



Workshop Meeting of the Town of Carolina Shores
Board of Commissioners
January 6, 2020 10:00am

Call to Order

- I. Administrative Reports
 1. Administrative Reports
 - a. Administration Department
 - b. Finance Department
 - c. Public Works Department
 - d. Public Safety Department
 2. Committee & Volunteer Group Reports
- II. New Business
 3. Agenda Items:
 - a. Consideration of Resolution 20-5 Appointments to Advisory Boards and Committees
 - b. Consideration of ratification of an Arbor Day Proclamation
 - c. Consideration of Resolution 20-6 Annexation by Petition
- III. Public Comment
- IV. Mayor and Board of Commissioner Comments
- V. Closed Session: None
- VI. Adjournment



Regular Meeting of the Town of Carolina Shores
Board of Commissioners
January 9, 2020 2:00pm

Pledge of Allegiance to the Flag and Moment of Silence

Call to Order

- I. Agenda Adjustments
 1. Adjustments to the agenda and approval thereof
- II. Public Comment
 2. Public Comments – agenda items only
- III. Consent Agenda
 3. Consent Agenda Items:
 - a. Approval of Minutes: Closed Session Minutes November 7, December 5, 2019
 - b. Consideration of Resolution 20-5 Appointments to Advisory Boards and Committees
 - c. Consideration of ratification of an Arbor Day Proclamation
 - d. Consideration of Resolution 20-6 Annexation by Petition
- IV. Administrative Reports
 4. Administrative Reports: Presentation of the Audit
- V. Public Hearings: None
- VI. Old Business: None
- VII. New Business: None
- VIII. Public Comment
- IX. Mayor and Board of Commissioners Comments
- X. Closed Session: GS 143-318.11 (a) (3) Legal

Adjournment

Town of Carolina Shores Board of Commissioners
Agenda Item Summarization & Narrative

Item: Agenda Adjustments
Contact: Ms. Joyce Dunn, Mayor
Location: Agenda Adjustments
"Adjustments to the agenda and approval thereof"
Follow-up: None
Requested Action: Board Action: Approve/Disapprove
Budgetary Impact: None

Narrative:

This item presents for the Board's consideration adjustments to the agenda from the time the time the agenda was created to allow for flexibility in deliberations of the Board.

Town of Carolina Shores Board of Commissioners
Agenda Item Summarization & Narrative

Item: Public Comment

Contact: Ms. Joyce Dunn, Mayor

Location: Public Comment
“Public Comment”

Follow-up: None

Requested Action: Allow time for public comment.

Budgetary Impact: None

Narrative:

This item presents for the Board’s consideration those citizens that have comments pursuant to GS 160-81.1.

§ 160A-81.1. Public comment period during regular meetings.

The council shall provide at least one period for public comment per month at a regular meeting of the council. The council may adopt reasonable rules governing the conduct of the public comment period, including, but not limited to, rules (i) fixing the maximum time allotted to each speaker, (ii) providing for the designation of spokesmen for groups of persons supporting or opposing the same positions, (iii) providing for the selection of delegates from groups of persons supporting or opposing the same positions when the number of persons wishing to attend the hearing exceeds the capacity of the hall, and (iv) providing for the maintenance of order and decorum in the conduct of the hearing. The council is not required to provide a public comment period under this section if no regular meeting is held during the month. (2005-170, s. 3.)

Time Limit: 5 minutes

Town of Carolina Shores Board of Commissioners
Agenda Item Summarization & Narrative

Item: Consent Agenda

Contact: Ms. Joyce Dunn, Mayor

Location: Consent Agenda
"Consent Agenda"

Follow-up: None

Requested Action: Pass all items with one motion, second, vote.

Budgetary Impact: Possible subject to items.

Narrative:

This item presents for the Board's consideration an expedited, omnibus action item for non-controversial, pro-forma, and routine items.

Resolution 20-5

A RESOLUTION OF THE TOWN OF CAROLINA SHORES
APPOINTING VARIOUS INDIVIDUALS TO ADVISORY
BOARDS AND COMMISSIONS

WHEREAS, the Town of Carolina Shores is organized pursuant to NCGS 160A-155, and has established a system of advisory boards, committees, and commissions; and

WHEREAS, from time to time certain vacancies exist that require filling; and

WHEREAS, vacancies on various advisory boards, committees, and commissioners are now known to exist;

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Town of Carolina Shores that the following appointments are made:

Section 1: Appointments & Terms

1. Planning Board

For a vacant municipal member with a term expiring on March 31, 2022; previously filled by Brown.

Appointee: Pamela Faria

For a vacant municipal alternate member with a term expiring on March 31, 2022; previously filled by Faria.

Appointee:

2. Parks Commission

For a vacant seat representing Calabash Lakes with a term expiring on March 31, 2020; previously filled by Thomaswick.

Appointee:

Section 2: All previous individuals serving in these appointments have their appointments voided by this Resolution.

In the COUNTY OF BRUNSWICK

Adopted this ___ Day of _____, 2020

TOWN OF CAROLINA SHORES BOARD OF COMMISSIONERS

By: _____
Joyce Dunn, Mayor

Nicole Hewett, Clerk to the Board

Attest:



**Town of Carolina Shores
200 Persimmon Road
Carolina Shores, NC 28467**

Arbor Day Proclamation

Whereas, Arbor Day is now observed throughout the nation and the world; and

Whereas, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

Whereas, trees in our Town increase property values, enhance the economic vitality of business areas, and beautify our community; and

Whereas, trees, wherever they are planted, are a source of joy and spiritual renewal.

Now therefore, the Board of Commissioners of the Town of Carolina Shores, North Carolina do hereby proclaim that Friday, March 20, 2020 is to be observed as Arbor Day in the Town of Carolina Shores and all citizens are urged to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and further urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Approved this _____ day of _____, 2020

Mayor Joyce Dunn

ATTEST:

Nicole L. Hewett, Town Clerk



TOWN OF CAROLINA SHORES BOARD OF COMMISSIONERS

A RESOLUTION
FIXING DATE OF PUBLIC HEARINGS ON QUESTION OF
ANNEXATIONS PETITIONED FOR UNDER G.S. § 160A-31

WHEREAS, petitions requesting the Town of Carolina Shores (“Town”) to annex the contiguous properties described therein have been received from Mr. and Mrs. Bennett (“Owner”); and

WHEREAS, the Town Clerk was directed to investigate the sufficiency of the petitions; and

WHEREAS, certification by the Town Clerk as to the sufficiency of the petitions has been made:

NOW, THEREFORE, BE IT RESOLVED by the Town of Carolina Shores Board of Commissioners that:

1. Public hearings on the question of annexing the contiguous properties described in Owner petition will be held in the Meeting Room of the Carolina Shores Town Hall at 200 Persimmon Road, Carolina Shores, NC 28467 on February 6, 2020 at 2:00 p.m.
2. Notice of the public hearings shall be published in the Brunswick Beacon, a newspaper having general circulation in the Town, at least ten (10) days prior to the date of the public hearings.

In the COUNTY OF BRUNSWICK

Adopted this ___ Day of January, 2020

TOWN OF CAROLINA SHORES BOARD OF COMMISSIONERS

By: _____
Ms. Joyce Dunn, Mayor

Ms. Nicole Hewett, Clerk to the Board

Town of Carolina Shores Board of Commissioners
Agenda Item Summarization & Narrative

Item: Administrative Report

Contact: Mr. Jon Mendenhall, Town Administrator

Location: Administrative Reports
"Administrative Reports"

Follow-up: None

Requested Action: Receive reports on the administration of the Town

Budgetary Impact: None

Narrative:

This item presents for the Board's information various reports on the administration of the Town.

TOWN OF CAROLINA SHORES NORTH CAROLINA

200 Persimmon Road
Carolina Shores, NC 28467



Phone 910-575-4877
Fax 910-575-4812

MEMORANDUM

TO: Mayor and Board of Commissioners
FROM: Jon M. Mendenhall, Town Administrator
SUBJECT: January Administrative Report
DATE: 12/30/19
ENCL: Sample Carolina Bays Parkway Extension Resolution
CC: File

This report serves as the report of administrative activities undertaken by the Town in the previous month and summarizes administrative, operational, and project updates for the reporting period.

Administrative

Administrative work has focused primarily on physical and economic development. Your January meetings reflect the start of several significant physical and economic development projects: 1) State mandated re-write of the Unified Development Ordinance (UDO) which is the subject of Special Called Meeting on 1/6/20 at 2pm, 2) Interim Legal Updates to ensure continued compliance of the UDO to state law from January 1, 2020 to December 31, 2020, 3) Annexation petition and rezoning application for a large (400+ unit subdivision) of which the first step is consideration of the annexation request.

Administrative items for the Board:

1. Personnel: A Public Works employee has asked to rescind his pending resignation and to stay as a regular employee. The request was granted alleviating the need for maintenance workers at present.
2. Holiday Party: Staff would like to thank the Board for the recent holiday party.
3. Group Pictures: As a reminder please remember to stay at the conclusion of the meeting in order that individual and group pictures can be made.

4. Appointments: There are several open positions on advisory boards, committees, and commissions. The Clerk will make a report of applications received in order that the Board may determine the candidates to fill the vacancies.

5. Announcements:

Town Designated a Community Rating System Community as a Class 8

It is with great pleasure that I am able to announce that the Town has completed the work to become an officially designated Community Rating System (CRS) community through the Federal Emergency Management Agency and the International Standards

Organization. This designation will allow homeowners to recover a 10% flood insurance discount for properties located within the Special Flood Hazard Area and a 5% flood insurance discount for properties located outside of the Special Flood Hazard Area.

Through the hard work of the Planning & Zoning Division residents that carry flood insurance are able to reap the rewards of the CRS program and receive these discounts to their annual flood insurance premiums.

Special notes for consideration:

1. Staff recommends that you consider passing an updated resolution on Carolina Bays Parkway due to the discussions held by the MPO (GSATS) and the County (Board of Commissioners). A sample resolution is attached hereto.

Operational

Finance

Finance has scheduled Thursday, January 9, 2019's meeting for the presentation of the audit.

Public Works

Maintenance

Maintenance work is on-going in three areas: 1) Ditch Crew – Palmer Drive vicinity 2) Vegetative Crew - Fall/Winter tree trimming (in canals currently); 3) Projects Crew - Greenway and park work.

Inspections

Inspection volumes are steady.

Planning & Zoning

A joint meeting with the Board of Commissioners and the Planning Board is scheduled for 2pm January 6, 2019 to discuss the interim re-write of the UDO for 2020 compliance and the longer process of re-writing the UDO for the January 1, 2021 compliance with the statutory changes in effect for that date requiring a mandatory overall of the entire UDO chapter in the Code of Ordinances.

The Community Rating System work proceeded very smoothly with the Planning and Zoning staff and contractors, see above announcement.

Public Safety

Code Compliance is working on routine items.

Project

Drainage

No capital projects this fiscal year.

Roadway

Waterview Lane is complete.



TOWN OF CAROLINA SHORES BOARD OF COMMISSIONERS

A RESOLUTION
REAFFIRMING CAROLINA BAYS EXTENSION CONCERNS

WHEREAS, the Town of Carolina Shores is in agreement with the Carolina Bays Extension project including the benefits to alleviate traffic congestion as well as provide for economic prosperity; and

WHEREAS, the initial study area as proposed and the routes from both 2012 and 2019 are devastating to the neighborhoods of the Town of Carolina Shores and outlying areas; and

WHEREAS, the Town of Carolina Shores seeks a process that respects both the National Environmental Policy Act (NEPA) and the residents of the Town's neighborhoods as well as those of the outlying neighborhoods; and

WHEREAS, the Town of Carolina Shores is a municipal corporation and body politic of the State of North Carolina; and

WHEREAS, the Town of Carolina Shores is a member in good standing with the Grand Strand Area Transportation Study (GSATS), a federally recognized Metropolitan Planning Organization (MPO) serving both North and South Carolina; and

WHEREAS, the Town of Carolina Shores is desirous of working in partnership, cooperation, and through collaboration with the North Carolina Department of Transportation (NCDOT) and GSATS for a constructive resolution that respects both people and their environment; and

WHEREAS, the Town of Carolina Shores previously expressed opposition to the study area and routes in the 2012 iteration, with a resolution (R 17-14) being passed in February 2017; and

WHEREAS, NCDOT responded to R 17-14 by increasing the area under study, increasing the number, location and disposition of proposed routes, and studied in greater detail the proposed routes and their impact on the human and physical environment as well as conducted a forum to let residents know of the current plans and proposed routes of the project; and

WHEREAS, the Town of Carolina Shores acknowledges and appreciates NCDOT for its ongoing and often times thankless efforts to ameliorate the transportation planning process; and

WHEREAS, the Town of Carolina Shores desires to reaffirm its longstanding commitment to the integrity of neighborhoods and communities;



NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Town of Carolina Shores that the Board of Commissioners:

1. Steadfastly oppose any route through an established neighborhood. As presented in the 2019 planning documents the Town is opposed to Preliminary Corridor Concept #2, 3, 5, 6, 7, 8, 9.

BE IT FURTHER RESOLVED that the Board of Commissioners of the Town of Carolina Shores instructs the Town Administrator to implement the requests as enumerated herein and to communicate the desires of the Board to the appropriate authorities. The Board further directs the Town of Carolina Shores Economic Development Commission as well as GSATS representatives to represent the desires of the Board and to partner as needed to implement the Board's intent of steadfast opposition as outlined herein unless and until this matter is resolved.

In the COUNTY OF BRUNSWICK

Adopted this ___ Day of _____, 2020

TOWN OF CAROLINA SHORES BOARD OF COMMISSIONERS

By: _____
Ms. Joyce Dunn, Mayor

Ms. Nicole Hewett, Clerk to the Board

**TOWN OF CAROLINA SHORES
FINANCE REPORT
11-30-2019**

GENERAL FUND

BUDGET SUMMARY

	2019-2020 REVISED ADOPTED	ACTUAL AS OF 11-30-2019	PERCENT
EXPENDITURES			
OPERATING	2,157,500	974,378	
CAPITAL	231,500	148,263	
TOTAL...	2,389,000	1,122,641	47%

REVENUES			
PROPERTY & MV TAX	517,000	238,774	
SALES TAX	970,000	507,472	
UTILITY FRANCHISE	138,500	37,927	
MISC. (Bldg.Permits, Beer/Wine, Interest)	548,500	156,161	
Hurricane Reibursement	0	81,522	
Approp. Funds	100,000	0	
Powell Bill Funds	115,000	56,698	
TOTAL...	2,389,000	1,078,554	45%

CHECKING ACCOUNT

Beginning Balance- 11/1/19	\$ 349,146.78
Ending Balance - 11/30/19	\$ 355,724.98

GL Balance Sheet

Town of Carolina Shores
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Period Ending 11/30/2019

10 GERNERAL FUND

Asset

10-0101-000 South State - Checking	\$355,724.98
10-0101-015 CAPITAL TRUST FUND	\$900,000.00
10-0101-020 SOUTH STATE - CD	\$249,886.99
10-0101-021 FIRST NATIONAL- CD	\$202,641.92
10-0110-000 TAXES RECEIVABLE	\$9,418.51
10-0110-010 MV TAXES REC.	\$1,467.90

10 GERNERAL FUND	Asset Total:	\$1,719,140.30
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Liability

10-0201-000 ACCOUNTS PAYABLE	-\$1.87
10-0201-010 ASSESMENT PAYABLE	-\$0.71
10-0210-001 State Tax 4.75%	-\$37,101.66
10-0210-010 County Tax 2.00%	-\$17,748.25
10-0223-000 STATE W/H PAYABLE	-\$2.00
10-0224-000 RETIREMENT PAYABLE	\$454.95
10-0224-001 401K	\$5,467.99
10-0225-000 ACCRUED PAYROLL	\$6,562.23
10-0225-001 MEDICAL INS. PAYABLE	-\$253.27
10-0226-000 457 PLAN	\$745.98
10-0230-002 HOMEOWNERS FUND RECOVERY	\$2,234.00
10-0230-005 BUILDERS BOND	\$49,280.00
10-0280-000 DEFERRED REV TAXES	\$15,776.43
10-0299-000 FUND BALANCE	\$1,737,813.41
Current Fund Balance Adjustment	-\$44,086.93

10 GERNERAL FUND	Liability Total:	\$1,719,140.30
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Budget vs Actual

Town of Carolina Shores
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Period Ending 11/30/2019

10 GERNERAL FUND

Description	Budget	MTD	YTD	Variance	Percent
Revenues					
10-0000-000 "GENERAL FUND"	0	0.00	0.00	0.00	
10-0300-000 GENERAL FUND	0	0.00	0.00	0.00	
REVENUES					
10-3100-101 TAXES-2019	467,000	64,456.49	215,927.15	(251,072.85)	46%
10-3100-102 TAXES, 2018	0	0.00	1,158.86	1,158.86	
10-3100-103 PIOR YEARS PROP TAX	0	0.00	0.00	0.00	
10-3113-144 TAXES, 2017	0	0.00	0.00	0.00	
10-3193-180 TAX INTEREST	0	5.85	32.37	32.37	
10-3194-120 MV TAXES	50,000	3,786.86	21,656.40	(28,343.60)	43%
10-3230-351 LOCAL OPTION SALES TAX	970,000	101,795.72	507,472.38	(462,527.62)	52%
10-3230-360 HOLD HARMLESS DISTRIBUTIONS	0	0.00	0.00	0.00	
10-3250-110 Solid Waste Disposal Tax	2,000	732.48	1,413.67	(586.33)	71%
10-3260-110 Business Registration	2,500	50.00	2,850.00	350.00	114%
10-3316-000 Powell Bill Revenue	115,000	0.00	56,698.03	(58,301.97)	49%
10-3321-000 Sales & Use Tax Refund	8,000	0.00	25,462.75	17,462.75	318%
10-3322-350 BEER/WINE EXCISE TAX	15,000	0.00	0.00	(15,000.00)	
10-3324-310 UTILITY FRANCHISE	138,500	0.00	37,926.59	(100,573.41)	27%
10-3325-310 TELECOMMUNICATIONS TAX	0	0.00	0.00	0.00	
10-3326-315 SALES OF SERVICE(FastTrack)	45,000	0.00	0.00	(45,000.00)	
10-3343-410 BUILDING PERMITS	375,000	26,017.39	111,075.31	(263,924.69)	30%
10-3343-415 ZONING PERMITS	30,000	1,300.00	6,000.00	(24,000.00)	20%
10-3343-430 CERTIFICATE OF OCCUPANCY	9,000	700.00	2,700.00	(6,300.00)	30%
10-3346-430 APPLICATION FEE/ZONING	5,000	0.00	0.00	(5,000.00)	
10-3831-491 INTEREST GENERAL FUND	45,000	555.74	2,874.51	(42,125.49)	6%
10-3832-630 Hurricane Reimbursement	0	0.00	81,522.01	81,522.01	
10-3839-890 MISC. INCOME	12,000	2,779.27	3,784.03	(8,215.97)	32%
10-3991-990 APPROP. FUNDS	100,000	0.00	0.00	(100,000.00)	
Revenues Totals:	2,389,000	202,179.80	1,078,554.06	(1,310,445.94)	45%

Budget vs Actual

Town of Carolina Shores
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Period Ending 11/30/2019

10 GERNERAL FUND

Description	Budget	MTD	YTD	Variance	Percent
Expenses					
10-4110-000 GOVERNING BODY	0	0.00	0.00	0.00	
10-4110-126 BOARD/FEES	13,000	0.00	3,825.00	9,175.00	29%
10-4110-181 FICA/MED	800	0.00	292.61	507.39	37%
10-4110-310 TRAVEL	200	0.00	0.00	200.00	
10-4110-499 MISC.	500	300.00	525.00	(25.00)	105%
10-4110-500 PAY ADJUSTMENTS	0	0.00	0.00	0.00	
GOVERNING BODY Totals:	14,500	300.00	4,642.61	9,857.39	32%
10-4120-000 ADMINISTRATION	0	0.00	0.00	0.00	
10-4120-121 SALARIES F/T	248,000	28,099.68	117,981.62	130,018.38	48%
10-4120-126 SALARIES P/T	0	0.00	0.00	0.00	
10-4120-180 FRINGE BENEFITS	0	0.00	0.00	0.00	
10-4120-181 FICA/MED	19,800	2,149.63	9,025.63	10,774.37	46%
10-4120-182 RETIREMENT	15,500	2,514.94	9,691.26	5,808.74	63%
10-4120-183 GROUP INSURANCE	45,000	3,493.08	19,845.08	25,154.92	44%
10-4120-184 457	0	0.00	0.00	0.00	
10-4120-185 401K	12,900	2,729.55	10,967.73	1,932.27	85%
10-4120-190 CONTRACT SERVICE (ADMI)	20,000	280.00	2,206.37	17,793.63	11%
10-4120-191 PROF FEES ACCTG	11,000	0.00	0.00	11,000.00	
10-4120-192 PROF FEES LEGAL	15,000	0.00	0.00	15,000.00	
10-4120-195 PROF FEE- TOWN CODE	2,000	0.00	0.00	2,000.00	
10-4120-199 PROF FEES Other	10,000	0.00	421.20	9,578.80	4%
10-4120-250 AUTO SUPPLIES	1,000	40.05	272.15	727.85	27%
10-4120-260 OFFICE SUPPLIES	5,000	177.44	588.36	4,411.64	12%
10-4120-265 OFFICE FURNITURE	2,000	0.00	0.00	2,000.00	
10-4120-321 TELEPHONE	8,000	663.76	3,327.93	4,672.07	42%
10-4120-325 POSTAGE	1,000	174.00	436.10	563.90	44%
10-4120-352 MAIN/REPAIR EQUIPT	1,000	0.00	0.00	1,000.00	
10-4120-353 MAIN/REPAIRS AUTO	1,500	0.00	227.21	1,272.79	15%
10-4120-370 LEGAL ADVERTISING	2,000	0.00	0.00	2,000.00	
10-4120-380 COMPUTER SER/PROGRAMS	5,000	109.99	8,604.81	(3,604.81)	172%
10-4120-395 EMPLOYEE TRAINING	2,500	0.00	1,272.23	1,227.77	51%
10-4120-450 INS/BOND/WC	40,000	14.62	57,669.16	(17,669.16)	144%
10-4120-480 E.S.C. - Unemployment Pymts.	4,000	708.40	708.40	3,291.60	18%
10-4120-491 DUES/SUBS	8,000	1,039.02	7,854.46	145.54	98%
10-4120-499 MISC	2,000	132.59	3,355.67	(1,355.67)	168%
ADMINISTRATION Totals:	482,200	42,326.75	254,455.37	227,744.63	53%
10-4140-190 TAXES-COLLECTION FEE	4,000	483.42	1,628.14	2,371.86	41%
10-4140-191 DMV-COLLECTION FEE	500	0.00	0.08	499.92	0%
Totals:	4,500	483.42	1,628.22	2,871.78	36%

Budget vs Actual

Town of Carolina Shores
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Period Ending 11/30/2019

10 GERNERAL FUND

Description	Budget	MTD	YTD	Variance	Percent
10-4170-190 Elections Fee	5,000	0.00	0.00	5,000.00	
ELECTIONS Totals:	5,000	0.00	0.00	5,000.00	
10-4190-000 PUBLIC BLDG/BEAUTY	0	0.00	0.00	0.00	
10-4190-126 SALARIES P/T	26,500	2,975.80	15,408.04	11,091.96	58%
10-4190-181 FICA/MED	2,000	227.68	1,178.77	821.23	59%
10-4190-182 RETIREMENT	0	0.00	0.00	0.00	
10-4190-190 CONTRACTED SERVICES	5,000	43.90	2,267.94	2,732.06	45%
10-4190-240 MAINT/REPAIR BLDG	3,500	0.00	4,451.13	(951.13)	127%
10-4190-290 DEPT. MATERIALS	2,000	326.56	1,630.68	369.32	82%
10-4190-291 RECREATIONAL/EVENTS	0	0.00	0.00	0.00	
10-4190-331 UTILITIES-TH	15,000	1,063.71	5,181.07	9,818.93	35%
10-4190-352 REPAIR/MAINT EQUIP	500	225.00	572.49	(72.49)	114%
10-4190-590 CAPITAL OUTLAY-OTHER	0	0.00	0.00	0.00	
PUBLIC BUILD/BEAUTY Totals:	54,500	4,862.65	30,690.12	23,809.88	56%
10-4330-000 PUBLIC SAFETY	0	0.00	0.00	0.00	
10-4330-126 SALARIES P/T	52,500	3,760.27	16,614.64	35,885.36	32%
10-4330-181 FICA/MED	2,000	287.67	1,271.04	728.96	64%
10-4330-190 CONTRACT SERVICES	5,000	2,040.00	8,655.00	(3,655.00)	173%
10-4330-240 CALABASH FIRE DEPT	30,000	0.00	0.00	30,000.00	
10-4330-245 CALABASH EMS	0	0.00	0.00	0.00	
10-4330-250 BRUNSWICK CTY FIRE FEES	500	0.00	890.68	(390.68)	178%
10-4330-255 AUTO SUPPLIES	600	38.60	169.44	430.56	28%
10-4330-260 DEPARTMENT SUPPLIES	1,500	74.99	274.99	1,225.01	18%
10-4330-266 EMERGENCY MGMT	0	33.84	14,181.58	(14,181.58)	
10-4330-395 EMPLOYEE TRAINING	500	195.00	245.00	255.00	49%
10-4330-500 PUBLIC SAFETY RESERVE	0	0.00	0.00	0.00	
10-4330-590 CAPITAL OUTLAY	5,000	0.00	0.00	5,000.00	
PUBLIC SAFETY Totals:	97,600	6,430.37	42,302.37	55,297.63	43%
10-4340-000 ECONOMIC DEVELOPMENT	0	0.00	0.00	0.00	
10-4340-180 INCENTIVE PAYMENTS	0	0.00	0.00	0.00	
10-4340-190 CONTRACT SERVICES	8,000	0.00	0.00	8,000.00	
10-4340-199 PROFESSIONAL FEES	2,000	0.00	0.00	2,000.00	
10-4340-250 BRUNSWICK COUNTY FIRE FEES	0	0.00	0.00	0.00	
10-4340-260 DEPARTMENT SUPPLIES	450	0.00	0.00	450.00	
10-4340-266 CHAMBER OF COMMERCE	0	0.00	0.00	0.00	
10-4340-310 TRAVEL	450	0.00	0.00	450.00	
10-4340-480 MARKETING	1,000	0.00	2,600.00	(1,600.00)	260%
10-4340-491 DUES/FEES - OTHER	100	0.00	0.00	100.00	

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Period Ending 11/30/2019					
NON-DEPARTMENTAL Totals:	12,000	0.00	2,600.00	9,400.00	22%
10-4350-000 BUILDING INSPECTIONS	0	0.00	0.00	0.00	
10-4350-121 SALARIES F/T	155,000	18,460.65	72,814.00	82,186.00	47%
10-4350-126 SALARIES P/T	10,000	0.00	0.00	10,000.00	
10-4350-181 FICA/MED	23,000	1,412.23	5,570.21	17,429.79	24%
10-4350-182 RETIREMENT	12,600	1,652.19	6,445.14	6,154.86	51%
10-4350-183 GROUP INSURANCE	50,000	4,551.04	27,306.24	22,693.76	55%
10-4350-185 401K	3,200	368.70	1,372.77	1,827.23	43%
10-4350-231 EDUCATION/TRAINING	4,000	490.30	3,047.74	952.26	76%
10-4350-250 AUTO SUPPLIES/FUEL	2,500	133.77	1,107.64	1,392.36	44%
10-4350-260 DEPARTMENT SUPPLIES	2,000	12.87	4,174.66	(2,174.66)	209%
10-4350-265 EQUIPMENT	0	0.00	0.00	0.00	
10-4350-321 TELEPHONE	1,000	176.28	805.02	194.98	81%
10-4350-325 POSTAGE/PRINTING	200	173.99	442.93	(242.93)	221%
10-4350-352 REPAIRS/MAINT EQUIP	200	0.00	0.00	200.00	
10-4350-353 MAINTENANCE/REPAIRS VEHIC	1,000	0.00	183.53	816.47	18%
10-4350-380 COMPUTER SERVICE/PROGRAM	2,500	0.00	1,501.73	998.27	60%
10-4350-491 DUES/FEES	300	70.00	167.00	133.00	56%
10-4350-590 CAPITAL OUTLAY-VEHICLE	0	0.00	0.00	0.00	
BUILDING INSPECTIONS Totals:	267,500	27,502.02	124,938.61	142,561.39	47%
10-4500-000 STREETS	0	0.00	0.00	0.00	
10-4500-121 SALARIES F/T	362,250	36,923.58	156,642.96	205,607.04	43%
10-4500-126 SALARIES P/T	26,250	1,152.00	9,617.60	16,632.40	37%
10-4500-181 FICA/MED	21,000	2,912.77	12,718.84	8,281.16	61%
10-4500-182 RETIREMENT	21,500	3,304.66	13,858.41	7,641.59	64%
10-4500-183 GROUP INSURANCE	126,000	10,051.40	60,308.40	65,691.60	48%
10-4500-185 401K	15,750	2,885.43	11,016.46	4,733.54	70%
10-4500-190 CONTRACTED SERVICES	20,000	468.36	5,134.46	14,865.54	26%
10-4500-240 STREET SUPPLIES	40,000	6,942.43	11,332.42	28,667.58	28%
10-4500-250 AUTO SUPPLIES	7,000	3,245.61	13,812.70	(6,812.70)	197%
10-4500-321 TELEPHONES	1,000	171.85	787.19	212.81	79%
10-4500-331 STREET LIGHTS	110,500	9,645.63	47,313.97	63,186.03	43%
10-4500-350 STREET REPAIRS	45,000	453.43	703.43	44,296.57	2%
10-4500-352 REPAIR/MAINT EQUIP	15,000	5,371.93	9,460.98	5,539.02	63%
10-4500-395 EMPLOYEE TRAINING	0	8.94	348.94	(348.94)	
10-4500-590 CAPITAL OUTLAY	0	0.00	0.00	0.00	
STREETS Totals:	811,250	83,538.02	353,056.76	458,193.24	44%
10-4510-000 POWELL BILL	0	0.00	0.00	0.00	
10-4510-126 SALARIES P/T	0	0.00	0.00	0.00	
10-4510-181 FICA/MED	0	0.00	0.00	0.00	
10-4510-182 RETIREMENT	0	0.00	0.00	0.00	
10-4510-190 CONTRACTED SERVICES	0	0.00	0.00	0.00	
10-4510-240 STREET SUPPLIES	0	0.00	0.00	0.00	

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Period Ending 11/30/2019

10 GERNERAL FUND

Description	Budget	MTD	YTD	Variance	Percent
10-4510-352 REPAIR/MAINT EQUIPT	0	0.00	0.00	0.00	
10-4510-550 CAPITAL OUTLAY-EQUIPT	0	0.00	0.00	0.00	
10-4510-591 ROAD PAVING/PATCHING	115,000	139.97	103,095.75	11,904.25	90%
POWELL Totals:	115,000	139.97	103,095.75	11,904.25	90%
10-4700-000 ENVIRO. PROTECTIONS	0	0.00	0.00	0.00	
10-4700-190 CONTRACT SERVICE	25,000	2,048.00	10,240.00	14,760.00	41%
10-4700-240 Departmental Supplies	5,000	0.00	0.00	5,000.00	
10-4700-350	5,000	7,887.60	11,940.60	(6,940.60)	239%
DRAINAGE-RIPRAP, STONE					
10-4700-351 DRAINAGE DITCHES	0	0.00	0.00	0.00	
ENVIRO PROTECTION Totals:	35,000	9,935.60	22,180.60	12,819.40	63%
10-4710-000 SANITATION	0	0.00	0.00	0.00	
10-4710-126 SALARIES P/T	20,400	2,689.60	11,658.56	8,741.44	57%
10-4710-181 FICA/MED	1,600	205.77	891.92	708.08	56%
10-4710-182 Retirement	0	0.00	0.00	0.00	
10-4710-190 CONTRACTED SERVICES	60,000	4,359.60	15,238.86	44,761.14	25%
10-4710-290 DEPT. MATERIALS	500	0.00	312.09	187.91	62%
10-4710-352 REPAIR/MAINT EQUIP	1,500	0.00	0.00	1,500.00	
10-4710-580 CAPITAL OUTLAY	0	0.00	0.00	0.00	
SANITATION Totals:	84,000	7,254.97	28,101.43	55,898.57	33%
10-4910-000 PLANNING & ZONING	0	0.00	0.00	0.00	
10-4910-121 SALARIES F/T	34,000	0.00	1,604.90	32,395.10	5%
10-4910-126 BOARD/FEES	2,600	0.00	910.00	1,690.00	35%
10-4910-181 Fica/Med	2,600	0.00	192.42	2,407.58	7%
10-4910-182 RETIREMENT	2,380	0.00	125.74	2,254.26	5%
10-4910-183 GROUP INSURANCE	12,000	0.00	1,113.40	10,886.60	9%
10-4910-185 401	2,000	0.00	0.00	2,000.00	
10-4910-199 PROF FEES	10,000	0.00	0.00	10,000.00	
10-4910-260 Department Supplies	200	0.00	1,411.49	(1,211.49)	706%
10-4910-325 Postage/Printing	170	0.00	0.00	170.00	
10-4910-370 Legal Advertising	1,000	0.00	0.00	1,000.00	
10-4910-395 Education/Training	2,500	0.00	0.00	2,500.00	
PLANNING & ZONING Totals:	69,450	0.00	5,357.95	64,092.05	8%
10-6120-000 CULTURAL & RECREATIONAL	0	0.00	0.00	0.00	
10-6120-190 CONTRACT SERVICES	1,000	0.00	0.00	1,000.00	
10-6120-290 DEPARTMENT MATERIALS	500	0.00	0.00	500.00	
10-6120-352 REPAIRS/MAINTENANCE	500	0.00	0.00	500.00	
10-6120-450 SPECIAL EVENTS	3,000	440.00	1,328.66	1,671.34	44%
Totals:	5,000	440.00	1,328.66	3,671.34	27%
10-9910-000 CONTINGENCY	0	0.00	0.00	0.00	
10-9910-991 CONTINGENCY DEPT.	100,000	0.00	0.00	100,000.00	

Budget vs Actual

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CONTINGENCY Totals:	100,000	0.00	0.00	100,000.00		
10-9930-000 CAPITAL PROJECTS	0	0.00	0.00	0.00		
10-9930-199 PROFESSIONAL FEES	1,500	518.00	18,814.80	(17,314.80)		1254%
10-9930-540 STORMWATER	0	0.00	0.00	0.00		
10-9930-545 PAVING	150,000	0.00	82,025.90	67,974.10		55%
10-9930-580 CAPITAL OUTLAY-EQUIP	75,000	0.00	6,579.02	68,420.98		9%
10-9930-581 CAPITAL OUTLAY-OTHER	5,000	0.00	40,842.82	(35,842.82)		817%
10-9930-990 CONTINGENCY	0	0.00	0.00	0.00		
RESERVES Totals:	231,500	518.00	148,262.54	83,237.46		64%
Expenses Totals:	2,389,000	183,731.77	1,122,640.99	1,266,359.01		47%

Budget vs Actual

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Period Ending 11/30/2019

10 GERNERAL FUND Totals:	18,448.03	(44,086.93)
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ACTIVITY REPORT – BUILDING PERMITS
TOWN OF CAROLINA SHORES
NOVEMBER 2019

Single Family Residence	7
Total Cost of Construction (Stick built – SF)	\$1,815,926
Multi- Unit Housing	0
Total Cost of Construction (Multi-Unit Housing)	\$0
Modular Home Permits	0
Total Cost of Construction – Modular	\$0
Manufactured Home Permits	2
Total Cost of Construction – Manufactured Homes	\$210,992
Commercial/Industrial Building Permits	0
Total Cost of Construction Commercial/Industrial Building	\$0
TOTAL BUILDING PERMIT CONSTRUCTION VALUATION	\$1,815,926
Other Building Permits (i.e. Addition, fence, deck, garage, shed, sunroom, mail station, concrete/asphalt paving, roof over deck, windows) construction valuation	\$3,809
Building Permits	10
Demolition	0
Floodplain Permits	33
Electrical Permits	2
Driveway Permits	8
Mechanical Permits/Gas Permits	17
Zoning Permits	17
Plumbing Permits	1
Sign Commercial	0
Inspections Completed	185
Certificate of Occupancy Certificates	6
TOTAL CERTIFICATE OF OCCUPANCY (CONSTRUCTION VALUATION)	\$1,139,664
PERMIT FEE REVENUE	\$36,735.70
YEAR TO DATE PERMIT REVENUE	\$133,953.62

Cc: Town Administrator – FINAL REPORT November 2019
Judy – Brunswick Co. Inspection Dept. 253-2024

BUILDING INSPECTIONS DIVISION
MONTHLY ACTIVITY REPORT
November 2019

This report covers the period of November 1-30, 2019. The month of November was moderately busy with permitting and inspections.

BUILDING PERMITS & CERTIFICATES OF OCCUPANCY ISSUED

7 permits for new single family homes have been approved (construction value \$1,815,926). 2 permits for new manufactured homes have been approved (construction value \$210,992).

In addition, there are 10 building permits for repair/remodel underway.

6 certificates of occupancy were issued in November 2019 (construction value \$1,139,664)

There are 37 valid new home permits open now where the homes are in various stages of construction.

OTHER PERMITS ISSUED

Mechanical: 17
Electrical: 2
Plumbing: 1
Zoning: 17
Floodplain: 33
Driveway: 8
Demolition: 0

INSPECTIONS

185 building inspections have been completed.

TREE PERMITS

Permits: 2
Trees: 12
Clearing: 0
Approved: 12
Denied: 0
Replacement: 11

OTHER ACTIVITIES

Approximately \$36,735.70 in permit fees was collected in November 2019. YTD collected \$133,953.62.

All monthly reports to federal, state, and county have been completed in addition to weekly and monthly reports to construction statisticians.

Building inspections staff issued 59 recycle center stickers. The number of stickers issued per development is as follows: Beacon Townes-7, Carolina Shores-35, Calabash Lakes-5, Farm at Brunswick-10, Lighthouse Cove-0, and Village at Calabash-2.

Town of Carolina Shores Board of Commissioners
Agenda Item Summarization & Narrative

Item: Public Hearings
Contact: Ms. Joyce Dunn, Mayor
Location: Public Hearings
"Public Hearings"
Follow-up: None
Requested Action: Conduct Public Hearing(s) as scheduled
Budgetary Impact: None

Narrative:

This item presents for the Board's action various public hearings as scheduled by the Board subject to the rules of procedure duly adopted by the Board of Commissioners and further subject to the requirements of the North Carolina General Statutes.

Town of Carolina Shores Board of Commissioners
Agenda Item Summarization & Narrative

Item: Public Comment

Contact: Ms. Joyce Dunn, Mayor

Location: Public Comment
“Public Comment”

Follow-up: None

Requested Action: Allow time for public comment.

Budgetary Impact: None

Narrative:

This item presents for the Board’s consideration those citizens that have comments pursuant to GS 160-81.1.

§ 160A-81.1. Public comment period during regular meetings.

The council shall provide at least one period for public comment per month at a regular meeting of the council. The council may adopt reasonable rules governing the conduct of the public comment period, including, but not limited to, rules (i) fixing the maximum time allotted to each speaker, (ii) providing for the designation of spokesmen for groups of persons supporting or opposing the same positions, (iii) providing for the selection of delegates from groups of persons supporting or opposing the same positions when the number of persons wishing to attend the hearing exceeds the capacity of the hall, and (iv) providing for the maintenance of order and decorum in the conduct of the hearing. The council is not required to provide a public comment period under this section if no regular meeting is held during the month. (2005-170, s. 3.)

Time Limit: 5 minutes

Town of Carolina Shores Board of Commissioners
Agenda Item Summarization & Narrative

Item: Mayor and Board of Commissioners Comments

Contact: Ms. Joyce Dunn, Mayor

Location: Mayor and Board of Commissioners Comments
"Mayor and Board of Commissioners Comments"

Follow-up: None

Requested Action: Allow time for Mayor and Board comment.

Budgetary Impact: None

Narrative:
This item presents a time for Mayor and Board's discussion.

Town of Carolina Shores Board of Commissioners
Agenda Item Summarization & Narrative

Item: Closed Session

Contact: Ms. Joyce Dunn, Mayor

Location: Closed Session
[As specified on the closed session notice and agenda]

Follow-up: None

Requested Action: Enter into closed session pursuant to the notice and agenda

Budgetary Impact: None

Narrative:

Pursuant to GS 143-318.11 Closed Sessions

§ 143-318.11. Closed sessions.

(a) Permitted Purposes. – It is the policy of this State that closed sessions shall be held only when required to permit a public body to act in the public interest as permitted in this section. A public body may hold a closed session and exclude the public only when a closed session is required:

- (1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.
- (2) To prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award.
- (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.
- (4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the

public body in negotiations. The action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.

- (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.
- (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.
- (7) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.
- (8) To formulate plans by a local board of education relating to emergency response to incidents of school violence.
- (9) To discuss and take action regarding plans to protect public safety as it relates to existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity.

(b) Repealed by Session Laws 1991, c. 694, s. 4.

(c) Calling a Closed Session. – A public body may hold a closed session only upon a motion duly made and adopted at an open meeting. Every motion to close a meeting shall cite one or more of the permissible purposes listed in subsection (a) of this section. A motion based on subdivision (a)(1) of this section shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on subdivision (a)(3) of this section shall identify the parties in each existing lawsuit concerning which the public body expects to receive advice during the closed session.

(d) Repealed by Session Laws 1993 (Reg. Sess., 1994), c. 570, s. 2. (1979, c. 655, s. 1; 1981, c. 831; 1985 (Reg. Sess., 1986), c. 932, s. 5; 1991, c. 694, ss. 3, 4; 1993 (Reg. Sess., 1994), c. 570, s. 2; 1995, c. 509, s. 84; 1997-222, s. 2; 1997-290, s. 2; 2001-500, s. 2; 2003-180, s. 2.)