



# Town of North Topsail Beach

## Board of Aldermen Regular Meeting Agenda

Wednesday, August 02, 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)

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 Pro Tem Benson)**
- II. **INVOCATION (Alderman Leonard)**
- III. **PLEDGE OF ALLEGIANCE (Alderman Leonard)**
- IV. **APPROVAL OF AGENDA**

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

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

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

### VII. **PUBLIC PRESENTATIONS AND HEARINGS**

Mr. David Mohr, ONWASA - Booster Pump Project update

### VIII. **CLOSED SESSION**

As per N.C.G.S 143-318.11(3) 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.

### IX. **CONSENT AGENDA**

- A. Approval of Minutes: April 19 budget workshop, June 7 regular meeting, July 5 regular meeting
- B. Department Head Reports
  - 1. Finance Department
  - 2. Fire Department
  - 3. Inspections Department
  - 4. Planning Department
  - 5. Police Department

C. Committee Reports

1. Planning Board & PPI Committee
2. Board of Adjustment
3. TISPC <https://tispc.org/minutes/>

D. MOTV Tax Refunds in the amount of \$46.68

E. Budget Amendment 2023-24.3 Police Department

F. Budget Amendment 2023-24.4 County Contract for Awarded Grant

G. Monthly update from Coastal engineer Fran Way

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

**X. CONTINUING BUSINESS**

A. Memo of Understanding with N.C. DOT - bike lanes (Manager Derian)

**XI. NEW BUSINESS**

- A. Policy related to Board of Aldermen Committees and meeting streaming (Attorney Edes)
- B. Beach Protection (Alderman Grant)

**XII. 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.

**XIII. ATTORNEY'S REPORT**

**XIV. MAYOR'S REPORT**

**XV. ALDERMAN'S REPORT**

**XVI. ADJOURNMENT**

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



Alice Derian, ICMA-CM  
Town Manager

Aldermen:  
Fred Fontana  
Richard Grant  
Tom Leonard  
Connie Pletl

Nancy Avery  
Interim Town Clerk

Board of Aldermen  
Budget Workshop Minutes  
Tuesday, April 19, 2023  
North Topsail Beach Town Hall

The Town of North Topsail Beach Board of Aldermen held a budget workshop on Wednesday, April 19, 2023. There was a quorum of the Board present.

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

Board members absent: None

Staff present: Finance Officer Caitlin Elliott, IT Director Ricky Schwisow, and Town Manager Alice Derian.

Call to order

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

Noteworthy changes to draft FY2023-2024 budget

Manager Derian stated the draft budget we are presenting today has been amended since our first budget workshop in March which includes recommended employee package cost. Noteworthy changes include the updated salary figures since the last meeting. We included in this package a proposed six percent increase to salaries across all departments. The increase is comprised of a four percent (4%) Cost of Living (COLA) and a two percent (2%) merit increase in an effort to enhance the employee benefits package. In addition to the recommended increase, there is included short-term disability insurance for employees, and an increase in the Health Reimbursement Account (HRA) from \$1,000 to \$1,500 per employee with the intention to open the availability to the HRA for employees to use for dependents. Right now it is used solely for employees only. Also included are two floating holidays that will be used or lost in the fiscal year so they will not accrue.

We have not received the cost for the increase for the insurance from the provider yet; however we have included a five percent (5%) increase in cost for coverage. We wanted to plug a number in here. Historically, we have seen a two to three percent increase so the five percent (5%) is a conservative amount for budgetary purposes.

The North Carolina League of Municipalities has yet to release its salary survey results for comparison. We do not expect it until the end of April.

The difference in this proposed package is \$100,000.

It is my understanding that Onslow County is hoping to propose a one-to two percent (1-2%) maximum increase for staff. We talked about that at the last meeting but there have been no further updates. Holly Ridge is looking towards a five to six percent (5-6%) increase across departments. Topsail Beach is looking at five percent (5%) for staff other than Police. They recently approved an increase for Police before approving their budget. Surf City is following suit after Topsail Beach and is looking at a three to three and a half percent (3-3.5%) increase for staff and has already implemented an increase for Police.

The proposed package is equal across departments.

#### *Discussion*

Mayor McDermon thanked the manager for reaching out to other towns to get what they were doing for increases. It sounds like everyone is comfortable with the six percent (6%). She asked the manager about employee use of the HRA as historically, it was not used.

Manager Derian replied that last year we made an effort to remind employees that the benefit was available and now about ninety percent (90%) of employees are using it.

Alderman Grant stated the manager said a five percent (5%) increase in insurance. Is that health insurance and does that include short term disability (STD)? In looking at the kind of increases that Onslow County and other towns are proposing, at first blush it looks like we are being more generous. The reality is we did not make the same kind of increases that these places did last year. Onslow County did ten percent (10%) across the board and we did not. He said he likes the approach of increases being across the board with everyone getting a COLA but merit is based strictly on performance. We need to take care of our employees.

Manager Derian responded yes, we would be getting STD through a carrier and the cost is included in the \$100,000 difference along with health insurance cost. We looked at STD last year and obtained quotes, but we did not go forward with it.

Mayor McDermon stated that some of the other towns did some additional increases in things this past year but that was because they were already lower than where we were. We do not need to compete with the other towns. We need to be comfortable with what we are doing so as not to end up having an issue hiring or retaining staff. She believes money is only one of the things we have to offer an employee but it is not the total package. You cannot just keep throwing money at it if there is an underlying problem. It is about training and the work environment too.

Alderman Leonard stated we had discussions that were measured, controlled and well thought through. He believes some of the actions taken by other towns and the county were not well thought out and did not accomplish what they were trying to do as they have a lot of job openings.



Alderman Fontana stated he spoke with a department head from Onslow County who told him they were told no more two percent (2%) increase and if they had an employee they thought should have more they would have to provide justification, so it is a maximum of two percent (2%).

American Rescue Plan

Manager Derian said the Town received American Rescue funds in two tranches in August of 2021 and July of 2022 for a total amount of \$236,792.20. We expended \$36,408.78 for board room technology when we were finishing the Town Hall renovations. The remaining funds must be obligated by December 31, 2024, and spent by December 31, 2026. My recommendation is to use the remaining \$200,383.42 to offset Personnel costs in this budget thus freeing up that amount to use on Capital Project needs whether it be the new Fire Station or Debt Service, etc.

*Discussion*

Alderman Grant suggested putting the \$200,383.42 in the Contingency Fund giving the Board the ability to use it where needed. He has concerns that if Personnel costs are reduced by that amount in this budget, then next year's budget will look higher when that amount is added back in plus whatever increase is given.

Mayor McDermon asked Finance Officer Elliott her opinion on how using these funds to offset Personnel Costs will look from a budget forecast.

Finance Officer Elliott responded the American Rescue Plan funds will show as a revenue with an expense going out of the General Fund into the Capital Improvement fund. It will not be shown as a cost reduction.

Alderman Leonard said he understands there are restrictions on that money for what it can and cannot be used for so we use it for something that it specifically can be used for and it frees up other funds we were going to use for that purpose.

*Consensus* – the Board is comfortable with the manager's recommendation for using American Rescue Plan funds as presented.

General Fund Summary

Manager Derian stated this proposed budget does not show a need for an increase in taxes and shows there is \$672,888.45 in the Contingency Fund.

Manager Derian reviewed the General Fund Summary and Capital Assets plan with the Board. Said items are herein incorporated as part of these minutes.

Follow up items

1. Special events budget:

Manager Derian informed the Board that at the last meeting they talked about the line-item Special Events. We allocated \$7,000 for the Christmas tree, \$2,500 for the Chamber of Commerce, and \$3,000 for other special events. Those are the amounts that are in the proposed budget.

*Discussion*

Mayor McDermon said she does not think the Town gets enough services from the Chamber for the amount budgeted and thinks it should be reduced to \$500 or \$1,000.

Board members discussed whether the amount should be left as a place holder and the actual amount to be paid out would be decided by the Board.

Finance Officer Elliott pointed out the line item is “outside agencies”, and is not for only the Chamber.

*Consensus* – leave the amount as budgeted but payment amounts to outside agencies needs to come before the Board before a decision is made. The \$3,000 budgeted for Special Events remains.

2. Pending Memorandum Of Understanding (MOU) for Bike Lanes

Manager Derian said the Board asked to have this item talked about in a budget session as to whether to budget \$100,000 or not for bike lanes.

*Discussion*

Board members discussed concerns about how DOT came up with the \$100,000 estimate and what that includes; what happens to the cost if Coastal Area Management Authority (CAMA) says no or their requirements add to the cost; whether it would be a missed opportunity to let it go by without budgeting for it; and the need for folks to have a safe way to walk and or bike on New River Inlet Road.

*Consensus* – budget \$100,000 in this proposed budget for Bike Lanes.

Capital Improvements Fund Summary

Finance Officer Elliott reviewed the Capital Improvements Fund Summary and Capital Assets spreadsheet noting that it assumes the current tax rate of \$0.43 per hundred-dollar valuation, with \$0.07 assigned to this fund. One penny of tax is valued at a little over \$160,000.

She reviewed a Five-Year Capital Assets and Cost and Revenue Analysis with the Board. Said reports are herein incorporated as part of these minutes.

Shoreline Protection Fund Summary

Finance Officer Elliott informed the Board there were no changes to the Shoreline Protection Fund Summary since the last budget workshop.

Other

As Aldermen Leonard and Grant will be out of town for the June 7<sup>th</sup> meeting to adopt the budget, Board members discussed possibly holding a special meeting on June 14<sup>th</sup> to adopt the budget.

Adjournment

**Motion** – Alderman Leonard motioned to adjourn; seconded by Aldermen Grant; unanimously approved.

Budget presentation herein incorporated as part of these minutes.

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

ATTEST

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

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

Alice Derian, ICMA-CM  
Town Manager

Aldermen:  
Fred Fontana  
Richard Grant  
Tom Leonard  
Connie Pletl

Nancy Avery  
Interim Town Clerk

Board of Aldermen Regular Meeting  
Wednesday, June 7, 2023  
MINUTES

The Town of North Topsail Beach Board of Aldermen held its regular meeting on June 7, 2023. A quorum of the board was present. Attorney Edes was in attendance.

Board members present: Mayor McDermon, Mayor Pro Tem Benson, Aldermen Connie Pletl, and Fred Fontana

Board members absent: Aldermen Richard Grant and Tom Leonard

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

Call to order

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

Approval of Agenda

**Motion** – Mayor Pro Tem Benson motioned to adopt the agenda as presented; seconded by Alderman Fontana; unanimously approved.

Manager's report

**Beach Projects:**

**Phase 5**

- Phase 5 sand hauling paused on Wednesday, May 17<sup>th</sup> and the beach was graded for final survey. CM Mitchell hauled 112,605 Cy's total for their project and ST Wooten hauled 298,300 CY's. They ended at the south end of Permuda Wynd, approximately 3,200 feet North of the Town line. They will resume and complete the project in the fall after turtle season.

**Phase 1**

- I previously reported that ST Wooten worked through March 30<sup>th</sup> to place 24,419 CY's of sand. The area immediate to the South of the Reef received sand that included buildings #5,6,7 and 8 to include 100 feet south of the Reef and that they will finish the remaining 20,581 CY's that the BOA has authorized when we resume in the fall. I asked Fran to obtain an updated quote from ST Wooten

for the remaining 20,581 CY's to be placed in Phase 1 that was not completed. Going forward, I would recommend adding clarification to the engineer's slides for what is permitted vs. approved for placement.

**BA#4**

- I have received the final invoices for dune restoration at BA#4, which totaled \$126,741.48. We have submitted invoices to the County for reimbursement and have already received the funds. I also reached out to the County with our request to vegetate the now established dune to ensure it is stabilized. They were in agreement that it should be done, and I gave notice to proceed for Coastal Transplants to plant 4,510 plantings of sea oats and bitter panicum. This project has been completed and will be reimbursed by the County.

**Budget:**

- A special meeting of the Board of Aldermen is scheduled for June 14<sup>th</sup> at 11:00 am for the Budget/Ordinance adoption. This will conclude the budget process and we will be starting our new fiscal year July 1<sup>st</sup>.

**Grants:**

- Thank you to everyone who voted for Chase our K9 officer for the Aftermath K9 Grant. If Chase wins the most votes, we will be the recipient of \$2,500 that would go directly into our K9 budget. Thank you to Sergeant Dylan O'Dwyer, who is Chase's handler that facilitated this. Winners are being announced today.
- Thank you to NC Coastal Federation for their efforts in removing the abandoned shrimp trawler in the inlet. The cost of removal was \$7,987.95. The funding that they were awarded by our local legislature for marine debris and abandoned derelict vessel removal enabled them to secure these grants to address this and pay 100% cost of remediation.
- CivicPlus Love Where You Live Contest for 2023 - My intention is to make an announcement today about this contest with the Boards' concurrence. This is a contest that will run through November 15<sup>th</sup>. The winning community will be selected by a panel of CivicPlus judges. CivicPlus will donate \$1,500 to the winning community for us to donate to a civic organization of our choice, which I am recommending going to the Ocean City Beach Citizens Council which places the funding in a non-profit within our Town. This will be a contest to engage residents and visitors who are passionate about NTB. They would snap a photo that highlights what they love most; breathtaking sunset, historic landmark, community event and post it to Facebook or Instagram with the hashtag #LoveWhereYouLive and tag CivicPlus in the post. Full details will be provided with the official announcement. It's a great contest to celebrate the beauty and uniqueness of our Town and an opportunity to allocate some funding to a local non-profit organization.

**Announcements:**

- A Contractor's Open House is scheduled at Town Hall on June 15<sup>th</sup> at 10:00am. These meetings are held to invite contractors to hear about any upcoming changes in regulations from the Building Inspector and Planning Director, as well as have our software vendor do a tutorial on the permit process and answer any questions. I will be in attendance along with our Building Inspector, Planning Director and Permit Specialist.
- Turtle Talks have been scheduled again this year to be held every Tuesday at Town Hall from 9am to 10am here in the board room. This is a weekly educational session with members of the Karen Beasley Turtle Hospital and is free to attend.
- I am pleased to announce that Pender County received a National Association of Counties Achievement Award for the Beach Clean program that we collaboratively rolled out with Topsail Beach and Surf City as part of the Topsail Island Shoreline Protection Commission. This is a growing, evolving program that encourages beach patrons to Leave No Trace, by encouraging use of receptacles, reducing plastic and filling in holes on the beach.
- I reached out to Stacie Miles, Onslow County Deputy Director of Emergency Services about holding another hurricane preparation meeting here at Town Hall with Onslow County and the National Weather Service. I have provided some dates for this month and am waiting on confirmation on a suitable day/time. Once it is finalized, I will make the announcement. Prior to the official start of Hurricane Season, we met with our debris management contractor and monitor who came to meet with staff to discuss preparedness, planning and FEMA reporting requirements.
- The Ocean City Jazz Festival is coming up. June 30<sup>th</sup> is the kick-off party with the Festival Shows July 1st and July 2<sup>nd</sup>. Please check out the Ocean City Jazz Festival's Facebook page for tickets and details.

Open Forum

None

Public presentations and hearings

Coastal Engineer Monthly Report

Mr. Fran Way gave the following status update:

- Army Corps of Engineers/Channel Dredging and Phase I Placement completed Mid-March with 160,000 cubic yards.
- Hurricane Dorian Phase I FEMA Category G near Topsail Reef condos completed with 25,000 cubic yards at buildings 5, 6, 7 and 8.
- New River Inlet Management Master Plan Environmental Impact Study – Notice of Intent has been published and draft is underway.
- County Beach Access 4 – vegetation Sprigging Completed late May.
- State Grant Nourishment 325,000 cubic yards in Phase 4 and connects with Phase 5 truck haul to begin in fall/winter.
- Working with Finance Officer and Dec Associates regarding funding for FEMA and State funded projects.

Mayor Pro Tem Benson said he and Manager Derian had a conference call with Army Corps personnel and Dial Cordy representatives about two weeks ago to encourage them to move forward. There are six chapters in the Environmental Impact Study and the first three have been submitted and we were encouraged on that call that the Corps will get those reviewed. The remaining chapters will be in in the next two to three months. It is helpful for us to talk to them on a regular basis to keep them moving because they have multiple projects they are working on and it is important to stay in communication with them. It was a productive call.

Manager Derian said one of the positive takeaways from this meeting or opposed to recent meetings, is that they increased their staff significantly just recently. That has been a challenge for them.

#### Consent Agenda

- Minutes from March 15 budget workshop and April 5 regular meeting

**Motion** - Alderman Pletl motioned to approve the Consent Agenda.; seconded by Mayor Pro Tem Benson; unanimously approved.

#### Continuing Business

A. BISAC update - Chair Strother gave his report from the Beach, Inlet, Sound Advisory Committee (included in minutes) with the following highlights:

- Manager Derian provided the manager's update.
- The committee was advised that the Board of Aldermen had approved the contract submitted by TI Coastal for the thirty-year beach plan to include a strategic five-year plan for nourishment.
- We expect at the June meeting to get an update from Chris (Gibson, engineer) at where they are and an outline to be presented to this Board in August.
- We talked about the shrimp trawler rigging removal at the New River Inlet.
- Engineer Gibson gave us a presentation about North Carolina sediment criteria and we discussed the technical standards for beach sand, the granularity and how it is moved around for nourishment.
- Mayor Pro Tem Benson gave a report on the Topsail Island Shoreline Protection Commission April 28, 2023, meeting.

B. NCDOT Memorandum of Understanding (MOU)

Manager Derian stated since the last meeting she added this in the event we did receive the updated MOU from DOT. We have not received that. She contacted them and asked that they provide dates of deliverables with associated paid payments. She also asked them to state whether permit costs were included in the estimate of \$100,000. Her understanding is that right of way acquisition and utility relocation if needed would be additional costs. DOT responded that permit fees are included in the estimate and that utility relocation costs would be determined during the design phase. Hopefully, we will have the MOU by the July meeting.

Alderman Fontana said when he discussed this with DOT, the two major areas for utility location they had concerns about was in front of St. Regis and Villa Capriani.

Open Forum

None

Attorney report

None

Mayor report

None

Aldermen report

Mayor Pro Tem Bensons stated we just learned this week that our governor signed a bill introduced by Senator Lazarra that allows towns and counties to develop an ordinance to ban the abandonment of vessels in waterways. Topsail Island Shoreline Protection Commission (TISPC) plans to work island wide to develop similar ordinances that the three towns and two counties can approve to hopefully deter abandonment of vessels.

Aldermen Pletl stated turtle nesting season is underway with 15 nests island wide; five in North Topsail, five in Topsail and five in Surf City. Please turn off your ocean front lights at night. A lot of good things are coming up this month before the next meeting. Do not forget about the Ocean City Jazz Fest coming up.

Closed session

**Motion** - Alderman Fontana motioned to go into closed session at 11:38 am as per NCGS 143-318.11(3) and (5) consultation with the attorney and land acquisition; seconded by Mayor Pro Tem Benson; unanimously approved.

Return to open session and adjournment

Mayor McDermon stated no action was taken.

**Motion** – Mayor Pro Tem Benson motioned to return to open session and adjourn at 12:30 pm.; seconded by Alderman Fontana; unanimously approved.

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

ATTEST: \_\_\_\_\_  
Kate Winzler, Deputy Town Clerk

Minutes prepared by Nancy Avery.



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



Alice Derian, ICMA-CM  
Town Manager

Aldermen:  
Fred Fontana  
Richard Grant  
Tom Leonard  
Connie Pletl

Nancy Avery  
Interim Town Clerk

Board of Aldermen Regular Meeting  
Wednesday, July 5, 2023  
MINUTES

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

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

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

Call to order

Mayor McDermon called the meeting to order at 11:02 am. Alderman Grant gave the invocation and led in the Pledge of Allegiance.

Approval of Agenda

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

Manager's report

**Beach Projects and Operations:**

**Sea Oats:**

Coastal Transplants is currently working to complete Sea Oats plantings where they were asked to follow up from last season; 205-207 Goldsboro Lane; 3622 Island Drive and to assess St. Regis for follow-up as well.

**Beach Patrol:**

We have had two beach ambassadors who have been on-board since the season started and will continue to monitor hot spots throughout the summer. Their purpose is to monitor and educate.

Our part-time temporary individual for personal property removal from the beach in evenings was trained and started in June. This person will stay on board until the end of the season.

We received our new Mahindra Roxor for the season that has been on the beach and has recently assisted with locating a missing child on the beach. It is four-wheel drive capable,

weather resistant, and constructed with a fully boxed, truck-like, steel frame. Previous ATV type beach patrol vehicles have been proven to have a short life span due to corrosion of frame components. It also has a roof and windshield. I have a grant pending for us to obtain a second one. These will replace the two previous ATV's that are no longer in use.

**Budget:**

The FY 2023/2024 budget was adopted at the Board's special meeting on June 14th. The adopted budget and fee schedule has been posted to our website.

**Hurricane Season Preparation:**

We held a hurricane community forum on June 26th. Stacie Miles, Onslow County Deputy Director of Emergency Services, along with a representative from the National Weather was on-hand to present and answer questions. I also invited representatives from the utility companies who also spoke and were available to answer questions.

I encourage all residents who have not already obtained their re-entry pass to get one now. Visit the Town's website or stop by Town Hall. Also, please register for Code Red through our website. Signing up for Code Red notifications will ensure you receive timely communications from the Town in the event of any emergency, whether storm related or any type of emergency that the Town is under.

**Recycling Project:**

I have been in communication with a company called MyMatR to do a pilot recycling project at Richard Peters Park. This is a unit that holds 2 twenty-three-gallon containers that uses AI to sort what goes into it by determining what is trash and what is recycling. The pilot project is free to test. If the Town decides to purchase these units in the future, we will receive a discount by being part of a pilot project. I expect the project to roll out in August. The units can determine and notify us when containers are full, provide monthly data and sustainability reports. Some communities are testing these indoors, but a long-term vision would be to have these at beach access points as they continue to develop this product, which is why I want it tested outdoors. This unit in particular is \$4,000; however, I envision if this product is a viable solution for trash and recycling then it would be a prime opportunity for grants or even having them "wrapped" with sponsor logos. I do not intend on recommending the Town purchase if we do not obtain grants or engage sponsors. They are currently working on larger prototypes as well and I have asked about incorporating solar.

**Ocean City Jazz Festival:**

The Ocean City Jazz Festival was held this past weekend to include dedication of the community signs. The community signs and landscaping project were completed in the last week of June and accomplished through grant funding. At Friday's sign dedication and kick-off party, the Town was presented with an award for our contributions to the festival. Thank you to all staff and the Ocean City Community for the wonderful event.

**Announcements:**

Turtle Talks continue throughout the summer to be held every Tuesday at Town Hall from 9am to 10am here in the board room. This is a weekly educational session with members of the Karen Beasley Turtle Hospital and is free to attend. The sea turtle release was held as scheduled on June 21st at Jeffries Beach access and we had a huge turnout for that event.

If you have not seen it yet, we had a full-page ad in the Topsail Times Newspaper's July edition. We highlighted what NTB has to offer, basic information, current events, promote the Beach Clean initiative and beach and water safety measures. My intention is to continue with this initiative to highlight season specific information and pertinent town communications.

Open Forum

1. Hanna McCloud, chairperson of the Planning Board and Board of Adjustment, said she wants the Town to know they would need and appreciate volunteers.
2. Deborah Mitchell, 201 Shell Street, Rogers Bay Campground, asked the Board to consider making the existing crossover near her location ADA compatible for her disabled husband who loves going to the beach. She said it is very difficult for them to use the existing crossover.

Public presentations and hearings

Danny Ferucci, Executive Director of Onslow United Transit System (OUTS) informed the Board about the services offered. He said the nonprofit organization's mission is to provide safe, reliable and efficient transportation for the citizens of Onslow County. OUTS operates general public transportation and ADA Complementary Paratransit Service for medical appointments, work, daycare, shopping, social and recreational activities. The agency provides non-emergency transportation only. In the event of a hurricane, OUTS would provide transportation to shelters 2-3 days prior. They will not operate when there are sustained winds of 40 miles per hour. They have two clients in North Topsail Beach and 191 in the surrounding area.

Consent Agenda

- Minutes from regular meeting May 3<sup>rd</sup>, Budget Workshop May 10<sup>th</sup> and Special Meeting June 14<sup>th</sup>

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

Continuing Business

- A. BISAC update - Chair Strother gave his report from the June Beach, Inlet, Sound Advisory Committee meeting stating they continued the discussion of the five-year action plan and thirty-year beach plan; received a status report from the manager; discussed future agenda items and received one public comment about whether a jetty was approved or not. Mr. Strother stated that no jetty has been approved.

## B. NCDOT Memorandum of Understanding (MOU)

Manager Derian stated she added this item as a place holder in the event she received an update from the Department of Transportation (DOT). She has not received an updated MOU yet. She did ask DOT to add tentative payment dates and deliverable dates to the Memo of Understanding (MOU). She hopes to have something from them for the August meeting

New Business

## A. Streaming Meetings

Alderman Grant stated he wants to discuss something that probably will not be resolved today. At the county meetings he attends, there is a lot of talk about transparency. He said the main issue is transparency and whether we should be live streaming all of the meetings we have. We are going to have issues about fines, etc. and there may be a need for more transparency. From an accountability standpoint, he thinks there needs to be a discussion about how this should play out. He has not researched what other towns are doing. He said our (Board of Aldermen) meetings are live. He understands that everything is recorded so the question is whether it should be live. Minutes are always available but he would rather have what he said streamed rather than summarized in minutes if he was on the Planning Board.

## Discussion summary:

*Mayor McDermott*

All of the Town's meetings should be recorded or streamed for everyone to be able to see as it is public information and might help with getting more volunteers for the Planning Board and Board of Adjustment (BOA). It would help potential volunteers see and understand topics discussed. It is also public information and people should be able to see it. At the very minimum BOA and Planning Board should be posted. There are those that are not full-time residents who cannot attend.

*Alderman Pleil*

Her first inclination is she agrees that they should be posted but asked if there are any cons to it. She said she thinks it needs more looking into.

*Alderman Leonard*

He would like to hear from the attorney and the manager. The meetings are public and open. For the Planning Board and BOA to wrestle an issue when they need to is important. He thinks for now we ought to leave it the way it is.

*Alderman Fontana*

He would like specifics. Will this apply to the Beach, Inlet, Sound Advisory Committee (BISAC)? He knows BOA meetings are more legal and should be recorded. He suggests advisory board meetings continue to be recorded and Board of Aldermen and BOA meetings be streamed and everything else be recorded.

*Mayor Pro Tem Benson*

We are doing this on the fly. We should table this until we can get an opinion from the lawyer and the manager.

Manager Derian said all meetings are recorded Board of Adjustment and Planning Board meeting videos are not posted. Legally, recordings can be disposed of after the minutes are completed. She received a request for the videos after the last Planning Board and Board of Adjustment meetings and those have been released. There is no more burden on the staff either way. She recommends streaming all meetings for recognized committees which are Board of Aldermen, Planning Board, BOA, BISAC and Parks and Recreation (P&R) once meetings are held again. Posting and streaming are the same thing.

Attorney Edes said by statute you do not have to have a recording. If you do and someone asks for it, you have to provide it per the Public Records Act, if it is still in your possession. He recommended the Town have a policy on how long they keep the recordings. All of your meetings are open to the public and duly advertised. BOA recordings are legally more significant as decisions are appealed to Superior Court whereas Planning Board is advisory only.

Aldermen Leonard and Grant asked Hanna McCloud, Planning Board and BOA chairman, for her opinion.

Ms. McCloud stated we hash things out to determine pros and cons. There are professional people serving as volunteers on these boards. In her fifteen years of service she can count on one hand the number of people that attend the meetings. She would like to know how many requests have been received for the videos. People can take one sentence and blow it out of proportion. Doing this may make it harder to get volunteers. Sometimes meetings are just training sessions. It seems a minority is running the place with their criticism, but they do not volunteer to do anything. Her biggest concern is board members may feel stifled to ask questions. Knowing it is videoed may make them hold back. Planning Board meetings are being recorded now and she is comfortable with that.

Manager Derian suggested the Board ask Larry Strother, Chairman of BISAC, for his opinion as he is in attendance.

Mr. Strother said he thinks nonresident owners are not interested in these board meetings unless they are directly impacted. BISAC meetings impact everyone on the island. He has no heartburn with the meetings being streamed, although he thinks live streaming will not have many viewers. It may impact members' freedom to speak and bring more negativity.

Alderman Leonard said he agrees that a board member should not have to worry about being recorded when trying to decide.

**Motion** - Alderman Fontana motioned to stream Board of Aldermen and Board of Adjustment meetings and retain recordings for six months; seconded by Alderman Grant.

Alderman Grant stated he wanted to amend Alderman Fontana's motion to add 'post BISAC meeting recordings', stream Board of Aldermen and Board of Adjustment meetings and keep recordings for six months.

Attorney Edes stated only the maker of a motion may amend it.

Alderman Fontana withdrew his motion.

**Motion** - Alderman Grant motioned to record various meetings, to stream Board of Aldermen and Board of Adjustment meetings live, to retain recordings for either six months or until minutes are approved, and to post a link to the recording of the Beach, Inlet, Sound Advisory Committee on the website in perpetuity; seconded by Alderman Fontana; unanimously approved.

#### B. Golf Carts

Chief Younginer requested the Board repeal the current ordinance regulating golf carts and allow the police and parking vendor to use state law when issuing citations. State law requires golf carts to have tags, be registered, and be used only on roads with a posted speed of 35 miles per hour or less. Many towns are doing away with local laws to use state law. Citations will be issued by tag. If the owner is a rental company, they will settle it with the renter.

Discussion:

*Mayor McDermion*

Does state law allow kids to drive golf carts? Is it correct that if there is no tag, the police will issue the citation; but if the cart is parked, then the parking vendor will issue it.

*Alderman Leonard*

Is it correct that state law requires inspection and tags? How will golf carts with South Carolina tags be handled and will there be a grace period if we do this? There should be a timeframe on warnings.

*Alderman Fontana*

To clarify, if a golf cart is parked in an area where the speed limit is 45 miles per hour, would you issue a ticket?

*Mayor Pro Tem Benson*

If we pass this ordinance now, there has to be a grace period.

*Alderman Pletl*

What about carts that are registered with us now that expire in June?

Chief Younginer replied that the state requires drivers to have a license. Some rental companies have carts with South Carolina tags and we will address that. The renewal period on carts we have registered is up and we will not renew. There will be discretion on the officers' part with warnings. It is correct that if there is no tag, the police will issue a citation and if the cart is parked, the parking vendor will handle the citation. We would have to visually see a golf cart driving on a street with 45 mile per hour speed limit before we could give a citation.

**Motion** - Alderman Pletl motioned to approve Ordinance 2023-02 repealing Article XI of the Code as presented; seconded by Alderman Leonard; unanimously approved.

C. Discussion on possible action regarding Project Facilitator/ Code Enforcement Officer position and associated budget amendment

Manager Derian stated as she talked about in budget meetings, she wants to ensure we are active instead of reactive with staffing. Feedback she has received from residents is they would like enforcement on items such as garbage carts being left out. This position is a step in the right direction to be proactive.

Discussion

Aldermen Grant, Pletl, Fontana and Leonard along with Mayor McDermon indicated this was a great idea and agree with the need for this position.

**Motion** - Alderman Grant motioned to approve the Project Facilitator/Code Enforcement Officer position and associated Budget Amendment FY23-24.1 as presented; seconded by Mayor Pro Tem Benson; unanimously approved.

D. Proposal to hire four seasonal, temporary, part-time firefighters in the Fire Department and associated Budget Amendment FY23-24.2

Chief Soward stated he has one staff member out on medical and another going out on medical soon. We do not have enough volunteers to cover this. Hiring four seasonal, temporary, part-time firefighters will help to keep staffing adequate and relieve current staffing.

Discussion

*Alderman Fontana*

Where will you find people to fill positions and can you get them trained and up and running?

Chief Soward said he gets calls from those in surrounding departments interested in part-time work, so they will come trained.

**Motion** - Mayor Pro Tem Benson motioned to approve hiring four seasonal, temporary, part-time firefighters in the Fire Department and associated Budget Amendment FY23-24.2 as presented; seconded by Alderman Leonard; unanimously approved.

Open Forum

None

Attorney report

None

Mayor report

Mayor McDermon thanked staff for assistance with the Jazz Festival. Ocean City also recognized and thanked our staff for their contribution. She thanked Onslow County Water Authority and Sewer Authority (ONWASA) for their help with the water problems this weekend.

Aldermen report

Alderman Pletl thanked those attending and viewing the streamed meetings. We have sixty turtle nests on the island with half of them in North Topsail.

Alderman Leonard thanked everyone for coming. He thanked staff and the manager for handling all issues this weekend. ONWASA has to come up with a better plan other than emergency situations. They need to come to our meeting and brief us on a long-range plan. He met Congressman Murphy at a social event in Jacksonville. The congressman took the time to explain where we are with the Coastal Barriers Resources Act (CBRA) legislation. His staff met with the Departments of Wildlife and Fisheries and Natural Resources, so they are actively working on the bill. He said it may be wrapped up into another bill. If so, we may have to send someone to Washington, DC to present and justify to the subcommittee.

Mayor Pro Tem Benson stated that the census lists 30,000 weekly summer visitors to North Topsail Beach and 80,000 to the island. We had a fairly safe Fourth of July and he thanked Fire, Police, and Public Works for their efforts.

Alderman Fontana said he echoes the statements about Fourth of July and thinks it went well. He gave a shout out to the turtle volunteers, particularly the coordinators Connie, Marie, and Pam. There are 300 volunteers on the island.

Alderman Grant said he thought July 4th was excellent. He had a sidebar discussion with the county people about issues with ONWASA. This and other utility issues are island wide. Big units are being built, not single-family homes and it is not going to get better. He has concerns about fire safety with buildings being constructed so close together.

Closed session

**Motion** - Alderman Leonard motioned to go into closed session at 12:44 am as per NCGS 143-318.11(3) consultation with the attorney; seconded by Alderman Fontana; unanimously approved.

Return to open session and adjournment

Motion – Alderman Grant motioned to return to open session at 1:59 pm; seconded by Alderman Fontana; unanimously approved.

Mayor McDermon stated no action was taken in Closed Session

**Motion** – Alderman Leonard motioned to adjourn at 1:59 pm; seconded by Alderman Fontana; unanimously approved.

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

ATTEST: \_\_\_\_\_  
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: July 21, 2023

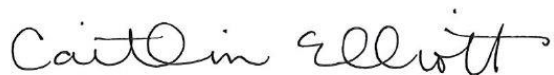
The following events occurred during July 2023 in the Finance Department:

- Finance is continuing with closing out last fiscal year and preparing for our auditors who are currently scheduled to come in the beginning of September.
- The Town has been approved \$150,000 for the Onslow County Tourism Grant. This amount will go towards the Town's annual payment of the USDA Special Obligation Bond later this year. A budget amendment for this amount is in this month's packet.
- The Town collected \$81,061.32 in interest within the North Carolina Capital Management Trust account in June.
- The third payment of \$2,625,000 was received for the \$10,500,000 North Carolina Department of Environmental Quality (NCDEQ) grant. These monies are being used for a continuation of our beach renourishment project that will allow the Town to proceed into Phase Four.
- 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 \$113,665.50 in paid parking revenues for the month of June. The majority of revenues were made up of daily passes this month, followed by 2- and 3-Hour passes. For comparison, June of 2022 we collected \$98,501.
- For property taxes this month, we have received \$6,433 from Onslow County. The 2023 tax bills should be going out in the next few weeks and then we will see an increase of collections. June's Motor Vehicle taxes are pending deposit for \$9,520.74.
- To date, we have processed approximately \$632,602 in accounts payable this month. The check register is enclosed for review.
- We have collected \$403,412 for Occupancy Taxes to date during July from short-term rentals during the month of June. A detailed report is attached. For revenue comparison, last year during the same period we collected \$397,368.77.
- Lastly, we received \$272,716.76 for Sales and Use Tax, for collections during May. Last year, for revenue comparison, we collected \$257,375.80 for the same period.

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

Respectfully submitted,



Caitlin Elliott  
Finance Officer

## Budget vs Actual

NORTH TOPSAIL BEACH  
7/21/2023 11:59:43 AM

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	0.00	(3,982,875.00)		
10-301-01 AD VALOREM TAX - Prior Years	50,000	0.00	0.00	0.00	(50,000.00)		
10-301-02 AD VALOREM TAX - MOTV	70,000	0.00	0.00	0.00	(70,000.00)		
10-317-00 AD VALOREM TAX Penalties	3,000	0.00	0.00	0.00	(3,000.00)		
10-329-00 INTEREST	100,000	0.00	0.00	0.00	(100,000.00)		
10-335-00 MISCELLANEOUS	5,000	0.00	0.00	1,100.00	(3,900.00)	22%	
10-336-07 SALE OF TOWN MERCHANDISE	5,000	0.00	0.00	58.50	(4,941.50)	1%	
10-337-00 UTILITIES FRANCHISE TAX	330,000	0.00	0.00	0.00	(330,000.00)		
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	0.00	(30,000.00)		
10-345-00 LOCAL OPTION SALES TAX	1,957,725	0.00	0.00	203,173.99	(1,754,551.01)	10%	
10-347-02 SOLID WASTE DISP TAX	750	0.00	0.00	0.00	(750.00)		
10-350-00 RECREATION -RENTAL FEES	2,000	0.00	0.00	756.00	(1,244.00)	38%	
10-350-01 PAID PARKING REVENUE	112,125	0.00	0.00	28,416.37	(83,708.63)	25%	
10-351-01 OFFICER CITATIONS & COURT	2,500	0.00	0.00	313.50	(2,186.50)	13%	
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	300.00	(1,700.00)	15%	
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	1,618.25	(83,381.75)	2%	
10-355-01 MECHANICAL PERMITS	15,000	0.00	0.00	560.00	(14,440.00)	4%	
10-355-02 ELECTRICAL PERMITS	18,000	0.00	0.00	560.00	(17,440.00)	3%	
10-355-03 PLUMBING PERMITS	2,500	0.00	0.00	140.00	(2,360.00)	6%	
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	(116.00)	(416.00)	-39%	
10-355-06 TECHNOLOGY FEE	7,500	0.00	0.00	173.91	(7,326.09)	2%	
10-355-07 REINSPECTION FEE/FINES	3,000	0.00	0.00	600.00	(2,400.00)	20%	
10-355-09 CCR FEES	0	0.00	0.00	50.00	50.00		

## Budget vs Actual

NORTH TOPSAIL BEACH  
7/21/2023 11:59:43 AM

Period Ending 6/30/2024

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-357-08 ZONING PERMITS	20,000	0.00	0.00	10,875.00	(9,125.00)	54%	
10-359-00 REFUSE COLLECTION FEES	514,524	0.00	0.00	0.00	(514,524.36)		
10-359-50 VACANT LOT SWF	10,000	0.00	0.00	325.00	(9,675.00)	3%	
10-359-51 LOST CART REPLACEMENT	2,000	0.00	0.00	0.00	(2,000.00)		
10-359-52 ADD'L CART RECYCLING	2,500	0.00	0.00	0.00	(2,500.00)		
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)		
10-383-00 SALE OF FIXED ASSETS	20,000	0.00	0.00	0.00	(20,000.00)		
10-399-02 T/I OTHER FUNDS	200,383	0.00	0.00	0.00	(200,383.42)		
<b>Revenues Totals:</b>	<b>7,591,076</b>	<b>0.00</b>	<b>0.00</b>	<b>248,904.52</b>	<b>(7,342,171.26)</b>	<b>3%</b>	
<b>Expenses</b>							
10-410-02 SALARIES	36,000	0.00	0.00	3,000.00	33,000.00	8%	
10-410-05 FICA (7.65%)	2,754	0.00	0.00	229.50	2,524.50	8%	
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		
10-410-43 AUDITOR FEES	15,500	0.00	0.00	0.00	15,500.00		
10-410-45 TAX COLLECTION FEES	68,000	0.00	0.00	0.00	68,000.00		
10-410-47 PROFESSIONAL SERVICES	125,000	0.00	0.00	2,047.16	122,952.84	2%	
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	153.00	2,597.00	6%	
10-410-57 MISCELLANEOUS	500	0.00	0.00	0.00	500.00		
10-410-58 TAX REFUNDS	2,000	0.00	0.00	0.00	2,000.00		
10-410-95 BOARD STIPEND	3,600	0.00	0.00	900.00	2,700.00	25%	
<b>GOVERNING BODY Totals:</b>	<b>265,604</b>	<b>0.00</b>	<b>0.00</b>	<b>6,329.66</b>	<b>259,274.34</b>	<b>2%</b>	
10-420-02 SALARIES	508,586	0.00	0.00	22,998.96	485,587.50	5%	
10-420-05 FICA (7.65%)	37,095	0.00	0.00	1,753.37	35,341.48	5%	
10-420-06 GROUP INSURANCE	60,859	0.00	0.00	47.25	60,811.75	0%	
10-420-07 ORBIT RETIREMENT (12.23%)	62,843	0.00	0.00	2,980.67	59,862.37	5%	
10-420-08 401K (3%)	14,547	0.00	0.00	615.64	13,931.36	4%	

## 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	
10-420-09 TOWN INSURANCE HRA	46,500	0.00	0.00	4,340.19	42,159.81	9%	
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	0.00	2,500.00		
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	0.00	1,500.00		
10-420-18 CONSUMABLES	5,000	0.00	0.00	0.00	5,000.00		
10-420-26 ADVERTISING	1,500	0.00	0.00	0.00	1,500.00		
10-420-31 GAS, OIL & TIRES	2,200	0.00	0.00	0.00	2,200.00		
10-420-33 DEPARTMENT SUPPLIES	6,000	0.00	0.00	0.00	6,000.00		
10-420-34 TOWN APPAREL & MERCH EXPENSE	3,000	0.00	0.00	0.00	3,000.00		
10-420-45 CONTRACTED SERVICES	54,000	0.00	0.00	0.00	54,000.00		
10-420-53 DUES & SUBSCRIPTIONS	9,600	0.00	0.00	2,866.00	6,734.00	30%	
10-420-57 MISCELLANEOUS	500	0.00	0.00	0.00	500.00		
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	0.00	12,000.00		
ADMINISTRATION Totals:	862,730	0.00	0.00	36,030.06	826,700.29	4%	
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	2,895.98	73,104.02	4%	
10-480-05 FICA (7.65%)	5,814	0.00	0.00	220.89	5,593.11	4%	
10-480-06 GROUP INSURANCE	9,000	0.00	0.00	0.00	9,000.00		
10-480-07 ORBIT RETIREMENT (12.96%)	9,850	0.00	0.00	375.32	9,474.28	4%	
10-480-08 401K (3%)	2,280	0.00	0.00	86.88	2,193.12	4%	
10-480-10 EMPLOYEE TRAINING	2,500	0.00	0.00	0.00	2,500.00		

## 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	
10-480-16 M & R EQUIPMENT	6,000	0.00	0.00	0.00	6,000.00		
10-480-33 DEPARTMENT SUPPLIES	1,000	0.00	0.00	0.00	1,000.00		
10-480-53 DUES & SUBSCRIPTIONS	44,165	4,811.08	0.00	6,720.00	32,634.32	26%	
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	4,811.08	0.00	10,299.07	158,998.85	9%	
10-490-02 SALARIES	161,000	0.00	0.00	7,221.31	153,778.69	4%	
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	589.84	11,726.66	5%	
10-490-06 GROUP INSURANCE	18,000	0.00	0.00	9.45	17,990.55	0%	
10-490-07 ORBIT RETIREMENT (12.23%)	23,717	0.00	0.00	935.89	22,780.91	4%	
10-490-08 401K (3%)	5,490	0.00	0.00	216.64	5,273.36	4%	
10-490-10 EMPLOYEE TRAINING	3,000	0.00	0.00	0.00	3,000.00		
10-490-16 M & R EQUIPMENT	500	0.00	0.00	0.00	500.00		
10-490-17 M & R VEHICLES	1,000	0.00	0.00	0.00	1,000.00		
10-490-31 GAS, OIL, & TIRES	2,200	0.00	0.00	0.00	2,200.00		
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	0.00	1,650.00		
10-490-57 MISCELLANEOUS	250	0.00	0.00	0.00	250.00		
10-490-58 CRS FLOOD ACTIVITY	1,400	0.00	0.00	0.00	1,400.00		
PLANNING/ZONING/CAMA Totals:	236,523	0.00	0.00	15,462.13	221,061.17	7%	
10-491-02 SALARIES	143,000	0.00	0.00	10,784.63	132,215.37	8%	
10-491-05 FICA (7.65%)	10,940	0.00	0.00	828.41	10,111.09	8%	
10-491-06 GROUP INSURANCE	18,000	0.00	0.00	18.90	17,981.10	0%	
10-491-07 ORBIT RETIREMENT (12.23%)	18,533	0.00	0.00	1,423.61	17,109.19	8%	
10-491-08 401K (3%)	4,290	0.00	0.00	329.54	3,960.46	8%	
10-491-10 EMPLOYEE TRAINING	4,500	0.00	0.00	0.00	4,500.00		
10-491-17 M & R VEHICLES	1,200	0.00	0.00	0.00	1,200.00		

## 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	
10-491-31 GAS, OIL & TIRES	3,300	0.00	0.00	0.00	3,300.00		
10-491-45 CONTRACTED SERVICES	10,000	0.00	0.00	6,000.00	4,000.00	60%	
10-491-53 DUES & SUBSCRIPTIONS	1,555	0.00	0.00	95.00	1,460.00	6%	
10-491-54 DEMOLITION	30,000	0.00	0.00	0.00	30,000.00		
10-491-57 MISCELLANEOUS	500	0.00	0.00	0.00	500.00		
INSPECTIONS Totals:	245,817	0.00	0.00	19,480.09	226,337.21	8%	
10-500-11 PHONES	30,000	0.00	0.00	0.00	30,000.00		
10-500-13 UTILITIES	65,300	0.00	0.00	0.00	65,300.00		
10-500-15 M & R BUILDINGS/GROUNDS	65,000	0.00	0.00	2,100.00	62,900.00	3%	
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	0.00	6,500.00		
10-500-35 FURNITURE	15,000	0.00	0.00	0.00	15,000.00		
10-500-43 CLEANING SERVICES	15,000	0.00	0.00	750.00	14,250.00	5%	
10-500-45 PEST CONTROL	2,000	0.00	0.00	0.00	2,000.00		
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	150,000	0.00	0.00	0.00	150,000.00		
10-500-76 LEASE PAYMENTS	24,000	0.00	0.00	12,000.00	12,000.00	50%	
PUBLIC BLDGS Totals:	388,800	0.00	0.00	14,850.00	373,950.00	4%	
10-501-09 WORKER'S COMPENSATION	57,750	0.00	0.00	42,266.40	15,483.60	73%	
10-501-13 PROPERTY LIABILITY & BONDS	135,450	0.00	0.00	70,462.00	64,988.00	52%	
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	0.00	45,000.00		
INSURANCE Totals:	276,825	0.00	0.00	148,808.17	128,016.83	54%	
10-509-02 PSA SALARY	15,905	0.00	0.00	1,223.34	14,681.66	8%	
10-509-05 FICA (7.65%)	1,220	0.00	0.00	93.58	1,126.42	8%	
PSA - RETIRED POLICE OFFICERS Totals:	17,125	0.00	0.00	1,316.92	15,808.08	8%	

## Budget vs Actual

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-510-02 SALARIES	776,000	0.00	0.00	59,626.91	716,373.09	8%	
10-510-03 PART-TIME SALARIES	6,900	0.00	0.00	1,368.00	5,532.00	20%	
10-510-04 OVERTIME	35,000	0.00	0.00	5,791.08	29,208.92	17%	
10-510-05 FICA (7.65%)	62,569	0.00	0.00	5,151.98	57,417.37	8%	
10-510-06 GROUP INSURANCE	117,000	0.00	0.00	138.45	116,861.55	0%	
10-510-07 ORBIT RETIREMENT (13.04%)	108,600	0.00	0.00	9,139.48	99,460.52	8%	
10-510-08 401K (5%)	38,000	0.00	0.00	3,115.18	34,884.82	8%	
10-510-09 BEACH PATROL EXPENSE	15,000	0.00	0.00	1,477.50	13,522.50	10%	
10-510-10 EMPLOYEE TRAINING	10,000	0.00	0.00	162.00	9,838.00	2%	
10-510-16 M & R EQUIPMENT	3,500	0.00	0.00	0.00	3,500.00		
10-510-17 M & R VEHICLES	10,000	0.00	0.00	0.00	10,000.00		
10-510-31 GAS,OIL & TIRES	60,500	0.00	0.00	0.00	60,500.00		
10-510-32 OFFICE SUPPLIES	1,000	0.00	0.00	0.00	1,000.00		
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	0.00	12,000.00		
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	0.00	4,160.00		
10-510-53 DUES & SUBSCRIPTIONS	23,421	0.00	0.00	0.00	23,421.00		
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	0.00	0.00	0.00	29,500.00		
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	0.00	4,000.00		
POLICE Totals:	1,388,870	0.00	0.00	147,149.65	1,241,720.70	11%	
10-545-02 SALARIES	227,500	0.00	0.00	16,611.84	210,888.16	7%	
10-545-04 OVERTIME	6,000	0.00	0.00	864.60	5,135.40	14%	
10-545-05 FICA (7.65%)	17,863	0.00	0.00	1,335.93	16,526.82	7%	
10-545-06 GROUP INSURANCE	44,500	0.00	0.00	47.25	44,452.75	0%	
10-545-07 ORBIT RETIREMENT (12.23%)	30,262	0.00	0.00	2,264.94	27,996.66	7%	



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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-545-08 401K (3%)	7,005	0.00	0.00	524.28	6,480.72	7%	
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	(276.18)	10,276.18	-3%	
10-545-17 M & R VEHICLES	15,000	0.00	0.00	0.00	15,000.00		
10-545-31 GAS, OIL & TIRES	22,000	0.00	0.00	0.00	22,000.00		
10-545-32 OFFICE SUPPLIES	500	0.00	0.00	0.00	500.00		
10-545-33 DEPARTMENTAL SUPPLIES & EQUIP	5,000	0.00	0.00	0.00	5,000.00		
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	0.00	1,500.00		
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	21,372.66	559,686.69	4%	
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	0.00	20,000.00		
10-560-73 STREET PAVING & REPAIR	40,000	0.00	0.00	0.00	40,000.00		
STREETS Totals:	129,000	0.00	0.00	0.00	129,000.00		
10-580-45 SANITATION CONTRACTS	413,969	0.00	0.00	0.00	413,969.36		
10-580-46 TIPPING FEES	70,555	0.00	0.00	0.00	70,555.00		
10-580-47 RECYCLING	30,000	0.00	0.00	0.00	30,000.00		
SANITATION Totals:	514,524	0.00	0.00	0.00	514,524.36		
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		

## Budget vs Actual

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Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
<b>10 GENERAL FUND</b>						
10-620-15 PARK MAINTENANCE	20,000	0.00	0.00	0.00	20,000.00	
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	10,000	0.00	0.00	0.00	10,000.00	
10-620-33 PARK SUPPLIES	7,200	0.00	0.00	0.00	7,200.00	
RECREATION Totals:	157,200	0.00	0.00	0.00	157,200.00	
10-690-02 SALARIES	896,500	0.00	0.00	68,734.57	827,765.43	8%
10-690-03 PART-TIME SALARIES	88,192	0.00	0.00	0.00	88,192.00	
10-690-04 OVERTIME	40,000	0.00	0.00	5,268.54	34,731.46	13%
10-690-05 FICA (7.65%)	78,392	0.00	0.00	5,599.89	72,791.61	7%
10-690-06 GROUP INSURANCE	151,000	0.00	0.00	132.30	150,867.70	0%
10-690-07 ORBIT RETIREMENT (12.23%)	121,694	0.00	0.00	9,590.81	112,103.59	8%
10-690-08 401K (3%)	28,170	0.00	0.00	2,192.61	25,977.39	8%
10-690-10 EMPLOYEE TRAINING	5,500	0.00	0.00	0.00	5,500.00	
10-690-16 M & R EQUIPMENT	22,000	0.00	0.00	0.00	22,000.00	
10-690-17 M & R VEHICLES	19,000	0.00	0.00	0.00	19,000.00	
10-690-31 GAS, OIL & TIRES	22,000	0.00	0.00	0.00	22,000.00	
10-690-32 OFFICE SUPPLIES	2,000	0.00	0.00	0.00	2,000.00	
10-690-33 DEPARTMENTAL SUPPLIES	46,000	0.00	0.00	0.00	46,000.00	
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	0.00	8,500.00	
10-690-47 PROFESSIONAL SERVICES	4,000	0.00	0.00	0.00	4,000.00	
10-690-53 DUES & SUBSCRIPTIONS	8,500	0.00	0.00	0.00	8,500.00	
10-690-57 MISCELLANEOUS	300	0.00	0.00	0.00	300.00	
10-690-73 COMUNICATIONS EQUIP	6,000	0.00	0.00	0.00	6,000.00	
10-690-74 CAPITAL OUTLAY	55,000	0.00	0.00	0.00	55,000.00	
10-690-76 TAXES & TITLES	4,000	0.00	0.00	0.00	4,000.00	
FIRE DEPARTMENT Totals:	1,612,748	0.00	0.00	91,518.72	1,521,229.18	6%

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-695-91 PLANNING BOARD EXPENSE	1,000	0.00	0.00	0.00	1,000.00		
10-695-92 BOARD OF ADJUSTMENT EXPENSE	1,000	0.00	0.00	0.00	1,000.00		
COMMITTEES Totals:	2,000	0.00	0.00	0.00	2,000.00		
10-998-04 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	532,756	0.00	0.00	0.00	532,756.45		
CONTINGENCY Totals:	532,756	0.00	0.00	0.00	532,756.45		
Expenses Totals:	7,591,076	4,811.08	0.00	512,617.13	7,073,647.57	7%	
10 GENERAL FUND Revenues Over/(Under) Expenses:			0.00	(263,712.61)			

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12 CAPITAL IMPROVEMENT FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
<b>Revenues</b>							
12-301-00 AD VALOREM TAX (.07)	1,072,313	0.00	0.00	0.00	(1,072,312.50)		
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>	1,743,696	0.00	0.00	0.00	(1,743,695.92)		
<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>	1,743,696	0.00	0.00	0.00	1,743,695.92		
<b>Expenses Totals:</b>	1,743,696	0.00	0.00	0.00	1,743,695.92		
12 CAPITAL IMPROVEMENT FUND	Revenues Over/(Under) Expenses:		0.00	0.00			

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### 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	403,412.25	(1,246,587.75)	24%
30-301-05 AD VALOREM TAX - Beach	1,531,875	0.00	0.00	0.00	(1,531,875.00)	
30-329-00 INTEREST INCOME	25,000	0.00	0.00	0.00	(25,000.00)	
30-336-00 SEA OATS PROGRAM	25,000	0.00	0.00	0.00	(25,000.00)	
30-345-00 LOCAL OPTION SALES TAX	686,567	0.00	0.00	69,542.77	(617,023.88)	10%
30-350-01 PAID PARKING REVENUE	336,375	0.00	0.00	85,249.13	(251,125.87)	25%
<b>Revenues Totals:</b>	<b>4,254,817</b>	<b>0.00</b>	<b>0.00</b>	<b>558,204.15</b>	<b>(3,696,612.50)</b>	<b>13%</b>
<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	5,209.58	54,790.42	9%
30-710-12 BEACH/ACCESS MAINTENANCE	50,000	0.00	0.00	3,884.04	46,115.96	8%
30-710-14 BEACH MEETINGS / CONFERENCES	20,000	0.00	0.00	1,100.00	18,900.00	6%
30-710-15 M & R DUNE/CROSSWALK	8,000	0.00	0.00	0.00	8,000.00	
30-710-45 CONTRACTED SERVICES	10,000	0.00	0.00	0.00	10,000.00	
30-710-59 SEA OATS PROGRAM	50,000	0.00	0.00	0.00	50,000.00	
<b>Totals:</b>	<b>246,000</b>	<b>0.00</b>	<b>0.00</b>	<b>10,193.62</b>	<b>235,806.38</b>	<b>4%</b>
30-720-07 NEW RIVER EIS PROJECT	280,000	0.00	0.00	0.00	280,000.00	
30-720-08 CONTRACTS, PLANS, SPECS	200,000	0.00	0.00	45,055.00	154,945.00	23%
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)	
30-720-60 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	1,076,613	0.00	0.00	0.00	1,076,612.65	
<b>BEACH REN. / DUNE STAB. Totals:</b>	<b>4,008,817</b>	<b>0.00</b>	<b>0.00</b>	<b>134,049.89</b>	<b>3,874,766.76</b>	<b>3%</b>
<b>Expenses Totals:</b>	<b>4,254,817</b>	<b>0.00</b>	<b>0.00</b>	<b>144,243.51</b>	<b>4,110,573.14</b>	<b>3%</b>

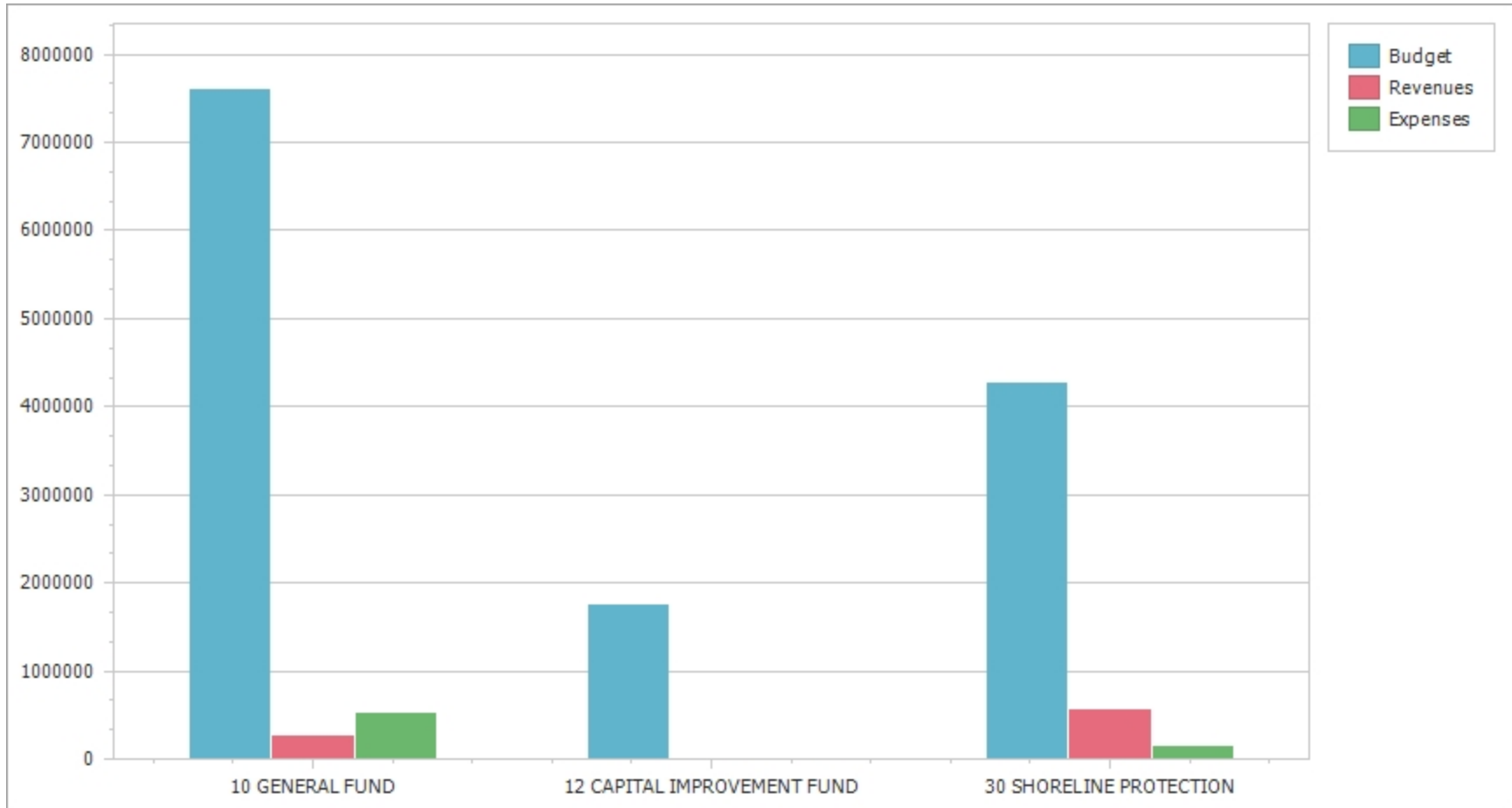
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30 SHORELINE PROTECTION	Revenues Over/(Under) Expenses:	0.00	413,960.64
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### 31 CAPITAL PROJECT BEACH MAINTENANCE

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
<b>Revenues</b>						
31-330-00 LOAN PROCEEDS	0	0.00	0.00	8,765,828.66	8,765,828.66	
31-348-08 FEMA REIMBURSEMENT	17,599,184	0.00	0.00	3,838,292.60	(13,760,891.40)	22%
31-368-00 NCDEQ GRANT FUNDS	10,500,000	0.00	0.00	7,875,000.00	(2,625,000.00)	75%
31-399-01 T/I FROM BEACH FUND	1,528,134	0.00	0.00	0.00	(1,528,133.90)	
<b>Revenues Totals:</b>	<b>29,627,318</b>	<b>0.00</b>	<b>0.00</b>	<b>20,479,121.26</b>	<b>(9,148,196.64)</b>	<b>69%</b>
<b>Expenses</b>						
31-450-01 ENGINEERING & CONSTRUCTION PHASE SUPPORT	9,000	0.00	0.00	3,996.00	5,004.00	44%
31-450-02 CONSTRUCTION MANAGEMENT & ADMINISTRATION	210,000	0.00	0.00	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	203,075.52	381,924.48	35%
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%
<b>Totals:</b>	<b>29,627,318</b>	<b>0.00</b>	<b>0.00</b>	<b>14,039,201.33</b>	<b>15,588,116.57</b>	<b>47%</b>
<b>Expenses Totals:</b>	<b>29,627,318</b>	<b>0.00</b>	<b>0.00</b>	<b>14,039,201.33</b>	<b>15,588,116.57</b>	<b>47%</b>
<b>31 CAPITAL PROJECT BEACH MAINTENANCE</b>	<b>Revenues Over/(Under) Expenses:</b>		<b>0.00</b>	<b>6,439,919.93</b>		



# GL Account History Summary

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

Date Range: 7/1/2023 - 7/21/2023

<b>GL Account - 30-301-00 ACCOMMODATION TAX</b>					
Date	Description	Source	Debits	Credits	Date
Fiscal Period - FY 23-24		Beg Balance	\$0.00	\$4,320,821.18	
07/03/2023	OCC TAX	GL GJ	\$0.00	\$104.10	07/07/2023
07/05/2023	OCC TAX	GL GJ	\$0.00	\$667.73	07/07/2023
07/06/2023	OCC TAX	GL GJ	\$0.00	\$130.14	07/07/2023
07/07/2023	OCC TAX	GL GJ	\$0.00	\$1,060.47	07/20/2023
07/07/2023	OCC TAX	GL GJ	\$0.00	\$407.25	07/07/2023
07/10/2023	OCC TAX	GL GJ	\$0.00	\$48,526.72	07/11/2023
07/10/2023	OCC TAX	GL GJ	\$0.00	\$986.40	07/20/2023
07/11/2023	OCC TAX	GL GJ	\$0.00	\$392.30	07/20/2023
07/12/2023	OCC TAX	GL GJ	\$0.00	\$340.72	07/20/2023
07/12/2023	OCC TAX	GL GJ	\$0.00	\$1,023.85	07/20/2023
07/14/2023	OCC TAX	GL GJ	\$0.00	\$886.75	07/20/2023
07/14/2023	OCC TAX	GL GJ	\$0.00	\$454.53	07/20/2023
07/14/2023	OCC TAX	GL GJ	\$0.00	\$28,469.87	07/14/2023
07/17/2023	OCC TAX	GL GJ	\$0.00	\$102,760.39	07/20/2023
07/18/2023	OCC TAX	GL GJ	\$0.00	\$1,094.36	07/20/2023
07/19/2023	OCC TAX	GL GJ	\$0.00	\$1,158.57	07/20/2023
07/19/2023	OCC TAX	GL GJ	\$0.00	\$206,745.09	07/20/2023
07/21/2023	OCC TAX	GL GJ	\$0.00	\$8,203.01	07/21/2023
Transaction Totals			\$0.00	\$403,412.25	
**	End Balance		\$0.00	\$403,412.25	**

## Check Listing

Date From: 7/1/2023 Date To: 7/21/2023

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

NORTH TOPSAIL BEACH  
07/21/2023 10:12 AM

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Check Number	Bank	Vendor	Date	Amount
47095	1	ATLANTIC DISCOUNT STORAGE	07/06/2023	<u>\$2,100.00</u>
47096	1	BIG APPLE FARM SUPPLY INC	07/06/2023	<u>\$19,688.00</u>
47097	1	CIVICPLUS LLC	07/06/2023	<u>\$3,900.00</u>
47098	1	CROSSLEY MCINTOSH COLLIER	07/06/2023	<u>\$2,047.16</u>
47099	1	METLIFE	07/06/2023	<u>\$769.38</u>
47100	1	NC INTERLOCAL RISK MGMT AGENCY	07/06/2023	<u>\$42,266.40</u>
47101	1	NC LICENSING BOARD - GEN. CONTR	07/06/2023	<u>\$126.00</u>
47102	1	NC PERMITTING PERSONNEL ASSOC	07/06/2023	<u>\$95.00</u>
47103	1	NCIUA	07/06/2023	<u>\$17,593.00</u>
47104	1	PERFORMANCE	07/06/2023	<u>\$42,779.07</u>
47105	1	SOUTHERN SOFTWARE INC.	07/06/2023	<u>\$2,500.00</u>
47106	1	TI COASTAL SERVICES, INC.	07/06/2023	<u>\$45,055.00</u>
47107	1	CALIBER COLLISION	07/06/2023	<u>\$8,892.66</u>
47108	1	CAPE FEAR FOAM	07/06/2023	<u>\$24,550.00</u>
47109	1	CHARTER COMMUNICATIONS	07/06/2023	<u>\$1,063.33</u>
47110	1	JONES ONSLOW ELECTRIC COMPANY	07/06/2023	<u>\$3,696.24</u>
47111	1	LOWE'S HOME CENTERS	07/06/2023	<u>\$2,352.29</u>
47112	1	O'REILLY AUTOMOTIVE INC.	07/06/2023	<u>\$1,197.36</u>
47113	1	ONSLow COUNTY SOLID WASTE DEPT	07/06/2023	<u>\$11,390.88</u>
47114	1	ONSLow WATER & SEWER AUTHORITY	07/06/2023	<u>\$230.32</u>
47115	1	PNC BANK	07/06/2023	<u>\$97,525.81</u>
47116	1	SHEPARD'S WRECKER SERVICE	07/06/2023	<u>\$1,535.73</u>
47117	1	SHERRILL A STRICKLAND JR.	07/06/2023	<u>\$1,140.00</u>
47118	1	SOUTHRIVER MILLWORKS	07/06/2023	<u>\$3,000.00</u>
47119	1	TI COASTAL SERVICES, INC.	07/06/2023	<u>\$2,000.00</u>
47120	1	TRUIST BANK	07/06/2023	<u>\$399.92</u>
47121	1	VERIZON WIRELESS	07/06/2023	<u>\$803.85</u>
47122	1	BALLAST POINT BUILDING COMPANY INC.	07/06/2023	<u>\$18,180.50</u>
47123	1	BONITA L BRAY	07/13/2023	<u>\$2,070.63</u>
47124	1	DIAL CORDY	07/13/2023	<u>\$8,500.00</u>
47125	1	DODSON PEST CONTROL	07/13/2023	<u>\$105.00</u>
47126	1	ONSLow COUNTY FINANCE OFFICE	07/13/2023	<u>\$1,991.55</u>

## Check Listing

Date From: 7/1/2023 Date To: 7/21/2023

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

NORTH TOPSAIL BEACH  
07/21/2023 10:12 AM

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Check Number	Bank	Vendor	Date	Amount
47127	1	THREAD FX	07/13/2023	<u>\$481.65</u>
47128	1	TI COASTAL SERVICES, INC.	07/13/2023	<u>\$2,000.00</u>
47129	1	WILD CHILD CUSTOM GRAPHICS LLC	07/13/2023	<u>\$267.50</u>
47130	1	ARETE ADVISORS LLC	07/13/2023	<u>\$2,820.00</u>
47131	1	EASTERN CAROLINA COUNCIL	07/13/2023	<u>\$366.00</u>
47132	1	NC BEACH INLET & WATERWAY ASSO	07/13/2023	<u>\$1,100.00</u>
47133	1	PEACHY CLEAN	07/13/2023	<u>\$500.00</u>
47134	1	PNC BANK	07/13/2023	<u>\$88,994.89</u>
47135	1	GFL ENVIRONMENTAL	07/20/2023	<u>\$33,720.51</u>
47136	1	MUNICIPAL EMERGENCY SERVICES	07/20/2023	<u>\$7,067.03</u>
47137	1	PELICAN COOLING & HEATING	07/20/2023	<u>\$2,792.70</u>
47138	1	PLURIS, LLC	07/20/2023	<u>\$234.85</u>
47139	1	ONLINE SOLUTIONS, LLC	07/20/2023	<u>\$12,000.00</u>
47140	1	PEACHY CLEAN	07/20/2023	<u>\$250.00</u>
47141	1	RICHARD LUDWIG	07/20/2023	<u>\$162.00</u>
47142	1	ROMAN TROPHIES	07/20/2023	<u>\$84.15</u>
47143	1	SCHOOL OF GOVT FOUNDATION, INC.	07/20/2023	<u>\$153.00</u>
47144	1	T-N-T ENTERPRISES	07/20/2023	<u>\$3,900.84</u>
47145	1	TOWN OF SURF CITY	07/20/2023	<u>\$5,209.58</u>
47146	1	VALERIA EDWARDS	07/20/2023	<u>\$12,000.00</u>
47147	1	VFIS OF NORTH CAROLINA	07/20/2023	<u>\$22,453.00</u>
47148	1	WELLS INSURANCE	07/20/2023	<u>\$66,495.77</u>
54	Checks Totaling -			<b>\$632,601.75</b>

### Totals By Fund

	Checks	Voids	Total
10	\$360,151.93		\$360,151.93
30	\$272,449.82		\$272,449.82
Totals:	\$632,601.75		\$632,601.75

# Town of North Topsail Beach Fire Department

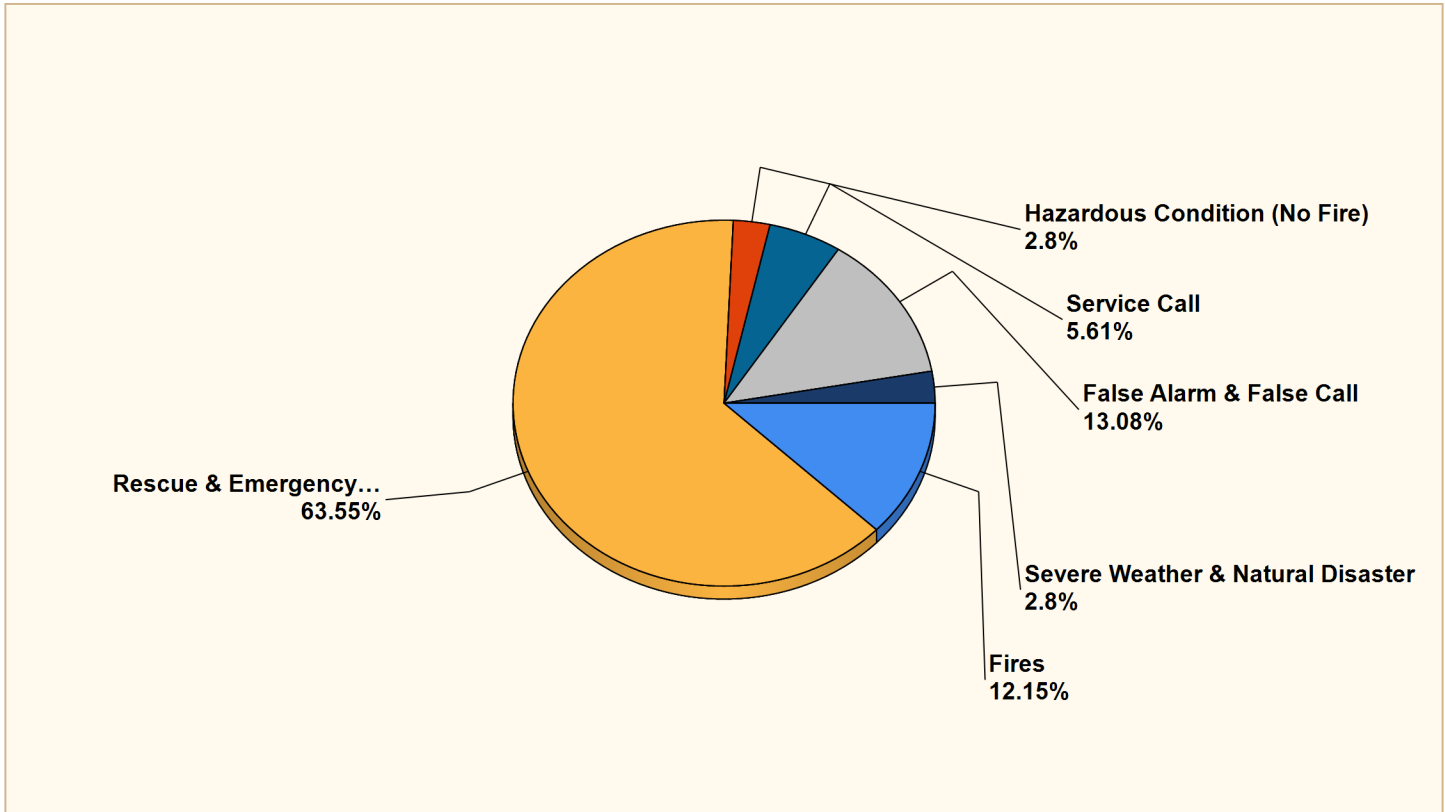
North Topsail Beach, NC

This report was generated on 7/21/2023 7:53:23 AM



## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 06/05/2023 | End Date: 07/21/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	13	12.15%
Rescue & Emergency Medical Service	68	63.55%
Hazardous Condition (No Fire)	3	2.8%
Service Call	6	5.61%
False Alarm & False Call	14	13.08%
Severe Weather & Natural Disaster	3	2.8%
<b>TOTAL</b>	<b>107</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.

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emergencyreporting  
Doc Id: 553  
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### Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	7	6.54%
122 - Fire in motor home, camper, recreational vehicle	2	1.87%
131 - Passenger vehicle fire	1	0.93%
154 - Dumpster or other outside trash receptacle fire	2	1.87%
160 - Special outside fire, other	1	0.93%
311 - Medical assist, assist EMS crew	49	45.79%
320 - Emergency medical service, other	1	0.93%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	0.93%
324 - Motor vehicle accident with no injuries.	3	2.8%
341 - Search for person on land	3	2.8%
342 - Search for person in water	1	0.93%
350 - Extrication, rescue, other	1	0.93%
352 - Extrication of victim(s) from vehicle	1	0.93%
361 - Swimming/recreational water areas rescue	1	0.93%
363 - Swift water rescue	1	0.93%
364 - Surf rescue	2	1.87%
365 - Watercraft rescue	4	3.74%
412 - Gas leak (natural gas or LPG)	1	0.93%
444 - Power line down	2	1.87%
500 - Service Call, other	1	0.93%
510 - Person in distress, other	1	0.93%
512 - Ring or jewelry removal	1	0.93%
522 - Water or steam leak	1	0.93%
550 - Public service assistance, other	1	0.93%
553 - Public service	1	0.93%
700 - False alarm or false call, other	1	0.93%
710 - Malicious, mischievous false call, other	1	0.93%
733 - Smoke detector activation due to malfunction	1	0.93%
740 - Unintentional transmission of alarm, other	1	0.93%
743 - Smoke detector activation, no fire - unintentional	4	3.74%
744 - Detector activation, no fire - unintentional	1	0.93%
745 - Alarm system activation, no fire - unintentional	5	4.67%
814 - Lightning strike (no fire)	3	2.8%
<b>TOTAL INCIDENTS:</b>	<b>107</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 IX, Item B.





*Town of North Topsail Beach*  
Board of Aldermen

Agenda	Consent
Item:	Agenda
Date:	08 02 2023

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**Issue:** Planning Department Monthly Report  
**Department:** Planning  
**Prepared by:** Deborah J. Hill MPA AICP CFM CZO  
**Presentation:** No

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### Estuarine Shoreline/Wetland Protection

On July 13, 2023, Planning Director Deb Hill reported to the Planning Board that she had worked with professional engineer Jonathan Hinkle of Greenman-Pedersen and coastal scientist Dr. Tracy Skrabal of the North Carolina Coastal Federation on the *Stump Sound Watershed Protection and Restoration Plan*. The plan was submitted to the North Carolina Division of Water Resources in late May.

Mr. Hinkle is also working on a web-based plan to help the general public understand the plan better. It is currently in draft mode. When it is finished, she will send the members a link. This plan lays out cost effective methods to improve and protect water quality in Stump Sound, to include waters, estuarine shoreline and wetlands within the Town's boundary.

As previously mentioned, New Hanover and the City of Wilmington have both adopted higher standards for protecting the estuarine shoreline and wetlands. She is in the process of reviewing New Hanover's Overlay and Special Purpose Districts contained in its updated UDO adopted this past January and comparing the Town's existing regulations contained in both the Unified Development Ordinance, as well as the CAMA Land Use Plan.

At our Planning Board meeting on August 10, she intends to have prepared recommendations for the Planning Board's consideration to respond to the Board of Aldermen in their direction of increased protection of the wetlands.


**P+Z Permits Issued List**

From: 06/26/2023  
To: 07/21/2023

Permit#	Issue Date	Address	Property#	Legal Description	Property Owner	Contractor	Building Final	CO Issued	Cost	Receipt#	Estimated Value	Recovery Fund	Technology Fee
MFV23-000009	07/07/2023				Whitney Autry				75.00	323	0.00	0.00	0.00
ZFP23-000091	06/27/2023	1427 NEW RIVER INLET RD	779-1.21	LOT 1 LACOSTA BAY	CAPITAL ASSET TOPSAIL DEVELOPMENT LLC	Capital Asset Topsail Development, LLC - Christopher E Spivey			125.00		800000.00	0.00	0.00
ZFP23-000092	06/28/2023	1506 WAHOO ST	804C-23	L25 SOUNDSIDE PARK AT NORTH TOPSAIL BEACH	SUTHARSHAN PATHMANATHAN & FELITA REMI	self -			125.00		9000.00	0.00	0.00
ZFP23-000104	06/28/2023	1243 NEW RIVER INLET RD	774G-39	L9 S3 OCEAN WYNDS	ZEHNER JEFFREY PRESCOTT & DAWN MICHELLE	Ennett Marine Construction LLC - Jerry B Ennett			125.00		28500.00	0.00	0.00
ZFP23-000106	06/30/2023	232 SANDPIPER DR	779D-85	1/3 L10B B1 BAYVIEW	JOHNSON BLAKE WAYNE & EMMA JON DOOLEY	T. I. Maintenance - William Malcom			125.00		8500.00	0.00	0.00
ZFP23-000101	06/30/2023	3048 ISLAND DR	809-25	L8 S1 B1 OLD SETTLERS BEACH	REMARQUE HOME BUILDERS LLC	- Richard W Smith			125.00	322	5000.00	0.00	0.00
ZFP23-000072	06/30/2023	611 OCEAN DR	808-9	L5 B16 OCEAN CITY	RAO BENJAMIN TODD	Carolina Coast Contracting			125.00		612715.73	0.00	0.00

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						Corp. - Jackie L James							
ZFP23-000105	06/30/2023	53 SAILVIEW DR	775C-30	L53 S2 CAPE ISLAND	PERSIS NOVA CONSTRUCTION INC	Persis-Nova Construction, Inc. - Frank F Arooji			50.00	319	6000.00	0.00	0.00
ZFP23-000070	07/07/2023	111 S PERMUDA WYND DR	806-50	L18 S1 VILLAGE OF STUMP SOUND	SANDY FEET LLC	High Tides Construction & Design Services, Inc. - Elizabeth Keith Hamme			125.00		23655.00	0.00	0.00
ZFP22-000231	07/07/2023	512 TRADE WINDS DR	779B-36	L30 GALLEON BAY	DODSON JAMES ROBERT	PFL Construction LLC - Joshua Barber			125.00		20000.00	0.00	0.00
ZFP23-000119	07/10/2023	1012 NEW RIVER INLET RD	774-47.8	NEW LOT B GARY F. GRAY & WIFE SUSAN L. GRAY	GRAY GARY F & SUSAN L	RG Properties, LLC - Ryan Gray			50.00	330	2000.00	0.00	0.00
ZFP23-000124	07/11/2023	118 S PERMUDA WYND DR	806-93	L58 S1 VILLAGE OF STUMP SOUND	OTTEN SCOTT A & BEVERLY A TRUSTEES &	Carolina Coast Contracting Corp. - Jackie L James			125.00		105149.63	0.00	0.00
ZFP23-000107	07/13/2023	8102 6TH AVE	811-50	L275 SEAHAVEN BEACH	WELLMANS CONSTRUCTION INC	Wellman's Construction, Inc. - David W Wellman			125.00		500000.00	0.00	0.00
ZFP23-000123	07/17/2023	1507 WAHOO ST	804C-12	L13 SOUNDSIDE PARK AT NORTH TOPSAIL BEACH	KENNEDY DOUGLAS PAUL & KAREN TYNDALL	LIFT IT USA - Jim Craig			125.00		11000.00	0.00	0.00



ZFP22-000138	07/18/2023	101 OLD VILLAGE LN	806-99	L1 S2 VILLAGE OF STUMP SOUND	CONTRERAS MARIA G	Sandro Leonel Contreras TVA Leo Home Improvement - Edward Lee Buck			125.00		300000.00	0.00	0.00
ZFP23-000108	07/19/2023	3126 TOPSAIL AVE	807-98.6	L5 B23 OCEAN CITY	KRAUSE JUSTIN	TVA AKA: American Land Management Justin Krause - Justin Krause			125.00		5500.00	0.00	0.00
ZFP22-000129	07/20/2023	2330 REEVES ST	805-60	L43 S7 WINTER HAVEN	JAVORNIK OLIVIA & AARON EDGERTON & NEUMAN JAVORNIK EMLYN & MARK JAVORNIK	OJE Contracting And Consulting LLC - Olivia Javornik			125.00		448000.00	0.00	0.00
DVW23-000020	06/27/2023	1427 NEW RIVER INLET RD	779-1.21	LOT 1 LACOSTA BAY	CAPITAL ASSET TOPSAIL DEVELOPMENT LLC	Capital Asset Topsail Development, LLC - Christopher E Spivey			50.00		10000.00	0.00	0.00
DVW23-000030	06/30/2023	3048 ISLAND DR	809-25	L8 S1 B1 OLD SETTLERS BEACH	REMARQUE HOME BUILDERS LLC	- Richard W Smith			50.00		5000.00	0.00	0.00
DVW23-000031	06/30/2023	611 OCEAN DR	808-9	L5 B16 OCEAN CITY	RAO BENJAMIN TODD	Carolina Coast Contracting Corp. - Jackie L James			50.00		612715.73	0.00	0.00
DVW22-	07/07/2023	4400 ISLAND DR	768A-11	L11 SUMMERTYME	GOLDSAND COREY & LISA	Carolina Coast			50.00		2700.00	0.00	0.00

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						Contracting Corp. - Jackie L James							
DVW23-000032	07/13/2023	8102 6TH AVE	811-50	L275 SEAHAVEN BEACH	WELLMANS CONSTRUCTION INC	Wellman's Construction, Inc. - David W Wellman			50.00		500000.00	0.00	0.00
DVW22-000053	07/18/2023	101 OLD VILLAGE LN	806-99	L1 S2 VILLAGE OF STUMP SOUND	CONTRERAS MARIA G	Sandro Leonel Contreras TVA Leo Home Improvement - Edward Lee Buck			50.00		5500.00	0.00	0.00
DVW22-000044	07/20/2023	2330 REEVES ST	805-60	L43 S7 WINTER HAVEN	JAVORNIK OLIVIA & AARON EDGERTON & NEUMAN JAVORNIK EMLYN & MARK JAVORNIK	OJE Contracting And Consulting LLC - Olivia Javornik			50.00		0.00	0.00	0.00

## 📈 Permits Issued List

From Date: 06/23/2023

To Date: 07/19/2023

Permit Type	Sub Type	Permit#	Address	Issue Date	Permit Fee
Addition Permit	Single Family	AP23-000005	111 S PERMUDA WYND DR	07/07/2023	275.00
Addition Permit	Single Family	AP23-000007	109 HERON CAY CT	06/23/2023	225.00
<b>Addition Permit Total</b>	<b>Single Family Total</b>			2	500.00
<b>Addition Permit Total</b>				2	500.00
Beach Access Application	Beach Access Application	BAA23-000018	1822 NEW RIVER INLET RD BAA in front of 1866	07/10/2023	200.00
Beach Access Application	Beach Access Application	BAA23-000013	4122 ISLAND DR	07/07/2023	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
Contractor Change Request	Contractor Change Request	CCR23-000010	44 PORPOISE PL	06/30/2023	0.00
Contractor Change Request	Contractor Change Request	CCR23-000053	1075 NEW RIVER INLET RD	06/30/2023	0.00
<b>Contractor Change Request Total</b>	<b>Contractor Change Request Total</b>			2	0.00
<b>Contractor Change Request Total</b>				2	0.00
Dock/Bulkhead/Retaining Wall Permit	Dock	DBR22-000011	512 TRADE WINDS DR N	07/07/2023	200.00
Dock/Bulkhead/Retaining Wall Permit	Dock	DBR23-000008	1243 NEW RIVER INLET RD	06/28/2023	200.00
<b>Dock/Bulkhead/Retaining Wall Permit Total</b>	<b>Dock Total</b>			2	400.00
<b>Dock/Bulkhead/Retaining Wall Permit Total</b>				2	400.00
Driveway Permit	Driveway Permit	DVW23-000030	3048 ISLAND DR	06/30/2023	0.00
Driveway Permit	Driveway Permit	DVW22-000053	101 OLD VILLAGE LN	07/18/2023	0.00
Driveway Permit	Driveway Permit	DVW22-000034	4400 ISLAND DR	07/07/2023	0.00

Driveway Permit	Driveway Permit	DVW23-000031	611 OCEAN DR	06/30/2023	0.00
Driveway Permit	Driveway Permit	DVW23-000032	8102 6TH AVE	07/13/2023	0.00
Driveway Permit	Driveway Permit	DVW23-000020	1427 NEW RIVER INLET RD	06/27/2023	0.00
<b>Driveway Permit Total</b>	<b>Driveway Permit Total</b>			6	0.00
<b>Driveway Permit Total</b>				6	0.00
Electrical Permit	Commercial	E23-000139	3658 ISLAND DR	07/18/2023	75.00
<b>Electrical Permit Total</b>	<b>Commercial Total</b>			1	75.00
Electrical Permit	Residential	E23-000117	109 HERON CAY CT	06/23/2023	0.00
Electrical Permit	Residential	E23-000088	111 S PERMUDA WYND DR	07/07/2023	0.00
Electrical Permit	Residential	E23-000135	229 TOPSAIL RD	07/07/2023	75.00
Electrical Permit	Residential	E22-000294	709 TRADE WINDS DR	07/13/2023	0.00
Electrical Permit	Residential	E23-000137	8210 5TH AVE	07/12/2023	75.00
Electrical Permit	Residential	E22-000189	44 PORPOISE PL	06/30/2023	0.00
Electrical Permit	Residential	E23-000111	8102 6TH AVE	07/19/2023	0.00
Electrical Permit	Residential	E23-000055	2 OSPREY CIR	06/27/2023	0.00
Electrical Permit	Residential	E23-000090	1427 NEW RIVER INLET RD	06/27/2023	0.00
Electrical Permit	Residential	E23-000129	1507 WAHOO ST	07/17/2023	0.00
Electrical Permit	Residential	E23-000095	1506 WAHOO ST	06/28/2023	0.00
Electrical Permit	Residential	E23-000072	134-136 SEA GULL LN	06/27/2023	0.00
Electrical Permit	Residential	E23-000108	611 OCEAN DR	06/30/2023	0.00
Electrical Permit	Residential	E22-000254	101 OLD VILLAGE LN	07/18/2023	0.00

Electrical Permit	Residential	E23-000020	22 PORPOISE PL	07/17/2023	0.00
Electrical Permit	Residential	E23-000125	2430 ISLAND DR 4	06/26/2023	75.00
Electrical Permit	Residential	E23-000092	3126 TOPSAIL AVE	07/19/2023	0.00
Electrical Permit	Residential	E23-000128	422 HAMPTON COLONY CIR	06/30/2023	147.00
<b>Electrical Permit Total</b>	<b>Residential Total</b>			18	372.00
<b>Electrical Permit Total</b>				19	447.00
Fuel Gas Permit	Residential	FG23-000022	22 OSPREY DR	07/17/2023	75.00
Fuel Gas Permit	Residential	FG23-000023	22 OSPREY DR	07/17/2023	0.00
Fuel Gas Permit	Residential	FG23-000021	3920 RIVER RD	06/30/2023	75.00
Fuel Gas Permit	Residential	FG23-000020	2 OSPREY CIR	06/27/2023	200.00
<b>Fuel Gas Permit Total</b>	<b>Residential Total</b>			4	350.00
<b>Fuel Gas Permit Total</b>				4	350.00
House Moving Permit	House Moving Permit	H23-000001	2425 ISLAND DR	07/18/2023	65.00
<b>House Moving Permit Total</b>	<b>House Moving Permit Total</b>			1	65.00
<b>House Moving Permit Total</b>				1	65.00
Insulation Permit	Residential	I23-000022	8102 6TH AVE	07/13/2023	0.00
Insulation Permit	Residential	I23-000015	1427 NEW RIVER INLET RD	06/27/2023	0.00
Insulation Permit	Residential	I22-000049	101 OLD VILLAGE LN	07/18/2023	0.00
Insulation Permit	Residential	I23-000021	611 OCEAN DR	06/30/2023	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	M23-000109	1148-2 NEW RIVER INLET RD	06/30/2023	75.00
Mechanical Permit	Residential	M23-000103	1074 NEW RIVER INLET RD	06/26/2023	75.00
Mechanical Permit	Residential	M23-000101	3014 NEW RIVER INLET RD C3G7	06/26/2023	75.00
Mechanical Permit	Residential	M23-	448 NEW RIVER INLET RD	06/29/2023	75.00

		000107			
Mechanical Permit	Residential	M23-000113	2000 NEW RIVER INLET RD 1512	07/11/2023	75.00
Mechanical Permit	Residential	M23-000102	4422 ISLAND DR	06/23/2023	75.00
Mechanical Permit	Residential	M23-000074	611 OCEAN DR	06/30/2023	0.00
Mechanical Permit	Residential	M23-000104	892 NEW RIVER INLET RD #3	06/27/2023	75.00
Mechanical Permit	Residential	M22-000193	101 OLD VILLAGE LN	07/18/2023	0.00
Mechanical Permit	Residential	M23-000048	3126 TOPSAIL AVE	07/19/2023	0.00
Mechanical Permit	Residential	M23-000115	790 NEW RIVER INLET RD 305A	07/17/2023	75.00
Mechanical Permit	Residential	M23-000105	236 SANDPIPER DR	06/28/2023	75.00
Mechanical Permit	Residential	M23-000037	1427 NEW RIVER INLET RD	06/27/2023	0.00
Mechanical Permit	Residential	M23-000082	8102 6TH AVE	07/19/2023	0.00
Mechanical Permit	Residential	M23-000110	109 PHIL HARRIS LN	07/05/2023	75.00
Mechanical Permit	Residential	M23-000100	8204 5TH AVE	06/23/2023	75.00
Mechanical Permit	Residential	M23-000118	2000 NEW RIVER INLET RD 1302	07/18/2023	75.00
Mechanical Permit	Residential	M23-000117	509 OCEAN DR	07/17/2023	75.00
Mechanical Permit	Residential	M23-000106	4412 ISLAND DR	06/29/2023	75.00
Mechanical Permit	Residential	M23-000116	790 NEW RIVER INLET RD 209A	07/13/2023	75.00
Mechanical Permit	Residential	M23-000112	2000 NEW RIVER INLET RD #1204	07/11/2023	75.00
<b>Mechanical Permit Total</b>	<b>Residential Total</b>			21	1,200.00
<b>Mechanical Permit Total</b>				21	1,200.00

Mobile Food Truck/Pushcart	Push Cart	MFV23-000009		07/07/2023	75.00
<b>Mobile Food Truck/Pushcart Total</b>	<b>Push Cart Total</b>			1	75.00
<b>Mobile Food Truck/Pushcart Total</b>				1	75.00
New Construction Permit	Single Family	C22-000041	101 OLD VILLAGE LN	07/18/2023	1,964.03
New Construction Permit	Single Family	C23-000019	611 OCEAN DR	06/30/2023	1,244.24
New Construction Permit	Single Family	C23-000013	1427 NEW RIVER INLET RD	06/27/2023	1,712.28
New Construction Permit	Single Family	C23-000020	8102 6TH AVE	07/13/2023	1,400.16
<b>New Construction Permit Total</b>	<b>Single Family Total</b>			4	6,320.71
<b>New Construction Permit Total</b>				4	6,320.71
Plumbing Permit	Residential	P23-000040	109 HERON CAY CT	06/23/2023	0.00
Plumbing Permit	Residential	P23-000036	8102 6TH AVE	07/13/2023	0.00
Plumbing Permit	Residential	P23-000037	3126 TOPSAIL AVE	07/19/2023	0.00
Plumbing Permit	Residential	P23-000026	1427 NEW RIVER INLET RD	06/27/2023	0.00
Plumbing Permit	Residential	P22-000094	1075 NEW RIVER INLET RD	06/30/2023	0.00
Plumbing Permit	Residential	P23-000035	611 OCEAN DR	06/30/2023	0.00
Plumbing Permit	Residential	P22-000059	101 OLD VILLAGE LN	07/18/2023	0.00
<b>Plumbing Permit Total</b>	<b>Residential Total</b>			7	0.00
<b>Plumbing Permit Total</b>				7	0.00
Renovation Permit	Single Family	B23-000005	3126 TOPSAIL AVE	07/19/2023	425.00
<b>Renovation Permit Total</b>	<b>Single Family Total</b>			1	425.00
<b>Renovation Permit Total</b>				1	425.00
Simple Build Permit	Single Family	SB23-000061	1507 WAHOO ST	07/17/2023	275.00
Simple Build Permit	Single Family	SB23-000062	118 S PERMUDA WYND DR	07/11/2023	200.00

Simple Build Permit	Single Family	SB23-000065	213 PORT DR	07/13/2023	75.00
Simple Build Permit	Single Family	SB23-000056	232 SANDPIPER DR	06/30/2023	200.00
<b>Simple Build Permit Total</b>	<b>Single Family Total</b>			4	750.00
<b>Simple Build Permit Total</b>				4	750.00
Swimming Pool Permit	Residential	SP23-000016	1506 WAHOO ST	06/28/2023	305.00
<b>Swimming Pool Permit Total</b>	<b>Residential Total</b>			1	305.00
<b>Swimming Pool Permit Total</b>				1	305.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000070	111 S PERMUDA WYND DR	07/07/2023	0.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000105	53 SAILVIEW DR	06/30/2023	50.00
Zoning and Floodplain Development Permit	Residential	ZFP22-000231	512 TRADE WINDS DR N	07/07/2023	0.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000092	1506 WAHOO ST	06/28/2023	0.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000119	1012 NEW RIVER INLET RD	07/10/2023	50.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000106	232 SANDPIPER DR	06/30/2023	0.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000124	118 S PERMUDA WYND DR	07/11/2023	0.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000123	1507 WAHOO ST	07/17/2023	0.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000091	1427 NEW RIVER INLET RD	06/27/2023	0.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000107	8102 6TH AVE	07/13/2023	0.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000108	3126 TOPSAIL AVE	07/19/2023	0.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000104	1243 NEW RIVER INLET RD	06/28/2023	0.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000101	3048 ISLAND DR	06/30/2023	175.00
Zoning and Floodplain Development Permit	Residential	ZFP22-000138	101 OLD VILLAGE LN	07/18/2023	0.00



Zoning and Floodplain Development Permit	Residential	ZFP23-000072	611 OCEAN DR	06/30/2023	0.00
<b>Zoning and Floodplain Development Permit Total</b>	<b>Residential Total</b>			15	275.00
<b>Zoning and Floodplain Development Permit Total</b>				15	275.00
<b>All Permits Total</b>				96	11,512.71

# Town of North Topsail Beach

Service



Integrity

## Police Department

Chief William K. Younginer

### Department Report for June 1, 2023 - June 30, 2023

Arrests	
DUI	2
Traffic	10
Underage Consumption	1
Warrant	1

Citations	
State Citations	10
Town Citations	20
Warning Citations	6

Summary	
Total Calls for Service	242
Total Citations Issued	36
Total Reports	81
Total Security Checks	1410

Calls For Service	
Accidents	7
Alarm Calls	5
Animal	1
Assaults	1
B&E	1
Cit / Mot / Ped Assists	52
Communicating Threats	1
Disturbances	9
Domestic Disturbances	3
911 Hang Up	6
Hit & Run	2
Larceny	5
Misc. Calls	74
Missing Person	3
Property Damage	2
Suspicious Activity	13
Theft from Motor Vehicle	1
Trespassing	7
Unattended Death	1
Water Incident/Rescue	4
Welfare	1

Assist Other Agencies	
E. M. S.	16
N.T.B. F.D.	19
O.C.S.	8
S.C.P.D.	1



*Town of North Topsail Beach*  
Board of Aldermen

Agenda	Consent
Item:	Agenda
Date:	08 02 2023

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**Issue:** Planning Board Committee Report  
Hanna McCloud, Chair  
**Department:** Planning  
**Prepared by:** Deborah J. Hill MPA AICP CFM CZO  
**Presentation:** No

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**On July 13, 2023, the Planning Board held their regular meeting and discussed:**

**Old Business**

**Estuarine Shoreline/Wetland Protection**

Planning Director Deb Hill reported that she had worked with professional engineer Jonathan Hinkle of Greenman-Pedersen and coastal scientist Dr. Tracy Skrabal of the North Carolina Coastal Federation on the *Stump Sound Watershed Protection and Restoration Plan*. The plan was submitted to the North Carolina Division of Water Resources in late May.

Mr. Hinkle is also working on a web-based plan to help the general public understand the plan better. It is currently in draft mode. When it is finished, she will send the members a link. This plan lays out cost effective methods to improve and protect water quality in Stump Sound, to include waters, estuarine shoreline and wetlands within the Town's boundary.

As previously mentioned, New Hanover and the City of Wilmington have both adopted higher standards for protecting the estuarine shoreline and wetlands. She is in the process of reviewing New Hanover's Overlay and Special Purpose Districts contained in its updated UDO adopted this past January and comparing the Town's existing regulations contained in both the Unified Development Ordinance, as well as the CAMA Land Use Plan.

At our Planning Board meeting on August 10, she intends to have prepared recommendations for the Planning Board's consideration to respond to the Board of Aldermen in their direction of increased protection of the wetlands.

There was discussion. No action was taken.

**Lighting Ordinance (Dark Sky)**

Planning Director Deb Hill discussed the progress of the Dark Sky Lighting Ordinance.

There was discussion. No action was taken.

## **NEW BUSINESS**

### **Official Zoning Map & CAMA Land Use Plan Future Land Use Map**

Planning Director Hill discussed the history of the Official Zoning Map updates and the present approach to update it. The CAMA Land Use Plan and Future and Use Map may require amendments.

The Planning Board discussed build-out, demand on utility resources, and revising the zoning map.

There was discussion. No action was taken.

### **Density**

Planning Director Hill reviewed increased density regarding dwellings with an increasing number of bedrooms and the correlation required number of parking spaces. The structures within one North Topsail Beach subdivision originally had four to five bedrooms and required three to four parking spaces. The most recent new construction within this development contains houses of the same footprint and comparable square footage, but now with up to ten bedrooms, requiring 9 parking spaces. It is uncertain if the additional concrete parking plans will comply with the approved subdivision stormwater plan.

There was discussion. No action was taken.

## **DISCUSSION**

The Planning Board discussed meeting recording, retention, and streaming. No action was taken.

The Planning Board meeting adjourned at 6:41 p.m.



*Town of North Topsail Beach*  
Board of Aldermen

Agenda	Consent
Item:	Agenda
Date:	08 02 2023

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**Issue:** Board of Adjustment Committee Report  
Hanna McCloud, Chair

**Department:** Planning

**Prepared by:** Deborah J. Hill MPA AICP CFM CZO

**Presentation:** No

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**No meeting was held in July, as no variances or appeals were received.**

**The following cases were heard on June 28:**

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

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

ISSUE: MOTV Tax Refund

DEPARTMENT: Finance

PRESENTED BY: Caitlin Elliott, Finance Officer

DATE: August 2, 2023

**BACKGROUND:** Received notice from the Onslow County Tax Office regarding the following MOTV Tax Refunds for the following residents:

- Estate of Beverly Branning Green           \$7.29
- Edward Joseph Supinski                       \$39.39

**Total:                       \$46.68**

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

**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>BusinessName</b>	<b>Address_1</b>	<b>Address_3</b>	<b>Refund_Type</b>	<b>Bill_Num</b>
ESTATE OF BEVERLY BRANNING GREEN SUPINSKI, EDWARD JOSEPH	8810 BELLWOOD RD 173 OLD VILLAGE LN	BETHESDA, MD 20817 N TOPSAIL BEACH, NC 28460	Proration Adjustment < \$100	5635576 42613446

<b>PlateNum</b>	<b>Refund_Description</b>	<b>Refund_Reason</b>	<b>RefundAmount</b>
OLDESALT FFD8116	Refund Generated due to proration on Bill #0005635576-2022 Refund Generated due to adjustment on Bill #0042613446-2022	Tag Surrender Sold/Traded	(\$7.29) (\$39.39) (\$46.68)

**BOARD OF ALDERMEN**  
**AGENDA ITEM**  
AUGUST 2, 2023

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**ISSUE:** Budget Amendment 2023-24.3

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

**DEPARTMENT:** Police Department

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**BACKGROUND:** This Budget Amendment is to appropriate monies that were received by a citizen who made a donation for the Police Department mid-July. This amendment will allow the monies to be specifically allocated to Police.

**ATTACHMENTS:** Budget Amendment 2023-24.3

**RECOMMENDATION:** Approve Amendment as recommended

**ACTION NEEDED:** Yes

**SUGGESTED MOTION:** *"I, \_\_\_\_\_, make a motion to approve Budget Amendment 2023-24.3 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 2023-24.3**

**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	POLICE DEPARTMENT	\$	100.00
		<b>Total Expenditures</b>	<b>\$ 100.00</b>

This amendment will result in an increase to the following departments:  
**POLICE**  
 The purpose of this budget amendment is to appropriate funds from citizen donation.

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

335	MISCELLANEOUS	\$	100.00
		<b>Total Revenues</b>	<b>\$ 100.00</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 2nd day of August 2023.

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

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

\_\_\_\_\_  
 DAVID M BENSON, MAYOR PRO TEM

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

<b>ORIGINAL BUDGET</b>	<b>7/1/2023</b>	\$	7,591,075.78	
Budget Amendment 1 & 2	7/5/2023	\$	-	Fund 10 Dept to Dept Amendment
Budget Amendment 3	8/2/2023	\$	100.00	
New Budget Ordinance for FY 23-24		<b>\$</b>	<b>7,591,175.78</b>	



BOARD OF ALDERMEN  
AGENDA ITEM  
AUGUST 2, 2023

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ISSUE: Budget Amendment 2023-24.4

PRESENTED BY: Caitlin Elliott, Finance Officer

DEPARTMENT: Shoreline Protection

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BACKGROUND: The Town applied for grant monies through Onslow County this past spring. We requested \$200,000 to go towards our annual USDA Special Obligation Bond (SOB) payment. Beginning of July, we were approved for \$150,000. Attached is the signed contract with the County. Grant monies are disbursed upon submittal of proof of payment. This amendment will properly allocate these funds.

ATTACHMENTS: Budget Amendment 2023-24.4, County Contract for Awarded Grant

RECOMMENDATION: Approve Amendment as recommended

ACTION NEEDED: Yes

SUGGESTED MOTION: *"I, \_\_\_\_\_, make a motion to approve Budget Amendment 2023-24.4 as presented."*

FUNDS: 30

FOLLOW UP: Finance Officer

**NON-PROFIT AGENCY  
TOURISM ASSISTANCE  
CONTRACT**

NORTH CAROLINA  
ONslow COUNTY

This AGREEMENT made and entered into this 1<sup>st</sup> day of July 2023, by and between Onslow County, North Carolina, hereinafter referred to as the “COUNTY”, and **Town of North Topsail Beach**, hereinafter referred to as the “AGENCY”.

WITNESSETH:

WHEREAS, the AGENCY has requested certain funds from the COUNTY to carry out its programs and activities as presented in the application for Non-Profit Agency Tourism Assistance Grant and

WHEREAS, in response to such request, the Board of County Commissioners has appropriated the sum of **\$150,000** for the period July 1, 2023 through June 30, 2024 to support this purpose; said sum being derived from County funds, pass through grant funds or both; and

WHEREAS, it is desirable and necessary to enter into this AGREEMENT in order to set forth the terms and conditions for receiving said funds from the COUNTY.

NOW THEREFORE, in consideration of the following, the parties hereto do mutually agree as follows:

1. AGENCY agrees and understands that the amounts appropriated by the Board of County Commissioners may change at any time and therefore COUNTY is not obligated to provide to the AGENCY all or any of the funds set forth in this AGREEMENT.
2. The AGENCY agrees to use the funds appropriated and provided by the COUNTY in the manner and for the purposes as stated on the Grant forms submitted to the COUNTY or as otherwise approved by the County, which are incorporated by reference into this AGREEMENT.
3. In consideration for the performance by the AGENCY of the services outlined on its Grant forms, which are hereby incorporated by reference, the COUNTY agrees to pay the AGENCY up to the amount of money authorized in the Onslow County Budget, as may be amended from time to time, for the grant period. Payment of such amount shall be made in increments and frequency solely determined by the COUNTY. Payments will only be made upon receipt of all necessary documentation from the AGENCY including financial or audit reports for the prior year. While not required of the COUNTY, the COUNTY seeks to make any payments on the following schedule:
  - a. Payment of the amount appropriated for the agency may be made on a quarterly basis if the funding level is \$20,000 or more.
  - b. If the funding level is less than \$20,000 funds may be paid in a single disbursement within the fiscal year.
  - c. The agency must submit a completed Request for Disbursement form, along with copies of paid invoices/receipts to receive payment. The COUNTY will not reimburse sales tax paid, purchases of gifts/gift cards, gratuities, or alcoholic beverages. All receipts must be itemized.
  - d. Failure of the agency to file timely the necessary financial or audit reports for the prior year may have their funds held until the requirement is met.
4. If the AGENCY fails to perform its obligations under this AGREEMENT, or if the AGENCY violates any of the provisions of this AGREEMENT, the COUNTY shall have the right to

immediately terminate this Agreement by giving written notice to the AGENCY of such termination. In such event, all funds paid to the AGENCY for that quarter shall be refunded pro rata to the COUNTY. The AGENCY shall be fully liable to the COUNTY for all improperly expended funds. The COUNTY may additionally terminate this AGREEMENT without cause upon thirty (30) days advance notice to the AGENCY.

5. (Pass-Through Grant) If the AGREEMENT terminated by the COUNTY involves funds related to a pass-through grant(s), all unexpended funds at the time of such termination shall be properly repaid to the COUNTY. The AGENCY shall be fully liable to the COUNTY for all improperly expended funds in the same amount, as the COUNTY is found liable for repayment by the granting AGENCY.
6. The AGENCY shall not assign any interest in this AGREEMENT and shall not transfer any interest in this AGREEMENT without prior written approval of the COUNTY.
7. In connection with the performance of this AGREEMENT, the AGENCY shall not discriminate against any employee, applicant for employment, or program participant because of race, religion, color, sex, age, handicap, or national origin.
8. The AGENCY shall maintain all accounts, books, ledgers, journals, and records in accordance with generally accepted accounting principles, practices and procedures.
9. The AGENCY must establish and provide to the COUNTY criteria that will be used in monitoring the accomplishment of established goals and objectives along with any performance measures.
10. The AGENCY shall submit to the Onslow County Finance Office annually a status report of all program activities including a summary of the accomplishment of stated goals and objectives.
11. Agency annual financial reporting:

Unless otherwise approved in writing by the County Finance Officer the following annual reports are required:

- a. If COUNTY funding exceeds \$50,000 the AGENCY shall have an audit of its financial records and operations performed by an independent certified public accountant every three years and financial report compilation every other year (year 1-compilation, year-2 compilation, year 3-audit) with a copy of such compilations and audit being submitted to the Onslow County Finance Office.
  - b. If COUNTY funding is \$50,000 or less the AGENCY shall provide an annual financial report compilation completed by an independent accountant, detailing expenditure of COUNTY funds.
  - c. If COUNTY funding is \$10,000 or less the AGENCY will provide an annual financial review completed by an independent accountant.
  - d. Financial reports shall be approved by the AGENCY's Board of Directors.
  - e. The audit or financial report shall be submitted to the COUNTY by November 30 of each fiscal year.
  - f. The COUNTY shall be entitled to audit/review the financial records and operations of the AGENCY at the COUNTY's discretion.
12. Sales taxes are not eligible for reimbursement or applied against any grant funds. As a non-profit agency you are responsible to file with the State of North Carolina for any sales taxes paid for which you are due a refund.
  13. The COUNTY shall be entitled to conduct program evaluations of the AGENCY's activities particularly as it relates to the accomplishments of established goals and objectives and the quality and impact of services being delivered.

14. All books and records shall be maintained by the AGENCY for a period of at least three years from the date of the final payment under this AGREEMENT and shall be made available for audit or evaluation upon request during regular business hours of the AGENCY.
15. Meetings of the AGENCY's Board of Directors, Advisory Board or Governing Board must be open to the public. Notices of such meetings shall be provided to the Board of Commissioners and the County Clerk.
16. As a condition of receiving funds from Onslow County, the AGENCY agrees to fully indemnify and hold harmless Onslow County, its officers, agents and employees from and against any and all claims, demands, payments, suits, actions, costs, recoveries and judgments of every kind and description brought out of or occurring in connection with, directly or indirectly, activities funded in part or in whole with funds made available under this AGREEMENT.
17. The COUNTY is in no way responsible for the administration and supervision of the AGENCY's officers, employees, and agents, which persons it is agreed are not officers, employees, or agents of the COUNTY.
18. The appropriation of county funds lapses on June 30<sup>th</sup>. Only expenditures between July 1, 2023 and June 30, 2024 are eligible for reimbursement. Any request for reimbursement of funds must be submitted and received before June 30<sup>th</sup>, 2024.
19. This AGREEMENT may only be amended by written amendments mutually agreed upon by and between the COUNTY and AGENCY.
20. This agreement shall be interpreted in accordance with North Carolina law.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in their names by their duly authorized officers, their seals to be hereto affixed the day and year first above written.

ATTEST

Attorney

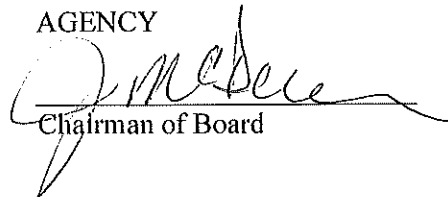
ON SLOW COUNTY  
  
 County Manager

This Agreement has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

County Finance Officer  
 County Finance Officer

ATTEST

County Clerk

AGENCY  
  
 Chairman of Board

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

FISCAL YEAR **2023-2024**

**AMENDMENT TO THE BUDGET ORDINANCE**

**BA 2023-24.4**

**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 Shoreline Protection Fund appropriations with increases as follows:

<u>DEPARTMENT NO:</u>	<u>ACCOUNT</u>	
720	FUTURE PROJECTS FUND	\$ 150,000.00
<b>Total Expenditures</b>		<b>\$ 150,000.00</b>

This amendment will result in an increase to the following departments:  
**Shoreline Protection Fund; Future Projects**  
 The purpose of this budget amendment is to appropriate funds for grant funding.

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

317	COUNTY GRANT FUNDING	\$ 150,000.00
<b>Total Revenues</b>		<b>\$ 150,000.00</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 2nd day of August 2023.

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

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

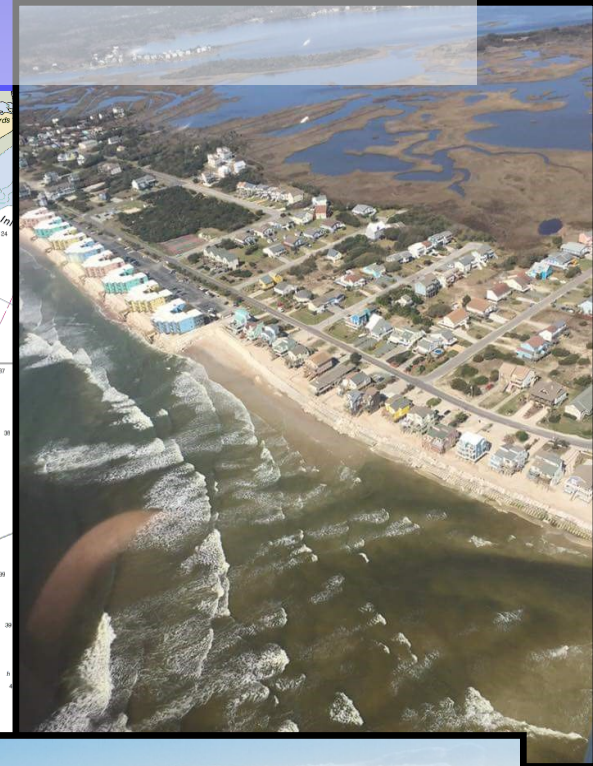
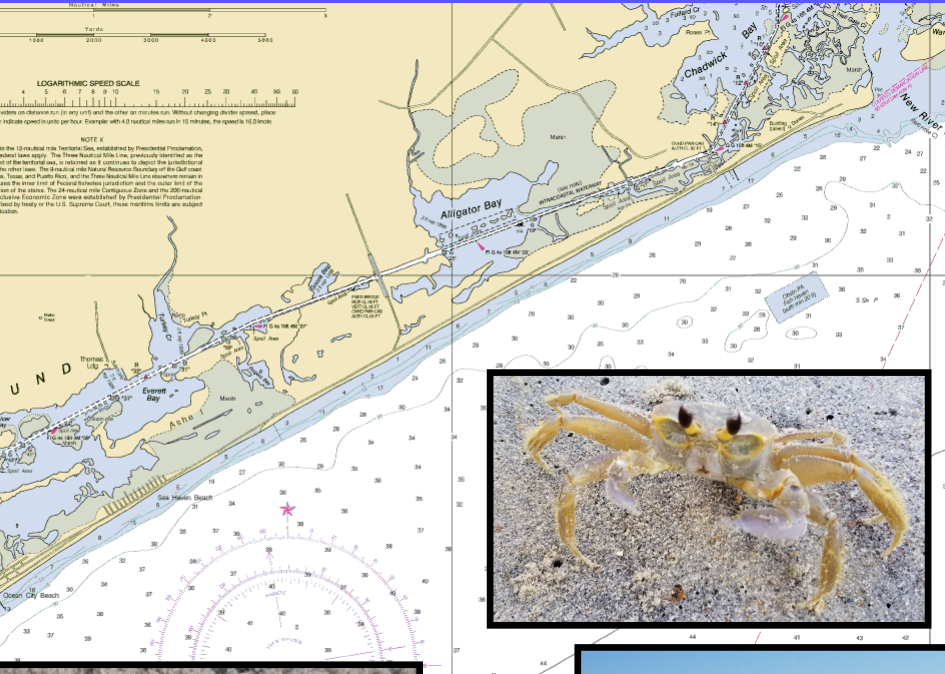
\_\_\_\_\_  
 DAVID M BENSON, MAYOR PRO TEM

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

**ORIGINAL BUDGET**      7/1/2023    \$    4,254,817.00



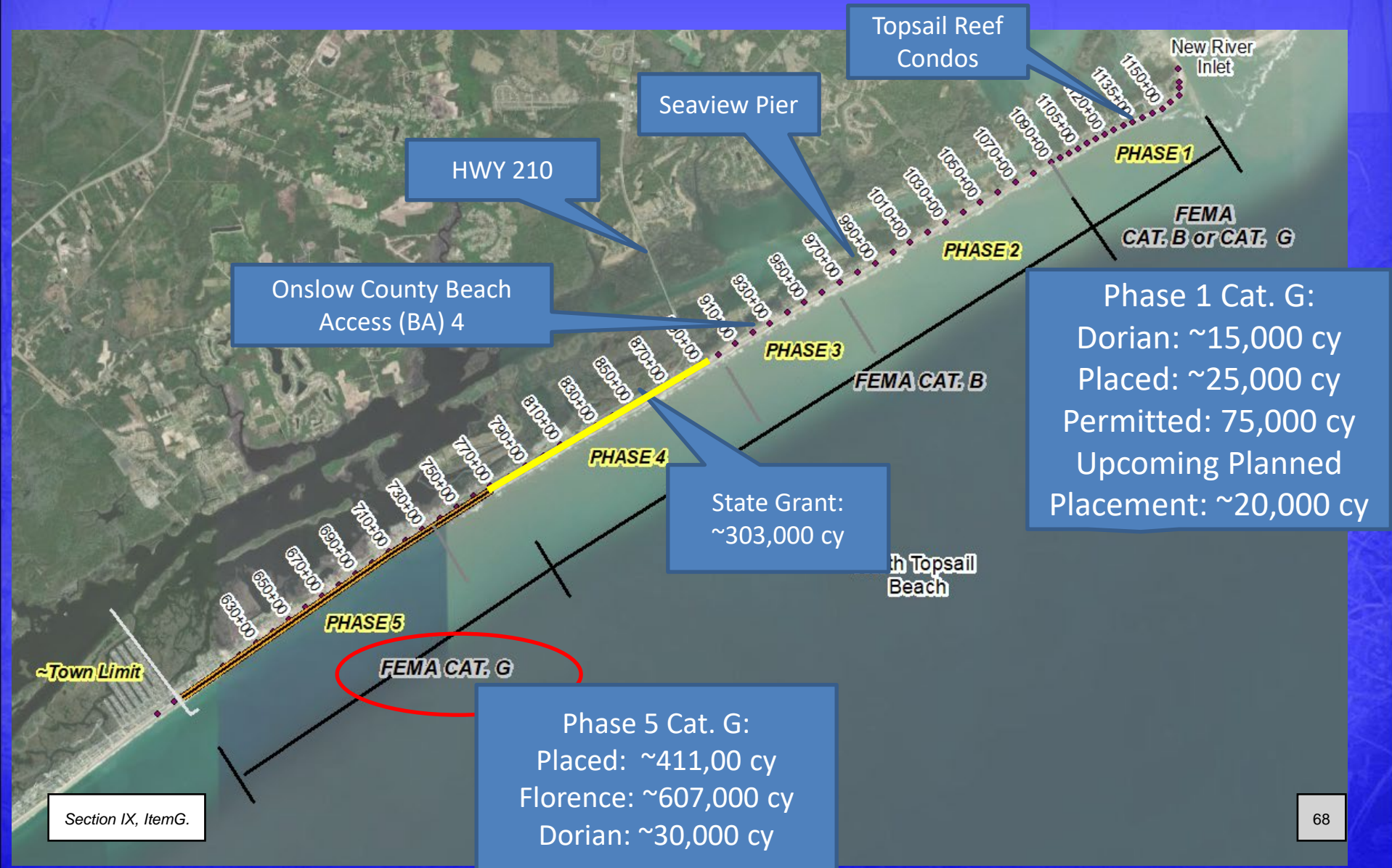
# North Topsail Beach Coastal Update August 2023





# Ongoing and Upcoming Projects Overview

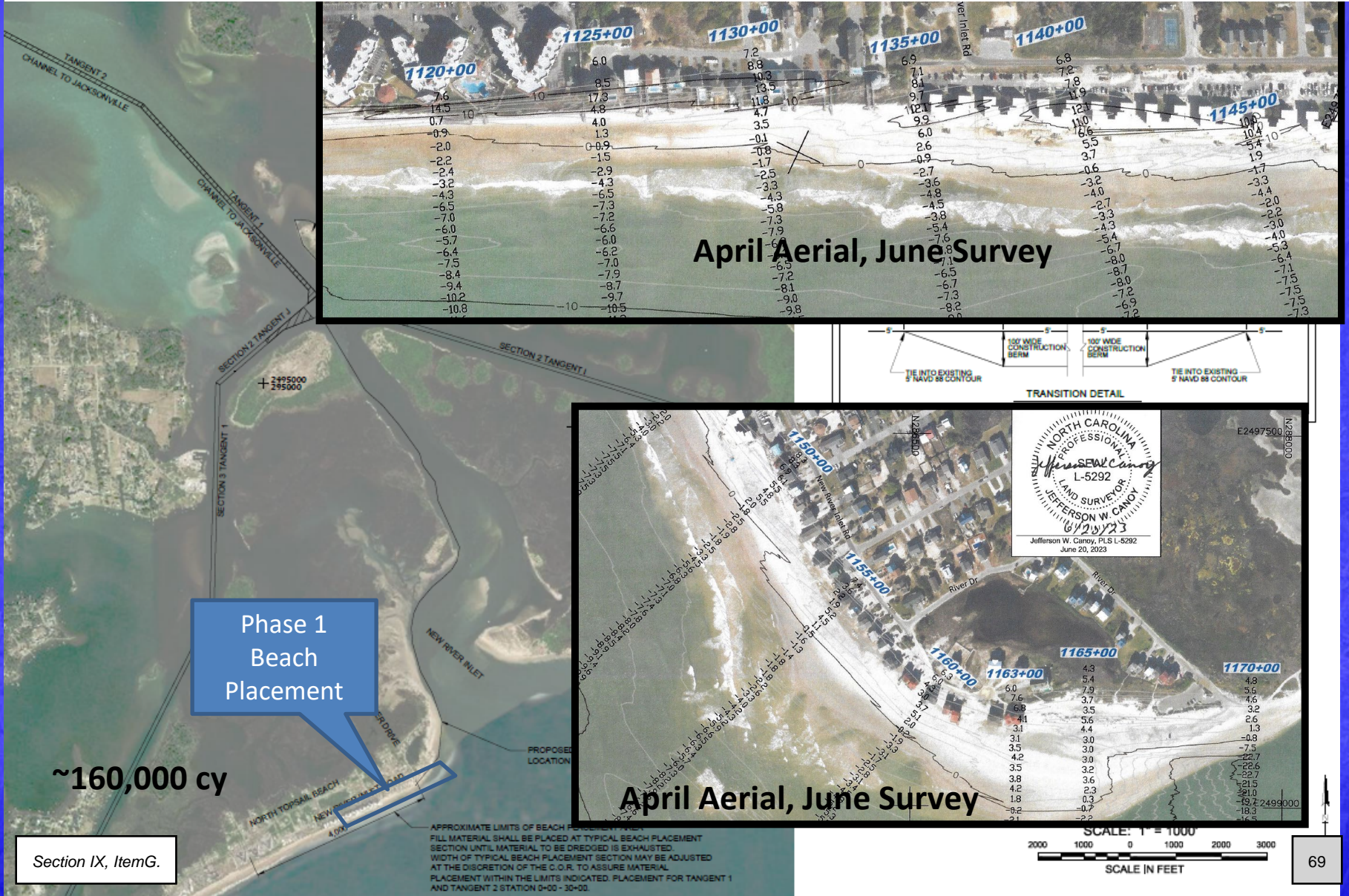
## State Grant, Dorian and Florence FEMA Category G



Section IX, Item G.



# USACE (Corps) AIWW/Channel Dredging. Completed Mid March. June Survey Shows Material Still There.



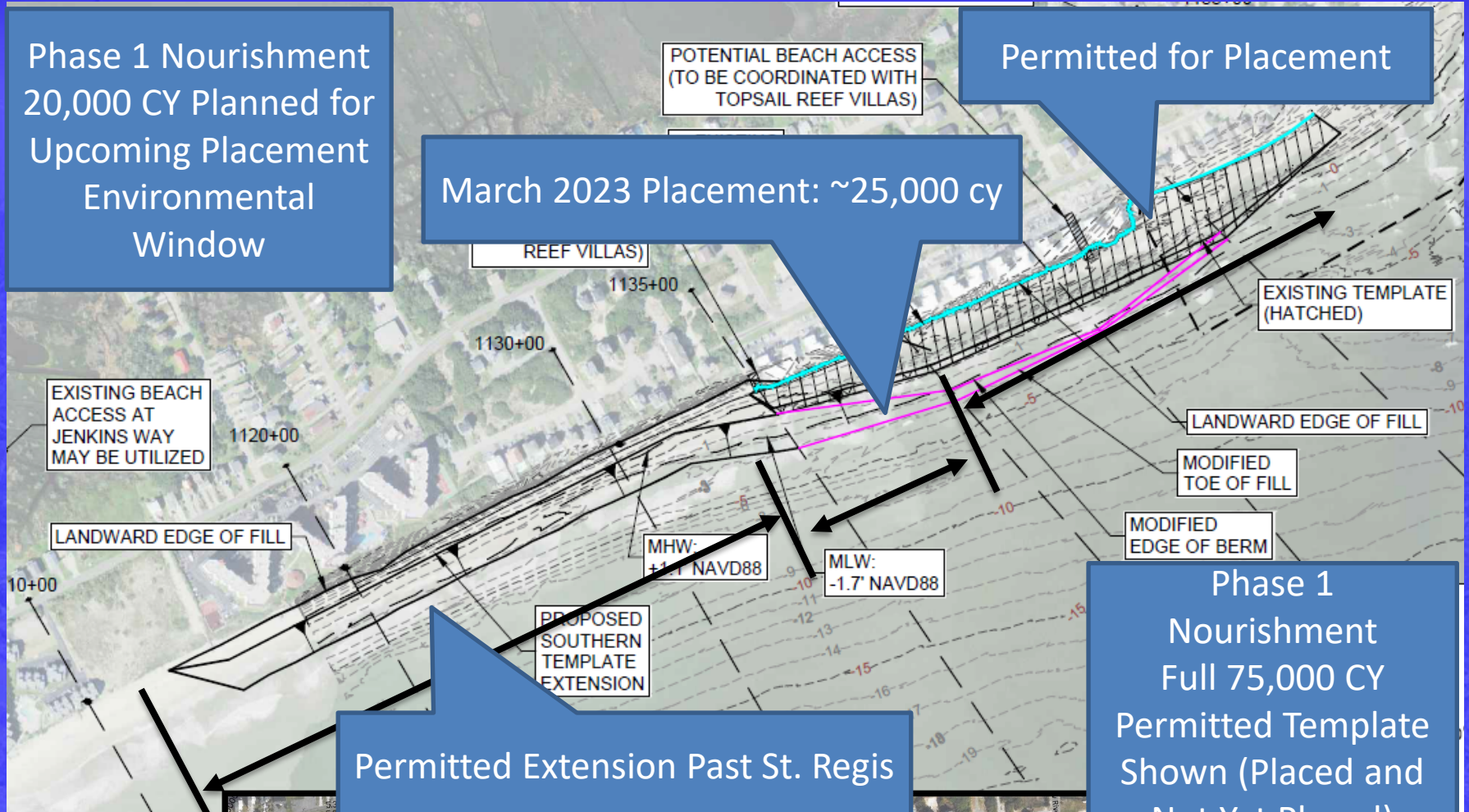


# Phase 1 Beach (not Dune) Truck Haul Nourishment

Phase 1 Nourishment  
20,000 CY Planned for  
Upcoming Placement  
Environmental  
Window

March 2023 Placement: ~25,000 cy

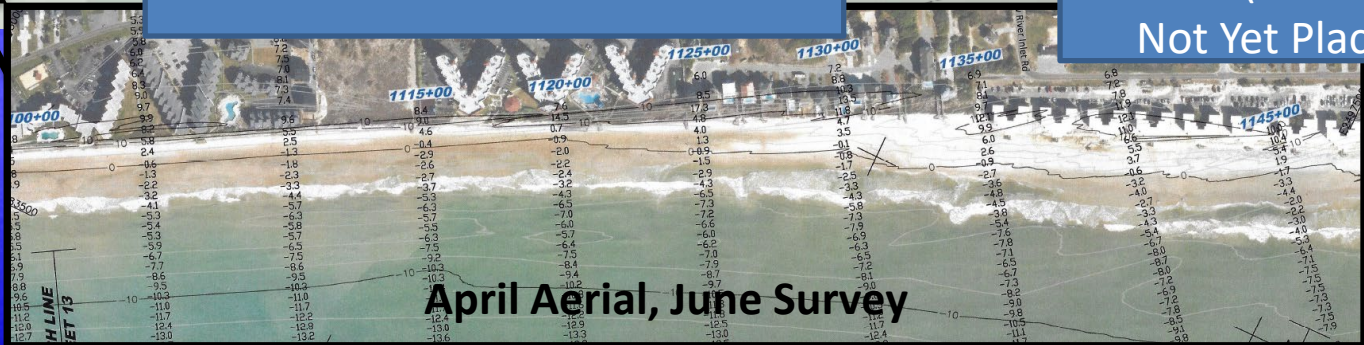
Permitted for Placement



Permitted Extension Past St. Regis

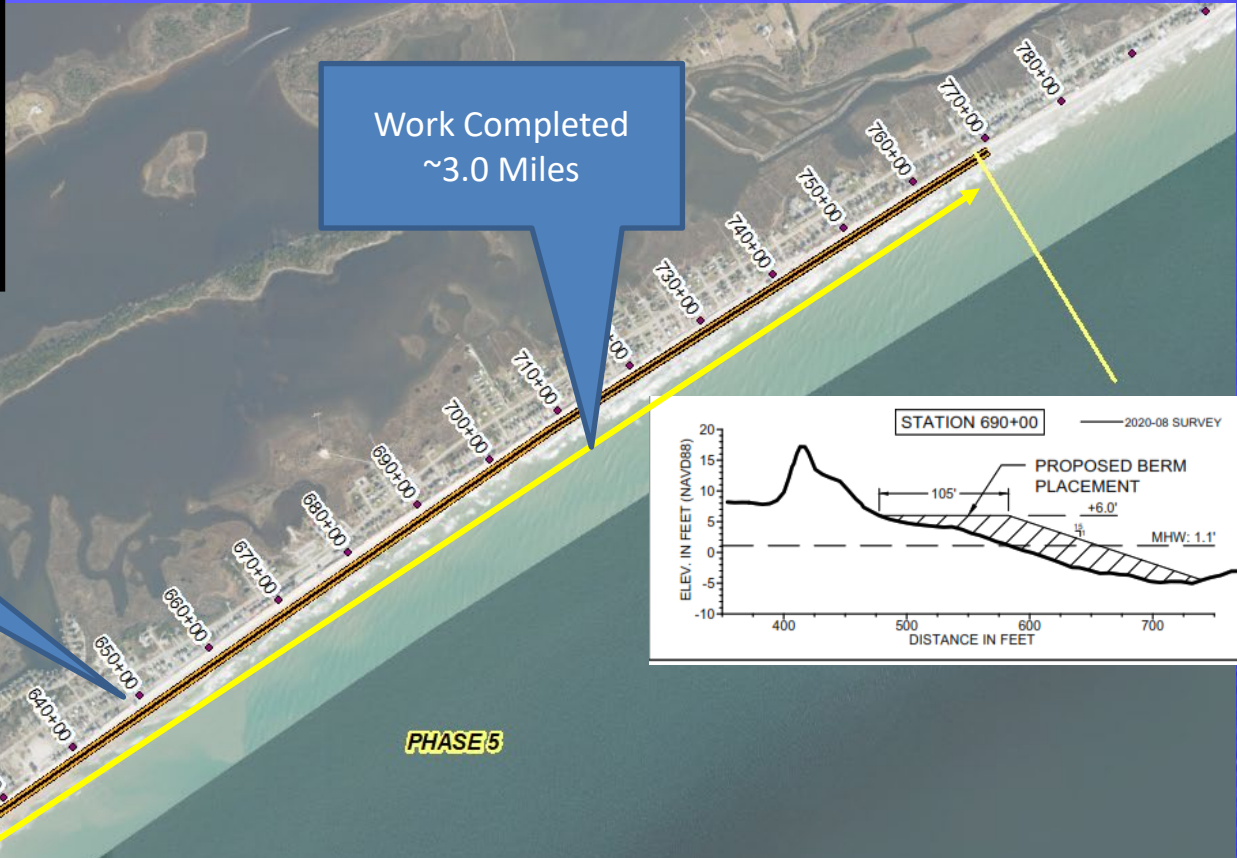
Phase 1  
Nourishment  
Full 75,000 CY  
Permitted Template  
Shown (Placed and  
Not Yet Placed)

Section IX, Item G.





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



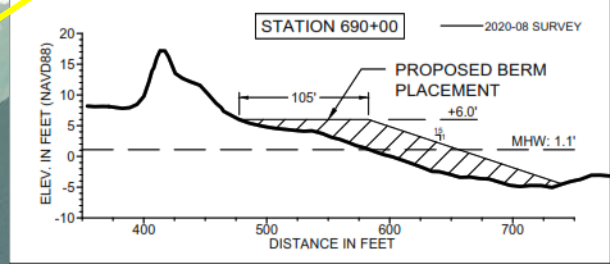
Access at Gray Street and Working South

Remaining Work

Town

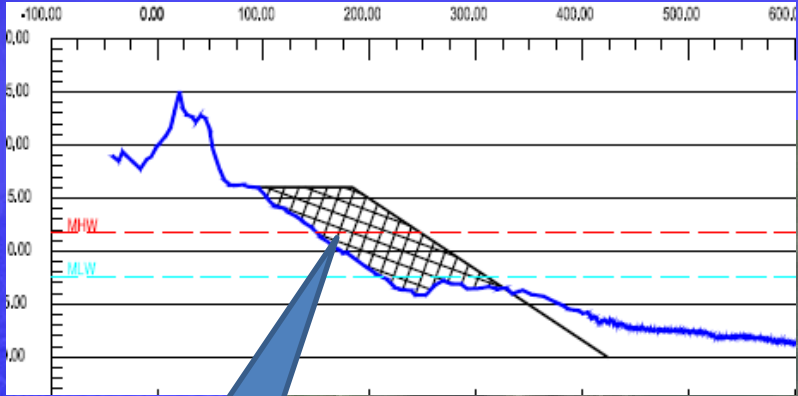
Section IX, Item G.

Work Completed  
~3.0 Miles

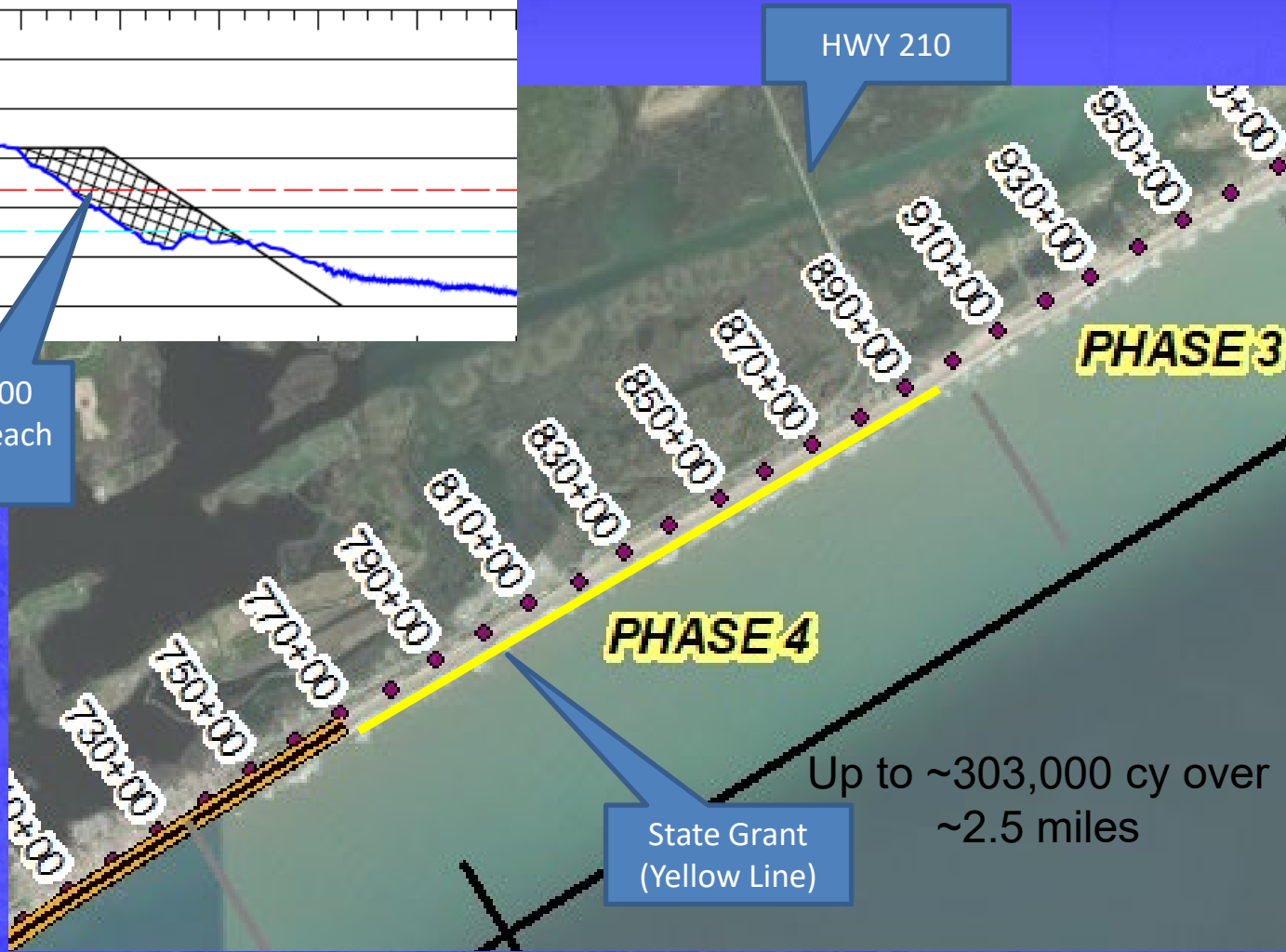


April Aerial June Survey

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



~80 to 100 Feet of Beach Width



## Project Timing vs Project Production



# County Beach Access Dune Rehabilitation - Completed

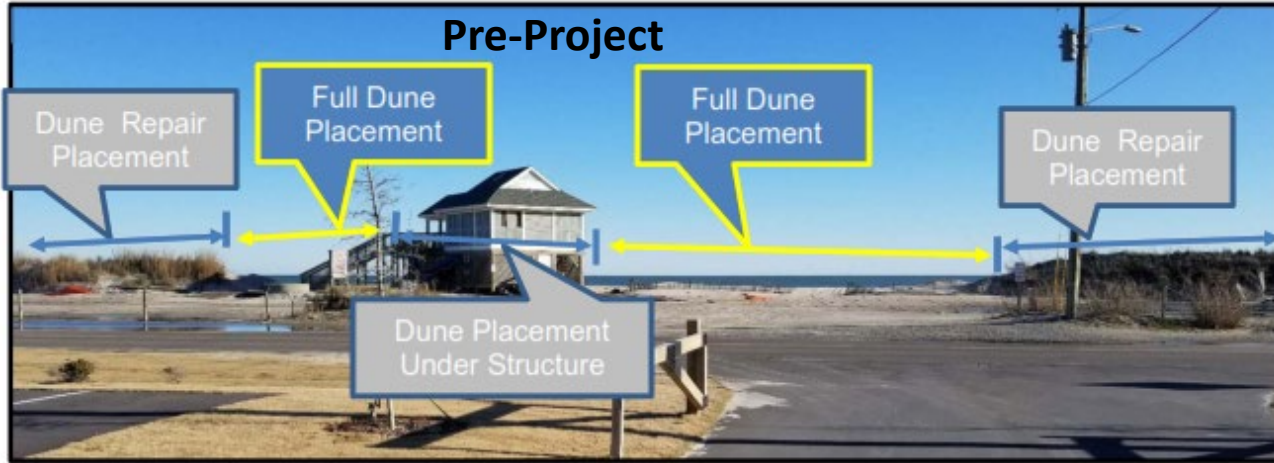


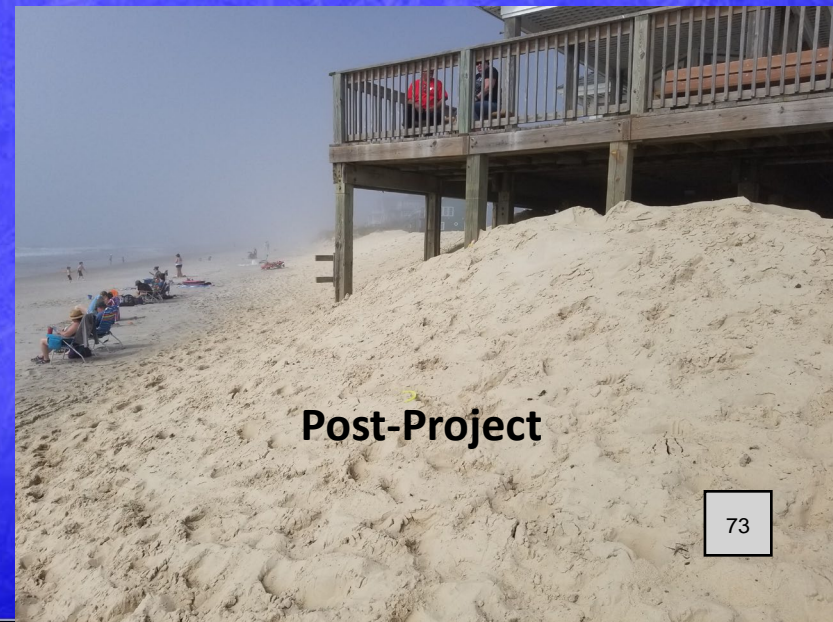
Figure 1: Dune Material Placement (photo taken February 3, 2021).



## Vegetation Sprigging Occurred last week of May (Sea Oats and Bitter Panicum)

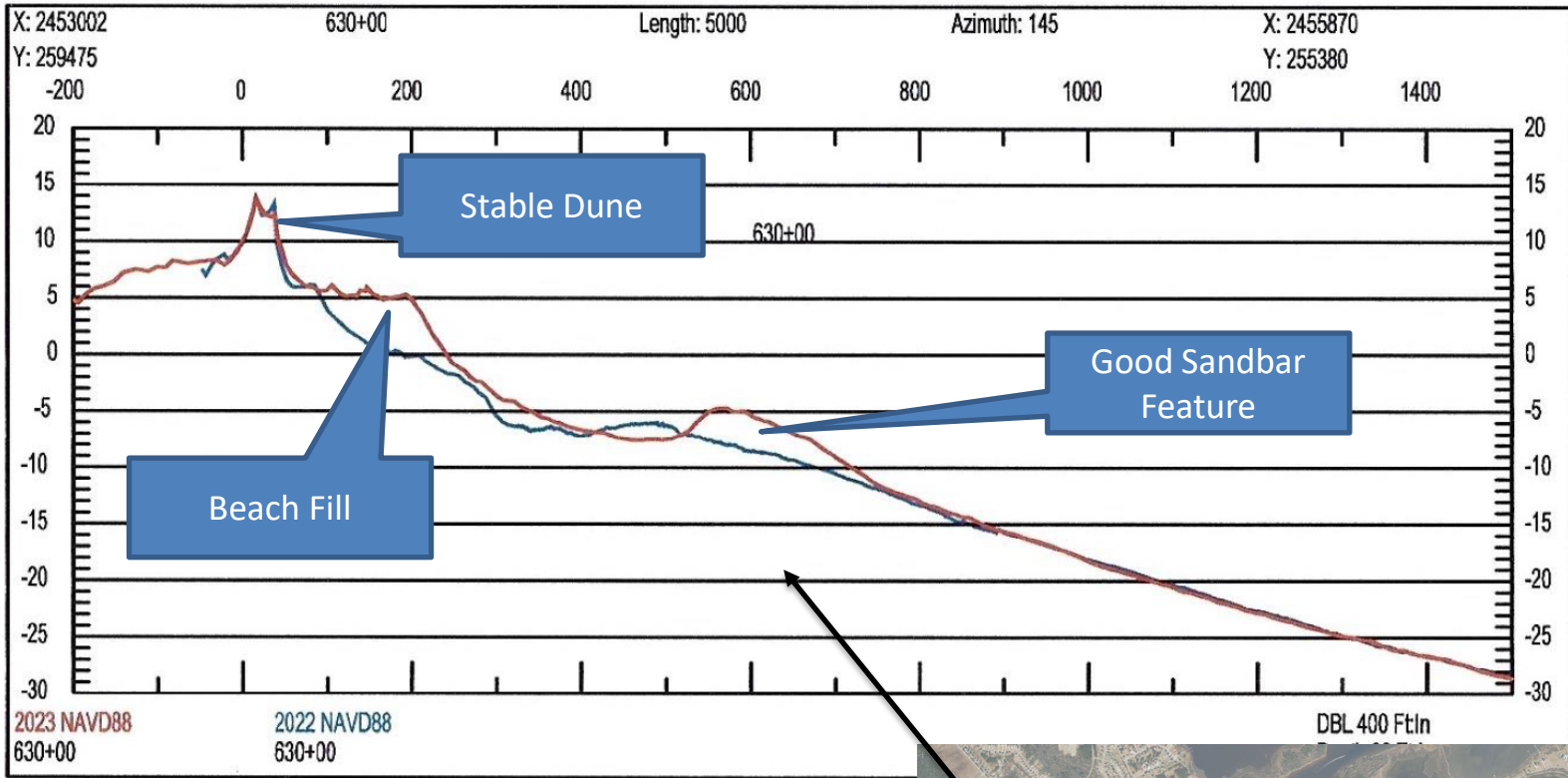


Section IX, ItemG.





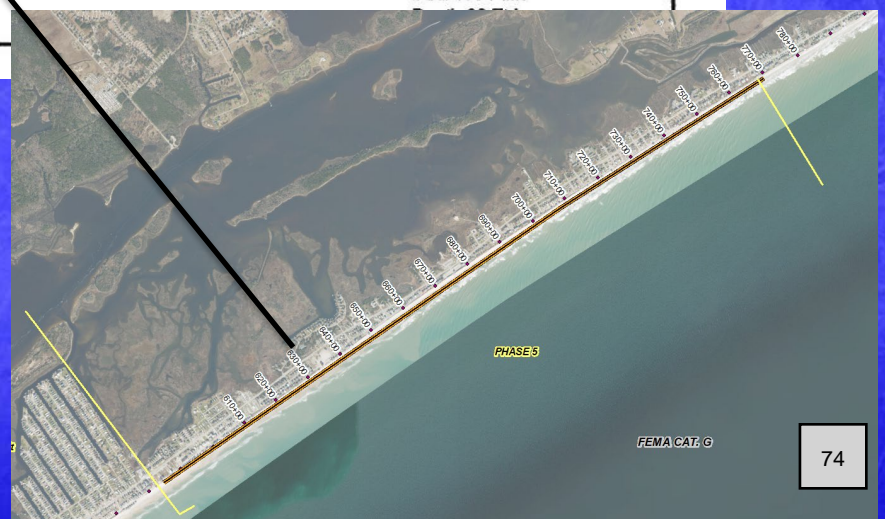
# Phase 5 Example Annual Monitoring Profile



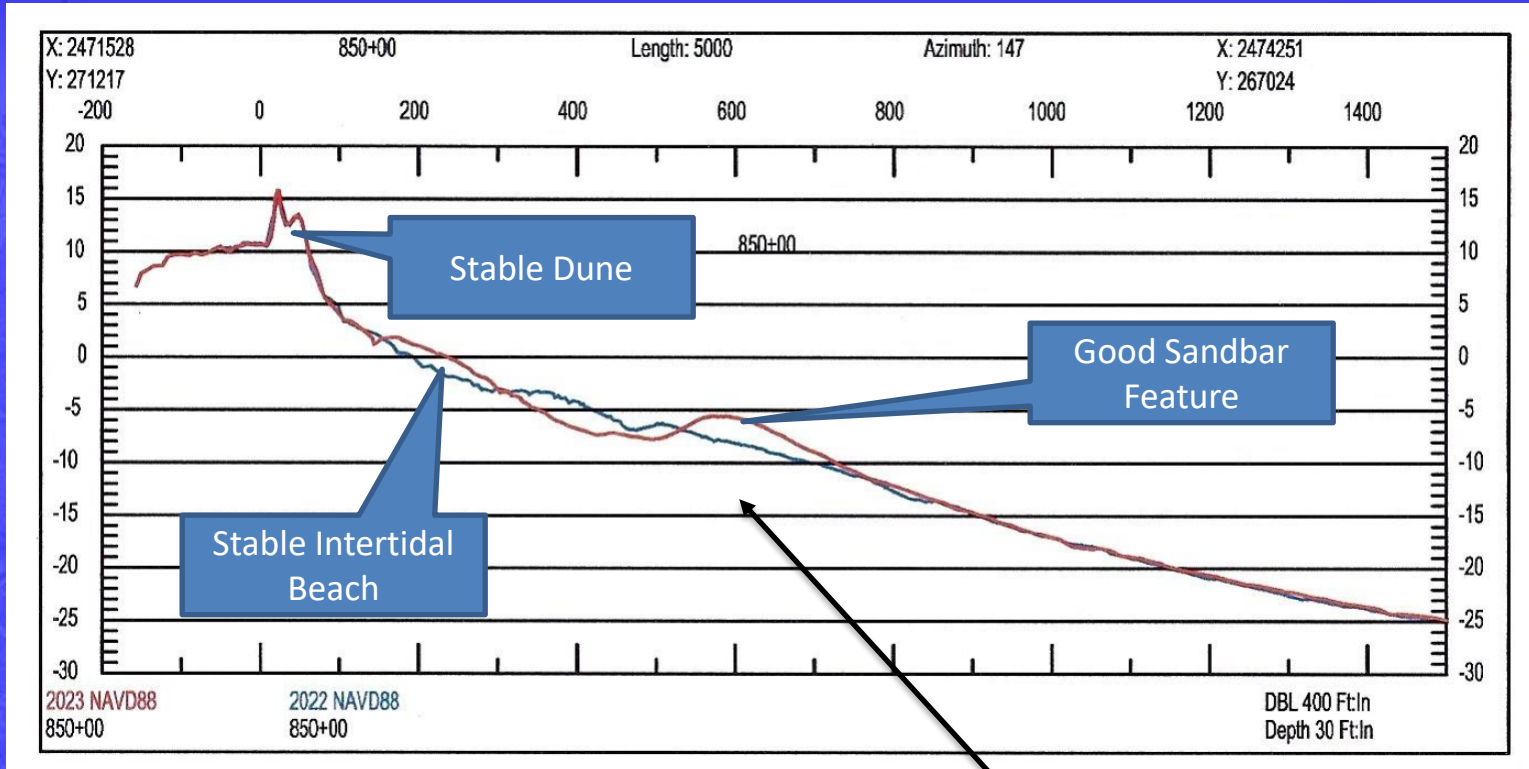
**Vertical Datum Conversions**

Mean High Water  
 1.40'  
 NAVD88

Section IX, Item G.



# Phase 4 Example Annual Monitoring Profile



**Vertical Datum Conversions**

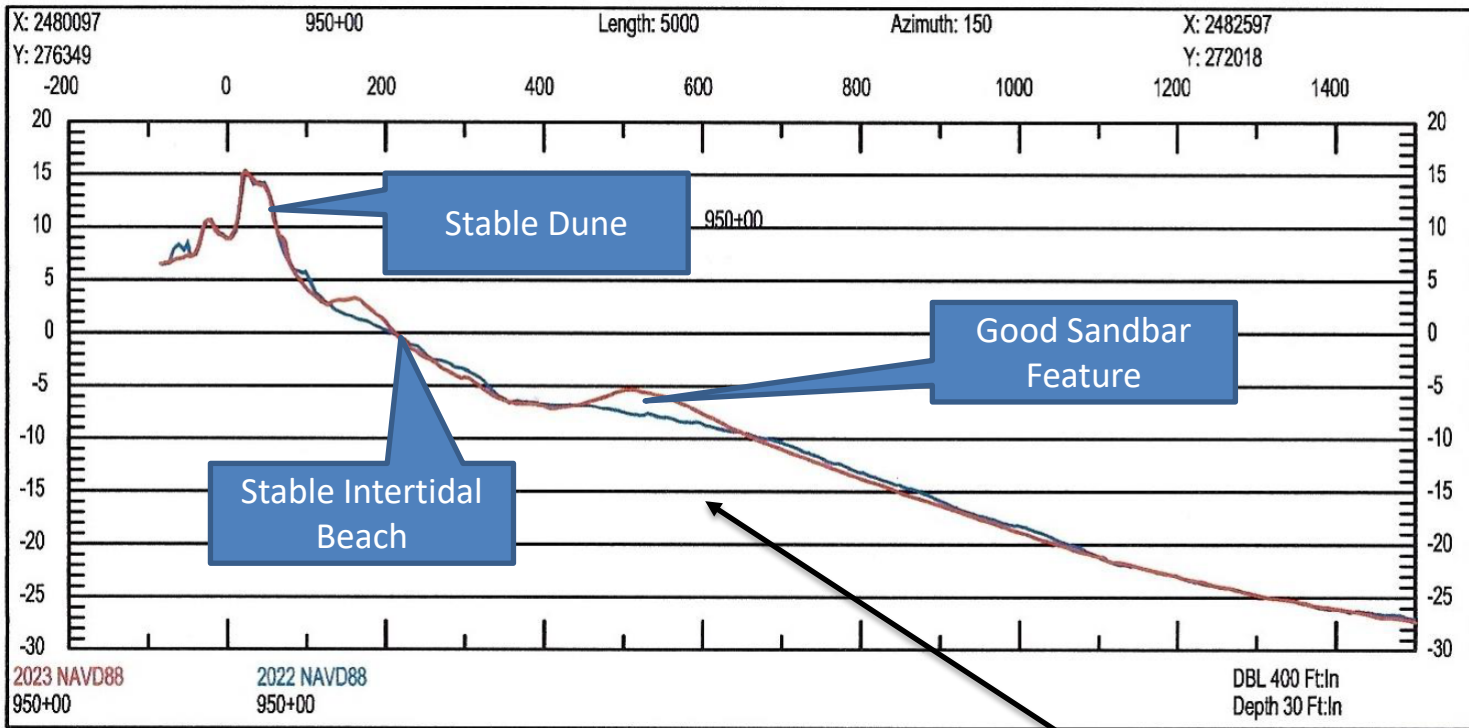
Mean High Water  
 1.40'  
 NAVD88

Section IX, Item G.





# Phase 3 Example Annual Monitoring Profile



**Vertical Datum Conversions**

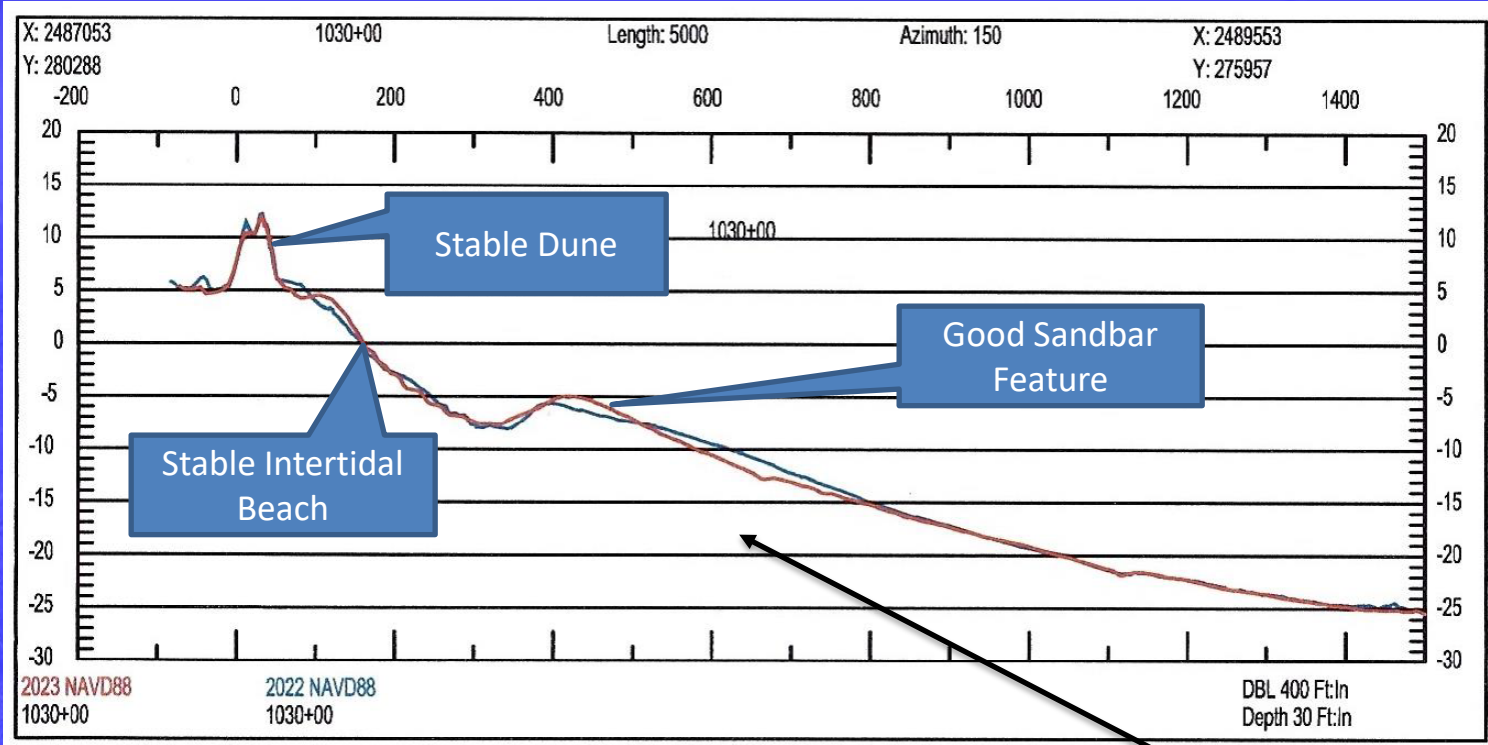
Mean High Water  
 1.40'  
 NAVD88

Section IX, Item G.





# Phase 2 Example Annual Monitoring Profile

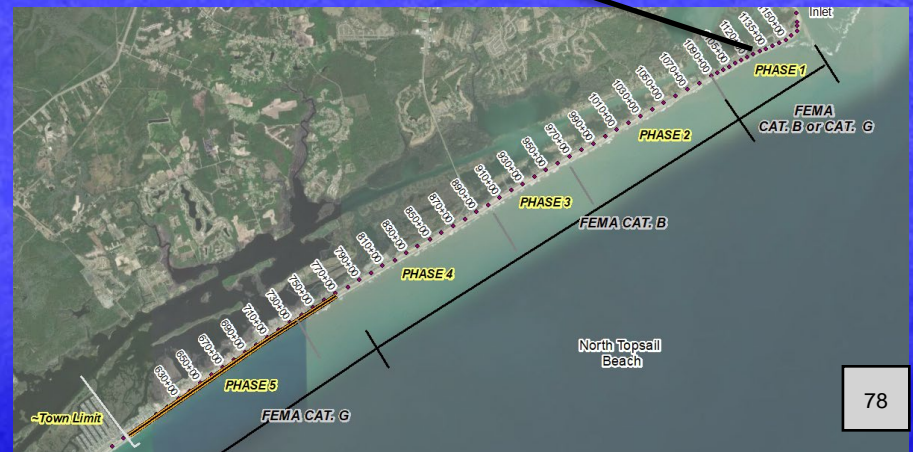
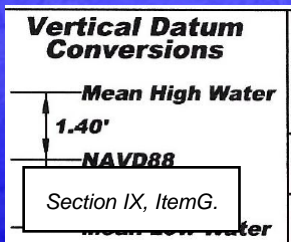
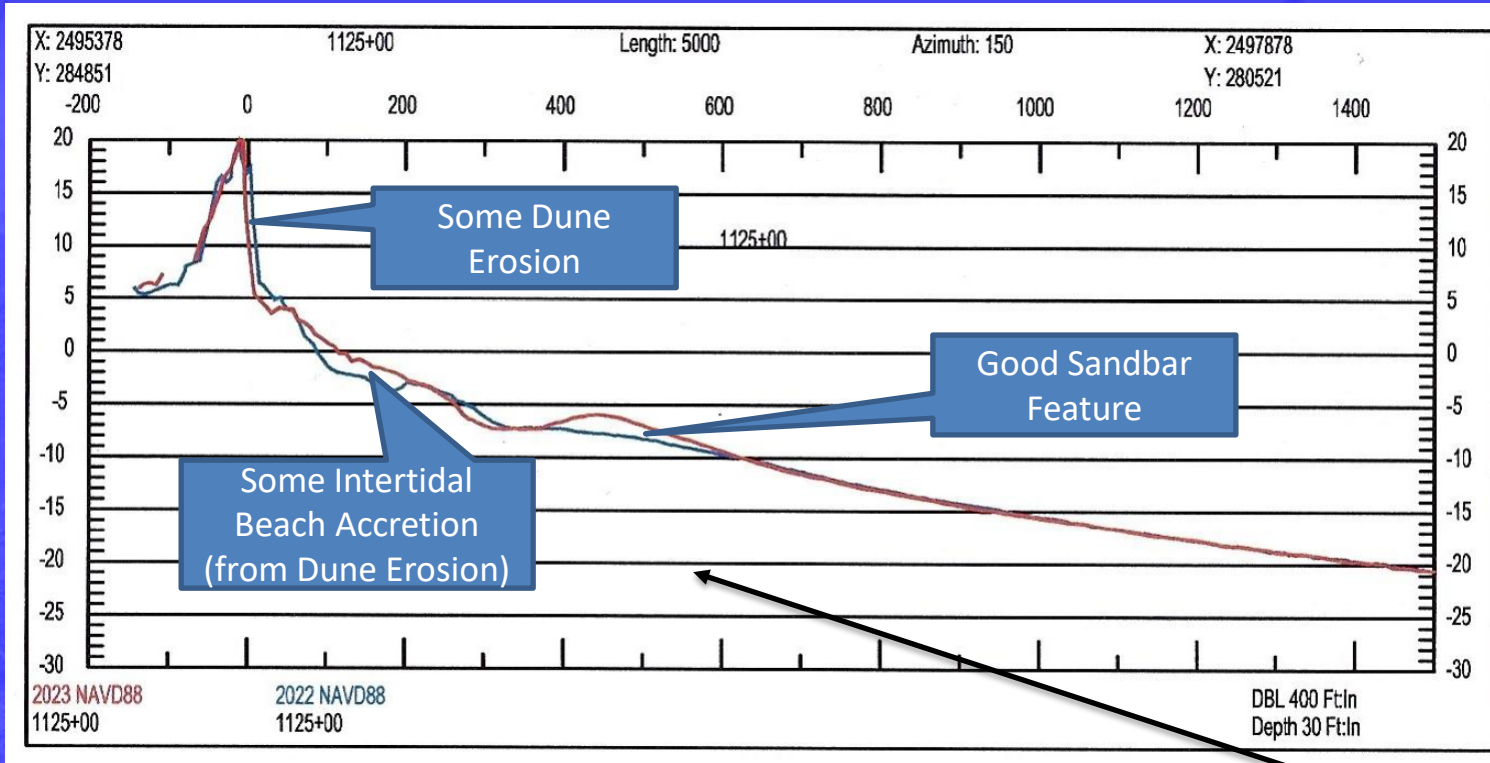


**Vertical Datum Conversions**

Mean High Water  
 1.40'  
 NAVD88  
 Section IX, Item G.

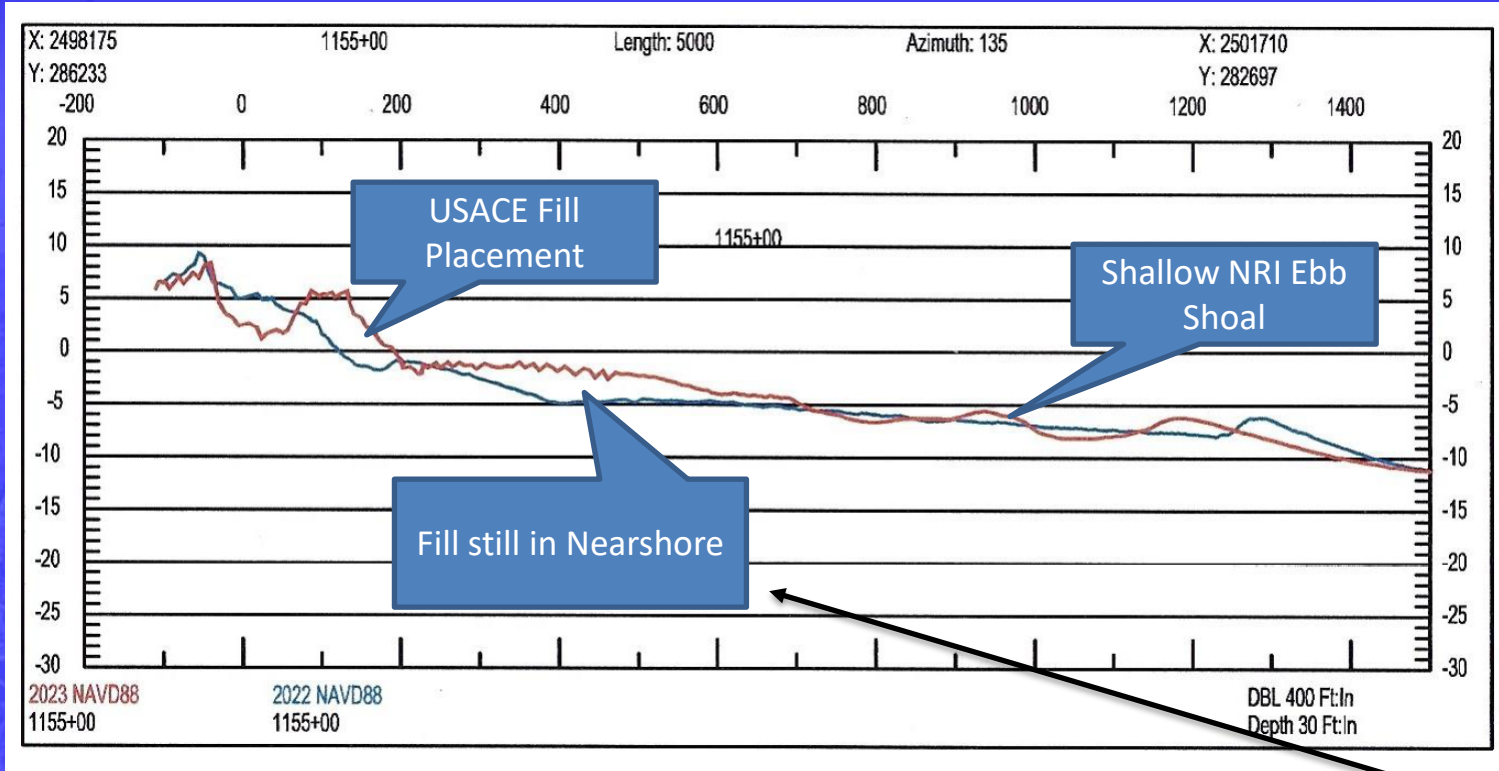


# Phase 1 Example Annual Monitoring Profile





# Phase 1 Example Annual Monitoring Profile Near Inlet



**Vertical Datum Conversions**

Mean High Water  
 1.40'  
 NAVD88  
 Section IX, Item G.



# Town Beach Projects Updates

- Annual Monitoring Completed in June. Beach Wide Volume Comparison with Last Year's Survey Underway.
- Hurricane Dorian Phase 1 FEMA Category G (~15,000 cy) near Topsail Reef Condos. Completed ~25,000 cy at Topsail Reef Condos (bldgs. 5, 6, 7, 8) and ~20,000 cy now planned for placement.
- New River Inlet Management Master Plan EIS: Notice of Intent (NOI) has been published and Draft EIS under development.
- County Beach Access 4 –Vegetation Sprigging Completed Late May
- State Grant Nourishment - ~303,000 cy in Phase 4 and connects with Phase 5 Truck Haul.
- Phase 5 Beach Nourishment – Placed ~411,000 cy. Remaining volume (~226,000 cy).
- Working with NTB Finance Officer and DEC Associates regarding funding for FEMA and State funded projects
- Permitting Coordination (all projects)



## Memorandum of Understanding

Between

North Carolina Department of Transportation

and

Town of North Topsail Beach

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

### Background

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

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- Deleted: environmental permit to complete the work.
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### Purpose

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

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

1. NCDOT will initiate, manage, and control the engineering (design), environmental surveys, investigation, studies, and coordination to pursue the potential variance and environmental permit for the proposed bike lanes. This scope of work will begin in Summer of 2023, with a record of decision expected in December 2023.
2. If a variance is granted and an environmental permit successfully obtained, the Department will include the construction of the bike lanes in the planned resurfacing contract for SR 1528 ([New River Inlet Drive](#)). In accordance with the financial commitment from the Town, the Department is committed to accelerating the resurfacing project LET date to calendar year 2027.



**Funding**

The cost to perform the engineering (design), environmental surveys, investigation, studies, and coordination is estimated to be \$100,000.00. The Town of North Topsail beach will be responsible for all costs associated for these activities. An agreement will, upon mutual consent of both parties, be executed between The Department and The Town for transfer of these funds, and will define that any costs above the estimated \$100,000.00 will be the responsibility of The Town. If the cost is less than \$100,000.00, The Town will be reimbursed the difference. This cost is nonrefundable, regardless of the outcome of the variance/environmental permit. NCDOT is requesting payment of \$100,000.00 fee in December of 2023; should additional charges be encountered, NCDOT will submit detailed cost records and explanation of work to be performed prior to beginning. NCDOT will request payment in full upon completion.

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

**Duration**

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

**Deleted:** by the authorized officials from the (list partners)

**Deleted:** by any one of the partners

**Deleted:** the authorized officials from (list partners)

**Deleted:** (end date of partnership)

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

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

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

(Partner signature)  
(Partner name, organization, position)