



**Town of North Topsail Beach**  
**Board of Aldermen Regular Meeting**  
**Wednesday, November 06, 2024, at 11:00 AM**  
**Town Hall - 2008 Loggerhead Court, North Topsail Beach, NC 28460**  
**(910) 328-1349 | [www.northtopsailbeachnc.gov](http://www.northtopsailbeachnc.gov)**

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*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 Olszewski)**
- III. PLEDGE OF ALLEGIANCE (Mayor McDermon)**
- IV. APPROVAL OF AGENDA**

***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 Alderman has control.

- VII. PUBLIC PRESENTATIONS AND HEARINGS**

- A. Life Saving Award - Presented to Michael Szymanik (Chief Soward)
- B. Public Hearing Special Use Permit (SUP) #24-000004 application from Capital Asset Topsail Development LLC (Planning Director Hill)

***Specific Action Requested - Mayor may request motion to approve or deny SUP # 24-000004 application from Capital Asset Topsail Development LLC.***

- C. Coastal Engineer Monthly Report (Fran Way)

- VIII. CONSENT AGENDA**

- A. Approval of Minutes

October 2, 2024 regular meeting

B. Department Head Reports

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

C. Agreement - GWI Tax and Accounting for professional outsourced accounting services

D. Budget Amendment 2025-25.1 LESO

E. Budget Amendment 2025-25.2 GF PO Carry Forward FY 24

F. Budget Amendment 2025-25.3 Fund 30 PO Carry Forward FY 24

G. Budget Amendment 2025-25.6 Onslow County Grant Debt Reduced

H. Budget Amendment 2025-25.7 TI Coastal Contract Approved

I. Budget Amendment 2025-25.8 SOBs Interest Payments

J. 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***

**IX. CONTINUING BUSINESS**

A. Interlocal Agreement - Vitex Eradication Project (Manager Derian)

***Specific Action Requested - Mayor may request a motion to approve the Interlocal Agreement as presented and possibly amended which shall be agreed upon by the Town Attorney and Town Manager for the implementation of a partnership of the Topsail Island Vitex Eradication Project using funding from the Coastal Storm Damage Mitigation Grant.***

**X. NEW BUSINESS**

A. Resolution 2024-03 Adoption of 2025 Board of Aldermen Annual Meeting Schedule (Manager Derian)

***Specific Action Requested - Mayor may request a motion to adopt Resolution 2024-03 Adopting the Board of Aldermen 2025 Annual Meeting Schedule.***

**XI. 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 Alderman has control.

**XII. ATTORNEY'S REPORT**

**XIII. MAYOR'S REPORT**

**XIV. ALDERMAN'S REPORT**

**XV. CLOSED SESSION**

As per N.C.G.S. 143-318.11(a)

(3) Consultation with the attorney

(6) Personnel matter

**XVI. ADJOURNMENT**

**STAFF REPORT CONTACT INFORMATION**

Deborah J. Hill MPA AICP CFM CZO

**DOCKET/CASE/APPLICATION NUMBER**

SUP24-000004 LA COSTA BAY POOL

**APPLICANT/PROPERTY OWNER**CHARLES F. RIGGS & ASSOCIATES, INC. – Charles F. Riggs, PLS  
CAPITAL ASSET TOPSAIL DEVELOPMENT LLC / Chris A Plafor**PUBLIC HEARING DATE**

TBD (NEXT BOA 11 6 2024 11AM)

**PROPERTY ADDRESS/LOCATION**

107 Lacosta Place (Tax ID 779A-49)

**BRIEF SUMMARY OF REQUEST**

The applicant Charles Riggs PLS, on behalf of his client Chris Plafor of Capital Asset Topsail Development LLC, is requesting a Special Use Permit for the site preparation, installation and construction of 20' x 37' La Costa owners community pool, 6' wide concrete pool deck with fence, pool building and a 6' wide elevated/slatted access to NHW and any future dockage and/or water access to be permitted by NCDCEM (Attachments 1, 2, 3, 4).



FIGURE 1 2022 Aerial and Zoning Layer/Onslow County GIS

EXISTING ZONING	EXISTING LAND USE (CAMA LUP Map 10A)	SURROUNDING ZONING & LAND USE	SITE IMPROVEMENTS	SIZE OF PROPERTY
R-5	High Density Residential	N: vacant Con-D E: single family R5 S: single family R5 W: Old Sound Channel	Vacant	1.085 acres/ 47,289 sf (Attachment 4)

**PLANNING BOARD RECOMMENDATION**

October 03, 2024, Ms. Ward made a motion that the Planning Board recommends the approval of the special use permit SUP24-000004 and the special use plan of LaCosta Bay as amended to approve the changes as presented in the application. Mr. Fontana seconded the motion. The motion passed unanimously, 5-0.

<p><b>COMPATIBILITY</b> with the COMPREHENSIVE PLAN (Town of North Topsail Beach 2019 CAMA Land Use Plan 3/4/2021)</p> <p>Community pools not addressed.</p>	<p><b>PROPERTY HISTORY</b> Compatibility with the planned development (or other controlling documents); traffic/parking; public works/utilities; engineering/flood plain/soil; building code/fire or design</p> <p>Parking plans have been submitted and approved for each driveway application for La Costa Bay single family homes. Emergency vehicle access provided by 20-foot proposed easement from lot to La Costa Place (Attachment 4) has been reviewed and approved by Fire Chief Soward.</p> <p>North Carolina Division of Coastal Management has completed a review of the application and issued CAMA Minor Permit 43-24 dated 6/19/2024 (Attachment 5).</p> <p>The Onslow County Environmental Health Public Swimming Pools Program regulates the construction and operation of pools used by multiple families for swimming, bathing, recreation or therapy. On October 2, 2024, August Nelson, REHS concurred with the proposed Special Use Permit site plan (Attachment 6). She has since completed a review of the engineered plans and issued a Letter of Approval dated October 10, 2024 (Attachment 7).</p> <p>Engineered plans and floodplain documentation will be reviewed and approved by the Planning Director and Building Inspector prior to the issuance of Zoning/Flood and Building permits.</p> <p>The lot is served by ONWASA for water and sewer.</p>
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## RESPONSE TO STANDARDS

### § 2.20 SPECIAL USE PERMITS.

(D) *Review procedures for special use permit.*

(5) *Findings.* In granting the permit, the Board of Aldermen shall make a written decision that:

(a) Identifies the key facts of the case and applies these facts to the following standards. The Board must find that all of these conditions exist, or the application will be denied;

(b) The use or development is located, designed and proposed to be operated so as to maintain or promote the public health, safety and general welfare;

The Onslow County Environmental Health Public Swimming Pools Program regulates the construction and operation of pools used by multiple families for swimming, bathing, recreation or therapy. An Onslow County Health Department permit is required. A setback to septic systems; however, the lot and La Costa residences are serviced by ONWASA.

Once La Costa is approved for construction, Onslow County Health Department, Planning Director and Building Inspector conduct construction inspections and final inspections. The HOA shall apply for an annual or seasonal operational permit. Onslow County Health Department will inspect the pool at that time and then issue the permit. Seasonal pools (open only April 1 to Oct 31) are inspected once a season. Pools with annual permits, are inspected twice a year. The HOA must apply annually to the Health Department for an operation permit.

(c) The use or development complies with all required regulations and standards of this ordinance and with all other applicable regulations; and

The property is zoned R-5 and allows for community pools by Special Use Permit approved by the Board of Aldermen (reference Table 4-1 Use Table indicated

Table 4-1 Use Table

Use	MHR	R5	R8	R10	R15	R20	RA	COND	B1	B2	Use Specific Standard
Club or lodge, swim and tennis club, country club, beach club, yacht club, all other private recreation clubs, retreat center	S	S	S	S	S	S	S		S	S	<a href="#">4.03.12</a>

FIGURE 2 EXCERPT OF UDO TABLE 4-1

### § 4.03.12 CLUB, LODGE, SWIM AND TENNIS CLUB, COUNTRY CLUB, BEACH CLUB OR RETREAT CENTER.

(A) Minimum area. The minimum area must be three-quarters of an acre (32,670 square feet).

The minimum area must be three-quarters of an acre (32,670 square feet). Lot is 47,289 square feet (Attachment 4).

- (B) Location. If located within a development, the site must be accessible from at least one main route into and out of the development.

Accessible via a 20' proposed emergency vehicle access easement from La Costa Place, reviewed and approved by the Fire Chief (Attachment 4).

- (C) Use separation.

- (1) Fifty-foot minimum distance between clubhouse, swimming pool, lighted tennis court or athletic field and any adjacent residential property.

Pool lot is 157.85 linear feet to closest residential lot (Attachment 4).

- (2) A pool must be located so as to comply with the minimum CAMA setback requirements and setback requirements for accessory structures for the district in which it is located.

CAMA Minor Permit 43-24 issued 6/19/2024 (Attachment 5).

- (D) Security fencing for pool. Outdoor swimming pools must be protected by a chain link or other similar material fence, a minimum of four feet in height and equipped with a self-closing and positive self-latching gate provided with hardware for permanent locking. See also § 4.03.07, Fences.

Proposed fencing indicated on site plan and is enforceable by Onslow County Environmental Health Public Swimming Pools Program regulations and NC Building Code (Attachment 4). Onslow County Environmental Health requires that the fence cannot be placed where the residence or things around it can be a foothold or handhold to climb the fence and concurs with the SUP site plan and has approved the engineered plans (Attachment 6, 7). Building Code requires that chain link or other similar material fence, a minimum of four feet in height and equipped with a self-closing and positive self-latching gate provided with hardware for permanent locking.

- (E) Permanent parking lots must meet the standards of § 6.05, Off-Street Parking and Loading Requirement.

Parking plans have been submitted and approved for each driveway application for La Costa Bay single family homes.

- (F) Service areas will be separated by an opaque screen from the view from any street and from abutting properties.

To be verified during final Zoning Inspection.

- (G) Hours of operation will be no earlier than 6:00 a.m. and no later than 11:00 p.m.

Hours must meet more restrictive conditions by Onslow County Health Department. Signage included on engineered plans and will be verified during final inspections by Onslow County Health Department and Zoning.

(d) The use or development conforms to the plans for the land use and development of town as embodied in this zoning ordinance and in the town CAMA land use plan.

Pools are not addressed in Comprehensive Plan (CAMA Land Use Plan). Proposed use and development complies with § 4.03.12 CLUB, LODGE, SWIM AND TENNIS CLUB, COUNTRY CLUB, BEACH CLUB OR RETREAT CENTER.

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## ATTACHMENTS

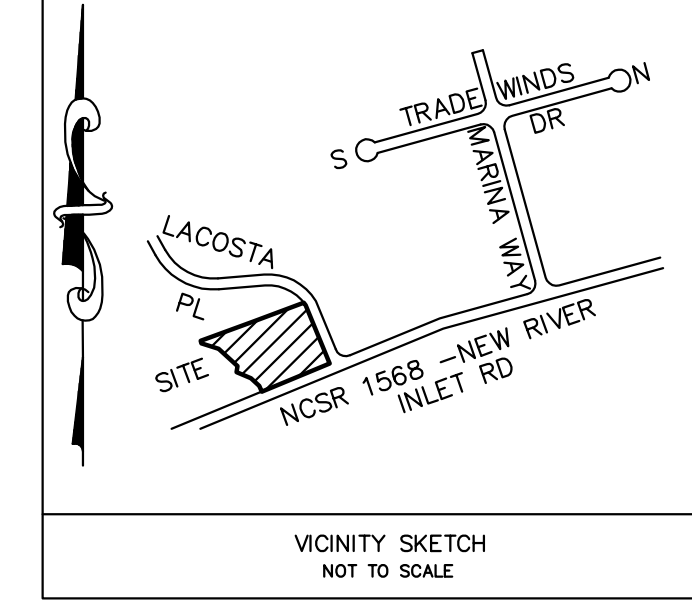
1. La Costa Bay Commercial Pool Agent Authorization.
2. Charles Riggs PLS undated letter Special Use for La Costa Bay Lots 1-8 and Common Area.
3. Special Use Permit Application SUP24-000004.
4. Special Use Plan of La Costa Bay by Charles F. Riggs PLS mapping date 9/26/2024.
5. CAMA Minor Permit 43-24 issued 6/19/2024.
6. August Nelson, REHS email dated October 2, 2024.
7. August Nelson, REHS letter dated October 10, 2024.
8. Legal Notice published October 19, 26, 2024.

I, CHARLES FRANCIS RIGGS, PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT I HAVE SURVEYED THE PROPERTY AS SHOWN HEREON IN ACCORDANCE WITH THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA. THAT THE RATIO OF PRECISION AS CALCULATED BY LATITUDES AND DEPARTURES IS: 1:10,000+

PRELIMINARY PLAT  
NOT FOR RECORDATION,  
CONVEYANCES OR SALES

THIS IS TO CERTIFY THAT THE SUBJECT PROPERTY IS LOCATED IN FLOOD ZONE "AE" (ELEVATION=12+2) WHICH IS A SPECIAL FLOOD HAZARD AREA AND FLOOD ZONE "VE" (ELEVATION=13+2) WHICH IS A SPECIAL FLOOD HAZARD AREA AS DETERMINED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY, AND THE NATIONAL FLOOD INSURANCE PROGRAM. COMMUNITY PANEL NUMBER 370466, 370428800K, JUNE 19, 2020

PROPOSED POOL BUILDING = 121 Sq.Ft.  
PROPOSED CONCRETE POOL COPING & DECKING = 1130 Sq.Ft.  
PROPOSED TOTAL IMPERVIOUS SURFACE = 1251 Sq.Ft.  
TOTAL LOT AREA = 47289 Sq.Ft.  
PROPOSED IMPERVIOUS AREA = 2.6%



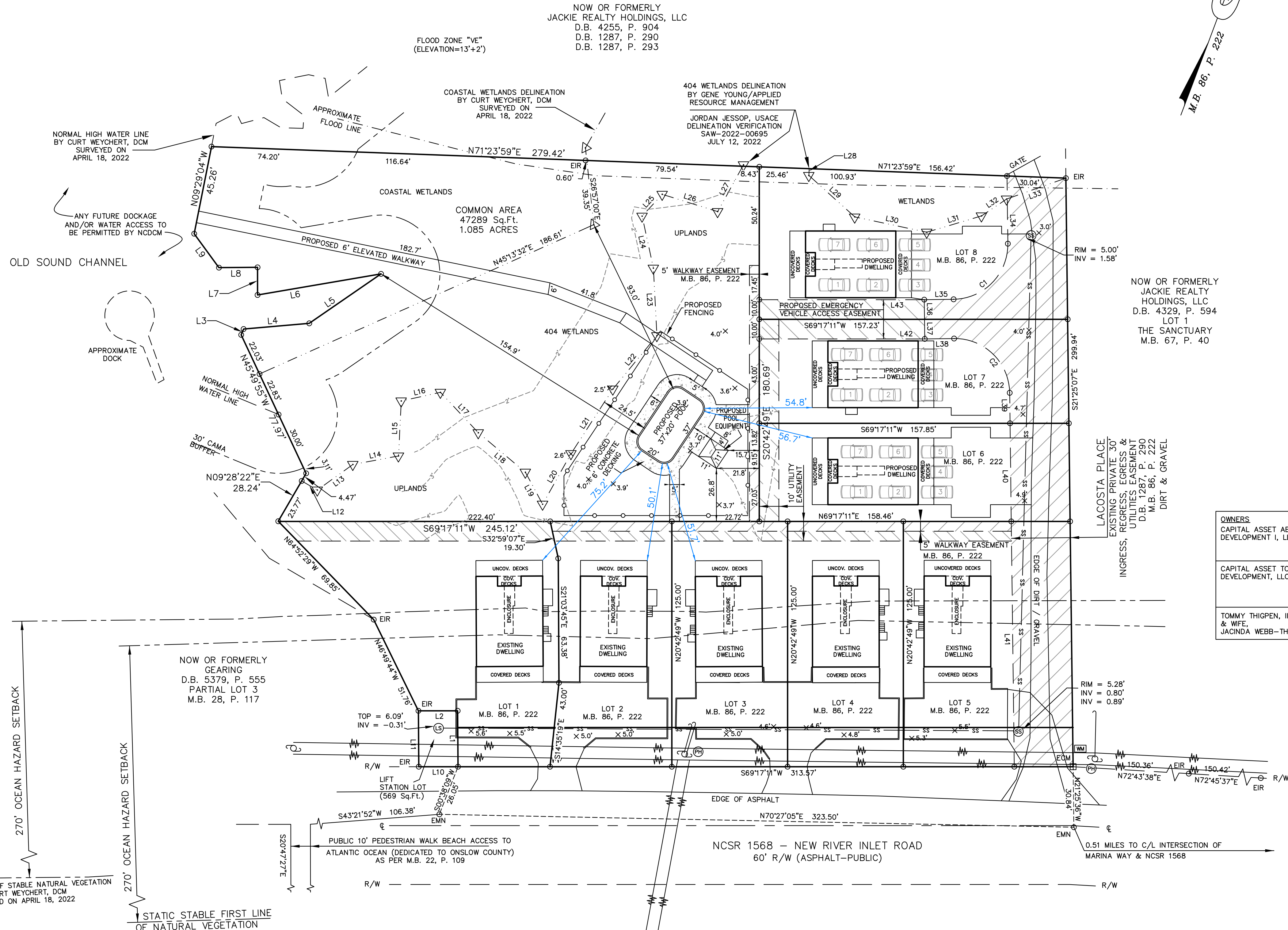
LACOSTA PLACE  
EXISTING PRIVATE 30' INGRESS, REGRESS, EGRESS & UTILITIES EASEMENT

LINE #	LENGTH	DIRECTION
L34	34.51'	S21°25'07"E
L35	14.96'	N68°34'53"E
L36	10.00'	N21°25'07"W
L37	10.00'	N21°25'07"W
L38	14.96'	S68°34'53"W
L39	15.53'	S21°25'07"E
L40	50.00'	S21°25'07"E
L41	125.01'	S21°25'07"E

CURVE #	LENGTH	RADIUS	CHORD	BEARING
C1	43.98'	28.00'	39.60'	N23°34'53"E
C2	43.98'	28.00'	39.60'	N66°25'07"W

LINE #	LENGTH	DIRECTION
L1	28.49'	N21°04'17"W
L2	20.00'	N69°17'11"E
L3	3.19'	N01°36'56"E
L4	33.61'	N64°19'20"E
L5	44.44'	N34°44'15"E
L6	63.88'	S59°35'53"W
L7	14.07'	N20°44'18"W
L8	19.68'	S68°51'09"W
L9	21.40'	N56°49'14"W
L10	20.00'	S69°17'11"W
L11	28.49'	S21°04'17"E
L12	9.22'	S80°31'58"E
L13	22.30'	N33°35'12"E
L14	23.67'	N58°42'49"E
L15	28.06'	N17°52'35"W
L16	20.47'	N56°53'31"E
L17	28.22'	S63°51'49"E
L18	31.30'	S70°44'37"E
L19	18.52'	S49°02'16"E
L20	29.54'	N08°38'27"E
L21	39.20'	N12°14'06"E
L22	35.31'	N18°47'31"E
L23	34.45'	N23°42'54"W
L24	27.11'	N32°55'14"W
L25	15.13'	N21°57'56"E
L26	29.60'	N86°34'17"E
L27	27.24'	N08°11'17"E
L28	3.49'	N18°36'01"W
L29	31.51'	S68°42'23"E
L30	37.51'	N81°18'01"E
L31	29.11'	N52°43'23"E
L32	15.43'	N35°24'35"E
L33	32.03'	N49°50'57"E

LINE #	LENGTH	DIRECTION
L42	84.35'	S69°17'11"W
L43	84.10'	S69°17'11"W



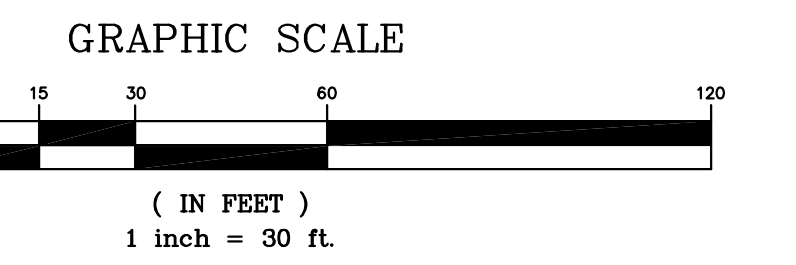
ZONED R-5  
ZONING SETBACKS  
FRONT = 20'  
REAR = 10'  
SIDE = 8'

PLAT SETBACKS  
FRONT = 20'  
REAR = 10'  
SIDE = 8'

REFERENCES  
D.B. 1287, P. 290  
D.B. 1287, P. 293  
D.B. 2292, P. 900  
D.B. 4255, P. 904  
D.B. 4329, P. 594  
D.B. 5379, P. 555  
D.B. 5706, P. 91  
D.B. 6003, P. 894  
D.B. 6189, P. 770  
M.B. 28, P. 117  
M.B. 47, P. 183  
M.B. 67, P. 40  
M.B. 82, P. 221  
M.B. 83, P. 56  
M.B. 86, P. 222

OWNERS	TITLE SOURCE	TAX MAP #	PARCEL ID #	LOT #
CAPITAL ASSET ABL DEVELOPMENT I, LLC	D.B. 6003, P. 894	779A-42 779A-43 779A-44 779A-45	173836 173837 173838 173839	LOT 2 LOT 3 LOT 4 LOT 5
CAPITAL ASSET TOPSAIL DEVELOPMENT, LLC	D.B. 5706, P. 91	779A-46 779A-47 779A-48 779A-49 779A-50	173840 173841 173842 173843 173844	LOT 6 LOT 7 LOT 8 COMMON AREA LIFT STATION
TOMMY THIGPEN, III & WIFE, JACINDA WEBB-THIGPEN	D.B. 6189, P. 770	779A-41	173835	LOT 1

- ALL POINTS NON MONUMENTED UNLESS OTHERWISE NOTED
- LEGEND  
CC = CONTROL CORNER  
ECM = EXISTING CONCRETE MONUMENT (FOUND)(CONTROL CORNER)  
EIP = EXISTING IRON PIPE (FOUND)  
EIR = EXISTING IRON ROD (FOUND)  
EMN = EXISTING MAGNETIC NAIL (FOUND)(CONTROL CORNER)  
EPK = EXISTING PARKER-KALON NAIL (FOUND)(CONTROL CORNER)  
ERRS = EXISTING RAILROAD SPIKE (FOUND)  
MBL = MINIMUM BUILDING LINE  
NMP = NON MONUMENTED POINT  
R/W = RIGHT OF WAY  
SOM = SET CONCRETE MONUMENT (CONTROL CORNER)  
SIP = SET IRON PIPE  
SIR = SET IRON ROD  
SMN = SET MAGNETIC NAIL (CONTROL CORNER)  
SPK = SET PARKER-KALON NAIL (CONTROL CORNER)  
C = CENTERLINE  
WM = WATER METER  
FH = FIRE HYDRANT  
WV = WATER VALVE  
SS = SANITARY SEWER MANHOLE  
CO = CLEAN OUT  
TP = TELEPHONE PEDESTAL  
TV = TELEVISION PEDESTAL  
FCM = FIBER OPTIC CABLE MARKER  
LP = LIGHT POLE  
PP = POWER POLE  
PT = POWER LINE  
ET = ELECTRIC TRANSFORMER  
X1.5 = EXISTING SPOT ELEVATION  
LST = LIFT STATION



ACTUAL FIELD SURVEY DATE: APRIL 17, 2024  
MAPPING DATE: SEPTEMBER 26, 2024  
FIELD BOOK: 1243, PAGE: 1  
PROJECT NUMBER: 21-10-02 JTG

CHARLES F. RIGGS & ASSOCIATES, INC. (C-730)  
LAND SURVEYING - CONVENTIONAL & GLOBAL POSITIONING SYSTEMS,  
LAND PLANNING & COMPUTER MAPPING  
502 NEW BRIDGE STREET P.O. BOX 1570 JACKSONVILLE, NC 28540-1570  
TELEPHONE: (910) 455-0877  
E-MAIL: riggsland@riggslandnc.com  
LANDFALL EXECUTIVE SUITES 1213 CULBRETH DRIVE WILMINGTON, NC 28405  
TELEPHONE: (910) 681-7444

SPECIAL USE PLAN OF LA COSTA BAY  
LOTS 1-8 & COMMON AREA, LA COSTA BAY, M.B. 86, P. 222  
STUMP SOUND TOWNSHIP, ONSLOW COUNTY, NORTH CAROLINA  
CAPITAL ASSET TOPSAIL DEVELOPMENT, LLC, OWNER; D.B. 5706, P. 91  
CAPITAL ASSET ABL DEVELOPMENT I, LLC, OWNER; D.B. 6003, P. 894  
TOMMY THIGPEN, III & WIFE, JACINDA WEBB-THIGPEN, OWNERS; D.B. 6189, P. 770  
1425, 1427, 1431, 1435, 1439 & 1443 NEW RIVER INLET ROAD  
109, 113 & 117 LACOSTA PLACE

PRELIMINARY PLAT  
NOT FOR RECORDATION,  
CONVEYANCES OR SALES

2024.09.10-02 Capital Asset Topsail Development\QAD\Drawings\21-10-02 SPECIAL USE.dwg - Thursday, September 26, 2024 2:35:50 PM Section VII, Item 8



CHARLES F. RIGGS & ASSOCIATES, INC.

Land Surveyors

Charles F. Riggs, P.L.S. L-2981  
502 New Bridge Street  
Jacksonville, North Carolina 28540  
(910) 455-0877  
charlesriggs@riggslandnc.com

Corporate License (C-730)  
502 New Bridge Street  
P.O. Box 1570  
Jacksonville, North Carolina 28541  
(910) 455-0877  
www.riggslandnc.com

James A. Lewis, P.L.S. L-4562  
Landfall Executive Suites  
1213 Culbreth Drive  
Wilmington, North Carolina 28405  
(910) 681-7444  
jameslewis@riggslandnc.com

Special Use for La Costa Bay  
Lots 1-8 and Common Area, Map Book 86, Page 222  
Stump Sound Township, Onslow County, North Carolina  
Town of North Topsail Beach

This development was originally a 15 lot subdivision with recreational area recorded in Map Book 29, Page 16 of the Onslow County Registry in 1992, copy attached. In 2022, Capital Asset Topsail Development, LLC requested, through the Exempt Plat procedure, a Lot Recombination taking the 15 lots and creating 8 lots with a common area. This Lot Recombination was recorded in Map Book 83, Page 56, copy attached, of the Onslow County Registry and revised in Map Book 86, Page 222, copy attached.

North Topsail Beach UDO Section 4.03.12 Club, Lodge, Swim and Tennis Club, Country Club, Beach Club or Retreat Center require this pool to receive Special Use Approval.

- (A) Minimum Area required is 32,670 square feet. This development has designated 47,289 square feet for the pool, concrete pool apron, shelter, pool equipment, stand and proposed elevated wood walkway to Old Sound Channel.
- (B) Location. Access to the Common Area is through 5' walkway easements from all 8 lots and a 20' vehicle emergency access easement located between Lots 7 & 8
- (C) Use separation. The ordinance requires 50' separation between the pool and any residential property. It is my opinion, this separation was created for larger developments, not necessarily less dense projects such as La Costa Bay. Two previous projects on North Topsail Beach received Special Use Approval including a pool having densities of 8 and 6 units each and having a separation of 14.8 and 9 feet, respectively. The closest dwelling to the pool in La Costa Bay is 47.8 feet. Copies attached of the previously approved projects.
- (D) Security fencing for pool. La Costa Bay is proposing fencing for the pool area with two gates for ease of access for the 8 lots.
- (E) Permanent parking lots. La Costa Bay does not propose any parking as this pool is for residents and their guests and parking would be handled on their lots and direct access through the 5' walkway easements.
- (F) Service Areas. La Costa Bay does not propose any service areas. The Pool Equipment stand will be properly constructed to meet base flood and freeboard.
- (G) Hours of Operation. The pool will comply with hours of operation as designated by the Town of North Topsail Beach.

Prior to the creation of the 8 lots it was decided one common pool for all residents within the Common Area would better serve the residents rather than having a pool on each lot.

This Common Area, having uplands, wetlands and water frontage is an asset to the 8 lots providing open space for recreation along with the pool facility.

The State of North Carolina Division of Coastal Management has issued CAMA Permit 43-24, copy attached, allowing construction of the pool, pool decking, shelter, pool equipment stand, and all proposed improvements as illustrated on the attached plan.

Capital Asset Topsail Development, LLC is in process with the local Onslow County Health Department and the North Carolina Public Health Department regarding proper permits for this pool.

*Charles Francis Riggs* 10/3/24  




**Town of North Topsail Beach**  
**SPECIAL USE PERMIT (SUP) APPLICATION**  
 (A Pre-submittal conference **must be held** prior to submission)

Tracking Information (Staff Only)		
Case Number:	Date/Time received:	Application verified by:
\$350 non-refundable filing fee & \$150 deposit subject to Cancellation Policy*	Check #:	Receipt #:
Deadline for Legal Ad:	Scheduled for Planning Board on:	at 6:30 p.m.
Deadline for Legal Ad:	Scheduled for Board of Aldermen on:	at 6:30 p.m.

**About this Application**

**ONLY COMPLETE APPLICATIONS CAN BE ACCEPTED**

Only the Special Uses, as specified in the various districts (reference: UDO **Table 4-1 Use Table**), may be permitted after review by the Planning Board and approval by the Board of Aldermen.

**Submittal:** Applications are due by noon on the submittal deadline date. Deadlines are discussed at the pre-submittal meeting. Applications should be submitted in-person, and fees are due at time of submittal.

The application is a form of written testimony, and used both to show how Ordinance considerations are addressed and to provide evidence that the required findings for approval can be made. In addition to the application materials, the applicant may provide any other written, drawn or photographed material to support his/her request and as permitted by the Planning Board and/or Board of Aldermen, as applicable. Any such additional material submitted will become part of the application, and as such cannot be returned.

Attendance at the hearing is required. Applicants may represent themselves or may be represented by someone appropriate for quasi-judicial public hearings. The applicant has the **burden of proof** and must provide sufficient evidence in order for the required findings to be made. The public hearing will allow the applicant, proponents, opponents and anyone else the opportunity to testify in regards to the request. An application may be approved, approved with conditions, continued for more information, or denied.

**Contact Information:** If you have any questions, please contact the Planning Director at (910) 328-1349 ext. 27 between 8:00 a.m. and 5:00 p.m. on weekdays or email at [dhill@ntbnc.org](mailto:dhill@ntbnc.org).

**\*Cancellation Policy:** All cancellations must be received at least 48 hours before the start of the Public Hearing and refunds are subject to a \$150 cancellation fee. Cancellations must be received in writing by e-mail ([kate@ntbnc.org](mailto:kate@ntbnc.org)), fax (910-328-4508 ATTN: Kate Winzler), or by U.S. mail (2008 LOGGERHEAD CT, N TOPSAIL BEACH NC 28460-9286 - ATTN: Kate Winzler.) No refunds will be made for requests received after that time. Please allow two weeks for processing.

Application Requirements	Applicant Initials	Staff Initials
Pre-submittal meeting	GR	
Filing fee	GR	
SITE PLAN or PLOT PLAN, as determined at the pre-submittal meeting.	GR	
Completed application and responses: ORIGINAL signatures required.	GR	
Any additional supporting documents	GR	

2008 Loggerhead Court  
 North Topsail Beach NC 28460

[ntbnc.org](http://ntbnc.org)

phone (910) 328-1349  
 fax (910) 328-4508

Case # \_\_\_\_\_

**Property Information**

Site Address: <b>New River Inlet Road</b>	Parcel #: <b>779A-49</b>
Zoning District(s) : <b>R-5</b>	Plat Book/Page #: <b>83/56 and 86/222</b>
Overlay District(s): <b>Cobra</b>	Date Plat Filed: <b>12/1/22 and 7/19/24</b>
Current Use: <b>Vacant</b>	Deed Book/Page #: <b>5706-91</b>
Flood Zone: <b>AE and VE</b>	Date Deed Recorded: <b>3/15/22</b>

**Property Owner: The application must either be signed by the property owner or a written, signed statement must be provided by the property owner giving consent to the request.**

Name(s): **Capital Asset Topsail Development, LLC**Contact Person: **Chris A. Plaford**Telephone: **917-588-0302**Address: **1121 Military Cutoff Road, Suite C**Fax: **N/A**City/State/ZIP: **Wilmington, NC 28405**Email: **cplaford@capitalasset-us.com**\_\_\_\_\_  
Owner Signature\_\_\_\_\_  
Date**Applicant**Name(s): **Capital Asset Topsail Development, LLC**Contact Person: **Chris A. Plaford**Telephone: **917-588-0302**Address: **1121 Military Cutoff Road, Suite C**Fax: **N/A**City/State/ZIP: **Wilmington, NC 28541**Email: **cplaford@capitalasset-us.com**

***I certify that all of the information presented by me in this application is accurate to the best of my knowledge, information, and belief.***

\_\_\_\_\_  
Applicant Signature\_\_\_\_\_  
Date**Agent (if different than applicant)**Name: **Charles F. Riggs & Associates, Inc.**Contact Person: **Charles F. Riggs**Telephone: **910-455-0877**Address: **p O Box 1570**Fax: **N/A**City/State/ZIP: **Jacksonville, NC 28541**Email: **riggsland@riggslandnc.com**

Case # \_\_\_\_\_

**Complete and respond to the following with an attachment (suggested) or in the space provided:**

Applicant's Name: I, Chris A. Plaford, Member/Manager of Capital Asset Topsail Development, LLC, do hereby petition the Town of North Topsail Beach for a SPECIAL USE permit to allow the following:

I. **Findings:** In granting the permit, the Board of Aldermen *shall* make a written decision that identifies the key facts of the case and applies these facts to the following standards. The Board must find that all of these conditions exist, or the application will be denied.

A. *The use or development is located, designed, and proposed to be operated so as to maintain or promote the public health, safety, and general welfare; **Statement by Applicant:***

Development of the pool will be properly permitted through local, county and state agencies. Creation of one pool rather than eight individual pools will maintain and promote the public health, safety and general welfare.

B. *The use or development complies with all required regulations and standards of this Ordinance and with all other applicable regulations; **Statement by Applicant:***

All rules and standards of the ordinance and the previous approvals of the Board of Alderman on previous projects have been followed and do comply.

C. *The use or development conforms to the plans for the land use and development of Town of North Topsail Beach as embodied in this Zoning Ordinance and in the Town of North Topsail Beach CAMA Land Use Plan. **Statement by Applicant:***

The development of the pool is allowed and conforms with the North Topsail Beach Zoning Ordinance and is viewed as an allowable amenity in the North Topsail Beach Land Use Plan.

Case # \_\_\_\_\_

**Read and sign below:**

**General provisions** (reference UDO Sec. 2.06.04 Special Use Permits).

- A. **Additional Conditions:** In granting the Special Use Permit, the Board may designate additional conditions that will, in its opinion, assure that the use in its proposed location will be harmonious with the area in which it is proposed to be located, is within the spirit of this Ordinance and clearly in keeping with the public welfare. All such additional conditions shall be entered into the minutes of the meeting, at which the Special Use Permit is granted, on the Special Use Permit itself and on the approved plans. The Special Use Permit and any other specific conditions shall run with the land and shall be binding on the original applicants, their heirs, successors and assigns.
- B. **Denial:** If the specified board denies a request for a Special Use permit, it shall enter the reasons for its action in the minutes of the meeting at which the action was taken. A letter signed by the Zoning Administrator is mailed to the applicant identifying the reasons for denial.
- C. **Approvals and copies:** Upon approval of the request for a Special Use Permit, a copy of the plan shall be dated and signed by the Zoning Administrator, denoting Town approval. One (1) copy shall be returned to the applicant.
- D. **Appeal of Decision:** Appeal may be taken from the action of the Board of Aldermen in granting or denying a Special Use Permit through Superior Court of Onslow County. Any petition for review shall be filed with the Clerk of Superior Court within 30 days after a decision of the board is filed in the office of the Town Clerk, or after a written copy of the decision is delivered to every aggrieved party who has filed a written request for such copy with the clerk at the time of the hearing of the case, whichever is later. The decision of the authorized board shall be delivered to the aggrieved party either by personal service or by registered mail or certified mail return receipt requested.
- E. **Failure to Comply with Plans or Conditions:** In the event of failure to comply with the plans approved by the Board of Aldermen or with any other conditions imposed upon the Special Use Permit, the permit shall thereupon immediately become void and of no effect. No building permits for further construction or certificates of occupancy under this Special Use Permit shall be issued, and all completed structures shall be regarded as nonconforming uses subject to the provisions of this Ordinance; provided, however, that the Board of Aldermen shall not be prevented from thereafter rezoning said property for its most appropriate use.

Applicant Signature

Date

CHARLES F. RIGGS & ASSOCIATES, INC.

Land Surveyors

Charles F. Riggs, P.L.S. L-2981  
502 New Bridge Street  
Jacksonville, North Carolina 28540  
(910) 455-0877  
charlesriggs@riggslandnc.com

Corporate License (C-730)  
502 New Bridge Street  
P.O. Box 1570  
Jacksonville, North Carolina 28541  
(910) 455-0877  
E-MAIL: riggsland@riggslandnc.com

James A. Lewis, P.L.S. L-4562  
Landfall Executive Suites  
1213 Culbreth Drive  
Wilmington, North Carolina 28405  
(910) 681-7444  
jameslewis@riggslandnc.com

To whom it may concern:

Property Legal Description:

Parcel IDs: 779A-49  
Street Address: 1425, 1427, 1431, 1435, 1439 & 1443 New River Inlet Road & 109, 113 & 117 Lacosta Place  
Subdivision: La Costa Bay, Map Book 86, P. 222  
County: Onslow

Please Print:

Property Owner (Title): Chris A. Plaford, Member/Manager of Capital Asset Topsail Development, LLC


The undersigned, registered property owners of the above noted property, do hereby authorize Charles F. Riggs and Associates, Inc. and the employees thereof, to act on my behalf as my agent and take all actions necessary for processing, issuance and acceptance of any permit, certification, or approval and all standard and special conditions attached, if any.

Address: 1121 Military Cutoff Road, Suite C, Wilmington, NC 28405

Telephone Number: (917) 588-0302

Facsimile Number: N/A

Email Address: cplaford@capitalasset-us.com

Authorized Signature:  Date: 8-28-24

North Topsail Beach  
Local Government

43-24  
Permit Number

# CAMA MINOR DEVELOPMENT PERMIT



as authorized by the State of North Carolina, Department of Environment,  
and Natural Resources and the Coastal Resources Commission for development  
in an area of environment concern pursuant to Section 113A-118 of the  
General Statutes, "Coastal Area Management"

Issued to Capital Asset Topsail Development, LLC c/o Charles F. Riggs and Associates, Inc., authorizing development in the Estuarine Shoreline - ORW (AEC) at Lacosta Place (779A-49), in North Topsail Beach, Onslow County as requested in the permittee's application, dated 5/28/2024, received by DCM on 5/28/2024 and complete on 6/6/2024. This permit, issued on **6/19/2024**, is subject to compliance with the application and site drawing (where consistent with the permit), all applicable regulations and special conditions and notes set forth below. Any violation of these terms may subject permittee to a fine, imprisonment or civil action, or may cause the permit to be null and void.

This permit authorizes: construction of a 20' x 37' pool, 6' wide concrete pool deck with fence, pool building and a 6' wide elevated/slatted access to NHW. The BUA (impervious) authorized is 1,254 sf.

- (1) All proposed development and associated construction must be done in accordance with the permitted work plat drawings(s) dated received on 5/28/2024 (Charles F. Riggs and Associates, Inc. mapping date of 5/21/2024). (GS 113A-120)
- (2) All construction must conform to the N.C. Building Code requirements and all other local, State and Federal regulations, applicable local ordinances, and FEMA Flood Regulations. (GS 113A-120)
- (3) Any change or changes in the plans for development, construction, or land use activities will require a re-evaluation and modification of this permit. (GS 113A-120)
- (4) A copy of this permit shall be posted or available on site. Contact this office at 252-515-5400 for a final inspection at completion of work. (GS 113A-120)

**(Additional Permit Conditions on Page 2)**

This permit action may be appealed by the permittee or other qualified persons within twenty (20) days of the issuing date. From the date of an appeal, any work conducted under this permit must cease until the appeal is resolved. This permit must be on the project site and accessible to the permit officer when the project is inspected for compliance. Any maintenance work or project modification not covered under this permit, require further written permit approval. All work must cease when this permit expires on:

DECEMBER 31, 2027

In issuing this permit it is agreed that this project is consistent with the local Land Use Plan and all applicable ordinances. This permit may not be transferred to another party without the written approval of the Division of Coastal Management.

*Heather M. Styron*

Heather Styron  
District Manager

400 Commerce Ave.

Worehead City, NC 28557

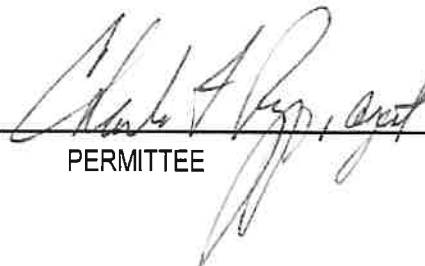
*Charles F. Riggs, Agent*  
PERMITTEE

(Signature required if conditions above apply to permit)



Name: Capital Asset Topsail Dev. LLC  
Minor Permit # 43-24  
Date: 6/19/2024  
Page 2

- (5) The proposed pool with decking and pool house shall be constructed landward of any wetland areas (coastal and 404 jurisdictional). (GS 113A-120)
- (6) All unconsolidated material resulting from associated grading and landscaping shall be retained on site by effective sedimentation and erosion control measures. Prior to any land-disturbing activities, a barrier line of filter cloth must be installed between the land disturbing activity and the adjacent marsh or water areas, until such time as the area has been properly stabilized with a vegetative cover. All other disturbed areas shall be vegetatively stabilized (planted and mulched) within 14 days of construction completion. (GS 113A-120)
- (7) No disturbance of any wetlands (coastal and 404) is authorized. (GS 113A-120) and (07H .0205(d))
- (9) The amount of impervious surface shall not exceed 25% of the lot area within 575 feet of normal high water (Estuarine Shoreline - ORW Area of Environmental Concern). (07H .0209(f) (1-2))
- (10) The Permittee and/or the Permittee's Agent shall be responsible for obtaining any and all necessary authorizations, approvals, or zoning and building permits from the local government having jurisdiction (Town of North Topsail Beach and /or Onslow County) prior to commencing work.**
- (11) Pursuant to 15A NCAC, Subchapter 7J.0406(b), this permit may not be assigned, transferred, sold, or otherwise disposed of to a third-party. (GS 113A-120)
- (12) The access extending to normal high water shall be a minimum height of 3' above marsh substrate, shall not exceed 6' in width and shall terminate at normal high water. (GS 113A-120)**

SIGNATURE:  DATE: 07/08/24  
 PERMITTEE

## Deb Hill

---

**From:** Auguste Nelson-Graves <Auguste\_Graves@onslowcountync.gov>  
**Sent:** Wednesday, October 2, 2024 2:29 PM  
**To:** Deb Hill  
**Cc:** Alice Isley; Kate Winzler; charlesriggs@riggslandnc.com; Alice Derian; Wendy Purser  
**Subject:** RE: La Costa Bay Pool

Deb,

I was waiting on a copy of this site plan to determine if a bathroom was necessary at the pool. Since the furthest residence is less than 300 feet from the pool enclosure, one will not be necessary. I have no issues with this plan being approved by your office.

A

*August Nelson, REHS*  
Environmental Health Services Section Supervisor  
Onslow County Health Department  
Consolidated Human Services  
234 NW Corridor Blvd.  
Jacksonville, NC 28540  
910.989.3059 (office)  
910.989.5818 (fax)  
[Auguste\\_Graves@onslowcountync.gov](mailto:Auguste_Graves@onslowcountync.gov)



<http://onslowcountync.gov/149/Health>



*The trusted provider of high quality, integrated services ensuring success for our community by building better lives.*

---

**From:** Deb Hill <dhill@northtopsailbeachnc.gov>  
**Sent:** Tuesday, October 1, 2024 5:31 PM  
**To:** Auguste Nelson-Graves <Auguste\_Graves@onslowcountync.gov>; Kate Winzler <kwinzler@northtopsailbeachnc.gov>  
**Cc:** Alice Isley <aliceinpks@gmail.com>; Charles Riggs <CharlesRiggs@riggslandnc.com>; Alice Derian <aderian@northtopsailbeachnc.gov>  
**Subject:** RE: La Costa Bay Pool

The Special Use Permit application is being presented to the **Planning Board** on **Thursday, October 3<sup>rd</sup> at 6 p.m.** I do not see any problems with proceeding, as I have included in [my staff report](#) that:

The Onslow County Environmental Health Public Swimming Pools Program regulates the construction and operation of pools used by multiple families for swimming, bathing, recreation or therapy. Engineered plans and floodplain documentation will be reviewed and approved by Zoning Administrator, Building Inspector and Onslow County prior to the issuance of County, Zoning/Flood and Building permits.

If **any** changes of the SUP plan (attached) are required by OC Health Department after the Planning Board has reviewed and made a recommendation, the Board of Aldermen **will** remand any revisions back to the Planning Board.

Please let me know at your earliest convenience if the attached plan is acceptable.

**Deborah J. Hill MPA AICP CFM CZO**  
Planning Director & Zoning Administrator  
**Town of North Topsail Beach**  
2008 Loggerhead Ct.  
North Topsail Beach, NC 28460  
Town Hall 910.328.1349  
**Direct 910.581.3008**  
**Mobile 910.330.5047**  
[dhill@northtopsailbeachnc.gov](mailto:dhill@northtopsailbeachnc.gov)



---

**From:** Auguste Nelson-Graves <[Auguste\\_Graves@onslowcountync.gov](mailto:Auguste_Graves@onslowcountync.gov)>  
**Sent:** Tuesday, October 1, 2024 10:45 AM  
**To:** Kate Winzler <[kwinzler@northtopsailbeachnc.gov](mailto:kwinzler@northtopsailbeachnc.gov)>; Deb Hill <[dhill@northtopsailbeachnc.gov](mailto:dhill@northtopsailbeachnc.gov)>  
**Cc:** Alice Isley <[aliceinpks@gmail.com](mailto:aliceinpks@gmail.com)>  
**Subject:** La Costa Bay Pool

Good morning!

I am back from vacation and going through emails. If you have sent anything recently that I haven't responded to, you may get another email later. This one is regarding the La Costa Bay Pool. Before I went on vacation, I sent them a "more information needed" email. It required few adjustments to the plans and application. Once we get those, I will be able to approve the project. Alice Isley has reached out to me regarding the special use permit meeting tomorrow and the plan resubmittal to my office. As you know, Wendy Purser has been working on this project for the owners and Jeff Mosley, the project Engineer. Wendy lives in the mountains near Boone. Alice, who is my retired NC DHHS Swimming Pool Program Manager, will probably have to head up this project while Wendy is dealing with the Hurricane Helene disaster at home. She is more of an expert on NC public swimming pool laws and regulations than I could ever hope to be. Kate, I gave her your contact information regarding the meeting tomorrow. They would prefer not to postpone the meeting. Alice will speak to you about that today.

Thank you,

*August Nelson, REHS*  
Environmental Health Services Section Supervisor

Onslow County Health Department  
Consolidated Human Services  
234 NW Corridor Blvd.  
Jacksonville, NC 28540  
910.989.3059 (office)  
910.989.5818 (fax)  
[Auguste\\_Graves@onslowcountync.gov](mailto:Auguste_Graves@onslowcountync.gov)



<http://onslowcountync.gov/149/Health>



*The trusted provider of high quality, integrated services ensuring success for our community by building better lives.*

Pursuant to North Carolina General Statutes, Chapter 132, email correspondence to and from this address may be considered public record under the North Carolina Public Records Law and may possibly be disclosed to third parties.

CONSOLIDATED HUMAN SERVICES

Health Department  
Environmental Health



October 10, 2024

Capital Asset Topsail Development, LLC  
13500 NC Hwy 50 suite 105  
Surf City, NC 28445

Re: La Costa Bay Swimming Pool  
107 La Costa Place  
North Topsail Beach, NC 28460

Dear Mr. Sir or Madame,

We have completed a plan review for the proposed La Costa Bay Pool to be located at 107 La Costa Place North Topsail Beach, NC 28460. The plan review was conducted in accordance with the current North Carolina Rules Governing Public Swimming Pools (15A NCAC 18A .2500). This approval for your Engineered plans dated October 2, 2024 is valid for one year from the date of this letter and applies only to the pool and related appurtenances. If construction is not initiated within one year from the date of this approval, the approval shall expire, and plans shall be resubmitted.

**The approval is contingent upon your compliance with the following conditions:**

- 1) When a swimming pool does not have at least one lifeguard on duty, a sign shall be posted which has clearly legible letters of at least four inches in height stating "WARNING-NO LIFEGUARD ON DUTY". In addition, there shall be signs stating: " CHILDREN SHOULD NOT USE THE SWIMMING POOL WITHOUT ADULT SUPERVISION", and: " ADULTS SHOULD NOT SWIM ALONE". [2530 (c)] A sign prohibiting pets and glass containers in the pool area shall be provided. [2530 (d)] A sign notifying bathers to shower before entering pool shall be provided at pool gate entrances. All signage shall be visible upon entering the pool from each gate.
- 2) A minimum 1/4-inch diameter throwing rope as long as one and one-half times the maximum width of the pool or 50 feet, whichever is less, attached to a U.S. Coast Guard approved ring buoy. [2530 (a) (2)].
- 3) Natural cross draft or continuous forced ventilation is required in the chemical storage room [2534 (3)] and the equipment room [2533 (e)]. The mechanical vents shall be wired "on" for continuous ventilation and vented away from the pool deck. Lighting shall be provided in both rooms.
- 4) Provisions shall be made for dry storage of all pool chemicals in waterproof containers or above the floor on shelves, pallets or dollies. [2534 (4)] The minimum area for the chemical room shall be at least 9.6 sq. ft. The proposed 10 sq. ft. is approved.

- 5) A spare strainer to prevent hair, lint, and other debris from reaching the pump shall be provided. [.2518 (e)]
- 6) All gates and fencing shall comply with [.2528] All gates shall open out and away from the pool. There shall be no external footholds or handholds that may be used to scale fence or gates. Spacing between vertical members shall not exceed 4 inches. Spacing under the fence and gate shall not exceed 2 inches. The latch mechanism shall be installed 54 inches above grade. [.2528 (a)(7)]
- 7) Drainage in and around the equipment room shall preclude the possibility of water entering or accumulating on any interior surface of the enclosure. Equipment room floors shall be sloped not less than ¼-inch per foot toward the drains. [.2533 (d)] The backwash line shall not create an erosion issue under the equipment room and shall not flow back toward the pool deck.
- 8) Documentation shall be supplied to the Onslow County Health Department when the main drain covers are installed. This documentation shall state the date the covers were installed and the expiration dates of each cover. A pool data sheet shall also be submitted as part of the required documentation.
- 9) The pool shall be vacuumed through the skimmers. [.2518 (f)]
- 10) Depth markings on the pool deck and pool wall shall be in Arabic numerals at least 4-inches in height. [.2523 (c)]
- 11) The chlorine erosion feeder shall have flow meter part #R172080 installed for the unit to be NSF compliant. [.2535 (6)]
- 12) The backwash line in the equipment room shall be installed where it does not impede walkway space.
- 13) Signage shall be posted in the pool enclosure indicating the location of the emergency phone.
- 14) **THERE SHALL BE NO NIGHT SWIMMING AT ANY TIME, AS THIS POOL WAS DESIGNED WITHOUT UNDERWATER LIGHTING.**
- 15) **THE LOCATION OF THE EMERGENCY PHONE IS NOT ON YOUR PLANS. AN EMERGENCY PHONE SHALL BE PERMANENTLY MOUNTED INSIDE OF THE POOL ENCLOSURE OR WITHIN 75 FEET OF ENCLOSURE AND ACCESSIBLE TO ALL BATHERS AT ALL TIMES.** The telephone shall be visible from within the pool enclosure, or a sign shall be posted indicating the location of the emergency telephone. A sign with legible letters shall be posted at the telephone providing dialing instructions, address of the pool location and the telephone number. Where the telephone does not directly access 911, the emergency notification system shall:
  - (1) Provide 24 hour monitoring of all incoming calls by a telecommunicator who answers only emergency calls; (2) Be capable of routing calls to the local 911 telecommunicator via the 911 dedicated emergency trunk line; and (3) Electronically transfer Automatic Number Identification and Automatic Locator Identification for the emergency telephone at the pool to the Enhanced 911 system for all calls routed to 911.
- 16) **THIS POOL IS LOCATED BY THE BEACH. BATHERS HAVE TO WALK THROUGH SAND OR SANDY WALKWAYS TO GET TO THE POOL. PROVIDE AT LEAST ONE SHOWER IN THE POOL ENCLOSURE.**

The American Disabilities Act was amended to include accessibility requirements for swimming pools. The ADA requirements are enforced through the Building Inspections Department. Please contact the appropriate department for guidance in complying with this Act.

Under the current provisions of the North Carolina Rules Governing Public Swimming Pools (15 A NCAC 18 A .2500), the pool must be constructed by a swimming pool contractor licensed by the North Carolina Board for General Contractors and the license must include the Swimming Pool classification. Please provide this office with a copy of the license prior to starting construction [.2509 (a)]

After the construction of the pool and appurtenances, the owner shall submit to this Department a statement signed by a registered architect/registered professional engineer stating that construction is complete and in accordance with the approved plans.

Any changes or modifications to the plans must be approved by this Department prior to construction.

Periodic observations of construction and a final inspection for design compliance by the certifying registered architect/registered professional engineer or his/her representative shall be required for this statement.

**Please notify me prior to placement of concrete, grout, or backfill so an inspection can be made of the pool main drain and long piping by calling (910) 989-3059 or (910) 938-5851.**

Upon completion of construction, the owner must apply to this Department for an Operation's Permit. A final inspection must be made, and an Operation's Permit must be issued before bathers can use the pool or pool deck.

If you have any questions regarding this matter or if I can provide any assistance, please call me at (910) 989-3059.

Respectfully,



August Nelson-Graves, REHS  
Environmental Health Services Supervisor  
Onslow County Health Department  
Consolidated Human Services  
234 NW Corridor Blvd.  
Jacksonville, NC 28540  
910-989-3059  
910-989-5819 (fax)  
[Auguste\\_Graves@onslowcountync.gov](mailto:Auguste_Graves@onslowcountync.gov)

CC: Deb Hill  
Wendy Purser  
Jeff Mosley  
Alice Isley

TOWN OF NORTH TOPSAIL  
BEACH  
BOARD OF ALDERMEN  
NOTICE OF EVIDENTIARY  
HEARING

Notice is hereby given that an evidentiary hearing will be conducted by the North Topsail Beach Board of Aldermen on Wednesday, November 6, 2024, commencing at 11:00 a.m. at Town Hall, 2008 Loggerhead Court to consider the request submitted by Capital Asset Topsail Development LLC, property owner, for a Special Use Permit (SUP24-000004) pursuant to section 2.20 of the Unified Development Ordinance (UDO) in order to construct a private community pool at 107 Lacosta Place, zoned R-5 (Multi-family Residential District).

Any party interested in this matter is invited to attend the hearing and provide relevant information. The proposal is on file at the North Topsail Beach Planning Office, 2008 Loggerhead Court, North Topsail Beach, NC for inspection by interested citizens. All information pertaining to this public hearing may be viewed at <https://www.northtopsailbeach-nc.gov/meetings>.

Deborah J. Hill, AICP  
Planning Director

October 19, 26, 2024





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

THIGPEN TOMMY III & JACINDA WEBB THIGPEN  
216 HARVEST LN  
PITTSBORO, NC 27312-9875

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**TOWN OF NORTH TOPSAIL BEACH  
BOARD OF ALDERMEN  
NOTICE OF EVIDENTIARY HEARING**

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Deborah J. Hill, AICP  
Planning Director



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

Alice Derian, ICMA-CM  
Town Manager

Aldermen:  
Richard Grant  
Tom Leonard  
Laura Olszewski  
Connie Pletl

Nancy Avery  
Interim Town Clerk

CAPITAL ASSET TOPSAIL DEVELOPMENT LLC  
1121 MILITARY CUTOFF RD  
WILMINGTON, NC 28405-3658

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**TOWN OF NORTH TOPSAIL BEACH  
BOARD OF ALDERMEN  
NOTICE OF EVIDENTIARY HEARING**

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Deborah J. Hill, AICP  
Planning Director

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



Alice Derian, ICMA-CM  
Town Manager

Aldermen:  
Richard Grant  
Tom Leonard  
Laura Olszewski  
Connie Pletl

Nancy Avery  
Interim Town Clerk

JACKIE REALTY HOLDINGS LLC  
PO BOX 850  
BURLINGTON, NC 27216-0805

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**TOWN OF NORTH TOPSAIL BEACH  
BOARD OF ALDERMEN  
NOTICE OF EVIDENTIARY HEARING**

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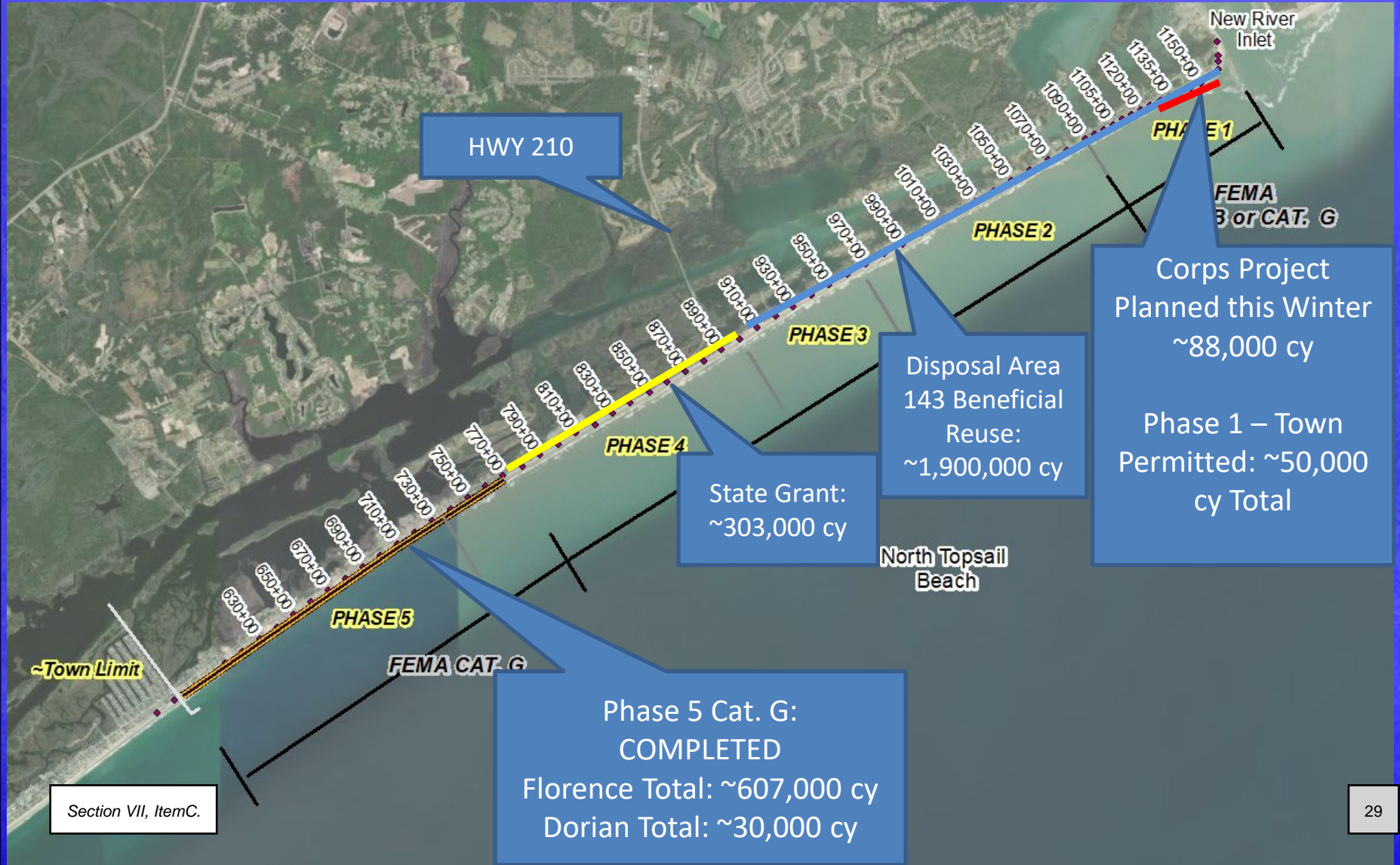
Deborah J. Hill, AICP  
Planning Director

# North Topsail Beach Coastal Update November 2024

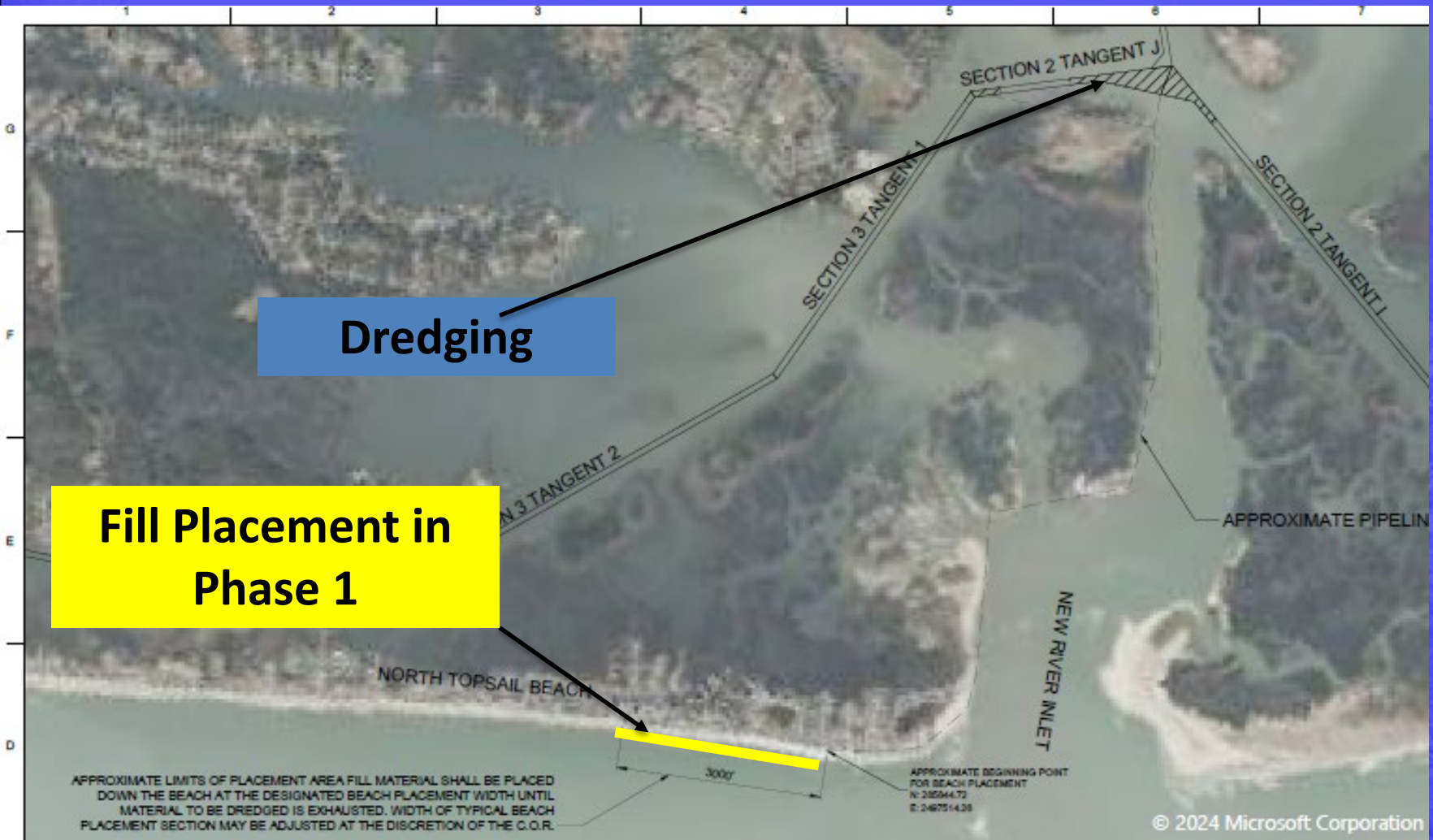


# Recent and Upcoming Projects Overview

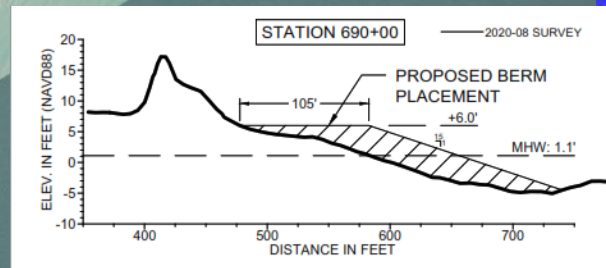
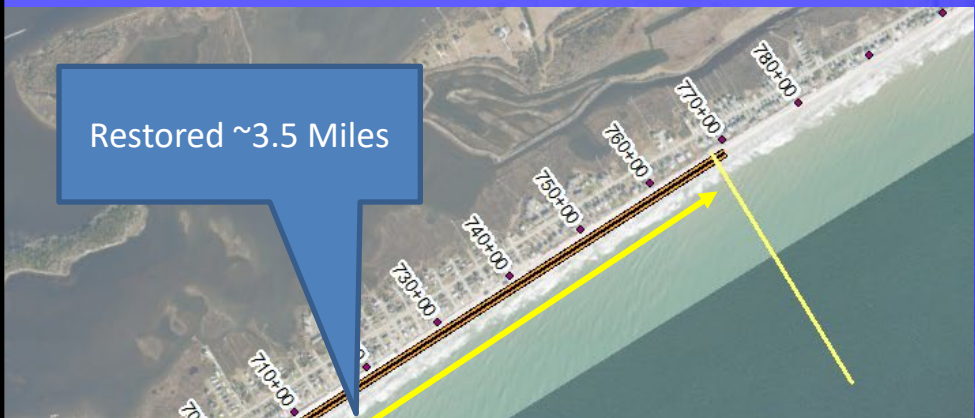
## State Grant, Beneficial Reuse, Florence FEMA Category G



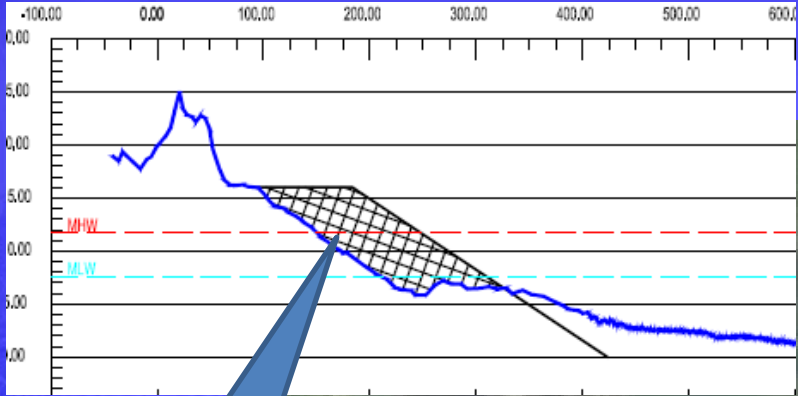
# USACE Navigation Dredging and Placement This Winter Corps Project Out For Bid Awarded to Southwinds:



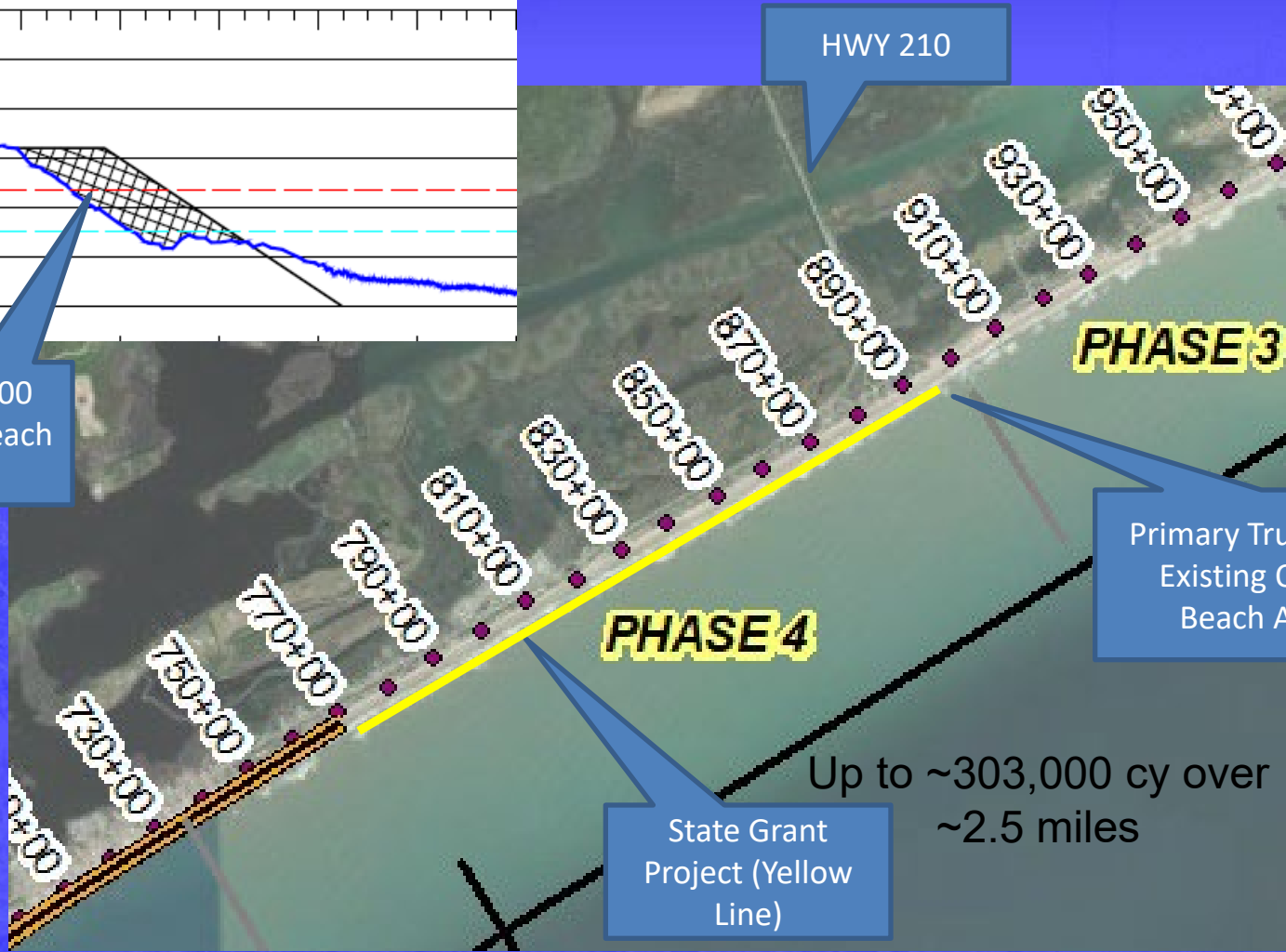
# COMPLETED FEMA Mitigation Nourishment in Phase 5 (and some Phase 4) Beach (not Dune) Nourishment. ~3.5 Miles of Restored Beach



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



~80 to 100 Feet of Beach Width



To Begin November 16, 2024



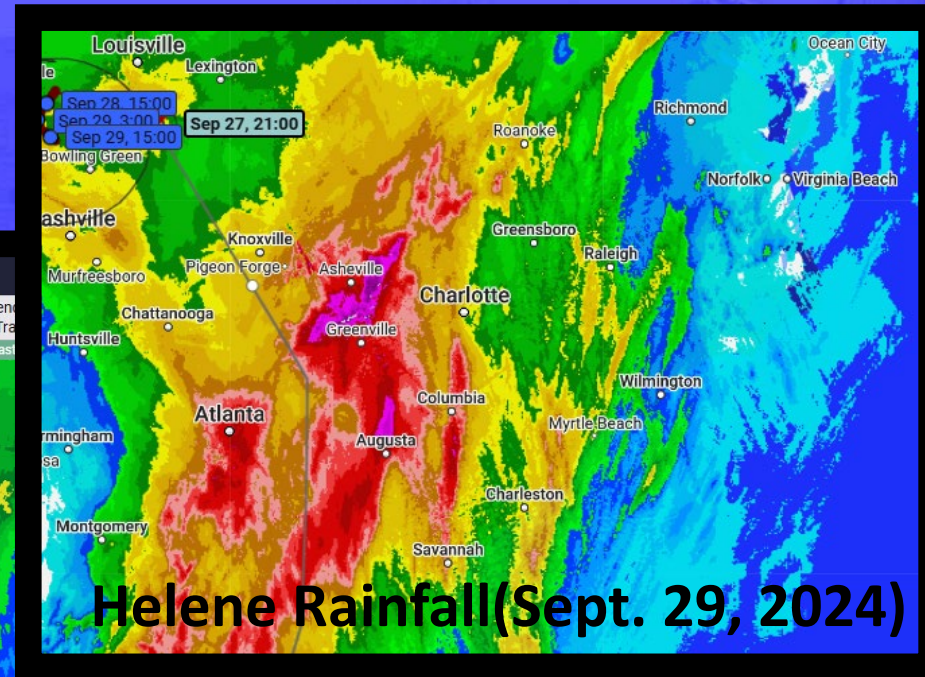
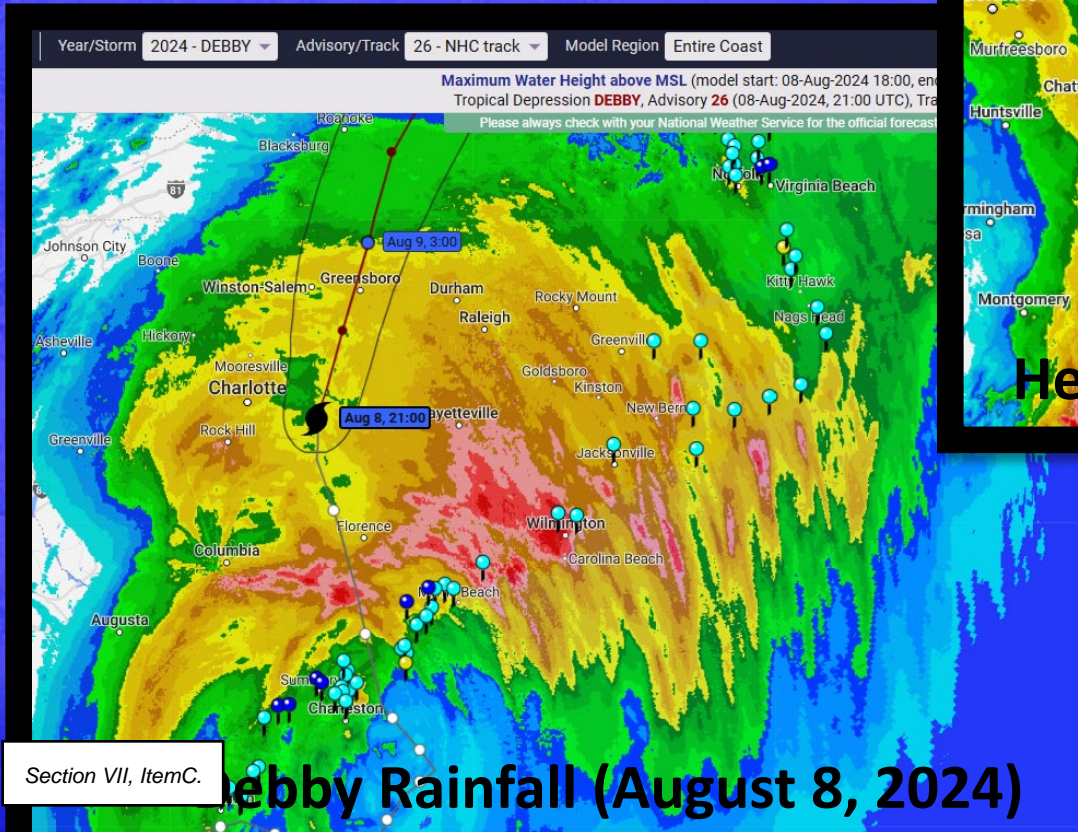
# Disposal Area (DA) 143 Beneficial Reuse and Placement in Phases 1, 2, and 3

- Investigations Ongoing,
- Permit Application to Follow.
- 2024 Analysis shows up to 2.6 million cubic yards at DA 143 (1.9 million cubic yards was previous estimate)



# Potential Tropical Cyclone (PTC) 8

- Debby (early August) – No FEMA/NCEM involvement
- Helene (late September) – No FEMA/NCEM involvement for Coastal Counties
- PTC 8 – See next slide



# Potential Tropical Cyclone (PTC) 8

## DECLARED OCTOBER 19, 2024

### SUMMARY

STATE: North Carolina  
NUMBER: FEMA-4837-DR  
INCIDENT: Potential Tropical Cyclone Eight  
INCIDENT PERIOD: September 16-20, 2024  
DATE REQUESTED BY GOVERNOR: October 16, 2024  
FEDERAL COORDINATING OFFICER: E. Craig Levy, Sr.  
National FCO Program

### DESIGNATIONS AND TYPES OF ASSISTANCE:

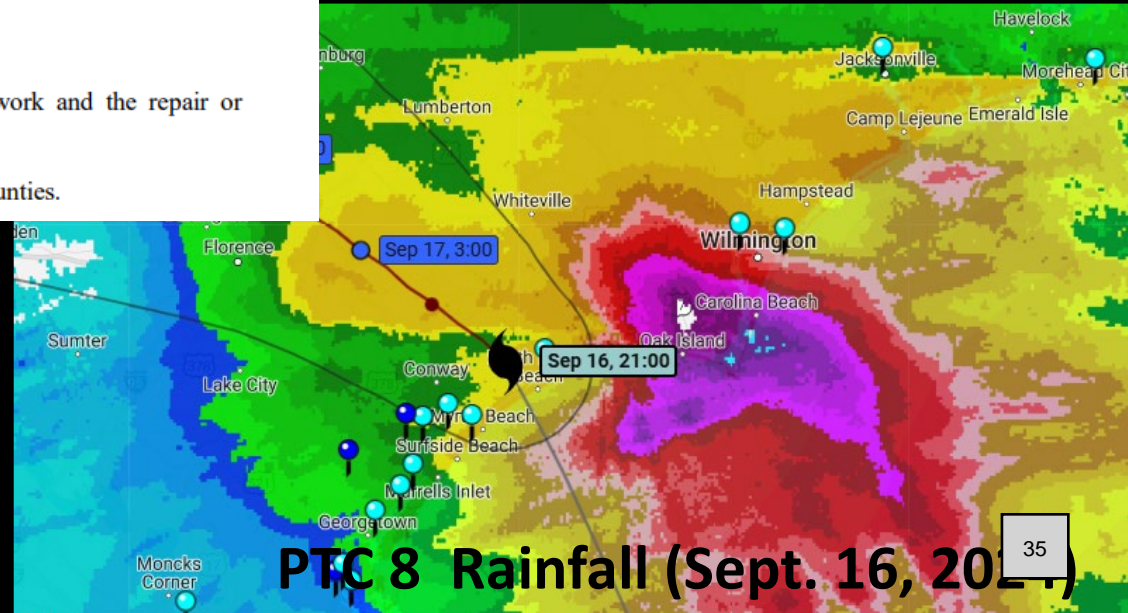
#### INDIVIDUAL ASSISTANCE (Assistance to individuals and households):

Not Requested.

#### PUBLIC ASSISTANCE (Assistance for emergency work and the repair or replacement of disaster-damaged facilities):

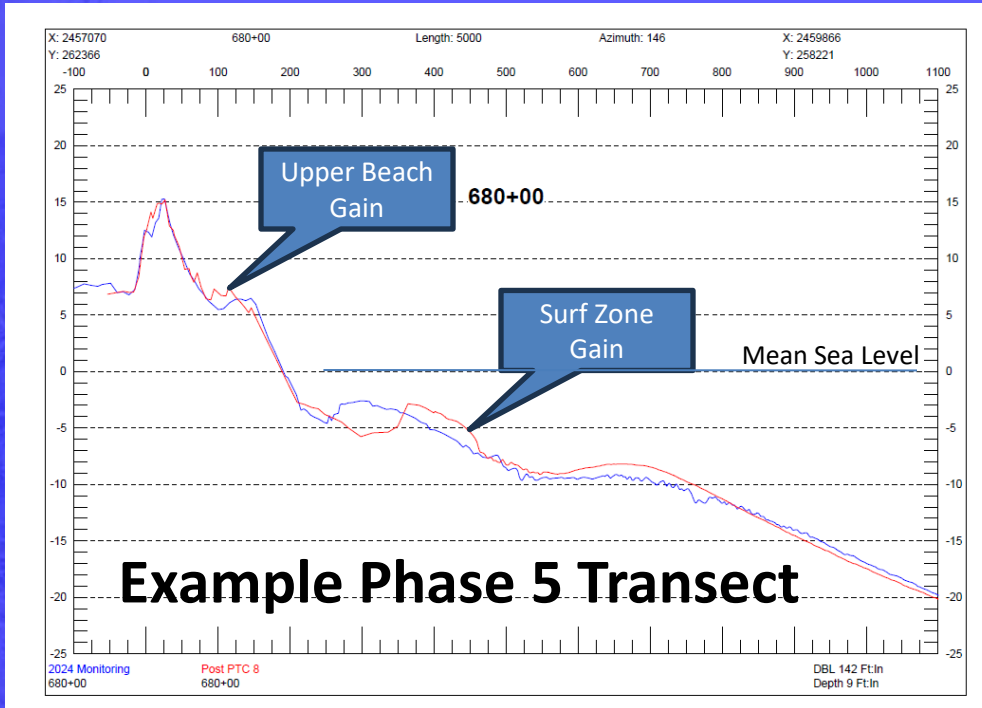
Brunswick, Carteret, New Hanover, and Onslow Counties.

- Phase 5  
“Engineered Beach” Shoreline  
– Gained Volume
- Dune losses  
measured for  
entire shoreline



# Potential Tropical Cyclone (PTC) 8

- Phase 5 “Engineered Beach” Shoreline – Gained Volume



## Dune Losses



## Dune Losses

	Shoreline Length (miles)	Net loss (CY)	Gross Loss (CY)
PHASE 1	1.5	14,641	15,629
PHASE 2	2.3	22,068	33,710
PHASE 3	1.3	7,414	7,697
Section VII, Item C.	3.2	16,956	26,274
	3.1	-28,680	4,502
<b>TOTALS</b>		<b>32,400</b>	<b>87,812</b>

**Net Losses**  
 = ~61,000 cy if don't include Phase 5



# Town Beach Projects Updates

- Phase 1 – Corps AIWW Project this winter (~88,000 cy estimated, Southwinds Dredging)
- New River Inlet Management Master Plan EIS: Final Sections of Draft EIS under development.
- State Grant Nourishment - ~303,000 cy in Phase 4 to begin November 16.
- Post Tropical Storm Survey submitted to FEMA/NCEM for PTC 8. 61,000 cy to 88,000 cy potentially eligible. Focus on Phases 1,2 and 3.
- Disposal Area 143 Beneficial Reuse for Nourishment of Phases 1,2,3 of between ~1.9 and ~2.6 million cubic yards - investigations ongoing , then permitting
- Working with NTB Finance Officer and DEC Associates regarding funding for FEMA and State funded projects
- Grant Coordination
- Permitting Coordination (all projects)



Board of Aldermen Regular Meeting  
Wednesday, October 2, 2024  
MINUTES

The Town of North Topsail Beach Board of Aldermen held its regular meeting on October 2, 2024. A quorum of the board was present. Town Manager Derian was in attendance.

Board members present: Mayor Pro Tem Mike Benson. Mayor McDermon attended the meeting telephonically.

Aldermen: Richard Grant, Tom Leonard, Connie Pletl and Laura Olszewski

Board members absent: None

**CALL TO ORDER**

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

Mayor Pro Tem Benson stated Mayor McDermon is attending the meeting telephonically and requested a motion to allow the mayor to participate in discussion during the meeting.

**Motion** – Alderman Pletl motioned to allow Mayor McDermon to participate telephonically in the discussion during the meeting; seconded by Alderman Olszewski; unanimously approved.

**APPROVAL OF AGENDA**

**Motion** – Alderman Grant motioned to add to the Consent Agenda as item F ‘\$9,142.00 change order for the Fire Station # 2 project; seconded by Alderman Leonard unanimously approved.

**MANAGER’S REPORT**

**A. Municipal Legal Services**

A Request for Proposal for municipal legal services was issued August 2, 2024. Since the last meeting, I have interviewed two firms that submitted proposals and supplied those questions and answers to the Board for review and consensus back. I included on the agenda for the Board to make a motion to approve the contract for legal services with Sumrell Sugg, P.A. Law Firm as presented to be effective October 2, 2024.

**Motion** – Alderman Grant motioned to approve the contract for legal services with Sumrell Sugg, P.A. Law Firm as presented effective October 2, 2024; seconded by Alderman Leonard; unanimously approved.

Manager Derian asked two attorneys from the firm, Trey Ferguson and Chip Payson, to take a seat at the dais.

Manager Derian provided the following report to the Board.

- *Beach Projects*

I am pleased to report that we received our CAMA permit for the beach matting. I had to amend the order for the length of the matting for the field inspection. I revised the order to make one access longer and one access shorter. The final order was two five-foot-wide sections of matting; one at 110 feet long and one at 73 feet long. Mats are expected to be shipped the second week in October. Because of the active storm season, I will pause installation to the end of November.

- Storm updates

We have had a very active month since the last meeting with Tropical Storm Debby and potential Tropical Cyclone # 8. I reported at the last meeting for post storm Debby, the Board provided consensus on moving forward with an emergency push in the area of Topsail Dunes in the amount of approximately \$7,000. This may change based on the unnamed storm event that was potentially Tropical Cyclone # 8. I requested our beach engineers to do a full survey that started on September 17<sup>th</sup>. We may have to pivot and discuss a truck haul project pending those survey results. I contacted TI Coastal for an update. They finished surveying last Friday and they are processing the work. They hope to get the maps and volumes completed at some point today. I expect to share the results with the Board this week for review and discussion by our engineer at the November meeting for recommendations at that time. Staff from multiple departments, including Fire, Police and Code Enforcement Departments, have been out on the beach removing debris since September 17<sup>th</sup>. As of yesterday, the largest majority of debris has been removed. It mostly consisted of wood, construction items, and items from wooden crossovers either from our area or other areas. We completed an assessment of our town owned crossovers following the storm. Two required repairs; one at Marina Way, which was more severely damaged and one at Oyster Lane. I am in the process of reviewing quotes to repair Marina Way now. Thank you to the staff that worked on all of the post storm tasks. The Fire Department was instrumental in pumping all of the water off of Island Drive area and helped scrape sand from the roadway specifically on the north end. Thank you to our Code Enforcement Officer who was on the beach daily picking up loads of debris nonstop. The Police Department assisted with removing debris as well and deploying road signage for when they needed to be closed, particularly up on the north end. Thank you to the IT Director who always helps me get everything posted in a timely manner. I spoke with the County Manager to relay our conditions for when he spoke with Senator Lazaro. I also spoke with the Assistant Director for North Carolina Emergency Management. My discussion with them prompted them to contact the County Emergency Management Team. We received notification that Governor Cooper amended his executive order # 314 on September 18<sup>th</sup> expanding the emergency area to additional counties which will include Onslow County. I, along with the Fire Chief, met with the County Emergency Management Director and the Assistant the next day to ride the beach and see the areas of erosion. They took plenty of pictures and documentation. It was fortunate that I had the conversation with the state because Onslow County was not on the radar to include at that point in time. FEMA has not

made any declarations at this point in time, but it may become one of those situations that becomes a latent declaration and the situation is also dependent on if the state and county meet threshold limits for these types of events. We have tracked everything related regardless of declarations to be proactive in the event we are able to submit for any type of reimbursement. Our Spectrum internet service was affected so we deployed our Starlink satellite system that we recently purchased, so we were able 100% operational. Thank you to our IT Director for setting this up and keeping us going.

- *North Carolina Department of Transportation (DOT)*

I have spoken to many different branches of the DOT throughout this month for all areas that we have been working on for different things. With the Intent to Repeal the Speed limit ordinance for the 3.392-mile section of New River Inlet Road, no further communication has been received from DOT. Once it is received, we will place it on a future agenda for the Board's consideration. I talked to DOT yesterday about the status of the encroachment permit for the crosswalk project at Villa Capriani. DOT is requesting additional documentation that specifies we will take responsibility for the maintenance of the crosswalk. I responded that the documentation is included with the request.

- *Roadway repairs*

Since the recent storms, roadway erosion was reported near 2342 New River Inlet Road. Onslow County Maintenance is reviewing this.

- *Fire Station No. 2*

Owner/architect meetings continue on a bi-weekly basis. Stone selection has been completed. There have been discussions on a pull mounted transformer. The change order for \$9,142 was recommended by Becker Morgan group to convert the north and south walls of the elevator from 8-inch CMU to 10-inch CMU, which are concrete blocks. The wall thickness needed to be increased as per the elevator manufacturer to house the controller panels. The elevator we proposed has openings on two sides and we need to accommodate the control panels on each side which required the upgraded blocking.

- *Announcements*

The Howl-O-Ween event at Richard Peters Park is October 23<sup>rd</sup> at 5 pm. Thanks to Pet Supplies for sponsoring the event. It will be a pet parade costume and contest and is free to attend.

#### OPEN FORUM

- Susan Meyer, 2224 New River Inlet Road, explained she was speaking on behalf of the Planning Board. She asked the Board to consider moving the meetings to the second Thursday for two reasons: one it was changed mainly to fit Attorney Edes' schedule and two it allows the Planning Board time to make the Board of Aldermen current agenda rather than a month behind. She also asked the Board to consider filling the two vacancies as per the Unified Development Ordinance (UDO).
- Jeff Meyer, 2224 New River Inlet Road, said Topsail Reef has a concern with people cutting through their property using their accesses. He requested the Board to consider re-



opening the public access to the north of the Reef. He understands that property was donated to the Town years ago for public access and has been closed since Florence (hurricane). That would help alleviate some of the traffic through the Reef.

- Pat Moylan, 231 Sea Shore Drive, asked why the Town does not have bulk pickup for yard waste. Surf City has it.

## PUBLIC PRESENTATIONS AND HEARINGS

### A. Coastal Engineer Monthly Report

Engineer Way provided the following update on beach projects:

- Recent Tropical Storm and King Tides caused some erosion, but the beach held up well.
- Phase 1 Corps AIWW Project is out for bid (~88,000 cubic yards estimated).
- New River Inlet Management Master Plan Environmental Impact Study final sections of the draft are under development.
- State Grant Nourishment in Phase 4 is expected to begin November 16th with ~303,000 cubic yards.
- Post Tropical Storm Survey has been completed and it will be compared with pre-storm annual monitoring survey.
- Disposal Area 143 beneficial reuse for nourishment of Phases 1, 2, 3 may yield between ~1.9 and ~2.6 million cubic yards. Investigations are ongoing, then permitting.
- He is working with the Town's Finance Officer and DEC Associates regarding funding for FEMA and State funded projects.
- Grant Coordination is ongoing.
- Permitting Coordination for all projects is ongoing.

## CONSENT AGENDA

The Consent Agenda consisted of the following items:

- Minutes from July 3, 2024.
- MOTV Tax Refunds for total of \$40.26 and \$11.55.
- Budget amendment 2024-25.1 for \$3,180.10.
- Budget amendment 2024-25.2 for \$46,145.40.
- Budget amendment 2024-25.3 for \$28,497.00
- \$9,142.00 change order for Fire Station # 2

**Motion** – Alderman Leonard motioned to approve the Consent Agenda as modified (with the removal of item F ‘\$9,142 change order for Fire Station # 2 project’ upon adoption of the agenda); seconded by Alderman Pletl; unanimously approved.

## CONTINUING BUSINESS

### A. BISAC update

Chair Strother provided the following report:

- At the September 17<sup>th</sup> meeting, the committee discussed the pros and cons of rope and post crossovers instead of wooden stairs.
- Engineer Chris Gibson updated the committee on the status of the 5-year beach plan and provided the following estimated timeline:
  - October/November 2024 - One Stop Meeting with state agencies
  - March/April 2025 - Issue contract to a contractor
  - May through September 2025 - Clear and grub the borrow area and prep it for a dredge
  - October 2025 - Start mobilizing to lay pipelines
  - November 15, 2025 - Begin to work on the beach.
  - March/April 2026 - Finish the project, which is for Reaches (Phases) 1, 2, 3.
  - The Town has a project scheduled this winter for Reach 4.
- A study of Disposal Area 143 indicates a possible yield of between ~1.9 and ~2.6 million cubic yards of material.

B. North Topsail Beach letter to state representatives requesting a shellfish moratorium in public waters around North Topsail Beach

Mayor Pro Tem Benson explained this is a continuing agenda item from last month. Counties to the north have passed moratoriums on new shellfish leases due to too much interaction and density of new leases along with existing leases. This has caused increases in new shellfish leases in our area. There are about 30 existing leases in the North Topsail Beach salt marsh area. Conflict has been created between recreational boaters, tourism, and commercial aquaculture. The proposed letter is to ask the state legislature to consider a moratorium on additional shellfish leases in Onslow and Pender County. The letter does not restrict any existing leases. Surf City and Onslow County have both approved moratorium resolutions. Pender County has it on its October agenda.

Alderman Grant said he does not mind the letter but does not know that it will need legislation. From his research, he thinks the commission can do it. The moratoriums have been in since 1989 and are not recent. Some of the sites are water columns which are a problem.

Alderman Leonard called for the question.

**Motion** – Alderman Pletl motioned to approve the letter to state representatives requesting a shellfish moratorium in public waters around North Topsail Beach as presented; seconded by Alderman Leonard; unanimously approved.

NEW BUSINESS

A. CAMA (Coastal Area Management Authority)

Alderman Grant presented photos of escarpments on the beach from recent storms. He stated the CAMA Land Use Plan is something the Town really needs to update given what is going on in the Town. In a conversation with the head of CAMA, he was told that CAMA is only the minimum. The Town can do a lot more than CAMA restrictions. He believes the Town needs to step back and look at what is allowed to be built. He asked the Board to consider by consensus seeing if the Town Manager can pursue revisiting the current plan and come back to us.

Alderman Leonard asked Manager Derian if she was good with this.

Manager Derian replied yes if it is a priority of the Board.

Alderman Pletl commented it is one of the priorities but there are other higher priorities that she does not want stopped. Put it in the shuffle when the Manager can get to it.

Alderman Grant said we do not have the resources to do this in any kind of reasonable timeframe, so we should use a third party.

Alderman Leonard agreed it would need to be done by a third party dedicated to doing this for a living.

Alderman Olszewski said it would be helpful to go to the County to find out what their hiring process was and what type of skill set they looked for.

Mayor Pro Tem Benson said there are environmental companies that specialize in this sort of thing.

Manager Derian said some of the recent agreements and contracts the Board approved at the last meeting included firms that have this in their proposals. It would be a matter of her contacting them for a scope and estimated cost to update the CAMA Land Use Plan.

#### OPEN FORUM

Mark Barefoot, 2456 Sandpiper, notified everyone that the Real Housewives of Topsail Island annual bike ride is this Saturday, so there will be a lot of bicycle traffic.

ATTORNEY REPORT – None

MAYOR REPORT– None

#### ALDERMEN REPORTS:

Alderman Grant – At the last ONWASA Board meeting, he mentioned leakage issues. The Board has asked the CEO to look at replacing old systems because there is no plan to do so. He is pushing the ONWASA Board to make sure they are safe in North Topsail Beach going forward.

Alderman Olszewski – no report

Alderman Leonard - This month marks the anniversary of the Beirut bombing October 23, 1983. A Memorial Service will be held on the 23<sup>rd</sup> at 10 am at the Lejeune Memorial Gardens. On October 17<sup>th</sup>, he will attend the elected officials working lunch hosted by the base commander. He will ride in the Real Housewives of North Topsail Beach Breast Cancer Awareness ride on Saturday.

Alderman Pletl – Thank you to the staff and manager for the response to the storm. Nine sea turtle nests were lost due to the King Tides. Two nests are left to hatch in North Topsail Beach and there is a total of 6 on the island. If anyone would like to donate items for the raffle at the Howl-O-Ween event, contact her or Alice (Manager Derian).

Mayor Pro Tem Benson – Thank you to Manager Derian and staff for their efforts during the storm. His thoughts are with the people in western North Carolina and eastern Tennessee impacted by the hurricane.

CLOSED SESSION

**Motion** – Alderman Leonard motioned to go into Closed Session at 12:20 pm as per NCGS 143.318.11(a)(3) to consult with the attorney; seconded by Alderman Olszewski; unanimously approved.

**Motion** – Alderman Leonard motioned to return to Open Session at 1:32 pm; seconded by Alderman Olszewski; unanimously approved.

Mayor Pro Tem Benson stated the Board took no action in Closed Session.

ADJOURNMENT

**Motion** - Alderman Leonard motioned to adjourn at 1:33 pm; seconded by Alderman Olszewski; unanimously approved.

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Joann McDermon, Mayor



**BOARD OF ALDERMEN  
MEMORANDUM**

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**TO:** MAYOR MCDERMON AND ALDERMEN  
**FROM:** Kim Weaver, Deputy Finance Officer  
**SUBJECT:** Monthly Financial Report  
**DATE:** October 25, 2024

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

- A Budget to Actual report is contained in this month's packet. A separate Budget to Actual report is provided for Fund 31 and Fund 50.
- In September the Town collected \$122,280. in interest with the North Carolina Capital Management Trust account.
- We received \$3298.00 in paid parking revenues for the month of September. For comparison, in September of 2023 we collected \$41766.
- For property taxes this month, we have received \$411,587.
  - from Onslow County.
- September's Motor Vehicle taxes totaled \$7793.86

- In October, we collected \$95,694.
- for Occupancy Taxes from short-term rentals during the month of September. For revenue comparisons, last year during the same period we collected \$ 199,064.
- This month, we have processed approximately \$930,756.13
- in accounts payable.

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

Respectfully submitted,

*Kim Weaver*

Kim Weaver  
Deputy Finance Officer

## Budget vs Actual

NORTH TOPSAIL BEACH  
10/24/2024 3:45:02 PM

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Period Ending 6/30/2025

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
<b>Revenues</b>							
10-301-00 AD VALOREM TAX - Current Year	4,162,197	0.00	0.00	975,138.05	(3,187,058.95)	23%	
10-301-01 AD VALOREM TAX - Prior Years	45,000	0.00	0.00	16,836.42	(28,163.58)	37%	
10-301-02 AD VALOREM TAX - MOTV	80,000	0.00	0.00	30,307.74	(49,692.26)	38%	
10-317-00 AD VALOREM TAX Penalties	3,000	0.00	0.00	632.63	(2,367.37)	21%	
10-317-01 COUNTY GRANT FUNDING	0	0.00	0.00	0.00	0.00		
10-325-00 PRIVILEGE LICENSES	0	0.00	0.00	0.00	0.00		
10-329-00 INTEREST	200,000	0.00	0.00	283,706.58	83,706.58	142%	
10-330-00 LOAN PROCEEDS	0	0.00	0.00	0.00	0.00		
10-330-01 P&L INSURANCE PROCEEDS	0	0.00	0.00	0.00	0.00		
10-335-00 MISCELLANEOUS	5,000	0.00	0.00	384.00	(4,616.00)	8%	
10-335-01 MEETING ROOM	0	0.00	0.00	0.00	0.00		
10-335-03 STATE REIMBURSEMENTS	0	0.00	0.00	0.00	0.00		
10-336-03 SEA OATS COST SHARE PROGRAM	0	0.00	0.00	0.00	0.00		
10-336-06 TOWN DONATIONS	0	0.00	0.00	0.00	0.00		
10-336-07 SALE OF TOWN MERCHANDISE	5,000	0.00	0.00	3,396.16	(1,603.84)	68%	
10-336-08 NTB HOLIDAY DONATIONS	0	0.00	0.00	0.00	0.00		
10-337-00 UTILITIES FRANCHISE TAX	330,000	0.00	0.00	109,224.28	(220,775.72)	33%	
10-341-00 BEER & WINE TAX	3,400	0.00	0.00	30.00	(3,370.00)	1%	
10-343-00 POWELL BILL ALLOCATIONS	35,000	0.00	0.00	21,277.86	(13,722.14)	61%	
10-345-00 LOCAL OPTION SALES TAX	2,166,997	0.00	0.00	557,625.74	(1,609,371.27)	26%	
10-345-01 SALES & USE TAX RETURN	0	0.00	0.00	257.98	257.98		
10-347-02 SOLID WASTE DISP TAX	750	0.00	0.00	0.00	(750.00)		
10-350-00 RECREATION -RENTAL FEES	2,000	0.00	0.00	1,527.60	(472.40)	76%	
10-350-01 PAID PARKING REVENUE	112,125	0.00	0.00	62,049.71	(50,075.29)	55%	
10-351-01 OFFICER CITATIONS, COURT & FINGERPRINTS	2,000	0.00	0.00	3,421.35	1,421.35	171%	
10-351-02 POLICE ESHARE ACCOUNT	0	0.00	0.00	0.00	0.00		

## Budget vs Actual

NORTH TOPSAIL BEACH  
10/24/2024 3:45:02 PM

Period Ending 6/30/2025

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-351-03 BODY ARMOR REIMBURSEMENT	0	0.00	0.00	0.00	0.00	0.00	
10-352-01 FIRE INSPECTIONS & VIOLATION FEES	500	0.00	0.00	0.00	(500.00)		
10-352-02 CODE ENFORCEMENT FINES	3,000	0.00	0.00	2,000.00	(1,000.00)	67%	
10-352-03 PLANNING DEPT. FEES	0	0.00	0.00	0.00	0.00		
10-355-00 BUILDING PERMITS	85,000	0.00	0.00	26,537.47	(58,462.53)	31%	
10-355-01 MECHANICAL PERMITS	15,000	0.00	0.00	2,450.00	(12,550.00)	16%	
10-355-02 ELECTRICAL PERMITS	18,000	0.00	0.00	4,482.00	(13,518.00)	25%	
10-355-03 PLUMBING PERMITS	2,500	0.00	0.00	560.00	(1,940.00)	22%	
10-355-04 INSULATION PERMITS	500	0.00	0.00	0.00	(500.00)		
10-355-05 HOMEOWNERS RECOVERY FEE	300	0.00	0.00	(312.00)	(612.00)	-104%	
10-355-06 TECHNOLOGY FEE	7,500	0.00	0.00	1,717.69	(5,782.31)	23%	
10-355-07 REINSPECTION FEE/FINES	3,000	0.00	0.00	6,875.00	3,875.00	229%	
10-355-09 CCR FEES	1,000	0.00	0.00	790.00	(210.00)	79%	
10-357-08 PLANNING & ZONING FEES	28,000	0.00	0.00	6,075.00	(21,925.00)	22%	
10-359-00 REFUSE COLLECTION FEES	528,888	0.00	0.00	176,068.52	(352,819.92)	33%	
10-359-01 REFUSE COLLECT PRIOR YEAR	0	0.00	0.00	0.00	0.00		
10-359-50 VACANT LOT SWF	10,000	0.00	0.00	550.00	(9,450.00)	6%	
10-359-51 LOST CART REPLACEMENT	2,000	0.00	0.00	0.00	(2,000.00)		
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	0.00	(20,000.00)		
10-368-00 OTHER STATE REVENUES	0	0.00	0.00	0.00	0.00		
10-368-01 GRASS MOWING REIMB	6,993	0.00	0.00	0.00	(6,993.00)		
10-368-02 GRANT FUNDS	0	0.00	0.00	12,275.08	12,275.08		
10-382-00 SALE OF LESO ASSETS	0	0.00	0.00	0.00	0.00		
10-383-00 SALE OF FIXED ASSETS	10,000	0.00	0.00	3,064.14	(6,935.86)	31%	
10-383-01 HURRICANE REIMBURSEMENT	0	0.00	0.00	0.00	0.00		
10-384-00 REIMBURSEMENT FROM F30	0	0.00	0.00	0.00	0.00		
10-399-00 APPROP. FUND BALANCE	53,401	0.00	0.00	0.00	(53,400.50)		



## Budget vs Actual

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**10 GENERAL FUND**

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
10-399-02 T/I OTHER FUNDS	0	0.00	0.00	0.00	0.00	
<b>Revenues Totals:</b>	<b>7,950,551</b>	<b>0.00</b>	<b>0.00</b>	<b>2,309,429.00</b>	<b>(5,641,121.95)</b>	<b>29%</b>

## Budget vs Actual

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### 10 GENERAL FUND

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
<b>Expenses</b>						
10-410-02 SALARIES	36,000	0.00	0.00	9,428.57	26,571.43	26%
10-410-05 FICA (7.65%)	2,754	0.00	0.00	918.00	1,836.00	33%
10-410-14 TRAVEL & TRAINING	2,000	0.00	0.00	0.00	2,000.00	
10-410-33 DEPARTMENTAL SUPPLIES	1,500	0.00	0.00	44.79	1,455.21	3%
10-410-42 CHARTER CODES SERVICE	0	0.00	0.00	123.66	(123.66)	
10-410-43 AUDITOR FEES	15,500	0.00	0.00	0.00	15,500.00	
10-410-45 TAX COLLECTION FEES	71,200	0.00	0.00	15,105.63	56,094.37	21%
10-410-47 PROFESSIONAL SERVICES	185,000	0.00	0.00	21,507.17	163,492.83	12%
10-410-50 DONATIONS OTHER AGENCIES	12,500	0.00	0.00	2,500.00	10,000.00	20%
10-410-53 DUES & SUBSCRIPTIONS	2,750	0.00	0.00	2,127.00	623.00	77%
10-410-57 MISCELLANEOUS	500	0.00	0.00	0.00	500.00	
10-410-58 TAX REFUNDS	1,000	0.00	0.00	0.00	1,000.00	
10-410-95 BOARD STIPEND	3,600	0.00	0.00	900.00	2,700.00	25%
GOVERNING BODY Totals:	334,304	0.00	0.00	52,654.82	281,649.18	16%

## Budget vs Actual

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-420-02 SALARIES	488,000	0.00	0.00	112,930.05	375,069.95	23%	
10-420-05 FICA (7.65%)	37,332	0.00	0.00	9,634.90	27,697.10	26%	
10-420-06 GROUP INSURANCE	54,600	0.00	0.00	15,351.53	39,248.47	28%	
10-420-07 ORBIT RETIREMENT (12.23%)	66,905	0.00	0.00	16,754.63	50,150.17	25%	
10-420-08 401K (3%)	14,640	0.00	0.00	3,753.23	10,886.77	26%	
10-420-09 TOWN INSURANCE HRA	60,000	0.00	0.00	23,621.25	36,378.75	39%	
10-420-10 EMPLOYEE TRAINING	6,000	0.00	0.00	84.42	5,915.58	1%	
10-420-11 POSTAGE	2,500	0.00	0.00	341.53	2,158.47	14%	
10-420-12 MANAGER EXPENSE ACCT	1,000	0.00	0.00	304.20	695.80	30%	
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	143.95	1,856.05	7%	
10-420-17 M & R VEHICLE	2,000	0.00	0.00	0.00	2,000.00		
10-420-18 CONSUMABLES	5,000	0.00	0.00	290.35	4,709.65	6%	
10-420-26 ADVERTISING	2,500	0.00	0.00	837.60	1,662.40	34%	
10-420-31 GAS, OIL & TIRES	2,200	0.00	0.00	684.04	1,515.96	31%	
10-420-32 OFFICE SUPPLIES	6,000	0.00	0.00	704.65	5,295.35	12%	
10-420-34 TOWN APPAREL & MERCH EXPENSE	6,000	0.00	0.00	1,371.20	4,628.80	23%	
10-420-45 CONTRACTED SERVICES	112,500	0.00	0.00	29,771.20	82,728.80	26%	
10-420-53 DUES & SUBSCRIPTIONS	20,000	0.00	0.00	3,125.00	16,875.00	16%	
10-420-57 MISCELLANEOUS	500	0.00	0.00	176.00	324.00	35%	
10-420-58 EMPLOYEE ENGAGEMENT	8,000	0.00	0.00	0.00	8,000.00		
10-420-74 CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00		
10-420-76 EQUIPMENT LEASE PAYMENTS	12,000	0.00	0.00	2,480.82	9,519.18	21%	
ADMINISTRATION Totals:	914,677	0.00	0.00	222,360.55	692,316.25	24%	

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### 10 GENERAL FUND

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
10-430-57 ELECTION EXPENSES	0	0.00	0.00	0.00	0.00	0.00
ELECTIONS Totals:	0	0.00	0.00	0.00	0.00	0.00

## Budget vs Actual

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-480-02 SALARIES	80,100	0.00	0.00	27,530.38	52,569.62	34%	
10-480-05 FICA (7.65%)	6,128	0.00	0.00	2,100.20	4,027.45	34%	
10-480-06 GROUP INSURANCE	9,450	0.00	0.00	3,039.40	6,410.60	32%	
10-480-07 ORBIT RETIREMENT (12.96%)	10,982	0.00	0.00	3,692.67	7,289.04	34%	
10-480-08 401K (3%)	2,403	0.00	0.00	825.90	1,577.10	34%	
10-480-10 EMPLOYEE TRAINING	2,000	0.00	0.00	0.00	2,000.00		
10-480-16 M & R EQUIPMENT	6,000	0.00	0.00	1,816.58	4,183.42	30%	
10-480-33 DEPARTMENT SUPPLIES	3,000	0.00	0.00	193.21	2,806.79	6%	
10-480-53 DUES & SUBSCRIPTIONS	53,647	0.00	0.00	29,676.78	23,970.22	55%	
10-480-57 MISCELLANEOUS	500	0.00	0.00	69.76	430.24	14%	
10-480-74 CAPITAL OUTLAY	62,000	2,237.88	0.00	46,690.47	13,071.65	79%	
10-480-76 EQUIPMENT LEASE PAYMENTS (Computers)	0	0.00	0.00	0.00	0.00		
IT DEPARTMENT Totals:	236,209	2,237.88	0.00	115,635.35	118,336.13	50%	

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-490-02 SALARIES	165,100	0.00	0.00	31,778.68	133,321.32	19%	
10-490-03 PART-TIME SALARIES	0	0.00	0.00	0.00	0.00		
10-490-05 FICA (7.65%)	12,630	0.00	0.00	2,677.34	9,952.81	21%	
10-490-06 GROUP INSURANCE	18,900	0.00	0.00	3,064.27	15,835.73	16%	
10-490-07 ORBIT RETIREMENT (12.23%)	22,635	0.00	0.00	4,694.20	17,941.01	21%	
10-490-08 401K (3%)	4,953	0.00	0.00	1,049.93	3,903.07	21%	
10-490-10 EMPLOYEE TRAINING	3,000	0.00	0.00	385.39	2,614.61	13%	
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	0.00	1,000.00		
10-490-26 ADVERTISEMENT	0	0.00	0.00	0.00	0.00		
10-490-31 GAS, OIL, & TIRES	2,200	0.00	0.00	401.46	1,798.54	18%	
10-490-33 DEPARTMENTAL SUPPLIES	0	0.00	0.00	0.00	0.00		
10-490-45 CONTRACTED SERVICES	6,000	0.00	0.00	2,400.00	3,600.00	40%	
10-490-53 DUES & SUBSCRIPTIONS	1,650	0.00	0.00	50.00	1,600.00	3%	
10-490-57 MISCELLANEOUS	250	0.00	0.00	0.00	250.00		
10-490-58 CRS FLOOD ACTIVITY	1,400	0.00	0.00	298.99	1,101.01	21%	
10-490-74 CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00		
10-490-75 DEBT SERVICE	0	0.00	0.00	0.00	0.00		
10-490-76 TAXES & TITLES	0	0.00	0.00	0.00	0.00		
PLANNING/ZONING/CAMA Totals:	240,218	0.00	0.00	46,800.26	193,418.10	19%	

## Budget vs Actual

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-491-02 SALARIES	154,000	0.00	0.00	42,698.59	111,301.41	28%	
10-491-05 FICA (7.65%)	11,781	0.00	0.00	3,583.36	8,197.64	30%	
10-491-06 GROUP INSURANCE	18,900	0.00	0.00	6,376.72	12,523.28	34%	
10-491-07 ORBIT RETIREMENT (12.23%)	21,113	0.00	0.00	6,356.78	14,756.62	30%	
10-491-08 401K (3%)	4,620	0.00	0.00	1,425.35	3,194.65	31%	
10-491-10 EMPLOYEE TRAINING	4,500	0.00	0.00	200.00	4,300.00	4%	
10-491-16 M & R EQUIPMENT	0	0.00	0.00	0.00	0.00		
10-491-17 M & R VEHICLES	1,200	0.00	0.00	84.99	1,115.01	7%	
10-491-31 GAS, OIL & TIRES	3,300	0.00	0.00	712.82	2,587.18	22%	
10-491-33 DEPARTMENTAL SUPPLIES	0	0.00	0.00	0.00	0.00		
10-491-45 CONTRACTED SERVICES	10,000	0.00	0.00	7,194.00	2,806.00	72%	
10-491-53 DUES & SUBSCRIPTIONS	1,555	0.00	0.00	140.00	1,415.00	9%	
10-491-54 DEMOLITION	30,000	0.00	0.00	0.00	30,000.00		
10-491-57 MISCELLANEOUS	500	0.00	0.00	0.00	500.00		
10-491-74 CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00		
10-491-75 DEBT SERVICE	0	0.00	0.00	0.00	0.00		
10-491-76 LEASE PAYMENTS	0	0.00	0.00	0.00	0.00		
INSPECTIONS Totals:	261,469	0.00	0.00	68,772.61	192,696.79	26%	

## Budget vs Actual

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-500-11 PHONES	32,000	0.00	0.00	12,619.04	19,380.96	39%	
10-500-13 UTILITIES	55,000	0.00	0.00	13,012.95	41,987.05	24%	
10-500-15 M & R BUILDINGS/GROUNDS	54,000	(17,500.00)	0.00	31,883.57	39,616.43	27%	
10-500-17 LANDSCAPING EXPENSE	9,000	0.00	0.00	3,690.78	5,309.22	41%	
10-500-33 BUILDING SUPPLIES	6,500	1,000.00	0.00	551.27	4,948.73	24%	
10-500-35 FURNITURE	85,000	0.00	0.00	678.17	84,321.83	1%	
10-500-43 CLEANING SERVICES	15,000	0.00	0.00	4,250.00	10,750.00	28%	
10-500-45 PEST CONTROL	2,500	0.00	0.00	1,096.00	1,404.00	44%	
10-500-46 BUILDING SECURITY	33,500	8,287.50	0.00	8,867.63	16,344.87	51%	
10-500-57 TOWN SIGN M & R	2,500	0.00	0.00	0.00	2,500.00		
10-500-58 WEB EOC SERVICE	1,500	0.00	0.00	0.00	1,500.00		
10-500-74 CAPITAL OUTLAY	120,000	0.00	0.00	0.00	120,000.00		
10-500-76 LEASE PAYMENTS	24,000	0.00	0.00	12,000.00	12,000.00	50%	
10-500-80 STORM DAMAGE	0	0.00	0.00	0.00	0.00		
PUBLIC BLDGS Totals:	440,500	(8,212.50)	0.00	88,649.41	360,063.09	18%	



## Budget vs Actual

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-501-09 WORKER'S COMPENSATION	60,638	0.00	0.00	35,767.12	24,870.38	59%	
10-501-13 PROPERTY LIABILITY & BONDS	142,223	0.00	0.00	85,399.00	56,823.50	60%	
10-501-17 VFIS INSURANCE	24,806	0.00	0.00	23,571.00	1,235.25	95%	
10-501-53 CYBER INSURANCE	15,750	0.00	0.00	10,819.34	4,930.66	69%	
10-501-54 FLOOD INSURANCE	47,250	0.00	0.00	0.00	47,250.00		
INSURANCE Totals:	290,666	0.00	0.00	155,556.46	135,109.79	54%	

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**10 GENERAL FUND**

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
10-509-02 PSA SALARY	15,905	0.00	0.00	5,700.79	10,204.21	36%
10-509-05 FICA (7.65%)	1,220	0.00	0.00	436.07	783.93	36%
PSA - RETIRED POLICE OFFICERS Totals:	17,125	0.00	0.00	6,136.86	10,988.14	36%

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-510-02 SALARIES	818,000	0.00	0.00	227,703.16	590,296.84	28%	
10-510-03 PART-TIME SALARIES	14,000	0.00	0.00	9,358.36	4,641.64	67%	
10-510-04 OVERTIME	37,000	0.00	0.00	12,012.30	24,987.70	32%	
10-510-05 FICA (7.65%)	67,626	0.00	0.00	21,087.85	46,538.15	31%	
10-510-06 GROUP INSURANCE	122,850	0.00	0.00	32,670.88	90,179.12	27%	
10-510-07 ORBIT RETIREMENT (13.04%)	122,500	0.00	0.00	37,688.45	84,811.55	31%	
10-510-08 401K (5%)	40,000	0.00	0.00	12,667.10	27,332.90	32%	
10-510-09 BEACH PATROL EXPENSE	15,000	0.00	0.00	5,075.20	9,924.80	34%	
10-510-10 EMPLOYEE TRAINING	10,100	(904.96)	0.00	7,476.04	3,528.92	65%	
10-510-16 M & R EQUIPMENT	3,500	0.00	0.00	488.00	3,012.00	14%	
10-510-17 M & R VEHICLES	10,000	0.00	0.00	1,609.22	8,390.78	16%	
10-510-31 GAS,OIL & TIRES	64,000	0.00	0.00	23,268.04	40,731.96	36%	
10-510-32 OFFICE SUPPLIES	1,000	0.00	0.00	97.70	902.30	10%	
10-510-33 DEPARTMENTAL SUPPLIES	5,050	0.00	0.00	41.03	5,008.97	1%	
10-510-36 UNIFORMS	12,000	0.00	0.00	1,579.83	10,420.17	13%	
10-510-37 BALLISTIC VEST GRANT EXPENSE	9,395	0.00	0.00	4,838.39	4,556.61	51%	
10-510-47 PROFESSIONAL SERVICES	4,160	0.00	0.00	0.00	4,160.00		
10-510-53 DUES & SUBSCRIPTIONS	24,000	0.00	0.00	7,371.00	16,629.00	31%	
10-510-57 K-9 EXPENSES	3,000	0.00	0.00	441.87	2,558.13	15%	
10-510-60 LESO PROGRAM	7,255	487.38	0.00	3,064.28	3,703.44	49%	
10-510-73 NON-CAPITAL OUTLAY	64,500	0.00	0.00	26,664.20	37,835.80	41%	
10-510-74 CAPITAL OUTLAY	62,000	547.71	0.00	56,571.78	4,880.51	92%	
10-510-75 DEBT SERVICE	0	0.00	0.00	0.00	0.00		
10-510-76 TAXES & TITLES	4,340	0.00	0.00	0.00	4,340.00		
10-510-77 LEASED/RENTED EQUIPMENT	0	0.00	0.00	0.00	0.00		
10-510-79 DEBT SERVICE INTEREST	0	0.00	0.00	0.00	0.00		
10-510-80 STORM DAMAGE	0	0.00	0.00	0.00	0.00		
POLICE Totals:	1,521,276	130.13	0.00	491,774.68	1,029,371.29	32%	

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-545-02 SALARIES	244,000	0.00	0.00	60,988.35	183,011.65	25%	
10-545-03 PART-TIME SALARIES	0	0.00	0.00	0.00	0.00		
10-545-04 OVERTIME	9,000	0.00	0.00	2,236.85	6,763.15	25%	
10-545-05 FICA (7.65%)	19,355	0.00	0.00	5,326.51	14,027.99	28%	
10-545-06 GROUP INSURANCE	46,725	0.00	0.00	10,962.51	35,762.49	23%	
10-545-07 ORBIT RETIREMENT (12.23%)	34,686	0.00	0.00	9,448.90	25,237.40	27%	
10-545-08 401K (3%)	7,590	0.00	0.00	2,106.24	5,483.76	28%	
10-545-14 EMPLOYEE TRAINING	7,500	0.00	0.00	0.00	7,500.00		
10-545-16 M & R EQUIPMENT	10,000	0.00	0.00	3,417.30	6,582.70	34%	
10-545-17 M & R VEHICLES	10,000	1,000.00	0.00	10,730.54	(1,730.54)	117%	
10-545-31 GAS, OIL & TIRES	22,000	0.00	0.00	7,056.86	14,943.14	32%	
10-545-32 OFFICE SUPPLIES	250	0.00	0.00	13.99	236.01	6%	
10-545-33 DEPARTMENTAL SUPPLIES & EQUIP	7,000	0.00	0.00	1,680.62	5,319.38	24%	
10-545-34 MOSQUITO CONTROL EXPENSE	3,000	0.00	0.00	0.00	3,000.00		
10-545-36 UNIFORMS	2,500	0.00	0.00	89.97	2,410.03	4%	
10-545-37 RENTAL EQUIPMENT	6,000	662.02	0.00	2,072.10	3,265.88	46%	
10-545-53 DUES & SUBSCRIPTIONS	10,500	0.00	0.00	0.00	10,500.00		
10-545-57 MISCELLANEOUS	0	0.00	0.00	0.00	0.00		
10-545-73 NON-CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00		
10-545-74 CAPITAL OUTLAY	30,000	0.00	0.00	0.00	30,000.00		
10-545-75 DEBT SERVICE	0	0.00	0.00	0.00	0.00		
10-545-76 TAXES & TITLES	2,100	0.00	0.00	0.00	2,100.00		
PUBLIC WORKS Totals:	472,206	1,662.02	0.00	116,130.74	354,413.04	25%	

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-560-13 STREET LIGHT EXPENSE	32,000	0.00	0.00	9,662.80	22,337.20	30%	
10-560-15 M & R PUBLIC PARKING	25,000	0.00	0.00	0.00	25,000.00		
10-560-16 M & R EQUIPMENT	2,500	0.00	0.00	0.00	2,500.00		
10-560-33 DEPARTMENTAL SUPPLIES	7,500	0.00	0.00	0.00	7,500.00		
10-560-34 STRIPING	2,000	0.00	0.00	0.00	2,000.00		
10-560-35 SIGNS	1,500	0.00	0.00	0.00	1,500.00		
10-560-43 TOWN ENTRANCE SIGNS	20,000	0.00	0.00	104.00	19,896.00	1%	
10-560-72 STORMWATER	20,000	0.00	0.00	0.00	20,000.00		
10-560-73 STREET PAVING & REPAIR	52,000	12,000.00	0.00	0.00	40,000.00	23%	
10-560-74 CAPITAL OUTLAY	150,000	0.00	0.00	7,525.26	142,474.74	5%	
10-560-75 DEBT SERVICE	0	0.00	0.00	0.00	0.00		
10-560-79 DEBT SERVICE INTEREST	0	0.00	0.00	0.00	0.00		
STREETS Totals:	312,500	12,000.00	0.00	17,292.06	283,207.94	9%	

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-580-45 SANITATION CONTRACTS	426,388	0.00	0.00	102,953.63	323,434.81	24%	
10-580-46 TIPPING FEES	72,500	0.00	0.00	29,524.86	42,975.14	41%	
10-580-47 RECYCLING	30,000	0.00	0.00	0.00	30,000.00		
10-580-58 SOLID WASTE FEE REFUNDS	0	0.00	0.00	0.00	0.00		
SANITATION Totals:	528,888	0.00	0.00	132,478.49	396,409.95	25%	

## Budget vs Actual

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Period Ending 6/30/2025

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-620-12 SNOWFLAKES	12,000	2,375.00	0.00	8,061.48	1,563.52	87%	
10-620-14 PARK WELL	1,500	0.00	0.00	0.00	1,500.00		
10-620-15 PARK MAINTENANCE	42,673	15,799.35	0.00	18,931.80	7,942.25	81%	
10-620-17 PARK LANDSCAPING	15,000	0.00	0.00	64.67	14,935.33	0%	
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	200,000	0.00	0.00	7,682.24	192,317.76	4%	
10-620-27 SPECIAL EVENTS	10,000	0.00	0.00	2,557.12	7,442.88	26%	
10-620-33 PARK SUPPLIES	7,200	500.00	0.00	733.56	5,966.44	17%	
10-620-72 OCEAN CITY GRANT EXPENSE	0	0.00	0.00	0.00	0.00		
10-620-73 BIKE & PED GRANT EXPENSE	0	0.00	0.00	0.00	0.00		
10-620-74 CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00		
RECREATION Totals:	289,873	18,674.35	0.00	38,030.87	233,168.18	20%	

## Budget vs Actual

NORTH TOPSAIL BEACH  
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Period Ending 6/30/2025

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-690-02 SALARIES	917,000	0.00	0.00	263,450.75	653,549.25	29%	
10-690-03 PART-TIME SALARIES	75,000	0.00	0.00	4,569.00	70,431.00	6%	
10-690-04 OVERTIME	40,000	0.00	0.00	18,728.59	21,271.41	47%	
10-690-05 FICA (7.65%)	78,948	0.00	0.00	23,557.90	55,390.10	30%	
10-690-06 GROUP INSURANCE	158,550	0.00	0.00	43,177.40	115,372.60	27%	
10-690-07 ORBIT RETIREMENT (12.23%)	131,205	0.00	0.00	41,365.69	89,839.01	32%	
10-690-08 401K (3%)	28,710	0.00	0.00	9,327.22	19,382.78	32%	
10-690-10 EMPLOYEE TRAINING	5,500	0.00	0.00	831.84	4,668.16	15%	
10-690-16 M & R EQUIPMENT	26,000	0.00	0.00	3,166.65	22,833.35	12%	
10-690-17 M & R VEHICLES	22,800	0.00	0.00	1,403.97	21,396.03	6%	
10-690-31 GAS, OIL & TIRES	25,000	0.00	0.00	7,314.97	17,685.03	29%	
10-690-32 OFFICE SUPPLIES	2,000	0.00	0.00	0.00	2,000.00		
10-690-33 DEPARTMENTAL SUPPLIES	36,000	0.00	0.00	8,458.21	27,541.79	23%	
10-690-34 FIRE FIGHTER PHYSICALS	6,000	0.00	0.00	0.00	6,000.00		
10-690-36 UNIFORMS	22,500	0.00	0.00	16,306.49	6,193.51	72%	
10-690-47 PROFESSIONAL SERVICES	4,000	0.00	0.00	2,123.04	1,876.96	53%	
10-690-53 DUES & SUBSCRIPTIONS	13,500	0.00	0.00	0.00	13,500.00		
10-690-56 FEDERAL FIRE GRANT EXPENSE	0	0.00	0.00	0.00	0.00		
10-690-57 MISCELLANEOUS	300	0.00	0.00	240.82	59.18	80%	
10-690-73 COMMUNICATIONS EQUIP	6,000	0.00	0.00	0.00	6,000.00		
10-690-74 CAPITAL OUTLAY	160,000	0.00	0.00	56,570.00	103,430.00	35%	
10-690-75 DEBT SERVICE	0	0.00	0.00	0.00	0.00		
10-690-76 TAXES & TITLES	4,000	0.00	0.00	3,826.19	173.81	96%	
10-690-79 DEBT SERVICE INTEREST	0	0.00	0.00	0.00	0.00		
FIRE DEPARTMENT Totals:	1,763,013	0.00	0.00	504,418.73	1,258,593.97	29%	



## Budget vs Actual

NORTH TOPSAIL BEACH  
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10 GENERAL FUND								
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent		
10-695-00 DCM GRANT - LAND USE PLAN	0	0.00	0.00	0.00	0.00	0.00		
10-695-91 PLANNING BOARD EXPENSE	1,000	0.00	0.00	52.80	947.20	5%		
10-695-92 BOARD OF ADJUSTMENT EXPENSE	1,000	0.00	0.00	33.50	966.50	3%		
10-695-93 BEAUTIFICATION COMM	0	0.00	0.00	0.00	0.00			
10-695-94 X-MAS DONATION EXP.	0	0.00	0.00	0.00	0.00			
COMMITTES Totals:	2,000	0.00	0.00	86.30	1,913.70	4%		

## Budget vs Actual

NORTH TOPSAIL BEACH  
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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-720-08 CONTRACTS, PLANS & SPECS	0	0.00	0.00	0.00	0.00	0.00	
10-720-12 BEACH & ACCESS MAINTENANCE	0	0.00	0.00	0.00	0.00	0.00	
10-720-14 BEACH RELATED MEETINGS & CONFERENCES	0	0.00	0.00	0.00	0.00	0.00	
10-720-15 M & R DUNE & CROSSWALK	0	0.00	0.00	0.00	0.00	0.00	
10-720-36 EASEMENT & LEGAL EXPENSES	0	0.00	0.00	0.00	0.00	0.00	
10-720-45 CONTRACTED SERVICES	0	0.00	0.00	0.00	0.00	0.00	
10-720-46 WEED MITIGATION	0	0.00	0.00	0.00	0.00	0.00	
10-720-53 ASBPA DUES & MEETINGS	0	0.00	0.00	0.00	0.00	0.00	
10-720-55 SAND PUSH (GENERAL)	0	0.00	0.00	0.00	0.00	0.00	
10-720-59 SEA OATS PROGRAM (50/50)	0	0.00	0.00	0.00	0.00	0.00	
10-720-80 STORM DAMAGE	0	0.00	0.00	0.00	0.00	0.00	
BEACH REN. / DUNE STAB. Totals:	0	0.00	0.00	0.00	0.00	0.00	

## Budget vs Actual

NORTH TOPSAIL BEACH  
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**10 GENERAL FUND**

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
10-998-02 TRANSFER OUT - SHORELINE PROTECTION	0	0.00	0.00	0.00	0.00	0.00
10-998-04 TRANSFER OUT - CAP IMPROVEMENT FUND	0	0.00	0.00	0.00	0.00	0.00
Totals:	0	0.00	0.00	0.00	0.00	0.00

## Budget vs Actual

NORTH TOPSAIL BEACH  
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### 10 GENERAL FUND

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
10-999-01 CONTINGENCY	325,625	0.00	0.00	0.00	325,625.34	
CONTINGENCY Totals:	325,625	0.00	0.00	0.00	325,625.34	

# Budget vs Actual

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Expenses Totals:	7,950,551	26,491.88	0.00	2,056,778.19	5,867,280.88	26%
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## Budget vs Actual

NORTH TOPSAIL BEACH  
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10 GENERAL FUND	Revenues Over/(Under) Expenses:	0.00	252,650.81
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## Budget vs Actual

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### 12 CAPITAL IMPROVEMENT FUND

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
<b>Revenues</b>						
12-301-00 AD VALOREM TAX (.07)	1,120,592	0.00	0.00	262,530.99	(858,060.51)	23%
12-301-03 ONSLOW COUNTY FIRE TAX	471,000	0.00	0.00	486,026.48	15,026.48	103%
12-330-00 LOAN PROCEEDS	0	0.00	0.00	0.00	0.00	
12-383-00 SALE OF FIXED ASSETS	0	0.00	0.00	0.00	0.00	
12-390-00 TRANSFER IN - FROM GENERAL FUND	0	0.00	0.00	0.00	0.00	
<b>Revenues Totals:</b>	<b>1,591,592</b>	<b>0.00</b>	<b>0.00</b>	<b>748,557.47</b>	<b>(843,034.03)</b>	<b>47%</b>

## Budget vs Actual

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### 12 CAPITAL IMPROVEMENT FUND

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
<b>Expenses</b>						
12-440-00 DEBT SERVICE	0	0.00	0.00	0.00	0.00	0.00
12-750-01 FIRE DEPARTMENT	0	0.00	0.00	0.00	0.00	0.00
12-750-02 FIRE TRUCK	160,085	0.00	0.00	0.00	160,084.50	
12-750-03 BIKE PATH PROJECT	0	0.00	0.00	0.00	0.00	0.00
12-750-04 PUBLIC WORKS BUILDING PROJECT	20,000	0.00	0.00	0.00	20,000.00	
12-750-11 FUTURE CAPITAL IMPROVEMENTS	827,112	0.00	0.00	9,793.45	817,318.55	1%
12-750-20 T/O CAP PROJ FUND	584,395	0.00	0.00	0.00	584,395.00	
12-998-02 T/O TO CAP PROJ FIRE STA 2	0	0.00	0.00	0.00	0.00	0.00
Totals:	1,591,592	0.00	0.00	9,793.45	1,581,798.05	1%



# Budget vs Actual

NORTH TOPSAIL BEACH  
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Expenses Totals:	1,591,592	0.00	0.00	9,793.45	1,581,798.05	1%
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# Budget vs Actual

NORTH TOPSAIL BEACH  
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12 CAPITAL IMPROVEMENT  
FUND

Revenues Over/(Under) Expenses:

0.00

738,764.02

## Budget vs Actual

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### 30 SHORELINE PROTECTION

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
<b>Revenues</b>						
30-301-00 ACCOMMODATION TAX	1,732,500	0.00	0.00	1,678,659.50	(53,840.50)	97%
30-301-01 Onslow County Contribution	0	0.00	0.00	0.00	0.00	
30-301-05 AD VALOREM TAX - Beach	1,600,845	0.00	0.00	374,928.83	(1,225,916.17)	23%
30-317-01 COUNTY GRANT FUNDING	155,000	0.00	0.00	0.00	(155,000.00)	
30-329-00 INTEREST INCOME	50,000	0.00	0.00	96,213.76	46,213.76	192%
30-335-00 MISCELLANEOUS / OTHER	0	0.00	0.00	0.00	0.00	
30-335-16 NC HURRICANE FLORENCE RECOVERY	0	0.00	0.00	0.00	0.00	
30-335-17 NC TRAILS GRANT	0	0.00	0.00	0.00	0.00	
30-335-18 Fee in Lieu of Open Space	0	0.00	0.00	0.00	0.00	
30-335-20 In-Kind Services	0	0.00	0.00	0.00	0.00	
30-335-30 Transfer In GF	0	0.00	0.00	0.00	0.00	
30-336-00 SEA OATS PROGRAM	25,000	0.00	0.00	0.00	(25,000.00)	
30-345-00 LOCAL OPTION SALES TAX	741,724	0.00	0.00	190,865.19	(550,858.62)	26%
30-348-03 PARTF Grant	0	0.00	0.00	0.00	0.00	
30-348-04 CAMA Park Grant	0	0.00	0.00	0.00	0.00	
30-348-05 County Reimbursements	0	0.00	0.00	0.00	0.00	
30-348-06 DWR Grant 15	0	0.00	0.00	0.00	0.00	
30-348-07 DWR Grant 16	0	0.00	0.00	0.00	0.00	
30-348-08 FEMA - Beach Nourishment PJT	0	0.00	0.00	0.00	0.00	
30-348-09 FEMA REIMBURSEMENTS (POST HURRICANE)	0	0.00	0.00	0.00	0.00	
30-350-00 STATE FUNDING	0	0.00	0.00	0.00	0.00	
30-350-01 PAID PARKING REVENUE	336,375	0.00	0.00	238,260.90	(98,114.10)	71%
30-383-02 SPECIAL ASSESSMENT	0	0.00	0.00	0.00	0.00	
30-398-00 SPECIAL OBLIGATION BONDS	0	0.00	0.00	0.00	0.00	
30-399-00 APPROP. FUND BALANCE	28,497	0.00	0.00	0.00	(28,497.00)	
30-399-01 Trans From Beach Fund	0	0.00	0.00	0.00	0.00	

## Budget vs Actual

NORTH TOPSAIL BEACH  
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Period Ending 6/30/2025

### 30 SHORELINE PROTECTION

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
30-998-01 TRANSFER FUND 20	0	0.00	0.00	0.00	0.00	
<b>Revenues Totals:</b>	4,669,941	0.00	0.00	2,578,928.18	(2,091,012.63)	55%

## Budget vs Actual

NORTH TOPSAIL BEACH  
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### 30 SHORELINE PROTECTION

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
<b>Expenses</b>						
30-710-08 LEASE PAYMENTS	74,000	0.00	0.00	0.00	74,000.00	
30-710-10 BEACH LOBBYIST CONTRACT	63,000	0.00	0.00	17,717.58	45,282.42	28%
30-710-12 BEACH/ACCESS MAINTENANCE	78,497	9,997.00	0.00	54,842.00	13,658.00	83%
30-710-14 BEACH MEETINGS / CONFERENCES	20,000	0.00	0.00	2,300.00	17,700.00	12%
30-710-15 M & R DUNE/CROSSWALK	25,000	0.00	0.00	191.60	24,808.40	1%
30-710-45 CONTRACTED SERVICES	680,000	0.00	0.00	375,629.00	304,371.00	55%
30-710-59 SEA OATS PROGRAM	50,000	0.00	0.00	0.00	50,000.00	
Totals:	990,497	9,997.00	0.00	450,680.18	529,819.82	47%

## Budget vs Actual

NORTH TOPSAIL BEACH  
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30 SHORELINE PROTECTION							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
30-720-03 HURRICANE EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00	
30-720-04 FEMA Florence Truck Haul	0	0.00	0.00	0.00	0.00	0.00	
30-720-05 HURRICANE FLORENCE EXPENSES	0	0.00	0.00	0.00	0.00	0.00	
30-720-06 FEMA - HURRICANE MATTHEW PROJE	0	0.00	0.00	0.00	0.00	0.00	
30-720-07 NEW RIVER EIS PROJECT	280,000	0.00	0.00	5,500.00	274,500.00	2%	
30-720-08 CONTRACTS, PLANS, SPECS	20,000	0.00	0.00	0.00	20,000.00		
30-720-10 VITEX	227,640	0.00	0.00	0.00	227,640.00		
30-720-15 Bank Charges	0	0.00	0.00	0.00	0.00	0.00	
30-720-16 HURRICANE MATTHEW SVC CONTRACT	0	0.00	0.00	0.00	0.00	0.00	
30-720-18 OTHER CONTRACTS & PLANS	0	0.00	0.00	0.00	0.00	0.00	
30-720-36 EASEMENTS/LEGAL	0	0.00	0.00	0.00	0.00	0.00	
30-720-50 2022B SOB PAYMENT	1,957,643	0.00	0.00	0.00	1,957,643.00		
30-720-51 TOWN GENERATOR	0	0.00	0.00	0.00	0.00	0.00	
30-720-52 DUNE PROJECTS	0	0.00	0.00	0.00	0.00	0.00	
30-720-54 CONSTRUCTION	0	0.00	0.00	0.00	0.00	0.00	
30-720-55 NEW RIVER DREDGE	0	0.00	0.00	0.00	0.00	0.00	
30-720-56 OCEAN BAR DESIGN	0	0.00	0.00	0.00	0.00	0.00	
30-720-57 2022C FEMA SOB FEES	0	0.00	0.00	219,001.25	(219,001.25)		
30-720-58 2022A FEMA SOB FEES	0	0.00	0.00	0.00	0.00	0.00	
30-720-59 2022B USDA SOB FEES	0	0.00	0.00	0.00	0.00	0.00	
30-720-60 30 YEAR BEACH PLAN	275,000	0.00	0.00	0.00	275,000.00		
30-720-61 PHASE 2-5 DEBT SERVICE	0	0.00	0.00	0.00	0.00	0.00	
30-720-62 PHASE 5 DEBT SERVICE - USDA	0	0.00	0.00	0.00	0.00	0.00	
30-720-63 CONTR. TO FUND BAL	0	0.00	0.00	0.00	0.00	0.00	
30-720-64 Sandbag Repair Project	200,000	0.00	0.00	0.00	200,000.00		
30-720-65 Due To USDA Sinking Fund	0	0.00	0.00	0.00	0.00	0.00	

## Budget vs Actual

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### 30 SHORELINE PROTECTION

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
30-720-66 Due To USDA Reserve Fund	0	0.00	0.00	0.00	0.00	0.00
30-720-67 Reimburse General Fund	0	0.00	0.00	0.00	0.00	0.00
30-720-68 Future Projects Fund	155,000	0.00	0.00	0.00	155,000.00	
30-720-70 DEBT SERVICE INTEREST	0	0.00	0.00	0.00	0.00	0.00
BEACH REN. / DUNE STAB. Totals:	3,115,283	0.00	0.00	224,501.25	2,890,781.75	7%

## Budget vs Actual

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### 30 SHORELINE PROTECTION

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
30-998-02 T/O TO CAP PROJ FUND	0	0.00	0.00	0.00	0.00	0.00
Totals:	0	0.00	0.00	0.00	0.00	0.00



## Budget vs Actual

NORTH TOPSAIL BEACH  
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### 30 SHORELINE PROTECTION

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
30-999-01 FUTURE PROJECTS FUND	564,161	0.00	0.00	0.00	564,160.81	
CONTINGENCY Totals:	564,161	0.00	0.00	0.00	564,160.81	

## Budget vs Actual

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Expenses Totals:	4,669,941	9,997.00	0.00	675,181.43	3,984,762.38	15%
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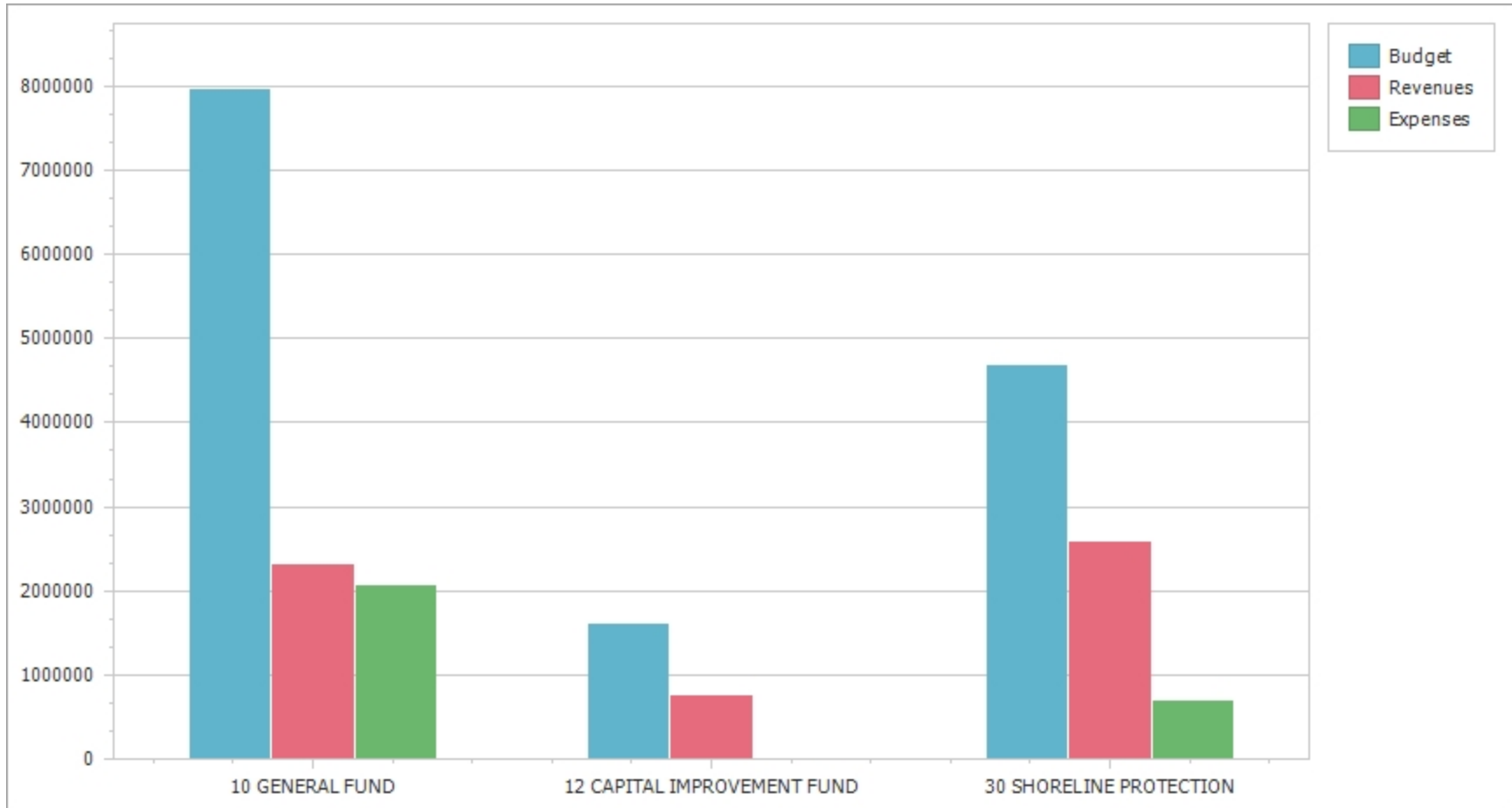
## Budget vs Actual

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30 SHORELINE PROTECTION	Revenues Over/(Under) Expenses:	0.00	1,903,746.75
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## Budget vs Actual

NORTH TOPSAIL BEACH  
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### 50 CAPITAL PROJECT FIRE STATION 2

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
<b>Revenues</b>						
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	1,584,394	0.00	0.00	0.00	(1,584,394.29)	
<b>Revenues Totals:</b>	7,184,394	0.00	0.00	5,600,000.00	(1,584,394.29)	78%

## Budget vs Actual

NORTH TOPSAIL BEACH  
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### 50 CAPITAL PROJECT FIRE STATION 2

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
<b>Expenses</b>						
50-440-00 DEBT SERVICE	373,333	0.00	0.00	0.00	373,333.40	
50-440-70 DEBT SERVICE INTEREST	211,061	0.00	0.00	104,940.89	106,120.00	50%
50-450-02 CONSTRUCTION COSTS	6,102,689	0.00	179,656.40	722,711.89	5,379,977.11	12%
50-460-00 CONTINGENCY COSTS	497,311	0.00	0.00	0.00	497,311.00	
Totals:	7,184,394	0.00	179,656.40	827,652.78	6,356,741.51	12%

# Budget vs Actual

NORTH TOPSAIL BEACH  
10/25/2024 10:09:52 AM

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Period Ending 10/25/2024

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Expenses Totals:	7,184,394	0.00	179,656.40	827,652.78	6,356,741.51	12%
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## Budget vs Actual

NORTH TOPSAIL BEACH  
10/25/2024 10:09:52 AM

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Period Ending 10/25/2024

50 CAPITAL PROJECT FIRE  
STATION 2

Revenues Over/(Under) Expenses:

(179,656.40)

4,772,347.22



## Budget vs Actual

NORTH TOPSAIL BEACH  
10/24/2024 3:48:49 PM

Period Ending 6/30/2025

### 31 CAPITAL PROJECT BEACH MAINTENANCE

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
<b>Revenues</b>						
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	11,427,633.45	(6,171,550.55)	65%
31-368-00 NCDEQ GRANT FUNDS	10,500,000	0.00	0.00	10,500,000.00	0.00	100%
31-370-00 INVESTMENT INCOME	0	0.00	0.00	272,386.29	272,386.29	
31-399-01 T/I FROM BEACH FUND	1,528,134	0.00	0.00	1,528,133.90	0.00	100%
<b>Revenues Totals:</b>	<b>46,829,612</b>	<b>0.00</b>	<b>0.00</b>	<b>34,585,457.30</b>	<b>(12,244,154.60)</b>	<b>74%</b>

## Budget vs Actual

NORTH TOPSAIL BEACH  
10/24/2024 3:48:49 PM

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Period Ending 6/30/2025

### 31 CAPITAL PROJECT BEACH MAINTENANCE

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
<b>Expenses</b>						
31-440-00 2022A DEBT SERVICE	9,000,000	0.00	0.00	8,765,828.60	234,171.40	97%
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	14,881.00	(5,881.00)	165%
31-450-02 CONSTRUCTION MANAGEMENT & ADMINISTRATION	210,000	0.00	0.00	382,987.00	(172,987.00)	182%
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	11,047.50	(1,047.50)	110%
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	10,105,997.60	(1,484,344.96)	117%
31-450-10 TRANCHE 2 ENGINEERING	585,000	0.00	0.00	745,127.16	(160,127.16)	127%
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	29,963,824.55	16,865,787.35	64%

# Budget vs Actual

NORTH TOPSAIL BEACH  
10/24/2024 3:48:49 PM

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Period Ending 6/30/2025

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Expenses Totals:	46,829,612	0.00	0.00	29,963,824.55	16,865,787.35	64%
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# Budget vs Actual

NORTH TOPSAIL BEACH  
10/24/2024 3:48:49 PM

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Period Ending 6/30/2025

31 CAPITAL PROJECT BEACH  
MAINTENANCE

Revenues Over/(Under) Expenses:

0.00

4,621,632.75

## Check Listing

Date From: 9/20/2024 Date To: 10/25/2024  
Vendor Range: 1000 BULBS - ZACHARY REILLY

NORTH TOPSAIL BEACH  
10/25/2024 10:29 AM

Page: 1 of 3

Check Number	Bank	Vendor	Date	Amount
48102	2	AMERICAN INDUSTRIES, INC.	09/26/2024	<u>\$1,725.70</u>
48103	2	ATLANTIC DISCOUNT STORAGE	09/26/2024	<u>\$216.00</u>
48104	2	CHAD SOWARD	09/26/2024	<u>\$362.00</u>
48105	2	NANCY ANN AVERY	09/26/2024	<u>\$1,500.00</u>
48106	2	ONslow COUNTY TAX COLLECTOR	09/26/2024	<u>\$9,814.54</u>
48107	2	PEACHY CLEAN	09/26/2024	<u>\$250.00</u>
48108	2	PRO TYPE SERVICES	09/26/2024	<u>\$1,017.99</u>
48109	2	SANDERSON LAWN MANAGEMENT LLC	09/26/2024	<u>\$1,230.26</u>
48110	2	TI COASTAL SERVICES, INC.	09/26/2024	<u>\$378,264.00</u>
48111	2	VERIZON WIRELESS	09/26/2024	<u>\$114.05</u>
48112	2	ADVANCED OFFICE SOLUTIONS	10/03/2024	<u>\$1,636.92</u>
48113	2	ATLANTIC DISCOUNT STORAGE	10/03/2024	<u>\$2,376.00</u>
48114	2	CRAWFORD DOOR SYSTEMS INC	10/03/2024	<u>\$3,863.78</u>
48115	2	DODSON PEST CONTROL	10/03/2024	<u>\$130.00</u>
48116	2	FIRE CONNECTIONS	10/03/2024	<u>\$16,048.80</u>
48117	2	LAURA OLSZEWSKI	10/03/2024	<u>\$461.75</u>
48118	2	MRM CONSTRUCTION	10/03/2024	<u>\$8,220.00</u>
48119	2	NC LICENSING BOARD - GEN. CONTR	10/03/2024	<u>\$234.00</u>
48120	2	O'REILLY AUTOMOTIVE INC.	10/03/2024	<u>\$5,151.16</u>
48121	2	ONslow COUNTY SOLID WASTE DEPT	10/03/2024	<u>\$5,456.04</u>
48122	2	PRO TYPE SERVICES	10/03/2024	<u>\$899.47</u>
48123	2	SANDERSON LAWN MANAGEMENT LLC	10/03/2024	<u>\$2,460.52</u>
48124	2	TI COASTAL SERVICES, INC.	10/03/2024	<u>\$2,000.00</u>
48125	2	TRUIST BANK	10/03/2024	<u>\$568.95</u>
48126	2	VILLAGE HARDWARE	10/03/2024	<u>\$275.14</u>
48127	2	AMCHAR WHOLESALE INC	10/10/2024	<u>\$17,429.53</u>
48128	2	APPLIED TECHNOLOGY & MNGMT	10/10/2024	<u>\$1,443.25</u>
48129	2	BECKER MORGAN GROUP INC	10/10/2024	<u>\$6,559.18</u>
48130	2	DEC ASSOCIATES, INC.	10/10/2024	<u>\$15,000.00</u>
48131	2	ECS SOUTHEAST LLC	10/10/2024	<u>\$1,016.50</u>
48132	2	GFL ENVIRONMENTAL	10/10/2024	<u>\$34,369.43</u>
48133	2	KRATOVEL SERVICES	10/10/2024	<u>\$27,580.00</u>

## Check Listing

Date From: 9/20/2024 Date To: 10/25/2024  
Vendor Range: 1000 BULBS - ZACHARY REILLY

NORTH TOPSAIL BEACH  
10/25/2024 10:29 AM

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Check Number	Bank	Vendor	Date	Amount
48134	2	LOWE'S HOME CENTERS	10/10/2024	<u>\$596.00</u>
48135	2	NC BEACH INLET & WATERWAY ASSO	10/10/2024	<u>\$1,200.00</u>
48136	2	NC QUICK PASS PROCESSING CENTER	10/10/2024	<u>\$12.00</u>
48137	2	PEACHY CLEAN	10/10/2024	<u>\$250.00</u>
48138	2	PRO TYPE SERVICES	10/10/2024	<u>\$1,017.99</u>
48139	2	SHEPARD'S WRECKER SERVICE	10/10/2024	<u>\$2,150.70</u>
48140	2	SHEPARDS WRECKER SERVICE	10/10/2024	<u>\$408.95</u>
48141	2	SIMPLE COMMUNICATION	10/10/2024	<u>\$463.32</u>
48142	2	TOWN OF SURF CITY	10/10/2024	<u>\$3,616.67</u>
48143	2	WB BRAWLEY COMPANY	10/10/2024	<u>\$178,639.90</u>
48144	2	ADVANCED OFFICE SOLUTIONS	10/17/2024	<u>\$547.11</u>
48145	2	DELL EMC	10/17/2024	<u>\$3,129.69</u>
48146	2	IDEMIA	10/17/2024	<u>\$2,224.53</u>
48147	2	JONES ONSLOW ELECTRIC COMPANY	10/17/2024	<u>\$3,892.82</u>
48148	2	MOBILE COMMUNICATIONS AMERICA	10/17/2024	<u>\$5,117.81</u>
48149	2	ONSLOW COUNTY TAX COLLECTOR	10/17/2024	<u>\$4,852.53</u>
48150	2	ONSLOW WATER & SEWER AUTHORITY	10/17/2024	<u>\$484.53</u>
48151	2	PATRICK KINSEY	10/17/2024	<u>\$50.00</u>
48152	2	PEACHY CLEAN	10/17/2024	<u>\$250.00</u>
48153	2	PMG NEWSPAPERS EASTERN NC REGION	10/17/2024	<u>\$174.80</u>
48154	2	PRO TYPE SERVICES	10/17/2024	<u>\$1,017.99</u>
48155	2	ROMAN TROPHIES	10/17/2024	<u>\$22.74</u>
48156	2	TI COASTAL SERVICES, INC.	10/17/2024	<u>\$47,310.00</u>
48157	2	TOWN OF SURF CITY	10/17/2024	<u>\$1,333.33</u>
48158	2	VENTOSA K9 KENNEL INC	10/17/2024	<u>\$150.00</u>
48159	2	VFIS OF NORTH CAROLINA	10/17/2024	<u>\$2,948.00</u>
48160	2	1000 BULBS	10/24/2024	<u>\$4,005.65</u>
48161	2	AMCHAR WHOLESALE INC	10/24/2024	<u>\$3,278.78</u>
48162	2	DANA SAFETY SUPPLY, INC.	10/24/2024	<u>\$2,464.77</u>
48163	2	DEBELLO PATRICIA	10/24/2024	<u>\$8.34</u>
48164	2	FIRST CITIZENS BANK CC	10/24/2024	<u>\$37.68</u>
48165	2	HAMLET LAW	10/24/2024	<u>\$867.00</u>

## Check Listing

Date From: 9/20/2024 Date To: 10/25/2024  
Vendor Range: 1000 BULBS - ZACHARY REILLY

NORTH TOPSAIL BEACH  
10/25/2024 10:29 AM

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Check Number	Bank	Vendor	Date	Amount
48166	2	KUSTOM SIGNALS, INC.	10/24/2024	<u>\$7,271.15</u>
48167	2	PEACHY CLEAN	10/24/2024	<u>\$500.00</u>
48168	2	PRO TYPE SERVICES	10/24/2024	<u>\$1,017.99</u>
48169	2	SHERRILL A STRICKLAND JR.	10/24/2024	<u>\$1,292.00</u>
48170	2	SIGN WORKS	10/24/2024	<u>\$111.28</u>
48171	2	VERIZON WIRELESS	10/24/2024	<u>\$114.20</u>
48172	2	CM MITCHELL CONSTRUCTION	10/25/2024	<u>\$100,244.92</u>
71	Checks Totaling -			<b>\$930,756.13</b>

### Totals By Fund

	Checks	Voids	Total
10	\$180,625.38		\$180,625.38
30	\$412,917.00		\$412,917.00
31	\$150,998.17		\$150,998.17
50	\$186,215.58		\$186,215.58
Totals:	\$930,756.13		\$930,756.13

GL Account History Detail

10/25/2024 10:12 AM

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30-301-00 ACCOMMODATION TAX - 30-301-05 AD VALOREM TAX - Beach

9/20/2024 - 10/25/2024

GL Account - 30-301-00 ACCOMMODATION TAX

Date	Transaction Description	Source	Debits	Credits	Source Date
FY 24 - 25		Beg-Balance		\$0.00	\$3,806,152.88
09/20/2024	<b>CC DEP 092024</b>	<b>GL CR</b>	\$0.00	\$347.69	09/23/2024
	Ref - CC DEP	Entry Desc - ACCOM			Batch-29980
09/20/2024	<b>DAILY DEPOSIT 092024</b>	<b>GL CR</b>	\$0.00	\$8,457.04	09/23/2024
	Ref - DAILY DEP	Entry Desc - ACCOM			Batch-29979
10/02/2024	<b>CC DEP 100224</b>	<b>GL CR</b>	\$0.00	\$62.85	10/10/2024
	Ref - CC DEP	Entry Desc - ACCOM			Batch-30073
10/04/2024	<b>DAILY DEPOSIT 100424</b>	<b>GL CR</b>	\$0.00	\$44,397.75	10/10/2024
	Ref - DAILY DEP	Entry Desc - ACCOM			Batch-30070
10/11/2024	<b>DAILY DEPOSIT 10-1124</b>	<b>GL CR</b>	\$0.00	\$43,838.08	10/14/2024
	Ref - DAILY DEP	Entry Desc - ACCOM			Batch-30079
10/15/2024	<b>OCC TAX DEP 101524</b>	<b>GL CR</b>	\$0.00	\$156.36	10/18/2024
	Ref - OCC TAX COLLECTION	Entry Desc - OCC TAX DEP 10-1524			Batch-30113
10/16/2024	<b>CC DEP 101624</b>	<b>GL CR</b>	\$0.00	\$33,273.17	10/18/2024
	Ref - CC DEP	Entry Desc - ACCOM			Batch-30106
10/17/2024	<b>DAILY DEPOSIT</b>	<b>GL CR</b>	\$0.00	\$125,479.19	10/23/2024
	Ref - DAILY DEP	Entry Desc - ACCOM			Batch-30124
10/22/2024	<b>DAILY DEPOSIT</b>	<b>GL CR</b>	\$0.00	\$13,360.84	10/23/2024
	Ref - DAILY DEP	Entry Desc - ACCOM			Batch-30123
		Transaction Totals		\$0.00	\$269,372.97
**	30-301-00 ACCOMMODATION TAX	End - Balance		\$0.00	\$269,372.97

GL Account - 30-301-01 Onslow County Contribution

Date	Transaction Description	Source	Debits	Credits	Source Date
FY 24 - 25		Beg-Balance		\$0.00	\$0.00
	<b>- NO ACTIVITY -</b>		\$0.00	\$0.00	
		Entry Desc -			
		Transaction Totals		\$0.00	\$0.00
**	30-301-01 Onslow County Contribution	End - Balance		\$0.00	\$0.00

GL Account - 30-301-05 AD VALOREM TAX - Beach

Date	Transaction Description	Source	Debits	Credits	Source Date
FY 24 - 25		Beg-Balance		\$0.00	\$1,890,121.21
09/20/2024	<b>TAX DEPOSIT 092024</b>	<b>GL CR</b>	\$0.00	\$27,180.51	09/26/2024
	Ref - TAX DEP	Entry Desc - CY TAX PMT - Beach Fund			Batch-29992
09/30/2024	<b>TAX DEP IN TRANSIT - 093024</b>	<b>GL CR</b>	\$0.00	\$10,276.73	10/04/2024
	Ref - TAX IN TRANSIT	Entry Desc - CY BF - TAX DIT - SEPT 2024			Batch-30045
09/30/2024	<b>TAX DEPOSIT</b>	<b>GL CR</b>	\$0.00	\$18,565.24	10/04/2024
	Ref - TAX DEP	Entry Desc - CY TAX PMT - Beach Fund			Batch-30046



GL Account History Detail

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30-301-00 ACCOMMODATION TAX - 30-301-05 AD VALOREM TAX - Beach

9/20/2024 - 10/25/2024

		GL	CR			
10/07/2024	<b>TAX DEPOSIT 100724</b>			\$0.00	\$12,745.99	10/09/2024
	Ref - TAX DEP	Entry Desc - CY TAX PMT - Beach Fund				Batch-30059
10/15/2024	<b>TAX DEPOSIT 101524</b>			\$0.00	\$16,068.67	10/23/2024
	Ref - TAX DEP	Entry Desc - CY TAX PMT - Beach Fund				Batch-30132
10/21/2024	<b>TAX DEPOSIT 102124</b>			\$0.00	\$10,856.87	10/24/2024
	Ref - TAX DEP	Entry Desc - CY TAX PMT - Beach Fund				Batch-30138
Transaction Totals				\$0.00	\$95,694.01	
**	30-301-05 AD VALOREM TAX - Beach	End - Balance		\$0.00	\$95,694.01	



Current and Previous Month ▾ Sep 1, 2024 - Oct 28, 2024 ▾

46%

**FIRE**  
Percentage of Total Incidents

54%

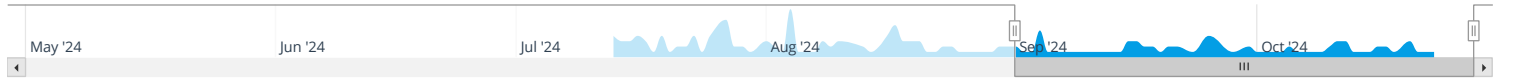
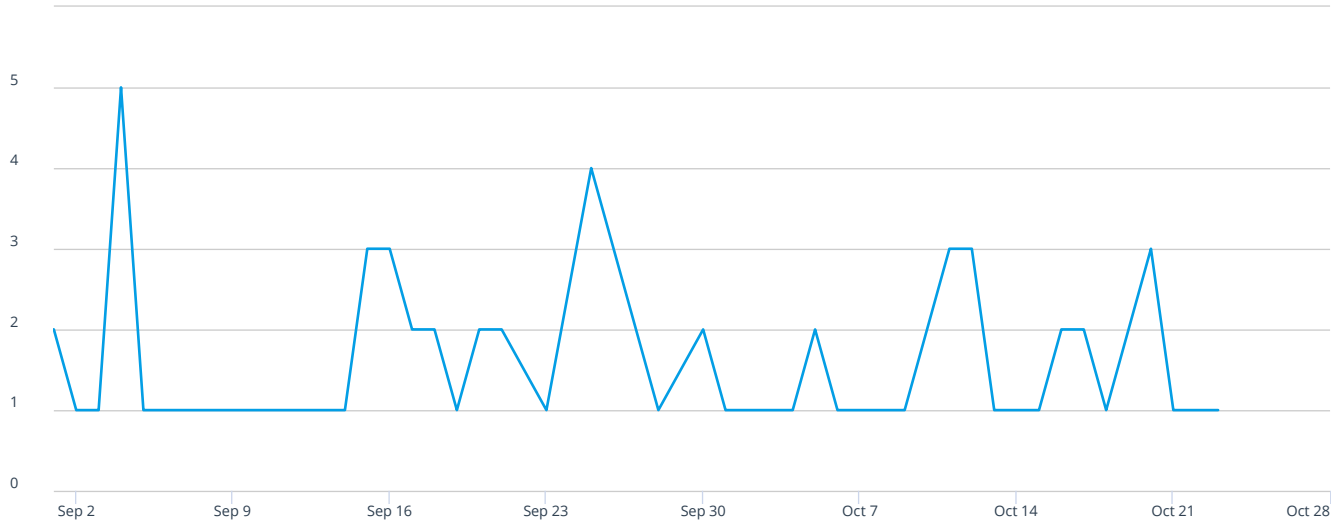
**EMS**  
Percentage of Total Incidents

69

**INCIDENTS**  
In Selected Time Slice

58

**DAYS**  
In Selected Time Slice



Week Ending	9/1/24	9/8/24	9/15/24	9/22/24	9/29/24	10/6/24	10/13/24	10/20/24	10/27/24	11/3/24	11/10/24	11/17/24	11/24/24	Total
North End Station 1	2	6	2	1	5	3	6	3	2					30
South End Station 2		4	4	11	1	6	6	7						39
<b>Total</b>	<b>2</b>	<b>10</b>	<b>6</b>	<b>12</b>	<b>6</b>	<b>9</b>	<b>12</b>	<b>10</b>	<b>2</b>					<b>69</b>

## Permits Issued List

From Date: 09/23/2024

To Date: 10/25/2024

Permit Type	Sub Type	Permit#	Address	Issue Date	Permit Fee
Boat Lift Permit	Residential	BTL24-000004	22 SAILVIEW DR HOA Dock Slip #9	10/24/2024	200.00
<b>Boat Lift Permit Total</b>	<b>Residential Total</b>			1	200.00
<b>Boat Lift Permit Total</b>				1	200.00
Demolition Permit	Residential	D24-000003	3546 ISLAND DR	09/25/2024	225.00
<b>Demolition Permit Total</b>	<b>Residential Total</b>			1	225.00
<b>Demolition Permit Total</b>				1	225.00
Driveway Permit	Driveway Permit	DVW23-000060	113 LACOSTA PL	09/26/2024	0.00
Driveway Permit	Driveway Permit	DVW23-000061	117 LACOSTA PL	09/26/2024	0.00
Driveway Permit	Driveway Permit	DVW24-000038	6108 16TH AVE	09/26/2024	0.00
Driveway Permit	Driveway Permit	DVW23-000058	109 LACOSTA PL	09/30/2024	0.00
<b>Driveway Permit Total</b>	<b>Driveway Permit Total</b>			4	0.00
<b>Driveway Permit Total</b>				4	0.00
Electrical Permit	Commercial	E24-000209	2000 NEW RIVER INLET RD Pool Cabana	09/24/2024	75.00
<b>Electrical Permit Total</b>	<b>Commercial Total</b>			1	75.00
Electrical Permit	Residential	E24-000227	4110 ISLAND DR #103	10/24/2024	0.00
Electrical Permit	Residential	E24-000212	22 SAILVIEW DR HOA Dock Slip #9	10/24/2024	0.00
Electrical Permit	Residential	E24-000207	6108 16TH AVE	09/26/2024	0.00
Electrical Permit	Residential	E23-000227	113 LACOSTA PL	09/26/2024	0.00
Electrical Permit	Residential	E23-000219	109 LACOSTA PL	09/30/2024	0.00
Electrical Permit	Residential	E23-000228	117 LACOSTA PL	09/26/2024	0.00
Electrical Permit	Residential	E24-000028	109 OLD VILLAGE LN	10/09/2024	0.00
Electrical Permit	Residential	E24-000222	1915 NEW RIVER INLET RD	10/11/2024	0.00
Electrical Permit	Residential	E24-000211	1790 NEW RIVER INLET RD	10/14/2024	75.00
Electrical Permit	Residential	E24-000210	1792 NEW RIVER INLET ROAD	10/14/2024	75.00
Electrical Permit	Residential	E24-000226	228 OCEANO VISTA DR	10/14/2024	75.00

Electrical Permit	Residential	E24-000225	2798 ISLAND DR	10/16/2024	75.00
Electrical Permit	Residential	E24-000221	627 OCEAN DR 28460	10/17/2024	0.00
Electrical Permit	Residential	E24-000095	210 MASON CT	10/22/2024	0.00
Electrical Permit	Residential	E24-000230	200 ERNEST DR	10/22/2024	75.00
<b>Electrical Permit Total</b>	<b>Residential Total</b>			15	375.00
<b>Electrical Permit Total</b>				16	450.00
Fence Permit	Residential	FNC24-000013	181 SEA GULL LN	10/23/2024	50.00
Fence Permit	Residential	FNC24-000012	120 SCOTCH BONNET CIR	10/02/2024	50.00
<b>Fence Permit Total</b>	<b>Residential Total</b>			2	100.00
<b>Fence Permit Total</b>				2	100.00
Fuel Gas Permit	Residential	FG24-000025	6108 16TH AVE	09/26/2024	0.00
<b>Fuel Gas Permit Total</b>	<b>Residential Total</b>			1	0.00
<b>Fuel Gas Permit Total</b>				1	0.00
Insulation Permit	Residential	I24-000047	4110 ISLAND DR #103	10/24/2024	0.00
Insulation Permit	Residential	I23-000051	109 LACOSTA PL	09/30/2024	0.00
Insulation Permit	Residential	I23-000054	117 LACOSTA PL	09/26/2024	0.00
Insulation Permit	Residential	I24-000040	6108 16TH AVE	09/26/2024	0.00
Insulation Permit	Residential	I23-000053	113 LACOSTA PL	09/26/2024	0.00
<b>Insulation Permit Total</b>	<b>Residential Total</b>			5	0.00
<b>Insulation Permit Total</b>				5	0.00
Mechanical Permit	Residential	M24-000154	4110 ISLAND DR #103	10/24/2024	0.00
Mechanical Permit	Residential	M24-000156	2000 NEW RIVER INLET RD Unit 1311	10/25/2024	75.00
Mechanical Permit	Residential	M23-000178	113 LACOSTA PL	09/26/2024	0.00
Mechanical Permit	Residential	M24-000064	2209 + 2211 NEW RIVER INLET RD	09/24/2024	0.00
Mechanical Permit	Residential	M24-000140	6108 16TH AVE	09/26/2024	0.00
Mechanical Permit	Residential	M23-000179	117 LACOSTA PL	09/26/2024	0.00
Mechanical Permit	Residential	M23-000176	109 LACOSTA PL	09/30/2024	0.00
Mechanical Permit	Residential	M24-000149	2000 NEW RIVER INLET RD Unit 3505	10/08/2024	75.00
Mechanical Permit	Residential	M24-000153	3720 ISLAND DR	10/10/2024	75.00
Mechanical Permit	Residential	M24-000034	1274 NEW RIVER INLET RD	10/14/2024	175.00
Mechanical Permit	Residential	M24-000018	109 OLD VILLAGE LN	10/14/2024	0.00
Mechanical Permit	Residential	M24-000147	4186 ISLAND DR	10/02/2024	75.00
Mechanical Permit	Residential	M24-000152	2000 NEW RIVER INLET RD Unit 3206	10/23/2024	75.00

<b>Mechanical Permit Total</b>	<b>Residential Total</b>			13	550.00
<b>Mechanical Permit Total</b>				13	550.00
New Construction Permit	Single Family	C23-000044	109 LACOSTA PL	09/30/2024	1,712.28
New Construction Permit	Single Family	C24-000035	6108 16TH AVE	09/26/2024	1,969.05
New Construction Permit	Single Family	C23-000046	113 LACOSTA PL	09/26/2024	1,712.28
New Construction Permit	Single Family	C23-000047	117 LACOSTA PL	09/26/2024	1,712.28
<b>New Construction Permit Total</b>	<b>Single Family Total</b>			4	7,105.89
<b>New Construction Permit Total</b>				4	7,105.89
Plumbing Permit	Residential	P24-000062	4110 ISLAND DR #103	10/24/2024	0.00
Plumbing Permit	Residential	P23-000073	113 LACOSTA PL	09/26/2024	0.00
Plumbing Permit	Residential	P23-000071	109 LACOSTA PL	09/30/2024	0.00
Plumbing Permit	Residential	P23-000074	117 LACOSTA PL	09/26/2024	0.00
Plumbing Permit	Residential	P24-000052	6108 16TH AVE	09/26/2024	0.00
Plumbing Permit	Residential	P24-000059	627 OCEAN DR 28460	10/17/2024	0.00
Plumbing Permit	Residential	P24-000028	304 LANTERNA LN	10/21/2024	0.00
Plumbing Permit	Residential	P24-000047	3 SAILVIEW DR	10/16/2024	0.00
Plumbing Permit	Residential	P24-000061	16 HUNTER HEATH DR	10/14/2024	75.00
Plumbing Permit	Residential	P23-000081	109 OLD VILLAGE LN	10/09/2024	0.00
<b>Plumbing Permit Total</b>	<b>Residential Total</b>			10	75.00
<b>Plumbing Permit Total</b>				10	75.00
Renovation Permit	Single Family	B24-000021	627 OCEAN DR 28460	10/17/2024	235.00
Renovation Permit	Single Family	B24-000022	4110 ISLAND DR #103	10/24/2024	375.00
Renovation Permit	Single Family	B24-000020	165 OLD VILLAGE LN	09/25/2024	210.00
<b>Renovation Permit Total</b>	<b>Single Family Total</b>			3	820.00
<b>Renovation Permit Total</b>				3	820.00
Simple Build Permit	Multi-Unit	SB24-000058	1784-4 NEW RIVER INLET RD	09/25/2024	210.00
<b>Simple Build Permit Total</b>	<b>Multi-Unit Total</b>			1	210.00
Simple Build Permit	Single Family	SB24-000048	4021 ISLAND DR 15-G Oar	10/01/2024	200.00
Simple Build Permit	Single Family	SB24-000054	1030 NEW RIVER INLET RD	09/27/2024	210.00
Simple Build Permit	Single Family	SB24-000062	3952 ISLAND DR	10/23/2024	210.00
Simple Build Permit	Single Family	SB24-000063	1204 NEW RIVER INLET RD	10/17/2024	85.00

Simple Build Permit	Single Family	SB24-000065	4246 ISLAND DR	10/17/2024	85.00
Simple Build Permit	Single Family	SB24-000057	2314-1 NEW RIVER INLET RD	10/22/2024	85.00
Simple Build Permit	Single Family	SB24-000051	1915 NEW RIVER INLET RD	10/11/2024	210.00
Simple Build Permit	Single Family	SB24-000059	2259 NEW RIVER INLET RD	10/16/2024	85.00
<b>Simple Build Permit Total</b>	<b>Single Family Total</b>			8	1,170.00
<b>Simple Build Permit Total</b>				9	1,380.00
Swimming Pool Permit	Residential	SP24-000031	210 MASON CT	10/22/2024	305.00
<b>Swimming Pool Permit Total</b>	<b>Residential Total</b>			1	305.00
<b>Swimming Pool Permit Total</b>				1	305.00
Zoning and Floodplain Development Permit	Commercial	ZFP24-000116	4021 ISLAND DR 15-G Oar	10/01/2024	0.00
<b>Zoning and Floodplain Development Permit Total</b>	<b>Commercial Total</b>			1	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000130	22 SAILVIEW DR HOA Dock Slip #9	10/24/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000118	1030 NEW RIVER INLET RD	09/27/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000214	109 LACOSTA PL	09/30/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000124	6108 16TH AVE	09/26/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000131	1784-4 NEW RIVER INLET RD	09/25/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000220	117 LACOSTA PL	09/26/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000128	165 OLD VILLAGE LN	09/25/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000219	113 LACOSTA PL	09/26/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000137	3952 ISLAND DR	10/23/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000108	210 MASON CT	10/22/2024	0.00

Zoning and Floodplain Development Permit	Residential	ZFP24-000114	1915 NEW RIVER INLET RD	10/11/2024	0.00
<b>Zoning and Floodplain Development Permit Total</b>	<b>Residential Total</b>			11	0.00
<b>Zoning and Floodplain Development Permit Total</b>				12	0.00
<b>All Permits Total</b>				82	11,210.89

**P+Z Permits Issued List**

From: 09/23/2024

To: 10/28/2024

Permit#	Issue Date	Address	Property#	Legal Description	Property Owner	Contractor	Building Final	CO Issued	Cost	Receipt#	Estimated Value	Recovery Fund	Technology Fee
ZFP24-000128	09/25/2024	165 OLD VILLAGE LN	806-136	L37 S2 VILLAGE OF STUMP SOUND	NARRON CHADWICK B III & LEIGH ANN COFFELT	Randy A Miller - Randy A. Miller			125.00		35000.00	0.00	0.00
ZFP24-000131	09/25/2024	1784-4 NEW RIVER INLET RD	779E-3.2	L3B SHIP WATCH VILLAS T/H	LANZA ROBERT DAVID & DAWN C	- Christopher Stephens			125.00		14289.63	0.00	0.00
ZFP23-000219	09/26/2024	113 LACOSTA PL	779A-47	L7 LA COSTA BAY	CAPITAL ASSET TOPSAIL DEVELOPMENT LLC	Capital Asset Topsail Development, LLC - Christopher E Spivey & Jon B Tuttl			125.00		800000.00	0.00	0.00
ZFP23-000220	09/26/2024	117 LACOSTA PL	779A-48	L8 LA COSTA BAY	CAPITAL ASSET TOPSAIL DEVELOPMENT LLC	Capital Asset Topsail Development, LLC - Christopher E Spivey & Jon B Tuttl			125.00		800000.00	0.00	0.00
ZFP24-000124	09/26/2024	6108 16TH AVE	810-64	L3R S2 BC OLD SETTLERS BEACH	EIDSON MITCHELL R & WENDY S	Carolina Coast Contracting Corp. - Jackie L James			125.00		998805.31	0.00	0.00
ZFP24-000118	09/27/2024	1030 NEW RIVER INLET RD	774-47.5	NEW LOT B RYAN GRAY	PYKE LOWELL ALLAN JR & BENNETT VIRGINIA MARY	Coastal Property Repair - Tony Lopez			125.00		2114.00	0.00	0.00
ZFP23-000214	09/30/2024	109 LACOSTA PL	779A-46	L6 LA COSTA BAY	CAPITAL ASSET TOPSAIL DEVELOPMENT LLC	Capital Asset Topsail Development, LLC - Christopher E Spivey & Jon B Tuttl			125.00		800000.00	0.00	0.00
ZFP24-000116	10/01/2024	4021 ISLAND DR 15-G Oar	769-4.1	TR2 & TR3 HUNTER HEATH TRUST	ROGERS BAY CAMPGROUND CO OWNERS	- Aneta Paval			150.00		13850.00	0.00	0.00
ZFP24-000114	10/11/2024	1915 NEW RIVER INLET RD	779D-17	L17 B3 BAYVIEW	RANEY CLARENCE H JR & JEANNE T	Affordable Elevator - Dan Cartwright			125.00		11196.48	0.00	0.00
ZFP24-000108	10/22/2024	210 MASON CT	775B-83	L28 OCEAN CLUB VILLAGE	KESLER TIEA & RICHARD LONGAMORE JR	SeaCrest Builders, LLC - Kenneth R Barber			125.00		60188.88	0.00	0.00
ZFP24-000137	10/23/2024	3952 ISLAND DR	769A-3	L3 E1/2 HUNTER HEATH TRUST	REDMOND THOMAS J & MARIA R	Living Carolina 1 LLC - Wayne D Clark			125.00		35000.00	0.00	0.00

Section VIII, Item B.



ZFP24-000130	10/24/2024	22 SAILVIEW DR HOA Dock Slip #9	775C-11.2	L22 S2 CAPE ISLAND	MANTOOTH CHARLES W	PFL Construction LLC - Joshua Barber			50.00		12600.00	0.00	0.00
DVW23-000060	09/26/2024	113 LACOSTA PL	779A-47	L7 LA COSTA BAY	CAPITAL ASSET TOPSAIL DEVELOPMENT LLC	Capital Asset Topsail Development, LLC - Christopher E Spivey & Jon B Tuttl			50.00		10000.00	0.00	0.00
DVW23-000061	09/26/2024	117 LACOSTA PL	779A-48	L8 LA COSTA BAY	CAPITAL ASSET TOPSAIL DEVELOPMENT LLC	Capital Asset Topsail Development, LLC - Christopher E Spivey & Jon B Tuttl			50.00		10000.00	0.00	0.00
DVW24-000038	09/26/2024	6108 16TH AVE	810-64	L3R S2 BC OLD SETTLERS BEACH	EIDSON MITCHELL R & WENDY S	Carolina Coast Contracting Corp. - Jackie L James			50.00		5000.00	0.00	0.00
DVW23-000058	09/30/2024	109 LACOSTA PL	779A-46	L6 LA COSTA BAY	CAPITAL ASSET TOPSAIL DEVELOPMENT LLC	Capital Asset Topsail Development, LLC - Christopher E Spivey & Jon B Tuttl			50.00		10000.00	0.00	0.00
FNC24-000012	10/02/2024	120 SCOTCH BONNET CIR	804A-56	L12 SCOTCH BONNET S/S	120 SCOTCH BONNET LLC	Andy's Fence Company, LLC - Jason L Treece			50.00	1127	1700.00	0.00	0.00
FNC24-000013	10/23/2024	181 SEA GULL LN	778C-88.1	L5 N1/2 S3 BE NORTH TOPSAIL SHORES	DELUCA JOHN JOSEPH	Quality Works Fencing ETC, LLC - Jeremy Black			50.00	1155	7000.00	0.00	0.00



# Town of North Topsail Beach

Service

Integrity

## Police Department

Chief William K. Younginer

### Department Report for September 1, 2024 - September 30, 2024

Arrests	
Simple Assault	1
Traffic	22
Warrant	1

Citations	
State Citations	22
Town Citations	3
Written Warnings	1

Summary	
Total Calls for Service	121
Total Citations Issued	26
Total Reports	79
Total Security Checks	828
Total Traffic Stops	48

Calls For Service	
Accidents	3
Alarm Calls	1
B&E	1
Cit / Mot / Ped Assists	15
Disturbances	11
Domestic Disturbances	6
Extortion/Blackmail	1
911 Hang ups	5
Larceny	2
Misc. Calls	24
Missing Person	1
Suspicious Activity	6
Trespassing	2
Water Incident/Rescue	1

Assist Other Agencies	
E. M. S.	2
N.T.B. F.D.	5
O.C.S.	11
S.C.P.D.	1



October 21, 2024

North Topsail Beach  
 2008 Loggerhead Court  
 North Topsail Beach, NC 28460

Attention: Alice Derian, Town Manager

This letter is to confirm our understanding of the terms and objectives of this engagement and the nature and limitations of the services that will be provided by GWI Tax and Accounting, A Member of Aline Accounting Partners (the "Firm").

The purpose of our engagement is to provide professional outsourced accounting services to the Town of North Topsail Beach (the "Town") beginning in October 2024. The services we offer and the specific services we have initially identified to provide are outlined in the attached Exhibit A.

This engagement is not a preparation, compilation, review or audit engagement whereby any form of assurance will be provided on the Town's financial statements. It is our understanding that management has designated qualified individuals with the necessary expertise, preferably within senior management, to be responsible and accountable for overseeing our services as part of this engagement. By your signature below, you acknowledge that management agrees to evaluate the adequacy of, and accept responsibility for, the results of all the services performed as part of this agreement.

Our fees for this engagement shall be billed at our current rates, plus direct expenses (milage/hotel/meals), based on the level of service provided. Our current rates are as follows:

<u>Service</u>	<u>Rate/Hour</u>
Triage and assessment of service needs	170.00
Consulting	170.00
Audit preparation	150.00
Writing financial statements	150.00
Finance officer services	150.00
Payroll services	140.00
Bookkeeping services	120.00
Travel time	60.00

We understand the maximum billing under this contract is \$20,000; therefore, we will cease work on this contract if or when our billings reach \$20,000 unless an amendment occurs to increase the maximum billing under this contract. Payment for services is due when rendered and interim billings will be submitted as work

progresses and expenses incurred. Invoices are payable upon presentation. If payment is to be made by check, the check shall be mailed to GWI Tax and Accounting, 9650 Strickland Road, Suite 103-268, Raleigh, NC 27615. If payment is to be made by ACH, then payment shall be made to the bank account the Firm provides to you by a password protected PDF file which you should verbally confirm with the Firm before the initial payment is remitted. Any correspondence changing the means of payment shall be verbally confirmed with the Firm by the Town before such change is made and payment remitted.

In the event the Town hires a contractor/employee of the Firm, the Town agrees to pay the Firm a one-time fee of 25% of the annual compensation the Municipality has offered to the contractor/employee. This fee will not be limited by the maximum billing threshold in the previous paragraph.

In addition, in the event the Firm or any of its employees or agents is called as a witness or requested to provide any information (whether oral, written, or electronic) in any judicial, quasi-judicial, or administrative hearing or trial regarding information or communications that you have provided to the Firm, or any documents and work papers prepared by the Firm in accordance with the terms of this agreement, subject to the not to exceed limits in this agreement, you agree to pay any and all reasonable expenses, including fees and costs for our time at the rates specified in our engagement letter, as well as any legal or other fees that we incur as a result of such appearance or production of documents.

In connection with this engagement, we may communicate with you or others via email transmission. We take reasonable measures to secure your confidential information in our email transmissions, including password protecting confidential documents. However, as email can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom it is directed and only to such parties, we cannot guarantee or warrant that email from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure or communication of email transmissions, or for the unauthorized use or failed delivery of email transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of sales or anticipated profits, or disclosure or communication of confidential or proprietary information.

Unless you indicate otherwise, the Firm may transmit confidential information that you provided us to third parties in order to facilitate delivering our services to you. We have secured confidentiality agreements with all our service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have the appropriate procedures in place to prevent the unauthorized release of confidential information to others. We will remain responsible for the work provided by any third-party service providers used under this agreement. By your signature below, you consent to having confidential information transmitted to entities outside the Firm. Please feel free to inquire if you would like additional information regarding the transmission of confidential information to entities outside the Firm.

It is our policy to keep records related to this engagement for five years. However, the Firm does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

By your signature below, you acknowledge and agree that upon the expiration of the five-year period, the Firm shall be free to destroy our records related to this engagement.

We appreciate the opportunity to be of service to you and believe this letter correctly expresses the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to me.

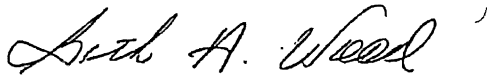
North Topsail Beach  
October 25, 2025

ISRAEL BOYCOTT. Firm certifies that it has not been designated by the North Carolina State Treasurer as a company engaged in the boycott of Israel pursuant to N.C.G.S. § 147-86.81. It is the responsibility of Firm to monitor compliance with this restriction.

We appreciate the opportunity to be of service to you and believe this letter correctly expresses the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to me.

Cordially,

**GWJ Tax and Accounting**



Beth A. Wood  
Partner

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of the Town of North Topsail Beach, North Carolina by:

Name: 

Title: Town Manager

Date: 10/25/24

**This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act, NCGS 159-28. A Purchase Order will be issued for this Agreement and will be amended prior to any additional expenses incurred over the original Purchase Order Amount.**

  
Deputy Finance Officer

10/25/2024  
Date

**Governmental Services**  
**Town of North Topsail Beach**  
**Exhibit A**  
**Description of Services**

**Examples of bookkeeping and accounting assistance provided:**

**General Accounting Duties:**

- Assist finance director with general local governmental accounting/reporting questions
- Bank reconciliations
  - *Due to the complexity of local government transactions and an effort to reduce time incurred on monthly bank reconciliations, additional time will be incurred at the beginning of the engagement to map bank transactions to the general ledger*
- General Ledger reconciliation to subsidiary ledgers (i.e. accounts receivable, capital assets, etc.)
- Verify adjusting journal entries (AJE's), from prior year audit, have been posted
- Verify the prior year ending account balances agree with published financial statements and with the current year beginning account balances
- Development of annual budget
- Post amendments to adopted budget throughout the fiscal year
- Journal entry preparation or review of client prepared journal entries
- Data entry to accounting software
- Prepare required Federal and State finance department reports (i.e. LGC reports, payroll reports, grant reports, etc.)
- Analyze outstanding checks and identify those that meet the NC Escheat Law requirements. Prepare notifications, prepare and submit the annual report of unclaimed property to NC State Treasurer.
- Analyze customer receivable accounts and identify delinquent accounts eligible for the NC Debt Set Off Collection Program. Prepare notification letters, prepare and submit report to NC Local Government Debt Setoff Clearinghouse.
- Payroll assistance

**Monthly Utility Fund Duties:**

- Reconcile general ledger account to customer subsidiary ledger
- Assist with utility billing questions, including review and verification of billing adjustments and cut-offs

**Accounting and Financial Reporting of Grant Awards**

- Prepare or review client prepared Powell Bill reports
- Assist with Federal and State grant reporting (grant documentation, reimbursement requests, monthly, quarterly, annual reporting, etc.)

**Audit Preparation and Year-End Duties:**

- Participate with unit and auditor in the annual audit planning meeting
- Year-end general ledger review and assistance in preparing adjustments necessary to produce a final trial balance for audit
- Assist in preparing and providing supporting documentation to auditor
- Prepare the Schedule of Expenditures of Federal and State Awards (SEFSA)
- Review new Lease and Subscription agreements to determine proper accounting
- Update annual Lease and Subscription schedules and prepare related journal entries. Provide schedules to auditor.
- Prepare Pension and Other Post-Employment Benefit (OPEB) schedules and journal entries

### **Consulting Services**

- Assist Finance officer in fulfillment of duties as prescribed by the NC Local Government Budget and Fiscal Control Act (NCGS 159-25(a)). *(In accordance with NCGS 159-25(a)(9), the Finance Officer will retain responsibility for ensuring accurate and timely fulfillment of duties).*
- Assist with preparation of the annual budget, including attendance and participation at budget workshops
- Attend board meeting(s) to provide explanations of the unit's financial health and financial indicators derived from financial statement information.
- Perform revenue neutral tax calculation due to property reappraisal
- Assist with accumulating pension and other post-employment benefit (OPEB) data to submit to the actuary firm for actuarial valuations required for annual financial reporting
- Assist with secondary market disclosure requirements of publicly issued debt
- Perform Worker's Compensation Audit
- Train staff in Payroll related functions, i.e., running payroll, how to post payroll tax liabilities, making payments to retirement system (Orbit), ensuring payroll codes are correct for Orbit report, etc.

*Time and cost estimates will be based upon the condition and availability of financial records ascertained during client intake. Client will provide digital records that provide sufficient detail for the agreed upon services. Digital records may be provided by access to client software or by scanned copies provided by client.*

**Town of North Topsail Beach**  
**Accounting Services**  
**Quote Over 6-Month Period, Commencing the Date all Signatures Obtained**

Accounting Service	Description	Quote
Monthly Bank Reconciliations - 3 Bank Accounts-7 Reconciliations Beginning w/ August 2024	First Citizens Bank NC Cash Management & Trust PNC	\$8,400.00
Consultative Hours - over 6 month period	An allowance of 10 hours over the 6 month period for questions from Deputy Finance Officer/Town Manager/Board Members	1,500.00
Close Out FY2024	Ensure FY2024 auditor adjustments have been posted Close FY2024 in FMS Ensure FY2024 ending balances are FY2025 Beginning Balances	3,000.00
Preparation of Financial Reports for Board	Preparation of Financial Reports for Board Meetings Analysis of Budget-to-Actual for Board Action, i.e. Amendments	4,500.00
Assessment/Quote	On-site Assessment/Consult /w Auditor/Preparation of Quote	1,222.00
Travel	Estimate for 6 days on-site, "if" needed	1,318.00
<b>TOTAL</b>		<b>\$19,940.00</b>
<b>CONTRACT AMOUNT</b>		<b>\$20,000.00</b>





**BOARD OF ALDERMEN**  
**AGENDA ITEM**  
11/06/24

---

**ISSUE:** Budget Amendment 2025-25.1

**PRESENTED BY:** Kim Weaver, Deputy Finance Officer

**DEPARTMENT:** Police Department

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**Background:** North Topsail Beach Police Department participates in a program known as the Law Enforcement Support Program, commonly referred to as the "LESO Program". Through it, the Police Department can obtain surplus items from the military base at no cost. Some items that we have received are ATVs, generators, pickup trucks, tools and more. A stipulation is that upon the completion of the retainage period, if the department sells an asset, then the proceeds must be allocated back to the Police Department.

The Police Department had a surplus of funds at the end of fiscal year. This amendment is to carry forward those funds into the new fiscal year.

**Attachments:** Budget Amendment 2025-25.1

**Recommendation:** Approve Amendment as recommended

**Action Needed:** Yes

**Suggested Motion:** "I, \_\_\_\_\_, make a motion to approve Budget Amendment 2025-25.1 as presented."

**Funds:** 10

**Follow Up:** Deputy Finance Officer

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

FISCAL YEAR 2024-2025

**AMENDMENT TO THE BUDGET ORDINANCE**

**BA 2025-25.1**

**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, 2025:

**Section 1:** To amend the General Fund appropriations with increases as follows:

<u>DEPARTMENT NO:</u>	<u>ACCOUNT</u>			
510	LESO PROGRAM	\$	3,181	<u>10-510-60</u>
		<b>Total Expenditures</b>	<u>\$ 3,181</u>	

This amendment will result in an increase to the following departments:  
**POLICE**  
 The purpose of this budget amendment is to carry forward funds from FY 24.

**Section 2:** To amend the General Fund estimated revenues with increases as follows:

399	FUND BALANCE	\$	<b>(3,181)</b>	10-399-00
		<b>Total Revenues</b>	<u>\$ (3,181)</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 2024-2025.

**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 6th day of November 2024

Motion made by \_\_\_\_\_, 2nd by \_\_\_\_\_

**VOTE: \_\_\_ FOR \_\_\_ AGAINST \_\_\_ ABSENT**

\_\_\_\_\_  
 JOANN MCDERMON, MAYOR

\_\_\_\_\_  
 KIM WEAVER, DEPUTY FINANCE OFFICER

ORIGINAL BUDGET	7/1/2024	\$	7,897,150	
Budget Amendment 1	11/6/2024	\$	3,181	(Internally keyed 09/04/24 - \$3,180.10 10-510-60)
New Budget Ordinance for FY 24-25		\$	<u>7,900,331</u>	

**BOARD OF ALDERMEN**  
**AGENDA ITEM**  
11/06/24

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**ISSUE:** Budget Amendment 2025-25.2

**PRESENTED BY:** Kim Weaver, Deputy Finance Officer

**DEPARTMENT:** Multiple Departments

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**Background:** With the closing out of Fiscal Year 2024, there were several purchase orders that were still open due to the delay of delivery of items purchased. The purchase orders were cancelled so the funds were released back to the departments.

This amendment is to re-allocate funds so the purchase orders can be entered in the new year.

**Attachments:** Budget Amendment 2025-25.2

**Recommendation:** Approve Amendment as recommended

**Action Needed:** Yes

**Suggested Motion:** *"I, \_\_\_\_\_, make a motion to approve Budget Amendment 2025-25.2 as presented."*

**Funds:** 10

**Follow Up:** Deputy Finance Officer

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

FISCAL YEAR 2024-2025

**AMENDMENT TO THE BUDGET ORDINANCE**

**BA 2025-25.2**

**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, 2025:

**Section 1:** To amend the General Fund appropriations with increases as follows:

<u>DEPARTMENT NO:</u>	<u>ACCOUNT</u>			
480	DUES & SUBSCRIPTION	\$	6,647	<u>10-480-53</u>
510	BALLISTIC VEST	\$	4,825	<u>10-510-37</u>
560	STREET PAVING & REPAIR	\$	12,000	<u>10-560-73</u>
620	PARK MAINTENANCE	\$	22,674	<u>10-620-15</u>
<b>Total Expenditures</b>		<b>\$</b>	<b><u>46,146</u></b>	

This amendment will result in an increase to the following departments:  
**IT, POLICE, STREETS, AND RECREATION**  
 The purpose of this budget amendment is to carry forward purchase orders from FY 24.

**Section 2:** To amend the General Fund estimated revenues with increases as follows:

399	FUND BALANCE	\$	(46,146)	10-399-00
<b>Total Revenues</b>		<b>\$</b>	<b><u>(46,146)</u></b>	

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 2024-2025.

**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 6th day of November 2024

Motion made by \_\_\_\_\_, 2nd by \_\_\_\_\_

**VOTE: \_\_\_ FOR \_\_\_ AGAINST \_\_\_ ABSENT**

\_\_\_\_\_  
 JOANN MCDERMON, MAYOR

\_\_\_\_\_  
 KIM WEAVER, DEPUTY FINANCE OFFICER

<b>ORIGINAL BUDGET</b>	<b>7/1/2024</b>	\$	7,897,150	
Budget Amendment 1	11/6/2024	\$	3,181	(Internally keyed 09/04/24 - \$3,180.10 10-510-60)
Budget Amendment 2	11/6/2024	\$	46,146	(Internally keyed 09/04/24 - \$46,145.40 multiple depts)
New Budget Ordinance for FY 24-25		<b>\$</b>	<b><u>7,946,477</u></b>	

**BOARD OF ALDERMEN**  
**AGENDA ITEM**  
11/06/24

---

**ISSUE:** Budget Amendment 2025-25.3

**PRESENTED BY:** Kim Weaver, Deputy Finance Officer

**DEPARTMENT:** Shoreline Protection

---

**Background:** With the closing out Fiscal Year 2024, there were several purchase orders that were still open due to the delay of delivery of items purchased. The purchase orders were cancelled so the funds were released back to the Fund.

This amendment is to re-allocate funds so the purchase orders can be entered in the new year.

**Attachments:** Budget Amendment 2025-25.3

**Recommendation:** Approve Amendment as recommended

**Action Needed:** Yes

**Suggested Motion:** *"I, \_\_\_\_\_, make a motion to approve Budget Amendment 2025-25.3 as presented."*

**Funds:** 30

**Follow Up:** Deputy Finance Officer

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

FISCAL YEAR 2024-2025

**AMENDMENT TO THE BUDGET ORDINANCE**

**BA 2025-25.3**

**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, 2025:

**Section 1:** To amend the General Fund appropriations with increases as follows:

<u>DEPARTMENT NO:</u>	<u>ACCOUNT</u>			
710	BEACH / ACCESS MAINTENANCE		\$ 28,497	<u>30-710-12</u>
		<b>Total Expenditures</b>	<u>\$ 28,497</u>	

This amendment will result in an increase to the following department:  
**Beach / Access Maintenance**  
 The purpose of this budget amendment is to carry forward purchase orders from FY 24.

**Section 2:** To amend the General Fund estimated revenues with increases as follows:

399	FUND BALANCE		\$ (28,497)	30-399-00
		<b>Total Revenues</b>	<u>\$ (28,497)</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 2024-2025.

**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 6th day of November 2024

Motion made by \_\_\_\_\_, 2nd by \_\_\_\_\_

**VOTE: \_\_\_ FOR \_\_\_ AGAINST \_\_\_ ABSENT**

\_\_\_\_\_  
 JOANN MCDERMON, MAYOR

\_\_\_\_\_  
 KIM WEAVER, DEPUTY FINANCE OFFICER

<b>FUND 30</b>			
<b>ORIGINAL BUDGET</b>	<b>7/1/2024</b>	\$	4,486,444
Budget Amendment 1	11/6/2024	\$	28,497
New Budget Ordinance for FY 24-25		\$	<u>4,514,941</u>



**BOARD OF ALDERMEN**  
**AGENDA ITEM**  
11/06/24

---

**ISSUE:** Budget Amendment 2025-25.6

**PRESENTED BY:** Kim Weaver, Deputy Finance Officer

**DEPARTMENT:** Shoreline Protection

---

**Background:** The Town applied for grant monies through Onslow County this past spring. We received an updated Grant Agreement from Onslow County since the October 2, 2024 meeting. We were approved for (\$5,000) less or \$150,000 versus \$155,000. Attached is the final signed contract with the County. Grant monies are disbursed upon submittal of proof of payment. This amendment will reflect the correct grant amount of \$150,000.

**Attachments:** Budget Amendment 2025-25.6

**Recommendation:** Approve Amendment as recommended

**Action Needed:** Yes

**Suggested Motion:** "I, \_\_\_\_\_, make a motion to approve Budget Amendment 2025-25.6 as presented."

**Funds:** 30

**Follow Up:** Deputy Finance Officer

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

FISCAL YEAR **2024-2025**

**AMENDMENT TO THE BUDGET ORDINANCE**

**BA 2025-25.6**

**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, 2025:

**Section 1:** To amend the Shoreline Protection Fund appropriations with decreases as follows:

<u>DEPARTMENT NO:</u>	<u>ACCOUNT</u>		
720	FUTURE PROJECTS FUND	\$ (5,000)	<u>30-720-68</u>
		<b>Total Expenditures</b>	<u><u>\$ (5,000)</u></u>

This amendment will result in an decrease to the following departments:  
**Shoreline Protection Fund; Future Projects**  
 The purpose of this budget amendment is to reduce funds for grant funding from Onslow County in the amount of (\$5,000).

**Section 2:** To amend the Shoreline Protection Fund estimated revenues with decreases as follows:

317	COUNTY GRANT FUNDING	\$ 5,000	30-317-01
		<b>Total Revenues</b>	<u><u>\$ 5,000</u></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 2024-2025.

**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 the 6th day of November 2024.

Motion made by \_\_\_\_\_, 2nd by \_\_\_\_\_

VOTE:     FOR     AGAINST     ABSENT

\_\_\_\_\_  
 JOANN MCDERMON, MAYOR

\_\_\_\_\_  
 KIM WEAVER, DEPUTY FINANCE OFFICER

<b>FUND 30</b>			
<b>ORIGINAL BUDGET</b>	7/1/2024	\$	4,486,444
Budget Amendment 1	11/6/2024	\$	28,497
Budget Amendment 2	10/2/2024	\$	155,000
Budget Amendment 3	11/6/2024	\$	(5,000)
New Budget Ordinance for FY 24-25		<u>\$</u>	<u>4,664,941</u>



**NON-PROFIT AGENCY  
ASSISTANCE GRANT CONTRACT  
NORTH CAROLINA  
ONslow COUNTY**

This AGREEMENT made and entered into this 1st day of July 2024, by and between Onslow County, North Carolina, hereinafter referred to as the "COUNTY", and **TOWN OF NORTH TOPSAIL BEACH.**, hereinafter referred to as the "AGENCY".

WITNESSETH:

WHEREAS, the AGENCY has requested certain funds from the COUNTY to carry out its programs and activities as presented in the application for Non-Profit Agency Assistance Grant and

WHEREAS, in response to such request, the Board of County Commissioners has appropriated the sum of **\$150,000.00** for the period July 1, 2024 through June 30, 2025 to support this purpose; said sum being derived from County funds, pass through grant funds or both; and

WHEREAS, it is desirable and necessary to enter into this AGREEMENT in order to set forth the terms and conditions for receiving said funds from the COUNTY.

NOW THEREFORE, in consideration of the following, the parties hereto do mutually agree as follows:

1. AGENCY agrees and understands that the amounts appropriated by the Board of County Commissioners may change at any time and therefore COUNTY is not obligated to provide to the AGENCY all or any of the funds set forth in this AGREEMENT.
2. The AGENCY agrees to use the funds appropriated and provided by the COUNTY in the manner and for the purposes as stated on the Grant forms submitted to the COUNTY or as otherwise approved by the County, which are incorporated by reference into this AGREEMENT, whose purpose is to **offset the annual debt service payment for beach nourishment.**
3. In consideration for the performance by the AGENCY of the services outlined on its Grant forms, which are hereby incorporated by reference, the COUNTY agrees to pay the AGENCY up to the amount of money authorized in the Onslow County Budget, as may be amended from time to time, for the grant period. Payment of such amount shall be made in increments and frequency solely determined by the COUNTY, **NOT MORE FREQUENTLY THAN MONTHLY.** Payments will only be made upon receipt of all necessary documentation from the AGENCY including financial **REPORTS AND COMPLETED REIMBURSEMENT REQUESTS AND OTHER REPORTING REQUIRED BY THE COUNTY.**

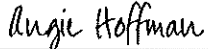
4. If the AGENCY fails to perform its obligations under this AGREEMENT, or if the AGENCY violates any of the provisions of this AGREEMENT, the COUNTY shall have the right to immediately terminate this Agreement by giving written notice to the AGENCY of such termination. In such event, all funds paid to the AGENCY for that quarter shall be refunded pro rata to the COUNTY. The AGENCY shall be fully liable to the COUNTY for all improperly expended funds. The COUNTY may additionally terminate this AGREEMENT without cause upon thirty (30) days advance notice to the AGENCY.
5. The AGENCY shall not assign any interest in this AGREEMENT and shall not transfer any interest in this AGREEMENT without prior written approval of the COUNTY.
6. In connection with the performance of this AGREEMENT, the AGENCY shall not discriminate against any employee, applicant for employment, or program participant because of race, religion, color, sex, age, handicap, or national origin.
7. The AGENCY shall maintain all accounts, books, ledgers, journals, and records in accordance with generally accepted accounting principles, practices, and procedures.
8. The AGENCY must establish and provide to the COUNTY criteria that will be used in monitoring the accomplishment of established goals and objectives along with any performance measures.
9. The AGENCY shall submit to the Onslow County Finance Office annually a status report of all program activities including a summary of the accomplishment of stated goals and objectives.
10. Agency annual financial reporting:

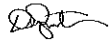
Unless otherwise approved in writing by the County Finance Officer the following annual reports are required:

- a. The most recent completed annual financial statements.
  - b. The completed IRS 990 or 990ez form.
  - c. The COUNTY shall be entitled to audit/review the financial records and operations of the AGENCY at the COUNTY's discretion.
11. Sales taxes are not eligible for reimbursement or applied against any grant funds. As a non-profit agency you are responsible to file with the State of North Carolina for any sales taxes paid for which you are due a refund.
  12. The COUNTY shall be entitled to conduct program evaluations of the AGENCY's activities particularly as it relates to the accomplishments of established goals and objectives and the quality and impact of services being delivered.
  13. All books and records shall be maintained by the AGENCY for a period of at least three years from the date of the final payment under this AGREEMENT and shall be made available for audit or evaluation upon request during regular business hours of the AGENCY.
  14. Meetings of the AGENCY's Board of Directors, Advisory Board or Governing Board must be open to the public. Notices of such meetings shall be provided to the Board of Commissioners and the County Clerk.

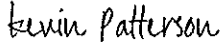
- 15. As a condition of receiving funds from Onslow County, the AGENCY agrees to fully indemnify and hold harmless Onslow County, its officers, agents and employees from and against any and all claims, demands, payments, suits, actions, costs, recoveries and judgments of every kind and description brought out of or occurring in connection with, directly or indirectly, activities funded in part or in whole with funds made available under this AGREEMENT.
- 16. The COUNTY is in no way responsible for the administration and supervision of the AGENCY's officers, employees, and agents, which persons it is agreed are not officers, employees, or agents of the COUNTY.
- 17. The appropriation of county funds lapses on June 30<sup>th</sup>. Only expenditures between July 1, 2024 and June 30, 2025 are eligible for reimbursement. Any request for reimbursement of funds must be submitted and received before July 30, 2025.
- 18. This AGREEMENT may only be amended by written amendments mutually agreed upon by and between the COUNTY and AGENCY.
- 19. This agreement shall be interpreted in accordance with North Carolina law.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in their names by their duly authorized officers, their seals to be hereto affixed the day and year first above written.

ATTEST  
 DocuSigned by:  
  
 B53825B5E9294D2...

ONSLow COUNTY  
 DocuSigned by:  
  
 058187A97CCF40C...  
 County Manager

This Agreement has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

DocuSigned by:  
  
 0E6FF30C061B4CB...  
 County Finance Officer

ATTEST  


AGENCY  
 \_\_\_\_\_  
 Chairman of Board

**BOARD OF ALDERMEN**  
**AGENDA ITEM**  
11/06/24

---

**ISSUE:** Budget Amendment 2025-25.7

**PRESENTED BY:** Kim Weaver, Deputy Finance Officer

**DEPARTMENT:** Shoreline Protection

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**Background:** The Board approved at their February 7, 2024 meeting a contract not to exceed \$675,000 with TI Coastal for a Permitting and Design Contract. TI Coastal submitted the Contract for signature in July 2024. This ordinance designates \$675,000 of Future Projects Funding for this contract.

**Attachments:** Contract with the TI Coastal, Draft Minutes from February 7, 2024 Meeting and Budget Amendment 2025-25.7.

**Recommendation:** Approve Amendment as recommended

**Action Needed:** Yes

**Suggested Motion:** *"I, \_\_\_\_\_, make a motion to approve Budget Amendment 2025-25.7 as presented."*

**Funds:** 30

**Follow Up:** Deputy Finance Officer

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

FISCAL YEAR 2024-2025

**AMENDMENT TO THE BUDGET ORDINANCE**

**BA 2025-25.7**

**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, 2025:

**Section 1:** To amend the Shoreline Protection Fund appropriations as follows:

<u>DEPARTMENT NO:</u>	<u>ACCOUNT</u>		
710	Contracted Services	\$ 675,000	<u>30-710-45</u>
999	Future Projects Fund	\$ (675,000)	<u>30-999-01</u>
<b>Total Expenditures</b>		<u>\$ -</u>	

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

**Shoreline Protection Fund**

The purpose of this budget amendment is to appropriate the TI Coastal Permitting and Design Contract approved by the Board on February 7, 2024. TI Coastal submitted the Contract for signature in July 2024 - FY 2025.

**Section 2:** 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 6th Day of November 2024

Motion made by \_\_\_\_\_, 2nd by \_\_\_\_\_

**VOTE: \_\_\_ FOR \_\_\_ AGAINST \_\_\_ ABSENT**

\_\_\_\_\_  
 JOANN MCDERMON, MAYOR

\_\_\_\_\_  
 KIM WEAVER, DEPUTY FINANCE OFFICER

**FUND 30**

<b>ORIGINAL BUDGET</b>	<b>7/1/2024</b>	\$	4,486,444		
Budget Amendment 1	9/4/2024	\$	28,497		
Budget Amendment 2	10/2/2024	\$	155,000		
Budget Amendment 3	11/6/2024	\$	(5,000)		
Budget Amendment 4	11/6/2024	\$	-	Department to Department Amendment	675,000
New Budget Ordinance for FY 24-25		<u>\$</u>	<u>4,664,941</u>		

## Debra Mack

---

**From:** Alice Derian <aderian@northtopsailbeachnc.gov>  
**Sent:** Thursday, October 31, 2024 9:00 AM  
**To:** Debra Mack  
**Subject:** FW: Scope Change to Perform Field work Design and Permitting of 5 Year Plan  
**Attachments:** North Topsail Beach 5 Year Plan Scope Schange 240301 Engineering Proposal.pdf

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**From:** Chris Gibson <clgibson@ticoastal.com>  
**Sent:** Thursday, July 11, 2024 11:33 AM  
**To:** Alice Derian <aderian@northtopsailbeachnc.gov>  
**Cc:** Melissa Insco <mhinsco@ticoastal.com>  
**Subject:** Scope Change to Perform Field work Design and Permitting of 5 Year Plan

Alice,

Please find attached the Change Order to perform the 5 Year Plan work. I apologize that this got lost in the weds.

Chris

Pursuant to North Carolina General Statutes, Chapter 132, email correspondence to and from this address may be considered public record under the North Carolina Public Records Law and may possibly be disclosed to third parties.



**TI Coastal, PLLC**  
 387-B North Green Meadows Dr.  
 Wilmington, NC 28405



**Scope Modification to Consultant Contract  
 for  
*Permitting and Design Services*  
 For 5 Year Plan**

**Onslow County and North Topsail Beach  
 New River Inlet Management Project**

## **PROFESSIONAL SERVICES AGREEMENT (Scope Change)**

This Agreement between the Town of North Topsail Beach (hereafter called "TOWN"), and TI Coastal, PLLC (hereafter called "TIC") is effective as of March 1, 2024.

TIC represents that it has the knowledge, skills, and equipment to provide the engineering services outlined within the Scope of Work, therefore the Town and TIC agree as follows:

### **Terms of Agreement**

The terms of this agreement shall begin from the date of written authorization and extend through the completion of the Scope of Work.

### **Scope of Work**

Services provided by TIC shall include and be limited to the items outlined within the Scope of Work. Any services requested by the TOWN outside the proposed SOW shall be deemed additional services.

### **Compensation**

1. The Professional Services outlined in the SOW are estimated at \$675,000.00.
2. All tasks shall be billed and compensated monthly on a basis in accordance with the SOW. Tasks identified as LUMP SUM tasks will be billed at the end of the month completed. All other tasks will be billed on a monthly Time and Materials basis in accordance with the attached Rate Sheet.
3. The Total Fee shall not exceed the estimate without prior written consent from the Town.
4. Rates provided are FY25 rates and shall increase by 2% at the beginning of each calendar year.
5. TOWN requested changes in Scope or Additional Services requested by the TOWN shall be billed according to the Time & Materials Rate Sheet provided.

### **Method of Payment**

TIC will invoice the TOWN for Professional Services rendered and direct costs incurred under this agreement monthly. TIC shall bill the TOWN monthly for any additional services rendered outside of the written Scope. The TOWN shall make full payment within thirty (30) calendar days of receipt of an invoice.

If the TOWN fails to make payment within 30 days, TIC reserves the right to suspend services under this Agreement without waiving any claim or right against the TOWN until TIC has been paid in full for the services rendered.



**Delays**

TIC shall begin work upon receipt of the signed Agreement or a Written Notice to Proceed from the TOWN. In the event that the performance of TIC’s services is delayed by causes beyond the reasonable control of TIC, TIC shall not be held liable for damages resulting from such delays. TIC will advise the TOWN, in writing, of any delays, including a description of the delay and any additional costs or consequences incurred to the project as a result of the delay.

**Insurance**

TIC shall, at its sole cost and expense, maintain insurance that will protect it from claims under worker’s compensation acts, disability benefit laws, or similar employee benefit laws. TIC will also carry insurance to protect from claims for injury to or destruction of tangible property, including the loss of use resulting from the action of TIC or its employees in its performance of the work under this Agreement.

**Termination of the Agreement**

The TOWN and TIC both reserve the right to terminate this Agreement upon thirty (30) days written notice to the other party, in the event the other party substantially fails to comply with the terms of this agreement. In the event of termination, TIC shall be compensated for all services rendered up to the date of termination.

**Signature**

Signature of the Agreement by a duly authorized agent of the TOWN shall constitute acceptance of the terms of this Agreement and act as Notice to Proceed.

OWNER: The Town of North Topsail Beach

Address: 2008 Loggerhead Court  
North Topsail Beach, NC 28460

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**TI Coastal, PLLC**  
387-B N. Green Meadows Dr.  
Wilmington, NC 28405  
(910) 821-1358

By:  \_\_\_\_\_

March 1, 2024  
\_\_\_\_\_

## Scope and Estimate

### Geotechnical Field Investigations of DA 143

(Lump Sum)

Mobilization	\$ 50,000
Geoprobe of DA143 (15 3.5" diameter 50' in length)	\$150,000

### LIDAR Survey of DA143

(Lump Sum)

Field Data Collection & Processing	\$ 80,000
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### Analysis of DA143 Sediment Samples

(Estimate 225 samples)

Core Delineation and Photography (15 cores)	\$ 11,250
Munsell Classification (\$100/sample)	\$ 22,500
Sieve Analysis (\$125/sample)	\$ 28,125
Calcium Carbonate Analysis (\$135/sample)	\$ 30,375

### Borrow Area and Beach Design, Permitting, and Bidding

(T & M)

Design	\$ 75,000
Permitting	\$150,000
Bidding	\$ 75,000

### Total Estimated Cost

\$672,250

## Rate Schedule

FY 2025

<b>Position</b>	<b>Hourly Rate</b>
Principle--Senior Engineer	\$210
Professional Staff (PE, PLS, PG)	\$165
Senior Technical Staff	\$145
Engineer	\$122
Engineer/CADD Technician	\$95
Administrative	\$80
Travel and Consumables	Cost + 10%

<b>Survey Rates</b> (includes Crew, Consumables, and Processing)	<b>Daily Rate</b>
Mobilization	\$4/mile
Single Beam Hydrography	\$3,700
Multi Beam Hydrography	\$5,100
Side-Scan Imaging <i>(Hi-Resolution Target Processing additional at hourly rates)</i>	\$4,000
Magnetometer Surveys	\$3,800
ChIRP (Sub Bottom Profile) Surveys	\$5,500

<b>Geology Rates</b>	<b>Per Sample</b>
Munsell Classification	\$100
Grain Size Analysis	\$125
Calcium Carbonate Analysis	\$135

## PAGES FROM THE FEBRUARY 7, 2024 MEETING \$675,000 BUDGET

- It has to be in writing to the contractor to make sure he lives up to the schedule. I am concerned 50,000 cubic yards is \$2 million dollars. We would have to pay for it up front with no outside money. The Thirty-Year Beach Plan funding options go out the window.(Grant).
- Is there anything you recommend that can be done in this environmental window? (Derian)
- If we did place more sand, where would we place it? (McDermon)
- The engineer is talking about critical work now, not the Beach Plan. (McDermon)
- The Vitex grant is also open for beach projects as well and we can submit multiple applications. (Derian)
- CSDM grant window closes March 8<sup>th</sup>.(Benson)
- The grant will not be due for the next couple of months. (Derian)
- I will not approve sand scraping. It is a colossal waste of time and a disruption to the coastline and waste of taxpayer money. (Leonard)
- Sand scraping is cosmetic only and does more harm than good. (Pletl)
- We need an estimated cost of adding additional sand and a proposed location from the engineer. (McDermon)
- Budget season is coming up. (Grant)
- The grant route would not be getting something done this year. (Derian)
- Is someone supervising the Phase 5 truck haul? (Leonard)

Both Engineer Way and Gibson replied that they have someone monitoring the work for Phase 5 truck haul project and reporting daily to the Town Manger.

**Consensus** - Engineer Fran Way to provide cost and location for placement of additional sand in Phase I to Town Manager for consideration at budget meetings.

### Consent Agenda

Consent Agenda items:

- Minutes from January 2, 2024, meeting
- Fire Station No. 2 Capital Project Ordinance
- Surplus items for disposition

**Motion** – Alderman Pletl motioned to adopt the Consent Agenda; seconded by Alderman Olszewski; unanimously approved.

### Continuing Business

#### A. BISAC update

Chair Strother stated:

At the last meeting of the committee on January 16<sup>th</sup>, they heard the manager’s update, reviewed revised rules for reappointment, adopted the 2024 Meeting Schedule, discussed CSDM projects, discussed the proposed Five-Year Action Plan and Thirty-Year Beach Plan.

#### B. Five- and Thirty-Year Beach Plan

Engineer Gibson stated:

- The long-term goal is for the entire beach from the town line to New River Inlet
- There are areas that have not had anything done to them since 2002

- The strategy over the next few years is to finish Reaches 2 and 3, rebuild Reach 1 and move forward
- The term ‘Phases’ has been used to indicate areas. This plan uses the term ‘Reaches’ to provide a more geographical view. We want to move away from using the term ‘phases’ to using ‘reaches’.
- The goals of the plan are:
  - Provide nourishment and shoreline stabilization townwide within 5 Years
  - Have entire town meet “engineered beach” criteria for FEMA
  - Make as many properties CAMA setback conforming as possible
  - Implement long term (30 Year) plan with appropriate funding resources
  - Implement proactive construction/beach management practices
  - Maintain a fiscally responsible program
- For an engineered beach designation, the threshold to qualify for FEMA reimbursement is \$13 million dollars’ worth of damage county wide
- FEMA and the State require a long-term plan for funding requests
- The plan recommends a temporary terminal groin in the form of a sheet pile to hold sand from going back into the inlet because the north end will not hold sand. It is similar to a terminal groin, but is removable and recyclable and has a five-year life cycle
- The plan’s design schedule is:
  - 30-year concept plan – Dec. 2023
  - Stand-alone permit for Reaches 1, 2 & 3 (DA143) - Dec. 2023 – Nov. 2024
  - Long term sand source development - Jan. 2024- Dec. 2024
  - Finalization of 30-year plan, including permit - Dec. 2025
  - Upon completion of Reaches 1, 2, & 3 in Fiscal Year 26 entire Town will be an engineered beach.
- Non construction expenses over fiscal years 2024 and 2025 are:
 

<u>FY-24</u>	
• Surveys & Geotechnical analysis of DA 143	\$300,000
• Engineering/ design of borrow area & beach fill	\$150,000
<u>FY-25</u>	
• Environmental analysis	\$ 75,000
• Permitting/ grant applications	\$150,000
TOTAL	\$675,000
- The plan assumes no major storm events
- Funding opportunities are:

FY	AV & ROT	Sales & Park	Grants	FDA Loan	Project Expenses	Balance	Notes
						\$ 17,800,000	
2024	\$ 3,200,000	\$ 1,000,000	\$ 8,300,000		\$ 8,300,000	\$ 22,000,000	Reach 5
2025	\$ 3,200,000	\$ 1,000,000			\$ 11,500,000	\$ 14,700,000	Reach 4
2026	\$ 3,200,000	\$ 1,000,000	\$ 25,875,000	\$ 2,000,000	\$ 36,500,000	\$ 6,275,000	Reach 1,2,3 DA143
2027	\$ 3,200,000	\$ 1,000,000		\$ 2,000,000	\$ 500,000	\$ 7,975,000	
2028	\$ 3,200,000	\$ 1,000,000		\$ 2,000,000	\$ 5,000,000	\$ 5,175,000	Terminal Groin Armoring
2029	\$ 3,200,000	\$ 1,000,000	\$ 12,000,000	\$ 2,000,000	\$ 16,000,000	\$ 3,375,000	Reach 1,2,3 Inlet
2030	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 7,300,000	
2031	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 11,225,000	
2032	\$ 3,200,000	\$ 1,000,000	\$ 12,050,000		\$ 24,100,000	\$ 3,375,000	Reach 4,5 Hopper
2033	\$ 3,200,000	\$ 1,000,000	\$ 12,000,000		\$ 16,000,000	\$ 3,575,000	Reach 1,2,3 Inlet
2034	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 7,500,000	
2035	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 11,425,000	
2036	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 15,350,000	
2037	\$ 3,200,000	\$ 1,000,000	\$ 12,000,000		\$ 16,000,000	\$ 15,550,000	Reach 1,2,3 Inlet
2038	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 19,475,000	
2039	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 23,400,000	
2040	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 27,325,000	
2041	\$ 3,200,000	\$ 1,000,000	\$ 12,000,000		\$ 16,000,000	\$ 27,525,000	Reach 1,2,3 Inlet
2042	\$ 3,200,000	\$ 1,000,000	\$ 12,050,000		\$ 24,100,000	\$ 19,675,000	Reach 4,5 Hopper
2043	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 23,600,000	
2044	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 27,525,000	
2045	\$ 3,200,000	\$ 1,000,000	\$ 12,000,000		\$ 16,000,000	\$ 27,725,000	Reach 1,2,3 Inlet
2046	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 31,650,000	
2047	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 35,575,000	
2048	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 39,500,000	
2049	\$ 3,200,000	\$ 1,000,000	\$ 12,000,000		\$ 16,000,000	\$ 39,700,000	Reach 1,2,3 Inlet
2050	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 43,625,000	
2051	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 47,550,000	
2052	\$ 3,200,000	\$ 1,000,000	\$ 12,050,000		\$ 24,100,000	\$ 39,700,000	Reach 4,5 Hopper
2053	\$ 3,200,000	\$ 1,000,000	\$ 12,000,000		\$ 16,000,000	\$ 39,900,000	Reach 1,2,3 Inlet
2054	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 43,825,000	
Total	\$ 99,200,000	\$ 31,000,000	\$ 167,525,000	\$ 8,000,000	\$ 263,700,000	17%	
Annual	\$ 3,200,000	\$ 1,000,000	\$ 5,404,032		\$ 8,506,452		
Annualized SDI			\$ 3,080,645				
Annualized Beach Fund			\$ 2,323,387				

- The spreadsheet assumes we keep up with inflation and there is a positive amount at the end.

Alderman Grant asked Mr. Gibson to clarify if the \$675,000 amount is to get all the permitting done this calendar year. His recommendation to the Board would be to approve what he (Gibson) needs to get this done and then try to get the fastest schedule so we do not lose the windows on things.

Engineer Gibson said that it is correct that \$675,000 is the amount to get all the permitting filed this calendar year.

Alderman Grant stated from a timing standpoint BISAC recommended approval to go ahead with getting permits so we do not lose the window.

Mayor McDermon asked Engineer Gibson if we follow this high-level schedule that you have and you started to place the sand to have an engineered beach in fiscal year 2026, would you start with that temporary structure? How logistically would you begin?

Engineer Gibson replied we would begin with running a pipeline down the waterway beginning at Reach 3 where the power line easement is. We would come down to Marina Way and come across the island there at the power lines. There is one of your bridges there and an empty lock there so we would go under. This would be so the weather could not impact it. We would then go south into Phase 4 and then flip and go north up to Phase 1. We would put in the retaining structure at the end.

Mayor McDermon stated that the easement is privately owned.

Engineer Gibson said he knows the owner and we would work with that person.

Alderman Grant said he thought we technically had a thirty-year beach plan in place.

Will this be amending that?

Mayor McDermon said she was told our thirty-year beach plan is not approved by the state's DCM (Division of Coastal Management).

Engineer Gibson said it is all about the static line. If we want to get rid of the static line, we present the state with a thirty-year beach plan. The state wants to approve thirty-year plans and will give permits for a ten-year period. Then, if that is successful, they will give permits for twenty years. This is new thing with the state. They do not want to approve project by project. We need to re-up the plan. The state is looking at ways to allocate funds annually.

Alderman Leonard said fifteen years ago, the Beach Erosion Study team favored shoreline protection, rather than a beach plan. By protecting the shoreline you protect property and infrastructure. He said he is very impressed with this plan. He is curious why we would not call the reaches areas one through five instead to just make it simpler.

Engineer Gibson responded that we could call them phases, but he thought the phasing language should be put out because it is no longer a timing thing.

Mayor Pro Tem Benson stated he is optimistic. The BISAC group has worked over six months or more on this. This is a good, novel plan that makes a lot of sense and accomplishes two things particularly with the use of DA143 as a sand source. He is very supportive of it. He has concerns about future maintenance once we get past using DA143. New River Inlet has an authorized depth of six feet plus or minus two feet. It is one of the shallowest draft inlets in the state. Most are eight feet. He learned recently that Topsail Inlet is eighteen feet authorized. So it is possible to get a permit to dredge a greater depth even though it is only authorized at six feet.

Engineer Gibson said New River Inlet is the shallowest inlet in the country. The Topsail Inlet permit is eighteen feet or sixteen feet plus two feet, but the federal authorization is only eight plus two. Most dredges in the ocean need fourteen feet low water just to float. We want to get on a schedule, so we need to dredge to sixteen to eighteen feet and then it can stay open for five years. This will save on mobilization. This will be part of the permitting process that we do.

Alderman Leonard asked if the sixteen to eighteen feet is the Corps of Engineers guidelines they use when dredging.

Engineer Gibson said that is correct. If the Corps was going to do a hydraulic dredging project in this inlet, they would go down to fourteen plus two feet.

Alderman Pletl stated when CP&E had the plan to straighten the inlet, there were artifacts that precluded them from going as deep as they wanted. She loves the project as outlined and it looks very encouraging. Are there any hiccups that you foresee that we need to mitigate?

Engineer Gibson said it was a peat layer they encountered. What happens with the terminal groin and that north end really impacts the long-term plan. Until something is in place to stabilize the north end, the inlet cannot be used as a sand source because digging a hole next to the houses is not a good idea. This has a huge impact on what we are looking at long term. In this plan, the hope is by the time we need to use the inlet the terminal groin has gone through and been constructed or another plan to stabilize has come to fruition.

Mayor McDermon said this is an excellent presentation. She feels this is the first time we have something that is obtainable and reachable to get our beaches where we want them to be.

BISAC Chair Strother asked if we can begin to start getting the permitting started.

Mayor McDermon said we cannot realistically approve this today. We have to look at the budget and put it on the agenda for next month.

Alderman Grant said the budget in the plan for permitting is \$675,000 over two years. We currently have \$1.2 million in the Beach Fund now. We already have the money in the budget this fiscal year. He wants the Board to give approval now.

Mayor Pro Tem says he agrees the \$675,000 is over two budget years and we do have \$1.2 million in the Beach Fund.

Alderman Leonard said we were originally looking to approve the funding for the permit work, not the whole plan.

**Motion** – Alderman Olszewski motioned to approve the non-construction expenses over fiscal years 2024 and 2025 not to exceed \$675,000 in fiscal year 2024 as follows: seconded by Alderman Leonard; unanimously approved.

<u>FY-24</u>	
• Surveys & Geotechnical Analysis of DA 143	\$300,000
• Engineering/ Design of Borrow Area& Beach Fill	\$150,000
<u>FY-25</u>	
• Environmental Analysis	\$ 75,000
• Permitting/ Grant Applications	\$150,000
TOTAL	\$675,000



**BOARD OF ALDERMEN**  
**AGENDA ITEM**  
11/06/24

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**ISSUE:** Budget Amendment 2025-25.8

**PRESENTED BY:** Kim Weaver, Deputy Finance Officer

**DEPARTMENT:** Shoreline Protection

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**Background:** This budget amendment is necessary for the payment of the Special Obligation Bonds Interest for FY 2025. Onslow County Grant of \$150,000 and Future Projects Fund \$69,002 for a total of \$219,002.

**Attachments:** Budget Amendment 2025-25.8

**Recommendation:** Approve Amendment as recommended

**Action Needed:** Yes

**Suggested Motion:** *"I, \_\_\_\_\_, make a motion to approve Budget Amendment 2025-25.8 as presented."*

**Funds:** 30

**Follow Up:** Deputy Finance Officer

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

FISCAL YEAR 2024-2025

**AMENDMENT TO THE BUDGET ORDINANCE**

**BA 2025-25.8**

**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, 2025:

**Section 1:** To amend the Shoreline Protection Fund appropriations as follows:

<u>DEPARTMENT NO:</u>	<u>ACCOUNT</u>			
720	2022C FEMA SOB Fees	\$	109,501	<u>30-720-57</u>
720	2022C FEMA SOB Fees	\$	109,501	<u>30-720-57</u>
720	Future Projects Fund - Onslow County Grant Funded	\$	(150,000)	<u>30-720-68</u>
999	Future Projects Fund	\$	(69,002)	<u>30-999-01</u>
	<b>Total Expenditures</b>	<b>\$</b>	<b>-</b>	

This amendment will result in an increase to the following departments:  
**Shoreline Protection Fund**  
 The purpose of this budget amendment is to move funds to cover annual special obligation bond interest payments.

**Section 2:** 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 6th Day of November 2024

Motion made by \_\_\_\_\_, 2nd by \_\_\_\_\_

VOTE:  FOR  AGAINST  ABSENT

\_\_\_\_\_  
 JOANN MCDERMON, MAYOR

\_\_\_\_\_  
 KIM WEAVER, DEPUTY FINANCE OFFICER

<b>FUND 30</b>				
<b>ORIGINAL BUDGET</b>	<b>7/1/2024</b>	<b>\$</b>	<b>4,486,444</b>	
Budget Amendment 1	9/4/2024	\$	28,497	
Budget Amendment 2	10/2/2024	\$	155,000	
Budget Amendment 3	11/6/2024	\$	(5,000)	
Budget Amendment 4	11/6/2024	\$	-	Department to Department Amendment 675,000
Budget Amendment 5	11/6/2024	\$	-	Department to Department Amendment 219,002
New Budget Ordinance for FY 24-25		<b>\$</b>	<b><u>4,664,941</u></b>	

PNC BANK, N.A.  
P O BOX 1030  
OSHTMO MI 49009



# Commercial Loan Statement

### \*Maturity Notice\*

Portfolio	Obligation	Obligor	Interest Paid Year To Date
010	611049318	37233091	328,501.87

Maturity Date	Billed Date	Due Date	Total Amount Due
10/12/24	10/01/24	10/12/24	8,311,794.63

TOWN OF NORTH TOPSAIL BEACH NORTH  
CAROLINA  
2008 LOGGERHEAD CT  
N TOPSAIL BEACH NC 28460-9286

Payment must be made in the amount indicated in the "Total Amount Due" section above to avoid additional interest and /or delinquency charges.

Direct questions to return address or visit [pnc.com/howtoreadstatement](http://pnc.com/howtoreadstatement)

## Loan Summary

Previous Interest Due	Interest Debits and Credits	Current Interest Due	Total Interest Due
109,500.62	109,500.62-	109,500.63	109,500.63
Previous Principal Due	Principal Debits and Credits	Current Principal Due	Total Principal Due
0.00	0.00	8,202,294.00	8,202,294.00

## Activity Detail

Date	Tran Description	Interest Rate	Fee Amount	Principal Amount	Principal Balance	Days	Interest
07/12/24	Balance Forward	5.340000			8,202,294.00		109,500.62
07/11/24	Interest Paymt	5.340000			8,202,294.00		109,500.62-
10/12/24	Int. Accrual	5.340000			8,202,294.00	90	109,500.63

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.  
Name of Deputy Finance Officer: Kimberly L. Weaver  
*Kimberly L. Weaver*  
(Deputy Finance Officer Signature)  
Date: 10/7, 2024

30-720-57

*Alvin [Signature]* 10/10/24

Please return this portion with payment. Make check payable to "PNC Bank".

## PNC Bank Commercial Loan Statement

Due Date	Interest Due	Principal Due
10/12/24	109,500.63	8,202,294.00

TOWN OF NORTH TOPSAIL BEACH NORT  
CAROLINA

Total Amount Due  
8,311,794.63

PNC BANK, N.A.  
COMMERCIAL LENDING OPERATIONS  
P O BOX 747046  
PITTSBURGH PA 15274-7046

Portfolio	Obligation	Obligor
010	611049318	37233091

Amount Paid

385000100611049318372330917008311794633

Section VIII, Item I.



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

Alice Derian, ICMA-CM  
Town Manager

Aldermen:  
Richard Grant  
Tom Leonard  
Laura Olszewski  
Connie Pletl

Nancy Avery  
Interim Town Clerk

Agenda	<b>Consent</b>
Item:	<b>Agenda</b>
Date:	<b>11 06 2024</b>

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Planning Board  
Committee Report  
Susan Meyer, Chair

---

The Planning Board held their regular meeting on October 03, 2024.

**MAKEUP OF THE BOARD AND DATE TO MEET**

Chair Meyer asked the Planning Board to consider returning the regular Planning Board meetings to the second Thursday of the month.

**Vice Chair Fontana made a motion that we move the Planning Board meeting to the second Thursday of the month at 6:00. Ms. Ward seconded the motion.**

There was discussion, during which Ms. Brown and Ms. Ward noted that there would be a few conflicting dates for them with the schedule change.

Chair Meyer explained changing the meeting date would allow time for the directives from the monthly Board of Aldermen meeting, which is held on the first Wednesday of the month.

Vice Chair Fontana requested guidance from Town Attorney Ferguson.

Attorney Ferguson introduced himself and advised that the Planning Board had no restrictions to the changing the meeting time or the date and the Board of Aldermen supported it. The Planning Board sets the agenda and time for the meeting. He recommended the Planning Board set the schedule and stick to it for consistency and publication of notice.

**The motion passed unanimously, 5-0.**

Chair Meyer asked Attorney Ferguson for guidance addressing the makeup of the Planning Board as set in the Unified Development Ordinance with seven regular members and two alternate members. The Planning Board had five regular members and two alternate members. Ms. Meyer stated that it was sometimes difficult to have enough people for the meeting. She suggested a full Planning Board with more voices to make decisions would be fairer to the public.

Attorney Ferguson offered that with two vacancies, the two alternate members could attend the meetings and be regular members and fill those duties as the UDO clearly states there has to be seven. Mr. Ferguson offered to introduce the topic to the Town Manager and the Board of

Aldermen. He stated his belief in the importance of achieving seven regular members and filling the two vacancies of Planning Board.

#### **PUBLIC COMMENT**

No one came forward.

#### **SUP24-000004 LaCosta Bay Commercial Pool 107 LaCosta Place (Tax ID 779A-49)**

**Ms. Ward made a motion that the Planning Board recommends the approval of the special use permit SUP24-000004 and the special use plan of LaCosta Bay as amended to approve the changes as presented in the application. Mr. Fontana seconded the motion. The motion passed unanimously, 5-0.**

#### **DISCUSSION**

Equity in Planning Presentation Videos

Planning Director Hill introduced the videos. The Planning Board watched the training video. There was discussion, including transportation, being sensitive to the needs of the community, access for the elderly and Americans with Disabilities Act (ADA), bike lanes, creating a walkable community, handicapped wheelchair lending, fairness, and budgeting. Attorney Ferguson commended the Planning Board Director for bringing awareness and devoting time to training.

#### **ADJOURNMENT**

The Planning Board Meeting adjourned at 6:48 p.m.



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

Alice Derian, ICMA-CM  
Town Manager

Aldermen:  
Richard Grant  
Tom Leonard  
Laura Olszewski  
Connie Pletl

Nancy Avery  
Interim Town Clerk

<b>Agenda</b>	<b>Consent</b>
<b>Item:</b>	<b>Agenda</b>
<b>Date:</b>	<b>11 06 2024</b>

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**Zoning Board of Adjustment  
Committee Report  
Hanna McCloud, Chair**

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No meeting was held in October.

Notice has been made that the North Topsail Beach Zoning Board of Adjustment has scheduled a Special Meeting on Tuesday, November 19, 2024. The meeting will begin at 6 p.m. The meeting will be held at North Topsail Beach Town Hall, Conference Room, 2008 Loggerhead Court, North Topsail Beach.

The purpose of the meeting is for the Board of Adjustment to consider a mediated settlement agreement in the case of Town of North Topsail Beach versus Phillip H. and Kristen A. Buckley followed by closed session pursuant to North Carolina General Statutes 143.318.11 (a) (3) Consultation with the attorney.

Interlocal Agreement

Between

The Town of Surf City, North Carolina

and

The Town of North Topsail Beach, North Carolina

and

The Town of Topsail Beach, North Carolina

This Interlocal Agreement (ILA) sets forth the terms and understanding between The Town of Surf City, The Town of North Topsail Beach, and The Town of Topsail Beach (hereinafter referred to collectively as “Towns”) for the implementation of a partnership of the Topsail Island Vitex Eradication Project (hereinafter referred to as “Project”) using funding from the Coastal Storm Damage Mitigation (CSDM) Grant.

**Background:** The execution of this ILA is intended to establish a formal collaboration between the Towns and to coordinate efforts to eradicate Beach Vitex from the island. The Towns collectively applied and were awarded funds on a reimbursement schedule through the CSDM grant program.

**Purpose:** This ILA confirms the agreement for a collaborative effort between the Towns with the objective to clearly define each organization’s obligations and responsibilities, before the contract is signed accepting the grant funds and conditions.

**Obligations:** Each Town will be responsible for the full amount specified for their respective Town as outlined in the grant application. Each Town will be responsible for any costs that exceed the amount specified in the grant as applied to that specific Town. The Town of Topsail Beach will be the Fiscal Agent for the project and will be responsible for paying contractor invoices and then invoicing the Town of Surf City and Town of North Topsail Beach accordingly. The Town of Topsail Beach will be responsible for requesting reimbursements through the CSDM program. The Towns agree to adhere to the stipulations of the grant. Each Town will be provided the opportunity to review invoices from the contractor in order to reconcile actual work performed before the Town of Topsail Beach sends an invoice to the Town of Surf City and the Town of North Topsail Beach; said invoices shall not be sent by the Town of Topsail Beach until the respective Town notifies the Town of Topsail Beach in writing that the actual work performed and the invoice are accurate and correct.

**Selection of Contractor:** The Towns will collaborate on creating a Request for Proposals (RFP) to solicit bids for the project. A bidder shall be selected upon unanimous agreement by all parties to this ILA.

**Duration:** This ILA shall become effective upon signature by the authorized officials from the Towns and will remain in effect until the grant has been closed out, provided there is no extension. Any extension must be in writing, agreed to and signed by all parties to this ILA.

**Commitment to Complete the Project:** The Project is expected to be 4-years in duration. The CSDM grant will fund the first 2 years. After the first 2 years, or upon close out of the initial grant, the Towns will continue to work together to secure additional funding to carry the project out to completion. This ILA will not obligate any Town to participate in the project beyond the term of the initial CSDM grant. For the purposes of this ILA, completion of the Project will be determined by successful closeout of the CSDM grant for the Project.

**Mutual Release and Indemnity:** To the fullest extent permitted by law, all Towns shall release, indemnify, keep and save harmless one or more Towns listed in this ILA, its agents, officials and employees, from any and all responsibility or liability for any and all damage or injury of any kind or nature whatever (including death resulting therefrom) to all persons, whether agents, officials or employees of the Town or third persons, and to all property proximately caused by, incident to, resulting from, arising out of, or occurring in connection with, directly or indirectly, the performance or nonperformance of the Town's (or by any person acting for the Towns or for whom the Town(s) is or is alleged to be in any way responsible, including but not limited to employees, agents, and volunteers), whether such claim may be based in whole or in part upon contract, tort (including alleged active or passive negligence or participation in the wrong), or upon any alleged breach of any duty or obligation on the part of the Towns, its agents, officials and employees or otherwise. The provisions of this Section shall include any claims for equitable relief or for damages (compensatory or punitive) against one or all of the Towns, its agents, officials, and employees including alleged injury to the business of any claimant and shall include any and all losses, damages, injuries, settlements, judgments, decrees, awards, fines, penalties, claims, costs and expenses. Expenses as used herein shall include without limitation the costs incurred by one or more Towns, its agents, officials and employees, in connection with investigating any claim or defending any action and shall also include reasonable attorneys' fees by reason of the assertion of any such claim against one or more Towns, its agents, officials or employees. The Towns expressly understand and agree that any insurance protection provided to the Towns shall in no way limit any Town's responsibility to release, indemnify, keep, and save harmless and defend the one or more Towns as herein provided. This indemnification provision shall not apply to any such claims, injuries or losses caused by the negligence or intentional acts of one or more Towns, its agents, contractors, employees, elected officials, or volunteers.

**Contact Information:**

Town of Topsail Beach

Doug Shipley, Town Manager

820 S. Anderson Blvd. Topsail Beach, NC 28445

Town of Surf City

Kyle Breuer, Town Manager

241 W Florence Way, Hampstead, NC 28443

Town of North Topsail Beach



Alice Derian, Town Manager

2008 Loggerhead Court North Topsail Beach, NC 28460

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



Alice Derian, ICMA-CM  
Town Manager

Aldermen:  
Richard Grant  
Tom Leonard  
Connie Pletl  
Laura Olszewski

## RESOLUTION 2024-03

### ADOPTING 2025 ANNUAL BOARD OF ALDERMEN MEETING SCHEDULE

**WHEREAS**, North Carolina General Statute 160A-71 requires municipal governing bodies to fix a time and place for its regular meetings; and

**WHEREAS**, all meetings are to be held in the meeting room at Town Hall located at 2008 Loggerhead Court in North Topsail Beach at 11:00 am or soon thereafter. Board of Aldermen meetings are on the first Wednesday of the month with the exception of the January meeting.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town of North Topsail Beach Board of Aldermen adopts the following meeting schedule for the year 2025 as follows:

- January 8<sup>th</sup>
- February 5<sup>th</sup>
- March 5<sup>th</sup>
- April 2<sup>nd</sup>
- May 7<sup>th</sup>
- June 4<sup>th</sup>
- July 2<sup>nd</sup>
- August 6<sup>th</sup>
- September 3<sup>rd</sup>
- October 1<sup>st</sup>
- November 5<sup>th</sup>
- December 3<sup>rd</sup>

Adopted this the 6<sup>th</sup> day of November 2024.

\_\_\_\_\_  
Joann McDermon, Mayor