

Town of North Topsail Beach

Daniel Tuman, Mayor
Suzanne Gray, Mayor Pro Tem
Aldermen:
Tom Leonard
Richard Harte
Richard Macartney
Mike Yawn



Steven H. Foster
Town Manager

Carin Z. Faulkner, MPA
Town Clerk

June 7, 2012

To: The Honorable Mayor Tuman and Town Board of Aldermen

From: Steven H. Foster, Town Manager

Subject: Budget Message for Fiscal Year 2012-13

Please find herein the proposed and recommended budget for Fiscal Year 2012-2013. This budget reflects efforts by the staff, with department head meetings starting in January of this year. Information contained in this document is based on the best information available at the time of its writing. The budget was prepared in accordance with NCGS 159.7, and the North Carolina Local Government Budget and Fiscal Control Act. All funds within the proposed budget for the General Fund, and the Beach Fund are balanced, and all revenues and expenditures are identified for the fiscal year 2012-13.

General Fund Revenue

FY 2012-13 comes on the heels of several lean budget years for the Town for State shared revenues. It is expected that the Nation's economy will continue to improve, but it is still very weak.

Projected General Fund Revenues are expected to be \$3,330,639 for FY 2012-13. This represents an increase of \$75,875 or an increase of 2.34% from the FY 2011-12 Budget. Expenditures are projected to be \$3,384,953. The appropriated fund balance is \$54,314.

Sales tax revenues have dropped from its high of \$1.2 M in FY 2008-09 to a revenue forecast of \$656,000 in FY 2012-13 which is slightly higher than FY 2011/12. Amounts of shared revenues include Powell Bill Funds, Beer and Wine Tax Funds and Utility Franchise funds. Mosquito control assistance from the State has been eliminated, however, additional grant funds were located by staff to offset the costs have been identified.

Projected Ad Valorem Tax

Total expected collections this year for the General Fund are expected to be \$ 1,856,213. The tax rate will remain unchanged at 23.55 cents per \$100 of property valuation. Of the proposed rate, 22.55 cents will go for General Fund operations with 1 cent going into the Beach Fund. The Town has not had an increase in ad valorem taxes as far back as staff has been able to determine, and this budget as well as past few years the budget has had to rely on cost containment to reach a balanced budget.

The total property valuation for the Town is \$851,773,913. This represents an almost one percent increase in property value over the current year's valuation. Each 1 cent of valuation produces \$82,317 in revenue. The projection of ad valorem tax collection for this year is at an extremely good rate of 98.86+%. For budgeting purposes by statute we are using a 96.64%.

Property Valuation by Type

Real Estate	\$831,606,775
Personal Property	\$5,558,794
Public Service	\$2,721,322
Registered Vehicles	\$11,887,022

Other Revenue Factors

The State shared sales tax projection has somewhat stabilized after a several years downward trend. It is expected that the Town will receive approximately \$24,000 additionally in sales tax this year. The staff continues an aggressive program to collect solid waste fee, and unpaid civil citations. Additionally, the staff diligently continues to identify landlords that have not been remitting payments for occupancy tax. Building permit issuance appears to be on the rise, and revenues from that department are also rising. The Utility Franchise Tax is expected to yield an additional \$22,316.

Expenditures

Included in the budget is an across the board cost of living adjustment of 3% for all eligible employees excluding the town manager's position. Based on current figures the cost of living is expected to rise 4.2% in the upcoming year. The last percentage increase given to employees was in 2009. In FY 2011/12 the Board

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granted a COLA onetime bonus adjustment of \$1,200 per employee, with those that the Town provided vehicles a \$600 bonus.

Also included in the budget is an expense stipend of \$350 a month for the Mayor. There is a \$50.00 a month expense stipend for all Board members and Mayor.

Since the Town has begun addressing the issue of reducing attorney fees, and litigation cost by regular monthly meetings with the Town Attorney, and identifying possible legal issues before they occur, the Town did not spend any funds on litigation this year resulting in a \$25,000 savings.

Included Capital Items and Projects

Capital items, and projects were limited to those that were identified as either vital, or had the potential to save the Town addition expense.

1. Police

Two Replacement Vehicles

The budget reflects the purchase of the two State contract Ford Explorer vehicles to replace the current Ford Expeditions that are four wheel drive. These vehicles are a part of our annual replacement program. Both Ford Expeditions suffer from severe rust and need replacement, and are a high maintenance cost.

2. Fire

One New Pumper Truck

The budget includes a provision for a new pumper truck to replace a 1993 pumper. The 1993 pumper needs replacement due to a number of repair issues including brakes, rusted and leaking storage tank, and an inadequate pumping capacity of only 1,200 GPM.

In order to assist in maintaining a Class 6 ISO rating the pumper must have a 2,000 GPM pumping capacity. A fire pumper purchased off of State contract is \$397,254. This budget includes a line item of \$45,108 for the first payment for a ten year payback on level installment payments. Branch Banking and Trust quoted an interest rate currently at 2.38% interest, however the Town will solicit by way of RFP quotes on financing.

3. Administration

Replacement of Computer Hardware, Software

The current computer system that the Town is currently using is very dated and has been in use since 2006. The software being used has not been totally updated and

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some is not being supported with product updates. While the costs may be less than budgeted and bids will be solicited, \$40,000 is the figure that would be the best estimate. None of the computer monitors will be replaced.

The Budget takes into consideration several other factors:

General Fund

- A slight decrease in the Town's portion of the contribution to the North Carolina Local Government Retirement System to 6.7%.

- Mandatory contractual increase in the solid waste contract with Waste Industries of 4.7% (Based on the January 2011 CPI, Water Sewer and Trash Collection Fees) - Recommended Annual Increase from \$145 per customer to \$152.00.

- A COLA Adjustment for each eligible employee of 3%

Beach Fund

- Expenditure line items to continue with the Federal Beach Nourishment Project are included, and work by the US Army Corps of Engineers will continue.
- Inclusion of funding for the "New River Inlet Channel Relocation Project" \$7.5M
- The continuation of the "Shared Beach Planting Program".
- Funds for Development of the "Southside Park and Beach Access Project" are included in anticipation of both CAMA, and PARTF Grant Funding.

Closing

This budget reflects the diligent work of both staff and input from the Board of Aldermen in its preparation. It makes every effort to keep costs at a minimum, and provide the necessary services to the citizens of North Topsail Beach in the most efficient manner possible.

I would like to take this opportunity to thank the staff for their contribution in preparing this budget, and thanks for the Mayor, and the Board of Aldermen for their time and deliberation in its review, and eventual passage.

Respectfully Submitted,



Steven H. Foster

Town Manager

Enclosures: Proposed Budget FY 2012/13 & Schedule of Fees

Town of North Topsail Beach

Daniel Tuman, Mayor
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Town Manager

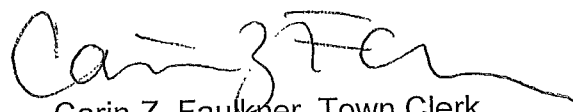
Carin Z. Faulkner, MPA
Town Clerk

**TOWN OF NORTH TOPSAIL BEACH
PROPOSED 2012-2013 BUDGET
PUBLIC HEARING NOTICE**

**Thursday
June 7, 2012
6:30 P.M.**

The Town of North Topsail Beach budget for 2012-2013 has been submitted to the Town of North Topsail Beach Board of Aldermen and a copy is available for public inspection in the office of the Town Clerk at North Topsail Beach Town Hall located at 2008 Loggerhead Court, North Topsail Beach, North Carolina. The Board of Aldermen will hold a public hearing on the budget at 6:30 P.M. on June 7, 2012 in the Meeting Room of the Town Hall.

This the 14th day of May 2012.


Carin Z. Faulkner, Town Clerk

Publish: May 18, 2012

TOWN OF NORTH TOPSAIL BEACH BUDGET ORDINANCE FISCAL YEAR 2012-2013

BE IT ORDAINED by the Governing Board of the Town of North Topsail Beach,
North Carolina:

GENERAL FUND

SECTION 1: The following amounts are hereby appropriated in the General Fund for the operation of the Town government and its activities for the fiscal year beginning July 1, 2012, and ending June 30, 2013, in accordance with the chart of accounts heretofore established for this Town:

Appropriations

GOVERNING BODY	\$ 125,504
ADMINISTRATION	411,276
POLICE DEPARTMENT	924,724
PLANNING & ZONING	100,285
BUILDING INSPECTIONS	126,059
PUBLIC WORKS	217,287
STREETS	54,000
PUBLIC BUILDINGS & GROUNDS	130,350
SANITATION COLLECTIONS	447,825
RECREATION	55,000
ELECTIONS, SALES TAX PAYOUT & COMMITTEES	8,700
TRANSFER	0
CONTINGENCY	0
INSURANCE	222,940
FIRE DEPARTMENT	<u>561,003</u>
	\$3,384,953

SECTION 2: It is estimated that the following revenues will be available in the General Fund for the fiscal year July 1, 2012, and ending June 30, 2013:

Revenues

STATE	887,316
TOWN	155,724
OUTSIDE SOURCES	5,100
PROPERTY TAX	1,893,213
REFUSE	430,600
INTEREST	12,000
TRANSFER IN	0
GRANTS	<u>1,000</u>
	\$3,384,953

SECTION 3:

There is hereby levied a tax at the rate of \$.2355 (\$.2255 General Fund and \$.01 Beach Nourishment Fund) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2011, for the purpose of raising the revenue listed as "Ad Valorem Taxes" in the General Fund in Section 2 of this ordinance. This rate is based on a total estimated valuation of property for the purposes of taxation of \$851,773, 13 and an estimated rate of collection of 96.64 percent.

SECTION 4: The Town Manager is hereby authorized to transfer appropriations as contained herein under the following conditions:

- (A) Town Manager may transfer amounts between line-item expenditures within a department without limitation and without a report being required.
- (B) Town Manager may transfer amounts up to \$500 between functional areas, within the same fund. He/she must make an official report on such transfers at the next regular meeting of the Governing Board.
- (C) Town Manager may not transfer any amounts between funds, except as approved by the Governing Board in the budget ordinance as amended.
- (D) Contracts in excess of \$40,000 shall first be approved by Board of Aldermen. The Town Manager has authority for execution under that amount, and must be a budgeted item.

SECTION 5: The attached Schedule of Fees is hereby adopted for the fiscal year beginning July 1, 2012, and ending June 30, 2013. These fees may be amended during the fiscal year by Board action.

SECTION 6: Copies of the budget ordinance shall be furnished to the Clerk to the Governing Board and to the Town Manager and Finance Officer to be kept on file by them to be used in the execution of their duties regarding the disbursement of funds.

ADOPTED THIS 7nd DAY OF JUNE, 2012.

Daniel Tuman, Mayor

Carin Z. Faulkner, Town Clerk

Expenditures

	Fiscal Year 2011-2012	Fiscal Year 2012-2013	Difference
Governing Board	142,001	125,504	-16,497
Administration	352,962	411,276	+58,314
Police Department	881,758	924,724	+42,966
Planning & Zoning	95,075	100,285	+5,210
Building Inspections	122,855	126,059	+3,204
Public Works	228,652	217,287	-11,365
Streets	58,000	54,000	-4000
Public Buildings & Grounds	127,300	130,350	+3,050
Sanitation Collections	430,438	447,825	+17,387
Recreation	62,750	55,000	-7,750
Elections & Committees	11,816	8,700	-3,116
Insurance	216,423	222,940	+6,517
Transfer	0	0	0
Contingency	0	0	0
Fire Department	<u>524,734</u>	<u>561,003</u>	<u>+36,269</u>
	3,254,764	3,384,953	130,189

Revenues

Revenues FY 12-13	3,330,639	
Expenses FY 12-13	<u>3,384,953</u>	
	54,314	Needed from Fund Balance

General Fund - Revenues

General Fund - Revenues		Actual 2009	Actual 2010	Actual 2011	Budget FY 2012	FY 2012 Amended Budget	Received Thru 4/30/2012	Proposed Budget FY 2013
Account	Name							
10-301-00	Current year taxes	1,887,490	1,917,650	1,831,434	1,841,143	1,841,143	1,820,369	1,856,213
10-301-01	Prior Year taxes	32,568	82,930	53,174	30,000	30,000	40,845	37,000
10-317-00	Penalties & Interest	9,237	16,246	12,123	7,000	7,000	12,636	8,500
10-325-00	Privilege Licenses	12,116	9,292	11,223	3,500	3,500	3,449	3,000
10-328-00	Cable Franchise	64,942	65,278	63,368	55,000	55,000	43,632	55,500
10-329-00	Interest on Investments	40,389	10,244	7,653	8,000	8,000	3,325	3,500
10-335-00	Miscellaneous	9,275	38,312	10,947	6,000	6,000	5,439	4,000
10-335-01	Meeting Room Deposits	575	700	710	500	500	350	500
10-335-02	Shotgun Buyout	0	0	0	0	0	0	0
10-335-05	Debt Setoff	325	100	0	0	0	50	1,000
10-336-06	Race Income	0	0	530	0	0	0	0
10-335-10	Misc Permits - Fines	23,169	200	1,000	0	0	485	500
10-335-16	Miscellaneous Income	1,613	208	200	0	0	0	0
10-336-06	Donations - Beautifications	845	450	2,924	0	1,088	2,785	2,500
10-336-07	Snowflake Donations	0	0	0	0	0	0	0
10-336-08	NTB Holiday Donations	980	1	1,780	0	1,963	963	700
10-336-09	Lease payment for PD cars	0	0	0	0	0	0	0
10-336-10	Fire Truck Loan	0	0	0	0	0	0	0
10-336-12	Proceeds for computers	0	0	0	0	0	0	0
10-336-13	Gas rebate	315	242	311	100	100	94	100
10-337-00	Utilities Franchise Tax	123,223	145,348	134,719	112,000	112,000	101,933	134,316
10-341-00	Beer & Wine Tax	4,033	1,296	4,099	1,000	1,000	0	3,500
10-343-00	Powell Bill Allocations	31,983	28,498	28,818	20,000	20,000	25,735	25,000
10-345-00	Local Option sales tax	1,298,109	746,559	677,954	631,406	631,406	503,988	656,000
10-347-01	Hold Harmless	13,481	0	0	0	0	0	0
10-347-02	Solid Waste Disposal Tax	0	629	621	0	0	411	0
10-348-01	NCLM Grant	750	0	0	0	0	0	0
10-348-11	Grant #541 Shotguns	0	0	0	0	0	0	0
10-348-12	Grant #983 Property R	0	0	0	0	0	0	0
10-348-13	GCC-Uniform & Equipment	0	0	0	0	0	0	0

Account	Name	Actual 2009	Actual 2010	Actual 2011	Budget FY 2012	FY 2012 Amended Budget	Received thru 4/30/2012	Proposed Budget 2012
10-349-00	Mosquito Control Grant	4,636	1,231	0	0	0	0	1,000
10-350-00	Recreation Fees - Park	750	925	1,115	425	425	585	450
10-351-01	Officer Fees & Violations	11,290	7,523	11,235	7,000	7,000	5,929	6,500
10-351-02	One Tree Hill	0	0	14,210	0	0	3,090	0
10-351-03	Body Armor Reimbursement	1,676	1,000	0	0	1,281	1,281	0
10-351-05	Officer Move House	50	0	0	0	0	0	0
10-352-01	Fire Fines & Violations	0	0	80	0	0	350	0
10-352-01	Federal Fire Grant	0	19,689	92,943	0	0	0	0
10-354-00	County Inspection Fee	0	0	12,505	10,000	10,000	1,540	0
10-355-00	Building Permits	16,594	13,975	26,825	20,000	20,000	21,345	25,000
10-355-01	Mechanical Permits	10,053	7,744	9,270	5,000	5,000	7,640	7,000
10-355-02	Electrical Permits	10,988	7,117	6,405	6,000	6,000	6,330	6,000
10-355-03	Plumbing Permits	3,230	4,626	28,792	2,000	2,000	6,405	1,500
10-355-04	Insulation Permits	1,389	2,127	300	600	600	240	300
10-355-05	Homeowners Recovery Fee	36	140	112	10	10	60	80
10-355-06	Technology Fee	3,085	2,516	2,989	1,280	1,280	2,277	1,280
10-355-07	Re-Inspection Fee & Fines	735	175	175	100	100	610	100
10-355-08	Occupancy Tax Administration	0	0	0	15,000	15,000	15,000	17,500
10-357-00	CAMA State Reimbursement	2,935	5,836	3,335	0	0	985	0
10-357-03	CAMA Permits	3,750	5,000	2,575	0	0	0	0
10-357-05	DCM Grant-Land Use Plan	11,520	0	0	0	0	0	0
10-357-08	Zoning Fees & Permits	4,090	8,885	9,150	7,500	7,500	6,425	7,500
10-357-09	Mayor's Cup	0	0	7,093	0	5,265	5,265	0
10-359-00	Refuse Collection Fees	279,957	194,455	341,263	359,130	359,130	275,495	395,000
10-359-01	Refuse Collection Prior Years	3,563	4,540	6,477	3,000	3,000	4,684	1,000
10-357-50	Vacant Lot SWF	16,296	13,760	12,750	12,500	12,500	12,410	12,500
10-359-51	Additional Cart SWF	18,640	31,145	38,194	22,000	22,000	1,755	22,000
10-359-52	Additional Cart Recycling	0	0	560	100	100	480	100
10-367-01	Sales Tax Refund	17,436	9,171	21,966	9,000	9,000	20,007	8,000
10-367-02	Reimb.PW from BF	0	0	0	14,080	14,080	14,080	18,000

Account	Name	Actual 2009	Actual 2010	Actual 2011	Budget FY 2012	FY 2012 Amended Budget	Received Thru 4/30/2012	Proposed Budget 2013
10-368-00	Other State Revenues	0	0	0	0	0	0	0
10-368-01	Grass Mowing Reimbursement	3,000	4,414	6,434	5,000	5,000	0	5,000
10-383-00	Sale of Fixed Assets	15,219	5,900	5,050	6,000	6,000	500	3,000
10-383-01	Hurricane Reimbursement	0	0	0	0	0	33,399	0
10-399-00	Appropriated Fund Balance	0	0	0	33,390	63,175	0	54,314
10-399-01	T/I Capital Reserve Fund	203,955	792,157	0	0	0	0	0
10-399-02	T/I Other Funds Closed	0	0	0	0	0	0	0

4,200,291 4,208,234 3,505,391 3,254,764 3,290,902 3,014,656 3,384,953

Administration

Account	Name	Actual 2009	Actual 2010	Actual 2011	Budget 2012	Amended 2012 Budget	Expended Thru 4/30/2012	Proposed Budget FY 2013
10-420-02	Salaries	262,883	211,890	211,874	215,580	215,580	190,618	227,975
10-420-03	Hurricane Crew	0	0	0	0	0	0	0
10-420-05	FICA	19,043	16,118	16,208	16,492	16,492	14,732	17,441
10-420-06	Group Insurance	15,166	17,024	16,794	19,189	19,189	16,236	22,160
10-420-07	Retirement	17,896	10,488	13,454	14,851	14,851	13,474	15,366
10-420-08	401(k)	6,949	7,985	9,642	8,000	8,000	8,010	8,684
10-420-09	Town Insurance Deductable	0	0	20,000	25,000	25,000	12,359	25,000
10-420-10	Employee Training	5,571	2,838	5,000	2,000	2,000	583	2,000
10-420-11	Postage	5,937	2,612	6,000	4,500	4,500	3,860	4,500
10-420-12	Manager Expense Account	998	824	750	750	750	484	750
10-420-13	Tuition Reimbursement	0	1,500	0	0	0	0	0
10-420-14	Mileage	3,761	599	0	0	0	0	0
10-420-16	M&R Equipment	5	188	200	500	500	500	500
10-420-17	M&R Vehicles	8	398	500	500	500	176	500
10-420-18	Consumables	0	0	0	1,000	1,000	1,000	1,300
10-420-26	Advertising	17,382	6,918	5,000	5,000	5,000	1,597	2,500
10-420-31	Gas, Tires, Oil	374	1,646	3,400	2,600	2,600	1,832	2,600
10-420-32	Office Supplies	4,260	4,234	4,500	4,500	4,500	1,973	4,500
10-420-33	Departmental Supplies	3,865	3,368	2,500	2,500	2,500	1,799	2,500
10-420-45	Contracted Services	28,262	28,755	20,000	15,000	15,000	10,544	15,000
10-420-53	Dues & Subscriptions	1,507	2,168	2,000	2,000	2,000	2,000	2,000
10-420-54	Insurance & Bonds	0	0	0	0	0	0	0
10-420-57	Miscellaneous	5,765	3,106	3,000	3,000	3,000	985	3,000
10-420-58	Town Clerk Search	1,237	0	0	0	0	0	0
10-420-74	Capital Outlay (Computers)	0	0	0	0	0	0	40,000
10-420-76	Lease Purchase Agreements	43,352	43,214	16,000	10,000	10,000	9,999	13,000
10-420-80	Storm Damage	0	0	0	0	0	4,849	0
10-420-93	Employment Security Comm	2,968	10,472	0	0	0	0	0
		447,189	376,345	356,822	352,962	352,962	297,610	411,276

Public Works

Account	Name	Actual 2009	Actual 2010	Actual 2011	Budget 2012	Amended 2012 Budget	Expended Thru 4/30/2012	Proposed Budget FY 2013
10-545-02	Salaries	94,657	100,574	104,428	111,996	111,996	89,490	110,138
10-545-03	Part-time Salaries	16,707	14,655	16,359	24,646	24,646	10,358	17,627
10-545-05	FICA	8,544	8,729	9,097	10,454	10,454	7,558	9,775
10-545-06	Group Insurance	11,932	9,934	12,302	11,994	11,994	8,215	14,018
10-545-07	Retirement	9,173	4,887	6,774	8,616	8,616	6,241	7,424
10-545-08	401(k)	2,849	2,979	3,089	4,046	4,046	2,576	3,305
10-545-14	Employee Training	187	63	0	100	100	100	150
10-545-16	M&R Equipment	6,593	6,561	10,062	8,000	8,000	5,276	8,000
10-545-17	M&R Vehicles	3,772	4,914	2,994	6,500	6,500	3,038	6,500
10-545-31	Gas, Tires, Oil	8,946	9,785	16,778	13,500	13,500	11,218	15,500
10-545-32	Office Supplies	0	0	0	0	0	0	0
10-545-33	Departmental Supplies	0	8,602	7,655	9,000	9,000	7,973	9,000
10-545-34	Vector Control	10,836	4,535	5,156	10,600	10,600	7,657	11,600
10-545-36	Uniforms	2,962	0	3,745	4,000	4,000	2,543	4,000
10-545-53	Dues & Subscriptions	1730	18	53	100	100	18	150
10-545-57	Miscellaneous	140	0	0	100	100	99	100
10-545-74	Capital Outlay	0	0	22,500	5,000	5,000	5,000	0
10-545-75	Lease Payments	13,535	76,320	0	0	0	0	0
10-545-76	Taxes & Titles	0	0	667	0	0	0	0
10-545-80	Storm Damage	0	0	0	0	0	3,099	0
		192,563	252,556	221,659	228,652	228,652	170,459	217,287

Planning & Zoning

Account	Name	Actual 2009	Actual 2010	Actual 2011	Budget 2012	Amended 2012 Budget	Expended Thru 4/30/2012	Proposed Budget FY 2013
10-490-02	Salaries	73,548	103,982	108,402	59,602	59,602	60,107	60,916
10-490-03	Part-time Salaries	9,337	9,082	11,349	11,365	11,365	11,365	11,365
10-490-05	FICA	6,421	8,650	9,135	5,429	5,429	5,539	5,530
10-490-06	Group Insurance	7,335	9,837	10,408	4,798	4,798	4,392	5,540
10-490-07	Retirement	5,727	5,156	6,735	4,116	4,116	3,749	4,106
10-490-08	401(k)	2,533	3,084	3,187	1,765	1,765	1,493	1,828
10-490-10	Employee Training	1,976	3,035	2,994	0	0	0	3,000
10-490-11	Postage	0	52	24	0	0	0	0
10-490-17	M&R Vehicles	2,620	435	212	500	500	500	500
10-490-26	Advertising	646	5,676	1,725	0	0	0	0
10-490-31	Gas, Tires, Oil	1,187	1,670	1,459	2,000	2,000	1,820	2,000
10-490-33	Departmental Supplies	1,167	961	1,543	900	900	666	900
10-490-53	Dues & Subscriptions	745	1,665	1,188	1,500	1,500	1,182	1,500
10-490-57	Miscellaneous	628	123	0	100	100	0	100
10-490-58	CRS Activities - Flood	0	0	1,399	3,000	3,000	1,258	3,000
10-490-74	Capital Outlay	23,081	0	0	0	0	0	0
10-490-76	Taxes & Titles	703	0	0	0	0	0	0
10-490-80	Storm Damage	0	0	0	0	0	1,277	0
		137,654	153,408	159,760	95,075	95,075	93,348	100,285

Governing Board

Account	Name	Actual 2009	Actual 2010	Actual 2011	Budget 2012	Amended 2012 Budget	Expended Thru 4/30/2012	Proposed Budget FY 2013
10-410-02	Salaries	2,409	3,404	4,435	6,600	6,600	4,515	10,500
10-410-04	Professional Services	46,184	57,927	40,561	50,000	50,000	20,000	35,000
10-410-05	FICA	183	206	160	501	501	318	804
10-410-14	Travel, Training, Meetings	9,959	6,170	3,212	7,000	7,000	1,215	3,000
10-410-15	Mileage	0	207	0	0	0	0	0
10-410-31	Gas, Tires, Oil	114	61	0	500	500	98	500
10-410-33	Departmental Supplies	519	1,091	32	500	500	500	500
10-410-42	Charter Code Services	3,206	6,293	0	5,000	5,000	550	5,000
10-410-43	Auditor	14,010	17,000	13,055	17,000	17,000	13,520	17,000
10-410-45	Tax Collection Fees	26,312	33,880	25,177	35,000	35,000	20,364	25,000
10-410-50	Donations Other Organizations	16,000	16,000	11,000	11,000	11,000	10,000	11,000
10-410-51	NTB Holiday Donations	973	0	3,569	0	0	0	500
10-410-53	Dues & Subscriptions	721	316	421	1,900	1,900	87	1,000
10-410-54	Donation for CFCC Road	0	0	0	0	0	0	5,000
10-410-57	Miscellaneous	793	740	444	500	500	500	600
10-410-57	Tax Refunds	3,356	1,149	1,934	1,500	1,500	189	1,500
10-410-58	Litigation	20,707	87,016	25,000	5,000	5,000	0	5,000
10-410-61	Town Manager Search	9,226	386	0	0	0	0	0
10-410-63	Storm Damage	0	0	0	0	0	342	0
10-410-80	Employment Security Comm	0	0	32,497	0	0	0	0
10-410-93	Board Expense Account	0	0	0	0	0	0	3,600
10-410-94		154,672	231,846	161,497	142,001	142,001	72,111	125,504

Elections, Sales Tax Payout, & Committees

Account	Name	Actual 2009	Actual 2010	Actual 2011	Budget 2012	Amended 2012 Budget	Expended Thru 4/30/2012	Proposed Budget FY 2013
10-430-57	Elections	0	3,061	0	3,116	3,116	2,692	0
10-695-00	Land Use Plan - DCM Grant	2,838	0	0	0	0	0	0
10-695-45	Contracted Services	0	0	0	0	0	0	0
10-695-91	Planning Brd/Board of Adj	32	411	0	1,200	1,200	0	1,200
10-695-93	Beautification Committee	600	608	15,365	7,500	13,853	12,475	7,500
10-695-94	X-mas Donation Expense	0	0	0	0	1,963	1,570	0
		3,470	4,080	15,365	11,816	20,132	16,737	8,700

Transfers

Account	Name	Actual 2009	Actual 2010	Actual 2011	Budget 2012	Amended 2012 Budget	Expended Thru 4/30/2012	Proposed Budget FY 2013
10-720-80	Beach Storm Damage	0	0	0	0	0	0	0
10-720-81	Storm Damage	0	0	0	0	0	0	0
10-720-83	Condemned Houses	0	0	0	0	0	0	0
10-998-03	Transfer Out-other funds	0	0	0	0	0	0	0
10-998-04	Transfer Out-Capital Reserve	234,582	0	0	0	0	0	0
		234,582	0	0	0	0	0	0

Contingency

Account	Name	Actual 2009	Actual 2010	Actual 2011	Budget 2012	Amended 2012 Budget	Expended Thru 4/30/2012	Proposed Budget FY 2013
10-999-01	Contingency	0	2,010		0	0	0	0
10-999-02	Debt Principal	0	0	0	0	0	0	0
10-999-03	Debt Interest	0	0	0	0	0	0	0
10-999-04	Capital Assets Reserve	0	0	0	0	0	0	0
10-999-05	FEMA Funds Reimburse	0	0	0	0	0	0	0
		0	2,010	0	0	0	0	0

Insurance

Account	Name	Actual 2009	Actual 2010	Actual 2011	Budget 2012	Amended 2012 Budget	Expended Thru 4/30/2012	Proposed Budget FY 2013
10-501-17	Insurance (VFIS)	11,763	14,562	16,356	17,000	17,000	16,773	18,000
10-501-09	Worker's Compensation	27,273	27,554	31,716	33,302	33,302	33,271	34,000
10-501-13	Insurance & Bonds	44,132	49,626	116,589	130,419	130,419	118,906	136,940
10-501-54	Flood Insurance	33,806	33,806	34,001	35,702	35,702	33,877	34,000
		116,974	125,548	198,662	216,423	216,423	202,827	222,940

Recreation

Account	Name	Actual 2009	Actual 2010	Actual 2011	Budget 2012	FY 2012 Amended Budget	Expended Thru 4/30/2012	Proposed Budget FY 2013
10-620-12	Snowflakes	1,818	9,711	4,066	5,500	5,500	5,500	7,500
10-620-13	Park Utilities	12,910	13,755	13,289	10,000	10,000	10,000	12,000
10-620-14	Park Well	0	0	0	10,000	10,000	10,000	1,000
10-620-15	Park Maintenance	8,523	13,722	9,553	25,250	25,250	25,198	25,000
10-620-17	Bike Path Maintenance	7,890	3,607	2,490	5,000	5,000	775	2,500
10-620-27	Special Events	1,310	2,336	3,632	4,000	4,000	1,805	4,000
10-620-33	Park Supplies	401	3,245	651	3,000	3,000	856	3,000
10-620-73	Bike & Ped Grant	0	0	0	0	0	0	0
10-620-74	Capital Outlay	0	285,000	0	0	0	0	0
10-620-80	Storm Damage	0	0	0	0	0	0	0
		32,852	331,376	33,681	62,750	62,750	54,134	55,000

Sanitation

Account	Name	Actual 2009	Actual 2010	Actual 2011	Budget 2012	FY 2012 Amended Budget	Expended Thru 4/30/2012	Proposed Budget FY 2013
10-580-45	Sanitation Contract	246,860	295,317	340,177	369,938	369,938	271,122	387,325
10-580-46	Onslow County Tipping Fee	65,500	61,225	55,168	58,000	58,000	54,657	58,000
10-580-47	Recycling	40	0	0	0	0	0	0
10-580-58	Solid Waste Fee Refunds	0	0	0	300	300	0	300
10-580-59	Recycling Tip Fee	0	0	0	2,200	2,200	0	2,200
10-580-80	Storm Damage	0	0	0	0	0	0	0
		312,400	356,542	395,345	430,438	430,438	325,779	447,825

Streets

Account	Name	Actual 2009	Actual 2010	Actual 2011	Budget 2012	FY 2012 Amended Budget	Expended Thru 4/30/2012	Proposed Budget FY 2013
10-560-13	Utilities - Street Lights	19,777	21,279	21,335	22,000	22,000	17,786	22,000
10-560-15	M&R Public Parking	1,199	1,729	1,300	3,500	3,500	753	3,500
10-560-33	Departmental Supplies	39	5,960	3,790	7,500	7,500	5,098	8,500
10-560-43	River Road Walk	0	0	0	0	0	0	0
10-560-46	Walkway Repairs	0	0	7,500	0	0	0	0
10-560-73	Street Repair Construction	51,250	40,050	52,088	25,000	25,000	13,809	20,000
10-560-74	Capital Outlay	0	82,500	0	0	29,785	29,785	0
10-560-80	Storm Damage	0	0	0	0	0	9,909	0
		72,265	151,518	86,013	58,000	87,785	77,140	54,000

Public Building and Grounds

Account	Name	Actual 2009	Actual 2010	Actual 2011	Budget 2012	FY 2012 Amended Budget	Expended Thru 4/30/2012	Proposed Budget FY 2013
10-500-11	Phones	29,381	26,352	21,327	20,000	20,000	14,534	22,000
10-500-13	Utilities	33,249	29,792	27,956	36,000	36,000	19,839	33,000
10-500-15	M&R Buildings & Grounds	38,482	76,538	39,645	35,500	35,500	25,921	35,500
10-500-17	Landscape Maintenance	13,892	11,028	17,024	12,500	12,500	10,945	16,500
10-500-31	Gas, Tires, Oil	0	0	4	0	0	0	0
10-500-33	Supplies for Buildings	4,770	3,988	4,613	6,500	6,500	3,579	6,500
10-500-43	Town Hall Cleaning	7,800	7,500	7,950	7,800	7,800	6,481	7,800
10-500-45	Pest Control	1,881	1,017	1,520	2,500	2,500	1,565	2,500
10-500-46	Security Monitoring	360	360	360	400	400	210	350
10-500-54	Flood Insurance		0	0	0	0	0	0
10-500-57	Town Sign	0	0	0	500	500	500	600
10-500-58	CTY/Web EOC	5,311	5,311	4,788	5,600	5,600	4,788	5,600
10-500-72	Building Special Repair	1,625	0	0	0	0	0	0
10-500-73	Sound System	0	0	0	0	0	0	0
10-500-74	Visual System	0	0	0	0	0	0	0
10-500-80	Storm Damage	0	0	0	0	0	110	0
		136,751	161,886	125,187	127,300	127,300	88,472	130,350

Inspection

Account	Name	Actual 2009	Actual 2010	Actual 2011	Budget 2012	Amended 2012 Budget	Expended Thru 4/30/2012	Proposed Budget FY 2013
10-491-02	Salaries	88,085	62,400	89,903	91,453	91,453	84,510	92,457
10-491-05	FICA	6,820	4,774	6,877	6,997	6,997	6,536	7,073
10-491-06	Group Insurance	7,834	7,732	8,847	9,595	9,595	7,128	11,080
10-491-07	Retirement	6,477	3,114	5,845	6,247	6,247	5,945	6,232
10-491-08	401(k)	2,162	1,825	2,575	2,650	2,650	2,459	2,774
10-491-10	Employee Training	2,627	2,073	2,740	1,466	1,466	964	1,466
10-491-16	M&R Equipment	145	195	250	300	300	295	300
10-491-17	M&R Vehicles	295	19	30	300	300	300	300
10-491-31	Gas, Tires, Oil	1,232	558	1,649	1,970	1,970	1,331	2,500
10-491-33	Departmental Supplies	1,534	826	562	325	325	325	325
10-491-53	Dues & Subscriptions	873	838	1,006	1,452	1,452	1,452	1,452
10-491-57	Miscellaneous	80	58	0	100	100	100	100
10-491-76	Lease Payments	10,396	0	0	0	0	0	0
10-491-80	Storm Damage	0	0	0	0	0	567	0
		128,560	84,412	120,284	122,855	122,855	111,912	126,059

Police Department

Account	Name	Actual 2009	Actual 2010	Actual 2011	Budget 2012	Amended 2012 Budget	Expended Thru 4/30/2012	Proposed Budget FY 2013
10-510-02	Salaries	460,021	524,234	538,010	549,828	549,828	447,724	563,526
10-510-03	Part-time Salaries	15,282	17,425	9,675	17,000	17,000	9,981	17,604
10-510-04	Professional Services	958	855	700	1,000	1,000	335	1,500
10-510-05	FICA	36,568	41,020	41,639	43,363	43,363	35,478	44,457
10-510-06	Group Insurance	54,203	59,808	56,583	57,576	57,576	44,727	66,528
10-510-07	Retirement	42,815	25,219	33,602	38,855	38,855	31,784	38,151
10-510-08	401(k)	21,433	23,186	23,959	28,083	28,083	15,223	28,177
10-510-10	Employee Training	6,560	6,640	6,965	7,000	7,000	6,280	7,000
10-510-12	Tuition Assistance	500	1,000	2,000	1,000	1,000	1,000	1,500
10-510-16	M&R Equipment	4,478	3,640	4,434	4,681	4,681	3,693	4,681
10-510-17	M&R Vehicles	11,032	16,632	12,627	11,000	11,000	8,139	11,000
10-510-31	Gas, Tires, Oil	43,110	44,927	48,036	57,846	57,846	35,902	59,484
10-510-32	Office Supplies	3,032	1,565	1,529	3,000	3,000	758	3,000
10-510-33	Departmental Supplies	7,152	6,789	5,215	7,500	7,500	5,738	7,500
10-510-35	K-9 Unit Supplies	0	0	0	0	0	0	0
10-510-36	Uniforms	7,447	6,189	7,262	7,500	7,500	3,667	7,500
10-510-37	Ballistics Vest Replacement	2,382	2,586	2,365	2,400	3,681	0	2,400
10-510-53	Dues & Subscriptions	6,403	6,038	7,811	6,018	6,018	5,955	6,168
10-510-54	GHSP Equipment	0	0	0	0	0	0	0
10-510-56	COPS More Grant	0	0	0	0	0	0	0
10-510-57	Miscellaneous	101	109	0	0	0	0	0
10-510-61	Officer Grant	0	0	0	0	0	0	0
10-510-62	GCC Grant Software	0	0	0	0	0	0	0
10-510-64	Shotgun Replacement	0	0	0	0	0	0	0
10-510-65	Property Room Grant	0	0	0	0	0	0	0
10-510-74	Capital Outlay	48,340	101,484	36,429	37,196	37,196	37,180	53,000
10-510-75	Lease Purchase Agreements	25,837	15,481	0	0	0	0	0
10-510-76	Taxes & Titles	1,032	451	912	912	912	912	1,548
10-510-80	Storm Damage	0	0	0	0	0	11,230	0
		798,686	905,278	839,753	881,758	883,039	705,706	924,724

Fire Department

Account	Name	Actual 2009	Actual 2010	Actual 2011	Budget 2012	Amended 2012 Budget	Expended Thru 4/30/2012	Proposed Budget FY 2013
10-690-02	Salaries	231,129	284,900	312,208	310,763	310,763	258,699	313,631
10-690-03	Part-time Salaries	10,964	26,520	30,000	30,000	30,000	18,075	30,000
10-690-04	Volunteer Appreciation	983	948	1,000	1,000	1,000	979	1,000
10-690-05	FICA	18,227	23,248	23,648	26,069	26,069	20,789	26,288
10-690-06	Group Insurance	21,448	34,125	29,390	31,183	31,183	24,631	36,194
10-690-07	Retirement	22,619	13,321	17,174	21,488	21,488	15,262	21,139
10-690-08	401(k)	6,765	8,613	8,352	9,209	9,209	6,171	9,409
10-690-10	Employee Training	574	1,805	2,000	2,000	2,000	1,970	3,000
10-690-16	M&R Equipment	4,997	5,065	5,000	5,000	5,000	4,724	5,000
10-690-17	M&R Vehicle	5,026	5,337	5,000	5,000	5,000	4,477	5,000
10-690-31	Gas, Tires, Oil	10,919	7,751	9,000	12,000	12,000	10,607	12,000
10-690-32	Office Supplies	497	514	500	500	500	326	500
10-690-33	Departmental Supplies	15,676	19,321	15,189	17,722	17,722	17,714	16,722
10-690-34	Volunteer Expenses	2,179	1,985	2,000	2,000	2,000	2,000	2,000
10-690-36	Uniforms	4,965	4,916	5,000	5,000	5,000	3,566	5,000
10-690-53	Dues & Subscriptions	6,620	5,665	7,000	7,000	7,000	7,000	9,000
10-690-54	Insurance (VFIS)	0	0	0	0	0	0	0
10-690-55	2007 DHS SAFER Grant	0	0	0	0	0	0	0
10-690-56	Federal Fire Grant	0	26,437	0	0	0	0	0
10-690-57	Miscellaneous	86	88	0	500	500	345	500
10-690-58	DOI Grant - EMS	0	0	0	0	0	0	0
10-690-59	State Fire Grant	0	0	0	0	0	0	0
10-690-73	Communications Equipment	4,902	4,758	5,000	5,000	5,000	4,932	5,000
10-690-74	Capital Outlay	79,854	31,624	0	32,100	32,100	31,916	48,000
10-690-75	Lease-Loan Payments	89,281	277,224	38,242	0	0	0	0
10-690-76	Taxes & Titles	2,402	924	1,705	1,200	1,200	964	11,620
10-690-80	Storm Damage						7,188	
		540,113	785,089	517,408	524,734	524,734	442,335	561,003

Beach Fund - Revenues

Account	Name	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Amended Budget FY 2012	Collected Thru 4/30/2012	Proposed Budget FY 2013
20-301-00	Accommodations Tax	725,470	675,206	625,000	700,000	700,000	706,754	725,000
20-301-01	Acc.Tax money requested from Onslow Co. or Spec. Ob. Bonds	0	0	500,000	153,693	153,693	0	2,500,000
20-301-04	Sand Push Donations	0	0	0		16,104	17,333	0
20-301-05	Beach Nourishment - 1-cent from property tax	145,192	147,512	144,322	81,600	81,600	85,211	82,317
20-301-06	Prior Year Taxes	2,505	6,379	5,000	4,000	4,000	2,267	4,000
20-301-07	Administrative Costs	0	0	0	0	0	0	0
20-317-00	Penalties & Interest	652	1,156	180	0	0	0	0
20-329-00	Interest on investments	0	0	0	0	0	519	0
20-335-00	Miscellaneous	7,543	0	0	0	0	50	0
20-335-01	State Non-Fed Projects Grant	0	9,500	1,750,000	0	0	0	2,500,000
20-335-02	State Reimbursement	0	0	0	0	0	0	0
20-336-01	Topsail Island Shoreline Protection	650	0	0	0	0	0	0
20-336-03	Cost Share Plant Purchase	7,163	6,340	4,450	0	0	1,650	0
20-348-00	State Federal - Southern Section	100,000	0	0	0	0	0	0
20-348-09	Fish & Wildlife Vitex	0	0	0	0	0	0	0
20-348-10	State Grant-Rodney Knowles Park	0	0	0	0	0	0	272,000
20-399-00	Appropriated Fund Balance	0	0	0	14,080	0	0	2,500,000
		989,175	846,093	3,028,952	953,373	955,397	813,784	8,583,317

Beach Fund - Expenditures

Account	Name	Actual 2009	Actual 2010	Actual 2011	Budget 2012	FY 2012 Amended Budget	Expended Thru 4/30/2012	Proposed Budget FY 2013
20-720-08	Contracts, Plans & Specs	106,718	27,456	110,000	0	67,488	143,250	110,000
20-720-09	Chamber of Commerce	0	0	5,000	5,000	5,000	5,000	5,000
20-720-10	Beach Lobbying Contract	19,417	20,000	20,000	36,000	36,000	25,334	36,000
20-720-12	Beach Access Parking	0	0	0	15,000	15,000	2,077	15,000
20-720-13	CP&E Addition	0	0	0	0	0	0	0
20-720-14	CBRA Mitigation - Travel	4,955	1,192	5,000	0	0	0	2,500
20-720-15	M & R Dunes - crosswalk	236,374	18,491	30,000	30,000	30,000	13,110	30,000
20-720-26	Advertising (Bids)	0	0	0	0	0	0	0
20-720-27	Voter Education	0	0	5,000	0	0	0	0
20-720-28	County Access Expense	0	0	0	0	0	9,897	0
20-720-33	Administrative	665	2,829	3,000	18,500	18,500	17,918	18,500
20-720-34	Beach Patrol	0	0	0	45,000	45,000	5,565	0
20-720-35	Crosswalk M&R	3,700	0	0	0	0	500	5,000
20-720-36	Easement acquisition	0	0	0	125,000	125,000	125,000	125,000
20-720-46	Vitex Mitigation	0	6,250	10,000	10,000	10,000	0	10,000
20-720-45	Contracted Services	5,000	0	0	0	0	0	0
20-720-47	Topsail Island Shoreline Protection Committee	0	2,038	3,000	3,000	3,000	0	3,000
20-720-48	Pre-Construction Monitoring	70,999	9,814	0	0	0	0	0
20-720-49	Contr. To GF - PW	0	0	0	14,080	14,080	14,080	14,080
20-720-51	3.58 miles South end	219,000	0	50,000	110,000	110,000	110,000	110,000
20-720-52	Dredging Inlet	0	0	0	0	0	0	0
20-720-53	ASBPA dues and meetings	3,973	4,210	4,000	4,000	4,000	4,631	5,000
20-720-54	Construction cost	0	0	0	0	0	0	0
20-720-55	Sand Push	0	0	0	0	16,104	21,321	0
20-720-56	Rodney Knowles Park	0	0	0	0	0	8,376	272,000
20-720-57	New River Inlet Project	0	0	0	0	0	0	7,500,000
20-720-80	Storm damage	1,858	0	0	0	0	300	0
20-720-84	Storm Damage 08/09	335	0	0	0	0	0	0
20-720-98	Addition to Beach Fund Balance	0	52,436	973,053	527,793	446,225	0	312,237
20-720-99	Contingency	0	0	0	10,000	10,000	0	10,000
		672,994	144,719	1,218,053	953,373	955,397	506,359	8,583,317

**Town of North Topsail Beach
FY 2013
General Fee Schedule**

Current Fees	
Property Tax	23.55 cents per \$100 valuation total tax (22.55 General Fund and 1 cent Beach Fund)
Accommodations Tax	3%
Late Fees and Penalties for Accomodations Tax	\$10.00 per day for each days omission; 5% penalty for any person refusing to file return or pay tax for 30 day period or fraction thereof until tax is paid
Privilege License	\$5.00 to \$4000.00
Copies (per page)	
	\$0.10 Black/white \$0.60 Color
Copy of CD-ROM	\$5.00
Fax	No charge for Local \$1.00 for Long Distance
Notary Fee	No charge
Rental Fees	
Meeting Room	\$50 per day plus \$50 deposit yearly
Park Shelter & Gazebo	\$50 picnic Shelter (each) \$50 for Gazebo
Solid Waste Fees	
Solid Waste Fees Vacant	\$25 per year
Solid Waste Fees Dwelling	\$152 per year
Cart Fee - Solid Waste (additional or replacement)	\$152 per cart
Cart Fee - Recycling (additional or replacement)	\$80 per cart
Late Fee - no additional cart until back fees remitted	\$25.00 per month
Returned Checks	\$25.00 per check
Replacement Re-Entry Pass	\$25.00 per pass*
Notice of Special Meetings	\$10 per year

**Town of North Topsail Beach
FY 2013
Police - Fire- Public Works Fee Schedule**

Current Fees

Burn Permits	No Burning in Town
Finger Printing	No longer providing service
False Alarms	First False Alarm \$100 Second False Alarm \$200 Third & Subsequent False Alarms each \$500
Illegal Burning	\$250.00 per occurrence
Civil Citations	\$25 - \$500
Parking Tickets	\$50.00
Sand Dune Violations	\$500*
Leash Law	\$100.00*
Failure to Pick Up Dog Waste	\$100.00*
Noise Violation	\$25.00
Illegal Dumping	\$500 per occurrence
Late Fees-Town Citations	\$25.00
Nuisance Trash	\$50 per day plus clean up rate
Nuisance Clean up Hourly Rate Personnel	\$20.00 per person per hour
Nuisance Clean up Hourly Rate Equipment	\$90.00 per hour Loader \$30.00 per hour Pick-up Truck \$50.00 per hour John Deere

**Town of North Topsail Beach
FY 2013
Planning - Zoning Fee Schedule**

	Current Fees
Development	
CAMA Minor Permit Application Fee	\$100.00
Re-inspection Fee (DCM allows first line of vegetation to be called every 6 months)	\$50.00
Floodplain Development Permit Fee	\$50.00
Zoning Permit Fee(unless otherwise listed)	\$75.00
Special Requirement Site Plans (includes CUP fee)	\$750.00
Commercial Site Plan Review (includes CUP fee)	\$750.00
Telecommunications Facility - Co-location	\$400.00
Telecommunications Facility - New	\$2,000.00
Accessory Structures	\$50.00
Quasi-Judicial Public Hearings*	
Variance Request	\$500.00
Appeals	\$500.00
Conditional Use Permit/Special Use Permit	\$500.00
Legislative Hearings	
Map Amendment (Rezone)	\$400.00
Text Amendment	\$250.00
Other	
Home Occupation Permit	\$50.00
Signs	\$50.00
Zoning Letter of Compliance	\$100.00
NTB Driveway Permit (NCDOT separate fee)	\$50.00
Major Subdivision/Planned Unit Developments	
Sketch, Preliminary and Final	\$300/\$300/\$150
Exemptions (Review Required)	\$50.00

* Applicant is responsible for all transcript expenses. In addition to the fee, a \$150 deposit for transcript is required. All cancellations must be received at least 48 hours before the start of the public hearing and refunds are subject to a \$150 cancellation fee.

**Town of North Topsail Beach
FY 2013
Inspections - Permits Fee Schedule**

Current Fees	
Residential New Construction	
Building	\$500 1 st 1000 sq ft & .25 per sq ft over
Electrical	included
Plumbing	included
Mechanical	included
Insulation	included

Commercial New Construction	
Building	20 cent per sq ft
Electrical	8 cent per sq ft
Plumbing	8 cent per sq ft
Mechanical	8 cent per sq ft
Insulation	8 cent per sq ft

**All Fees based on Cost of Construction can be substantiated as stated
in Section 143-151.8 of NC General Statutes at discretion of Inspections
Department**

Commercial Renovations & Repairs	
Building	\$5 per \$1000 cost of construction
Electric	\$3 per \$1000 cost of construction
Mechanical	\$3 per \$1000 cost of construction
Plumbing	\$3 per \$1000 cost of construction
Insulation	\$3 per \$1000 cost of construction

Residential Renovations & Repairs*		Current Fees
Building Addition & Accessory or Alteration		\$60 + .09 sq ft
Electrical Addition/Alteration		\$60 per trade
Mechanical Addition/Alteration		\$60 per trade
Plumbing Addition/Alteration		\$60 per trade
Insulation		\$60 per trade
Gas Fuel Piping		\$60 per trade

* Duplex with separate owners requires two permits

**Town of North Topsail Beach
FY 2013
Inspections - Permits Fee Schedule**

Mobile Homes	Current Fees
Double Wide	Treat like new construction
Triple Wide	Treat like new construction
Modular Home	Treat like new construction
Service Pole	\$60.00
Electrical Service Upgrade Change Meter Base/Service Panel	\$60 per 200 amp
Temporary Power Extension Permit (permits expire 30 days from issue date)	\$25.00
RV Sites/Campgrounds	
Electric	\$75.00
Plumbing	\$75.00
House Moving	\$60 permit plus posting of \$1000 bond or \$1000 Cashiers Check plus \$50 per hour per officer for traffic control (check will be refunded within 30 days of completion of project and inspections less any damages incurred)
Home Owners Recovery Fee	\$10.00
Technology Fee	5%(percent) of total cost of permit with a minimum of \$5
Demolition of Building (Commercial and Residential)	\$200.00
Temporary Construction Trailer	\$60.00
Storage Building*	\$60.00

* All storage buildings require permit and design for foundations

Swimming Pool (Residential)	\$100 + Zoning Fee + Electrical + Plumbing + Technology Fees
Swimming Pool (Commerical)	\$150 + trades
Canopy/Awning/Hurricane Shutters	\$60.00
Building Sprinkler (Residential - 1)	\$60.00 + \$1.25 p/Hd
Building Sprinkler (Commercial - 2)	\$100.00 + \$1.25 p/Hd
Yard Sprinklers	\$50.00
Fire/ Burglar Alarm System	\$60 + .02 If \$1.25 P/hd
Elevator (Comm/Res)	\$100.00
Docks, Bulkheads and Retaining Walls	\$60.00
Boat Lift	\$60.00 + TRADE
Dumbwaiter	\$100.00
Signs	\$60.00

**Town of North Topsail Beach
FY 2013
Inspections - Permits Fee Schedule**

	Current Fees
Work Done w/o Permit	Double permit fee + \$200 fine
Occupying Dwelling without Certificate of Occupancy	\$1000 per day to be levied toward the General Contractor from the date of Violation
Failure to get final inspection prior to expiration of permit	\$100.00
Change Occupancy	\$60.00
Re-Inspections	\$25 for 1st re-inspection; \$50 for 2nd and all other additional re-inspections
Fire Inspections (annual)	No charge

Plan Review	Current Fees
SFR/Duplex/Townhouse	\$60 applied to permit nonrefundable
Commercial (\$30k - 200k)	<\$30k \$75 hr.
Commercial (\$201k-370k)	>\$30k - \$175 hr.
Commercial (over \$370k)	No charge
Plan Revision	\$75.00/hr.

**Town of North Topsail Beach
FY 2013
Privilege License Fees**

Below is a list of privilege license fees that have most recently been charged for the Town of North Topsail Beach. The fees are based on business function per State statute.

Description	Fee
Bait & Tackle	\$5.00
Rod & Reel Repair	\$5.00
Sprinkler Installation	\$100.00
Carpentry/Framing	\$32.50
House Movers/Demolition	\$32.50
Vinyl Siding /Windows/Shutters	\$32.50
Pool/Spa Installation	\$32.50
Insulation	\$32.50
Flooring Installation	\$32.50
Cleaning Service Comm/Res.	\$32.50
Porta John/Septic Service	\$32.50
Elevator Sales/Service	\$100.00
Remodel/Renovation/Restoration	\$32.50
Concrete	\$32.50
Heavy Equipment	\$32.50
Garage Doors Sales/Service	\$32.50
Alarm System Installation	\$0.00
License General Contractor	\$10.00
Framer/Roofer	\$32.50
Electrician	\$50.00
Plumber	\$50.00
Mechanical	\$50.00
Painter	\$32.50
Drywall	\$32.50
Piling Installation	\$32.50
LP Gas & Oil	\$50.00
Marine Construction	\$32.50
Modular Home Set Up	\$32.50
Misc. Home Improvements	\$32.50
Decks/Pilings	\$32.50
Peddler on Foot	\$10.00
Peddler Exempt	\$0.00
Peddler with Vehicle	\$25.00
Pool Table	\$25.00
Merchant	\$50.00
Itinerant Merchant	\$100.00
Ice Cream	\$12.50
Fishing Pier	\$50.00
Specialty Market Operator	\$200.00

Description	Fee
Towing Service	\$15.00
Appliance Repair/Maintenance	\$32.50
Miscellaneous	\$32.50
DVD/Movie Rentals	\$25.00
Off Premise Wine	\$10.00
Off Premise Malt Beverage	\$5.00
On Premise Wine	\$15.00
On Premise Malt Beverage	\$7.50
Taxi	\$15.00
Video Games	\$5.00
Landscape/Lot Clearing	\$65.00
Motel	\$25.00
Campgrounds	\$12.50
Restaurant w/ 5 or more seats	\$42.50
Restaurant w/less than 5 seats	\$25.00
Internet Sweepstakes- per Estab.	\$4,000
Internet Sweepstakes- per Machine	\$2,500
Beach Vendors	\$100.00