

# Town of North Topsail Beach

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

Aldermen:  
Richard Grant  
Tom Leonard  
Susan Meyer  
Connie Pletl



Alice Derian  
Town Manager

Danyale Lundy  
Town Clerk

*Nature's Tranquil Beauty*

## **Board of Aldermen Special Meeting Agenda Wednesday, November 10, 2021, at 6:30 P.M. Sneads Ferry Branch of the Onslow Public Library 1330 Highway 210, Sneads Ferry, NC 28460**

- I. Call to Order (Mayor McDermon)
- II. Invocation (Alderman Leonard)
- III. Pledge of Allegiance (Mayor McDermon)
- IV. Approval of Agenda
- V. Manager's Report
- VI. Open Forum
- VII. Public Presentations and Hearings
  - A. [Coastal Engineer Update](#) (Mr. Fran Way of ATM Consulting)
- VIII. Consent Agenda
  - A. Approval of Minutes ([October 7, 2021](#))
  - 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 ([link to minutes](#))

\*All open forums are subject to a 3-minute limit

1000 NC HWY 210  
Sneads Ferry, NC 28460

(910) 328-1349  
[www.ntbnc.org](http://www.ntbnc.org)

NTB is an equal opportunity provider and employer.

4. ONWASA ([link to minutes](#))

- D. Ad Valorem Tax Return
- E. Budget Amendment 2021-22.2

IX. Continuing Business

- A. Update on Capital Projects (Alderman Grant)
- B. Advantages of a Shoreline Committee  
(Mr. Chris Gibson of TI-Coastal Engineering)

X. Open Forum

XI. Attorney's Report

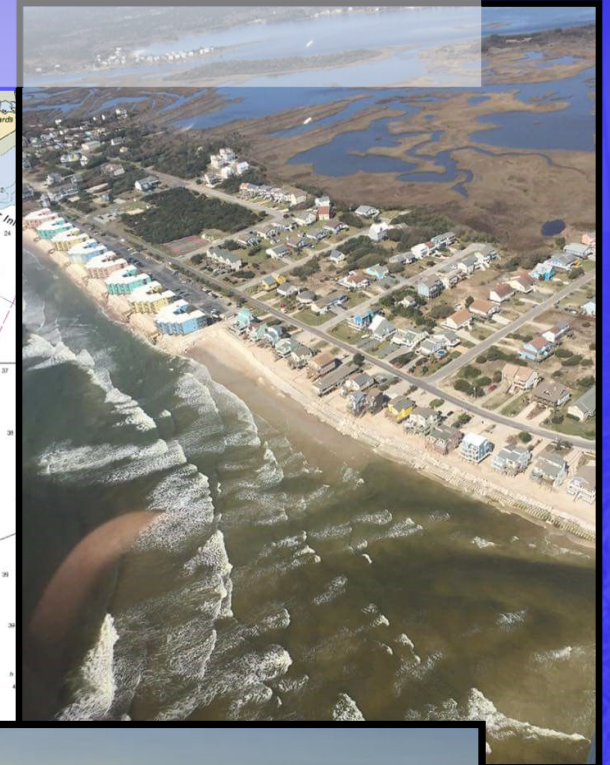
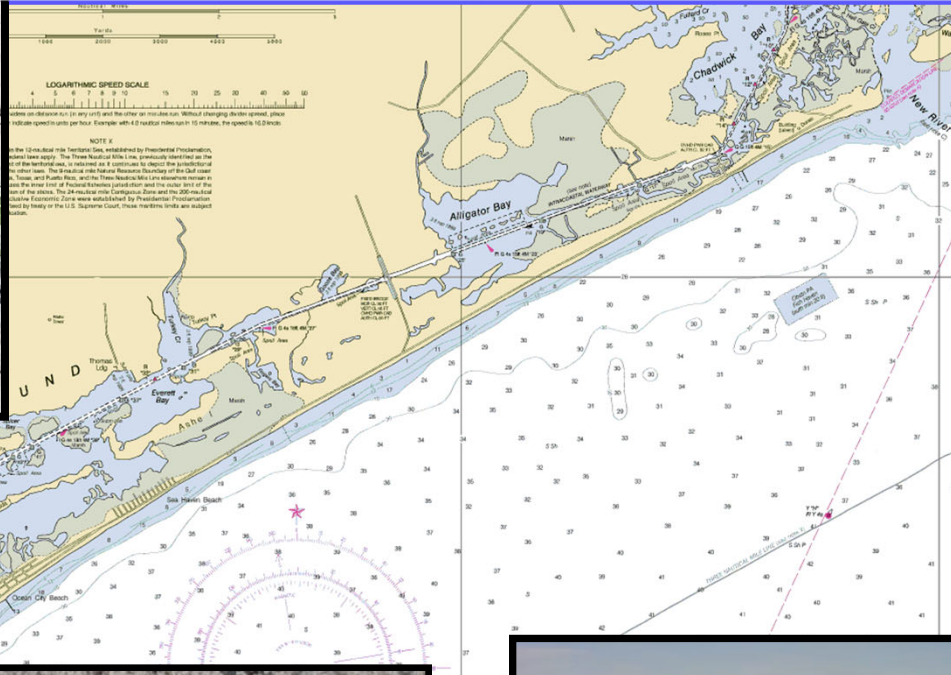
XII. Mayor's Report

XIII. Aldermen's Report

XIV. Closed Session: To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged (G.S. 143-381.11(a)(3)).

XV. Adjournment

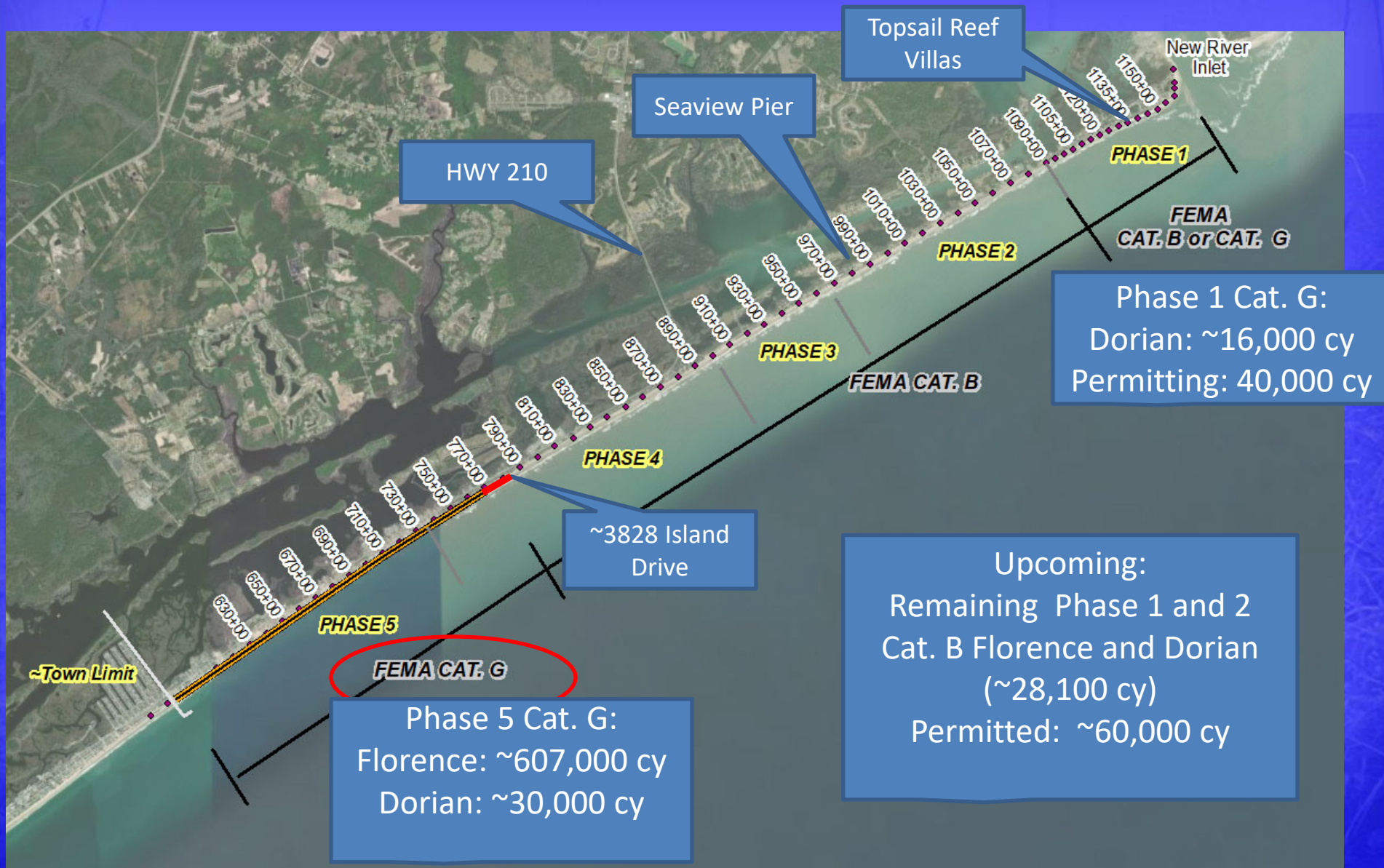
# North Topsail Beach Coastal Update – November 2021



Marina, Coastal, Environmental  
& Water Resources Engineers

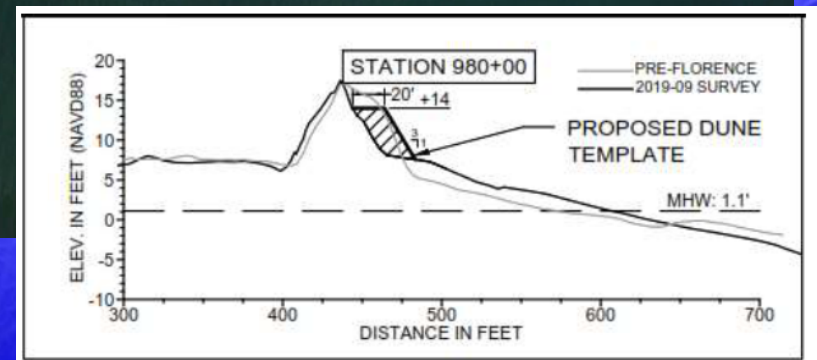
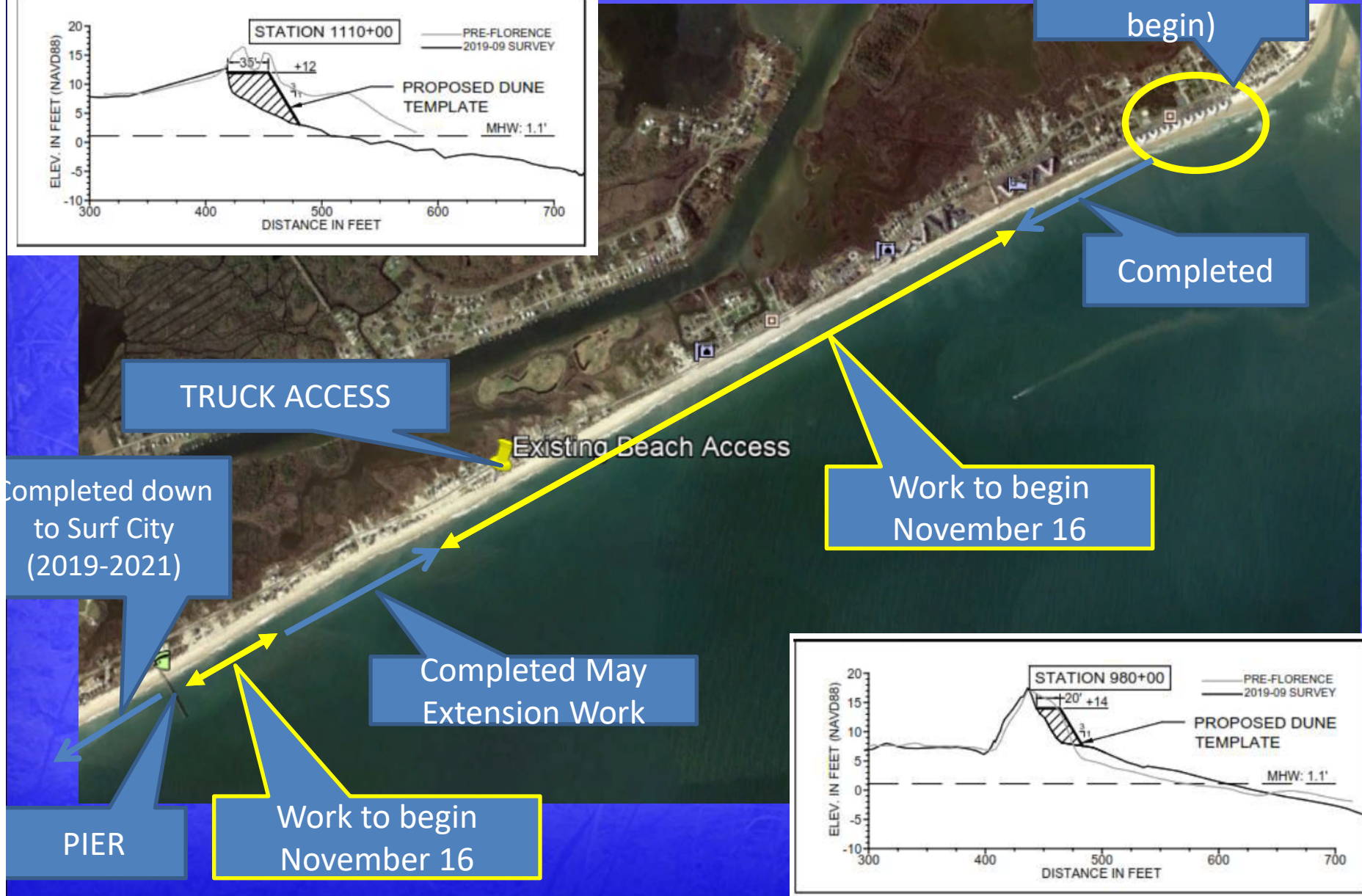
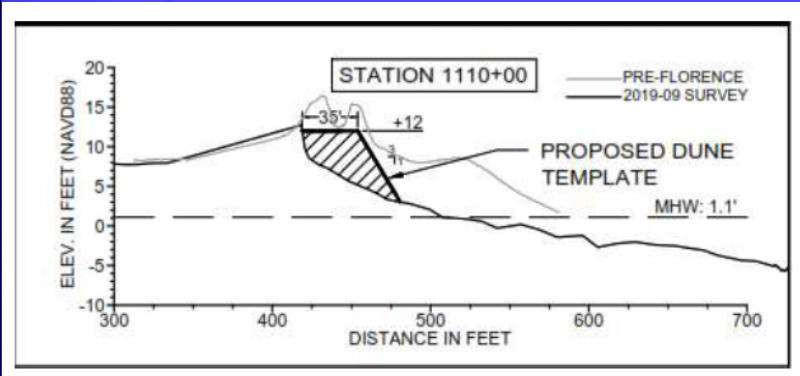


# Upcoming – Dorian and Florence FEMA Category G.

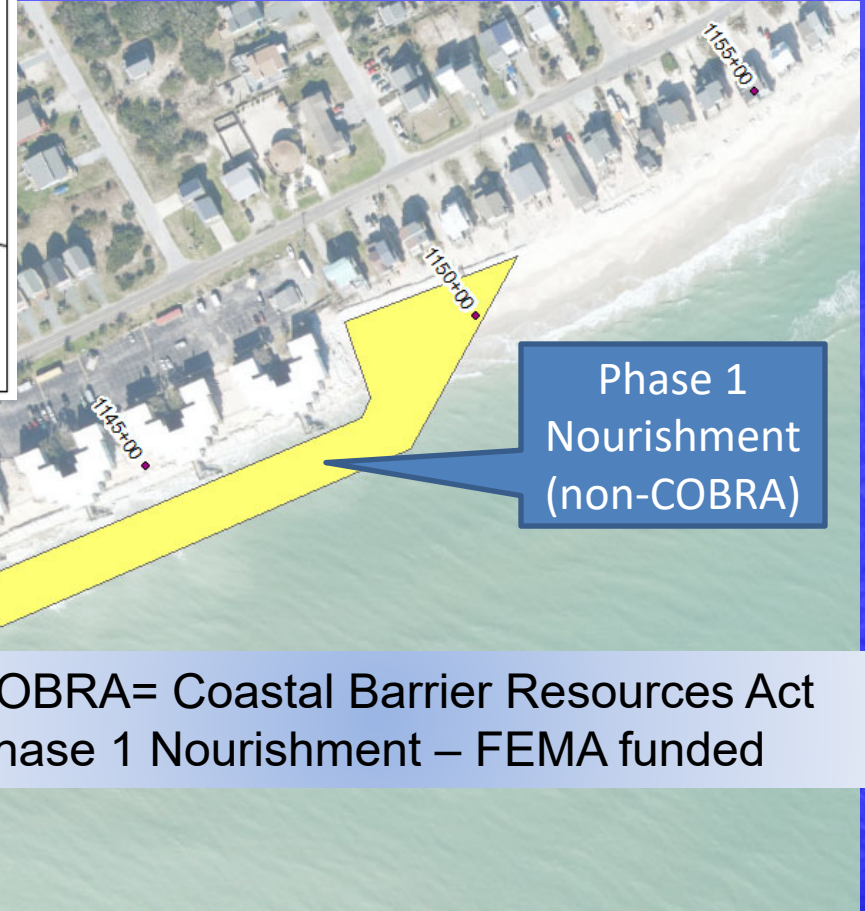
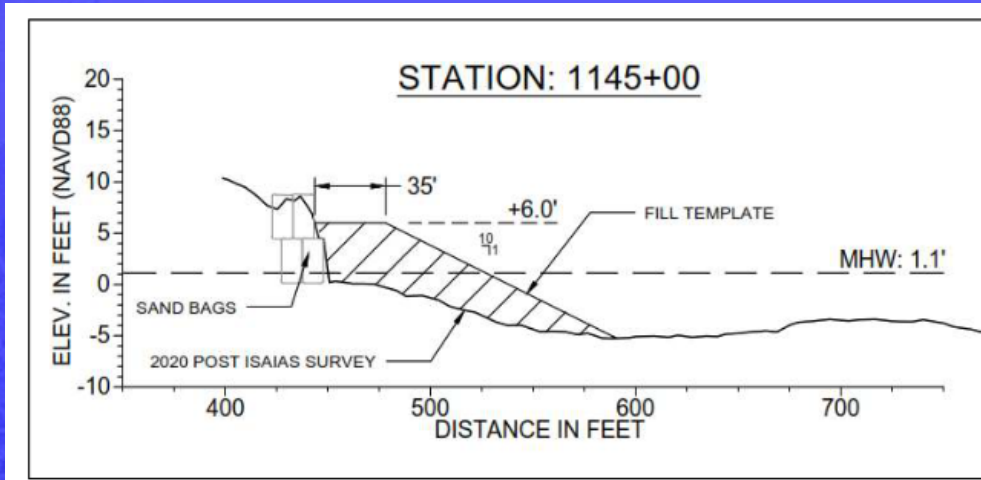




# Truck Haul – North of Pier

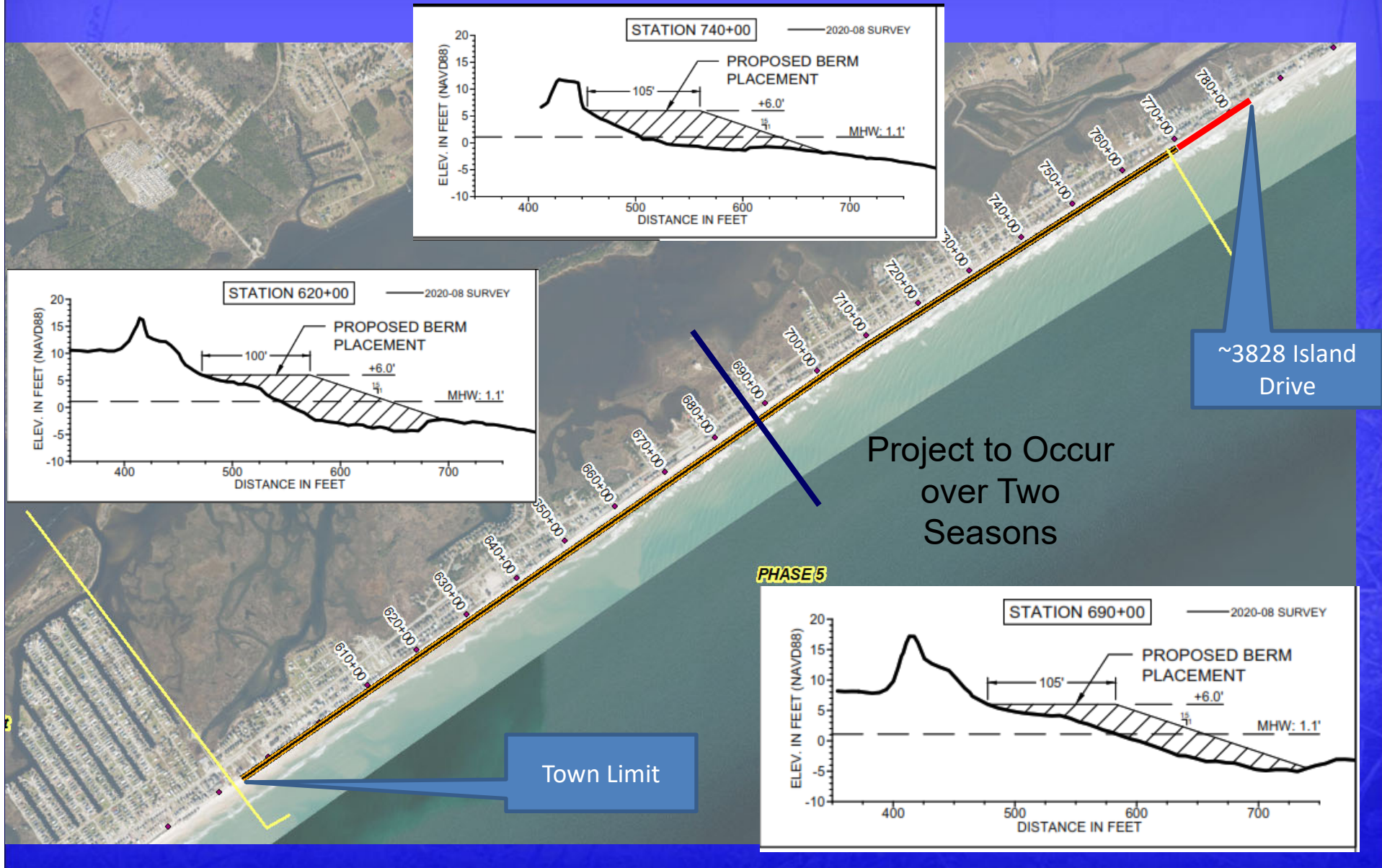


# Nourishment Permitting of NON-COBRA Areas in Phase 1 Beach (not Dune) Nourishment





# Planned Florence & Dorian Nourishment in Phase 5. Beach (not Dune) Nourishment





# County Beach Access Dune Rehabilitation



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

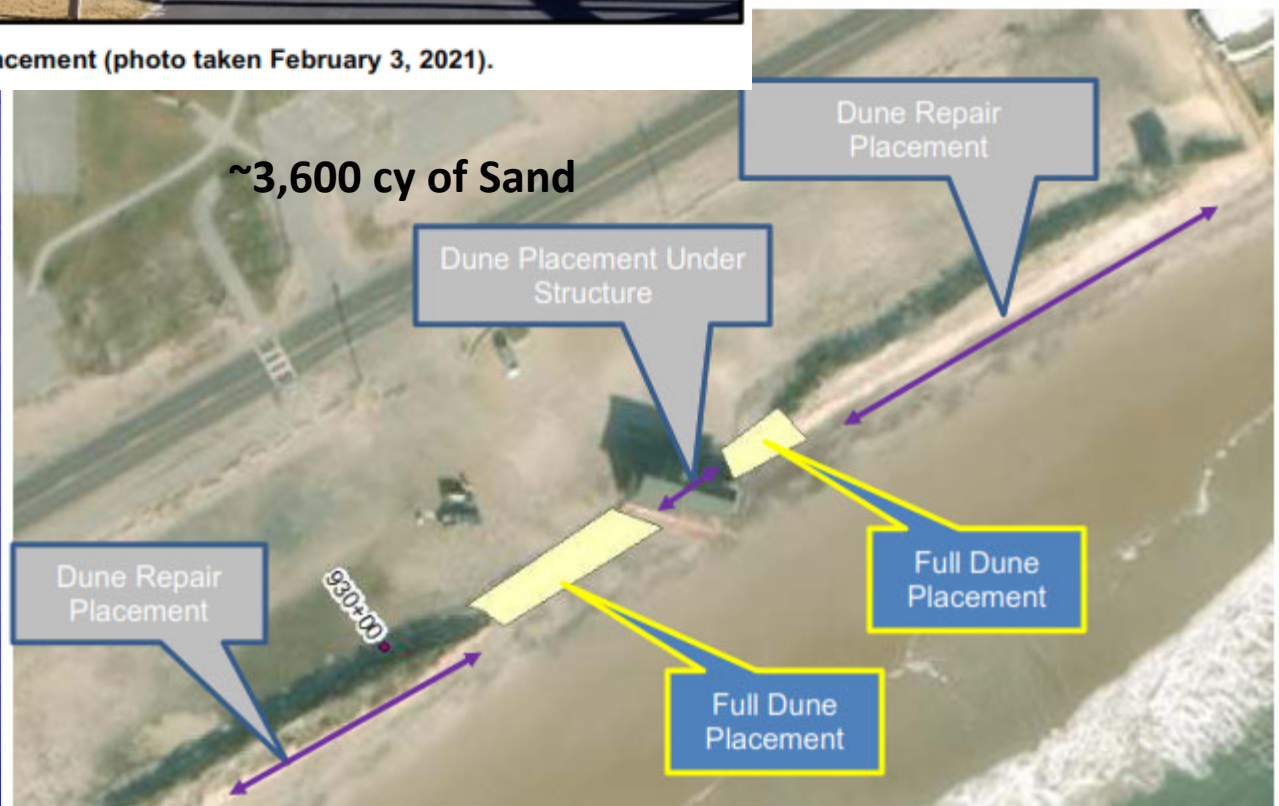
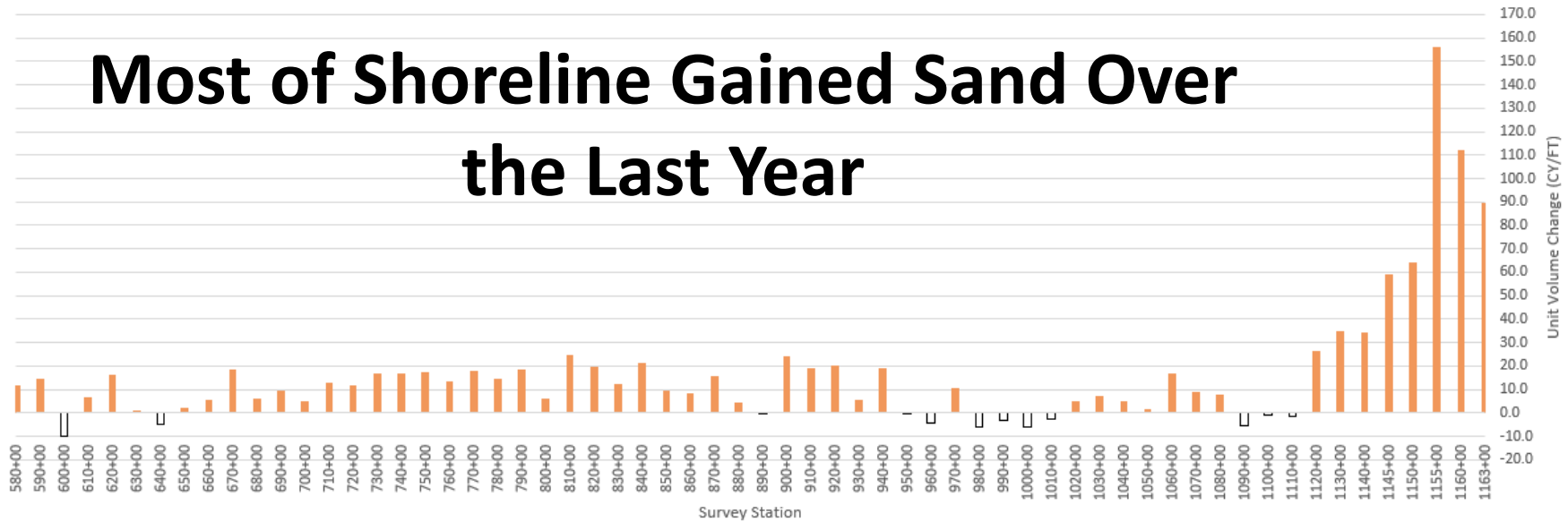


Figure 2: Plan view dune placement schematic.

# NTB Annual Monitoring/Surveying

**Most of Shoreline Gained Sand Over the Last Year**

Unit Volume Change per Survey Station



**Annual Surveying Change from July 2020 to July 2021**



# NTB Annual Monitoring/Surveying

**All Shoreline Phases/Reaches Show Gain Over the Last Year**

	<b>Average (cy/ft)</b>	<b>Volume (cy)</b>	<b>Notes</b>
Phase 1	+51.7	+311,704	Corps project + Truck Haul
Phase 2	+3.7	+36,698	Truck Haul
Phase 3	+12.0	+76,988	Truck Haul
Phase 4	+12.9	+159,489	Sand Spreading
Phase 5	+9.4	+195,438	Sand Spreading
	<b>TOTAL</b>	<b>+780,318</b>	

**Gains due to: Corps Project, Truck Haul, Previous Truck Haul Project Spreading, Surf City Project Spreading, Natural Variability, No Major Hurricanes**

**Note: Phases/Reaches Vary in Length**



# Town Beach Projects Updates

- Phase 1 and Phase 2 Dune Truck Haul: Remaining ~1.8 miles to be completed starting November 16.
- Hurricane Florence & Dorian Phase 5 FEMA Category G: Permit application processing.
- Bid Package for Phase 5 FEMA Cat. G Released.
- Hurricane Dorian Phase 1 FEMA Category G: Separated from Category 5 permitting due to sandbags.
- New River Inlet Management Master Plan EIS: Continued EIS processing and meetings.
- Working with NTB Finance Officer and DEC Associates regarding funding for upcoming FEMA and State Grant projects
- Completed - CAMA/DCM updates to sediment criteria related to shells and rocks. NTB sampling for entire ~11.1 mile shoreline (per new state-wide requirements and state grant funded).
- Sea Oat Planting
- County Beach Access
- Overall gain in beach volumes for entire beach over the last year due to fill projects and natural variability

**Board of Aldermen Regular Meeting Minutes  
October 7, 2021  
Sneads Ferry Branch of the Onslow Public Library**

**Present:** Mayor McDermon; Mayor Pro Tem Benson; Aldermen Grant, Leonard, Meyer, and Pletl; Interim Town Manager Younginer; Finance Officer Elliott; Town Clerk Lundy; Public Works Director Anders; Fire Chief Soward; Planning Director Hill; Town Attorney Edes; HR Management Consultant Oxley.

**Via Zoom:** New Town Manager Alice Derian; Coastal Engineer Way; CPA Budget Analyst Doug Carter.

**I. Call to Order**

Mayor McDermon called the Meeting to order at 6:30 PM. The new Town Manager, Alice Derian, was introduced and welcomed.

**II. Invocation**

Alderman Pletl led attendees in an invocation.

**III. Pledge of Allegiance**

Mayor McDermon led attendees in the Pledge of Allegiance.

**IV. Approval of Agenda**

Mayor McDermon made a motion to approve the Agenda. Mayor Pro Tem Benson seconded.

During the discussion, Mayor Pro Tem Benson recommended the following changes:

1. Under Continuing Business (Item D) Advantages of a Shoreline Committee presentation by Mr. Chris Gibson, be removed due to Mr. Gibson not being able to attend the meeting. This item will instead be added to the November BOA Regular Meeting.
2. Addition of North Carolina Resilient Coastal Community Project/Community Action Team Update presented by Mayor Pro Tem Benson and Alderman Leonard after Closed Session.

Alderman Leonard recommended the following additions:

3. Addition of Status of North Topsail Beach Paid Parking Program under Continuing Business.
4. Addition of Upcoming NCBIWA Fall Conference under New Business.

Alderman Grant recommended the following changes:

5. Combine an Update on the Financial Planning Model under Continuing Business, section A along with Update on Capital Projects Model.
6. Add Consideration of Becker Morgan's Proposal after Closed Session.

\*All open forums are subject to a 3-minute limit

Board of Alderman Meeting

Alderman Leonard made a motion to adopt the Agenda as amended during discussion. Mayor Pro Tem Benson seconded. The Motion passed unanimously, 5-0.

Alderman Leonard introduced the new Town Clerk, Danyale Lundy.

**V. Manager's Report**

Interim Town Manager Younginer delivered the monthly report. First, he spoke about the construction progress at Town Hall. They have encountered problems receiving the countertops; however, they should arrive any day now. Plumbing cannot be completed until countertops are installed. Interior doors are set to arrive between October 15<sup>th</sup>-20<sup>th</sup>. Finance Officer Elliot worked with Spectrum, and the internet is now installed inside Town Hall. Computer Warriors is currently scheduling dates to perform the IT hookups. Floors are complete. Touch-up and inspections are getting done soon. The storage container in the parking lot is empty and gone. The parking lot is scheduled to be refinished. Interim Town Manager Younginer believes the building should be operational and ready to move into by the third week in November.

Interim Town Manager Younginer announced New Town Manager, Alice Derian, is scheduled to start October 18<sup>th</sup>. Being Interim Town Manager Younginer's last board meeting; he thanked the board and staff members. Also gave a special thanks to Consultant Oxley and Town Clerk Lundy for all their help. Announced the Mayor's Report was wonderful communication to the citizens of North Topsail Beach.

Mayor Pro Tem Benson thanked Mr. Younginer for stepping into and serving in the role of Interim Town Manager.

**VI. Open Forum**

Town Clerk Lundy reported that one attendee, Mr. Will Evans, signed-up to provide public comment.

Mr. Evans reported he had moved to North Topsail Beach 26 years ago. He spoke to the poor condition of the house across the street from his residence on Seashore Drive. Mr. Evans stated the previous owners did a good job of upkeeping the home; however, the current owner has been absent. To his knowledge, no one has been in the home for years. Mr. Evans reported his concern regarding the multiplying of rats, roof missing in places, and general condition of the home. Mr. Evans indicated he would like for the homeowner to be contacted and to be able to hear the owner's reasoning and story regarding the condition of the house. Mr. Evans made it clear his wish is not to tear the house down but would like the issue of the absent homeowner and lack of upkeep of the home to be addressed and taken care of.



Board of Alderman Meeting

Mayor McDermon asked Mr. Edes for an explanation regarding the process the Town would need to take to address this issue. Mr. Edes informed the BOA and public that Mrs. Oxley would give an update regarding this information under Continuing Business (Section E).

Mayor McDermon asked if any other attendees would like to address the Board. Hearing no requests, Mayor McDermon moved to the next Agenda item.

**VII. Public Presentations**

a. Coastal Engineer Update

Mr. Fran Way of ATM Consulting provided an update as follows:

- Phase 1 and Phase 2 Dune Truck Haul: Remaining -1.8 miles to be completed starting November 16.
- Hurricane Florence & Dorian Phase 5 FEMA Category G: Permit application submitted to CAMA/DCM.
- Hurricane Dorian Phase 1 FEMA Category G: Separated from Category 5 permitting due to sandbags.
- Phase 2 Nourishment included in Phase 1 nourishment permitting but Phase 2 has no FEMA funding.
- New River Inlet Management Master Plan EIS: Continued EIS processing and meetings.
- Working with NTB Finance Officer and DEC Associates regarding funding for upcoming FEMA and State Grant projects
- CAMA/DCM updates to sediment criteria related to shells and rocks. NTB sampling for the entire -11.1 miles shoreline (per new state-wide requirements).
- USACE Intracoastal Waterway and other pipelines/navigation dredging project not planned for NTB waterways this winter.
- Sea Oat Planting
- County Beach Access

Mayor McDermon stated she has been receiving questions regarding crossovers for oceanfront parcels. Mayor McDermon disclosed that her understanding is that CAMA isn't currently approving any type of crossovers to be built. Mayor McDermon wanted to clarify her assumption that once the dunes are healthy and vegetated the restrictions would be lifted.

Mr. Fan Way agreed with Mayor McDermon's interpretation that as soon as the dunes are stable and contain sprigs on them; that is when CAMA should allow rebuilding of crossovers.

Mayor Pro Tem Benson stated that CAMA will not allow cross-overs until the dune is considered vegetated, which could take three years. He stated that springs alone are not justification for a dune to be considered vegetated.

Alderman Grant stated the most disappointing thing for him personally is the sprig placement and delay in planting. He relayed his concern regarding people walking across the dunes who have rented houses. Alderman Grant disclosed he realizes that the crew did have COVID delays; however, that is something the Town needs to stay on top of.

Alderman Grant revealed that during a conversation with a CAMA employee it was estimated it would take 18 months minimum (two years should be expected, maybe longer) for the sprigs to start counting as vegetation.

Aldermen Meyers had a question regarding the permitting for the Phase One area and asked Mr. Fran Way how confident is he that Phase One will get accomplished in the original timeframe?

Mr. Way assured Aldermen Meyers he is confident and doesn't foresee a lot of opposition.

Alderman Leonard commented regarding Mr. Way's slide displaying beach update details stating this slide is a good summary, and he hopes to see that continued each month in the update. Alderman Leonard requested it is placed on the Town's webpage.

Alderman Pletl wanted to the clarification that Phase 5 is set to begin January 2022, and the second portion will start November 2022. Coastal Engineer Way confirmed.

#### **VIII. Consent Agenda**

- a. Approval of Minutes (September 2, 2021; September 24, 2021)
- b. Department Head Reports
  - i. Finance Department
  - ii. Fire Department
  - iii. Inspections Department
  - iv. Planning Department
  - v. Police Department
  
- c. Committee Report
  - i. Planning Board & PPI Committee
  - ii. Board of Adjustment

- iii. TISPC
- iv. ONWASA

d. MOTV Tax Return

Alderman Leonard made a motion to approve the Consent Agenda as presented. Alderman Grant seconded. The Motion passed unanimously, 5-0.

**IX. Continuing Business**

a. Update on Capital Projects

Alderman Grant presented. He spoke to Capital Projects being a lot more complicated than originally thought. Reminded everyone FEMA doesn't provide money upfront. The town must pay upfront costs and FEMA will reimburse. Alderman Grant also disclosed FEMA withholds around 25% at the end of the project and can withhold that amount for one to two years.

Alderman Grant thanked the board for hiring CPA Budget Analyst Carter to assist in building a Financial Model. Alderman Grant stated the need to get approvals with the LGC and go through their process, and disclosed the town is looking at spending about 20 million dollars over the next 18 months. Financial Officer Caitlin estimates the town is still owed about three million dollars from FEMA for the current project.

Alderman Grant informed everyone there is a commitment to the LGC that once the beach fund gets over five million dollars the money must go against the USD loan. Alderman Grant believes the town can get a line of credit (aka note) to borrow 10 million dollars to front the FEMA projects. CPA Budget Analyst Carter feels confident that the town is currently on target.

Alderman Grant confirmed that property taxes will help as well; however, without the loan money, the project cannot be funded. Alderman Grant affirmed the town has made a lot of progress. The town is looking at a total cost of around 20 million dollars. The current plan is to get funding sources in place with the 10-million-dollar loan note to be able to cover the invoices.



Alderman Grant also reminded everyone of another project, the South End Fire House construction, which will be several million dollars of more occurred cost next fiscal year. He stressed the importance of working with Mr. Carter to build the budget into a financial model to accommodate the vast complexities North Topsail Beach has as a town. Alderman Grant disclosed that collateral for the 10-million-dollar note the town will be borrowing will be FEMA funds as to not tie up town finances. Alderman Grand closed by summarizing the reality for North Topsail Beach in the next two years involves more expenditures in the sand and capital projects than has been seen in the history of the town.

Mayor McDermon thanked everyone for all the work they have done stating she realizes we have to be creative (being a small town with a small budget) so the town does not incur that type of debt. Mayor McDermon asked when will the board and town be able to see a draft financial model. CPA Budget Analyst Carter stated he and Caitlin were working on the draft and plan to use information from the end of the year financial audits to draft the model.

CPA Budget Analyst Carter disclosed the need to look to the general government side regarding paying for the South End Fire House rebuild while looking on the beachside concerning FEMA projects, and how we pay off the USDA loan. Mr. Carter indicated due to discussions with the LGB in January; the board can expect to hear initial results in December or January timeframe.

b. Committee Involvement

Aldermen Pletl stated she and Alderman Meyers are trying to inspire community involvement to bring things such as recreational activities, festivals, food truck rodeo, etc. to North Topsail Beach. The goal is for these events to be community-driven. Alderman Meyer confirmed they currently have three applications for The Parks and Recreation Committee but would like to extend the application period. The next step is to set up a meeting with the applicants to get the ball rolling in the next two weeks. Alderman Pletl pointed out how North Topsail Beach is unlike Surf City which contains Main Street where people can get together and get to know each other. Nevertheless, the goal is to create events, gatherings, and opportunities to bring everyone together as a community.

Mayor McDermon pointed out she would like to encourage the Parks and Recreation Committee as they move forward; to research any possibilities and utilize applying for grant funding if possible.

c. Shoreline Protection Update

Mayor Pro Tem Benson stated Coastal Engineer Way did an excellent job of covering the update. North Topsail Beach is still working with the homeowners at the North of the Island to get the restoration of sandbag redevelopment underway. Mr. Benson confirmed the sand that was placed over the winter has been a great barrier to keep the ocean waves off of the sandbags at the north end.

Mayor Pro Tem Benson explained sand is starting to migrate to the inlet offshore, and we need to get back to an agreement with an Engineer so we can get started with the restoration of sandbags per the settlement agreement from the lawsuit that occurred several years ago.

Mayor Pro Tem Benson mentioned Coastal Engineer Way permitted an extra 40,000 cubic yards of sand for the Topsail Reef area in Phase One in hopes to obtain a change in the state legislation which would allow us to use the million and a half dollars that was appropriated North Topsail Beach going back to Harry Brown's tenure in the Senate to put that extra sand at the reef because there is a tremendous need to protect that structure from erosion in the future.

Mayor Pro Tem Benson disclosed he received an update from our state lobbyists today. The language to change the use of funds from phase two into phase one through phase four is still in the documentation that the legislature is discussing with the governor as they tried to settle the differences between what the legislature wants in the budget and what the governor will sign.

d. Condemnation

Consultant Laura Oxley of HR Management Solutions stated she has been working with Town Attorney Edes and Building Inspector Canady regarding nuisance abatements. Mrs. Oxley disclosed Building Inspector Canady inspected and determined there are issues with a property in North Topsail Beach. Mr. Canady has given the property owner reasonable time to address the issues which to date has still not been done. The next step is for the town to set an Administrative Hearing to address the issue. Consultant Oxley disclosed the property owner will be contacted and given a chance to attend the hearing, the Building Inspector will decide at that hearing, issue an order, and the owner will have 60 days to take corrective action.

Mayor McDermon asked if the property owner does not make corrections within the allowed timeframe, is it then within the town's legal right to be able to have the property taken down and a lean placed? Mr. Edes responded due process requires we have a hearing and allow the property owner to make their case. Town Attorney Edes explained if an order is issued the property owner has 10 days to appeal, and that appeal would go before the Board of Aldermen. In the event, an appeal is made the Board of Alderman will conduct a Quasi-Judicial Hearing. If the property owner does not appeal; the order becomes final and kicks into another statute. Mr. Edes clarified that depending on the unsafe condition of the building the town can put a lean on the property for cost although this is a drastic measure.

Mr. Edes explained the specific steps taken in the condemnation process are on a case-by-case basis depending on the nature and extent of the unsafe condition of the property. First, the Building Inspector has a right whether via a complaint or visual inspection to deem a property unsafe. In the event the property is deemed unsafe; notice must be sent to the property owner and physically posted on the property. If corrective action is not taken promptly, then the Building Inspector will issue a Notice of a Hearing which must allow the property owner at least 10 days. The process would then continue as Town Attorney Edes described previously.

Alderman Leonard inquired if the town knew where the property owner of said property lives. Mayor McDermon and Mr. Will Evans in attendance stated yes owner's residence and place of work are known.

Alderman Grant questioned Mr. Edes inquiring if a property was discovered to be a public danger could the town rely on Mr. Edes for guidance on the process.

Mayor McDermon stated the good news is Mrs. Oxley can provide additional assistance to address the issue promptly, and thanked Mrs. Oxley.

e. Paid Parking

Alderman Leonard announced the paid parking goal was \$750,000. As of October 1, 2021, the revenue for the current year is at \$682,000; keeping in mind this is not been a full year. Alderman Leonard noted paid parking has enabled the town to obtain money and revenue without having to raise property tax, and instead is coming in from people who are utilizing North Topsail Beaches.



**X. New Business**

a. Donation of Land

Interim Town Manager Younginer stated he got a call from Mr. Rufus Murray who owns two parcels within a section of land in which the town owns 18 of 20 parcels. Mr. Younginer disclosed Mr. Murray's Company is replacing the roof at Town Hall. Town Attorney Edes advised this needed to be discussed in Closed Session due to Mr. Murray's ongoing contract with Town Hall.

b. NCBIWA

Alderman Leonard announced the annual fall conference for NCBIWA is scheduled to be held November 4<sup>th</sup> and 5<sup>th</sup> at the Coastline Center in downtown Wilmington. Alderman Leonard revealed the Agenda for the conference includes items that will be significant to the town such as Red Knot designation and update; as well as changes that are forthcoming to the National Flood Insurance Program. Alderman Leonard disclosed that historically the town has supported the event by attending as well as providing a sponsorship. North Topsail Beach has historically been a Gold Sponsor, which is \$1,500 which includes three registrations, and urged the Board to consider remaining a Gold Sponsor.

Mayor Pro Tem Benson made a motion to become a Gold Sponsor for the NCBIWA Conference. Alderman Meyer seconded. The Motion passed unanimously, 5-0.

**XI. Attorney's Report**

Town Attorney Edes reported that last month he identified a budget bill that passed in the house which addressed legislation that would limit the town's: regulation of trees, placement of billboards, fees on cell towers, short-term rentals, and stormwater maintenance issues. Mr. Edes disclosed the General Assembly has come up with a plan to informally submit a proposed budget to the Governor. On September 27<sup>th</sup> Mayor Karen Alexander of Salisbury, NC wrote a letter to the Governor on behalf of the NC League of Municipalities pointing out the above items and asking the Governor to work out an agreement that would take those specific items away.

Town Attorney Edes divulged there is a tentative settlement in the National Opioid Lawsuit against the three main drug suppliers. Tentative terms are 22.7 billion over a 20-year time frame. North Carolina is slated to receive 715 million dollars which will be split between the counties and 17 individual cities. The Town of North Topsail Beach is not eligible due to population size. However, in the event ONSLOW county receives funds it has the potential to help our community as well. Monies must be earmarked to treat opioid issues.

**XII. Mayor's Report**

Mayor McDermon mentioned the mayor's report is going well and she is getting a lot of questions which are appreciated. Mayor McDermon expressed the best way to submit questions is via email or phone call.

**XIII. Aldermen's Report**

Alderman Pletl stated she loves Mayor McDermon's monthly report and mentioned how great it is for the citizens of North Topsail Beach. Alderman Pletl thanked Chief Younginer for all his hard work as Interim Town Manager, as well as welcomed Town Clerk Lundy. Mrs. Pletl reminded everyone about Surf City Ocean Feast the upcoming weekend, Autumn with Topsail will occur the following weekend, and Sneads Ferry Shrimp Festival the week after that. Alderman Pletl announced turtle season is winding down and anticipates it will be done by the first of November.

Alderman Leonard thanked Town Clerk Lundy for the Agenda; as well as Chief Younginer for all his hard work as Interim Town Manager. Mr. Leonard welcomed New Town Manager Alice McDermon and addressed his appreciation for everything the Board is doing and how well they are working together. Alderman Leonard gave an update stating there is no news on COBRA appeal at this time.

Mayor Pro Tem Benson also thanked Chief Younginer for doing a great job as Interim Town Manager; as well as welcomed Town Clerk Lundy and new Town Manager Derian.

Alderman Meyer disclosed she went to the Onslow County Board of Commissioners meeting and listened to the social services annual report. Mrs. Meyer revealed everything has gone up from 1920-2021, EBT cards have almost doubled, new energy applications have gone up, and Medicaid has risen by 14%. Alderman Meyer learned Onslow County has 40 licensed foster homes and 148 foster children.

Alderman Meyer mentioned the Onslow County Board of Commissioners gave a COVID update which disclosed five new fatalities of which four were under 65. However, all had preexisting health conditions. For more information, COVID updates can be found online at [onslowcountync.gov](http://onslowcountync.gov).

Lastly, Alderman Meyer noted New River Waterfront Park had damage from Hurricane Florence and they only received 100,000 dollars to fix the damages although the bill was 498,000 dollars. New River Waterfront Park also has a 40,000-dollar bill for professional services in which tourism money was used toward this bill.

Alderman Grant thanked CPA Budget Analyst Carter and Finance Officer Elliot for all of their hard work; as well as Police Chief Younginer for his service as Interim Town Manager. Mr. Grant welcomed Town Clerk Lundy and new Town Manager Derian. Alderman Grant affirmed his relief that utilizing the paid parking program is a great way to raise money without having to tax North Topsail Beach residents. Lastly, Mr. Grant reminded everyone to not forget to vote.

Alderman Leonard made a motion to enter into Closed Session for the matters stated on the Agenda. Alderman Grant seconded. The Motion passed unanimously, 5-0.

- XIV. Closed Session:** To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged; to plan, conduct, or hear reports concerning investigations of alleged criminal misconduct; and To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.

Alderman Leonard made a motion to come out of Closed Session. Alderman Grant seconded. Motion was passed unanimously, 5:0.

Mayor McDermon announced that no action was taken in Closed Session.



**XV. North Carolina Resilient Coastal Community Project/ Community Action Team**

Alderman Leonard stated two applications, Michael Pawelko and Marianna Harness, were received for the North Carolina Resilient Coastal Community Project/ Community Action Team.

Alderman Leonard made a motion to nominate Michael Pawelko and Marianna Harness for the North Carolina Resilient Coastal Community Project/ Community Action Team. Mayor Pro Tem Benson seconded. Motion was passed unanimously, 5:0.

Alderman Grant made a motion to award a one-time bonus to the Interim Town Manager once the new Town Manager begins employment. Alderman Leonard seconded. Motion was passed unanimously, 5:0.

**XVI. Becker Morgan Proposal**

Based on Town Attorney Edes's advice, the Board decided more information was needed. The Board will discuss this at a later date.

**XVII. Adjournment**

Alderman Leonard made a motion to adjourn. Alderman Grant seconded. The Motion passed unanimously, 5-0.

The Meeting adjourned at 9:09 PM.

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## BOARD OF ALDERMEN MEMORANDUM

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**TO:** MAYOR MCDERMON AND ALDERMEN

**FROM:** Caitlin Elliott, Finance Officer

**SUBJECT:** Monthly Financial Report

**DATE:** October 25, 2021

The following events occurred during the month of October 2021 in the Finance Department:

- The Town's auditing firm, *Thompson, Price, Scott, Adams & Co*, is wrapping up the final items for the FY20-21 audit which should be submitted to the LGC by the end of October.
- We received a 75% reimbursement for the FEMA Town Park project, as stated in last month's memo, and we are now waiting on the final 25% as well as the project closeout. Upon closure of this project, we will be able to submit for an additional \$20,000 in grant funding through the Golden Leaf Foundation.
- We have yet to receive any reimbursements for the FEMA Category B project. This was the dune restoration project that began at the beginning of this year and is scheduled to be completed around the end of this year.
- Captain Page, with the Police Department, has been working diligently on two grants that we have open with the NC Department of Public Safety. One grant is for replacement of old shotguns and new portable radios. We expect full reimbursement on this before the end of the year. The second grant is for purchase of traffic cameras to which we have received full reimbursement, totaling \$24,487.09, this past month.
- This month's packet contains a current Budget to Actual Report as well as a graph for the period.
- September yielded \$52,419 for paid parking revenues. Trending downward, as expected, from the summer months.

- We have collected \$169,722 for Occupancy Taxes so far during October from short-term rentals during the month of September. The report is attached. For revenue comparisons, last year during the same period we were almost at the same amount collecting just over \$169,520.
- During October we have processed approximately \$337,456 in accounts payable, and a copy of the check registers is enclosed for review.
- We received approximately \$116,367 for Ad Valorem taxes during the month of October that is now being distributed between our three funds.
- Received \$6,673.98 in Motor Vehicle Taxes for the period of September.
- This month we received \$244,788.57 for Sales and Use Tax, for August collections. Last year, for comparison, we collected \$205,600.62 for the same period.

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

Respectfully submitted,

A handwritten signature in cursive script that reads "Caitlin Elliott".

Caitlin Elliott  
Finance Officer

## Budget vs Actual

NORTH TOPSAIL BEACH  
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Period Ending 6/30/2022

### 10 GENERAL FUND

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
<b>Revenues</b>						
10-301-00 AD VALOREM TAX - Current Year	2,690,898	0.00	0.00	765,327.30	(1,925,570.70)	28%
10-301-01 AD VALOREM TAX - Prior Years	50,000	0.00	0.00	16,385.82	(33,614.18)	33%
10-301-02 AD VALOREM TAX - MOTV	55,000	0.00	0.00	22,247.31	(32,752.69)	40%
10-317-00 AD VALOREM TAX Penalties	3,000	0.00	0.00	756.45	(2,243.55)	25%
10-317-01 COUNTY TOURISM GRANT	125,000	0.00	0.00	30,481.24	(94,518.76)	24%
10-325-00 PRIVILEGE LICENSES	100	0.00	0.00	0.00	(100.00)	
10-329-00 INTEREST	15,000	0.00	0.00	3,003.86	(11,996.14)	20%
10-330-01 P&L INSURANCE PROCEEDS	79,715	0.00	0.00	0.00	(79,715.00)	
10-335-00 MISCELLANEOUS	5,000	0.00	0.00	591.09	(4,408.91)	12%
10-337-00 UTILITIES FRANCHISE TAX	300,000	0.00	0.00	62,555.14	(237,444.86)	21%
10-341-00 BEER & WINE TAX	3,400	0.00	0.00	45.00	(3,355.00)	1%
10-343-00 POWELL BILL ALLOCATIONS	25,000	0.00	0.00	0.00	(25,000.00)	
10-345-00 LOCAL OPTION SALES TAX	1,695,000	0.00	0.00	711,989.30	(983,010.70)	42%
10-347-02 SOLID WASTE DISP TAX	500	0.00	0.00	147.63	(352.37)	30%
10-350-00 RECREATION -RENTAL FEES	1,500	0.00	0.00	900.00	(600.00)	60%
10-350-01 PAID PARKING REVENUE	150,000	0.00	0.00	39,462.50	(110,537.50)	26%
10-351-01 OFFICER CITATIONS & COURT	5,000	0.00	0.00	1,324.50	(3,675.50)	26%
10-351-03 BODY ARMOR REIMBURSMENT	2,000	0.00	0.00	0.00	(2,000.00)	
10-352-01 FIRE FINES & VIOLATIONS	2,000	0.00	0.00	150.00	(1,850.00)	8%
10-352-02 PARKING/CODE ENFORCEMENT FINES	20,000	0.00	0.00	550.00	(19,450.00)	3%
10-352-03 PLANNING DEPT. FEES	6,000	0.00	0.00	0.00	(6,000.00)	
10-355-00 BUILDING PERMITS	70,000	0.00	0.00	45,525.30	(24,474.70)	65%
10-355-01 MECHANICAL PERMITS	15,000	0.00	0.00	7,630.00	(7,370.00)	51%
10-355-02 ELECTRICAL PERMITS	15,000	0.00	0.00	6,238.00	(8,762.00)	42%
10-355-03 PLUMBING PERMITS	2,500	0.00	0.00	770.00	(1,730.00)	31%
10-355-04 INSULATION PERMITS	500	0.00	0.00	0.00	(500.00)	
10-355-05 HOMEOWNERS RECOVERY FEE	200	0.00	0.00	156.00	(44.00)	78%



## Budget vs Actual

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10 GENERAL FUND								
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent		
10-355-06 TECHNOLOGY FEE	6,500	0.00	0.00	3,242.69	(3,257.31)	50%		
10-355-07 REINSPECTION FEE/FINES	3,000	0.00	0.00	850.00	(2,150.00)	28%		
10-357-08 ZONING PERMITS	20,000	0.00	0.00	6,275.00	(13,725.00)	31%		
10-359-00 REFUSE COLLECTION FEES	500,412	0.00	0.00	120,796.53	(379,615.47)	24%		
10-359-50 VACANT LOT SWF	10,000	0.00	0.00	250.00	(9,750.00)	3%		
10-359-51 LOST CART REPLACEMENT	2,000	0.00	0.00	400.00	(1,600.00)	20%		
10-359-52 ADD'L CART RECYCLING	2,500	0.00	0.00	400.00	(2,100.00)	16%		
10-367-01 SALES TAX REFUNDS	20,000	0.00	0.00	0.00	(20,000.00)			
10-368-01 GRASS MOWING REIMB	8,159	0.00	0.00	0.00	(8,159.00)			
10-368-02 GRANT FUNDS	172,000	0.00	0.00	24,487.09	(147,512.91)	14%		
10-382-00 SALE OF LESO ASSETS	5,000	0.00	0.00	0.00	(5,000.00)			
10-383-00 SALE OF FIXED ASSETS	20,000	0.00	0.00	9,730.00	(10,270.00)	49%		
<b>Revenues Totals:</b>	<b>6,106,884</b>	<b>0.00</b>	<b>0.00</b>	<b>1,882,667.75</b>	<b>(4,224,216.25)</b>	<b>31%</b>		
<b>Expenses</b>								
10-410-02 SALARIES	36,000	0.00	0.00	11,500.00	24,500.00	32%		
10-410-05 FICA (7.65%)	2,754	0.00	0.00	879.75	1,874.25	32%		
10-410-14 TRAVEL & TRAINING	2,000	0.00	0.00	0.00	2,000.00			
10-410-33 DEPARTMENTAL SUPPLIES	500	0.00	0.00	0.00	500.00			
10-410-42 CHARTER CODES SERVICE	5,000	0.00	0.00	0.00	5,000.00			
10-410-43 AUDITOR FEES	15,000	0.00	0.00	9,737.45	5,262.55	65%		
10-410-45 TAX COLLECTION FEES	40,000	0.00	0.00	14,602.72	25,397.28	37%		
10-410-47 PROFESSIONAL SERVICES	100,000	0.00	0.00	8,365.20	91,634.80	8%		
10-410-50 DONATIONS OTHER AGENCIES	3,500	0.00	0.00	2,175.00	1,325.00	62%		
10-410-53 DUES & SUBSCRIPTIONS	2,750	0.00	0.00	1,881.00	869.00	68%		
10-410-57 MISCELLANEOUS	1,000	0.00	0.00	343.73	656.27	34%		
10-410-58 TAX REFUNDS	1,500	0.00	0.00	236.19	1,263.81	16%		
10-410-95 BOARD STIPEND	3,600	0.00	0.00	900.00	2,700.00	25%		
<b>GOVERNING BODY Totals:</b>	<b>213,604</b>	<b>0.00</b>	<b>0.00</b>	<b>50,621.04</b>	<b>162,982.96</b>	<b>24%</b>		

## Budget vs Actual

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-420-02 SALARIES	290,500	0.00	0.00	63,349.27	227,150.73	22%	
10-420-05 FICA (7.65%)	22,223	0.00	0.00	4,728.97	17,494.28	21%	
10-420-06 GROUP INSURANCE	31,630	0.00	0.00	8,149.77	23,480.23	26%	
10-420-07 ORBIT RETIREMENT (11.53%)	33,495	0.00	0.00	7,194.60	26,300.05	21%	
10-420-08 401K (3%)	8,715	0.00	0.00	1,634.17	7,080.83	19%	
10-420-09 TOWN INSURANCE HRA	20,000	0.00	0.00	11,413.99	8,586.01	57%	
10-420-10 EMPLOYEE TRAINING	6,000	0.00	0.00	(732.00)	6,732.00	-12%	
10-420-11 POSTAGE	2,500	0.00	0.00	345.52	2,154.48	14%	
10-420-12 MANAGER EXPENSE ACCT	1,000	0.00	0.00	0.00	1,000.00		
10-420-13 TUITION REIMBURSEMENT	2,500	0.00	0.00	0.00	2,500.00		
10-420-15 BANK CHARGES	2,500	0.00	0.00	655.16	1,844.84	26%	
10-420-16 M & R EQUIPMENT	1,000	0.00	0.00	0.00	1,000.00		
10-420-18 CONSUMABLES	4,000	0.00	0.00	(182.00)	4,182.00	-5%	
10-420-26 ADVERTISING	1,500	0.00	0.00	617.78	882.22	41%	
10-420-31 GAS, OIL & TIRES	1,200	0.00	0.00	103.75	1,096.25	9%	
10-420-33 DEPARTMENT SUPPLIES	6,000	0.00	0.00	1,289.03	4,710.97	21%	
10-420-34 TOWN APPAREL EXPENSE	500	0.00	0.00	0.00	500.00		
10-420-45 CONTRACTED SERVICES	46,000	0.00	0.00	16,183.50	29,816.50	35%	
10-420-53 DUES & SUBSCRIPTIONS	5,000	0.00	0.00	227.88	4,772.12	5%	
10-420-57 MISCELLANEOUS	500	0.00	0.00	180.86	319.14	36%	
10-420-58 EMPLOYEE ENGAGEMENT	10,000	0.00	0.00	0.00	10,000.00		
10-420-76 EQUIPMENT LEASE PAYMENTS	27,500	0.00	0.00	19,323.71	8,176.29	70%	
ADMINISTRATION Totals:	524,263	0.00	0.00	134,483.96	389,778.94	26%	
10-430-57 ELECTION EXPENSES	4,700	0.00	0.00	0.00	4,700.00		
ELECTIONS Totals:	4,700	0.00	0.00	0.00	4,700.00		
10-490-02 SALARIES	88,000	0.00	0.00	29,589.12	58,410.88	34%	
10-490-03 PART-TIME SALARIES	15,000	0.00	0.00	4,277.79	10,722.21	29%	
10-490-05 FICA (7.65%)	7,880	0.00	0.00	2,590.88	5,288.62	33%	
10-490-06 GROUP INSURANCE	7,910	0.00	0.00	2,072.38	5,837.62	26%	

## Budget vs Actual

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-490-07 ORBIT RETIREMENT (11.53%)	10,146	0.00	0.00	3,411.62	6,734.78	34%	
10-490-08 401K (3%)	2,640	0.00	0.00	887.69	1,752.31	34%	
10-490-10 EMPLOYEE TRAINING	2,000	0.00	0.00	75.00	1,925.00	4%	
10-490-16 EQUIPMENT MAINT & REPAIR	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	500	0.00	0.00	169.43	330.57	34%	
10-490-45 CONTRACTED SERVICES	25,000	0.00	0.00	0.00	25,000.00		
10-490-53 DUES & SUBSCRIPTIONS	1,000	0.00	0.00	0.00	1,000.00		
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:	163,226	0.00	0.00	43,073.91	120,151.99	26%	
10-491-02 SALARIES	142,000	0.00	0.00	44,768.00	97,232.00	32%	
10-491-05 FICA (7.65%)	10,863	0.00	0.00	3,392.84	7,470.16	31%	
10-491-06 GROUP INSURANCE	17,200	0.00	0.00	4,144.76	13,055.24	24%	
10-491-07 ORBIT RETIREMENT (11.53%)	16,373	0.00	0.00	5,161.78	11,210.82	32%	
10-491-08 401K (3%)	4,260	0.00	0.00	1,343.03	2,916.97	32%	
10-491-10 EMPLOYEE TRAINING	6,400	0.00	0.00	1,461.85	4,938.15	23%	
10-491-17 M & R VEHICLES	500	0.00	0.00	0.00	500.00		
10-491-31 GAS, OIL & TIRES	3,000	0.00	0.00	474.54	2,525.46	16%	
10-491-45 CONTRACTED SERVICES	9,000	0.00	0.00	1,965.00	7,035.00	22%	
10-491-53 DUES & SUBSCRIPTIONS	1,500	0.00	0.00	521.30	978.70	35%	
10-491-57 MISCELLANEOUS	500	0.00	0.00	21.99	478.01	4%	
10-491-75 DEBT SERVICE	10,651	0.00	0.00	10,650.44	0.56	100%	
INSPECTIONS Totals:	222,247	0.00	0.00	73,905.53	148,341.07	33%	
10-500-11 PHONES	30,000	0.00	0.00	6,927.01	23,072.99	23%	
10-500-13 UTILITIES	50,000	0.00	0.00	43,954.35	6,045.65	88%	
10-500-15 M & R BUILDINGS/GROUNDS	30,000	0.00	0.00	13,979.74	16,020.26	47%	
10-500-17 LANDSCAPING EXPENSE	3,000	0.00	0.00	13.99	2,986.01	0%	
10-500-33 BUILDING SUPPLIES	10,000	0.00	0.00	0.00	10,000.00		

## Budget vs Actual

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-500-35 FURNITURE	50,000	0.00	0.00	33,282.92	16,717.08	67%	
10-500-43 CLEANING SERVICES	5,000	0.00	0.00	0.00	5,000.00		
10-500-45 PEST CONTROL	1,500	0.00	0.00	357.00	1,143.00	24%	
10-500-57 TOWN SIGN M & R	28,500	26,625.00	0.00	16,221.25	(14,346.25)	150%	
10-500-58 WEB EOC SERVICE	1,500	0.00	0.00	0.00	1,500.00		
10-500-74 CAPITAL OUTLAY	640,000	0.00	0.00	426,905.76	213,094.24	67%	
PUBLIC BLDGS Totals:	849,500	26,625.00	0.00	541,642.02	281,232.98	67%	
10-501-09 WORKER'S COMPENSATION	46,250	0.00	0.00	46,050.29	199.71	100%	
10-501-13 PROPERTY LIABILITY & BONDS	106,000	0.00	0.00	60,527.00	45,473.00	57%	
10-501-17 VFIS INSURANCE	16,500	0.00	0.00	22,247.00	(5,747.00)	135%	
10-501-54 FLOOD INSURANCE	3,000	0.00	0.00	2,541.00	459.00	85%	
INSURANCE Totals:	171,750	0.00	0.00	131,365.29	40,384.71	76%	
10-509-02 PSA SALARY	15,905	0.00	0.00	5,505.03	10,399.97	35%	
10-509-05 FICA (7.65%)	1,220	0.00	0.00	421.11	798.89	35%	
PSA - RETIRED POLICE OFFICERS Totals:	17,125	0.00	0.00	5,926.14	11,198.86	35%	
10-510-02 SALARIES	765,000	0.00	0.00	236,152.21	528,847.79	31%	
10-510-03 PART-TIME SALARIES	4,237	0.00	0.00	2,519.28	1,717.72	59%	
10-510-04 OVERTIME	39,000	0.00	0.00	9,883.84	29,116.16	25%	
10-510-05 FICA (7.65%)	62,978	0.00	0.00	18,960.89	44,016.74	30%	
10-510-06 GROUP INSURANCE	104,000	0.00	0.00	16,159.99	87,840.01	16%	
10-510-07 ORBIT RETIREMENT (12.04%)	91,500	0.00	0.00	29,462.93	62,037.07	32%	
10-510-08 401K (5%)	36,500	0.00	0.00	11,615.69	24,884.31	32%	
10-510-09 BEACH PATROL EXPENSE	15,000	0.00	0.00	312.00	14,688.00	2%	
10-510-10 EMPLOYEE TRAINING	10,000	0.00	0.00	1,925.57	8,074.43	19%	
10-510-16 MAINT & REPAIR EQUIP	3,500	0.00	0.00	0.00	3,500.00		
10-510-17 MAINT & REPAIR VEHICLES	11,000	0.00	0.00	1,896.24	9,103.76	17%	
10-510-31 GAS,OIL & TIRES	45,000	0.00	0.00	11,381.21	33,618.79	25%	
10-510-32 OFFICE SUPPLIES	1,000	0.00	0.00	102.74	897.26	10%	



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10 GENERAL FUND								
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent		
10-510-33 DEPARTMENTAL SUPPLIES	8,000	0.00	0.00	504.17	7,495.83	6%		
10-510-36 UNIFORMS	12,000	0.00	0.00	844.97	11,155.03	7%		
10-510-37 BALLISTIC VEST GRANT EXPENSE	4,570	0.00	0.00	770.21	3,799.79	17%		
10-510-47 PROFESSIONAL SERVICES	4,160	0.00	0.00	535.00	3,625.00	13%		
10-510-53 DUES & SUBSCRIPTIONS	10,184	0.00	0.00	5,719.94	4,464.06	56%		
10-510-57 K-9 EXPENSES	2,000	0.00	0.00	329.96	1,670.04	16%		
10-510-60 LESO PROGRAM	5,000	0.00	0.00	0.00	5,000.00			
10-510-73 NON-CAPITAL OUTLAY	12,000	16,747.37	0.00	45,453.04	(50,200.41)	518%		
10-510-74 CAPITAL OUTLAY	69,000	0.00	0.00	0.00	69,000.00			
10-510-75 DEBT SERVICE	35,712	0.00	0.00	35,712.00	0.00	100%		
10-510-76 TAXES & TITLES	2,085	0.00	0.00	0.00	2,085.00			
POLICE Totals:	1,353,426	16,747.37	0.00	430,241.88	906,436.38	33%		
10-545-02 SALARIES	176,500	0.00	0.00	59,795.34	116,704.66	34%		
10-545-03 PART-TIME SALARIES	35,500	0.00	0.00	12,571.75	22,928.25	35%		
10-545-04 OVERTIME	2,000	0.00	0.00	1,181.22	818.78	59%		
10-545-05 FICA (7.65%)	16,371	0.00	0.00	5,608.19	10,762.81	34%		
10-545-06 GROUP INSURANCE	31,630	0.00	0.00	8,289.52	23,340.48	26%		
10-545-07 ORBIT RETIREMENT (11.53%)	24,674	0.00	0.00	7,838.50	16,835.70	32%		
10-545-08 401K (3%)	6,420	0.00	0.00	1,829.35	4,590.65	28%		
10-545-14 EMPLOYEE TRAINING	1,000	0.00	0.00	0.00	1,000.00			
10-545-16 MAINT & REPAIR EQUIP	15,000	0.00	0.00	4,117.95	10,882.05	27%		
10-545-17 MAINT & REPAIR VEHICLES	5,000	0.00	0.00	1,546.94	3,453.06	31%		
10-545-31 GAS, OIL & TIRES	14,000	0.00	0.00	5,001.57	8,998.43	36%		
10-545-32 OFFICE SUPPLIES	150	0.00	0.00	0.00	150.00			
10-545-33 DEPARTMENTAL SUPPLIES	4,000	0.00	0.00	2,307.78	1,692.22	58%		
10-545-34 MOSQUITO CONTROL EXPENSE	5,000	0.00	0.00	163.40	4,836.60	3%		
10-545-36 UNIFORMS	1,500	0.00	0.00	519.47	980.53	35%		
10-545-57 MISCELLANEOUS	100	0.00	0.00	0.00	100.00			

## Budget vs Actual

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-545-75 DEBT SERVICE	11,053	0.00	0.00	11,052.35	0.65	100%	
PUBLIC WORKS Totals:	349,898	0.00	0.00	121,823.33	228,074.87	35%	
10-560-13 STREET LIGHT EXPENSE	30,000	0.00	0.00	7,279.23	22,720.77	24%	
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	131.20	3,868.80	3%	
10-560-43 RIVER ROAD WALK & TOWN ENTRANCE SIGNS	1,000	0.00	0.00	0.00	1,000.00		
10-560-73 STREET PAVING & REPAIR	40,000	2,790.00	0.00	0.00	37,210.00	7%	
STREETS Totals:	100,000	2,790.00	0.00	7,410.43	89,799.57	10%	
10-580-45 SANITATION CONTRACTS	401,912	0.00	0.00	65,203.65	336,708.35	16%	
10-580-46 TIPPING FEES	68,500	0.00	0.00	36,649.29	31,850.71	54%	
10-580-47 RECYCLING	30,000	0.00	0.00	3,354.60	26,645.40	11%	
SANITATION Totals:	500,412	0.00	0.00	105,207.54	395,204.46	21%	
10-620-12 SNOWFLAKES	3,000	0.00	0.00	260.40	2,739.60	9%	
10-620-14 PARK WELL	500	0.00	0.00	0.00	500.00		
10-620-15 PARK MAINTENANCE	3,000	0.00	0.00	69.11	2,930.89	2%	
10-620-17 BIKE PATH M & R	500	0.00	0.00	0.00	500.00		
10-620-27 SPECIAL EVENTS	1,500	0.00	0.00	0.00	1,500.00		
10-620-33 PARK SUPPLIES	2,500	0.00	0.00	3,318.78	(818.78)	133%	
RECREATION Totals:	11,000	0.00	0.00	3,648.29	7,351.71	33%	
10-690-02 SALARIES	804,500	0.00	0.00	251,212.47	553,287.53	31%	
10-690-03 VOL INCENTIVE PAY	5,000	0.00	0.00	25.00	4,975.00	1%	
10-690-04 OVERTIME	35,000	0.00	0.00	15,449.93	19,550.07	44%	
10-690-05 FICA (7.65%)	64,604	0.00	0.00	19,928.22	44,676.03	31%	
10-690-06 GROUP INSURANCE	134,500	0.00	0.00	29,475.82	105,024.18	22%	
10-690-07 ORBIT RETIREMENT (11.53%)	96,794	0.00	0.00	30,746.10	66,048.25	32%	
10-690-08 401K (3%)	25,185	0.00	0.00	7,999.85	17,185.15	32%	
10-690-10 EMPLOYEE TRAINING	5,000	0.00	0.00	1,208.01	3,791.99	24%	
10-690-16 M & R EQUIPMENT	17,500	29,889.70	0.00	914.79	(13,304.49)	176%	

## Budget vs Actual

NORTH TOPSAIL BEACH  
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Period Ending 6/30/2022

### 10 GENERAL FUND

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
10-690-17 M & R VEHICLES	15,000	16,500.00	0.00	799.42	(2,299.42)	115%
10-690-31 GAS, OIL & TIRES	14,000	0.00	0.00	3,469.69	10,530.31	25%
10-690-32 OFFICE SUPPLIES	1,500	1,450.00	0.00	350.07	(300.07)	120%
10-690-33 DEPARTMENTAL SUPPLIES	45,500	6,293.00	0.00	129.13	39,077.87	14%
10-690-34 FIRE FIGHTER PHYSICALS	5,600	0.00	0.00	0.00	5,600.00	
10-690-36 UNIFORMS	8,000	1,012.50	0.00	980.77	6,006.73	25%
10-690-53 DUES & SUBSCRIPTIONS	8,500	0.00	0.00	2,511.50	5,988.50	30%
10-690-56 FEDERAL FIRE GRANT EXPENSE	5,000	0.00	0.00	0.00	5,000.00	
10-690-57 MISCELLANEOUS	250	0.00	0.00	86.93	163.07	35%
10-690-73 COMMUNICATIONS EQUIP	6,000	0.00	0.00	1,184.57	4,815.43	20%
FIRE DEPARTMENT Totals:	1,297,434	55,145.20	0.00	366,472.27	875,816.13	32%
10-695-91 PLANNING BOARD EXPENSE	1,000	0.00	0.00	0.00	1,000.00	
10-695-92 BOARD OF ADJUSTMENT EXPENSE	1,000	0.00	0.00	0.00	1,000.00	
COMMITTEES Totals:	2,000	0.00	0.00	0.00	2,000.00	
10-720-08 CONTRACTS, PLANS & SPECS	48,000	0.00	0.00	0.00	48,000.00	
10-720-10 BEACH LOBBIST CONTRACT	60,000	0.00	0.00	19,535.43	40,464.57	33%
10-720-12 BEACH & ACCESS MAINTENANCE	50,000	0.00	0.00	817.25	49,182.75	2%
10-720-14 BEACH RELATED MEETINGS & CONFERENCES	20,000	0.00	0.00	1,100.00	18,900.00	6%
10-720-15 M & R DUNE & CROSSWALK	8,000	0.00	0.00	352.18	7,647.82	4%
10-720-36 EASEMENT & LEGAL EXPENSES	1,000	0.00	0.00	0.00	1,000.00	
10-720-45 CONTRACTED SERVICES	10,000	0.00	0.00	5,154.80	4,845.20	52%
10-720-53 ASBPA DUES & MEETINGS	2,500	0.00	0.00	0.00	2,500.00	
BEACH REN. / DUNE STAB. Totals:	199,500	0.00	0.00	26,959.66	172,540.34	14%
10-999-01 CONTINGENCY	126,800	0.00	0.00	0.00	126,800.17	
CONTINGENCY Totals:	126,800	0.00	0.00	0.00	126,800.17	

# Budget vs Actual

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Period Ending 6/30/2022

Expenses Totals:	6,106,884	101,307.57	0.00	2,042,781.29	3,962,795.14	35%
10 GENERAL FUND Revenues Over/(Under) Expenses:			0.00	(160,203.96)		



## Budget vs Actual

NORTH TOPSAIL BEACH  
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Period Ending 6/30/2022

12 CAPITAL IMPROVEMENT FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
<b>Revenues</b>							
12-301-00 AD VALOREM TAX (.04)	389,280	0.00	0.00	129,490.57	(259,789.43)	33%	
<b>Revenues Totals:</b>	389,280	0.00	0.00	129,490.57	(259,789.43)	33%	
<b>Expenses</b>							
12-750-01 PUBLIC SAFETY BUILDING	291,960	0.00	0.00	0.00	291,960.00		
12-750-02 FIRE TRUCK	97,320	0.00	0.00	0.00	97,320.00		
<b>Totals:</b>	389,280	0.00	0.00	0.00	389,280.00		
<b>Expenses Totals:</b>	389,280	0.00	0.00	0.00	389,280.00		
12 CAPITAL IMPROVEMENT FUND	Revenues Over/(Under) Expenses:		0.00	129,490.57			

## Budget vs Actual

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Period Ending 6/30/2022

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

## Budget vs Actual

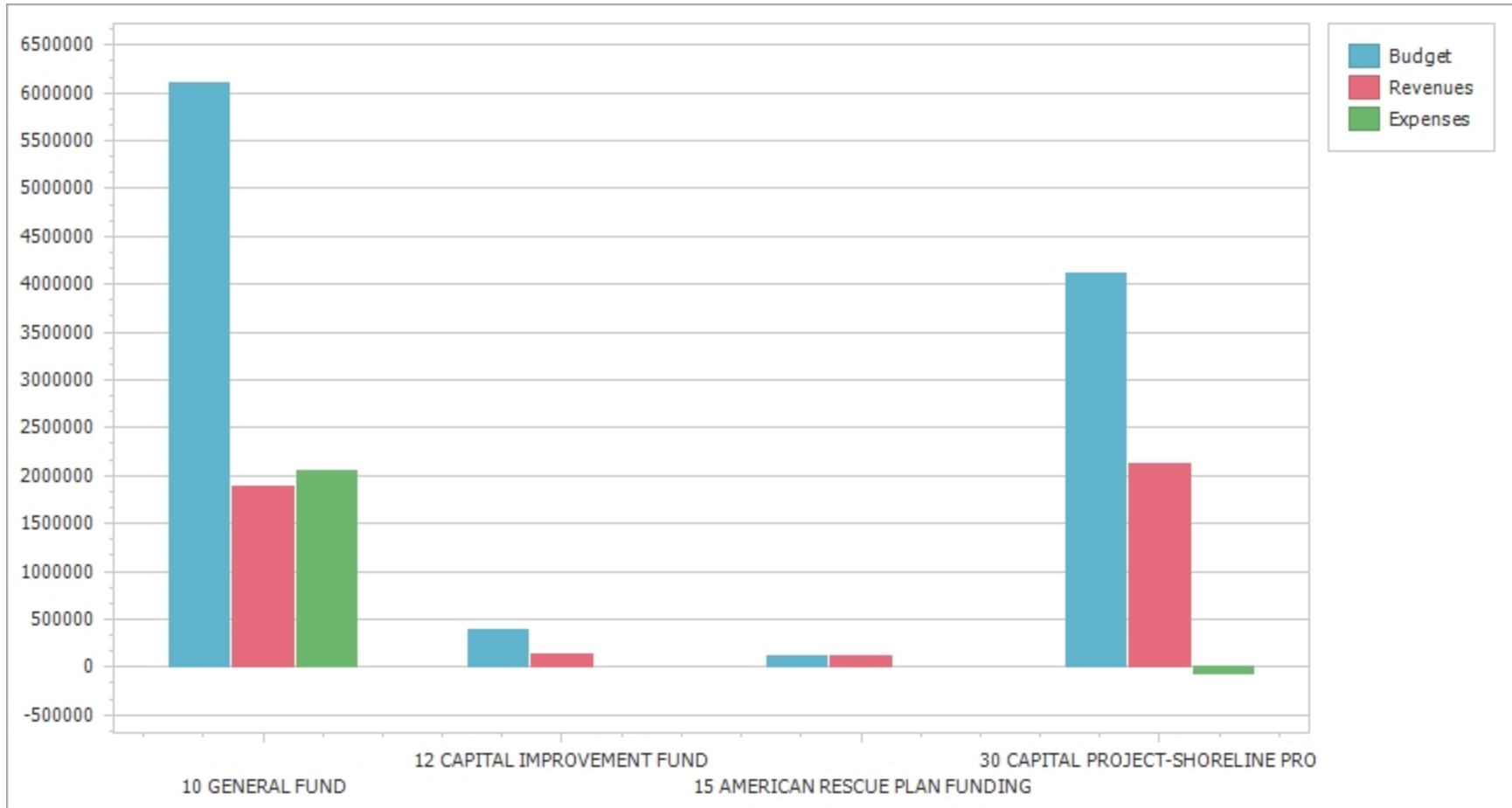
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Period Ending 6/30/2022

### 30 CAPITAL PROJECT-SHORELINE PRO

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
<b>Revenues</b>						
30-301-00 ACCOMMODATION TAX	1,500,000	0.00	0.00	1,295,438.55	(204,561.45)	86%
30-301-05 AD VALOREM TAX - Beach	1,396,542	0.00	0.00	376,237.40	(1,020,304.60)	27%
30-329-00 INTEREST INCOME	1,000	0.00	0.00	404.30	(595.70)	40%
30-345-00 LOCAL OPTION SALES TAX	594,430	0.00	0.00	243,701.05	(350,728.95)	41%
30-350-01 PAID PARKING REVENUE	600,000	0.00	0.00	197,208.55	(402,791.45)	33%
30-383-02 SPECIAL ASSESSMENT	25,000	0.00	0.00	6,446.88	(18,553.12)	26%
<b>Revenues Totals:</b>	4,116,972	0.00	0.00	2,119,436.73	(1,997,535.27)	51%
<b>Expenses</b>						
30-720-07 Harden Structure Permit/Design	330,000	0.00	0.00	2,450.00	327,550.00	1%
30-720-08 CONTRACTS, PLANS, SPECS	110,000	0.00	0.00	75,956.85	34,043.15	69%
30-720-18 OTHER CONTRACTS & PLANS	60,000	0.00	0.00	0.00	60,000.00	
30-720-62 PHASE 5 DEBT SERVICE - USDA	900,115	0.00	0.00	0.00	900,115.00	
30-720-64 Sandbag Repair Project	200,000	0.00	0.00	0.00	200,000.00	
30-720-66 Due To USDA Reserve Fund	90,000	0.00	0.00	0.00	90,000.00	
30-720-68 Future Projects Fund	2,426,857	0.00	0.00	0.00	2,426,857.00	
BEACH REN. / DUNE STAB. Totals:	4,116,972	0.00	0.00	78,406.85	4,038,565.15	2%
<b>Expenses Totals:</b>	4,116,972	0.00	0.00	78,406.85	4,038,565.15	2%
30 CAPITAL PROJECT-SHORELINE PRO	Revenues Over/(Under) Expenses:		0.00	2,190,520.20		





# GL Account History Summary

NORTH TOPSAIL BEACH

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

Date Range: 10/1/2021 - 10/25/2021

<b>GL Account - 30-301-00 ACCOMMODATION TAX</b>					
Date	Description	Source	Debits	Credits	Date
Fiscal Period - FY 21-22		Beg Balance	\$0.00	\$2,812,760.61	
10/01/2021	OCC TAX	GL GJ	\$0.00	\$27.00	10/04/2021
10/06/2021	OCC TAX	GL GJ	\$0.00	\$3,090.81	10/08/2021
10/08/2021	OCC TAX	GL GJ	\$0.00	\$13,272.05	10/11/2021
10/12/2021	OCC TAX	GL GJ	\$0.00	\$11,215.84	10/12/2021
10/13/2021	OCC TAX	GL GJ	\$0.00	\$191.10	10/14/2021
10/13/2021	OCC TAX	GL GJ	\$0.00	\$70,755.29	10/13/2021
10/14/2021	OCC TAX	GL GJ	\$0.00	\$6,172.24	10/15/2021
10/18/2021	OCC TAX	GL GJ	\$0.00	\$177.38	10/19/2021
10/18/2021	OCC TAX	GL GJ	\$0.00	\$66.43	10/19/2021
10/18/2021	OCC TAX	GL GJ	\$0.00	\$63,110.00	10/18/2021
10/25/2021	OCC TAX	GL GJ	\$0.00	\$1,643.62	10/25/2021
Transaction Totals			\$0.00	\$169,721.76	
**	End Balance		\$0.00	\$169,721.76	**

## Check Listing

Date From: 10/1/2021 Date To: 10/25/2021

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

NORTH TOPSAIL BEACH

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Check Number	Bank	Vendor	Date	Amount
45815	1	APPLIED TECHNOLOGY AND	10/01/2021	<u>\$11,197.85</u>
45816	1	ATLANTIC DISCOUNT STORAGE	10/01/2021	<u>\$230.00</u>
45817	1	CENTRAL SQUARE	10/01/2021	<u>\$886.17</u>
45818	1	COMPUTER WARRIORS, INC.	10/01/2021	<u>\$3,646.31</u>
45819	1	GIS BENEFITS	10/01/2021	<u>\$1,446.48</u>
45820	1	GREATAMERICAN FINANCIAL SERVS	10/01/2021	<u>\$575.24</u>
45821	1	KATHY PARKER	10/01/2021	<u>\$2,500.00</u>
45822	1	ONslow COUNTY TAX COLLECTOR	10/01/2021	<u>\$175.00</u>
45823	1	VILLAGE HARDWARE	10/01/2021	<u>\$69.83</u>
45824	1	ADVANCE AUTO PARTS	10/07/2021	<u>\$297.06</u>
45825	1	ATLANTIC COBRA CONCEPTS, INC.	10/07/2021	<u>\$180.00</u>
45826	1	BB&T	10/07/2021	<u>\$2,119.37</u>
45827	1	BIG SKY DESIGN, INC.	10/07/2021	<u>\$30,737.56</u>
45828	1	CAROLINA CONTAINERS &	<b>VOIDED</b> 10/07/2021	<u>\$101.89</u>
45829	1	CAROLINA SHRED, LLC.	10/07/2021	<u>\$1,004.64</u>
45830	1	CARQUEST	10/07/2021	<u>\$162.34</u>
45831	1	CHAD SOWARD	10/07/2021	<u>\$227.00</u>
45832	1	CHARTER COMMUNICATIONS	10/07/2021	<u>\$962.60</u>
45833	1	COMPUTER WARRIORS, INC.	10/07/2021	<u>\$13,309.42</u>
45834	1	CROSSLEY MCINTOSH COLLIER	10/07/2021	<u>\$2,041.40</u>
45835	1	DODSON PEST CONTROL	10/07/2021	<u>\$119.00</u>
45836	1	KIMBERLY LYNN ALTMAN	10/07/2021	<u>\$200.00</u>
45837	1	LOWE'S HOME CENTERS	10/07/2021	<u>\$255.48</u>
45838	1	NAPA FOUR CORNERS	10/07/2021	<u>\$27.89</u>
45839	1	NC LICENSING BOARD - GEN. CONTR	10/07/2021	<u>\$144.00</u>
45840	1	O'REILLY AUTOMOTIVE INC.	10/07/2021	<u>\$369.45</u>
45841	1	ONslow COUNTY SOLID WASTE DEPT	10/07/2021	<u>\$21,296.91</u>
45842	1	RLI SURETY	10/07/2021	<u>\$175.00</u>
45843	1	SELECTIVE INSURANCE	10/07/2021	<u>\$2,541.00</u>
45844	1	SHEPARDS WRECKER SERVICE	10/07/2021	<u>\$60.00</u>
45845	1	SONOCO PRODUCTS CO.	10/07/2021	<u>\$956.10</u>
45846	1	VERIZON WIRELESS	10/07/2021	<u>\$726.34</u>

## Check Listing

Date From: 10/1/2021 Date To: 10/25/2021

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

NORTH TOPSAIL BEACH  
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Check Number	Bank	Vendor	Date	Amount
45847	1	AMCHAR WHOLESALE INC	10/13/2021	<u>\$7,574.96</u>
45848	1	AMERICAN INDUSTRIES, INC.	10/13/2021	<u>\$938.18</u>
45849	1	DIAL CORDY	10/13/2021	<u>\$2,450.00</u>
45850	1	GFL ENVIRONMENTAL	10/13/2021	<u>\$32,840.80</u>
45851	1	India Mackinson	10/13/2021	<u>\$150.93</u>
45852	1	JONES ONSLOW ELECTRIC COMPANY	10/13/2021	<u>\$2,426.41</u>
45853	1	ONSLOW WATER & SEWER AUTHORITY	10/13/2021	<u>\$305.84</u>
45854	1	SIGN WORKS	10/13/2021	<u>\$42.00</u>
45855	1	THE ATLANTIC CONTRACTING & DESIGN, INC	10/13/2021	<u>\$164,470.46</u>
45856	1	TOWN OF SURF CITY	10/13/2021	<u>\$4,889.65</u>
45857	1	WINZER	10/13/2021	<u>\$91.69</u>
45858	1	FIRST CITIZENS BANK CC <span style="background-color: red; color: white; padding: 2px;">VOIDED</span>	10/21/2021	<u>\$3,076.36</u>
45859	1	GIS BENEFITS	10/21/2021	<u>\$2,758.73</u>
45860	1	India Mackinson	10/21/2021	<u>\$100.00</u>
45861	1	JONES ONSLOW ELECTRIC COMPANY	10/21/2021	<u>\$1,889.53</u>
45862	1	ONSLOW COUNTY TAX COLLECTOR	10/21/2021	<u>\$4,562.68</u>
45863	1	SHERRILL A STRICKLAND JR.	10/21/2021	<u>\$660.00</u>
45864	1	THOMPSON, PRICE, SCOTT, ADAMS & CO, P.A.	10/21/2021	<u>\$3,125.00</u>
45865	1	UNITED LABORATORIES	10/21/2021	<u>\$2,566.35</u>
45866	1	VERIZON WIRELESS	10/21/2021	<u>\$718.40</u>
45867	1	FIRST CITIZENS BANK CC	10/21/2021	<u>\$3,076.27</u>
53	Checks Totaling -			<b>\$337,455.57</b>

### Totals By Fund

	Checks	Voids	Total
10	\$323,807.72	\$3,178.25	\$320,629.47
30	\$13,647.85		\$13,647.85
Totals:	\$337,455.57	\$3,178.25	\$334,277.32

# Town of North Topsail Beach Fire Department

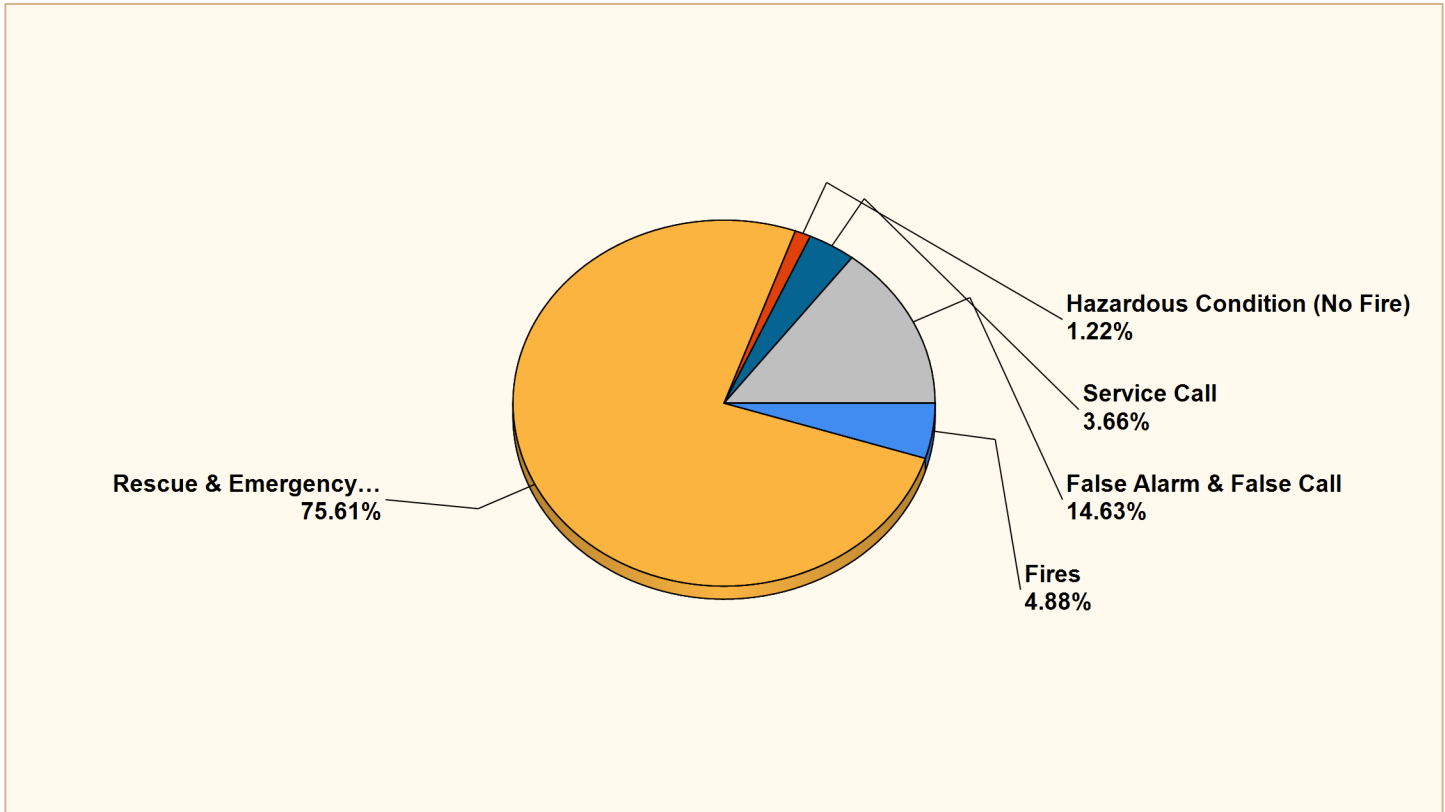
North Topsail Beach, NC

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## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 09/03/2021 | End Date: 10/20/2021



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	4	4.88%
Rescue & Emergency Medical Service	62	75.61%
Hazardous Condition (No Fire)	1	1.22%
Service Call	3	3.66%
False Alarm & False Call	12	14.63%
<b>TOTAL</b>	<b>82</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.



### Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	1.22%
113 - Cooking fire, confined to container	1	1.22%
131 - Passenger vehicle fire	1	1.22%
142 - Brush or brush-and-grass mixture fire	1	1.22%
311 - Medical assist, assist EMS crew	49	59.76%
320 - Emergency medical service, other	1	1.22%
321 - EMS call, excluding vehicle accident with injury	5	6.1%
322 - Motor vehicle accident with injuries	1	1.22%
352 - Extrication of victim(s) from vehicle	1	1.22%
353 - Removal of victim(s) from stalled elevator	2	2.44%
364 - Surf rescue	2	2.44%
365 - Watercraft rescue	1	1.22%
440 - Electrical wiring/equipment problem, other	1	1.22%
511 - Lock-out	1	1.22%
553 - Public service	1	1.22%
554 - Assist invalid	1	1.22%
715 - Local alarm system, malicious false alarm	2	2.44%
733 - Smoke detector activation due to malfunction	3	3.66%
734 - Heat detector activation due to malfunction	2	2.44%
742 - Extinguishing system activation	1	1.22%
745 - Alarm system activation, no fire - unintentional	4	4.88%
<b>TOTAL INCIDENTS:</b>	<b>82</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.





From: 09/25/2021  
To: 10/24/2021

Permit#	Issue Date	Address	Property#	Legal Description	Property Owner	Contractor	Building CO Final	CO Issued	Cost	Receipt#	Estimated Value	Recovery Fund	Technology Fee
E21-000013	09/27/2021	826 VILLAS DR	775B-93.2	L10A VILLAS BY THE SEA	GOODMAN KERRY C & SIMONE GRAPINI GOODMAN	Carolina Coast Services, LLC - Timothy Ogden & Christian Barnhill			75.00	23203215	840.00	0.00	5.00
E21-000028	09/27/2021	892 NEW RIVER INLET RD #25	774F-62	L25 S1 TOPSAIL VILLAS	INGRAM ALICE L	Coastline Controls & Electrical Inc - Christopher T Aloia			75.00	23203214	1200.00	0.00	5.00
E21-000023	09/28/2021	1507 WAHOO ST	804C-12		KENNEDY DOUGLAS PAUL & KAREN TYNDALL	Zeb Vance Murphy Jr. - Zeb Jr. Vance Murphy			75.00		0.00	0.00	5.00
E21-000024	09/28/2021	124 S PERMUDA WYND	806-96	L61 S1 VILLAGE OF STUMP SOUND	PELTIER ROBERT C & HOLLY M	JRA Electric - John R Ackerman			75.00		0.00	0.00	5.00
E21-000030	09/28/2021	204/206 GOLDSBORO DR	774F-103	L2 TOPSAIL WYNDS	GREET MICHAEL	Absolute Power Company Inc. - Michael J Howington			0.00		0.00	0.00	0.00
E21-000031	09/29/2021	892 NEW RIVER INLET RD 20	774F-57	L20 S1 TOPSAIL VILLAS	VETTER JAMES & JESSICA M TROTT	Carolina Coast Services, LLC - Timothy Ogden & Christian Barnhill			75.00	23203226	500.00	0.00	5.00
E21-000034	09/29/2021	876/878 VILLAS DR	775B-90.1	L7A WYNDY DUNES	PRESTIGE BUILDING GROUP LLC	Absolute Power Company Inc. - Michael J Howington			75.00		0.00	0.00	5.00
E21-000027	09/30/2021	1502 WAHOO ST	804C-24	L26 SOUND SIDE PARK AT NORTH TOPSAIL BEACH	Wellman's Construction Bk5569 Pg443-445	Outreach Electrical Service - Samuel L Ottaway			75.00		0.00	0.00	5.00
E21-000026	10/01/2021	1247 NEW RIVER INLET RD	774G-38	L8 S3 OCEAN WYNDS	ROBERTS BRANDON S & AMY E &	R. E. Simmons Electric - Ralph Simmons			75.00	23203233	750.00	0.00	5.00
E21-000037	10/01/2021	214 PORTO VISTA DR	750A-14	L13 PORTOFINO	Hartung Kyle & Susan	Fisher Electric - Keith S Fisher			75.00		0.00	0.00	5.00
E21-000038	10/01/2021	3506 ISLAND DR	811A-1	PT L1 N/E SUMMERSILL SHORES	DUPREE BRYAN S	G.P. Electric Of Sneads Ferry - Gregory M Pierce			75.00	23203232	1300.00	0.00	5.00
E21-000043	10/07/2021	40 PORPOISE PL	778D-110	L40 DOLPHIN SHORES	BIRELY BRENT CLARKE & SUSAN FERNANDEZ	Wooten's Electric Inc. - Kelly R Wooten			75.00		0.00	0.00	5.00
ELE-210130	10/11/2021	1113 NEW RIVER INLET RD	774G-63	L10 OCEAN VIEW SHORES	CAPITAL ASSET TOPSAIL DEVELOPMENT LL	Outreach Electrical Service - Samuel L Ottaway			0.00	23200522	0.00	0.00	0.00
E21-	10/13/2021	204 GYSGT D	778C-166	L30 S3 BE	SOUND MOVE	Carolina			75.00	23203247	100.00	0.00	5.00



000021		W BOATMAN DR		NORTH TOPSAIL SHORES	LLC	Coast Services, LLC - Timothy Ogden & Christian Barnhill							
E21-000050	10/13/2021	233 SANDPIPER DR	779D-71	L5A B1 BAYVIEW REV	SOMO SY LLC REAL ESTATE COMPANY	Andy's Services LLC - Andrew Hartsfield			75.00	23203248	1400.00	0.00	5.00
E21-000055	10/13/2021	3744 ISLAND DR	813-9	PT L5 MOLLIE HARDISON	WEISNER DAVID L & WANDA C	Outreach Electrical Service - Samuel L Ottaway			75.00	23203250	1200.00	0.00	5.00
E21-000041	10/13/2021	4290 Island DR	768A-166	L28 S3 OCEAN RIDGE VILLAGE	ECEIZA KOLDO & MONICA TENREIRO	Wes Electric Inc. - Weston B Thomas			75.00		0.00	0.00	5.00
E21-000040	10/13/2021	17 BERMUDA LANDING PL	812-221	L10 17 BERMUDA LANDING	KELLY ANTHONY F II & MICHELLE A	Fisher Electric - Keith S Fisher			75.00		2500.00	0.00	5.00
E21-000048	10/14/2021	860 VILLAS DR	775B-87.1	L4B VILLAS BY THE SEA	KESELOWSKY MARY JEAN & NICHOLAS & MAURA	snyders electric - jonathan m snyder			75.00	23203254	1000.00	0.00	5.00
E21-000049	10/14/2021	862 VILLAS DR	775B-87.2	L4A VILLAS BY THE SEA	BROOKS LEE A	snyders electric - jonathan m snyder			75.00	23203253	1000.00	0.00	5.00
E21-000046	10/14/2021	850 VILLAS DR	775B-85.2	L2A VILLAS BY THE SEA	SHAPIRO ALAN D & SUSAN M	snyders electric - jonathan m snyder			75.00	23203255	1000.00	0.00	5.00
E21-000045	10/14/2021	848 VILLAS DR	775B-85.1	L2B VILLAS BY THE SEA	BAKER RICHARD M III & LINDA S	snyders electric - jonathan m snyder			75.00	23203256	1000.00	0.00	5.00
E21-000047	10/14/2021	856 VILLAS DR	775B-86.2	L3A VILLAS BY THE SEA	DOLAN JAMES P & WILLIAM T	snyders electric - jonathan m snyder			75.00	23203257	1000.00	0.00	5.00
E21-000032	10/15/2021	790 NEW RIVER INLET RD 217B	775A-217.B	U217B S1 VILLA CAPRIANI	MCMORROW MICHAEL RAY & CAROL D	E & J Electric LLC - Eric J O'Keefe			75.00		2000.00	0.00	5.00
E21-000052	10/19/2021	1685 NEW RIVER INLET RD	779A-31	L1 BARTON BAY YACHT CLUB	PASCH KENNETH & KATHY	DET Electrical Services Inc. - David Earl Thompson			75.00		0.00	0.00	5.00
E21-000056	10/19/2021	2 OSPREY CIR	775B-101.1	L2 S2 CRYSTAL SHORES RECOM	HOLLIS BRUCE & KELLY	Tri-County Electrical Inc. - Michael C Barnes			75.00		12000.00	0.00	5.00
E21-000025	10/19/2021	1731 NEW RIVER INLET RD	779-6.2	L2B CHUCK & TAMMY MILES	MILES DAKOTA	Onslow Electric Co. Inc - Donald Jr F Miller			75.00		2500.00	0.00	5.00
E21-000064	10/19/2021	233 SANDPIPER DR	779D-71	L5A B1 BAYVIEW REV	SOMO SY LLC REAL ESTATE COMPANY	Andy's Services LLC - Andrew Hartsfield			75.00	23203267	600.00	0.00	5.00
E21-000063	10/20/2021	3586 ISLAND DR	814-11	L6 MILLIE SMITH	FERLAND CAROL R & COLLEEN E	Ebb Tide Electric LLC - Robert K Miller			147.00	23203270	2300.00	0.00	7.00
E21-000059	10/21/2021	7600 8TH AVE & ISLAND DR	812-89	L313 SEAHAVEN BEACH	WELLMANS CONSTRUCTION INC	Outreach Electrical Service - Samuel L Ottaway			75.00		10000.00	0.00	5.00

E21-000057	10/21/2021	133 TOPSAIL RD	809-85	L2 S1 B11 OLD SETTLERS BEACH	KREINER JOSEPH CLAYTON & ROMEO LEIANNE	DET Electrical Services Inc. - David Earl Thompson			75.00		685000.00	0.00	5.00
E21-000058	10/21/2021	139 TOPSAIL RD	809-86	L3 S1 B11 OLD SETTLERS BEACH	KREINER JOSEPH CLAYTON & ROMEO LEIANNE	DET Electrical Services Inc. - David Earl Thompson			75.00		585000.00	0.00	5.00
E21-000066	10/21/2021	4000 ISLAND DR	769A-13.2	U13B P & B MATZ SRVY	PFAUTZ DOUGLAS & DONNA &	Carolina Coast Services, LLC - Timothy Ogden & Christian Barnhill			75.00	23203277	1200.00	0.00	5.00
E21-000067	10/21/2021	4384 ISLAND DR	768A-5	L5 SUMMERTYME	ARMSTRONG RICHARD C & JANET S	Carolina Coast Services, LLC - Timothy Ogden & Christian Barnhill			75.00	23203278	1300.00	0.00	5.00
E21-000054	10/22/2021	1786 1788 1790 NEW RIVER INLET RD	779E-4.1	L4B SHIP WATCH VILLAS	CLEAR WATER WAY RE LLC	Outreach Electrical Service - Samuel L Ottaway			75.00		22900.00	0.00	5.00
E21-000070	10/22/2021	239 SANDPIPER DR	779D-74	L5D B1 BAYVIEW REV	EBERT JAMES O & ZAZA	Andy's Services LLC - Andrew Hartsfield			75.00	23203280	600.00	0.00	5.00
E21-000069	10/22/2021	235 SANDPIPER DR	779D-72	L5B B1 BAYVIEW REV	CLARE JACQUELINE & ANDREA	Andy's Services LLC - Andrew Hartsfield			75.00	23203281	600.00	0.00	5.00
E21-000068	10/22/2021	237 SANDPIPER DR	779D-73	L5C B1 BAYVIEW REV	GARNER JANET STEWART	Andy's Services LLC - Andrew Hartsfield			75.00	23203282	600.00	0.00	5.00
E21-000060	10/22/2021	1779 NEW RIVER INLET RD Unit 1	779E-6.5	L6E SHIP WATCH VILLAS T/H	BERG MATT J & KELLY J	Omega Technologies - Ralph Jr. E Everhart			75.00	23203283	1200.00	0.00	5.00
I21-000005	09/28/2021	1507 WAHOO ST	804C-12		KENNEDY DOUGLAS PAUL & KAREN TYNDALL	Eastern Insulation - Jeff Bodnarik			75.00		0.00	0.00	5.00
I21-000006	09/28/2021	124 S PERMUDA WYND	806-96	L61 S1 VILLAGE OF STUMP SOUND	PELTIER ROBERT C & HOLLY M	Tatum Insulation, Inc. - Lewis Jr C Tatum			75.00		0.00	0.00	5.00
I21-000009	09/29/2021	876/878 VILLAS DR	775B-90.1	L7A WYNDY DUNES	PRESTIGE BUILDING GROUP LLC	Weaver Insulation Co., Inc. - Byron Todd Weaver			75.00		0.00	0.00	5.00
I21-000007	09/30/2021	1502 WAHOO ST	804C-24	L26 SOUND SIDE PARK AT NORTH TOPSAIL BEACH	Wellman's Construction Bk5569 Pg443-445	K & P Fireplaces, LLC - (William) Russell R Pate			75.00		0.00	0.00	5.00
I21-000011	10/01/2021	214 PORTO VISTA DR	750A-14	L13 PORTOFINO	Hartung Kyle & Susan	Eastern Insulation - Jeff Bodnarik			75.00		0.00	0.00	5.00
I21-000008	10/01/2021	204/206 GOLDSBORO DR	774F-103	L2 TOPSAIL WYND S	GREET MICHAEL	Weaver Insulation Co., Inc. -			75.00		0.00	0.00	5.00

						Byron Todd Weaver							
I21-000014	10/05/2021	790 NEW RIVER INLET RD 211B	775A-211.B	U211B S1 VILLA CAPRIANI	STOKES JANE H	Blown-Rite Insulation And Gutters - Don Edge			75.00		400.00	0.00	5.00
I21-000015	10/07/2021	40 PORPOISE PL	778D-110	L40 DOLPHIN SHORES	BIRELY BRENT CLARKE & SUSAN FERNANDEZ	Tatum Insulation III, LLC - Jamie Tatum			75.00		0.00	0.00	5.00
I21-000013	10/13/2021	4290 Island DR	768A-166	L28 S3 OCEAN RIDGE VILLAGE	ECEIZA KOLDO & MONICA TENREIRO	S & S Building Products, LLC - J Harrison			75.00		0.00	0.00	5.00
I21-000012	10/13/2021	17 BERMUDA LANDING PL	812-221	L10 17 BERMUDA LANDING	KELLY ANTHONY F II & MICHELLE A	East Carolina Insulation - Paul Prince			75.00		3500.00	0.00	5.00
I21-000016	10/15/2021	790 NEW RIVER INLET RD 217B	775A-217.B	U217B S1 VILLA CAPRIANI	MCMORROW MICHAEL RAY & CAROL D	Jump Start Investments Inc - Halimah I. Dabo			75.00		900.00	0.00	5.00
I21-000019	10/19/2021	1685 NEW RIVER INLET RD	779A-31	L1 BARTON BAY YACHT CLUB	PASCH KENNETH & KATHY	Affordable Energy Services - Joe Roed			75.00		510497.00	0.00	5.00
I21-000018	10/19/2021	2 OSPREY CIR	775B-101.1	L2 S2 CRYSTAL SHORES RECOM	HOLLIS BRUCE & KELLY	Tatum Insulation III, LLC - Jamie Tatum			75.00		6000.00	0.00	5.00
I21-000023	10/20/2021	790 NEW RIVER INLET RD 114B	775A-114.B	U114B S1 VILLA CAPRIANI	MITTEN ENTERPRISES LLC	Blown-Rite Insulation And Gutters - Don Edge			75.00		650.00	0.00	5.00
I21-000022	10/21/2021	7600 8TH AVE & ISLAND DR	812-89	L313 SEAHAVEN BEACH	WELLMANS CONSTRUCTION INC	K & P Fireplaces, LLC - (William) Russell R Pate			75.00		0.00	0.00	5.00
I21-000020	10/21/2021	133 TOPSAIL RD	809-85	L2 S1 B11 OLD SETTLERS BEACH	KREINER JOSEPH CLAYTON & ROMEY LEIANNE	Affordable Energy Services - Joe Roed			75.00		585000.00	0.00	5.00
I21-000021	10/21/2021	139 TOPSAIL RD	809-86	L3 S1 B11 OLD SETTLERS BEACH	KREINER JOSEPH CLAYTON & ROMEY LEIANNE	Affordable Energy Services - Joe Roed			75.00		585000.00	0.00	5.00
I21-000017	10/22/2021	1786 1788 1790 NEW RIVER INLET RD	779E-4.1	L4B SHIP WATCH VILLAS	CLEAR WATER WAY RE LLC	Capital Asset Topsail Development, LLC - Christopher E Spivey			75.00		6000.00	0.00	5.00
P21-000007	09/28/2021	1507 WAHOO ST	804C-12		KENNEDY DOUGLAS PAUL & KAREN TYNDALL	Bobby Glenn Moore - Bobby Glenn Moore			75.00		0.00	0.00	5.00
P21-000008	09/28/2021	124 S PERMUDA WYND	806-96	L61 S1 VILLAGE OF STUMP SOUND	PELTIER ROBERT C & HOLLY M	Spoor's Plumbing, LLC - Robert J Spoor			75.00		0.00	0.00	5.00
P21-000011	09/28/2021	204/206 GOLDSBORO DR	774F-103	L2 TOPSAIL WYND	GREET MICHAEL	Flow-Rite Plumbing, Inc. - Michael T Pulley			75.00		0.00	0.00	5.00
P21-000012	09/29/2021	892 NEW RIVER INLET RD 20	774F-57	L20 S1 TOPSAIL VILLAS	VETTER JAMES & JESSICA M TROTT	Carolina Coast Services, LLC			75.00	23203225	1000.00	0.00	5.00

						- Timothy Ogden & Christian Barnhill							
P21-000013	09/29/2021	876/878 VILLAS DR	775B-90.1	L7A WYNDY DUNES	PRESTIGE BUILDING GROUP LLC	Flow-Rite Plumbing, Inc. - Michael T Pulley			75.00	0.00	0.00	5.00	
P21-000010	09/30/2021	1502 WAHOO ST	804C-24	L26 SOUNDSIDE PARK AT NORTH TOPSAIL BEACH	Wellman's Construction Bk5569 Pg443-445	Bucek's Plumbing Company, Inc. - James D Bucek			75.00	0.00	0.00	5.00	
P21-000016	10/01/2021	214 PORTO VISTA DR	750A-14	L13 PORTOFINO	Hartung Kyle & Susan				75.00	0.00	0.00	5.00	
P21-000019	10/06/2021	1822 NEW RIVER INLET RD 1102	779-1102.A	U1102A P1 TOPSAIL DUNES	RIGGS JOSEPH BRIAN & JESSICA M	Carolina Coast Services, LLC - Timothy Ogden & Christian Barnhill			75.00	23203240	800.00	0.00	5.00
P21-000020	10/07/2021	40 PORPOISE PL	778D-110	L40 DOLPHIN SHORES	BIRELY BRENT CLARKE & SUSAN FERNANDEZ	B P Plumbing Co. - Walter Jr R Parker			75.00		0.00	0.00	5.00
P21-000018	10/13/2021	4290 Island DR	768A-166	L28 S3 OCEAN RIDGE VILLAGE	ECEIZA KOLDO & MONICA TENREIRO	Kenneth Linwood Epps Jr - Kenneth Jr L Epps			75.00		0.00	0.00	5.00
P21-000017	10/13/2021	17 BERMUDA LANDING PL	812-221	L10 17 BERMUDA LANDING	KELLY ANTHONY F II & MICHELLE A	Chadwick Plbg - H. Charles Chadwick			75.00		6000.00	0.00	5.00
P21-000021	10/15/2021	790 NEW RIVER INLET RD 217B	775A-217.B	U217B S1 VILLA CAPRIANI	MCMORROW MICHAEL RAY & CAROL D	FASCO Plumbing Inc. - Victor S Gatewood			75.00		700.00	0.00	5.00
P21-000024	10/19/2021	1685 NEW RIVER INLET RD	779A-31	L1 BARTON BAY YACHT CLUB	PASCH KENNETH & KATHY	CBH Plumbing - Ronald Troy Horn			75.00		510497.00	0.00	5.00
P21-000025	10/19/2021	2 OSPREY CIR	775B-101.1	L2 S2 CRYSTAL SHORES RECOM	HOLLIS BRUCE & KELLY	B3 Properties, Inc. - John R Baltos			75.00		18000.00	0.00	5.00
P21-000009	10/19/2021	1731 NEW RIVER INLET RD	779-6.2	L2B CHUCK & TAMMY MILES	MILES DAKOTA	Coastal Plains Plumbing, Inc. - Michael S Garriss			75.00		3500.00	0.00	5.00
P21-000029	10/20/2021	790 NEW RIVER INLET RD 114B	775A-114.B	U114B S1 VILLA CAPRIANI	MITTEN ENTERPRISES LLC	Ocean Breeze Heating & Air (dba) - Jeremy David Mintz			75.00		8000.00	0.00	5.00
P21-000028	10/21/2021	7600 8TH AVE & ISLAND DR	812-89	L313 SEAHAVEN BEACH	WELLMANS CONSTRUCTION INC	Bucek's Plumbing Company, Inc. - James D Bucek			75.00		10000.00	0.00	5.00
P21-000026	10/21/2021	133 TOPSAIL RD	809-85	L2 S1 B11 OLD SETTLERS BEACH	KREINER JOSEPH CLAYTON & ROMIEY LEIANNE	CBH Plumbing - Ronald Troy Horn			75.00		685000.00	0.00	5.00
P21-000027	10/21/2021	139 TOPSAIL RD	809-86	L3 S1 B11 OLD SETTLERS BEACH	KREINER JOSEPH CLAYTON &	CBH Plumbing -			75.00		585000.00	0.00	5.00

					ROMEY LEIANNE	Ronald Troy Horn							
M21-000023	10/22/2021	1786 1788 1790 NEW RIVER INLET RD	779E-4.1	L4B SHIP WATCH VILLAS	CLEAR WATER WAY RE LLC	B P Plumbing Co. - Walter Jr R Parker			75.00		10500.00	0.00	5.00
M21-000001	09/28/2021	1302 NEW RIVER INLET RD	779C-1.1	UA ALLIANCE CONSTRUCTION	BROWN RODERICK L	ALL COMFORT HEATING & COOLING, LLC - ALLEN N FIELDS			75.00	23203222	6760.00	0.00	5.00
M21-000028	09/28/2021	1507 WAHOO ST	804C-12		KENNEDY DOUGLAS PAUL & KAREN TYNDALL	Tommy's Heating & Air - Tommy Ray Pike			75.00		0.00	0.00	5.00
M21-000029	09/28/2021	124 S PERMUDA WYND	806-96	L61 S1 VILLAGE OF STUMP SOUND	PELTIER ROBERT C & HOLLY M	Kennedys Heating & Air Conditioning, LLC - Dustin J Kennedy			75.00		0.00	0.00	5.00
M21-000032	09/28/2021	403 TOPSAIL RD	812-66	L127 SEAHAVEN BEACH	BUTLER HAZEL H	Blue Marlin Heating & Air - William D Polk			75.00	23203217	2490.00	0.00	5.00
M21-000034	09/28/2021	4240 ISLAND DR	768A-156	L18 S3 OCEAN RIDGE VILLAGE	WAPPEL STEPHEN L & KATHY L TRUSTEE	Pelican Cooling & Heating, LLC - Marvin E Hix			75.00	23203219	5200.00	0.00	5.00
M21-000036	09/28/2021	1928 NEW RIVER INLET RD 212	779G-212	L212 P3 BG10D SHIP WATCH VILLAS	COOKE CECIL EDWARDS S III & DENISE W	All Seasons Heating & Cooling - Fred E Beacham			75.00	23203216	5592.18	0.00	5.00
M21-000039	09/28/2021	201 GOLDSBORO DR	774F-107.1	U4A TOPSAIL WYNDS	POROZYNSKI WESLEY & JOAN	Heat Transfer Solutions, Inc. - Sandy S Council			75.00	23203223	3700.00	0.00	5.00
M21-000040	09/28/2021	204/206 GOLDSBORO DR	774F-103	L2 TOPSAIL WYNDS	GREET MICHAEL	Bottom Line Repair Services, Inc. - James Eric Raynor			75.00		0.00	0.00	5.00
M21-000003	09/29/2021	111 SUMMER PLACE DR	764A-3	L3A SUMMER PLACE T/H	Cameron Dudeck	All Comfort Heating & Cooling, LLC - Allen Fields			75.00	23203224	5900.00	0.00	5.00
M21-000044	09/29/2021	876/878 VILLAS DR	775B-90.1	L7A WYNDY DUNES	PRESTIGE BUILDING GROUP LLC	Fresh Air Heating & Cooling LLC - Michael B Falk			75.00		0.00	0.00	5.00
M21-000033	09/30/2021	1502 WAHOO ST	804C-24	L26 SOUND SIDE PARK AT NORTH TOPSAIL BEACH	Wellman's Construction Bk5569 Pg443-445	Gideon Heating and Air Conditioning, Inc. - (James) Mac III M. Hall			75.00		0.00	0.00	5.00
M21-000043	09/30/2021	790 NEW RIVER INLET RD 109B	775A-109.B	U109B S1 VILLA CAPRIANI	JAXREZ LLC	A & R Heating and Air - Ricky Perso Samuel			75.00		4000.00	0.00	5.00
M21-000047	10/01/2021	214 PORTO VISTA DR	750A-14	L13 PORTOFINO	Hartung Kyle & Susan	Gideon Heating and Air Conditioning, Inc. - (James)			75.00		0.00	0.00	5.00

						Mac III M. Hall							
M21-000038	10/04/2021	1322 NEW RIVER INLET RD	779C-7.3	L7B GARY GRAY DIV OCEANS	HALSEY MARKS & WENDY M	Blue Marlin Heating & Air - William D Polk			75.00	23203235	2700.00	0.00	5.00
M21-000050	10/04/2021	1840 NEW RIVER INLET RD 2103	779-2103.B	U2103B P2 TOPSAIL DUNES	HOGAN ARLENE M	American Residential Services L.L.C. - Michael W Arnold			75.00	23203237	8500.00	0.00	5.00
M21-000052	10/05/2021	790 NEW RIVER INLET RD 211B	775A-211.B	U211B S1 VILLA CAPRIANI	STOKES JANE H	Ocean Breeze Heating & Air (dba) - Jeremy David Mintz			75.00		3300.00	0.00	5.00
M21-000053	10/06/2021	2310 NEW RIVER INLET RD Unit 1	778C-24.1	L58B S2 BA NORTH TOPSAIL SHORES	FLYNN MICHAEL & DAPHNE	FLYNN MICHAEL & DAPHNE			75.00	23203239	2000.00	0.00	5.00
M21-000054	10/07/2021	40 PORPOISE PL	778D-110	L40 DOLPHIN SHORES	BIRELY BRENT CLARKE & SUSAN FERNANDEZ	Fulford Heating & Cooling, Inc. - Justin A Fulford			75.00		0.00	0.00	5.00
M21-000037	10/11/2021	1840 NEW RIVER INLET RD 2101	779-2101.B	U2101B P2 TOPSAIL DUNES	SHARPS DAVID LAWRENCE PRESTON &	Pelican Cooling & Heating, LLC - Marvin E Hix			75.00	23203244	5700.00	0.00	5.00
M21-000024	10/13/2021	816 VILLAS DR	775B-84.2	L1A VILLAS BY THE SEA	SMITH MARGARET & KENNETH MOYER JR	Barnhill Services, LLC - Christian K Barnhill			75.00	23203246	2200.00	0.00	5.00
M21-000051	10/13/2021	4290 Island DR	768A-166	L28 S3 OCEAN RIDGE VILLAGE	ECEIZA KOLDO & MONICA TENREIRO	Kennedys Heating & Air Conditioning, LLC - Dustin J Kennedy			75.00		0.00	0.00	5.00
M21-000048	10/13/2021	17 BERMUDA LANDING PL	812-221	L10 17 BERMUDA LANDING	KELLY ANTHONY F II & MICHELLE A	Down-East Heating & AVC, Inc. - Thomas G Humphrey			75.00		7500.00	0.00	5.00
M21-000035	10/14/2021	129 S PERMUDA WYND	806-41	L9 S1 VILLAGE OF STUMP SOUND	KYSOR JONATHON & STEPHANIE	American Residential Services L.L.C. - Michael W Arnold			75.00	23203259	16500.00	0.00	5.00
M21-000056	10/14/2021	36 BERMUDA LANDING PL	812-193	L6 36 BERMUDA LANDING	MOSLEY JEREMIAH PAUL & JOY ELIZABETH	Hardin HVAC LLC (DBA) - Frank D Hardin			75.00	23203252	4906.00	0.00	5.00
M21-000042	10/15/2021	790 NEW RIVER INLET RD 217B	775A-217.B	U217B S1 VILLA CAPRIANI	MCMORROW MICHAEL RAY & CAROL D	A & R Heating and Air - Ricky Perso Samuel			75.00		4000.00	0.00	5.00
M21-000064	10/18/2021	4338 ISLAND DR	768A-77	L7 S2 OCEAN RIDGE VILLAGE	3 BS PROPERTIES LLC	Humphrey Heating & Air Conditioning, Inc. - William T Humphrey			75.00	23203261	10128.00	0.00	5.00
M21-000067	10/19/2021	30 BERMUDA LANDING PL	812-198	L7 30 BERMUDA LANDING	ALDEN KEVIN A	Wilmington Air Inc. - Jimmy R Mansfield			75.00	23203266	6500.00	0.00	5.00
M21-000059	10/19/2021	1685 NEW RIVER INLET	779A-31	L1 BARTON BAY YACHT CLUB	PASCH KENNETH &	Intracoastal Climate			75.00		510497.00	0.00	5.00



		RD			KATHY	Control, LLC - Eric Wayne Whitman							
M21-000058	10/19/2021	2 OSPREY CIR	775B-101.1	L2 S2 CRYSTAL SHORES RECOM	HOLLIS BRUCE & KELLY	Gideon Heating and Air Conditioning, Inc. - (James) Mac III M. Hall			75.00		16500.00	0.00	5.00
M21-000031	10/19/2021	1731 NEW RIVER INLET RD	779-6.2	L2B CHUCK & TAMMY MILES	MILES DAKOTA	East Coast Heat & Air - Brian Duane Morris			75.00		8000.00	0.00	5.00
M21-000066	10/20/2021	1190 NEW RIVER INLET RD	774G-24	L22 S1 OCEAN WYNDS	CARETTA DEVELOPMENT GROUP LLC	Pelican Cooling & Heating, LLC - Marvin E Hix			75.00	23203268	5700.00	0.00	5.00
M21-000063	10/20/2021	790 NEW RIVER INLET RD 114B	775A-114.B	U114B S1 VILLA CAPRIANI	MITTEN ENTERPRISES LLC	Ocean Breeze Heating and Air (DBA) - Jeremy Mintz			75.00		7500.00	0.00	5.00
M21-000062	10/21/2021	7600 8TH AVE & ISLAND DR	812-89	L313 SEAHAVEN BEACH	WELLMANS CONSTRUCTION INC	Gideon Heating and Air Conditioning, Inc. - (James) Mac III M. Hall			75.00		10000.00	0.00	5.00
M21-000060	10/21/2021	133 TOPSAIL RD	809-85	L2 S1 B11 OLD SETTLERS BEACH	KREINER JOSEPH CLAYTON & ROMEY LEIANNE	Intracoastal Climate Control, LLC - Eric Wayne Whitman			75.00		685000.00	0.00	5.00
M21-000061	10/21/2021	139 TOPSAIL RD	809-86	L3 S1 B11 OLD SETTLERS BEACH	KREINER JOSEPH CLAYTON & ROMEY LEIANNE	Intracoastal Climate Control, LLC - Eric Wayne Whitman			75.00		585000.00	0.00	5.00
M21-000057	10/22/2021	1786 1788 1790 NEW RIVER INLET RD	779E-4.1	L4B SHIP WATCH VILLAS	CLEAR WATER WAY RE LLC	Carolina Comfort Air, Inc. - Anthony L Smith			75.00		17028.00	0.00	5.00
B21-000004	09/30/2021	790 NEW RIVER INLET RD 109B	775A-109.B	U109B S1 VILLA CAPRIANI	JAXREZ LLC	APR Restoration and Commercial Development Inc. - David C Davis			150.00	23203231	0.00	0.00	10.00
B21-000006	10/05/2021	790 NEW RIVER INLET RD 211B	775A-211.B	U211B S1 VILLA CAPRIANI	STOKES JANE H	Donald Ray Ward, II - Donald Ward, II			225.00	23203238	0.00	0.00	15.00
B21-000005	10/13/2021	17 BERMUDA LANDING PL	812-221	L10 17 BERMUDA LANDING	KELLY ANTHONY F II & MICHELLE A	Marshburn Construction & Design, LLC - David Vann Marshburn			375.00	23203251	0.00	0.00	25.00
B21-000003	10/15/2021	790 NEW RIVER INLET RD 217B	775A-217.B	U217B S1 VILLA CAPRIANI	MCMORROW MICHAEL RAY & CAROL D	Jump Start Investments Inc - Halimah I. Dabo			375.00	23203260	0.00	0.00	25.00
B21-000007	10/20/2021	790 NEW RIVER INLET RD 114B	775A-114.B	U114B S1 VILLA CAPRIANI	MITTEN ENTERPRISES LLC	Donald Ray Ward, II - Donald Ward, II			300.00	23203269	0.00	0.00	20.00
C21-	09/28/2021	204/206	774F-103	L2 TOPSAIL	GREET	Prestige			3117.98	23203220	500000.00	20.00	13 <sup>2</sup> 4 <sup>9</sup>

000011		GOLDSBORO DR		WYNDS	MICHAEL	Building Group LLC - Michael Sr J Howington							
C21-000013	09/28/2021	1507 WAHOO ST	804C-12		KENNEDY DOUGLAS PAUL & KAREN TYNDALL	- Douglas P Kennedy		1171.54	23203221	200000.00	10.00	50.79	
C21-000002	09/28/2021	124 S PERMUDA WYND	806-96	L61 S1 VILLAGE OF STUMP SOUND	PELTIER ROBERT C & HOLLY M	ONSLow BAY HOMES, LLC -		1815.96	23203218	440000.00	10.00	76.71	
C21-000015	09/29/2021	876/878 VILLAS DR	775B-90.1	L7A WYNDY DUNES	PRESTIGE BUILDING GROUP LLC	Prestige Building Group LLC - Michael Sr J Howington		2696.38	23203228	400000.00	10.00	113.88	
C21-000016	09/30/2021	1502 WAHOO ST	804C-24	L26 SOUND SIDE PARK AT NORTH TOPSAIL BEACH	Wellman's Construction Bk5569 Pg443-445	Wellman's Construction, Inc. - David W Wellman		1206.18	23203229	589000.00	10.00	47.68	
C21-000010	10/01/2021	214 PORTO VISTA DR	750A-14	L13 PORTOFINO	Hartung Kyle & Susan	Clarence Nathan King 100 Main St. Ste. 2, Holly Ridge NC28445 - Clarence Na		1200.94	23203234	286992.00	10.00	52.19	
C21-000005	10/07/2021	40 PORPOISE PL	778D-110	L40 DOLPHIN SHORES	BIRELY BRENT CLARKE & SUSAN FERNANDEZ	RH McClure Builders of SBI, LLC - Lynette Clendenin		2821.86	23203241	1087500.00	10.00	124.61	
C21-000003	10/13/2021	4290 Island DR	768A-166	L28 S3 OCEAN RIDGE VILLAGE	ECEIZA KOLDO & MONICA TENREIRO	Covewood Homes LLC - Jonathan Gonzalez		2154.33	23203258	620000.00	10.00	92.83	
C21-000014	10/19/2021	1731 NEW RIVER INLET RD	779-6.2	L2B CHUCK & TAMMY MILES	MILES DAKOTA	Custom Built Homes of the Carolinas LLC - Donald W Pritt		864.68	23203265	243379.00	10.00	36.18	
C21-000021	10/19/2021	1685 NEW RIVER INLET RD	779A-31	L1 BARTON BAY YACHT CLUB	PASCH KENNETH & KATHY	Beachside Custom Homes, LLC - William Lenfestey		1580.24	23203263	510497.00	10.00	65.49	
C21-000009	10/19/2021	2 OSPREY CIR	775B-101.1	L2 S2 CRYSTAL SHORES RECOM	HOLLIS BRUCE & KELLY	Reeves Custom Homes - William Jr D Reeves		1679.99	23203262	669000.00	10.00	70.24	
C21-000020	10/21/2021	7600 8TH AVE & ISLAND DR	812-89	L313 SEAHAVEN BEACH	WELLMANS CONSTRUCTION INC	Wellman's Construction, Inc. - David W Wellman		1395.70	23203273	229000.00	10.00	56.70	
C21-000019	10/21/2021	133 TOPSAIL RD	809-85	L2 S1 B11 OLD SETTLERS BEACH	KREINER JOSEPH CLAYTON & ROMIEY LEIANNE	Beachside Custom Homes, LLC - William Lenfestey		1983.96	23203275	685000.00	10.00	84.71	
C21-000018	10/21/2021	139 TOPSAIL RD	809-86	L3 S1 B11 OLD SETTLERS BEACH	KREINER JOSEPH CLAYTON & ROMIEY LEIANNE	Beachside Custom Homes, LLC - William Lenfestey		1672.64	23203276	565000.00	10.00	69.89	
C21-000008	10/22/2021	1786 1788 1790 NEW RIVER INLET RD	779E-4.1	L4B SHIP WATCH VILLAS	CLEAR WATER WAY RE LLC	Capital Asset Topsail Development, LLC - Christopher E Spivey		3029.53	23203279	639428.00	30.00	124.03	

FG21-000004	09/28/2021	124 S PERMUDA WYND	806-96	L61 S1 VILLAGE OF STUMP SOUND	PELTIER ROBERT C & HOLLY M	Gurman Gene Kennedy - Gurman G Kennedy			75.00		0.00	0.00	5.00
FG21-000005	09/30/2021	1502 WAHOO ST	804C-24	L26 SOUNDSIDE PARK AT NORTH TOPSAIL BEACH	Wellman's Construction Bk5569 Pg443-445	- William Russ Pate			75.00		0.00	0.00	5.00
FG21-000008	10/01/2021	201 TAMARIX CT	806-100		Triton Contracting Services LLC	Sneads Ferry LP Gas Co., Inc. - Gerald Wayne Padgett			75.00		1500.00	0.00	5.00
FG21-000009	10/07/2021	40 PORPOISE PL	778D-110	L40 DOLPHIN SHORES	BIRELY BRENT CLARKE & SUSAN FERNANDEZ	Suburban Propane, LP - Louis E Swartz			75.00		0.00	0.00	5.00
FG21-000007	10/11/2021	2671 ISLAND DR	806-29.4		POWELL DONALD GLENN II & BETSY	Sneads Ferry LP Gas Co., Inc. - Gerald Wayne Padgett			75.00	23203242	1500.00	0.00	5.00
FG21-000013	10/19/2021	1685 NEW RIVER INLET RD	779A-31	L1 BARTON BAY YACHT CLUB	PASCH KENNETH & KATHY	Sneads Ferry LP Gas Co., Inc. - Gerald Wayne Padgett			75.00		510497.00	0.00	5.00
FG21-000010	10/19/2021	2 OSPREY CIR	775B-101.1	L2 S2 CRYSTAL SHORES RECOM	HOLLIS BRUCE & KELLY	Carolina Fireplace Distributors, Inc. - William T Wall			75.00		1500.00	0.00	5.00
FG21-000011	10/21/2021	133 TOPSAIL RD	809-85	L2 S1 B11 OLD SETTLERS BEACH	KREINER JOSEPH CLAYTON & ROMEY LEIANNE	Sneads Ferry LP Gas Co., Inc. - Gerald Wayne Padgett			75.00		685000.00	0.00	5.00
FG21-000012	10/21/2021	139 TOPSAIL RD	809-86	L3 S1 B11 OLD SETTLERS BEACH	KREINER JOSEPH CLAYTON & ROMEY LEIANNE	Sneads Ferry LP Gas Co., Inc. - Gerald Wayne Padgett			75.00		585000.00	0.00	5.00
SB21-000014	09/29/2021	3605 ISLAND DR	814-12	M F BOSTIC BA L2	THE BOOTH FAMILY PARTNERSHIP	- Dennis Aldridge			75.00	23203227	6500.00	0.00	5.00
SB21-000012	10/04/2021	657 OCEAN DR	808-18	L5 B17 OCEAN CITY	DURHAM JAMES E	Team React LLC - Chuck Kemmerling			75.00	23203236	10000.00	0.00	5.00
SB21-000010	10/11/2021	122 OLD VILLAGE LN	806-153	L53 S2 VILLAGE OF STUMP SOUND	BROWN CHARLES PHILLIP & TERESA GUAZZO	Coastland Construction LLC - Matthew Davis			75.00	23203245	11500.00	0.00	5.00
SB21-000011	10/20/2021	2505 RIVER DR	778C-137	L8 S3 BH NORTH TOPSAIL SHORES	TOMPSON NANCY LY & JOHN WILLIAM &	- Nancy Tompson			75.00	23203271	15500.00	0.00	5.00
SB21-000016	10/22/2021	2264 NEW RIVER INLET RD	778C-8.	BLDG A TOPSAIL REEF	Topsail Reef Homeowners Asso	Kyle Contracting Inc. - Hugh B Harper			435.75	23203284	83000.00	0.00	20.75
BAA21-000003	10/19/2021	1798 NEW RIVER INLET RD	779-14.6	BEACH ACCESS 1	ONSLOW COUNTY	274 Construction Group, Inc. - Donnie King			75.00	23203264	15000.00	0.00	5.00
BAA21-000002	10/21/2021	2950 ISLAND DR	764-1.1	BEACH ACCESS 2	ONSLOW COUNTY	274 Construction Group, Inc. - Donnie King			75.00	23203274	80000.00	0.00	5.00
CCR21-	10/11/2021								0.00		0.00	0.00	0.00

000001													
		# of Permits Issued:	150										
		Total Estimated Value:	16503628.18										
		Total Cost of Permits:	39774.66										
		NC Homeowners Recovery Fund:	180.00				NCRF Count:	15					
		Tech Fees Total:	1947.16				Tech Count:	147					

 Zoning and Flood Permits Issued

From: 09/29/2021

To: 10/28/2021

Permit#	Issue Date	Address	Parcel#	Legal Description	Owner Name	Contractor	Cost	Receipt#	Estimated Value
PLA-210265	09/29/2021	876/878 VILLAS DR	775B-90.1	L7A WYNDY DUNES	PRESTIGE BUILDING GROUP LLC	Prestige Building Group LLC - Michael Sr J Howington	0.0	0	400000.00
ZFP21-000020	09/30/2021	1502 WAHOO ST	804C-24	L26 SOUNDSIDE PARK AT NORTH TOPSAIL BEACH	Wellman's Construction Bk5569 Pg443-445	Wellman's Construction, Inc. - David W Wellman	125.0	0	589000.00
ZFP21-000010	10/01/2021	214 PORTO VISTA DR	750A-14	L13 PORTOFINO	Hartung Kyle & Susan	Clarence Nathan King 100 Main St. Ste. 2, Holly Ridge NC28445 - Clarence Na	125.0	0	361756.00
ZFP21-000004	10/07/2021	40 PORPOISE PL	778D-110	L40 DOLPHIN SHORES	BIRELY BRENT CLARKE & SUSAN FERNANDEZ	RH McClure Builders of SBI, LLC - Lynette Clendenin	0.0	0	850000.00
ZFP21-000024	10/11/2021	122 OLD VILLAGE LN	806-153	L53 S2 VILLAGE OF STUMP SOUND	BROWN CHARLES PHILLIP & TERESA GUAZZO	Coastland Construction LLC - Matthew Davis	0.0	0	11500.00
ZFP21-000002	10/13/2021	4290 Island DR	768A-166	L28 S3 OCEAN RIDGE VILLAGE	ECEIZA KOLDO & MONICA TENREIRO	Covewood Homes LLC - Jonathan Gonzalez	125.0	0	500000.00
ZFP21-000011	10/19/2021	2 OSPREY CIR	775B-101.1	L2 S2 CRYSTAL SHORES RECOM	HOLLIS BRUCE & KELLY	Reeves Custom Homes - William Jr D Reeves	125.0	0	615000.00
ZFP21-000034	10/19/2021	1685 NEW RIVER INLET RD	779A-31	L1 BARTON BAY YACHT CLUB	PASCH KENNETH & KATHY	Beachside Custom Homes, LLC - William Lenfestey	125.0	0	510497.00
ZFP21-000038	10/19/2021	1798 NEW RIVER INLET RD	779-14.6	BEACH ACCESS 1	ONSLOW COUNTY	274 Construction Group, Inc. -	125.0	0	15000.00

						Donnie Jr F King			
ZFP21-000021	10/19/2021	1731 NEW RIVER INLET RD	779-6.2	L2B CHUCK & TAMMY MILES	MILES DAKOTA	Custom Built Homes of the Carolinas LLC - Donald W Pritt	125.0	0	229379.00
ZFP21-000027	10/21/2021	7600 8TH AVE & ISLAND DR	812-89	L313 SEAHAVEN BEACH	WELLMANS CONSTRUCTION INC	Wellman's Construction, Inc. - David W Wellman	125.0	0	2500.00
ZFP21-000039	10/21/2021	2950 ISLAND DR	764-1.1	BEACH ACCESS 2	ONSLOW COUNTY	274 Construction Group, Inc. - Donnie Jr F King	0.0	0	80000.00
ZFP21-000036	10/21/2021	133 TOPSAIL RD	809-85	L2 S1 B11 OLD SETTLERS BEACH	KREINER JOSEPH CLAYTON & ROMEY LEIANNE	Beachside Custom Homes, LLC - William Lenfestey	125.0	0	685000.00
ZFP21-000033	10/21/2021	139 TOPSAIL RD	809-86	L3 S1 B11 OLD SETTLERS BEACH	KREINER JOSEPH CLAYTON & ROMEY LEIANNE	Beachside Custom Homes, LLC - William Lenfestey	125.0	0	565000.00
ZFP21-000009	10/22/2021	1786 1788 1790 NEW RIVER INLET RD	779E-4.1	L4B SHIP WATCH VILLAS	CLEAR WATER WAY RE LLC	Capital Asset Topsail Development, LLC - Christopher E Spivey	0.0	0	580000.00
ZFP21-000042	10/22/2021	2264 NEW RIVER INLET RD	778C-8.	BLDG A TOPSAIL REEF	Topsail Reef Homeowners Asso	Kyle Contracting Inc. - Hugh B Harper	0.0	0	83000.00
ZFP21-000040	10/25/2021	2505 RIVER DR	778C-137	L8 S3 BH NORTH TOPSAIL SHORES	TOMPSON NANCY LY & JOHN WILLIAM &	S & L Roofing and Construction - Helcias Lopez	125.0	0	18000.00
ZFP21-000030	10/25/2021	1310 NEW RIVER INLET RD	779C-5	L5 GARY GRAY DIV OCEANSI	BUTLER JAMES CONOR & AMBER	Sea Level Construction, LLC - Andy Spoon	0.0	0	25000.00
ZFP21-000041	10/27/2021	7505 9TH AVE	812-148	L333 BA SEAHAVEN BEACH	JONES CYNTHIA CAROL & STALLINGS MARY C D & WILLIAM K HEATH JR		50.0	23203289	



**Chief William K. Younginer**

**Department Report for September 1, 2021 - September 30, 2021**

**Arrests**

DWI	2
Narcotics	4
Open container	1
Resist, Delay & Obstruct	1
Traffic	10
Warrant Service	6

**Calls for Service**

Accidents	3
Alarms	7
Assault on Female	1
B&E	1
Behavioral Health	1
Cit / Mot / Ped Assists	69
Disturbances	16
Fraud	1
911 Hang Up	4
Hit and Run	2
Larceny	2
Misc Calls	62
Missing Person	1
Property Damage	1
Suspicious Activity	31
Welfare Check	3

**NC Traffic Stop Reports**

State Citations	23
Town Citations	1
Warning Citations	23

**Summary**

TOTAL CALLS FOR SERVICE	242
TOTAL CITATIONS ISSUED	47
TOTAL REPORTS	174
TOTAL SECURITY CHECKS	1,138

**Assist Other Agencies**

Animal Control	1
E. M. S.	4
N.T.B. F.D.	12
N.T.B. F.D. Water Rescue	1
O. C. S. D.	15
S. C. P.D.	2
Traffic Safety Task Force Event	2





*Town of North Topsail Beach*  
Board of Aldermen

Agenda	Consent
Item:	Agenda
Date:	11 10 2021

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**Issue:** Planning Board & Program for Public Information (PPI) Committee Report  
Hanna McCloud, Chair

**Department:** Planning

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

**Presentation:** No

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The regular meeting of the Planning Board was held on October 14, 2021.

Planning Director Hill reviewed the history of and explained the need to revise the definitions of “bedroom” and “heated square footage” in the Unified Development Ordinance, especially to clarify the requirements for a special use permit. She proposed that the Planning Board recommend to the Board of Aldermen that they adopt the methodology for calculating “heated square feet” based upon the NC Real Estate Commission’s approach. There was discussion.

Mr. Dorazio made a motion that heated square footage calculations shall be based on North Carolina Real Estate Commission methodology in determining whether or not the duplex or single-family home requires a special use permit in accordance with section 4.03.2 and 4.03.21. Mrs. Dickson seconded the motion, motion passed unanimously, 6-0. Planning Director will research further before bringing recommendation to the Board of Aldermen.

DISCUSSION Based upon an increase in applications for cargo lifts placed within setbacks, Planning Director Hill requested that the Planning Board consider the idea of allowing or disallowing cargo lifts to encroach into a setback up to four feet zero inches, in the same manner that stairs are currently allowed. A cargo lift encroachment over four feet into the setback would still require a variance.



*Town of North Topsail Beach*  
Board of Aldermen

Agenda	Consent
Item:	Agenda
Date:	11 10 2021

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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, as there were no variance applications or appeals.





September 9, 2021

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

RE: REFUNDS

Dear Sirs,

Please be advised that the Onslow County Board of Commissioners on Wednesday, September 8, 2021 approved the following refund(s) for July:

Fenger Peter K & Christina L	\$ 1,522.04
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The town of North Topsail Beach needs to refund the above taxpayers due to the explanation given on the attached report.

If you have any questions concerning this matter, please advise.

Sincerely,

Cynthia Kenney  
Listing Supervisor

CK/sm

Enclosure(s)

TOWN OF NORTH TOPSAIL BEACH AD VALOREM TAXES TO BE REFUNDED  
07-01-2021 THROUGH 07-31-2021

NAME & ADDRESS	ACCOUNT #	RECORD #	YEAR	VALUE	PRINCIPAL	LATE LIST	INT/LC	TOTAL	REASON
Fenger Peter K & Christina L c/o Peter & Cristina Fenger 1500 Cypress Bend Trl Gulf Breeze, FL 32563-9585	294580000	23977	2020	129900	532.59	0	10.65	543.24	Clerical error in land value
Fenger Peter K & Christina L c/o Peter & Cristina Fenger 1500 Cypress Bend Trl Gulf Breeze, FL 32563-9585	294580000	9161	2019	129900	532.59	0	0	532.59	Clerical error in land value
Fenger Peter K & Christina L c/o Peter & Cristina Fenger 1500 Cypress Bend Trl Gulf Breeze, FL 32563-9585	294580000	23276	2018	129900	446.21	0	0	446.21	Clerical error in land value
<b>TOTALS</b>				<b>389700</b>	<b>1511.39</b>	<b>0</b>	<b>10.65</b>	<b>1522.04</b>	



TOWN OF NORTH TOPSAIL BEACH  
Board of Aldermen  
Agenda Item

Agenda  
Item: VIII.E.  
Date: 11/10/2021

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**Issue:** Budget Amendment 2021-22.2

**Department:** Administration

**Presented by:** Caitlin Elliott, Finance Officer

**Presentation:** Finance Department

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**Background:** As we prepare to move back into Town Hall there are a few items that have come up that we had not anticipated previously. One was the cost to have Computer Warriors, the Town's IT company, rewire the building and ensuring a smooth transition technologically. They will be setting up all the required network equipment and servers, installing racks and physically assisting staff move all equipment from our temporary location back to Town Hall. This will include a full thirty days of support after we move in, as needed. There is a need to transfer \$22,958.84 from Contingency to cover these expenses.

**Attachments:** Budget Amendment 2021-22.2, Computer Warriors Invoice

**Recommendation:** Approve Amendment as recommended

**Action Needed:** Yes

**Suggested Motion:** *"I, \_\_\_\_\_ make a motion to approve Budget Amendment 2021-22.2 as presented."*

**Funds:** 10

**Follow Up:** Finance Officer

Computer Warriors IT Support Inc.  
 323 Eastwood Rd Suite G  
 Wilmington, NC 28403 US  
 (910) 726-1595  
 accounting@thecomputerwarriors.com  
 www.thecomputerwarriors.com



# INVOICE

**BILL TO**

Caitlin Elliott  
 North Topsail TownHall  
 2008 Loggerhead Ct.  
 North Topsail Beach, NC 28460  
 United States

**SHIP TO**

Ricky Schwisow  
 Computer Warriors IT Support  
 521 Yopp Rd.  
 STE 216  
 Jacksonville, NC 28540

**INVOICE #** 1443

**DATE** 10/06/2021

**DUE DATE** 11/05/2021

**ACTIVITY**

**QTY**

Network Equipment	
<b>Hardware</b>	2
Sysracks 32U Server Rack Cabinet Enclosure Data Network Free Standing Locking with Wheels - LCD Screen - 4 Cooling Fans - Thermostat - Power Bar - Shelf - Casters	
<b>Hardware</b>	5
52-Port PoE Gigabit Ethernet Smart Switch (limited lifetime warranty)	
<b>Hardware</b>	5
48 Port Blank Keystone Patch Panel	
<b>Hardware</b>	10
20 Pack 3ft Cat6 Ethernet Patch Cable	
<b>Hardware</b>	4
1500VA 2U UPS (2 for Town Hall rack, 2 for PD Rack)	
<b>Hardware</b>	2
2U Server Rack Shelf	
<b>Hardware</b>	1
5 Pack Cloud Managed Enterprise Access Point	
<b>Hardware</b>	2
2U Cable management raceway	
<b>Hardware</b>	2
Rackmount Kit for Cisco Meraki Firewall	
<b>Fixed Price Labor Bid</b>	1
Installing racks, rack equipment and configuration of all equipment in racks	
Mounting and configuring new WAP's	
Cabling	
<b>Hardware</b>	9
10-Pack Low Profile 2-Port Keystone Jack Wall Plate in White	
<b>Hardware</b>	14



## ACTIVITY

QTY

25-Pack RJ45 Keystone Jack

**Fixed Price Labor Bid**Terminating 102 cables on 1st floor and 67 on 2nd floor. Keystones on both sides,  
Mounting all wall plates and testing/certifying cable runs.

1

**Fixed Price Labor Bid**Creating new network map for entire facility / updating all network documentation  
(6 hours)

1

Equipment Setup

**Fixed Price Labor Bid**Moving all equipment from Temp TH back to TownHall. Setting up all workstations  
printers and devices.

1

**Product Sales:Hardware**Additional cost pass-through for price variance at time of ordering form time quote  
was submitted.

1

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SUBTOTAL	22,958.84
TAX (7%)	1,607.12
TOTAL	24,565.96
BALANCE DUE	<b>\$24,565.96</b>

**TOWN OF NORTH TOPSAIL BEACH**  
**1000 NC 210**  
**SNEADS FERRY, N.C. 28460**

FISCAL YEAR 2021-2022

**AMENDMENT TO THE BUDGET ORDINANCE**

**BA 2021-22.2**

**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, 2022:

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

<u>DEPARTMENT NO:</u>	<u>ACCOUNT</u>		
500	CAPITAL OUTLAY	\$	22,958.84
		<b>Total Expenditures</b>	<b>\$ 22,958.84</b>

This amendment will result in an increase to the following departments:  
**Public Buildings**  
 The purpose of this budget amendment is to appropriate funds from Contingency to pay for unplanned expenses in the completion of the Town Hall project.

**Section 2:** To amend the General Fund estimated expenditures with decreases as follows:

999	CONTINGENCY	\$	22,958.84
		<b>Total Revenues</b>	<b>\$ 22,958.84</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 2021-2022

**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 10th Day of November 2021

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

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

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

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

<b>ORIGINAL BUDGET</b>	<b>7/1/2021</b>	\$	6,106,884.00	
Budget Amendment 1	9/2/2021	\$	-	Fund 15
Budget Amendment 2	11/10/2021	\$	-	Department to Department Amendment
New Budget Ordinance for FY 21-22		<b>\$</b>	<b>6,106,884.00</b>	



ARCHITECTURE  
ENGINEERING

PLANNING OUR  
CLIENTS' SUCCESS

August 27, 2021  
Revised 10/1/2021

Mr. Chad Soward  
Fire Chief, Town Manager  
Town of North Topsail Beach  
2008 Loggerhead Ct.  
N. Topsail Beach, NC 28460

Re: **Professional Services Proposal**  
**NORTH TOPSAIL BEACH FIRE STATION**  
North Topsail Beach, North Carolina  
2021025.01

Dear Chief Soward:

Becker Morgan Group, Inc. is pleased you have requested a professional services proposal for the new North Topsail Beach Fire Station. It has been a pleasure to work with your team as we prepared our initial feasibility study for a Public Safety Building to support Police, Fire, EMS, and DPW. We look forward to continuing to develop this project, and we appreciate your continued confidence in our firm.

Enclosed please find one original agreement documenting our professional services and compensation. If acceptable, please sign and return the original agreement to our office. We will then proceed with our services.

Thank you for the opportunity to be of service. Please do not hesitate to call with any questions or concerns.

Sincerely,

BECKER MORGAN GROUP, INC.

Ernest W. Olds, AIA  
Vice-President

Daniel C. Wenzel, AIA  
Associate

Enclosure: Proposal (10/1/21)

202102501aa-ppl\_rev1.docx

BECKER MORGAN GROUP, INC.

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

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

309 SOUTH GOVERNORS AVENUE  
DOVER, DELAWARE 19904  
302.734.7950

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

www.beckermorgan.com

August 27, 2021  
*Revised 10/1/2021*

**Professional Services Proposal**  
**NORTH TOPSAIL BEACH FIRE STATION**  
North Topsail Beach, North Carolina  
2021025.01

**Project Scope**

The town of North Topsail Beach, North Carolina occupies the northern third of Topsail Island for a length of approximately 13 miles. The town is 6.4 square miles in land area and includes 846 year-round residents. During the summer, this population swells to more than 60,000 island-wide.

The town is served by a combined sworn and volunteer fire service stationed at two locations: 3304 Gray Street (South End) and 2049 New River Inlet Road (North End). Law enforcement is provided by sworn staff presently housed at Town Hall off-island. Both fire and police dispatch calls are routed from Onslow County E-911 in Jacksonville, North Carolina. North Topsail Beach uses an 800 MHz radio network for their communications.

The fire station serving the southern half of North Topsail Beach was constructed in 1987 and is a one-story pre-engineered metal building on a concrete slab. The station is situated on two parcels of land totaling about .38 acres. Onslow County records report a structure of 5,000 square feet.

The South End station sits at elevation +6.3 ft in FEMA designated flood zone AE 12. North Topsail Beach Fire reports several occasions of inundation and accumulation of sand to 27-inches vertically as a result of high intensity storms. The existing building components are corroding, and the components are approaching the end of their functional life due to salt water and air exposure. Since 2016 the area has been impacted by tropical storms Hermine (2016), Julia (2016), Chris (2018), Michael (2018), Arthur (2020) and Fay (2020) as well as hurricanes Matthew (2016), Jose (2017), Maria (2017), Florence (2018), Dorian (2019), Humberto (2019) and Isaias (2020).

Becker Morgan Group had the pleasure of preparing a feasibility study in 2016 for a replacement fire station. Earlier this year, we revisited the prior feasibility study for the replacement of the South End station with the addition of space to support the Police Department, EMS, and DPW. It is our understanding that acquiring the land adjacent to the existing fire station has proved to be difficult. The current lot is not large enough to accommodate the most recently prepared schematic building footprint without acquiring the adjacent lots, therefore, this option is no longer feasible at the existing site.

Becker Morgan Group has been asked to revisit and revise the schematic building design to accommodate a new fire station that will fit on the existing building lot, without the acquisition of the adjacent properties. The program for this building will no longer include Police or DPW. We have taken an initial look at the impact of the reduced lot size on the current schematic design. Without any modification, the fire station operations area and only a single bay as designed can be accommodated by the size of the current lot. Re-design will be required to accommodate multiple apparatus bays, and it is very likely some portion of the fire station program will need to be on a second floor.

We understand that Chief Soward has stressed the importance of keeping as much of the fire operations space as possible on the first floor, with particular attention on a first-floor crew quarters, kitchen, and lounge. We will do everything possible to accommodate this program requirement.

The fire station has several concerns that must be addressed:

- Flood Elevation (new regulations)
- Enhanced Facility Construction requirements/standards (per NC Building Code)
- Construction Costs and Funding options (schedules and funding sources)
- Building/Site Layouts (confirm site orientation, building position and configuration)

Fire service facilities require compliance with many standards for both construction and operations. Facilities, particularly in a coastal location, must be built to resist high wind loads and flood tides, requiring significant foundations and structure. Operational efficiencies directly impact a town's ISO rating and can be improved with proper facility survivability design and attention to firefighter response time.

### **Services Scope**

The proper design for new construction of a new Fire Station requires a careful pre-design process. This process results in establishing what is needed (the "program") and what is practical within the constraints of budget and other factors. This work has already been completed via our feasibility study completed earlier this year. Some minor fire department program adjustments may be required, which will be addressed through schematic re-design.

For the purposes of the fee proposal, we are assuming a construction budget of approximately \$4,000,000. This figure is based on a \$360 cost per square foot, and the space program we have already developed through our initial feasibility study, which determined a Fire Department space need of approximately 11,000sf.

We will first revise current program spreadsheet to include Fire Department spaces only and revise the current schematic floor plan and elevations to accommodate the revised program and reduced lot size. We will review the revised design for compliance with applicable standards, codes, and regulations. We will provide updated Schematic Cost Estimates for site, building and systems construction.

The topographic survey prepared for the prior study (Charles F. Riggs & Associates, 5/3/2016) will be used in determining the proper elevation for compliance with flood regulations. Paramounte Engineering will perform an updated survey to confirm present conditions. The survey is included in their fee.

Once proper planning is completed and the Schematic Design is approved, the project can proceed into the Design Development and Construction Document phases. We will produce the following deliverables at the end of each design phase:

- Schematic Design – 15% Documents for Review and Comment
- Design Development – 65% Documents for Review and Comment
- Final Review – 90% Documents for Review, Comment, and Cost Estimating
- Construction Documents – 100% Documents for Bidding, Permitting & Construction



These services assume North Topsail Beach will bid the project to qualified General Contractors, called design-bid-build, rather than an alternate method such as design-build or construction manager. We are happy to discuss these alternative options if you are interested.

During the Bidding & Negotiations Phase we will attend a pre-bid meeting, respond to bidder requests for information (RFI), issue addenda as needed, attend the bid opening, and assist with the preparation of the construction contract.

Our Construction Phase services will include periodic construction progress meetings and site visits, responding to RFI's, submittal and change order review, and final inspections.

Becker Morgan Group, Inc. will provide overall project leadership and will coordinate our project team consisting of the following members:

- Civil Engineering & Surveying – Paramounte Engineering, Inc.
- Structural Engineering – Woods Engineering, Inc.
- Architecture & Interior Design – Becker Morgan Group, Inc.
- Mechanical, Electrical, Plumbing & Fire Protection Engineering – CBHF Engineers, PLLC

Third party cost estimating has not been included in the services outlined above but can be provided as an additional service if so desired. Based on recent projects of similar scope and scale, we suggest an estimated budget of \$7,200.

Geotechnical Engineering has been excluded but will be required to confirm the soil makeup and bearing capacity. We would be happy to engage a Geotechnical Engineer as an additional service if so desired, or the Town may do so independently. Based on recent projects of similar scope and scale, Geotechnical services are estimated to be approximately \$8,500.

**Compensation**

For the services described above, we propose the following fixed fee: **\$304,000**

Our fee is equal to 8% of the estimated construction cost. We have subtracted the programming phase as this was already completed during our initial feasibility study.

<u>Design Phase</u>	<u>Percentage of Overall Fee</u>	<u>Base Fee</u>
Programming (previously completed scope shown for reference)	5%	\$16,000
Revised Schematic Design	10%	\$32,000
Design Development	30%	\$96,000
Construction Documents	25%	\$80,000
Bidding & Negotiations	5%	\$16,000
<u>Construction Administration</u>	<u>25%</u>	<u>\$80,000</u>
Total	100%	304,000

**Schedule**

For the services described above, we anticipate requiring the approximate number of days listed below. Please note, periods for Owner and/or municipal reviews and approvals will likely add additional time between each design phase.

Revised Schematic design, inclusive of floor plans & a 3D rendering	30 days
Design Development	60 days
Construction Documents	30 days
Bidding & Negotiations	30 days
Construction	12 months

Our proposed services do not include the items on the following list, but you may find them useful as a check list during planning for the project.

**Exclusions** *(the following services and expenses are excluded from this agreement)*

\*If authorized, Becker Morgan Group has experienced staff to provide these services.

Services

- Design\*: Landscape; Furnishings, Fixtures, and Equipment (FF&E)
- Engineering: Geotechnical (soil borings and recommendations); Life Safety; Technology and Telecommunications
- Studies: traffic; community impact statements
- Regulatory matters: variances; special exceptions; amendments; hearings; review meetings
- LEED® design or documentation or similar environmental or energy conservation program.
- Environmental: Phase 1 and Phase 2 studies; tree conservation compliance; wetlands delineation and permitting; CAMA compliance
- Off-site improvements: design of any off-site improvements or utility extensions to the site
- Special Consultants: Acoustical; Cost Estimation; Food Service; Building Envelope; Roofing; Scheduling; Security
- Graphics\*: presentation/marketing materials (2D / 3D); models; project signage; computer animation.
- Permitting\*: building, site, health, food service, environmental

Expenses

- Fees: filing; review; permits; agency approvals; bonds
- Reproduction: printing of drawings and specifications
- Travel: mileage, tolls, parking





ARCHITECTURE  
ENGINEERING

**Agreement Terms**

Reimbursable items such as printing, mileage, shipping, etc. are not included in our fee, and will be billed separately. The attached *Terms and Conditions of Agreement* documents contract terms and is hereby incorporated into this agreement. We have waived our requirement for an initial payment based upon our continued relationship. If this proposal is acceptable, please sign and return to our office.

We sincerely appreciate the opportunity to work with the Town of North Topsail Beach. Thank you for the opportunity to be of service.

BECKER MORGAN GROUP, INC.

Ernest W. Olds, AIA  
Vice-President

Daniel C. Wenzel, AIA  
Associate

Town of North Topsail Beach

Accepted: \_\_\_\_\_

Printed: \_\_\_\_\_

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

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

Attachment: *Terms and Conditions of Agreement* (01.01.21) NC

**Client Billing Information** (please print)

Billing contact: \_\_\_\_\_

Billing entity: \_\_\_\_\_

Billing address: \_\_\_\_\_

Billing email address: \_\_\_\_\_

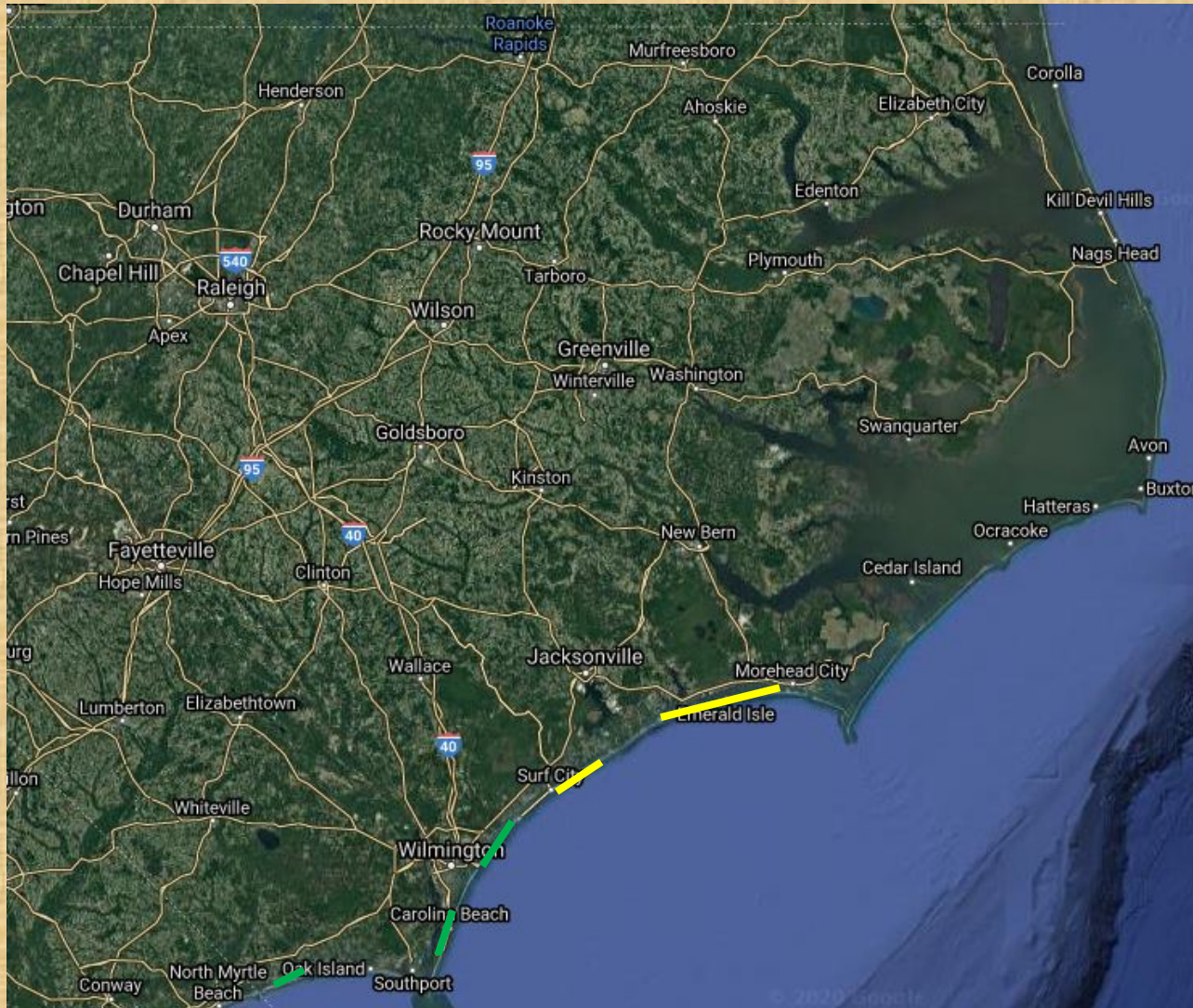
Billing contact phone: \_\_\_\_\_

# **Advantages of Having A Beach and Sound Committee**

**Town of North Topsail Beach**

**Chris Gibson, PE, President  
TI Coastal Services, Inc.**

# NC Federally Funded CSDR Projects



## Federally Funded and Constructed Projects:

- Ocean Isle Beach  
*62% Coverage*
- Carolina & Kure Beach  
*100% Coverage*
- Wrightsville Beach  
*69% Coverage*

## Funded BUT NOT Constructed

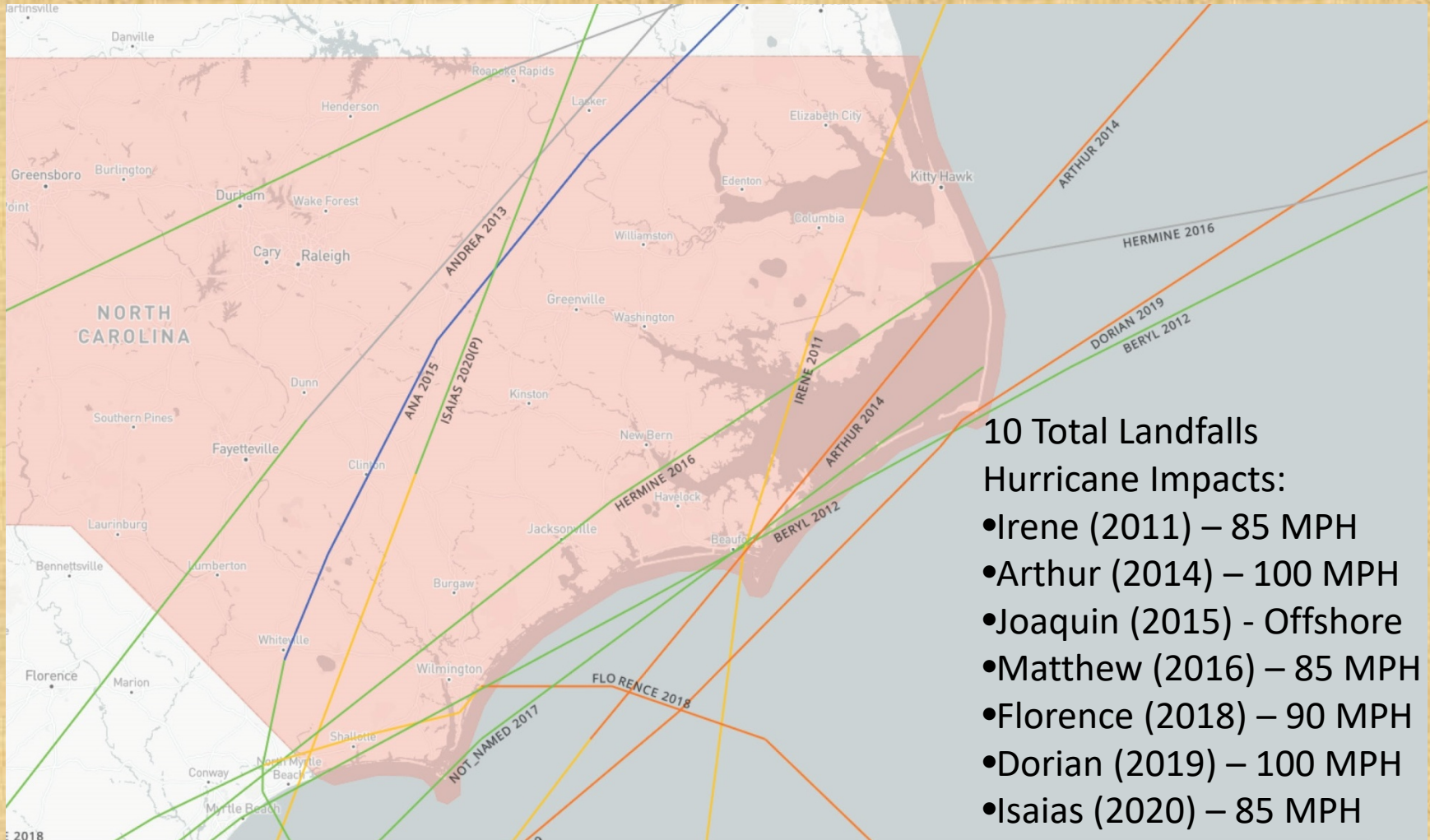
- *100% Surf City*

•Less that 15% of NC shoreline protected under Federal programs

•Remaining Communities are responsible for managing their shoreline



# North Carolina Hurricane History 2010-2020





## Locally Funded Beach Management – What's Possible

### Project Types:

- Dune Restoration/Truck Haul
- Offshore Borrow Nourishment
- Navigation Channel Dredging with Beneficial Use Beach Nourishment

### Private Nourishment Communities:

- Holden Beach
- Oak Island
- Baldhead Island
- Figure 8 Island
- Town of Topsail Beach
- Surf City
- North Topsail Beach
- Emerald Isle
- Indian Beach
- Pine Knoll Shores
- Atlantic Beach
- Buxton
- Nags Head
- Kill Devil Hills
- Kitty Hawk
- Duck





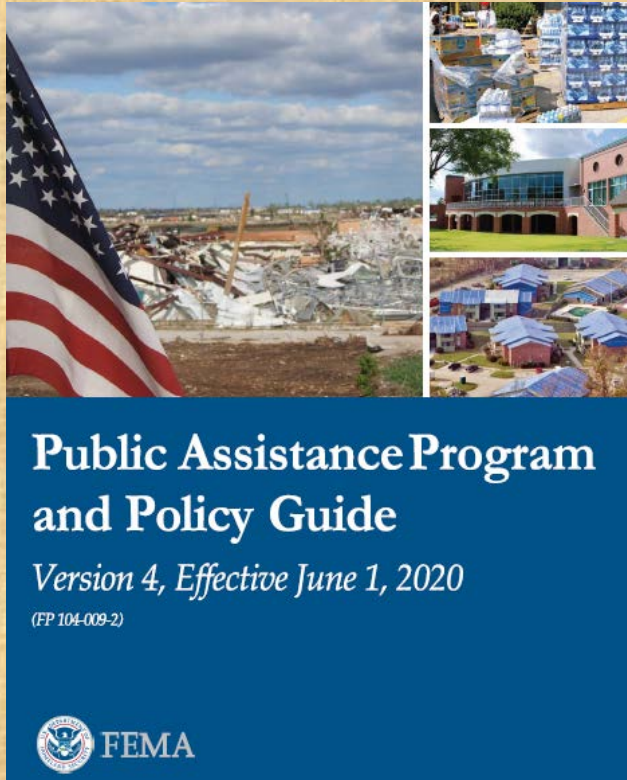
## Keys for Longevity and Success



- Establish realistic long-term goals/time frames
- Look for Value Added Projects and Be Creative
- Utilize State and Federal Funding Mechanisms




## Agency Navigation



The cover of the 'Public Assistance Program and Policy Guide' features a collage of images: an American flag, a destroyed area with rubble, a building under construction, and a row of small houses. The text on the cover includes the title, version information, and the FEMA logo.

**Public Assistance Program  
and Policy Guide**  
*Version 4, Effective June 1, 2020*  
(FP 104-009-2)

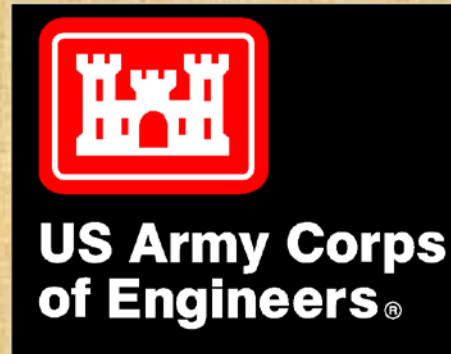
 **FEMA**

- Reimbursement Program
- Strict Guidelines for Qualification
- Specific Protocols and Pre-Project Data Collection
- Specific Timeframes for Completing Work



- Major Permits
- .2500 Series General Permits
- “Imminently Threatened” Designation

Which Permit is best for You?



- Individual Federal Permits
- NEPA Consultation

Are You in Federal Jurisdiction?



# Beach Inlet & Sound Committee

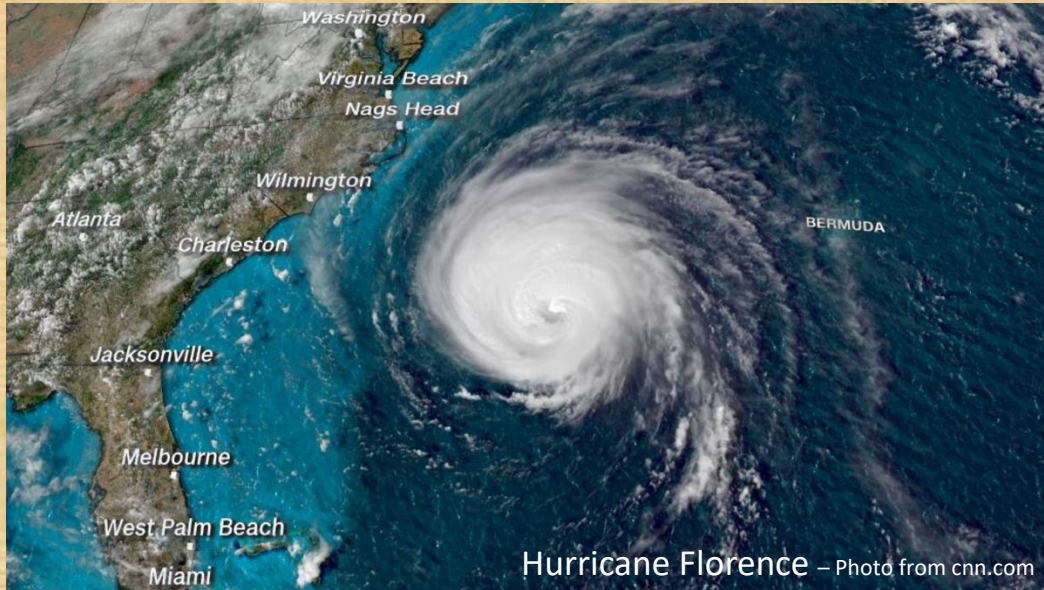
- Focus Group of 5-7 volunteer individuals with only 1 or 2 being Aldermen
- It is an Open Forum to share concepts, understand challenges, and develop methods for creating solutions.
- Stays abreast of regulatory or legislative changes.
- Works with Town Lobbyist to formulate best message for Town.
- Works with Town's Coastal Engineer to Develop best Practices for the Town
- Acts as a Liaison between the Board of Alderman and the Public.
- Allows ideas (some good, some bad) to be developed without Alderman having to take an upfront position on the Topic.

# OTBX THINKING

*THE BEACH INLET SOUND COMMITTEE  
IS WHERE THIS CAN HAPPEN*



# Storms Happen – Be Ready to Respond and Repair



Stay Organized  
Be Proactive  
The Time to Plan is Before it Happens  
Have Primary and Secondary Plans





# QUESTIONS?

