Town of North Topsail Beach

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

Aldermen: Richard Grant Don Harte Tom Leonard Susan Meyer Connie Pletl Robert Swantek



Alice Derian Town Manager Danyale Lundy

Town Clerk

Nature's Tranquil Beauty

Board of Aldermen
Regular Meeting Agenda
Monday, December 6, 2021, at 6:30 P.M.
Sneads Ferry Branch of the Onslow Public Library
1330 Highway 210, Sneads Ferry, NC 28460

Call to Order

(Mayor McDermon)

We ask that all in attendance please set their cell phones to silent or vibrate mode. The Board offers the public two opportunities to speak during the meeting. Comments should be limited to no more than three minutes and relate to any issue upon which the Board of Aldermen has control. Following the Board's adopted Rules of Procedure, comments and responses, if any, shall be reserved for the Open Forum comment period on the agenda.

II. Invocation (Alderman Meyer)

III. Pledge of Allegiance (Mayor McDermon)

IV. Approval of Agenda

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

V. Manager's Report

VI. Open Forum

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

VII. South End Fire Station – Becker Morgan Proposal (Town Manager Derian)

♦ Specific Action Requested: Request for a motion to allow Town Manager to sign and proceed forward with the professional services proposal agreement from Becker Morgan Group.

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

VIII. Board of Aldermen

A. Recognition of Outgoing Officials

(Mayor McDermon)

- B. Recess
- C. Oath of Office New Board Members

(Town Clerk Lundy)

- D. New Board Members seated
- IX. Public Presentations and Hearings
 - A. Coastal Engineer Update

(Mr. Fran Way of ATM Consulting)

X. Consent Agenda

The mayor will ask any Board Members with questions or concerns about any agenda item to identify the item, which will be removed from the Consent Agenda and considered separately. If an item is identified, no vote is necessary to move the item for separate consideration.

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

- A. Approval of Minutes (November 10, 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)
 - 4. ONWASA (link to minutes)
- D. Budget Amendment 2021-22.3
- E. Budget Amendment 2021-22.4
- F. Budget Amendment 2021-22.5
- G. 2021 Certified Election Results

- H. Resolution of Appreciation of Alderman Leonard
- I. Resolution of Appreciation of Alderman Meyer
- J. NTB COVID-19 Infection-Exposure Protocol
- XI. Organizational Items
 - A. Resolution to Adopt "Suggested Rules of Procedure for a City Council" (Mayor McDermon)
 - ♦ Specific Action Requested: Mayor will request for a motion to approve the Resolution to Adopt "Suggested Rules of Procedure for a City Council".
 - B. Board Appointments

(Mayor McDermon)

- ♦Specific Action Requested: Request for a motion to appoint members to represent the following:
 - 1. Election of Mayor Pro Tempore
 - 2. ONWASA Board of Directors
 - 3. NCBIWAs Board of Directors Resolution
 - 4. TISPC appoint commissioner
 - 5. Adhoc Revetment Committee appoint new members
 - 6. Liaison to Onslow County Board of Commissioners
 - 7. Liaison to Onslow Count DOT TAC
 - 8. Liaison to Greater Topsail Area Chamber of Commerce & Tourism
 - C. Board Resolution to Approve Regular Meeting Schedule for 2022
- ♦Specific Action Requested: Mayor will request a motion for the Resolution to Approve Regular Meeting Schedule for 2022.
- XII. Continuing Business
 - A. Parks and Recreation Update

(Alderman Pletl)

- XIII. New Business
 - A. Beach Inlet Sound Advisory Committee (BISAC) proposal

(Alderman Benson)

♦ Specific Action Requested: It is respectfully requested that the Board consider approval to establish a Beach Inlet Sound Advisory Committee.

- B. NTB Reach 5 North End Truck Haul Bid Award (Town Manager Derian)
- C. Resolution to Suspend Paid Parking

(Alderman Pletl)

- ♦ Specific Action Requested: It is respectfully requested that the Board consider approval for the Resolution to Suspend Paid Parking.
- XIV. Open Forum

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

- XV. Attorney's Report
- XVI. Mayor's Report
- XVII. Aldermen's Report
- XVIII. •Specific Action Requested: Mayor will request a motion to enter 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)).
 - XIX. 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)).
 - ♦ Specific Action Requested: Mayor will request a motion to come out of Closed Session, and report if any action was taken.
 - XX. Adjournment



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

Professional Services Proposal Re:

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.

Daniel C. Wenzel, AIA

Associate

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.

augu Ch

Ernest W. Olds, AIA Vice-President

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.

Design Phase	Percentage of Overall Fee	Base Fee
Programming (previously comple	eted 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
Construction Administration	25%	\$80,000
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



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.

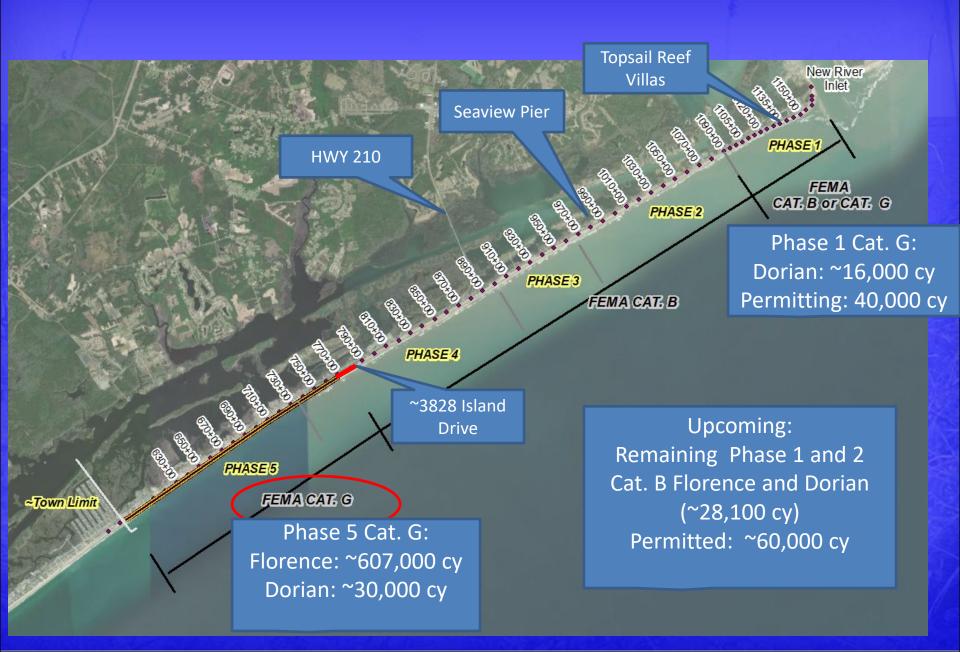
aufu a	~	Mal
Ernest W. Olds, AIA		Daniel C. Wenzel, AIA
Vice-President		Associate
Town of No	rth Topsail Beach	
Accepted:		_
Printed:		_
Title:		_
Date:		-
Attachment: Terms and Cond	ditions of Agreemer	at (01.01.21) NC
Client Billing Informatio	n (please print)	
Billing contact:		
Billing entity:		
Billing address:		
Billing email address:		
Billing contact phone:		

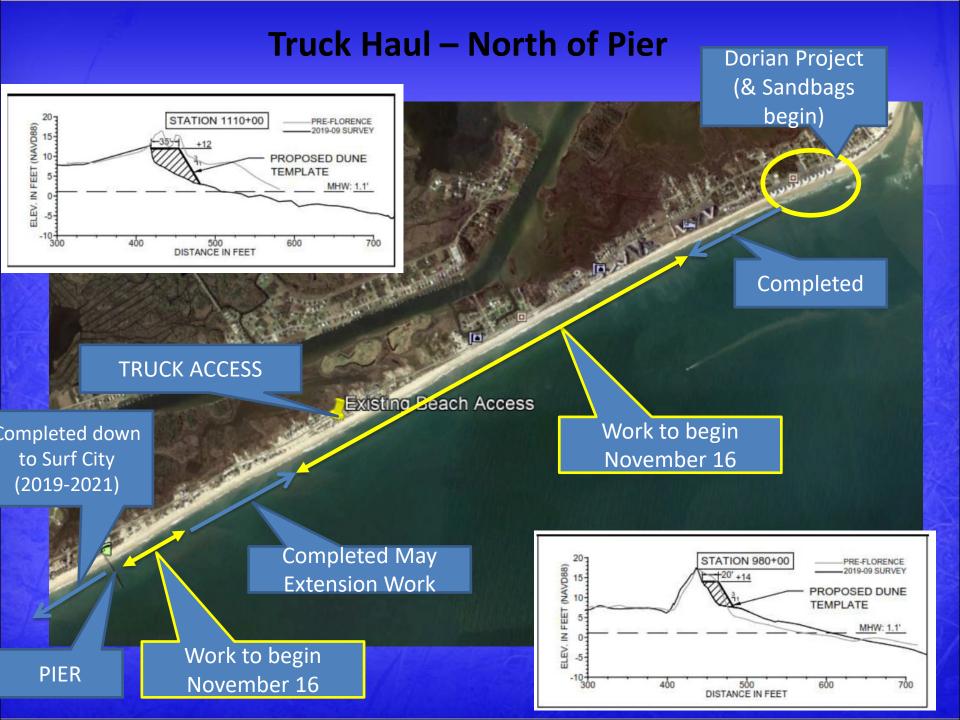
202102501aa-ppl_rev1

North Topsail Beach Coastal Update – December

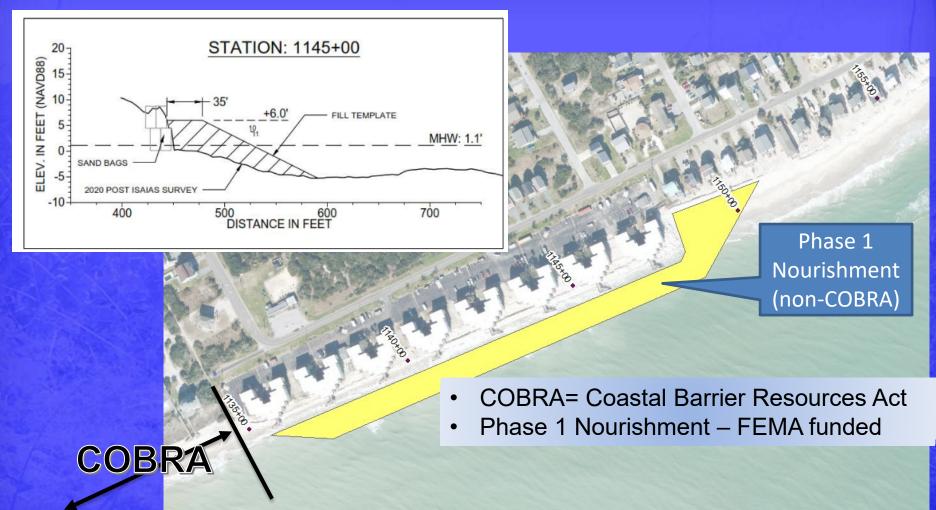


Upcoming – Dorian and Florence FEMA Category G.

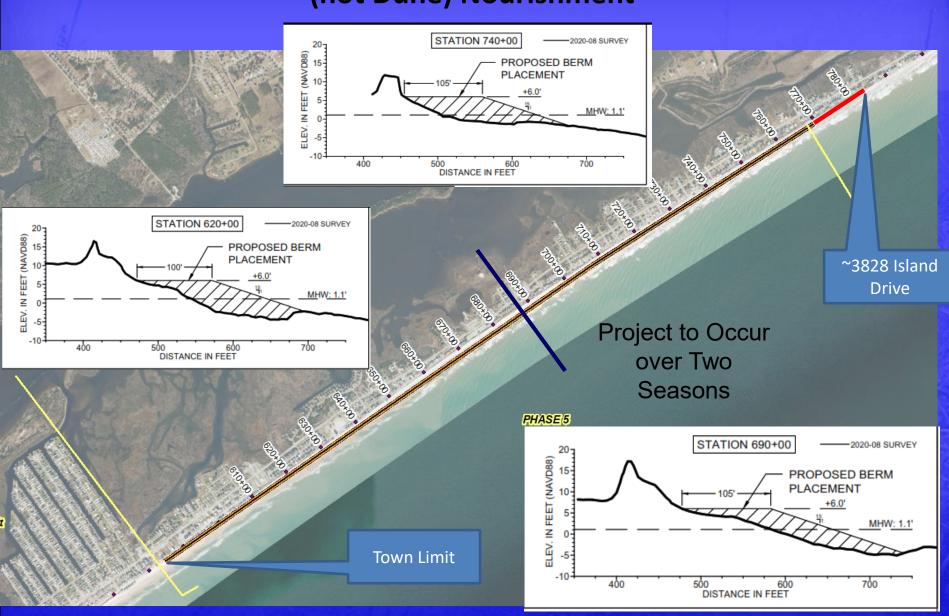




Nourishment Permitting of NON-COBRA Areas in Phase 1 Beach (not Dune) Nourishment



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.

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
- 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

Board of Aldermen Regular Meeting Minutes November 10, 2021 Sneads Ferry Branch of the Onslow Public Library

Present: Mayor McDermon; Mayor Pro Tem Benson; Aldermen Grant, Leonard, Meyer, and Pletl; Chief Younginer; Finance Officer Elliott; Town Manager Derian; Town Clerk Lundy; Public Works Director Anders; Fire Chief Soward; Planning Director Hill; Town Attorney Edes; Engineer Gibson.

Via Zoom: Coastal Engineer Way; CPA Doug Carter.

I. Call to Order

Mayor McDermon called the Meeting to order at 6:30 PM.

II. Invocation

Alderman Leonard led attendees in an invocation.

III. Pledge of Allegiance

Mayor McDermon led attendees in the Pledge of Allegiance.

IV. Approval of Agenda

Mayor McDermon requested approval of the Agenda. Alderman Leonard made a motion to approve the agenda. Mayor Pro Tem Benson seconded. The Motion passed unanimously; 5:0.

V. Open Forum

Town Clerk Lundy reported that one attendee, Mr. Jeff Meyer, signed up to provide public comment. Mr. Meyer spoke regarding traveling and the taxes that hotels charge. Mr. Meyer questioned if it is possible if we as a town could implement a tax to put forth the sand.

VI. Manager's Report

Town Manager Derian delivered the monthly report. Mrs. Derian thanked everyone for their assistance in getting her up to speed and updating her on the current projects and events.

In regards to 2021/2022 FEMA Special Obligation Bonds Fall Project, Town Manager Derian disclosed on November 8th that she participated in the Local Government Commission kickoff conference call. The meeting was productive, and the information presented was well received by the LGC. FEMA project worksheets were provided, and Mr. Carter of DEC Associates talked through two FEMA-approved projects for our LGC approved Special Obligation Bonds and

^{*}All open forums are subject to a 3-minute limit

Board of Alderman Meeting

further explained separating the FEMA SOBs into two tranches: Florence approval -\$13,696,691 and Dorian approval - \$3,505,303.

Mrs. Derian stated that as explained in the last meeting, by use of FEMA Special Obligation Bonds the Town will not have to use the beach fund to provide the cash flow for these two projects, and we will be separating them into two tranches.

Aldermen Grant spoke to the Special Obligation Bonds being used as collateral for the FEMA money. Mr. Grant explained the collateral is actual FEMA money, and the town does not have to use credit. Alderman Grant clarified FEMA does not give money up front; they reimburse usually holding back 25%. Alderman Grant also clarified this is the 2nd project.

Mayor McDermon asked if the town has everything needed to present to the Local Government Commission (other than the bids) for the meeting on February 1st. Town Manager Derian confirmed yes.

Mayor Pro Tem Benson commented regarding concern about the schedule being tight in the event the LGC has any problems approving our request.

Doug Carter responded that he feels confident because the town will know the recommendation of the staff to the Local Government Commission Board well before the February 1st date. Mr. Carter also pointed out North Topsail Beach is not the first to request or gain approval for these specific finances.

Town Manager Derian stated during this meeting, the Local Government Commission encouraged the town to provide a submittal to them as early in December as possible; noting they have a December 7th Agenda deadline. Based on the information from the LGC and the bid opening for the Phase 5 Truck Haul being scheduled on December 2nd at 2:00 pm, it was recommended that the Board cancel the December 2nd meeting and schedule a special meeting for Monday, December 6th at 6:30 pm. This will allow time for the bids to be reviewed and presented to the Board with recommendations. Mr. Carter provided updated information today after speaking further with the LGC, that they feel we will be a month early and due to permitting concerns December, at this point, will be too tight. There has been a lot of discussion between all parties involved and at this point, Town Manager Derian drafted a tentative timeline considering all information received up through today:

- December 2nd Bid opening
- ➤ December 2nd December 6th Bid Reviews
- ➤ December 6th Board Meeting Recommend award pending permits with a not to exceed amount with description & Adopt the Initial SOBs Resolution (This initial resolution is non-binding and simply will lay out the intent of the Board)

Board of Alderman Meeting

- ➤ December 8th January Allows the necessary time to receive permits, Audit Reports, receive rates from PNC, and review by LGC
- January 6th Adopt contract for Phase 5 Truck Haul contingent on LGC approval
- February 1st LGC Meeting / Approval
- ➤ February 3rd Adopt Final SOBs Resolution
- February 4th Commence with hauling sand

Town Manager Derian spoke in regards to the Sea Oats Project disclosing that the overnight temperatures and soil temperatures in early November started getting too cold. The contractor will resume as soon as possible in the spring with a target start date of May 1st. Mrs. Derian did receive confirmation that any sea oats or sprigs that did not survive will be replaced.

Regarding the 210 Sea Shore Drive Condemnation, Town Manager Derian disclosed the notice of administrative hearing was published in the local newspaper on November 8th. Mr. Canady completed a required follow-up inspection on November 2nd with a final notice being posted/mailed. The hearing will be on November 16th at 10:00 am at the South End Fire Station.

Mayor McDermon asked if the Board needs to be present at the Hearing. Mr. Edes confirmed no.

Town Manager Derian announced that Darrell Johnson is scheduled to start work Friday and will be assisting the town with preparing a list of future condemnations. Mr. Johnson will work one day a week on Fridays as necessary.

Mrs. Derian revealed that Public Works completed a damage assessment on Monday as a result of the Nor'Easter and King Tides and reported that the only town access that incurred damage was at Port and Oyster. All other accesses are intact. Town Manager Derian divulged the beach had a lot of debris wash up, but the Public Works Crew picked up debris Monday and will continue to throughout this week. It is estimated that once clean-up is complete there will be approximately 2 tons of debris removed. An after-action report is forthcoming combining a picture essay from Mr. Benson and the damage assessments reported by Public Works.

Mayor McDermon asked if we can be reimbursed for the removal of debris. Town Manager Derian clarified no.

Town Manager Derian declared Public Works will be installing Holiday Lighting/ Snowflakes once storm debris is removed next week.

Board of Alderman Meeting

Mrs. Derian disclosed a Terminal Groin FAQ sheet has been posted to the Town's website for reference. It can be found under Current Project Documents, at the bottom "Terminal Groin FAQ"

Town Manager Derian provided an update regarding the Town Hall renovation – OAC meeting was held on November 3rd. Work performed in the last 30 days by the General Contractor:

- ➤ Interior doors delivered with 1/3rd complete without hardware
- Ceiling tiles complete
- Interior lighting complete
- Mechanical and Electrical trim out complete
- Casework 85% complete
- Metal Roofing complete
- Retaining Wall complete
- Downspout drains complete
- Exterior doors on order with no scheduled delivery date (10-12 weeks out)
 *Does not hold up occupancy.

Additional site work completed within the last 3 weeks:

- IT Racks and leads completed
- Power washing, Parking lot / Pathway Edged, Trash/Recycling Enclosure Replaced, Anchor in Parking Lot Sanded/Re-Painted
- Developed Landscaping Plan and received proposals
- Scope of Work for board room IT needs.

Work Identified to be completed in the next 30 days by the General Contractor:

- Interior doors installed complete with hardware
- Door hardware installed
- Interior signage installed
- Plumbing fixtures installed
- Toilet partitions installed
- Casework completed
- Tile backsplash completed
- Remaining Decking Cleaned
- Gutters and downspouts installed
- ACD walkthrough and punch list

Additional site work to be completed in the next 30 days:

- Parking Lot Resealing
- Landscaping
- ➤ Town Hall sign
- Furniture Delivery
- > IT Board Room Set-Up

The estimated move-in time is January.

Board of Alderman Meeting

Mayor Pro Tem Benson asked if the IT in the board room will be capable to broadcast the regular meetings without any special setup. Town Manager Derian confirmed. Town Hall will have that capability stating the intent is to utilize the American Rescue Funds to make those updates. Receiving proposals now.

VII. Public Presentations and Hearings

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 processing.
- ➤ Bid Package for Phase 5 FEMA Cat. G has been released.
- Hurricane Dorian Phase 1 FEMA Category G still in permitting: 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 the entire ~11.1-mile shoreline (per new state-wide requirements and state grant-funded).
- Sea Oat Planting.
- County Beach Access.
- The overall gain in beach volumes for the entire beach over the last year is due to fill projects and natural variability.

Mayor McDermon asked in regards to Phase 1 nourishment, will there is enough time during the day where the tide is low enough for the crew to get all the way down past Topsail Reef?

Coastal Engineer Way admitted it will be difficult and challenging for the crew. Mr. Way disclosed the crew may have to build out a small peninsula to work from to accomplish.

Coastal Engineer Way of ATM explained the plan to utilize the Truck Haul method, which is a method the Town is currently using for other FEMA projects. Due to the size and scope of the projects together, the sand will be placed primarily within Phase 5 and Phase 1 of the beach.

Mayor Pro Tem Benson inquired if it would be prudent to do a new beach survey for Phases 1-4 to know where the beach stands now in case there

Board of Alderman Meeting form damage release funds.

is an opportunity later on for state-related storm damage release funds. Mr. Way stated this is a possibility that can be discussed and considered.

Mayor McDermon who lives on the sound side of the island pointed out there was a lot of coastal flooding and water being pushed in as well from the Nor'Easters. Mayor McDermon asked if that is something we can look at evaluating as well.

Coastal Engineer Way agreed that it is worth investigating to see if there are any grants available to help with the flooding issue and reinforce the sound side.

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)
 - 4. ONWASA (link to minutes)
- D. Ad Valorem Tax Return
- E. Budget Amendment 2021-22.2

Mayor Pro Tem Benson made a motion to approve the Consent Agenda as presented. Alderman Meyer seconded. The Motion passed unanimously, 5-0.

IX. Continuing Business

A. Update on Capital Projects

Alderman Grant presented stating there isn't much of an update due to waiting to determine if another request for an RFQ is required before proceeding. Town Attorney Edes stated due to the need to give legal advice to the town, he will differ that discussion to a closed session.

Board of Alderman Meeting

Mayor McDermon stressed the Board has come a long way in getting to this point of considering the Fire House and stressed the concern of not letting it sit and the need to push forward with this specific project.

Town Attorney Edes did disclose to the public that an RFQ was issued and responded to.

B. Advantages of a Shoreline Committee

Engineer Chris Gibson presented on the advantages of a Shoreline Committee stating:

- ➤ The committee would be a 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.
- > A Shoreline Committee stays abreast of regulatory or legislative changes.
- Works with Town Lobbyist to formulate the 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.
- > Establishes realistic long-term goals/time frames.
- Look for value-added projects and can be creative.
- Utilizes State and Federal Funding Mechanisms.
- Helps to stay organized.
- Keeps the town proactive.
- The committee has the mentality "time to plan is before it happens" instead of having to always triage the situation as it occurs.
- The Committee can develop primary and secondary plans.

Mayor McDermon asked if we were to implement a Shoreline Protection Committee, what is Mr. Gibson's opinion of what do we do with the pre-existing plan of Phases 1-5? Keep it, revisit it, or create a new plan?

Mr. Gibson stated due to the size of the town and the 11.5 miles of shoreline in his opinion is probably why the phases came to be. Each section/phase has different issues and/or benefits. Mr. Gibson advised he doesn't think we should go away from the phases, instead utilize those to think about and look into things such as special district zones, etc. Mr. Gibson also suggested that in developing a committee you could always elect a couple of people from each phase to represent the residents living within that phase of the project.

Aldermen Leonard disclosed one reason the shoreline was broken down into 5 phases was due to the town not being able to afford to do the entire area at

Board of Alderman Meeting

one time. Alderman Leonard stated he thinks the committee is a good idea especially since North Topsail Beach has more moving pieces compared to our surrounding towns. Mr. Leonard also voiced the need to keep utilizing professional help alongside a potential committee that would be developed.

Mr. Gibson clarified the committee would be an interface between the Engineer and the Board of Aldermen so that the ideas between the Engineer and the Committee can get worked through to bring a synced proposal to the Board; as well as enable information to be retained and passed along throughout the years and beyond an interchanging board or even an interchanging of engineers.

Alderman PletI commented we have had many beach committees in the past in which the committee does indeed end up being political. Alderman PletI asked Mr. Gibson for his advice on how to handle this situation should it occur.

Mr. Gibson disclosed his personal experience with this exact concern and urged the board they are going to have to figure out a way to get various people from all of the phases to work together. One way is to get people from each phase together and allow them to discuss all the complaints and ideas and allow them to get them figured out.

Alderman Meyer spoke to Pletl's comment and voiced concern as the board changes and new members join; the committee can be disbanded.

Mr. Gibson acknowledge that Alderman Pletl and Alderman Meyer's concerns were justified, but he encouraged them to remember the worse thing that could happen is to form the committee and give it a try and it doesn't work out.

Alderman Grant stated that he doesn't see this working without having a consultant engineer at the head of this idea and being a collaborative idea, but is pushing for this idea. Alderman Grant stated he thinks that this is a great way to help the town utilize things such as grants, etc.

Mayor McDermon commented she liked Mr. Gibson's idea of getting individuals involved from each phase to work together to figure out how to get sand on the entire beach and look at the town as a whole. Mayor McDermon also commented that the town has a lot of projects going on currently, but the struggle is being so focused on the current projects doesn't allow the board to be able to look ahead and plan, especially when it comes to the financial side of things.

Board of Alderman Meeting

X. Open Forum

Town Clerk Lundy reported that one attendee, Mr. Cameron Kuegel, signed up to provide public comment. However, Mr. Kuegel left the meeting before the forum and did not provide public comment.

XI. Attorney's Report

Town Attorney Edes reported that he had some things to discuss in the closed session. Mr. Edes disclosed a house bill was passed in October that tweaked some of the 160D new regulations, and it operates on when a municipality can have a more stringent regulation of the state, and it clarifies the governing bodies ability to settle a matter if a matter is on appeal; although the chances of the town having to deal with that are very slim.

XII. Mayor's Report

Mayor McDermon thanked everyone who came out and voted on Election Day. Reminded everyone to continue to work together as a board and continue to organize various boards and pull people together.

XIII. Aldermen's Report

North Topsail Beach Alderman Grant November 10, 2021, Report. This report is submitted in writing to the Town Clerk and presented at the November 10, 2021 meeting of the Board of Aldermen.

My interaction with voters in the recent election caused me to compile my report, in written form, to update the town on my actions during the previous month, and to address, in writing, issues that have been raised.

First, I want to thank those who took the time to vote in this year's election. Second, I was very concerned by the feedback I received on issues facing the Town, in particular the amount of incorrect and misleading information out there. This is intended to address some of those issues. I strongly encourage our residents who want information on issues to address their questions to the Town, directly with the Town Manager or by contacting the Board. My email is grantntb@yahoo.com.

Question: I pay taxes in NTB, so why can't I vote here?

Answer You can only vote in one place. I found this posting to help in explaining the rules.

Board of Alderman Meeting

Residency Requirements - Rockingham County North Carolina (rockinghamcountync.gov), https://www.rockinghamcountync.gov/pview.aspx?id=21165

Question Why hasn't the Town done anything for Phase 5 (south end) as they have spent all the Town's money on Phase 1 (north end)?

Answer False. As the attached chart shows, the majority of Town funds (70%) has been spent in Phase 5. For example, between 2012 and 2015 the town spent \$25.1 million on non-FEMA projects, 68% of which was spent on Phase 5 and 32% on Phase 1. The Town's current largest debt, approximately \$15 million, is directly related to work done in 2015 exclusively in Phase 5. The attached spreadsheet, prepared by the Town's beach engineer/consultant shows that a total of \$61,169,610 will have been spent on our beaches with the completion of the upcoming FEMA Phase 5 project. Of that total, \$42,920,460 or 70% will have been spent in Phase 5, \$12,645,000 or 21% in Phase 11and the remainder in all other Phases. A good example is that the current planned FEMA Project will put 636,000 cubic yards of sand (cy) on Phase 5 - 4 times the amount for the rest of the town. This is directly related to the 2015 Phase 5 project which created an "Engineered" beach there. See attached map. As an aside neither the town nor FEMA replaces the fence. Being an Engineered beach allows for permanent repairs and restoration for Parks, Recreational Facilities, or Category G. Previously as a Category B, Phase 5 was only eligible for temporary emergency protective measures. In simple terms Category G gets dune and beach work, while B only gets dune repair. Note the difference in FEMA project sand for Phase 5 and the Category B areas.

Question Why did the Town not plan ahead for the US Army Corps of Engineers ("USACE") project?

Answer As confirmed by both senior officials at the USACE and one of Phase 5 2015 consultants, until the "project" received funding from the US Congress, which was in 2019, the project was in "limbo." Note that Spring and Winter 2021 projects involved more than Phase 1 so I used a proportionate amount.

Question But wasn't the USACE project planned for over 20 years?

Answer The USACE "plans" a substantial number of projects but until Congress provides funding there is effectively no "real" project. For example, at a recent conference, the Head of Operations stated that they had "requested" funding for 5 "refurbishment" (the phase after the initial project) projects but only received funding for one. Thus a "planned" project does not become a "real" project until funded by Congress.

Board of Alderman Meeting

Question Isn't it true that the Town could have had a small increase in its taxes years ago which could have paid for the USACE project?

Answer False. The Town only has control over property taxes, which generate around \$4 million annually. A \$0.10 increase (approximately 25% increase) generates less than \$1 million per year. Assuming the Town increased its property taxes 25% or \$0.10 for ten years, this would have generated less than 10 million dollars. The "down payment" on the USACE project is \$19 million. In addition, the Town would have had to borrow another \$26 million and paid it off over 6 years, just for the initial project. (see July 1,2021 letter) There are also two significant issues/problems with this theory. First, if the Town believed the USACE project was "firm" it would not have done the 2015 project where it spent over \$17 million in Phase 5 (the same area as the USACE project). That beach received approximately 1,200,000 cy and more importantly that work created an "Engineered beach" or Category G. Under FEMA regulations instead of the 636,000 cy to be placed, less than ¼ of that would be available as the Phase 5 area would not have been an "Engineered beach". For Phase 5, their beach would have been a disaster for the last 6 years.

Town Attorney Edes stated all indicators at that point were that the federal project was nowhere on the horizon and never intended to go forward.

Activities: Alderman Grant attended the NC Beach, Inlet & Waterway Association 2021 Annual Conference where I met with various parties including UCACE, State and local officials. It reaffirmed my belief that we need a beach engineer. Alderman Grant communicated with several constituents, met with Town staff and consultants, concerning the FEMA project, in particular the LGC and financing. Thanks to the Town staff including, but not limited to, Public Works Director Anders and his crew and Alice for their fine work.

See attached spreadsheet and image.

Board of Alderman Meeting

Nourishment History since 2013 (including sandbag revetment)
Costs are approximate, volumes are rounded

		Shoreline														
Date Completed		Phase(s)	Volume (cy)	TOT	AL COST	Town Co	st	FEM.	A Cost	Stat	e Cost	Cour	ity Cost	ноа	/POA Cost	NOTES
3/1/2013	Channel Realignment 1	1	600,000	\$	5,600,000	\$ 5,60	0,000	\$	-	\$	-	\$	-	\$	-	100% Town
2014	Sandbag Revetment (including geotube)	1	50,000	\$	2,500,000	\$ 1,25	0,000	\$	-	\$	-	\$	-	\$	1,250,000	50% Town, 50% HOA/POA
6/1/2015	Phase 5 (2nd Event)	5	1,300,000	\$	16,800,000	\$ 16,80	0,000	\$	-	\$	-	\$	-	\$	-	100% Town
4/1/2016	NC Shallow Inlet fund - Cedar Bush Cut	1	130,000	\$	2,450,000	\$ 40	8,333	\$	-	\$	1,633,317	\$	408,333	\$	-	66.7% State, 16.7% County, 16.6% Town
2019/2020	FEMA Truck Dune Haul - Matthew Mitigation	5	168,000	\$	5,330,460	\$	-	\$	-	\$	-	\$	-	\$	-	75 % FEMA; 25% State
2019/2020	Truck Dune Haul - Florence State Project	4	66,000	\$	2,112,000	\$ 44	6,000	\$	-	\$	1,666,000	\$	-	\$	-	1.67 million state grant
Spring 2021	FEMA Truck Dune Haul - Florence Mitigation	1,2,3,4	117,000	\$	3,972,150	\$	-	\$		\$		\$		\$	-	75 % FEMA; 25% State
Winter 2021	FEMA Truck Dune Haul - Florence Mitigation	1,2	30,000	\$	1,020,000	\$	-	\$	765,000	\$	255,000	\$	-	\$	-	75 % FEMA; 25% State
Spring 2022*	FEMA Truck Engineered Beach Haul - Dorian Mitigation	1	17,000	\$	595,000	\$	-	\$	446,250	\$	148,750	\$	-	\$	-	75 % FEMA; 25% State
Spring 2022*	FEMA Truck Engineered Beach Haul - Florence Mitigation	5	300,000	\$	9,900,000	\$	-	\$ 7	7,425,000	\$	2,475,000	\$	-	\$	-	75 % FEMA; 25% State
2022/2023*	FEMA Truck Engineered Beach Haul - Florence Mitigation	5	330,000	\$	10,890,000	\$		\$ 8	8,167,500	\$	2,722,500	\$	-	\$	-	75 % FEMA; 25% State

*=estimated 61,169,610

Additional Notes

A grant for 1.5 million cy for the State for Phase 1 or 2 is in the works

Was this State Sponsored as well (Navigation dredging)

No



Alderman Meyer stated that the electron revealed a need to better communicate with the community. The website needs to be user-friendly, updated, and reinforce information on the site more than one time. Alderman Meyer acknowledged how much she has enjoyed working with everyone and what a great experience serving on the board has been.

Board of Alderman Meeting

Mayor Pro Tem Benson thanked everyone who came out and voted. Mr. Benson gave the following updates on the Shoreline Protection Committee action items:

- ➤ There is a Community Action Team which is part of the North Carolina Resilient Coastal Committees Program. Topsail Island as a whole received a planning grant. A meeting was held on November 9th which revealed the group will work on the vision and the goals of the resilience program. North Topsail Beach will be moving into Phase 2 at the beginning of next year and will be able to apply for grants that will allow the town to provide more resilient infrastructure, roads, buildings, etc.
- The Shoreline Protection Committee is also championing the request from the North Carolina Coastal Federation to start thinking more in regards to microplastics. Microplastics are showing up in various marine life. The goal is to educate people in regards to reusable materials and promote more advertisements to encourage not taking microplastic materials to the beach.
- Mayor Pro Tem Benson thanked Public Works Director Anders and his crew for their work over the weekend in regards to the Nor'Easters and keeping roadways safe and the community aware of hazardous road conditions.

Alderman Pletl recognized the Marine Corps Birthday and thanked all who have served for their service. Alderman Pletl thanked all those who came out to vote. Alderman Pletl spoke in regards to attending the NCBIWA Conference and how invaluable the networking side was. Alderman Pletl, Mayor Pro Tem Benson, and Town Manager Derian went out to see the impact of the Nor'Easter and to inspect the damage, etc. Alderman Pletl disclosed the dunes did what they were designed to do and the damage would have been much worse had the town not implemented the dunes project. Alderman Pletl provided an update that the Parks and Recreation Committee is coming together and will be up and underway soon.

Alderman Leonard thanked the Public Works Department for their work over the weekend, wished a Happy Birthday to the United States Marine Corps, and a Happy early Thanksgiving to everyone. Alderman Leonard wished the locals Happy Veteran's Day tomorrow, especially to the former Town Manager, Dave Gilbride. Mr. Leonard acknowledged as a town we observe another important date this month. On the north end a local street named Gunnery Sgt D W Boatman Drive in honor of the memory of Gunnery Stg Boatman who died in the line of duty on November 4, 2005, over wounds sustained from conducting combat operations in Iraq leaving behind a wife and two children.

Page 14 of 14 Beach

Town of North Topsail

Board of Alderman Meeting Alderman Meyer 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.

Alderman Leonard made a motion to come out of closed session. Alderman Grant seconded. The Motion passed unanimously, 5-0.

Mayor McDermon reported no action was taken.

XV. Adjournment

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

The Meeting adjourned at 8:46 PM.

BOARD OF ALDERMEN MEMORANDOM

TO: MAYOR MCDERMON AND ALDERMEN

FROM: Caitlin Elliott, Finance Officer

SUBJECT: Monthly Financial Report

DATE: November 22, 2021

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

- We finally received our reimbursement from FEMA for the Category B dune project! This was for the work completed earlier this year in the amount of \$3,232,609.33.
- We are waiting on the final 25% reimbursement from the FEMA Town Park project, 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.
- The Town's auditing firm, *Thompson, Price, Scott, Adams & Co*, is scheduled to present the audit to the Board at the January 6th board meeting.
- This month's packet contains a current Budget to Actual Report as well as a graph for the period.
- October's paid parking revenues continued to taper off as anticipated for the off-season, yielding \$22,800.50.
- We have collected \$113,339.06 for Occupancy Taxes so far during November from short-term rentals during the month of October. The report is attached. For revenue comparisons, we are currently trending higher than last year during the same period having collected \$105,881.93.
- During November we have processed approximately \$127,983 in accounts payable, and a copy of the check registers is enclosed for review.

- Property tax collections are increasing as the due date to avoid penalty, January 5th, draws near. We have received \$1,371,249 so far this month which has been distributed between our three funds.
- This month we received \$230,134.81 for Sales and Use Tax, for September collections. Last year, for comparison, we collected \$199,410.97 for the same period. We also received our quarterly Solid Waste Disposal Tax in the amount of \$193.84.

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

Respectfully submitted,

CaitOin allott

Caitlin Elliott Finance Officer

NORTH TOPSAIL BEACH 11/23/2021 9:36:39 AM

Page 1 Of 12

Period Ending 6/30/2022

Description	Budget	Encumbrance	MTD	YTD	Variance F	Percent
Revenues						
10-301-00 AD VALOREM TAX - Current Year	2,690,898	0.00	0.00	1,648,070.41	(1,042,827.59)	61%
10-301-01 AD VALOREM TAX - Prior Years	50,000	0.00	0.00	20,321.51	(29,678.49)	41%
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	775.54	(2,224.46)	26%
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	3,556.50	(11,443.50)	24%
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	9,324.71	4,324.71	186%
10-337-00 UTILTIES 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	883,439.73	(811,560.27)	52%
10-347-02 SOLID WASTE DISP TAX	500	0.00	0.00	341.47	(158.53)	68%
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	42,750.00	(107,250.00)	29%
10-351-01 OFFICER CITATIONS & COURT	5,000	0.00	0.00	1,428.50	(3,571.50)	29%
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	50.00	(5,950.00)	1%
10-355-00 BUILDING PERMITS	70,000	0.00	0.00	50,213.80	(19,786.20)	72%
10-355-01 MECHANICAL PERMITS	15,000	0.00	0.00	8,610.00	(6,390.00)	57%
10-355-02 ELECTRICAL PERMITS	15,000	0.00	0.00	7,708.00	(7,292.00)	51%
10-355-03 PLUMBING PERMITS	2,500	0.00	0.00	840.00	(1,660.00)	34%
10-355-04 INSULATION PERMITS	500	0.00	0.00	0.00	(500.00)	
10-355-05 HOMEOWNERS RECOVERY FEE	200	0.00	0.00	186.00	(14.00)	93%

Page

2 Of 12

NORTH TOPSAIL BEACH 11/23/2021 9:36:39 AM

Period Ending 6/30/2	022					
10 GENERAL FUND						
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
10-355-06 TECHNOLOGY FEE	6,500	0.00	0.00	3,659.12	(2,840.88) 56%
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	7,850.00	(12,150.00) 39%
10-359-00 REFUSE COLLECTION FEES	500,412	0.00	0.00	160,849.10	(339,562.90) 32%
10-359-50 VACANT LOT SWF	10,000	0.00	0.00	275.00	(9,725.00) 3%
10-359-51 LOST CART REPLACEMENT	2,000	0.00	0.00	480.00	(1,520.00) 24%
10-359-52 ADD'L CART RECYCLING	2,500	0.00	0.00	480.00	(2,020.00) 19%
10-367-01 SALES TAX REFUNDS	20,000	0.00	0.00	0.00	(20,000.00)
10-368-01 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	29,105.00	9,105.00	146%
Revenues Totals:	6,106,884	0.00	0.00	3,022,580.17	(3,084,303.83) 49%
Expenses						
10-410-02 SALARIES	36,000	0.00	0.00	14,500.00	21,500.00	40%
10-410-05 FICA (7.65%)	2,754	0.00	0.00	1,109.25	1,644.75	5 40%
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	5 65%
10-410-45 TAX COLLECTION FEES	40,000	0.00	0.00	16,897.21	23,102.79	9 42%
10-410-47 PROFESSIONAL SERVICES	100,000	0.00	0.00	10,406.60	89,593.40	10%
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	7 34%
10-410-58 TAX REFUNDS	1,500	0.00	0.00	1,854.46	(354.46) 124%
10-410-95 BOARD STIPEND	3,600	0.00	0.00	900.00	2,700.00	25%
GOVERNING BODY Totals:	213,604	0.00	0.00	59,804.70	153,799.30	28%

NORTH TOPSAIL BEACH 11/23/2021 9:36:39 AM

Page 3 Of 12

Period Ending 6/30/2022

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
 10-420-02 SALARIES	285,500	0.00	0.00	76,124.05	209,375.9	
10-420-05 FICA (7.65%)	22,223	0.00	0.00	5,700.90	16,522.3	
10-420-06 GROUP INSURANCE	31,630	0.00	0.00	9,357.63	22,272.3	
10-420-07 ORBIT RETIREMENT (11.53%)	33,495	0.00	0.00	8,667.55	24,827.10	
10-420-08 401K (3%)	8,715	0.00	0.00	1,948.83	6,766.1	7 22%
10-420-09 TOWN INSURANCE HRA	20,000	0.00	0.00	12,828.80	7,171.2	0 64%
10-420-10 EMPLOYEE TRAINING	6,000	0.00	0.00	(732.00)	6,732.0	0 -12%
10-420-11 POSTAGE	2,500	0.00	0.00	392.18	2,107.8	2 16%
10-420-12 MANAGER EXPENSE ACCT	6,000	0.00	0.00	5,342.00	658.0	0 89%
10-420-13 TUITION REIMBURSEMENT	2,500	0.00	0.00	0.00	2,500.0	0
10-420-15 BANK CHARGES	2,500	0.00	0.00	655.16	1,844.8	4 26%
10-420-16 M & R EQUIPMENT	1,000	0.00	0.00	0.00	1,000.0	0
10-420-18 CONSUMABLES	4,000	0.00	0.00	(92.60)	4,092.6	0 -2%
10-420-26 ADVERTISING	1,500	0.00	0.00	617.78	882.2	2 41%
10-420-31 GAS, OIL & TIRES	1,200	0.00	0.00	103.75	1,096.2	5 9%
10-420-33 DEPARTMENT SUPPLIES	6,000	0.00	0.00	1,480.01	4,519.9	9 25%
10-420-34 TOWN APPAREL EXPENSE	500	0.00	0.00	111.00	389.0	0 22%
10-420-45 CONTRACTED SERVICES	46,000	0.00	0.00	20,679.27	25,320.73	3 45%
10-420-53 DUES & SUBSCRIPTIONS	5,000	0.00	0.00	227.88	4,772.1	2 5%
10-420-57 MISCELLANEOUS	500	0.00	0.00	233.83	266.1	7 47%
10-420-58 EMPLOYEE ENGAGEMENT	10,000	0.00	0.00	0.00	10,000.0	0
10-420-76 EQUIPMENT LEASE PAYMENTS	27,500	0.00	0.00	19,861.31	7,638.69	9 72%
ADMINISTRATION Totals:	524,263	0.00	0.00	163,507.33	360,755.5	7 31%
10-430-57 ELECTION EXPENSES	4,700	0.00	0.00	0.00	4,700.0	0
ELECTIONS Totals:	4,700	0.00	0.00	0.00	4,700.0	0
10-490-02 SALARIES	88,000	0.00	0.00	33,376.09	54,623.9	1 38%
10-490-03 PART-TIME SALARIES	15,000	0.00	0.00	4,967.19	10,032.8	1 33%
10-490-05 FICA (7.65%)	7,880	0.00	0.00	2,933.33	4,946.1	7 37%
10-490-06 GROUP INSURANCE	7,910	0.00	0.00	2,686.09	5,223.9	1 34%

Page 4 Of 12

10 GENERAL FUND						
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
10-490-07 ORBIT RETIREMENT (11.53%)	10,146	0.00	0.00	3,848.26	6,298.14	4 38%
10-490-08 401K (3%)	2,640	0.00	0.00	987.80	1,652.20	0 37%
10-490-10 EMPLOYEE TRAINING	2,000	0.00	0.00	75.00	1,925.00	0 4%
10-490-16 EQUIPMENT MAINT & REPAIR	500	0.00	0.00	0.00	500.00	0
10-490-17 M & R VEHICLES	1,000	0.00	0.00	0.00	1,000.00	0
10-490-31 GAS, OIL, & TIRES	500	0.00	0.00	206.26	293.74	4 41%
10-490-45 CONTRACTED SERVICES	25,000	0.00	0.00	0.00	25,000.00	0
10-490-53 DUES & SUBSCRIPTIONS	1,000	0.00	0.00	0.00	1,000.00	0
10-490-57 MISCELLANEOUS	250	0.00	0.00	0.00	250.00	0
10-490-58 CRS FLOOD ACTIVITY	1,400	0.00	0.00	0.00	1,400.00	0
PLANNING/ZONING/CAMA Totals:	163,226	0.00	0.00	49,080.02	114,145.88	8 30%
10-491-02 SALARIES	142,000	0.00	0.00	50,188.00	91,812.00	0 35%
10-491-05 FICA (7.65%)	10,863	0.00	0.00	3,802.94	7,060.06	6 35%
10-491-06 GROUP INSURANCE	17,200	0.00	0.00	5,372.18	11,827.82	2 31%
10-491-07 ORBIT RETIREMENT (11.53%)	16,373	0.00	0.00	5,786.72	10,585.88	8 35%
10-491-08 401K (3%)	4,260	0.00	0.00	1,487.63	2,772.37	7 35%
10-491-10 EMPLOYEE TRAINING	6,400	0.00	0.00	1,461.85	4,938.1	5 23%
10-491-17 M & R VEHICLES	500	0.00	0.00	0.00	500.00	0
10-491-31 GAS, OIL & TIRES	3,000	0.00	0.00	608.14	2,391.86	6 20%
10-491-45 CONTRACTED SERVICES	9,000	0.00	0.00	2,185.00	6,815.00	0 24%
10-491-53 DUES & SUBSCRIPTIONS	1,500	0.00	0.00	571.30	928.70	0 38%
10-491-57 MISCELLANEOUS	500	0.00	0.00	21.99	478.0°	1 4%
10-491-75 DEBT SERVICE	10,651	0.00	0.00	10,650.44	0.56	6 100%
INSPECTIONS Totals:	222,247	0.00	0.00	82,136.19	140,110.4	1 37%
10-500-11 PHONES	30,000	0.00	0.00	8,329.20	21,670.80	0 28%
10-500-13 UTILITIES	50,000	0.00	0.00	15,597.19	34,402.8	1 31%
10-500-15 M & R BUILDINGS/GROUNDS	30,000	0.00	0.00	21,134.53	8,865.47	7 70%
10-500-17 LANDSCAPING EXPENSE	12,100	0.00	0.00	6,063.99	6,036.0	1 50%
10-500-33 BUILDING SUPPLIES	4,900	0.00	0.00	2,806.41	2,093.59	9 57%

Page 5 Of 12

10 GENERAL FUND						
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
10-500-35 FURNITURE	50,000	0.00	0.00	35,038.79	14,961.21	70%
10-500-43 CLEANING SERVICES	1,000	0.00	0.00	0.00	1,000.00)
10-500-45 PEST CONTROL	1,500	0.00	0.00	476.00	1,024.00	32%
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	440,704.46	199,295.54	69%
PUBLIC BLDGS Totals:	849,500	26,625.00	0.00	546,371.82	276,503.18	67%
10-501-09 WORKER'S COMPENSATION	46,250	0.00	0.00	46,785.87	(535.87)	101%
10-501-13 PROPERTY LIABILITY & BONDS	106,000	0.00	0.00	104,687.00	1,313.00	99%
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	176,260.87	(4,510.87)	103%
10-509-02 PSA SALARY	15,905	0.00	0.00	6,116.70	9,788.30	38%
10-509-05 FICA (7.65%)	1,220	0.00	0.00	467.90	752.10	38%
PSA - RETIRED POLICE Totals: OFFICERS	17,125	0.00	0.00	6,584.60	10,540.40	38%
10-510-02 SALARIES	765,000	0.00	0.00	264,317.64	500,682.36	35%
10-510-03 PART-TIME SALARIES	4,237	0.00	0.00	2,682.24	1,554.76	63%
10-510-04 OVERTIME	39,000	0.00	0.00	10,704.95	28,295.05	27%
10-510-05 FICA (7.65%)	62,978	0.00	0.00	21,180.46	41,797.17	34%
10-510-06 GROUP INSURANCE	104,000	0.00	0.00	19,771.36	84,228.64	19%
10-510-07 ORBIT RETIREMENT (12.04%)	91,500	0.00	0.00	32,932.36	58,567.64	36%
10-510-08 401K (5%)	36,500	0.00	0.00	12,860.39	23,639.61	35%
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	129.95	3,370.05	5 4%
10-510-17 MAINT & REPAIR VEHICLES	11,000	0.00	0.00	2,054.35	8,945.65	19%
10-510-31 GAS,OIL & TIRES	45,000	0.00	0.00	17,531.26	27,468.74	39%
10-510-32 OFFICE SUPPLIES	1,000	0.00	0.00	102.74	897.26	10%

Page 6 Of 12

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	3 6%
10-510-36 UNIFORMS	12,000	0.00	0.00	844.97	11,155.03	3 7%
10-510-37 BALLISTIC VEST GRANT EXPENSE	4,570	0.00	0.00	770.21	3,799.79	9 17%
10-510-47 PROFESSIONAL SERVICES	4,160	0.00	0.00	685.00	3,475.00	16%
10-510-53 DUES & SUBSCRIPTIONS	10,184	0.00	0.00	5,744.93	4,439.07	7 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	52,918.17	(57,665.54)) 581%
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	484,014.68	852,663.58	37%
10-545-02 SALARIES	176,500	0.00	0.00	67,774.83	108,725.17	7 38%
10-545-03 PART-TIME SALARIES	35,500	0.00	0.00	14,342.71	21,157.29	9 40%
10-545-04 OVERTIME	2,000	0.00	0.00	1,322.10	677.90	66%
10-545-05 FICA (7.65%)	16,371	0.00	0.00	6,362.89	10,008.11	l 39%
10-545-06 GROUP INSURANCE	31,630	0.00	0.00	10,744.36	20,885.64	1 34%
10-545-07 ORBIT RETIREMENT (11.53%)	24,674	0.00	0.00	8,853.66	15,820.54	36%
10-545-08 401K (3%)	6,420	0.00	0.00	2,033.97	4,386.03	32%
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	4,741.96	10,258.04	32%
10-545-17 MAINT & REPAIR VEHICLES	5,000	0.00	0.00	1,997.01	3,002.99	40%
10-545-31 GAS, OIL & TIRES	14,000	0.00	0.00	5,986.45	8,013.55	43%
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	2,952.09	1,047.91	74%
10-545-34 MOSQUITO CONTROL EXPENSE	5,000	0.00	0.00	184.90	4,815.10) 4%
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)

Page

7 Of 12

NORTH TOPSAIL BEACH 11/23/2021 9:36:39 AM

Pariod Ending 6/20/2022

Period	Ending	6/30/2022

PUBLIC WORKS Totals: 349,898 0.00 0.00 138,868.75 211,029.45 40 0.560-13 STREET LIGHT EXPENSE 30,000 0.00 0.00 9,705.64 20,294.36 32 0.560-13 STREET LIGHT EXPENSE 30,000 0.00 0.00 0.00 0.00 25,000.00 0.560-13 M & R PUBLIC PARKING 25,000 0.00 0.00 0.00 131.20 3,868.80 3 0.560-33 DEPARTMENTAL SUPPLIES 4,000 0.00 0.00 131.20 3,868.80 3 0.560-43 RIVER ROAD WALK & TOWN 1,000 0.00 0.00 0.00 131.20 3,868.80 3 0.560-43 RIVER ROAD WALK & TOWN 1,000 0.00 0.00 0.00 0.00 0.00 1,000.00 7 STREETS Totals: 100,000 2,790.00 0.00 0.00 9,836.84 87,373.16 13 0.580-45 SANITATION CONTRACTS 401,912 0.00 0.00 129,596.35 272,315.65 32 0.580-45 RIVER REPAIR 40,000 0.00 0.00 129,596.35 272,315.65 32 0.580-46 TIPPING FEES 8,500 0.00 0.00 42,307.68 26,192.32 62 0.580-47 RECYCLING 30,000 0.00 0.00 42,307.68 26,192.32 62 0.580-47 RECYCLING 30,000 0.00 0.00 42,307.68 26,192.32 62 0.580-47 RECYCLING 30,000 0.00 0.00 176,242.93 324,169.07 35 0.620-12 SNOWFLAKES 3,000 0.00 0.00 176,242.93 324,169.07 35 0.620-12 SNOWFLAKES 3,000 0.00 0.00 0.00 1,970.40 1,029.60 66 0.620-14 PARK WELL 500 0.00 0.00 0.00 1,970.40 1,029.60 66 0.620-14 PARK WELL 500 0.00 0.00 0.00 69.11 2,930.88 2 0.620-17 BIKE PATH M & R 500 0.00 0.00 0.00 0.00 1,500.00 0.620-27 SPECIAL EVENTS 1,500 0.00 0.00 0.00 3,722.17 7,277.63 34 0.690-02 SALARIES 804,500 0.00 0.00 0.00 3,722.17 7,277.63 34 0.690-03 VOL INCENTIVE PAY 5,000 0.00 0.00 0.00 22,438.45 12,461.50 40 0.690-04 OVERTIME A35,000 0.00 0.00 3,711.75 97,388.25 28 0.690-03 VOL INCENTIVE PAY 5,000 0.00 0.00 32,415.56 61,379.79 37 0.690-04 GROUP INSURANCE 134,500 0.00 0.00 3,741.56 61,379.79 37 0.690-04 OVERTIME 0.500 0.00 3,741.56 61,379.79 37 0.690-04 GROUP INSURANCE 134,500 0.00 0.00 0.00 3,741.56 61,379.79 37 0.690-04 GROUP INSURANCE 134,500 0.00 0.00 0.00 3,741.56 61,379.79 37 0.690-04 GROUP INSURANCE 134,500 0.00 0.00 0.00 3,741.56 61,379.79 37 0.690-04 GROUP INSURANCE 134,500 0.00 0.00 0.00 3,741.56 61,379.79 37 0.690-04 GROUP INSURANCE 134,500 0.00 0.00 0.00 3,741.56 61,379.79 37 0.690-04 GROUP INSURANCE 134,500 0.00 0.	10 GENERAL FUND						
PUBLIC WORKS Totals: 349,898 0.00 0.00 138,868.75 211,029.45 40 0-560-13 STREET LIGHT EXPENSE 30,000 0.00 0.00 9,705.64 20,294.36 32 0-560-13 STREET LIGHT EXPENSE 30,000 0.00 0.00 0.00 9,705.64 20,294.36 32 0-560-33 DEPARTMENTAL SUPPLIES 4,000 0.00 0.00 131.20 3,868.80 3 0-560-43 RIVER ROAD WALK & TOWN 1,000 0.00 0.00 0.00 131.20 3,868.80 3 0-560-43 RIVER ROAD WALK & TOWN 1,000 0.00 0.00 0.00 0.00 1,000.00 70-560-73 STREET PAVING & REPAIR 40,000 2,790.00 0.00 0.00 9,836.84 87,373.16 13 0-580-45 SANITATION CONTRACTS 401,912 0.00 0.00 129,596.35 272,315.65 32 0-580-46 TIPPING FEES 68,500 0.00 0.00 42,307.68 26,192.32 62 0-580-47 RECYCLING 30,000 0.00 44,338.90 25,661.10 14 SANITATION Totals: 500,412 0.00 0.00 176,242.93 324,169.07 35 0-620-12 SNOWFLAKES 3,000 0.00 0.00 19,90.40 1,029.60 66 0-620-14 PARK WELL 500 0.00 0.00 19,90.40 1,029.60 66 0-620-14 PARK WELL 500 0.00 0.00 0.00 1,900.40 1,293.88 2 0-620-17 BIKE PATH M & R 500 0.00 0.00 0.00 0.00 1,500.00 0-620-620-15 PARK MAINTENANCE 3,000 0.00 0.00 0.00 0.00 1,500.00 0-620-620-15 PARK MAINTENANCE 3,000 0.00 0.00 0.00 3,722.17 7,277.63 34 0-690-02 SALARIES 804,500 0.00 0.00 0.00 3,722.17 7,277.63 34 0-690-03 VOL INCENTIVE PAY 5,000 0.00 0.00 0.00 22,438.45 12,461.51 64 0-690-04 OVERTIME ASSOCIATED ASSOCIATION TOTALS: 11,000 0.00 0.00 22,538.45 12,461.51 64 0-690-04 OVERTIME ASSOCIATION 54,661.51 64,604 0.00 0.00 3,711.17 5 97,388.25 28 0-690-03 VOL INCENTIVE PAY 5,000 0.00 0.00 3,711.75 97,388.25 28 0-690-04 OVERTIME CONDITIVE PAY 5,000 0.00 0.00 3,711.75 97,388.25 28 0-690-04 OVERTIME CONDITIVE PAY 5,000 0.00 0.00 3,711.75 97,388.25 28 0-690-04 OVERTIME CONDITIVE PAY 5,000 0.00 0.00 3,711.75 97,388.25 28 0-690-04 OVERTIME CONDITIVE PAY 5,000 0.00 0.00 3,711.75 97,388.25 28 0-690-04 OVERTIME CONDITIVE PAY 5,000 0.00 0.00 3,711.75 97,388.25 28 0-690-04 OVERTIME CONDITIVE PAY 5,000 0.00 0.00 3,711.75 97,388.25 28 0-690-04 OVERTIME CONDITIVE PAY 5,000 0.00 0.00 3,711.75 97,388.25 28 0-690-04 OVERTIME CONDITIVE PAY 5,000 0.00 0.00 3,711.75 97,388.25 28 0-690-04 OVE	Description	Budget	Encumbrance	MTD	YTD	Variance P	ercent
0-560-13 STREET LIGHT EXPENSE 30,000 0.00 0.00 9,705.64 20,294.36 32 0-560-15 M & R PUBLIC PARKING 25,000 0.00 0.00 0.00 35,000.00 0.560-33 DEPARTMENTAL SUPPLIES 4,000 0.00 0.00 0.00 131.20 3,668.80 0.00-560-33 DEPARTMENTAL SUPPLIES 4,000 0.00 0.00 0.00 131.20 3,668.80 0.00-560-33 RIVER ROAD WALK & TOWN 1,000 0.00 0.00 0.00 1,000.00 0.00 1,000.00 NTRANCE SIGNS 0-560-73 STREET PAVING & REPAIR 40,000 2,790.00 0.00 0.00 9,836.84 87,373.16 13 0.580-45 SANITATION CONTRACTS 401,912 0.00 0.00 129,596.35 272,315.65 32 0-580-45 SANITATION FEES 68,500 0.00 0.00 129,596.35 272,315.65 32 0-580-46 TIPPING FEES 68,500 0.00 0.00 42,307.68 26,192.32 62 0-580-47 RECYCLING 30,000 0.00 0.00 42,307.68 26,192.32 62 0-580-47 RECYCLING 30,000 0.00 0.00 43,38.90 25,661.10 14 SANITATION Totals: 500,412 0.00 0.00 16,242.93 324,169.07 35 0-620-14 PARK WELL 500 0.00 0.00 1,970.40 1,029.60 66 0-620-14 PARK WELL 500 0.00 0.00 0.00 1,970.40 1,029.60 66 0-620-14 PARK WAINTENANCE 3,000 0.00 0.00 0.00 69.11 2,930.89 2 0-620-17 BIKE PATH M & R 500 0.00 0.00 0.00 69.11 2,930.89 2 0-620-27 SPECIAL EVENTS 1,500 0.00 0.00 0.00 1,682.66 8,877.34 67 RECREATION Totals: 11,000 0.00 0.00 3,722.17 7,777.83 34 0-690-03 VOL INCENTIVE PAY 5,000 0.00 0.00 0.00 22,538.45 12,461.55 64 0-690-04 OVERTIME 35,000 0.00 0.00 22,538.45 12,461.55 64 0-690-04 OVERTIME 35,000 0.00 0.00 37,111.75 97,388.25 28 0-690-05 GROUP INSURANCE 134,500 0.00 0.00 9,130.55 14,661.55 64 0-690-04 OVERTIME 35,000 0.00 0.00 35,414.56 61,379.79 37 0-690-04 GROUP INSURANCE 134,500 0.00 0.00 9,130.55 14,661.55 64 0-690-04 OVERTIME 35,000 0.00 0.00 9,130.55 14,661.55 64 0-690-04 OVERTIME 35,000 0.00 0.00 9,130.55 14,661.55 64 0-690-04 OVERTIME 35,000 0.00 0.00 9,130.55 14,661.55 14,661.579.79 37 0-690-04 OVERTIME 35,000 0.00 0.00 35,414.56 61,379.79 37 0-690-04 OVERTIME 35,000 0.00 9,130.55 14,661.55 14,664.45 36 0-690-04 OVERTIME 35,000 0.00 0.00 9,130.55 14,661.55 14,661.579.79 37 0-690-04 OVERTIME 35,000 0.00 0.00 9,130.55 14,664.54 36 0-690-04 OVERTIME 35,000 0.00 0.00 9,130.55 14,661.55	10-545-75 DEBT SERVICE	11,053	0.00	0.00	11,052.35	0.65	100%
0-560-15 M & R PUBLIC PARKING	PUBLIC WORKS Totals:	349,898	0.00	0.00	138,868.75	211,029.45	40%
0-560-33 DEPARTMENTAL SUPPLIES 4,000 0.00 0.00 131.20 3,868.80 3 0-560-43 RIVER ROAD WALK & TOWN 1,000 0.00 0.00 0.00 1,000.00 1,000.00 7 NTRANCE SIGNS 0-560-73 STREET PAVING & REPAIR 40,000 2,790.00 0.00 0.00 9,836.84 87,373.16 13 0-580-45 SANITATION CONTRACTS 401,912 0.00 0.00 129,596.35 272,315.65 32 0-580-46 TIPPING FEES 68,500 0.00 0.00 42,307.68 26,192.32 62 0-580-47 RECYCLING 30,000 0.00 42,307.68 26,192.32 62 0-580-47 RECYCLING 30,000 0.00 176,242.93 324,169.07 35 0-620-12 SNOWFLAKES 30,000 0.00 0.00 176,242.93 324,169.07 35 0-620-14 PARK WELL 500 0.00 0.00 1,970.40 1,029.60 66 0-620-14 PARK WELL 500 0.00 0.00 0.00 1,970.40 1,029.60 66 0-620-15 PARK MAINTENANCE 3,000 0.00 0.00 0.00 69.11 2,930.89 2 0-620-17 BIKE PATH M & R 500 0.00 0.00 0.00 0.00 1,682.66 817.34 67 RECREATION Totals: 11,000 0.00 0.00 3,722.17 7,277.83 34 0-690-02 SALARIES 804,500 0.00 0.00 0.00 284,613.09 519,886.91 35 0-690-04 OVERTIME 35,000 0.00 0.00 0.00 22,538.45 12,461.55 64 0-690-05 FICA (7.65%) 64,604 0.00 0.00 35,414.56 61,379.79 37 0-690-06 GROUP INSURANCE 134,500 0.00 0.00 35,414.56 61,379.79 37 0-690-08 GROUP INSURANCE 134,500 0.00 0.00 35,414.56 61,379.79 37 0-690-08 GROUP INSURANCE 134,500 0.00 0.00 35,414.56 61,379.79 37 0-690-08 GROUP INSURANCE 134,500 0.00 0.00 35,414.56 61,379.79 37 0-690-08 GROUP INSURANCE 134,500 0.00 0.00 35,414.56 61,379.79 37 0-690-08 GROUP INSURANCE 134,500 0.00 0.00 35,414.56 61,379.79 37 0-690-08 GROUP INSURANCE 134,500 0.00 0.00 35,414.56 61,379.79 37 0-690-08 GROUP INSURANCE 134,500 0.00 0.00 35,414.56 61,379.79 37 0-690-08 GROUP INSURANCE 134,500 0.00 0.00 35,414.56 61,379.79 37 0-690-08 GROUP INSURANCE 134,500 0.00 0.00 35,414.56 61,379.79 37 0-690-08 GROUP INSURANCE 134,500 0.00 0.00 35,414.56 61,379.79 37 0-690-08 GROUP INSURANCE 134,500 0.00 0.00 35,414.56 61,379.79 37 0-690-08 GROUP INSURANCE 134,500 0.00 0.00 35,414.56 61,379.79 37 0-690-08 GROUP INSURANCE 134,500 0.00 0.00 35,414.56 61,379.79 37 0-690-08 GROUP INSURANCE 134,500 0.00 0.00 0.00 35,414.56 61,379.79 37	10-560-13 STREET LIGHT EXPENSE	30,000	0.00	0.00	9,705.64	20,294.36	32%
0-560-43 RIVER ROAD WALK & TOWN 1,000 0.00 0.00 0.00 1,000.00 7.000.00 9,836.84 87,373.16 13.00-580-45 SANITATION CONTRACTS 401,912 0.00 0.00 129,596.35 272,315.65 32.0-580-46 TIPPING FEES 88,500 0.00 0.00 42,307.68 26,192.32 82.0-580-46 TIPPING FEES 88,500 0.00 0.00 42,307.68 26,192.32 82.0-580-47 RECYCLING 30,000 0.00 16,624.93 324,169.07 35.0-620-12 SNOWFLAKES 3,000 0.00 0.00 176,242.93 324,169.07 35.0-620-12 SNOWFLAKES 3,000 0.00 0.00 1,700.00 1,700.00 500.00 0.000 0.00 1,700.00 500.00 0.000 0.000 500.00 0.000 500.00 0.000 0.000 500.00 0.000 0.000 500.00 0.000 0.000 500.00 0.000 0.000 0.000 500.00 0.000	10-560-15 M & R PUBLIC PARKING	25,000	0.00	0.00	0.00	25,000.00	
NTRANCE SIGNS 0-560-73 STREET PAVING & REPAIR	10-560-33 DEPARTMENTAL SUPPLIES	4,000	0.00	0.00	131.20	3,868.80	3%
STREETS Totals: 100,000 2,790.00 0.00 9,836.84 87,373.16 13 0-580-45 SANITATION CONTRACTS 401,912 0.00 0.00 129,596.35 272,315.65 32 0-580-46 TIPPING FEES 68,500 0.00 0.00 42,307.68 26,192.32 62 0-580-47 RECYCLING 30,000 0.00 0.00 43,338.90 25,661.10 14 SANITATION Totals: 500,412 0.00 0.00 176,242.93 324,169.07 35 0-620-12 SNOWFLAKES 3,000 0.00 0.00 1,970.40 1,029.60 66 0-620-14 PARK WELL 500 0.00 0.00 1,970.40 1,029.60 66 0-620-15 PARK MAINTENANCE 3,000 0.00 0.00 69.11 2,930.89 2 0-620-17 BIKE PATH M & R 500 0.00 0.00 0.00 69.11 2,930.89 2 0-620-17 BIKE PATH M & R 500 0.00 0.00 0.00 500.00 0-620-27 SPECIAL EVENTS 1,500 0.00 0.00 0.00 1,682.66 817.34 67 RECREATION Totals: 11,000 0.00 0.00 3,722.17 7,277.83 34 0-690-02 SALARIES 804,500 0.00 0.00 0.00 284,613.09 519,886.91 35 0-690-03 VOL INCENTIVE PAY 5,000 0.00 0.00 22,973.11 41,631.14 36 0-690-04 OVERTIME 35,000 0.00 0.00 37,111.75 97,388.25 28 0-690-06 GROUP INSURANCE 134,500 0.00 0.00 35,414.56 61,379.79 37 0-690-08 401K (3%) 25,185 0.00 0.00 0.00 9,130.55 16,054.45 36 0-690-01 EMPLOYEE TRAINING 5,000 0.00 0.00 1,208.01 3,791.99 24	10-560-43 RIVER ROAD WALK & TOWN ENTRANCE SIGNS	1,000	0.00	0.00	0.00	1,000.00	
0-580-45 SANITATION CONTRACTS 401,912 0.00 0.00 129,596.35 272,315.65 32 0-580-46 TIPPING FEES 68,500 0.00 0.00 42,307.68 26,192.32 62 0-580-47 RECYCLING 30,000 0.00 0.00 4,338.90 25,661.10 14 SANITATION Totals: 500,412 0.00 0.00 176,242.93 324,169.07 35 0-620-12 SNOWFLAKES 3,000 0.00 0.00 1,970.40 1,029.60 66 0-620-14 PARK WELL 500 0.00 0.00 0.00 500.00 0.00 0-620-15 PARK MAINTENANCE 3,000 0.00 0.00 69.11 2,930.89 2 0-620-15 PARK MAINTENANCE 3,000 0.00 0.00 69.11 2,930.89 2 0-620-15 PARK MAINTENANCE 3,000 0.00 0.00 0.00 500.00 0.00 0-620-15 PARK MAINTENANCE 3,000 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	10-560-73 STREET PAVING & REPAIR	40,000	2,790.00	0.00	0.00	37,210.00	7%
0-580-46 TIPPING FEES 68,500 0.00 0.00 42,307.68 26,192.32 62 0-580-47 RECYCLING 30,000 0.00 0.00 4,338.90 25,661.10 14 SANITATION Totals: 500,412 0.00 0.00 176,242.93 324,169.07 35 0-620-12 SNOWFLAKES 3,000 0.00 0.00 1,970.40 1,029.60 66 0-620-14 PARK WELL 500 0.00 0.00 0.00 500.00 0.00 0-620-15 PARK MAINTENANCE 3,000 0.00 0.00 69.11 2,930.89 2 0-620-17 BIKE PATH M & R 500 0.00 0.00 0.00 500.00 0-620-27 SPECIAL EVENTS 1,500 0.00 0.00 0.00 1,682.66 817.34 67 RECREATION Totals: 11,000 0.00 0.00 3,722.17 7,277.83 34 0-690-02 SALARIES 804,500 0.00 0.00 284,613.09 519,886.91 35 0-690-03 VOL INCENTIVE PAY 5,000	STREETS Totals:	100,000	2,790.00	0.00	9,836.84	87,373.16	13%
0-580-47 RECYCLING 30,000 0.00 0.00 4,338.90 25,661.10 14 SANITATION Totals: 500,412 0.00 0.00 176,242.93 324,169.07 35 0-620-12 SNOWFLAKES 3,000 0.00 0.00 1,970.40 1,029.60 66 0-620-14 PARK WELL 500 0.00 0.00 0.00 0.00 500.00 0.00 0	10-580-45 SANITATION CONTRACTS	401,912	0.00	0.00	129,596.35	272,315.65	32%
SANITATION Totals: 500,412 0.00 0.00 176,242.93 324,169.07 35 0-620-12 SNOWFLAKES 3,000 0.00 0.00 1,970.40 1,029.60 66 0-620-14 PARK WELL 500 0.00 0.00 0.00 0.00 500.00 0.00 0	10-580-46 TIPPING FEES	68,500	0.00	0.00	42,307.68	26,192.32	62%
0-620-12 SNOWFLAKES 3,000 0.00 0.00 1,970.40 1,029.60 66 0-620-14 PARK WELL 500 0.00 0.00 0.00 500.00 0-620-15 PARK MAINTENANCE 3,000 0.00 0.00 69.11 2,930.89 2 0-620-17 BIKE PATH M & R 500 0.00 0.00 0.00 500.00 0-620-27 SPECIAL EVENTS 1,500 0.00 0.00 0.00 1,682.66 817.34 67 RECREATION Totals: 11,000 0.00 0.00 3,722.17 7,277.83 34 0-690-02 SALARIES 804,500 0.00 0.00 284,613.09 519,886.91 35 0-690-03 VOL INCENTIVE PAY 5,000 0.00 0.00 25.00 4,975.00 1 0-690-04 OVERTIME 35,000 0.00 0.00 22,538.45 12,461.55 64 0-690-05 FICA (7.65%) 64,604 0.00 0.00 37,111.75 97,388.25 28 0-690-07 ORBIT RETIREMENT (11.53%) 96,794 0.00	10-580-47 RECYCLING	30,000	0.00	0.00	4,338.90	25,661.10	14%
0-620-14 PARK WELL 500 0.00 0.00 0.00 500.00 0-620-15 PARK MAINTENANCE 3,000 0.00 0.00 69.11 2,930.89 2 0-620-17 BIKE PATH M & R 500 0.00 0.00 0.00 500.00 0-620-27 SPECIAL EVENTS 1,500 0.00 0.00 0.00 1,500.00 0-620-33 PARK SUPPLIES 2,500 0.00 0.00 1,682.66 817.34 67 RECREATION Totals: 11,000 0.00 0.00 3,722.17 7,277.83 34 0-690-02 SALARIES 804,500 0.00 0.00 284,613.09 519,886.91 35 0-690-03 VOL INCENTIVE PAY 5,000 0.00 0.00 22,538.45 12,461.55 64 0-690-04 OVERTIME 35,000 0.00 0.00 22,538.45 12,461.55 64 0-690-05 FICA (7.65%) 64,604 0.00 0.00 22,973.11 41,631.14 36 0-690-06 GROUP INSURANCE 134,500 0.00 0.00 37,111.75 97,388.25 28 0-690-07 ORBIT RETIREMENT (11.53%) 96,794 0.00 0.00 35,414.56 61,379.79 37 0-690-08 401K (3%) 25,185 0.00 0.00 0.00 1,208.01 3,791.99 24	SANITATION Totals:	500,412	0.00	0.00	176,242.93	324,169.07	35%
0-620-15 PARK MAINTENANCE 3,000 0.00 0.00 69.11 2,930.89 2 0-620-17 BIKE PATH M & R 500 0.00 0.00 0.00 500.00 0-620-27 SPECIAL EVENTS 1,500 0.00 0.00 0.00 1,682.66 817.34 67 0-620-33 PARK SUPPLIES 2,500 0.00 0.00 3,722.17 7,277.83 34 0-690-02 SALARIES 804,500 0.00 0.00 284,613.09 519,886.91 35 0-690-03 VOL INCENTIVE PAY 5,000 0.00 0.00 22,538.45 12,461.55 64 0-690-04 OVERTIME 35,000 0.00 0.00 22,973.11 41,631.14 36 0-690-05 FICA (7.65%) 64,604 0.00 0.00 37,111.75 97,388.25 28 0-690-07 ORBIT RETIREMENT (11.53%) 96,794 0.00 0.00 35,414.56 61,379.79 37 0-690-08 401K (3%) 25,185 0.00 0.00 9,130.55 16,054.45 36 0-690-10 EMPLOYEE TRAINING 5,000 0.00 0.00 1,208.01 3,791.99 24	10-620-12 SNOWFLAKES	3,000	0.00	0.00	1,970.40	1,029.60	66%
0-620-17 BIKE PATH M & R 500 0.00 0.00 0.00 500.00 0-620-27 SPECIAL EVENTS 1,500 0.00 0.00 0.00 1,500.00 0-620-33 PARK SUPPLIES 2,500 0.00 0.00 1,682.66 817.34 67 RECREATION Totals: 11,000 0.00 0.00 3,722.17 7,277.83 34 0-690-02 SALARIES 804,500 0.00 0.00 284,613.09 519,886.91 35 0-690-03 VOL INCENTIVE PAY 5,000 0.00 0.00 25.00 4,975.00 1 0-690-04 OVERTIME 35,000 0.00 0.00 22,538.45 12,461.55 64 0-690-05 FICA (7.65%) 64,604 0.00 0.00 22,973.11 41,631.14 36 0-690-06 GROUP INSURANCE 134,500 0.00 0.00 35,414.56 61,379.79 37 0-690-08 401K (3%) 25,185 0.00 0.00 9,130.55 16,054.45 36 0-690-10 EMPLOYEE TRAINING 5,000 0.00 0.0	10-620-14 PARK WELL	500	0.00	0.00	0.00	500.00	
0-620-27 SPECIAL EVENTS 1,500 0.00 0.00 0.00 1,500.00 0-620-33 PARK SUPPLIES 2,500 0.00 0.00 1,682.66 817.34 67 RECREATION Totals: 11,000 0.00 0.00 3,722.17 7,277.83 34 0-690-02 SALARIES 804,500 0.00 0.00 284,613.09 519,886.91 35 0-690-03 VOL INCENTIVE PAY 5,000 0.00 0.00 25.00 4,975.00 1 0-690-04 OVERTIME 35,000 0.00 0.00 22,538.45 12,461.55 64 0-690-05 FICA (7.65%) 64,604 0.00 0.00 22,973.11 41,631.14 36 0-690-06 GROUP INSURANCE 134,500 0.00 0.00 37,111.75 97,388.25 28 0-690-07 ORBIT RETIREMENT (11.53%) 96,794 0.00 0.00 35,414.56 61,379.79 37 0-690-08 401K (3%) 25,185 0.00 0.00 9,130.55 16,054.45 36 0-690-10 EMPLOYEE TRAINING 5,000 </td <td>10-620-15 PARK MAINTENANCE</td> <td>3,000</td> <td>0.00</td> <td>0.00</td> <td>69.11</td> <td>2,930.89</td> <td>2%</td>	10-620-15 PARK MAINTENANCE	3,000	0.00	0.00	69.11	2,930.89	2%
0-620-33 PARK SUPPLIES 2,500 0.00 0.00 1,682.66 817.34 67 RECREATION Totals: 11,000 0.00 0.00 3,722.17 7,277.83 34 0-690-02 SALARIES 804,500 0.00 0.00 284,613.09 519,886.91 35 0-690-03 VOL INCENTIVE PAY 5,000 0.00 0.00 25.00 4,975.00 1 0-690-04 OVERTIME 35,000 0.00 0.00 22,538.45 12,461.55 64 0-690-05 FICA (7.65%) 64,604 0.00 0.00 22,973.11 41,631.14 36 0-690-06 GROUP INSURANCE 134,500 0.00 0.00 37,111.75 97,388.25 28 0-690-07 ORBIT RETIREMENT (11.53%) 96,794 0.00 0.00 35,414.56 61,379.79 37 0-690-08 401K (3%) 25,185 0.00 0.00 0.00 1,208.01 3,791.99 24	10-620-17 BIKE PATH M & R	500	0.00	0.00	0.00	500.00	
RECREATION Totals: 11,000 0.00 0.00 3,722.17 7,277.83 34 0-690-02 SALARIES 804,500 0.00 0.00 284,613.09 519,886.91 35 0-690-03 VOL INCENTIVE PAY 5,000 0.00 0.00 25.00 4,975.00 1 0-690-04 OVERTIME 35,000 0.00 0.00 22,538.45 12,461.55 64 0-690-05 FICA (7.65%) 64,604 0.00 0.00 22,973.11 41,631.14 36 0-690-06 GROUP INSURANCE 134,500 0.00 0.00 37,111.75 97,388.25 28 0-690-07 ORBIT RETIREMENT (11.53%) 96,794 0.00 0.00 35,414.56 61,379.79 37 0-690-08 401K (3%) 25,185 0.00 0.00 0.00 9,130.55 16,054.45 36 0-690-10 EMPLOYEE TRAINING 5,000 0.00 0.00 1,208.01 3,791.99 24	10-620-27 SPECIAL EVENTS	1,500	0.00	0.00	0.00	1,500.00	
0-690-02 SALARIES 804,500 0.00 0.00 284,613.09 519,886.91 35 0-690-03 VOL INCENTIVE PAY 5,000 0.00 0.00 25.00 4,975.00 1 0-690-04 OVERTIME 35,000 0.00 0.00 22,538.45 12,461.55 64 0-690-05 FICA (7.65%) 64,604 0.00 0.00 22,973.11 41,631.14 36 0-690-06 GROUP INSURANCE 134,500 0.00 0.00 37,111.75 97,388.25 28 0-690-07 ORBIT RETIREMENT (11.53%) 96,794 0.00 0.00 35,414.56 61,379.79 37 0-690-08 401K (3%) 25,185 0.00 0.00 9,130.55 16,054.45 36 0-690-10 EMPLOYEE TRAINING 5,000 0.00 0.00 1,208.01 3,791.99 24	10-620-33 PARK SUPPLIES	•			1,682.66	817.34	67%
0-690-03 VOL INCENTIVE PAY 5,000 0.00 0.00 25.00 4,975.00 1 0-690-04 OVERTIME 35,000 0.00 0.00 22,538.45 12,461.55 64 0-690-05 FICA (7.65%) 64,604 0.00 0.00 22,973.11 41,631.14 36 0-690-06 GROUP INSURANCE 134,500 0.00 0.00 37,111.75 97,388.25 28 0-690-07 ORBIT RETIREMENT (11.53%) 96,794 0.00 0.00 35,414.56 61,379.79 37 0-690-08 401K (3%) 25,185 0.00 0.00 9,130.55 16,054.45 36 0-690-10 EMPLOYEE TRAINING 5,000 0.00 0.00 1,208.01 3,791.99 24	RECREATION Totals:	11,000	0.00	0.00	3,722.17	7,277.83	34%
0-690-04 OVERTIME 35,000 0.00 0.00 22,538.45 12,461.55 64 0-690-05 FICA (7.65%) 64,604 0.00 0.00 22,973.11 41,631.14 36 0-690-06 GROUP INSURANCE 134,500 0.00 0.00 37,111.75 97,388.25 28 0-690-07 ORBIT RETIREMENT (11.53%) 96,794 0.00 0.00 35,414.56 61,379.79 37 0-690-08 401K (3%) 25,185 0.00 0.00 9,130.55 16,054.45 36 0-690-10 EMPLOYEE TRAINING 5,000 0.00 0.00 1,208.01 3,791.99 24	10-690-02 SALARIES	804,500	0.00	0.00	284,613.09	519,886.91	35%
0-690-05 FICA (7.65%) 64,604 0.00 0.00 22,973.11 41,631.14 36 0-690-06 GROUP INSURANCE 134,500 0.00 0.00 37,111.75 97,388.25 28 0-690-07 ORBIT RETIREMENT (11.53%) 96,794 0.00 0.00 35,414.56 61,379.79 37 0-690-08 401K (3%) 25,185 0.00 0.00 9,130.55 16,054.45 36 0-690-10 EMPLOYEE TRAINING 5,000 0.00 0.00 1,208.01 3,791.99 24	10-690-03 VOL INCENTIVE PAY	5,000	0.00	0.00	25.00	4,975.00	1%
0-690-06 GROUP INSURANCE 134,500 0.00 0.00 37,111.75 97,388.25 28 0-690-07 ORBIT RETIREMENT (11.53%) 96,794 0.00 0.00 35,414.56 61,379.79 37 0-690-08 401K (3%) 25,185 0.00 0.00 9,130.55 16,054.45 36 0-690-10 EMPLOYEE TRAINING 5,000 0.00 0.00 1,208.01 3,791.99 24	10-690-04 OVERTIME	35,000	0.00	0.00	22,538.45	12,461.55	64%
0-690-07 ORBIT RETIREMENT (11.53%) 96,794 0.00 0.00 35,414.56 61,379.79 37 0-690-08 401K (3%) 25,185 0.00 0.00 9,130.55 16,054.45 36 0-690-10 EMPLOYEE TRAINING 5,000 0.00 0.00 1,208.01 3,791.99 24	10-690-05 FICA (7.65%)	64,604	0.00	0.00	22,973.11	41,631.14	36%
0-690-08 401K (3%) 25,185 0.00 0.00 9,130.55 16,054.45 36 0-690-10 EMPLOYEE TRAINING 5,000 0.00 0.00 1,208.01 3,791.99 24	10-690-06 GROUP INSURANCE	134,500	0.00	0.00	37,111.75	97,388.25	28%
0-690-10 EMPLOYEE TRAINING 5,000 0.00 0.00 1,208.01 3,791.99 24	10-690-07 ORBIT RETIREMENT (11.53%)	·			<u> </u>	· · · · · · · · · · · · · · · · · · ·	37%
<u> </u>	10-690-08 401K (3%)	25,185	0.00	0.00	9,130.55		36%
0-690-16 M & R EQUIPMENT 17,500 35,050.19 0.00 914.79 (18,464.98) 206	10-690-10 EMPLOYEE TRAINING	•			<u> </u>		24%
	10-690-16 M & R EQUIPMENT	17,500	35,050.19	0.00	914.79	(18,464.98)	206%

Page 8 Of 12

10 GENERAL FUND						
Description	Budget	Encumbrance	MTD	YTD	Variance P	ercent
10-690-17 M & R VEHICLES	15,000	10,500.00	0.00	6,114.78	(1,614.78)	111%
10-690-31 GAS, OIL & TIRES	14,000	0.00	0.00	4,535.01	9,464.99	32%
10-690-32 OFFICE SUPPLIES	1,500	1,450.00	0.00	350.07	(300.07)	120%
10-690-33 DEPARTMENTAL SUPPLIES	45,500	7,238.00	0.00	129.13	38,132.87	16%
10-690-34 FIRE FIGHTER PHYSICALS	5,600	0.00	0.00	0.00	5,600.00	
10-690-36 UNIFORMS	8,000	0.00	0.00	1,993.27	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 COMUNICATIONS EQUIP	6,000	0.00	0.00	1,184.57	4,815.43	20%
FIRE DEPARTMENT Totals:	1,297,434	54,238.19	0.00	430,834.57	812,360.84	37%
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	
COMMITTES 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	24,475.38	35,524.62	41%
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	3,200.00	16,800.00	16%
10-720-15 M & R DUNE & CROSSWALK	8,000	0.00	0.00	561.32	7,438.68	7%
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	8,018.60	1,981.40	80%
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	37,072.55	162,427.45	19%
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	

NORTH TOPSAIL BEACH

NONTH	JI OAIL DLAOIT								
11/23/2021	I 9:36:39 AM						Page	9 Of	12
	Period End	ling 6/30/2	2022						
	Expenses	Totals:	6,106,884	100,400.56	0.00	2,364,338.02	2 3,642,1	145.42	40%
	10 GENERAL FUND	Revenue	es Over/(Under) [Expenses:	0.00	658,151.73	3		

NORTH TOPSAIL BEACH 11/23/2021 9:36:39 AM

Page 10 Of 12

12 CAPITAL IMPROVEMENT FUND							
Description		Budget	Encumbrance	MTD	YTD	Variance F	Percent
Revenues							
12-301-00 AD VALOREM TAX (.04)		389,280	0.00	0.00	261,902.03	(127,377.97)	67%
Revenues	Totals:	389,280	0.00	0.00	261,902.03	(127,377.97)	67%
Expenses							
12-750-01 PUBLIC SAFETY BUILDING	G	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	
	Totals:	389,280	0.00	0.00	0.00	389,280.00	
Expenses	Totals:	389,280	0.00	0.00	0.00	389,280.00	
12 CAPITAL IMPROVEMENT FUND	Revenue	s Over/(Under)	Expenses:	0.00	261,902.03		

NORTH TOPSAIL BEACH 11/23/2021 9:36:39 AM

Page 11 Of 12

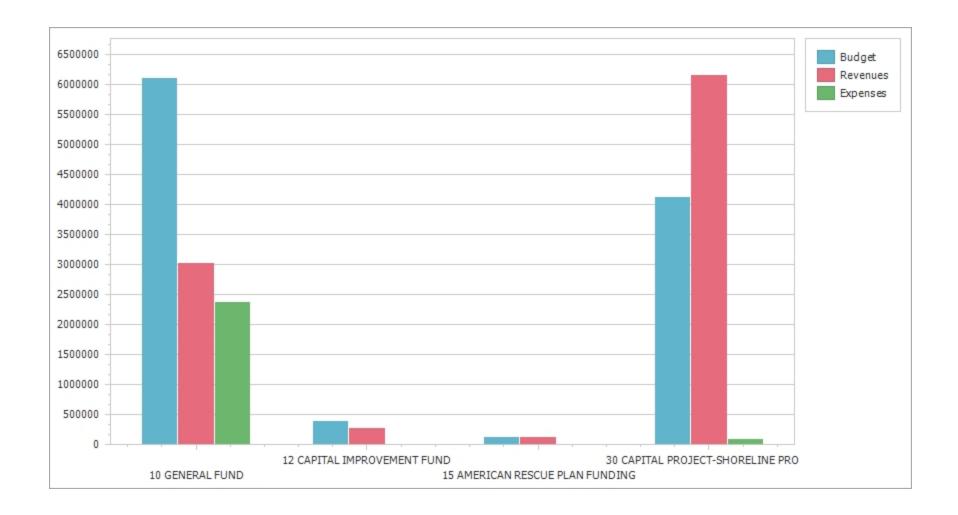
15 AMERICAN RESCUE PLAN FUNDI	NG						
Description		Budget	Encumbrance	MTD	YTD	Variance Pe	ercent
Revenues							
15-305-00 AMERICAN RESCUE PLAN FUNDING	I	118,396	0.00	0.00	118,396.10	0.00	100%
Revenues	Totals:	118,396	0.00	0.00	118,396.10	0.00	100%
Expenses							
15-790-00 AMERICAN RESCUE PLAN	l	118,396	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	Revenue	s Over/(Under)	Expenses:	0.00	118,396.10		

Page 12 Of 12

NORTH TOPSAIL BEACH 11/23/2021 9:36:39 AM

Period Ending 6/30/2022	Period	Ending	6/30/2022
-------------------------	--------	--------	-----------

30 CAPITAL PROJECT-SHORELINE PRO						
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
Revenues						_
30-301-00 ACCOMMODATION TAX	1,500,000	0.00	0.00	1,409,045.45	(90,954.55	94%
30-301-05 AD VALOREM TAX - Beach	1,396,542	0.00	0.00	832,321.38	(564,220.62	60%
30-329-00 INTEREST INCOME	1,000	0.00	0.00	509.85	(490.15	51%
30-345-00 LOCAL OPTION SALES TAX	594,430	0.00	0.00	302,385.43	(292,044.57	51%
30-350-01 PAID PARKING REVENUE	600,000	0.00	0.00	216,721.55	(383,278.45	36%
30-383-02 SPECIAL ASSESSMENT	25,000	0.00	0.00	9,736.65	(15,263.35	39%
Revenues Totals:	4,116,972	0.00	0.00	2,770,720.31	(1,346,251.69	67%
Expenses						
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	87,109.13	22,890.87	7 79%
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	89,559.13	4,027,412.87	7 2%
Expenses Totals:	4,116,972	0.00	0.00	89,559.13	4,027,412.87	7 2%
30 CAPITAL Revenue PROJECT-SHORELINE PRO	es Over/(Under	Expenses:	0.00	6,063,260.83		



GL Account History Summary

NORTH TOPSAIL BEACH

11/23/2021 9:11 AM Page 1/1

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

Date Range: 11/1/2021 - 11/23/2021

GL Acco	unt - 30-301-00 ACCOMMODATION TA	X			
Date	Description	Source	Debits	Credits	Date
Fiscal Peri	od - FY 21-22	Beg Balance	\$0.00	\$2,982,750.21	
11/03/2021	OCC TAX	GL GJ	\$0.00	\$40.65	11/04/2021
11/03/2021	OCC TAX	GL GJ	\$0.00	\$131.55	11/04/2021
11/04/2021	OCC TAC CORRECTION 110421	GL GJ	\$0.01	\$0.00	11/05/2021
11/05/2021	OCC TAX	GL GJ	\$0.00	\$11,439.89	11/08/2021
11/09/2021	OCC TAX	GL GJ	\$0.00	\$144.13	11/10/2021
11/09/2021	OCC TAX	GL GJ	\$0.00	\$1,645.26	11/10/2021
11/10/2021	OCC TAX	GL GJ	\$0.00	\$5,796.92	11/10/2021
11/12/2021	OCC TAX	GL GJ	\$0.00	\$1,229.82	11/12/2021
11/16/2021	OCC TAX DEP	GL CR	\$0.00	\$90,481.17	11/16/2021
11/17/2021	OCC TAX	GL GJ	\$0.00	\$683.07	11/19/2021
11/22/2021	OCC TAX	GL GJ	\$0.00	\$1,746.61	11/22/2021
		Transaction Totals	\$0.01	\$113,339.07	
**		End Balance	\$0.00	\$113,339.06	**

Check Listing

Date From: 11/1/2021 Date To: 11/22/2021

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

NORTH TOPSAIL BEACH 11/22/2021 01:11 PM

Page: 1 of 2 Check Number Bank Vendor Date Amount 45888 1 CARQUEST 11/04/2021 \$30.88 45889 1 CHARTER COMMUNICATIONS 11/04/2021 \$1,371.53 45890 CROSSLEY MCINTOSH COLLIER \$2,041.40 1 11/04/2021

+-,			_		
\$191.01	11/04/2021	GUY C. LEE BUILDING MATERIALS	1	45891	
\$19.33	11/04/2021	HEATHER M KELLY	1	45892	
\$1,145.00	11/04/2021	HR MANAGEMENT SOLUTIONS	1	45893	
\$59.87	11/04/2021	JAMES RIGGINS	1	45894	
\$2,500.00	11/04/2021	KATHY PARKER	1	45895	
\$2,553.22	11/04/2021	LOWE'S HOME CENTERS	1	45896	
\$5,658.39	11/04/2021	ONSLOW COUNTY SOLID WASTE DEPT	1	45897	
\$9.58	11/04/2021	SARAH E BEVERLY	1	45898	
\$671.24	11/04/2021	SNEADS FERRY OIL & LP GAS	1	45899	
\$1,202.15	11/04/2021	THREAD FX	1	45900	
\$720.96	11/04/2021	VERIZON WIRELESS	1	45901	
\$7.45	11/04/2021	WALTER R DICKSON	1	45902	
\$1,949.03	11/10/2021	BLACKS TIRE SERVICE	1	45903	
\$195.72	11/10/2021	COMPUTER WARRIORS, INC.	1	45904	
\$2,426.41	11/10/2021	JONES ONSLOW ELECTRIC COMPANY	1	45905	
\$50.00	11/10/2021	NC PERMITTING PERSONNEL ASSOC	1	45906	
\$322.26	11/10/2021	O'REILLY AUTOMOTIVE INC.	1	45907	
\$2,294.49	11/10/2021	ONSLOW COUNTY TAX COLLECTOR	1	45908	
\$984.30	11/10/2021	SONOCO PRODUCTS CO.	1	45909	
\$4,939.95	11/10/2021	TOWN OF SURF CITY	1	45910	
\$6,050.00	11/10/2021	VIKING LAWNCARE	1	45911	
\$32,362.85	11/19/2021	GFL ENVIRONMENTAL	1	45912	
\$1,571.45	11/19/2021	JONES ONSLOW ELECTRIC COMPANY	1	45913	
\$1,829.70	11/19/2021	MOSCA DESIGN	1	45914	
\$125.19	DED 11/19/2021	MOTOROLA SOLUTIONS, INC.	1	45915	
\$443.85	11/19/2021	NC INTERLOCAL RISK MGMT AGENCY	1	45916	
\$282.97	11/19/2021	ONSLOW WATER & SEWER AUTHORITY	1	45917	
\$1,522.04	11/19/2021	PETER & CHRISTINA	1	45918	
\$220.00	11/19/2021	SHERRILL A STRICKLAND JR.	1	45919	

Check Listing

Date From: 11/1/2021 Date To: 11/22/2021

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

NORTH TOPSAIL BEACH

11/22/2021 01:11 PM Page: 2 of 2

Check Number	Bank	Vendor	Date	Amount
45920	1	STEWART COOPER NEWELL	11/19/2021	\$1,326.02
45921	1	T-N-T ENTERPRISES	11/19/2021	\$1,273.80
45922	1	THREAD FX	11/19/2021	\$160.50
45923	1	WELLS INSURANCE	11/19/2021	\$44,160.00
45924	1	MOTOROLA SOLUTIONS, INC.	11/19/2021	\$5,310.68
37	Che	cks Totaling -		\$127,983.22

Totals By Fund

10		Checks \$127,983.22	Voids \$125.19	Total \$127,858.03
	Totals:	\$127,983.22	\$125.19	\$127,858.03

Town of North Topsail Beach Fire Department

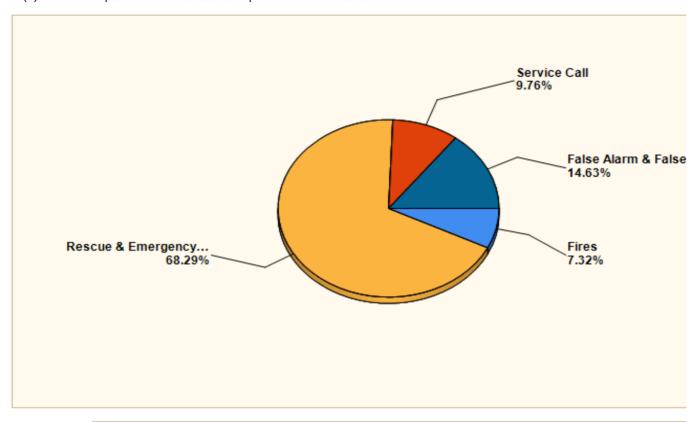
North Topsail Beach, NC

This report was generated on 11/15/2021 11:53:58 AM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 10/08/2021 | End Date: 11/15/2021



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	7.32%
Rescue & Emergency Medical Service	28	68.29%
Service Call	4	9.76%
False Alarm & False Call	6	14.63%
TOTAL	41	100%



Call

Detailed Breakdown by Incid	lent Type
INCIDENT TYPE	# INCIDENTS
111 - Building fire	2
143 - Grass fire	1
311 - Medical assist, assist EMS crew	20
321 - EMS call, excluding vehicle accident with injury	2
350 - Extrication, rescue, other	1
351 - Extrication of victim(s) from building/structure	1
352 - Extrication of victim(s) from vehicle	1
353 - Removal of victim(s) from stalled elevator	1
364 - Surf rescue	1
365 - Watercraft rescue	1
551 - Assist police or other governmental agency	1
553 - Public service	3
715 - Local alarm system, malicious false alarm	1
733 - Smoke detector activation due to malfunction	1
742 - Extinguishing system activation	1
745 - Alarm system activation, no fire - unintentional	2
746 - Carbon monoxide detector activation, no CO	1
TOTAL INCIDENTS	41

% of TOTAL
4.88%
2.44%
48.78%
4.88%
2.44%
2.44%
2.44%
2.44%
2.44%
2.44%
2.44%
7.32%
2.44%
2.44%
2.44%
4.88%
2.44%
100%

Permits Issued List

From Date: 10/25/2021
To Date: 11/21/2021

10 Date. 11/21/20					
Permit Type	Sub Type	Permit#	Address	Issue Date	Permit Fee
Addition Permit	Single Family	AP21-	2928 ISLAND DR	11/09/2021	625.00
		000001			
Addition Permit Total	Single Family Total			1	625.00
Addition Permit Total	July 1 damily 10 dai			1	625.00
Boat Lift Permit	Residential	BTL21-	113 BARTON BAY CT	11/09/2021	200.00
Dout Litt of the	T toolaoniaa	000001		11,00,2021	200.00
Boat Lift Permit Total	Residential Total	000001		1	200.00
Boat Lift Permit Total	Nesidential Total			1	200.00
	Dock		10 CAILVIEW DD	11/00/2021	
Dock/Bulkhead/Retaining Wall Permit	Dock	DBR21-	18 SAILVIEW DR	11/09/2021	275.00
Cirili		000003			
Dock/Bulkhead/Retaining Wall	Dock	DBR21-	29 OSPREY DR	11/02/2021	275.00
Permit		000002			
Dock/Bulkhead/Retaining Wall Permit Total	Dock Total			2	550.00
Dock/Bulkhead/Retaining Wall Permit Total				2	550.00
Driveway Permit	Driveway Permit	DVW21-	3091 Island DR	11/17/2021	0.00
		000023			
Driveway Permit	Driveway Permit	DVW21-	604 NEW RIVER INLET	ET 11/03/2021	0.00
		000027	RD		
Driveway Permit	Driveway Permit	DVW21-	2 OSPREY CIR	11/02/2021	0.00
		000013			
Driveway Permit	Driveway Permit	DVW21-	479 TOPSAIL RD	11/10/2021	0.00
		000028			
Driveway Permit Total	Driveway Permit Total			4	0.00
Driveway Permit Total				4	0.00
Electrical Permit	Residential	E21-	3091 Island DR	11/17/2021	0.00
	1				
		000036	470 TODOAU DD	11/10/2021	
Electrical Permit	Residential	E21-	479 TOPSAIL RD	11/10/2021	0.00
		000065			
Electrical Permit	Residential	E21-	243 BAYVIEW DR	11/10/2021	0.00
		000062			
Electrical Permit	Residential	E21-	SCOTCH BONNET DR	11/18/2021	75.00
		000093	Slip #4		
Flootwined Downsit	Decidential		4500 04TH AVE	14/40/0004	
Electrical Permit	Residential	E21-	4502 24TH AVE	11/19/2021	.00

		000094			
Electrical Permit	Residential	E21-	26 PORPOISE PL	11/19/2021	0.00
		000092			
Electrical Permit	Residential	E21-	307 SEA SHORE DR	11/09/2021	75.00
		000077			
Electrical Permit	Residential	E21-	6703 13TH AVE & ISLAND	11/15/2021	75.00
		000089	DR		
Electrical Permit	Residential	E21-	18 SAILVIEW DR	11/09/2021	0.00
		000086			
Electrical Permit	Residential	E21-	113 BARTON BAY CT	11/09/2021	0.00
		000084			
Electrical Permit	Residential	E21-	2928 ISLAND DR	11/09/2021	0.00
		000051			
Electrical Permit	Residential	E21-	604 NEW RIVER INLET	11/03/2021	0.00
Ziodania in dinina	residential	000076	RD	11/00/2021	0.00
Electrical Permit	Residential	E21-	627 OCEAN DR	11/05/2021	75.00
Liectrical i erriit	Residential		021 OOLAN DIX	11/03/2021	75.00
Electrical Permit	Residential	000083	1251 NEW RIVER INLET	11/05/2021	75.00
Electrical Fermit	Residential	E21-	RD	11/05/2021	75.00
El 1: 1B "	B	000079		44/00/0004	75.00
Electrical Permit	Residential	E21-	181 SEA GULL LN	11/08/2021	75.00
		000088			
Electrical Permit	Residential	E21-	2224 NEW RIVER INLET RD 340	11/01/2021	75.00
		000081	KD 340		
Electrical Permit	Residential	E21-	657 OCEAN DR	10/25/2021	75.00
		000071			
Electrical Permit	Residential	E21-	31 PORPOISE PL	10/28/2021	75.00
		000074			
Electrical Permit	Residential	E21-	4110 ISLAND DR 401	10/29/2021	0.00
		000072			
Electrical Permit	Residential	E21-	4258 ISLAND DR	11/02/2021	147.00
		000078			
Electrical Permit	Residential	E21-	101 BAY CT	11/02/2021	75.00
		000080			
Electrical Permit	Residential	E21-	29 OSPREY DR	11/02/2021	0.00
		000073			
Electrical Permit Total	Residential Total			22	972.00
Electrical Permit Total				22	972.00
Fuel Gas Permit	Residential	FG21-	604 NEW RIVER INLET RD	11/03/2021	0.00

		000014			
Fuel Gas Permit Total	Residential Total			1	0.00
Fuel Gas Permit Total				1	0.00
Insulation Permit	Residential	121-	2928 ISLAND DR	11/09/2021	0.00
		000026			
Insulation Permit	Residential	121-	479 TOPSAIL RD	11/10/2021	0.00
		000025			
Insulation Permit	Residential	121-	604 NEW RIVER INLET	11/03/2021	0.00
		000027	RD		
Insulation Permit Total	Residential Total			3	0.00
Insulation Permit Total				3	0.00
Mechanical Permit	Residential	M21-	2224 NEW RIVER INLET	11/18/2021	75.00
		000087	RD 340		
Mechanical Permit	Residential	M21-	3091 Island DR	11/17/2021	0.00
		000046			
Mechanical Permit	Residential	M21-	516 OCEAN DR	11/10/2021	75.00
		000082			
Mechanical Permit	Residential	M21-	604 NEW RIVER INLET	11/03/2021	0.00
Weenaniear Fernic	rtoolaontai	000076	RD	11/00/2021	0.00
lechanical Permit	Residential		313 BAY CIR	11/01/2021	75.00
	residential	M21-	OTO DAT OIL	11/01/2021	7 3.00
Machaniaal Dameit	Decidential	000077	2000 ICLAND DD	44/04/2024	75.00
Mechanical Permit	Residential	M21-	3808 ISLAND DR	11/01/2021	75.00
		000078			
Mechanical Permit	Residential	M21-	484 TOPSAIL RD	10/28/2021	75.00
		000073			
Mechanical Permit	Residential	M21-	4110 ISLAND DR 401	10/29/2021	0.00
		000072			
Mechanical Permit	Residential	M21-	2000 NEW RIVER INLET	10/29/2021	75.00
		000070	RD 3209		
Mechanical Permit	Residential	M21-	1866 NEW RIVER INLET	10/29/2021	75.00
		000075	RD 3108		
Mechanical Permit	Residential	M21-	3858 ISLAND DR	10/25/2021	75.00
		000069		. 672672621	
Mechanical Permit	Residential		171 OLD VILLAGE LN	10/25/2021	75.00
Mechanical Fermit	Residential	M21-	171 OLD VILLAGE LIN	10/23/2021	73.00
Machanias Demet	Decidential	000071	470 TODONII DD	44/40/0004	0.00
Mechanical Permit	Residential	M21-	479 TOPSAIL RD	11/10/2021	0.00
		000065			
Mechanical Permit	Residential	M21-	5 BERMUDA LANDING PL	11/15/2021	75.00
		000083			

11/22/21, 9.40 AW		Query	Tool New		
Mechanical Permit	Residential	M21- 000068	892 NEW RIVER INLET RD 20	11/16/2021	75.00
Mechanical Permit	Residential	M21- 000014	1792 1794 1796 New River Inlet RD	11/16/2021	0.00
Mechanical Permit	Residential	M21- 000057	1786 1788 1790 NEW RIVER INLET RD	11/16/2021	0.00
Mechanical Permit	Residential	MEC- 210198	1942/1944 NEW RIVER INLET RD	11/16/2021	0.00
Mechanical Permit	Residential	M21- 000055	2928 ISLAND DR	11/09/2021	0.00
Mechanical Permit	Residential	M21- 000081	1822 NEW RIVER INLET RD 1106	11/10/2021	75.00
Mechanical Permit Total	Residential Total			20	900.00
Mechanical Permit Total				20	900.00
New Construction Permit	Single Family	C21- 000017	3091 Island DR	11/17/2021	1,185.19
New Construction Permit	Single Family	C21- 000023	479 TOPSAIL RD	11/10/2021	1,261.83
New Construction Permit	Single Family	C21-	2 OSPREY CIR	11/02/2021	1,679.99
New Construction Permit	Single Family	C21-	604 NEW RIVER INLET RD	11/04/2021	2,360.91
New Construction Permit Total	Single Family Total			4	6,487.92
New Construction Permit Total				4	6,487.92
Plumbing Permit	Residential	P21- 000015	3091 Island DR	11/17/2021	0.00
Plumbing Permit	Residential	P21- 000032	604 NEW RIVER INLET RD	11/03/2021	0.00
Plumbing Permit	Residential	P21- 000031	479 TOPSAIL RD	11/10/2021	0.00
Plumbing Permit	Residential	P21- 000022	2928 ISLAND DR	11/09/2021	0.00
Plumbing Permit Total	Residential Total			4	0.00
Plumbing Permit Total				4	0.00
Renovation Permit	Multi-Unit	B21- 000007	790 NEW RIVER INLET RD 114B	11/02/2021	300.00
Renovation Permit	Multi-Unit	B21- 000008	4110 ISLAND DR 401	10/29/2021	225.00

11/22/21, 9.40 AW		Query	Tool New		
Renovation Permit Total				2	525.00
Simple Build Permit	Single Family	SB21-	486 OCEAN DR	11/17/2021	75.00
		000023			
Simple Build Permit	Single Family	SB21-	2505 RIVER DR	10/25/2021	475.00
		000011			
Simple Build Permit	Single Family	SB21-	1310 NEW RIVER INLET	10/25/2021	200.00
omple Balla Ferrill	origio i arriiry		RD	10/20/2021	200.00
0: 1 5 11 5 11	0: 1 5 "	000015	207.054.0110.05.00	44/40/0004	000.00
Simple Build Permit	Single Family	SB21-	307 SEA SHORE DR	11/10/2021	200.00
		000017			
Simple Build Permit	Single Family	SB21-	512 TRADE WINDS DR	11/10/2021	200.00
		000022			
Simple Build Permit	Single Family	SB21-	243 BAYVIEW DR	11/10/2021	275.00
		000013			
Simple Build Permit	Single Family	SB21-	3744 ISLAND DR	11/16/2021	200.00
		000020		,,	
Cincula Desilal Desmait Tatal	Cinale Femile Tetal	000020		7	4 005 00
Simple Build Permit Total	Single Family Total			7	1,625.00
Simple Build Permit Total Subdivision and Site Plan	Evenntion	07101	4450 ICLAND DD	ļ'	1,625.00 50.00
Application	Exemption	SPA21-	4150 ISLAND DR	11/17/2021	50.00
		000002			
Subdivision and Site Plan	Exemption	SPA21-	10 SAILVIEW DR	11/17/2021	50.00
Application		000003			
Subdivision and Site Plan	Exemption Total			2	100.00
Application Total					
Subdivision and Site Plan	Subdivisions/PUDs -	SPA21-	209 GYSGT D W	11/17/2021	300.00
Application	Sketch	000001	BOATMAN DR		
Subdivision and Site Plan	Subdivisions/PUDs -			1	300.00
Application Total	Sketch Total				
Subdivision and Site Plan				3	400.00
Application Total	D : 1 (1)		00 DODDOJOE DI	44/40/0004	005.00
Swimming Pool Permit	Residential	SP21-	26 PORPOISE PL	11/19/2021	305.00
		000003			
Swimming Pool Permit Total	Residential Total			1	305.00
Swimming Pool Permit Total				1	305.00
Zoning and Floodplain	Residential	ZFP21-	26 PORPOISE PL	11/19/2021	0.00
Development Permit		000057			
Zoning and Floodplain	Residential	ZFP21-	3091 Island DR	11/17/2021	0.00
Development Permit		000022			
Zoning and Floodplain	Residential	ZFP21-	243 BAYVIEW DR	11/10/2021	0.00
Development Permit	. Coldonida			1.7,10,2021	3.00
·	D	000025	0744404 *** 7	11/16/2021	^.00
Zoning and Floodplain	Residential	ZFP21-	3744 ISLAND DR	144/46/0004	- ^^

1/22/21, 9.40 AW		Query	Toolinew		
Development Permit		000056			
Zoning and Floodplain	Residential	ZFP21-	479 TOPSAIL RD	11/10/2021	0.00
Development Permit		000037			
Zoning and Floodplain	Residential	ZFP21-	512 TRADE WINDS DR	11/10/2021	0.00
Development Permit		000044			
Zoning and Floodplain	Residential	ZFP21-	18 SAILVIEW DR	11/09/2021	0.00
Development Permit		000051			
Zoning and Floodplain	Residential	ZFP21-	307 SEA SHORE DR	11/10/2021	0.00
Development Permit		000047			
Zoning and Floodplain	Residential	ZFP21-	2928 ISLAND DR	11/09/2021	0.00
Development Permit		000028			
Zoning and Floodplain	Residential	ZFP21-	113 BARTON BAY CT	11/09/2021	0.00
Development Permit		000049			
Zoning and Floodplain	Residential	ZFP21-	7505 9TH AVE	10/27/2021	50.00
Development Permit		000041			
Zoning and Floodplain	Residential	ZFP21-	1310 NEW RIVER INLET	10/25/2021	0.00
Development Permit		000030	RD		
Zoning and Floodplain	Residential	ZFP21-	2505 RIVER DR	10/25/2021	0.00
Development Permit		000040			
Zoning and Floodplain	Residential	ZFP21-	29 OSPREY DR	11/02/2021	0.00
Development Permit		000043			
Zoning and Floodplain	Residential	ZFP21-	604 NEW RIVER INLET	11/03/2021	0.00
Development Permit		000032	RD		
Zoning and Floodplain	Residential Total			15	50.00
Development Permit Total					
Zoning and Floodplain				15	50.00
Development Permit Total All Permits Total				90	12,639.92
All I GIIIIIG TOTAL				30	12,008.82

P+Z Permits Issued List
PLANNING DEPARTMENT REPORT
From: 10/27/2021 11/18/2021 To:

To:			11/18/2021							m 1 4 11		_	
Permit#	Issue Date	Address	Property#	_	Property Owner	Contractor	Building Final	CO Issued	Cost	Receipt#	Estimated Value	Recovery Fund	Technolog Fee
FP21- 00041	10/27/2021	7505 9TH AVE	812-148	L333 BA SEAHAVEN BEACH	JONES CYNTHIA CAROL & STALLINGS MARY C D & WILLIAM K HEATH JR				50.00	23203289	0.00	0.00	0.00
ZFP21- 000043	11/02/2021	29 OSPREY DR	775C-51	L4 S2 OCEAN CLUB VILLAGE	OMAR OMAR A & NIHAYA M	Ronald W. Barber - Ronald Wayne Barber			125.00		90000.00	0.00	0.00
ZFP21- 000032	11/03/2021	604 NEW RIVER INLET RD	775B-2	L2 SEA DUNES VILLAGE	HUTTEN MICHAEL J & MARGARET E &	Sterling Custom Construction, LLC - Jeremy Bishop			125.00		1300000.00	0.00	0.00
ZFP21- 000028	11/09/2021	2928 ISLAND DR	764-14	NC 210	ZIMMERMAN JOSEPH SCOTT & TINA	RedRock Restoration & Construction LLC - Jo Schmuker			125.00		150000.00	0.00	0.00
CFP21- 00049	11/09/2021	113 BARTON BAY CT	779A-37	L7 BARTON BAY YACHT CLUB	DICKSON WALTER R III & REBECCA A	PFL Construction LLC - Joshua Barber			50.00		10000.00	0.00	0.00
FP21- 00051	11/09/2021	18 SAILVIEW DR	775C-46	L18 S1 CAPE ISLAND	PHARMA COMPLIANCE SERVICES LLC	PFL Construction LLC - Joshua Barber			125.00		28460.00	0.00	0.00
ZFP21- 000047	11/10/2021	307 SEA SHORE DR	805-22	LC & LD S7 B8A WINTER HAVEN	METHENY HAMAN G & CAROL H	Affordable Elevator - Dan Cartwright			125.00		12500.00	0.00	0.00
FP21- 00044	11/10/2021	512 TRADE WINDS DR	779B-36	L30 GALLEON BAY	DODSON JAMES ROBERT	Myers Restoration Inc - Blake Caramanica			125.00		40000.00	0.00	0.00
FP21- 00037	11/10/2021	479 TOPSAIL RD	811-19	L111 SEAHAVEN BEACH	DICKSON WAYNE JOHN & KAREN ANN	Carolina Coast Contracting Corp Jackie L James			125.00		446000.00	0.00	0.00
ZFP21- 000025	11/10/2021	243 BAYVIEW DR	779D-47.2	L21 UT B KILPATRICK FARMS	MAZARIEGOS JUAN C & MARY	Lift It USA - J. Murdock McLaurin			125.00		15000.00	0.00	0.00
CFP21- 00056		3744 ISLAND DR	813-9	PT L5 MOLLIE HARDISON	WEISNER DAVID L & WANDA C	NDS, Inc Russell D Prince			125.00		28000.00	0.00	0.00
FP21- 00022	11/17/2021	3091 Island DR	809-72	.23A JOHN & JACQUELINE BRADY	BRADY JOHN R & JACQUELINE E	McBride -			125.00		325000.00	0.00	0.00

11/18/21,	1:43 PM					Qι	iery Tool New					
DVW21- 000013	11/02/2021	1	775B- 101.1	CRYSTAL	HOLLIS BRUCE & KELLY	Reeves Custom Homes - William Jr D Reeves		50.00		6000.00	0.00	0.00
DVW21- 000027	11/03/2021	604 NEW RIVER INLET RD	775B-2	L2 SEA DUNES VILLAGE	HUTTEN MICHAEL J & MARGARET E &	Sterling Custom Construction, LLC - Jeremy Bishop		50.00		10000.00	0.00	0.00
DVW21- 000028	11/10/2021	479 TOPSAIL RD	811-19	SEAHAVEN	DICKSON WAYNE JOHN & KAREN ANN	Carolina Coast Contracting Corp Jackie L James		50.00		446000.00	0.00	0.00
DVW21- 000023	11/17/2021	3091 Island DR	809-72	.23A JOHN & JACQUELINE BRADY		William McBride - William Ryan McBride		50.00		325000.00	0.00	0.00
SPA21- 000003	11/17/2021	10 SAILVIEW DR	775C-40	L10 S2 CAPE ISLAND	GOLDMAN M LOUIS II & SHARON R TRUSTEES &			50.00	23203323	0.00	0.00	0.00
SPA21- 000001	11/17/2021	209 GYSGT D W BOATMAN DR	778C-49		PALUMBO GREG & BRENDA & OTHERS			300.00		0.00	0.00	0.00
SPA21- 000002	11/17/2021	4150 ISLAND DR	768A-55	L17 S1 OCEAN RIDGE VILLAGE	STANKAVAGE LEO SCOTT & KATHERINE D			50.00	23203322	0.00	0.00	0.00



Chief William K. Younginer

Department Report for October 1, 2021 - October 31, 2021

Arrests

Calls for Service

Assault on Firefighter	1
Assault on LEO	1
DWI	1
Injury to Personal Property	2
Intoxicated and Disruptive	2
Narcotics	2
Open Container	1
Resisting Public Officer	1
Simple Assault	1
Traffic	2
Warrant Service	1

NC Traffic Stop Reports

State Citations			
Town Citations	1		
Warning Citations	16		

Summary

TOTAL CALLS FOR SERVICE	234
TOTAL CITATIONS ISSUED	30
TOTAL REPORTS	143
TOTAL SECURITY CHECKS	1 356

Accidents	1
Alarms	7
B&E	2
B&E Motor Vehicle	1
Cit / Mot / Ped Assists	62
Communicating Threats	1
Disturbances	11
Domestics	2
Felony Larceny	1
911 Hang Up	2
Larceny	1
Misc Calls	65
Open Door/Window	1
Property Damage	3
Suspicious Activity	19
Unauthorized Use of Motor Vehicle	1
Welfare Check	6

Assist Other Agencies

E. M. S.	8
N.T.B. F.D.	15
N.T.B. F.D. Water Rescue	4
O. C. S. D.	20
S.H.P.	1





Agenda Consent Item: Agenda

Date: 12 06 2021

Issue: Planning Board Committee Report

Hanna McCloud, Chair

Department: Planning

Prepared by: Deborah J. Hill MPA AICP CFM CZO

Presentation: No

The Planning Board regular meeting October 14, 2021 was cancelled. Next regularly scheduled meeting is December 9, 2021.





Agenda Consent Item: Agenda

Date: 12 06 2021

Issue: Board of Adjustment Committee Report

Hanna McCloud, Chair

Department: Planning

Prepared by: Deborah J. Hill MPA AICP CFM CZO

Presentation: No

No meeting was held, as there were no variance applications or appeals.



TOWN OF NORTH TOPSAIL BEACH Board of Aldermen Agenda Item

Consent Item# Agenda IX. D. Item:

Date:

12/6/2021

Issue: Budget Amendment 2021-22.3

Department: Administration

Presented by: Caitlin Elliott, Finance Officer

Presentation: Finance Department

The Town has received two reimbursements from FEMA for the **Background:**

Town Park project in the amount of \$149,490.32 and for the

Category B Dune Restoration project in the amount of

\$3,232,609.33. A Budget Amendment must be completed, which is

normal procedure, to account for these revenues.

Budget Amendment 2021-22.3, FEMA Proof of Payment **Attachments:**

Recommendation: Approve Amendment as recommended

Action Needed: Yes

"I, _____ make a motion to approve Budget Amendment 2021-22.3 as presented." **Suggested Motion:**

Funds: 30

Follow Up: Finance Officer

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

FISCAL YEAR **2021-2022**

AMENDMENT TO THE BUDGET ORDINANCE

BA 2021-22.3

BE IT ORDAINED by the Governing Board for the Town of North Topsail Beach, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022:

Section 1:	To amend the S	Shoreline Protection Fu	nd appropriations with inci	rease	es as follows:
DEPARTMENT NO:	ACCOUNT				
720	Future Proje	ects Fund		\$	3,382,099.65
			Total Expenditures	\$	3,382,099.65
	Т	his amendment will re-	sult in an increase to the fol	llowi	ng departments:
		Shoreline I	Protection Fund; Future I	Proje	ects
	The purpose	e of this budget amenda	ment is to appropriate fund	s fro	m FEMA reimbursements.
Section 2:	To amend the S	horeline Protection Fu	nd estimated revenues with	incre	eases as follows:
348	FEMA REIN	MBURSEMENTS		\$	149,490.32
348	FEMA REIN	MBURSEMENTS		\$	3,232,609.33
			Total Revenues	\$	3,382,099.65
The	Finance Officer	has performed a thorou	igh analysis of the Revenue	es an	d has determined that the following
	changes	are recommended to e	nsure a balanced statement	for I	Fiscal Year 2021-2022
	Finance Officer for	or their direction. 021 by	ment shall be furnished to the function of the		
JOANN MCDERMON, M	AYOR			CAI	TLIN ELLIOTT, FINANCE OFFICER
ORIGINAL BUDGET	7/1/2021	\$ 4,116,972.00			
Budget Amendment 1	9/2/2021	\$ -	Fund 15		
Budget Amendment 2	11/10/2021	\$ -	Department to Department	Ame	ndment
Budget Amendment 3	12/6/2021	\$ 3,382,099.65	Fund 30		

\$

New Budget Ordinance for FY 21-22

7,499,071.65



STATE OF NORTH CAROLINA

DEPARTMENT OF PUBLIC SAFETY F.I.N. 30 - 0712287 4220 MSC RALEIGH, NORTH CAROLINA 27699-4220

66-1059 531 NO. 998515

Payable at Par Through Federal Reserve System State Treasurer, Raleigh, NC

Void After One Year

AMOUNT

PAY ENTITY 19PR

Date 09/15/21

TO THE ORDER OF

PAY

One hundred and forty nine thousand four hundred and ninety and 32/100 dollars

TOWN OF NORTH TOPSAIL BEACH

1000 NC 210 SNEADS FERRY NC 28460 Ina Williams-Brown

AUTHORIZED SIGNATURE

"OOO998525" 1"O531105941" 7"OOO"O73"

19PR

STATE OF NORTH CAROLINA DEPARTMENT OF PUBLIC SAFETY 4220 MSC RALEIGH, NORTH CAROLINA 27699-4220

NO.

998515

DATE	INVOICE/CREDIT MEMO	TYPE	DESCRIPTION	INVOICE AMOUNT	DEDUCTIONS OR DISCOUNT	NET AMOUNT
08/20/21 RC SALAS	13814 *** B2371 HURRICAI	1	091521-0491 NCE PW/PROJ: #970	\$149,490.32		\$149,490.32
		L	TOTALS	\$149,490.32	\$0.00	\$149,490.32



STATE OF NORTH CAROLINA

DEPARTMENT OF PUBLIC SAFETY F.I.N, 30 - 0712287

4220 MSC RALEIGH, NORTH CAROLINA 27699-4220

Date

11/12/21

66-<u>1059</u> 531 NO. 1012479

Payable at Par Through Federal Reserve System State Treasurer, Raleigh, NC

Vold After One Year

AMOUNT

PAY ENTITY 19PR

Three million two hundred and thirty two thousand six hundred and nine and 33/100 dollars

TO THE ORDER OF

TOWN OF NORTH TOPSAIL BEACH 1000 NC 210 SNEADS FERRY NC 28460

Mralleleans-Brown

AUTHORIZED SIGNATURE

19PR

STATE OF NORTH CAROLINA DEPARTMENT OF PUBLIC SAFETY 4220 MSC RALEIGH, NORTH CAROLINA 27699-4220

NO.

1012479

DATE	INVOICE/CREDIT MEMO	TYPE	DESCRIPTION	INVOICE AMOUNT	DEDUCTIONS OR DISCOUNT	NET AMOUNT
11/09/21	14433		111021-0493	\$3,232,609.33		\$3,232,609.33
RC SAL	AS*** B2571 HURRIC	ANE FLOR	ENCE PW/PROJ: #1583	` !	j	
				And the second		
1	i .				1	
				11		
				50.0		•
	1				į	
	1		,		ĺ	
1			·			
	j		``		i	
				,	,	
				i		
					İ	
			TOTALS	\$3,232,609.33	\$0.00	\$3,232,609.33



TOWN OF NORTH TOPSAIL BEACH Board of Aldermen Agenda Item

Consent Agenda

Item# IX. E.

Item: Date:

12/6/2021

Issue: Budget Amendment 2021-22.4

Department: Administration

Presented by: Caitlin Elliott, Finance Officer

Presentation: Finance Department

Background: The Town has signed an amendment with Applied Technology

Management, our Beach Engineer, representing the extended scope of work for the FEMA Category B, Dune Restoration project. This project began in February and ran through the end of May, when it was paused due to the permitted environmental window. It was expected to only take around 70 days to complete but is now going to take an anticipated additional 35 days which is where the change

of scope comes in. An amendment needs to be processed to

properly account for this change in cost.

Also included in this amendment is the remaining contracted amount with CM Mitchell for the above-mentioned project. This also must be properly allocated for budgeting and auditing purposes.

Attachments: Budget Amendment 2021-22.4, ATM Amendment

Recommendation: Approve Amendment as recommended

Action Needed: Yes

Suggested Motion: "I, _____ make a motion to approve Budget Amendment 2021-22.4 as

presented."

Funds: 30

Follow Up: Finance Officer

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

FISCAL YEAR **2021-2022**

AMENDMENT TO THE BUDGET ORDINANCE

BA 2021-22.4

BE IT ORDAINED by the Governing Board for the Town of North Topsail Beach, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022:

Section 1: To amend the Shoreline Protection Fund appropriations with increases as follows:

DEPARTMENT NO:

ACCOUNT

720 720			ANS, SPECS e Dune Truck H	aul	\$ \$	160,000.00 2,465,000.00
				Total Expenditures	\$	2,625,000.00
	Т	his am	endment will resu	ult in an increase to the fol	lowir	ng departments:
	C	ontra	cts, Plans, Specs	& Hurricane Florence	e Dui	ne Truck Haul
The purpose of	of this budget a	mendn	nent is to appropri	iate funds from Future Pro	jects	Fund for Amendment for Beach Engineer.
Section 2:	To amend the S	Shoreli	ne Protection Fun	nd appropriations with dec	rease	s as follows:
720	Future Proje	cts Fu	ınd		\$	160,000.00
720	Future Proje	cts Fu	ınd		\$	2,465,000.00
				Total Expenditures	\$	2,625,000.00
The F	inance Officer	has pe	rformed a thoroug	gh analysis of the Revenue	es and	has determined that the following
	changes	are re	commended to en	sure a balanced statement	for F	iscal Year 2021-2022
	nance Officer for	or thei		ment shall be furnished to t	the To	own Clerk, the Council, the Budget Officer, and
Adopted this our Day	of December 2	021				
	Motion made	by		, 2nd by		
			VOTE:FO	R AGAINST _	_ Al	BSENT
JOANN MCDERMON, MA	YOR			-	CAIT	TLIN ELLIOTT, FINANCE OFFICER
ORIGINAL BUDGET	7/1/2021	\$	4,116,972.00			
Budget Amendment 1	9/2/2021	\$	-	Fund 15		
Budget Amendment 2	11/10/2021	\$	-	Fund 10 Dept to Dept Amer	ndme	nt
Budget Amendment 3	12/6/2021	\$	3,382,099.65			
Budget Amendment 4 New Budget Ordinance for	12/6/2021	\$	7 499 071 65	Fund 30 Dept to Dept Amer	ndme	nt

AMENDMENT TO AGREEMENT BETWEEN GEOSYNTEC CONSULTANTS, INC. AND NORTH TOPSAIL BEACH

This Amendment ("Amendment") dated as of October 26, 2021 (the "Effective Date") to the Agreement between Geosyntec Consultants of N.C., PC, dba ATM of NC ("Geosyntec") and the North Topsail Beach ("Client"). "Party" means Geosyntec or Client and "Parties" means both of them.

WHEREAS, Geosyntec and Client entered into the Agreement, dated October 12, 2018 ("Agreement");

WHEREAS, Geosyntec and Client would like to amend the Agreement.

NOW THEREFORE, in consideration of the mutual covenants and promises set forth in this Amendment and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1.	See Attachment 1	

- 2. <u>Agreement to Remain in Effect</u>. Except as expressly modified by this Amendment and prior amendments, the Agreement shall remain unmodified and in full force and effect.
- Counterparts; Facsimile Signatures. This Amendment may be executed in two or more counterparts, each of which shall be deemed a duplicate original. Counterparts received by facsimile or electronically by email shall be deemed original signatures for all purposes.
- 4. Entire Agreement. This Amendment constitutes the entire agreement between the Parties as to the subject matter hereof. No subsequent agreement, representation or promise made by either Party, hereto, or by or to any employee, officer, agent or representative of either Party shall be of any effect unless it is in writing and executed by the Party to be bound thereby.

IN WITNESS WHEREOF, the Parties hereto have caused this Amendment to be duly executed as evidenced by the following signatures of authorized representatives of the Parties.

Geosyntec Consultants of N.C., PC, dba ATM of NC	North Topsail Beach
By:	By: Olin DeniAN Name: Alice DeniAN
Name:	Name: Alice DERIAN
Title:	Title: TOWN MANASER

ATIM A Geosyntec Company

ATTACHMENT 1

October 26, 2021

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

RE: Proposal for Coastal Engineering Services – Hurricane Florence Category B Northern Shoreline Dune Truck Haul – Fall/Winter 2021

Dear Ms. Derian:

ATM has developed the following scope of services for the Town of North Topsail Beach to continue with Hurricane Florence mitigation. It is ATM's understanding that the Town of North Topsail Beach wishes to proceed with the Town's Category B (dune restoration on natural beach) Florence mitigation project. The ATM and TI Coastal team will build upon its previous efforts for this project. The upcoming project is anticipated to take 35 days of work and will occur within the permitted window of November 16, 2021 to April 30, 2022.



Figure 1: Hurricane Florence satellite image.

This project continues the FEMA Florence Category B work from last year. Last year, 116,938 cy was placed between February 2, 2021 and May 21, 2021. The upcoming project will place the final ~28,100 cy for the FEMA Florence Category B work.

Provided herein is a scope of services and cost estimate for the following tasks:

- 1. Pre-Construction and Construction Phase Support: Pre-Construction Design Updates, Monitoring and Surveying. Pre-project support will include surveying, 100-ft transect setup, design updates, and logistical support. Pre-construction surveying will begin approximately 10 days prior to project construction.
- 2. Construction Phase Support, Payment Review, Geotech Sampling, and Surveying. The Town of North Topsail Beach is committed to ensuring that only beach quality material is placed on the beach. To this end (and to ensure permit condition compliance), construction observation is required. Construction observation includes:
 - · Daily log review of contractor activities.
 - Daily sand samples taken on-site, and weekly sampling compiled and tested.
 - Submission of logs to NCDCM as required by permit.
 - · Weekly inspection reports and sediment sampling data (from daily samples).
 - Contractor/Town/Regulatory coordination.
 - · Payment Progress Surveys and Review.
 - Borrow Area site visits and coordination.
- 3. Sediment Laboratory Analysis- Sieve Analysis (as required by permit). 50 samples assumed.
- 4. Sediment Laboratory Analysis- Calcium Carbonate Analysis (as required by permit). 50 samples assumed.
- 5. Regulatory Coordination and Closeout. An additional task is proposed for coordination with NC DCM, FEMA and any other agencies in regard to funding and beach nourishment. ATM will provide continued support and coordination in order to expedite the relatively lengthy and complex permitting and reimbursement processes. ATM will assist the Town with preparation of reimbursement requests as needed. This task is an allowance and will be billed on a time and materials basis, as necessary.

SUMMARY ESTIMATE OF PROFESSIONAL LABOR FEES

Table 1 presents the fee estimates for the described scope of services.

Table 1: ATM Professional Fee Estimate

Task	Description	ATM Professional Fee Estimate ¹
1	Pre-Construction and Construction Phase Support	\$136,000
2	Sieve Laboratory Analysis	\$4,300
3	Calcium Carbonate Laboratory Analysis	\$5,000
4	Regulatory Closeout	\$10,000

^{1.} Fee estimate includes labor and field equipment charges, at ATM's 2021 Standard Rates and TI Coastal's 2021 Standard Rates



TOWN OF NORTH TOPSAIL BEACH Board of Aldermen Agenda Item

Consent Agenda Item:

Item# IX. F.

Date:

12/6/2021

Issue: Budget Amendment 2021-22.5

Department: Administration

Presented by: Caitlin Elliott, Finance Officer

Presentation: Finance Department

Background: This amendment is for the Town's legal services provided by

Attorney Brian Edes for last fiscal year, 2020-2021. The amount had been properly budgeted for his services however we received the invoice over ninety days after the close of last fiscal year. Mr. Edes

is paid a monthly retainer and then bills for any excess tasks

preformed. We have paid Mr. Edes \$24,000 for his monthly retainer for last fiscal year thus leaving \$22,316 to be paid. After speaking to the auditor, he advised the best way to proceed would be to process an amendment that pulls those funds from the Appropriated Fund Balance. If desired, the Finance Department has the full itemized

invoice available for review.

Attachments: Budget Amendment 2021-22.5, Crossley, McIntosh, Collier, Hanley & Edes

P.L.L.C. FY 20/21 Invoice

Recommendation: Approve Amendment as recommended

Action Needed: Yes

Suggested Motion: "I, _____ make a motion to approve Budget Amendment 2021-22.5 as

presented."

Funds: 10

Follow Up: Finance Officer

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

FISCAL YEAR 2021-2022

AMENDMENT TO THE BUDGET ORDINANCE

BA 2021-22.5

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:

DEPARTMENT NO:	ACCOUNT

410 PROFESSIONAL SERVICES \$ 22,316.00

Total Expenditures \$ 22,316.00

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

ADMINISTRATION

The purpose of this budget amendment is to appropriate funds from Appropriated Fund Balance to cover prior fiscal year invoice from Attorney.

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

399 FUND BALANCE \$ 22,316.00

Total Revenues \$ 22,316.00

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 6th Day of December 2021		
Motion made by	, 2nd by	
	VOTE: FOR AGAINST ABSENT	

JOANN MCDERMON, MAYOR CAITLIN ELLIOTT, FINANCE OFFICER

ORIGINAL BUDGET	7/1/2021	\$ 6,106,884.00	
Budget Amendment 1	9/2/2021	\$ -	Fund 15
Budget Amendment 2	11/10/2021	\$ -	Fund 10 Dept to Dept Amendment
Budget Amendment 3	12/6/2021	\$ -	Fund 30
Budget Amendment 4	12/6/2021	\$ -	Fund 30 Dept to Dept Amendment
Budget Amendment 5	12/6/2021	\$ 22,316.00	
New Budget Ordinance for FY 21-22		\$ 6,129,200.00	_

Town of North Topsail Beach Attn: Caitlin Elliot 2008 Loggerhead Court North Topsail Beach, NC 28460

October 25, 2021

Crossley, McIntosh, Collier, Hanley & Edes P.L.L.C 5002 Randall Pkwy Wilmington, NC 28403-2829

Invoice Number: FY 20/21

Invoice Period: 07-01-2020 - 06-30-2021

REMITTANCE COPY

RE: 142-02 North Topsail Beach

Fees 46,316.00
Total for this Invoice
Previous Balance 0.00

MatterInvoices /CreditsTrust /CreditsBalance Due /Credits142-02 North Topsail Beach46,316.0046,316.00Total Amount to Pay46,316.00

11/02/2021 OFFICIAL MUNICIPAL ELECTION RESULTS - ONSLOW TOWN OF NORTH TOPSAIL BEACH ALDERMAN (VOTE FOR 5)

1 of 1 Precincts Reporting

Contest Details

Results by Voting Method

Results by Precinct

CHOICE	TOTAL
Mike Benson	143
Rick Grant	134
Bob Swantek	128
Don Harte	126
Connie Pletl	112
Susan Meyer	109
Tom Leonard	81
Write-In (Miscellaneous)	5

Town of North Topsail Beach

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

Aldermen: Richard Grant Don Harte Connie Pletl Robert Swantek



Alice Derian Town Manager

Danyale Lundy Town Clerk

Nature's Tranquil Beauty A RESOLUTION HONORING

THE PUBLIC SERVICE OF ALDERMAN LEONARD

Resolution number: 21-12-08

WHEREAS, Thomas Leonard has served his term as a North Topsail Beach Town Alderman with distinction, been an active member of the community, and worked tirelessly to improve the quality of life for his fellow residents; and

WHEREAS, this exemplary service was distinguished by the utmost professionalism and dedication to our Town; and which reflected his commitment to North Topsail Beach; and

WHEREAS, Thomas Leonard dutifully served, not for the first time, the Town of North Topsail Beach during his time as an elected official; and

WHEREAS, Thomas Leonard is honored, respected, and held in the highest esteem for his vision and concern for the betterment of North Topsail Beach and its citizens; his enthusiasm and positive leadership has earned the admiration and respect of all with whom he has encountered;

NOW, THEREFORE, BE IT RESOLVED that on behalf of a grateful community the North Topsail Beach Board of Aldermen express its sincere appreciation and gratitude to Thomas Leonard, in commemoration of his many contributions and untiring efforts in his service to the Town of North Topsail Beach and official capacity as an Alderman.

Adopted this on the 6th day of December 2021.

Mayor Joann McDermon	Mayor Pro Tempore Mike Benson
Alderman Richard Grant	Alderman Don Harte
Alderman Connie Pletl	Alderman Robert Swantek

Town of North Topsail Beach

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

Aldermen: Richard Grant Don Harte Connie Pletl Robert Swantek



Alice Derian Town Manager

Danyale Lundy Town Clerk

A RESOLUTION HONORING THE PUBLIC SERVICE OF ALDERMAN MEYER

Resolution number: 21-12-09

WHEREAS, Susan Meyer has served as a North Topsail Beach Town Alderman with distinction, been an active member of the community, and worked tirelessly to improve the quality of life for her fellow residents; and

WHEREAS, a vacancy on the Board of Aldermen led to her appointment, this exemplary service was distinguished by the utmost professionalism and dedication to our Town; and which reflected her commitment to North Topsail Beach; and

WHEREAS, Susan Meyer dutifully served, the Town of North Topsail Beach during her time as an elected official; and

WHEREAS, Susan Meyer is honored, respected, and held in the highest esteem for her vision and concern for the betterment of North Topsail Beach and its citizens; her enthusiasm and positive leadership has earned the admiration and respect of all with whom she has encountered;

NOW, THEREFORE, BE IT RESOLVED that on behalf of a grateful community the North Topsail Beach Board of Aldermen express its sincere appreciation and gratitude to Susan Meyer, in commemoration of her many contributions and untiring efforts in her service to the Town of North Topsail Beach and official capacity as an Alderman.

Adopted this on the 6th day of December 2021.

Mayor Joann McDermon	Mayor Pro Tempore Mike Benson
Alderman Richard Grant	Alderman Don Harte
Alderman Connie Pletl	Alderman Robert Swantek

2008 Loggerhead Court North Topsail Beach, NC 28460

North Topsail Beach COVID-19 Infection/ Exposure Protocol

Employee Exposure:

An employee who has exposure to a COVID-19 positive individual should notify their supervisor and Human Resource immediately after being made aware of the exposure.

The Town of North Topsail Beach adheres to the Onslow County Health Department and CDC COVID-19 Guidelines regarding quarantine periods and return to work guidelines.

- Covid symptoms can be found at https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html
- Information for individuals who have been fully vaccinated is included in the CDC's guidance: "When You've Been Fully Vaccinated, How to Protect Yourself and Others". Centers for Disease Control and Prevention website: https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html

An employee who has exposure to a COVID-19 positive individual should utilize the flow charts located on page 2 of this Protocol to determine what restrictions and/or testing is required. The following definitions are applicable to this Protocol:

Direct Exposure/ Close Contact - per CDC Guidelines is less than 6 feet away from an infected person (laboratory-confirmed or a clinical diagnosis) for a cumulative total of 15 minutes or more over 24 hours.

Symptoms – Fever ≥ 100.4°F, cough, shortness of breath or difficulty breathing, headache, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea.

Quarantine – Separates and restricts the movement of people who were exposed to a contagious disease (i.e., COVID-19) to see if they develop symptoms and become sick.

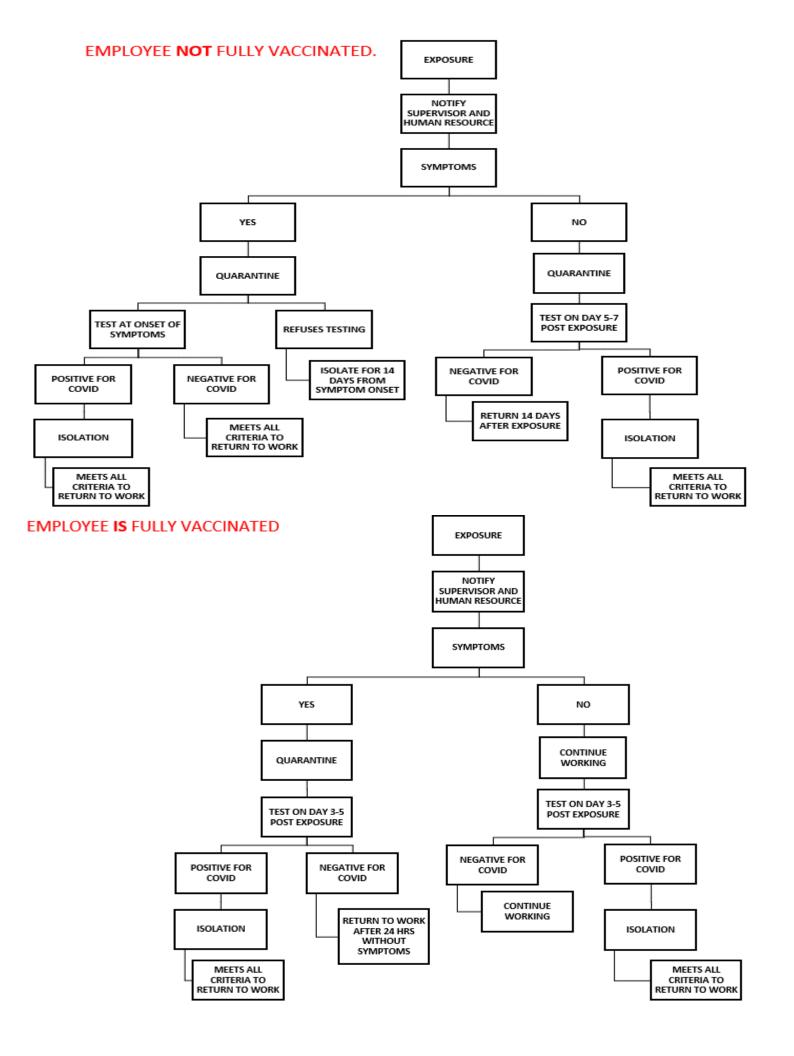
To quarantine for COVID-19 exposure:

- Stay home.
- Watch for symptoms as described above.
- If possible, self-quarantine at home away from those you live with.

Isolation - Separate sick people with a contagious disease (i.e., COVID-19) from people who are not sick.

Return to work criteria – Return to work criteria will vary depending on your vaccination status.

- Fully Vaccinated w/ negative COVID test and no symptoms, the employee may return to work without interruption.
- Fully Vaccinated w/ symptoms and negative COVID test may return after 24 hours without symptoms.
- Fully Vaccinated w/ symptoms and positive COVID test may return to work after completion of isolation period as prescribed by medical provider AND resolution of symptoms.
- Not Fully Vaccinated w/ negative COVID test and no symptoms, the employee may return to work 14 days after exposure (end of quarantine period).
- Not Fully Vaccinated w/ symptoms and negative COVID test, the employee may return to work 24 hours
 after symptom resolution AND completion of the 14-day quarantine period.
- Not Fully Vaccinated w/ symptoms and positive COVID test, the employee may return to work 24 hours after symptom resolution AND completion of isolation period as prescribed by a medical provider.



The above diagrams outline what actions should be taken when an employee is exposed to, or diagnosed with COVID-19. Adherence to these guidelines enables the Town of North Topsail Beach to more effectively protect the workforce and the public from the spread of COVID-19. The following are additional details for each step included in the diagrams.

NOTIFICATION:

Employee Action:

- 1. An employee who becomes aware they were exposed to COVID-19 through close contact with an infected person must notify their supervisor and Human Resource immediately.
- 2. An employee who becomes aware that he/she has COVID-19 must notify their supervisor and Human Resource immediately.

Supervisor Action:

- 1. The supervisor shall report the exposure/diagnosis to Human Resources (to ensure Human Resource is aware).
- 2. The supervisor shall provide Human Resources with a list of possible close contact interactions between the employee and other Town staff members.
- 3. The supervisor shall keep the information confidential and not use the employee's name in any conversation related to follow-up activities (cleaning, contact tracing, etc.).
- 4. If an employee who was diagnosed with COVID-19 was in the office and/ or other Town facilities during the 48 hours preceding symptom onset or exposure, the supervisor shall ensure the office/area is appropriately cleaned (contact Human Resource for more information).

Human Resource Action:

- 1. Obtain names of potential close contact employees who interacted with an infected person during the 48 hours preceding positive test or notification of exposure.
- 2. Assist the employee with questions regarding procedures and leave.
- 3. Notify those who have been in close contact with the infected employee that they may have been exposed and provide directions regarding quarantine and/or testing requirements. [Note: the name of the infected employee shall be kept confidential.]

Monitor for Symptoms:

- 1. Employees who have been exposed, whether they are fully vaccinated or unvaccinated, should monitor for symptoms.
- 2. Employees who have symptoms should not report to work until symptoms resolve and any required quarantine/ isolation period has elapsed.

Quarantine/Isolation for those in Direct Contact:

Fully Vaccinated Employees:

• Quarantine or Isolation is required only if the employee has symptoms or tests positive for COVID-19.

Unvaccinated Employees:

• Must quarantine for a minimum of 14 days from the time of exposure, regardless of test results as recommended by the CDC.

COVID-19 TEST:

- Asymptomatic employees with a known exposure should obtain a COVID-19 test post-exposure as recommended by the CDC after exposure.
- Symptomatic employees should obtain a test as soon as symptoms develop.

Negative COVID-19 Test Results:

- Fully vaccinated employees may continue to work.
- Unvaccinated employees must quarantine for a minimum of 14 days.

Positive COVID-19 Test Results:

- An employee who tests positive for COVID-19 must follow their health care provider's instructions, including isolation requirements, however, the isolation requirements of this Protocol shall supersede any shorter isolation requirements of an employee's health care provider.
- The employee may only return to work upon the completion of the isolation period AND the resolution of symptoms.

Return to Work:

Fully Vaccinated:

- Fully Vaccinated w/ negative COVID test and no symptoms, the employee may return to work without interruption.
- Fully Vaccinated w/ symptoms and negative COVID test may return after 24 hours without symptoms.
- Fully Vaccinated w/ symptoms and positive COVID test may return to work after completion of isolation period as prescribed by medical provider AND resolution of symptoms.

Not Fully Vaccinated:

- Not Fully Vaccinated w/ negative COVID test and no symptoms, the employee may return to work 14 days after exposure (end of quarantine period).
- Not Fully Vaccinated w/ symptoms and negative COVID test, the employee may return to work 24 hours after symptom resolution AND completion of the 14-day quarantine period.
- Not Fully Vaccinated w/ symptoms and positive COVID test, the employee may return to work 24 hours after symptom resolution AND completion of isolation period as prescribed by a medical provider.

Employees who have questions or concerns regarding COVID-19 exposure or related North Topsail Beach Town protocols should contact the Town Clerk at (910) 328-1349 or townclerk@ntbnc.org.

The Town of North Topsail Beach Emergency Paid Sick Leave

The Town of North Topsail Beach Emergency Paid Sick Leave (EPSL) is separate and independent of any existing sick leave policies that the Town grants employees in the normal course of business.

The EPSL allows an eligible employee to qualify for emergency paid sick leave as follows:

- 1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19.
- 2. The employee has been advised by their healthcare provider to self-quarantine because they are infected with or have been exposed to COVID-19 or because they are at high risk of complications from COVID-19.
- 3. The employee is showing symptoms of COVID-19 and is actively seeking but has not yet received a medical diagnosis.
- 4. The employee is caring for an individual subject to a federal, state, or local quarantine or isolation order related to COVID-19 or who has been advised by their healthcare provider to self-quarantine for COVID-19 related reasons.
- 5. The employee is caring for his or her child because the child's school or childcare facility has been closed or the childcare provider is no longer available because of COVID-19 related reasons.
- 6. The employee is experiencing substantially similar conditions as specified by the Federal Secretary of Health or Human Services.

Eligibility

All employees who have been employed with the Town for a minimum of 30 days (full-time, or part-time) are eligible for EPSL in the event the employee is unable to work or telecommute during this time if the employee meets one or more of the conditions stated above.

Duration/Compensation

Employees may be eligible for, on a **one-time** basis, the following:

- Full-Time employees: 80 hours of pay at their regular hourly rate of pay.
- **Part-Time employees:** The number of hours the employee worked, on average, over the most immediate prior full pay period.

Paid leave under this Protocol is limited to \$511 per day (or \$5,110 in total).

General EPSL Rules

- Employees may elect to use EPSL before utilizing any accrued paid sick leave under the Town's sick leave policy.
- Employees are responsible for notifying, as soon as is reasonably practicable, Human Resources of their intent to utilize this Protocol, so that the appropriate application paperwork may be given to the employee promptly.
- Employees must complete the necessary paperwork and return it to Human Resources promptly to receive compensation under this Protocol. Failure to return application paperwork and/or required supporting documentation promptly may result in a delay in receiving compensation under this Protocol.
- Employees seeking compensation under this Protocol found solely to be taking this leave to defraud the Town will be subject to disciplinary action up to and including termination of employment.
- The Town will not retaliate against any employee who requests to take EPSL per this Protocol.

- In the event, an employee's absence from work exceeds the 80 hours of emergency sick leave covered under this Protocol, all other policies, including the Town's policy on sick leave remain applicable. Likewise, all other provisions of the Town's Personnel Policy and Procedures remain applicable.
- This Protocol shall remain in place until such time as the Town Manager announces, in writing, that this Protocol is amended or is no longer in effect.

Effect on other Benefits

Paid leave under this Protocol does not reduce any other accrual balance. While an employee is utilizing the Emergency Paid Sick Leave the Town continues the employee's benefits at the same level and under the same conditions as if the employee had continued to work. An employee continues to accrue vacation and sick leave while on Emergency Paid Leave. If the employee contributes to health benefits, life insurance, retirement plan(s), etc. the Town will continue to make payroll deductions while the employee is on EPSL.

Option to Work Remotely

Each employee should work with Human Resources to determine if remote work arrangements are available. Remote work arrangements will be determined on a case-by-case basis and may not be feasible for all positions.

Town of North Topsail Beach

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

Aldermen: Richard Grant Don Harte Connie Pletl Robert Swantek



Alice Derian, ICMA-CM Town Manager

> Danyale Lundy Town Clerk

A RESOLUTION ADOPTING THE SUGGESTED RULES OF PROCEDURE FOR A CITY COUNCIL

RESOLUTION NO. 21-12-11

WHEREAS, the Board has referred to the Suggested Rules of Procedure for a City Council by Trey All (Fourth Edition, 2017); and

WHEREAS, these rules of procedure were designed for use by a municipal council and they incorporate general principles of parliamentary procedure and applicable North Carolina laws; and

WHEREAS, essentially the rules are a modified version of *Robert's Rules of Order Newly Revised*; and

WHEREAS, many of the rules suggested reflect the provisions of the NC city council meeting procedure statutes, Chapter 160A, Article 5, Parts 1-3 of the NCGS and the NC open meetings law, G.S. Chapter 143, Article 33c (G.S. 143-318.9 to 143-318.18); and

WHEREAS, most of the rules are suggested procedures and each council should feel free to change them to suit local needs and customs.

NOW, THEREFORE BE IT RESOLVED, that the Board of Aldermen for the Town of North Topsail Beach does hereby adopt the Suggested Rules of Procedure for a City Council by Trey Allen, 4th edition.

Adopted this, the 6th day of December 2021. Town Seal	
	Joann McDermon, Mayor
	Alice Derian. Town Manager

Suggested Rules of Procedure for North Topsail Beach Board of Aldermen

Part I. Applicability

Rule 1. Applicability of Rules

These rules apply to all meetings of the North Topsail Beach Board of Aldermen.¹ For purposes of these rules, a meeting of the council occurs whenever a majority of the council's members gather, whether in person or simultaneously by electronic means, to conduct hearings, deliberate, vote, or otherwise transact public business within the council's real or apparent jurisdiction. The term "majority" as used here and elsewhere in these rules means, unless otherwise specified, a simple majority, that is, more than half.

Part II. Quorum

Rule 2. Quorum

The presence of a quorum is necessary for the council to conduct business. A majority of the council's actual membership plus the mayor, excluding vacant seats, constitutes a quorum. A member who withdraws from a meeting without being excused by majority vote of the remaining members in attendance is deemed present for quorum purposes.

¹. In North Carolina, the legal status and authority of a municipality is the same, regardless of whether it is denominated a city, town, or village. See G.S. 160A-1(2) (defining the term "city" as used in Chapter 160A to mean "a municipal corporation . . . having the powers, duties, privileges, and immunities conferred by law on cities, towns, and villages"). The same is true of a municipal governing board, which may be known as a council, board of aldermen, or board of commissioners. See G.S. 160A-1(3) (noting that the term "council" as used in Chapter 160A is interchangeable with the terms "board of aldermen" and "board of commissioners"). These rules employ the term "city council" for the sake of convenience and in deference to the terminology found in Chapter 160A, the primary statutes governing municipal corporations. Obviously, if the governing board of a town or village is adopting these rules, it will need to modify the terminology used to fit its situation.

Part III. Open Meetings

Rule 3. Remote Participation in Council Meetings

No member who is not physically present for a council meeting may participate in the meeting by electronic means except in accordance with a policy adopted by the council.

Rule 4. Meetings to Be Open to the Public

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

Rule 5. Closed Sessions

- (a) Motion to Enter Closed Session. The city council may enter a closed session from which the public is excluded only upon a motion duly made and adopted in open session. The motion to enter closed session must cite one or more of the permissible bases for closed session listed in paragraph (b) of this rule. A motion to enter closed session under subparagraph (b)(1) or (b)(2) must contain the additional information specified in those provisions.
- **(b) Bases for Closed Session**. A closed session is permissible under the following circumstances and no others:
 - (1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of North Carolina or of the United States or that does not constitute a public record within the meaning of Chapter 132 of the General Statutes. The motion to enter closed session must name or cite the law that renders the information confidential or privileged.
 - (2) To consult with the city attorney or another attorney employed or retained by the city in order to preserve the attorney–client privilege. If the council expects to discuss a pending lawsuit with its attorney, the motion to enter closed session must include the names of the parties to the lawsuit.
 - (3) To discuss matters relating to (a) the location or expansion of industries or other businesses in the area served by the city or (b) the closure or realignment of a military installation. The council may reach agreement in

- closed session on a tentative list of economic development incentives to be offered in negotiations, but the approval of the signing of any economic development contract or commitment and the authorization of the payment of economic development expenditures must take place in open session.
- (4)To establish or instruct staff or agents concerning the city's position in negotiating the price or other material terms of an agreement for the acquisition of real property by purchase, exchange, or lease.
- (5)To establish or instruct staff or agents concerning the amount of compensation or other material terms of an employment contract.
- (6)To consider the qualifications, competence, performance, character, fitness, or conditions of appointment or employment of a public officer or employee or prospective public officer or employee, except when the individual in question is a member of the city council or other public body or is being considered to fill a vacancy on the city council or other public body. Final action to appoint or employ a public officer or employee must take place in open session.
- (7)To hear or investigate a charge or complaint by or against a public officer or employee. Final action discharging an employee or removing an officer must occur in open session.
- (8)To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.
- (9) To view a law enforcement recording released pursuant to G.S. 132-1.4A.
- (10) On any other basis permitted by law.
- (c) Closed Session Participants. Unless the council directs otherwise, the city manager, city attorney, and city clerk may attend closed sessions of the council. No other person may attend a closed session unless invited by majority vote of the council.
- (d) Motion to Return to Open Session. Upon completing its closed session business, the council shall end the closed session by adopting a duly made motion to return to open session.

Rule 6. Meeting Minutes

- (a) Minutes Required for All Meetings. The council must keep full and accurate minutes of all of its meetings, including closed sessions. To be "full and accurate," minutes must record all actions taken by the council. They should set out the precise wording of each motion and make it possible to determine the number of votes cast for and against each motion. The minutes need not record discussions of the council, though the council in its discretion may decide to incorporate such details into the minutes.
- **(b) Record of "Ayes" and "Noes."** At the request of any member of the council, the minutes shall list each member by name and record how each member voted on a particular matter.
- (c) General Accounts of Closed Sessions. In addition to minutes, the council must keep a general account of each closed session. The general account must be sufficiently detailed to provide a person not in attendance with a reasonable understanding of what transpired. The council may combine the minutes and general account of a closed session into one document, so long as the document contains both a complete record of actions taken and the level of detail required for a general account.
- (d) Sealing Closed Session Records. Minutes and general accounts of closed sessions shall be sealed until unsealed by order of the council or, if the council delegates the authority to unseal to one or more staff members, in accordance with guidelines adopted by the council. The sealed minutes and general account of any closed session may be withheld from public inspection so long as public inspection would frustrate the purpose(s) of the closed session.

Rule 7. Broadcasting and Recording Meetings

- (a) Right to Broadcast and Record. Any person may photograph, film, taperecord, or otherwise reproduce any part of a council meeting that must take place in open session. Except as provided in paragraph (c) of this rule, any radio or television station may broadcast any such part of a council meeting.
- **(b) Advance Notice.** Any radio or television station that plans to broadcast any portion of a council meeting shall so notify the town clerk no later than twenty-

four hours before the meeting. The failure to provide notice is not, by itself, grounds for preventing the broadcast of a council meeting.

- (c) Equipment Placement. The town manager may regulate the placement and use of camera or recording equipment in order to prevent undue interference with a council meeting, so long as he or she allows the equipment to be placed where it can carry out its intended function. If the town manager determines in good faith that the equipment and personnel necessary to broadcast, photograph, or record the meeting cannot be accommodated without undue interference to the meeting, and an adequate alternative meeting room is not readily available, the town manager may require the pooling of the equipment and the personnel operating it.
- (d) Alternative Meeting Site. If the news media request an alternative meeting site to accommodate news coverage, and the council grants the request, the news media making the request shall pay the costs incurred by the city in securing an alternative meeting site.

Part IV. Organization of the Council

Rule 8. Organizational Meeting; Selection of Mayor Pro Tempore

- (a) Scheduling Organizational Meeting. The council must hold an organizational meeting following each general election in which council members are elected. The organizational meeting must be held either (1) on the date and at the time of the council's first regular meeting in December following the election or (2) at an earlier date, if any, set by the incumbent council. The organizational meeting may not be held before municipal election results are officially determined, certified, and published as required by law.
- (b) Oath of Office. As the first order of business at the organizational meeting, all newly elected members of the council must take and subscribe the oath of office set out in Article VI, Section 7, of the North Carolina Constitution. Each member's oath must be filed with the city clerk. Although a member who is not present for the organizational meeting may take the oath of office at another time, every member must take, subscribe, and file the oath before he or she begins performing any of the duties of the member's office.

(c) Selection of Mayor Pro Tempore. As the second order of business at the organizational meeting, the council shall elect from among its members a mayor pro tempore using the procedures specified in Rule 38. The mayor pro tempore shall serve at the council's pleasure.

Part V. Types of Meetings

Rule 9. Regular Meetings

- (a) Regular Meeting Schedule. The council shall hold a regular meeting on the first Thursday of each month. If a regular meeting day is a legal holiday, the council shall schedule the meeting to be held on the closest business day that is convenient for the citizens, council and staff. The meeting shall be held at the Town Hall Meeting Room and begin at 6:30 PM. The council shall adopt a meeting schedule each year consistent with this rule. A copy of the council's current meeting schedule shall be filed with the city clerk and posted on the city's website.
- **(b)** Change to Meeting Schedule. Notwithstanding paragraph (a) of this rule, the council may amend its regular meeting schedule to add or delete meetings or to change the date, time, or location of one or more meetings on the schedule. The amended schedule shall be filed with the city clerk at least seven (7) calendar days before the day of the first meeting held pursuant to the revised schedule and posted on the city's website.

Rule 10. Special Meetings

- (a) Calling Special Meetings. A special meeting of the council may be called by the mayor, the mayor pro tempore, or any two council members. A special meeting may also be called by vote of the council in open session during a regular meeting or another duly called special meeting.
- (b) Notice to the Public. At least forty-eight hours before a special meeting of the council, notice of the date, time, place, and purpose of the meeting shall be (1) posted on the council's principal bulletin board or, if the council has no such board, at the door of the council's usual meeting room and (2) delivered, emailed, or mailed to each newspaper, wire service, radio station, television sta-

tion, and person who has filed a written request for notice with the city clerk. Furthermore, if the council has a website maintained by at least one city employee, notice of the special meeting's date, time, place, and purpose shall be posted on the website in advance of the meeting.

(c) Notice to Members.

- (1) Meeting called by the mayor, the mayor pro tempore, or any two council members. At least forty-eight hours before a special meeting called by the mayor, the mayor pro tempore, or any two council members, written notice of the meeting stating its date, time, and place, as well as the subjects to be considered, shall be delivered to the mayor and each council member or left at his or her usual dwelling place.
- (2) Meeting called by vote of the council in open session. When a special meeting is called by vote of the council in open session during a regular meeting or another duly called special meeting, the motion or resolution calling the special meeting shall state the meeting's date, time, place, and purpose. Written notice of the special meeting's date, time, place, and purpose shall be mailed or delivered at least forty-eight hours before the meeting to each council member not present for the meeting at which the special meeting was called, and to the mayor if he or she was not present at that meeting.
- (d) Transacting Other Business. Unless all members are present or any absent member has signed a written waiver of notice, only those items of business specified in the notice to council members may be taken up at a special meeting. Even when all members are present or any absent member has signed a waiver, the council may take up an item of business not covered by the notice only if the council first determines in good faith that the item must be discussed or acted upon immediately.

Rule 11. Emergency Meetings

(a) Grounds for Emergency Meeting. Emergency meetings of the city council may be called only to address generally unexpected circumstances demanding the council's immediate attention.

- **(b) Calling Emergency Meetings.** There are two methods by which an emergency meeting of the council may be called.
 - (1) The mayor, the mayor pro tempore, or any two members of the council may at any time call an emergency council meeting by signing a written notice stating the date, time, and place of the meeting and the subjects to be considered. The notice shall be delivered to the mayor and each council member or left at his or her usual dwelling place at least six hours before the meeting.
 - (2) An emergency meeting may be held when the mayor and all members of the council are present and consent thereto, or when any absent member has signed a written waiver of notice.
- (c) Notice to Media of Emergency Meetings. Notice of an emergency meeting shall be given to each local newspaper, local wire service, local radio station, and local television station that has filed a written request with the city clerk for notice of emergency meetings. To be valid, the request must include the newspaper's, wire service's, or station's telephone number. Notice may be given by telephone, e-mail, or the same method used to notify council members. Notice must be provided immediately after council members have been notified and at the expense of the party notified.
- (d) Transaction of Other Business Prohibited. Only business connected with the emergency may be considered at an emergency meeting.

Rule 12. Recessed Meetings

- (a) Calling Recessed Meetings. When conducting a properly called regular, special, or emergency meeting, the council may recess the meeting to another date, time, or place by a procedural motion made and adopted, as provided in Rule 31, Motion 3, in open session. The motion must state the time (including the date, if the meeting will resume on a different day) and place at which the meeting will reconvene.
- **(b) Notice of Recessed Meetings.** If the council has a website maintained by one or more city employees, notice of the recessed meeting's date, time, and place must appear on the webpage prior to the meeting. No further notice of a properly called recessed meeting is required.

Part VI. Agenda

Rule 13. Agenda

(a) Draft Agenda.

- (1) *Preparation*. The town clerk shall prepare a draft agenda in advance of each meeting of the city council.
- (2) Requesting placement of items on draft agenda. For a regular meeting, a request to have an item of business placed on the draft agenda must be received by the town clerk at least two working days before the date of the meeting. The town clerk must place an item on the draft agenda in response to a council member's timely request.
- (3) Supplemental information/materials. If the council is expected to consider a proposed ordinance or ordinance amendment, a copy of the proposed ordinance or amendment shall be attached to the draft agenda. An agenda package shall be prepared that includes, for each item of business listed on the draft agenda, as much background information on the topic as is available and feasible to provide.
- (4) *Delivery to council members*. Each council member shall receive a hard or electronic copy of the draft agenda and the agenda package. Except in the case of an emergency meeting, the agenda and agenda package shall be furnished to each member at least twenty-four hours before the meeting.
- (5) *Public inspection*. The draft agenda and agenda package shall be available to the public when the documents are ready to be, or have been, circulated.

(b) Adoption of the Agenda.

- (1) Adoption. As its first order of business at each meeting, the council shall review the draft agenda, make whatever revisions it deems appropriate, and adopt a formal agenda for the meeting.
- (2) Amending the agenda. Both before and after it adopts the agenda, the council may add or subtract agenda items by majority vote of the members present and voting, except that

the council may not add to the items stated in the notice of a special

meeting unless the requirements in Rule 10(d) are satisfied and only business connected with the emergency may be considered at an emergency meeting.

- (3) Designation of items "For Discussion and Possible Action." The council may designate an agenda item "for discussion and possible action." The designation signifies that the council intends to discuss the item and may, if it so chooses, take action on the item following the discussion.
- (c) Consent Agenda. The council may designate part of an agenda for a regular meeting as the *consent agenda*. Items may be placed on the consent agenda by the person(s) charged with preparing the draft agenda if the items are judged to be noncontroversial and routine. Prior to the council's adoption of the meeting agenda under subparagraph (b)(1) of this rule, the request of any member to have an item moved from the consent agenda to unfinished business must be honored by the council. All items on the consent agenda must be voted on and adopted by a single motion, with the minutes reflecting the motion and vote for each item.
- (d) Informal Discussion of Agenda Items. The council may informally discuss an agenda item even when no motion regarding that item is pending.

Rule 14. Acting by Reference to Agenda or Other Document

The council shall not deliberate, vote, or otherwise take action on any matter by reference to the agenda or any other document with the intention of preventing persons in attendance from understanding what action is being considered or undertaken. The council may deliberate and vote by reference to the agenda or any item on the agenda, including the consent agenda, provided copies of the agenda are available for public inspection at the meeting and are sufficiently worded to enable the public to understand what is being deliberated or acted upon.

Rule 15. Agenda Items from Members of the Public

If a member of the public wishes to request that the council include an item on its regular meeting agenda, he or she must submit the request to the town clerk by the deadline specified in Rule 13(a)(2). The council is not obligated to place an item on the agenda merely because such a request has been received.

Rule 16. Order of Business

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

- adoption of the agenda,
- approval of the consent agenda,
- approval of the previous meeting minutes,
- public hearings,
- public comments,
- administrative reports,
- committee reports,
- unfinished business, and
- new business.

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

Part VII. Role of the Presiding Officer

Rule 17. The Mayor

- (a) **Presiding Officer.** When present, the mayor shall preside at meetings of the council.
- **(b) Right to Vote.** The mayor may vote only when an equal number of affirmative and negative votes have been cast.
- **(c) Recognition of Members.** A member must be recognized by the mayor (or other presiding officer) in order to address the council, but recognition is not necessary for an appeal pursuant to Rule 31, Motion 1.
- (d) Powers as Presiding Officer. As presiding officer, the mayor is to enforce these rules and maintain order and decorum during council meetings. To that end, the mayor may
 - (1) rule on points of parliamentary procedure, to include ruling out of order any

- motion clearly offered for obstructive or dilatory purposes;
- (2) determine whether a member or other speaker has gone beyond reasonable standards of courtesy in his or her remarks and entertain and rule on objections from other members on this ground;
- (3) entertain and answer questions of parliamentary procedure;
- (4) call a brief recess at any time; and
- (5) adjourn in an emergency.
- (e) **Appeals of Procedural Rulings.** A member may appeal a decision made or answer given by the mayor under subparagraph (d)(1), (2), or (3) in accordance with Rule 31, Motion 1.

Rule 18. The Mayor Pro Tempore

- (a) **Presiding in Mayor's Absence.** When present, the mayor pro tempore shall preside over council meetings in the mayor's absence with all the powers specified in Rule 17(d).
- (b) Delegation of Mayor's Powers/Duties. In the mayor's absence, the council may confer on the mayor pro tempore any of the mayor's powers and duties. Likewise, if the mayor becomes physically or mentally unable to perform the duties of his or her office, the council may by unanimous vote declare the mayor incapacitated and confer any of the mayor's powers and duties on the mayor pro tempore. When the mayor announces that he or she is no longer incapacitated, and a majority of the council concurs, the mayor shall resume the exercise of his or her powers and duties.
- (c) **Duty to Vote.** Even when presiding over a council meeting, the mayor pro tempore has the same duty as other members to vote on all questions unless he or she has been excused from voting on a matter in accordance with Rule 28.

Rule 19. Other Presiding Officer

If both the mayor and mayor pro tempore are absent, the council may elect from among its members a temporary presiding officer to chair the meeting. While serving as temporary presiding officer, a member has the powers listed in Rule 17(d). Service as a temporary presiding officer does not relieve a member of the duty to vote on all questions unless excused from voting pursuant to Rule 28.

Rule 20. When the Presiding Officer Is Active in Debate

If the mayor becomes active in debate on a particular proposal, he or she may have the mayor pro tempore preside during the council's consideration of the matter. If the mayor pro tempore is absent or is also actively debating the matter, the mayor may designate another member to preside until the matter is concluded. Similarly, if the mayor pro tempore or a temporary presiding officer is presiding and takes an active part in debating a topic, he or she may designate another council member to preside temporarily.

Part VIII. Motions and Voting

Rule 21. Action by the Council

Except as otherwise provided in these rules, the council shall act by motion. Any member may make a motion, not including the mayor.

Rule 22. Second Required

A second is required on any motion.

Rule 23. One Motion at a Time

A member may make only one motion at a time.

Rule 24. Withdrawal of Motion

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

Rule 25. Debate

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

- The maker of the motion is entitled to speak first.
- A member who has not spoken on the issue shall be recognized before a member who has already spoken.
- To the extent practicable, the debate shall alternate between proponents and opponents of the measure.

• No member may speak more than twice on the same substantive motion. A member's first speech on a substantive motion shall be limited to 10 minutes, and any second speech on the same motion shall be limited to five minutes. The same rules apply to debate on a procedural motion, except that a member's first speech shall not exceed five minutes, and any second speech shall be limited to two minutes.

Rule 26. Adoption by Majority Vote

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

Rule 27. Changing a Vote

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

Rule 28. Duty to Vote

- (a) **Duty to Vote.** Every council member must vote except when excused from voting as provided by this rule.
- (b) Grounds for Excusal. A member may be excused from voting on a matter involving the member's own financial interest or official conduct, though not if the proposal in question is one to alter the compensation or allowances paid to council members. Members may also be excused from voting when prohibited from voting under G.S. 14-234 (contract providing direct benefit to member), G.S. 160A-381(d) (legislative zoning decision likely to have a direct, substantial, and readily identifiable financial impact on member), or G.S. 160A-388(e)(2) (member's participation in quasi-judicial decision would violate affected person's right to an impartial decision maker). Questions about whether a basis for excusal exists should be directed to the city attorney.

(c) Procedure for Excusal.

- (1) At member's request. Upon being recognized at a duly called meeting of the council, a member who wishes to be excused from voting shall so inform the presiding officer, who must then submit the matter to a vote of the remaining members present. If a majority of the remaining members present vote to excuse the member, the member is excused from voting on the matter.
- (2) On council's initiative. Even when a member has not asked to be excused from voting on a matter, a majority of the remaining council members present may by motion and vote excuse the member from voting if grounds for doing so exist under paragraph (b).
- (d) Consequence of Non-Excused Failure to Vote. Except as specified in paragraph (e), if a member who has not been excused from voting fails to vote on a matter, the member's failure to vote shall be recorded as an affirmative vote, provided
 - (1) the member is physically present in the council chamber or
 - (2) the member has physically withdrawn from the meeting without being excused by majority vote of the remaining members present.
- (e) Failure to Vote on Certain Zoning Matters. A member's unexcused failure to vote shall not be recorded as an affirmative vote if the motion concerns a proposal to amend, supplement, or repeal a zoning ordinance. Instead, the member's unexcused failure to vote shall be recorded as an abstention.
- **(f) Mayor's Duty to Vote.** The provisions of this rule apply to the mayor when there are equal number of "for" and "against" votes.

Rule 29. Voting by Written Ballot

- (a) **Secret Ballots Prohibited.** The council may not vote by secret ballot.
- (b) Rules for Written Ballots. The council may decide by majority vote or unanimous consent to vote on a motion by written ballot. Each member must sign his or her ballot, and the minutes must record how each member voted by name. The ballots must be made available for public inspection in the city clerk's office immediately following the meeting at which the vote took place and remain there until the minutes of that meeting are approved, at which time the ballots may be

destroyed.

Rule 30. Substantive Motions

A substantive motion is not in order if made while another motion is pending. Once the council disposes of a substantive motion, it may not take up a motion that presents essentially the same issue at the same meeting, unless it first adopts a motion to reconsider pursuant to Rule 31, Motion 14.

Rule 31. Procedural Motions

- (a) Certain Motions Allowed. The council may consider only those procedural motions listed in this rule. Unless otherwise noted, each procedural motion may be debated and amended and requires a majority of votes cast, a quorum being present, for adoption.
- **(b) Priority of Motions.** The procedural motions set out in this paragraph are listed in order of priority. A procedural motion is not in order so long as another procedural motion of higher priority is pending, except that
 - any procedural motion other than an appeal under Motion 1 is subject to amendment as provided in Motion 12, and
 - a motion to call the question (end debate) may be made with regard to any procedural motion in accordance with Motion 9.

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

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

Motion 2. To Adjourn. This motion may be used to close a meeting. It is not in

order if the council is in closed session.

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

Motion 4. To Take a Brief Recess.

- **Motion 5. To Follow the Agenda.** This motion must be made at the time an item of business that deviates from the agenda is proposed; otherwise, the motion is out of order as to that item.
- **Motion 6. To Suspend the Rules.** To be adopted, a motion to suspend the rules must receive affirmative votes equal to at least two-thirds of the council's actual membership, excluding vacant seats and not counting the mayor if the mayor votes only in case of a tie. The council may not suspend provisions in these rules that are required under state law.
- **Motion 7. To Divide a Complex Motion.** This motion is in order whenever a member wishes to consider and vote on parts of a complex motion separately. The member who makes this motion must specify how the complex motion will be divided.
- **Motion 8. To Defer Consideration.** The council may defer its consideration of a substantive motion, and any proposed amendments thereto, to an unspecified time. A motion that has been deferred expires unless the council votes to revive it pursuant to Motion 13 within 100 days of deferral. A new motion having the same effect as a deferred motion may not be introduced until the latter has expired.
- Motion 9. To End Debate (Call the Previous Question). If adopted, this motion terminates debate on a pending motion, thereby bringing it to an immediate vote. This motion is not in order until every member has had an opportunity to speak once on the pending motion.
- Motion 10. To Postpone to a Certain Time. This motion may be employed to delay the council's consideration of a substantive motion, and any proposed amendments thereto, until a designated day, meeting, or hour. During the period

of postponement, the council may not take up a new motion raising essentially the same issue without first suspending its rules pursuant to Motion 6.

Motion 11. To Refer a Motion to a Committee. The council may vote to refer a substantive motion to a committee for study and recommendations. While the substantive motion is pending before the committee, the council may not take up a new motion raising essentially the same issue without first suspending its rules pursuant to Motion 6. If the committee fails to report on the motion within 60 days of the referral date, the council must take up the motion if asked to do so by the member who introduced it.

Motion 12. To Amend.

- (a) Germaneness. A motion to amend must concern the same subject matter as the motion it seeks to alter.
- **(b) Limit on Number of Motions to Amend.** When a motion to amend is under consideration, a motion to amend the amendment may be made; however, no more than one motion to amend and one motion to amend the amendment may be pending at the same time.
- **(c) Amendments to Ordinances.** Any amendment to a proposed ordinance must be reduced to writing before the vote on the amendment.
- **Motion 13. To Revive Consideration.** The council may vote to revive consideration of any substantive motion that has been deferred pursuant to Motion 8, provided it does so within 100 days of its vote to defer consideration.
- **Motion 14. To Reconsider.** The council may vote to reconsider its action on a matter, provided the motion to reconsider is made (a) at the same meeting during which the action to be reconsidered was taken and (b) by a member who voted with the prevailing side. For purposes of this motion, "the same meeting" includes any continuation of a meeting through a motion to recess to a certain time and place (Motion 3). The motion is not in order if it interrupts the council's deliberation on a pending matter.
- **Motion 15. To Rescind.** The council may vote to rescind an action taken at a prior meeting provided rescission is not forbidden by law.
 - Motion 16. To Prevent Reintroduction for Six Months. This motion may be

used to prevent the reintroduction of a failed substantive motion for a time, but it is in order only when made immediately following the substantive motion's defeat. To be adopted, this motion must receive votes equal to at least two-thirds of the council's actual membership, excluding vacant seats and not counting the mayor, unless the mayor may vote on all questions. If this motion is adopted, the ban on reintroduction remains in effect for six months or until the council's next organizational meeting, whichever occurs first.

Part IX. Ordinances and Contracts

Rule 32. Introduction of Ordinances

For purposes of these rules, the "date of introduction" for a proposed ordinance is the date on which the council first votes on the proposed ordinance's subject matter. The council votes on the subject matter of a proposed ordinance when it votes on whether to adopt or make changes to the proposed ordinance.

Rule 33. Adoption, Amendment, and Repeal of Ordinances

(a) Adoption of Ordinances.

- (1) *Proposed ordinances to be in writing*. No proposed ordinance shall be adopted unless it has been reduced to writing and distributed to members before a vote on adoption is taken.
- (2) Adoption on date of introduction. To be approved on the date of introduction, a proposed ordinance or any action having the effect of an ordinance must receive affirmative votes equal to at least two-thirds of the council's actual membership, excluding vacant seats and not counting the mayor, unless the mayor has the right to vote on all questions before the council.
- (3) Adoption after date of introduction. To be approved after the date of introduction, a proposed ordinance or any action having the effect of an ordinance must receive affirmative votes equal to at least a majority of all council members not excused from voting on the matter. In calculating the number of affirmative votes necessary for approval, the council shall count the mayor if he or she votes on all questions. If the mayor votes only in the

case of tie, the mayor's vote counts if there is an equal division.

(b) Amendment and Repeal of Ordinances. The same voting requirements that govern the adoption of proposed ordinances also apply to the amendment or repeal of an ordinance.

Rule 34. Adoption of the Budget Ordinance

- (a) Special Rules for the Adoption or Amendment of the Budget Ordinance. Notwithstanding any provision in the city charter, general law, or local act,
 - (1) the council may adopt or amend the budget ordinance at a regular or special meeting of the council by a simple majority of those members present and voting, a quorum being present;
 - (2) no action taken with respect to the adoption or amendment of the budget ordinance need be published or is subject to any other procedural requirement governing the adoption of ordinances or resolutions by the council; and
 - (3) the adoption or amendment of the budget ordinance and the levy of taxes in the budget ordinance are not subject to the provisions of any city charter or local act concerning initiative or referendum.
- **(b) Notice Requirements for Budget Meetings.** During the period beginning with the submission of the budget to the council and ending with the adoption of the budget ordinance, the council may hold any special meetings that may be necessary to complete its work on the budget ordinance. Except for the notice requirements of the open meetings law, which continue to apply, no provision of law concerning the call of special meetings applies during that period so long as
 - each member of the board has actual notice of each special meeting called for the purpose of considering the budget and
 - no business other than consideration of the budget is taken up.
- (c) No Authority for Closed Sessions. This rule shall not be construed to authorize the council to hold closed sessions on any basis other than the grounds set out in Rule 5.

Rule 35. Approval of Contracts and Authorization of Expenditures

- (a) Contracts to be in Writing. No contract shall be approved or ratified by the city council unless it has been reduced to writing at the time of the council's vote.
- **(b) Approval of Contracts.** To be approved or ratified, a contract must receive affirmative votes equal to at least a majority of all council members not excused from voting on the contract, including the mayor's vote in the event of a tie.
- **(c) Authorization of Expenditure of Public Funds.** The same vote necessary to approve or ratify a contract is required for the council to authorize the expenditure of public funds, except when the expenditure is authorized pursuant to Rule 34.

Part X. Public Hearings and Comment Periods

Rule 36. Public Hearings

- (a) Calling Public Hearings. In addition to holding public hearings required by law, the council may hold any public hearings it deems advisable. The council may schedule hearings or delegate that responsibility to city staff members, as appropriate, except when state law directs the council itself to call the hearing. If the council delegates scheduling authority, it must provide adequate guidance to assist staff members in exercising that authority.
- **(b) Public Hearing Locations.** Public hearings may be held anywhere within the city or within the county where the city is located.
- (c) Rules for Public Hearings. The council may adopt reasonable rules for public hearings that, among other things,
 - fix the maximum time allotted to each speaker, which is fixed herein as 3 minutes (staff does not qualify as a speaker),
 - provide for the designation of spokespersons for groups of persons supporting or opposing the same positions,
 - provide for the selection of delegates from groups of persons supporting or opposing the same positions when the number of persons wishing to attend the hearing exceeds the capacity of the hall (so long as arrangements are made, in the case of a hearing subject to the open

- meetings law, for those excluded from the hall to listen to the hearing), and
- provide for the maintenance of order and decorum in the conduct of the hearing.
- (d) Notice of Public Hearings. Any public hearing at which a majority of the council is present shall be considered part of a regular or special meeting. Consequently, the relevant notice and related requirements of the open meetings law, as set out in Rules 9 through 12, apply to such hearings. Some statutes mandate additional notice for particular types of hearings, and such notice must be provided together with notice of the meeting during which the hearing will take place.
- (e) Continuing Public Hearings. The council may continue any public hearing without further advertisement to a time and place certain, provided the time (including the date, if the hearing will resume on a different day) and place of the continued hearing are announced in open session. Except for hearings conducted pursuant to paragraph (g), if a quorum of the council is not present for a properly scheduled public hearing, the hearing must be continued until the council's next regular meeting without further advertisement.
- (f) Conduct of Public Hearings. At the time appointed for the hearing, the Mayor shall call the hearing to order and proceed to allow public input in accordance with any rules adopted by the council for the hearing. Unless the council extends the hearing, when the time allotted for the hearing expires, or when no one wishes to speak who has not done so, the mayor shall entertain a motion to close the hearing, and the council shall resume the regular order of business.
- (g) Public Hearings by Less Than a Majority of Council Members. Nothing in this rule prevents the council from appointing a member or members to hold a public hearing on the council's behalf, except when state law requires that the council itself conduct the hearing.

Rule 37. Public Comment Periods

(a) Frequency of Public Comment Periods. The council must provide at least one opportunity for public comment each month at a regular meeting, except that the council need not offer a public comment period during any month in which it does not hold a regular meeting.

- **(b) Rules for Public Comment Periods.** The council may adopt reasonable rules for public comment periods that, among other things,
 - fix the maximum time allotted to each speaker, which is fixed herein as 3 minutes
 - provide for the designation of spokespersons for groups supporting or opposing the same positions,
 - provide for the selection of delegates from groups supporting or opposing the same positions when the number of persons wishing to attend the public comment period exceeds the capacity of the hall (so long as arrangements are made for those excluded from the hall to listen to the hearing), and
 - provide for the maintenance of order and decorum in the conduct of the hearing.
- (c) Content-Based Restrictions Generally Prohibited. The council may not restrict speakers based on subject matter, as long as their comments pertain to subjects within the council's real or apparent jurisdiction.

Part XI. Appointments and Appointed Bodies

Rule 38. Appointments

- (a) Appointments in Open Session. The council must consider and make any appointment to another body or, in the event of a vacancy on the council, to its own membership in open session.
- **(b) Nomination and Voting Procedure.** The council shall use the following procedure to fill a vacancy in the council itself or in any other body over which it has the power of appointment. The mayor shall open the floor for nominations, whereupon council members may put forward and debate nominees. When debate ends, the mayor shall call the roll of the members, and each member shall cast a vote for his or her preferred nominee. The voting shall continue until a nominee receives a majority of votes cast during a single balloting.
- (c) Mayor. The mayor may make nominations. The mayor may not vote on ap-

Date Modified: 6/01/2017

pointments under this rule unless there is a tie.

- (d) Multiple Appointments. If the council is filling more than one vacancy, each member shall have as many votes in each balloting as there are slots to be filled, and the votes of a majority of the total number of members voting shall be required for each appointment. No member may cast more than one vote for the same candidate for the same vacancy during a single balloting.
- (e) **Duty to Vote.** It is the duty of each member to vote for as many appointees as there are appointments to be made, but failure to do so shall not invalidate a member's ballot.
- **(f) Vote by Written Ballot.** The council may vote on proposed appointments by written ballot in accordance with Rule 29.

Rule 39. Committees and Boards

- (a) Establishment and Appointment. The council may establish temporary and standing committees, boards, and other bodies to help carry on the work of city government. Unless otherwise provided by law or the council, the power of appointment to such bodies lies with the council.
- **(b) Open Meetings Law.** The requirements of the open meetings law apply whenever a majority of an appointed body's members gather in person or simultaneously by electronic means to discuss or conduct official business. They do not apply to meetings solely among the city's professional staff.
- (c) Procedural Rules. The council may prescribe the procedures by which the city's appointed bodies operate, subject to any statutory provisions applicable to particular bodies. In the absence of rules adopted by the council, an appointed body may promulgate its own procedural rules, so long as they are in keeping with any relevant statutory provisions and generally accepted principles of parliamentary procedure.

Date Modified: 6/01/2017

Part XII. Miscellaneous

Rule 40. Amendment of the Rules

These rules may be amended at any regular meeting or at any properly called special meeting for which amendment of the rules is one of the meeting's stated purposes. Any amendment to these rules must be consistent with the city charter, any relevant statutes, and generally accepted principles of parliamentary procedure. To be adopted, a motion to amend these rules must be approved by a majority of the council's members, excluding vacant seats and counting the mayor only if the mayor may vote on all questions.

Rule 41. Reference to Robert's Rules of Order Newly Revised

The council shall refer to *Robert's Rules of Order Newly Revised* for guidance when confronted with a procedural issue not covered by these rules or state law. Having consulted *Robert's*, the mayor shall make a ruling on the issue subject to appeal to the council under Rule 31, Motion 1.

Date Modified: 6/01/2017

Town of North Topsail Beach

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

Aldermen: Richard Grant Don Harte Connie Pletl Robert Swantek



Alice Derian, ICMA-CM Town Manager

> Danyale Lundy Town Clerk

Nature's Tranquil Beauty

A Resolution to Appoint Tom Leonard as Liaison to the Board of Directors of the North Carolina Beach, Inlet and Water Association (NCBIWA)

Resolution number: 21-12-06

Whereas, the North Carolina Beach, Inlet and Water Association (NCBIWA) whose mission is to advocate for coastal preservation, renourishment, sustainability and resiliency requires collaboration with local, state and federal agencies along with the support of the N.C. State Legislature and Congress; and

Whereas, Tom Leonard was re-appointed by the NCBIWA Executive Committee in November 2021 as the N. Topsail Beach elected official to serve on the Board of Directors of NCBIWA for a term ending in 2023; and

Whereas, Tom Leonard has served with distinction on the Board of Directors of NCBIWA through his leadership skills, knowledge of coastal shoreline protection parameters and his established liaison with both NC Legislative leaders and US Congressmen and Senators and their respective liaisons;

NOW, THEREFORE, BE IT RESOLVED, that the North Topsail Beach Board of Aldermen appoints Tom Leonard as liaison to the Board of Directors of the North Carolina Beach, Inlet and Water Association (NCBIWA).

BE IT FURTHER RESOLVED that Tom Leonard will continue to support the mission of NCBIWA through his participation on the Board of Directors of NCBIWA and by his attendance at the Spring and Fall conferences of NCBIWA; and

That Tom Leonard will make timely written and oral reports of the activities of the Board of Directors and summaries of conference events to the Board of Aldermen; and

That Tom Leonard's NCBIWA individual membership fee will be reimbursed from the General Fund of N. Topsail Beach upon membership payment receipt and approval by the Town Manager; and

That Tom Leonard's conference fees and travel expenses to attend NCBIWA conferences will be reimbursed based on travel receipts and approval by the Town Manager.

This 6 th Day of December, 2021	
Town Seal	
	Joann McDermon, Mayor
	Alice Derian, Town Manager

Town of North Topsail Beach

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

Aldermen: Richard Grant Don Harte Connie Pletl Robert Swantek



Alice Derian Town Manager

Danyale Lundy Town Clerk

Nature's Tranquil Beauty

A RESOLUTION TO ADOPT THE REGULAR MEETING SCHEDULE FOR THE NORTH TOPSAIL BEACH BOARD OF ALDERMEN FOR 2022 Resolution number: 21-12-10

WHEREAS, General Statute 160A-71 allows a Board to fix a time and place for regular meetings; and

WHEREAS, General Statute 143-318.12(a) requires the Board of Aldermen's schedule of regular meetings to be kept on file with the Town Clerk;

NOW, THEREFORE, BE IT RESOLVED that the following meeting schedule be adopted by the North Topsail Beach Board of Aldermen.

NOW, THEREFORE, BE IT FURTHER RESOLVED that if a regular meeting cannot take place on the date scheduled below that the meeting will be automatically rescheduled for one week later.

Location: Town of North Topsail Beach Town Hall, 2008 Loggerhead Court, North Topsail Beach, NC 28460

Wednesday	January 5, 2022	11:00 a.m.
Wednesday	February 2, 2022	11:00 a.m.
Wednesday	March 2, 2022	11:00 a.m.
Wednesday	April 6, 2022	11:00 a.m.
Wednesday	May 4, 2022	11:00 a.m.
Wednesday	June 1, 2022	11:00 a.m.
Wednesday	July 6, 2022	11:00 a.m.
Wednesday	August 3, 2022	11:00 a.m.
Wednesday	September 7, 2022	11:00 a.m.
Wednesday	October 5, 2022	11:00 a.m.
Wednesday	November 2, 2022	11:00 a.m.
Wednesday	December 7, 2022	11:00 a.m.

Adopted this, the 6th day of December 2020.

ATTEST:

Joann McDermon Mayor

Danyale Lundy Town Clerk

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

Parks & Recreation Update Dec. 6, 2021

The formation of a Parks & Recreation Committee is still ongoing.

We have had some limited interest but it is slow going.

Nevertheless, we will hold a meeting in January for all interested applicants and anyone who is interested in attending. We will have the meeting date, time and place announced on the town's website as well as on social media.

Town of N. Topsail Beach

Proposal for a 'Beach, Inlet, and Sound Advisory Committee'

Background: Several years ago, the N. Topsail Beach Board of Aldermen established the Beach Erosion Study Team or BEST committee as it was known with the mission "Our Mission: To evaluate and recommend to the North Topsail Beach (NTB) Board of Aldermen both short- and long-term solutions that address shoreline protection and stabilization of the beaches and dunes of the Town of North Topsail Beach." The goals of BEST were i) to reduce the potential for storm, wave, and erosion along NTB's shoreline, ii) to stabilize NTB's beaches and shoreline, and iii) to establish a sense of trust and credibility within the Town of North Topsail Beach.

The BEST report to the Board of Aldermen on 5 February 2009 had the following five recommendations to the Town. These were 1) Beach nourishment and adoption of the fivephased implementation plan developed by CP&E, 2) "Pay-as-you-go Implementation. BEST supports implementing the Beach Nourishment solutions on a "pay-as-you-go" basis, avoiding debt financing of the projects. If outside funding is insufficient to fund any portion of the implementation plan, then BEST recommends establishing tax districts that correspond to the phased implementation plan," 3) "Cost Sharing. Assuming NTB property owners would be required to fund some or all of the costs of Beach Nourishment, BEST recommends that Oceanfront (OF) property owners should contribute 90% of the costs, and non-Oceanfront (non-OF) property owners 10% of the costs. 4) "NTB Citizen Input. Beach Nourishment is not only a very expensive and challenging undertaking, but it is also not without some risk – and not without very vocal critics. It is imperative, therefore, that the citizens of NTB support the implementation of Beach Nourishment," and 5) "Need for Long-range Plan. North Topsail Beach must develop a long-range plan to ensure that future generations do not face the same risk to NTB property and quality-of-life that threatens the Town today. NTB should consider enlisting the assistance of North Carolina State University's "Natural Resources Leadership Institute" in helping develop a long-range plan." Here is the link to the **BEST report** on the town website.

Current Status and Need. The town implemented phases 1 and 5 of the BEST report recommendation for beach nourishment but with money financed rather than the 'pay-as-yougo' approach recommended by the BEST committee. The town is pursuing a hardened structure at the New River Inlet to collect a portion of the migrating sand from the down-drift current before it can go back into the inlet. This will slow the rate of severe erosion at the north end for the first 2000 ft or so of shoreline as well as reduce the number of yearly-maintenance dredging cycles needed in the inlet by the Army Corps of Engineers. Since the BEST committee reported its recommended goals and objectives in 2009, the Mayor and Board of Aldermen as a whole now serve as the town's beach committee along with the town manager. Recently, the town contracted with ATM, a coastal engineering firm, to facilitate Hurricane Florence and Hurricane Dorian storm-damage recovery through FEMA. The FEMA Cat B dune restoration work in

Phases 2-4 should be completed before January 2022. The FEMA Cat B beach restoration in Phase 5 should start by the end of January 2022.

As the board of aldermen has a wide-ranging responsibility to the citizens of N. Topsail Beach, the time the board can spend on beach nourishment plans is limited during our monthly board meetings. The few attempts at special meeting workshops to develop a comprehensive beach plan in the past few years have not produced a way forward and have come to frustrate some of the aldermen in terms of lack of progress. Hurricane Florence has only compounded our beach nourishment efforts and long-term beach plans.

Planning for beach nourishment is really only one component of the dynamic of the coastline around our island town, the other two being the New River Inlet and sound side along the Atlantic IntraCoastal Waterway. As experience has taught our board as well as previous boards, inlet management must be tied to beach nourishment. The town took the lead in establishing the New River Inlet Stakeholders group that meets in conjunction with the quarterly meetings of the coast-wide stakeholders participating in the Shallow Draft Inlet MOA between the state and Army Corps. Onslow County, although a participant in the NRI stakeholders group, has provided little leadership or monetary commitment to inlet management. Even though the Army Corps focus for shallow draft inlets is navigation, municipalities can also benefit when beach-compatible dredge spoils are disposed of on our beaches.

Since the BEST report, there have been several changes in how towns and counties can fund beach nourishment. The State Legislature passed a Shallow Draft Navigation Channel Dredging and Aquatic Weed Fund based in part on fuel tax to support dredging of inlets for commercial fisheries and recreational access to the ocean. For a Tier 2 county, Onslow County dredge projects require a local 33 -67% match with state funds. Normally the local match is split 50-50 between county and municipality. As recently as this summer the Shallow Draft Inlet fund had \$40 million available with about half of that amount already committed to approved inlet dredge projects. More recently, based on a recommendation from the state-sponsored, Beach and Inlet Management Plan (BIMP) update, the State Legislature approved a 'Coastal Storm Damage Mitigation Fund' but did not appropriate funds for 2017. In 2018, diligent work by our state coastal representatives in Raleigh resulted in a one-time fund transfer of 5 million dollars to this fund. In response to Hurricane Florence's recovery, the state marked \$18.5 million for the Coastal Storm Damage Mitigation Fund as part of the hurricane recovery funds 2018-2019. Currently, the legislature's proposed state budget for 2021-2023 includes \$40 million in one-time funding for the Coastal Storm Damage Mitigation Fund. This fund would require a 50-50 state local match. Any comprehensive beach nourishment plan for N. Topsail Beach should be centered on these two sources of state funds.

While the causes of sea-level rise continue to be debated, old-timers on the island will tell you that sound-side flooding has become more severe in the past decade. Our board has given little or no attention to this issue other than an acknowledgment in our CAMA Land Use Plan and by following the CAMA setback and wetland rules. Marsh sills were approved by the state

in the last few years. An adaptation of the marsh sill known as 'Living Shorelines' has become the 'thing' right now in coastal management and our town should be exploring how to adopt some of these guidelines into our overall approach to sound-side flooding.

Topsail Beach has a chartered, Beach, Inlet, and Sound Committee (BIS) that meets monthly to consider issues related to the coastline around their town. The committee has a citizen Chair, two additional citizen members, and two Town Commissioners with their town manager and coastal engineer as liaison to the committee. This model has worked well for their community. Topsail Beach completed a major beach nourishment event two years ago. Immediately prior to Hurricane Florence, they had plans to construct a new â€~berm' ocean side of their frontal dune for storm mitigation. They found that their private project in conjunction with the state's Shallow Draft Inlet program was more economical than their approved federal project and thus declined to proceed with their federal project. Can the Topsail Beach BIS model work for NTB?

Action items

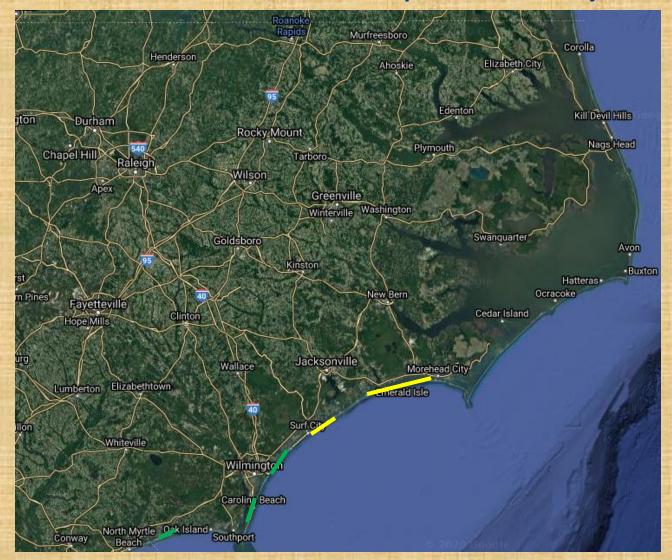
- Establish a Beach, Inlet, and Sound Advisory Committee (BISAC).
- Approve the proposed draft BISAC Charter.
- If a committee is established then:
 - o Put out a call for citizens to apply as committee members.
 - Appoint the chair and six other members plus the ex officio members to the BISAC.
 - Charge the committee to work toward the goals that are set forth in the BISAC Charter.

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:

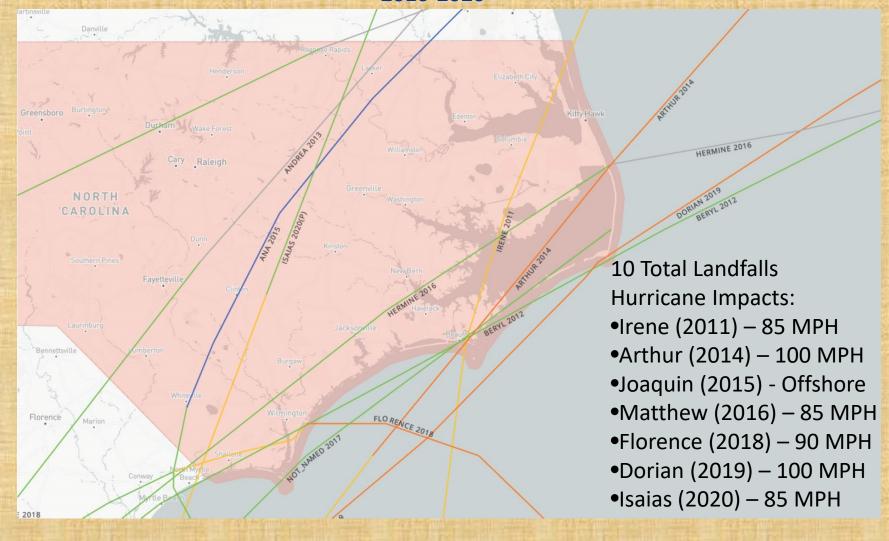
- Ocean Isle Beach62% Coverage
- Carolina & Kure Beach
 100% Coverage
- Wrightsville Beach69% Coverage

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
 Kill Devil Hills
- Surf City
- North Topsail Beach
- Emerald Isle
- Indian Beach

- Pine Knoll Shores
- Atlantic Beach
- Buxton
- Nags Head
- Kitty Hawk
- Duck



Keys for Longevity and Success

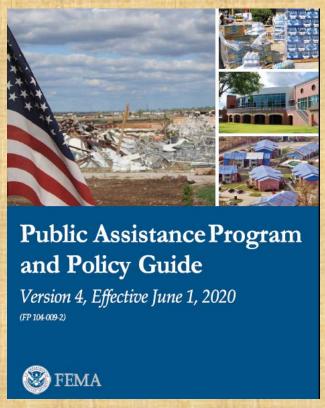




- •Establish realistic long-term goals/time frames
- Look for Value Added Projects and Be Creative
- Utilize State and Federal Funding Mechanisms



Agency Navigation





- Major Permits
- .2500 Series General Permits
- "Imminently Threatened" Designation

Which Permit is best for You?



- Individual Federal Permits
- NEPA Consultation

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

Beach Committee vs. Beach Manager

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.

Beach Committee vs. Beach Manager

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?



Town of North Topsail Beach

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

Aldermen: Richard Grant Don Harte Connie Pletl Robert Swantek



Alice Derian Town Manager

Danyale Lundy Town Clerk

Nature's Tranquil Beauty

A RESOLUTION TO SUSPEND PAID PARKING THROUGHOUT THE TOWN OF NORTH TOPSAIL BEACH TO ALLOW STREET AND RIGHT-OF-WAY FROM DECEMBER 7, 2021 – JANUARY 2, 2022

Resolution number: 21-12-07

Background:

The town of North Topsail Beach began implementing paid parking at its public parking lots and banned parking on side streets and right-of-ways on March 1, 2021.

This has brought in much-needed revenue for the town from day-trippers and visitors, who generally do not contribute other forms of revenue, such as taxes and accommodations taxes, as do the property owners and vacation renters.

However, it has also placed a burden on residents and property owners who have small driveways and limited parking, and also do not have public parking anywhere nearby. These people are unable to have family, friends, and visitors at their homes because there is nowhere for them to legally park.

While paid parking and eliminating side street and right-of-way parking has benefited our town by bringing in revenue and controlling where vehicles can park, it has done so at the expense of those who live here and has severely limited their enjoyment of life here in the town.

Prior to paid parking/no side street and right-of-way parking, residents and property owners with limited parking used the side streets and right-of-ways at their homes. In prior decades this was not a problem; however, when the pandemic began in 2020, we saw an unprecedented number of people visiting our town and, during the peak summer season, parking along almost every street, sometimes to the point that it might have been cumbersome to get an emergency vehicle down those streets if needed.

I am asking the board to suspend paid parking and to allow side street and right-of-way parking throughout the town of North Topsail Beach from December 7, 2021 to January 2, 2022 to allow residents and property owners to have ample parking so that they can invite family and friends to their homes for the holidays.

I do not believe the suspension will cause an unsafe level of parking on the side streets and right-of-ways because the vast majority of those who are here to just visit the beach will park in the more desirable, and closer, public parking areas. The side street and right-of-way areas will likely be primarily parked on by those visiting residents and property owners.

Additionally, areas of concern that have always been No Parking should remain so during the suspension.

A positive secondary result in suspending paid parking throughout the town of North Topsail Beach and allowing side street and right-of-way parking at this time is that it will show the town's goodwill to the county, its residents, and others through the holiday season.

Town of North Topsail Beach

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

Aldermen: Richard Grant Don Harte Connie Pletl Robert Swantek



Alice Derian Town Manager

Danyale Lundy Town Clerk

Nature's Tranquil Beauty

A RESOLUTION TO SUSPEND PAID PARKING THROUGHOUT THE TOWN OF NORTH TOPSAIL BEACH TO ALLOW STREET AND RIGHT-OF-WAY FROM DECEMBER 7, 2021 – JANUARY 2, 2022

Resolution number: 21-12-07

WHEREAS, the town of North Topsail Beach implemented paid parking in its public parking lots and banned parking on side streets and right-of-ways beginning March 1, 2021, and

WHEREAS, town residents and property owners have not had the benefit of side street and right-of-way parking for their family and guests since that time, and

WHEREAS, town residents and property owners should have a reprieve from the ban on side streets and right-of-way parking during the holidays to allow them to have guests at their homes, and

WHEREAS, the town traditionally has fewer day-trippers during the wintertime, and

WHEREAS, the suspension will foster goodwill, and

NOW, THEREFORE, BE IT RESOLVED, that the town of North Topsail Beach will suspend paid parking throughout the town and allow side street parking and right-of-way parking from December 7, 2021 to January 2, 2022.

BE IT FURTHER RESOLVED that this resolution be made part of the permanent records of the Town of North Topsail Beach.

This is the 6 th day of December 2021. Town Seal	
	JoAnne McDermon
	Mayor
	ATTEST:
	Danyale Lundy
	Asst. Town Clerk