



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

Wednesday, May 01, 2024, at 11:00 AM

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

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

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

*Mayor Pro Tem - Mike Benson
Alderman – Tom Leonard
Alderman – Laura Olszewski
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 (Mayor McDermon)**

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

- V. MANAGER’S REPORT (Manager Derian)**
- 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.** North Carolina Department of Transportation (NCDOT) Assistant Division Traffic Engineer D. Allen Hancock

NCDOT Letter of Intent to repeal the speed limit 45 Ordinance No. 1033725 for the 3.92 -mile section of SR 1568 (New River Inlet Road)
- B.** Coastal Engineer update (Fran Way)

VIII. CONSENT AGENDA

- A.** Approval of Minutes - April 3, 2024 regular meeting
- B.** Department Head Reports

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

C. Public Works Department

D. Proclamation National Public Works Week May 19th- 25th

E. Budget Amendment 2023-24.11 North End Fire Station

F. Budget Amendment 2023-24.10 Police Department

G. MOTV Tax Refund

H. Police Department Fixed Assets Disposal

I. 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. Fiscal Year 2024-2025 Budget Ordinance and Fee Schedule (Manager Derian)

Specific Action Requested: Mayor may ask for motion to adopt the fiscal year 2024-2025 Budget Ordinance and Fee Schedule

B. Washington, DC Update (Alderman Leonard)

C. Use of Board Room for North Topsail Beach Resident Business Meetings (Alderman Olszewski)

X. NEW BUSINESS

A. Board of Adjustment Vacancies and Applications (Mayor McDermon)

Applicants for consideration: Christy Barefoot (regular or alternate); Jason Starh (regular or alternate); Lisa Lee Koslowski (regular or alternate)

B. Policies and Procedures for Appointments (Mayor Pro Tem Benson)

C. Rules of Procedure - UDO (Mayor Pro Tem Benson)

Discussion to remove the Rules of Procedure for both the Planning Board and Board of Adjustment from the Unified Development Ordinance (UDO) so that updates/revisions can be made as needed in the future without a resolution requirement.

D. Speed Limits (Chief Younginer)

E. Ordinance regarding speed limit on Town owned side streets, roads in the Ocean City neighborhood, and Topsail Road (Attorney Edes)

F. Ordinance regarding regulation of parking lots (Attorney Edes)

G. Infrastructure (Alderman Grant)

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 NCGS 143-318.11 (a)

(3) Consultation with the attorney

(5) Acquisition of property

XVI. ADJOURNMENT



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J.R. "JOEY" HOPKINS
SECRETARY

March 1, 2024

Shane Bartus
shane.bartus@gmail.com

Dear Mr. Bartus,

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

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

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

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

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

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

Sincerely,

D. Allen Hancock
Assistant Division Traffic Engineer

Attachments
cc: File

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

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

Website: www.ncdot.gov

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



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J.R. "JOEY" HOPKINS
SECRETARY

March 12, 2024

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

Dear Ms. Derian,

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

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

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

Sincerely,

A handwritten signature in black ink that reads "Robert H. Hammond".

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

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

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

Location:
5504 BARBADOS BOULEVARD
CASTLE HAYNE, NC 28429

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

Concurring State Ordinance Number: 1033725

Division: 3 County: ONSLOW Municipality: NORTH TOPSAIL BEACH

Type: Municipal Speed Zones

Road: SR 1568 Car: 45 MPH Truck: 45 MPH

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

Municipal Certification

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

The said municipal declaration is recorded as follows:

Minute Book: _____ Page: _____ Ordinance Number: _____

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

*BOND
ORIGINAL*

(signature) (municipal seal)

Department of Transportation Approval

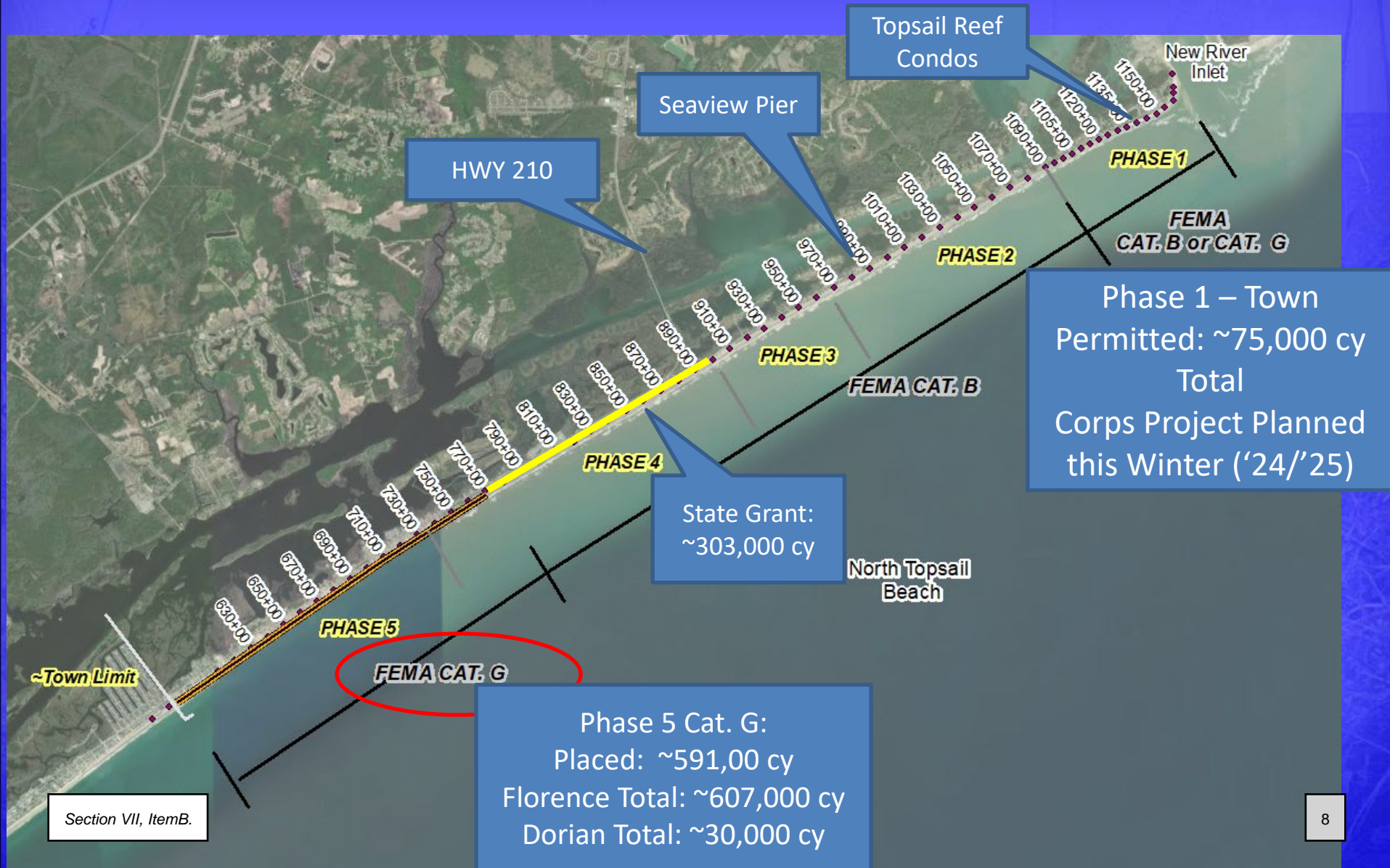
Division: _____ Title: _____ Date: _____
Region: _____ Title: _____ Date: _____

North Topsail Beach Coastal Update May 2024



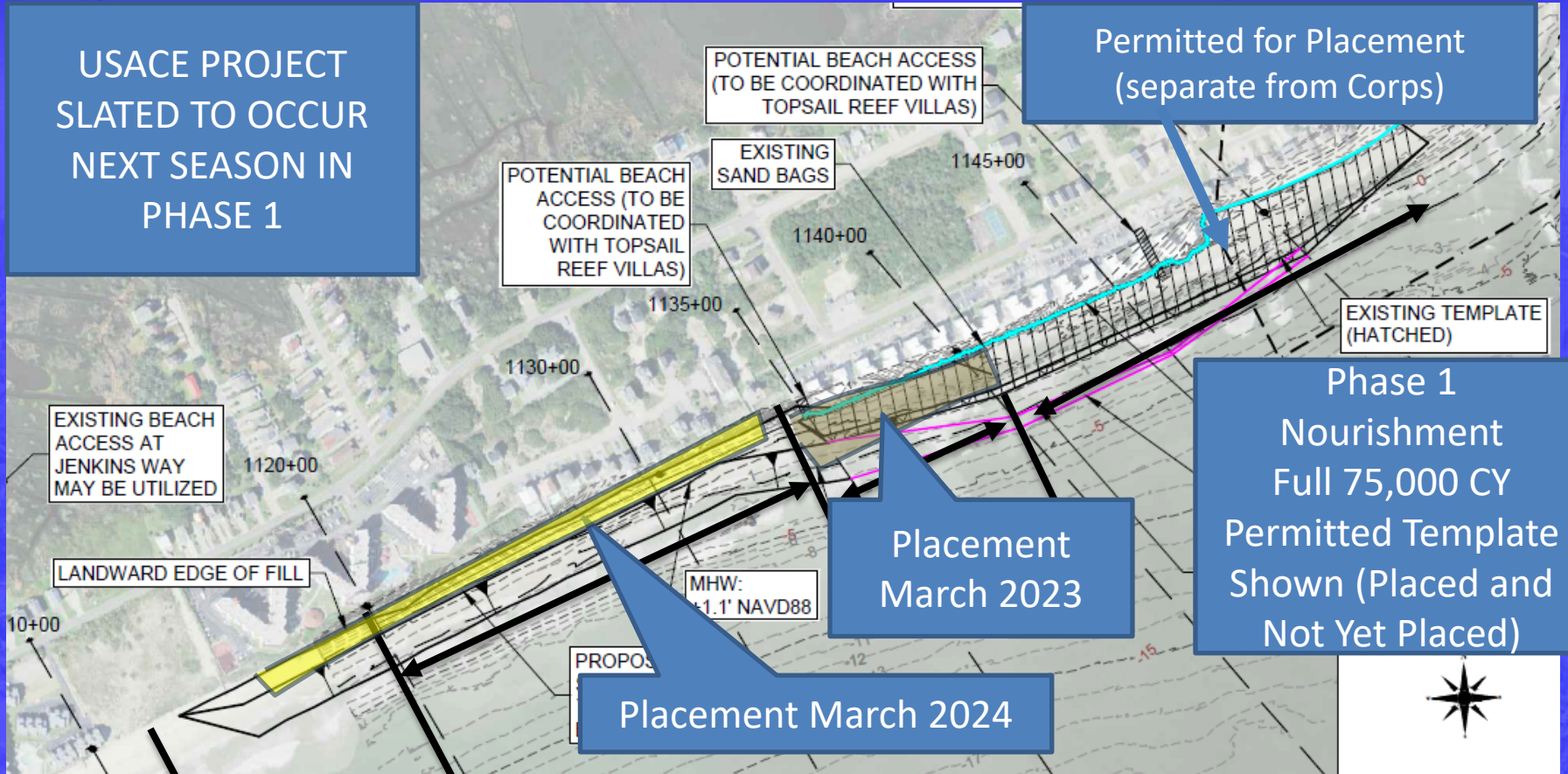
Ongoing and Upcoming Projects Overview

State Grant, Dorian and Florence FEMA Category G

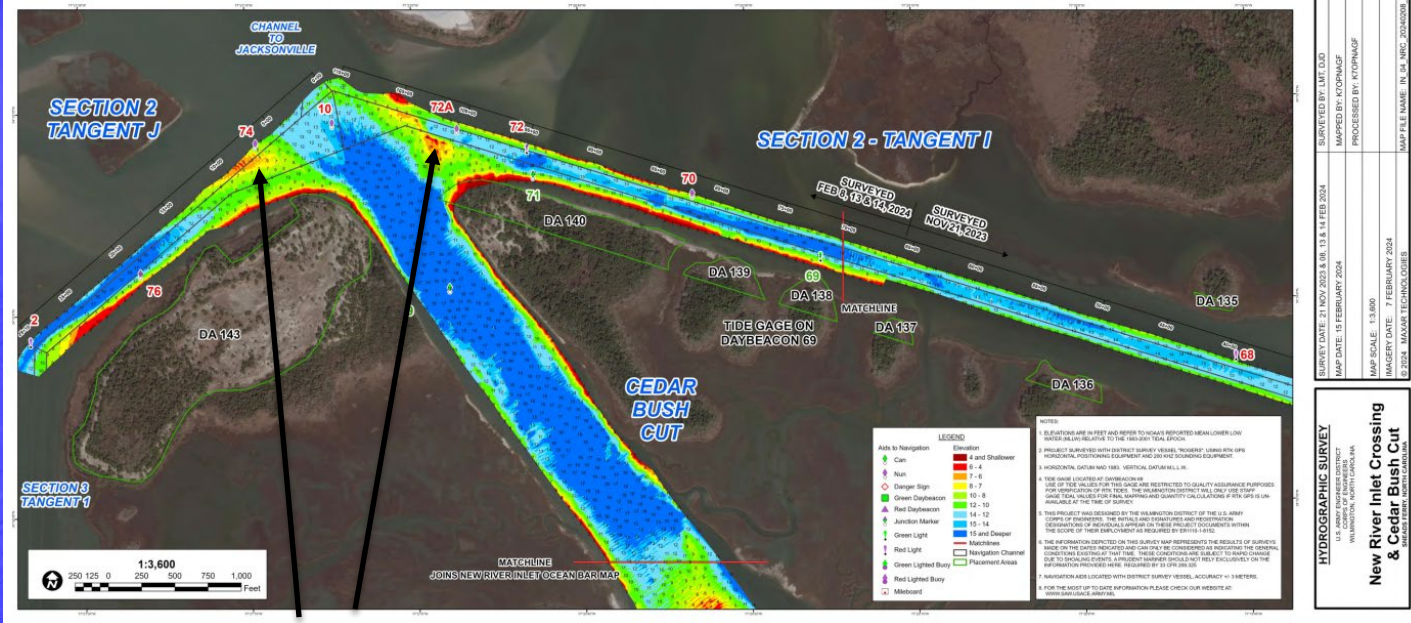


Phase 1 Beach (not Dune) Truck Haul Nourishment

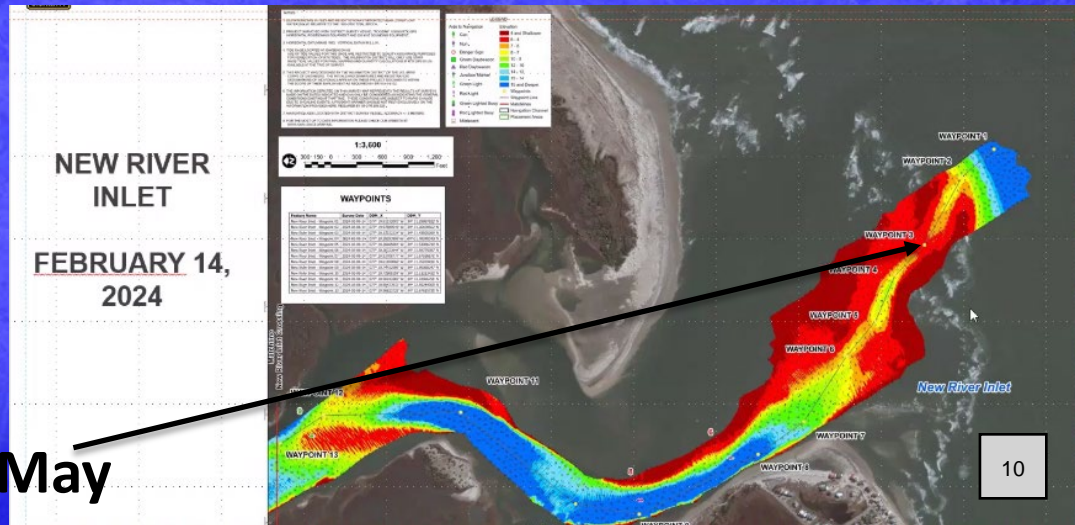
USACE PROJECT
SLATED TO OCCUR
NEXT SEASON IN
PHASE 1



March Quarterly USACE Shallow Draft Navigation Update

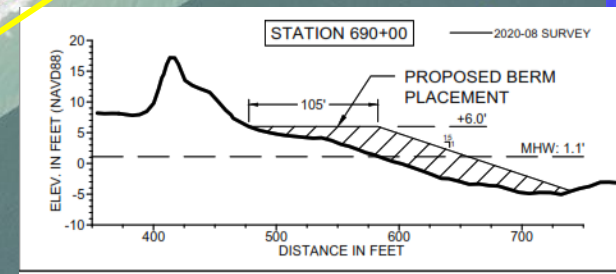


Dredging with Fill Placement in Phase 1 Next Winter



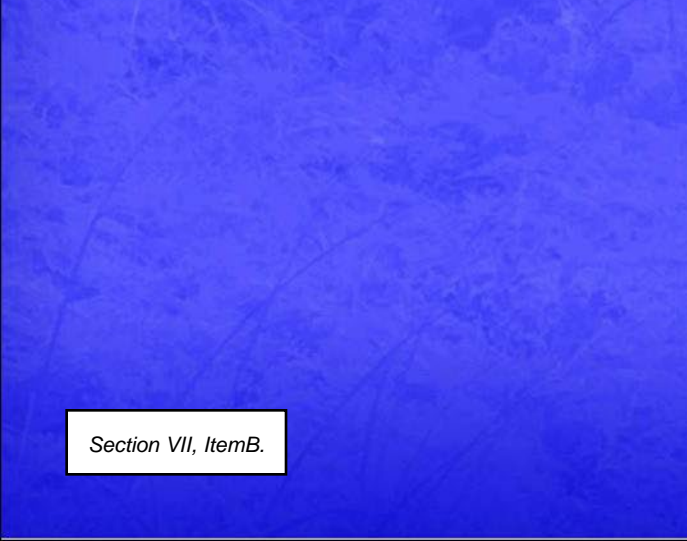
Section VII, Item B. Scheduled for NRI in May

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



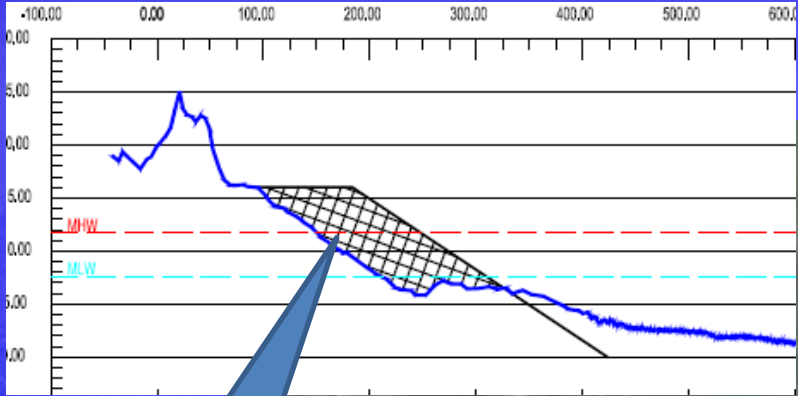


Recent Phase 5 Photos

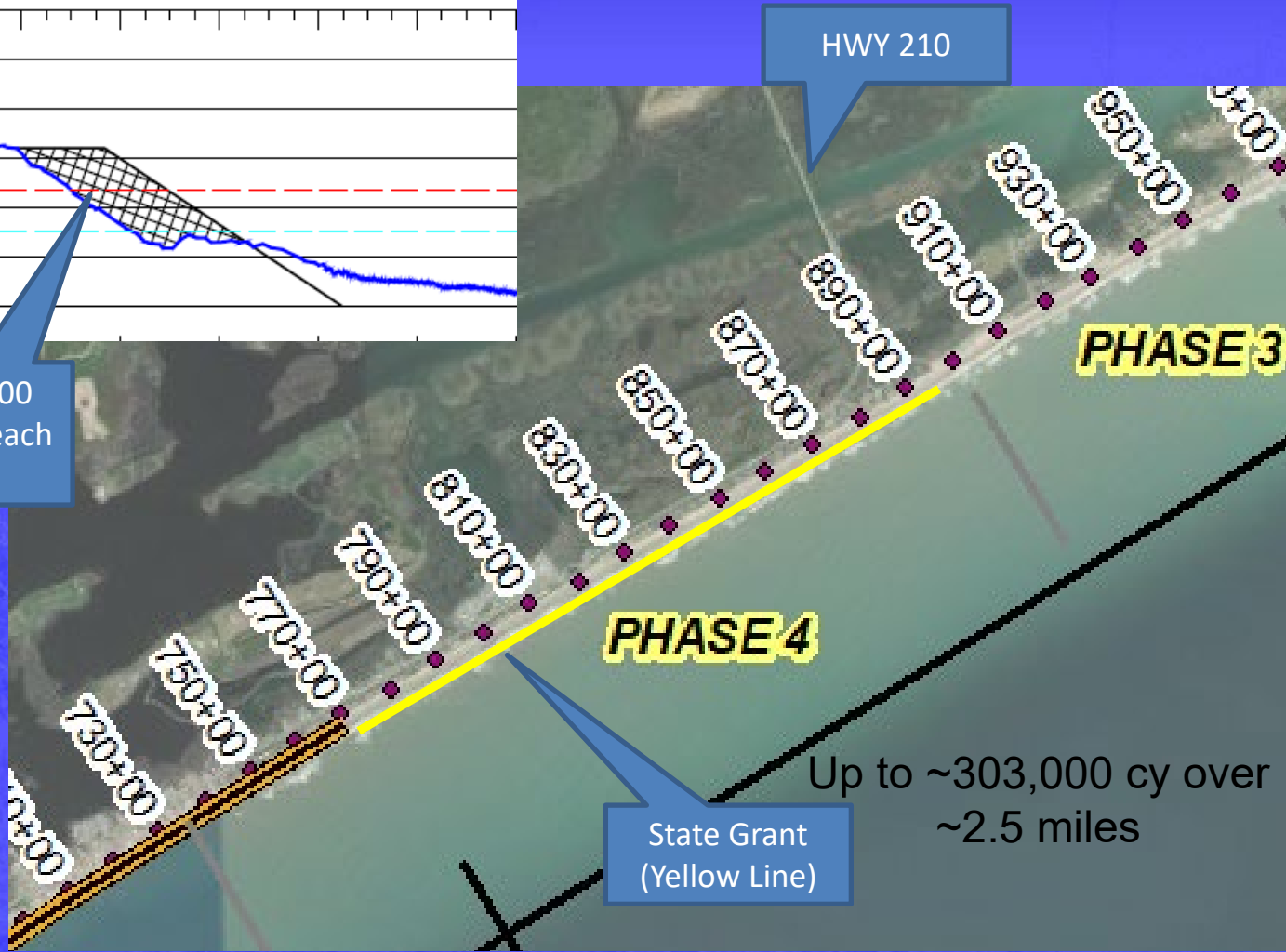


Section VII, Item B.

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



~80 to 100 Feet of Beach Width



Up to ~303,000 cy over ~2.5 miles

To Follow Phase 5 Project Completion

Town Beach Projects Updates

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



Section VII, ItemB.



Board of Aldermen Regular Meeting
Wednesday, April 3, 2024
DRAFT MINUTES

The Town of North Topsail Beach Board of Aldermen held its regular meeting on April 3, 2024. A quorum of the board was present. The Town Attorney was in attendance.

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

Board members absent: None

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

Call to order

Mayor McDermon called the meeting to order at 11:00 am. Alderman Grant gave the invocation and led in the Pledge of Allegiance.

Approval of Agenda

Alderman Grant requested two changes:

1. Removal of item C under New Business (DOT letter of intent) to the May agenda as DOT will be here
2. Addition of new item C under Continuing Business - Villa Capriani crosswalk

Motion – Alderman Olszewski motioned to approve the agenda as amended to include the referenced changes above; seconded by Alderman Leonard; unanimously approved.

Manager's Report

Beach Projects

- Phase Five work paused momentarily last week for the contractor to start and complete Phase One work. They were able to wrap up Phase One last week. Phase Five has resumed work this week. The Division of Coastal Management (DCM) has approved the Town to continue work through April. In mid-April, we will revisit the May extension where Fran (Way) will provide an update on progress and more conditions. As previously reported, we intend to wrap up Phase Five on April 30th but with the slow sand production and jumping to finish Phase One at this point in time there may be a need to request an extension early into May, usually a week or so. Work in Phase One started on the 25th and we wrapped up on the 29th. The contractor ended up placing sand on the Phase One area just south of Topsoil Reef to the southernmost buildings of St. Regis. We placed approximately 20,000 cubic yards of sand.

Sea Oats Cost Share Project

- She has been working with Coastal Transplants to establish the Sea Oats cost share project for the season. We will be putting out a notice this week for residents to sign up

for the program. This is available only to property owners of North Topsail Beach and not available to landscapers. The cost we share between the resident and the Town is a 50/50 split up to \$25,000. The program will be administered fully 100% by coastal transplants where residents will be able to sign up for the program through their website. On the order page, there will be a drop down to apply for the cost share program. It will charge the property owner half of that cost. At the time of the order the resident will be able to choose the delivery date. The predetermined delivery dates are May 10th, May 17th, May 31st and June 7th. These are all Friday dates. Their website will have the directions to determine how many plants you would need but if you prefer a representative will make their self available from Coastal Transplants to look at your dune in particular and advise how many plants they would need. Coastal Transplants will be at Town Hall on the Fridays that I mentioned from 10 am to 12 noon. Residents will meet the representative here in the parking lot at Town Hall and pick up their plants. Transplanting Sea Oats will be the responsibility of the buyers. There will also be an option if you choose to go forward if you cannot do the install yourself and you want to engage Coastal Transplants there will be an option there. It is not mandatory and that would be something that you would work out with them and that would be an additional charge. The Town would not contribute to that portion of the expense. Please note also at the end of the program Coastal Transplants will check to confirm the plants were planted at the property owners address they signed up for. This is to make sure that plants were not used elsewhere. It is my understanding that has transpired in the past. We budgeted \$25,000 for this initiative. \$25,000 on the revenue side and \$50,000 on the expenditure side. In years past the Town administered program and accepted payments. As I mentioned before this year it will be administered fully by Coastal Transplants. I just want to make that note and be transparent as far as the revenues coming in and the expenses of going out and how it was in the budget.

Fire Station

- Fire Station Number Two demolition will take place within the next two weeks. I requested a definitive timeline from the architect and contractor. I questioned the status because we were originally slated for demolition as you know this week. I spoke further with the contractor and architect yesterday and the contractor reported that he had a slip on getting the site package ironed out with some of the verbiage. That has now been addressed from what I'm being told, and they are working to get the pre-con submittals in review to move forward. If you drive by the site, you'll see that the fencing has been installed. I understand the portable toilets have been installed so they are setting up and getting ready. Once I do have a definitive day that they will be there. I will of course notice that and give a more defined timeline. But as of right now we expect it to take place within the next two weeks. We also had a meeting towards the end of March to discuss groundbreaking. This will be scheduled after demolition is completed and the site is cleared. So, I expect that to take place either sometime in May, but I will let the Board know once we have that schedule defined.

NCDOT letter

- The North Carolina Department of Transportation correspondence, I received the letter from NCDOT which is included on the agenda under new business which has since been

removed and please be advised Mr. Allen Hancock the Assistant Division traffic engineer will be at the May 1 Board of Aldermen meeting to review the correspondence and then answer any questions that you may have.

Budget

- The fiscal year 24-25 budget is on the schedule today for the public hearing. The final step after today will be the budget ordinance adoption that will take place on May 1st at the scheduled Board of Aldermen meeting.

Announcement

- Last but not least one announcement. The Town of North Topsail Beach is registered to participate in the DOT annual 2024 Spring litter sweep. We will be participating on Saturday April 20. If anyone is interested or would like to volunteer, please feel free to let me know the DOT will be providing vests, gloves and bags. We will be issuing event information soon. That concludes my report.

Open Forum

1. Steve Smith, 202 Earnest Drive, requested use of the Town Hall facility meeting room for the Permuda Landing Homeowner's Association annual meeting, as they were allowed to do in the past. We used it every year before Hurricane Florence.
2. Flynn Howard, 2145 Wicker Street, expressed concern as a homeowner and taxpayer about the lack of water supply and pressure during peak times of the years when tourists are here.

Public Presentations and Hearings

A. Public Hearing for proposed fiscal year 2024-2025 budget.

Manager Derian stated the proposed budget was made available for viewing at the time of the notice of Public Hearing. The Town has received no comments.

Motion – Alderman Leonard motioned to open the Public Hearing at 11:24 am; seconded by Alderman Olszewski; unanimously approved.

No one came forward to speak.

Motion – Alderman Leonard motioned to close the Public Hearing at 11:26 am; seconded by Alderman Grant; unanimously approved.

B. Coastal engineer update

Engineer Way gave the following update to the Board:

- Phase 1 is planned for March placement.
- New River Inlet Management Master Plan Environmental Impact Study (EIS): Draft EIS is under development.

- State grant (Coastal Storm Damage Mitigation Fund) nourishment for placement of 303,000 cubic yards in Phase 4 connects with Phase 5 truck haul will start in November.
- He is getting Phase 5 beach nourishment updated volumes daily. They are working Saturdays.
- The Corps of Engineers AIWW/Channel dredging is planned for next season for the Phase 1 Project.
- USACE coordination on placement/volume needs to be done now, if possible.
- He is working with the Town's Finance Officer and Doug Carter and Associates regarding funding for the Federal Emergency Management Agency (FEMA) and State funded projects.
- Grant coordination is progressing.
- Permitting coordination for all projects is in process.

Mayor Pro Tem Benson stated he did a follow up with the Army Corps of Engineers. They estimate the Intracoastal waterway (ICWW) dredging will generate about 90,000 cubic yards to be placed on the beach. Two years ago, that volume was 160,000 cubic yards, about half of what was placed two years ago. And as Fran (Way) indicated, the Army Corps disposal area starts at Building One of Topsail Reef and moves south. Fran is suggesting we move that disposal area a little bit further south to start with so that sand will hang around in the north end for a longer period of time. We hope to get some money in the federal budget to continue dredging the channel to Jacksonville which would also provide some sand on the north end. That will be in future years. This year's work is clearing the ICWW at the crossing.

Engineer Way said it is really important for the the Town to interact directly with the Corps to make sure they can maximize that volume. More volume is better. It is very beach compatible sand.

Alderman Grant asked what is the Army Corps view? It does not make any sense to have a week's worth of work left at the end of the project and start over again. If that is why they are going to work with us to get it done quicker, that is fine, but otherwise you to have the whole thing started again to basically just to finish up.

Engineer Way agreed that is their story. Phase One projects usually have a tighter window because of the shorebirds and we always say they cannot do any work after April 1st. The regulatory agency says you need to have the project started before they can give an extension.

Closed Session

Motion – Alderman Grant motioned to go into Closed Session as per NCGS 143-318.11(a) (3) Consultation with the attorney and (5) Acquisition of property at 11:40 am; seconded by Alderman Leonard; unanimously approved.

The Board returned to open session at 12:31 pm. Mayor McDermon stated no action was taken in Closed Session.

Consent Agenda - items included:

- Approval of Minutes for February 27, 2024, budget work session, March 6, 2024, regular meeting and March 13, 2024, budget work session
- Budget amendment 2023-2024.9 (fire truck loan)
- MOTV Tax Refund
- Contract for consulting services for Interim Town Clerk
- Fire Department Fixed Asset Disposal

Motion – Alderman Grant motioned to approve the Consent Agenda as presented; second by Alderman Olszewski; unanimously approved.

Continuing business

A. Beach, Inlet, Sound Advisory Committee (BISAC) Update

Mayor Pro Tem Benson stated the Board of Alderman approved the permitting process for the five-year plan that Chris Gibson outlined several months ago. Hopefully, what is called the One Stop meeting will occur in June. This is where all the federal and state agencies that have any say in coastal development come together to look at the five-year plan that he presented to the Board. The plan will turn Reaches (coastal engineering term rather than Phases) 1-3 into an engineered beach hopefully by 2025-2027. That One Stop meeting is an important part of the permitting process because it gets all the agencies on the same page as to what the plan is. We are looking forward to that occurring on time.

B. Town Hall Meeting Room Use

Alderman Olszewski stated she made several calls to other towns to find out how they use their Town Hall meeting room. She spoke with Oak Island, Emerald Isle, Wrightsville Beach, Oriental, Whiteville, New Bern, and Surf City. Where towns typically have a recreational hall or facility, sometimes they allow meetings there. Some towns allow their boardroom to be rented for business meetings and a couple actually rent for social meetings. She thinks we still need to consider allowing Town Hall to be rented or given up for an hour and a half so that we can allow the citizens to use their Town Hall, which they pay for, for a meeting once a year with the Homeowners Associations (HOAs) who do not have a facility on their premises to have a quorum of their residents at their annual meeting. The towns that do allow it have a schedule as to what they charge and what type of meetings they allow.

Alderman Pletl asked how many HOAs do we have in the town?

Alderman Olszewski said she thinks it is more than 20. Some of the larger communities have their own space to use, but the smaller ones do not which would probably be under 20. Maybe half of those would ask to use Town Hall once a year, so it is not a high frequency thing of a couple hours use.

Alderman Pletl explained that in the past when we did it, there was no audio-visual equipment at all, and we had a police officer be in the building.

Mayor McDermon stated she has serious concerns about saying that we can limit them to the annual meeting for any HOA. There may be other things they might need to get their membership together for such as a special assessment. She is concerned about the amount of money just in the artwork alone and the equipment that we have here now that we did not have then.

Mayor Pro Tem Benson said he is concerned about the \$75,000 worth of audio-visual equipment in the room that would have to be secured somehow. He believes that if we were to do this it would have to be during regular business hours. We cannot ask staff to work overtime on a weekend or whenever an HOA might want to meet. He does not know how the food service area would be handled.

Alderman Leonard said it would have been helpful for purposes of this discussion if each of us had a piece of paper with each of the towns that was contacted and what their basic policy is and what they allow and when. This room is not the room it was years ago when it was being used routinely by homeowners' associations and others for things such as a funeral reception.

Alderman Olszewski explained she stands strong that the citizens of North Topsail Beach paid for this room. Most of them are pretty responsible folks and to be able to have an HOA meeting here, whether it is an annual or a special meeting or anything else if they ask the Town and they sign up, they are going to be responsible. They can also sign something that says they are liable if there is any damage. It is certainly the folks who pay their taxes, and it is their equipment as well. They are not signing up to use the equipment. This is something we should do because what we are doing is telling our own citizens to go off the island, go away from your own Town Hall, that we cannot accommodate you. She does not think that is the right message to send to our citizens.

Mayor McDermon asked Manager Derian if there was a fee to rent Town Hall included in the budget. Manager Derian said there was a fee in previous years. Since she has been here, there have been maybe two requests in total.

Alderman Olszewski said after the hurricane it was not an option. If we put it back on the fee schedule, she thinks we will get more requests because people will know it is available.

Alderman Leonard asked for clarification on how many towns were contacted and how many towns said they do and how many said that they do not?

Alderman Olszewski responded she does not have a count that way, but most did not use their boardroom that way. The ones that do allow it have separate recreational facilities. Responses were:

- Oak Island has an event center and Recreation Center and HOA groups and other resident, and nonresidential groups use those facilities for a fee. They do not typically allow others to use their board meeting room unless affiliated with the town.
- Emerald Isle has a room in their community center that they let people use.
- Wrightsville Beach does not have a meeting room that others can use.
- Oriental has rented for social events. They allow use for meetings if dates are available at no charge once the person has filled out their reservation form.
- Whiteville allows the use of council chambers. If the group is governmental in nature, there is no fee. If the group is nongovernmental, they have a fee schedule.
- New Bern and Surf City do not allow it.

Manager Derian said this list was distributed.

Alderman Olszewski said it is her understanding the fee is still on the fee schedule so if somebody calls it is still an option to rent it.

Manager Derian said it is still out there but there needs to be a defined policy, it needs to be redefined. She is not comfortable with making the decision. It is up to the Town Manager's discretion and in the past has been open to any kind of use, such as a birthday party with food.

Mayor McDermon said she is hearing that we need the Board's input as to whether this item should even stay on the fee schedule. She thinks that is the question. Should it stay on the fee schedule? If the Board says yes, it should stay on the fee schedule then shes think we need a more refined policy.

Alderman Grant said he does not have an issue if it is used during working hours at Town Hall.

Motion – Alderman Olszewski motioned to keep the fee for renting Town Hall Meeting Room on the Fee Schedule; seconded by Alderman Grant.

Attorney Edes stated he does not know that it is advisable to limit it to just HOAs or to organizations that do not have their own facility. If we are going to say it is at the Town Manager's discretion, that discretion needs to be tied to some specific objective criteria such as hours of operation, what the fees will be. The use may have come from an HOA that is an integral part of our community. What happens if hate group X says we are in eastern North Carolina this month and we want to rent your board meeting room. We need to have an objective policy with a clear understanding of the use of the facilities. Is it going to require a police officer here or an IT person here?

Mayor Pro Tem Benson stated the motion is whether we are going to leave the fee on the Fee Schedule.

Alderman Olszewski stated the motion is whether we are going to leave the fee on the Fee Schedule and if it passes, then she is recommending that we have a review of the policy around renting the room.

Alderman Pletl asked if we vote yes, it is staying on the Fee Schedule for the same fee?

Mayor Pro Tem Benson said we are trying to do two things with one motion, and we should simplify the motion. His point is until we have a policy, we should not have it on the Fee Schedule because the policy we have is not adequate.

The Board discussed with the attorney whether the room could be rented now with the policy and fee in place and what voting yes or no to the motion would mean as to whether the current fee and policy would be used.

Mayor McDermon took a roll call vote on the motion on the floor to keep the fee for renting Town Hall Meeting Room on the Fee Schedule:

- Alderman Grant – no, there is not enough clarity on this
- Mayor Pro Tem Benson – no
- Alderman Leonard – no
- Alderman Pletl - no
- Alderman Olszewski - yes

The motion failed by a vote of 4 to 1.

Mayor McDermon said her understanding is the fee will be removed from the Fee Schedule and the policy will not be active.

Motion - Alderman Grant motioned to suspend the policy (rental of Town Hall meeting room) pending a review of the policy to see what will be agreeable to the Board; seconded by Alderman Pletl;

Mayor McDermon took a roll call vote:

- Alderman Grant - yes
- Mayor Pro Tem Benson – yes
- Alderman Olszewski - no
- Alderman Leonard - yes
- Alderman Pletl - yes

The motion passed by a vote of 4 to 1.

Mayor Pro Tem Benson suggested Alderman Olszewski be the point person on reviewing the policy. Alderman Olszewski accepted.

C. Villa Capriani crosswalk

Alderman Grant said the consensus of the Board was that Villa Capriani crosswalk was unique in terms of the warning and everything else. His concern after discussing it with a couple of people

is he does not want to wait until next fiscal year. He understands there is money in this year's budget.

Motion – Alderman Grant motioned to go ahead and move forward with improvements to the Villa Capriani crosswalk now in this budget year and not wait until July or next budget year; seconded by Alderman Pletl;

Mayor Pro Tem Benson stated he thinks it is a great idea, but he also wants to bring the point that we did not discuss whether crosswalks will have cautionary signs that are at several different locations in town. When approaching the crosswalk area, the cautionary sign should also have the little placard below the big diamond that says 35 miles per hour to warn motorists that there are people crossing the road ahead and they should be slowing down. It may not be a legal speed limit, but it is a cautionary speed limit. He thinks we should be getting those cautionary signs put up on all of the warning crosswalk signs in town. The only place that he has seen it throughout the whole town is Richard Peters Park.

Mayor McDermon said we were not presented with those costs. We need to stick with this one motion right now. It needs to be added to the list for staff to provide cost estimates for the signs Mayor Pro Tem Benson referenced.

Vote – motion passed unanimously.

New Business

A. Policies and Procedures

Alderman Grant said we passed policies and procedures about applications to serve on different boards. Openings are posted now, and people interested in serving should look at that and understand when they have to apply and what the qualifications are. We have had over 10 people already apply that we are going to be looking at in May. We are going to review some of our policies and procedures to make sure they are clear.

Attorney Edes stated there is an error in the existing Appointments policy in section E, where it talks about not being eligible to serve if you have already served two consecutive terms. The word 'not' needs to be added between 'would' and 'be' to read 'The policy may be waived if the Town Board of Aldermen determines that the individual's reappointment would not be detrimental to the functioning of that board, commission, committee or authority'.

Registration and Sponsorship for N.C. Beach, Inlet and Waterway Association (NCBIWA) 2024 Local Governments Meeting May 9 and 10, 2024 in Emerald Isle, N.C. at the Islander Hotel

Board members discussed who would attend the meeting.

Motion – Alderman Leonard motioned to approve the Silver Level sponsorship at \$1200 for attendance at the NCBIWA Local Governments Meeting in May; seconded by Alderman Grant; unanimously approved.

Open Forum

1. Hanna McCloud, 835 New River Inlet Road, stated:
 - When she was president of the Topsail Dunes association prior to hurricane Florence she called several times to get this facility. She was told nobody was here on Saturdays, so it was not rented on Saturdays. St. Regis has rooms, and the library has rooms for \$25. Charging a fee is something we should do. HOA meetings are always on Saturday.
 - It is important to have alternates on the Planning Board and Board of Adjustment. Alternates should be moved up if there is a vacancy, because they are familiar with procedures. They have gone through training and been to the meetings. Right now, we are short members. Last week we had someone who had to recuse themselves and someone who could not attend because you have changed our meeting dates and times. This is making it even harder for people who were on the board. Please take this into consideration.
2. Jeff Meyer, 2224 New River Inlet Road, # 138 said when we hire new police officers, and new fire personnel and even new staff here at Town Hall, we take time at a meeting to introduce these people in person. Putting a face with a name goes a long way.

Mayor's Report

Mayor McDermon:

- Thanked staff for all the work on the budget and streamlining the process for the Board. She expressed a deep thank you to Fire and Police for their work during the unfortunate house fire that we had. It has been a rough time for that family with the fire at the duplex a few years back. The family is also very appreciative for all the efforts of North Topsail Beach so thank you.

Aldermen Reports

Alderman Pletl:

- Thanked everybody for coming and for watching at home.
- Reminded everybody that May 1st begins turtle nesting season so turn out those oceanfront lights. As the warmer weather attracts the sea turtles, we also have a lot of people that will be visiting our beach and as such safety is one of our highest priorities here.
- Expressed concern about already seeing beach issues and other issues such as climbing on the dunes and digging holes. Our ordinance states no holes deeper than 12 inches. And it's a deadly thing. We all saw the news report of the little girl that died in Florida. She has also noticed other additional issues such as road hazards like bicyclists riding two and three abreast and inattentive drivers looking at the seagulls and stuff. These are public safety issues that we really need to address as a Board.

- Glad we are moving forward with the crosswalks. This addresses a big safety issue.
- More visible police presence on the road and on the beach with patrols is needed. We have some great officers, and she respects and appreciate them and what they do. We have limited officers and resources, but a visible police presence goes a long way. For an example she was at the four-by-four drive on access this weekend. There was an officer out of her car talking to people in a friendly manner, informing and educating them and really putting forth a great image for the Town. That was wonderful. It makes the Town and police look good and makes people maybe think before they do something they should not be doing. Not every violation has to end in a citation. Police visibility and engagement enforcement really make it safer. She is not calling for any new rules or regulations or ordinances. Just use the ones we already have for a safe, summer season.

Alderman Leonard:

- Expressed appreciation for everybody coming out.
- Police and Fire did a good job with the structure fire.
- The Washington DC trip is the 15th through the 17th of this month. A meeting with FEMA is scheduled for the 15th. Tuesday the 16th we will meet with Senators Budd and Tillis and Congressmen Murphy and Rouzer to talk about the CBRA bill as to where it is and what the prognosis is for the length of time to get it through the Congressional Budget Office scoring. On Wednesday, we have a meeting with the Corps of Engineers to talk about money for dredging and the New River Inlet money for the following year. Mike mentioned to me that we are short on budget wise for 2025 fiscal year projections for that so we will see what we can do about getting that into the mix.
- It seems we already have the issue we seem to have every season with the traffic to and from driving the beach. He was out on his bike Sunday and almost got run off the road a couple of times. There are big, loud trucks going fast. It is not cool when you are in a big truck on a narrow road and there are pedestrians and bicyclists. He wants to start enforcing our speed limit and noise ordinances as they pertain to motor vehicles up north. The state has a noise ordinance. If we start heavily enforcing up there on Saturdays and Sunday afternoons when these guys have been up there all afternoon, we can settle this down.

Mayor Pro Tem Benson:

- Thanked everyone for coming out.
- Wholly supports the comments of his two fellow aldermen.
- Expressed heartfelt sorrow for the people who lost their home in the fire.
- Thanked the fire departments from Surf City, Holly Ridge and Sneads Ferry for their support in keeping the fire contained because that house was very close to neighboring houses and there could have been a chain reaction.

Alderman Olszewski:

- We are already seeing unleashed dogs running on the beach and it creates a public nuisance when people do not understand our leash laws. She wants increased police presence on the beaches even during these times of spring break and the weekends now going forward because unleashed dogs with kids running around, is not good. Same thing with people already digging holes on the beach. She fell in one last year.
- She wants to have more police presence on the straightaway on Island Drive as soon as people hit North Topsail Beach. Coming from Surf City there is a long straight place there and we are seeing high speeds high again. She really thinks we need to see if we could get our officers and I appreciate everything you do. She wants to see police doing what they can to slow people down in that area.
- There is a large, cleared lot on Wicker Street and for the gentleman that came that is on Wicker Street with water problems. We need to take a hard look at what gets approved for development there if we know we already have water pressure issues in that area.

Alderman Grant:

- Went to two county meetings keeping a relationship going with them. They are going to be an important part of our budget this year.
- Attended the North Topsail Shores Baptist Church sunrise service for the first time and was surprised that there had to be close to 1,000 people there. One of our officers showed up at 7:20 am when people were leaving. We should look at getting police there earlier if there will be that many people there. It is a visibility thing as well.
- Thanked Alice (manager) and her team for the budget. He feels very good about where we are. We are not doing a tax increase and maybe not in the foreseeable future because of the planning that has been done and doing a lot of fix ups this year will put us in good stead going forward.

Adjournment

Motion – Alderman Leonard motioned to adjourn at 1:19 pm; seconded by Alderman Olszewski; Unanimously approved.

Joann McDermon, Mayor

ATTEST: _____
Nancy Avery, Interim Town Clerk



**BOARD OF ALDERMEN
MEMORANDUM**

TO: MAYOR MCDERMON AND ALDERMEN

FROM: Caitlin Elliott, Finance Officer

SUBJECT: Monthly Financial Report

DATE: April 22, 2024

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

- In March, we received \$586.68 of FEMA funding for Hurricane Ian, Category Z reimbursement for management costs.
- During the month of March, the Town collected \$117,381.91 in interest within the North Carolina Capital Management Trust account.
- A Budget to Actual report is contained in this month's packet as well as a graph for the fiscal year. Two separate Budget to Actual reports are provided for Fund 31, the Capital Project Fund for the beach renourishment project and our newest fund, Fund 50, a Capital Project Fund for the Fire Station 2 project.
- We received \$47,060.16 in paid parking revenues for the month of March. For comparison, in April of 2023 we collected \$33,176.
- For property taxes this month, we have received \$35,652.74 from Onslow County. March's Motor Vehicle taxes are pending deposit in the amount of \$8,188.79.
- This month, we have processed approximately \$988,621.13 in accounts payable. Please beware there is 1 more check run for the month of April.

- In April, we collected \$110,040.96 for Occupancy Taxes from short-term rentals during the month of March. A detailed report is attached. For revenue comparison, during the same period last year we collected \$87368.06.
- Lastly, we received \$314,863.79 for Sales and Use Tax, for collections during February. Last year, for revenue comparison, we collected \$315,516 for the same period.

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

Respectfully submitted,



Caitlin Elliott
Finance Officer

Budget vs Actual

NORTH TOPSAIL BEACH
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Period Ending 6/30/2024

10 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
10-301-00 AD VALOREM TAX - Current Year	3,982,875	0.00	0.00	14,103.35	4,151,384.15	168,509.15	104%	
10-301-01 AD VALOREM TAX - Prior Years	50,000	0.00	0.00	41.86	39,325.85	(10,674.15)	79%	
10-301-02 AD VALOREM TAX - MOTV	70,000	0.00	0.00	0.00	65,450.13	(4,549.87)	94%	
10-317-00 AD VALOREM TAX Penalties	3,000	0.00	0.00	21.38	1,665.22	(1,334.78)	56%	
10-329-00 INTEREST	100,000	0.00	0.00	851.65	703,973.49	603,973.49	704%	
10-335-00 MISCELLANEOUS	5,100	0.00	0.00	0.00	12,192.39	7,092.39	239%	
10-336-06 TOWN DONATIONS	1,020	0.00	0.00	0.00	1,020.00	0.00	100%	
10-336-07 SALE OF TOWN MERCHANDISE	5,000	0.00	0.00	331.69	9,719.61	4,719.61	194%	
10-337-00 UTILITIES FRANCHISE TAX	330,000	0.00	0.00	0.00	319,359.29	(10,640.71)	97%	
10-341-00 BEER & WINE TAX	3,400	0.00	0.00	0.00	0.00	(3,400.00)		
10-343-00 POWELL BILL ALLOCATIONS	30,000	0.00	0.00	0.00	38,023.99	8,023.99	127%	
10-345-00 LOCAL OPTION SALES TAX	1,957,725	0.00	0.00	234,573.52	2,619,676.89	661,951.89	134%	
10-345-01 SALES & USE TAX RETURN	0	0.00	0.00	22.54	654.85	654.85		
10-347-02 SOLID WASTE DISP TAX	750	0.00	0.00	0.00	683.37	(66.63)	91%	
10-350-00 RECREATION -RENTAL FEES	2,000	0.00	0.00	100.00	2,218.00	218.00	111%	
10-350-01 PAID PARKING REVENUE	112,125	0.00	0.00	11,765.04	124,896.80	12,771.80	111%	
10-351-01 OFFICER CITATIONS, COURT & FINGERPRINTS	2,500	0.00	0.00	210.50	1,270.55	(1,229.45)	51%	
10-351-03 BODY ARMOR REIMBURSEMENT	0	0.00	0.00	0.00	1,630.33	1,630.33		
10-352-01 FIRE INSPECTIONS & VIOLATION FEES	500	0.00	0.00	0.00	0.00	(500.00)		
10-352-02 CODE ENFORCEMENT FINES	2,000	0.00	0.00	0.00	4,125.00	2,125.00	206%	
10-352-03 PLANNING DEPT. FEES	6,000	0.00	0.00	0.00	0.00	(6,000.00)		
10-355-00 BUILDING PERMITS	85,000	0.00	0.00	1,970.00	93,676.85	8,676.85	110%	
10-355-01 MECHANICAL PERMITS	15,000	0.00	0.00	140.00	5,980.00	(9,020.00)	40%	
10-355-02 ELECTRICAL PERMITS	18,000	0.00	0.00	840.00	13,380.00	(4,620.00)	74%	
10-355-03 PLUMBING PERMITS	2,500	0.00	0.00	70.00	2,380.00	(120.00)	95%	
10-355-04 INSULATION PERMITS	500	0.00	0.00	0.00	70.00	(430.00)	14%	

Budget vs Actual

NORTH TOPSAIL BEACH
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Period Ending 6/30/2024

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-355-05 HOMEOWNERS RECOVERY FEE	300	0.00	0.00	(357.00)	(59.00)	(359.00)	-20%
10-355-06 TECHNOLOGY FEE	7,500	0.00	0.00	182.50	6,236.47	(1,263.53)	83%
10-355-07 REINSPECTION FEE/FINES	3,000	0.00	0.00	300.00	2,225.00	(775.00)	74%
10-355-09 CCR FEES	0	0.00	0.00	50.00	1,175.00	1,175.00	
10-357-08 PLANNING & ZONING FEES	20,000	0.00	0.00	1,375.00	36,425.00	16,425.00	182%
10-359-00 REFUSE COLLECTION FEES	514,524	0.00	0.00	0.00	390,988.73	(123,535.63)	76%
10-359-50 VACANT LOT SWF	10,000	0.00	0.00	0.00	750.00	(9,250.00)	8%
10-359-51 LOST CART REPLACEMENT	2,000	0.00	0.00	0.00	800.00	(1,200.00)	40%
10-359-52 ADD'L CART RECYCLING	2,500	0.00	0.00	0.00	480.00	(2,020.00)	19%
10-367-01 SALES TAX REFUNDS	20,000	0.00	0.00	0.00	84,845.82	64,845.82	424%
10-368-01 GRASS MOWING REIMB	6,993	0.00	0.00	0.00	6,993.36	0.36	100%
10-382-00 SALE OF LESO ASSETS	2,550	0.00	0.00	0.00	4,075.00	1,525.00	160%
10-383-00 SALE OF FIXED ASSETS	20,000	0.00	0.00	0.00	9,590.00	(10,410.00)	48%
10-383-01 HURRICANE REIMBURSEMENT	0	0.00	0.00	0.00	586.68	586.68	
10-399-02 T/I OTHER FUNDS	200,383	0.00	0.00	0.00	0.00	(200,383.42)	
Revenues Totals:	7,594,746	0.00	0.00	266,592.03	8,757,868.82	1,163,123.04	115%
Expenses							
10-410-02 SALARIES	36,000	0.00	0.00	3,000.00	30,000.00	6,000.00	83%
10-410-05 FICA (7.65%)	2,754	0.00	0.00	229.50	2,295.00	459.00	83%
10-410-14 TRAVEL & TRAINING	2,000	0.00	0.00	0.00	810.33	1,189.67	41%
10-410-33 DEPARTMENTAL SUPPLIES	1,500	0.00	0.00	0.00	94.13	1,405.87	6%
10-410-42 CHARTER CODES SERVICE	0	0.00	0.00	100.00	1,591.16	(1,591.16)	
10-410-43 AUDITOR FEES	15,500	0.00	0.00	0.00	13,350.00	2,150.00	86%
10-410-45 TAX COLLECTION FEES	68,000	0.00	0.00	0.00	74,403.35	(6,403.35)	109%
10-410-47 PROFESSIONAL SERVICES	125,000	0.00	0.00	2,048.24	59,187.68	65,812.32	47%
10-410-50 DONATIONS OTHER AGENCIES	6,000	0.00	0.00	0.00	0.00	6,000.00	
10-410-53 DUES & SUBSCRIPTIONS	2,750	0.00	0.00	0.00	2,035.00	715.00	74%
10-410-57 MISCELLANEOUS	500	0.00	0.00	0.00	99.61	400.39	20%
10-410-58 TAX REFUNDS	2,000	0.00	0.00	0.00	202.64	1,797.36	10%

Budget vs Actual

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Period Ending 6/30/2024

10 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
10-410-95 BOARD STIPEND	3,600	0.00	0.00	0.00	2,700.00	900.00	75%	
GOVERNING BODY Totals:	265,604	0.00	0.00	5,377.74	186,768.90	78,835.10	70%	
10-420-02 SALARIES	504,586	0.00	0.00	15,531.53	290,517.74	214,068.72	58%	
10-420-05 FICA (7.65%)	37,095	0.00	0.00	1,185.36	22,165.04	14,929.81	60%	
10-420-06 GROUP INSURANCE	60,859	0.00	0.00	0.00	26,448.30	34,410.70	43%	
10-420-07 ORBIT RETIREMENT (12.23%)	62,843	0.00	0.00	2,012.89	37,651.04	25,192.00	60%	
10-420-08 401K (3%)	14,547	0.00	0.00	465.94	7,951.83	6,595.17	55%	
10-420-09 TOWN INSURANCE HRA	46,500	0.00	0.00	2,295.98	44,653.83	1,846.17	96%	
10-420-10 EMPLOYEE TRAINING	6,000	0.00	0.00	0.00	0.00	6,000.00		
10-420-11 POSTAGE	2,500	0.00	0.00	0.00	2,033.85	466.15	81%	
10-420-12 MANAGER EXPENSE ACCT	1,000	0.00	0.00	0.00	0.00	1,000.00		
10-420-13 TUITION REIMBURSEMENT	5,000	0.00	0.00	0.00	0.00	5,000.00		
10-420-15 BANK CHARGES	2,000	0.00	0.00	(35.00)	539.24	1,460.76	27%	
10-420-16 M & R EQUIPMENT	500	0.00	0.00	0.00	0.00	500.00		
10-420-17 M & R VEHICLE	1,500	0.00	0.00	0.00	177.20	1,322.80	12%	
10-420-18 CONSUMABLES	5,000	0.00	0.00	(29.88)	2,841.68	2,158.32	57%	
10-420-26 ADVERTISING	1,500	0.00	0.00	0.00	1,045.00	455.00	70%	
10-420-31 GAS, OIL & TIRES	2,200	0.00	0.00	0.00	1,156.37	1,043.63	53%	
10-420-33 DEPARTMENT SUPPLIES	6,000	0.00	0.00	0.00	5,783.29	216.71	96%	
10-420-34 TOWN APPAREL & MERCH EXPENSE	7,000	0.00	0.00	0.00	6,085.67	914.33	87%	
10-420-45 CONTRACTED SERVICES	54,000	0.00	0.00	2,898.21	45,598.23	8,401.77	84%	
10-420-53 DUES & SUBSCRIPTIONS	9,600	0.00	0.00	0.00	8,882.92	717.08	93%	
10-420-57 MISCELLANEOUS	500	0.00	0.00	0.00	50.83	449.17	10%	
10-420-58 EMPLOYEE ENGAGEMENT	10,000	0.00	0.00	0.00	127.56	9,872.44	1%	
10-420-74 CAPITAL OUTLAY	10,000	0.00	0.00	0.00	21,228.82	(11,228.82)	212%	
10-420-76 EQUIPMENT LEASE PAYMENTS	12,000	0.00	0.00	1,706.01	7,980.11	4,019.89	67%	
ADMINISTRATION Totals:	862,730	0.00	0.00	26,031.04	532,918.55	329,811.80	62%	
10-430-57 ELECTION EXPENSES	5,000	0.00	0.00	0.00	0.00	5,000.00		

Budget vs Actual

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ELECTIONS Totals:	5,000	0.00	0.00	0.00	0.00	5,000.00	
10-480-02 SALARIES	76,000	0.00	0.00	2,895.98	58,069.60	17,930.40	76%
10-480-05 FICA (7.65%)	5,814	0.00	0.00	220.89	4,429.28	1,384.72	76%
10-480-06 GROUP INSURANCE	9,000	0.00	0.00	0.00	6,775.50	2,224.50	75%
10-480-07 ORBIT RETIREMENT (12.96%)	9,850	0.00	0.00	375.32	7,525.84	2,323.76	76%
10-480-08 401K (3%)	2,280	0.00	0.00	86.88	1,737.60	542.40	76%
10-480-10 EMPLOYEE TRAINING	2,500	0.00	0.00	0.00	822.69	1,677.31	33%
10-480-16 M & R EQUIPMENT	6,000	0.00	0.00	99.98	3,117.63	2,882.37	52%
10-480-33 DEPARTMENT SUPPLIES	1,000	0.00	0.00	0.00	816.02	183.98	82%
10-480-53 DUES & SUBSCRIPTIONS	44,165	0.00	0.00	0.00	26,182.09	17,983.31	59%
10-480-57 MISCELLANEOUS	500	0.00	0.00	0.00	352.00	148.00	70%
10-480-76 EQUIPMENT LEASE PAYMENTS (Computers)	17,000	0.00	0.00	0.00	0.00	17,000.00	
IT DEPARTMENT Totals:	174,109	0.00	0.00	3,679.05	109,828.25	64,280.75	63%
10-490-02 SALARIES	161,000	0.00	0.00	3,755.08	78,964.45	82,035.55	49%
10-490-03 PART-TIME SALARIES	0	0.00	0.00	0.00	489.00	(489.00)	
10-490-05 FICA (7.65%)	12,317	0.00	0.00	287.26	6,067.37	6,249.13	49%
10-490-06 GROUP INSURANCE	18,000	0.00	0.00	0.00	6,834.37	11,165.63	38%
10-490-07 ORBIT RETIREMENT (12.23%)	23,717	0.00	0.00	486.66	10,215.58	13,501.22	43%
10-490-08 401K (3%)	5,490	0.00	0.00	112.65	2,348.15	3,141.85	43%
10-490-10 EMPLOYEE TRAINING	3,000	0.00	0.00	0.00	1,229.00	1,771.00	41%
10-490-16 M & R EQUIPMENT	500	0.00	0.00	0.00	0.00	500.00	
10-490-17 M & R VEHICLES	1,000	0.00	0.00	0.00	275.00	725.00	28%
10-490-31 GAS, OIL, & TIRES	2,200	0.00	0.00	0.00	106.20	2,093.80	5%
10-490-45 CONTRACTED SERVICES	6,000	0.00	0.00	0.00	6,000.00	0.00	100%
10-490-53 DUES & SUBSCRIPTIONS	1,650	0.00	0.00	0.00	439.00	1,211.00	27%
10-490-57 MISCELLANEOUS	250	0.00	0.00	0.00	100.00	150.00	40%
10-490-58 CRS FLOOD ACTIVITY	1,400	0.00	0.00	0.00	0.00	1,400.00	
PLANNING/ZONING/CAMA Totals:	236,523	0.00	0.00	4,641.65	113,068.12	123,455.18	48%
10-491-02 SALARIES	143,000	0.00	0.00	5,551.94	116,003.26	26,996.74	81%
10-491-05 FICA (7.65%)	10,940	0.00	0.00	418.71	8,822.18	2,117.32	81%

Budget vs Actual

NORTH TOPSAIL BEACH
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Period Ending 6/30/2024

10 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
10-491-06 GROUP INSURANCE	18,000	0.00	0.00	0.00	13,571.93	4,428.07	75%	
10-491-07 ORBIT RETIREMENT (12.23%)	18,533	0.00	0.00	719.53	15,159.50	3,373.30	82%	
10-491-08 401K (3%)	4,290	0.00	0.00	166.56	3,494.18	795.82	81%	
10-491-10 EMPLOYEE TRAINING	4,500	0.00	0.00	0.00	1,779.53	2,720.47	40%	
10-491-17 M & R VEHICLES	1,200	0.00	0.00	0.00	0.00	1,200.00		
10-491-31 GAS, OIL & TIRES	3,300	0.00	0.00	0.00	1,740.33	1,559.67	53%	
10-491-33 DEPARTMENTAL SUPPLIES	0	0.00	0.00	0.00	(481.65)	481.65		
10-491-45 CONTRACTED SERVICES	10,000	0.00	0.00	0.00	9,363.00	637.00	94%	
10-491-53 DUES & SUBSCRIPTIONS	1,555	0.00	0.00	0.00	185.00	1,370.00	12%	
10-491-54 DEMOLITION	30,000	0.00	0.00	0.00	0.00	30,000.00		
10-491-57 MISCELLANEOUS	500	0.00	0.00	0.00	59.98	440.02	12%	
INSPECTIONS Totals:	245,817	0.00	0.00	6,856.74	169,697.24	76,120.06	69%	
10-500-11 PHONES	30,000	0.00	0.00	913.82	24,018.95	5,981.05	80%	
10-500-13 UTILITIES	65,300	0.00	0.00	2,774.34	39,471.05	25,828.95	60%	
10-500-15 M & R BUILDINGS/GROUNDS	65,000	29,500.00	0.00	411.67	30,787.83	4,712.17	93%	
10-500-17 LANDSCAPING EXPENSE	9,000	0.00	0.00	0.00	0.00	9,000.00		
10-500-33 BUILDING SUPPLIES	6,500	0.00	0.00	0.00	1,800.12	4,699.88	28%	
10-500-35 FURNITURE	15,000	0.00	0.00	0.00	1,804.45	13,195.55	12%	
10-500-43 CLEANING SERVICES	15,000	0.00	0.00	0.00	9,750.00	5,250.00	65%	
10-500-45 PEST CONTROL	2,000	0.00	0.00	0.00	1,758.00	242.00	88%	
10-500-57 TOWN SIGN M & R	5,500	0.00	0.00	0.00	0.00	5,500.00		
10-500-58 WEB EOC SERVICE	1,500	0.00	0.00	0.00	1,125.00	375.00	75%	
10-500-74 CAPITAL OUTLAY	205,367	(2,107.13)	0.00	512.40	79,103.93	128,369.73	37%	
10-500-76 LEASE PAYMENTS	24,000	0.00	0.00	0.00	24,000.00	0.00	100%	
PUBLIC BLDGS Totals:	444,167	27,392.87	0.00	4,612.23	213,619.33	203,154.33	54%	
10-501-09 WORKER'S COMPENSATION	57,750	0.00	0.00	0.00	42,190.63	15,559.37	73%	
10-501-13 PROPERTY LIABILITY & BONDS	135,450	0.00	0.00	0.00	125,027.75	10,422.25	92%	
10-501-17 VFIS INSURANCE	23,625	0.00	0.00	0.00	22,453.00	1,172.00	95%	
10-501-53 CYBER INSURANCE	15,000	0.00	0.00	0.00	13,626.77	1,373.23	91%	

Budget vs Actual

NORTH TOPSAIL BEACH
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10 GENERAL FUND									
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent		
10-501-54 FLOOD INSURANCE	45,000	0.00	0.00	0.00	3,419.00	41,581.00	8%		
INSURANCE Totals:	276,825	0.00	0.00	0.00	206,717.15	70,107.85	75%		
10-509-02 PSA SALARY	15,905	0.00	0.00	611.67	12,845.07	3,059.93	81%		
10-509-05 FICA (7.65%)	1,220	0.00	0.00	46.79	982.59	237.41	81%		
PSA - RETIRED POLICE OFFICERS Totals:	17,125	0.00	0.00	658.46	13,827.66	3,297.34	81%		
10-510-02 SALARIES	776,000	0.00	0.00	35,179.78	578,073.83	197,926.17	74%		
10-510-03 PART-TIME SALARIES	6,900	0.00	0.00	0.00	5,903.68	996.32	86%		
10-510-04 OVERTIME	35,000	0.00	0.00	1,408.39	21,654.36	13,345.64	62%		
10-510-05 FICA (7.65%)	62,569	0.00	0.00	2,788.46	46,384.61	16,184.74	74%		
10-510-06 GROUP INSURANCE	117,000	0.00	0.00	0.00	68,109.94	48,890.06	58%		
10-510-07 ORBIT RETIREMENT (13.04%)	108,600	0.00	0.00	5,119.64	84,033.40	24,566.60	77%		
10-510-08 401K (5%)	38,000	0.00	0.00	1,797.34	28,487.76	9,512.24	75%		
10-510-09 BEACH PATROL EXPENSE	15,000	0.00	0.00	0.00	4,897.13	10,102.87	33%		
10-510-10 EMPLOYEE TRAINING	10,100	2,548.74	0.00	190.10	2,315.32	5,235.94	48%		
10-510-16 M & R EQUIPMENT	3,500	731.43	0.00	96.41	2,212.40	556.17	84%		
10-510-17 M & R VEHICLES	12,000	0.00	0.00	860.12	10,373.98	1,626.02	86%		
10-510-31 GAS,OIL & TIRES	58,500	0.00	0.00	0.00	36,830.70	21,669.30	63%		
10-510-32 OFFICE SUPPLIES	1,000	0.00	0.00	0.00	429.29	570.71	43%		
10-510-33 DEPARTMENTAL SUPPLIES	5,050	0.00	0.00	55.33	1,659.28	3,390.72	33%		
10-510-36 UNIFORMS	12,000	0.00	0.00	0.00	7,152.67	4,847.33	60%		
10-510-37 BALLISTIC VEST GRANT EXPENSE	4,570	0.00	0.00	0.00	0.00	4,570.00			
10-510-47 PROFESSIONAL SERVICES	4,160	0.00	0.00	0.00	2,737.20	1,422.80	66%		
10-510-53 DUES & SUBSCRIPTIONS	23,421	0.00	0.00	0.00	13,746.52	9,674.48	59%		
10-510-57 K-9 EXPENSES	3,000	0.00	0.00	0.00	65.99	2,934.01	2%		
10-510-60 LESO PROGRAM	2,550	0.00	0.00	0.00	0.00	2,550.00			
10-510-73 NON-CAPITAL OUTLAY	29,500	700.00	0.00	0.00	22,837.98	5,962.02	80%		
10-510-74 CAPITAL OUTLAY	59,100	0.00	0.00	0.00	98,706.07	(39,606.07)	167%		

Budget vs Actual

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10 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
10-510-76 TAXES & TITLES	4,000	0.00	0.00	0.00	3,140.96	859.04	79%	
POLICE Totals:	1,391,520	3,980.17	0.00	47,495.57	1,039,753.07	347,787.11	75%	
10-545-02 SALARIES	227,500	0.00	0.00	9,710.61	169,177.03	58,322.97	74%	
10-545-04 OVERTIME	6,000	0.00	0.00	0.00	5,002.30	997.70	83%	
10-545-05 FICA (7.65%)	17,863	0.00	0.00	733.80	13,237.19	4,625.56	74%	
10-545-06 GROUP INSURANCE	44,500	0.00	0.00	0.00	26,425.23	18,074.77	59%	
10-545-07 ORBIT RETIREMENT (12.23%)	30,262	0.00	0.00	1,258.49	22,573.53	7,688.07	75%	
10-545-08 401K (3%)	7,005	0.00	0.00	249.03	5,101.76	1,903.24	73%	
10-545-14 EMPLOYEE TRAINING	2,500	0.00	0.00	0.00	0.00	2,500.00		
10-545-16 M & R EQUIPMENT	10,000	68.98	0.00	0.00	2,839.50	7,091.52	29%	
10-545-17 M & R VEHICLES	15,000	0.00	0.00	0.00	6,427.60	8,572.40	43%	
10-545-31 GAS, OIL & TIRES	22,000	41.50	0.00	1,493.50	10,467.60	11,490.90	48%	
10-545-32 OFFICE SUPPLIES	500	0.00	0.00	0.00	114.86	385.14	23%	
10-545-33 DEPARTMENTAL SUPPLIES & EQUIP	7,500	0.00	0.00	0.00	6,748.82	751.18	90%	
10-545-34 MOSQUITO CONTROL EXPENSE	1,000	0.00	0.00	0.00	0.00	1,000.00		
10-545-36 UNIFORMS	3,000	0.00	0.00	0.00	1,666.83	1,333.17	56%	
10-545-37 RENTAL EQUIPMENT	6,000	0.00	0.00	2,926.26	7,212.56	(1,212.56)	120%	
10-545-53 DUES & SUBSCRIPTIONS	0	0.00	0.00	0.00	9,000.00	(9,000.00)		
10-545-57 MISCELLANEOUS	100	0.00	0.00	0.00	20.44	79.56	20%	
10-545-73 NON-CAPITAL OUTLAY	9,000	0.00	0.00	0.00	500.00	8,500.00	6%	
10-545-74 CAPITAL OUTLAY	159,330	500.00	0.00	0.00	6,902.30	151,927.70	5%	
10-545-76 TAXES & TITLES	12,000	0.00	0.00	0.00	0.00	12,000.00		
PUBLIC WORKS Totals:	581,059	610.48	0.00	16,371.69	293,417.55	287,031.32	51%	
10-560-13 STREET LIGHT EXPENSE	30,000	0.00	0.00	1,381.07	18,290.97	11,709.03	61%	
10-560-15 M & R PUBLIC PARKING	25,000	2,102.36	0.00	0.00	39.67	22,857.97	9%	
10-560-33 DEPARTMENTAL SUPPLIES	4,000	821.88	0.00	0.00	3,559.12	(381.00)	110%	
10-560-43 TOWN ENTRANCE SIGNS	10,000	0.00	0.00	0.00	192.45	9,807.55	2%	
10-560-72 STORMWATER	20,000	0.00	0.00	0.00	315.02	19,684.98	2%	

Budget vs Actual

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10 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
10-560-73 STREET PAVING & REPAIR	40,000	0.00	0.00	0.00	12,499.11	27,500.89	31%	
STREETS Totals:	129,000	2,924.24	0.00	1,381.07	34,896.34	91,179.42	29%	
10-580-45 SANITATION CONTRACTS	413,969	0.00	0.00	0.00	310,860.43	103,108.93	75%	
10-580-46 TIPPING FEES	70,555	0.00	0.00	0.00	56,761.17	13,793.83	80%	
10-580-47 RECYCLING	30,000	0.00	0.00	0.00	0.00	30,000.00		
SANITATION Totals:	514,524	0.00	0.00	0.00	367,621.60	146,902.76	71%	
10-620-12 SNOWFLAKES	12,000	0.00	0.00	0.00	0.00	12,000.00		
10-620-14 PARK WELL	1,500	0.00	0.00	0.00	0.00	1,500.00		
10-620-15 PARK MAINTENANCE	20,000	0.00	0.00	0.00	915.39	19,084.61	5%	
10-620-17 PARK LANDSCAPING	15,000	0.00	0.00	0.00	4,700.00	10,300.00	31%	
10-620-18 M & R BIKE PATH	1,500	0.00	0.00	0.00	0.00	1,500.00		
10-620-19 M & R DOCK/BOARDWALK	90,000	0.00	0.00	0.00	0.00	90,000.00		
10-620-27 SPECIAL EVENTS	11,020	0.00	0.00	(25.00)	10,415.54	604.46	95%	
10-620-33 PARK SUPPLIES	7,200	5,421.00	0.00	0.00	1,170.11	608.89	92%	
RECREATION Totals:	158,220	5,421.00	0.00	(25.00)	17,201.04	135,597.96	14%	
10-690-02 SALARIES	896,500	0.00	0.00	33,140.60	663,286.35	233,213.65	74%	
10-690-03 PART-TIME SALARIES	88,192	0.00	0.00	660.00	5,940.00	82,252.00	7%	
10-690-04 OVERTIME	40,000	0.00	0.00	0.00	47,278.24	(7,278.24)	118%	
10-690-05 FICA (7.65%)	78,392	0.00	0.00	2,574.73	54,214.07	24,177.43	69%	
10-690-06 GROUP INSURANCE	151,000	0.00	0.00	0.00	85,932.89	65,067.11	57%	
10-690-07 ORBIT RETIREMENT (12.23%)	121,694	0.00	0.00	4,295.02	92,089.19	29,605.21	76%	
10-690-08 401K (3%)	28,170	0.00	0.00	994.22	21,107.09	7,062.91	75%	
10-690-10 EMPLOYEE TRAINING	5,500	0.00	0.00	(35.00)	4,473.86	1,026.14	81%	
10-690-16 M & R EQUIPMENT	22,000	0.00	0.00	0.00	5,352.85	16,647.15	24%	
10-690-17 M & R VEHICLES	19,000	0.00	0.00	0.00	7,860.27	11,139.73	41%	
10-690-31 GAS, OIL & TIRES	22,000	287.66	0.00	2,418.23	18,497.43	3,214.91	85%	
10-690-32 OFFICE SUPPLIES	2,000	0.00	0.00	0.00	0.00	2,000.00		
10-690-33 DEPARTMENTAL SUPPLIES	46,000	1,500.00	0.00	0.00	30,029.33	14,470.67	69%	
10-690-34 FIRE FIGHTER PHYSICALS	4,500	0.00	0.00	0.00	0.00	4,500.00		

Budget vs Actual

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10 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
10-690-36 UNIFORMS	8,500	1,104.77	0.00	0.00	4,573.38	2,821.85	67%	
10-690-47 PROFESSIONAL SERVICES	4,000	0.00	0.00	375.00	489.00	3,511.00	12%	
10-690-53 DUES & SUBSCRIPTIONS	10,000	0.00	0.00	0.00	9,928.57	71.43	99%	
10-690-57 MISCELLANEOUS	300	0.00	0.00	0.00	259.32	40.68	86%	
10-690-73 COMUNICATIONS EQUIP	6,000	1,284.91	0.00	0.00	292.04	4,423.05	26%	
10-690-74 CAPITAL OUTLAY	55,000	53,350.19	0.00	0.00	0.00	1,649.81	97%	
10-690-76 TAXES & TITLES	4,000	0.00	0.00	0.00	0.00	4,000.00		
FIRE DEPARTMENT Totals:	1,612,748	57,527.53	0.00	44,422.80	1,051,603.88	503,616.49	69%	
10-695-91 PLANNING BOARD EXPENSE	1,000	0.00	0.00	0.00	402.49	597.51	40%	
10-695-92 BOARD OF ADJUSTMENT EXPENSE	1,000	0.00	0.00	0.00	412.06	587.94	41%	
COMMITTES Totals:	2,000	0.00	0.00	0.00	814.55	1,185.45	41%	
10-720-10 BEACH LOBBIST CONTRACT	0	0.00	0.00	5,100.98	5,100.98	(5,100.98)		
BEACH REN. / DUNE STAB. Totals:	0	0.00	0.00	5,100.98	5,100.98	(5,100.98)		
10-998-04 TRANSFER OUT - CAP IMPROVEMENT FUND	200,383	0.00	0.00	0.00	0.00	200,383.42		
Totals:	200,383	0.00	0.00	0.00	0.00	200,383.42		
10-999-01 CONTINGENCY	477,390	0.00	0.00	0.00	0.00	477,389.92		
CONTINGENCY Totals:	477,390	0.00	0.00	0.00	0.00	477,389.92		
Expenses Totals:	7,594,746	97,856.29	0.00	166,604.02	4,356,854.21	3,140,035.28	59%	
10 GENERAL FUND Revenues Over/(Under) Expenses:			0.00	99,988.01	4,401,014.61			

Budget vs Actual

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12 CAPITAL IMPROVEMENT FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
12-301-00 AD VALOREM TAX (.07)	1,072,313	0.00	0.00	3,796.96	1,117,653.98	45,341.48	104%	
12-301-03 ONSLOW COUNTY FIRE TAX	474,968	0.00	0.00	0.00	474,968.45	0.00	100%	
12-330-00 LOAN PROCEEDS	760,000	0.00	0.00	0.00	760,000.00	0.00	100%	
12-383-00 SALE OF FIXED ASSETS	471,000	0.00	0.00	0.00	0.00	(471,000.00)		
12-390-00 TRANSFER IN - FROM GENERAL FUND	200,383	0.00	0.00	0.00	0.00	(200,383.42)		
Revenues Totals:	2,978,664	0.00	0.00	3,796.96	2,352,622.43	(626,041.94)	79%	
Expenses								
12-750-01 FIRE DEPARTMENT	1,405,531	0.00	0.00	8,061.91	141,061.79	1,264,469.16	10%	
12-750-02 FIRE TRUCK	913,188	0.00	0.00	0.00	752,994.00	160,193.50	82%	
12-750-03 BIKE PATH PROJECT	100,000	0.00	0.00	0.00	0.00	100,000.00		
12-750-11 FUTURE CAPITAL IMPROVEMENTS	559,946	0.00	0.00	0.00	0.00	559,945.92		
Totals:	2,978,664	0.00	0.00	8,061.91	894,055.79	2,084,608.58	30%	
Expenses Totals:	2,978,664	0.00	0.00	8,061.91	894,055.79	2,084,608.58	30%	
12 CAPITAL IMPROVEMENT FUND	Revenues Over/(Under) Expenses:		0.00	(4,264.95)	1,458,566.64			

Budget vs Actual

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30 SHORELINE PROTECTION								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
30-301-00 ACCOMMODATION TAX	1,650,000	0.00	0.00	110,040.96	2,120,875.11	470,875.11	129%	
30-301-05 AD VALOREM TAX - Beach	1,531,875	0.00	0.00	5,422.58	1,596,158.08	64,283.08	104%	
30-317-01 COUNTY GRANT FUNDING	150,000	0.00	0.00	0.00	0.00	(150,000.00)		
30-329-00 INTEREST INCOME	25,000	0.00	0.00	0.00	235,370.92	210,370.92	941%	
30-336-00 SEA OATS PROGRAM	25,000	0.00	0.00	0.00	0.00	(25,000.00)		
30-345-00 LOCAL OPTION SALES TAX	686,567	0.00	0.00	80,290.27	896,667.93	210,101.28	131%	
30-350-01 PAID PARKING REVENUE	336,375	0.00	0.00	35,295.12	374,690.35	38,315.35	111%	
Revenues Totals:	4,404,817	0.00	0.00	231,048.93	5,223,762.39	818,945.74	119%	
Expenses								
30-710-08 LEASE PAYMENTS	48,000	0.00	0.00	0.00	36,900.00	11,100.00	77%	
30-710-10 BEACH LOBBYIST CONTRACT	60,000	0.00	0.00	0.00	40,373.75	19,626.25	67%	
30-710-12 BEACH/ACCESS MAINTENANCE	50,000	0.00	0.00	0.00	22,061.66	27,938.34	44%	
30-710-14 BEACH MEETINGS / CONFERENCES	20,000	0.00	0.00	0.00	7,117.17	12,882.83	36%	
30-710-15 M & R DUNE/CROSSWALK	8,000	0.00	0.00	0.00	4,872.04	3,127.96	61%	
30-710-45 CONTRACTED SERVICES	10,000	0.00	0.00	957.00	957.00	9,043.00	10%	
30-710-59 SEA OATS PROGRAM	50,000	0.00	0.00	0.00	0.00	50,000.00		
Totals:	246,000	0.00	0.00	957.00	112,281.62	133,718.38	46%	
30-720-04 FEMA Florence Truck Haul	0	0.00	0.00	0.00	10,553.25	(10,553.25)		
30-720-07 NEW RIVER EIS PROJECT	280,000	0.00	0.00	10,000.00	98,510.50	181,489.50	35%	
30-720-08 CONTRACTS, PLANS, SPECS	200,000	0.00	0.00	0.00	79,150.25	120,849.75	40%	
30-720-10 VITEX	216,000	0.00	0.00	0.00	1,666.67	214,333.33	1%	
30-720-50 2022B SOB PAYMENT	2,006,204	0.00	0.00	0.00	1,909,082.74	97,121.26	95%	
30-720-57 2022C FEMA SOB FEES	0	0.00	0.00	109,500.63	396,991.03	(396,991.03)		
30-720-58 2022A FEMA SOB FEES	0	0.00	0.00	0.00	299,742.49	(299,742.49)		
30-720-60 30 YEAR BEACH PLAN	30,000	0.00	0.00	0.00	0.00	30,000.00		
30-720-64 Sandbag Repair Project	200,000	0.00	0.00	0.00	0.00	200,000.00		
30-720-68 Future Projects Fund	1,226,613	0.00	0.00	0.00	0.00	1,226,612.65		

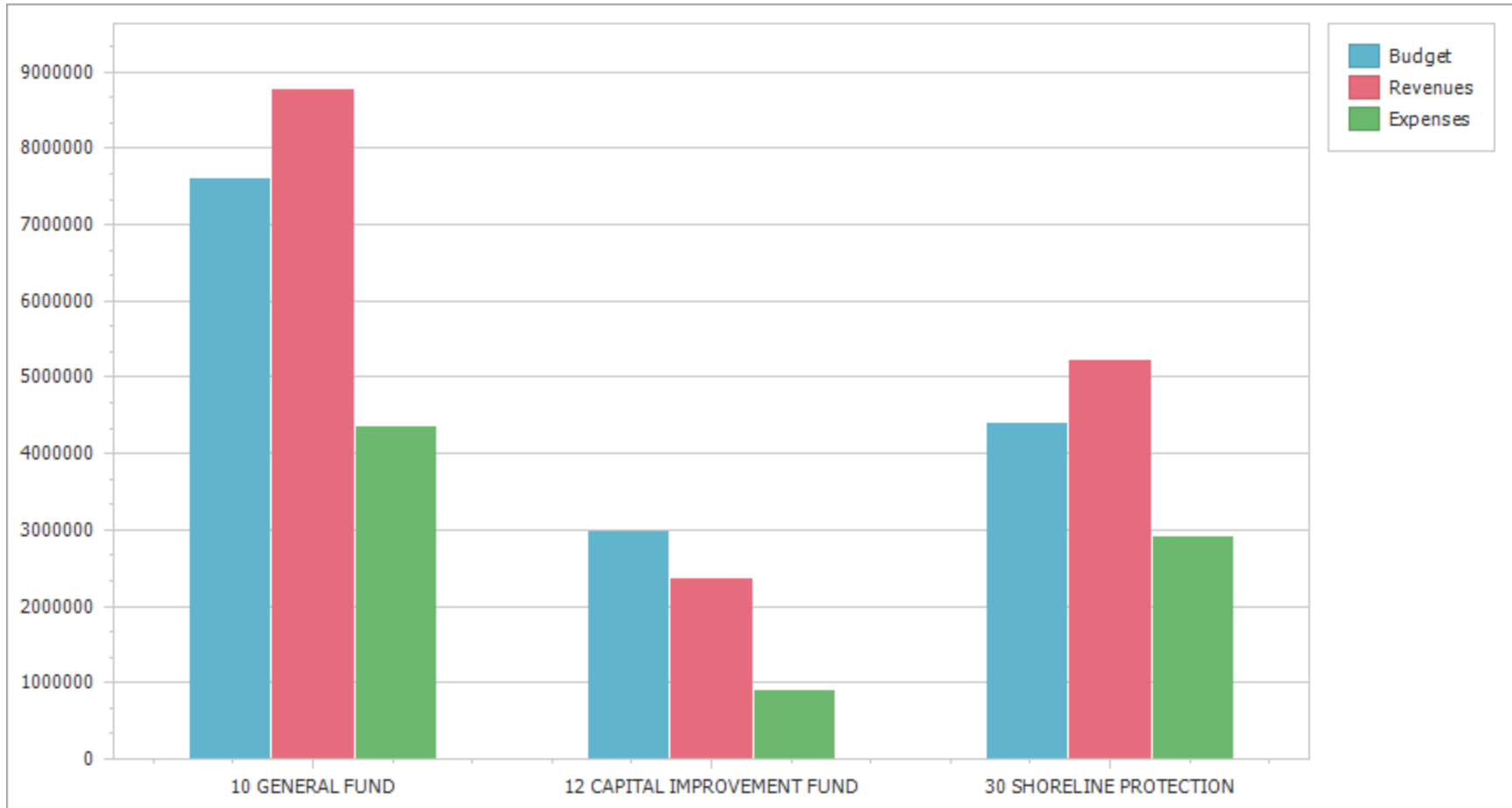
Budget vs Actual

NORTH TOPSAIL BEACH
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Period Ending 6/30/2024

BEACH REN. / DUNE STAB. Totals:	4,158,817	0.00	0.00	119,500.63	2,795,696.93	1,363,119.72	67%
<hr/>							
Expenses Totals:	4,404,817	0.00	0.00	120,457.63	2,907,978.55	1,496,838.10	66%
<hr/>							
30 SHORELINE PROTECTION	Revenues Over/(Under) Expenses:		0.00	110,591.30	2,315,783.84		



Budget vs Actual

NORTH TOPSAIL BEACH
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Period Ending 6/30/2025

31 CAPITAL PROJECT BEACH MAINTENANCE

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
31-330-00 LOAN PROCEEDS	17,202,294	0.00	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	0.00	8,493,442.31	(9,105,741.69)	48%
31-368-00 NCDEQ GRANT FUNDS	10,500,000	0.00	0.00	0.00	10,500,000.00	0.00	100%
31-370-00 INVESTMENT INCOME	0	0.00	0.00	0.00	2,714.00	2,714.00	
31-399-01 T/I FROM BEACH FUND	1,528,134	0.00	0.00	0.00	1,528,133.90	0.00	100%
Revenues Totals:	46,829,612	0.00	0.00	0.00	31,381,593.87	(15,448,018.03)	67%
Expenses							
31-440-00 2022A DEBT SERVICE	9,000,000	0.00	0.00	0.00	8,496,156.31	503,843.69	94%
31-440-01 2022C DEBT SERVICE	8,202,294	0.00	0.00	0.00	0.00	8,202,294.00	
31-450-01 ENGINEERING & CONSTRUCTION PHASE SUPPORT	9,000	0.00	0.00	0.00	4,051.00	4,949.00	45%
31-450-02 CONSTRUCTION MANAGEMENT & ADMINISTRATION	210,000	0.00	0.00	0.00	364,678.25	(154,678.25)	174%
31-450-03 LABORATORY ANALYSIS	44,400	0.00	0.00	0.00	6,020.00	38,380.00	14%
31-450-04 REGULATORY COORDINATION & CLOSEOUT	10,000	0.00	0.00	0.00	9,902.50	97.50	99%
31-450-05 MOBILIZATION & DEMOBILIZATION	180,000	0.00	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	0.00	9,141,735.55	(763,625.55)	109%
31-450-07 PAYMENT & PERFORMANCE BONDS	45,000	0.00	0.00	0.00	45,000.00	0.00	100%
31-450-08 PROFESSIONAL FEES	123,490	0.00	0.00	0.00	562,915.14	(439,425.14)	456%
31-450-09 TRANCHE 2 CONSTRUCTION	8,621,653	0.00	0.00	0.00	8,002,697.27	618,955.37	93%
31-450-10 TRANCHE 2 ENGINEERING	585,000	0.00	0.00	0.00	484,262.27	100,737.73	83%
31-450-11 TRANCHE 2 CONTINGENCY	920,665	0.00	0.00	0.00	595.00	920,070.26	0%
31-460-00 TRANCHE 3 PROJECT	10,500,000	0.00	0.00	0.00	1,690.00	10,498,310.00	0%
Totals:	46,829,612	0.00	0.00	0.00	27,299,703.29	19,529,908.61	58%
Expenses Totals:	46,829,612	0.00	0.00	0.00	27,299,703.29	19,529,908.61	58%

Budget vs Actual

NORTH TOPSAIL BEACH
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Period Ending 6/30/2025

31 CAPITAL PROJECT BEACH MAINTENANCE	Revenues Over/(Under) Expenses:	0.00	0.00	4,081,890.58
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Budget vs Actual

NORTH TOPSAIL BEACH
4/22/2024 12:26:58 PM

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Period Ending 6/30/2040

50 CAPITAL PROJECT FIRE STATION 2

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

Check Listing

Date From: 4/1/2024 Date To: 4/30/2024

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

NORTH TOPSAIL BEACH

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Check Number	Bank	Vendor	Date	Amount
47664	1	KERI SIMPSON	04/04/2024	<u>\$46.10</u>
47665	1	LIBERTY SHEDS	04/04/2024	<u>\$512.40</u>
47666	1	ONslow COUNTY SOLID WASTE DEPT	04/04/2024	<u>\$4,062.96</u>
47667	1	PMG NEWSPAPERS EASTERN NC REGION	04/04/2024	<u>\$210.00</u>
47668	1	PRO TYPE SERVICES	04/04/2024	<u>\$802.23</u>
47669	1	SHEPARD'S WRECKER SERVICE	04/04/2024	<u>\$913.33</u>
47670	1	SNEADS FERRY OIL & LP GAS	04/04/2024	<u>\$137.70</u>
47671	1	TI COASTAL SERVICES, INC.	04/04/2024	<u>\$2,000.00</u>
47672	1	VERIZON WIRELESS	04/04/2024	<u>\$815.82</u>
47673	1	BULLDOG HOSE COMPANY	04/11/2024	<u>\$8,681.70</u>
47674	1	CHARTER COMMUNICATIONS	04/11/2024	<u>\$1,125.00</u>
47675	1	CM MITCHELL CONSTRUCTION	04/11/2024	<u>\$313,302.29</u>
47676	1	CROSSLEY MCINTOSH COLLIER	04/11/2024	<u>\$2,048.24</u>
47677	1	DIAL CORDY	04/11/2024	<u>\$10,000.00</u>
47678	1	GFL ENVIRONMENTAL	04/11/2024	<u>\$33,982.10</u>
47679	1	LOWE'S HOME CENTERS	04/11/2024	<u>\$380.05</u>
47680	1	NC LICENSING BOARD - GEN. CONTR	04/11/2024	<u>\$387.00</u>
47681	1	PRO TYPE SERVICES	04/11/2024	<u>\$1,017.99</u>
47682	1	ROBERT PADGETT	04/11/2024	<u>\$144.00</u>
47683	1	SIMPLE COMMUNICATION	04/11/2024	<u>\$104.87</u>
47684	1	TAYCO EAST COAST LLC	04/11/2024	<u>\$1,407.00</u>
47685	1	TI COASTAL SERVICES, INC.	04/11/2024	<u>\$65,100.00</u>
47686	1	TOWN OF SURF CITY	04/11/2024	<u>\$3,616.67</u>
47687	1	TRUIST BANK	04/11/2024	<u>\$9,986.26</u>
47688	1	UNITED RENTALS	04/11/2024	<u>\$2,721.21</u>
47689	1	AMERICAN LEGAL PUBLISHING	04/18/2024	<u>\$100.00</u>
47690	1	BECKER MORGAN GROUP INC	04/18/2024	<u>\$8,061.91</u>
47691	1	BLACKS TIRE SERVICE	04/18/2024	<u>\$2,606.46</u>
47692	1	CM MITCHELL CONSTRUCTION	04/18/2024	<u>\$501,421.10</u>
47693	1	COMPANY WRENCH LTD	04/18/2024	<u>\$1,531.19</u>
47694	1	ECI COMMUNICATION	04/18/2024	<u>\$102.92</u>
47695	1	GREATAMERICA FINANCIAL SERVS	04/18/2024	<u>\$1,825.11</u>

Check Listing

Date From: 4/1/2024 Date To: 4/30/2024

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

NORTH TOPSAIL BEACH

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Check Number	Bank	Vendor	Date	Amount
47696	1	JONES ONSLOW ELECTRIC COMPANY	04/18/2024	<u>\$2,631.22</u>
47697	1	LIBERTY SHEDS	04/18/2024	<u>\$375.00</u>
47698	1	O'REILLY AUTOMOTIVE INC.	04/18/2024	<u>\$862.35</u>
47699	1	ONSLOW WATER & SEWER AUTHORITY	04/18/2024	<u>\$399.19</u>
47700	1	PMG NEWSPAPERS EASTERN NC REGION	04/18/2024	<u>\$59.80</u>
47701	1	PRO TYPE SERVICES	04/18/2024	<u>\$1,017.99</u>
47702	1	RICHARD LUDWIG	04/18/2024	<u>\$59.20</u>
47703	1	SECURED LOCK AND SECURITY SOLUTION	04/18/2024	<u>\$559.59</u>
47704	1	SHERRILL A STRICKLAND JR.	04/18/2024	<u>\$152.00</u>
47705	1	SR&R ENVIRONMENTAL SERVICES	04/18/2024	<u>\$1,493.50</u>
47706	1	TOWN OF SURF CITY	04/18/2024	<u>\$1,484.31</u>
47707	1	UNITED RENTALS	04/18/2024	<u>\$373.04</u>
44	Checks Totaling -			\$988,621.13

Totals By Fund

	Checks	Voids	Total
10	\$86,937.33		\$86,937.33
12	\$8,061.91		\$8,061.91
30	\$11,798.50		\$11,798.50
31	\$881,823.39		\$881,823.39
Totals:	\$988,621.13		\$988,621.13

GL Account History Summary

NORTH TOPSAIL BEACH

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

Date Range: 4/1/2024 - 4/29/2024

GL Account - 30-301-00 ACCOMMODATION TAX					
Date	Description	Source	Debits	Credits	Date
Fiscal Period - FY 23-24		Beg Balance	\$0.00	\$4,566,699.67	
04/03/2024	OCC TAX	GL GJ	\$0.00	\$62.91	04/04/2024
04/04/2024	OCC TAX	GL GJ	\$0.00	\$23.25	04/05/2024
04/05/2024	OCC TAX	GL GJ	\$0.00	\$1,869.03	04/09/2024
04/05/2024	OCC TAX	GL GJ	\$0.00	\$56.70	04/09/2024
04/09/2024	OCC TAX	GL GJ	\$0.00	\$37.50	04/19/2024
04/10/2024	OCC TAX	GL GJ	\$0.00	\$221.94	04/19/2024
04/11/2024	OCC TAX	GL GJ	\$0.00	\$301.41	04/19/2024
04/15/2024	OCC TAX	GL GJ	\$0.00	\$27.12	04/19/2024
04/15/2024	OCC TAX	GL GJ	\$0.00	\$42.48	04/19/2024
04/16/2024	OCC TAX	GL GJ	\$0.00	\$7,236.57	04/22/2024
04/16/2024	OCC TAX	GL GJ	\$0.00	\$3,451.45	04/19/2024
04/17/2024	OCC TAX	GL GJ	\$0.00	\$42.12	04/22/2024
04/18/2024	OCC TAX	GL GJ	\$0.00	\$26.49	04/22/2024
04/19/2024	OCC TAX	GL GJ	\$0.00	\$96,641.99	04/22/2024
Transaction Totals			\$0.00	\$110,040.96	
**	End Balance		\$0.00	\$110,040.96	**

Town of North Topsail Beach Fire Department

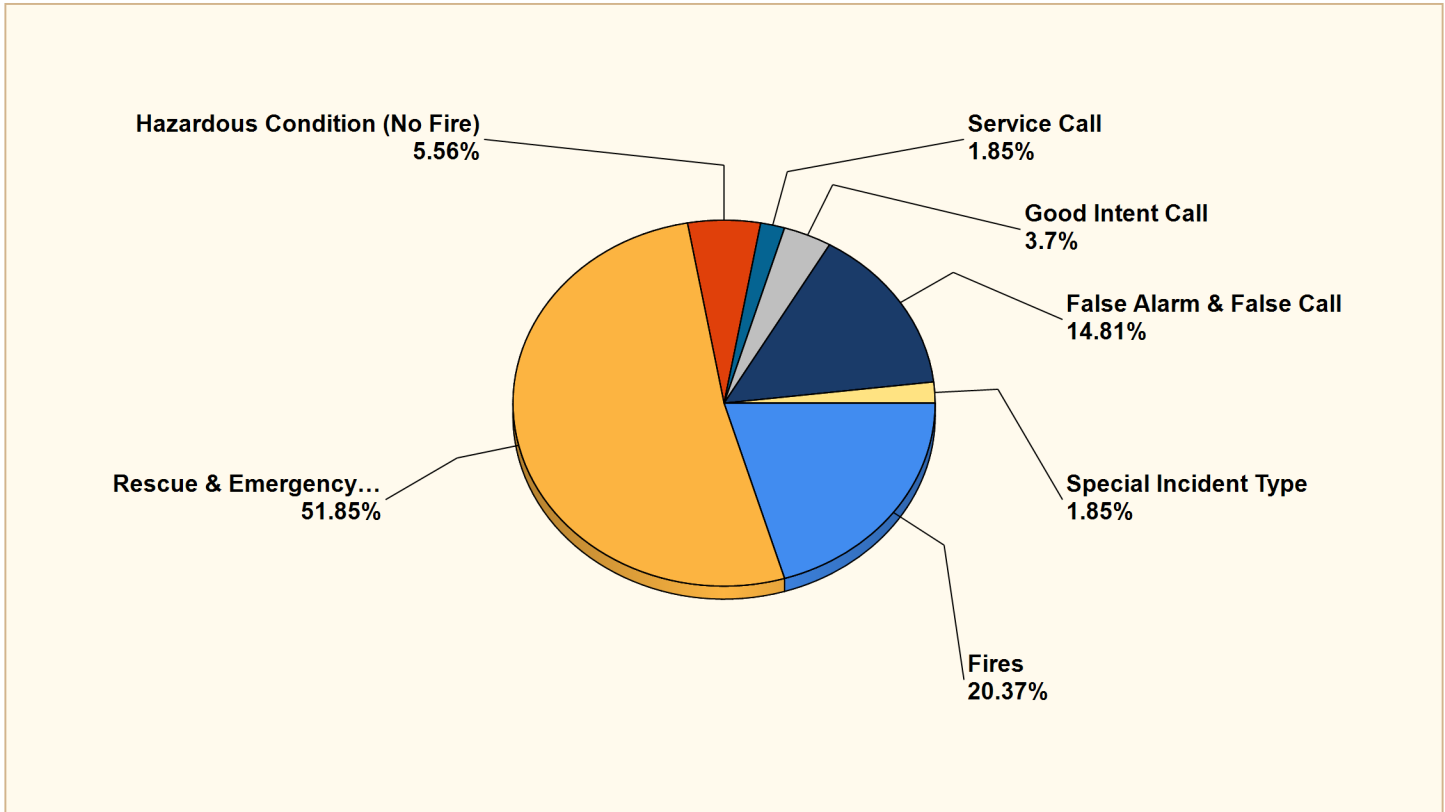
North Topsail Beach, NC

This report was generated on 4/22/2024 8:16:15 AM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 03/01/2024 | End Date: 04/22/2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	11	20.37%
Rescue & Emergency Medical Service	28	51.85%
Hazardous Condition (No Fire)	3	5.56%
Service Call	1	1.85%
Good Intent Call	2	3.7%
False Alarm & False Call	8	14.81%
Special Incident Type	1	1.85%
TOTAL	54	100%

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

Section VIII, Item B.



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Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	8	14.81%
122 - Fire in motor home, camper, recreational vehicle	1	1.85%
142 - Brush or brush-and-grass mixture fire	1	1.85%
151 - Outside rubbish, trash or waste fire	1	1.85%
311 - Medical assist, assist EMS crew	21	38.89%
320 - Emergency medical service, other	4	7.41%
322 - Motor vehicle accident with injuries	1	1.85%
353 - Removal of victim(s) from stalled elevator	1	1.85%
365 - Watercraft rescue	1	1.85%
440 - Electrical wiring/equipment problem, other	1	1.85%
445 - Arcing, shorted electrical equipment	2	3.7%
500 - Service Call, other	1	1.85%
611 - Dispatched & cancelled en route	1	1.85%
651 - Smoke scare, odor of smoke	1	1.85%
743 - Smoke detector activation, no fire - unintentional	2	3.7%
744 - Detector activation, no fire - unintentional	1	1.85%
745 - Alarm system activation, no fire - unintentional	4	7.41%
746 - Carbon monoxide detector activation, no CO	1	1.85%
900 - Special type of incident, other	1	1.85%
TOTAL INCIDENTS:	54	100%

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

Section VIII, Item B.



📈 Permits Issued List

From Date: 03/25/2024

To Date: 04/21/2024

Permit Type	Sub Type	Permit#	Address	Issue Date	Permit Fee
Addition Permit	Single Family	AP24-000002	111 CHESTNUT ST	03/26/2024	210.00
Addition Permit Total	Single Family Total			1	210.00
Addition Permit Total				1	210.00
Beach Access Application	Beach Access Application	BAA24-000011	113 S PERMUDA WYND DR	04/19/2024	200.00
Beach Access Application	Beach Access Application	BAA24-000012	3522 ISLAND DR	04/19/2024	200.00
Beach Access Application	Beach Access Application	BAA24-000007	102 SCOTCH BONNET DR	03/26/2024	200.00
Beach Access Application	Beach Access Application	BAA24-000009	104 SCOTCH BONNET DR	04/03/2024	200.00
Beach Access Application	Beach Access Application	BAA24-000006	1519 NEW RIVER INLET RD	03/25/2024	200.00
Beach Access Application Total	Beach Access Application Total			5	1,000.00
Beach Access Application Total				5	1,000.00
Boat Lift Permit	Residential	BTL24-000001	4730 23RD AVE	03/26/2024	200.00
Boat Lift Permit Total	Residential Total			1	200.00
Boat Lift Permit Total				1	200.00
Dock/Bulkhead/Retaining Wall Permit	Retaining Wall	DBR24-000002	3611 ISLAND DR	04/11/2024	200.00
Dock/Bulkhead/Retaining Wall Permit Total	Retaining Wall Total			1	200.00
Dock/Bulkhead/Retaining Wall Permit Total				1	200.00
Driveway Permit	Driveway Permit	DVW22-000079	221 PORTO VISTA DR	04/17/2024	0.00
Driveway Permit	Driveway Permit	DVW24-000024	3304 GRAY ST	04/16/2024	0.00
Driveway Permit	Driveway Permit	DVW24-000020	146 + 148 SEA GULL LN	03/25/2024	0.00

Driveway Permit	Driveway Permit	DVW24-000021	150 + 152 SEA GULL LN	03/25/2024	0.00
Driveway Permit	Driveway Permit	DVW24-000018	142 + 144 SEA GULL LN	03/25/2024	0.00
Driveway Permit	Driveway Permit	DVW24-000017	138 + 140 SEA GULL LN	03/25/2024	0.00
Driveway Permit	Driveway Permit	DVW23-000055	109 OLD VILLAGE LN	03/28/2024	0.00
Driveway Permit	Driveway Permit	DVW24-000005	8511 4TH AVE	04/04/2024	0.00
Driveway Permit	Driveway Permit	DVW24-000022	1121 NEW RIVER INLET RD	03/26/2024	0.00
Driveway Permit Total	Driveway Permit Total			9	0.00
Driveway Permit Total				9	0.00
Electrical Permit	Commercial	E24-000086	790 NEW RIVER INLET RD Swimming Pool	04/12/2024	75.00
Electrical Permit	Commercial	E24-000087	1822 NEW RIVER INLET DR HOA Pool	04/12/2024	75.00
Electrical Permit	Commercial	E24-000041	2012 LOGGERHEAD CT	03/28/2024	0.00
Electrical Permit	Commercial	E24-000076	HOA Pool SEASIDE LN	03/25/2024	75.00
Electrical Permit Total	Commercial Total			4	225.00
Electrical Permit	Residential	E24-000090	4021 ISLAND DR Lot 161 Herring	04/17/2024	75.00
Electrical Permit	Residential	E24-000034	100 OCEAN CLUB CT	04/19/2024	0.00
Electrical Permit	Residential	E23-000196	213 SANDPIPER DR	04/10/2024	0.00
Electrical Permit	Residential	E24-000015	739 NEW RIVER INLET RD	04/08/2024	0.00
Electrical Permit	Residential	E24-000070	4246 ISLAND DR	04/09/2024	75.00
Electrical Permit	Residential	E24-000082	2740 ISLAND DR	04/10/2024	75.00
Electrical Permit	Residential	E24-000089	3914 RIVER RD	04/16/2024	75.00

Electrical Permit	Residential	E24-000091	1198 NEW RIVER INLET RD	04/16/2024	75.00
Electrical Permit	Residential	E24-000061	3635 ISLAND DR	04/18/2024	0.00
Electrical Permit	Residential	E23-000252	3639 ISLAND DR	04/19/2024	0.00
Electrical Permit	Residential	E24-000052	4730 23RD AVE	03/26/2024	0.00
Electrical Permit	Residential	E24-000055	150 + 152 SEA GULL LN	03/25/2024	0.00
Electrical Permit	Residential	E24-000054	146 + 148 SEA GULL LN	03/25/2024	0.00
Electrical Permit	Residential	E24-000050	138 + 140 SEA GULL LN	03/25/2024	0.00
Electrical Permit	Residential	E24-000074	614 HAMPTON COLONY CIR 10	03/25/2024	147.00
Electrical Permit	Residential	E24-000058	142 + 144 SEA GULL LN	03/25/2024	0.00
Electrical Permit	Residential	E24-000078	3682 ISLAND DR	03/27/2024	147.00
Electrical Permit	Residential	E24-000071	1121 NEW RIVER INLET RD	03/26/2024	0.00
Electrical Permit	Residential	E23-000253	8511 4TH AVE	04/04/2024	0.00
Electrical Permit	Residential	E24-000084	1784-5 NEW RIVER INLET RD Unit 5	04/05/2024	75.00
Electrical Permit	Residential	E24-000085	1784-4 NEW RIVER INLET RD Unit 4	04/05/2024	75.00
Electrical Permit	Residential	E24-000083	435 HAMPTON COLONY CIR	04/05/2024	75.00
Electrical Permit	Residential	E24-000028	109 OLD VILLAGE LN	03/28/2024	0.00
Electrical Permit	Residential	E24-000077	4298 ISLAND DR	04/04/2024	0.00
Electrical Permit Total	Residential Total			24	894.00
Electrical Permit Total				28	1,119.00
Fence Permit	Residential	FNC24-000002	611 OCEAN DR	03/25/2024	50.00

Fence Permit Total	Residential Total			1	50.00
Fence Permit Total				1	50.00
Insulation Permit	Commercial	I24-000012	2012 LOGGERHEAD CT	03/28/2024	0.00
Insulation Permit Total	Commercial Total			1	0.00
Insulation Permit	Residential	I24-000021	1121 NEW RIVER INLET RD	03/26/2024	0.00
Insulation Permit	Residential	I23-000059	109 OLD VILLAGE LN	03/28/2024	0.00
Insulation Permit	Residential	I23-000062	8511 4TH AVE	04/04/2024	0.00
Insulation Permit	Residential	I24-000019	142 + 144 SEA GULL LN	03/25/2024	0.00
Insulation Permit	Residential	I24-000014	138 + 140 SEA GULL LN	03/25/2024	0.00
Insulation Permit	Residential	I24-000016	146 + 148 SEA GULL LN	03/25/2024	0.00
Insulation Permit	Residential	I24-000017	150 + 152 SEA GULL LN	03/25/2024	0.00
Insulation Permit Total	Residential Total			7	0.00
Insulation Permit Total				8	0.00
Mechanical Permit	Commercial	M24-000050	465 NEW RIVER INLET RD	04/09/2024	0.00
Mechanical Permit	Commercial	M24-000023	2012 LOGGERHEAD CT	03/28/2024	0.00
Mechanical Permit Total	Commercial Total			2	0.00
Mechanical Permit	Residential	M24-000052	2250 NEW RIVER INLET RD 114	04/12/2024	75.00
Mechanical Permit	Residential	M24-000054	5605 18TH AVE	04/19/2024	75.00
Mechanical Permit	Residential	M24-000051	3956 ISLAND DR	04/12/2024	75.00
Mechanical Permit	Residential	M24-000047	1174 NEW RIVER INLET RD	03/28/2024	75.00
Mechanical Permit	Residential	M24-000043	1121 NEW RIVER INLET RD	03/26/2024	0.00
Mechanical Permit	Residential	M23-000191	8511 4TH AVE	04/04/2024	0.00
Mechanical Permit	Residential	M24-000018	109 OLD VILLAGE LN	03/28/2024	0.00
Mechanical Permit	Residential	M24-000033	150 + 152 SEA GULL LN	03/25/2024	0.00
Mechanical Permit	Residential	M24-000032	146 + 148 SEA GULL LN	03/25/2024	0.00
Mechanical Permit	Residential	M24-000027	138 + 140 SEA GULL LN	03/25/2024	0.00

Mechanical Permit	Residential	M24-000046	810 VILLAS DR	03/25/2024	75.00
Mechanical Permit	Residential	M24-000037	142 + 144 SEA GULL LN	03/25/2024	0.00
Mechanical Permit Total	Residential Total			12	375.00
Mechanical Permit Total				14	375.00
Mobile Food Truck/Pushcart	Mobile Food Truck	MFV24-000005	2181 NEW RIVER INLET RD	04/18/2024	500.00
Mobile Food Truck/Pushcart Total	Mobile Food Truck Total			1	500.00
Mobile Food Truck/Pushcart Total				1	500.00
New Construction Permit	Commercial	C24-000022	3304 GRAY ST	04/16/2024	0.00
New Construction Permit	Commercial	C24-000013	2012 LOGGERHEAD CT	03/28/2024	0.00
New Construction Permit Total	Commercial Total			2	0.00
New Construction Permit	Multi-Unit	C24-000018	142 + 144 SEA GULL LN	03/25/2024	1,833.04
New Construction Permit	Multi-Unit	C24-000014	138 + 140 SEA GULL LN	03/25/2024	1,833.04
New Construction Permit	Multi-Unit	C24-000016	150 + 152 SEA GULL LN	03/25/2024	1,833.04
New Construction Permit	Multi-Unit	C24-000015	146 + 148 SEA GULL LN	03/25/2024	1,833.04
New Construction Permit Total	Multi-Unit Total			4	7,332.16
New Construction Permit	Single Family	C24-000019	1121 NEW RIVER INLET RD	03/26/2024	1,422.21
New Construction Permit	Single Family	C23-000043	109 OLD VILLAGE LN	03/28/2024	1,608.33
New Construction Permit	Single Family	C23-000051	8511 4TH AVE	04/04/2024	1,732.50
New Construction Permit Total	Single Family Total			3	4,763.04
New Construction Permit Total				9	12,095.20
Plumbing Permit	Residential	P24-000026	1121 NEW RIVER INLET RD	03/26/2024	0.00
Plumbing Permit	Residential	P23-000081	109 OLD VILLAGE LN	03/28/2024	0.00
Plumbing Permit	Residential	P24-000030	9 BERMUDA LANDING PL	04/02/2024	75.00

Plumbing Permit	Residential	P24-000005	3054 ISLAND DR	04/04/2024	0.00
Plumbing Permit	Residential	P23-000086	8511 4TH AVE	04/04/2024	0.00
Plumbing Permit	Residential	P24-000021	150 + 152 SEA GULL LN	03/25/2024	0.00
Plumbing Permit	Residential	P24-000020	146 + 148 SEA GULL LN	03/25/2024	0.00
Plumbing Permit	Residential	P24-000017	138 + 140 SEA GULL LN	03/25/2024	0.00
Plumbing Permit	Residential	P24-000024	142 + 144 SEA GULL LN	03/25/2024	0.00
Plumbing Permit Total	Residential Total			9	75.00
Plumbing Permit Total				9	75.00
Renovation Permit	Single Family	B24-000009	4416 ISLAND DR	04/16/2024	85.00
Renovation Permit Total	Single Family Total			1	85.00
Renovation Permit Total				1	85.00
Simple Build Permit	Commercial	SB23-000102	1784 NEW RIVER INLET RD Units 1-3 and 5	04/19/2024	1,595.00
Simple Build Permit Total	Commercial Total			1	1,595.00
Simple Build Permit	Single Family	SB23-000087	213 SANDPIPER DR	04/10/2024	275.00
Simple Build Permit	Single Family	SB22-000067	4730 23RD AVE	04/16/2024	200.00
Simple Build Permit	Single Family	SB24-000014	2049 NEW RIVER INLET RD	04/16/2024	0.00
Simple Build Permit	Single Family	SB24-000020	4298 ISLAND DR	04/04/2024	160.00
Simple Build Permit Total	Single Family Total			4	635.00
Simple Build Permit Total				5	2,230.00
Swimming Pool Permit	Residential	SP24-000017	3635 ISLAND DR	04/18/2024	315.00
Swimming Pool Permit	Residential	SP24-000013	100 OCEAN CLUB CT	04/19/2024	305.00
Swimming Pool Permit	Residential	SP24-000005	739 NEW RIVER INLET RD	04/08/2024	305.00
Swimming Pool Permit Total	Residential Total			3	925.00
Swimming Pool Permit Total				3	925.00

Zoning and Floodplain Development Permit	Commercial	ZFP23-000237	1784 NEW RIVER INLET RD Units 1-3 and 5	04/19/2024	0.00
Zoning and Floodplain Development Permit	Commercial	ZFP24-000044	2049 NEW RIVER INLET RD	04/16/2024	0.00
Zoning and Floodplain Development Permit	Commercial	ZFP24-000055	3304 GRAY ST	04/16/2024	0.00
Zoning and Floodplain Development Permit	Commercial	ZFP24-000061	2012 LOGGERHEAD CT	03/28/2024	0.00
Zoning and Floodplain Development Permit Total	Commercial Total			4	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000064	4730 23RD AVE	04/16/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000032	100 OCEAN CLUB CT	04/19/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000054	3635 ISLAND DR	04/18/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000015	8511 4TH AVE	04/04/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000013	739 NEW RIVER INLET RD	04/08/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000179	213 SANDPIPER DR	04/10/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000057	3611 ISLAND DR	04/11/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000205	109 OLD VILLAGE LN	03/28/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000059	1121 NEW RIVER INLET RD	03/26/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000029	111 CHESTNUT ST	03/26/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000222	204 MASON CT	04/02/2024	125.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000042	142 + 144 SEA GULL LN	03/25/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000041	138 + 140 SEA GULL LN	03/25/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000047	146 + 148 SEA GULL LN	03/25/2024	0.00

Zoning and Floodplain Development Permit	Residential	ZFP24-000048	150 + 152 SEA GULL LN	03/25/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000025	4730 23RD AVE	03/26/2024	0.00
Zoning and Floodplain Development Permit Total	Residential Total			16	125.00
Zoning and Floodplain Development Permit Total				20	125.00
All Permits Total				116	19,189.20

 P+Z Permits Issued List

From: 03/25/2024
 To: 04/22/2024

Permit#	Issue Date	Address	Property#	Legal Description	Property Owner	Contractor	Building Final	CO Issued	Cost	Receipt#	Estimated Value	Recovery Fund	Technology Fee
MFV24-000005	04/18/2024	2181 NEW RIVER INLET RD	778C-169	L23 WM&KATIE SMITH DIV	CARRIGAN FAMILY FOUNDATION LTD				500.00	766	0.00	0.00	0.00
ZFP24-000041	03/25/2024	138 + 140 SEA GULL LN	778C-169.30	L5 WILLIAM & KATIE SMITH	PACIFIC SOUTHWEST VENTURES LLC	Wellman's Construction, Inc. - David W Wellman			125.00		351810.00	0.00	0.00
ZFP24-000042	03/25/2024	142 + 144 SEA GULL LN	778C-169.31	L6 WILLIAM & KATIE SMITH	PACIFIC SOUTHWEST VENTURES LLC	Wellman's Construction, Inc. - David W Wellman			125.00		337820.00	0.00	0.00
ZFP24-000047	03/25/2024	146 + 148 SEA GULL LN	778C-169.32	L7 WILLIAM & KATIE SMITH	PACIFIC SOUTHWEST VENTURES LLC	Wellman's Construction, Inc. - David W Wellman			125.00		337820.00	0.00	0.00
ZFP24-000048	03/25/2024	150 + 152 SEA GULL LN	778C-169.33	L8 WILLIAM & KATIE SMITH	PACIFIC SOUTHWEST VENTURES LLC	Wellman's Construction, Inc. - David W Wellman			125.00		347820.00	0.00	0.00
ZFP24-000025	03/26/2024	4730 23RD AVE	763-1.4	TR1 T P INC	CHAMBERS RAYMOND WAYNE JR	Ennett Marine Construction LLC - Jerry B Ennett			125.00		29365.00	0.00	0.00
ZFP24-000059	03/26/2024	1121 NEW RIVER INLET RD	774G-65	L12 OCEAN VIEW SHORES	KAMO RAMNIK & GARIMA	RG Properties, LLC - Ryan Gray			125.00		507400.00	0.00	0.00
ZFP24-000029	03/26/2024	111 CHESTNUT ST	808-27.3	L4 B24 OCEAN CITY	TURNER BRENTLY CLAY & SHERRI W	TURNER BRENTLY CLAY & SHERRI W			125.00		7500.00	0.00	0.00
ZFP24-000061	03/28/2024	2012 LOGGERHEAD CT	768-8	PT TR1 NC 210	TOWN OF NORTH TOPSAIL BEACH	Carolina Utilities Company, LLC - Ethan Mahoney			125.00		2397513.00	0.00	0.00
ZFP23-000205	03/28/2024	109 OLD VILLAGE LN	806-107	L9 S2 VILLAGE OF STUMP SOUND	ONSLow BAY HOMES LLC	ONSLow BAY HOMES, LLC - Marc D Hartley			125.00		400000.00	0.00	0.00
ZFP23-000222	04/02/2024	204 MASON CT	775B-80	L25 OCEAN CLUB VILLAGE	WHITTINGTON RICHARD F & LISA M	Sunshine Landscaping - Jonathan Suggs			125.00	765	14000.00	0.00	0.00
ZFP24-000015	04/04/2024	8511 4TH AVE	811-61	L254 SEAHAVEN BEACH	BLIZZARD DAVID & SHELLY	Blizzard Construction Co., Inc. - Samuel A. Blizzard, Jr. & Samuel A. Blizz			125.00		300000.00	0.00	0.00
ZFP24-000013	04/08/2024	739 NEW RIVER INLET RD	775B-99	L16 WYNDY DUNES	THRONDSO RONALD &	Sun City Pools, Inc. - Sam T. Manoogian Jr. c/o Rod Willard			125.00		70237.00	0.00	0.00

ZFP23-000179	04/10/2024	213 SANDPIPER DR	779D-61	L2C B1 BAYVIEW REV	KENAN S REGINALD	- S. Reginald Kenan			125.00		5000.00	0.00	0.00
ZFP24-000057	04/11/2024	3611 ISLAND DR	814-12.1	L1 BA M F BOSTIC	BUFFKIN JAMES DEWEY III & BRANDI	Buffkin Construction Company, Inc. - James Dewey Buffkin, III & James Dewey			125.00		4000.00	0.00	0.00
ZFP24-000044	04/16/2024	2049 NEW RIVER INLET RD	778-1.1	SR 1568	TOWN OF NORTH TOPSAIL BEACH	TOWN OF NORTH TOPSAIL BEACH			0.00		5700.00	0.00	0.00
ZFP24-000055	04/16/2024	3304 GRAY ST	807-101	GRAY ST	TOWN OF NORTH TOPSAIL BEACH	WB Brawley Company - Randall A. Grubb, Jeffrey E. Thompson, & Mark W. Graml			125.00		5540305.95	0.00	0.00
ZFP24-000064	04/16/2024	4730 23RD AVE	763-1.4	TR1 T P INC	CHAMBERS RAYMOND WAYNE JR	Prestige Building Group LLC - Michael Sr J Howington			125.00		10200.00	0.00	0.00
ZFP24-000054	04/18/2024	3635 ISLAND DR	814-13.11	L2 TREASURE COVE DIV	CAPITAL ASSET PARAGON DEVELOPMENT LLC	Capital Asset Topsail Development, LLC - Christopher E Spivey			125.00		10000.00	0.00	0.00
ZFP24-000032	04/19/2024	100 OCEAN CLUB CT	775B-71	L16 OCEAN CLUB VILLAGE	HERNANDEZ ORLANDO TRUSTEE	Sunrise Pools, Inc. - Christian Villa			125.00		71022.59	0.00	0.00
ZFP23-000237	04/19/2024	1784 NEW RIVER INLET RD Units 1-3 and 5	779E-1	SHIP WATCH VILLAS T/H	SHIPWATCH VL TWH HOA	THS National, LLC - Brian Higgins c/o Michael Emery			125.00		280000.00	0.00	0.00
ZFP24-000050	04/22/2024	1239 NEW RIVER INLET RD	774G-40	L10 S3 OCEAN WYNDS	BAKAYSA MELISSA A & ALEXANDER R	Sun City Pools, Inc. - Sam T. Manoogian Jr, c/o Rod Willard			125.00		70936.00	0.00	0.00
ZFP24-000067	04/22/2024	2334 NEW RIVER INLET RD Unit 2	778C-34	L67 & L68A E1/2 S2 BA NORTH TOPSAIL SHORES	BLUEFOX HOLDINGS LLC	CAROLINA ODD JOBS INC - JONATHAN BYRD			125.00		6500.00	0.00	0.00
DVW24-000017	03/25/2024	138 + 140 SEA GULL LN	778C-169.30	L5 WILLIAM & KATIE SMITH	PACIFIC SOUTHWEST VENTURES LLC	Wellman's Construction, Inc. - David W Wellman			50.00		10000.00	0.00	0.00
DVW24-000018	03/25/2024	142 + 144 SEA GULL LN	778C-169.31	L6 WILLIAM & KATIE SMITH	PACIFIC SOUTHWEST VENTURES LLC	Wellman's Construction, Inc. - David W Wellman			50.00		10000.00	0.00	0.00
DVW24-000020	03/25/2024	146 + 148 SEA GULL LN	778C-169.32	L7 WILLIAM & KATIE SMITH	PACIFIC SOUTHWEST VENTURES LLC	Wellman's Construction, Inc. - David W Wellman			50.00		10000.00	0.00	0.00

DVW24-000021	03/25/2024	150 + 152 SEA GULL LN	778C-169.33	L8 WILLIAM & KATIE SMITH	PACIFIC SOUTHWEST VENTURES LLC	Wellman's Construction, Inc. - David W Wellman			50.00		10000.00	0.00	0.00
DVW24-000022	03/26/2024	1121 NEW RIVER INLET RD	774G-65	L12 OCEAN VIEW SHORES	KAMO RAMNIK & GARIMA	RG Properties, LLC - Ryan Gray			50.00		4122.00	0.00	0.00
DVW23-000055	03/28/2024	109 OLD VILLAGE LN	806-107	L9 S2 VILLAGE OF STUMP SOUND	ONSLOW BAY HOMES LLC	ONSLOW BAY HOMES, LLC - Marc D Hartley			50.00		12000.00	0.00	0.00
DVW24-000005	04/04/2024	8511 4TH AVE	811-61	L254 SEAHAVEN BEACH	BLIZZARD DAVID & SHELLY	Blizzard Construction Co., Inc. - Samuel A. Blizzard, Jr. & Samuel A. Blizz			50.00		5000.00	0.00	0.00
DVW24-000024	04/16/2024	3304 GRAY ST	807-101	GRAY ST	TOWN OF NORTH TOPSAIL BEACH	WB Brawley Company - Randall A. Grubb, Jeffrey E. Thompson, & Mark W. Graml			50.00		5540305.95	0.00	0.00
DVW22-000079	04/17/2024	221 PORTO VISTA DR	750A-8	L7 PORTOFINO	PATTISON JOHN ROBERT & KATHLEEN K	Dora J Development, LLC - Jason P Dorazio			50.00		5000.00	0.00	0.00
FNC24-000002	03/25/2024	611 OCEAN DR	808-9	L5 B16 OCEAN CITY	RAO BENJAMIN TODD	Carolina Coast Contracting Corp. - Jackie L James			50.00	749	3100.00	0.00	0.00

Town of North Topsail Beach



Service

Integrity

Police Department

Chief William K. Younginer

Department Report for March 1, 2024 - March 31, 2024

Arrests	
DUI	1
Felony - Possession of Cocaine	1
Felony – Possession of Meth	1
Intoxicated & Disruptive	1
Misdemeanor Child Abuse	1
Narcotics	3
Simple Assault	1
Traffic	36
Warrant	1

Calls For Service	
Alarm Calls	1
Cit / Mot / Ped Assists	41
Communicating Threats	1
Disturbance	7
Felony Larceny	1
Misc. Calls	17
Open Door	1
Property Damage	1
Suspicious Activity	9

Citations	
State Citations	35
Town Citations	5
Written Warnings	12

Assist Other Agencies	
E. M. S.	4
N.T.B. F.D.	6
O.C.S.	1
S.C.P.D.	2

Summary	
Total Calls for Service	138
Total Citations Issued	52
Total Reports	189
Total Security Checks	1490
Total Traffic Stops	121



North Topsail Beach Public Works Department

3315 Gray Street
North Topsail Beach, NC 28460

STAFF REPORT

Background

This year the week of May 19th thru 25th 2024 has been designated as “National Public Works Weeks”. National Public Works Week (or NPWW) became an education campaign in 1960. Rear Admiral Cushing Phillips, United States Navy (retired) and President of the Los Angeles Board of Public Works, chaired that campaign. Soon after, other special highlights of NPWW followed which included a United States Senate resolution affirming the first National Public Works Week in 1960, Presidential letters of acknowledgment from Dwight D. “Ike” Eisenhower and Lyndon B. Johnson. The first Presidential Proclamation was signed by John F. Kennedy in July 18th 1962. Since then, each year the **3rd full week in May** has been established by the American Public Works Association (or APWA) as **National Public Works Week**. Across North America, more than 32,000 members in the US and Canada use this week to energize and educate the public on the importance of public works to their communities’ daily lives: planning, building, managing, and operating at the heart of local communities to improve everyday quality of life.

Analysis

The Public Works industry operations plan, build, manage, and operate at the heart of local communities to improve the quality of life for those around them. For the Town of North Topsail Beach, Public Works Operations encompass are responsible for maintaining our town-maintained roads, sidewalks, facilities, and parks. Together with member agencies *ONWASA*, *JoEMC* and *Onslow County*, Public Works efforts to repair and renew the town after natural disasters and help to ensure matters that deal with safe buildings, mobility, clean water, proper drainage, running sewers and electricity are provided to everyone in their homes and businesses. The roles of individuals in Public Works include but are not limited to city/town managers, city engineers, public works directors, facility managers, civil engineers, land surveyors, utility workers, traffic signal and lighting technicians, maintenance workers, and many more. Recently, Public Works have been granted “First Responder” status as they have historically proven to provide the essential services that make the communities more vibrant, accessible, and sustainable. Truly Public Works advances the quality of life for all. This idea is reflected in 2024’s theme “**Advancing Quality of Life for All.**”

RECOMMENDATION

That the Mayor proclaim the week of May 19th to 25th 2024 as NATIONAL PUBLIC WORKS WEEK.

Attachments

Proclamation

Section VIII, Item C.

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



Alice Derian, ICMA-CM
Town Manager

Aldermen:
Richard Grant
Tom Leonard
Connie Pletl
Laura Olszewski

National Public Works Week Proclamation
May 19–25, 2024
“Advancing Quality of Life For All”

WHEREAS, Public Works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life, and well-being of the people of North Topsail Beach, North Carolina; and,

WHEREAS, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and

WHEREAS, it is in the public interest for the citizens, civic leaders, and children in the Town of North Topsail Beach, North Carolina to gain knowledge of and maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and

WHEREAS, the year 2024 marks the 64th annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Aldermen of the Town of North Topsail Beach do hereby designate the week May 19–25, 2024, as National Public Works Week and urges all citizens to join with representatives of the American Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and advancing quality of life for all.

Effective this the first day of May 2024.

Joann McDermon, Mayor



BOARD OF ALDERMEN
AGENDA ITEM
MAY 1, 2024

ISSUE: Budget Amendment 2023-24.11

PRESENTED BY: Caitlin Elliott, Finance Officer

DEPARTMENT: Public Building Department

Background: Fiscal year 23-24 budget, \$150,000 was allocated for the exterior renovation of the North End Fire Station. The fire chief has had a difficult time obtaining quotes for this project but recently was able to receive two that were over the budgeted amount. Some funds have been spent already on additional upgrades to the station, leaving the need for extra monies. We were able to pull unexpended funds from within the Fire Department to cover the difference. This amendment is to properly represent the funds required to complete this project.

Attachments: Budget Amendment 2023-24.11, bid from contractor

Recommendation: Approve Amendment as recommended

Action Needed: Yes

Suggested Motion: *"I, _____, make a motion to approve Budget Amendment 2023-24.11 as presented."*

Funds: 10

Follow Up: Finance Officer

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

FISCAL YEAR 2023-2024

AMENDMENT TO THE BUDGET ORDINANCE

BA 2023-24.11

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

Section 1: To amend the Public Building expenditures with increases as follows:

<u>DEPARTMENT NO:</u>	<u>ACCOUNT</u>	
500	CAPITAL OUTLAY	\$ 61,000.00
		Total Expenditures
		\$ 61,000.00

This amendment will result in an increase to the following departments:
PUBLIC BUILDINGS
 The purpose of this budget amendment is to appropriate funds for the exterior renovations of North End Fire Station.

Section 2: To amend the Fire Part-time salaries estimated expenditures with decreases as follows:

690	PART-TIME SALARIES	\$ 61,000.00
		Total Revenues
		\$ 61,000.00

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

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

Adopted this 1st day of May 2024.

Motion made by _____, 2nd by _____

VOTE: ___ FOR ___ AGAINST ___ ABSENT

 JOANN MCDERMON, MAYOR

 CAITLIN ELLIOTT, FINANCE OFFICER

ORIGINAL BUDGET	7/1/2023	\$ 7,591,075.78	
Budget Amendment 1 & 2	7/5/2023	\$ -	Fund 10 Dept to Dept Amendment
Budget Amendment 3	8/2/2023	\$ 100.00	
Budget Amendment 5	10/4/2023	\$ -	Fund 10 Dept to Dept Amendment
Budget Amendment 6	11/1/2023	\$ 1,020.00	
Budget Amendment 7	12/6/2023	\$ 2,550.00	
Budget Amendment 10	5/1/2024	\$ 1,525.00	
Budget Amendment 11	5/1/2024	\$ -	Fund 10 Dept to Dept Amendment
New Budget Ordinance for FY 23-24		\$ 7,596,270.78	



Fire Department > Fire Station Renovation

March 29, 2024

Submitted by:

MRM Construction LLC
1099 Gum Branch Rd.
Jacksonville, NC 28540
Business: 888-505-0216
Business: mrmconstruction.builders@gmail.com

Submitted to:

North Topsail Beach Fire Department
2049 New River Inlet Rd
North Topsail Beach, NC 28460

Project Information:

March 11, 2024
Fire Station Renovation

General Project Contents

Category	Qty	Type	Description
13 EXTERIOR DOORS	1	Pieces	Provide fiberglass frames for four exterior doors
13 EXTERIOR DOORS	1	Pieces	Provide 4 Special-Lite Fiberglass Doors with 2-Part Aliphatic Polyurethane Coating
13 EXTERIOR DOORS	1	Pieces	Provide all hardware in satin chrome finish and 1 inch thick impact rated glass in doors
13 EXTERIOR DOORS	1	Pieces	Install frames, doors, and hardware for four exterior doors

General Project Contents

Category	Qty	Type	Description
15 VINYL WINDOWS	7	Pieces	Provide picture windows (20 x 73), impact rated, new construction
19 SIDING AND AWNINGS	1	Pieces	Remove existing siding, egress doors, windows. Haul off debris.
19 SIDING AND AWNINGS	1	Pieces	Provide and install 26 gauge PBR panels, trim, and other building materials to install new metal siding on the building
19 SIDING AND AWNINGS	1	Pieces	Provide and install pressed metal gutters around building perimeter
24 HVAC	1	Pieces	Remove and re-set HVAC lines as necessary to facilitate re-siding of building
25 ELECTRICAL	1	Pieces	Remove and Re-set all electrical devices on side of building as needed
27 INSULATION	1	Pieces	Replace insulation on front and back walls of building

Sub-Total is: \$186,828.08

Total Project Base Bid is \$186,828.08

BOARD OF ALDERMEN
AGENDA ITEM
MAY 1, 2024

ISSUE: Budget Amendment 2023-24.10

PRESENTED BY: Caitlin Elliott, Finance Officer

DEPARTMENT: Police Department

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 has recently sold an ATV that was an asset obtained from the LESO program as described above. This amendment is to properly represent the funds of this sale and allocate it back to the Police Department.

Attachments: Budget Amendment 2023-24.10

Recommendation: Approve Amendment as recommended

Action Needed: Yes

Suggested Motion: *"I, _____, make a motion to approve Budget Amendment 2023-24.10 as presented."*

Funds: 10

Follow Up: Finance Officer

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

FISCAL YEAR 2023-2024

AMENDMENT TO THE BUDGET ORDINANCE

BA 2023-24.10

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

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

<u>DEPARTMENT NO:</u>	<u>ACCOUNT</u>		
510	LESO PROGRAM	\$	1,525.00
Total Expenditures			\$ 1,525.00

This amendment will result in an increase to the following departments:
POLICE
 The purpose of this budget amendment is to appropriate funds received for sale of an LESO surplus item.

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

382	SALE OF LESO ASSETS	\$	1,525.00
Total Revenues			\$ 1,525.00

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

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

Adopted this 1st day of May 2024.

Motion made by _____, 2nd by _____

VOTE: ___ FOR ___ AGAINST ___ ABSENT

 JOANN MCDERMON, MAYOR

 CAITLIN ELLIOTT, FINANCE OFFICER

ORIGINAL BUDGET	7/1/2023	\$	7,591,075.78	
Budget Amendment 1 & 2	7/5/2023	\$	-	Fund 10 Dept to Dept Amendment
Budget Amendment 3	8/2/2023	\$	100.00	
Budget Amendment 5	10/4/2023	\$	-	Fund 10 Dept to Dept Amendment
Budget Amendment 6	11/1/2023	\$	1,020.00	
Budget Amendment 7	12/6/2023	\$	2,550.00	
Budget Amendment 10	5/1/2024	\$	1,525.00	
New Budget Ordinance for FY 23-24		\$	7,596,270.78	

Board of Aldermen
Consent Agenda Item

Issue: MOTV Tax Refund
Department: Finance
Presented by: Caitlin Elliott, Finance Officer
Date: May 1, 2024

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

-	Scott M Abernathy	\$6.39
	Total:	\$6.39

Attachment(s): Onslow County MOTV Tax Reports

Recommendation: Approve refund as recommended

Action Needed: Yes

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

Funds: 10

Follow Up: Finance Officer

primary_owner	Address_1	Address_3	Refund_Type	Bill_Num
ABERNATHY, SCOTT MICHAEL	321 PIERPOINT DR	WILMINGTON, NC 28405	Proration	73172707

Refund_Description	Refund_Reason	RefundAmount
Refund Generated due to proration on Bill #0073172707-2022	Tag Surrender	(\$6.39)

Fixed Asset Disposal

Item Description: 2002 Ford RANGER P/u Date: 4-12-2024
 Acquisition cost: \$ 0 Book Value: \$ 4,000 To 6,000 CARFAX Price
 Date purchased: APPROX 2020 Department: _____

Real property name and parcel #: N/A

Vehicle tag and VIN: 1FTYR10D12PB39355

Reason for disposal: END LIFE CYCLE, SOME MAINTENANCE ISSUES

Additional information: THIS WAS A SURPLUS (GOV) VEHICLE

[Signature] 4-12-24 [Signature] 4/12/24
 Department head Date Town manager Date

 Governing body approval Date

Disposal method (circle one): Sale Trade Scrap Transfer

Gain/loss on disposal: \$ _____
 Sale amount: \$ _____ Scrap value: \$ _____

Buyer name and address: _____

Services received: _____

Fair market value: \$ _____

Trader name and address: _____

Department transferred to: _____

 Finance officer Date

Fixed Asset Disposal

Item Description: 2010 Ford Crown Victoria Date: 4-12-2024
Acquisition cost: \$ unk Book Value: \$ 3,000 on CARRY
Date purchased: unk Department: Police

Real property name and parcel #: N/A

Vehicle tag and VIN: 2FABP7BV7AX106430

Reason for disposal: END OF LIFE CYCLE

Additional information: _____

W. Youngner 4-12-24 [Signature] 4/12/24
Department head Date Town manager Date

Governing body approval Date

Disposal method (circle one): Sale Trade Scrap Transfer

Gain/loss on disposal: \$ _____

Sale amount: \$ _____ Scrap value: \$ _____

Buyer name and address: _____

Services received: _____

Fair market value: \$ _____

Trader name and address: _____

Department transferred to: _____

Finance officer Date

(rev. October 2023)

Fixed Asset Disposal

Item Description: 2019 DODGE CHARGER Date: 4-12-24
 Acquisition cost: \$ 27,000 Book Value: \$ 300⁰⁰ TO 1,000
 Date purchased: _____ Department: POLICE

Real property name and parcel #: N/A

Vehicle tag and VIN: 2C3CDXKTIKH647267

Reason for disposal: BLOWN MOTOR - Price to Fix Too Great

Additional information: _____

W Younger 4-12-24 Alvin Dem 4/12/24
 Department head Date Town manager Date

 Governing body approval Date

Disposal method (circle one): Sale Trade Scrap Transfer

Gain/loss on disposal: \$ _____
 Sale amount: \$ _____ Scrap value: \$ _____

Buyer name and address: _____

Services received: _____

Fair market value: \$ _____

Trader name and address: _____

Department transferred to: _____

 Finance officer Date



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	Consent
Item:	Agenda
Date:	05 01 2024

Planning Board Committee Report
Hanna McCloud, Chair

The North Topsail Beach Planning Board held a regular meeting on Thursday, April 04, 2024, at 6:00 PM.

Planning Director Hill introduced the APA Video Training: Managing the Meeting Presentation for Planning Officials and reviewed the document "Planner's Guide to Meeting Facilitation." The Planning Board watched the video and discussed meeting facilitation and management, Robert's Rules, and participation of the public. The Planning Board members completed and submitted an evaluation sheet.

The Planning Board meeting adjourned at 6:50 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

Agenda	Consent
Item:	Agenda
Date:	05 01 2024

Zoning Board of Adjustment Committee Report
Hanna McCloud, Chair

The Zoning Board of Adjustment held a special meeting to conduct an Evidentiary Hearing following quasi-judicial procedures on Wednesday, March 27, 2024, at 6:00 p.m. The purpose of this meeting was to hear and decide Case A24-000001 Appeal by Matthew Davis/Coastland Construction LLC to appeal Citation 23-00117 dated February 1, 2024, issued to owners of 114 North Permuda Wynd Drive, Philip & Kristen Buckley, through COASTLAND CONSTRUCTION LLC (contracted party) violated town ordinance §10.02.02 DEVELOPMENT INCONSISTENT WITH A PERMIT and assessed citation penalty § 10.07.02 REBUILDING OF DAMAGED DUNES.

Attorney Edes asked Vice Chair Dorazio if he felt based upon the circumstances that he could not be fair and impartial. Vice Chair Dorazio explained there was a conflict of interest since he was on the Village of Stump Sound ARC Board where the violation was enforced. **Ms. Kozlowski made a motion to recuse Mr. Dorazio. Mr. Morse seconded the motion. The motion passed unanimously, 4-0.**

Attorney Edes asked the applicants' attorney Mr. Stephen Coggins as to whether the appellant wished to proceed with only four members. Attorney Stephen Coggins with Roundtree Losee in Wilmington introduced himself and explained that he was specifically representing Phil and Kristen Buckley, the property owners to whom the citation for the penalty was issued. Mr. Coggins stated that they could not stipulate to only four members for purposes of the merits. He asked the Board to consider mediation. Mr. Coggins explained that mediation would require the Buckylys and the Town to agree to mediation, require each to designate someone with authority to represent them in the mediation, and mutually agree to a mediator. Mr. Coggins stated that they would stipulate to the four Board members making a decision regarding going into the voluntary mediation process.

Attorney Edes asked Attorney Coggins if he had any objections if the Board of Adjustment was inclined to move forward with mediation, designating two Board members to be present at the

mediation as decision makers, and if the mediation was not fruitful, then return and hear the appeal. Attorney Coggins replied, "No objections."

Ms. Kozlowski made a motion to have a continuance to and have mediation in between, continue it to April.

Attorney Edes recommended having one motion at a time.

Ms. Kozlowski revised the motion to continue to the next regularly scheduled meeting in April. Mr. Malcolm seconded the motion. The motion passed unanimously, 4-0.

Attorney Edes asked if the Board was inclined to pursue mediation in the interim.

Ms. Kozlowski made a motion to pursue mediation in the interim. Mr. Morse seconded the motion. The motion passed unanimously, 4-0.

Attorney Edes asked if the Board was inclined to designate no more than two members of the Board of Adjustment to attend the mediation. Mr. Malcolm explained that he would not be available at the end of April. Chair McCloud volunteered. Mr. Morse explained that April was a busy month for him. There was discussion. Attorney Edes recommended appointing people from the Board who were present at the meeting.

Mr. Morse made a motion to appoint Lisa (Kozlowski) and Hanna (McCloud) to the mediation. Mr. Malcolm seconded the motion. The motion passed unanimously, 4-0.

The Zoning Board of Adjustment meeting adjourned at 6:22 p.m.



**BUDGET ORDINANCE
FISCAL YEAR 2024-2025**

BE IT ORDAINED by the Governing Board of the Town of North Topsail Beach, North Carolina:

SECTION 1: The following amounts are hereby appropriated in the General Fund for the operation of the town government and its activities for the fiscal year beginning July 1, 2024, and ending June 30, 2025, in accordance with the chart of accounts heretofore established for this Town:

GOVERNING BODY	\$ 334,304
ADMINISTRATION	916,677
IT	227,562
PLANNING & ZONING	240,218
BUILDING INSPECTIONS	261,469
PUBLIC BUILDINGS & GROUNDS	440,500
INSURANCE	290,666
POLICE SEPARATION ALLOWANCE	17,125
POLICE DEPARTMENT	1,509,196
PUBLIC WORKS	472,206
PUBLIC STREETS	300,500
SANITATION COLLECTIONS	528,888
RECREATION	267,200
FIRE DEPARTMENT	1,763,013
COMMITTEES	2,000
CONTINGENCY	<u>325,625</u>
TOTAL APPROPRIATIONS	\$ 7,897,150

SECTION 2: It is estimated that the following revenues will be available in the General Fund for the fiscal year July 1, 2024, and ending June 30, 2025:

STATE	\$ 2,528,140
TOWN	314,925
PROPERTY TAX	4,290,197
REFUSE	528,888
INTEREST	200,000
POWELL BILL	<u>35,000</u>
TOTAL REVENUES	\$7,897,150

SECTION 3: The following amounts are hereby appropriated in the Capital Improvements Fund for the fiscal year beginning July 1, 2024, and ending June 30, 2025, in accordance with the chart of accounts heretofore established for this Town:

FIRE TRUCK	\$ 160,084
PUBLIC WORKS BUILDING PROJECT	20,000
FUTURE CAPITAL IMPROVEMENTS	827,112
TRANSFERS	<u>584,395</u>
TOTAL APPROPRIATIONS	\$ 1,591,591

SECTION 4: It is estimated that the following revenues will be available in the Capital Improvements Fund for the fiscal year July 1, 2024, and ending June 30, 2025:

PROPERTY TAX	\$ 1,120,591
ONslow COUNTY FIRE TAX	<u>471,000</u>
TOTAL REVENUES	\$ 1,591,591

SECTION 5: The following amounts are hereby appropriated in the Shoreline Protection Fund for the coastal protection and operation of current and future beach nourishment projects for the fiscal year beginning July 1, 2024, and ending June 30, 2025, in accordance with the chart of accounts heretofore established for this Town:

BEACH – GENERAL MAINTENANCE	\$ 287,000
NRI MANAGEMENT MASTER PLAN	280,000
CONTRACTS, PLANS & SPECS	20,000
SANDBAG REPAIR PROJECT	200,000
VITEX	227,640
2022B SOB PAYMENT	1,957,643
30 YEAR BEACH PLAN	275,000
FUTURE PROJECT FUNDS	<u>1,239,161</u>
TOTAL APPROPRIATIONS	\$ 4,486,444

SECTION 6: It is estimated that the following revenues will be available in the Shoreline Protection Fund for the fiscal year July 1, 2024, and ending June 30, 2025:

ACCOMODATION TAX	\$ 1,732,500
PROPERTY TAX	1,600,845
INTEREST	50,000
OTHER REVENUES	361,375
STATE	<u>741,724</u>
TOTAL REVENUES	\$ 4,486,444

SECTION 7: There is hereby levied a tax at the rate of forty-three cents (\$0.43) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2024. This tax will be distributed among the Town funds as follows:

GENERAL FUND	\$0.26
CAPITAL IMPROVEMENTS FUND	\$0.07
SHORELINE PROTECTION FUND	\$0.10

This tax rate is based on an estimated total valuation of property for the purpose of taxation of \$1,685,100,000 and an estimated rate of collection of 95.0% percent.

SECTION 8: The Board of Aldermen adopted in March of 2022 the Beach Maintenance, Capital Project Ordinance. This capital project is for a FEMA funded beach nourishment project. This project is being financed by appropriations of Federal and State funds as well as town funds. This project was amended in March of 2023 to extend the project an additional 2.5 miles, making the southmost 6.5 miles of our beach a FEMA Category G Engineered Beach. This amendment to the project is being funded by grant monies awarded by North Carolina Department of Environmental Quality. Per NC G.S.159-13.2(f) please be aware that this project will continue to have appropriations available for expenditure during the budget year.

SECTION 9: The Board of Aldermen adopted in February of 2024 the Fire Station No. 2, Capital Project Ordinance. This capital project consists of the demolition of the previous south end fire station and the construction of a new fire station situated on the same property. This project is being financed by debt issuance as well as town funds. Per NC G.S.159-13.2(f) please be aware that this project will have appropriations available for expenditure during the budget year.

SECTION 10: The Town Manager and Finance Officer are hereby authorized to transfer appropriations as contained herein under the following conditions:

(A) Town Manager or Finance Officer may transfer amounts between line-item expenditures within a department without limitation and without a report being required.

(B) Town Manager may transfer amounts up to \$500 between functional areas, within the same fund. He/she must make an official report on such transfers at the next regular meeting of the Governing Board.

(C) Town Manager or Finance Officer may not transfer any amounts between funds, except as approved by the Governing Board in the budget ordinance as amended.

(D) Contracts in excess of \$40,000 shall first be approved by Board of Aldermen. The Town Manager has authority for execution under that amount, the item must be budgeted and contain Finance Officer authorization(s).

SECTION 11: The attached Schedule of Fees is hereby adopted for the fiscal year beginning July 1, 2024 and ending June 30, 2025. All references to these fees in the Town Code of Ordinances are amended to reflect these schedules and fees as appropriate. These fees may be amended during the fiscal year by Board action.

SECTION 12: Copies of the budget ordinance shall be furnished to the Town Clerk, Town Manager and Finance Officer to be kept on file by them for their direction in the disbursement of funds.

ADOPTED THIS 1ST DAY OF MAY 2024.

Joann McDermon
Mayor

Attest:

K. Winzler
Deputy Town Clerk



Fiscal Year 2024 - 2025
Fee Schedule

GENERAL FEES

Fees effective 7/1/2024

Taxes

Property Tax	\$0.43 cents per \$100 valuation total tax
Accommodations Tax	3%*
Late Fees and Penalties for Accommodations Tax	\$10.00 per day for each days omission; 5% penalty for any person refusing to file return or pay tax for 30 day period or fraction thereof until tax is paid*

Administrative

Copies (per page)	\$0.10 Black/White \$0.60 Color
Notary Fee (Town Business Only)	No charge
Returned Checks	\$25.00 Per Check

Rental Fees

Park Shelter & Gazebo	\$50 each
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Solid Waste Fees

Solid Waste Fees - Vacant Lot	\$25 per year
Solid Waste Fees Dwelling	\$226.16 Annual / Monthly Rate \$18.85
Cart Fee - Recycling (additional or replacement)	\$80 per cart
Late Fee	\$25.00 per month
Fee for leaving cart out after 10:00 AM on the day following collection	\$50.00 per occurrence

Other Fees

Replacement Hurricane Re-Entry Pass	\$25.00 Per Pass
Golf Cart Registration	\$20 per year
Special Event Permit Application	\$25 per application

POLICE FEES

Fees effective 7/1/2024

Police

Civil Citations	\$50.00 - \$500.00
Failure to Pick up Dog Waste	\$100.00
False Alarms	First False Alarm \$100.00 Second False Alarm \$200.00 Third & Subsequent False Alarms \$500.00 each
Finger Printing	\$20.00, with up to two copies of prints provided
Illegal Burning	\$250.00 per occurrence
Illegal Dumping	\$500.00 per occurrence
Late Fees - Town Citations	\$25.00
Leash Law	\$100.00
Noise Violation	Warning; \$100.00; \$250.00; \$500.00
Parking Tickets	\$50.00
Sand Dune Violations	\$500.00 per occurrence
Nuisance Trash	\$50.00 per day plus clean up rate
Nuisance Clean up - Hourly Rate, Personnel	\$20.00 per person per hour
Nuisance Clean up - Hourly Rate, Equipment	Loader - \$90.00 per hour; Pick-up Truck - \$30.00 per hour; John Deere - \$50.00 per hour

Off Duty Officers & Vehicles

Services of Off Duty Officer	\$40.00 per hour per Officer
Services of Accompanying Vehicle	\$75.00 per vehicle assigned
Cancellation Fee	\$60.00

PLANNING & ZONING FEES

Fees effective 7/1/2024

Development

Floodplain Development Permit Fee	\$50.00
Zoning Permit Fee(unless otherwise listed)	\$75.00
Special Requirement Site Plans (includes CUP fee)	\$750.00
Commercial Site Plan Review (includes CUP fee)	\$750.00
NTB Driveway Permit (NCDOT separate fee)	\$50.00
Telecommunications Facility - Co-location	\$400.00
Telecommunications Facility - New	\$2,000.00
Accessory Structures	\$50.00

Quasi-Judicial Public Hearings*

Variance Request	\$350.00
Appeals	\$350.00
Conditional Use Permit/Special Use Permit	\$350.00

Legislative Hearings

Map Amendment (Rezone)	\$500.00
Text Amendment	\$500.00

Other Fees

Civil Citations: § 10.07.02 Rebuilding of Damaged Dunes	First & Subsequent Offenses \$10,000.00
Civil Citations: § 10.07.06 Wetland Protection	First & Subsequent Offenses \$10,000.00
Home Occupation Permit	\$50.00
Land Disturbance	\$50.00
Signs	\$50.00
Zoning Letter of Compliance	\$100.00
Mobile Food Vendor - ANNUAL	\$500.00
Mobile Food Vendor - Special Event	\$100.00
Pushcart - ANNUAL	\$75.00
Pushcart - Special Event	\$25.00
Re-Inspections	\$75.00 for 1st Re-Inspection; \$100 for 2nd Re-Inspection and \$100 for all other additional Re-Inspections (Applied if Inspection NOT READY or FAILS)
Work Done without Permit	Double permit fee + \$200 fine
Failure to get final inspection prior to expiration of permit	\$100.00

Major Subdivision/Planned Unit Developments

Sketch, Preliminary and Final	\$300/\$300/\$150
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Minor Subdivision

Sketch & Final	\$200/\$200
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Exemptions (Review Required)	\$50.00
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Code Enforcement

Civil Citations	First Offense \$50.00 Second Offense \$100.00 Third & Subsequent Offenses \$200.00 each
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*** Applicant is responsible for all transcript expenses. In addition to the fee, a \$150 deposit for transcript is required. 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.**

INSPECTIONS

Fees effective 7/1/2024

Residential New Construction

Building	\$500 1 st 1,000 sq ft & \$0.25 per sq ft over
Electrical	Additional T-Pole Fee of \$70.00
Plumbing	Included
Mechanical	Included
Insulation	Included

Multi-Unit Residential New Construction

Building	\$500 1 st 1,000 sq ft & \$0.25 per sq ft over
Electrical	Additional T-Pole Fee of \$70.00
Plumbing	Included
Mechanical	Included
Insulation	Included
Homeowner Recovery Fee	\$10.00 per unit

Commercial New Construction*

Building	20 cent per sq ft
Electrical	8 cent per sq ft
Plumbing	8 cent per sq ft
Mechanical	8 cent per sq ft
Insulation	8 cent per sq ft

*\$70 minimum permit fee

All Fees based on Cost of Construction can be substantiated as stated in Section 143-151.8 of NC General Statutes at discretion of Inspections Department

Commercial Renovations & Repairs*

Building	\$5 per \$1000 cost of construction
Electrical	\$3 per \$1000 cost of construction
Plumbing	\$3 per \$1000 cost of construction
Mechanical	\$3 per \$1000 cost of construction
Insulation	\$3 per \$1000 cost of construction

*\$70 minimum permit fee

Residential Renovations & Repairs**

Building Addition & Accessory or Alteration	\$70.00 plus trades
Electrical Addition & Accessory	\$70 per trade
Plumbing Addition & Accessory	\$70 per trade
Mechanical Addition & Accessory	\$70 per trade
Insulation	\$70 per trade
Gas Fuel Piping	\$70 per trade

**Duplex with separate owners requires two permits.

Mobile Homes

Single Wide	Treat like new construction
Double Wide	Treat like new construction
Triple Wide	Treat like new construction
Modular Home	Treat like new construction
Service Pole	\$70.00 Pole Fee
Electrical Service Upgrade Change Meter Base/Service Panel	\$70.00 per 200 amp
Temporary Power Extension Permit (Permits expire 30 days from issue date.)	\$25.00
House Moving	\$60 Permit plus posting of \$1000 Bond or \$1000 Cashiers Check plus \$50 per hour per officer for traffic control (check will be refunded within 30 days of completion of project and inspections less any damages incurred)
Home Owners Recovery Fee	\$10.00

RV Sites/Campgrounds

Electric	\$75.00
Plumbing	\$75.00

Various Inspection Types

Swimming Pool (Residential)	\$100.00 plus Zoning and Electrical (\$305.00)
Swimming Pool (Commerical)	\$150.00 plus Zoning, Electrical and Plumbing (\$432.50)
Canopy/Awning/Hurricane Shutters	\$70.00
Building Sprinkler (Residential - 1)	\$70.00
Building Sprinkler (Commercial - 2)	\$100.00
Yard Sprinklers	\$70.00
Fire/ Burglar Alarm System	\$70.00
Elevator (Commerical & Residential)	\$100.00 plus Zoning and Electrical (\$305)
Docks, Bulkheads and Retaining Walls	\$70.00 + Zoning
Boat Lift	\$70.00 + Trade
Dumbwaiter	\$70.00 Plus Zoning and Trade
Signs	\$70.00

FIRE FEES

Fees effective 7/1/2024

Fire

ALE Compliance	\$75.00
Sprinkler System - Up fit Only	\$75.00
Fire Alarm System - Up fit	\$75.00
Tent Inspection	\$75.00
Fire Flow Test	\$75.00
Standpipe Test Per Riser	\$75.00

Other Fees

Unauthorized Burning	\$250.00
Key Holder Failure to Respond on Fire Alarm	\$150.00

Alarm System Fees

Alarm Reconnection	\$75.00
Fire Alarm / Sprinkler System	\$85.00
Foster Home Inspection	No Charge

Definitions of Life Safety Violations

(Violation of any of the following code requirements renders a citation action)

1. **Blocked Exit** - \$200.00 – Any obstruction in the required width of means of egress. (A means of egress is the continuous and unobstructed path of vertical and horizontal egress travel from any point in a building or structure to a public way, consisting of three separate and distinct parts: the exit access, the exit, and the exit discharge.)
2. **Fire Alarm System Inspection/Maintenance** - \$ 150.00 – Failure to have the required annual maintenance test conducted of all the fire suppression system(s) , all deficiencies corrected, and to have required documentation of test(s) available to the fire code official on site.
3. **Emergency Lighting Inspection/Maintenance** - \$75.00 Failure to provide documentation and/or to conduct the required emergency lighting tests set forth in Section 604.6 of the NC Fire Code.
4. **Fire Extinguisher Inspection/Maintenance** - \$75.00 Failure to properly maintain and service required portable fire extinguishers.
5. **Use of Non-Approved Heating Appliances** - \$75.00 the use of non-listed heating appliances and/or use in an unapproved manner or location.

PARKING FEES

Fees effective 7/1/2024

Standard Lots

Hourly	\$5.00
Daily	\$25.00
Weekly	\$100.00
Annual (Calendar Year) - 1 Vehicle	\$150.00
Annual (Calendar Year) - 2 Vehicles	\$250.00

4x4 Area

Daily	\$25.00
After 3 pm	\$10.00
Weekly	\$100.00
Annual (Calendar Year) - 1 Vehicle	\$150.00
Annual (Calendar Year) - 2 Vehicles	\$250.00

Enforcement / Violation Fees

Same Day Violation Payment	\$25.00
Standard Violation Payment	\$50.00
Late Penalty	Additional \$25.00 for payments not received within 30 days of violation. After 60 days, will be forwarded to collection agency.

TISPC

Washington, DC Legislative Visit



NTB Participants

- Alderman Tom Leonard
- Manager Alice Derian

April 15-17, 2024

Trip Objectives

- Secure Senate Support for NTB CBRA Bill Passage
 - House Resolution 2437 & Companion Legislation
- Continue Efforts with Congressional Staffs on HR-2437 for Passage and Support
- Continued USACE Funding for Dredging of New River and New Topsail Inlets
- Use of Sand from USACE AIWW Disposal Areas for Beach Projects (DA-143)
- Improve FEMA Island Wide Disaster Recovery Coordination

Meeting Schedule

- Monday, April 15
 - TISPC In-briefing with The Ferguson Group
 - FEMA Region 4
 - Agreed to one Topsail Island PDMG Per Future Storm Event
 - Mr. Doug Levine, House Committee on Natural Resources Subcommittee on Water, Wildlife and Fisheries
 - HR-2437 Next Steps
 - CBO Scoring Process and Timeline
 - » Agreed to Follow-up and Monitor Progress

Meeting Schedule

- Tuesday, April 16
 - Senator Ted Budd and Staff
 - Requested and Secured Support for HR-2437 (NTB CBRA Bill) and Follow-on Legislation
 - Congressman David Rouzer and Staff
 - Appreciation for HR-2437 Co-sponsorship and Continued Support

Meeting Schedule

- Tuesday, April 16 – Continued
 - Congressman Murphy and Legislative Assistant Ray Celeste
 - Continued Support and Assistance HR-2437
 - NTB Visit by Representative from U.S. Fish and Wildlife Service
 - USFWS Testified in Opposition of HB-2437.
 - Formal Request by Congressman Murphy that USFWS Visit NTB to Better Understand our CBRA Situation
 - Senator Thom Tillis Key Staff
 - Requested and Secured Support for HR-2437 and Follow-on Legislation

Meeting Schedule

- Wednesday, April 17
 - U.S. Army Corps of Engineers
 - Town of Surf City Federal Project Start Date
 - No Confirmation
 - North Topsail Beach Future Use of DA-143 for Projects
 - USACE Agreed No Further Study Required
 - USACE to Coordinate Same with Wilmington District
 - Continued Dredging Funds for New River and New Topsail Inlets and Connecting Channels

H.R. 2437

- Introduced by Congressman Murphy, March 30, 2023
- Co-sponsored by Congressman Rouzer
- Referred to the House Committee on Natural Resources, March 30, 2023
- Water, Wildlife and Fisheries Subcommittee Hearing September 28, 2023
- Passed Full Committee, November 15, 2023

What's Next?

- CBO Scoring
 - Currently Underway
- House Floor
 - Most Likely Part of Larger CBRA Bill
- Companion Senate Bill

How Can I Help?

- Write to Senators Budd and Tillis
- Write to Members of Congress
- Out of State Property Owners
 - Ask Your Representatives to please support H.R. 2437

Questions?



POLICY
TOWN HALL MEETING ROOM
TOWN OF NORTH TOPSAIL BEACH

Listed below are the policies and regulations governing use of the North Topsail Beach Meeting Room. These policies and regulations are applicable in all situations as described. However, the primary purpose of the meeting room is for the meetings, scheduled and unscheduled, of the North Topsail Beach Board of Aldermen, the departmental functions of the Town and other governmental agencies. The right is reserved to utilize the room at any time by the Town of North Topsail Beach Board of Aldermen, staff, or any other board or commission of the Town. This authority of reservation supersedes all other reservations. Any deviation of this policy shall have the prior approval of the Town Manager.

1. The meeting room is available to the general public or a non-profit organization for meetings or functions deemed appropriate by the Town Manager or his designee. The room is available on a daily basis from 8:00 a.m. until 11:00 p.m. Reservations for the room shall be arranged on a first come, first served basis.
2. In order to reserve the meeting room, the applicant must be at least 18 years of age. The individual completing the application for use of the meeting room shall be the designated person to be responsible for the event.
3. All requests for reservations of the room shall be made at least seven (7) working days in advance of the function unless authorized by the Town Manager prior to seven days. All requests must be submitted on the reservation form. The fee is \$50.00 per day. There is a \$25.00 charge for all returned checks.
4. For cancellations, full refund of rental fee will be made, if requested at least three (3) days prior to the event. If requested less than the three days prior to the event or meeting, a 20% administrative charge shall be retained.
5. Meetings and other activities held in the meeting room cannot disrupt the operations of other offices located in the Municipal Complex. The person or organization reserving the room shall be responsible for leaving the room in proper order and shall be responsible for any damage to Town property. The organization or persons reserving the room are responsible for obtaining any audio-visual equipment, supplemental equipment or furniture that may be needed. The Town does not furnish any such facilities or the use of telephones, office facilities, such as secretarial assistance, paper, notepads, etc.
6. The Meeting Room will hold 100 persons. This capacity may not be exceeded under any circumstances. Smoking is prohibited anywhere in the Meeting Room, hallway or restrooms. Alcohol is also prohibited. No decorations or materials may be attached to the walls, tables or chairs of the Meeting Room.

Town of North Topsail Beach



**APPLICATION FORM FOR RESERVATION OF NORTH TOPSAIL BEACH
TOWN HALL MEETING ROOM**

Please review the attached POLICY carefully prior to completion of this application.

Date Reservation made: _____

Name: _____

Organization: _____

Home Phone Number: _____ Work/Cell Number: _____

Describe the event to be held in the Meeting Room: _____

Date Requested: _____ Time Requested: _____

Number of People: _____

I understand that, as applicant for the event so requested in the Town Hall Meeting Room, I agree to abide by the attached POLICY.

Signature and Date

Town Hall Information	
<input type="checkbox"/> Fee Paid	Amount \$ _____ Receipt Number _____
Approved by: _____	

Rev. 1/29/2013

PROPOSED CHANGES IN RED
POLICY
TOWN HALL MEETING ROOM
TOWN OF NORTH TOPSAIL BEACH

Listed below are the policies and regulations governing use of the North Topsail Beach Meeting Room. These policies and regulations are applicable in all situations as described. However, the primary purpose of the meeting room is for the meetings, scheduled and unscheduled, of the North Topsail B e a c h Board of Aldermen, the departmental functions of the Town and other governmental agencies. The right is reserved to utilize the room at any time by the Town of North Topsail Beach Board of Aldermen, staff, or any other board or commission of the Town. This authority of reservation supersedes all other reservations. Any deviation of this policy shall have the prior approval of the Town Manager.

1. The meeting room is available to the general public or a non-profit organization for meetings or functions deemed appropriate by the Town Manager ~~or his designee~~ **Mayor**. The room is available on a daily basis from 8:00 a.m. until ~~11~~**8**:00 p.m. Reservations for the room shall be arranged on a first come, first served basis.
2. In order to reserve the meeting room, the applicant must be at least ~~18~~ **21** years of age. The individual completing the application for use of the meeting room shall be ~~the designated person to be responsible for the event~~ **a resident of North Topsail Beach**.
3. All requests for reservations of the room shall be made at least seven (7) working days in advance of the function unless authorized b y the Town Manager prior to seven days. All r e q u e s t s must b e submitted o n the reservation form. The fee is \$50.00 per ~~day meeting~~. ~~There is a \$25.00 charge for all returned checks~~.
4. For cancellations, full refund of rental fee will be made, if requested at least three (3) days prior to the event. If requested less than the three days prior to the event or meeting, a 20% administrative charge shall be retained.
5. Meetings and other activities held in the meeting room cannot disrupt the operations of other offices located in the Municipal Complex. The person or organization reserving the room shall be responsible for leaving the room in proper order and shall be responsible for any damage to Town property. ~~The organization or persons reserving the room are responsible for obtaining any audio-visual equipment, supplemental equipment or furniture that may be needed~~. The Town does not furnish any ~~such facilities or the use of telephones, office facilities, such as secretarial assistance, paper, notepads, etc~~ **equipment, supplies or staff**.

6. The Meeting Room will hold **a max of 100** persons. This capacity may not be exceeded under any circumstances. Smoking is prohibited ~~anywhere in the Meeting Room, hallway or restrooms~~ **in all Town facilities**. Alcohol is also prohibited. No decorations. ~~or materials may be attached to the walls, tables or chairs of the Meeting Room~~ **The room is rented for meetings only. No social events are permitted.**

PROPOSED CHANGES IN RED

**APPLICATION FORM FOR RESERVATION OF NORTH TOPSAIL BEACH
TOWN HALL MEETING ROOM**

Please review the attached POLICY carefully prior to completion of this application.

Date Reservation made: _____

Name **of North Topsail Beach resident:** _____

Organization: _____

Home Phone Number: _____

Work/Cell Number: _____

Describe the event to be held in the meeting room: (**ex. HOA Meeting, AA Meeting**)

Date Requested: _____

Time Requested: _____

Approximate Number of people: _____

Recurring date and time: _____

I understand that, as applicant for the event so requested in the Town Hall Meeting Room,
I agree to abide by the attached POLICY.

Signature and Date

Town Hall Information

\$50 per meeting

Fee Paid

Amount \$ _____

Receipt Number _____

Approved By: _____

TOWN OF NORTH TOPSAIL BEACH
POLICIES AND PROCEDURES FOR APPOINTMENTS TO TOWN BOARDS,
COMMISSIONS, COMMITTEES, AND AUTHORITIES
Revised: May 1, 2024

SECTION 1. THE POLICY POLICIES OF NORTH TOPSAIL BEACH GOVERNING APPOINTMENTS TO THE VARIOUS BOARDS, COMMISSIONS, COMMITTEES, OR AUTHORITIES IS AS FOLLOWS:

A. Any ~~resident~~ Resident of North Topsail Beach who is registered to vote in Onslow County is eligible to serve on the appointed boards, commissions, committees, or authorities of the Town, where such appointment is not prohibited by state statute or North Topsail Beach policy.

~~**B.** No applicant will be considered for appointment to a board, commission, committee, or authority where he or she has an immediate family member employed by such agency or department.~~

~~**CB.** All appointments will be made by the Board of Aldermen~~ according to the Appointments Statute or Ordinance that created that board, commission, committee, or authority.

~~**DC.** It is desired that the membership of each board, committee, commission, or authority be comprised of different groups of citizens. At no time will an individual citizen serve simultaneously on more than two boards, committees, commissions or authorities.~~

~~No resident of North Topsail Beach may serve in more than two appointed positions of North Topsail Beach government, although the preference is only to serve on one, unless exempted by nature of the position he or she may hold in governmental service.~~

ED. Unless otherwise stated by Statute or Charter, all terms of office (member or alternate) shall be three years. No appointees (member or alternate) may serve more than two consecutive terms. This policy may be waived if the ~~Town~~ Board of Aldermen determines that the ~~individuals~~ individual's reappointment would not be detrimental to the functioning of that board, commission, committee, or authority, and is in the best interests of the town.

FE. Regular attendance by all members is essential for the proper functioning of each board, committee, commission, or authority. Whenever any appointee shall incur three absences over a 12-month period, said appointee's failure to attend shall be reported by the presiding individual of the respective board, committee, commission, or authority to the Town ~~Board of Aldermen~~ Clerk. Such absences on the part of any appointee may, at the ~~discretion~~ election of the ~~Town~~ Board of Aldermen, be deemed to constitute resignation on the part of the appointee from such board, committee, commission, or authority. Unless otherwise prohibited by law, any Town Board of Aldermen appointee may be removed, without cause, by a two-thirds majority of Town Board of Aldermen.

GF. Upon resignation or removal, the ~~Town~~ Board of Aldermen may select a replacement from the applications of persons who applied within the last 12 months for ~~the last vacancy on~~ such board, committee, commission, or authority, without further notice, advertisement, or action by ~~the Town~~ Board of Aldermen, or may choose to advertise for applications to fill the vacancy.

HG. Each appointee (member or alternate) must uphold Town policies and ethics pertaining to the board, committee, commission, or authority on which he/she serves.

H. If ~~a board member~~ an appointee believes he/she has a conflict or potential conflict of interest on a particular case or issue, that member should state this belief to the other members of his/her respective board during ~~the~~ public meeting pertaining to that specific case or issue. The member should state the nature of the conflict, detailing that he/she has a separate, private or monetary interest, either direct or indirect, in the issue under consideration. The member should then recuse himself/herself from participating in the case or issue to including excusing himself/herself from voting on the matter.

JH. An appointee will not be considered for any employment vacancy in the Town agency or department he/she is serving, until said appointee resigns his/her seat on the board, committee, commission, or authority, at least thirty (30) days before being considered for the vacancy. Should the appointee not be selected to fill the vacancy, he/she will not be eligible for reappointment to the board, committee, commission, or authority for six (6) months.

KI. Each ~~Town~~ Board of Aldermen member will have available to him/~~or~~her/they a binder or online folder containing a list of all Town appointments with the following data provided:

1. Name of ~~each~~ board, commission, committee, or authority.
2. Brief on the functions of each board, commission, committee, or authority.
3. Statute or cause creating ~~each~~ board, commission, committee, or authority.
4. Number of members, alternates, and terms of office.
5. Current members and alternates, addresses, telephone numbers, terms of office, numbers of terms served, and expiration dates.
6. Regular meeting day, time, and location.

SECTION 2. PROCEDURES FOR ~~FILLING VACANCIES FOR APPOINTMENTS: ED~~ POSITIONS:

A. Notification of Available Appointments

1. A list of available positions and a deadline for receiving applications will be published on the Town Web page, the Town Facebook page, and to the Town's Sunshine List 45 days prior to the term expiration date with directions for online application. Application deadline will be seven (7) days prior to the term expiration date. This duty will be carried out by the Town Clerk.
2. Forty-five (45) days prior to the terms expiring, the Town Clerk will mail/email a notice to each person who is eligible for reappointment, informing s/he that if they wish to be considered for reappointment, they should please complete an updated application within at least 7 days ~~of before~~ their term expiration date. If an individual is not eligible for reappointment, he or she will be notified and given the reason for being ineligible.
3. If, because of policy or otherwise, an individual is not reappointed, he or she will be presented with a Certificate of Appreciation for service signed by the Mayor.

B. Selection Process

1. All online applications for a particular position will be returned to the Town Clerk. The Clerk will check each for eligibility i.e. registered to vote in Onslow Co.
2. All applications will be forwarded to the ~~Town~~ Board of Aldermen for board member consideration with those who are ineligible noted and the reasons for ineligibility given.
3. The Town Clerk shall place on the agenda the "Appointments" for action at the next meeting of the ~~Town~~ Board of Aldermen.

4. Appointment will be made by written vote of the Aldermen with a simple majority necessary for appointment. Each appointment/vacancy will be voted individually.

C. Notification of Appointment

The Town Clerk shall prepare a letter of notification to the appointee and a copy to the Chair of the affected board, commission, committee, or authority notifying each of the appointment.

D. Applications

1. All applications received shall be retained for 12 months and then electronically deleted or physically shredded. Applications shall be kept on file for all active appointees. All of the above data shall be maintained by the Town Clerk for use by the Town Board of Aldermen.

As amended and adopted:

TOWN OF NORTH TOPSAIL BEACH
POLICIES AND PROCEDURES FOR APPOINTMENTS TO TOWN BOARDS,
COMMISSIONS, COMMITTEES, AND AUTHORITIES
Revised: May 1, 2024

SECTION 1. POLICIES OF NORTH TOPSAIL BEACH GOVERNING APPOINTMENTS:

- A.** Any Resident of North Topsail Beach who is registered to vote in Onslow County is eligible to serve on the appointed boards, commissions, committees, or authorities of the Town, where such appointment is not prohibited by state statute or North Topsail Beach policy.
- B.** All appointments will be made by the Board of Aldermen according to the Appointments Statute or Ordinance that created that board, commission, committee, or authority.
- C.** It is desired that the membership of each board, committee, commission, or authority be comprised of different groups of citizens. At no time will an individual citizen serve simultaneously on more than two boards, committees, commissions or authorities.
- D.** Unless otherwise stated by Statute or Charter, all terms of office (member or alternate) shall be three years. No appointees (member or alternate) may serve more than two consecutive terms. This policy may be waived if the Board of Aldermen determines that the individual's reappointment would not be detrimental to the functioning of that board, commission, committee, or authority, and is in the best interests of the town.
- E.** Regular attendance by all members is essential for the proper functioning of each board, committee, commission, or authority. Whenever any appointee shall incur three absences over a 12-month period, said appointee's failure to attend shall be reported by the presiding individual of the respective board, committee, commission, or authority to the Town Clerk. Such absences on the part of any appointee may, at the discretion of the Board of Aldermen, be deemed to constitute resignation on the part of the appointee from such board, committee, commission, or authority. Unless otherwise prohibited by law, any Town Board of Aldermen appointee may be removed, without cause, by a two-thirds majority of Town Board of Aldermen.
- F.** Upon resignation or removal, the Board of Aldermen may select a replacement from the applications of persons who applied within the last 12 months for such board, committee, commission, or authority, without further notice, advertisement, or action by the Board of Aldermen, or may choose to advertise for applications to fill the vacancy.
- G.** Each appointee (member or alternate) must uphold Town policies and ethics pertaining to the board, committee, commission, or authority on which he/she serves.
- H.** If an appointee believes he/she has a conflict or potential conflict of interest on a particular case or issue, that member should state this belief to the other members of his/her respective board during the public meeting pertaining to that specific case or issue. The member should state the nature of the conflict, detailing that he/she has a separate, private or monetary interest, either direct or indirect, in the issue under consideration. The member should then recuse himself/herself from participating in the case or issue to including excusing himself/herself from voting on the matter.

H. An appointee will not be considered for any employment vacancy in the Town until said appointee resigns his/her seat on the board, committee, commission, or authority, at least thirty (30) days before being considered for the vacancy. Should the appointee not be selected to fill the vacancy, he/she will not be eligible for reappointment to the board, committee, commission, or authority for six (6) months.

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1. Name of each board, commission, committee, or authority.
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3. If, because of policy or otherwise, an individual is not reappointed, he or she will be presented with a Certificate of Appreciation for service signed by the Mayor.

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1. All applications received shall be retained for 12 months and then electronically deleted or physically shredded. Applications shall be kept on file for all active appointees. All of the above data shall be maintained by the Town Clerk for use by the Board of Aldermen.

As amended and adopted:

Town of North Topsail Beach



Service

Integrity

Police Department

Chief William K. Younginer

To: Town Manager and BOA

From: Chief Younginer

Reference: Ordinance/Speed on Town owned Side Streets

At the parking meeting, speed limits were discussed, and it was the recommendation that all side streets have a posted speed limit of 20 mph. Many streets are already designated 20 mph and the ordinance will change those designated 35 mph to 20 mph. That would require the Board to eliminate the following ordinances.

6-78 Speed limit in Ocean city streets, 25 mph

6-75 Speed limit on topsail rd, 25 mph

Most of the side streets are designated 20 mph and the ordinance could remain. We would need to add the following ordinance to designate these streets incorrectly posted:

6- _____ The speed limit on the following roads within the Town is decreased to 20 mph

Carver St.

Green St.

Chestnut St.

Ocean Dr.

Gray St.

Sea Gull Ln

Sand Piper Dr.

Wicker St.

§ 6-72 RESIDENTIAL STREETS.

Except as may otherwise be permitted under the provisions of this article, it shall be unlawful for any person to operate a motor vehicle upon any street or highway in a residential section of this town at a greater speed limit than as set forth by state law.

(Ord. passed 6-5-1991)

§ 6-73 VARIATION OF MAXIMUM SPEED LIMITS.

The Board of Aldermen may alter the maximum speed as established in this article on any street or portion thereof which is not a part of the state highway system and which is not maintained by the State Highway Commission in accordance with the provisions of G.S. § 20-141(f). No such alteration of the speed limit shall become or remain effective unless signs have been conspicuously placed giving notice of such speed limit for such street.

(Ord. passed 6-5-1991)

§ 6-74 SPEED LIMIT ON SR 1568 (NEW RIVER INLET ROAD).

(a) *Purpose.* Pursuant to G.S. §§ 160A-296 and 20-141(f), this section is enacted to provide for the enforcement of speed regulations on streets, roads and highways which are a part of the state highway system within the corporate limits of the town, and to provide for the general welfare of the citizens of the town through the uniform and orderly regulation of its streets and thoroughfares.

(b) *Speed limits.* It shall be unlawful for any person to operate any vehicle on SR 1568 (New River Inlet Road) from the intersection with Highway 210 to a point 3.92 miles northeast of that intersection at speeds in excess of 45 mph.

(c) *Penalty.* Violation of this section shall be punishable as set out in G.S. Ch. 20, as it may be amended from time to time.

(Ord. passed 10-24-1996)

§ 6-75 SPEED LIMIT ON TOPSAIL ROAD.

The speed limit on Topsail Road (SR 1583) is hereby decreased from 35 mph to 25 mph.

(Ord. 2013-2, passed 5-2-2013)

§ 6-76 SPEED LIMIT ON RIVER ROAD AND RIVER DRIVE.

Section X, Item D.

The speed limit on River Road and River Drive is hereby decreased from 35 mph to 20 mph.
(Ord. 2013-6, passed 9-5-2013)

§ 6-77 SPEED LIMIT ON ROADS IN CAPE ISLAND SUBDIVISION.

Same The speed limit on roads within Cape Island subdivision is decreased to 15 mph.
(Ord. 2014-10, passed 10-2-2014; Ord. 2017-7, passed 7-5-2017)

§ 6-78 SPEED LIMIT ON ROADS IN THE OCEAN CITY NEIGHBORHOOD.

The speed limit on the following roads within the Ocean City neighborhood is decreased to 25 mph.

Carver Street	Chestnut Street	Gray Street
Green Street	Ocean Drive	

(Ord. 2015-6, passed 7-2-2015)

§ 6-79 SPEED LIMIT ON TOWN-OWNED SIDE STREETS.

Same The speed limit on the following roads within the town is decreased to 20 mph:

Utopia Lane	Bird Lane	Seashore Drive	Sandlin Street	Makepeace Street
Haven Drive	Reeves Street	24th Avenue	23rd Avenue	22nd Avenue
21st Avenue	18th Avenue	17th Avenue	16th Avenue	15th Avenue
14th Avenue	13th Avenue	12th Avenue	11th Avenue	10th Avenue
9th Avenue	8th Avenue	7th Avenue	6th Avenue	5th Avenue
4th Avenue	3rd Avenue	2nd Avenue	Osprey Drive	Osprey Circle
Mason Court	Sea Dunes Court	Goldsboro Lane	Bay Court	Marina Way
Tradewinds Drive	Bay Circle	Bayview Drive	Grant Drive	Porposie Place
Bottlenose Drive	Port Drive	Coastal Drive	Oyster Lane	Gysgt DW Boatman Drive

(Ord. 2015-8, passed 8-6-2015)