



**CITY OF SOUTHPORT
BOARD OF ALDERMEN
REGULAR MEETING AGENDA**

223 E. BAY STREET

November 10, 2022

6:00 PM

Agenda

Please turn off all cell phones

Meetings are open to the public. Face masks and social distancing may be used at the discretion of each individual. The Board of Aldermen reserve the right to make changes to this policy, as needed to help prevent the spread of the Coronavirus.

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. Invocation

C. Pledge of Allegiance

D. Public Comment

E. Presentations on the Possible use of Sunny Point Property

1. NC Wildlife Resources Commission (Kacy Cook and Chesley Ward)
2. Polote Corporation (Atty. Raymond DiGuiseppe)
3. MOTSU-Sunny Point (Malcolm Charles, Director of Public Works, MOTSU)
4. General Statute: Disposal of Government Owned Property (for reference)

F. Approval of Agenda

G. Approval of the Consent Agenda

1. Special Meeting Minutes September 29, 2022
2. Special Closed Session Minutes October 10, 2022 (confidential)
3. Regular Board of Aldermen Minutes October 13, 2022
4. Special Closed Session Minutes October 20, 2022 (confidential)

5. Contract with Brunswick County EMS (Franchise Agreement)
6. Budget Amendment #1: Carryover Purchase Orders
7. City Employees Holiday Bonus

H. Special Recognition

1. Veterans Day Proclamation 2022

I. Agenda

1. Appointment of ABC Board Member (Mayor Hatem)
2. NeoGOV Software for Human Resources (Interim Manager, Bonnie Therrien)
3. Interim City Manager Contract (Mayor Hatem, B. Therrien)
4. Search for City Manager (B. Therrien)
5. Appointment to Board of Adjustment (Alderman Lombardi)
6. Selection of Engineer for USDA Sewer Rehab Project (B. Therrien & City Staff)

J. Manager's Report

K. Committee Reports

1. Brunswick County Schools Report
2. Southport ABC Audit Report
3. Planning Board Minutes

L. Mayor's Comments

M. Staff Reports

1. Southport Police Dept
2. Southport Fire Dept
3. Animal Protective Services
4. Parks and Recreation
5. Community Relations and Communication
6. Building Inspections and Permitting
7. Code Enforcement
8. Public Services-Utilities
9. Electric Cities
10. Tax Collections
11. Development Services
12. Human Resources

N. Board Comments

O. Adjourn



☒ NORTH CAROLINA WILDLIFE RESOURCES COMMISSION ☒

Cameron Ingram, Executive Director

November 2, 2022

City of Southport Board of Alderman,

My name is Daron Barnes, I am the Chief of the Land and Water Access Division at the North Carolina Wildlife Resources Commission (NCWRC). I am writing to convey NCWRC's continued interest in purchasing the 441-acre tract which is currently owned by the City of Southport (Parcel Id 19000002).

NCWRC began discussing this acquisition project with City of Southport staff in 2020. The proposed acquisition was endorsed by the NCWRC Land Acquisition Committee in December of 2020, allowing NCWRC staff to pursue funding opportunities for the project. In December of 2021, NCWRC received a NC Land and Water Fund grant award for the Southport-White Springs project that would provide partial funds to purchase the tract and plans to continue work on the funding plan if the City is still interested in selling. NCWRC welcomes the opportunity for continued partnership in the Southport-White Springs acquisition, with the hope of protecting in perpetuity the land's significant wildlife habitat conservation value, described below.

The NC Wildlife Resources Commission has previously purchased two parcels of land that are part of the White Springs Natural Heritage Natural Area adjacent to MOTSU in efforts to secure the rare wildlife habitat and outdoor heritage of this area of Brunswick County. The Southport tract contains some of the most important habitat of any of the tracts conserved in and around MOTSU. There is a high concentration of wildlife "Species of Greatest Conservation Need" or "priority species" as identified by the North Carolina Wildlife Action Plan that occur on the tract. Species of Greatest Conservation Need (priority species) are defined as, "species that are currently rare or have been designated as at-risk of extinction; those for which we have knowledge deficiencies; and those that have not received adequate conservation attention in the past." Many of the priority wildlife species that rely on the habitat of the Southport tract are in significant population decline in our state, most notably the Gopher Frog. There are only seven populations of the Gopher Frog that remain in North Carolina out of over 32 populations documented historically. One of the remaining populations relies on the ponds of the Southport tract for breeding and on the uplands as necessary refuge habitat. One of the natural ponds on the

tract is the primary pond where this population has laid eggs in the last six years (MOTSU included). Additionally, the tract is known to be important habitat for other priority amphibians and reptile species, including the Ornate Chorus Frog and Eastern Chicken Turtle, both of which have experienced significant declines over several decades. Five other amphibian and reptile priority species are known to occur on the tract and a further 19 priority amphibian and reptile species are likely to occur on the tract but have not yet been surveyed. These species use the types of ponds found on the Southport tract for breeding and for their young to grow to maturity. However, these species also require the upland habitat outside of the ponds to forage and to burrow in the soil to escape predators and extreme temperatures. Rare priority bird species including the Red-cockaded Woodpecker, Bachman's Sparrow and the Indigo Bunting have also been documented to occur on adjacent conserved lands and are likely to use the tract. Additionally, the tract is part of the "White Springs Natural Heritage Natural Area" and is of the highest natural significance rating as documented by the NC Natural Heritage Program. The NC Natural Heritage Program has recorded the presence of four rare Natural Communities and nine rare plant species on the site. NCWRC wishes to proactively conserve these rare species, which are declining rapidly due to habitat loss from human impacts, to prevent their populations from going extinct in our state. NCWRC is best suited to manage the tract appropriately in order to sustain high quality habitat for these priority species, and staff are already managing the adjacent NCWRC owned property successfully. Expanding ownership to the Southport tract will enhance proper management and provide habitat connectivity for these species.

We wish to confirm the Town's interest in selling to NCWRC, at which point we will move forward with ordering an appraisal and finalizing our funding plan. Please direct any questions to Ben Solomon, Assistant Chief and Land Acquisition Manager, at ben.solomon@ncwildlife.org or (919) 707-0053. Thank you for your time, we look forward to hearing from you.

Sincerely,



Daron Barnes,
Chief, Land and Water Access Division
North Carolina Wildlife Resources Commission

Conservation of the Gopher Frog in North Carolina



Jeff Hall, Wildlife Biologist

NC Wildlife Resources Commission



Partnerships:



NC Aquariums:
Fort Fisher &
Pine Knoll Shores





Gopher Frog (*Rana capito*)



Gopher frogs live in longleaf pine
upland habitat for most of the year



Fire on the landscape is key to their survival

Fire maintains an open herbaceous landscape and maintains and creates new stumpholes in the ground which are key gopher frog refugia



Gopher frog wetland on Sandhills Game Land



Gopher frog wetland when full of water



The same gopher frog wetland when dry
– important for gopher frogs, as they
don't breed in ponds with fish



Call Surveys



We conduct call surveys in person as well as using automated data loggers, aka “frogloggers”

Egg Mass Surveys



We conduct egg mass surveys which can tell us a lot about the population (1 egg mass = 2 adult frogs)

Dipnetting

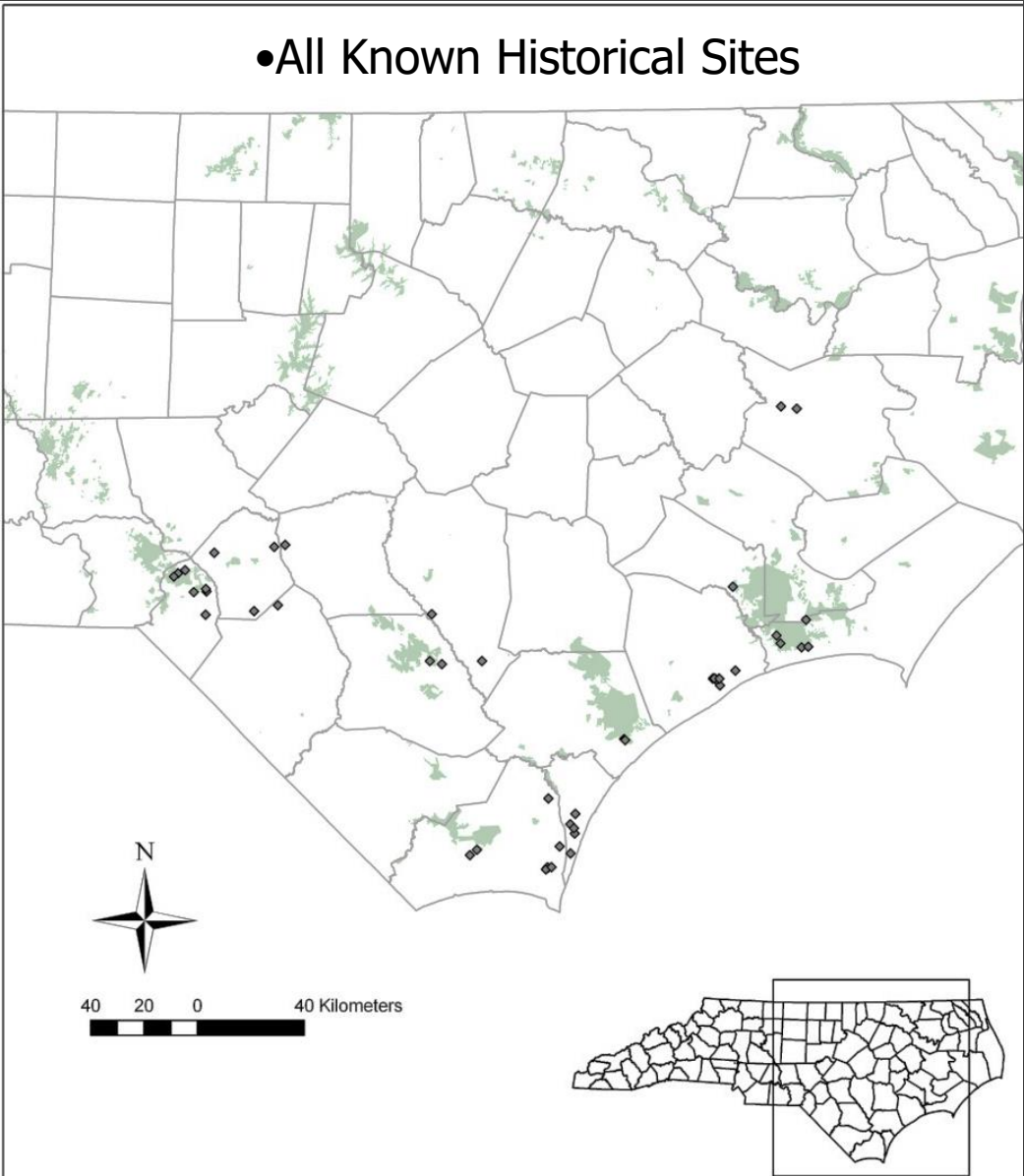


If we miss them through either calling surveys or egg mass surveys, we can also dipnet for tadpoles

Gopher Frog Sites

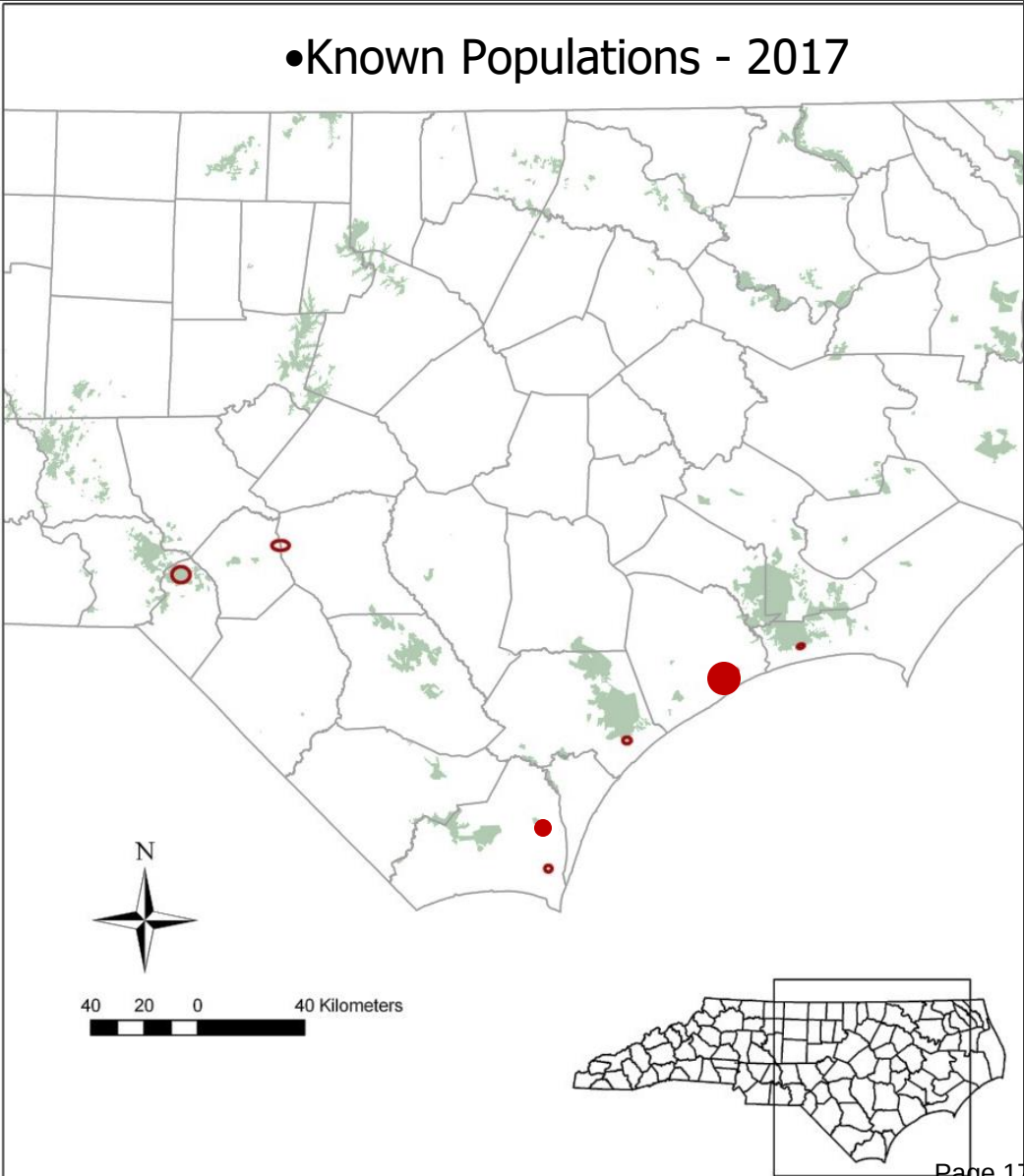
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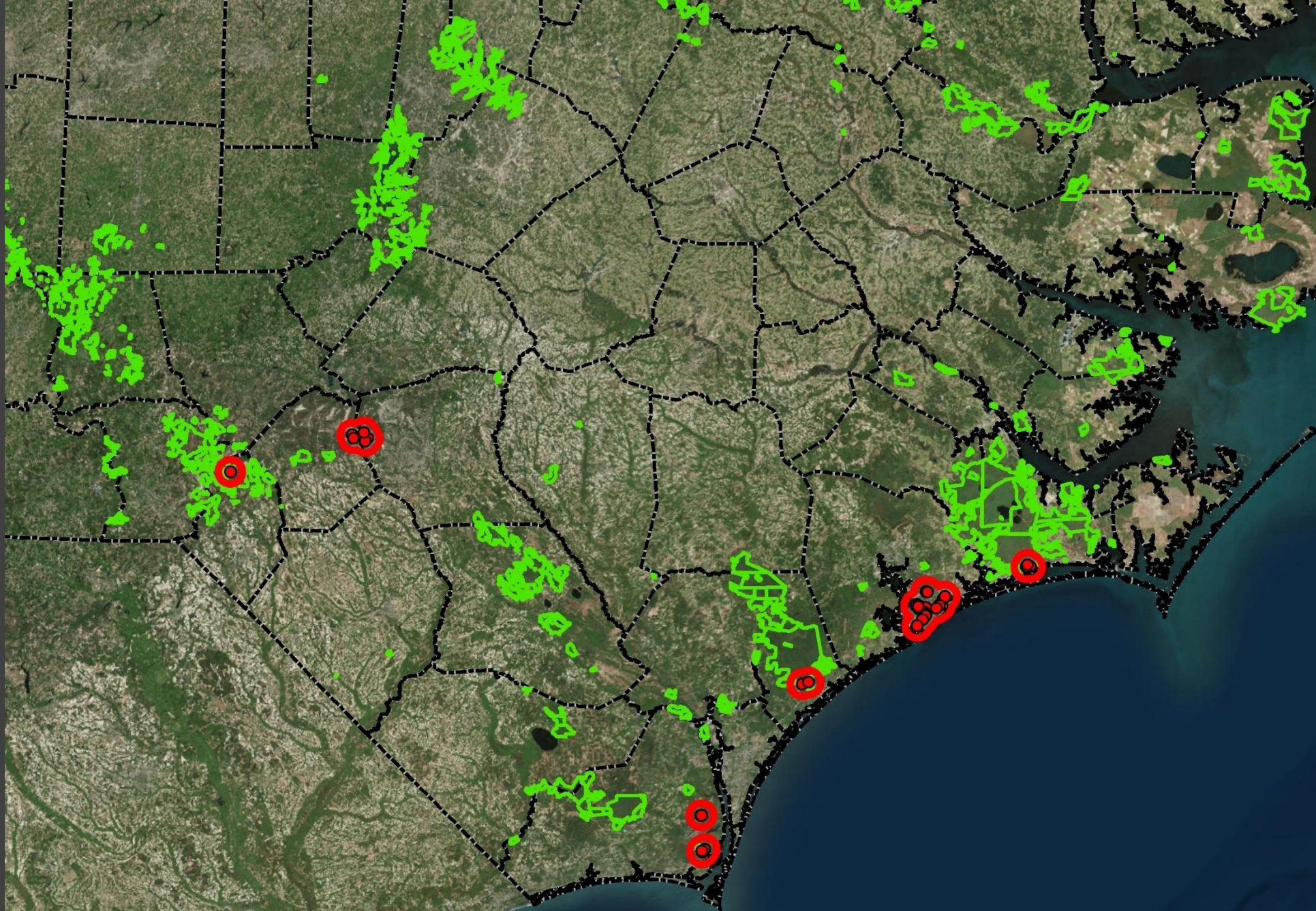
•All Known Historical Sites



7

•Known Populations - 2017





Map showing 7 currently known populations



Gopher frog movements and habitat use: Sandhills Game Land

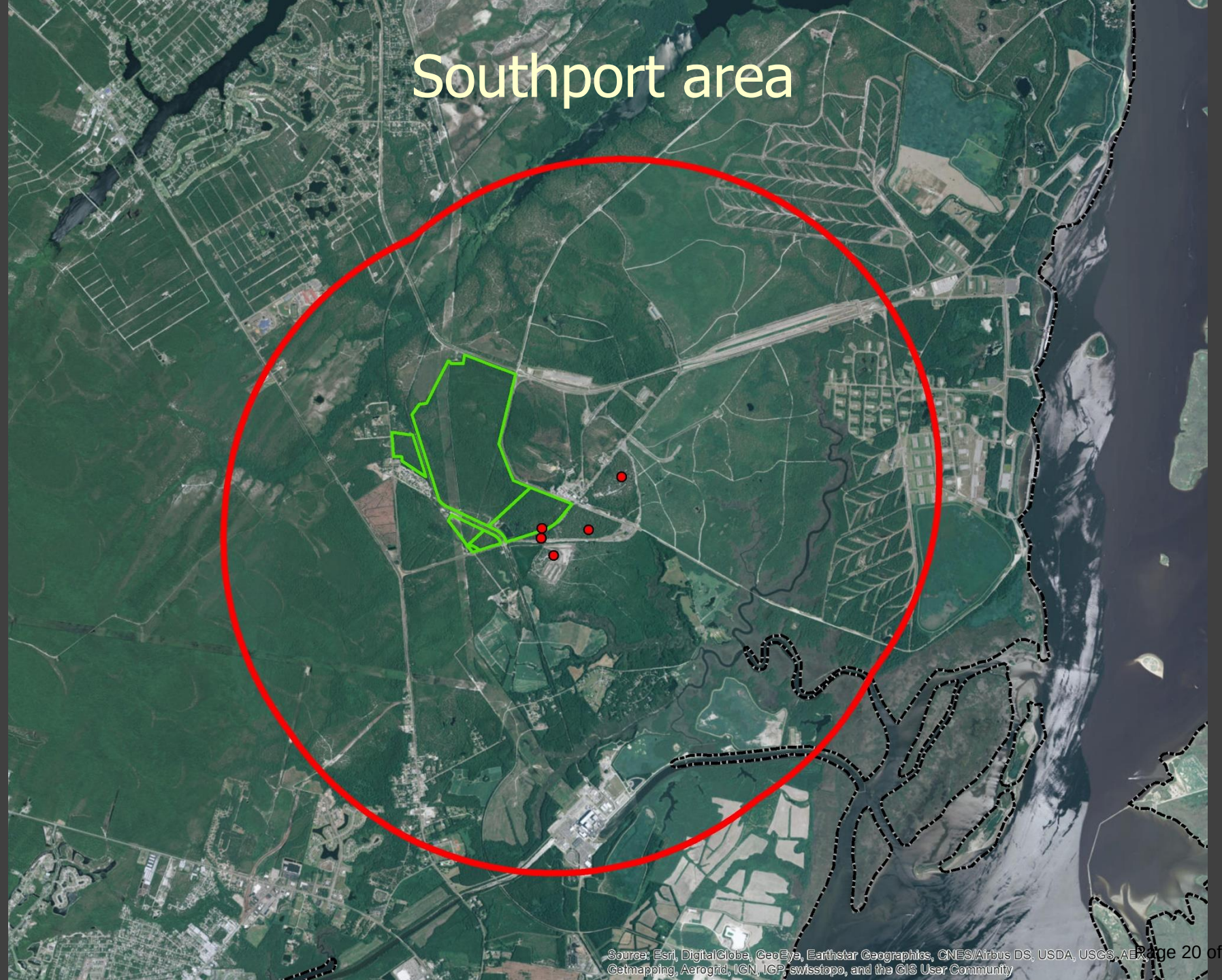
Avg travel from pond to
summer burrow = 1 mi

Max travel from pond to
summer burrow 2.2 miles!

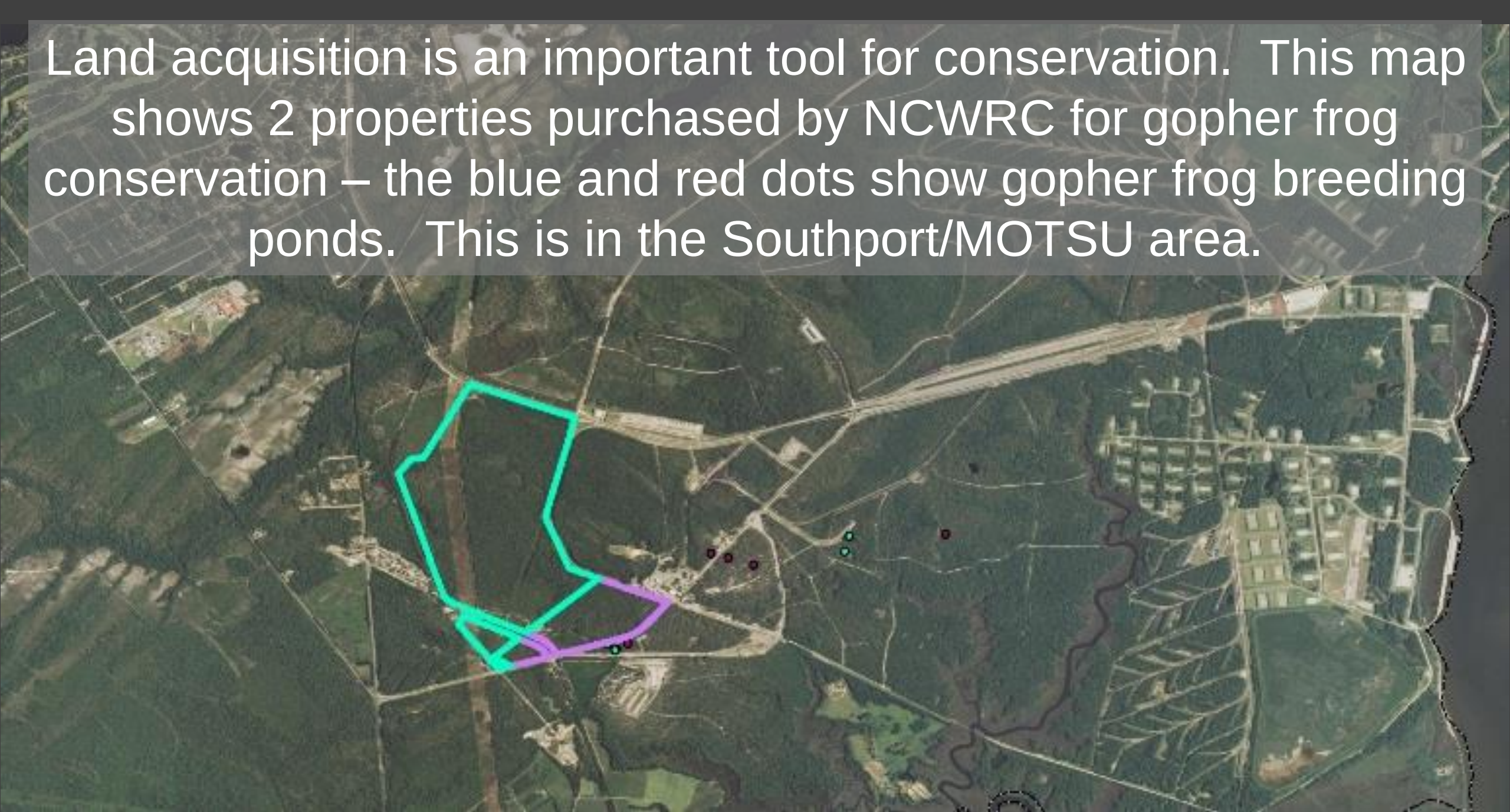
Area used = 4 – 5,000 ac

Frogs travel to the same
stump year after year

Gopher frog
population in
Southport area
– shows
amount of land
potentially
used by this
one population



Land acquisition is an important tool for conservation. This map shows 2 properties purchased by NCWRC for gopher frog conservation – the blue and red dots show gopher frog breeding ponds. This is in the Southport/MOTSU area.



Legend

Visible Layers

Centerlines

- Minor
- NC Hwy
- US Hwy

Parcels

-

Water - Streams

-

Water -Bodies

-

County Boundary

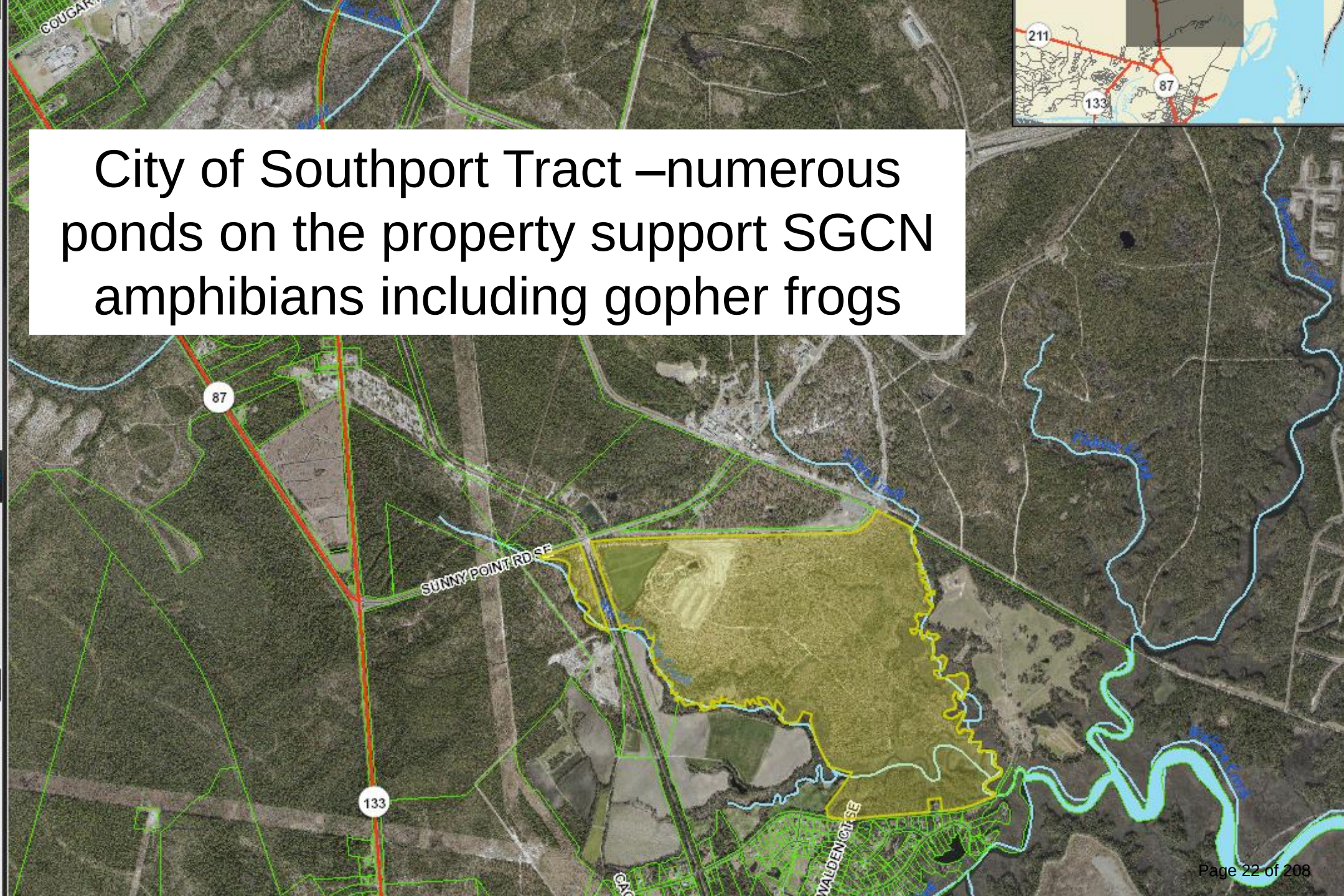
-

disregard

Orthos 2012

- Red: Band_1
- Green: Band_2
- Blue: Band_3

Links





Most important pond within
this gopher frog population –
primary breeding pond over
last 6 years

Questions?



THE POLOTE CORPORATION

General Contractor, Construction Manager,
Program Manager

MOTSU BERM REPAIR CONSTRUCTION PHASE 1



US Army Corps
of Engineers®
WILMINGTON DISTRICT

CLARK NEXSEN



MILITARY OCEAN TERMINAL SUNNY POINT
SOUTHPORT, NORTH CAROLINA
MOTSU BLAST BERM DESIGN - PHASE 1
MO-20-03



SOLICITATION NO.: W912PM22B0033

CONTRACT NO.:

A/E CONTRACT NO.: W912PM-19-D-002, DO W912PM21F0016

ISSUE DATE: 30 AUGUST 2022

VOLUME 1 OF 1



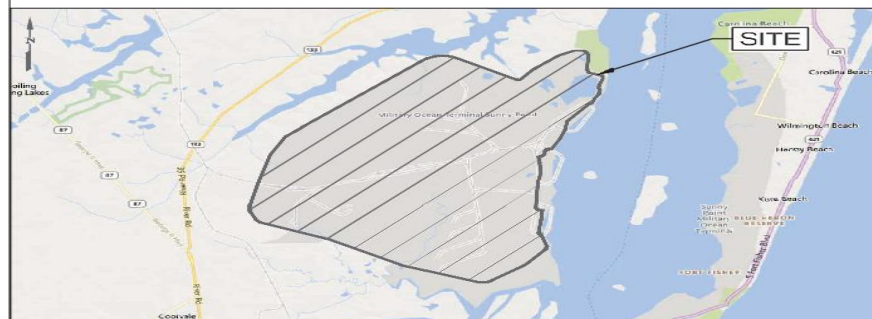
ENGINEER OF RECORD FOR
EROSION & SEDIMENT CONTROL
AND STORMWATER DESIGN



ENGINEER OF RECORD
FOR OVERALL DESIGN



LOCATION MAP
SCALE: 1"=20,000'



VICINITY MAP
SCALE: 1"=5,000'



US Army Corps
of Engineers®

DATE

WORK

PROJECT

CONTRACT

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Background

It was the Polote Corporation that constructed the original berms at MOTSU in 2007. Those berms are now in need of restoration and improvement to best serve the military's needs.

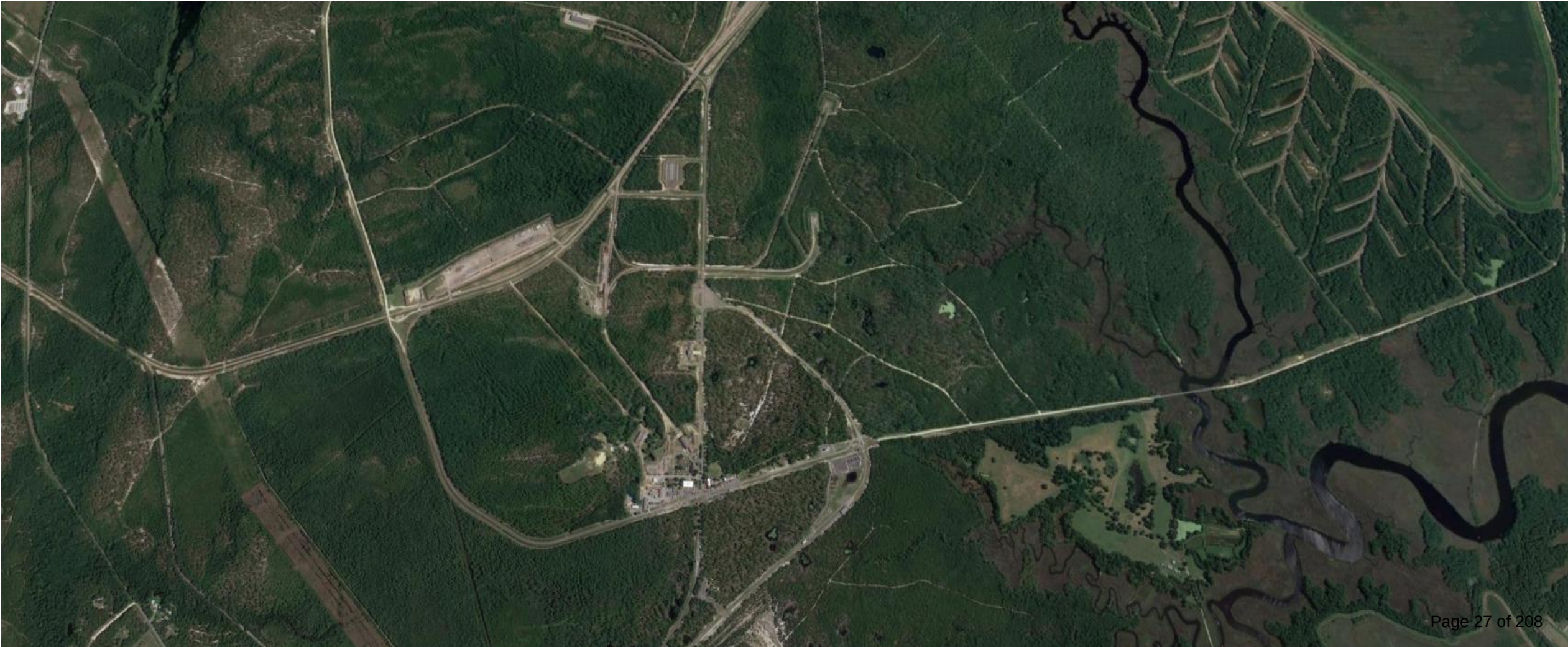
MOTSU Berm Repair Construction Phase 1 Public Website Link:

<https://sam.gov/opp/716a995f227145e6bf1d410625172a59/view>

Project Description: The Army Corps of Engineers, Wilmington District, intends to issue a solicitation for site preparation work at MOTSU. The primary objective of this project is improving deficient earthen berms acting as barriers between ammunition and explosive (AE) storage areas. This has been identified as a mission critical project for Military Ocean Terminal Sunny Point (MOTSU). AE locations are categorized into three general areas: North Rail Holding Yard, Ammunition Pads, and the South Rail Holding Yard. The project may include but is not limited to heavy tree clearing, sediment and erosion control, potential wetland mitigation (primarily in the North Rail Holding Yard) and significant earthwork to bring the earthen berms back in compliance with DA PAM 385-64 and DESR 6055.9 regarding minimum requirements for explosive safety.

The Polote Corporation combines multiple teaming experiences and decades of experience to successfully design, manage, or construct projects valued in excess of \$100 Million aggregate. Because we were involved in the original MOTSU Berm construction on 2007, we have valuable local knowledge and connections within the district to be successful in all the proposed phases over the next five years of construction on the MOTSU base.

OVERVIEW - MOTSU BERM REPAIR CONSTRUCTION PHASE 1



PERSPECTIVES

South Brunswick
High School



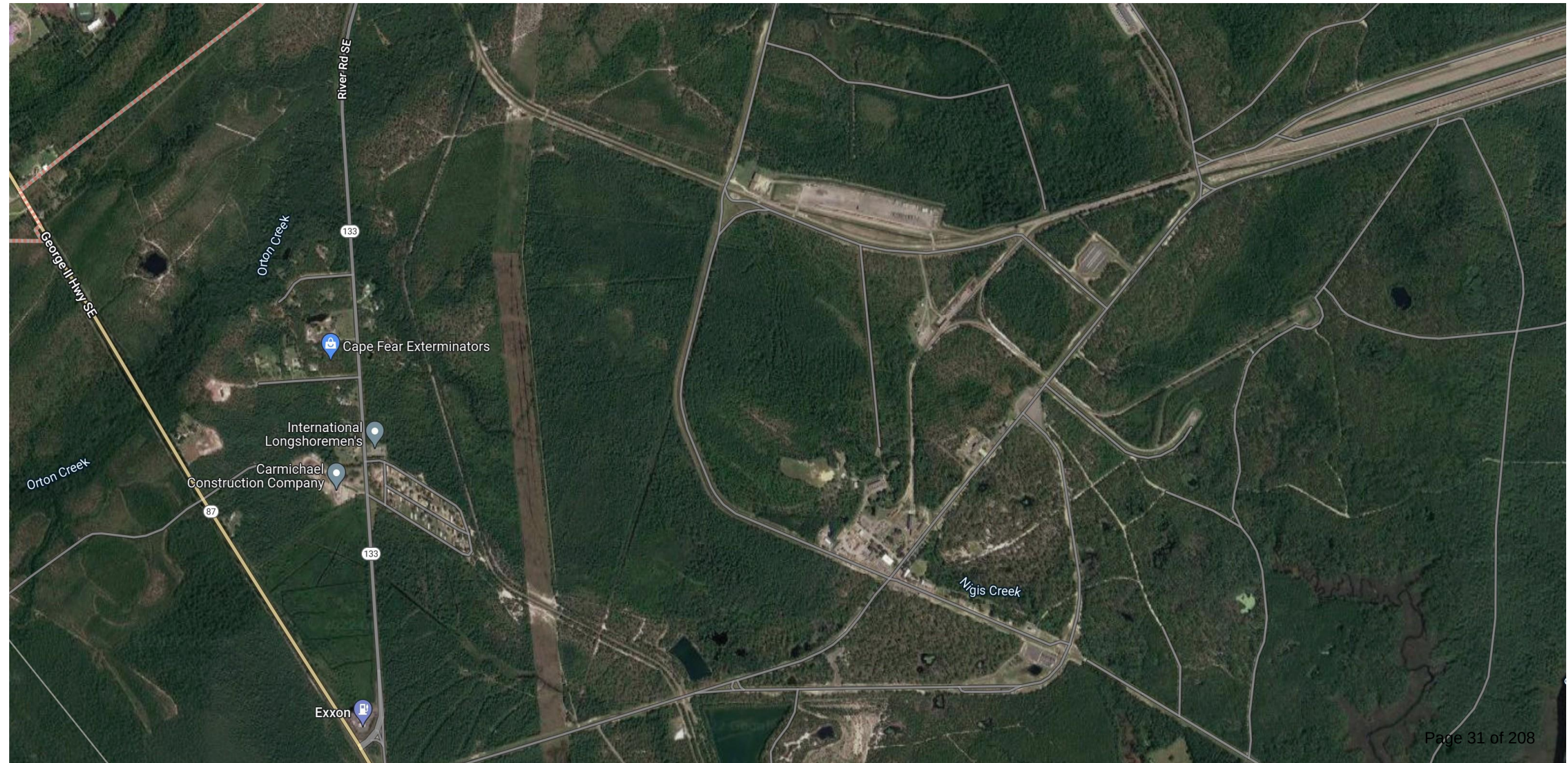
PERSPECTIVES



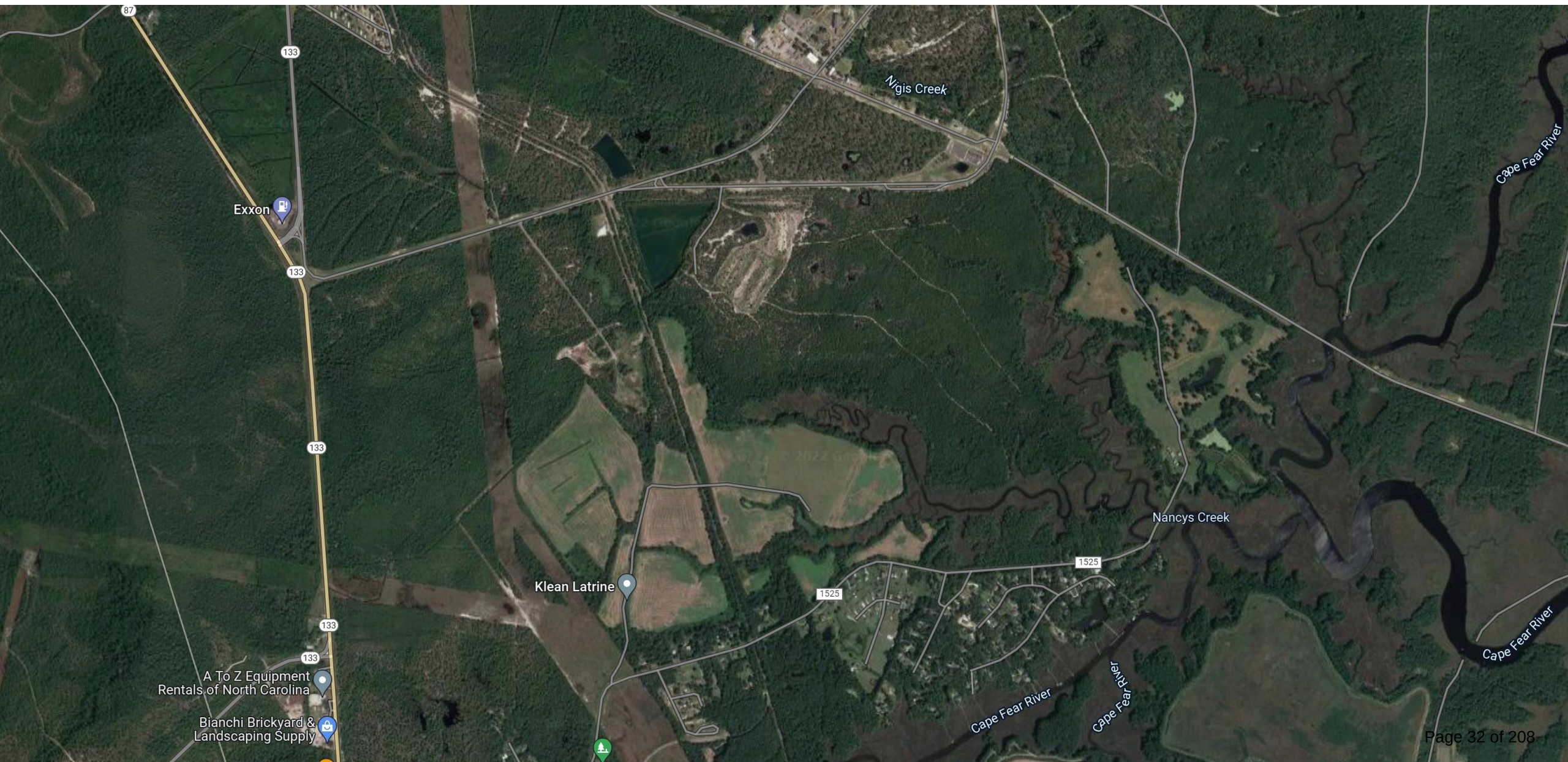
PERSPECTIVES



PERSPECTIVES



PERSPECTIVES



THE POLOTE CORPORATION

General Contractor, Construction Manager,
Program Manager

google earth - Search | Google Earth | New tab | brunsko gis data view | Brunswick County GIS | _ags_b5d513da-3436- |

https://brunsko.maps.arcgis.com/apps/webappviewer/index.html?id=6df283e1aa634006baeedf6daac40d38

Layer List

- ☐ 2021 Orthoimagery (Partial Coverage)
 - Red: Band_1
 - Green: Band_2
 - Blue: Band_3
- ☐ 2019 Orthoimagery (Partial Coverage) ...
 - Red: Band_1
 - Green: Band_2
 - Blue: Band_3
- ☒ 2019 Orthoimagery (Full Coverage) ...
 - Red: Band_1
 - Green: Band_2
 - Blue: Band_3
- ☐ 2016 Orthoimagery ...
 - Red: Band_1

Parcel: 19000002

Property Tax Cards
[2022 Tax Card](#)
[2021 Tax Card](#)
[2020 Tax Card](#)
[2019 Tax Card](#)

Parcel Information
Parcel ID: 19000002
Parcel PIN: 300800057926
Calc. Acreage: 441.65

Legal Description
TR-1 2 2&4 441.65 AC PL 33/438 & 35/159
SUNNY PT R

Owner Information
Owner Name:
CITY OF SOUTHPORT
Mailing Address:
[Zoom to](#)

Brunswick County GIS Data Viewer

Search Address or Parcel ID

87°F Sunny

-78.026 33.986 Degrees

Parcel 19000002

9/14/2022

MOTSU BERM REPAIR CONSTRUCTION PHASE 1 – PROJECT SPECIFICATIONS

[file:///C:/Users/rmdll/Downloads/W912PM22B0033-0001+\(Conformed+Copy\).pdf](file:///C:/Users/rmdll/Downloads/W912PM22B0033-0001+(Conformed+Copy).pdf)

1. Contracts shall be awarded to responsible prospective contractors only. Before award, to be determined responsible, a prospective contractor must:
 - a. Have adequate financial resources to perform the contract, or the ability to obtain them;
 - b. Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and government business commitments;
 - c. Have a satisfactory performance record;
 - d. Have a satisfactory record of integrity and business ethics;
 - e. Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;
 - f. Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them; and
 - g. Be otherwise qualified and eligible to receive an award under applicable laws and regulations.
2. Each Bidder shall, upon request of the Contracting Officer, furnish information on any or all of the above areas so that the Contracting Officer can make an affirmative determination of responsibility or nonresponsibility.

MOTSU BERM REPAIR CONSTRUCTION PHASE 1 – PROJECT SPECIFICATIONS

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52.236-4 PHYSICAL DATA

c) Transportation facilities. U.S. Highways 17, 74, 76, and 421 as well as North Carolina Highways 87 and 133 serve the general area where the work will be performed at the Military Ocean Terminal, Sunny Point, North Carolina

The Polote Corporation's proposal would ensure all this berm work is performed *internally*; all materials supplied from external sites would have to be hauled in across public roads.



Polote Corporation's Proposal Regarding Southport City's Parcel of Land

To purchase, or acquire exclusive licensing rights over a period of years to, as much as of the City's parcel that it is willing to sell and/or lease to Polote, primarily for the purpose of supplying the materials necessary for the five phases of the MOTSU Berm Repair project anticipated to be completed over the next five years.

While Polote would be happy to purchase or lease the entire parcel should the City wish to sell or lease it, again, it does *not* require all or even most of the parcel to provide these services. It could work with one or more segments of the parcel, contiguous or non-contiguous, totaling as little as 50 to 100 acres, and it would be happy to do so, if the City would prefer to limit the portions of the parcel dedicated for these purposes.

Polote would also be happy to work with the City, and even directly with the North Carolina Wildlife Resources Commission or any other wildlife conservation society to which the City may wish to dedicate some portion of the parcel for conversation purposes, in order to ensure its work does not interfere with any such conservation efforts. Polote is committed to establishing a *mutually beneficial* relationship with the City and its citizens by supporting the goals and interests of the local community as much as possible.

Next Steps

- 1. Authorization to Access Site for the Limited Purpose of Conducting the Necessary Evaluations and Surveying**
- 2. Limited Activities on Site**

The evaluation necessary to do the analysis and reports requires just two limited forms of access to the site: (1) a single piece of machinery would bore between 10 and 20 holes of no more than 4 inches in diameter across the parcel, at an average of 10 feet deep, to test the nature and quality of the soil, all of which would be immediately refilled so as to restore the area to substantially the same condition as it was; and (2) a surveyor team would just walk the surface of the parcel to conduct a survey of the parcel's metes and bounds, using basic, entirely non-invasive measuring procedures to accurately map it.

And, of course, before any drilling is done, Polote will obviously first call 811 and coordinate with the utility departments to make sure that the drilling would not impact any of the underground utility lines.

- 3. Provide Reports Detailing the Results of Environmental and All Other Relevant Impacts of the Excavation**
- 4. Based on These Reports, Establish Which Portion(s) of the Parcel the City May Wish to Sell and/or Lease**
- 5. Establish an Agreement Between the City and Polote Accordingly**

Thank You!

Article 12.

Sale and Disposition of Property.

§ 160A-265. Use and disposal of property.

In the discretion of the council, a city may: (i) hold, use, change the use thereof to other uses, or (ii) sell or dispose of real and personal property, without regard to the method or purpose of its acquisition or to its intended or actual governmental or other prior use. (1981 (Reg. Sess., 1982), c. 1236.)

§ 160A-266. Methods of sale; limitation.

(a) Subject to the limitations prescribed in subsection (b) of this section, and according to the procedures prescribed in this Article, a city may dispose of real or personal property belonging to the city by:

- (1) Private negotiation and sale;
- (2) Advertisement for sealed bids;
- (3) Negotiated offer, advertisement, and upset bid;
- (4) Public auction; or
- (5) Exchange.

(b) Private negotiation and sale may be used only with respect to personal property valued at less than thirty thousand dollars (\$30,000) for any one item or group of similar items. Real property, of any value, and personal property valued at thirty thousand dollars (\$30,000) or more for any one item or group of similar items may be exchanged as permitted by G.S. 160A-271, or may be sold by any method permitted in this Article other than private negotiation and sale, except as permitted in G.S. 160A-277 and G.S. 160A-279.

Provided, however, a city may dispose of real property of any value and personal property valued at thirty thousand dollars (\$30,000) or more for any one item or group of similar items by private negotiation and sale where (i) said real or personal property is significant for its architectural, archaeological, artistic, cultural or historical associations, or significant for its relationship to other property significant for architectural, archaeological, artistic, cultural or historical associations, or significant for its natural, scenic or open condition; and (ii) said real or personal property is to be sold to a nonprofit corporation or trust whose purposes include the preservation or conservation of real or personal properties of architectural, archaeological, artistic, cultural, historical, natural or scenic significance; and (iii) where a preservation agreement or conservation agreement as defined in G.S. 121-35 is placed in the deed conveying said property from the city to the nonprofit corporation or trust. Said nonprofit corporation or trust shall only dispose of or use said real or personal property subject to covenants or other legally binding restrictions which will promote the preservation or conservation of the property, and, where appropriate, secure rights of public access.

(c) A city council may adopt regulations prescribing procedures for disposing of personal property valued at less than thirty thousand dollars (\$30,000) for any one item or group of items in substitution for the requirements of this Article. The regulations shall be designed to secure for the city fair market value for all property disposed of and to accomplish the disposal efficiently and economically. The regulations may, but need not, require published notice, and may provide for either public or private exchanges and sales. The council may authorize one or more city officials to declare surplus any personal property valued at less than thirty thousand dollars (\$30,000) for any one item or group of items, to set its fair market value, and to convey title to the property for the city in accord with the regulations. A city official authorized under this section to

dispose of property shall keep a record of all property sold under this section and that record shall generally describe the property sold or exchanged, to whom it was sold, or with whom exchanged, and the amount of money or other consideration received for each sale or exchange.

(d) A city may discard any personal property that: (i) is determined to have no value; (ii) remains unsold or unclaimed after the city has exhausted efforts to sell the property using any applicable procedure under this Article; or (iii) poses a potential threat to the public health or safety. (1971, c. 698, s. 1; 1973, c. 426, s. 42.1; 1983, c. 130, s. 1; c. 456; 1987, c. 692, s. 2; 1987 (Reg. Sess., 1988), c. 1108, s. 9; 1997-174, s. 6; 2001-328, s. 4; 2005-227, s. 3.)

§ 160A-267. Private sale.

When the council proposes to dispose of property by private sale, it shall at a regular council meeting adopt a resolution or order authorizing an appropriate city official to dispose of the property by private sale at a negotiated price. The resolution or order shall identify the property to be sold and may, but need not, specify a minimum price. A notice summarizing the contents of the resolution or order shall be published once after its adoption, and no sale shall be consummated thereunder until 10 days after its publication. (1971, c. 698, s. 1; 1979, 2nd Sess., c. 1247, s. 24.)

§ 160A-268. Advertisement for sealed bids.

The sale of property by advertisement for sealed bids shall be done in the manner prescribed by law for the purchase of property, except that in the case of real property the advertisement for bids shall be begun not less than 30 days before the date fixed for opening bids. (1971, c. 698, s. 1.)

§ 160A-269. Negotiated offer, advertisement, and upset bids.

A city may receive, solicit, or negotiate an offer to purchase property and advertise it for upset bids. When an offer is made and the council proposes to accept it, the council shall require the offeror to deposit five percent (5%) of his bid with the city clerk, and shall publish a notice of the offer. The notice shall contain a general description of the property, the amount and terms of the offer, and a notice that within 10 days any person may raise the bid by not less than ten percent (10%) of the first one thousand dollars (\$1,000) and five percent (5%) of the remainder. When a bid is raised, the bidder shall deposit with the city clerk five percent (5%) of the increased bid, and the clerk shall readvertise the offer at the increased bid. This procedure shall be repeated until no further qualifying upset bids are received, at which time the council may accept the offer and sell the property to the highest bidder. The council may at any time reject any and all offers. (1971, c. 698, s. 1; 1979, 2nd Sess., c. 1247, s. 25.)

§ 160A-270. Public auction.

(a) Real Property. – When it is proposed to sell real property at public auction, the council shall first adopt a resolution authorizing the sale, describing the property to be sold, specifying the date, time, place, and terms of sale, and stating that any offer or bid must be accepted and confirmed by the council before the sale will be effective. The resolution may, but need not, require the highest bidder at the sale to make a bid deposit in a specified amount. The council shall then publish a notice of the sale at least once and not less than 30 days before the sale. The notice shall contain a general description of the land sufficient to identify it, the terms of the sale, and a reference to the authorizing resolution. After bids have been received, the highest bid shall be

reported to the council, and the council shall accept or reject it within 30 days thereafter. If the bid is rejected, the council may readvertise the property for sale.

(b) Personal Property. – When it is proposed to sell personal property at public auction, the council shall at a regular council meeting adopt a resolution or order authorizing an appropriate city official to dispose of the property at public auction. The resolution or order shall identify the property to be sold and set out the date, time, place, and terms of the sale. The resolution or order (or a notice summarizing its contents) shall be published at least once and not less than 10 days before the date of the auction.

(c) The council may conduct auctions of real or personal property electronically by authorizing the establishment of an electronic auction procedure or by authorizing the use of existing private or public electronic auction services. Notice of an electronic auction of property shall identify, in addition to the information required in subsections (a) and (b) of this section, the electronic address where information about the property to be sold can be found and the electronic address where electronic bids may be posted. Notice may be published in a newspaper having general circulation in the political subdivision or by electronic means, or both. A decision to publish notice solely by electronic means for a particular auction or for all auctions under this subsection shall be approved by the governing board of the political subdivision. Except as provided in this subsection, all requirements of subsections (a) and (b) of this section apply to electronic auctions. (1971, c. 698, s. 1; 1973, c. 426, s. 43; 2001-328, s. 5; 2005-227, s. 4; 2006-264, s. 74.)

§ 160A-271. Exchange of property.

A city may exchange any real or personal property belonging to the city for other real or personal property by private negotiation if the city receives a full and fair consideration in exchange for its property. A city may also exchange facilities of a city-owned enterprise for like facilities located within or outside the corporate limits. Property shall be exchanged only pursuant to a resolution authorizing the exchange adopted at a regular meeting of the council upon 10 days' public notice. Notice shall be given by publication describing the properties to be exchanged, stating the value of the properties and other consideration changing hands, and announcing the council's intent to authorize the exchange at its next regular meeting. (1971, c. 698, s. 1; 1973, c. 426, s. 42.1.)

§ 160A-272. Lease or rental of property.

(a) Any property owned by a city may be leased or rented for such terms and upon such conditions as the council may determine, but not for longer than 10 years (except as otherwise provided in subsection (b1) of this section) and only if the council determines that the property will not be needed by the city for the term of the lease. In determining the term of a proposed lease, periods that may be added to the original term by options to renew or extend shall be included.

(a1) Property may be rented or leased only pursuant to a resolution of the council authorizing the execution of the lease or rental agreement adopted at a regular council meeting upon 30 days' public notice. Notice shall be given by publication describing the property to be leased or rented, stating the annual rental or lease payments, and announcing the council's intent to authorize the lease or rental at its next regular meeting.

(b) No public notice as required by subsection (a1) of this section need be given for resolutions authorizing leases or rentals for terms of one year or less, and the council may delegate to the city manager or some other city administrative officer authority to lease or rent city property for terms of one year or less.

(b1) Leases for terms of more than 10 years shall be treated as a sale of property and may be executed by following any of the procedures authorized for sale of real property.

(c) Notwithstanding subsection (b1) of this section, the council may approve a lease without treating that lease as a sale of property for any of the following reasons:

- (1) For the siting and operation of a renewable energy facility, as that term is defined in G.S. 62-133.8(a)(7), for a term up to 25 years.
- (2) For the siting and operation of a tower, as that term is defined in G.S. 146-29.2(a)(7), for communication purposes for a term up to 25 years.
- (3) For the operation and use of components of a wired or wireless network, for a term up to 25 years; provided, however, that the lease is entered into with a private broadband provider or a cooperative in connection with a grant agreement pursuant to G.S. 143B-1373 and is for a discrete and specific project located in an unserved area of an economically distressed county seeking to provide broadband service to homes, businesses, and community anchor points not currently served.

(d) Notwithstanding subsection (a) of this section, any lease by a city of any duration for components of a wired or wireless network shall be entered into on a competitively neutral and nondiscriminatory basis and made available to similarly situated providers on comparable terms and conditions and shall not be used to subsidize the provision of competitive service. (1971, c. 698, s. 1; 1979, 2nd Sess., c. 1247, s. 26; 2009-149, ss. 2, 3; 2010-57, s. 2; 2010-63, s. 2(b); 2011-150, s. 1; 2014-120, s. 34; 2015-246, s. 9; 2018-5, s. 37.1(c).)

§ 160A-272.1. Lease of utility or enterprise property.

Subject to this Article and G.S. 160A-321, a city-owned utility or public service enterprise, or part thereof, may be leased. (1979, 2nd Sess., c. 1247, s. 27; 2018-5, s. 37.1(d).)

§ 160A-273. Grant of easements.

A city shall have authority to grant easements over, through, under, or across any city property or the right-of-way of any public street or alley that is not a part of the State highway system. Easements in a street or alley right-of-way shall not be granted if the easement would substantially impair or hinder the use of the street or alley as a way of passage. A grant of air rights over a street right-of-way or other property owned by the city for the purpose of erecting a building or other permanent structure (other than utility wires or pipes) shall be treated as a sale of real property, except that a grant of air rights over a street right-of-way for the purpose of constructing a bridge or passageway between existing buildings on opposite sides of the street shall be treated as a grant of an easement. (1971, c. 698, s. 1.)

§ 160A-274. Sale, lease, exchange and joint use of governmental property.

(a) For the purposes of this section, "governmental unit" means a city, county, school administrative unit, sanitary district, fire district, the State, or any other public district, authority, department, agency, board, commission, or institution.

(b) Any governmental unit may, upon such terms and conditions as it deems wise, with or without consideration, exchange with, lease to, lease from, sell to, or purchase from any other governmental unit any interest in real or personal property.

(c) Action under this section shall be taken by the governing body of the governmental unit. Action hereunder by any State agency, except the Department of Transportation, shall be taken only after approval by the Department of Administration. Action with regard to State property under the control of the Department of Transportation shall be taken by the Department of Transportation or its duly authorized delegate. Provided, any county board of education or board of education for any city administrative unit may, upon such terms and conditions as it deems wise, lease to another governmental unit for one dollar (\$1.00) per year any real property owned or held by the board which has been determined by the board to be unnecessary or undesirable for public school purposes. (1969, c. 806; 1971, c. 698, s. 1; 1973, c. 507, s. 5; 1975, c. 455; c. 664, s. 9; c. 879, s. 46; 1977, c. 464, s. 34; 2001-328, s. 6.)

§ 160A-275. Warranty deeds.

Any city, county, or other municipal corporation is authorized to execute and deliver deeds to any real property with full covenants of warranty, without regard to how the property was acquired, when, in the opinion of the governing body, it is in the best interest of the city, county, or other municipal corporation to convey by warranty deed. Members of the governing boards of counties, cities, and other municipal corporations are hereby relieved of any personal or individual liability by reason of the execution of warranty deeds to governmentally owned property unless they act in fraud, malice, or bad faith. (1945, c. 962; 1955, c. 935; 1969, cc. 48, 223, 332; c. 1003, s. 5; 1971, c. 698, s. 1.)

§ 160A-276. Sale of stocks, bonds, and other securities.

A city may sell through a broker without complying with the preceding sections of this Article shares of common and preferred stock, bonds, options, and warrants or other rights with respect to stocks and bonds, and other securities, when the stock, bond, or other right or security has an established market and is traded in the usual course of business on a national stock exchange or over-the-counter by reputable brokers and securities dealers. The city may pay the usual fees and taxes incident to such transactions. Nothing in this section authorizes a city to deal in its own bonds in any manner inconsistent with Chapter 159 of the General Statutes, nor to invest in any securities not authorized by G.S. 159-30. (1973, c. 426, s. 44.)

§ 160A-277. Sale of land to volunteer fire departments and rescue squads; procedure.

(a) A city, upon such terms and conditions as it deems wise, with or without monetary consideration may lease, sell or convey to a volunteer fire department or to a volunteer rescue squad any land or interest in land, for the purpose of constructing or expanding fire department or rescue squad facilities, if the volunteer fire department or volunteer rescue squad provides fire protection or rescue services to the city.

(b) Any lease, sale or conveyance under this section must be approved by the city council by resolution adopted at a regular meeting of the council upon 10 days' public notice. Notice shall

be given by publication describing the property to be leased or sold, stating the value of the properties, the proposed monetary consideration or lack thereof, and the council's intent to authorize the lease, sale or conveyance. (1979, c. 583.)

§ 160A-278. Lease of land for housing.

A city may lease land upon such terms and conditions as it deems wise to any person, firm or corporation who will use the land to construct housing for the benefit of persons of low income, or moderate income, or low and moderate income. Such a housing project may also provide housing to persons of other than low or moderate income, as long as at least twenty percent (20%) of the units in the project are set aside for the exclusive use of persons of low income. Despite the provisions of G.S. 160A-272, a lease authorized pursuant to this section may be made by private negotiation and may extend for longer than 10 years. Property may be leased under this section only pursuant to a resolution of the council authorizing the execution of the lease adopted at a regular council meeting upon 10 days' public notice. Notice shall be given by publication describing the property to be leased, stating the value of the property, stating the proposed consideration for the lease, and stating the council's intention to authorize the lease. (1987, c. 464, s. 9.)

§ 160A-279. Sale of property to entities carrying out a public purpose; procedure.

(a) Whenever a city or county is authorized to appropriate funds to any public or private entity which carries out a public purpose, the city or county may, in lieu of or in addition to the appropriation of funds, convey by private sale to such an entity any real or personal property which it owns; provided no property acquired by the exercise of eminent domain may be conveyed under this section; provided that no such conveyance may be made to a for-profit corporation. The city or county shall attach to any such conveyance covenants or conditions which assure that the property will be put to a public use by the recipient entity. The procedural provisions of G.S. 160A-267 shall apply. Provided, however, that a city or county may convey to any public or private entity, which is authorized to receive appropriations from a city or county, surplus automobiles without compensation or without the requirement that the automobiles be used for a public purpose. Provided, however, this conveyance is conditioned upon conveyance by the public or private entity to Work First participants selected by the county department of social services under the rules adopted by the local department of social services. In the discretion of the public or private entity to which the city or county conveys the surplus automobile, when that entity conveys the vehicle to a Work First participant it may arrange for an appropriate security interest in the vehicle, including a lien or lease, until such time as the Work First participant satisfactorily completes the requirements of the Work First program. This subsequent conveyance by the public or private entity to the Work First participant may be without compensation. The participant may be required to pay for license, tag, and/or title.

(b) Notwithstanding any other provision of law, this section applies only to cities and counties and not to any other entity which this Article otherwise applies to.

(c) Repealed by Session Laws 1993, c. 491, s. 1.

(d) This section does not limit the right of any entity to convey property by private sale when that right is conferred by another law, public, or local. (1987, c. 692, s. 1; 1993, c. 491, s. 1; 1998-195, s. 1.)

§ 160A-280. Donations of personal property to other governmental units.

(a) A city may donate to another governmental unit within the United States, a sister city, or a nonprofit organization incorporated by (i) the United States, (ii) the District of Columbia, or (iii) one of the United States, any personal property, including supplies, materials, and equipment, that the governing board deems to be surplus, obsolete, or unused. The governing board of the city shall post a public notice at least five days prior to the adoption of a resolution approving the donation. The resolution shall be adopted prior to making any donation of surplus, obsolete, or unused personal property. For purposes of this section a sister city is a city in a nation other than the United States that has entered into a formal, written agreement or memorandum of understanding with the donor city for the purposes of establishing a long term partnership to promote communication, understanding, and goodwill between peoples and to develop mutually beneficial activities, programs, and ideas. The agreement or memorandum of understanding establishing the sister city relationship shall be signed by the mayors or chief elective officer of both the donor and recipient cities.

(b) For the purposes of this section, the term "governmental unit" shall have the same meaning as defined by G.S. 160A-274(a) and shall include North Carolina charter schools.

(c) The authority granted to a city under this section is in addition to any authority granted under any other provision of law. (2007-430, s. 1; 2009-141, ss. 1, 2, 3.)

**BOARD OF ALDERMEN
INDIAN TRAIL MEETING HALL
SEPTEMBER 29, 2022**

**SPECIAL MEETING MINUTES
ASSET MANAGEMENT PLAN**

PRESENT: Mayor Joseph P. Hatem, Mayor Pro-tem Karen Mosteller; Aldermen Tom Lombardi, John Allen, Lowe Davis, Robert Carroll, and Rich Alt

STAFF PRESENT:

Gordon Hargrove, City Manager
Tom Stanley, Public Services Director

Dorothy Dutton, City Clerk

A) Call to Order

Mayor Hatem called the special workshop to order at 10:00 a.m.

B) Invocation

Alderman Lowe Davis gave the invocation.

C) Pledge of Allegiance

Mayor Hatem led everyone in the Pledge of Allegiance.

D) Asset Management Plan Review

Mayor Hatem stated that Mr. Walter Gross, with Wooten Engineering was here to speak to the Board and review the City's wastewater assets and plans for moving forward. Gordon Hargrove clarified that the previous presentation from W.K. Dickson was not sufficient, and he had reached out to Wooten. It was a quick turnaround, but Wooten was able to make the deadline for the City.

Walter Gross stated they had focused on the wastewater treatment plant, inflow and infiltration, and pump station rehab. The City needs \$100,000 a year to maintain the current system. Currently, 38% of flow into the system is I & I, which is considered excessive. The City has 891 manholes, and 203 are in poor condition. Five of the City's pump stations are in poor condition. There was discussion about the amount of money the City is paying the County for I & I to be processed. The City would need \$54.3 million dollars to bring everything up to good condition. The City is hoping to receive \$15 million through the fall round of ARPA funding.

Gordon Hargrove added that the Wastewater Treatment Plant was currently going out for bid. Mr. Hargrove thanked Emily Miller, Melanie Trexler, Tom Stanley, and Dorrie Dutton for all their hard work in getting everything ready so quickly. The Board had no further questions. Walter Gross thanked the City for the opportunity.

E) Resolutions for Consideration

1. *Alderman John Allen made a motion to approve, adopt and implement both the Asset Management Plan and the Capital Improvements Plan, as presented. Alderman Davis seconded the motion. All ayes. Motion carried.*

2. *Alderman Tom Lombardi made a motion to approve the resolution in support of applying for stormwater construction ARPA funding. Alderman Davis seconded the motion. All ayes. Motion carried.*

F.) Board Questions and Comments

Mayor Pro-tem Mosteller thanked Mr. Gross and Wooten Engineering for meeting the

deadlines. Alderman Carroll asked if the City had already paid W.K. Dickson for the other AMP, and Mr. Hargrove said that they had not been paid.

G.) Adjourn

Mayor Hatem adjourned the meeting at 10:24 a.m., after a motion from Mayor Pro-tem Mosteller. Alderman Lombardi seconded the motion. All ayes. Motion carried.

Joseph P. Hatem, M.D., M.P.H.
Mayor, City of Southport

Dorothy Dutton, City Clerk



**Board of Aldermen
Regular Meeting Minutes
Community Building 223 E. Bay Street
October 13, 2022
6:00 P.M.**

Present: Mayor Joseph P. Hatem, Mayor Pro Tem Karen Mosteller, Alderman Thomas Lombardi, Rich Alt, Lowe Davis, Robert Carroll, and John Allen.

Staff Present: Gordon Hargrove, City Manager
Tanya Shannon, Deputy Clerk
Todd Coring, Police Chief
Charles Drew, Fire Chief
Ralph Treadway, Battalion Chief
Heather Hemphill, Parks & Rec. Director
Melanie Trexler, Finance Director
Tom Stanley, Public Services Director
Kate Marshall, Animal Protective Services
Randy Jones, Community Relations Director
ChyAnn Ketchum, Communications/Public Information Officer
Allayna Dail, Assistant Director of Communications
Tori Deviney, Permit Technician
Mo Meehan, City Planner
Travis Henley, Development Services Director
Patti Fortuna, Human Resources Director
Kari McColl, Payroll Specialist
Norwood Blanchard III, City Attorney

Others: Wes Macleod, Senior Planner Cape Fear Council of Governments and
Patrick Flanagan, Regional Planner Cape Fear Council of Governments
Lloyd Ludlow, The Polote Corporation
Raymond DiGuiseppe, Attorney with The Polote Corporation

Meetings are now open to the public. Complete audio/video is available on the City's website or can be requested from the City Clerk's office.

- A)** Mayor Joseph P. Hatem called the meeting to order at 6:04 P.M. and welcomed everyone. He thanked the City's First Responders and City Staff for their preparations, responses, and post-actions from the effects of Hurricane Ian.
- B)** Trinity United Methodist Church Reverend Stuart Milton gave the Invocation.
- C)** The Pledge of Allegiance was led by Mayor Hatem.

Mayor Hatem announced that he will be calling a Board of Aldermen Special Closed Session Meeting in November to meet with the Development Services Director, Interim City Manager, and the Development Agreement Attorney regarding options for the Indigo Phase II project. The Mayor will also be calling a Special Closed Session Meeting on October 20th to discuss and vote on the Interim City Manager position.

D) Public Comment :

- 1. Mr. Mitchell resident on Bethel Rd. came to the podium and expressed concerns with the Proposal for Land Purchase or Licensing Rights on the 441-acre tract parcel located near Sunny Point owned by the City. He said there are many factors that must be determined before any use of the land can be done including notification and permission from MOTSU (Military Ocean Terminal Sunny Point) and to ensure that the proposal is also in agreement with the Joint Land Use Study.

2. Deputy Clerk, Tanya Shannon read comments from Ms. Pat Kirkman regarding the City Cemeteries. She expressed the need for establishing a Cemetery Commission that would oversee the maintenance, record keeping, financial accounting and ordinance amendments.

The Ethics Statement was read by Mayor Hatem.

“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.”

E) Approval of the Agenda

Mayor Pro Tem Mosteller made a motion to approve the Agenda and was seconded by Alderman Allen. ***Unanimous vote; motion carried.***

F) Approval of the Consent Agenda:

1. Board of Aldermen Special Exterior Lighting Workshop September 6, 2022 Minutes
2. Board of Aldermen Special Closed Session September 7, 2022 (confidential) Minutes
3. Board of Aldermen Regular Meeting September 8, 2022 Minutes
4. Board of Aldermen Special Workshop September 12, 2022 Minutes
5. Board of Aldermen Special Meeting September 16, 2022 Minutes
6. Board of Aldermen Emergency Meeting September 20, 2022 Minutes

A motion was made by Alderman Lombardi to approve the consent agenda and was seconded by Alderman Davis. ***Unanimous vote; motion carried.***

G) Special Recognition:

Mayor Hatem presented the following Proclamations and Special Recognitions.

1. Proclamation for Breast Cancer Awareness Month
2. Proclamation Recognizing Emergency Nurses Week
3. Proclamation Recognizing Fire Prevention Week presented to Chief Drew.
4. Special Recognition for City Manager Gordon Hargrove for his service to the City.
Mayor Hatem presented Mr. Hargrove with a plaque in appreciation for his commitment to Southport. He thanked him for his guidance and helping the City progress.

Mr. Hargrove said it has been an honor and privilege to serve the Community since he was hired in June 2020. He appreciated the work for setting a solid foundation to move forward and to hope it will continue to move forward.

5. Manager Hargrove welcomed the new City Staff.

- Maureen “Mo” Meehan , City Planner
- Travis Hentley, Development Services Director
- Patricia “Patti” Fortuna, Human Resources Director
- Kerri McColl, Payroll Technician

Chief Charles Drew introduced the new Staff to the Fire Department.

- EMS Captain Paul Homick
- Tandem Hamilton
- Keith Van Housen
- Alex Finley
- Alan Davies
- Mason Madison

H) Agenda

1. Yacht Basin Plan-Options Presentation by Patrick Flanagan & Wes Macleod, CFCOG.

Mr. Flanagan presented a power point on the Yacht Basin Mobility Study and said that he recommended creating a 5 year Capital Improvement program to begin the process. He explained that the elements of the study include purpose, process, existing conditions S.W.O.T analysis, and recommendations. Mr. Flanagan said that the S.W.O.T analysis is a strategic planning and strategic management technique used to help a person or organization identify strengths, weaknesses, opportunities for project planning. It is sometimes called situational assessment or situational analysis. He shared an illustration of an example of a similar concept called Woonerf/Living Street: Madison, WI.

The S.W.O.T analysis: Opportunities:

- Create defined space through visual & physical improvements
- Embrace waterfront asset through boardwalk connection
- Increase availability of bicycle & golf cart parking
- Accentuate the unique setting through a formalized and designed Woonerf/Living Street concept
- Establish branding for the “Yacht Basin District”

Generalized Recommendations:

- West Bay Street: Repaint existing striping to separate non-motorized traffic; install armadillo dividers; formalize parking.
- Yacht Basin Drive: Create “Yield Roadway”; formal Woonerf/living street and shared roadway; waterfront Boardwalk.
- West Moore/South Caswell: Repaint parking spaces to match CBD dimensions; install bulb outs and high visibility cross walks; additional sidewalks and stormwater features
- Brunswick Street: Paint striping to separate non-motorized traffic; install armadillo dividers; construct boardwalk to connect to Yacht Basin.

Next Steps

- Consider adoption of this study.
- Designate staff to oversee the implementation of this study.
- Designate the Yacht Basin Overlay District Committee (YBODC) as the potential responsible board for implementation of this study.
- Create a five to six-year Pedestrian and Bicycle Capital Improvement Program(CIP) to assist with prioritization of projects outlined by the YBODC.

2. **Parks and Recreation Employment Position:**

Parks and Recreation Director Ms. Heather Hemphill said that she is looking to hire a full time position in the Parks and Recreation Department. She explained that Maureen “Cookie” Moore and herself are currently the only full time employees . She said the programs that are offered are very busy, especially the basketball program. She said that it is difficult to find employees that would like to work part time hours. Ms. Hemphill, said that the Parks and Recreation 2020 Master Plan is currently being updated and revised, and it was recommended the department establish four full time positions to manage the increasing demand.

Mayor Hatem said he can understand the need for another staff member because of the increasing growth in the City. Alderman Allen asked if it would be difficult to find an employee for a full time position. Ms. Hemphill said that she already has a part-time employee who is interested in a full time position.

Alderman Allen motioned to approve the hiring of a full time Parks and Recreation employee, and was seconded by Mayor Pro Tem Mosteller. ***Unanimous vote; motion carried.***

3. **Forestry Committee Appointments**

Alderman Davis said that there were four applicants that applied for the two open positions. She was pleased to see the interest that community has in the Forestry Committee. She said that there are four existing members that would like to keep their position on the Committee. She said they have all been productive active members and she would like to recommend Scott Len, Roxie Smith, Marianne Huntley, and Fred Fiss for reappointment. Alderman Davis said that one of the four applicants was unable to interview, therefore the three recommendations for the remaining open positions are Bif Bream and Dina Rousset for full members and Heather Kos as an alternate member.

A motion was made by Mayor Pro Tem Mosteller to approve the appointments to the Forestry Committee and was seconded by Alderman Lombardi. ***Unanimous vote; motion carried.***

4. **Historic Preservation Commission Appointment (Mayor Pro Tem Mosteller, Alderman Davis, Alderman Carroll):**

Mayor Hatem reflected on the History of Southport and how it is important to him and so many others. He has a great appreciation for the establishment of the Southport Historic Preservation Commission and all the great things that will be achieved by protecting and preserving the history of our City.

Mayor Pro Tem Mosteller stated *"I want to start by thanking everyone that volunteered to share their time and talents for historic preservation in our community."*

The Historic Preservation Commission ordinance that was adopted last month is only the first step towards creating processes that support the City's comprehensive plan's first core value to, 'Preserve our historic character'.

Over the next year, it will be the responsibility of the Commission to hold public meetings to establish the rules of procedure, identify historic district boundaries, catalog inventory within the district and create guidelines.

Once the Commission completes these tasks, the Commission's recommendations will be forwarded to the Planning Board and then to the Board of Aldermen for consideration, recommendations, and adoption.

Additionally, Commission members will participate in training sessions with the State Historic Preservation Office, learn about grants and hold public workshops.

Commission members will serve as ambassadors in our community, helping to educate us about the history of Southport and why historic preservation is important to who we are today and for our future.

During the past two weeks the ad hoc committee, Alderman Davis, Alderman Carroll, and I interviewed over 20 volunteers. Everyone we interviewed demonstrated a passion for Southport and a willingness to serve.

With a finite number of members on the Commission, we asked every volunteer; in the event they were not appointed to commission this time around... to please stay engaged, attend the public meetings and workshops, and participate. There is a lot of work to be done and for the Historic Preservation Commission to be successful, this must be a community wide effort."

Alderman Carroll

For the continuity of the Commission, the ordinance provides for the length of the first appointments to be staggered as 1-year, 2-year and 3-year terms. Going forward, after the initial terms are complete, all terms will be for 3 years.

Regarding the first two 3-year term appointments

The ad hoc committee offers the following recommendations.

Jim McKee – Mr. McKee works for the NC Dept of Natural and Cultural Resources as the Site Manager for Brunswick Town and Fort Anderson. Mr. McKee has been part of the Southport historic preservation conversation for over 20 years.

And, Josh Cline McGee - Mr. McGee has worked in the building, construction, and design industry for 35 years. Mr. McGee an Architect and was the senior editor of the 12th Edition of Architectural Graphic Standards, a national publication that is an industry staple. Mr. McGee also serves on the Board of Adjustment. Our city attorney saw no conflict with him serving on the Commission. Mr. McGee would simply recuse himself should a Commission decision be appealed to the Board of Adjustment.

Alderman Davis

Regarding the three 2-year term appointments

The ad hoc committee offers the following recommendations.

Alexis Gore Graves – Ms. Graves is a 5th generation Southport native living in a historic home that was originally built by her grandfather. Ms. Graves is actively involved with the John N. Smith Cemetery Board which has recently been added to the National Register of Historic Places.

Charles Drew – While we recognize Mr. Drew as Southport's Fire Chief, he also has a Level One Building Inspector's Certification. As Southport native, Mr. Drew grew up in our historic area and has had a lifelong passion for Southport's history.

And, Rick Pukenas – As a former Alderman, Mr. Pukenas has supported the need for a local historic preservation commission. Mr. Pukenas has a degree in Architectural Engineering and as local business owner operates the historic Robert Ruark Inn.

Mayor Pro Tem Mosteller

Regarding the two 1-year term appointments

The ad hoc committee offers the following recommendations.

Bonner Herring – Mr. Herring is a multi-generational member of the Southport community. Mr. Herring lives on Bay Street and has participated in historic property restorations.

And, Joanne Wesson – As the President of the Southport Bicentennial Committee, Ms. Wesson moved to Southport in 1991 to work with business owners and promote economic development. Since then, Ms. Wesson has served on several non-profit community organizations including the Southport Historical Society.

Alderman Carroll

In addition to 7 full members, there are two alternate members who share the same responsibilities and duties as full members and vote when a member is absent.

Regarding the two alternate member appointments

The ad hoc committee offers the following recommendations.

Lewis 'Tal' West – As a former three term council member for a small North Carolina town, Mr. West has previously served on boards and committees and worked on projects to support and maintain community character. As a history major, Mr. West has a passion for historic preservation.

And, Bonnie Bray – Ms. Bray has shared her time and talents by serving on the Board of Directors for Up Your Arts and worked to save the Old City Hall Courthouse building. Ms. Bray has demonstrated experience and commitment to historic preservation and as a former municipal finance office has extensive grant management experience.

A motion was made by Alderman Carroll to approve the above stated seven full members, and two alternate members for the Historic Preservation Commission, and was seconded by Alderman Lombardi. ***Unanimous vote; motion carried.***

5. **Proposal for Land Purchase or Licensing Rights-Polote Corporation (Lloyd Ludlow, Polote Corporation and Raymond DiGuiseppe, Attorney)**

Mr. DiGuiseppe presented the proposal for the City. He said the Polote Corporation has supported small to mid-sized construction projects throughout the east coast, with a specific focus on the southeastern region, for the last 40 years, providing essential program and construction management services that include supplying the necessary materials and labor for successful and cost-effective projects. This includes supplying projects with soils, dirt, gravel, and other raw materials, through excavation, transport, and delivery of those materials to the construction site.

Polote's history in this industry has involved previous projects involving the excavation, transport, and sale of raw materials from the City of Southport's 441-acre tract parcel located near the Military Ocean Terminal Sunny Point (parcel ID number 1900002). Through this current proposal, Polote seeks to engage in additional such projects using the same property— this time by either purchasing the tract (or as much of the tract as the City is willing to sell) or obtaining exclusive rights and privileges to excavate, transport, and sell soils, dirt, rock, and other surface materials from the tract.

As with the previous projects involving this tract, Polote's ownership and/or access to it for these additional projects would enable the company to provide essential materials supply services for major construction projects in the local area. Over at least the next five years, the projects supported by Polote's access to this tract would benefit the community by improving the local real estate and infrastructure, creating numerous jobs in the construction industry, and supporting the many local businesses whose products and services Polote will need in connection with carrying out the projects.

For a purchase of this tract, or as much of it as the City is willing to sell, Polote would pay at a price of \$4,000 per acre. For any portion of the tract that City may not wish to sell, Polote would alternatively propose that the City license to Polote for a fixed period of time exclusive rights and privileges to excavate, transport, and sell for soils, dirt, rock, and other surface materials from those acres of the tract for which the City grants such rights and privileges. The parties would establish a mutually agreed upon price per cubic yard for any such licensing agreement that they may establish.

Mr. DiGuiseppe said that he understands the public comment from the concerned citizen on Bethel Rd. He said they are aware of the regulations and said this type of use is permissible in this area. He said the Military Terminal is looking for a supplier of soils and materials in order to renew the berms that they use to protect against explosions and operations. He said the Polote Corporation built those berms 15 years ago and he said the base would like them to use the same materials that's close by to renew those berms. He said 15 years ago the same materials were used from this same parcel with an agreement with Army Corps of Engineers. Mr. DiGuiseppe said a benefit of being near the location of where the project is would mean that materials would not have to be transported on heavy trucks on public roads because it will be contained in this location. He explained that Sunny Point Military Terminal will need the supplying of these materials regardless. He said that it could go out for bid, but they are hoping to keep the supply of the materials in close proximity to maintain the safest and most cost efficient manner. He said the necessary permissions and consents from the US Government would be in place because the military base is the source of the solicitation for this type of activity to occur.

Mr. Lloyd Ludlow Senior Vice-President for the civil operations division for the Polote Corporation, said he has been in this business for over 35 years specializing in dam building, construction of heavy berms, and levee building. He said they are proposing to use the same pit or area located on the outskirts of the site. He said the reason for this location is because of the transportation of the material and the material quality itself is excellent and perfect for this job. He said this would be a 5 phase project organized by the Corps of Engineers to enhance and repair the existing berms around the rail road tracks on the site. He said first phase is bidding process which starts on October 19th. Each bid is around 10-15 million dollars' worth of material and the funds have been passed for these projects over the next five years. Mr. Ludlow explained that the Polote Corporation has been involved with material for the berm building area and the nearest suitable materials is approximately 42 miles away. He said over the life of project approximately 5 years, this would mean over 100,000 trucks of dirt. Thus, will cause dust and road potential road damage. Mr. Ludlow said the dirt is not only perfect for this berm building project it is also the right material for the Boiling Spring Lakes dam rebuilding project.

Alderman Carroll asked if the Polote Corporation had the funding available to offer more than \$4,000 per acre if the City so chose to sell instead of leasing. Mr. Ludlow said that if the City did decide to sell the price of the acreage offered could be negotiated. Alderman Carroll questioned if Bethel Road or any other public roads would be accessed for this project or the BSL dam rebuilding project. Mr. Ludlow said that no public roads including Bethel Rd. would be accessed for the current proposed berm rebuilding project. Mr. Ludlow said the only time that public roads would be accessed would be for the BSL project. Alderman Carroll asked if there was a proposal for this project and where access points would be. Mr. Ludlow said that he did not know those accesses yet, but he could find out. Mr. Ludlow pointed out that the BSL dam rebuilding project is a secondary project that would have to get separate approval for where and when this project would take place.

Mayor Pro Tem Mosteller asked if this was like "strip mining" and what would the landscape look like after the completion of the project. Mr. Ludlow explained that the term is called "burrow pit mining", where they would bench down 10-15 ft. , take of the top soil, and utilize that mix of sand and clay type soil that is ideal for a compaction to build the berm. He said they would be using the same technique that they used 15 yrs. ago at this same location. He said after proper engineering, grading, sloping, and reseeding the excavated area would become a large lake.

Mayor Pro Tem Mosteller clarified that the proposal would be deferred to the Planning Board for full review before any decision is made by the Board of Aldermen.

Alderman Davis asked if the proposal was an "all" or "nothing" deal for the entire tract. She said the City will need to keep at least 20 acres for various needs of the City. Mr. Ludlow said that are open to any offers, but ideally, they would need approximately 50 acres for lease or purchase for the Sunny Point berm building project.

Alderman Alt asked how this project would delineate from the Hwy 211 mining project that was shut done due to the infringement on the Castle Hayne aquifer. Mr. Ludlow said he was not familiar with that project, but he said that they would not be going that deep and would be away from the aquifer.

Alderman Alt stated that looking at the area where the mining is proposed there are marked trees around the acreage that are protected for the endangered woodpeckers. Mr. Ludlow said that

they are aware of the protected trees and the endangered species and would follow all regulations and environmental protections. Alderman Alt confirmed that the soil will have to be mined from somewhere whether it be at this location or from a remote area. Mr. Ludlow said that was correct, and the Corporation would like to utilize this familiar location 15 years prior. Alderman Alt asked if they were aware that the City could request an environmental impact study be performed and submitted prior to approval. Mr. Ludlow said that they would submit a professional engineering and environmental plan.

Alderman Carroll asked if there was a time frame on a decision from the City. Mr. Ludlow said that is was a 5 year project with 5 phases, and they were just beginning the process, and were not in a restricted time frame. Alderman Carroll asked if the City decided to do a licensing agreement for lease would that be per year or for the total 5 year agreement. Mr. DiGuiseppe said that there was not a leasing agreement fee amount offered. If the leasing alternative was the option for the City, there would be a licensing agreement and fee per acre negotiated.

City Attorney Blanchard explained the 2 options. That the land could either be purchased or leased. If the licensing agreement was opted, then it would just be for the extraction of the soil and nothing else. The City could decide how much of the land would be negotiable for purchase or lease. Mr. Blanchard said that the project site would look like a lake. Mr. Ludlow said that was correct and there could be multiple locations on the site that would be used for the soil excavation. He said that they are hoping that it would look exactly like the dirt mining preformed 15 years ago. He said that this is an assumption that nothing has changed since that time period, the project engineers will have to observe and test the site for the exact details.

Alderman Davis asked if the property is sold and the project has been completed, and there is a large lake left what else could be done on that property. Mr. Ludlow said that the land would be restricted for recreational use and the land would never be developed. He said there are very strict rules from the US Army. Alderman Davis asked if there would be any blasting involved. Mr. Ludlow said there would not be any.

Alderman Allen questioned if it is anticipated to have the burrow pit mining on approximately 50 acres does that have to be contiguous or is it possible that would be multiple different sites. Mr. Ludlow said that it could be multiple site over the 50 acre tract. He said the City could decide if they want it to be contiguous or over multiple sites, that it would not interfere with the project. Alderman Allen asked what type of machinery would be used for the project. Mr. Ludlow said that nothing bigger than a track hoe and bulldozers to push the soil and compact it on the berms. Also, excavator road worthy trucks and not off-road trucks. Alderman Allen asked how much dust or sand is expected for the wind to carry offsite. Mr. Ludlow said that they would have to adhere to the dust control policy set by the Corp of Engineers , and therefore the dust will be controlled and contained.

With no other questions from the Board at this time, Mr. Ludlow concluded that he is looking forward to working with the City and the Community to ensure that the project will be successful without any complications to the City or adjacent property owners.

Mayor Pro Tem Mosteller made a motion to forward the written request for the Proposal for Land Purchase or Licensing Rights of the City's 441 acres land near Sunny Point Military Terminal submitted by the Polote Corporation to the Planning Board and ask that the Planning Board provide a written recommendations to the Board of Aldermen regarding this proposal and was seconded by Alderman Lombardi. ***Unanimous vote; motion carried.***

- Mayor Hatem made an amendment to agenda item H:4. The appointment of the Historic Preservation Commission Board Liaison. Alderman Allen recommended Alderman Carroll as the Board of Aldermen Liaison to the Historic Preservation Commission and seconded by Mayor Pro Tem Mosteller. ***Unanimous vote; motion carried.***

I. **Manager's Report**

Mr. Hargrove : none

J. **Committee Reports**

- Alderman Allen: None
- Alderman Carroll: None
- Alderman Alt: ElectriCities Report in the Agenda packet.
- Alderman Davis: Reiterated the Forestry Committee Appointment.
- Alderman Lombardi: Could use more volunteers for the Beautification Committee.
- Alderman Mosteller: Parks and Recreation Advisory Committee has received the draft of the proposed 2023-2028 Parks and Recreation and Open Space Master Plan. The consultant Dr. Herstein will be presenting the draft on November 8th at the regular scheduled Parks and Rec. meeting. Parks and Recreation will be hosting the Halloween Spooktacular Carnival Friday October 28th. Basketball registration for ages 4 to 17 begins November 7-30th. The expected completion date for the Taylor Field Park has been extended due to the delay in materials. The materials are projected to be delivered by the end of October. Reminder the Parks and Rec. Advisory Committee meets the second Tuesday of each month at 6:30 pm. The City is also looking for volunteers to apply for the Planning Board. The Planning Board meetings are on the second Thursday of every month at 6:00 pm.
- Mayor Hatem reported that the ABC Board has continued with their regular meetings. They are doing their punch list for the new building. They have a lottery system for the allocated bournons, and lockers for the employees. He said sales are strong, although the sales were a little down because of closure due to Hurricane Ian.

Mayor Hatem thanked everyone for their reports.

K. **Mayor Comments**

Mayor Hatem thanked the Parks and Recreation Department for officiating the Captain Charlies Fishing Tournament, he said it was a lot of fun seeing several generations of family out together fishing. He thanked the Fire Department for the delicious chilly supper, and he enjoyed watching the all the children playing on the fire trucks. He announced that former Mayor Sandy Spencer asked him to do the welcome at the Southport Oak Island Inner Church walk on October 23rd. Mayor Hatem reminded everyone to attend the Parks and Recreation special Halloween event on October 28th and the Fire Department on October 31st for trick or treating. He expressed his gratitude to the Citizens and Staff for being involved in the Community.

L. **Staff Reports**

Provided in the Agenda Packets.

M. Boards Comments

Alderman Allen thanked Manager Hargrove, Chief Drew, and Chief Coring for their outstanding hurricane response. He said that they had a great plan and they implemented it perfectly. He said it was a great combination of leadership and teamwork. He said there are also many other departments and staff that were involved with the response and on behalf of all the citizens he said than you to all of them. Alderman Allen reminded everyone to get their flu and covid vaccines. He thanked Mr. Hargrove for his work over the past two years and the tremendous progress that was made, and he hope that progress will continue and that many more projects will continue to move forward.

Alderman Carroll concurred Alderman Allen regarding the great response form the City's Emergency Personnel. He applauded Tom Stanley and Public Works for working out in the middle of the storm cutting up trees and getting them removed, and the Fire and Police Department as well. Alderman Carroll gave appreciation and thanks to Mr. Hargrove for his service to the City. He thanked Alderman Mosteller and Davis for their coordination with the establishment of the Historic Preservation Commission. He said it has been years in the making for this Commission and now it has come to fruition. He said there were 22 applicants that applied for the Commission which he said shows the spirit of Southport and their desire to preserve the reason why some may people love Southport.

Alderman Alt gave his appreciation to Mr. Hargrove and said that it was a pleasure to work with him. He thanked Tom Stanley and Melanie Trexler for ensuring that the storm debris removal is being properly being processed for possible reimbursement from FEMA if the declaration for the request is approved.

Alderman Davis reiterated the 22 applicants that applied for the Historic Preservation Commission and appreciated all of the candidates interest. She said although there were nine positions available, she felt that all the applicants that applied have great knowledge and experience in the preservation of history. She encouraged everyone to attend the meetings and become involved. Alderman Davis thanked Mr. Hargrove and wished him well in Boiling Spring Lakes.

Alderman Lombardi gave his appreciation to Mr. Hargrove for his accomplishments and wished the best on his future endeavors.

Alderman Mosteller stated that a lot of volunteers have been recognized tonight such as new members to the Forestry Committee and the Historic Preservation Commission. She expressed her gratitude to all the volunteers who serve the City. She stated a quote regarding volunteering. *"Volunteering is the ultimate exercise in democracy. We may vote in elections once a year but when you volunteer you vote everyday for the kind of community you want to live in."* She said we all know part of what makes our community special is the citizens that volunteer their time for the good of the City and their neighbors. She encouraged the community to be involved with the committees by attending the meetings, being involved, and contributing input. She thanked Mr. Hargrove for his service. She announced that Animal Protective Services is partnering with Paws Ability for the 6th Annual Sydney's Howl-o-ween Bowser Bash on October 22nd.

Mayor Hatem concluded by thanking everyone for attending. He gave his gratitude to Mr. Hargrove and wished him well. He applauded the response from the City's emergency personnel

and for helping the City to recover quickly. He said that the City has made great progress and that we continue to move forward. He wished everyone a safe and Happy Halloween.

There being no further questions or comments Mayor Hatem asked for a motion to adjourn.

N. Adjournment

A motion was made to adjourn by Mayor Pro Tem Mosteller and was seconded by Alderman Lombardi. ***Unanimous vote; motion carried.***

Adjourned at 8:06 p.m.

Mayor Joseph P. Hatem, M.D., M.P.H

Deputy Clerk, Tanya Shannon

Brunswick County Emergency Services



(910)253-5383
Phone

(910)253-4451
Fax

TO: All Brunswick County Rescue Providers

FROM: Lyle Johnston, Deputy Director of EMS

DATE: August 17, 2022

SUBJECT: Fiscal Year 2022-2023 Ambulance Franchise Agreements

Enclosed you will find several documents dealing with the FY 2022-2023 Ambulance Franchise Agreements. They are:

- Two copies of the Ambulance Franchise Agreement
- Two copies of the Standard Assurances for FY 2022-2023
- A postage paid envelope for return of the documents

Please review both documents and have both copies of both documents executed by your chief executive officer and notarized where indicated. Please return both copies of both documents in the postage paid envelope. Should you wish to hand deliver these documents you may do so to the Emergency Services Center at 3325 Old Ocean Highway, Bolivia. **PLEASE DO NOT RETURN THESE DOCUMENTS DIRECTLY TO THE FINANCE OR LEGAL DEPARTMENTS.**

Thank you in advance for your prompt assistance in this matter and please feel free to contact me with questions or concerns.

P.O. Box 249 / Bolivia, NC 28422
3325 Old Ocean Highway
Building C

STANDARD ASSURANCES BY COUNTY ASSISTED
RESCUE SQUADS

I. PURPOSE

A. For each fiscal year, any "non-departmental" (non-direct or "outside") agency or organization requesting County assistance funds must submit an original signed copy of this document with their budget package request.

II. ASSURANCES AFFIDAVIT

The authorized official of the agency or organization given below assures the County of Brunswick that:

A. The agency/organization is a legal entity under Federal and State laws and is authorized to provide services being proposed for financial assistance from the County.

B. If the agency/ organization is a designated non-profit corporation (501c3), said agency/ organization must provide documentation of their status as a 501c3 (IRS Determination Letter) on an annual basis.

C. The agency/ organization will comply with all State and Federal tax laws applicable to their agency/ organization. Agency/ organization must provide the most recent IRS Form 990-Return of Organization Exempt from Income Tax.

D. The agency/ organization will maintain all required liability insurance. A copy of the liability insurance certificate must accompany the franchise agreement.

E. The agency/ organization will maintain all required workman's compensation insurance. A copy of the workman's compensation insurance certificate must accompany the franchise agreement.

F. The agency/ organization will provide evidence by IRS and NC wage report forms of having paid all employees taxes and withholdings. The agency/ organization has the legal authority and institutional, managerial, and financial capacity to insure the proper planning, management and completion of the project(s) proposed for County financial assistance.

G. The agency/organization will establish safeguards to forestall the appearance of or actual conflicts of interest or personal gain.

H. The agency/organization will comply with all Federal and State laws and regulations related to illegal discrimination.

I. The agency/organization will comply with Federal and State laws and regulations related to Workplace Drug Abuse and Treatment, workplace health and safety, workers compensation, and other applicable workplace requirements.

J. The agency/organization will comply with Federal and State laws and regulations related to the Fair Labor Standards Act, Hatch Act, taxes and other personnel requirements.

K. The agency/organization will comply with applicable program/project services standards, contracts and regulations for any program/project services assisted by the County.

L. The agency/organization will comply with Federal and State laws and regulations related

- to financial and compliance audits and will submit a copy of each audit report to the County Manager within 60 days after issued.
- M. The agency/organization will hold the County of Brunswick harmless from any claim or liability that may arise or result from the operation of any program/project service(s) assisted by the County of Brunswick.
- N. The agency/organization will submit promptly to the County Manager any information requested related to any program/project services assisted by the County.
- O. The agency/organization will comply with any County ordinance or policy applicable to any program/project service assisted by the County.
- P. The agency/organization will comply with the formal and informal bid requirements set forth in the County's Contract and Purchasing Policy when performing construction or repair work, or when purchasing (including lease purchasing) apparatus, supplies, materials or equipment and involving any County funds except that municipal departments shall follow their respective municipal purchasing policy consistent with North Carolina General Statutes, and continue to participate in current County bidding prioritization and award procedures.
- Q. All County funding shall be utilized strictly for the operation, maintenance and capital outlay needs of each agency/organization. Any item acquired using County funds by agency/organization shall become property of that agency/organization (and titled to that agency/organization when applicable). In the event an agency/organization decides to dispose of property acquired with any County funds, then other agencies/organizations will be given first opportunity to acquire the surplus property. In any event, proceeds obtained from sale of surplus property acquired with any County funds shall be used only for the same purpose as County funds.
- R. Each agencies/organization shall adhere to EMS system guidelines established for the operation of EMS/Rescue programs in Brunswick County.
- S. Each agency/ organization shall adhere to the Brunswick County EMS System Continuing Education Program.
- T. In addition, the agency/organization agrees to contract for an Independent Financial Audit in accordance with General Accepted Accounting Principles, for fiscal year July 1, 2021 – June 30, 2022, to be completed by October 31, 2022 and submitted to the Brunswick County Finance Department by November 10, 2022. Failure to comply will result in a loss of county funding and the immediate termination of the franchise agreement.
- U. Each independent agency/organization shall have one position on its Board of Directors reserved for a Brunswick County Commissioner-appointed liaison. This position may be a non-voting position if the Board of Directors so desires. This does not apply to those agencies/organizations affiliated with a municipality.
- V. Prior to receiving county funding during FY2022-2023, each agency/organization shall provide documentation to the Brunswick County Finance Department that shows the department has implemented a system that causes two authorized signatures on checks written against any account in the agency/organization's name.
- W. Each agency/organization contracting with Brunswick County to provide services must comply with all applicable Health Insurance Portability and Accountability Act (HIPAA) regulations.
- X. If an agency/ organization wishes to bill insurance companies for transport services, the agency/ organization must comply with the billing practices approved by the Brunswick County

Board of Commissioners. The rates for services will be as follows:

- BLS Non-emergency Transport: \$334.00
- BLS Emergency Transport: \$335.00
- ALS Non-emergency Transport: \$401.00
- ALS Emergency Transport: \$636.00
- ALS II Transport: \$920.00
- Specialty Care Transport: \$1088.00
- Mileage (Per loaded mile) \$ 11.33
- Rural Mileage (Per loaded mile) \$ N/A

Y. Each agency/ organization will electronically submit call data to both Brunswick County Emergency Services and The North Carolina Office of Emergency Medical Services using an approved electronic patient charting system.

Z. Each agency/ organization will submit a monthly written report to EMS administration summarizing the squad's activity for the previous month. This report will be submitted no later than the 10th day of the month and will utilize a standard format which is attached.

AA. The County shall have the right to inspect, examine, and make copies of such operational records it requests as may assist the County in its evaluation of the effectiveness of the department and the provision of medical services to the County generally. Such operational information may include, but is not limited to, staffing on duty, staffing on scene, response time, rosters of employees and volunteers, and information the County deems necessary.

Certification

The above assurances will be complied with for the financial fiscal year starting on July 1, 2022 and ending June 30, 2023.

Agency/Organization _____
 Box/Street/Route _____
 Town/State/Zip _____
 Federal Tax ID Number _____
 By (Signature) _____
 Typed Name _____
 Title _____
 Date Submitted _____

COUNTY OF BRUNSWICK

Fiscal Operations Department

David R. Sandifer County Administration Building
30 Government Center Drive NE
Post Office Box 249
Bolivia, North Carolina 28422
Telephone (910) 253-2070 Fax (910) 253-2068

Karen McCall, CPA
Deputy Director of Fiscal Operations

Dear Rescue Squads:

The Standard of Assurances for the new fiscal year require you to submit several documents. You need to follow the required procedures for reporting and disbursements. Please forward all required agreements and reporting information to Christina Kennedy (christina.kennedy@brunswickcountync.gov 910-253-2040) in the Finance Department who will assemble a complete package for payment processing. Finance will review the package and process for payment. Please remember that dual signatures/approvals are required when you write checks or make payments by other methods.

Please note the following required information:

- ☐ Signed Franchise Agreement/Standard of Assurances
- ☐ 501c3 (IRS Determination Letter)
- ☐ IRS Form 990 (copy of most current return filed)
- ☐ FY23 CPA audit engagement letter due by 12/31/2022
- ☐ Independent Audit (FY22 audit to be completed by 10/31/22. Submit to Brunswick County Finance by 11/10/22)
- ☐ Proof of implemented system for two authorized signatures on checks written in organization's name
- ☐ Liability Insurance Certificate
- ☐ Workman's Compensation Insurance Certificate
- ☐ Quarterly Financial Statements

All items are due by 09/30/2022 unless otherwise noted.

Please note that the Standard of Assurances and the required documents are tied directly to your funding. Please provide these documents by the requested date to ensure no disruption in revenues.

There is no longer a tier-based system for quarterly payments; rescue squads will be paid in four equal payments as specified in the agreement as stated in Appendix A of the agreement.

Sincerely,

Aaron C. Smith, CPA

Director of Fiscal Operations



www.brunswickcountync.gov

STATE OF NORTH CAROLINA
COUNTY OF BRUNSWICK

FRANCHISE AND AGREEMENT

THIS FRANCHISE AND AGREEMENT is made and entered into this 1st day of July, 2022, by and between the **COUNTY OF BRUNSWICK**, a North Carolina body politic and corporate of the State of North Carolina, hereinafter called "COUNTY," and the **CITY OF SOUTHPORT**, a municipality organized and existing pursuant to the laws of the State of North Carolina, hereinafter called "PROVIDER."

WITNESSETH

THAT WHEREAS, N.C.G.S. 153A authorizes counties to enter into contracts and to franchise ambulance services; and

WHEREAS, Brunswick County Code of Ordinances, Chapter 1-9, Public Health and Safety, Article II, Ambulances, hereinafter called the "Franchise Ordinance," regulates the operation and franchising of ambulance services within Brunswick County; and

WHEREAS, N.C.G.S. Chapter 160A authorizes municipal corporations to make contracts and to have and exercise all powers necessary and convenient to affect any or all of the purposes for which the corporation is organized; and

WHEREAS, the parties hereto seek to provide ambulance services and/or special rescue services; NOW THEREFORE, for and in consideration of the mutual promises and agreements herein contained, and pursuant to the general power and authority of PROVIDER to furnish ambulance services, and the general power and authority of COUNTY to provide paramedic ambulance services for its inhabitants and general population, the parties hereto mutually contract and agree as follows:

I

GRANT OF FRANCHISE

COUNTY hereby grants to PROVIDER, the right, privilege and franchise to operate an ambulance service within the franchise area, subject to the faithful performance and observance of the conditions and reservations hereinafter set forth, inclusive of all provisions contained within the Franchise Ordinance.

2

TERM OF FRANCHISE; TERMINATION

COUNTY grants this franchise for a term commencing upon execution of this Franchise and Agreement and terminating at midnight on June 30, 2023. This grant of franchise shall be subject

to suspension, revocation, or termination as set forth in the Franchise Ordinance. Either party may terminate the franchise upon sixty (60) days' prior written notice to the other party.

GENERAL DUTIES

3

- A. PROVIDER agrees to maintain State of North Carolina Ambulance Provider License.
- B. PROVIDER agrees to furnish and provide continuing ambulance service to all areas lying within its designated response territorial limits, upon proper notification by any resident, property owner, other person, or agency.
- C. PROVIDER, in providing said ambulance or rescue services, shall use its own means and methods, within standards recognized by federal, state and local authorities and agencies, which means and methods shall not be subject, except as herein below set forth, to further control, direction or supervision by COUNTY. PROVIDER hereby further agrees that medical control of its ambulance service shall be subject to the protocols and policies as established by the Brunswick County Medical Director and the Brunswick County EMS System Plan.

- D. All ambulance service equipment, special rescue equipment, and personnel necessary and proper for the performance of this Franchise and Agreement shall be provided by PROVIDER at its sole cost and expense, and all persons engaged by PROVIDER in ambulance transport services pursuant to the provisions of this Franchise and Agreement shall be subject to the exclusive control, direction and supervision, of PROVIDER. Except as noted herein below, COUNTY shall not have any right or power with respect to the employment, control, direction, supervision, suspension or discharge of any person who may engage in such ambulance services imposed by the provisions of this Franchise and Agreement upon PROVIDER in furnishing ambulance service to COUNTY for the benefit of its residents and general population.

COMMUNICATIONS

4

Procedures for communicating the need for ambulance services or special rescue services by PROVIDER shall be established and administered by the Brunswick County Central Communications Center.

5

MUTUAL AID

- A. Upon notification by an appropriate requesting agency (i.e., COUNTY or other Brunswick County Rescue Squad), PROVIDER, through its Emergency Medical Services department or Rescue Squad, upon establishment that an emergency does in fact exist and that PROVIDER's aid is needed, the Chief or Director of Operations (hereafter also including any other officer or person delegated that authority by said Chief or Director of Operations) shall have the implicit authority to order such available equipment and personnel as may be required, to respond to assist the requesting agency. Procedures for communicating the need of ambulance service or

special rescue services to PROVIDER shall be established by mutual agreement between the parties hereto and the same shall be properly publicized. After determining that the mutual aid request may be honored without impairing PROVIDER's capacity to provide service within its own jurisdiction, the Chief or his designee may take such steps as he/she deems appropriate to furnish the requested aid. The response of PROVIDER shall remain the sole discretion of the Chief or his designee, and PROVIDER shall not be compelled to dispatch any of its equipment or personnel; however, every effort should be made to furnish requested assistance if such dispatch would not impose a serious impairment to that PROVIDER's service plan.

B. It shall be the responsibility of PROVIDER to assure that all personnel responding to the request for mutual aid are trained, responsible persons. The conduct and actions of said responding personnel shall remain the obligation and responsibility of PROVIDER. In addition, it shall be the responsibility of PROVIDER to assure that each piece of responding equipment is operational and capable of functioning properly for that type of equipment.

C. PROVIDER shall assume all liability and responsibility for the death of or injury to any of its own personnel while responding to the request for mutual aid.

D. PROVIDER shall assume all liability and responsibility for damage to, or caused by, its own equipment while en route to or from a mutual aid request.

E. The agency requesting mutual aid shall have no liability nor responsibility for the personal property of PROVIDER personnel if said property is lost, stolen, damaged or destroyed while those personnel are performing their duties under the mutual aid response terms contained herein.

F. PROVIDER shall assume no liability or responsibility for property damaged or destroyed at the actual scene of any mutual aid response due to the EMS and/or rescue operations, or other operations as may be required or ordered; all such liability and responsibility shall rest solely with the requesting agency and within whose boundaries the incident occurs.

G. PROVIDER shall assume all costs of salaries, wages, bonuses or other compensation for its own personnel that respond to a mutual aid dispatch under the terms of this Franchise and Agreement, and PROVIDER shall also assume all costs involving the use of equipment and tools used specifically in response to the request for mutual assistance, and PROVIDER shall make no charge for such use to the agency requesting the mutual aid assistance. However, any supplies provided by PROVIDER from its own supply shall be paid for by the requesting agency, upon receipt of an itemized statement of costs for such supplies.

H. The Chief Officer of the agency requesting assistance shall in all instances be in command of the emergency as to the aspects of strategy, tactics and overall direction of the operations. All orders or directions regarding the operations and personnel of PROVIDER, shall be relayed to PROVIDER's Chief Officer present at that incident and in command of PROVIDER.

I. When PROVIDER personnel are sent to another district pursuant to this Franchise and Agreement, the jurisdiction, rights, authority, privileges and immunities, including coverage under Workers' Compensation laws and malpractice insurance, which said personnel have

under PROVIDER, shall be extended to the areas outside the normal response territorial limits, when said personnel are acting within the scope of the authority conferred by this Franchise and Agreement.

TERM OF AGREEMENT

6

This Franchise and Agreement shall commence upon execution and shall extend for a term ending on June 30, 2022.

7

DIVESTMENT FROM COMPANIES THAT BOYCOTT ISRAEL

PROVIDER hereby certifies that it has not been designated by the North Carolina State Treasurer as a company engaged in the boycott of Israel pursuant to N.C.G.S. § 147-86.81.

8

DEBARMENT

PROVIDER hereby certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this Franchise and Agreement by any governmental department or agency. PROVIDER must notify COUNTY within thirty (30) days if debarred by any governmental entity during this Franchise and Agreement.

9

NON-DISCRIMINATION IN EMPLOYMENT

PROVIDER shall not discriminate against any employee or applicant for employment because of race, ethnicity, gender, gender identity, sexual orientation, age, religion, national origin, disability, color, ancestry, citizenship, genetic information, political affiliation or military/veteran status, or any other status protected by federal, state or local law or other unlawful form of discrimination. PROVIDER shall take affirmative action to ensure that applicants are employed and that employees are treated fairly during employment. In the event PROVIDER is determined by the final order of an appropriate agency or court of competent jurisdiction to be in violation of any non-discrimination provision of federal, state or local law or this provision, this Franchise and Agreement may be cancelled, terminated or suspended in whole or in part by COUNTY, and PROVIDER may be declared ineligible for further agreements with COUNTY.

COMPLIANCE WITH E-VERIFY PROGRAM

10

Pursuant to N.C.G.S. § 143-133.3, PROVIDER understands that it is a requirement of this Franchise and Agreement that PROVIDER and its subcontractors must comply with the provisions of Article 2 of Chapter 64 of the North Carolina General Statutes. In doing so, PROVIDER agrees that, unless it is exempt by law, it shall verify the work authorization of its employees utilizing the federal E-Verify program and standards as promulgated and operated by the United States Department of Homeland Security, and PROVIDER shall require its subcontractors to do the same. Upon request, PROVIDER agrees to provide COUNTY with an affidavit of compliance or exemption.

11

GOVERNING LAW AND VENUE

This Franchise and Agreement shall be governed by applicable federal law and by the laws of the State of North Carolina without regard for its choice of law provisions. All actions relating in any way to this Franchise and Agreement shall be brought in the General Court of Justice of the State of North Carolina in Brunswick County or in the Federal District Court for the Eastern District of North Carolina, Wilmington division.

12

DISPUTE RESOLUTION

Should a dispute arise as to the terms of this Franchise and Agreement, both parties agree that neither may initiate binding arbitration. The parties may agree to non-binding mediation of any dispute prior to the bringing of any suit or action.

13

GOVERNMENTAL IMMUNITY

To the extent applicable, neither party waives its governmental immunity by entering into this Franchise and Agreement and fully retains all immunities and defenses provided by law with regard to any action based on this Franchise and Agreement.

14

SIGNATURES

This Franchise and Agreement and any amendments or modifications thereto, may be executed in one or more counterparts, each of which shall be deemed an original and all of which shall be considered one and the same agreement. This Franchise and Agreement may also be executed electronically. By signing electronically, the parties indicate their intent to comply with the Electronic Commerce in Government Act (N.C.G.S. § 66-58.1 et seq.) and the Uniform Electronic Transactions Act (N.C.G.S. § 66-311 et seq.). Delivery of an executed counterpart of this Franchise and Agreement by either electronic means or by facsimile shall be as effective as a manually executed counterpart.

its name by its Chairman of the Board of County Commissioners, attested to by the Clerk to the Board and the County Seal affixed hereto, all by authority duly given by the Board of Commissioners of the County of Brunswick, and PROVIDER has caused this Franchise and Agreement to be executed in its name by its proper officers and its Seal to be affixed hereto, all by authority duly given by its Board of Aldermen.

COUNTY OF BRUNSWICK

By: _____
Randell Thompson, Chairman
Board of Commissioners

ATTEST:

Clerk to the Board

[SEAL]

STATE OF NORTH CAROLINA

COUNTY OF

I, a Notary Public of the County and State aforesaid, certify that _____
Commissioners of Brunswick County, and that by authority duly given and as the act of Board of Commissioners, the foregoing instrument was signed in its name by its Chairman, sealed with its official seal and attested to by its Clerk herein above named.

WITNESS my hand and official seal, this _____ day of _____, 2022.

Notary Public

My Commission Expires:

(SEAL)

“This instrument has been preaudited in the manner required by the Local Government Budget & Fiscal Control Act.”

Aaron C. Smith, Director of Fiscal Operations
Brunswick County, NC

APPROVED AS TO FORM

Robert V. Shaver, Jr., County Attorney /
Bryan W. Batton, Asst. County Attorney
Brunswick County, NC

IN WITNESS WHEREOF, PROVIDER has caused this Franchise and Agreement to be executed in its name by its Mayor, by authority duly given by the Board of Aldermen of the **CITY OF SOUTHPORT.**

CITY OF SOUTHPORT

By: _____
Joseph P. Hatem, Mayor

ATTEST:

_____, Clerk

[SEAL]

STATE OF NORTH CAROLINA
COUNTY OF BRUNSWICK

I, a Notary Public of the County and State aforesaid, certify that _____, personally known to me, personally appeared before me this day and acknowledged that she is the Clerk to the **CITY OF SOUTHPORT** Board of Aldermen, and that by authority duly given and as the act of the municipal body politic, the foregoing instrument was signed in its name by its Mayor, sealed with its municipal seal and attested by herself as its Clerk.

WITNESS my hand and official seal, this _____ day of _____, 2022.

Notary Public

My Commission Expires: _____

(SEAL)

Budget Amendment 1



WHEREAS, the City of Southport approved 2022-2023 budget without carryover Purchase Orders from the 2021-2022 budget year,
 WHEREAS, the City needs to appropriate these funds from the General Fund, Powell Bill Fund, and Water and Sewer Fund, and;
 WHEREAS the budget ordinance for fiscal year 2022-2023 needs to be amended to reflect the use of these funds;
 and,

WHEREAS the Funds are available in the General Fund, Powell Bill and Water and Sewer Funds;

NOW THEREFORE BE IT ORDAINED, by the Board of Aldermen of the City of Southport, North Carolina that the annual budget ordinance for fiscal year 2022-2023 shall be amended as follows:

Appropriated Revenues

10-00-3991-0000	General Fund Appropriations	57,071.25
30-93-3991-0000	Electric Fund Appropriations	68,570.00
20-20-3991-0000	Water & Sewer Appropriations	169,402.75
31-91-3991-0000	Powell Bill Appropriations	42,812.00
Total Revenues		337,856.00

Expenditures:

Account PO# Line	Account Desc Date Vendor	PO Desc Line Desc	Balance
10-03-4190-3502	R/M Facilities		
0101623628	6/1/2022		
001	14580	Month long Rental- 1 John Deere Excavator w/Thumb; 1- John Deere large Skid Steer w/grapple for seperating materials at Sunny Point yard.	9,500.00
0101623835	7/11/2022		
001	12709	Locking Safety Cabinet for Herbicides.	1,370.00
Account Total			10,870.00
10-05-4511-4400	Contract Services		
0101623124	1/24/2022		

002	14542	infrastructure analysis cost for proposed Indigo Plantation Expansion..	7,000.00
		Account Total	7,000.00
10-05-4511-5800	Capital Outlay- Capital Improv		
0101622539	8/25/2021		
001	11331	Park Ave Ext storm, drain to replace existing collapsinmg concrete pipe. 800' 15" N12 HDPE pipe & 4 24x24x30" catch bains. Does not includ	11,908.00
		Account Total	11,908.00
10-10-4310-2600	Departmental Supplies		
0101623481	4/21/2022		
001	833	repalcement duty pistols	16,728.25
		Account Total	16,728.25
10-10-4310-4400	Contract Services		
0101623207	2/10/2022		
001	13351	Pre-employment screening anticipated new hires. 3 full-time and 2 part-time (FMRT-Ward,Coffey,Hart,Osborne,Howard)	1,415.00
0101623408	3/31/2022		
001	13836	Traffic camera installation and infrastructure set-up.	1,979.00
		Account Total	3,394.00
10-10-4310-5400	Capital Outlay - Vehicles		
0101623705	6/15/2022		
001	11656	Upfit completion for ADMIN and CID vehicles.Not though Enterprise. Funds from sale of previous surplus vehicl	7,171.00
		Account Total	7,171.00
General Fund Total			57,071.25
20-20-4510-5500	Capital Outlay		
0101623100	1/19/2022		
001	11331	Replacement of correct size storm drain pipe on Park Ave. Ext.800'- 24" HDPE pipe 7 4- 3x3x3.5 catch boxes. No asphalt or conctre included.	42,812.00
		Account Total	42,812.00
Powell Bill Total			42,812.00
30-93-7210-5900	Capital Outlay - System		
0101623607	5/24/2022		
001	6001	Labor/equipment to install city supplied power supply lines for Holly Tree lights.	9,570.00
0101623733	6/24/2022		
001	6001	DIFFICULT REPAIR TO PIPE AND WIRE HIT BY THE CONTRACTOR BORING ON CIRCUIT 5. Contractor will be invoiced.	59,000.00

			Account Total	68,570.00
			Electric Fund Total	68,570.00
31-91-7130-2606	Sewer Supplies/Coll System			
0101623381	3/24/2022			
001	14175	15- 3/4" meter boxes (20-22 weeks lead time)30- Meter box expansion wheels		3,850.75
0101623858	7/14/2022			
001	14249	100- Node hangers for meter boxes		1,818.00
			Account Total	5,668.75
31-91-7130-3506	Sewer System R&M/Coll System			
0101622053	5/25/2021			
001	14175	2- 3" weight and lever flanged check valves. 1 for 9th St lift station, 1 for Park Ave. ext. lift station.		2,487.00
0101622626	9/14/2021			
001	13330	Emergency Replacement of failed backup generator for Leonard St. lift Station.		37,700.00
0101623467	4/18/2022			
001	11331	312/316 W. Moore St. sewer main repair. Leaning Light Pole must be held by BEMC during repair.		3,350.00
0101623626	5/31/2022			
001	13330	New ATS (automatic transfer switch), to replaced failed unit at CottagePoint Lift station. Labor and Materials		6,234.00
0101623694	6/13/2022			
001	13330	Replace 100 amp 3 phase meter base, 100amp fused 3 phase breaker/ fused disconnect, 3 pole surge arrestor, 240v 3 pahse ATS controller: cond		11,450.00
			Account Total	58,734.00
31-91-7130-5100	Capital Outlay - Equipment			
0101622757	10/13/2021			
001	13330	Replacement Generator for Indigo Lift StationBudget approved item.		38,250.00
0101622758	10/13/2021			
001	13330	Replacement Generator for Forest Oaks lift stationBudget approved item		38,250.00
0101622759	10/13/2021			
001	13330	Replacement Generator for Turtlewood lift StationBudget approved item		28,500.00
			Account Total	105,000.00
			Water& Sewer Fund Total	169,402.75
			Report Total:	337,856.00

Adopted by the Southport Board of Aldermen in regular session,November 10, 2022.

Joseph P Hatem, Mayor
Dorrie Dutton, City Clerk

To: Honorable Mayor and Board of Aldermen

From: Human Resources and Finance Departments on Behalf of City Staff

November 4, 2022

Last November, the Board of Aldermen approved providing a holiday bonus for all full and part-time employees. Last year, full-time staff was given a net of \$500 after taxes, and part-time staff was given a net of \$250, after taxes. City Administration wishes to provide the holiday bonus before the Thanksgiving holiday.

By approving the consent agenda, the Board of Aldermen approves the providing of holiday bonuses to full and part-time staff as presented above.



**CITY OF SOUTHPORT
PROCLAMATION IN RECOGNITION OF VETERANS DAY
November 11, 2022**

WHEREAS, the freedoms we enjoy as Americans have been purchased and maintained at a high price throughout history; and

WHEREAS, since the establishment of the original 13 states, Americans have been willing to fight and die to preserve their individual rights as guaranteed in the United States Constitution and the Bill of Rights; and

WHEREAS, we owe a great debt to those who have served in defense of this nation; and

WHEREAS, throughout the generations, their sacrifices have preserved our unique form of government dedicated to human rights and respect for the individual; and

WHEREAS, for many, that sacrifice ended in permanent injury or death, yet their spirit remains in continued preservation of our freedoms and the promise of liberty established as an example for all oppressed persons of the world; and

WHEREAS, in honor of these dedicated men and women, we pledge continued defense of our nation so that their sacrifice will stand before the entire world as a tribute to the spirit and determination of people dedicated to the principals of freedom and democracy.

NOW THEREFORE, I, Joseph P. Hatem, M.D., Mayor of the City of Southport, do hereby call upon the citizenry of the City of Southport to participate and to observe the eleventh hour of the eleventh day of the eleventh month with expressions of gratitude to all veterans known to them and to further extend this gratitude to the families of deceased veterans and to solemnly remember the sacrifices of all those who fought so valiantly, on the seas, in the air, and on foreign shores, to preserve our heritage of freedom. Let us re-consecrate ourselves to the task of promoting an enduring peace so that their efforts shall not have been in vain.

Dated this 10th day of November 2022.

Joseph P. Hatem, M.D., M.P.H.
Mayor, City of Southport

APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering his/her qualifications for appointment to the following boards or committees. (See attached listing for boards and committees)

ABC Board
First Preference

Second Preference

Third Preference

Name William R. Davis Spouse Name Cozette Davis
(if married)

Home Address 262 W. LEONARD Telephone Number 916-457-5648

Business Address _____ Cell Telephone Number 916-279-6855

E-mail Address WRA-CCDAVIS @ YAHOO . COM

Resident of Southport Yes ☒ No ☐ How Many Years? 75 YEARS

State and County of Legal Residence North Carolina - Brunswick

Education 2 yrs Colleged, Brunswick Community College

Present Job/Employer Retired

Past Employment E.I. Dupont Cape Fear Plant

Current Civic/Community Participation NA ACP, American Legion Post 213, BCT-BCH Committee

Reasons qualified for this appointment (optional) Currently serving on Board as Chairperson, Number of Year 8

Do you anticipate any conflicts of interest if appointed? Yes ☒ No ☐

William R. Davis
Signature of Applicant

5-24-22
Date



MEMORANDUM

TO: Interim City Manager Bonnie Therrien
Honorable Mayor & Board of Aldermen

FROM: Patti Fortuna, HR Director

DATE: November 10, 2022

RE: NEOGOV – Human Resources Management Suite

I am requesting the purchase of NEOGOV, which is a Human Resources Management Suite built specifically for the public sector that will enable me to streamline the recruitment, hiring and onboarding processes for the city. There are 4 subscriptions that make up the Suite and each has a different purpose, but all will create a more efficient, professional, smoother running Human Resources Department for the City of Southport.

- 1) The **Insight Subscription** is an applicant tracking software that will help us attract and hire high quality candidates, complete with compliance reporting to the Federal Government.

As job seekers look for employment, they will see a very professional City of Southport customized career page. This enhances both the applicant and staff experience by eliminating paper and automating the process.

- 2) The **Onboard Subscription** is the software that ensures day one readiness for new employees. It streamlines new hire paperwork, processes, and training on an easy-to-use platform. We can assign checklists to new hires and create forms specific to employees, groups, or departments. It is set up so that a new employee completes onboarding electronically avoiding completion errors. We can initiate any form, policy, etc. for signatures to ensure compliance. This part of the software alone will save us several hours on each new hire. Currently, a new hire must be entered into three (3) different platforms taking too much time and leaving too much room for error. Our current system also takes up a lot of staff time reentering the same information over and over.
- 3) **Governmentjobs.com Subscription** is the largest public sector job board in the US designed specifically to attract quality public sector applicants, hire faster, and save on advertising.
- 4) **New Hire Export (IN+ON Data) Subscription** is the platform that integrates the new hire with onboarding and pushes the information through for us. All new hire information that is entered by the candidate will be pushed into our current HRIS system(s) giving us more time and will mitigate issues of double entry mistakes, incorrect and incomplete new hire forms which has caused inefficiency and wasted work hours.

The breakdown in cost for the next three (3) years is as follows. Years following, we shouldn't expect more than a 5% increase in cost. The discounts listed below are good only until November 23, 2022.

Year 1 -	\$6,799.45	Year 1 contains a 45% discount
Year 2 -	\$8,904.20	Year 2 contains a 20% discount
Year 3 -	\$10,588.00	

In addition, there is a one-time set up/implementation fee of \$7,050 which has been discounted at **50%** and implementation is expected to take 4 to 6 weeks.

Being a department of one (1) is challenging and I want to move forward with taking the City of Southport to new levels of professionalism and efficiency. This system will do just that for us.

There was no funding allocated in the budget for the software, but there is enough funding between the General Fund, Water/Sewer Fund, and Electric Fund, under Contract Services to cover the cost for this year. A budget amendment is included for your consideration.

Thank you.

Suggested Motion:

I move to approve the purchase of NeoGov software for Human Resources and Budget Amendment #1, as presented and authorize the Interim City Manager to sign the contract.

**Brunswick County
North Carolina**

AGREEMENT FOR EMPLOYMENT AS INTERIM CITY MANAGER

THIS AGREEMENT for Employment as Interim City Manager (hereinafter "Agreement") is made and entered into effective as of this the 1st day of November, 2022 by and between the City of Southport, North Carolina (hereinafter "City"), by and through the City of Southport Board of Alderman (hereinafter "Board") and Bonnie L. Therrien, (hereinafter "Manager"), to establish and set forth the term and conditions of the employment of the Manager as the Interim City Manager.

WITNESSETH:

WHEREAS, the Board and Manager believe it is important to thoughtfully consider guidelines that will be consistent with both the letter and the spirit of State law, and to the extent applicable, the City's charter and personnel policies, that will uphold the principle of "serving at the pleasure of the Board," that will clearly define and incorporate the benefits to the community and organization, and that will address the protection of the Manager through provisions that are reasonable in nature and scope when compared to professional practices and local/regional market conditions and appropriately funded within the City's budget; and

WHEREAS the Board desires to employ the services of the Manager as the Interim City Manager, pursuant to the terms, conditions, and provisions of this Agreement; and

WHEREAS, the Manager has agreed to accept employment as the Interim City Manager, subject to and on the terms, conditions, and provisions agreed to and set forth in this Agreement,

NOW, THEREFORE, in consideration of the Manager accepting employment with the City, and other good and valuable considerations, including the mutual covenants herein contained, the receipt and legal sufficiency of which are hereby acknowledged, the Board and the Manager hereby contract, covenant, and agree as follows:

SECTION 1. Duties.

The Board hereby employs the Manager as Interim City Manager to perform the duties and functions as specified in the City Charter, the Laws of the State of North Carolina, this Agreement, and as the Board shall, from time to time, assign to the Manager consistent with the intent of this Agreement. Parties agree that one such assignment shall be to provide assistance with the recruitment and selection process for the hiring of a new manager for the City of Southport.

The Manager shall report for work and the duties as well as employment of the Manager shall commence on November 1, 2022.

The Manager shall assist any subsequently hired City Manager in his/her transition for a reasonable amount of time, as may be required by the Board.

Section 2. Term.

Subject to earlier termination as provided for in Section 8, Subsection D hereof, the term of this Agreement shall continue, and Manager shall serve as Interim City Manager, until a permanent City Manager commences work. In the event a permanent City Manager has not been hired and commenced work by May 1, 2023, (a period of approximately six (6) months), this contract shall terminate unless it is extended by mutual agreement of both parties to this contract.

It is possible that the Interim City Manager may be involved with a previous employer in circumstances of future litigation cases with that municipality. In this case, she will take company personal or vacation time or must use her own time in these circumstances.

Section 3. Salary.

The Council agrees to pay the Manager (\$61.12) per hour, payable on the same schedule as the other employees of the City are paid.

Section 4. Reimbursements

Manager shall provide her own vehicle in the conduct of City business for which she shall be reimbursed (\$300) per month. For City business travel outside of Brunswick County the Manager will be reimbursed for any necessary and reasonable lodging, mileage, and meal expenses.

The Manager shall document all expenses and submit the same to the City for reimbursement monthly or in a manner consistent with City policy.

Section 5. Benefits

It is mutually agreed that the Manager is not entitled to any City employee benefits except those mentioned herein. The Manager is entitled to personal, sick and vacation time at the same accrual rate as other employees of the city.

Section 6. Indemnification.

To the fullest extent permitted by law and except as specifically limited by City Ordinances, the City shall defend, save harmless and indemnify the Manager against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of the Manager's duties, and shall obtain and keep in full force and effect liability insurance, or risk pool coverage, including Public Officials coverage on a "wrongful act" basis, in sufficient amounts to assure accomplishment of such hold harmless and indemnification; provided that this section shall not be construed as creating any right, cause of action, or claim of waiver or estoppels for or on behalf of any third party, nor shall it be construed as a waiver or modification of the availability of the defense of governmental immunity or any other legal defense available to either the City or the Manager as to any third party; and provided further that the City shall not indemnify or hold harmless the Manager from and with respect to any claim or liability for which the conduct of the Manager is

found by the courts to have been outside the course and scope of employment or his official capacity as Interim City Manager, grossly negligent or intentionally wrongful. The City may compromise and settle any such claim, or suit, and shall pay the amount of any settlement reached or judgment rendered on such claim or suit, for which the City has a duty to defend, save harmless and indemnify the Manager hereunder as hereinbefore more specifically provided. This indemnification shall extend beyond and survive the termination or employment and the expiration of this Agreement.

Section 7. Hours of Work.

It is clearly understood that the Manager is expected to perform all duties defined in Section 1 of this agreement. In the pursuit of said goal parties agree that reasonable attempt shall be made to limit the Manager's hours worked to a cumulative total of no more than forty (40) hours per week. Manager agrees to be always available by telephone for consultation and advice, including response to emergency situations.

Section 8. General Provisions

- A. Governing Law. This Agreement shall be construed in accordance with and governed by the laws of the State of North Carolina. Venue shall lie exclusively in Brunswick County, North Carolina.
- B. Entire Agreement. This Agreement incorporates all the agreements, covenants, and understandings between the city and the Manager concerning the subject matter hereof, and all such covenants, agreements and understandings have been merged into this written Agreement. No other prior agreements or understandings, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.
- C. Amendment. This Agreement shall not be modified or amended except by a vote of the Board, and, upon approval of the Board, a written instrument executed by the Manager and the duly authorized representative of the Board.
- D. Resignation/Termination. Notwithstanding anything herein to the contrary, the Manager serves at the pleasure of the Board and this Agreement may be terminated and canceled by the Board, with or without cause, at any time and without recourse from the Manager. This Agreement shall be terminated upon receipt of a written notice from either the Board or the Manager requesting termination of the Agreement.

IN WITNESS WHEREOF, the City and the Manager have executed this Agreement effective as of the date first written above.

CITY OF SOUTHPORT, NORTH CAROLINA

Mayor

ATTEST:

City Clerk

(Town Seal)

AGREED AND ACCEPTED this the _____ day or _____, 20____.

Bonnie L. Therrien
Interim City Manager

November 3, 2022

TO: The Honorable Mayor and Board of Aldermen

FROM: Bonnie Therrien, Interim City Manager

SUBJECT: City Manager Search

You had asked that I assist you with finding a permanent City Manager for the City of Southport. With the holiday season almost upon us, I wanted to have the position advertised as soon as possible so we can have resumes and cover letters into us for mid-December. We could then decide on which candidates will be interviewed after the first of the year.

I would like to give you my thoughts as to how I think the process should proceed and then receive your feedback on a few questions.

- 1) Do you wish to have a national or statewide search to make sure you have candidates with knowledge of State law? In my experience, it is usual to have a nationwide search so you can try to find the best candidate, but there will be additional costs to the city for advertising, and reimbursement of candidates who come for interviews from a distance. If you decide to advertise more locally, then there will still be advertising and reimbursement costs, but it will be much lower.
- 2) I would recommend that we hold a workshop for all of you, so you can decide on the qualities you are looking for in a permanent Manager and a salary range for the position. I could lead the workshop, so I make sure I receive the information needed to put together for the potential applicants. I would also like to hold a workshop with the Department Heads to ascertain what attributes and skills they would like to see in their new City Manager. The results of the two workshops would then be combined put into a description for the candidates to review and for them to decide whether Southport is a good fit for him/her.
- 3) I will assume the interview panel will be the entire Board and Mayor, but I also think there should be an interview panel of Department Heads who would be advisory in nature to all of you. We would also ask the finalists to put together a power point of a topic of interest to all of us and make an oral presentation to the Mayor and Board on that topic.
- 4) Lastly, there is no money budgeted for the search, so depending on whether we take the advertising statewide or nationally, we will need to transfer funds from contingency to another account to cover the costs. Funding for the search will be pulled from account# 10-00-4110-2600 (Departmental Supplies).

Any feedback on how you wish to proceed or whether you wish to change some of my suggestions is welcome.



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees.

Name Harley Lemons

Spouse Name (If married) Gerry Lemons

Appointment(s) for which you are applying:

- | | |
|---|---|
| ☐ ABC Board | ☐ Forestry Committee |
| ☐ Beautification Committee | ☐ Parks and Recreation Committee |
| ☒ Board of Adjustment | ☐ Planning Board |

Do you have a preference? Board of Adjustment

Physical Address: 6228 Navigator Way, Southport, NC 28461

Mailing Address: 6228 Navigator Way, Southport, NC 28461

Resident of Southport ☒ Yes ☐ No How Many Years? 22.3

State and County of Legal Residence NC Brunswick county

Main Phone Number 910-352-7174 Secondary Number 910-352-7174

E-mail Address harley7174@gmail.com

You may submit a resume along with your application detailing the following section if you so choose.

Education Graduate of High School and some College

Present Job/Employer Retired

Past Employment 5 Yrs US Coast Guard, 31 Yrs IBM, 16 Real Estate

Current Civic/Community Participation Chairman of Board of Adjustment, Vol at Doshier Hosp

Reasons you are qualified for this appointment (optional) See Attached Resume

Do you anticipate any conflicts of interest if appointed? Yes ☒ No

Signature _____ Date 10/06/22

Please Return to: City Clerk, Dorothy Dutton
ddutton@cityofsouthport.com or City of Southport Clerk: 1029 N. Howe Street Southport, N.C. 28461

RECEIVED
607 NOV 2022
CITY CLERK,
CITY MANAGER'S OFFICE

Harley Lemons

Submitted as attachment to application for Southport Board of Adjustment

I have a varied background of working as a Surveyor for the State of West Virginia before serving in the US Coast Guard for five years, working electronics and computers. Upon receiving an honorable discharge, I began my IBM career as a Customer Engineering before proceeding into System Program Support, Project Management, and Consulting in IT Infrastructure and Reconsolidation, working with many Fortune 500 Corporations, travel extensively in the US and several assignments around the world.

I have always been involved with civic organizations having been the past president of Jaycees, Optimist Club, Lions Club of Southport, and three Home Owner Associations in three different states. I currently volunteer at Doshier Hospital. I have received many awards and recognition along the way. I attend the Trinity Methodist Church and serve as Coordinator of the Ushers for all three services. Moving to Southport in 2000, my goal was to become a local. I am advised that I may achieve this honor in another thirty years.

I served on the Mayor's appointed Water Front Steering Committee, being awarded a key to the city. I served three years on the Southport Planning Board and approximately ten years or more on the Board of Adjustment, filling the positions of Vice Chairman for more than five years and now President for nearly a year. I believe the Board of Adjustment has come a long way during my years of service. We have established training for not only new members but for those who have been serving, to insure everyone is up to the latest in rules, laws, and UDO. The processes and procedures used by the Board has greatly matured over the last few years. I feel that we now have a great group serving on the Board, serious about every issue, hardworking and sincere thinkers. We now, for the first time I can remember, have all the regular in town and ETJ positions filled, with only one ETJ alternate member yet to fill.

Of course, the position of Chairman is elected by the members of the board. However, I would like to continue serving as chairman for at least another year. I think it is important to continue with continuity as we grow and mature into the positions. Experience is very important on the Board of Adjustment. Being a Quasi-Judicial body for appeals, variance requests, and special-use requests, its members must apply their knowledge, skills, and experience at every moment of the proceedings.

My attendance record over the years of service has been nearly perfect, which I expect to continue.

Thank you for the consideration given my application.



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees.

Name Rebecca Kelley

Spouse Name (if married) Chris Kelley

Appointment(s) for which you are applying:

- | | |
|---|---|
| ☐ ABC Board | ☐ Forestry Committee |
| ☐ Beautification Committee | ☐ Parks and Recreation Committee |
| ☒ Board of Adjustment | ☒ Planning Board |

Do you have a preference? I would like to be wherever will serve the public the best.

Physical Address: 5971 Dutchman Creek Rd, Southport, NC 28461

Mailing Address: 5971 Dutchman Creek Rd, Southport, NC 28461

Resident of Southport ☒ Yes ☐ No How Many Years? 22

State and County of Legal Residence NC, USA

Main Phone Number 910-443-0371 Secondary Number _____

E-mail Address REBECCANCKELLEY@GMAIL.COM

You may submit a resume along with your application detailing the following section if you so choose.

Education BS in Hospitality and Tourism Management, BS in Business Administration

Present Job/Employer Kelley Hospitality, LLC (The Inn at River Oaks) & Island Vacations Inc, Real Estate Broker

Past Employment Silver Coast Winery, Provision Co, Luxury Resorts and Hotels, The Charleston Harbor Resort & Marina

Current Civic/Community Participation 4th of July Festival Committee & Volunteers at the Southport Christian School

Reasons you are qualified for this appointment (optional) As a resident of Southport since my time at Southport

Elementary School, I have seen the changes both good and bad that have come to our city. As both a business owner and a resident I have a unique perspective on the effects that projects will have on our city. People feel comfortable coming to me to request assistance and explain their views.

Do you anticipate any conflicts of interest if appointed? Yes ☒ No

Signature  Date 10/20/22

Please Return to: City Clerk, Dorothy Dutton
ddutton@cityofsouthport.com or City of Southport Clerk: 1029 N. Howe Street Southport, N.C. 28461

To: Mayor Hatem and the Board of Aldermen
From: City Staff
RE: Selection of Engineer for USDA Sewer Rehab Project
November 9, 2022

Emily Miller, with McAdams and Associates wrote an RFQ for the selection of an engineer for the USDA sewer rehab project. The RFQs were due by 5:00 p.m. on October 31, 2022.

We received three bid packages total; one from WK Dickson, Norris and Tunstall, and Wooten Engineering.

The selection process was difficult because the City has worked with all three firms in the last five years. As you might remember, there were some complications with the Howe Street project when Norris and Tunstall was our engineer. WK Dickson was already selected to complete our pump station rehab project. In addition, the Asset Management Plan they completed for the City was not sufficient, and at the last minute, the City had to engage Wooten Engineering to complete the AMP project. Generally speaking, staff has had issues with the responsiveness of WK Dickson.

Thus far, Wooten Engineering has been very responsive and have made progress on every task that we have asked of them. They were able to pull the AMP together on a very short timeline.

We made contact with several organizations to check references, with limited success. It is the recommendation of City staff to select Wooten Engineering to complete the project design, estimating, and RFP process for the USDA sewer rehab project. The RFQ is included for your review, as well as the scoring sheets.

At this time, the Board should make a motion to select a firm only. The cost is not considered at this time.

CITY OF SOUTHPORT

1029 N. Howe Street, Southport, NC 28461

TELEPHONE: (910) 457-7900

October 14, 2022

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES WASTEWATER SYSTEM REHABILITATION

Introduction

The proposed wastewater system rehabilitation project was recently funded by USDA Rural Development with a total project cost of approximately \$10.8 million. The project consists of the installation of approximately 18,097 linear feet of 8-inch diameter gravity sewer lines to replace the existing high maintenance gravity sewer system in the project area. The project also includes the construction or rehabilitation of 111 sewer manholes and installation of a sewer pump station to replace the existing Leonard Street pump station.

Project Scope

The project scope is anticipated to involve the following professional consulting services:

1. Field Survey, Engineering Design
2. Permitting
3. Bidding
4. Construction Administration and Resident Project Representative Services

Project Schedule

The following timeframes should be considered by the Consultant for planning purposes:

- | | |
|----------------------------------|---------------|
| • Award Engineering Contract | November 2022 |
| • Plans / Specs Complete | March 2023 |
| • USDA RD Review / Approval | April 2023 |
| • Advertise for Bids | May 2023 |
| • Project Bid Opening | June 2023 |
| • Award Construction Contract | July 2023 |
| • Notice to Proceed | August 2023 |
| • Substantial Completion | January 2024 |
| • Final Completion / Operational | February 2024 |

Submittal

The Qualifications Package should consist of a bound document including a cover letter and the tabbed sections described below. Due to demands on the time of City staff, the submittal is

limited to fifteen (15) single-sided pages and all pages should be numbered. Sub-tabs or dividers are acceptable within the required tabs and do not count toward the page limit.

One (1) original and two (2) copies of the Qualification Package are due to the City of Southport no later than Friday, October 31, 2022 at 5:00 PM.

Envelope should be addressed as follows:

City of Southport
RFQ for Professional Engineering Services
Attn: Ms. Dorothy Dutton, City Clerk
1029 N. Howe Street
Southport, NC 28461

Cover Letter

Describe the consultant's interest in working with the City of Southport. Summarize the content of the proposal and identify a contact person for questions during the RFQ selection process, providing contact information including telephone number, email and postal address.

Tab 1 – Consultant Profile

1. Consultant Profile – Identify the legal entity that would enter into the contract with the City and include location of company headquarters, location of local office, type of business (sole proprietorship, partnership, corporation), state of incorporation or organization, and the name and title of the person authorized to enter into an agreement. For proposed sub-consultants, please provide the name of each consultant, the office location, contact name and telephone number, and each consultant's qualifications supporting the respective services to be provided.
2. Similar Experience – A list of 4-6 similar municipal engineering projects with a brief description of the project and a description of the team's involvement on the project. All descriptions should include date services were performed, total project cost, and overall total project timeframe. Note any projects completed that were funded by USDA Rural Development.
3. Conflict of Interest - Provide a statement regarding the consultant's or sub-consultant's possible conflicts of interest for any services to be performed.

Tab 2 – Project Approach

Describe the project team's approach to identifying, evaluating and preparing a scope of work for the wastewater distribution system. The project approach should describe proposed evaluation methodologies and use of specialized tools or equipment.

Tab 3 – Project Team

1. Organizational Chart – A list of staff selected to work on the project with their qualifications (including sub-consultants). Include for each key member of the team:
 - Title;
 - Roles and responsibilities, including those projects identified under Tab 1;
 - Professional registrations and certifications;
 - Office location.

Tab 4 – References

Provide a list of 4-6 local government references for completed projects similar in size and scope.

Scoring of the Qualifications Packages by the City’s staff will be conducted as follows:

Scoring Criteria	Max Points
Consultant’s Profile and Experience with Similar Projects	25
Project Approach	40
Project Team Experience	25
References	10
TOTAL	100

The City will review submitted qualifications packages and select the most qualified firm to enter negotiations. The City reserves the right to make no formal selection at this time. All expenses associated with response to this RFQ are the responsibility of the responder.

All questions about this RFQ are preferred in writing with submittal to Ms. Dorothy Dutton, City Clerk at ddutton@cityofsouthport.com.

END OF DOCUMENT

**SCORING EVALUATION OF
PROFESSIONAL ENGINEERING SERVICES PROPOSALS**
RFQ Posted October 14, 2022 / Proposals Due @ 5:00 p.m. on October 31, 2022

City of Southport Wastewater Rehab Project Funded by USDA Rural Development

Scoring Criteria	Max Points
Consultant's Profile and Experience with Similar Projects	25
Project Approach	40
Project Team Experience	25
References	10
TOTAL	100

Name of Engineering Firm:	Points Awarded
Norris and Tunstall	
Consultant's Profile and Experience with Similar Projects Notes: Extensive history and knowledge of Southport's system.	25
Project Approach Concerns about follow-through and staying on track. Also concerns about appropriate oversight. They expected Public Services to inspect on Howe Street project. Notes:	25
Project Team Experience The whole engineering team doesn't work at the same pace: so, it is hard to coordinate. Notes:	20
References Southport has a history with this firm, that was not a positive one (Howe Street). We left messages for Brunswick County Public Utilities, and Brunswick Regional H2GO. Notes: We will report more at the Meeting on Thursday.	70
TOTAL	

REVIEWER NAME: Tom Stanley, Melanie Trexler, Dorrie Dutton and Emily Miller

REVIEWER SIGNATURE: *DDutton*

DATE: 11/8/2022

**SCORING EVALUATION OF
PROFESSIONAL ENGINEERING SERVICES PROPOSALS**
RFQ Posted October 14, 2022 / Proposals Due @ 5:00 p.m. on October 31, 2022

City of Southport Wastewater Rehab Project Funded by USDA Rural Development

Scoring Criteria	Max Points
Consultant's Profile and Experience with Similar Projects	25
Project Approach	40
Project Team Experience	25
References	10
TOTAL	100

Name of Engineering Firm: W K Dickson	Points Awarded
Consultant's Profile and Experience with Similar Projects Vast knowledge of Southport, several similar projects, and other projects Notes: in the region.	25
Project Approach Approach submitted is not in line with this particular scope-it is not for the USDA project. Also, there are concerns that they won't focus on pump station rehab. Notes:	20
Project Team Experience The original (3) partners have (27) years of experience each. They have a lot of experience with wastewater systems. Notes:	25
References Called Fayetteville Public Works and City of Eden Notes: We will report more on Thursday at the meeting.	70
TOTAL	

REVIEWER NAME: Tom Stanley, Melanie Trexler, Dorrie Dutton & Emily Miller

REVIEWER SIGNATURE: DDutton

DATE: 11/8/2022

**SCORING EVALUATION OF
PROFESSIONAL ENGINEERING SERVICES PROPOSALS**
RFQ Posted October 14, 2022 / Proposals Due @ 5:00 p.m. on October 31, 2022

City of Southport Wastewater Rehab Project Funded by USDA Rural Development

Scoring Criteria	Max Points
Consultant's Profile and Experience with Similar Projects	25
Project Approach	40
Project Team Experience	25
References	10
TOTAL	100

Name of Engineering Firm: Wooten Engineering	Points Awarded
Consultant's Profile and Experience with Similar Projects Notes: Lots of USDA experience and regional experience	25
Project Approach Staff of 100+ people. Their approach is thorough and specific for the USDA project. They have excellent communication. And they prioritize projects as needed. Notes:	40
Project Team Experience Because of the size of the staff, they have a LOT experience, and experience in all facets of engineering. Notes:	25
References Spoke to Grifton, NC: Interim Manager spoke very highly of the engineering firm. He specifically mentioned the inspectors. He said they had a lot of expertise, and work with other municipalities in the area, too. Left a message for the City of Oxford, too. Notes:	10
TOTAL	100

REVIEWER NAME: Tom Stanley, Melanie Trexler, Dorrie Dutton, and Emily Miller

REVIEWER SIGNATURE: *DDutton*

DATE: 11/8/2022

October 2022

Dr. Jerry Oates
Superintendent

Mr. Darrell Cheers
Assistant Superintendent/ Chief Accountability Officer



Cheers' Corner with Darrell Cheers



In a previous edition, we discussed two of the greatest factors on motivation fear and desire. Today we are going to give examples of leadership styles that use fear and desire when working with their team members.

An autocratic leader often uses fear to get their team members to complete a task. The fear of a reprimand or losing their job will provide the

motivation for some team members to minimally complete a task. The autocratic leader makes decisions without soliciting input from their team members or if they do solicit input it is only to check a box. Once they make a decision they expect immediate compliance with no questions. This type of leadership style often produces the same type of ideas because they come from the same person, the leader. This type of leadership can often be seen in organizations with high turnover. Highly skilled team members will not stay around long when they are constantly the subject of micromanagement in the workplace. The intrinsically motivated employee will find an organization where their ideas and talents will be appreciated.

A visionary leader will focus on the desires of their team members and provide vision and direction to reach goals. This leader is the opposite of a micromanager. After sharing the vision and direction with their team members they let the teamwork to accomplish the goals. The leader is available to team members to provide guidance as needed but they do not direct every step. The visionary leader shows strength by providing their team members autonomy. Having more control over their work gives team members greater motivation to be successful. This leader provides praise to team members when they meet or exceed their goals. Team members truly enjoy working with the visionary leader because their voices are heard.

Most of us, at some point, have worked with both an autocratic and a visionary leader. The experiences gained from each of these leaders will shape you on your journey to becoming a great leader. It's actually simple, in a business where relationships are a top priority, you don't need to be a bulldog just be nice and treat people with respect. Remember, if you are going to be effective long-term, the people you lead do not have to love you, but they cannot hate you.

Best Regards

Darrell

Focus Broadband Smart Connections Grant Recipient



Congratulations to Dr. Lori Rose, Health Science teacher at West Brunswick High School for being selected to receive a Focus Broadband Smart Connections Grant for \$2,500. The focus of the grant proposal is to acquire additional manikins for the health science program in an effort to provide a 1-1 or 1-2 manikin to student ratio. Funds from the grant will be used to purchase adult and infant manikins as well as replacement lungs and an AED.

Thanks so much also to Ms. Dale Giannatasio for all your help and assistance in writing the grant. Our students will greatly benefit from utilizing the additional equipment.



Our Annual Manufacturing Day event was a tremendous success again this year. The event was a collaborative initiative between Brunswick Community College, Brunswick County Schools, the Cape Fear Manufacturing Partnership and NCWorks. High school students from across the district had a tremendous opportunity to tour both Tri-Tech Forensics and Precision-Swiss. They learned a great deal about these two companies and the many career opportunities that are available. After completing the tours students visited the Brunswick Community College Leland Center where they heard a keynote from Mr. Jim Flock, Manager of Blair-HSM and current president of the Cape Fear Manufacturing Partnership, after which they toured the center and learned about the many different programs available through BCC.



Sheila Gerald-Evans - West Brunswick High School

Students in Mrs. Evans' PLTW Principles of Biomedical Science classes are mastering the process of performing blood splatter analysis and blood typing.



Jeff Register - South Brunswick High School

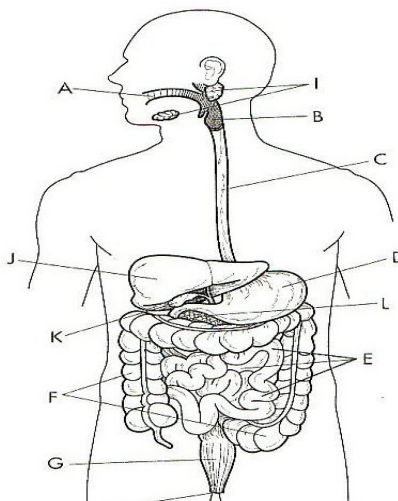
Many thanks to Mr. Arnold Green for his generous donation of a CNC machine to our carpentry program at South Brunswick High School. The addition of this machine will provide our students with many innovative and exciting learning opportunities and experiences. Mr. Green recently visited us here at school to share his expertise and knowledge about the machine and to provide some basic information about its operation. Thanks again Mr. Green for your generosity and for your help and support of the carpentry program here at South Brunswick.



Jeff Register and Arnold Green pictured with the CNC Machine in the shop at SBHS.

Sheila Gerald-Evans - West Brunswick High School

Human Body System students enjoy "Fun Friday" by painting anatomy shirts after completing other projects and assignments.



Sheila Gerald-Evans - West Brunswick High School

Congratulations to each of the following students for being selected to serve as a member of the 2022-2023 West Brunswick High School HOSA officer team. We are very proud of each of these wonderful students and are looking forward to working with them this school year.



West Brunswick High School HOSA Officers (From Left to Right:)

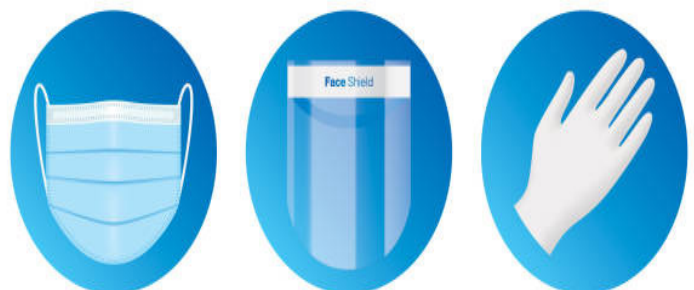
Logan Franklin - Project Manager
Conner Evans - Project Manager
Jewelie Gore - Co President
Zoey Boswell - Co President
Macie Coley - Vice President
Aidan Heffernan - Secretary

Michelle Hines - South Brunswick High School

Students in Mrs. Hines' Honors Nursing Fundamentals class are learning about personal protective equipment or PPE as well as mastering handwashing skills and infection control.



Personal Protective Equipment (PPE)



Sheila Gerald-Evans - West Brunswick High School

Students in Mrs. Evans' PLTW Principles of Biomedical Science classes examine hair samples and compare them with those found at their crime scene. They have completed finger printing and utilized Kastle Meyer testing in order to identify a substance.

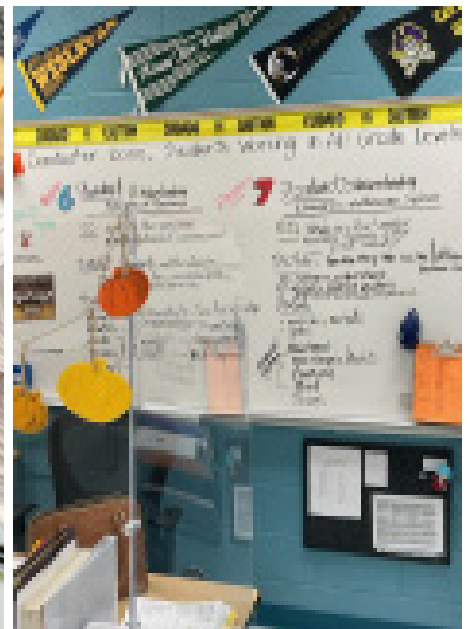
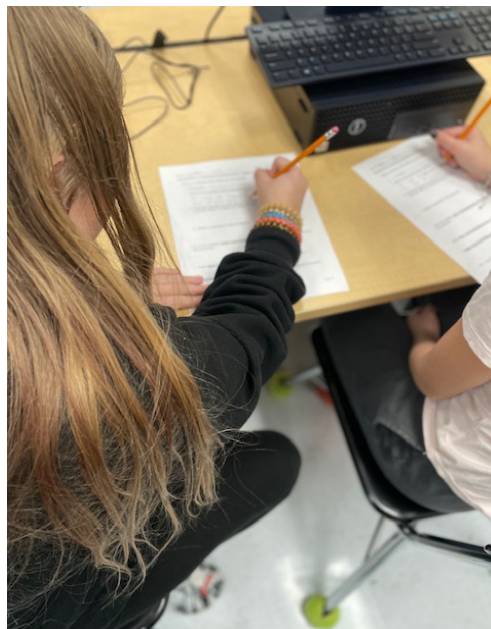
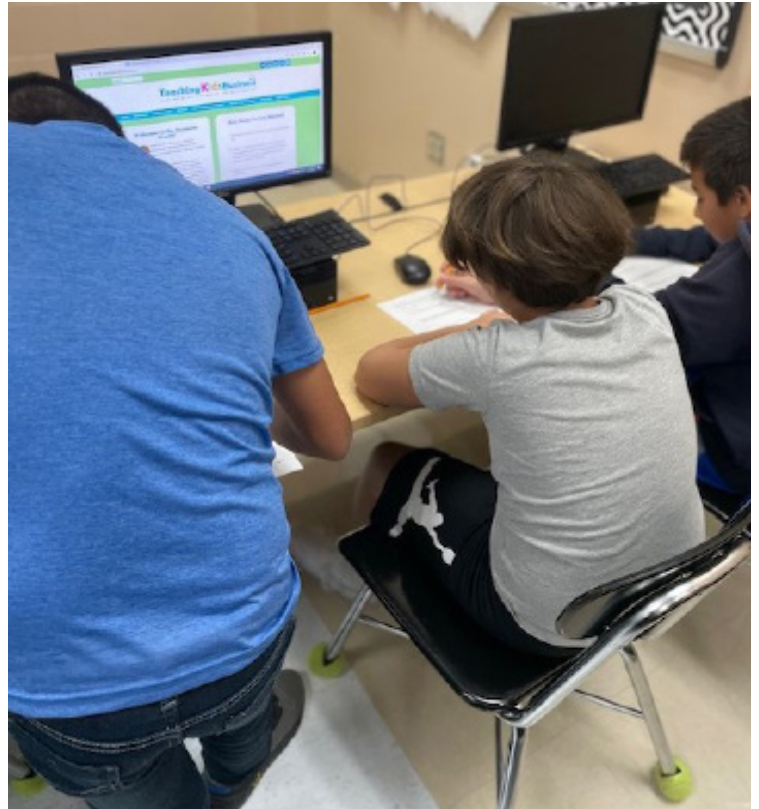
Students are gaining a great deal of knowledge and experience through these "hands on" projects and activities.



Kim Harmon - Cedar Grove Middle School

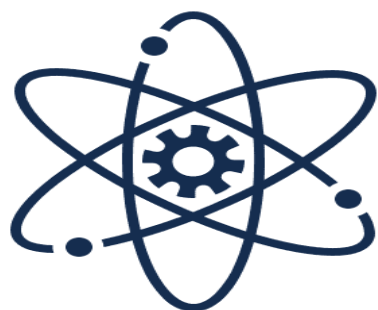
The beginning of a new school year always reminds me of waking up really early, the smell of sharpened pencils and butterflies dancing in my stomach. As a teacher, I believe we each try to put ourselves in the students' shoes and help them navigate through the first day of school and beyond to ensure they are feeling welcomed and building relationships with their teachers and peers. This school year is no different than any other for me as all my CTE classes are working independently and with peers on terminology, class, teacher and student expectations, reading and understanding their Syllabus, and trying to remember where they are assigned to sit. Students share in the value of respect for themselves and one another.

In my Business classes, as well as my Carpentry class, students will be involved in differentiated lessons, the ability to work with their peers for collaboration and team building, presenting projects to their classmates and having the pleasure of listening to a variety of guest speakers in their classes. From Economic Systems to Gantt Charts, students in Mrs. Harmon's classes will have new opportunities to explore, grow and hopefully in the near future put that knowledge into practice.



Sheila Gerald-Evans - West Brunswick High School

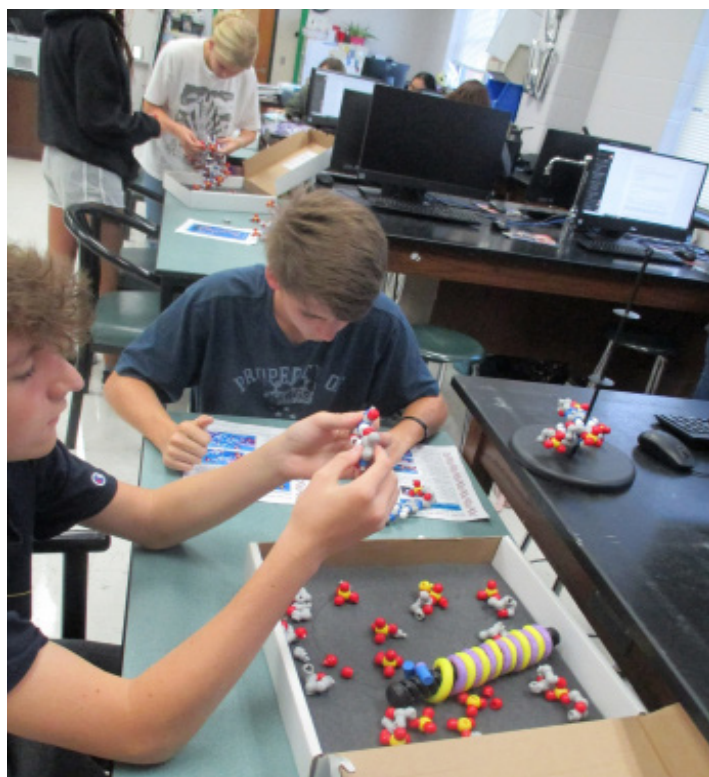
Students in Mrs. Evans' PLTW Human Body Systems class are learning about and working toward earning their CPR certification.



PLTW

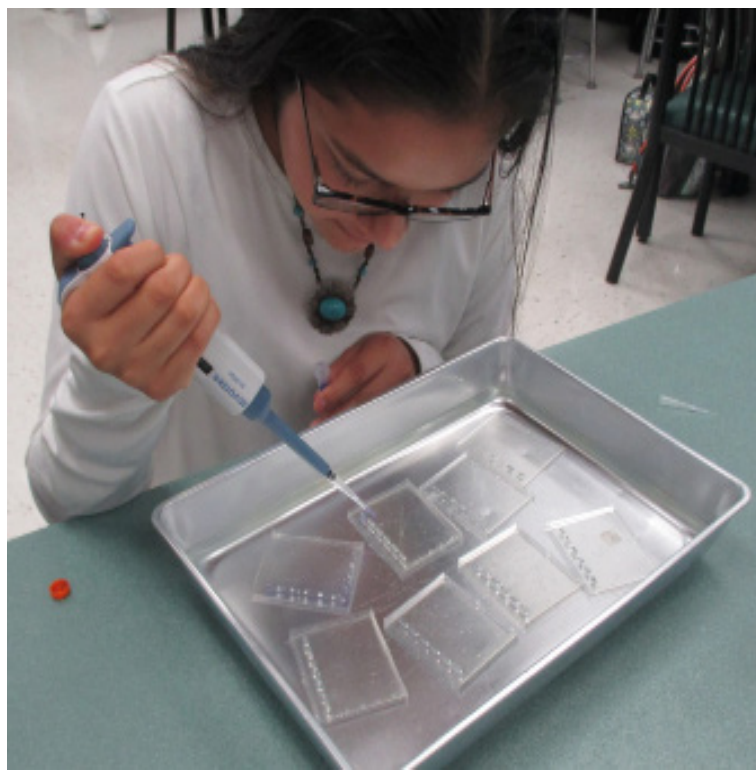
Sheila Gerald-Evans - West Brunswick High School

Students in Mrs. Evans' PLTW Principles of Biomedical Science are having so much fun seeing who can put their DNA model together first.



Sheila Gerald-Evans - West Brunswick High School

Project Lead The Way students are learning to do by doing such as micropipetting, pouring gel wells, and prepping labs.



CAREER & COLLEGE PROMISE

Student Spotlight

October 2022

North Brunswick High School

CLASS OF 2023

Davin Dietz

CCP PATHWAY

College Transfer

PROGRAM OF STUDY

Associate in Arts

BENEFITS OF CCP

"CCP has helped me to stay on top of my work, the hard deadlines have helped me not to procrastinate. I now know what to expect in a college level course."

TIPS FOR SUCCESS

"Stay caught up with your work, ask questions when necessary, and work hard to get good grades in class."



BRUNSWICK
COMMUNITY COLLEGE

CAREER & COLLEGE PROMISE

Student Spotlight

October 2022

South Brunswick High School
CLASS OF 2023

Walker Jenkins

CCP PATHWAY

College Transfer

PROGRAM OF STUDY

Associate in Science

BENEFITS OF CCP

"CCP has better prepared me for college. Taking the college courses and having to work independently has taught me how to manage my time. Not having someone to force you to do the work makes you take responsibility. I think that has been extremely beneficial because that is how everyday life is going to be in college."

TIPS FOR SUCCESS

"My tip for success is to work hard. If you put forth effort and work hard you are typically successful at what you do."



BRUNSWICK
COMMUNITY COLLEGE

CAREER & COLLEGE PROMISE

Student Spotlight

October 2022

West Brunswick High School

CLASS OF 2023

Zane Poulin

CCP PATHWAY

College Transfer

PROGRAM OF STUDY

Associate in Science

BENEFITS OF CCP

I benefited most from being able to earn my Associates in Science by the time I graduate from high school.

TIPS FOR SUCCESS

I would recommend taking classes that interest you, CCP is a great way to explore your interests for whatever you have planned in the future.



BRUNSWICK
COMMUNITY COLLEGE

LOCAL EMPLOYMENT OPPORTUNITIES

www.carostaff.com

Carolinas Staffing Solution

October 10, 2022

Full Time Temp to Perm Housekeepers in Oak Island, NC-Client cleans residential, vacation and some commercial cleans-You will work in Southport, Oak Island and St. James, but will meet at client location and will ride in client vans to sites. Monday- Friday 7:30 am to 4 pm with a 30-minute lunch (You can work weekends if you want to). Attire: Shorts must be 2 inches above knees, T-shirt and comfortable shoes Pay: 13.00 Per Hour and Cleaning Supplies are provided!

Sod Lavers- Sunset Beach, NC- Monday- Friday, 8 am to 5 pm, 15 per hour.

Part time Funeral Assistant in Wilmington, NC Temp to Perm-This is a part time position that interacts directly with client families and is responsible for creating and maintaining a premier level of client family satisfaction. The funeral assistant will perform a variety of tasks during funerals and visitations to assist funeral directors and help ensure that services run as smoothly as planned. Assisting licensed funeral directors with daily funeral service responsibilities, assisting with funeral services, memorial services, and visitations, responding to first calls, answering phones, and directing calls to appropriate team members Greeting and receiving client families and others entering the facilities for information and assistance Maintaining a friendly and pleasant attitude while offering assistance and guidance to all persons entering the facility. Driving the hearse and other funeral vehicles Running errands, out of town trips. This employment opportunity offers flexible hours with needs during the daytime, evening, and weekends. Ability to lift 75+ pounds Valid North Carolina driver's license with a clean driving record Must be able to pass a background and drug test-Hours of Work: Flexible-Rate of Pay: \$12.00 to \$14.00 Per Hour

Bookkeeper in Ocean Isle Beach, NC Temp to Perm-Bookkeeping Experience A Must-Quick Books, AP/AR, Windows 10-Assist with General Office Duties, Phones, etc.-Must pass background and Drug Test.-Shift: Monday-Friday, 8 am to 5 pm (flexible)-Pay: 15.00-This is a shop type environment, so jeans, nice shirt and comfy shoes are the attire.

1st Shift Forklift, Leland, NC-Unloading materials, and merchandise from incoming vehicles and stacking them to assigned places. Locating and moving stock of products to pallets or crates for storage or shipment. Identifying damages and report shortages or quality deficiencies-Experience Resume Required-7 am to 3 pm- \$15.00 - Shift Monday – Saturday-Attire: Closed-toe shoes, beard/hairnet-FULL MEDICAL/DENTAL/VISION AFTER 90 DAYS, 401K AFTER 6 MONTHS PTO 2 DAYS AFTER HIRED ON, ACCRUE 1WK VACATION 1 YR

Part Time Receptionist Wilmington, NC Temp to Perm Mortuary seeking candidates for a part-time administrative role. Must have data entry, filling, answering phones, and office administrative duties, including Meeting with families to assist with their needs Corresponding with families via phone, email, and postal service. Communicating with Funeral Directors and Staff as needed Must have patience, compassion and be able to assist as needed. Excellent people and phone skills Knowledge of Microsoft Office is a MUST. Must be comfortable working independently. Be detail oriented can have a positive attitude. Outstanding interpersonal skills and possess the compassion and comfort level necessary to assist bereaved families. Pass a background and drug test. Monday through Friday - Work 2(7.5 hours) one week, and 3(7.5 hours) the next week. 37.50 hours over a two-week schedule Rate of Pay: \$15.00

Line Cook, Sunset Beach-This position is for a snack bar with a basic breakfast and lunch menu-Monday-Sunday but will have a schedule so you do not work 7 days. Must be flexible to work weekends as well-Hours: 6:00 am to 3 pm-Pay: 15 Per hour

Jessica Abernathy Office Manager

PO Box 1614 Shallotte, NC 28459

Phone (910) 754-5393 Fax (910) 754-5433

www.carostaff.com jabernathy@carostaff.com



Class A Driver/Warehouse Associate, Wilmington- CDL Class A Driver that can also be a Warehouse Associate. Warehouse 50% of the time and will be driving 50% of the time. Pay Rate: \$18 - \$20 D.O.E .Hours: Full-Time-Monday-Friday 8:00 am – 5:00 pm. Possible Over-Time. Requirements: Forklift experience is required. Warehouse experience is required. Must be familiar with basic technology and RF Scanning. No phones or earbuds are allowed in the warehouse. Duties Include: Driving, delivering, pick-ups, receiving, pulling orders, putting away, loading, and unloading from trucks, customer service, and other duties that may be assigned to include sweeping, emptying trash, etc. Drug Test, Background Check, & MVR.

Full or Part Time Inside Sales Reps, Shallotte, NC –Pawn Shop Sales plus commission-Pay: \$10.00 – \$12.00 per hour-40 hours per week and must be flexible to work within the store hours as needed. Store Hours are Monday-Friday 9:00 7:00 pm, Saturday 9:00 am – 6:00 pm, and Sundays 1:00 pm-5:00 pm (Only Open Sundays Thanksgiving – Christmas only).

1st & 2nd and 3rd Shift Packers in Leland, NC!!! Packing products, placing packaging on pallets for shipping. Lift 25lbs. Must stand for long periods of time. Able to withstand working in the heat, Fans/water/electrolytes are provided throughout your shift. Closed toe shoes, beard/hair net. FULL benefits after 90 days-401K AFTER 6 MONTHS PTO 2 DAYS AFTER HIRED ON. ACCRUE 1WK VACATION 1 YR. 1st -7 am to 3 pm- \$11.00, 2nd Shift: 3pm to 11pm, \$11.75 and 11pm to 7 am, \$12.25.

Kit Assemblers *NO Exp. Required** – Leland, NC!!!!**-M-F 8:30am – 4:30pm- Pack kits, including sub and final assembly Identify and pull defective items and quality assurance inspection of kits when required Basic computer skills used to clock in and out, on the job training: Shorts/Sneakers/Knee length shorts/Pants/T-Shirt

2 Tire Technicians - Rockingham, NC – Working with heavy equipment ranging from motor graders to off dump trucks working in suspension, front end alignments, struts, tire changes, oil changes, road calls, and must be able to help run the shop. Monday - Friday 8:00am - 5:00pm Full Time/Perm Pay: 15-16.

Hotel Housekeepers Part Time, Southport, NC- Cleans and maintains all public areas, storage areas and administrative areas. Clean rooms. Make beds, clean bath, showers, and toilet. Dusts, vacuum, run supplies and service items to guestrooms as requested Maintain public areas, hallways other spaces assigned. Polishes metalwork and furniture. Collects soiled linens for laundering and received and stores linen supplies. Vacuums floors. Cleans restrooms. Removes trash Office cleaning Refurnishes areas with supplies . Removes and disposes of trash. Able to work weekends and holidays. Lifting 50 lbs. maximum with frequent lifting and/or carrying of objects weighing up to 25 lbs. Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling- 9:00am to 4:00pm- \$12.00 - \$15.00

Part Time Dishwasher-Golf Resort in Southport, NC- Friday 3pm -10pm-Saturday 3pm – 10pm-Sunday 9am – 4pm-13.00 per hour.

Jessica Abernathy Office Manager
PO Box 1614 Shallotte, NC 28459
Phone (910) 754-5393 Fax (910) 754-5433
www.carostaff.com jabernathy@carostaff.com



Resort Groundkeepers, Longs, SC -General Maintenance, cleaning, customer service. Regulate chemicals in pools, AED/CPR Certified (they will certify you) Operate weed eater, zero turn mower Weed trimming Pressure washing Lay mulch clean trash, grills, fire pits Able to swim. Weekend Availability: 8:00am-4:30pm-8:30am-5:00pm-10:30am-7:00 pm. Pay: \$13.00 per hour-Background Check

Tax Preparer, Shallotte, NC - Do simple and complex, individual, and small business Federal and State tax returns. Seasonal position, full time during the tax season, possibly part time off season. Qualifications: Prior individual and business tax preparation experience in a tax practice or retail setting required Knowledge of tax laws, tax concepts, and a familiarity with form 1040 and schedules. Ability to expand expertise and obtain a tax credential or certification. Customer service skills. In-depth knowledge tax laws, regulations and deadlines Proficiency with common tax preparation, word processing and spreadsheet software. Attend professional education courses.\$16.00 - \$20.00. Hours: 8:30am to 6:00pm Monday through Friday 9:00am to 1:00pm Saturday.

General and Skilled Labor – Brunswick County - Pay Depends on job and skill set and requirements for the certain job.

Cheerwine Distribution- NC and SC- Go to www.carostaff.com, click on Jobs Tab, Click on Cheerwine Jobs, find your job and location, and apply. 910-754-5393.

Call 910-754-5393 for further questions. You may also stop by Monday-Friday 8 am to 11 am and 1 pm to 4 pm to 4480 Main St. Shallotte, NC.

Jessica Abernathy Office Manager
PO Box 1614 Shallotte, NC 28459
Phone (910) 754-5393 Fax (910) 754-5433
www.carostaff.com jabernathy@carostaff.com



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Interests



Explore
Occupations



Plan My
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Education &
Training



Job
Search



Make budget choices and get a summary of state or county costs in 12 major expense categories. Link to occupations with salaries that match your life choices.



INTEREST
FINDER

What kind of person are you? Are you Artistic? Social? Realistic? Answer this short quiz to identify your personality type.



CAREER CLUSTER
MATCH

Uncover which Career Clusters match your combination of work, skill and academic interests and then explore the occupations included in that cluster.



Ken Buck
Career Ready Coordinator
Brunswick County Schools
910-312-2783 (Office)
910-274-1042 (Cell)
Twitter: @kbuck_CTE

If you are receiving this newsletter via a forward and would like to be added to our distribution list please complete the request form by [clicking here](#).

In compliance with federal law, Brunswick County Schools' CTE programs administer all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military status, disability or gender, except where exemption is appropriate and allowed by law.

SOUTHPORT ALCOHOLIC BEVERAGE CONTROL BOARD
(A COMPONENT UNIT OF THE CITY OF SOUTHPORT)

Southport, North Carolina

Audited Financial Statements

June 30, 2022 and 2021

Southport Alcoholic Beverage Control Board

(A component unit of City of Southport)

Table of Contents

June 30, 2022 and 2021

Independent Auditor's Report

Management's Discussion and Analysis

Basic Financial Statements

Statement of Net Position	Exhibit A
Statement of Revenues, Expenses, and Changes in Net Position	Exhibit B
Statement of Cash Flows.....	Exhibit C
Notes to the Financial Statements	Exhibit D

Required Supplemental Information:

Other Postemployment Benefits

Schedule of Changes in the Total OPEB Liability and Related Ratios

Local Government Employee's Retirement System

Proportionate Share of Net Pension Liability (Asset)

Southport Alcoholic Beverage Control Board's Contributions

Supplementary Information

OPEB RSI Schedules

Schedule of Store and Administrative Expenses	Schedule 1
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Schedule of Revenues and Expenditures - Budget to Actual	Schedule 2
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Schedule of Distributions of Profits for the year Ended June 30, 2021	Schedule 3
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Goodson & Taylor, CPAs

Clement Goodson, CPA
Lynn Taylor, CPA

763 S. Kerr Ave
Wilmington, NC 28403

Phone 910-392-4650
Fax 910-392-3240

Independent Auditor's Report

Board of Directors
Southport ABC Board

Report on the Financial Statements

We have audited the accompanying financial statements of the Southport ABC Board, a component unit of the City of Southport, which comprise the Statement of Net Position as of June 30, 2022 and 2021, and the related Statement of Revenues, Expenses and Changes in Net Position, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Southport ABC Board as of June 30, 2022 and 2021, and the respective changes in financial position, and where applicable, cash flows thereof for the year ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, the Other Postemployment Benefits' Schedule of Changes in the Total OPEB Liability and Related Ratios, the Local Government Employees' Retirement System's Schedules of the Proportionate Share of the Net Pension Liability and Contributions, the Law Enforcement Officers' Special Separation Allowance schedules of the Changes in Total Pension Liability and Total Pension Liability as a Percentage of Covered Payroll be presented to supplement the basic financial statements. Such information, although not a required part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary and Other Information

Our audits were conducted for the purpose of forming opinions on the financial statements as a whole. The Schedule of Expenses by Store, Administrative Expenses, Warehouse Expenses, and Schedule of Revenues and Expenditures – Budget vs. Actual are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The Schedule of Expenses by Store, Administrative Expenses, Warehouse Expenses, and Schedule of Revenues and Expenditures – Budget vs. Actual are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements taken as a whole.

Goodson & Taylor, CPAs
Wilmington, NC
September 30, 2022

Southport Alcoholic Beverage Control Board Management's Discussion and Analysis June 30, 2022

This section of the Alcoholic Beverage Control (ABC) Board's (*the Board*) financial report represents our discussion and analysis of the financial performance of the Board for the years ended June 30, 2022 and 2021. This information should be read in conjunction with the audited financial statements included in this report.

Financial Highlights

- Sales increased 11.6% over the prior year.
- Distributions to the City of Southport increased to \$621,587 for an increase of 12.4%
- Distributions for law enforcement and alcohol education totaled \$64,807
- New retail store opened for business withhold building being renovated for mixed beverage sales and increased warehousing space.

Overview of the Financial Statements

The audited financial statements of the ABC Board consist of 3 components. They are as follows:

- *Management's Discussion and Analysis*
- *Basic Financial Statements*
- *Additional Information Required by the ABC Commission*

The *Basic Financial Statements* are prepared using the full accrual basis of accounting. They consist of three statements. The first statement is the **Statement of Net Position**. Assets and liabilities are classified between current and long-term. This statement provides a summary of the Board's investment in assets and obligations to creditors. Liquidity and financial flexibility can be evaluated using the information contained in this statement.

The next statement is the **Statement of Revenues, Expenses, and Changes in Net Position**. This statement is used in evaluating whether the Board has recovered all of its costs through sales. Its information is used in determining credit worthiness.

The final required statement is the **Statement of Cash Flows**. This statement reports cash inflows and outflows in the following categories: operating, investing, and financing activities. Based on this data, the user can determine the sources of cash, the uses of cash, and the change in cash.

The **Notes to the Financial Statements** provide more detailed information and should be read in conjunction with the statements.

Certain **Required Supplementary Information** presents information required by the Governmental Accounting Standards Board. This information presents the Board's progress in funding its liability for providing hospitalization insurance to qualifying retirees and its proportionate share of the net pension asset/liability and contributions of the Local Government Employees' Retirement System.

The ABC Commission requires some schedules in addition to the information required by generally accepted accounting principles. They include a **Schedule of Store Expenses and Administrative Expenses** and a **Budget to Actual Reconciliation**.

Financial Analysis of the ABC Board

Net position is an indicator of the fiscal health of the Board. Assets and deferred outflows exceeded liabilities and deferred inflows by \$316,469 in 2022, \$316,469 in 2021 and \$316,469 in 2019. Following is a summary of the Statement of Net Position:

Table 1
Condensed Statement of Net Position

	<u>6/30/22</u>	<u>6/30/21</u>	<u>6/30/20</u>	<u>\$ Change This Yr. to Last Yr.</u>	<u>% Change This Yr. to Last Yr.</u>
Current assets	1,104,911	824,403	842,944	280,508	34.0%
Non-current assets	1,365,545	596,448	504,244	769,097	128.9%
Total assets	2,470,456	1,420,851	1,347,188	1,049,605	73.9%
Deferred outflows of resources	104,754	90,382	59,409	14,372	15.9%
Current liabilities	873,957	539,924	583,825	334,033	61.9%
Non-current liabilities	1,309,683	633,843	485,397	675,840	106.6%
Total liabilities	2,183,640	1,173,767	1,069,222	1,009,873	86.0%
Deferred inflows of resources	75,101	20,997	20,906	54,104	257.7%
Net invested in capital assets	112,818	147,781	151,639	(34,963)	-23.7%
Restricted net position	159,053	139,085	123,584	19,968	14.4%
Unrestricted net position	44,598	29,603	41,246	14,995	50.7%
Total net position	316,469	316,469	316,469	-	0.0%

Note that non-current assets and liabilities increased during the year. This is the result of the construction of the new retail outlet and renovations to the existing building. These additions are being financed by a loan from Truist Bank.

Net position of \$316,469 remained the same for the past three years. This is possible because this amount has been sufficient to meet the needs of the Board. This has allowed the Board to distribute all of its income to the City of Southport. Income from operations increased by 14.8% from 2021 and increased by 25.5% between 2020 and 2021. Following is a summary of the changes in net position:

Table 2
Condensed Statement of Revenues, Expenses, and Changes in Net Position

	<u>6/30/22</u>	<u>6/30/21</u>	<u>6/30/20</u>	<u>\$ Change This Yr. to Last Yr.</u>	<u>% Change This Yr. to Last Yr.</u>
Operating revenues	5,440,759	4,873,955	4,194,619	566,804	11.6%
Less: Taxes on gross sales	1,296,076	1,147,363	982,577	148,713	13.0%
Net sales	4,144,683	3,726,592	3,212,042	418,091	11.2%
Cost of sales	2,766,254	2,505,013	2,166,857	261,241	10.4%
Gross profit	1,378,429	1,221,579	1,045,185	156,850	12.8%
Less: Operating expenses	659,145	594,679	545,597	64,466	10.8%
Income from operations	719,284	626,900	499,588	92,384	14.7%
Non-operating revenues/expenses	(32,889)	(16,709)	(4,818)	(16,180)	96.8%
Change in net position before distributions	686,395	610,191	494,770	76,204	12.5%
Distributions	686,395	610,191	494,770	76,204	12.5%
Change in net position	-	-	-	-	-
Net position, beginning as previously reported	316,469	316,469	316,469	-	0.0%
Net position, ending	316,469	316,469	316,469	-	0.0%

The increase in sales occurred at the Board's one location. Retail sales increased due to an increase in permanent residents in the area and increases in tourists after the reduction in Covid requirements. Mixed beverage sales increased due to the restaurants operating at full capacity after the Covid space requirements were ended.

Following is a breakdown of sales by source:

Table 3
Analysis of Sales by Source

	<u>6/30/22</u>	<u>6/30/21</u>	<u>6/30/20</u>	<u>\$ Change This Yr. to Last Yr.</u>	<u>% Change This Yr. to Last Yr.</u>
Retail liquor sales	3,912,171	3,837,264	3,395,313	74,907	2.0%
Mixed beverage sales	1,518,647	1,025,616	790,260	493,031	48.1%
Retail wine sales	9,941	11,075	9,046	(1,134)	-10.2%
Total sales	<u>5,440,759</u>	<u>4,873,955</u>	<u>4,194,619</u>	<u>566,804</u>	<u>11.6%</u>

The percentage of mixed beverage sales to the total liquor sales increased to 28.0% in 2022 from 21.1 % in 2021 and 18.9% in 2020.

Capital Asset and Debt Administration

Capital Assets

Net Property, Plant and Equipment totaled \$1,365,545 as of June 30, 2022 (net of accumulated depreciation).

Total capital asset additions during the year totaled highlighted by the \$896,594 additional investment in the project expanding and equipping the existing store.

Table 4
Capital Assets (Net of Depreciation)

	<u>6/30/22</u>	<u>6/30/21</u>	<u>6/30/20</u>	<u>\$ Change This Yr. to Last Yr.</u>	<u>% Change This Yr. to Last Yr.</u>
Land	333,232	333,232	333,232	-	0.0%
Construction in progress		110,483		(110,483)	-100.0%
Buildings	803,207	53,589	55,146	749,618	1398.8%
Building improvements	184,683	91,250	101,465	93,433	102.4%
Furniture and fixtures	389	447	505	(58)	-13.0%
Equipment	44,034	7,447	13,896	36,587	491.3%
Total	<u>1,365,545</u>	<u>596,448</u>	<u>504,244</u>		

Additional information on the ABC Board's capital assets can be found in the notes to the Financial Statements.

Debt Administration

During the year ended June 30, 2022, the Board borrowed funds to finance the store expansion.

Table 5
Summary of Changes in Long-term Debt

	<u>6/30/22</u>	<u>6/30/21</u>	<u>6/30/20</u>	<u>\$ Change This Yr. to Last Yr.</u>	<u>% Change This Yr. to Last Yr.</u>
Notes payable	1,147,726	448,667	352,605	699,059	155.8%

The note on the building is with Truist Bank at 4.1%. The payments are set at an amount that will amortize the balance over twenty years with a balloon payment due in seven years.

Economic Factors

The area continues to experience outstanding economic growth. Year-to-date real estate sales in the county have continued to increase. This influx of residents has resulted in increased retail sales by all business including liquor stores. The increased space for sales and parking provided by the expansion should position the Board to continue to increase their sales and profits.

Requests for Information

This report is intended to provide a summary of the financial condition of the ABC Board. Questions or requests for additional information should be addressed to:

Harold Todd Dunn, Manager
Southport ABC Board
714 N. Howe Street
Southport, NC 28461

BASIC FINANCIAL STATEMENTS

SOUTHPORT ALCOHOLIC BEVERAGE CONTROL BOARD
(A COMPONENT UNIT OF THE CITY OF SOUTHPORT)
STATEMENT OF NET POSITION
June 30, 2022 and 2021

EXHIBIT A

	<u>2022</u>	<u>2021</u>
<u>ASSETS</u>		
Current Assets		
Cash and Cash Equivalents	661,686	537,288
Inventories (at cost)	408,614	272,054
Prepaid Expenses	34,611	15,061
Total Current Assets	<u>1,104,911</u>	<u>824,403</u>
Noncurrent Assets		
Property, Plant and Equipment (net of accumulated depreciation)	<u>1,365,545</u>	<u>596,448</u>
Total Noncurrent Assets	<u>1,365,545</u>	<u>596,448</u>
Total Assets	<u>2,470,456</u>	<u>1,420,851</u>
<u>DEFERED OUTFLOWS OF RESOURCES</u>		
Pension deferrals	73,285	64,172
OPEB Deferrals	<u>31,469</u>	<u>26,210</u>
Total Deferred Outflows of Resources	<u>104,754</u>	<u>90,382</u>
<u>LIABILITIES</u>		
Current Liabilities		
Accounts Payable	470,820	197,616
Liquor Sales Tax Payable	161,348	128,038
Payroll Tax Payable	751	1,005
Distributions Payable	212,782	183,871
Current Portion of Long-term Debt	<u>28,256</u>	<u>29,394</u>
Total Current Liabilities	<u>873,957</u>	<u>539,924</u>
Long-term Liabilities		
Long-term debt due subsequent to current year	1,119,470	419,273
Net pension liability	42,174	101,843
Total OPEB liability	<u>148,039</u>	<u>112,727</u>
Total Long-term Liabilities	<u>1,309,683</u>	<u>633,843</u>
Total Liabilities	<u>2,183,640</u>	<u>1,173,767</u>
<u>DEFERRED INFLOWS OF RESOURCES</u>		
Pension deferrals	60,945	-
OPEB Deferrals	<u>14,156</u>	<u>20,997</u>
Total Deferred Outflows of Resources	<u>75,101</u>	<u>20,997</u>
<u>NET POSITION</u>		
Invested in Capital Assets	112,818	147,781
Restricted for:		
Working Capital	159,053	139,085
Unrestricted	<u>44,598</u>	<u>29,603</u>
Total Net Position	<u>316,469</u>	<u>316,469</u>

SOUTHPORT ALCOHOLIC BEVERAGE CONTROL BOARD
(A COMPONENT UNIT OF THE CITY OF SOUTHPORT)
STATEMENT OF REVENUES, EXPENSES AND
CHANGES IN NET POSITION
For the Fiscal Year Ended June 30, 2022 and 2021

EXHIBIT B
Page 1 of 2

	2022		2021	
	<u>Amount</u>	<u>Percent</u>	<u>Amount</u>	<u>Percent</u>
Operating revenue				
Liquor sales - regular	3,912,171	71.9	3,837,264	78.7
Mixed beverages sales	1,518,647	27.9	1,025,616	21.0
Wine sales	9,941	0.2	11,075	0.2
Total gross sales	<u>5,440,759</u>	<u>100.0</u>	<u>4,873,955</u>	<u>99.9</u>
Deduct taxes on gross sales				
State excise tax	1,157,005	21.3	1,044,489	21.4
Mixed beverage tax (Dept. of Revenue)	115,522	2.1	83,036	1.7
Mixed beverage tax (Human Resources)	11,553	0.2	8,303	0.2
Rehabilitation tax (\$.05 per bottle)	11,355	0.2	10,835	0.2
Wine sales tax	641	-	700	-
Total taxes	<u>1,296,076</u>	<u>23.8</u>	<u>1,147,363</u>	<u>23.5</u>
Net sales	4,144,683	76.2	3,726,592	76.4
Deduct cost of goods sold				
Cost of liquor sold	2,760,161	50.7	2,498,727	51.3
Cost of wine sold	6,093	0.1	6,286	0.1
Gross profit on sales	<u>1,378,429</u>	<u>25.4</u>	<u>1,221,579</u>	<u>25.0</u>
Deduct operating expenses				
Store expenses	628,931	11.6	558,270	11.5
Administrative expenses	13,200	0.2	18,130	0.4
Depreciation expenses	17,014	0.3	18,279	0.4
Total operating expenses	<u>659,145</u>	<u>12.1</u>	<u>594,679</u>	<u>12.3</u>
Income from operations	<u>719,284</u>	<u>13.3</u>	<u>626,900</u>	<u>12.7</u>
Other income (expenses)				
Interest income	-	-	11	-
Interest expense	(32,889)	(0.6)	(16,720)	(0.3)
Net other income (expenses)	<u>(32,889)</u>	<u>(0.6)</u>	<u>(16,709)</u>	<u>(0.3)</u>
Change in net position before distributions	686,395	12.7	610,191	12.4
Deduct				
Law enforcement	27,003	0.5	23,875	0.5
Education requirement	37,804	0.7	33,425	0.7
Change in net position before profit distributions	<u>621,588</u>	<u>11.5</u>	<u>552,891</u>	<u>11.2</u>

SOUTHPORT ALCOHOLIC BEVERAGE CONTROL BOARD
(A COMPONENT UNIT OF THE CITY OF SOUTHPORT)
STATEMENT OF REVENUES, EXPENSES AND
CHANGES IN NET POSITION
For the Fiscal Year Ended June 30, 2022 and 2021

EXHIBIT B
Page 2 of 2

	<u>2022</u>		<u>2021</u>	
	<u>Amount</u>	<u>Percent</u>	<u>Amount</u>	<u>Percent</u>
Profit distributions				
City of Southport	<u>621,588</u>		<u>552,891</u>	
Total profit distributions	<u>621,588</u>		<u>552,891</u>	
Change in net position	<u>-</u>		<u>-</u>	
Net position, beginning of year	<u>316,469</u>		<u>316,469</u>	
Net position, end of year	<u>316,469</u>		<u>316,469</u>	

SOUTHPORT ALCOHOLIC BEVERAGE CONTROL BOARD
(A COMPONENT UNIT OF THE CITY OF SOUTHPORT)
STATEMENT OF CASH FLOWS
For the Fiscal Years Ended June 30, 2022 and 2021

EXHIBIT C

	<u>2022</u>	<u>2021</u>
Cash flows from operating activities:		
Cash received from customers	5,714,932	5,142,681
Cash payments to suppliers for goods and services	(2,748,654)	(2,554,311)
Cash payments for sales taxes	(1,536,939)	(1,417,801)
Cash payments to employees for services	(305,727)	(249,368)
Cash paid for other operating expenses	(326,788)	(303,272)
Net cash provided by operating activities	<u>796,824</u>	<u>617,929</u>
Cash flows from capital and related financing activities:		
Debt proceeds	732,422	459,151
Payments on debt principal	(33,363)	(363,088)
Interest paid on debt	(32,889)	(16,720)
Acquisition of capital assets	(681,112)	(110,483)
Net cash (used) for capital and related financing activities	<u>(14,942)</u>	<u>(31,140)</u>
Cash flows from non-capital financing activities:		
Profit distributions	(595,603)	(585,299)
Law enforcement	(25,784)	(24,617)
Alcohol education	(36,097)	(34,464)
Net cash used for non-capital financing activities	<u>(657,484)</u>	<u>(644,380)</u>
Cash flows from investing activities		
Interest income	-	11
Net increase (decrease) in cash and cash equivalents	124,398	(57,580)
Cash and cash equivalents at beginning of year	<u>537,288</u>	<u>594,868</u>
Cash and cash equivalents at end of year	<u>661,686</u>	<u>537,288</u>
Adjustments to reconcile income from operations to net cash provided by operating activities:		
Income from operations	<u>719,284</u>	<u>626,900</u>
Adjustments to reconcile income from operations to net cash provided by operating activities:		
Depreciation	17,014	18,279
Change in assets and liabilities:		
(Increase) decrease in inventory	(136,560)	(37,080)
(Increase) decrease in prepaid expenses	(19,550)	(1,959)
Increase in deferred outflows of resources-pensions	(9,113)	(16,585)
Increase in deferred outflows of resources-OPEB	(5,259)	(14,388)
Increase (decrease) in accounts payable	168,205	(19,167)
Increase (decrease) in other liabilities	33,056	(1,504)
Increase in net pension liability	(59,669)	34,389
Increase (decrease) in deferred inflows of resources-pensions	60,945	-
Increase in net total OPEB liability	35,312	28,953
Increase (decrease) in deferred inflows of resources-OPEB	(6,841)	91
Total adjustments	<u>77,540</u>	<u>(8,971)</u>
Net cash provided by operating activities	<u>796,824</u>	<u>617,929</u>

SOUTHPORT ALCOHOLIC BEVERAGE CONTROL BOARD
(A COMPONENT UNIT OF THE CITY OF SOUTHPORT)
NOTES TO FINANCIAL STATEMENTS
June 30, 2022

EXHIBIT D
PAGE 1 OF 20

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Principals Used in Determining the Scope of the Entity for Financial Reporting

The Southport Alcoholic Beverage Control Board, a component unit of the City of Southport, is a corporate body with powers outlined by General Statutes Chapter 18B-701. The City's governing body appoints the ABC Board.

The ABC Board is required by State Statute to distribute its surpluses to the General Fund of the City of Southport, which represents a financial benefit to the City. Therefore, the Southport Alcoholic Beverage Control Board is reported as a discretely presented component unit in the City's financial statements.

B. Organization History

The Board was organized under the provisions of House Bill No. 880 of the North Carolina Legislature, General Assembly of 1957, May 28, 1957, and implemented by a citywide election held August 13, 1957. The Southport City Council appointed three individuals to serve on the ABC Board with terms of three years, two years, and one year.

The Board, as provided by North Carolina Alcoholic Beverage Control laws, operates one liquor store and contracts with the City of Southport law enforcement division to investigate violations of such laws. North Carolina General Statute 18B-805 (c) (2) (3) requires that the Board expend at least 5% of profits for law enforcement and 7% of profits for alcohol education and rehabilitation purposes.

C. Basis of Presentation

All activities of the Board are accounted for within a single proprietary (enterprise) fund. Proprietary funds are used to account for operations that are (a) financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the cost of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or the change in net assets is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

D. Basis of Accounting

The financial statements have been prepared using the accrual basis of accounting. All sales are made by cash, check, debit or credit card and recorded at the time of sale. Other revenues are recorded when earned. Expenses are recognized when incurred.

SOUTHPORT ALCOHOLIC BEVERAGE CONTROL BOARD
(A COMPONENT UNIT OF THE CITY OF SOUTHPORT)
NOTES TO FINANCIAL STATEMENTS
June 30, 2022

EXHIBIT D
PAGE 2 OF 20

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

E. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make certain estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the statement of net position date, and reported amounts of revenues and expenses during the reporting period. Estimates are used to determine depreciation expense, the allowance for doubtful accounts and certain claims and judgment liabilities, among other accounts. Actual results may differ from those estimates.

F. Pensions

For purposes of measuring the net pension asset, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Local Governmental Employees' Retirement System (LERS) and additions to/deductions from LERS' fiduciary net position have been determined on the same basis as they are reported by LERS. For this purpose, plan member contributions are recognized in the period in which the contributions are due. The ABC Board's employer contributions are recognized when due and the ABC Board has a legal requirement to provide the contributions. Benefits and refunds are recognized when due and payable in accordance with the terms of LERS. Investments are reported at fair value.

G. Assets, Liabilities and Net Position

Deposits

All deposits of the Southport Alcoholic Beverage Control Board are made in board-designated official depositories and are collateralized as required by State law [G.S. 159-31]. The ABC Board may designate, as an official depository, any bank or savings association whose principal office is located in North Carolina. Also, the Board may establish Time deposit accounts such as NOW and Super NOW accounts, money market accounts, and certificates of deposit.

All of the ABC Board's deposits are either insured or collateralized by using one of two methods. Under the Dedicated Method, all deposits that exceed the federal depository insurance coverage level are collateralized with securities held by the ABC Board's agent in the ABC Board's name. Under the Pooling Method, which is a collateral pool, all uninsured deposits are collateralized with securities held by the State Treasurer's agent in the name of the State Treasurer. Since the State Treasurer is acting in a fiduciary capacity for the ABC Board, these deposits are considered to be held by the ABC Board agent in the ABC Board's name. The amount of the pledged collateral is based on an approved averaging method for non-interest-bearing deposits and the actual current balance for interest bearing deposits. Depositories using the Pooling Method report to the State Treasurer the adequacy of their pooled collateral covering uninsured deposits. The State Treasurer does not confirm this information with the ABC Board or the escrow agent. Because of the inability to measure the exact amount of collateral pledged for the ABC Board under the Pooling Method, the potential exists for under collateralization, and this risk may increase in periods of high cash flows. However, the State Treasurer of North Carolina enforces strict standards of financial stability for each depository that collateralizes public deposits under the Pooling Method.

SOUTHPORT ALCOHOLIC BEVERAGE CONTROL BOARD
(A COMPONENT UNIT OF THE CITY OF SOUTHPORT)
NOTES TO FINANCIAL STATEMENTS
June 30, 2022

EXHIBIT D
PAGE 3 OF 20

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

G. Assets, Liabilities and Fund Equity (Continued)

At June 30, 2022, the ABC Board's deposits had a carrying amount of \$660,186 and a bank balance of \$615,521. \$250,000 of the bank balance was covered by federal depository insurance and the balance was maintained in institutions collateralizing deposits using the pooling method.

At June 30, 2021, the ABC Board's deposits had a carrying amount of \$535,788 and a bank balance of \$504,289. \$250,000 of the bank balance was covered by federal depository insurance and the balance was maintained in institutions collateralizing deposits using the pooling method.

Cash and Cash Equivalents

For purposes of the statement of cash flows, the Southport ABC Board considers all highly liquid investments (including restricted assets) with maturity of three months or less when purchased to be cash equivalents.

Inventories

Inventories are valued at the lower of cost (FIFO) or market.

SOUTHPORT ALCOHOLIC BEVERAGE CONTROL BOARD
(A COMPONENT UNIT OF THE CITY OF SOUTHPORT)
NOTES TO FINANCIAL STATEMENTS
June 30, 2022

EXHIBIT D
PAGE 4 OF 20

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

G. Assets, Liabilities and Fund Equity (Continued)

Capital Assets

Capital asset activity for the year ended June 30, 2022 was as follows:

	<u>Beginning Balances</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balances</u>
Capital assets not being depreciated				
Land	333,232			333,232
Construction in progress	110,483	781,305	891,788	-
Total capital assets not being depreciated	443,715	781,305	891,788	333,232
Capital assets being depreciated				
Buildings	121,037	751,175		872,212
Building improvements	165,856	103,650		269,506
Furniture and fixtures	3,760		248	3,512
Equipment	57,147	41,769	4,616	94,300
Total assets being depreciated	347,800	896,594	4,864	1,239,530
Less accumulated depreciation for:				
Buildings	67,448	1,557		69,005
Building improvements	74,607	10,216		84,823
Furniture and fixtures	3,313	58	248	3,123
Equipment	49,699	5,183	4,616	50,266
Total accumulated depreciation	195,067	17,014	4,864	207,217
Capital assets being depreciated, net	152,733	879,580	-	1,032,313
Capital Assets, net	596,448			1,365,545

SOUTHPORT ALCOHOLIC BEVERAGE CONTROL BOARD
(A COMPONENT UNIT OF THE CITY OF SOUTHPORT)
NOTES TO FINANCIAL STATEMENTS
June 30, 2022

EXHIBIT D
PAGE 5 OF 20

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

G. Assets, Liabilities and Fund Equity (Continued)

When an asset is disposed of, the cost of the asset and the related accumulated depreciation are removed from the books. Any gain or loss on disposition is reflected in the earnings for the period.

Net Position

Net position consists of the following:

1. Invested in capital assets – This component of net position consists of capital assets, including any restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any borrowings that are attributable to the acquisition, construction, or improvement of those assets. If there are significant unspent related debt proceeds at year-end, the portion of the debt attributable to the unspent proceeds is not included in the calculation of invested in capital assets. Rather, that portion of the debt is included in the same net assets component as the unspent proceeds.
2. Restricted for capital improvements - State law [G.S. 18B-805(d)] requires approval of the appointing authority to establish this account.
3. Restricted for working capital - North Carolina Alcoholic Beverage Control Commission Rule [.0902] defines working capital as the total of cash, investments and inventory less all unsecured liabilities. An ABC board shall set its working capital requirements at not less than two weeks' average gross sales of the last fiscal year or greater than: (1) four months' average gross sales of the last fiscal year for boards with gross sales less than \$1,500,000; (2) three months of the latest fiscal year for boards with sales greater than \$1,500,000 and less than \$50,000,000; and (3) two months of the latest fiscal year for boards with gross sales equal to or greater than \$50,000,000. Average gross sales mean gross receipts from the sale of alcoholic beverages less distributions required by State law [G.S. 18B-805 (b), (2), (3), and (4)].
4. Unrestricted net position – This component of net position consists of net position that does not meet the definition of restricted or invested in capital assets.

SOUTHPORT ALCOHOLIC BEVERAGE CONTROL BOARD
(A COMPONENT UNIT OF THE CITY OF SOUTHPORT)
NOTES TO FINANCIAL STATEMENTS
June 30, 2022

EXHIBIT D
PAGE 6 OF 20

2. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

Noncompliance with N. C. General Statutes

- A. The ABC Board did not make all of the required quarterly distributions as required by G. S. 18B-805(g). The Board will more closely monitor this in future periods to ensure compliance with this statute.
- B. For the fiscal year ended June 30, 2022, expenditures made by the ABC Board for purchase of liquor, salaries and benefits, insurance, supplies, interest, debt payments and profit distributions exceeded budgetary appropriations. Management and the Board will review the budget reports to ensure compliance in future periods.

3. DETAIL NOTES ON ALL FUNDS

Local Governmental Employees' Retirement System

Plan Description. The Southport ABC Board is a participating employer in the statewide Local Governmental Employees' Retirement System (LGERS), a cost-sharing multiple-employer defined benefit pension plan administered by the State of North Carolina. LGERS membership is comprised of general employees and local law enforcement officers (LEOs) of participating local governmental entities. Article 3 of G.S. Chapter 128 assigns the authority to establish and amend benefit provisions to the North Carolina General Assembly. Management of the plan is vested in the LGERS Board of Trustees, which consists of 13 members – nine appointed by the Governor, one appointed by the State Senate, one appointed by the State House of Representatives, and the State Treasurer and State Superintendent, who serve as ex-officio members. The Local Governmental Employees' Retirement System is included in the Comprehensive Annual Financial Report (CAFR) for the State of North Carolina. The State's CAFR includes financial statements and required supplementary information for LGERS. That report may be obtained by writing to the Office of the State Controller, 1410 Mail Service Center, Raleigh, North Carolina 27699-1410, or by calling (919) 981-5454, or at www.osc.nc.gov.

Benefits Provided. LGERS provides retirement and survivor benefits. Retirement benefits are determined as 1.85% of the member's average final compensation times the member's years of creditable service. A member's average final compensation is calculated as the average of a member's four highest consecutive years of compensation. Plan members are eligible to retire with full retirement benefits at age 65 with five years of creditable service, at age 60 with 25 years of creditable service, or at any age with 30 years of creditable service. Plan members are eligible to retire with partial retirement benefits at age 50 with 20 years of creditable service or at age 60 with five years of creditable service. Survivor benefits are available to eligible beneficiaries of members who die while in active service or within 180 days of their last day of service and who have either completed 20 years of creditable service regardless of age or have completed five years of service and have reached age 60. Eligible beneficiaries may elect to receive a monthly Survivor's Alternate Benefit for life or a return of the member's contributions. The plan does not provide for automatic post-retirement benefit increases. Increases are contingent upon actuarial gains of the plan.

SOUTHPORT ALCOHOLIC BEVERAGE CONTROL BOARD
(A COMPONENT UNIT OF THE CITY OF SOUTHPORT)
NOTES TO FINANCIAL STATEMENTS
June 30, 2022

EXHIBIT D
PAGE 7 OF 20

3. DETAIL NOTES ON ALL FUNDS (CONTINUED)

Local Governmental Employees' Retirement System (Continued)

LGERS plan members who are LEOs are eligible to retire with full retirement benefits at age 55 with five years of creditable service as an officer, or at any age with 30 years of creditable service. LEO plan members are eligible to retire with partial retirement benefits at age 50 with 15 years of creditable service as an officer. Survivor benefits are available to eligible beneficiaries of LEO members who die while in active service or within 180 days of their last day of service and who also have either completed 20 years of creditable service regardless of age, or have completed 15 years of service as a LEO and have reached age 50, or have completed five years of creditable service as a LEO and have reached age 55, or have completed 15 years of creditable service as a LEO if killed in the line of duty. Eligible beneficiaries may elect to receive a monthly Survivor's Alternate Benefit for life or a return of the member's contributions.

Contributions. Contribution provisions are established by General Statute 128-30 and may be amended only by the North Carolina General Assembly. The ABC Board employees are required to contribute 6% of their compensation. Employer contributions are actuarially determined and set annually by the LGERS Board of Trustees. The ABC Board's contractually required contribution rate for the year ended June 30, 2022, was 11.25% for general employees, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year. The ABC Board did not have any qualifying law enforcement officers during the year ended June 30, 2022. Contributions to the pension plan from the ABC Board were \$28,720 for the year ended June 30, 2022.

Refunds of Contributions – Board employees who have terminated service as a contributing member of LGERS, may file an application for a refund of their contributions. By state law, refunds to members with at least five years of service include 4% interest. State law requires a 60-day waiting period after service termination before the refund may be paid. The acceptance of a refund payment cancels the individual's right to employer contributions or any other benefit provided by LGERS.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2021, the Board reported a liability of \$42,174 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2021. The total pension liability used to calculate the net pension asset was determined by an actuarial valuation as of December 31, 2020. The total pension liability was then rolled forward to the measurement date of June 30, 2021 utilizing update procedures incorporating the actuarial assumptions. The Board's proportion of the net pension liability was based on a projection of the Board's long-term share of future payroll covered by the pension plan, relative to the projected future payroll covered by the pension plan of all participating LGERS employers, actuarially determined. At June 30, 2021, the Board's proportion was 0.00275%, which was an decrease of 0.00010% from its proportion measured as of June 30, 2020.

For the year ended June 30, 2022, the Board recognized pension expense of \$20,883. At June 30, 2022, the Board reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

SOUTHPORT ALCOHOLIC BEVERAGE CONTROL BOARD
(A COMPONENT UNIT OF THE CITY OF SOUTHPORT)
NOTES TO FINANCIAL STATEMENTS
June 30, 2022

EXHIBIT D
PAGE 8 OF 20

3. DETAIL NOTES ON ALL FUNDS (CONTINUED)

Local Governmental Employees' Retirement System (Continued)

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	13,417	
Changes of assumptions	26,496	
Net difference between projected and actual earnings on pension plan investments		60,254
Changes in proportion and differences between Board contributions and proportionate share of contributions	4,652	691
Board's contributions subsequent to the measurement date	<u>28,720</u>	
Total	<u><u>73,285</u></u>	<u><u>60,945</u></u>

\$28,720 reported as deferred outflows of resources related to pensions resulting from Board contributions subsequent to the measurement date will be recognized as an increase of the net pension asset in the year ended June 30, 2023. Other amounts reported as deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ended June 30:

2022	6,119
2023	739
2024	(4,799)
2025	(18,439)
2026	-
Thereafter	<u>-</u>
Total	<u><u>(16,380)</u></u>

SOUTHPORT ALCOHOLIC BEVERAGE CONTROL BOARD
(A COMPONENT UNIT OF THE CITY OF SOUTHPORT)
NOTES TO FINANCIAL STATEMENTS
June 30, 2022

EXHIBIT D
PAGE 9 OF 20

3. DETAIL NOTES ON ALL FUNDS (CONTINUED)

Local Governmental Employees' Retirement System (Continued)

Actuarial Assumptions. The total pension liability in the December 31, 2020 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.5 percent
Salary increases	3.25 to 8.25 percent, including inflation and productivity factor
Investment rate of return	6.50 percent, net of pension plan investment expense, including inflation

The plan currently uses mortality tables that vary by age, gender, employee group (i.e. general, law enforcement officer) and health status (i.e. disabled and healthy). The current mortality rates are based on published tables and based on studies that cover significant portions of the U.S. population. The healthy mortality rates also contain a provision to reflect future mortality improvements.

The actuarial assumptions used in the December 31, 2020 valuation were based on the results of an actuarial experience study for the period January 1, 2015 through December 31, 2019.

Future ad hoc COLA amounts are not considered to be substantively automatic and are therefore not included in the measurement.

The projected long-term investment returns and inflation assumptions are developed through review of current and historical capital markets data, sell-side investment research, consultant whitepapers, and historical performance of investment strategies. Fixed income return projections reflect current yields across the U.S. Treasury yield curve and market expectations of forward yields projected and interpolated for multiple tenors and over multiple year horizons. Global public equity return projections are established through analysis of the equity risk premium and the fixed income return projections. Other asset categories and strategies' return projections reflect the foregoing and historical data analysis. These projections are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class as of June 30, 2021 are summarized in the following table:

SOUTHPORT ALCOHOLIC BEVERAGE CONTROL BOARD
(A COMPONENT UNIT OF THE CITY OF SOUTHPORT)
NOTES TO FINANCIAL STATEMENTS
June 30, 2022

EXHIBIT D
PAGE 10 OF 20

3. DETAIL NOTES ON ALL FUNDS (CONTINUED)

Local Governmental Employees' Retirement System (Continued)

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-term Expected Rate of Return</u>
Fixed Income	29.0%	1.4%
Global Equity	42.0%	5.3%
Real Estate	8.0%	4.3%
Alternatives	8.0%	8.9%
Credit	7.0%	6.0%
Inflation Protection	6.0%	4.0%
Total	<u>100.0%</u>	

The information above is based on 30-year expectations developed with the consulting actuary for the 2018 asset, liability, and investment policy study for the North Carolina Retirement Systems, including LGERS. The long-term nominal rates of return underlying the real rates of return are arithmetic annualized figures. The real rates of return are calculated from nominal rates by multiplicatively subtracting a long-term inflation assumption of 2.50%. All rates of return and inflation are annualized.

Discount rate. The discount rate used to measure the total pension liability was 6.50%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of the current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Board's proportionate share of the net pension liability to changes in the discount rate. The following presents the Board's proportionate share of the net pension asset calculated using the discount rate of 6.50 percent, as well as what the Board's proportionate share of the net pension asset or net pension liability would be if it were calculated using a discount rate that is one percentage point lower (5.50 percent) or one percentage point higher (7.50 percent) than the current rate:

	<u>1% Decrease (5.50%)</u>	<u>Discount Rate (6.50%)</u>	<u>1% Increase (7.50%)</u>
Board's proportionate share of pension liability (asset)	163,716	42,174	(57,848)

SOUTHPORT ALCOHOLIC BEVERAGE CONTROL BOARD
(A COMPONENT UNIT OF THE CITY OF SOUTHPORT)
NOTES TO FINANCIAL STATEMENTS
June 30, 2022

EXHIBIT D
PAGE 11 OF 20

3. DETAIL NOTES ON ALL FUNDS (CONTINUED)

Local Governmental Employees' Retirement System (Continued)

Pension plan fiduciary net position. Detailed information about the pension plan's fiduciary net position is available in the separately issued Comprehensive Annual Financial Report (CAFR) for the State of North Carolina.

TOTAL EXPENSES, LIABILITIES, AND DEFERRED OUTFLOWS AND INFLOWS OF RESOURCES
RELATED TO PENSIONS

Following is information related to the proportionate share and pension expense for all pension plans:

	<u>LGERS</u>
Pension expense	20,883
Pension Liability	42,174
Proportionate share of the net pension liability	0.00275%
 Deferred Outflows of Resources	
Differences between expected and actual experience	13,417
Changes of assumptions	26,496
Net difference between projected and actual earnings on plan investments	-
Change in proportion and differences between contributions and proportionate share of contributions	4,652
Benefit payments and administration costs paid subsequent to the measurement date	28,720
 Deferred Inflows of Resources	
Differences between expected and actual experience	-
Changes of assumptions	-
Net difference between projected and actual earnings on plan investments	60,254
Change in proportion and differences between contributions and proportionate share of contributions	691

Death Benefits

The Board has also elected to provide death benefits to employees through the Death Benefit Plan for members of the Local Governmental Employees' Retirement System (Death Benefit Plan), a multiple-employer, State-administered, cost-sharing plan funded on a one-year term cost basis. The beneficiaries of those employees who die in active service after one year of contributing membership in the System, or who die within 180 days after retirement or termination of service and have at least one year of contributing membership service in the System at the time of death are eligible for death benefits. Lump sum death benefit payments to beneficiaries are equal to the employee's 12 highest months' salary in a row during the 24 months prior to the employee's death, but the benefit may not exceed \$50,000 or be less than \$25,000. All death benefit payments

SOUTHPORT ALCOHOLIC BEVERAGE CONTROL BOARD
(A COMPONENT UNIT OF THE CITY OF SOUTHPORT)
NOTES TO FINANCIAL STATEMENTS
June 30, 2022

EXHIBIT D
PAGE 12 OF 20

3. DETAIL NOTES ON ALL FUNDS (CONTINUED)

Death Benefits (Continued)

are made from the Death Benefit Plan. The Board has no liability beyond the payment of monthly contributions. The contributions to the Death Benefit Plan cannot be separated between the post-employment benefit amount and the other benefit amount. The Board considers these contributions to be immaterial.

Other Post-Employment Benefits

Healthcare Benefits

Plan Description. The Southport ABC Board administers a single-employer defined benefit healthcare plan ("the Retiree Health Plan"). The plan provides healthcare insurance for eligible retirees through the board's group health insurance plan, which covers both active and retired members. The Board adopted a resolution on March 7, 2007, which provides post-employment health care benefits to retirees of the Board, providing they meet the following requirements:

1. Employees retiring with 10 years of continuous service with the ABC Board's group health and dental plan, if allowed by the plan provider, with the premium for the employee's coverage paid 50% by the ABC Board and 50% by the employee.
2. An employee retiring from the Board who has a minimum of twenty years continuous service with the ABC Board's group health and dental plan, if allowed by the plan provider, with the premium for the employee's coverage paid 100% by the ABC Board. Family or spouse coverage premiums shall be paid at 100% by the employee. When the retired employee becomes eligible for Medicare, such coverage in the ABC Board's group plan will be the Medicare supplement, if offered by the plan provider.

Membership in the Plan consisted of the following at June 30, 2021 the date of the latest valuation:

Retirees receiving benefits	1
Terminated plan members entitled to but not yet receiving benefits	0
Active plan members	6
Total	<u>7</u>

Total OPEB Liability. The Board's total OPEB liability of \$148,039 was measured as of June 30, 2021 and was determined by an actuarial valuation as of June 30, 2020.

SOUTHPORT ALCOHOLIC BEVERAGE CONTROL BOARD
(A COMPONENT UNIT OF THE CITY OF SOUTHPORT)
NOTES TO FINANCIAL STATEMENTS
June 30, 2022

EXHIBIT D
PAGE 13 OF 20

3. DETAIL NOTES ON ALL FUNDS (CONTINUED)

Other Post-Employment Benefits (Continued)

Actuarial assumptions and other inputs. The total OPEB liability in the June 30, 2021 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement unless otherwise specified:

Inflation	2.50%
Salary increases	3.25%-8.41%
Discount rate	2.16%
Healthcare cost trend rates	
Pre-Medicare Medical and Prescription Drug	7.00% for 2020 decreasing to an ultimate rate of 4.50% by 2030
Medicare Medical and Prescription Drug	5.25% for 2020 decreasing to an ultimate rate of 4.50% by 2024

The Board selected a Municipal Bond Index Rate equal to the June average of the Bond Buyer 20-year General Obligation Bond Index published weekly by The Bond Buyer, and the discount rate used to measure the TOL is the Municipal Bond Index Rate as of the measurement date.

Changes in the Total OPEB Liability:

	<u>Total OPEB Liability</u>
Balance at June 30, 2020	<u>112,727</u>
Changes for the year:	
Service cost	20,272
Interest	2,923
Changes in benefit terms	-
Differences between expected and actual experience	10
Changes of assumptions or other inputs	13,619
Benefit payments	<u>(1,512)</u>
Net changes	<u>35,312</u>
Balance at June 30, 2021	<u><u>148,039</u></u>

Changes in assumptions and other inputs reflect a change in the discount rate from 2.21% to 2.16%.

SOUTHPORT ALCOHOLIC BEVERAGE CONTROL BOARD
(A COMPONENT UNIT OF THE CITY OF SOUTHPORT)
NOTES TO FINANCIAL STATEMENTS
June 30, 2022

EXHIBIT D
PAGE 14 OF 20

3. DETAIL NOTES ON ALL FUNDS (CONTINUED)

Other Post-Employment Benefits (Continued)

Mortality rates were based on the Pub-2010 mortality tables, with adjustments for LGERS experience and generational mortality improvements using Scale MP-2019.

The demographic actuarial assumptions for retirement, disability incidence, withdrawal, and salary increases used in the June 30, 2020 valuation were based on the results of an actuarial experience study for the period January 1, 2015 through December 31, 2019, adopted by the LGERS Board.

The remaining actuarial assumptions (e.g., initial per capita costs, health care cost trends, rate of plan participation, rates of election, etc.) were based on a review of recent plan experience performed concurrently with the June 30, 2020 valuation.

Sensitivity of the total OPEB liability to changes in the discount rate. The following presents the total OPEB liability of the Board, as well as what the Board's total OPEB liability would be if it were calculated using the discount rate that is 1-percentage point lower (1.21%) or 1-percentage point higher (3.21%) than the current discount rate:

	1% Decrease <u>(1.16%)</u>	Discount Rate <u>(2.16%)</u>	1% Increase <u>(3.16%)</u>
Total OPEB Liability	179,771	148,039	123,264

Sensitivity of the total OPEB liability to changes in the healthcare cost trend rates. The following presents the total OPEB liability of the Board, as well as what the Board's total OPEB liability would be if it were calculated using healthcare trend rates that are 1-percentage point lower or 1-percentage point higher than the current healthcare cost trend rates:

	1% Decrease <u></u>	Discount Rate <u></u>	1% Increase <u></u>
Total OPEB Liability	116,635	148,039	190,516

SOUTHPORT ALCOHOLIC BEVERAGE CONTROL BOARD
(A COMPONENT UNIT OF THE CITY OF SOUTHPORT)
NOTES TO FINANCIAL STATEMENTS
June 30, 2022

EXHIBIT D
PAGE 15 OF 20

3. DETAIL NOTES ON ALL FUNDS (CONTINUED)

Other Post-Employment Benefits (Continued)

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended June 30, 2022, the Board Recognized OPEB expense of \$22,458 and OPEB administrative expense of \$0. At June 30, 2022, the Board reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	396	12,220
Changes of assumptions	29,491	1,936
Board's payments and administrative costs made subsequent to the measurement date	<u>1,582</u>	
Total	<u><u>31,469</u></u>	<u><u>14,156</u></u>

\$1,582 reported as deferred outflows of resources related to OPEB resulting from benefit payments and administrative expenses incurred subsequent to the measurement date will be recognized as a decrease of the total OPEB liability in the year ended June 30, 2023. Other amounts reported as deferred inflows of resources related to OPEB will be recognized in expense as follows:

**Measurement period ended
June 30:**

2023	(91)
2024	1,140
2025	4,887
2026	3,940
2027	3,940
Thereafter	<u>1,915</u>
Total	<u><u>15,731</u></u>

SOUTHPORT ALCOHOLIC BEVERAGE CONTROL BOARD
(A COMPONENT UNIT OF THE CITY OF SOUTHPORT)
NOTES TO FINANCIAL STATEMENTS
June 30, 2022

EXHIBIT D
PAGE 16 OF 20

3. DETAIL NOTES ON ALL FUNDS (CONTINUED)

Notes Payable BB&T

On March 30, 2022, the Board received a loan commitment from Truist Bank to extend an existing note, which had been used to purchase land adjacent to the store, and to make additions to the store building. The balance of the note at this time was \$817,181. Additional draws have been made for completion of the building project. At June 30, 2022, the outstanding balance on this note was \$1,147,726. The note, which bears interest of 4.10%, requires monthly payments of interest only through October 17, 2022, then monthly payments through March 17, 2029, at which time the balance is due. In case of default, the interest rate is increased to 8.10%. Prepayment penalties on this note are 3% for the first year of the note, then 2% for the second year, then 1% per year until maturity. This penalty is charged only if prepayment is due to financing with another institution. The note is secured by a deed of trust on the real property of the Board. Required payments on the note are:

Year End <u>June 30</u>	<u>Principal</u>	<u>Interest</u>
2023	28,256	46,673
2024	39,050	45,170
2025	40,681	43,538
2026	42,381	41,839
2027	44,152	40,068
2028-2029	<u>953,206</u>	<u>65,634</u>
Total	<u><u>1,147,726</u></u>	<u><u>282,922</u></u>

Changes in Long-Term Liabilities

Changes in long-term obligations for the year ended June 30, 2022, are as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>	<u>Current Portion</u>
Notes Payable	448,667	732,422	33,363	1,147,726	28,256
Total OPEB Liability	112,727	35,312		148,039	
Net Pension Liability (LGERS)	<u>101,843</u>	<u>-</u>	<u>59,669</u>	<u>42,174</u>	<u>-</u>
Total long-term Liabilities	<u><u>663,237</u></u>	<u><u>767,734</u></u>	<u><u>93,032</u></u>	<u><u>1,337,939</u></u>	<u><u>28,256</u></u>

SOUTHPORT ALCOHOLIC BEVERAGE CONTROL BOARD
(A COMPONENT UNIT OF THE CITY OF SOUTHPORT)
NOTES TO FINANCIAL STATEMENTS
June 30, 2022

EXHIBIT D
PAGE 17 OF 20

3. DETAIL NOTES ON ALL FUNDS (CONTINUED)

Vacation and Sick Leave Compensation

The Southport Alcoholic Beverage Control Board employees may accumulate up to thirty days earned vacation and such leave is fully vested when earned. The current portion of the accumulated vacation pay is not considered to be material.

Employees can accumulate an unlimited amount of sick leave. Sick leave may be used in the determination of length of service for retirement benefit purposes. Since the Board has no obligation for accumulated sick leave until it is actually taken, no accrual for sick leave has been made.

4. DISTRIBUTION OF INCOME

State law [G.S. 18B-805] requires that the minimum distribution set aside in (c)(1) and any profit remaining after deducting amounts required for law enforcement and retaining proper working capital, be paid quarterly to the appointing authority.

For the year ended June 30 2022, distributions to the City of Southport totaled \$621,588.

5. LAW ENFORCEMENT AND ALCOHOL EDUCATION EXPENSES

The ABC Board is required by law to expend at least 5% of its profits for law enforcement and not less than 7% for alcohol education. Profits are defined by law for these calculations as change in net assets before law enforcement expenses, less the 3 1/2% markup provided in [G.S. 18B-804 (b) (5)] and the bottle charge provided for in [G.S. 18B-804 (b) (6b)].

Profit before distributions	686,395
Less: 3 1/2% tax and bottle charge	<u>146,339</u>
Profit subject to expense percentages:	<u><u>540,056</u></u>
Law enforcement expenditures	<u>27,003</u>
Actual percentage of profit	<u>5.00%</u>
Provision for alcohol education and rehabilitation	<u>37,804</u>
Actual percentage of profit	<u><u>7.00%</u></u>

SOUTHPORT ALCOHOLIC BEVERAGE CONTROL BOARD
(A COMPONENT UNIT OF THE CITY OF SOUTHPORT)
NOTES TO FINANCIAL STATEMENTS
June 30, 2022

EXHIBIT D
PAGE 18 OF 20

6. DISBURSEMENT OF TAXES INCLUDED IN SELLING PRICE

A state excise tax of 30% on the retail (net sales) price is charged monthly on liquor sales (excluding wine sales). Transactions for this account for the year are summarized as follows:

Taxes payable July 1, 20210	95,333
Taxes collected during year	1,157,005
Taxes remitted to Department of Revenue	<u>(1,134,391)</u>
Taxes payable June 30, 2022	<u>117,947</u>

The excise tax is computed in accordance with [G.S. 18B-805 (i)].

The accrued North Carolina excise tax at June 30, 2022 was remitted to the North Carolina Department of Revenue on July 15, 2022.

A bottle charge of one cent on each bottle containing 50 milliliters or less and five cents on each bottle containing more than 50 milliliters is collected and distributed monthly to the county commissioners for alcohol education and rehabilitation. For the fiscal year, payments to the county were based on the following bottle sales:

Regular Bottles	156,452	@ 5 cents	7,824
Mixed Beverage Bottles	59,069	@ 5 cents	2,953
Miniature Bottles	57,818	@ 1 cent	<u>578</u>
Total payment for year			<u>11,355</u>

A "mixed beverage tax" at the rate of \$20 per 4 liters is charged on the sale of liquor to be resold as mixed beverages. One-half of the mixed beverage tax is submitted monthly to the Department of Revenue. Five percent of the mixed beverage tax is submitted monthly to the Department of Human Resources.

The mixed beverage tax for the year was:

Department of Revenue (50%)	115,522
Department of Human Resources (5%)	11,553
Profit Retained	<u>103,975</u>
Total	<u>231,050</u>

SOUTHPORT ALCOHOLIC BEVERAGE CONTROL BOARD
(A COMPONENT UNIT OF THE CITY OF SOUTHPORT)
NOTES TO FINANCIAL STATEMENTS
June 30, 2022

EXHIBIT D
PAGE 19 OF 20

7. LIQUOR SALES TAXES

The total amount of sales tax collected by the Southport ABC Board and remitted to the Department of Revenue for the fiscal year ended June 30, 2022 was \$274,173. The current sales tax rate is 7%.

8. BAILMENT SURCHARGE

The total amount of surcharge collected for the fiscal year was \$28,401. The bailment surcharge rate is \$1.15 per case.

9. WORKING CAPITAL REQUIREMENTS

The Southport Alcoholic Beverage Control Board is required by the Alcoholic Beverage Control Commission rule [.0902] to set its working capital requirements at not less than two weeks average gross sales of the last fiscal year. (Gross sales are gross receipts from the sale of alcoholic beverages less distributions as defined in [G.S. 18B-805 (b) (2), (3), and (4)]).

The Southport Alcoholic Beverage Control Board's position on this requirement is as follows:

Minimum Amount	153,053
Maximum Amount	1,033,846
Actual Amount	223,687

The Southport Alcoholic Beverage Control Board has met the minimum amount of working capital.

10. SUBSEQUENT EVENTS

No events were found to have taken place concerning the Southport Alcoholic Beverage Control Board subsequent to the balance sheet date that would materially affect the financial statements for the year ended June 30, 2022. Management has evaluated subsequent events through _____, the date of these statements.

SOUTHPORT ALCOHOLIC BEVERAGE CONTROL BOARD
(A COMPONENT UNIT OF THE CITY OF SOUTHPORT)
NOTES TO FINANCIAL STATEMENTS
June 30, 2022

EXHIBIT D
PAGE 20 OF 20

11. RISK MANAGEMENT

The Southport ABC Board is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The ABC Board has commercial property, general liability, workman's compensation and employee health coverage. The Board also has liquor legal liability.

There have been no significant reductions in insurance coverage from coverage in the prior year and settled claims have not exceeded coverage in any of the past three fiscal years.

In accordance with G.S. 18B-700 (i), each board member and the employees designated as the general manager and finance officer are bonded in the amount of \$50,000, secured by a corporate surety.

REQUIRED SUPPLEMENTARY INFORMATION

SOUTHPORT ALCOHOLIC BEVERAGE CONTROL BOARD
A COMPONENT UNIT OF THE CITY OF SOUTHPORT
Schedule of Changes in the Total OPEB Liability and Related Ratios
Required Supplementary Information
June 30, 2022

Total OPEB Liability	2021	2020	2019	2018	2017
Service cost	20,272	13,219	12,120	11,794	12,859
Interest	2,923	3,369	2,458	2,769	2,150
Changes of benefit terms					
Changes of assumptions.	13,619	20,791	768	(23,094)	220
Differences between expected and actual experiences	10	(6,932)	5,959	(4,992)	(5,616)
Benefit Payments	(1,512)	(1,494)	(1,448)	(695)	(5,749)
Net Change in total OPEB liability	35,312	28,953	19,857	(14,218)	3,864
Total OPEB liability - beginning	112,727	83,774	63,917	78,135	74,271
Total OPEB liability - ending	148,039	112,727	83,774	63,917	78,135
Covered payroll	N/A	N/A	N/A	N/A	N/A
Total OPEB liability as a percentage of covered payroll	N/A	N/A	N/A	N/A	N/A

Notes to Schedule

Changes of assumptions: Changes of assumptions and other inputs reflect the effects of changes in the discount rate of each period. The following are the discount rates used for each period.

Fiscal Year	Rate
2017	3.56%
2018	3.89%
2019	3.50%
2020	2.21%
2021	2.16%

SOUTHPORT ALCOHOLIC BEVERAGE CONTROL BOARD
A COMPONENT UNIT OF THE CITY OF SOUTHPORT
Proportionate Share of Net Pension Liability (Asset)
Required Supplementary Information
Last Nine Fiscal Years

	Local Government Retirement System								
	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Southport ABC Board's proportion of the net pension liability (asset) (%)	0.00275%	0.00285%	0.00247%	0.00235%	0.00243%	0.00230%	0.00101%	0.00088%	0.00110%
Southport ABC Board's proportion of the net pension liability (asset) (\$)	42,174	101,843	67,454	55,750	37,124	48,814	4,533	(5,190)	13,259
Southport ABC Board's covered payroll	215,274	200,100	187,395	175,207	172,125	162,730	116,445	112,644	110,531
Southport ABC Board's proportionate share of the net pension liability (asset) as a percentage of its covered employee payroll	19.59%	50.90%	36.00%	31.82%	21.57%	30.00%	3.89%	-4.61%	12.00%
Plan fiduciary net position as a percentage of the total pension liability	95.51%	88.61%	90.86%	91.63%	94.18%	91.47%	98.09%	102.64%	94.35%

SOUTHPORT ALCOHOLIC BEVERAGE CONTROL BOARD
A COMPONENT UNIT OF THE CITY OF SOUTHPORT
SOUTHPORT ABC BOARD'S CONTRIBUTIONS
REQUIRED SUPPLEMENTARY INFORMATION
LAST NINE FISCAL YEARS

LOCAL GOVERNMENT EMPLOYEE'S RETIREMENT SYSTEM

	2022	2021	2020	2019	2018	2017	2016	2015	2014
Contractually required contribution	28,720	21,850	17,909	14,523	13,141	12,479	10,854	8,233	7,964
Contributions in relation to the contractually required contribution	28,720	21,850	17,909	14,523	13,141	12,479	10,854	8,233	7,964
Contribution deficiency (excess)	-	-	-	-	-	-	-	-	-
Southport ABC's covered employee's payroll	255,822	215,274	200,100	187,395	175,207	172,125	162,730	116,445	112,644
Contribution as a percentage of covered payroll	11.25%	10.15%	8.95%	7.75%	7.50%	7.25%	6.67%	7.07%	7.07%

SUPPLEMENTARY INFORMATION

SOUTHPORT ALCOHOLIC BEVERAGE CONTROL BOARD
(A COMPONENT UNIT OF THE CITY OF SOUTHPORT)
SCHEDULE OF STORE AND ADMINISTRATIVE EXPENSES
For the Fiscal Year Ended June 30, 2022 and 2021

SCHEDULE 1

	<u>2022</u>	<u>2021</u>
<u>Store Expenses</u>		
Salaries and wages	301,527	244,568
Payroll taxes	22,444	19,898
Retirement fund	21,828	40,580
Group insurance	115,609	102,556
Post-employment hospitalization benefits	22,458	13,844
Post-employment hospitalization administration costs	2,336	2,330
Cash (over or short)	(10)	9
Repairs and maintenance - building	2,500	843
Repairs and maintenance - equipment	211	2,174
Utilities	15,799	12,659
Telephone	1,038	2,319
Insurance - general	18,727	15,423
Store supplies	12,615	13,307
Office supplies	1,180	818
Credit card fees	77,752	75,143
Bank service charges	2,709	2,865
Postage	697	550
Miscellaneous expense	993	916
Maintenance agreement	5,963	3,690
Dues and subscriptions	2,280	2,258
Travel	-	61
Licenses and other taxes	<u>275</u>	<u>1,459</u>
Total store expenses	<u>628,931</u>	<u>558,270</u>
<u>Administrative Expenses</u>		
Board per diem	4,200	4,800
Professional services	<u>9,000</u>	<u>13,330</u>
Total administrative expenses	<u>13,200</u>	<u>18,130</u>

SOUTHPORT ABC BOARD
(A COMPONENT UNIT OF THE CITY OF SOUTHPORT)
REVENUES AND EXPENDITURES - BUDGET TO ACTUAL
For the Fiscal Year Ended June 30, 2022

SCHEDULE 2
Page 1 of 2

	Annual <u>Budget</u>	Revised <u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
Revenues				
Sales	4,900,000	5,561,037	5,440,759	(120,278)
Interest Income	-	-	-	-
Total Revenues	<u>4,900,000</u>	<u>5,561,037</u>	<u>5,440,759</u>	<u>(120,278)</u>
Expenditures				
Taxes Based on Revenue	<u>1,176,000</u>	<u>1,376,000</u>	<u>1,296,076</u>	<u>79,924</u>
Cost of Goods Sold	<u>2,548,000</u>	<u>2,748,000</u>	<u>2,766,254</u>	<u>(18,254)</u>
Operating Expenses				
Salaries & Benefits	417,038	470,000	475,026	(5,026)
Utilities	16,042	17,042	16,837	205
Cash Over/Short	-	-	(10)	10
Repairs & Maintenance	5,354	15,354	8,675	6,679
Insurance - General & Bonds	10,200	15,200	18,727	(3,527)
Store/Office Supplies	17,858	17,858	18,194	(336)
Travel	80	80	-	80
Professional Fees	15,616	31,616	9,000	22,616
Credit Card Fees	84,266	84,266	77,752	6,514
Dues and Subscriptions and Licenses	4,049	5,049	2,555	2,494
Contingencies	30,000	4,038	-	4,038
Total Operating Expenses	<u>600,503</u>	<u>660,503</u>	<u>626,756</u>	<u>33,747</u>
Supplemental Expenditures				
Debt Payments	84,000	84,000	33,363	50,637
Interest	13,534	28,534	32,889	(4,355)
Capital Outlay	<u>1,242,000</u>	<u>1,242,000</u>	<u>786,112</u>	<u>455,888</u>
Total Supplemental Expenditures	<u>1,339,534</u>	<u>1,354,534</u>	<u>852,364</u>	<u>502,170</u>
Total Expenditures	<u>5,664,037</u>	<u>6,139,037</u>	<u>5,541,450</u>	<u>597,587</u>
Distributions				
Law Enforcement	21,798	26,000	27,003	(1,003)
Alcohol Education and Rehabilitation	30,517	36,000	37,804	(1,804)
Other County/Municipal	<u>383,648</u>	<u>560,000</u>	<u>621,588</u>	<u>(61,588)</u>
Total Distributions	<u>435,963</u>	<u>622,000</u>	<u>686,395</u>	<u>(64,395)</u>
Total Expenditures and Distributions	<u>6,100,000</u>	<u>6,761,037</u>	<u>6,227,845</u>	<u>533,192</u>
Revenues over (under) Expenditures and Distributions	<u>(1,200,000)</u>	<u>(1,200,000)</u>	<u>(787,086)</u>	<u>412,914</u>

SOUTHPORT ABC BOARD
(A COMPONENT UNIT OF THE CITY OF SOUTHPORT)
REVENUES AND EXPENDITURES - BUDGET TO ACTUAL
For the Fiscal Year Ended June 30, 2022

SCHEDULE 2
Page 2 of 2

	Annual <u>Budget</u>	Revised <u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
Other Financing Sources (Uses)				
Debt Proceeds	1,200,000	1,200,000	732,422	(467,578)
Total Other Financing Sources	<u>1,200,000</u>	<u>1,200,000</u>	<u>732,422</u>	<u>(467,578)</u>
Revenues Other Financing Sources Over (Under)				
Expenditures, Distributions and Uses	<u>-</u>	<u>-</u>	<u>(54,664)</u>	<u>(54,664)</u>
Reconciliation from budgetary basis (modified accrual) to full accrual				
Revenues Other Financing Sources Over (Under)				
Expenditures, Distributions and Uses			<u>(54,664)</u>	
Reconciling Items				
Depreciation			(17,014)	
Capital Outlay			786,112	
Principal Paid on Debt			33,363	
Debt Proceeds			(732,422)	
Increase (decrease) in deferred outflows of resources - pensions			9,113	
Increase (decrease) in deferred outflows of resources - OPEB			5,259	
Decrease (increase) in net pension liability			59,669	
Decrease (increase) in deferred inflows of resources - pensions			(60,945)	
Decrease in total OPEB liability			(35,312)	
Decrease (increase) in deferred inflows of resources - OPEB			<u>6,841</u>	
Total			<u>54,664</u>	
Change in Net Position			<u>-</u>	

SOUTHPORT ABC BOARD
(A COMPONENT UNIT OF THE CITY OF SOUTHPORT)
SCHEDULE OF DISTRIBUTIONS OF PROFITS
For the Fiscal Year Ended June 30, 2022

SCHEDULE 3
Page 1 of 1

	<u>Amount</u>	<u>Date</u> <u>Distributed</u>	<u>Restrictions on Use</u>
Law Enforcement			
City of Southport			Law Enforcement of ABC
Quarter ended September 30, 2021	8,618	11/22/21	Laws
Quarter ended December 31, 2021	5,465	3/14/22	
Quarter ended March 31, 2022	4,331	5/25/22	
Quarter ended June 30, 2022	<u>8,589</u>	8/19/22	
Total	<u>27,003</u>		
Alcohol Education			
BSCF Anchor Initiative			Education to prevent
Quarter ended September 30, 2021	12,064	11/22/21	Alcohol Abuse
Quarter ended December 31, 2021	7,652	3/14/22	
Quarter ended March 31, 2022	6,063	5/25/22	
Quarter ended June 30, 2022	<u>12,025</u>	8/19/22	
Total	<u>37,804</u>		
Municipality			
City of Southport			None
Quarter ended September 30, 2021	188,914	11/22/21	
Quarter ended December 31, 2021	133,877	3/14/22	
Quarter ended March 31, 2022	106,629	5/25/22	
Quarter ended June 30, 2022	<u>192,168</u>	8/19/22	
Total	<u>621,588</u>		



**Planning Board Meeting Minutes
Southport Community Building
223 E. Bay Street
October 20, 2022
6:00 P.M.**

Members Present: Sue Hodgins, Will Hewett, Christopher Jones, Gustavo Mibelli, Scott Jones, Dick Sloan, and Donnie Joyner (via phone)

Members Absent: Fred Fiss

Staff Present: Dorothy Dutton, City Clerk
Tanya Shannon, Deputy Clerk
Mo Meehan, City Planner
Travis Hentley, Development Services Director
Tori Deviney, Permit Technician

Others: Wes Macleod and Patrick Finnigan Cape Fear Council of Government
Lloyd Ludlow and Ray DiGuiseppe with the Polote Corporation

Board of Aldermen Liaisons: Karen Mosteller and John Allen

- A. Chair Sue Hodgins called the meeting to order at 6:02 p.m.
- B. Mr. Scott Jones gave the Invocation.
- C. Chair Hodgins led the Pledge of Allegiance.

In the absence of Mr. Fred Fiss, Alternate Member Mr. Chris Jones was appointed as a voting member.

- D. Motion to approve the September 15, 2022, meeting minutes By Vice-Chair Hewett and seconded by Mr. Mibelli **Unanimous vote; Motion carried.**
- E. Motion to approve the Meeting Agenda by Vice-Chair Hewett and seconded by Mr. Dick Sloan. **Unanimous vote; Motion carried.**
- F. Public Comment:

Vice-Chair Hewett Motioned to enter Public Comment and was seconded by Mr. Scott Jones. **Unanimous vote; Motion carried.**

1. Mr. Terry Duff, 6519 Walden Creek Lane. He said as a resident off of Bethel Road, he has concerns about the potential sale or lease of the City's 440+ acres located directly across from his Winding Creek community entrance. He stated that the correlating economic and environmental impacts could be immeasurable. He submitted in writing questions and concerns to the Board for review.

2. Deputy Clerk, Tanya Shannon read submitted comments from Ben Solomon with the NC Wildlife Resources Commission (NCWRC). The Commission has great interest in the 441+ acres City property. They would like to discuss the acquisition of the property with the hope of protecting the property's significant conservation value in perpetuity.
3. Comments submitted by Blythe Albert, property owner in Southport. He has concerns about the Short-term Rental policies and Ordinance. He is against the Ordinance and the City's attempting to enforce an ordinance to restrict short-term rentals. He said that this is not in the best interest for the City or its constituents.
4. Comments submitted by Dena Paysour, condo owner in Southport. She said she understands the concerns regarding Short-Term Rentals, but all Short-Term rentals are not the same. She said they have been renting for 4 years and it allows her to stay in Southport on occasion while also helping to supplement her medical bills.

There were no further comments or questions from the public. Vice-chair Hewett made a Motion to close out of Public Comment and was seconded by Mr. Sloan.

Unanimous vote; Motion carried.

G. Old Business:

1. Update and Discussion of Bullfrog Corner Project, 101 E. Moore Street:

Mr. Macleod with CFCOG have an overview of the Review Committee that met on October 11th. The Committee consisted of Scott Jones, Fred Fiss, and Sue Hodgins. The applicant Mr. Ron Gregor was also in attendance. Mr. Macleod explained that the Committee asked for an update on the access rights and parking in the rear of the building. They have concerns regarding the right-of-way and easements in the alleyway, and how adjacent property owners will also be able to access the property. The Review Committee requested a new site plan that included this determination.

Mr. Macleod stated after the new plan has been submitted, the Review Committee will meet again on November 4th to determine if the project is still able to move forward. Mr. Gregor said they are still working with the structural engineering designs and hope to be successful with obtaining the building permits if they were to be successful in the approval of their zoning permit. It was noted that the footers and any modifications to the existing footprint of the structure will need to be included on the plans. The applicant agreed to provide the architectural renderings drawings and engineering reports on the updated plans.

2. Update and Discussion of 115 N. Howe Street:

Mr. Macleod gave an update on the Review Committee that consisted of Gustavo Mibelli, Fred Fiss, and Sue Hodgins. The Committee met on October 11th. The Board had requested that a Traffic Impact Analysis be submitted for review. Mr. Macleod stated that it would not be a typical TIA because potentially a number of for those trips would be on foot or bicycle. He said the transportation engineer has some concerns about the scoping and the report is being finalized. He said once that report is received, City Staff will do an initial review and then submit it to the Board.

Mr. Macleod said that a technical review has been completed with the Fire, Police, and Building Departments and he said there were no substantial comments. Mr. Macleod said that once the TIA is submitted to the Board the TRC notes will also be included in that update. There are no scheduled Review Committee meetings at this time.

3. Submission Standards Review Committee:

Chair Hodgkin stated that a date has not yet been set for the Submission Standards Review Committee meeting, explaining that prior obligations and changes in the Development Service Department staffing had been challenging for scheduling. There will be updates on when that meeting will take place. The Committee consists of Chris Jones, Fred Fiss, and Sue Hodgkin.

H. New Business

1. Proposal for Land Purchasing or Licensing Rights; submitted by The Polote Corporation:

Chair Hodgkin said that this proposal was presented to the Board of Aldermen at the October 13 meeting. The Board of Aldermen voted to refer the proposal for review and recommendation to the Planning Board. She stated the assignment for the Planning Board was to review The Polote Corporations offer, and now with this meeting's comments, to also consider information submitted from the NC Wildlife Resources Commission.

Mr. Ray DiGuiseppe attorney representing the applicant, The Polote Corporation, gave an overview of the proposal. He explained that they are aware of the concerns such as traffic, noise, and impacts to the environment. He said that they want to ensure the public that all of the issues are being addressed and all permits and regulations are being followed. Mr. DiGuiseppe said this project is for the rebuilding of the berms that will provide blasting protection on the Sunny Point Military Terminal. The Polote Corporation is proposing the purchase or licensing rights to lease some or all of the 441-acre City property at this location.

Mr. Lloyd Ludlow, Senior Vice-President for the Civil Operations Division for The Polote Corporation, gave a PowerPoint presentation on what the project will entail. He explained that it is a 5-phase project over a 5-year period. He said it will not be strip mining but would instead be open-pit burrowing which will dig down to around 15 feet and extract the dirt to rebuild the berms. He said the soil at this location is a mixture of clay and sand, which is perfect for compaction. Mr. Ludlow said that they will not be using Bethel Road or any public roads for hauling the dirt, because the soil needed is near the berms. He said that after the soil is extracted and the project is completed, the pit or pit(s) will look like lakes. The Polote Corporation is seeking approval to access the property so that it can generate a report for the City regarding surveying the area, ensuring compliance with MOTSU, environmental protection, and an engineering plan.

Chair Hodgkin questioned where Polote would obtain this soil, if the City denied purchase or leasing of its property. Mr. Ludlow said that he did not know exactly, but that it could be anywhere from 8-42 miles away. He explained that the project will have to be done because the Military Terminal is requiring it, and the soil will have to come from somewhere.

Mr. Duff, citizen from Bethel Road asked if the soil would also be used for the rebuilding of the Boiling Spring Lakes dam project. Mr. Ludlow said that this would be a secondary project, and that utilizing some of the soil for the dam project was discussed, but he said most likely this will not happen so that this soil can be utilized for this 5-phase berm project.

Mr. Chris Jones asked for clarification on how the mining would be delineated between 15 feet and 3 feet, and exactly how much of the property will be needed for the project. Mr. Ludlow said this will depend on the engineering report and the location of the aquifers. He said the engineers will have to survey the property to see where the ideal excavation location or locations(s) would be, and then make a determination on how much property would be needed for the project. Mr. Jones asked if this project

was the same size in scope as the berm building project that Polote completed 15 years ago. Mr. Ludlow said the berms were built from scratch 15 years ago and there is deterioration on the existing berms that would need to be recompact and built up.

Mr. Jones stated that the Planning Board does not have authority to grant access to the property, and asked Polote if they asked for permission from the Board of Aldermen at the October 20 meeting. Mr. Ludlow said that they did not request permission to access the property from the Board of Aldermen. Chair Hodgins asked Staff to explain the procedures for granting permission to access City property to do studies or surveys. Mr. Macleod explained that either the Governing Board or the City Manager's office would be able to allow access to the property. Mr. Macleod said the Planning Board is directly related to the provisions of the UDO, and that the Planning Board will make recommendations to the Board of Aldermen. It is not for the Planning Board, Macleod explained, to grant solicited access requests. He said this is an unusual situation, and that the Board could choose to recommend to refer to the Board of Aldermen and the City Manager for permission for the interested parties to access the property.

Mr. Duff questioned how is a non-binding commitment made where if the property is potentially sold that it will not be developed or utilized for some other purpose. Mr. Macleod explained that if the City desires to sell or acquire land, there are statutory procedures that have to transpire. He said this would have to go through procedures and hearings before City property is sold.

A citizen from the public asked how much land was acquired for the same project 15 years ago. Mr. Ludlow said that he was not involved in that project, but he could find out. He estimated around 150 acres, but he was not positive. A citizen asked about the berms' height; Mr. Ludlow said that they currently average around 12-15 feet, but that they are planning to increase the berm-height to 20-25 feet. A citizen asked if there was a stormwater or flooding plan for the project. Mr. Ludlow said that they will be working closely with the City and MOTSU to ensure that all areas are properly constructed and engineered. Mr. Ludlow said that he was previously a stormwater engineer and that he could help with a stormwater plan that could be beneficial for adjacent properties that have experienced flooding issues in the past. A citizen asked if the City should need to obtain and access 20+/- acres for storm debris sites or other locations, would its access be obstructed from Bethel Road. Mr. Ludlow said that they would make sure the City's access is still available from Sunny Point Rd.

Vice-Chair Hewett brought up discussion of whether The Polote Corporation, or any applicant, should be allowed unfettered access to the property without supervision deemed appropriate from the City. Mr. Mibelli was opposed to giving any applicants access to the land before any decision was made regarding the type of soil, and the existing conditions of the site. He would like more information on the environmental impacts from the first project by The Polote Corporation, and the stormwater control plan that is now in place for this affected area.

Vice-Chair Hewett made a Motion to recommend to the Board of Aldermen and the City Manager's Office to go thru the process deemed necessary to allow this applicant - and any other applicant - to access the 441+ acre property, accompanied by a City Official or Staff, to survey and provide reports to the Board; Motion was seconded by Mr. Chris Jones. Aye: Donnie Joyner, Chris Jones, Dick Sloan, Scott Jones, Will Hewett. Nay: Gustavo Mibelli. **Motion carried 5-1.**

Chair Hodgins stated it is proper to do due diligence before any recommendation is made. She said it may be important to meet with both entities, The Polote Corporation and the NCWRC, and take the time needed to research and discuss the goal and needs for both entities. Chair Hodgins requested that Staff send the comments from the WRC to each Board member to review. She said if the WRC proceeds with development of an official offer, it would first go to the Board of Aldermen for its referral to the Planning Board. She stated that with all proposals that come before the Board, the goal is to submit a recommendation back to the Board of Aldermen that the Planning Board believes is the best long-range planning and use for property owned by the City of Southport.

Chair Hodgkin appointed Vice-Chair Hewett, Chris Jones, and Donnie Joyner to the Review Committee to discuss the proposal and other information as it submitted and report back to the Board.

I: Other Business:

1. The 2022 Planning Board Member Roster and Attendance Chart has been updated from the resignation of Mo Meehan.
2. The UDO Text Amendments for Article 3 (Zoning), Section 3.8 (Non-Residential Use Standards, Subsection II. (Short-Term Rental Vacation Rentals).

Chair Hodgkin noted that at the September Board of Aldermen's meeting, City Attorney Blanchard provided information on a court case in Wilmington regarding Short-term Vacation Rental and Homestays. The meeting minutes give the full account of his report but in short, the outcome of that case that registration and payment of annual registration renewal fees was determined to be unconstitutional.

Resultant, *the City can no longer require STR registrations* and will refund the registration fees that had been previously collected. Removing the requirement for an annual zoning permit would not change the current UDO standards that determine zoning districts for all Homestay and STRs. *The court case did not strike down cities' management of STRs by zoning.*

Here in Southport, Short-Term Rentals REMAIN managed by the Zoning regulations in the UDO. In Southport, those STRs that were legally operating in residentially zoned areas prior to July 8, 2021 remain in place; nothing has changed, Hodgkin said, to allow additional STRs and Homestays.

In September, the Aldermen voted to send the STR Ordinance back to the Planning Board for text corrections relative to the court case. Dick Sloan, Chris Jones, and Sue Hodgkin were appointed to the Committee to review the amendments and report back to the full Planning Board at its November meeting.

J. Announcements:

None.

There being no other business, or announcements Chair Hodgkin confirmed Mr. Chris Jones back to ETJ Alternate Member Status.

Chair Hodgkin requested a Motion to adjourn. A Motion was made by Mr. Joyner to adjourn the meeting and was seconded by Mr. Sloan. ***Unanimous vote; Motion carried.***

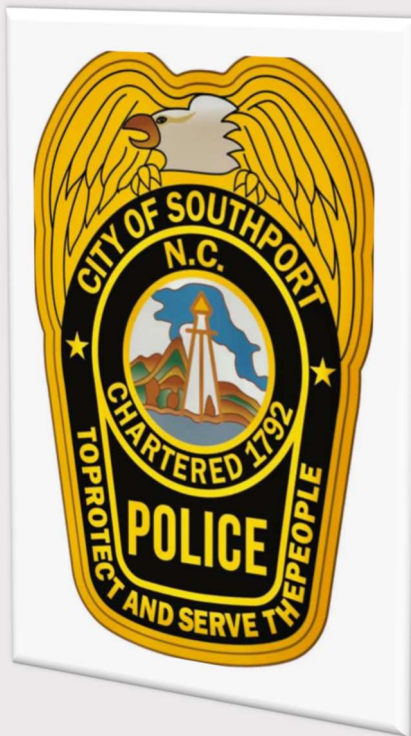
Adjournment: 7:43 P.M.

Sue Hodgkin, Chair

Tanya Shannon, Deputy Clerk



POLICE



Monthly Summary

OCTOBER 2022

Chief Todd Coring
910-457-7913
tcoring@cityofsouthport.com
Facebook SouthportPoliceDepartmentNC

Southport Police Department

INCIDENT / OFFENSES

Total Calls for Service: 548

Below are some of the call types

General Calls

Alarms – 26
Meet Complainant – 34
Suspicious Persons/Activity – 53
Reports – 49
Shoplifter – 0
Disturbance & Domestic Calls – 21
911 Hang-Ups – 16

Traffic Calls

Traffic Stops – 89
Motor Vehicle Accidents – 9
Hit/Runs – 1
Drunk Driver/C&R/ATL -17
Assist Motorist – 7
Traffic Control - 1
Assist EMS – 77
Assist Fire – 10

ARREST / CITATION / CHARGES

Arrest – 17
Citations & Warnings – 48
Investigations – 83
ABC Applications – 1
City Permits (Noise/Events/FILM) – 14
Special Events/Checks/Patrols – 88



"We preform partnerships with communities to improve the quality of life for all citizens who visit or call Southport home."

Community, Professionalism & Integrity

OCTOBER 2022 MONTHLY SUMMARY



Divisions of the Fire Department

Fire Division Calls for Service

Totals

Structural: 15 Vehicle: 3 MV Crash: 7

Woods/Brush: 3 Gas Spill/Leak: 3 Trash: 2

Water Rescue: 1 Electric: 6 Good Intent: 15

Mutual Aid: 3 Medical/CPR: 9 Other: 0

67

EMS Division Calls for Service

EMS Calls: 135 E-Transports: 52 NE-Transports: 13

148

Fire Prevention & Inspections

Permits: 8 Inspections: 32 Batteries: 39

Plan Reviews: 6 Smoke Alarm Installs: 22

Car Seats: 8 CPR Classes: 6 Tours: 31

152

Total Number of Fire Department Actions: 367

UPCOMING PROJECTS, GOALS, & EVENTS

The month of November brings many maintenance duties and required testing for equipment. The next couple of weeks all fire hydrants will be tested, flowed, and routine maintenance preformed. Hose, pump, and Breathing apparatus testing and maintenance is complete, but Ladder testing will be done soon. This month we honor all of our Veterans, and especially those that are serving on our department. Their service to our country does not go unnoticed. Planning of the Annual Awards Banquet is in progress. The banquet will be held at HQs on December 03 6pm, with dinner and a ceremony. The Light up the Night Christmas Parade is being organized and we are looking for entries. Parade applications are available on the City website or at the Fire Department.

ORGANIZATION NAME

Address Line 1
Address Line 2
Address Line 3
Address Line 4

Tel: 555 555 5555

Mobile: 555-555-5555

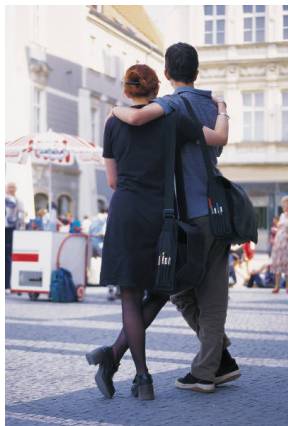
Fax: 555 555 5555

E-mail: someone@example.com



Tag line goes here.

We're on the Web!
example.microsoft.com



Caption describing picture or graphic.

Mailing Address Line 1

Mailing Address Line 2

Mailing Address Line 3

Mailing Address Line 4

Mailing Address Line 5

BACK PAGE STORY HEADLINE

This story can fit 175-225 words.

If your newsletter is folded and mailed, this story will appear on the back. So, it's a good idea to make it easy to read at a glance.

A question and answer session is a good way to quickly capture the attention of readers. You can either compile questions that you've received since the last edition or you can summarize some generic questions that are frequently asked about your organization.

A listing of names and titles of managers in your organization is a good way to give your newsletter a personal touch. If your organization is small, you may want to list the names of all employees.

If you have any prices of standard products or services, you can include a listing of those

here. You may want to refer your readers to any other forms of communication that you've created for your organization.

You can also use this space to remind readers to mark their calendars for a regular event, such as a breakfast meeting for vendors every third Tuesday of the month, or a biannual charity auction.

If space is available, this is a good place to insert a clip art image or some other graphic.

Animal Protective Services Department

Kate Marshall

910-477-1486

kmarshall@cityofsouthport.com



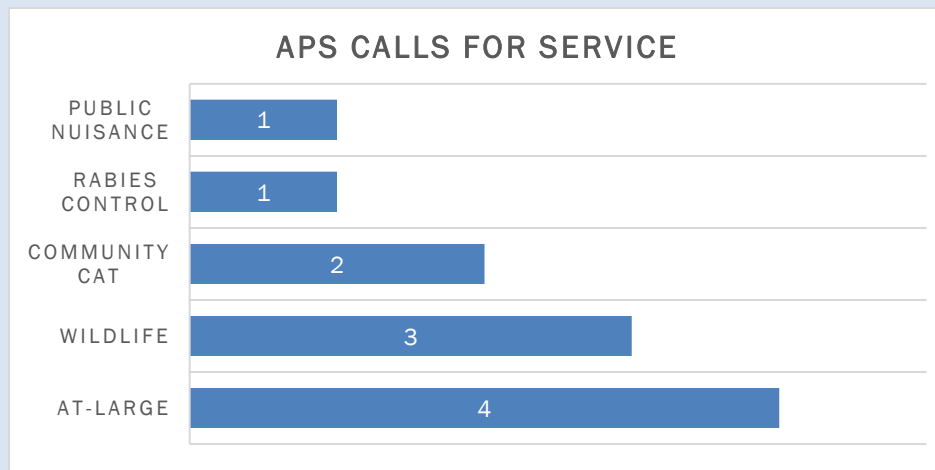
OCTOBER 2022 MONTHLY REPORT

ANIMAL PROTECTIVE SERVICES

DOCUPET PET LICENSES: 6 YEAR TO DATE: 160

ANIMAL BITES: 0 YEAR TO DATE: 6

VIOLATIONS/CALLS FOR SERVICE



PROJECTS

1. Coordinating with Parks & Rec Department on the Taylor Field Dog Park opening.
2. APS department transitioned to 111 N. Rhett Street (Old Jail Annex).

PROFESSIONAL TRAINING



North Carolina Animal and Rabies Control Association
Annual Conference October 17th - 19th

UPCOMING EVENTS

Winterfest 2022

Animal Protective Services

Pet Pictures with Santa

Sunday, December 4th, 2-4 p.m.

Indian Trail Meeting Hall/Keziah Park



The 6th Annual Sydney's Howl-o-ween Bowser Bash was held on October 22nd.

The event was a lot of fun and showcased what a creative community we have.
Paws-Ability was able to raise over \$400.00 during this event.



Southport Parks and Recreation Department

October 2022 Monthly Report

On-Going Activities

Toddler Time: Wednesday at 10 am at Jaycee Building

Before & After School Monday-Friday 6:45 AM to 6:00pm

Athletics

Open Gym

Senior Activities

Senior Preventative Exercise No impact stretching held at the Senior Building every MWF at 9AM

Senior Crafts Craft classes held every Monday at 10AM at the Senior Building

Senior Bowling Seniors travel to Wilmington to Bowl every Friday morning

Saturday Morning Seniors meet every Saturday morning for coffee and light breakfast at the building for fellowship.

Senior Luncheon Potluck lunch held the 2nd Wednesday of every month.

Fitness Classes

Aerobics Class Held at the Jaycee Building on M, T, Th, and Fri. at 8AM

Dance Class Monday, Tuesday, and Thursday 3:00pm – 7:00pm at Jaycee Building

Introduction to Yoga Wednesdays at 6:30PM at the Jaycee Building

Core & Body Sculpting Held at the Jaycee Building Tuesday at 7:15 AM and Wednesdays at 5:30PM

Cha Cha Fitness Held at the Jaycee Building every Thursday from 6 – 8PM

Buildings and Facilities Utilized and Rented out by Parks and Recreation

Franklin Square Park	Caviness Park	Historic Riverwalk
City Pier	Ft. Johnston Tennis Courts	Lowe/White Park
Kingsley Park	City Gym	Garrison Lawn
Central Office	Jaycee Building	Keziah Park
Waterfront Park	Ft. Johnston Playground	Senior Building
Riverwalk Gazebo	City Dock	Bay Street Overlook
Atlantic Street Park	9 th Street Park(leased)	Taylor Field Park

- Taylor Field: Construction resumed once materials were received. Picnic Shelter is up and restroom facility is plumbed and construction started. Set to be completed in November
- All City Parks and Facilities are being rented out.
- Dr. Herstine sent the rough draft of the 2023-2025 Master Plan. Rough draft was given to the Recreation Advisory Committee at the October meeting. Dr. Herstine will present it at the November meeting.
- Before and After school is offered M - F. We have 25 kids. We open at 7AM for drop off, transport to and from Southport Elementary School, and parent pick up by 5:30pm.
- Teacher Workday camp was held on October 8th.
- The Captain Charlie's Kids Fishing tournament, co-sponsored with the Southport Lions Club, was held October 1st at the Southport City Pier. This annual event focuses on how to fish, types of fish, and conservation.
- Our Spook or Treat event was held October 28th. We had lots of games, crafts, costume contest, candy, snacks, and a hayride.
- Parks and Recreation moved a part time Recreation Assistant to full time Recreation Assistant October 18th. This opens up the door for more programs and activities to be offered.

DEPARTMENT OF COMMUNITY RELATIONS
November Report 2022

October 2022:

Randy Jones,
Director of Community Relations

Number of Visitors	2,345
Visitors' Center Donations (FYTD)	\$ 2,401.00
Film Permit Revenue (FYTD)	\$ 11,100.00
Community Building (FYTD)	\$ 74,605.51
Occupancy Tax (FYTD)	\$ 108,293.01
Fiscal Year Total	\$ 196,399.52

Tourism

- The Winterfest 2022 calendar is complete and attached at the end for your viewing, and located on the website, here:
- Randy and Allayna met with the Winterfest Tea Committee on October 12th to continue planning for that special December 2nd event. Tickets are on sale as of November 1st at Ricky Evans Gallery, and Fort Johnston Visitors Center.
- The NC Fourth of July Festival held a thank you to the Volunteers for all their hard work at the 2022 Festival at American Fish on October 16th
- The NC Fourth of July Festival held their regular board meeting on October 18th
- The Southport Wooden Boat Show Committee met on October 21st to finalize organizing for the November 5th event. <https://southportwoodenboatshow.com/events/>
- The first lecture in the NatureFest Lecture Series was on October 25th, A Look at Brunswick County Natural Areas with Roger D. Shew. It was co-sponsored by the Forestry Committee. We had 25 in attendance in-person, and an additional 9 tuning in online. <http://cityofsouthport.com/event/a-look-at-brunswick-county-natural-areas-with-roger-d-shew-a-naturefest-lecture-series/>
- Randy and Allayna attended the monthly Southport-Oak Island Chamber of Commerce Tourism meeting on October 26th.
- The Southport Historical Society is hosting a raffle, Color Me Southport Community Quilt Raffle Tickets: <http://cityofsouthport.com/event/color-me-southport-community-quilt-raffle-tickets-southport-historical-society>
- The Southport Historical Society is hosting Curious Tales of Old Wilmington with Dr. Fonvielle on November 3rd: <http://cityofsouthport.com/event/southport-historical-society-presents-curious-tales-of-old-wilmington-with-dr-fonvielle/>
- The Mayor of City of Southport, the Community Relations Department, Police Department, and 4th of July Committee are hosting a "City of Southport Veterans Day Event" on November 11th at 2pm on the Ft. Johnston Garrison Lawn: <http://cityofsouthport.com/event/city-of-southport-veterans-day-event/>
- The "This is our Town" cleanup was on October 1st. The majority of the time was spent on clean up from Hurricane Ian, out next clean-up will be November 12th.
- The next lecture in the in the NatureFest Lecture Series is scheduled for November 22nd at 7p at the Indian Trail Meeting Hall. It will be co-sponsored by Trinity Creation Care.
- The Mayor's Downtown Tree Lighting Ceremony will be on November 25th at 6 pm at Whittler's Bench: <http://cityofsouthport.com/event/mayors-downtown-tree-lighting-ceremony-2022/>
- Our new webpage, Southport on Film, was released on September 2nd. The engagement of this new page has been very well received within the community. We had the information picked up by Southport Magazine on page 22 in their October edition. We also had incredible engagement on social media. We reached over 30,000 people organically, and that's just on one social media platform! <http://cityofsouthport.com/community-relations-department/#southport-on-film>

MAYOR'S DOWNTOWN TREE LIGHTING CEREMONY

In the Spirit of the Holiday Season, Mayor Hatem will light the City of Southport's Downtown Christmas Tree at Whittler's Bench. 'Twas the Night Before Christmas will be read and the Trinity United Methodist Church Children's Choir will serenade us with time-honored Christmas Carols. Hot chocolate and cookies will be provided. Come join us in person or online on Friday, November 25, 6 pm to share in the Joy of the Season.



Southport
Winterfest 2022
December 3-10

STOREFRONT SHOWCASE (Sponsored by City of Southport) Visit and vote on local businesses who have decorated for the season! Displays will be able to be voted on until December 10, with winners announced on December 12. WINTERFEST TEA (Sponsored by the Sisters of Southport) Saturday, December 3, 1:00 Southport Community Building Tickets are \$45 and located at Ricky Evans Gallery or Ft. Johnston Visitors Center PET PICTURES WITH SANTA (Sponsored by Southport Animal Protective Services) Sunday, December 4, 2-4 Indian Trail Meeting Hall / Keziyah Park 115 W. Moore St. SHOP WITH A COP CONCERT (Sponsored by Southport Police Dept.) Monday, December 5, 6-8 Franklin Square Park Featuring the Back Porch Rockers GANDY CANE GARDEN PARTY (Sponsored by Southport Garden Club) Tuesday, December 6, 6-8 Keziyah Park ANNUAL COOKIE CONTEST (Sponsored by The State Port Pilot) Wednesday, December 7, 3:30-5:30, Community Building For info or to enter contact cookies@stateportpilot.com SUPER WITH SANTA'S ELVES (Sponsored by Southport Parks & Rec.) Wednesday, December 7, 5-6:30 \$5 per child 209 Atlantic Ave., beside Southport Gym CHRISTMAS MOVIE "POLAR EXPRESS" (Sponsored by Southport Parks & Rec.) Thursday, December 8, at dusk Fort Johnston Garrison Lawn Chairs/blankets are encouraged HISTORIC HOLIDAYS (Sponsored by NC Maritime Museum at Southport) Friday, December 9, 5:00 204 E. Moore St. LIGHT UP THE NIGHT CHRISTMAS PARADE (Sponsored by Southport Fire Dept.) Friday, December 9, 5:50 Children will board the fire engines at the Fire Station Parade begins at 6:30p Parade route: Waterfront Park, down Howe St., back to the Southport Fire Station. Following the parade, children are invited to visit with Santa and will receive a gift. Concessions available. WINTER CRAFT FESTIVAL (Sponsored by Downtown Southport, Inc. & City of Southport) Saturday, December 10, 9-4 Franklin Square Park Visit www.downtownsouthport.com for more information WINTERFEST PERFORMING ARTS (Sponsored by Brunswick Arts Council) Saturday, December 10, 11-5 Franklin Square Park Stage HOLIDAY QUILT SHOW (Sponsored by Southport Historical Society) Saturday, December 10, 12-5 Southport Community Building SANTA'S WORKSHOP (Sponsored by Southport Parks & Rec.) Saturday, December 10, 10-11 209 Atlantic Ave., beside Southport Gym OLD BRUNSWICK COUNTY JAIL MUSEUM TOURS (Sponsored by Southport Historical Society) Saturday, December 10, 1-6 on the corner of Nash & Rhett Streets CHRISTMAS TOUR OF HOMES (Sponsored by Southport Historical Society) Saturday, December 10, 1-6 Tickets are needed to join this tour and can be purchased for \$20 through the Southport Historical Society's website starting on November 21st SOUTHPORT WINTERFEST FLOTILLA (Sponsored by Cape Fear Yacht Club, Downtown Southport, Inc., & City of Southport) Saturday, December 10, 7:00 on the Southport Waterfront. Bring chairs and blankets and enjoy the beauty of the Christmas lights bouncing off the water. Judges will be Southport Elementary School Art Class Students
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For more information, please call 910-457-7927
scan the QR code, or visit
cityofsouthport.com/winterfest-2022

Communications

- **Projects**
 - The Business Directory project is underway with the updated page featuring mapped areas in addition to a list of our local business.
 - The Brand Standards & Policy have had some additional revisions in preparation for presentation to the City Manager and Board.
- **Website**
 - ChyAnn is working with Tori in Planning to update their website and give it a refresh.
 - All new employees have been added to the website directory and to their respective department pages.
- **Daily Tasks**
 - Website revisions and updates
 - Social media content creation and scheduling
 - Filtering incoming Contact Form Submissions to the appropriate department(s) and responding to submitters in an appropriate time frame.
 - Monitoring online platforms
- **Miscellaneous**
 - ChyAnn attended the monthly Lower Cape Fear PIO Gathering hosted by Town of Leland on 10/11
 - ChyAnn met with Durham, NC's PIO on Monday, 10/31, to learn more about their Communications Plans and Policies implementation.
 - ChyAnn assisted APS on 10/28 with Bowser Bash



• Important Notices

- On October 1, a notice of the closure of Atlantic St Park and the CAMA access was sent out due to damage sustained by Hurricane Ian.
- On October 20, the appointment of Interim City Manager, Bonnie Therrien was announced and shared on our socials and website, as well as sent out in a press release to our media partners.
- On October 26, a water main break occurred at approximately 9pm and we were able to notify residents in the impacted area via social media, the website, and CodeRED by 9:30pm of the break and implement a boil water advisory.
- On October 28, the water main break was cleared, and the boil water advisory was lifted per Public Works Director, Tom Stanley. We informed residents of the update via social media, the website, and CodeRED.

Community Building

- The RFP for the Flooring project, slated to be completed in January 2023 has been posted. We have had our first bid and flooring sample returned to us.
- Calendar for the upcoming month:

Nov-22

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1	2	3	4	5	6
		Non-profit Event	Non-profit Event	Rehearsal	Wedding	Wedding
7	8	9	10	11	12	13
			Board of Aldermen Meeting	Wedding	Wedding	
14	15	16	17	18	19	20
	Maritime Museum	Business Event	Zoning Meeting			Non-profit Event
21	22	23	24	25	26	27
	Wedding	No booking day	Thanksgiving	No booking day		
28	29	30				
Building is being decorated by public works / beautification committee for the holidays today		Non-profit Event				

UPCOMING CITY MEETINGS

Forestry Committee
2nd Tuesday of each month
November 8, 5 pm - (ITMH)

Park & Recreation Board
2nd Tuesday of each month
November 8, 6:30 pm - (ITMH)

ABC Board
2nd Wednesday of each month
November 9, 6:30 pm - (ITMH)

Board of Aldermen
2nd Thursday of each month
November 10, 6 pm - (SCB)

Planning & Zoning Board
3rd Thursday of each month
November 17, 6 pm - (SCB)

Beautification Committee
3rd Monday of each month
November 21, 5 pm - (ITMH)

Board of Adjustments
4th Tuesday of each month
November 22, 4:30 pm - (ITMH)

UPCOMING EVENTS

Color Me Southport Community Quilt
Raffle Tickets, All November Long
Southport Historical Society

Curious Tales of Old Wilmington with
Dr. Fonvielle Southport Historical Society
November 3, 6:30 pm - (SCB)

30th Annual HOLLY DAYS Arts and Crafts Show
November 5, 9 am - 4 pm - Southport Baptist Church

Southport Wooden Boat Show
November 5, 10 am - 4:30 pm
Downtown Southport

City of Southport Veterans Day Event
November 11, 2 pm - Fort Johnston Lawn

FOLSOI – Meet the Author, Stephen Patterson
November 14, 2 pm - Harper Library

Youth Business Fair
Presented by Southport-Oak Island Chamber of Commerce
November 19, 9 am - 2 pm - The Brunswick Center at Southport

Mayor's Downtown Tree Lighting Ceremony
November 25, 6 pm - Whittlers Bench

*Southport Community Building (SCB) 223 East Bay Street
Indian Trail Meeting Hall (ITMH) 110 West Moore Street*

Randy Jones
Director of Community Relations
Southport, N.C. 28461
Work: 910-457-7927
Cell: 910-477-1484
Email: rjones@cityofsouthport.com



PERMIT REPORT 2022

Month	New Construct SFR	New Construct Multi Family	Commercial Bldg Projects	Acc Struct	Total Building	Demo	Elect	Plumb	Mech	Permits Issued	Revenue Collected
Jan	9	0	6	5	22	0	33	13	37	179	\$ 161,702.50
Feb	16	0	2	6	16	0	36	20	37	124	\$ 154,789.00
Mar	14	5	6	10	34	2	43	19	47	199	\$ 82,146.50
Apr	7	0	4	1	18	1	40	34	38	249	\$ 325,280.50
May	9	0	4	4	19	1	32	21	43	195	\$ 88,866.50
Jun	8	1	6	6	22	1	33	23	52	236	\$ 281,149.51
Jul	4	0	1	2	12	0	26	16	41	174	\$ 129,612.00
Aug	9	0	2	5	16	0	32	26	57	162	\$ 124,527.00
Sep	3	0	7	5	17	0	42	17	44	259	\$ 164,211.00
Oct	6	0	2	4	18	0	24	20	33	201	\$ 172,495.50
Nov											
Dec											
Totals	85	6	40	48	194	5	341	209	429	1978	\$ 1,684,780.01

03OCT22

WEEK 40

108 St. George	██████	Awaiting feedback from the listed owner.
115 E. Owens	██████	Awaiting feedback from the listed owner.
210 E. Brown	██████	Awaiting feedback from the listed owner. Hospitalized.
210 Herring Dr.	██████	Listed owner enroute to observe the "violation".
320 College	██████	J/A/N vehicle moved. CASE CLOSED.
416 E. Bay	██████	Awaiting authorization from the City Manager.
602 Clarendon	██████	Unable to establish contact with anyone.
608 Burrington	██████	Unable to establish contact with anyone.
616 Caswell	██████	Unable to establish contact with anyone.
711 Cottage Ln	██████	Got a returned letter in the mail stating that the address was incorrect for the listed owner. Double checked on Brunswick GIS and discovered that the name and address changed on the listed owner. Will rewrite the Courtesy Letter and remail to the new address.
712 Lord	██████	Unable to establish contact with anyone.
718 Clarendon	██████	Awaiting feedback from listed owner.
732 Lord	██████	Unable to establish contact with anyone.
812 Caswell	██████	Hospitalized.
822 Lord	██████	Awaiting feedback from listed owner.
1209 Howe	██████	Investigation on hold for 11 months. CASE CLOSED.
City of Southport	#2750	Drove the major routes within the city and observed no improper signage.
Harbor Oaks	██████	Called about a Tree Removal Permit that was denied for an address on Hallow tree Drive.
403 St George	██████	Called regarding a Street Light that is in the middle of the block, everyone's backyard. And was wondering if it might be shut down or turned off. Will look at it later in the day.

10OCT22

WEEK 41

11OCT22

609 Clarendon [REDACTED] Received a word order(?) whereas a complaint was issued against the owner of the listed property. This complaint stated that the listed owner planted a row of trees or shrubbery along the property line and into the Public Right of Way. After observing the shrubbery and double checking via Brunswick County GIS, It is evident that the shrubbery does encroach into the Right of Way.

Community Building [REDACTED] Was notified through many people in City Hall that a shed has appeared on a Right of Way issue at the Community building. It seems that the neighbor there has moved a shed that appears to have been on his property all along, out onto the ROW where there was an agreement between him and the City that he could use as parking. This shed appears to have been moved there as the property owner is doing some major yard work and the shed was in the way, so it was moved, I can only assume temporarily, until the work is done.

614 Port Haven #2750 Tree Permit inspection, amid the house construction, I was advised by the property owner that they wanted to remove a couple of trees due to their proximity to the house and that they needed room for a pool. Approved.

101 River Road [REDACTED] Was advised by the listed owner that the camper that is on his property is there for future use on some property located elsewhere and is not being lived in. Should e there for a couple more weeks then moved to its new location.

421 Trout Lily #2750 listed property has already submitted tree removal permit but wanted to add an additional tree to the permit. This tree is in close proximity to the house and though not dead, is in the last few years of its life. Approved.

810 Memory Ln #2750 Wanted a tree inspection on the listed property but haven't submitted a permit yet. Upon inspection, there is nothing to indicate the any of the trees identified for removal are sick, diseased, or dying.

12OCT22

609 Clarendon [REDACTED] Typed up and delivered a Courtesy Letter to the listed property owner regarding the ROW infraction with the shrubbery that they planted.

1628 Howe St. [REDACTED] Stopped by City Hall and needed some guidance as to a sign that the church wants to erect on their property.

750 Skipjack [REDACTED] Called in to ask about needing a Tree Removal Permit, I advised him that I could meet with him @0830hrs on Thursday 13OCT22.

421 Trout Lilly [REDACTED] Called about the permit there and I advised that he was good to go and that it was approved.

1029 Howe St #2750 Chet Nicklewood called regarding the KofC selling raffle tickets and needed to know if there was a permit that needed to be approved, cannot find anyone to get an answer.

410 Herring [REDACTED] Called again to state that she is going to get the vacant lot trimmed and mowed. Yeah right. Heard that statement from her for about 3 months now.

916 Caswell [REDACTED] Realator called regarding the property stating that the deal is going to close on Friday and the buyer just completed a survey of the lot and found that the neighboring lot at 918 Caswell has about 1 foot of the roof on the adjacent property and the propane tank and electrical meter are also on the property. Wanted to know what to do. Again, I haven't been able to find anyone that knows the answer, but I will keep looking.

919 Howe St. [REDACTED] Was instructed by the Mayor to contact this business regarding several questions the owner had on the Feather Flag Issue. Stopped by, there were a few questions that were asked and answered.

13OCT22

121 Moore St. [REDACTED] Stopped by and spoke with the business owner about removing a "SALE" sign that was posted on the utility pole located at the corner of Moore and Howe Streets. The sign was quickly removed.

City of Southport #2750 Drove the major routes within the city and observed no improper signage.

18OCT22**WEEK 42**

1001 Downrigger [REDACTED] Supplied the Manager there with a letter of Courtesy regarding the Feather Flag Zoning violation. Wanted a separate one typed up for "corporate" to justify taking them down after purchasing several.

750 Skipjack [REDACTED] Needs inspection, scheduled for 19OCT22 @0830hrs.

916 Caswell [REDACTED] Called again and spoke with D. Dutton and was advised that the situation dictates that the private property owners need to get attorneys involved to settle this dispute. 3525138867 & 2563617727

618 McKenzie Circle [REDACTED] Tree Permit Inspection prior to constructing a pool.

1029 Howe St. [REDACTED] Called about a project that he is assigned to, wanted to know about the proper setback and driveway placement for an R-10 lot. Tori was able to get all the answers this fellow needed.

806 Howe St. [REDACTED] Was calling about acquiring an Event Permit. Referred to Chief of Police.

1200 Howe [REDACTED] Unknown caller left a voicemail regarding the trees and bushes at the corner of Stuart and Howe. Stated that the shrubbery there is too high and interferes with attempting to turn onto Howe Street from Stuart. 9106198676

614 Post Haven [REDACTED] Called again about her tree permit application. Informed her that the permit was approved and was advised by her that she received nothing on her email. Went back into the program and re-approved her permit.

19OCT22

750 Skipjack [REDACTED] Inspection for tree permit. 0830hrs.

1001 Downrigger [REDACTED] Dropped off a Courtesy Letter regarding the use of Feather Flags on the property.

211 River Rd. [REDACTED] Callee regarding a tall Cypress tree in the neighbors back yard that looks like its dead and it might fall onto her property. Will contact Scott Len and have him join me to inspect.

5130 Howe St. [REDACTED] Typed up and delivered a 2nd notice of Violation letter regarding the Feather Flags.

5130 Howe St. [REDACTED] Typed up and delivered a Courtesy Letter regarding the Feather flag they were flying.

5130 Howe St. [REDACTED] Contacted the owner by phone to inform them that the feather flag was in violation of the Zoning Ordinance, they agreed to take it down as soon as possible.

Atlantic Street [REDACTED] Was contacted by her regarding the sofa chair/recliner on the side of the roadway in front of her house. She was advised to contact Waste Management. She called back stating that Waste Management told her to call the city, I then had to advise her that the city does not and cannot pick up any garbage or materials on the side of the road.

20OCT22

809 Clarendon [REDACTED] Typed in a complaint through the city website "Contact Us" about how bad the junk vehicles are in his neighborhood. Have attempted several times to contact the complainant via phone and in person. No luck so far.

211 River Road [REDACTED] Called and asked for a tree inspection on a tree that is actually her neighbor's, but it hangs over a major portion of her property, and she is afraid that it will fall damaging her fence and pool. Will stop by with Scott Len. Looked at

the tree and determined that it is not dead and should be fine without any problems for a least several more years.

111 Howe St. [REDACTED] Observed that they were still flying a feather flag despite being served with the Courtesy Letter on the 4th of OCT. Will type up and deliver a Violation Notice for them. Stopped by to make sure and observed an interesting thing: it would appear that the business owners decided to keep the pole that the original feather flag flew on but took off the feather and replaced it with a normal 3x5 hoist flag.

City of Southport [REDACTED] Left a message through the city website explaining that the neighbor has a trailer that is falling apart, and she is afraid that when the winds blow pieces of it will damage her place. Difficult to contact.

21OCT22

City of Southport #2750 Drove the major routes within the city and observed no improper signage.

1029 Howe St. #2750 Assumed daily operations for an absent Tori.

24OCT22

WEEK 43

31OCT22

WEEK 44

605 W. Brown [REDACTED] Wants to buy the listed property and wanted to know if he would be allowed to take down the trees that are on the property. Checked out the property and it seems really small to do anything on it, but I will advise him of the correct procedure for site plans, building permits and tree removal permits.

606 Port Haven [REDACTED] Still emailing me with the plans and such for tree removal. Cannot locate any permit application.

609 Clarendon [REDACTED] Still has not removed the shrubbery along the property line and into the R.O.W.

109 W. Moore [REDACTED] Tree Removal Permit applied for at the Library, approved.

1628 Howe [REDACTED] Asked about the location to put the church's new sign.

City of Southport #2750 Drove the major routes within the city and observed no improper signage.

609 Burrington [REDACTED] Typed up and mailed a Courtesy Letter to listed owner regarding Minimum Housing Standards.

216 Nash [REDACTED] Typed up and mailed a Courtesy Letter to the listed property owner regarding Obstructing Public Rights-of-Way.

No.	WOID	Created	Description	Assigned To	Location	Completion
1	19034	9/27/2022	141 PARK AVE, INSTALLING ELECTRIC LINE	Tyrus Davis	Downtown	9/23/2022
2	19040	9/27/2022	111 PARK AVE - PUT IN NEW SERVICE TAP	Mike Spicer	Downtown	10/17/2022
3	19041	9/28/2022	PLEASE TAKE SAND BAGS TO PARKS & REC OFFICE BEFORE THE RAINS HIT THIS WEEKEND.	Mike Spicer	Parks and Rec Building	9/28/2022
4	19042	9/28/2022	PLEASE PICK UP YARD DEBRIS AT THE POLLINATOR GARDEN.	David Kelly	Downtown	9/28/2022
5	19044	10/3/2022	THE DOOR TO THE KITCHEN NO LONGER OPENS, COULD THIS BE FIXED?	Harlan Pyles	Community Building	10/4/2022
6	19045	10/3/2022	BRANCH AT 314 N LORD ST NEEDS CUT	David Kelly	Downtown	10/3/2022
7	19046	10/3/2022	SEE ATTACHED LIST OF BEAUTIFICATION CLEAN UP SITES.	David Kelly	Downtown	10/4/2022
8	19047	10/3/2022	(NO RUSH) PLEASE MOVE THE MULCH THAT IS IN THE OLD JAIL ANNEX TO THE BACK OF THE BUILDING.	Mike Spicer	Old Jail	10/26/2022
9	19048	10/4/2022	PLEASE CHECK THE LIGHTS ON THE STAIRWELL CLOSEST TO HOWE ST, THE ONE ON THE FIRST LANDING AND 3RD LANDING ARE NOT WORKING. BALLAST IS BUZZING.	Jeremy Kennedy	City Hall	10/5/2022
10	19049	10/4/2022	MOVE 2 CABINETS FROM KATE'S OLD OFFICE TO OLD JAIL ANNEX. (ONE IS EMPTY AND 1 IS FULL)	Mike Spicer	City Hall	10/6/2022
11	19050	10/6/2022	MARK OFF 2 PARKING SPACES CLOSEST TO WATER & OLIVERS FOR A LOAD OF GRAVEL COMING IN FRIDAY (TOMORROW) AM	Al Cochran	Waterfront	10/7/2022
12	19051	10/7/2022	812 CAPE HARBOR DRIVE, BRIAN WESSEL 910-617-6668. HAS BEEN RUNNING WATER - IT IS YELLOW. WATER WAS CLEAR WHEN MARK ARRIVED.	Mark Caban	Downtown	10/7/2022
13	19057	10/7/2022	LOCATE 5001 SEAWARD /SWASHBUCKLER, REMOVING TREE	Tyrus Davis	Downtown	9/27/2022
14	19058	10/7/2022	LOCATE 5187 EASON ST, INSTALLING UG POWER	Tyrus Davis	Downtown	9/27/2022
15	19062	10/7/2022	LOCATE 1175 CASWELL/13TH, BUT CABLE	Tyrus Davis	Downtown	9/28/2022
16	19063	10/7/2022	LOCATE 1002 E MOORE ST/CAPE FEAR, ELECTRICAL	Tyrus Davis	Downtown	9/28/2022

17	19064	10/7/2022	LOCATE 212 N RHETT ST, ELECTRIC	Tyrus Davis	Downtown	9/29/2022
18	19065	10/7/2022	LOCATE 6118 RIVER SOUND CIRCLE, ELECTRIC	Tyrus Davis	Downtown	9/29/2022
19	19066	10/7/2022	LOCATE 6156 RIVER SOUND CIR, ELECTRIC	Tyrus Davis	Downtown	9/29/2022
20	19067	10/7/2022	LOCATE 141 PARK AVE, ELECTRIC	Tyrus Davis	Downtown	9/29/2022
21	19068	10/7/2022	LOCATE 624 MARSH GRASS CT, ELECTRIC	Tyrus Davis	Downtown	9/29/2022
22	19069	10/7/2022	LOCATE 111 & 141 PARK AVE, ELECTRIC & WATER/SEWER	Tyrus Davis	Downtown	10/3/2022
23	19070	10/7/2022	LOCATE 5106 HOLLOW TREE DR, BURY DROP	Tyrus Davis	Downtown	10/3/2022
24	19071	10/7/2022	LOCATE 322 BRUNSWICK ST/YACHT BASIN DR, REMOVE CINDER BLOCK WALL	Tyrus Davis	Downtown	10/3/2022
25	19073	10/7/2022	LOCATE 6105 TURTLEWOOD DR, LANDSCAPING	Tyrus Davis	Downtown	10/3/2022
26	19074	10/7/2022	209 N LORD/W WEST, LANDSCAPING	Tyrus Davis	Downtown	10/4/2022
27	19075	10/7/2022	LOCATE 5018 LAGAN CT/WINDLASS RD, PHONE DROP	Tyrus Davis	Downtown	10/4/2022
28	19076	10/7/2022	LOCATE 211 E WEST ST/COLLEGE ST, INSTALL UG FENCE	Tyrus Davis	Downtown	10/4/2022
29	19077	10/7/2022	LOCATE 211 E WEST ST, UG FENCE	Tyrus Davis	Downtown	10/4/2022
30	19078	10/7/2022	LOCATE 233 E LEONARD ST, INSTALLING POOL	Tyrus Davis	Downtown	10/4/2022
31	19079	10/7/2022	LOCATE 421 TROUTLILLY, DESTROYED MARKS	Tyrus Davis	Downtown	10/4/2022
32	19080	10/7/2022	LOCATE 614 MARSH GRASS FCT, INSTALLING ELECTRIC	Tyrus Davis	Downtown	10/4/2022
33	19081	10/7/2022	LOCATE 614 & 624 MARSH GRASS CT, NEW CONSTRUCTION	Tyrus Davis	Downtown	10/5/2022
34	19082	10/7/2022	LOCATE 130, 106-112, 213 CAPE FEAR DR, ELECTRICAL	Tyrus Davis	Downtown	10/5/2022
35	19083	10/7/2022	LOCATE 606 N LORD ST, ELECTRIC	Tyrus Davis	Downtown	10/5/2022
36	19084	10/7/2022	LOCATE 5187 EFASON ST/WINAFRED ST, NEW GAS SERVICE	Tyrus Davis	Downtown	10/5/2022

37	19085	10/7/2022	LOCATE ATLANTIC AVE/E 13TH ST, SITE WORK	Tyrus Davis	Downtown	10/5/2022
38	19086	10/7/2022	LOCATE 614 & 624 MARSH GRASS CT, NEW CONSTRUCTION	Tyrus Davis	Downtown	10/5/2022
39	19087	10/7/2022	LOCATE HIGHLAND PARK AVE/STUART AVE, SITE WORK	Tyrus Davis	Downtown	10/5/2022
40	19088	10/7/2022	LOCATE 5187 FEASON ST, NEW GAS SERVICE	Tyrus Davis	Downtown	10/5/2022
41	19089	10/7/2022	LOCATE 515-815 & 618 W ST GEORGE, NEW CONSTRUCTION	Tyrus Davis	Downtown	10/6/2022
42	19090	10/7/2022	LOCATE 610 & 614 PORT HAVEN WAY	Tyrus Davis	Downtown	10/6/2022
43	19091	10/7/2022	LOCATE 309 CLARENDON AVE/W BROWN, LANDSCAPING	Tyrus Davis	Downtown	10/6/2022
44	19092	10/7/2022	LOCATE 6014 DUTCHMAN CREEK, REMOVE PALM TREE	Tyrus Davis	Downtown	10/6/2022
45	19093	10/7/2022	LOCATE 514 W WEST, ELECTRIC	Tyrus Davis	Downtown	10/6/2022
46	19094	10/7/2022	LOCATE 224 RIVER DR, WELL DRILLING	Tyrus Davis	Downtown	10/6/2022
47	19095	10/7/2022	LOCATE 6165 RIVER SOUND CIR, IRRIGATION WELL	Tyrus Davis	Downtown	10/6/2022
48	19096	10/7/2022	LOCATE 602 N HOWE ST., INSTALLING DECK	Tyrus Davis	Downtown	10/6/2022
49	19097	10/10/2022	4 TABLES AT 209 N ATLANTIC THAT NEEDS TO GO TO JAYCEE BLDG.	Jeremy Kennedy	Jaycee Bldg	10/24/2022
50	19098	10/10/2022	COOKIE HAS A CHAIR THAT NEEDS TO BE PUT TOGETHER FOR THE GYM OFFICE.	Jeremy Kennedy	Downtown	10/11/2022
51	19099	10/11/2022	LOCATE 6118 RIVER SOUND CIR, DESTROYED MARKS	Tyrus Davis	Downtown	10/7/2022
52	19100	10/11/2022	LOCATE 216 W NASH ST/N CASWELL AVE, REPAIR SEWER MAIN	Tyrus Davis	Downtown	10/6/2022
53	19101	10/11/2022	LOCATE 1133 SPINCAST RD, INSTALLING ELECTRIC	Tyrus Davis	Downtown	10/7/2022
54	19102	10/11/2022	LOCATE 614 PORT HAVEN WAY, INSTALL GAS LINE	Tyrus Davis	Downtown	10/10/2022
55	19103	10/11/2022	LOCATE 610 PORT HAVEN WAY, BURRINGTON, INSTALL GAS LINE	Tyrus Davis	Downtown	10/10/2022
56	19104	10/12/2022	LOCATE 102 KINGSLEY DR, INSTALLING ELECTRIC	Tyrus Davis	Downtown	10/10/2022

57	19105 10/12/2022	LOCATE 1675 N HOWE ST, CABLE	Tyrus Davis	Downtown	10/10/2022
58	19106 10/12/2022	LOCATE 1675 N HOWE ST, CABLE	Tyrus Davis	Downtown	10/10/2022
59	19107 10/12/2022	LOCATE 1673 N HOWE ST, CABLE	Tyrus Davis	Downtown	10/10/2022
60	19108 10/12/2022	LOCATE 1669 N HOWE ST, CABLE.	Tyrus Davis	Downtown	10/10/2022
61	19109 10/12/2022	LOCATE QUARTER MASTER DR/COTTAGE POINT, UTILITIES	Tyrus Davis	Downtown	10/10/2022
62	19110 10/12/2022	LOCATE 209 RIVER DR/CAPE FEAR DR, SHED INSTALL	Tyrus Davis	Downtown	10/11/2022
63	19111 10/12/2022	LOCATE 6014 DUTCHMAN CREEK RD/INDIGOP PLANTATION, WATER SEWER HAS BEEN MARKED.	Tyrus Davis	Downtown	10/11/2022
64	19112 10/12/2022	LOCATE 2011 ROBERT RUARK DR SE/BARRTISTERS CT, ELECTRICAL	Tyrus Davis	Downtown	10/11/2022
65	19113 10/12/2022	LOCATE 5016 ROBERT RUARK DR SE, INSTALLING WATER/SEWER TAP	Tyrus Davis	Downtown	10/11/2022
66	19114 10/12/2022	LOCATE 606 N LORD ST, INSTALL ELECTRIC LINE	Tyrus Davis	Downtown	10/11/2022
67	19115 10/13/2022	LOCATE 1006 N HOWE ST/FODALE, SETTING POLES	Tyrus Davis	Downtown	10/11/2022
68	19116 10/13/2022	LOCATE HIGHLAND PARK AVE/STUART AVE, DESTROYED MARKS	Tyrus Davis	Downtown	10/11/2022
69	19117 10/13/2022	LOCATE 1006 N HOWE ST/N FODALE AVE, SETTING POLES	Tyrus Davis	Downtown	10/12/2022
70	19118 10/13/2022	LOCATE 6166 RIVER SOUND CIR/COMPASS CT, BURY SERVICE DROP	Tyrus Davis	Downtown	10/12/2022
71	19119 10/13/2022	LOCATE 1625 HWY211/SANDY LANE, UTILITY GRADING	Tyrus Davis	Downtown	10/12/2022
72	19120 10/13/2022	LOCATE BURLINGTON AVE/W LEONARD ST, GRADING	Tyrus Davis	Downtown	10/12/2022
73	19121 10/13/2022	LOCATE 215 E LEONARD ST/N ATLANTIC AVE, INSTALL UG POWER	Tyrus Davis	Downtown	10/12/2022
74	19122 10/13/2022	LOCATE 215 E LEONARD ST/N ATLANTIC AVE, INSTALLING UG POWER	Tyrus Davis	Downtown	10/12/2022
75	19123 10/13/2022	LOCATE 215 E LEONARD ST/N ATLANTIC AVE, INSTALLING UG POWER	Tyrus Davis	Downtown	10/12/2022

76	19124 10/13/2022	LOCATE 606 FW WEST ST, NEW CONSTRUCTION	Tyrus Davis	Downtown	10/12/2022
77	19125 10/14/2022	PLEASE REPLACE MAILBOX DAMAGED AT 6096 SULLIVAN RIDGE (HARBOR OAKS) BY OUR EQUIPMENT.	Mike Spicer	Downtown	10/14/2022
78	19126 10/14/2022	IS THERE W/S AT LOT TO THE RIGHT OF 918 N CASWELL. TYLER @ 910-352-7957	Tom Stanley	Downtown	10/17/2022
79	19128 10/17/2022	SEE ATTACHED LIST FOR BARRICADES FOR THE CAR SHOW.	Mike Spicer	Downtown	10/24/2022
80	19131 10/20/2022	LOCATE 1141 & 1151 SPINCAST RD, INSTALLING ELECTRIC LINE	Tyrus Davis	Downtown	10/13/2022
81	19132 10/21/2022	LOCATE 2011 ROBERT RUARK DR SE, NEW UNDГ SERVICE TO HOT TUB	Tyrus Davis	Downtown	10/13/2022
82	19133 10/21/2022	LOCATE 913 N LORD ST, INSTALLING ELECTRIC LINE	Tyrus Davis	Downtown	10/13/2022
83	19134 10/21/2022	LOCATE 211 HERRING DR/LONGLEAF DR, LANDSCAPING	Tyrus Davis	Downtown	10/13/2022
84	19135 10/21/2022	LOCATE 342 E BROWN ST/WILLIS DR, LANDSCAPING	Tyrus Davis	Downtown	10/13/2022
85	19136 10/21/2022	LOCATE 658 WILD ROSE WAY, INSTALLING ELECTRIC LINE	Tyrus Davis	Downtown	10/13/2022
86	19137 10/21/2022	LOCATE HIGHLAND PARK AVE/STUART AVE, DESTROYED MARKS	Tyrus Davis	Downtown	10/14/2022
87	19138 10/21/2022	LOCATE 107 N LORD ST/W MOORE ST, PLANTING TREES	Tyrus Davis	Downtown	10/14/2022
88	19139 10/21/2022	LOCATE 5024 BALLAST RD/J SWAIN BLVD, INSTALLING GARBAGE ENCLOSURE	Tyrus Davis	Downtown	10/14/2022
89	19140 10/21/2022	LOCATE 141 PARK AVE/E MOORE ST, SEWER	Tyrus Davis	Downtown	10/17/2022
90	19141 10/21/2022	LOCATE 304 W 11TH ST, HANKINSVILLE RD	Tyrus Davis	Downtown	10/17/2022
91	19142 10/21/2022	LOCATE 826 CLARENDON AVE/W 9TH ST, UNDГ ELECTRIC	Tyrus Davis	Downtown	10/17/2022
92	19143 10/21/2022	LOCATE E NASH ST/N RHETT ST, SEWER	Tyrus Davis	Downtown	10/17/2022
93	19144 10/21/2022	LOCATE 212 SOFTWIND WAY/E MOORE ST, INSTALL ELECTGRICAL CONDUIT	Tyrus Davis	Downtown	10/17/2022
94	19145 10/21/2022	LOCATE CAPE FEAR DR/E MOORE ST/SOFTWIND WAY, ELECTRICAL CONDUIT		Downtown	

95	19146	10/24/2022	REPAIR SEWER LINE AT 229 N CASWELL	Al Cochran	Downtown	10/24/2022
96	19147	10/24/2022	LOCATE HIGHLAND PARK AVE/STUART, REPORT OF DAMAGE	Tyrus Davis	Downtown	10/18/2022
97	19148	10/24/2022	LOCATE 6118 RIVER SOUND CIR, NEW GAS SERVICE	Tyrus Davis	Downtown	10/19/2022
98	19149	10/24/2022	LOCATE 6156 RIVERSOUND, NEW GAS SERVICE	Tyrus Davis	Downtown	10/19/2022
99	19150	10/24/2022	LOCATE 421 TROUT LILY LANE/FIREFLY LANE, INSTALL UNDGCABLE	Tyrus Davis	Downtown	10/19/2022
100	19151	10/24/2022	LOCATE 314 MARINA VIEW DR, BURY PHONE DROP	Tyrus Davis	Downtown	10/19/2022
101	19152	10/24/2022	LOCATE SANDY LAN, SEWER FORCE MAIN	Tyrus Davis	Downtown	10/20/2022
102	19153	10/24/2022	LOCATE 1635 N HOWE ST/WOODSIDE DR, SEWER MAIN	Tyrus Davis	Downtown	10/20/2022
103	19154	10/24/2022	LOCATE HJWY211/SANDY LANE, FORCE MAIN	Tyrus Davis	Downtown	10/20/2022
104	19155	10/24/2022	LOCATE 6204 PEBBLE SHORE/E MOORE, PLANTING TREE	Tyrus Davis	Downtown	10/20/2022
105	19156	10/25/2022	WANTS TO MAKE SURE LINES ARE NOT LEAKING BEFORE HE COVERS THEM UP. 109 PARK AVE.	Mike Spicer	Downtown	10/25/2022
106	19157	10/25/2022	PICK UP A BAG OF DEBRIS AT POLLENATOR GARDEN	David Kelly	Downtown	10/26/2022
107	19158	10/25/2022	LOCATE 304 PARK AVE EXT/YAUPON DR, DRAINAGE	Tyrus Davis	Downtown	10/20/2022
108	19159	10/25/2022	LOCATE 302 PARK AVE EXT, DRAINAGE	Tyrus Davis	Downtown	10/20/2022
109	19160	10/25/2022	LOCATE 114 W 14TH ST/N CASWELL AVE, BURY SERVICE DROP	Tyrus Davis	Downtown	10/20/2022
110	19161	10/25/2022	LOCATE 658 WILD ROSE WAY, INSTALLING ELECTRIC LINE	Tyrus Davis	Downtown	10/20/2022
111	19162	10/25/2022	LOCATE 614 N LORD ST/W OWENS ST, BURY SERVICE DROP	Tyrus Davis	Downtown	10/20/2022
112	19163	10/25/2022	LOCATE 616 N LORD ST/E OWENS ST, BURY DROP	Tyrus Davis	Downtown	10/20/2022
113	19164	10/25/2022	LOCATE 113 N RHETT ST, INSTALL UG ELECTRIC	Tyrus Davis	Downtown	10/24/2022

114	19165	10/25/2022	LOCATE 6105 TURTLEWOOD DR, LANDSCAPING	Tyrus Davis	Downtown	10/24/2022
115	19166	10/25/2022	LOCATE 4003 ROBERT RUARK DR SE, NEW GAS SERVICE	Tyrus Davis	Downtown	10/24/2022
116	19167	10/25/2022	LOCATE 216 W NASH ST/N CASWELL AVE, REPAIR SEWER MAIN	Tyrus Davis	Downtown	10/24/2022
117	19168	10/25/2022	LOCATE ATLANTIC AVE/E 13TH ST, SITE WORK	Tyrus Davis	Downtown	10/24/2022
118	19169	10/25/2022	LOCATE 618 W ST GEORGE ST, NEW CONSTRUCTION	Tyrus Davis	Downtown	10/24/2022
119	19170	10/25/2022	LOCATE 515-815 W ST GEORGE ST, GRADING UTILITIES.	Tyrus Davis	Downtown	10/24/2022
120	19171	10/26/2022	LOCATE 113 N RHETT ST/E NASH ST	Tyrus Davis	Downtown	10/25/2022
121	19172	10/26/2022	LOCATE 1134 SPINCAST RD/W 12TH ST, INSTALLING A FENCE.	Tyrus Davis	Downtown	10/25/2022
122	19173	10/26/2022	LOCATE N HOWE ST/RIVER RD SE/ROBERT RUARK DR, INSTALLING TRAFFIC SIGNAL	David Kelly	Downtown	10/25/2022
123	19174	10/26/2022	LOCATE 614 MARSH GRASS CT, NEW CONSTRUCTION	Tyrus Davis	Downtown	10/25/2022
124	19175	10/26/2022	LOCATE 624 MARSH GRASS CT, NEW CONSTRUCTION	Tyrus Davis	Downtown	10/25/2022
125	19177	10/26/2022	LOCATE HIGHLAND PARK AVE/STUART AVE, SITE WORK	Tyrus Davis	Downtown	10/25/2022
126	19180	10/27/2022	LOCATE HWY 211/SANDY LANE, WATER LINE INSTALL	Tyrus Davis	Downtown	10/26/2022
127	19181	10/27/2022	LOCATE 202 N ATLANTIC AVE/E NASH ST, INSTALLING FENCE	Tyrus Davis	Downtown	10/26/2022
128	19182	10/27/2022	LOCATE 1024 N CASWELL AVE/W 11TH ST, ADDITION	Tyrus Davis	Downtown	10/26/2022
129	19183	10/27/2022	LOCATE 2016 N CASWELL AVE/W 11TH ST, ADDITION	Tyrus Davis	Downtown	10/26/2022
130	19184	10/27/2022	LOCATE QUARTER MASTER DR/COTTAGE POINT WAY/MACKENZIE CIR, UTILITIES	Tyrus Davis	Downtown	10/26/2022
131	19185	10/28/2022	LOCATE 514 W WEST, WATER/SEWER TAP	Tyrus Davis	Downtown	10/27/2022
132	19186	10/28/2022	LOCATE 514 W WEST, INSTALLING ELECTRIC LINE	Tyrus Davis	Downtown	10/27/2022
133	19189	10/28/2022	LOCATE 304 W 11TH ST, INSTALLING WATER/SEWER TAP	Tyrus Davis	Downtown	10/27/2022

134	19190	10/28/2022	LOCATE 913 N LORD ST/W 9TH ST, INSTALLING WATER/SEWER TAP	Tyrus Davis	Downtown	10/27/2022
135	19191	10/28/2022	LOCATE 231 E BAY ST, INSTALLING ELECTRIC LINE	Tyrus Davis	Downtown	10/27/2022
136	19192	10/28/2022	LOCATE 609 CLARENDON AVE/W LEONARD ST, INSTALLING WATER/SEWER TAP	Tyrus Davis	Downtown	10/27/2022
137	19193	10/28/2022	LOCATE 1175 N CASWELL AVE, INSTALLING WATER/SEWER TAP	Tyrus Davis	Downtown	10/27/2022
138	19194	10/28/2022	LOCATE 1171 N CASWELL AVE, INSTALLING WATER/SEWER TAP	Tyrus Davis	Downtown	10/27/2022
139	19195	10/28/2022	LOCATE 110 W 14TH ST, INSTALLING WATER/SEWER TAP	Tyrus Davis	Downtown	10/27/2022
140	19196	10/28/2022	LOCATE 215 E LEONARD/N ATLANTIC, PLACING CONDUIT	Tyrus Davis	Downtown	10/27/2022
141	19197	10/28/2022	LOCATE 18 FOREST OAKS DR/DOWNING	Tyrus Davis	Downtown	10/27/2022
142	19198	10/28/2022	LOCATE 658 WILD ROSE WAY, INSTALLING ELECTRIC LINE	Tyrus Davis	Downtown	10/26/2022
143	19199	10/28/2022	LOCATE 5996 SQUIRREL PATH, INSTALLING POOL	Tyrus Davis	Downtown	10/27/2022
144	19043	10/3/2022	PLEASE CHECK SHINGLES ON THE GARRISON HOUSE ESPECIALLY FRONT/LEFT WING. GUTTERS PROBABLY NEED CLEANED.	Harlan Pyles	Fort Johnston	
145	19127	10/14/2022	PLEASE TRIM THE SHRUBS OUTSIDE THE WINDOWS OF THE COMMUNITY BLDG. BY NOV 11TH. (WEST SIDE)	David Kelly	Community Building	
146	19129	10/18/2022	SEE HEATHER FOR SPECIFICS ON REPLACING THE HITTING WALL BOARD INSIDE THE TENNIS COURT AT LOWE/WHITE PARK TENNIS COURTS.		Lowe White Park	
147	19130	10/19/2022	CLEAN CARPETS AT CITY HALL. NEED 2 DAY NOTICE.	Jeremy Kennedy	City Hall	

Utility Billing

Service Requests Report by Service Date

User:
Printed:
Request Status:
Billing Cycles:
Service Dates:

000001-10-2022	Closed	10/3/2022	Miscellaneous CUSTOMER NEEDS WATER METER 17265899 LOCATED AND MARKED.. A LOCATE WAS DONE HERE RECENTLEY BUT IT WAS NOT THE WATER METER
000002-10-2022	Closed	10/3/2022	Trim Branches THERE IS A TREE LEANING ON POWERLINE, THERE ARE ALSO WIRES HANGING FROM THE LINE/OUTSIDE LIGTH. 601 N CLARENDON AVE
000003-10-2022	Closed	10/4/2022	Trim Branches there are hanging branches that need to be cut, they are near the powerline. The tree is located in front of the customers home on the city property.
000004-10-2022	Closed	10/4/2022	Miscellaneous; Per customer, a tree fell in his backyard that is from City property. He would like it removed. Please advise
000005-10-2022	Closed	10/4/2022	Sewer Line Blocked customer called stating sewage bubbling up at E Leonard & Rob Gandy states its across the street from nursing home
000007-10-2022	Closed	10/4/2022	Miscellaneous - STATES NEIGHBOR HAS CUT INTO HER WATER LINE & HER WATER NEEDS TURNED BACK ON. (DO NOT SEE A REQ SUBMITTED FOR WATER TO BE TURNED OFF)
000008-10-2022	Closed	10/4/2022	Cut-Off Non-Pay/ returned check. has not paid
000009-10-2022	Closed	10/4/2022	Cut-Off Non-Pay - RETURNED CHECK HAS NOT PAID
000010-10-2022	Closed	10/4/2022	Cut-Off Non-Pay returned check DO NOT RECONNECT AMOUNT MUST BE PAID & UTILITIES PUT INTO ANOTHER NAME CUSTOMER DECEASED
000011-10-2022	Closed	10/4/2022	Cut-Off Non-Pay RETURNED CHECK HAS NOT PAID
000012-10-2022	Closed	10/4/2022	Cut-Off Non-Pay RETURNED CHECK HAS NOT PAID
000013-10-2022	Closed	10/4/2022	Cut-Off Non-Pay - RETURNED DRAFT CHECK HAS NOT PAID

000014-10-2022	Closed	10/4/2022	Cut-Off Non-Pay - returned check/draft MUST PAY WITH CASH OR CC CAN NOT ACCEPT CHECKS 3RD RETURN
000015-10-2022	Closed	10/4/2022	Reconnect - PAID
000016-10-2022	Closed	10/4/2022	Reconnect PAID
000017-10-2022	Closed	10/4/2022	Trim Branches - Resident of 111 N. Caswell Ave . Tree is in front common area with damaged limbs and limbs over my house. Tiffany Subach (703) 795-4935 tsubach@verizon.net
000019-10-2022	Closed	10/4/2022	Leak Detected Leak Detected / THERE IS WATER (A STEADY STREAM) COMING FROM THE METER CONTACTED AFTER HOURS
000095-09-2022	Closed	10/4/2022	Extension - PLEDGE
000022-10-2022	Closed	10/5/2022	Reconnect
000024-10-2022	Closed	10/5/2022	Possible Sewer Line Blocked customer called and said her toilets are flooding
000025-10-2022	Closed	10/6/2022	Remove Meter - IRRIGATION HAS BEEN TURNED OFF 7 NOT BILLED SINCE 2017.
000026-10-2022	Closed	10/6/2022	Remove Meter - IRRIGATION PER CUSTOMER'S REQUEST. DOES NOT USE & WANTS TO DISCONTINUE SERVICE. PLEASE PROVIDE READ ONCE REMOVED
000027-10-2022	Closed	10/6/2022	Sewer Line Blocked
000066-09-2022	Closed	10/6/2022	Check Water Meter HOUSE METER HAS 109,000G OF CONSUMPTION BEING BILLED & IRRIGATION HAS 0G
000023-10-2022	Closed	10/7/2022	Miscellaneous; Patti needs her new desk assembled and Kari will need furniture moved in her office on Friday, October 7, 2022, please.
000028-10-2022	Closed	10/7/2022	Check Water Meter WATER IS LEAKING OUT OF METER
000006-10-2022	Closed	10/10/2022	Check Water Meter - cust requests that meter be checked feels like it is leaking due to usage & states the house shut off valve is turned off 240-457-1735 Shari Blocher
000012-09-2022	Closed	10/10/2022	Extension to be paid 10/6/2022 \$113.54

000030-10-2022	Closed	10/10/2022	Check Water Meter - PLUMBER IS AT HOUSE NOW NEEDING WATER TURNED ON. PER MINET RDM IS ON BUT PLUMBER STATES THE METER IS OFF & BELIEVES THE HOMEOWNER HAS TURNED WATER OFF
000031-10-2022	Closed	10/10/2022	Cut-Off Non-Pay EXTENSION NOT PAID
000032-10-2022	Closed	10/10/2022	Reconnect
000033-10-2022	Closed	10/10/2022	Reconnect
000035-10-2022	Closed	10/10/2022	Miscellaneous CUSTOMER COMPLAINS ABOUT HAVE LITTLE TO NO WATER PRESSURE
000036-10-2022	Closed	10/10/2022	Leak Detected - customer states there is water bubbling up in front yard of 1005 E Moore. please check leak & leave door hanger if water needs to be turned off due to leak
000037-10-2022	Closed	10/10/2022	Check Water Meter - cust feels there is a leak at meter box
000042-10-2022	Closed	10/10/2022	Miscellaneous
000044-09-2022	Closed	10/10/2022	Extension GRANTED UNTIL 10/6/2022 IN THE AMOUNT OF 108.23
000053-09-2022	Closed	10/10/2022	Extension GRANTED UNTIL10/6/2022 IN THE AMOUNT OF 189.41
000058-09-2022	Closed	10/10/2022	Extension GRANTED UNITL 10/6/2022 IN THE AMOUNT OF 173.94
000088-09-2022	Closed	10/10/2022	Extension granted until 10/6/2022 in amount of 118.58
000089-09-2022	Closed	10/10/2022	Extension granted until 10/6/2022
000090-09-2022	Closed	10/10/2022	Extension GRANTED UNITL 10/6/2022 IN THE AMOUNT OF 308.83
000091-09-2022	Closed	10/10/2022	Extension granted until 10/6/2022 in the amount of 122.34
000092-09-2022	Closed	10/10/2022	Extension - leak adjustment
000021-10-2022	Closed	10/11/2022	Install Water Meter THE PREVIOUS CUSTOMER REQUESTED TO HAVE THE METER REMOVED AFTER THEY CLOSED THEIR ACCOUNT, NEW CUSTOMERS WILL BE MOVING INTO THIS PROPERTY
000044-10-2022	Closed	10/11/2022	Miscellaneous builder needs sewer located

000045-10-2022	Closed	10/11/2022	Check Water Meter Customer said that there is water flowing constantly thru the meter. Please check on city site. 910-627-2197
000046-10-2022	Closed	10/11/2022	Door Hanger - TRIED TO CALL CUST RE:LEAK ALERT ON IRR PLEASE CHECK METER & LEAVE DOOR TAG RUNNING ABOUT 250g A HOUR SINCE 10/9/22
000047-10-2022	Closed	10/11/2022	Leak Detected - CHECK METER & VERIFY MULTIPLIER OF 1
000048-10-2022	Closed	10/11/2022	Reconnect
000049-10-2022	Closed	10/11/2022	Miscellaneous Please confirm that there is a water and sewer tap at the location of 709 Burrington Ave
000153-09-2022	Closed	10/11/2022	Miscellaneous CUSTOMER NEEDS SEWER TAP LOCATED
000053-10-2022	Closed	10/12/2022	Reconnect; PAID on 10/5/22
000055-10-2022	Closed	10/12/2022	Leak Detected - VERIFY MULTIPLIER OF 1? CHECK METER
000052-10-2022	Closed	10/13/2022	Miscellaneous; Patti needs a cabinet assembled in her new office and furniture in Kari's office should be ready to be moved once computer is moved (today we think)
000054-10-2022	Closed	10/13/2022	Install Water Meter (IF NO TAPS IN PLACE INSTALL TAPS)
000056-10-2022	Closed	10/13/2022	Cut-Off -old customer moved out, no new customer has come forward to put account into their name.
000057-10-2022	Closed	10/13/2022	Door Hanger - leak alert 30-50gph unable to contact
000064-09-2022	Closed	10/13/2022	Trim Branches- customer called and said that the trees on city property in front of/ near her home need to be trimmed.
000020-10-2022	Closed	10/14/2022	Reconnect AFTER HOURS FEE
000058-10-2022	Closed	10/14/2022	Check Water Meter - VERIFY MULTIPLIER OF 1X? PROVIDE METER READ
000069-09-2022	Closed	10/14/2022	Check Water Meter IRRIGATION ZERO USAGE. PLEASE VERIFY METER IS FUNCTIONING
000071-09-2022	Closed	10/14/2022	Check Water Meter - ZERO USAGE FOR SEVERAL MONTHS. PLEASE VERIFY METER IS FUNCTIONING PROPERLY. VERIFY MULTIPLIER 100X PER MINET?
000097-10-2022	Closed	10/14/2022	Meter Reading Needed

000019-09-2022	Closed	10/17/2022	Install Water Meter 919-422-5920 david baker owner of property wants to know when will be installed. request was submitted on 9/6/2022
000039-10-2022	Closed	10/17/2022	Miscellaneous - would like for PW to come show her where the meter box tap is for this locate please give a call to cust 703-508-5525 Marian Stevens
000062-10-2022	Closed	10/17/2022	Miscellaneous corner of thompson dr and river drive, the cap from the water main line is broken
000064-10-2022	Closed	10/17/2022	Leak Detected - PLEASE CHECK METER & SEE IF ISSUE IS ON CITY SIDE. CUST DOESNT BELIEVE HE HAS AN ISSUE BUT MINET IS READING 20G A HOUR
000065-10-2022	Closed	10/17/2022	Sewer Line Blocked TODD LOGAN 704-562-3146 OR 704-562-6679 wants to know what is found. states he has a plumber there now 7 he sates its a city issue
000066-10-2022	Closed	10/17/2022	Reconnect
000075-10-2022	Closed	10/17/2022	Install Water Meter
000068-10-2022	Closed	10/18/2022	Turn meter off - PLUMBER @ LOCATION NEEDS WATER TURNED OFF TO REPAIR A LEAK
000076-10-2022	Closed	10/18/2022	Sewer Line Blocked
000077-10-2022	Closed	10/19/2022	Miscellaneous; Furniture (shelf) ready to be put together in Patti's office. And, please move the shades from the top of the windows in Kiley's office to the top of the windows in Patti's office.
000078-10-2022	Closed	10/19/2022	Check Water Meter - no flow detected alert please check meter is functioning. provide read & verify 1x mutli
000081-10-2022	Closed	10/19/2022	Leak Detected - check to see if city issue & leave door hanger regarding leak on irrigation meter
000082-10-2022	Closed	10/19/2022	Miscellaneous; Customer said her yard debris can was by the road yesterday, full of debris, and disappeared last night. She requested we verify the City workers didn't take her can.
000085-10-2022	Cancel	10/19/2022	Miscellaneous; yard debris is in regular cans and hasn't been picked up in 2 weeks. Can the city pick it up?
000086-10-2022	Cancel	10/19/2022	Miscellaneous; yard debris is in regular debris can and hasn't been picked up in 2 weeks. Can the City pick up the debris?

000095-10-2022	Closed	10/19/2022	Meter Change Out
000100-09-2022	Closed	10/19/2022	Check Water Meter - HAS HAD PLUMBER OUT & NEW PIPES INSTALLED .WANTS FOR METER TO BE CHECKED BEFORE BURYING IN GROUND REQUESTS TOM STANLEY 910-269-1370 SHARON MCCLAIN
000083-10-2022	Closed	10/20/2022	Miscellaneous - cust states someone needs to look into the large log that is hanging on wires at 12th & pickerell
000089-10-2022	Closed	10/20/2022	Inspect RPZ/Install IRR Meter
000038-10-2022	Closed	10/21/2022	Miscellaneous - cust request meter & tap to be located
000051-10-2022	Closed	10/21/2022	Install Irrigation Tap
000068-09-2022	Closed	10/21/2022	Check Water Meter - MANUAL METER READING NEEDED FOR BILLING READING BACKWARDS IN MINET. MANUAL READ ON 8/20 WAS 264270 CURRENT READING IN MINET IS 264190. CUSTOMER LIVES THERE
000091-10-2022	Closed	10/21/2022	Meter Reading Needed
000092-10-2022	Closed	10/21/2022	Meter Reading Needed
000093-10-2022	Closed	10/21/2022	Meter Reading Needed - VERIFY HOUSE METER HOOKED UP TO HOUSE, USAGE ON IRRIGATION. NO USAGE ON HOUSE, HUGE LEAK IN JULY PLMBR FIXED BUT NO USAGE SINCE. CUST LIVES @ ADDRESS
000096-10-2022	Closed	10/21/2022	Check Water Meter - CUST STATES THEY HAVE A WATER LEAK & ITS FLOODING THEIR YARD & NEIGHBORS. BELIEVES IT IS A CITY ISSUE
000098-10-2022	Closed	10/21/2022	Check Water Meter - NEED READ FOR BILLING
000099-10-2022	Closed	10/21/2022	Miscellaneous Soap is needed in the employee bathrooms
000102-10-2022	Closed	10/21/2022	Check Water Meter- NEED MANUAL READ FOR BILLING READING BACKWARDS IN MINET
000103-10-2022	Closed	10/21/2022	Check Water Meter - NEED MANUAL READ FOR BILLING. STILL READING BACKWARDS IN MINET MANUAL READ 9/19 WAS 285090
000135-09-2022	Closed	10/21/2022	Check Water Meter NO HISTORY IN MINET SINCE APRIL & IS READING BACKWARDS. CUST LIVES AT ADDRESS. MANUAL READ NEEDED FOR BILLING

000100-10-2022	Closed	10/22/2022	Meter Reading Needed MANUAL READ FOR BILLING READING BACKWARDS
000113-10-2022	Closed	10/23/2022	Check Water Meter - STATES WATER WAS ON YESTERDAY & THEN OFF THIS MORNING. SAID SHE CALL THE AFTER HOURS LINE YESTERDAY RE: NO WATER ISSUE SHARON 910-5084604
000049-09-2022	Closed	10/24/2022	Install Water Meter
000060-10-2022	Closed	10/24/2022	Inspect RPZ/Install IRR Meter
000065-09-2022	Closed	10/24/2022	Miscellaneous CHECK IRRIGATION METER, CUSTOMER SAYS THE METER IS USED OFTEN HOWEVER HE DOESNT BELIEVE THE METER TO BE WORING PROPERLY BECAUSE THE NUMBER DO NOT CHANGE NOR DOES HIS BILL INCREASE DISPITE HIS USAGE.
000071-10-2022	Closed	10/24/2022	Inspect RPZ/Install IRR Meter
000077-09-2022	Closed	10/24/2022	Meter Reading Needed FOR BILLING
000104-10-2022	Closed	10/24/2022	Reconnect
000107-10-2022	Closed	10/24/2022	Resident reported that 2 barriers are down in front of a historical marker, about 2-3 blocks from Visitors center; his wife tripped over them and broke her wrist. He requested they be stood up or removed to avoid this happening again.
000112-10-2022	Closed	10/24/2022	Turn meter off - LOCATE TAP/METER NEEDS TURNED OFF TO REPAIR HOUSE VALVE B/C IT IS STUCK CLOSED COULD YOU PLEASE CALL WITH AN ETA: DAVID 9162766743
000118-10-2022	Closed	10/24/2022	Install Irrigation Tap
000125-10-2022	Closed	10/24/2022	Meter Change Out
000018-10-2022	Closed	10/25/2022	Install Water Sewer Tap - ONLY WATER NO SEWER
000116-10-2022	Closed	10/25/2022	Turn meter off - cust request water turned off due to leak
000117-10-2022	Closed	10/25/2022	Sewer Line Blocked - CUST SAYS SHE HEARS AIR & A "S" SOUND COMING FROM HER TOILET & DRAINS
000119-10-2022	Closed	10/25/2022	Install Irrigation Tap

000120-10-2022	Closed	10/25/2022	Remove Meter - cust had leak & has not had any usage in 3 months. removing meter to stop charging base rate
000126-10-2022	Closed	10/26/2022	Sewer Line Blocked needs jetting
000127-10-2022	Closed	10/26/2022	Cut-Off Non-Pay - please make sure meter is manually locked
000128-10-2022	Closed	10/26/2022	Reconnect PAID
000129-10-2022	Closed	10/26/2022	Leak Detected - leak alert 50g a hour. could not reach cust via phone please leave door hanger
000130-10-2022	Closed	10/26/2022	Reconnect PAID
000131-10-2022	Closed	10/26/2022	Reconnect PAID
000132-10-2022	Closed	10/26/2022	Reconnect - PLEDGE RDM 10a
000133-10-2022	Closed	10/26/2022	Reconnect - PLEDGE waived fee received pledge on 10/12/22 missed when doing disconnects
000134-10-2022	Closed	10/26/2022	Leak Detected; NEIGHBOR CALLED AND SAID WATER WAS GUSHING OUT AT THE DRIVE WAY OF THIS ADDRESS. PLEASE CALL THE CUSTOMER WHO IS OUT OF TOWN WITH AN UPDATE MS. SPENCER: 919-889-9041
000135-10-2022	Closed	10/26/2022	Reconnect PAID
000136-10-2022	Closed	10/26/2022	Reconnect PAID
000137-10-2022	Closed	10/26/2022	Reconnect - PAID
000138-10-2022	Closed	10/26/2022	Reconnect - PAID
000139-10-2022	Closed	10/26/2022	Reconnect PAID
000140-10-2022	Closed	10/26/2022	Reconnect
000141-10-2022	Closed	10/26/2022	Reconnect paid
000143-10-2022	Closed	10/26/2022	Reconnect/after hours/ paid
000147-10-2022	Closed	10/26/2022	Reconnect - PAID

000101-10-2022	Closed	10/27/2022	Meter Reading Needed - MANUAL READ NEEDED FOR BILLING. READING BACKWARDS IN MINET
000142-10-2022	Closed	10/27/2022	Reconnect/ afterhours / paid
000144-10-2022	Closed	10/27/2022	Leak Detected Customer says that there is water leaking and collecting around the meter. The red dial is not moving, He also stated that he had been digging and didnt know if he may have hit something.
000148-10-2022	Closed	10/27/2022	Reconnect paid
000149-10-2022	Closed	10/27/2022	Miscellaneous Street light near 217 short st is out, customer says there has been issues with it for weeks.
000150-10-2022	Closed	10/27/2022	Check Water Meter - called cust re: leak alert does feel like its an issue on her side
000151-10-2022	Closed	10/27/2022	Leak Detected Customer believes there to be a leak, please check on city side
000152-10-2022	Closed	10/27/2022	Reconnect paid
000154-10-2022	Closed	10/27/2022	Check Water Meter customer is not getting any water even after water services being reconnected via minet, contractor believes there to be a valve or meter issue.
000155-10-2022	Closed	10/27/2022	Check Water Meter - cust states that she had a plumber out & did camera snake & stated that no issues from house to meter but definite issues from meter to street 2/3 feet feels like there maybe a collapsed line of some sort: harold mr. rooter 910.294.0010
000156-10-2022	Closed	10/27/2022	Reconnect - PAID
000087-10-2022	Closed	10/28/2022	Miscellaneous; water leaking from ceiling in server room. Verbal to Jackie/Tom at 4:01
000123-10-2022	Closed	10/28/2022	Extension 250.85 TO BE PAID BY 11/4/2022 STATES SHE MAILED IN PAYMENT. TOLD CUST WE WOULD NEED TO RECEIVE THAT MAILED PYMNT BY 11/4
000145-09-2022	Closed	10/28/2022	Install Water Meter
000159-10-2022	Closed	10/28/2022	Miscellaneous - CUST REQ METER TO BE LOCATED
000160-10-2022	Closed	10/28/2022	Leak Detected - CALLED CUST RE: ALERT. CUST STATE HE HAS NO LEAK & WANTS THE METER CHECKED

000161-10-2022	Closed	10/29/2022	Reconnect - see attached emailed from TS called after 9:p 10/29/22 to restore service.
000007-09-2022	Closed	10/31/2022	Check Water Meter - cust states there is no way they use 100 gallons a hour a hour at times. What is the meter multi?
000106-10-2022	Closed	10/31/2022	Extension 202.43 TO BE PAID BY 11/4
000108-10-2022	Closed	10/31/2022	Extension granted until 10/31/2022 in the amount of 87.24 per melaine



NCEMPA
1427 MEADOW WOOD BLVD.
RALEIGH, NC 27604

Power Billing Statement

North Carolina Eastern Municipal Power Agency

MEMBER	BILL DATE	DUE DATE	FOR SERVICE	TOTAL DUE
SOUTHPORT	10/10/22	10/20/22	09/01/22 - 09/30/22	\$408,081.97

Wholesale Power Service Schedule FR-7

DESCRIPTION	RATE	QTY	AMOUNT
Demand Charges:			
All Demand	\$21.84/kW	10,044	219,360.96
Energy Charges:			
Monthly Energy Charge	\$.02558/kWh	5,403,150	138,212.58

Additional Charges

DESCRIPTION	RATE	QTY	AMOUNT
Rider 1 FRPPA True-Up Charge/(Credit)			0.00
Rider 2 Delivery Surcharge	\$0.06/kW	10,044	602.64
Rider 3B Leased Facilities Surcharge	\$0.88/kW	12,554	11,047.52
Rider 6A NCEMPA Generation Credit			(1,389.69)
Rider 6B NCEMPA Generation Credit			(1,866.49)
Rider 7A Power Agency Service (PAS) Charge			8,397.75
Rider 7B Renewable Energy Portfolios Standards (REPS) Charge			2,357.10
Rider 8 Debt Defeasance Support Charge			31,359.60
Other Charges/(Credits)			0.00

Power Bill payment made by ACH Debit

TOTAL AMOUNT DUE

\$408,081.97

If you have any questions concerning this bill, call Gail Duke at 919-760-6212



Power Billing Statement
North Carolina Eastern Municipal Power Agency

MEMBER	BILL DATE	FOR SERVICE	MEMBER NCP	MEMBER CP
SOUTHPORT	10/10/22	09/01/22 - 09/30/22	09/07 @ 1400 / 12,554 kW	10,044 kW

DEP System Peak = 09/22/22 @ 1600 11,073 Megawatts

DEMAND DATA

(A)	(B)	(C)	(D)	(E)	(F=D-E)
DELIVERY POINT	NCP Date & Time	NCP kW	CP kW	SEPA kW	BILLED DEMAND
SOUTHPORT DP	09/07/22 @ 1400	12,554	10,044	0	10,044
TOTAL			10,044	0	10,044

ENERGY DATA

	(G)	(H)	(I=G-H)		
DELIVERY POINT	METERED kWh	SEPA kWh	BILLED kWh	METERED KVAR	EXCESS KVAR
SOUTHPORT DP	5,403,150	0	5,403,150	2,048,748	0
TOTAL	5,403,150	0	5,403,150	2,048,748	0



MEMBER	BILL DATE	FOR SERVICE
SOUTHPORT	10/10/22	09/01/22 - 09/30/22

Billing Summary

	CALENDAR YEAR (JAN22 - SEP22)	FISCAL YEAR (JUL22 - SEP22)
Total Bill	\$3,820,906.14	\$1,374,274.38
Metered Energy (Includes SEPA kWh)	48,368,356	18,979,544
SEPA Energy	0	0



MEMBER	BILL DATE	FOR SERVICE
SOUTHPORT	10/10/22	09/01/22 - 09/30/22

Summary of Billing Determinants at Metering Point

DEP ID	METERING POINT	NCP DATE TIME	NCP kW	CP kW	METERED kWh	MAX. LAGGING kVAR	EXCESS kVAR	MAX. LEADING kVAR
240	SOUTHPORT MP	09/07 @ 1400	12,554	10,044	5,403,150	5,275	0	0
TOTAL				10,044	5,403,150			



Power Billing Statement
North Carolina Eastern Municipal Power Agency

MEMBER	BILL DATE	FOR SERVICE
SOUTHPORT	10/10/22	09/01/22 - 09/30/22

Summary of Distributed Generation Credits

	Rider 6A	Rider 6B
Total CP kW	15,506	17,556
Total Transmission kW	15,506	17,556
Total Energy (kWh)	750,481	881,928
Member % of Revenue	0.7826%	0.8961%
CP Demand (kW)	121	158
Transmission (kW)	121	158
Energy (kWh)	5,874	7,903
CP Demand Credit(\$)	(2,374.75)	(3,100.91)
Transmission Demand Credit(\$)	(238.61)	(311.58)
Energy Credit(\$)	(158.65)	(213.46)
Distributed Generation Credit(\$)	(2,772.01)	(3,625.95)
Power Agency Expense(\$)	1,382.32	1,759.46
TOTAL MONTH CREDIT(\$)	(1,389.69)	(1,866.49)



MEMBER	BILL DATE	FOR SERVICE
SOUTHPORT	10/10/22	09/01/22 - 09/30/22

Rider 7A - Power Agency Services (PAS) Charge

The Power Agency Service Charge on the wholesale power billing statement is based on costs and services approved by the North Carolina Eastern Municipal Power Agency Board of Commissioners and by the ElectriCities Board of Directors and is undertaken and operated by the Power Agency for the benefit of the Members. These costs include: NERC and SERC compliance activities; APPA dues; legislative, financial, and legal support, including territorial issues and other member services; Power Agency operations, billing activities, and rate support, economic development, communications, training and Power Agency administrative and general expenses.

The Power Agency Services charge 2022 projection is reflected in the January 2022 billing data.

The Power Agency Services charge 2021 True-Up adjustment of \$ (400.77) is applied to the April 2022 through March 2023 billing data.

Power Agency Service Charge(\$)	\$8,397.75
Power Agency Service %	0.80 %

Rider 7B - Renewable Energy Portfolio Standards (REPS) Charge

The Renewable Energy Portfolio Standards (REPS) Charge 2022 projection is reflected in the January 2022 billing data.

The Renewable Energy Portfolio Standards (REPS) Charge 2021 True-Up adjustment of \$ (1,099.87) is applied to the April 2022 through March 2023 billing data.

Renewable Energy Portfolio Standards Charge(\$)	\$2,357.10
Renewable Energy Portfolio Standards %	0.80 %

Rider 8 - Debt Defeasance Support Charge

The Defeasance Debt Service Support Charge line on the wholesale power billing statement is the Member's share of monthly support costs, as defined in the Debt Service Support Contract. This monthly debt charge will be assigned to and recovered from the Member in accordance with the terms and conditions of the Full Requirements Power Sales Agreement and the Debt Service Support Contract. The planned repayment term of the defeasance bond is ten years.

Debt Service Support Charge(\$)	\$31,359.60
Debt Service Support %	0.74 %

**COLLECTIONS MONTHLY TOTALS REPORT
BRUNSWICK COUNTY
10 Oct2022 MonthEnd Run Date: Nov 1 2022 6:45AM**

CI21ADVL TAX - SOUTHPORT MOTOR VEHICLE TAX REPORT

TAX YEAR	ORIGINAL LEVY	+LATE LIST	+DISCOVERIES	=CURRENT LEVY	-RELEASES	-WRITE-OFFS	-PRINCIPLE	=BALANCE	% COLL
2010	\$39,986.22		\$0.00	\$39,986.22	\$0.00	\$0.00	\$0.00	\$0.00	100.00
2011	\$56,588.70		\$0.00	\$56,588.70	\$0.00	\$0.00	\$0.00	\$0.00	100.00
2012	\$66,577.93		\$135.31	\$66,713.24	\$0.00	\$0.00	\$0.00	\$0.00	100.00
2013	\$39,000.09		\$281.30	\$39,281.39	\$0.00	\$707.08	\$0.00	\$0.00	100.00
2014	\$0.00		\$199.02	\$199.02	\$0.00	\$51.44	\$0.00	\$0.00	100.00
2015	\$0.00		\$339.73	\$339.73	\$0.00	\$0.00	\$0.00	\$0.00	100.00
2016	\$0.00		\$115.42	\$115.42	\$0.00	\$0.00	\$0.00	\$0.00	100.00
TOTAL	\$202,152.94		\$1,070.78	\$203,223.72	\$0.00	\$758.52	\$0.00	\$0.00	100.00
TOTAL INTEREST COLLECTED				\$627.57					

CI21ADVL TAX - SOUTHPORT PROPERTY TAX REPORT

TAX YEAR	ORIGINAL LEVY	+LATE LIST	+DISCOVERIES	=CURRENT LEVY	-RELEASES	-WRITE-OFFS	-PRINCIPLE	=BALANCE	% COLL
2011	\$1,774,724.46	\$853.88	\$0.00	\$1,775,578.34	\$0.00	\$1,681.14	\$0.00	\$0.00	100.00
2012	\$1,688,037.74	\$1,118.81	\$5,634.34	\$1,694,790.89	\$0.00	\$0.00	\$0.00	\$1,937.29	99.89
2013	\$1,696,968.97	\$663.08	\$5,642.58	\$1,703,274.63	\$0.00	\$0.00	\$0.00	\$1,833.16	99.89
2014	\$1,741,170.53	\$974.86	\$15,048.68	\$1,757,194.07	\$0.00	\$0.00	\$0.00	\$1,784.06	99.90
2015	\$1,725,593.21	\$1,606.70	\$8,008.53	\$1,735,208.44	\$0.00	\$0.00	\$0.00	\$1,209.25	99.93
2016	\$1,820,832.09	\$2,730.04	\$18,965.09	\$1,842,527.22	\$0.00	\$0.00	\$0.00	\$1,597.93	99.91
2017	\$2,319,187.36	\$2,803.03	\$11,820.85	\$2,333,811.24	\$0.00	\$0.00	\$0.00	\$3,164.71	99.86
2018	\$2,360,474.90	\$1,746.79	\$1,906.02	\$2,364,127.71	\$0.00	\$0.00	\$102.93	\$1,468.63	99.94
2019	\$2,902,214.84	\$2,330.39	\$4,575.41	\$2,909,120.64	\$0.00	\$0.00	\$164.75	\$2,887.62	99.90
2020	\$3,013,421.42	\$5,692.80	\$22,461.51	\$3,041,575.73	\$0.00	\$0.00	\$37.56	\$3,701.61	99.88
2021	\$3,103,177.33	\$3,492.77	\$23,431.70	\$3,130,101.80	\$57.61	\$0.00	\$2,020.77	\$11,842.75	99.62
2022	\$4,265,852.43	\$6,215.23	\$47,895.26	\$4,319,962.92	\$178.02	\$4.33	\$253,927.51	\$3,195,629.68	26.03
TOTAL	\$28,411,655.28	\$30,228.38	\$165,389.97	\$28,607,273.63	\$235.63	\$1,685.47	\$256,253.52	\$3,227,056.69	88.72
TOTAL INTEREST COLLECTED				\$1,603.02					
GRAND TOTAL	\$28,613,808.22	\$30,228.38	\$166,460.75	\$28,810,497.35	\$235.63	\$2,443.99	\$256,253.52	\$3,227,056.69	88.80
GRAND TOTAL INTEREST COLLECTED				\$2,230.59					

**COLLECTIONS MONTHLY TOTALS REPORT
BRUNSWICK COUNTY
10 Oct2022 MonthEnd Run Date: Nov 1 2022 6:45AM**

FR14FFEEFEE - SOUTHPORT FIRE PROPERTY TAX REPORT

TAX YEAR	ORIGINAL LEVY	+LATE LIST	+DISCOVERIES	=CURRENT LEVY	-RELEASES	-WRITE-OFFS	-PRINCIPLE	=BALANCE	% COLL
2010	\$617,230.00		\$0.00	\$617,230.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00
2011	\$624,470.00		\$0.00	\$624,470.00	\$0.00	\$130.85	\$0.00	\$0.00	100.00
2012	\$630,950.00		\$290.00	\$631,240.00	\$0.00	\$0.00	\$0.00	\$110.00	99.98
2013	\$639,550.00		\$0.00	\$639,550.00	\$0.00	\$0.00	\$0.00	\$120.00	99.98
2014	\$652,650.00		\$0.00	\$652,650.00	\$0.00	\$0.00	\$0.00	\$120.00	99.98
2015	\$674,560.00		\$0.00	\$674,560.00	\$0.00	\$0.00	\$0.00	\$130.00	99.98
2016	\$702,680.00		\$0.00	\$702,680.00	\$0.00	\$0.00	\$0.00	\$130.00	99.98
2017	\$897,246.88		\$290.00	\$897,536.88	\$0.00	\$0.00	\$0.00	\$187.50	99.98
2018	\$1,006,111.57		\$0.00	\$1,006,111.57	\$0.00	\$0.00	\$14.26	\$428.84	99.96
2019	\$1,027,492.82		\$0.00	\$1,027,492.82	\$0.00	\$0.00	\$133.16	\$754.80	99.93
2020	\$1,059,241.57		\$55.00	\$1,059,296.57	\$0.00	\$0.00	\$146.32	\$2,166.13	99.80
2021	\$1,082,561.57		\$0.00	\$1,082,561.57	\$0.00	\$0.00	\$771.96	\$8,718.22	99.19
2022	\$1,602,106.25		\$40.00	\$1,602,146.25	\$0.00	\$0.00	\$87,186.48	\$1,123,688.21	29.86
TOTAL	\$11,216,850.66		\$675.00	\$11,217,525.66	\$0.00	\$130.85	\$88,252.18	\$1,136,553.70	89.87
TOTAL INTEREST COLLECTED									
GRAND TOTAL	\$11,216,850.66		\$675.00	\$11,217,525.66	\$0.00	\$130.85	\$88,252.18	\$1,136,553.70	89.87
GRAND TOTAL INTEREST COLLECTED									

COLLECTIONS MONTHLY TOTALS REPORT
BRUNSWICK COUNTY
10 Oct2022 MonthEnd Run Date: Nov 1 2022 6:45AM

CI21LIENFEE - CI21LIENFEE SOUTHPORT PROPERTY TAX REPORT									
TAX YEAR	ORIGINAL LEVY	+LATE LIST	+DISCOVERIES	=CURRENT LEVY	-RELEASES	-WRITE-OFFS	-PRINCIPLE	=BALANCE	% COLL
2020	\$0.00		\$1,750.00	\$1,750.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00
TOTAL	\$0.00		\$1,750.00	\$1,750.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00
TOTAL INTEREST COLLECTED									
GRAND TOTAL	\$0.00		\$1,750.00	\$1,750.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00
GRAND TOTAL INTEREST COLLECTED									

**COLLECTIONS MONTHLY TOTALS REPORT
BRUNSWICK COUNTY
10 Oct2022 YTDMonthEnd Run Date: Nov 1 2022 10:17AM**

CI21ADVL TAX - SOUTHPORT MOTOR VEHICLE TAX REPORT

TAX YEAR	ORIGINAL LEVY	+LATE LIST	+DISCOVERIES	=CURRENT LEVY	-RELEASES	-WRITE-OFFS	-PRINCIPLE	=BALANCE	% COLL
2010	\$39,986.22		\$0.00	\$39,986.22	\$359.75	\$801.93	\$38,824.54	\$0.00	100.00
2011	\$56,588.70		\$0.00	\$56,588.70	\$1,100.98	\$1,089.50	\$54,398.22	\$0.00	100.00
2012	\$66,577.93		\$135.31	\$66,713.24	\$1,307.35	\$1,104.48	\$64,301.41	\$0.00	100.00
2013	\$39,000.09		\$281.30	\$39,281.39	\$627.45	\$833.06	\$37,820.88	\$0.00	100.00
2014	\$0.00		\$199.02	\$199.02	\$0.00	\$51.44	\$147.58	\$0.00	100.00
2015	\$0.00		\$339.73	\$339.73	\$0.00	\$0.00	\$339.73	\$0.00	100.00
2016	\$0.00		\$115.42	\$115.42	\$0.00	\$0.00	\$115.42	\$0.00	100.00
TOTAL	\$202,152.94		\$1,070.78	\$203,223.72	\$3,395.53	\$3,880.41	\$195,947.78	\$0.00	100.00
TOTAL INTEREST COLLECTED				\$7,214.97					

CI21ADVL TAX - SOUTHPORT PROPERTY TAX REPORT

TAX YEAR	ORIGINAL LEVY	+LATE LIST	+DISCOVERIES	=CURRENT LEVY	-RELEASES	-WRITE-OFFS	-PRINCIPLE	=BALANCE	% COLL
2011	\$1,774,724.46	\$853.88	\$0.00	\$1,775,578.34	\$130,557.11	\$1,984.77	\$1,643,036.46	\$0.00	100.00
2012	\$1,688,037.74	\$1,118.81	\$5,634.34	\$1,694,790.89	\$11,714.66	\$203.89	\$1,680,935.05	\$1,937.29	99.89
2013	\$1,696,968.97	\$663.08	\$5,642.58	\$1,703,274.63	\$7,143.40	\$210.92	\$1,694,087.15	\$1,833.16	99.89
2014	\$1,741,170.53	\$974.86	\$15,048.68	\$1,757,194.07	\$4,180.41	\$190.76	\$1,751,038.84	\$1,784.06	99.90
2015	\$1,725,593.21	\$1,606.70	\$8,008.53	\$1,735,208.44	\$4,628.37	\$75.54	\$1,729,295.28	\$1,209.25	99.93
2016	\$1,820,832.09	\$2,730.04	\$18,965.09	\$1,842,527.22	\$1,005.08	\$84.78	\$1,839,839.43	\$1,597.93	99.91
2017	\$2,319,187.36	\$2,803.03	\$11,820.85	\$2,333,811.24	\$2,076.09	\$56.59	\$2,328,513.85	\$3,164.71	99.86
2018	\$2,360,474.90	\$1,746.79	\$1,906.02	\$2,364,127.71	\$2,584.47	\$49.04	\$2,360,025.57	\$1,468.63	99.94
2019	\$2,902,214.84	\$2,330.39	\$4,575.41	\$2,909,120.64	\$3,741.06	\$47.50	\$2,902,444.46	\$2,887.62	99.90
2020	\$3,013,421.42	\$5,692.80	\$22,461.51	\$3,041,575.73	\$4,995.16	\$47.85	\$3,032,831.11	\$3,701.61	99.88
2021	\$3,103,177.33	\$3,492.77	\$23,431.70	\$3,130,101.80	\$2,864.46	\$60.66	\$3,115,333.93	\$11,842.75	99.62
2022	\$4,265,852.43	\$6,215.23	\$47,895.26	\$4,319,962.92	\$550.33	\$44.48	\$1,123,738.43	\$3,195,629.68	26.03
TOTAL	\$28,411,655.28	\$30,228.38	\$165,389.97	\$28,607,273.63	\$176,040.60	\$3,056.78	\$25,201,119.56	\$3,227,056.69	88.72
TOTAL INTEREST COLLECTED				\$143,965.06					
GRAND TOTAL	\$28,613,808.22	\$30,228.38	\$166,460.75	\$28,810,497.35	\$179,436.13	\$6,937.19	\$25,397,067.34	\$3,227,056.69	88.80
GRAND TOTAL INTEREST COLLECTED				\$151,180.03					

**COLLECTIONS MONTHLY TOTALS REPORT
BRUNSWICK COUNTY
10 Oct2022 YTDMonthEnd Run Date: Nov 1 2022 10:17AM**

FR14FFEEFEE - SOUTHPORT FIRE PROPERTY TAX REPORT

TAX YEAR	ORIGINAL LEVY	+LATE LIST	+DISCOVERIES	=CURRENT LEVY	-RELEASES	-WRITE-OFFS	-PRINCIPLE	=BALANCE	% COLL
2010	\$617,230.00		\$0.00	\$617,230.00	\$910.00	\$338.88	\$615,981.12	\$0.00	100.00
2011	\$624,470.00		\$0.00	\$624,470.00	\$720.00	\$130.85	\$623,619.15	\$0.00	100.00
2012	\$630,950.00		\$290.00	\$631,240.00	\$120.00	\$0.00	\$631,010.00	\$110.00	99.98
2013	\$639,550.00		\$0.00	\$639,550.00	\$210.00	\$0.00	\$639,220.00	\$120.00	99.98
2014	\$652,650.00		\$0.00	\$652,650.00	\$210.00	\$0.00	\$652,320.00	\$120.00	99.98
2015	\$674,560.00		\$0.00	\$674,560.00	\$160.00	\$0.00	\$674,270.00	\$130.00	99.98
2016	\$702,680.00		\$0.00	\$702,680.00	\$110.00	\$0.00	\$702,440.00	\$130.00	99.98
2017	\$897,246.88		\$290.00	\$897,536.88	\$137.50	\$0.00	\$897,211.88	\$187.50	99.98
2018	\$1,006,111.57		\$0.00	\$1,006,111.57	\$27.50	\$0.08	\$1,005,655.15	\$428.84	99.96
2019	\$1,027,492.82		\$0.00	\$1,027,492.82	\$192.50	\$0.00	\$1,026,545.52	\$754.80	99.93
2020	\$1,059,241.57		\$55.00	\$1,059,296.57	\$0.00	\$0.00	\$1,057,130.44	\$2,166.13	99.80
2021	\$1,082,561.57		\$0.00	\$1,082,561.57	\$123.75	\$0.00	\$1,073,719.60	\$8,718.22	99.19
2022	\$1,602,106.25		\$40.00	\$1,602,146.25	\$1,162.50	\$0.00	\$477,295.54	\$1,123,688.21	29.86
TOTAL	\$11,216,850.66		\$675.00	\$11,217,525.66	\$4,083.75	\$469.81	\$10,076,418.40	\$1,136,553.70	89.87
TOTAL INTEREST COLLECTED									
GRAND TOTAL	\$11,216,850.66		\$675.00	\$11,217,525.66	\$4,083.75	\$469.81	\$10,076,418.40	\$1,136,553.70	89.87
GRAND TOTAL INTEREST COLLECTED									

COLLECTIONS MONTHLY TOTALS REPORT
BRUNSWICK COUNTY
10 Oct2022 YTDMonthEnd Run Date: Nov 1 2022 10:17AM

CI21LIENFEE - CI21LIENFEE SOUTHPORT PROPERTY TAX REPORT									
TAX YEAR	ORIGINAL LEVY	+LATE LIST	+DISCOVERIES	=CURRENT LEVY	-RELEASES	-WRITE-OFFS	-PRINCIPLE	=BALANCE	% COLL
2020	\$0.00		\$1,750.00	\$1,750.00	\$0.00	\$0.00	\$1,750.00	\$0.00	100.00
TOTAL	\$0.00		\$1,750.00	\$1,750.00	\$0.00	\$0.00	\$1,750.00	\$0.00	100.00
TOTAL INTEREST COLLECTED									
GRAND TOTAL	\$0.00		\$1,750.00	\$1,750.00	\$0.00	\$0.00	\$1,750.00	\$0.00	100.00
GRAND TOTAL INTEREST COLLECTED									



Development Services Highlights – November 2022

Planning Board: The Southport Planning Board met for their regularly scheduled meeting on October 20th, 2022 in the Community Building. Items covered included:

- An update on various projects, including 101 E. Moore Street (Bullfrog Corner), 115 N. Howe Street (Carr Insurance Building), and the Submission Standards Review Committee.
- The Planning Board, acting on direction from the Board of Alderman, heard a proposal from the Polote Corporation for a purchase or lease agreement to conduct borrow-pit mining on the 441 acre parcel owned by Southport near Bethel Road and Military Ocean Terminal Sunny Point. A number of questions were asked to Polote by the Planning Board and a few members of the public in attendance. As this proposal is still in its early stages, the only action taken by the Planning Board was to recommend that the City Manager and/or Board of Aldermen grant access to the site to anyone interested in purchasing it for the purposes of research and due diligence, with the condition that a member of City staff be present for those efforts.

The next meeting of the Planning Board is scheduled for November 17th, 2022.

Zoning Board of Adjustment: The Southport Zoning Board of Adjustment met on October 4, 2022 to consider a variance request at 244 Joshua's Way in the Olde Southport subdivision. Specifically, the request was to reduce the required front setback in the R-10 zoning district from 25 feet to 10 feet in order to save a large 54" live oak located in the backyard. After hearing from Staff and the applicant, the Board voted unanimously to grant the variance request.

The next meeting of the Zoning Board of Adjustment is scheduled for November 22nd, 2022.

Historic Preservation Commission: Upon establishment and appointment of the Southport Historic Preservation Commission, staff worked with Kristi Brantley, NC Department of Cultural Resources Local Preservation Commission Coordinator to organize training. Local training has been scheduled with Kristi for November 18th. Further, other training opportunities from the NC Division of Cultural Resources and the UNC School of Government have been shared with the Commissioners.

Southport Crossing: Staff continues to work with the development team at Tractor Supply Company, working towards building permits. Staff has received a favorable recommendation from the Wooten Company regarding engineering review of proposed stormwater and erosion control measures for the site. Staff anticipates receiving a final plat application for the subdivision of Lots 10, 11, and 12 in the near future – the Board of Aldermen approve the Preliminary Plat for the same action at their April 2022 meeting.

Cape Fear Rural Planning Organization: Staff attended the Cape Fear RPO's Technical Coordinating Committee meeting on November 2, 2022. Of note is a coming grant program focused on carbon reduction efforts, with the funding limited only to RPOs across the state, with a specific targeting toward

communities with populations of less than 5,000. Staff has begun the process to pull together project ideas to submit to the Cape Fear RPO for initial consideration.

Oakton Major Subdivision: This 42-lot application for a Major Subdivision Preliminary Plat is on the November 17th Planning Board agenda. The Sketch Plan was presented to the Planning Board at its September 2021 meeting. Staff have been working with the applicant to ensure all requirements of the UDO have been met.

115 N Howe Street Mixed Use Project: Staff received the requested traffic impact analysis from Davenport Engineering and Design Firm on November 1, 2022. Copies have been distributed to the Planning Board and as of this writing we are scheduling a review committee meeting to further discuss the project.

101 E Moore (Bullfrog Corner) Major Site Plan: Comments, including missing UDO requirements, from the October review committee meeting have been addressed by the applicant. New parking configurations have been submitted and the site plan is being updated. As of this writing, we are scheduling a review committee meeting to consider the updates provided.

Other Notes: Staff continues to assist citizens with questions regarding signs, zoning, annexations, minor subdivisions, CAMA Minor Permits, tree permits, special flood hazard areas, and any other items that come to the Department.