

Town of North Topsail Beach

Daniel Tuman, Mayor
Joann M. McDermon, Mayor Pro Tem
Aldermen:
Mike Benson
Jerry Heid
Tom Leonard
Richard Peters



Bryan Chadwick, MPA
Town Manager

Laura Oxley, JD, MPA
Town Clerk

Nature's Tranquil Beauty

Board of Aldermen Special Meeting Agenda Thursday, February 6, 2020 6:30 P.M.

- I. Call to Order (Mayor Tuman)
- II. Invocation (Mayor Tuman)
- III. Pledge of Allegiance (Mayor Tuman)
- IV. Approval of Agenda
- V. Manager's Report (Town Manager Chadwick)
- VI. Open Forum- 3 minute limit
- VII. Public Presentations and Hearings
 - A. Town Park & Town Hall Projects (Mr. Jim Stumbo of Stewart-Cooper-Newell Architects)
 - B. Post Storm Beach Projects (Mr. Fran Way)
- VIII. Consent Agenda
 - A. Approval of Minutes ([January 8, 2020](#))
 - 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](#)
 - 2. [Board of Adjustment](#)
 - 3. TISPC ([link to minutes](#))
 - 4. ONWASA ([link to minutes](#))

- D. Tax Refund Request
- E. Planning Board Appointments
- F. Board of Adjustment Appointments

IX. Continuing Business

- A. 2020 Meeting Type and Schedule- Discussion and Possible Action (Alderman Heid)
- B. Revetment Committee Update and Possible Action (Alderman Benson)

X. New Business

- A. Review Bids for Berm Push (possible action) (Town Manager Chadwick)
- B. ASBPA- Conference Attendance (possible action) (Town Manager Chadwick)
- C. USACE Nourishment Project Committee (possible action) (Town Manager Chadwick)
- D. Location of Future Monthly Special or BOA Meetings (Mayor Pro Tem McDermon)

XI. Open Forum

XII. Attorney's Report

XIII. Mayor's Report

XIV. Aldermen's Report

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.

XVI. Adjournment

Town of North Topsail Beach

Daniel Tuman, Mayor
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Laura Oxley, JD, MPA
Town Clerk

Nature's Tranquil Beauty

Board of Aldermen Special Meeting Minutes Wednesday, January 8, 2020

Present: Mayor Tuman; Mayor Pro Tem McDermon; Aldermen Benson, Heid, Leonard and Peters; Town Clerk Oxley; Town Attorney Edes

I. Call to Order

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

II. Invocation

Alderman Benson delivered an invocation.

III. Pledge of Allegiance

Mayor Tuman led the attendees in the Pledge of Allegiance.

IV. Approval of Agenda

Alderman Heid made a motion to add the topic of the 2020 Regular Meeting Schedule to the Agenda with possible action. Alderman Leonard seconded. The Motion failed. The Town Attorney stated that a unanimous decision was needed to add the item. Mayor Pro Tem McDermon and Alderman Benson voted against the Motion.

Alderman Heid made a motion to direct the Town Clerk to introduce new employees. Mayor Pro Tem McDermon seconded. The Motion passed unanimously, 5-0.

The Town Clerk introduced Finance Officer Caitlin Elliott, Fire Chief Chad Soward and Public Works Director Scott Anders.

Mayor Pro Tem McDermon made a motion to approve the Agenda as presented but with the amendment to allow for the introduction of new employees. Alderman Leonard seconded. The Motion passed unanimously, 5-0.

V. Open Forum- 3 minute limit

Mrs. Rebecca Dickson thanked the Mayor for his years of service to the Town. However, she believes it is time to move forward. The election appeal is preventing progress. Also, Mrs. Dickson would like to retain the Town Manager. If there is a vote to accept the Manager's recension, she hopes the Board accepts. In her opinion, Mr. Chadwick is a man of the community, and he is helping the Town move into the right direction. She believes the voters support this direction with the election of a new mayor.

Mr. Taylor Green addressed the Board. He believes the inspection process needs to be up reviewed to increase accountability. It is his opinion that work in his neighborhood is not "up to par." He recommends new policies and procedures moving forward.

Mr. Fred Burns stated that he is appalled with what is going on in Town. He requested that the members of the Board consider donating their December salaries to the Shriners Hospital for Children, because no meetings were held that month. Additionally, Mr. Burns asked that the Town consider adding to the application for volunteers a question about the applicant's felony arrest record.

Alderman Benson stated that he will donate his December salary, but he will donate to a charity of his choice. Mayor Pro Tem likewise made a pledge.

Mr. Barefoot addressed the Board by first stating that it is nice to have meeting within the Town. He thanked St. Regis for the accommodations. He wanted to speak for homeowners who aren't allowed to vote. He expressed his frustration, especially given his service to the Country, that the election has so much unrest. Additionally, Mr. Barefoot asked the Town Attorney about the consequences that Town employees would face if accused of a crime. Lastly, Mr. Barefoot stated he only has a vote of no confidence for the Board.

Mr. Norman Lewis addressed the Board. He stated that he was glad to see the entire Board present. Likewise, he is pleased to see so many people in the audience. He encourages more participation in government.

Alderman Leonard made a motion to go into closed session for the reasons stated on the Agenda. Alderman Benson seconded. The Motion passed unanimously, 5-0.

VI. Closed Session

- to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of employment of an individual public officer or employee or prospective public officer or

employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session.

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

Alderman Leonard made a motion to return to open session. Mayor Pro Tem McDermon seconded. The Motion passed unanimously, 5-0.

VII. Status of Town Manager

Alderman Benson made a motion to accept the revocation of resignation of Mr. Bryan Chadwick and to reappoint him retroactively to January 1, 2020. Mayor Pro Tem McDermon seconded. The Motion passed unanimously, 5-0.

The Town Attorney announced to the Board that the Town Manager was present. The Board invited him to the Board's table to assist with the remainder of the meeting.

VIII. Consent Agenda

- A. Approval of Minutes (October 17, 2019; November 7, 2019)
- 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
 - 2. Board of Adjustment
 - 3. TISPC ([link to minutes](#))
 - 4. ONWASA ([link to minutes](#))
- D. MOTV Tax Refund Request
- E. Updates on Town Hall and Park

Mayor Pro Tem McDermon made a motion to approve the Consent Agenda. Alderman Peters second. The Motion passed unanimously, 5-0.

IX. Continuing Business

A. HMGP Consultant Contract

This item was advertised as a topic of discussion. However, no discussion or action was needed.

B. Inlet Hazard Area Review

Alderman Benson provided a brief report on the proposed changes to the Inlet Hazard Area. With the help of staff, an official comment from the Town has been drafted. The comment was presented at the December 18th meeting hosted by NC DEQ in Sneads Ferry. Members of the public also provided their comments.

Alderman Benson brought the draft comment to the Board for their consideration. Are there items to be added or edited? If so, please send those suggestions to Ms. India Mackinson so that the final comment will be filed with the Division of Coastal Management by the deadline. The comments are needed by January 15th.

C. Revetment Committee Update

Alderman Benson stated that there was no public update at this time. Any outstanding matters are being handled by Town's counsel.

X. New Business

A. TISPC Federal Lobbyist Contract and Options

Alderman Benson spoke to the Agenda item. He presented an email from Chairman Smith that suggested adjustments to the lobbyist contract.

Mayor Pro Tem made a motion to support the recommendations from Chairman Smith of the Topsail Island Shoreline Protection Commission, citing that the items removed were not goals submitted by the Town anyway. Alderman Peters seconded. The Motion passed unanimously, 5-0.

1. TISPC's Meetings, possible action

Town Attorney Edes understands that given the nature of the Commission's discussion, many North Topsail Beach elected officials may want to participate or at least attend TISPC meetings. Even if a quorum is not present, three elected officials who are present and discussing Town business could constitute an official meeting, subject to proper advertising. He requested that the Board

authorize him to work with staff to come up with a solution to avoid open meetings violations.

There was consensus to direct the Town Attorney in this matter.

B. Schedule Retreat for February

Mayor Tuman stated that the Retreat is usually in March. He would like for the Clerk to poll possible dates in February for this year's retreat.

Mayor Pro Tem made a motion to direct the Clerk to poll the Board on availability. Alderman Heid seconded. The Motion passed unanimously, 5-0.

XI. Open Forum

Mr. Phil Fowler stated that perception is reality. He is concerned with how Town representatives conduct themselves, specifically on social media. When people research North Topsail Beach, Mr. Fowler questions what they will see. He believes the reputation of "our paradise" is tarnished. Mr. Fowler encourages the Board to chart a course to lead us to a destination with good teamwork.

Ms. Laura Olgzewski addressed the Board. She is not pleased with the Town's website. She recommends that the Town contract with a company that provide a professional service. Additionally, she would like the Mayor and Board to consider adding strategic plans and goals to the website. In her opinion, taxpayers are not told how their money is being spent. Lastly, Ms. Olgzewski stated that character counts. If someone on the Board has made a mistake, she asks that person to resign. Likewise, if the citizens have spoken, please respect the vote.

Ms. Susan Meyer thanked the Board of Aldermen and staff for having the Town's best interest in mind. She asked that everyone work together as a team to move forward. She also asked for clarification about the Board's meeting schedule.

Mr. Jeff Meyer began by stating there is a lot of discussion on social media. He suggested that those on social media attend all of meetings. A few months ago, only a few people were in the audience. He acknowledged that everyone won't always agree. Mr. Meyer suggests that those who have a problem should take that issue directly to the person who can help you. Don't throw stones if you live in a glass house.

XII. Attorney's Report

Town Attorney Edes stated that his report was discussed in closed session.

XIII. Mayor's Report

Mayor Tuman reported that the Town has a new member in the House of Representatives. Dr. Greg Murphy now represents the Third District. Mayor Tuman believes he has the best interest of the Town in mind. He supports removing CBRA properties. Additionally, Representative Murphy called the Mayor to check on the Town after December storms.

XIV. Aldermen's Report

Alderman Heid thanked everyone for showing up and showing interest. He believes the citizens and property owners can expect a better job in future.

Alderman Leonard thanked everyone for attending and welcomed back the Town Manager.

Mayor Pro Tem McDermon reiterated a suggestion from Alderman Leonard that staff provide a template letter for homeowners to use to contact their delegation on the matter of the CBRA bill currently being considered. She welcomed back Mr. Chadwick. She requested a special meeting for the first Thursday in February.

Alderman Peters thanked everyone for attending. He expressed that this is democracy at work. The public was not satisfied, and it spoke. He welcomed Mr. Chadwick back to his position.

Alderman Benson apologized for everyone's wait during the closed session. He believes the time was very productive. He stated that the issues raised in the public comment segment will be addressed.

Town Manager Chadwick thanked the Board for the vote of confidence. He is excited about the work to come for the citizens and property owners. He is also excited about the new members to staff. But of course, with new people that means that other ones left. For example, Mr. Thomas Best has been with the Town for 30 years. We call on him daily. He will be missed.

Mr. Best received a standing ovation.

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.

This closed session was not needed.

XVI. Adjournment

Alderman Heid made a motion to adjourn. Mayor Pro Tem Mcdermon seconded.
The Motion passed unanimously, 5-0.

Daniel Tuman
Mayor

ATTEST:

Laura Oxley, JD, MPA
Town Clerk

Approved: 02/ /2020

BOARD OF ALDERMEN MEMORANDUM

TO: MAYOR TUMAN AND ALDERMEN

FROM: Caitlin Elliott, Finance Officer

SUBJECT: Monthly Financial Report

DATE: January 29, 2020

The following events occurred during the month of January 2020 in the Finance Department:

- We received FEMA reimbursement for Project #431 (Beach Replenishment) in the amount of \$18,400. We also received \$71,838.32 from the State to reimburse us for surveying beaches and channels that we had already completed soon after Hurricane Florence.
- We are working on the final steps to close out Project #670 (Debris Removal and Monitoring) and Project #935 (EOC Operations) and to receive the final reimbursements for said projects in the amount of \$466,881.83.
- Mr. Wade Greene, our auditor, will have submitted our Audit, FY18-19, to the LGC by the time of this meeting. He is planning to be at the next meeting to present the Audit.
- This month's packet contains a Budget to Actual Report thru 01/29/20 as well as a graph for the period.
- Approximately \$1,426,191.53 in accounts payables was processed during the month of January. A copy of the check registers is enclosed for review. There were several checks that had to be voided this month due to invoice errors and a clerical error. The first payment was made to S.T. Wooten for the Beach Nourishment project for over \$1,000,000. This has been submitted to FEMA for reimbursement.
- Received approximately \$567,933.11 in Ad Valorem Taxes for the period of 01/01/2020 through 01/29/2020. There are pending deposits that are in transfer in the amount of \$5,792.50.
- Received approximately \$3,769.12 in Motor Vehicle Taxes from the State for the period of December 2019.
- Received \$150,677.07 in Sales and Use Tax.
- Collected \$17,697.61 in Occupancy Tax as of 01/28/20 for rental period ending December 2019.
- The NCCMT account earned a total of \$11,612.13 in interest (reinvestment) for period ending 12/31/19.

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

Respectfully submitted,

Caitlin Elliott

Caitlin Elliott
Finance Officer

Budget vs Actual

NORTH TOPSAIL BEACH
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Period Ending 1/29/2020

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
Revenues							
10-301-00 AD VALOREM TAX - Current Year	2,446,340	0.00	367,282.41	2,373,212.90	(73,127.10)	97%	
10-301-01 AD VALOREM TAX - Prior Years	42,000	0.00	2,883.26	26,242.20	(15,757.80)	62%	
10-301-02 AD VALOREM TAX - MOTV	50,000	0.00	3,762.21	29,991.93	(20,008.07)	60%	
10-301-05 BEACH RENRSH/DUNE STAB	0	0.00	0.00	0.00	0.00		
10-317-00 AD VALOREM TAX Penalties	3,500	0.00	483.31	1,974.95	(1,525.05)	56%	
10-317-01 COUNTY TOURISM GRANT	300,000	0.00	0.00	0.00	(300,000.00)		
10-325-00 PRIVILEGE LICENSES	100	0.00	0.00	0.00	(100.00)		
10-328-00 CABLE FRANCHISE	0	0.00	0.00	0.00	0.00		
10-329-00 INTEREST	100,000	0.00	2,818.64	66,938.31	(33,061.69)	67%	
10-330-00 LOAN PROCEEDS	167,500	0.00	60,378.59	90,601.59	(76,898.41)	54%	
10-330-01 P&L INSURANCE PROCEEDS	0	0.00	0.00	4,684.65	4,684.65		
10-335-00 MISCELLANEOUS	10,000	0.00	47.05	2,244.55	(7,755.45)	22%	
10-335-01 MEETING ROOM	0	0.00	0.00	0.00	0.00		
10-335-02 Shotgun Reimbursement	0	0.00	0.00	0.00	0.00		
10-335-03 STATE REIMBURSEMENTS	0	0.00	71,838.32	71,838.32	71,838.32		
10-335-05 DEBT SETOFF	0	0.00	0.00	0.00	0.00		
10-335-06 RACE INCOME	0	0.00	0.00	0.00	0.00		
10-336-03 SEA OATS COST SHARE PROGRAM	40,000	0.00	0.00	0.00	(40,000.00)		
10-336-06 DONATIONS-BEAUTIFICATION	200	0.00	0.00	0.00	(200.00)		
10-336-07 Town Apperal Purchases	0	0.00	0.00	0.00	0.00		
10-336-08 NTB HOLIDAY DONATIONS	0	0.00	0.00	0.00	0.00		
10-337-00 UTILITIES FRANCHISE TAX	331,000	0.00	0.00	159,834.45	(171,165.55)	48%	
10-341-00 BEER & WINE TAX	3,500	0.00	0.00	0.00	(3,500.00)		
10-343-00 POWELL BILL ALLOCATIONS	26,300	0.00	0.00	13,076.96	(13,223.04)	50%	
10-345-00 LOCAL OPTION SALES TAX	1,301,398	0.00	0.00	714,556.19	(586,841.81)	55%	
10-347-02 SOLID WASTE DISP TAX	500	0.00	0.00	292.20	(207.80)	58%	
10-349-00 MOSQUITO CONTROL GRANT	0	0.00	0.00	0.00	0.00		

Budget vs Actual

NORTH TOPSAIL BEACH
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Period Ending 1/29/2020

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-350-00 RECREATION -RENTAL FEES	1,000	0.00	0.00	0.00	(1,000.00)		
10-350-01 Paid Parking Revenue	25,000	0.00	0.00	36,800.16	11,800.16	147%	
10-351-01 OFFICER CITATIONS & COURT	10,000	0.00	1,932.50	6,614.00	(3,386.00)	66%	
10-351-02 POLICE ESHARE ACCOUNT	1,250	0.00	0.00	0.00	(1,250.00)		
10-351-03 BODY ARMOR REIMBURSEMENT	2,000	0.00	0.00	0.00	(2,000.00)		
10-352-01 FIRE FINES & VIOLATIONS	2,000	0.00	0.00	575.00	(1,425.00)	29%	
10-352-02 PARKING/CODE ENFORCEMENT FINES	3,000	0.00	0.00	3,763.50	763.50	125%	
10-352-03 PLANNING DEPT. FEES	3,000	0.00	0.00	850.00	(2,150.00)	28%	
10-355-00 BUILDING PERMITS	70,000	0.00	1,415.00	43,773.00	(26,227.00)	63%	
10-355-01 MECHANICAL PERMITS	19,250	0.00	490.00	7,849.00	(11,401.00)	41%	
10-355-02 ELECTRICAL PERMITS	19,250	0.00	1,245.00	11,879.00	(7,371.00)	62%	
10-355-03 PLUMBING PERMITS	1,100	0.00	70.00	6,804.00	5,704.00	619%	
10-355-04 INSULATION PERMITS	1,500	0.00	0.00	340.00	(1,160.00)	23%	
10-355-05 HOMEOWNERS RECOVERY FEE	200	0.00	(54.00)	71.00	(129.00)	36%	
10-355-06 TECHNOLOGY FEE	6,750	0.00	215.00	4,200.57	(2,549.43)	62%	
10-355-07 REINSPECTION FEE/FINES	1,150	0.00	400.00	2,185.00	1,035.00	190%	
10-355-08 OCCUPANCY TAX ADM	0	0.00	0.00	0.00	0.00		
10-357-08 ZONING PERMITS	8,000	0.00	1,550.00	9,900.00	1,900.00	124%	
10-359-00 REFUSE COLLECTION FEES	453,840	0.00	0.00	204,209.14	(249,630.86)	45%	
10-359-01 REFUSE COLLECT PRIOR YEAR	300	0.00	52,034.98	52,034.98	51,734.98	17345%	
10-359-50 VACANT LOT SWF	12,000	0.00	25.00	125.00	(11,875.00)	1%	
10-359-51 ADD'L CART SWF	1,000	0.00	80.00	960.00	(40.00)	96%	
10-359-52 ADD'L CART RECYCLING	1,000	0.00	80.00	800.00	(200.00)	80%	
10-367-01 SALES TAX REFUNDS	30,000	0.00	0.00	19,875.44	(10,124.56)	66%	
10-367-02 REIMB. PW FROM BF	0	0.00	0.00	0.00	0.00		
10-368-00 OTHER STATE REVENUES	0	0.00	0.00	0.00	0.00		
10-368-01 GRASS MOWING REIMB	7,500	0.00	0.00	0.00	(7,500.00)		
10-368-02 GRANT FUNDS	123,714	0.00	0.00	100,000.00	(23,714.00)	81%	

Budget vs Actual

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Period Ending 1/29/2020

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-383-00 SALE OF FIXED ASSETS	14,000	0.00	0.00	9,725.00	(4,275.00)	69%	
10-383-01 HURRICANE REIMBURSEMENT	200,000	0.00	0.00	27,597.73	(172,402.27)	14%	
10-383-02 SPECIAL ASSESSMENT	0	0.00	0.00	0.00	0.00		
10-383-03 SPEC ASSESSMENT-EXT	0	0.00	0.00	0.00	0.00		
10-384-00 REIMBURSEMENT FROM F30	0	0.00	0.00	0.00	0.00		
10-399-00 APPROP. FUND BALANCE	0	0.00	0.00	0.00	0.00		
10-399-01 T/I CAPITAL RESERVE FUND	0	0.00	0.00	0.00	0.00		
10-399-02 T/I OTHER FUNDS	0	0.00	0.00	0.00	0.00		
Revenues Totals:	5,840,142	0.00	568,977.27	4,106,420.72	(1,733,721.28)	70%	
Expenses							
10-410-02 SALARIES	57,600	0.00	4,150.00	28,300.00	29,300.00	49%	
10-410-04 PROFESSIONAL SERVICES	45,000	0.00	2,041.76	16,382.32	28,617.68	36%	
10-410-05 FICA TAX EXPENSE	4,410	0.00	317.49	2,165.05	2,244.95	49%	
10-410-14 TRAVEL-TRAINING	3,000	0.00	0.00	649.82	2,350.18	22%	
10-410-31 Gas, Oil, & Tires	200	0.00	0.00	0.00	200.00		
10-410-33 DEPARTMENTAL SUPPLIES	500	0.00	0.00	661.88	(161.88)	132%	
10-410-42 CHARTER CODES SERVICE	5,000	0.00	0.00	0.00	5,000.00		
10-410-43 AUDITOR	15,000	0.00	0.00	362.45	14,637.55	2%	
10-410-45 TAX COLLECTION FEES	38,000	0.00	18,905.67	31,411.58	6,588.42	83%	
10-410-50 DONATIONS OTHER AGENCIES	21,000	0.00	0.00	17,175.00	3,825.00	82%	
10-410-51 NTB HOLIDAY DONATIONS	0	0.00	0.00	0.00	0.00		
10-410-53 DUES & SUBSCRIPTIONS	2,500	0.00	0.00	1,826.00	674.00	73%	
10-410-54 DONATION FOR CFCC ROAD	0	0.00	0.00	0.00	0.00		
10-410-57 MISCELLANEOUS	4,000	0.00	150.00	1,137.38	2,862.62	28%	
10-410-58 TAX REFUNDS	2,200	0.00	0.00	235.64	1,964.36	11%	
10-410-61 LITIGATION	0	0.00	0.00	0.00	0.00		
10-410-80 STORM DAMAGE	0	0.00	0.00	0.00	0.00		
10-410-95 BOARD EXPENSE ACCOUNT	3,600	0.00	0.00	1,800.00	1,800.00	50%	
GOVERNING BODY Totals:	202,010	0.00	25,564.92	102,107.12	99,902.88	51%	

Budget vs Actual

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Period Ending 1/29/2020

10-420-02 SALARIES	316,950	0.00	23,750.33	193,971.34	122,978.66	61%
10-420-03 SALARY ADJUSTMENTS	0	0.00	0.00	0.00	0.00	
10-420-05 FICA	24,250	0.00	1,811.46	14,786.33	9,463.67	61%
10-420-06 GROUP INSURANCE	45,480	0.00	2,712.13	19,130.29	26,349.71	42%
10-420-07 RETIREMENT (9.10%)	28,850	0.00	1,947.41	16,263.89	12,586.11	56%
10-420-08 401K (3%)	9,000	0.00	599.29	4,977.15	4,022.85	55%
10-420-09 TOWN INSURANCE HRA	30,000	0.00	496.73	7,177.83	22,822.17	24%
10-420-10 EMPLOYEE TRAINING	7,000	0.00	0.00	2,318.54	4,681.46	33%
10-420-11 POSTAGE	2,500	0.00	0.00	837.44	1,662.56	33%
10-420-12 MANAGER EXPENSE ACCT	1,000	0.00	0.00	788.55	211.45	79%
10-420-13 TUITION REIMBURSEMENT	0	0.00	0.00	0.00	0.00	
10-420-15 BANK CHARGES	2,250	0.00	0.00	175.88	2,074.12	8%
10-420-16 M & R EQUIPMENT	2,000	0.00	0.00	72.99	1,927.01	4%
10-420-17 M & R VEHICLE	1,000	0.00	0.00	43.60	956.40	4%
10-420-18 CONSUMABLES	4,500	0.00	450.00	1,315.10	3,184.90	29%
10-420-26 ADVERTISING	1,500	0.00	0.00	1,108.67	391.33	74%
10-420-31 GAS, OIL & TIRES	1,000	0.00	31.81	536.19	463.81	54%
10-420-32 OFFICE SUPPLIES	1,500	0.00	0.00	448.41	1,051.59	30%
10-420-33 DEPART SUPPLIES\MATERIALS	5,000	0.00	0.00	1,291.23	3,708.77	26%
10-420-34 TOWN APPAREL EXPENSE	1,000	0.00	0.00	60.00	940.00	6%
10-420-45 CONTRACTED SERVICES	54,000	0.00	2,854.45	32,115.75	21,884.25	59%
10-420-53 DUES & SUBSCRIPTIONS	7,000	0.00	0.00	1,101.26	5,898.74	16%
10-420-57 MISCELLANEOUS	500	0.00	0.00	84.20	415.80	17%
10-420-74 CAPITAL OUTLAY	0	0.00	0.00	960.00	(960.00)	
10-420-75 DEBT SERVICE	0	0.00	0.00	0.00	0.00	
10-420-76 LEASE PAYMENTS	23,000	0.00	0.00	19,834.35	3,165.65	86%
10-420-80 STORM DAMAGE	0	0.00	0.00	0.00	0.00	
10-420-93 EMPLOY SECURITY COMM	0	0.00	0.00	0.00	0.00	
ADMINISTRATION Totals:	569,280	0.00	34,653.61	319,398.99	249,881.01	56%
10-430-57 ELECTION EXPENSES	4,700	0.00	0.00	2,574.61	2,125.39	55%
ELECTIONS Totals:	4,700	0.00	0.00	2,574.61	2,125.39	55%

Budget vs Actual

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10 GENERAL FUND						
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
10-490-02 SALARIES	81,400	0.00	6,226.72	49,431.34	31,968.66	61%
10-490-03 PART TIME SALARIES	13,000	0.00	450.00	6,303.00	6,697.00	48%
10-490-05 FICA	7,250	0.00	510.77	4,263.75	2,986.25	59%
10-490-06 GROUP INSURANCE	9,400	0.00	746.28	5,223.96	4,176.04	56%
10-490-07 RETIREMENT (9.10%)	7,410	0.00	566.64	4,498.29	2,911.71	61%
10-490-08 401K (3%)	2,450	0.00	186.80	1,469.46	980.54	60%
10-490-10 EMPLOYEE TRAINING	4,000	0.00	0.00	1,009.15	2,990.85	25%
10-490-11 POSTAGE	0	0.00	0.00	0.00	0.00	
10-490-16 EQUIPMENT MAINT / REPAIR	500	0.00	0.00	219.00	281.00	44%
10-490-17 M & R VEHICLES	1,500	0.00	0.00	46.78	1,453.22	3%
10-490-26 ADVERTISEMENT	0	0.00	0.00	0.00	0.00	
10-490-31 GAS, OIL, & TIRES	1,000	0.00	0.00	373.58	626.42	37%
10-490-33 DEPARTMENTAL SUPPLIES	1,500	0.00	0.00	0.00	1,500.00	
10-490-53 DUES & SUBSCRIPTIONS	6,250	0.00	0.00	0.00	6,250.00	
10-490-57 MISCELLANEOUS	250	0.00	0.00	0.00	250.00	
10-490-58 CRS-ACTIVITY-FLOOD	1,400	0.00	0.00	0.00	1,400.00	
10-490-74 CAPITAL OUTLAY	12,000	0.00	0.00	12,000.00	0.00	100%
10-490-75 DEBT SERVICE	0	0.00	0.00	0.00	0.00	
10-490-76 TAXES AND TITLES	0	0.00	0.00	0.00	0.00	
10-490-80 STORM DAMAGE	0	0.00	0.00	0.00	0.00	
PLANNING/ZONING/CAMA Totals:	149,310	0.00	8,687.21	84,838.31	64,471.69	57%
10-491-02 SALARIES	121,000	0.00	9,083.20	69,161.04	51,838.96	57%
10-491-05 FICA	9,300	0.00	689.92	5,254.26	4,045.74	56%
10-491-06 GROUP INSURANCE	18,800	0.00	1,492.56	10,447.92	8,352.08	56%
10-491-07 RETIREMENT (9.10%)	11,750	0.00	826.56	6,293.57	5,456.43	54%
10-491-08 401K (3%)	3,650	0.00	272.50	2,059.85	1,590.15	56%
10-491-10 EMPLOYEE TRAINING	4,200	0.00	0.00	2,503.47	1,696.53	60%
10-491-16 M & R EQUIPMENT	0	0.00	0.00	0.00	0.00	
10-491-17 M & R VEHICLES	500	0.00	0.00	529.00	(29.00)	106%

Budget vs Actual

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-491-31 GAS, OIL, & TIRES	2,100	0.00	108.42	803.55	1,296.45	38%	
10-491-33 DEPARTMENTAL SUPPLIES	2,600	0.00	0.00	88.34	2,511.66	3%	
10-491-45 CONTRACTED SERVICES	1,044	0.00	120.00	285.00	759.00	27%	
10-491-53 DUES & SUBSCRIPTIONS	6,450	0.00	345.00	513.00	5,937.00	8%	
10-491-57 MISCELLANEOUS	1,230	0.00	0.00	1,069.88	160.12	87%	
10-491-74 CAPITAL OUTLAY	42,626	0.00	0.00	42,623.00	3.00	100%	
10-491-75 DEBT SERVICE	0	0.00	0.00	0.00	0.00		
10-491-76 LEASE PAYMENTS	0	0.00	0.00	0.00	0.00		
10-491-80 STORM DAMAGE	0	0.00	0.00	0.00	0.00		
INSPECTIONS Totals:	225,250	0.00	12,938.16	141,631.88	83,618.12	63%	
10-500-11 PHONES	30,000	0.00	0.00	12,964.32	17,035.68	43%	
10-500-13 UTILITIES	60,000	0.00	474.02	15,033.28	44,966.72	25%	
10-500-15 M & R BUILDINGS/GROUNDS	130,000	73,474.00	2,595.00	29,751.53	26,774.47	79%	
10-500-17 LANDSCAPE M & R	13,500	0.00	0.00	897.09	12,602.91	7%	
10-500-31 GAS, TIRES, OIL	0	0.00	0.00	0.00	0.00		
10-500-33 SUPPLIES FOR BUILDINGS	7,500	0.00	0.00	1,201.56	6,298.44	16%	
10-500-43 TOWN HALL CLEANING	0	0.00	0.00	0.00	0.00		
10-500-45 PEST CONTROL	2,500	0.00	152.00	801.00	1,699.00	32%	
10-500-46 SECURITY MONITORING	400	0.00	0.00	0.00	400.00		
10-500-54 FLOOD INSURANCE	0	0.00	0.00	0.00	0.00		
10-500-57 TOWN SIGN	1,000	0.00	0.00	0.00	1,000.00		
10-500-58 CALL BACK/WEB EOC	5,600	0.00	0.00	0.00	5,600.00		
10-500-74 CAPITAL OUTLAY	100,000	0.00	0.00	0.00	100,000.00		
10-500-80 STORM DAMAGE	0	0.00	0.00	0.00	0.00		
PUBLIC BLDGS Totals:	350,500	73,474.00	3,221.02	60,648.78	216,377.22	38%	
10-501-09 WORKERS COMPENSATION	48,000	0.00	1,192.30	40,838.19	7,161.81	85%	
10-501-13 INSURANCE AND BONDS	102,400	0.00	0.00	101,122.00	1,278.00	99%	
10-501-17 VFIS INSURANCE	23,100	0.00	0.00	18,541.00	4,559.00	80%	
10-501-54 FLOOD INSURANCE	5,000	0.00	0.00	2,445.00	2,555.00	49%	

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INSURANCE Totals:	178,500	0.00	1,192.30	162,946.19	15,553.81	91%
10-509-02 PSA Salary	22,780	0.00	1,717.98	12,884.85	9,895.15	57%
10-509-05 FICA TAXES	1,745	0.00	131.42	985.65	759.35	56%
PSA - RETIRED POLICE OFFICERS Totals:	24,525	0.00	1,849.40	13,870.50	10,654.50	57%
10-510-01 PSA Officer Salary	0	0.00	0.00	0.00	0.00	
10-510-02 SALARIES	742,831	0.00	55,949.66	396,176.87	346,654.13	53%
10-510-03 PART-TIME SALARIES	4,237	0.00	450.00	1,957.96	2,279.04	46%
10-510-04 PROFESSIONAL SERVICES	4,160	0.00	0.00	2,035.00	2,125.00	49%
10-510-05 FICA	57,200	0.00	4,294.22	30,384.39	26,815.61	53%
10-510-06 GROUP INSURANCE	103,400	0.00	6,956.91	43,931.38	59,468.62	42%
10-510-07 RETIREMENT (9.70%)	72,100	0.00	5,400.36	38,255.68	33,844.32	53%
10-510-08 401K (5%)	37,200	0.00	2,708.28	18,258.97	18,941.03	49%
10-510-09 INTERN Beach Salary	6,480	0.00	0.00	1,017.00	5,463.00	16%
10-510-10 EMPLOYEE TRAINING	10,000	0.00	0.00	3,313.50	6,686.50	33%
10-510-12 TUITION ASSISTANCE	1,500	0.00	0.00	0.00	1,500.00	
10-510-16 MAINT. & REPAIRS-EQUIP.	4,600	0.00	0.00	1,758.99	2,841.01	38%
10-510-17 MAINT. & REPAIRS-VEHICLES	11,000	0.00	0.00	2,723.94	8,276.06	25%
10-510-31 GAS,OIL, & TIRES	45,000	0.00	3,023.69	24,400.78	20,599.22	54%
10-510-32 OFFICE SUPPLIES	3,000	0.00	133.73	793.86	2,206.14	26%
10-510-33 DEPARTMENTAL SUPPLIES	9,125	0.00	0.00	2,519.87	6,605.13	28%
10-510-36 UNIFORMS	12,000	0.00	0.00	3,426.94	8,573.06	29%
10-510-37 BALLISTIC VEST REPLACE	4,570	0.00	0.00	1,694.78	2,875.22	37%
10-510-53 DUES & SUBSCRIPTIONS	8,000	0.00	0.00	7,642.96	357.04	96%
10-510-57 K-9 EXPENSES	5,000	0.00	0.00	4,291.34	708.66	86%
10-510-73 NON-CAPITAL OUTLAY	33,714	0.00	0.00	28,756.77	4,957.23	85%
10-510-74 CAPITAL OUTLAY	108,234	64,330.58	0.00	32,719.05	11,184.37	90%
10-510-75 DEBT SERVICE	47,000	0.00	0.00	0.00	47,000.00	
10-510-76 TAXES AND TITLES	2,900	0.00	0.00	0.00	2,900.00	
10-510-77 LEASED/RENTED EQUIPMENT	0	0.00	0.00	0.00	0.00	
10-510-79 DEBT SERVICE INTEREST	0	0.00	0.00	0.00	0.00	

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-510-80 STORM DAMAGE	0	0.00	0.00	0.00	0.00		
POLICE Totals:	1,333,251	64,330.58	78,916.85	646,060.03	622,860.39	53%	
10-545-02 SALARIES	223,744	0.00	15,676.00	103,904.21	119,839.79	46%	
10-545-03 PART TIME SALARIES	17,315	0.00	1,354.92	6,952.84	10,362.16	40%	
10-545-05 FICA	18,660	0.00	1,302.88	8,473.09	10,186.91	45%	
10-545-06 GROUP INSURANCE	42,090	0.00	3,120.34	21,031.06	21,058.94	50%	
10-545-07 RETIREMENT (9.10%)	20,640	0.00	1,426.50	9,408.60	11,231.40	46%	
10-545-08 401K (3%)	6,800	0.00	470.27	3,068.35	3,731.65	45%	
10-545-14 EMPLOYEE TRAINING	100	0.00	0.00	0.00	100.00		
10-545-16 MAINT/REPAIR EQUIPT	15,000	0.00	268.88	4,619.70	10,380.30	31%	
10-545-17 MAINT REPAIR - VEHICLES	15,000	0.00	482.55	4,611.17	10,388.83	31%	
10-545-31 GAS, OIL, & TIRES	14,000	0.00	374.44	7,287.40	6,712.60	52%	
10-545-32 OFFICE SUPPLIES	150	0.00	0.00	0.00	150.00		
10-545-33 DEPARTMENTAL SUPPLIES	14,625	4,510.91	0.00	5,824.51	4,289.65	71%	
10-545-34 CHEMICAL-MOSQ CONTROL	6,666	0.00	0.00	139.67	6,526.40	2%	
10-545-36 UNIFORMS	6,000	0.00	0.00	2,812.37	3,187.63	47%	
10-545-53 DUES & SUBSCRIPTIONS	100	0.00	0.00	39.99	60.01	40%	
10-545-57 MISCELLANEOUS	100	0.00	0.00	0.00	100.00		
10-545-74 CAPITAL OUTLAY	32,309	0.00	0.00	31,362.00	946.86	97%	
10-545-75 DEBT SERVICE	0	0.00	0.00	0.00	0.00		
10-545-76 TAXES AND TITLES	0	0.00	0.00	0.00	0.00		
10-545-80 STORM DAMAGE	0	0.00	0.00	0.00	0.00		
PUBLIC WORKS Totals:	433,299	4,510.91	24,476.78	209,534.96	219,253.13	49%	
10-560-13 UTILITES-STREET LIGHTS	25,200	0.00	2,148.97	16,984.87	8,215.13	67%	
10-560-15 M&R PUBLIC PARKING	8,700	0.00	0.00	0.00	8,700.00		
10-560-16 M & R EQUIPMENT	7,600	0.00	0.00	7,543.58	56.42	99%	
10-560-33 DEPARTMENTAL SUPPLIES	6,000	0.00	0.00	2,105.88	3,894.12	35%	
10-560-43 RIVER ROAD WALK	4,000	0.00	0.00	0.00	4,000.00		
10-560-73 STREET REPAIR CONST IMPRO	41,700	0.00	0.00	41,600.00	100.00	100%	

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-560-74 CAPITAL OUTLAY	11,500	0.00	0.00	0.00	11,500.00		
10-560-75 DEBT SERVICE	17,000	0.00	0.00	0.00	17,000.00		
10-560-79 DEBT SERVICE INTEREST	0	0.00	0.00	0.00	0.00		
10-560-80 STORM DAMAGE	0	0.00	0.00	0.00	0.00		
STREETS Totals:	121,700	0.00	2,148.97	68,234.33	53,465.67	56%	
10-580-45 SANITATION CONTRACTS	378,840	0.00	0.00	182,316.30	196,523.70	48%	
10-580-46 TIPPING FEES	59,000	0.00	0.00	32,787.38	26,212.62	56%	
10-580-47 RECYCLING	16,000	0.00	0.00	8,554.03	7,445.97	53%	
10-580-58 SOLID WASTE FEE REFUNDS	0	0.00	0.00	0.00	0.00		
10-580-80 STORM DAMAGE	0	0.00	0.00	0.00	0.00		
SANITATION Totals:	453,840	0.00	0.00	223,657.71	230,182.29	49%	
10-620-12 SNOWFLAKES	4,500	0.00	0.00	764.94	3,735.06	17%	
10-620-13 PARK UTILITIES	0	0.00	0.00	0.00	0.00		
10-620-14 PARK WELL	500	0.00	0.00	0.00	500.00		
10-620-15 PARK MAINTENANCE	20,000	0.00	0.00	19,506.22	493.78	98%	
10-620-17 BIKE PATH M & R	2,500	0.00	0.00	0.00	2,500.00		
10-620-27 SPECIAL EVENTS	4,000	0.00	0.00	0.00	4,000.00		
10-620-33 PARK SUPPLIES	3,500	0.00	0.00	1,840.00	1,660.00	53%	
10-620-73 BIKE & PED GRANT	0	0.00	0.00	0.00	0.00		
10-620-74 CAPITAL OUTLAY	40,000	0.00	0.00	0.00	40,000.00		
10-620-80 STORM DAMAGE	0	0.00	0.00	0.00	0.00		
RECREATION Totals:	75,000	0.00	0.00	22,111.16	52,888.84	29%	
10-690-02 SALARIES	598,777	0.00	51,545.20	377,606.94	221,170.06	63%	
10-690-03 VOL INCENTIVE PAY	15,000	0.00	0.00	1,125.00	13,875.00	8%	
10-690-04 VOLUNTEER APPRECIATION	0	0.00	0.00	0.00	0.00		
10-690-05 FICA	45,900	0.00	3,836.54	29,956.89	15,943.11	65%	
10-690-06 GROUP INSURANCE	122,150	0.00	8,955.36	62,294.20	59,855.80	51%	
10-690-07 RETIREMENT (9.10%)	58,100	0.00	4,690.57	34,395.69	23,704.31	59%	

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10 GENERAL FUND						
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
10-690-08 401K (3%)	18,000	0.00	1,546.35	10,997.93	7,002.07	61%
10-690-10 EMPLOYEE TRAINING	4,000	0.00	0.00	1,575.00	2,425.00	39%
10-690-13 TUITION ASSITANCE EXPENSE	500	0.00	0.00	0.00	500.00	
10-690-16 M & R EQUIPTMENT	15,500	0.00	0.00	12,335.43	3,164.57	80%
10-690-17 M & R VEHICLES	9,000	0.00	44.17	10,995.26	(1,995.26)	122%
10-690-31 GAS, OIL, & TIRES	11,000	0.00	594.68	5,369.77	5,630.23	49%
10-690-32 OFFICE SUPPLIES	500	0.00	0.00	29.00	471.00	6%
10-690-33 DEPARTMENTAL SUPPLIES	20,000	14,725.00	0.00	1,098.54	4,176.46	79%
10-690-34 FIRE FIGHTER PHYSICALS	4,900	0.00	0.00	0.00	4,900.00	
10-690-36 UNIFORMS	7,000	3,399.50	0.00	1,776.49	1,824.01	74%
10-690-53 DUES & SUBSCRIPTIONS	8,100	0.00	0.00	3,119.53	4,980.47	39%
10-690-56 FEDERAL FIRE GRANT	0	0.00	0.00	0.00	0.00	
10-690-57 MISCELLANEOUS	250	0.00	0.00	0.00	250.00	
10-690-73 COMUNICATIONS EQUIP	6,000	1,300.00	0.00	95.00	4,605.00	23%
10-690-74 CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	
10-690-75 DEBT SERVICE	70,870	0.00	0.00	0.00	70,870.00	
10-690-76 Taxes & Titles	0	0.00	0.00	0.00	0.00	
10-690-79 DEBT SERVICE INTEREST	0	0.00	0.00	0.00	0.00	
10-690-80 STORM DAMAGE	0	0.00	0.00	0.00	0.00	
FIRE DEPARTMENT Totals:	1,015,547	19,424.50	71,212.87	552,770.67	443,351.83	56%
10-695-00 DCM Grant-Land Use Plan	7,430	0.00	0.00	4,890.00	2,540.00	66%
10-695-91 PLANNING BOARD	1,000	0.00	0.00	0.00	1,000.00	
10-695-93 BEAUTIFICATION COMM	0	0.00	0.00	0.00	0.00	
10-695-94 X-MAS DONATION EXP.	0	0.00	0.00	0.00	0.00	
COMMITTES Totals:	8,430	0.00	0.00	4,890.00	3,540.00	58%
10-720-08 CONTRACTS, PLANS & SPECS	48,000	0.00	0.00	0.00	48,000.00	
10-720-10 BEACH LOBBIST CONTRACT	60,000	0.00	5,125.62	35,704.38	24,295.62	60%
10-720-12 BEACH & ACCESS MAINTENANCE	50,000	0.00	1,307.00	11,614.00	38,386.00	23%

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-720-14 BEACH RELATED MEETINGS & CONFERENCES	20,000	0.00	0.00	4,879.84	15,120.16	24%	
10-720-15 DUNE & CROSSWALK REPAIRS/MAINTENANCE	8,000	0.00	520.00	4,841.62	3,158.38	61%	
10-720-36 EASEMENT & LEGAL EXPENSES	1,000	0.00	0.00	0.00	1,000.00		
10-720-45 CONTRACTED SERVICES	11,500	0.00	0.00	1,847.00	9,653.00	16%	
10-720-46 WEED MITIGATION	0	0.00	0.00	0.00	0.00		
10-720-53 ASBPA DUES and MEETINGS	2,500	0.00	0.00	0.00	2,500.00		
10-720-55 SAND PUSH (GENERAL)	120,000	0.00	0.00	0.00	120,000.00		
10-720-59 SEA OATS PROGRAM (50/50)	40,000	0.00	0.00	0.00	40,000.00		
10-720-80 STORM DAMAGE	0	0.00	0.00	0.00	0.00		
BEACH REN. / DUNE STAB. Totals:	361,000	0.00	6,952.62	58,886.84	302,113.16	16%	
10-998-02 Transfer out-Beach Nouris	0	0.00	0.00	0.00	0.00		
10-998-04 T/O Capital Reserve Fund	0	0.00	0.00	0.00	0.00		
Totals:	0	0.00	0.00	0.00	0.00		
10-999-01 CONTINGENCY	334,000	0.00	0.00	0.00	334,000.00		
CONTINGENCY Totals:	334,000	0.00	0.00	0.00	334,000.00		
Expenses Totals:	5,840,142	161,739.99	271,814.71	2,674,162.08	3,004,239.93	49%	
10 GENERAL FUND Revenues Over/(Under) Expenses:			297,162.56	1,432,258.64			

Budget vs Actual

NORTH TOPSAIL BEACH
1/29/2020 11:55:06 AM

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Period Ending 1/29/2020

30 CAPITAL PROJECT-SHORELINE PRO

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
Revenues						
30-301-00 ACCOMMODATION TAX	823,747	0.00	17,697.61	870,557.57	46,810.57	106%
30-301-01 Onslow County Contribution	0	0.00	0.00	0.00	0.00	
30-301-05 AD VALOREM TAX - Beach	1,384,500	0.00	197,767.44	1,280,542.48	(103,957.52)	92%
30-329-00 INTEREST INCOME	20,000	0.00	0.00	11,290.78	(8,709.22)	56%
30-335-00 MISCELLANEOUS / OTHER	0	0.00	0.00	5,000.00	5,000.00	
30-335-17 NC TRAILS GRANT	0	0.00	0.00	0.00	0.00	
30-335-18 Fee in Lieu of Open Space	0	0.00	0.00	0.00	0.00	
30-335-20 In-Kind Services	0	0.00	0.00	0.00	0.00	
30-335-30 Transfer In GF	0	0.00	0.00	0.00	0.00	
30-345-00 LOCAL OPTION SALES TAX	444,630	0.00	0.00	244,579.64	(200,050.36)	55%
30-348-03 PARTF Grant	0	0.00	0.00	0.00	0.00	
30-348-04 CAMA Park Grant	0	0.00	0.00	0.00	0.00	
30-348-05 County Tourism Grant	0	0.00	0.00	0.00	0.00	
30-348-06 DWR Grant 15	0	0.00	0.00	0.00	0.00	
30-348-07 DWR Grant 16	0	0.00	0.00	0.00	0.00	
30-348-08 FEMA - Beach Nourishment PJT	6,930,085	0.00	18,400.00	65,614.85	(6,864,470.15)	1%
30-348-09 FEMA REIMBURSEMENTS (POST HURRICANE)	0	0.00	0.00	1,434,260.21	1,434,260.21	
30-350-00 STATE FUNDING	0	0.00	0.00	150,000.00	150,000.00	
30-383-02 SPECIAL ASSESSMENT	25,000	0.00	0.00	9,831.23	(15,168.77)	39%
30-398-00 SPECIAL OBLIGATION BONDS	0	0.00	0.00	0.00	0.00	
30-399-00 APPROP. FUND BALANCE	0	0.00	0.00	0.00	0.00	
30-399-01 Trans From Beach Fund	0	0.00	0.00	0.00	0.00	
Revenues Totals:	9,627,962	0.00	233,865.05	4,071,676.76	(5,556,285.24)	42%
Expenses						
30-620-02 Salaries	0	0.00	0.00	0.00	0.00	
30-620-04 Engineering-Design	0	0.00	0.00	0.00	0.00	
30-620-05 FICA	0	0.00	0.00	0.00	0.00	

Budget vs Actual

NORTH TOPSAIL BEACH
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Period Ending 1/29/2020

30 CAPITAL PROJECT-SHORELINE PRO						
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
30-620-07 Retirement	0	0.00	0.00	0.00	0.00	
30-620-16 Construction	0	0.00	0.00	0.00	0.00	
30-620-26 Advertising	0	0.00	0.00	0.00	0.00	
30-620-33 Administrative	0	0.00	0.00	0.00	0.00	
30-620-45 Surveying	0	0.00	0.00	0.00	0.00	
30-620-46 General Site Work	0	0.00	0.00	0.00	0.00	
30-620-47 Paving Old/New	0	0.00	0.00	0.00	0.00	
30-620-99 Contingency	0	0.00	0.00	0.00	0.00	
RECREATION Totals:	0	0.00	0.00	0.00	0.00	
30-720-03 HURRICANE EXPENDITURES	600,000	0.00	0.00	78,473.73	521,526.27	13%
30-720-04 FEMA PHASE 5 ENGINEERING COST	0	0.00	0.00	0.00	0.00	
30-720-05 HURRICANE FLORENCE EXPENSES	0	0.00	0.00	0.00	0.00	
30-720-06 FEMA - HURRICANE MATTHEW PROJE	6,930,085	4,160,776.71	1,278,783.29	1,326,023.84	1,443,284.45	79%
30-720-07 Harden Structure Permit/Design	339,650	0.00	0.00	2,800.00	336,850.00	1%
30-720-08 CONTRACTS, PLANS, SPECS	110,000	0.00	0.00	41,638.22	68,361.78	38%
30-720-15 Bank Charges	0	0.00	0.00	0.00	0.00	
30-720-16 HURRICANE MATTHEW SVC CONTRACT	0	0.00	0.00	0.00	0.00	
30-720-18 OTHER CONTRACTS & PLANS	0	0.00	0.00	0.00	0.00	
30-720-36 EASEMENTS/LEGAL	0	0.00	0.00	0.00	0.00	
30-720-50 TOWN PARK SOUTH	0	0.00	0.00	0.00	0.00	
30-720-51 TOWN GENERATOR	0	0.00	0.00	0.00	0.00	
30-720-54 CONSTRUCTION	0	0.00	0.00	0.00	0.00	
30-720-55 NEW RIVER DREDGE	0	0.00	0.00	0.00	0.00	
30-720-56 OCEAN BAR DESIGN	0	0.00	0.00	0.00	0.00	
30-720-57 NORTH END EMERGENCY	0	0.00	0.00	0.00	0.00	

Budget vs Actual

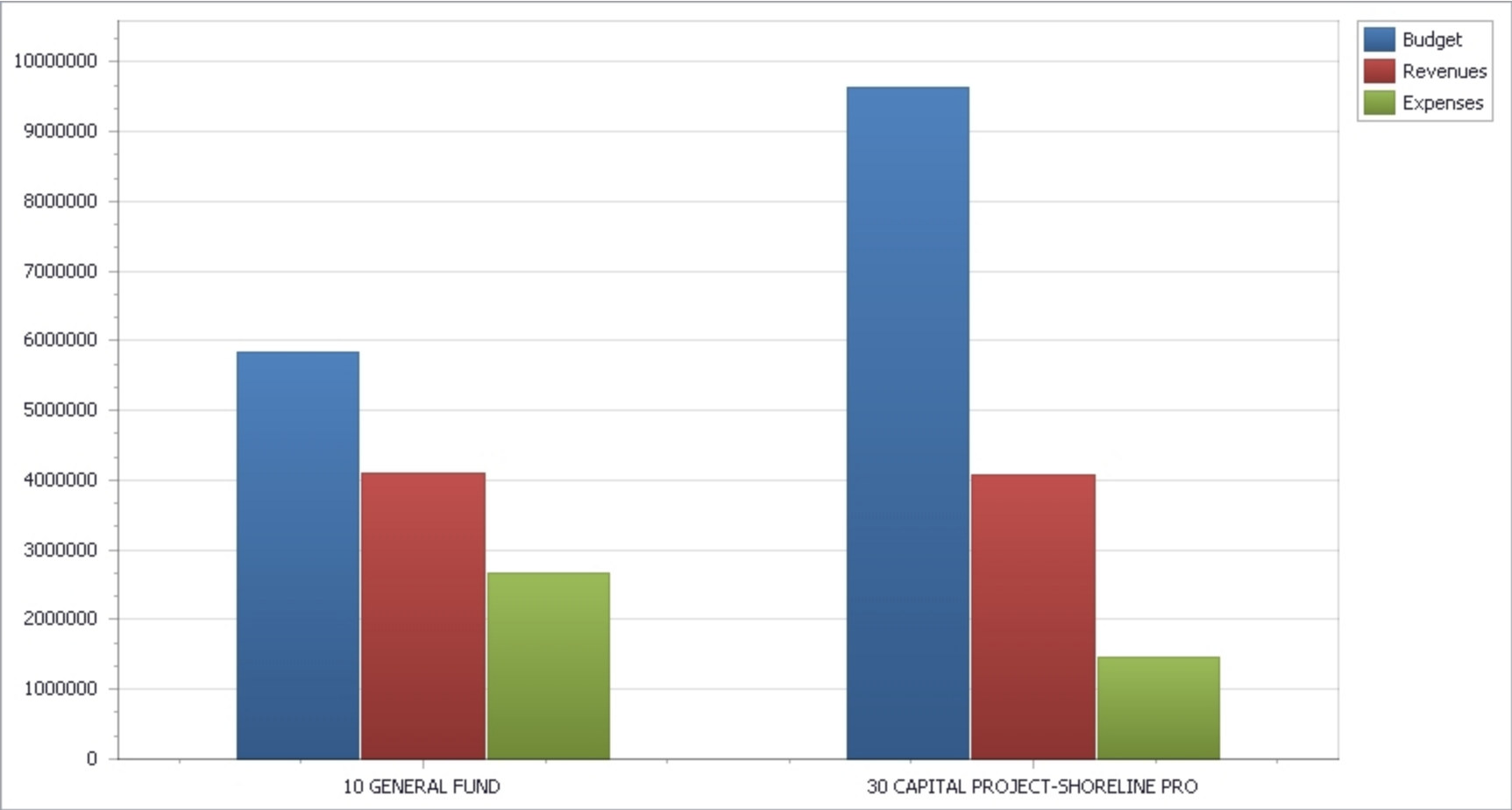
NORTH TOPSAIL BEACH

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Period Ending 1/29/2020

30 CAPITAL PROJECT-SHORELINE PRO							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
30-720-60 PHASE I DEBT SERVICE	0	0.00	0.00	0.00	0.00	0.00	
30-720-61 PHASE 2-5 DEBT SERVICE	0	0.00	0.00	0.00	0.00	0.00	
30-720-62 PHASE 5 DEBT SERVICE - USDA	900,115	0.00	0.00	0.00	900,115.00		
30-720-63 CONTR. TO FUND BAL	0	0.00	0.00	0.00	0.00	0.00	
30-720-64 Sandbag Repair Project	200,000	0.00	0.00	0.00	200,000.00		
30-720-65 Due To USDA Sinking Fund	300,115	0.00	0.00	0.00	300,115.00		
30-720-66 Due To USDA Reserve Fund	90,000	0.00	0.00	0.00	90,000.00		
30-720-67 Reimburse General Fund	0	0.00	0.00	0.00	0.00	0.00	
30-720-68 Future Projects Fund	157,997	0.00	0.00	0.00	157,997.00		
30-720-70 DEBT SERVICE INTEREST	0	0.00	0.00	0.00	0.00	0.00	
BEACH REN. / DUNE STAB. Totals:	9,627,962	4,160,776.71	1,278,783.29	1,448,935.79	4,018,249.50	58%	
Expenses Totals:	9,627,962	4,160,776.71	1,278,783.29	1,448,935.79	4,018,249.50	58%	
30 CAPITAL PROJECT-SHORELINE PRO	Revenues Over/(Under) Expenses:		(1,044,918.24)	2,622,740.97			



A/P Check Listing

Vendor Range - AARON'S GRADING & PAVING' - 'ZOCKLEIN & ASSOCIATES

Date From - 1/1/2020 Date To - 1/28/2020

NORTH TOPSAIL BEACH

01/29/2020 09:14 AM

Page: 1 of 4

Check Number	Bank	Vendor	Date	Amount
44277	1	AMERICAN INDUSTRIES, INC.	01/03/2020	\$296.86
44278	1	APPLIED TECHNOLOGY AND	01/03/2020	\$8,137.00
44279	1	AUGUSTA ENGINE PARTS	01/03/2020	\$482.55
44280	1	CAPITAL FORD, INC.	01/03/2020	\$31,362.00
44281	1	CHARTER COMMUNICATIONS	01/03/2020	\$534.87
44282	1	COASTAL TOOL REPAIR	01/03/2020	\$195.91
44283	1	DODSON PEST CONTROL	01/03/2020	\$89.00
44284	1	FIRST CITIZENS BANK CC	01/03/2020	\$2,432.73
44285	1	GALLS LLC	01/03/2020	\$399.67
44286	1	GREATAMERICAN FINANCIAL SERVS	01/03/2020	\$873.21
44287	1	HOLLY RIDGE HEALTHCARE	01/03/2020	\$125.00
44288	1	INTERPLAT SOLUTIONS INC.	01/03/2020	\$800.00
44289	1	KATHY PARKER	01/03/2020	\$2,500.00
44290	1	LONGLEY SUPPLY COMPANY	01/03/2020	\$40.52
44291	1	LOWE'S HOME CENTERS	01/03/2020	\$664.36
44292	1	MALLORY SAFETY & SUPPLY LLC	01/03/2020	\$45.00
44293	1	MOBILE COMMUNICATIONS AMERICA	01/03/2020	\$101.65
44294	1	N.C. LEAGUE OF MUNICIPALITIES	01/03/2020	\$100.00
44295	1	N.C. LICENSING BOARD - GEN. CONTR	01/03/2020	\$54.00
44296	1	OVERHEAD DOOR COMPANY	01/03/2020	\$749.00
44297	1	PLURIS, LLC	01/03/2020	\$220.72
44298	1	PRO TYPE SERVICES	01/03/2020	\$1,164.03
44299	1	RICK'S REPAIR SERVICE	01/03/2020	\$73.60
44300	1	S.T. WOOTEN CORPORATION	01/03/2020	\$1,169,683.29
44301	1	SNEADS FERRY OIL & LP GAS	01/03/2020	\$1,314.13
44302	1	SOUTHERN SOFTWARE INC.	01/03/2020	\$157.97
44303	1	SPORTSMAN'S LODGE	01/03/2020	\$30.00
44304	1	TI COASTAL SERVICES, INC.	01/03/2020	\$109,100.00
44305	1	VERIZON WIRELESS	01/03/2020	\$2,348.07
44306	1	VILLAGE HARDWARE	01/03/2020	\$206.11

A/P Check Listing

Vendor Range - AARON'S GRADING & PAVING' - 'ZOCKLEIN & ASSOCIATES

Date From - 1/1/2020 Date To - 1/28/2020

NORTH TOPSAIL BEACH

01/29/2020 09:14 AM

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Check Number	Bank	Vendor	Date	Amount
44307	1	LOWE'S HOME CENTERS	01/03/2020	\$164.99
44308	1	CHARTER COMMUNICATIONS	01/09/2020	\$223.60
44309	1	CINTAS CORPORATION	01/09/2020	\$1,197.35
44310	1	COMPUTER WARRIORS, INC.	01/09/2020	\$2,163.17
44311	1	CROSSLEY MCINTOSH COLLIER	01/09/2020	\$2,041.76
44312	1	GIS BENEFITS	01/09/2020	\$2,633.22
44313	1	GUY C. LEE BUILDING MATERIALS	01/09/2020	\$127.36
44314	1	JONES ONSLOW ELECTRIC COMPANY	01/09/2020	\$2,426.41
44315	1	NAPA FOUR CORNERS	01/09/2020	\$76.32
44316	1	ONSLow COUNTY FINANCE OFFICE	01/09/2020	\$10,291.73
44317	1	ONSLow COUNTY SOLID WASTE DEPT	01/09/2020	\$2,078.09
44318	1	PRO TYPE SERVICES	01/09/2020	\$322.47
44319	1	SHERRILL A STRICKLAND JR.	01/09/2020	\$120.00
44320	1	STEWART COOPER NEWELL	01/09/2020	\$5,122.26
44321	1	ADVANCE AUTO PARTS	01/16/2020	\$22.46
44322	1	AMCHAR WHOLESALE INC	01/16/2020	\$2,068.03
44323	1	AMERICAN INDUSTRIES, INC.	VOIDED 01/16/2020	\$316.28
44324	1	AMERICAN UNIFORM	01/16/2020	\$712.05
44325	1	ATLANTIC COBRA CONCEPTS, INC.	01/16/2020	\$180.00
44326	1	BB&T	01/16/2020	\$1,449.23
44327	1	CAROLINA CONTAINERS &	01/16/2020	\$101.89
44328	1	COMPUTER WARRIORS, INC.	01/16/2020	\$21.40
44329	1	FREEDOM LAWNS OF PENDER	01/16/2020	\$150.00
44330	1	GALLS LLC	01/16/2020	\$577.89
44331	1	GFL ENVIRONMENTAL	01/16/2020	\$30,141.05
44332	1	GRAINGER	01/16/2020	\$19.28
44333	1	H&E EQUIPMENT SERVICES	01/16/2020	\$70.36
44334	1	INTERNATIONAL CODE COUNCIL	01/16/2020	\$135.00
44335	1	JONES ONSLOW ELECTRIC COMPANY	01/16/2020	\$1,193.88
44336	1	NC INTERLOCAL RISK MGMT AGENCY	01/16/2020	\$1,192.30

A/P Check Listing

Vendor Range - AARON'S GRADING & PAVING' - 'ZOCKLEIN & ASSOCIATES

Date From - 1/1/2020 Date To - 1/28/2020

NORTH TOPSAIL BEACH

01/29/2020 09:14 AM

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Check Number	Bank	Vendor	Date	Amount
44337	1	NORTH CAROLINA POLICE EXECUTIVES ASSOCIATION	01/16/2020	\$75.00
44338	1	ONslow COUNTY BOARD	01/16/2020	\$2,574.61
44339	1	ONslow COUNTY FINANCE OFFICE	01/16/2020	\$8,613.94
44340	1	ONslow WATER & SEWER AUTHORITY	01/16/2020	\$250.42
44341	1	PERFORMANCE AUTOMOTIVE GROUP	01/16/2020	\$64.15
44342	1	PETTY CASH	01/16/2020	\$50.00
44343	1	PRO TYPE SERVICES	01/16/2020	\$330.33
44344	1	SONOCO PRODUCTS CO.	01/16/2020	\$3,872.10
44345	1	STAPLES CREDIT PLAN	01/16/2020	\$143.09
44346	1	T-N-T ENTERPRISES	01/16/2020	\$1,323.80
44347	1	TOWN OF SURF CITY	01/16/2020	\$1,666.66
44348	1	AMERICAN INDUSTRIES, INC.	01/16/2020	\$19.42
44349	1	ADVANCE AUTO PARTS	01/23/2020	\$57.31
44350	1	CARQUEST	01/23/2020	\$27.98
44351	1	FIRST CITIZENS BANK CC	VOIDED 01/23/2020	\$4,237.01
44352	1	FREEDOM LAWNS OF PENDER	01/23/2020	\$2.00
44353	1	GREGORY POOLE	01/23/2020	\$212.42
44354	1	INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS	01/23/2020	\$110.00
44355	1	NCAMC C/O NCLM TREASURER	01/23/2020	\$100.00
44356	1	NORTH TOPSAIL BEACH RESCUE SQUAD	01/23/2020	\$400.00
44357	1	ONslow COUNTY EMERGENCY SVC &	01/23/2020	\$1,125.00
44358	1	ST REGIS HOA	01/23/2020	\$150.00
44359	1	TOP NOTCH TEES	01/23/2020	\$556.40
44360	1	TOWN OF SURF CITY	01/23/2020	\$3,458.96
84	Checks Totaling -			\$1,431,041.68

Totals By Fund

	Checks	Voids	Total
10	\$143,601.39	\$4,850.15	\$138,751.24
20	\$520.00		\$520.00
30	\$1,286,920.29		\$1,286,920.29

A/P Check Listing

Vendor Range - AARON'S GRADING & PAVING' - 'ZOCKLEIN & ASSOCIATES
Date From - 1/1/2020 Date To - 1/28/2020

NORTH TOPSAIL BEACH
01/29/2020 09:14 AM

Page: 4 of 4

Check Number	Bank	Vendor		Date	Amount
		Checks	Voids	Total	
	Totals:	\$1,431,041.68	\$4,850.15	\$1,426,191.53	

Ad Valorem Taxes from 01/01 through 01/29

	Debit	Credit
GF	\$ -	\$370,165.67
Beach	\$ -	\$197,767.44

TOTAL:	\$567,933.11
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Deposits in Transfer:	\$ 1,285.34
	\$ 1,713.44
	\$ 970.82
	\$ 1,822.90

TOTAL: \$	5,792.50
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Town of North Topsail Beach Fire Department

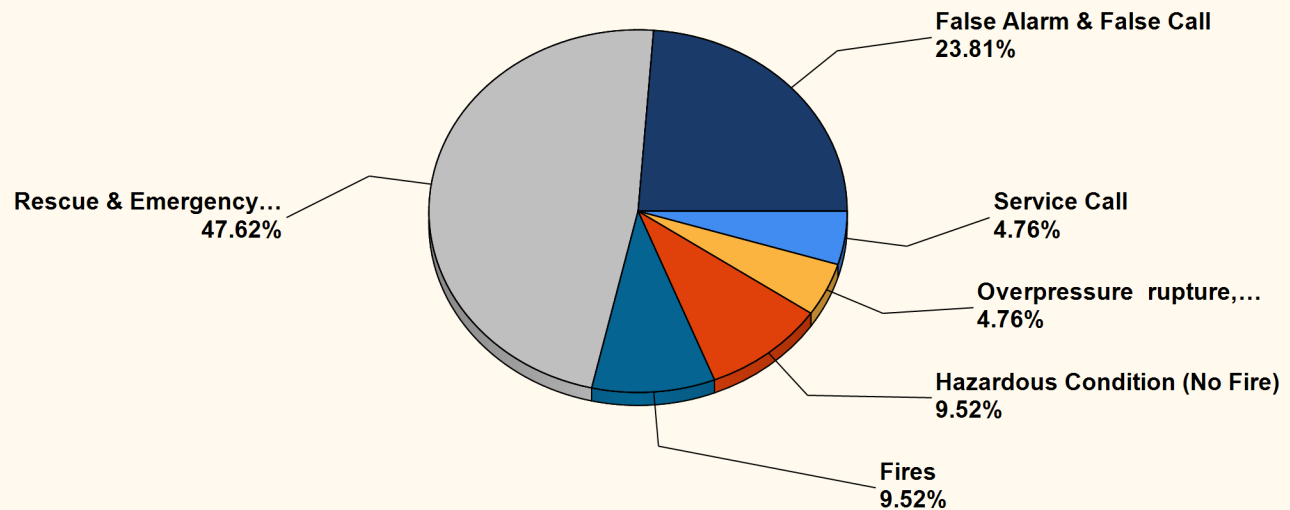
North Topsail Beach, NC

This report was generated on 1/23/2020 9:33:35 AM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 12/25/2019 | End Date: 01/24/2020



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	9.52%
Overpressure rupture, explosion, overheating - no fire	1	4.76%
Rescue & Emergency Medical Service	10	47.62%
Hazardous Condition (No Fire)	2	9.52%
Service Call	1	4.76%
False Alarm & False Call	5	23.81%
TOTAL	21	100.00%

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero. Does not include Imported data.

Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	2	9.52%
251 - Excessive heat, scorch burns with no ignition	1	4.76%
311 - Medical assist, assist EMS crew	7	33.33%
321 - EMS call, excluding vehicle accident with injury	3	14.29%
440 - Electrical wiring/equipment problem, other	1	4.76%
444 - Power line down	1	4.76%
550 - Public service assistance, other	1	4.76%
730 - System malfunction, other	1	4.76%
735 - Alarm system sounded due to malfunction	1	4.76%
743 - Smoke detector activation, no fire - unintentional	1	4.76%
745 - Alarm system activation, no fire - unintentional	2	9.52%
TOTAL INCIDENTS:	21	100.00%

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero. Does not include Imported data.

Town of North Topsail Beach

Inspections

910-328-1349

2008 Loggerhead Court
North Topsail Beach, NC 28460

Daily BUILDING REPORT by PERMIT

Page # 1

From: Month 01 Day 01 Year 20

Thru: Month 01 Day 28 Year 20

Permit	Date	Job Address/Owner	Contractor	Cty	- Trade Permit# Issued -		
	Issued				Plumb	Mech	Elect
200002	1022020	SANDPIPER DRIVE 218 SAUSVILLE JEROD PILINGS & MORE		01 LINTHICUM HEIGHTS			
		Lrk / Pin : 779D-87.2	/				
		Sub Div / Tax Loc: BAYVIEW		Lot # : 12C			
	Cost	Check # 9153	Building Final:	C.O. Issued:	Land Use: 104	Value Est:	2,000.00
	75.00	NC Homeowners Recovery Fund:		.00	Tech Fee: .00		
200003	1032020	VILLAS DRIVE 854 LOPRESTI, M. C/O VILLAS BY THE SEA HOA SILVIO CONSTRUCTION CORP		01 BOONTON			
		Lrk / Pin : 775B-86.1	/				
		Sub Div / Tax Loc: VILLAS BY THE SEA		Lot # : 3B			
	Cost	Check #	Building Final:	C.O. Issued:	Land Use: 105	Value Est:	8,000.00
	200.00	NC Homeowners Recovery Fund:		.00	Tech Fee: .00		
200004	1032020	VILLAS DRIVE 862 BROOKS, LEE C/O VILLAS BY THE SEA HOA SILVIO CONSTRUCTION CORP		01 RALEIGH			
		Lrk / Pin : 775B-87.2	/				
		Sub Div / Tax Loc: VILLAS BY THE SEA		Lot # : 4A			
	Cost	Check #	Building Final:	C.O. Issued:	Land Use: 105	Value Est:	8,000.00
	200.00	NC Homeowners Recovery Fund:		.00	Tech Fee: .00		
191711	1062020	SEA SHORE DRIVE 333 SCHIEFELBEIN MATTHEW & ALLISON SCHIEFELBEIN MATTHEW & ALLISON		01 N TOPSAIL BEACH			
		Lrk / Pin : 805-25	/				
		Sub Div / Tax Loc: L14 E1/2 S7 WINTER HAVEN		Lot # : 14			
	Cost	Check #	Building Final:	C.O. Issued:	Land Use: 105	Value Est:	1,500.00
	200.00	NC Homeowners Recovery Fund:		.00	Tech Fee: .00		
200008	1062020	VILLAS DRIVE 872 TOPSAIL VACATIO RNTL LLC C/O VILLASBY HO SILVIO CONSTRUCTION CORP		01 ATLANTA			
		Lrk / Pin : 775B-89.1	/				
		Sub Div / Tax Loc: VILLAS BY THE SEA		Lot # : 6B			
	Cost	Check #	Building Final:	C.O. Issued:	Land Use: 105	Value Est:	8,000.00
	200.00	NC Homeowners Recovery Fund:		.00	Tech Fee: .00		
200009	1062020	VILLAS DRIVE 874 TOPSAIL VACATN RNTL C/O VILLASBY THE HOA SILVIO CONSTRUCTION CORP		01 ATLANTA			
		Lrk / Pin : 775B-89.2	/				
		Sub Div / Tax Loc: VILLAS BY THE SEA		Lot # : 6A			
	Cost	Check #	Building Final:	C.O. Issued:	Land Use: 105	Value Est:	8,000.00
	200.00	NC Homeowners Recovery Fund:		.00	Tech Fee: .00		

Town of North Topsail Beach

Inspections

910-328-1349

2008 Loggerhead Court
North Topsail Beach, NC 28460

Daily BUILDING REPORT by PERMIT

Page # 2

From: Month 01 Day 01 Year 20

Thru: Month 01 Day 28 Year 20

Permit	Date	Job Address/Owner	Contractor	Cty	- Trade Permit# Issued -		
	Issued				Plumb	Mech	Elect
200017	1102020	TOPSAIL ROAD 303 MYATT BENNY MYATT BENNY	WILLOW SPRING	01			
		Lrk / Pin : 812-44	/				
		Sub Div / Tax Loc: SEAHAVEN BEACH		Lot # : 1			
		Cost Check # 1436	Building Final:	C.O. Issued:	Land Use: 904	Value Est:	.00
		350.00 NC Homeowners Recovery Fund:		.00	Tech Fee: .00		
191645	1152020	NEW RIVER INLET ROAD 1180 EARNEST BETTY G.L. STRICKLAND CONSTRUCT	FORT MILL	01			
		Lrk / Pin : 774G-26	/				
		Sub Div / Tax Loc: OCEAN WYNDS		Lot # : 24			
		Cost Check # 92122	Building Final:	C.O. Issued:	Land Use: 104	Value Est:	110,000.00
		200.00 NC Homeowners Recovery Fund:		.00	Tech Fee: .00		
200020	1162020	NEW RIVER INLET ROAD 790 VILLA CAPRIANI UNIT OWNERS C/O PRIESTLEY ENCORE, INC T/A ENCORE RESTORATION, INC.	WILMINGTON	01			
		Lrk / Pin : 775A-1	/				
		Sub Div / Tax Loc: VILLA CAPRIANI		Lot # : S1			
		Cost Check #	Building Final:	C.O. Issued:	Land Use: 222	Value Est:	10,000.00
		75.00 NC Homeowners Recovery Fund:		.00	Tech Fee: .00		
200027	1212020	OCEAN DRIVE 603 RODGERS JACQUELYN LAWRENCE GILMORE RICE	APEX	01			
		Lrk / Pin : 807-66	/				
		Sub Div / Tax Loc: OCEAN CITY		Lot # : 3			
		Cost Check # 3244	Building Final:	C.O. Issued:	Land Use: 904	Value Est:	25,000.00
		75.00 NC Homeowners Recovery Fund:		.00	Tech Fee: .00		
200022	1222020	NEW RIVER INLET ROAD 706 RODERIQUE BENJAMIN O TRUSTEE J&M MARX POOLS, L.L.C.	BEDFORD	01			200022
		Lrk / Pin : 775B-18	/				
		Sub Div / Tax Loc: SEA DUNES VILLAGE		Lot # : 18			
		Cost Check # 1149	Building Final:	C.O. Issued:	Land Use: 116	Value Est:	52,077.00
		230.00 NC Homeowners Recovery Fund:		.00	Tech Fee: .00		
200023	1222020	ISLAND DRIVE 4137 WELLS DALE & ROBERTA J&M MARX POOLS, L.L.C.	BEACH CITY	01			200023
		Lrk / Pin : 769-8	/				
		Sub Div / Tax Loc: WHITEWOOD DUNES		Lot # : 6			
		Cost Check # 1149	Building Final:	C.O. Issued:	Land Use: 116	Value Est:	46,365.00
		230.00 NC Homeowners Recovery Fund:		.00	Tech Fee: .00		

Town of North Topsail Beach

Inspections

910-328-1349

2008 Loggerhead Court
North Topsail Beach, NC 28460

Daily BUILDING REPORT by PERMIT

Page # 3

From: Month 01 Day 01 Year 20

Thru: Month 01 Day 28 Year 20

Permit	Date	Job Address/Owner	Contractor	Cty	- Trade Permit# Issued -		
	Issued				Plumb	Mech	Elect
200034	1242020	PORT DRIVE 215 DRAYNA THRODORE & TRACY DRAYNA THRODORE & TRACY	SNEADS FERRY	01			
		Lrk / Pin : 778C-121.1	/				
		Sub Div / Tax Loc: NORTH TOPSAIL SHORES		Lot # : 10B			
	Cost	Check # 1346	Building Final:	C.O. Issued:	Land Use: 105	Value Est:	10,000.00
	475.00	NC Homeowners Recovery Fund:		.00	Tech Fee: .00		
200055	1272020	MASON COURT 204 WHITTINGTON RICHARD TRITON CONTRACTING SERVICES, LLC	LAYTONSVILLE	01			
		Lrk / Pin : 775B-80	/				
		Sub Div / Tax Loc: OCEAN CLUB VILLAGE		Lot # : 25			
	Cost	Check # 1109	Building Final:	C.O. Issued:	Land Use: 104	Value Est:	60,000.00
	75.00	NC Homeowners Recovery Fund:		.00	Tech Fee: .00		
200032	1282020	SAILVIEW DRIVE 48 REIDINGER KERRY & DEBORAH NDS, INC.	HOLLY RIDGE	01	200032	200032	200032
		Lrk / Pin : 775C-23	/				
		Sub Div / Tax Loc: CAPE ISLAND		Lot # : 48			
	Cost	Check # 4404	Building Final:	C.O. Issued:	Land Use: 101	Value Est:	350,000.00
	1872.73	NC Homeowners Recovery Fund: 1		10.00	Tech Fee: .00		

PERMITS ISSUED : 15
TOTAL EST. VALUE: 698,942.00
TOTAL COST of PERMITS : 4,657.73 *

NC HOMEOWNERS RECOVERY FUND : 10.00 NCRF COUNT : 1
TECH FEES TOTAL : .00 TECH COUNT :
NET PERMIT FEES TOTAL : .00

VOIDED PERMIT FEES TOTAL : .00

Town of North Topsail Beach

Daily

Page #

1

PLANNING PERMITS

From: Month 12 Day 28 Year 19

Thru: Month 01 Day 29 Year 20

Permit #: **200003** Issued Date: 01032020 Date Approved: 1/03/20
Parcel #: **775B-86.1**
Physical Address: 854 VILLAS DRIVE
NORTH TOPSAIL BEACH 07005
Use Requested : CROSSWALK/DECK/PIER
Zoning District : R-5 Lot Size: .00 Acr. Permit Fee : **125.00**
Flood Map#: Date of Map: 0/00/00 Flood Zone:
* Zoning Compliance Zoning Variance Rezoning and Development Denial
Rezoning Compliance Conditional Use Floodplain Exempt

Permit #: **200004** Issued Date: 01032020 Date Approved: 1/03/20
Parcel #: **775B-87.2**
Physical Address: 862 VILLAS DRIVE
NORTH TOPSAIL BEACH 27615
Use Requested : CROSSWALK/DECK/PIER
Zoning District : R-5 Lot Size: .00 Acr. Permit Fee : **125.00**
Flood Map#: Date of Map: 0/00/00 Flood Zone:
* Zoning Compliance Zoning Variance Rezoning and Development Denial
Rezoning Compliance Conditional Use Floodplain Exempt

Permit #: **200008** Issued Date: 01062020 Date Approved: 1/06/20
Parcel #: **775B-89.1**
Physical Address: 872 VILLAS DRIVE
NORTH TOPSAIL BEACH 30338
Use Requested : CROSSWALK/DECK/PIER
Zoning District : R-5 Lot Size: .00 Acr. Permit Fee : **125.00**
Flood Map#: Date of Map: 0/00/00 Flood Zone:
* Zoning Compliance Zoning Variance Rezoning and Development Denial
Rezoning Compliance Conditional Use Floodplain Exempt

Permit #: **200009** Issued Date: 01062020 Date Approved: 1/06/20
Parcel #: **775B-89.2**
Physical Address: 874 VILLAS DRIVE
NORTH TOPSAIL BEACH 30338
Use Requested : CROSSWALK/DECK/PIER
Zoning District : R-5 Lot Size: .00 Acr. Permit Fee : **125.00**
Flood Map#: Date of Map: 0/00/00 Flood Zone:
* Zoning Compliance Zoning Variance Rezoning and Development Denial
Rezoning Compliance Conditional Use Floodplain Exempt

Permit #: **200012** Issued Date: 01082020 Date Approved: 0/00/00
Parcel #: **774G-60**
Physical Address: 1138 NEW RIVER INLET ROAD
NORTH TOPSAIL BEACH 28445
Use Requested : LAND DISTURBANCE
Zoning District : R-5 Lot Size: .00 Acr. Permit Fee : **50.00**
Flood Map#: Date of Map: 0/00/00 Flood Zone:
* Zoning Compliance Zoning Variance Rezoning and Development Denial
Rezoning Compliance Conditional Use Floodplain Exempt

Town of North Topsail Beach

Daily

Page # 2

PLANNING PERMITS

From: Month 12 Day 28 Year 19

Thru: Month 01 Day 29 Year 20

Permit #: **200014** Issued Date: 01102020 Date Approved: 0/00/00
Parcel #: **774-16.9**
Physical Address: 908 NEW RIVER INLET ROAD
NORTH TOPSAIL BEACH 28445
Use Requested : ADDITIONS
Zoning District : R-5 Lot Size: .00 Acr. Permit Fee : **125.00**
Flood Map#: Date of Map: 0/00/00 Flood Zone:
* Zoning Compliance Zoning Variance Rezoning and Development Denial
Rezoning Compliance Conditional Use Floodplain Exempt

Permit #: **200015** Issued Date: 01102020 Date Approved: 0/00/00
Parcel #: **768A-129.1**
Physical Address: 616 HAMPTON COLONY CIRCLE
NORTH TOPSAIL BEACH 30340
Use Requested : ADDITIONS
Zoning District : R-15 Lot Size: .00 Acr. Permit Fee : **125.00**
Flood Map#: Date of Map: 0/00/00 Flood Zone:
* Zoning Compliance Zoning Variance Rezoning and Development Denial
Rezoning Compliance Conditional Use Floodplain Exempt

Permit #: **200016** Issued Date: 01102020 Date Approved: 0/00/00
Parcel #: **768A-129**
Physical Address: 618 HAMPTON COLONY CIRCLE
NORTH TOPSAIL BEACH 08889
Use Requested : ADDITIONS
Zoning District : R-15 Lot Size: .00 Acr. Permit Fee : **125.00**
Flood Map#: Date of Map: 0/00/00 Flood Zone:
* Zoning Compliance Zoning Variance Rezoning and Development Denial
Rezoning Compliance Conditional Use Floodplain Exempt

Permit #: **200022** Issued Date: 01172020 Date Approved: 1/17/20
Parcel #: **775B-18**
Physical Address: 706 NEW RIVER INLET ROAD
NORTH TOPSAIL BEACH 24523
Use Requested : POOL
Zoning District : R-20 Lot Size: .00 Acr. Permit Fee : **125.00**
Flood Map#: 3720428700J Date of Map: 11/03/05 Flood Zone: VE14
* Zoning Compliance Zoning Variance Rezoning and Development Denial
Rezoning Compliance Conditional Use Floodplain Exempt

Permit #: **200023** Issued Date: 01172020 Date Approved: 1/17/20
Parcel #: **769-8**
Physical Address: 4137 ISLAND DRIVE
NORTH TOPSAIL BEACH 44608
Use Requested : POOL
Zoning District : R-20 Lot Size: .00 Acr. Permit Fee : **125.00**
Flood Map#: 3720427700J Date of Map: 11/03/05 Flood Zone: AE11
* Zoning Compliance Zoning Variance Rezoning and Development Denial
Rezoning Compliance Conditional Use Floodplain Exempt

Town of North Topsail Beach

Daily

Page # 3

PLANNING PERMITS

From: Month 12 Day 28 Year 19

Thru: Month 01 Day 29 Year 20

Permit #: **200025** Issued Date: 01212020 Date Approved: 0/00/00
Parcel #: **775B-88.1**
Physical Address: 866 VILLAS DRIVE
NORTH TOPSAIL BEACH 30005
Use Requested : CROSSWALK/DECK/PIER
Zoning District : R-5 Lot Size: .00 Acr. Permit Fee : **125.00**
Flood Map#: Date of Map: 0/00/00 Flood Zone:
* Zoning Compliance Zoning Variance Rezoning and Development Denial
Rezoning Compliance Conditional Use Floodplain Exempt

Permit #: **200026** Issued Date: 01212020 Date Approved: 0/00/00
Parcel #: **775B-88.2**
Physical Address: 868 VILLAS DRIVE
NORTH TOPSAIL BEACH 43220
Use Requested : CROSSWALK/DECK/PIER
Zoning District : R-5 Lot Size: .00 Acr. Permit Fee : **125.00**
Flood Map#: Date of Map: 0/00/00 Flood Zone:
* Zoning Compliance Zoning Variance Rezoning and Development Denial
Rezoning Compliance Conditional Use Floodplain Exempt

Permit #: **200032** Issued Date: 01232020 Date Approved: 1/27/20
Parcel #: **775C-23**
Physical Address: 48 SAILVIEW DRIVE
NORTH TOPSAIL BEACH 28445
Use Requested : SINGLE FAMILY DWELLING
Zoning District : CU R-8 Lot Size: .00 Acr. Permit Fee : **125.00**
Flood Map#: 3720428700J Date of Map: 11/03/05 Flood Zone: VE11
* Zoning Compliance Zoning Variance Rezoning and Development Denial
Rezoning Compliance Conditional Use Floodplain Exempt

Permit #: **200033** Issued Date: 01232020 Date Approved: 0/00/00
Parcel #: **775C-36.7**
Physical Address: 44 SAILVIEW DRIVE
NORTH TOPSAIL BEACH 27519
Use Requested : ADDITIONS
Zoning District : CU R-8 Lot Size: 1.00 Acr. Permit Fee : **125.00**
Flood Map#: 3704554287J Date of Map: 11/03/05 Flood Zone: VE11
* Zoning Compliance Zoning Variance Rezoning and Development Denial
Rezoning Compliance Conditional Use Floodplain Exempt

Permit #: **200034** Issued Date: 01242020 Date Approved: 1/24/20
Parcel #: **778C-121.1**
Physical Address: 215 PORT DRIVE
NORTH TOPSAIL BEACH 28460
Use Requested : CROSSWALK/DECK/PIER
Zoning District : R-10 Lot Size: .00 Acr. Permit Fee : **125.00**
Flood Map#: Date of Map: 0/00/00 Flood Zone:
* Zoning Compliance Zoning Variance Rezoning and Development Denial
Rezoning Compliance Conditional Use Floodplain Exempt

Town of North Topsail Beach

Daily

Page # 4

PLANNING PERMITS

From: Month 12 Day 28 Year 19

Thru: Month 01 Day 29 Year 20

Permit #: **200035** Issued Date: 01242020 Date Approved: 0/00/00
Parcel #: **778D-80**
Physical Address: 1 BOTTLENOSE BOULEVARD
NORTH TOPSAIL BEACH 28115
Use Requested : LAND DISTURBANCE
Zoning District : R-10 Lot Size: .00 Acr. Permit Fee : **50.00**
Flood Map#: Date of Map: 0/00/00 Flood Zone:
* Zoning Compliance Zoning Variance Rezoning and Development Denial
Rezoning Compliance Conditional Use Floodplain Exempt

Permit #: **200053** Issued Date: 01272020 Date Approved: 1/27/20
Parcel #: **775C-15**
Physical Address: 28 SAILVIEW LANE
NORTH TOPSAIL BEACH 28334
Use Requested : SINGLE FAMILY DWELLING
Zoning District : CU R-8 Lot Size: .00 Acr. Permit Fee : **125.00**
Flood Map#: 3720428700J Date of Map: 11/03/05 Flood Zone: AE11
* Zoning Compliance Zoning Variance Rezoning and Development Denial
Rezoning Compliance Conditional Use Floodplain Exempt

Permit #: **200054** Issued Date: 01272020 Date Approved: 0/00/00
Parcel #: **813-1.10**
Physical Address: 3663 ISLAND DRIVE
NORTH TOPSAIL BEACH 44145
Use Requested : SINGLE FAMILY DWELLING
Zoning District : R-20 Lot Size: .00 Acr. Permit Fee : **125.00**
Flood Map#: 0720426600J Date of Map: 11/03/05 Flood Zone: VE11
* Zoning Compliance Zoning Variance Rezoning and Development Denial
Rezoning Compliance Conditional Use Floodplain Exempt

Permit #: **200056** Issued Date: 01272020 Date Approved: 1/28/20
Parcel #: **809-84**
Physical Address: 125 TOPSAIL ROAD
NORTH TOPSAIL BEACH 55317
Use Requested : SINGLE FAMILY DWELLING
Zoning District : MHR Lot Size: .00 Acr. Permit Fee : **125.00**
Flood Map#: 3720425600J Date of Map: 11/03/05 Flood Zone: VE13
* Zoning Compliance Zoning Variance Rezoning and Development Denial
Rezoning Compliance Conditional Use Floodplain Exempt

PERMITS ISSUED : 19



Chief William K. Younginer

Department Report for Dec 1, 2019 - Dec 31, 2019

Arrests

Assault With A Deadly Weapon With Intent To Inflict Serious Injury	2
D.W.I.	2
Felony - Possess Methamphetamine	1
Felony - Possess Heroin	1
Injury to Personal Property	1
Injury to Real Property	1
Narcotics	12
Traffic	3
Warrant Service	7

Calls for Service

Alarms	4
Behavioral Health	2
Cit / Mot / Ped Assists	20
Communicating Threats	1
Disturbances	10
Domestics	2
911 Hang Up	3
Larceny	1
Misc Calls	47
Open Door / Window	10
Simple Assault	1
Suspicious Activity	28
Welfare Check	1

NC Traffic Stop Reports

State Citations	54
Town Citations	3
Warning Citations	33

Summary

TOTAL CALLS FOR SERVICE	152
TOTAL CITATIONS ISSUED	90
TOTAL REPORTS	234
TOTAL SECURITY CHECKS	1496

Assist Other Agencies

E.M.S	5
N.T.B. F.D.	4
O. County Sheriffs Dept	10
S.H.P.	1
Surf City P.D.	1
Traffic Safety Task Force	1



Town of North Topsail Beach
Board of Aldermen

Agenda	Consent
Item:	Agenda
Date:	02/06/2020

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

The Planning Board held their regular meeting on January 9, 2020.

Discussion/Training

CAMA Land Use Plan joint workshop (TBD) Deb Hill relayed the Board of Aldermen's request to include the Planning Board at the meeting for their review of the CAMA Land Use Plan.

2020 CRS Cycle Visit memo from Tracie Belongia ISO/CRS Specialist – Deb Hill reported that she needs to make progress in preparing for the cycle visit and the need to include the PPI committee at next month's Planning Board meeting.

Flood Damage Prevention Ordinance (due by 06/19/2020) Deb Hill to send electronic copy of State Model to Planning Board members and to start working on draft.

Hazard Mitigation Grant Program waiting on response from State.

Planning & Development Regulation (due by 01/01/2021) All city and county zoning, subdivision, and other development regulations, including unified-development ordinances, will need to be updated by January 1, 2021 to conform to the new law. The Town should include the UDO update in the upcoming budget. Deb Hill will attend UNC SOG workshop on 1/23 and will have a better idea if the update can be done in house.

Southeastern NC Regional Hazard Mitigation Plan Deb Hill reported that she had attended the regional hazard mitigation meetings; and would report progress to Planning Board.



Town of North Topsail Beach
Board of Aldermen

Agenda	Consent
Item:	Agenda
Date:	02/06/2020

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 in January 2020, as no variances nor appeals were received.



TOWN OF NORTH TOPSAIL BEACH
Board of Aldermen
Agenda Item

Agenda Item:	Consent Agenda Item #D
Date:	02/06/2020

Issue:	Business Personal Property Tax Refund
Department:	Administration
Presented by:	Caitlin Elliott, Finance Officer
Presentation:	Administration Department

Background:	Received a notice from the Onslow County Tax Department regarding a refund for the following resident due to damages on rental unit: - Kathleen Foreman \$52.48 Total: \$52.48
Attachment(s):	Onslow County Tax Department Notice and Report
Recommendation:	Approve refund as recommended
Action Needed:	Yes
Suggested Motion:	<i>"I, _____ make a motion for the Finance Department to proceed with processing the following tax refund(s) as reported."</i>
Funds:	10
Follow Up:	Finance Officer

DEPARTMENT OF TAX ADMINISTRATION



December 3, 2019

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

RE: REFUNDS

Dear Sirs,

Please be advised that the Onslow County Board of Commissioners on Monday, December 2, 2019 approved the following refund(s) for October:

Foreman Kathleen	\$ 52.48
------------------	----------

The town of North Topsail Beach needs to refund the above taxpayers due to the explanation given on the attached report.

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

Sincerely,

Cynthia Kenney
Listing Supervisor

CK/sm

Enclosure(s)

NORTH TOPSAIL BEACH AD VALOREM TAXES TO BE REFUNDED
10-01-2019 THROUGH 10-31-2019

NAME & ADDRESS	ACCOUNT #	RECORD #	YEAR	VALUE	PRINCIPAL	LATE LIST	INT/LC	TOTAL	REASON
FOREMAN KATHLEEN HHR 039837 2000 NEW RIVER INLET RD UNIT 2413 N TOPSAIL BEACH, NC 28460-9500	434522001	220484	2019	12800	52.48	0	0	52.48	RENTAL UNIT DAMAGED; UNABLE TO RENT FOR 2019
TOTALS				12800	52.48	0	0	52.48	

Town of North Topsail Beach

Daniel Tuman, Mayor
Joann M. McDermon, Mayor Pro Tem
Aldermen:
Mike Benson
Jerry Heid
Tom Leonard
Richard Peters



Bryan Chadwick, MPA
Town Manager

Laura Oxley, JD, MPA
Town Clerk

Nature's Tranquil Beauty

North Topsail Beach Planning Board

(+=New Applicant A=Appoint R=Reappoint

Submitted For Consideration To The Board Of Aldermen Feb 6, 2020)

Regular Members

A Becky Dickson	113 Barton Bay Ct NTB NC 28460-8325 [REDACTED]	May 1, 2022
Paul Dorazio Vice Chair	[REDACTED] 131 Old Village Lane NTB NC 28460 [REDACTED]	May 1, 2020
A Mia Green	119 Old Village Lane NTB NC 28460 [REDACTED]	May 1, 2022
Scott Morse	4706 23Rd Ave NTB NC 28460 [REDACTED]	May 1, 2022
Gunnar Matthews	173 Sea Gull Lane NTB NC 28460 [REDACTED]	May 1, 2020
Hanna McCloud	1835 New River Inlet Road NTB NC 28460 [REDACTED]	May 1, 2021
Pat Stigall Chair	204 Porto Vista Dr NTB NC 28460 [REDACTED]	May 1, 2020

Alternate Members

+Susan Meyer	2224 New River Inlet #138 NTB NC 28460 [REDACTED]	
+Richard L. Grant	202 Sea Dunes Ct NTB NC 28460 [REDACTED]	

Temporarily located at 1000 NC HWY 210, Sneads Ferry NC 28460

2008 Loggerhead Court
North Topsail Beach NC 28460

ntbnc.org

phone (910) 328-1349
fax (910) 328-4508

Town of North Topsail Beach



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES


DATE OF APPLICATION: 10/4/19

I am interested in community service and provide the following information for the use of the North Topsail Beach Board of Aldermen in considering my qualifications for appointment to the following boards/committees.
(Please number your preference of committee).

PLANNING BOARD (must be a citizen and resident)

✓

BOARD OF ADJUSTMENTS (must be a resident)



SHORELINE PROTECTION (currently Board of Aldermen only)

GOVERNMENT ADVOCACY (anyone may apply)

OTHER (please specify) _____

APPLICATION INFORMATION:

Name: Susan Meyer

Home Address: 2224 New River Inlet unit 138

Home Telephone: 919-971-8585

E-mail Address: smeyer68@yahoo.com

Are you a resident of North Topsail Beach, and if so, for how long? 14 1/2 years full time

Are you a registered voter in Onslow County? (not a requirement to serve) yes

CIVIC/COMMUNITY PARTICIPATION:

Present Committee Memberships: _____, _____ Greater Topsail
Chamber of Commerce

Past Committee Memberships: Topsail Reef Board, VP.

North Topsail Condo assoc. lots of community fundraising
CONFLICT OF INTEREST STATEMENT:

Do you anticipate any conflicts of interest if appointed? ✓

General Information:

1. You are encouraged to attend and observe meetings of any boards to which you desire appointment and to obtain other information about the boards' duties and work.
2. If appointed, please bear in mind the importance of attending meetings. Town Ordinance requires a minimum of 75% attendance to maintain membership.

EDUCATIONAL BACKGROUND

BA Christopher Newport Univ.

PROFESSIONAL BACKGROUND:

Drug rep. Pfizer
Business owner in Surf City
AA/NA

EXPERIENCE RELATED TO COMMITTEE:

Attendance at town meetings
Topsail Reef Board and owning a business

WHY DO YOU WANT TO SERVE ON THIS COMMITTEE?

I care about the town and its
direction, I feel I have the skills to help

WHAT ROLE COULD YOU PLAY ON THIS COMMITTEE?

member

Thank you for taking the time to fill out this application. We look forward to working with you in the future.

PLEASE RETURN APPLICATION TO: Town of North Topsail Beach ATTN: Town Clerk
2008 Loggerhead Court
North Topsail Beach, NC 28460
Phone: 910.328.1349
Fax: 910.328.4508
Email: townclerk@ntbnc.org

Town of North Topsail Beach



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

DATE OF APPLICATION: 10/30/19

I am interested in community service and provide the following information for the use of the North Topsail Beach Board of Aldermen in considering my qualifications for appointment to the following boards/committees. (Please number your preference of committee).

PLANNING BOARD (must be a citizen and resident)

①

BOARD OF ADJUSTMENTS (must be a resident)

SHORELINE PROTECTION (currently Board of Aldermen only)

GOVERNMENT ADVOCACY (anyone may apply)

②

OTHER (please specify) _____

APPLICATION INFORMATION:

Name: RICHARD L. GRANT

Home Address: 202 SEA DUNES CT, NORTH TOPSAIL BEACH

Home Telephone: 617-320-6197

E-mail Address: GRANTLNG@YAHOO.COM

Are you a resident of North Topsail Beach, and if so, for how long? YES

Are you a registered voter in Onslow County? (not a requirement to serve) YES

CIVIC/COMMUNITY PARTICIPATION:

Present Committee Memberships: NONE

Past Committee Memberships: NONE

CONFLICT OF INTEREST STATEMENT:

Do you anticipate any conflicts of interest if appointed? NO

General Information:

1. You are encouraged to attend and observe meetings of any boards to which you desire appointment and to obtain other information about the boards' duties and work.
2. If appointed, please bear in mind the importance of attending meetings. Town Ordinance requires a minimum of 75% attendance to maintain membership.

EDUCATIONAL BACKGROUND

BS. CIVIL ENGINEERING

JURIS DOCTOR LAW

PROFESSIONAL BACKGROUND:

CURRENT- CHAIRMAN ORIGIN CRECK LLC (PRIVATE), CHAIRMAN ROSE PETROLEUM (U.K. LISTED)
PREVIOUS- CEO - SUEZ GLOBAL LNG, CEO SUEZ LNG NA. CEO/PRESIDENT, MOUNTAINVIEW
GAS COMPANY, EVP, MOUNTAINVIEW. ATTORNEY, ENGINEER

EXPERIENCE RELATED TO COMMITTEE:

ENGINEERING, LEGAL, MANAGEMENT

WHY DO YOU WANT TO SERVE ON THIS COMMITTEE?

BECAME FULL TIME RESIDENT WANT TO CONTRIBUTE PARTICIPATE
IN TOWN ACTIVITIES

WHAT ROLE COULD YOU PLAY ON THIS COMMITTEE?

AS ASKED

Thank you for taking the time to fill out this application. We look forward to working with you in the future.

PLEASE RETURN APPLICATION TO: Town of North Topsail Beach ATTN: Town Clerk
2008 Loggerhead Court
North Topsail Beach, NC 28460
Phone: 910.328.1349
Fax: 910.328.4508
Email: townclerk@ntbnc.org

Town of North Topsail Beach

Daniel Tuman, Mayor
Joann M. McDermon, Mayor Pro Tem
Aldermen:
Mike Benson
Jerry Heid
Tom Leonard
Richard Peters



Bryan Chadwick, MPA
Town Manager

Laura Oxley, JD, MPA
Town Clerk

Nature's Tranquil Beauty

North Topsail Beach Board of Adjustment

(+=New Applicant A=Appoint R=Reappoint

Submitted For Consideration To The Board Of Aldermen Feb 6, 2020)

Regular Members

A Pat Stigall	204 Porto Vista Dr NTB NC 28460 [REDACTED]	May 1, 2020
A Scott Morse	4706 23Rd Ave NTB NC 28460 [REDACTED]	May 1, 2022
Debra Swantek	3772 Island Dr NTB NC 28460 [REDACTED]	May 1, 2021
Hanna McCloud Chair	1835 New River Inlet Road, NTB 28460 [REDACTED]	May 1, 2022
Paul Dorazio Vice Chair	131 Old Village Lane NTB NC 28460 [REDACTED]	May 1, 2021

Alternate Members

Perry Green	119 Old Village Lane NTB NC 28460 [REDACTED]	
Cameron Kuegel	3902 River Rd NTB NC 28460 (c) [REDACTED]	
+Susan Meyer	2224 New River Inlet #138 NTB NC 28460 [REDACTED]	
+Richard L. Grant	202 Sea Dunes Ct NTB NC 28460 [REDACTED]	

Temporarily located at 1000 NC HWY 210, Sneads Ferry NC 28460

2008 Loggerhead Court
North Topsail Beach NC 28460

ntbnc.org

phone (910) 328-1349
fax (910) 328-4508

W.R. WILLIS CONSTRUCTION COMPANY INC.
123 Tiger Hill Drive
Jacksonville N.C. 28546
(910)-347-3949

January, 4, 2020

North Topsail Beach Sand Push

We are a North Carolina Licensed contractor Building and Highway Heavy Unlimited and have been in business for over 42 years. We have completed many projects over the years including same project in 2019 for NTB. We have been the site work contractor for projects such as Lowes, Walmart, Home Depot, Harris Teeter as well as some road construction for the NCDOT. We have completed many projects related to storm damage including hurricane repairs on Piney Island for Cherry Pointe Air Station, We are fully insured and have the equipment to perform this type project and have Multiple sub contractors ready to assist if needed. Thank you for the opportunity to bid this project and please feel free to call me with any questions you may have. My name is Jeff Brown and I am the General Manager and I will be overseeing this project if awarded to us. My number is 910-389-0564 and my email is jeffbrown02231961@gmail.com.

Equipment List

8 Bulldozers

12 Excavators

2 Motor Graders

2 Off Road Trucks

6 Dump Trucks

This is just a short list of equipment on hand and we can utilize subs as well as rental equipment if needed.

References

North Topsail Beach
Thomas Best

FLA Construction
Frank Allen

National Automotive
Harry Brown

W. R. Willis Const Co. Inc.
123 Tiger Hill Drive
Jacksonville NC 28546
Proposal

January 6 2020
2:PM EST

BID FORM

NTB Repair of Storm
Damaged Berm & Dune
Maintenance Project Proposal

**REPAIR OF STORM DAMAGED BERM
AND DUNE MAINTENANCE
TOWN OF NORTH TOPSAIL BEACH, NC**

The Contractor agrees, if this bid is accepted, to contract with the Town of North Topsail Beach and to provide all applicable, materials, equipment, tools, apparatus, means of transportation, insurance, and labor necessary thereto, and complete performance in full and in accordance with the specifications in this RFP.

Contract Period: The contract period will begin no later than 10 days after the Notice to Proceed is issued. No work shall take place after March 31, 2020 (per the CAMA permit).

Per linear foot rate for Sections 1 through 5 as described on Page 3 (approx. 33,000 Linear Feet):

\$ 3.87 per linear foot.

If the work exceeds 33,000 Linear Feet, the cost per additional linear foot:

\$ 3.87 per linear foot.

The Contractor declares that this proposal is in all respects fair and in good faith without collusion or fraud. The signer of this proposal has the authority to bind the principal respondent.

Submitted by: W. R. Willis Const Co. Inc.
Business Name

Jeff Brown General Manager
Name & Title

Jeff Brown
Signature

*Some lots may be excluded from the project area if permission is not granted to the Town in writing.

**Based on conditions not known at this time, the Town cannot give a firm linear footage for the project. The Town retains this determination as a matter of discretion.



WRWILLI-01

SLLEONAR1

DATE (MM/DD/YYYY)

1/3/2020

CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Towne Insurance Agency LLC 4515 Falls of Neuse Road Suite 300 Raleigh, NC 27609	CONTACT NAME: Martha S. Johnson
	PHONE (A/C, No, Ext): (919) 882-5167 FAX (A/C, No): (919) 872-0233
	E-MAIL ADDRESS: mjohnson@towneinsurance.com
INSURED W R Willis Construction Company, Inc. 123 Tiger Hill Dr Jacksonville, NC 28546	INSURER(S) AFFORDING COVERAGE NAIC #
	INSURER A: National Trust Insurance Company 20141
	INSURER B: Stonewood Insurance Company 11828
	INSURER C: The Hanover Insurance Company 22292
	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			CPP10004786901	6/1/2019	6/1/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 POLLUTION \$ 100,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			CA10002585201	6/1/2019	6/1/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			UMB10002585301	6/1/2019	6/1/2020	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC10000740172019	6/1/2019	6/1/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	Equipment Floater			IH69909966 074412	6/1/2019	6/1/2020	Total Limit Equip. 1,093,914

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Re: North Topsail Beach/Dunes

CERTIFICATE HOLDER

CANCELLATION

Sample Certificate of Insurance for Prequalification Bid	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE



C. M. MITCHELL CONSTRUCTION CO.

2256 Highway 172

Sneads Ferry, NC 28460

Proposal for NTB Repair of Storm Damaged Berm and Dune
Maintenance Project

Bid Due Jan. 6, 2020 @ 2 p.m.

BID FORM

REPAIR OF STORM DAMAGED BERM
AND DUNE MAINTENANCE
TOWN OF NORTH TOPSAIL BEACH, NC

The Contractor agrees, if this bid is accepted, to contract with the Town of North Topsail Beach and to provide all applicable, materials, equipment, tools, apparatus, means of transportation, insurance, and labor necessary thereto, and complete performance in full and in accordance with the specifications in this RFP.

Contract Period: The contract period will begin no later than 10 days after the Notice to Proceed is issued. No work shall take place after March 31, 2020 (per the CAMA permit).

Per linear foot rate for Sections 1 through 5 as described on Page 3 (approx. 33,000 Linear Feet):

\$4.45 per linear foot.

If the work exceeds 33,000 Linear Feet, the cost per additional linear foot:

\$ 4.45 per linear foot.

The Contractor declares that this proposal is in all respects fair and in good faith without collusion or fraud. The signer of this proposal has the authority to bind the principal respondent.

Submitted by: C. M. Mitchell Construction Co. Inc.
Business Name

Charles M. Mitchell, President
Name & Title

Charles M Mitchell
Signature

*Some lots may be excluded from the project area if permission is not granted to the Town in writing.

**Based on conditions not known at this time, the Town cannot give a firm linear footage for the project. The Town retains this determination as a matter of discretion.

North Topsall Sand Push 202001
(Planning Draft)

ID	Task Name	Duration	Start	Finish
1	MOBILIZATION	1 day	Fri 1/1/20	Fri 1/1/20
2	PUSH SECTION 4	6 days	Sat 2/1/20	Sat 2/8/20
3	PUSH SECTION 3	16 days	Sat 2/8/20	Fri 2/28/20
4	PUSH SECTION 2	10 days	Fri 2/28/20	Thu 3/12/20
5	PUSH SECTION 1	14 days	Thu 3/12/20	Mon 3/30/20
6	DE-MOBILIZE	1 day	Mon 3/30/20	Tue 3/31/20

SECTION	BETWEEN		LINEAR FEET
1	1768+1 NEW RIVER INLET RD (SHIPWATCH VL TWH)	2072 NEW RIVER INLET RD (SOUTH OF TOPSAIL REEF)	4,436.21
2	790 NEW RIVER INLET RD (VILLA CAPRIANI)	1758 NEW RIVER INLET RD (SOUTH OF SHIPWATCH VL TWH)	12,260.44
3	100 OCEAN VIEW LN (JEFFRYS LOT)	774 NEW RIVER INLET RD (SOUTH OF VILLA CAPRIANI)	7,324.08
4	3828 ISLAND DR	104 OCEANVIEW LN (OCEAN SOUND VILLAGE)	11,234.46

*Please note, these are preliminary estimates. The actual project is subject to the Town's final approval. The numbers above are meant to provide a scope of the potential project. Especially for Section 4, we anticipate a reduction in linear feet.

These are all estimated quantities and distances. The Town strongly encourages any proposer to field verify and calculate their own estimated volumes. **Approximate Berm size would be 50' wide base x 6' high crest width 2h:1v Slopes.**

The Town makes no guarantees as to the amount of work required in this project. The final project distance will be approved at the discretion of the Town based on factors that are relevant at that time. As a matter of efficiency, the Town asks that your bid reflect an estimate for approximately 33,000 linear feet. As you will see on page 9, the Bid Form prompts additional estimates in the case that the project was to go over the initial estimate.

Initiating Contract

The Town, upon selecting the contractor(s) will issue a Notice to Proceed. The issuance of the Notice to Proceed will allow the contractor(s) to begin preparations and allow for an immediate response to begin work. When the Notice to Proceed is issued the contractor(s) will also begin coordination with Town personnel to include preparing reports for the Town.

The Contractor(s) shall have a maximum of 10 days from notification by the Town to mobilize and begin their response. Failure to mobilize in the allowed time may result in a penalty.

Performance Schedule

The Contractor(s) shall commence mobilization immediately upon award, meeting 100%

Charles M. Mitchell

C. M. Mitchell Construction Co. Inc. 2256 NC Hwy 172 Sneads Ferry, NC 28460
910-327-2907 mattmitchell@cmmitchellco.com

C. M. Mitchell Construction Owner Resume/Corp. History

Current Position	<ul style="list-style-type: none">• Owner and President of C. M. Mitchell Construction Co. Inc., Sneads Ferry since 1997• Owner of Mitchell Seafood, LLC• Owner of Shrimp Boats Capt. Matthew, LLC; Theresa Marie, LLC and Charlee Marie LLC
Experience	<p>C. M. Mitchell Construction Co. Inc. Sneads Ferry, NC</p> <p>Started business in 1994 locally. Experienced with:</p> <ul style="list-style-type: none">• excavation equipment,• driving dump trucks, tractor trailers• installation of underground utilities• installation of roads <p>Past projects include: Pender Co. Bridge, Div. 3 (Wanda Sykes), Trails to Trails Project, Topsail High School, Publix Grocery in Surf City, Dune Restoration Projects on North Topsail and Surf City,</p> <p>Current projects include: Town of Surf City Dune Restoration, Oyster Landing Subdivision, and Permeta Landing in Sneads Ferry. We worked with the DOT on ditch clearing and hauling in Onslow County and Hurricane Florence cleanup.</p>
Education and Certificates	<p>Graduate of Dixon High School, Sneads Ferry</p> <p>CDL License</p> <p>General Contractor License</p> <p>Various OSHA courses and safety awards</p>
Communication	<p>Experienced in negotiation and working with NCDOT personnel, developers, town managers, project managers, company owners, military personnel and employees.</p>
Leadership	<p>Involved in middle school and high school sports programs, Onslow County Planning and various community projects.</p>
References	<p>References attached.</p>

C. M. Mitchell Construction References

Thomas Best, Town of North Topsail Beach

tbest@ntbnc.org

Omega Construction

dustinh@omegaconstruction.com

NCDOT Bradley Haste

blhaste@ncdot.gov

Prospective Bidders are requested to list below any Beach Nourishment, Beach Placement, or Beach Disposal projects completed in the last (5) five years.

[illegible]

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EQUIPMENT SCHEDULE

FORM TO BE SUBMITTED WITH BID

Prospective Bidders are requested to state below the number and types of equipment to be used for the Project. This schedule shall include equipment owned and/or operated by the Contractor and by any Subcontractor responsible for more than 10% of the total work. Indicate if the equipment is owned or operated by the Bidder or Subcontractor

Subcontractor

ITEM	NUMBER/NAME	Load Line Cert. (Y/N)	HP	PIPE DIAMETER	AGE	OWNER/OPERATOR
DREDGE						
DREDGE						
BOOSTER						
BOOSTER						
TUG						
TUG						
BARGES						
ITEM	NUMBER	TYPE		CAPACITY	OWNER/OPERATOR	
BULLDOZERS	7	Various			C. M. Mitchell Construction Co. Inc.	
BULLDOZERS off-road trucks	6				C. M. Mitchell Construction Co. Inc.	
EXCAVATORS	8	Various			C. M. Mitchell Construction Co. Inc.	
TRUCKS	4	Tandem			C. M. Mitchell Construction Co. Inc.	
TRUCKS	1	Triaxle			C. M. Mitchell Construction Co. Inc.	
OTHER	40	Quads			Various	
(REMAINDER OF PAGE LEFT BLANK INTENTIONALLY)						
	40	Quints			Various	
	1	Tractor Trailer			C. M. Mitchell Construction Co. Inc.	



CMMITCH-01

M.JOHNSON

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/6/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER Towne Insurance Agency LLC 4515 Falls of Neuse Road Suite 300 Raleigh, NC 27609	CONTACT NAME: Martha S. Johnson		
	PHONE (A/C, No, Ext): (919) 882-5167	FAX (A/C, No): (919) 872-0233	
	E-MAIL ADDRESS: mjohnson@towneinsurance.com		
INSURED C M Mitchell Construction Co. Inc. P O Box 409 Sneads Ferry, NC 28460	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: BITCO General Insurance Corp		20095
	INSURER B: American Interstate Insurance Company		31895
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			CLP3686148	9/15/2019	4/15/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 POLLUTION EP \$ 100,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			CAP3686147	9/15/2019	4/15/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DED <input type="checkbox"/> RETENTIONS \$ 10,000			CUP2816833	9/15/2019	4/15/2020	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	AVWCNC2791172019	4/15/2019	4/15/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Leased/Rented Equip			CLP3686148	9/15/2019	4/15/2020	Deductible: \$1,000 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

Town of North Topsail Beach 20081 Loggerhead Ct N Topsail Beach, NC 28460	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE