



**CITY OF SOUTHPORT
BOARD OF ALDERMEN
SPECIAL MEETING AGENDA**
113 W. MOORE STREET
May 13, 2025
9:00 AM

Agenda

Please turn off all cell phones

Meetings are open to the public. If you are not able to attend the Board of Aldermen meetings in person, the meeting will be available for you to watch via live-stream on the City of Southport website (<https://cityofsouthport.com/board-of-aldermen-meetings/>), Facebook page, and YouTube channel.

ETHICS STATEMENT:

"If any members know of any conflict of interest or the appearance of a conflict of interest concerning matters on the agenda, please so state at this time."

- A. Call to Order**
- B. Pledge of Allegiance**
- C. Agenda**
 - 1. FY26 Planning Services Budget Request (Director Maureen Meehan)
 - 2. FY26 Permitting and Inspections Budget Request (Chief Building Inspector Kiley Barefoot)
- D. Adjourn**



FY2026 Budget Request

Planning & Zoning

YTD as of May 9, 2025

	Account	Account Name	Vendor/Description	FY24 Actual	FY25 April YTD	FY25 Adopted	FY26 Request	FY26 Request vs FY25 Adopted
Revenue	10-40-3343-0400	Planning & Zoning Fees		67,981	64,478	35,000	60,000	25,000
	10-40-3220-0000	Civil Penalties		18,846	16,936	5,000	5,000	-
	Total Revenue			86,827	81,414	40,000	65,000	25,000
Personnel Costs	10-40-4350-0000	Full-Time Employees	3 FTE's: Development Services Director, City Planner, Code Enforcement + 3% COLA	102,788	174,840	249,040	250,296	1,256
	10-40-4350-0001	Employee Overtime	Based on actual OT hours by employee for most recent 12 months	4,697	1,821	1,188	672	(516)
	10-40-4350-0200	Part-Time Employees		(172)	-	-	-	-
	10-40-4350-0700	401K Retirement Supplement	5% of total earnings for eligible employees	5,197	8,809	12,430	12,548	118
	10-40-4350-0900	F.I.C.A.	City-paid social security and medicare taxes 7.65% of total pay	7,947	13,145	19,142	19,199	57
	10-40-4350-1000	LGERS Retirement	City-paid portion of state retirement plans	13,579	23,190	33,810	36,139	2,329
	10-40-4350-1100	Health/Life/Dental Insurance	Current employee benefit election costs	19,118	34,268	30,306	32,000	1,694
	10-40-4350-1300	Unemployment Reserve		627	-	-	-	-
	10-40-4350-1400	Workers Compensation Insurance		2,046	1,068	1,015	1,015	-
	Total Personnel Cost			155,827	257,140	346,933	351,869	4,937



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YTD as of May 9, 2025

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Vehicle Supplies	10-40-4350-2500	Vehicle Supplies	14318 - WEX BANK - Code Enforcement Vehicle Fuel	1,186	1,683	600	1,500	900
Departmental Supplies Planning Office Supplies	10-40-4350-2600	Departmental Supplies	176 - STATE PORT PILOT	1,761	858			-
	10-40-4350-2600	Departmental Supplies	13860 - First National Bank	1,407	3,233			-
	10-40-4350-2600	Departmental Supplies	14214 - CRYSTAL SPRINGS	336	121			-
	10-40-4350-2600	Departmental Supplies	14745 - SPRY INC	415	-			-
	10-40-4350-2600	Departmental Supplies	169 - SEAWAY PRINTING CO.	140	353			-
	10-40-4350-2600	Departmental Supplies	14548 - Dorothy Dutton	80	-			-
	10-40-4350-2600	Departmental Supplies	83 - LOWE'S	16	-			-
	10-40-4350-2600	Departmental Supplies	14148 - KENNEDY OFFICE	-	268			-
	10-40-4350-2600	Departmental Supplies	Cash Receipts Batch 00391.10.2023	(384)	-			-
	10-40-4350-2600	Departmental Supplies		3,771	4,833	5,000	5,000	-
Travel & Training NCAZO Dues, HPC Training, Other Training for 1 Planner, 1 Director, 1 Code Enf. Officer	10-40-4350-3100	Travel & Training	14696 - MAUREEN MEEHAN	1,128	553			-
	10-40-4350-3100	Travel & Training	14791 - LEADERSHIP BRUNSWICK COUNTY	400	-			-
	10-40-4350-3100	Travel & Training	71 - School of Government Foundation, Inc.	300	25			-
	10-40-4350-3100	Travel & Training	13860 - First National Bank	245	1,666			-
	10-40-4350-3100	Travel & Training	14930 - NCAHCO c/o Nancy Kost	150	-			-
	10-40-4350-3100	Travel & Training	13611 - Harlan Pyles	108	189			-
	10-40-4350-3100	Travel & Training	14915 - PENNY TYSINGER	42	1,044			-
	10-40-4350-3100	Travel & Training	13369 - UNC School of Government	-	495			-
	10-40-4350-3100	Travel & Training	14266 - TORI DEVINEY	-	50			-
	10-40-4350-3100	Travel & Training	14935 - NC Association of Housing Code Officials	-	230			-
	10-40-4350-3100	Travel & Training	388 - CAPE FEAR COUNCIL OF GOV.	-	70			-
	10-40-4350-3100	Travel & Training		2,374	4,322	7,000	7,000	-



FY2026 Budget Request

Planning & Zoning

YTD as of May 9, 2025

	Account	Account Name	Vendor/Description	FY24 Actual	FY25 April YTD	FY25 Adopted	FY26 Request	FY26 Request vs FY25 Adopted
Communications Cell Phones, Postage, Legal Notices	10-40-4350-3200	Communications	12685 - FOCUS BROADBAND	1,870	-			-
	10-40-4350-3200	Communications	14178 - FIRST NET/AT&T	1,137	1,132			-
	10-40-4350-3200	Communications	14524 - GO FULL CLOUD	801	-			-
	10-40-4350-3200	Communications		3,807	1,132	6,000	2,000	(4,000)
Utilities Departments share of utilities	10-40-4350-3300	Utilities	13397 - City of Southport	2,319	3,207			-
	10-40-4350-3300	Utilities	14336 - DUKE ENERGY PROGRESS	192	164			-
	10-40-4350-3300	Utilities	13336 - BRUNSWICK COUNTY PUBLIC UTILITIES	-	284			-
	10-40-4350-3300	Utilities		2,511	3,655	1,800	4,000	2,200
R/M Vehicles NAPA; Vehicle Maintenance for Code Enforcement	10-40-4350-3501	R/M Vehicles	6556 - NAPA AUTO AND MARINE	428	581			-
	10-40-4350-3501	R/M Vehicles	13990 - Hughes Brothers, Inc.	506	-			-
	10-40-4350-3501	R/M Vehicles	8833 - AUTO ZONE	-	189			-
	10-40-4350-3501	R/M Vehicles		935	770	1,000	1,000	-
Contract Services Alliance Code Enforcement - \$55,000 Granicus - \$10,000 ARCGIS - \$1,600 Demolition of Minimum Housing - \$25,000 Copier Lease Share - \$3,000 Unicode (Digitization and Maintenance of Online Based UDO) - \$15,400	10-40-4350-4400	Contract Services	14742 - ALLIANCE CODE ENFORCEMENT LLC	58,662	49,632			-
	10-40-4350-4400	Contract Services	14871 - GRANICUS LLC	9,867	10,528			-
	10-40-4350-4400	Contract Services	14125 - COASTAL DOCUMENTS SOLUTIONS, LLC	1,803	1,885			-
	10-40-4350-4400	Contract Services	14850 - STEWART CONSULTANTS	3,000	1,929			-
	10-40-4350-4400	Contract Services	7515 - EILEEN HENNESSEY	2,731	-			-
	10-40-4350-4400	Contract Services	13860 - First National Bank	1,502	440			-
	10-40-4350-4400	Contract Services	13519 - De Lage Landen Financial Svcs Inc	1,054	878			-
	10-40-4350-4400	Contract Services	388 - CAPE FEAR COUNCIL OF GOV.	489	-			-
	10-40-4350-4400	Contract Services	14314 - Environmental Systems Research Institute Inc	-	1,614			-
	10-40-4350-4400	Contract Services	14412 - OpenGov, Inc.	-	4,594			-
	10-40-4350-4400	Contract Services	14548 - Dorothy Dutton	-	69			-
	10-40-4350-4400	Contract Services	14959 - The DiGuiseppe Law Firm, P.C.	-	6,548			-
	10-40-4350-4400	Contract Services	14993 - Jerry Rivenbark	-	15,935			-
	10-40-4350-4400	Contract Services		79,107	94,052	94,600	110,000	15,400



FY2026 Budget Request

Planning & Zoning

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	Account	Account Name	Vendor/Description	FY24 Actual	FY25 April YTD	FY25 Adopted	FY26 Request	FY26 Request vs FY25 Adopted
Insurance & Bonding	10-40-4350-4500	Insurance & Bonding	11359 - IRFFNC	3,976	5,497	4,652	2,014	(2,638)
Capital Outlay - Vehicles	10-40-4350-5400	Capital Outlay - Vehicles	14274 - ENTERPRISE FM TRUST	8,747	6,388			-
Planning Department Vehicle	10-40-4350-5400	Capital Outlay - Vehicles	Cash Receipts Batch 00362.03.2025	-	(122)			
Lease	10-40-4350-5400	Capital Outlay - Vehicles	Cash Receipts Batch 00373.09.2024	-	(132)			-
	10-40-4350-5400	Capital Outlay - Vehicles		8,747	6,134	7,000	7,000	-
Capital Outlay-Studies & Plans	10-40-4350-5600	Capital Outlay-Studies & Plans	388 - CAPE FEAR COUNCIL OF GOV.	-	10,875		-	-
	10-40-4350-5600	Capital Outlay-Studies & Plans	14990 - ACCOUNTS RECEIVABLE NCDOT	-	4,500		-	-
	10-40-4350-5600	Capital Outlay-Studies & Plans		-	15,375	19,000	-	(19,000)
Total Expenses				262,241	394,594	493,585	491,383	(2,201)
Net Planning & Zoning Expense				175,414	313,180	453,585	426,383	(27,201)



FY2026 Budget Request

Permitting & Inspections

YTD as of May 9, 2025

	Account	Account Name	Vendor/Description	FY24 Actual	FY25 April YTD	FY25 Adopted	FY26 Request	FY26 Request vs FY25 Adopted
Revenue	10-41-3343-0000	Inspection Permits		633,286	682,214	575,000	625,000	50,000
	10-41-3343-0100	Home Owners Recovery Fund		1,530	400	80	80	-
	10-41-3343-0300	Reinspection Fees		4,400	14,031	12,000	12,000	-
	Total Revenue			639,216	696,645	587,080	637,080	50,000
Personnel Costs	10-41-4380-0000	Full-Time Employees	3 FTE's: Chief Building Inspector, Building Inspector, Permitting Technician + 3% COLA	203,550	206,502	255,958	236,881	(19,077)
	10-41-4380-0001	Employee Overtime	Based on actual OT hours by employee for most recent 12 months	3,224	1,958	2,060	2,060	-
	10-41-4380-0200	Part-Time Employees		2,275	-	-	-	-
	10-41-4380-0700	401K Retirement Supplement	5% of total earnings for eligible employees	10,079	10,361	12,793	12,070	(723)
	10-41-4380-0900	F.I.C.A.	City-paid social security and medicare taxes 7.65% of total pay	15,740	15,530	19,738	18,466	(1,272)
	10-41-4380-1000	LGERS Retirement	City-paid portion of state retirement plans	26,004	27,494	34,796	34,761	(35)
	10-41-4380-1100	Health/Life/Dental Insurance	Current employee benefit election costs	27,482	34,744	44,348	37,000	(7,348)
	10-41-4380-1400	Workers Compensation Insurance	As required by statute	2,046	1,125	1,072	410	(662)
Total Personnel Cost				290,400	297,715	370,765	341,648	(29,117)



FY2026 Budget Request

Permitting & Inspections

YTD as of May 9, 2025

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Vehicle Supplies	10-41-4380-2500	Vehicle Supplies	14318 - WEX BANK - Fuel for building inspection vehicles	840	958	1,600	1,600	-
Departmental Supplies General office supplies for permitting and inspections	10-41-4380-2600	Departmental Supplies	13860 - First National Bank	5,053	2,269			
	10-41-4380-2600	Departmental Supplies	6017 - DELL MARKETING L.P.	2,050	-			
	10-41-4380-2600	Departmental Supplies	14796 - COLDWELL BANKER	775	-			
	10-41-4380-2600	Departmental Supplies	253 - First Citizens	533	-			
	10-41-4380-2600	Departmental Supplies	169 - SEAWAY PRINTING CO.	360	44			
	10-41-4380-2600	Departmental Supplies	Crystal Springs Cooler fill up/rental July-Dec	155	-			
	10-41-4380-2600	Departmental Supplies	14214 - CRYSTAL SPRINGS	99	121			
	10-41-4380-2600	Departmental Supplies	14148 - KENNEDY OFFICE	38	268			
	10-41-4380-2600	Departmental Supplies	176 - STATE PORT PILOT	30	-			
	10-41-4380-2600	Departmental Supplies		9,093	2,702	5,000	5,000	-
Travel & Training Classes, travel and training for (2) inspectors and (1) permitting tech	10-41-4380-3100	Travel & Training	13860 - First National Bank	2,899	1,329			
	10-41-4380-3100	Travel & Training	14883 - Michael Lavezzo	792	1,477			
	10-41-4380-3100	Travel & Training	14465 - MARCUS BAREFOOT	742	1,818			
	10-41-4380-3100	Travel & Training	71 - School of Government Foundation, Inc.	600	-			
	10-41-4380-3100	Travel & Training	13575 - Southport-Oak Island Chamber of Commerce	400	-			
	10-41-4380-3100	Travel & Training	14915 - PENNY TYSINGER	-	341			
	10-41-4380-3100	Travel & Training	14619 - NCPPA	305	-			
	10-41-4380-3100	Travel & Training	253 - First Citizens	163	-			
	10-41-4380-3100	Travel & Training	Marcus Barefoot Building Inspector Level 2 Test	135	-			
	10-41-4380-3100	Travel & Training	14266 - TORI DEVINEY	128	-			
	10-41-4380-3100	Travel & Training	NC Plumbing Inspectors Assoc. membership	75	(75)			
	10-41-4380-3100	Travel & Training	13924 - NC Building Inspectors Assoc.	55	-			
	10-41-4380-3100	Travel & Training		6,295	4,889	7,000	7,000	-



FY2026 Budget Request

Permitting & Inspections

YTD as of May 9, 2025

	Account	Account Name	Vendor/Description	FY24 Actual	FY25 April YTD	FY25 Adopted	FY26 Request	FY26 Request vs FY25 Adopted
Communications	10-41-4380-3200	Communications	14178 - FIRST NET/AT&T	2,498	2,964			
Cell Phones & Tablets for (2)	10-41-4380-3200	Communications	Focus Broadband Internet/Phones July-March	1,388	-			
inspectors; postage	10-41-4380-3200	Communications	14524 - GO FULL CLOUD	1,077	-			
	10-41-4380-3200	Communications	12685 - FOCUS BROADBAND	513	-			
	10-41-4380-3200	Communications	14934 - NUVO SOLUTIONS INC	-	78			
	10-41-4380-3200	Communications		5,476	3,042	2,200	3,000	800
Utilities	10-41-4380-3300	Utilities	Electric Demand Billing July-April	1,386	-			
Departments share of	10-41-4380-3300	Utilities	14336 - DUKE ENERGY PROGRESS	192	163			
utilities	10-41-4380-3300	Utilities	13336 - BRUNSWICK COUNTY PUBLIC UTILITIES	-	284			
	10-41-4380-3300	Utilities		1,578	446	1,800	1,800	-
R/M Vehicles	10-41-4380-3501	R/M Vehicles	NAPA Marine & Capital Ford July-April	332	-	1,500	1,500	-
Contract Services	10-41-4380-4400	Contract Services	13395 - Bill Bruce	10,670	3,210			
OpenGov - \$13,000	10-41-4380-4400	Contract Services	14412 - OpenGov, Inc.	9,294	5,000			
Copier Lease - \$3,000	10-41-4380-4400	Contract Services	7515 - EILEEN HENNESSEY	3,251	-			
Bill Bruce - \$5,000	10-41-4380-4400	Contract Services	Coastal Documents Solutions Copier/Printer July-March	1,322	-			
	10-41-4380-4400	Contract Services	13519 - De Lage Landen Financial Svcs Inc	1,054	878			
	10-41-4380-4400	Contract Services	13860 - First National Bank	-	880			
	10-41-4380-4400	Contract Services	14125 - COASTAL DOCUMENTS SOLUTIONS, LLC	-	40			
	10-41-4380-4400	Contract Services		25,590	10,008	19,900	21,000	1,100
Insurance & Bonding	10-41-4380-4500	Insurance & Bonding	11359 - IRFFNC	3,437	4,582	3,877	2,596	(1,281)
Capital Outlay - Vehicles	10-41-4380-5400	Capital Outlay - Vehicles	14274 - ENTERPRISE FM TRUST	9,277	13,268			
Lease of 2 inspector vehicles	10-41-4380-5400	Capital Outlay - Vehicles	Cash Receipts Batch 00362.03.2025		(50)			
	10-41-4380-5400	Capital Outlay - Vehicles	Cash Receipts Batch 00373.09.2024	-	(77)			
	10-41-4380-5400	Capital Outlay - Vehicles		9,277	13,142	14,000	10,644	(3,356)
Total Expenses				352,318	337,484	427,642	395,788	(31,854)
Net Planning & Zoning				(286,898)	(359,161)	(159,438)	(241,292)	(81,854)