forms are stored in the Lieutenants office.

Evaluator Comments (To be completed by NCLM Staff):

The department meets and exceeds the dimensions in this category through a comprehensive and robust policy and verified through proofs provided by the Department and agency on-site visit.

11. Field Training Program:

- A. The department maintains policies and procedures establishing a field training program for all newly sworn officers, both newly certified officers and in-state lateral transfers.
- B. Policy establishes guidelines for evaluating individuals in training by the field training officers. Examples – Daily Observation Reports, Weekly Observation Reports, etc.
- C. Policy and procedures establish a designated individual who oversees the agency Field Training Program. The agency will ensure that trained, qualified individuals conduct training.
- D. If appropriate, a rotation of individuals in training to different assignments within the agency.
- E. During field training, the agency utilizes the driving evaluation tool (or similar documentation) to ensure the newly trained officer safely operates the vehicle.
- F. Policy establishes a procedure for individuals in training that may require remedial training.
- G. A formal training program is utilized for all new hires supervised by a certified FTO or PTO
- H. During the FTO phase- Instruct new hires and lateral transfer officers on the Brady/Giglio for all sworn personnel.

In Compliance?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Related Agency Policy Number(s) WBPB #14.01 Field training	
Agency Comments:	
<p>It is the policy of the Wrightsville Beach Police Department to provide a program of standardized field training to expose newly sworn officers to "on street" experiences, and to familiarize them with the policies and procedures of the Department.</p> <p>The purpose of this directive is to establish policy and procedure governing the Department's Field Training Program.</p> <p>The field training of new officers is an important adjunct to the formal classroom instruction received in Basic Law Enforcement Training (BLET) and should be as carefully organized and administered. The selection process for Field Training Officer (FTO) is crucial to a successful program since many of the values, tactics, and attitudes of the FTO are passed on to the inexperienced officer. The relevance of field training will be enhanced by providing guidelines and instruction to the FTO.</p> <p>Field Training Officer (FTO) - An officer selected to provide training and limited supervision to new officers entering law enforcement from BLET or by virtue of lateral transfer from another law enforcement agency</p> <p>Officer in Training (OIT) - Those newly sworn officers who have joined the Department following graduation from an approved Basic Law Enforcement Training (BLET) program</p>	

or by virtue of lateral transfer from another law enforcement agency

The FTO will prepare daily reports on the progress of the OIT and forward these reports to the Training Coordinator.

The FTO will utilize all required forms and materials pertaining to the Field Training Program, as found in the Field Training Officer's Manual.

Coordination of the Field Training Program shall be the responsibility of the Training Coordinator for the Police Department.

The Training Coordinator will be responsible for the instruction and coordination of Field Training Officers and the orientation of personnel involved in the program.

Each officer assigned to field training will be placed with a different Department Field Training Officer (FTO) for each phase of training. The FTO and OIT will be under the supervision of a Sergeant and under the command of the designated Division Commander

Officers in training complete vehicle operations evaluations while operating a patrol vehicle. The FTO conducts this evaluation during the FTO program.

The FTO will make recommendations regarding the performance and status of the OIT, to include his/her competency, need for extended training, and early release from training if warranted

The OIT requires additional training with an FTO. This recommendation should include an explanation of what skills need to be developed/demonstrated and what changes in training are recommended to help the OIT succeed

Even though WBPB Policy 8.21 touches on Giglio/Brady, we are planning to add a stand-alone policy that explains the Giglio reporting requirements, so all personnel are familiar with case law and reporting

Evaluator Comments (To be completed by NCLM Staff):

The department meets and exceeds the dimensions in this category through a comprehensive and robust policy and verified through proofs provided by the Department and agency on-site visit.

12. Officer-involved Critical Incident Investigation:

- A. Policy guides the initial incident response to include:
 - 1. First responding supervisor and;
 - 2. Steps to properly secure any evidence
- B. Policy guides the Post Incident Procedures:
 - 1. Administrative leave;
 - 2. Counseling assistance;
 - 3. Family counseling;
 - 4. Department-wide debriefing;
 - 5. Daily stress recognition;
 - 6. Employee Assistance Program (EAP);
- C. Policy requires proper notification to the Criminal Justice Standards Division when an officer is involved in a critical incident.
 - 1. Reporting requirements define "Critical incident" as an incident involving any use of force by a law enforcement officer that results in death or serious bodily injury to a person."
 - 2. Policy is in place for relieving any employee from the line of duty who has used deadly force (that force substantially likely to cause death or serious bodily injury) or has been involved in any incident that has resulted in the serious injury or death of a person until a preliminary administrative review can be conducted.
- D. The SBI will be contacted by the Chief of Police or District Attorney to investigate and prepare evidence if a sworn law enforcement officer with the power to arrest uses force against an individual in the performance of the officer's duties that results in the death or serious bodily injury of the individual.

In Compliance? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Related Agency Policy Number(s) WBPB Policy 9.10 Critical Incident Plan, WBPB Policy 6.01 Use of Force
<p>Agency Comments:</p> <p>An employee involved in a critical incident has the potential for developing significant emotional trauma that may adversely affect the employee’s ability to perform the essential functions of their position. In addition, what is a critical incident for one individual may not be a critical incident for another. Key factors include the individual’s perceptions, ideals, coping mechanisms and personality. Incidents with potential to be defined as “Critical” are as follows:</p> <ul style="list-style-type: none"> a. Firing upon another person b. Being fired upon by another person c. Being seriously injured by another person d. Significant assaults and/or threats of assaults upon officers e. Line of Duty serious injury or death involving a colleague f. Non-Line of Duty serious injury or death of a colleague g. A significant use of force that results in serious injury, significant property damage or extreme and unfavorable media scrutiny

- h. Traumatic incidents involving children
- i. Witnessing any traumatic event that has resulted in death or serious injury
- j. Extremely unfavorable media attention over one's actions or inaction's
- k. Over-identification with a crime or accident victim

Adversely affected employee performance can be a normal response to a sudden and unexpected event that goes beyond the range of normal policing experience. Past experiences and coping strategies as well as the social and organizational support available during and after the incident, contribute to the collective effect of these variables upon individuals. Supervisors should also advise their subordinates to refrain from observing/reading media accounts/blogs of high profile cases, as reports that criticize officer involvement can have an adverse effect on the psychological well-being of an employee.

Adversely Affected Employees

1. If any member of the Wrightsville Beach Police Department feels that an employee has been involved in a critical incident that had the potential to adversely affect or has impacted the employee, they shall immediately make that report to their supervisor.
2. The supervisor in receipt any such report (verbal or written) shall immediately make this report known to the Division Commander.
3. The Division Commander can make referrals to the first option listed below. However, if the Division Commander feels that there are significant indicators or a high likelihood that the employee may not be able to perform their duties; the Division Commander shall immediately notify the Chief of Police.
4. The Chief of Police or designee will then make a determination as to appropriate actions. This decision will depend upon the situation and severity, but can include any of the following:
 - a. Referral to Employment Assistance Program which offers services for personal concerns to include but not limited to, health, marital status, family, financial, substance abuse, emotion/stress and other personal matters.
 - b. Mandatory Medical and/or Psychological Review
 - c. Fitness for Duty Evaluation

Employee Assistance

1. Whenever an employee has been placed on administrative leave for a critical incident, they will be required to undergo a debriefing/review with a psychologist/psychiatrist as soon as practicable. The appropriate Division Commander will make the arrangements for the employee(s) upon the request of the Chief of Police or designee.
2. The debriefing will not be related to any departmental investigation. Nothing discussed in the debriefing will be reported to the department, however, if an issue arises that pertains to the employee's fitness for duty the Chief of Police shall be immediately notified.
3. This policy does not discourage the employees to seek counseling through the Employee Assistance Program provided by the Town of Wrightsville Beach on their own. This policy does not preclude any employee(s) from seeking alternative treatment from a professional of their own choosing.
4. Any employee who wishes to seek counseling through Employee Assistance Program may do so confidentially through Human Resources. If employee requests assistance through their supervisor the supervisor shall refer the employee to the EAP program by forwarding a memo to the Patrol Division commander and to Human Resources. The employee will be recommended to the appropriate counseling services that are offered through the Town of Wrightsville Beach immediately as to not delay any treatment or

diagnosis of the employee.

Evaluator Comments (To be completed by NCLM Staff):

The department meets and exceeds the dimensions in this category through a comprehensive and robust policy and verified through proofs provided by the Department and agency on-site visit.

13. Property & Evidence Management:

- A. Department maintains proper evidence storage areas with controlled access. Access to evidence storage areas is restricted to authorized personnel only, and is restricted to any unauthorized personnel unless they are escorted.
 - 1. Escorted individuals must sign in and out on access log for proper tracking.
- B. A dedicated and trained evidence custodian / staff, is responsible for the storage and distribution of all evidence
- C. High-risk property and evidence such as guns, drugs, and money **must** be secured in a separate area within the evidence storage area that requires additional security measures.
- D. The policy should include a provision for conducting a criminal history check on any person who is seeking the return of a firearm before the return of the firearm from evidence
- E. Policy shall detail the difference between property and evidence and how items may be released to the owner/complainant. All releases must be documented and signed.
- F. Utilization of evidence auditing is in place, including, at a minimum, semi-annually small random audits
- G. Procedures require a complete inventory when a change of evidence custodian or Chief of Police occurs.
- H. Policy clearly defines the procedures for documenting property and evidence collection into custody. Documentation regarding the disposition of property and evidence in secure custody is also utilized.

In Compliance?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Related Agency Policy Number(s) WBPB Policy 8.03 Storage/Distribution of Evidence and Property.	
<p>Agency Comments: The policy of the Wrightsville Beach Police Department shall be to safeguard seized property, preserve evidence collected, and properly document the chain of custody.</p> <p>The purpose of this directive is to establish policy and procedure for the property and evidence control function. Other than property and equipment owned or used by an agency, law enforcement agencies generally have in their keeping two types of property: 1) that which is seized and in the custody of the agency as evidence of a crime; and 2) that which is acquired by the agency as found or recovered property. A property control system should provide for the control of all found, recovered, and evidentiary property in the custody of the Department. The agency's property control system shall maintain strict measures with respect to the handling, security, and disposition of property.</p> <p>All property and evidence held by members of the Department will be strictly controlled and stored under the control of Evidence Custodian(s) designated by the Chief of Police. The Evidence Custodian shall have access to areas used by the agency for storage of in custody or evidentiary property. There is a access log that is maintained inside the evidence room.</p> <p>Custodian: Sergeant Justin Stadler. Property and Evidence Management Class in 2024 and attended Property and Will be attending the Evidence Conference in October 2025</p> <p>Money, precious metals, jewelry, gemstones, weapons, and controlled substances are stored in a separate and secure area or container within the Department's evidence vault</p> <p>Prior to the release of any firearm to a person, the officer processing the release will conduct the necessary computer checks to confirm the person is eligible to possess firearms. We run a QDOF in DCI before a firearm is release from the department. We also run a Etrace through the ATF before we release a firearm.</p> <p>Items entered into evidence/property may be needed to be removed from storage for further investigation or for court purposes. When such a release is necessary, the officer needing the evidence/property will contact the Evidence Custodian in advance of the time and dates such property is needed. The Evidence Custodian will arrange for the release of the property and prepare transfer documents to ensure the chain-of-custody is intact.</p> <p>The Evidence Custodian will present the requesting officer with the property and the officer will sign the evidence receipt indicating the date and time of the transfer of said property. Upon return of property the reverse procedure will be completed. Both parties will ensure that the evidence/property is completely accounted for prior to release from one custody to the other.</p> <p>In the event of the change of evidence custodians, an inventory of property will be</p>	

conducted jointly by the newly appointed custodian and a designee of the Support Services Commander to ensure records are correct and properly annotated.

An annual inventory of property held by the Department will be conducted under the direction of the designated member of Staff, not routinely or directly associated with the Property and Evidence function of the department.

Unannounced inspections of property storage areas will be conducted at least annually at the direction of the Chief of Police.

All property is to be checked into evidence as soon as possible. In all cases, this will be accomplished before an officer completes his/her shift.

When any property or evidence is collected a written record shall be completed and will detail the circumstances by which the item (s) came into the Department's possession and will describe each item.

Evaluator Comments (To be completed by NCLM Staff):

The department meets and exceeds the dimensions in this category through a comprehensive and robust policy and verified through proofs provided by the Department and agency on-site visit.

14. Social Media:

Policy guides officers in the expected behaviors and legal standards for social media activity. Policies further follow the language of the fourth circuit court of appeals regarding the Liverman v. City of Petersburg case to ensure policy does not prohibit protected speech that would not impact agency operations. This case references the impact to a department's efficiency based on an employee's social media comments.

In Compliance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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Related Agency Policy Number(s) WBPB Policy 2.0 Rules of Conduct

Agency Comments:
Police department policies, rules, regulations, and standards of conduct apply to employees that engage in social media/networking activities while on duty or off- duty when identifying oneself as a Wrightsville Beach Police Department employee. If you identify yourself as a Wrightsville Beach Police employee, ensure your profile and related content and conduct is consistent with department policy and is how you wish to present yourself to colleagues, citizens, and other members of the community. If you publish content on any website and it has something to do with your work at the Wrightsville Beach Police Department, at minimum, use a disclaimer such as: "The postings on this site are my own and do not represent the Wrightsville Beach Police Department's position or opinion."

Employees are instructed to consider the possible adverse consequences of internet postings as it relates to public information as well as potential evidence in any cross examination in a criminal or civil hearing

Evaluator Comments (To be completed by NCLM Staff):

The department meets and exceeds the dimensions in this category through a comprehensive and robust policy and verified through proofs provided by the Department and agency on-site visit.

15. Continuity of Operations Plan:

- A. The department has established plans for situations in which normal operations and procedures are disrupted due to natural and man-made disasters to ensure continuity of operations.
- B. There is an established process by which the plan is activated and when normal operations will resume
- C. There are established processes when decision making authority will be delegated and to whom and for what functions, including the leadership’s order of succession
- D. The department has identified alternate operational facilities, methods of communication, alternate processes, equipment, provisions for securing records.
- E. The department maintains a process for backing up electronic data with off-site storage
- F. The department updates, maintains and trains the plan execution with department staff

In Compliance?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Related Agency Policy Number(s)	
WBPD Policy 9.10 Critical Incident Plan, WBPD 11.03 Internal Records Management, Town of WB Hurricane Operations Plan	

Agency Comments:

The department utilizes a critical incident response plan with defined duties of affected personnel. The Town of Wrightsville beach also maintains and updates yearly, a Hurricane Operations Plan. Establishing duties and expectations of department personnel, the plan directs protocols for evacuation and requirements for PIO notification of the media and the public of the evacuation order. The Town maintains alternate facilities via pre-arrangements for command post and logistics bases in addition to site identification for vehicle, document, and equipment storage.

Provide any directives addressing secondary site relocation/or:

Detail the steps taken to relocate operations and services in the event of a disaster or loss of facility/resources:

Evacuation Command Post

Location: First Citizens Bank 1910 Eastwood Rd. Upstairs

Function: Command Staff directs emergency operations from this location

Evacuation Staging Area

Location- First Citizens bank 1910 Eastwood Rd. Lobby

Function- On duty personnel and equipment staged here

Evacuations Logistics Base

Location- Hampton Inn 1989 Eastwood Rd.

Function- Off duty personnel quarters

- Board of Alderman quarters
- meal service
- Off duty personal vehicle parking
- PIO group operations area

Evacuation Vehicle Storage Area

Location- New Hanover County Northeast Branch Library 1241 Military Cutoff Rd.

Function- Storage of surplus vehicles and equipment

We also have a stand-alone COOP

Evaluator Comments (To be completed by NCLM Staff):

The department meets and exceeds the dimensions in this category through a comprehensive and robust policy and verified through proofs provided by the Department and agency on-site visit.

II. OPERATIONS SECTION

- 1. Use of Force and Response to Active Resistance:**
 - A. The Use of Force policy and procedures are annually reviewed, anytime a new weapons system is adopted by the agency, or when new case law is passed and enacted, or when a senior leadership change occurs.
 - B. Policy provides use of force options, for example:
 1. Force Options/Controls starting with officer presence, progressing up to, and including deadly force.
 2. The policy should stress the use of the reasonable and minimal force necessary to gain control
 - C. All officers are trained and certified in the use of all issued force options and follow recertification guidelines to maintain proficiency.
 - D. Policy instructs personnel to provide proper medical care to anyone injured by the use of force and to report injury resulting from the use of force.
 - E. The Department utilizes a formal use-of-force reporting form that is to be completed by the officer/supervisor when force is used while interacting with a non-compliant individual. Supervisors will review the use of force to ensure legal, training, and policy compliance.
 - F. Policy and training reflect that “less-lethal force” devices will not be used on passive resisters or resistant individuals unless the non-compliance or resistance creates an immediate danger and safety risk that can be mitigated by the use of such force options, for example;
 1. ECD or pepper spray (note: the U.S. 4th Circuit Court of Appeals has viewed the use of Taser or similar tools as “serious use of force” (Armstrong), and the use must be reasonable and proportional to the event unfolding.
 - G. All officers using less-lethal force devices will receive training from a certified instructor in the following:
 1. Policy Training on proper use and legal authority for use
 2. Initial training and testing
 3. Annual training/re-training and testing
 - H. Policy specifies that only department-approved weapons and equipment are to be utilized by officers
 - I. Duty to Intervene and Report Excessive Use of Force:
 1. A law enforcement officer, while in the line of duty, who observes another law enforcement officer use force against another person that the observing officer reasonably believes exceeds the amount of force authorized and who possesses a reasonable opportunity to intervene, shall, if it is safe to do so, attempt to intervene to prevent the use of excessive force. Additionally, the observing officer shall, within a reasonable period not to exceed 72 hours after that, report what the officer reasonably believes to be an unauthorized use of force to a superior law enforcement officer within the agency of the observing officer, even if the observing officer did not have a reasonable opportunity to intervene.

2. Less-Lethal Weapons:

- A. Police officers have at least one (1) less lethal force option available (two recommended) to include but not limited to; electronic control devices (ECD), chemical spray (OC), impact weapons, and bola wrap device (BWD) etc.
- B. The department has a current “best practices” policy in place regarding less-lethal options issued to the officers.
- C. The department requires initial certification and annual training on all issued devices
- D. The Department utilizes a formal use of force reporting form that is to be completed by the officer any time force is used with a less-than-lethal device and the report shall be reviewed by a supervisor to ensure policy, training, and legal compliance.

In Compliance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Related Agency Policy Number(s) WBPD Policy 5.04 Less Lethal Weapons		
Agency Comments: The department issues OC spray, ECD (Taser), and less lethal shotgun rounds to those officers that have been trained on each. The policy includes that less lethal force will not be used on individuals unless non-compliance or resistance creates an immediate safety risk that can be mitigated by the use of such force options. Policy requires re-certification in all less lethal devices per manufacturer/CALEA standards. The department utilizes the Wrap restraining device in order to control combative subjects or those subjects in crisis that may be a danger to officers or themselves. The policy is comprehensive and adheres to current case law standards.		
Evaluator Comments (To be completed by NCLM Staff): The department meets and exceeds the dimensions in this category through a comprehensive and robust policy and verified through proofs provided by the Department and agency on-site visit.		

3. Care and Custody of Suspects:

- A. Policy exists detailing the care, custody, restraint, and transportation of suspects
- B. Policy outlines procedures for providing medical attention to arrestees who report or show symptoms of injury or illness
- C. Policy outlines specific legal procedures regarding juvenile prisoners
- D. Policy guides the handling of persons with disabilities
- E. Proper decontamination policies and procedures exist for individuals exposed to;
 - i. Chemical sprays;
 - ii. Electronic control devices;
 - iii. Impact Weapons;
 - iv. Bola Wrap devices;
 - v. Any other departmental-issued equipment

In Compliance?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Related Agency Policy Number(s) WBPB Policy 6.07 Detainee Control and Transportation, Policy 6.19 Juvenile Contact Procedures, 6.01 Use of Force, 5.04 Less Lethal	
Agency Comments: The department maintains current policies regarding the proper steps taken for a legal arrest and for the proper care of suspects in custody for adults and juveniles. Included are comprehensive and discretionary policies guiding handcuffing considerations and that restraints are to be double locked and checked for tightness. Officers shall request EMS whenever the use of force creates a visible injury, complaint of injury, a suspected injury or medical assistance is requested. Appropriate medical aid is rendered as quickly as reasonably possible following any law enforcement action in which injuries have been sustained; and includes procedures for activating the emergency medical system when obvious severe injuries have occurred, medical distress is apparent, or the individual is unconscious	
Evaluator Comments (To be completed by NCLM Staff): The department meets and exceeds the dimensions in this category through a comprehensive and robust policy and verified through proofs provided by the Department and agency on-site visit	

4. Dealing with Persons of Diminished Capacity:

- A. Officers should be adequately trained in the handling of individuals suspected to be in crisis, individuals with apparent altered mental states or in psychological distress
- B. Officers should be adequately trained in recognizing and responding to individuals that are displaying behavioral health crisis focusing on de-escalation to reduce potential harm.
- C. Procedures for taking individuals into custody and detention should be outlined in the policy and include the following:
 - 1. Protocols for responding – Containment, Announcement, Backup, Medical attention
 - 2. Less-lethal force options should be available when individuals are taken into custody

In Compliance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Related Agency Policy Number(s) WBPB Policy 6.05 Interaction with Mentally Ill and Commitment procedures, Policy 5.04 Less Lethal Weapons		
Agency Comments: The department has policies in place specifically for individuals potentially suffering from excited delirium related distress. The policy provides recommendations for the handling of persons suspected of symptoms of excited delirium or other related symptoms, the appropriate assessment, custodial steps, and recommended treatment. The majority of the officers are CIT trained. Supervisors carry the Wrap restraining device in their vehicles in order to better control subjects who may be suffering from excited delirium or other crisis.		
Evaluator Comments (To be completed by NCLM Staff): The department meets and exceeds the dimensions in this category through a comprehensive and robust policy and verified through proofs provided by the Department and agency on-site visit		

5. Holding Cells (only for agencies utilizing temporary prisoner holding cells)

- A. Policy should establish the maximum time prisoners could be kept in a holding cell
- B. Holding cell must be monitored either by an officer or by closed circuit TV with live contact every 15 minutes
- C. Holding cells are to be equipped with a smoke detector
- D. Must have an evacuation plan in the event of an emergency
- E. Policy directs that sight and sound separation exists between detained juveniles and adult offenders
- F. Males and females are not to be detained in the holding cell together
- G. Holding cell should be free of any materials that could be used as weapons or devices for self-injury
- H. Suspects are searched for any materials that could be used as weapons or devices for self-injury or assault
- I. Officers are required to lock and secure firearms when accessing the holding cell
- J. Holding cells are equipped with an officer-accessible “panic alarm.” An officer-worn radio equipped “emergency button” is sufficient
- K. Policy instructs personnel when and how to obtain medical assistance for an injured/ill person in custody.

In Compliance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Related Agency Policy Number(s) WBPB Policy 6.07 Prisoner Control and Transportation, Policy 6.21 Arrest, Detention, and Processing			
Agency Comments: The department maintains policies guiding the arrest, detention, and transportation of subjects. Subjects brought into the police department holding facility are searched and that search is logged. The holding area is inspected for contraband and other issues at the beginning of each shift. The inspection is also logged.			
Evaluator Comments (To be completed by NCLM Staff): The department meets and exceeds the dimensions in this category through a comprehensive and robust policy and verified through proofs provided by the Department and agency on-site visit			

6. Transportation, Handcuffing-Restraint of Suspects:

A. Transportation:

1. Detainee of opposite sex arrest and transport:
 - a. Prior to transport, the transporting officer provides communications with time and mileage and then the officer closes time and mileage upon destination.
2. Detainee of opposite sex are not to be searched (*other than pat down for the officer's protection*) by opposite sex officers. All extensive searches are to be conducted by an officer of the same sex or detention center personnel with attention to privacy issues.
 - a. **In the event that this is not possible, opposite-sex offender searches must be conducted in the presence of another witnessing officer, and the procedure included in the policy**
3. Policy indicating the search of transport vehicles for contraband before and after transport.
4. Agencies must ensure that vehicles used for detainee transport are equipped with security features designed to prevent unauthorized access, escapes, harm to detainees, and harm to transporting officers.

B. Handcuffing:

1. Officers are trained on specific policies and procedures relating to handcuffing
2. Policy must include exceptions to the preferred method (behind the back), for example, when suspects are physically impaired or elderly
3. **Double-locks are utilized, and tightness is checked anytime handcuffing takes place**
4. **Officers document or memorialize that the individual was handcuffed, checked for tightness, and that double locks were used**
5. Department conducts annual training on issues surrounding handcuffing

In Compliance?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Related Agency Policy Number(s) WBPB Policy 6.07 Prisoner Control and Transportation	
Department policy outlines when handcuffing is appropriate and gives officers full discretion in the use of restraints for appropriateness based on the circumstances and information known to the officer. The policy further gives guidance in the use of alternative restraining devices. Officers are directed to check for tightness (documented in incident report) and given guidance in the decision making process involving restraints. Training powerpoint in PowerDMS 2017 PP-04	
Evaluator Comments (To be completed by NCLM Staff):	
The department meets and exceeds the dimensions in this category through a comprehensive and robust policy and verified through proofs provided by the Department and agency on-site visit.	

7. Eyewitness Identification Procedures:

A. Policy outlines the statutory provisions and the manner in which criminal suspects will be subjected to current legal identification proceedings. The policy should follow the North Carolina Eyewitness Reform act regarding the following:

1. Show-up/Drive-By
2. Photo-Array
3. Line-Up procedures

In Compliance?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Related Agency Policy Number(s) WBPB Policy 8.05 Show Ups, Photographic Identifications and Lineup	
Agency Comments: Department policy properly addresses the above. Policy references NCGS 15A-284.50 through 15A-284.53	
Evaluator Comments (To be completed by NCLM Staff): The department meets and exceeds the dimensions in this category through a comprehensive and robust policy and verified through proofs provided by the Department and agency on-site visit.	

8. Confidential Informants:

Policy and practice include the following:

- A. Documentation of Confidential Informant use during drug investigations:
- B. Proper handling of evidence, confidential informants, informant funds and files, and safety issues concerning drug investigations.
- C. Prohibition from improper fraternization with informants
- D. Designation of who is responsible and accountable for confidential funds
- E. At a minimum semi-annual auditing of confidential funds and informant files and anytime the individual who is responsible for the funds is replaced

In Compliance?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Related Agency Policy Number(s) WBPB Policy 8.14 Use of Confidential Informants	

Agency Comments:

A confidential master file of informants will be maintained as follows:

The Managing Officer will meet with their supervisor to establish the Informant File. The Chief of Police will be briefed by the appropriate Command Staff member regarding each informant file established. A separate file will be maintained for each individual informant, and will contain:

- a. Informant code number
- b. Biographical and background information
- c. Criminal history, if any
- d. Payments made to informant
- e. Information received from informant
- f. Informant's involvement in operations

For security purposes, the Support Services Commander will assign the code number to the Informant File. The Managing Officer and the informant will decide upon a code name for the informant that will be included in the file. The informant will use their code name in the event they want to pass information to the agency but cannot contact their Managing Officer.

The Support Services Commander will record the Managing Officer's name and the informant number (and code name) in a separate log. The log will document all inquiries into the Informant File, to include date(s) and reason for inquiry, and will be witnessed by the Chief of Police or his designee.

The Managing Officer is to complete or supply the following on each informant:

- a. Confidential Informant Statement of Understanding
- b. Informant biographical information with photo

The policy of the Wrightsville Beach Department shall be to recognize the importance of confidential sources of information as legitimate tools for police operations.

No Confidential funds (Cash) are housed in the police department. Upon the need for such funds, cash will be requested and withdrawn and tracked by the finance department.

The purpose of this directive is to establish policy and procedure for the use and control of confidential sources of information. The courts have long upheld the use of confidential. Each police officer should be cognizant of the role of the confidential source and the need to use the source properly.

All patrol officers of the Department are authorized to develop confidential informants as legitimate sources of information. Professional relationships with confidential informants will be maintained in accordance with established policy and procedure. Officers shall not engage in any personal relationship with a confidential informant

The Support Services Commander will be responsible for maintaining the files in a current status. Each subsequent transaction involving an informant will be treated as a separate entry into an informant's file

The Managing Officer is to assist in maintaining informant files by submitting required documentation for subsequent transactions involving an informant

Evaluator Comments (To be completed by NCLM Staff):

The department meets and exceeds the dimensions in this category through a comprehensive and robust policy and verified through proofs provided by the Department and agency on-site visit.

9. In-Car Camera/Body Worn Camera (If equipped):

A. It is recommended that the department utilizes video technology including either: in-car video cameras, body worn systems, or preferably a combination of both. A “best practices” policy is in place for the utilization of video equipment (the IACP model policy is a recommended best practice guide) The policy should address at a minimum, the following recommendations:

1. Controlled access to the recording media (*generally limited to a supervisor*);
2. Provision of random review by supervisors (audit process)
3. Use of personal recording equipment is prohibited
4. Requirements and restrictions for activation and deactivation of the device
5. Video evidence storage, use, and retention is established by policy
6. Prohibited use policy is in place
7. Policy and procedures in place regarding public requests of recordings.
8. Procedures for public request of recordings in accordance with NCGS 132-1.4A

In Compliance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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Related Agency Policy Number(s) 5.11– Mobile and Portable Video Recording Systems
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Agency Comments: The department uses both in-car and body worn video recording devices. Policy establishes the use and management of video technology, recordings, storage, and retention. Policy additionally directs monthly reviews of in-car and body camera footage for quality assurance. The policy also includes an AXON retention policy detailing the management of digital evidence which is stored in evidence.com. Retention is based on NC general statute.

Evaluator Comments (To be completed by NCLM Staff):

The department meets and exceeds the dimensions in this category through a comprehensive and robust policy and verified through proofs provided by the Department and agency on-site visit.

10. Vehicle Operations:

A. The department maintains policy and direction for the establishment of responsibility for the safe operation of police vehicles during:

1. non-emergency operation
2. emergency (light and siren) operation

B. Distracted Driving: The department maintains a “distracted driving policy” and provides guidance for when Mobile Data Terminal use and electronic devices are prohibited

- a. Agencies will train personnel on how to manage distractions while driving. Note: Online training resources for this are available through the National Law Enforcement Roadway Safety Program.

C. Mandatory Seat Belt: - Safety Equipment:

1. The department requires seatbelt use by all vehicle occupants (unless an exception exists) to ensure safe vehicle operation by policy and practice by monitoring the use of seat belts

In Compliance?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Related Agency Policy Number(s) 6.02 – Operation Of Police Vehicle, 12.04 – Electronic Devices and Computerized Records
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Agency Comments: Policy directs the safe operation of vehicles during routine and emergency response that is in line with State statute. We do not have a stand alone policy in reference to distracted driving, but the topic is referred to in 12.04 as well as the Town motor vehicle use policy.

The department meets and exceeds the dimensions in this category through a comprehensive and robust policy and verified through proofs provided by the Department and agency on-site visit.

11. Vehicle Pursuits:

Agencies shall develop a thorough vehicle pursuit policy that offers clear, organized guidance on the following components:

A. Established criteria for Initiating a Pursuit:

1. Outlined conditions under which officers may start a vehicle pursuit, including evaluation of risk factors like offense severity, immediate threat to public safety, traffic, weather, and vehicle capabilities.
2. Criteria for communication during pursuit and procedures if communication is lost.
3. Responsibilities of the Supervisor
 - a. Define the supervisor's role and responsibilities, including oversight, decision-making authority, and criteria for evaluating ongoing pursuits.
4. Inter-Jurisdictional Pursuits
 - a. Clear guidance outlines procedures when pursuits extend beyond the agency's primary jurisdiction.
5. Criteria for terminating Vehicle Pursuits
 - a. Establish clear protocols for ending a vehicle pursuit, including but not limited to risk assessments, likelihood of apprehension, public safety, and guidance from supervisory personnel.
6. Pursuit documentation
 - a. Thorough documentation of all vehicle pursuits, including but not limited to the reason for pursuit, duration, outcome, injuries, damages, review of findings, and whether training is needed.
7. The department's policy offers guidance for situations where operating an emergency vehicle generally is not allowed.

B. Tire Deflation Devices-Deployment:

Officers shall receive practical training in using tire deflation devices. Tire deflation devices should only be deployed after notifying pursuing officers and the supervisor. The deployment location must be communicated. The department has clear policies defining the proper use of tire deflation devices, including:

1. Deflation devices should be deployed to only affect the pursued vehicle
2. Training should detail adequate cover and escape from intentional or unintentional exposure to the approaching vehicle
3. Officers should be trained in the limitations of such devices as well as the potential risk to officers, the public, and occupants of the pursued vehicle
4. Policies should prohibit the use of deflation devices when the pursued vehicle has less than four wheels or is a vehicle transporting known hazardous materials; unless deadly force would be authorized and no other options are available.

In Compliance?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Related Agency Policy Number(s) WBPD 9.01 Vehicle Pursuits	
<p>Agency Comments: The department policy discussing pursuits is very detailed and allows for reasonable pursuit considerations concerning the need to pursue based on the seriousness of violations and safety of the public. Clear criteria for terminating pursuits is discussed in depth. Each pursuit is documented and reviewed by the initiating officers direct supervisor as well as Command Staff and the Chief. The pursuit policy is discussed with new officers during the orientation period.</p>	
<p>Evaluator Comments (To be completed by NCLM Staff): The department meets and exceeds the dimensions in this category through a comprehensive and robust policy and verified through proofs provided by the Department and agency on-site visit.</p>	

12. K-9 Operations: (If Applicable)

- A. Department canine units have clear policies and procedures regarding the use of their canine(s)
- B. Minimum qualifications and selection process outlined for the selection of police canine handler(s)
- C. Canine Training logs and documentation are maintained and shall include at a minimum;
 - a. The canine unit is trained under a recognized certification program and training maintained to the type and purpose of the canine
 - b. Canine training hours per month must be at a minimum of 8 hours
 - c. All historical training logs
 - i. If the department canine is certified in bite work, the agency shall ensure that they have clearly defined training documenting the success of command bite release training.
- D. All narcotic, explosive, or high-risk training aids are secured in a safe, and only canine handlers and supervisors will be authorized to check out items.
- E. Policy prohibits canines from being accessed by the general public unless under the supervision of its handler; to minimize the potential for an accident, the canine will be on a leash and/or muzzled when the canine is conducting public relations demonstrations if the canine is not properly trained and proficient in obedience training.
 - a. Procedures are in place that if the canine is conducting a bite demonstration in a public setting, the area of the demonstration must be restricted to public access during the demonstration
- F. Procedures for 24-hour care and maintenance for police canine(s)
 - a. Ensure precautions are taken to prevent injury to the canine or any person who may encounter the animal while on and off duty
- G. Canine vehicle is equipped with canine heat protection and public safety markings.
- H. All agency officers are trained in the legal parameters of police K-9 searches, the current case law related to these searches, and proper notification of when a canine will be released if occupants fail to surrender according to instructions.:
 - a. Illinois v. Caballes, 543 U. S. 405 (2005);
 - b. Rodriguez v. U.S. (2015)
 - c. Maney v. Garrison (2017)
 - d. Kopf v. Wing (1991)
- I. Canine units are not recommended to transport non-departmental personnel, including ride-along participants, unless the vehicle is adequately equipped with a prisoner transport system; if transporting non-departmental personnel, the canine door must remain closed during ride-along.

Special Commentary – The agency should develop a comprehensive job description for the police canine handler position, which includes the minimum qualifications, knowledge, skills, and abilities. All aspects of the agency’s selection process should be included in the agency policy. The policy should outline the responsibilities for the care

and maintenance of the police canine(s) by the agency and the personnel assigned to the position of working and controlling the police canine(s) on a 24-hour basis. This should also include whether the canine(s) are/is housed and cared for by the handler after duty hours or is boarded at a location other than the residence of the handler. In the event the canine is to be housed at the handler's residence, a documented inspection should be conducted to ensure that the residence is conducive to safely housing the police canine; the inspection should properly document how the canine is to be sheltered, at a minimum, a suitable environment for the canine will include a private, fenced yard at least partially grassed, with appropriate warning signs displayed, as well as a well-maintained kennel and pad to include shelter and shade for the canine. Provisions for veterinary care, both routine and emergency, should also be outlined in the directive. Training logs should contain veterinarian service forms, canine dog certifications, and all records and training logs related to canine activities.

In Compliance?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
Related Agency Policy Number(s)	
Agency Comments: In addition to the relevant policies, please indicate how the category dimensions are met or exceeded:	
Evaluator Comments (To be completed by NCLM Staff):	
<p>NOTE: The Lead Canine Officer/Supervisor will be interviewed for this category regarding the above listed dimensions.</p> <p>Officer Name: _____</p>	

13. SWAT /SRT/Tactical, Special Operations Teams: (If Applicable)

This category refers to any organized group of officers who operate as a “tactical unit” for the purposes of high-risk apprehensions, structural entries, hostage situations, warrant services, or any other “high-risk” activity that would require increased training and experience.

- i. Team members are properly equipped to include tactical vests, radio systems, and approved weapons and uniforms
- ii. The department has established fitness standards for team members
- iii. Annual training is required on issued specialized equipment
- iv. Department adheres to member selection standards
- v. Team tactics are based on accepted best practices
- vi. Department maintains an initial training of officers - (40-hour Basic SWAT Training Course)
- vii. Monthly team training- (minimum of 8 hours of training per month)
- viii. Sniper requirements include an initial training course
- ix. Snipers are, at a minimum, required to qualify quarterly, separate from the mandated team training schedule

A. Tactical team Call-Out Procedures:

- 1. Clear policies and procedures exist regarding when and under what criteria, tactical teams should be used: Agency or Mutual-Aid
- 2. Notification procedures should designate which command staff members should be notified.

B. Command Notification:

- 1. Standardized procedures should specify when supervisor notification and tactical team service are required

C. High-Risk Warrant Service:

- 1. The department maintains specific training and procedures regarding warrant-service such as the proper tactics involving a residence or structure
- 2. Planning - completion of search warrant operational plan prior to service including, but not limited to: photographs/video taken of target location, diagram, criminal records checks, history of the location, etc.
- 3. Written operational plans are completed and maintained for any high-risk service, detailed and team-briefed by the operational leader, with a chain-of-command approval process completed
- 4. Officers involved in the operation review the operations plan during the briefing process
- 5. When possible, the operational team completes a practice “dry-run” of the operation before the actual operation

In Compliance?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
Related Agency Policy Number(s) Wilmington PD Policy 9.01 Special Weapons and	

Tactics

Agency Comments: WBPD participates in the Cape Fear Regional Teams and currently has one officer participating on SWAT. The officer falls under guidance of WPD policy during training and call outs.

Evaluator Comments (To be filled out by NCLM Staff):

NOTE: The Tactical Commander/Team Leader will be interviewed for this category regarding the above listed dimensions.

Officer Name: _____

Officer Name: _____

Officer Name: _____

Officer Name: _____

14. Search & Seizure of Persons, Vehicles, Residences, Structures, Property, and Electronic Devices:

- A. Policies direct and gives clear guidance concerning the procedures and justification for searches, and the various types of property searches including direction involving the following options:
1. Arrest Warrants
 2. Search Warrants
 3. Consensual searches and “Knock and Announce”
 4. Exigent/dynamic searches
 5. Vehicle searches
 6. Clear policies detailing legal detentions and guidelines of what constitutes the physical seizure of an individual
 7. Policies exist detailing consensual contacts, Terry Stops, when frisks of individuals for weapons are legal, and how contacts should be documented
 8. Clear policies and procedures are instituted regarding strip and body searches, including:
 - a. Supervisor notification
 - b. Location
 - c. Reporting requirements and when a strip or body cavity search would be justified
 - d. Medical Staff Requirements
 9. The department maintains current policies and procedures regarding motor vehicle stops and searches (**Arizona v Gant**). The policy should include current case law regarding searches incident to arrest and when searches may be legally conducted

In Compliance?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Related Agency Policy Number(s) WBPD 6.21 Arrest, Detention, and Processing. Policy 6.22 Service of Legal Process. Policy 8.11 Search Warrants and Raids. Policy 6.03 Field Interviews and Pat Down Searches. Policy 6.09 Strip and Body Cavity Searches and Policy 6.07 Prisoner Control and Transportation	

Agency Comments: Comprehensive and detailed policies define the legal framework and application of search standards. This policy also includes a detailed policy for both strip and body cavity searches. This policy also properly indicates that only a licensed physician can conduct a body cavity search in conjunction with a search warrant. Policy directs the proper guidelines for searching property to include residences and vehicles and the reasonable expectation of privacy requirements. Proper statutory and legal references are made and the types of searches that are authorized.

The policy defines and directs the proper procedures for the detention and searches of vehicles. The department additionally identifies and gives direction in conducting vehicle searches incident to arrest.

The department encourages all officers to attend additional search and seizure training such as PLI.

Evaluator Comments (To be completed by NCLM Staff):

Comprehensive and detailed policies define the legal framework and application of search standards. Policy directs the proper guidelines for searching property and reasonable expectation of privacy. Proper statutory and legal references are made. Legal updates are given annually regarding search issues. The department meets and exceeds the dimensions within this category. The department defines and directs the proper procedures for the detention and searches of vehicles. The department meets the dimensions within this category.

15. Firearms qualification and training:

- A. Range used for training is “purpose-built” reflecting best practices
- B. All range use includes the supervision of a certified range instructor
- C. Range use includes the utilization of safety officers
- D. A First-Aid kit is available during firearms related training
- E. Safety rules are posted and reviewed
- F. The physical address of the range is visibly posted in the event of an emergency, or communications notified of range status in the event of an emergency
- G. No eating, drinking, or smoking is allowed on the range during training
- H. Eye and ear protection are provided to officers
- I. Officers wear ballistic vests during training/qualifying and in proximity to the range
- J. Training includes practical exercises or scenarios, allowing officers to select appropriate weapons for the level of threat identified

In Compliance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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Related Agency Policy Number(s) Policy 14.03 Firing Range Safety and Operations
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Agency Comments:

It is the policy of the Wrightsville Beach Police Department that all officers/employees will strictly adhere to the established Firing Range Rules of Conduct in order to maintain a safe environment for firearms qualification, training or other functions related to firearms training. The department currently has agreements for use with the New Hanover County Sheriff's Office Range and the Wilmington Police Department's indoor facility.

The Lead Firearms Instructor/Coordinator shall provide all required materials including but not limited to targets, target backers, staplers, tape, and eye and ear protection and approved ammunition. Officers are required to wear their issued body armor, duty or secondary handgun approved holster and issued or approved eye and ear protection during all qualification attempts, combat-courses and live fire training exercises. The Primary Instructor will conduct a pre-class inspection of the range to ensure any previous damage to the facility is noted and range systems are operating correctly. The Primary Instructor will document any notable findings and pass them on to the Range Master of the facility we are utilizing. The range master or lead instructor will conduct a pre-range safety briefing to include actions taken for a catastrophic event where an officer must go to the hospital.

The department meets and exceeds the dimensions in this category through a comprehensive and robust policy and verified through proofs provided by the Department and agency on-site visit.

16. Vehicle Maintenance

- A. A record is maintained of maintenance provided to police vehicles
- B. Policy and practice provide a "pre-shift" vehicle inspection process and checklist
- C. The checklist should include visual checks for the condition of tires, lights, emergency equipment, etc.

In Compliance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Related Agency Policy Number(s) Policy 5.03 Vehicles and Vehicle Equipment		

Agency Comments: Policy directs a pre-shift vehicle inspection conducted by the officer(s) assigned to that vehicle. Officers are directed in the proper care and maintenance of vehicles. The Patrol Division Commander (or patrol Lieutenant) is responsible for the fleet and will schedule repairs through the Town garage.

Evaluator Comments (To be completed by NCLM Staff):

The department meets and exceeds the dimensions in this category through a comprehensive and robust policy and verified through proofs provided by the Department and agency on-site visit.

17. Facility Safety and Security:

- A. Police facilities should be designed to be reasonably secure from physical attack or sabotage
- B. Must have an evacuation plan/map in the event of an emergency posted
- C. Sensitive areas should be secured from public access

In Compliance?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Related Agency Policy Number(s) Policy 3.05 Police Facility Security

Agency Comments: The expected security requirements for the Police Department and access to the facility of all persons to include uniformed personnel, plain-clothed personnel, support staff, visitors, and vendors. ID access card key is the primary method of gaining entry to controlled areas. Card controls are set only to those authorized to enter certain areas, i.e. evidence and armory. Internal and external surveillance is in use 24/7.

Evaluator Comments (To be completed by NCLM Staff):

The department meets and exceeds the dimensions in this category through a comprehensive and robust policy, which is verified through proofs provided by the department and agency during on-site visits. Upon my arrival, I was greeted professionally and timely by agency staff. While waiting in the lobby, all sensitive material behind the glass and records area was secured/shielded from public view and access. I verified that the facility has surveillance cameras monitored and recorded 24/7. The Department uses a key fob entry system that is recorded when an officer enters the facility. Some area officers are not allowed to enter through the key fob due to sensitive information. The agency also has an enclosed/secured Sally port that is operational if needed. Large evidence items are stored

under strict key security to ensure integrity in the chain of custody.

18. First Aid Training:

- A. Department provides first aid training and retraining for officers. Examples would include CPR and basic first aid for gunshot wounds

In Compliance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Related Agency Policy Number(s)		
Agency Comments: WBPD personnel are trained in bleeding control, Narcan and CPR by instructors with Wbfd as needed. This training usually occurs in the fall of each year.		
Evaluator Comments (To be completed by NCLM Staff): The department meets and exceeds the dimensions in this category through a comprehensive and robust policy and verified through proofs provided by the Department and agency on-site visit.		

19. Safety Equipment

- A. The department directs those officers utilize safety equipment when applicable. Equipment includes the following: Biohazard bags (red), face protection mask, latex gloves, disinfectant solution, sharps container, ballistic vest, traffic safety vest, fire extinguisher, North American Guide Book
1. Vehicle is equipped with a reflective vest, PPE, equipment
 2. Each patrol car is equipped with a first-aid kit and a tourniquet.
 3. Each patrol car has roadway visibility devices such as cones, strobes, etc.

In Compliance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Related Agency Policy Number(s) 5.03–Vehicles and Vehicle Equipment		
Agency Comments: Policy lists essential equipment for primary patrol units, secondary (spare) as well as unmarked vehicles.		

Evaluator Comments (To be completed by NCLM Staff):

The department meets and exceeds the dimensions in this category through a comprehensive and robust policy, which is verified through proofs provided by the department and agency during on-site visits.

20. Ballistic Vest Policy:

A. Agency requires a mandatory-wear policy for uniformed patrol officers

In Compliance?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Related Agency Policy Number(s) Policy 5.02 Wearing of Ballistic Vests	
<p>Agency Comments: It is the policy of the Wrightsville Beach Police Department to maximize officer safety through the use of body armor in combination with other prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures.</p> <p>All sworn Wrightsville Beach Police Officers will wear agency-approved ballistic vests when on duty and operating in field and enforcement activities. Officers will also wear their ballistic vest when working in uniform in an off-duty contract capacity. Sworn administrative and plain clothes personnel are not mandated to wear their ballistic vests during administrative duties (office duties and routine follow up investigations), however are required to have their ballistic vest immediately available if they become involved in or summoned to field or enforcement activities. Officers involved in undercover or plain clothes work that their supervisor determines could be compromised by the wearing of body armor are exempted for the duration of that specific assignment as set forth by their supervisor.</p>	
<p>Evaluator Comments (To be completed by NCLM Staff):</p> <p>The department meets and exceeds the dimensions in this category through a comprehensive and robust policy and verified through proofs provided by the Department and agency on-site visit.</p>	

21. Off-Duty Enforcement Action:

- A. This policy should detail off-duty response to police related matters
- B. Procedures regarding identification, limitations of when to respond, and what actions to be taken, such as neighborhood disputes, crimes in progress, etc.
- C. The policy should prohibit the carrying of a weapon while under the influence of alcohol

In Compliance?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Related Agency Policy Number(s) Policy 1.02 Member Responsibility and Authority	
<p>Agency Comments: Off duty officers are often faced with situations involving criminal conduct that they are neither equipped nor prepared to handle in the same manner as if they were on duty. These incidents may result in injury to the officer; therefore, guidelines are set forth to regulate off-duty arrests.</p> <p>Police officers of the department may not make an arrest off-duty when:</p> <ul style="list-style-type: none"> a. The arresting officer is personally involved in the incident underlying the arrest. b. Engaged in off-duty employment of a non-police nature and the officer's actions are only in the furtherance of the interests of the private employer. c. The arrest is made solely as enforcement of a traffic infraction. If the infraction is of such magnitude the officer may take the vehicle license number and general description of the operator and initiate appropriate action on the next duty day. d. The officer is under the influence of alcoholic beverage, chemical or impairing substance. 	
<p>Evaluator Comments (To be completed by NCLM Staff):</p> <p>The department meets and exceeds the dimensions in this category through a comprehensive and robust policy and verified through proofs provided by the Department and agency on-site visit.</p>	

22. Police Related Secondary Employment: (If Applicable)

- A. The department policy directs procedures for secondary employment
- B. Policy includes occupations or conditions that are not acceptable
- C. Off-duty employment is contingent upon approval by chief of police or designee
- D. Documentation includes: detailing the duties, type of business, uniform to be worn, date, time, number of hours, and if a departmental vehicle is to be utilized
- E. Workers Compensation, and/or liability responsibilities, status and notification is made known to the officer

In Compliance?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Related Agency Policy Number(s) Policy 4.08 Secondary and Extra Duty	
<p>Agency Comments: The policy of this Department is to provide guidelines to police employees to inform them of the types of secondary employment which are appropriate;</p>	

and to establish procedures to maintain accountability for the welfare of the Department.
 Policy sets forth the procedures for secondary employment.
 Policy sets forth assignments that are in conflict

Evaluator Comments (To be completed by NCLM Staff):

The department meets and exceeds the dimensions in this category through a comprehensive and robust policy and verified through proofs provided by the Department and agency on-site visit.

23. Civilian Ride-Along program: (If Applicable)

- A. Policy is established relating to civilian “ride-along” program
- B. The department has an established minimum age of participants
- C. Request should be made in writing and include a consent and waiver of liability
- D. The department policy should limit the number of times civilians are allowed to ride
- E. The policy should prohibit civilians being armed, driving police vehicles, accompanying officers during “high risk” encounters, accompanying officers inside homes on search warrants, domestic situations, and participating in pursuits
- F. Civilians are not permitted to wear “police-like” clothing
- G. A background check must be completed on the participant

In Compliance? Yes No N/A

Related Agency Policy Number(s) Policy 13.02 Ride-Along Program

Agency Comments: All points are in writing on the Ride Along application/waiver

Evaluator Comments (To be completed by NCLM Staff):

The department meets and exceeds the dimensions in this category through a comprehensive and robust policy and verified through proofs provided by the Department and agency on-site visit.

24. Civilian Volunteers in Law Enforcement Service: (If Applicable)

- A. This program should include its own separate policy manual specifying the duties that can be performed and those that are prohibited
- B. Specific disqualifiers shall be listed in the procedure manual.
- C. Background is conducted on applicants to include criminal history

In Compliance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
Related Agency Policy Number(s)			
Agency Comments:			
Reviewer Comments (To be completed by NCLM Staff):			

25. Reserve and/or Auxiliary Officer Programs: (If Applicable)

The department distinguishes between Reserve/Auxiliary NON-compensated sworn officers and “Part-Time” compensated sworn officers.

- A. The department adheres to the statutory requirements pertaining to auxiliary officer programs under NCGS 160A-282. The establishment of the program has been enacted by a municipal ordinance
- B. Reserve officers are required to adhere to all department policies and procedures.
- C. Reserve officers are required to attend and complete all annual in-service training requirements
- D. The department requires reserve officers to complete structured training before engaging in any assignments or activities

In Compliance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
Related Agency Policy Number(s) Policy 10.06 Reserve Officer Program			
Agency Comments:			

WBPD does not currently have any Reserve officers and has no intention of hiring Reserve Officers. However, policy directs reserve officers must work a minimum of 16 hours per month and maintain all the same training/in-service as full time officers

Evaluator Comments (To be completed by NCLM Staff):

The department meets and exceeds the dimensions in this category through a comprehensive and robust policy and verified through proofs provided by the Department and agency on-site visit.

Municipal Ordinance Established? Yes No
Municipal Ordinance Attached?

26. Mutual Aid:

The department has established policies for the cooperation between law enforcement agencies in accordance with NCGS 160A-288.

- A. The department has proper authorization from the governing board or council to enter into mutual aid agreements in accordance with NCGS 160A-288
- B. The Department maintains up to date and current Mutual Aid Agreements between outside law enforcement agencies that are being assisted or who are providing assistance

In Compliance? Yes No

Related Agency Policy Number(s)

Agency Comments: All mutual aid contracts are in accordance with NCGS 160-288 and up to date

Evaluator Comments (To be completed by NCLM Staff):

The department meets and exceeds the dimensions in this category through a comprehensive and robust policy and verified through proofs provided by the Department and agency on-site visit.

27. Citizen Video Encounters and Police Response:

Policy and/or training direct officers to the First Amendment protections of the rights of private citizens to record police officers during the public discharge of their duties, considering the recording-citizens:

- A. Remain at a reasonable distance
- B. Do not interfere with the officers’ duties or create a safety concern for the officer, person detained, or another onlooker.

In Compliance?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Related Agency Policy Number(s) Policy 5.11 Mobile and Portable Video Recording System	
Agency Comments: Policy includes guidance on video recording of police activity by the public. The policy identifies the 1 st Amendment issues surrounding this practice and the proper actions required by officers	
Evaluator Comments (To be completed by NCLM Staff): The department meets and exceeds the dimensions in this category through a comprehensive and robust policy and verified through proofs provided by the Department and agency on-site visit.	

28. Drone/Unmanned Aircraft System (UAS) Program: (If Applicable)

- A. Establish a comprehensive drone operation policy that outlines clear guidelines for use.
- B. Ensure adherence to federal, state, and local laws, including Federal Aviation Administration (FAA) regulations and if applicable obtaining a Certification of Authorization (COA)
- C. Require all drone operators to be licensed and certified per FAA Part 107 requirements.
- D. Implement data retention policies that ensure the protection of sensitive information.
- E. Develop procedures for drone operations, including emergency procedures for loss of control, battery failure, or weather hazards.

- F. Procedures establishing pre-flight assessments, including, but not limited to, checking airspace restrictions, weather conditions, and potential hazards.
- G. Implement maintenance schedules to ensure all drones are safe and functional, with regular inspections for wear and tear.
- H. Maintain detailed logs of all drone missions, including operator details, flight paths, and data collected in compliance with FAA regulations.

In Compliance?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
Related Agency Policy Number(s)	
Agency Comments: In addition to the relevant policies, please indicate how the category dimensions are met or exceeded:	
Evaluator Comments (To be completed by NCLM Staff):	

I. Optional Standards

1. Wellness and Fitness Program: (OPTIONAL)

The agency shall establish and maintain a comprehensive wellness and fitness program that promotes its personnel's physical, mental, and emotional health. The program shall include evidence-based practices, regular assessments, and access to resources supporting overall wellness and operational readiness.

- Establish a written policy on officer wellness and fitness that incorporates best practices for physical and mental resilience.
- Create a voluntary fitness program that encourages officers to maintain physical readiness based on job-specific requirements.
- Encourage physical activity by offering access to fitness centers, organizing exercise programs led by certified instructors, or partnering with local gyms.
- Officers are encouraged to engage in strength and conditioning programs to reduce the risk of injury and improve job performance.
- The agency will ensure that all personnel have access to confidential mental health services, including peer support programs, licensed counselors, and employee assistance programs (EAPs).
- The agency will provide training in stress management and resilience strategies to enhance officers' coping skills.
- The agency shall evaluate the effectiveness of wellness programs annually and gather officer feedback to improve participation and engagement.

In Compliance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Agency Policy Number(s)	

Agency Comments:

Describe the system the agency utilizes and how the system identifies prioritized performance:

How does the agency track trends and patterns for intervention?

The department meets or exceeds all of the recommended dimensions evaluated:

Yes No



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

To: Mayor Dull and Board of Aldermen

From: Brian Murray, Finance Officer

Subject: Resolution No. (2026) 2365 – Exemptions from the Mini-Brooks Act

Date: February 12, 2026

Background:

North Carolina General Statute § 143-64.31, commonly referred to as the Mini-Brooks Act, requires units of local government to select architectural, engineering, surveying, construction management-at-risk, and design-build services based on qualifications rather than price. State law provides certain exceptions to these requirements, including situations where the estimated professional service fee for a project is less than \$50,000.

The Town periodically requires professional services for small-scale projects that fall below this statutory threshold. Under current practice, each exemption requires separate Board action, which can create unnecessary administrative burden and delay for routine, low-dollar projects. Resolution No. (2026) 2365 establishes a clear and legally compliant framework allowing the Town to efficiently procure qualifying professional services without the need to bring a separate exemption resolution to the Board each time such services are required.

The resolution authorizes the Town Manager to exempt individual projects from the Mini-Brooks Act when estimated professional fees are below \$50,000, consistent with state law and the Town's purchasing policy. All exemptions must be documented in writing using a standardized exemption memorandum, and a cumulative list of exempted projects must be reported to the Board on at least a quarterly basis. The resolution also preserves the Town's discretion to apply the Mini-Brooks Act and a formal qualifications-based selection process to any project, regardless of cost, when deemed appropriate.

Action Requested:

Adopt Resolution No. (2026) 2365 authorizing exemptions from the Mini-Brooks Act for qualifying professional service projects, subject to the documentation and reporting requirements outlined in the resolution.

RESOLUTION NO. (2026) 2365



Board of Aldermen
Town of Wrightsville Beach, North Carolina
Date: February 12, 2026

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA REGARDING EXEMPTIONS FROM THE MINI-BROOKS ACT

WHEREAS, N.C.G.S. § 143-64.31, et seq. (“Mini-Brooks Act”) requires units of local government to solicit and evaluate firms who are to perform architectural, engineering, surveying, construction management-at-risk services, and design-build services (collectively hereinafter, “Services”) based upon competence and qualifications without regard to fees;

WHEREAS, special emergencies involving the health and safety of the people or their property are not within the scope of the Mini-Brooks Act’s requirements;

WHEREAS, the Mini-Brooks Act § 143-64.32 allows units of local government to exempt particular projects from its scope when professional fees for Services are estimated to be less than \$50,000.00 (“Exemption Threshold”);

WHEREAS, at times, the Town of Wrightsville Beach (“Town”) has a need for Services whose estimated cost is below the Exemption Threshold;

WHEREAS, the Town desires to promote efficiency and reduce administrative burdens and forego the formal Qualifications-Based Selection (“QBS”) process provisions of § 143-64.31 when Services meet the Exemption Threshold; and,

WHEREAS, the Town wishes to reserve the right to subject any Services, regardless of estimated cost, to the Mini-Brooks Act and its QBS process.

NOW THEREFORE, BE IT RESOLVED by the Board of Aldermen of the Town of Wrightsville Beach, North Carolina that:

1. The Town Manager is authorized to negotiate and sign contracts for Services when the estimated professional fee on any project is less than the Exemption Threshold, in agreement with the Town’s existing purchasing policy, and the funds to pay for the contracted services are properly appropriated.
2. All projects so exempted by the Town Manager shall be exempted in writing in the form attached as Exhibit A, and a cumulative listing of projects so exempted shall be reported to the Town at least on a quarterly basis.
3. This Resolution shall be effective upon adoption.

Adopted and approved this 12th day of February, 2026.

McKinley Dull, Mayor

ATTEST:

Lance Heater, Town Clerk

(seal)

EXHIBIT A

MEMORANDUM EXEMPTING (Project Name) FROM MINI-BROOKS ACT
(N.C.G.S. § 143-64.32)

WHEREAS, N.C.G.S. § 143-64.31, et seq. (“Mini-Brooks Act”) requires units of local government to solicit and evaluate firms who are to perform architectural, engineering, surveying, construction management-at-risk services, and design-build services (collectively hereinafter, “Services”) based upon competence and qualifications without regard to fees;

WHEREAS, the Town proposes to enter into one or more contract for Services for work on (description of the project being exempted);

WHEREAS, pursuant to Resolution No. [redacted] the Board of Alderman authorized the Town Manager to exempt Services from the qualifications-based selection requirements of the Mini-Brooks Act if the estimated fee is less than \$50,000; and

WHEREAS, the estimated fee for Services for the above-described project is less than \$50,000.

NOW THEREFORE, THE ABOVE REFERENCED PROJECT IS HEREBY MADE EXEMPT FROM THE MINI-BROOKS ACT.

Town Manager



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

To: Mayor Dull and Board of Aldermen
From: Matt Holland, Fire Chief
Subject: Ocean Rescue Budget Amendment
Date: January 28, 2026

The purpose of this memorandum is to request approval of a budget amendment to the Ocean Rescue budget to allow for the purchase of a new Honda Pioneer side-by-side vehicle.

The Ocean Rescue Director had planned to include funding for a replacement side-by-side vehicle in the FY 2026–2027 budget. However, the department’s current unit has experienced a significant mechanical failure that has rendered it unreliable for continued operational use. Due to the critical role this vehicle plays in daily Ocean Rescue operations, the replacement can no longer be deferred to a future fiscal year and must be addressed within the current budget.

The side-by-side vehicle is an essential piece of equipment used for rapid response along the beach strand, transportation of personnel and equipment, and support of emergency medical and rescue operations. Continued use of the current vehicle poses reliability and safety concerns that could impact service delivery to the public.

Photos documenting the mechanical failure are attached for the Board’s review.

Approval of this budget amendment will allow staff to move forward with the purchase of a new Honda Pioneer side-by-side vehicle and ensure Ocean Rescue operations remain effective and dependable throughout the remainder of the budget year.

Requested Action:

Approve budget amendment (2026) 683-B in the amount of \$25,000 to allow for the purchase of a replacement Honda Pioneer side-by-side vehicle.





TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA
ORDINANCE NO. (2026) 683-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>
10-8100-5550	Vehicles	25,000	
10-3991	Appropriated Fund Balance		25,000

Section II. Copies of this Budget Ordinance No. (2026) 683-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 February 2026.

MCKINLEY DULL
Mayor

ATTEST:

LANCE HEATER
Town Clerk

Seal



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

MEMORANDUM

To: Mayor Dull and Board of Aldermen

From: Haynes Brigman, Town Manager

Subject: **Consider adoption of Budget Ordinance (2026) 682-B funding a Contract for Services to Develop a Parks, Recreation, and Open Space Master Plan.**

Date: February 12, 2026

Background/Purpose of Request:

At the January 7, 2026 budget meeting, the Board directed staff to update the current Parks and Recreation master plan. The update will require professional services as well as a needs assessment survey. Attached for the Board's consideration is Budget Ordinance (2026) 682-B in the amount of \$35,000 for professional services and other related expenses to conduct a needs assessment survey and an update to the 2020 - 2030 Parks, Recreation, and Open Space Master Plan for the Town of Wrightsville Beach.

Town Manager's Recommendation:

Adoption of Budget Ordinance (2026) 682-B.

Attachments:

1. BA (2026) 682-B - P&R master plan

TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA
ORDINANCE NO. (2026) 682-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>
10-6120-1801	Professional Services	35,000	
10-3991	Appropriated Fund Balance		35,000

Section II. Copies of this Budget Ordinance No. (2026) 682-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 February 2026.

MCKINLEY DULL
Mayor

ATTEST:

LANCE HEATER
Town Clerk

Seal



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

To: Mayor Dull and Board of Aldermen
From: Matt Holland, Fire Chief
Subject: New Fire Apparatus
Date: January 22, 2026

Background:

Due to the upcoming bridge replacement projects affecting access to and from Wrightsville Beach, it is critical that the Fire Department maintain reliable, modern apparatus capable of meeting emergency response demands under potentially constrained conditions. These projects are expected to increase response times, traffic congestion, and operational complexity, placing additional strain on existing fire apparatus. A new fire engine will enhance the department's ability to serve the public safely and efficiently during these infrastructure projects and beyond.

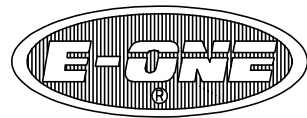
This apparatus has previously been reviewed and approved by prior Boards of Aldermen as part of the Town's long-term capital planning process. Funding for the purchase is already allocated and available in the current fiscal year budget. As such, approval of this request does not require additional appropriations or budget amendments.

Fire Connections Inc. has been identified as the vendor to provide the custom-built fire engine consistent with the specifications approved by the Town and Fire Department. Authorizing the Town Manager to enter into this contract will allow the project to proceed without delay, which is important given current industry lead times for fire apparatus manufacturing.

The cost of the apparatus is \$948,096 (prepay) and the FY25-26 Budget contains \$1,025,000 for this item.

Requested Action:

The requested action is for the Board of Aldermen to approve authorization for the Town Manager to enter into a contract with Fire Connections Inc. for the purchase of a new, custom-built fire engine to support continued high-quality fire and emergency services for the Town of Wrightsville Beach.



WRIGHTSVILLE BEACH WRIGHTSVILLE BEACH, NC

Q0000000288 REV 2

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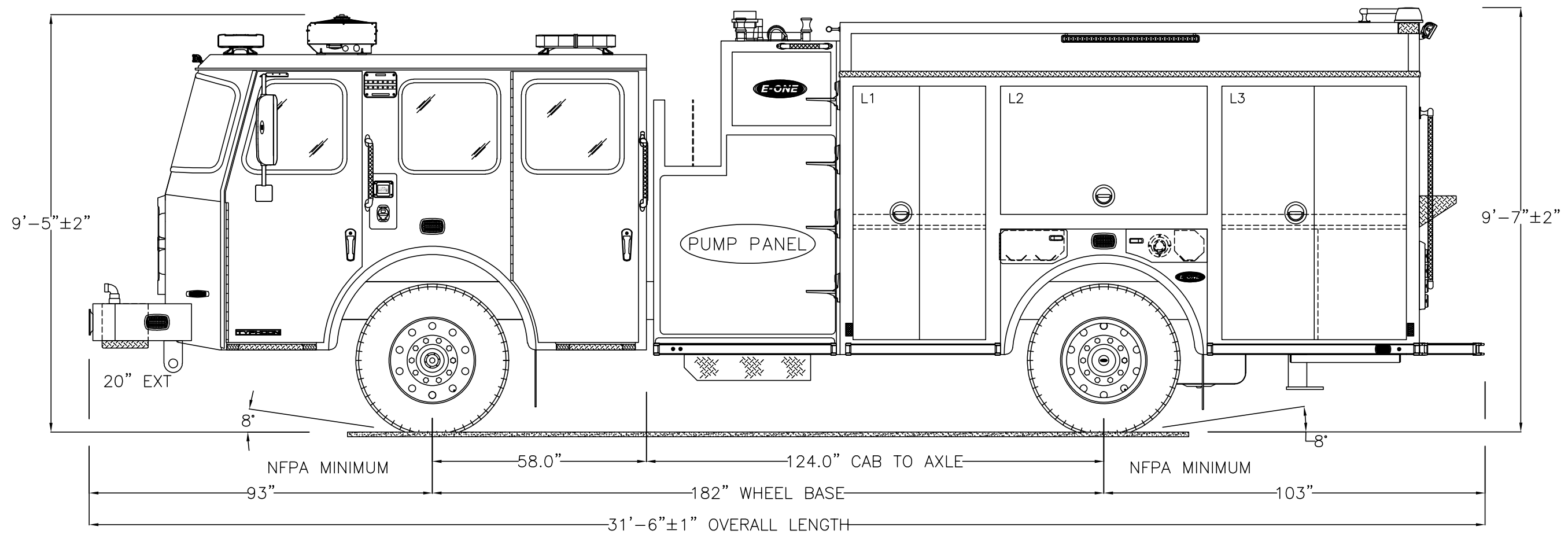
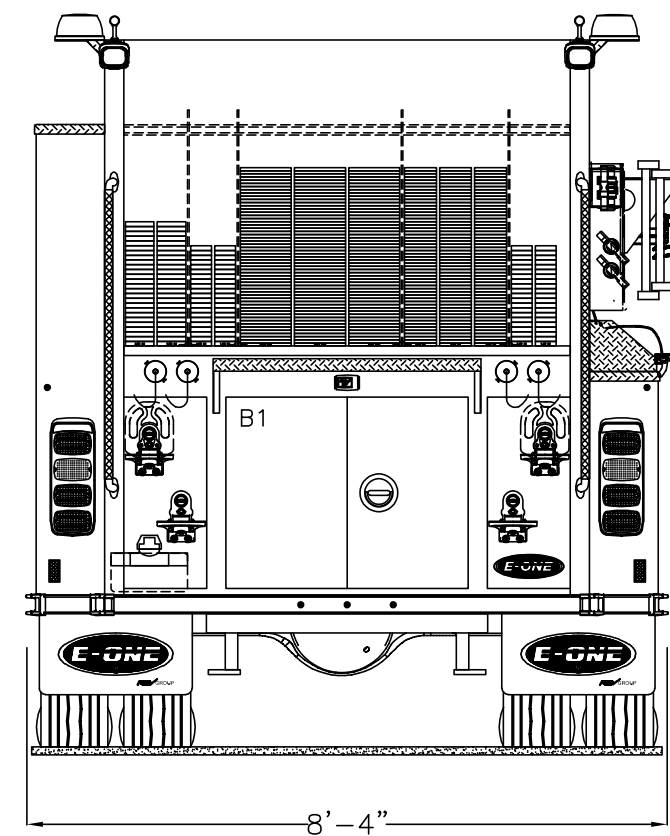
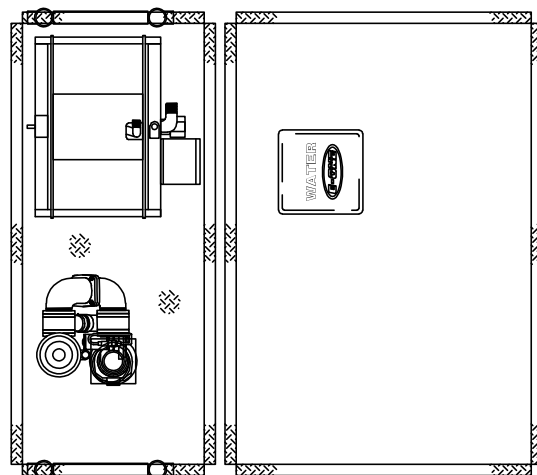
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	400' OF 2.50" DJ	
	400' OF 1.75" DJ	
	1000' OF 5.00" LDH	
	800' OF 3.00" DJ	
	400' OF 1.75" DJ	

COMPT.	OPENING		INTERIOR DIMENSION			
L1	36W	68H	36W	34H	12D	UPPER
			36W	30H	26D	LOWER
L2	56W	34H	56W	34H	12D	
L3	50W	68H	50W	34H	12D	UPPER
			50W	30H	26D	LOWER
R1	36W	30H	36W	28H	26D	
R2	50W	30H	50W	30H	26D	
B1	38W	30H	38W	30H	27D	

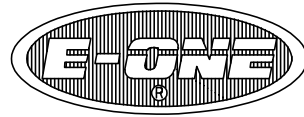
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HOSEBED HEIGHT:
(FOR REFERENCE ONLY)
TO TAILBOARD: 39"
TO GROUND: 63±2"



JKHOUR	A	QUOTE REVIEW 3	2026-JAN-15	JKHOUR
DRAWN BY	REV	DESCRIPTION	DATE	APPROVED
APPROVAL REVISIONS		SHEET 2 OF 2		



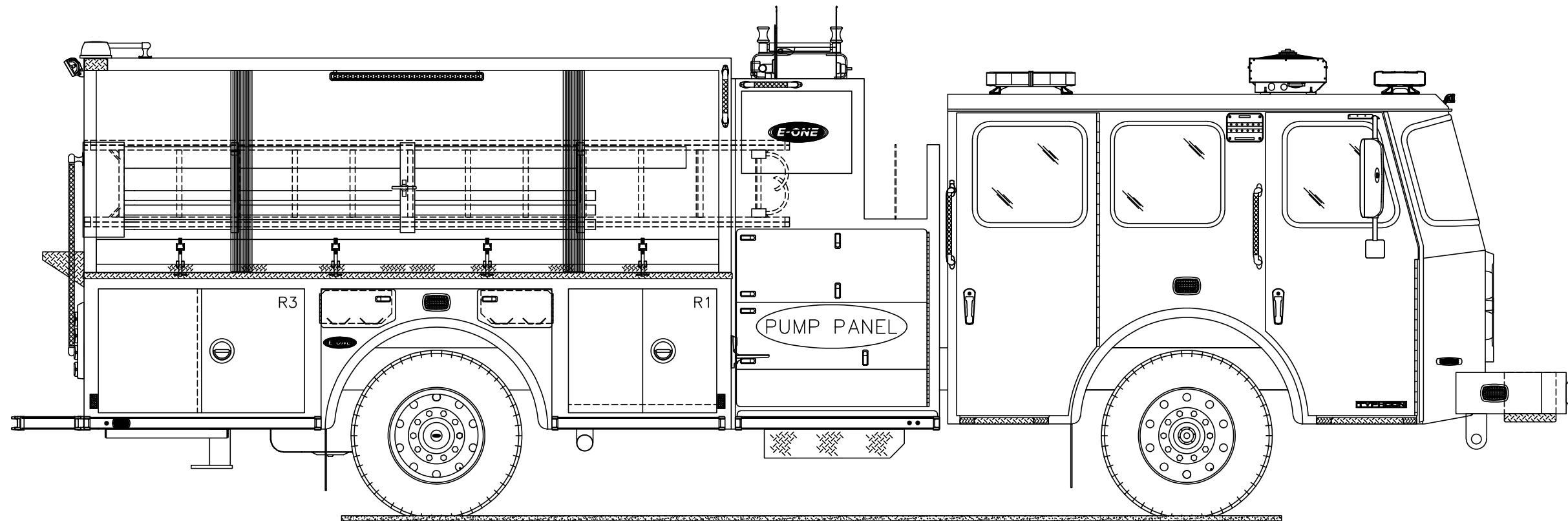
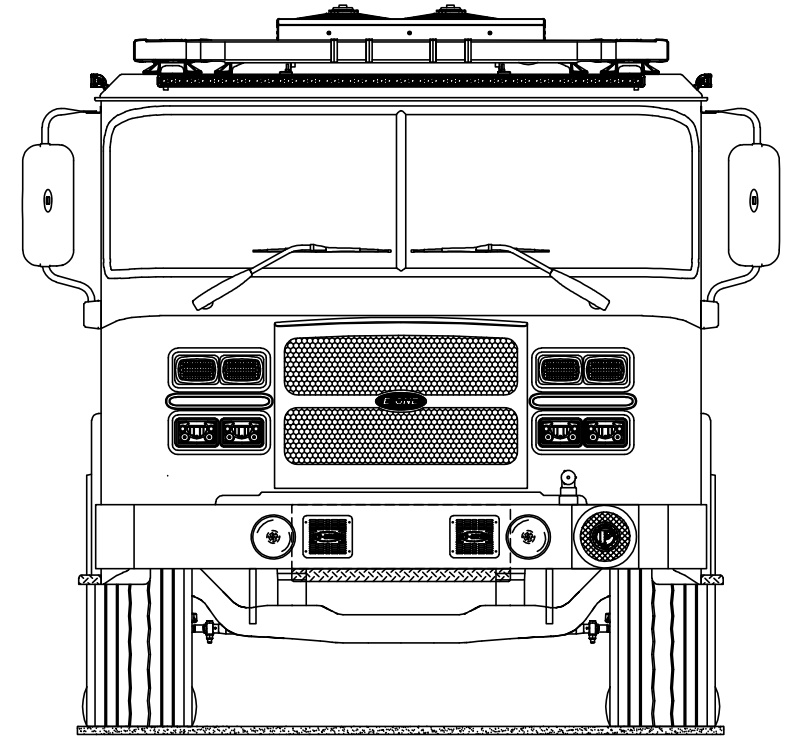
WRIGHTSVILLE BEACH WRIGHTSVILLE BEACH, NC

Q0000000288 REV 2

PUMPER
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JKHOURI	A	QUOTE REVIEW 3	2026-JAN-15	JKHOURI
DRAWN BY	REV	DESCRIPTION	DATE	APPROVED
		APPROVAL REVISIONS		SHEET 2 OF 2



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

MEMORANDUM

To: Mayor Dull and Board of Aldermen
From: Lance Heater, Town Clerk
Subject: **Consider changing the meeting dates for the regular Board of Aldermen meetings from May - December 2026.**
Date: February 12, 2026

Issue/Action Requested:

Amend the Board of Aldermen's regular meeting schedule to change the day from the second Thursday of each month to the second Tuesday, beginning in May 2026.

Background/Purpose of Request:

During the recent Budget Planning Session, the Board expressed consensus to change the day of the regular monthly meeting from the second Thursday to the second Tuesday, beginning in May 2026. Based on that discussion, there may be a need to set an alternate date for the August meeting due to Aldermen's scheduling concerns.

Town Manager's Recommendation:

Approve an amended Board of Aldermen regular meeting schedule, setting the regular meeting date for May-December 2026 as the second Tuesday of each month. Set an alternative date for the regular August meeting based on Board member's schedules.

Attachments:

1. Board and Committee Schedules 2026--Amended



TOWN OF WRIGHTSVILLE BEACH BOARDS AND COMMITTEES 2026 MEETING SCHEDULES

Board of Aldermen

Wednesday, January 7, 2026 (date change)

Thursday, February 12, 2026

Thursday, March 12, 2026

Tuesday, April 14, 2026 (date change)

Tuesday, May 12, 2026

Tuesday, June 9, 2026

Tuesday, July 14, 2026

Tuesday, August 11, 2026

Tuesday, September 8, 2026

Tuesday, October 13, 2026

Tuesday, November 10, 2026

Tuesday, December 8, 2026

Meetings will commence at 5:30 p.m., unless otherwise noted above, in Council Chambers of Town Hall, 321 Causeway Drive, Wrightsville Beach, North Carolina.

Board of Adjustment

~~Thursday, January 15, 2026~~ **Cancelled**

Thursday, February 26, 2026

Thursday, March 26, 2026

Thursday, April 23, 2026

Thursday, May 28, 2026

Thursday, June 25, 2026

Thursday, July 23, 2026

Thursday, August 27, 2026

Thursday, September 24, 2026

Thursday, October 22, 2026

Thursday, November 19, 2026

Thursday, December 17, 2026

Meetings will commence at 5:00 p.m., unless otherwise noted above, in Council Chambers of Town Hall, 321 Causeway Drive, Wrightsville Beach, North Carolina.

Historic Landmark Commission

~~Monday, January 12, 2026~~ **Cancelled**

Monday, March 9, 2026

Monday, May 11, 2026

Monday, July 13, 2026

Monday, October 12, 2026

Monday, November 9, 2026

Meetings will commence at 4:00 p.m., unless otherwise noted above, in Council Chambers of Town Hall, 321 Causeway Drive, Wrightsville Beach, North Carolina.

Marketing Advisory Committee

Monday, January 21, 2026

Wednesday, April 22, 2026

Wednesday, July 22, 2026

September 2026 TBD

Meetings will commence at 3:00 p.m., unless otherwise noted above, in the Town Hall Conference Room, 321 Causeway Drive, Wrightsville Beach, North Carolina.

Planning Board

Tuesday, January 6, 2026

Tuesday, February 10, 2026 (date change)

Tuesday, March 3, 2026

Tuesday, April 7, 2026

Tuesday, May 5, 2026

Tuesday, June 2, 2026

Tuesday, July 7, 2026

Tuesday, August 4, 2026

Tuesday, September 1, 2026

Tuesday, October 6, 2026

Tuesday, November 3, 2026

Tuesday, December 1, 2026

Meetings will commence at 5:30 p.m., unless otherwise noted above, in Council Chambers of Town Hall, 321 Causeway Drive, Wrightsville Beach, North Carolina.

Parks & Rec Advisory Committee

Thursday, February 5, 2026

Thursday, March 5, 2026

Thursday, April 2, 2026

Thursday, May 7, 2026

Thursday, June 4, 2026

Tuesday, July 2, 2026

Thursday, August 6, 2026

Thursday, September 3, 2026

Thursday, October 1, 2026

Thursday, November 5, 2026

Thursday, December 3, 2026

Meetings will commence at 5:00 p.m., unless otherwise noted above, in the Town Hall Conference Room, 321 Causeway Drive, Wrightsville Beach, North Carolina.

Updated 2/12/26

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 Dull and Board of Aldermen

From: Katie Carus-Childers, Parks & Recreation Director *Katie*

Subject: Planning Board Recommendation Regarding a 2026 Parks and Recreation Trust Fund (PARTF) Grant Application

Date: February 6, 2026

At the January 7th meeting, the Board of Aldermen directed staff to present the proposed projects for a 2026 Parks and Recreation Trust Fund (PARTF) grant application to the Planning Board for consideration and a recommendation. The February 3rd Planning Board meeting was rescheduled to February 10th due to the recent weather event so their recommendation will be presented to the Board at the Thursday, February 12th meeting.

The proposed projects for a 2026 PARTF application that were presented to the Planning Board include the following:

- 1) Completion of the multiuse path from the tennis and pickleball court facility to Causeway Drive. Extending this MUP will improve connectivity of existing bicycle and pedestrian facilities between Causeway Drive and West Salisbury Street.
- 2) Remove the softball field, scorekeeper's cage and fence around the field and construct a multipurpose natural turf field.
- 3) Construct the parking lot adjacent to the pickleball courts and Historic Square. This parking lot has already been designed but the project was put on hold pending completion of the CFPUA construction. The sidewalk around the south side of the tennis courts was completed in June 2025. This section was part of the original Historic Square Parking design.
- 4) Replace the Wrightsville Beach Park entrance sign, add benches, water fountain, lighting and other amenities with the project improvements.

ESTIMATED PROJECT COSTS

MUP Extension from court facility to Causeway Dr	\$ 565,535
Parking and sidewalks at Historic Square and Pickleball Courts	485,160
Multipurpose Field	438,240
Amenities: Park Entrance Sign, Benches, Water Fountain, Lighting	100,000
Design and oversight	50,000
TOTAL	\$ 1,638,935
Contingency 20%	327,787
PARTF	(500,000)
Town of Wrightsville Beach Obligation	\$ 1,466,722

Below is a timeline and the various tasks that must be completed for a competitive PARTF application if the Board directs staff to proceed.

- 1) **February 10, 2026:** Proposed project to the Planning Board for a recommendation.
- 2) **February 12, 2026:** Proposed PARTF grant application to Board of Aldermen with Planning Board recommendation.
- 3) **February – March 2026:** Public meeting specific to the PARTF project to receive input and presentation to at least three local organizations requesting letter of support.
- 4) **March - April 2026:** Application to Board for final approval and completion of the Basic Facts and Assurances by Mayor.
- 5) **March 13, 2026:** Application due to Recreation Resource Services regional representative for technical review.
- 6) **May 1, 2026:** Application deadline.
- 7) **August 28, 2026:** PARTF Authority selects projects for funding.
- 8) **October - November 2026:** Awarded projects sign contracts and work may begin.

At their December 22, 2025 meeting, the Parks and Recreation Advisory Committee voted unanimously in favor of proceeding with an application for the entire project proposal. However, the committee's priority is to complete removal of the softball field and replacing it with a multipurpose field.

REQUESTED ACTION: Consider proposed projects for a 2026 PARTF grant application along with the Parks and Recreation Advisory Committee and the Planning Board recommendations and provide direction to staff.



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

MEMORANDUM

To: Mayor Dull and Board of Aldermen
From: Haynes Brigman, Town Manager
Subject: **Consider changes to the 2026 Parking Program.**
Date: February 12, 2026

Issue/Action Requested:

Consider making changes to the Town's 2026 Parking Program

Background/Purpose of Request:

The 2026 Parking Season begins on March 1st. If the Board desires any changes for the upcoming parking season, those decisions will need to be decided during the meeting. Several changes that have been discussed include:

- Parking Space Removal
- New Technology utilized by the Parking Contractor
- Signage Updates and Improvements
- Old Parking Meter Removal
- Potential Parking Rate Changes

Town Manager's Recommendation:

Consider changes to the Town's 2026 Parking Program and direct staff to implement them.

Attachments:

None