



**Town of North Topsail Beach
Board of Aldermen Regular Meeting**

Wednesday, April 03, 2024, at 11:00 AM

Town Hall - 2008 Loggerhead Court, North Topsail Beach, NC 28460

(910) 328-1349 | www.northtopsailbeachnc.gov

*Mayor - Joann M. McDermon
Alderman - Richard Grant
Alderman - Connie Pletl
Town Manager - Alice Derian*

*Mayor Pro Tem - Mike Benson
Alderman – Laura Olszewski
Alderman – Tom Leonard
Interim Town Clerk – Nancy Avery*

I. CALL TO ORDER (Mayor McDermon)

II. INVOCATION (Alderman Grant)

III. PLEDGE OF ALLEGIANCE (Mayor McDermon)

IV. APPROVAL OF AGENDA (Mayor McDermon)

Specific Action Requested: Mayor will request for a motion to adopt the agenda

V. MANAGER'S REPORT

VI. OPEN FORUM

Citizens have the opportunity to address the Board for no more than three minutes per comment on any issue upon which the Board of Aldermen has control.

VII. PUBLIC PRESENTATIONS AND HEARINGS

A. Public Hearing - Proposed budget for fiscal year 2024-2025 (Mayor McDermon)

B. Coastal engineer update (Fran Way)

VIII. CLOSED SESSION as per NCGS 143-318.11(a)

(3) Consultation with the attorney

(5) Acquisition of property

IX. CONSENT AGENDA

A. Approval of Minutes

February 27, 2024, budget work session

March 6, 2024, regular meeting

March 13, 2024, budget work session

B. Budget amendment 2023-2024.9 (fire truck loan)

C. MOTV Tax Refund

D. Department Head Reports

1. Finance Department
2. Fire Department
3. Inspections Department
4. Planning Department
5. Police Department

E. Public Works update

F. Contract for consulting services for Interim Town Clerk

G. Fire Department Fixed Asset Disposals

H. Committee Reports

1. Planning Board & PPI Committee
2. Board of Adjustment
3. TISPC <https://tispc.org/minutes/>
4. ONWASA

Specific Action Requested: Mayor will request a motion to approve the Consent Agenda

X. CONTINUING BUSINESS

- A. Beach, Inlet, Sound Advisory Committee (BISAC) Update (Chair Strother)
- B. Town Hall Meeting Room Use (Alderman Olszewski)

XI. ATTORNEY'S REPORT

XII. NEW BUSINESS

- A. Policies and Procedures (Alderman Grant)
- B. Registration and Sponsorship for N.C. Beach, Inlet and Waterway Association (NCBIWA) 2024 Local Governments Meeting May 9 and 10, 2024 in Emerald Isle, N.C. at the Islander Hotel (Manager Derian)

Level of sponsorship is dependent on the number of confirmed attendees: Bronze \$500 for one attendee; Silver \$1,200 for two attendees; Gold \$1,800 for three attendees.

Specific Action Requested: Mayor may request a motion to approve sponsorship and attendance at the 2024 NCBIWA conference.

- C. North Carolina Department of Transportation Letter of intent to repeal the speed limit 45 Ordinance No. 1033725 for the 3.92-mile section of SR 1568 (New River Inlet Road) (Manager Derian)

XIII. OPEN FORUM

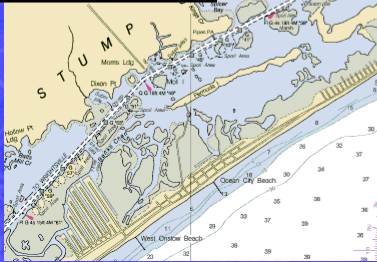
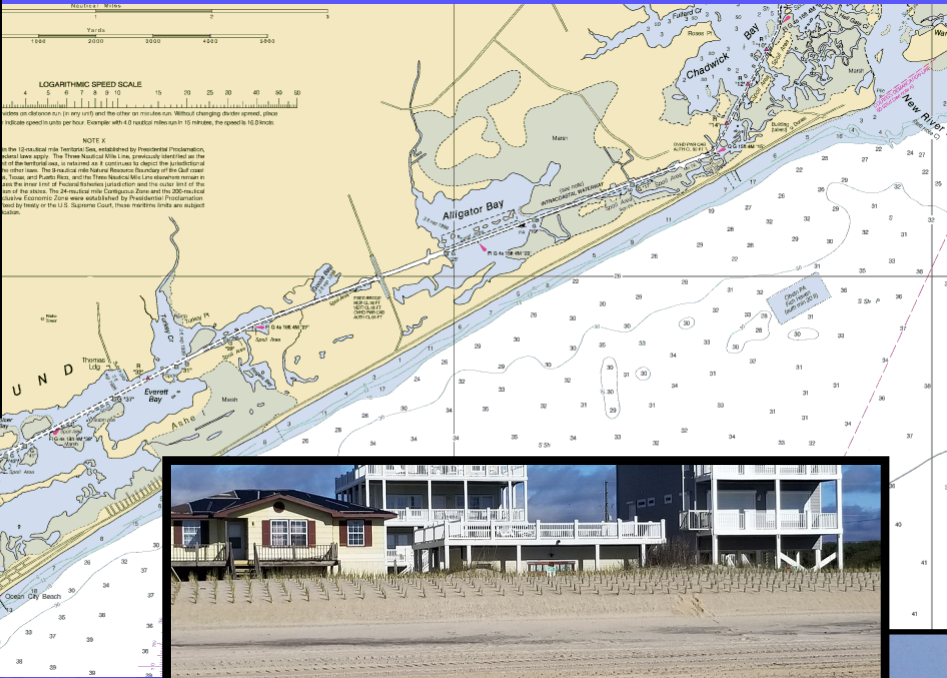
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XIV.MAYOR'S REPORT

XV. ALDERMAN'S REPORT

XVI.ADJOURNMENT

**Marina, Coastal, Environmental
& Water Resources Engineers**



Ongoing and Upcoming Projects Overview

State Grant, Dorian and Florence FEMA Category G

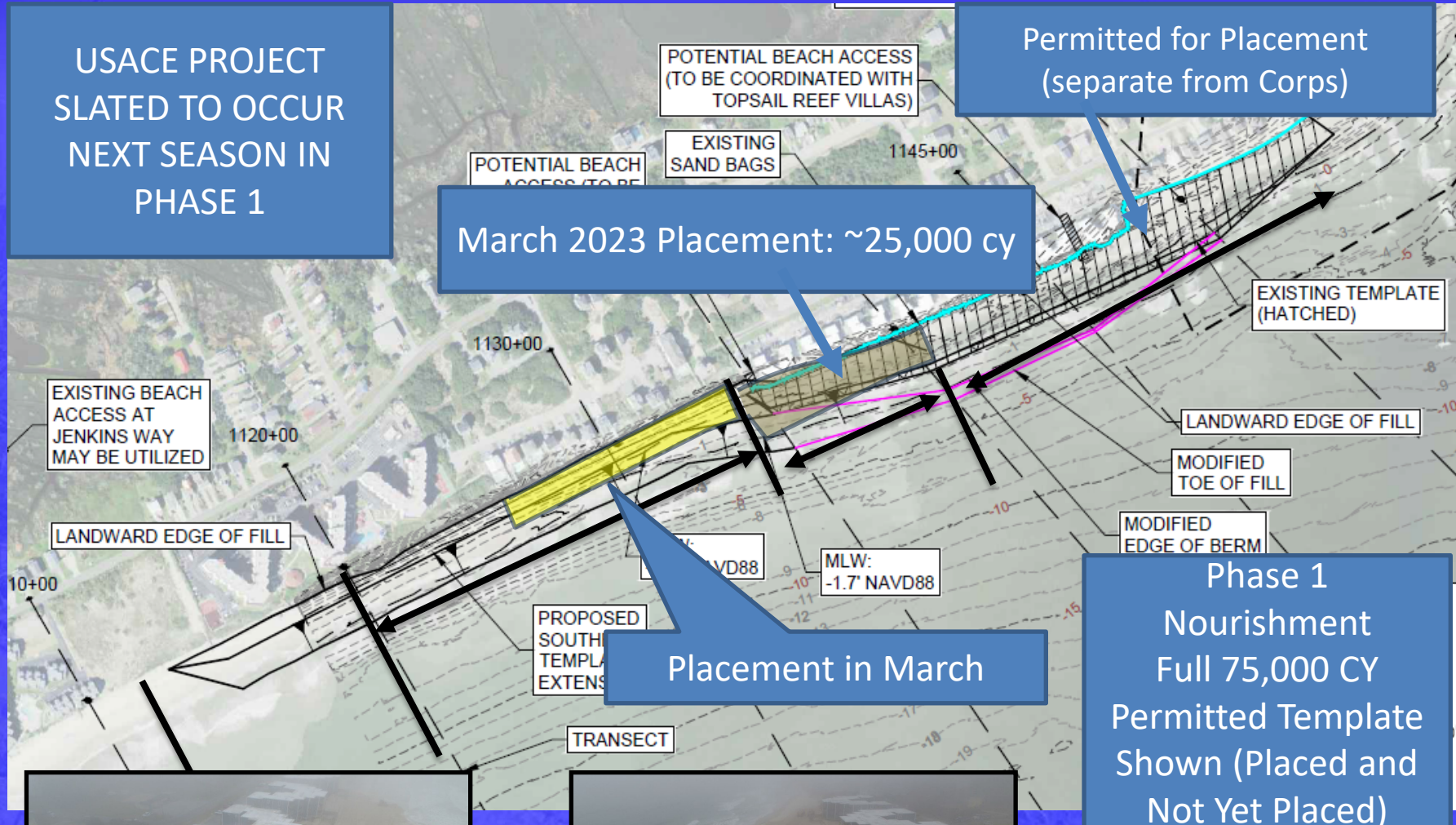


Phase 1 Beach (not Dune) Truck Haul Nourishment

USACE PROJECT
SLATED TO OCCUR
NEXT SEASON IN
PHASE 1

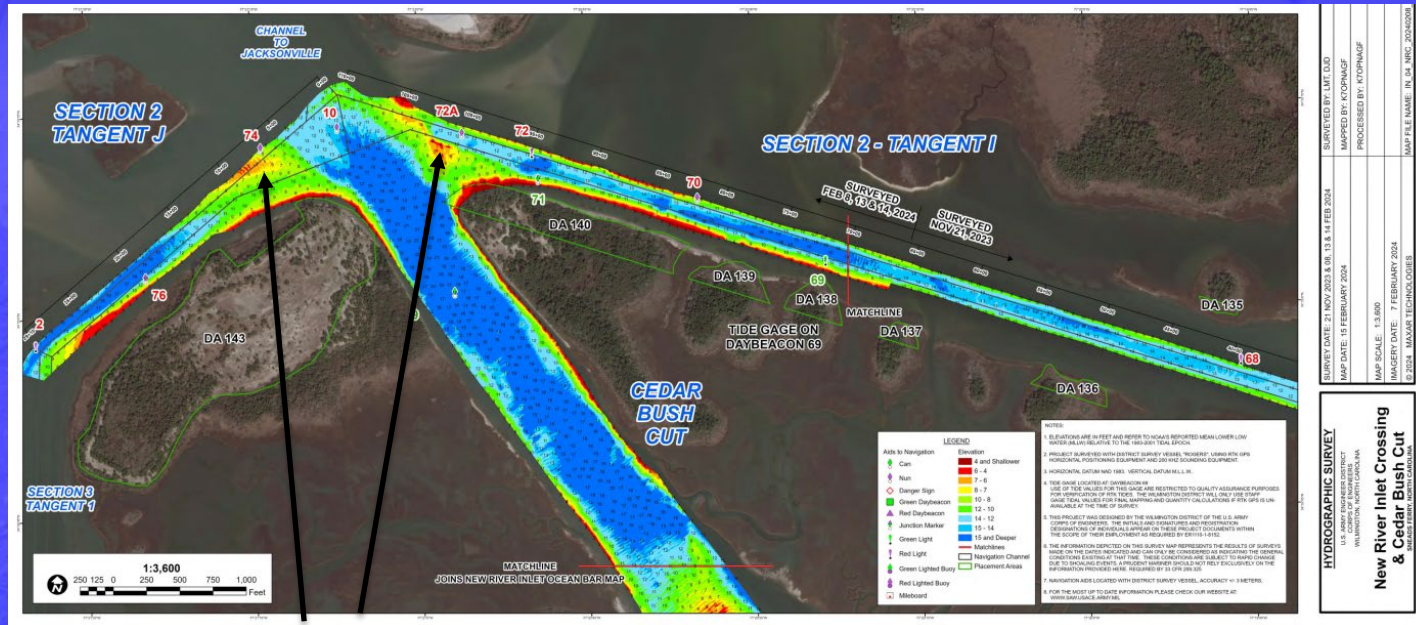
March 2023 Placement: ~25,000 cy

Permitted for Placement
(separate from Corps)

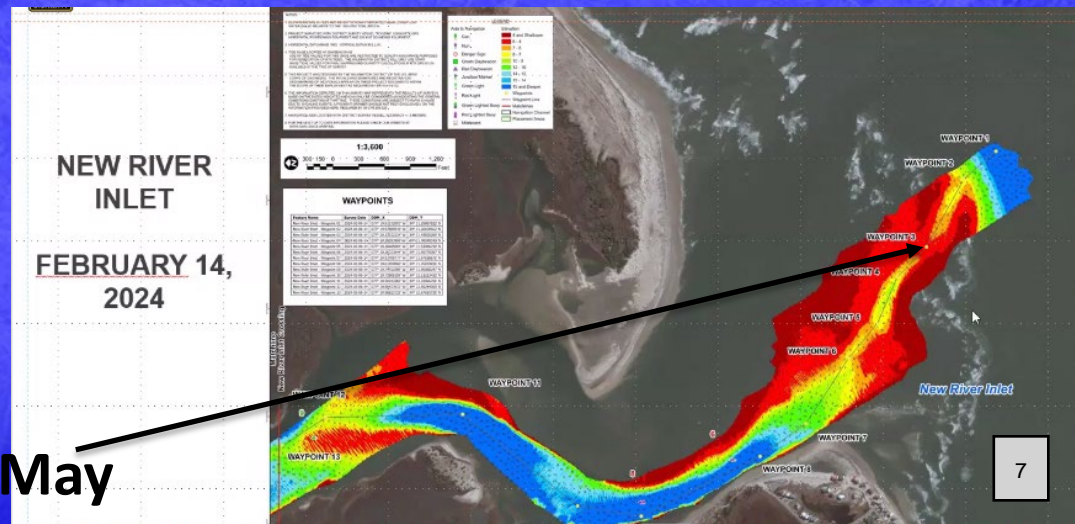


Section VII, ItemB.

March Quarterly USACE Shallow Draft Navigation Update



Dredging with Fill Placement in Phase 1 Next Winter



Section VII, Item B. Scheduled for NRI in May

Ongoing Florence & Dorian Nourishment in Phase 5 Beach (not Dune) Nourishment. ~3.0 Miles of New Beach Completed

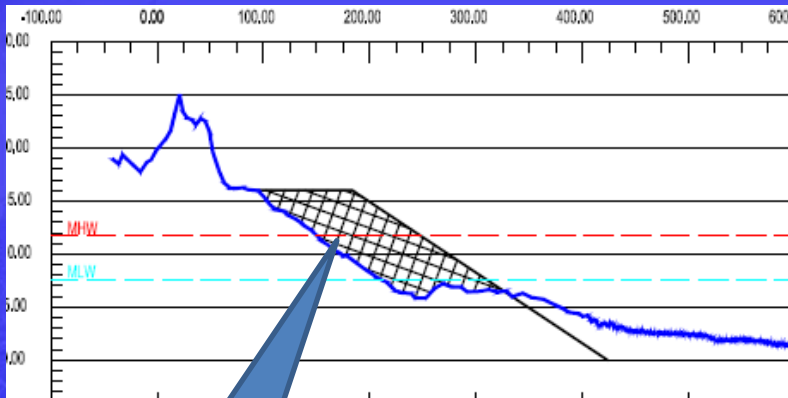




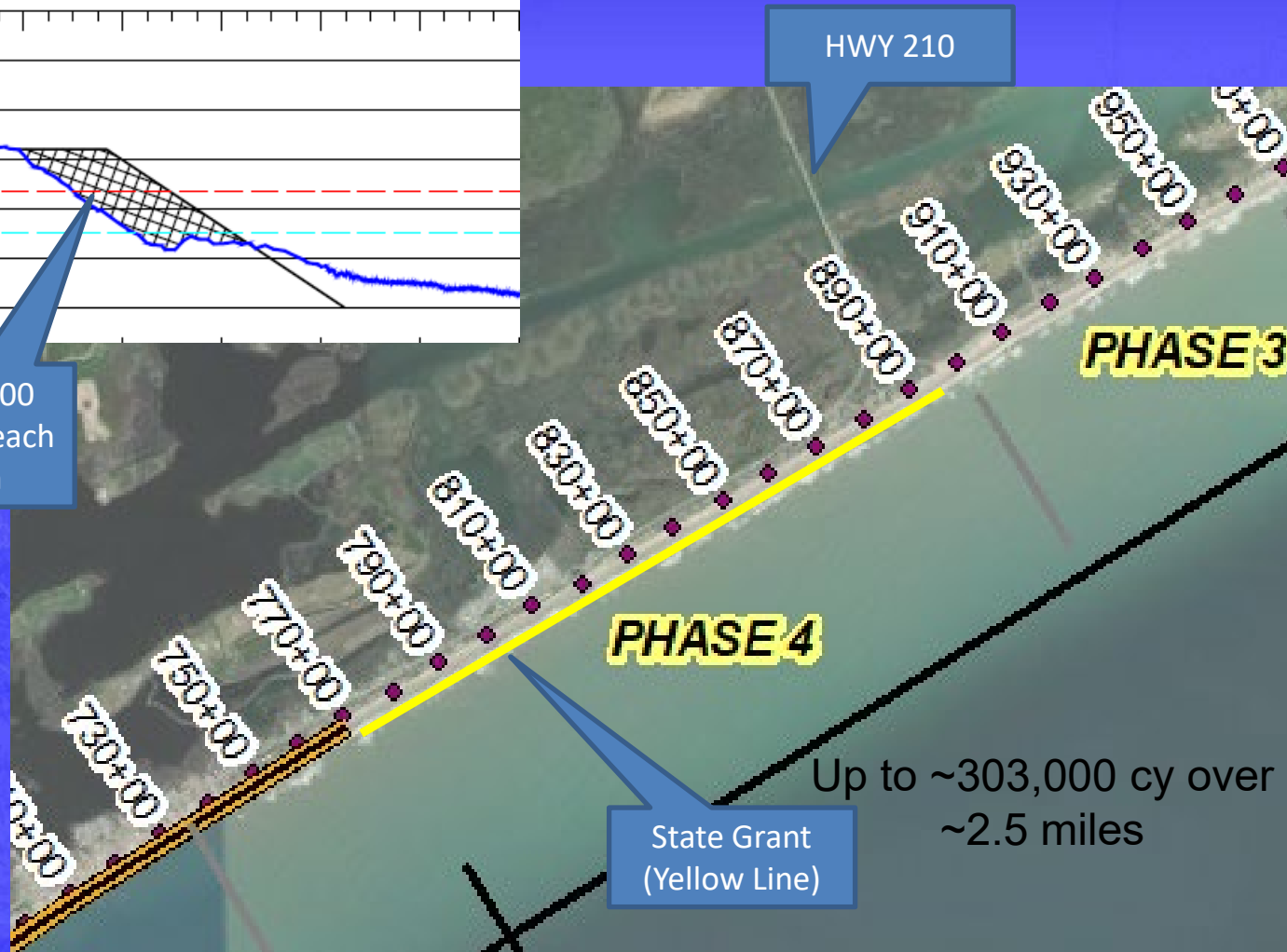
Recent Phase 5 Photos



Successful State Grant in Phase 4. Beach (not Dune) Nourishment



~80 to 100
Feet of Beach
Width



To Follow Phase 5 Project Completion

Town Beach Projects Updates

- Phase 1 – March Placement
- New River Inlet Management Master Plan EIS: Draft EIS under development.
- State Grant Nourishment - ~303,000 cy in Phase 4 and connects with Phase 5 Truck Haul.
- Phase 5 Beach Nourishment – Updated Volumes Daily. Working Saturdays.
- USACE AIWW/Channel Dredging Planned Next Season for Phase 1 Project. USACE Coordination on Placement/Volume Now, if Possible.
- Working with NTB Finance Officer and DEC Associates regarding funding for FEMA and State funded projects
- Grant Coordination
- Permitting Coordination (all projects)



Section VII, ItemB.



Board of Aldermen
Budget Work Session
Tuesday, February 27, 2024
DRAFT MINUTES

The Town of North Topsail Beach Board of Aldermen held a budget work session on February 27, 2024. A quorum of the board was present.

Board members present: Mayor Joann McDermon, Mayor Pro Tem Benson, Aldermen Connie Pletl, Richard Grant, Tom Leonard and Laura Olszewski.

Board members absent: None

Staff present: Town Manager Alice Derian, IT Director Ricky Schwisow, Finance Officer Caitlin Elliott, Police Chief Younginer, Fire Chief Soward, Public Works Supervisor Al Cablay and Interim Town Clerk Nancy Avery.

Call to order

Mayor McDermon called the budget work session to order at 8:30 am.

Approval of Agenda

Motion – Alderman Olszewski motioned to adopt the agenda as presented; seconded by Mayor Pro Tem Benson; unanimously approved.

New Business

A. Proposed budget overview and economic outlook

Manager Derian stated:

The Town conservatively budgets to maintain service levels delivered to residents and visitors while strategically increasing or expanding services as growth and demand warrant and we all know that we have experienced a significant amount of growth here in North Topsail Beach in the past couple of years. Our General Fund revenue stream is narrow with the majority comprised of ad valorem and local option sales use tax that makes up approximately 80% of the total projected revenues that you will see this morning. Projected expenses were derived from Department Heads who are here this morning and who will be presenting their department requests throughout today. In reviewing historical data, Caitlin (Finance Officer Elliott) and I look at the last three-year actuals and recognize the external economic conditions that are prevalent, such as inflation. Town administration remains focused on pursuing new revenue opportunities through federal and state grants as well as county grants that we submit for as well as unconventional sources such as selling Town merchandise and acquiring sponsorship for Town events that you have seen a little bit of this fiscal year. We will continue to expand on those endeavors.

The priorities that you see on the slide are established for the preparation of the 24-25 budget as follows:

- Remain fiscally sound by maintaining strong reserves and fund balances
- Improve infrastructure and mobility. What does that mean? We made a concerted effort over the last two years to invest in maintaining infrastructure and to provide additional infrastructure in terms of bike lanes. The Board has approved a Memorandum of Understanding with North Carolina Department of Transportation (NCDOT) which committed to this fiscal year \$100,000 for the study for the bike lanes on New River Inlet Road extending those to the end of the island. It also commits us in that agreement to a little over \$1,000,000 which you will see in the next budget workshop we will slate what is going to be applicable to fiscal year 24-25. They have a meeting on the 28th, which is tomorrow. I expect to receive an update on the 29th which will tell us what we will plug in for that number. So you will see that at the next budget meeting, but just know that that will be incorporated into this budget because that is something the Board has committed to. They are still in the environmental study phase.
- Continue to provide and enhance public safety to residents and visitors
- Maintain a high level of preparedness in order to respond to and recover from emergencies
- Continue to provide high service levels and quality of life amenities - our beach
- Continue to employ technology to engage, improve and expand services. One thing we have focused on this fiscal year is implementing new technology to aid specifically with different departments. We have the iWork system which is being currently implemented which will be officially rolled out soon. That is applicable to our Public Works Department which is creating a work order system that tracks activity flows and will also give residents an avenue to report any issues Public Works related. Also it provides assistance to our Code Enforcement area, which I am really excited about, which is really going to bring everything beach operations tied together this year, so that we are not working in silos. It will track and incorporate everything. So everything that our Code Enforcement Officer is doing on the beach and everything that our overnight person who starts to work Memorial Day through Labor Day to remove the abandoned personal property items like chairs, umbrellas, anything that is left over will be pinned and tracked and also with our Police Department the two beach ambassadors that we have will also be using this to track and pin anything they are issuing related to dune violations or educational matters they are dealing with so we will have an idea and a tracking of what is going on all things beach operations related.

Initial tax estimates are expected in early March from Onslow County. The slides presented represent the existing tax rate of 43 cent per hundred-dollar valuation and assume a 95% collection rate. Historically we have seen 98 to 99% but to be conservative, we are assuming once again 95% collection rate. The 43 cents is broken down with 26 cents allocated to the General Fund, 7 cents allocated to the Capital Improvement Fund and 10 cents allocated to the Beach Fund. The represented tax levy is \$1,630,900.00 with motor vehicle tax levy excluded which we usually do exclude that historically. That equates to a little over \$6.9 million in revenue at the same tax rate. Some of the highlights include revenues without the use of prior year reserves and conservative assumptions once again such as not accounting for grants other than what is currently awarded. We have submitted grants for the upcoming fiscal year that include the North Carolina Emergency Management Disaster Relief and Mitigation Fund grant for a little over \$1.2 million dollars. Grants pending completion for \$500,000 to Onslow County

that will be used to offset the debt service for the special obligation bonds for the Phase Five beach project that we are getting ready to wrap up this April. Our payment is just under \$2,000,000 so that will assist in that repayment. This is much more than what was requested last year. We were allocated \$200,000 last year. I have talked with the county manager already and I feel comfortable with upping that request. He understands the justification for that. Whether that will get approved or not I cannot say for certain or not, but I think it is well justified and will be in our application.

Alderman Grant asked what is the NC Emergency Management money?

Manager Derian said it is state grant money that was allocated through the Disaster Mitigation Relief Fund.

Also we have \$299,460 that will be applied for vitex removal. That is something we have been discussing for the last couple of years. We had it in the budget for this year but the decision was made to pause until these grant monies were released and to also have the Towns of Surf City and Topsail Beach get on board, so the idea is we all submit one application so that we are eradicating the vitex all at one time because it is so invasive and spreads. Those grant applications I spoke of are pending completion and will be submitted this week and the county grant will be submitted next week.

We also accounted for a conservative 5% increase in occupancy tax and a 10% increase for local sales and use tax. The General Fund total draft budget is a little over \$7.7 million dollars.

Alderman Grant stated that is over last year's budget and not actuals, correct?

Manager Derian said yes that is correct.

The General Fund expenses have been drafted in the amount of \$7.1 million dollars on current needs and of course recognizing inflation. Personnel costs will account for over half of the General Fund as they historically do. Please be aware that salary figures overall are still in the process of being calculated. Those will be large changes that are mentioned throughout the meeting. We have the current ones plugged in but just be aware the proposed salary increases will be reflected prior to the March budget workshop meeting.

The draft 24-25 budget reflects an overall decrease of 5.46% or \$414,279 under fiscal year 23-24 total operating budget and the reason why we present this is unbalanced is to give the Board the opportunity to get a snapshot of where we are at right now and provide input so that we can take your priorities and goals and then incorporate them for the next budget workshop.

Alderman Grant said before you leave that though when you are talking about reduction, there is no contingency in the budget right now and there is no increase in salary costs, right?

Manager Derian said that is correct. The main point is that we are getting feedback from the Board so we can incorporate that into the next meeting.

Similar to the previous two years, we will also take a strategic budgeting approach for the next budget by providing the five-year projection like we have done in the past. That will provide a long-term perspective of what our known and established priorities look like.

The Board of Aldermen established a Capital Improvement Fund back in 2020 as your recall which allocates 7 cents of ad valorem tax for capital expenditures. In December of 22, the Town entered into the interlocal agreement with Onslow County which allocates 3 cents of county ad valorem tax to be paid to the Town in exchange for fire protection services within the Town's incorporated borders. This will remain each fiscal year in effect for each year of the agreement. This was not an additional tax but a re-allocation of the county's collected levy within North Topsail Beach to the Town.

In conclusion, the summary includes a few highlights of the entire budget. Other notable and significant budgetary changes are provided in the department budget summaries that we will proceed with today breaking down further and will provide the Board with ample opportunities for questions and feedback. The detailed projections for revenues and expenditures are also included in your spreadsheets that Caitlin (Finance Officer) will walk through fund and line item. I thank her and the departments that contributed to the development of this budget. I would also like to welcome Jessica Helms, our new Finance Officer.

B. Proposed FY 24-25 budget highlights

Finance Officer Elliott stated:

- Proposed General Fund revenue is \$7,707,828.45 which is 1.54% increase over current year of \$7,591,075.78
- Proposed expenses are \$7,176,796.84 which is 5.46% lower than current year of \$7,591,075.78
- The proposed budget shows salary figures as the same which is likely to change
- The proposed budget does not include a contingency amount
- Tax rate remains the same as current year with no increase projected
- Tax revenue is split with 75% to the General Fund and 25% to the Beach Fund (30)
- Parking revenue is projected the same
- The proposed budget includes a 30% increase in garbage collection fees
- Projected ad valorem is \$3,982,875.00, which is the same as current year. We should be receiving updated information from the county soon.

C. Departmental presentations on needs and requests

Building Inspector Allen stated his budget remains neutral. He has no large ticket items projected over the next three years. He does expect to need to replace a truck in three to five years.

Alderman Olszewski suggested calling out all IT expenses as a separate line item rather than in each department.

Planning Director Hill stated her budget remains static. She will have a need to replace a truck in the next five-year plan. She is working on adding additional personal.

Public Works Superintendent Cablay said his budget is the same with some Capital Improvement Project carryover items of a new town entry sign, purchase of a crack sealer for pavement restoration and refurbishment of both kayak launches.

Finance Officer Elliott said in the Streets budget, also part of Public Works, there is a proposed increase in line items for training, supplies, uniforms and software.

Alderman Olszewski asked why the mosquito control line item is dropping from \$4,000 to \$3,000.

Manager Derian said this service has been historically offered. It requires use of chemicals and pesticides we are not trained for and she is not sure we should continue to provide this.

Board members discussed the history of mosquito spraying.

Consensus – Continue discussion on whether to keep spraying for mosquitos at the next budget work session.

Public Buildings - Finance Officer Elliott said the projected budget for Public Buildings includes a decrease in utilities and grounds and repair line items, an increase in the furniture line items for the new Fire Station, and \$33,500 for. new security cameras to be installed at the park, Town Hall boardroom and new Fire station. \$120,000 Capital Infrastructure items are \$100,000 for erosion at Town Hall and \$20,000.

Alderman Olszewski said if the cameras are IT based and the cost is in the Public Works budget, she would like it pulled out and put in the IT budget.

Alderman Grant said the Public Works building is the next to look at. The trend has been to patch which ends up throwing good money after bad after a building gets too old.

Alderman Olszewski asked why the telephone line item increased and for which ones.

Finance Officer Elliott responded that a fax line has been added for the police department, a phone has been added for the elevator, desk phones and cameras on the bridge and cell phone costs are also included.

Alderman Olszewski said she want the details because there might be an opportunity to switch to a different provider.

Special Events - Finance Officer Elliott said \$10,000 has been budgeted for Special Events, which is the same amount as this current year.

The Board discussed items in this line item such as the Christmas tree lighting and decorations.

Consensus- leave the amount at \$10,000.

Break - Mayor McDermon called for a break at 9:48 am

Return - Mayor McDermon resumed the meeting at 9: 58 am.

Fire Department Chief Soward said we had a few line-item increases, and we have adjusted a few for transparency. For some reason for years our turnout gear was hidden under departmental supplies. We pulled it out and moved it to uniforms because it makes more sense. That is why you see the increase. Plus our turnout gear cost has increased a lot this year. We are requesting to replace one Tahoe vehicle. The other Tahoe is at 100,000 miles and is starting to have problems. We want to keep it within the fire department because we gave one of our trucks to Public Works because they were in need. Then we actually needed that truck. Dues and subscriptions have increased because in January he was notified that the current recording software company had been sold. The new company increased the cost. Unfortunately for the Town and us if we are not reporting to the state, we are not eligible for FEMA grants. We are shopping for new software. Our contract with them ran out in July. Our fire apparatus is coming next week, and we will sit down and project increases. That is one thing he has not gotten to yet to the budget. We are actively shopping for new insurance for the fire department . We carry separate insurance from the Town because he is able to get to get it cheaper. The budget does not include the Cascade system. A grant will be applied for. It will be an added expense of \$109,000.

Mayor McDermon asked if the Fire Department is at full staff.

Chief Soward said there is one opening he is interviewing for next week.

Finance Officer Elliott said the Gas, Tires and Oil line item increased by 10% for both Fire and Police.

Alderman Grant asked if we could use the county fire tax for anything fire related, including the Cascade system.

Finance Officer Elliot responded yes, we can.

Finance Officer Elliott stated there is also a five (5) percent increase built in for Property and Liability insurance. We are waiting on final quotes.

Police Department Chief Younginer stated we are requesting one new truck in the Capital projects. In non-capital line items, we are waiting for a grant response for new Automated external defibrillators (AED). We put in \$30,500. We included \$25,000 for weapons changes. The weapons we have were bought in 2016. There is \$4,500 for radar that will go on the side of the road. The Dues and Subscription line items of \$24,000 includes costs, reporting software, and cameras at north Town entrances. One thing we put in this year is funding to change to the Flock camera system now to integrate with the national crime reporting system. The cameras we have at the entrances are limited in capabilities. If we have a missing person associated with a vehicle or a stolen vehicle, we can add the plate number in there. We had a couple of breaking and entering's that we were able to solve with the cameras, but there is no way to track or look for a vehicle or a tag. There is some controversy about the Flock camera and some people think it is a lot of big brother, but it actually is not. The capabilities are great but we are limited on what data we can collect legally. It is not tracking you every time you come in and out of town.

Alderman Olszewski asked what is in Professional Services?

Chief Younginer replied it is hiring services for the State's required psychological and physical evaluations.

Alderman Leonard asked if he is asking for both a Dodge Charger and a truck, or only a truck. Last year, we bought ahead on the Chargers, correct? Last March we came in with a budget amendment request for three additional chargers.

Chief Younginer responded he is asking only for one truck. He has two Chargers he plans to sell this year. He will hold onto two Chargers to use for travel to training and as a spare for the canine.

Board members discussed concerns about the Flock camera with the following highlights:

Alderman Pletl - I am uncomfortable with the Flock system and I am not sure we need it for our town or that it is a good way to spend taxpayer dollars. Mass surveillance puts the Town in a negative light. If Surf City has it, I do not think we need it. The controversy includes the ACLU and they have really doubled down on saying that it is a mass surveillance system. It allows federal and local law enforcement to access the comings and goings of vehicles even in the smallest of towns. I think it is something that can be done by police patrols with positive police engagement with residents, property owners and visitors. Our police are really great. As far as helping with missing persons, Amber Alerts, and people entering the town and stuff, we have only the two points of entry. I have complete confidence in our police force. I do not know that we need something like Flock.

Manager Derian - We talked about having a policy tied to this as to what we are doing and how long data is stored.

Mayor Pro Tem Benson - I agree with Connie (Alderman Pletl) and want to think about some more before we go this way.

Alderman Leonard - I do not like the optics of it. We have only two entrances. I would rather see officers driving around and engaging with the citizens. This reinforces that the officers are there to give help when needed. I do not see myself supporting this. The Flock website says they are the fix for your crime rate. I do not think we have a crime problem. We have a reputation as a family friendly beach town, not welcome to North Topsail Beach smile for the cameras as you drive by.

Mayor McDermon - I do not think cameras replace officers. This would be useful for amber alerts and breaking and entering. My phone already tracks me. We have to take into consideration all the growth in Sneads Ferry and around us. I do not have an issue with it if it is something that we think would be of benefit, because I am thinking of those situations that hopefully do not occur. We have had no missing children in our town. We have had breaking and entering and theft. It is minimal because we are such a small town with a good-sized police force. I do not think these take the place of each other. I do agree with considering to mull it over. We do not have to make a decision today.

Alderman Olszewski - Have we brought in a vendor like Flock to give a presentation on the benefits? We are in the age of cameras now.

Alderman Grant - Is the county using Flock? Maybe they could place one on the other side of the bridge? There needs to be a wall between the information we are collecting and where it goes for liability concerns.

Chief Younginer - We pride ourselves on keeping crime down because a lot of people here rent their houses, and they are empty. We keep the streets hot by moving around. This is a force multiplier for us. The cost will be about the same as what we are paying. They replace these cameras for free and that is a good thing when they are in a salt environment.

Consensus - Bring this subject back to the next budget work session.

IT Director Schwisow said his operating budget is staying the same except for the capital outlay for new computers and network equipment. The computer equipment we have now was due for replacement last year on a five-year schedule, but we pushed it out for another year, so that we could get some other things done last year. That was the very first year of the IT department. The last computer and network equipment replacement we did was roughly \$100,000. The cost for this year is about \$62,000. This does not include the Police Department's laptops that they acquired a grant for that we got last year. Also, we applied for a cybersecurity grant last year and we were awarded the full amount for \$13,527. That will get applied to some of the Dues and Subscription items like antivirus and email security. New cameras at the Town Park and in Town Hall are in here. For the five-year outlook, he is considering adding fiber internet to all locations using Brightspeed when it is available.

Alderman Olszewski asked if we have looked at leasing computers instead of purchasing them. How many devices do we have?

Director Schwisow said we are leasing now and we pay a significant cost. There are around (70) devices.

Alderman Olszewski Said that is beyond the industry average for one person to maintain that many devices. Her concern is that we are going to do a capital outlay to have one person try to maintain that much equipment. If we look at leasing, again, with HP, Dell, or small business leasing, they will do some of the maintenance, and they will do a replacement. She thinks we need to look at leasing again. That is a lot of equipment to maintain for one person who also is supposed to be doing more strategic work rather than tech work.

Board members discussed the pros and cons of leasing versus purchasing along with how old current IT equipment is.

Administration - Finance Officer Elliott said we have a slight increase here. We also increased our Health Reimbursement Account (HRA) deductible. Last year \$1,500 per employee was approved. We have opened this up to dependents and increased the cost and we are seeing utilization increasing and have heard good feedback about it as well. A lot of the costs are

remaining the same. We do have a slight increase in our vehicle maintenance and repair. And also in advertising as well. We increased our town merchandise expense to purchase new merchandise. Contract services has been increased. This is used for temporary staff or contracted services to fill in for staff.

Governing Body. Finance Officer Elliott stated a lot of these costs are also the same. Aldermen receive \$500 each per month. Town Attorney costs are here also in the professional services line item. We have increased that this year. We have \$45,000 slated for the Carters to keep them on retainer. We left the donations to other agencies blank so you can discuss that.

Alderman Grant stated we have had a number of very complicated legal issues that are more than what a town attorney normally handles. We have talked in general terms about litigation, contracting and things like that. I would ask Alice (Manager Derian) to give a good thought to maybe splitting the town attorney function. We have issues related to contracts, significant contracts, and the beach plan, and all those things coming. If we do not have that stuff done the correct way, it could be a real problem for us. Think about whether we need to increase that.

Alderman Olszewski said we have asked the town attorney to now be present at the planning meetings. We need to make sure the hours are accounted for and that we look at his actuals for last year for an appropriate increase for the increased meeting attendance as well as a percentage, to be conservative.

Manager Derian said she has asked the town attorney for specifics as far as what the dollar amount will be for Planning Board attendance, as well as any potential increase that he would be requesting. She has not received anything but included a buffer in there for planning board and extra legal expenses, because that has been expressed as an interest by the Board to potentially bring in other legal services.

Outside Agency donations - Finance Officer Elliott said last year we accounted for \$2,500 to the Chamber of Commerce, \$1,000 to the Jazz Festival and \$2,500 to the Topsail Island Shoreline Protection Committee (TISPC) beach clean initiative.

1. Chamber - Manager Derian said the Chamber requested a \$3,000 financial commitment this year.

Board members discussed whether to fund the requested \$3,000 to the Chamber.

Consensus - Keep \$2,500 as a placeholder now and discuss further at the next budget work session.

2. TISPC - Manager Derian said there was confusion about the amount the TISPC was requesting due to the way the requested was worded.

Consensus - Mayor Pro Tem Benson to provide a breakdown at the next budget work session.

3. Ocean City Jazz Festival - Manager Derian said we have a request that she briefed the Board on back in December, from Ocean City Jazz Festival. They are requesting that we continue to

provide assistance through Public Works and first responder support, which we have historically done, but in addition, they have asked us to consider different options. As far as sponsorships and levels of sponsorships, they highlighted a variety, such as sponsoring the kickoff party celebrating their 75th anniversary for \$8,000; sponsoring one act per night for three nights for \$19,000 or sponsor half of the cost for the Sunday headliner which is \$7,000. They base their case for support on the longevity of the festival. The Ocean City Jazz Festival has been the main event held in North Topsail Beach over the past 14 years. So number one is longevity of an event for North Topsail Beach. Number two is the growth rate that they have seen since 2009. They now have 600 to 700 attendees per night. Third is the economic impact and the uptick that it provides to rental homes, hotels, RV parks and the surrounding areas. They pointed out about hiring locally; restaurants, grocery stores, food and beverage trucks, shuttle buses, water and power. And last, the positive exposure locally, and state and nationally. North Topsail Beach is included in all of the promotional materials. The Ocean City community is of great historical significance to this town. And it is an honor that this town is incorporated around that area. The Jazz Fest is hugely popular and it is a shining star for North Topsail Beach. We should, of course, consent to continue to provide assistance through Public Works and first responders while looking over the opportunities for financial support from the town. She is not really comfortable providing the maximum request of \$19,000. But neither is she satisfied with the other two options of 7,000 or \$8,000. She thinks donating \$10,000 to the festival to be used however they want to use it would be a good opportunity for us.

Board members discussed funding for the Jazz Festival.

Consensus - Use \$10,000 as a placeholder for now and discuss again at the next budget work session.

E. Review of Capital Projects- Finance Officer Elliott stated we have seven cents currently allocated to this fund. The tax dollar amount remains the same. The General Fund amount stays the same. And in lieu of just projecting a figure we carried over the same number we received the previous year for the Onslow County Fire tax. Again, just reiterating, it is three cents of the county's collectibles that are then allocated back to the town for fire purposes. We receive that in July for the year previous. Currently we have 1.5 million slated for revenues. A new line item was created for a new capital project for the fire department. The \$584,000 figure is our year one of debt service for the fire station. There is \$100,000 budgeted for the bike path project.

F. Review of Beach Fund - Finance Officer Elliot said ten (10) cents of the forty-three (43) cents tax is allocated to this fund, which has a little over a million dollars. The General Fund does not balance so you can see what numbers you have to work with. We have done a five percent (5%) increase on the accommodation tax. Ad valorem tax is currently staying the same. We did increase the interest here as well, along the lines of increasing it within the General Fund. We have it split between the General Fund and Fund 30 (Beach). We did a ten percent (10%) increase for the Sales and Use tax again. We kept the parking revenues the same as last year.

G. Lunch break - Mayor McDermon called for a break at 11:37 am
Return - Mayor McDermon resumed the meeting at 12:03 pm.

H. Discussion on prioritization of needs versus available funds and goals

Mayor McDermon - I added this item to make sure that the Board's vision of goals and what we want to accomplish this year matches up with what our budget is tracking towards. And from what I have heard I did not hear anything different. I want to go through what I think is important and then we all can weigh in. I want to make sure we budget to continue moving forward with the beach plan that Chris Gibson (engineer) outlined. For us, I think that is our best option at getting sand everywhere on the beach. Alice (manager) had mentioned the bike lane and where we are with that, and I know that is a constant push. I appreciate you continuing to follow up because at this point, we just do not even know if we can do it or not yet. We still need the camera feedback to know if we can do a little bit or a lot. But I think that that is a priority to at least know what we can and cannot do. No tax increase. We talked about this last year. We certainly want to try and make sure that everything that we have outlined fits in with our existing fund allocation. The fire station certainly has started and I cannot wait to see that actually break ground, because that is really exciting for us. And the last thing I had, and I know it is on our capital needs outline for the next five years. We have not really talked about it much. I do not know if there is a way to work it in somewhere. But we really need to budget for offsite land for an Emergency Operations Center (EOC). And we have talked about it, we have some opportunities, we have had other things that have jumped up that have been critical in nature. So I know we did not talk about that much today. I would like to kind of keep that in the back of our head as we move through this budget process. Because if we do have a big storm, you know, we are kind of stuck with the middle school, or whoever will fit us in. And I know you have a plan for where we can go. But it would be nice for it to be ours. I was thinking we could go around the room.

Alderman Pletl - I had a lot to say and you covered most of it. Cutting out everything you said, my goal for this upcoming budget as with every budget, is to be a good steward of the taxpayers money and not raise taxes this year. We talked about it last year, and we are really in these hard economic times. We are really being very conscientious. My priorities, in addition to what you said are the beach, public safety, town services and good environmental practices, which I really appreciate what this Town has been doing. Make sure that environmentally we are doing well. When it comes to budgets, there are always wants and needs. And although the line between the two is sometimes blurred, we must take care of the needs and delay many of the wants. The economy has not been kind to a lot of people and they are feeling the hurt financially every time they go to the grocery store, put gas in their vehicles, pay their bills, and on and on. I am really pleased with this budget meeting so far. I think we are doing well. I think we are not taking too long either.

Alderman Leonard - I have just a few things to add and reinforce; one which is no tax increase, ensure the best use of our taxpayers' funds again for the reason about the economy as stated and you know from a personal perspective, every one of my insurance policies that I have in North Carolina for houses and cars went up twenty percent (20%). On this past renewal, with the exception of the National Flood Insurance Plan (NFIP). I want to ensure the best use of our taxpayers' money. And I will just leave it at that.

Mayor Pro Tem Benson - I support no tax increase. I am really excited that the Board has begun the path towards the beach plan that we approved for the permitting. We are on the way now. I think that in just a few years' time, we are going to be very excited and happy with what we have accomplished. One thing I wondered about, back in the day, when we were talking about the public safety building, down with the south fire station, is having the police there. I am wondering if we need to expand Town Hall for additional police facilities. I do not know where, but I think we should be thinking about that. The other thing I want to bring up is every day those of us that live up from New River Inlet Road, particularly in the summer, see the traffic, which is great, because they are visitors taking advantage of our beautiful beaches. We see people walking and jogging along the road. We have a plan to expand the bike lanes on New River Inlet Road, which is fine for bikes but it does not accommodate walkers, joggers, or baby joggers. We need to go back and revisit the multi-use path from 2016. I know there was a lot of controversy when we talked about it back a few years ago. But as we have more and more visitors using it in the summer, I really think that at some point, we are going to have to think about the multi-use path for the safety of our visitors. We have the draft plans that we had paid for as a town. I think the problem was the expense of it. And then the challenge also with some of the right of way. There was some opposition and challenges to it, but I am not opposed to revisiting it. We have some new members on the Board now.

Alderman Grant - I would like to thank staff for putting together the budget up to this point so that we could review it. I am definitely against any tax increase. I do think we need to continue to look at life safety issues; certainly fire, police and those budgets and see if there any other additions or improvements we can make there. I do consider the crosswalks and the beach walkovers as part of our life safety issues that need to be addressed. And the increase to the Jazz Festival. I am definitely in support of that. I would like to see the Board consider a line item for land acquisition for the Town to be able to purchase additional land on and off the island, one for the Emergency Operations Center but also for us to expand parks and recreation on the island and pick up any additional lots or land that we could use on the island. I think we actually need to take it a little bit forward beyond just saying we do not want a tax increase. The only way we are going to be able to do that with rising costs and stuff is to be fiscally prudent in how we are doing things, which means building up those fund balances and not thinking that we are going to borrow on everything else. And I think making sure that we have the money so that we do not get to a point like we did, Mike, with the fire station and wait to get things done. We end up spending more money. So I think that is a big thing. I think the other thing that we ought to really be focusing on, and I think that she (manager) has done a great job with this, but I think it needs to be expanded on, is grants. Every time I go to a county meeting, they have gotten another grant for something. Now, the problem with that is a \$20,000 grant that takes forty-six (46) hours to write it up and has a matching fund is not worth chasing. You know, I think that if we are looking at a fire truck, we need to see if there is a grant out there without flooding the manager or us with a whole bunch of hey, here are things to research. I think that should be a real focus of ours, because every dollar we bring in as a grant is a dollar we do not have to spend and if you look at what Chris (Gibson) presented to us, a lot of that relates to bringing in that third party money. I think that we ought to be looking at if we have decided we are going to buy something, is it better to lease it? Is it a better deal to us? Fiscal responsibility. I think we have come such a long way in a couple of years. I thought this was a very productive meeting.

Adjournment

Motion – Alderman Leonard motioned to adjourn at 12 :15 pm; seconded by Alderman Pletl; unanimously approved.

Joann McDermon, Mayor

ATTEST: _____
Nancy Avery, Interim To

Board of Aldermen Regular Meeting
Wednesday, March 6, 2024
DRAFT MINUTES

The Town of North Topsail Beach Board of Aldermen held its regular meeting on March 6, 2024. A quorum of the board was present. The Town Attorney was in attendance.

Board members present: Mayor Joann McDermon, Mayor Pro Tem Mike Benson, Aldermen: Richard Grant, Tom Leonard and Laura Olszewski.

Board members absent: Alderman Pletl

Staff present: Town Manager Alice Derian, IT Director Ricky Schwisow, Police Chief William Younginer, Fire Chief Chad Soward, Public Works Supervisor Al Cablay, Finance Officer Jessica Helms and Interim Town Clerk Nancy Avery.

Call to order

Mayor McDermon called the meeting to order at 11:00 am. Mayor Pro Tem Benson gave the invocation. Mayor McDermon led the Pledge of Allegiance.

Approval of Agenda

Motion – Mayor Pro Tem Benson motioned to adopt the agenda as presented; seconded by Alderman Leonard

Discussion

Alderman Grant - I want to delete item B under New Business on the agenda relating to Board of Adjustment because this is not generally how we have those types of things on there and I understand there are other people that might be involved and that is why I would like to strike that from the agenda.

Mayor McDermon - Alderman Grant, are you thinking there are other applicants that we have not seen yet that have submitted an application?

Alderman Grant - I know there is at least one that is currently on the Board of Adjustment.

Alderman Leonard – Has that person submitted an application?

Alderman Grant - I do not know if they have submitted an application yet but I did contact them and am waiting for them to come back.

Alderman Leonard – I do not know what to say, frankly. How long do we wait? A notice was put out I presume. Applications were submitted per the notice I presume, and now we are trying to take it off the agenda. I am at a loss for understanding what is different procedurally this time than historically in the past. We have an applicant that shows dedication and service and we are holding out for someone else.

Alderman Olszewski – Did we have a date of thirty (30) days for applications? Did we have an end date?

Manager Derian – It was posted after the last Board of Aldermen meeting when I was asked to advertise, so that was done on February 14th and we received one applicant.

Alderman Olszewski – Was there an end date where we were stopping accepting applications?

Manager Derian – No, there is never an end date. They can always apply.

Mayor Pro Tem Benson – I thought the applications had to be in seven days before the Board met.

Alderman Leonard – How many openings do we have?

Manager Derian – One opening.

Alderman Grant – But you also have two alternates right now and you have four members. At the last Board of Adjustment meeting, they had a quorum as well.

Alderman Leonard – So we have this on this on the agenda, we have an application from a citizen who has demonstrated considerable dedication in the past to this Town. Has served on several boards and was also an appointee to the Board of Aldermen and now we are holding out for somebody else. That is the optics here and I do not like the optics.

Alderman Olszewski – How many committees is this person on?

Alderman Grant – We just appointed her to the Planning Board and she is Vice Chairman of the Planning Board.

Mayor McDermon – At this point we are not vetting candidates; we are trying to see if we are leaving this on the agenda or removing it until next month.

Alderman Grant – That is what I am talking about, moving it for a month.

Manager Derian – So you are looking to amend the agenda to remove the item from the agenda.

Mayor McDermon – That is the discussion. So we have a motion and a second and we have a request to amend the agenda, so I am trying to find out now if the Board is okay amending it wants to leave it as it is.

Alderman Leonard – You stated we are not vetting candidates but by removing this we by default are vetting a candidate.

Mayor McDermion – I am saying that a conversation to vet a candidate is not appropriate for this particular time because we are just talking about the agenda. Clerk, can you call the roll to see if we are modifying the agenda or leaving the agenda?

Attorney Edes – The motion on the table is to approve the agenda as presented.

Alderman Grant – I just offered an amendment to remove that item.

Alderman Olszewski – I make a second to the motion.

Attorney Edes – Procedurally you need to deal with the first motion first.

Mayor McDermion – The first motion is to proceed with the agenda as presented.

Vote – Alderman Grant and Olszewski against

Mayor Pro Tem Benson and Alderman Leonard in favor

To break the tie, Mayor McDermion voted in favor of leaving the item on the agenda. The motion to approve the agenda as presented carried by a vote of 3 to 2.

Attorney Edes explained that if there is a motion on the floor with a second, it must be voted on first unless the person making the motion wishes to withdraw or amend it. He clarified, at the Board's request, that the motion to approve the agenda as presented passed.

Manager's Report

Beach Projects:

- Phase 5 work continues but with additional operational delays. The contractor has not hauled sand this week due to what they reported as ST Wooten being out of sand. I have spoken with Fran who has been in contact with the contractor and ST Wooten has been working to re-build their stockpile for the contractor to resume. During our discussion yesterday, I confirmed that we can still finish Phase 5 along with Phase 1 work with permit extensions.
- A schedule is still pending from the contractor to schedule the remainder of the Phase 1 project for this environmental window.

Fire Station No. 2:

- The contract has been executed and Notice to Proceed issued.
- Demolition Permit finalized. Demolition is expected in the first week of April.
- Pre-construction meeting was held February 28th.
- Zoning and Flood Plain permit meeting was held yesterday.
- I will be reaching out to everyone soon to schedule a groundbreaking ceremony.

Fire Truck:

- I am pleased to announce that we have received delivery of our new Spartan Fire Truck. We have it staged outside for our meeting today if anyone would like to see it after the meeting. Back in 2022, we started the process of replacing the 2007 truck by procuring and building a new truck. The total price was \$695,974.00, which was

procured using Sourcewell Purchasing Cooperation. Sourcewell ensures we as a local government save money from their ready-to-use, competitively solicited contracts. We also were successful in partnering with Jones Onslow Electric Membership Corporation for a percent interest loan through a USDA grant. A couple weeks ago, a few members of the Fire Dept, staff including Chief went to South Dakota for the final walk through on the truck and it was delivered this week.

- I would just like to say thank you to Jones Onslow Electric Membership Corporation for the grant opportunity and work continues with executing paperwork back to them regarding the grant, which is due by March 8th. Closing for the loan is scheduled for March 18th.

FY 2024-2025 Budget:

- The next budget meeting is scheduled for March 13th and March 14th from 8:30am to 4:30 pm. The complete Agenda for this meeting will be published this week.
- The Public Hearing will be held on April 3rd at the regularly scheduled BOA meeting.
- Budget /Ordinance adoption will be held on May 1st at the regularly scheduled BOA meeting

Grants:

- We prepared and submitted the Onslow County Tourism grant application on February 29th in the amount of \$500,000. If awarded this will be used as financial assistance to assist with debt payment on the 2015 Phase 5 beach renourishment project. A reminder that we restructured our original loan which shortened the life of the loan and now has all debt being paid off by 2027. The re-structuring provided lower financing costs and freed up the large cash reserve that was originally required to be maintained.

- We are on track to submit the grant application for beach vitex this week that we discussed at the February Board meeting. We will be submitting the request for 2 years of treatment which totals \$299,460.00 plus administrative costs to acquire property waivers/acknowledgements. Both Town attorneys agree with signed waivers in lieu of easements.

NCDOT Bike Lane Project:

- NCDOT is waiting for the Division of Coastal Management to review the plans provided and concur with some of NCDOT's calls. Once the Division of Coastal Management provides a date to meet in the field, they will be ready to submit their Preliminary Jurisdictional Determination. Once they have this, they will begin the permitting process. They estimate with approximately 450 adjacent riparian property owners it will take some time to get all the green cards back prior to submitting for approval/denial. The timeframe is hard for them to pinpoint but estimate a few months.

Announcements:

- The Booster Pump station project officially started last week with ONWASA. A groundbreaking ceremony is scheduled for Friday, March 15th at 3:00pm. I met with

them on Monday for project sign placement, which will be installed near the mailbox so you will see that get installed prior to the ceremony.

Welcome to Jessica Helms, our new Finance Officer, who was sworn in this week. Barry Burke has worked for the Town for seventeen (17) years and is retiring. He will be greatly missed.

Open Forum

1. Steve Smith said he is representing the Homeowners Association (HOA) for Permuda Landing. We used to hold meetings here at Town Hall. Now we spend \$50 - \$100 for a place to meet. He asked the Board to look into allowing them to meet at Town Hall. We will be responsible and leave it clean. He was on the Board of Aldermen from 1997 – 2005.

2. Curtis Anders, 136 Sea Gull Lane, stated he is a new resident and lives at the very end of the road in front of the Topsail Reef basketball courts where it is totally deteriorating coming out of the parking lot. Also, along New River Inlet Road, there are two bridges; one at the pier and one just past the pier. When you go across, you almost feel your rims hit the bridge. It needs to be looked at. In addition, he is caught in between a builder and the post office and cannot get his mail delivered to his house. He would appreciate any help or connections anyone can give him.

3. Don Hibbert, 2264 New River Inlet, # 105. Thank you for all your service. At the last Board of Aldermen meeting, a gentleman was talking about 20,000 cubic yards of sand. When the Corps came in bringing sand they went to building # 2 of the Reef. They then pulled back up to the top closest to the river and spent most of the rest of the time there and the sand that was being delivered started at the south end of the Reef and came up to building # 4. Then they had to stop because there was a pump line that was being used for the sandbags. That left a gap between building # 4 and building # 2 that did not get filled in. He asked the Board to start back up with the remaining 20,000 to go up there and that would tie in with the beach up closest to the river with the beach down towards the St. Regis.

Public Presentations

A. Coastal engineer update

Mr. Fran Way said this is an overview of the shoreline from Phase 1 up near New River Inlet to Phase 5. There are five phases. We have some different projects for Phase 1, Phase 4, and Phase 5. We know there has been some erosion of the dunes in Phase 1 and Phase 2. There is a recommendation to redo those dunes to add some sand.

Phase 5, which is ongoing, and Phase 4 we hope to start in late April. And then Phase 1 is still planned for those 20,000 cubic yards of material that is still planned for this month. It is basically going to start where we stopped last time at the Topsail Reef condos. We would place material between building # 1 and building # 4 and then as the gentleman mentioned, the Corps of Engineers was placing material in this area towards the river. This is permitted and is planned for later this month.

A second area of possible placement of 15,000 cubic yards is up north of the Topsail Reef condos in front of the north-end revetment. If there is some additional sand that needs to be placed, it would be tough in this area.

The shorefront directly seaward of the Topsail Reefs between building # 4 and building # 8 is really difficult to put material and keep it there for this truck haul project. And you know, if it is underwater at higher tides, when you place that material there, it almost immediately washes away. It will wash both ways and stay within the surf zone but we do think it does have some staying capacity. Right now with current conditions, it is difficult to put material in front of the Topsail Reef condos and have it stay. The Army Corps of Engineers is planning another project here for this, not this winter, but the following winter. It is pretty much every other year when they put material.

For the Phase 5 project the contractor is waiting for material so they are stockpiling material. The trucks could run right now but they would be running at half production. And instead of running at half production, they want to wait for the stockpiling to really build up so they can run at full production. And that will be here in a couple of weeks. They are still on schedule. But they are eating away at a buffer that was contracted to them.

There is an additional 15,000 cubic yards the Board can consider and obviously it is funding related and funding dependent.

The Environmental Impact Study (EIS) is still under development. Dial Cordy contacts me every now and then with a technical question or something, but it seems like they are working with the Corps to move that forward.

The Phase 4 state grant nourishment is for 300,000 cubic yards. We are hoping to get a start on that in April.

Discussion

Mayor McDermon - With the big projects I do have a couple of questions as far as the extensions that we need to be approved. I do not believe that is complete yet. Do you know when you expect to hear back on the extension requests?

Mr. Way - No, usually the regulatory agencies prefer you do it when you are 80% finished with the project. Usually they want to see kind of some project progress prior to initially initiating that.

Mayor McDermon - Okay, that is fine. As long as it is not holding us up. That is what I wanted to make sure of. I am still struggling with the schedule still being pending for the Phase One project. I am not sure why we are having such a hard time nailing down a schedule for that. Even if the dates end up being adjusted, I feel like we should have a schedule by now for the 20,000. If we could push on that, I think that would be greatly appreciated, especially from the Board.

Alderman Grant - Is the Army Corps going to come back and do another dredging project in the next nine (9) months in Phase One? We are also looking at putting more sand there at the Town's cost. Is it the same area for both? It would not be 20,000, but anything additional up there.

Mr. Way – It is going to be 100% Town cost and is going to be in general in the area where the Army Corps is going to put sand when they dredge in nine months.

Alderman Grant – I am not asking for your recommendation. I am just a little bit surprised because this Board approved permitting to basically put all the permits in place to be able to do an engineered beach town wide. And that hopefully will be done within the next twelve (12) months. I am trying to understand why it would be good for us to do something 100% of our cost, when we are going to have somebody else put the sand on their dime nine months from now.

Mayor Pro Tem Benson - My question at the last Board meeting based on your survey results was were there sections of the dune line in Phases 1–3 that need to be reinforced?

Mr. Way - There are definitely some sections of dunes in Phases 1-3 that would benefit from additional sands, especially the Marina Bay and just south of Jenkins Way is not in great shape.

Mayor Pro Tem Benson – I am really asking what your recommendation is.

Mayor McDermon - I think Fran (engineer) has provided us with that information but we have questions on cost.

Mr. Way – The entire dune in Phases 1 3 could use material, 40-60,000 cubic yards. The permitting work and getting it done will not happen in the next two months. If spots need emergency patching, we could work on that, but it would be very minor and will not hold because there is no vegetation to stabilize it.

Alderman Olszewski - I think Fran (engineer) has the plan and we have permits for the plan. We want to continue to execute the plan that is in place so that we do not go beyond those dates that were approved. We need to move forward with what we are doing for what we are permitted for and make that progress.

Consent Agenda.

Consent agenda items are Board of Aldermen minutes from February 7, 2024, and Resolution 2024-02 adopting NC Records Retention Policy

Motion – Alderman Leonard made a motion to adopt the Consent Agenda as presented; seconded by Alderman Olszewski; motion passed by unanimous vote.

Continuing Business

Beach, Inlet, Sound Advisory Committee (BISAC) update - Chair Strother presented the following report:

The contractor continues to work on the Phase 5 project Monday through Saturday to haul and place sand. We are on track to complete the project by the end of the current environmental window which ends on April 30th. We are awaiting information from the contractor for the start date to finish up the Phase 1 nourishment project with 20,000 cy. There may be additional work here depending on our coastal engineer. The Phase 4 project will start once the Phase 5 project is completed, could be April or not until November.

The Town has submitted a memorandum of support of the temporary Coastal Resource Commission rules. Comments on this matter were being accepted by the Division of Coastal Management through February 22nd.

A few of the most pressing issues are:

- The proposed temporary rules are necessary under the Federal Coastal Zone Management Act. The loss of these rules could trigger a re-view of NC's Coastal Area Management Act program and we could potentially lose federal benefits, such as those utilized for beach nourishment projects.
- The rules are necessary to protect valuable state resources. This includes unique geologic formations and significant coastal archeological resources that protect heritage sites such as Permuda Island.
- The rules are necessary for the evaluation and issuance of CAMA permit applications. Loss of these rules could impact local governments ability to collect permit fees and process permit applications in a legally defensive manner.
- The rules create and explain necessary policies. Without these rules in place, the state may not be able to engage in consistency determinations, impacting their ability to govern beneficial use of dredged materials.
- In short, the entire CAMA permitting and implementation system may fail.
- Our beach nourishment plans could be negatively impacted by potential loss of federal benefits which we have relied on extensively in the past few years. The 10.5 million dollar grant we received from the Coastal Storm Damage Mitigation fund is a prime example. Our near future plans call for a new project that would nourish an additional 5 miles of shoreline, but this project is dependent on coordination between the USACE and NCDRCM especially for both CAMA and federal permitting.

Mike Benson added that the Rules Review Commission negated these long-standing rules, thus the need by the CRC to re-establish the rules as 'temporary'. Chris Gibson added that rules are reviewed regularly, but they didn't get them done on time last year.

Board of Aldermen action following the BISAC 5-year report-

Chair Strother, Members Benson and Grant reported on the presentation to the BOA by Chris Gibson of TI Coastal Engineers at their February meeting. We reported that it was well received and of the approval of the initial funding for engineering, permitting, etc. We then commented on the success of BISAC bringing the plan to the BOA and getting the permit funding in place.

5/30 Year Beach Plan-Next steps –

Chris Gibson reviewed the next steps and went into the details of the testing, permitting and time frames he is estimating for getting to the point of being able to get started. The overall plan is to get Phases 1,2, and 3 as engineered beaches which along with Phases 4 and 5 will mean that all NTB shoreline will be an engineered beach and eligible for federal aid following storm damage. The borrow area for Phases 1, 2, and 3 will be DA143 at the southwest corner of Cedar Bush Cut and the ICW. There is enough sand in DA 143 to construct a 60 to 70 cubic yard/ft beach. He discussed the details of that process. We hope to put in a matching Shallow Draft Inlet grant in March or April 2025 to aid in the development of the disposal area. This will facilitate a 2026 start to the project. We want to have plans and grants in place so that we can have a 'One-Stop-Meeting' in June or July. We will need to explain to regulators, the Army Corps, and other state and federal agencies how we can harvest sand from this disposal site in a competent manner that

protects the environment. We would also have our beach construction plan in place for the ‘One-Stop-Meeting’. As part of the construction plan, we will be putting in a ‘Temporary Retention Structure’ to protect the inlet so there is no navigation impact. This component may need a section 408 review to determine impact on navigation, a review that takes 6 months to a year to complete. Hopefully by March 2025 we will have permits in hand so construction can start in 2026. We also hope to have special state grant support.

New Business

A. Topsail Island Shoreline Protection Committee (TISPC) Charter

Mayor Pro Tem Benson said this is reminder that we are looking at the Topsail Shoreline Protection Commission Charter. It has been about eight (8) years since it was last reviewed. I sent some suggested revisions to this Board. The scope of the Shoreline Protection Commission has changed somewhat from strictly staying on top the state and federal rules and regulations for beach nourishment to measures that protect our inland water, our salt marshes, the public waters behind Topsail Island. So for example, we have been instrumental working with the North Carolina Coastal Federation in supporting a ban on non-encapsulated Styrofoam in dock floats and piers. We also worked through the North Carolina Coastal Federation to ban derelict vessels in coastal waters. We need to be thinking about protecting the ecosystem that makes up the land between the island and the mainland. This is just a reminder to the Board if you have comments, please give them to me by next Wednesday.

B. Board of Adjustment

Mayor McDermon said the next item is the Board of Adjustment with consideration of an application from Susan Meyer for the regular position vacancy for a three-year term.

Motion – Alderman Leonard made a motion to appoint Susan Meyer as a regular member of the Board of Adjustment to serve a three-year term; seconded by Mayor Pro Tem Benson

Discussion

Alderman Grant - I do not know why certain members of the Board have chosen and choose to make this personal. It is not personal. I have never seen this put on the agenda the way that it is put on the agenda. I know that it is the mayor's type of thing. And I will remind the people on this Board, we had a long discussion about having multiple people and the people on the same boards. We went through this stuff three or four months ago. I think that the individual we are talking about here is an incredible asset to this Town. I think that she has shown that time and time again. But I will remind people that we made Stu (Harness) resign from one of these boards before we appointed him onto another board. It has nothing to do with the person/applicant on here. I do not like the fact that this was made a personal thing as to some kind of attack because that is not the case. I think that she has been an exceptional person working with this. But I will remind everybody here that we went through this before, okay, in terms of having somebody not on both boards. And we went ad nauseam on this back in October and November. And so my issue has nothing to do with this individual. I think that she would be great on either board. Again, we had this long discussion and all these discussions about who should be on what board and everything else. And we had other people that applied before. I have never seen it done this way. I think to the point that we just talked about, we noticed this for thirty (30) days and now

we are taking action. Frankly, I do not understand why the mayor put this on there. I am the only person that went to the Board of Adjustment meeting and it was handled very well.

Manager Derian – I put it on the agenda.

Manager McDermon – I did not get the opinion that there was any type of personal attack happening. I think that what I needed to do was get a motion, and a second for who wants to have it on and who wanted to pull it off. I did not take it as a personal attack on anybody on this Board or even on any of the candidates.

Alderman Grant – I was not speaking to you Mayor. I am talking about the discussion we had about this being on the other agenda.

Mayor McDermon - I also understand that Miss Derian did reach out to folks who had applied previously going back quite a bit, and that there was not any additional interest right now.

Alderman Grant – We posted it for thirty (30) days, is my point.

Mayor McDermon – It is always open. You do not have to wait for us to announce that there is a vacancy. If you have an interest in any board that we have, you can apply at any point.

Alderman Grant - No offense, Mayor. But under that scenario, then what we would do is anytime we get an opening, we would randomly come in here, put it on there and say well, you could apply anytime you wanted. I thought the whole idea was trying to get other people to participate in this kind of thing. I am just telling you, I do not like this. I do not like the discussion that was had about the agenda item, because that is a personal attack. I have nothing against her at all. I would vote for her on either board. And if she is the only candidate, I would be happy with this, but I do not like this whole idea about we are vetting. I am not vetting her. I think that she is a wonderful candidate for whatever she wants to serve on. And she has proven that as a Board member up here, and every committee that she has been on.

When I went back and put down the attendance list, she was the only one that showed up for all the meetings, which I much, much appreciate. She is the alternate that fills the gap. My only issue is we went through this four or five months ago about being cautious about having somebody on both boards. My whole point was I did not see an urgency to have that filled, based upon my attendance at the last Board of Adjustment meeting. Because both of the alternates were there and the other members were there. That was my whole issue. I do not like the fact that this is something where I do not think that she is qualified. I do. I think that she is an exceptional contributor in her family, to this Town. I do not want that to be read anyway but that., but again, I just remember all this stuff. We went round and round and round and round this Board not very many long months ago, and everybody seems to have forgotten that. So I will get off my soapbox. But I really do not like the way this was handled in terms of the agenda.

Alderman Olszewski - My question is, how many boards is Ms. Meyer on now?

Mayor McDermon – She is on the Planning Board and an alternate on the Board of Adjustments.

And to Rick's (Grant) point, we did have quite a bit of lengthy conversation about trying to have different members on each board. But unfortunately, if this position needs to be filled, we do not have a long list of candidates who are volunteering for the Town.

Alderman Grant - That goes back to the word need. And the answer is we had counsel advise us before that we do not have to have every position appointed. So it is not a need, it is a want. And like I said I would love to have that. But he (attorney) also went through ad nauseam, in a good way, about what quorums you need, what we are doing with appointing stuff. I think that we need to be careful that we do not screw up. We have to have four out of five votes.

Attorney Edes – For a variance you have to have four out of five votes.

Alderman Grant - This is not about her at all. I am fine if she gets appointed to this board. I just think this process stinks.

Alderman Olszewski - What I am hearing, though, is there is no sense of urgency right now to fill this position. That this committee is working with the alternates. So I am not hearing that she needs to be on both boards.

Alderman Grant – Just really quick, just so you understand it, if the consensus of this Board is to appoint her to that board, I am actually going to vote for it. It is the process that I do not like. I think she is very good. She attends, she prepares herself, she does all those type of things. So again, it is the process that I do not like and I do not like the discussion that went when we were talking about the agenda.

Alderman Leonard – I will tell you what I do not like. I do not like something that is this simple and straightforward got so spun out of control. That is what I do not like. This whole thing kind of turns my stomach, if you want to know the truth. No wonder we do not get anything done.

Alderman Olszewski - So currently, Mayor, she is an alternate.

Mayor McDermon - I just want to take a step back. The reason the current board is working the way it is is because she is an alternate and she comes to every meeting. In all fairness, she is operating as a board member, is the point I would like to make.

Alderman Olszewski – That is important for everyone to know.

Alderman Leonard – You know what else is important for everybody to know? We do not have a long line stretching all the way over the other side of the high-rise bridge for volunteers in this Town. We just do not and we never have. We need to take care of the people who are committed and dedicated, and who come to the meetings and who do their homework. I have been coming to these meetings since 2007 and we have always had problems getting qualified, interested volunteers. It is unfortunate that all of this bubbled up when it did, specifically with the individual it bubbled up with, because she is a real key asset to this Town.

Mayor McDermion - I have a first and a second to appoint Susan Meyer as a regular member of the Board of Adjustment to serve a three-year term. Clerk, please call the roll for the vote.

Clerk Avery called the roll as follows:

Alderman Leonard aye

Mayor Pro Tem Benson aye

Alderman Olszewski aye

Alderman Grant aye

Motion passed unanimously.

C. 2024 Washington DC federal meetings

Mayor McDermion stated these are in person meetings. She was able to go last year with Alderman Leonard and our Town Manager. The main goal for when we go up to the federal meetings is to speak about Coastal Barrier Resources Act (CBRA). Aldermen Leonard has taken the main role as it relates to trying to get CBRA out of our town. She requested a motion to appoint Alderman Leonard and Ms. Derian, our Town Manager, to be our representatives for the attendance at the Washington, DC federal meetings.

Motion – Alderman Olszewski motioned to appoint Alderman Leonard and Alice Derian (manager) to represent us at these federal meetings; seconded by Mayor Pro Tem Benson; unanimously approved.

Alderman Leonard said CBRA House Bill 2437 is still in the process of the Congressional Budget Office (CBO) scoring where they analyze what cost would result from passage of the bill. Passage of the bill would be advantageous to everybody because it would put more people into the pool to be available to get their insurance through the National Flood Insurance Program (NFIP).

Open Forum

1. Fred Fontana, 1866 New River Inlet Road, stated:

I want to thank Alice (manager) for continued pursuit of the bikeway project. Slowly, but surely, it may come to fruition.

The second thing is I am on the Homeowners Association (HOA) at the Topsail Dunes complex. I am a little disappointed to hear that Fran (engineer) said there is really nothing that can be done with the state of the dunes this year. I know some of you have probably gotten out there and walked the dunes. There is a big hole by building # 1 and the dunes are completely gone for probably a good 20–25-foot section. At high tide you could run right underneath building # 1. And also by building # 3, the dunes are down to maybe two feet at the most for a good 20-25-feet. I know a sand push does not make sense because it just rushes right away. This is the area that had all the sand put there two years ago. I know we are probably not the only place in that area, but I think if there was some way the Town could get some emergency sand it does not need to be that much sand. I really cannot wait for another year. But if anything can be done before the end of April, I would greatly appreciate it. I think I can clearly say our HOA board feels the same way. Thank you.

2. Don Hibbert, 2264 New River Inlet, # 105 stated:

This gentleman was talking about the bridges. We have ten (10) bridges going across New River, so I talked to Alderman Grant and confirmed that it is state property and not the Town's. So I sent an email to the department in Raleigh, just thanking him for the condition of the roads and said there is no reason that he would know about this five-mile stretch of road. I would recommend that everybody in the room and anybody listening, send an email or a letter to the state saying these bridges need some help. Thank you.

Attorney's report - none

Mayor's report

I just have a few things. I certainly want to thank Barry (Burke) for all of his years of service. He will be missed around here when you walk in the front door. I also welcome Jessica, our new financial officer. If you have not seen the new fire truck it is outside. I also want to thank Jones Onslow for the assistance in the financial aspect of obtaining that truck. I did also hear and I echo Alderman Grant's frustration in our board appointee process. I suggest that we as a Board take another look at the process in general to see if there is any way we can make it better. Thank you for coming.

Aldermen reports

Alderman Leonard – I thank everybody for coming out today. A big thanks to Barry (Burke) for his service. It has been interesting watching him over the years doing everything from sitting here as a de facto receptionist to running around putting tickets on garbage cans that were left out late. He was kind of in the middle and has been a mainstay of the Town and I appreciate his service. He will be very much missed. Just because nothing is happening right this minute does not mean we are not pushing behind the scenes on CBRA. We spoke with Mike McIntyre as recently as eleven (11) days ago with regard to an update. I have been told that this process (budget) has to be allowed to happen and if anything, we could probably jeopardize the process by making phone calls and trying to kick the trash can over and things like that. It is frustrating because we have worked so hard on it and gotten so far and now it is letting the system work itself through. It has never been one of my strong suits. We will visit with Congressman Murphy and Congressman Rouzer and our senators when we go up in April. The North Carolina Beach Inlet Waterway Association (NCBIWA) spring conference will be in Emerald Isle on May 9 to the 10th. We need to think about who is going to go and how that will affect our sponsorship. Our sponsorship provides a certain number of attendees. I will be attending the groundbreaking on May 17th for the Carolina Museum of the Marine in Jacksonville. And lastly, I would like to remember today, eighteen (18) of our local marines who gave the full final measure twenty-one (21) years ago this month on March 23, 2003, in Iraq.

Mayor Pro Tem -I appreciate everyone who came out today and showed an interest in town matters. A heartfelt thanks to Barry (Burke). Any time you came into Town Hall, he always had a happy face and something cheerful to talk about. He will be missed. We do have a beautiful fire truck.

Alderman Olszewski - I wanted to thank everybody for coming out. And those who spoke today. It is so important as citizens to have your voices heard. I encourage all of you to reach out to

Alice (manager) or the Mayor if you want to serve on a committee and you do not know what that committee does or want more explanation. I think the more of you that get involved on the committees, the better it will be for disseminating information around the town. And if we are using acronyms during the meeting that you do not understand, please feel free to raise your hand so that we can explain those.

Alderman Grant - My memory of Barry (Burke) was we had just moved here and my trash did not get picked up. So I came down here. He was a guy that was around, so I walked up to him. He said he would take care of it and literally got in one of the trucks here, drove down to my house, took the garbage out of my trash cans, and took it to the dumpster that we had. Every time I would see him, I would talk about how that is customer service when he literally came down to my house and took the trash. We are going to miss him.

My second thing is what you (Olszewski) said about serving on committees and things like that. I think we have come a long way. The applause that Chair Strother talked about at the Beach, Inlet, Sound Advisory Committee (BISAC) meeting in terms of moving forward with this. And the Board of Adjustment meetings. One of the people who has since left, I think, was very effusive and very happy that we are going forward. Thanks to everybody working on that and thank you for coming.

Closed Session

Motion – Alderman Leonard motioned to go into Closed Session at 12:21 pm as per NCGS 143-318.11 (a): (3) Consultation with attorney and (5) Acquisition of property; seconded by Alderman Olszewski; unanimously approved.

Motion – Alderman Leonard motioned to return to open session at 1:13 pm; seconded by Alderman Olszewski; unanimously approved.

Mayor McDermon stated the Board has returned from Closed Session and under discussion was an opportunity to purchase conservation land that has been presented to the Board for consideration. No decision has been made.

Adjournment

Motion – Alderman Leonard motioned to adjourn at 1:14 pm; seconded by Alderman Olszewski; unanimously approved.

Joann McDermon, Mayor

ATTEST: _____
Nancy Avery, Interim Town Clerk

Board of Aldermen Budget Work Session
Wednesday, March 13, 2024
MINUTES

The Town of North Topsail Beach Board of Aldermen held a budget work session on March 13, 2024. A quorum of the board was present. The Town Attorney was not in attendance.

Board members present: Mayor Joann McDermon, Mayor Pro Tem Benson
Aldermen: Rick Grant, Connie Pletl, Tom Leonard, Laura Olszewski

Board members absent: None

Staff present: Town Manager Alice Derian, IT Director Ricky Schwisow, Police Chief William Younginer, Fire Chief Chad Soward, Finance Officer Jessica Helms and Caitlin Elliott, interim Town Clerk Nancy Avery

Call to Order

Mayor McDermon called the meeting to order at 8:30 am.

Approval of agenda

Motion – Alderman Olszewski motioned to adopt the agenda; seconded by Alderman Leonard; unanimously approved.

Presentation

Flock Automatic License Plate Readers

Representative Hector stated that Flock is a public safety technology company founded in Atlanta, Georgia, in 2017. Our Chief Executive Officer (CEO) and his neighbors were seeing a real uptick in crime such as home and car break ins in his neighborhood. Like many of you, they had video camera footage, or ring camera surveillance and went to law enforcement in the hope that these crimes would get solved. Unfortunately, the feedback that they received from their local law enforcement was that they needed a license plate in order to find the people behind these events. Our CEO started doing an extensive amount of research and found out that license plate readers had been around since the 1970s and were still extremely expensive, tens of thousands of dollars per camera, and that mostly cities were the ones purchasing them. He also found that many of the legacy providers were sharing data with third party companies. That is when Flock Automatic License Plate readers came into existence. Our cameras are \$3,000 per year, but that includes all of the maintenance and upkeep as well as the access to the software. The technology itself provides your Police Department with an image of the back of the vehicle, vehicle characteristics and the license plate. It does not provide facial recognition or traffic enforcement. Your Police Department will receive real time alerts through National Crime Information Center (NCIC) or Amber Alert about stolen vehicles as well as missing persons. It is important to talk a lot about what this is not. There is no personal identifiable information. It does not have any Department of Motor Vehicles (DMV) records or third-party databases. We solely provide your law enforcement with leads on vehicles that are known to be wanted, or that

match a description of what you are looking for. The data is not stored beyond 30 days. We have seen this to be enough time for police department to investigate a crime, even if it is not reported right away. This software also protects privacy rights, so the 30 days is kind of that sweet spot that we have seen as far as protecting privacy. All of the footage will be owned by your agency, by the city and will never be sold or shared by Flock. Only your agency can share the information within the system for legal law enforcement purposes. All of the data is stored in an AWS government cloud, Amazon, or web server. It is end to end encrypted. The system requires a search reason to use and that is usually established through your policy, such as a case number. This cannot be used for traffic enforcement or the like. Something unique for Flock is our transparency portal. This is something that we created so that any resident can look up your department's policy, who they are sharing it with, in real time. We have created a web page for your department that you can put on your city website or social media. Flock provides real time alerts within 20 seconds when a stolen vehicle enters your community. There are many cities in North Carolina already using this technology. One success story in your area is from Roanoke Rapids, North Carolina. An officer received an alert that a vehicle stolen out of Northampton County had been detected and nearby offices initiated a traffic stop. They detained three occupants, searched the vehicle, and it yielded some firearms and drug paraphernalia. Raleigh started using its first 25 cameras in June of 2022. In only six months, they had arrested over 40 different suspects using the Flock cameras.

Questions for Flock

Alderman Olszewski - Where are your servers held? And where are your redundant servers held? Have you ever been hacked? What is the SLA for downtime?

Hector replied that our servers are Amazon web servers east, so they are mainly completely within the United States. I can find out the information on redundancies. This is the gold standard as far as hosting this type of information and is the same type of servers used by government agencies such as the CIA, and FBI, for example. We have never been hacked. The SLA is a technician who will contact you within 48 hours.

Alderman Grant – I am a little bit lost on the data sharing. Because if on the one hand you said there is no data sharing, and yet the example you put up there said that something happened in Georgia, but the person was apprehended in Alabama. So, by definition you would have had to have information for Georgia to be able to get somebody in Alabama. If you are not sharing data, are you saying you just access a national database? You access it, but you do not share it? Because in that case, the people must have been sharing it with you, right?

Hector replied that your department owns its data so they can share information with other law enforcement. For example, in that case, that was an Amber Alert, but they were able to search the cameras in their area in the vicinity to find that suspect vehicle.

Mayor Pro Tem Benson said we have a lot of miles of thoroughfare and if the cameras spot a license plate that is a suspect vehicle, does it give the direction of travel and the estimated speed of travel? How does local law enforcement actually find that vehicle?

Hector said as the cameras are placed to look at the rear of vehicles, every image is basically tagged to a direction. A police department may have several cameras on one road and would be able to estimate the location of the vehicles.

A. Continue discussion on replacement of cameras in Police Department

Police Chief Younginer said we had a success story here. Day before yesterday, there was an attempted murder in Sneads Ferry. Onslow County Sheriff's Office put that out yesterday. We could have put that data into this system and watched it happen if it came through here. The vehicle went to Chadwick Acres where they have a Flock camera. Chadwick Acres let the Sheriff's Department access their data and the Sheriff was able to get the vehicle and a suspect from the data. That data was shared, and we all looked for the vehicle and found it in Holly Ridge. HOAs are purchasing Flock cameras too.

Mayor McDermon - One of my concerns is the 30-day retention, because we all know somebody is not going to go for their final trial within 30 days. Are you able to download and keep that data?

Chief Younginer said yes, we can download it to our body cam software and send it to the District Attorney's (DA) office that way.

Mayor Pro Tem Benson – Do you do traffic counts in the summer season to know how many vehicles we have coming with vacation visitors and so forth. My concern is that we have people coming from other states, such as Maryland, Ohio or Pennsylvania and we do not want to put out the message that we are going to check your license plate. If a driver's license has expired in say Maryland, are you guys going to check that?

Chief Younginer said the ones that we done have been through the Department of Transportation (DOT). The new radar camera that I asked for will do a count and speed and we can use some of that data to tell you what is happening in certain neighborhoods. I guess maybe 30,000 vehicles in the summer season. Flock cameras do not provide any DMV data, only stolen vehicles We can put in a vehicle like last year when we had a red truck stealing wood. We did it with the camera we had, but it took us weeks.

Mayor McDermon - I do not think we are broadcasting that fact, because we have cameras now. It is really just if the Board decides to agree with the change in the provider or not.

Alderman Leonard - It is different. Our cameras are different than what is out there now. There is plenty of data out there and plenty of information on the web and articles and municipalities are now thinking twice and removing their Flock cameras. I am not going to vote on a budget that has Flock cameras in it.

Mayor McDermon to Town Manager Derian – Have you had a chance to talk with Attorney Edes at all, does he have an opinion?

Manager Derian stated the attorney said legally there is nothing that would prohibit you from doing this. The only thing that I recommend is looking at a policy, which I thought the vendor was going to do.

Chief Younginer said we have already put a policy together.

Alderman Olszewski said there is personally identifiable data. The fact that you can look up a registration license plate number sets us up for liability. I am not in favor of this system.

Alderman Pletl - I also am not in favor. The example that was given to us by the sales representative was Raleigh. They had 40 suspects, and their population is over 480,000. Our population is just barely over 1,000. So, if they got 40, are we going to get one? I just think at this time, it is not a good use of the taxpayer's money.

Mayor McDermon – Chief, are we going to need to do something with the cameras even if we do not go to Flock? If so, what is the cost?

Chief Younginer – We will most likely keep what we have and work with Ricky (IT) to use the other cameras in town.

Alderman Olszewski – Do you have the cost for additional cameras like what we have and what is the replacement cycle for existing cameras?

Chief Younginer - I did not put that together because we will just keep what we have.

Mayor McDermon asked the Clerk to take a roll call vote on switching to Flock cameras.

Alderman Pletl	no
Mayor Pro Tem Benson	no
Alderman Leonard	no
Alderman Olszewski	no
Alderman Grant	no

Consensus – Do not include funding in the budget for Automatic License Plate Reader cameras.

B. Recap of Draft FY 24-25 budget

Manager Derian stated the draft budget we are going through this morning has been amended since the first budget meeting in February to include the recommended employee package cost.

Noteworthy changes include:

- Updated salary figures
- Insurance increase
- Funding for a town wide compensation study
- Additional funding for legal fees
- Funding for the fire cascade system

- Funding placeholders for the Board of Aldermen for the allocations such as for the Ocean City Jazz Festival
- An increase in revenue based on the projected county levy that we have since received since the last budget meeting

Since the last meeting, we have included a proposed 4% increase in salaries across all departments. This is comprised of a 4% cost of living adjustment.

We have not received the increase for insurance costs from our provider yet who is Cigna. And we typically do not receive this information until the end of our budget process. We have included a 5% increase for this insurance. Historically, we have seen a 2 to 3% increase.

The employees benefit package includes health insurance for employees and includes the short-term disability coverage which was approved last year, and we kept the HRA at \$1,500 per employee with continued availability to use for dependents.

In an effort to ensure that we are operating effectively along with ensuring that we continue to be competitive within our identified market, which is local government, I intend on engaging a consultant to complete a town wide compensation study. The study will set staff compensation along with looking into the structure of our compensation. Historically, the town has looked at compensation using a salary range or grade structure for budgeting individual positions. One thing we may consider is transitioning away from longevity-based systems in favor of a pay for performance system. The goal is to attract and retain quality employees by rewarding productivity in lieu of the traditional base pay increase and design a useful appraisal system. It is not just a basic compensation study but will look at everything as a package.

The difference in this draft budget from the one we went over in February is an increase of \$189,322 in revenues based on the projected Onslow County tax levy, and an increase of \$429,228 in expenditures. There is \$278,625.34 surplus in the General Fund.

The first item is the Governing Board with a 25.87% increase. This primarily reflects the change in the increase request for legal fees that the Board has been discussing.

In Administration, the increase is for contracted services, including the compensation study that we just talked about. The full time Code Enforcement position was moved into administration.

There is a bit of a decrease on the planning side. It reflects the increase for new computers, and we will have more information on that as we proceed today.

Public Buildings include the costs for Town Hall erosion and up-fitting office space. We talked about that at the last meeting. Town Hall is being assessed for some erosion that has been identified. We have accounted for a potential \$100,000 in necessary repairs and creation of additional office spaces in Town Hall. Some of the offices are very large and can be made into two offices.

Police includes increases for salaries, new weapons and Automated External Defibrillators (AED).

Public Works Streets include the sweeper, the crack sealer and crosswalks that we went over.

Recreation reflects a big increase for extensive repairs to the boardwalks, such as Peters Park, for example, kayak launches that we discussed at the last meeting.

Fire reflects the increase for salaries and the Cascade system.

The draft budget maintains the existing tax rate without any proposed increase.

It currently shows the contingency of \$270,625.34, which is lower than the 23-24 budget.

The Town continues to boast a very healthy fund balance. The Local Government Commission recommends maintaining at least 8% in undesignated General Fund balance. Our last audit reflected 117%. This type of buffer is crucial and critical especially in our environmentally sensitive area to respond to and recover from emergencies.

C. Finalize funding amount for Ocean City Jazz Festival

Finance Officer Elliott said we had a \$10,000 place holder for funding to the Ocean City Jazz Festival. My question is what is the consensus from the Board? Do we want to remain at \$10,000?

Consensus – Fund Ocean City Jazz Festival \$10,000

D. Finalize funding amount for Chamber of Commerce

Finance Officer Elliott stated the Chamber requested \$3,000. A placeholder of \$2,500 was decided on at the last meeting.

Consensus – Fund Chamber of Commerce \$2,500

E. Finalize funding amount for Topsail Island Shoreline Protection Committee (TISPC)

Mayor Pro Tem Benson said the request of \$217,797.86 from TISPC included \$30,000 for the Beach Clean initiative which includes beach signage, merchandise, and informational placards for rental units. Several reasons were presented that negate the approval of \$30,000 line item in the overall TISPC budget request. He recommended that we decrease the \$30,000 line item by \$10,000 which would be our share as one of three towns providing funds to TISPC.

Consensus – Approve the requested TISPC budget minus \$10,000 for the Beach Clean initiative.

F. Decision on whether to continue mosquito spraying as a service

After a discussion on the optics, use of materials, whether it should be done on private streets, chemicals used, name of the line item and so forth, the Board reached a consensus on funding.

Consensus – keep the line item for mosquito spraying and fund \$3,000

G. Estimated costs for three existing pedestrian crosswalks

Public Works Superintendent Cablay stated \$75,000 is in the proposed fiscal year 24-25 budget to improve three existing crosswalks at:

- 790 New River Inlet Road – Villa Capriana
- 465 New River Inlet Road – Richard Peters Park/ County beach access # 4
- 4021 Island Drive - Roger's Bay/beach access # 31

He proposed three options for consideration by the Board as:

A. Cost \$15,000 each for labor and materials

- Two solar powered flashing LED pedestrian signs placed at the crosswalk location – one in each direction.
- Two pedestrian manually actuated push button pedestals – one on each side of crosswalk.
- Two reflectorized thermo-plastic “Ped Xing” stencils – one for each direction

B. Cost \$20,000 each for labor and materials

- One solar powered overhead streetlight placed on either side of crosswalk.
- Two advanced pedestrian crossing signs one for each direction placed 150 feet ahead of LED signs.
- Two solar powered flashing LED pedestrian signs placed at the crosswalk location – one in each direction.
- Two pedestrian manually actuated push button pedestals – one on each side of crosswalk.
- Two reflectorized thermo-plastic “Ped Xing” stencils – one for each direction

C. Cost \$2,000 each

- As is with enhanced stenciling. DOT will freshen it up.

The Board discussed the options and type of road at each location, whether flashing lights will really make people stop, whether each of three locations needs the same improvement, whether DOT replaces what the Town does when resurfacing the road, whether more improvement is needed where there is a curve in the road with poorer visibility.

Consensus – Reduce the budgeted amount from \$75,000 to \$40,000:

- Use Option B at 790 New River Inlet Road – Villa Capriana (\$20,000)
- Use Option C at 465 New River Inlet Road – Richard Peters Park/ County beach access # 4 (\$2,000)
- Use Option C at 4021 Island Drive - Roger's Bay/beach access # 31 (\$2,000)

- Use Option C at the two other existing crosswalks (\$2,000 x 2 = \$4,000)
- Include \$12,000 to be used for four (4) possible new crosswalks at \$3,000 each

H. New additional crosswalks

Consensus – Have Jacksonville Urban Metropolitan Planning Organization (JUMPO) do a study and provide a recommendation for location of new crosswalks.

I. Leasing versus purchasing computers

Town Manager Derian said at the last meeting there was request for clarification of cost for leasing new computers versus purchasing them.

IT Director Schwisow stated he received lease pricing through Dell financial services. The lease total will be \$78,405 over five years as opposed to the \$62,000 proposed in the capital outlay line-item to purchase computers, so that adds an extra \$16,000 over the course of five years just to lease the computers.

Alderman Olszewski asked if that includes maintenance and equipment replacement during the lease. What is our depreciation schedule?

IT Director Schwisow said no, it does not include that. The warranty is applied to each individual computer as you can pick and choose. If the manager wanted a five-year warranty and someone else needed a three-year warranty, that is factored into the overall cost of the lease. We will have a warranty on each computer whether we lease it or buy it. Our depreciation schedule is five years.

Alderman Grant said they are financing at 6%. Laura's (Olszewski) point before was that it is not about the cost of things and how we are financing them, but about the service that we are getting. Is that right?

Alderman Olszewski said that is correct.

IT Director Schwisow said we get a warranty on each computer regardless of whether we lease it or buy it.

Alderman Olszewski asked if that is on site service?

IT Director Schwisow stated typically it is on site service for them to come and replace hardware, not software, but that does not change whether you buy or lease.

Alderman Olszewski said the difference she is looking at is where we are taking the costs, capital equipment or operating budget. The advantage with leasing is it comes out of operating cost. She asked that they look at that with accounting and see what the better option is.

After discussing pros and cons of leasing versus purchasing, the Board reached
Consensus – Move forward with purchasing new computers as in the proposed budget

IT Director Schwisow said to your previous questions about cameras. The proposal is for eight cameras at Town Hall; some in the boardroom, one in the lobby, two on the side doors on each side of the building and then covering the parking lot.

Alderman Pletl asked what other cameras we have in town. Do we have any coming into town?

IT Director Schwisow said we have cameras at the Fire Department and Public Works building. We have proposed ones for the town park and the ones coming into town are just for law enforcement and are not tied into the others.

J. Uniform policy

Manager Derian said another item that came up last week was a question on uniform policies. Each Department Head will speak on the current policy on how we purchase or replace uniforms.

Fire Chief Soward said our policy for replacing is dependent on the call. If it is a medical call and they are contaminated with bodily fluids or they are working on a truck and they tear their uniforms, they get instant replacement. Our boot policy is to allow \$100 a year. We supply Tee shirts, long sleeve shirts, job shirts, pants, and turnout gear and firefighting gear. We issue two sets of turnout gear. There are companies now that can decontaminate gear, so we are not having to eat the cost of a new set of gear.

Police Chief Younginer stated we give each officer three long sleeve shirts, four short sleeve shirts, five sets of pants, one coat, one pair of boots, and a raincoat. We also have outer vests, gizmo holders, hats, and patches. If a uniform is contaminated during an EMS call, we replace it.

Public Works Superintendent Cablay said our policy is OSHA compliant. Annually they get steel toed boots. We do our own laundry. We give them six shirts, long sleeve and short sleeve, and three different styles of pants for the seasons. We supply caps and hard hats.

Mayor Pro Tem Benson said he thinks the Board should have uniforms. A long sleeve and short sleeve shirt with our new logo on it for when we go to Board meetings and when we represent the Town.

Finance Officer Elliott said we allocated money for this fiscal year for that.

K. Police weapons

Alderman Olszewski asked Chief Younginer to explain the weapon replacement policy and what you are doing with that in your request. What were you asking for with sights? How often are officers going to the range to practice? Do we have anybody that is National Rifle Association (NRA-RO) certified? How many times have our officers in the last year had to pull weapons? Do

you have a count on that? Has any officer on staff fired their weapon in the last year? Is there a difference in cost without the sites?

Chief Younginer said these weapons were purchased in 2016 or so. Every six to eight years we start looking at changing them out. We use Glocks and do a trade in through them. On the ammo, we will be changing from a 45 to a 9-millimeter. We have a vendor that will change it out box to box. The whole package was all together with the Glock seventeens with holsters and red dot sights, which is a feature on the back of the weapon that has a picture window for the officer to look through. That is a new thing. We have to range shoot once a year, but we go out once monthly. Our officers are certified by the state, which is more enhanced program. He does not have a count on how often officers pull a weapon, but it is infrequent. We have not had a discharge this year. Most officers will go through their entire career without discharging. The difference in a weapon without sight is about \$200 less.

Alderman Leonard asked the cost of the weapon and how many weapons are we buying? How many officers do we have now? What kind of trade in is Glock giving us? Do we have a ballpark round count for these weapons as they have been used mainly at the range.

Chief Younginer said the cost is about \$500 a piece and we are buying fourteen. We have thirteen officers; five part time and spares. All part time officers do not keep a weapon. We are at 100% for staffing. We do not know the credit from Glock yet, but it is usually between \$180 – \$350. The blue line price for the 45s is less than \$500. Round count is probably 5,000.

Alderman Grant said he assumes that when you change one, you have to change them all for standardization.

Police Vehicles

Alderman Leonard asked to go back through why we are buying another another vehicle this year. The minutes from the March meeting last year specifically state we were told that if we bought the extra cars last year, we would not have to buy a car this year.

Chief Younginer said we replaced a Charger. We are on a five-year rotation on vehicles. We have two Dodge Chargers that we will get rid of this year, and we are buying one truck.

Finance Officer Elliot stated last year the Police Department had two trucks and two Chargers. During Covid, they forwent any purchases of vehicles for cost savings. The next fiscal year, they had two vehicles. Last fiscal year, there was an amendment for the two Chargers because we had the opportunity to get them before they were gone and the two trucks. Then this year, we had one vehicle and the truck they just purchased.

Mayor McDermon said to clarify, you are getting rid or selling two Chargers and purchasing one truck. What is the cost difference between the resale of the two Chargers and the purchase of the truck?

Chief Younginer said the trucks are about \$48,000. They do not make the Chargers anymore. The trucks are working out better for us. We sold the last Chargers for about \$7,000 each.

Alderman Grant said the budget shows \$62,000.

Chief Younginer said the truck net is \$48,000 and then it costs about \$12,000 to upfit it for what we need.

Alderman Olszewski asked how long we have had in place a five-year replacement policy. I do not understand why as a lot of cars are getting 150,000 miles.

Chief Younginer said it was in place when he started in 2018. It is a lot rougher on a police car. There is a lot of idle time and when they start getting 100,000 miles they require a lot of maintenance.

Alderman Leonard asked how many cars we have today.

Chief Younginer said he does not have that number but thinks they have about 21 total vehicles with 13 of those police cars, two Rangers for beach use, two side by sides and some older Crown Vics used for training travel.

Break – Mayor McDermon called for a 15-minute break at 10:51 am.
Mayor McDermon resumed the meeting at 11:07 am.

Alderman Olszewski asked what is the radius that a Police Officer can take home a police car? Do we have GPS trackers on our cars to know where they are? Are our cars allowed to be used for personal use?

Chief Younginer replied 30 miles. We do not have GPS but there is dispatch software that tracks the car.

Alderman Grant asked if an officer is on vacation, does the police car stay at his/her home?

Chief Younginer responded if they are on regular vacation, yes. If it is for an extended time, the car will stay here. We do not allow personal use of police cars.

Five Year Outlook

Finance Officer Elliott reviewed the Capital Improvement summary with these highlights:

- Added \$20,000 for an engineer assessment for rebuild of the Public Works project in the next 2 to 3 years
- Plugged in \$3,000,000 for the bike path project in the following fiscal year – the number we just verbally received from DOT
- Fire Department ladder truck is in the latter part of the five-year plan

The Board discussed pushing out the expansion of the Police Department. Manager Derian asked for a consensus on whether there is a desire to include police in the rebuilding of the Public Works building.

Consensus –unanimous vote to not include police in the rebuilding of the Public Works building project. Police will be located at the Town Hall facility.

Consensus – Leave Five Year forecast as presented.

Adjournment

Alderman Leonard motioned to adjourn at 11:48 pm; seconded by Mayor Pro Tem Benson; unanimously approved.

Joann McDermon, Mayor

ATTEST: Nancy Avery, Interim Town Clerk



BOARD OF ALDERMEN
AGENDA ITEM
APRIL 3, 2024

ISSUE: Budget Amendment 2023-24.9

PRESENTED BY: Caitlin Elliott, Finance Officer

DEPARTMENT: Capital Improvement Fund

BACKGROUND: As you are aware, the Town has recently received our newest addition to our fleet – a new fire engine! We were able to secure a loan with Jones-Onslow Electric Membership Corporation (JOEMC) that has 0% interest, a two-year deferment and ten-year life span. The loan closing was completed on the 18th of March and this amendment is to allocate the loan proceeds that we have received to pay for the engine.

ATTACHMENTS: Budget Amendment 2023-24.9

RECOMMENDATION: Approve Amendment as recommended

ACTION NEEDED: Yes

SUGGESTED MOTION: *"I, _____, make a motion to approve Budget Amendment 2023-24.9 as presented."*

FUNDS: 12

FOLLOW UP: Finance Officer

TOWN OF NORTH TOPSAIL BEACH
2008 Loggerhead Court
North Topsail Beach, NC 28460

FISCAL YEAR 2023-2024

AMENDMENT TO THE BUDGET ORDINANCE

BA 2023-24.9

BE IT ORDAINED by the Governing Board for the Town of North Topsail Beach, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2024:

Section 1: To amend the Capital Improvement Fund appropriations with increases as follows:

<u>DEPARTMENT NO:</u>	<u>ACCOUNT</u>	
750	FIRE TRUCK	\$ 760,000.00
Total Expenditures		<u>\$ 760,000.00</u>

This amendment will result in an increase to the following departments:

CAPITAL IMPROVEMENTS

The purpose of this budget amendment is to appropriate loan proceeds received by JOEMC for new Town fire engine.

Section 2: To amend the Capital Improvement Fund estimated revenues with increases as follows:

330	LOAN PROCEEDS	\$ 760,000.00
Total Revenues		<u>\$ 760,000.00</u>

The Finance Officer has performed a thorough analysis of the Revenues and has determined that the following changes are recommended to ensure a balanced statement for Fiscal Year 2023-2024.

Section 3: Copies of the budget ordinance amendment shall be furnished to the Town Clerk, the Council, the Budget Officer, and the Finance Officer for their direction.

Adopted this 3rd day of April 2024.

Motion made by _____, 2nd by _____

VOTE: ___ FOR ___ AGAINST ___ ABSENT

JOANN MCDERMON, MAYOR

CAITLIN ELLIOTT, FINANCE OFFICER

ORIGINAL BUDGET	7/1/2023	\$ 1,743,696.00
Budget Amendment 8	12/6/2023	\$ 474,968.45
Budget Amendment 9	4/3/2024	\$ 760,000.00
New Budget Ordinance for FY 23-24		<u>\$ 2,978,664.45</u>

BOARD OF ALDERMEN
CONSENT AGENDA ITEM

ISSUE: MOTV Tax Refund

DEPARTMENT: Finance

PRESENTED BY: Caitlin Elliott, Finance Officer

DATE: April 3, 2024

BACKGROUND: Received notice from the Onslow County Tax Office regarding the following MOTV Tax Refund for the following resident:

- Joie S. Herring \$18.64

Total: **\$18.64**

ATTACHMENT(S): Onslow County MOTV Tax Reports

RECOMMENDATION: Approve refund as recommended

ACTION NEEDED: Yes

SUGGESTED MOTION: *"I, _____, make a motion for the Finance Department to proceed with processing the following tax refund(s) as reported."*

FUNDS: 10

FOLLOW UP: Finance Officer

primary_owner	Address_1	Address_3	Refund_Type	Bill_Num
HERRING, JOIE SHAFFNER	2 OSPREY DR	N TOPSAIL BEACH, NC 28460	Proration	49183819
Refund_Description			Refund_Reason	RefundAmount
Refund Generated due to proration on Bill #0049183819-2023			Tag Surrender	(\$18.64)



BOARD OF ALDERMEN
MEMORANDUM

TO: MAYOR MCDERMON AND ALDERMEN

FROM: Caitlin Elliott, Finance Officer

SUBJECT: Monthly Financial Report

DATE: March 25, 2024

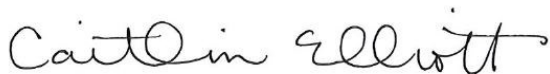
The following events occurred to date during March 2024 in the Finance Department:

- The second Budget Workshop was successful, and we are in the final stages of budget approval for fiscal year 2024-25.
- Last year, Chief Soward found a loan opportunity for the Town with Jones Onslow Electric Membership Corporation (JOEMC) to assist in financing a new fire engine. The loan is a 0% interest, 2-year deferment and a 10-year term. We closed on this loan mid-month and you will find an amendment in this month's agenda.
- During the month of February, the Town collected \$107,437 in interest within the North Carolina Capital Management Trust account.
- A Budget to Actual report is contained in this month's packet as well as a graph for the fiscal year. Two separate Budget to Actual reports are provided for Fund 31, the Capital Project Fund for the beach renourishment project and our newest fund, Fund 50, a Capital Project Fund for the Fire Station 2 project.

- We received \$23,260 in paid parking revenues for the month of February. For comparison, in February of 2023 we collected \$22,896.
- For property taxes this month, we have received \$64,656 from Onslow County. February's Motor Vehicle taxes are pending deposit in the amount of \$7,016.95. To date, we have received roughly 97% of the tax levy.
- This month, we have processed approximately \$2,057,391.32 in accounts payable. This includes continued payment for the beach renourishment project as well as our new fire truck. The check register is enclosed for review. You will notice several voided checks, due to a printing error during one of our check runs. Please note that there is one final check run this month.
- In March, we collected \$78,555 for Occupancy Taxes from short-term rentals during the month of February. A detailed report is attached. For revenue comparison, during the same period last year we collected \$69,881. Again, you may recall in this year's fiscal budget we increased our revenues of Occupancy Taxes by 10%. If you notice in your Budget to Actual Report, you will see we have already exceeded this projected figure.
- Lastly, we received \$402,599 for Sales and Use Tax, for collections during January. Last year, for revenue comparison, we collected \$315,516 for the same period. We also received our quarterly Utility Franchise Tax in the amount of \$112,309.68.

If anyone has any questions, concerns, or needs additional information, please do not hesitate to ask!

Respectfully submitted,



Caitlin Elliott
Finance Officer

Budget vs Actual

NORTH TOPSAIL BEACH
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Period Ending 6/30/2024

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
Revenues							
10-301-00 AD VALOREM TAX - Current Year	3,982,875	0.00	0.00	4,063,325.51	80,450.51	102%	
10-301-01 AD VALOREM TAX - Prior Years	50,000	0.00	0.00	36,038.10	(13,961.90)	72%	
10-301-02 AD VALOREM TAX - MOTV	70,000	0.00	0.00	58,461.92	(11,538.08)	84%	
10-317-00 AD VALOREM TAX Penalties	3,000	0.00	0.00	1,506.53	(1,493.47)	50%	
10-329-00 INTEREST	100,000	0.00	0.00	610,897.48	510,897.48	611%	
10-335-00 MISCELLANEOUS	5,100	0.00	0.00	12,192.39	7,092.39	239%	
10-336-06 TOWN DONATIONS	1,020	0.00	0.00	1,020.00	0.00	100%	
10-336-07 SALE OF TOWN MERCHANDISE	5,000	0.00	0.00	8,994.25	3,994.25	180%	
10-337-00 UTILITIES FRANCHISE TAX	330,000	0.00	0.00	319,359.29	(10,640.71)	97%	
10-341-00 BEER & WINE TAX	3,400	0.00	0.00	0.00	(3,400.00)		
10-343-00 POWELL BILL ALLOCATIONS	30,000	0.00	0.00	38,023.99	8,023.99	127%	
10-345-00 LOCAL OPTION SALES TAX	1,957,725	0.00	0.00	2,385,103.37	427,378.37	122%	
10-345-01 SALES & USE TAX RETURN	0	0.00	0.00	603.96	603.96		
10-347-02 SOLID WASTE DISP TAX	750	0.00	0.00	683.37	(66.63)	91%	
10-350-00 RECREATION -RENTAL FEES	2,000	0.00	0.00	2,118.00	118.00	106%	
10-350-01 PAID PARKING REVENUE	112,125	0.00	0.00	113,131.76	1,006.76	101%	
10-351-01 OFFICER CITATIONS, COURT & FINGERPRINTS	2,500	0.00	0.00	1,060.05	(1,439.95)	42%	
10-351-03 BODY ARMOR REIMBURSEMENT	0	0.00	0.00	1,630.33	1,630.33		
10-352-01 FIRE INSPECTIONS & VIOLATION FEES	500	0.00	0.00	0.00	(500.00)		
10-352-02 CODE ENFORCEMENT FINES	2,000	0.00	0.00	4,125.00	2,125.00	206%	
10-352-03 PLANNING DEPT. FEES	6,000	0.00	0.00	0.00	(6,000.00)		
10-355-00 BUILDING PERMITS	85,000	0.00	0.00	74,407.35	(10,592.65)	88%	
10-355-01 MECHANICAL PERMITS	15,000	0.00	0.00	5,770.00	(9,230.00)	38%	
10-355-02 ELECTRICAL PERMITS	18,000	0.00	0.00	11,210.00	(6,790.00)	62%	
10-355-03 PLUMBING PERMITS	2,500	0.00	0.00	2,240.00	(260.00)	90%	
10-355-04 INSULATION PERMITS	500	0.00	0.00	70.00	(430.00)	14%	

Budget vs Actual

NORTH TOPSAIL BEACH
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Period Ending 6/30/2024

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-355-05 HOMEOWNERS RECOVERY FEE	300	0.00	0.00	98.00	(202.00)	33%	
10-355-06 TECHNOLOGY FEE	7,500	0.00	0.00	5,139.98	(2,360.02)	69%	
10-355-07 REINSPECTION FEE/FINES	3,000	0.00	0.00	1,925.00	(1,075.00)	64%	
10-355-09 CCR FEES	0	0.00	0.00	1,125.00	1,125.00		
10-357-08 ZONING PERMITS	20,000	0.00	0.00	32,150.00	12,150.00	161%	
10-359-00 REFUSE COLLECTION FEES	514,524	0.00	0.00	390,988.73	(123,535.63)	76%	
10-359-50 VACANT LOT SWF	10,000	0.00	0.00	750.00	(9,250.00)	8%	
10-359-51 LOST CART REPLACEMENT	2,000	0.00	0.00	800.00	(1,200.00)	40%	
10-359-52 ADD'L CART RECYCLING	2,500	0.00	0.00	480.00	(2,020.00)	19%	
10-367-01 SALES TAX REFUNDS	20,000	0.00	0.00	84,845.82	64,845.82	424%	
10-368-01 GRASS MOWING REIMB	6,993	0.00	0.00	6,993.36	0.36	100%	
10-382-00 SALE OF LESO ASSETS	2,550	0.00	0.00	2,550.00	0.00	100%	
10-383-00 SALE OF FIXED ASSETS	20,000	0.00	0.00	9,590.00	(10,410.00)	48%	
10-399-02 T/I OTHER FUNDS	200,383	0.00	0.00	0.00	(200,383.42)		
Revenues Totals:	7,594,746	0.00	0.00	8,289,408.54	694,662.76	109%	
Expenses							
10-410-02 SALARIES	36,000	0.00	0.00	27,000.00	9,000.00	75%	
10-410-05 FICA (7.65%)	2,754	0.00	0.00	2,065.50	688.50	75%	
10-410-14 TRAVEL & TRAINING	2,000	0.00	0.00	810.33	1,189.67	41%	
10-410-33 DEPARTMENTAL SUPPLIES	1,500	0.00	0.00	94.13	1,405.87	6%	
10-410-42 CHARTER CODES SERVICE	0	0.00	0.00	1,491.16	(1,491.16)		
10-410-43 AUDITOR FEES	15,500	0.00	0.00	13,350.00	2,150.00	86%	
10-410-45 TAX COLLECTION FEES	68,000	0.00	0.00	68,610.82	(610.82)	101%	
10-410-47 PROFESSIONAL SERVICES	125,000	0.00	0.00	57,139.44	67,860.56	46%	
10-410-50 DONATIONS OTHER AGENCIES	6,000	0.00	0.00	0.00	6,000.00		
10-410-53 DUES & SUBSCRIPTIONS	2,750	0.00	0.00	2,035.00	715.00	74%	
10-410-57 MISCELLANEOUS	500	0.00	0.00	99.61	400.39	20%	
10-410-58 TAX REFUNDS	2,000	0.00	0.00	202.64	1,797.36	10%	
10-410-95 BOARD STIPEND	3,600	0.00	0.00	2,700.00	900.00	75%	

Budget vs Actual

NORTH TOPSAIL BEACH

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Period Ending 6/30/2024

GOVERNING BODY Totals:	265,604	0.00	0.00	175,598.63	90,005.37	66%
10-420-02 SALARIES	508,586	0.00	0.00	259,657.23	248,929.23	51%
10-420-05 FICA (7.65%)	37,095	0.00	0.00	19,809.83	17,285.02	53%
10-420-06 GROUP INSURANCE	60,859	0.00	0.00	26,274.06	34,584.94	43%
10-420-07 ORBIT RETIREMENT (12.23%)	62,843	0.00	0.00	33,651.52	29,191.52	54%
10-420-08 401K (3%)	14,547	0.00	0.00	7,026.02	7,520.98	48%
10-420-09 TOWN INSURANCE HRA	46,500	0.00	0.00	42,234.45	4,265.55	91%
10-420-10 EMPLOYEE TRAINING	6,000	0.00	0.00	0.00	6,000.00	
10-420-11 POSTAGE	2,500	0.00	0.00	1,190.00	1,310.00	48%
10-420-12 MANAGER EXPENSE ACCT	1,000	0.00	0.00	0.00	1,000.00	
10-420-13 TUITION REIMBURSEMENT	5,000	0.00	0.00	0.00	5,000.00	
10-420-15 BANK CHARGES	2,000	0.00	0.00	574.24	1,425.76	29%
10-420-16 M & R EQUIPMENT	500	0.00	0.00	0.00	500.00	
10-420-17 M & R VEHICLE	1,500	0.00	0.00	177.20	1,322.80	12%
10-420-18 CONSUMABLES	5,000	0.00	0.00	2,186.04	2,813.96	44%
10-420-26 ADVERTISING	1,500	0.00	0.00	985.20	514.80	66%
10-420-31 GAS, OIL & TIRES	2,200	0.00	0.00	1,126.41	1,073.59	51%
10-420-33 DEPARTMENT SUPPLIES	6,000	0.00	0.00	5,126.56	873.44	85%
10-420-34 TOWN APPAREL & MERCH EXPENSE	3,000	0.00	0.00	5,996.67	(2,996.67)	200%
10-420-45 CONTRACTED SERVICES	54,000	0.00	0.00	39,574.02	14,425.98	73%
10-420-53 DUES & SUBSCRIPTIONS	9,600	0.00	0.00	8,882.92	717.08	93%
10-420-57 MISCELLANEOUS	500	0.00	0.00	50.83	449.17	10%
10-420-58 EMPLOYEE ENGAGEMENT	10,000	0.00	0.00	127.56	9,872.44	1%
10-420-74 CAPITAL OUTLAY	10,000	0.00	0.00	21,228.82	(11,228.82)	212%
10-420-76 EQUIPMENT LEASE PAYMENTS	12,000	0.00	0.00	6,274.10	5,725.90	52%
ADMINISTRATION Totals:	862,730	0.00	0.00	482,153.68	380,576.67	56%
10-430-57 ELECTION EXPENSES	5,000	0.00	0.00	0.00	5,000.00	
ELECTIONS Totals:	5,000	0.00	0.00	0.00	5,000.00	
10-480-02 SALARIES	76,000	0.00	0.00	52,277.64	23,722.36	69%
10-480-05 FICA (7.65%)	5,814	0.00	0.00	3,987.50	1,826.50	69%

Budget vs Actual

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Period Ending 6/30/2024

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-480-06 GROUP INSURANCE	9,000	0.00	0.00	6,725.85	2,274.15	75%	
10-480-07 ORBIT RETIREMENT (12.96%)	9,850	0.00	0.00	6,775.20	3,074.40	69%	
10-480-08 401K (3%)	2,280	0.00	0.00	1,563.84	716.16	69%	
10-480-10 EMPLOYEE TRAINING	2,500	0.00	0.00	572.69	1,927.31	23%	
10-480-16 M & R EQUIPMENT	6,000	0.00	0.00	2,988.67	3,011.33	50%	
10-480-33 DEPARTMENT SUPPLIES	1,000	0.00	0.00	714.06	285.94	71%	
10-480-53 DUES & SUBSCRIPTIONS	44,165	0.00	0.00	26,182.09	17,983.31	59%	
10-480-57 MISCELLANEOUS	500	0.00	0.00	352.00	148.00	70%	
10-480-76 EQUIPMENT LEASE PAYMENTS (Computers)	17,000	0.00	0.00	0.00	17,000.00		
IT DEPARTMENT Totals:	174,109	0.00	0.00	102,139.54	71,969.46	59%	
10-490-02 SALARIES	161,000	0.00	0.00	71,454.29	89,545.71	44%	
10-490-03 PART-TIME SALARIES	0	0.00	0.00	489.00	(489.00)		
10-490-05 FICA (7.65%)	12,317	0.00	0.00	5,492.85	6,823.65	45%	
10-490-06 GROUP INSURANCE	18,000	0.00	0.00	6,773.30	11,226.70	38%	
10-490-07 ORBIT RETIREMENT (12.23%)	23,717	0.00	0.00	9,242.26	14,474.54	39%	
10-490-08 401K (3%)	5,490	0.00	0.00	2,122.85	3,367.15	39%	
10-490-10 EMPLOYEE TRAINING	3,000	0.00	0.00	1,229.00	1,771.00	41%	
10-490-16 M & R EQUIPMENT	500	0.00	0.00	0.00	500.00		
10-490-17 M & R VEHICLES	1,000	0.00	0.00	275.00	725.00	28%	
10-490-31 GAS, OIL, & TIRES	2,200	0.00	0.00	106.20	2,093.80	5%	
10-490-45 CONTRACTED SERVICES	6,000	0.00	0.00	6,000.00	0.00	100%	
10-490-53 DUES & SUBSCRIPTIONS	1,650	0.00	0.00	439.00	1,211.00	27%	
10-490-57 MISCELLANEOUS	250	0.00	0.00	100.00	150.00	40%	
10-490-58 CRS FLOOD ACTIVITY	1,400	0.00	0.00	0.00	1,400.00		
PLANNING/ZONING/CAMA Totals:	236,523	0.00	0.00	103,723.75	132,799.55	44%	
10-491-02 SALARIES	143,000	0.00	0.00	104,899.38	38,100.62	73%	
10-491-05 FICA (7.65%)	10,940	0.00	0.00	7,984.76	2,954.74	73%	
10-491-06 GROUP INSURANCE	18,000	0.00	0.00	13,477.45	4,522.55	75%	

Budget vs Actual

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-491-07 ORBIT RETIREMENT (12.23%)	18,533	0.00	0.00	13,720.44	4,812.36	74%	
10-491-08 401K (3%)	4,290	0.00	0.00	3,161.06	1,128.94	74%	
10-491-10 EMPLOYEE TRAINING	4,500	0.00	0.00	1,779.53	2,720.47	40%	
10-491-17 M & R VEHICLES	1,200	0.00	0.00	0.00	1,200.00		
10-491-31 GAS, OIL & TIRES	3,300	0.00	0.00	1,552.92	1,747.08	47%	
10-491-33 DEPARTMENTAL SUPPLIES	0	0.00	0.00	(481.65)	481.65		
10-491-45 CONTRACTED SERVICES	10,000	0.00	0.00	8,755.00	1,245.00	88%	
10-491-53 DUES & SUBSCRIPTIONS	1,555	0.00	0.00	185.00	1,370.00	12%	
10-491-54 DEMOLITION	30,000	0.00	0.00	0.00	30,000.00		
10-491-57 MISCELLANEOUS	500	0.00	0.00	59.98	440.02	12%	
INSPECTIONS Totals:	245,817	0.00	0.00	155,093.87	90,723.43	63%	
10-500-11 PHONES	30,000	0.00	0.00	23,032.14	6,967.86	77%	
10-500-13 UTILITIES	65,300	0.00	0.00	36,138.46	29,161.54	55%	
10-500-15 M & R BUILDINGS/GROUNDS	65,000	4,500.00	0.00	29,777.00	30,723.00	53%	
10-500-17 LANDSCAPING EXPENSE	9,000	0.00	0.00	0.00	9,000.00		
10-500-33 BUILDING SUPPLIES	6,500	0.00	0.00	1,800.12	4,699.88	28%	
10-500-35 FURNITURE	15,000	0.00	0.00	1,748.46	13,251.54	12%	
10-500-43 CLEANING SERVICES	15,000	0.00	0.00	8,750.00	6,250.00	58%	
10-500-45 PEST CONTROL	2,000	0.00	0.00	1,758.00	242.00	88%	
10-500-57 TOWN SIGN M & R	5,500	0.00	0.00	0.00	5,500.00		
10-500-58 WEB EOC SERVICE	1,500	0.00	0.00	1,125.00	375.00	75%	
10-500-74 CAPITAL OUTLAY	205,367	(2,107.13)	0.00	78,591.53	128,882.13	37%	
10-500-76 LEASE PAYMENTS	24,000	0.00	0.00	24,000.00	0.00	100%	
PUBLIC BLDGS Totals:	444,167	2,392.87	0.00	206,720.71	235,052.95	47%	
10-501-09 WORKER'S COMPENSATION	57,750	0.00	0.00	42,190.63	15,559.37	73%	
10-501-13 PROPERTY LIABILITY & BONDS	135,450	0.00	0.00	121,893.75	13,556.25	90%	
10-501-17 VFIS INSURANCE	23,625	0.00	0.00	22,453.00	1,172.00	95%	
10-501-53 CYBER INSURANCE	15,000	0.00	0.00	13,626.77	1,373.23	91%	
10-501-54 FLOOD INSURANCE	45,000	0.00	0.00	3,419.00	41,581.00	8%	

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INSURANCE Totals:	276,825	0.00	0.00	203,583.15	73,241.85	74%
10-509-02 PSA SALARY	15,905	0.00	0.00	11,621.73	4,283.27	73%
10-509-05 FICA (7.65%)	1,220	0.00	0.00	889.01	330.99	73%
PSA - RETIRED POLICE OFFICERS Totals:	17,125	0.00	0.00	12,510.74	4,614.26	73%
10-510-02 SALARIES	776,000	0.00	0.00	514,414.92	261,585.08	66%
10-510-03 PART-TIME SALARIES	6,900	0.00	0.00	5,903.68	996.32	86%
10-510-04 OVERTIME	35,000	0.00	0.00	19,827.83	15,172.17	57%
10-510-05 FICA (7.65%)	62,569	0.00	0.00	41,396.05	21,173.30	66%
10-510-06 GROUP INSURANCE	117,000	0.00	0.00	67,707.70	49,292.30	58%
10-510-07 ORBIT RETIREMENT (13.04%)	108,600	0.00	0.00	74,873.91	33,726.09	69%
10-510-08 401K (5%)	38,000	0.00	0.00	25,363.69	12,636.31	67%
10-510-09 BEACH PATROL EXPENSE	15,000	0.00	0.00	4,897.13	10,102.87	33%
10-510-10 EMPLOYEE TRAINING	10,100	2,548.74	0.00	2,125.22	5,426.04	46%
10-510-16 M & R EQUIPMENT	3,500	731.43	0.00	2,115.99	652.58	81%
10-510-17 M & R VEHICLES	10,000	0.00	0.00	9,373.85	626.15	94%
10-510-31 GAS,OIL & TIRES	60,500	0.00	0.00	33,484.10	27,015.90	55%
10-510-32 OFFICE SUPPLIES	1,000	0.00	0.00	299.58	700.42	30%
10-510-33 DEPARTMENTAL SUPPLIES	5,050	0.00	0.00	614.63	4,435.37	12%
10-510-36 UNIFORMS	12,000	0.00	0.00	7,152.67	4,847.33	60%
10-510-37 BALLISTIC VEST GRANT EXPENSE	4,570	0.00	0.00	0.00	4,570.00	
10-510-47 PROFESSIONAL SERVICES	4,160	0.00	0.00	2,674.20	1,485.80	64%
10-510-53 DUES & SUBSCRIPTIONS	23,421	0.00	0.00	13,746.52	9,674.48	59%
10-510-57 K-9 EXPENSES	3,000	0.00	0.00	65.99	2,934.01	2%
10-510-60 LESO PROGRAM	2,550	0.00	0.00	0.00	2,550.00	
10-510-73 NON-CAPITAL OUTLAY	29,500	4,942.00	0.00	19,625.95	4,932.05	83%
10-510-74 CAPITAL OUTLAY	59,100	0.00	0.00	98,706.07	(39,606.07)	167%
10-510-76 TAXES & TITLES	4,000	0.00	0.00	1,414.37	2,585.63	35%
POLICE Totals:	1,391,520	8,222.17	0.00	945,784.05	437,514.13	69%
10-545-02 SALARIES	227,500	0.00	0.00	150,857.45	76,642.55	66%

Budget vs Actual

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-545-04 OVERTIME	6,000	0.00	0.00	5,002.30	997.70	83%	
10-545-05 FICA (7.65%)	17,863	0.00	0.00	11,853.85	6,008.90	66%	
10-545-06 GROUP INSURANCE	44,500	0.00	0.00	26,304.03	18,195.97	59%	
10-545-07 ORBIT RETIREMENT (12.23%)	30,262	0.00	0.00	20,199.32	10,062.28	67%	
10-545-08 401K (3%)	7,005	0.00	0.00	4,636.75	2,368.25	66%	
10-545-14 EMPLOYEE TRAINING	2,500	0.00	0.00	0.00	2,500.00		
10-545-16 M & R EQUIPMENT	10,000	0.00	0.00	1,238.74	8,761.26	12%	
10-545-17 M & R VEHICLES	15,000	0.00	0.00	6,383.14	8,616.86	43%	
10-545-31 GAS, OIL & TIRES	22,000	1,535.00	0.00	8,282.33	12,182.67	45%	
10-545-32 OFFICE SUPPLIES	500	0.00	0.00	114.86	385.14	23%	
10-545-33 DEPARTMENTAL SUPPLIES & EQUIP	7,500	0.00	0.00	6,149.69	1,350.31	82%	
10-545-34 MOSQUITO CONTROL EXPENSE	1,000	0.00	0.00	0.00	1,000.00		
10-545-36 UNIFORMS	3,000	0.00	0.00	1,666.83	1,333.17	56%	
10-545-37 RENTAL EQUIPMENT	6,000	1,607.56	0.00	4,286.30	106.14	98%	
10-545-53 DUES & SUBSCRIPTIONS	0	0.00	0.00	9,000.00	(9,000.00)		
10-545-57 MISCELLANEOUS	100	0.00	0.00	20.44	79.56	20%	
10-545-73 NON-CAPITAL OUTLAY	9,000	0.00	0.00	500.00	8,500.00	6%	
10-545-74 CAPITAL OUTLAY	159,330	500.00	0.00	6,902.30	151,927.70	5%	
10-545-76 TAXES & TITLES	12,000	0.00	0.00	0.00	12,000.00		
PUBLIC WORKS Totals:	581,059	3,642.56	0.00	263,398.33	314,018.46	46%	
10-560-13 STREET LIGHT EXPENSE	30,000	0.00	0.00	16,909.90	13,090.10	56%	
10-560-15 M & R PUBLIC PARKING	25,000	(1,847.64)	0.00	39.67	26,807.97	-7%	
10-560-33 DEPARTMENTAL SUPPLIES	4,000	137.88	0.00	3,559.12	303.00	92%	
10-560-43 TOWN ENTRANCE SIGNS	10,000	0.00	0.00	192.45	9,807.55	2%	
10-560-72 STORMWATER	20,000	0.00	0.00	315.02	19,684.98	2%	
10-560-73 STREET PAVING & REPAIR	40,000	0.00	0.00	12,499.11	27,500.89	31%	
STREETS Totals:	129,000	(1,709.76)	0.00	33,515.27	97,194.49	25%	
10-580-45 SANITATION CONTRACTS	413,969	0.00	0.00	276,878.33	137,091.03	67%	

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-580-46 TIPPING FEES	70,555	0.00	0.00	52,698.21	17,856.79	75%	
10-580-47 RECYCLING	30,000	0.00	0.00	0.00	30,000.00		
SANITATION Totals:	514,524	0.00	0.00	329,576.54	184,947.82	64%	
10-620-12 SNOWFLAKES	12,000	0.00	0.00	0.00	12,000.00		
10-620-14 PARK WELL	1,500	0.00	0.00	0.00	1,500.00		
10-620-15 PARK MAINTENANCE	20,000	0.00	0.00	915.39	19,084.61	5%	
10-620-17 PARK LANDSCAPING	15,000	1,200.00	0.00	3,500.00	10,300.00	31%	
10-620-18 M & R BIKE PATH	1,500	0.00	0.00	0.00	1,500.00		
10-620-19 M & R DOCK/BOARDWALK	90,000	0.00	0.00	0.00	90,000.00		
10-620-27 SPECIAL EVENTS	11,020	0.00	0.00	10,440.54	579.46	95%	
10-620-33 PARK SUPPLIES	7,200	3,543.00	0.00	1,170.11	2,486.89	65%	
RECREATION Totals:	158,220	4,743.00	0.00	16,026.04	137,450.96	13%	
10-690-02 SALARIES	896,500	0.00	0.00	596,483.40	300,016.60	67%	
10-690-03 PART-TIME SALARIES	88,192	0.00	0.00	4,980.00	83,212.00	6%	
10-690-04 OVERTIME	40,000	0.00	0.00	42,530.99	(2,530.99)	106%	
10-690-05 FICA (7.65%)	78,392	0.00	0.00	48,689.08	29,702.42	62%	
10-690-06 GROUP INSURANCE	151,000	0.00	0.00	85,365.61	65,634.39	57%	
10-690-07 ORBIT RETIREMENT (12.23%)	121,694	0.00	0.00	82,816.28	38,878.12	68%	
10-690-08 401K (3%)	28,170	0.00	0.00	18,980.50	9,189.50	67%	
10-690-10 EMPLOYEE TRAINING	5,500	0.00	0.00	4,382.72	1,117.28	80%	
10-690-16 M & R EQUIPMENT	22,000	0.00	0.00	5,236.93	16,763.07	24%	
10-690-17 M & R VEHICLES	19,000	0.00	0.00	7,860.27	11,139.73	41%	
10-690-31 GAS, OIL & TIRES	22,000	0.00	0.00	14,678.98	7,321.02	67%	
10-690-32 OFFICE SUPPLIES	2,000	0.00	0.00	0.00	2,000.00		
10-690-33 DEPARTMENTAL SUPPLIES	46,000	9,252.00	0.00	21,710.33	15,037.67	67%	
10-690-34 FIRE FIGHTER PHYSICALS	4,500	0.00	0.00	0.00	4,500.00		
10-690-36 UNIFORMS	8,500	0.00	0.00	4,473.38	4,026.62	53%	
10-690-47 PROFESSIONAL SERVICES	4,000	0.00	0.00	114.00	3,886.00	3%	
10-690-53 DUES & SUBSCRIPTIONS	10,000	0.00	0.00	9,928.57	71.43	99%	

Budget vs Actual

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-690-57 MISCELLANEOUS	300	0.00	0.00	259.32	40.68	86%	
10-690-73 COMUNICATIONS EQUIP	6,000	1,284.91	0.00	292.04	4,423.05	26%	
10-690-74 CAPITAL OUTLAY	55,000	53,350.19	0.00	0.00	1,649.81	97%	
10-690-76 TAXES & TITLES	4,000	0.00	0.00	0.00	4,000.00		
FIRE DEPARTMENT Totals:	1,612,748	63,887.10	0.00	948,782.40	600,078.40	63%	
10-695-91 PLANNING BOARD EXPENSE	1,000	0.00	0.00	332.49	667.51	33%	
10-695-92 BOARD OF ADJUSTMENT EXPENSE	1,000	0.00	0.00	412.06	587.94	41%	
COMMITTES Totals:	2,000	0.00	0.00	744.55	1,255.45	37%	
10-998-04 TRANSFER OUT - CAP IMPROVEMENT FUND	200,383	0.00	0.00	0.00	200,383.42		
Totals:	200,383	0.00	0.00	0.00	200,383.42		
10-999-01 CONTINGENCY	477,390	0.00	0.00	0.00	477,389.92		
CONTINGENCY Totals:	477,390	0.00	0.00	0.00	477,389.92		
Expenses Totals:	7,594,746	81,177.94	0.00	3,979,351.25	3,534,216.59	53%	
10 GENERAL FUND Revenues Over/(Under) Expenses:			0.00	4,310,057.29			

Budget vs Actual

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12 CAPITAL IMPROVEMENT FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
Revenues							
12-301-00 AD VALOREM TAX (.07)	1,072,313	0.00	0.00	1,093,946.45	21,633.95	102%	
12-301-03 ONSLOW COUNTY FIRE TAX	474,968	0.00	0.00	474,968.45	0.00	100%	
12-330-00 LOAN PROCEEDS	0	0.00	0.00	760,000.00	760,000.00		
12-383-00 SALE OF FIXED ASSETS	471,000	0.00	0.00	0.00	(471,000.00)		
12-390-00 TRANSFER IN - FROM GENERAL FUND	200,383	0.00	0.00	0.00	(200,383.42)		
Revenues Totals:	2,218,664	0.00	0.00	2,328,914.90	110,250.53	105%	
Expenses							
12-750-01 FIRE DEPARTMENT	1,405,531	0.00	0.00	128,964.89	1,276,566.06	9%	
12-750-02 FIRE TRUCK	153,188	0.00	0.00	752,994.00	(599,806.50)	492%	
12-750-03 BIKE PATH PROJECT	100,000	0.00	0.00	0.00	100,000.00		
12-750-11 FUTURE CAPITAL IMPROVEMENTS	559,946	0.00	0.00	0.00	559,945.92		
Totals:	2,218,664	0.00	0.00	881,958.89	1,336,705.48	40%	
Expenses Totals:	2,218,664	0.00	0.00	881,958.89	1,336,705.48	40%	
12 CAPITAL IMPROVEMENT FUND	Revenues Over/(Under) Expenses:		0.00	1,446,956.01			

Budget vs Actual

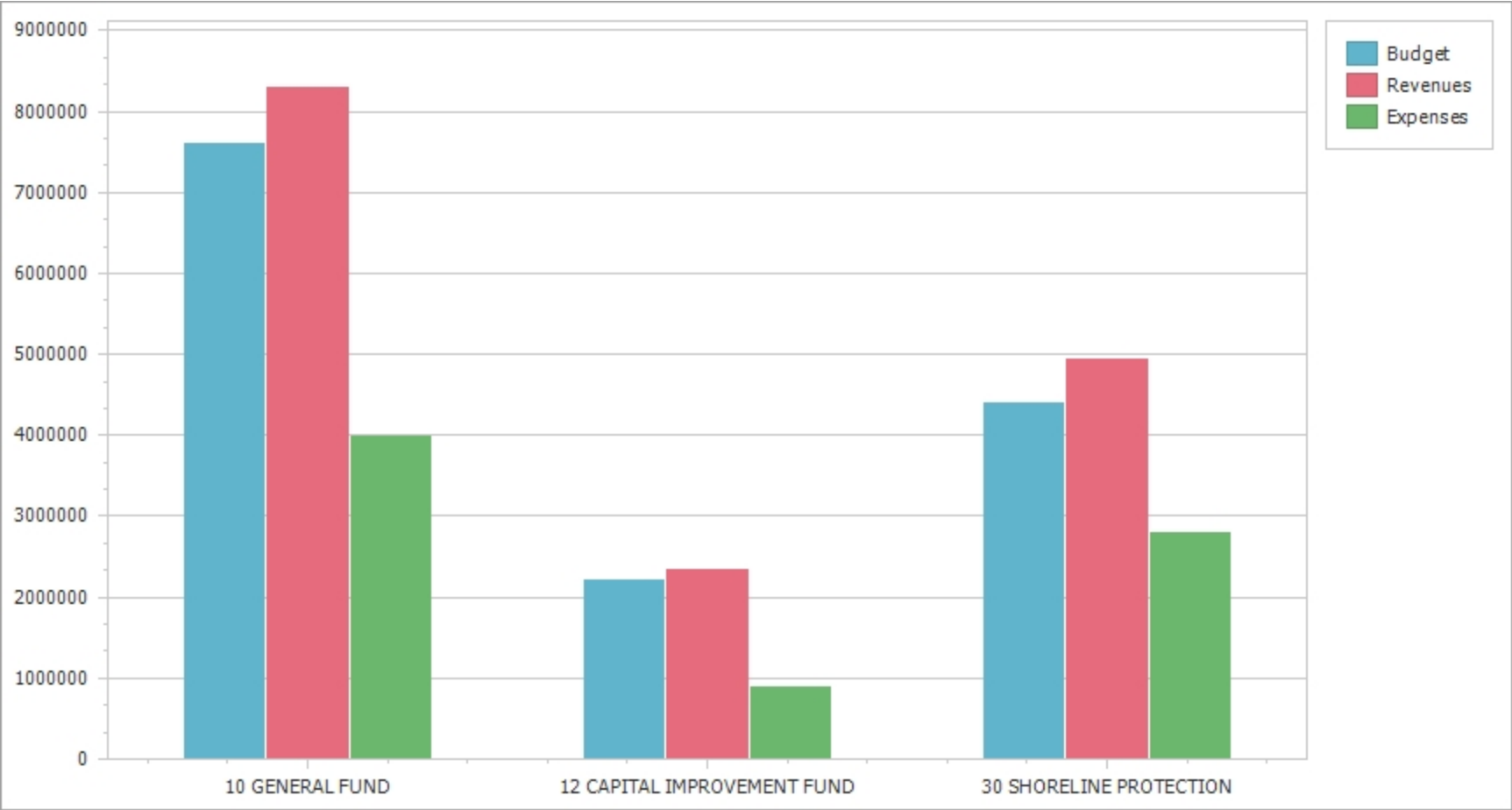
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30 SHORELINE PROTECTION

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
Revenues						
30-301-00 ACCOMMODATION TAX	1,650,000	0.00	0.00	2,010,834.15	360,834.15	122%
30-301-05 AD VALOREM TAX - Beach	1,531,875	0.00	0.00	1,562,300.57	30,425.57	102%
30-317-01 COUNTY GRANT FUNDING	150,000	0.00	0.00	0.00	(150,000.00)	
30-329-00 INTEREST INCOME	25,000	0.00	0.00	205,438.53	180,438.53	822%
30-336-00 SEA OATS PROGRAM	25,000	0.00	0.00	0.00	(25,000.00)	
30-345-00 LOCAL OPTION SALES TAX	686,567	0.00	0.00	816,377.66	129,811.01	119%
30-350-01 PAID PARKING REVENUE	336,375	0.00	0.00	339,395.23	3,020.23	101%
Revenues Totals:	4,404,817	0.00	0.00	4,934,346.14	529,529.49	112%
Expenses						
30-710-08 LEASE PAYMENTS	48,000	0.00	0.00	36,900.00	11,100.00	77%
30-710-10 BEACH LOBBYIST CONTRACT	60,000	0.00	0.00	40,373.75	19,626.25	67%
30-710-12 BEACH/ACCESS MAINTENANCE	50,000	0.00	0.00	20,365.36	29,634.64	41%
30-710-14 BEACH MEETINGS / CONFERENCES	20,000	0.00	0.00	6,275.67	13,724.33	31%
30-710-15 M & R DUNE/CROSSWALK	8,000	0.00	0.00	4,872.04	3,127.96	61%
30-710-45 CONTRACTED SERVICES	10,000	0.00	0.00	0.00	10,000.00	
30-710-59 SEA OATS PROGRAM	50,000	0.00	0.00	0.00	50,000.00	
Totals:	246,000	0.00	0.00	108,786.82	137,213.18	44%
30-720-04 FEMA Florence Truck Haul	0	0.00	0.00	10,553.25	(10,553.25)	
30-720-07 NEW RIVER EIS PROJECT	280,000	0.00	0.00	88,510.50	191,489.50	32%
30-720-08 CONTRACTS, PLANS, SPECS	200,000	0.00	0.00	79,150.25	120,849.75	40%
30-720-10 VITEX	216,000	0.00	0.00	1,666.67	214,333.33	1%
30-720-50 2022B SOB PAYMENT	2,006,204	0.00	0.00	1,909,082.74	97,121.26	95%
30-720-57 2022C FEMA SOB FEES	0	0.00	0.00	287,490.40	(287,490.40)	
30-720-58 2022A FEMA SOB FEES	0	0.00	0.00	299,742.49	(299,742.49)	
30-720-60 30 YEAR BEACH PLAN	30,000	0.00	0.00	0.00	30,000.00	
30-720-64 Sandbag Repair Project	200,000	0.00	0.00	0.00	200,000.00	
30-720-68 Future Projects Fund	1,226,613	0.00	0.00	0.00	1,226,612.65	



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31 CAPITAL PROJECT BEACH MAINTENANCE

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
Revenues						
31-330-00 LOAN PROCEEDS	17,202,294	0.00	0.00	10,857,303.66	(6,344,990.34)	63%
31-348-08 FEMA REIMBURSEMENT	17,599,184	0.00	0.00	8,493,442.31	(9,105,741.69)	48%
31-368-00 NCDEQ GRANT FUNDS	10,500,000	0.00	0.00	10,500,000.00	0.00	100%
31-399-01 T/I FROM BEACH FUND	1,528,134	0.00	0.00	1,528,133.90	0.00	100%
Revenues Totals:	46,829,612	0.00	0.00	31,378,879.87	(15,450,732.03)	67%
Expenses						
31-440-00 2022A DEBT SERVICE	9,000,000	0.00	0.00	8,493,442.31	506,557.69	94%
31-440-01 2022C DEBT SERVICE	8,202,294	0.00	0.00	0.00	8,202,294.00	
31-450-01 ENGINEERING & CONSTRUCTION PHASE SUPPORT	9,000	0.00	0.00	4,051.00	4,949.00	45%
31-450-02 CONSTRUCTION MANAGEMENT & ADMINISTRATION	210,000	0.00	0.00	364,678.25	(154,678.25)	174%
31-450-03 LABORATORY ANALYSIS	44,400	0.00	0.00	6,020.00	38,380.00	14%
31-450-04 REGULATORY COORDINATION & CLOSEOUT	10,000	0.00	0.00	9,902.50	97.50	99%
31-450-05 MOBILIZATION & DEMOBILIZATION	180,000	0.00	0.00	180,000.00	0.00	100%
31-450-06 HAUL & PLACEMENT OF BEACH FILL	8,378,110	0.00	0.00	9,141,735.55	(763,625.55)	109%
31-450-07 PAYMENT & PERFORMANCE BONDS	45,000	0.00	0.00	45,000.00	0.00	100%
31-450-08 PROFESSIONAL FEES	123,490	0.00	0.00	562,915.14	(439,425.14)	456%
31-450-09 TRANCHE 2 CONSTRUCTION	8,621,653	0.00	0.00	7,187,973.88	1,433,678.76	83%
31-450-10 TRANCHE 2 ENGINEERING	585,000	0.00	0.00	417,162.27	167,837.73	71%
31-450-11 TRANCHE 2 CONTINGENCY	920,665	0.00	0.00	595.00	920,070.26	0%
31-460-00 TRANCHE 3 PROJECT	10,500,000	0.00	0.00	1,690.00	10,498,310.00	0%
Totals:	46,829,612	0.00	0.00	26,415,165.90	20,414,446.00	56%
Expenses Totals:	46,829,612	0.00	0.00	26,415,165.90	20,414,446.00	56%

Budget vs Actual

NORTH TOPSAIL BEACH
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Period Ending 6/30/2025

31 CAPITAL PROJECT BEACH MAINTENANCE	Revenues Over/(Under) Expenses:	0.00	4,963,713.97
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Budget vs Actual

NORTH TOPSAIL BEACH
3/25/2024 1:17:03 PM

Period Ending 6/30/2040

50 CAPITAL PROJECT FIRE STATION 2							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
Revenues							
50-330-00 LOAN PROCEEDS	5,600,000	0.00	0.00	5,600,000.00	0.00	100%	
50-339-01 T/I FROM CIF	1,000,000	0.00	0.00	0.00	(1,000,000.00)		
Revenues Totals:	6,600,000	0.00	0.00	5,600,000.00	(1,000,000.00)	85%	
Expenses							
50-450-02 CONSTRUCTION COSTS	6,102,689	0.00	0.00	0.00	6,102,689.00		
50-460-00 CONTINGENCY COSTS	497,311	0.00	0.00	0.00	497,311.00		
Totals:	6,600,000	0.00	0.00	0.00	6,600,000.00		
Expenses Totals:	6,600,000	0.00	0.00	0.00	6,600,000.00		
50 CAPITAL PROJECT FIRE STATION 2	Revenues Over/(Under) Expenses:		0.00	5,600,000.00			

Check Listing

Date From: 3/1/2024 Date To: 3/25/2024

Vendor Range: A PLUS WAREHOUSE EQUIPMENT & SUPPLY - ZOCKLEIN & ASSOCIATES

NORTH TOPSAIL BEACH

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Check Number	Bank	Vendor	Date	Amount
47594	1	BEST WAY INC.	03/07/2024	\$2,759.29
47595	1	CAROLINA COAST SERVICES	03/07/2024	\$278.20
47596	1	CROSSLEY MCINTOSH COLLIER	03/07/2024	\$2,048.24
47597	1	CW IT SUPPORT, INC.	03/07/2024	\$1,062.19
47598	1	DELL MARKETING LP	03/07/2024	\$1,853.05
47599	1	JAMES HUNTER	03/07/2024	\$218.08
47600	1	ONslow COUNTY SOLID WASTE DEPT	03/07/2024	\$2,739.42
47601	1	PRO TYPE SERVICES	03/07/2024	\$972.40
47602	1	SHERILL A STRICKLAND JR.	03/07/2024	\$646.00
47603	1	TI COASTAL SERVICES, INC.	03/07/2024	\$2,000.00
47604	1	TOWN OF SURF CITY	03/07/2024	\$3,620.95
47605	1	TRUIST BANK	03/07/2024	\$2,475.18
47606	1	VERIZON WIRELESS	03/07/2024	\$815.82
47607	1	AMERICAN LEGAL PUBLISHING	03/14/2024	\$138.66
47608	1	BFPE INTERNATIONAL	03/14/2024	\$350.00
47609	1	CHARTER COMMUNICATIONS	03/14/2024	\$1,125.00
47610	1	CM MITCHELL CONSTRUCTION	03/14/2024	\$1,157,517.65
47611	1	FIRE CONNECTIONS	03/14/2024	\$3,655.74
47612	1	GFL ENVIRONMENTAL	03/14/2024	\$34,420.55
47613	1	JAMES HUNTER	03/14/2024	\$218.08
47614	1	JONES ONSLOW ELECTRIC COMPANY	03/14/2024	\$3,743.27
47615	1	KERI SIMPSON	03/14/2024	\$148.00
47616	1	LOWE'S HOME CENTERS	03/14/2024	\$570.25
47617	1	O'REILLY AUTOMOTIVE INC.	03/14/2024	\$2,208.27
47618	1	ONslow WATER & SEWER AUTHORITY	VOIDED 03/14/2024	\$388.54
47619	1	PRO TYPE SERVICES	03/14/2024	\$999.75
47620	1	SIMPLE COMMUNICATION	03/14/2024	\$104.87
47621	1	WILD CHILD CUSTOM GRAPHICS LLC	03/14/2024	\$421.58
47622	1	YOPP BROTHERS, INC.	03/14/2024	\$386.19
47623	1	JONES ONSLOW ELECTRIC COMPANY	03/15/2024	\$60,000.00
47624	1	ABRAHAM MARTINEZ	VOIDED 03/21/2024	\$100.00
47625	1	AMERICAN TRAILER PROS LLC	VOIDED 03/21/2024	\$6,900.00

Check Listing

Date From: 3/1/2024 Date To: 3/25/2024

Vendor Range: A PLUS WAREHOUSE EQUIPMENT & SUPPLY - ZOCKLEIN & ASSOCIATES

NORTH TOPSAIL BEACH

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Check Number	Bank	Vendor		Date	Amount
47626	1	AT&T MOBILITY	VOIDED	03/21/2024	\$3,112.28
47627	1	ATLANTIC COAST FIRE TRUCKS	VOIDED	03/21/2024	\$692,994.00
47628	1	CALIBER COLLISION	VOIDED	03/21/2024	\$18,516.21
47629	1	CAPE FEAR COMMUNITY COLLEGE	VOIDED	03/21/2024	\$140.00
47630	1	CW IT SUPPORT, INC.	VOIDED	03/21/2024	\$1,098.72
47631	1	FIRE CONNECTIONS	VOIDED	03/21/2024	\$2,586.04
47632	1	FIRST CITIZENS BANK CC	VOIDED	03/21/2024	\$2,538.91
47633	1	GLASS TINTING BY SPF	VOIDED	03/21/2024	\$133.44
47634	1	AMERICAN TRAILER PROS LLC		03/21/2024	\$6,902.30
47634	1	GRAINGER	VOIDED	03/21/2024	\$1,136.47
47635	1	AT&T MOBILITY		03/21/2024	\$3,112.28
47635	1	GREATAMERICA FINANCIAL SERVS	VOIDED	03/21/2024	\$732.71
47636	1	ATLANTIC COAST FIRE TRUCKS		03/21/2024	\$692,994.00
47636	1	ILDERTON CHRYSLER DODGE	VOIDED	03/21/2024	\$37,527.00
47637	1	CALIBER COLLISION		03/21/2024	\$18,516.21
47637	1	ONSLOW WATER & SEWER AUTHORITY	VOIDED	03/21/2024	\$388.54
47638	1	CAPE FEAR COMMUNITY COLLEGE		03/21/2024	\$140.00
47638	1	PRO TYPE SERVICES	VOIDED	03/21/2024	\$1,017.99
47639	1	CW IT SUPPORT, INC.		03/21/2024	\$1,098.72
47639	1	RLI SURETY	VOIDED	03/21/2024	\$175.00
47640	1	VERIZON WIRELESS	VOIDED	03/21/2024	\$114.03
47640	1	FIRE CONNECTIONS		03/21/2024	\$2,586.04
47641	1	WILD CHILD CUSTOM GRAPHICS LLC	VOIDED	03/21/2024	\$856.00
47641	1	FIRST CITIZENS BANK CC		03/21/2024	\$2,538.91
47642	1	GLASS TINTING BY SPF		03/21/2024	\$133.44
47643	1	GRAINGER		03/21/2024	\$1,136.47
47644	1	GREATAMERICA FINANCIAL SERVS		03/21/2024	\$732.71
47645	1	ILDERTON CHRYSLER DODGE		03/21/2024	\$37,527.00
47646	1	ONSLOW WATER & SEWER AUTHORITY		03/21/2024	\$388.54
47647	1	PRO TYPE SERVICES		03/21/2024	\$1,017.99
47648	1	RLI SURETY	VOIDED	03/21/2024	\$175.00
47649	1	VERIZON WIRELESS		03/21/2024	\$114.03

Check Listing

Date From: 3/1/2024 Date To: 3/25/2024

Vendor Range: A PLUS WAREHOUSE EQUIPMENT & SUPPLY - ZOCKLEIN & ASSOCIATES

NORTH TOPSAIL BEACH

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Check Number	Bank	Vendor	Date	Amount
47650	1	WILD CHILD CUSTOM GRAPHICS LLC	03/21/2024	\$856.00
47651	1	ABRAHAM MARTINEZ	03/21/2024	\$100.00
66	Checks Totaling -			\$2,828,024.50

Totals By Fund

	Checks	Voids	Total
10	\$218,897.90	\$77,639.18	\$141,258.72
12	\$1,445,988.00	\$692,994.00	\$752,994.00
30	\$3,620.95		\$3,620.95
31	\$1,159,517.65		\$1,159,517.65
Totals:	\$2,828,024.50	\$770,633.18	\$2,057,391.32

GL Account History Summary

NORTH TOPSAIL BEACH

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Account Range: 30-301-00 ACCOMMODATION TAX - 30-301-00 ACCOMMODATION TAX

Date Range: 3/1/2024 - 3/25/2024

GL Account - 30-301-00 ACCOMMODATION TAX					
Date	Description	Source	Debits	Credits	Date
Fiscal Period - FY 23-24		Beg Balance	\$0.00	\$4,488,144.32	
03/06/2024	OCC TAX	GL GJ	\$0.00	\$2.16	03/08/2024
03/07/2024	OCC TAX	GL GJ	\$0.00	\$30.81	03/08/2024
03/08/2024	OCC TAX	GL GJ	\$0.00	\$17.03	03/14/2024
03/08/2024	OCC TAX	GL GJ	\$0.00	\$514.25	03/08/2024
03/13/2024	OCC TAX	GL GJ	\$0.00	\$1,708.75	03/15/2024
03/14/2024	OCC TAX	GL GJ	\$0.00	\$4,788.87	03/15/2024
03/18/2024	OCC TAX	GL GJ	\$0.00	\$70,928.10	03/22/2024
03/18/2024	OCC TAX	GL GJ	\$0.00	\$78.00	03/22/2024
03/18/2024	OCC TAX	GL GJ	\$0.00	\$24.36	03/22/2024
03/18/2024	OCC TAX	GL GJ	\$0.00	\$69.60	03/22/2024
03/22/2024	OCC TAX	GL GJ	\$0.00	\$393.42	03/22/2024
Transaction Totals			\$0.00	\$78,555.35	
**	End Balance		\$0.00	\$78,555.35	**

Budget vs Actual

NORTH TOPSAIL BEACH
3/25/2024 1:06:09 PM

Period Ending 6/30/2024						
BEACH REN. / DUNE STAB. Totals:	4,158,817	0.00	0.00	2,676,196.30	1,482,620.35	64%
Expenses Totals:	4,404,817	0.00	0.00	2,784,983.12	1,619,833.53	63%
30 SHORELINE PROTECTION	Revenues Over/(Under) Expenses:		0.00	2,149,363.02		

Town of North Topsail Beach Fire Department

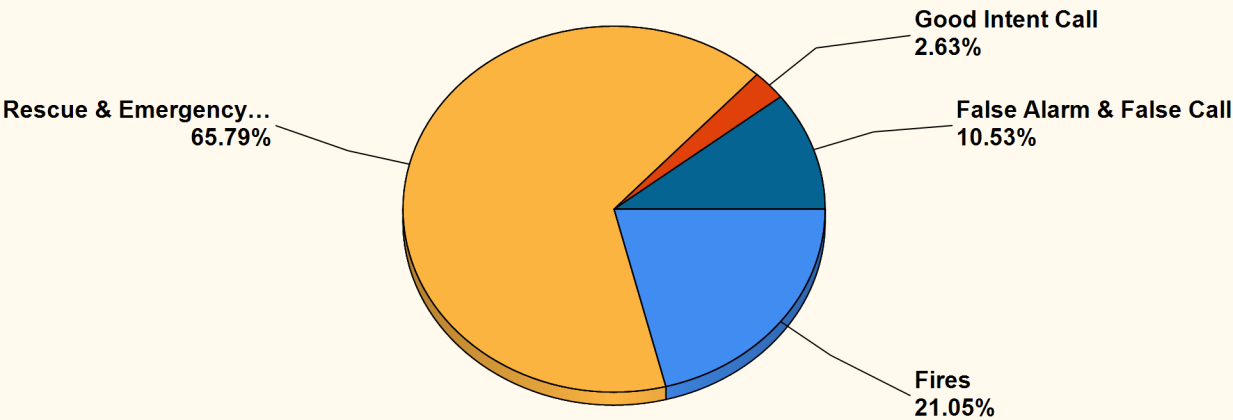
North Topsail Beach, NC

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 02/07/2024 | End Date: 03/22/2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	8	21.05%
Rescue & Emergency Medical Service	25	65.79%
Good Intent Call	1	2.63%
False Alarm & False Call	4	10.53%
TOTAL	38	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.

Section IX, ItemD.



**EMERGENCY
REPORTING**

emergencyreporting
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Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	5	13.16%
142 - Brush or brush-and-grass mixture fire	2	5.26%
151 - Outside rubbish, trash or waste fire	1	2.63%
311 - Medical assist, assist EMS crew	20	52.63%
320 - Emergency medical service, other	3	7.89%
353 - Removal of victim(s) from stalled elevator	1	2.63%
365 - Watercraft rescue	1	2.63%
651 - Smoke scare, odor of smoke	1	2.63%
741 - Sprinkler activation, no fire - unintentional	1	2.63%
745 - Alarm system activation, no fire - unintentional	3	7.89%
TOTAL INCIDENTS:	38	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.

Section IX, ItemD.



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Doc Id: 553
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Permits Issued List

From Date: 02/27/2024

To Date: 03/24/2024

Permit Type	Sub Type	Permit#	Address	Issue Date	Permit Fee
Addition Permit	Single Family	AP24-000004	2740 ISLAND DR	03/22/2024	210.00
Addition Permit Total	Single Family Total			1	210.00
Addition Permit Total				1	210.00
Beach Access Application	Beach Access Application	BAA24-000003	3054 ISLAND DR	02/27/2024	0.00
Beach Access Application	Beach Access Application	BAA24-000010	3682 ISLAND DR	03/22/2024	200.00
Beach Access Application	Beach Access Application	BAA24-000004	768 NEW RIVER INLET RD	03/22/2024	200.00
Beach Access Application	Beach Access Application	BAA24-000008	NEW RIVER INLET RD Across from 1529 NRIR	03/18/2024	200.00
Beach Access Application Total	Beach Access Application Total			4	600.00
Beach Access Application Total				4	600.00
Dock/Bulkhead/Retaining Wall Permit	Retaining Wall	DBR24-000001	210 MASON CT	03/20/2024	200.00
Dock/Bulkhead/Retaining Wall Permit Total	Retaining Wall Total			1	200.00
Dock/Bulkhead/Retaining Wall Permit Total				1	200.00
Driveway Permit	Driveway Permit	DVW24-000003	3054 ISLAND DR	02/27/2024	0.00
Driveway Permit	Driveway Permit	DVW24-000015	103 OLD VILLAGE LN	03/22/2024	0.00
Driveway Permit	Driveway Permit	DVW24-000002	145 OCEANVIEW LN	02/27/2024	0.00
Driveway Permit	Driveway Permit	DVW23-000065	3639 ISLAND DR	03/20/2024	0.00
Driveway Permit	Driveway Permit	DVW24-000016	119 SEA GULL LN	03/20/2024	0.00
Driveway Permit	Driveway Permit	DVW24-000014	748 NEW RIVER INLET RD	03/22/2024	0.00
Driveway Permit Total	Driveway Permit Total			6	0.00
Section IX, ItemD.					79

Driveway Permit Total				6	0.00
Electrical Permit	Residential	E24-000010	3054 ISLAND DR	02/27/2024	0.00
Electrical Permit	Residential	E23-000252	3639 ISLAND DR	03/20/2024	0.00
Electrical Permit	Residential	E24-000065	649 OCEAN DR	03/20/2024	75.00
Electrical Permit	Residential	E24-000008	145 OCEANVIEW LN	02/27/2024	0.00
Electrical Permit	Residential	E24-000023	4254 ISLAND DR	03/11/2024	0.00
Electrical Permit	Residential	E24-000067	34 OSPREY DR	03/15/2024	75.00
Electrical Permit	Residential	E24-000031	145 OCEANVIEW LN	03/11/2024	0.00
Electrical Permit	Residential	E24-000039	103 OLD VILLAGE LN	03/22/2024	0.00
Electrical Permit	Residential	E24-000043	122 S PERMUDA WYND DR	02/27/2024	147.00
Electrical Permit	Residential	E24-000024	4260 ISLAND DR	03/11/2024	0.00
Electrical Permit	Residential	E24-000037	748 NEW RIVER INLET RD	03/22/2024	0.00
Electrical Permit	Residential	E24-000051	101 CALINDA CAY CT	03/04/2024	75.00
Electrical Permit	Residential	E24-000048	4426 ISLAND DR	03/22/2024	0.00
Electrical Permit	Residential	E24-000030	3639 ISLAND DR	03/11/2024	0.00
Electrical Permit	Residential	E24-000047	512 TRADE WINDS DR	03/08/2024	0.00
Electrical Permit	Residential	E23-000131	750 NEW RIVER INLET RD	03/04/2024	0.00
Electrical Permit	Residential	E24-000046	1925 NEW RIVER INLET RD	03/13/2024	0.00
Electrical Permit	Residential	E23-000234	7601 8TH AVE	03/22/2024	0.00

Electrical Permit	Residential	E23-000155	2665 ISLAND DR	03/18/2024	0.00
Electrical Permit	Residential	E24-000033	218 OYSTER LN	03/12/2024	0.00
Electrical Permit	Residential	E24-000069	1030 NEW RIVER INLET RD	03/22/2024	0.00
Electrical Permit	Residential	E24-000063	575 OCEAN DR	03/18/2024	75.00
Electrical Permit Total	Residential Total			22	447.00
Electrical Permit Total				22	447.00
Fence Permit	Residential	FNC24-000001	2435 ISLAND DR	02/27/2024	50.00
Fence Permit Total	Residential Total			1	50.00
Fence Permit Total				1	50.00
Fuel Gas Permit	Residential	FG24-000001	3054 ISLAND DR	02/27/2024	0.00
Fuel Gas Permit	Residential	FG24-000002	101 OLD VILLAGE LN	03/08/2024	0.00
Fuel Gas Permit	Residential	FG24-000004	101 OLD VILLAGE LN	03/08/2024	0.00
Fuel Gas Permit	Residential	FG22-000045	221 PORTO VISTA DR	03/06/2024	0.00
Fuel Gas Permit	Residential	FG24-000006	221 PORTO VISTA DR	03/06/2024	75.00
Fuel Gas Permit	Residential	FG23-000024	750 NEW RIVER INLET RD	03/04/2024	0.00
Fuel Gas Permit Total	Residential Total			6	75.00
Fuel Gas Permit Total				6	75.00
Insulation Permit	Residential	I24-000006	3054 ISLAND DR	02/27/2024	0.00
Insulation Permit	Residential	I24-000011	103 OLD VILLAGE LN	03/22/2024	0.00
Insulation Permit	Residential	I24-000004	145 OCEANVIEW LN	02/27/2024	0.00
Insulation Permit	Residential	I23-000061	3639 ISLAND DR	03/20/2024	0.00
Insulation Permit	Residential	I24-000010	748 NEW RIVER INLET RD	03/22/2024	0.00
Insulation Permit	Residential	I23-000023	4254 ISLAND DR	02/27/2024	0.00
Insulation Permit	Residential	I23-000024	4260 ISLAND DR	02/27/2024	0.00
Insulation Permit Total	Residential Total			7	0.00
Insulation Permit Total				7	0.00

Mechanical Permit	Commercial	M24-000041	4 CAPE LN	03/15/2024	75.00
Mechanical Permit	Commercial	M24-000029	2000 NEW RIVER INLET RD Unit UC2G3	03/04/2024	75.00
Mechanical Permit Total	Commercial Total			2	150.00
Mechanical Permit	Residential	M24-000035	2344 NEW RIVER INLET RD	03/11/2024	75.00
Mechanical Permit	Residential	M23-000189	3639 ISLAND DR	03/20/2024	0.00
Mechanical Permit	Residential	M24-000009	3054 ISLAND DR	02/27/2024	0.00
Mechanical Permit	Residential	M24-000012	790 NEW RIVER INLET RD 101B	03/18/2024	75.00
Mechanical Permit	Residential	M23-000142	1435 NEW RIVER INLET RD	03/12/2024	0.00
Mechanical Permit	Residential	M24-000042	1124 NEW RIVER INLET RD	03/18/2024	75.00
Mechanical Permit	Residential	M24-000006	145 OCEANVIEW LN	02/27/2024	0.00
Mechanical Permit	Residential	M24-000040	4478 ISLAND DR	03/15/2024	75.00
Mechanical Permit	Residential	M24-000022	103 OLD VILLAGE LN	03/22/2024	0.00
Mechanical Permit	Residential	M24-000028	512 TRADE WINDS DR	03/08/2024	0.00
Mechanical Permit	Residential	M23-000024	1866 NEW RIVER INLET RD 3102	02/29/2024	175.00
Mechanical Permit	Residential	M24-000021	748 NEW RIVER INLET RD	03/22/2024	0.00
Mechanical Permit	Residential	M24-000039	3970 ISLAND DR	03/15/2024	75.00
Mechanical Permit	Residential	M23-000180	586 NEW RIVER INLET RD	03/18/2024	0.00
Mechanical Permit	Residential	M22-000256	1553 NEW RIVER INLET RD	03/20/2024	0.00
Mechanical Permit	Residential	M24-000030	229 BAYVIEW DR	03/04/2024	75.00

Mechanical Permit	Residential	M24-000038	1771-4 NEW RIVER INLET RD	03/12/2024	75.00
Mechanical Permit	Residential	M24-000034	1274 NEW RIVER INLET RD	03/04/2024	75.00
Mechanical Permit Total	Residential Total			18	775.00
Mechanical Permit Total				20	925.00
Mobile Food Truck/Pushcart	Push Cart	MFV24-000001		03/20/2024	75.00
Mobile Food Truck/Pushcart Total	Push Cart Total			1	75.00
Mobile Food Truck/Pushcart Total				1	75.00
New Construction Permit	Single Family	C24-000005	3054 ISLAND DR	02/27/2024	2,719.20
New Construction Permit	Single Family	C24-000011	103 OLD VILLAGE LN	03/22/2024	2,079.78
New Construction Permit	Single Family	C24-000004	145 OCEANVIEW LN	02/27/2024	2,955.48
New Construction Permit	Single Family	C23-000052	3639 ISLAND DR	03/20/2024	1,718.84
New Construction Permit	Single Family	C24-000010	748 NEW RIVER INLET RD	03/22/2024	2,034.36
New Construction Permit Total	Single Family Total			5	11,507.66
New Construction Permit Total				5	11,507.66
Plumbing Permit	Residential	P24-000005	3054 ISLAND DR	02/27/2024	0.00
Plumbing Permit	Residential	P23-000085	3639 ISLAND DR	03/20/2024	0.00
Plumbing Permit	Residential	P24-000003	145 OCEANVIEW LN	02/27/2024	0.00
Plumbing Permit	Residential	P24-000015	103 OLD VILLAGE LN	03/22/2024	0.00
Plumbing Permit	Residential	P24-000014	748 NEW RIVER INLET RD	03/22/2024	0.00
Plumbing Permit	Residential	P24-000016	1925 NEW RIVER INLET RD	03/13/2024	0.00
Plumbing Permit	Residential	P24-000018	4426 ISLAND DR	03/22/2024	0.00
Plumbing Permit	Residential	P24-000026	TBD (1121?) NEW RIVER INLET RD	03/19/2024	75.00
Plumbing Permit Total	Residential Total			8	75.00

Plumbing Permit Total				8	75.00
Renovation Permit	Single Family	B24-000005	512 TRADE WINDS DR	03/08/2024	235.00
Renovation Permit	Single Family	B24-000004	1925 NEW RIVER INLET RD	03/13/2024	235.00
Renovation Permit	Single Family	B24-000006	4426 ISLAND DR	03/22/2024	235.00
Renovation Permit Total	Single Family Total			3	705.00
Renovation Permit Total				3	705.00
Simple Build Permit	Single Family	SB24-000013	3888 ISLAND DR	03/20/2024	315.00
Simple Build Permit	Single Family	SB24-000006	117 VOLUSIA DR	03/18/2024	200.00
Simple Build Permit	Single Family	SB24-000019	1030 NEW RIVER INLET RD	03/22/2024	285.00
Simple Build Permit	Single Family	SB24-000015	1263 NEW RIVER INLET RD	02/27/2024	210.00
Simple Build Permit	Single Family	SB24-000012	3890 ISLAND DR	03/20/2024	315.00
Simple Build Permit	Single Family	SB24-000003	3886 ISLAND DR	03/20/2024	0.00
Simple Build Permit Total	Single Family Total			6	1,325.00
Simple Build Permit Total				6	1,325.00
Swimming Pool Permit	Residential	SP24-000011	3888 ISLAND DR	03/20/2024	0.00
Swimming Pool Permit	Residential	SP24-000008	145 OCEANVIEW LN	03/11/2024	315.00
Swimming Pool Permit	Residential	SP24-000003	4254 ISLAND DR	03/11/2024	315.00
Swimming Pool Permit	Residential	SP24-000006	3886 ISLAND DR	03/20/2024	315.00
Swimming Pool Permit	Residential	SP24-000009	218 OYSTER LN	03/12/2024	305.00
Swimming Pool Permit	Residential	SP24-000012	3890 ISLAND DR	03/20/2024	0.00
Swimming Pool Permit	Residential	SP24-000002	7601 8TH AVE	03/22/2024	305.00
Swimming Pool Permit	Residential	SP23-000024	750 NEW RIVER INLET RD	03/04/2024	380.00
Section IX, ItemD.					84

Swimming Pool Permit	Residential	SP24-000007	3639 ISLAND DR	03/11/2024	315.00
Swimming Pool Permit	Residential	SP24-000004	4260 ISLAND DR	03/11/2024	315.00
Swimming Pool Permit Total	Residential Total			10	2,565.00
Swimming Pool Permit Total				10	2,565.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000008	3054 ISLAND DR	02/27/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000038	2740 ISLAND DR	03/22/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000007	145 OCEANVIEW LN	02/27/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000247	3639 ISLAND DR	03/20/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000021	210 MASON CT	03/20/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000027	145 OCEANVIEW LN	03/11/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000036	103 OLD VILLAGE LN	03/22/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000033	3888 ISLAND DR	03/20/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000022	4254 ISLAND DR	03/11/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000023	4260 ISLAND DR	03/11/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000026	3639 ISLAND DR	03/11/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000125	750 NEW RIVER INLET RD	03/04/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000011	117 VOLUSIA DR	03/18/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000039	119 SEA GULL LN	03/20/2024	175.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000018	7601 8TH AVE	03/22/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000028	748 NEW RIVER INLET RD	03/22/2024	0.00

Zoning and Floodplain Development Permit	Residential	ZFP24-000034	3890 ISLAND DR	03/20/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000037	1263 NEW RIVER INLET RD	02/27/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000004	3886 ISLAND DR	03/20/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000051	1030 NEW RIVER INLET RD	03/22/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000030	218 OYSTER LN	03/12/2024	0.00
Zoning and Floodplain Development Permit Total	Residential Total			21	175.00
Zoning and Floodplain Development Permit Total				21	175.00
All Permits Total				122	18,934.66

Joann M. McDermon, Mayor
Mike Benson, Mayor Pro Tem

Aldermen:
Richard Grant
Tom Leonard
Laura Olszewski
Connie Pletl



Alice Derian, ICMA-CM
Town Manager

Nancy Avery
Interim Town Clerk

Agenda	Consent
Item:	Agenda
Date:	04 03 2024

Planning Department

Prepared by Deborah J. Hill MPA AICP CFM CZO, Planning Director

Permit#	Issue Date	Address	Property Owner	Contractor	Cost	Estimated Value
MFV24-000001	03/20/2024		TOWN OF NORTH TOPSAIL BEACH		\$ 75.00	\$ -
ZFP24-000037	02/27/2024	1263 NEW RIVER INLET RD	SHELL LESLIE G & JUDY H	Modern Home & Ground Solutions - Louis Werner	\$ 125.00	\$ 7,680.00
ZFP24-000008	02/27/2024	3054 ISLAND DR	MATA JORGE A & KELLY L DEAN	Carolina Coast Contracting Corp. - Jackie L James	\$ 125.00	\$ 1,512,185.72

ZFP24-000007	02/27/2024	145 OCEANVIEW LN	CAPITAL ASSET TOPSAIL DEVELOPMENT LLC	Capital Asset Topsail Development, LLC - Christopher E Spivey	\$ 125.00	\$ 800,000.00
ZFP23-000125	03/04/2024	750 NEW RIVER INLET RD	GALLOWAY YU CHIEH W & GRAHAM	Dennis Moeller Custom Homes, Inc. - Dennis M Moeller	\$ 125.00	\$ 30,000.00
ZFP24-000022	03/11/2024	4254 ISLAND DR	TIDES AT NORTH TOPSAIL I LLC	Capital Asset Topsail Development, LLC - Christopher E Spivey	\$ 125.00	\$ 10,000.00
ZFP24-000027	03/11/2024	145 OCEANVIEW LN	CAPITAL ASSET TOPSAIL DEVELOPMENT LLC	Capital Asset Topsail Development, LLC - Christopher E Spivey	\$ 125.00	\$ 10,000.00
ZFP24-000023	03/11/2024	4260 ISLAND DR	TIDES AT NORTH TOPSAIL I LLC	Capital Asset Topsail Development, LLC - Christopher E Spivey	\$ 125.00	\$ 10,000.00

ZFP24-000026	03/11/2024	3639 ISLAND DR	CAPITAL ASSET ABL DEVELOPMENT I LLC	Capital Asset Topsail Development, LLC - Christopher E Spivey	\$ 125.00	\$ 10,000.00
ZFP24-000030	03/12/2024	218 OYSTER LN	PRICE ANGELA & CLIFTON JR	Sunrise Pools, Inc. - Christian Villa	\$ 125.00	\$ 56,831.00
ZFP24-000011	03/18/2024	117 VOLUSIA DR	BRIGHT MARK S & JENNIFER L &	Rising Tide Builders LLC - Brad T Mitchell	\$ 125.00	\$ 12,000.00
ZFP24-000021	03/20/2024	210 MASON CT	KESLER TIEA & RICHARD LONGAMORE JR	PFL Construction LLC - Joshua Barber	\$ 125.00	\$ 18,000.00
ZFP24-000034	03/20/2024	3890 ISLAND DR	SPOERL SERENE & DOUGLAS	High Country Home Improvements, LLC -	\$ 125.00	\$ 27,000.00
ZFP24-000033	03/20/2024	3888 ISLAND DR	SUNSHINE TSI LLC	High Country Home Improvements, LLC -	\$ 125.00	\$ 27,000.00
ZFP24-000004	03/20/2024	3886 ISLAND DR	SOULSHINE TOPSAIL LLC	High Country Home Improvements, LLC -	\$ 125.00	\$ 27,000.00

ZFP23-000247	03/20/2024	3639 ISLAND DR	CAPITAL ASSET ABL DEVELOPMENT I LLC	Capital Asset Topsail Development, LLC - Christopher E Spivey	\$ 125.00	\$ 545,000.00
ZFP24-000039	03/20/2024	119 SEA GULL LN	NGUYEN TIEN	Quang Tran Construction LLC - Le Huynh	\$ 125.00	\$ 6,000.00
ZFP24-000018	03/22/2024	7601 8TH AVE	BG BENBROOK HOMES LLC	SeaCrest Builders, LLC - Kenneth R Barber	\$ 125.00	\$ 70,013.64
ZFP24-000036	03/22/2024	103 OLD VILLAGE LN	CAPITAL ASSET TOPSAIL DEVELOPMENT LLC	Capital Asset Topsail Development, LLC - Christopher E Spivey	\$ 125.00	\$ 800,000.00
ZFP24-000038	03/22/2024	2740 ISLAND DR	CONFAIR SANDRA KAY	RK Construction Company Inc. - Larry Keeley	\$ 125.00	\$ 29,000.00
ZFP24-000051	03/22/2024	1030 NEW RIVER INLET RD	GRAY GARY F & SUSAN L	101 Mobility-Wilmington - Rick Poplaski	\$ 125.00	\$ 22,765.00

ZFP24-000028	03/22/2024	748 NEW RIVER INLET RD	RICCIARDI ANTHONY DeedBook 6066/Page 162-165	Covewood Homes LLC - Jonathan Gonzalez	\$ 125.00	\$ 450,000.00
DVW24-000003	02/27/2024	3054 ISLAND DR	MATA JORGE A & KELLY L DEAN	Carolina Coast Contracting Corp. - Jackie L James	\$ 50.00	\$ 12,000.00
DVW24-000002	02/27/2024	145 OCEANVIEW LN	CAPITAL ASSET TOPSAIL DEVELOPMENT LLC	Capital Asset Topsail Development, LLC - Christopher E Spivey	\$ 50.00	\$ 15,000.00
DVW23-000065	03/20/2024	3639 ISLAND DR	CAPITAL ASSET ABL DEVELOPMENT I LLC	Capital Asset Topsail Development, LLC - Christopher E Spivey	\$ 50.00	\$ 10,000.00
DVW24-000016	03/20/2024	119 SEA GULL LN	NGUYEN TIEN	Quang Tran Construction LLC - Le Huynh	\$ 50.00	\$ 8,600.00

DVW24-000015	03/22/2024	103 OLD VILLAGE LN	CAPITAL ASSET TOPSAIL DEVELOPMENT LLC	Capital Asset Topsail Development, LLC - Christopher E Spivey	\$ 50.00	\$ 10,000.00
DVW24-000014	03/22/2024	748 NEW RIVER INLET RD	RICCIARDI ANTHONY DeedBook 6066/Page 162-165	Covewood Homes LLC - Jonathan Gonzalez	\$ 50.00	\$ 10,000.00
FNC24-000001	02/27/2024	2435 ISLAND DR	CLARK CHRISTOPHER J & CLAUDIA M	Andy's Fence Company, LLC - Jason L Treece	\$ 50.00	\$ 5,600.00
					\$ 3,050.00	\$ 4,551,675.36



Town of North Topsail Beach

Service

Integrity

Police Department

Chief William K. Younginer

Department Report for February 1, 2024 - February 29, 2024

Arrests	
DUI	3
Second Degree Trespass	1
Traffic	29
Warrant	1

Citations	
State Citations	23
Written Warnings	9

Summary	
Total Calls for Service	57
Total Citations Issued	23
Total Reports	52
Total Security Checks	1298

Calls For Service	
Accidents	1
Alarm Calls	2
Behavioral Health	1
Cit / Mot / Ped Assists	13
Disturbance	4
Domestic Disturbance	3
Felony Larceny	1
911 Hang Up	2
Misc. Calls	5
Suspicious Activity	2
Trespassing	1
Welfare Check	2

Assist Other Agencies	
E. M. S.	6
N.T.B. F.D.	3
O.C.S.	11



North Topsail Beach Public Works Department

3315 Gray Street
North Topsail Beach, NC 28460

STAFF REPORT

Background

At the March 20th Budget, it was reported by Town Staff, that the Jacksonville Urban Metropolitan Planning Organization (JUMPO) has agreed to propose to fund the Pedestrian Corridor Study in this current fiscal year OR to place it in JUMPO's next fiscal year planning effort. Presently the lone request for a new Pedestrian Crosswalk (via Onslow County to NCDOT) is for Beach Access #2 located at 2950 Island Drive.

Town Staff further reported that JUMPO was initially contacted on the feasibility of conducting a Corridor Study focusing on Pedestrian Safety for the entire Topsail Island.

Analysis

The proposed FY2024-2025 Budget has placed \$60,000.00 for one- (1) enhanced location, four-(4) re-stenciled locations and a placeholder for the installation for potentially four-(4) new locations. JUMPO Staff have advised that JUMPO Committee members representing the Town will be appraised of when the Corridor Study will be brought before their Committees for discussion and approval.

RECOMMENDATION (s)

1. Receive and file this update from Town Staff on the proposed JUMPO funding for FY 2024-2025.
2. Await JUMPO funding approval for Topsail Island Corridor Study on Pedestrian Safety
3. Upon receipt of the subject study, review and consider the findings and/or recommendations for further Town actions.

CONSULTING CONTRACT

This contract is between the Town of North Topsail Beach, North Carolina (hereinafter “Town”) and Nancy Avery (hereinafter ‘Consultant’) entered into on this first day of April 2024.

Services

Consultant will remotely serve as the interim Town Clerk and resource for Town Clerk related matters.

Consultant will remotely prepare the monthly Board of Aldermen regular meeting agenda and packet as well as agendas/packets for any special meetings or work sessions held by the Board. Consultant will work with the Town Manager on agenda preparation and timeline and assist the manager with drafting resolutions and other documents required for the agenda as requested. Town to provide access to the Consultant to the Municode meeting’s agenda software.

Consultant will remotely prepare minutes for all monthly regular and any special meetings or work sessions of the Board of Aldermen and the Beach, Inlet, Sound Advisory Committee (BISAC). Said minutes to be provided to the Town within seven (7) working days of the meeting unless other arrangements are made prior to the meeting. Consultant will not physically or electronically attend any meetings. The Town will provide the Consultant with the necessary video recordings, recordings, or written notes, as applies for preparation of the minutes.

Consultant will remotely prepare an Action item list after every Board of Aldermen meeting to be emailed to the Town Manager.

Consultant will remotely notify the vendor American Legal of adopted ordinances and amendments for codification after each Board of Aldermen meeting, if applicable.

Consultant will remotely update contact information and prepare and email Notice of Appointment letters for all board and committee members after each Board of Aldermen meeting, if applicable.

Consultant will remotely assist the Town Manager with preparation of Declarations of Emergency during a storm event, as requested.

The Town agrees to provide a town email address to the Consultant during the term of this contract for communication purposes.

Consultant agrees to be available via telephone and town email. Consultant agrees to adhere to the Town’s instructions and policies in providing the services above.

Both parties agree that the Consultant will not physically be on Town premises but will provide services listed remotely.

Duration of services

This contract is effective on April 1, 2024, with an expected completion date of June 30, 2025.

Completion of services

Both parties agree that this contract shall consist of the Consultant performing the services referenced above under Services.

Compensation and payment

The Town agrees to pay an amount of \$1500.00 per month to the Consultant at the end of each month through the end of this contract. Should any of the referenced boards/committees not meet in a month, the Town will remit the full contract amount of \$1500.00.

Liaison

The Town Manager shall serve as liaison for the Consultant for communication or any issues arising during the contract.

Modification, extension and termination

This contract represents the entire written agreement between the parties. It may be modified or terminated by either party with thirty days' notice.

Consultant status

The parties agree that at all times performing this service, the Consultant is an independent contractor and not an employee of the Town.

It is agreed that all information obtained in the performance of this contract is confidential and no information will be released without the express consent of the Town.

Alice Derian, Town Manager

Date

Nancy Avery, Consultant

Date

Fixed Asset Disposal

Item Description: 1993 305 International Tanker Date: 26 March 2024

Acquisition cost: \$ 190 K Book Value: \$ 5-10 K

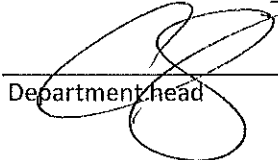

Date purchased: 1993 Department: Fire

Real property name and parcel #: _____

Vehicle tag and VIN: 1HTSDPC RXP H511276

Reason for disposal: Replaced

Additional information: _____

	<u>26 March 2024</u>		<u>3/16/24</u>
Department head	Date	Town manager	Date

Governing body approval Date

Disposal method (circle one): ☒ Sale ☐ Trade ☐ Scrap ☐ Transfer

Gain/loss on disposal: \$ _____

Sale amount: \$ _____

Scrap value: \$ _____

Buyer name and address: _____

Services received: _____

Fair market value: \$ _____

Trader name and address: _____

Department transferred to: _____

Finance officer Date

(rev. October 2023)

Fixed Asset Disposal


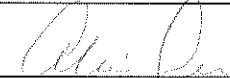
Item Description: Air packs Date: 26 March 2024
Acquisition cost: \$ 85,000.⁰⁰ Book Value: \$ 1500
Date purchased: 1994 Department: Fire

Real property name and parcel #: _____

Vehicle tag and VIN: N/A

Reason for disposal: replaced with new models

Additional information: _____

	<u>26 March 2024</u>		<u>3/26/24</u>
Department head	Date	Town manager	Date

Governing body approval Date

Disposal method (circle one): ☒ Sale ☐ Trade ☐ Scrap ☐ Transfer

Gain/loss on disposal: \$ _____

Sale amount: \$ _____

Scrap value: \$ _____

Buyer name and address: _____

Services received: _____

Fair market value: \$ _____

Trader name and address: _____

Department transferred to: _____

Finance officer Date

(rev. October 2023)

Joann M. McDermon, Mayor
Mike Benson, Mayor Pro Tem

Aldermen:
Richard Grant
Tom Leonard
Laura Olszewski
Connie Pletl



Alice Derian, ICMA-CM
Town Manager

Nancy Avery
Interim Town Clerk

Agenda	Consent
Item:	Agenda
Date:	04 03 2024

Planning Board Committee Report
Hanna McCloud, Chair

The North Topsail Beach Planning Board held a regular meeting on Thursday, March 7, 2024.

Clerk Winzler administered the Oath of Office to Stuart Harness for appointment as an alternate to the Planning Board.

Ms. Ward made a motion to adopt the 2024 Annual Regular Meeting Schedule. Vice Chair Meyer seconded the motion. The motion passed unanimously, 5-0. The Board cancelled the July Planning Board meeting due to the July 4th holiday.

Planning Director Hill introduced the American Planning Association training video series. The Planning Board watched the first APA video: Roles and Responsibilities. There was discussion about the roles and responsibilities of the Planning Board.

Joann M. McDermon, Mayor
Mike Benson, Mayor Pro Tem

Aldermen:
Richard Grant
Tom Leonard
Laura Olszewski
Connie Pletl



Alice Derian, ICMA-CM
Town Manager

Nancy Avery
Interim Town Clerk

Agenda	Consent
Item:	Agenda
Date:	04 03 2024

Zoning Board of Adjustment Committee Report
Hanna McCloud, Chair

The Zoning Board of Adjustment held a special meeting to conduct an Evidentiary Hearing following quasi-judicial procedures on Thursday, February 29, 2024, at 6:00 p.m. The purpose of this meeting was to hear and decide Case #V-24-02, a variance request by Jeff Lucas from the Town of North Topsail Beach Unified Development Ordinance Table 5-1 Dimensional Requirements (Zoned MHR) to elevate existing structure at 2399 Island Drive.

Mr. Dorazio made a motion to grant the variance, changing it to a three-foot adjustment on the front or street-side of the structure. Ms. Kozlowski seconded the motion. Attorney Edes offered a point of clarification that would be a motion to grant the variance with the condition that the variance will be a reduction of the front setback from twenty feet to seventeen feet.

The motion passed unanimously, 5-0, as follows:

<u>Roll call</u>	<u>Vote</u>
Ms. Kozlowski	Aye
Vice Chair Dorazio	Aye
Chair McCloud	Aye
Mr. Morse	Aye
Mr. Malcolm	Aye

Planning Director Hill and Attorney Edes guided the Zoning Board of Adjustment through a Board orientation training, reviewing their roles, the quasi-judicial hearing process, due process principles, the life cycle of a case, evidentiary hearing process, order of proceedings, conflicts of interest, ground for recusal, standing, hearing evidence, burden of proof and basis for decisions, written decisions, responsibilities, avoiding bias, and best practices.



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J.R. "JOEY" HOPKINS
SECRETARY

March 1, 2024

Shane Bartus
shane.bartus@gmail.com

Dear Mr. Bartus,

This is regarding your request for crosswalks, and a reduced speed limit for SR 1568 (New River Inlet Road) in Onslow County. We share your concern for highway safety and appreciate you bringing your concerns to our attention.

Regarding your request for crosswalks, NCDOT is not opposed to crosswalks being installed, however this request will need to come from the Town, City, or local municipality. Please contact the Town of Topsail Beach regarding this request.

The Department has completed an engineering investigation to determine if the technical warrants are met to recommend changing the speed limit. A speed study was conducted on SR 1568 (New River Inlet Road) that included evaluating the 85th percentile speed, road characteristics, and existing conditions. The 85th percentile speed is the speed at or below which 85 percent of the sampled vehicles travel. Typically, the 85th percentile speed is used to determine the speed limit. This helps to avoid posting speed limits that are artificially low, which can become difficult to enforce. Speed data was collected on New River Inlet Road. The 85th percentile speeds were 55mph, 54mph, and 47mph within the 45mph zone, and 43mph within the 35mph zone.

Based on the findings, the speed data does not warrant a lower speed limit. However, since there is a large residential presence along this road, we recommend a speed limit of 35mph for SR 1568 (New River Inlet Road). It may take several months for the enactment of the ordinance by the Department of Transportation, at which time we will install the 35mph signs. A pamphlet is included at the link below on speed limits produced by the NC Department of Transportation, which explains how speed limits are determined throughout the state.

<https://www.ncdot.gov/initiatives-policies/Transportation/safety-mobility/Pages/default.aspx>

If you have concerns that the speed limit is not being obeyed, please contact your local law enforcement. Please let me know if you have any questions or need additional information.

Sincerely,

D. Allen Hancock
Assistant Division Traffic Engineer

Attachments
cc: File

Mailing Address:
NC DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
5504 BARBADOS BOULEVARD
CASTLE HAYNE, NC 28429

Telephone: (910) 341-2200
Fax: (910) 602-7079
Customer Service: 1-877-368-4968

Website: www.ncdot.gov

Location:
TRAFFIC SERVICES
5504 BARBADOS BOULEVARD
CASTLE HAYNE, NC 28429



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J.R. "JOEY" HOPKINS
SECRETARY

March 12, 2024

Ms. Alice Derian
Town Manager
2008 Loggerhead Ct
North Topsail Beach, NC 28460

Dear Ms. Derian,

Following requests by several residents, and an engineering investigation, the Department has decided to repeal a Municipal Speed Limit 45 ordinance for the 3.92-mile section of SR 1568 (New River Inlet Road) running northeast from NC 210 within the **North** Topsail Beach Town limits. When the ordinance is repealed, the road section's speed limit will be the statutory 35 mph, matching the existing limit on the remaining 1.4-mile section of the road.

Attached/enclosed are a typical response letter and an advance informational or final Municipal Certification Declaration form, plus a spare form, for the repeal of the speed limit 45 ordinance #1033725. Please put the matter on the Board of Alderman meeting agenda for adoption of a resolution. The required original form on watermarked bond paper is being mailed to you and there can be no annotations, corrections, or changes made on the original form. After adoption by the Board, one original form should then be certified by the city clerk or by the mayor and sent by US mail to my attention at the below address.

Please let Assistant Division Traffic Engineer Allen Hancock at (910) 341-2206 or me know if you have any questions.

Sincerely,

Robert H. Hammond
Traffic Engineering Technician III
Enclosure(s): 1 Declaration Form & 1 spare, typical response e-letter
cc: Melinda Mier, NTB Town Clerk
Traffic Services staff

Mailing Address:
NC DEPARTMENT OF TRANSPORTATION
HIGHWAY DIV. 3 TRAFFIC SERVICES
5504 BARBADOS BOULEVARD
CASTLE HAYNE, NC 28429

Telephone: 910-341-2222
Fax: 910-602-7079
Customer Service: 1-877-368-4968
bobhammond@ncdot.gov
Website: www.ncdot.gov

Location:
5504 BARBADOS BOULEVARD
CASTLE HAYNE, NC 28429

**Certification of Municipal Declaration
To Repeal Speed Limits and Request for Concurrence**

Concurring State Ordinance Number: 1033725

Division: 3 County: ONSLOW

Municipality NORTH TOPSAIL BEACH

Type: Municipal Speed Zones

Road: SR 1568

Car: 45 MPH

Truck: 45 MPH

Description: SR 1568 from NC 210 to a point 3.92 miles northeast of NC 210.

Municipal Certification

I, _____, Clerk of _____, do hereby certify that the municipal governing body, pursuant to the authority granted by G.S. 20-141(f), determined upon the basis of an engineering and traffic investigation and duly declared, on the _____ day of _____, 20____, the repeal of speed limits as set forth above on the designated portion of the State Highway System, which shall become effective when the Department of Transportation has passed a concurring ordinance and signs are erected giving notice of the authorized speed limit.

The said municipal declaration is recorded as follows:

Minute Book: _____ Page: _____ Ordinance Number: _____

In witness whereof, I have hereunto set my
hand and the municipal seal this _____ day
of _____, 20_____.

BOND
ORIGINAL

(signature)

(municipal seal)

Department of Transportation Approval

Division: _____	Title: _____	Date: _____
Region: _____	Title: _____	Date: _____