

Agenda  
Town of Duck Council  
Town of Duck Meeting Hall  
February 1, 2012  
7:00 p.m.  
Regular Meeting

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1. Call to Order
  - A. Pledge of Allegiance
  - B. Moment of Silence
2. Public Comments
3. Consent Agenda
  - A. Minutes from the January 4, 2012, Regular Meeting
  - B. Consideration of Resolution #12-02, a Resolution of the Town Council of the Town of Duck, North Carolina, Opposing House Bill 353 related to the Designation of Certain Species of Fish as Game Fish
4. Old Business/Items Deferred from Previous Meetings
  - A. Discussion/Consideration of Authorizing the Town Manager to Execute a Contract with Coastal Planning and Engineering of North Carolina, Inc., to Conduct an Erosion Mitigation and Shoreline Management Feasibility Study
  - B. Update on Dare County Comprehensive Transportation Plan
5. New Business
  - A. Discussion/Consideration of FY 2013 Budget Schedule
6. Items Referred To and Presentations from the Town Attorney
7. Items Referred To and Presentations from the Town Manager
  - A. Update on Departmental Activities
  - B. Update on Boardwalk Project
  - C. Update on Town Hall Construction

7. Items Referred To and Presentations from the Town Manager (continued)
  - D. Budget Amendment
  - E. Financial Statement for the Month of January for FY 2012
8. Mayor's Agenda
9. Council Members' Agenda
10. Other Business
11. Adjournment

**AGENDA:                      February 1, 2012                      Regular Meeting**

**ITEM #1:**

Call to Order

- A.     Pledge of Allegiance
- B.     Moment of Silence

**RECOMMENDED ACTION:**

- Call the Town Council to order.
- Conduct the Pledge of Allegiance
- Hold a Moment of Silence.

**SUMMARY OF INFORMATION:**

The Mayor will call the Council to order and the Council will lead the audience in the recitation of the Pledge of Allegiance and will hold a Moment of Silence.

**ATTACHMENTS:**

- none

**AGENDA: February 1, 2012**

**Regular Meeting**

**ITEM #2:**

Public Comments

**RECOMMENDED ACTION:**

None required.

**SUMMARY OF INFORMATION:**

The Council shall receive comments from the public.

**ATTACHMENTS:**

None

**AGENDA: February 1, 2012 Regular Meeting**

**ITEM #3:**

Consent Agenda

- A. Minutes from the January 4, 2012, Regular Meeting
- B. Consideration of Resolution #12-02, a Resolution of the Town Council of the Town of Duck, North Carolina, Opposing House Bill 353 related to the Designation of Certain Species of Fish as Game Fish

**RECOMMENDED ACTION:**

- Approve the Consent Agenda

(As a reminder, the Consent Agenda is intended to be voted on and approved as one motion. If discussion is required on individual items, a motion must be made to remove that item from the Consent Agenda and add it to the Regular Agenda.)

**SUMMARY OF INFORMATION:**

The Consent Agenda includes minutes from the January 4, 2012, Regular Meeting of the Town Council.

In addition, the Consent Agenda also includes Resolution #12-02, a Resolution of the Town Council of the Town of Duck, North Carolina, Opposing House Bill 353 related to the Designation of Certain Species of Fish as Game Fish. House Bill 353 was introduced during the 2011 General Assembly Session and was carried over to the 2012 Session. If passes, the bill would designate red drum, spotted sea trout, and striped bass as “Coastal Game Fish,” meaning that they could only be caught with a hook and line and could not be sold commercially. This could place another burden on the fishing industry of Dare County, which is essential to our local economy. If passed by the Council, this resolution will be transmitted to Senator White and Delegate Spear.

**ATTACHMENTS:**

- Minutes from the January 4, 2012, Regular Meeting of the Town Council
- Resolution #12-02
- HB 353

**TOWN OF DUCK  
TOWN COUNCIL  
REGULAR MEETING  
January 4, 2012**

The Town Council for the Town of Duck convened at the Duck Meeting Hall at 7:00 p.m. on Wednesday, January 4, 2012.

COUNCIL MEMBERS PRESENT: Mayor Don Kingston; Mayor Pro Tempore Monica Thibodeau; Councilor Dave Wessel; Councilor Nancy Caviness; and Councilor Chuck Burdick.

COUNCIL MEMBERS ABSENT: None.

OTHERS PRESENT: Town Manager Christopher Layton; Director of Community Development Andy Garman; Police Chief Phillip Ferguson; Fire Chief Donna Black; Town Attorney Robert Hobbs; and Town Clerk Lori Kopec.

OTHERS ABSENT: None.

Mayor Kingston called the meeting to order at 7:01 p.m. He led the Pledge of Allegiance and moment of silence.

**PUBLIC COMMENTS**

Mayor Kingston opened the floor for public comments. He asked that any comments regarding the public hearing be held off.

There being no one wishing to comment, Mayor Kingston closed the time for public comments.

**CONSENT AGENDA**

**Minutes from the December 7, 2011, Regular Meeting and Budget Amendments**

Councilor Burdick moved to approve the Consent Agenda as amended.

Motion carried 5-0.

**PUBLIC HEARINGS**

**Public Hearing/Discussion/Consideration of Ordinance #11-08, an Ordinance Regulating Eating Establishments**

Director Garman stated that the Town Council had authorized a public hearing on the ordinance. He stated that the ordinance specifically would revise the definitions to clearly identify what constituted an eating establishment and what uses will be regulated; would require all uses regulated as eating establishments to undergo a Conditional Use Permit review; would clearly state what uses would not be permitted including drive-thru and drive-in eating establishments; would establish concise submittal requirements for eating establishment permit applications; would create a set of review procedures and standards for outdoor dining areas; would limit the hours of live outdoor entertainment to 10:00 p.m.; and would modify the parking requirements for eating establishments to include a separate, less restrictive parking calculation for outdoor dining

areas. He stated that the Planning Board had a number of public input sessions with good participation from some of the local restaurant owners and employees. He stated that the Planning Board had voted unanimously to recommend approval of the ordinance and staff was also recommending approval.

Mayor Kingston opened the public hearing. There being no one wishing to speak, he closed the public hearing. He opened the discussion to Council.

Councilor Burdick thought the Planning Board had done an excellent job in getting input from the public. He thought the ordinance would be beneficial to both the Town and the businesses.

Councilor Caviness clarified that a gift store that has a small area where they sell candy would not fall under the ordinance. Director Garman stated she was correct.

Mayor Pro Tempore Thibodeau asked why drive-in and drive-thru eating establishments were not combined. Director Garman stated that the Planning Board wanted to make a distinction between the two.

Councilor Wessel asked if eating establishment food preparation areas were for definitional purposes or a requirement of all eating establishments. Director Garman felt it was to make sure the food was prepared on site. He added that the definition would also be so that places that become bars or taverns would be required to have a kitchen to prepare the food.

Councilor Burdick moved to adopt Ordinance 11-08 as presented.

Motion carried 5-0.

## **OLD BUSINESS/ITEMS DEFERRED FROM PREVIOUS MEETINGS**

### **Presentation of FY 2011 Audit**

Lisa Murphy from Johnson, Burgess, Mizelle and Straub was recognized to speak. Ms. Murphy went on to give an overview of the Town's Financial Statements for the year ended June 30, 2011 to Council and the audience.

Mayor Kingston thanked Lisa Murphy for her presentation.

### **Update on Beach Erosion Study**

Town Manager Layton stated that he had briefed Council at their December meeting on the selection of the engineering firm to conduct the second and third phases of the beach erosion study. He stated that staff had begun to work with Coastal Planning and Engineering on the scope of work for the project. He noted that, due to the holidays, the proposed pricing of each part of the draft scope had not been refined; however, the cost of both phases was expected to be in the \$80,000 to \$90,000 range. He pointed out that \$35,000 remained in the FY 2012 budget of the original \$75,000. He stated that the Town previously contracted with the Duck Army Corps of Engineers in the amount of \$40,000 to collect LiDAR and bathymetric data for the Town to be used in Phase 2 and 3 of the project.

Town Manager Layton stated that representatives from the Corps of Engineers will be giving an update and presentation at Council's Retreat in February on their findings, along with representatives from Coastal Planning and Engineering to discuss the scope of work.

Town Manager Layton stated that there were three strategies that could be employed: (1) direct Town Manager Layton to tell Coastal Planning and Engineering that only \$35,000 could be spent and find out what would be achieved at that cost; (2) contract for both Phase 1 and Phase 2 at \$80,000 to \$90,000 and try to get the cost down, appropriating the difference into the budget; or (3) see what the cost of Phase 2 would be and contract for it during the current fiscal year and then contract for Phase 3 in the next fiscal year. He asked Council for their recommendation.

Mayor Kingston asked if it was possible to have a few of the tasks completed. Town Manager Layton stated that it was.

Councilor Burdick clarified that if the Town went through Phase 2, the short term and long term impacts could be looked at. Town Manager Layton stated he was correct and added that it would be used to develop alternatives. Councilor Burdick thought the first three tasks needed to be completed. Councilor Wessel pointed out that the first three tasks would complete Phase 2. He clarified that the difference between the \$35,000 and the total cost of completing task 3 could be completed without dipping into the Fund Balance. Town Manager Layton thought it would be close. Councilor Burdick thought the Town had to get through task 3 and then complete task 4 using next fiscal year's budget.

Mayor Pro Tempore Thibodeau pointed out that Council did not have all of the details for each task. She asked if there was an economy of scale to bundle the two tasks or would they have to be independent of each other. Town Manager Layton thought the intent was to complete the entire study but due to the circumstances, the Town would prefer to divide it into two sets.

Mayor Kingston asked when Phase 1 would be completed. Town Manager Layton stated that the data collection was finished and the findings would be presented at the Council Retreat.

Councilor Wessel thought that the benefit of doing things phase by phase would be that when they get to task 4, Council may be able to tell them the number of alternatives needed.

It was *consensus* of Council to come back in February with a plan.

## **NEW BUSINESS**

### **Discussion/Consideration of Resolution #12-01, a Resolution of the Town Council of the Town of Duck, North Carolina, Establishing an Employee Service Recognition Program**

Town Manager Layton stated that he was previously asked to develop an employee service recognition program that would recognize employees who have worked for the Town. He stated that the policy would provide employees with a certificate of appreciation from the Council and either a cash award or a gift certificate to a restaurant located within the Town of Duck for their uninterrupted service with the Town beginning with five years of service and then at each additional five year increment. He went on to review the draft policy with Council and the audience.

Councilor Caviness suggested that the gift certificate be for any Duck business instead of just limiting them to the restaurants.

Mayor Pro Tempore Thibodeau questioned the cash award over a gift certificate. She thought it would be more of an administrative task with regard to the cash. She asked if cash would be allowed and would not be a payroll issue. She wondered if the cash award and the gift certificate should be in the policy or if just one could be listed. Councilor Wessel thought there would be some administrative tasks regarding either award. He stated that, to be able to personalize the award, it would add value. He stated that he would rather the award be a gift certificate but suggested that if the cash award stayed in the policy, that the money be taxed. Councilor Burdick stated that he was leaning towards just having the gift certificate as the award. Town Manager Layton thought a gift certificate would be less complicated administratively. Councilor Burdick suggested that the award be a gift certificate to a Duck establishment of the employee's choosing.

Councilor Caviness asked if the award would be retroactive for those employees that have worked for the Town for five years. Town Manager Layton stated that it would be up to Council. Councilor Caviness felt it should be retroactive with the first awards given on May 1, 2012.

Councilor Caviness moved to adopt Resolution 12-01 as amended.

Motion carried 5-0.

#### **ITEMS REFERRED TO AND PRESENTATIONS FROM THE TOWN ATTORNEY**

Town Attorney Hobbs stated that he had nothing to report.

#### **ITEMS REFERRED TO AND PRESENTATIONS FROM THE TOWN MANAGER**

##### **Update on Departmental Activities**

Fire Chief Donna Black was recognized to speak. Fire Chief Black gave a brief overview of the past month's activities to Council and the audience.

Director Garman gave a brief overview of the past month's permit activities to Council and the audience.

Police Chief Phillip Ferguson was recognized to speak. Police Chief Ferguson gave a brief overview of the past month's activities to Council and the audience.

##### **Update on Boardwalk Project/Repairs**

Town Manager Layton stated that the repairs have been completed and the lighting, except for one section, have been installed. He hoped to submit a request for reimbursement to the Tourism Bureau for the grant for that portion of the boardwalk the week of January 9, 2012. He stated that the next phase would be heading south from the existing boardwalk to the Wings property. He noted that the grant funding was received and he hoped to bid the project out in February so that the project could be completed by the summer. He stated that a surveying team had been hired to stake the alignment so that any last minute decisions could be made before bidding the project out.

##### **Update on Town Hall Move**

Town Manager Layton stated that Waldt Construction expected Town staff to be able to move into the Town Hall building the weekend of January 13, 2012. He stated that if it goes according to plan, staff will begin the move on Friday, January 13, 2012 with the movers coming on Saturday, January 14, 2012. He hoped that staff would be up and operational on Monday, January 16, 2012.

**Financial Statements for the Month of December for FY 2012**

Town Manager Layton reviewed the financial statements with Council and the audience.

**MAYOR'S AGENDA**

Mayor Kingston stated that the CRC was looking for nominations. He added that two nominations were needed by January 15, 2012. He stated that his first Mayor's lunch was coming up the week of January 9, 2012. He also noted that the Town's holiday party was on Friday, January 27, 2012 and the Council Retreat was coming up on February 15 and 16, 2012.

**COUNCIL MEMBERS' AGENDA**

Councilor Burdick stated that the 10<sup>th</sup> anniversary postmark should be available soon. He added that he would be out of town for the next few weeks.

Mayor Pro Tempore Thibodeau gave an update on the recent Outer Banks Tourism Bureau meeting.

Councilor Wessel stated that he would be attending the Shoreline Management Commission meeting on January 24, 2012 and would report back to Council at their next meeting.

Councilor Caviness had nothing to report.

**OTHER BUSINESS**

Mayor Kingston stated that the next meeting would be the regular meeting on Wednesday, February 1, 2012 at 7:00 p.m.

**ADJOURNMENT**

Councilor Wessel moved to adjourn the meeting.

Motion carried 5-0.

The time was 8:50 p.m.

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Lori A. Kopec, Town Clerk

Approved: \_\_\_\_\_

\_\_\_\_\_  
Don Kingston, Mayor

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF DUCK,  
NORTH CAROLINA, OPPOSING HOUSE BILL 353; DESIGNATION OF  
COASTAL GAME FISH

Resolution #12-02

WHEREAS, the Fisheries Reform Act (FRA) recognizes that commercial fisherman perform an essential function by providing wholesome food for the citizens of the State while struggling to earn a living in an industry whose resources are managed by both State and Federal agencies and whose labor accounts for revenue, jobs, and a significant tax base; and

WHEREAS, designating "Game Fish Status" for Red Drum, Striped Bass, Spotted Sea Trout and other fish species will deprive consumers in North Carolina and the nation of access to fresh, locally harvested seafood; and

WHEREAS, allocating 100% of this resource to less than 3% of the population of the State of North Carolina and to specific user groups would be a travesty of fairness, a violation of the FRA, and devastating to the economies of coastal communities; and

WHEREAS, degrading a resource to "Game Fish Status" has never enhanced the resource and will threaten coastal communities with the loss of jobs and access to a resource for all citizens; and

WHEREAS, North Carolina, as a recognized leading producer of seafood has one of the most diverse fisheries in the United States and should be allowed to continue harvesting wild caught fish species in order to bring to market a fresh, sustainably managed, revenue producing, protein resource for all its citizens.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DUCK, NORTH CAROLINA, THIS 1<sup>ST</sup> DAY OF FEBRUARY, 2012, that the Town Council of the Town of Duck, North Carolina, does hereby oppose House Bill 353 and respectfully requests that the North Carolina General Assembly also oppose House Bill 353 and any other piece of legislation granting "Game Fish Status" in violation of the Fisheries Reform Act and continue to make all fish species available for the benefit and enjoyment of all North Carolina citizens; and

BE IT FURTHER RESOLVED that the Town Council of the Town of Duck, North Carolina, encourages the Marine Fisheries Commission to promulgate appropriate regulations that balance the use of the fisheries resources between recreational and commercial industries without denying access to the resources by any one industry.

Adopted this 1<sup>st</sup> Day of February, 2012.

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Mayor

ATTEST:

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Town Clerk

GENERAL ASSEMBLY OF NORTH CAROLINA  
SESSION 2011

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HOUSE BILL 353

Short Title: Designation of Coastal Game Fish. (Public)

Sponsors: Representatives McCormick, Glazier, Ingle, and Samuelson (Primary Sponsors).  
For a complete list of Sponsors, see Bill Information on the NCGA Web Site.

Referred to: Commerce and Job Development Subcommittee on Business and Labor.

March 16, 2011

A BILL TO BE ENTITLED

AN ACT TO DESIGNATE RED DRUM, SPOTTED SEA TROUT, AND STRIPED BASS AS COASTAL GAME FISH; TO PROHIBIT THE TAKING OF COASTAL GAME FISH OTHER THAN BY HOOK-AND-LINE; TO PROHIBIT THE SALE OF COASTAL GAME FISH; AND TO COMPENSATE COMMERCIAL FISHERMEN FOR CERTAIN LOSSES DUE TO THE DESIGNATION AND PROHIBITION.

The General Assembly of North Carolina enacts:

**SECTION 1.** Article 15 of Chapter 113 of the General Statutes is amended by adding a new section to read:

**"§ 113-192. Coastal game fish.**

(a) Designation. – The General Assembly hereby designates all of the following species as coastal game fish:

(1) Red drum (*Sciaenops ocellatus*).

(2) Spotted sea trout (*Cynoscion nebulosus*).

(3) Striped bass (*Morone saxatilis*).

(b) Requirements. – Species designated as coastal game fish under subsection (a) of this section are subject to all of the following requirements:

(1) In coastal fishing waters, they may only be taken by hook-and-line.

(2) They may not be bought, sold, bartered, or exchanged.

(3) They may not be possessed for the purpose of purchase, sale, barter, exchange, or for transport or shipment in commerce within the State or for export from the State."

**SECTION 2.(a)** Notwithstanding G.S. 113-175.1, the Marine Fisheries Commission shall make mitigation payments from the North Carolina Marine Resources Fund to commercial fishermen licensed under Article 14A of this Chapter who can demonstrate actual financial losses due to a coastal game fish designation under G.S. 113-192, as enacted by Section 1 of this act.

**SECTION 2.(b)** Subject to the limitation contained in subsection (c) of this section, the Marine Fisheries Commission shall make mitigation payments for all of the following:

(1) The average annual income to a commercial fisherman from the sale of fish designated as coastal game fish under G.S. 113-192 over the period 2008 through 2010. The Marine Fisheries Commission shall make an annual payment in this amount to an eligible commercial fisherman in the years 2012, 2013, and 2014.



1           (2)    The 2010 value of commercial fishing gear used in 2010 to exclusively take  
2                    fish designated as coastal game fish under G.S. 113-192. The Marine  
3                    Fisheries Commission shall make this payment in 2012.

4            **SECTION 2.(c)** Payments made under this section shall be limited to a total of one  
5 million dollars (\$1,000,000).

6            **SECTION 2.(d)** The Marine Fisheries Commission may adopt any rules necessary  
7 for the implementation of this section.

8            **SECTION 3.** This act becomes effective July 1, 2011.

**AGENDA: February 1, 2012 Regular Meeting**

**ITEM #4:**

Old Business/Items Deferred from Previous Meetings

- A. Discussion/Consideration of Authorizing the Town Manager to Execute a Contract with Coastal Planning and Engineering of North Carolina, Inc., to Conduct an Erosion Mitigation and Shoreline Management Feasibility Study
- B. Update on Dare County Comprehensive Transportation Plan

**RECOMMENDED ACTION:**

- See attachments

**SUMMARY OF INFORMATION:**

- See attachments

**ATTACHMENTS:**

- See attachments

**AGENDA:                      February 1, 2012                      Regular Meeting**

**ITEM #4A:**

Old Business/Items Deferred from Previous Meetings

- A.     Discussion/Consideration of Authorizing the Town Manager to Execute a Contract with Coastal Planning and Engineering of North Carolina, Inc., to Conduct an Erosion Mitigation and Shoreline Management Feasibility Study

**RECOMMENDED ACTION:**

- Authorize the Town Manager to execute a contract with Coastal Planning and Engineering of North Carolina, Inc., to Conduct an Erosion Mitigation and Shoreline Management Feasibility Study; Phase 1 of the study will be completed in FY 2012 at a cost of \$43,113 and Phase 2 will be funded and completed in FY 2013 at a cost of \$48,592

**SUMMARY OF INFORMATION:**

Last month, the Town Manager provided an overview of the scope of work with Coastal Planning and Engineering of North Carolina, Inc. related to the Erosion Mitigation and Shoreline Management Feasibility Study. Attached is a revised scope of work detailing the work to be completed. The total cost of the study is \$91,705 and will be divided into two phases, one to be completed in FY 2012 (the Coastal Process and Shoreline Impact Analysis: \$43,113) and the second to be completed in FY 2013, subject to the appropriation of funds by the Council (the Alternative Analysis: \$48,592). There is currently \$35,000 remaining in the budget to fund Phase 1 of this study, so it will be necessary to transfer \$8,113 from the contingency fund to cover the costs of the first phase of this project. This transfer will be considered under item 7(D). The Town Manager will provide the Council with an overview of the scope of work and the Council will be asked to authorize the Town Manager to execute a contract with Coastal Planning and Engineering of North Carolina, Inc., to conduct the Erosion Mitigation and Shoreline Management Feasibility Study.

**ATTACHMENTS:**

- Scope of Work

DRAFT SCOPE OF PROFESSIONAL SERVICES  
TOWN OF DUCK, NORTH CROLINA  
EROSION MITIGATION AND SHORELINE MANAGEMENT FEASIBILITY STUDY

Coastal Planning & Engineering of North Carolina, Inc. (CPE) proposes to provide professional services to the Town of Duck, NC (TOWN) to conduct a feasibility study to provide crucial information to the TOWN that will assist with determining future erosion mitigation and shoreline management strategies. CPE is proposing a multi-level study. The first step in conducting the study is to assess coastal processes that are influencing erosion along the ocean shoreline of the Town. Based on the results of these studies, CPE will make long-term and short-term assessments of shoreline erosion and propose alternatives that may address short and long term shoreline change to preserve the tax base and public infrastructure of the Town. CPE will provide the Town with a schedule and cost associated with implementing shoreline management strategies determined feasible based on the results of the study.

### **TASK 1 – PROJECT MANAGEMENT**

Fees associated with TASK 1 include those efforts to monitor and control costs, and to coordinate with the TOWN on project schedule and to provide periodic project updates. It is anticipated that there will be four (4) project meetings associated with this study. The first meeting will be a project kick-off meeting to establish timelines and any specific directives associated with this scope. A second meeting will be held at the conclusion of Phase 1 to present the findings of the Coastal Process and Shoreline Impact Analysis and to discuss proposed alternatives to be evaluated under Phase 2. A third meeting will be held to present the draft findings of the study and a fourth meeting will be held to present the final results complete with study recommendations.

The fee to complete TASK 1 is \$19,653

## **PHASE 1: COASTAL PROCESS AND SHORELINE IMPACT ANALYSIS**

### **TASK 2 – COASTAL PROCESSES ASSESSMENT**

**Shoreline Change Analysis:** CPE will perform a shoreline change analysis using LiDAR, CLARIS, and LARC-5 acquired topographic and bathymetric data. There are currently 8 LiDAR data sets between 1996 and the present and at least 1 CLARIS/LARC data set that will be applied to the study. Study areas will include the entire Town of Duck and approximately one mile north and south of the Town's borders. Raw LiDAR data points will be tiled, gridded, and mosaiced to produce Digital Elevation Models (DEMs) for their respective collection dates. Shoreline position will be a vertical datum assigned following preliminary data analysis. Typical shoreline positions are based on a tidal datum such as MHW or MHHW. A contour at the selected elevation will represent the shoreline position for each data set.

Shoreline change will be quantified using GIS. Transects will be created using a custom application that runs within ArcGIS. This application is similar to the U.S. Geological Survey (USGS's) Digital Shoreline Analysis System (DSAS), however it also allows for volume calculations if desired. Transects will be established at a maximum spacing of 200 feet, and

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TOWN OF DUCK, NORTH CAROLINA  
EROSION MITIGATION AND SHORELINE MANAGEMENT FEASIBILITY STUDY

transect direction will be as close to shore perpendicular as possible considering regionalized curvature of the shoreline. Distances between shorelines will be differenced to yield shoreline migration along the transect. Data will be tabulated in Excel and rates will be quantified using end point and linear regression analysis. Data will be plotted using Excel with transect number on the x axis and shoreline change on the y axis. Plots of raw shoreline position, shoreline change between successive data sets, shoreline change rates between successive data sets, and linear regression will be generated.

**Pier Impact Analysis:** CPE will use shoreline and volume change data to conduct an even-odd function analysis of shoreline position. This analytical method allows for the unambiguous separation of shoreline position that are symmetric (even) about a chosen point along the shoreline from those that are anti-symmetric (odd). This method is often used to determine the impacts of groins and jetties, but for this application the analysis will be used to determine the effects of the U.S. Army Corps of Engineers (USACE) Field Research Facility pier on the rates of erosion. It will be important to understand the pier's impact on the rates of erosion during conceptual design of shoreline protection alternatives.

**Wave and Water Level Climatology:** This portion of the Erosion Mitigation and Shoreline Management Feasibility Study will involve the research, analysis, and summarization of the wave and water level climatology along the Town of Duck.

Offshore wave measurements will be acquired from NOAA, the USACE, and/or Scripps Institute of Oceanography (SIO). Longer gaps in the observed wave records will be filled using appropriate hindcast information from National Oceanographic and Atmospheric Administration (NOAA) and/or USACE to provide continuous wave records at the offshore gages. The combined wave records will be analyzed to determine the monthly and directional wave statistics for the wave heights, wave periods, and wave energy. This task will also include the development of wave roses for specific periods of time between the major LIDAR surveys. The wave roses will be used to determine the role that wave climatology plays in the erosional trends between the various surveys. For the longer (i.e. > 10 year) records, waves during the major storm events will be identified to develop tables and charts listing the wave height and wave period as function of annual probability (return period).

Tidal datum and storm surge elevations along the oceanfront will be acquired from the NOAA and the Federal Emergency Management Agency (FEMA). Storm surges during various historical storms, when available, will be taken from the NOAA records for comparison to the FEMA storm surge tables.

The fee to complete TASK 2 is \$28,672

### **TASK 3 – SHORT-TERM AND LONG-TERM SHORELINE IMPACTS AND ECONOMICS**

A structure and infrastructure database will be developed which will include information on the size and type of structures, structure values, and locations relative to the existing shoreline. The

DRAFT SCOPE OF PROFESSIONAL SERVICES  
TOWN OF DUCK, NORTH CROLINA  
EROSION MITIGATION AND SHORELINE MANAGEMENT FEASIBILITY STUDY

Town of Duck will provide CPE with the necessary files in GIS and/or spreadsheet format to develop the structure and infrastructure database. Calculated shoreline change rates determined under Task 2 will be applied to the existing shoreline position. Property values will be adjusted based on the location of the shoreline relative to a particular structure at a given time interval. This analysis will provide the Town with expected losses based on a do-nothing approach. This analysis will be conducted for the entire ocean shoreline of the Town of Duck and will evaluate both short-term (5-10 year) and long-term (30-year) impacts.

The fee to complete TASK 3 is \$6,580

## **PHASE 2: ALTERNATIVE ANALYSIS**

### **TASK 4 – DEVELOPMENT OF ALTERNATIVES**

CPE will develop conceptual plans for up to 4 alternatives that would address the short-term and long-term needs to mitigate the effects of coastal erosion on the tax base and infrastructure of the TOWN. A plan description will be developed for each of the alternatives, which will identify the type of erosion mitigation approach used, the extent of shoreline protection, a range of quantity of beach fill material or other construction material anticipated, proposed sources of fill, and a description of any associated long term maintenance plan for each alternative. In addition, CPE will provide a schedule and cost for designing, permitting, constructing and maintaining each alternative. As it is common for shoreline protection projects to undergo significant design modifications between the conceptual level and the design level, it is necessary to state that only after an alternative is more rigorously assessed at a design level can construction costs be accurately defined.

CPE will conduct a desk top survey of existing data to determine likely sand sources to be used for any beach fill associated with the conceptual alternatives. Data from the USACE, USGS, academic institutions, and other available sources will be obtained and reviewed to determine the quantity and quality of sand available from offshore ocean borrow sites, sound side marine borrow sites, and upland borrow sites. Based on these assessments, CPE will provide the TOWN with unit cost estimates for beach fill. The state of North Carolina's sediment criteria (15A NCAC 07H .0312) establish specific information that must be provided with the permit application to show sediment compatibility. In addition to unit cost estimates of fill, CPE will provide cost estimates associated with obtaining permits to excavate upland and/or offshore borrow areas and place the material on the beach.

CPE will provide the TOWN with a description, timeline, and cost estimate to obtaining the necessary State and Federal permits for each of the proposed alternatives. CPE will describe the process and associated timelines and then coordinate with State and Federal permitting agencies to confirm the accuracy of the anticipated process. At that point it will be possible to develop a cost estimate for the agreed upon level of effort.

DRAFT SCOPE OF PROFESSIONAL SERVICES  
TOWN OF DUCK, NORTH CROlina  
EROSION MITIGATION AND SHORELINE MANAGEMENT FEASIBILITY STUDY

In addition to the permitting process, CPE will use past experience with similar projects to develop a list of any likely monitoring efforts that may be associated with each alternative. A description of these efforts as well as cost estimates will be provided.

The fee to complete TASK 4 is \$36,800

**COST SUMMARY**

The following is a breakdown of costs associated with each TASK of the proposal.

1	Project Management	\$ 19,653.00
2	Coastal Processes Assessment	\$ 28,672.00
3	Short-Term/Long-Term Shoreline Impacts and Economics	\$ 6,580.00
4	Development of Alternatives	\$ 36,800.00
	<b>TOTAL</b>	<b>\$ 91,705.00</b>

The following is a breakdown of costs associated with each PHASE of the proposal. Phase 1 costs include TASK 2 and 3 as well as 40% of the TASK 1 costs associated with project management. PHASE 2 costs include TASK 4 and 60% of the TASK 1 costs associated with project management.

Phase 1	Coastal Process and Shoreline Impact Analysis	\$43,113.20
Phase 2	Alternative Analysis	\$48,591.80
	<b>TOTAL</b>	<b>\$91,705.00</b>

**AGENDA:                    February 1, 2012        Regular Meeting**

**ITEM #4B:**

Old Business/Items Deferred from Previous Meetings

- B.        Update on Dare County Comprehensive Transportation Plan

**RECOMMENDED ACTION:**

- None

**SUMMARY OF INFORMATION:**

At the Town Council's August 2011 meeting, Kerry Morrow from NCDOT reviewed the process for developing a Comprehensive Transportation Plan for Dare County. Since then, a CTP steering committee has been formed with about 20 representatives from all the towns (including Duck), the county and other local agencies. The committee is in the public input phase of the project and has developed a vision and goals statement for the CTP which is included for your review. The Committee has also developed a survey which is now in progress (see attached). The Town has assisted with the distribution of the survey and the results will be tallied after February 10, 2012.

Once the survey phase is complete, a series of stakeholder and public input sessions will be held on to receive input on the major issues identified by the survey as well as to educate attendees on alternatives that will be discussed prior to the development of the study recommendations. The dates for these sessions have not yet been established.

A bicycle and pedestrian subcommittee has also been formed since this is a topic of key concern identified by the Committee. Town of Duck staff is participating in this subcommittee and has provided NCDOT planners with the Pedestrian Safety Audit conducted by the Town of Duck for Duck Trail and NC 12. It is likely that some of the recommendations from this study could be incorporated into the CTP if so desired by the Town.

To follow the CTP process, a website has been established for public review and input [www.ncdot.org/doh/preconstruct/tpb/planning/DARECTP.html](http://www.ncdot.org/doh/preconstruct/tpb/planning/DARECTP.html). Staff will provide a detailed update on the project at the upcoming meeting.

**ATTACHMENTS:**

- CTP Survey
- Dare County CTP Vision and Goals Statement

## Dare County Comprehensive Transportation Plan Vision and Goals

### Vision:

A long-range, multi-modal Comprehensive Transportation Plan that will strengthen the social and economic vitality of Dare County and its municipalities and preserve and promote the quality of life that makes Dare County a special place for living and visiting.

### Goals:

1. Provide residents and visitors with safe, accessible, efficient transportation that provides for current and future economic development.
2. Recognize existing plans and/or policies adopted by Dare County, its municipalities and the State of North Carolina.
3. Devise an integrated and connected plan for bicycle, pedestrian and public transportation systems throughout the county, and promote a system of complete streets where appropriate.
4. Identify options for ferry service.
5. Identify options for future public transportation.
6. Recognize the complex and unique nature of Dare County's roadways that also serve as evacuation routes, and coordinate with Dare County Emergency Management and relevant organizations to ensure that emergency plans are considered in the plan development.
7. Develop long-term solutions to the transportation infrastructure that address the geographic challenges of Dare County.
8. Address deficiencies in the region's transportation network.

## Dare County Transportation Survey (due February 10, 2012)

\*\*This survey can also be taken **ONLINE** at [www.surveymonkey.com/s/darecountysurvey](http://www.surveymonkey.com/s/darecountysurvey)\*\*

The Transportation Planning Branch of the North Carolina Department of Transportation, in cooperation with Dare County and all its municipalities as well as Albemarle Rural Planning Organization, is developing a transportation plan for the county. The transportation plan is a long-range plan that identifies major transportation improvements that will be needed over the next **25 TO 30 YEARS**. This survey is a means of identifying transportation issues that are important to the citizens, officials, and businesses of Dare County. If you have questions or for additional information about the plan, contact Kerry Morrow at [kmorrow@ncdot.gov](mailto:kmorrow@ncdot.gov) or visit [www.ncdot.org/doh/preconstruct/tpb/planning/DARECTP.html](http://www.ncdot.org/doh/preconstruct/tpb/planning/DARECTP.html).

**1. What is your primary mode of transportation? (Select only one.)**

- |  |   |
|--|---|
| <input type="checkbox"/> Drive yourself in a motor vehicle           | <input type="checkbox"/> Bicycle                            |
| <input type="checkbox"/> Ride with others in a private motor vehicle | <input type="checkbox"/> Take a cab or taxi service         |
| <input type="checkbox"/> Scooter                                     | <input type="checkbox"/> Dare County Transportation Service |
| <input type="checkbox"/> Walk  | <input type="checkbox"/> Other. Please specify: _____       |

**2. How important are the following transportation goals to you?**

	Very Important	Important	Not Important
Service to the elderly and disabled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternative public transportation services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Increased bicycle routes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evacuation routes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Economic growth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community preservation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Increased pedestrian routes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reduced traffic congestion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reduced travel time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintain ferry service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**3. Please indicate which of the following methods you agree or disagree with:**

	Agree	Disagree
Building additional travel lanes	<input type="checkbox"/>	<input type="checkbox"/>
Redesigning intersections to improve roadway efficiency	<input type="checkbox"/>	<input type="checkbox"/>
Controlling the frequency and locations of driveways and cross streets that access a road	<input type="checkbox"/>	<input type="checkbox"/>
Creating medians to limit left turns	<input type="checkbox"/>	<input type="checkbox"/>

**4. At which of the following roadways are you most concerned about safety and/or crashes? (Check one.)**

- |  |   |
|--|---|
| <input type="checkbox"/> NC 12 Hatteras Island                                     | <input type="checkbox"/> Colington Road                             |
| <input type="checkbox"/> NC 12 Kitty Hawk, Kill Devil Hills, Nags Head (Beach Rd.) | <input type="checkbox"/> US 158                                     |
| <input type="checkbox"/> NC 12 Southern Shores, Duck (Duck Rd.)                    | <input type="checkbox"/> NC 345                                     |
| <input type="checkbox"/> US 64 Roanoke Island                                      | <input type="checkbox"/> There are no safety and/or crash concerns. |
| <input type="checkbox"/> US 64 Mainland  | <input type="checkbox"/> Other (Please specify): _____              |

**5. Along which of the following roadways would you like to see sidewalks (6' concrete paths) constructed or improved?**

- |  |   |
|--|---|
| <input type="checkbox"/> NC 12 Hatteras Island                                     | <input type="checkbox"/> US 158   |
| <input type="checkbox"/> NC 12 Kitty Hawk, Kill Devil Hills, Nags Head (Beach Rd.) | <input type="checkbox"/> NC 345   |
| <input type="checkbox"/> NC 12 Southern Shores, Duck (Duck Rd.)                    | <input type="checkbox"/> I would not like to see any sidewalks constructed or improved. |
| <input type="checkbox"/> US 64 Bus. Roanoke Island                                 | <input type="checkbox"/> Other (Please specify): _____                                  |
| <input type="checkbox"/> US 64/264 Mainland Villages                               |   |
| <input type="checkbox"/> Colington Road  |   |

**6. Along which of the following roadways would you like to see a multi-use path (10' concrete or asphalt path) constructed for walking and biking?**

- |  |   |
|--|---|
| <input type="checkbox"/> NC 12 Hatteras Island                                     | <input type="checkbox"/> US 158   |
| <input type="checkbox"/> NC 12 Kitty Hawk, Kill Devil Hills, Nags Head (Beach Rd.) | <input type="checkbox"/> NC 345   |
| <input type="checkbox"/> NC 12 Southern Shores, Duck (Duck Rd.)                    | <input type="checkbox"/> I would not like to see any multi-use paths constructed. |
| <input type="checkbox"/> US 64 Bus. Roanoke Island                                 | <input type="checkbox"/> Other (Please specify): _____                            |
| <input type="checkbox"/> US 64/264 Mainland Villages                               |   |
| <input type="checkbox"/> Colington Road  |   |

**7. On which of the following roadways would you like to see on-road bicycle facilities such as bike lanes and wide shoulders constructed?**

- NC 12 Hatteras Island
- NC 12 Kitty Hawk, Kill Devil Hills, Nags Head (Beach Rd.)
- NC 12 Southern Shores, Duck (Duck Rd.)
- US 64 Roanoke Island
- US 64 Mainland
- Colington Road
- US 158
- NC 345
- I would not like to see any on-road bicycle facilities constructed.
- Other (Please specify): \_\_\_\_\_

**8. How often would you use sidewalks, multi-use paths and/or bike facilities:**

	Never	Occasionally	Frequently
Instead of driving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For recreation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**9. To which of the following areas would you consider using a public transit service? (Check all that apply.)**

- Rodanthe/Waves/Salvo
- Hatteras
- Duck
- Manteo/Roanoke Island
- Buxton/Frisco
- Mainland Dare Co.
- Avon
- Nags Head
- Kitty Hawk
- Southern Shores
- Kill Devil Hills
- I would not use public transit.
- Other (Please specify): \_\_\_\_\_

**10. What other problems do you consider to be major transportation issues in Dare County and where do they exist?**

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*Questions 11-16 are OPTIONAL and for information purposes only. We would like to know a little about you so that we can verify that this survey has reached a wide variety of our residents. Answers will not be used to identify individual survey participants nor sold to any outside parties. Please check the appropriate box:*

**11. What is your age?**

- Under 18
- 18-24
- 25-34
- 35-44
- 45-64
- 65-74
- Over 74

**12. How would you classify your race?**

- White
- Black
- Native American
- Hispanic
- Asian
- Other

**13. What was your household income last year?**

- Less than \$19,999
- \$20,000 - \$29,999
- \$30,000 - \$44,999
- \$45,000 - \$59,999
- \$60,000 - \$74,999
- More than \$75,000

**14. Select the statement that most closely matches your residency status:**

- I live in Dare County year-round.
- I live in Dare County part of the year, and in another location part of the year.
- I own property in Dare County, but do not live there.
- I do not live in Dare County. Please specify: \_\_\_\_\_

**15. In which village or town is your property or residence? (Check only one.)**

- Rodanthe
- Duck
- Waves
- Southern Shores
- Mashoes
- Salvo
- Kitty Hawk
- Avon
- Kill Devil Hills
- Other (Please specify): \_\_\_\_\_
- Buxton
- Nags Head
- Frisco
- Manteo
- Hatteras
- KDH Outside
- Colington
- Martins Point
- Wanchese
- Stumpy Point
- Manns Harbor
- East Lake

**16. Where did you hear about this survey?**

- Dare County Office
- Library
- Church
- Water Dept.
- Radio
- Welcome Center
- TV
- Newspaper
- Town Hall
- Other: \_\_\_\_\_

Please complete survey & return by February 10, 2012!

Survey can also be taken **ONLINE** at: [www.surveymonkey.com/s/darecountysurvey](http://www.surveymonkey.com/s/darecountysurvey)

Surveys may be left here or returned by mail to:

**Donna Creef, Planning Director**  
**Dare County Planning**  
**P.O. Drawer 1000**  
**Manteo, NC 27954**

## Encuesta de Transporte del Condado de Dare (plazo hasta el 10 de febrero de 2012)

**\*\*Esta encuesta también puede ser tomada en el internet en [www.surveymonkey.com/s/darecountysurveyspanish](http://www.surveymonkey.com/s/darecountysurveyspanish)\*\***

La División de Planificación de Transporte del Departamento de Transporte de Carolina del Norte, en cooperación con el Condado de Dare y todos sus municipios, así como la Organización de Planificación Rural de Albemarle, están desarrollando un plan de transporte para el condado. El plan de transporte es un plan a largo plazo que enumeran las principales mejoras de transporte que se necesitarán en los próximos 25 a 30 años. Esta encuesta es una forma de identificar los problemas de transporte que son importantes para los ciudadanos, funcionarios y empresas del Condado de Dare. Si usted tiene preguntas o para obtener información adicional sobre el plan, póngase en contacto con Kerry Morrow en [kmorrow@ncdot.gov](mailto:kmorrow@ncdot.gov) o visite [www.ncdot.org/doh/preconstruct/tpb/planning/DARECTP.html](http://www.ncdot.org/doh/preconstruct/tpb/planning/DARECTP.html).

**1. ¿Cuál es su principal modo de transporte? (Seleccione sólo uno.)**

- |  |  |
|--|--|
| <input type="checkbox"/> Manejar su propio vehículo<br><input type="checkbox"/> Viajar con otras personas en un vehículo<br><input type="checkbox"/> Scooter<br><input type="checkbox"/> Caminar | <input type="checkbox"/> Bicicleta<br><input type="checkbox"/> Tomar un taxi<br><input type="checkbox"/> Usar el Transporte Publico<br><input type="checkbox"/> Otro. Por favor, explique: _____ |
|--|--|

**2. ¿Qué importancia tienen los siguientes objetivos de transportes para usted?**

	<u>Muy Importante</u>	<u>Importante</u>	<u>No Importante</u>
Servicio para ancianos y discapacitados	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Servicios alternativos de transporte publico	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rutas de bicicleta adicionales	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Las rutas de evacuación	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Desarrollo económico	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preservación de la comunidad	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vías peatonales adicionales	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reducción a la congestión del tráfico	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reducción del tiempo de viaje diario	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mantenición del servicio de ferry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**3. Por favor, indique con cuál de los siguientes métodos esta usted de acuerdo o en desacuerdo:**

	<u>Estar de acuerdo</u>	<u>Discrepar</u>
La construcción de carriles adicionales	<input type="checkbox"/>	<input type="checkbox"/>
El rediseño de las intersecciones para mejorar la eficiencia vial	<input type="checkbox"/>	<input type="checkbox"/>
El control de la frecuencia y la ubicación de caminos de acceso y cruzar las calles que acceden a una carretera	<input type="checkbox"/>	<input type="checkbox"/>
La creación de medianas para limitar el giro a la izquierda	<input type="checkbox"/>	<input type="checkbox"/>

**4. ¿En cuál de las carreteras siguientes está usted más preocupado por la seguridad y/o accidentes? (Seleccione sólo una.)**

- |   |   |
|---|---|
| <input type="checkbox"/> NC 12 Hatteras Island<br><input type="checkbox"/> NC 12 Kitty Hawk, Kill Devil Hills, Nags Head (Beach Rd.)<br><input type="checkbox"/> NC 12 Southern Shores, Duck (Duck Rd.)<br><input type="checkbox"/> US 64 Roanoke Island<br><input type="checkbox"/> US 64 Mainland | <input type="checkbox"/> Colington Road<br><input type="checkbox"/> US 158<br><input type="checkbox"/> NC 345<br><input type="checkbox"/> No hay preocupaciones de seguridad y/o preocupaciones accidente.<br><input type="checkbox"/> Otro. Por favor, explique: _____ |
|---|---|

**5. ¿A lo largo de qué carretera te gustaría ver aceras (caminos de concreto de 6') construidas o mejoradas?**

- |  |  |
|--|--|
| <input type="checkbox"/> NC 12 Hatteras Island<br><input type="checkbox"/> NC 12 Kitty Hawk, Kill Devil Hills, Nags Head (Beach Rd.)<br><input type="checkbox"/> NC 12 Southern Shores, Duck (Duck Rd.)<br><input type="checkbox"/> US 64 Bus. Roanoke Island<br><input type="checkbox"/> US 64/264 Mainland Villages<br><input type="checkbox"/> Colington Road | <input type="checkbox"/> US 158<br><input type="checkbox"/> NC 345<br><input type="checkbox"/> No me gustaría ver ninguna acera construida o mejorada.<br><input type="checkbox"/> Otro Por favor, explique: _____ |
|--|--|

**6. ¿A lo largo de qué caminos te gustaria ver caminos de uso múltiple (caminos de hormigón o asfalto de 10') construidos para caminar y andar en bicicleta?**

- |  |   |
|--|---|
| <input type="checkbox"/> NC 12 Hatteras Island<br><input type="checkbox"/> NC 12 Kitty Hawk, Kill Devil Hills, Nags Head (Beach Rd.)<br><input type="checkbox"/> NC 12 Southern Shores, Duck (Duck Rd.)<br><input type="checkbox"/> US 64 Bus. Roanoke Island<br><input type="checkbox"/> US 64/264 Mainland Villages<br><input type="checkbox"/> Colington Road | <input type="checkbox"/> US 158<br><input type="checkbox"/> NC 345<br><input type="checkbox"/> No me gustaría ver caminos de uso múltiple construidos.<br><input type="checkbox"/> Otro. Por favor, explique: _____ |
|--|---|

7. **¿En cuál de los caminos te gustaría ver carreteras para bicicletas como carriles bici y hombros anchos construidos?**
- NC 12 Hatteras Island  
 NC 12 Kitty Hawk, Kill Devil Hills, Nags Head (Beach Rd.)  
 NC 12 Southern Shores, Duck (Duck Rd.)  
 US 64 Roanoke Island  
 US 64 Mainland  
 Colington Road
- US 158  
 NC 345  
 No me gustaría ver ninguna carretera para bicicleta construida.  
 Otro. Por favor, explique: \_\_\_\_\_
8. **¿Con qué frecuencia utiliza las aceras, senderos de usos múltiples y/o caminos para bicicletas:**
- |                    | Nunca                    | Ocasionalmente           | Frecuentemente           |
|--------------------|--------------------------|--------------------------|--------------------------|
| En vez de conducir | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Para la recreación | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
9. **¿A cuál de las siguientes áreas consideraría usted el uso de un servicio de transporte público? (Marque todas las que correspondan.)**
- Rodanthe/Waves/Salvo  
 Hatteras  
 Duck  
 Manteo/Roanoke Island
- Buxton/Frisco  
 Mainland Dare Co.  
 Avon  
 Nags Head
- Kitty Hawk  
 Southern Shores  
 Kill Devil Hills  
 Yo no usaría transporte público.  
 Otro. Por favor, explique: \_\_\_\_\_
10. **¿Qué otros problemas considera usted que son de mayor importancia en relación al transporte en el Condado de Dare y dónde existen?**
- \_\_\_\_\_

**Preguntas 11 a la16 son opcionales y sólo con fines informativos. Nos gustaría saber un poco mas acerca de usted para que podamos verificar que este estudio ha alcanzado una amplia variedad de nuestros residentes. Las respuestas no serán utilizados para identificar a los individuos participantes de la encuesta, ni vendida a ninguna agencia externa. Por favor, marque la casilla correspondiente:**

11. **¿Cuál es tu edad?**
- Menor de 18     18-24     25-34     35-44     45-64     65-74     Mayor de 74
12. **¿Cómo clasificaría usted su raza?**
- Blanco     Negro     Nativo americano     Hispano     Asiático     Otro
13. **¿Cuál fue su ingreso el año pasado?**
- Menos de \$19.999     \$20.000 - \$29.999     \$30.000 - \$44.999  
 \$45.000 - \$59.999     \$60.000 - \$74.999     Más de \$75.000
14. **Escoja la opción que más se acerque a su estado de residencia:**
- Yo vivo en el Condado de Dare todo el año.  
 Yo vivo en al Condado de Dare parte de la año, y en otro lugar parte de la año.  
 Soy dueño de la propiedad en el condado de Dare, pero no vivo allí.  
 Yo no vivo en el Condado de Dare. Por favor, explique: \_\_\_\_\_
15. **¿En qué pueblo o ciudad se encuentra su propiedad o residencia? (Seleccione sólo una.)**
- Rodanthe     Duck     Waves     Southern Shores     Mashoes  
 Salvo     Kitty Hawk     Avon     Kill Devil Hills     Otro. Por favor, explique:  
 Buxton     Nags Head     Frisco     Manteo    \_\_\_\_\_  
 Hatteras     KDH Outside     Colington     Martins Point  
 Wanchese     Stumpy Point     Manns Harbor     East Lake
16. **¿Cómo se enteró de esta encuesta?**
- Dare County Office     Biblioteca     Iglesia     Compañía de agua     Edificio municipal  
 Centro de Bienvenida     Televisión     Periódico     Radio     Otro: \_\_\_\_\_

Por favor, complete la encuesta y entregela antes del 10 de febrero de 2012!

La encuesta también se pueden tomar en el internet: [www.surveymonkey.com/s/darecountysurveyspanish](http://www.surveymonkey.com/s/darecountysurveyspanish)

Las encuestas se pueden dejar aquí o enviadas por correo a:

**Donna Creef, Planning Director**  
**Dare County Planning**  
**P.O. Drawer 1000**  
**Manteo, NC 27954**

**AGENDA:                      February 1, 2012      Regular Meeting**

**ITEM #5:**

New Business

- A.      Discussion/Consideration of FY 2013 Budget Schedule

**RECOMMENDED ACTION:**

- See attachments

**SUMMARY OF INFORMATION:**

- See attachments

**ATTACHMENTS:**

- See attachments

**AGENDA:                      February 1, 2012      Regular Meeting**

**ITEM #5A:**

New Business

- A.      Discussion/Consideration of FY 2013 Budget Schedule

**RECOMMENDED ACTION:**

- Approve the Proposed FY 2013 Budget Adoption Schedule.

**SUMMARY OF INFORMATION:**

Attached is the Proposed FY2013 Budget Adoption Schedule. The Town Manager will provide an overview of the schedule and recommend its approval by the Town Council.

**ATTACHMENTS:**

- FY 2013 Proposed Budget Adoption Schedule

# Proposed Budget Adoption Schedule FY2013

## FY2013 Budget

- February
  - Issue request for budget requests from established departments and agencies
  
- March
  - Budget requests due to the Town Manager (Fri., March 23<sup>rd</sup>)
  - Develop revenue estimates
  - Town Manager meets with established departments and agencies
  
- April
  - Proposed FY 2013 Budget Submitted to Council (Wed., April 18<sup>th</sup>)
  - Work Sessions Scheduled
  
- May
  - Work Sessions on Proposed FY2013 Budget (as needed)
  - Notice for Public Hearing published
  
- June
  - Public Hearing and adoption of FY2013 Budget (anticipated June 2<sup>nd</sup>)

**AGENDA:                    February 1, 2012        Regular Meeting**

**ITEM #6:**

Items Referred To and Presentations from the Town Attorney

**RECOMMENDED ACTION:**

- Per discussion

**SUMMARY OF INFORMATION:**

- none

**ATTACHMENTS:**

- none

**AGENDA:                      February 1, 2012                      Regular Meeting**

**ITEM #7:**

Items Referred To and Presentations from the Town Manager

- A.     Update on Departmental Activities
- B.     Update on Boardwalk Project
- C.     Update on Town Hall Construction
- D.     Budget Amendment
- E.     Financial Statement for the Month of January for FY 2012

**RECOMMENDED ACTION:**

- See attachments

**SUMMARY OF INFORMATION:**

- See attachments

**ATTACHMENTS:**

- See attachments

**AGENDA:                    February 1, 2012        Regular Meeting**

**ITEM #7A:**

Items Referred To and Presentations from the Town Manager

- A.     Update on Departmental Activities

**RECOMMENDED ACTION:**

- None required

**SUMMARY OF INFORMATION:**

The Town Council will receive an update on departmental activities

**ATTACHMENTS:**

- Will be provided at the meeting

**AGENDA:                    February 1, 2012        Regular Meeting**

**ITEM #7B:**

Items Referred To and Presentations from the Town Manager

- B.        Update on Boardwalk Project

**RECOMMENDED ACTION:**

- None required

**SUMMARY OF INFORMATION:**

The Town Manager will provide the Council with an update on the Boardwalk Project.

**ATTACHMENTS:**

- none

**AGENDA:                    February 1, 2012        Regular Meeting**

**ITEM #7C:**

Items Referred To and Presentations from the Town Manager

- C.        Update on Town Hall Construction

**RECOMMENDED ACTION:**

- None required

**SUMMARY OF INFORMATION:**

The Town Manager will provide the Council with an update on the Town Hall construction.

**ATTACHMENTS:**

- none

**AGENDA:                      February 1, 2012                      Regular Meeting**

**ITEM #7D:**

Items Referred To and Presentations from the Town Manager

- D.      Budget Amendment

**RECOMMENDED ACTION:**

- Approve the Budget Amendment

**SUMMARY OF INFORMATION:**

This budget amendment appropriates \$100,304 in FEMA grant revenue from the Division of Emergency Management, NC Department of Crime Control and Public Safety to cover costs associated with debris clean-up and repairs to the Duck Town Park. The amendment also appropriates \$16,751 in pass through franchise fee revenues received by the Town to support the Dare County Cable Access Channel.

The amendment also transfers \$8,113 from the contingency fund to Capital Outlay: Environmental Protection to cover the costs associated with Phase 1 of the Erosion Mitigation and Shoreline Management Feasibility Study to be conducted by Coastal Planning and Engineering and \$2,500 from the contingency fund to Finance: Subsidies and Allocations to cover additional costs associated with collection of the Town's ad-valorem taxes by Dare County. If these transfers are approved \$52,546 will remain in the contingency fund.

Please note the new budget amendment form.

**ATTACHMENTS:**

- Budget Amendment Form

**Town of Duck, North Carolina**  
**FY 2012**  
**Budget Amendment/Transfer Form**

Supplement   X        Transfer   X  

Department: Sanitation, Parks, C.O. Env. Protection      Date: 2/1/2012

Budget Amendment					
Revenues	Fund	Dept. Code	Acct. Code	Obj. Code	Requested Amount
FEMA Grants	100	3300	3318	-	\$100,304
Utility Franchise Tax	100	3300	3324	-	\$16,751
				TOTAL:	\$117,055

Expenditures	Fund	Dept. Code	Acct. Code	Obj. Code	Requested Amount
Sanitation: Disaster Debris Clean-Up	100	4710	710	602	\$97,543
Parks: Repairs and Maintenance	100	6130	130	350	\$2,761
Information Technology: Cable Access Channel	100	4200	200	601	\$16,751
				TOTAL:	\$117,055

**Reason for Amendment:**  
This budget amendment appropriates \$100,304 in revenue from the Division of Emergency Management, NC Department of Crime Control and Public Safety in grants from FEMA related to reimbursement of costs related to Hurricane Irene. The amendment also appropriates pass through revenue received by the Town for the Dare County Cable Access Channel.

Budget Transfer					
Transfer From	Fund	Dept. Code	Acct. Code	Obj. Code	Requested Amount
Contingency	100	9900	9910	-	\$10,613
				TOTAL:	\$10,613

Transfer To	Fund	Dept. Code	Acct. Code	Obj. Code	Requested Amount
Capital Outlay: Environmental Protection	100	8100	8140	-	\$8,113
Finance: Subsidies and Allocations	100	4130	130	600	\$2,500
				TOTAL:	\$10,613

**Reason for Transfer:**  
This budget transfer shifts \$8,113 from the contingency fund to Capital Outlay: Environmental Protection to cover costs associated with Phase 1 of the Erosion Mitigation and Shoreline Management Feasibility Study to be conducted by Coastal Planning and Engineering. It also transfers \$2,500 from the contingency fund to Finance: Subsidies and Allocations to cover increased costs associated with the collection of the Town's ad valorem taxes by Dare County. If these transfers are approved \$52,546 will remain in the contingency fund.

Approved: _____      Denied: _____  Date: _____
---

**AGENDA:                      February 1, 2012                      Regular Meeting**

**ITEM #7E:**

Items Referred To and Presentations from the Town Manager

- E.        Financial Statement for the Month of January for FY 2012

**RECOMMENDED ACTION:**

- None required

**SUMMARY OF INFORMATION:**

The Town Manager will provide the Council with an overview of the January (FY 2012) financial reports.

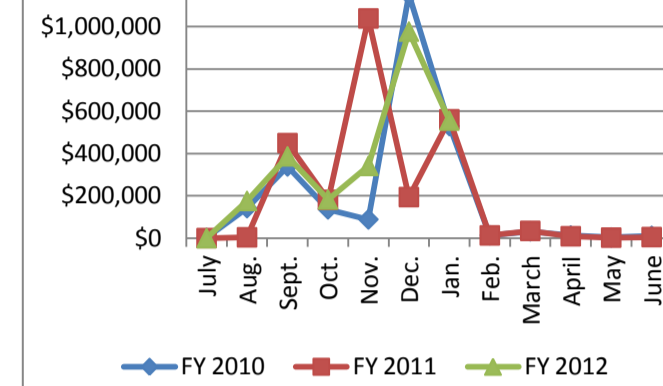
**ATTACHMENTS:**

- January FY 2012 Financial Statement
- Capital Projects Report
- FEMA Grant Report

Town of Duck  
General Fund  
FY 2012

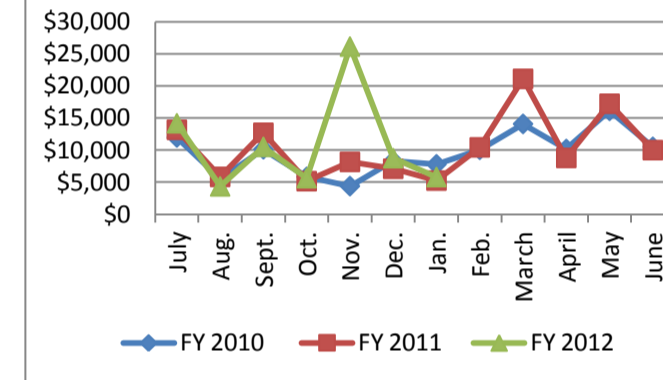
Due to the earlier than normal date of the Council meeting, this report is not complete; however it is being provided in draft form. An updated report will be provided at the Council meeting.

REVENUE	FY 2011 Actual*	FY 2012 Budgeted	% Change	FY 2011 January	FY 2012 January	% Change	FY 2011 YTD	FY 2012 YTD	% Change
Ad Valorem	\$2,494,138	\$2,686,427	7.71%	\$561,919	\$555,741	-1.10%	\$2,429,560	\$2,429,560	0.00%
Sub - Total Advalorem Taxes:	\$2,494,138	\$2,686,427	7.71%	\$561,919	\$555,741	-1.10%	\$2,429,560	\$2,429,560	0.00%
Sales Tax	\$765,032	\$735,495	-3.86%	\$50,993	\$45,275	-11.21%	\$498,711	\$498,711	0.00%
Transfer Tax	\$208,523	\$197,240	-5.41%	\$53,413	\$38,125	0.00%	\$104,254	\$104,254	0.00%
Occupancy Tax	\$1,004,468	\$876,074	-12.78%	\$6,714	\$0	-100.00%	\$702,803	\$702,803	0.00%
Sub-Total Other Taxes:	\$1,978,023	\$1,808,809	-8.55%	\$111,120	\$83,400	-24.95%	\$1,305,768	\$1,220,950	-6.34%
Beer and Wine	\$2,221	\$2,000	-9.96%	\$0	\$0	0.00%	\$0	\$0	0.00%
Utility Franchise Tax	\$198,598	\$175,000	-11.88%	\$0	\$0	0.00%	\$124,651	\$125,530	0.71%
Sub-Total Unrestricted Intergovernmental:	\$200,819	\$177,000	-11.86%	\$0	\$0	0.00%	\$124,651	\$125,530	0.71%
Powell Bill	\$9,871	\$9,500	-3.75%	\$0	\$0	0.00%	\$9,473	\$0	-100.00%
Visitors' Bureau Grant	\$0	\$5,000	100.00%	\$0	\$0	0.00%	\$0	\$0	0.00%
DENR Public Access Grant	\$0	\$179,760	100.00%	\$0	\$0	0.00%	\$0	\$0	0.00%
State Grants	\$173,029	\$7,763	-95.51%	\$0	\$0	0.00%	\$173,029	\$1,456	-99.16%
Shoreline Grant	\$23,900	\$80,250	235.77%	\$0	\$0	0.00%	\$0	\$0	0.00%
PARTF Grant	\$0	\$71,929	100.00%	\$0	\$0	0.00%	\$0	\$0	0.00%
Federal Grants	\$475	\$3,594	656.63%	\$0	\$0	100.00%	\$0	\$7,396	100.00%
FEMA Grants	\$0	\$191,257	100.00%	\$0	\$58,182	0.00%	\$0	\$58,182	0.00%
Sub-Total Restricted Intergovernmental:	\$207,275	\$549,053	164.89%	\$0	\$58,182	100.00%	\$182,502	\$67,034	-63.27%
Building Permits	\$75,499	\$87,000	15.23%	\$3,874	\$2,756	-28.87%	\$33,851	\$52,584	55.34%
Inspection Fees	\$38,915	\$28,000	-28.05%	\$1,100	\$1,060	-3.64%	\$18,335	\$11,725	-36.05%
Other Permits	\$13,985	\$15,000	7.26%	\$600	\$1,983	230.50%	\$7,150	\$11,803	65.08%
Sub-Total Permits and Fees:	\$128,400	\$130,000	1.25%	\$5,574	\$5,799	3.88%	\$59,336	\$76,112	28.27%
Mixed Beverage Tax	\$34,137	\$35,000	2.53%	\$13,918	\$0	100.00%	\$29,410	\$29,980	1.94%
ABC Distribution	\$10,843	\$10,000	-7.77%	\$6,304	\$0	100.00%	\$9,839	\$11,291	14.75%
Other	\$58,272	\$84,000	44.15%	\$357	\$23	-93.70%	\$45,419	\$35,653	-21.50%
Sub-Total Miscellaneous:	\$103,252	\$129,000	24.94%	\$20,579	\$23	-99.89%	\$84,668	\$76,924	-9.15%
Interfund Transfers	\$0	\$0	0.00%	\$0	\$0	0.00%	\$0	\$0	0.00%
Fund Balance	\$271,073	\$0	-100.00%	\$0	\$0	0.00%	\$0	\$0	0.00%
Debt Proceeds	\$1,380,055	\$0	-100.00%	\$0	\$0	0.00%	\$380,055	\$0	-100.00%
Sub-Total Non-Revenue Receipts:	\$1,651,128	\$0	-100.00%	\$0	\$0	0.00%	\$380,055	\$0	-100.00%
<b>Total General Fund Revenue:</b>	<b>\$6,763,034</b>	<b>\$5,480,289</b>	<b>-18.97%</b>	<b>\$699,193</b>	<b>\$703,144</b>	<b>0.57%</b>	<b>\$4,566,541</b>	<b>\$4,192,041</b>	<b>-8.20%</b>

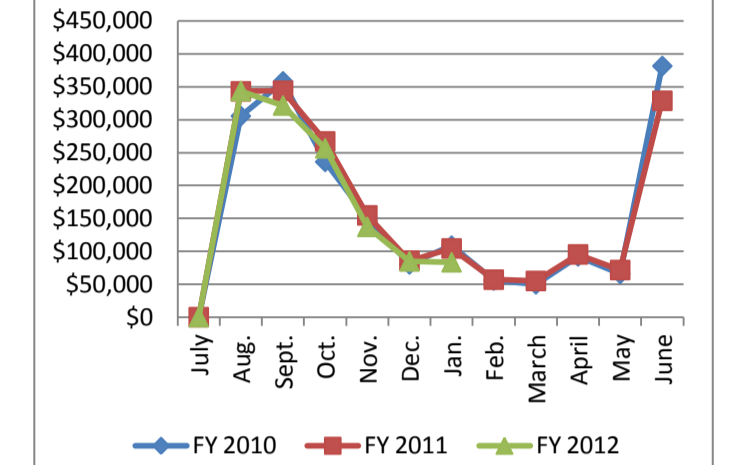


Significant increase in permit fees

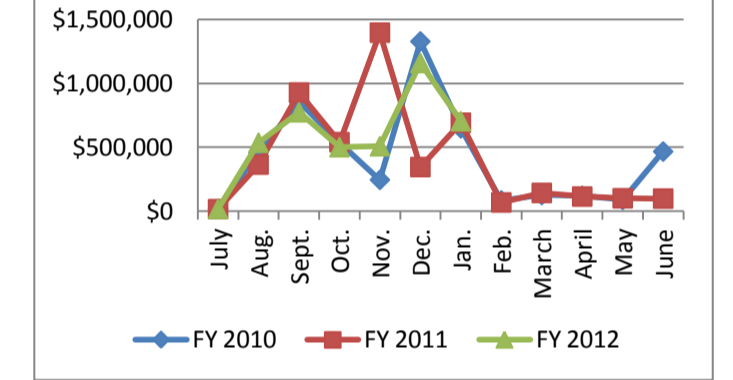
Permits and Fees



Other Taxes - Shared Revenues



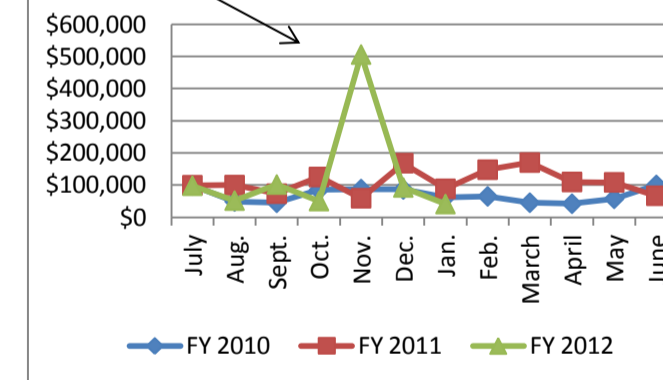
Total Revenues



EXPENDITURES	FY 2011 Actual*	FY 2012 Budgeted	% Change	FY 2011 January	FY 2012 January	% Change	FY 2011 YTD	FY 2012 YTD	% Change
Governing Body	\$170,411	\$151,841	-10.90%	\$8,904	\$12,897	44.86%	\$123,202	\$118,331	-3.95%
Administration	\$327,700	\$376,327	14.84%	\$31,594	\$16,425	-48.01%	\$231,292	\$221,857	-4.08%
Finance	\$39,263	\$40,000	1.88%	\$10,268	\$10,108	-1.56%	\$38,293	\$41,075	7.27%
Legal	\$51,998	\$42,000	-19.23%	\$6,254	\$0	-100.00%	\$33,358	\$18,344	-45.01%
Public Buildings	\$618,507	\$752,545	21.67%	\$50,015	\$1,514	-96.97%	\$216,433	\$558,256	157.93%
Sub-Total General Government:	\$1,207,879	\$1,362,713	12.82%	\$1,07,035	\$40,944	-61.75%	\$642,579	\$957,863	49.07%
Information Technology	\$70,816	\$52,000	-26.57%	\$6,106	\$7,323	19.92%	\$39,387	\$54,582	38.58%
Sub-Total Central Services:	\$70,816	\$52,000	-26.57%	\$6,106	\$7,323	19.92%	\$39,387	\$54,582	38.58%
Police	\$987,747	\$873,227	-11.59%	\$71,661	\$40,064	-44.09%	\$702,285	\$535,676	-23.72%
Fire	\$832,914	\$720,510	-13.50%	\$91,626	\$18,605	-79.69%	\$601,943	\$390,721	-35.09%
Inspections	\$145,067	\$145,473	0.28%	\$12,647	\$7,955	-37.10%	\$87,149	\$82,535	-5.29%
Ocean Rescue	\$266,000	\$266,000	2.31%	\$70,000	\$30,000	0.00%	\$260,000	\$225,000	-13.46%
Sub-Total Public Safety:	\$2,225,728	\$2,005,210	-9.91%	\$245,935	\$96,624	-60.71%	\$1,651,378	\$1,233,933	-25.28%
Streets and Highways	\$138,078	\$90,000	-34.82%	\$0	\$2,435	100.00%	\$112,757	\$26,538	-76.46%
Sub-Total Transportation:	\$138,078	\$90,000	-34.82%	\$0	\$2,435	100.00%	\$112,757	\$26,538	-76.46%
Sanitation	\$920,585	\$946,059	2.77%	\$73,855	\$75,237	1.87%	\$463,163	\$610,531	31.82%
Sub-Total Sanitation:	\$920,585	\$946,059	2.77%	\$73,855	\$75,237	1.87%	\$463,163	\$610,531	31.82%
Community Development	\$194,235	\$192,378	-0.96%	\$18,512	\$8,884	-52.01%	\$117,537	\$113,561	-3.38%
Sub-Total Economic and Physical Dev.:	\$194,235	\$192,378	-0.96%	\$18,512	\$8,884	-52.01%	\$117,537	\$113,561	-3.38%
Parks	\$1,873,298	\$552,219	-70.52%	\$386,322	\$383,726	-0.67%	\$633,216	\$571,417	-9.76%
Sub-Total Cultural and Recreational:	\$1,873,298	\$552,219	-70.52%	\$386,322	\$383,726	-0.67%	\$633,216	\$571,417	-9.76%
Capital Outlays	\$24,000	\$99,000	312.50%	\$0	\$0	0.00%	\$0	\$40,000	100.00%
Sub-Total Capital Outlays:	\$24,000	\$99,000	312.50%	\$0	\$0	0.00%	\$0	\$40,000	100.00%
Transfers	\$0	\$0	0.00%	\$0	\$0	0.00%	\$227,168	\$0	-100.00%
Contingency	\$0	\$63,159	100.00%	\$0	\$0	0.00%	\$0	\$0	0.00%
Fund Balance	\$0	\$117,551	100.00%	\$0	\$0	0.00%	\$0	\$0	0.00%
Sub-Total Budgetary Accounting:	\$0	\$180,710	100.00%	\$0	\$0	0.00%	\$227,168	\$0	0.00%
<b>Total General Fund Expenditures:</b>	<b>\$6,654,619</b>	<b>\$5,480,289</b>	<b>-17.65%</b>	<b>\$837,765</b>	<b>\$615,173</b>	<b>-26.57%</b>	<b>\$3,887,184</b>	<b>\$3,608,425</b>	<b>-7.17%</b>

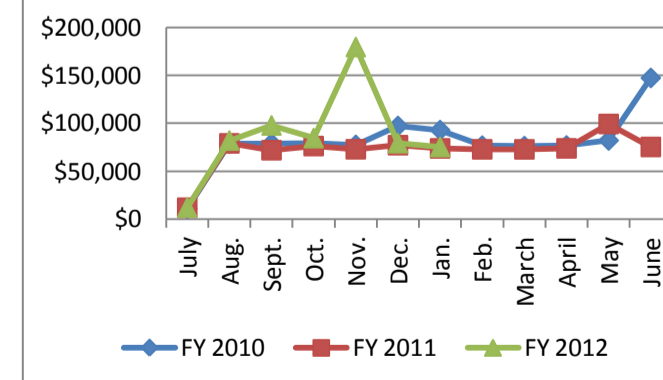
Difference is due to Town Hall debt service payments

General Government

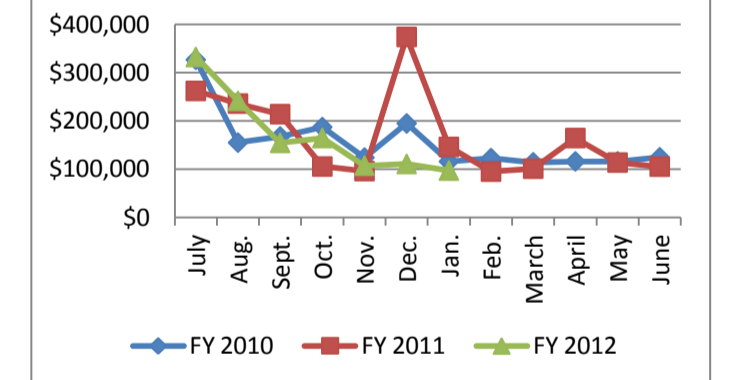


Difference is due to Hurricane Irene debris disposal costs

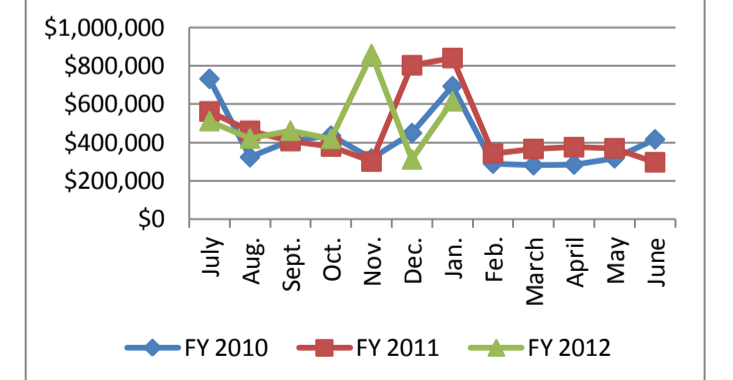
Sanitation



Public Safety



Total Expenditures



\* unaudited, includes all to date accruals

Capital Projects Fund  
Monthly Report

Revenue	Budget	Jan-12	Year to Date
Energy Grant	\$32,650.00	\$0.00	\$0.00
Govt Access Channel Grant	\$20,000.00	\$0.00	\$20,000.00
Debt Proceeds*	\$2,000,000.00	\$91,126.90	\$1,881,391.55
Transfers From G. F.	\$127,168.00	\$0.00	\$127,168.00
<b>Total:</b>	<b>\$2,179,818.00</b>	<b>\$91,126.90</b>	<b>\$2,028,559.55</b>
<b>Expenditures</b>			
Furn. & Equip.	\$155,000.00	\$47,328.57	\$157,942.16
Construction	\$1,949,818.00	\$91,126.90	\$1,886,101.22
Landscaping	\$25,000.00	\$0.00	\$41,515.00
Contingency	\$50,000.00	\$0.00	\$3,824.34
<b>Total:</b>	<b>\$2,179,818.00</b>	<b>\$138,455.47</b>	<b>\$2,089,382.72</b>

Estimated Worst Case End of Project Costs
\$32,650.00
\$20,000.00
\$2,002,229.90
\$127,168.00
<b>\$2,182,047.90</b>

\$42,556.78	est. diff. rev/exp
1.91%	% of project cost

\* available interest earned to date on debt proceeds held in escrow: \$1,307.51

General Fund	Previous Years
Legal Fees	\$6,456.07
Architect/Engineering Fees	\$232,910.92
Permits	\$4,000.00
<b>Capital Projects Fund</b>	
Furniture and Equipment	\$157,942.16
Construction	\$1,886,101.22
Landscaping	\$41,515.00
Contingency	\$3,824.34
<b>TOTAL:</b>	<b>\$2,089,382.72</b>
<b>Total Costs to Date:</b>	<b>\$2,332,749.71</b>

FEMA Categories of Work	Current Actual Cost	Town Responsibility Best Case Scenario	Town Responsibility Worst Case Scenario	FEMA Project Worksheet Submitted - Amount	FEMA Project Worksheet Approved - Amount	FEMA Reimbursement Processed	FEMA Reimbursement Received
<b>Category A</b>							
Road Debris	\$130,423.84*	\$0.00	\$0.00	\$97,542.53	\$97,542.53	Yes	No
Additional Debris (Park, Beach)	\$38,681.62	\$0.00	\$0.00	\$41,059.08	\$41,059.08	Yes	Yes
Sub-Total Category A:	\$169,105.46	\$0.00	\$0.00	\$138,601.61			
<b>Category B</b>							
Road Clearing	\$1,225.00	\$1,225.00	\$1,225.00	N/A	N/A	N/A	N/A
Security, Damage Assessment	\$16,907.24	\$0.00	\$0.00	\$17,122.58	\$17,122.58	Yes	Yes
Emergency Office	\$4,031.32	\$0.00	\$0.00	\$4,103.10	pending - insurance review	No	No
Sub-Total Category B:	\$22,163.56	\$1,225.00	\$1,225.00	\$21,225.68			
<b>Category G</b>							
Boardwalk Repairs	\$84,150.00	\$0.00	\$0.00	\$101,455.56	\$101,455.56	Yes - requires inspection	No
Boardwalk Mitigation	\$21,212.00	\$0.00	\$0.00	\$21,212.00	\$21,212.00	Yes - requires inspection	No
Park Parking Lot Repairs	\$10,080.00	\$0.00	\$0.00	\$10,408.58	\$10,408.58	Yes	No
Park Trail Repairs	\$2,545.52	\$0.00	\$0.00	\$2,760.86	\$2,760.86	Yes	No
Sub-Total Category G:	\$117,987.52	\$0.00	\$0.00	\$135,837.00			
Summary FEMA Categories	\$309,256.54	\$1,225.00	\$1,225.00	\$295,664.29	\$291,561.19	FEMA Reimbursement Recd	\$58,181.66
Adjusted FEMA Categories	\$275,944.84					Reimbursement Outstanding:	\$237,482.63

\* current actual costs include tipping fees, which are estimated at \$33,479, but are being billed directly to Dare County and will be reimbursed accordingly, the cost to the Town without the tipping fees is \$96,499.29

**AGENDA:                      February 1, 2012                      Regular Meeting**

**ITEM #8:**

Mayor's Agenda

**RECOMMENDED ACTION:**

- None

**SUMMARY OF INFORMATION:**

- None

**ATTACHMENTS:**

- none

**AGENDA: February 1, 2012 Regular Meeting**

**ITEM #9:**

Council Members' Agenda

**RECOMMENDED ACTION:**

- None

**SUMMARY OF INFORMATION:**

- None.

**ATTACHMENTS:**

- none

**AGENDA: February 1, 2012 Regular Meeting**

**ITEM #10:**

Other Business

**RECOMMENDED ACTION:**

- None required

**SUMMARY OF INFORMATION:**

- None

**ATTACHMENTS:**

- none

**AGENDA:                    February 1, 2012            Regular Meeting**

**ITEM #11:**

Adjournment

**RECOMMENDED ACTION:**

- Per discussion.

**SUMMARY OF INFORMATION:**

- The next meeting will be the Council Retreat on Wednesday and Thursday, February 15<sup>th</sup> and 16<sup>th</sup>, 2012.

**ATTACHMENTS:**

- none