



Town of North Topsail Beach

Board of Aldermen Regular Meeting Agenda

Wednesday, May 03, 2023, 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 – Alfred Fontana
Alderman – Tom Leonard

- I. **CALL TO ORDER (Mayor McDermon)**
- II. **INVOCATION (Alderman Fontana)**
- III. **PLEDGE OF ALLEGIANCE (Mayor McDermon)**
- IV. **APPROVAL OF AGENDA**

Specific Action Requested: Mayor will request 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. Presentation on service provided by Onslow United Transit Services (OUTS) available to residents and visitors to North Topsail Beach (Danny Ferucci, Executive Director)
- B. Monthly update from the Coastal Engineer Fran Way

VIII. CONSENT AGENDA

- A. Approval of Minutes
 - March 14, 2023, budget workshop
 - March 15, 2023, budget workshop
 - April 5, 2023, regular meeting
- B. Department Head Reports
 - 1. Finance Department
 - 2. Fire Department
 - 3. Inspections Department

4. Planning Department
5. Police Department

C. 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. BISAC update from April meeting (Chair Strother)

B. Bike lanes on shoulders from 210 to north end of New River Inlet Road draft agreement with NC Department of Transportation (NC DOT) (Alderman Fontana)

Specific action requested: Mayor may ask for motion to approve agreement with NCDOT

C. Thirty-year beach plan proposal received from TI Coastal (Town Manager Derian)

Specific action requested: Mayor may ask for motion to accept proposal from TI Coastal

X. NEW BUSINESS

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

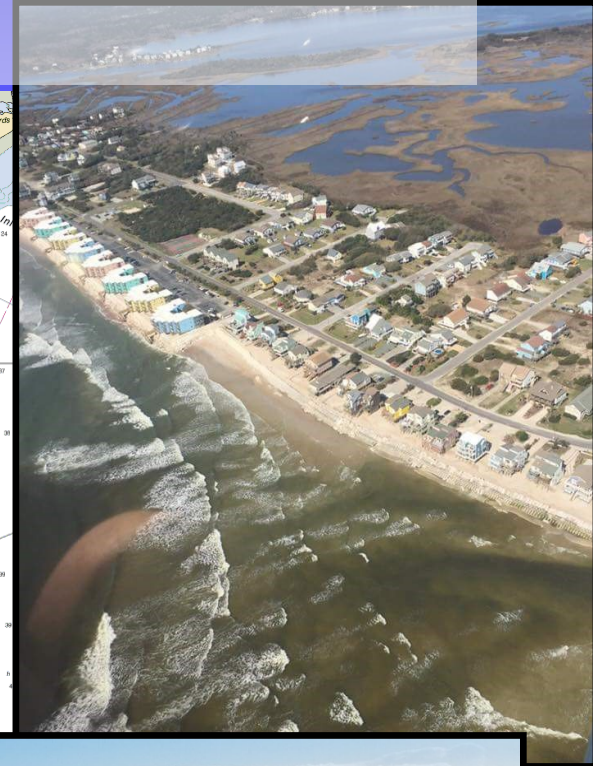
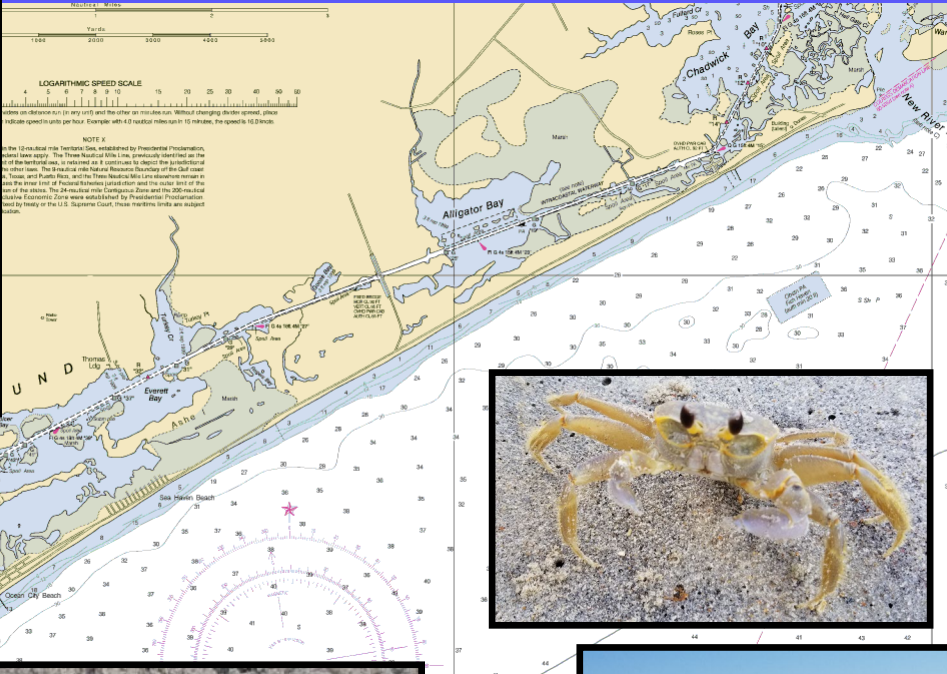
XV. CLOSED SESSION as per NCGS 143-318.11

(3) Consultation with the attorney

(5) Acquisition of real property

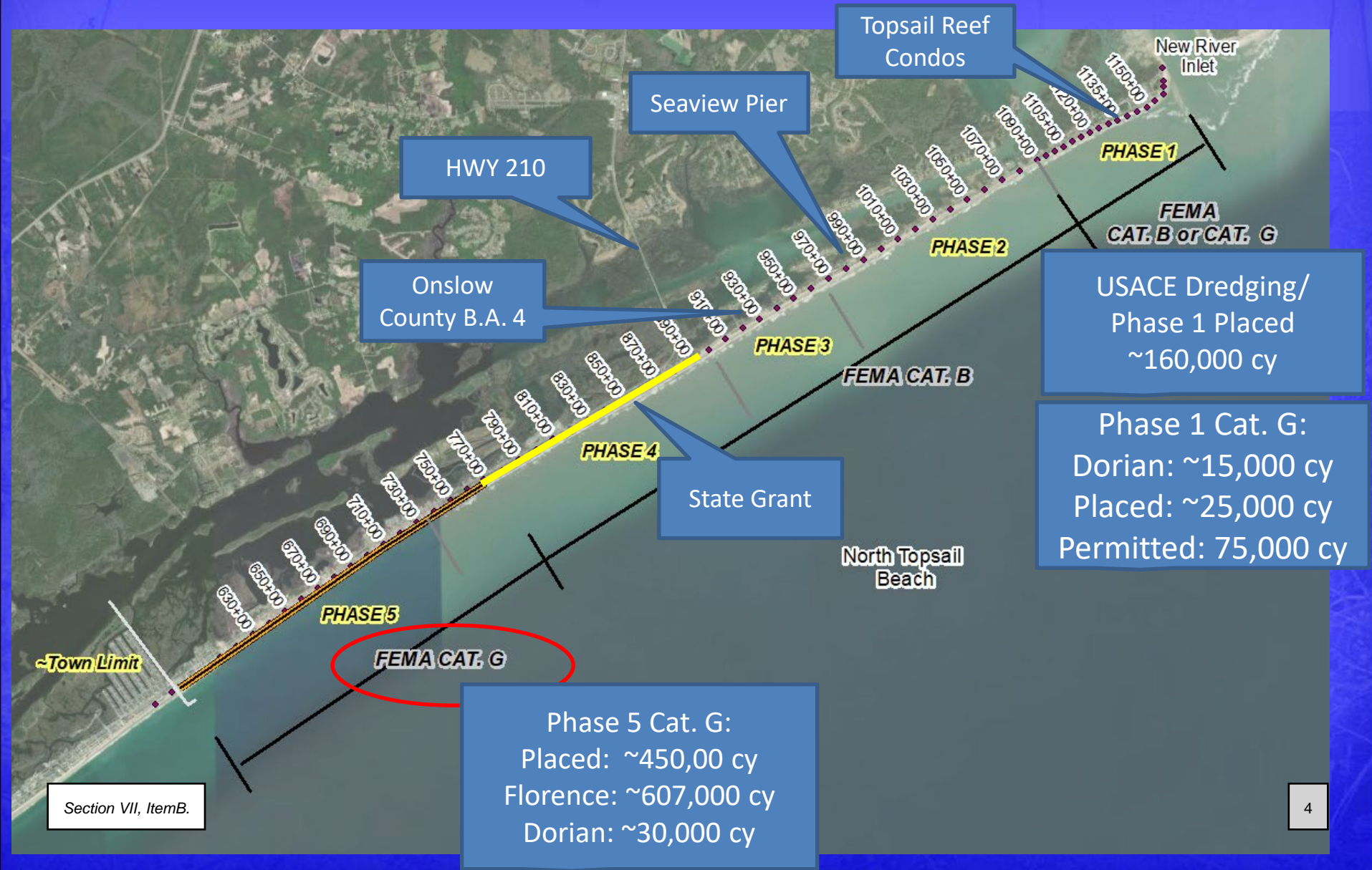
XVI. ADJOURNMENT

North Topsail Beach Coastal Update May 2023



Ongoing and Upcoming Projects Overview

State Grant, Dorian and Florence FEMA Category G



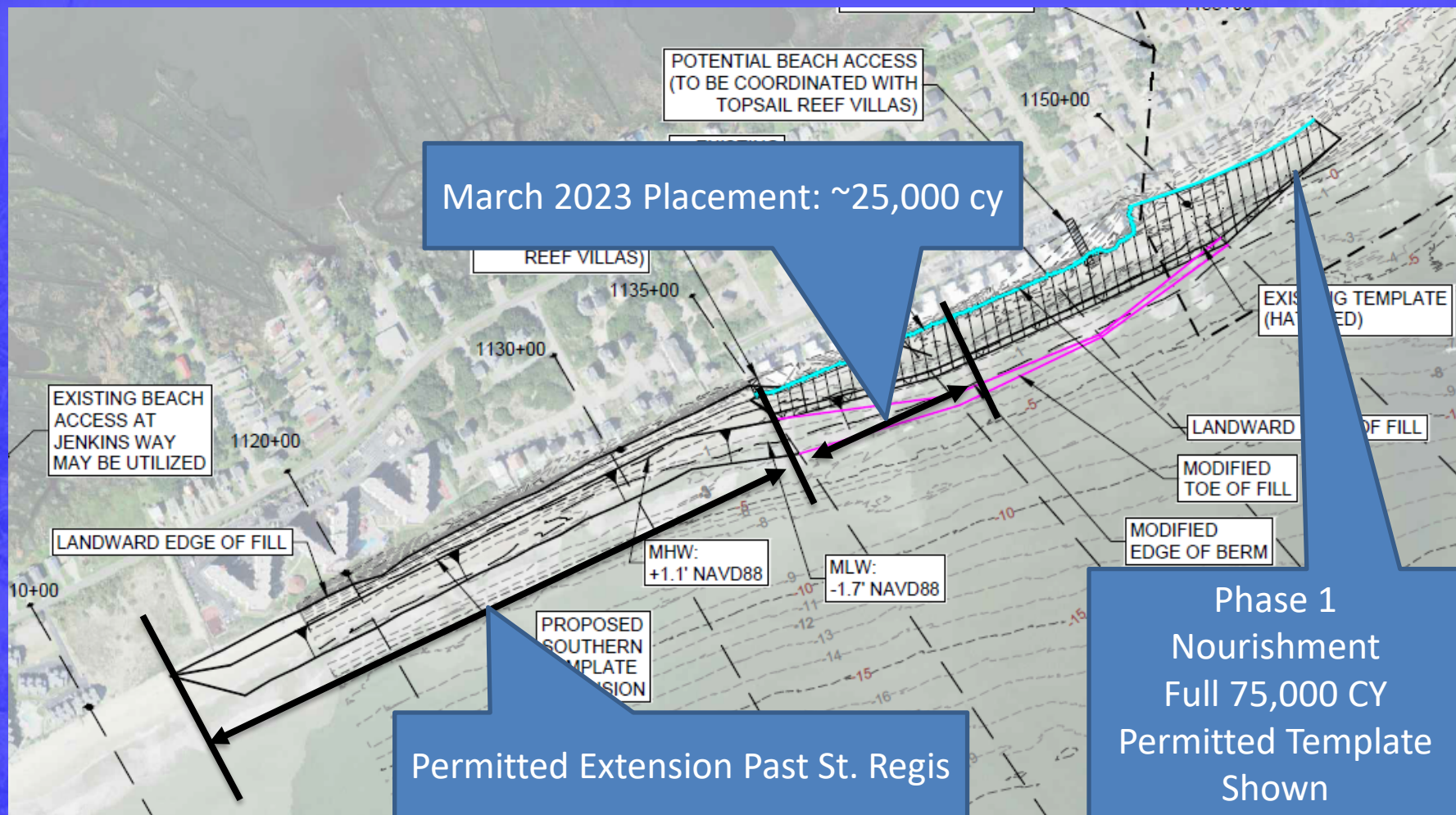
USACE (Corps) AIWW/Channel Dredging. Completed Mid March



NOTES



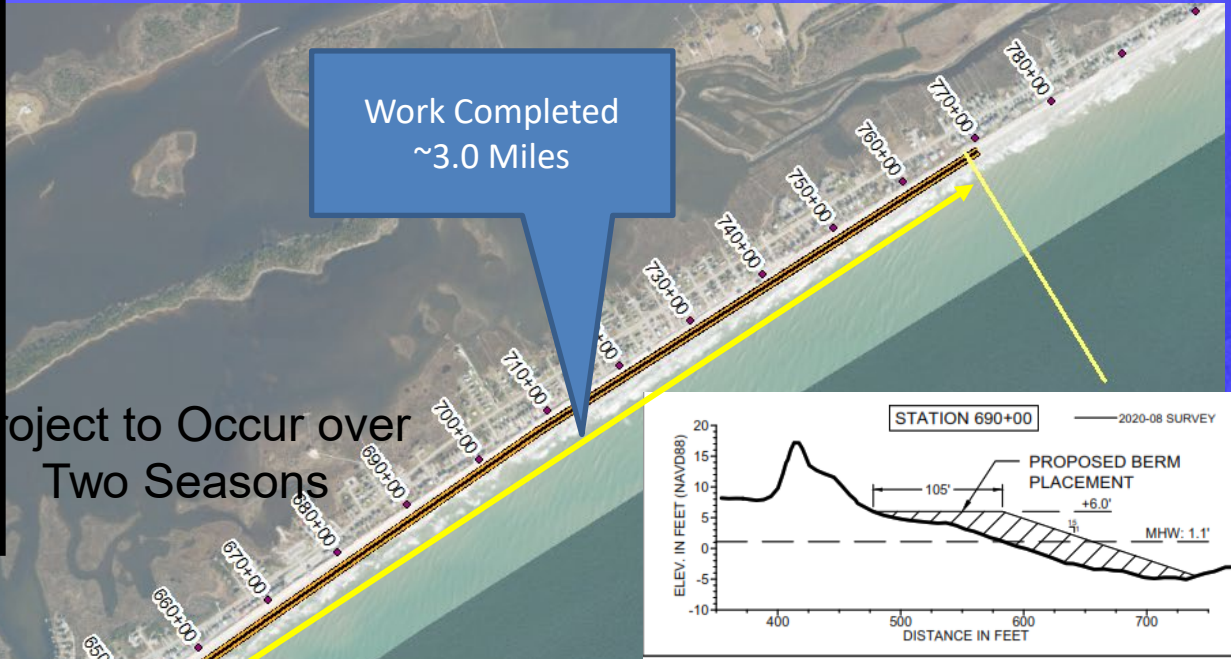
Permitted Nourishment NON-COBRA Areas in Phase 1 Beach (not Dune) Truck Haul Nourishment



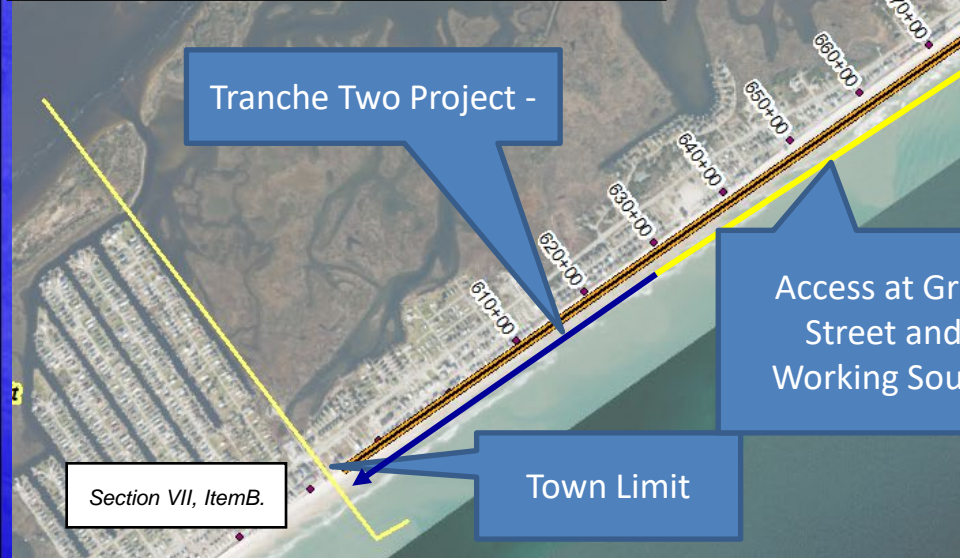
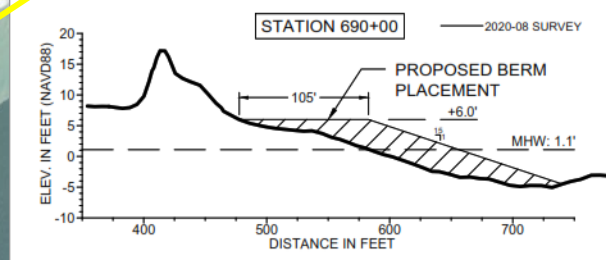
Section VII, Item B. L Truck Haul Extension South to ~St. Regis

- Phase 1 Nourishment – 15,000 cy FEMA funded

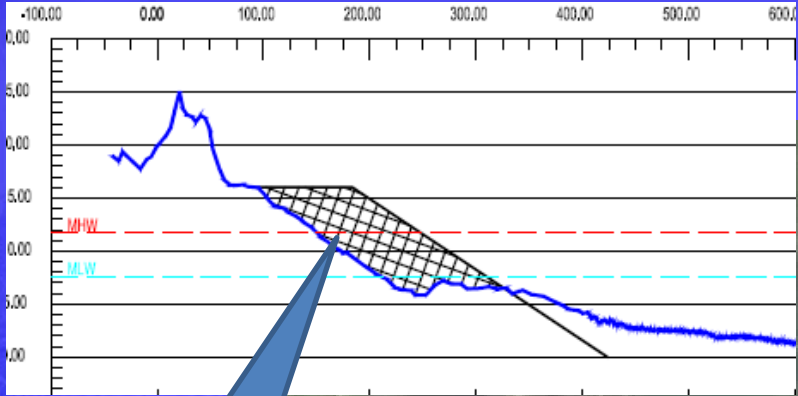
Ongoing Florence & Dorian Nourishment in Phase 5 Beach (not Dune) Nourishment. Over ~3.0 Miles of New Beach



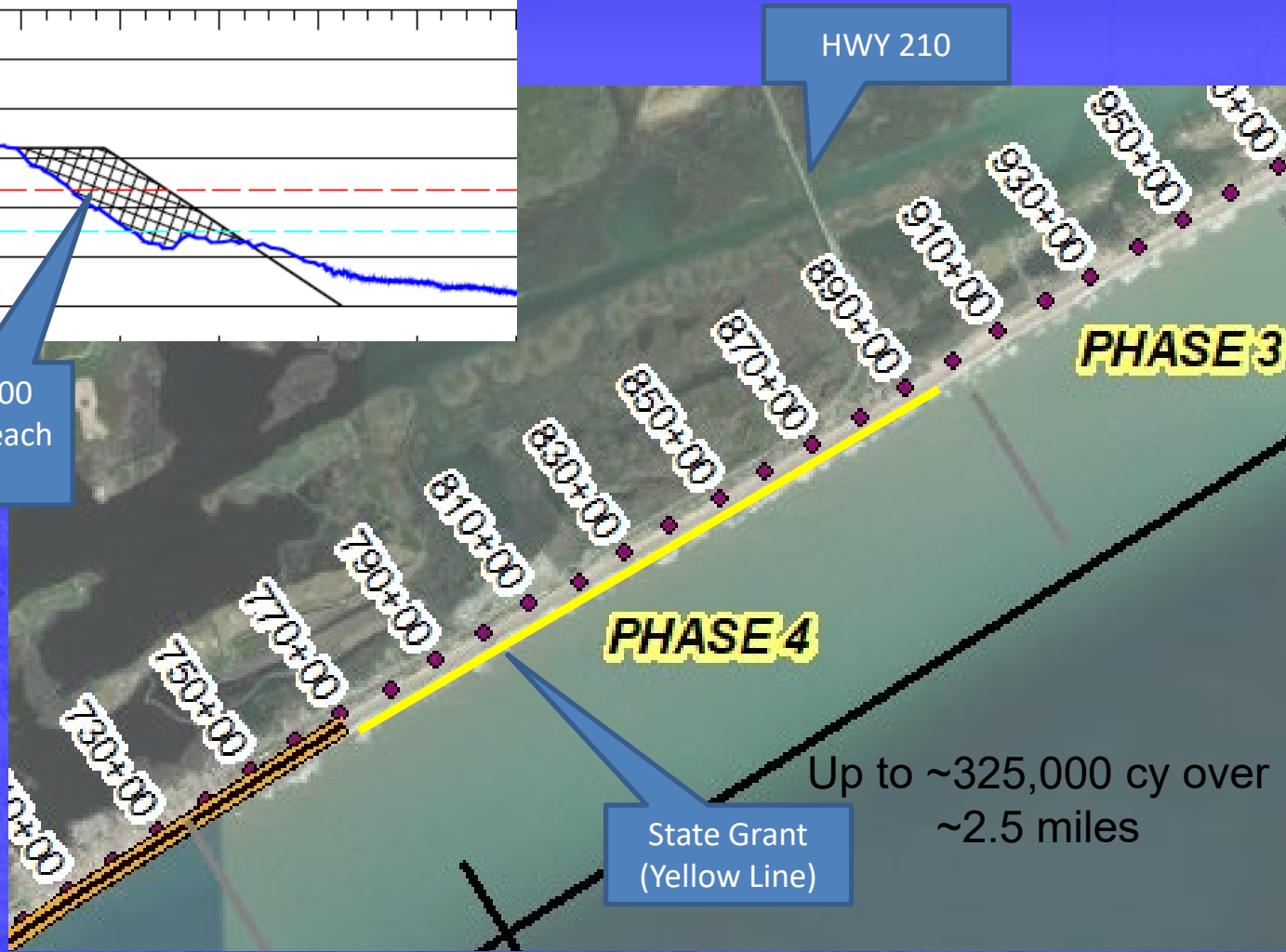
Project to Occur over
Two Seasons



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



~80 to 100 Feet of Beach Width



State Grant (Yellow Line)

Up to ~325,000 cy over ~2.5 miles

Project to Occur Next Season – Permits Received

County Beach Access Dune Rehabilitation - Completed



Figure 1: Dune Material Placement (photo taken February 3, 2021).



“Hatteras Ramp”
Timber Panels

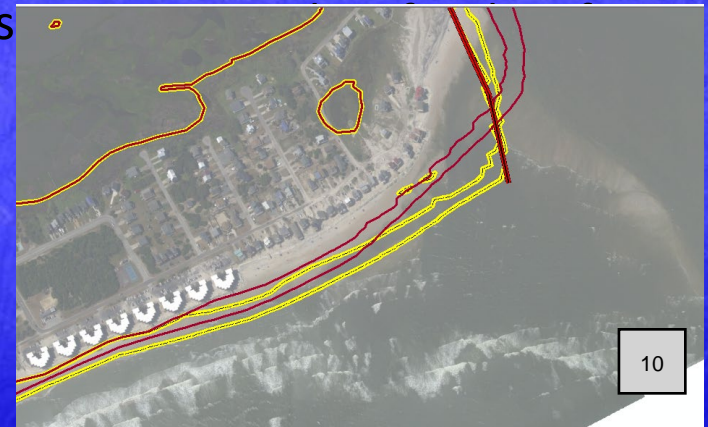


Section VII, Item B.



Town Beach Projects Updates

- USACE AIWW/Channel Dredging and Phase 1 Placement Completed in Mid March - ~160,000 cy
- Hurricane Dorian Phase 1 FEMA Category G (~15,000 cy) near Topsail Reef Condos. Completed ~25,000 cy at Topsail Reef Condos (bldgs. 5, 6, 7, 8) and ~75,000 cy now permitted (starting Nov 16, 2023) with placement extending south of St. Regis.
- New River Inlet Management Master Plan EIS: Notice of Intent (NOI) has been published and Draft EIS under development.
- County Beach Access 4 – Completed in late March
- State Grant Nourishment (Phase 4 and connects with Phase 5 Truck Haul)
- Phase 5 Beach Nourishment – Placed ~450,000 cy and now working south from the Gray Street access (work to continue to April 30)
- Working with NTB Finance Officer and DEC Ass
- FEMA and State funded projects
- Permitting Coordination (all projects)



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



Alice Derian, ICMA-CM
Town Manager

Aldermen:
Fred Fontana
Richard Grant
Tom Leonard
Connie Pletl

Nancy Avery
Interim Town Clerk

Board of Aldermen Budget Workshop Minutes
Tuesday, March 14, 2023, at 8:30 am

The Town of North Topsail Beach Board of Aldermen held a budget workshop on Tuesday, March 14, 2023. There was a quorum of the Board present.

Board members present: Mayor Joann McDermon, Mayor Pro Tem Mike Benson
Aldermen: Fred Fontana, Tom Leonard, Richard Grant
Board members absent: Connie Pletl

Staff present: Finance Officer Caitlin Elliott, Fire Chief Chad Soward, Police Chief William Younginer, Planning Director Deborah J. Hill, IT Director Ricky Schwisow, Public Works Director Scott Poelhitz, Building Inspector Ralph Allen, Interim Town Clerk Nancy Avery, and Town Manager Alice Derian.

Approval of the Agenda

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

Manager Budget Overview and Economic Outlook

Manager Derian said the draft budget we are presenting today has been prepared with a conservative approach to revenues and expenses which will allow us to continue to deliver high quality services to residents and visitors alike. Expenses have been compiled by meeting with Department Heads, who will be presenting their department requests through today, reviewing historical budget data (last three-year actuals) and recognizing the external economic conditions that are prevalent.

The priorities established for the preparation of the FY 2023-2024 budget are as follows:

- Remain fiscally sound with a healthy Fund Balance.
- Continue to provide and enhance public safety for residents and visitors.
- Maintain a high level of preparedness in order to respond to and recover from emergencies.
- Continue to support and balance the demands of new residential development.
- Continue to provide high service levels and quality of life amenities (Our Beach!).
- Employ technology to engage, improve and expand service and public safety opportunities.

In early March we received initial tax estimates from Onslow County and North Topsail Beach which shows a 2.59% increase from last year. The projected levy is \$1,630,900,000 and with motor vehicle tax levy included, this equates to \$6,933,750 in revenue at the same tax rate. The slides presented represent the existing tax rate of \$.43 per hundred-dollar valuation and assume a 95% collection rate.

Highlights include General Fund Revenues have been drafted without the use of prior year reserves and with conservative assumptions such as not accounting for grants other than what is currently awarded, accounting for a conservative 10% increase in occupancy tax, and no built-in increase for local sales and use tax. The total General Fund Revenue draft budget is \$7,298,870.

General Fund Expenses have been drafted in the amount of \$6,504,759 based on current needs and recognizing inflation. Personnel costs account for over half of the General Fund and Planning is requesting one new position, Planner I. Fire is proposing an internal restructure that will promote three (3) current FF/EMT positions to Master Fire Fighter and renaming FF/EMT's to Fire Fighter I and Fire Fighter II based on qualifications. Please be aware that the salary figures overall are still in the process of being calculated, and while these large changes mentioned are represented in the draft financials, the proposed salary increases will be reflected prior to the April budget workshop.

The draft FY 2023-2024 budget reflects an overall decrease of 7.86%, or \$794,111 under FY 2022-2023 total operating budget.

Similar to last year, we also wanted to take a strategic budgeting approach for this series of budget workshops by providing a five-year projection that provides a long-term perspective of what our knowns and established priorities look like. While last year, we provided all of the calculations; I have asked Mr. Doug Carter, who will be joining us tomorrow morning, to delve into the process that we have engaged him to work on.

Budget highlights

Finance Officer Elliott stated:

- Property tax is \$0.43 per hundred-dollar valuation with \$0.26 assigned to the General Fund, \$0.7 assigned to the Capital Improvement Fund and \$0.10 assigned to the Beach Fund
- Local sales and use taxes are allocated 74.5% to the General Fund and the remainder into the Beach Fund
- Occupancy Tax is 100% towards the Beach Fund
- Paid Parking fees are split between General Fund (75%) and Beach Fund (25%)
- Health Reimbursement Account budget is \$1,000 per employee.
- 12.9% is budgeted as the requirement for town's contribution towards retirement for general employees and 14.4% for police personnel.
- 401k contribution is budgeted at 3% per employee.
- \$5,000 is budgeted in elections as there is an election next year.
- Governing Body largest expense fee is professional services which is for the Town Attorney.

Discussion/Questions

Alderman Fontana asked what a consumable is and what is employee engagement. Finance Officer Elliot replied it is food for parties, retreats, employee appreciation events. Manager Derian stated employee engagement is for employee recognition such as group outings, events.

Mayor Pro Tem Benson asked if the Board training line item is for attending conferences or different events.

Finance Officer Elliott stated beach conference costs are budgeted in the Beach Fund, not Governing Body.

Department reports

IT Department

Director Schwisow stated:

- We rolled out a new website.
- We put together an Emergency Operations Center event mobile box .
- Working on implementing town key fob system on all doors for employees to improve safety and accountability.
- Working on better email security.
- He is developing a new app for reporting citizen raised issues such as potholes. There will be a tracked ticketing system to show when completed and response time. We could also put hurricane pass information in this app.
- We are adding fiber internet this next year.

Discussion/questions:

Mayor Pro Tem Benson asked if town files are in the cloud. He also asked if the water level sensor can be in the app he is developing.

Director Schwisow responded some are in the cloud but not all of them. We are in the process of getting all files into the cloud and anything on the website can be tracked by this app.

Alderman Fontana asked is leasing IT equipment cheaper.

IT Director Schwisow said no, we are ending leases this year. We will go for a year with no payments and then look at purchasing new equipment.

Alderman Grant asked what the philosophy on equipment is.

IT Director Schwisow stated if you cycle equipment among departments it will be ten years before one department gets new equipment. He prefers to replace computers every five years and has budgeted for that.

Mayor McDermon asked if the workstation that is onsite has been used by anyone.

Director Schwisow said no.

Inspections Department

Inspector Allen said his presentation is straightforward and asked if there were questions.

We are looking at the fee schedule for a fee when the contractor changes and staff has to go back and redo.

Discussion/Questions

Mayor McDermon asked if there is a way to simplify the permit process. Could permits be listed online to provide realtors or folks selling homes to cut down on the public records requests. Inspector Allen said this is the second year we have used this software. With all the different state agencies we deal with here, I do not see a simpler software program than what we have. I think we could make certain types of permits easier such as for a fence. We can revisit the current system to make it more user friendly than re-inventing the wheel. Most of our public records requests are due to one neighbor being unhappy with another neighbor.

Alderman Grant asked what the debt service amount was for.

Finance Officer Elliott said it is for this current year and is a loan from BB&T for vehicles.

Planning Department

Director Hill stated:

- A new position for a planning assistant has been added. It is a good investment and an opportunity to train a planner for succession planning.
- She inherited a police vehicle for planning.
- The new software is much better.

Public Works Department

Director Poehiltz said:

- The roof on the Public Works building needs replacement. He received quotes in the range of \$9,000 to \$12,000. The skylights will be removed. He will try to get another five to six years out of the building.
- Landscaping line item was increased.
- Budget includes exterior improvements for the north end fire station.

Mayor McDermon called for a break at 9:59 am.

Mayor McDermon resumed the workshop at 10:11 am.

Budget highlights continued

Finance Officer Elliott stated:

- We are working on getting estimates for property and liability insurance.
- The League of Municipalities said we have a great rate with Wells Insurance
- Fire insurance is separate.
- We cannot insure the Town Hall facility for flood insurance.

Discussion/Questions

Alderman Fontana asked if the Board of Aldermen is insured.

Finance Officer Elliot said they are for Workers Compensation and Public Official insurance.

Alderman Grant asked deductible amounts.

Finance Officer Elliot said she will get them for him.

Police Department

Chief Younginer said:

- There are thirteen officers and two civilian personnel one of whom will retire this year.
- Salary is comparable with surrounding areas.
- We are busy in the summer and use the wintertime to train. We are ahead of other towns in training.
- We have two interns in college to do beach patrol.
- Budget is steady this year.
- The IT Director is very responsive and is a great asset. It used to take three days to get something fixed but not now.

Fire Department

Chief Soward said:

- The budget did not shift a lot a lot from last year.
- He increased the training line item.
- He is not replacing the CASCADE system until the new South Fire Station facility is built.
- He included restructuring personnel classification to ensure someone is always on charge per shift.

Discussion/Questions

Mayor McDermon asked if the department is in good shape for summer.

Chief Soward said they had some turnover and are training new personnel. This is a nationwide problem. We are trying to think outside the box for benefits to help with retention.

Capital Improvements Projects budget highlights

Finance Officer Elliot stated the future projected and requested needs are:

- Town wide computer replacement
- Offsite Emergency Operations Center (EOC) location
- New fire truck
- Police Department expansion
- Possible NCDOT project for bike pedestrian path

Consensus – add discussion on bike pedestrian path to April agenda.

Beach Fund highlights

Finance Officer Elliot said:

Revenue

- 10% conservative increase in accommodation tax.
- Increased ad valorem tax.
- Increased interest.
- Left in sea oats.
- Budgeted worst case scenario for paid parking.

Expenditures

Budgeted for leases for parking lots, lobbyists, beach crossover repairs, conference attendance, sea oats program, a hardened structure (terminal groin) for EIS project, TI Coastal, Vitex removal costs estimated at \$216,000 first year then ongoing maintenance.

Discussion/Questions

The Board discussed if there would be a need to plant sea oats once Vitex is removed, is the Town responsible for removal costs of Vitex in front of private HOA areas and whether \$30,000 is enough to budget for the thirty-year beach plan.

Wrap up

Mayor McDermon said there needs to be consideration for bike path costs, a placeholder for recreational events, incorporation of salary items and insurance and a decision on contingency amount.

Alderman Grant stated the inflation assumption needs to be considered as it will be more expensive to borrow in the future.

Alderman Leonard said the budget presentation was well done, clear cut and easy to follow. A lot of work went into finding ways to cut or control expenses.

Mayor Pro Tem Benson stated the initial cost for Environmental Impact Study was \$500,000 which was to be split with the County who pulled out. He thinks \$280,000 is a good estimate.

Mayor McDermon called for a lunch break at 11:44 pm.
Mayor McDermon resumed the workshop at 12:26 pm.

Motion – Alderman Leonard motioned to adjourn at 12:28 pm; seconded by Mayor Pro Tem Benson; unanimously approved.

Budget presentation herein incorporated as part of these minutes.

Reference below requested to be added to the minutes by Alderman Grant:

“References in changes to revenue and expenses, relate to amounts included in the prior years Boar of Alderman approved budget not to actuals.”

Joann McDermon, Mayor

ATTEST _____
Nancy Avery, Interim Town Clerk



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

Alice Derian, ICMA-CM
Town Manager

Aldermen:
Fred Fontana
Richard Grant
Tom Leonard
Connie Pletl

Nancy Avery
Interim Town Clerk

Board of Aldermen
Budget Workshop Minutes
Tuesday, March 15, 2023, at 8:30 am
North Topsail Beach Town Hall

The Town of North Topsail Beach Board of Aldermen held a budget workshop on Wednesday, March 15, 2023. There was a quorum of the Board present.

Board members present: Mayor Joann McDermon, Mayor Pro Tem Mike Benson
Aldermen: Fred Fontana, Tom Leonard, Richard Grant, Connie Pletl

Board members absent: None

Staff present: Finance Officer Caitlin Elliott (via telephone), Fire Chief Chad Soward, Police Chief William Younginer, IT Director Ricky Schwisow, Public Works Director Scott Poelhitz, Interim Town Clerk Nancy Avery, and Town Manager Alice Derian.

Call to order

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

Approval of the agenda

Motion – Alderman Leonard motioned to approve the agenda as presented; seconded by Alderman Fontana; unanimously approved.

Presentation on Five Year Projections

Mr. Doug Carter of Doug Carter and Associates explained how the forecast process works stating his hoped for outcomes for today are to set the process for forecast development along with initial expectations and obtain the Board’s input and expectations.

Small jurisdictions do not often request an Operating Forecast. Generally, people use a five-year standard though three years is usually more accurate.

Last year we had the General Fund looked at. What about the Beach Fund? There are some costs within the Beach Fund that will be falling off in upcoming years. Ultimately looking at the Beach Fund and how to invest for future projects, we have to know what the beach plan is. We need to look at the needs for new nourishment and set aside funds for ongoing maintenance. We will need to look at how we will build reserves for that. You might want to look further than five years on the beach plan. We just did Nags Head and it was for eight years. It is important to

separate operating and capital which is difficult with one General Fund. The Town has done a good job at separating this and looking at Capital Projects.

It is a good idea to separately plan for capital maintenance of existing assets as opposed to new facility needs. There should be consistency in moving funds from the General Fund to the Capital Improvement Projects Fund.

Mr. Carter asked the Board if there is a need for sensitivity analysis and if so, how much do you think is needed.

Mayor McDermon stated she thinks there is a consensus to not raise taxes this year. The Board's focus right now is on finishing the current projects and developing a beach plan for the future and budgeting funds for it. We have a forecast model now for the General Fund that Mr. Carter did for us and she thinks this conversation is to build or update that. She said she is not opposed to sensitivity analysis and thinks it should be done only on the General Fund side. We need to be aware of the staff time that sensitivity analysis would require.

Mr. Carter said we did do a General Fund forecast last year. The Capital model will force you to borrow at times rather than to pay as you go. His concern is within the operating budget. At what point will the operating expenses outweigh the revenue. This is heavily based on personnel costs. What will future costs of employment be to retain employees. The guidance he needs is the expectation of employee costs in the future. Do we assume average wage increase or assume three or four percent and forecast what that will cost you.

Alderman Grant said he would like to understand inflation impact and whether there is a need to raise taxes this year or next along with a forecast for the cost of a terminal groin and other projects. He is concerned that if the Town starts making commitments of so many cents to the Capital Improvement Project Fund or the Beach Fund, he does not want to end up short in the General Fund. The Town has failed to plan in the past. He is not talking about doing this by department. He is looking at a higher level such as costs today are this amount and with a projected inflation rate of a certain percentage, costs will be a certain amount over time.

Alderman Fontana stated if it was true that the Town did not plan in the past then we would be short on the money to build the Fire Station.

Note: Alderman Leonard left the meeting at 9:12 am.

Mayor Pro Tem Benson said he is hearing that if the sensitivity analysis could show us trends up and down that would be nice, but he is also hearing that we do not have the extra staff time to do a sensitivity analysis.

Mr. Carter said maybe the Board should move this discussion to the fall to allow you to finish this budget. The challenge on the Fire Station will be getting the bids in. He recommends 120 day bid process to allow time to get a loan, have a public hearing, etc. because this will be happening in the middle of the budget process.

Mayor McDermon called for a break at 9:39 am.
Mayor McDermon resumed the workshop at 9:50 am

Recap of Draft FY 2024 budget

The Board reviewed the amount budgeted for Recreation and whether that was enough for events, the bike path and DOT plans and how to proceed.

Finance Officer Elliott stated the tax valuation for Fiscal Year 2022-23 was \$1,589,800 and is projected at \$1,612,500,000 for Fiscal Year 2023. One cent tax rate value is \$161,250 for 1 cent at a 100% collection rate and \$153,187.50 for 1 cent at a 95% collection rate. She reviewed tax rate comparisons with the Board.

Consensus items:

1. Get through the budget process and work on an analysis forecast in the fall.
2. Order of priority for Doug Carter and Associates is
 - A. Capital Improvement Project Fund
 - B. Beach Fund
 - C. General Fund contributions to Capital Improvement Project Fund and/or Beach Fund.
3. Recreation Budget – increase draft budget expenditure amount from \$7,000 to \$10,000
4. Bike Lane – add to April agenda for formal vote
5. Draft budget decisions to be made:
 - a) Add salary increase numbers
 - b) Budget for contingency fund.

Motion – Alderman Leonard motioned to adjourn at 10:23 am; seconded by Mayor Pro Tem Benson; unanimously approved.

Budget presentation herein incorporated as part of these minutes.

Joann McDermon, Mayor

ATTEST _____
Nancy Avery, Interim Town Clerk



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

Alice Derian, ICMA-CM
Town Manager

Aldermen:
Fred Fontana
Richard Grant
Tom Leonard
Connie Pletl

Nancy Avery
Interim Town Clerk

Board of Aldermen Regular Meeting
Wednesday, April 5, 2023
North Topsail Beach Town Hall

The Town of North Topsail Beach Board of Aldermen held its regular meeting on April 5, 2023. A quorum of the board was present. Attorney Edes was in attendance.

Board members present: Mayor McDermon, Mayor Pro Tem Benson, Aldermen Connie Pletl, Fred Fontana, Richard Grant, and Tom Leonard.

Board members absent: none.

Staff present: Town Manager Derian, IT Director Ricky Schwisow, Police Chief Younginer, Fire Chief Soward, Planning Director Hill, Finance Officer Elliott and interim Town Clerk Avery.

Call to order

Mayor McDermon called the meeting to order at 11:00 am.

Alderman Pletl gave the invocation and led the Pledge of Allegiance.

Approval of Agenda

Manager Derian requested her report be moved under Presentations and a new item be added under New Business as item D. NC Resilient Coastal Communities Program with a presentation by WK Dixon and projects for the town and possible action via resolution to apply for grant funding of priority projects. Alderman Fontana asked to remove and postpone to next month item 9c on the bike lane as he does not have information yet. Mayor Pro Tem Benson asked to pull the minutes from the Consent Agenda to Continuing Business for corrections.

Motion - Alderman Pletl motioned to adopt the agenda as amended as referenced above; seconded by Alderman Fontana; unanimously approved.

Public Hearings

A. Application from Carrigan Family Foundation LTD to install Electrical Vehicle Charging Station (EVCS) at Palm Tree Market, Tiki Bar and Restaurant.

Mayor McDermon opened the Public Hearing at 11:04 am.

Planning Director Hill explained the Carrigan Family Foundation LTD submitted an application to install electrical vehicle charging station at their property locate at 2181 New River Inlet Road. The site includes a convenience store and Tike Bar and restaurant. The requested charging

station meter panel will be installed at the south end of the bar outside, approximately five feet above ground. Charging units will be mounted at grade level. Requested use is compatible with the zoning ordinance. Application requires site plan review and all staff comments are included in your packet. Staff indicated no issues. The Planning Board recommended approval.

Discussion

Alderman Grant stated we do not need to amend the text to grant this application is that correct? He said he wants to make sure we do it right the first time. Have we put everything in the changes to the ordinance that it will be streamlined going forward?

Planning Director Hill replied that is correct. This is the first commercial site use we are approving and that requires changes to the ordinance. We have approved residential use before.

Mayor Pro Tem Benson asked if the charging station meets state standards.

Planning Director Hill said state standard requirements will have to be met as part of the approval.

Alderman Fontana asked if these will be open to the general public?

Applicant Chris Carrigan answered that charging stations will be open to the public.

Motion - Alderman Leonard motioned to close the Public Hearing at 11:19 am; seconded by Alderman Pletl; unanimously approved.

Motion - Alderman Pletl motioned to approve the application to install electric vehicle charging stations as presented: seconded by Alderman Grant; unanimously approved.

Attorney Edes stated the approval needs to be based on the condition that it is approved if it meets all state law requirements.

B. Proposed text amendment to UDO Chapter 4 (Use specific), Table 4-1 to add Definitions for Electric Vehicle Charging Stations (EVCS)

Motion - Alderman Leonard motioned to open the Public Hearing at 11:20 am; seconded by Alderman Grant; unanimously approved.

Planning Director Hill recommended a proposed amendment to Table 4-1 Use Table of the Unified Development Ordinance (UDO) to allow for EV charging stations 1 and 2 by right in all residential districts and charging stations 2 and 3 by right in both B-1 and B-2 zoning districts to include the appropriate definitions in Article 11 for clarification when receiving applications.

Discussion

Alderman Fontana asked if we could mandate that commercial level two charging stations be open to the public.

Planning Director Hill said she thinks by the nature of it being commercial makes it open to the public.

Alderman Grant said by passing this we are not precluding the permitting process, is that correct?

Planning Director Hill said applications will still have to go through the permit process.

Motion - Alderman Grant motioned to close the Public Hearing at 11:29 pm; seconded by Alderman Pletl; unanimously approved.

Motion - Alderman Grant motioned to adopt the proposed amendment to Table 4-1 Definitions in the Unified Development Ordinance as presented; seconded by Alderman Pletl; unanimously approved.

Open Forum

None

Manager's report

Beach Projects:

Phase 5

- ST Wooten completed their work with the Phase 5 project. Approximately 178,305 CY's have been placed as of March 10th during this segment of the project, with approximately 300,000 cubic yards (CY's) placed in total. CM Mitchell has started Tranche 2 of the project and is actively hauling sand. As of April 3rd they have placed 58,336 CY's of sand and will continue to haul sand through the end of this month.

Phase 1

- ST Wooten worked through March 30th to place 24,419 CY's of sand. The area immediate to the South of the Reef received sand that included buildings #5,6,7 and 8 to include 100 feet south of the Reef. We received notice from the state at EOD on Friday, March 31st that they granted a one-time extension of the permitted moratorium to allow work through April 14th. Fran has reached out to ST Wooten to determine if they can resume. They expressed concern with working further into the season because of seasonal/traffic issues. They will finish the remaining amount of work that the BOA has authorized when we resume in the fall.

BA#4

- Work was completed at BA#4 as of March 31st. 2,017 CY's of sand have been placed.

Richard Peters Park

- Renovations continue in Richard Peters Park. We will be scheduling painting the outside of the building and playground swings.

Fire Station Replacement:

- Since our last meeting, I have made applications for all permits. We have a meeting scheduled next week with the Architect to complete a page-by-page review of documents and I will be working on preparation of IFB documents.

NTB Music Festival:

- A lot of work went into the scheduled NTB Music Festival that was scheduled for April 1st. Leading up to the event, we had meetings with the vendor that manages the bands concerning weather. The decision was ultimately made to cancel the event in advance so

that we could get \$15,000 back on the contract for the bands and be able to give all ticket holders a 100% refund on their purchased tickets.

- We sold 181 tickets that included 6 children under 12 that were free of charge. \$5,250 in ticket sales. The vendor indicated that historically there are always a lot of tickets sold at the gate. The unrecoverable total cost for the concert was \$3,387. This represents a portion of the contract for the bands \$3,000 plus \$387 for the Trolley.

Budget:

- The next round of budget meetings for the FY 2023-2024 budget are as follows:
 - April 19th and April 20th –BOA Budget Workshops to be held from 8:30am to 4:30pm at Town Hall
 - May 10th – Public Hearing on the Budget to be held at 1:00pm at Town Hall
 - June 7th – Budget / Ordinance Adoption – Budget to be adopted during the regular June BOA meeting.
- Please note that while the budget workshops are scheduled over a two-day period, if tasks are completed within one workshop day, the second will not be necessary.
- This schedule will also allow for an additional workshop in May if necessary.

Shrimp Trawler Debris:

- I have continued to follow up with NC Coastal Federation and they have been working with several partners and their contractor to determine the feasibility of removing as much as possible of the metal rigging from the sunken shrimp trawler in the New River Inlet. They are contracting with commercial divers to remove the rigging to the extent possible. They may be able to work on the debris removal in the next couple of weeks. They have worked with this particular contractor to remove 100 vessels along the coast since 2021 . As I stated before, I am thankful to the NC Coastal Federation for their assistance and willingness to allocate funds throughout the last several months for this upcoming project. I will provide updates and advise once we have a firmer date and schedule for the project.

Coastal Engineer Report

Mr. Fran Way updated the Board on the status of projects with the following highlights:

- The Army Corps recently finished phase I placement of material at the end of March and placed 160,000 cubic yards of material. The sand is a good color and the beach is compatible.
- Phase 5 project is going well. They are still working south to Gray Street and material has been placed on two and a half miles of beach so far. It should spread south also, which is a good benefit. CM Mitchell asked this morning to extend the work into May. He thinks the agencies will be okay with it and we will have to get an ok from the turtle monitoring program.

Manager Derian asked if an extension is granted, how many more cubic yards will be placed?

Mr. Way responded approximately 40,000 more.

Consensus – proceed with extending the work by CM Mitchell into May.

- Phase 4 permit was issued today. It will start November and place 325,000 cubic yards of material will head up to where we are right now 2.5 miles of beach.

Manager Derian asked if there has been conversation about stockpiling for Phase 4 in advance? Mr. Way said yes. There may be additional costs and CM Mitchell is to get me an estimate.

- He viewed the County beach access dune rehabilitation project today and it is looking good. The Hatteras ramp is back.

Discussion

Mayor McDermon said if we are not planting, we will not have fully vegetated dunes.

Mr. Way said we came in under budget. We could use that money for planting.

Manager Derian said that was never part of the original scope with the County on the project and they will have to agree. This is a formality we will have to go through.

Consensus - plant using the under budgeted funds with the Manager approaching the County and staying under budget for the project.

Manager Derian asked Mr. Way to get her a cost estimate for planting and the scope of work.

- We can wrap up the FEMA Category G Dorian project that placed 15,000 cubic yards near Topsail Reef Villas. The New River Inlet Management Master Plan Environmental Impact Study Notice of Intent has been published. The County beach access project is complete besides mounds of sand and vegetation.

Consent Agenda

Alderman Grant asked Finance Officer Elliott stated highlights are what we thought we would collect for property taxes is over and we have probably collected all we will; interest is up because interest rates are up, sales tax is at \$1.86 million and the whole budget is \$1.89 for the year and that is good, paid parking is a problem and will not catch up will it and expenses are at about 60% for the year and if there are no glitches that is good and for Fund 12 we have collected \$1 million and budgeted \$990,000 and expenses look good. Fund 30 is on target with collection of \$1.5 million with a budget of \$2 million. We are looking good on revenue with expenses under control and no expected glitches.

Finance Officer Elliott said paid parking will not catch up. She sees no major glitches.

Motion - Alderman Leonard motioned to approve the Consent Agenda as amended; seconded by Mayor Pro Tem Benson; unanimously approved.

Continuing Business

- A. BISAC update - Chair Strother read his report from the Beach, Inlet, Sound Advisory Committee (included in minutes) stating the committee recommends the Board of Aldermen request the County to adopt an ordinance banning the use of unencapsulated polystyrene in dock floats in county waters similar to what the town adopted.

Consensus - Mayor McDermon to make recommendation to County to adopt ordinance as referenced.

B. Washington DC trip update

Alderman Leonard stated he, the mayor and manager were in Washington DC from March 20 - 24 to meet with legislators. He presented a power point slide show to the Board and requested it be included as part of these minutes. Highlights from the slide were:

Meeting schedule:

- Tuesday, March 21
 - TISPC In briefing with The Ferguson Group
 - Mr. Ryan Hambleton, Staff Director, House Subcommittee on Water Resources and Environment
- Wednesday, March 22
 - Senator Ted Budd and Staff
 - Senator Thom Tillis Key Staff
 - Congressman David Rouzer and Staff
 - U.S. Army Corps of Engineers
- Thursday, March 23
 - Mr. Kiel Weaver, Staff Director, House Committee on Natural Resources Subcommittee on Water, Wildlife and Fisheries
 - Congressman Greg Murphy and Legislative Assistant Ray Celeste

House Bill 2437 was introduced by Congressman Murphy on March 30, 2023, and co-sponsored by Congressman Rouzer. It was referred to the House Committee on Natural Resources on March 30th. The bill contains language to correct existing CBRA Map unit L04 language.

What's Next

- Resolution thanking Congressmen Murphy & Rouzer
- Continue discussions with Congressman Murphy's office
- Continue discussions with The Ferguson Group
 - Companion Senate Bill - Mike McIntyre

How you can help

- Write to Congressmen Murphy and Rouzer
- Write to members of House Committee on Natural Resources:
 - <https://naturalresources.house.gov/about/members.htm>
 - No NC Members on Committee
 - Out of State Property Owners
 - Ask Representatives to please support H.B. 2437

Mayor McDermon said previously we drafted a CBRA letter for residents to take from the website to send to legislators. Alderman Leonard responded he would work on that.

Motion – Alderman Leonard motioned to approve resolutions thanking Congressmen Rouzer and Murphy for assistance with filing a bill regarding the CBRA Map L04 amendment; seconded by Mayor Pro Tem Benson; unanimously approved.

C. Minutes from March meeting

Mayor Pro Tem Benson said there are two corrections to the March minutes: 1) on page 34 of the packet, after the last bullet item on coastal engineering report, the context should say 'at county beach access 4'. This is necessary for there to be context and 2) on page 39, 'RISPC' should be 'TISPC'.

Motion - Mayor Pro Tem Benson motioned to approve the March 2023 minutes as amended; seconded by Alderman Leonard; unanimously approved.

New business

A. Increase in Sneads Ferry housing on public safety

Alderman Grant stated we do go off island to help and we have an agreement with the County for assistance. The Sheriff's department is understaffed and that may be an issue with all the new development occurring in Sneads Ferry.

Manager Derian said the new sheriff is having quarterly meetings with the police chiefs. If there are concerns, they can discuss at their level and bring them to me.

Alderman Leonard stated there was an article in the news about this and new apartment complexes are advertising themselves as minutes to the beach. This will put a drain on all our resources and it is not fair or just to put increases on the backs of taxpayers. We need to think about how we are going to approach who, when and why about the type of this development and the speed and impact. Sneads Ferry is unincorporated and we respond there often. Something has to give.

Alderman Pletl said these are good points. The County is struggling with budget but they will get new property taxes and she thinks the County needs to help with funding in the future. She said she has no problem with aid over the bridge but there is a cost associated with it.

Alderman Grant stated the County has volunteer fire departments and may not have funding for staffing or may not get people to volunteer.

B. Beach engineer to provide some background - CBRA

Alderman Grant said BISAC (Beach, Inlet, Sound Advisory Committee) discussed financial analysis of where beach money has been spent in town last few years. They want to put together a fact sheet for the Board to answer questions for educational purposes.

Alderman Leonard stated Topsail Island Shoreline Protection Commission (TISPC) did a short paper with a good summary on CBRA. Mayor McDermon said that paper should be on our website.

C. ECO Topsail

Manager Derian stated at the last Shoreline Protection meeting, ECO Topsail did a presentation asking towns to come forward with an ordinance to ban balloons on Topsail Island. She is not recommending any action at this point, this is informational for future consideration. If the Board

should go forward with this, we want to make sure the ordinance is comparable with other towns so it is not confusing.

The violation they proposed is civil with a fine of \$500 per balloon. She thinks this is somewhat excessive and there is the matter of enforcement.

Mayor McDermon said she does not know how you would enforce this. The problem she has with the majority of ordinances we have trouble with is enforcing them. She would not have an issue with a policy statement discouraging release of balloons, but no ordinance. Education is better and maybe the turtle hospital could add this to their talks.

Alderman Pletl said unless they announce a release of balloons, she does not know how we would enforce it. It sounds cumbersome.

Alderman Grant commented that if we find them, they are deflated, so we pick them up and dispose of them. It does not sound like a good use of our time.

D. Presentation by WK Dixon

Town Manager Derian said the Towns received an RCCP grant in the amount of \$135,000 that was filed jointly by the three towns (North Topsail Beach, Surf City and Topsail). The RCCP provided a phased framework to assess coastal risks and vulnerabilities, engage community stakeholders, and develop projects to strategically improve the resiliency of communities and their natural built infrastructure. Through this process, 10 sites/hot spots for NTB as we called them were identified.

WK Dickson presented at the last TISPC meeting (Feb. 24th) the finalization of potential storm water projects. I requested WK Dickson to provide a proposal for grant writing services on two of the projects presented (park and fire station area) and a probable cost of construction immediately following the TISPC meeting. The Site 4 (The Fire Station) Opinion of Construction costs is about \$671,000. This project utilizes the Topsail Ave "Paper Street" Site 8 (Richard Peters Park) Opinion of Construction costs is about \$338,000. Both projects are attached.

I have reviewed a proposed Resolution for LASII Funding which stands for Local Assistance for Stormwater Infrastructure Investments Program and amended it so it would not tie us financially to the construction costs. There is no match required for this grant. If the board chooses to proceed with these two projects and apply for LASII funding, it will essentially get us to the point where final design and permitting will be completed. We would then have the option to seek and apply for construction funds. I have provided a copy of that amended Resolution to the Town Attorney for review. The sense of urgency to add this item to today's Agenda revolves around grant deadlines for storm water projects. LASII has a deadline of May 1st and The RCCP Phase 4 : Implementation and Construction has a deadline of April 28th.

As I mentioned earlier, RCCP was proposed in phases. We completed Phases 1-3 and the next step would be Phase 4 Implementation. Our two projects require additional design and permitting to get them to be ready for construction. Having said that, I have fully vetted and started to prepare an application for Phase 4 through RCCP for the Park project. Having worked through all probable costs with WK Dickson yesterday, I landed on a \$399,520 request. Again,

this is for implementation, so this is for probable design, permitting AND construction costs. No match required. The downside if we choose to go this route for the project in lieu of including it in the LASSI application is the expected grant awards that DCM anticipates making, which range from \$50,000 to \$250,000. The park project far exceeds this range and could likely be declined. I can complete this grant application on my own with making the deadline; however, want to be fully transparent to the Board with the options and allow you to make an informed decision on grant direction should you choose to pursue these projects.

Mark Horstman, DK Dixon, stated:

- He has been working with the Town Manager to review the RCCP results.
- He will talk about some potential funding opportunities.
- Presented solutions utilize nature-based designs, implement as little gray infrastructure as possible and are designed to infiltrate as much runoff as possible.
- The solutions do not solve hurricane related events.
- The intent is to get the water off the road to allow safe travel during regular storm events.
- A lot of the solutions are on state roads, so approval from Department of Transportation would be needed.
- Proposed infiltration chambers within secondary dune systems as a solution.
- Another useful infiltration tool is the use of permeable pavers.
- ARPA LASII funding is available using some funding the state set aside for this. To qualify you have to document stormwater issues, demonstrate significant hardship raising revenue, and requires a Board resolution has to be approved.
- No matching funds are required and applications are due by May 1st.
- Two hotspot solutions identified were # 4 Site 4 Fire Station and Site 8 (Richard Peters Park)
- The Town can apply up to \$400,000 for both planning and permitting.
- Construction costs are not included in this funding.

Town Manager Derian asked Mr. Horstman to provide estimated construction costs from bid values collected over the last 6 months.

Discussion

Board member discussed maintenance issues with pumping and permeable pavement, how DOT bike lanes would be done during resurfacing, whether or not they could put more crown on the road to help with this and whether the infiltration swells are covered or open.

Manager Derian stated the recommendation if the Board decides to move forward with both or either of these projects is to proceed with the LASII grant funding application for design and permitting. The park project construction estimate is \$399,000 for planning, permitting and construction. State funding is limited to \$220,000 range and we might lose out. We would then miss this opportunity. If funding is received, we can then look at construction cost.

Mayor McDermon said it is a total of \$15,000 to write the grant for both projects, is that correct. Manager Derian replied it is a total of up to \$15,000 for both.

Mayor McDermon polled the Board members and the unanimous consensus was to move forward with spending up to \$15,000 to write a LASII grant for both projects.

Mr. Horstman stated to proceed, we will need a resolution.

- **Motion** - Alderman Grant motioned to approve the resolution for the not to exceed \$15,000 to proceed with grant application for design and permitting for two proposed sites identified as # 4 Site 4 Fire Station and Site 8 (Richard Peters Park); seconded by Alderman; unanimously approved.

Open Forum

None

Attorney report

None

Mayor McDermon stated a tremendous amount of work went into planning the concert and she is disappointed it had to be cancelled. We want to look at small things we can do in the park instead of trying to reschedule the concert.

Mayor Pro Tem Benson thanked the manager and staff and Susan Myer for the work on the concert.

Alderman Pletl thanked all that attended or watch the videos and asked that residents join us for budget meetings. She thanked the manager for her work on the shrimp trawler. She said we need volunteers on the Parks and Recreation committee.

Alderman Leonard said we have to keep pushing legislation on CBRA. The NC Beach, Inlet, and Waterway conference is coming up in May.

Alderman Fontana said he echoed what Alderman Pletl said. He has been walking the New River Inlet Road and there is a lot more traffic. He cautioned everyone to watch out for pedestrians.

Alderman Grant stated he attended the County Commissioner meeting. They are getting pressure on their budget and are going to talk to the General Assembly to try to increase the sales tax. He thanked and complimented the manager and staff on the budget report.

Closed session

Motion - Alderman Leonard motioned to go into closed session 1:37 pm as per NCGS 1430318.11(3) consultation with the attorney; seconded by Alderman Grant; unanimously approved.

Adjournment

Motion – Alderman Leonard motioned to return to open session and adjourn at 2:04 pm; seconded by Alderman Fontana; 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 14, 2023

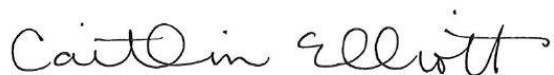
The following events occurred during the *first half* of April 2023 in the Finance Department:

- The second payment of \$2,625,000 was received for the \$10,500,000 North Carolina Department of Environmental Quality (NCDEQ) grant. These monies are being used for a continuation of our beach renourishment project that will allow us to proceed into Phase Four.
- The Town collected \$62,104.51 in interest within the North Carolina Capital Management Trust account in March.
- The Town received \$2,348.25 from Onslow County for the second disbursement of the Non-Profit Agency Capital Grant. We were awarded a total of \$10,000 and these monies were for the Town's assistance with projects occurring in Ocean City.
- A Budget to Actual report is contained in this month's packet as well as a graph for the fiscal year. A separate Budget to Actual report is provided for Fund 31, the Capital Project Fund for the beach renourishment project.
- We received \$33,176 in paid parking revenues for the month of March. Once again, the majority of revenues were made up of annual passes. For comparison, March of 2022 we collected \$39,530.

- So far this month, we have received \$8,158.87 from Onslow County for property taxes, which is in the process of being deposited.
- March's Motor Vehicle taxes are pending deposit for \$6,395.14.
- To date, we have processed approximately \$1,230,347 in accounts payable this month. The check register is enclosed for review. Please be aware that there are still two remaining check runs for April yet to be processed.
- For the first half of April, we received \$3,787.89 for Occupancy Taxes from short-term rentals during March. A detailed report is provided. Last year during the same time frame (first two weeks of April) we received \$4,050.39 for a comparison. Please note that we have already exceeded our projected figure for Occupancy Taxes in the Budget to Actual report, Fund 30 revenues.
- Lastly, we received \$262,989.13 for Sales and Use Tax, for collections during March. Last year, for revenue comparison, we collected \$204,949.96 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 6/30/2023

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
Revenues							
10-301-00 AD VALOREM TAX - Current Year	3,678,714	0.00	0.00	4,026,002.13	347,288.13	109%	
10-301-01 AD VALOREM TAX - Prior Years	50,000	0.00	0.00	(14,919.97)	(64,919.97)	-30%	
10-301-02 AD VALOREM TAX - MOTV	70,000	0.00	0.00	61,373.75	(8,626.25)	88%	
10-317-00 AD VALOREM TAX Penalties	3,000	0.00	0.00	1,804.66	(1,195.34)	60%	
10-317-01 COUNTY GRANT FUNDING	10,000	0.00	0.00	5,050.00	(4,950.00)	51%	
10-329-00 INTEREST	175,000	0.00	0.00	255,921.48	80,921.48	146%	
10-335-00 MISCELLANEOUS	5,000	0.00	0.00	15,068.10	10,068.10	301%	
10-335-01 MEETING ROOM	500	0.00	0.00	0.00	(500.00)		
10-336-06 DONATIONS-BEAUTIFICATION	0	0.00	0.00	(300.00)	(300.00)		
10-336-07 SALE OF TOWN MERCHANDISE	5,000	0.00	0.00	252.85	(4,747.15)	5%	
10-337-00 UTILITIES FRANCHISE TAX	330,000	0.00	0.00	254,537.79	(75,462.21)	77%	
10-341-00 BEER & WINE TAX	3,400	0.00	0.00	30.00	(3,370.00)	1%	
10-343-00 POWELL BILL ALLOCATIONS	25,000	0.00	0.00	34,116.54	9,116.54	136%	
10-345-00 LOCAL OPTION SALES TAX	1,864,500	0.00	0.00	2,095,178.61	230,678.61	112%	
10-347-02 SOLID WASTE DISP TAX	750	0.00	0.00	605.14	(144.86)	81%	
10-350-00 RECREATION -RENTAL FEES	1,500	0.00	0.00	1,925.00	425.00	128%	
10-350-01 PAID PARKING REVENUE	182,500	0.00	0.00	107,668.39	(74,831.61)	59%	
10-351-01 OFFICER CITATIONS & COURT	5,000	0.00	0.00	1,812.90	(3,187.10)	36%	
10-352-01 FIRE FINES & VIOLATIONS	2,000	0.00	0.00	0.00	(2,000.00)		
10-352-02 PARKING/CODE ENFORCEMENT FINES	20,000	0.00	0.00	1,250.00	(18,750.00)	6%	
10-352-03 PLANNING DEPT. FEES	6,000	0.00	0.00	0.00	(6,000.00)		
10-355-00 BUILDING PERMITS	85,000	0.00	0.00	84,084.40	(915.60)	99%	
10-355-01 MECHANICAL PERMITS	15,000	0.00	0.00	6,800.00	(8,200.00)	45%	
10-355-02 ELECTRICAL PERMITS	18,000	0.00	0.00	13,510.00	(4,490.00)	75%	
10-355-03 PLUMBING PERMITS	2,500	0.00	0.00	2,240.00	(260.00)	90%	
10-355-04 INSULATION PERMITS	500	0.00	0.00	70.00	(430.00)	14%	
10-355-05 HOMEOWNERS RECOVERY FEE	300	0.00	0.00	104.00	(196.00)	35%	

Budget vs Actual

NORTH TOPSAIL BEACH
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Period Ending 6/30/2023

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-355-06 TECHNOLOGY FEE	7,500	0.00	0.00	5,702.73	(1,797.27)	76%	
10-355-07 REINSPECTION FEE/FINES	3,000	0.00	0.00	950.00	(2,050.00)	32%	
10-357-08 ZONING PERMITS	20,000	0.00	0.00	22,725.00	2,725.00	114%	
10-359-00 REFUSE COLLECTION FEES	514,524	0.00	0.00	380,213.34	(134,311.02)	74%	
10-359-50 VACANT LOT SWF	10,000	0.00	0.00	150.00	(9,850.00)	2%	
10-359-51 LOST CART REPLACEMENT	2,000	0.00	0.00	320.00	(1,680.00)	16%	
10-359-52 ADD'L CART RECYCLING	2,500	0.00	0.00	480.00	(2,020.00)	19%	
10-367-01 SALES TAX REFUNDS	20,000	0.00	0.00	24,233.92	4,233.92	121%	
10-368-01 GRASS MOWING REIMB	8,396	0.00	0.00	8,395.67	(0.33)	100%	
10-368-02 GRANT FUNDS	57,400	0.00	0.00	0.00	(57,400.00)		
10-382-00 SALE OF LESO ASSETS	5,000	0.00	0.00	3,551.00	(1,449.00)	71%	
10-383-00 SALE OF FIXED ASSETS	20,000	0.00	0.00	17,845.00	(2,155.00)	89%	
10-383-01 HURRICANE REIMBURSEMENT	12,590	0.00	0.00	0.00	(12,589.92)		
Revenues Totals:	7,242,074	0.00	0.00	7,418,752.43	176,678.15	102%	
Expenses							
10-410-02 SALARIES	36,000	0.00	0.00	28,000.00	8,000.00	78%	
10-410-05 FICA (7.65%)	2,754	0.00	0.00	2,142.00	612.00	78%	
10-410-14 TRAVEL & TRAINING	2,000	0.00	0.00	225.00	1,775.00	11%	
10-410-33 DEPARTMENTAL SUPPLIES	1,500	0.00	0.00	1,367.28	132.72	91%	
10-410-42 CHARTER CODES SERVICE	5,000	0.00	0.00	0.00	5,000.00		
10-410-43 AUDITOR FEES	15,500	0.00	0.00	17,850.00	(2,350.00)	115%	
10-410-45 TAX COLLECTION FEES	62,000	0.00	0.00	59,071.39	2,928.61	95%	
10-410-47 PROFESSIONAL SERVICES	100,000	0.00	0.00	36,218.98	63,781.02	36%	
10-410-50 DONATIONS OTHER AGENCIES	6,000	0.00	0.00	3,500.00	2,500.00	58%	
10-410-53 DUES & SUBSCRIPTIONS	2,750	0.00	0.00	3,354.70	(604.70)	122%	
10-410-57 MISCELLANEOUS	500	0.00	0.00	84.97	415.03	17%	
10-410-58 TAX REFUNDS	2,500	0.00	0.00	362.79	2,137.21	15%	
10-410-95 BOARD STIPEND	3,600	0.00	0.00	2,300.00	1,300.00	64%	
GOVERNING BODY Totals:	240,104	0.00	0.00	154,477.11	85,626.89	64%	

Budget vs Actual

NORTH TOPSAIL BEACH
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Period Ending 6/30/2023

10-420-02 SALARIES	397,000	0.00	0.00	285,620.66	111,379.34	72%
10-420-05 FICA (7.65%)	30,371	0.00	0.00	21,783.36	8,587.14	72%
10-420-06 GROUP INSURANCE	42,250	0.00	0.00	30,174.94	12,075.06	71%
10-420-07 ORBIT RETIREMENT (12.23%)	48,553	0.00	0.00	34,835.61	13,717.49	72%
10-420-08 401K (3%)	11,910	0.00	0.00	7,821.11	4,088.89	66%
10-420-09 TOWN INSURANCE HRA	30,000	0.00	0.00	22,883.30	7,116.70	76%
10-420-10 EMPLOYEE TRAINING	6,000	0.00	0.00	246.00	5,754.00	4%
10-420-11 POSTAGE	2,500	0.00	0.00	497.40	2,002.60	20%
10-420-12 MANAGER EXPENSE ACCT	1,000	0.00	0.00	0.00	1,000.00	
10-420-13 TUITION REIMBURSEMENT	2,500	0.00	0.00	0.00	2,500.00	
10-420-15 BANK CHARGES	2,500	0.00	0.00	514.53	1,985.47	21%
10-420-16 M & R EQUIPMENT	500	0.00	0.00	0.00	500.00	
10-420-17 M & R VEHICLE	1,500	0.00	0.00	52.24	1,447.76	3%
10-420-18 CONSUMABLES	4,000	0.00	0.00	3,988.16	11.84	100%
10-420-26 ADVERTISING	1,500	0.00	0.00	368.00	1,132.00	25%
10-420-31 GAS, OIL & TIRES	2,000	0.00	0.00	946.26	1,053.74	47%
10-420-33 DEPARTMENT SUPPLIES	6,000	0.00	0.00	5,005.21	994.79	83%
10-420-34 TOWN APPAREL & MERCH EXPENSE	3,000	0.00	0.00	3,831.44	(831.44)	128%
10-420-35 IT EQUIPMENT & SERVICES	6,500	0.00	0.00	8,955.06	(2,455.06)	138%
10-420-45 CONTRACTED SERVICES	26,200	0.00	0.00	40,532.80	(14,332.80)	155%
10-420-53 DUES & SUBSCRIPTIONS	8,000	0.00	0.00	10,572.00	(2,572.00)	132%
10-420-57 MISCELLANEOUS	500	0.00	0.00	308.40	191.60	62%
10-420-58 EMPLOYEE ENGAGEMENT	10,000	0.00	0.00	1,763.17	8,236.83	18%
10-420-74 CAPITAL OUTLAY	16,000	0.00	0.00	13,559.19	2,440.81	85%
10-420-75 DEBT SERVICE	0	0.00	0.00	311.68	(311.68)	
10-420-76 EQUIPMENT LEASE PAYMENTS	27,500	0.00	0.00	23,666.60	3,833.40	86%
ADMINISTRATION Totals:	687,784	0.00	0.00	518,237.12	169,546.48	75%
10-490-02 SALARIES	92,500	0.00	0.00	74,836.12	17,663.88	81%
10-490-03 PART-TIME SALARIES	15,500	0.00	0.00	10,005.68	5,494.32	65%
10-490-05 FICA (7.65%)	8,262	0.00	0.00	6,490.45	1,771.55	79%

Budget vs Actual

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-490-06 GROUP INSURANCE	8,500	0.00	0.00	6,259.93	2,240.07	74%	
10-490-07 ORBIT RETIREMENT (12.23%)	11,313	0.00	0.00	9,128.11	2,184.64	81%	
10-490-08 401K (3%)	2,775	0.00	0.00	2,228.53	546.47	80%	
10-490-10 EMPLOYEE TRAINING	3,000	0.00	0.00	251.10	2,748.90	8%	
10-490-16 M & R EQUIPMENT	500	0.00	0.00	0.00	500.00		
10-490-17 M & R VEHICLES	1,000	0.00	0.00	991.70	8.30	99%	
10-490-31 GAS, OIL, & TIRES	1,000	0.00	0.00	1,457.95	(457.95)	146%	
10-490-45 CONTRACTED SERVICES	6,000	0.00	0.00	5,836.19	163.81	97%	
10-490-53 DUES & SUBSCRIPTIONS	1,650	0.00	0.00	295.00	1,355.00	18%	
10-490-57 MISCELLANEOUS	250	0.00	0.00	0.00	250.00		
10-490-58 CRS FLOOD ACTIVITY	1,400	0.00	0.00	0.00	1,400.00		
PLANNING/ZONING/CAMA Totals:	153,650	0.00	0.00	117,780.76	35,868.99	77%	
10-491-02 SALARIES	135,500	0.00	0.00	112,550.20	22,949.80	83%	
10-491-05 FICA (7.65%)	10,366	0.00	0.00	8,486.03	1,879.72	82%	
10-491-06 GROUP INSURANCE	17,000	0.00	0.00	12,519.86	4,480.14	74%	
10-491-07 ORBIT RETIREMENT (12.23%)	16,572	0.00	0.00	13,471.10	3,100.55	81%	
10-491-08 401K (3%)	4,065	0.00	0.00	3,292.40	772.60	81%	
10-491-10 EMPLOYEE TRAINING	4,500	0.00	0.00	3,197.89	1,302.11	71%	
10-491-17 M & R VEHICLES	1,200	0.00	0.00	30.99	1,169.01	3%	
10-491-31 GAS, OIL & TIRES	3,000	0.00	0.00	1,614.80	1,385.20	54%	
10-491-33 DEPARTMENTAL SUPPLIES	1,050	0.00	0.00	606.39	443.61	58%	
10-491-45 CONTRACTED SERVICES	10,000	0.00	0.00	5,836.18	4,163.82	58%	
10-491-53 DUES & SUBSCRIPTIONS	1,555	0.00	0.00	280.00	1,275.00	18%	
10-491-54 DEMOLITION	135,000	0.00	0.00	0.00	135,000.00		
10-491-57 MISCELLANEOUS	500	0.00	0.00	0.00	500.00		
10-491-75 DEBT SERVICE	10,651	0.00	0.00	9,067.41	1,583.59	85%	
INSPECTIONS Totals:	350,958	0.00	0.00	170,953.25	180,005.15	49%	
10-500-11 PHONES	30,000	0.00	0.00	20,901.26	9,098.74	70%	
10-500-13 UTILITIES	50,000	0.00	0.00	33,364.38	16,635.62	67%	

Budget vs Actual

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-500-15 M & R BUILDINGS/GROUNDS	47,000	0.00	0.00	47,097.76	(97.76)	100%	
10-500-17 LANDSCAPING EXPENSE	7,750	0.00	0.00	1,432.81	6,317.19	18%	
10-500-33 BUILDING SUPPLIES	6,500	0.00	0.00	1,123.14	5,376.86	17%	
10-500-35 FURNITURE	7,500	0.00	0.00	1,010.40	6,489.60	13%	
10-500-43 CLEANING SERVICES	7,000	0.00	0.00	4,750.00	2,250.00	68%	
10-500-45 PEST CONTROL	1,500	0.00	0.00	1,079.00	421.00	72%	
10-500-57 TOWN SIGN M & R	5,000	0.00	0.00	4,214.00	786.00	84%	
10-500-58 WEB EOC SERVICE	1,500	0.00	0.00	1,125.00	375.00	75%	
10-500-74 CAPITAL OUTLAY	350,000	109,583.00	0.00	41,652.51	198,764.49	43%	
PUBLIC BLDGS Totals:	513,750	109,583.00	0.00	157,750.26	246,416.74	52%	
10-501-09 WORKER'S COMPENSATION	55,000	0.00	0.00	47,430.47	7,569.53	86%	
10-501-13 PROPERTY LIABILITY & BONDS	129,000	0.00	0.00	111,442.89	17,557.11	86%	
10-501-17 VFIS INSURANCE	22,500	0.00	0.00	22,400.00	100.00	100%	
10-501-53 CYBER INSURANCE	26,000	0.00	0.00	13,626.78	12,373.22	52%	
10-501-54 FLOOD INSURANCE	45,000	0.00	0.00	2,943.00	42,057.00	7%	
INSURANCE Totals:	277,500	0.00	0.00	197,843.14	79,656.86	71%	
10-509-02 PSA SALARY	15,905	0.00	0.00	12,845.07	3,059.93	81%	
10-509-05 FICA (7.65%)	1,220	0.00	0.00	982.59	237.41	81%	
PSA - RETIRED POLICE OFFICERS Totals:	17,125	0.00	0.00	13,827.66	3,297.34	81%	
10-510-02 SALARIES	788,610	0.00	0.00	566,117.99	222,492.01	72%	
10-510-03 PART-TIME SALARIES	5,000	0.00	0.00	8,298.81	(3,298.81)	166%	
10-510-04 OVERTIME	35,000	0.00	0.00	20,123.56	14,876.44	57%	
10-510-05 FICA (7.65%)	65,178	0.00	0.00	44,845.83	20,332.17	69%	
10-510-06 GROUP INSURANCE	111,000	0.00	0.00	72,750.97	38,249.03	66%	
10-510-07 ORBIT RETIREMENT (13.04%)	103,200	0.00	0.00	75,647.45	27,552.55	73%	
10-510-08 401K (5%)	38,000	0.00	0.00	27,953.23	10,046.77	74%	
10-510-09 BEACH PATROL EXPENSE	15,000	0.00	0.00	384.00	14,616.00	3%	
10-510-10 EMPLOYEE TRAINING	10,000	0.00	0.00	5,508.74	4,491.26	55%	

Budget vs Actual

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-510-16 M & R EQUIPMENT	3,500	0.00	0.00	299.99	3,200.01	9%	
10-510-17 M & R VEHICLES	11,000	0.00	0.00	8,171.59	2,828.41	74%	
10-510-31 GAS,OIL & TIRES	55,000	0.00	0.00	45,207.81	9,792.19	82%	
10-510-32 OFFICE SUPPLIES	1,000	0.00	0.00	296.73	703.27	30%	
10-510-33 DEPARTMENTAL SUPPLIES	5,050	0.00	0.00	3,808.00	1,242.00	75%	
10-510-36 UNIFORMS	12,000	0.00	0.00	4,031.50	7,968.50	34%	
10-510-37 BALLISTIC VEST GRANT EXPENSE	4,570	0.00	0.00	0.00	4,570.00		
10-510-47 PROFESSIONAL SERVICES	4,160	0.00	0.00	556.00	3,604.00	13%	
10-510-53 DUES & SUBSCRIPTIONS	21,671	0.00	0.00	6,444.02	15,226.98	30%	
10-510-57 K-9 EXPENSES	2,000	0.00	0.00	893.26	1,106.74	45%	
10-510-60 LESO PROGRAM	5,000	0.00	0.00	2,070.01	2,929.99	41%	
10-510-73 NON-CAPITAL OUTLAY	26,290	8,387.00	0.00	14,732.14	3,170.86	88%	
10-510-74 CAPITAL OUTLAY	165,000	12,540.91	0.00	156,740.26	(4,281.17)	103%	
10-510-75 DEBT SERVICE	35,712	0.00	0.00	30,403.94	5,308.06	85%	
10-510-76 TAXES & TITLES	2,250	0.00	0.00	2,118.97	131.03	94%	
POLICE Totals:	1,525,191	20,927.91	0.00	1,097,404.80	406,858.29	73%	
10-545-02 SALARIES	183,500	0.00	0.00	150,395.89	33,104.11	82%	
10-545-03 PART-TIME SALARIES	43,000	0.00	0.00	9,930.05	33,069.95	23%	
10-545-04 OVERTIME	2,000	0.00	0.00	3,983.46	(1,983.46)	199%	
10-545-05 FICA (7.65%)	17,480	0.00	0.00	12,569.78	4,910.47	72%	
10-545-06 GROUP INSURANCE	34,000	0.00	0.00	24,895.88	9,104.12	73%	
10-545-07 ORBIT RETIREMENT (12.23%)	27,946	0.00	0.00	20,038.88	7,906.67	72%	
10-545-08 401K (3%)	6,855	0.00	0.00	4,564.86	2,290.14	67%	
10-545-14 EMPLOYEE TRAINING	2,500	0.00	0.00	28.16	2,471.84	1%	
10-545-16 M & R EQUIPMENT	20,000	0.00	0.00	12,638.96	7,361.04	63%	
10-545-17 M & R VEHICLES	15,000	0.00	0.00	8,191.91	6,808.09	55%	
10-545-31 GAS, OIL & TIRES	20,000	0.00	0.00	16,527.67	3,472.33	83%	
10-545-32 OFFICE SUPPLIES	500	0.00	0.00	0.00	500.00		

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-545-33 DEPARTMENTAL SUPPLIES & EQUIP	6,000	0.00	0.00	3,589.28	2,410.72	60%	
10-545-34 MOSQUITO CONTROL EXPENSE	5,000	0.00	0.00	0.00	5,000.00		
10-545-36 UNIFORMS	1,500	0.00	0.00	615.95	884.05	41%	
10-545-53 DUES & SUBSCRIPTIONS	0	0.00	0.00	32.08	(32.08)		
10-545-57 MISCELLANEOUS	100	0.00	0.00	1,156.68	(1,056.68)	1157%	
10-545-74 CAPITAL OUTLAY	245,000	0.00	0.00	228,392.30	16,607.70	93%	
10-545-75 DEBT SERVICE	11,053	0.00	0.00	9,409.58	1,643.42	85%	
PUBLIC WORKS Totals:	641,434	0.00	0.00	506,961.37	134,472.43	79%	
10-560-13 STREET LIGHT EXPENSE	30,000	0.00	0.00	16,984.87	13,015.13	57%	
10-560-15 M & R PUBLIC PARKING	25,000	7,350.00	0.00	9,274.32	8,375.68	66%	
10-560-33 DEPARTMENTAL SUPPLIES	4,000	0.00	0.00	3,845.15	154.85	96%	
10-560-43 TOWN ENTRANCE SIGNS	2,000	0.00	0.00	0.00	2,000.00		
10-560-73 STREET PAVING & REPAIR	40,000	0.00	0.00	1,069.74	38,930.26	3%	
10-560-74 CAPITAL OUTLAY	40,000	0.00	0.00	36,850.00	3,150.00	92%	
STREETS Totals:	141,000	7,350.00	0.00	68,024.08	65,625.92	53%	
10-580-45 SANITATION CONTRACTS	413,969	0.00	0.00	302,977.04	110,992.32	73%	
10-580-46 TIPPING FEES	70,555	0.00	0.00	60,038.33	10,516.67	85%	
10-580-47 RECYCLING	30,000	0.00	0.00	2,181.29	27,818.71	7%	
SANITATION Totals:	514,524	0.00	0.00	365,196.66	149,327.70	71%	
10-620-12 SNOWFLAKES	12,000	0.00	0.00	6,785.46	5,214.54	57%	
10-620-14 PARK WELL	1,500	0.00	0.00	0.00	1,500.00		
10-620-15 PARK MAINTENANCE	40,000	0.00	0.00	21,715.14	18,284.86	54%	
10-620-17 PARK LANDSCAPING	22,250	0.00	0.00	4,891.47	17,358.53	22%	
10-620-18 M & R BIKE PATH	1,500	0.00	0.00	0.00	1,500.00		
10-620-27 SPECIAL EVENTS	40,000	0.00	0.00	38,603.90	1,396.10	97%	
10-620-33 PARK SUPPLIES	3,500	0.00	0.00	2,767.85	732.15	79%	
10-620-72 OCEAN CITY GRANT EXPENSE	10,000	0.00	0.00	5,403.50	4,596.50	54%	
RECREATION Totals:	130,750	0.00	0.00	80,167.32	50,582.68	61%	

Budget vs Actual

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-690-02 SALARIES	865,500	0.00	0.00	673,884.85	191,615.15	78%	
10-690-03 VOL INCENTIVE PAY	2,500	0.00	0.00	0.00	2,500.00		
10-690-04 OVERTIME	40,000	0.00	0.00	31,607.91	8,392.09	79%	
10-690-05 FICA (7.65%)	69,462	0.00	0.00	53,196.22	16,265.78	77%	
10-690-06 GROUP INSURANCE	143,750	0.00	0.00	87,251.49	56,498.51	61%	
10-690-07 ORBIT RETIREMENT (12.23%)	110,743	0.00	0.00	85,886.31	24,856.34	78%	
10-690-08 401K (3%)	27,165	0.00	0.00	20,897.49	6,267.51	77%	
10-690-10 EMPLOYEE TRAINING	5,000	0.00	0.00	3,013.99	1,986.01	60%	
10-690-16 M & R EQUIPMENT	20,000	0.00	0.00	4,816.96	15,183.04	24%	
10-690-17 M & R VEHICLES	17,500	0.00	0.00	17,361.57	138.43	99%	
10-690-31 GAS, OIL & TIRES	20,000	0.00	0.00	15,567.08	4,432.92	78%	
10-690-32 OFFICE SUPPLIES	1,500	0.00	0.00	691.20	808.80	46%	
10-690-33 DEPARTMENTAL SUPPLIES	45,500	9,885.00	0.00	16,588.76	19,026.24	58%	
10-690-34 FIRE FIGHTER PHYSICALS	6,000	0.00	0.00	1,820.00	4,180.00	30%	
10-690-36 UNIFORMS	8,000	(2,581.00)	0.00	7,801.32	2,779.68	65%	
10-690-53 DUES & SUBSCRIPTIONS	8,500	0.00	0.00	5,518.63	2,981.37	65%	
10-690-57 MISCELLANEOUS	250	0.00	0.00	152.82	97.18	61%	
10-690-73 COMUNICATIONS EQUIP	6,000	5,039.48	0.00	140.12	820.40	86%	
10-690-74 CAPITAL OUTLAY	240,000	105,508.00	0.00	310.00	134,182.00	44%	
FIRE DEPARTMENT Totals:	1,637,370	117,851.48	0.00	1,026,506.72	493,011.45	70%	
10-695-91 PLANNING BOARD EXPENSE	1,000	0.00	0.00	0.00	1,000.00		
10-695-92 BOARD OF ADJUSTMENT EXPENSE	1,000	0.00	0.00	0.00	1,000.00		
COMMITTEES Totals:	2,000	0.00	0.00	0.00	2,000.00		
10-720-10 BEACH LOBBIST CONTRACT	0	0.00	0.00	6,871.83	(6,871.83)		
BEACH REN. / DUNE STAB. Totals:	0	0.00	0.00	6,871.83	(6,871.83)		
10-999-01 CONTINGENCY	408,935	0.00	0.00	0.00	408,934.72		
CONTINGENCY Totals:	408,935	0.00	0.00	0.00	408,934.72		
Expenses Totals:	7,242,074	255,712.39	0.00	4,482,002.08	2,504,359.81	65%	

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10 GENERAL FUND	Revenues Over/(Under) Expenses:	0.00	2,936,750.35
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12 CAPITAL IMPROVEMENT FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
Revenues							
12-301-00 AD VALOREM TAX (.07)	990,423	0.00	0.00	1,037,412.37	46,989.37	105%	
12-383-00 SALE OF FIXED ASSETS	125,000	0.00	0.00	116,970.00	(8,030.00)	94%	
Revenues Totals:	1,115,423	0.00	0.00	1,154,382.37	38,959.37	103%	
Expenses							
12-750-01 FIRE DEPARTMENT	424,467	0.00	0.00	188,671.85	235,795.15	44%	
12-750-02 FIRE TRUCK	141,489	0.00	0.00	0.00	141,489.00		
12-750-11 FUTURE CAPITAL IMPROVEMENTS	549,467	0.00	0.00	0.00	549,467.00		
Totals:	1,115,423	0.00	0.00	188,671.85	926,751.15	17%	
Expenses Totals:	1,115,423	0.00	0.00	188,671.85	926,751.15	17%	
12 CAPITAL IMPROVEMENT FUND	Revenues Over/(Under) Expenses:		0.00	965,710.52			

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15 AMERICAN RESCUE PLAN FUNDING							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
Revenues							
15-305-00 AMERICAN RESCUE PLAN FUNDING	118,396	0.00	0.00	118,396.10	0.10	100%	
Revenues Totals:	118,396	0.00	0.00	118,396.10	0.10	100%	
Expenses							
15-790-00 AMERICAN RESCUE PLAN	118,396	0.00	0.00	0.00	118,396.00		
Totals:	118,396	0.00	0.00	0.00	118,396.00		
Expenses Totals:	118,396	0.00	0.00	0.00	118,396.00		
15 AMERICAN RESCUE PLAN FUNDING	Revenues Over/(Under) Expenses:		0.00	118,396.10			

Budget vs Actual

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30 SHORELINE PROTECTION

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
Revenues						
30-301-00 ACCOMMODATION TAX	1,500,000	0.00	0.00	2,011,489.03	511,489.03	134%
30-301-05 AD VALOREM TAX - Beach	1,414,890	0.00	0.00	1,599,972.58	185,082.58	113%
30-317-01 COUNTY GRANT FUNDING	150,000	0.00	0.00	150,000.00	0.00	100%
30-329-00 INTEREST INCOME	1,000	0.00	0.00	83,190.23	82,190.23	8319%
30-336-00 SEA OATS PROGRAM	25,000	0.00	0.00	0.00	(25,000.00)	
30-345-00 LOCAL OPTION SALES TAX	653,873	0.00	0.00	717,141.69	63,268.69	110%
30-348-09 FEMA REIMBURSEMENTS (POST HURRICANE)	41,800	0.00	0.00	0.00	(41,800.00)	
30-350-01 PAID PARKING REVENUE	547,500	0.00	0.00	323,005.16	(224,494.84)	59%
30-383-02 SPECIAL ASSESSMENT	7,000	0.00	0.00	0.00	(7,000.00)	
Revenues Totals:	4,341,063	0.00	0.00	4,884,798.69	543,735.69	113%
Expenses						
30-710-08 LEASE PAYMENTS	48,000	0.00	0.00	36,900.00	11,100.00	77%
30-710-10 BEACH LOBBYIST CONTRACT	60,000	0.00	0.00	44,471.46	15,528.54	74%
30-710-12 BEACH/ACCESS MAINTENANCE	50,000	0.00	0.00	17,641.34	32,358.66	35%
30-710-14 BEACH MEETINGS / CONFERENCES	20,000	0.00	0.00	11,648.39	8,351.61	58%
30-710-15 M & R DUNE/CROSSWALK	8,000	0.00	0.00	0.00	8,000.00	
30-710-45 CONTRACTED SERVICES	10,000	0.00	0.00	160.00	9,840.00	2%
30-710-59 SEA OATS PROGRAM	50,000	0.00	0.00	44,250.00	5,750.00	89%
Totals:	246,000	0.00	0.00	155,071.19	90,928.81	63%
30-720-07 Harden Structure Permit/Design	280,000	0.00	0.00	92,579.00	187,421.00	33%
30-720-08 CONTRACTS, PLANS, SPECS	175,800	0.00	0.00	104,155.03	71,644.97	59%
30-720-18 OTHER CONTRACTS & PLANS	60,000	0.00	0.00	41,800.00	18,200.00	70%
30-720-50 2022B SOB PAYMENT	2,030,484	0.00	0.00	1,933,363.03	97,120.97	95%
30-720-57 2022C FEMA SOB FEES	0	0.00	0.00	200,489.78	(200,489.78)	
30-720-58 2022A FEMA SOB FEES	0	0.00	0.00	133,200.00	(133,200.00)	
30-720-59 2022B USDA SOB FEES	0	0.00	0.00	35,059.09	(35,059.09)	

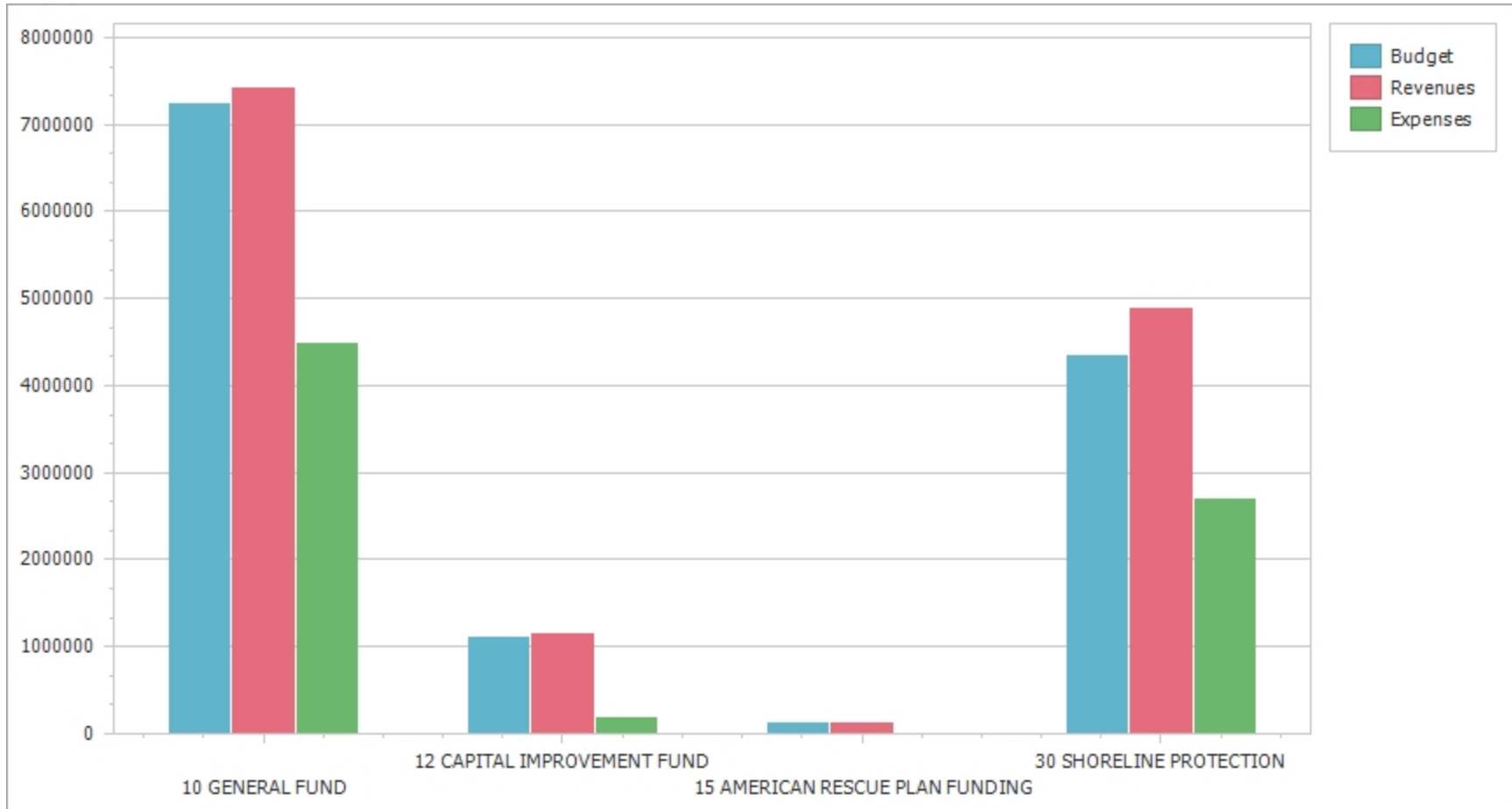
Budget vs Actual

NORTH TOPSAIL BEACH
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Period Ending 6/30/2023

30 SHORELINE PROTECTION							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
30-720-60 30 YEAR BEACH PLAN	30,000	0.00	0.00	0.00	30,000.00		
30-720-64 Sandbag Repair Project	200,000	0.00	0.00	0.00	200,000.00		
30-720-68 Future Projects Fund	1,318,779	0.00	0.00	0.00	1,318,779.00		
BEACH REN. / DUNE STAB. Totals:	4,095,063	0.00	0.00	2,540,645.93	1,554,417.07	62%	
Expenses Totals:	4,341,063	0.00	0.00	2,695,717.12	1,645,345.88	62%	
30 SHORELINE PROTECTION Revenues Over/(Under) Expenses:			0.00	2,189,081.57			



Budget vs Actual

NORTH TOPSAIL BEACH
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Period Ending 6/30/2025

31 CAPITAL PROJECT BEACH MAINTENANCE							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
Revenues							
31-330-00 LOAN PROCEEDS	0	0.00	0.00	8,765,828.66	8,765,828.66		
31-348-08 FEMA REIMBURSEMENT	17,599,184	0.00	0.00	3,838,292.60	(13,760,891.40)	22%	
31-368-00 NCDEQ GRANT FUNDS	10,500,000	0.00	0.00	5,250,000.00	(5,250,000.00)	50%	
31-399-01 T/I FROM BEACH FUND	1,528,134	0.00	0.00	0.00	(1,528,133.90)		
Revenues Totals:	29,627,318	0.00	0.00	17,854,121.26	(11,773,196.64)	60%	
Expenses							
31-450-01 ENGINEERING & CONSTRUCTION PHASE SUPPORT	9,000	0.00	0.00	3,996.00	5,004.00	44%	
31-450-02 CONSTRUCTION MANAGEMENT & ADMINISTRATION	210,000	0.00	0.00	277,063.25	(67,063.25)	132%	
31-450-03 LABORATORY ANALYSIS	44,400	0.00	0.00	3,515.00	40,885.00	8%	
31-450-04 REGULATORY COORDINATION & CLOSEOUT	10,000	0.00	0.00	3,102.50	6,897.50	31%	
31-450-05 MOBILIZATION & DEMOBILIZATION	180,000	0.00	0.00	180,000.00	0.00	100%	
31-450-06 HAUL & PLACEMENT OF BEACH FILL	8,378,110	0.00	0.00	7,884,814.99	493,295.01	94%	
31-450-07 PAYMENT & PERFORMANCE BONDS	45,000	0.00	0.00	45,000.00	0.00	100%	
31-450-08 PROFESSIONAL FEES	123,490	0.00	0.00	562,435.00	(438,945.00)	455%	
31-450-09 TRANCHE 2 CONSTRUCTION	8,621,653	0.00	0.00	1,546,425.00	7,075,227.64	18%	
31-450-10 TRANCHE 2 ENGINEERING	585,000	0.00	0.00	3,230.00	581,770.00	1%	
31-450-11 TRANCHE 2 CONTINGENCY	920,665	0.00	0.00	595.00	920,070.26	0%	
31-460-00 TRANCHE 3 PROJECT	10,500,000	0.00	0.00	0.00	10,500,000.00		
Totals:	29,627,318	0.00	0.00	10,510,176.74	19,117,141.16	35%	
Expenses Totals:	29,627,318	0.00	0.00	10,510,176.74	19,117,141.16	35%	
31 CAPITAL PROJECT BEACH MAINTENANCE	Revenues Over/(Under) Expenses:		0.00	7,343,944.52			

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: 4/1/2023 - 4/17/2023

GL Account - 30-301-00 ACCOMMODATION TAX					
Date	Description	Source	Debits	Credits	Date
Fiscal Period - FY 22-23		Beg Balance	\$0.00	\$3,948,930.42	
04/11/2023	OCC TAX	GL GJ	\$0.00	\$81.89	04/17/2023
04/11/2023	OCC TAX	GL GJ	\$0.00	\$175.23	04/17/2023
04/13/2023	OCC TAX	GL GJ	\$0.00	\$3,292.91	04/17/2023
04/14/2023	OCC TAX	GL GJ	\$0.00	\$237.86	04/17/2023
Transaction Totals			\$0.00	\$3,787.89	
**		End Balance	\$0.00	\$3,787.89	**

Check Listing

Date From: 4/1/2023 Date To: 4/17/2023

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

NORTH TOPSAIL BEACH

04/17/2023 10:58 AM

Page: 1 of 2

Check Number	Bank	Vendor	Date	Amount
46900	1	BECKY BORNEMAN	04/06/2023	<u>\$100.00</u>
46901	1	CHARTER COMMUNICATIONS	04/06/2023	<u>\$838.23</u>
46902	1	COMPUTER WARRIORS, INC.	04/06/2023	<u>\$739.69</u>
46903	1	CROSSLEY MCINTOSH COLLIER	04/06/2023	<u>\$2,047.16</u>
46904	1	DELL EMC	04/06/2023	<u>\$8,523.67</u>
46905	1	HEATHER KISSINGER	04/06/2023	<u>\$100.00</u>
46906	1	HR SERVICE INC	04/06/2023	<u>\$859.00</u>
46907	1	NORTH TOPSAIL RENTALS LLC	04/06/2023	<u>\$500.00</u>
46908	1	RICHARD LUDWIG	04/06/2023	<u>\$270.00</u>
46909	1	SNEADS FERRY OIL & LP GAS	04/06/2023	<u>\$157.58</u>
46910	1	SPLASH BY THE SEA	04/06/2023	<u>\$500.00</u>
46911	1	THOMPSON, PRICE, SCOTT, ADAMS & CO, P.A.	04/06/2023	<u>\$350.00</u>
46912	1	TI COASTAL SERVICES, INC.	04/06/2023	<u>\$2,000.00</u>
46913	1	TREASURE REALTY	04/06/2023	<u>\$3,000.00</u>
46914	1	TRICIA BARNAK	04/06/2023	<u>\$100.00</u>
46915	1	VERIZON WIRELESS	04/06/2023	<u>\$809.10</u>
46916	1	WAGONER INSURANCE & REALTY	04/06/2023	<u>\$200.00</u>
46917	1	BECKER MORGAN GROUP INC	04/13/2023	<u>\$22,682.50</u>
46918	1	BLACKS TIRE SERVICE	04/13/2023	<u>\$3,753.25</u>
46919	1	CM MITCHELL CONSTRUCTION	04/13/2023	<u>\$997,845.51</u>
46920	1	DIAL CORDY	04/13/2023	<u>\$12,030.00</u>
46921	1	DODSON PEST CONTROL	04/13/2023	<u>\$127.00</u>
46922	1	GFL ENVIRONMENTAL	04/13/2023	<u>\$33,834.12</u>
46923	1	GUY C. LEE BUILDING MATERIALS	04/13/2023	<u>\$538.96</u>
46924	1	JACKSONVILLE DAILY NEWS	04/13/2023	<u>\$368.00</u>
46925	1	JONES ONSLOW ELECTRIC COMPANY	04/13/2023	<u>\$3,631.90</u>
46926	1	LINDER INDUSTRIAL	04/13/2023	<u>\$2,968.01</u>
46927	1	LOWE'S HOME CENTERS	04/13/2023	<u>\$87.71</u>
46928	1	NC BEACH INLET & WATERWAY ASSO	04/13/2023	<u>\$1,875.00</u>
46929	1	NC INTERLOCAL RISK MGMT AGENCY	04/13/2023	<u>\$47.16</u>
46930	1	NC LICENSING BOARD - GEN. CONTR	04/13/2023	<u>\$99.00</u>
46931	1	O'REILLY AUTOMOTIVE INC.	04/13/2023	<u>\$11,625.00</u>

Check Listing

Date From: 4/1/2023 Date To: 4/17/2023

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

NORTH TOPSAIL BEACH

04/17/2023 10:58 AM

Page: 2 of 2

Check Number	Bank	Vendor	Date	Amount
46932	1	ONslow COUNTY SOLID WASTE DEPT	04/13/2023	<u>\$5,001.18</u>
46933	1	ONslow WATER & SEWER AUTHORITY	04/13/2023	<u>\$219.58</u>
46934	1	PNC BANK	04/13/2023	<u>\$88,994.89</u>
46935	1	PROFESSIONAL HEALTH SERVICE	04/13/2023	<u>\$1,820.00</u>
46936	1	SHEPARD'S WRECKER SERVICE	04/13/2023	<u>\$1,867.21</u>
46937	1	THOMPSON, PRICE, SCOTT, ADAMS & CO, P.A.	04/13/2023	<u>\$8,125.00</u>
46938	1	TOWN OF SURF CITY	04/13/2023	<u>\$5,340.98</u>
46939	1	TRUIST BANK	04/13/2023	<u>\$5,671.87</u>
46940	1	YOPP BROTHERS, INC.	04/13/2023	<u>\$698.08</u>
41	Checks Totaling -			\$1,230,347.24

Totals By Fund

	Checks	Voids	Total
10	\$100,562.72		\$100,562.72
12	\$22,682.50		\$22,682.50
30	\$109,256.51		\$109,256.51
31	\$997,845.51		\$997,845.51
Totals:	\$1,230,347.24		\$1,230,347.24

Town of North Topsail Beach Fire Department

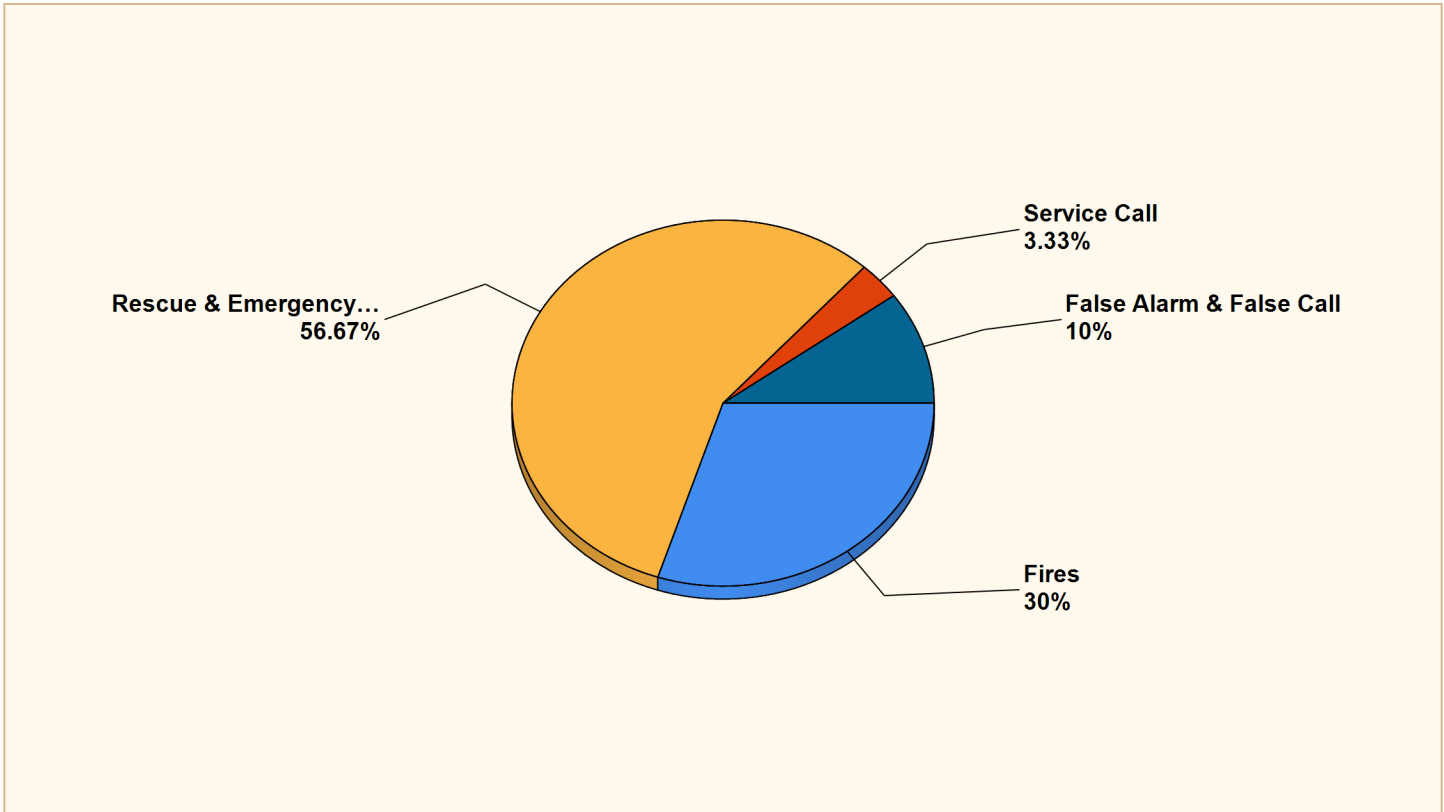
North Topsail Beach, NC

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 03/01/2023 | End Date: 04/13/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	9	30%
Rescue & Emergency Medical Service	17	56.67%
Service Call	1	3.33%
False Alarm & False Call	3	10%
TOTAL	30	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.



Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	3	10%
113 - Cooking fire, confined to container	1	3.33%
141 - Forest, woods or wildland fire	5	16.67%
311 - Medical assist, assist EMS crew	14	46.67%
322 - Motor vehicle accident with injuries	1	3.33%
352 - Extrication of victim(s) from vehicle	1	3.33%
365 - Watercraft rescue	1	3.33%
553 - Public service	1	3.33%
735 - Alarm system sounded due to malfunction	1	3.33%
743 - Smoke detector activation, no fire - unintentional	1	3.33%
745 - Alarm system activation, no fire - unintentional	1	3.33%
TOTAL INCIDENTS:	30	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, ItemB.



Permits Issued List

From Date: 03/22/2023

To Date: 04/05/2023

Permit Type	Sub Type	Permit#	Address	Issue Date	Permit Fee
Addition Permit	Single Family	AP22-000011	1272 NEW RIVER INLET RD	04/04/2023	200.00
Addition Permit Total	Single Family Total			1	200.00
Addition Permit Total				1	200.00
Beach Access Application	Beach Access Application	BAA23-000007	1511 NEW RIVER INLET RD	04/04/2023	200.00
Beach Access Application	Beach Access Application	BAA23-000010	1070 NEW RIVER INLET RD	04/04/2023	200.00
Beach Access Application	Beach Access Application	BAA23-000011	36 PORPOISE PL	03/27/2023	200.00
Beach Access Application Total	Beach Access Application Total			3	600.00
Beach Access Application Total				3	600.00
Contractor Change Request	Contractor Change Request	CCR23-000037	4122 ISLAND DR	03/31/2023	0.00
Contractor Change Request	Contractor Change Request	CCR23-000033	208 MASON CT	03/27/2023	0.00
Contractor Change Request Total	Contractor Change Request Total			2	0.00
Contractor Change Request Total				2	0.00
Driveway Permit	Driveway Permit	DVW22-000055	1553 NEW RIVER INLET RD	03/29/2023	0.00
Driveway Permit	Driveway Permit	DVW22-000067	208 MASON CT	03/27/2023	0.00
Driveway Permit Total	Driveway Permit Total			2	0.00
Driveway Permit Total				2	0.00
Electrical Permit	Commercial	E23-000051	2461 ISLAND DR	03/31/2023	75.00
Electrical Permit Total	Commercial Total			1	75.00
Electrical Permit	Residential	E23-000063	1113 NEW RIVER INLET RD	04/04/2023	75.00
Electrical Permit	Residential	E23-000064	210 PORT DR	04/05/2023	75.00
Electrical Permit	Residential	E23-000052	133 TOPSAIL RD	03/23/2023	75.00
Electrical Permit	Residential	E23-000060	204 PORTO VISTA DR	03/30/2023	75.00
Electrical Permit	Residential	E23-000058	3858 ISLAND DR	04/05/2023	75.00

Electrical Permit	Residential	E22-000362	1075 NEW RIVER INLET RD	04/05/2023	0.00
Electrical Permit	Residential	E22-000226	2330 REEVES ST	03/23/2023	0.00
Electrical Permit	Residential	E22-000351	1553 NEW RIVER INLET RD	03/29/2023	0.00
Electrical Permit Total	Residential Total			8	375.00
Electrical Permit Total				9	450.00
Insulation Permit	Residential	I22-000038	2330 REEVES ST	03/23/2023	0.00
Insulation Permit	Residential	I22-000068	4122 ISLAND DR	03/31/2023	0.00
Insulation Permit	Residential	I22-000073	1553 NEW RIVER INLET RD	03/29/2023	0.00
Insulation Permit Total	Residential Total			3	0.00
Insulation Permit Total				3	0.00
Mechanical Permit	Residential	M23-000027	302 MARINA WAY	03/30/2023	75.00
Mechanical Permit	Residential	M23-000028	2000 NEW RIVER INLET RD 2106	03/30/2023	75.00
Mechanical Permit	Residential	M23-000022	1840 NEW RIVER INLET RD 2212B	04/03/2023	75.00
Mechanical Permit	Residential	M22-000248	2000 NEW RIVER INLET RD 3309	03/30/2023	75.00
Mechanical Permit	Residential	M21-000080	318 SCOTCH BONNET DR	03/23/2023	0.00
Mechanical Permit	Residential	M22-000256	1553 NEW RIVER INLET RD	03/29/2023	0.00
Mechanical Permit Total	Residential Total			6	300.00
Mechanical Permit Total				6	300.00
Mobile Food Truck/Pushcart	Mobile Food Truck	MFV23-000005	465 NEW RIVER INLET RD	03/30/2023	100.00
Mobile Food Truck/Pushcart	Mobile Food Truck	MFV23-000003	465 NEW RIVER INLET RD	03/23/2023	100.00
Mobile Food Truck/Pushcart Total	Mobile Food Truck Total			2	200.00
Mobile Food Truck/Pushcart Total				2	200.00
New Construction Permit	Single Family	C22-000058	1553 NEW RIVER INLET RD	03/29/2023	2,625.26
New Construction Permit Total	Single Family Total			1	2,625.26
New Construction Permit Total				1	2,625.26
Plumbing Permit	Residential	P22-000090	1553 NEW RIVER INLET RD	03/29/2023	0.00
Plumbing Permit Total	Residential Total			1	0.00
Plumbing Permit Total				1	0.00
Renovation Permit	Single Family	B22-000019	4122 ISLAND DR	03/31/2023	375.00
Renovation Permit Total	Single Family Total			1	375.00
Renovation Permit Total				1	375.00
<i>Section VIII, Item B.</i>	Permit Total			1	375.00

Simple Build Permit	Single Family	SB23-000003	2331 NEW RIVER INLET RD	04/04/2023	200.00
Simple Build Permit	Single Family	SB23-000026	167 OLD VILLAGE LN	04/04/2023	200.00
Simple Build Permit Total	Single Family Total			2	400.00
Simple Build Permit Total				2	400.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000054	167 OLD VILLAGE LN	04/04/2023	0.00
Zoning and Floodplain Development Permit	Residential	ZFP22-000224	1553 NEW RIVER INLET RD	03/29/2023	0.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000052	1070 NEW RIVER INLET RD	04/04/2023	0.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000023	701 NEW RIVER INLET RD	03/22/2023	50.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000032	2331 NEW RIVER INLET RD	04/04/2023	0.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000045	948 NEW RIVER INLET RD	03/23/2023	50.00
Zoning and Floodplain Development Permit	Residential	ZFP22-000211	705 NEW RIVER INLET RD	03/23/2023	50.00
Zoning and Floodplain Development Permit	Residential	ZFP22-000215	1272 NEW RIVER INLET RD	04/04/2023	0.00
Zoning and Floodplain Development Permit Total	Residential Total			8	150.00
Zoning and Floodplain Development Permit Total				8	150.00
All Permits Total				41	5,300.26

 P+Z Permits Issued List

North Topsail Beach
Planning Department

From: 03/29/2023
To: 04/17/2023

Permit#	Issue Date	Address	Property#	Legal Description	Property Owner	Contractor	Building Final	CO Issued	Cost	Receipt#	Estimated Value	Recovery Fund	Technology Fee
ZFP22-000224	03/29/2023	1553 NEW RIVER INLET RD	779B-85	L7 SEA DRAGONS	MW PROPERTIES OF NC INC	Persis-Nova Construction, Inc. - Frank F Arooji			125.00		3000.00	0.00	0.00
DVW22-000055	03/29/2023	1553 NEW RIVER INLET RD	779B-85	L7 SEA DRAGONS	MW PROPERTIES OF NC INC	Persis-Nova Construction, Inc. - Frank F Arooji			50.00		20000.00	0.00	0.00
MFV23-000005	03/30/2023	465 NEW RIVER INLET RD	775-2.2	BEACH ACCESS 4	STATE OF N C				500.00	136	0.00	0.00	0.00
ZFP22-000215	04/04/2023	1272 NEW RIVER INLET RD	774-36.7	PT L3R RICHARD BARNES TRACT	LYALL WESTON & AMANDA	LYALL WESTON & AMANDA			125.00		1000.00	0.00	0.00
ZFP23-000052	04/04/2023	1070 NEW RIVER INLET RD	774-27.4	L3B S CHRISTENSEN	CUNIFF CLIFFORD W	Bumblebee Landscaping -			50.00		11000.00	0.00	0.00
ZFP23-000054	04/04/2023	167 OLD VILLAGE LN	806-137	L38 S2 VILLAGE OF STUMP SOUND	SCOTTI CHRISTOPHER N & MICHELLE C	RedRock Restoration & Construction LLC - Mary J. Hames			125.00		5000.00	0.00	0.00
ZFP23-000032	04/04/2023	2331 NEW RIVER INLET RD	778C-131	L2B S3 BH NORTH TOPSAIL SHORES	BAKER ANTHONY R & DIANE G	CAROLINA ODD JOBS INC - JONATHAN BYRD			125.00		12000.00	0.00	0.00
ZFP23-000051	04/06/2023	2342-1 NEW RIVER INLET RD	778C-37	L71 & L72B W1/2 S2 BA NORTH TOPSAIL SHORES	THIGPEN TOMMY L III &	BnB Home Pros, LLC - Tim Best			125.00		5000.00	0.00	0.00
ZFP23-000049	04/06/2023	1955 NEW RIVER INLET RD	779D-25	L25 B3 BAYVIEW	ROKI PROPERTIES OF NORTH CAROLINA LLC	J & M MARX POOLS, L.L.C. - Joel M Marx			125.00		10000.00	0.00	0.00
ZFP23-000048	04/06/2023	1928 NEW RIVER INLET RD 222	779G-222	L222 P3 BG12E SHIP WATCH VILLAS	SHAW LYNN A & CARRIE L	Gary Cook - Gary Cook			125.00		17800.00	0.00	0.00
ZFP23-000050	04/06/2023	1961 NEW RIVER INLET RD	779D-26	L26 B3 BAYVIEW	SINGRI PRASHANT	J & M MARX POOLS, L.L.C. - Joel M Marx			125.00		24750.00	0.00	0.00
FNC23-000009	04/12/2023	7716 8TH AVE	811-97	L8A S8 SEAHAVEN BEACH	GAY SCOTT DOUGLAS & KELLEY ANNE	Andy's Fence Company, LLC - Jason L Treece			50.00	161	3500.00	0.00	0.00
FNC23-000008	04/12/2023	208 BAYVIEW DR	779D-53	L23B B2 BAYVIEW	WAGNER ROBERT JR & GLORIA P TRUSTEES	Andy's Fence Company, LLC - Jason L Treece			50.00	156	3400.00	0.00	0.00

Town of North Topsail Beach



Service

Integrity

Police Department

Chief William K. Younginer

Department Report for March 1, 2023 - March 31, 2023

Arrests	
DUI	1
Hit & Run	1
Warrant	1

Citations	
State Citations	4
Warning Citations	3

Summary	
Total Calls for Service	128
Total Citations Issued	7
Total Reports	40
Total Security Checks	1439

Calls For Service	
Accidents	5
Alarm Calls	5
Animal	3
Cit / Mot / Ped Assists	37
Communicating Threats	1
Disturbances	6
Domestic Disturbances	1
911 Hang Up	3
Hit & Run	2
Misc. Calls	19
Open Door	2
Property Damage	3
Simple Assault	1
Suspicious Activity	9
Trespassing	1
Welfare	1

Assist Other Agencies	
E. M. S.	2
N.T.B. F.D.	8
O.C.S.	16
S.C.P.D.	3



Town of North Topsail Beach
Board of Aldermen

Agenda	Consent
Item:	Agenda
Date:	05 03 2023

Issue: Planning Board Committee Report
Hanna McCloud, Chair

Department: Planning

Prepared by: Deborah J. Hill MPA AICP CFM CZO

Presentation: No

The Planning Board regular meeting on Thursday, April 13, 2023, at 5:30 p.m. was cancelled. The next regular meeting is scheduled for Thursday, May 11, 2023, at 5:30 p.m.



Town of North Topsail Beach
Board of Aldermen

Agenda	Consent
Item:	Agenda
Date:	05 03 2023

Issue: Board of Adjustment Committee Report
Hanna McCloud, Chair

Department: Planning

Prepared by: Deborah J. Hill MPA AICP CFM CZO

Presentation: No

No meeting was held, as there were no variance applications or appeals.

To be scheduled:

1. **Case #AA23-000003 (Continued):** Appeal by Mark Wilson of decision by Deborah J. Hill, Planning Director to issue a Notice of Violation and Citation based on § 10.07.02 REBUILDING OF DAMAGED DUNES; §10.02.01 DEVELOPMENT WITHOUT A PERMIT; §10.02.02 DEVELOPMENT INCONSISTENT WITH A PERMIT; §10.02.03 VIOLATION OF CONDITIONS IMPOSED; § 10.07.02 REBUILDING OF DAMAGED DUNES. The case was continued for approximately six weeks, to allow a cooperative effort to resolve the issues; the fine has not been lifted. The appellant understands that he must abide by the provisions of the existing stop work order; the appellant agrees to work in good faith with Town staff to attempt to resolve the decisions from which he has appealed from. ***Staff and applicant have completed tasks as agreed and ready to report to Board of Adjustment.***
2. **Case #AA23-000003:** Appeal by Cedar Home Investments, LLC of decision by Deborah J. Hill, Planning Director to issue a Notice of Violation and Citation based on § 10.07.02 REBUILDING OF DAMAGED DUNES; §10.02.02 DEVELOPMENT INCONSISTENT WITH A PERMIT; §10.02.03 VIOLATION OF CONDITIONS IMPOSED; § 10.07.02 REBUILDING OF DAMAGED DUNES.

Memorandum of Understanding

Between

North Carolina Department of Transportation

and

Town of North Topsail Beach

This Memorandum of Understanding (MOU) sets the terms and understanding between the North Carolina Department of Transportation (hereby referred to as “The North Carolina Department of Transportation” or “The Department”) and the Town of North Topsail Beach (hereby referred to as “The Town of North Topsail Beach” or “The Town”) to investigate, and potentially pursue, proposed bike lanes along SR 1528 (New River Inlet Drive).

Background

The Town of North Topsail Beach approached the North Carolina Department of Transportation, Division 3 about the feasibility of installing bike lanes along SR 1528 (New River Inlet Drive). Upon initial review, the Department determined that the project will have some environmental challenges as the project limits fall within several of the North Carolina Division of Coastal Management’s Areas of Environmental Concern and proposes new development in areas where it is not allowed by their rules. For the project to move forward, a variance from the North Carolina Coastal Resources Commission will have to be requested and granted by the Commission. If the Commission denies the request for a variance, CAMA permits cannot be issued, and the bike lanes will not be constructed.

Purpose

This MOU will define the terms for the necessary work required to prepare a variance, as well as the terms for construction of the bike lanes if the variance is granted.

The above goals will be accomplished by undertaking the following activities:

1. NCDOT will initiate, manage, and control the engineering (design), environmental surveys, investigation, studies, and coordination to pursue the potential variance and environmental permit for the proposed bike lanes.
2. If a variance is granted and an environmental permit successfully obtained, and the Town agrees to the costs associated with the bike lanes, then the Department will include the construction of the bike lanes in the planned resurfacing contract for SR 1528 (New River Inlet Drive). In accordance with the anticipated financial commitment from the Town, the Department is committed to accelerating the resurfacing project LET date to calendar year 2027.

Funding

The cost to perform the engineering (design), environmental surveys, investigation, studies, and coordination is estimated to be \$100,000.00. The Town of North Topsail beach will be responsible for all costs associated for these activities. An agreement must be executed between The Department and The Town for transfer of these funds. Any costs above the estimated \$100,000.00 will be the responsibility of The Town. If the cost is less than \$100,000.00, The Department will return the overpayment. This cost is nonrefundable, regardless of the outcome of the variance/environmental permit.

Construction of the proposed bike lanes is currently estimated at \$1.2 million, and includes all work associated to install the bike lanes. This estimate, contingent on successful execution of the variance/environmental permit, will be updated at a date closer to the construction LET date. All prices, however, will be dependent on the contractor’s actual bid prices at time of LET. The Town will be responsible for all costs associated with the bike lanes, including any necessary ROW acquisition or utility relocation. Upon successful execution of the variance/environmental permit, and at the desire of the Town to move forward with installation of the bike lanes, an agreement will be executed at a later date between The Department and The Town for transfer of these funds.

Duration

This MOU is at-will and may be modified by mutual consent of both The Department and The Town. This MOU shall become effective upon signature of both parties and will remain in effect until modified or terminated by mutual consent of both parties via an executed contract. In the absence of mutual agreement by both parties, this MOU shall end on April 15, 2028.

_____ Date:
Chad Kimes, PE
Division Engineer, Division 3
North Carolina Department of Transportation

_____ Date:
(Partner signature)
(Partner name, organization, position)

TI COASTAL, PLLC
387-B N Green Meadows Drive
Wilmington, NC 28405
910-821-1358



April 5, 2023

Alice Derian Town Manager
Town of North Topsail Beach
Via Email: aderian@northtopsailbeach.gov

**RE: North Topsail Beach
Proposal to Prepare a Draft 30 Year BIS Management Plan**

Dear Alice,

Thank you for the opportunity to provide the Town with a comprehensive draft of a 30 year plan for the BIS program at North Topsail Beach. It is our intent in this task to provide a strategic 5 year plan for nourishing the area not currently under contract or finite planning (Phases 2 &3). For these sections we would offer a report with a finite plan including borrow source, quantities, and cost estimates for the Town, along with potential grants that would ease local costs.

In addition, TIC would work closely with the BISAC to develop long term goals for the overall 30 Year Plan., These goals would consist of desired final beach product. Based on the surveys we have taken over the last 8 years to determine erosion rates and long term planning numbers. This will allow reasonable borrow area and cost assessments based on existing data. We would offer several levels of shoreline protection and methods to target each on a long-term basis.

At this point only cursory evaluations of the Phase 1 Area can be made due to the uncertainties of the terminal groin permitting.

Final product for this phase would be a document similar to the one you have seen for Topsail Beach's 30 Year plan and would be submitted at the June 2023 BISAC meeting. In addition, the Document will contain section dedicated to the cost and timing estimates for finalizing the 30 Year Plan including state and federal permitting of the Plan.

The cost for preparing the Plan shall be a **Lump Sum payment of \$45,000.00** due within 30 days of submission of the document. Signature below shall represent Notice to Proceed

If you have any questions, please feel free to give me a call at 910-512-3096 or e-mail at clgibson@ticoastal.com

Sincerely,

TI Coastal PLLC
387-B North Green Meadows Drive
Wilmington, NC 28405

Town of North Topsail Beach
2008 Loggerhead Court
North Topsail Beach, NC 2846

Date 4/5/2023

Date _____

President

Town Manager

TI COASTAL, PLLC
387-B N Green Meadows Drive
Wilmington, NC 28405
910-821-1358



Chris Gibson, PE
President

_____ Date _____
Town Manager