



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

Wednesday, June 05, 2024, at 11:00 AM

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

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

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

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

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

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

- V. MANAGER'S REPORT**
- VI. OPEN FORUM**

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

VII. PUBLIC PRESENTATIONS AND HEARINGS

- A.** Public Hearing on NCDOT proposed speed limit change from 45 to 35 mph on 3.92-mile stretch of New River Inlet Road running northeast from Highway 210

VIII. CONSENT AGENDA

- A.** Approval of Minutes
 - May 1, 2024 regular meeting
- B.** Department Head Reports
 - 1. Finance Department
 - 2. Fire Department
 - 3. Inspections Department

4. Planning Department
5. Police Department

C. Coastal engineer update

D. Memorandum of Agreement for Emergency Management Disaster Relief and Mitigation

E. 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. Use of Town Hall meeting room (Alderman Olszewski)

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

X. NEW BUSINESS

A. Golf Cart Ordinance (Alderman Grant)

B. Topsail Island Shoreline Protection Commission Charter (Mayor Pro Tem Benson)

C. Brookwood Baptist Church parcel donation regarding parcels 030655 and 032830 (Manager Derian)

D. Planning Board vacancies and applications (Mayor McDermon)

Applicants for consideration: Hanna McCloud (Former Chair), Jacob Smith, Keith Wilkerson, Clea Jan Bellamy-Genee, Christy Barefoot, Michael Torto, William O'Donnell, Fred Fontana (Currently serving as Alternate), Jason Stahr, Kip Malcolm

XI. OPEN FORUM

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

XII. ATTORNEY'S REPORT

XIII. MAYOR'S REPORT

XIV. ALDERMAN'S REPORT

XV. CLOSED SESSION - as per N.C.G.S. 143-318.11(a)

(3) Consultation with attorney

XVI. ADJOURNMENT

New River Inlet Accident Data March 2021 – April 2024

Vehicle vs Pedestrian June 2020

Vehicle Parked in Jeffrey's Parking lot

Driver put in reverse

Lost control

Backed across NRI Striking pedestrian

Continued in reverse back across NRI into parking lot striking another vehicle

Statistical Data

52 accidents

26 Parking lot accidents (PVA)

Majority of accidents were Driver Inattention

Speed a factor in 1 accident where vehicle crossed Island drive from NRI – ended in marsh area

Board of Aldermen Regular Meeting
Wednesday, May 1, 2024
DRAFT MINUTES

The Town of North Topsail Beach Board of Aldermen held its regular meeting on May 1, 2024. A quorum of the board was present. The Town Attorney was in attendance.

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

Board members absent: None

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

Call to order

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

Approval of Agenda

Motion – Mayor Pro Tem Benson motioned to approve the agenda; seconded by Alderman Olszewski, unanimously approved.

Managers Report

Beach projects

- The Division of Coastal Management has approved our permit extension request to continue with Phase Five project through May 17th. The contractor has approximately 1200 feet of shoreline remaining, beginning approximately around 346 Seashore Drive and working northeast to around 113 South Permuda Wind Drive. The trucks will continue to access the beach at the Grey Street access. The contractor is progressing approximately 100 feet per day. As long as the weather continues to cooperate, and we do not have any other issues with sand mine production. We are scheduled to finish the Phase Five project this season. Notice was also published yesterday as an update that went out to social media and to our website.

Sea Oats Cost Share Project

- Notice was published on April 8th for residents to participate in the Sea Oats Cost Share project for the season. This is available again to property owners in North Topsail Beach where the cost is shared between the resident and the town in a 50/50 split up to \$25,000. Delivery dates are scheduled for May 10th, May 17th, May 31st, and June 7th. Please again go to Coastal Transplants website to participate in the program. As far as participation so far, I touched base with Coastal Transplants yesterday and we have reached around

\$21,000 so there has been a lot of interest this year. I am happy to report it appears to be a good successful project.

Fire Station # 2

- April 1st was mobilization. April 9th through the 24th demolition occurred at the existing fire station. Notice of demolition was issued prior to that starting. April 11th through the 18th, temporary construction insurances were established along with installing the sediment and erosion control. April 29th through May 3rd site clearing is ongoing. Groundbreaking Ceremony is scheduled for May 15th at 10 am. I sent a notice out on Friday, just making everyone aware that the contractor will also be working on a notice. It will go out to the media as well. I have been waiting for the architect to review proposals for companies to perform special inspections and construction materials testing services. That is what I asked the Board to amend the agenda to include today. I received a recommendation on Monday requesting approval to proceed with ECS South East LLC to provide the services in order to keep the project moving forward. I felt it was necessary to add it to this month's agenda to get approval. The company provides qualified engineers to provide reporting testing inspection services that are required for earthworks soils, concrete structural masonry and asphalt pavements based on the scope of services and the fee schedule that they have submitted the estimate the cost of services to be \$49,822.50. This will be paid for out of this year's Capital Improvement Fund budget as part of the project.

North Carolina Beach Inlet Waterway (NCBIWA) conference

- Registrations and sponsorship have been made for the spring NCBIWA conference that will take place on May 9th through May 10th in Emerald Isle, North Carolina this year. I will be attending along with Aldermen Pletl and Leonard as well as the Beach Inland Sound Advisory Committee Chair Larry Strother.

Crosswalk installation update

- The tentative schedule for the crosswalk at Villa Capriani that the Board has recently approved is as follows; NCDOT approval of selected lighted sign manufacturer we anticipate to take place on May 17th and NCDOT approval of selected electrical contractor May 24th, issuance of a town purchase order to the manufacturer May 24th, issuance of town purchase order to the electrical contractor on May 31st, issuance of NCDOT encroachment permit June 14th, issuance of a Notice to Proceed issued by the Town will take place June 17th. We anticipate projected start date of installation July 15th and anticipated NCDOT approved turn on date July 31st.

Announcements

- The Town participated in NCDOT's Spring Litter Sweep on April 20th. I would just like to thank the Public Works Department, the Fire Department staff and the residents who participated. They collected in total eight bags of trash.

- We have been working on initiatives over the past several months in anticipation of sea turtle season. Weekly turtle talks will resume here beginning Tuesday, June 4th at 9 AM. The sea turtle vision display has been built and placed in Town Hall in the back of the boardroom for anyone who wants to take a look at it before you leave today. It will be here for turtle talks this season as an educational item for demonstration. It shows a difference in how sea turtles view amber lights, red lights and white lights. We have procured and have available the sea turtle friendly lights for purchase at Town Hall now. This initiative is to encourage and make it convenient for oceanfront homes to change their lights over to the amber turtle friendly lights. So those are now here at Town Hall and available for purchase. We also approached Karen Beasley Sea Turtle Hospital about partnering to design and procure doormats that will read lights out May through October with sea turtles on them. This will be a helpful educational initiative that property owners along the oceanfront and rentals can purchase and place to remind guests to turn their lights out. We will have them again available for purchase at Town Hall and they will be available for purchase at the Karen Beasley Sea Turtle Rescue. By partnering with them we are able to order large quantities at a much lower price. And with both of us having them we can reach more rental homes, not only on North Topsail Beach but all of Topsail Island. We expect delivery of these mats this week so they will be rolled out soon. The light ordinance was drafted and is pending review, and we will have probably more discussion on that in the June meeting.

Open Forum - None

Public Presentations

A. North Carolina Department of Transportation (NCDOT) Assistant Division Traffic Engineer D. Allen Hancock stated his department did a number of speed limit studies, reviewed signage and pavement markings, and drove the 3.92 -mile section of New River Inlet Road northeast from highway 210 within the Town's limits. At 45 miles per hour (mph) you see a major difference from 35 mph. There have been 22 accidents in the last five years, 8 of which were rear end collisions. They recommend the speed limit be changed to 35 mph.

Alderman Pletl said she wants this delayed. She understands it was initiated by letters from one particular neighborhood. She wants to hold public hearings for other communities, condos, residents on New River Inlet Road to give their view, if possible. She said we owe it to citizens to give them a voice.

Mr. Hancock stated they received between 10-12 requests, mostly from the same development but not all.

Alderman Leonard stated the NDOT letter states the data does not warrant a lower speed limit but then you say you are still recommending lowering the speed limit. It contradicts itself. The development you received the letter from is the first one on the road. There has to be a balance

for the people that live further up that road. He agreed with Alderman Pletl about delaying to get more input

Mayor Pro Tem Benson agreed more input is needed. This is only from a fragment of residents. He asked if DOT considered the plans to add bike lanes to this road next time it is resurfaced in 2-3 years which will make it a wider and safer road. Residents complain about the interface between the concrete bridge abutments and the pavement that has sunk which is a 2 inch gap that needs to be addressed again.

Alderman Olszewski asked if DOT's study looked at Island Drive down to the Surf City line because North Topsail Beach is not just north of the Police station here and Town Hall. Down by 11, 13 and 17th avenues, we are on a straight away and speeds get up higher. 45 mph is a suggestion, but we are seeing people at 50 and 55 mph.

Mr. Hancock said they looked at Island Drive in the last year and recommended keeping the speed limit at 45 mph.

Alderman Grant stated the first .7 mile has no houses on it. There is an enforcement issue. During the summer, we are lucky if we can go 20 mph. Maybe a rotary at highway 210 would be good. Most of the commuters on the island going to work live on the north end.

Mayor McDermon said everyone agrees we need to get more information from other residents and put this on the June agenda. She asked for Mr. Hancock's assistance with speeding up the Villa Capriani crosswalk delay.

Manager Derian stated the Board needs to let her know if it is their intent to have a special hearing and when.

Consensus – Delay decision on speed limit change until more input is received.

B. Coastal Engineer Report

Engineer Fran Way presented the following status update on beach projects:

- Phase 1 completed March placement.
- New River Inlet Management Master Plan Environmental Study (EIS) draft is under development.
- State grant nourishment of 303,000 cubic yards in Phase 4 connects with Phase 5 truck haul.
- Phase 5 beach nourishment ongoing with work on Saturdays and updated volumes received daily.
- US Corps of Engineers Intracoastal waterway channel dredging is planned for next season for the Phase 1 project.
- He is working with the Town's Finance Officer and Doug Carter and Associates regarding funding for FEMA and State funded projects.

- Grant Coordination is ongoing.
- Permitting Coordination for all projects is ongoing.

Mayor McDermon stated that since projects are wrapping up for turtle season, we will give Fran (engineer Way) a break for a few months on reporting and include reports on the consent agenda.

CONSENT AGENDA – Items included were:

1. Approval of Minutes - April 3, 2024, regular meeting
2. Proclamation National Public Works Week May 19th- 25th
3. Budget Amendment 2023-24.11 North End Fire Station
4. Budget Amendment 2023-24.10 Police Department
5. MOTV Tax Refund
6. Police Department Fixed Assets Disposal
7. Approval of contract with ECS in the amount of \$49,822.50 testing services required for the fire station project

Manager Derian requested the addition of item J approval of a contract with ECS in the amount of \$48,822.50 for testing services required for the Fire Station project.

Motion – Alderman Pletl motioned to approve the Consent Agenda with the addition of item J Approval of contract with ECS in the amount of \$49,822.50 testing services required for the fire station project; seconded by Alderman Leonard; unanimously approved.

CONTINUING BUSINESS

A. Fiscal Year 2024-2025 Budget Ordinance and Fee Schedule

Motion – Alderman Leonard motioned to adopt the fiscal year 2024-2025 Budget Ordinance and Fee Schedule; seconded by Mayor Pro Tem Benson; unanimously approved.

B. DC Update

Alderman Leonard gave a presentation on the April 2024 Washington, DC legislative visit with the following highlights:

- Participants were himself and Town Manager Derian.
- Trip objectives were to secure senate support for Coastal Barrier Resource Area (CBRA) bill house resolution 2437 passage, continue efforts with congressional staff on the bill passage and support, continue Corps of Engineers funding for dredging on New River and New Topsail Inlets, use of sand from the Corps intracoastal waterway disposal areas for beach projects (DA-143), and improve Federal Emergency Management Agency (FEMA) island wide disaster recovery coordination.
- On Monday, April 15th, the Topsail Island Shoreline and Protection Committee (TISPC) held an in-briefing with the Ferguson Group and met with Doug Levine of the House Committee on Natural Resources subcommittee on Water, Wildlife and Fisheries on house resolution 2437 regarding the budget office scoring process and timeline and monitoring progress.
- FEMA region 4 agreed to one Topsail Island PDMG per future storm event.

- On Tuesday, April 16th met with Senator Ted Budd and staff and requested and secured support house resolution 2437 and follow-on legislation.
- On Tuesday, April 16th met with Congressman David Rouzer and staff to give appreciation for house resolution 2437 co-sponsorship and requested continued support. Met with Congressman Murphy and legislative assistant Ray Celeste on continued support and assistance for house resolution 2437. Congressman Murphy requested US Fish and Wildlife Service visit North Topsail Beach to better understand the CBRA situation. Met with Senator Thom Tillis key staff to request and secure support for house resolution 2437 and follow-on legislation.
- On Wednesday, April 17th, met with Army Corps of Engineer on Town of Surf City Federal Project start date with no confirmation. The Corps agreed no further study was required for future use of DA-143 for projects and will coordinate same with Wilmington District. Discussed continued dredging funds for New River and New Topsail Inlets and connecting channels.
- House resolution 2437 was introduced by Congressman Murphy on March 23, 2023 and co-sponsored by Congressman Rouzer. It was referred to the House Committee on Natural Resources March 30, 2023. The Water, Wildlife and Fisheries subcommittee held a hearing on September 28, 2023. The resolution passed the full committee on November 15, 2023.
- Congressional Budget Office scoring is currently underway. It is expected to be brought to the House floor as part of a larger CBRA bill and Senate bill.
- Residents may help by writing to Senators Budd and Tillis and other members of Congress requesting support. Out of state property owners may ask representatives to support resolution 2437.

C. Use of Board Room for North Topsail Beach Resident Business Meetings

Alderman Olszewski said she is bringing back the policy for Board members to look at her changes to the policy and the reservation form and get back to her and then bring it back to the June meeting for a vote.

Mayor McDermon stated the Board has not decided whether to allow resident meetings in the room and needs to decide that first and then look at the policy, procedures and the fee schedule. She asked Board members to get changes and comments to Alderman Olszewski by May 15th.

Attorney Edes stated the only discretion, if any, to be delegated to the party accepting or rejecting it should be objective things such as number of people, time, etc. You can run into issues if you get into the purpose, context or content of a meeting. The Board needs to be cognizant of that.

Consensus – Provide changes and comments to Alderman Olszewski by May 15th to place on the June agenda.

NEW BUSINESS

A. Board of Adjustment Vacancies and Applications

Mayor McDermon stated the Board decided to vote by ballot and asked the attorney to describe how that works.

Attorney Edes explained there are two ways to appoint. One is aye and nay votes with the mayor able to break a tie. Two is by written signed ballots where you write down the person you are voting for. These are to be retained in the Clerk's office for public inspection. This method does not require the mayor to break the tie.

Mayor McDermon said applicants for consideration are Christy Barefoot (regular or alternate); Jason Stahr (regular or alternate); Lisa Lee Koslowski (regular or alternate)

Alderman Grant stated there is a regular and alternate position available and suggested voting for the regular position first and then the alternate position.

Manager Derian said the Unified Development Ordinance (UDO) requires five (5) regular positions and 4 alternate positions. Right now, there are four regular positions filled and only one alternate position filled.

Alderman Grant stated we have the option of not filling all vacancies.

Attorney Edes said you definitely want to have five (5) full members appointed as a variance requires a 4/5 vote.

Motion – Alderman Grant motioned to accept the three candidates referenced above for nomination; seconded by Alderman Olszewski; unanimously approved.

- Regular position written ballot results were four (4) votes for Lisa Koslosky and one (1) vote for Jason Stahr with Ms. Koslosky the new regular member for a three-year term to expire May 1, 2027.
- Alternate position written ballot results were unanimous for Jason Stahr or a three-year term to expire May 1, 2027.

B. Policies and Procedures for Appointments

Mayor Pro Tem Benson stated he was tasked with revising the Appointments to Policies and Procedures for Town committees and boards. All of the aldermen contributed revisions.

The main changes recommended were:

- Item A now defines a resident as being required to be registered to vote in Onslow County.
- Item B drops the policy about applicants of family members employed by the Town.
- Item H puts a time limit of six months on someone from the time they resign from a committee until they may reapply.
- Item 4 on page 3 adds individual appointments to be made by written vote of the aldermen with a simple majority vote required.
- Wordsmithing throughout the document for clarification purposes.

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

C. Rules of Procedure and the UDO

Mayor Pro Tem Benson said he was informed by Town staff this week that the Rules of Procedure were not in the UDO. He said it was his understanding that the Rules of Procedure for the Planning Board and Board of Adjustment are in the UDO which makes updates/revisions difficult.

Attorney Edes stated they are in the UDO but are not development regulations, so he does not believe that there is a need for a public hearing or sending it to the Planning Board before modifying the rules. There is a policy for appointment to a board and then once on the board, the Rules of Procedure govern how members conduct themselves.

Alderman Grant asked the attorney to tell them what has to be in the UDO or not and what can be taken out of the UDO, so no public hearing has to be held to make changes.

Mayor Pro Tem Benson said he would like the Rules of Procedures for both boards to be put on the Town's website as supporting documents on each board page.

Alderman Olszewski clarified there are two questions. One is can those Rules of Procedure already in existence go on the website and two is can they be removed from the UDO?

Attorney Edes responded yes; they can go on the website. A third question is what is the process to remove or amend them in the UDO? The Board of Aldermen is the only board that can change them.

D. Speed Limits

Chief Younginer stated the parking committee recommended making the speed limit on side streets consistent at 20 miles per hour (mph). Some side streets have a speed limit of 25 mph.

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

Attorney Edes presented a proposed ordinance amendment to Chapter 6 (Public Safety), Article IV (Speed limits) section 79 (Speed limit on town owned side streets) to capture additional streets in different locations in the ordinance. Five (5) of the streets are already addressed in section 78 and Topsail Road is addressed in section 75.

Motion – Aldermen Leonard motioned to adopt a text amendment to section 6-79 to read that all Town side streets to include but not limited (list streets) to to be 20 mph; seconded by Alderman Olszewski; unanimously approved.

Approved amendment to read:

The speed limit on all Town-owned side streets to include but not be limited to those listed below is 20 mph:

Utopia Lane	Bird Lane	Seashore Drive	Sandlin Street	Makepeace Street
Haven Drive	Reeves Street	24th Avenue	23rd Avenue	22nd Avenue
21st Avenue	18th Avenue	17th Avenue	16th Avenue	15th Avenue
14th Avenue	13th Avenue	12th Avenue	11th Avenue	10th Avenue
9th Avenue	8th Avenue	7th Avenue	6th Avenue	5th Avenue
4th Avenue	3rd Avenue	2nd Avenue	Osprey Drive	Osprey Circle
Mason Court	Sea Dunes Court	Goldsboro Lane	Bay Court	Marina Way
Tradewinds Drive	Bay Circle	Bayview Drive	Grant Drive	Porposie Place
Bottlenose Drive	Port Drive	Coastal Drive	Oyster Lane	Gysgt DW Boatman Drive
Topsail Road (SR 1583)	River Road	River Drive	Carver Street	Chestnut Street
Gray Street	Green Street	Ocean Drive	Sea Gull Lane	Sand Piper Drive
Wicker Street				

Motion - Alderman Leonard motioned to repeal sections 75 and 78 in Chapter 6 of the Code of Ordinances; seconded by Alderman Olszewski; unanimously approved.

F. Ordinance regarding regulation of parking lots

Attorney Edes presented a proposed amendment to Chapter 6 (Public Safety), Division 2 (Prohibited, restricted on certain streets) to add a new section 104 (Prohibited in town parking lots) as recommended by the Parking Committee to read as follows:

- (a) Vehicles greater than 23 feet in length are prohibited within Town parking lots.
- (b) Property-Hauling Vehicles (including by not limited to “Trailers”), as defined by N.C.G.S. § 20-4.01(31), are prohibited within Town parking lots.*
- (c) Overnight camping is prohibited within Town parking lots.

*NOTE -N.C.G.S. § 20-4.01(31) defines Property Hauling Vehicles as follows:

- (d) (31) Property-Hauling Vehicles. —
- (e) a. Vehicles used for the transportation of property.
- (f) b., c. Repealed by Session Laws 1995 (Regular Session, 1996), c. 756, s. 4.
- (g) d. Semitrailers. — Vehicles without motive power designed for carrying property or persons and for being drawn by a motor vehicle, and so constructed that part of their weight or their load rests upon or is carried by the pulling vehicle.

- (h) e. Trailers. — Vehicles without motive power designed for carrying property or persons wholly on their own structure and to be drawn by a motor vehicle, including “pole trailers” or a pair of wheels used primarily to balance a load rather than for purposes of transportation.
- (i) f. Repealed by Session Laws 1995 (Regular Session, 1996), c. 756, s. 4.

The Board discussed the size of a parking spot of twenty-three (23) feet with the following highlights:

- The Police Chief had cited larger pickup trucks and vehicles, so the committee expanded it to 23 feet from twenty (20) feet. (Pletl)
- The intention is for one vehicle to take one space instead of taking up three spaces. (Leonard)
- A pickup truck with a camper will still only take up one space. At some point, will we have larger areas for them to park and charge more? Against giant campers taking up a lot of the parking. Maybe a special permit should be required. (Grant)
- Do we want designated areas for school groups and charge differently? A 50-foot-long RV needs spatial parking area and should be charged more. (Benson)
- Is there a piece of town owned property we can look at for this? (Olszewski)
- The end of the Jeffries lot maybe. (Leonard)
- Likes idea of opening a special area for larger vehicles and does not want to discourage people from coming but thinks they should not be allowed to camp. Has issue with expanding to 23 feet. Comfortable with B and C. (McDermon)
- There is no ordinance that says they cannot camp in parking lot. Need to define camping. (Younginer)
- Need something enforceable from Police Department perspective. On the second day, you are probably camping. (Edes)
- Like the verbiage of no overnight camping in parking lot with officer discretion. How do we codify it so it is enforceable? (Leonard)
- What about with trailers? (Olszewski)
- No trailers should be allowed. (Pletl)
- Suggest going back to the parking committee with this discussion. (Derian)

Consensus- Board agreed to send the discussion back to the parking committee to come back with ideas about what camping is.

G. Infrastructure

Alderman Grant said we have more projects going on than we ever had. He thinks this Board should have a planning session to set priorities. We are looking at \$10 to \$20 million dollars in projects from an infrastructure viewpoint. What does the Board want him to tell the County Commissioners? He recommends a discussion about what is important and resources available.

Consensus – Plan for work session to dive into capital projects and growth discussion.

Open Forum

- Joan Green, 2000 New River Inlet Road stated she is against lowering the speed limit on New River Inlet Road as she lives at the far end and has to travel the length year round.

- Dennis Burgard stated his main concern is with the beach and he wants updated information on the website about beach projects. Changing the speed limit from 45 mph to 35 mph would not make the trip longer than four extra minutes.
- Hanna McCloud, 1835 New River Inlet Road, asked about the breach at building number 1 at Thompson Dunes and asked for sand. There is a blind curve at the 20-mile marker at beach access 1 that goes to 35 mph. If you make it 35 mph across the board everybody would go 50 mph. At least put a crosswalk so if people wanted to slow down they could. She asked the Board to consider by-laws, Rules of Procedures, and the UDO to know how many members are on the Planning Board and Board of Adjustment and to seriously consider making alternates the first choice to be first chose as a regular member because of the experience they have. She also asked the Board to be clear whether they want the Chairperson and Planning Director to make recommendations to fill a vacancy. It is so confusing right now.
- Gray Chapmen, 13 Osprey Drive, explained that three years ago a person was hit with child in a stroller. There have been so many close calls, so it is a safety concern. That is why we asked DOT to lower the speed limit.

Attorney report – none

Mayor report

Mayor McDermon stated she is thrilled that the fire station is moving forward and appreciates everybody coming out today and appreciates everything that staff is doing to just keep everything the wheels on the bus.

Aldermen report

Alderman Grant stated people do not realize there are a little over 3,000 water customers in the town. Last year we had the issue with 4-inch meter, which they (Onslow County Water and Sewer Authority ONWASA) turned around and put in an 8-inch meter which allows for more flow at Surf City. ONWASA is going to pick up about 1,100 of our 3,000 going forward right now. In theory we will have 1/3 of the people served by the Surf City connection. In October we hope to have the pump station in and ONWASA is pretty convinced there will not water problems this year. ONWASA is looking at putting in a water tank. We reached out to Senator Lazaro for assistance with this with OWASA. Cost would be \$3 million.

Alderman Olszewski stated Public Safety is really near and dear to her heart. We look forward to continuing the conversation with NCDOT about speed limits and crosswalks. Safety of our citizens is the key for having a fun summer.

Mayor Pro Tem Benson said the Topsail Island Shoreline Protection Commission (TISPC) met Monday and talked about the Coastal Resources Commission rules that were suspended by the rules revision commission for the purpose of trying to protect Jockey's Ridge from any kind of development or any kind of removal of sand.

Alderman Leonard attended the Ocean City ribbon cutting for the display Missiles and more on April 20th. He briefed the TISPC and Four Town meeting on CBRA status.

Alderman Pletl reminded everyone that it is the beginning of the season and the beginning of turtle season today. If you have ocean side lights, please turn them out or try to switch them out with the amber ones. We have an awesome display in the back of the meeting room here and you really ought to take a look at it.

Closed Session

Motion -Alderman Leonard motioned to go into Closed Session as per NCGS 143-318.11 (a)

(3) Consultation with the attorney

(5) Acquisition of property

Alderman Olszewski seconded; unanimously approved.

The Board returned to open session and Mayor McDermon stated no action was taken in Closed Session.

Adjournment

Motion – Alderman Leonard motioned to adjourn at 2:21pm; seconded by Alderman Olszewski; unanimously approved.



**BOARD OF ALDERMEN
MEMORANDUM**

TO: MAYOR MCDERMON AND ALDERMEN

FROM: Jessica Helms, Finance Officer

SUBJECT: Monthly Financial Report

DATE: May 23, 2024

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

- During the month of April, the Town collected \$115,646.91 in interest within the North Carolina Capital Management Trust account.
- A Budget to Actual report is contained in this month's packet as well as a graph for the fiscal year. Two separate Budget to Actual reports are provided for Fund 31, the Capital Project Fund for the beach renourishment project and our newest fund, Fund 50, a Capital Project Fund for the Fire Station 2 project.
- We received \$52,084.83 in paid parking revenues for the month of April. For comparison, in April of 2023 we collected \$60,947.25.
- For property taxes this month, we have received \$11,981.03 from Onslow County.
- April's Motor Vehicle taxes are pending deposit in the amount of \$7571.78.
- This month, we have processed approximately \$1,670,073.26 in accounts payable. Please beware there is 1 more check run for the month of May. This includes two payments to CM Mitchell totaling \$1,144,976.39.

- In May, we collected \$118,221.91 for Occupancy Taxes from short-term rentals during the month of April. A detailed report is attached. For revenue comparison, during the same period last year we collected \$126,115.
- Lastly, we received \$311,773.00 for Sales and Use Tax, for collections during March. Last year, for revenue comparison, we collected \$222,031.71 for the same period.

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

Respectfully submitted,

Jessica Helms

Jessica Helms
Finance Officer

Budget vs Actual

NORTH TOPSAIL BEACH
5/23/2024 12:07:35 PM

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Period Ending 6/30/2024

10 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
10-301-00 AD VALOREM TAX - Current Year	3,982,875	0.00	0.00	34,597.81	4,171,878.61	189,003.61	105%	
10-301-01 AD VALOREM TAX - Prior Years	50,000	0.00	0.00	2,968.52	42,252.51	(7,747.49)	85%	
10-301-02 AD VALOREM TAX - MOTV	70,000	0.00	0.00	8,161.17	73,611.30	3,611.30	105%	
10-317-00 AD VALOREM TAX Penalties	3,000	0.00	0.00	97.53	1,741.37	(1,258.63)	58%	
10-329-00 INTEREST	100,000	0.00	0.00	89,322.62	792,444.47	692,444.47	792%	
10-335-00 MISCELLANEOUS	5,100	0.00	0.00	256.25	12,448.64	7,348.64	244%	
10-336-06 TOWN DONATIONS	1,020	0.00	0.00	0.00	1,020.00	0.00	100%	
10-336-07 SALE OF TOWN MERCHANDISE	5,000	0.00	0.00	1,263.99	10,651.91	5,651.91	213%	
10-337-00 UTILITIES FRANCHISE TAX	330,000	0.00	0.00	0.00	319,359.29	(10,640.71)	97%	
10-341-00 BEER & WINE TAX	3,400	0.00	0.00	0.00	0.00	(3,400.00)		
10-343-00 POWELL BILL ALLOCATIONS	30,000	0.00	0.00	0.00	38,023.99	8,023.99	127%	
10-345-00 LOCAL OPTION SALES TAX	1,957,725	0.00	0.00	466,844.40	2,851,947.77	894,222.77	146%	
10-345-01 SALES & USE TAX RETURN	0	0.00	0.00	126.62	758.93	758.93		
10-347-02 SOLID WASTE DISP TAX	750	0.00	0.00	200.77	884.14	134.14	118%	
10-350-00 RECREATION -RENTAL FEES	2,000	0.00	0.00	100.00	2,218.00	218.00	111%	
10-350-01 PAID PARKING REVENUE	112,125	0.00	0.00	24,794.37	137,926.13	25,801.13	123%	
10-351-01 OFFICER CITATIONS, COURT & FINGERPRINTS	2,500	0.00	0.00	533.50	1,593.55	(906.45)	64%	
10-351-03 BODY ARMOR REIMBURSMENT	0	0.00	0.00	0.00	1,630.33	1,630.33		
10-352-01 FIRE INSPECTIONS & VIOLATION FEES	500	0.00	0.00	0.00	0.00	(500.00)		
10-352-02 CODE ENFORCEMENT FINES	2,000	0.00	0.00	950.00	5,075.00	3,075.00	254%	
10-352-03 PLANNING DEPT. FEES	6,000	0.00	0.00	0.00	0.00	(6,000.00)		
10-355-00 BUILDING PERMITS	85,000	0.00	0.00	5,200.00	96,906.85	11,906.85	114%	
10-355-01 MECHANICAL PERMITS	15,000	0.00	0.00	1,680.00	7,520.00	(7,480.00)	50%	
10-355-02 ELECTRICAL PERMITS	18,000	0.00	0.00	2,870.00	15,410.00	(2,590.00)	86%	
10-355-03 PLUMBING PERMITS	2,500	0.00	0.00	350.00	2,660.00	160.00	106%	
10-355-04 INSULATION PERMITS	500	0.00	0.00	0.00	70.00	(430.00)	14%	

Budget vs Actual

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10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-355-05 HOMEOWNERS RECOVERY FEE	300	0.00	0.00	(207.00)	91.00	(209.00)	30%
10-355-06 TECHNOLOGY FEE	7,500	0.00	0.00	630.75	6,684.72	(815.28)	89%
10-355-07 REINSPECTION FEE/FINES	3,000	0.00	0.00	800.00	2,725.00	(275.00)	91%
10-355-09 CCR FEES	0	0.00	0.00	250.00	1,375.00	1,375.00	
10-357-08 PLANNING & ZONING FEES	20,000	0.00	0.00	4,475.00	39,525.00	19,525.00	198%
10-359-00 REFUSE COLLECTION FEES	514,524	0.00	0.00	87,660.66	478,649.39	(35,874.97)	93%
10-359-50 VACANT LOT SWF	10,000	0.00	0.00	8,875.00	9,625.00	(375.00)	96%
10-359-51 LOST CART REPLACEMENT	2,000	0.00	0.00	0.00	800.00	(1,200.00)	40%
10-359-52 ADD'L CART RECYCLING	2,500	0.00	0.00	80.00	560.00	(1,940.00)	22%
10-367-01 SALES TAX REFUNDS	20,000	0.00	0.00	0.00	84,845.82	64,845.82	424%
10-368-01 GRASS MOWING REIMB	6,993	0.00	0.00	0.00	6,993.36	0.36	100%
10-382-00 SALE OF LESO ASSETS	4,075	0.00	0.00	0.00	4,075.00	0.00	100%
10-383-00 SALE OF FIXED ASSETS	20,000	0.00	0.00	36,500.00	46,090.00	26,090.00	230%
10-383-01 HURRICANE REIMBURSEMENT	0	0.00	0.00	0.00	586.68	586.68	
10-399-02 T/I OTHER FUNDS	200,383	0.00	0.00	0.00	0.00	(200,383.42)	
Revenues Totals:	7,596,271	0.00	0.00	779,381.96	9,270,658.76	1,674,387.98	122%
Expenses							
10-410-02 SALARIES	36,000	0.00	0.00	6,000.00	33,000.00	3,000.00	92%
10-410-05 FICA (7.65%)	2,754	0.00	0.00	459.00	2,524.50	229.50	92%
10-410-14 TRAVEL & TRAINING	2,000	0.00	0.00	0.00	810.33	1,189.67	41%
10-410-33 DEPARTMENTAL SUPPLIES	1,500	0.00	0.00	0.00	94.13	1,405.87	6%
10-410-42 CHARTER CODES SERVICE	0	0.00	0.00	2,142.48	3,671.14	(3,671.14)	
10-410-43 AUDITOR FEES	15,500	0.00	0.00	0.00	13,350.00	2,150.00	86%
10-410-45 TAX COLLECTION FEES	68,000	0.00	0.00	9,022.37	89,218.25	(21,218.25)	131%
10-410-47 PROFESSIONAL SERVICES	125,000	0.00	0.00	4,096.48	61,235.92	63,764.08	49%
10-410-50 DONATIONS OTHER AGENCIES	6,000	0.00	0.00	2,272.84	2,272.84	3,727.16	38%
10-410-53 DUES & SUBSCRIPTIONS	2,750	0.00	0.00	0.00	2,035.00	715.00	74%
10-410-57 MISCELLANEOUS	500	0.00	0.00	0.00	99.61	400.39	20%
10-410-58 TAX REFUNDS	2,000	0.00	0.00	652.42	855.06	1,144.94	43%

Budget vs Actual

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10 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
10-410-95 BOARD STIPEND	3,600	0.00	0.00	0.00	2,700.00	900.00	75%	
GOVERNING BODY Totals:	265,604	0.00	0.00	24,645.59	211,866.78	53,737.22	80%	
10-420-02 SALARIES	504,586	0.00	0.00	61,371.99	336,358.20	168,228.26	67%	
10-420-05 FICA (7.65%)	37,095	0.00	0.00	4,681.79	25,661.47	11,433.38	69%	
10-420-06 GROUP INSURANCE	60,859	0.00	0.00	6,377.15	32,825.45	28,033.55	54%	
10-420-07 ORBIT RETIREMENT (12.23%)	62,843	0.00	0.00	7,953.80	43,591.95	19,251.09	69%	
10-420-08 401K (3%)	14,547	0.00	0.00	1,841.15	9,327.04	5,219.96	64%	
10-420-09 TOWN INSURANCE HRA	46,500	0.00	0.00	5,722.79	48,080.64	(1,580.64)	103%	
10-420-10 EMPLOYEE TRAINING	6,000	0.00	0.00	335.00	335.00	5,665.00	6%	
10-420-11 POSTAGE	2,500	0.00	0.00	(843.85)	1,190.00	1,310.00	48%	
10-420-12 MANAGER EXPENSE ACCT	1,000	0.00	0.00	0.00	0.00	1,000.00		
10-420-13 TUITION REIMBURSEMENT	5,000	0.00	0.00	500.00	500.00	4,500.00	10%	
10-420-15 BANK CHARGES	2,000	0.00	0.00	(35.00)	539.24	1,460.76	27%	
10-420-16 M & R EQUIPMENT	500	0.00	0.00	0.00	0.00	500.00		
10-420-17 M & R VECHICLE	1,500	0.00	0.00	0.00	177.20	1,322.80	12%	
10-420-18 CONSUMABLES	5,000	0.00	0.00	(685.52)	2,186.04	2,813.96	44%	
10-420-26 ADVERTISING	1,500	0.00	0.00	0.00	1,045.00	455.00	70%	
10-420-31 GAS, OIL & TIRES	2,200	0.00	0.00	66.72	1,223.09	976.91	56%	
10-420-33 DEPARTMENT SUPPLIES	6,000	0.00	0.00	(606.75)	5,302.60	697.40	88%	
10-420-34 TOWN APPAREL & MERCH EXPENSE	7,000	0.00	0.00	3,239.08	9,324.75	(2,324.75)	133%	
10-420-45 CONTRACTED SERVICES	54,000	0.00	0.00	11,365.09	64,162.26	(10,162.26)	119%	
10-420-53 DUES & SUBSCRIPTIONS	9,600	0.00	0.00	27.36	8,910.28	689.72	93%	
10-420-57 MISCELLANEOUS	500	0.00	0.00	50.00	100.83	399.17	20%	
10-420-58 EMPLOYEE ENGAGEMENT	10,000	0.00	0.00	0.00	127.56	9,872.44	1%	
10-420-74 CAPITAL OUTLAY	10,000	0.00	0.00	0.00	21,228.82	(11,228.82)	212%	
10-420-76 EQUIPMENT LEASE PAYMENTS	12,000	0.00	0.00	2,675.99	8,950.09	3,049.91	75%	
ADMINISTRATION Totals:	862,730	0.00	0.00	104,036.79	621,147.51	241,582.84	72%	
10-430-57 ELECTION EXPENSES	5,000	0.00	0.00	4,486.12	4,486.12	513.88	90%	

Budget vs Actual

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ELECTIONS Totals:	5,000	0.00	0.00	4,486.12	4,486.12	513.88	90%
10-480-02 SALARIES	76,000	0.00	0.00	11,583.92	66,757.54	9,242.46	88%
10-480-05 FICA (7.65%)	5,814	0.00	0.00	883.56	5,091.95	722.05	88%
10-480-06 GROUP INSURANCE	9,000	0.00	0.00	1,516.70	8,292.20	707.80	92%
10-480-07 ORBIT RETIREMENT (12.96%)	9,850	0.00	0.00	1,501.28	8,651.80	1,197.80	88%
10-480-08 401K (3%)	2,280	0.00	0.00	347.52	1,998.24	281.76	88%
10-480-10 EMPLOYEE TRAINING	2,500	0.00	0.00	(250.00)	572.69	1,927.31	23%
10-480-16 M & R EQUIPMENT	6,000	0.00	0.00	722.65	3,740.30	2,259.70	62%
10-480-33 DEPARTMENT SUPPLIES	1,000	0.00	0.00	(101.96)	714.06	285.94	71%
10-480-53 DUES & SUBSCRIPTIONS	44,165	0.00	0.00	0.00	26,182.09	17,983.31	59%
10-480-57 MISCELLANEOUS	500	0.00	0.00	0.00	352.00	148.00	70%
10-480-76 EQUIPMENT LEASE PAYMENTS (Computers)	17,000	0.00	0.00	0.00	0.00	17,000.00	
IT DEPARTMENT Totals:	174,109	0.00	0.00	16,203.67	122,352.87	51,756.13	70%
10-490-02 SALARIES	161,000	0.00	0.00	15,020.32	90,229.69	70,770.31	56%
10-490-03 PART-TIME SALARIES	0	0.00	0.00	0.00	489.00	(489.00)	
10-490-05 FICA (7.65%)	12,317	0.00	0.00	1,149.04	6,929.15	5,387.35	56%
10-490-06 GROUP INSURANCE	18,000	0.00	0.00	1,528.12	8,362.49	9,637.51	46%
10-490-07 ORBIT RETIREMENT (12.23%)	23,717	0.00	0.00	1,946.64	11,675.56	12,041.24	49%
10-490-08 401K (3%)	5,490	0.00	0.00	450.60	2,686.10	2,803.90	49%
10-490-10 EMPLOYEE TRAINING	3,000	0.00	0.00	325.00	1,554.00	1,446.00	52%
10-490-16 M & R EQUIPMENT	500	0.00	0.00	0.00	0.00	500.00	
10-490-17 M & R VEHICLES	1,000	0.00	0.00	0.00	275.00	725.00	28%
10-490-31 GAS, OIL, & TIRES	2,200	0.00	0.00	0.00	106.20	2,093.80	5%
10-490-45 CONTRACTED SERVICES	6,000	0.00	0.00	0.00	6,000.00	0.00	100%
10-490-53 DUES & SUBSCRIPTIONS	1,650	0.00	0.00	948.00	1,387.00	263.00	84%
10-490-57 MISCELLANEOUS	250	0.00	0.00	49.98	149.98	100.02	60%
10-490-58 CRS FLOOD ACTIVITY	1,400	0.00	0.00	0.00	0.00	1,400.00	
PLANNING/ZONING/CAMA Totals:	236,523	0.00	0.00	21,417.70	129,844.17	106,679.13	55%
10-491-02 SALARIES	143,000	0.00	0.00	22,207.76	132,659.08	10,340.92	93%
10-491-05 FICA (7.65%)	10,940	0.00	0.00	1,674.84	10,078.31	861.19	92%

Budget vs Actual

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10 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
10-491-06 GROUP INSURANCE	18,000	0.00	0.00	3,028.58	16,600.51	1,399.49	92%	
10-491-07 ORBIT RETIREMENT (12.23%)	18,533	0.00	0.00	2,878.12	17,318.09	1,214.71	93%	
10-491-08 401K (3%)	4,290	0.00	0.00	666.24	3,993.86	296.14	93%	
10-491-10 EMPLOYEE TRAINING	4,500	0.00	0.00	0.00	1,779.53	2,720.47	40%	
10-491-17 M & R VEHICLES	1,200	0.00	0.00	0.00	0.00	1,200.00		
10-491-31 GAS, OIL & TIRES	3,300	0.00	0.00	159.31	1,899.64	1,400.36	58%	
10-491-33 DEPARTMENTAL SUPPLIES	0	0.00	0.00	0.00	(481.65)	481.65		
10-491-45 CONTRACTED SERVICES	10,000	0.00	0.00	1,064.00	10,427.00	(427.00)	104%	
10-491-53 DUES & SUBSCRIPTIONS	1,555	0.00	0.00	200.00	385.00	1,170.00	25%	
10-491-54 DEMOLITION	30,000	0.00	0.00	0.00	0.00	30,000.00		
10-491-57 MISCELLANEOUS	500	0.00	0.00	0.00	59.98	440.02	12%	
INSPECTIONS Totals:	245,817	0.00	0.00	31,878.85	194,719.35	51,097.95	79%	
10-500-11 PHONES	30,000	0.00	0.00	5,514.14	28,619.27	1,380.73	95%	
10-500-13 UTILITIES	65,300	0.00	0.00	4,847.24	41,543.95	23,756.05	64%	
10-500-15 M & R BUILDINGS/GROUNDS	65,000	25,000.00	0.00	4,943.13	35,319.29	4,680.71	93%	
10-500-17 LANDSCAPING EXPENSE	9,000	0.00	0.00	292.45	292.45	8,707.55	3%	
10-500-33 BUILDING SUPPLIES	6,500	950.00	0.00	87.13	1,887.25	3,662.75	44%	
10-500-35 FURNITURE	15,000	0.00	0.00	(55.99)	1,748.46	13,251.54	12%	
10-500-43 CLEANING SERVICES	15,000	0.00	0.00	2,000.00	11,750.00	3,250.00	78%	
10-500-45 PEST CONTROL	2,000	0.00	0.00	0.00	1,758.00	242.00	88%	
10-500-57 TOWN SIGN M & R	5,500	0.00	0.00	0.00	0.00	5,500.00		
10-500-58 WEB EOC SERVICE	1,500	0.00	0.00	0.00	1,125.00	375.00	75%	
10-500-74 CAPITAL OUTLAY	266,367	82,820.95	0.00	105,512.40	184,103.93	(558.35)	100%	
10-500-76 LEASE PAYMENTS	24,000	0.00	0.00	0.00	24,000.00	0.00	100%	
PUBLIC BLDGS Totals:	505,167	108,770.95	0.00	123,140.50	332,147.60	64,247.98	87%	
10-501-09 WORKER'S COMPENSATION	57,750	0.00	0.00	0.00	42,190.63	15,559.37	73%	
10-501-13 PROPERTY LIABILITY & BONDS	135,450	0.00	0.00	2,889.00	128,091.75	7,358.25	95%	
10-501-17 VFIS INSURANCE	23,625	0.00	0.00	0.00	22,453.00	1,172.00	95%	
10-501-53 CYBER INSURANCE	15,000	0.00	0.00	0.00	13,626.77	1,373.23	91%	

Budget vs Actual

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10 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
10-501-54 FLOOD INSURANCE	45,000	0.00	0.00	0.00	3,419.00	41,581.00	8%	
INSURANCE Totals:	276,825	0.00	0.00	2,889.00	209,781.15	67,043.85	76%	
10-509-02 PSA SALARY	15,905	0.00	0.00	2,446.68	14,680.08	1,224.92	92%	
10-509-05 FICA (7.65%)	1,220	0.00	0.00	187.16	1,122.96	97.04	92%	
PSA - RETIRED POLICE OFFICERS Totals:	17,125	0.00	0.00	2,633.84	15,803.04	1,321.96	92%	
10-510-02 SALARIES	776,000	0.00	0.00	115,224.22	658,118.27	117,881.73	85%	
10-510-03 PART-TIME SALARIES	6,900	0.00	0.00	152.00	6,055.68	844.32	88%	
10-510-04 OVERTIME	35,000	0.00	0.00	2,568.41	22,814.38	12,185.62	65%	
10-510-05 FICA (7.65%)	62,569	0.00	0.00	8,975.61	52,571.76	9,997.59	84%	
10-510-06 GROUP INSURANCE	117,000	0.00	0.00	12,897.15	81,007.09	35,992.91	69%	
10-510-07 ORBIT RETIREMENT (13.04%)	108,600	0.00	0.00	16,468.78	95,382.54	13,217.46	88%	
10-510-08 401K (5%)	38,000	0.00	0.00	5,761.43	32,451.85	5,548.15	85%	
10-510-09 BEACH PATROL EXPENSE	15,000	0.00	0.00	874.43	5,771.56	9,228.44	38%	
10-510-10 EMPLOYEE TRAINING	10,100	2,548.74	0.00	337.60	2,462.82	5,088.44	50%	
10-510-16 M & R EQUIPMENT	3,500	731.43	0.00	96.41	2,212.40	556.17	84%	
10-510-17 M & R VEHICLES	12,000	0.00	0.00	1,248.36	10,762.22	1,237.78	90%	
10-510-31 GAS,OIL & TIRES	58,500	0.00	0.00	3,566.85	40,397.55	18,102.45	69%	
10-510-32 OFFICE SUPPLIES	1,000	0.00	0.00	(129.71)	299.58	700.42	30%	
10-510-33 DEPARTMENTAL SUPPLIES	5,050	0.00	0.00	251.27	1,855.22	3,194.78	37%	
10-510-36 UNIFORMS	12,000	0.00	0.00	723.58	7,876.25	4,123.75	66%	
10-510-37 BALLISTIC VEST GRANT EXPENSE	4,570	0.00	0.00	0.00	0.00	4,570.00		
10-510-47 PROFESSIONAL SERVICES	4,160	0.00	0.00	123.00	2,860.20	1,299.80	69%	
10-510-53 DUES & SUBSCRIPTIONS	23,421	0.00	0.00	725.00	14,471.52	8,949.48	62%	
10-510-57 K-9 EXPENSES	3,000	0.00	0.00	93.98	159.97	2,840.03	5%	
10-510-60 LESO PROGRAM	4,075	0.00	0.00	2,119.90	2,119.90	1,955.10	52%	
10-510-73 NON-CAPITAL OUTLAY	29,500	0.00	0.00	(2,446.76)	20,391.22	9,108.78	69%	
10-510-74 CAPITAL OUTLAY	59,100	0.00	0.00	0.00	98,706.07	(39,606.07)	167%	

Budget vs Actual

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10 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
10-510-76 TAXES & TITLES	4,000	0.00	0.00	(1,726.59)	1,414.37	2,585.63	35%	
POLICE Totals:	1,393,045	3,280.17	0.00	167,904.92	1,160,162.42	229,602.76	84%	
10-545-02 SALARIES	227,500	0.00	0.00	35,951.22	195,417.64	32,082.36	86%	
10-545-04 OVERTIME	6,000	0.00	0.00	617.76	5,620.06	379.94	94%	
10-545-05 FICA (7.65%)	17,863	0.00	0.00	2,760.99	15,264.38	2,598.37	85%	
10-545-06 GROUP INSURANCE	44,500	0.00	0.00	5,393.46	31,818.69	12,681.31	72%	
10-545-07 ORBIT RETIREMENT (12.23%)	30,262	0.00	0.00	4,739.33	26,054.37	4,207.23	86%	
10-545-08 401K (3%)	7,005	0.00	0.00	921.18	5,773.91	1,231.09	82%	
10-545-14 EMPLOYEE TRAINING	2,500	0.00	0.00	0.00	0.00	2,500.00		
10-545-16 M & R EQUIPMENT	10,000	0.00	0.00	0.00	2,839.50	7,160.50	28%	
10-545-17 M & R VEHICLES	15,000	0.00	0.00	15.00	6,448.59	8,551.41	43%	
10-545-31 GAS, OIL & TIRES	22,000	41.50	0.00	2,440.55	11,414.65	10,543.85	52%	
10-545-32 OFFICE SUPPLIES	500	0.00	0.00	116.94	231.80	268.20	46%	
10-545-33 DEPARTMENTAL SUPPLIES & EQUIP	7,500	250.00	0.00	500.00	7,248.82	1.18	100%	
10-545-34 MOSQUITO CONTROL EXPENSE	1,000	0.00	0.00	0.00	0.00	1,000.00		
10-545-36 UNIFORMS	3,000	0.00	0.00	401.29	2,576.12	423.88	86%	
10-545-37 RENTAL EQUIPMENT	6,000	0.00	0.00	2,926.26	7,212.56	(1,212.56)	120%	
10-545-53 DUES & SUBSCRIPTIONS	0	0.00	0.00	0.00	9,000.00	(9,000.00)		
10-545-57 MISCELLANEOUS	100	0.00	0.00	0.00	20.44	79.56	20%	
10-545-73 NON-CAPITAL OUTLAY	9,000	0.00	0.00	0.00	500.00	8,500.00	6%	
10-545-74 CAPITAL OUTLAY	159,330	500.00	0.00	0.00	6,902.30	151,927.70	5%	
10-545-76 TAXES & TITLES	12,000	0.00	0.00	0.00	0.00	12,000.00		
PUBLIC WORKS Totals:	581,059	791.50	0.00	56,783.98	334,343.83	245,924.02	58%	
10-560-13 STREET LIGHT EXPENSE	30,000	0.00	0.00	3,796.77	20,706.67	9,293.33	69%	
10-560-15 M & R PUBLIC PARKING	25,000	(1,847.64)	0.00	11,350.00	11,389.67	15,457.97	38%	
10-560-33 DEPARTMENTAL SUPPLIES	4,000	137.88	0.00	893.41	4,452.53	(590.41)	115%	
10-560-43 TOWN ENTRANCE SIGNS	10,000	0.00	0.00	0.00	192.45	9,807.55	2%	
10-560-72 STORMWATER	20,000	0.00	0.00	0.00	315.02	19,684.98	2%	

Budget vs Actual

NORTH TOPSAIL BEACH
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Period Ending 6/30/2024

10 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
10-560-73 STREET PAVING & REPAIR	40,000	8,057.10	0.00	0.00	12,499.11	19,443.79	51%	
STREETS Totals:	129,000	6,347.34	0.00	16,040.18	49,555.45	73,097.21	43%	
10-580-45 SANITATION CONTRACTS	413,969	0.00	0.00	33,774.10	344,634.53	69,334.83	83%	
10-580-46 TIPPING FEES	70,555	0.00	0.00	5,355.72	62,116.89	8,438.11	88%	
10-580-47 RECYCLING	30,000	0.00	0.00	1,200.00	1,200.00	28,800.00	4%	
SANITATION Totals:	514,524	0.00	0.00	40,329.82	407,951.42	106,572.94	79%	
10-620-12 SNOWFLAKES	12,000	0.00	0.00	0.00	0.00	12,000.00		
10-620-14 PARK WELL	1,500	0.00	0.00	0.00	0.00	1,500.00		
10-620-15 PARK MAINTENANCE	20,000	14,753.40	0.00	566.87	1,658.18	3,588.42	82%	
10-620-17 PARK LANDSCAPING	15,000	0.00	0.00	115.00	4,815.00	10,185.00	32%	
10-620-18 M & R BIKE PATH	1,500	0.00	0.00	0.00	0.00	1,500.00		
10-620-19 M & R DOCK/BOARDWALK	90,000	0.00	0.00	0.00	0.00	90,000.00		
10-620-27 SPECIAL EVENTS	11,020	0.00	0.00	(825.00)	9,615.54	1,404.46	87%	
10-620-33 PARK SUPPLIES	7,200	2,178.00	0.00	3,812.00	4,982.11	39.89	99%	
RECREATION Totals:	158,220	16,931.40	0.00	3,668.87	21,070.83	120,217.77	24%	
10-690-02 SALARIES	896,500	0.00	0.00	128,739.54	758,885.29	137,614.71	85%	
10-690-03 PART-TIME SALARIES	27,192	0.00	0.00	1,620.00	6,900.00	20,292.00	25%	
10-690-04 OVERTIME	40,000	0.00	0.00	6,574.85	53,853.09	(13,853.09)	135%	
10-690-05 FICA (7.65%)	78,392	0.00	0.00	10,423.78	62,063.12	16,328.38	79%	
10-690-06 GROUP INSURANCE	151,000	0.00	0.00	21,114.51	107,047.40	43,952.60	71%	
10-690-07 ORBIT RETIREMENT (12.23%)	121,694	0.00	0.00	17,536.77	105,330.94	16,363.46	87%	
10-690-08 401K (3%)	28,170	0.00	0.00	4,059.41	24,172.28	3,997.72	86%	
10-690-10 EMPLOYEE TRAINING	5,500	0.00	0.00	33.99	4,542.85	957.15	83%	
10-690-16 M & R EQUIPMENT	22,000	0.00	0.00	300.00	5,652.85	16,347.15	26%	
10-690-17 M & R VEHICLES	19,000	0.00	0.00	0.00	7,860.27	11,139.73	41%	
10-690-31 GAS, OIL & TIRES	22,000	287.66	0.00	4,448.00	20,527.20	1,185.14	95%	
10-690-32 OFFICE SUPPLIES	2,000	0.00	0.00	0.00	0.00	2,000.00		
10-690-33 DEPARTMENTAL SUPPLIES	46,000	0.00	0.00	1,234.84	31,264.17	14,735.83	68%	
10-690-34 FIRE FIGHTER PHYSICALS	4,500	0.00	0.00	0.00	0.00	4,500.00		

Budget vs Actual

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10 GENERAL FUND									
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent		
10-690-36 UNIFORMS	8,500	0.00	0.00	1,553.86	6,027.24	2,472.76	71%		
10-690-47 PROFESSIONAL SERVICES	4,000	0.00	0.00	375.00	489.00	3,511.00	12%		
10-690-53 DUES & SUBSCRIPTIONS	10,000	0.00	0.00	144.00	10,072.57	(72.57)	101%		
10-690-57 MISCELLANEOUS	300	0.00	0.00	0.00	259.32	40.68	86%		
10-690-73 COMUNICATIONS EQUIP	6,000	1,284.91	0.00	0.00	292.04	4,423.05	26%		
10-690-74 CAPITAL OUTLAY	55,000	7,717.66	0.00	45,632.53	45,632.53	1,649.81	97%		
10-690-76 TAXES & TITLES	4,000	0.00	0.00	1,374.98	1,374.98	2,625.02	34%		
FIRE DEPARTMENT Totals:	1,551,748	9,290.23	0.00	245,166.06	1,252,247.14	290,210.53	81%		
10-695-91 PLANNING BOARD EXPENSE	1,000	0.00	0.00	(70.00)	332.49	667.51	33%		
10-695-92 BOARD OF ADJUSTMENT EXPENSE	1,000	0.00	0.00	19.05	431.11	568.89	43%		
COMMITTES Totals:	2,000	0.00	0.00	(50.95)	763.60	1,236.40	38%		
10-720-10 BEACH LOBBIST CONTRACT	0	0.00	0.00	5,100.98	5,100.98	(5,100.98)			
BEACH REN. / DUNE STAB. Totals:	0	0.00	0.00	5,100.98	5,100.98	(5,100.98)			
10-998-04 TRANSFER OUT - CAP IMPROVEMENT FUND	200,383	0.00	0.00	0.00	0.00	200,383.42			
Totals:	200,383	0.00	0.00	0.00	0.00	200,383.42			
10-999-01 CONTINGENCY	477,390	0.00	0.00	0.00	0.00	477,389.92			
CONTINGENCY Totals:	477,390	0.00	0.00	0.00	0.00	477,389.92			
Expenses Totals:	7,596,271	145,411.59	0.00	866,275.92	5,073,344.26	2,377,514.93	69%		
10 GENERAL FUND	Revenues Over/(Under) Expenses:		0.00	(86,893.96)	4,197,314.50				

Budget vs Actual

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12 CAPITAL IMPROVEMENT FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
12-301-00 AD VALOREM TAX (.07)	1,072,313	0.00	0.00	9,314.61	1,123,171.62	50,859.12	105%	
12-301-03 ONSLOW COUNTY FIRE TAX	474,968	0.00	0.00	0.00	474,968.45	0.00	100%	
12-330-00 LOAN PROCEEDS	760,000	0.00	0.00	0.00	760,000.00	0.00	100%	
12-383-00 SALE OF FIXED ASSETS	471,000	0.00	0.00	0.00	0.00	(471,000.00)		
12-390-00 TRANSFER IN - FROM GENERAL FUND	200,383	0.00	0.00	0.00	0.00	(200,383.42)		
Revenues Totals:	2,978,664	0.00	0.00	9,314.61	2,358,140.07	(620,524.30)	79%	
Expenses								
12-750-01 FIRE DEPARTMENT	1,405,531	0.00	0.00	8,061.91	141,061.79	1,264,469.16	10%	
12-750-02 FIRE TRUCK	913,188	0.00	0.00	0.00	752,994.00	160,193.50	82%	
12-750-03 BIKE PATH PROJECT	100,000	0.00	0.00	0.00	0.00	100,000.00		
12-750-11 FUTURE CAPITAL IMPROVEMENTS	559,946	0.00	0.00	0.00	3,500.00	556,445.92	1%	
Totals:	2,978,664	0.00	0.00	8,061.91	897,555.79	2,081,108.58	30%	
Expenses Totals:	2,978,664	0.00	0.00	8,061.91	897,555.79	2,081,108.58	30%	
12 CAPITAL IMPROVEMENT FUND	Revenues Over/(Under) Expenses:		0.00	1,252.70	1,460,584.28			

Budget vs Actual

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Period Ending 6/30/2024

30 SHORELINE PROTECTION								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
30-301-00 ACCOMMODATION TAX	1,650,000	0.00	0.00	230,352.20	2,241,186.35	591,186.35	136%	
30-301-05 AD VALOREM TAX - Beach	1,531,875	0.00	0.00	13,302.49	1,604,037.99	72,162.99	105%	
30-317-01 COUNTY GRANT FUNDING	150,000	0.00	0.00	0.00	0.00	(150,000.00)		
30-329-00 INTEREST INCOME	25,000	0.00	0.00	29,489.96	264,860.88	239,860.88	1059%	
30-336-00 SEA OATS PROGRAM	25,000	0.00	0.00	0.00	0.00	(25,000.00)		
30-345-00 LOCAL OPTION SALES TAX	686,567	0.00	0.00	159,792.39	976,170.05	289,603.40	142%	
30-350-01 PAID PARKING REVENUE	336,375	0.00	0.00	74,383.12	413,778.35	77,403.35	123%	
Revenues Totals:	4,404,817	0.00	0.00	507,320.16	5,500,033.62	1,095,216.97	125%	
Expenses								
30-710-08 LEASE PAYMENTS	48,000	0.00	0.00	0.00	36,900.00	11,100.00	77%	
30-710-10 BEACH LOBBYIST CONTRACT	60,000	0.00	0.00	3,692.53	46,070.28	13,929.72	77%	
30-710-12 BEACH/ACCESS MAINTENANCE	50,000	9,997.00	0.00	10,765.30	32,826.96	7,176.04	86%	
30-710-14 BEACH MEETINGS / CONFERENCES	20,000	0.00	0.00	(643.01)	6,474.16	13,525.84	32%	
30-710-15 M & R DUNE/CROSSWALK	8,000	0.00	0.00	0.00	4,872.04	3,127.96	61%	
30-710-45 CONTRACTED SERVICES	10,000	0.00	0.00	957.00	957.00	9,043.00	10%	
30-710-59 SEA OATS PROGRAM	50,000	0.00	0.00	0.00	0.00	50,000.00		
Totals:	246,000	9,997.00	0.00	14,771.82	128,100.44	107,902.56	56%	
30-720-04 FEMA Florence Truck Haul	0	0.00	0.00	0.00	10,553.25	(10,553.25)		
30-720-07 NEW RIVER EIS PROJECT	280,000	0.00	0.00	10,000.00	98,510.50	181,489.50	35%	
30-720-08 CONTRACTS, PLANS, SPECS	200,000	0.00	0.00	16,891.25	429,493.55	(229,493.55)	215%	
30-720-10 VITEX	216,000	0.00	0.00	0.00	1,666.67	214,333.33	1%	
30-720-50 2022B SOB PAYMENT	2,006,204	0.00	0.00	0.00	1,909,082.74	97,121.26	95%	
30-720-57 2022C FEMA SOB FEES	0	0.00	0.00	109,500.63	396,991.03	(396,991.03)		
30-720-58 2022A FEMA SOB FEES	0	0.00	0.00	0.00	299,742.49	(299,742.49)		
30-720-60 30 YEAR BEACH PLAN	30,000	0.00	0.00	0.00	0.00	30,000.00		
30-720-64 Sandbag Repair Project	200,000	0.00	0.00	0.00	0.00	200,000.00		
30-720-68 Future Projects Fund	1,226,613	0.00	0.00	0.00	0.00	1,226,612.65		

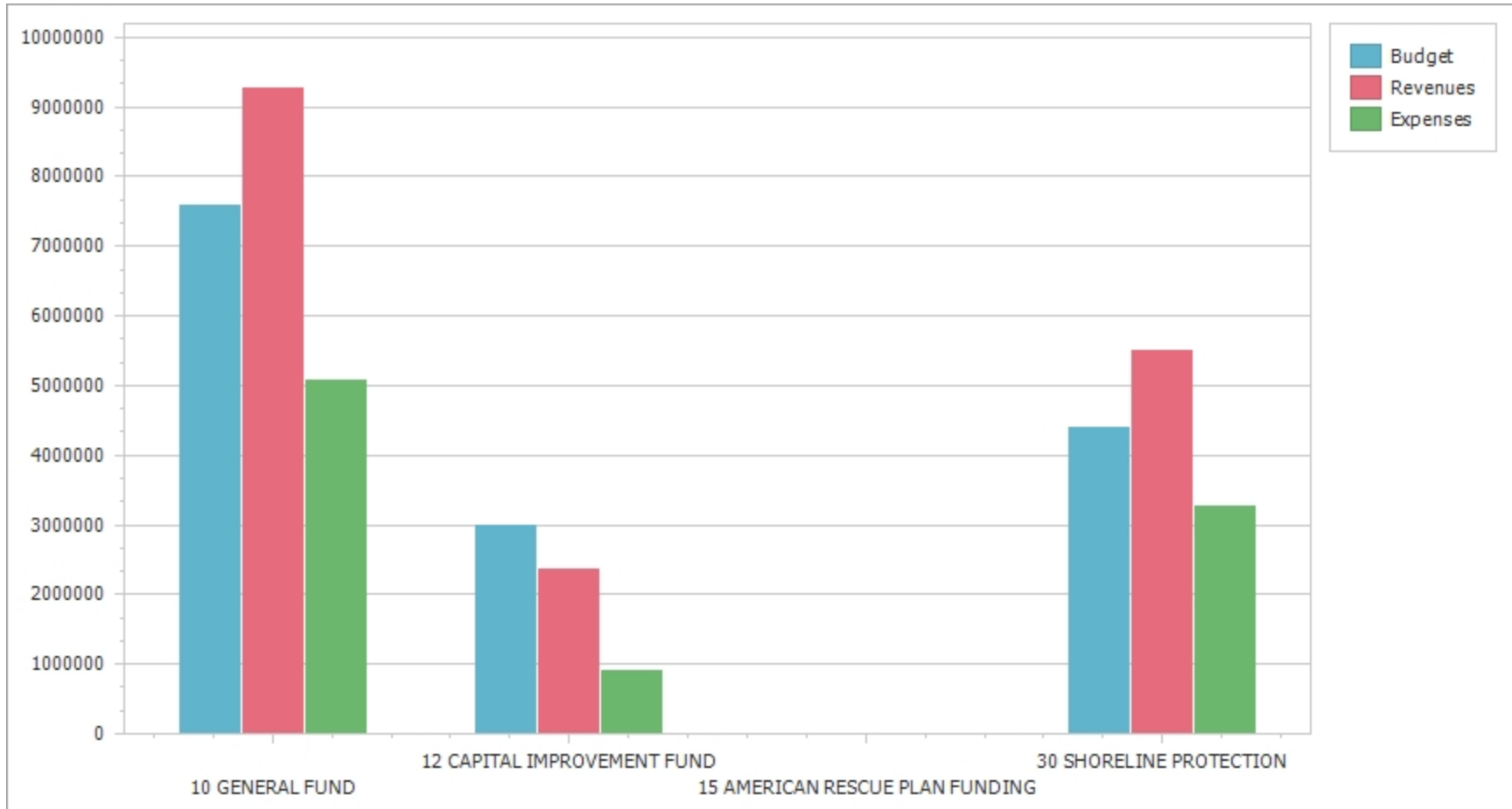
Budget vs Actual

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BEACH REN. / DUNE STAB. Totals:	4,158,817	0.00	0.00	136,391.88	3,146,040.23	1,012,776.42	76%
Expenses Totals:	4,404,817	9,997.00	0.00	151,163.70	3,274,140.67	1,120,678.98	75%
30 SHORELINE PROTECTION Revenues Over/(Under) Expenses:			0.00	356,156.46	2,225,892.95		



Budget vs Actual

NORTH TOPSAIL BEACH
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Period Ending 6/30/2025

31 CAPITAL PROJECT BEACH MAINTENANCE

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
31-330-00 LOAN PROCEEDS	17,202,294	0.00	0.00	0.00	10,857,303.66	(6,344,990.34)	63%
31-348-08 FEMA REIMBURSEMENT	17,599,184	0.00	0.00	0.00	8,493,442.31	(9,105,741.69)	48%
31-368-00 NCDEQ GRANT FUNDS	10,500,000	0.00	0.00	0.00	10,500,000.00	0.00	100%
31-370-00 INVESTMENT INCOME	0	0.00	0.00	0.00	2,714.00	2,714.00	
31-399-01 T/I FROM BEACH FUND	1,528,134	0.00	0.00	0.00	1,528,133.90	0.00	100%
Revenues Totals:	46,829,612	0.00	0.00	0.00	31,381,593.87	(15,448,018.03)	67%
Expenses							
31-440-00 2022A DEBT SERVICE	9,000,000	0.00	0.00	0.00	8,496,156.31	503,843.69	94%
31-440-01 2022C DEBT SERVICE	8,202,294	0.00	0.00	0.00	0.00	8,202,294.00	
31-450-01 ENGINEERING & CONSTRUCTION PHASE SUPPORT	9,000	0.00	0.00	0.00	4,051.00	4,949.00	45%
31-450-02 CONSTRUCTION MANAGEMENT & ADMINISTRATION	210,000	0.00	0.00	0.00	364,678.25	(154,678.25)	174%
31-450-03 LABORATORY ANALYSIS	44,400	0.00	0.00	0.00	6,020.00	38,380.00	14%
31-450-04 REGULATORY COORDINATION & CLOSEOUT	10,000	0.00	0.00	0.00	11,047.50	(1,047.50)	110%
31-450-05 MOBILIZATION & DEMOBILIZATION	180,000	0.00	0.00	0.00	180,000.00	0.00	100%
31-450-06 HAUL & PLACEMENT OF BEACH FILL	8,378,110	0.00	0.00	0.00	9,141,735.55	(763,625.55)	109%
31-450-07 PAYMENT & PERFORMANCE BONDS	45,000	0.00	0.00	0.00	45,000.00	0.00	100%
31-450-08 PROFESSIONAL FEES	123,490	0.00	0.00	0.00	562,915.14	(439,425.14)	456%
31-450-09 TRANCHE 2 CONSTRUCTION	8,621,653	0.00	0.00	0.00	9,147,673.66	(526,021.02)	106%
31-450-10 TRANCHE 2 ENGINEERING	585,000	0.00	0.00	0.00	629,292.16	(44,292.16)	108%
31-450-11 TRANCHE 2 CONTINGENCY	920,665	0.00	0.00	0.00	595.00	920,070.26	0%
31-460-00 TRANCHE 3 PROJECT	10,500,000	0.00	0.00	0.00	1,690.00	10,498,310.00	0%
Totals:	46,829,612	0.00	0.00	0.00	28,590,854.57	18,238,757.33	61%
Expenses Totals:	46,829,612	0.00	0.00	0.00	28,590,854.57	18,238,757.33	61%

Budget vs Actual

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31 CAPITAL PROJECT BEACH MAINTENANCE	Revenues Over/(Under) Expenses:	0.00	0.00	2,790,739.30
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Budget vs Actual

NORTH TOPSAIL BEACH
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Period Ending 6/30/2040

50 CAPITAL PROJECT FIRE STATION 2

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
50-330-00 LOAN PROCEEDS	5,600,000	0.00	0.00	0.00	5,600,000.00	0.00	100%
50-339-01 T/I FROM CIF	1,000,000	0.00	0.00	0.00	0.00	(1,000,000.00)	
Revenues Totals:	6,600,000	0.00	0.00	0.00	5,600,000.00	(1,000,000.00)	85%
Expenses							
50-450-02 CONSTRUCTION COSTS	6,102,689	0.00	0.00	0.00	110,322.55	5,992,366.45	2%
50-460-00 CONTINGENCY COSTS	497,311	0.00	0.00	0.00	0.00	497,311.00	
Totals:	6,600,000	0.00	0.00	0.00	110,322.55	6,489,677.45	2%
Expenses Totals:	6,600,000	0.00	0.00	0.00	110,322.55	6,489,677.45	2%
50 CAPITAL PROJECT FIRE STATION 2	Revenues Over/(Under) Expenses:		0.00	0.00	5,489,677.45		

Check Listing

Date From: 5/1/2024 Date To: 5/23/2024

Vendor Range: A PLUS WAREHOUSE EQUIPMENT & SUPPLY - ZACHARY REILLY

NORTH TOPSAIL BEACH

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Check Number	Bank	Vendor	Date	Amount
47725	1	AT&T MOBILITY	05/01/2024	<u>\$1,624.65</u>
47726	1	CHARTER COMMUNICATIONS	05/01/2024	<u>\$487.67</u>
47727	1	COLONIAL LIFE	05/01/2024	<u>\$1,100.58</u>
47728	1	CROSSLEY MCINTOSH COLLIER	05/01/2024	<u>\$2,048.24</u>
47729	1	JAMES HUNTER	05/01/2024	<u>\$151.88</u>
47730	1	JEFF WALKER	05/01/2024	<u>\$94.16</u>
47731	1	MRM CONSTRUCTION	05/01/2024	<u>\$105,000.00</u>
47732	1	NANCY ANN AVERY	05/01/2024	<u>\$1,500.00</u>
47733	1	ONslow COUNTY FINANCE OFFICE	05/01/2024	<u>\$4,486.12</u>
47734	1	RLI SURETY	05/01/2024	<u>\$2,889.00</u>
47735	1	SHERRILL A STRICKLAND JR.	05/01/2024	<u>\$1,064.00</u>
47736	1	THREAD FX	05/01/2024	<u>\$542.29</u>
47737	1	VERIZON WIRELESS	05/01/2024	<u>\$867.64</u>
47738	1	VILLAGE HARDWARE	05/01/2024	<u>\$331.25</u>
47739	1	WILLIAM LATHAM	05/01/2024	<u>\$43.25</u>
47740	1	ABLE PAVING & SEAL COATING INC	05/09/2024	<u>\$4,975.00</u>
47741	1	ABRAHAM MARTINEZ	05/09/2024	<u>\$500.00</u>
47742	1	AMERICAN LEGAL PUBLISHING	05/09/2024	<u>\$37.50</u>
47743	1	BARRS RECREATION LLC	05/09/2024	<u>\$4,078.84</u>
47744	1	CHARLES IMPERIO	05/09/2024	<u>\$52.76</u>
47745	1	CM MITCHELL CONSTRUCTION	05/09/2024	<u>\$659,074.39</u>
47746	1	FRANCIS CONTI JR	05/09/2024	<u>\$313.88</u>
47747	1	GFL ENVIRONMENTAL	05/09/2024	<u>\$33,774.10</u>
47748	1	JAMES RIGGINS	05/09/2024	<u>\$195.27</u>
47749	1	JOIE HERRING	05/09/2024	<u>\$18.64</u>
47750	1	JONATHAN GINDES	05/09/2024	<u>\$20.98</u>
47751	1	JONATHAN KINNEY	05/09/2024	<u>\$17.54</u>
47752	1	KERI SIMPSON	05/09/2024	<u>\$147.50</u>
47753	1	KLEMPIRE	05/09/2024	<u>\$1,182.11</u>
47754	1	LOWE'S HOME CENTERS	05/09/2024	<u>\$966.33</u>
47755	1	NEILL M. SINGLETARY	05/09/2024	<u>\$725.00</u>
47756	1	O'REILLY AUTOMOTIVE INC.	05/09/2024	<u>\$90.00</u>

Check Listing

Date From: 5/1/2024 Date To: 5/23/2024

Vendor Range: A PLUS WAREHOUSE EQUIPMENT & SUPPLY - ZACHARY REILLY

NORTH TOPSAIL BEACH

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Check Number	Bank	Vendor	Date	Amount
47757	1	ONslow COUNTY BOARD OF EDUCATION	05/09/2024	<u>\$31.00</u>
47758	1	ONslow COUNTY FINANCE OFFICE	05/09/2024	<u>\$12,299.21</u>
47759	1	ONslow COUNTY SOLID WASTE DEPT	05/09/2024	<u>\$5,355.72</u>
47760	1	PEACHY CLEAN	05/09/2024	<u>\$1,500.00</u>
47761	1	PRO TYPE SERVICES	05/09/2024	<u>\$1,017.99</u>
47762	1	SCOTT ABERNATHY	05/09/2024	<u>\$6.39</u>
47763	1	SCOTT DUNHAM	05/09/2024	<u>\$26.96</u>
47764	1	SHEPARD'S WRECKER SERVICE	05/09/2024	<u>\$13.60</u>
47765	1	SIMPLE COMMUNICATION	05/09/2024	<u>\$104.87</u>
47766	1	TI COASTAL SERVICES, INC.	05/09/2024	<u>\$70,200.00</u>
47768	1	BOARDWALK SCREEN PRINTING& EMBROIDERY	05/16/2024	<u>\$448.35</u>
47769	1	CM MITCHELL CONSTRUCTION	05/16/2024	<u>\$485,902.00</u>
47770	1	ECI COMMUNICATION	05/16/2024	<u>\$587.35</u>
47771	1	EMERALD ISLE LASER ENGRAVING	05/16/2024	<u>\$725.00</u>
47772	1	GOVERNMENTJOBS.COM, INC	05/16/2024	<u>\$10,097.15</u>
47773	1	GUY C. LEE BUILDING MATERIALS	05/16/2024	<u>\$34.24</u>
47774	1	JAMES HUNTER	05/16/2024	<u>\$500.00</u>
47775	1	JONES ONslow ELECTRIC COMPANY	05/16/2024	<u>\$3,611.92</u>
47776	1	KAREN BEASLEY SEA TURTLE RESCUE	05/16/2024	<u>\$1,272.84</u>
47777	1	ONslow COUNTY FINANCE OFFICE	05/16/2024	<u>\$2,515.69</u>
47778	1	ONslow WATER & SEWER AUTHORITY	05/16/2024	<u>\$389.01</u>
47779	1	PEACHY CLEAN	05/16/2024	<u>\$250.00</u>
47780	1	PRO TYPE SERVICES	05/16/2024	<u>\$2,838.21</u>
47781	1	ROMAN TROPHIES	05/16/2024	<u>\$20.34</u>
47782	1	SIGN WORKS	05/16/2024	<u>\$2,561.58</u>
47783	1	TI COASTAL SERVICES, INC.	05/16/2024	<u>\$65,100.00</u>
47784	1	TOWN OF SURF CITY	05/16/2024	<u>\$5,696.53</u>
47785	1	WB BRAWLEY COMPANY	05/16/2024	<u>\$110,322.55</u>
47786	1	ABLE PAVING & SEAL COATING INC	05/23/2024	<u>\$4,950.00</u>
47787	1	AMERICAN LEGAL PUBLISHING	05/23/2024	<u>\$2,042.48</u>
47788	1	APPLIED TECHNOLOGY & MNGMT	05/23/2024	<u>\$27,766.14</u>
47789	1	AT&T MOBILITY	05/23/2024	<u>\$1,631.00</u>

Check Listing

Date From: 5/1/2024 Date To: 5/23/2024

Vendor Range: A PLUS WAREHOUSE EQUIPMENT & SUPPLY - ZACHARY REILLY

NORTH TOPSAIL BEACH

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Check Number	Bank	Vendor	Date	Amount
47790	1	FIRST CITIZENS BANK CC	05/23/2024	<u>\$5,647.91</u>
47791	1	GREATAMERICA FINANCIAL SERVS	05/23/2024	<u>\$1,037.89</u>
47792	1	KLEMPIRE	05/23/2024	<u>\$1,731.42</u>
47793	1	KRATOVEL SERVICES	05/23/2024	<u>\$6,675.00</u>
47794	1	MED FIRST IMMEDIATE CARE	05/23/2024	<u>\$186.00</u>
47795	1	METLIFE	05/23/2024	<u>\$1,561.04</u>
47796	1	OCEAN CITY BEACH CITIZENS COUNCIL	05/23/2024	<u>\$1,000.00</u>
47797	1	OTTO CONNECT INC	05/23/2024	<u>\$1,393.00</u>
47798	1	PEACHY CLEAN	05/23/2024	<u>\$250.00</u>
47799	1	PRO TYPE SERVICES	05/23/2024	<u>\$1,017.99</u>
47800	1	THREAD FX	05/23/2024	<u>\$38.43</u>
47801	1	VERIZON WIRELESS	05/23/2024	<u>\$114.03</u>
47802	1	Wilmington Compost Company	05/23/2024	<u>\$1,200.00</u>
77	Checks Totaling -			\$1,670,073.26

Totals By Fund

	Checks	Voids	Total
10	\$236,798.25		\$236,798.25
30	\$31,801.18		\$31,801.18
31	\$1,291,151.28		\$1,291,151.28
50	\$110,322.55		\$110,322.55
Totals:	\$1,670,073.26		\$1,670,073.26

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: 5/1/2024 - 5/23/2024

GL Account - 30-301-00 ACCOMMODATION TAX					
Date	Description	Source	Debits	Credits	Date
Fiscal Period - FY 23-24		Beg Balance	\$0.00	\$4,678,829.96	
05/07/2024	OCC TAX	GL GJ	\$0.00	\$8,581.70	05/09/2024
05/08/2024	OCC TAX	GL GJ	\$0.00	\$32.28	05/09/2024
05/10/2024	OCC TAX	GL GJ	\$0.00	\$416.52	05/13/2024
05/15/2024	OCC TAX	GL GJ	\$0.00	\$11,676.50	05/17/2024
05/15/2024	OCC TAX	GL GJ	\$0.00	\$1,160.76	05/17/2024
05/16/2024	OCC TAX	GL GJ	\$0.00	\$345.44	05/17/2024
05/16/2024	OCC TAX	GL GJ	\$0.00	\$12,306.88	05/17/2024
05/17/2024	OCC TAX	GL GJ	\$0.00	\$2,359.45	05/22/2024
05/20/2024	OCC TAX	GL GJ	\$0.00	\$116.25	05/22/2024
05/21/2024	OCC TAX	GL GJ	\$0.00	\$81,226.13	05/22/2024
Transaction Totals			\$0.00	\$118,221.91	
**		End Balance	\$0.00	\$118,221.91	**

Town of North Topsail Beach Fire Department

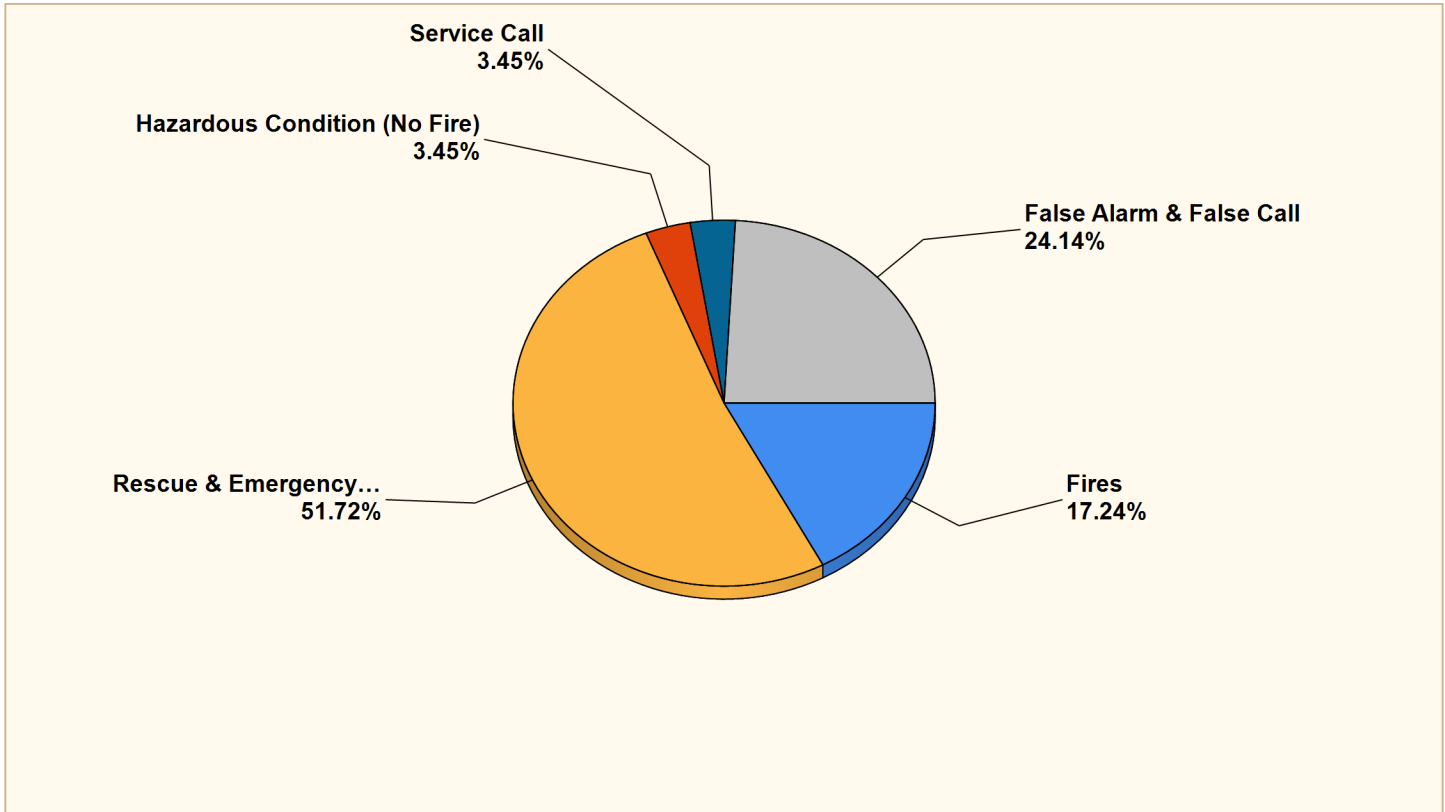
North Topsail Beach, NC

This report was generated on 5/23/2024 8:08:05 AM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 04/22/2024 | End Date: 05/23/2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	5	17.24%
Rescue & Emergency Medical Service	15	51.72%
Hazardous Condition (No Fire)	1	3.45%
Service Call	1	3.45%
False Alarm & False Call	7	24.14%
TOTAL	29	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	5	17.24%
311 - Medical assist, assist EMS crew	11	37.93%
320 - Emergency medical service, other	1	3.45%
364 - Surf rescue	2	6.9%
365 - Watercraft rescue	1	3.45%
400 - Hazardous condition, other	1	3.45%
550 - Public service assistance, other	1	3.45%
743 - Smoke detector activation, no fire - unintentional	2	6.9%
744 - Detector activation, no fire - unintentional	1	3.45%
745 - Alarm system activation, no fire - unintentional	4	13.79%
TOTAL INCIDENTS:	29	100%

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

Section VIII, Item B.



Permits Issued List

From Date: 04/22/2024

To Date: 05/22/2024

Permit Type	Sub Type	Permit#	Address	Issue Date	Permit Fee
Addition Permit	Single Family	AP24-000003	510 TRADE WINDS DR	04/23/2024	510.00
Addition Permit	Single Family	AP24-000005	1715 UTOPIA ST	05/15/2024	210.00
Addition Permit Total	Single Family Total			2	720.00
Addition Permit Total				2	720.00
Beach Access Application	Beach Access Application	BAA24-000014	1541 NEW RIVER INLET RD	05/15/2024	200.00
Beach Access Application Total	Beach Access Application Total			1	200.00
Beach Access Application Total				1	200.00
Boat Lift Permit	Residential	BTL24-000003	25 OSPREY DR	05/15/2024	125.00
Boat Lift Permit Total	Residential Total			1	125.00
Boat Lift Permit Total				1	125.00
Driveway Permit	Driveway Permit	DVW24-000010	2236 ISLAND DR	04/30/2024	0.00
Driveway Permit Total	Driveway Permit Total			1	0.00
Driveway Permit Total				1	0.00
Electrical Permit	Commercial	E24-000125	3824 ISLAND DR	05/21/2024	75.00
Electrical Permit	Commercial	E24-000124	3826 ISLAND DR	05/21/2024	75.00
Electrical Permit	Commercial	E24-000109	346-1 SEA SHORE DR ONWASA SEWER PUMP STATION	05/02/2024	75.00
Electrical Permit	Commercial	E24-000113	790 NEW RIVER INLET RD	05/06/2024	75.00
Electrical Permit	Commercial	E23-000241	2000 NEW RIVER INLET RD	04/29/2024	0.00
Electrical Permit	Commercial	E24-000131	4200 ISLAND DR HOA Pool	05/20/2024	75.00
Electrical Permit Total	Commercial Total			6	375.00
Electrical Permit	Residential	E24-000132	3805 ISLAND DR	05/21/2024	75.00
Section VIII, ItemB.					40

Electrical Permit	Residential	E24-000129	225 COASTAL DR	05/21/2024	75.00
Electrical Permit	Residential	E24-000130	227 COASTAL DR	05/21/2024	75.00
Electrical Permit	Residential	E24-000133	2224 NEW RIVER INLET RD Unit 332	05/21/2024	75.00
Electrical Permit	Residential	E24-000075	41 SAILVIEW DR	05/16/2024	0.00
Electrical Permit	Residential	E24-000036	1259 NEW RIVER INLET RD	05/15/2024	0.00
Electrical Permit	Residential	E24-000116	5 SAILVIEW DR	05/15/2024	0.00
Electrical Permit	Residential	E24-000123	1304 NEW RIVER INLET RD	05/15/2024	75.00
Electrical Permit	Residential	E24-000110	948 NEW RIVER INLET RD	05/15/2024	75.00
Electrical Permit	Residential	E24-000101	215 SEA SHORE DR	05/15/2024	75.00
Electrical Permit	Residential	E24-000045	510 TRADE WINDS DR	04/23/2024	0.00
Electrical Permit	Residential	E24-000099	4021 ISLAND DR Atlantic Lot 18-O	04/23/2024	75.00
Electrical Permit	Residential	E24-000056	1239 NEW RIVER INLET RD	04/22/2024	0.00
Electrical Permit	Residential	E24-000093	4021 ISLAND DR Lot 69-O Beach	04/22/2024	75.00
Electrical Permit	Residential	E24-000096	25 OSPREY DR	04/23/2024	345.00
Electrical Permit	Residential	E24-000098	168 TOPSAIL RD	04/23/2024	75.00
Electrical Permit	Residential	E24-000020	2236 ISLAND DR	04/30/2024	0.00
Electrical Permit	Residential	E24-000094	32 OSPREY DR	04/30/2024	0.00
Electrical Permit	Residential	E24-000106	135 SEA GULL LN	04/30/2024	75.00
Electrical Permit	Residential	E24-000107	303 LANTERNA LN	04/30/2024	150.00
Electrical Permit	Residential	E24-000108	3950 ISLAND DR	05/07/2024	75.00

Electrical Permit	Residential	E24-000111	5605 18TH AVE	05/06/2024	75.00
Electrical Permit	Residential	E24-000117	126 S PERMUDA WYND DR	05/09/2024	75.00
Electrical Permit	Residential	E23-000193	102 SUMMER PLACE DR	05/10/2024	0.00
Electrical Permit	Residential	E24-000118	179 TOPSAIL RD	05/13/2024	75.00
Electrical Permit	Residential	E24-000120	401 OCEAN DR	05/14/2024	75.00
Electrical Permit	Residential	E24-000134	118 SEA OAKS CT	05/22/2024	75.00
Electrical Permit Total	Residential Total			27	1,770.00
Electrical Permit Total				33	2,145.00
Fence Permit	Residential	FNC24-000004	32 OSPREY DR	04/30/2024	125.00
Fence Permit	Residential	FNC24-000003	1669 NEW RIVER INLET RD	04/24/2024	50.00
Fence Permit Total	Residential Total			2	175.00
Fence Permit Total				2	175.00
Fuel Gas Permit	Commercial	FG23-000042	2000 NEW RIVER INLET RD	04/29/2024	0.00
Fuel Gas Permit Total	Commercial Total			1	0.00
Fuel Gas Permit	Residential	FG24-000010	586 NEW RIVER INLET RD	04/26/2024	0.00
Fuel Gas Permit	Residential	FG24-000007	510 TRADE WINDS DR	04/23/2024	0.00
Fuel Gas Permit	Residential	FG23-000001	750 NEW RIVER INLET RD	04/24/2024	0.00
Fuel Gas Permit	Residential	FG23-000024	750 NEW RIVER INLET RD	04/24/2024	0.00
Fuel Gas Permit	Residential	FG23-000033	1243 NEW RIVER INLET RD	05/01/2024	0.00
Fuel Gas Permit	Residential	FG24-000005	100 OCEAN CLUB CT	05/01/2024	0.00
Fuel Gas Permit	Residential	FG24-000008	102 SCOTCH BONNET DR	05/07/2024	0.00
Fuel Gas Permit Total	Residential Total			7	0.00
Fuel Gas Permit Total				8	0.00
Insulation Permit	Residential	I24-000008	2236 ISLAND DR	04/30/2024	0.00
Insulation Permit	Residential	I24-000013	510 TRADE WINDS DR	04/23/2024	0.00
<i>Section VIII, ItemB.</i>	Total	Residential Total		2	

Insulation Permit Total				2	0.00
Mechanical Permit	Commercial	M24-000074	106 SEA OAKS CT	05/22/2024	75.00
Mechanical Permit Total	Commercial Total			1	75.00
Mechanical Permit	Residential	M24-000075	5611 18TH AVE	05/15/2024	75.00
Mechanical Permit	Residential	M24-000060	1160-1B NEW RIVER INLET RD	05/09/2024	75.00
Mechanical Permit	Residential	M24-000077	113 VOLUSIA DR	05/17/2024	75.00
Mechanical Permit	Residential	M24-000068	4318 ISLAND DR	05/17/2024	75.00
Mechanical Permit	Residential	M24-000078	8606 3RD AVE	05/17/2024	75.00
Mechanical Permit	Residential	M24-000082	4366 ISLAND DR	05/20/2024	75.00
Mechanical Permit	Residential	M24-000081	3880 ISLAND DR	05/22/2024	75.00
Mechanical Permit	Residential	M24-000058	4324 ISLAND DR	04/24/2024	75.00
Mechanical Permit	Residential	M24-000057	201 GOLDSBORO DR	04/23/2024	75.00
Mechanical Permit	Residential	M24-000055	4316 ISLAND DR	04/22/2024	75.00
Mechanical Permit	Residential	M24-000025	510 TRADE WINDS DR	04/23/2024	0.00
Mechanical Permit	Residential	M24-000061	14 HUNTER HEATH DR	04/29/2024	75.00
Mechanical Permit	Residential	M24-000062	107 HERON CAY CT	04/26/2024	75.00
Mechanical Permit	Residential	M24-000014	2236 ISLAND DR	04/30/2024	0.00
Mechanical Permit	Residential	M24-000056	1985 NEW RIVER INLET RD	05/02/2024	75.00
Mechanical Permit	Residential	M24-000067	209-2 GYSGT D W BOATMAN DR	04/30/2024	75.00
Mechanical Permit	Residential	M24-000066	209 PINELLAS BAY DR	05/06/2024	75.00

Mechanical Permit	Residential	M24-000070	3854 ISLAND DR	05/07/2024	75.00
Mechanical Permit	Residential	M24-000072	1840 NEW RIVER INLET RD #2105B	05/07/2024	75.00
Mechanical Permit	Residential	M24-000069	2 BERMUDA LANDING PL	05/06/2024	75.00
Mechanical Permit	Residential	M24-000049	436 NEW RIVER INLET RD	05/06/2024	75.00
Mechanical Permit	Residential	M24-000073	1763 NEW RIVER INLET RD	05/08/2024	75.00
Mechanical Permit	Residential	M24-000084	6803 12TH AVE	05/22/2024	75.00
Mechanical Permit	Residential	M24-000080	790 NEW RIVER INLET RD 412A	05/21/2024	75.00
Mechanical Permit Total	Residential Total			24	1,650.00
Mechanical Permit Total				25	1,725.00
Mobile Food Truck/Pushcart	Push Cart	MFV24-000009		05/15/2024	75.00
Mobile Food Truck/Pushcart	Push Cart	MFV24-000007	484 NEW RIVER INLET RD	05/14/2024	75.00
Mobile Food Truck/Pushcart	Push Cart	MFV24-000004	4021 ISLAND DR	04/29/2024	75.00
Mobile Food Truck/Pushcart Total	Push Cart Total			3	225.00
Mobile Food Truck/Pushcart Total				3	225.00
New Construction Permit	Commercial	C24-000024	2000 NEW RIVER INLET RD	04/29/2024	1,438.25
New Construction Permit Total	Commercial Total			1	1,438.25
New Construction Permit	Single Family	C24-000007	2236 ISLAND DR	04/30/2024	2,778.81
New Construction Permit Total	Single Family Total			1	2,778.81
New Construction Permit Total				2	4,217.06
Plumbing Permit	Commercial	P23-000080	2000 NEW RIVER INLET RD	04/29/2024	0.00
Plumbing Permit Total	Commercial Total			1	0.00

Plumbing Permit	Residential	P23- 000085	3639 ISLAND DR	04/22/2024	0.00
Plumbing Permit	Residential	P24- 000009	2236 ISLAND DR	04/30/2024	0.00
Plumbing Permit	Residential	P24- 000036	303 LANTERNA LN	04/30/2024	0.00
Plumbing Permit Total	Residential Total			3	0.00
Plumbing Permit Total				4	0.00
Renovation Permit	Single Family	B24- 000010	1174 NEW RIVER INLET RD	05/14/2024	85.00
Renovation Permit Total	Single Family Total			1	85.00
Renovation Permit Total				1	85.00
Simple Build Permit	Commercial	SB24- 000032	2264 NEW RIVER INLET RD	05/15/2024	115.00
Simple Build Permit	Commercial	SB24- 000033	2250 NEW RIVER INLET RD	05/15/2024	115.00
Simple Build Permit	Commercial	SB24- 000034	2240 NEW RIVER INLET RD	05/15/2024	115.00
Simple Build Permit	Commercial	SB24- 000031	2224 NEW RIVER INLET RD	05/15/2024	115.00
Simple Build Permit	Commercial	SB24- 000036	2182 NEW RIVER INLET RD	05/15/2024	115.00
Simple Build Permit	Commercial	SB24- 000035	2210 NEW RIVER INLET RD	05/15/2024	115.00
Simple Build Permit	Commercial	SB24- 000037	2174 NEW RIVER INLET RD	05/15/2024	115.00
Simple Build Permit Total	Commercial Total			7	805.00
Simple Build Permit	Single Family	SB24- 000030	5 SAILVIEW DR	05/15/2024	160.00
Simple Build Permit	Single Family	SB23- 000090	102 SUMMER PLACE DR	05/10/2024	285.00
Simple Build Permit	Single Family	SB24- 000022	213 OYSTER LN	05/07/2024	210.00
Simple Build Permit	Single Family	SB24- 000023	482 OCEAN DR	05/01/2024	210.00
Simple Build Permit	Single Family	SB24- 000024	2334 NEW RIVER INLET RD Unit 2	04/22/2024	210.00
Simple Build Permit	Single Family	SB24- 000003	3886 ISLAND DR	04/26/2024	0.00

Simple Build Permit	Single Family	SB24-000005	3952 ISLAND DR	04/26/2024	200.00
Simple Build Permit Total	Single Family Total			7	1,275.00
Simple Build Permit Total				14	2,080.00
Swimming Pool Permit	Commercial	SP23-000041	2000 NEW RIVER INLET RD	04/29/2024	0.00
Swimming Pool Permit Total	Commercial Total			1	0.00
Swimming Pool Permit	Residential	SP24-000019	41 SAILVIEW DR	05/16/2024	305.00
Swimming Pool Permit	Residential	SP24-000014	1259 NEW RIVER INLET RD	05/15/2024	305.00
Swimming Pool Permit	Residential	SP24-000016	1239 NEW RIVER INLET RD	04/24/2024	305.00
Swimming Pool Permit Total	Residential Total			3	915.00
Swimming Pool Permit Total				4	915.00
Tent Permit	Tent Permit	TN24-000001	2006 WICKER ST	05/09/2024	100.00
Tent Permit Total	Tent Permit Total			1	100.00
Tent Permit Total				1	100.00
Zoning and Floodplain Development Permit	Commercial	ZFP24-000081	3304 GRAY ST	05/15/2024	0.00
Zoning and Floodplain Development Permit	Commercial	ZFP23-000232	2000 NEW RIVER INLET RD	04/29/2024	0.00
Zoning and Floodplain Development Permit Total	Commercial Total			2	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000035	1259 NEW RIVER INLET RD	05/15/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000045	1715 UTOPIA ST	05/15/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000063	41 SAILVIEW DR	05/16/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000006	3952 ISLAND DR	04/26/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000019	2236 ISLAND DR	04/30/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000031	510 TRADE WINDS DR	04/23/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000067	2334 NEW RIVER INLET RD Unit 2	04/22/2024	0.00

Zoning and Floodplain Development Permit	Residential	ZFP24-000050	1239 NEW RIVER INLET RD	04/22/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000185	102 SUMMER PLACE DR	05/10/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000066	213 OYSTER LN	05/07/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000068	482 OCEAN DR	05/01/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000065	1861 NEW RIVER INLET RD	05/06/2024	50.00
Zoning and Floodplain Development Permit Total	Residential Total			12	50.00
Zoning and Floodplain Development Permit Total				14	50.00
All Permits Total				118	12,762.06

 P+Z Permits Issued List

From: 04/22/2024
 To: 05/28/2024

Permit#	Issue Date	Address	Property#	Legal Description	Property Owner	Contractor	Building Final	CO Issued	Cost	Receipt#	Estimated Value	Recovery Fund	Technology Fee
TN24-000001	05/09/2024	2006 WICKER ST	803-98	L3 BA SANDY INC	SALT & LIGHT CHRISTIAN CENTER LLC	- Gina White			100.00	836	0.00	0.00	0.00
MFV24-000004	04/29/2024	4021 ISLAND DR	769-4.2	L5 BRADSHAW DIVISION	SANDY TOOTH PROPERTIES LLC				75.00	727	0.00	0.00	0.00
MFV24-000007	05/14/2024	484 NEW RIVER INLET RD	775-2.2	BEACH ACCESS 4	STATE OF N C				75.00	813	0.00	0.00	0.00
MFV24-000009	05/15/2024								75.00	816	0.00	0.00	0.00
ZFP24-000050	04/22/2024	1239 NEW RIVER INLET RD	774G-40	L10 S3 OCEAN WYNDS	BAKAYSA MELISSA A & ALEXANDER R	Sun City Pools, Inc. - Sam T. Manoogian Jr. c/o Rod Willard			125.00		70936.00	0.00	0.00
ZFP24-000067	04/22/2024	2334 NEW RIVER INLET RD Unit 2	778C-34	L67 & L68A E1/2 S2 BA NORTH TOPSAIL SHORES	BLUEFOX HOLDINGS LLC	CAROLINA ODD JOBS INC - JONATHAN BYRD			125.00		6500.00	0.00	0.00
ZFP24-000031	04/23/2024	510 TRADE WINDS DR	779B-37	L31 GALLEON BAY	OUTLAW JULIA	- William Jeffrey Hatcher			125.00		75000.00	0.00	0.00
ZFP24-000006	04/26/2024	3952 ISLAND DR	769A-3	L3 E1/2 HUNTER HEATH TRUST	REDMOND THOMAS J & MARIA R	Living Carolina 1 LLC - Wayne D Clark			125.00		25000.00	0.00	0.00
ZFP23-000232	04/29/2024	2000 NEW RIVER INLET RD	779-14.12	C/A ST REGIS	COVEST INC	AKA: Shelby Contracting, Inc. - Peter Hedrick TVA			125.00		193000.00	0.00	0.00
ZFP24-000019	04/30/2024	2236 ISLAND DR	804-44.13	L1 ANTHONY & PATRICIA IZZO	IZZO ANTHONY & PATRICIA	A 'N' A Builders, Inc. - Michael M. Afify & Anita T. Afify			125.00		1000000.00	0.00	0.00
ZFP24-000068	05/01/2024	482 OCEAN DR	807-34	L7N & L8 B4 OCEAN CITY	PIERCE SOPHIA B & ALVIN R	Steel Anchor Construction LLC - Kevin Woods			125.00		28000.00	0.00	0.00
ZFP24-000065	05/06/2024	1861 NEW RIVER INLET RD	779D-6.1	L6B B3 BAYVIEW	THOMAS RICKY LEE	THOMAS RICKY LEE			50.00	825	800.00	0.00	0.00
ZFP24-000066	05/07/2024	213 OYSTER LN	778C-107	L10A S3 BF NORTH TOPSAIL SHORES	PTACK ADAM & CARIE	DiCarlo Enterprises DBA- Superior Siding and Windows - Greg DiCarlo			125.00		4500.00	0.00	0.00
ZFP23-000185	05/10/2024	102 SUMMER PLACE DR	764A-1	PT L1 SUMMER PLACE T/H	WYKE RICKIE L & SHERRIE B	Affordable Elevator - Dan Cartwright			125.00		14431.00	0.00	0.00

ZFP24-000081	05/15/2024	3304 GRAY ST	807-101	GRAY ST	TOWN OF NORTH TOPSAIL BEACH	WB Brawley Company - Randall A. Grubb, Jeffrey E. Thompson, & Mark W. Graml			0.00		0.00	0.00	0.00
ZFP24-000045	05/15/2024	1715 UTOPIA ST	803A-8	L8 WELLSMANS CONSTRUCTION COMPANY	WARD DONALD THOMAS & SANDRA MARIE	Wellman's Construction, Inc. - David W. Wellman c/o Megan Leary			125.00		25000.00	0.00	0.00
ZFP24-000035	05/15/2024	1259 NEW RIVER INLET RD	774G-35	L5 S3 OCEAN WYNDNS	SICURANZA FRANCESCO & JEANNE MARIE	Carolina Pools and Maintenance LLC - Wesley D. Taylor c/o Kim Britt			125.00		15000.00	0.00	0.00
ZFP24-000063	05/16/2024	41 SAILVIEW DR	775C-36.4	L41 S2 CAPE ISLAND	LIANG PING & SONGFANG YANG	Dabbs Brothers, LLC - William II W Dabbs			125.00		75000.00	0.00	0.00
DVW24-000010	04/30/2024	2236 ISLAND DR	804-44.13	L1 ANTHONY & PATRICIA IZZO	IZZO ANTHONY & PATRICIA	A 'N' A Builders, Inc. - Michael M. Afify & Anita T. Afify			50.00		45000.00	0.00	0.00
FNC24-000003	04/24/2024	1669 NEW RIVER INLET RD	779B-49	L43 GALLEON BAY	BENEDICT MICHAEL RALPH	- Thomas J Fitchett DdBk6123V/Pg110-113			50.00	811	7000.00	0.00	0.00
FNC24-000004	04/30/2024	32 OSPREY DR	775C-60	L13 S2 OCEAN CLUB VILLAGE	MOSS DREW JAMES & MELISSIA LANNETTE	Davis Fence - Matt Davis			50.00	820	28000.00	0.00	0.00

Town of North Topsail Beach



Service

Integrity

Police Department

Chief William K. Younginer

Department Report for April 1, 2024 - April 30, 2024

Arrests	
DUI	2
Traffic	30
Warrant	2

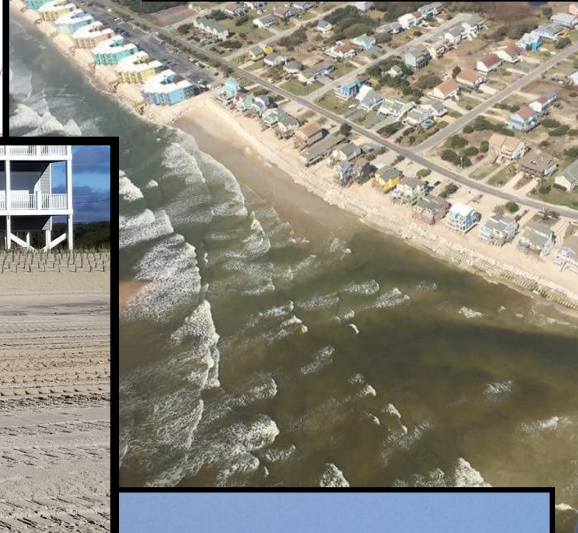
Citations	
State Citations	30
Town Citations	2
Written Warnings	13

Summary	
Total Calls for Service	108
Total Citations Issued	45
Total Reports	154
Total Security Checks	1533
Total Traffic Stops	88

Calls For Service	
Accidents	3
Alarm Calls	5
Animal Calls	1
B&E	1
Cit / Mot / Ped Assists	21
Disturbances	5
Domestic Disturbances	2
911 Hang ups	2
Larceny	1
Misc. Calls	25
Simple Assault	1
Suspicious Activity	10
Trespassing	1
Water Incident/Rescue	4
Welfare Check	1

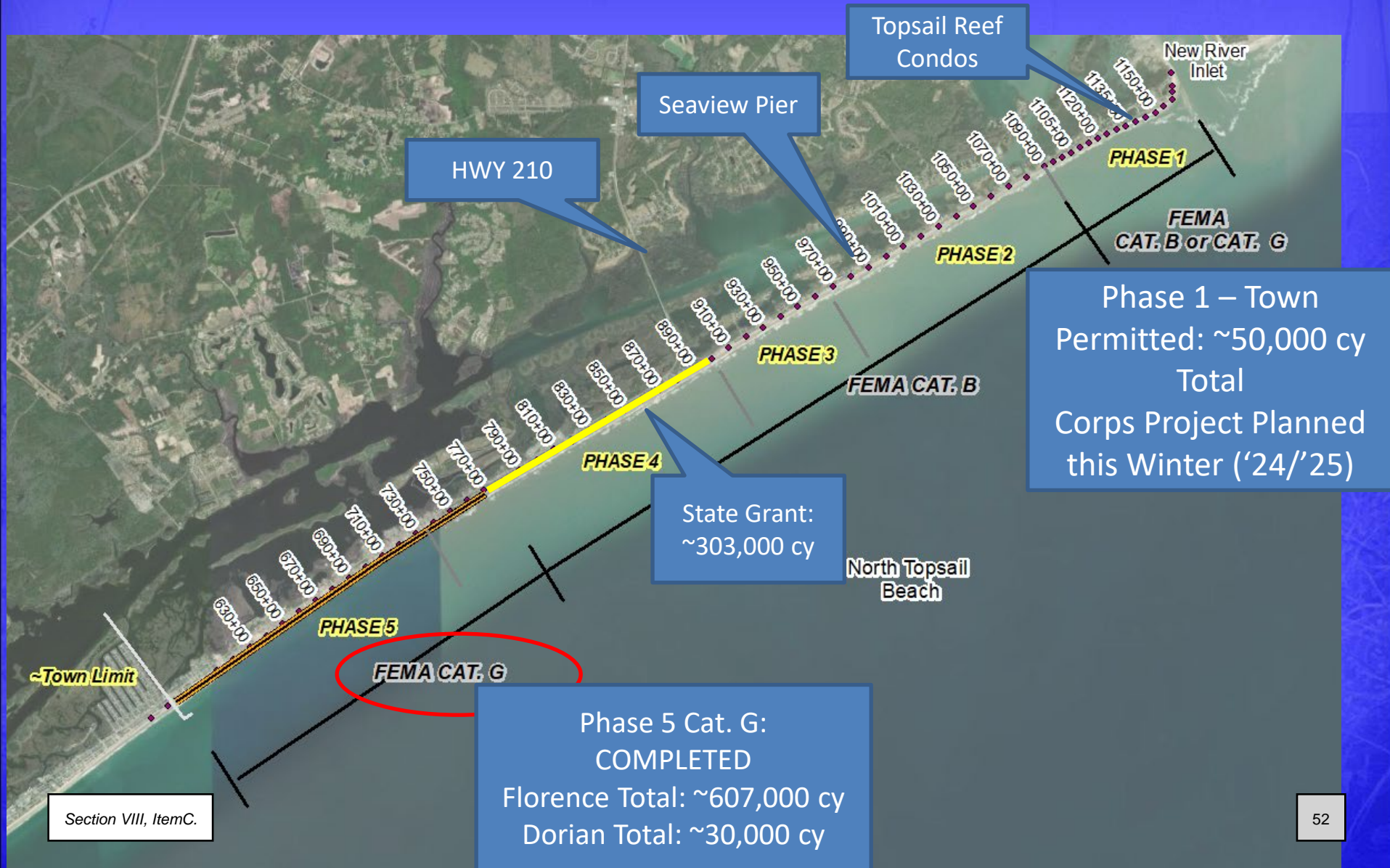
Assist Other Agencies	
E. M. S.	6
N.T.B. F.D.	17
O.C.S.	2

North Topsail Beach Coastal Update June 2024



Recent and Upcoming Projects Overview

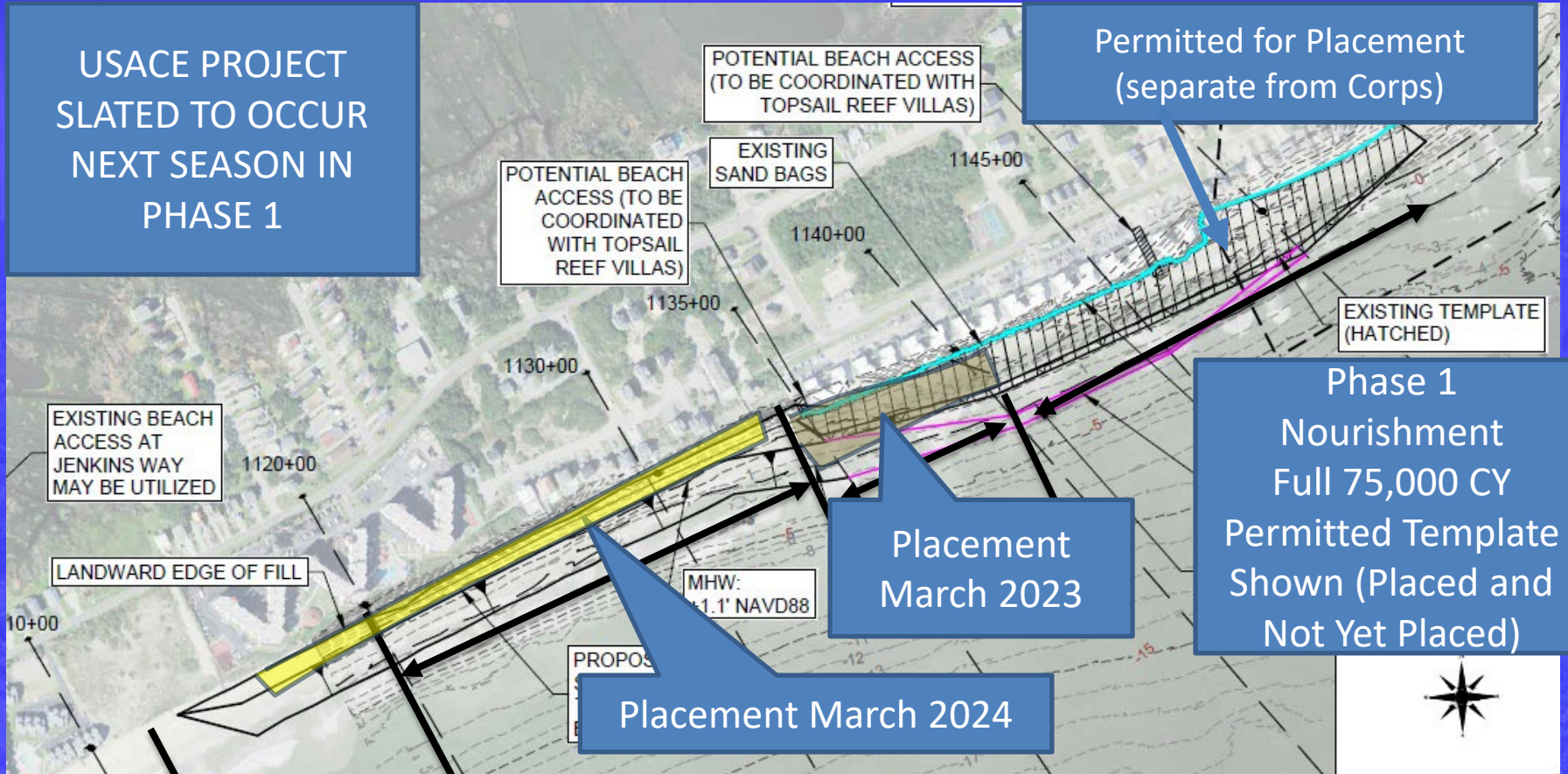
State Grant, Dorian and Florence FEMA Category G



Section VIII, Item C.

Phase 1 Beach (not Dune) Truck Haul Nourishment

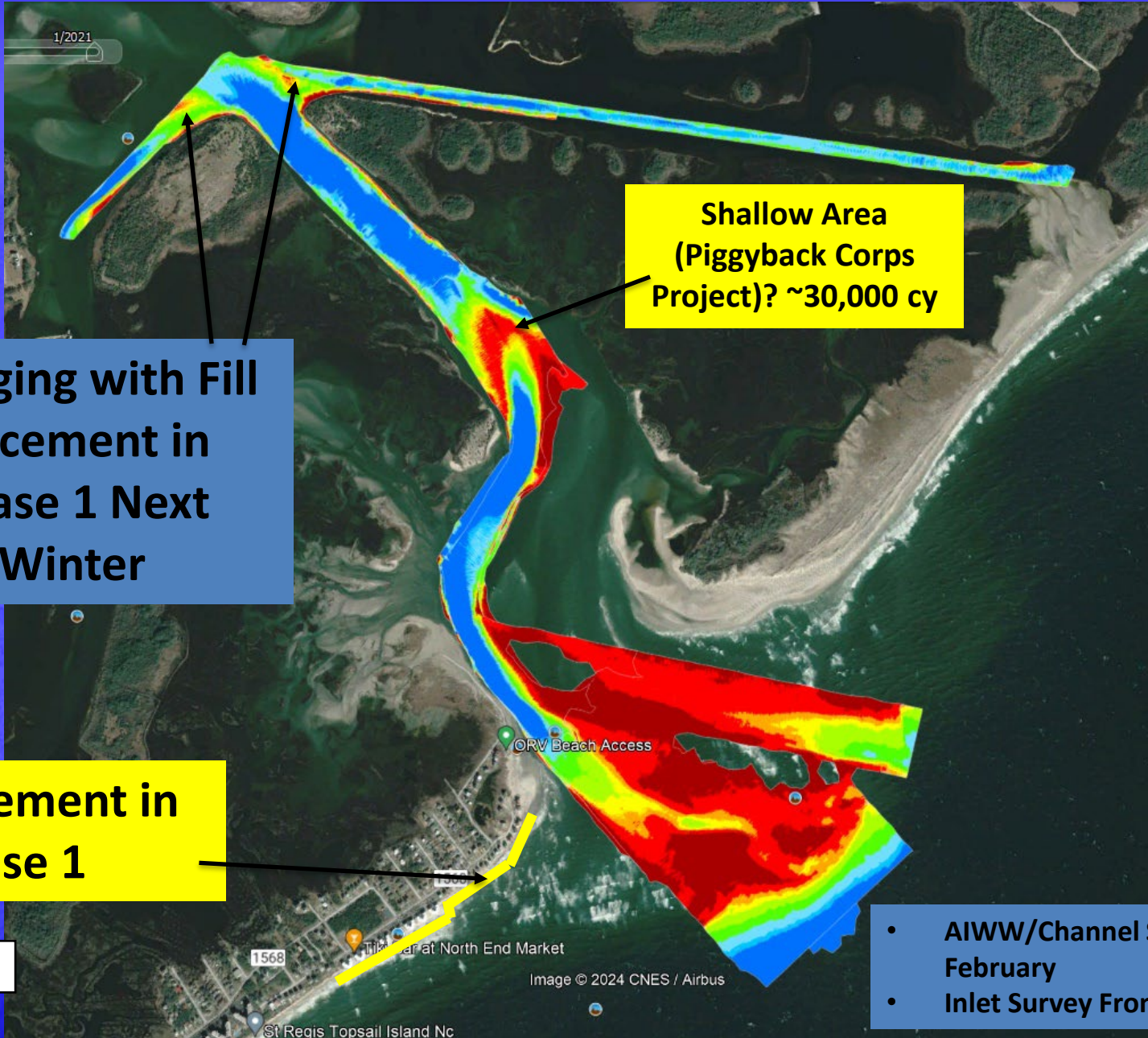
USACE PROJECT
SLATED TO OCCUR
NEXT SEASON IN
PHASE 1



Section VIII, Item C.



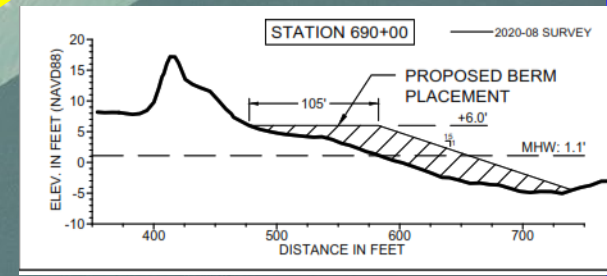
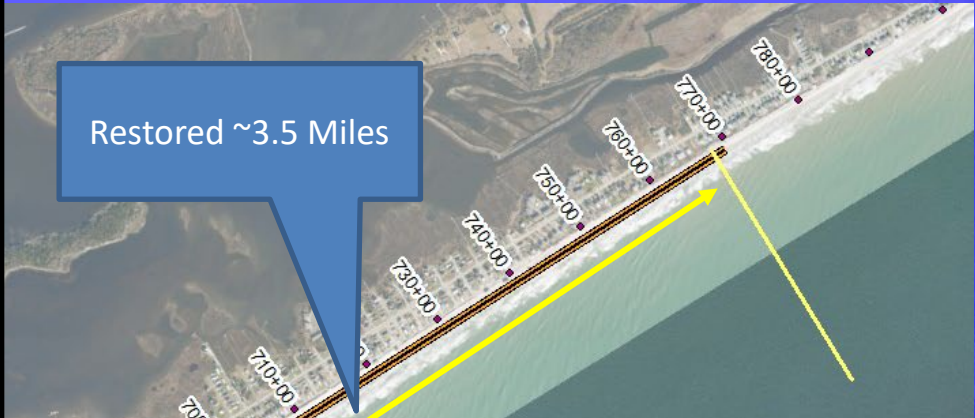
USACE Shallow Draft Dredging and Placement Next Winter



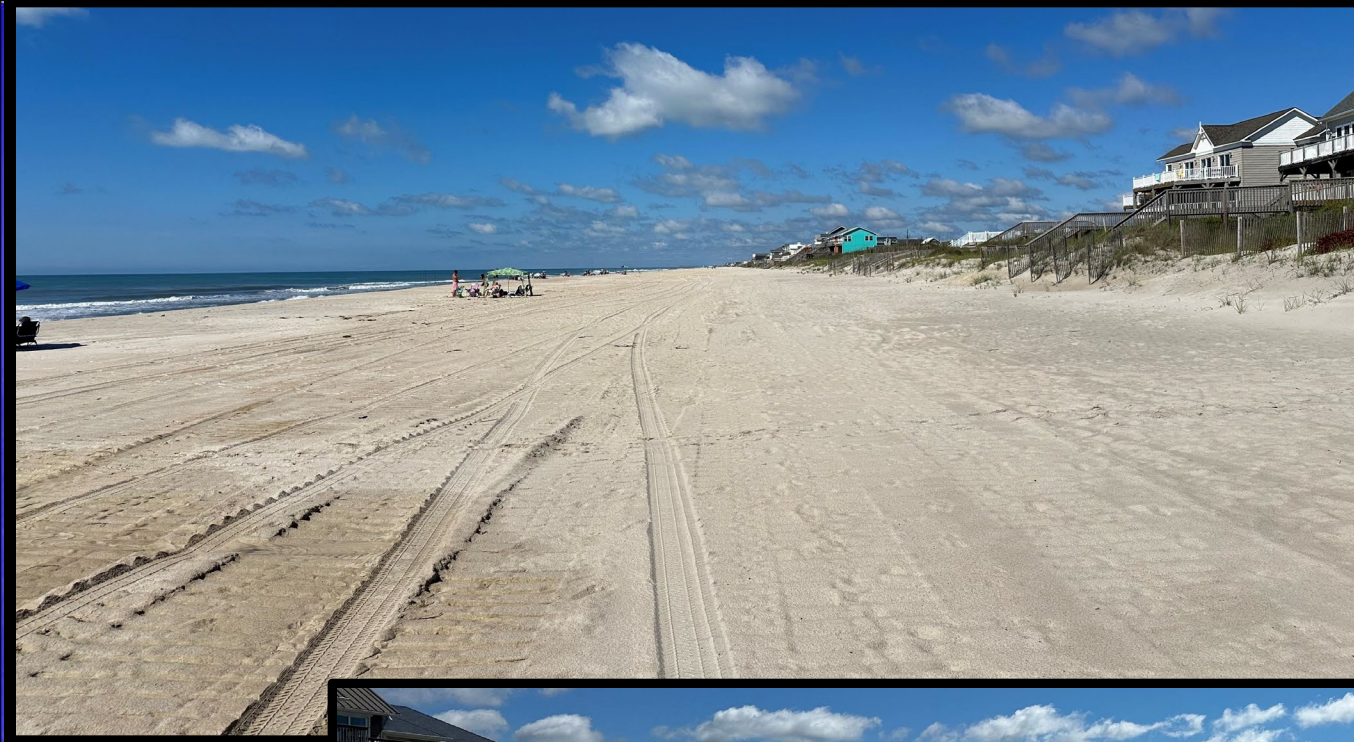
Section VIII, Item C.

- AIWW/Channel Surveys from February
- Inlet Survey From Early May

COMPLETED Florence & Dorian Nourishment in Phase 5 Beach (not Dune) Nourishment. ~3.5 Miles of Restored Beach

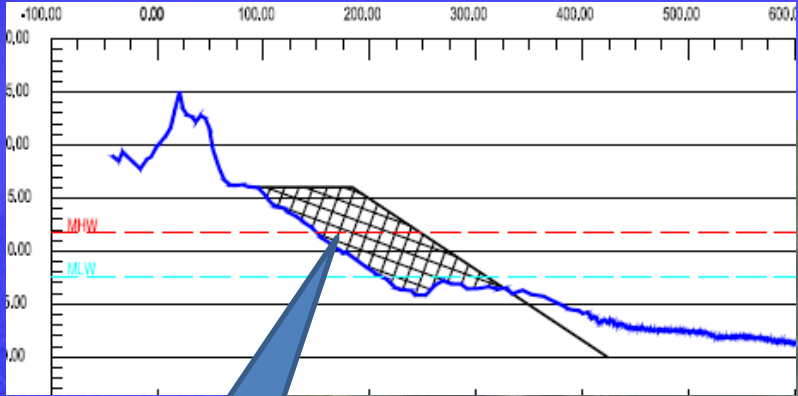


**Recent Phase 5
Photos**

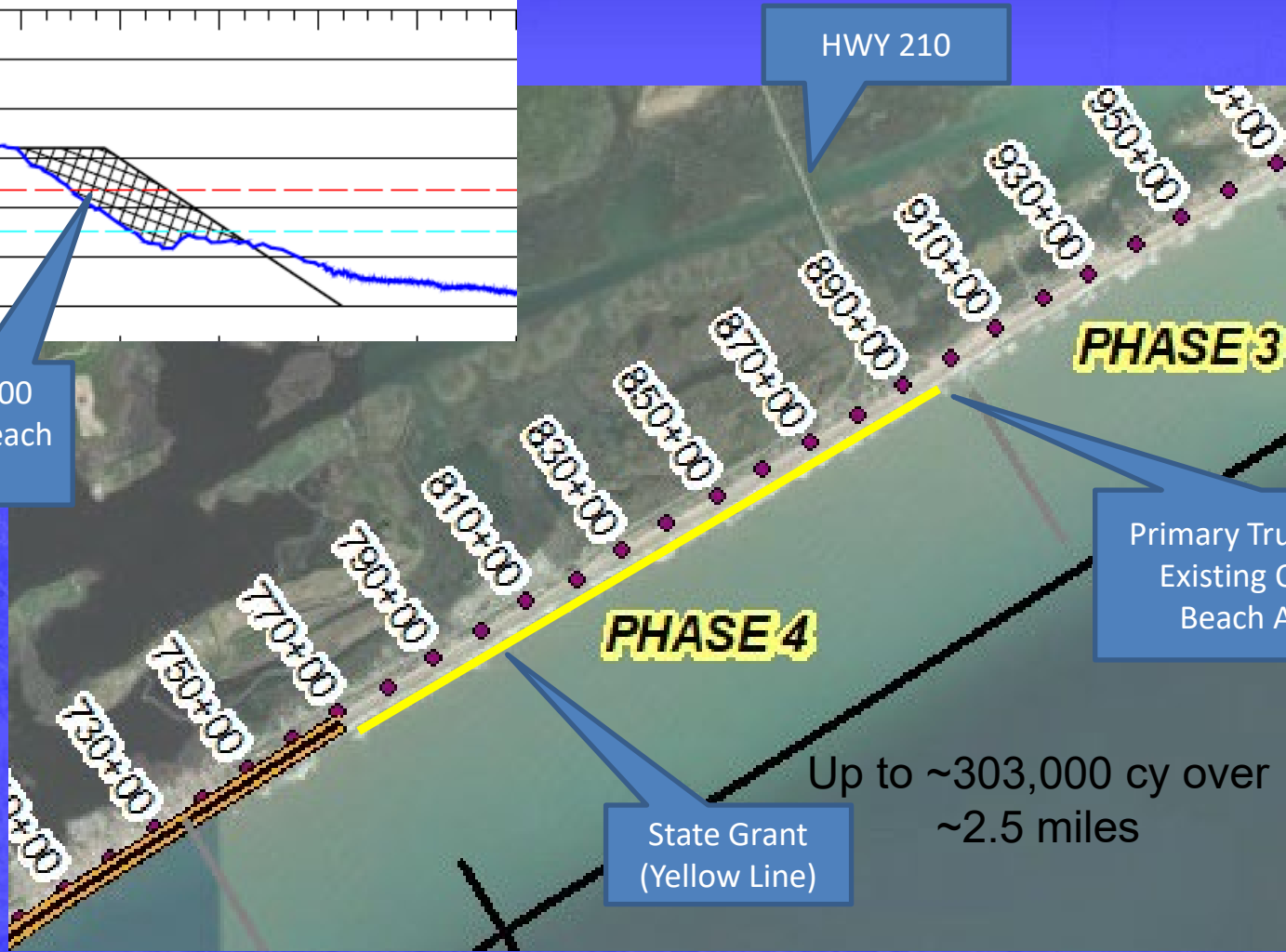


Section VIII, Item C.

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



~80 to 100 Feet of Beach Width



To Begin November 16, 2024

Town Beach Projects Updates

- Phase 1 – Completed March Placement / Upcoming Corps AIWW Project
- New River Inlet Management Master Plan EIS: Draft EIS under development.
- State Grant Nourishment - ~303,000 cy in Phase 4 to begin November 16, 2024.
- Phase 5 Beach Nourishment – Completed.
- Disposal Area 143 Borrow Source for Nourishment of Phases 1,2,3
- Working with NTB Finance Officer and DEC Associates regarding funding for FEMA and State funded projects
- Grant Coordination
- Permitting Coordination (all projects)





**Emergency Management Disaster Relief and Mitigation Grant (DRMG)
Memorandum of Agreement (MOA)
between**

Grantor:
State of North Carolina
Department of Public Safety
Emergency Management

Recipient:
Town of North Topsail Beach
2008 Loggerhead Ct.
North Topsail Beach, NC 28460

MOA# NCEM-DRMG2304

Award amount: \$1,261,607.00
Period of performance: 7/01/2024 to 6/30/2027

1. Purpose

The purpose of this Memorandum of Agreement (MOA) is to establish roles, responsibilities, and procedures to implement the terms and conditions for the above Grant. This MOA is to set forth terms by which Grantor, State of North Carolina through NC Department of Public Safety (NCDPS) / North Carolina Emergency Management (NCEM), shall provide funding to the Recipient to facilitate flood mitigation efforts and more specifically to accomplish the Scope of Work as outlined within the Grant Application (See Appendix 2)

2. Authority

This grant award and MOA are authorized under the provisions of: (1) 2023 Appropriation Act, *S.L. 2023-134, § 5.6(f)(1)*, (2) NC Appropriations Act of 2021, *S.L. 2021-180, Section 5.9(a)(3), and Section 5.9(a)(4)*, (3) N.C.G.S. §166A-19.12(13), and (4) FY 2023 Disaster Relief and Mitigation Fund (NOFO):

The funds awarded under this grant must be used in compliance with all applicable federal, state, local and tribal laws and regulations, including N.C.G.S. §§ 143C-6-21, 143C-6-22, 143C-6-23 and 09 NCAC 03M. By accepting this award, the Recipient agrees to use these funds in a manner consistent with all applicable laws and regulations.

3. Compensation

Payment to Recipient for expenditures under this MOA will be reimbursed after Recipient’s (Requests for Reimbursement) is submitted and approved for eligible scope of work activity. Grant funds will be disbursed upon receipt of evidence that funds have been invoiced, products or services received (i.e., invoices, contracts, itemized expenses, etc.), and proof of payment is provided (as outlined in Appendix 4).

Recipient must meet all reimbursement requirements contained herein. Non-compliance may result in denial of reimbursement request(s) or suspension/revocation of grant funds awarded for this project. See also paragraph 7 below regarding compliance.



4. Conditions

These funds are provided by Grantor (NCEM on behalf of State of North Carolina) The following conditions must be adhered to during the entire duration of the grant program:

A. Recipient must:

- i. Have a DUNS number prior to any funds being released. DUNS numbers may be obtained from either of the following websites: www.dnb.com or <http://fedgov.dnb.com/webform>. After April 4, 2022, Recipient will be required to obtain a Unique Entity Identifier created in the System for Award Management (SAM), if they do not already have one. Current SAM registrants have already been assigned their Unique Entity Identifier and can view it within SAM. The Unique Entity ID is currently located below the DUNS Number on the entity registration record in SAM.
- ii. Ensure their organization is registered with SAM. Every applicant is required to have their name, address, DUNS number and EIN up to date in SAM, and the DUNS number used in SAM must be the same one used to apply for all awards from Grantor. SAM information can be found at <http://www.sam.gov>. After April 4, 2022, the Unique Entity Identifier in SAM becomes the official identifier for doing business with the U.S. Government.

B. Recipient must submit the following documents to Grantor at NCEMLTR.grant@NCDPS.gov upon execution and submission of this MOA:

- i. [State of NC Substitute W-9 Form](#)
- ii. [Supplier Electronic Payment Request](#) Please email the completed form directly to OSC for processing: nfsepay@osc.nc.gov with copy to NCEMLTR.grant@ncps.gov
- iii. Conflict of Interest Policy ([G.S. 143C-6-23.\(b\)](#))
- iv. [Sworn \(Notarized\) No Overdue Tax Debt Certification](#) ([G.S. 143C-6-23.\(c\)](#))

C. File Retention

Recipient is required to maintain records and (invoices) of this grant for five years after termination of the grant, or audit if required, or longer where required by law. Recipient must maintain a separate file for each grant award. However, if any litigation, claim or audit has been initiated prior to the expiration of the five-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved. The following files must be available for review by NCEM staff for site visits, project closeout and audits:

- i. Resolution or other official documentation relating to the acceptance or adoption of the grant award.
- ii. MOA, and supporting appendices.
- iii. Completed appropriate reports with specifications, solicitations, competitive quotes or proposals, basis for selection decisions, purchase orders, contracts, invoices and proof(s) of payment.
- iv. Audit findings and corrective action plans.
- v. Request for Reimbursements and documentation
- vi. Closeout Request and documentation
- vii. Pre and Post photo documentation for all permanent work projects

5. **Regulation**

Recipient certifies that it understands and agrees that funds will only be expended for the project as outlined in the grant application and incorporated by reference herein. The Recipient and Grantor certify that each understands and agrees to comply with the general and fiscal terms and conditions of the grant including special conditions; to comply with provisions of the applicable laws, rules and policies governing these funds; that all information is correct; that there has been appropriate coordination with affected agencies; that the Grantor is duly authorized to commit the Recipient to these requirements; that costs incurred prior to grant application approval will result in the expenses being absorbed by the Recipient; and that all agencies involved with this project understand that all funds are limited to the period of performance.

6. **Supplanting**

Grant funds must be used to supplement existing federal, state and local funds for program activities and must not replace (supplant) those funds that have been appropriated for the same purpose. Jurisdictions must provide assurances and certifications as to non-supplanting and the existence of proper administrative/ financial procedures as requested.

7. **Compliance**

Recipient shall comply with applicable federal, state, local and/or tribal statutes, regulations, ordinances, licensing requirements, policies, guidelines, reporting requirements, certifications and other regulatory matters for the conduct of its business and purchase requirements performed under this MOA. Recipient shall be wholly responsible for the purchases made under this MOA and for the supervision of its employees and assistants.

Failure to comply with the specified terms and conditions of this MOA may result in the return of funds and any other remedy for noncompliance and/or termination of the award per 09 NCAC 03M.0801. Additional conditions may also be placed on the Recipient for noncompliance with the specified terms and conditions of this MOA, including, but not limited to, additional monitoring and possible placement of Recipient on the Suspension of Funding List (SOFL) maintained by the State Office of State Budget & Management (OSBM) <https://www.osbm.nc.gov/stewardship-services/grants-management-system/suspension-funding-memos> .

8. **Responsibilities**

Grantor:

- A. Grantor shall provide the funding described herein to Recipient to perform the activities as described herein.
- B. Grantor shall conduct a review of the project to ensure Recipient is progressing toward completion of the SOW.
- C. Grantor shall verify the completion of the project thru the closeout process.

Recipient:

- A. This MOA must be signed and returned to NCEM within 45 days after Recipient receives notice of this award. The grant shall be effective upon return of the executed Grant Award (MOA) and date of final approval by the Director of Emergency Management.
- B. Recipient shall expend funds in accordance with this MOA.

- C. Recipient shall utilize State of North Carolina and/or local procurement policies and procedures for the expenditure of funds, and conform to applicable state standards identified in [N.C.G.S. Chapter 143, Article 3, Purchases & Contracts](#).

If Recipient utilizes local procurement policies, Recipient is required to submit a copy of the applicable policies they followed and demonstrate that they complied with those policies, including competition as required.

Recipient is required to check the federal System for Awards Management (SAM), <https://sam.gov/content/exclusions> and the State Debarred Vendors Listing, <https://ncadmin.nc.gov/documents/nc-debarred-vendors>, to verify that all vendors and contractors have not been suspended or debarred from doing business with the federal or state government.

- D. Provide quarterly progress reports to NCEM within 10 days from end of the calendar year quarter to the following email: NCEMLTR.grant@ncdps.gov.

- E. Requests for Reimbursement (RFR)

Recipient must submit RFR, with all required documentation attached to NCEM at NCEMLTR.grant@ncdps.gov. Grantor will reimburse Recipient for eligible costs as determined by Grantor. Recipient must take possession of all purchased equipment and receive any grant-eligible service prior to seeking reimbursement from Grantor. Recipient must submit Request for Reimbursement per appendix 4.

- F. Closeout Reporting Requirements

Recipient must submit to Grantor, no later than 90 calendar days after the end date of the period of performance or completion of the project, whichever is sooner, all financial, performance, and other reports as required by the terms and conditions of the grant award, and this MOA.

This includes, at a minimum:

- i. A closeout letter indicating that the project is now 100% complete, that all funds were used for the purpose appropriated and ready for final inspection.
 - ii. A complete accounting of how all grant funds were used thru the Summary of Documentation (SOD)Form which lists all labor, material, equipment, and contract invoices with corresponding checks or other proof of payment making up the total spend for the project.
 - iii. Copies of all invoices and a copy of proof of payment (both front and back of cleared check is required) as listed on the SOD form.
 - iv. Bid documents (solicitation, bid evaluations, etc.), contracts.
 - v. Insurance documentation on equipment or property purchased under this award or letter indicating lack of insurability
 - vi. Pictures prior to the start of the project and when complete for permanent work type grants.
- G. Non-Supplanting Requirement. See paragraph 6 (Supplanting).
- H. Recipient shall have sole responsibility for the ownership, maintenance, insurance, upkeep, and replacement of any equipment procured pursuant to this MOA as follows:
- i. Recipient shall take and maintain a physical inventory of all equipment purchased with funds awarded under this grant. Equipment is defined as tangible, non-expendable

property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Recipient may have property management guidelines that are more restrictive, requiring a unit of equipment with a value of less than \$5,000 to be inventoried. If so, such equipment purchased under this award allocation shall be included on the report submitted to Grantor. The grant summary, cost reports with backup documentation, certificate of title, and any other Recipient reports or inventory reports that include information regarding the grant, vendor, invoice number, cost per item, number of items, description, location, condition and identification number may be used to meet this requirement.

- ii. Recipient must ensure a control system exists to ensure adequate safeguards to prevent loss, damage, or theft. Recipient shall be responsible for replacing or repairing equipment which is willfully or negligently lost, stolen, damaged, or destroyed. Any loss, damage or theft of the property must be investigated and fully documented and made part of the official project records.
 - iii. Recipient or equipment owner must ensure adequate maintenance procedures exist to keep the equipment in good condition.
- I. Property and Equipment. Property and equipment purchased with these funds shall be titled to Recipient, and Recipient shall be responsible for the custody and care of any property and equipment purchased with funds furnished for use in connection with this MOA. Grantor will not be held responsible for any property purchased under this MOA. Recipient must obtain any necessary insurance where said insurance can be reasonably obtain and provide proof of insurance as part of any Reimbursement Request or Closeout.

Recipient must utilize all property and equipment as intended in their project application to Grantor. Failure to comply with these terms and conditions may result in the return of funds and any other remedy for noncompliance specified paragraph 7, Compliance, above.

- J. Indirect Costs. No indirect or administrative costs will be charged to this award.
- K. Conflict of Interest. Per [N.C.G.S. § 143C-6-23\(b\)](#), Recipient is required to file with Grantor a copy of Recipient's policy addressing conflicts of interest that may arise involving the grantee's management employees and the members of its board of directors or other governing body. The policy shall address situations in which any of these individuals may directly or indirectly benefit, except as the grantee's employees or members of its board or other governing body, from the grantee's disbursing of State funds, and shall include actions to be taken by the grantee or the individual, or both, to avoid conflicts of interest and the appearance of impropriety. The policy shall be filed before Grantor may disburse any grant funds.

In conjunction with providing the conflict of interest policy to Grantor, Recipient must disclose in writing to Grantor, and attempt to avoid, any real or potential conflict of interest that may arise during the administration of this grant award.

This includes Recipient's responsibility to maintain written standards of conduct covering conflicts of interest and governing the actions of their employees engaged in the selection, award, and administration of contracts. No employee, officer, or agent may participate in the selection, award,

or administration of a contract supported by this grant award if he or she has a real or apparent conflict of interest. Such conflicts of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the Recipient may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Recipients may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value.

The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the Recipient. All Recipients must disclose in writing to Grantor, and attempt to avoid, any real or potential conflicts of interest with respect to procurement, contracting and subcontracting with funds provided under this grant award. Upon request, Recipient must also provide a copy of their standards of conduct policy covering conflicts of interest with respect to procurement, contracting and subcontracting with funds provided under this grant award.

- L. Recipient must have an acceptable local travel regulation plan or accept the state travel regulations. Expenditures for travel mileage, meals, lodging and other travel expenses incurred in the performance of this Contract shall not exceed state rates and must be supported by documentation. International travel is not eligible under this MOA.

9. **Funding**

Pursuant to N.C.G.S 143C-1-1, the Recipient understands and agrees that agreement funding shall be subject to the availability of appropriated funds. However, in the event of agreement termination due to lack of adequate appropriated funds, Grantor will pay for services and goods acquired and obligated on or before the notice of agreement termination.

10. **Taxes**

Recipient shall be considered to be an independent Recipient and as such shall be responsible for ALL taxes. There shall be no reimbursement for taxes incurred by the Recipient under this grant.

11. **Warranty**

Recipient will hold Grantor harmless for any liability and personal injury that may occur from or in connection with the performance of this MOA to the extent permitted by the North Carolina Tort Claims Act. Nothing in this MOA, express or implied, is intended to confer on any other person any rights or remedies in or by reason of this MOA. This MOA does not give any person or entity other than the parties hereto any legal or equitable claim, right or remedy. This MOA is intended for the sole and exclusive benefit of the parties hereto. This MOA is not made for the benefit of any third person or persons. No third party may enforce any part of this MOA or shall have any rights hereunder. This MOA does not create, and shall not be construed as creating, any rights enforceable by any person not a party to this MOA. Nothing herein shall be construed as a waiver of the sovereign immunity of the State of North Carolina.

12. State of North Carolina Reporting Requirements per NCGS 143C-6-23 and 09 NCAC 03M

North Carolina state law ([N.C.G.S. 143C-6-23](#) and [09 NCAC 03M](#)) requires every [non-state entity](#) (including non-profit organizations, counties and local governments) that receives state or federal pass-through grant funds from state agencies to file annual reports on how those grant funds were used no later than three months after the end of the non-state entity's fiscal year.

Refer to "State Grant Compliance Reporting Forms" on the following website for instructions and applicable forms for Recipients to meet these requirements: <https://www.ncdps.gov/our-organization/emergency-management/emergency-management-grants/grants-management-compliance>.

Level I (Less than \$25,000)

A grantee receiving less than \$25,000 (combined) in State or Federal pass through funds must submit:

- Certification Form.
- State Grants Compliance Reporting for Receipts of Less than \$25,000.
- Level I form and reporting instructions are available on the above website.

Level II (\$25,000 - \$499,999)

A grantee that receives between \$25,000 - \$499,999 (combined) in State or Federal pass-through funding must submit:

- Certification Form.
- State Grants Compliance Reporting for Receipts of \$25,000 or More.
- Schedule of Receipts and Expenditures.
- Program Activities and Accomplishments Reports.
- Level II form and reporting instructions are available on the above website.

Level III (\$500,000 - \$749,999)

A grantee that receives a combined \$500,000 or more in State funding or Federal pass-through funding must submit:

- Certification Form.
- State Grants Compliance Reporting for Receipts of \$25,000 or More.
- Program Activities and Accomplishments Reports.
- Level III form and reporting instructions are available on the above website.
- Submit within nine months of the grantee's fiscal year end: Submit to DPS Internal Audit a single audit prepared and completed in accordance with Generally Accepted Government Auditing Standards. [See paragraph 15 below for audits.](#)

Level III Continued (\$750,000+)

A grantee that receives a combined \$750,000 or more in funding from all Federal funding sources, even those passed through a state agency must submit:

- Certification Form.

- State Grants Compliance Reporting for Receipts of \$25,000 or More.
- Program Activities and Accomplishments Reports.
- Level III form and reporting instructions are available on the above website.
- Submit within nine months of the grantee's fiscal year end:
- Submit to DPS Internal Audit a single audit prepared and completed in accordance with Generally Accepted Government Auditing Standards.
- Post the single audit to the Federal Audit Clearinghouse (<https://harvester.census.gov/facweb/>).
- Make copies of the single audit available to the public. See paragraph 15 below for audits.

13. Audit Requirements

Per 09 NCAC 03M.0205, a Recipient that receives a combined **\$500,000** or more in **North Carolina state funding or federal funding passed through a state agency** must within 9 months of the Recipient's fiscal year end submit to DPS Internal Audit (AuditGrantsReport@ncdps.gov) a single audit prepared and completed in accordance with Generally Accepted Government Auditing Standards (GAGAS): <https://www.gao.gov/yellowbook>.

If Recipient is a unit of local government in North Carolina, Recipient may also be subject to the audit and reporting requirements in [N.C.G.S. 159-34](#), Local Government Finance Act – Annual Independent Audit, rules and regulations. Such audit and reporting requirements may vary depending upon the amount and source of grant funding received by the Recipient and are subject to change (see [Local Government Commission](#) for more information).

14. Points of Contact (POC)

To provide consistent and effective communication between Recipient and Grantor, each party shall appoint a Principal Representative(s) to serve as its central point of contact responsible for coordinating and implementing this MOA. Grantor contact shall be the Grants Manager listed on the NoFO or as amended. Recipient POC shall be the person designated by the Recipient. Recipient is required to keep Grantor informed of any changes in POC over the course of the period of performance. All confidential information of either party disclosed to the other party in connection with the services provided hereunder will be treated by the receiving party as confidential and restricted in its use to only those uses contemplated by the terms of this MOA. Any information to be treated as confidential must be clearly marked as confidential prior to transmittal to the other party. Neither party shall disclose to third parties, the other party's confidential information without written authorization to do so from the other party. Specifically excluded from such confidential treatment shall be information that:

- A. As of the date of disclosure and/or delivery, is already known to the party receiving such information.
- B. Is or becomes part of the public domain, through no fault of the receiving party.
- C. Is lawfully disclosed to the receiving party by a third party who is not obligated to retain such information in confidence.

D. Is independently developed at the receiving party by someone not privy to the confidential information.

15. Public Records Access

All information maintained by Grantor in connection with this MOA and grant award is subject to the [North Carolina Public Records Act](#), Chapter 132 of the North Carolina General Statutes and is subject to [public records requests](#) through NCDPS.

16. Contracting/Subcontracting

If Recipient contracts/subcontracts any or all purchases or services under this MOA, then Recipient agrees to include in the contract/subcontract that the contractor/subcontractor is bound by the terms and conditions of this MOA. Recipient and any contractor/subcontractor agree to include in the contract/subcontract that the contractor/subcontractor shall hold Grantor harmless against all claims of whatever nature arising out of the contractors/subcontractor's performance of work under this MOA. If Recipient contracts/subcontracts any or all purchases or services required under this MOA, a copy of the executed contract/subcontract agreement must be forwarded to Grantor. A contractual arrangement shall in no way relieve Recipient of its responsibilities to ensure that all funds issued pursuant to this grant be administered in accordance with all state and federal requirements.

17. Situs

This MOA shall be governed by the laws of North Carolina and any claim for breach or enforcement shall be filed in State Court in Wake County, North Carolina.

18. Antitrust Laws

All signatories of this MOA will comply with all applicable state and federal antitrust laws.

19. Other Provisions/Severability

Nothing in this MOA is intended to conflict with current federal, state, local, or tribal laws or regulations. If a term of this MOA is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this MOA shall remain in full force and effect.

20. Entire Agreement

This MOA and any annexes, exhibits and amendments annexed hereto, and any documents incorporated specifically by reference represent the entire agreement between the parties and supersede all prior oral and written statements or agreements.

21. Modification

This MOA may be amended only by written amendments duly executed by Recipient and Grantor.

22. Termination

Either party, upon sixty (60) days advance written notice to the other, may terminate this MOA.

23. Scope of Work

Recipient shall implement the project as described in the approved project application. That application is hereby incorporated into this MOA in Appendix 2.

24. Execution and Effective Date

This grant shall become effective upon return of this original Grant Award(MOA), properly executed on behalf of the Recipient, and upon execution of all parties to this MOA. The last signature shall be that of the Director of NC Emergency Management.

25. Certification of eligibility - Under the Iran Divestment Act

Pursuant to N.C.G. S§147-86.59, any person identified as engaging in investment activities in Iran, determined by appearing on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. § 147-86.58, is ineligible to contract with the State of North Carolina or any political subdivision of the State. The Iran Divestment Act of 2015, N.C.G.S. § 147-86.55 et seq.* requires that each vendor, prior to contracting with the State certifies, and the undersigned on behalf of the Vendor does hereby certify, to the following:

- A. That the vendor is not identified on the Final Divestment List of entities that the State Treasurer has determined engages in investment activities in Iran
- B. That the vendor shall not utilize on any contract with the State agency any subcontractor that is identified on the Final Divestment List
- C. That the undersigned is authorized by the Vendor to make this Certification

The State Treasurer’s Final Divestment List can be found on the State Treasurer’s website at the address: <https://www.nctreasurer.com/inside-the-department/OpenGovernment/Pages/Iran-divestment-Act-resources.aspx> and will be updated every 180 days. For questions about the Department of State Treasurer’s Iran Divestment Policy, direct questions to (919) 814-3852.

26. Attachments

All attachments to this Agreement are incorporated as if set out fully herein.

- A. In the event of any inconsistency or conflict between the language of this MOA and the attachments hereto, the language of the MOA shall be controlling, but only to the extent of such conflict or inconsistency.
- B. This MOA includes the following attachments or documents incorporated by reference as if fully set out herein:
 - i. Appendix 1 - Notice of Funding Opportunity (NoFO)
 - ii. Appendix 2 - Scope of Work or Grant Application
 - iii. Appendix 3 - Award letter
 - iv. Appendix 4 – Required Documentation for Reimbursement Request.

IN WITNESS WHEREOF, the parties have each executed this MOA and the parties agree that this MOA will be effective upon signature of all parties with the signature of the Director of Emergency Management establishing the effective date.

**NC Department of Public Safety
Division of Emergency Management**

**1636 Gold Star Drive
Raleigh NC 27607**

By: _____

Date: _____

William C. Ray
Director NC Emergency Management

APPROVED AS TO FORM:

By: _____

Date: _____

William Polk
Department of Public Safety
Deputy General Counsel

Town of North Topsail Beach

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

By: _____

Date: _____

Name: _____
Title: _____

By: _____

Date: _____

Name: _____
Title: _____

By: _____

Date: _____

Name: _____
Title: _____

Appendix 1

NOTICE OF FUNDING OPPORTUNITY (NOFO):

North Carolina Emergency Management (NCEM)
Disaster Relief and Mitigation Fund

North Carolina Emergency Management (NCEM) is now accepting applications for grants funded through the 2023 Appropriations Act, *S.L. 2023-134, § 5.6(f)(1)*, the Emergency Management Disaster Relief and Mitigation Fund.

Eligible applicants are state agencies, units of local government, public authorities, and nonprofit organizations.

Funding can be used for flood mitigation, transportation infrastructure resilience against natural disasters, and assistance with local matching to draw down federal mitigation funds.

Applications must be received by NCEM no later than Close of Business (5pm) on **31 January 2024**.

Eligible Applicants

State agencies, units of local government, nonprofit organizations, and public authorities, as defined in G.S. 159-7, may submit projects to the Emergency Management Long-Term Recovery Group who will convene a panel to score the projects. Nonprofit organization projects are limited to nonsectarian or nonreligious purposes which address such items in the section below.

Eligible Categories of Work

Funds can be used for the following categories of work:

- (1) Flood mitigation efforts that stabilize areas and reduce future damage.
- (2) Ensuring transportation resilience against natural disasters
- (3) Predevelopment assistance to provide small and underserved communities with technical assistance to identify and design shovel-ready projects related to disaster relief and flood mitigation.
- (4) Financial assistance with local cost share to draw down federal funds on approved federal mitigation grants.

Initial funding for this notice is anticipated to be \$25,000,000.

Projects can be 100% funded with no cost share and are paid on a reimbursement basis. Grant administration costs are not eligible.

Examples of Eligible Projects:

(Not intended to be a full list but may help applicants to identify possible projects)

- Construction of new or improvement of existing stormwater infrastructure
- Engineering expenses related to planning and implementation of flood mitigation projects.
- Elevation of buildings, controls, or other improvements of public infrastructure to mitigate future flood damage.
- Projects to protect public infrastructure from flooding.

- Projects that update and prepare transportation infrastructure for storms, mudslides, and flooding events taking projections of future risk into consideration.
- Risk assessments for critical transportation routes, building on existing and future reports, such as the I-95 and I-40 Flood Resilience Feasibility Study.
- Creating community-informed flood risk and vulnerability assessments that identify resilience gaps and project opportunities for transportation routes in North Carolina to help maintain vital transportation functions following flooding events.

Applicants applying for local cost share assistance for projects that require a local cost share to access federal funds should provide additional information within the application including 1) any notice of approval for your project from the funding agency, 2) a clear understanding of all additional funding sources for the project, and 3) current requirements of the applicant for local match.

Where to Submit Application Materials

Applications must be submitted to the following email address: NCEMLTR.grant@ncdps.gov. Applications will be reviewed for completeness with completed applications scored and ranked.

Key Target Dates:

8-December-2023	NOFO Released
31-January-2024	Application Deadline
15-March-2024	NC Review Panel Scoring completed
April 2024	Applicants Notifications
May-June 2024	Complete and Sign grant agreements

The Period of Performance (POP) is up to 36 months, starting on the date of the recipient’s award. This process starts with the application referenced below.

Process to Submit Your Application

Application/Submission Information and Instructions

Application deadline 31 January 2024 (5:00PM)

Application to be submitted to NCEMLTR.grant@ncdps.gov with subject line “Applicant name – Project name – 2023 DRMF Grant Application”

Application email should include the completed [Application Document](#) and any additional attachments to support the project. Please make sure that you address each part of the application. The points below are representative of what you will find needed within the application. (Scoring weight in brackets):

- 1) Applicant Name, Address, Contact Information, and Project Name. Nonprofit corporations should also include the “Certificate of Existence from the NC Secretary of State, bylaws, and documentation to support ownership or right for project specific facility. (10)
- 2) General description of the Project (15)
- 3) Describe how the project mitigates future damage or flooding include impact on community. (35)
- 4) Scope of Work (SOW) and cost estimate for the project to achieve #3 above, including an understanding of how the estimate was achieved. (20)
- 5) Timeline from approval of Grant to project completion. (10)
- 6) How and who will manage the project if awarded and their qualifications. Additionally, the applicants should include their experience in managing a grant award. (10)

Competitive proposals likely will include:

- Clear understanding of how the project mitigates against frequent flooding or mitigates against frequent disruptions to transportation infrastructure from nature disasters, or a clear understanding of need for matching assistance on approved federal mitigation grants.
- Understanding of the benefits for residents, businesses, and other entities within a community including the percent of the community impacted by the project.
- Professional or engineering reports for the project.
- A current estimate of probable cost with an understanding of how this was developed.
- How the project links to previous comprehensive assessments or planning effort or an understanding of how the community prioritizes this project.
- An understanding of likely implementation of a full construction project.

For more information, please send any questions to NCEMLTR.grant@ncdps.gov

Projects that are selected will require applicants to sign a Grant Agreement (MOA) and will be expected to comply with the terms of the agreement, including quarterly reporting and interim and final inspections as necessary or risk timely payment or funding. Also, applicants will be required to submit the below listed OSBM required documents/forms with the signed MOA if awarded a grant under this fund:

- [W-9 \(09 NCAC 03M .0202\)](#)
- [Electronic Payment / Vendor Verification Form \(09 NCAC 03M .0202\)](#)
- [Conflict of Interest Policy \(G.S. 143C-6-23.\(b\)\)](#)
- [Sworn \(Notarized\) No Overdue Tax Debt Certification \(G.S. 143C-6-23.\(c\)\)](#)

Appendix 2
Scope of Work or Grant Application

The Town of North Topsail Beach partnered with Surf City and Topsail Beach to complete the Topsail Island Resilient Coastal Communities Program Phase 1. This phase developed a Community Action Team (CAT) to perform a risk and vulnerability assessment that identified several critical areas in each town. In March of 2022, the group of Towns began Phase 2 of this program with public meetings to get input on the critical areas in each town. In 2023, the group of towns retained engineering services by W.K. Dickson to perform a high-level analysis of 18 critical areas with 10 of those in the Town of North Topsail Beach. The resulting analysis included geotechnical soil borings to identify and measure the seasonal high-water and groundwater levels at the critical areas. Results found that these critical areas were afflicted with a lack of topographic relief, stormwater structure conveyance, and soil permeability due to high seasonal high-water and groundwater levels. Solutions for conveyance or storage of the stormwater runoff were developed that provided relief from the roadway flooding and treatment of the runoff that had been occurring regularly. Two critical areas were chosen for immediate improvement: one on Island Dr. (Hwy 210) at the South Fire Station and the other on New River Inlet Rd. (SR 1568) at the Richard Peters Town Park.

W.K.Dickson then did a preliminary planning design for the components that would be needed at each critical area as part of the Phase 3 NCRCCP for North Topsail Beach. Drawings and schematics were produced for each critical area which are attached herewith.

The resulting planning for the Island Dr. area on Hwy 210 near the South Fire Station are outlined below.

- Four stormwater inlet structures, collecting stormwater in the low point where flooding is common.
- 984 linear feet of stormwater pipe, conveying the collected stormwater towards an area of city property where a storage structure is located.

- 6,701 square feet of underground stormwater storage structures for stormwater storage and dispersion and,- One pump station to bring the stormwater from a lower elevation on the roadway to the stormwater storage structure at a higher elevation. This was done to maximize the storage capacity of this area.

At the second project critical area on New River Inlet Road (SR 1568) at Richard Peters Town Park , a different engineering solution was designed to abate stormwater standing on the road in this area. A combination of permeable pavers, re-configuration of swales on the road shoulder and a new level spreader is envisioned.

The specifics for this critical area are:

- 1,717 square yards of permeable pavers with 2 feet of stone to replace the impermeable pavement currently in place.

- 343 linear feet of stormwater pipe to convey the stormwater from the shallow swales on the roadside to a level spreader at the north of the property.

- 386 cubic yards of earthwork for infiltration swales to lower the ground adjacent to the roadway and provide a location for the stormwater to collect and move toward the level spreader.

- 20 linear feet of a level spreader and, one stormwater inlet structure

This project planning and construction grant is sought to complete the engineering design of two critical areas on Island Dr. and New River Inlet Rd, and then implement these solutions through construction.

This would include the following scope of services:

- Additional survey & mapping
- Coordination with and permitting by NCDOT
- Complete construction plans and contract documents
- CAMA minor permitting
- Wetland delineation

- Bid services and
- Project administration and management

The final deliverables for the town of North Topsail Beach are expected to include:

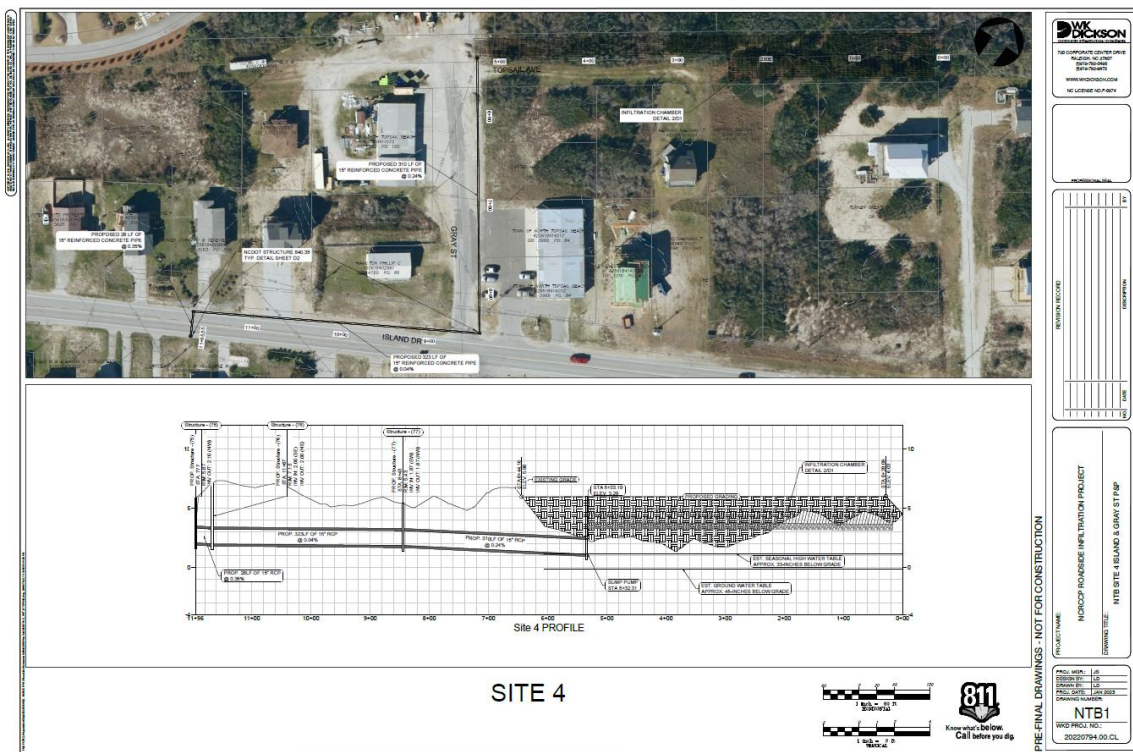
- Engineering drawings and contract documents necessary for bidding and construction
- Engineers' opinion of probable cost
- Required permits and approvals
- Preparation of Bid Documents

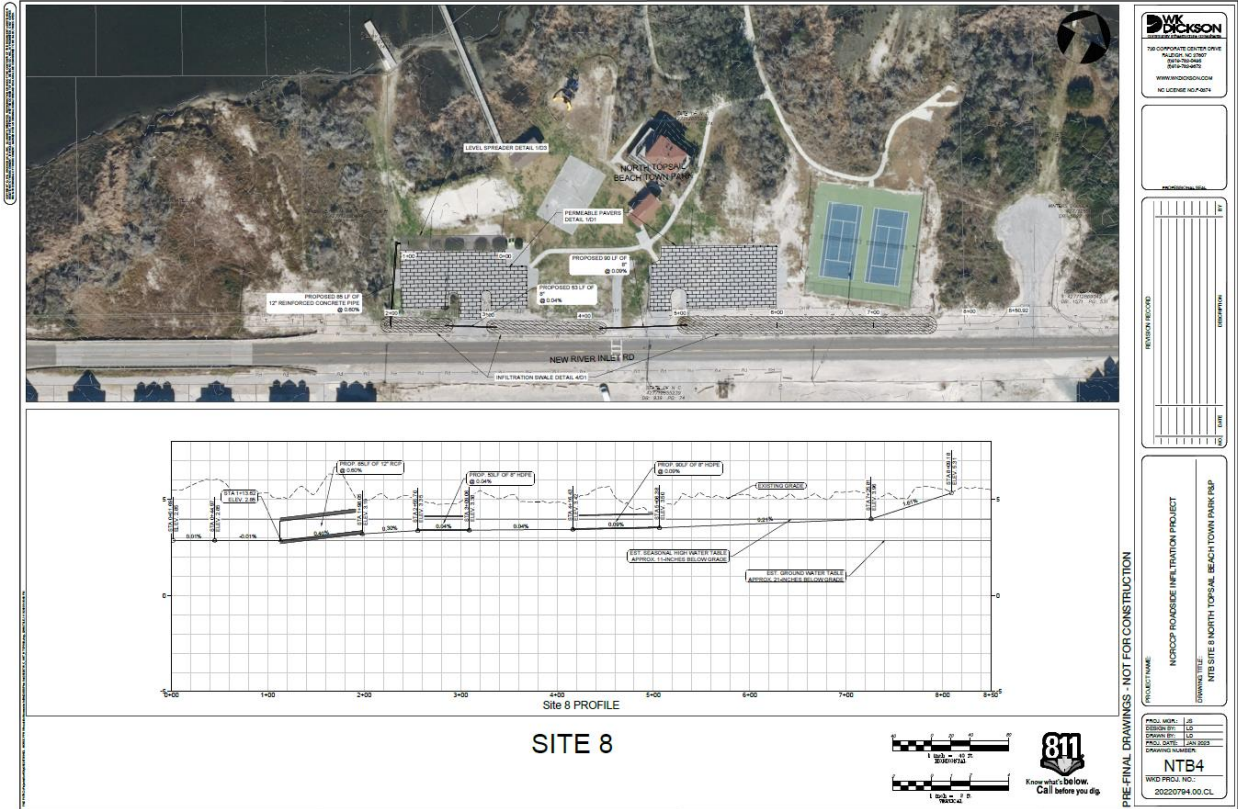
W.K. Dickson estimated pre-construction costs of \$203,000 to be used for:

- Additional Survey: Boundary & Level B Survey
- Coordination with and permitting by NCDOT
- CAMA Minor Permitting
- Wetland Delineation
- Contract Document and Specifications
- Professional Services: Permit to Bidding Documents
- Preparing Bid Documents
- Project Management

Engineer's Opinion of Cost for construction is \$1,008,197.20 plus 5% inflation of \$50,409.86 totaling \$1,058,607.06

- \$704,211.06 Island Dr. (Hwy 210) at the South Fire Station
- \$354,396.00 New River Inlet Rd. (SR 1568) at the Richard Peters Town Park





DICKSON
 708 CORPORATE CENTER DRIVE
 RAYLEIGH, NC 27604
 WWW.DICKSON.COM
 NC LICENSE #024074

PROFESSIONAL SEAL

REVISION RECORD

NO.	DESCRIPTION	DATE

PROJECT NAME: NCR/CDP ROUNDHIRE INFILTRATION PROJECT
 DRAWING TITLE: NTB SITE 8 NORTH TOPSALE BEACH TOWN PARK PSP

SCALE: 1/8" = 1'-0"
 1/4" = 3'-0"
 1/2" = 6'-0"
 1" = 12'-0"

811
 Know what's below.
 Call before you dig.

PRELIMINARY DRAWINGS - NOT FOR CONSTRUCTION

PROJ. NO.: 20220704.00 CL
 DATE: 10/10/23

Long Term Recovery Grant Agreement version 1.1 – 4/2024

Appendix 3



NC Department of Public Safety
EMERGENCY MANAGEMENT

Roy Cooper, Governor

Eddie M. Buffaloe Jr., Secretary
William C. Ray, Director

3 May 2024

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

Dear Ms. Derian,

North Carolina Emergency Management (NCEM) is pleased to inform you that your grant application for the Emergency Management Disaster Relief and Mitigation Fund has been selected for funding up to the amount of \$1,261,607.

The final approval is conditional on the return of the attached Memorandum of Agreement (MOA), signed by the appropriately authorized representative(s) within 45 days from the date of this letter.

The attached MOA, as well as the following documents below, should be returned to NCEM via email and sent to NCEMLTR_grant@ncdps.gov

- [State of NC Substitute W-9 Form](#)
- [Supplier Electronic Payment Request](#) Please email the completed form directly to OSC for processing: ncfsepav@osc.nc.gov with copy to NCEMLTR_grant@ncps.gov
- [Conflict of Interest Policy \(G.S. 143C-6-23.\(b\)\)](#)
- [Sworn \(Notarized\) No Overdue Tax Debt Certification \(G.S. 143C-6-23.\(c\)\)](#)

This grant shall be effective upon transmittal to the jurisdiction of the executed MOA by NCEM.

By accepting this grant, the recipient agrees that funds will only be expended to complete the approved project, not to exceed the funding amount during the designated period of performance, as well as all applicable terms, conditions, and responsibilities specified in the MOA.

If you have any questions please contact Mr. Jeff Welker, NCEM Long-Term Recovery Grants Manager, directly (984-222-4159 or Jeffrey.Welker@ncdps.gov).

Respectfully,

DocuSigned by:

A handwritten signature in blue ink that reads "William C. Ray".
William C. Ray

Director & Deputy Homeland Security Advisor
North Carolina Emergency Management



1636 Gold Star Drive Raleigh, NC 27607 | 4236 Mail Service Center Raleigh, NC 27699-4236
Phone: 919-825-2500 Fax: 919-825-2685 | www.ncdps.gov www.readync.gov
An Equal Opportunity Employer

Appendix 4
Documents for Reimbursement Request

Quarterly Progress Report - Form LTR002/2022

Request for Reimbursement - Form LTR003

Summary of Documentation (SOD) - Form LTR001

Recipient should submit a single pdf with the above forms and all supporting information including invoices, proof of payment, bid documentation and contracts as necessary. PDF file should be ordered as follows:

1. Request for Reimbursement Form
2. Current Quarterly Progress Report Form
3. Summary of Document Form (SOD)
4. Supporting documentation in order as they appear on SOD. Please order invoices and matching checks together within the pdf.
5. Any Insurance documents, permits, or pictures of work progress as necessary or supportive.

**North Carolina Division of Emergency Management
Long Term Recovery Grant Program
QUARTERLY PROGRESS REPORT**

Progress Report Period: _____ to _____

Project Title: _____ MOA #: _____

Applicant: _____

Address: _____ County: _____

Contact Person: _____ Title: _____

Phone #(s): _____ Email Address: _____

Total Project Expenditures to Date: \$ _____

-
1. Date of Project Approval:
 2. Start Date of the Project:
 3. Percent of Work Completed to Date: _____ %
 4. Anticipated Completion Date:
 5. Actual Completion Date:
 6. Summary of progress on project for this report period: *(Provide narrative summary on a monthly basis and relate activities to project budget.)*

7. Anticipated cost over-run/under-run: \$

8. Problems encountered:

9. Status: *(Please check pertinent information).*

Project Status

- (1) Project on schedule
- (2) Project completed
- (3) Project delayed
- (4) Project canceled

Project Cost Status

- (1) Cost unchanged
- (2) Cost overrun
- (3) Cost der-run

Request for Reimbursement (RFR)
Form LTR003

Grantee: _____ Identification Number: _____

Mailing Address: _____ City, Zip: _____

MOA Grant #	Grant Amount \$	Previous Payments \$	Current RFR	SOD and supporting Docs attached (Y/N)*	State Approvals Office Use only (GM approval) Comment	
Total of Current Request						

* SOD and Supporting documentation are required for all Requests for Reimbursements and need attached to the pdf of this request.

I certify that the above expenditures are accurate and in compliance with the associated MOA.

Authorized Representative: _____

Signature: _____

Date: _____

**NORTH CAROLINA DIVISION OF EMERGENCY MANAGEMENT
SUMMARY OF DOCUMENTATION IN SUPPORT OF AMOUNT
CLAIMED FOR ELIGIBLE WORK Form LTR001**

(1) Applicant:		(2) MOA Number:	
(3) FIPS/Duns or Tax ID/EIN No.			
(5) Applicant's Check No., Reference No., Warrant, Voucher, Claim, or schedule No.	(6) Delivery Date of articles or performance services	(7) DOCUMENTATION List Documentation (Applicant's payroll, material out of applicant's stock, applicant owned equipment and name of vendor or contractor) by category	(8) Applicant Proposed Eligible Costs
Force Account Labor			
		Total	0.00
Equipment			
		Total	0.00
Materials			
		Total	0.00
Contract			
		Total	0.00
Other			
		Total	0.00
		(9) Grand TOTAL	\$0.00
		(10) -Grant AMOUNT	
		(11) ADJUSTED TOTAL (+ OR -)	\$0.00
Signature:			



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

Alice Derian, ICMA-CM
Town Manager

Aldermen:
Richard Grant
Tom Leonard
Laura Olszewski
Connie Pletl

Nancy Avery
Interim Town Clerk

Agenda	Consent
Item:	Agenda
Date:	06 05 2024

Planning Board Committee Report
Hanna McCloud, Chair

The North Topsail Beach Planning Board held a regular meeting on Thursday, May 2, 2024, at 6:00 PM.

PRESENT: Hanna McCloud - Chair, Scott Morse, Lisa Brown, Terri Ward, Stu Harness (Alternate)
ABSENT: Susan Meyer - Vice Chair, Fred Fontana (Alternate)

PUBLIC COMMENT

Phyllis Umbarger of 126 Sea Gull Lane addressed the Planning Board regarding a request to change the common area around her home to private ownership. She explained her concerns such as who pays for the taxes on the common area, and who controls the common areas in front of and behind the house. Ms. Umbarger was unaware of the situation until she received a deed revision. She requested clarification as to what she could do to rezone so that the property would belong to her.

Elmon Curtis Anders of 136 Sea Gull Lane spoke from his seat echoing Ms. Umbarger's concerns: the payment of taxes on the common area, and the longevity associated with selling the property. He had been under the impression the lot was his. He asked for clarification on whether his house was a duplex or a townhouse.

There was discussion.

Planning Director Hill asked for the opportunity to prepare information to report back to the Planning Board at the next public meeting. She explained this was the development of eight-thousand square foot lots that was reviewed by the Planning Board and approved by the Board of Aldermen for the re-zoning from business B-1 to residential R-8, to facilitate duplexes, despite the highest zoning density of R-10 per the CAMA (Coastal Area Management Act) Land Use Plan. Ms. Hill explained that it did not make sense to rezone an eight thousand square foot lot to R-10 since it did not meet the minimum dimensional requirement of ten thousand square feet. She explained there is a difference in definition between duplexes and townhouses. Duplexes are considered one structure with two units, so for an eight thousand square foot lot that is zoned residential R-8, you shall not further subdivide that lot because the resulting lots would not meet the minimum dimensional requirements. Planning Director Hill continued, saying she believed most of the surrounding communities recognized and defined duplexes in the same way in their zoning ordinances as having two units, possibly owned by different entities, and the surrounding land is

owned by both as tenants in common. Planning Director Hill stated that should have been addressed and made clear to the buyers by the people involved in the sale transaction of the property: the closing attorney, the seller of the property, and the buyer's agent. Ms. Hill recommended that because the concerns were legal in nature, the property owners discuss this matter with their closing attorneys. If they are not satisfied with the closing attorney's guidance, perhaps a different land use attorney would be better.

Chair McCloud suggested that the meeting was not the place for this matter.

Planning Director Hill repeated that she did not think re-zoning the property would be a remedy, based upon the definition of a duplex in both the ordinances of Town of North Topsail Beach and in the Building Code. She stated that re-zoning was not the answer. The speakers were more than welcome and allowed to apply for a re-zoning, a redevelopment, or whatever it is they would like to do. The matter would then be brought before the Planning Board to make a recommendation to the Board of Aldermen. Planning Director Hill stated that she was reluctant to support anything not consistent with the CAMA Land Use Plan, the Zoning Ordinance, and sound and consistent planning principles. She further explained there have been recent complaints regarding the impacts of increasing zoning density and increasing development pressuring the infrastructure of the Town, for example the lack of water pressure.

Planning Director Hill explained that when the development application was made for this area by the property owner the acreage was reviewed by a technical review committee, presented to the Planning Board, and then presented to the Board of Aldermen. The resulting lots and duplexes were the highest density allowable, with two units on one lot. The building permit was issued as a duplex. She explained that townhouses were three units or more.

Ms. Umbarger asked who owns the property in front of and behind the house.

Planning Director Hill asked Ms. Umbarger if she received a plat of survey and a deed at the closing, and who was the attorney.

Ms. Umbarger confirmed, and that the area is called a "common area." She explained that she consulted with an attorney, who did not provide guidance on the ownership of the property. She did not give the attorney's name. The attorney instructed Ms. Umbarger to speak with Planning Director Hill. She further explained that she wants what is hers to exert control over the land. Had she known about the ownership, she would not have bought the property.

There was no further public comment.

DISCUSSION

Planning Director Hill introduced the APA Video Training: Staff Reports and explained the sample staff report handout. The Planning Board watched the video and discussed staff reports. Planning Director Hill noted that the next training session would focus on the comprehensive plan. For North Topsail Beach that is the enforceable CAMA Land Use Plan.

ADJOURNMENT

Ms. Brown made a motion to adjourn. Mr. Harness seconded the motion. The motion passed unanimously, 5-0.

The Planning Board meeting adjourned at 7:00 p.m.



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

Alice Derian, ICMA-CM
Town Manager

Aldermen:
Richard Grant
Tom Leonard
Laura Olszewski
Connie Pletl

Nancy Avery
Interim Town Clerk

Agenda	Consent
Item:	Agenda
Date:	06 05 2024

Zoning Board of Adjustment Committee Report
Hanna McCloud, Chair

No meeting held.

DRAFT POLICY
TOWN HALL MEETING ROOM
TOWN OF NORTH TOPSAIL BEACH

Listed below are the policies and regulations governing use of the North Topsail Beach Meeting Room. These policies and regulations are applicable in all situations as described. However, the primary purpose of the meeting room is for the meetings, scheduled and unscheduled, of the North Topsail Beach Board of Aldermen, the departmental functions of the Town and other governmental agencies. The right is reserved to utilize the room at any time by the Town of North Topsail Beach Board of Aldermen, staff, any other board or commission of the Town or town-sponsored events.

This authority of reservation supersedes all other reservations. Any deviation of this policy shall have the prior approval of the Town Manager.

1. The meeting room is available to the public or non-profit organizations for educational meetings that inform the public as deemed appropriate by the Town Manager. The room is rented for educational meetings only. No social events are permitted. The room is available Monday through Friday except for local, state, and federal holidays from 8:00 a.m. until 4:30-p.m. Reservations for the room shall be arranged on a first come, first served basis.
2. In order to reserve the meeting room, the applicant must be at least 21 years of age. The individual completing the application for use of the meeting room shall be a resident/property owner of North Topsail Beach (Drivers license, Onslow County Tax Statement, Property lease agreement).
3. All requests for reservations of the room shall be made at least seven (7) working days in advance of the function unless authorized by the Town Manager prior to seven days. All requests must be submitted on the reservation form. The fee is \$50.00 per meeting.
4. For cancellations, full refund of rental fee will be made, if requested at least three (3) days prior to the event. If requested less than the three days prior to the event or meeting, a 20% administrative charge shall be retained.
5. Meetings and other activities held in the meeting room cannot disrupt the operations of other offices located in the Town Hall. The person or organization reserving the room shall be responsible for leaving the room in proper order and shall be

responsible for any damage to Town property. The Town does not furnish any equipment, supplies or staff.

6. The Meeting Room will hold a max of 100 persons. This capacity may not be exceeded under any circumstances.

7. Smoking is prohibited in Town Hall. Alcohol is also prohibited. No decorations.

DRAFT

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

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

Date Reservation made: _____

Name of North Topsail Beach resident/property owner: _____

Organization: _____

Home Phone Number: _____ Work/Cell Number: _____

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

Date Requested: _____ Time Requested: _____

Approximate Number of people: _____

Recurring date and time: _____

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

Signature and Date

Town Hall Information

\$50 per meeting

___ Fee Paid Amount \$ _____ Receipt Number _____

Approved By: _____

**TOPSAIL ISLAND SHORELINE PROTECTION COMMISSION
CHARTER
Revised April 29, 2024**

PREAMBLE: As a barrier island, Topsail Island has various challenges when it comes to the critical interface with the Atlantic Ocean and Intracoastal Waterway. The oceanfront dune structure and other natural features protect the lives and property of the island residents and property owners. These features need to be protected and enhanced for the long-term sustainability of the island.

MISSION: To actively support and promote plans and programs to increase the Island’s resiliency and education for a healthy environment, and to support and promote development and execution of the NC Beach and Inlet Management Plan.

PURPOSE:

- Stay abreast of and promote funding at the Federal, State, County, and local levels for beach nourishment and protection of our adjacent salt marsh and the water quality of public waters.
- Educate our property owners/managers/stakeholders regarding property insurance, beach nourishment, resiliency, navigation, environmental stewardship, the Beach Clean initiative, the salt marsh ecosystem, and the NC Beach and Inlet Management Plan.
- Stay informed of information concerning federal navigable waters around Topsail Island so they remain safe and usable.
- Encourage maintenance of dunes through sound vegetation management practices on our beaches.
- Promote the maintenance and restoration of nesting habitat for endangered sea turtles and other endangered species.
- Promote the routine maintenance of area historical and federal navigation channels and inlets, including the Atlantic Intracoastal Waterway (AICW), and the placement of appropriate corresponding dredge spoils on our beaches.

GOALS AND OBJECTIVES:

1. Keep our stakeholders and the five participating boards up to date on information including any strategies in use for beach nourishment and flood resiliency, and to stay abreast of the latest information and science surrounding these tenants.
2. Keep our stakeholders and the five participating boards up to date regarding North Carolina's Beach and Inlet Management Plan and its impact on our area. This includes rules as established by the Division of Coastal Management
3. Encourage our stakeholders and interested parties to support state and federal legislation favorable to beach nourishment and beach nourishment funding.
4. Keep our stakeholders informed of information concerning federal navigable waters around Topsail Island so they remain safe and usable.
5. Retain professional services, when/if required, to act on behalf of the Commission to secure federal and state funding for navigation maintenance and nourishment projects.
6. Promote restoration and maintenance of habitat essential to the survival of sea turtles and other endangered species island wide.
7. Promote the Beach Clean initiative through community outreach and the tispc.org website.
8. Promote resilient restoration and protection of the salt marsh ecosystem with particular emphasis on water quality of public waters.
9. Keep abreast of island-wide property insurance rates and promote fairness in future rate adjustments.
10. Other activities as directed by the three towns and two counties.

TASKS AND RESPONSIBILITIES:

1. Prepare annual state and federal goals for our advocates and post on the tispc.org website.

2. Prepare past year accomplishments and post on the tispc.org website.
3. Prepare an operating budget for the Commission each year and obtain each town's approval.
4. Actively advocate for dedicated long-term sources of revenue at the state and county level to supplement town and federal funds.
5. Work with the Army Corps of Engineers to ensure that appropriate quality dredging of spoils from New River, New Topsail Inlet, and the AICW are placed on Topsail Island beaches.
6. Support local, state, and national shore and beach conferences/symposiums.

ORGANIZATION:

The Commission shall be composed of eleven (11) voting members.

- Each island Town's governing board (North Topsail Beach, Surf City, and Topsail Beach) shall appoint three representatives to serve as voting members on the Commission. It will be the Town's prerogative to advise the Chairman of a substitute voting member for any given meeting.
- Each County's governing board (Onslow and Pender) may appoint one elected or other official to serve as a voting member on the Commission.
- The Chairman of the Topsail Island Shoreline Protection Commission will be elected each January from the membership. The Chairman will conduct the meetings and will be the official spokesperson for the Commission.
- The Vice Chairman of the Commission will be elected each January from the membership. The Vice Chairman will act in the absence of the chairman.
- Each Town Manager and County Manager will serve as a liaison to the Commission.
- Committees may be formed at the discretion of the Commission to address specific project issues and concerns.

COMPENSATION:

Commission members shall not be compensated for the performance of their duties as members of the Commission. They will be reimbursed for travel and out of pocket expenses when assigned to represent the Commission at official functions.

QUORUM:

A quorum of the Commission is required to conduct any official business at a regular or special meeting. At least six (6) members present at a regular or special meeting will constitute a quorum. All official business will be governed by majority vote.

MEETINGS:

Commission shall establish frequency of meetings. Meetings may be held using video conferencing tools that meet North Carolina open meeting regulations.

WEBSITE:

The official website of the Commission is <https://tispc.org/> The website will be kept up to date with the current agenda, goals, accomplishments, minutes, reports, and the Beach Clean initiative. The website will serve as the official depository of commission documents which will use cloud storage through designated Town support.

CHARTER APPROVAL:

Amendments to the charter of the commission must be approved by a majority vote of each of the five (5) participating governing boards (Onslow County, Pender County, North Topsail Beach, Surf City, and Topsail Beach)

**TOPSAIL ISLAND SHORELINE PROTECTION COMMISSION
CHARTER
Revised 7/28/16**

PREAMBLE: The ocean-front dune structure on Topsail Island is the critical interface with the Atlantic Ocean which serves to protect the lives and property of the island residents and property owners, and which serves to provide critical nesting habitat for endangered sea turtles.

MISSION: To actively support and promote plans and programs to restore and maintain wide sandy beaches and storm protection dunes through beach nourishment for all of Topsail Island's oceanfront, and to support and promote development and execution of the NC Beach and Inlet Management Plan.

PURPOSES:

Educate our property owners regarding beach nourishment and the Beach & Inlet Management Plan.

Support and promote funding at the Federal, State, County, and local levels for beach nourishment and storm protection of our shoreline.

Encourage maintenance of dunes through sound vegetation management practices on our beaches.

Promote the routine maintenance of area historical and federal navigation channels, including the Atlantic Intracoastal Water Way, and the placement of appropriate corresponding dredge spoils on our beaches

Promote the maintenance and restoration of nesting habitat for endangered sea turtles.

Goals and Objectives

1. Keep our property owners and the 5 participating boards up to date on the strategies in use for beach nourishment and beach nourishment funding for area NC beaches, and beaches in progressive states such as Florida, South Carolina, and New Jersey.
2. Keep our property owners and the 5 participating boards up to date regarding North Carolina's Beach and Inlet Management Plan and its impact on our area.

3. Encourage our property owners to support state and federal legislation favorable to beach nourishment and beach nourishment funding.
4. Retain professional services, when required, to act on behalf of the Commission to secure federal and state funding for navigation maintenance and nourishment projects
5. Promote restoration and maintenance of habitat essential to the survival of sea turtles.
6. Other activities as directed by the three towns and two counties

Tasks and Responsibilities:

1. Prepare an annual operating plan and operating budget for the commission each year. Present it to the 5 member boards, and send it by newsletter to all island property owners
2. Conduct appropriate public forums with informed speakers to keep community leaders up to date concerning beach nourishment efforts
3. Actively advocate for dedicated long-term sources of revenue at the state and county level to supplement town and federal funds
4. Work with the Army Corps of Engineer to insure that appropriate quality dredging of spoils from New River, New Topsail Inlet and the AIWW are placed on Topsail Island beaches.
5. Support local, state and national shore and beach conferences/symposiums

ORGANIZATION:

- The Commission shall be composed of eleven (11) voting members
 - o Each island Town's governing board (North Topsail Beach, Surf City, and Topsail Beach) shall appoint one elected official from their town, the Chairman of their Shoreline Protection Committee, and one at-large member to serve as voting members on the commission. It will be the Town's prerogative to advise the secretary of a substitute voting member for any given meeting.
 - o Each County's governing board (Onslow and Pender) shall appoint one elected official from their board to serve as a voting member on the commission.

- The Chairman of the Topsail Island Shoreline Protection Commission will be elected each January from the membership. The Chairman will conduct the meetings and will be the official spokes person for the commission.
- The Vice chairman of the commission will be elected each January from the membership. The vice chairman will act in the absence of the chairman
- Each Town Manager and County Manager will serve as a liaison to the Commission.
- Committees may be formed at the discretion of the Commission to address specific project issues and concerns.

Compensation: Commission members shall not be compensated for the performance of their duties as members of the commission. They will be reimbursed for travel and out of pocket expenses when assigned to represent the Commission at official functions.

Quorum: A quorum of the Commission is required to conduct any official business at a regular or special board meeting. At least six (6) members present at a regular or special board meeting will constitute a quorum. All official business will be governed by majority vote.

Meetings: Commission shall establish frequency of meetings.

Depository: One of the towns shall be designated as the official depository

Charter Approval: The charter of the commission must be approved by a majority vote of each of the five (5) participating governing boards (Onslow County, Pender County, North Topsail Beach, Surf City, and Topsail Beach)

TOPSAIL ISLAND SHORELINE PROTECTION COMMISSION

MISSION: To develop plans and programs to restore and maintain wide sandy beaches and dunes through beach nourishment, for all of Topsail Island's oceanfront.

PURPOSE: To secure the placement of sand on our beach by obtaining funding at the Federal State and local levels for beach nourishment and storm protection of our shoreline. To mitigate further erosion of the existing dune structure by enhancing its build-up to the maximum extent possible consistent with current beach nourishment practices. The Topsail Island Shoreline Protection Commission is charged by the towns of Surf City, North Topsail Beach, and Topsail Beach to advise the three Town Boards on strategies for securing beach nourishment. Furthermore, the Shoreline Protection Commission shall:

- 1) develop and sustain knowledge of the strategies available for beach nourishment on Topsail Island
- 2) recommend to the three Town Board beach nourishment projects that advocate federal and state funding
- 3) review Commission staff reports on project status and effectiveness
- 4) provide information about beach nourishment to local Shoreline Protection/Beach Nourishment Committees
- 5) act as a liaison between the federal, state and local regulatory authorities involved in beach nourishment
- 6) retain professional services, when required, to act as Commission Coordinator (upon budget approval by the three towns)
- 7) other activities as directed by the three towns.

TOPSAIL ISLAND SHORELINE PROTECTION COMMISSION

GOALS:

- . To deal with the adverse affects of beach erosion.
- To work with the Wilmington District U.S. Army Corps of Engineers on Topsail Island shoreline protection/beach nourishment projects.
- To promote the restoration, maintenance and enjoyment of Topsail Island beaches for the general public and property owners.
- To improve the quality of recreational public beaches for families to enjoy.
- To restore and maintain habitat essential to the survival of sea turtles shorebirds, and native dune plants.

ORGANIZATION:

- The Commission shall be composed of eleven (11) members: Topsail Beach; one elected official, the Chairman of Shoreline Protection and one at-large member appointed by town's governing body: North Topsail Beach; one elected official, the Chairman of Shoreline Protection and one at-large member appointed by the town's governing body: Surf City; one elected official, the Chairman of Shoreline Protection and one at-large member appointed by the town's governing body: Pender County; one elected Commissioner: Onslow County; one elected Commissioner. Each governmental entity shall have one vote. The elected Town official or County official shall be the voting member with the Chairman from each entity the alternate voting member. **The Chairman of the Topsail Shoreline Protection Commission will be elected annually, will not serve more than two consecutive terms and the chair will be rotated amongst towns. The Chairman will conduct the meetings.**

(Revised 11/29/05)

- Each Town Manager and County Manager will serve as liaison to the Commission.
- Other sub-Committees may be formed at the discretion of the Commission to address **specific project issues/concerns.**

TOPSAIL ISLAND SHORELINE PROTECTION COMMISSION

RESPONSIBILITIES :

- Assist each town in developing their financial plan for implementing and executing approved Army Corps of Engineers shoreline protection projects.
- Seek innovative methods and procedures to streamline the beach nourishment process.
- Advocate for dedicated long-term sources of revenue at state and county level to supplement town and federal funds.
- Strive for a policy that requires the Army Corps of Engineer projects for dredging of spoils from New River, New Topsail Inlet and the AIWW for disposal on Topsail Island beaches.
- Support local, state and national shore and beach conferences/symposiums.
- + Establish and recommend a budget to towns and counties to support the activities of the Topsail Island Shoreline Protection Commission.

Compensation: Commission members shall not be compensated for the performance of their duties as members of the commission. They will be reimbursed for travel and out of pocket expenses when assigned to represent the Commission at official functions.

Quorum: A quorum of the Commission is required to conduct any official business at a regular or special board meeting. At least three (3) of the governmental entities present at a regular or special board meeting will constitute a quorum. All official business will be governed by majority vote.

Meetings: Commission shall establish frequency of meetings.

Depository: One of the towns shall be designated as the official depository

This agreement may be amended with the approval, by resolution, of all members.

Parcel ID 030655	Map Number 779C-10
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Owner Name BROOKWOOD BAPTIST CHURCH	Owner Mailing Address 903 HENDERSON DR JACKSONVILLE, NC 28540-7421
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General Information			
Acres	0.00	Property Description	L10 S2 SEA RANCHES
Physical Address	NEW RIVER INLET RD	Subdivision	SEA RANCHES SEC 2 (R)
Neighborhood Code	3053	City Limit	NORTH TOPSAIL BEACH
Plat Book & Page	21-94	NC PIN	428820804846
Township	STUMP SOUND	Improvement Code	R
Building Value	\$0.00	Land Value	\$100.00
Assessed Value	\$100.00	Total Taxed Value	\$100.00
Heated Square Feet	0.00	Year Built	0
Number of Bedrooms	0		

Last Sale			
Date	11-SEP-89	Price	\$25,000.00
		Book	934
		Page	438



Onslow County
Geographical Information
Services-GIS
234 NW Corridor Blvd.
Jacksonville, NC 28540

WARNING: THIS IS NOT A SURVEY.

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PARCEL: 030655
 BROOKWOOD BAPTIST CHURCH
 903 HENDERSON DR
 JACKSONVILLE, NC 28540-7421
 ACCOUNT NUMBER: 144197000

Onslow County, North Carolina

Tax Districts
 ONSLOW COUNTY, NORTH TOPSAIL BEACH

Routing Number: 30530030
 Appraiser Area: TM
 Tax Year: 2024 Reval Year: 2022
 Visited By: on 11/18/2021
 Information Source: 11 - REVAL LAND

PARCEL INFORMATION	PROPERTY DESCRIPTION	VALUE SUMMARY (COST APPROACH)
ADDRESS: NEW RIVER INLET RD NORTH TOPSAIL BEACH NC 28460 NBHD: 3053-SEA RANCHES TOWNSHIP: 114 - STUMP SOUND MAP #: 779C-10 PIN #: 428820804846	L10 S2 SEA RANCHES 0.3926 Acres Subd: 21/94 SEA RANCHES SEC 2 (R)	LAND VALUE: 100 BUILDING VALUE: 0 OBXF VALUE: 0 APPRAISED VALUE: 100 DEFERRED VALUE: 0 ASSESSED VALUE: 100

NOTES	PERMIT INFORMATION	SALES INFORMATION																				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>Status</th> <th>Amount</th> <th>CO Date</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Date	Status	Amount	CO Date					<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>Price</th> <th>V/I</th> <th>S</th> <th>Book/Page</th> <th>Valid Code</th> </tr> </thead> <tbody> <tr> <td>9/11/1989</td> <td>25,000</td> <td>V</td> <td></td> <td>934/438</td> <td>Y</td> </tr> </tbody> </table> <p style="text-align: right;">Ratio: 0%</p>	Date	Price	V/I	S	Book/Page	Valid Code	9/11/1989	25,000	V		934/438	Y
Date	Status	Amount	CO Date																			
Date	Price	V/I	S	Book/Page	Valid Code																	
9/11/1989	25,000	V		934/438	Y																	

LAND DATA - MARKET VALUE									
L#	CODE	DESCRIPTION	SIZE	TYPE	BASE RATE	ADJ	ADJUSTMENT CODE	ADJUSTED UNIT PRICE	VALUE
1	81	WATERFRONT OCEAN	0.39260	G	100			100	100
Total Market Land			0.39260						100

OUTBUILDING DATA												
CODE	DESC	AYB	EYB	GRADE	UNITS	LENGTH	WIDTH	AREA	RATE	% GOOD	% CMPLT	VALUE

BUILDING DESCRIPTION

MODEL:
 STORY HEIGHT:
 STYLE:
 CLASS:
 EXTERIOR WALL:
 ACTUAL YR BLT:
 EFFECTIVE YR BLT:
 YR REMODELED:
 HEATING FUEL TYPE:
 HEATING SYSTEM:
 TOTAL ROOMS:
 BEDROOMS:
 BATHROOMS:
 HALF BATHROOMS:
 ADDTL FIXTURES:
 FIREPLACE:
 UNFINISHED AREA:
 FINSHD BSMNT AREA:
 FLOOR:
 FOUNDATION:
 INTERIOR WALL:
 ROOFING TYPE:
 ROOFING MATERIAL:
 GRADE C&D:
 CONDITION:

BUILDING SKETCH

BUILDING COMPUTATION

NEIGHBORHOOD FACTOR:
 REPLACEMENT COST NEW:
 PHYSICAL DEPRECIATION:
 REPLACEMENT COST NEW LESS DEPR:
 PERCENT COMPLETE:
 FUNCTIONAL OBSOLESCENCE:
 ECONOMIC OBSOLESCENCE:
 HEATED AREA:
 TOTAL AREA:
 VALUE PER SQUARE FOOT HEATED:
 VALUE PER SQUARE FOOT TOTAL:

BUILDING SECTIONS

L#	LL	1ST	2ND	3RD	DESCRIPTION	AREA	VALUE(RCN)	ACTUAL YEAR BUILT	EFFECTIVE YEAR BUILT	GRADE	CDU	% GOOD	% COMPLETE	VALUE

Parcel ID	Map Number
032830	779C-11

Owner Name	Owner Mailing Address
BROOKWOOD BAPTIST CHURCH	903 HENDERSON DR JACKSONVILLE, NC 28540-7421



General Information

Acres	0.00	Property Description	L11 S2 SEA RANCHES
Physical Address	NEW RIVER INLET RD	Subdivision	SEA RANCHES SEC 2 (R)
Neighborhood Code	3053	City Limit	NORTH TOPSAIL BEACH
Plat Book & Page	21-94	NC PIN	428820805941
Township	STUMP SOUND	Improvement Code	R
Building Value	\$0.00	Land Value	\$100.00
Assessed Value	\$100.00	Total Taxed Value	\$100.00
Heated Square Feet	0.00	Year Built	0
Number of Bedrooms	0		

Last Sale

Date	Price	Book	Page
11-SEP-89	\$25,000.00	934	438



Onslow County
Geographical Information
Services-GIS
234 NW Corridor Blvd.
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PARCEL: 032830
 BROOKWOOD BAPTIST CHURCH
 903 HENDERSON DR
 JACKSONVILLE, NC 28540-7421
 ACCOUNT NUMBER: 144197000

Onslow County, North Carolina

Tax Districts
 ONSLOW COUNTY, NORTH TOPSAIL BEACH

Routing Number:30530029
 Appraiser Area: TM
 Tax Year: 2024 Reval Year: 2022
 Visited By: on 11/18/2021
 Information Source: 11 - REVAL LAND

PARCEL INFORMATION	PROPERTY DESCRIPTION	VALUE SUMMARY (COST APPROACH)
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CODE	DESC	AYB	EYB	GRADE	UNITS	LENGTH	WIDTH	AREA	RATE	% GOOD	% CMPLT	VALUE

Parcel: 032830
 BROOKWOOD BAPTIST CHURCH

Onslow County, North Carolina

Tax Year: 2024
 Reval Year: 2022

BUILDING DESCRIPTION

BUILDING SKETCH

MODEL:
 STORY HEIGHT:
 STYLE:
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 VALUE PER SQUARE FOOT HEATED:
 VALUE PER SQUARE FOOT TOTAL:

BUILDING SECTIONS

L#	LL	1ST	2ND	3RD	DESCRIPTION	AREA	VALUE(RCN)	ACTUAL YEAR BUILT	EFFECTIVE YEAR BUILT	GRADE	CDU	% GOOD	% COMPLETE	VALUE