

Town of North Topsail Beach

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

Aldermen:
Richard Grant
Don Harte
Connie Pletl
Bob Swantek



Alice Derian, ICMA-CM
Town Manager

Danyale Lundy
Town Clerk

Nature's Tranquil Beauty

Board of Aldermen Regular Meeting Agenda Wednesday, April 6, 2022, at 11:00 A.M. North Topsail Beach Town Hall 2008 Loggerhead Court, North Topsail Beach, NC 28460

I. 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 (Mayor Pro Tem Benson)

III. Pledge of Allegiance (Mayor McDermon)

IV. Approval of Agenda

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

V. Manager's Report

VI. Open Forum

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

VII. Public Presentations and Hearings

A. **Coastal Engineer Update** (Mr. Fran Way of ATM Consulting)

VIII. 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.

- A. Approval of Minutes ([February 26, 2022](#), [March 2, 2022](#))
- 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 2021-22.11](#)
- E. [Budget Amendment 2021-22.12](#)

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

IX. Continuing Business

- A. ST Wooten Contract Fuel Escalation Addendum (Coastal Engineer Way)

♦**Specific Action Requested: Request for a motion to approve the ST Wooten Contract Fuel Escalation Addendum**

- B. [Continued Dune Restoration](#) (Town Manager Derian)
- C. Economic Development Summit (Town Manager Derian)

X. New Business

- A. NCBIWA Spring Conference (Town Manager Derian)

♦**Specific Action Requested: Request for a motion to approve the Town of North Topsail Beach to become a (Insert Level: ex: Gold) Sponsor for the NCBIWA Spring Conference 2022.**

B. Memorandum of Understanding with TI Coastal (Town Attorney Edes)

◆**Specific Action Requested: Request for a motion to approve the Memorandum of Understanding between the Town of North Topsail Beach and TI Coastal.**

C. Beach, Inlet, and Sound Advisory Committee Update
(Mayor Pro Tem Benson)

D. Recommendation Regarding Construction of Ocean Side Swimming Pools
(Alderman Grant)

E. New Position Request (Town Manager Derian)

◆**Specific Action Requested: Request for a motion to approve the creation of the new position of IT Director.**

F. Beach Clean Billboard Messaging (Town Manager Derian)

G. Jazz Festival Staffing (Town Manager Derian)

XI. Open Forum

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

XII. Attorney's Report

XIII. Mayor's Report

XIV. Aldermen's Report

◆**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)).**

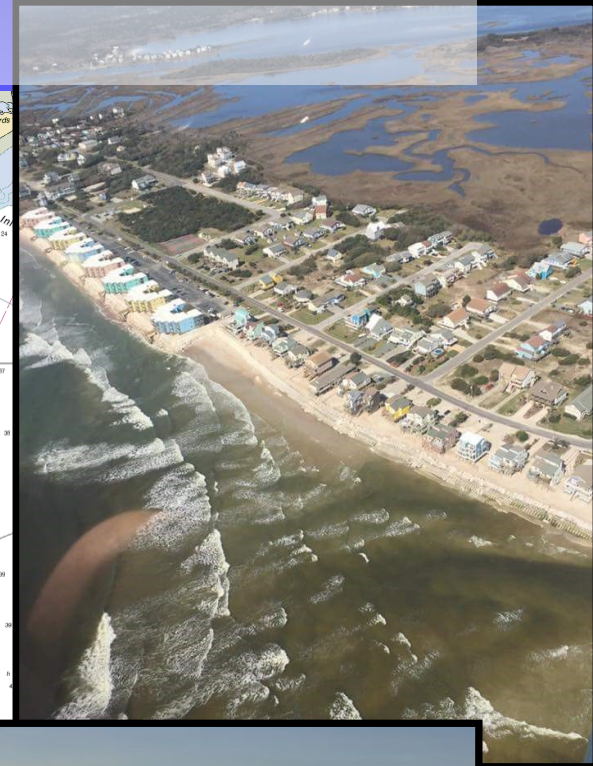
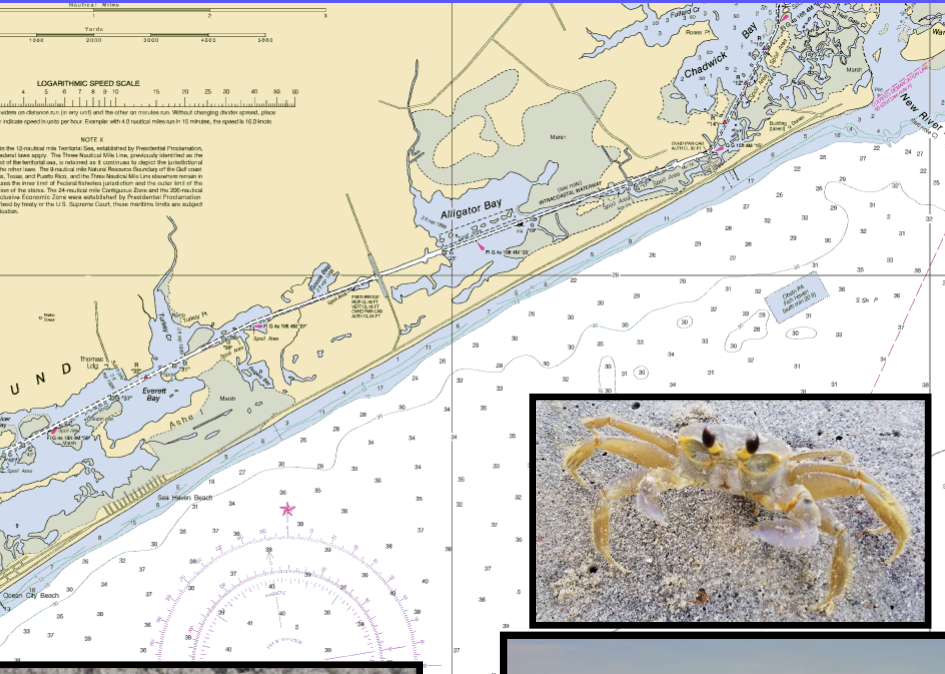
XV. **Closed Session:** To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.

◆**Specific Action Requested: Mayor will request a motion to come out of Closed Session, and report if any action was taken.**

XVI. Adjournment

North Topsail Beach Coastal Update

April 2022



Marina, Coastal, Environmental
& Water Resources Engineers

Upcoming State Grant, Dorian and Florence FEMA Category G.



Phase 1 Cat. G:
Dorian: ~16,000 cy
Permitting: 45,000 cy

Upcoming:
Remaining Phase 2 Dune
(~7,500 cy)
Permitted: ~60,000 cy

Phase 5 Cat. G:
Florence: ~607,000 cy
Dorian: ~30,000 cy

Truck Haul – North of Pier

Dorian Project (& Sandbags begin)

Completed

Work This Spring Window (yellow)

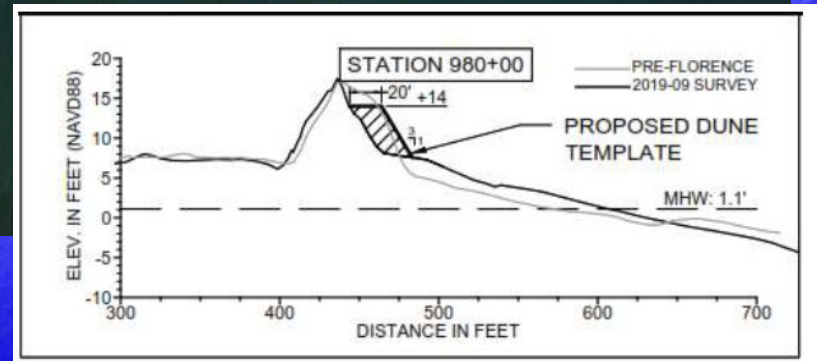
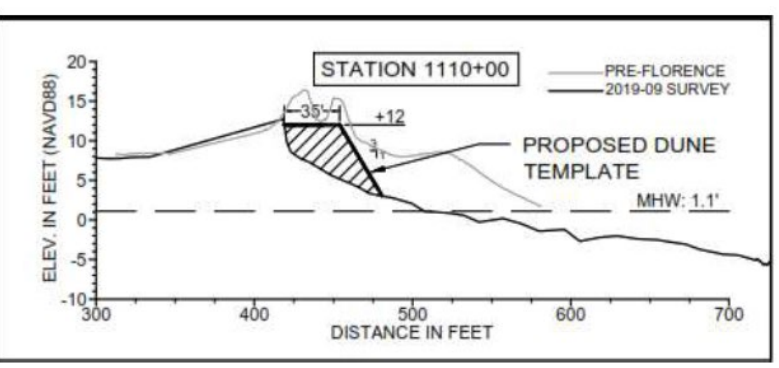
TRUCK ACCESS (Jenkins Way)

Existing Beach Access

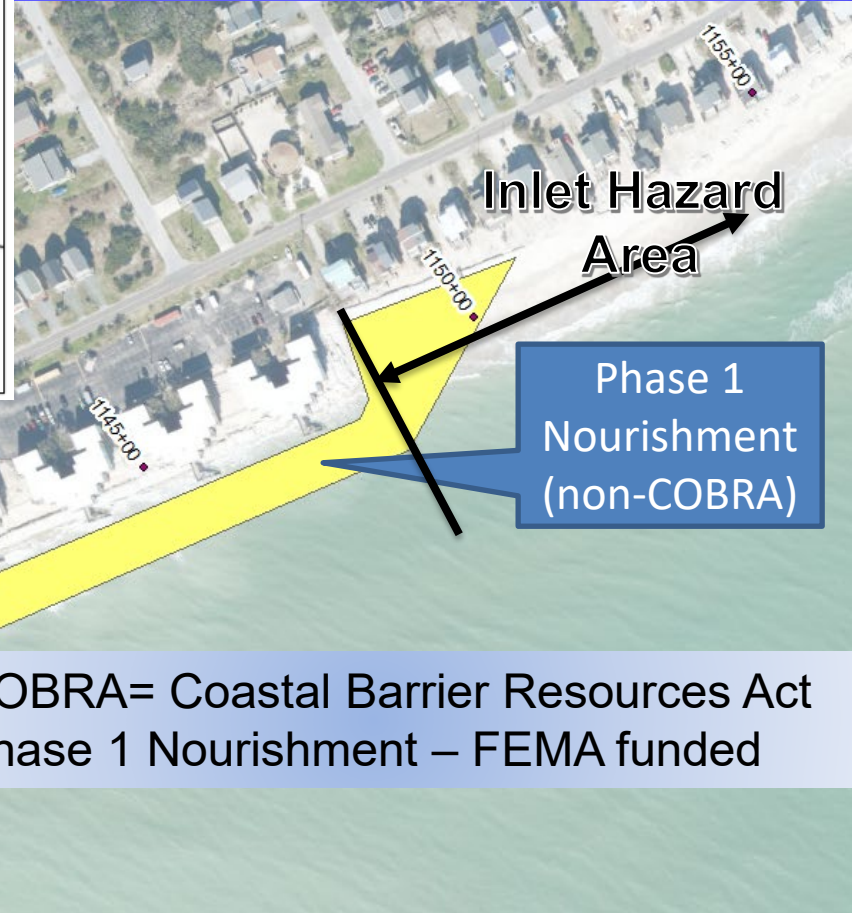
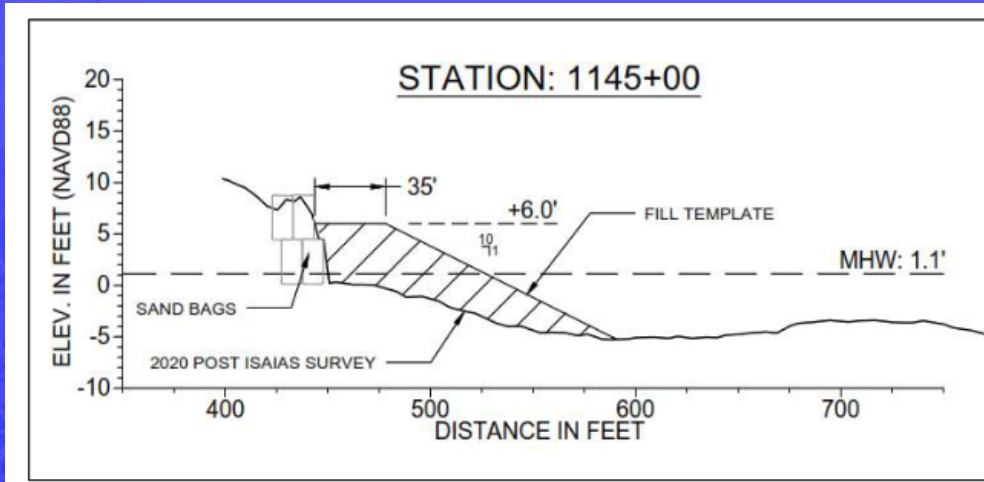
Completed

Completed down to Surf City (2019-2021)

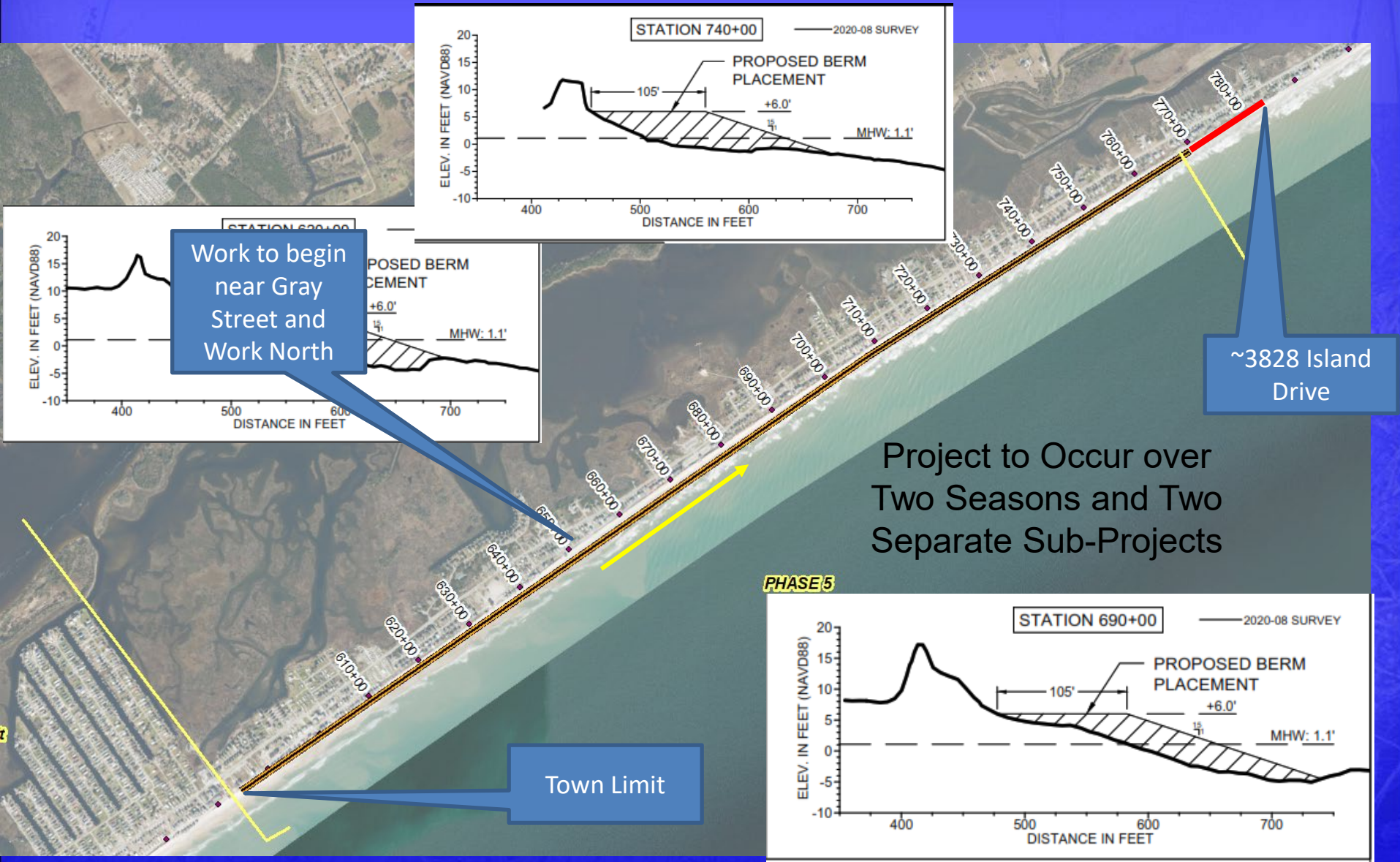
PIER



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



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



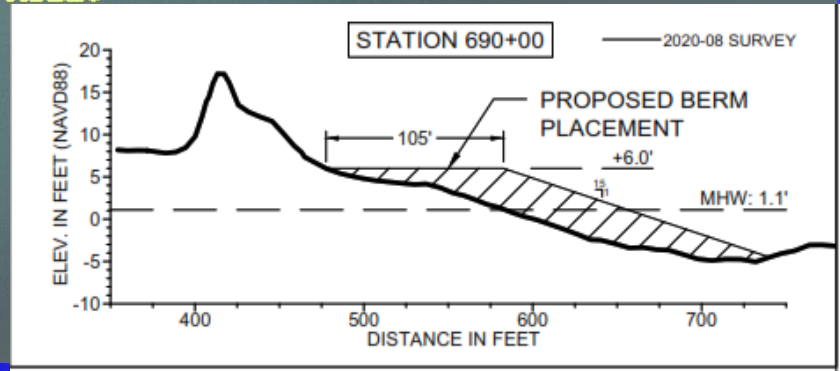
Work to begin near Gray Street and Work North

~3828 Island Drive

Town Limit

Project to Occur over Two Seasons and Two Separate Sub-Projects

PHASE 5



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



Transfer from Dump Trucks to All-Wheel Drive Beach Dump Trucks



County Beach Access Dune Rehabilitation



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

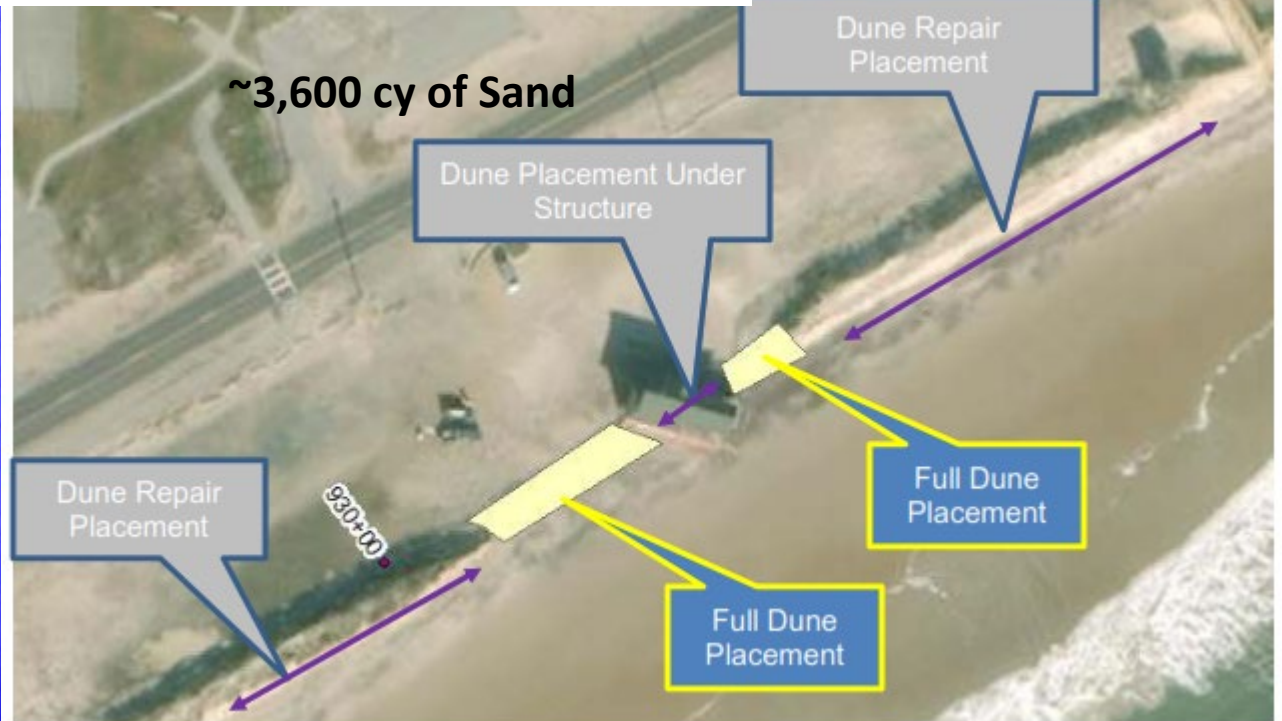


Figure 2: Plan view dune placement schematic.

Town Beach Projects Updates

- Phase 1 and Phase 2 Dune Truck Haul: Remaining ~mile to be completed the 2022 spring environmental window.
- ST Wooten started hauling sand near Gray Street on February 28
- Hurricane Dorian Phase 1 FEMA Category G: Separated from Category 5 permitting due to sandbags. Minor Mod for DCM. April Window limited to first two weeks with extension.
- 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
- Sea Oat Planting (remaining Phases 1 to 4 and to include Phase 5).
- County Beach Access



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**Board of Aldermen
Special Meeting Minutes
Saturday, February 26, 2022, at 10:00 A.M.
North Topsail Beach Town Hall
2008 Loggerhead Court, North Topsail Beach, NC 28460**

Present: Mayor McDermon; Mayor Pro Tem Benson; Aldermen Grant, Pletl, and Swantek; Chief Younginer; Town Manager Derian; Deputy Town Clerk Winzler; Planning Director Hill; Coastal Engineer Way and Town Attorney Edes.

I. Call to Order

Mayor McDermon called the Meeting to order at 10:01 AM.

II. Invocation

Alderman Grant led attendees in an invocation.

III. Pledge of Allegiance

Mayor McDermon led attendees in the Pledge of Allegiance.

IV. Beach Projects

Mr. Fran Way of ATM Consulting explained that North Topsail Beach is a total of 11 miles of shoreline which is broken down into five different phases: phase one starting near New River Inlet, going all the way down to phase five at the Surf City border. The five phases were developed around 2009 with an Environmental Impact Statement that the town had completed. Phase One is along the New River Inlet and is characteristically the highest erosion area along the shoreline. Phases two through five are characterized by the state as moderate to mild erosion areas of around two feet per year. Mr. Way clarified that phase five was delineated because it is not a COBRA zone, which is the Coastal Barrier Resources Act. In the 80s and 90s, half of phase one; as well as phase two, three, and four all were placed into a COBRA Zone. Being labeled in a COBRA Zone limits funding for FEMA projects, and severely limits the US Army Corps of

Engineers (USACE) funding. Mr. Fran Way divulged that the USACE and FEMA have a few workarounds, but in general, it is very hard to get federal money in those zones. Mr. Way stated the Board of Aldermen has been trying for decades now, to get that area, out of the COBRA zone for this reason.

Mr. Way disclosed that North Topsail Beach has several projects going on currently. North Topsail Beach is permitting and doing work on a project within phase one. Phase two has a little bit of dune project left near the pier. The phase five project, a truck haul, is also underway which is a FEMA-related Category G Engineered Beach Project. Mr. Way announced that this project will begin Monday, February 28, 2022. This specific project relates to North Topsail Beach's 2015 project in which 1.3 million cubic yards of sand were placed. The phase five project will start this coming Monday, the phase two project needs to be completed, and then the phase one (New River Inlet and Topsail Reef) project is still in permitting due to the sandbags being near the inlet and considered within a Hazard Area.

Alderman Grant asked Mr. Way to please explain the definition of Category G.

Mr. Way responded by saying, FEMA recognizes an engineered beach as a Category G. FEMA recognizes that having an engineered beach protects the infrastructure, houses, roads, and property therefore FEMA and the USACE realize the benefit of a big beach as a storm buffer. Mr. Way stated Category G simply refers to engineered beaches. With a Category G Engineered Beach, whenever a large storm comes (such as Florence or Dorian) and a state-declared disaster is declared, FEMA will come (working with the town) to develop data showing losses that occurred due to a storm. This is what the Category G project is for now. Mr. Way disclosed that the project in phase five is from both Florence and Dorian damage. Every time a storm comes and a state of emergency is declared in Onslow Count, the town will work with the FEMA representatives to try to figure out what damage is done then FEMA can help mitigate that damage.

Alderman Grant points out the difference between having a Category G Engineered Beach dictates what FEMA is willing to restore. Category G allows restoring the whole beach as compared to just the dunes (Category B).

Mr. Way confirmed yes and stated there is a Category G Engineer Beach (which phase five is classified as), and a Category B Dune Restoration which is FEMA (what phases one through four are classified as). Mr. Way identified phase one as split and is the only phase in which half is COBRA zone and half is not.

Mayor McDermon pointed out there is a small portion of federal flood in phase two, which North Topsail Beach hasn't touched. This area is a COBRA Zone from Barton Bay down past Bay Court. Mayor McDermon also requested Mr. Way to explain to everyone how much sand will be placed in phase five.

Coastal Engineer Way confirmed it would equate to a width of over 100 feet of sand being placed on the beach. This project is set to start this Spring and be completed the following year, beginning November 2022 into Spring 2023. Mr. Way stated Gray Street will be the main access for the heavy machinery.

Mr. Ben Rackley asked for clarification if the project will be finished by April.

Mr. Way responded, yes that is the plan.

Mr. Rackley stated that sand has not been received in this area in the last two years.

Mr. Way acknowledged that current events such as the King Tide and nor'easters events have been eating into the existing dune system, as well as the newly placed sand. Mr. Way disclosed that the Town of North Topsail Beach has been contacted by several citizens regarding these events, but explained these events aren't big enough that a federal disaster to be declared. When FEMA is involved access to funding is easier. North Topsail Beach is working with the county and the state to try and obtain funding for these projects. These projects are expensive and getting material is tough, especially for the areas that don't qualify for anything. Coastal Engineer Way also disclosed another difficulty is the increase in the events such as the King Tides.

Sandy Confer requested Mr. Way to describe the process of how the sand is going to be placed due to rumors of the sand being placed as a ledge and not being added to the existing dunes. Sandy stated that many oceanfront homes have five-foot dunes and are concerned they will not be able to get off their land in the event only a ledge is placed.

Coastal Engineer Way referred to his slides and pulled up the slide relating to the Dune Hall north of the pier which is similar and will help explain the process. The slide shows the design and dune profile and depicts that the material will be placed not only out to the water but within it. The material will start at the toe of the dune and be pushed out into the water. Mr. Way forewarned that some material will wash away, however; this will still be added to the system. By infusing sand into the system, it creates a healthier system with better storm buffering capabilities, more recreational beaches, and better habitat for turtle nesting.

Mayor McDermon stated that some folks get concerned when we place sand that it is not going to stay exactly where we put it, but as Mr. Way stated the goal would be that it gets into the system which causes the waves to break out further and creates a larger beach.

Coastal Engineer Way pointed out this effect was seen with the project near Topsail Reef where the Army Corps of Engineers put about 200,000-300,000 cubic yards of material, yet it appeared to wash away. That sand, however, could be accounted for within the beach system and created a healthier beach system.

Mr. Way warned that individuals will not be able to avoid heavy machinery while walking the beach and will require the town to shut off portions of the beach. This project will be a little more inconvenient for beach walkers than the dune project was. Mr. Way informed that the project will start at Gray Street and continue to work North until March or April when the turtle nesting season begins. The project will pause during turtle season and then begin again next November.

Jeff Stevens inquired regarding the status of the area South of Gray Street. Mr. Way revealed that area will be worked on next season, starting in November. Mr. Way did acknowledge that the permitting, funding, and FEMA coordination are still being processed, but there would be a good five-month window to place the material next season versus only having about two months this Spring.

Mayor Pro Tem Benson asked Mr. Way to explain why North Topsail Beach is having to do this project over two seasons and why it can't be physically done in one season.

Coastal Engineer Way responded that it is due to the production rates and being a large offshore dredge. For example, the project in 2015, that put 1.3 million cubic yards down, was an offshore dredge. With offshore dredging a production rate amount of 20,000 cubic yards a day is a good amount for them. Coastal Engineer Way stated as Mayor Pro Tem Benson mentioned the production rate is an anticipated 2500 cubic yards a day which is 10 times less than that in 2015. The sand is good material, color, and coarseness. Mr. Way stated that even though the truck hauls are more of an inconvenience because of the traffic; it can be argued that utilizing a truck haul keeps more money in the local economy, versus paying a dredger based out of another state.

Mayor Pro Tem Benson pointed out another positive aspect regarding the quality of the sand is that the turtles seem to love it. North Topsail Beach had more nests this year in the category B area that received dune restoration than ever before. Mr. Benson divulged North Topsail Beach's 11 miles had more nests than the other two towns.

Mr. Way disclosed that a minor dune replacement is being done at Onslow County Beach Access #4 in which the dune became flattened. North Topsail Beach is working with the county to repair this dune which requires a minor permit modification. One issue related to this project is the state being very restrictive regarding new crossovers. The goal is to place a big dune along this area as a continuous buffer to prevent any flooding on New River Inlet Road, as

well as the park. North Topsail Beach is working with the state regulators to ensure a crossover can be placed.

Coastal Engineer Way explained as a result of state regulations if a crossover already exists it is easier to rebuild it as the existing footprint due to regulations that do not allow crossovers to be extended out onto the beach unless you have a very mature dune

Deborah Coltrane disclosed that road flooding causes corrosion on vehicles, etc. Mrs. Coltrane inquired if there would be a way to place a hard structure next to the road to keep flooding from getting into the road?

Mayor McDermon stated that conversation had occurred a few times specifically concerning the area in front of Mr. Peters Park but she believes that requires special permitting. Mayor McDermon disclosed that this hasn't been considered due to the desire being to fix the dune structure itself. Mayor McDermon expressed her concern is due to multiple areas throughout the entire town flooding that would involve concrete barriers going up and down the Island which she does not feel residents would want to see. Mayor McDermon encouraged looking into addressing the flooding issue differently.

Mayor Pro Tem Benson clarified that the Topsail Island Shoreline Protection Commission is part of the North Carolina Resilient Coastal Communities Program. Mr. Benson indicated the Community Action Team has been focusing on projects that would minimize flooding with the number one project being stormwater management.

Mr. Benson disclosed that hopefully as this process (which is a state program) moves forward, a grant can be obtained to do the design work and open up the application for other grants to help mitigate road flooding.

Mayor McDermon directed the public to the North Topsail Beach website stating the staff has done a good job putting information up regarding the truck haul project and asked the Town Manager to give an update on the communication of the project as it progresses.

Town Manager Derian divulged that Mr. Way and she speak daily about current and pending projects. North Topsail Beach has issued a notice, earlier this week (Thursday) announcing the start of the Gray Street Access Project set to begin on Monday in an attempt to give more notice to people, especially those who live in that area. Once the project starts staff will give reports such as Facebook Live videos to ensure project updates can be seen in real-time. Information on the project such as what you should know, the conditions in the area, and where you should and should not be will be relayed as the project progresses. North Topsail Beach has been utilizing more notifications to the public; as well as updating the current website. The town is also working on the development of a new website

projected to roll out in about five months. The new website is currently in the design phase. Civics Plus and Unicode have been selected to work with North Topsail Beach to design the site. Civics Plus and Unicode are nationally recognized as website designers. North Topsail Beach is planning to do a projects page that will provide more updated information down the road. A dashboard will allow residents to see each project, the project progression, and estimated completion times as we proceed.

Mayor McDermon reiterated that those who do not have social media can go onto the town website and see information and those who have social media can obtain information on those pages as well.

Town Manager Derian encouraged those with questions to reach out by email (townmanager@ntbnc.org).

Coastal Engineer Way clarified with the dune project; that less material was being placed per linear foot so that the project could move faster. Mr. Way cautioned that building out the beach will move more slowly in phase five compared to the dune project.

V. Sea Oat Planting

Coastal Engineer Way stated that sea oat planting is at the top of the list of priorities for Coastal Transplant. Coastal Transplant company has local greenhouses here in the state. Coastal Transplant will begin sea oat planting on May 1st starting where they left off last year planting both the crest and face of the dune. Not only will they plant, water, and fertilize, but will also go back and fix any areas that didn't take last season. Steve Mercer with Coastal Transplant wants to ensure the frost season has passed and that soil temperatures are warm enough before planting to give these sprigs a higher chance at survival. This is why May, June, and July are the optimal months for sea oat planting. Steve Mercer has been pre-project scouting some areas already investigating what plants did or didn't survive. Mr. Way disclosed in terms of private homeowners if they want to enhance their dune system with their vegetation it will not hurt the process.

Mayor McDermon asked if there are any plans regarding the portion of the dune slope that has been washed away and eroded since construction and planting. Mr. Way explained that is referred to as a quill abrasion. When a dune is manually constructed with material and machinery then Mother Nature will work it for the following year and equilibrate it and reshape it. For example, it was decided the dune toe will start here projecting with the 10-year water level that dune shouldn't get hit, but then we get a King Tide event that hits that 10-year water level dune toe and causes erosion and some material to go onto the beach. Mr. Way emphasized that although some voice complaints about beach nourishment saying the sand that was placed is gone, when in fact the material is

still on the beach and working within the system. Mr. Way commented that there is the perception that you're putting sand and it is disappearing, but it is not.

Alderman Grant requested Mr. Way to clarify if every part of the beach being worked on will eventually have plantings on it?

Coastal Engineer Way explained that phase five is strictly a beach project and dunes will not be worked on and dune planting will not be occurring.

Mayor McDermon asked Mr. Way if that could be explored because the goal was that all dune structures be planted whether it had been done previously or not.

VI. Crossovers

Mayor McDermon stated a common question asked regarding new homes is, what will CAMA allow and not allow as it relates to the berm structure, and is it different for repairs?

Coastal Engineer Way acknowledged that five years ago the state was more flexible with crossovers and rebuilding crossovers, but then the state became incredibly restrictive. Mr. Way advised that maintaining, repairing, and keeping crossovers in their same footprint is the easiest thing to do; however, expanding or extending crossovers out onto the beach is very difficult to get approved.

The Department of Coastal Management (DCM) is interpreting the dune as having to be healthy and mature with significant sea oats before allowing anything on that area. Mr. Way encourages property owners to try to keep crossovers in good shape, and if they do need repairs, make sure to keep the dimensions the same as the previously existing ones.

Town Manager Derian disclosed there was an issue with Shipwatch Villas with the crossover that was damaged by the contractor during the last project.

Town Attorney Edes stated Mr. Way was taking care of the issue and it is projected to be resolved by next Friday.

Alderman Swantek clarified that the beach mat at the county access was being paid for by the county and not by North Topsail Beach.

Town Manager Derian stated for those who have specific questions as the project progresses, can email them to townmanager@ntbnc.org.

A concerned resident asked if there were any monitoring or implementation of fines for those who violate being on the dunes.

Mayor Pro Tem Benson commented it would be nice if North Topsail Beach had a Beach Ambassadors Program, particularly in the summer where the ambassadors could talk to visitors and remind them of the beach-related rules and reasons for these rules.

Town Manager Derian added a position that will be advertised that is already set up in the budget for a beach patrol person that will be going up and down the beach to monitor. Mrs. Derian disclosed that this position is separate from what Mr. Benson is saying regarding a beach ambassador but will be tasked with going up and down the beach, educating people in regards to filling in holes, removing your personal property before you leave, and of course keeping off of the dunes.

Alderman Swantek explained that this same concern was brought up a couple of years ago, and from what he remembers according to the police department even though the signs are on the dunes if there is not a no trespassing sign also there isn't much that can be done about it.

Mayor McDermon stated her understanding was a little different, and she understood the berm and dune to be two separate things. Mayor McDermon clarified that if the structure doesn't have sand and is not vegetated, it is not considered a dune regarding North Topsail Beach being able to fine violators. The other challenge is that the police officers, or potentially the beach ambassador would have to see the violators on the dune. An officer can't fine them based on hearsay. Mayor McDermon reminded it is impossible for one person, going up and down the beach, to be everywhere all the time. North Topsail Beach being over 11 miles makes enforcement of fines difficult.

A resident spoke up stating she was under the impression the definition of what a dune was had been changed when all the sand was added.

Mayor McDermon stated her understanding is that the structure is considered a berm if the structure does not have stable vegetation on it.

Coastal Engineer Way spoke up clarifying it is unfortunate but the term berm can technically mean several things; even FEMA and the Army Corps of Engineers use the term differently. A lot of people think a berm is more like a dune or pile of big Earth, but the Army Corps of Engineers refers to a berm as more of the upper beach where you walk. On the other hand, FEMA can consider the dune a berm. Mr. Way stated that it is tough to clarify saying that when you put a new dune in the State is restrictive on not only crossovers but even dune fencing. The state requires dune fencing to be in a V pattern so turtles can get around it. Mr. Way disclosed that even the fencing has to be run through the State first for approval because they do not want fencing placed on a dune that they consider may or may not be there a year from now. Mr. Way reiterated Mayor McDermon's statement that using a posted rope at the base of the dune to create a barrier so people realize they shouldn't go beyond the posted rope is usually easier to put in than sand fencing.

Alderman Grant pointed out a hindrance to being able to keep people off the dunes is the fact that North Topsail Beach has new visitors every week therefore

telling somebody on Tuesday to get off the dune, doesn't do anything for the following Tuesday. Mr. Grant advised that the ambassador program would be a good thing. Mr. Grant encourages those who have any ideas to please voice them.

Ben Rackly voiced concern about new homeowners walking over neighbor dunes to place grass, fertilizer, water, etc. Mr. Rackly asked what advice is given to homeowners who have addressed this issue and still don't comply.

Deborah Coltrane stated she received an email this morning from government technology stating that Oak Island is using drones to monitor their beach dunes. Mrs. Coltrane stated the drones were capable of sensing people on the dunes, and then utilizing a loudspeaker to warn those on the dune to get off.

Town Attorney Edes stated that this method is very effective. Mr. Edes also added a situation occurred in which a kid was lost and the drone helped locate the child and get him back to the parents and proved to be a very effective tool.

Town Manager Derian revealed that the Fire Chief has already been discussing a drone program and looking at potential grants for a drone. Mrs. Derian pointed out that one obstacle that North Topsail Beach has that may not be encountered in other communities is the military flight pattern and no-fly zones. Mrs. Derian acknowledged this as a huge hurdle that North Topsail Beach is trying to come up with creative solutions; however, it will require meeting with a representative from the base to see if it can be accomplished.

Town Attorney Edes offered to put staff in touch with Oak Island staff regarding the drone program.

VII. BISAC Committee

Mayor Pro Tem Benson voiced a need for the Beach, Inlet, and Sound Advisory Committee in North Topsail Beach. North Topsail Beach has been without a beach committee for almost 10 years now, and this committee encompasses more than just the beach. The BISAC committee covers the inlet which has a high erosion rate and also covers the sound side. Mr. Benson disclosed that the Board of Aldermen approved the Beach, Inlet, and Sound Advisory Committee which held its first meeting on Tuesday, February 22, 2022. The importance of the beach committee is to retain institutional memory. Per Mr. Benson, the Board of Aldermen has spent a lot of time on Beach nourishment. The idea of the committee is to provide a group that can focus on the beach, inlet, and sound issues, develop ideas and alternatives, and relay recommendations to the Board of Aldermen. The committee will develop action items and recommend grant opportunities to the board and Town Manager. Mr. Benson explained Topsail Island Shoreline Protection Commission and advocate Connie Wilson has disclosed that the state is putting multi-million dollars of money into various storm

and wastewater management programs across the state. North Topsail Beach needs to be in a position to take advantage of state dollars that are available and utilize these funds to solve problems. The first step is to identify problems and solutions and then seek the available state funding.

Mayor Pro Tem Benson also stated that the Beach, Inlet, and Sound Advisory Committee will discuss rising sea levels. Sea level rise has been occurring for decades and will be another component of what the Beach, Inlet, and Sound Advisory Committee will need to think about and address going forward.

The Beach, Inlet, and Sound Advisory Committee is composed of property owners from each of the five phases (phase two being vacant), Alderman Benson, Alderman Grant, Coastal Engineer Advisor Gibson, Town Manager Derian (ex officio), and Town Clerk Lundy keeping the minutes. The committee has requested a liaison from Onslow County in an attempt to improve relationships between the town and the county. North Topsail Beach would like to continue fostering the ability to cooperate more fully with the county on beach management practices.

Mayor McDermion inquired if the BISAC Meetings are open for the public to attend.

Mayor Pro Tem Benson confirmed that the public is welcome to attend the BISAC meetings, stating that several attended the February meeting. Mr. Benson stated that the first meeting mainly consisted of organizational items for the committee and discussing the committee's role. The committee has a draft charter and will present a charter, mission, and vision to the Board of Aldermen within the next 90 days. The committee is becoming educated on shoreline protection and will work to revise the town's 30-year beach management plan and ensure it is financially sustainable.

Mr. Benson disclosed that the Town of North Topsail Beach is in the process of having an Environment Impact Statement for the New River Management Master Plan developed with the Army Corps which will be a lengthy process. Mr. Benson stated that the preliminary Environmental Impact Statement Draft has not yet been released. Once the process is concluded the final Environmental Impact Statement will be released by the Army Corps of Engineers Commander and will recommend the preferred alternative of the five alternatives being considered. In the event, the alternative is a terminal groin the Environmental Impact Statement will allow the town to apply to the state for a permit to build the terminal groin. Mr. Benson warned that this would be a lengthy process that took Ocean Isle Beach 11 years. Mr. Benson disclosed that once the Army Corps of Engineers discloses the final recommendation the Beach, Inlet, and Sound Advisory Committee will make a recommendation to the board on how to proceed.

Mayor McDermon expressed her hope for those who attended the meeting or watched online is to understand how much time and effort goes into trying to make sure that the Board of Aldermen is making proper decisions for the entire town, we're not just focused on one specific area of the town. Mayor McDermon stated the Federal project decision was a huge painstaking decision for the town, but at the end of the day, the board feels this decision was the right one due to not increasing taxes, paying off the USDA loan, and going through the FEMA process to get additional sand to reverse the beach back to what it was. Mayor McDermon concluded by revealing that the Board of Aldermen's goal is to diminish the division between the town and to make the right decisions for everybody that is a resident or an owner in the town, not one specific phase. Mayor McDermon encouraged everyone to check out the updated shoreline protection page online to get an understanding of what has and is being done in each phase of North Topsail Beach.

Alderman Swantek made a motion to adjourn. Mayor Pro Tem Benson seconded the motion. The motion passed unanimously, 5-0. Meeting adjourned at 11:22 AM

Town of North Topsail Beach

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

Aldermen:
Richard Grant
Don Harte
Connie Pletl
Bob Swantek



Alice Derian, ICMA-CM
Town Manager

Danyale Lundy
Town Clerk

Nature's Tranquil Beauty

**Board of Aldermen
Regular Meeting Minutes
Wednesday, March 2, 2022, at 11:00 A.M.
North Topsail Beach Town Hall
2008 Loggerhead Court, North Topsail Beach, NC 28460**

Present: Mayor McDermon; Mayor Pro Tem Benson; Aldermen Grant, Pletl, and Swantek. Chief Younginer; Chief Soward; Finance Officer Elliott; Town Manager Derian; Town Clerk Lundy; Planning Director Hill; Town Attorney Edes.

Absent: Aldermen Harte

Via Zoom: Coastal Engineer Way; and FA Doug Carter.

I. Call to Order

Mayor McDermon called the Meeting to order at 11:09 AM.

II. Invocation

Alderman Pletl led attendees in an invocation.

III. Pledge of Allegiance

Mayor McDermon led attendees in the Pledge of Allegiance.

IV. Approval of Agenda

Mayor McDermon requested approval of the agenda. A discussion was held.

It was requested that Financial Advisory Carter's items A, B, and C under New Business Items be moved up on the agenda to before the Manager's Report.

Mayor Pro Tem Benson made a motion to approve the agenda with the above request. Alderman Grant seconded. The Motion passed unanimously; 4:0.

V. New Business

A. 2022B Bond Purchase Agreement

Financial Advisor Carter explained that the interest cost savings created by this new Special Obligation Bond are around 1.5 million dollars. Mr. Carter disclosed that in this five-year period the Town of North Topsail Beach should not only be able to cover the debt service plus normal operating expenses, but also have around a million or so per year to go into the reserves for future beach needs. Mr. Carter stated that in the event the town needs to borrow money to conduct other federal government improvements the Special Obligation Bonds being approved today would have no negative impact in the future. Mr. Carter closed by announcing yesterday that the Local Government Commission approved the Special Obligation Bond.

Aldermen Grant asked Mr. Carter for clarification regarding how much money would be left in the Beach Fund.

Financial Advisor Carter responded that around the time of the audit the Beach Fund had eight-plus million; as well as receivables from FEMA funds.

Alderman Swantek made a motion to approve the 2022B Bond Purchase Agreement. Alderman Grant seconded. The Motion passed unanimously, 4-0

B. 2022B Bond Order

Alderman Swantek made a motion to approve the 2022B Bond Order. Mayor Pro Tem Benson seconded. The Motion passed unanimously, 4-0

C. 2022B Issuance Resolution

Alderman Swantek made a motion to approve the 2022B Issuance Resolution. Mayor Pro Tem Benson seconded. The Motion passed unanimously, 4-0.

VI. Manager's Report

Town Manager Derian delivered the monthly report which included the following:

RCCP

The Town of North Topsail Beach in coordination with the RCCP (Resilient Coastal Communities Program) has been working to identify and prioritize projects to enhance community resilience to coastal hazards. The Town of North Topsail Beach has added constructing a LEED-certified Fire Station to the draft

list of prioritized projects specific to North Topsail Beach. Another open house for mid-March is in the process of being scheduled. Following the open house, the CAT will meet for the last time (approximately 1-2 weeks following the open house) to finalize and prioritize the project portfolio. A final portfolio list of 5 projects per town with 15 projects overall, based on cumulative data and feedback obtained throughout the project will be developed.

DEC Associates

The Local Government Commission meeting was held Tuesday afternoon where they considered and approved the refunding. A meeting will be held this week to review the closing memo for closing which is scheduled for March 9th.

Phase 5 North End Truck Hall Project

The pre-construction meeting was held on February 18th, permitting confirmed, performance bonds received, and ST Wooten started as scheduled on Monday hauling sand. Trucks are entering the beach at the Gray Street beach access and placing sand on the active beach from the access heading north approximately 1,000 feet for the first phase of the project. Work is occurring Monday through Friday from now through April 30th during the environmental permitted window. Work will resume following turtle season in November. This phase of the project will consist of placing approximately 289,000 CY's of sand along approximately 12,175 feet of NTB shoreline.

FY 2022-2023 Budget

Budget workshops are scheduled for March 30th and March 31st from 8:30 am to 4:30 pm and April 13th and April 14th from 8:30 am to 4:30 pm.

Ocean City

The historical Ocean City Beach community recently has received state recognition. The Ocean City Beach community will be honored for its historic role in North Carolina's civil rights history with a marker on the state's Civil Rights Trail. The Ocean City Beach community will be memorialized with one of the 50 markers for the state. Town Manager Derian brought to everyone's attention the pictures of Ocean City along the back wall of the board room. Mrs. Derian gave special thanks to Ms. Carla Torrey for providing various pictures of the Ocean City Community and to Mr. Jeff Wenzel for doing an amazing job getting the pictures transferred to canvas and installed.

Vegetative Debris Pick-Up

The vegetative debris pick-up was completed as scheduled for the week of February 21st. The next debris pick-up will take place April 25th through April 29th and Oct 24th through Oct 28th. Town Manager Derian also announced free mulch is currently available on a first come first serve basis at Jeffries parking lot.

VII. Open Forum

Town Clerk Lundy reported that no attendee signed up to provide public comment during the second open forum.

VIII. Public Presentations and Hearings

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

- Phase 1 and Phase 2 Dune Truck Haul: Remaining ~mile to be completed the 2022 winter/spring environmental window.
- Hurricane Florence & Dorian Phase 5 FEMA Category G: All Permits (DWR, DCM, Corps) issued.
- Bids Received for Phase 5 FEMA Cat. G (Northern Portion) – ST Wooten.
- ST Wooten started hauling sand near Gray Street on February 28.
- Hurricane Dorian Phase 1 FEMA Category G: Separated from Category 5 permitting due to sandbags. Minor Mod for DCM. April Window is limited.
- 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.
- Sea Oat Planting will begin on May 1st.
- County Beach Access is in progress.

Mayor McDermon requested Mr. Way look into ensuring sea oat planting will be occurring in phase five as well. Mayor McDermon also asked if there is a risk of sand not being able to be placed at Topsail Reef in April due to the short environmental window that was mentioned.

Coastal Engineer Way disclosed that getting the sand placed in front of Topsail Reef Villas within the next month will be difficult unless an extension is granted which can be evaluated in mid-March.

IX. 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.

- A. Approval of Minutes ([February 2, 2022](#))
- 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 2021-22.7
- E. Budget Amendment 2021-22.8
- F. Budget Amendment 2021-22.9
- G. Budget Amendment 2021-22.10

Alderman Swantek made a motion to approve the Consent Agenda as presented. Mayor Pro Tem Benson seconded. The Motion passed unanimously, 4-0.

X. Continuing Business

A. BISAC Update

Mayor Pro Tem Benson revealed that the Beach, Inlet, and Sound Advisory Committee had its first meeting on February 22nd. The committee is currently made up of representatives from four of the five phases. Mr. Benson stated that the first meeting mainly consisted of organizational items for the committee and discussing the committee's role. The committee will present a charter, mission, and vision to the Board of Aldermen within the next 90 days. The importance of the beach committee is to retain institutional memory. Per Mr. Benson, the idea of the committee is to provide a group that can focus on the beach, inlet, and sound issues, develop ideas and alternatives, and relays recommendations to the Board of Aldermen. Mayor Pro Tem Benson advised the board that Mr. Thomas Garrison from phase two had applied to the Beach, Inlet, and Sound Advisory Committee.

Alderman Pletl made a motion to appoint Mr. Thomas Garrison as Phase Two Representative for the Beach, Inlet, Sound Advisory Committee. Alderman Swantek seconded. The Motion passed unanimously, 4-0.

B. Numbering Signage Facing the Shoreline

Town Manager Derian announced that town staff is currently working on updating the current beach access list on file that was updated in August of 2017. We will be verifying the accuracy of the list and noting which crossovers the town can affix signage to and where we would need to install post/signage. Mrs. Derian explained that once staff completes

verifying the list, the town will coordinate updates with 911, and at that point, Mrs. Derian will provide a cost estimate.

Mayor McDermon requested that the town website be updated to reflect all of the current public beach accesses.

Town Manager Derian stated that currently there is an estimated 57 public access points.

XI. New Business

A. [Otto Connect Contract Amendment](#)

Town Manager Derian stated that Otto Connect is North Topsail Beach's parking vendor and within the board packet are proposed amendments to the Otto Connect Contract. Mrs. Derian indicated some of the notable changes include: changing the otto fees, changing the enforcement hours, removal of the original community cast option, the use of a collection agency for unpaid citations, and parking permits will now be limited to a single-vehicle instead of two.

Alderman Grant made a motion to approve the Otto Connect Contract Amendment. Alderman Swantek seconded. The Motion passed unanimously, 4-0.

B. [Chamber Regional Economic Development Plans and Request](#)

Mayor McDermon informed that she was contacted by Mr. Franko from the Chamber of Commerce requesting the Town of North Topsail Beach consider an additional donation to partner with the Chamber in kicking off a summit regarding economic development. Per Mayor McDermon the town had budgeted a donation of \$1,000. Mayor McDermon inquired if the board would like to consider an additional donation to the Chamber of Commerce. It was decided that Mayor McDermon would gather additional information and present it during the budget discussion to the board.

C. Beach Ambassador Program

Town Manager Derian explained that the Board of Aldermen approved the line-item titled "Beach Patrol Expense" in the amount of \$15,000 as part of the budget under the Police Department. Historically, there have been two part-time employees who would patrol the beach starting Memorial Day weekend on Friday through Sunday including holidays. Mrs. Derian stated these will individuals navigate the beach via ATV and educate beachgoers regarding North Topsail Beach's rules/ordinances. Mrs.

Derian also disclosed a conversation held with Kathy from the Sea Turtle Rescue and Rehab Center about hosting Turtle Talks which would consist of hosting talks free to residents and visitors beginning in May. This would consist of weekly talks on Tuesday mornings here at Town Hall. Turtle

Talks' purpose is to educate and discuss turtle natural history, tracks, and threats (filling in holes on the beach, leaving trash on the beach). Mrs. Derian has also had a discussion with Sea Turtle Rescue and Rehab Center about providing "beach ambassador training" to town staff once the part-time employees are secured.

D. [New Beach Nourishment Capital Project Ordinance](#)

Town Manager Derian disclosed after consulting with the town auditor it was suggested to create Fund 31 to track funds going in and out regarding the project.

Alderman Swantek made a motion to approve New Beach Nourishment Capital Project Ordinance. Alderman Grant seconded. The Motion passed unanimously, 4-0.

E. [Coastal Engineering Cost for FEMA Cat G Truck Haul](#)

Town Manager Derian stated that coastal engineering costs for FEMA Cat G Truck Haul will also be tracked with Fund 31 to ensure transparency regarding the FEMA Cat G Truck Haul Project.

Alderman Grant made a motion to approve Coastal Engineering Cost for FEMA Cat G Truck Haul. Mayor Pro Tem Benson seconded. The Motion passed unanimously, 4-0.

XII. Open Forum

Susan Meyer voiced her opinion regarding utilizing children either locally or those on vacation to participate in the Beach Ambassador Program.

XIII. Attorney's Report

Town Attorney Edes advised that the Winter Conference for the Municipal Attorneys is scheduled to be held at the School of Government on March 17th and 18th which Nate Ulmer and he would be attending.

XIV. Mayor's Report

Mayor McDermon thanked the staff of North Topsail Beach for putting together and hosting the Open House which was very well attended.

XV. Aldermen's Report

Alderman Grant reported attending the Onslow County Board of Commissioners meeting in which they disclosed that 80% of their budget is directed by required statutes out of their control, but they are going to put in some requests for North Topsail Beach. Mr. Grant voiced appreciation to staff for organizing the Capital and Beach Projects Special Meeting that occurred Saturday, February 26th.

Alderman Swantek invited individuals to go to the Gray Street site and observe the Truck Haul Project. Alderman Swantek requested a moment of silence to honor the Ukraine people and their current suffering.

Mayor Pro Tem Benson reported at the Topsail Island Shoreline Protection meeting that they spoke on developing projects that will improve the resiliency of the island, especially regarding infrastructure and stormwater management. Mr. Benson also reported that the Island Waste Management Project's goal is to reduce the environmental impact of non-recyclable plastic and glass in combination with the Beach Clean Initiative. Lastly, the Federal Government is going to be imposing flood insurance 2.0 which will be evaluating flood insurance programs.

Alderman Pletl congratulated Ocean City on receiving a historical marker; as well as thanked everyone who made the Town Hall Open House a success. Mrs. Pletl also thanked staff for keeping the town website and social media pages current and up to date. Alderman Pletle announced that the Greater Topsail Area of Chamber and Tourism is hosting a Great Gatsby Casino Night here in town this month.

Alderman Grant made a motion to enter into 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. Mayor Pro Tem Benson seconded. The Motion passed unanimously, 4-0.

- XVI. **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)).

Alderman Grant made a motion to come out of the closed session. Alderman Swantek seconded. The Motion passed unanimously, 4-0.

Mayor McDermon reported that no action was taken.

XVII. Adjournment

Mayor Pro Tem Benson made a motion to adjourn. Alderman Swantek seconded. The Motion passed unanimously, 4-0.

The Meeting adjourned at 12:59 PM.

End of March 2, 2022 Minutes

BOARD OF ALDERMEN MEMORANDUM

TO: MAYOR MCDERMON AND ALDERMEN

FROM: Caitlin Elliott, Finance Officer

SUBJECT: Monthly Financial Report

DATE: March 21, 2022

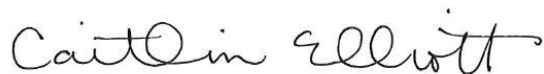
The following events occurred during the month of March of 2022 in the Finance Department:

- Budget season is in full swing as we prepare for the first budget workshops on March 30th – 31st!
- I received word today from FEMA that they have processed the final 25% reimbursement for the FEMA Town Park project. This project repaired Richard C. Peters Park after Hurricane Florence and the final reimbursement is in the amount of \$49,830.11. These funds are expected to be received in 30-60 days.
- This month's packet contains a current Budget to Actual Report as well as a graph for the period. Fund 31, Capital Beach Project Maintenance, has been created for the 2022A FEMA SOB project and is now included in the Budget to Actual Report.
- February's paid parking revenues yielded \$26,322 with the majority of the revenues continuing to come from sales of annual passes.
- We processed approximately \$326,863 in accounts payable during March. A copy of the check registers is enclosed for review. Please keep in mind that Finance still has two check runs to process for March.
- For property taxes this month, we have received \$42,925.78 from Onslow County which have been distributed between our three funds. February's Motor Vehicle Taxes totaled \$4,913.90.

- We have collected \$43,674.57 for Occupancy Taxes so far during March from short-term rentals during the month of February. The report is attached. For revenue comparisons, last year during the same period we collected \$28,929.75. We anticipated to receive \$1,500,000 in occupancy tax revenues this year and have already exceeded that figure, collecting \$1,577,212.89 year-to-date.
- This month we received \$259,701.09 for Sales and Use Tax, for January collections. Last year, for comparison, we collected \$236,732.72 for the same period. We also received our Utility Franchise Tax in the amount of \$72,265.85, which we receive quarterly.

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

Respectfully submitted,



Caitlin Elliott
Finance Officer

Budget vs Actual

NORTH TOPSAIL BEACH
3/21/2022 11:40:40 AM

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Period Ending 6/30/2022

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
Revenues							
10-301-00 AD VALOREM TAX - Current Year	2,690,898	0.00	0.00	2,637,985.99	(52,912.01)	98%	
10-301-01 AD VALOREM TAX - Prior Years	50,000	0.00	0.00	30,781.05	(19,218.95)	62%	
10-301-02 AD VALOREM TAX - MOTV	55,000	0.00	0.00	50,166.15	(4,833.85)	91%	
10-317-00 AD VALOREM TAX Penalties	3,000	0.00	0.00	1,698.63	(1,301.37)	57%	
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	12,563.58	(2,436.42)	84%	
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	18,772.83	13,772.83	375%	
10-337-00 UTILITIES FRANCHISE TAX	300,000	0.00	0.00	232,807.16	(67,192.84)	78%	
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	1,580,218.45	(114,781.55)	93%	
10-347-02 SOLID WASTE DISP TAX	500	0.00	0.00	540.71	40.71	108%	
10-350-00 RECREATION -RENTAL FEES	1,500	0.00	0.00	1,150.00	(350.00)	77%	
10-350-01 PAID PARKING REVENUE	150,000	0.00	0.00	62,363.75	(87,636.25)	42%	
10-351-01 OFFICER CITATIONS & COURT	5,000	0.00	0.00	1,680.50	(3,319.50)	34%	
10-351-02 POLICE ESHARE ACCOUNT	0	0.00	0.00	70.00	70.00		
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	550.00	(5,450.00)	9%	
10-355-00 BUILDING PERMITS	70,000	0.00	0.00	89,536.30	19,536.30	128%	
10-355-01 MECHANICAL PERMITS	15,000	0.00	0.00	11,340.00	(3,660.00)	76%	
10-355-02 ELECTRICAL PERMITS	15,000	0.00	0.00	18,068.00	3,068.00	120%	
10-355-03 PLUMBING PERMITS	2,500	0.00	0.00	1,610.00	(890.00)	64%	
10-355-04 INSULATION PERMITS	500	0.00	0.00	0.00	(500.00)		

Budget vs Actual

NORTH TOPSAIL BEACH
3/21/2022 11:40:40 AM

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Period Ending 6/30/2022

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-355-05 HOMEOWNERS RECOVERY FEE	200	0.00	0.00	256.00	56.00	128%	
10-355-06 TECHNOLOGY FEE	6,500	0.00	0.00	6,470.78	(29.22)	100%	
10-355-07 REINSPECTION FEE/FINES	3,000	0.00	0.00	1,775.00	(1,225.00)	59%	
10-357-08 ZONING PERMITS	20,000	0.00	0.00	13,550.00	(6,450.00)	68%	
10-359-00 REFUSE COLLECTION FEES	500,412	0.00	0.00	284,534.71	(215,877.29)	57%	
10-359-50 VACANT LOT SWF	10,000	0.00	0.00	6,750.00	(3,250.00)	68%	
10-359-51 LOST CART REPLACEMENT	2,000	0.00	0.00	560.00	(1,440.00)	28%	
10-359-52 ADD'L CART RECYCLING	2,500	0.00	0.00	560.00	(1,940.00)	22%	
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	359,678	0.00	0.00	72,952.19	(286,725.81)	20%	
10-382-00 SALE OF LESO ASSETS	9,205	0.00	0.00	4,205.00	(5,000.00)	46%	
10-383-00 SALE OF FIXED ASSETS	20,000	0.00	0.00	47,935.00	27,935.00	240%	
10-399-00 APPROP. FUND BALANCE	22,316	0.00	0.00	0.00	(22,316.00)		
Revenues Totals:	6,321,083	0.00	0.00	5,222,678.02	(1,098,404.98)	83%	
Expenses							
10-410-02 SALARIES	36,000	0.00	0.00	26,500.00	9,500.00	74%	
10-410-05 FICA (7.65%)	2,754	0.00	0.00	2,027.25	726.75	74%	
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	189.14	310.86	38%	
10-410-42 CHARTER CODES SERVICE	5,000	0.00	0.00	2,000.00	3,000.00	40%	
10-410-43 AUDITOR FEES	15,000	0.00	0.00	15,362.45	(362.45)	102%	
10-410-45 TAX COLLECTION FEES	40,000	0.00	0.00	47,089.63	(7,089.63)	118%	
10-410-47 PROFESSIONAL SERVICES	122,316	0.00	0.00	76,997.81	45,318.19	63%	
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	653.64	346.36	65%	
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	1,700.00	1,900.00	47%	

Budget vs Actual

NORTH TOPSAIL BEACH
3/21/2022 11:40:40 AM

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Period Ending 6/30/2022

GOVERNING BODY Totals:	235,920	0.00	0.00	178,430.38	57,489.62	76%
10-420-02 SALARIES	272,000	0.00	0.00	179,082.28	92,917.72	66%
10-420-05 FICA (7.65%)	21,473	0.00	0.00	13,528.94	7,944.31	63%
10-420-06 GROUP INSURANCE	31,630	0.00	0.00	15,621.02	16,008.98	49%
10-420-07 ORBIT RETIREMENT (11.53%)	32,245	0.00	0.00	20,538.60	11,706.05	64%
10-420-08 401K (3%)	8,715	0.00	0.00	4,802.15	3,912.85	55%
10-420-09 TOWN INSURANCE HRA	20,000	0.00	0.00	19,026.23	973.77	95%
10-420-10 EMPLOYEE TRAINING	6,000	0.00	0.00	2,230.00	3,770.00	37%
10-420-11 POSTAGE	2,500	0.00	0.00	1,219.86	1,280.14	49%
10-420-12 MANAGER EXPENSE ACCT	6,000	0.00	0.00	5,665.96	334.04	94%
10-420-13 TUITION REIMBURSEMENT	2,500	0.00	0.00	0.00	2,500.00	
10-420-15 BANK CHARGES	2,500	0.00	0.00	1,514.20	985.80	61%
10-420-16 M & R EQUIPMENT	1,000	0.00	0.00	22.20	977.80	2%
10-420-17 M & R VEHICLE	0	0.00	0.00	30.00	(30.00)	
10-420-18 CONSUMABLES	4,000	0.00	0.00	1,265.63	2,734.37	32%
10-420-26 ADVERTISING	1,500	0.00	0.00	1,108.48	391.52	74%
10-420-31 GAS, OIL & TIRES	1,200	0.00	0.00	353.86	846.14	29%
10-420-33 DEPARTMENT SUPPLIES	6,000	0.00	0.00	3,633.83	2,366.17	61%
10-420-34 TOWN APPAREL EXPENSE	500	0.00	0.00	111.00	389.00	22%
10-420-45 CONTRACTED SERVICES	61,500	0.00	0.00	39,894.56	21,605.44	65%
10-420-53 DUES & SUBSCRIPTIONS	5,000	0.00	0.00	6,357.43	(1,357.43)	127%
10-420-57 MISCELLANEOUS	500	0.00	0.00	430.96	69.04	86%
10-420-58 EMPLOYEE ENGAGEMENT	10,000	0.00	0.00	72.27	9,927.73	1%
10-420-76 EQUIPMENT LEASE PAYMENTS	27,500	0.00	0.00	23,015.44	4,484.56	84%
ADMINISTRATION Totals:	524,263	0.00	0.00	339,524.90	184,738.00	65%
10-430-57 ELECTION EXPENSES	4,700	0.00	0.00	2,917.52	1,782.48	62%
ELECTIONS Totals:	4,700	0.00	0.00	2,917.52	1,782.48	62%
10-490-02 SALARIES	88,000	0.00	0.00	63,474.42	24,525.58	72%
10-490-03 PART-TIME SALARIES	15,000	0.00	0.00	9,351.59	5,648.41	62%
10-490-05 FICA (7.65%)	7,880	0.00	0.00	5,571.28	2,308.22	71%
10-490-06 GROUP INSURANCE	7,910	0.00	0.00	5,325.93	2,584.07	67%

Budget vs Actual

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-490-07 ORBIT RETIREMENT (11.53%)	10,146	0.00	0.00	7,318.56	2,827.84	72%	
10-490-08 401K (3%)	2,640	0.00	0.00	1,890.74	749.26	72%	
10-490-10 EMPLOYEE TRAINING	2,000	0.00	0.00	75.00	1,925.00	4%	
10-490-16 EQUIPMENT MAINT & REPAIR	500	0.00	0.00	0.00	500.00		
10-490-17 M & R VEHICLES	1,000	0.00	0.00	229.40	770.60	23%	
10-490-31 GAS, OIL, & TIRES	500	0.00	0.00	467.25	32.75	93%	
10-490-45 CONTRACTED SERVICES	25,000	0.00	0.00	48.00	24,952.00	0%	
10-490-53 DUES & SUBSCRIPTIONS	1,000	0.00	0.00	225.00	775.00	23%	
10-490-57 MISCELLANEOUS	250	0.00	0.00	0.00	250.00		
10-490-58 CRS FLOOD ACTIVITY	1,400	0.00	0.00	0.00	1,400.00		
10-490-74 CAPITAL OUTLAY	0	0.00	0.00	4,752.00	(4,752.00)		
PLANNING/ZONING/CAMA Totals:	163,226	0.00	0.00	98,729.17	64,496.73	60%	
10-491-02 SALARIES	142,000	0.00	0.00	95,544.60	46,455.40	67%	
10-491-05 FICA (7.65%)	10,863	0.00	0.00	7,231.87	3,631.13	67%	
10-491-06 GROUP INSURANCE	17,200	0.00	0.00	10,651.86	6,548.14	62%	
10-491-07 ORBIT RETIREMENT (11.53%)	16,373	0.00	0.00	9,725.01	6,647.59	59%	
10-491-08 401K (3%)	4,260	0.00	0.00	2,512.34	1,747.66	59%	
10-491-10 EMPLOYEE TRAINING	6,400	0.00	0.00	1,586.85	4,813.15	25%	
10-491-17 M & R VEHICLES	500	0.00	0.00	0.00	500.00		
10-491-31 GAS, OIL & TIRES	3,000	0.00	0.00	1,042.76	1,957.24	35%	
10-491-45 CONTRACTED SERVICES	9,000	0.00	0.00	2,233.00	6,767.00	25%	
10-491-53 DUES & SUBSCRIPTIONS	1,500	0.00	0.00	1,031.30	468.70	69%	
10-491-57 MISCELLANEOUS	500	0.00	0.00	21.99	478.01	4%	
10-491-74 CAPITAL OUTLAY	0	0.00	0.00	4,752.00	(4,752.00)		
10-491-75 DEBT SERVICE	10,651	0.00	0.00	10,650.44	0.56	100%	
INSPECTIONS Totals:	222,247	0.00	0.00	146,984.02	75,262.58	66%	
10-500-11 PHONES	30,000	0.00	0.00	18,447.86	11,552.14	61%	
10-500-13 UTILITIES	50,000	0.00	0.00	33,132.22	16,867.78	66%	
10-500-15 M & R BUILDINGS/GROUNDS	29,000	0.00	0.00	33,877.32	(4,877.32)	117%	

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-500-17 LANDSCAPING EXPENSE	13,100	0.00	0.00	13,177.04	(77.04)	101%	
10-500-33 BUILDING SUPPLIES	4,900	0.00	0.00	3,075.28	1,824.72	63%	
10-500-35 FURNITURE	50,000	0.00	0.00	45,014.75	4,985.25	90%	
10-500-43 CLEANING SERVICES	1,000	0.00	0.00	730.20	269.80	73%	
10-500-45 PEST CONTROL	1,500	0.00	0.00	952.00	548.00	63%	
10-500-57 TOWN SIGN M & R	28,500	10,403.75	0.00	32,442.50	(14,346.25)	150%	
10-500-58 WEB EOC SERVICE	1,500	0.00	0.00	1,125.00	375.00	75%	
10-500-74 CAPITAL OUTLAY	850,637	0.00	0.00	683,397.26	167,239.58	80%	
PUBLIC BLDGS Totals:	1,060,137	10,403.75	0.00	865,371.43	184,361.66	83%	
10-501-09 WORKER'S COMPENSATION	51,500	0.00	0.00	49,270.95	2,229.05	96%	
10-501-13 PROPERTY LIABILITY & BONDS	106,000	0.00	0.00	105,236.00	764.00	99%	
10-501-17 VFIS INSURANCE	22,250	0.00	0.00	22,247.00	3.00	100%	
10-501-54 FLOOD INSURANCE	3,000	0.00	0.00	2,541.00	459.00	85%	
INSURANCE Totals:	182,750	0.00	0.00	179,294.95	3,455.05	98%	
10-509-02 PSA SALARY	15,905	0.00	0.00	11,621.73	4,283.27	73%	
10-509-05 FICA (7.65%)	1,220	0.00	0.00	889.01	330.99	73%	
PSA - RETIRED POLICE OFFICERS Totals:	17,125	0.00	0.00	12,510.74	4,614.26	73%	
10-510-02 SALARIES	765,000	0.00	0.00	517,484.71	247,515.29	68%	
10-510-03 PART-TIME SALARIES	4,237	0.00	0.00	6,322.76	(2,085.76)	149%	
10-510-04 OVERTIME	39,000	0.00	0.00	16,158.68	22,841.32	41%	
10-510-05 FICA (7.65%)	62,978	0.00	0.00	41,147.94	21,829.69	65%	
10-510-06 GROUP INSURANCE	104,000	0.00	0.00	45,891.63	58,108.37	44%	
10-510-07 ORBIT RETIREMENT (12.04%)	91,500	0.00	0.00	63,842.09	27,657.91	70%	
10-510-08 401K (5%)	36,500	0.00	0.00	25,007.71	11,492.29	69%	
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	2,335.05	7,664.95	23%	
10-510-16 MAINT & REPAIR EQUIP	3,500	0.00	0.00	1,579.25	1,920.75	45%	
10-510-17 MAINT & REPAIR VEHICLES	11,000	3,738.31	0.00	5,066.14	2,195.55	80%	

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-510-31 GAS,OIL & TIRES	45,000	0.00	0.00	36,387.02	8,612.98	81%	
10-510-32 OFFICE SUPPLIES	1,000	0.00	0.00	388.96	611.04	39%	
10-510-33 DEPARTMENTAL SUPPLIES	5,050	0.00	0.00	2,699.43	2,350.57	53%	
10-510-36 UNIFORMS	12,000	0.00	0.00	3,974.02	8,025.98	33%	
10-510-37 BALLISTIC VEST GRANT EXPENSE	4,570	0.00	0.00	770.21	3,799.79	17%	
10-510-47 PROFESSIONAL SERVICES	4,160	0.00	0.00	1,291.00	2,869.00	31%	
10-510-53 DUES & SUBSCRIPTIONS	10,184	0.00	0.00	6,750.60	3,433.40	66%	
10-510-57 K-9 EXPENSES	2,000	0.00	0.00	329.96	1,670.04	16%	
10-510-60 LESO PROGRAM	9,205	0.00	0.00	720.00	8,485.00	8%	
10-510-73 NON-CAPITAL OUTLAY	14,950	16,747.37	0.00	52,918.17	(54,715.54)	466%	
10-510-74 CAPITAL OUTLAY	69,000	0.00	0.00	69,366.78	(366.78)	101%	
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	1,857.36	227.64	89%	
POLICE Totals:	1,357,631	20,485.68	0.00	938,313.47	398,831.48	71%	
10-545-02 SALARIES	176,500	0.00	0.00	112,930.80	63,569.20	64%	
10-545-03 PART-TIME SALARIES	35,500	0.00	0.00	27,041.97	8,458.03	76%	
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	10,786.77	5,584.23	66%	
10-545-06 GROUP INSURANCE	31,630	0.00	0.00	18,756.38	12,873.62	59%	
10-545-07 ORBIT RETIREMENT (11.53%)	24,674	0.00	0.00	14,491.64	10,182.56	59%	
10-545-08 401K (3%)	6,420	0.00	0.00	3,318.16	3,101.84	52%	
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	7,054.45	7,945.55	47%	
10-545-17 MAINT & REPAIR VEHICLES	5,000	0.00	0.00	3,233.49	1,766.51	65%	
10-545-31 GAS, OIL & TIRES	14,000	0.00	0.00	8,803.32	5,196.68	63%	
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	3,843.57	156.43	96%	
10-545-34 MOSQUITO CONTROL EXPENSE	5,000	0.00	0.00	227.59	4,772.41	5%	

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
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		
10-545-75 DEBT SERVICE	11,053	0.00	0.00	11,052.35	0.65	100%	
PUBLIC WORKS Totals:	349,898	0.00	0.00	223,382.06	126,516.14	64%	
10-560-13 STREET LIGHT EXPENSE	30,000	0.00	0.00	19,372.76	10,627.24	65%	
10-560-15 M & R PUBLIC PARKING	25,000	0.00	0.00	62.84	24,937.16	0%	
10-560-33 DEPARTMENTAL SUPPLIES	4,000	0.00	0.00	251.20	3,748.80	6%	
10-560-43 RIVER ROAD WALK & TOWN ENTRANCE SIGNS	1,000	0.00	0.00	0.00	1,000.00		
10-560-73 STREET PAVING & REPAIR	3,000	0.00	0.00	2,790.00	210.00	93%	
STREETS Totals:	63,000	0.00	0.00	22,476.80	40,523.20	36%	
10-580-45 SANITATION CONTRACTS	401,912	0.00	0.00	259,592.42	142,319.58	65%	
10-580-46 TIPPING FEES	68,500	0.00	0.00	56,638.41	11,861.59	83%	
10-580-47 RECYCLING	30,000	0.00	0.00	6,851.20	23,148.80	23%	
SANITATION Totals:	500,412	0.00	0.00	323,082.03	177,329.97	65%	
10-620-12 SNOWFLAKES	3,000	0.00	0.00	2,405.44	594.56	80%	
10-620-14 PARK WELL	500	0.00	0.00	0.00	500.00		
10-620-15 PARK MAINTENANCE	3,000	0.00	0.00	1,106.69	1,893.31	37%	
10-620-17 BIKE PATH M & R	500	0.00	0.00	929.52	(429.52)	186%	
10-620-27 SPECIAL EVENTS	1,500	0.00	0.00	750.00	750.00	50%	
10-620-33 PARK SUPPLIES	2,500	0.00	0.00	2,239.86	260.14	90%	
RECREATION Totals:	11,000	0.00	0.00	7,431.51	3,568.49	68%	
10-690-02 SALARIES	804,500	0.00	0.00	566,231.07	238,268.93	70%	
10-690-03 VOL INCENTIVE PAY	5,000	0.00	0.00	25.00	4,975.00	1%	
10-690-04 OVERTIME	35,000	0.00	0.00	35,030.47	(30.47)	100%	
10-690-05 FICA (7.65%)	64,604	0.00	0.00	45,179.37	19,424.88	70%	
10-690-06 GROUP INSURANCE	134,500	0.00	0.00	75,574.43	58,925.57	56%	
10-690-07 ORBIT RETIREMENT (11.53%)	96,794	0.00	0.00	69,325.38	27,468.97	72%	
10-690-08 401K (3%)	25,185	0.00	0.00	17,903.92	7,281.08	71%	

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-690-10 EMPLOYEE TRAINING	5,000	1,260.00	0.00	1,787.01	1,952.99	61%	
10-690-16 M & R EQUIPMENT	17,500	28,875.00	0.00	2,909.72	(14,284.72)	182%	
10-690-17 M & R VEHICLES	15,000	11,006.85	0.00	19,761.83	(15,768.68)	205%	
10-690-31 GAS, OIL & TIRES	14,000	0.00	0.00	8,891.16	5,108.84	64%	
10-690-32 OFFICE SUPPLIES	1,500	1,450.00	0.00	350.07	(300.07)	120%	
10-690-33 DEPARTMENTAL SUPPLIES	45,500	9,490.08	0.00	9,256.58	26,753.34	41%	
10-690-34 FIRE FIGHTER PHYSICALS	5,600	0.00	0.00	140.41	5,459.59	3%	
10-690-36 UNIFORMS	8,000	1,190.00	0.00	2,409.78	4,400.22	45%	
10-690-53 DUES & SUBSCRIPTIONS	8,500	0.00	0.00	5,736.32	2,763.68	67%	
10-690-56 FEDERAL FIRE GRANT EXPENSE	5,000	0.00	0.00	0.00	5,000.00		
10-690-57 MISCELLANEOUS	250	0.00	0.00	86.93	163.07	35%	
10-690-73 COMMUNICATIONS EQUIP	6,000	1,267.50	0.00	2,584.57	2,147.93	64%	
10-690-75 DEBT SERVICE	37,000	0.00	0.00	42,768.56	(5,768.56)	116%	
FIRE DEPARTMENT Totals:	1,334,434	54,539.43	0.00	905,952.58	373,941.59	72%	
10-695-91 PLANNING BOARD EXPENSE	1,000	0.00	0.00	0.00	1,000.00		
10-695-92 BOARD OF ADJUSTMENT EXPENSE	1,000	0.00	0.00	0.00	1,000.00		
COMMITTEES Totals:	2,000	0.00	0.00	0.00	2,000.00		
10-720-08 CONTRACTS, PLANS & SPECS	48,000	0.00	0.00	36,900.00	11,100.00	77%	
10-720-10 BEACH LOBBIST CONTRACT	60,000	0.00	0.00	42,985.96	17,014.04	72%	
10-720-12 BEACH & ACCESS MAINTENANCE	50,000	0.00	0.00	3,981.25	46,018.75	8%	
10-720-14 BEACH RELATED MEETINGS & CONFERENCES	9,000	0.00	0.00	4,901.14	4,098.86	54%	
10-720-15 M & R DUNE & CROSSWALK	8,000	0.00	0.00	1,184.15	6,815.85	15%	
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	9,369.00	631.00	94%	
10-720-53 ASBPA DUES & MEETINGS	2,500	0.00	0.00	0.00	2,500.00		

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BEACH REN. / DUNE STAB. Totals:	188,500	0.00	0.00	99,321.50	89,178.50	53%
10-999-01 CONTINGENCY	103,841	0.00	0.00	0.00	103,841.33	
CONTINGENCY Totals:	103,841	0.00	0.00	0.00	103,841.33	
Expenses Totals:	6,321,083	85,428.86	0.00	4,343,723.06	1,891,931.08	70%
10 GENERAL FUND Revenues Over/(Under) Expenses:			0.00	878,954.96		

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12 CAPITAL IMPROVEMENT FUND

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
Revenues						
12-301-00 AD VALOREM TAX (.04)	389,280	0.00	0.00	411,399.65	22,119.65	106%
Revenues Totals:	389,280	0.00	0.00	411,399.65	22,119.65	106%
Expenses						
12-750-01 PUBLIC SAFETY BUILDING	291,960	0.00	0.00	0.00	291,960.00	
12-750-02 FIRE TRUCK	97,320	0.00	0.00	0.00	97,320.00	
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	Revenues Over/(Under) Expenses:		0.00	411,399.65		

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15 AMERICAN RESCUE PLAN FUNDING								
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent		
Revenues								
15-305-00 AMERICAN RESCUE PLAN FUNDING	118,396	0.00	0.00	118,396.10	0.00	100%		
Revenues Totals:	118,396	0.00	0.00	118,396.10	0.00	100%		
Expenses								
15-790-00 AMERICAN RESCUE PLAN	118,396	0.00	0.00	36,408.78	81,987.32	31%		
Totals:	118,396	0.00	0.00	36,408.78	81,987.32	31%		
Expenses Totals:	118,396	0.00	0.00	36,408.78	81,987.32	31%		
15 AMERICAN RESCUE PLAN FUNDING	Revenues Over/(Under) Expenses:		0.00	81,987.32				

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30 SHORELINE PROTECTION							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
Revenues							
30-301-00 ACCOMMODATION TAX	1,500,000	0.00	0.00	1,577,212.89	77,212.89	105%	
30-301-05 AD VALOREM TAX - Beach	1,396,542	0.00	0.00	1,347,257.64	(49,284.36)	96%	
30-329-00 INTEREST INCOME	1,000	0.00	0.00	824.16	(175.84)	82%	
30-345-00 LOCAL OPTION SALES TAX	594,430	0.00	0.00	540,880.16	(53,549.84)	91%	
30-348-09 FEMA REIMBURSEMENTS (POST HURRICANE)	3,382,100	0.00	0.00	3,382,099.65	0.00	100%	
30-350-00 STATE FUNDING	14,400	0.00	0.00	0.00	(14,400.00)		
30-350-01 PAID PARKING REVENUE	600,000	0.00	0.00	289,167.55	(310,832.45)	48%	
30-383-02 SPECIAL ASSESSMENT	25,000	0.00	0.00	16,471.89	(8,528.11)	66%	
Revenues Totals:	7,513,472	0.00	0.00	7,153,913.94	(359,557.71)	95%	
Expenses							
30-720-04 FEMA Florence Truck Haul	2,465,000	0.00	0.00	919,039.36	1,545,960.64	37%	
30-720-07 Harden Structure Permit/Design	280,000	0.00	0.00	16,997.75	263,002.25	6%	
30-720-08 CONTRACTS, PLANS, SPECS	334,400	0.00	0.00	187,989.78	146,410.22	56%	
30-720-18 OTHER CONTRACTS & PLANS	60,000	0.00	0.00	0.00	60,000.00		
30-720-58 2022A FEMA SOB FEES	67,500	0.00	0.00	70,000.00	(2,500.00)	104%	
30-720-59 2022B USDA SOB FEES	107,500	0.00	0.00	57,500.00	50,000.00	53%	
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	3,008,957	0.00	0.00	0.00	3,008,956.65		
BEACH REN. / DUNE STAB. Totals:	7,513,472	0.00	0.00	1,251,526.89	6,261,944.76	17%	
Expenses Totals:	7,513,472	0.00	0.00	1,251,526.89	6,261,944.76	17%	
30 SHORELINE PROTECTION	Revenues Over/(Under) Expenses:		0.00	5,902,387.05			

Budget vs Actual

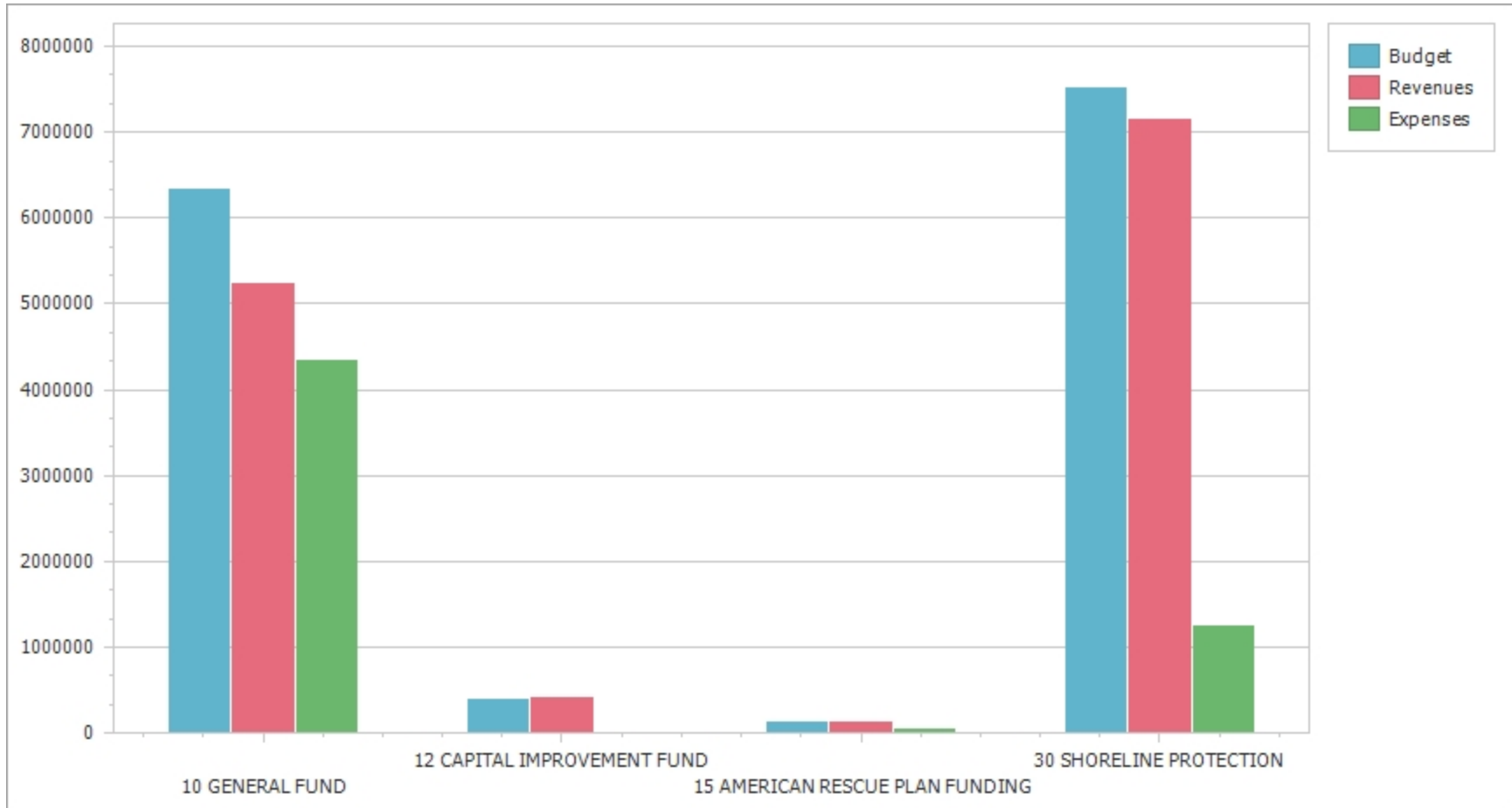
NORTH TOPSAIL BEACH
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Period Ending 6/30/2025

31 CAPITAL PROJECT BEACH MAINTENANCE

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
Revenues						
31-348-08 FEMA REIMBURSEMENT	9,000,000	0.00	0.00	0.00	(9,000,000.00)	
Revenues Totals:	9,000,000	0.00	0.00	0.00	(9,000,000.00)	
Expenses						
31-450-01 ENGINEERING & CONSTRUCTION PHASE SUPPORT	9,000	0.00	0.00	0.00	9,000.00	
31-450-02 CONSTRUCTION MANAGEMENT & ADMINISTRATION	210,000	0.00	0.00	0.00	210,000.00	
31-450-03 LABORATORY ANALYSIS	44,400	0.00	0.00	0.00	44,400.00	
31-450-04 REGULATORY COORDINATION & CLOSEOUT	10,000	0.00	0.00	0.00	10,000.00	
31-450-05 MOBILIZATION & DEMOBILIZATION	180,000	0.00	0.00	0.00	180,000.00	
31-450-06 HAUL & PLACEMENT OF BEACH FILL	8,378,110	0.00	0.00	0.00	8,378,110.00	
31-450-07 PAYMENT & PERFORMANCE BONDS	45,000	0.00	0.00	0.00	45,000.00	
31-450-08 PROFESSIONAL FEES	123,490	0.00	0.00	0.00	123,490.00	
Totals:	9,000,000	0.00	0.00	0.00	9,000,000.00	
Expenses Totals:	9,000,000	0.00	0.00	0.00	9,000,000.00	
31 CAPITAL PROJECT BEACH MAINTENANCE	Revenues Over/(Under) Expenses:		0.00	0.00		



GL Account History Summary

NORTH TOPSAIL BEACH

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

Date Range: 3/1/2022 - 3/21/2022

GL Account - 30-301-00 ACCOMMODATION TAX					
Date	Description	Source	Debits	Credits	Date
Fiscal Period - FY 21-22		Beg Balance	\$0.00	\$3,220,582.14	
03/01/2022	OCC TAX	GL GJ	\$0.00	\$385.20	03/02/2022
03/01/2022	OCC TAX	GL GJ	\$0.00	\$385.20	03/03/2022
03/07/2022	OCC TAX	GL GJ	\$0.00	\$1,224.47	03/09/2022
03/07/2022	OCC TAX	GL GJ	\$0.00	\$50.25	03/08/2022
03/10/2022	OCC TAX	GL GJ	\$0.00	\$165.63	03/10/2022
03/15/2022	OCC TAX	GL GJ	\$0.00	\$2,061.22	03/16/2022
03/16/2022	OCC TAX	GL GJ	\$0.00	\$37,176.45	03/17/2022
03/18/2022	OCC TAX	GL GJ	\$0.00	\$2,226.15	03/21/2022
Transaction Totals			\$0.00	\$43,674.57	
**	End Balance		\$0.00	\$43,674.57	**

Check Listing

Date From: 3/1/2022 Date To: 3/21/2022

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

NORTH TOPSAIL BEACH

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Check Number	Bank	Vendor	Date	Amount
46116	1	AT&T MOBILITY	03/03/2022	<u>\$634.25</u>
46117	1	CAPE FEAR GENERATORS	03/03/2022	<u>\$874.43</u>
46118	1	CARQUEST	03/03/2022	<u>\$111.82</u>
46119	1	CENTRAL CAROLINA COMMUNITY COLLEGE	03/03/2022	<u>\$125.00</u>
46120	1	COMPUTER WARRIORS, INC.	03/03/2022	<u>\$3,782.59</u>
46121	1	DEC ASSOCIATES, INC.	03/03/2022	<u>\$35,109.61</u>
46122	1	GREATAMERICAN FINANCIAL SERVS	03/03/2022	<u>\$575.24</u>
46123	1	India Mackinson	03/03/2022	<u>\$80.00</u>
46124	1	MES	03/03/2022	<u>\$684.98</u>
46125	1	MUNICODE	03/03/2022	<u>\$4,150.00</u>
46126	1	NC INTERLOCAL RISK MGMT AGENCY	03/03/2022	<u>\$579.83</u>
46127	1	ONslow COUNTY SOLID WASTE DEPT	03/03/2022	<u>\$2,882.49</u>
46128	1	SUNTRUST EQUIPMENT FINANCE	03/03/2022	<u>\$42,768.56</u>
46129	1	THE ATLANTIC CONTRACTING & DESIGN, INC	03/03/2022	<u>\$46,514.00</u>
46130	1	THOMPSON, PRICE, SCOTT, ADAMS & CO, P.A.	03/03/2022	<u>\$3,125.00</u>
46131	1	VERIZON WIRELESS	03/03/2022	<u>\$716.08</u>
46132	1	VILLAGE HARDWARE	03/03/2022	<u>\$55.77</u>
46133	1	WILMINGTON AIR	03/03/2022	<u>\$75.00</u>
46134	1	APPLIED TECHNOLOGY AND	03/10/2022	<u>\$8,083.00</u>
46135	1	BB&T	03/10/2022	<u>\$6,619.03</u>
46136	1	BLACKS TIRE SERVICE	03/10/2022	<u>\$1,896.34</u>
46137	1	CENTURYLINK	03/10/2022	<u>\$1,414.47</u>
46138	1	CHARTER COMMUNICATIONS	03/10/2022	<u>\$1,096.88</u>
46139	1	CROSSLEY MCINTOSH COLLIER	03/10/2022	<u>\$2,041.40</u>
46140	1	DIAL CORDY	03/10/2022	<u>\$8,618.25</u>
46141	1	GUY C. LEE BUILDING MATERIALS	03/10/2022	<u>\$26.03</u>
46142	1	JONES ONSLOW ELECTRIC COMPANY	03/10/2022	<u>\$2,426.41</u>
46143	1	NC INTERLOCAL RISK MGMT AGENCY	03/10/2022	<u>\$580.28</u>
46144	1	O'REILLY AUTOMOTIVE INC.	03/10/2022	<u>\$727.47</u>
46145	1	ONslow COUNTY TAX COLLECTOR	03/10/2022	<u>\$6,319.06</u>
46146	1	SIGN WORKS	03/10/2022	<u>\$888.10</u>
46147	1	SNEADS FERRY OIL & LP GAS	03/10/2022	<u>\$1,370.66</u>

Check Listing

Date From: 3/1/2022 Date To: 3/21/2022

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

NORTH TOPSAIL BEACH

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Check Number	Bank	Vendor	Date	Amount
46148	1	SONOCO PRODUCTS CO.	03/10/2022	<u>\$396.30</u>
46149	1	TOWN OF SURF CITY	03/10/2022	<u>\$5,041.41</u>
46150	1	WELLS INSURANCE	03/10/2022	<u>\$170.00</u>
46154	1	CAITLIN ELLIOTT	03/17/2022	<u>\$51.00</u>
46155	1	CAPE FEAR GENERATORS	03/17/2022	<u>\$3,052.51</u>
46156	1	CHAD SIMPSON	03/17/2022	<u>\$860.00</u>
46157	1	COMPUTER WARRIORS, INC.	03/17/2022	<u>\$10.65</u>
46158	1	DODSON PEST CONTROL	03/17/2022	<u>\$119.00</u>
46159	1	G & L CAPITAL HOLDINGS	03/17/2022	<u>\$8,300.00</u>
46160	1	GFL ENVIRONMENTAL	03/17/2022	<u>\$32,154.85</u>
46161	1	JONES ONSLOW ELECTRIC COMPANY	03/17/2022	<u>\$1,533.35</u>
46162	1	KIM WEAVER	03/17/2022	<u>\$51.00</u>
46163	1	LOWE'S HOME CENTERS	03/17/2022	<u>\$980.59</u>
46164	1	MCGUIRE WOODS LLP	03/17/2022	<u>\$22,500.00</u>
46165	1	NC DEPARTMENT OF INFORMATION TECHNOLOGY	03/17/2022	<u>\$67.92</u>
46166	1	ONSLOW COUNTY FINANCE OFFICE	03/17/2022	<u>\$783.59</u>
46167	1	ONSLOW WATER & SEWER AUTHORITY	03/17/2022	<u>\$196.96</u>
46168	1	PARKER POE	03/17/2022	<u>\$35,000.00</u>
46169	1	RAJDC CAPITAL, LLC	03/17/2022	<u>\$10,300.00</u>
46170	1	SCHOOL OF GOVT SERVICES, INC.	03/17/2022	<u>\$2,000.00</u>
46171	1	STAPLES CREDIT PLAN	03/17/2022	<u>\$41.72</u>
46172	1	TOPSAIL BEACH LLC	03/17/2022	<u>\$18,300.00</u>
54	Checks Totaling -			\$326,862.88

Totals By Fund

	Checks	Voids	Total
10	\$252,661.63		\$252,661.63
30	\$74,201.25		\$74,201.25
Totals:	\$326,862.88		\$326,862.88

Town of North Topsail Beach Fire Department

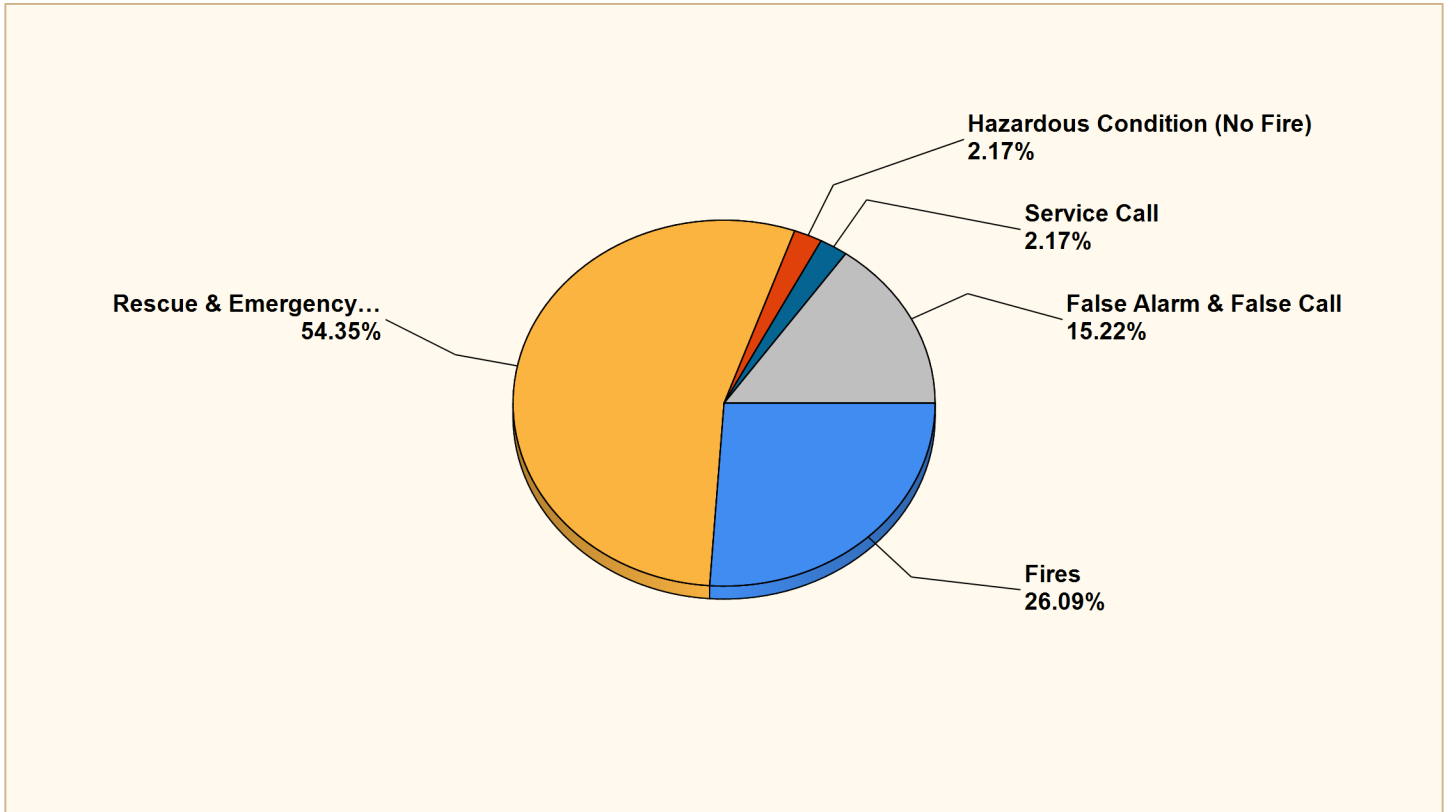
North Topsail Beach, NC

This report was generated on 3/22/2022 3:19:59 PM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 02/03/2022 | End Date: 03/22/2022



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	12	26.09%
Rescue & Emergency Medical Service	25	54.35%
Hazardous Condition (No Fire)	1	2.17%
Service Call	1	2.17%
False Alarm & False Call	7	15.22%
TOTAL	46	100%

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



Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	4	8.7%
112 - Fires in structure other than in a building	1	2.17%
131 - Passenger vehicle fire	1	2.17%
140 - Natural vegetation fire, other	1	2.17%
141 - Forest, woods or wildland fire	1	2.17%
142 - Brush or brush-and-grass mixture fire	3	6.52%
143 - Grass fire	1	2.17%
311 - Medical assist, assist EMS crew	22	47.83%
322 - Motor vehicle accident with injuries	1	2.17%
353 - Removal of victim(s) from stalled elevator	1	2.17%
365 - Watercraft rescue	1	2.17%
442 - Overheated motor	1	2.17%
553 - Public service	1	2.17%
743 - Smoke detector activation, no fire - unintentional	1	2.17%
744 - Detector activation, no fire - unintentional	1	2.17%
745 - Alarm system activation, no fire - unintentional	5	10.87%
TOTAL INCIDENTS:	46	100%

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



📈 Permits Issued List

From Date: 02/18/2022

To Date: 03/17/2022

Permit Type	Sub Type	Permit#	Address	Issue Date	Permit Fee
Dock/Bulkhead/Retaining Wall Permit	Dock	DBR22-000001	36 SAILVIEW DR	03/08/2022	275.00
Dock/Bulkhead/Retaining Wall Permit Total	Dock Total			1	275.00
Dock/Bulkhead/Retaining Wall Permit Total				1	275.00
Driveway Permit	Driveway Permit	DVW22-000001	220 OCEANO VISTA DR	03/16/2022	0.00
Driveway Permit	Driveway Permit	DVW22-000012	200 & 202 GOLDSBORO DR	03/15/2022	0.00
Driveway Permit	Driveway Permit	DVW22-000008	1073 NEW RIVER INLET RD	03/16/2022	0.00
Driveway Permit	Driveway Permit	DVW21-000039	3631 ISLAND DR	03/16/2022	0.00
Driveway Permit	Driveway Permit	DVW22-000011	1081 NEW RIVER INLET RD	03/04/2022	0.00
Driveway Permit	Driveway Permit	DVW21-000042	4210 ISLAND DR	02/21/2022	0.00
Driveway Permit	Driveway Permit	DVW22-000014	1020 NEW RIVER INLET RD	03/01/2022	0.00
Driveway Permit Total	Driveway Permit Total			7	0.00
Driveway Permit Total				7	0.00
Electrical Permit	Commercial	E22-000119	2181 NEW RIVER INLET RD	03/16/2022	75.00
Electrical Permit Total	Commercial Total			1	75.00
Electrical Permit	Residential	E22-000058	9 HUNTER HEATH DR	03/15/2022	0.00
Electrical Permit	Residential	E22-000033	1073 NEW RIVER INLET RD	03/16/2022	0.00
Electrical Permit	Residential	E22-000105	104 OLD VILLAGE LN	03/16/2022	75.00
Electrical Permit	Residential	E22-000032	3631 ISLAND DR	03/16/2022	0.00
Electrical Permit	Residential	E22-000110	1887 NEW RIVER INLET RD	03/10/2022	75.00
Electrical Permit	Residential	E22-000048	200 & 202 GOLDSBORO DR	03/15/2022	0.00

Electrical Permit	Residential	E22-000089	212 MAKEPEACE LN	03/08/2022	75.00
Electrical Permit	Residential	E22-000088	3740 ISLAND DR	03/15/2022	0.00
Electrical Permit	Residential	E22-000115	222 COASTAL DR	03/15/2022	75.00
Electrical Permit	Residential	E22-000050	220 OCEANO VISTA DR	03/16/2022	0.00
Electrical Permit	Residential	E22-000094	1128 NEW RIVER INLET RD	03/16/2022	0.00
Electrical Permit	Residential	E22-000117	4021 ISLAND DR Lot 83G Pelican St	03/17/2022	75.00
Electrical Permit	Residential	E22-000120	245 SANDPIPER DR	03/17/2022	75.00
Electrical Permit	Residential	E22-000121	241 SANDPIPER DR	03/17/2022	75.00
Electrical Permit	Residential	E22-000122	243 SANDPIPER DR	03/17/2022	75.00
Electrical Permit	Residential	E22-000059	1020 NEW RIVER INLET RD	03/01/2022	0.00
Electrical Permit	Residential	E21-000139	4210 ISLAND DR	02/21/2022	0.00
Electrical Permit	Residential	E22-000065	1048 NEW RIVER INLET RD	03/01/2022	75.00
Electrical Permit	Residential	E22-000099	3920 RIVER RD	03/01/2022	75.00
Electrical Permit	Residential	E22-000090	27 OSPREY DR	03/02/2022	75.00
Electrical Permit	Residential	E22-000101	886 NEW RIVER INLET RD #49	03/03/2022	75.00
Electrical Permit	Residential	E22-000075	3542 ISLAND DR	02/18/2022	75.00
Electrical Permit	Residential	E22-000081	2806 ISLAND DR	02/21/2022	75.00
Electrical Permit	Residential	E22-000087	1128 NEW RIVER INLET RD	02/28/2022	75.00
Electrical Permit	Residential	E22-000086	1407 NEW RIVER INLET RD	02/28/2022	75.00
Electrical Permit	Residential	E22-000085	1405 NEW RIVER INLET RD	02/28/2022	75.00
Electrical Permit	Residential	E22-000078	119 SCOTCH BONNET CIR	02/28/2022	75.00
Electrical Permit	Residential	E22-000093	3914 RIVER RD	02/28/2022	75.00
Electrical Permit	Residential	E22-000092	3912 RIVER RD	02/28/2022	75.00
Electrical Permit	Residential	E22-000036	1081 NEW RIVER INLET RD	03/04/2022	0.00
Electrical Permit	Residential	E22-000084	212 MAKEPEACE LN	03/03/2022	75.00
Electrical Permit	Residential	E22-000104	3918 RIVER RD	03/03/2022	75.00
Electrical Permit	Residential	E22-000103	3916 RIVER RD	03/03/2022	75.00
Electrical Permit	Residential	E22-000098	4298 ISLAND DR	03/03/2022	147.00
Electrical Permit	Residential	E22-000080	36 SAILVIEW DR	03/08/2022	0.00
Electrical Permit	Residential	E22-000051	40 PORPOISE PL	03/07/2022	0.00
Electrical Permit	Residential	E22-000106	106 PHIL HARRIS LN	03/04/2022	.00

Electrical Permit	Residential	E21-000091	316 SCOTCH BONNET DR	03/04/2022	0.00
Electrical Permit	Residential	E22-000108	1056 NEW RIVER INLET RD	03/08/2022	147.00
Electrical Permit	Residential	E21-000087	318 SCOTCH BONNET DR	03/08/2022	0.00
Electrical Permit	Residential	E22-000114	7401 9TH AVE	03/14/2022	75.00
Electrical Permit	Residential	E22-000116	224 COASTAL DR	03/15/2022	75.00
Electrical Permit Total	Residential Total			42	2,244.00
Electrical Permit Total				43	2,319.00
Fence Permit	Residential	FNC22-000006	2318-1 NEW RIVER INLET RD	03/04/2022	50.00
Fence Permit	Residential	FNC22-000004	27 OSPREY DR	03/02/2022	50.00
Fence Permit Total	Residential Total			2	100.00
Fence Permit Total				2	100.00
Fuel Gas Permit	Residential	FG22-000002	220 OCEANO VISTA DR	03/16/2022	0.00
Fuel Gas Permit	Residential	FG21-000021	4210 ISLAND DR	02/21/2022	0.00
Fuel Gas Permit Total	Residential Total			2	0.00
Fuel Gas Permit Total				2	0.00
Insulation Permit	Residential	I22-000012	220 OCEANO VISTA DR	03/16/2022	0.00
Insulation Permit	Residential	I22-000011	200 & 202 GOLDSBORO DR	03/15/2022	0.00
Insulation Permit	Residential	I22-000006	3631 ISLAND DR	03/16/2022	0.00
Insulation Permit	Residential	I22-000007	1073 NEW RIVER INLET RD	03/16/2022	0.00
Insulation Permit	Residential	I22-000013	1020 NEW RIVER INLET RD	03/01/2022	0.00
Insulation Permit	Residential	I21-000038	4210 ISLAND DR	02/21/2022	0.00
Insulation Permit	Residential	I22-000010	1081 NEW RIVER INLET RD	03/04/2022	0.00
Insulation Permit Total	Residential Total			7	0.00
Insulation Permit Total				7	0.00
Mechanical Permit	Residential	M22-000029	220 OCEANO VISTA DR	03/16/2022	0.00
Mechanical Permit	Residential	M22-000021	1073 NEW RIVER INLET RD	03/16/2022	0.00
Mechanical Permit	Residential	M22-000020	3631 ISLAND DR	03/16/2022	0.00
Mechanical Permit	Residential	M22-000028	200 & 202 GOLDSBORO DR	03/15/2022	0.00

Mechanical Permit	Residential	M22-000055	557 NEW RIVER INLET RD	03/10/2022	75.00
Mechanical Permit	Residential	M22-000044	3740 ISLAND DR	03/15/2022	0.00
Mechanical Permit	Residential	M22-000024	1081 NEW RIVER INLET RD	03/04/2022	0.00
Mechanical Permit	Residential	M21-000061	139 TOPSAIL RD	03/03/2022	0.00
Mechanical Permit	Residential	M21-000060	133 TOPSAIL RD	03/03/2022	0.00
Mechanical Permit	Residential	M21-000059	1685 NEW RIVER INLET RD	03/03/2022	0.00
Mechanical Permit	Residential	M21-000058	2 OSPREY CIR	03/03/2022	0.00
Mechanical Permit	Residential	M22-000052	213 SEA SHORE DR	03/03/2022	75.00
Mechanical Permit	Residential	M22-000053	1896 NEW RIVER INLET RD 1103	03/03/2022	75.00
Mechanical Permit	Residential	M21-000080	318 SCOTCH BONNET DR	03/08/2022	0.00
Mechanical Permit	Residential	M21-000089	316 SCOTCH BONNET DR	03/04/2022	0.00
Mechanical Permit	Residential	M21-000106	4210 ISLAND DR	02/21/2022	0.00
Mechanical Permit	Residential	M22-000039	3779 ISLAND DR	02/18/2022	75.00
Mechanical Permit	Residential	M22-000046	241 BAYVIEW DR	02/28/2022	75.00
Mechanical Permit	Residential	M22-000035	1020 NEW RIVER INLET RD	03/01/2022	0.00
Mechanical Permit	Residential	M22-000042	2342-1 NEW RIVER INLET RD	03/01/2022	75.00
Mechanical Permit	Residential	M22-000043	441 TOPSAIL RD	02/21/2022	75.00
Mechanical Permit	Residential	M22-000050	392 NEW RIVER INLET RD	03/01/2022	75.00
Mechanical Permit	Residential	M22-000048	3699 ISLAND DR	03/02/2022	75.00

Mechanical Permit	Residential	M22-000051	3723 ISLAND DR	03/02/2022	75.00
Mechanical Permit Total	Residential Total			24	750.00
Mechanical Permit Total				24	750.00
Mobile Food Truck/Pushcart	Push Cart	MFV22-000001	4021 Island Dr	03/15/2022	75.00
Mobile Food Truck/Pushcart Total	Push Cart Total			1	75.00
Mobile Food Truck/Pushcart Total				1	75.00
New Construction Permit	Multi-Unit	C22-000011	200 & 202 GOLDSBORO DR	03/15/2022	3,117.98
New Construction Permit Total	Multi-Unit Total			1	3,117.98
New Construction Permit	Single Family	C21-000024	3631 ISLAND DR	03/16/2022	2,179.28
New Construction Permit	Single Family	C22-000006	1073 NEW RIVER INLET RD	03/16/2022	1,513.83
New Construction Permit	Single Family	C22-000010	220 OCEANO VISTA DR	03/16/2022	1,656.63
New Construction Permit	Single Family	C22-000009	1081 NEW RIVER INLET RD	03/04/2022	1,514.35
New Construction Permit	Single Family	C22-000012	1020 NEW RIVER INLET RD	03/01/2022	1,484.70
New Construction Permit	Single Family	C21-000038	4210 ISLAND DR	02/21/2022	1,950.10
New Construction Permit Total	Single Family Total			6	10,298.89
New Construction Permit Total				7	13,416.87
Plumbing Permit	Residential	P22-000018	220 OCEANO VISTA DR	03/16/2022	0.00
Plumbing Permit	Residential	P22-000012	1073 NEW RIVER INLET RD	03/16/2022	0.00
Plumbing Permit	Residential	P22-000011	3631 ISLAND DR	03/16/2022	0.00
Plumbing Permit	Residential	P22-000024	3740 ISLAND DR	03/15/2022	0.00
Plumbing Permit	Residential	P22-000028	36 PORPOISE PL	03/15/2022	0.00
Plumbing Permit	Residential	P22-000017	200 & 202 GOLDSBORO DR	03/15/2022	0.00
Plumbing Permit	Residential	P21-000049	4210 ISLAND DR	02/21/2022	0.00
Plumbing Permit	Residential	P22-000020	1020 NEW RIVER INLET RD	03/01/2022	0.00
Plumbing Permit	Residential	P22-000015	1081 NEW RIVER INLET RD	03/04/2022	0.00
Plumbing Permit	Residential	P21-000025	2 OSPREY CIR	03/03/2022	0.00
Plumbing Permit	Residential	P21-000016	214 PORTO VISTA DR	03/09/2022	0.00
Plumbing Permit Total	Residential Total			11	0.00
Plumbing Permit Total				11	0.00
Simple Build Permit	Single Family	SB22-000030	213 COASTAL DR	03/16/2022	150.00

Simple Build Permit	Single Family	SB22-000025	1128 NEW RIVER INLET RD	03/16/2022	200.00
Simple Build Permit	Single Family	SB22-000020	3740 ISLAND DR	03/15/2022	300.00
Simple Build Permit	Single Family	SB22-000028	36 PORPOISE PL	03/15/2022	150.00
Simple Build Permit	Single Family	SB22-000012	9 HUNTER HEATH DR	03/15/2022	150.00
Simple Build Permit	Single Family	SB22-000029	104 OLD VILLAGE LN	03/16/2022	75.00
Simple Build Permit	Single Family	SB22-000014	3648 ISLAND DR	03/07/2022	200.00
Simple Build Permit	Single Family	SB22-000016	4432 ISLAND DR	03/04/2022	75.00
Simple Build Permit	Single Family	SB22-000024	VILLAS DR	03/04/2022	75.00
Simple Build Permit	Single Family	SB22-000004	200 MASON CT	02/23/2022	75.00
Simple Build Permit	Single Family	SB22-000017	107 S PERMUDA WYND	03/03/2022	200.00
Simple Build Permit Total	Single Family Total			11	1,650.00
Simple Build Permit Total				11	1,650.00
Swimming Pool Permit	Residential	SP22-000004	40 PORPOISE PL	03/07/2022	305.00
Swimming Pool Permit Total	Residential Total			1	305.00
Swimming Pool Permit Total				1	305.00
Zoning and Floodplain Development Permit	Residential	ZFP22-000027	1128 NEW RIVER INLET RD	03/16/2022	0.00
Zoning and Floodplain Development Permit	Residential	ZFP22-000011	1073 NEW RIVER INLET RD	03/16/2022	0.00
Zoning and Floodplain Development Permit	Residential	ZFP21-000075	3631 ISLAND DR	03/16/2022	0.00
Zoning and Floodplain Development Permit	Residential	ZFP22-000001	220 OCEANO VISTA DR	03/16/2022	0.00
Zoning and Floodplain Development Permit	Residential	ZFP22-000036	104 OCEAN CLUB CT	03/15/2022	50.00
Zoning and Floodplain Development Permit	Residential	ZFP22-000017	200 & 202 GOLDSBORO DR	03/15/2022	0.00

Zoning and Floodplain Development Permit	Residential	ZFP22-000026	36 SAILVIEW DR	03/08/2022	0.00
Zoning and Floodplain Development Permit	Residential	ZFP22-000028	3648 ISLAND DR	03/07/2022	0.00
Zoning and Floodplain Development Permit	Residential	ZFP22-000018	40 PORPOISE PL	03/07/2022	0.00
Zoning and Floodplain Development Permit	Residential	ZFP22-000014	1081 NEW RIVER INLET RD	03/04/2022	0.00
Zoning and Floodplain Development Permit	Residential	ZFP22-000034	107 S PERMUDA WYND	03/03/2022	0.00
Zoning and Floodplain Development Permit	Residential	ZFP22-000020	1020 NEW RIVER INLET RD	03/01/2022	0.00
Zoning and Floodplain Development Permit	Residential	ZFP21-000078	4210 ISLAND DR	02/21/2022	0.00
Zoning and Floodplain Development Permit Total	Residential Total			13	50.00
Zoning and Floodplain Development Permit Total				13	50.00
All Permits Total				130	18,940.87

📈 P+Z Permits Issued List

From: 02/28/2022
 To: 03/24/2022

Permit#	Issue Date	Address	Property#	Legal Description	Property Owner	Contractor	Building CO		Cost	Receipt#	Estimated Value	Recovery Fund	Technology Fee
							Final	Issued					
MFV22-000001	03/15/2022	4021 Island Dr	769-4.2	L5 BRADSHAW DIVISION	SANDY TOOTH PROPERTIES LLC				75.00	159	0.00	0.00	0.00
MFV22-000002	03/22/2022	Beach Strand Area							75.00	182	0.00	0.00	0.00
ZFP22-000020	03/01/2022	1020 NEW RIVER INLET RD	774-47.6	NEW LOT C RYAN GRAY	GRAY RYAN M	RG Properties, LLC - Ryan Gray			125.00		300000.00	0.00	0.00
ZFP22-000034	03/03/2022	107 S PERMUDA WYND	806-52	L20 S1 VILLAGE OF STUMP SOUND	107 SOUTH PERMUDA WYND LLC	Coastland Construction LLC - Matthew Davis			125.00		24000.00	0.00	0.00
ZFP22-000014	03/04/2022	1081 NEW RIVER INLET RD	774F-112	L5 CRYSTAL VIEWS	CAPITAL ASSET TOPSAIL DEVELOPMENT LLC	Capital Asset Topsail Development, LLC - Garrett Ottaway			125.00		478000.00	0.00	0.00
ZFP22-000028	03/07/2022	3648 ISLAND DR	813-1.2	PT TR5 TC EVERETT DIV	3648 ISLAND LLC	Topsail Moonlight Management LLC - Joann McDermon			125.00		5000.00	0.00	0.00
ZFP22-000018	03/07/2022	40 PORPOISE PL	778D-110	L40 DOLPHIN SHORES	BIRELY BRENT CLARKE & SUSAN FERNANDEZ	RH McClure Builders of SBI, LLC - Lynette Clendenin			125.00		100000.00	0.00	0.00
ZFP22-000026	03/08/2022	36 SAILVIEW DR	775C-22	L36 S1 CAPE ISLAND	CONNIFF JAMES M & SARA WHITE HALL	Ronald W. Barber - Ronald Wayne Barber			125.00		95000.00	0.00	0.00
ZFP22-000017	03/15/2022	200 & 202 GOLDSBORO DR	774F-104	L3 TOPSAIL WYND	GREET MICHAEL & L&R HAVEN LLC	Prestige Building Group LLC - Michael Sr J Howington			0.00		500000.00	0.00	0.00
ZFP22-000036	03/15/2022	104 OCEAN CLUB CT	775B-73	L18 OCEAN CLUB VILLAGE	WINTERS DOUGLAS C & ERIN	Dabbs Brothers, LLC - William II W Dabbs			0.00	163	5000.00	0.00	0.00
ZFP22-000011	03/16/2022	1073 NEW RIVER INLET RD	774F-108	L1 CRYSTAL VIEWS	CAPITAL ASSET TOPSAIL DEVELOPMENT LLC	Capital Asset Topsail Development, LLC - Garrett Ottaway			125.00		483000.00	0.00	0.00
ZFP21-000075	03/16/2022	3631 ISLAND DR	814-13.10	L3 TREASURE COVE DIV	SOUTHEAST PARTNERS VII LLC	Capital Asset Topsail Development, LLC - Garrett Ottaway			125.00		483000.00	0.00	0.00
ZFP22-000001	03/16/2022	220 OCEANO VISTA DR	808A-10	L5A&5B PORTOFINO DPLX	STEINHOFF K J	Moose Construction, LLC - Cale Horne			125.00		571800.00	0.00	0.00
ZFP22-000000	03/16/2022	1128 NEW RIVER INLET	774G-61	L2 OCEAN VIEW	DAGHSTANI MATT G & M	Upandown Industries			125.00		21000.00	0.00	0.00



Chief William K. Younginer

Department Report for February 1, 2022 - February 28, 2022

Arrests

Felony B&E	1
Felony Larceny of Personal Property	1
Felony Possession of Methamphetamine	1
Hit & Run	1
Injury to Personal Property	2
Injury to Real Property	1
Narcotics	2
Traffic	18
Trespassing	1
Warrant Service	6

Calls for Service

Alarms	6
Animal Calls	1
Cit / Mot / Ped Assists	32
Communicating Threats	1
Disturbances	9
Larceny	1
Misc Calls	37
Suspicious Activity	5
Trespassing	1
Welfare Check	1

NC Traffic Stop Reports

State Citations	15
Town Citations	0
Warning Citations	14

Assist Other Agencies

E. M. S.	5
H.R.P.D	1
N.T.B. F.D.	7
O. C. S. D.	21
S.C.P.D.	3
S.H.P.	1

Summary

TOTAL CALLS FOR SERVICE	132
TOTAL CITATIONS ISSUED	29
TOTAL REPORTS	157
TOTAL SECURITY CHECKS	1,458



Town of North Topsail Beach
Board of Aldermen

Agenda	Consent
Item:	Agenda
Date:	04 06 2022

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

The Planning Board conducted their regular meeting March 10, 2022.

Planning Director Hill presented information regarding frontal dunes throughout the Town of North Topsail Beach, and primary dunes located at 40 and 44 Porpoise Place. Division of Coastal Management, Ms. Hill, and the general contractor of the structure at 40 Porpoise Place have been working together since September 2021 addressing dune disturbance, an application for a single-family house, and a swimming pool application. Alderman Swantek requested that the Planning Board review the Town UDO and CAMA Use Plan and consider more restrictive dune protection regulations. There was discussion. **Mrs. Stigall made a motion that we reviewed all pertinent information that the Planning Director provided to us. There was a thorough review and at this time we are moving that there be no changes to our documentation or the language. Mr. Fontana seconded the motion. Motion passed unanimously, 5-0.**

Planning Director Hill requested that the Planning Board review the UDO regulations for both residential and commercial fences and to consider if a text amendment would prevent fence installers from encroaching into utility easements. There was discussion. **Mrs. Green made a motion that the Planning Board reviewed it and takes no action. Mrs. Stigall seconded the motion, motion passed unanimously, 5-0.**

Planning Director Hill reported that she was continuing with code enforcement efforts and issuing Notices of Violation to both the owner, as well as the individual, if not the owner, committing the violation, as the owner is responsible for the compliance, as well as the person conducting the activity. This has received a lot of attention, but citing both the owner and the violator, if not the owner allows the Town Manager to collect unpaid fines through debt se-off and to place a lien on the property. The Chapel Hill School of Government UDO scan is progressing (update: scan complete, Planning Board to review revised draft 4/14/2022). Representative Phil Shepard will be conducting a meeting at Town Hall on Friday, March 11, 2022.



Town of North Topsail Beach
Board of Aldermen

Agenda	Consent
Item:	Agenda
Date:	04 06 2022

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 Agenda Item: Date:	Item# VIII D 04/06/2022
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Issue: Budget Amendment 2021-22.11

Department: Administration

Presented by: Caitlin Elliott, Finance Officer

Presentation: Finance Department

Background: The Town has been working with the County to repair the dune at one of the County's beach accesses, #4. The County has agreed to reimburse the Town \$168,600 which will include 3,400 cubic yards of sand as well as \$10,000 for a beach mat. Sand is to be placed under the current structure in order to provide continuous dune protection and is projected to take three days to complete. The approval of this amendment will properly allocate funds to complete this project.

Attachments: Budget Amendment 2021-22.11,
ATM Proposal for Onslow County Beach Access #4 Dune Repair

Recommendation: Approve Amendment as recommended

Action Needed: Yes

Suggested Motion: *"I, _____ make a motion to approve Budget Amendment 2021-22.11 as presented."*

Funds: 10

Follow Up: Finance Officer

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

FISCAL YEAR 2021-2022

AMENDMENT TO THE BUDGET ORDINANCE

BA 2021-22.11

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:

<u>DEPARTMENT NO:</u>	<u>ACCOUNT</u>		
720	DUNE PROJECTS	\$	178,600.00
	Total Expenditures	\$	<u>178,600.00</u>

This amendment will result in an increase to the following departments:
Shoreline Protection - Dune Projects
 The purpose of this budget amendment is to appropriate funds for a dune project to be reimbursed by Onslow County.

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

348	County Reimbursement	\$	178,600.00
	Total Expenditures	\$	<u>178,600.00</u>

The Finance Officer has performed a thorough analysis of the Revenues and has determined that the following changes are recommended to ensure a balanced statement for 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 April 2022

Motion made by _____, 2nd by _____

VOTE: FOR AGAINST ABSENT

 JOANN MCDERMON, MAYOR

 CAITLIN ELLIOTT, FINANCE OFFICER

ORIGINAL BUDGET	7/1/2021	\$	4,116,972.00	
Budget Amendment 3	12/6/2021	\$	3,382,099.65	Fund 30
Budget Amendment 4	12/6/2021	\$	-	Fund 30 Dept to Dept Amendment
Budget Amendment 6	2/2/2022	\$	14,400.00	Fund 30
Budget Amendment 11	4/6/2022	\$	178,600.00	Fund 30
New Budget Ordinance for FY 21-22		\$	<u>7,692,071.65</u>	



TOWN OF NORTH TOPSAIL BEACH
Board of Aldermen
Agenda Item

Consent Agenda Item: Date:	Item# VIII E 04/06/2022
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Issue: Budget Amendment 2021-22.12

Department: Public Buildings & Recreation

Presented by: Caitlin Elliott, Finance Officer

Presentation: Administration Department

Background: The Public Works Director was tasked with an initial immediate focus on the Town Park and playground. The deficiencies identified need to be addressed at this time of year prior to the summer season beginning. Items have been prioritized and planned such as turf maintenance, landscaping, playground maintenance, boardwalk replacement, and restroom repairs that again need to be remediated prior to the onset of the season. This amendment also accounts for elevator repairs that were necessary to obtain the Certificate of Occupancy for Town Hall.

Attachments: Budget Amendment 2021-22.12

Recommendation: Approve Amendment as recommended

Action Needed: Yes

Suggested Motion: *"I, _____ make a motion to approve Budget Amendment 2021-22.12 as presented."*

Funds: 10

Follow Up: Finance Officer

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

FISCAL YEAR 2021-2022

AMENDMENT TO THE BUDGET ORDINANCE

BA 2021-22.12

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

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

<u>DEPARTMENT NO:</u>	<u>ACCOUNT</u>		
500	LANDSCAPING	\$	17,500.00
500	BUILDINGS MAINTENANCE & REPAIR	\$	7,000.00
620	PARK MAINTENANCE EXPENSE	\$	2,000.00
		Total Expenditures	\$ 26,500.00

This amendment will result in an increase to the following departments:
PUBLIC BUILDINGS & RECREATION
 The purpose of this budget amendment is to appropriate funds for deficiencies in the park as well as an elevator repair.

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

999	CONTINGENCY	\$	26,500.00
		Total Revenues	\$ 26,500.00

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 April 2022

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 2	11/10/2021	\$	-	Fund 10 Dept to Dept Amendment
Budget Amendment 5	12/6/2021	\$	22,316.00	
Budget Amendment 7	3/2/2022	\$	4,205.00	
Budget Amendment 8	3/2/2022	\$	-	Fund 10 Dept to Dept Amendment
Budget Amendment 9	3/2/2022	\$	-	Fund 10 Dept to Dept Amendment
Budget Amendment 10	3/2/2022	\$	187,678.00	
Budget Amendment 12	4/6/2022	\$	-	Fund 10 Dept to Dept Amendment
New Budget Ordinance for FY 21-22		\$	6,321,083.00	

March 22, 2022

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

RE: Proposal for Onslow County BA#4 Dune Repair

Dear Ms. Derian:

ATM has developed the following scope of services for the Town of North Topsail Beach to repair the dune along Onslow County's Beach Access #4 (BA#4).

The Onslow County Beach Access #4 is situated on ~600 feet of oceanfront along the North Topsail Beach (NTB) shoreline. Following Hurricane Florence, Onslow County coordinated with FEMA directly and independently of NTB for this parcel. ATM attempted to include this 600-ft section into NTB FEMA mitigation, however, ATM was instructed by FEMA to remove this section of shoreline (since the County was filing separately for this parcel). As a result, the NTB truck haul (which is a FEMA funded project) did not include this 600-ft section of shoreline.

In any event, repairing this dune is beneficial to both NTB and the county. Figure 1 below presents the overall dune placement plan. No dune placement can occur to the seaward portion of the Onslow County structure. This has been attempted before and is not permissible, as DCM believes it encroaches on the active beach. Figure 2 presents an aerial schematic of the proposed dune placement. Full dune placement is required for approximately 160 feet of shoreline where the dune has been completely flattened. Dune repair similar to the town's ongoing truck haul is proposed for approximately 390 feet of shoreline. Dune sand is also proposed for under the structure which occupies approximately 50 feet of shoreline.

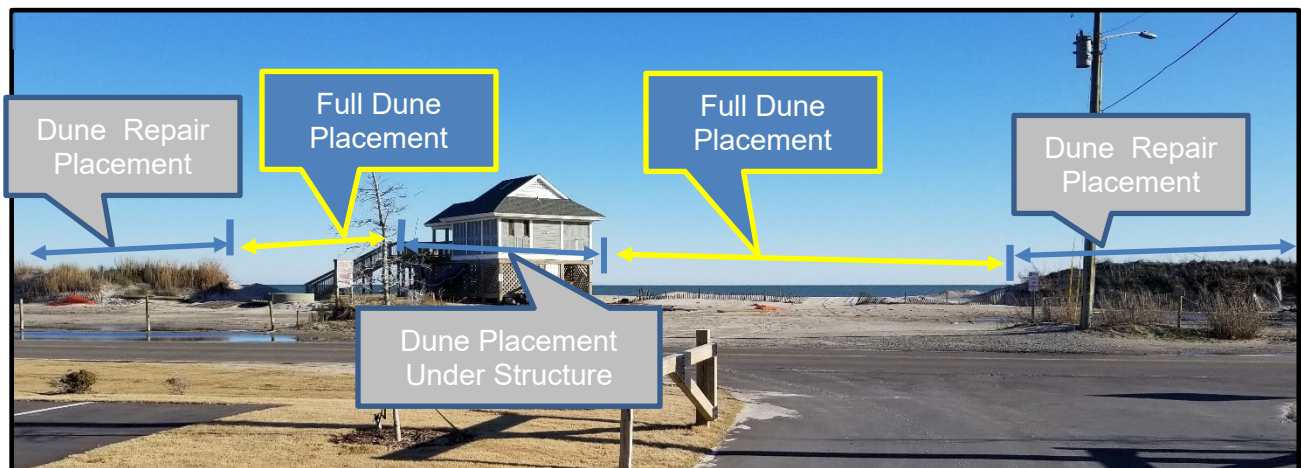


Figure 1: Dune Material Placement (photo taken February 3, 2021).

Dune sand is proposed to be placed under the structure in order to provide continuous dune protection. The structure is elevated on piles with only a lattice surrounding the at-grade area where the dune is proposed. This lattice will require at least partial removal for placement of the sand underneath the structure. Due to the number of pilings under the structure, some additional effort for effective placement is required (and avoidance of the small at-grade storage closet).

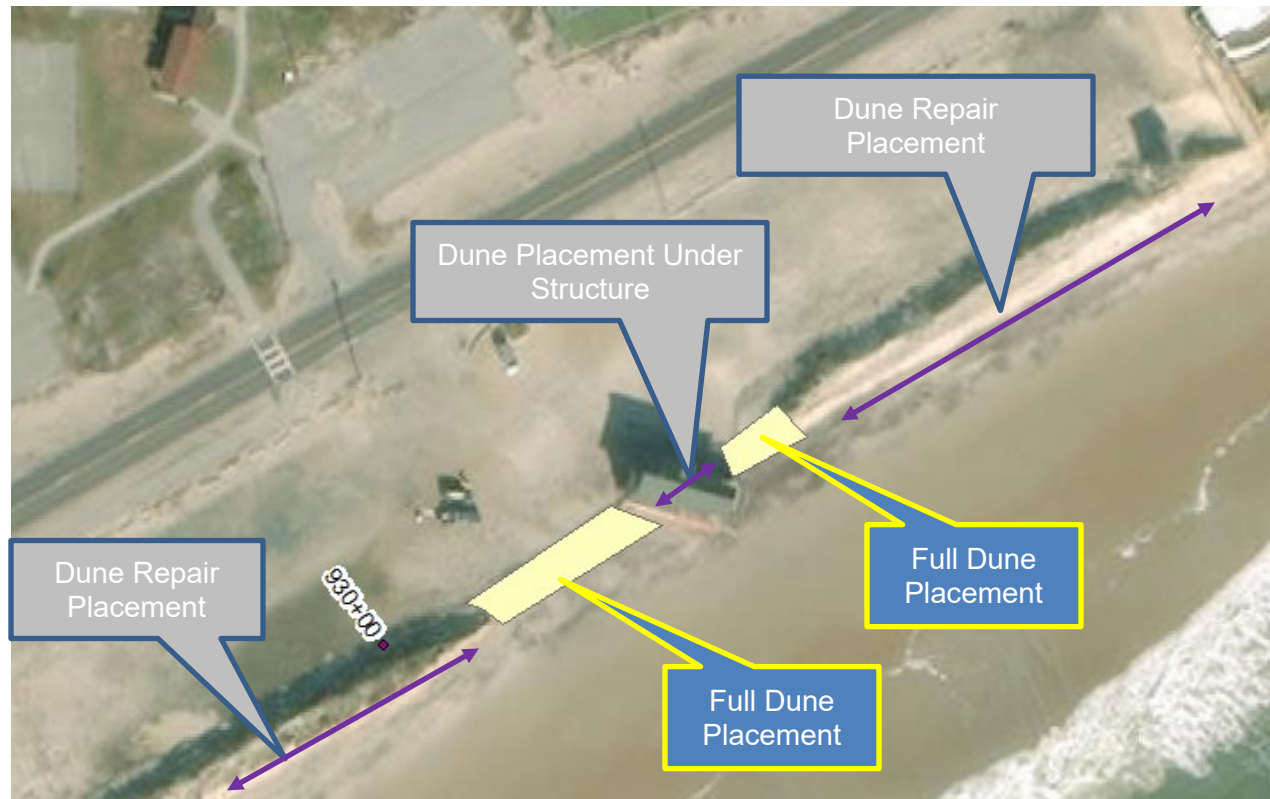


Figure 2: Plan view dune placement schematic.

The proposed dune repair is estimated to require approximately 3,400 cubic yards (cy) of sand. The material will be trucked from the 421 Sand Mine and will be screened (per permit conditions) prior to trucking. The project will require a permit modification from DCM. The project is assumed to take 3 days to complete and will be a standalone project that cannot be incorporated into the ongoing truck haul. Therefore, as a standalone project it will require some equipment mobilization and demobilization. Survey work and some sand sample analysis is also required per permit conditions and for payment volumes. The Hatteras ramp beach access will be replaced following the project.

Similar to the ongoing truck haul, the following companies will perform this work:

- ATM will act as Engineer of Record and authorized permitting agent (permit modification, agency submittals, payment requests by contractor, contracting)
- TI Coastal will perform surveying (pre- and post-), grade staking, sediment sampling and analysis
- CM Mitchell will perform truck hauling, sand placement and dune-shaping

If this work occurs during turtle nesting season then some additional agency coordination and turtle nest monitoring coordination will be needed (see Task 1.5 below).

The sand placement unit cost (\$44.37/cy) that CM Mitchell has quoted includes some additional costs for specialized placement under the structure (requiring smaller equipment and more time/effort).

A minor permit modification is assumed. If DCM and review agencies require more than this, ATM will coordinate with the Town prior to performing the work.

SUMMARY ESTIMATE OF PROFESSIONAL LABOR FEES

Table 1 presents the fee estimates for the described scope of services. The project is anticipated to occur over 3 days and will be a standalone project.

Table 1: Professional Fee Estimate

Task	Description	Professional Fee Estimate
1.1	ATM Project Permit Modification and Coordination	\$2,000
1.2	TI Coastal Survey Staking, Sediment Analysis and Payment Volumes (assuming 3 days)	\$11,000
1.3	CM Mitchell Mobilization/Demobilization	\$2,500
1.4	CM Mitchell Sand Placement of 3,400 cy	\$152,500
1.5	Turtle Nest Monitoring and Agency Coordination (if necessary)	\$600
	Total	\$168,600

The anticipated professional services associated with this addendum shall be billed to the Town on a time and materials basis. Professional services will be billed by the hour according to ATM's 2022 rate sheet. Task 1.5 will only be required if this work occurs during turtle nesting season.

Reimbursable expenses as defined in the October 12, 2018 PSA shall be billed in addition to professional labor indicated in the above table. Reimbursable expenses (i.e., printing, travel, phone, mail, subcontractor administration, etc.) are billed at cost plus 10%.

If additional site visits, data collection, analysis, or meetings are needed, ATM will notify the Town to receive authorization prior to executing the additional work. Except where noted herein, all conditions of the October 12, 2018 PSA remain in place.

BUDGET PROPOSAL



PROJECT INFORMATION

Project Name Onslow County Dune Placement
 Parking Area (Rev 3)
Location North Topsail Beach, NC

Date 2/21/2022

Project Lead _____

CONTRACTOR INFORMATION

Company C.M. Mitchell Construction Company
Name Matt Mitchell
Address 2256 Highway 172, P.O. Box 409
City, State ZIP Sneads Ferry, NC 28460
Phone 910-327-2907
Email cmitchell@cmitchellco.com
Date Bid 2/21/2022

COST OF PROPOSAL

MOBILIZATION	\$	2,500.00
HAUL AND PLACE APPROXIMATELY 3600 CY DREDGED, SCREENED BEACH SAND; PLACE SAND BENEATH EXISTING STRUCTURE	\$	159,732.00

PROPOSAL TOTAL	\$	162,232.00
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THIS PROPOSAL IS BASED STRICTLY ON THE QUANTITIES AND SCOPE PROVIDED TO CM MITCHELL CONSTRUCTION, AS INTERPRETED AND UNDERSTOOD BY CM MITCHELL CONSTRUCTION. ANY MODIFICATIONS TO THE QUANTITIES IN THE FIELD MAY RESULT IN ADDITIONAL COSTS.

PROPOSAL INCLUDES APPROVED SAND SUITABLE FOR BEACH, HAULING, AND PLACEMENT.

PROPOSAL QUANTITIES BASED ON INITIAL ESTIMATE. ACTUAL COST WILL BE BASED ON ACTUAL CY OF SAND PLACED ON SITE AT QUOTED UNIT PRICING.

EXCLUDES REMOVAL/REPLACEMENT OF LATTICE ON LOWER SIDE OF STRUCTURE.

PROPOSAL VALID FOR 60 DAYS.

MATT MITCHELL **OWNER**
Submitted by (Company Representative) _____

_____ **2/21/2022**
Date

OWNER ACCEPTANCE

Submitted by (home owner or authorized representative)

Date



Town of North Topsail Beach **Beach, Inlet, and Sound Advisory Committee**

To: NTB Board of Aldermen

Subject: Monthly Report for March 22, 2022, Meeting

From: Mike Benson, Chair

Date: March 24, 2022

The BISAC members welcomed Thomas Garrison to the committee to represent Phase 2 of our Town's shoreline.

Manager Derian, *ex officio*, reported on the status of the FEMA Cat. G and Cat. B projects underway along the shoreline noting that the Cat. G project is running smoothly and on schedule. She noted that the US Army Corps work on the Environmental Impact Statement (EIS) is moving very slowly as we wait for the public release of the Preliminary Draft of the EIS.

Vision and Mission. The committee had a good discussion around the topics of the BISAC vision and mission statement based on the draft BISAC charter led by Deborah Coltrane.

The following was adopted

Vision: *The Beach, Inlet, and Sound Advisory Committee vision is to advise and provide direction and recommendations on shoreline protection and environmental matters to the North Topsail Beach, Board of Alderman according to the BISAC Charter.*

Mission Statement: *The Mission of the Beach, Inlet, and Sound Advisory Committee is to serve as a long-term advisory committee to the North Topsail Beach, Board of Alderman by identifying management and financial opportunities for shoreline protection according to the BISAC Charter*

Fund 30 discussion. With the BOA budget workshops coming up shortly it was important for the committee to delve into Fund 30 to understand budget revenues and expenses to be sure that the revenue stream will support future shoreline projects.

Alderman Grant explained why the BOA had to make the decision to decline participation in the long-awaited US Army Corps, Coastal Storm Risk Management Project with Surf City, since the funding requirements for the Town were magnitudes beyond our revenue resources.

Alderman Grant went on to explain that the only revenue source we can manage is the property tax stream that current contributes about \$1.3 million dollars annually to Fund 30. A period of questions and discussion ensued as the committee worked to understand the Town's shoreline protection needs over the next 5 years. After careful consideration, the committee

decided that the current revenue stream for Fund 30 is adequate for the next 5 years.

Recommendation to BOA. There is no need to increase the revenue stream from personal property taxes for Fund 30 in the coming budget cycle.

Environmental protection. A proposal from the NC Coastal Federation to the Topsail Island Shoreline Protection Commission was made that would ban the use of unencapsulated Styrofoam in structures such as floating docks and walkways or other water-borne structures. Unencapsulated Styrofoam breaks down in the environment into small 'microplastic-sized pieces' that are toxic to fish, other aquatic animal life, as well as birds in the saltwater marsh when they are ingested. The commission in turned asked the three towns to consider an ordinance to ban unencapsulated Styrofoam. The Town of Topsail Beach has already agreed to develop an ordinance, while Surf City is still considering the proposal from NCCF.

Considerable discussion among BISAC committee members followed on the need for a town ordinance.

Negatives:

- Are there that many structures with Styrofoam floats in NTB to warrant an ordinance?
- If this is a state coast-wide issue why doesn't the CRC, make a state-wide ruling?
- As far as the effect on construction costs to use an encapsulated Expanded PolyStyrene (EPS) product that doesn't break down into micro-plastics there appears to be an increase in cost for the encapsulated product (pers. comm. Steve Smith, TISPC chair, on March 24, and Kerri Allen, NCCF on Mar. 25).

Positives:

- With the Town's commitment to make decisions that have the least impact on the environment isn't it the right thing to do to acknowledge our effort to protect the environment with an ordinance?
- Oftentimes granting agencies look to the efforts towns have made in protecting the environment when considering funding for town projects, so wouldn't this public acknowledgement to protect the environment have future benefits?

Eventually, the committee decided that the positives outweighed the negatives. Possible parameters for the ordinance were discussed with an agreement to consider the general conditions for an ordinance at the April meeting.

Recommendation to BOA. Expect a draft of an ordinance to ban the use of unencapsulated Styrofoam in future construction projects involving floating structures for the May BOA meeting.

Proposal to the Board of Alderman regarding swimming pool construction between house/apartment and the beach.

There has been a number of issues raised regarding the construction of swimming pools between the house/apartment and the beach. In researching this issue there are towns which prohibit such structures and towns which allow them. While it is my understanding that the ones which are/have been constructed meet CAMA requirements, the question is whether NTB should have more restrictive guidelines.

Therefore I would recommend to the Board of Alderman that we direct the town Manager in conjunction with the Planning Director to bring this issue before the Planning Board for recommendations to the Board of Alderman.

Below is the language with Topsail Beach has adopted

Respectfully

Rick Grant

(p)Swimming pools. Where permitted, all swimming pools of three feet or more in depth, either above ground or below ground, and of either permanent or temporary nature shall comply with the following minimum standards:

(1)An aboveground swimming pool shall be set back ten feet from any lot line plus one foot for each foot over five of pool height.

(2)A fence shall be erected to a minimum height of four feet to completely enclose all sides of the pool not bounded by a building. Any gate of equal height shall be securely fastened when the pool is not in use.

(3)All mechanical equipment shall be located a minimum of five feet from any property line.

(4)Pools are not permitted between a principal structure and the Atlantic Ocean in the R-1 district.

(5)Pools shall not be permitted in the front or side yard.

IT DIRECTOR

General Statement of Duties

Performs technical work by supporting, analyzing, planning, procuring, installing, and maintaining information technology and communication systems for the Town.

Distinguishing Features of the Class

An employee in this class is responsible for maintaining the Town's information technology and communications systems including installing and maintaining hardware and software applications; troubleshooting and resolving equipment failures; serving as a local area network specialist; updating computer systems; and maintaining telephone systems with vendor support. The IT Director will with the installation, monitoring, maintenance, support, and optimization of network hardware, software, and communication links, analyze and resolve network hardware and software problems in a timely and accurate manner, and provide end user training where required. Work will be performed under the general supervision of the Town Manager and is evaluated through observation, conferences, and written reports concerning the quality and effectiveness of IT support and services.

Duties and Responsibilities

Essential Duties and Tasks

Provides technical support to the computer software and hardware operations of the Town's organization, and performs troubleshooting, upgrades, and repairs of systems including administration and maintenance of server and server environment.

Assists with the selection and implementation of modern technologies for Town departments to include addressing Town technology needs and performing cost effectiveness measures.

Ensures department compliance with state and Town IT policies and procedures.

Manages the department by scheduling projects and tasks, reviewing and approving expenditures, developing plans and strategies, completing, and presenting departmental reports, and providing recommendations to departments, management, and elected officials.

Analyzes computer systems to include assessing user needs; choosing appropriate systems; designing system processes; and determining system specifications for hardware, software, peripherals, and network connectivity.

Formulates, implements, and oversees maintenance of the Town's telecommunication and computer systems; as well as develops data analysis, data processing, and data reporting tools .

Communicates and models professional customer service philosophy for the IT department by complying with all IT department standards for responding to service requests.

Provides end-user support for computer applications which include creating and deleting accounts, designing, and generating reports; creating back-up copies of data sources; and overseeing system security to include assigning user appropriate identification information.

Customize and maintain web applications, town website, social media, and other web applications in accordance with the Town's strategic plan and public affair goals.

Prepares the Town technology budget to include recommending and approving technology projects and programs.

Facilitate equipment and meetings including streaming, video/audio conferencing, and desktop sharing.

May be required to provide on-call technical support for network and communication problems.

Serves during emergency/disaster situations as part of the Emergency Operation Procedures Team including but not limited to setting up emergency communications; ensuring continuity of communications prior to, during, and after emergency situations; responsible for removal/relocation of all IT equipment in the event of an emergency.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Basic knowledge of current information systems technology including hardware, software, networking, and various applications in use on assigned systems.

Basic knowledge of computer equipment installation, preventative maintenance, and troubleshooting techniques.

Basic knowledge of computer security principles and protection.

Ability to understand the technical language, programming, and applications of computers in the Town.

Ability to diagnose and provide solutions to equipment failures, and willingness to actively seek current information and technology in this rapidly changing field.

Ability to manage confidential information appropriately.

Ability to exercise sound judgment and react effectively in emergency situations.

Ability to speak effectively before a group, to deal tactfully and firmly with the public, and to establish and maintain effective working relationships with system users, employees, department directors, and outside consultants and vendors.

Working knowledge of emergency management planning and execution.

Ability to prepare clear and concise reports analyzing departmental operations and to develop and manage a departmental budget.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and perform repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally, and 10 pounds of force frequently.

Must possess the visual acuity to perform accounting, computer work, prepare and analyze figures, operate a computer terminal, perform mechanical tasks in the computer environment, do extensive reading, and do visual inspections of computer parts and automated data.

Desirable Education and Experience

Bachelor's degree in computer science or related field; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Special Requirements

Possession of a valid North Carolina driver's license.

Grade:	Minimum:	Mid-Point:	Maximum
20	60,340	73,271	89,074