



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

**Wednesday, February 05, 2025, at 11:00 AM  
Town Hall - 2008 Loggerhead Court, North Topsail Beach, NC 28460  
(910) 328-1349 | [www.northtopsailbeachnc.gov](http://www.northtopsailbeachnc.gov)**

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

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

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

**Specific Action Requested: Mayor Pro Tem 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. Coastal Engineer Monthly Report (Fran Way)

**VIII. CONSENT AGENDA**

- A. Approval of Minutes  
January 8, 2025
- B. Department Head Reports
  - 1. Finance Department
  - 2. Fire Department
  - 3. Inspections Department
  - 4. Planning Department
  - 5. Police Department

- C. BA 2025-25.13 General Fund 10 transfer out \$2,000,000 to Beach Maintenance Capital Project Fund 31
- D. BA 2025-25.14 Shoreline Protection Fund 12 - transfer out \$4,000,000 to Beach Maintenance Capital Project Fund 31
- E. BA 2025-25.15 Beach Maintenance Capital Project Fund 31 transfer in \$6,000,000 from Fund 10 and Fund 30
- F. BA 2025-25.16 Capital Improvement Fund 12 Transfer out \$1,000,000 to Fire Station #2 Fund 50
- G. Phase 4 Beach Project - ST Wooten Change Orders
- H. Purchasing Policy Revision
- I. Fire Station No. 2 - Brawley Change Orders
- J. Committee Reports
  1. Planning Board & PPI Committee
  2. Board of Adjustment
  3. TISPC <https://tispc.org/minutes/>

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

## **IX. NEW BUSINESS**

- A. NCBIWA 2025-2026 Legislative Goals (Mayor Pro Tem Leonard)

**Specific Action Requested: Mayor Pro Tem may request a motion to support the NCBIWA 2025-2026 Legislative Goals**

- B. NCBIWA Beach and Inlet Management Plan (Mayor Pro Tem Leonard)

**Specific Action Requested: Mayor Pro Tem may request a motion to approve Resolution 2025-02 to support NCBIWA Beach and Inlet Management Plan funding.**

- C. Topsail Island Shoreline Protection 2025 Advocate Goals (Alderman Benson)

- D. Beach, Inlet, Sound Advisory Committee Vacancies (4) and Applications (Mayor Pro Tem Leonard)

Applications for consideration: D. Mike Benson, James Smith, Ian Gerdes, Larry Strother, Hanna McCloud, Stephen Newbern, Charles Walker, Jacob Smith, Phil Fowler.

- E. Planning Board Vacancy (1 Member) and Applications (Mayor Pro Tem Leonard)

Applications for consideration: James Smith, Brenda Morse, Keith Wilkerson, Charles Walker, Kimberly Sailer, Grey Chapman, Jason Stahr, Christy Barefoot, William O'Donnell, Cleta Jan Bellamy-Genee, Michael Torto

- F. Consideration of Resolution 2025-03 local legislation to exempt Town from provisions of Part III, Subpart III-K of SB 382 and to restore the original provisions of N.C.G.S. 160D-601(d) (Attorney Ferguson)

**Specific Action Requested: Mayor Pro Tem may ask for a motion to adopt Resolution 2025-03 local legislation to exempt Town from provisions of Part III, Subpart III-K of Senate Bill 382**

**X. 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.

**XI. ATTORNEY'S REPORT**

**XII. MAYOR'S REPORT**

**XIII. ALDERMAN'S REPORT**

**XIV. CLOSED SESSION**

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

(3) Consultation with attorney

(6) Personnel

**XV. CONTINUING BUSINESS**

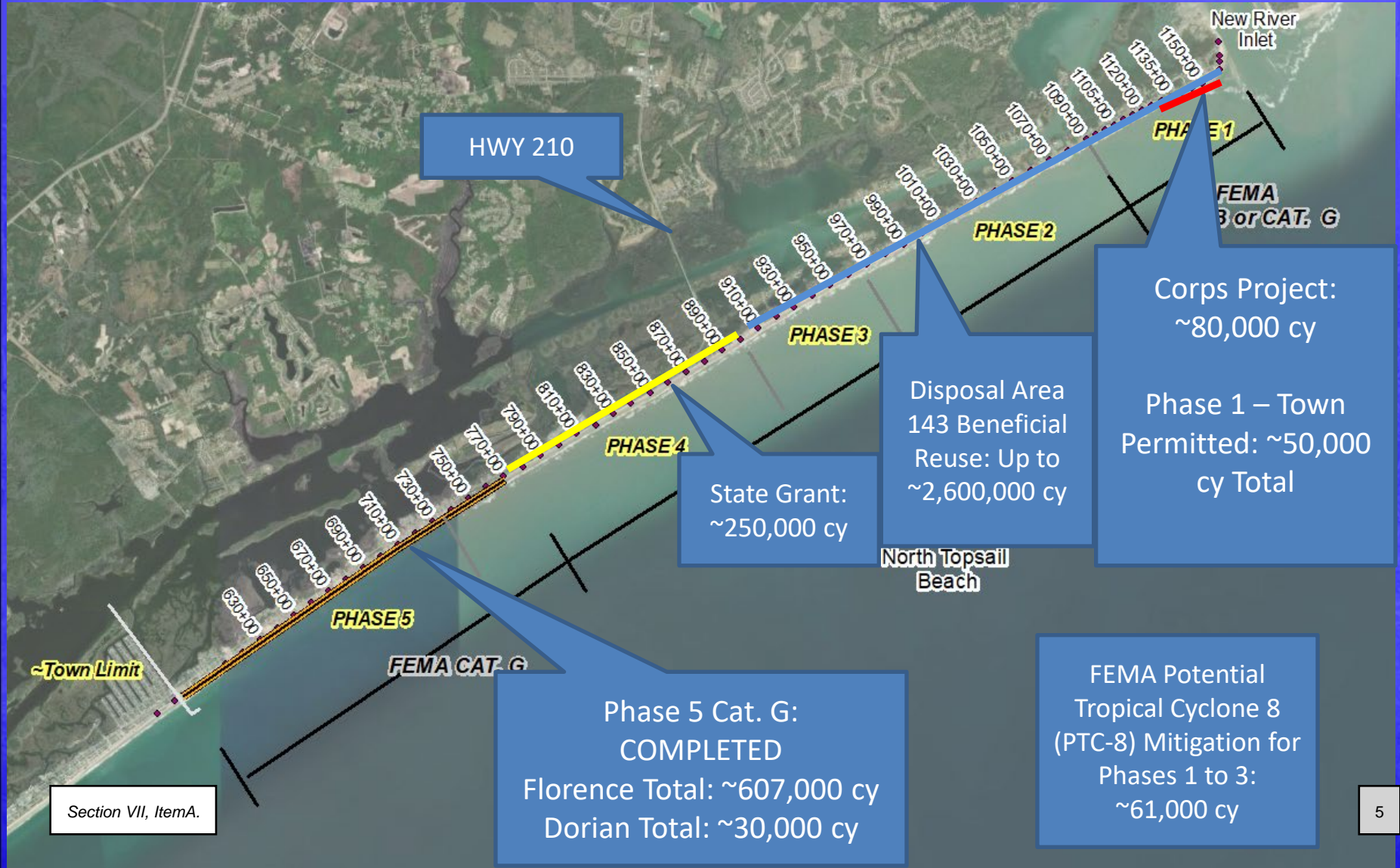
A. Agreement - GWI Tax and Accounting for professional outsourced accounting services

**XVI. ADJOURNMENT**



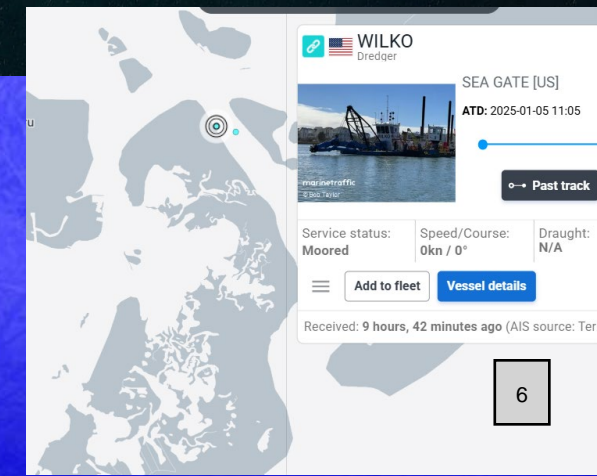
# Recent and Upcoming Projects Overview

## State Grant, Beneficial Reuse, FEMA, Corps Projects



# USACE Navigation Dredging and Placement Corps Project Awarded to Southwinds:

Dredge on site January 24.  
Pumping slated to begin  
January 28

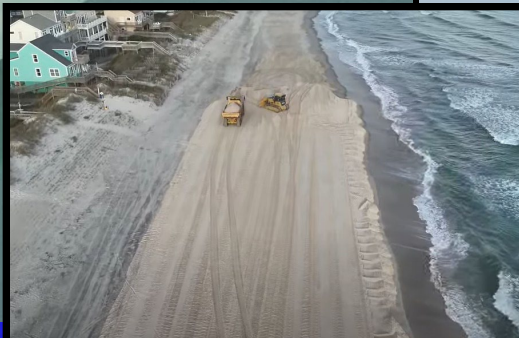
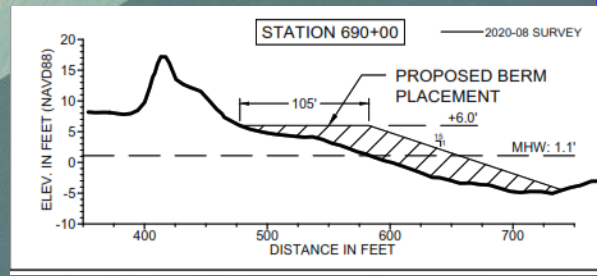
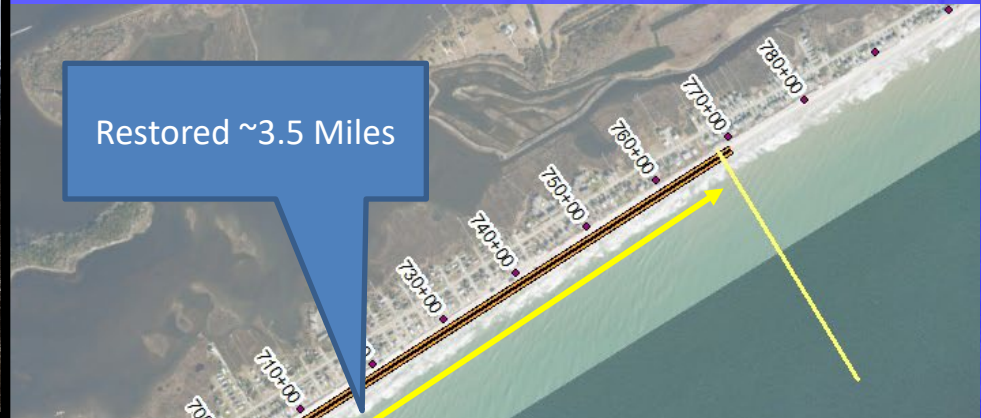


Section VII, Item A.

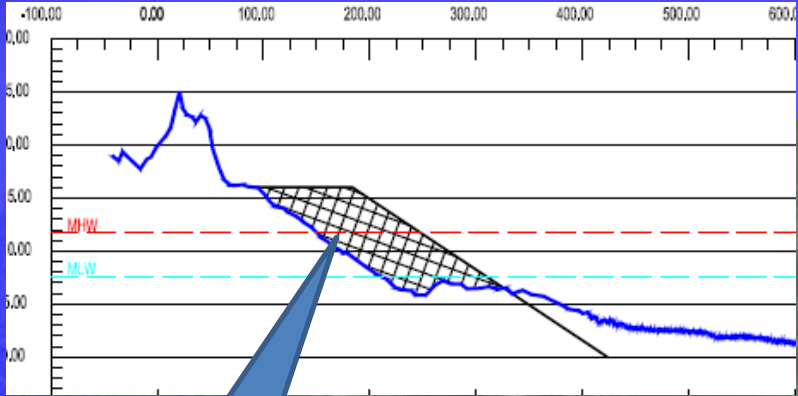
Estimated Yardage : 80,000 cy

begins at 2334 New River Inlet Road and Works South

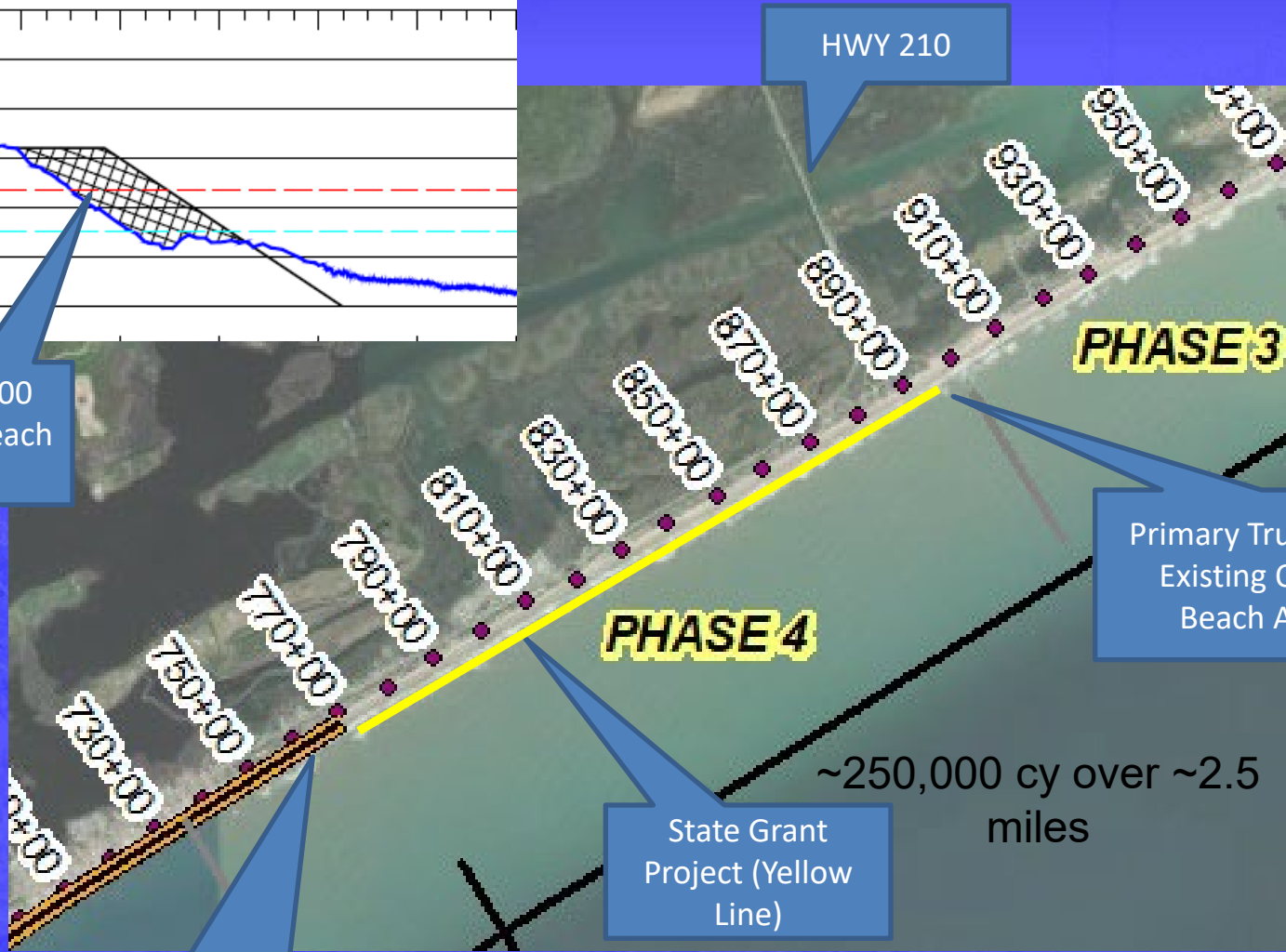
# COMPLETED FEMA Mitigation Nourishment in Phase 5 (and some Phase 4) Beach (not Dune) Nourishment. ~3.5 Miles of Restored Beach. Held up well to PTC-8 and other recent storms.



# Successful State Grant in Phase 4. Beach (and some Dune) Nourishment



~80 to 100 Feet of Beach Width



State Grant Project (Yellow Line)

Primary Truck Access at Existing Opening at Beach Access 33

Secondary Truck Access at Existing Opening at 2<sup>nd</sup> Avenue

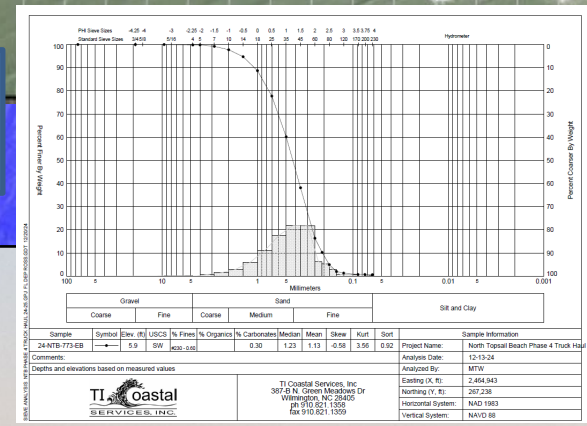
Section VII, Item A.



# Phase 4 Nourishment



~55,000 cy Placed



Section VII, Item A.

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

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



# Potential Tropical Cyclone (PTC) 8

## DECLARED OCTOBER 19, 2024

### SUMMARY

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

### DESIGNATIONS AND TYPES OF ASSISTANCE:

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

Not Requested.

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

Brunswick, Carteret, New Hanover, and Onslow Counties.

## Dune losses for Phases 1,2,3 & 4

## Public Assistance

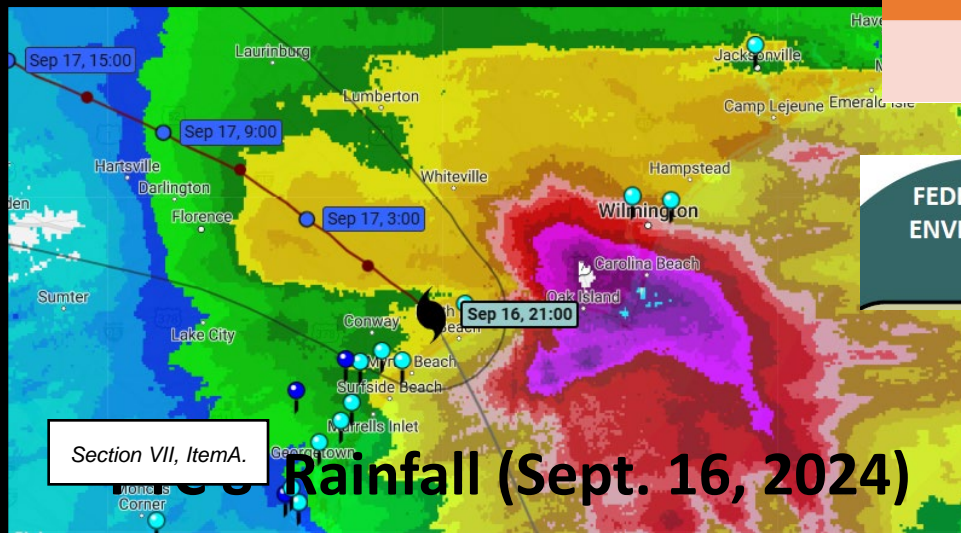
APPLICANT BRIEFING  
 Potential Tropical Cyclone Eight 2024

### Public Assistance (PA)

Provides grants to eligible state, local governments, EBCL and eligible private non-profits ("Applicants") to assist with the cost of responding to and recovering from disasters

Governing Laws, Regulations, and Policies

Stafford Act	44 CFR	2 CFR	PA Program & Policy Guide (PAPPG)
Law	Program Regulations	Procurement Requirements	Policy



FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)  
 ENVIRONMENTAL PLANNING AND HISTORIC PRESERVATION (EHP) GREENSHEET FOR DR-4837-NC

# Potential Tropical Cyclone (PTC) 8

## Dune Losses

	Shoreline Length (miles)	Net loss (CY)	Gross Loss (CY)
PHASE 1	1.5	14,641	15,629
PHASE 2	2.3	22,068	33,710
PHASE 3	1.3	7,414	7,697
PHASE 4	3.2	16,956	26,274
<b>TOTALS</b>		<b>61,079</b>	<b>83,310</b>

Net Losses ≈ 61,000 cy

## Dune Losses



# Town Beach Projects Updates

- Phase 1 – Corps AIWW Project this winter (~80,000 cy estimated, Southwinds Dredging).
- New River Inlet Management Master Plan EIS: Final Sections of Draft EIS under development.
- State Grant Nourishment - ~250,000 cy in Phase 4 has begun
- Post Tropical Cyclone Survey submitted to FEMA/NCEM for PTC 8. 61,000 cy to 88,000 cy potentially eligible. Focus on Phases 1,2 and 3. FEMA/NCEM coordination has begun. Costs, Dune Analysis, Bidding.
- Disposal Area 143 Beneficial Reuse for Nourishment of Phases 1,2,3 of between ~1.9 and ~2.6 million cubic yards - investigations ongoing , then permitting
- Working with NTB Finance Officer and DEC Associates regarding funding for FEMA and State funded projects
- Grant Coordination
- Permitting Coordination (all projects)



Board of Aldermen Regular Meeting  
Wednesday, January 8, 2025  
DRAFT MINUTES

The Town of North Topsail Beach Board of Aldermen held its regular meeting on January 8, 2025. A quorum of the board was present. Town Manager Derian and Attorney Payson were in attendance.

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

Board members absent: None

**CALL TO ORDER**

Mayor McDermon called the meeting to order at 11:00 am. Mayor McDermon asked for a moment of silence in recognition of the passing of former Mayor Martin. Alderman Benson gave the invocation. Mayor McDermon led in the Pledge of Allegiance.

**APPROVAL OF AGENDA**

Mayor McDermon asked if there were any changes to the agenda.

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

**MANAGER’S REPORT**

Manager Derian provided the following report to the Board.

*Beach Projects and Operations*

The Army Corps project will be conducting dredging of the Atlantic Intracoastal Waterway and channels to Jacksonville to place beach compatible material along the Phase 1 shoreline. They will be pumping approximately 88,000 cubic yards of sands around 2342 New River Inlet Road and work south approximately 2,000 to 4,000 feet. It is anticipated that the nourishment may extend down to around Porpoise Place as an estimate. This is an Army Corps structured and funded project and the Town has limited input into the project construction. Work is expected to begin February 1<sup>st</sup> or earlier. The dredge is currently at Core Creek north of Morehead City and will begin mobilizing today for New River Inlet which will be the next stop.

*Division of Coastal Management Beach assessment*

I reported at the last meeting that on November 20<sup>th</sup>, DCM and staff met on the beach to review properties near Porpoise Place up to and including the Reef to look at the decks and compromised pools in that area. DCM declined to initiate letters so staff worked with DCM on the letters that went to the affected property owners outlining some of the temporary solutions along with the notice of violation and orders to abate. Some owners have complied at this point

and have received permits or are in the process of obtaining those permits. Staff continues to follow up as necessary.

#### *Phase 4 project*

The contractors started work as scheduled on December 9<sup>th</sup> starting at the south end of Phase 4 which is around 3686 Island Drive and will work approximately 8,000 feet until May 1, 2025, and place approximately 160,000 cubic yards of sand. Trucks are accessing the beach through the 2nd Avenue access which is beach access # 28 with the address being 518 Topsail Road. They are still using that access at this point in time. This is our crossover and is the crossover that has been used in past projects. The project announcement was published along with a notice that they did pause operations for the holidays and they resumed this week on January 6<sup>th</sup>.

#### *Potential Cyclone # 8 dune project*

The funding agreement was uploaded, and I had the explanatory call with FEMA on December 13<sup>th</sup>. The recovery scoping meeting is scheduled for this Friday, January 10<sup>th</sup> where we will meet in person throughout the morning. Next step I see is they will make the decision to obligate funds. I will have more on that at the next meeting. Once funds are obligated and I am sure they are obligated, then we can issue the project announcement.

#### *Fire Station No. 2*

Owner, architect, contractor meetings continue on a bi-weekly basis and work is still progressing. I have requested an updated schedule of progress and received it this week from the architects. I had a call with them and requested it be reviewed to determine where they can make up some time. Some time was lost in the early process with the elevator pit. We will meet on this more next week. They estimate completion in September. Plumbing rough-ins have been completed at the ground level. Earth compacting has been in progress and the concrete slab will be poured this month in January. There are multiple elevations because of the flood plains so they are compacting at each of the elevations required. There are three different elevations for the lower level alone. Steel will be erected next in February.

#### *Holiday Season*

Grinding of the Greens – residents may still recycle their Christmas trees. They can be dropped off, undecorated, at the Jeffries lot at 316 New River Inlet Road until January 13<sup>th</sup>. Free mulch will be available after January 16<sup>th</sup>.

OPEN FORUM – No one signed up to speak.

### PUBLIC PRESENTATIONS AND HEARINGS

#### A. Onslow United Transit System

Executive Director Ferucci presented an update on the Transit System stating they provide services to passengers needing transportation to medical appointments, work, daycare, shopping, social and recreation activities and in fiscal year 2024, they provided 65,572 rides.

## B. Onslow County Year End Report

Assistant County Manager Kari Sanders presented a year end report stating accomplishments for fiscal year 2025 were development of vision and mission statements and a strategic plan, alternatives for the EMS system, expansion of the Phase 5 landfill, increased DSS office capacity, expanded the Emergency Operations Center and completion of a multi-purpose building renovation project.

C. Legislative hearing regarding amendments to the Flood Damage Prevention Ordinance and conforming changes for the same to address development within the Areas of Environmental Concern (ACE) setback

Motion – Alderman Pletl made a motion to open the hearing; seconded by Mayor Pro Tem Leonard; unanimously approved.

Planning Director Hill explained that the Board of Aldermen directed the Planning Board provide changes to the ordinances to address development within the CAMA setback for environmental concerns, beach erosion, and public health and safety. The Planning Board met December 12, 2024, and voted to recommend the Board adopt amendments to the Unified Development Ordinance in Articles 4 (Use Regulations) and 7 (Flood Prevention) as well as the CAMA Land Use Plan to address concerns. She reviewed the proposed amendments:

- The amendment to Article 4 states ‘swimming pools may be permitted landward of the ocean hazard setback for development as determined by the DCM in 15A NCAC 07H.0306.’
- The amendment to Article 7 states ‘All new development and accessories shall be located landward of the ocean hazard setback for development as determined by the DCM in 15A NCAC 07H.0306 and comply with the exception of unenclosed, uninhabitable gazebos with a footprint of 200 square feet or less; uninhabitable, single-story sheds with a foundation or floor consisting of wood, clay, packed sand or gravel and a footprint of 200 square feet or less and prohibition of swimming pools within the ocean hazard setback.’
- Amendments to the CAMA Land Use Plan states ‘allowed development within the defined areas of environmental concern is consistent with the Unified Development Ordinance and 15A NCAC 7H use standards and prohibits unenclosed, uninhabitable gazebos with a footprint of 200 square feet or less; uninhabitable, single-story sheds with a foundation or floor consisting of wood, clay, packed sand or gravel and a footprint of 200 square feet or less and swimming pools within the ocean hazard setback.’

Engineer Chris Gibson stated he is the consulting engineer for the Town. The setback varies but is mostly a 60 foot buffer to protect development. When things are put into the setback, it removes the buffer. If you build all the way to the line with perhaps a shed or gazebo, you can



expect that shed to end up in someone else's yard after a storm. Fiberglass pools will float, even filled with water. He said it is not a good idea to be allowing these structures in the buffer.

Public Comments:

- John Jongerius, 134 Oceanview Lane, read a letter on behalf of the Homeowner's Association President for Ocean Sound Village which expressed concern that this item was a last minute addition for the Planning Board with no notice to the public; stated the Board of Aldermen agenda had this item buried under a non-descriptive item with no indication of the scope or intent without appropriate input from owners, real estate brokers and other interested parties; asserted the lack of transparency provides an additional basis for legal challenges and major interference with ownership rights; stated the proposed ordinance will have adverse affect on property values; agreed beaches and dunes need to be augmented and protected; and the HOA strongly disagrees with the approach contained in the proposed ordinance.
- Carol Irvine, 134 Oceanview Lane, stated the problem she sees is with a new State of North Carolina law about down zoning and she believes the Town's ordinance is going to go against the state law and open the Town to lawsuits. The new law requires municipalities to get written authorization from each landowner impacted. It applies to zoning density and reduction of permitted uses. She said this will also devalue oceanfront properties. She never would have moved to North Topsail Beach if she could not have built an oceanfront pool. She is a pro-dune person. The simple solution is to use concrete pools, not vinyl, if you are worried about things floating away. She recommended the Board table this or kill it until they have legal interpretation.
- Anthony Ricciardi, 748 New River Inlet Road, asked when this would go into effect, and how it would affect those that already have permits and those that just bought houses.

Motion – Alderman Grant motioned to close the hearing; seconded by Alderman Olszewski; unanimously approved.

Motion – Alderman Grant made a motion to approve the language set forth and provided (amendments to Article 7 (Flood Damage Protection), and Article 4 (Use Regulations), and the CAMA Land Use Plan regarding development in the AEC setback); seconded by Alderman Pletl;

Discussion

Alderman Grant stated this has been discussed for 2 years and is in the Planning Board and Board of Aldermen minutes about what this is doing to the beach. To say that this snuck up on you is to say you were not paying attention. The Town plans to spend hundreds of millions of dollars over the next 20 years on the beach. It is hard for him to vote to spend this money if we are not protecting the dunes. Topsail Beach is much more restrictive than what we are doing. According to the beach engineer, if we do not protect the landward side then we are undermining

the money going to the beach. By definition, the ocean hazard setback term tells you we should not be putting a lot of things in that area. This is not to keep people from building pools. In a 60 foot setback, 30 feet is a dune that cannot be built on, and a 5 foot buffer. We are talking about stepping things back 20 feet to protect that area. Losing the beach and dunes is going to affect the value of the property a lot more than having a pool. CAMA does not let houses be built in these areas, but they do let other things. The vegetation line does not protect the Town enough.

Alderman Olszewski stated we have to do what is fiscally responsible and what is for the greater good. She believes protecting these setback areas is the responsible thing to do.

Mayor Pro Tem Leonard stated he concurs with remarks made by both Aldermen Olszewski and Grant. We have to look at the big picture which is restoring and preserving our shoreline. If we are going to spend tons of money to buy sand we have to make sure we do everything possible to make sure it remains in place. Putting pools or any structures here that create a breach point and remove the established buffer in the setback is bad business. Please look at the bigger picture than what is just in front of your house.

Alderman Benson concurred with his colleagues. He said erosion can occur overnight. We have to think about protecting our dune system and keeping that ocean hazard setback area as what it was intended for which is a buffer zone from man-made structures.

Alderman Pletl also agreed with her fellow Board members. This has been in the works and talked about since April of 2022. This is not about banning pools, but about protecting our ocean setback area, our dune lines and the environment as well as people's property and our natural resources. Once something is done to compromise a dune, it compromises the dunes in other areas as well.

Roll Call Vote

Alderman Grant	aye
Alderman Olszewski	aye
Mayor Pro Tem Leonard	aye
Alderman Benson	aye
Alderman Pletl	aye

The motion to approve the language set forth and provided (amendments to Article 7 (Flood Damage Protection), and Article 4 (Use Regulations), and the CAMA Land Use Plan regarding development in the AEC setback) passed by a unanimous vote.

D. Coastal Engineer Monthly Report

Engineer Way provided the update with the following highlights:

- Phase I – Corps AIWW Project is this winter with an estimated 88,000 cubic yards of material done by Southwinds Dredging. Expected to begin in February.
- New River Inlet Management Master Plan Environmental Impact Study (EIS) final sections of the draft are underway.
- State Grant nourishment of approximately 250,000 cubic yards in Phase 4 has begun.
- Post tropical storm survey submitted to FEMA/NCEM for PTC # 8 is eligible for potentially 61,000 to 88,000 cubic yards. It focuses on Phases 1, 2, and 3.
- Disposal area 143 beneficial reuse for nourishment of Phases 1, 2 and 3 of between 1.9 and 2.6 million cubic yards project investigation is ongoing.

## CONSENT AGENDA

Consent agenda items include:

- Board of Aldermen December 4, 2024, minutes
- Resolution R2025-01 Policy Prohibiting Viewing Pornography on Town Networks and Devices

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

## CONTINUING BUSINESS

### A. Police Department Fixed Asset Disposal

Motion – Alderman Pletl made a motion for the sale of weapons outlined in Chief Younginer’s memo and that sale made giving first refusal to Town of North Topsail Beach Police Officers. Any weapons not purchased by the officers will be sold to the highest bidder; seconded by Mayor Pro Tem Leonard; unanimously approved.

### B. North Carolina Department of Transportation (NCDOT) Letter of Intent to repeal the speed limit 45 Ordinance No. 1033725 for the 3.92-mile section of SR 1568 (New River Inlet Road

Attorney Payson explained there are a number of options before the Board understanding that the the controlling statute is North Carolina General Statute 20-141(f). The Board may take no action. Should the Board wish to lower the speed limit themselves the statute is clear that NCDOT concurrence would be required. We do not believe from reviewing the statute that it appears that NCDOT can act unilaterally in this case.

Mayor McDermon asked if there was a motion and a second for discussion. Hearing non, she stated she understands the desire of the Board is to take no action.

## OPEN FORUM

- Bob Gherkins, 142 Oceanview Lane, stated he was the president of the Ocean Sound Village Association. He said he was offended that some thought we were selfish because we opposed their view. Ocean Sound Village has always been more restrictive on where houses are with respect to the setback from what CAMA and the Town had permitted. We have been more conservative on the site of the crossovers which we believe is more responsible for dune damage. He requested transparency on where the Town is getting legal advice in relation to the new down zoning law. He requested to know when the Phase 4 project will be completed.
- Rusty Walker, 115 Seagull Lane, said the north end of the island is challenged for beach access. This is the widest part of the island with the densest population. There needs to be 2, if not 3 additional accesses north of St. Regis. Not for parking but walk-on access to the beach.
- Susanne Vann, 1921 New River Inlet Road, requested a status on crosswalks at Osprey, Villa, and the Town's crosswalk for safety.
- Jeff Meyer, 2224 New River Inlet Road, requested a statue update on the temporary retention structure and the CBRA issue.

ATTORNEY REPORT – Attorney Payson had no report and suggested the Board, by motion, give direction and instruction to the Planning Board about some of the issues and comments raised today with the new ordinance.

MAYOR REPORT– Mayor McDermon thanked the staff for their work.

### ALDERMEN REPORTS:

Alderman Pletl apologized to the Oceanview residents stating it was not their intention to insult anyone or to imply that anyone was being selfish. She thanked the Manager and staff for their hard work.

Alderman Benson thanked everyone for attending the meeting.

Mayor Pro Tem Leonard said the one CBRA bill that was an administrative and map correction taking Barton Bay out of the CBRA was approved by the Congress and the Senate. The CBRA bill itself did not advance to the House floor prior to the conclusion of the last session. We are not done, we will fine tune what we have and begin again.

Alderman Olszewski thanked Onslow County employees for coming and speaking with us. She would like links on the Town's website for the OUTS program to help with the communication efforts to the citizens. She looks forward to seeing citizens at the meetings and volunteering to serve on the Town's committees.

Alderman Grant thanked everyone for attending.

CLOSED SESSION

Motion – Alderman Grant motioned to go into Closed Session as per NCGS 143.318.11(a)(3) to consult with the attorney; seconded by Alderman Olszewski; unanimously approved.

Motion – Mayor Pro Tem Leonard motioned to return to open session; seconded by Alderman Olszewski; unanimously approved.

Mayor McDermon stated no decisions were made during Closed Session.

ADJOURNMENT

Motion – Mayor Pro Tem Leonard motioned to adjourn; seconded by Alderman Benson; unanimously approved.

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Joann McDermon, Mayor



**BOARD OF ALDERMEN  
MEMORANDUM**

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**TO:** MAYOR MCDERMON AND ALDERMEN  
**FROM:** Kim Weaver, Deputy Finance Officer  
**SUBJECT:** Monthly Financial Report  
**DATE:** January 24, 2025

The following events occurred to date during January 2025 in the Finance Department:

- A Budget to Actual report is contained in this month's packet. A separate Budget to Actual report is provided for Fund 31 and Fund 50.
- In December the Town collected \$115,344. in interest with the North Carolina Capital Management Trust account.
- We received \$9082.61 in paid parking revenues for the month of December 2024. For comparison, in December of 2023 we collected \$2475.08

For property taxes this month, we have received \$884850.

- from Onslow County.

We received \$ 7592.22 in Motor Vehicle taxes for the month of December.

-

- *In January, we collected \$71157.14  
for Occupancy Taxes from short-term rentals during the month of  
December. For revenue comparisons, last year during the same period we  
collected \$ 64939.94*

- *This month, we have processed approximately \$103,900.*
- *in accounts payable.*

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

Respectfully submitted,

*Kim Weaver*

Kim Weaver  
Deputy Finance Officer

## Budget vs Actual

NORTH TOPSAIL BEACH  
1/24/2025 1:44:48 PM

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Period Ending 1/24/2025

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
<b>Revenues</b>							
10-301-00 AD VALOREM TAX - Current Year	4,162,197	0.00	30,378.65	3,104,512.25	(1,057,684.75)	75%	
10-301-01 AD VALOREM TAX - Prior Years	45,000	0.00	54.23	20,601.94	(24,398.06)	46%	
10-301-02 AD VALOREM TAX - MOTV	80,000	0.00	0.00	44,093.07	(35,906.93)	55%	
10-317-00 AD VALOREM TAX Penalties	3,000	0.00	49.22	871.46	(2,128.54)	29%	
10-317-01 COUNTY GRANT FUNDING	0	0.00	0.00	0.00	0.00		
10-325-00 PRIVILEGE LICENSES	0	0.00	0.00	0.00	0.00		
10-329-00 INTEREST	200,000	0.00	594.38	289,939.16	89,939.16	145%	
10-330-00 LOAN PROCEEDS	0	0.00	0.00	0.00	0.00		
10-330-01 P&L INSURANCE PROCEEDS	0	0.00	0.00	0.00	0.00		
10-335-00 MISCELLANEOUS	5,000	0.00	0.00	261.19	(4,738.81)	5%	
10-335-01 MEETING ROOM	0	0.00	0.00	0.00	0.00		
10-335-03 STATE REIMBURSEMENTS	0	0.00	0.00	0.00	0.00		
10-336-03 SEA OATS COST SHARE PROGRAM	0	0.00	0.00	0.00	0.00		
10-336-06 TOWN DONATIONS	0	0.00	0.00	0.00	0.00		
10-336-07 SALE OF TOWN MERCHANDISE	5,000	0.00	0.00	5,464.75	464.75	109%	
10-336-08 NTB HOLIDAY DONATIONS	0	0.00	0.00	0.00	0.00		
10-337-00 UTILITIES FRANCHISE TAX	330,000	0.00	0.00	163,594.47	(166,405.53)	50%	
10-341-00 BEER & WINE TAX	3,400	0.00	0.00	30.00	(3,370.00)	1%	
10-343-00 POWELL BILL ALLOCATIONS	35,000	0.00	0.00	21,277.86	(13,722.14)	61%	
10-345-00 LOCAL OPTION SALES TAX	2,166,997	0.00	0.00	831,223.39	(1,335,773.61)	38%	
10-345-01 SALES & USE TAX RETURN	0	0.00	0.00	392.14	392.14		
10-347-02 SOLID WASTE DISP TAX	750	0.00	0.00	0.00	(750.00)		
10-350-00 RECREATION -RENTAL FEES	2,000	0.00	0.00	1,577.60	(422.40)	79%	
10-350-01 PAID PARKING REVENUE	112,125	0.00	2,270.65	72,340.15	(39,784.85)	65%	
10-351-01 OFFICER CITATIONS, COURT & FINGERPRINTS	2,000	0.00	69.50	3,885.35	1,885.35	194%	
10-351-02 POLICE ESHARE ACCOUNT	0	0.00	0.00	0.00	0.00		



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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-351-03 BODY ARMOR REIMBURSEMENT	0	0.00	0.00	0.00	0.00	0.00	
10-352-01 FIRE INSPECTIONS & VIOLATION FEES	500	0.00	0.00	0.00	(500.00)		
10-352-02 CODE ENFORCEMENT FINES	3,000	0.00	0.00	2,150.00	(850.00)	72%	
10-352-03 PLANNING DEPT. FEES	0	0.00	0.00	0.00	0.00		
10-355-00 BUILDING PERMITS	85,000	0.00	2,167.00	43,011.22	(41,988.78)	51%	
10-355-01 MECHANICAL PERMITS	15,000	0.00	280.00	3,990.00	(11,010.00)	27%	
10-355-02 ELECTRICAL PERMITS	18,000	0.00	490.00	7,012.00	(10,988.00)	39%	
10-355-03 PLUMBING PERMITS	2,500	0.00	70.00	840.00	(1,660.00)	34%	
10-355-04 INSULATION PERMITS	500	0.00	0.00	0.00	(500.00)		
10-355-05 HOMEOWNERS RECOVERY FEE	300	0.00	(197.00)	(339.00)	(639.00)	-113%	
10-355-06 TECHNOLOGY FEE	7,500	0.00	167.85	2,865.39	(4,634.61)	38%	
10-355-07 REINSPECTION FEE/FINES	3,000	0.00	2,925.00	11,075.00	8,075.00	369%	
10-355-09 CCR FEES	1,000	0.00	25.00	1,415.00	415.00	142%	
10-357-08 PLANNING & ZONING FEES	28,000	0.00	1,875.00	12,675.00	(15,325.00)	45%	
10-359-00 REFUSE COLLECTION FEES	528,888	0.00	0.00	222,525.81	(306,362.19)	42%	
10-359-01 REFUSE COLLECT PRIOR YEAR	0	0.00	0.00	0.00	0.00		
10-359-50 VACANT LOT SWF	10,000	0.00	75.00	650.00	(9,350.00)	7%	
10-359-51 LOST CART REPLACEMENT	2,000	0.00	0.00	0.00	(2,000.00)		
10-359-52 ADD'L CART RECYCLING	2,500	0.00	0.00	480.00	(2,020.00)	19%	
10-367-01 SALES TAX REFUNDS	20,000	0.00	0.00	0.00	(20,000.00)		
10-368-00 OTHER STATE REVENUES	0	0.00	0.00	0.00	0.00		
10-368-01 GRASS MOWING REIMB	6,993	0.00	0.00	0.00	(6,993.00)		
10-368-02 GRANT FUNDS	0	0.00	0.00	12,275.08	12,275.08		
10-382-00 SALE OF LESO ASSETS	0	0.00	0.00	0.00	0.00		
10-383-00 SALE OF FIXED ASSETS	10,000	0.00	1,600.00	4,664.14	(5,335.86)	47%	
10-383-01 HURRICANE REIMBURSEMENT	0	0.00	0.00	0.00	0.00		
10-384-00 REIMBURSEMENT FROM F30	0	0.00	0.00	0.00	0.00		
10-399-00 APPROP. FUND BALANCE	53,402	0.00	0.00	0.00	(53,402.00)		

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**10 GENERAL FUND**

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
10-399-02 T/I OTHER FUNDS	0	0.00	0.00	0.00	0.00	
<b>Revenues Totals:</b>	7,950,552	0.00	42,894.48	4,885,354.42	(3,065,197.58)	61%

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
<b>Expenses</b>							
10-410-02 SALARIES	36,000	0.00	3,000.00	18,428.57	17,571.43	51%	
10-410-05 FICA (7.65%)	2,754	0.00	229.50	1,606.50	1,147.50	58%	
10-410-14 TRAVEL & TRAINING	2,000	0.00	0.00	0.00	2,000.00		
10-410-33 DEPARTMENTAL SUPPLIES	1,500	0.00	0.00	66.09	1,433.91	4%	
10-410-42 CHARTER CODES SERVICE	0	0.00	0.00	3,783.13	(3,783.13)		
10-410-43 AUDITOR FEES	15,500	0.00	0.00	13,350.00	2,150.00	86%	
10-410-45 TAX COLLECTION FEES	71,200	0.00	13,777.20	59,779.38	11,420.62	84%	
10-410-47 PROFESSIONAL SERVICES	185,000	0.00	8,827.38	45,916.89	139,083.11	25%	
10-410-50 DONATIONS OTHER AGENCIES	12,500	0.00	0.00	2,500.00	10,000.00	20%	
10-410-53 DUES & SUBSCRIPTIONS	2,750	0.00	0.00	2,127.00	623.00	77%	
10-410-57 MISCELLANEOUS	500	0.00	0.00	0.00	500.00		
10-410-58 TAX REFUNDS	1,000	0.00	0.00	302.99	697.01	30%	
10-410-95 BOARD STIPEND	3,600	0.00	0.00	900.00	2,700.00	25%	
GOVERNING BODY Totals:	334,304	0.00	25,834.08	148,760.55	185,543.45	44%	

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-420-02 SALARIES	488,000	0.00	11,807.60	185,558.38	302,441.62	38%	
10-420-05 FICA (7.65%)	37,332	0.00	901.93	15,182.87	22,149.13	41%	
10-420-06 GROUP INSURANCE	54,600	0.00	0.00	19,488.95	35,111.05	36%	
10-420-07 ORBIT RETIREMENT (12.23%)	66,905	0.00	1,618.82	26,711.97	40,193.03	40%	
10-420-08 401K (3%)	14,640	0.00	354.23	5,903.61	8,736.39	40%	
10-420-09 TOWN INSURANCE HRA	60,000	0.00	583.11	32,724.83	27,275.17	55%	
10-420-10 EMPLOYEE TRAINING	6,000	0.00	0.00	84.42	5,915.58	1%	
10-420-11 POSTAGE	2,500	0.00	0.00	341.53	2,158.47	14%	
10-420-12 MANAGER EXPENSE ACCT	1,000	0.00	0.00	304.20	695.80	30%	
10-420-13 TUITION REIMBURSEMENT	5,000	0.00	0.00	0.00	5,000.00		
10-420-15 BANK CHARGES	2,000	0.00	0.00	204.14	1,795.86	10%	
10-420-17 M & R VEHICLE	2,000	0.00	0.00	0.00	2,000.00		
10-420-18 CONSUMABLES	5,000	0.00	0.00	290.35	4,709.65	6%	
10-420-26 ADVERTISING	2,500	0.00	0.00	1,458.60	1,041.40	58%	
10-420-31 GAS, OIL & TIRES	2,200	0.00	0.00	1,139.43	1,060.57	52%	
10-420-32 OFFICE SUPPLIES	6,000	0.00	0.00	1,123.17	4,876.83	19%	
10-420-34 TOWN APPAREL & MERCH EXPENSE	6,000	0.00	1,624.00	5,705.74	294.26	95%	
10-420-45 CONTRACTED SERVICES	112,500	0.00	1,703.34	55,674.66	56,825.34	49%	
10-420-53 DUES & SUBSCRIPTIONS	20,000	0.00	0.00	3,325.00	16,675.00	17%	
10-420-57 MISCELLANEOUS	500	0.00	0.00	176.00	324.00	35%	
10-420-58 EMPLOYEE ENGAGEMENT	8,000	0.00	0.00	0.00	8,000.00		
10-420-74 CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00		
10-420-76 EQUIPMENT LEASE PAYMENTS	12,000	0.00	672.36	4,297.95	7,702.05	36%	
ADMINISTRATION Totals:	914,677	0.00	19,265.39	359,695.80	554,981.20	39%	

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### 10 GENERAL FUND

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

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-480-02 SALARIES	80,100	0.00	3,379.20	46,419.88	33,680.12	58%	
10-480-05 FICA (7.65%)	6,128	0.00	257.85	3,541.33	2,586.67	58%	
10-480-06 GROUP INSURANCE	9,450	0.00	0.00	4,418.54	5,031.46	47%	
10-480-07 ORBIT RETIREMENT (12.96%)	10,982	0.00	463.29	6,282.43	4,699.57	57%	
10-480-08 401K (3%)	2,403	0.00	101.38	1,388.08	1,014.92	58%	
10-480-10 EMPLOYEE TRAINING	2,000	0.00	0.00	175.00	1,825.00	9%	
10-480-16 M & R EQUIPMENT	6,000	0.00	0.00	2,247.34	3,752.66	37%	
10-480-33 DEPARTMENT SUPPLIES	3,000	0.00	0.00	554.54	2,445.46	18%	
10-480-53 DUES & SUBSCRIPTIONS	53,647	0.00	984.13	31,764.22	21,882.78	59%	
10-480-57 MISCELLANEOUS	500	0.00	0.00	69.76	430.24	14%	
10-480-74 CAPITAL OUTLAY	62,000	2,237.88	0.00	47,219.45	12,542.67	80%	
10-480-76 EQUIPMENT LEASE PAYMENTS (Computers)	0	0.00	0.00	0.00	0.00		
IT DEPARTMENT Totals:	236,210	2,237.88	5,185.85	144,080.57	89,891.55	62%	

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-490-02 SALARIES	165,100	0.00	3,905.28	55,760.36	109,339.64	34%	
10-490-03 PART-TIME SALARIES	0	0.00	0.00	0.00	0.00		
10-490-05 FICA (7.65%)	12,630	0.00	298.76	4,511.98	8,118.02	36%	
10-490-06 GROUP INSURANCE	18,900	0.00	0.00	4,443.41	14,456.59	24%	
10-490-07 ORBIT RETIREMENT (12.23%)	22,635	0.00	535.41	7,982.07	14,652.93	35%	
10-490-08 401K (3%)	4,953	0.00	117.16	1,752.89	3,200.11	35%	
10-490-10 EMPLOYEE TRAINING	3,000	0.00	0.00	0.00	3,000.00		
10-490-16 M & R EQUIPMENT	500	0.00	0.00	0.00	500.00		
10-490-17 M & R VEHICLES	1,000	0.00	0.00	0.00	1,000.00		
10-490-26 ADVERTISEMENT	0	0.00	0.00	0.00	0.00		
10-490-31 GAS, OIL, & TIRES	2,200	0.00	0.00	401.46	1,798.54	18%	
10-490-33 DEPARTMENTAL SUPPLIES	0	0.00	0.00	0.00	0.00		
10-490-45 CONTRACTED SERVICES	6,000	0.00	0.00	2,989.00	3,011.00	50%	
10-490-53 DUES & SUBSCRIPTIONS	1,650	0.00	0.00	50.00	1,600.00	3%	
10-490-57 MISCELLANEOUS	250	0.00	0.00	0.00	250.00		
10-490-58 CRS FLOOD ACTIVITY	1,400	0.00	0.00	298.99	1,101.01	21%	
10-490-74 CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00		
10-490-75 DEBT SERVICE	0	0.00	0.00	0.00	0.00		
10-490-76 TAXES & TITLES	0	0.00	0.00	0.00	0.00		
PLANNING/ZONING/CAMA Totals:	240,218	0.00	4,856.61	78,190.16	162,027.84	33%	

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-491-02 SALARIES	139,000	0.00	2,513.60	58,130.19	80,869.81	42%	
10-491-05 FICA (7.65%)	11,781	0.00	187.81	4,737.00	7,044.00	40%	
10-491-06 GROUP INSURANCE	18,900	0.00	0.00	8,445.43	10,454.57	45%	
10-491-07 ORBIT RETIREMENT (12.23%)	21,113	0.00	344.61	8,472.43	12,640.57	40%	
10-491-08 401K (3%)	4,620	0.00	75.41	1,877.81	2,742.19	41%	
10-491-10 EMPLOYEE TRAINING	4,500	0.00	0.00	452.36	4,047.64	10%	
10-491-16 M & R EQUIPMENT	0	0.00	0.00	0.00	0.00		
10-491-17 M & R VEHICLES	1,200	0.00	0.00	84.99	1,115.01	7%	
10-491-31 GAS, OIL & TIRES	3,300	0.00	0.00	922.87	2,377.13	28%	
10-491-33 DEPARTMENTAL SUPPLIES	0	0.00	0.00	0.00	0.00		
10-491-45 CONTRACTED SERVICES	25,000	0.00	1,520.00	13,597.00	11,403.00	54%	
10-491-53 DUES & SUBSCRIPTIONS	1,555	0.00	0.00	140.00	1,415.00	9%	
10-491-54 DEMOLITION	30,000	0.00	0.00	0.00	30,000.00		
10-491-57 MISCELLANEOUS	500	0.00	0.00	0.00	500.00		
10-491-74 CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00		
10-491-75 DEBT SERVICE	0	0.00	0.00	0.00	0.00		
10-491-76 LEASE PAYMENTS	0	0.00	0.00	0.00	0.00		
INSPECTIONS Totals:	261,469	0.00	4,641.43	96,860.08	164,608.92	37%	



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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-500-11 PHONES	32,000	0.00	1,832.16	17,411.96	14,588.04	54%	
10-500-13 UTILITIES	55,000	0.00	0.00	23,858.45	31,141.55	43%	
10-500-15 M & R BUILDINGS/GROUNDS	54,000	(25,000.00)	2,729.40	43,833.89	35,166.11	35%	
10-500-17 LANDSCAPING EXPENSE	32,971	0.00	2,460.52	21,104.26	11,866.74	64%	
10-500-33 BUILDING SUPPLIES	6,500	1,000.00	0.00	551.27	4,948.73	24%	
10-500-35 FURNITURE	85,000	0.00	0.00	931.70	84,068.30	1%	
10-500-43 CLEANING SERVICES	15,000	0.00	0.00	6,260.00	8,740.00	42%	
10-500-45 PEST CONTROL	2,500	0.00	0.00	1,096.00	1,404.00	44%	
10-500-46 BUILDING SECURITY	33,500	8,287.50	0.00	8,867.63	16,344.87	51%	
10-500-57 TOWN SIGN M & R	2,500	0.00	0.00	0.00	2,500.00		
10-500-58 WEB EOC SERVICE	1,500	0.00	0.00	1,125.00	375.00	75%	
10-500-74 CAPITAL OUTLAY	96,029	0.00	0.00	0.00	96,029.00		
10-500-76 LEASE PAYMENTS	24,000	0.00	0.00	24,000.00	0.00	100%	
10-500-80 STORM DAMAGE	0	0.00	0.00	0.00	0.00		
PUBLIC BLDGS Totals:	440,500	(15,712.50)	7,022.08	149,040.16	307,172.34	30%	

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-501-09 WORKER'S COMPENSATION	60,638	0.00	(2,548.24)	33,554.48	27,083.52	55%	
10-501-13 PROPERTY LIABILITY & BONDS	142,222	0.00	0.00	139,908.22	2,313.78	98%	
10-501-17 VFIS INSURANCE	24,806	0.00	0.00	23,571.00	1,235.00	95%	
10-501-53 CYBER INSURANCE	15,750	0.00	0.00	10,819.34	4,930.66	69%	
10-501-54 FLOOD INSURANCE	47,250	0.00	0.00	3,980.00	43,270.00	8%	
INSURANCE Totals:	290,666	0.00	(2,548.24)	211,833.04	78,832.96	73%	

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**10 GENERAL FUND**

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
10-509-02 PSA SALARY	15,905	0.00	636.14	9,517.63	6,387.37	60%
10-509-05 FICA (7.65%)	1,220	0.00	48.66	728.03	491.97	60%
PSA - RETIRED POLICE OFFICERS Totals:	17,125	0.00	684.80	10,245.66	6,879.34	60%

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-510-02 SALARIES	818,000	0.00	31,268.03	408,666.30	409,333.70	50%	
10-510-03 PART-TIME SALARIES	14,000	0.00	84.00	13,360.11	639.89	95%	
10-510-04 OVERTIME	37,000	0.00	944.32	17,401.93	19,598.07	47%	
10-510-05 FICA (7.65%)	67,626	0.00	2,458.04	35,581.68	32,044.32	53%	
10-510-06 GROUP INSURANCE	122,850	0.00	0.00	46,575.13	76,274.87	38%	
10-510-07 ORBIT RETIREMENT (13.04%)	122,500	0.00	4,532.75	65,129.72	57,370.28	53%	
10-510-08 401K (5%)	40,000	0.00	1,535.29	21,660.83	18,339.17	54%	
10-510-09 BEACH PATROL EXPENSE	15,000	0.00	0.00	5,075.20	9,924.80	34%	
10-510-10 EMPLOYEE TRAINING	10,100	(904.96)	0.00	10,549.78	455.18	95%	
10-510-16 M & R EQUIPMENT	3,500	0.00	0.00	488.00	3,012.00	14%	
10-510-17 M & R VEHICLES	10,000	0.00	40.00	1,761.65	8,238.35	18%	
10-510-31 GAS,OIL & TIRES	64,000	4,058.36	0.00	36,302.35	23,639.29	63%	
10-510-32 OFFICE SUPPLIES	1,000	0.00	0.00	97.70	902.30	10%	
10-510-33 DEPARTMENTAL SUPPLIES	5,050	0.00	0.00	943.70	4,106.30	19%	
10-510-36 UNIFORMS	12,000	0.00	0.00	2,086.16	9,913.84	17%	
10-510-37 BALLISTIC VEST GRANT EXPENSE	9,395	0.00	0.00	4,838.39	4,556.61	51%	
10-510-47 PROFESSIONAL SERVICES	4,160	0.00	0.00	2,150.00	2,010.00	52%	
10-510-53 DUES & SUBSCRIPTIONS	24,000	0.00	0.00	7,371.00	16,629.00	31%	
10-510-57 K-9 EXPENSES	3,000	0.00	0.00	863.04	2,136.96	29%	
10-510-60 LESO PROGRAM	7,256	0.00	0.00	3,041.22	4,214.78	42%	
10-510-73 NON-CAPITAL OUTLAY	64,500	18,296.70	2,078.18	31,475.38	14,727.92	77%	
10-510-74 CAPITAL OUTLAY	62,000	2,242.59	0.00	56,571.78	3,185.63	95%	
10-510-75 DEBT SERVICE	0	0.00	0.00	0.00	0.00		
10-510-76 TAXES & TITLES	4,340	0.00	0.00	0.00	4,340.00		
10-510-77 LEASED/RENTED EQUIPMENT	0	0.00	0.00	0.00	0.00		
10-510-79 DEBT SERVICE INTEREST	0	0.00	0.00	0.00	0.00		
10-510-80 STORM DAMAGE	0	0.00	0.00	0.00	0.00		
<b>POLICE Totals:</b>	<b>1,521,277</b>	<b>23,692.69</b>	<b>42,940.61</b>	<b>771,991.05</b>	<b>725,593.26</b>	<b>52%</b>	

## Budget vs Actual

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-545-02 SALARIES	244,000	0.00	5,047.20	92,321.55	151,678.45	38%	
10-545-03 PART-TIME SALARIES	0	0.00	0.00	0.00	0.00		
10-545-04 OVERTIME	9,000	0.00	0.00	2,893.38	6,106.62	32%	
10-545-05 FICA (7.65%)	19,355	0.00	385.59	7,770.63	11,584.37	40%	
10-545-06 GROUP INSURANCE	46,725	0.00	0.00	15,099.93	31,625.07	32%	
10-545-07 ORBIT RETIREMENT (12.23%)	34,686	0.00	691.96	13,834.65	20,851.35	40%	
10-545-08 401K (3%)	7,590	0.00	151.42	3,034.46	4,555.54	40%	
10-545-14 EMPLOYEE TRAINING	7,500	0.00	0.00	0.00	7,500.00		
10-545-16 M & R EQUIPMENT	10,000	0.00	725.00	4,205.87	5,794.13	42%	
10-545-17 M & R VEHICLES	10,000	1,000.00	0.00	12,609.54	(3,609.54)	136%	
10-545-31 GAS, OIL & TIRES	22,000	0.00	0.00	9,396.63	12,603.37	43%	
10-545-32 OFFICE SUPPLIES	250	0.00	0.00	29.65	220.35	12%	
10-545-33 DEPARTMENTAL SUPPLIES & EQUIP	7,000	0.00	0.00	1,971.57	5,028.43	28%	
10-545-34 MOSQUITO CONTROL EXPENSE	3,000	0.00	0.00	100.00	2,900.00	3%	
10-545-36 UNIFORMS	2,500	0.00	0.00	595.48	1,904.52	24%	
10-545-37 RENTAL EQUIPMENT	6,000	662.02	0.00	2,914.42	2,423.56	60%	
10-545-53 DUES & SUBSCRIPTIONS	10,500	0.00	0.00	9,119.99	1,380.01	87%	
10-545-57 MISCELLANEOUS	0	0.00	0.00	0.00	0.00		
10-545-73 NON-CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00		
10-545-74 CAPITAL OUTLAY	30,000	0.00	0.00	0.00	30,000.00		
10-545-75 DEBT SERVICE	0	0.00	0.00	0.00	0.00		
10-545-76 TAXES & TITLES	2,100	0.00	0.00	0.00	2,100.00		
PUBLIC WORKS Totals:	472,206	1,662.02	7,001.17	175,897.75	294,646.23	38%	

## Budget vs Actual

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-560-13 STREET LIGHT EXPENSE	32,000	0.00	0.00	14,494.20	17,505.80	45%	
10-560-15 M & R PUBLIC PARKING	25,000	0.00	0.00	0.00	25,000.00		
10-560-16 M & R EQUIPMENT	2,500	0.00	0.00	0.00	2,500.00		
10-560-33 DEPARTMENTAL SUPPLIES	7,500	0.00	0.00	0.00	7,500.00		
10-560-34 STRIPING	2,000	0.00	0.00	0.00	2,000.00		
10-560-35 SIGNS	1,500	0.00	0.00	0.00	1,500.00		
10-560-43 TOWN ENTRANCE SIGNS	20,000	0.00	0.00	104.00	19,896.00	1%	
10-560-72 STORMWATER	20,000	0.00	0.00	0.00	20,000.00		
10-560-73 STREET PAVING & REPAIR	52,000	12,000.00	0.00	0.00	40,000.00	23%	
10-560-74 CAPITAL OUTLAY	150,000	0.00	0.00	7,525.26	142,474.74	5%	
10-560-75 DEBT SERVICE	0	0.00	0.00	0.00	0.00		
10-560-79 DEBT SERVICE INTEREST	0	0.00	0.00	0.00	0.00		
STREETS Totals:	312,500	12,000.00	0.00	22,123.46	278,376.54	11%	

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-580-45 SANITATION CONTRACTS	426,388	0.00	0.00	173,771.77	252,616.23	41%	
10-580-46 TIPPING FEES	72,500	0.00	0.00	42,187.98	30,312.02	58%	
10-580-47 RECYCLING	30,000	0.00	0.00	1,200.00	28,800.00	4%	
10-580-58 SOLID WASTE FEE REFUNDS	0	0.00	0.00	0.00	0.00		
SANITATION Totals:	528,888	0.00	0.00	217,159.75	311,728.25	41%	

## Budget vs Actual

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-620-12 SNOWFLAKES	12,000	212.68	0.00	12,708.68	(921.36)	108%	
10-620-14 PARK WELL	1,500	0.00	0.00	0.00	1,500.00		
10-620-15 PARK MAINTENANCE	42,674	12,799.35	3,000.00	22,264.80	7,609.85	82%	
10-620-17 PARK LANDSCAPING	15,000	800.00	0.00	64.67	14,135.33	6%	
10-620-18 M & R BIKE PATH	1,500	0.00	0.00	0.00	1,500.00		
10-620-19 M & R DOCK/BOARDWALK	200,000	0.00	0.00	7,682.24	192,317.76	4%	
10-620-27 SPECIAL EVENTS	10,000	0.00	0.00	5,416.19	4,583.81	54%	
10-620-33 PARK SUPPLIES	7,200	500.00	0.00	1,542.56	5,157.44	28%	
10-620-72 OCEAN CITY GRANT EXPENSE	0	0.00	0.00	0.00	0.00		
10-620-73 BIKE & PED GRANT EXPENSE	0	0.00	0.00	0.00	0.00		
10-620-74 CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00		
RECREATION Totals:	289,874	14,312.03	3,000.00	49,679.14	225,882.83	22%	



## Budget vs Actual

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-690-02 SALARIES	917,000	0.00	38,836.34	490,341.38	426,658.62	53%	
10-690-03 PART-TIME SALARIES	75,000	0.00	0.00	5,311.50	69,688.50	7%	
10-690-04 OVERTIME	40,000	0.00	0.00	29,011.39	10,988.61	73%	
10-690-05 FICA (7.65%)	78,948	0.00	2,903.90	41,366.97	37,581.03	52%	
10-690-06 GROUP INSURANCE	158,550	0.00	0.00	62,265.13	96,284.87	39%	
10-690-07 ORBIT RETIREMENT (12.23%)	131,205	0.00	5,324.47	73,882.23	57,322.77	56%	
10-690-08 401K (3%)	28,710	0.00	1,165.09	16,386.91	12,323.09	57%	
10-690-10 EMPLOYEE TRAINING	5,500	0.00	0.00	1,346.32	4,153.68	24%	
10-690-16 M & R EQUIPMENT	26,000	0.00	0.00	15,895.34	10,104.66	61%	
10-690-17 M & R VEHICLES	22,800	6,482.99	0.00	15,080.96	1,236.05	95%	
10-690-31 GAS, OIL & TIRES	25,000	0.00	0.00	11,485.14	13,514.86	46%	
10-690-32 OFFICE SUPPLIES	2,000	0.00	0.00	0.00	2,000.00		
10-690-33 DEPARTMENTAL SUPPLIES	36,000	0.00	0.00	8,566.08	27,433.92	24%	
10-690-34 FIRE FIGHTER PHYSICALS	6,000	0.00	0.00	0.00	6,000.00		
10-690-36 UNIFORMS	22,500	0.00	0.00	16,642.09	5,857.91	74%	
10-690-47 PROFESSIONAL SERVICES	4,000	0.00	0.00	2,269.40	1,730.60	57%	
10-690-53 DUES & SUBSCRIPTIONS	13,500	721.00	0.00	6,008.00	6,771.00	50%	
10-690-56 FEDERAL FIRE GRANT EXPENSE	0	0.00	0.00	0.00	0.00		
10-690-57 MISCELLANEOUS	300	0.00	0.00	240.82	59.18	80%	
10-690-73 COMMUNICATIONS EQUIP	6,000	0.00	0.00	0.00	6,000.00		
10-690-74 CAPITAL OUTLAY	160,000	0.00	0.00	56,570.00	103,430.00	35%	
10-690-75 DEBT SERVICE	0	0.00	0.00	0.00	0.00		
10-690-76 TAXES & TITLES	4,000	0.00	0.00	3,826.19	173.81	96%	
10-690-79 DEBT SERVICE INTEREST	0	0.00	0.00	0.00	0.00		
<b>FIRE DEPARTMENT Totals:</b>	<b>1,763,013</b>	<b>7,203.99</b>	<b>48,229.80</b>	<b>856,495.85</b>	<b>899,313.16</b>	<b>49%</b>	

## Budget vs Actual

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

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

## Budget vs Actual

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**10 GENERAL FUND**

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

## Budget vs Actual

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### 10 GENERAL FUND

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
10-999-01 CONTINGENCY	325,625	0.00	0.00	0.00	325,625.00	
CONTINGENCY Totals:	325,625	0.00	0.00	0.00	325,625.00	

## Budget vs Actual

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Expenses Totals:	7,950,552	45,396.11	166,113.58	3,292,139.32	4,613,016.57	42%
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## Budget vs Actual

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10 GENERAL FUND	Revenues Over/(Under) Expenses:	(123,219.10)	1,593,215.10
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## Budget vs Actual

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### 12 CAPITAL IMPROVEMENT FUND

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
<b>Revenues</b>						
12-301-00 AD VALOREM TAX (.07)	1,120,591	0.00	8,178.68	835,810.54	(284,780.46)	75%
12-301-03 ONSLOW COUNTY FIRE TAX	471,000	0.00	0.00	486,026.48	15,026.48	103%
12-330-00 LOAN PROCEEDS	0	0.00	0.00	0.00	0.00	
12-383-00 SALE OF FIXED ASSETS	0	0.00	0.00	0.00	0.00	
12-390-00 TRANSFER IN - FROM GENERAL FUND	0	0.00	0.00	0.00	0.00	
<b>Revenues Totals:</b>	<b>1,591,591</b>	<b>0.00</b>	<b>8,178.68</b>	<b>1,321,837.02</b>	<b>(269,753.98)</b>	<b>83%</b>



## Budget vs Actual

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### 12 CAPITAL IMPROVEMENT FUND

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
<b>Expenses</b>						
12-440-00 DEBT SERVICE	0	0.00	0.00	0.00	0.00	0.00
12-750-01 FIRE DEPARTMENT	0	0.00	0.00	0.00	0.00	0.00
12-750-02 FIRE TRUCK	160,084	0.00	0.00	0.00	160,084.00	
12-750-03 BIKE PATH PROJECT	0	0.00	0.00	0.00	0.00	0.00
12-750-04 PUBLIC WORKS BUILDING PROJECT	20,000	0.00	0.00	0.00	20,000.00	
12-750-11 FUTURE CAPITAL IMPROVEMENTS	827,112	0.00	0.00	9,793.45	817,318.55	1%
12-750-20 T/O CAP PROJ FUND	584,395	0.00	0.00	0.00	584,395.00	
12-998-02 T/O TO CAP PROJ FIRE STA 2	0	0.00	0.00	0.00	0.00	0.00
<b>Totals:</b>	<b>1,591,591</b>	<b>0.00</b>	<b>0.00</b>	<b>9,793.45</b>	<b>1,581,797.55</b>	<b>1%</b>

# Budget vs Actual

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Expenses Totals:	1,591,591	0.00	0.00	9,793.45	1,581,797.55	1%
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## Budget vs Actual

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12 CAPITAL IMPROVEMENT  
FUND

Revenues Over/(Under) Expenses:

8,178.68

1,312,043.57

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### 30 SHORELINE PROTECTION

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
<b>Revenues</b>						
30-301-00 ACCOMMODATION TAX	1,781,123	0.00	51,251.52	1,906,197.68	125,074.68	107%
30-301-01 Onslow County Contribution	0	0.00	0.00	0.00	0.00	
30-301-05 AD VALOREM TAX - Beach	1,600,845	0.00	11,680.23	1,193,648.01	(407,196.99)	75%
30-317-01 COUNTY GRANT FUNDING	150,000	0.00	0.00	150,000.00	0.00	100%
30-329-00 INTEREST INCOME	96,214	0.00	0.00	96,213.76	(0.24)	100%
30-335-00 MISCELLANEOUS / OTHER	0	0.00	0.00	0.00	0.00	
30-335-16 NC HURRICANE FLORENCE RECOVERY	0	0.00	0.00	0.00	0.00	
30-335-17 NC TRAILS GRANT	0	0.00	0.00	0.00	0.00	
30-335-18 Fee in Lieu of Open Space	0	0.00	0.00	0.00	0.00	
30-335-20 In-Kind Services	0	0.00	0.00	0.00	0.00	
30-335-30 Transfer In GF	0	0.00	0.00	0.00	0.00	
30-336-00 SEA OATS PROGRAM	25,000	0.00	0.00	0.00	(25,000.00)	
30-345-00 LOCAL OPTION SALES TAX	741,724	0.00	0.00	276,614.99	(465,109.01)	37%
30-348-03 PARTF Grant	0	0.00	0.00	0.00	0.00	
30-348-04 CAMA Park Grant	0	0.00	0.00	0.00	0.00	
30-348-05 County Reimbursements	0	0.00	0.00	0.00	0.00	
30-348-06 DWR Grant 15	0	0.00	0.00	0.00	0.00	
30-348-07 DWR Grant 16	0	0.00	0.00	0.00	0.00	
30-348-08 FEMA - Beach Nourishment PJT	0	0.00	0.00	0.00	0.00	
30-348-09 FEMA REIMBURSEMENTS (POST HURRICANE)	0	0.00	0.00	0.00	0.00	
30-350-00 STATE FUNDING	0	0.00	0.00	0.00	0.00	
30-350-01 PAID PARKING REVENUE	336,375	0.00	6,811.96	269,132.20	(67,242.80)	80%
30-383-02 SPECIAL ASSESSMENT	0	0.00	0.00	0.00	0.00	
30-398-00 SPECIAL OBLIGATION BONDS	0	0.00	0.00	0.00	0.00	
30-399-00 APPROP. FUND BALANCE	4,298,755	0.00	0.00	0.00	(4,298,755.00)	
30-399-01 Trans From Beach Fund	0	0.00	0.00	0.00	0.00	

Budget vs Actual

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Revenues Totals:	9,030,036	0.00	69,743.71	3,891,806.64	(5,138,229.36)	43%
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## Budget vs Actual

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### 30 SHORELINE PROTECTION

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
<b>Expenses</b>						
30-710-08 LEASE PAYMENTS	74,000	0.00	0.00	0.00	74,000.00	
30-710-10 BEACH LOBBYIST CONTRACT	63,000	0.00	0.00	27,680.29	35,319.71	44%
30-710-12 BEACH/ACCESS MAINTENANCE	78,497	537.00	0.00	69,123.00	8,837.00	89%
30-710-14 BEACH MEETINGS / CONFERENCES	20,000	0.00	0.00	2,900.00	17,100.00	15%
30-710-15 M & R DUNE/CROSSWALK	25,000	0.00	0.00	14,691.60	10,308.40	59%
30-710-45 CONTRACTED SERVICES	680,000	0.00	0.00	375,629.00	304,371.00	55%
30-710-59 SEA OATS PROGRAM	50,000	0.00	0.00	0.00	50,000.00	
Totals:	990,497	537.00	0.00	490,023.89	499,936.11	50%

## Budget vs Actual

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30 SHORELINE PROTECTION							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
30-720-03 HURRICANE EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00	
30-720-04 FEMA Florence Truck Haul	0	0.00	0.00	0.00	0.00	0.00	
30-720-05 HURRICANE FLORENCE EXPENSES	0	0.00	0.00	0.00	0.00	0.00	
30-720-06 FEMA - HURRICANE MATTHEW PROJE	0	0.00	0.00	0.00	0.00	0.00	
30-720-07 NEW RIVER EIS PROJECT	280,000	0.00	0.00	5,500.00	274,500.00	2%	
30-720-08 CONTRACTS, PLANS, SPECS	20,000	0.00	0.00	0.00	20,000.00		
30-720-10 VITEX	227,640	0.00	0.00	0.00	227,640.00		
30-720-15 Bank Charges	0	0.00	0.00	0.00	0.00	0.00	
30-720-16 HURRICANE MATTHEW SVC CONTRACT	0	0.00	0.00	0.00	0.00	0.00	
30-720-18 OTHER CONTRACTS & PLANS	0	0.00	0.00	0.00	0.00	0.00	
30-720-36 EASEMENTS/LEGAL	0	0.00	0.00	0.00	0.00	0.00	
30-720-50 2022B SOB PAYMENT	1,957,643	0.00	1,884,802.46	1,884,802.46	72,840.54	96%	
30-720-51 TOWN GENERATOR	0	0.00	0.00	0.00	0.00	0.00	
30-720-52 DUNE PROJECTS	0	0.00	0.00	0.00	0.00	0.00	
30-720-54 CONSTRUCTION	0	0.00	0.00	0.00	0.00	0.00	
30-720-55 NEW RIVER DREDGE	0	0.00	0.00	0.00	0.00	0.00	
30-720-56 OCEAN BAR DESIGN	0	0.00	0.00	0.00	0.00	0.00	
30-720-57 2022C FEMA SOB FEES	253,245	0.00	17,121.03	236,122.28	17,122.72	93%	
30-720-58 2022A FEMA SOB FEES	0	0.00	0.00	0.00	0.00	0.00	
30-720-59 2022B USDA SOB FEES	0	0.00	0.00	0.00	0.00	0.00	
30-720-60 30 YEAR BEACH PLAN	275,000	0.00	0.00	0.00	275,000.00		
30-720-61 PHASE 2-5 DEBT SERVICE	0	0.00	0.00	0.00	0.00	0.00	
30-720-62 PHASE 5 DEBT SERVICE - USDA	0	0.00	0.00	0.00	0.00	0.00	
30-720-63 CONTR. TO FUND BAL	0	0.00	0.00	0.00	0.00	0.00	
30-720-64 Sandbag Repair Project	200,000	0.00	0.00	0.00	200,000.00		
30-720-65 Due To USDA Sinking Fund	0	0.00	0.00	0.00	0.00	0.00	

## Budget vs Actual

NORTH TOPSAIL BEACH  
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Period Ending 1/24/2025

### 30 SHORELINE PROTECTION

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
30-720-66 Due To USDA Reserve Fund	0	0.00	0.00	0.00	0.00	0.00
30-720-67 Reimburse General Fund	0	0.00	0.00	0.00	0.00	0.00
30-720-68 Future Projects Fund	0	0.00	0.00	0.00	0.00	0.00
30-720-70 DEBT SERVICE INTEREST	0	0.00	0.00	0.00	0.00	0.00
BEACH REN. / DUNE STAB. Totals:	3,213,528	0.00	1,901,923.49	2,126,424.74	1,087,103.26	66%



## Budget vs Actual

NORTH TOPSAIL BEACH  
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Period Ending 1/24/2025

### 30 SHORELINE PROTECTION

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
30-998-01 TRANSFER FUND 20	0	0.00	0.00	0.00	0.00	
30-998-02 T/O TO CAP PROJ FUND	4,330,852	0.00	0.00	4,330,852.10	(0.10)	100%
Totals:	4,330,852	0.00	0.00	4,330,852.10	(0.10)	100%

## Budget vs Actual

NORTH TOPSAIL BEACH  
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Period Ending 1/24/2025

### 30 SHORELINE PROTECTION

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
30-999-01 FUTURE PROJECTS FUND	495,159	0.00	0.00	0.00	495,159.00	
CONTINGENCY Totals:	495,159	0.00	0.00	0.00	495,159.00	

# Budget vs Actual

NORTH TOPSAIL BEACH  
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Expenses Totals:	9,030,036	537.00	1,901,923.49	6,947,300.73	2,082,198.27	77%
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## Budget vs Actual

NORTH TOPSAIL BEACH  
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Period Ending 1/24/2025

30 SHORELINE PROTECTION	Revenues Over/(Under) Expenses:	(1,832,179.78)	(3,055,494.09)
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## Budget vs Actual

NORTH TOPSAIL BEACH  
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Period Ending 1/24/2025

### 31 CAPITAL PRJ BEACH MAINTENANCE

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
<b>Revenues</b>						
31-330-00 LOAN PROCEEDS	10,857,304	0.00	0.00	10,857,303.66	(0.34)	100%
31-348-08 FEMA REIMBURSEMENT	17,599,184	0.00	0.00	11,427,633.45	(6,171,550.55)	65%
31-368-00 NCDEQ GRANT FUNDS	10,500,000	0.00	0.00	10,500,000.00	0.00	100%
31-370-00 INVESTMENT INCOME	272,386	0.00	0.00	272,386.29	0.29	100%
31-399-01 T/I FROM BEACH FUND	5,858,986	0.00	0.00	5,858,986.00	0.00	100%
<b>Revenues Totals:</b>	<b>45,087,860</b>	<b>0.00</b>	<b>0.00</b>	<b>38,916,309.40</b>	<b>(6,171,550.60)</b>	<b>86%</b>

## Budget vs Actual

NORTH TOPSAIL BEACH  
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Period Ending 1/24/2025

### 31 CAPITAL PRJ BEACH MAINTENANCE

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
<b>Expenses</b>						
31-440-00 2022A DEBT SERVICE	8,765,829	0.00	0.00	8,765,828.60	0.40	100%
31-440-01 2022C DEBT SERVICE	1,686,801	0.00	0.00	0.00	1,686,801.00	
31-450-01 PHASE 1 - ENGINEERING & CONSTRUCTION PHASE SUPPORT	14,881	0.00	0.00	14,881.00	0.00	100%
31-450-02 PHASE 1 - CONSTRUCTION MANAGEMENT & ADMINISTRATION	398,245	0.00	0.00	417,728.72	(19,483.72)	105%
31-450-03 PHASE 1 - LABORATORY ANALYSIS	6,020	0.00	0.00	6,020.00	0.00	100%
31-450-04 PHASE 1 - REGULATORY COORDINATION & CLOSEOUT	11,048	0.00	0.00	11,047.50	0.50	100%
31-450-05 PHASE 1 - MOBILIZATION & DEMOBILIZATION	180,000	0.00	0.00	180,000.00	0.00	100%
31-450-06 PHASE 1 - HAUL & PLACEMENT OF BEACH FILL	9,142,736	0.00	0.00	9,142,735.55	0.45	100%
31-450-07 PHASE 1 - PAYMENT & PERFORMANCE BONDS	45,000	0.00	0.00	45,000.00	0.00	100%
31-450-08 PHASE 1 - PROFESSIONAL FEES	562,915	0.00	0.00	562,915.14	(0.14)	100%
31-450-09 PHASE 5 - TRANCHE 2 CONSTRUCTION	10,105,998	0.00	0.00	10,105,997.60	0.40	100%
31-450-10 PHASE 5 - TRANCHE 2 ENGINEERING	747,722	0.00	0.00	805,877.16	(58,155.16)	108%
31-450-11 PHASE 5 - TRANCHE 2 CONTINGENCY	2,920,665	0.00	0.00	595.00	2,920,070.00	0%
<b>Totals:</b>	<b>34,587,860</b>	<b>0.00</b>	<b>0.00</b>	<b>30,058,626.27</b>	<b>4,529,233.73</b>	<b>87%</b>

## Budget vs Actual

NORTH TOPSAIL BEACH  
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31 CAPITAL PRJ BEACH MAINTENANCE							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
31-460-00 PHASE 4 - PROJECT TRANCHE 3 NCDEQ FUNDED	0	0.00	0.00	1,690.00	(1,690.00)		
31-460-01 PHASE 4 - TOWN ADMINISTRATION	50,000	0.00	0.00	0.00	50,000.00		
31-460-02 PHASE 4 - ATM CONSTRUCTION ADMIN, PERMITTING SUPPO	60,000	0.00	0.00	0.00	60,000.00		
31-460-03 PHASE 4 - STOCK PILED SAND (CMM)	104,995	0.00	0.00	0.00	104,995.00		
31-460-04 PHASE 4 - CMM TERMINATION	480,000	0.00	0.00	480,000.00	0.00	100%	
31-460-05 PHASE 4 - TI COASTAL DESIGN, SURVEY, ENG, TESTING	437,220	0.00	0.00	33,000.00	404,220.00	8%	
31-460-06 PHASE 4 - REACH MOBILIZATION & DEMOBILIZATION (STW)	62,000	0.00	0.00	0.00	62,000.00		
31-460-07 PHASE 4 - REACH HAUL & PLACEMNT BEACH FILL (STW)	5,700,000	0.00	0.00	0.00	5,700,000.00		
31-460-08 PHASE 4 - PAYMENT AND PERFORMANCE BONDS REACH	34,572	0.00	0.00	0.00	34,572.00		
31-460-09 PHASE 4 - FALL 2025 MOBILIZATION (STW)	65,000	0.00	0.00	0.00	65,000.00		
31-460-10 PHASE 4 - FALL 2025 NOURISHMENT (STW)	1,900,000	0.00	0.00	0.00	1,900,000.00		
31-460-11 PHASE 4 - FALL 2025 ENF AND SURVEYING PERMITTING	150,000	0.00	0.00	0.00	150,000.00		
31-460-12 PHASE 4 - CONTINGENCY	1,456,213	0.00	0.00	0.00	1,456,213.00		
PHASE 4 NCDEQ GRANT Totals:	10,500,000	0.00	0.00	514,690.00	9,985,310.00	5%	

## Budget vs Actual

NORTH TOPSAIL BEACH  
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Expenses Totals:	45,087,860	0.00	0.00	30,573,316.27	14,514,543.73	68%
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# Budget vs Actual

NORTH TOPSAIL BEACH  
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31 CAPITAL PRJ BEACH  
MAINTENANCE

Revenues Over/(Under) Expenses:

0.00

8,342,993.13

## Budget vs Actual

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

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
<b>Revenues</b>						
50-330-00 LOAN PROCEEDS	5,600,000	0.00	0.00	5,600,000.00	0.00	100%
50-339-01 T/I FROM CIF	1,584,395	0.00	0.00	0.00	(1,584,395.00)	
<b>Revenues Totals:</b>	<b>7,184,395</b>	<b>0.00</b>	<b>0.00</b>	<b>5,600,000.00</b>	<b>(1,584,395.00)</b>	<b>78%</b>

## Budget vs Actual

NORTH TOPSAIL BEACH  
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Period Ending 1/24/2025

### 50 CAPITAL PRJ FIRE STATION 2

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
<b>Expenses</b>						
50-440-00 DEBT SERVICE	373,334	0.00	373,333.40	373,333.40	0.60	100%
50-440-70 DEBT SERVICE INTEREST	211,061	0.00	106,120.00	211,060.89	0.11	100%
50-450-02 CONSTRUCTION COSTS	6,102,689	0.00	0.00	1,482,518.80	4,620,170.20	24%
Totals:	6,687,084	0.00	479,453.40	2,066,913.09	4,620,170.91	31%

## Budget vs Actual

NORTH TOPSAIL BEACH  
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Period Ending 1/24/2025

### 50 CAPITAL PRJ FIRE STATION 2

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
50-460-00 CONTINGENCY COSTS	497,311	0.00	0.00	0.00	497,311.00	
PHASE 4 NCDEQ GRANT Totals:	497,311	0.00	0.00	0.00	497,311.00	

# Budget vs Actual

NORTH TOPSAIL BEACH  
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Expenses Totals:	7,184,395	0.00	479,453.40	2,066,913.09	5,117,481.91	29%
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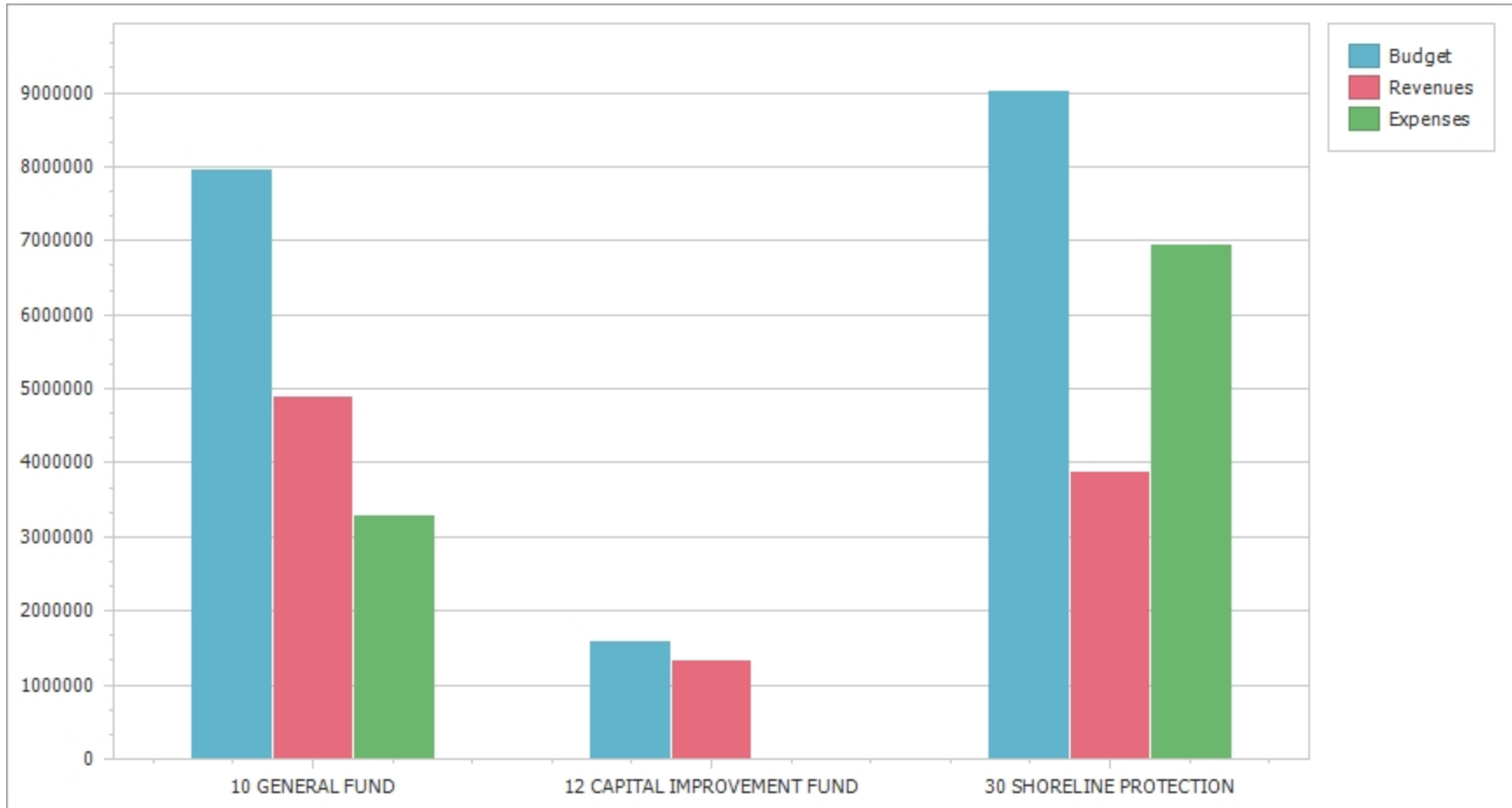
## Budget vs Actual

NORTH TOPSAIL BEACH  
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Period Ending 1/24/2025

50 CAPITAL PRJ FIRE STATION 2	Revenues Over/(Under) Expenses:	(479,453.40)	3,533,086.91
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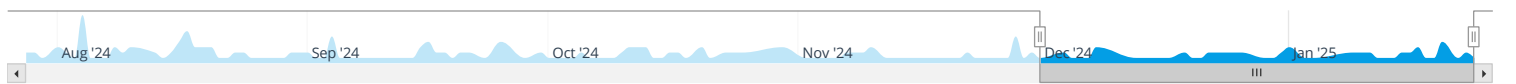
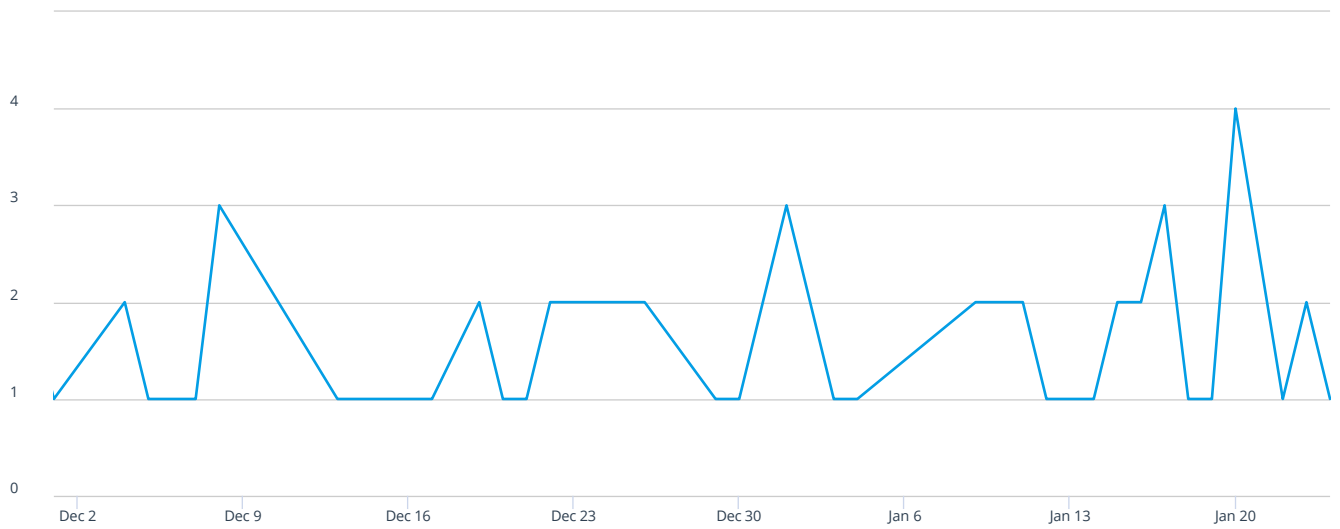
Current and Previous Month ▾ Dec 1, 2024 - Jan 24, 2025 ▾

**67%**  
**FIRE**  
 Percentage of Total Incidents

**33%**  
**EMS**  
 Percentage of Total Incidents

**58**  
**INCIDENTS**  
 In Selected Time Slice

**55**  
**DAYS**  
 In Selected Time Slice



Counts | % Rows | % Columns | % All

Week Ending	12/1/24	12/8/24	12/15/24	12/22/24	12/29/24	1/5/25	1/12/25	1/19/25	1/26/25	2/2/25	2/9/25	2/16/25	2/23/25	Total
(11) Structure Fire	1	1			1			3						6
(14) Natural vegetation fire		1												1
(31) Medical assist		3		2	3	2	2	1	3					16
(32) Emergency medical service (EMS) incident				1					1					2
(34) Search for lost person							1							1
(35) Extrication, rescue						1								1
(38) Rescue or EMS standby									1					1
(41) Combustible/f... spills & leaks								1	1					2
(42) Chemical release, reaction, or toxic condition						1								1
(51) Person in distress						1								1
(55) Public service assistance					2			1	1					4
(57) Cover assignment, standby at fire station, move-up									1					1
(61) Dispatched and canceled en route			1	1	1	3	1	1						8
(62) Wrong location, no emergency found			1											1



Week Ending	12/1/24	12/8/24	12/15/24	12/22/24	12/29/24	1/5/25	1/12/25	1/19/25	1/26/25	2/2/25	2/9/25	2/16/25	2/23/25	Total
(73) System or detector malfunction		1					1							2
(74) Unintentional system/detect... operation (no fire)		2		3			2	1	1					9
(91) Citizen complaint								1						1
Total	1	8	2	7	7	8	7	10	8					58

## Permits Issued List

From Date: 12/23/2024

To Date: 01/23/2025

Permit Type	Sub Type	Permit#	Address	Issue Date	Permit Fee
Beach Access Permit	Beach Access Permit	BAA24-000032	4462 ISLAND DR	12/23/2024	200.00
Beach Access Permit	Beach Access Permit	BAA24-000033	1504 NEW RIVER INLET RD	12/30/2024	200.00
<b>Beach Access Permit Total</b>	<b>Beach Access Permit Total</b>			2	400.00
<b>Beach Access Permit Total</b>				2	400.00
Dock/Bulkhead/Retaining Wall Permit	Dock	DBR24-000009	1081 NEW RIVER INLET RD	01/06/2025	200.00
<b>Dock/Bulkhead/Retaining Wall Permit Total</b>	<b>Dock Total</b>			1	200.00
Dock/Bulkhead/Retaining Wall Permit	Retaining Wall	DBR24-000007	739 NEW RIVER INLET RD	01/02/2025	200.00
<b>Dock/Bulkhead/Retaining Wall Permit Total</b>	<b>Retaining Wall Total</b>			1	200.00
<b>Dock/Bulkhead/Retaining Wall Permit Total</b>				2	400.00
Driveway Permit	Driveway Permit	DVW24-000046	121 OCEANVIEW LN	01/06/2025	0.00
<b>Driveway Permit Total</b>	<b>Driveway Permit Total</b>			1	0.00
<b>Driveway Permit Total</b>				1	0.00
Electrical Permit	Residential	E25-000007	615 OCEAN DR	01/08/2025	75.00
Electrical Permit	Residential	E25-000008	2301 NEW RIVER INLET RD	01/08/2025	75.00
Electrical Permit	Residential	E25-000009	2299 NEW RIVER INLET RD	01/08/2025	75.00
Electrical Permit	Residential	E25-000011	484 TOPSAIL RD	01/17/2025	75.00
Electrical Permit	Residential	E25-000012	1774-5 NEW RIVER INLET RD	01/21/2025	75.00
Electrical Permit	Residential	E25-000013	1774-4 NEW RIVER INLET RD	01/21/2025	75.00
Electrical Permit	Residential	E24-000219	121 OCEANVIEW LN	01/06/2025	0.00
Electrical Permit	Residential	E24-000239	1930 NEW RIVER INLET RD	01/02/2025	0.00
Electrical Permit	Residential	E24-000240	1326 NEW RIVER INLET RD	01/10/2025	0.00

Electrical Permit	Residential	E24-000253	642 HAMPTON COLONY CIR	12/30/2024	75.00
Electrical Permit	Residential	E24-000243	15 OSPREY DR	01/08/2025	0.00
<b>Electrical Permit Total</b>	<b>Residential Total</b>			11	525.00
<b>Electrical Permit Total</b>				11	525.00
Elevator Permit	Residential	EL24-000002	421 NEW RIVER INLET RD	01/09/2025	0.00
<b>Elevator Permit Total</b>	<b>Residential Total</b>			1	0.00
<b>Elevator Permit Total</b>				1	0.00
Fuel Gas Permit	Residential	FG25-000002	682 NEW RIVER INLET RD	01/21/2025	0.00
Fuel Gas Permit	Residential	FG24-000028	1326 NEW RIVER INLET RD	01/10/2025	0.00
<b>Fuel Gas Permit Total</b>	<b>Residential Total</b>			2	0.00
<b>Fuel Gas Permit Total</b>				2	0.00
Insulation Permit	Residential	I24-000046	121 OCEANVIEW LN	01/06/2025	0.00
<b>Insulation Permit Total</b>	<b>Residential Total</b>			1	0.00
<b>Insulation Permit Total</b>				1	0.00
Mechanical Permit	Residential	M25-000007	3689 ISLAND DR	01/16/2025	75.00
Mechanical Permit	Residential	M25-000004	6803 12TH AVE	01/13/2025	200.00
Mechanical Permit	Residential	M25-000006	1928 NEW RIVER INLER RD 221	01/16/2025	75.00
Mechanical Permit	Residential	M24-000150	121 OCEANVIEW LN	01/06/2025	0.00
Mechanical Permit	Residential	M24-000107	3 SAILVIEW DR	12/23/2024	0.00
Mechanical Permit	Residential	M24-000170	237 BAY VIEW DR	01/14/2025	75.00
Mechanical Permit	Residential	M24-000171	436 NEW RIVER INLET RD	01/02/2025	75.00
Mechanical Permit	Residential	M24-000172	116 OCEANVIEW LN	01/02/2025	75.00
Mechanical Permit	Residential	M25-000002	105 VOLUSIA DR	01/06/2025	75.00
<b>Mechanical Permit Total</b>	<b>Residential Total</b>			9	650.00
<b>Mechanical Permit Total</b>				9	650.00
New Construction Permit	Single Family	C24-000040	121 OCEANVIEW LN	01/06/2025	1,944.85
<b>New Construction Permit Total</b>	<b>Single Family Total</b>			1	1,944.85
<b>New Construction Permit Total</b>				1	1,944.85
Plumbing Permit	Residential	P24-000065	4234 ISLAND DR	01/16/2025	0.00
Plumbing Permit	Residential	P24-000058	121 OCEANVIEW LN	01/06/2025	0.00
<b>Plumbing Permit Total</b>	<b>Residential Total</b>			2	0.00
<b>Plumbing Permit Total</b>				2	0.00
Simple Build Permit	Single Family	SB24-000077	138 TOPSAIL RD	01/21/2025	200.00

Simple Build Permit	Single Family	SB23-000087	213 SANDPIPER DR	01/17/2025	275.00
Simple Build Permit	Single Family	SB24-000090	131 S PERMUDA WYND DR	12/30/2024	85.00
Simple Build Permit	Single Family	SB24-000088	412 NEW RIVER INLET RD	01/08/2025	200.00
<b>Simple Build Permit Total</b>	<b>Single Family Total</b>			4	760.00
<b>Simple Build Permit Total</b>				4	760.00
Swimming Pool Permit	Residential	SP24-000040	1326 NEW RIVER INLET RD	01/10/2025	380.00
Swimming Pool Permit	Residential	SP24-000042	1930 NEW RIVER INLET RD	01/02/2025	610.00
Swimming Pool Permit	Residential	SP24-000008	145 OCEANVIEW LN	01/21/2025	465.00
<b>Swimming Pool Permit Total</b>	<b>Residential Total</b>			3	1,455.00
<b>Swimming Pool Permit Total</b>				3	1,455.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000179	213 SANDPIPER DR	01/17/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000027	145 OCEANVIEW LN	01/21/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000117	739 NEW RIVER INLET RD	01/02/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000138	1930 NEW RIVER INLET RD	01/02/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000136	121 OCEANVIEW LN	01/06/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000166	1081 NEW RIVER INLET RD	01/06/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000156	1326 NEW RIVER INLET RD	01/10/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000157	138 TOPSAIL RD	01/21/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000171	412 NEW RIVER INLET RD	01/08/2025	0.00
<b>Zoning and Floodplain Development Permit Total</b>	<b>Residential Total</b>			9	0.00
<b>Zoning and Floodplain Development Permit Total</b>				9	0.00
<b>All Permits Total</b>				48	6,134.85

**P+Z Permits Issued List**  
**Planning Department**

From: 12/27/2024

To: 01/27/2025

Permit#	Issue Date	Address	Property#	Legal Description	Property Owner	Contractor	Building Final	CO Issued	Cost	Receipt#	Estimated Value	Recovery Fund	Technology Fee
ZFP24-000138	01/02/2025	1930 NEW RIVER INLET RD	779-14.26	L3C TIDES AT NORTH TOPSAIL I	KIRCHMYER STEVEN M & TONYA J	- Steven & Tonya Kirchmyer			125.00		9500.00	0.00	0.00
ZFP24-000117	01/02/2025	739 NEW RIVER INLET RD	775B-99	L16 WYNDY DUNES	THRONDSO RONALD &	Dream Docks - Chris Simmons			125.00		19000.00	0.00	0.00
ZFP24-000166	01/06/2025	1081 NEW RIVER INLET RD	774F-112	L5 CRYSTAL VIEWS	JENKINS HOLDINGS LLC	Richard Penny Construction, LLC AKA: Richard Penny Construction, - Richard			125.00		32000.00	0.00	0.00
ZFP24-000136	01/06/2025	121 OCEANVIEW LN	768B-31	L31 OCEAN SOUND VILLAGE	JAMES P & LAUREN M WINTERS	Godwin Homes, Inc. - Terrence D. Godwin			125.00		616390.00	0.00	0.00
ZFP24-000171	01/08/2025	412 NEW RIVER INLET RD	775B-47	L2 S2 ROYAL DUNES	RAUH PATRICIA S TRUSTEE	Carolina Coast Contracting Corp. - Jackie L James			125.00		73267.50	0.00	0.00
ZFP24-000156	01/10/2025	1326 NEW RIVER INLET RD	779C-8	NEW L4 SEA RANCHES	GREIF CRAIG S	Dabbs Brothers, LLC - William II W Dabbs			125.00		75000.00	0.00	0.00
ZFP23-000179	01/17/2025	213 SANDPIPER DR	779D-61	L2C B1 BAYVIEW REV	KENAN S REGINALD	Johnny Taylor, Inc. - Johnny T Taylor			125.00		5000.00	0.00	0.00
ZFP24-000157	01/21/2025	138 TOPSAIL RD	809-12	L3 S1 B4 OLD SETTLERS BEACH	SMARICK SEAN D & LISA B &	Home-Tech Inspections - Ric Scialabba			125.00		15000.00	0.00	0.00
ZFP24-000027	01/21/2025	145 OCEANVIEW LN	768B-25	L25 OCEAN SOUND VILLAGE	CAPITAL ASSET TOPSAIL DEVELOPMENT LLC	Capital Asset Topsail Development, LLC AKA: Bluecrest Homes - Jon B Tuttle			125.00		10000.00	0.00	0.00
ZFP25-000004	01/24/2025	111 SCOTCH BONNET CIR	804A-50	L7 SCOTCH BONNET S/S	SCHEPERLEY BRIAN & DENINE	Southern NC Marine LLC - Nicholas S Fulbright			125.00		38000.00	0.00	0.00
DVW24-000046	01/06/2025	121 OCEANVIEW LN	768B-31	L31 OCEAN SOUND VILLAGE	JAMES P & LAUREN M WINTERS	Godwin Homes, Inc. - Terrence D. Godwin			50.00		8500.00	0.00	0.00

# Town of North Topsail Beach

Service



Integrity

## Police Department

Chief William K. Younginer

### Department Report for December 1, 2024 - December 31, 2024

Arrests	
DUI	1
Traffic	4

Citations	
State Citations	4
Written Warnings	3

Summary	
Total Calls for Service	69
Total Citations Issued	7
Total Reports	62
Total Security Checks	1729
Total Traffic Stops	45

Calls For Service	
Accidents	1
Alarm Calls	3
B&E	3
Cit / Mot / Ped Assists	11
Disturbances	5
Domestic Disturbances	3
Fraud	1
911 Hang Up	1
Juvenile Incident	1
Larceny	1
Misc. Calls	15
Suspicious Activity	4
Trespassing	1

Assist Other Agencies	
E. M. S.	1
N.T.B. F.D.	3
O.C.S.	9
S.H.P.	1



BOARD OF ALDERMEN  
AGENDA ITEM  
02/05/25

---

ISSUE: Budget Amendment 2025-25.13

PRESENTED BY: Kim Weaver, Deputy Finance Officer

DEPARTMENT: General Fund - 10

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Background: FEMA reimbursement requests have been delayed and to ensure sufficient cash flow this budget amendment requests transferring \$2,000,000 to Fund 31 Beach Maintenance Capital Project.

Attachments: Budget Amendment 2025-25.13

Recommendation: Approve Amendment as recommended

Action Needed: Yes

Suggested Motion: *"I, \_\_\_\_\_, make a motion to approve Budget Amendment 2025-25.13 as presented."*

Funds: 10

Follow Up: Deputy Finance Officer  
ORDINANCE NO. 2025-25.13  
TOWN OF NORTH TOPSAIL BEACH, NC  
Ordinance Amending the 2024-25 General Fund (10)

THE TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA DOES ORDAIN that the following annual budget ordinance is hereby amended:

**Section I: Estimated Revenues and Appropriations. General Fund is hereby amended by increasing estimated revenues and appropriations in the amount indicated:**

	2024-25 Amended Budget	Increase (Decrease)	2024-25 Amended Budget
<b>ESTIMATED REVENUES</b>			
STATE	2,528,140	-	2,528,140
TOWN	314,925	-	314,925
PROPERTY TAX	4,290,197	-	4,290,197
REFUSE	528,888	-	528,888
INTEREST	200,000	-	200,000
POWELL	35,000	-	35,000
APPROPRIATED FUND BALANCE	53,402	2,000,000	(1) 2,053,402
<b>Total Revenues</b>	<b>7,950,552</b>	<b>2,000,000</b>	<b>9,950,552</b>
<b>APPROPRIATIONS</b>			
GOVERNING BODY	334,304	-	334,304
ADMINISTRATION	914,677	-	914,677
IT	236,210	-	236,210
PLANNING & ZONING	240,218	-	240,218
BUILDING INSPECTIONS	261,469	-	261,469
PUBLIC BUILDINGS & GROUNDS	440,500	-	440,500
INSURANCE	290,666	-	290,666
POLICE SEPARATION ALLOWANCE	17,125	-	17,125
POLICE DEPARTMENT	1,521,277	-	1,521,277
PUBLIC WORKS	472,206	-	472,206
PUBLIC STREETS	312,500	-	312,500
SANITATION COLLECTIONS	528,888	-	528,888
RECREATION	289,874	-	289,874
FIRE DEPARTMENT	1,763,013	-	1,763,013
COMMITTEES	2,000	-	2,000
CONTINGENCY	325,625	-	325,625
TRANSFER OUT TO CAPITAL PROJECT FUND 31	-	2,000,000	(1) 2,000,000
<b>Total Appropriations</b>	<b>7,950,552</b>	<b>2,000,000</b>	<b>9,950,552</b>

(1) Transfer out to Fund 31 Beach Maintenance Capital Project Fund \$2,000,000 due to delayed FEMA reimbursement requests. Once the final FEMA reimbursements are received in Fund 31; then a transfer will be appropriated back to Fund 10.

**Section II:** Copies of this ordinance shall be furnished to the Town Manager, the Finance Officer and to the Clerk to the Board.

Adopted this 5th Day of February 2025.

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



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

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Tom Leonard, **MAYOR PRO TEM**

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KIM WEAVER, **DEPUTY FINANCE OFFICER**

**BOARD OF ALDERMEN**  
**AGENDA ITEM**  
02/05/25

---

ISSUE: Budget Amendment 2025-25.14

PRESENTED BY: Kim Weaver, Deputy Finance Officer

DEPARTMENT: Shoreline Protection - Fund 30

---

Background: FEMA reimbursement requests have been delayed and to ensure sufficient cash flow this budget amendment requests transferring \$4,000,000 to Fund 31 Beach Maintenance Capital Project.  
Attachments: Budget Amendment 2025-25.14

Recommendation: Approve Amendment as recommended

Action Needed: Yes

Suggested Motion: *"I, \_\_\_\_\_, make a motion to approve Budget Amendment 2025-25.14 as presented."*

Funds: 30

Follow Up: Deputy Finance Officer  
**ORDINANCE NO. 2025-25.14**  
**TOWN OF NORTH TOPSAIL BEACH, NC**

**Ordinance Amending the 2024-25 Shoreline Protection Fund (30)**

THE TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA DOES ORDAIN that the following annual budget ordinance is hereby amended:

**Section I: Estimated Revenues and Appropriations. Shoreline Protection Fund is hereby amended by increasing estimated revenues and appropriations in the amount indicated:**

	<b>2024-25</b>		<b>2024-25</b>
	<b>Amended Budget</b>	<b>Increase (Decrease)</b>	<b>Amended Budget</b>
<b>ESTIMATED REVENUES</b>			
30-301-00 Accommodation Tax	1,781,123	-	1,781,123
30-301-05 Ad Valorem Tax - Beach	1,600,845	-	1,600,845
30-317-01 County Grant Funding	150,000	-	150,000
30-329-00 Interest Income	96,214	-	96,214
30-336-00 Sea Oats Program	25,000	-	25,000
30-345-00 Local Option Sales Tax	741,724	-	741,724
30-350-01 Paid Parking Revenue	336,375	-	336,375
30-399-00 Appropriated Fund Balance	4,298,755	4,000,000 (1)	8,298,755
	<u>9,030,036</u>		
<b>Total Revenues</b>	<b>4,000,000</b>		<b>13,030,036</b>
<b>APPROPRIATIONS</b>			
30-710-08 Lease Payments	74,000	-	74,000
30-710-10 Beach Lobbyist Contract	63,000	-	63,000
30-710-12 Beach/Access Maintenance	78,497	-	78,497
30-710-14 Beach Meetings/ Conferences	20,000	-	20,000
30-710-15 M & R Dune/Crosswalk	25,000	-	25,000
30-710-45 Contracted Services	680,000	-	680,000
30-710-59 Sea Oats Program	50,000	-	50,000
30-720-07 New River EIS Project	280,000	-	280,000
30-720-08 Contracts, Plans, Specs	20,000	-	20,000
30-720-10 Vitex	227,640	-	227,640
30-720-50 2022B SOB Payment	1,957,643	-	1,957,643
30-720-57 2022C FEMA SOB Interest	253,245	-	253,245

30-720-60 30 Year Beach Plan	275,000	275,000
	-	
30-720-64 Sandbag Repair Project	200,000	200,000
	-	
30-999-01 Future Projects Fund	495,159	495,159
	-	
30-998-02 Transfer out - Fund 31 Beach Maintenance	4,330,852	8,330,852
	4,000,000 (1)	
	9,030,036	13,030,036
<b>Total Appropriations</b>	<b>4,000,000</b>	

(1) Transfer out to Fund 31 Beach Maintenance Capital Project Fund \$4,000,000 due to delayed FEMA reimbursement requests. Once the final FEMA reimbursements are received in Fund 31; then a transfer will be appropriated back to Fund 30.

**Section II:** Copies of this ordinance shall be furnished to the Town Manager, the Finance Officer and to the Clerk to the Board.

Adopted this 5th Day of February 2025.

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

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

\_\_\_\_\_  
TOM LEONARD, **MAYOR PRO TEM**

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

**BOARD OF ALDERMEN**  
**AGENDA ITEM**  
02/05/25

---

**ISSUE:** Budget Amendment 2025-25.15

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

**DEPARTMENT:** Beach Maintenance Capital Project Fund - 31

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**Background:** FEMA reimbursement requests have been delayed and to ensure sufficient cash flow this budget amendment requests transferring in \$2,000,000 from the General Fund 10 and \$4,000,000 from Shoreline Protection Fund 30 for a total of \$6,000,000 to the Beach Maintenance Grant Project Fund 31. Attachments: Budget Amendment 2025-25.15

**Recommendation:** Approve Amendment as recommended

**Action Needed:** Yes

**Suggested Motion:** *"I, \_\_\_\_\_, make a motion to approve Budget Amendment 2025-25.15 as presented."*

**Funds:** 31

**Follow Up:** Deputy Finance Officer

**ORDINANCE NO. 2025 - 25.15**  
**TOWN OF NORTH TOPSAIL BEACH, NC**  
**Ordinance Amending the Beach Maintenance Capital Project (Fund 31)**

THE TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA DOES ORDAIN that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby amended:

**Section I:** This Ordinance is to amend the Beach Maintenance Capital Project Fund (Fund 31).

**Section II:** The following amounts are appropriated for the project and authorized for revenue and expenditure.

	Prior Year Project	Increase (Decrease)	Amended Project
<b>ESTIMATED REVENUES</b>			
31-330-00 Loan Proceeds	10,857,304	-	10,857,304
31-348-08 FEMA Reimbursement	17,599,184	-	17,599,184
31-368-00 NCDEQ Grant Funds	10,500,000	-	10,500,000
31-370-00 Investment Income	272,386	-	272,386
31-399-01 Transfer In - Fund 30 Shoreline Protection	5,858,986	6,000,000 (1)	11,858,986
<b>Total Revenues</b>	<b>45,087,860</b>	<b>6,000,000</b>	<b>51,087,860</b>
<b>APPROPRIATIONS</b>			
31-440-00 2022A Debt Service	8,765,829		8,765,829
31-440-01 2022C Debt Service	1,686,801		1,686,801
31-450-01 Phase 1 - Engineering & Construction Phase Support	14,881		14,881
31-450-02 Phase 1- Construction Management & Administration	398,245		398,245
31-450-03 Phase 1 - Laboratory Analysis	6,020		6,020
31-450-04 Phase 1 - Regulatory Coordination & Closeout	11,048		11,048
31-450-05 Phase 1 - Mobilization & Demobilization	180,000		180,000
31-450-06 Phase 1 - Haul & Placement of Beach Fill	9,142,736		9,142,736
31-450-07 Phase 1 - Payment & Performance Bonds	45,000		45,000
31-450-08 Phase 1 - Professional Fees	562,915		562,915
31-450-09 Phase 5 - Construction Tranche 2	10,105,998		10,105,998
31-450-10 Phase 5 - Engineering Tranche 2	747,722		747,722
31-450-11 Phase 5 - Contingency Tranche 2	2,920,665		2,920,665
31-460-01 Phase 4 - Town Administration	50,000		50,000
31-460-02 Phase 4 - ATM Construction Admin, Permitting Support	60,000		60,000
31-460-04 Phase 4 - CMM Termination	480,000		480,000
31-460-05 Phase 4 - TI Coastal Design, Surveying, Eng, Sed Testing	437,220		437,220
31-460-06 Phase 4 - Reach Mobilization & Demobilization (STW)	62,000		62,000
31-460-07 Phase 4 - Reach Haul & Placement of Beach Fill (STW)	5,700,000		5,700,000
31-460-08 Phase 4 - Payment and Performance Bonds Reach	34,572		34,572
31-460-09 Phase 4 - Fall 2025 Mobilization (STW)	65,000		65,000
31-460-10 Phase 4 - Fall 2025 Nourishment (STW)	1,900,000		1,900,000
31-460-11 Phase 4 - Fall 2025 Eng, Surveying, & Permitting	150,000		150,000
31-460-11 Phase 4 - Contingency	1,561,208	6,000,000 (1)	7,561,208
<b>Total Appropriations</b>	<b>45,087,860</b>	<b>6,000,000</b>	<b>51,087,860</b>

(1) Transfer in \$4,000,000 from Fund 30 Shoreline Protection and \$2,000,000 from Fund 10 General Fund for a total of \$6,000,000 due to delayed FEMA reimbursements. Once the final FEMA reimbursements are received in Fund 31; then a transfer will be appropriated back to Funds 30 and 10.

**Section III:** The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant agreements.

**Section IV:** The Town Manager is hereby directed to report the financial status of the project to the governing board on a quarterly basis.

**Section V:** Copies of this amended project ordinance shall be furnished to the Town Manager, the Finance Officer and to the Clerk to the Board.

**Section VI:** This grant project ordinance expires when all grant funds have been obligated and expended by the Town or when FEMA determines, whichever comes first.

Adopted this 5th Day of February 2025.

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

**ORDINANCE NO. 2025 - 25.15**  
**TOWN OF NORTH TOPSAIL BEACH, NC**  
**Ordinance Amending the Beach Maintenance Capital Project (Fund 31)**

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

\_\_\_\_\_  
TOM LEONARD, MAYOR

\_\_\_\_\_  
KIM WEAVER, DEPUTY FINANCE OFFICE



BOARD OF ALDERMEN  
AGENDA ITEM  
02/05/25

---

ISSUE: Budget Amendment 2025-25.16

PRESENTED BY: Kim Weaver, Deputy Finance Officer

DEPARTMENT: Capital Improvement Fund - 12

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**Background:**

When the Capital Project Ordinance setting up Fund 50 for Fire Station #2 was Adopted by the Board on February 7, 2024 it appropriated a \$1,000,000 Transfer In from Fund 12 Capital Improvement Fund. However, a Budget Ordinance for Fund 12 to transfer out the \$1,000,000 to Fund 50 was not presented to the Board to adopt. This ordinance allows for the \$1,000,000 transfer from Fund 12 to Fund 50 which should have occurred in Fiscal Year 2024.

Attachments: Budget Amendment 2025-25.16

**Recommendation:**

Approve Amendment as recommended

**Action Needed:**

Yes

**Suggested Motion:**

*"I, \_\_\_\_\_, make a motion to approve Budget Amendment 2025-25.16 as presented."*

**Funds:**

12

**Follow Up:**

Deputy Finance Officer

**ORDINANCE NO. 2025-25.16**

**TOWN OF NORTH TOPSAIL BEACH, NC**

**Ordinance Amending the 2024-25 Capital Improvement Fund (12)**

THE TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA DOES ORDAIN that the following annual budget ordinance is hereby amended:

**Section I: Estimated Revenues and Appropriations. Capital Improvement Fund is hereby amended by increasing estimated revenues and appropriations in the amount indicated:**

	2024-25		2024-25
	Amended	Increase	Amended
	Budget	(Decrease)	Budget
<b>ESTIMATED REVENUES</b>			
12-301-00 PROPERTY TAX (.07)	1,120,591	-	1,120,591
12-301-03 ONSLOW COUNTY FIRE TAX	471,000	-	471,000
12-399-00 APPROPRIATED FUND BALANCE	-	1,000,000 (1)	1,000,000
<b>Total Revenues</b>	<b>1,591,591</b>	<b>1,000,000</b>	<b>2,591,591</b>
<b>APPROPRIATIONS</b>			
12-750-02 FIRE TRUCK	160,084	-	160,084
12-750-04 PUBLIC WORKDS BUILDING PROJECT	20,000	-	20,000
12-750-11 FUTURE CAPITAL IMPROVEMENTS	827,112	-	827,112

12-750-20 TRANSFER OUT TO FUND 50 FIRE STATION	584,395	1,000,000	(1)	1,584,395
<b>Total Appropriations</b>	<u>1,591,591</u>	<u>1,000,000</u>		<u>2,591,591</u>

(1) Transfer out \$1,000,000 to Fund 50 Fire Station #2. When the Capital Project Ordinance setting up Fund 50 for Fire Station #2 was Adopted by the Board on February 7, 2024 it appropriated a \$1,000,000 Transfer In from Fund 12 Capital Improvement Fund. However, a Budget Ordinance for Fund 12 to transfer out the \$1,000,000 to Fund 50 was not presented to the Board to adopt. This ordinance allows for the \$1,000,000 transfer from Fund 12 to Fund 50 which should have occurred in Fiscal Year 2024.

**Section II:** Copies of this ordinance shall be furnished to the Town Manager, the Finance Officer and to the Clerk to the Board.

Adopted this 5th Day of February 2025.

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

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

\_\_\_\_\_  
TOM LEONARD, MAYOR

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

# Quote for Change Order North Topsail Beach Reach/Phase 4 Truck Haul



S. T. Wooten Corporation

P. O. Box 2408

Wilson, NC 27894

Contact: Len Hunt

910-762-0325

Quote To: Town of North Topsail Beach  
Alice Derian, Town Manager

Phone: 240-210-1448

Fax:

Email:

Job Name: NTB Reach/Phase 4 Truck Haul  
Change Order Pricing

Date: 1/29/2025

Unit Price Quotation for Sand delivered and placed at either Access 33 or 2nd Avenue

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
<b>Change Order No. 1</b>					
100	Change Order No. 1 Bond	1	LS	11,524.00	11,524.00
101	Sand delivered and placed in Reach 4	50,000	CY	38.00	1,900,000.00
<b>Change Order No. 2</b>					
200	Change Order No. 2 Bond	1	LS	4,560.00	4,560.00
201	Sand delivered and placed in Reach 4	20,000	CY	38.00	760,000.00
<b>GRAND TOTAL</b>					<b>\$2,676,084.00</b>

**NOTES:**

1. Load and Haul from Sutton Lake pit or 421 Sand Mine to Beach Access 33 or 2nd Avenue. On beach haul and placement up to 3,000 feet from the access point.
2. Pay quantity will be by the cy as measured by the Engineer's pre-and post placement surveys unless other wise agreed to by the contractor and owner.
3. Placement with dozers as directed by the Engineer.
4. Assistance with access security and beachgoers is requested from the town.
5. We can haul this season to the extent we have dredge sand available. 100k - 150k cy. Balance of contract quantity will be delivered in Fall of 2025.



## Purchasing Policy

Revised ~~October 2023~~

**February 5, 2025**

**Compliance - NCGS 159-28**

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## **Purchasing Fundamentals**

The North Topsail Beach Purchasing Policy is intended to serve as a guide for all departments in obtaining supplies, materials, equipment, apparatus, and services. Purchasing's primary obligation in a governmental environment is commitment and adherence to fair and open competition.

The town's purchasing operations are governed by North Carolina General Statutes, which require the town to seek competitive offers from qualified suppliers, unless the items can be obtained through existing contracts established by North Carolina State Purchasing and Contracts Division. North Topsail Beach participates in state contracts whenever feasible and cost effective.

Departmental expenditures over \$500 originate with completion of a detailed purchase requisition documenting the department's efforts to obtain the correct items at the best possible price. After approval by the department head, the requisition is submitted to the finance officer, who certifies budgetary authority and conformance with policy. The following General Rules and Procedures section outlines more specific actions, depending on the level of monetary commitment.

Generally, purchases should be made from vendors with the lowest prices, but higher priced vendors can be used when extenuating circumstances, properly documented, provide evidence of a higher value achieved. On the other hand, public funds are not appropriated to provide luxurious levels of quality. Specifications are developed for standard grades of merchandise that provide a balance between quality and price consistent with adequate and satisfactory levels of service.

The town shall not be required to use a vendor that has shown a previous history of providing substandard materials or services, nor will it tolerate unsupported favoritism in vendor selection. The town is further not permitted to purchase goods or services from employees.

**Compliance with Budget: In accordance with NCGS 159-28 (attached) any employee or board member who authorizes a vendor to commence work without a signed Pre-Audit Certificate is in violation of NCGS 159-28 (e) and is liable for any sums so committed or disbursed.**

**NCGS 159-28 requires all purchases to be pre-audited. All expenditures must have an unencumbered budget available to enter into a purchase and this requirement is met by the Finance Officer's Pre-Audit signature on the Purchase Order and all contracts and agreements.**

**Prior to the Board approving any contracts/agreements/purchases the Finance Officer must provide the budget account and balance available at the time of the award. If sufficient budget balance does not exist to make the award then a Budget Ordinance Amendment must be adopted prior to the Board approval of the contracts/agreements/purchases.**

### **General Rules and Procedures**

The Town of North Topsail Beach requires a purchase order to encumber funds **greater than \$500** needed to service daily operations. After an initial purchase requisition is approved by the department head, the finance officer certifies the funds are budgeted and available to meet the obligation, then issues a corresponding purchase order.

Town manager approval is also required for **purchases between \$5,000-\$40,000** and governing body approval is required for **purchases greater than \$40,000**.

**Purchases of items less than \$500** require a purchase requisition but not a purchase order. Likewise, charge account and credit card purchases under \$500 require a purchase requisition but not a purchase order, as do incidental reimbursable receipts.

**The following other purchases** require only preaudit certification from the finance officer; they do not require department head approval, purchase requisitions or purchase orders:

- Public advertising
- Membership dues and subscriptions for governing body administration
- Insurance premiums
- Professional services
- Petty cash
- Postage
- Refunds and reimbursements
- Tuition fees, per diem and travel expenses
- Public utilities
- Periodic payments for contracted services (facility leases, IT and custodial services, fleet management, etc.)

A purchase requisition can serve as a check request if no other evidence of the obligation will be provided, such as an invoice, receipt, or credit card order confirmation. Check requests are subject to the same general rules and procedures as purchase requisitions.

**Purchases of items between \$500- \$2,500** require, in most cases, a purchase requisition documenting the verbal quotes of at least three vendors, in addition to the above-noted approvals from the department head and the finance officer. When available vendors are limited, every effort will be made to obtain price quotes from at least two suppliers. Purchases obtainable from a single source only are allowed with appropriate documentation. When items are purchased via state contract provisions, no quotes are required.

**Purchases of items between \$2,500- \$5,000** require written quotes from at least three vendors, instead of verbal quotes. All other above provisions apply.

### **Purchase Requisitions**

Purchase requisitions should be completed in full, verbal quotes documented or written quotes attached, approved by the department head, and submitted to the finance officer in advance of need to allow sufficient processing time. Approved purchase orders will be issued in a timely manner, at which point the department's budget is encumbered and corresponding goods and services can be ordered.

Purchase requisitions should draw specifications or otherwise designate requirements with an emphasis on performance, function, utility and economy. When purchases of equipment, supplies and materials are to be made with funds obtained from federal and state government funds, the exact source of funding must be noted on the requisition. Requisitions that call for grades or qualities in excess of normal standards or quantities in excess of normal requirements will be subject to verification of necessity before approval is considered.

### **Purchase Orders**

All purchase orders are prepared by the finance officer, based on information provided by approved purchase requisitions. Purchases not made in accordance with the procedures identified in this policy require town manager approval prior to processing. Public funds are encumbered only for the amount of approved purchase orders. If the subsequent invoice for goods or services exceeds the purchase order amount by more than 10%, not including sales tax and shipping/handling charges, a new purchase order must be processed to accommodate the difference.

If there are insufficient unobligated funds in an affected budgetary line item, a purchase order cannot be applied against it until a budget transfer or a budget amendment is approved to provide the necessary appropriation.

### **Blanket Purchase Orders**

Blanket purchase orders are used to encumber a department's budget for supply items used regularly throughout the year to manage the department's daily functions. They are intended for items the vendor keeps in stock, not for singular items that must be ordered in advance of need. No blanket purchase order will be issued for items that can be purchased effectively and economically through normal purchasing procedures.

A purchase requisition approved by the department head for purchases applied against an existing blanket purchase order is required in advance of need.

The maximum amount of the blanket purchase order will be encumbered until the encumbrance is liquidated, reduced by invoices applied against it over time. Departments are not to exceed the total amount in funds encumbered for the period of the purchase order. It is the responsibility of each department head to ensure that purchases made against all blanket purchase orders do not exceed

the total dollar amount of the purchase order. Each department head will monitor acquisitions against purchase orders for their department to insure compliance.

### **Charge Accounts**

Charge accounts may be established by the finance officer for departmental staff purchases from vendors who invoice the town on a monthly or otherwise periodic basis subject to the terms identified in the Town of North Topsail Beach Credit Privilege Policy for in-store authorized credit usage. All general rules and procedures concerning requisitions and purchase orders apply.

### **Credit Cards**

Departmental staff will be issued town credit cards to facilitate the purchase of online goods and incidentals for town business only. Online order confirmations and in-person receipts will be submitted to the finance officer on an ongoing basis prior to delivery of the monthly statement, along with a completed credit card purchase form for each acquisition.

The Town of North Topsail Beach Credit Privilege Policy outlines the terms of individual employee use of credit cards and penalties for misuse, detailed usage rules, and standard processing procedures.

### **Contracts**

Contracts for services may include, but are not limited to, those for maintenance, construction contracts, repairs, professional consulting contracts, etc. The need for such contracts is based upon the requirements of the department and/or project.

Preaudit certification by the finance officer is required for all contracts. The town manager is required to sign contracts committing town funds for any purposes not exceeding \$40,000; the governing body is required to authorize contracts greater than \$40,000. Original copies of the executed contract will be filed with the finance officer and the town clerk.

The town manager is authorized to amend contracts for an amount up to \$10,000 more than the original contract. Contract amendments greater than \$10,000 must be authorized by the governing body. Preaudit certification by the finance officer is required for both.

Leases and/or contracts for real property will be negotiated through the town manager and approved by the governing body.



### **Emergency Purchases**

Emergencies are defined as present conditions that adversely affect the health and safety of people and/or property. When they can be rectified only by immediate purchases of goods or services, the involved department head is allowed to proceed accordingly with the town manager's approval, acquiring only what is necessary to meet the emergency.

As soon as the situation is under control, the department head is required to complete a purchase requisition for finance officer approval that documents the need for emergency action, in addition to providing standard requisition information.

### **Capital Purchases**

Capital purchases are fixed assets with an expected life greater than one year and acquisition costs of at least \$5,000, considered as a singular item or a group of like items purchased in the aggregate. The acquisition of capital items will be initiated by the department head and approved by the town manager, in consultation with the finance officer.

The purchase requisition requires the town manager's approval for all capital purchases; and, if the purchase exceeds \$40,000, the authorization of the designated alderman signatory on or before the requisition date. All general rules and procedures concerning purchase requisitions and purchase orders apply.

In addition, a purchase requisition for a capital item will include clear and concise specifications of the requirements to be satisfied by the purchase. The specifications should also indicate, when appropriate, the criteria used to determine whether the requirements are satisfied. Usually, more than one make, model, or brand complies and specifications should preserve competition among acceptable versions.

The town manager must approve all specifications for capital purchases, including those greater than \$40,000 prior to consideration by the governing body. Once specifications have been developed for a particular item, they will be reviewed to ensure they are not "vendor restrictive" and that the specifications effectively balance the need against the available budget.

### **"Piggyback" Purchases**

The Town of Town of North Topsail Beach uses the State of North Carolina "piggyback" exception for the purchase of vehicles and other large equipment costing \$90,000 or more when feasible and cost-effective.

This exception allows local governments to purchase apparatus, supplies, materials, or equipment from any person or entity that has, within the previous 12 months, after having completed a public, formal bid process, contracted to furnish the apparatus, supplies, materials, or equipment to United

States federal agencies, North Carolina state agencies, or agencies of any other state if the person or entity is willing to furnish the items at the same or more favorable prices, terms, and conditions as those provided under the contract with the other unit or agency.

Any purchase made with a “piggyback” exception must be approved by the governing body at a regularly scheduled meeting no fewer than 10 days after publication of notice, in a newspaper of general circulation in the area, that a waiver of the formal bid procedure and the use of the “piggyback” exception will be considered. The public notice will contain the following information:

- a general description of the items(s) to be purchased and the anticipated quantity
- the identity of the supplier
- the city, state, or other agency with whom the supplier has contracted within the past 12 months and the date that contract was entered into
- the date of the regular board meeting at which the governing body will consider the waiver of bidding
- the name and phone number of a person within the Town to contact for more information.

If deemed to be in the public interest, the governing body may waive competitive bidding in cases of emergency, when performance or price competition is not available, when standardization is the overriding consideration, or when the item is available through the “piggyback” option. In cases when the waiver of competitive bidding is anticipated, all reasons for taking such action must be documented.

### **Petty Cash**

Departmental staff can be reimbursed for minor purchases of supplies, postage, or fees less than \$20 from petty cash funds maintained by the finance department upon submission of the receipt. (See Town of North Topsail Beach Cash Management and Investment Policy for cash handling procedures regarding petty cash funds.)

### **Miscellaneous Procedures**

#### **Payment Procedures**

Receipts and packing slips received by department staff for goods or services rendered should be confirmed for accuracy against the purchase requisition, approved by the department head, noting the corresponding purchase order number, and forwarded to the finance officer. Invoices would ordinarily be mailed to the finance officer directly from the vendor; any received indirectly by department staff should be rerouted accordingly.

#### **Purchase Returns**

Department staff is required to provide written notice of goods returned or services altered to the finance officer, who will amend the corresponding purchase order accordingly, and return a copy.

### **Purchase Order Cancellation**

The finance officer will cancel an outstanding purchase order upon written request of the affected department head. The department head will notify the vendor of the cancellation.

### **Surplus Property Disposal**

The town manager is authorized to initiate the disposal of property owned by the Town of North Topsail Beach and fix the manner of disposal whenever he or she determines the following in consultation with the affected department head:

- The property is no longer necessary for the conduct of public business
- The interests of the town would best be served by disposal

The department head or town manager will initiate and approve the first half of the fixed asset disposal form, which the town clerk will include in the agenda of the next regular legislative session for consideration by the governing body to declare the property surplus. The mayor or mayor pro tem approval is required before disposal action can proceed.

A reasonable fair market value of the surplus property shall be determined using commonly accepted methods for real estate valuation or by pricing guides relied on by vehicle and equipment sellers. Similarly, the value of comparable assets sold on the open market with adjustments for age and condition can suffice in some cases, as can the use of brokerage services that specialize in the sale of government surplus.

The property can be sold to the party who tenders the highest offer within range of the fair market value or be exchanged for any property or services useful to the town, if greater value may be obtained in that manner.

The finance officer will prepare applicable title documents further processing by designated staff. If no offers are received within a reasonable time, the town manager may retain the property, obtain any reasonable salvage value, or cause it to be disposed of as waste material.

The town manager will provide a report to the governing body by the end of July with information regarding property disposed of under these provisions from July 1 through June 30 of the previous year. The written report shall generally describe the property sold or exchanged, to whom it was sold, or with whom exchanged, and the amount of money or other consideration received for sale or exchange since the last such report was submitted.

Private negotiation and sale may be used for personal property valued at less than \$30,000 for any one item or group of similar items. Real property, of any value, and personal property valued at \$30,000 or more for any one item or group of similar items may be sold through sealed bid, negotiated offer and upset bid, and public auction procedures, as outlined in North Carolina General Statutes.

## **Competitive Bidding**

### **Formal Bid Process**

Formal bids are required for the purchase of goods or services equal to or greater than \$90,000. Formal bid procedures may be solicited for purchases below this threshold if deemed advantageous to secure the best pricing. Governing body approval is required to award all formal bids.

Formal bid procedures involve legal advertising to solicit sealed bids from qualified vendors. The town clerk and the department head are required to open and read bids publicly prior to the award of the contract. The town clerk and the department head will make known to any interested person the names of the bidders, the manufacturers and catalog numbers of the items the bidders have offered, and the prices, delivery schedules, and terms specified in the bids.

After the bids have been opened, they are analyzed and compared with respect to compliance with specifications, quality and suitability of the products, time of delivery, and any other pertinent factors. If at least three competitive bids are not received, bids will be solicited again and the governing body has the option of awarding the contract for goods or services to the lowest responsible bidder of the second bid solicitation, regardless of the number of bids.

During the period of evaluation and prior to the award, possession of the bids and accompanying information is limited to town personnel directly involved in the project and to those in user agencies who are responsible for participating in the evaluation. Vendor participation, or furnishing information to vendors on the status of bid evaluation, is not permitted.

After award of the contract, the complete bid file with the exception of trade secrets, test information, or similar proprietary information as provided by statute and procedures will be made available to any interested person.

### **Architectural/Engineering/Surveying Exception**

The town manager is authorized to contract using either a formal or informal bid process for qualified architectural, engineering, or surveying services less than \$30,000. Governing body approval is required for such services in excess of \$30,000, regardless of the bid process.

The need for architectural, engineering, or surveying services shall be announced via direct notice, advertisement, posting on the town's web site, or other acceptable means. The town manager will solicit statements of qualifications from interested firms. These statements, personal interviews, and references from similar clients shall be the basis of determining the best qualified firm for the project. The Town of North Topsail Beach will not award contracts for architectural, engineering, or surveying services on the basis of price alone.

## **Formal Bid Procedures**

### Finance Officer / Department Head Responsibility

When preparing and issuing bid solicitations and requests for proposals, the finance officer and department heads are authorized to employ such terms and conditions as they deem advantageous that are not inconsistent with the North Carolina General Statutes and these rules and regulations.

### Prospective Bidders

Town departments will maintain a file of prospective bidders on various categories of materials, equipment, and services. Prospective bidders may be included on or removed from this list after taking into consideration financial standing and responsibility, facilities for production, distribution and services, length of time successfully in business, responsiveness, performance, and other factors deemed pertinent and reasonable.

### Bid Error Clarifications

If a bid appears to contain an obvious error or when an error is suspected, the circumstances may be investigated, and then may be considered and acted upon under the procedure for reviewing bids and awarding contracts. Any action taken shall not prejudice the rights of the public or the bidders. If bids are submitted substantially in accordance with the invitation but are not entirely clear as to the intent or to some particular fact or other ambiguities, clarification may be sought and accepted; provided that in doing so, changes which would improve the competitive position of a bid are not permitted.

### Bid Awards

Responsive bids and proposals will be considered and evaluated. Non-acceptance of the proposal is not to be construed as outright rejection or that it lacks merit, but that another is deemed more advantageous.

### Soliciting Bids

The purpose of soliciting bids is both to seek and to obtain competition; the responsibility is dual. If only a single bid or single acceptable bid is received, or if reasonable and available competition is not obtained, the reason shall be ascertained and made a matter of record.

### Employee Private Gain Prohibited

Purchases from or through employees of the town or purchases from or through companies in which town employees have financial interest, either directly or indirectly, is not permitted. The purchasing power of the town shall not be used for private advantage or gain.

### Rejection of Bids

All offers received may be rejected in whole or in part. The Town of North Topsail Beach will accept and make award to the lowest responsible bidder. Basis for rejection may include:

1. The proposal being deemed unsatisfactory as to quantity, quality, delivery, price or service offered
2. The proposal not complying with the specifications or with the intent of the proposed contract

3. Lack of competitiveness, by reason of collusion or otherwise, or knowledge that reasonably available competition was not received
4. Errors in specifications or indication that revision would be to the town's advantage
5. Cancellation of or changes in the intended project or other determination that the proposed requirement is no longer needed
6. Limitation or lack of available funds
7. Circumstances which prevent determination of the lowest responsible or most advantageous bid
8. A determination that rejection would be in the best interest of the town

**§ 159-28. Budgetary accounting for appropriations.**

(a) Incurring Obligations. – No obligation may be incurred in a program, function, or activity accounted for in a fund included in the budget ordinance unless the budget ordinance includes an appropriation authorizing the obligation and an unencumbered balance remains in the appropriation sufficient to pay in the current fiscal year the sums obligated by the transaction for the current fiscal year. No obligation may be incurred for a capital project, grant project, or settlement project authorized by a project ordinance, as defined in G.S. 159-13.2, unless that project ordinance includes an appropriation authorizing the obligation and an unencumbered balance remains in the appropriation sufficient to pay the sums obligated by the transaction. Nothing in this section shall require a contract to be reduced to writing.

(a1) Preaudit Requirement. – If an obligation is reduced to a written contract or written agreement requiring the payment of money, or is evidenced by a written purchase order for supplies and materials, the written contract, agreement, or purchase order shall include on its face a certificate stating that the instrument has been preaudited to assure compliance with subsection (a) of this section. The certificate, which shall be signed by the finance officer, or any deputy finance officer approved for this purpose by the governing board, shall take substantially the following form:

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

(Signature of finance officer).

(a2) Failure to Preaudit. – An obligation incurred in violation of subsection (a) or (a1) of this section is invalid and may not be enforced. The finance officer shall establish procedures to assure compliance with this section, in accordance with any rules adopted by the Local Government Commission.

(a3) Use of Automated System for Preaudit. – An automated financial computer system may be used to meet the requirements of subsection (a1) of this section if an annual certification is filed with the Secretary of the Commission pursuant to subsection (a4) of this section. The provisions of this subsection do not apply to transactions exempted by statute from the preaudit requirement. The automated computer system must have all of the following:

- (1) Embedded functionality that determines that there is an appropriation to the department, function code, or project in which the transaction appropriately falls.
- (2) Functionality ensuring that unencumbered funds remain in the appropriation to pay out any amounts that are expected to come due during the budgeted period.
- (3) Real-time visibility to budget compliance, alert threshold notifications, and rules-based compliance measures and enforcement.

(a4) Annual Certification of Automated Preaudit System. – When an automated financial computer system is used to meet the requirements of subsection (a1) of this section, the finance officer shall certify to the Secretary of the Commission no later than 30 days after the start of the unit's or public authority's fiscal year that the automated financial computer system meets all the requirements of subsection (a3) of this section. The Secretary may reject or revoke the finance officer's certification if the annual audit for the unit's or public authority's immediately preceding fiscal year includes a finding of budgetary noncompliance or if the Secretary determines that the automated financial computer system fails to meet the requirements of subsection (a3) of this section.

(b) Disbursements. – When a bill, invoice, or other claim against a local government or public authority is presented, the finance officer shall either approve or disapprove the necessary disbursement. If the claim involves a program, function, or activity accounted for in a fund

included in the budget ordinance or a capital project, grant project, or settlement project authorized by a project ordinance, as defined in G.S. 159-13.2, the finance officer may approve the claim only if both of the following apply:

- (1) The finance officer determines the amount to be payable.
- (2) The budget ordinance or a project ordinance includes an appropriation authorizing the expenditure and either (i) an encumbrance has been previously created for the transaction or (ii) an unencumbered balance remains in the appropriation sufficient to pay the amount to be disbursed.

The finance officer may approve a bill, invoice, or other claim requiring disbursement from an intragovernmental service fund or trust or custodial fund not included in the budget ordinance, only if the amount claimed is determined to be payable. A bill, invoice, or other claim may not be paid unless it has been approved by the finance officer or, under subsection (c) of this section, by the governing board. The finance officer shall establish procedures to assure compliance with this subsection, in accordance with any rules adopted by the Local Government Commission.

(c) Governing Board Approval of Bills, Invoices, or Claims. – The governing board may, as permitted by this subsection, approve a bill, invoice, or other claim against the local government or public authority that has been disapproved by the finance officer. The governing board may not approve a claim for which no appropriation appears in the budget ordinance or in a project ordinance, or for which the appropriation contains no encumbrance and the unencumbered balance is less than the amount to be paid. The governing board shall approve payment by formal resolution stating the board's reasons for allowing the bill, invoice, or other claim. The resolution shall be entered in the minutes together with the names of those voting in the affirmative. The chairman of the board, or some other member designated for this purpose, shall sign the certificate on the check or draft given in payment of the bill, invoice, or other claim. If payment results in a violation of law, each member of the board voting to allow payment is jointly and severally liable for the full amount of the check or draft given in payment.

(d) Payment. – A local government or public authority may not pay a bill, invoice, salary, or other claim except by any of the following methods:

- (1) Check or draft on an official depository.
- (2) Bank wire transfer from an official depository.
- (3) Electronic payment or an electronic funds transfer originated by the local government or public authority through an official depository.
- (4) Cash, if the local government has adopted an ordinance authorizing the use of cash, and specifying the limits of the use of cash.

(d1) Except as provided in this section, each check or draft on an official depository shall bear on its face a certificate signed by the finance officer or a deputy finance officer approved for this purpose by the governing board (or signed by the chairman or some other member of the board pursuant to subsection (c) of this section). The certificate shall take substantially the following form:

This disbursement has been approved as required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
(Signature of finance officer).

(d2) An electronic payment or electronic funds transfer shall be subject to the preaudit process in accordance with this section and any rules adopted by the Local Government Commission. The rules so adopted shall address execution of electronic payment or electronic funds transfer and how to indicate that the finance officer or duly appointed deputy finance officer has performed the preaudit process in accordance with this section. A finance officer or duly appointed deputy finance officer shall be presumed in compliance with this section if the



finance officer or duly appointed deputy finance officer complies with the rules adopted by the Local Government Commission.

(e) Penalties. – If an officer or employee of a local government or public authority incurs an obligation or pays out or causes to be paid out any funds in violation of this section, that officer or employee, and the sureties on any official bond for that officer or employee, are liable for any sums so committed or disbursed. If the finance officer or any duly appointed deputy finance officer gives a false certificate to any contract, agreement, purchase order, check, draft, or other document, the finance officer or duly appointed deputy finance officer, and the sureties on any official bond, are liable for any sums illegally committed or disbursed thereby. The governing board shall determine, by resolution, if payment from the official bond shall be sought and if the governing body will seek a judgment from the finance officer or duly appointed deputy finance officer for any deficiencies in the amount.

(e1) Inclusion of the contract term in accordance with G.S. 143-133.3(b) shall be deemed in compliance with G.S. 143-133.3(a).

(f) The certifications required by subsections (a1) and (d1) of this section shall not apply to any of the following:

- (1) An obligation or a document related to the obligation has been approved by the Local Government Commission.
- (2) Payroll expenditures, including all benefits for employees of the local government.
- (3) Electronic payments, as specified in rules adopted by the Local Government Commission.

(g) As used in this section, the following terms shall have the following meanings:

- (1) Electronic funds transfer. – A transfer of funds initiated by using an electronic terminal, a telephone, a computer, or magnetic tape to instruct or authorize a financial institution or its agent to credit or debit an account.
- (2) Electronic payment. – Payment by charge card, credit card, debit card, gas card, procurement card, or electronic funds transfer. (1971, c. 780, s. 1; 1973, c. 474, ss. 22, 23; 1975, c. 514, s. 12; 1979, c. 402, ss. 7, 8; 2010-99, s. 1; 2012-156, s. 1; 2015-246, s. 6(a); 2015-294, s. 2; 2021-58, s. 3; 2021-60, s. 3.5; 2024-1, s. 1.1(e).)

## Change Order

**PROJECT:** *(Name and address)*  
 North Topsail Beach Fire Station #2  
 3304 Gray Street  
 North Topsail Beach, North Carolina  
 28460

**CONTRACT INFORMATION:**  
 Contract For: General Construction  
 Date: March 5, 2024

**CHANGE ORDER INFORMATION:**  
 Change Order Number: 03  
 Date: January 30, 2025

**OWNER:** *(Name and address)*  
 Town of North Topsail Beach  
 2008 Loggerhead Court  
 North Topsail Beach, North Carolina  
 28460

**ARCHITECT:** *(Name and address)*  
 Becker Morgan Group, Inc.  
 3333 Jacckle Drive, Suite 120  
 Wilmington, North Carolina 28403

**CONTRACTOR:** *(Name and address)*  
 WB Brawley Company  
 3314 Jacckle Drive, Suite 120  
 Wilmington, North Carolina 28403

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

PCO 10: Storm Damage  
 PCO 12: Mechanical Pad Supports  
 PCO 14R1: Ice Machine Relocation  
 PCO 16: Window Blind Cord Delete

The original Contract Sum was	\$ 6,102,689.00
The net change by previously authorized Change Orders	\$ 9,142.20
The Contract Sum prior to this Change Order was	\$ 6,111,831.20
The Contract Sum will be increased by this Change Order in the amount of	\$ 28,780.27
The new Contract Sum including this Change Order will be	\$ 6,140,611.47

The Contract Time will be unchanged by Zero (0) days.  
 The new date of Substantial Completion will be April 4, 2025

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**


Becker Morgan Group, Inc.  
 ARCHITECT *(Firm name)*

  
 SIGNATURE

Ernest W. Olds, AIA / Vice President  
 PRINTED NAME AND TITLE

January 30, 2025  
 DATE

WB Brawley Company  
 CONTRACTOR *(Firm name)*

  
 SIGNATURE  
 Ryan Luckadoo

PRINTED NAME AND TITLE

DATE

Town of North Topsail Beach  
 OWNER *(Firm name)*

SIGNATURE

PRINTED NAME AND TITLE

DATE



ARCHITECTURE  
ENGINEERING

PLANNING OUR  
CLIENTS' SUCCESS

January 30, 2025

Alice Derian, Town Manager  
Town of North Topsail Beach  
2008 Loggerhead Court  
North Topsail Beach, North Carolina 28460

Re: Proposed Change Order No. 10  
**NORTH TOPSAIL BEACH FIRE STATION NO. 2**  
North Topsail Beach, North Carolina  
2021025.02

Dear Alice:

Becker Morgan Group, Inc. has reviewed the Proposed Change Order (PCO) No. 10 (Storm Damage), and to the best of my knowledge the cost and time allotment (if applicable) appear to be fair and equitable, and we recommend acceptance by the Owner, Town of North Topsail Beach.

Summary:

Total Cost..... \$5,154.73  
Time Extension..... None

See attached itemized documentation submitted by the General Contractor.

Respectfully Submitted,

BECKER MORGAN GROUP, INC.

Brice M. Reid, AIA  
Project Manager

BMR/klw

Enc.: PCO No. 10 (Storm Damage)

cc: Chief Chad Soward, w/enclosure

202102502\_Derian\_PCO10.docx

BECKER MORGAN GROUP, INC.

3333 JAECKLE DRIVE, SUITE 120  
WILMINGTON, NORTH CAROLINA 28403  
910.341.7600

615 SOUTH COLLEGE STREET, SUITE 9-112  
CHARLOTTE, NORTH CAROLINA 28202  
980.270.9100

314 EAST MAIN STREET  
CLAYTON, NORTH CAROLINA 27520  
919.243.1332

PORT EXCHANGE  
312 WEST MAIN STREET, SUITE 300  
SALISBURY, MARYLAND 21801  
410.546.9100

309 SOUTH GOVERNORS AVENUE  
DOVER, DELAWARE 19904  
302.734.7950

THE TOWER AT STAR CAMPUS  
100 DISCOVERY BOULEVARD, SUITE 102  
NEWARK, DELAWARE 19713  
302.369.3700

# BRAWLEY

■ ICT SERVICES   
 ■ CONSTRUCTION   
 ■ INTERIOR DESIGN

<b>To:</b> <u>Town of North Topsail Beach - Alice Derian</u>	<b>Date:</b> <u>1/9/2025</u>
<b>Project:</b> <u>NTB Fire Station #2</u>	<b>PCO #:</b> <u>10</u>
<b>Project #:</b> <u>2023342</u>	<b>Client Project #</b> <u>A/E 2021025.02</u>
<b>Contractor:</b> <u>WB Brawley Company</u>	<b>Contractor #:</b> <u>2023342</u>

**Description of change:**

Costs incurred from weather damage due to Tropical Depression Debby. This includes resurveying for building stakes that were disturbed by the soil erosion caused by heavy rainfall, cleaning of building footings that were covered in soil erosion due to heavy rainfall.

GC Materials (Attach list with Qty, Item, Unit \$, Unit mh, total mh, OT mh, Total \$)	SUBTOTALS
1. Total Direct Cost of Materials (Admin supplies and Technology Fee)	\$0.00
2. Sales Tax (NC, New Hanover) <span style="float: right;">7.00%</span>	\$0.00
3. Shipping, Transportation, Fees	\$0.00
4. Total for Materials & Shipping	\$0.00
5. Overhead and Profit on Item 4 <span style="float: right;">15%</span>	\$0.00
	<b>\$0.00</b>
<b>GC Labor:</b>	
6. Total Hours: Proj. Management <span style="float: right;">1 MH/</span> <span style="float: right;">\$65.00 /hr</span>	\$65.00
7. Total Hours: Estimator + Admin <span style="float: right;">0 MH/</span> <span style="float: right;">\$85.00 /hr</span>	\$0.00
8. Total Hours: <span style="float: right;">MH/</span> <span style="float: right;">/hr</span>	\$0.00
9. Total Manhours: Labor <span style="float: right;">MH/</span> <span style="float: right;">/hr</span>	\$0.00
10. Payroll Taxes & Insurance <span style="float: right;">45.0%</span>	\$29.25
11. Total Labor + Burden	\$94.25
12. Overhead and Profit on Item 11 <span style="float: right;">15.0%</span>	\$14.14
	<b>\$108.39</b>
<b>Equipment Rental: (Attach quotes)</b>	
11. Equipment Rental (Includes 7.5% Sales Tax, Delivery Fees)	\$0.00
12. Waste/Dump Fees	\$0.00
13. Total for Equipment Rental	\$0.00
14. Overhead and Profit <span style="float: right;">15.0%</span>	\$0.00
	<b>\$0.00</b>
<b>Subcontractors: (Attach quotes with material and labor backup)</b>	
15. Bateman Civil Survey	\$ 812.50
16. Bluewater Concrete	\$ 3,800.00
17. CM Mitchell	\$ -
18. Total of Lines 15 - 16	\$ 4,612.50
19. Profit and Overhead on Line 19 <span style="float: right;">15.0%</span>	\$ 322.88
20. Total of Lines 18 and 19	\$ 4,935.38
	<b>\$ 4,935.38</b>
<b>Subtotal Before Bonds and Insurance</b> <span style="float: right;"><b>\$ 5,043.76</b></span>	
<b>GC Bonds and Insurance:</b>	
21. Insurance	1.10% <span style="float: right;">\$55.48</span>
22. Bonds	1.10% <span style="float: right;">\$55.48</span>
	<b>\$110.96</b>
<b>Total: \$ 5,154.73</b>	

Time Extension Request of: 0 day(s) is being requested for this change in scope of work.

Notice to Proceed Date:	3/5/2024
Revised Contract Days to Complete:	375
Revised Substantial Completion Date:	4/5/2025
Additional Contract Days to Complete:	0
Adjusted Contract Days to Complete:	0
Adjusted Substantial Completion Date:	4/5/2025

The Contractor agrees to perform the work outlined in this change proposal for the amount specified above and in accordance with the Contract documents if the work is authorized by the Owner.

**Contractor's Signature:**  **Date:** \_\_\_\_\_  
**Client Representative Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**From:** Harloff, Lisa <l.harloff@batemancivilsurvey.com>  
**Sent:** Thursday, October 31, 2024 2:53 PM  
**To:** John Henderson <jhenderson@brawley.net>  
**Subject:** FW: NTB building corners

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi John.

The below request was the last work completed that we need to bill. This was a re-stake/out of contract service and totals \$812.50.

Will you be issuing a change order so I can apply to the pay application form?

Thank you,

**Lisa Harloff**  
Office Manager

phone: 910-772-9113 EXT 203



**BCSC**  
BATEMAN CIVIL SURVEY COMPANY

30 Covil Avenue, Wilmington  
28403, NC, US

[www.batemancivilsurvey.com](http://www.batemancivilsurvey.com)

---

**From:** Adrian Rowe <arowe@brawley.net>  
**Sent:** Wednesday, October 9, 2024 4:07 PM  
**To:** Harloff, Lisa <l.harloff@batemancivilsurvey.com>; Corpus, Carl <carl@batemancivilsurvey.com>  
**Cc:** John Henderson <jhenderson@brawley.net>; Matt Ribakow <mribakow@brawley.net>  
**Subject:** Re: NTB building corners

Good afternoon,

I want to schedule at your earliest convenience getting the building corners along the front of the building pinned along the elevator pit and interior footings. The updated elevator pit dimensions are included in the attached PDF on S.201, keynote 4. I have marked the sections of the building that I would like staked and/or pinned. I would like to stake out the interior rooms as to aid with interior layout as well as reset points for 5+ ft offsets to reinstall our batter boards which were either excavated or washed-out during this Hurricane Season. I am currently working to have the site ready for your workers by Friday morning. There is still a bit more dewatering required in the elevator pit to prevent it from washing out again. Can we tentatively schedule your workers for Friday, 10/11/2024? I will be able to provide an update on if the site is ready for work to resume sometime tomorrow, however I didn't want to delay scheduling with Bateman for another day while we wait for this elevator pit to dry out.

Best regards,

Adrian Rowe  
[arowe@brawley.net](mailto:arowe@brawley.net)  
QC / Superintendent / SSHO  
MCBCL / MCASNR / MCASCP  
North Carolina  
Cell: 910.890.7556

# Bluewater Concrete, LLC

1308 LT. Congleton Rd  
Wilmington, NC 28409 USA  
bluewaterconcretenc@gmail.com  
<https://www.bluewaterconcrete-nc.com>

## INVOICE

BILL TO	INVOICE	2517
Brawley	DATE	08/28/2024
	TERMS	Net 30
	DUE DATE	09/27/2024

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
NTBFD - COR	- Clean TOF for Mason - Mini Excavator - Saturday work, overtime		3,800.00	3,800.00

Thank you for your business.

SUBTOTAL	3,800.00
TAX	0.00
TOTAL	3,800.00
BALANCE DUE	<b>\$3,800.00</b>



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January 30, 2025

Alice Derian, Town Manager  
Town of North Topsail Beach  
2008 Loggerhead Court  
North Topsail Beach, North Carolina 28460

Re: Proposed Change Order No. 12  
**NORTH TOPSAIL BEACH FIRE STATION NO. 2**  
North Topsail Beach, North Carolina  
2021025.02

Dear Alice:

Becker Morgan Group, Inc. has reviewed the Proposed Change Order (PCO) No. 12 (Mechanical Pad Supports), and to the best of my knowledge the cost and time allotment (if applicable) appear to be fair and equitable, and we recommend acceptance by the Owner, Town of North Topsail Beach.

Summary:

Total Cost..... \$22,734.25  
Time Extension..... None

See attached itemized documentation submitted by the General Contractor.

Respectfully Submitted,

BECKER MORGAN GROUP, INC.

Brice M. Reid, AIA  
Project Manager

BMR/klw

Enc.: PCO No. 12 (Mechanical Pad Supports)

cc: Chief Chad Soward, w/enclosure

202102502\_Derian\_PCO12.docx

BECKER MORGAN GROUP, INC.

3333 JAECKLE DRIVE, SUITE 120  
WILMINGTON, NORTH CAROLINA 28403  
910.341.7600

615 SOUTH COLLEGE STREET, SUITE 9-112  
CHARLOTTE, NORTH CAROLINA 28202  
980.270.9100

314 EAST MAIN STREET  
CLAYTON, NORTH CAROLINA 27520  
919.243.1332

PORT EXCHANGE  
312 WEST MAIN STREET, SUITE 300  
SALISBURY, MARYLAND 21801  
410.546.9100

309 SOUTH GOVERNORS AVENUE  
DOVER, DELAWARE 19904  
302.734.7950

THE TOWER AT STAR CAMPUS  
100 DISCOVERY BOULEVARD, SUITE 102  
NEWARK, DELAWARE 19713  
302.369.3700

# BRAWLEY

■ ICT SERVICES    
 ■ CONSTRUCTION    
 ■ INTERIOR DESIGN

<b>To:</b> <u>Town of North Topsail Beach - Alice Deria</u>	<b>Date:</b> <u>11/20/2024</u>
<b>Project:</b> <u>NTB Fire Station #2</u>	<b>PCO #:</b> <u>12</u>
<b>Project #:</b> <u>2023342</u>	<b>Client Project #:</b> <u>A/E 2021025.02</u>
<b>Contractor:</b> <u>WB Brawley Company</u>	<b>Contractor #:</b> <u>2023342</u>

**Description of change:**  
 Cost to add additional supports for the mechanical pad equipment. Based on direction from RFI's 40 and 60.

GC Materials (Attach list with Qty, Item, Unit \$, Unit mh, total mh, OT mh, Total \$)	SUBTOTALS	
1. Total Direct Cost of Materials (Admin supplies and Technology Fee)	\$0.00	
2. Sales Tax (NC, New Hanover) <span style="float: right;">0.00%</span>	\$0.00	
3. Shipping, Transportation, Fees	\$0.00	
4. Total for Materials & Shipping	\$0.00	
5. Overhead and Profit on Item 4 <span style="float: right;">15%</span>	\$0.00	
	<b>\$0.00</b>	
<b>GC Labor:</b>		
6. Total Hours: Project Management <u>2</u> MH/ <u>\$65.00</u> /hr	\$130.00	
7. Total Hours: Estimator + Admin _____ MH/ <u>\$85.00</u> /hr	\$0.00	
8. Total Hours: _____ MH/ _____ /hr	\$0.00	
9. Total Manhours: Labor _____ MH/ _____ /hr	\$0.00	
10. Payroll Taxes & Insurance <span style="float: right;">45.0%</span>	\$58.50	
11. Total Labor + Burden	\$188.50	
12. Overhead and Profit on Item 11 <span style="float: right;">15.0%</span>	\$28.28	
	<b>\$216.78</b>	
<b>Equipment Rental: (Attach quotes)</b>		
11. Equipment Rental (Includes 7.5% Sales Tax, Delivery Fees)	\$0.00	
12. Waste/Dump Fees	\$0.00	
13. Total for Equipment Rental	\$0.00	
14. Overhead and Profit <span style="float: right;">15.0%</span>	\$0.00	
	<b>\$0.00</b>	
<b>Subcontractors: (Attach quotes with material and labor backup)</b>		
15. Bateman Civil Survey	\$ -	
16. Blood Hound	\$ -	
17. Bluewater Concrete	\$ -	
16. Independent Fabrication	\$ 20,587.00	
17. Southern Touch Painitng	\$ -	
18. Contingency on Item 15 - 17 <span style="float: right;">0.0%</span>	\$ -	
19. Total of Lines 15 - 18	\$ 20,587.00	
20. Profit and Overhead on Line 19 <span style="float: right;">15.0%</span>	\$ 1,441.09	
21. Total of Lines 19 and 20	\$ 22,028.09	
	<b>\$ 22,028.09</b>	
<b>Subtotal Before Bonds and Insurance</b>		
	<b>\$ 22,244.87</b>	
<b>GC Bonds and Insurance:</b>		
22. Insurance	1.10%	\$244.69
23. Bonds	1.10%	\$244.69
<b>Total: \$ 22,734.25</b>		

Time Extension Request of: **0** day(s) is being requested for this change in scope of work.

Notice to Proceed Date:	3/5/2024
Revised Contract Days to Complete:	375
Revised Substantial Completion Date:	4/5/2025
Additional Contract Days to Complete:	0
Adjusted Contract Days to Complete:	0
Adjusted Substantial Completion Date:	4/5/2025

The Contractor agrees to perform the work outlined in this change proposal for the amount specified above and in accordance with the Contract documents if the work is authorized by the Owner.

Contractor's Signature:  \_\_\_\_\_ Date: 11/20/24  
 Client Representative Approval: \_\_\_\_\_ Date: \_\_\_\_\_





## INDEPENDENT SERVICES

3000 E FM. 916  
Cleburne, TX 76031  
682-356-0306

October 16, 2024

Brawley Company  
3314 Jaeckle Drive  
Wilmington, N.C. 28411

Attn: John Henderson

### **RE: North Topsail Mechanical Pad 1-1 Revisions**

Independent Services will provide all labor, material, equipment, and supervision necessary to

- Fabricate, hot dip galvanize & install an additional ten (10) W8X24 beams on Mechanical pad. Beams will be fastened with angle clips and structural bolts per specs.

Material - \$4,406.00

Labor - \$3,840.00

**Total - \$8,246.00**

Thank you for the opportunity to prepare this proposal & we look forward to working together in the near future.

Respectfully,

Matt Reid  
matt@independentservices.us  
(817) 659-9654



## INDEPENDENT SERVICES

3000 E FM. 916  
Cleburne, TX 76031  
682-356-0306

November 6, 2024

Brawley Company  
3314 Jaeckle Drive  
Wilmington, N.C. 28411

Attn: John Henderson

### **RE: North Topsail Mechanical Pad 2-2 Revisions**

Independent Services will provide all labor, material, equipment, and supervision necessary to

- Fabricate, hot dip galvanize & install an additional eight (8) W8X24 beams on Mechanical pad. Beams will be fastened with angle clips and structural bolts per specs.
- Revise and update shop drawings to include said beams.

Material - \$4,406.00

Labor - \$3,840.00

Shop drawings - \$4,095.00

**Total - \$12,341.00**

Thank you for the opportunity to prepare this proposal & we look forward to working together in the near future.

Respectfully,

Matt Reid  
matt@independentservices.us  
(817) 659-9654



ARCHITECTURE  
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January 30, 2025

Alice Derian, Town Manager  
Town of North Topsail Beach  
2008 Loggerhead Court  
North Topsail Beach, North Carolina 28460

Re: Proposed Change Order No. 14-Revision 1  
**NORTH TOPSAIL BEACH FIRE STATION NO. 2**  
North Topsail Beach, North Carolina  
2021025.02

Dear Alice:

Becker Morgan Group, Inc. has reviewed the Proposed Change Order (PCO) No. 14-Revision 1 (Ice Machine Relocation), and to the best of my knowledge the cost and time allotment (if applicable) appear to be fair and equitable, and we recommend acceptance by the Owner, Town of North Topsail Beach.

Summary:

Total Cost..... \$438.83  
Time Extension..... None

See attached itemized documentation submitted by the General Contractor.

Respectfully Submitted,

BECKER MORGAN GROUP, INC.

Brice M. Reid, AIA  
Project Manager

BMR/klw

Enc.: PCO No. 14-Revision 1 (Ice Machine Relocation)

cc: Chief Chad Soward, w/enclosure

202102502\_Derian\_PCO14R1.docx

BECKER MORGAN GROUP, INC.

3333 JAECKLE DRIVE, SUITE 120  
WILMINGTON, NORTH CAROLINA 28403  
910.341.7600

615 SOUTH COLLEGE STREET, SUITE 9-112  
CHARLOTTE, NORTH CAROLINA 28202  
980.270.9100

314 EAST MAIN STREET  
CLAYTON, NORTH CAROLINA 27520  
919.243.1332

PORT EXCHANGE  
312 WEST MAIN STREET, SUITE 300  
SALISBURY, MARYLAND 21801  
410.546.9100

309 SOUTH GOVERNORS AVENUE  
DOVER, DELAWARE 19904  
302.734.7950

THE TOWER AT STAR CAMPUS  
100 DISCOVERY BOULEVARD, SUITE 102  
NEWARK, DELAWARE 19713  
302.369.3700

# BRAWLEY

■ ICT SERVICES   
 ■ CONSTRUCTION   
 ■ INTERIOR DESIGN

<b>To:</b>	<u>Town of North Topsail Beach - Alice Derian</u>	<b>Date:</b>	<u>1/15/2025</u>
<b>Project:</b>	<u>NTB Fire Station #2</u>	<b>PCO #:</b>	<u>14</u>
<b>Project #:</b>	<u>2023342</u>	<b>Client Project #</b>	<u>A/E 2021025.02</u>
<b>Contractor:</b>	<u>WB Brawley Company</u>	<b>Contractor #:</b>	<u>2023342</u>

**Description of change:**

Cost to relocate Ice Machine from room 113 to room 112. Costs include cutting and capping the current drain location, and tapping and stubbing out new drain location. Also includes time for coordination of retesting for compaction after dirt and stone are replaced.

GC Materials (Attach list with Qty, Item, Unit \$, Unit mh, total mh, OT mh, Total \$)	SUBTOTALS
1. Total Direct Cost of Materials (Admin supplies and Technology Fee)	<u>\$0.00</u>
2. Sales Tax (NC, New Hanover) <span style="float: right;">7.00%</span>	<u>\$0.00</u>
3. Shipping, Transportation, Fees	<u>\$0.00</u>
4. Total for Materials & Shipping	<u>\$0.00</u>
5. Overhead and Profit on Item 4 <span style="float: right;">15%</span>	<u>\$0.00</u>
	<b>\$0.00</b>
<b>GC Labor:</b>	
6. Total Hours: Project Management <span style="float: right;">1 MH/</span> <u>\$65.00</u> /hr	<u>\$65.00</u>
7. Total Hours: Estimator + Admin <span style="float: right;">MH/</span> <u>\$85.00</u> /hr	<u>\$0.00</u>
8. Total Hours: <span style="float: right;">MH/</span> <u>        </u> /hr	<u>\$0.00</u>
9. Total Manhours: Labor <span style="float: right;">MH/</span> <u>        </u> /hr	<u>\$0.00</u>
10. Payroll Taxes & Insurance <span style="float: right;">45.0%</span>	<u>\$29.25</u>
11. Total Labor + Burden	<u>\$94.25</u>
12. Overhead and Profit on Item 11 <span style="float: right;">15.0%</span>	<u>\$14.14</u>
	<b>\$108.39</b>
<b>Equipment Rental: (Attach quotes)</b>	
11. Equipment Rental (Includes 7.5% Sales Tax, Delivery Fees)	<u>\$0.00</u>
12. Waste/Dump Fees	<u>\$0.00</u>
13. Total for Equipment Rental	<u>\$0.00</u>
14. Overhead and Profit <span style="float: right;">15.0%</span>	<u>\$0.00</u>
	<b>\$0.00</b>
<b>Subcontractors: (Attach quotes with material and labor backup)</b>	
15. Tidal Wave Plumbing	<u>\$ 300.00</u>
16. Blood Hound	<u>\$ -</u>
17. Bluewater Concrete	<u>\$ -</u>
16. Independent Fabrication	<u>\$ -</u>
17. Southern Touch Paintng	<u>\$ -</u>
18. Contingency on Item 15 - 17 <span style="float: right;">0.0%</span>	<u>\$ -</u>
19. Total of Lines 15 - 18	<u>\$ 300.00</u>
20. Profit and Overhead on Line 19 <span style="float: right;">15.0%</span>	<u>\$ 21.00</u>
21. Total of Lines 19 and 20	<u>\$ 321.00</u>
	<b>\$ 321.00</b>
<b>Subtotal Before Bonds and Insurance</b> <span style="float: right;"><b>\$ 429.39</b></span>	
<b>GC Bonds and Insurance:</b>	
22. Insurance <span style="float: right;">1.10%</span>	<u>\$4.72</u>
23. Bonds <span style="float: right;">1.10%</span>	<u>\$4.72</u>
<b>Total: \$ 438.83</b>	

Time Extension Request of: **0** day(s) is being requested for this change in scope of work.

Notice to Proceed Date:	3/5/2024
Revised Contract Days to Complete:	375
Revised Substantial Completion Date:	4/5/2025
Additional Contract Days to Complete:	0
Adjusted Contract Days to Complete:	0
Adjusted Substantial Completion Date:	4/5/2025

The Contractor agrees to perform the work outlined in this change proposal for the amount specified above and in accordance with the Contract documents if the work is authorized by the Owner.

Contractor's Signature:  Date: 1/15/25  
 Client Representative Approval: \_\_\_\_\_ Date: \_\_\_\_\_





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January 30, 2025

Alice Derian, Town Manager  
Town of North Topsail Beach  
2008 Loggerhead Court  
North Topsail Beach, North Carolina 28460

Re: Proposed Change Order No. 16  
**NORTH TOPSAIL BEACH FIRE STATION NO. 2**  
North Topsail Beach, North Carolina  
2021025.02

Dear Alice:

Becker Morgan Group, Inc. has reviewed the Proposed Change Order (PCO) No. 16 (Window Blind Cord Delete), and to the best of my knowledge the cost and time allotment (if applicable) appear to be fair and equitable, and we recommend acceptance by the Owner, Town of North Topsail Beach.

Summary:

Total Cost..... \$452.46  
Time Extension..... None

See attached itemized documentation submitted by the General Contractor.

Respectfully Submitted,

BECKER MORGAN GROUP, INC.

Brice M. Reid, AIA  
Project Manager

BMR/klw

Enc.: PCO No. 16 (Window Blind Cord Delete)

cc: Chief Chad Soward, w/enclosure

202102502\_Derian\_PCO16.docx

BECKER MORGAN GROUP, INC.

3333 JAECKLE DRIVE, SUITE 120  
WILMINGTON, NORTH CAROLINA 28403  
910.341.7600

615 SOUTH COLLEGE STREET, SUITE 9-112  
CHARLOTTE, NORTH CAROLINA 28202  
980.270.9100

314 EAST MAIN STREET  
CLAYTON, NORTH CAROLINA 27520  
919.243.1332

PORT EXCHANGE  
312 WEST MAIN STREET, SUITE 300  
SALISBURY, MARYLAND 21801  
410.546.9100

309 SOUTH GOVERNORS AVENUE  
DOVER, DELAWARE 19904  
302.734.7950

THE TOWER AT STAR CAMPUS  
100 DISCOVERY BOULEVARD, SUITE 102  
NEWARK, DELAWARE 19713  
302.369.3700

# BRAWLEY

ICT SERVICES CONSTRUCTION INTERIOR DESIGN

ICT SERVICES CONSTRUCTION INTERIOR DESIGN

To: Town of North Topsail Beach - Alice Derian Date: 12/16/2024  
 Project: NTB Fire Station #2 PCO #: 16  
 Project #: 2023342 Client Project #: A/E 2021025.02  
 Contractor: WB Brawley Company Contractor #: 2023342

**Description of change:**

Cost for upgrading window blinds from corded to cordless style lifts to comply with new building code. Includes credit for 3 windows included in bid and later removed per response to RFI #26.

GC Materials (Attach list with Qty, Item, Unit \$, Unit mh, total mh, OT mh, Total \$)		SUBTOTALS	
1. Total Direct Cost of Materials (Admin supplies and Technology Fee)		\$0.00	
2. Sales Tax (NC, New Hanover) 7.00%		\$0.00	
3. Shipping, Transportation, Fees		\$0.00	
4. Total for Materials & Shipping		\$0.00	
5. Overhead and Profit on Item 4 15%		\$0.00	
			\$0.00
<b>GC Labor:</b>			
6. Total Hours: Project Management 1 MH/ \$65.00 /hr		\$65.00	
7. Total Hours: Estimator + Admin 1 MH/ \$85.00 /hr		\$85.00	
8. Total Hours: MH/ /hr		\$0.00	
9. Total Manhours: Labor MH/ /hr		\$0.00	
10. Payroll Taxes & Insurance 45.0%		\$67.50	
11. Total Labor + Burden		\$217.50	
12. Overhead and Profit on Item 11 15.0%		\$32.63	
			\$250.13
<b>Equipment Rental: (Attach quotes)</b>			
11. Equipment Rental (Includes 7.5% Sales Tax, Delivery Fees)			
12. Waste/Dump Fees		\$0.00	
13. Total for Equipment Rental		\$0.00	
14. Overhead and Profit 15.0%		\$0.00	
			\$0.00
<b>Subcontractors: (Attach quotes with material and labor backup)</b>			
15. Blinds and Beyond		\$ 180.00	
16. Blood Hound		\$ -	
17. Bluewater Concrete		\$ -	
16. Independent Fabrication		\$ -	
17. Southern Touch Painitng		\$ -	
18. Contingency on Item 15 - 17 0.0%		\$ -	
19. Total of Lines 15 - 18		\$ 180.00	
20. Profit and Overhead on Line 19 15.0%		\$ 12.60	
21. Total of Lines 19 and 20		\$ 192.60	
<b>Subtotal Before Bonds and Insurance</b>			<b>\$ 442.73</b>
<b>GC Bonds and Insurance:</b>			
22. Insurance 1.10%		\$4.87	
23. Bonds 1.10%		\$4.87	
			<b>Total: \$ 452.46</b>

Time Extension Request of: **0** day(s) is being requested for this change in scope of work.

Notice to Proceed Date: 3/5/2024  
 Revised Contract Days to Complete: 375  
 Revised Substantial Completion Date: 4/5/2025  
 Additional Contract Days to Complete: 0  
 Adjusted Contract Days to Complete: 0  
 Adjusted Substantial Completion Date: 4/5/2025

The Contractor agrees to perform the work outlined in this change proposal for the amount specified above and in accordance with the Contract documents if the work is authorized by the Owner.

Contractor's Signature: *mk* Date: 12/16/24  
 Client Representative Approval: \_\_\_\_\_ Date: \_\_\_\_\_



**PROPOSAL #1**

PROJECT NAME

North Topsail Beach Fire Station #2

Location: North Topsail Beach, NC

Quoted On: Tuesday November 21, 2023

BLINDS | SHUTTERS | WINDOW FILM

PO Box 937 Swansboro, NC 28584 • (910) 353-3313 • estimating@blindsbeyond.com • www.BlindsBeyond.com

**Product Description**

**BASE BID (1" Aluminum Blinds):**

Product Location: The plans nor the specs stated what windows are to receive the 1" Aluminum Blinds. I have quoted blinds at all exterior windows except in the Entry 101 & Stairwell and the SF-6 High Windows.

Product Type: SWF Contract / Bali Classics 1" Aluminum Blinds / Wand Tilt with Cord Lift

Quantity: 17

**Base Bid: \$ 3,290.00**

**Notes**

PROPOSAL NOTES

- > We acknowledge (5) Amendments.
- > This proposal is per the plans and specifications.
- > Total Includes: All product, taxes and installation related to products listed above and the schedule listed below.
- > Lead Time: 4-6 Weeks
- > Installation Phases: 1 Phase.
- > Insurances: Blinds & Beyond is covered with General Liability, Umbrella Coverage, Workman's Compensation, and Commercial Automotive. Contractor may request to be added as an additional insured on project.

**Schedule:**

	Room	Window Type	Qty Per Ea.		Tot Qty	Width	Length	Product	Color	Note
			Window Qty	Window						
1		SF-2	1	1	1	96	96?	1" Aluminum Blinds		
2		SF-3	3	1	3	60	64	1" Aluminum Blinds		
3		SF-4	3	1	3	60	96	1" Aluminum Blinds		
4		SF-5	2	1	2	60	64	1" Aluminum Blinds		
5		SF-7	1	1	1	96	72	1" Aluminum Blinds		
6		SF-9	7	1	7	60	72	1" Aluminum Blinds		
7										





UPDATED  
PROJECT NAME

Location: North Topsail Beach, NC  
Quoted On: Monday, July 1, 2024

North Topsail Beach Fire Station #2

BLINDS | SHUTTERS | WINDOW FILM

PO Box 937 Swansboro, NC 28584 • (910) 353-3313 • estimating@blindsbeyond.com • www.BlindsBeyond.com

**Product Description**

**BASE BID (1" Aluminum Blinds):**

Product Location: Per RFI #26, Drawing A101 & A103 shows the locations required for the 1" Aluminum Blinds.  
Product Type: SWF Contract / Bali Classics 1" Aluminum Blinds / **Wand Tilt with Cordless Lift**  
Quantity: 14

**Base Bid: \$ 3,470.00**

**Notes**

PROPOSAL NOTES

- > We acknowledge (5) Amendments.
- > This proposal is per the plans and specifications and RFI #26.
- > Total Includes: All product, taxes and installation related to products listed above and the schedule listed below.
- > Lead Time: 4-6 Weeks
- > Installation Phases: 1 Phase.
- > Insurances: Blinds & Beyond is covered with General Liability, Umbrella Coverage, Workman's Compensation, and Commercial Automotive. Contractor may request to be added as an additional insured on project.

**Schedule:**

	Room	Window Type	Qty Per Ea.		Tot Qty	Width	Length	Product	Color	Note
			Window Qty	Window						
1		SF-2	1	1	1	96	96?	1" Aluminum Blinds		
2		SF-3	3	1	3	60	64	1" Aluminum Blinds		
3		SF-4	3	1	3	60	96	1" Aluminum Blinds		
4		SF-9	7	1	7	60	72	1" Aluminum Blinds		
5										



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

## Planning Board Committee Report

February 5, 2025

### **Planning Board**

*PRESENT: Susan Meyer – Chair, Fred Fontana - Vice Chair, Lisa Brown, Charles "Rusty" Walker - Alternate, Keith Wilkerson – Alternate*

*ABSENT: Teri Ward.*

*Staff: Deborah J. Hill MPA AICP CFM CZO - Planning Director, Kate Winzler - CMC, NCCMC - Clerk to the Planning Board*

*Attorney : Chip Payson | Sumrell Sugg, PA*

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The Planning Board held their regular meeting on Thursday, January 9, 2025, at 6:00 p.m. The Planning Board unanimously approved the 2025 Planning Board regular meeting schedule. Vice Chair Fontana welcomed Town Attorney Chip Payson via Teams. There was no public comment.

### **ORGANIZATION: Rules of Procedure**

Planning Director Hill provided background information regarding the “Suggested Procedural Rules for Local Appointed Boards” by Trey Allen and A. Fleming Bell, II as well as the most recent edition of “Robert’s Rules.” Ms. Hill explained that parliamentary procedures are used to formally move the Planning Board business for discussion and action in an orderly fashion, as well as to provide a framework for fairness and openness. All Planning Board votes count equally, and the Chair gets to vote.

The Planning Board procedural rules were adopted around 2007. The intent is for the Planning Board to review the rules of procedure every May and adjust them if needed. They were amended after Hurricane Florence in 2018 to accommodate the displaced administration. The rules of procedure assign the meeting place and time, which is published. The rules provide guidance for changing the meeting schedule.

Planning Director Hill asked Attorney Payson for guidance on Rule 29: Duty to Vote. Attorney Payson suggested:

“...The unexcused failure to vote by a member who is physically present in the meeting room, or who has withdrawn without being excused by the majority vote of the remaining member present, shall be recorded as an affirmative vote.”

Ms. Brown asked about Rule 21 stating no second is required. She noted that the Planning Board seconds every motion and asked if the rule should be revised.

Planning Director Hill suggested and Attorney Payson agreed to rewriting the rule to read:

“Rule 21: Second Required Second is required on any motion.”

Chair Meyer explained her understanding was that a motion and a second were required to have

discussion, since a motion without a second dies.  
There was a discussion regarding motion seconds.  
Vice Chair Fontana asked about closed session briefings.  
There was discussion about closed sessions.

**Mr. Walker made a motion to accept the document as printed.**

**Mr. Walker revised the motion to approve the changes and amendments to the procedures. Mr. Wilkerson seconded the motion. The motion passed unanimously, 5-0.**

#### **PUBLIC COMMENT**

None.

#### **DISCUSSION**

##### **American Planning Association Presentation Video: Legal Decision-Making (Attorney Payson)**

The Planning Board watched the training video. There was a discussion.

#### **ADJOURNMENT**

The Planning Board meeting adjourned at 7:04 p.m.

# Town of North Topsail Beach Planning Board Procedural Rules

## Part I. Applicability

### Rule 1. Applicability of Rules

These rules apply to all meetings of the Town of North Topsail Beach Planning Board. For purposes of these rules, a meeting of the Planning Board occurs whenever a majority of the Planning Board's members gather, either in person or simultaneously by electronic means, to conduct hearings, deliberate, vote, or otherwise transact public business within the Planning Board's real or apparent jurisdiction. The term "majority" as used here and elsewhere in these rules means, unless otherwise specified, a simple majority, that is, more than half.

## Part II. Quorum

### Rule 2. Quorum

The presence of a quorum is necessary for the Planning Board to conduct business. A quorum consists of a majority of the Planning Board's actual membership [excluding vacant seats]. [A member who withdraws from a meeting of the Planning Board without being excused by majority vote of the remaining members present shall be counted as present for quorum purposes.]

## Part III. Open Meetings

### Rule 3. Electronic Planning Board Meetings

(a) *General Provisions.* No member who is not physically present may participate in a meeting of the Planning Board by electronic means except in accordance with this rule.

(b) *Electronic Meetings During a State of Emergency Declared by the Governor or General Assembly.* During any state of emergency declared by the Governor or General Assembly pursuant to G.S. 166A-19.20, a meeting of the Planning Board shall comply with the requirements of this paragraph if (1) the Planning Board falls within the emergency area and (2) at least one Planning Board member attends the meeting by conference call, conference video, or other electronic means.

- (1) *Notice.* The public notice for any regular, special, emergency, or recessed meeting that is subject to this paragraph shall specify how the public can access the electronic meeting in real time.
- (2) *Member Identification.* Each member who attends by electronic means shall identify himself or herself in each of the following situations:
  - a. a. when roll is taken or the meeting begins;
  - b. b. before taking part in deliberations, including making any motions, proposing any amendments, or raising any points of order; and
  - c. c. before voting.
- (3) *Meeting Materials.* All documents considered during the meeting shall be furnished to each Planning Board member.

- (4) *Method of Electronic Participation.* Any member who attends electronically shall use a means of communication that enables the member
- a. a. to hear what is said by other Planning Board members and any person who addresses the Planning Board and
  - b. b. to be heard by other Planning Board members.
- (5) *Quorum.* A member who attends by electronic means counts as present for quorum purposes, but only while the Planning Board maintains electronic communication with that member.
- (6) *Voting.* The Planning Board shall conduct all votes by roll call. It may not vote by secret or written ballots. The votes of any member who attends by electronic means shall be counted as if the member were physically present, but only while the Planning Board maintains electronic communication with that member.
- (6) *Acting by Reference.* The Planning Board shall not deliberate, vote, or otherwise take action on any matter by reference to the agenda or any other document unless copies of the agenda or document are available for public inspection at the meeting and so worded that persons in attendance can understand what is being deliberated or acted upon.
- (7) *Minutes.* The minutes shall indicate that the meeting was conducted by electronic means, which members took part electronically, and when such members joined or left the electronic meeting.
- (8) *Live Streaming.* The meeting shall be streamed live online so that live audio (and video, if any) are available to the public. If the Planning Board meets by conference call, the public shall have an opportunity to dial in or stream the audio live and listen to the electronic meeting.
- (9) *Public Hearings.* Although it may conduct any public hearing mandated or permitted by law, the Planning Board shall allow the public to submit written comments on the hearing's subject matter between the publication of any required notice and twenty-four hours after the hearing.

#### **Rule 4. Meetings to Be Open to the Public**

Except as permitted by Rule 5, all meetings of the Planning Board shall be open to the public, and any person may attend its meetings.

#### **Rule 5. Closed Sessions**

(a) *Bases for Closed Session.* The Planning Board may enter a closed session from which the public is excluded on any of the grounds listed in G.S. 143-318.11(a).

(b) *Motion to Enter Closed Session.* The Planning Board may hold a closed session only upon a motion duly made and adopted in open session. The motion to enter closed session shall cite one or more of the permissible bases listed in G.S. 143-318.11(a) for closed sessions. For a closed session held under G.S. 143-318.11(a)(1) (prevent disclosure of privileged or confidential information or information not considered public record), the motion shall name or cite the law that renders the information confidential or privileged. For a closed session called pursuant to G.S. 143-318.11(a)(3) (attorney consultation and preservation of attorney-client privilege), the motion shall name the parties to any pending lawsuit that the Planning Board's attorney plans to discuss in the closed session.

(c) *Closed-Session Participants.* Aside from the Planning Board members themselves, only those individuals invited by the Planning Board may participate in a closed session. The Planning Board will invite only those individuals whose presence is reasonably necessary to aid the Planning Board in its closed-session deliberations.

(d) *Motion to Return to Open Session.* Upon completing its closed-session business, the Planning Board shall return to open session.

### **Rule 6. Meeting Minutes**

(a) Minutes Required for All Meetings. The Planning Board shall keep full and accurate minutes of its meetings, including any closed sessions. To be “full and accurate,” the minutes must record all actions taken by the Planning Board, as well as the Planning Board’s compliance with any applicable procedural requirements. The minutes should set out the precise wording of each motion and make it possible to determine the number of votes cast for and against each motion. The minutes need not record Planning Board member discussions, though the Planning Board in its discretion may decide to incorporate such details into the minutes.

(b) Record of “Ayes” and “Noes.” At the request of any member, the minutes shall indicate how each member voted by name on a particular matter.

(c) General Accounts of Closed Sessions. In addition to minutes, the Planning Board shall keep a general account of each closed session. The general account shall be sufficiently detailed to provide a person not in attendance with a reasonable understanding of what transpired. The Planning Board may combine the minutes and general account of a closed session into one document, so long as the document contains both a complete record of actions taken and the level of detail required for a general account.

(d) Sealing Closed-Session Records. Minutes and general accounts of closed sessions shall be sealed until unsealed by order of the Planning Board or in accordance with instructions adopted by a competent authority. The sealed minutes and general account of any closed session may be withheld from public inspection, so long as public inspection would frustrate the purpose(s) of the closed session.

### **Rule 7. Broadcasting and Recording Meetings**

(a) Right to Broadcast and Record. Any person may photograph, film, tape-record, or otherwise reproduce any part of a Planning Board meeting that must take place in open session. Except as provided in paragraph (c) of this rule, any radio or television station may broadcast any such part of a Planning Board meeting.

(b) Advance Notice. Any radio or television station that plans to broadcast any portion of a Planning Board meeting shall notify the Town Clerk no later than [twenty-four hours] before the meeting. The failure to provide notice is not, by itself, grounds for preventing the broadcast of a Planning Board meeting.

(c) Equipment Placement. The Planning Board chair or an appropriate staff member may regulate the placement and use of camera or recording equipment in order to prevent undue interference with a Planning Board meeting, so long as he or she allows the equipment to be placed where it can carry out its intended function. If the Planning Board chair or staff member determines in good faith that the equipment and personnel necessary to broadcast, photograph, or record the meeting cannot be accommodated without undue interference to the meeting, and an adequate alternative meeting room is not readily available, the chair or staff member may require the pooling of the equipment and the personnel operating it.

(d) Alternative Meeting Site. If the news media request an alternative meeting site to accommodate news coverage, and the Planning Board grants the request, the news media making the request shall pay the costs incurred by the local government unit in securing an alternative meeting site.

## **Part IV. Organization of the Planning Board**

### **Rule 8. Organizational Meeting: Selection of Chair and Vice Chair**

On the date and at the time of the first regular meeting in July, all newly appointed and reappointed members of the Planning Board shall take and subscribe to the oath of office as the first order of new business. As the second order of new business, the Planning Board shall elect a chair and vice chair.

## **Part V. Types of Meetings**

### **Rule 9. Regular Meetings**

(a) Regular Meeting Schedule. The Planning Board shall annually adopt a regular meeting schedule showing the time(s) and place(s) of its regular meetings for the year.

(b) Notice of Regular Meeting Schedule. The Planning Board shall ensure that a copy of its current regular meeting schedule, complete with the time and place of each regular meeting, is filed with the Planning Board's clerk and posted on the Planning Board's webpage.

(c) Change to Regular Meeting Schedule. The Planning Board may revise its regular meeting schedule to change the time or place of a particular regular meeting or all regular meetings within a specified period. The Planning Board shall ensure that the revised regular meeting schedule is filed with the Planning Board's clerk at least seven calendar days before the first meeting held pursuant to the revised schedule. The Planning Board shall also have the revised schedule posted on the Planning Board's webpage.

### **Rule 10. Special Meetings**

(a) Calling Special Meetings. The chair may call a special meeting of the Planning Board. Alternatively, a special meeting may be called by vote of the Planning Board in open session during a regular meeting or another duly called special meeting.

(b) Notice to the Public. At least forty-eight hours before a special meeting, the Planning Board shall cause written notice of the meeting's date, time, place, and purpose(s) to be (1) posted on the Town's message Planning Board and (2) delivered, emailed, or mailed to each newspaper, wire service, radio station, television station, and person who has filed a written request for notice with the Planning Board's clerk. The Planning Board shall also have the notice posted on the Planning Board's webpage prior to the special meeting.

(c) Notice to Members. If the chair called the special meeting, the chair shall ensure that notice of the meeting's date, time, place, and purpose(s) is mailed, emailed, or delivered to the other members at least forty-eight hours before the meeting. If the special meeting was called at another duly held meeting of the Planning Board, and one or more members were absent, the chair shall ensure that notice of the meeting's date, time, place, and purpose(s) is mailed, emailed, or delivered to any absent member(s) a minimum of forty-eight hours in advance of the special meeting.

### **Rule 11. Emergency Meetings**

(a) Calling Emergency Meetings. The chair may call an emergency meeting of the Planning Board, but only when necessary to address generally unexpected circumstances that demand the Planning Board's immediate attention.

(b) Notice of Emergency Meetings. Reasonable steps shall be taken by the chair to notify other Planning Board members of an emergency meeting. Additionally, notice of the meeting shall be

given to each local newspaper, local wire service, local radio station, and local television station that has filed with the Planning Board's clerk a written request to be notified of emergency meetings. To be valid, the request must include the newspaper's, wire service's, or station's telephone number. Notice may be given by telephone, email, or the same method used to notify Planning Board members. Notice shall be provided immediately after members have been notified and at the expense of the media organization notified.

(c) Transaction of Other Business Prohibited. Only business connected with the emergency may be considered at an emergency meeting.

**Rule 12. Recessed Meetings**

(a) Calling Recessed Meetings. When conducting a properly called regular, special, or emergency meeting, the Planning Board may recess the meeting to another date, time, or place by a procedural motion made and adopted in open session, as provided in Rule 25 (Motion 3). The motion shall state the time (including the date, if the meeting will resume on a different day) and place at which the meeting will resume.

(b) Notice of Recessed Meetings. Notice of the recessed meeting's date, time, and place shall appear on the Planning Board's webpage prior to the meeting. No further notice of a properly called recessed meeting is required.

**Part VI. Agenda**

**Rule 13. Agenda**

(a) Draft Agenda.

- (1) *Preparation.* The Planning Board's clerk shall prepare a draft agenda for each meeting of the Planning Board.
- (2) *Requesting placement of items on draft agenda.* Members may, by timely request, have items placed on the draft agenda for any regular meeting. Members shall submit their requests to the Planning Board's clerk at least seven working days before the meeting date.
- (3) *Supplemental information/materials.* A copy of all draft orders, policies, regulations, or resolutions shall be attached to the draft agenda. The Planning Board's clerk shall prepare an agenda packet that includes, for each item of business listed on the draft agenda, as much background information on the topic as is available and feasible to reproduce.
- (4) *Delivery to Planning Board members.* Each member shall receive an email notification that the draft agenda and the agenda packet is available on the Town's Meetings webpage. [Except in the case of an emergency meeting, the notice of the draft agenda [and the agenda packet] shall be provided to each member at least [twenty-four hours] before the meeting.]
- (5) *Public inspection.* The draft agenda [and agenda packet, except for materials not subject to inspection or copying under the public records law,] shall be available to the public when it is ready to be circulated to members.

(b) Adoption of the Agenda

- (1) *Adoption.* As its first order of business at each meeting, the Planning Board shall review the draft agenda, make whatever revisions it deems appropriate, and adopt the agenda for the meeting.
- (2) *Amending the agenda.* Both before and after it adopts the agenda, the Planning Board may add



or subtract agenda items by majority vote of the members present and voting, except when the Planning Board's consideration of new agenda items would violate state law or these rules.

- (3) *Designation of items "For Discussion and Possible Action."* The Planning Board may designate an agenda item "For Discussion and Possible Action." The designation signifies that the Planning Board intends to discuss the item and may, if it so chooses, take action on the item following the discussion.

(c) *Consent Agenda.* The Planning Board may designate part of an agenda for a regular meeting as the consent agenda. The person(s) charged with preparing the draft agenda may place routine or non-controversial items on the consent agenda. Prior to approving the meeting agenda, the Planning Board must honor any member's request to move an item from the consent agenda to new or unfinished business. The Planning Board may approve all items on the consent agenda through the adoption of a single motion to that effect, but the minutes shall list each item so approved.

(d) *Informal Discussion of Agenda Items.* The Planning Board may informally discuss an agenda item even when no motion regarding that item is pending.

#### **Rule 14. Acting by Reference to Agenda or Other Document**

The Planning Board shall not deliberate, vote, or otherwise take action on any matter by reference to the agenda or any other document unless copies of the agenda or document are available for public inspection at the meeting and so worded that persons in attendance can understand what is being deliberated or acted upon.

#### **Rule 15. Agenda Items from Members of the Public**

If a member of the public wishes to request that the Planning Board include an item on its regular-meeting agenda, the individual shall submit the request in writing to the Planning Director at least ten working days before the meeting date. The Planning Board is not obligated to place an item on the agenda merely because such a request has been received.

#### **Rule 16. Order of Business**

Items shall be placed on a regular meeting agenda according to the order of business. The usual order of business for each regular meeting shall be as follows:

- adoption of the agenda,
- approval of the consent agenda,
- approval of the previous meeting minutes,
- public comment,
- unfinished business, and
- new business.
- discussion or training

Without objection, the chair may call agenda items in any order most convenient for the dispatch of business.

### **Part VII. Role of the Presiding Officer**

#### **Rule 17. The Chair**

- (a) Presiding Officer. The chair shall preside at meetings of the Planning Board.
- (b) Voting by the Chair. The chair has the same duty to vote as other members, though in no event may the chair break a tie on a motion on which he or she has already voted.
- (c) Recognition of Members. A member must be recognized by the chair (or other presiding officer) in order to address the Planning Board, but recognition is not necessary for an appeal pursuant to Rule 25 (Motion 1).
- (d) Powers as Presiding Officer. As presiding officer, the chair is to enforce these rules and maintain order and decorum during Planning Board meetings. To that end, the chair may
  - (1) rule on points of parliamentary procedure, to include ruling out of order any motion clearly offered for obstructive or dilatory purposes;
  - (2) determine whether a member or other speaker has gone beyond reasonable standards of courtesy in his or her remarks and entertain and rule on objections from other members on this ground;
  - (3) entertain and answer questions of parliamentary procedure;
  - (4) call a brief recess at any time; and
  - (5) adjourn in an emergency.
- (e) Appeals of Procedural Rulings. A member may appeal a decision made or an answer given by the chair under subparagraph (d)(1), (2), or (3) of this rule in accordance with Rule 25 (Motion 1).

**Rule 18. Presiding Officer in the Chair’s Absence**

If the chair is absent, the vice chair or another member designated by vote of the Planning Board shall preside. If both the chair and vice chair are absent, the Planning Board shall designate one of the members present to serve as temporary presiding officer. Any member who presides in place of the chair has the powers listed in Rule 17(d). Service as presiding officer does not relieve a member of the right to vote on all questions except as excused from voting under Rule 29.

**Rule 19. When the Presiding Officer Is Active in Debate**

If the chair or other presiding officer becomes active in the debate on a matter, he or she may designate another member to preside over the debate.

**Part VIII. Motions and Voting**

**Rule 20. Action by the Planning Board**

Except as otherwise provided in Rules 28, 30, and 33, the Planning Board shall act by motion. Any member other than the chair may make a motion.

**Rule 21. Second <sup>15</sup> ~~Not~~ Required**

No second is required on any motion.

**Rule 22. One Motion at a Time**

A member may make only one motion at a time.

**Rule 23. Withdrawal of Motion**

The member who introduces a motion may withdraw the motion unless the motion has been amended or put to a vote.

### **Rule 24. Substantive (or Main) Motions**

A substantive motion is not in order when any other motion is pending. Once the Planning Board disposes of a substantive motion, it may not take up a motion that presents essentially the same issue at the same meeting unless it first adopts a motion to reconsider pursuant to Rule 25 (Motion 13).

### **Rule 25. Procedural Motions**

(a) **Certain Motions Allowed.** The Planning Board may consider only those procedural motions listed in this rule. Unless otherwise noted, each procedural motion may be debated and amended and requires a majority of votes cast, a quorum being present, for adoption.

(b) **Priority of Motions.** The procedural motions set out in this paragraph are listed in order of priority. A procedural motion is not in order so long as another procedural motion of higher priority is pending, except that

- any procedural motion other than an appeal under Motion 1 is subject to amendment as provided in Motion 11 and
- a motion to call the question (end debate) may be made with regard to any procedural motion in accordance with Motion 8.

When several procedural motions are pending, voting shall begin with the procedural motion highest in priority, except that a motion to amend or end debate on the highest-priority motion shall be voted on first.

**Motion 1. To Appeal a Ruling of the Presiding Officer.** Any member may appeal the presiding officer's ruling on whether a motion is in order or on whether a speaker has violated reasonable standards of courtesy. The presiding officer's response to a question of parliamentary procedure may also be appealed by any member. An appeal is in order immediately after the disputed ruling or parliamentary response and at no other time. The member who moves to appeal need not be recognized by the presiding officer, and if timely made, the motion may not be ruled out of order.

**Motion 2. To Adjourn.** This motion may be used to close a meeting. It is not in order if the Planning Board is in closed session.

**Motion 3. To Recess to a Time and Place Certain.** This motion may be used to call a recessed meeting as permitted under Rule 12. The motion must state the time (including the date, if the meeting will reconvene on a different day) and place at which the meeting will resume. The motion is not in order if the Planning Board is in closed session.

**Motion 4. To Take a Brief Recess.**

**Motion 5. To Follow the Agenda.** This motion must be made at the time an item of business that deviates from the agenda is considered; otherwise, the motion is out of order as to that item.

**Motion 6. To Suspend the Rules.** To be adopted, a motion to suspend the rules must receive affirmative votes equal to two-thirds of the Planning Board's actual membership, excluding any vacant seats. The Planning Board may not suspend provisions in these rules that restate state law requirements.

**Motion 7. To Defer Consideration.** The Planning Board may defer its consideration of a substantive motion, and any proposed amendments thereto, to an unspecified time. A motion that has been deferred expires unless the Planning Board votes to revive it pursuant to Motion 12 within 100 days of deferral. A new motion having the same effect as a deferred motion may not be introduced until the latter has expired.

**Motion 8. To End Debate (Call the Previous Question).** If adopted, this motion terminates debate on a pending motion, thereby bringing it to an immediate vote. This motion is not in order until every member has had an opportunity to speak once on the pending motion.

**Motion 9. To Postpone to a Certain Time.** This motion may be employed to delay the Planning Board's consideration of a substantive motion, and any proposed amendments thereto, until a designated day, meeting, or hour. During the period of postponement, the Planning Board may not take up a new motion raising essentially the same issue without first suspending its rules pursuant to Motion 6.

**Motion 10.** Not applicable.

**Motion 11. To Amend**

(a) Germaneness. A motion to amend must concern the same subject matter as the motion it seeks to alter.

(b) Limit on Number of Motions to Amend. When a motion to amend is under consideration, a motion to amend the amendment may be made; however, no more than one motion to amend and one motion to amend the amendment may be pending at the same time.

**Motion 12. To Revive Consideration.** The Planning Board may vote to revive consideration of any substantive motion that has been deferred pursuant to Motion 7, provided it does so within [100] days of its vote to defer consideration.

**Motion 13. To Reconsider.** The Planning Board may vote to reconsider its action on a matter, provided the motion to reconsider is made (1) at the same meeting during which the action to be reconsidered took place and (2) by a member who voted with the prevailing side. For purposes of this motion, "the same meeting" includes any continuation of a meeting through a motion to recess to a certain time and place (Motion 3). The motion is not in order if it interrupts the Planning Board's deliberation on a pending matter.

**Motion 14. To Rescind.** The Planning Board may vote to rescind an action taken at a prior meeting, provided rescission is not forbidden by law.

**Motion 15. To Prevent Reintroduction for [Six] Months.** This motion may be used to prevent the reintroduction of a failed substantive motion for a time, but it is in order only when made immediately following the substantive motion's defeat. To be adopted, this motion must receive affirmative votes equal to at least two-thirds of the Planning Board's total membership, excluding vacant seats. If this motion is adopted, the ban on reintroduction remains in effect for [six] months or until the Planning Board's next organizational meeting, whichever occurs first.

**Rule 26. Debate**

The presiding officer shall state the motion and then open the floor to debate, presiding over the debate according to the principles listed below.

- The maker of the motion is entitled to speak first.
- A member who has not spoken on the issue shall be recognized before a member who has already spoken.
- To the extent practicable, debate shall alternate between proponents and opponents of the measure.
- [No member may speak more than twice on the same substantive motion. A member's first speech on a substantive motion shall be limited to [ten] minutes, and any second speech on the same motion shall be limited to [five] minutes. The same rules apply to debate on a procedural motion, except that a member's first speech shall not exceed [five] minutes, and any second

speech shall be limited to [two] minutes.]

### **Rule 27. Adoption by Majority Vote**

A motion is adopted if supported by a simple majority of the votes cast, a quorum being present, except when a larger majority is required by these rules or state law.

### **Rule 28. Changing a Vote**

A member may change the member's vote on a motion at any time before the presiding officer announces whether the motion has passed or failed. Once the presiding officer announces the result, a member may not change a vote without the unanimous consent of the remaining members present. A member's request for unanimous consent to change a vote is not in order unless made immediately following the presiding officer's announcement of the result.

### **Rule 29. Duty to Vote**

Every member shall vote unless excused by the remaining members of the Planning Board. A member who wishes to be excused from voting shall so inform the presiding officer, who shall take a vote of the remaining members on whether to grant the request. The Planning Board may not excuse a member except in cases involving (1) a conflict of interest as defined by law or the Planning Board or (2) the member's official conduct or own financial interest.] [The unexcused failure to vote by a member who is physically present in the meeting room, or who has withdrawn without being excused by majority vote of the remaining members present, shall be recorded as [an affirmative vote] [a negative vote]].

### **Rule 30. Voting by Written Ballot**

(a) Secret Ballots Prohibited. The Planning Board shall not vote by secret ballot.

(b) Rules for Written Ballots. The Planning Board may decide by majority vote or unanimous consent to vote on a motion by written ballot. Each member shall sign his or her ballot, and the minutes shall record how each member voted by name. The ballots shall be made available for public inspection in the office of the clerk to the Planning Board immediately following the meeting at which the vote took place and remain there until the minutes of that meeting are approved, at which time the ballots may be destroyed.

## **Part IX. Public Hearings**

### **Rule 31. Public Hearings**

(a) Calling Public Hearings. The Planning Board may hold public hearings to solicit the public's input on specific issues. The Planning Board may schedule its public hearings or delegate that responsibility to staff members, as appropriate.

(b) Public Hearing Locations. The Planning Board may hold public hearings in the first-floor conference room.

(c) Notice of Public Hearings. Any public hearing attended by a majority of members shall be considered part of a regular or special meeting of the Planning Board. Consequently, the relevant notice and related requirements of the open meetings law, as set out in Rules 9 through 12, apply to such hearings. If a hearing's subject matter triggers additional notice requirements under state law or local rules, the Planning Board shall see that they are also satisfied.

(d) Rules for Public Hearings. The Planning Board may adopt reasonable rules for public hearings that, among other things,

- fix the maximum time allotted to each speaker;
- provide for the designation of spokespersons for groups supporting or opposing the same positions;
- provide for the selection of delegates from groups supporting or opposing the same positions when the number of persons wishing to attend the hearing exceeds the capacity of the meeting room (so long as arrangements are made, in the case of a hearing subject to the open meetings law, for those excluded from the meeting room to listen to the hearing); and
- provide for the maintenance of order and decorum in the conduct of the hearing.

(e) Continuing Public Hearings. The Planning Board may continue any public hearing without further advertisement, provided the time (including the date, if the hearing will resume on a different day) and place of the continued hearing are announced in open session. Except for hearings conducted pursuant to paragraph (g) of this rule, if a quorum of the Planning Board is not present for a properly scheduled public hearing, the hearing shall be continued until the Planning Board's next regular meeting without further advertisement.

(f) Conduct of Public Hearings. At the time appointed for the hearing, the chair shall call the hearing to order and proceed to allow public input in accordance with any rules adopted by the Planning Board for the hearing. Unless the Planning Board votes to extend the hearing, when the time allotted for the hearing expires, or when no one wishes to speak who has not already done so, the chair shall declare the hearing closed, and the Planning Board shall resume the regular order of business.

(g) Public Hearings by Less Than a Majority of Planning Board Members. Not applicable.

(h) Public Comment. The Planning Board may hold a public comment period at any regular meeting or special meeting called, at least in part, for that purpose. During the public comment period, members of the public may speak on any matters within the Planning Board's real or apparent jurisdiction. The provisions in paragraphs (d) and (f) of this rule apply to the Planning Board's public comment periods.

## **Part X. Committees and Appointments**

### **Rule 32. Committees**

Not applicable.

### **Rule 33. Appointments to Public Bodies**

Not applicable.

## **Part XI. Miscellaneous**

### **Rule 34. Amendment of the Rules**

The Planning Board may vote to amend these rules at any regular meeting or at any properly called special meeting for which amendment of the rules is one of the meeting's stated purposes. Any amendment to these rules must not violate any relevant statutes or generally accepted principles of parliamentary procedure. To be adopted, a motion to amend these rules must be approved by a

majority of the Planning Board's members.

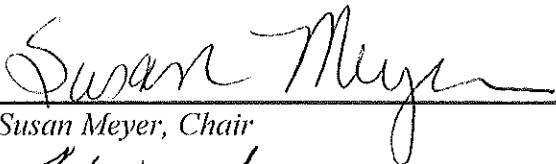
**Rule 35. Reference to *Robert's Rules of Order Newly Revised***

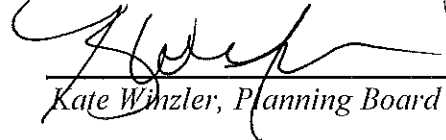
The Planning Board shall refer to *Robert's Rules of Order Newly Revised* for guidance when confronted with a procedural issue not covered by these rules or state law. Having consulted *Robert's*, the presiding officer shall make a ruling on the issue subject to appeal to the Planning Board under Rule 25 (Motion 1).

**Rule 36. Special Rules of Procedure**

*The Planning Board may adopt its own special rules of procedure, to be specified here.*

This is to certify that the above rules were adopted by the Planning Board at its meeting duly held on the 9<sup>th</sup> day of January, 2025.

  
\_\_\_\_\_  
Susan Meyer, Chair

  
\_\_\_\_\_  
Kate Winzler, Planning Board Clerk



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

## Zoning Board of Adjustment Committee Report

February 5, 2025

### **Zoning Board of Adjustment**

**PRESENT:** Hanna McCloud - Chair, Lisa Lee Kozlowski, Scott Morse, Susan Meyer, Kip Malcolm, Jason Stahr- Alternate.

**ABSENT:**

**Staff:** Deborah J. Hill MPA AICP CFM CZO, Planning Director, Kate Winzler CMC NCCMC, Clerk to the Board.

**Attorneys:** Trey Ferguson | Sumrell Sugg, PA

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The Zoning Board of Adjustment (ZBA) meeting for January 21, 2025, was cancelled due to winter snow storm. The next regular meeting is scheduled for February 18, 2025.



## NCBIWA 2025-2026 Legislative Goals

- 1. Update the Beach and Inlet Management Plan (BIMP)-2 Goals: Advocate for funding in the amount of \$500,000 to update the BIMP and Create legislation to have the BIMP automatically updated every 5 years.** The first BIMP was funded via House Bill 1840 (Session Law 2000-67) and completed in 2009. It provided necessary information to address our natural resources, funding mechanisms & strategies for the comprehensive management of the state's ocean & inlet shorelines. The BIMP also provided the necessary socioeconomic values of N.C. beaches and recommended management strategies. In 2016, an updated BIMP provided new coastal and socioeconomic data and reflected policy changes implemented since the original Plan. It also focused on the latest beach nourishment and dredging activities completed over the previous seven (7) years and projected the needed funding to maintain the state's coastline, while offering several possible revenue options. Due to healthy growth in N.C. coastal communities, an updated BIMP must be conducted to effectively steer state and local management resources in complex planning in support of 326 miles of ocean shoreline, barrier islands and 19 active inlet complexes that collectively generate over \$4 billion in annual revenues.
- 2. Establish a recurring funding source for the Coastal Storm Damage Mitigation Fund (CSDMF).** The CSDMF, 143-215.73M, was established as a special revenue fund by the N.C. General Assembly to be used for costs associated with beach nourishment, artificial dunes, and other projects to mitigate or remediate coastal storm damage to the ocean beaches and dune systems of the State. The CSDMF does not have a recurring funding source and, as such, has to be funded each legislative session. Establishing a recurring funding source is critical to protecting and maintaining NC coastal communities.
- 3. Create a Coastal Restoration and Resiliency Fund (Fund) to receive proceeds from alternative energy production in the coastal areas of North Carolina to provide for disposition of revenues and to provide for restrictions on the use of such revenues.** The RISEE Act in Congress presents the most logical and sustaining funding opportunity source for the Fund while saving the State billions of dollars in long-term coastal funding. Upon passage of the RISEE Act in 2022, NCBIWA recommends the creation of the Fund to ensure compliance of the acceptance, distribution, reporting and oversight of Federal dollars designated for coastal restoration, mitigation and resiliency projects. To ensure our coast does not leave itself vulnerable to coastal hazards we will need projects that are coordinated regionally and provide benefits across coastal communities. NC needs a commitment to a sustainable & dedicated funding source of at least \$25 million annually that results in a continued economic engine that provides a positive Return of Investment for the state.
- 4. Continue funding the Shallow Draft Navigation Channel Dredging and Aquatic Weed Fund (Fund).** The Fund was established as a special revenue fund and has recurring

funding sources consisting of fees credited to it under G.S. 75A-3 (motor fuel excise tax revenue), G.S. 75A-38 (fee to transfer certificate of title) and taxes credited to it under G.S. 105-449.126 (Highway Fund) as well as funds contributed by non-State entities.

5. **House Bill for contract services and emergency equipment purchases following post-named storm/state of emergency declarations.** A draft bill to conduct construction and purchase equipment following post-named storm/state of emergency declaration (similar to the Dredge Contractor bill). Tie into FEMA rules. See 5-Law 835 or 735 help get bids for beach renourishment

The BIMP was first funded in 2007 from the General Assembly and updated in 2016. The state agencies involved include the NC DEQ, DWR and DCM. Moffatt & Nichol assisted the state with 1) data identification and acquisition of existing datasets, 2) determination of beach and inlet management regions, 3) scheduling and facilitation of stakeholder meetings, 4) development of draft beach and inlet management strategies, and 5) preparation of a final report.

The data contained in the BIMP is critical in understanding and evaluating the coastal natural systems. The nature of the beaches and inlets along the coast are influenced by factors such as geology, sediment, waves, sea level rise as well as storms and other natural disasters. In order to develop appropriate management regions and properly develop and assess management strategies, relevant coastal data.

The data presented in the BIMP is intended to serve as a resource, common reference, and starting point for beach and inlet projects and strategy discussions among stakeholders.

In addition to technical data, the BIMP also provides socio-economic values of the beaches and inlets. North Carolina beaches and inlets have tremendous economic importance to the state, providing billions of dollars in economic value through business and tourism, residential and commercial property value, water access for commercial and recreational fishermen, and the marina and boat building industries. The developed portions of the ocean shoreline also represent a considerable investment for the state however, the value of coastal property is at risk if the coastline is not protected.

In 2016, the primary focus of the update of the BIMP was to incorporate beach nourishment and dredging activities completed over the past seven years as well as refine the historical data evaluated in the initial report in order to develop an updated accurate estimate of the funding needed to maintain the State's beaches and inlets. **The more comprehensive data set served as the basis for refining the volume and cost projections of dredging and beach nourishment for current and future managed shorelines.** Potential funding sources to establish a statewide beach preservation fund were identified and evaluated. Similarly, the funding needed for appropriations to the state's deep draft navigation fund were also identified. Revisions to the socio-economic impact study of the state's beaches and inlets were conducted to highlight the importance of these vital resources and the need for the state to increase their participation in preserving them.

**Without correct updated data, it will be impossible to accurately project direct expenditures generated by the beaches and inlets as well as the number of jobs created and the total State tax revenue from all these sectors. In addition, it will be impossible to determine the recreational consumer surplus resulting from beaches and inlets nor will it be possible to accurately determine the scope and costs associated with beach nourishment and dredging projects in the state.**



**NCBIWA RESOLUTION OF SUPPORT FOR UPDATING THE 2016  
BEACH AND INLET MANAGEMENT PLAN (BIMP)**

**Officers**

**Bobby Outten, Chairman**  
County Manager & Attorney, Dare County  
**Justin Whiteside, Vice-Chairman**  
Assistant Town Administrator, Ocean Isle Beach  
**Ken Willson, Treasurer**  
Client Program Manager, Coastal Protection Engineering  
**Carin Faulkner, Secretary**  
Public Information Officer, Bald Head Island

**Board of Directors**

**Merrie Jo Alcoke**  
Attorney, New Bern  
**COL Steven A. Baker**  
Former Commander (R), Wilmington District, USACE  
**Dennis Barbour**  
Charter Boat Captain & Former Mayor Carolina Beach  
**COL Benjamin A. Bennett**  
Former Commander (R), Wilmington District, USACE  
**Marty Cooke**  
Commissioner, Brunswick County  
**Melvin Cooper**  
Commissioner, Town of Beaufort  
**Dan Dawson, P.E.**  
Retired Engineer, Wilmington  
**Tom Leonard**  
North Topsail Beach  
**Kris Cahoon Noble**  
County Manager, Hyde County  
**Cliff Ogburn**  
Town Manager, Southern Shores.  
**Todd S. Roessler**  
Attorney, Kilpatrick Townsend & Stockton LLP, Raleigh  
**Spencer Rogers**  
Consultant, N.C. Sea Grant (Ret)  
**Elizabeth Sciaudone**  
Engineer, Moffatt & Nichol

**Ex-Officio Board Members**

**Christine Brayman**  
USACE, Wilmington District  
**Kevin Hart**  
N.C. Division of Water Resources  
**Mike McIntyre**  
Former U.S. Rep. NC 7<sup>th</sup> Congressional District  
**Tancred Miller**  
Director, N.C. Division of Coastal Management  
**Rep. Pat McElraft**  
Former N.C. State Representative

**Kathleen Riely**  
Executive Director  
**North Carolina Beach,  
Inlet & Waterway Association**

WHEREAS, the first BIMP was funded via House Bill 1840 (Session Law 2000-67) and completed in 2009 which provided necessary information to address North Carolina's (N.C.) natural resources, funding mechanisms and strategies for the comprehensive management of the state's ocean & inlet shorelines; and

WHEREAS, the BIMP provided needed socioeconomic values of N.C. beaches & recommended management strategies; and

WHEREAS, in 2016, an updated BIMP provided new coastal & socioeconomic data & reflected policy changes implemented since the original Plan including the latest beach nourishment and dredging activities completed over the previous seven (7) years; and

WHEREAS, in 2016, an updated BIMP projected the necessary needed funding to maintain the state's coastline while offering several possible revenue options; and

WHEREAS, due to healthy growth in N.C. coastal communities, a regularly updated BIMP must be conducted to effectively steer state and local management resources in complex planning in support of 326 miles of ocean shoreline, barrier islands, and 19 active inlet complexes that collectively generate over \$4+ billion in annual revenues; and

BE IT FURTHER RESOLVED, that this Resolution of Support be made known to the members of the North Carolina General Assembly.

Bobby Outten, Chairman, N.C. Beach, Inlet and Waterway Association

Joann M. McDermon, Mayor  
Tom Leonard, Mayor Pro Tem



Alice Derian, ICMA-CM  
Town Manager

Aldermen:  
Mike Benson  
Rick Grant  
Connie Pletl  
Laura Olszewski

**Resolution R2025-02**

**In support for updating the 2016 Beach and Inlet Management Plan (BIMP)**

**Adopted at the February 5, 2025, Meeting of the Board of  
Alderman of North Topsail Beach**

WHEREAS, the first BIMP was funded via House Bill 1840 (Session Law 2000-67) and completed in 2009 which provided necessary information to address North Carolina’s (N.C.) natural resources, funding mechanisms and strategies for the comprehensive management of the state’s ocean and inlet shorelines; and

WHEREAS, the BIMP provided needed socioeconomic values of N.C. Beaches and recommended management strategies; and

WHEREAS, in 2016, an updated BIMP provided new coastal and socioeconomic data and reflected policy changes implemented since the original Plan including the latest beach nourishment and dredging activities completed over the previous seven (7) years; and

WHEREAS, due to health growth in N.C. Coastal communities, a regularly updated BIMP must be conducted to effectively steer state and local management resources in complex planning in support of 326 miles of ocean shoreline, barrier islands, and 19 active inlet complexes that collectively generate over \$4+ billion in annual revenues; and

BE IT FURTHER RESOLVED, that this Resolution of Support be made known to the members of the North Carolina General Assembly.

\_\_\_\_\_  
Tom Leonard, Mayor Pro Tem

Attest: \_\_\_\_\_  
Deputy Town Clerk

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## 2025 Advocate Goals

### State Goals:

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- A. Advocate for recurring and increased funding for the Coastal Storm Damage Mitigation Fund
  - B. Continue to ensure directed funding for the Shallow Draft Inlet Dredging Fund for local needs
  - C. Advocate for funding addressing resiliency projects identified under the Topsail Island RCCP
  - D. Advocate for 3-5 years of funding for Vitex removal in dunes and beach grass replanting
  - E. Protect state match reserve for local costs of the Surf City Federal 50-Year Project
  - F. Advocate for Shellfish Lease management that provides public access to state waters
  - G. Advocate for sustainable coastal insurance rates
  - H. Notify TISPC of pending legislation, regulations, and administrative rulings that impact Topsail Island
- 

### Federal Goals

- A. Expand legislation for use of sand from CBRA zones for non-CBRA zone beach nourishment when federal funds are involved; also continue to push for administrative change
  - B. Continue legislative effort to amend the NTB CBRA Map Unit L06 and Barton Bay exclusion
  - C. Continue to support the 50-yr Surf City Coastal Storm Risk Management Project
  - D. Support an island-wide FEMA team who uses the latest technology to determine losses when making disaster recovery recommendations
  - E. Notify TISPC of pending legislation, regulations, and administrative rulings that impact Topsail Island
- 

### Local Commission Goals

- A. Promote public education for our *Vitex* eradication program on Topsail Island
- B. Promote adoption of the 'Beach Clean' initiative by businesses and educate the public
- C. Continue cooperation between TISPC and environmental groups
- D. Network through NCBIWA and other groups to promote coastal and waterway issues that complement beach nourishment and coastal resiliency issues
- E. Move to use of mats versus permanent structures over new dune systems
- F. Understand and monitor CRC regulations and proposed rulemaking for integration into state and federal goals as appropriate
- G. Stay abreast of studies on sea-level rise particularly as it relates to coastal and sound-side flooding then integrate into state and federal goals as appropriate

H. Be involved with efforts to find solutions for the disposal of non-federal dredge materials

**Opportunity List** – these items have long-term implications for the island & towns

**STATE**

- **No Wake Zone** – Support of Surf City’s No Wake Zone request surrounding areas of the old Swing Bridge to include Sear’s Landing, Soundside Park, and Topsail Creek. – Enforcement of established no wake zone on island waterways.
- **Creek Cleanout** – Identify state assistance to fund creek/tributary clean out (i.e. Virginia Creek, Becky’s Creek, Batts Mill Creek)
- Monitor and protect watersheds and water quality
- **Living Shorelines** – Support developing a study to identify areas of high erosion to assist local governments in targeting new locations for living shoreline development.
- **Marsh Protection** – with sea level rise we need to determine possible solutions that protect this valuable resource – thin-layer placement, nursery habit, water sink and mainland storm protection.
- **Resilience Funding** – when we consider grant opportunities our towns do not qualify – per capita income too high, not a disadvantaged community – need to have programs that support our needs – living shoreline, road improvements, drainage systems, etc.

**FEDERAL**

- **Surf City Coastal Storm Risk Management (CSRSM) Project - Support authorization of Water Resources Development Act (WRDA) 2025**  
Passing the Water Resources Development Act, or WRDA on a biannual basis has provided the nation’s coastal engineering community with the reliability and certainty that it needs to advance critical resilience projects like the one at Surf City. Authorization for the “Surf City only” project to be eligible is necessary through WRDA 24. – continue to request monies to keep connecting waterways navigable
- **Ensure the U.S. Army Corps of Engineers (USACE) has Sufficient Resources to Support Post-Disaster Activities**  
Under its Flood Control and Coastal Emergencies (FCCE) authority, USACE may assist impacted communities with post-disaster recovery and conduct repairs to the critical infrastructure that they are responsible for maintaining.

Recognizing how budgetary constraints can limit timely disaster recovery operations, the Town of Surf City supports Congress directing USACE to conduct a full review of its past FCCE expenditures and, using forward-looking data, provide an estimate of likely future FCCE expenditures. This review should be submitted to Congress along with any recommended changes to the FCCE authorization that may be necessary to ensure USACE has the budgetary flexibility and resources to deliver timely, efficient post-disaster recovery support wherever and whenever it is needed.

- **Offshore Wind** – What studies are being conducted with the impact of offshore wind production (noise) and commercial fishing? <https://www.fisheries.noaa.gov/topic/offshore-wind-energy/fishing-community-impacts>
- **Use of offshore wind proceeds** – Assist local communities in providing local matching funds for federal or other beach nourishment projects. – Risee Act is a possible solution on how to distribute proceeds back to coastal towns
- **Red Knot** – impact on island if US Fish & Wildlife determines full island is a habit.



## 2024 Accomplishments

### State Goals with Accomplishments

- A. Advocate for funding for both the Coastal Storm Damage Mitigation Fund and the Shallow Draft Inlet Dredging Fund to benefit local community projects.
  - a. These funds continue to support Topsail Island projects as well as other coastal communities. Both Topsail Beach (Shallow Draft) and N. Topsail Beach (Coastal Storm Damage Mitigation) were awarded funds for beach nourishment in 2024.
  - b. New rule proposed by DWR removed USACE rule exemption from the Shallow Draft Fund
- B. Advocate for 3-5 years of funding for Vitex removal in dunes and beach grass replanting
  - a. The island towns were awarded a grant from the Coastal Storm Damage Mitigation Fund for island-wide removal of *Vitex* in the dune system.
- C. Protect reserve for Surf City Federal 50-Year Project
  - a. The current state match will continue to be held in reserve until final costs have been determined for the Surf City project so that additional local costs can be covered.
- D. Advocate for Shellfish lease management controls that provides public access to state waters
  - a. All three island towns and both counties passed resolutions for or letters to request a legislative moratorium on new shellfish leases in Onslow and Pender Counties.
- E. Work to keep home insurance rates at an affordable cost
  - a. A presentation was made at a TISPC meeting by an insurance advocate to support reasonable rates resulting in towns writing letters in support to the Insurance Commissioner.
- F. Work to pass state legislation to ban and to remove derelict vessels as well as use of non-encapsulated polystyrene in piers and docks throughout our waterways
  - a. Effort in progress to gain state funding for removal of abandon vessels
  - b. A state law (H600) now prohibits the use of non-encapsulated polystyrene effective 1/1/25.
- G. Continue to advocate for funding addressing island-wide resiliency projects
  - a. Both Surf City and N. Topsail Beach received resiliency grants for stormwater mitigation.
- H. Work to change state funding and local financing guidelines for terminal groins
  - a. The legislature approved increasing the number of experimental terminal groins from six to seven but funding continues to be unsupported
- I. Request state support for the non-Federal Owners obligation under the USACE Flood Control and Coastal Emergencies Fund (PL 84-99) following storm damage
  - a. No progress this year.





### **Federal Goals with Accomplishments**

- A. Obtain legislation to allow the continued use of sand from the New Topsail Inlet and New River Inlet CBRA zones for non-CBRA zone beach nourishment when federal funds are involved
  - a. Consistent with our advocacy, Representative Rouzer introduced a bill in 2023 (H.R. 524) that became law to address this issue long-term for certain Corps-related projects.
- B. Continue to pursue legislation to amend the NTB CBRA Map Unit L06
  - a. Major progress was made last year to remove developed areas of North Topsail Beach from CBRA and continued this year. At Congressman Murphy's invitation representatives from US Fish and Wildlife visited North Topsail Beach this summer to see firsthand our request. H.R. 2437 introduced by Representatives Murphy and Rouzer would remove certain developed areas of North Topsail Beach from Unit L06 that were served by a full complement of infrastructure at the time that Unit L06 was created in 1982. -The bill passed the House Natural Resources Committee Subcommittee on Water, Wildlife, and Fisheries last November (2023), but awaits Congressional Budget Office analysis to determine the financial impact on the federal government. House and Senate approval may occur by the end of the year.
  - b. A minor correction to the Map Unit L06 to remove approx. 2.5 acres from the CBRS in the Barton Bay Yacht Club was considered by both the House Natural Resources Committee and the Senate Environment and Public Works Committee so that it could be included in both House and Senate bills for minor corrections to CBRA map units. The overall legislation to make minor corrections to multiple map units was passed by Congress.
- C. Continue to support the 50-yr Surf City Coastal Storm Risk Management Project
  - a. Work continues with the General Re-evaluation Report (GRR) to determine the financial merits of the project after N. Topsail Beach withdrew from the joint project. Town officials are optimistic that sand will be pumped starting in December 2025.
- D. Develop an island-wide consistency with one FEMA team to assist towns in dealing with disaster recovery efforts and to improve knowledge of local coastal conditions
  - a. TISPC met (by video conference) with FEMA Region 4 on April 15 to discuss several critical issues related to disaster recover coordination and the NFIP. Of particular note, FEMA Region 4 was receptive to TISPC's request to have a single post-disaster FEMA representative (PDMG) who works collaboratively with all three Topsail Island Towns instead of separate representatives for each Town. FEMA Region 4 advised the Towns to make this request with the Infrastructure Branch Director at the time of the disaster, who is in charge of setting up PDMG assignments. The Towns may contact Andrew Romer with FEMA Region 4 if they have any issues with their request to the Infrastructure Branch Director
- E. Advocate to maintain funding levels for the Army Corps of Engineers in annual appropriations



# Topsail Island Shoreline Protection Commission



- 
- a. On-going
  
  - F. Notify TISPC of pending legislation and regulations that impacts Topsail Island
    - a. Continued to monitor status of Rufa Red Knot designation for the island as a critical habitat.
  
  - G. Advocate to promote Community Rating System discounts while working to support the Federal Flood Insurance Program with emphasis based on fairness of historical claims
    - a. No progress to report. [do we need to keep this 'accomplishment??']
- 

## **Local Commission Goals and Initiatives**

- A. Promote adoption of the 'Beach Clean' initiative by businesses and educate public to its goals
  - a. This initiative was adopted by businesses to promote effort as an important part of tourism.
  - b. Topsail Island Chamber of Commerce assisted with the placement of the 'Leave No Trace' beach clean logo in plastic display stands in several hundred vacation rentals on the island.
  
- B. Promote a public Vitex education and eradication program for Topsail Island
  - a. A CSDM grant of \$690 thousand dollars was awarded to the three towns.
  - b. An Interlocal agreement was signed by the three towns.
  - c. A website is under development for Vitex public education.
  
- C. Work to increase understanding and cooperation between TISPC and environmental groups locally as well as regionally
  - a. TISPC has cooperated with the NCCF on several projects from living shorelines, a non-encapsulated foam ban in docks and piers, to bans on abandonment of vessels; several initiatives have become state law.
  - b. Network through NC BIWA and other groups to promote projects that complement beach nourishment and Coastal Resiliency Representatives of each Municipality and TISPC attended and participated in semi-annual meetings and reported out to local constituencies
  
- D. Move to use of mats versus permanent structures over new dune systems
  - a. Topsail Beach has been successful in the use of beach mats and North Topsail Beach has CAMA approval for one at a public-parking handicap access.
  - b. We are encouraged that the CRC is considering use of beach mats at dune crossovers without need for a special permit for either public or private crossovers
  
- E. Stay abreast of studies on sea-level rise particularly as it relates to coastal and sound-side flooding then integrate into state and federal goals as appropriate
  - a. The latest prediction indicates a 1-foot rise by 2050, so state and federal resources will be needed.



*Topsail Island*  
*Shoreline Protection Commission*



- 
- F. Understand and monitor CRC regulations and proposed rulemaking for integration into state and federal goals as appropriate
    - a. Committee members attend CRAC and CRC meetings to keep abreast of proposed changes and how they will impact Topsail Island.
  - G. Be involved with efforts to find solutions for the disposal of non-federal dredge materials
    - a. Be aware of these efforts as this continues to be an issue for all coastal areas.

DRAFT

Joann M. McDermon, Mayor  
Tom Leonard, Mayor Pro Tem



Alice Derian, ICMA-CM  
Town Manager

Aldermen:  
Mike Benson  
Rick Grant  
Connie Pletl  
Laura Olszewski

### Resolution R2025-03

## **RESOLUTION REQUESTING TOWN OF NORTH TOPSAIL BEACH'S DELEGATION TO THE GENERAL ASSEMBLY OF NORTH CAROLINA TO INTRODUCE AND/OR SUPPORT LEGISLATION TO EXEMPT THE TOWN OF NORTH TOPSAIL BEACH FROM THE PROVISIONS OF PART III, SUBPART III-K OF SB 382 AND TO RESTORE THE ORIGINAL PROVISIONS OF N.C.G.S. § 160D-601(d)**

**THAT WHEREAS**, Senate Bill 382, entitled "AN ACT TO MAKE MODIFICATIONS TO AND PROVIDE ADDITIONAL APPROPRIATIONS FOR DISASTER RECOVERY; TO MAKE TECHNICAL, CLARIFYING, AND OTHER MODIFICATIONS TO THE CURRENT OPERATIONS APPROPRIATIONS ACT OF 2023; AND TO MAKE VARIOUS CHANGES TO THE LAW ("SB 382"), became law on December 11, 2024; and

**WHEREAS**, Part III, Subpart III-K of SB 382 entitled LOCAL GOVERNMENT (the "Down-zoning Provision"), amends N.C.G.S. § 160D-601(d) by prohibiting local governments from enacting or enforcing any zoning regulations, or zoning map amendments, that would constitute "down-zoning" without first obtaining the written consent of all property owners whose property would be subject to such an amendment; and

**WHEREAS**, N.C.G.S. § 160D-601(d) previously required written consent for non-government initiated zoning regulation or zoning map amendments that reduced the uses of a property. The consent requirement of the Down-zoning Provision greatly extends the application of the consent requirement to now include amendments initiated by the local government as well; and

**WHEREAS**, the Down-zoning Provision applies to any zoning provision that reduces development density to any degree, removes any permitted uses of land from any zoning district, or creates non-conformities in non-residential zoning districts, all of which constitute the most basic tools local governments have available to maintain land use compatibility, achieve desired density, and ensure orderly growth and development; and

**WHEREAS**, as a practical matter, the Down-zoning Provision eliminates the authority of a local government to adopt a zoning text amendment applicable to entire non-residential zoning districts and severely limits the authority of a local government to adopt regulations related to residential zoning districts given the time, effort, and cost of identifying all of the owners of parcels within such zoning districts, and the likelihood that all owners will consent to the amendment. In short, the Down-zoning Provision empowers a single property owner to override the will of a unanimous governing board, a developer, and perhaps all or a vast majority of the other property

owners affected by the amendment; and

**WHEREAS**, all North Carolina local governments continue to face planning challenges presented by growth and development. Each local government’s zoning authority provides a means to balance those challenges with the needs of the particular community based upon the will of the people as determined through public engagement, and ultimately, elections. The Down-zoning Provision effectively freezes local government zoning in non-residential districts as such zoning regulations existed on June 11, 2024, and as such greatly diminishes local government authority to manage growth and change consistent with the needs of each jurisdiction;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE TOWN OF NORTH TOPSAIL BEACH:**

**Section 1.** That the elected representatives for the Town of North Topsail Beach who serve in the North Carolina General Assembly be and they are hereby requested to introduce and secure the passage of local legislation to exempt the Town of North Topsail Beach from the provisions of Part III, Subpart III-K of SB 382 so that the original provisions of N.C.G.S. § 160D-601(d) are restored and applicable to the Town of North Topsail Beach.

**Section 2.** That a certified copy of this resolution be forwarded to the Hon. Michael A. Lazzara, member of the North Carolina Senate, and the Hon. Carson Smith, member of the North Carolina House of Representatives.

ADOPTED THIS 5th DAY OF FEBRUARY, 2025.

\_\_\_\_\_  
Tom Leonard, Mayor Pro Tem

Attest: \_\_\_\_\_  
Deputy Town Clerk



January 30, 2025

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

Attention: Alice Derian, Town Manager

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

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

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

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

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

We understand the maximum billing under this contract is **\$278,000**; therefore, we will cease work on this contract if or when our billings reach **\$278,000** unless an amendment occurs to increase the maximum billing under this contract. Payment for services is due when rendered and interim billings will be submitted as work progresses and expenses incurred. Invoices are payable upon presentation. If payment is to be made by check, the check shall be mailed to GWI Tax and Accounting, 9650 Strickland Road, Suite 103-268, Raleigh, NC

9205 Baileywick Road, Suite 101  
 Raleigh, NC 27615  
 P: 919-676-1998 • F: 919-676-1749

103 Millstone Drive, Suite B  
 Hillsborough, NC 27278  
 P: 919-732-6333 • F: 919-732-0914  
 www.gwitax.com

3200 Fairhill Drive, Suite 108  
 Raleigh, NC 27612  
 P: 919-881-0057 • F: 919-881-0067

27615. If payment is to be made by ACH, then payment shall be made to the bank account the Firm provides to you by a password protected PDF file which you should verbally confirm with the Firm before the initial payment is remitted. Any correspondence changing the means of payment shall be verbally confirmed with the Firm by the **Town** before such change is made and payment remitted.

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

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

In connection with this engagement, we may communicate with you or others via email transmission. We take reasonable measures to secure your confidential information in our email transmissions, including password protecting confidential documents. However, as email can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom it is directed and only to such parties, we cannot guarantee or warrant that email from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure or communication of email transmissions, or for the unauthorized use or failed delivery of email transmitted by us in connection with the performance of this engagement.

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

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

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

**E-VERIFY CERTIFICATION.** As a condition of payment under this agreement, Firm shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes to the extent legally applicable. Further, if Firm provides services to the Town utilizing a subcontractor, Firm shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes to the extent legally applicable. The Firm shall verify, by affidavit, compliance with the terms of this section upon request by the Town.

**IRAN DIVESTMENT.** The Firm certifies that it is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. § 147-86.58. Individuals or companies on the Final Divestment List are ineligible to contract or subcontract with Local Government Units. (G.S. § 147-86.60) It is the responsibility of

North Topsail Beach  
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each vendor or contractor to monitor compliance with this restriction.

ISRAEL BOYCOTT. Firm certifies that it has not been designated by the North Carolina State Treasurer as a company engaged in the boycott of Israel pursuant to N.C.G.S. § 147-86,81. It is the responsibility of Firm to monitor compliance with this restriction.

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

Cordially,

**GWJ Tax and Accounting**



Beth A. Wood, CPA  
Partner

This letter correctly sets forth our understanding.

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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

\_\_\_\_\_  
**Finance Officer**

\_\_\_\_\_  
**Date**



# North Topsail Beach, NC

## Governmental Services

### Exhibit A

#### Description of Services

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

##### **General Accounting Duties:**

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

##### **Monthly Utility Fund Duties:**

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

##### **Accounting and Financial Reporting of Grant Awards**

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

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

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

**Consulting Services**

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

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

Accounting Service	Description	Additional Notes
Perform Duties of Interim Finance Officer	Perform various duties as outlined in <b>Exhibit B</b> This quote based on 200 hours/month for 6 months beginning December 1, 2024.	
Perform Duties of Interim Accounts Payable Clerk	Perform various duties as outlined in <b>Exhibit B</b> This quote based on 200 hours/month for 6 months beginning December 1, 2024.	
Perform Bank Reconciliations	Perform bank reconciliations on 7 bank accounts, monthly, for 6 months beginning December 1, 2024.	