



## Town of North Topsail Beach Board of Aldermen Regular Meeting Agenda

Wednesday, December 06, 2023, at 11:00 AM

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

(910) 328-1349 | [www.northtopsailbeachnc.gov](http://www.northtopsailbeachnc.gov)

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

Mayor Pro Tem - Mike Benson  
Alderman – Alfred Fontana  
Alderman – Tom Leonard  
Interim Town Clerk - Nancy Avery

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

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

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

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

### VII. **CONSENT AGENDA**

A. Approval of Minutes

November 1, 2023, regular meeting

B. Department Head Reports

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

C. MOTV Tax Refund \$17.54

D. Budget Amendment 2023-24.7 Police Department LESO Program \$2,550.00

E. Budget Amendment 2023-24.8 - Fire Department Capital Improvement Fund \$474,968.45

F. Capital Project Ordinance Amendment BM CP A22-1003 -Beach maintenance \$17,202,294.00

G. Committee Reports

1. Planning Board & PPI Committee
2. Board of Adjustment

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

## VIII. PUBLIC PRESENTATIONS AND HEARINGS

- A. Public Hearing - Consideration of entering into an installment financing contract in amount not to exceed \$8 million to finance demolition of existing Fire Station No. 2, located at 3304 Gray Street and to construct a new Fire Station on same property, and pay the costs associated with entering in the Contract.

**Specific Action Requested: Mayor will open the Public Hearing for comments and close the Hearing when comments are complete.**

**Specific Action Requested: Mayor will request a motion to enter into an installment financing contract in an amount not to exceed \$8 million to finance demolition of existing Fire Station No. 2, located at 3304 Gray Street and to construct a new Fire Station on same property, and pay the costs associated with entering in the Contract.**

- B. Easement for ONWASA booster pump (Franky Howard, CEO, ONWASA)

**Specific Action Requested: Mayor will ask for a motion to approve the easement for ONWASA for the booster pump as presented or amended.**

- C. Presentation of FY 22-23 audit

Austin Eubanks, CPA, CFE at Thompson, Price, Scott and Adams & Co.

- D. Coastal engineer monthly update (Fran Way)

## IX. CONTINUING BUSINESS

- A. CBRA (Coastal Resources Barrier Act) update - Alderman Leonard

- B. Resolution R2023-07 (Alderman Leonard)

Consideration of adoption of Resolution R2023-07 in appreciation to Congressman Murphy for the introduction and advancement of an amendment to the Town's CBRA maps through the full House Committee on Natural Resources for a vote of approval.

**Specific Action Requested: Mayor will ask for a motion to adopt R2023-07 in appreciation to Congressman Murphy as presented.**

- C. Resolution R2023-08 (Alderman Leonard)

Consideration of adoption of Resolution R2023-08 in appreciation to Congressman Rouzer for continued efforts in the introduction of an amendment to the Town's CBRA maps.

**Specific Action Requested: Mayor will ask for a motion to adopt R2023-08 in appreciation to Congressman Rouzer as presented.**

- D. TISPC 2023 results and 2024 goals (Mayor Pro Tem Benson)

**Specific Action Requested: Mayor may request a motion to provide 2024 goals to TISPC.**

E. Crosswalks update (Public Works Superintendent Cablay and Fire Chief Soward)

**Specific Action Requested: Mayor may request a motion to formally make a request to NCDOT to review all locations and provide approval/denial of the crosswalk based on engineering evaluation of the proposed locations.**

F. Fire Station No. 2 Project

Recommendation to award contract pending NC Local Government Commission Approval (Manager Derian)

**Specific Action Requested: Mayor may request a motion to award a contract to the apparent low bidder, WB Brawley Corporation in the amount of \$6,102,689.00 pending NC Local Government Commission Approval.**

G. Resolution R2023-09 Honoring Alderman Fred Fontana (Mayor McDermon) .

## **X. NEW BUSINESS**

A. Oaths of Office - Mayor Joann McDermon and Aldermen Connie Pletl, Tom Leonard, Laura Olszewski

B. Election of Mayor Pro Tem (Mayor McDermon)

**Specific Action Requested: Mayor will ask for nominee/motion for Mayor Pro Tem.**

C. Liaison appointments (Mayor McDermon)

1. BISAC (Beach, Inlet, Sound Advisory Committee)

2. CIP (Capital Improvement Projects)

3. Parking committee

4. Parks and Recreation committee

5. Revetment committee

6. Greater Topsail Area Chamber of Commerce and Tourism

7. NCBIWA Board of Directors

8. ONWASA Board of Directors

9. Onslow County Board of Commissioners

10. JUMPO (Jacksonville Urban Area Metropolitan Planning Organization Technical Advisory Committee)

11. TISPC (Topsail Island Shoreline Protection Commission)

12. Camp Lejeune

13. NCCRC (NC Coastal Resources Commission)

14. State and Federal representatives.

D. Appointment of two check signatories (Mayor McDermon).

E. Approval of 2024 Board of Aldermen Regular Meeting Schedule (Mayor McDermon)

Board of Aldermen meetings are the first Wednesday of the month at 11 am.

**Specific Action Requested: Mayor will request a motion to adopt the 2024 Board of Aldermen Regular Meeting Schedule.**

F. Election Polling locations (Alderman Pletl).

## **XI. OPEN FORUM**

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

## **XII. ATTORNEY'S REPORT**

## **XIII. MAYOR'S REPORT**

## **XIV. ALDERMAN'S REPORT**

## **XV. CLOSED SESSION**

To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.

## **XVI. ADJOURNMENT**



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

Aldermen:  
Fred Fontana  
Richard Grant  
Tom Leonard  
Connie Pletl



Alice Derian, ICMA-CM  
Town Manager

Nancy Avery  
Interim Town Clerk

**Board of Aldermen Regular Meeting  
Wednesday, November 1, 2023  
DRAFT MINUTES**

The Town of North Topsail Beach Board of Aldermen held its regular meeting on November 1, 2023. A quorum of the board was present. Attorney Edes was in attendance.

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

Board members absent: Mayor McDermon

Staff present: Town Manager Derian, IT Director Ricky Schwisow, Finance Officer Elliott, Code Enforcement Officer/Project Facilitator Conant, Police Chief Younginer, Fire Chief Soward, Public Works Supervisor Al Cablay and Interim Town Clerk Nancy Avery.

Call to order

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

Approval of Agenda

Alderman Grant requested the removal of item D (Planning Board membership) from the Continuing Business stating after discussion with Planning Board members and Chair it was suggested the Board of Aldermen meet together with the Planning Board to figure the right way to handle issues. He asked for consensus from the Board to do that.

Attorney Edes requested the removal of item E (Discussion and possible action regarding UDO Article 2, "et seq") from Continuing Business. This item consists of three components:

1. Where in the Code of Ordinances or UDO are these things to be located
2. Rules of Procedure for the boards themselves
3. Ethics and procedure for appointment policy that we have been discussing

It will be best to address these after a joint meeting.

**Motion** – Alderman Grant motioned to adopt the agenda as amended with the removal of items D and E as referenced above; seconded by Alderman Pletl; unanimously approved.

Mayor Pro Tem Benson stated he is the Mayor Pro Tem and does not give up his right to vote on motions today even though he is chairing the meeting.

Manager's report

Town Manager Derian provided the following report to the Board:

**Public Works:**

- I want to welcome and introduce our new Public Works Supervisor, Al Cablay. Al has more than 45 years of municipal public works experience with degrees including Engineering Management and Civil Engineering. He brings with him significant experience in public infrastructure CIP projects and is a certified stormwater inspector. Welcome, Al to the Town and our team. I am confident that you are going to help with taking our Town to the next level with projects and services.

**Fire Station No. 2:**

- Worked throughout October on project and financing calendars for Fire Station project.
- Finalized bid specification documents with the Architect to get the Invitation for Bid issued.
- October 18, 2023 – IFB issued.
- October 24, 2023 – Specifications made available.
- October 31, 2023 – Receive Audit and send to LGC.
- November 1, 2023 – Board of Aldermen to consider/approve Resolution with broad authorization (\$8 Million). The original estimate was \$6-\$7 million that I previously reported on and this still holds true. I used \$8 million, so we do not have to start the process over with the LGC.
- November 1, 2023 – Board of Aldermen authorizes Public Hearing for December 6, 2023.
- November 7, 2023 – 2 pm is the final day and cut off time for questions from bidders.
- November 14, 2023 – Final Addendums to be issued.
- November 21, 2023 – Bids Due with public bid opening at 2pm.
- November 21 – November 29, 2023 – Review of bids
- November 29, 2023 – Bid Review completed with full recommendation for Board of Aldermen packet.
- December 6, 2023 – Public Hearing and consideration by Board of Aldermen to approve construction contract pending LGC approval.
- January 9, 2023 – NC Local Government Commission Meeting – Receive approval/denial.
- January 15, 2024 – Anticipated closing.

**Beach Projects:**

- The Phase I permit modification that would have allowed us to start early November to finish the remaining Phase 1 work was denied by the State. Fran has continued communication with the state permitting agency and USACE to work through this but the proximity of Phase 1 to the inlet is an environmental concern. In the meantime, the contractor was contacted to determine if they could perhaps fit both projects in during the same timeline. The contractor is agreeable with the work plan to proceed with both projects. Phase I work will now start on November 16th.
- Phase 5 is now on schedule to start November 13<sup>th</sup>, which is a few days ahead of schedule and work will continue through February and will be completed.

- Phase 4 is anticipated to start February.

**ONWASA Booster Pump Project:**

- The construction contract for the booster pump station to be built at Town Hall went out to bid. The pre-bid meeting with prospective contractors was held on Wednesday October 11<sup>th</sup> at Town Hall. 7 contractors had the plans; however, only 1 bid was received. The timeline to receive bids was extended to November 2<sup>nd</sup>. I spoke with Franky, and he is confident they will receive more bids by this deadline.

**Events:**

- Thank you to everyone who contributed and came out for our First Annual Howl-O-Ween Pet Parade and Pet Costume Contest last week. We received a lot of positive feedback, and many people thanked the Town for holding the event. Thank you to Pet Supplies Plus again who sponsored this event. Thank you to staff who assisted with the event; Wendy, Al, along with the Public Works crew, Keri from PD, Ricky and Caitlin who helped with the signage. Thank you to Barry who hung in there and sold \$425 worth of Town merchandise. Thank you to Splash who had staff on-hand to assist and Ms. Conant who sold raffle tickets. Thank you to everyone as well who donated raffle baskets that benefited Paws 4 Purpose.
- Wednesday, November 15<sup>th</sup> is the date for the 2<sup>nd</sup> Annual Christmas Tree Lighting that will be held at 6:00 pm here at Town Hall. Santa will be here for the tree lighting, the Sneads Ferry Presbyterian Church Choirs will be here to perform, we will have face painting, Karen Beasley Sea Turtle Hospital will be here, and the Sneads Ferry Girl Scouts Troop # 361 will be helping to serve hot chocolate and cookies.

Alderman Fontana noted that even though the Candidates Forum on Saturday was not a Town event, he thanked Ricky (IT Director) for being here to make sure it was streamed correctly so people could view it. He thanked Susan Meyer for her effort in contacting Topsail Times who attended and did a good job and for putting on the event for us.

Open Forum

Jeff Meyer, 2224 New River Inlet Road # 138, said he was recently at a forum where the topic of closed sessions came up. He asked if the Town Manager could tell us why they are held and why they are held in conjunction with regular board meetings.

Attorney Edes replied that these sessions are normally called Closed Sessions and are allowed by statute to be held for various reasons such as attorney consultation/legal advice on potential litigation, pending litigation, specific personnel matters which by statute are confidential, economic development topics, negotiating vendor contracts and purchase of property. The Board may discuss these things in open session but that would be waiving confidentiality. It is customary with every town he has worked with in ninety-nine percent (99%) of the cases to have a Closed Session at the end of a regular meeting. Sometimes it may be moved up to earlier in the meeting. The Board could call a Special Meeting for the purpose of having a Closed Session but it would have to be advertised.

Alderman Fontana asked the attorney to explain what has to be reported after a Closed Session.

Attorney Edes said it depends on what happens. Most of the time no action is taken during the Closed Session. If it is an employee matter, generally we will come out and talk about that. For lawsuits, statute states once a lawsuit is consummated, then it has to be announced.

Mayor Pro Tem Benson said the recording of the meeting is blank during the Closed Session. Maybe from a practical viewpoint we can stop the recording during the Closed Session so there is not a blank screen.

Susan Meyer, 2224 New River Inlet Road # 138, said she was speaking on behalf of the Planning Board and thanked the Aldermen. This is a great action taken to move forward for Board of Adjustment and Planning Board.

#### Public presentation and hearings

Coastal engineer Fran Way presented his monthly update with the following highlights:

- Phase I will have 20,000 cubic yards of material placed this winter
- New River Inlet Management Master Plan EIS draft is under development
- State Grant Nourishment will have 303,000 cubic yards in Phase 4 and connect with Phase 5 truck haul
- Phase 5 beach nourishment placed 411,000 cubic yards. The remaining volume is 226,000 cubic yards.
- He is working with the Finance Officer and DEC Associates regarding funding for FEMA and State funded projects.
- Permitting coordination is going on for all projects.

Engineer Way said the NCBIWA (NC Beach, Inlet, Waterway Association) conference is November 16<sup>th</sup> and 17<sup>th</sup>. He will be presenting about the North Topsail Beach truck haul projects and invited the Town Manager and Aldermen to speak at the conference.

Alderman Leonard said he thought Larry Strother, the Chair of the BISAC committee, should present.

Alderman Grant asked Finance Officer Elliott if we have cash in hand already from the state. Finance Officer Elliott replied yes, we have it.

Town Manager Derian stated we thought it was reimbursable but then we received the funds. We checked with the state and have it confirmed in writing.

Alderman Fontana asked Engineer Way how far we will get before we have to stop in May or before the project is finished.

Engineer Way responded it will take a total of five (5) months. Two and a half (2.5) months this winter with a possible extension into May. Then three months in November through January of next season.

Alderman Grant said he thought we had received the extension on Phase 4.

Manager Derian said we have received one extension so far and we put in another request just to clarify it which is pending an answer right now. All of the information is on the Town's website project page.

Alderman Grant said he received a comment from his presentation that said that the Phase 5 beach project was a wasted project that did not create any value. He quoted Mr. Way email's response on that to him "The 2015 project established Phase 5 as a FEMA 'engineered beach'. This is incredibly valuable".

Alderman Leonard stated he was on board when the project was approved. It was in place when Hurricane Florence came through. It spared a lot of homes. It was not wasted money. It did what it was supposed to do, which is to protect the shoreline, the infrastructure and the homes behind the shoreline.

Alderman Grant said that if that project had not happened, there would have only been dune renourishment, not beach renourishment. We picked up another 600,000 cubic yards of sand because it was an engineered beach.

Mayor Pro Tem Benson asked Mr. Way how wide a beach 20,000 cubic yards of material would build in Phase I?

Engineer Way responded it would be 40-60 feet wide, which is a good size beach, and it will spread and benefit other areas.

#### Consent Agenda

- Minutes October 4, 2023
- Budget amendment
- MOTV
- Financial policies (Cash Management and Investment, Credit Privilege, Education Assistance, Purchasing, Travel Authorization, Fixed Asset Disposal)

**Motion** – Alderman Pletl motioned to approve the Consent Agenda as presented; seconded by Alderman Fontana; unanimously approved.

#### Continuing Business

##### A. CBRA

Alderman Leonard reported that the bill is going to go in front of the full committee at a date to be determined. Congressman Murphy has contacted via letter all republicans on the full committee requesting their support to advance the bill. If it is successful it will go to the House floor for a full vote. He was hoping to have a date for this, but he does not have it yet.

##### B. Memorandum of Understanding (MOU) with NC Department of Transportation (DOT) regarding bike lanes and NCDOT TIP

Attorney Edes said this was discussed several months ago and the Board wanted more deliverables. In August, the Board executed the MOU. He suspects the TIP is a template to move forward. He has a concern that the TIP references attachments, but there were none included. The TIP also supersedes any other agreements.

The Board may authorize the Town Manager to execute the TIP subject to his final approval.

**Motion** – Alderman Fontana motioned to authorize the Town Manager to sign the TIP agreement subject to the Town Attorney’s final approval; seconded by Alderman Leonard; unanimously approved.

C. Activity update response

Alderman Grant said most responses he received were positive. He set up meetings in the next month with two HOAs (Homeowners Associations). People do not understand revenue neutral. When he first looked at it, he thought his taxes would stay the same but that is not how it happens. It does not drive personal taxes. He is working on an explanation to provide.

Alderman Pletl thanked Alderman Grant for bringing clarity to the misconceptions. Perhaps in January after the holidays we can have an open house to answer residents’ questions

Alderman Fontana said an open house is a wonderful idea. The room was full at the candidate forum. People are interested in the election and learning how the Town operates and where it stands on things.

Mayor Pro Tem Benson said the minutes need to show the idea of having an open house.

New Business

A. Crosswalk lighting with quote

Fire Chief Soward said he and Chief Younginer were tasked with an assessment of crosswalks for lighting needs. There are five (5) DOT approved crosswalks in town. He obtained a quote for solar powered lighting on each side of the crosswalk. One of the crosswalks in particular is in a dimly lit area and needs lighting the most.

Board members discussed with staff with the following items:

- Will these be push to walk style where the driver can see flashing lights?
- There is a need to look at all locations that could benefit from a crosswalk.
- Is there a requirement to get three quotes? We only have one quote here.
- Is the quote only for materials? If so, what about installation cost? Shipping and handling?
- How long will it take to install?
- Will the lights hold up in the salt air?
- Are we going to phase them in or do all at one time?
- Some of these are on state roads – have we looked at state funds for this?
- Have we looked at grant opportunities or can we use Powell Bill funds for this?
- What about signage – will it include ‘state law requires you to stop’?
- Do we know what DOT requirements are?
- Do we need to hire someone to get a count of how often these crosswalks are used?
- Maybe we could ask DOT to put in counters.
- What about the county access – there is a severe visibility issue there. Will we ask the county to take care of it?
- Who would do maintenance on this?

Alderman Leonard asked the location of the crosswalks.

Chief Soward responded they are at 790 New River Inlet Road, 465 New River Inlet Road, 272 New River Inlet Road, 4021 Island Drive and 3632 Island Drive.

Public Works Supervisor Cablay stated in his experience it will take about thirty (30) days to install because of the underground work that will need to be done. If all materials are received, then at least two to three (2-3) weeks. Signage is optional and has to be run by the DOT for their standard. We can do additional signage and stenciling. We would first have to meet DOT standards and then we could go from there. He suggested getting DOT's criteria first and bringing this back. He said his department would handle maintenance.

**Consensus** – Staff to bring a detailed review of crosswalks and lighting total cost options along with maps of locations, graphics and additional quotes to the December meeting and include funding/grant ideas, and ways to count traffic to determine where other crosswalks might be needed.

- B. Resolution R2023-06 Authorizing negotiation of an installment financing contract and providing for certain other related matters that includes the demolition of existing Fire Station No. 2 and the construction of a new Fire Station No. 2

Manager Derian stated the resolution outlines everything she detailed in the project timeline in her report. It authorizes us to go forward publicly with the project pending LGC approval and the scheduling of the required Public Hearing at the December 6<sup>th</sup> meeting and to proceed with demolition. Interest rates right now are at about 5%.

**Motion** – Alderman Leonard motioned to approve Resolution R2023-06 as presented to move forward with the Fire Station No. 2 project; seconded by Alderman Pletl; unanimously approved.

Open Forum

None

Attorney report

None

Aldermen report

Mayor Pro Tem Benson thanked everyone for attending and encouraged everyone to vote for who they want on this board.

Alderman Grant said he attended the ONWASA Board. They are looking at closing the Pluris deal. They are expecting \$200 million in capital expenditures over the next two years for water and sewer and they are trying to address water pressure.

Alderman Fontana asked everyone to take advantage of our right to vote next Tuesday.

Alderman Leonard said the NCBIWA fall conference is November 16-17<sup>th</sup> in Wilmington. People from this Board and BISAC will be attending. He appreciates everything that was done to

set the forum up, it was one of the best run ones he has attended. He encouraged everyone to vote. He said that Dave Gilbride, former town manager, passed away on Sunday.

Alderman Pletl thanked everyone for attending and watching from home. She thanked staff and Manager Derian for the work they are doing and on the new fire truck and Fire Department. The Howl-a-ween event was well attended. She will be attending the NCBIWA conference which is a valuable resource for the Board. Please join in for the upcoming Christmas Tree lighting. Please remember to vote.

Closed session

None

Adjournment

**Motion** – Alderman Grant motioned to adjourn at 1:58 pm; seconded by Alderman Fontana; unanimously approved.

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D. Michael Benson, Mayor Pro Tem

ATTEST

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Nancy Avery, Interim Town Clerk





## BOARD OF ALDERMEN MEMORANDUM

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TO: MAYOR MCDERMON AND ALDERMEN

FROM: Caitlin Elliott, Finance Officer

SUBJECT: Monthly Financial Report

DATE: November 28, 2023

The following events occurred during November 2023 in the Finance Department:

- During the month of October, the Town collected \$106,133.79 in interest within the North Carolina Capital Management Trust account.
- A Budget to Actual report is contained in this month's packet as well as a graph for the fiscal year. A separate Budget to Actual report is provided for Fund 31, the Capital Project Fund for the beach renourishment project.
- We received \$17,859 in paid parking revenues for the month of October. Daily passes again made up the majority of this month's revenues. For comparison, in October of 2022 we collected \$22,519.
- For property taxes this month, we have received \$2,319,368 from Onslow County. October's Motor Vehicle taxes are pending to be deposited for \$6,544.80
- This month, we have processed approximately \$184,930 in accounts payable. There is one remaining check run for the month. The check register is enclosed for review.

- So far in November, we have collected \$80,865.86 for Occupancy Taxes from short-term rentals during the month of October. A detailed report is attached. For revenue comparison, during the same period last year we collected \$108,932.51.
- Lastly, we received \$367,613.88 for Sales and Use Tax, for collections during September. Last year, for revenue comparison, we collected \$293,107.01 for the same period. We also received our quarterly Solid Waste Disposal Tax in the amount of \$212.57.

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

Respectfully submitted,

A handwritten signature in black ink that reads "Caitlin Elliott". The signature is written in a cursive, flowing style.

Caitlin Elliott  
Finance Officer

## Budget vs Actual

NORTH TOPSAIL BEACH  
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Period Ending 6/30/2024

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
<b>Revenues</b>							
10-301-00 AD VALOREM TAX - Current Year	3,982,875	0.00	0.00	2,435,725.44	(1,547,149.56)	61%	
10-301-01 AD VALOREM TAX - Prior Years	50,000	0.00	0.00	28,966.81	(21,033.19)	58%	
10-301-02 AD VALOREM TAX - MOTV	70,000	0.00	0.00	28,137.93	(41,862.07)	40%	
10-317-00 AD VALOREM TAX Penalties	3,000	0.00	0.00	710.65	(2,289.35)	24%	
10-329-00 INTEREST	100,000	0.00	0.00	278,157.81	178,157.81	278%	
10-335-00 MISCELLANEOUS	5,100	0.00	0.00	18,965.89	13,865.89	372%	
10-336-06 TOWN DONATIONS	1,020	0.00	0.00	1,020.00	0.00	100%	
10-336-07 SALE OF TOWN MERCHANDISE	5,000	0.00	0.00	3,255.96	(1,744.04)	65%	
10-337-00 UTILITIES FRANCHISE TAX	330,000	0.00	0.00	73,023.77	(256,976.23)	22%	
10-341-00 BEER & WINE TAX	3,400	0.00	0.00	0.00	(3,400.00)		
10-343-00 POWELL BILL ALLOCATIONS	30,000	0.00	0.00	17,046.70	(12,953.30)	57%	
10-345-00 LOCAL OPTION SALES TAX	1,957,725	0.00	0.00	1,311,195.44	(646,529.56)	67%	
10-345-01 SALES & USE TAX RETURN	0	0.00	0.00	218.61	218.61		
10-347-02 SOLID WASTE DISP TAX	750	0.00	0.00	420.48	(329.52)	56%	
10-350-00 RECREATION -RENTAL FEES	2,000	0.00	0.00	2,118.00	118.00	106%	
10-350-01 PAID PARKING REVENUE	112,125	0.00	0.00	92,412.94	(19,712.06)	82%	
10-351-01 OFFICER CITATIONS, COURT & FINGERPRINTS	2,500	0.00	0.00	723.70	(1,776.30)	29%	
10-352-01 FIRE INSPECTIONS & VIOLATION FEES	500	0.00	0.00	0.00	(500.00)		
10-352-02 CODE ENFORCEMENT FINES	2,000	0.00	0.00	3,600.00	1,600.00	180%	
10-352-03 PLANNING DEPT. FEES	6,000	0.00	0.00	0.00	(6,000.00)		
10-355-00 BUILDING PERMITS	85,000	0.00	0.00	46,057.10	(38,942.90)	54%	
10-355-01 MECHANICAL PERMITS	15,000	0.00	0.00	3,530.00	(11,470.00)	24%	
10-355-02 ELECTRICAL PERMITS	18,000	0.00	0.00	6,450.00	(11,550.00)	36%	
10-355-03 PLUMBING PERMITS	2,500	0.00	0.00	1,190.00	(1,310.00)	48%	
10-355-04 INSULATION PERMITS	500	0.00	0.00	0.00	(500.00)		
10-355-05 HOMEOWNERS RECOVERY FEE	300	0.00	0.00	(72.00)	(372.00)	-24%	

## Budget vs Actual

NORTH TOPSAIL BEACH  
11/28/2023 1:53:47 PM

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Period Ending 6/30/2024

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-355-06 TECHNOLOGY FEE	7,500	0.00	0.00	3,149.67	(4,350.33)	42%	
10-355-07 REINSPECTION FEE/FINES	3,000	0.00	0.00	1,225.00	(1,775.00)	41%	
10-355-09 CCR FEES	0	0.00	0.00	625.00	625.00		
10-357-08 ZONING PERMITS	20,000	0.00	0.00	23,000.00	3,000.00	115%	
10-359-00 REFUSE COLLECTION FEES	514,524	0.00	0.00	216,720.31	(297,804.05)	42%	
10-359-50 VACANT LOT SWF	10,000	0.00	0.00	675.00	(9,325.00)	7%	
10-359-51 LOST CART REPLACEMENT	2,000	0.00	0.00	800.00	(1,200.00)	40%	
10-359-52 ADD'L CART RECYCLING	2,500	0.00	0.00	400.00	(2,100.00)	16%	
10-367-01 SALES TAX REFUNDS	20,000	0.00	0.00	0.00	(20,000.00)		
10-368-01 GRASS MOWING REIMB	6,993	0.00	0.00	0.00	(6,993.00)		
10-382-00 SALE OF LESO ASSETS	0	0.00	0.00	2,550.00	2,550.00		
10-383-00 SALE OF FIXED ASSETS	20,000	0.00	0.00	9,050.00	(10,950.00)	45%	
10-399-02 T/I OTHER FUNDS	200,383	0.00	0.00	0.00	(200,383.42)		
Revenues Totals:	7,592,196	0.00	0.00	4,611,050.21	(2,981,145.57)	61%	
Expenses							
10-410-02 SALARIES	36,000	0.00	0.00	15,000.00	21,000.00	42%	
10-410-05 FICA (7.65%)	2,754	0.00	0.00	1,147.50	1,606.50	42%	
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	0.00	1,500.00		
10-410-42 CHARTER CODES SERVICE	0	0.00	0.00	648.78	(648.78)		
10-410-43 AUDITOR FEES	15,500	0.00	0.00	9,750.00	5,750.00	63%	
10-410-45 TAX COLLECTION FEES	68,000	0.00	0.00	19,513.23	48,486.77	29%	
10-410-47 PROFESSIONAL SERVICES	125,000	0.00	0.00	25,598.25	99,401.75	20%	
10-410-50 DONATIONS OTHER AGENCIES	6,000	0.00	0.00	0.00	6,000.00		
10-410-53 DUES & SUBSCRIPTIONS	2,750	0.00	0.00	2,035.00	715.00	74%	
10-410-57 MISCELLANEOUS	500	0.00	0.00	0.00	500.00		
10-410-58 TAX REFUNDS	2,000	0.00	0.00	202.64	1,797.36	10%	
10-410-95 BOARD STIPEND	3,600	0.00	0.00	1,800.00	1,800.00	50%	
GOVERNING BODY Totals:	265,604	0.00	0.00	75,695.40	189,908.60	28%	

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10-420-02 SALARIES	508,586	0.00	0.00	144,073.75	364,512.71	28%
10-420-05 FICA (7.65%)	37,095	0.00	0.00	10,990.28	26,104.57	30%
10-420-06 GROUP INSURANCE	60,859	0.00	0.00	11,633.95	49,225.05	19%
10-420-07 ORBIT RETIREMENT (12.23%)	62,843	0.00	0.00	18,671.94	44,171.10	30%
10-420-08 401K (3%)	14,547	0.00	0.00	3,864.22	10,682.78	27%
10-420-09 TOWN INSURANCE HRA	46,500	0.00	0.00	26,768.15	19,731.85	58%
10-420-10 EMPLOYEE TRAINING	6,000	0.00	0.00	0.00	6,000.00	
10-420-11 POSTAGE	2,500	0.00	0.00	1,037.49	1,462.51	41%
10-420-12 MANAGER EXPENSE ACCT	1,000	0.00	0.00	0.00	1,000.00	
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	349.15	1,650.85	17%
10-420-16 M & R EQUIPMENT	500	0.00	0.00	0.00	500.00	
10-420-17 M & R VEHICLE	1,500	0.00	0.00	137.20	1,362.80	9%
10-420-18 CONSUMABLES	5,000	0.00	0.00	409.13	4,590.87	8%
10-420-26 ADVERTISING	1,500	0.00	0.00	297.80	1,202.20	20%
10-420-31 GAS, OIL & TIRES	2,200	0.00	0.00	609.59	1,590.41	28%
10-420-32 OFFICE SUPPLIES	0	0.00	0.00	93.99	(93.99)	
10-420-33 DEPARTMENT SUPPLIES	6,000	0.00	0.00	1,198.51	4,801.49	20%
10-420-34 TOWN APPAREL & MERCH EXPENSE	3,000	0.00	0.00	3,900.26	(900.26)	130%
10-420-45 CONTRACTED SERVICES	54,000	0.00	0.00	19,664.03	34,335.97	36%
10-420-53 DUES & SUBSCRIPTIONS	9,600	0.00	0.00	3,941.88	5,658.12	41%
10-420-57 MISCELLANEOUS	500	0.00	0.00	50.83	449.17	10%
10-420-58 EMPLOYEE ENGAGEMENT	10,000	0.00	0.00	78.83	9,921.17	1%
10-420-74 CAPITAL OUTLAY	10,000	0.00	0.00	0.00	10,000.00	
10-420-76 EQUIPMENT LEASE PAYMENTS	12,000	0.00	0.00	3,551.32	8,448.68	30%
ADMINISTRATION Totals:	862,730	0.00	0.00	251,322.30	611,408.05	29%
10-430-57 ELECTION EXPENSES	5,000	0.00	0.00	0.00	5,000.00	
ELECTIONS Totals:	5,000	0.00	0.00	0.00	5,000.00	
10-480-02 SALARIES	76,000	0.00	0.00	29,109.80	46,890.20	38%
10-480-05 FICA (7.65%)	5,814	0.00	0.00	2,220.38	3,593.62	38%

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-480-06 GROUP INSURANCE	9,000	0.00	0.00	3,073.60	5,926.40	34%	
10-480-07 ORBIT RETIREMENT (12.96%)	9,850	0.00	0.00	3,772.64	6,076.96	38%	
10-480-08 401K (3%)	2,280	0.00	0.00	868.80	1,411.20	38%	
10-480-10 EMPLOYEE TRAINING	2,500	0.00	0.00	0.00	2,500.00		
10-480-16 M & R EQUIPMENT	6,000	0.00	0.00	2,361.06	3,638.94	39%	
10-480-33 DEPARTMENT SUPPLIES	1,000	0.00	0.00	619.84	380.16	62%	
10-480-53 DUES & SUBSCRIPTIONS	44,165	0.00	0.00	22,735.34	21,430.06	51%	
10-480-57 MISCELLANEOUS	500	0.00	0.00	0.00	500.00		
10-480-76 EQUIPMENT LEASE PAYMENTS (Computers)	17,000	0.00	0.00	0.00	17,000.00		
IT DEPARTMENT Totals:	174,109	0.00	0.00	64,761.46	109,347.54	37%	
10-490-02 SALARIES	161,000	0.00	0.00	40,904.36	120,095.64	25%	
10-490-03 PART-TIME SALARIES	0	0.00	0.00	489.00	(489.00)		
10-490-05 FICA (7.65%)	12,317	0.00	0.00	3,166.59	9,149.91	26%	
10-490-06 GROUP INSURANCE	18,000	0.00	0.00	3,126.76	14,873.24	17%	
10-490-07 ORBIT RETIREMENT (12.23%)	23,717	0.00	0.00	5,301.25	18,415.55	22%	
10-490-08 401K (3%)	5,490	0.00	0.00	1,210.60	4,279.40	22%	
10-490-10 EMPLOYEE TRAINING	3,000	0.00	0.00	464.00	2,536.00	15%	
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	275.00	725.00	28%	
10-490-31 GAS, OIL, & TIRES	2,200	0.00	0.00	106.20	2,093.80	5%	
10-490-45 CONTRACTED SERVICES	6,000	0.00	0.00	6,000.00	0.00	100%	
10-490-53 DUES & SUBSCRIPTIONS	1,650	0.00	0.00	199.00	1,451.00	12%	
10-490-57 MISCELLANEOUS	250	0.00	0.00	100.00	150.00	40%	
10-490-58 CRS FLOOD ACTIVITY	1,400	0.00	0.00	0.00	1,400.00		
PLANNING/ZONING/CAMA Totals:	236,523	0.00	0.00	61,342.76	175,180.54	26%	
10-491-02 SALARIES	143,000	0.00	0.00	60,616.36	82,383.64	42%	
10-491-05 FICA (7.65%)	10,940	0.00	0.00	4,635.08	6,304.42	42%	
10-491-06 GROUP INSURANCE	18,000	0.00	0.00	6,170.54	11,829.46	34%	

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-491-07 ORBIT RETIREMENT (12.23%)	18,533	0.00	0.00	7,964.20	10,568.60	43%	
10-491-08 401K (3%)	4,290	0.00	0.00	1,828.58	2,461.42	43%	
10-491-10 EMPLOYEE TRAINING	4,500	0.00	0.00	315.54	4,184.46	7%	
10-491-17 M & R VEHICLES	1,200	0.00	0.00	0.00	1,200.00		
10-491-31 GAS, OIL & TIRES	3,300	0.00	0.00	952.83	2,347.17	29%	
10-491-33 DEPARTMENTAL SUPPLIES	0	0.00	0.00	(481.65)	481.65		
10-491-45 CONTRACTED SERVICES	10,000	0.00	0.00	6,855.00	3,145.00	69%	
10-491-53 DUES & SUBSCRIPTIONS	1,555	0.00	0.00	185.00	1,370.00	12%	
10-491-54 DEMOLITION	30,000	0.00	0.00	0.00	30,000.00		
10-491-57 MISCELLANEOUS	500	0.00	0.00	59.98	440.02	12%	
INSPECTIONS Totals:	245,817	0.00	0.00	89,101.46	156,715.84	36%	
10-500-11 PHONES	30,000	0.00	0.00	9,762.70	20,237.30	33%	
10-500-13 UTILITIES	65,300	0.00	0.00	20,812.98	44,487.02	32%	
10-500-15 M & R BUILDINGS/GROUNDS	65,000	0.00	0.00	13,127.45	51,872.55	20%	
10-500-17 LANDSCAPING EXPENSE	9,000	0.00	0.00	0.00	9,000.00		
10-500-33 BUILDING SUPPLIES	6,500	0.00	0.00	1,777.26	4,722.74	27%	
10-500-35 FURNITURE	15,000	0.00	0.00	675.03	14,324.97	5%	
10-500-43 CLEANING SERVICES	15,000	0.00	0.00	4,500.00	10,500.00	30%	
10-500-45 PEST CONTROL	2,000	0.00	0.00	1,758.00	242.00	88%	
10-500-57 TOWN SIGN M & R	5,500	0.00	0.00	0.00	5,500.00		
10-500-58 WEB EOC SERVICE	1,500	0.00	0.00	0.00	1,500.00		
10-500-74 CAPITAL OUTLAY	205,367	0.00	0.00	72,886.53	132,480.00	35%	
10-500-76 LEASE PAYMENTS	24,000	0.00	0.00	12,000.00	12,000.00	50%	
PUBLIC BLDGS Totals:	444,167	0.00	0.00	137,299.95	306,866.58	31%	
10-501-09 WORKER'S COMPENSATION	57,750	0.00	0.00	44,690.63	13,059.37	77%	
10-501-13 PROPERTY LIABILITY & BONDS	135,450	0.00	0.00	52,127.54	83,322.46	38%	
10-501-17 VFIS INSURANCE	23,625	0.00	0.00	22,453.00	1,172.00	95%	
10-501-53 CYBER INSURANCE	15,000	0.00	0.00	13,626.77	1,373.23	91%	
10-501-54 FLOOD INSURANCE	45,000	0.00	0.00	3,419.00	41,581.00	8%	

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INSURANCE Totals:	276,825	0.00	0.00	136,316.94	140,508.06	49%
10-509-02 PSA SALARY	15,905	0.00	0.00	6,728.37	9,176.63	42%
10-509-05 FICA (7.65%)	1,220	0.00	0.00	514.69	705.31	42%
PSA - RETIRED POLICE OFFICERS Totals:	17,125	0.00	0.00	7,243.06	9,881.94	42%
10-510-02 SALARIES	776,000	0.00	0.00	300,099.84	475,900.16	39%
10-510-03 PART-TIME SALARIES	6,900	0.00	0.00	3,226.78	3,673.22	47%
10-510-04 OVERTIME	35,000	0.00	0.00	15,173.35	19,826.65	43%
10-510-05 FICA (7.65%)	62,569	0.00	0.00	24,523.81	38,045.54	39%
10-510-06 GROUP INSURANCE	117,000	0.00	0.00	39,019.95	77,980.05	33%
10-510-07 ORBIT RETIREMENT (13.04%)	108,600	0.00	0.00	44,448.14	64,151.86	41%
10-510-08 401K (5%)	38,000	0.00	0.00	15,345.88	22,654.12	40%
10-510-09 BEACH PATROL EXPENSE	15,000	0.00	0.00	3,829.07	11,170.93	26%
10-510-10 EMPLOYEE TRAINING	10,100	0.00	0.00	978.94	9,121.06	10%
10-510-16 M & R EQUIPMENT	3,500	0.00	0.00	938.79	2,561.21	27%
10-510-17 M & R VEHICLES	10,000	0.00	0.00	7,272.24	2,727.76	73%
10-510-31 GAS,OIL & TIRES	60,500	0.00	0.00	21,315.66	39,184.34	35%
10-510-32 OFFICE SUPPLIES	1,000	0.00	0.00	191.59	808.41	19%
10-510-33 DEPARTMENTAL SUPPLIES	5,050	0.00	0.00	0.00	5,050.00	
10-510-36 UNIFORMS	12,000	0.00	0.00	2,724.73	9,275.27	23%
10-510-37 BALLISTIC VEST GRANT EXPENSE	4,570	0.00	0.00	0.00	4,570.00	
10-510-47 PROFESSIONAL SERVICES	4,160	0.00	0.00	1,018.20	3,141.80	24%
10-510-53 DUES & SUBSCRIPTIONS	23,421	0.00	0.00	12,425.02	10,995.98	53%
10-510-57 K-9 EXPENSES	3,000	0.00	0.00	0.00	3,000.00	
10-510-73 NON-CAPITAL OUTLAY	29,500	9,444.00	0.00	9,692.00	10,364.00	65%
10-510-74 CAPITAL OUTLAY	59,100	0.00	0.00	61,179.07	(2,079.07)	104%
10-510-76 TAXES & TITLES	4,000	0.00	0.00	1,289.37	2,710.63	32%
POLICE Totals:	1,388,970	9,444.00	0.00	564,692.43	814,833.92	41%
10-545-02 SALARIES	227,500	0.00	0.00	86,586.72	140,913.28	38%
10-545-04 OVERTIME	6,000	0.00	0.00	4,776.37	1,223.63	80%



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10 GENERAL FUND							
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10-545-05 FICA (7.65%)	17,863	0.00	0.00	6,983.70	10,879.05	39%	
10-545-06 GROUP INSURANCE	44,500	0.00	0.00	13,728.48	30,771.52	31%	
10-545-07 ORBIT RETIREMENT (12.23%)	30,262	0.00	0.00	11,840.59	18,421.01	39%	
10-545-08 401K (3%)	7,005	0.00	0.00	2,701.85	4,303.15	39%	
10-545-14 EMPLOYEE TRAINING	2,500	0.00	0.00	0.00	2,500.00		
10-545-16 M & R EQUIPMENT	10,000	0.00	0.00	(26.30)	10,026.30	0%	
10-545-17 M & R VEHICLES	15,000	0.00	0.00	3,758.44	11,241.56	25%	
10-545-31 GAS, OIL & TIRES	22,000	0.00	0.00	4,351.74	17,648.26	20%	
10-545-32 OFFICE SUPPLIES	500	0.00	0.00	51.99	448.01	10%	
10-545-33 DEPARTMENTAL SUPPLIES & EQUIP	5,000	0.00	0.00	2,697.98	2,302.02	54%	
10-545-34 MOSQUITO CONTROL EXPENSE	5,000	0.00	0.00	0.00	5,000.00		
10-545-36 UNIFORMS	1,500	0.00	0.00	199.67	1,300.33	13%	
10-545-37 RENTAL EQUIPMENT	6,000	0.00	0.00	0.00	6,000.00		
10-545-57 MISCELLANEOUS	100	0.00	0.00	0.00	100.00		
10-545-73 NON-CAPITAL OUTLAY	9,000	0.00	0.00	0.00	9,000.00		
10-545-74 CAPITAL OUTLAY	159,330	0.00	0.00	0.00	159,330.00		
10-545-76 TAXES & TITLES	12,000	0.00	0.00	0.00	12,000.00		
PUBLIC WORKS Totals:	581,059	0.00	0.00	137,651.23	443,408.12	24%	
10-560-13 STREET LIGHT EXPENSE	30,000	0.00	0.00	0.00	30,000.00		
10-560-15 M & R PUBLIC PARKING	25,000	0.00	0.00	0.00	25,000.00		
10-560-33 DEPARTMENTAL SUPPLIES	4,000	0.00	0.00	0.00	4,000.00		
10-560-43 TOWN ENTRANCE SIGNS	10,000	0.00	0.00	0.00	10,000.00		
10-560-72 STORMWATER	20,000	0.00	0.00	315.02	19,684.98	2%	
10-560-73 STREET PAVING & REPAIR	40,000	0.00	0.00	12,150.00	27,850.00	30%	
STREETS Totals:	129,000	0.00	0.00	12,465.02	116,534.98	10%	
10-580-45 SANITATION CONTRACTS	413,969	0.00	0.00	138,967.11	275,002.25	34%	
10-580-46 TIPPING FEES	70,555	0.00	0.00	38,482.98	32,072.02	55%	
10-580-47 RECYCLING	30,000	0.00	0.00	0.00	30,000.00		

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SANITATION Totals:	514,524	0.00	0.00	177,450.09	337,074.27	34%
10-620-12 SNOWFLAKES	12,000	0.00	0.00	0.00	12,000.00	
10-620-14 PARK WELL	1,500	0.00	0.00	0.00	1,500.00	
10-620-15 PARK MAINTENANCE	20,000	0.00	0.00	898.14	19,101.86	4%
10-620-17 PARK LANDSCAPING	15,000	0.00	0.00	0.00	15,000.00	
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	90,000	0.00	0.00	0.00	90,000.00	
10-620-27 SPECIAL EVENTS	11,020	0.00	0.00	8,417.35	2,602.65	76%
10-620-33 PARK SUPPLIES	7,200	0.00	0.00	1,144.95	6,055.05	16%
RECREATION Totals:	158,220	0.00	0.00	10,460.44	147,759.56	7%
10-690-02 SALARIES	896,500	0.00	0.00	346,003.31	550,496.69	39%
10-690-03 PART-TIME SALARIES	88,192	0.00	0.00	1,650.00	86,542.00	2%
10-690-04 OVERTIME	40,000	0.00	0.00	24,084.47	15,915.53	60%
10-690-05 FICA (7.65%)	78,392	0.00	0.00	27,947.43	50,444.07	36%
10-690-06 GROUP INSURANCE	151,000	0.00	0.00	38,609.80	112,390.20	26%
10-690-07 ORBIT RETIREMENT (12.23%)	121,694	0.00	0.00	47,963.39	73,731.01	39%
10-690-08 401K (3%)	28,170	0.00	0.00	10,946.37	17,223.63	39%
10-690-10 EMPLOYEE TRAINING	5,500	0.00	0.00	722.88	4,777.12	13%
10-690-16 M & R EQUIPMENT	22,000	0.00	0.00	739.14	21,260.86	3%
10-690-17 M & R VEHICLES	19,000	0.00	0.00	6,348.37	12,651.63	33%
10-690-31 GAS, OIL & TIRES	22,000	0.00	0.00	9,201.82	12,798.18	42%
10-690-32 OFFICE SUPPLIES	2,000	0.00	0.00	0.00	2,000.00	
10-690-33 DEPARTMENTAL SUPPLIES	46,000	14,292.70	0.00	5,221.12	26,486.18	42%
10-690-34 FIRE FIGHTER PHYSICALS	6,000	0.00	0.00	0.00	6,000.00	
10-690-36 UNIFORMS	8,500	0.00	0.00	2,117.66	6,382.34	25%
10-690-47 PROFESSIONAL SERVICES	4,000	0.00	0.00	114.00	3,886.00	3%
10-690-53 DUES & SUBSCRIPTIONS	8,500	0.00	0.00	2,446.00	6,054.00	29%
10-690-57 MISCELLANEOUS	300	0.00	0.00	223.24	76.76	74%
10-690-73 COMUNICATIONS EQUIP	6,000	0.00	0.00	0.00	6,000.00	
10-690-74 CAPITAL OUTLAY	55,000	48,567.19	0.00	0.00	6,432.81	88%
10-690-76 TAXES & TITLES	4,000	0.00	0.00	0.00	4,000.00	

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FIRE DEPARTMENT Totals:	1,612,748	62,859.89	0.00	524,339.00	1,025,549.01	36%
10-695-91 PLANNING BOARD EXPENSE	1,000	0.00	0.00	12.15	987.85	1%
10-695-92 BOARD OF ADJUSTMENT EXPENSE	1,000	0.00	0.00	9.58	990.42	1%
COMMITTEES Totals:	2,000	0.00	0.00	21.73	1,978.27	1%
10-998-04 TRANSFER OUT - CAP IMPROVEMENT FUND	200,383	0.00	0.00	0.00	200,383.42	
Totals:	200,383	0.00	0.00	0.00	200,383.42	
10-999-01 CONTINGENCY	477,390	0.00	0.00	0.00	477,389.92	
CONTINGENCY Totals:	477,390	0.00	0.00	0.00	477,389.92	
Expenses Totals:	7,592,196	72,303.89	0.00	2,250,163.27	5,269,728.62	31%
10 GENERAL FUND Revenues Over/(Under) Expenses:			0.00	2,360,886.94		

## Budget vs Actual

NORTH TOPSAIL BEACH  
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Period Ending 6/30/2024

12 CAPITAL IMPROVEMENT FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
<b>Revenues</b>							
12-301-00 AD VALOREM TAX (.07)	1,072,313	0.00	0.00	655,756.77	(416,555.73)	61%	
12-301-03 ONSLOW COUNTY FIRE TAX	0	0.00	0.00	474,968.45	474,968.45		
12-383-00 SALE OF FIXED ASSETS	471,000	0.00	0.00	0.00	(471,000.00)		
12-390-00 TRANSFER IN - FROM GENERAL FUND	200,383	0.00	0.00	0.00	(200,383.42)		
<b>Revenues Totals:</b>	<b>1,743,696</b>	<b>0.00</b>	<b>0.00</b>	<b>1,130,725.22</b>	<b>(612,970.70)</b>	<b>65%</b>	
<b>Expenses</b>							
12-750-01 FIRE DEPARTMENT	930,563	0.00	0.00	0.00	930,562.50		
12-750-02 FIRE TRUCK	153,188	0.00	0.00	0.00	153,187.50		
12-750-03 BIKE PATH PROJECT	100,000	0.00	0.00	0.00	100,000.00		
12-750-11 FUTURE CAPITAL IMPROVEMENTS	559,946	0.00	0.00	0.00	559,945.92		
<b>Totals:</b>	<b>1,743,696</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,743,695.92</b>		
<b>Expenses Totals:</b>	<b>1,743,696</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,743,695.92</b>		
<b>12 CAPITAL IMPROVEMENT FUND</b>	<b>Revenues Over/(Under) Expenses:</b>		<b>0.00</b>	<b>1,130,725.22</b>			

## Budget vs Actual

NORTH TOPSAIL BEACH  
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Period Ending 6/30/2024

### 30 SHORELINE PROTECTION

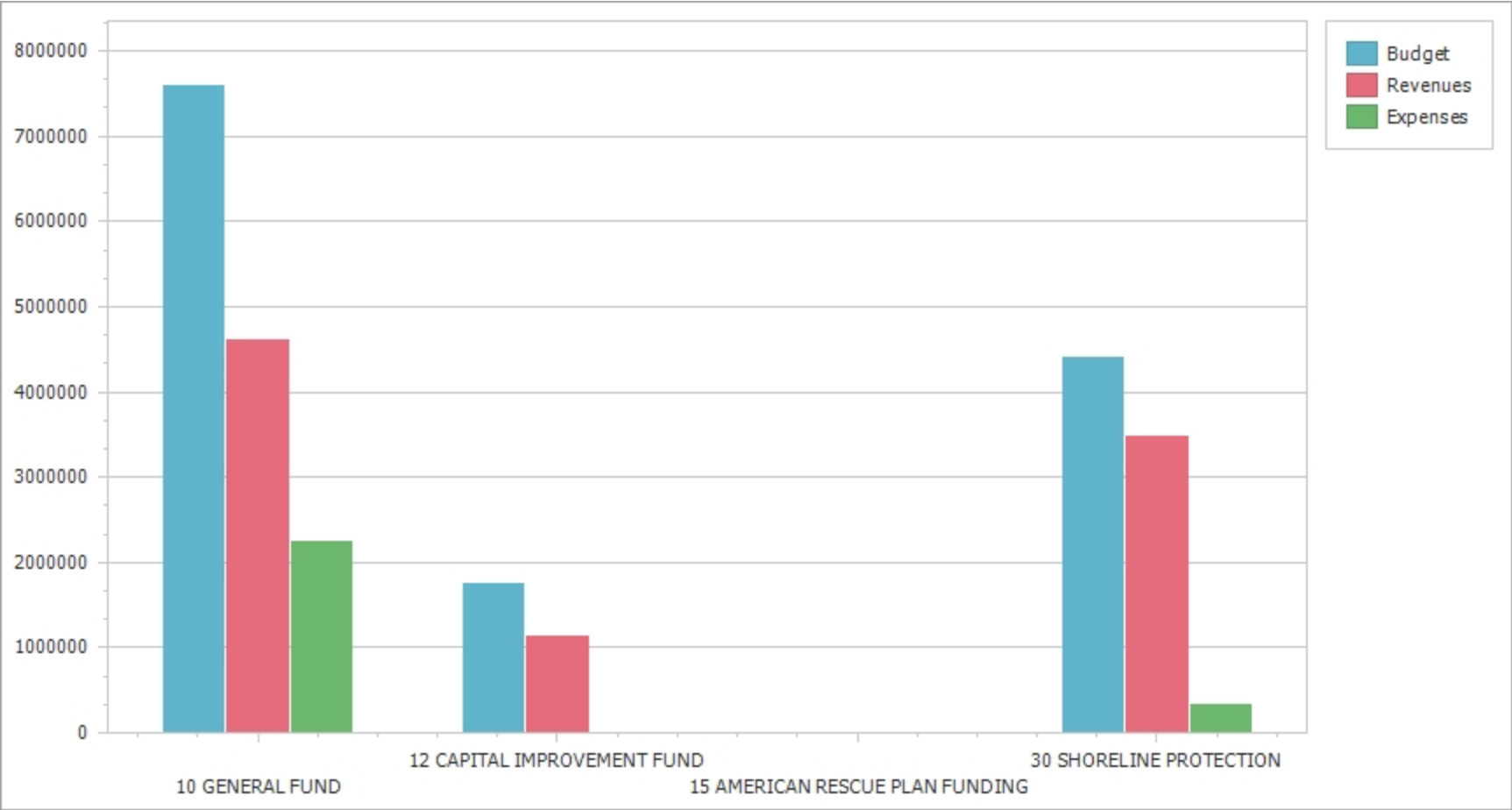
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
<b>Revenues</b>						
30-301-00 ACCOMMODATION TAX	1,650,000	0.00	0.00	1,723,579.57	73,579.57	104%
30-301-05 AD VALOREM TAX - Beach	1,531,875	0.00	0.00	936,507.59	(595,367.41)	61%
30-317-01 COUNTY GRANT FUNDING	150,000	0.00	0.00	0.00	(150,000.00)	
30-329-00 INTEREST INCOME	25,000	0.00	0.00	94,130.62	69,130.62	377%
30-336-00 SEA OATS PROGRAM	25,000	0.00	0.00	0.00	(25,000.00)	
30-345-00 LOCAL OPTION SALES TAX	686,567	0.00	0.00	448,798.43	(237,768.22)	65%
30-350-01 PAID PARKING REVENUE	336,375	0.00	0.00	277,238.81	(59,136.19)	82%
Revenues Totals:	4,404,817	0.00	0.00	3,480,255.02	(924,561.63)	79%
<b>Expenses</b>						
30-710-08 LEASE PAYMENTS	48,000	0.00	0.00	0.00	48,000.00	
30-710-10 BEACH LOBBYIST CONTRACT	60,000	0.00	0.00	24,357.67	35,642.33	41%
30-710-12 BEACH/ACCESS MAINTENANCE	50,000	0.00	0.00	13,243.72	36,756.28	26%
30-710-14 BEACH MEETINGS / CONFERENCES	20,000	0.00	0.00	5,164.43	14,835.57	26%
30-710-15 M & R DUNE/CROSSWALK	8,000	0.00	0.00	122.04	7,877.96	2%
30-710-45 CONTRACTED SERVICES	10,000	0.00	0.00	0.00	10,000.00	
30-710-59 SEA OATS PROGRAM	50,000	0.00	0.00	0.00	50,000.00	
Totals:	246,000	0.00	0.00	42,887.86	203,112.14	17%
30-720-07 NEW RIVER EIS PROJECT	280,000	0.00	0.00	68,558.50	211,441.50	24%
30-720-08 CONTRACTS, PLANS, SPECS	200,000	0.00	0.00	53,055.00	146,945.00	27%
30-720-10 VITEX	216,000	0.00	0.00	0.00	216,000.00	
30-720-50 2022B SOB PAYMENT	2,006,204	0.00	0.00	0.00	2,006,204.00	
30-720-57 2022C FEMA SOB FEES	0	0.00	0.00	88,994.89	(88,994.89)	
30-720-58 2022A FEMA SOB FEES	0	0.00	0.00	66,035.11	(66,035.11)	
30-720-60 30 YEAR BEACH PLAN	30,000	0.00	0.00	0.00	30,000.00	
30-720-64 Sandbag Repair Project	200,000	0.00	0.00	0.00	200,000.00	
30-720-68 Future Projects Fund	1,226,613	0.00	0.00	0.00	1,226,612.65	
BEACH REN. / DUNE STAB. Totals:	4,158,817	0.00	0.00	276,643.50	3,882,173.15	7%

Budget vs Actual

NORTH TOPSAIL BEACH  
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Period Ending 6/30/2024

Expenses Totals:	4,404,817	0.00	0.00	319,531.36	4,085,285.29	7%
30 SHORELINE PROTECTION	Revenues Over/(Under) Expenses:		0.00	3,160,723.66		



## Budget vs Actual

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Period Ending 6/30/2025

### 31 CAPITAL PROJECT BEACH MAINTENANCE

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
<b>Revenues</b>						
31-330-00 LOAN PROCEEDS	0	0.00	0.00	10,857,303.66	10,857,303.66	
31-348-08 FEMA REIMBURSEMENT	17,599,184	0.00	0.00	8,493,442.31	(9,105,741.69)	48%
31-368-00 NCDEQ GRANT FUNDS	10,500,000	0.00	0.00	10,500,000.00	0.00	100%
31-399-01 T/I FROM BEACH FUND	1,528,134	0.00	0.00	1,528,133.90	0.00	100%
Revenues Totals:	29,627,318	0.00	0.00	31,378,879.87	1,751,561.97	106%
<b>Expenses</b>						
31-440-00 2022A DEBT SERVICE	0	0.00	0.00	8,493,442.31	(8,493,442.31)	
31-450-01 ENGINEERING & CONSTRUCTION PHASE SUPPORT	9,000	0.00	0.00	4,051.00	4,949.00	45%
31-450-02 CONSTRUCTION MANAGEMENT & ADMINISTRATION	210,000	0.00	0.00	364,678.25	(154,678.25)	174%
31-450-03 LABORATORY ANALYSIS	44,400	0.00	0.00	6,020.00	38,380.00	14%
31-450-04 REGULATORY COORDINATION & CLOSEOUT	10,000	0.00	0.00	8,882.50	1,117.50	89%
31-450-05 MOBILIZATION & DEMOBILIZATION	180,000	0.00	0.00	180,000.00	0.00	100%
31-450-06 HAUL & PLACEMENT OF BEACH FILL	8,378,110	0.00	0.00	9,141,735.55	(763,625.55)	109%
31-450-07 PAYMENT & PERFORMANCE BONDS	45,000	0.00	0.00	45,000.00	0.00	100%
31-450-08 PROFESSIONAL FEES	123,490	0.00	0.00	562,915.14	(439,425.14)	456%
31-450-09 TRANCHE 2 CONSTRUCTION	8,621,653	0.00	0.00	3,520,613.37	5,101,039.27	41%
31-450-10 TRANCHE 2 ENGINEERING	585,000	0.00	0.00	227,936.02	357,063.98	39%
31-450-11 TRANCHE 2 CONTINGENCY	920,665	0.00	0.00	595.00	920,070.26	0%
31-460-00 TRANCHE 3 PROJECT	10,500,000	0.00	0.00	1,690.00	10,498,310.00	0%
Totals:	29,627,318	0.00	0.00	22,557,559.14	7,069,758.76	76%
Expenses Totals:	29,627,318	0.00	0.00	22,557,559.14	7,069,758.76	76%
31 CAPITAL PROJECT BEACH MAINTENANCE	Revenues Over/(Under) Expenses:		0.00	8,821,320.73		



# GL Account History Summary

NORTH TOPSAIL BEACH

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

Date Range: 11/1/2023 - 11/28/2023

<b>GL Account - 30-301-00 ACCOMMODATION TAX</b>					
Date	Description	Source	Debits	Credits	Date
Fiscal Period - FY 23-24		Beg Balance	\$0.00	\$4,198,579.23	
11/02/2023	OCC TAX	GL GJ	\$0.00	\$148.12	11/14/2023
11/03/2023	OCC TAX	GL GJ	\$0.00	\$258.51	11/16/2023
11/09/2023	OCC TAX	GL GJ	\$0.00	\$9,116.73	11/16/2023
11/10/2023	OCC TAX	GL GJ	\$0.00	\$12,165.35	11/16/2023
11/13/2023	OCC TAX	GL GJ	\$0.00	\$55.53	11/16/2023
11/15/2023	OCC TAX	GL GJ	\$0.00	\$18,949.61	11/20/2023
11/15/2023	OCC TAX	GL GJ	\$0.00	\$277.06	11/17/2023
11/16/2023	OCC TAX	GL GJ	\$0.00	\$550.38	11/17/2023
11/16/2023	OCC TAX	GL GJ	\$0.00	\$13,227.56	11/16/2023
11/17/2023	OCC TAX	GL GJ	\$0.00	\$213.57	11/20/2023
11/17/2023	OCC TAX	GL GJ	\$0.00	\$174.00	11/20/2023
11/17/2023	OCC TAX	GL GJ	\$0.00	\$25,378.14	11/17/2023
11/20/2023	OCC TAX	GL GJ	\$0.00	\$140.49	11/22/2023
11/22/2023	OCC TAX	GL GJ	\$0.00	\$210.81	11/28/2023
Transaction Totals			\$0.00	\$80,865.86	
**	End Balance		\$0.00	\$80,865.86	**

## Check Listing

Date From: 11/1/2023 Date To: 11/28/2023

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

NORTH TOPSAIL BEACH

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Check Number	Bank	Vendor	Date	Amount
47334	1	BRITNEY GLASSMAN	11/02/2023	<u>\$41.56</u>
47335	1	CARR RIGGS & INGRAM	11/02/2023	<u>\$2,000.00</u>
47336	1	CHARTER COMMUNICATIONS	11/02/2023	<u>\$535.03</u>
47337	1	COLONIAL LIFE	11/02/2023	<u>\$1,211.48</u>
47338	1	CROSSLEY MCINTOSH COLLIER	11/02/2023	<u>\$2,047.16</u>
47339	1	CW IT SUPPORT, INC.	11/02/2023	<u>\$897.41</u>
47340	1	EDWARD J SUPINSKI	11/02/2023	<u>\$39.39</u>
47341	1	ESTATE OF BEVERLY GREEN	11/02/2023	<u>\$7.29</u>
47342	1	KATIE MCGARRY	11/02/2023	<u>\$31.42</u>
47343	1	KENNETH MOYER II	11/02/2023	<u>\$79.83</u>
47344	1	LIONEL A CRAFT	11/02/2023	<u>\$3.15</u>
47345	1	LOWE'S HOME CENTERS	11/02/2023	<u>\$157.69</u>
47346	1	NANCY ANN AVERY	11/02/2023	<u>\$2,689.50</u>
47347	1	NC TRAILERS	11/02/2023	<u>\$9,692.00</u>
47348	1	ONslow COUNTY SOLID WASTE DEPT	11/02/2023	<u>\$5,132.85</u>
47349	1	PEACHY CLEAN	11/02/2023	<u>\$1,250.00</u>
47350	1	PNC BANK	11/02/2023	<u>\$66,035.11</u>
47351	1	VERIZON WIRELESS	11/02/2023	<u>\$817.42</u>
47352	1	VILLAGE HARDWARE	11/02/2023	<u>\$242.55</u>
47353	1	AL CABLAY	11/09/2023	<u>\$53.37</u>
47354	1	AMERICAN SHORE & BEACH	11/09/2023	<u>\$600.00</u>
47355	1	BIG SKY DESIGN, INC.	11/09/2023	<u>\$265.59</u>
47356	1	KATE WINZLER	11/09/2023	<u>\$115.54</u>
47357	1	KERI SIMPSON	11/09/2023	<u>\$146.00</u>
47358	1	NC INTERLOCAL RISK MGMT AGENCY	11/09/2023	<u>\$2,424.23</u>
47359	1	ONslow WATER & SEWER AUTHORITY	11/09/2023	<u>\$249.37</u>
47360	1	ROMAN TROPHIES	11/09/2023	<u>\$12.97</u>
47361	1	SNEADS FERRY OIL & LP GAS	11/09/2023	<u>\$285.82</u>
47362	1	THE FMRT GROUP	11/09/2023	<u>\$750.00</u>
47363	1	TI COASTAL SERVICES, INC.	11/09/2023	<u>\$2,000.00</u>
47364	1	TIFFANY BROWN	11/09/2023	<u>\$150.00</u>
47365	1	TOWN OF SURF CITY	11/09/2023	<u>\$4,075.81</u>

## Check Listing

Date From: 11/1/2023 Date To: 11/28/2023

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

NORTH TOPSAIL BEACH

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Check Number	Bank	Vendor	Date	Amount
47366	1	TRUIST BANK	11/09/2023	<u>\$1,973.94</u>
47367	1	APPLIED TECHNOLOGY & MNGMT	11/22/2023	<u>\$9,310.75</u>
47368	1	CW IT SUPPORT, INC.	11/22/2023	<u>\$990.05</u>
47369	1	DEC ASSOCIATES, INC.	11/22/2023	<u>\$15,000.00</u>
47370	1	DYLAN NOLDE	11/22/2023	<u>\$64.19</u>
47371	1	GFL ENVIRONMENTAL	11/22/2023	<u>\$34,381.67</u>
47372	1	GREATAMERICA FINANCIAL SERVS	11/22/2023	<u>\$711.19</u>
47373	1	JONES ONSLOW ELECTRIC COMPANY	11/22/2023	<u>\$3,684.64</u>
47374	1	KLEMPIRE	11/22/2023	<u>\$2,117.58</u>
47375	1	METLIFE	11/22/2023	<u>\$1,251.65</u>
47376	1	O'REILLY AUTOMOTIVE INC.	11/22/2023	<u>\$1,903.72</u>
47377	1	OCEAN RIDGE VILLAGE OWNER'S ASSOCIATION INC	11/22/2023	<u>\$500.00</u>
47378	1	ONSLOW COUNTY FINANCE OFFICE	11/22/2023	<u>\$5,282.06</u>
47379	1	PETTY CASH	11/22/2023	<u>\$20.83</u>
47380	1	PLURIS, LLC	11/22/2023	<u>\$562.93</u>
47381	1	SHEPARDS WRECKER SERVICE	11/22/2023	<u>\$928.41</u>
47382	1	SIMPLE COMMUNICATION	11/22/2023	<u>\$104.87</u>
47383	1	SLIM LINE CASE COMPANY	11/22/2023	<u>\$595.00</u>
47384	1	SNEADS FERRY PRESBYTERIAN CHURCH	11/22/2023	<u>\$500.00</u>
47385	1	TAYCO EAST COAST LLC	11/22/2023	<u>\$1,005.00</u>
52	Checks Totaling -			<b>\$184,930.02</b>

### Totals By Fund

	Checks	Voids	Total
10	\$102,906.35		\$102,906.35
30	\$72,712.92		\$72,712.92
31	\$9,310.75		\$9,310.75
Totals:	\$184,930.02		\$184,930.02

# Town of North Topsail Beach Fire Department

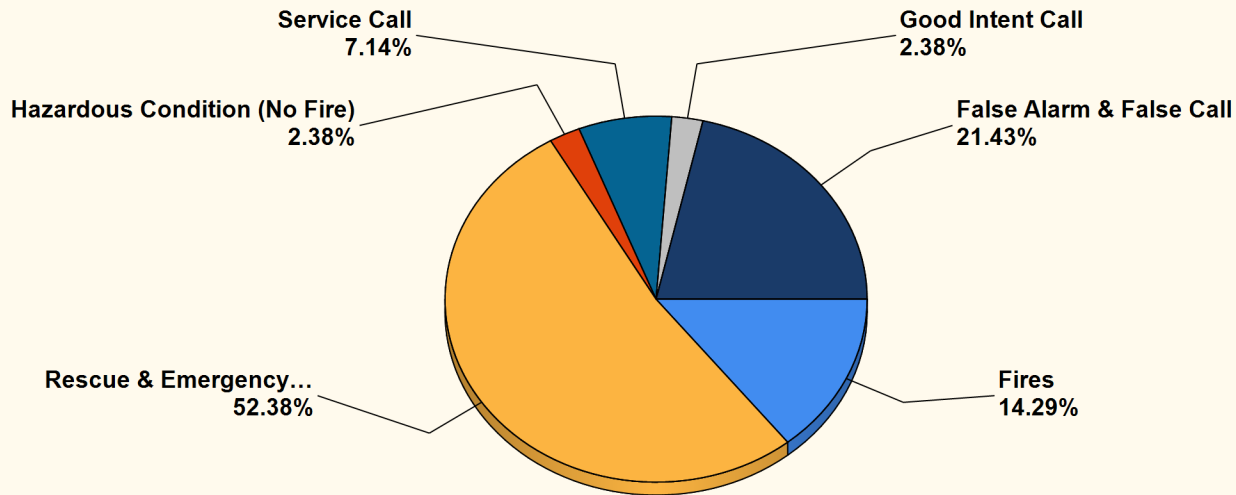
North Topsail Beach, NC

This report was generated on 11/27/2023 9:22:02 AM



## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 10/04/2023 | End Date: 11/27/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	6	14.29%
Rescue & Emergency Medical Service	22	52.38%
Hazardous Condition (No Fire)	1	2.38%
Service Call	3	7.14%
Good Intent Call	1	2.38%
False Alarm & False Call	9	21.43%
<b>TOTAL</b>	<b>42</b>	<b>100%</b>

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

Section VII, Item B.



emergencyreporting  
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### Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	4	9.52%
113 - Cooking fire, confined to container	1	2.38%
131 - Passenger vehicle fire	1	2.38%
311 - Medical assist, assist EMS crew	19	45.24%
320 - Emergency medical service, other	1	2.38%
324 - Motor vehicle accident with no injuries.	1	2.38%
365 - Watercraft rescue	1	2.38%
413 - Oil or other combustible liquid spill	1	2.38%
500 - Service Call, other	2	4.76%
551 - Assist police or other governmental agency	1	2.38%
652 - Steam, vapor, fog or dust thought to be smoke	1	2.38%
735 - Alarm system sounded due to malfunction	1	2.38%
743 - Smoke detector activation, no fire - unintentional	4	9.52%
745 - Alarm system activation, no fire - unintentional	4	9.52%
<b>TOTAL INCIDENTS:</b>	<b>42</b>	<b>100%</b>

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

Section VII, ItemB.



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## Permits Issued List

From Date: 10/24/2023

To Date: 11/24/2023

Permit Type	Sub Type	Permit#	Address	Issue Date	Permit Fee
Beach Access Application	Beach Access Application	BAA23-000026	1208 NEW RIVER INLET RD	11/02/2023	200.00
Beach Access Application	Beach Access Application	BAA23-000027	3600 ISLAND DR	11/15/2023	200.00
<b>Beach Access Application Total</b>	<b>Beach Access Application Total</b>			2	400.00
<b>Beach Access Application Total</b>				2	400.00
Boat Lift Permit	Residential	BTL23-000005	451 NEW RIVER INLET RD	11/22/2023	0.00
<b>Boat Lift Permit Total</b>	<b>Residential Total</b>			1	0.00
<b>Boat Lift Permit Total</b>				1	0.00
Demolition Permit	Residential	D23-000005	2345-4 ISLAND DR	11/01/2023	75.00
Demolition Permit	Residential	D23-000006	2345 ISLAND DR 121 Barracuda Ct	11/01/2023	75.00
<b>Demolition Permit Total</b>	<b>Residential Total</b>			2	150.00
<b>Demolition Permit Total</b>				2	150.00
Dock/Bulkhead/Retaining Wall Permit	Dock	DBR23-000018	451 NEW RIVER INLET RD	11/22/2023	350.00
<b>Dock/Bulkhead/Retaining Wall Permit Total</b>	<b>Dock Total</b>			1	350.00
Dock/Bulkhead/Retaining Wall Permit	Retaining Wall	DBR23-000016	705 NEW RIVER INLET RD	11/14/2023	0.00
<b>Dock/Bulkhead/Retaining Wall Permit Total</b>	<b>Retaining Wall Total</b>			1	0.00
<b>Dock/Bulkhead/Retaining Wall Permit Total</b>				2	350.00
Driveway Permit	Driveway Permit	DVW22-000060	3600 ISLAND DR	11/15/2023	0.00
Driveway Permit	Driveway Permit	DVW23-000054	2075 + 2077 NEW RIVER INLET RD	11/21/2023	0.00
Driveway Permit	Driveway Permit	DVW23-000052	310 SEA SHORE DR	11/03/2023	50.00
Driveway Permit	Driveway Permit	DVW23-000053	2083 + 2085 NEW RIVER INLET RD	11/21/2023	0.00
<b>Driveway Permit Total</b>	<b>Driveway Permit Total</b>			4	50.00
Section VII, ItemB.					34

<b>Driveway Permit Total</b>				4	50.00
Electrical Permit	Residential	E23-000216	8115 6TH AVE	10/30/2023	75.00
Electrical Permit	Residential	E23-000210	8502 4TH AVE	10/24/2023	0.00
Electrical Permit	Residential	E23-000202	2083 + 2085 NEW RIVER INLET RD	11/21/2023	0.00
Electrical Permit	Residential	E23-000214	115 S PERMUDA WYND DR	11/02/2023	0.00
Electrical Permit	Residential	E23-000220	2338-2 NEW RIVER INLET RD	11/02/2023	75.00
Electrical Permit	Residential	E23-000218	510 TRADE WINDS DR N	10/31/2023	75.00
Electrical Permit	Residential	E23-000233	3568 ISLAND DR	11/17/2023	147.00
Electrical Permit	Residential	E23-000203	2075 + 2077 NEW RIVER INLET RD	11/21/2023	0.00
Electrical Permit	Residential	E23-000229	209 SEA SHORE DR	11/09/2023	75.00
Electrical Permit	Residential	E23-000157	448 OCEAN DR	11/16/2023	0.00
Electrical Permit	Residential	E23-000206	3938 RIVER RD	10/24/2023	75.00
Electrical Permit	Residential	E23-000224	3554 ISLAND DR	11/03/2023	75.00
Electrical Permit	Residential	E23-000201	705 NEW RIVER INLET RD	11/14/2023	0.00
Electrical Permit	Residential	E23-000215	2240 NEW RIVER INLET RD #230	10/27/2023	75.00
Electrical Permit	Residential	E23-000236	886 NEW RIVER INLET RD 52	11/17/2023	75.00
Electrical Permit	Residential	E23-000225	3556 ISLAND DR	11/03/2023	75.00
Electrical Permit	Residential	E23-000211	451 NEW RIVER INLET RD	11/22/2023	0.00
Electrical Permit	Residential	E23-000239	2174 NEW RIVER INLET RD 386	11/22/2023	75.00
Electrical Permit	Residential	E23-000207	134 OCEANVIEW LN	10/24/2023	147.00
Electrical Permit	Residential	E23-000192	3670 ISLAND DR	11/14/2023	0.00
Electrical Permit	Residential	E23-000141	207-B SEA SHORE DR	11/14/2023	0.00
Electrical Permit	Residential	E23-000223	3552 ISLAND DR	11/03/2023	75.00
<b>Electrical Permit Total</b>	<b>Residential Total</b>			22	1,119.00
<b>Electrical Permit Total</b>				22	1,119.00
Elevator Permit	Residential	EL23-000004	207-B SEA SHORE DR	11/14/2023	0.00
<b>Elevator Permit Total</b>	<b>Residential Total</b>			1	0.00
<b>Elevator Permit Total</b>				1	0.00
Fence Permit	Residential	FNC23-000024	566 NEW RIVER INLET RD	11/16/2023	50.00
<b>Fence Permit Total</b>	<b>Residential Total</b>			1	50.00
<b>Section VII, ItemB.</b>	<b>Residential Total</b>			1	50.00

<b>Fence Permit Total</b>				1	50.00
Fuel Gas Permit	Residential	FG22-000043	3611 ISLAND DR	11/01/2023	0.00
Fuel Gas Permit	Residential	FG23-000034	3670 ISLAND DR	11/14/2023	275.00
<b>Fuel Gas Permit Total</b>	<b>Residential Total</b>			2	275.00
<b>Fuel Gas Permit Total</b>				2	275.00
Home Occupation	Home Occupation	HO23-000001	1849 NEW RIVER INLET RD	11/17/2023	50.00
<b>Home Occupation Total</b>	<b>Home Occupation Total</b>			1	50.00
<b>Home Occupation Total</b>				1	50.00
House Moving Permit	House Moving Permit	H23-000006	2345 ISLAND DR 104 Barracuda	11/02/2023	65.00
House Moving Permit	House Moving Permit	H23-000005	2345 ISLAND DR 107 Barracuda	11/02/2023	65.00
House Moving Permit	House Moving Permit	H23-000010	2345-4 ISLAND DR	11/22/2023	65.00
House Moving Permit	House Moving Permit	H23-000009	2345 ISLAND DR 2119 Wicker	11/06/2023	65.00
House Moving Permit	House Moving Permit	H23-000007	2345 ISLAND DR 111 Barracuda	11/02/2023	65.00
House Moving Permit	House Moving Permit	H23-000008	2345 ISLAND DR 119 Barracuda	11/02/2023	65.00
<b>House Moving Permit Total</b>	<b>House Moving Permit Total</b>			6	390.00
<b>House Moving Permit Total</b>				6	390.00
Insulation Permit	Residential	I23-000031	448 OCEAN DR	11/16/2023	0.00
Insulation Permit	Residential	I23-000049	115 S PERMUDA WYND DR	11/02/2023	0.00
Insulation Permit	Residential	I23-000046	2075 + 2077 NEW RIVER INLET RD	11/21/2023	0.00
Insulation Permit	Residential	I23-000045	2083 + 2085 NEW RIVER INLET RD	11/21/2023	0.00
<b>Insulation Permit Total</b>	<b>Residential Total</b>			4	0.00
<b>Insulation Permit Total</b>				4	0.00
Mechanical Permit	Residential	M23-000175	1923 BIRD LN	10/31/2023	75.00
Mechanical Permit	Residential	M23-000166	2083 + 2085 NEW RIVER INLET RD	11/21/2023	0.00
Mechanical Permit	Residential	M23-000167	2075 + 2077 NEW RIVER INLET RD	11/21/2023	0.00
Mechanical Permit	Residential	M23-000139	448 OCEAN DR	11/16/2023	0.00
Section VII, ItemB.					36



Mechanical Permit	Residential	M23-000173	4420 ISLAND DR	10/25/2023	75.00
<b>Mechanical Permit Total</b>	<b>Residential Total</b>			5	150.00
<b>Mechanical Permit Total</b>				5	150.00
New Construction Permit	Multi-Unit	C23-000012	134-136 SEA GULL LN	11/06/2023	1,718.33
New Construction Permit	Multi-Unit	C23-000040	2075 + 2077 NEW RIVER INLET RD	11/21/2023	3,249.49
New Construction Permit	Multi-Unit	C23-000039	2083 + 2085 NEW RIVER INLET RD	11/21/2023	3,249.49
<b>New Construction Permit Total</b>	<b>Multi-Unit Total</b>			3	8,217.31
New Construction Permit	Single Family	C23-000005	20 HUNTER HEATH DR	11/15/2023	2,916.10
<b>New Construction Permit Total</b>	<b>Single Family Total</b>			1	2,916.10
<b>New Construction Permit Total</b>				4	11,133.41
Plumbing Permit	Residential	P23-000068	8502 4TH AVE	10/24/2023	150.00
Plumbing Permit	Residential	P23-000064	2075 + 2077 NEW RIVER INLET RD	11/21/2023	0.00
Plumbing Permit	Residential	P23-000063	2083 + 2085 NEW RIVER INLET RD	11/21/2023	0.00
<b>Plumbing Permit Total</b>	<b>Residential Total</b>			3	150.00
<b>Plumbing Permit Total</b>				3	150.00
Renovation Permit	Single Family	B23-000014	115 S PERMUDA WYND DR	11/02/2023	225.00
Renovation Permit	Single Family	B23-000004	448 OCEAN DR	11/16/2023	500.00
<b>Renovation Permit Total</b>	<b>Single Family Total</b>			2	725.00
<b>Renovation Permit Total</b>				2	725.00
Simple Build Permit	Multi-Unit	SB23-000107	1822 NEW RIVER INLET RD 1109	10/27/2023	75.00
<b>Simple Build Permit Total</b>	<b>Multi-Unit Total</b>			1	75.00
Simple Build Permit	Single Family	SB23-000078	4021 ISLAND DR Lot 76-O Beach	11/15/2023	200.00
Simple Build Permit	Single Family	SB23-000111	114 N PERMUDA WYND DR	11/22/2023	200.00
Simple Build Permit	Single Family	SB23-000070	207-B SEA SHORE DR	11/14/2023	305.00
Simple Build Permit	Single Family	SB23-000100	3670 ISLAND DR	11/14/2023	0.00
Simple Build Permit	Single Family	SB23-000099	221 TOPSAIL RD	11/06/2023	200.00
Simple Build Permit	Single Family	SB23-000109	4000 ISLAND DR	11/14/2023	75.00

Simple Build Permit	Single Family	SB23-000108	7103 11TH AVE	10/31/2023	75.00
<b>Simple Build Permit Total</b>	<b>Single Family Total</b>			7	1,055.00
<b>Simple Build Permit Total</b>				8	1,130.00
Swimming Pool Permit	Residential	SP23-000037	705 NEW RIVER INLET RD	11/14/2023	505.00
<b>Swimming Pool Permit Total</b>	<b>Residential Total</b>			1	505.00
<b>Swimming Pool Permit Total</b>				1	505.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000206	2075 + 2077 NEW RIVER INLET RD	11/21/2023	0.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000136	207-B SEA SHORE DR	11/14/2023	0.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000011	20 HUNTER HEATH DR	11/15/2023	0.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000196	3670 ISLAND DR	11/14/2023	0.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000067	134-136 SEA GULL LN	11/06/2023	0.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000200	705 NEW RIVER INLET RD	11/14/2023	0.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000197	221 TOPSAIL RD	11/06/2023	0.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000221	206 MASON CT	11/15/2023	50.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000208	4392 ISLAND DR	11/15/2023	50.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000209	451 NEW RIVER INLET RD	11/22/2023	0.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000224	114 N PERMUDA WYND DR	11/22/2023	0.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000204	2083 + 2085 NEW RIVER INLET RD	11/21/2023	0.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000229	NEW RIVER INLET RD	11/21/2023	50.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000156	4021 ISLAND DR Lot 76-O Beach	11/15/2023	0.00
<b>Zoning and Floodplain Development Permit Total</b>	<b>Residential Total</b>			14	150.00

<b>Zoning and Floodplain Development Permit Total</b>				14	150.00
<b>All Permits Total</b>				85	16,777.41

## P+Z Permits Issued List

From: 10/24/2023

To: 11/29/2023

Permit#	Issue Date	Address	Property#	Legal Description	Property Owner	Contractor	Building Final	CO Issued	Cost	Receipt#	Estimated Value	Recovery Fund	Technology Fee
ZFP23-000067	11/06/2023	134-136 SEA GULL LN	778C-169.29	L4 WILLIAM & KATIE SMITH	RODRIGUEZ JOE	Wellman's Construction, Inc. - David W Wellman			125.00		199920.00	0.00	0.00
ZFP23-000197	11/06/2023	221 TOPSAIL RD	810-17.1	L9 S2 BA OLD SETTLERS BEACH	GZYM DOUGLAS G & ELIZABETH R TUCKER	Hampstead Maintenance & Repair Inc - Neil Rodgers			125.00		19000.00	0.00	0.00
ZFP23-000200	11/14/2023	705 NEW RIVER INLET RD	775B-34	L34 SEA DUNES VILLAGE	SHOALS BUILDING LLC	Shoals Building, LLC - Michael C Greet			125.00		29000.00	0.00	0.00
ZFP23-000196	11/14/2023	3670 ISLAND DR	813-1.7	L1 F & JANE HANDY	STEVENS WILLIAM E & ANNE L LIFE ESTATE	- Arthur A. Green			125.00		5000.00	0.00	0.00
ZFP23-000136	11/14/2023	207-B SEA SHORE DR	804A-30.2	L3 S1 UNIT B REDIV OTHA EDWIN HERRING	KANNUTHURAI & SHARMILA LOGENDRAN	NC Design & Build LLC - Keith Parker			125.00		7000.00	0.00	0.00
ZFP23-000011	11/15/2023	20 HUNTER HEATH DR	763A-20	L20 ASHE ISLAND FARM	DAUGIRD DEBRA K & ALLEN J	MRM Construction L.L.C. - Malcolm R Macleod			125.00		748500.00	0.00	0.00
ZFP23-000208	11/15/2023	4392 ISLAND DR	768A-9	L9 SUMMERTYME	WATERMAN CHARLES H III & ANNA	none -			50.00	551	300.00	0.00	0.00
ZFP23-000156	11/15/2023	4021 ISLAND DR Lot 76-O Beach	769-4.1	TR2 & TR3 HUNTER HEATH TRUST	ROGERS BAY CAMPGROUND CO OWNERS	JC Sports LLC - Jeff Chapman			125.00		6000.00	0.00	0.00
ZFP23-000221	11/15/2023	206 MASON CT	775B-81	L26 OCEAN CLUB VILLAGE	WHITTINGTON RICHARD & LISA	SUNSHINE LANDSCAPING - Barry Suggs			50.00	553	14000.00	0.00	0.00
ZFP23-000206	11/21/2023	2075 + 2077 NEW RIVER INLET RD	778-4.10	L6 JS GRANT HEIRS DIV	LMBT LLC	Shoals Building, LLC - Michael C Greet			125.00		1100000.00	0.00	0.00
ZFP23-000204	11/21/2023	2083 + 2085 NEW RIVER INLET RD	778-4.2	L8 JS GRANT HEIRS DIV	LMBT LLC	Shoals Building, LLC - Michael C Greet			125.00		1000000.00	0.00	0.00
ZFP23-000229	11/21/2023	NEW RIVER INLET RD	774G-65	L12 OCEAN VIEW SHORES	KAMO RAMNIK & GARIMA	RG Properties, LLC - Ryan Gray			50.00	563	2500.00	0.00	0.00
ZFP23-000209	11/22/2023	451 NEW RIVER INLET RD	775B-42	L8 S1 CRYSTAL SHORES	JAMES JERRY M JR & HEATHER H	Beachside Custom Homes, LLC - William R Lenfestey			125.00		85000.00	0.00	0.00
ZFP23-000224	11/22/2023	114 N PERMUDA WYND DR	806-63	L30 S1 VILLAGE OF STUMP SOUND	BUCKLEY PHILIP H & KRISTEN A	Coastland Construction LLC - Matthew Davis			125.00		28000.00	0.00	0.00
ZFP23-	11/27/2023	1951 NEW RIVER	779D-24	L24 B3 BAYVIEW	FAULKNER ADRIANA	Sunrise Pools, Inc. - Christian Villa			125.00		120347.11	0.00	0.00

		INLET RD											
ZFP23-000167	11/27/2023	100 OCEAN CLUB CT	775B-71	L16 OCEAN CLUB VILLAGE	HERNANDEZ ORLANDO TRUSTEE	N.C. Marine Construction, Inc. - Ricky M Cattano			125.00		67000.00	0.00	0.00
ZFP23-000213	11/27/2023	2088 NEW RIVER INLET RD	778C-41	L1 S3 BB NORTH TOPSAIL SHORES	ALEXANDER LARRY FLASH & JANET W	Live Oak Enterprises, Inc., TVA AKA: Future Homes Live Oak Enter - Kevin S			125.00		593200.00	0.00	0.00
ZFP23-000225	11/27/2023	17 SAILVIEW DR	775C-45	L17 S1 CAPE ISLAND	HAMBY BILLY R	PFL Construction LLC - Joshua Barber			125.00		23900.00	0.00	0.00
ZFP23-000230	11/27/2023	3712 ISLAND DR	813-5	TR1 SR BARNES PROP	SPITZ JEFFREY D & KIMBERLY H	Carolina Coast Contracting Corp. - Jackie L James			125.00		85850.93	0.00	0.00
ZFP23-000177	11/27/2023	4354 ISLAND DR	768A-86	L16 S2 OCEAN RIDGE VILLAGE	BREWER OLIVER VERN & JOYCE DONNA	Carolina Coast Contracting Corp. - Jackie L James			125.00		708543.60	0.00	0.00
ZFP23-000218	11/28/2023	18 SAILVIEW DR	775C-46	L18 S1 CAPE ISLAND	PHARMA COMPLIANCE SERVICES LLC	PFL Construction LLC - Joshua Barber			125.00		22400.00	0.00	0.00
DVW23-000052	11/03/2023	310 SEA SHORE DR	805-10	LA & LD S7 B5 WINTER HAVEN	MCPEAK MARK A & DIANA L	Bob Lawlor -			50.00	541	10000.00	0.00	0.00
DVW22-000060	11/15/2023	3600 ISLAND DR	814-12.4	L3 M F BOSTIC	TI ENDEAVORS LLC	A'N'A Builders, Inc - Michael M. Afify & Anita T. Afify			50.00		975000.00	0.00	0.00
DVW23-000054	11/21/2023	2075 + 2077 NEW RIVER INLET RD	778-4.10	L6 JS GRANT HEIRS DIV	LMBT LLC	Shoals Building, LLC - Michael C Greet			50.00		7500.00	0.00	0.00
DVW23-000053	11/21/2023	2083 + 2085 NEW RIVER INLET RD	778-4.2	L8 JS GRANT HEIRS DIV	LMBT LLC	Shoals Building, LLC - Michael C Greet			50.00		5000.00	0.00	0.00
DVW23-000059	11/27/2023	2088 NEW RIVER INLET RD	778C-41	L1 S3 BB NORTH TOPSAIL SHORES	ALEXANDER LARRY FLASH & JANET W	Live Oak Enterprises, Inc., TVA AKA: Future Homes Live Oak Enter - Kevin S			50.00		2500.00	0.00	0.00
DVW23-000049	11/27/2023	4354 ISLAND DR	768A-86	L16 S2 OCEAN RIDGE VILLAGE	BREWER OLIVER VERN & JOYCE DONNA	Carolina Coast Contracting Corp. - Jackie L James			50.00		2250.00	0.00	0.00
FNC23-000024	11/16/2023	566 NEW RIVER INLET RD	775B-60	L5 OCEAN CLUB VILLAGE	DUNBAR FRED A & MICHELLE S	Element Home Services - Mallory & Jody Padgett			50.00	554	8214.00	0.00	0.00
FNC23-000026	11/28/2023	202 BAYVIEW DR	779D-54.2	L22 B2 UB BAYVIEW	PATTON JOSIE S & RILEY J SCHUMACHER	Davis Fence - Matt Davis			50.00	582	4250.00	0.00	0.00
HO23-000001	11/17/2023	1849 NEW RIVER INLET RD	779D-4	L4A B3 BAYVIEW	HAITHCOCK CECILIA				50.00	560	0.00	0.00	0.00

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# Town of North Topsail Beach

Service

Integrity

## Police Department

Chief William K. Younginer

### Department Report for October 1, 2023 - October 31, 2023

Arrests	
Carry Concealed Weapon	1
DUI	1
False Imprisonment	1
Narcotics	1
Simple Assault	1
Traffic	4

Citations	
State Citations	4
Town Citations	1
Warning Citations	3

Summary	
Total Calls for Service	94
Total Citations Issued	8
Total Reports	77
Total Security Checks	819

Assist Other Agencies	
E. M. S.	6
N.T.B. F.D.	6
O.C.S.	16
S.C.P.D.	1

Calls For Service	
Accidents	1
Alarm Calls	3
Assaults	1
B&E	2
Cit / Mot / Ped Assists	14
Disturbances	1
Domestic Disturbances	5
Flee to Elude Arrest	1
911 Hang Ups	3
Injury to Personal Property	1
Larceny	1
Misc. Calls	12
Missing Person	1
No Operators License	1
Open Door	1
Simple Assault	1
Suspicious Activity	3
Theft of Motor Vehicle Parts	1
Vandalism	3
Welfare	2

**BOARD OF ALDERMEN**  
**CONSENT AGENDA ITEM**

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**ISSUE:** MOTV Tax Refund

**DEPARTMENT:** Finance

**PRESENTED BY:** Caitlin Elliott, Finance Officer

**DATE:** December 6, 2023

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

- Jonathan L Kinney \$17.54

**Total: \$17.54**

**ATTACHMENT(S):** Onslow County MOTV Tax Reports

**RECOMMENDATION:** Approve refund as recommended

**ACTION NEEDED:** Yes

**SUGGESTED MOTION:** *"I, \_\_\_\_\_, make a motion for the Finance Department to proceed with processing the following tax refund(s) as reported."*

**FUNDS:** 10

**FOLLOW UP:** Finance Officer



<b>primary_owner</b>	<b>Address_1</b>	<b>Address_3</b>	<b>Refund_Type</b>	<b>Bill_Num</b>
KINNEY, JONATHAN LEVI	7506 9TH AVE	N TOPSAIL BEACH, NC 28460	Adjustment < \$100	74182363

<b>PlateNum</b>	<b>Refund_Description</b>	<b>Refund_Reason</b>	<b>RefundAmount</b>
CP86026	Refund Generated due to adjustment on Bill #0074182363-2023	Military	(\$17.54)



BOARD OF ALDERMEN  
AGENDA ITEM  
DECEMBER 6, 2023

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ISSUE: Budget Amendment 2023-24.7

PRESENTED BY: Caitlin Elliott, Finance Officer

DEPARTMENT: Police Department

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

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

**ATTACHMENTS:** Budget Amendment 2023-24.7

**RECOMMENDATION:** Approve Amendment as recommended

**ACTION NEEDED:** Yes

**SUGGESTED MOTION:** *"I, \_\_\_\_\_, make a motion to approve Budget Amendment 2023-24.7 as presented."*

**FUNDS:** 10

**FOLLOW UP:** Finance Officer

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

**FISCAL YEAR 2023-2024**

**AMENDMENT TO THE BUDGET ORDINANCE**

**BA 2023-24.7**

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

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

<u>DEPARTMENT NO:</u>	<u>ACCOUNT</u>		
510	LESO PROGRAM	\$	2,550.00
		<b>Total Expenditures</b>	<b>\$ 2,550.00</b>

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

**POLICE**

The purpose of this budget amendment is to appropriate funds received for sale of an LESO surplus item.

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

382	SALE OF LESO ASSETS	\$	2,550.00
		<b>Total Revenues</b>	<b>\$ 2,550.00</b>

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

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

Adopted this 6th day of December 2023.

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

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

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

\_\_\_\_\_  
CAITLIN ELLIOTT, FINANCE OFFICER

<b>ORIGINAL BUDGET</b>	<b>7/1/2023</b>	<b>\$</b>	<b>7,591,075.78</b>	
Budget Amendment <b>1 &amp; 2</b>	<b>7/5/2023</b>	<b>\$</b>	<b>-</b>	Fund 10 Dept to Dept Amendment
Budget Amendment <b>3</b>	<b>8/2/2023</b>	<b>\$</b>	<b>100.00</b>	
Budget Amendment <b>5</b>	<b>10/4/2023</b>	<b>\$</b>	<b>-</b>	Fund 10 Dept to Dept Amendment
Budget Amendment <b>6</b>	<b>11/1/2023</b>	<b>\$</b>	<b>1,020.00</b>	
Budget Amendment <b>7</b>	<b>12/6/2023</b>	<b>\$</b>	<b>2,550.00</b>	
New Budget Ordinance for FY 23-24		<b>\$</b>	<b>7,594,745.78</b>	



BOARD OF ALDERMEN  
AGENDA ITEM  
DECEMBER 6, 2023

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ISSUE: Budget Amendment 2023-24.8

PRESENTED BY: Caitlin Elliott, Finance Officer

DEPARTMENT: Capital Improvement Fund

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BACKGROUND: Last year Onslow County approved for the Town to receive a fire tax. This was not a new additional tax but rather 3 cents of the County's collected levy within North Topsail Beach, redistributed to the Town. It is to be used solely for fire initiatives and is to be an ongoing receivable sent after the close of the prior fiscal year. This amendment is to allocate the funds received this year for the 22-23 fiscal year.

ATTACHMENTS: Budget Amendment 2023-24.8

RECOMMENDATION: Approve Amendment as recommended

ACTION NEEDED: Yes

SUGGESTED MOTION: *"I, \_\_\_\_\_, make a motion to approve Budget Amendment 2023-24.8 as presented."*

FUNDS: 12

FOLLOW UP: Finance Officer

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

**FISCAL YEAR 2023-2024**

**AMENDMENT TO THE BUDGET ORDINANCE**

**BA 2023-24.8**

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

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

<u>DEPARTMENT NO:</u>	<u>ACCOUNT</u>	
750	FIRE DEPARTMENT	\$ 474,968.45
<b>Total Expenditures</b>		<u><u>\$ 474,968.45</u></u>

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

**CAPITAL IMPROVEMENTS**

The purpose of this budget amendment is to appropriate fire tax funds from Onslow County.

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

301	ONSLOW COUNTY FIRE TAX	\$ 474,968.45
<b>Total Revenues</b>		<u><u>\$ 474,968.45</u></u>

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

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

Adopted this 6th day of December 2023.

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

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

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

\_\_\_\_\_  
CAITLIN ELLIOTT, FINANCE OFFICER

ORIGINAL BUDGET	7/1/2023	\$ 1,743,696.00
Budget Amendment 8	12/6/2023	\$ 474,968.45
New Budget Ordinance for FY 23-24		<u><u>\$ 2,218,664.45</u></u>



---

## BOARD OF ALDERMEN AGENDA ITEM

---

ISSUE: Amendment to the Capital Project Ordinance 22-1003

PRESENTED BY: Caitlin Elliott, Finance Officer

PRESENTATION: Finance Department

---

BACKGROUND: The Town has two existing special obligation bonds (SOBs) for our Category G FEMA project in Phase 5. This amendment is to properly allocate the loan proceeds from each SOB as well as the outgoing debt services.

ATTACHMENTS: Beach Maintenance Capital Project Amendment 22-1003

RECOMMENDATION: Approve Amendment as recommended

ACTION NEEDED: Yes

SUGGESTED MOTION: *"I, \_\_\_\_\_, make a motion to approve the Beach Maintenance Capital Project Amendment 22-1003 as presented."*

FUNDS: 31

FOLLOW UP: Finance Officer

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

**AMENDMENT TO THE CAPITAL PROJECT ORDINANCE**

**BM CP A22-1003**

**BE IT ORDAINED** by the Governing Board for the Town of North Topsail Beach, North Carolina  
that the following amendment be made to the capital project ordinance, Number 22-3:

**Section 1:** To amend the Beach Maintenance Capital Project Fund appropriations with increases as follows:

<u>ACCOUNT NO:</u>	<u>ACCOUNT</u>	
31-440	DEBT SERVICE (FEMA SOB 2022A)	\$ 9,000,000.00
31-440	DEBT SERVICE (FEMA SOB 2022C)	\$ 8,202,294.00
Total Expenditures		<u>\$ 17,202,294.00</u>

This amendment will result in an increase to the  
**Beach Maintenance Capital Project Fund**

The purpose of this budget amendment is to appropriate loan proceeds from FEMA SOBs and accompanying debt service.

**Section 2:** To amend the Beach Maintenance Capital Project Fund estimated revenues with increases as follows:

31-330	LOAN PROCEEDS (FEMA SOB 2022A)	\$ 9,000,000.00
31-330	LOAN PROCEEDS (FEMA SOB 2022C)	\$ 8,202,294.00
Total Revenues		<u>\$ 17,202,294.00</u>

The Finance Officer has performed a thorough analysis of the Revenues and has determined that the following  
changes are recommended to ensure a balanced statement for the Capital Project Fund.

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

Adopted this 6th day of December 2023.

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

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

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

\_\_\_\_\_  
CAITLIN ELLIOTT, FINANCE OFFICER

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

Aldermen:  
Fred Fontana  
Richard Grant  
Tom Leonard  
Connie Pletl



Alice Derian, ICMA-CM  
Town Manager

Nancy Avery  
Interim Town Clerk

<b>Agenda</b>	<b>Consent</b>
<b>Item:</b>	<b>Agenda</b>
<b>Date:</b>	<b>12 06 2023</b>

---

Planning Board Committee Report  
Hanna McCloud, Chair

---

The Planning Board held a meeting on November 9, 2023.

Mrs. McCloud made the following announcements:

November is American Indian Heritage Month. The tribal community of North Carolina is the foundation of the rich history of our state.

North Topsail Beach is home to about 125 service members and veterans. This Saturday, November 11th, we honor all men and women who have served and sacrificed to preserve our freedoms and continue to make a positive impact in their communities.

Wednesday, November 15th at 6 pm, is the 2nd Annual Christmas Tree Lighting, with Santa, hot cocoa & cookies served by Girl Scout Troop #361, the Sneads Ferry Presbyterian Choirs, face painting and the Karen Beasley Sea Turtle Rescue and Rehabilitation Center.

**PUBLIC COMMENT**

Alderman Grant addressed the Planning Board. He said he wanted to make sure there was a discussion. He had read through the stuff in the planning board packet. When he had a discussion with your chairman, it was about organizational issues. That's the only reason that he wanted to pull all the stuff off the other agenda. Because he thought after talking to the chairman that we needed to sit down together - both Planning Board and the Board of Aldermen - work through all the stuff that we've got and see what the right way to proceed was and so we're moving forward with that and that he believes what's going to happen from talking to Alice is that the the town attorney will be there too to kind of work with all of us so he thinks that's a good way to go forward on it. But just a clarification because he saw on there he really didn't have anything on there the other thing too and that he actually mentioned to the chairman when he came in somebody posted on Facebook that he was in favor of a three-person Planning Board and that is



not what he said. He said that what he said was the statute says three people. He stated that he was not in favor of a three-person planning board. He said that he thought that would be a mistake but he is only one person. He stated that he did not know how that got out there and that it is one of those things that keeps getting posted. He stated that he wanted to assure the Planning Board and that he was looking at the Planning Board Bylaws and it says that the mayor may appoint one member of the Board of Aldermen as a liaison member to the Planning Board and that it was not going to be him. He stated that when he talked to the Chairman, they were talking about the need to get the organizational issues resolved, figure all that kind of stuff out, so we can move together forward.

#### USE STANDARDS FOR OCEAN HAZARD AREAS EXCEPTIONS

The Planning Director reported that on November 1, Alderman Grant made a motion to remove from the agenda, under IX. Continued Business: D. Planning Board membership (Alderman Grant) and E. Discussion and possible action regarding UDO Article 2, "et seq"(Attorney Edes). He stated that he had a number of discussions with the Planning Board Chair and some of the members had a suggestion, which Alderman Grant supports that the Board of Aldermen and Planning Board have a meeting rather than going back and forth.

#### BYLAWS, RULES OF PROCEDURE AND COMPOSITION

The Planning Director presented the following:

- Planning Board Duties and Responsibilities

- Bylaws (2002)

- Rules of Procedure (revised and readopted September 9, 2022).

- Composition (referencing Ordinances dated 3-5-1992; 6-6-2002

- Comparison to Other Local Planning Boards

The Planning Director made the following recommendation. Recognizing that the Board of Aldermen have the unquestionable and legal prerogative to amend the Planning Board Bylaws, Rules of Procedure and Unified Development Ordinance §2.02.02 (A) and (B), these documents have served to foster two well-organized and functioning boards. On this basis, that the Planning Board recommends to the Board of Aldermen, that no changes be made, as:

1. A 7-member, 2-alternate composition allows for the routine absence of some members, while still having the ability to have a quorum and carry out its duties and responsibilities, without delay;
2. 7 members and 2 alternates provide a diverse sampling of the overall concerns and priorities of the citizens of North Topsail Beach, while still allowing for civil dialogue to form a consensus and provide sound and reasonable recommendations to the Board of Aldermen;
3. 7 members and 2 alternates provide greater opportunity for interested citizens to serve the Town;
4. 7 members and 2 alternates provide for alternates to become regular members, after having gained training and experience by actively participating in the execution of the duties and responsibilities of the Planning Board

The consensus of the Planning Board is to recommend the aforementioned to the Board of Aldermen.

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

Aldermen:  
Fred Fontana  
Richard Grant  
Tom Leonard  
Connie Pletl



Alice Derian, ICMA-CM  
Town Manager

Nancy Avery  
Interim Town Clerk

<b>Agenda</b>	<b>Consent</b>
<b>Item:</b>	<b>Agenda</b>
<b>Date:</b>	<b>12 06 2023</b>

---

Board of Adjustment Committee Report  
Hanna McCloud, Chair

---

No meeting was held in November. Variance application received; to be scheduled, pending Town Attorney availability.

November 27, 2023

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

Re: Award Letter  
**NORTH TOPSAIL BEACH FIRE STATION NO. 2**  
North Topsail Beach, North Carolina  
2021025.02

Dear Alice:

This letter is to advise the Town of North Topsail Beach that based on our review of the bids received on November 21, 2023 for Fire Station No. 2, Becker Morgan Group recommends award of the contract for construction to the apparent low bidder, WB Brawley Corporation (see enclosed Certified Bid Tally).

The Base Bid is in the amount of six million dollars and no cents (\$6,000,000.00). We understand the Town of North Topsail Beach has elected to include the following alternates in addition to the Base Bid:

- |                               |             |
|-------------------------------|-------------|
| 1. Spray Acoustic Insulation. | \$38,941.00 |
| 2. Standing Seam Metal Roof.  | \$63,748.00 |

The recommended amount of award is six million, one hundred two thousand, six hundred eighty-nine dollars and no cents (\$6,102,689.00).

The apparent low bidder's sum of values, including the selected alternates remains lower than the comparable bid of all other bidders.


The following unit prices shall be included in the contract for construction:

- Unit Price No. 1: Removal of unsuitable soils. Thirty-five dollars and no cents (\$35.00) per cubic yard.
- Unit Price No. 2: #57 stone backfill including materials placement and compaction. Ninety-three dollars and no cents (\$93.00) per cubic yard.

Attached for your file are all the bid documents received on November 21, 2023.

Sincerely,

BECKER MORGAN GROUP, INC.

  
Brice M. Reid, AIA  
Project Manager

Encl: Bid Tally Form  
Bid Proposals

202102502\_bmg award recommendation.docx

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

Aldermen:  
Fred Fontana  
Richard Grant  
Tom Leonard  
Connie Pletl



Alice Derian, ICMA-CM  
Town Manager

Nancy Avery  
Interim Town Clerk

## NOTICE OF PUBLIC HEARING

The Board of Aldermen (the “*Board*”) of the Town of North Topsail Beach, North Carolina (the “*Town*”) is considering entering into an installment financing contract (the “*Contract*”), in a principal amount not to exceed \$8,000,000, under which the Town will make certain installment payments, to finance the demolition of the existing Fire Station No. 2 and the construction of a new fire station on the same property (the “*Project*”), and (b) pay the costs associated with entering into the Contract. The Project is located at 3304 Gray Street, North Topsail Beach, North Carolina 28460.

In connection with the Contract, the Town will secure its obligations under the Contract by a deed of trust (the “*Deed of Trust*”) that grants a security interest on the site of the Project and the improvements thereon (the “*Mortgaged Property*”) for the benefit of the financial institution providing the funds to the Town under the Contract. The Contract and the Deed of Trust permit the Town to enter into amendments to finance additional projects and refinance projects using the Mortgaged Property as collateral and the Town may grant additional collateral in connection with such amendments. On the Town’s payment of all installment payments due under the Contract, including any future amendments to finance or refinance projects, the lien created in the Project will terminate and any security interest granted to the financial institution providing the funds to the Town under the Contract will be released.

*NOTICE IS HEREBY GIVEN*, pursuant to Sections 160A-20 of the General Statutes of North Carolina, that on December 6, 2023, at 11:00 a.m., or as soon thereafter as practicable, at Town Hall, 2008 Loggerhead Court, North Topsail Beach, North Carolina 28460, the Board will conduct a public hearing concerning the approval of the execution and delivery of the Contract as described above. All interested parties are invited to present comments at the public hearing on the Contract.

Nancy Avery  
Interim Town Clerk  
Town of North Topsail Beach  
North Carolina





NOTES:

- ALL DISTANCES ARE HORIZONTAL GROUND DISTANCES IN U.S. SURVEY FEET UNLESS OTHERWISE NOTED.
- THE PRIMARY HORIZONTAL CONTROL POINTS FOR THIS PROJECT WERE GENERATED FROM SURVEY GRADE GPS OBSERVATIONS UTILIZING A TRIMBLE R-10 DUAL FREQUENCY RECEIVER WITH BROADCAST CORRECTIONS FROM THE NORTH CAROLINA VIRTUAL REFERENCE SYSTEM (VRS).
- THE HORIZONTAL DATUM IS NC GRID (NAD83/2011) IN U.S. SURVEY FEET. THIS PROJECT WAS GROUND LOCALIZED ABOUT NCGS MONUMENT "APPROACH" WITH A COMBINED FACTOR OF 0.99996175.
- THE VERTICAL DATUM IS NAVD 88 IN U.S. SURVEY FEET. THE CONTOUR INTERVAL IS ONE FOOT.
- THIS MAP WAS PREPARED WITHOUT THE BENEFIT OF A CERTIFIED TITLE REPORT AND THEREFORE THE PROPERTY SHOWN HEREON MAY BE SUBJECT TO RECORDED OR UNRECORDED RIGHT-OF-WAYS, EASEMENTS, RESTRICTIONS OF RECORD, OR OTHER ENCUMBRANCES NOT OBSERVED OR SHOWN HEREON.
- NO DETERMINATION HAS BEEN MADE BY THE SURVEYOR AS TO THE FOLLOWING: WETLANDS, UNDERGROUND STORAGE FACILITIES; GRAVES, CEMETERIES, OR BURIAL GROUNDS; HAZARDOUS WASTE DEPOSITS OR MATERIALS.
- THIS SURVEY IS IN ZONE AE, BASE FLOOD ELEVATION 12 FEET, ACCORDING TO FEMA FLOOD MAP NUMBER 3720427700K, EFFECTIVE DATE OF 6/19/2020.
- DATE OF ORIGINAL SURVEY 07/12/2021 AND 07/20/2021. THIS PLAT IS FOR PROPOSED EASEMENT AND PROPOSED BOOSTER PUMP STATION PARCEL ACQUISITION.
- THE UNDERGROUND UTILITIES SHOWN HEREON ARE APPROXIMATE LOCATIONS AND ARE BASED ON ABOVE GROUND FEATURES, PHYSICAL EVIDENCE, PAINT MARKINGS PROVIDED BY STEWART AND OTHERS. THE SURVEYOR DOES NOT GUARANTEE THAT ALL EXISTING UNDERGROUND STRUCTURES SUCH AS UTILITIES, TANKS, PIPES, ETC. ARE LOCATED HEREON, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED. NO EXCAVATIONS WERE MADE BY THE SURVEYOR TO LOCATE ANY BURIED UTILITIES OR STRUCTURES.
- CONTACT NC 811 REGARDING UNDERGROUND UTILITIES PRIOR TO ANY EXCAVATION OR CONSTRUCTION.
- THE PROPERTY IS WITHIN COASTAL BARRIER RESOURCE SYSTEM UNIT L 06 EFFECTIVE 10/1/1983.
- PROPERTY IS ZONED B-1.

CERTIFICATE OF SURVEY AND ACCURACY

I, DURWARD S. LEGGETT, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN BOOK 1135, PAGE 315 ; THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION REFERENCED HEREON; THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10,000 ; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED.

THAT THE SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.

THAT THE SURVEY IS OF A PROPOSED EASEMENT FOR A PUBLIC UTILITY AS DEFINED AS DEFINED IN G.S. 62-3.

DocuSigned by:

Durward S. Leggett

F965E9A99BD8400...

11/30/2023

STATE OF NORTH CAROLINA  
COUNTY OF ONSLOW

I, \_\_\_\_\_, REVIEW OFFICER OF ONSLOW COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

DATE \_\_\_\_\_ REVIEW OFFICER \_\_\_\_\_

CERTIFICATE OF APPROVAL FOR RECORDING

I, \_\_\_\_\_, HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH SUBDIVISION REGULATIONS OF THE TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA AND THAT THIS PLAT HAS BEEN APPROVED BY THE NORTH TOPSAIL BEACH SUBDIVISION ADMINISTRATOR FOR RECORDING IN THE OFFICE OF THE REGISTER OF DEEDS OF ONSLOW COUNTY.

MAYOR OF NORTH TOPSAIL BEACH \_\_\_\_\_

DATE \_\_\_\_\_

CERTIFICATE OF REGISTRATION BY REGISTER OF DEEDS

ONSLOW COUNTY  
NORTH CAROLINA

FILED FOR REGISTRATION ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023, AT \_\_\_\_\_ (A.M./P.M.)  
AND DULY RECORDED IN MAP BOOK \_\_\_\_\_, AT PAGE \_\_\_\_\_

REGISTER OF DEEDS \_\_\_\_\_

LEGEND

----- ADJOINER PROPERTY LINE (NOT SURVEYED)

----- PROPERTY LINE (FROM DB 1135, PG 315)

----- UTV ----- UNDERGROUND TELEVISION LINE

----- W ----- WATER LINE

----- UE ----- UNDERGROUND ELECTRIC



GUY WIRE



UTILITY POLE



LIGHT POLE



ELECTRIC METER



ELECTRIC TRANSFORMER



TELEPHONE RISER



FIBER OPTIC MARKER



TELEVISION PEDESTAL



BOLLARD/POST



COMPUTED POINT



IRON ROD SET

DB

DEED BOOK

EA

EDGE OF ASPHALT

EG

EDGE OF GRAVEL

FF

FINISH FLOOR ELEVATION

MB

MAP BOOK

PG

PAGE

PIN

PARCEL IDENTIFICATION NUMBER

R/W

RIGHT OF WAY

CERTIFICATE OF OWNERSHIP AND DEDICATION

I, \_\_\_\_\_, HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREON, WHICH IS LOCATED IN THE SUBDIVISION JURISDICTION OF THE TOWN OF NORTH TOPSAIL BEACH AND THAT I HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH MY FREE CONSENT; AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS, WATER LINES, OTHER SITES, IMPROVEMENTS, PERPETUALLY RESERVE, AND EASEMENTS TO PUBLIC OR PRIVATE USE AS DESIGNATED AND NOTED.

OWNER(S) \_\_\_\_\_

DATE \_\_\_\_\_

OCEAN-SOUND VILLAGE CORP.

PIN: 427714443753

DB 1135, PAGE 289

NOTES AND NOTES, INC

PIN: 427714446451

DB 1442, PAGE 498

NOTES AND NOTES, INC

PIN: 427714446451

DB 1442, PAGE 498

TOWN OF NORTH TOPSAIL BEACH

PIN: 427714443299

DB 1135, PAGE 315

OCEAN-SOUND VILLAGE CORP.

PIN: 427714443753

DB 1135, PAGE 289

NOTES AND NOTES, INC

PIN: 427714446451

DB 1442, PAGE 498

NCGS MONUMENT "APPROACH"

PUBLISHED DATA

NAD 83 (2011)

N 277857.51

E 2472719.77

ELEV. 29.50 NAVD 88

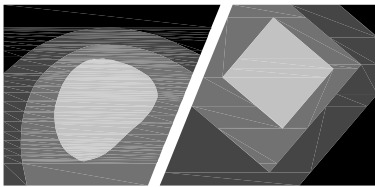
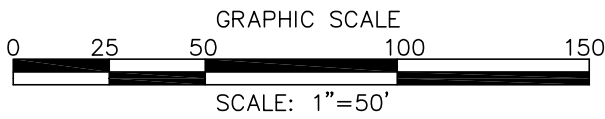
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POINT TABLE  
GROUND COORDINATES

NUMBER	NORTHING	EASTING	ELEVATION	DESCRIPTION
2	274,239.26'	2,474,247.46'	6.02'	PK SET
3	274,325.31'	2,474,476.19'	4.68'	PK SET

LINE TABLE		
LINE	DIRECTION	LENGTH
L1	S54° 40' 28"W	19.68'
L2	S65° 03' 40"W	15.31'
L3	S65° 03' 40"W	20.37'
L4	S70° 54' 35"W	3.02'
L5	S75° 58' 08"W	59.20'
L6	S87° 10' 02"W	22.85'
L7	S30° 31' 52"E	23.20'
L8	S62° 35' 06"W	10.00'
L9	S62° 35' 20"W	36.10'
L10	N33° 12' 28"W	33.64'
L11	N68° 33' 38"W	38.02'
L12	S27° 20' 49"E	65.52'
L13	N58° 28' 35"E	50.15'
L14	S27° 20' 49"E	22.62'
L15	S52° 59' 03"W	34.11'
L16	N52° 22' 34"E	42.94'
L17	S27° 24' 54"E	66.90'

CURVE TABLE				
CURVE #	LENGTH	RADIUS	DIRECTION	CHORD
C1	59.83'	1482.39'	N07° 15' 32"W	59.82'
C2	29.88'	162.04'	S59° 57' 31"W	29.84'
C3	6.20'	45.65'	S70° 23' 05"W	6.20'
C4	9.52'	1482.39'	N08° 35' 57"W	9.52'
C5	298.45'	1482.39'	N03° 00' 55"W	297.95'

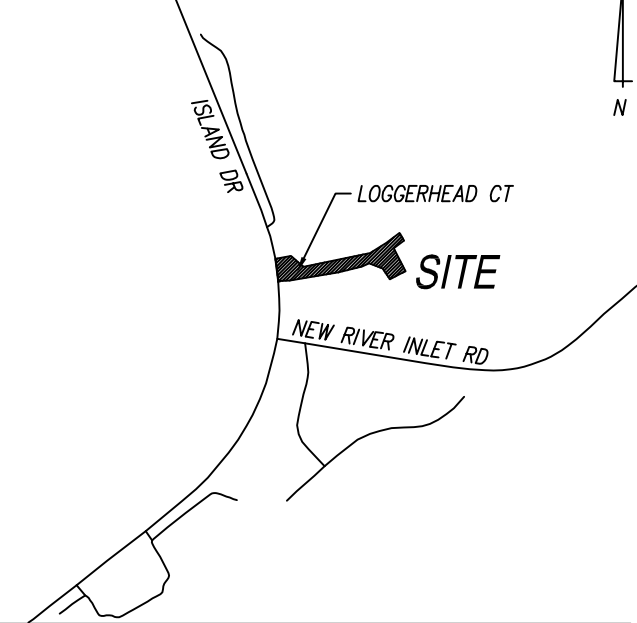


STEWART

2018 EASTWOOD RD, STE 207 / 208  
WILMINGTON, NC 28403  
T 910-796-0145

FIRM LICENSE #: C-1051  
www.stewartinc.com  
Project #: G21066

Vicinity Map: NOT TO SCALE



Title: **PLAT FOR UTILITY PARCEL & PROPOSED EASEMENTS**  
**NORTH TOPSAIL BEACH**  
**BOOSTER PS**  
**TOWN OF NORTH TOPSAIL BEACH**  
**2008 LOGGERHEAD CT.**  
PIN: 427714443299  
DB 1135, PAGE 315  
**NORTH TOPSAIL BEACH, ONSLOW COUNTY,**  
**NORTH CAROLINA**  
FOR  
**W.K. DICKSON AND CO, INC.**  
**300 N 3RD STREET, SUITE 301**  
**WILMINGTON, NORTH CAROLINA 28401**

Revisions:

No.	Date	Description
2	11/30/23	Notes/Certificate Revision
1	11/28/23	Notes/Certificate Revision

Seal:

Project number: G21066 Sheet:

Date: 11/08/23

Drawn by: JRM/DSL

Approved by: DSL

1 OF 1

# TOWN OF NORTH TOPSAIL BEACH

## AUDIT PRESENTATION

*FOR THE YEAR ENDED JUNE 30, 2023*



Thompson, Price, Scott, Adams & Co., P.A.  
4024 Oleander Drive Suite 103  
Wilmington, North Carolina 28403  
Telephone (910) 791-4872  
Fax (910) 239-8294

# TOWN OF NORTH TOPSAIL BEACH REQUIRED COMMUNICATIONS

## Area

## Comments

### **Responsibilities Under Generally Accepted Auditing Standards, Government Auditing Standards, OMB Uniform Guidance, and the State Single Audit Implementation Act.**

Design the audit to provide reasonable assurance that the financial statements are free of material error and in compliance with government regulations.

- Accomplished. No material error noted.

Perform all planned procedures and have complete access to both management and required information.

- Completed. Our work was not limited in any way.

Communicate significant deficiencies in the internal control.

- Noncompliance with Budget.



# TOWN OF NORTH TOPSAIL BEACH REQUIRED COMMUNICATIONS (CONTINUED)

## Area

## Comments

### **Adoption or Change in Accounting Policies**

Communicate the initial adoption of or a change in an accounting principle which had or is expected to have a significant effect on the financial statements.

- GASB 96 – IT Subscription.

### **Management Judgment and Accounting Estimates**

Assess methodologies used and basis of evidence for matters requiring judgments and estimates.

- Methods used and evidence considered appear to have led to reasonable amounts being included in the financial statements.

### **Financial statement disclosures**

- The financial statement disclosures are neutral, consistent, and clear.

### **Significant Audit Adjustments or Unrecorded Differences**

Communicate significant recorded and unrecorded differences.

- None.

# TOWN OF NORTH TOPSAIL BEACH REQUIRED COMMUNICATIONS (CONTINUED)

## Area

## Comments

### **Disagreements with Management**

Communicate any disagreements on financial or reporting matters that, if not satisfactorily resolved, would cause a modification of our report.

- None.

### **Management Representations**

- Management provided a management representation letter.

### **Consultation with Other Accountants**

Communicate consultation that took place with other accountants.

- None to our knowledge.

### **Prior to Retention Issues**

Communicate any major issues that management discussed with the auditor in connection with the retention of the auditor, including the application of accounting principles and auditing standards.

- None.

# TOWN OF NORTH TOPSAIL BEACH REQUIRED COMMUNICATIONS (CONTINUED)

## Area

## Comments

### **Difficulties Encountered Performing the Audit**

Any serious difficulties the auditor encountered in dealing with management such as unreasonable delays in providing needed information, unreasonable timetable set by management, or unavailability of client personnel.

- None noted.

### **Irregularities and Illegal Acts**

Communicate the existence of any material irregularities and/or illegal acts determined during the audit.

- None noted.

### **Other Findings or Issues**

- None.

# TOWN OF NORTH TOPSAIL BEACH GENERAL FUND

Dear Board Members:

*Below is a summarization of some of the key items in the audit report.*

**2023**

Total Revenues and Other financing sources

\$

8,592,067

Total Expenditures and Other financing sources

\$

5,978,095

**Net Change**

\$

**2,613,972**

Minimum Undesignated Fund Balance as Recommended by the Local  
Government Commission (34% of Expenditures)

\$

2,032,552

Unassigned Fund Balance

\$

6,972,889

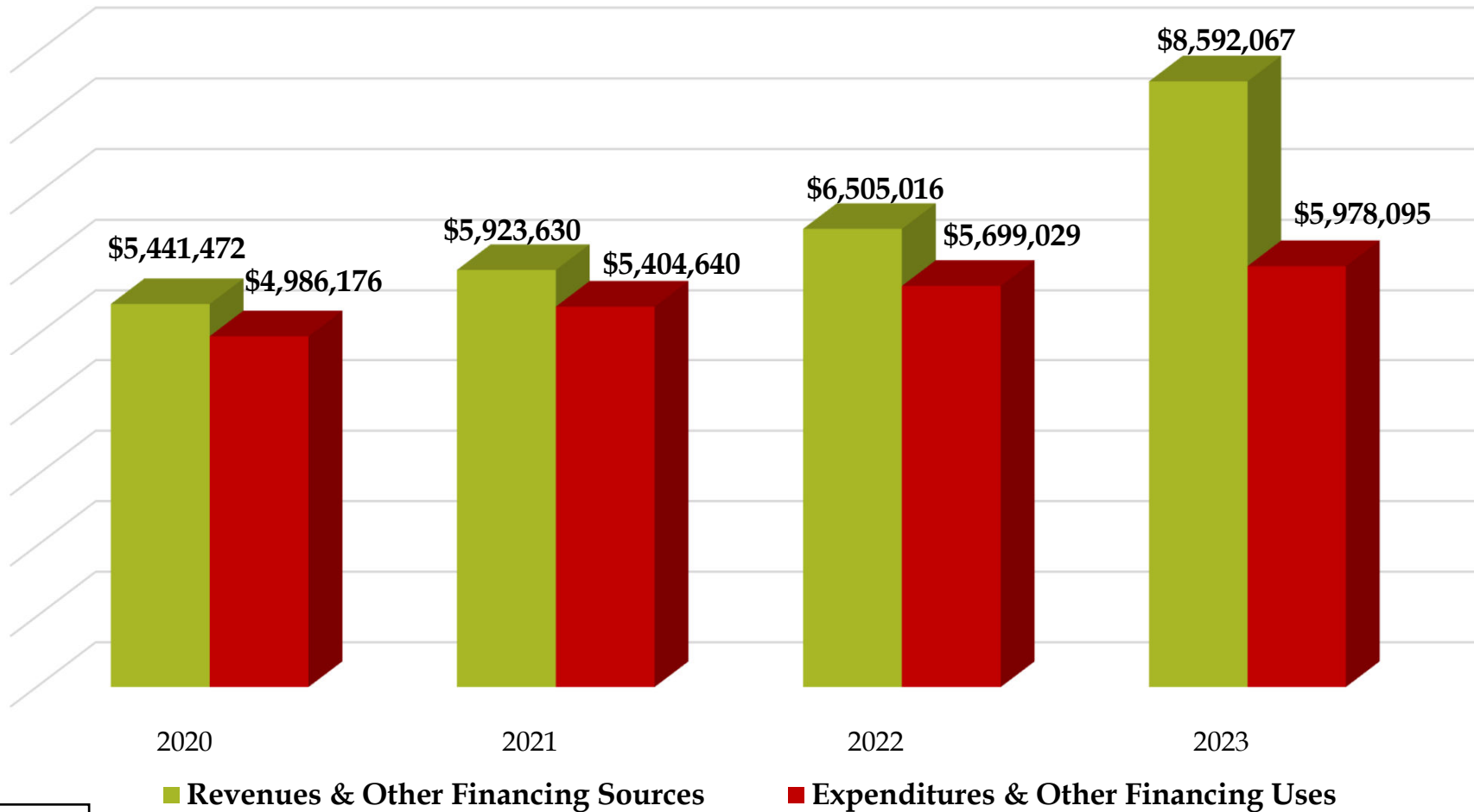
Fund Balance Available as a Percentage of General Fund Expenditures

117.26%

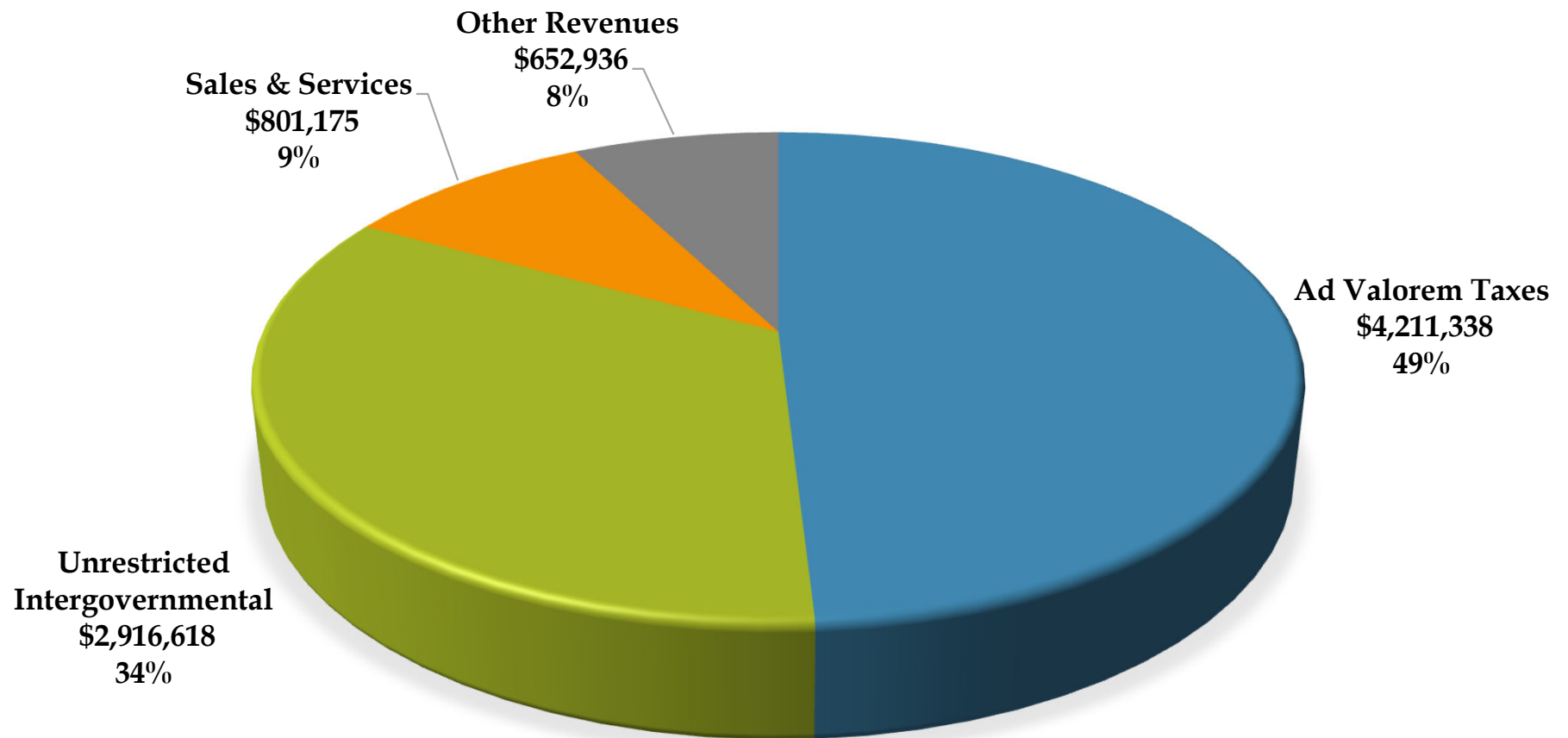
Tax Collection Rate

99.21%

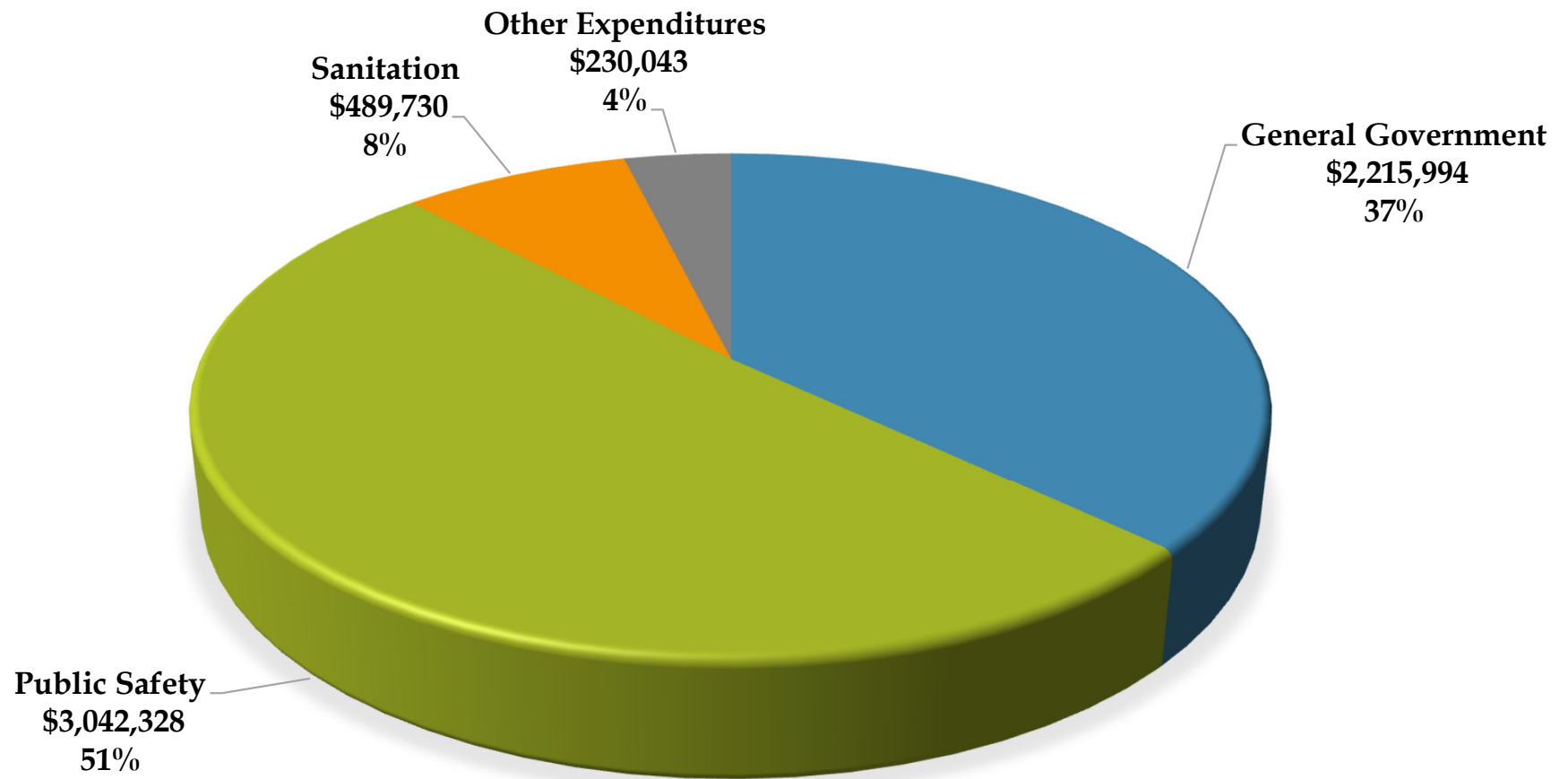
# GENERAL FUND OPERATING SUMMARY



## TOP 3 REVENUES: GENERAL FUND - OPERATING

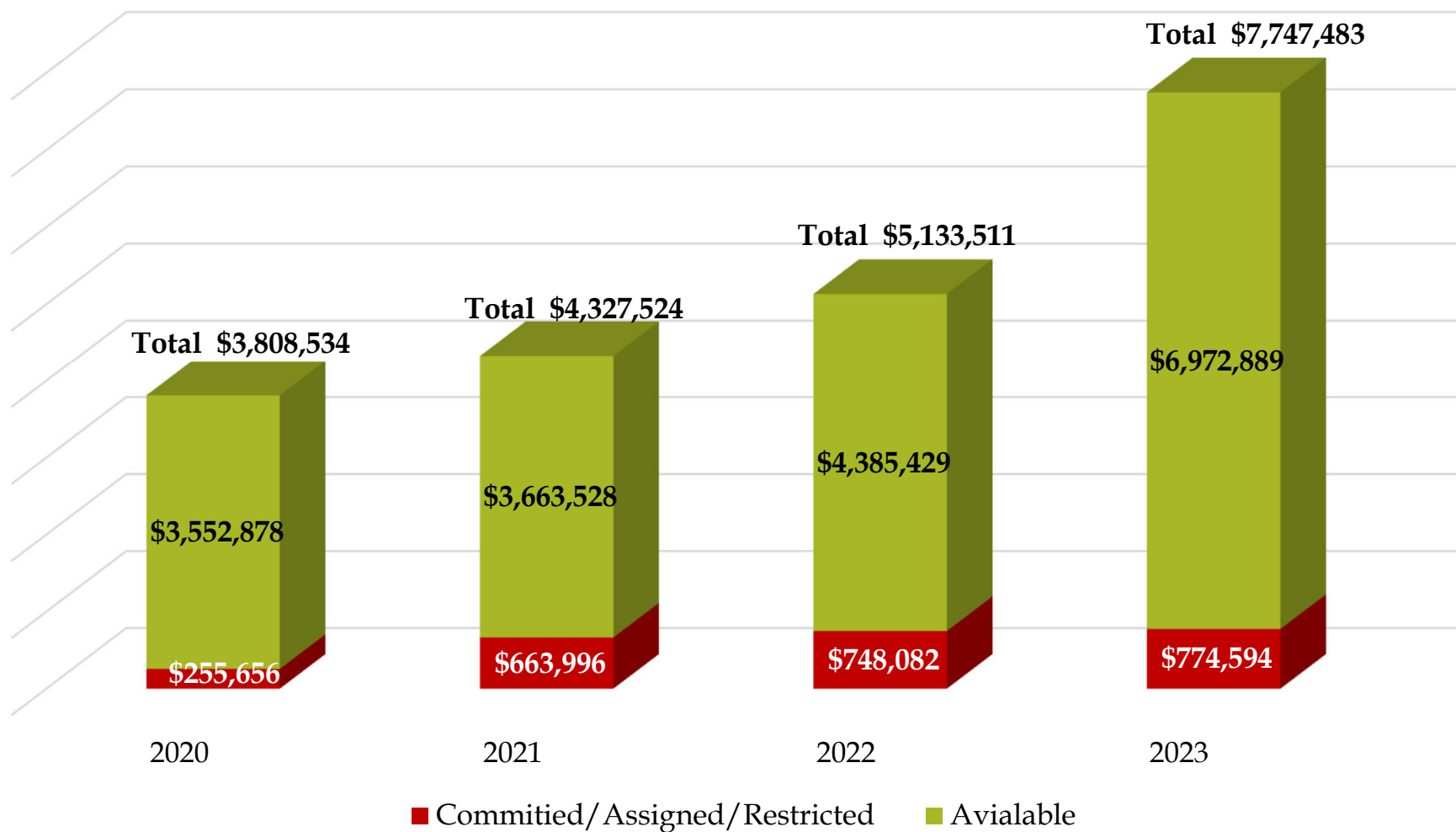


## TOP 3 EXPENDITURES: GENERAL FUND - OPERATING



# GENERAL FUND

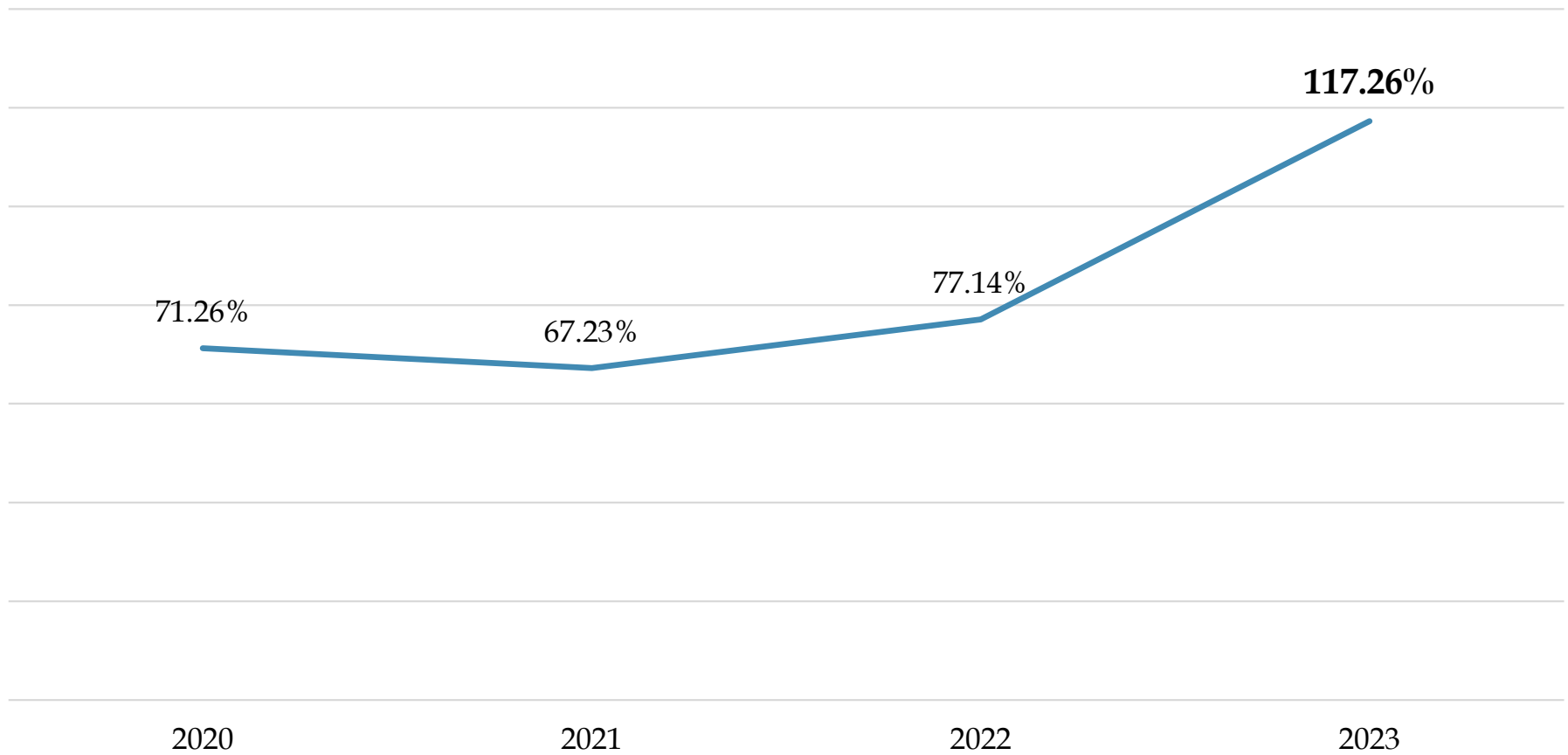
## ANALYSIS OF FUND BALANCE





# TOWN OF NORTH TOPSAIL BEACH

## Fund Balance Available as a Percentage of General Fund Expenditures



# TOWN OF NORTH TOPSAIL BEACH SHORELINE PROTECTION FUND

Dear Board Members:

*Below is a summarization of some of the key items in the audit report.*

2023

Total Revenues and Other financing sources

\$

5,955,505

Total Expenditures and Other financing sources

\$

5,552,647

**Net Change**

\$

**402,858**

Net Position at the Beginning of the Year

\$

11,395,434

Net Position at the End of the Year

\$

11,798,292

# TOWN OF NORTH TOPSAIL BEACH BEACH MAINTENANCE PROJECT

Dear Board Members:

*Below is a summarization of some of the key items in the audit report.*

2023

Total Revenues and Other financing sources	\$	17,365,766
--	----	------------

Total Expenditures and Other financing sources	\$	13,946,520
--	----	------------

Net Change	\$	3,419,246
------------	----	-----------

Net Position at the Beginning of the Year	\$	176,990
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Net Position at the End of the Year	\$	3,596,236
-------------------------------------	----	-----------

# TOWN OF NORTH TOPSAIL BEACH CAPITAL IMPROVEMENT FUND

Dear Board Members:

*Below is a summarization of some of the key items in the audit report.*

**2023**

Total Revenues and Other financing sources

\$

1,223,095

Total Expenditures and Other financing sources

\$

190,172

**Net Change**

\$

**1,032,923**

Net Position at the Beginning of the Year

\$

368,352

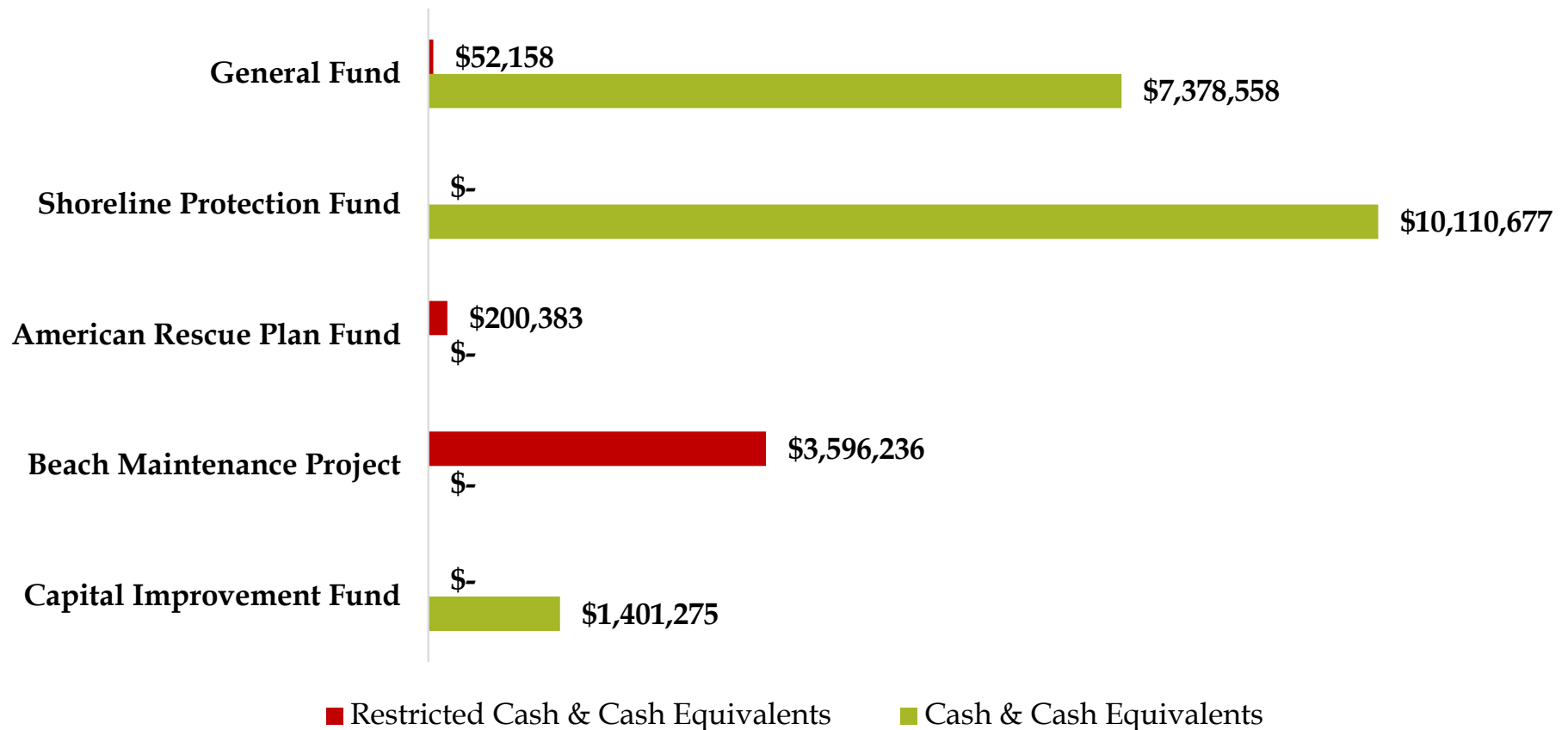
Net Position at the End of the Year

\$

1,401,275

# Town of North Topsail Beach

## Analysis of Cash



# ADDITIONAL REQUIRED COMMUNICATIONS

## Changes to the Audit Process

The Local Government Commission (LGC) will no longer initiate communications about concerns or findings (formerly considered unit letters). They have created a spreadsheet that has to be completed and submitted with the audit report. If that worksheet identifies what they consider a "Financial Performance Indicators of Concern" (FPICs), we are required to communicate those items to the Board.

You are required to submit a response within 60 days of the Board meeting in which the financial statements are presented. The detailed audit response should be presented to the entire Board, and signed by the entire Board, Finance Officer, and Manager.

The following FPIC's were identified on the LGC's transmittal document that we are required to notify you about:

# ADDITIONAL REQUIRED COMMUNICATIONS


## PERFORMANCE INDICATORS

The self-reported information from your unit's audit report was used to generate the following trends and performance indicators. We have created this Performance Indicator tab to make these indicators available to auditors and local governments when your audit is conducted. If any unit's results are shaded red, the unit must submit a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters" within 60 days from the auditor's board presentation. The response must address all performance indicators shaded in red.

Unit Name:	North Topsail Beach	Fiscal Year 2023	Explanation of Performance Indicator
Unit Number:	50524		

In the past, units of government have been grouped by population to evaluate ratios and benchmarking (including Fund Balance Available). Beginning with fiscal year 2020, we have grouped units by General Fund expenditures for purposes of evaluating the minimum amount of fund balance a unit needs to operate. A unit's General Fund expenditures proved to be a better correlation to the amount of funds balance needed to operate, especially for units with large higher education or tourism populations. Activity from Debt Service Funds (if applicable) is included in the calculation because these funds typically originate from the General Fund and are transferred to a Debt Service Fund. The table below lists the thresholds that are used in the analysis of your unit's fiscal health. These thresholds were determined based on an analysis of previous years general fund activity. These thresholds will be monitored and updated as applicable.

	2023	Target		
Did your audit disclose any budget violations at the adopted ordinance level? (Yes or No)	Yes	No over-expenditures	Yes	The unit has expenditures that exceed the legal budget ordinance. This indicates that the unit's purchase order system, contract approval process and / or payment process is not in compliance with North Carolina General Statute 159.
	2023	Target		
The Unit had material weaknesses, significant deficiencies, statutory violations and/or items identified on the <i>TD Info Completed by Auditor</i> tab that should be addressed in the FPIC Response Letter.	Yes		Yes	This indicator identifies whether the unit has any material weaknesses, significant deficiencies, management letter comments or items identified on the <i>TD Info Completed by Audit tab</i> including 1055, 1056, 1058, 955 and 957, that require a response.

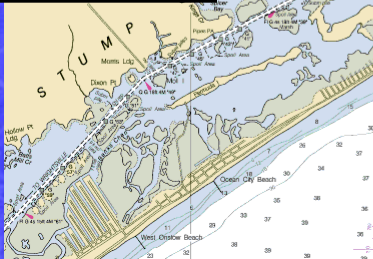
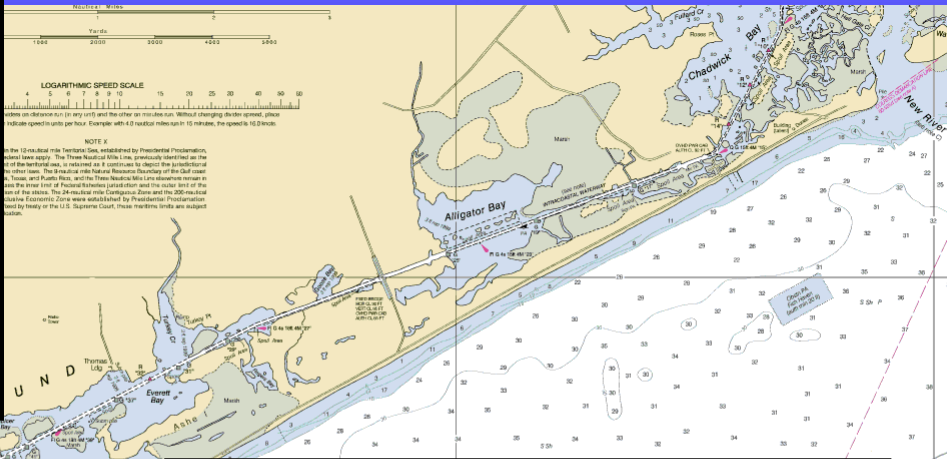


Thank You for the  
Opportunity to Work  
With You!



# North Topsail Beach Coastal Update

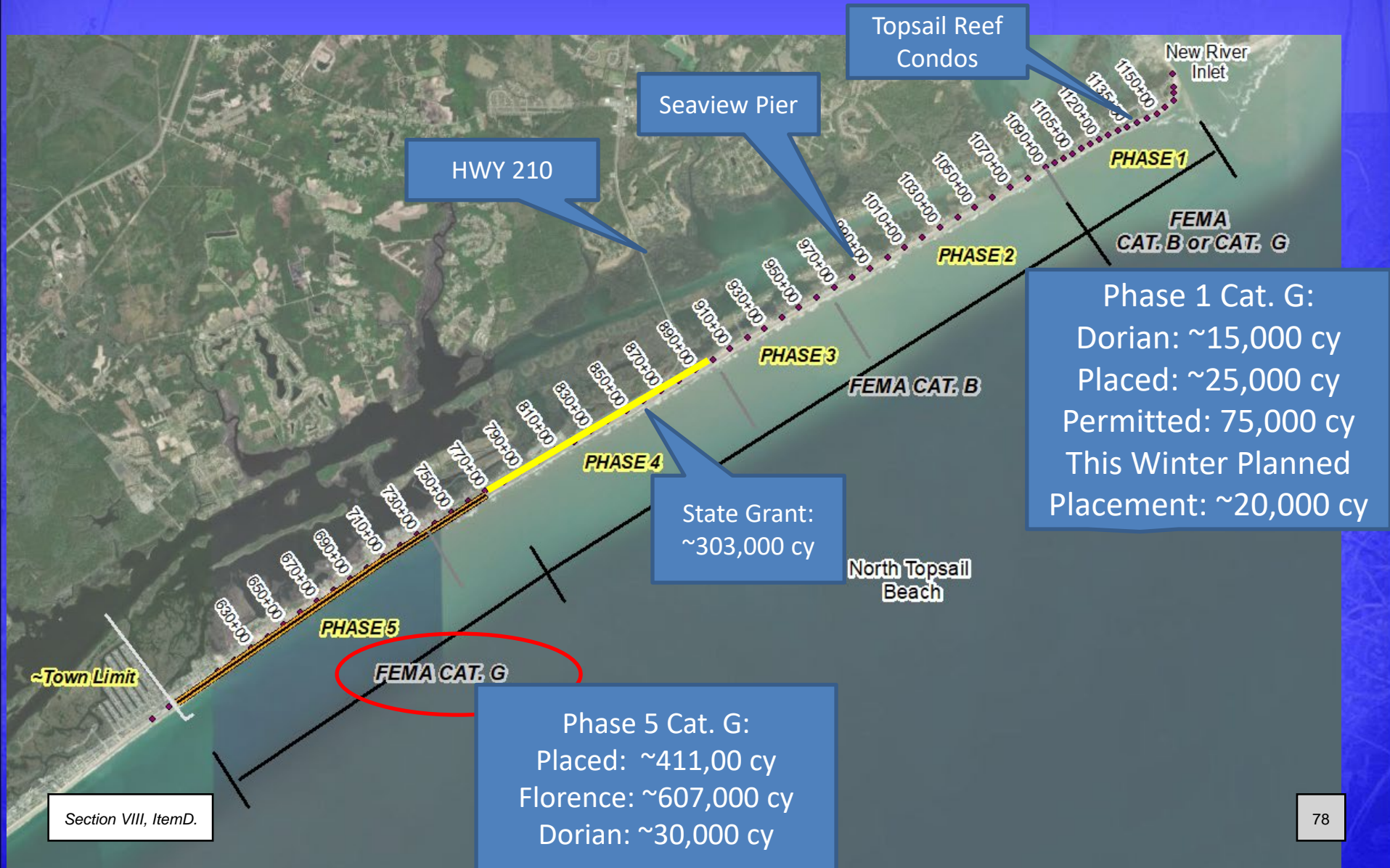
## December 2023





# Ongoing and Upcoming Projects Overview

## State Grant, Dorian and Florence FEMA Category G





# Phase 1 Beach (not Dune) Truck Haul Nourishment

Phase 1 Nourishment  
20,000 CY for Current  
Environmental  
Window

March 2023 Placement: ~25,000 cy

Permitted for Placement  
(separate from Corps)

Placement of ~20,000 cy this winter

Phase 1  
Nourishment  
Full 75,000 CY  
Permitted Template  
Shown (Placed and  
Not Yet Placed)

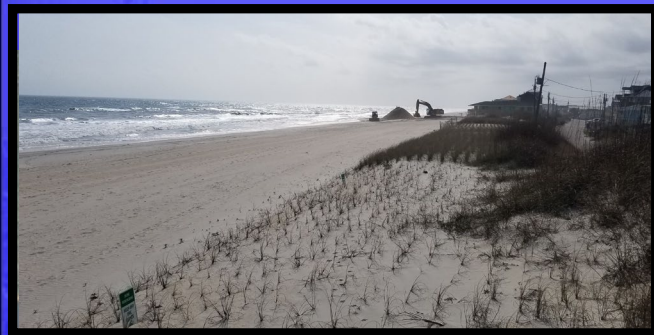


Section VIII, ItemD.

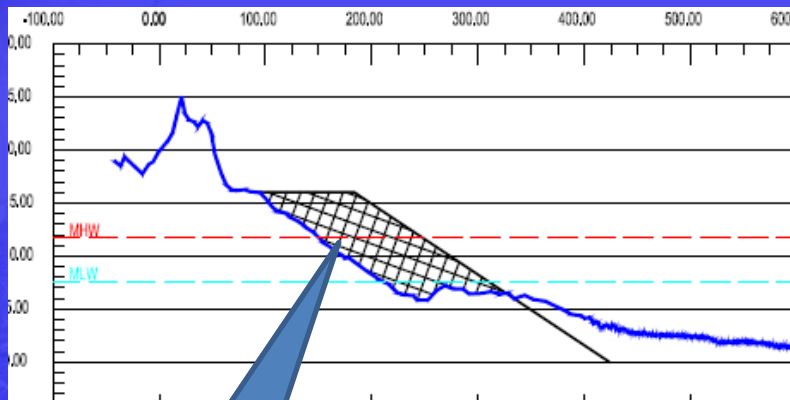




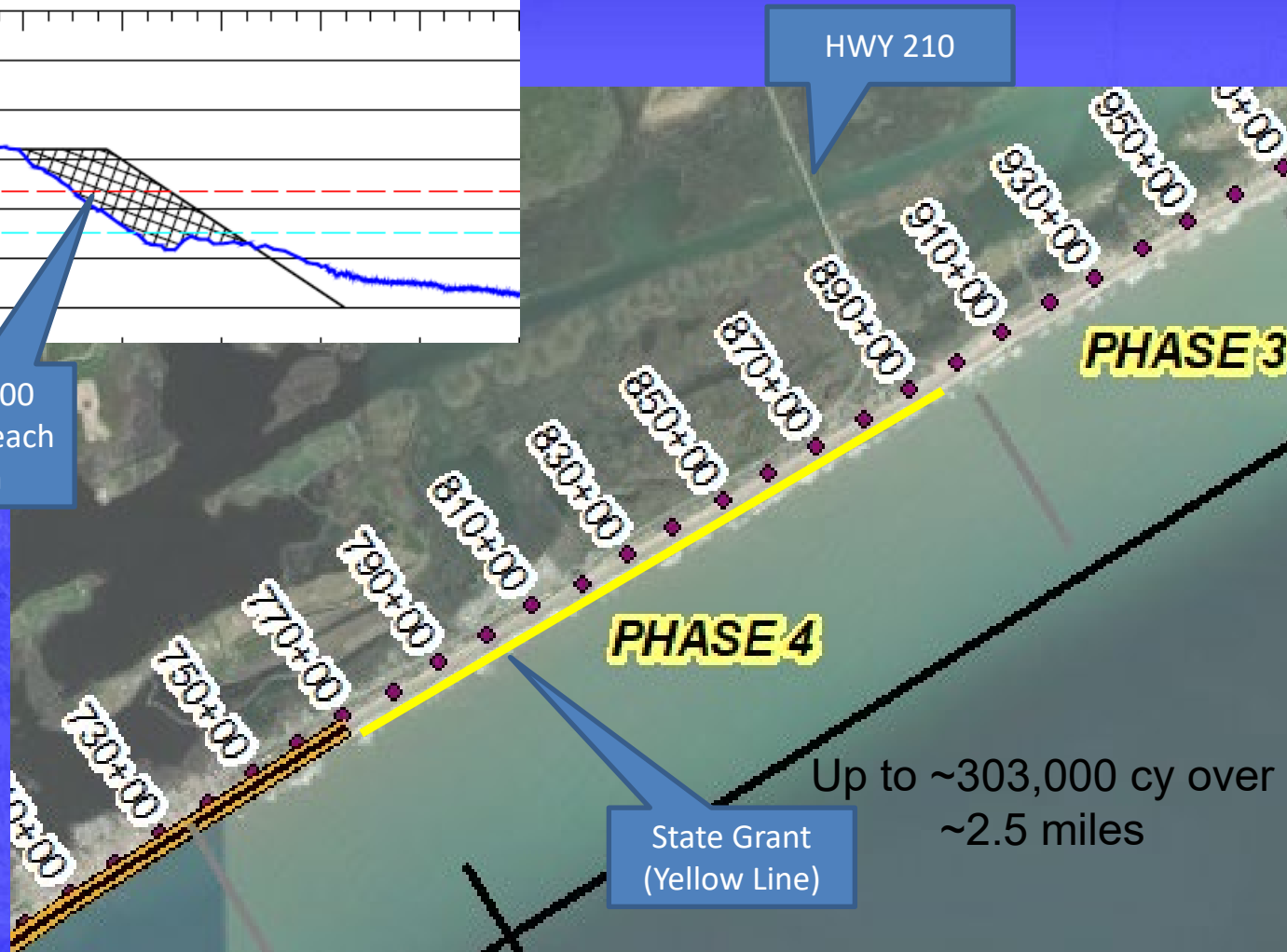
# Ongoing Florence & Dorian Nourishment in Phase 5 Beach (not Dune) Nourishment. ~3.0 Miles of New Beach Completed



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



~80 to 100  
Feet of Beach  
Width



To Follow Phase 5 Project Completion



# Town Beach Projects Updates

- Phase 1 - ~20,000 cy placement this winter.
- New River Inlet Management Master Plan EIS: Draft EIS under development.
- State Grant Nourishment - ~303,000 cy in Phase 4 and connects with Phase 5 Truck Haul.
- Phase 5 Beach Nourishment – Fill work ongoing and volume updates daily.
- Working with NTB Finance Officer and DEC Associates regarding funding for FEMA and State funded projects
- Permitting Coordination (all projects)



Section VIII, ItemD.



# *Town of North Topsail Beach*

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

Aldermen:  
Richard Grant  
Connie Pletl  
Alfred Fontana  
Tom Leonard



Alice Derian, ICMA-CM  
Town Manager

Nancy Avery  
Interim Town Clerk

## *Nature's Tranquil Beauty*

### **Resolution 2023 – 07** **Appreciation to Congressman Murphy**

**WHEREAS**, Gregory F. Murphy, M.D. was elected in 2019 as the representative in the United States House of Representatives for the 3<sup>rd</sup> congressional district, and

**WHEREAS**, since that time, Congressman Murphy has made a concerted effort to be available to all of his constituents and elected officials in his jurisdiction; and

**WHEREAS**, in 2023, Congressman Murphy tremendously assisted the Town of North Topsail Beach by introducing House Resolution 2437, legislation to revise the boundaries of Unit L06 of the Coastal Barrier Resources System (CBRS) for Coastal Storm Damage Reduction funding; and

**WHEREAS**, not only did Congressman Murphy introduce the bill, but he and his exceptional staff shepherded the legislation through a successful vote of the full House committee on Natural Resources on November 15, 2023, championing the residents of the Town negatively impacted by current CBRS language. This action paves the way for the legislation to be considered on the floor of the United States House of Representatives.

**NOW, THEREFORE BE IT RESOLVED**, the Board of Aldermen of the Town of North Topsail Beach, hereby on behalf of its citizens recognize Congressman Murphy and staff for the demonstrated continued support and influence and express its appreciation and gratitude.

*This resolution duly adopted by the Town of North Topsail Beach Board of Aldermen this the sixth day of December 2023.*

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Joann McDermon, Mayor

ATTEST: \_\_\_\_\_  
Nancy Avery, Interim Town Clerk

# *Town of North Topsail Beach*

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

Aldermen:  
Richard Grant  
Connie Pletl  
Alfred Fontana  
Tom Leonard



Alice Derian, ICMA-CM  
Town Manager

Nancy Avery  
Interim Town Clerk

## *Nature's Tranquil Beauty*

### **Resolution 2023 – 08** Appreciation to Congressman Rouzer

**WHEREAS**, David Rouzer was elected in 2015 as the representative in the United States House of Representatives for the 7th congressional district, and

**WHEREAS**, Congressman Rouzer has tremendously assisted the Town of North Topsail Beach by introducing in 2021 and again in 2023 legislation co-sponsored with Congressman Murphy to revise the boundaries of Unit L06 of the Coastal Barrier Resources Systems for Coastal Storm Damage Reduction funding eligibility; and

**WHEREAS**, because of Congressman Rouzer's diligence and persistence in introducing legislation, Congressman Murphy and his staff were able to shepherd the legislation through a successful vote of the full House committee on Natural Resources on November 15, 2023, championing the residents of the Town negatively impacted by current CBRS language. This action paves the way for the legislation to be considered on the floor of the United States House of Representatives.

**NOW, THEREFORE BE IT RESOLVED**, the Board of Aldermen of the Town of North Topsail Beach, hereby on behalf of its citizens once again formally recognize Congressman Rouzer's efforts and continued support and express its appreciation and gratitude.

*This resolution duly adopted by the Town of North Topsail Beach Board of Aldermen this the sixth day of December 2023.*

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

ATTEST: \_\_\_\_\_  
Nancy Avery, Interim Town Clerk



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## 2023 Advocate Goals [Revised Dec 16<sup>th</sup> 2022]

### State Goals:

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- A. Advocate for recurring funding for the Coastal Storm Damage Mitigation Fund
  - B. Continue to ensure funding for the Shallow Draft Inlet Dredging Fund
  - C. Work to change state funding and local financing guidelines for terminal groins
  - D. Request state support for the non-Federal Owners obligation under the USACE Flood Control and Coastal Emergencies Fund (PL 84-99) following storm damage
  - E. Work to pass state legislation to ban and to remove derelict vessels
  - F. Continue to advocate for funding addressing island-wide resiliency projects
  - G. Notify TISPC of pending legislation and regulations that impacts Topsail Island
- 

### Federal Goals

- 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
  - B. Advocate to promote Community Rating System discounts while working to support the Federal Flood Insurance Program with emphasis based on fairness of historical claims
  - C. 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
  - D. Continue to pursue legislation to amend the NTB CBRA Map Unit L06
  - E. Notify TISPC of pending legislation and regulations that impacts Topsail Island
-

### **Local Commission Goals**

- A. Promote adoption of the 'Beach Clean' initiative by businesses and educate public to its goals
- B. Encourage Pender and Onslow County to adopt a ban on use of non-encapsulated Styrofoam in docks and piers
- C. Encourage Pender and Onslow County to adopt a ban on derelict vessels
- D. Work to increase understanding and cooperation between TISPC and environmental groups locally as well as regionally
- E. Work through NC BIWAYS or other groups to identify and partner with communities (e.g. Wrightsville Beach) within and outside of NC that have similar situations where inlet maintenance complements beach nourishment with no environmental impacts.
- F. Promote a Vitex education and eradication program for Topsail Island
- G. Move to use of mats versus permanent structures over new dune systems
- H. Complete joint RCCP project and continue to upgrade storm runoff system across the island
- I. 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
- J. Understand and monitor CRC regulations and proposed rulemaking for integration into state and federal goals as appropriate
- K. Be involved with efforts to find solutions for the disposal of non-federal dredge materials

# **Topsail Island Shoreline Protection Commission**

## **2023 Legislative Agenda and Success**

### **Legislative Requests**

1. **Support a recurring revenue source for the Coastal Storm Damage Mitigation Fund** – This fund has been a critical resource for Topsail Island.
  - a. \$10M appropriated for both years of the budget for a total of \$20M non-recurring.
2. **Protect the revenue sources and ensure that adequate balances are available in the Shallow Draft Navigation Channel Dredging and Aquatic Weed Fund**
  - i. H600 2023 Technical Corrections bill which is now law contains a provision requiring more involvement from local governments with USACE memorandum of understanding projects.
  - ii. New rule proposed by DWR removes USACE rule exemption from the Shallow Draft Fund
  - iii. Provision removed from H192 2023 Wildlife Resources Changes which would have quarterly appropriated money from the Shallow Draft fund to Wildlife Resources. The grant process will continue to be used.
3. **Protect Reserve for Surf City Federal 50 Year Project** – The current state match has continued to be held in reserve until final costs have been determined for the Surf City project so that additional local costs can be covered.
4. **Work to pass state legislation to support environmental improvements**
  - a. To allow local governments to remove derelict vessels - Several local governments already have this statutory authority, and it has enabled them to remove vessels in a timely manner at a lower cost.
    - i. Sen. Lazzara and Rep. Smith both filed bills to address the derelict vessel issue. S465 Cities/Remove & Dispose of Abandoned Vessels is now law.
  - b. To eliminate the use of non-encapsulated polystyrene in our waterways
    - i. H600 which is now law which prohibits the use of non-encapsulated polystyrene effective 1/1/25
5. Continue to advocate for funding addressing island-wide resiliency projects
  - a. \$10,000,000 for Resilient Coastal Communities Program for 20 coastal counties
  - b. \$5,000,000 for Stormwater Retrofit Pilot Cost-Share Program administered by the Coastal Federation
  - c. \$500,000 non-recurring Coastal Federation debris and vessel removal
  - d. \$2,000,000 non-recurring Coastal Federation Living Shorelines

## **TISPC Accomplishments for 2022-2023 & Goals for 2024**

**Date: 10/19/2023**

**From: Mike McIntyre**

Dear Chairman Smith:

Pursuant to your letter of October 5, please find our response with regard to recent accomplishments for 2022–2023 and goals as we look ahead to next year with potential priorities.

Both Ward and Smith and The Ferguson Group are honored to have the opportunity to work with you over the years and are excited about the possibilities for the future! Both Stephanie Missert and I have discussed these matters below in detail, and we would be excited about continuing to have the opportunity to serve you and TISPC.

We trust that the information below will be helpful to you and the Commission, as you have requested:

### **TISPC Accomplishments for 2022-2023 & Goals for 2024**

**A. During the 2022-2023 contract cycle, Ward and Smith—with assistance from The Ferguson Group—accomplished the following priorities on behalf of the Topsail Island Shoreline Protection Commission:**

1. Advocated for Infrastructure Investment and Jobs Act (IIJA) funding for the Army Corps of Engineers, which resulted in
  1. \$3,000,000 for New River Inlet dredging and surveys, which was included in the IIJA Army Corps of Engineers Work Plan under Operations and Maintenance (O&M) for FY 2022 (1/19/22).
  2. \$520,000 for New Topsail Inlet and Connecting Channels for dredging, surveys, and turbidity monitoring, which was also included in the IIJA Army Corps of Engineers Work Plan under O&M for FY 2022 (1/19/22).
2. Advocated to maintain funding levels for the Army Corps of Engineers in annual appropriations legislation, which supported the following appropriations in FY 2022 and FY 2023:
  1. \$390,000 for New River Inlet O&M, which was approved in the FY 2022 federal budget (the Consolidated Appropriations Act, 2022) under Energy and Water Development Appropriations (3/15/22).

2. \$560,000 for New River Inlet O&M, which was approved in the FY 2023 federal budget (the Consolidated Appropriations Act, 2023) under Energy and Water Development Appropriations (12/29/22).
3. Secured a comment period extension for the proposed designation of critical habitat for the rufa red knot (1/18/22).
4. President Biden signed the James M. Inhofe National Defense Authorization Act (NDAA) for Fiscal Year 2023 into law in December 2022. The NDAA included the Water Resources Development Act (WRDA) of 2022. WRDA 2022 included language for which we advocated that mandates the federal government to cover the excess cost of using sand from certain borrow sites that are not considered to be the least cost method of disposal. Specifically, Section 8308 of the bill states that the federal government should “fund at Federal expense, any incremental increase in cost to the project that results from a legal requirement to use a borrow source determined by the Secretary to be other than the least-cost option.” This provision applies only to certain Army Corps of Engineers projects at this time.
5. We have continued to advocate to TISPC’s Congressional delegation to ensure that FEMA-funded projects, including post-disaster renourishment projects, qualify for the same treatment as Corps projects under Section 8308 of WRDA 2022.
6. We have also continued to advocate more broadly for legislation to remove the prohibition of borrowing sand from within a CBRA zone for use outside a CBRA zone. Consistent with our advocacy, Representative Rouzer introduced a bill in 2023 (H.R. 524) that again aims to address this issue long-term for certain Corps-related projects.
7. Throughout 2022 and 2023, we stayed in regular contact with TISPC’s Congressional delegation regarding the proposed technical corrections to CBRS Topsail Unit L06 (the correction that would remove approximately 2.5 acres from the CBRS in the Barton Bay Yacht Club area). Both the House Natural Resources Committee and Senate Environment and Public Works Committee were made aware of TISPC’s position on these technical corrections so the committees could include them in their respective CBRA technical corrections packages. The technical corrections have been included in the Bolstering Ecosystems Against Coastal Harm Act (H.R. 5490) and the Strengthening Coastal Communities Act of 2023 (S. 2958). Both bills were introduced in September 2023. S. 2958 has already been placed on the Senate calendar for floor consideration, and H.R. 5490 was recently considered during a House Natural Resource Committee hearing in September. The goal of both committees is to approve a bill by the end of this year.
8. Our many years of advocacy have resulted in significant developments in 2023 with regard to TISPC’s efforts to amend the boundaries of CBRS Unit L06 in North Topsail Beach. After a series of successful meetings this spring in

Washington with Congressional Committee staff and TISPC's Congressional delegation, staff from the House Natural Resources Committee contacted North Topsail Beach about visiting the Town to view the Unit L06 boundaries firsthand and understand the extent of development in North Topsail Beach. As a result of this visit, North Topsail Beach Alderman Tom Leonard was invited to testify before Congress on September 28, 2023, on H.R. 2437, the bill introduced by Representatives Murphy and Rouzer that would remove certain 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. Members and staff from the House Natural Resources Committee Subcommittee on Water, Wildlife, and Fisheries have expressed an interest in helping North Topsail Beach address its concerns. We have never been more optimistic than we are now about the prospects for this legislation.

As you are aware by reviewing our monthly reports to the Commission, these accomplishments are the result of persistent advocacy efforts carried out both with and on behalf of the Commission and its members. We stay in close contact with TISPC's Congressional delegation, Congressional committee staff, and relevant administration officials and staff regarding TISPC's federal priorities, and we use all available resources at our disposal to support these efforts. From our deep bench of experts to the innovative software and tools that we use on a daily basis to our extensive network of contacts, we provide a comprehensive approach to federal advocacy that is truly unmatched. We are pleased that our efforts have resulted in so many successes for TISPC over the years and we are confident that our proven approach will result in even more success for the Commission in the future.

**B. Federal priorities that appear to be suitable for TISPC to pursue in 2024-2025 include, but are not limited to, the following items:**

- North Topsail Beach CBRA map corrections
- Use of sand from a CBRA zone for use outside a CBRA zone
- FEMA island-wide coordination in disaster recovery
- Ensure completion of Surf City Coastal Storm Risk Management Project

As you know, TISPC typically prioritizes 4-5 federal issues annually to focus our advocacy efforts most effectively. We are able to assist TISPC in advocating for the following items should TISPC choose to prioritize them:

- Red Knot protected areas
- Stormwater funding
- Climate impact - sea level rise impact - resilience programs we qualify for using
- Removal of Vitex plant from Beach & Island - funding and support

We are also able to assist TISPC in advocating for the remaining items on Chairman Smith's proposed list should TISPC choose to prioritize them. However, we request additional information on each item to make sure we understand the Commission's specific goals related to each item.

- FEMA - insurance and other outdated rules
- Funding for beach management
- Insurance for coastal property
- Protection of marsh area - contamination from rivers and runoff
- Beach safety & environment issues - equipment & waste (plastic & glass)

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**Mike McIntyre**

Attorney | Member of Congress, 1997-2015

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**Ward and Smith, P.A.**

751 Corporate Center Drive, Suite 300 (27607)

Post Office Box 33009 | Raleigh, NC 27636-3009

P: [919.277.9191](tel:919.277.9191) | F: 919.277.9177 | M: [910.774.0056](tel:910.774.0056)

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

[Camp Lejeune Water Contamination Lawsuit Information](#)





# CONNIE WILSON CONSULTING

## Bills of Interest

### H600 Regulatory Reform Act 2023

Contains that modifies language for the Shallow Draft Fund. A key provision requiring DEQ to disregard a current rule and adopt a new rule that does not exempt the Army Corps of Engineers from having the Shallow Draft Rules apply to them was removed in the conference report by House staff. The bill is now law.

With the passage of S671 Additional General Assembly Appointments on 10/25/23 the CRC now has a majority Republican appointed members.

S332: Modify Beach Plan Policy Limits has passed the Senate and is waiting for a hearing in the House. It would increase the maximum amount of insurance issued by the Association for habitational properties from \$750,000 to \$1,000,000. For commercial properties, the increase would be from \$3,000,000 to \$4,000,000 on any freestanding structure or building unit within multiple firewall divisions. The aggregate insurance on structures with multiple firewall divisions, previously capped at \$6,000,000, could not exceed \$10,000,000 on all interest at one risk.

H192: 2023 Wildlife Resources Changes.-AB is now law and the Section appropriating \$400K annually from the Shallow Draft Fund was removed.

HB 413 - Topsail Beach Special Re Section IX, ItemD. as passed the Ho g for a hearing in the Senate.



## TISPC 2023 "Close" to End Of Session Updates

H259 2023 Appropriations Act finally became law on 10/3/23. The \$30B was held up for several months over the Senate provisions for casinos and video lottery. There weren't enough Republican votes in the House to pass a bill with those provisions and the Democrat caucus would not provide the needed votes unless changes were made that they wanted. Sen. Berger agreed to move the budget forward without the controversial provisions which broke the log jam. There was an unprecedented amount of funds available for appropriation this year and the legislature has over \$5B left that can be spent in future years. Budget items of interest to the Topsail.

### HB259 2023 Appropriation Act

\$20,000,000 Town of Surf City water and wastewater projects  
\$20,000,000 Coastal Storm Damage Mitigation Fund non-recurring split \$10,000,000 per year for biennium  
\$10,000,000 for Resilient Coastal Communities Program for 20 coastal counties  
\$5,000,000 for Stormwater Retrofit Pilot Cost-Share Program administered by the Coastal Federation.  
DEQ Express Permitting Revisions

### HB259 Money Report

\$500,000 non-recurring Coastal Federation debris and vessel removal  
\$2,000,000 non-recurring Coastal Federation Living Shorelines  
North Topsail \$34,000 non-recurring for drone, all-terrain vehicle and related equipment  
Surf City \$200,000 non-recurring for capital improvements and and related equipment at the police department  
Topsail Beach \$8,000,000 non-recurring for capital costs and related equipment associated with a new public safety building  
Topsail Beach \$55,000 non-recurring for police department equipment  
Cape Fear Community College – Surf City \$4,000,0000 non-recurring for Surf City campus expansion



# PEDESTRIAN CROSSWALKS IN BEACH COMMUNITIES

## NCDOT - DIVISION 3 GUIDELINES

**PURPOSE:** Both pedestrians and motorists in the State of North Carolina have rights and responsibilities on the roadway. Pedestrians must obey signals and yield to motorists if not crossing at an intersection or a crosswalk. Conversely, motorists are required to yield to pedestrians at crosswalks and when crossing at intersections and driveways marked or unmarked. Excessive use of signs and pavement markings can substantially reduce the effectiveness of such devices. A consistent application of this policy will serve both the motorist and pedestrians within the Division.

**PROCESS:** Your traffic safety concern or request will be formalized by the appropriate staff member. That person will work with you and gather the pertinent facts to help clearly define the problem and seek a solution. Each request will be evaluated and, based on engineering judgment, recommendations will be presented.

### **GUIDELINES:**

- 1) Written request shall be provided by the town requesting the proposed crosswalk.
- 2) The installation and maintenance cost for these crosswalks will be the responsibility of the requesting party.
- 3) Each beach community requesting pedestrian crosswalks shall be analyzed to ensure proper placement of crossings.
- 4) The Manual on Uniform Traffic Control Devices (MUTCD) shall set the guidelines for the request of any pedestrian treatments.
- 5) Pedestrian crosswalks shall be installed per Division 3 High Visibility Crosswalk detail.
- 6) Speed, vehicular and pedestrian volumes, accident records, sight obstructions and demographic analysis shall be reviewed when considering pedestrian crosswalk installations.
- 7) Pedestrian crosswalks shall only be placed in an area that shows to have pedestrian activity based on engineering judgment.
- 8) Pedestrian crosswalks shall not be located on arterial roads or roads with a speed limit greater than 35mph unless in conjunction with signalization or as approved by the Division Traffic Engineer.

- 9) Any of the following conditions may warrant pedestrian crosswalks in a beach community:
- a) Locations where pedestrians must cross due to limited beach access points.
  - b) Locations where parking is not available at or on the same side of the road as beach accesses.
  - c) Locations where number of residential units exceed 250.
  - d) Locations where crash records warrant the installation.
  - e) Locations where significant numbers of handicapped or senior citizens cross a street.
  - f) Location is part of the local adopted pedestrian plan.

## Al Cablay

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**From:** Richard Burkhardt <Richard\_Burkhardt@onslowcountync.gov>  
**Sent:** Friday, October 27, 2023 1:13 PM  
**To:** Al Cablay  
**Subject:** Fw: [External] Request for painted crosswalk Beach Access 2 Hwy 210 North Topsail Beach  
**Attachments:** Crosswalks in Beach Communities.pdf

I sent one earlier that had the paper trail but it didn't go through. So here is the response from DOT

Richard Burkhardt  
Park Superintendent  
Onslow County Parks  
1244 Onslow Pines Rd  
Jacksonville, NC 28540  
(910) 937-1326 (work)  
(910) 989-0060 (Fax)  
[Richard\\_Burkhardt@onslowcountync.gov](mailto:Richard_Burkhardt@onslowcountync.gov)

---

**From:** Cox, Bryce A <bacox2@ncdot.gov>  
**Sent:** Thursday, May 11, 2023 11:05 AM  
**To:** Richard Burkhardt <Richard\_Burkhardt@onslowcountync.gov>  
**Cc:** Katelyn White <Katelyn\_White@onslowcountync.gov>; Leonard, Jessi L <jleonard6@ncdot.gov>; Mathis, Stonewall D <sdmathis@ncdot.gov>; Hancock, David A <dahancock@ncdot.gov>  
**Subject:** RE: [External] Request for painted crosswalk Beach Access 2 Hwy 210 North Topsail Beach

Good morning Richard.

Thank you for your phone call and for bringing this request to our attention. Before crosswalks can be reviewed in this area, we would need to receive an official request from the Town of North Topsail Beach. Following an official request, we will review the location and provide approval/denial of the crosswalk location based on an engineering evaluation of the proposed location.

It is our goal to work with our surrounding beach communities to determine safe and viable options for their high levels of pedestrian traffic. For this reason, we developed the attached *Guidelines for Crosswalks in Beach Communities*. Allowing these crosswalks for beach accesses is a fairly new process and the guidelines to do so were developed in 2010. Before that, the stance was that in beach communities, pedestrian activity should be expected, so crosswalks were not permitted to avoid giving pedestrians a false sense of security.

In the past few years, we have been contacted by several communities that have installed these unsignalized crossings, with concerns that they are causing more issues rather than improving them for this very reason. Some of these

**From:** Richard Burkhardt <Richard\_Burkhardt@onslowcountync.gov>  
**Sent:** Thursday, May 11, 2023 10:17 AM  
**To:** Cox, Bryce A <bacox2@ncdot.gov>  
**Cc:** Katelyn White <Katelyn\_White@onslowcountync.gov>  
**Subject:** [External] Request for painted crosswalk Beach Access 2 Hwy 210 North Topsail Beach

**CAUTION:** External email. Do not click links or open attachments unless verified. Report suspicious emails with the Report Message button located on your Outlook menu bar on the Home tab.

Bryce, thanks for taking my call this morning. We are looking to have a painted crosswalk and signage installed at Beach Access #2, 2950 Island Dr. (Hwy210) between the Sound side parking lot and the beach side parking lot. We look at this as a safety issue as we have seen a large increase in pedestrian traffic at that location since NTB instituted paid parking along Island Dr and New River Inlet Rd. Let me know if there is anything else that I need to provide to move this request along.

Richard Burkhardt

Park Superintendent

Onslow County Parks

1244 Onslow Pines Rd

Jacksonville, NC 28540

(910) 937-1326 (work)

(910) 989-0060 (Fax)

[Richard\\_Burkhardt@onslowcountync.gov](mailto:Richard_Burkhardt@onslowcountync.gov)

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

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Email correspondence to and from this sender is subject to the N.C. Public Records Law and may be disclosed to third parties.



## North Topsail Beach Public Works Department

3315 Gray Street  
North Topsail Beach, NC 28460

### STAFF REPORT

#### Background

The North Carolina Department of Transportation (NCDOT) are the authority for all of the roadways and highways in the State of North Carolina. The implementation and installation of all traffic control measures (signing, striping, signals and lighting) are also included under the authority and jurisdiction of NCDOT.

Recent concerns have been expressed to Town Hall Staff (Town Administration and Fire) for pedestrian safety for the current crosswalk at **790 New River Inlet Road**. This crosswalk together with the four-(4) other existing crosswalk locations were studied and authorized for installation by NCDOT.

In addition to this request, another recent request was sent to NCDOT by Onslow County Parks and Recreation Department. This request was for NCDOT support for the installation of lighted pedestrian devices at the existing crosswalk for **Beach Access #2** located at **2950 Island Drive**. That request was responded to by NCDOT Staff and is referenced as part of the concern previously mentioned to Town Hall Staff. That effort resulted in an estimate for “materials-only” for the crosswalk to have locations by adding lighted signs and advance warning signs.

#### Analysis

There are five(5) existing crosswalk locations. They are:

- 790 New River Inlet Road
- 465 New River Inlet Road
- 272 New River Inlet Road
- 4021 Island Drive
- 3632 Island Drive.

Town Administration direction to Staff has been to engage appropriate NCDOT Staff for both their technical and operational expertise. Another consideration for NCDOT’s involvement is the possibility of State Funding for these devices. This was done via a TEAMS meeting held on Tuesday, November 14<sup>th</sup>, 2023 (see attached Discussion Agenda). As part of that discussion, Town Staff requested copies of NCDOT’s technical and administrative documents for those existing crosswalk locations.



The request then led to Town Staff also asking NCDOT for consideration to conduct additional Pedestrian Safety studies for their respective corridors (i.e., Hwy. 210 AKA Island Drive and New River Inlet Road). NCDOT Staff agreed to compile and send over to Town Hall whatever documentation they still possess. Once that has been received and reviewed by Town Staff, a follow-up meeting would be conducted to review future direction of other potential locations as well as the options for enhancements to the existing crosswalk locations. Additionally, in the future NCDOT Staff have committed to attending a Town Board meeting to assist Town Staff in reporting this matter.

## **RECOMMENDATION**

Receive and file status report and await further updates from Town Staff after receipt of NCDOT reports and recommendations.

### **Attachments**

Email communication – Onslow County and NCDOT

Discussion Agenda - Town Staff and NCDOT

**Meeting Agenda**  
**Town of North Topsail Beach**  
**November 14, 2023**

**NCDOT- NTB Pedestrian Crossing Update  
Agenda**

❖ **Topics of Discussion:**

**01) Approved Crossings :**

Updated locations requested by BOA

**02) Review Installation and Maintenance Responsibilities**

Past actions, practices and policies

**03) Protocol-procedure to Request Action:**

Establish the appropriate process to follow including contact persons.

**04) NCDOT Studies and Technical Reports:**

Review of past research and data.

**05) Partnership Opportunities:**

Topic related to previous Item No. 4

**06) Safety:**

Consistent MUTCD Practices

**07) Two-way Communications:**

Annual Safety Review/Update with Town Administration.

**Note(s) :**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



BECKER MORGAN GROUP, INC.  
3333 JAECKLE DRIVE, SUITE 120  
WILMINGTON, NORTH CAROLINA 28403  
910.341.7600

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

November 27, 2023

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

Re: Award Letter  
**NORTH TOPSAIL BEACH FIRE STATION NO. 2**  
North Topsail Beach, North Carolina  
2021025.02

Dear Alice:

This letter is to advise the Town of North Topsail Beach that based on our review of the bids received on November 21, 2023 for Fire Station No. 2, Becker Morgan Group recommends award of the contract for construction to the apparent low bidder, WB Brawley Corporation (see enclosed Certified Bid Tally).

The Base Bid is in the amount of six million dollars and no cents (\$6,000,000.00). We understand the Town of North Topsail Beach has elected to include the following alternates in addition to the Base Bid:

- |                               |             |
|-------------------------------|-------------|
| 1. Spray Acoustic Insulation. | \$38,941.00 |
| 2. Standing Seam Metal Roof.  | \$63,748.00 |

The recommended amount of award is six million, one hundred two thousand, six hundred eighty-nine dollars and no cents (\$6,102,689.00).

The apparent low bidder's sum of values, including the selected alternates remains lower than the comparable bid of all other bidders.

The following unit prices shall be included in the contract for construction:

- Unit Price No. 1: Removal of unsuitable soils. Thirty-five dollars and no cents (\$35.00) per cubic yard.
- Unit Price No. 2: #57 stone backfill including materials placement and compaction. Ninety-three dollars and no cents (\$93.00) per cubic yard.

Attached for your file are all the bid documents received on November 21, 2023.

Sincerely,

BECKER MORGAN GROUP, INC.

  
Brice M. Reid, AIA  
Project Manager

Encl: Bid Tally Form  
Bid Proposals

202102502\_bmg award recommendation.docx



# *Town of North Topsail Beach*

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

Aldermen:  
Richard Grant  
Connie Pletl  
Alfred Fontana  
Tom Leonard



Alice Derian, ICMA-CM  
Town Manager

Nancy Avery  
Interim Town Clerk

## *Nature's Tranquil Beauty*

### **Resolution 2023 – 09** **HONORING THE PUBLIC SERVICE OF ALDERMAN FONTANA**

**WHEREAS**, Fred Fontana was appointed to the Board of Aldermen on November 2, 2022, after selflessly stepping up to fill in for an unexpected vacancy; and

**WHEREAS**, Alderman Fontana has served faithfully, diligently and with great care for the citizens of North Topsail Beach; and

**WHEREAS**, Alderman Fontana demonstrated substantial concern for improving the quality of life for the residents during his service;

**NOW, THEREFORE BE IT RESOLVED**, that the Town of North Topsail Beach Board of Aldermen do hereby commend, recognize, and express gratitude to Alderman Fontana for his outstanding service to the Town and its citizens.

This resolution duly adopted by the Town of North Topsail Beach Board of Aldermen this the sixth day of December 2023.

---

Joann McDermon, Mayor

ATTEST: \_\_\_\_\_  
Nancy Avery, Interim Town Clerk

# *Town of North Topsail Beach*

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

Aldermen:  
Richard Grant  
Connie Pletl  
Alfred Fontana  
Tom Leonard



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Town Manager

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Interim Town Clerk

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Joann McDermon, Mayor

ATTEST: \_\_\_\_\_  
Nancy Avery, Interim Town Clerk

# *Town of North Topsail Beach*

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

Aldermen:  
Richard Grant  
Connie Pletl  
Alfred Fontana  
Tom Leonard



Alice Derian, ICMA-CM  
Town Manager

Nancy Avery  
Interim Town Clerk

## *Nature's Tranquil Beauty*

Oath of Office  
North Topsail Beach  
Mayor  
**Joann McDermon**

I, Joann McDermon, do solemnly and sincerely swear that I will support the Constitution and laws of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; that I will endeavor to support, maintain and defend the Constitution and laws of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; and that I will faithfully discharge the duties of my office as Mayor for North Topsail Beach, so help me God.

---

Joann McDermon

ATTEST:

---

Nancy Avery, Interim Town Clerk

# *Town of North Topsail Beach*

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

Aldermen:  
Richard Grant  
Connie Pletl  
Alfred Fontana  
Tom Leonard



Alice Derian, ICMA-CM  
Town Manager

Nancy Avery  
Interim Town Clerk

## *Nature's Tranquil Beauty*

Oath of Office  
North Topsail Beach  
Alderman  
**Connie Pletl**

I, Connie Pletl, do solemnly and sincerely swear that I will support the Constitution and laws of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; that I will endeavor to support, maintain and defend the Constitution and laws of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; and that I will faithfully discharge the duties of my office as Alderman for North Topsail Beach, so help me God.

---

Connie Pletl

ATTEST:

---

Nancy Avery, Interim Town Clerk

# *Town of North Topsail Beach*

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

Aldermen:  
Richard Grant  
Connie Pletl  
Alfred Fontana  
Tom Leonard



Alice Derian, ICMA-CM  
Town Manager

Nancy Avery  
Interim Town Clerk

## *Nature's Tranquil Beauty*

Oath of Office  
North Topsail Beach  
Alderman  
**Tom Leonard**

I, Tom Leonard, do solemnly and sincerely swear that I will support the Constitution and laws of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; that I will endeavor to support, maintain and defend the Constitution and laws of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; and that I will faithfully discharge the duties of my office as Alderman for North Topsail Beach, so help me God.

---

Tom Leonard

ATTEST:

---

Nancy Avery, Interim Town Clerk

# *Town of North Topsail Beach*

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

Aldermen:  
Richard Grant  
Connie Pletl  
Alfred Fontana  
Tom Leonard



Alice Derian, ICMA-CM  
Town Manager

Nancy Avery  
Interim Town Clerk

## *Nature's Tranquil Beauty*

Oath of Office  
North Topsail Beach  
Alderman  
**Laura Olszewski**

I, Laura Olszewski, do solemnly and sincerely swear that I will support the Constitution and laws of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; that I will endeavor to support, maintain and defend the Constitution and laws of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; and that I will faithfully discharge the duties of my office as Alderman for North Topsail Beach, so help me God.

---

Laura Olszewski

ATTEST:

---

Nancy Avery, Interim Town Clerk

# TOWN OF NORTH TOPSAIL BEACH

## BOARD OF ALDERMEN ASSIGNMENTS as of December 6, 2023

BOARD/COMMITTEE/DUTY	CURRENT LIAISON	NEW LIAISON	MEETING DATE
STATE MANDATED			
Board of Aldermen (elected)	Town Manager Derian	N/A	1 <sup>st</sup> Wed / 11:00 am
Planning Board	No BOA liaison/ Planning Director Hill	N/A	2 <sup>nd</sup> Thursday /5:00 pm
Board of Adjustment	No BOA liaison/ Planning Director Hill	N/A	As needed
TOWN COMMITTEES - OTHER DUTIES			
Beach, Inlet, Sound Advisory Committee (BISAC)	MPT Benson and Alderman Grant		4 <sup>th</sup> Tues / 10:30 am
CIP Committee	Aldermen Grant and Fontana		As needed
Parking Committee	Aldermen Leonard and Pletl		As needed
Parks and Recreation	Mayor McDermon and Alderman Pletl		3 <sup>rd</sup> Tuesday /6:30 pm
Revetment Committee	Mayor McDermon and Alderman Leonard		As needed
Board of Aldermen Mayor Pro-Tem	Alderman Benson		BOA schedule
Board of Aldermen check signatories	Aldermen Fontana, Grant and Leonard		As needed
OUTSIDE AGENCIES	LIASONS		
Greater Topsail Area Chamber of Commerce and Tourism	Alderman Fontana Mayor McDermon (alternate)		3 <sup>rd</sup> Thurs / 4:00 pm
NCBIWA Board of Directors	Alderman Leonard		Quarterly Jan, Apr, July and Oct
ONWASA Board of Directors	Alderman Grant Mayor McDermon (alternate)		Bimonthly 3 <sup>rd</sup> Thurs / 6:00 pm
Onslow County Board of Commissioners	Alderman Grant Alderman Pletl (alternate)		1 <sup>st</sup> & 3 <sup>rd</sup> Mon / 11am/5:00 pm except Jan 4 <sup>th</sup> and 18 <sup>th</sup> on Wed

# TOWN OF NORTH TOPSAIL BEACH

## BOARD OF ALDERMEN ASSIGNMENTS as of December 6, 2023

BOARD/COMMITTEE/DUTY	CURRENT LIAISON	NEW LIAISON	MEETING DATE
Jacksonville Urban Area Metropolitan Planning Organization (JUMPO) Technical Advisory Committee	Alderman Fontana Alderman Pletl (alternate)		Bimonthly 2 <sup>nd</sup> Thurs / 3:30 pm (Mar 10, May 12, Aug 11, Oct 13, Dec 8)
Topsail Island Shoreline Protection Commission (TISPC)	MPT Benson and Alderman Fontana		Bimonthly last Friday
Camp Lejeune	MPT Benson and Alderman Leonard		
N.C. Coastal Resource Commission (CRC)	MPT Benson		Feb. 22-23, 2023 at Ocean Isle Beach Town Hall, 111 Causeway in OIB April 26-27, 2023 at Outer Banks June 14-15, 2023 at TBD
United States Army Corps of Engineers (USACE) Shallow Draft Inlet EIS	Mayor McDermon and MPT Benson	Always Mayor and Mayor Pro Tem	
STATE AND FEDERAL	Mayor McDermon and Alderman Leonard		As needed



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

Aldermen:  
Fred Fontana  
Richard Grant  
Tom Leonard  
Connie Pletl



Alice Derian, ICMA-CM  
Town Manager

Nancy Avery  
Interim Town Clerk

## 2024 TOWN OF NORTH TOPSAIL BEACH BOARD OF ALDERMEN REGULAR MEETING SCHEDULE

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

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



