



**CITY OF SOUTHPORT
BOARD OF ALDERMEN
REGULAR MEETING AGENDA**
223 E. BAY STREET
April 13, 2023
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. Approval of Agenda

F. Special Recognition

1. Police Commendation: Officer of the Year (Chief Coring)
2. Proclamation for Arbor Day

G. Approval of the Consent Agenda

1. Budget Amendment #3: Howe Street Project
2. Budget Amendment #4: Taylor Field Project
3. Resolution Amending a Closed Project Ordinance: Howe Street Project
4. Approval of the Budget Reconciliation Transfer (M. Trexler)
5. Amendment to Article 6. Filming Ordinance (R. Jones, D. Dutton)
6. Special Public Meeting Minutes February 27, 2023
7. Special Board Meeting Minutes March 1, 2023

8. Regular Agenda Review Meeting Minutes March 3, 2023
9. Regular Board of Aldermen Meeting Minutes March 9, 2023
10. Special Joint Meeting Minutes March 28, 2023
11. Special Joint Meeting Minutes March 30, 2023

H. Agenda

1. Bald Head Island Transportation Authority Update: Mr. Jim Powell, Southport Authority Representative
2. Police Department and City Hall Space Feasibility Study: Architect Selection (B. Therrien)
3. Wastewater Treatment Plant Debt (B. Therrien)
4. Additional Engineering Fees-Wastewater Treatment Plant Expansion (B. Therrien)
5. Preliminary Plat: Oakton Subdivision (M. Meehan/T. Henley)
6. Final Plat: Lookout Point (T. Henley)
7. Final Plat: Highland Park (T. Henley)
8. Alley Abandonment: N. Caswell (T. Henley)
9. Kingsley Park: Bid Acceptance and Authorization (D. Dutton)
10. Build-Out Study Project (B. Therrien, Alderman Alt)
11. Credit Card Policy (B. Stevens)
12. Yacht Basin Traffic Pattern (B. Therrien)
13. Planning Board Appointments (Mayor Pro-tem Mosteller and Alderman Allen)

I. Manager's Report

J. Committee Reports

1. Planning Board
2. ABC Board
3. Forestry Committee Minutes

K. Mayor's Comments

L. Staff Reports

1. Southport Fire Department
2. Southport Police Department
3. Animal Protective Services
4. Development Services
5. Community Relations and Communication
6. Finance
7. Parks and Recreation
8. Public Services

M. Board Comments

N. Adjourn



**CITY OF SOUTHPORT BOARD OF ALDERMEN
ARBOR DAY PROCLAMATION**

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

WHEREAS, this holiday called Arbor Day was first observed with the planting of more than a million trees in Nebraska, and

WHEREAS, Arbor Day is now observed throughout the nation and the world, and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, beautify our community, and

WHEREAS, trees in our city are a great source of joy and spiritual renewal; and

WHEREAS, the City of Southport has a very active Forestry Committee, and most recently, the committee planted Live Oak Trees in the newly dedicated Taylor Field. We thank Scott Len and the Forestry Committee for this and other endeavors.

NOW, THEREFORE, I, Joseph P. Hatem, Mayor of the City of Southport, NC, and the Board of Aldermen, do hereby proclaim April 28th, 2023 as ARBOR DAY in the City and urge all citizens to celebrate and support efforts to protect our trees and woodlands, and

FURTHER, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

DATED, this 13th day of April 2023.

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

Dorothy Dutton
Assistant Manager/City Clerk



**Budget Amendment
Fiscal Year 2022-2023
Budget Amendment 3**

WHEREAS, the City of Southport Capital Project Howe St Sewer Replacement Project incurred more expenditures to complete the project; and

WHEREAS, City needs to appropriate Water and Sewer Fund Balance to cover the additional cost to close the project; and

WHEREAS the budget ordinance for fiscal year 2022-2023 needs to be amended to reflect the Fund Balance appropriation and expenditure of these funds; and

WHEREAS the Funds are available in the Water and Sewer Fund.

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:

Revenues:

31-91-3991-0000	Appropriated Fund Balance	\$95,179.56
41-41-3780-1000	City Contributions	\$95,179.56

Expenditures:

31-91-7130-9600	Transfer to Capital Project	\$95,179.56
41-41-7100-5800	Construction Cost	\$95,179.56

Adopted by the Southport Board of Aldermen in regular session, March 9, 2023.

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

Dorothy Dutton
Assistant City Manager/City Clerk
City of Southport



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: 4/4/2023 DEPARTMENT: Finance

PRESENTED BY: Finance/Parks and Recreation

ITEM SPONSORED BY: Parks and Recreation

ITEM/TOPIC: Taylor Field, PART-F grant and City contributions

COST: \$ 80,776 BUDGET LINE ITEM: 42-42-8111-4400

JUSTIFICATION: During the 2021 fiscal year, engineering fees were charged to the PART-F line item, but the fees should have been charged to the Parks and Recreation line item for contract services. As a result, it appeared there was not enough funds to cover the project. This amendment transfers funds from the P & R Dept to the Taylor Park/PART-F line item.

IMPACT IF NOT APPROVED: More funding would likely have to be allocated from the General Fund to cover the balance of the ark cost.

DEPARTMENT HEAD COMMENTS: We are still waiting for all the final invoices/payments to be made. This amendment puts money back into the correct account, so the park fund balance is correct.

CITY MANAGER COMMENTS: I concur with this recommendation. We are still holding \$150,000 for the contractor and up to \$7,000 for McGill and Associates (engineering services). I have our part-time engineer, Tom Zilinek, analyzing the specifications and plan to see if work was performed in accordance with our specifications.

ATTACHMENTS: Budget Amendment #4; Taylor Field PART-F Grant Summary

REQUESTED ACTION: Approve the Budget Amendment

PROPOSED MOTION: When the Consent Agenda is approved, this budget amendment will allow for the transfer to occur.



**Budget Amendment
Fiscal Year 2022-2023
Budget Amendment 4**

WHEREAS the City of Southport's Parks and Rec received donated property for Taylor Field Park and a Part F grant for construction and the City agreed to contribute to the cost of construction and engineering; and

WHEREAS, the City needs to transfer from the General Fund and appropriate those funds to the Part F Grant Capital Project for the use of the Taylor Field Park Construction; and

WHEREAS the budget ordinance for fiscal year 2022-2023 needs to be amended to reflect the use of these funds for engineering and change orders; and

WHEREAS the Funds are available in the General Fund;

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:

General Fund	
Appropriated Fund Balance	\$98,180
10-00-3991-0000	
Transfer from Parks & Rec	<u>\$96.240</u>
10-80-6120-5000 (decrease)	
10-80-6120-9600 (Increase)	\$194,420
Part-F Grant Capital Project	
Revenue	Increase
City Contribution	
42-42-3970-0000	\$194,420
Expenditures	
Capital Outlay-Capital Improvements	\$194,420
42-42-8111-5800	

Adopted by the Southport Board of Aldermen in regular session, April 13, 2023.

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

Dorothy Dutton
Assistant City Manager/City Clerk

Taylor Field Park Part F Grant Project	Engineering	Construction	Permitting	Land	Total Project Cost
2020-2021	51,700			421,224	472,924
2021-2022	18,805	109,250	868		128,923
2022-2023	27,499	407,420	103		435,022
Total Cost	98,004	516,670	970	421,224	1,036,868
Original Budget Ordinance					842,448
Budget Amendment					194,420



CITY OF SOUTHPORT
AMENDMENT TO RESOLUTION CLOSING THE CAPITAL PROJECT BUDGET
ORDINANCE
For The Howe St. Sewer Replacement Project

WHEREAS, the Board of Aldermen previously adopted a Resolution Closing the Capital Project Budget Ordinance on June 9, 2022; and

WHEREAS, the most recent audit indicated the Resolution needed to be revised to reflect the correct cost and expenditures; and

WHEREAS, the Aldermen for the City of Southport pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina created a Capital Project Ordinance adopted on the 14th day of May 2020, for The Howe St. Sewer Replacement Project to replace sewer lines along Howe St.; and

WHEREAS, the funds for the Capital Project, at a projected cost of \$2,235,272 were appropriated from the Capital Reserve Fund in accordance with the Ordinances for the City of Southport and Section 22 of Chapter 159 of the General Statutes of North Carolina; and

WHEREAS, the actual expenditure of funds for replacing sewer lines on North Howe St in the City limits totaled \$2,235,272 leaving a zero with all costs of the project being accounted for;

NOW, THEREFORE, BE IT RESOLVED BY THE ALDERMEN OF THE CITY OF SOUTHPORT, that the Capital Project Ordinance for The Howe St. Sewer Replacement Project be closed.

Adopted by the City of Southport on the 13th of April 2023.

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

Dorothy Dutton
Assistant City Manager/City Clerk
City of Southport

City of Southport

Transfer budget amendment between line items and departments. April 13, 2023

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Period 09 - 09

Fiscal Year 2023

Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	Transfer between lines	New Budget Amount	Available
10	General Fund									
00	General Government									
10-00-4110-0000	Full-Time Employees	\$ 27,000.00	\$ 2,249.77	\$ 20,092.04	\$ 6,907.96	\$ -	\$ 6,907.96		27,000.00	6,907.96
10-00-4110-0900	F.I.C.A.	\$ 2,066.00	\$ 124.79	\$ 1,123.11	\$ 942.89	\$ -	\$ 942.89		2,066.00	942.89
10-00-4110-1100	Health/Life/Dental Insurance	\$ 735.00	\$ (5,123.28)	\$ 146.88	\$ 588.12	\$ -	\$ 588.12		735.00	588.12
10-00-4110-1400	Workers Compensation Insurance	\$ 675.00	\$ -	\$ 232.42	\$ 442.58	\$ -	\$ 442.58		675.00	442.58
10-00-4110-1800	Professional Fees	\$ 35,000.00	\$ 4,617.50	\$ 23,694.84	\$ 11,305.16	\$ -	\$ 11,305.16		35,000.00	11,305.16
10-00-4110-2600	Departmental Supplies	\$ 13,000.00	\$ 1,765.40	\$ 13,267.09	\$ (267.09)	\$ 197.83	\$ (464.92)	465.00	13,465.00	0.08
10-00-4110-3100	Travel & Training	\$ 16,800.00	\$ 380.84	\$ 3,428.84	\$ 13,371.16	\$ -	\$ 13,371.16	(10,000.00)	6,800.00	3,371.16
10-00-4110-3200	Communications	\$ -	\$ 24.69	\$ 24.69	\$ (24.69)	\$ -	\$ (24.69)	1,000.00	1,000.00	975.31
10-00-4110-3900	Other Services	\$ 525.00	\$ -	\$ 200.00	\$ 325.00	\$ -	\$ 325.00		525.00	325.00
10-00-4110-4400	Contract Services	\$ 100,000.00	\$ 50.00	\$ 46,756.44	\$ 53,243.56	\$ 22,612.02	\$ 30,631.54	(1,000.00)	99,000.00	29,631.54
10-00-4110-4500	Insurance & Bonding	\$ 3,990.00	\$ -	\$ 3,445.43	\$ 544.57	\$ -	\$ 544.57	(465.00)	3,525.00	79.57
10-00-4110-5600	Capital Outlay - Weather tower	\$ 19,740.00	\$ -	\$ -	\$ 19,740.00	\$ -	\$ 19,740.00		19,740.00	19,740.00
10-00-4110-6000	Donations	\$ 22,600.00	\$ -	\$ -	\$ 22,600.00	\$ -	\$ 22,600.00		22,600.00	22,600.00
10-00-4110-6800	Election Expense	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00		5,000.00	5,000.00
10-00-4110-9700	Contingency	\$ 10,792.00	\$ -	\$ -	\$ 10,792.00	\$ -	\$ 10,792.00	(10,000.00)	792.00	792.00
00	General Government	\$ 257,923.00	\$ 4,089.71	\$ 112,411.78	\$ 145,511.22	\$ 22,809.85	\$ 122,701.37	(20,000.00)	237,923.00	102,701.37
01	Administration									
10-01-4120-0000	Full-Time Employees	\$ 84,782.00	\$ 9,461.28	\$ 85,405.34	\$ (623.34)	\$ -	\$ (623.34)	33,115.00	117,897.00	32,491.66
10-01-4120-0001	Employee Overtime	\$ 2,999.00	\$ 37.00	\$ 352.11	\$ 2,646.89	\$ -	\$ 2,646.89		2,999.00	2,646.89
10-01-4120-0700	401K Retirement Supplement	\$ 4,389.00	\$ 470.30	\$ 4,019.16	\$ 369.84	\$ -	\$ 369.84	1,656.00	6,045.00	2,025.84
10-01-4120-0900	F.I.C.A.	\$ 6,715.00	\$ 723.75	\$ 6,533.38	\$ 181.62	\$ -	\$ 181.62	2,534.00	9,249.00	2,715.62
10-01-4120-1000	LGERS Retirement	\$ 10,534.00	\$ 1,143.76	\$ 9,705.34	\$ 828.66	\$ -	\$ 828.66		10,534.00	828.66
10-01-4120-1100	Health/Life/Dental Insurance	\$ 6,178.00	\$ 1,593.74	\$ 10,973.37	\$ (4,795.37)	\$ -	\$ (4,795.37)	12,000.00	18,178.00	7,204.63
10-01-4120-1400	Workers Compensation Insurance	\$ 3,272.00	\$ -	\$ 1,126.65	\$ 2,145.35	\$ -	\$ 2,145.35		3,272.00	2,145.35
10-01-4120-2100	Uniforms & Protective Gear	\$ 3,150.00	\$ -	\$ -	\$ 3,150.00	\$ -	\$ 3,150.00		3,150.00	3,150.00
10-01-4120-2500	Vehicle Supplies	\$ 15,000.00	\$ 84.04	\$ 250.51	\$ 14,749.49	\$ 429.49	\$ 14,320.00	12,350.00	15,000.00	14,320.00
10-01-4120-2600	Departmental Supplies	\$ 10,000.00	\$ 3,978.54	\$ 17,753.69	\$ (7,753.69)	\$ 596.05	\$ (8,349.74)		22,350.00	4,000.26
10-01-4120-3100	Travel & Training	\$ 5,480.00	\$ 483.16	\$ 1,186.16	\$ 4,293.84	\$ 1,030.96	\$ 3,262.88		5,480.00	3,262.88
10-01-4120-3200	Communications	\$ -	\$ 209.13	\$ 3,228.55	\$ (3,228.55)	\$ 1,358.41	\$ (4,586.96)	5,500.00	5,500.00	913.04
10-01-4120-3300	Utilities	\$ 9,450.00	\$ 644.69	\$ 4,474.13	\$ 4,975.87	\$ 1,235.55	\$ 3,740.32	(34,957.00)	9,450.00	3,740.32
10-01-4120-3400	Emergency Preparedness	\$ 52,500.00	\$ 769.75	\$ 769.75	\$ 51,730.25	\$ -	\$ 51,730.25		17,543.00	16,773.25
10-01-4120-3900	Other Services	\$ 3,150.00	\$ -	\$ 1,228.80	\$ 1,921.20	\$ -	\$ 1,921.20		3,150.00	1,921.20
10-01-4120-4400	Contract Services	\$ 26,250.00	\$ 2,780.73	\$ 25,437.59	\$ 812.41	\$ 288.19	\$ 524.22		26,250.00	524.22
10-01-4120-4500	Insurance & Bonding	\$ 6,300.00	\$ 4.61	\$ 5,570.30	\$ 729.70	\$ -	\$ 729.70		6,300.00	729.70
10-01-4120-5400	Capital Outlay - Vehicles	\$ 8,000.00	\$ 576.67	\$ 5,220.88	\$ 2,779.12	\$ -	\$ 2,779.12		8,000.00	2,779.12
10-01-4120-7100	Debt Service	\$ 118,367.00	\$ -	\$ 116,168.81	\$ 2,198.19	\$ -	\$ 2,198.19	(2,198.00)	116,169.00	0.19
01	Administration	\$ 376,516.00	\$ 22,961.15	\$ 299,404.52	\$ 77,111.48	\$ 4,938.65	\$ 72,172.83	(30,000.00)	406,516.00	102,172.83

Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	Transfer between lines	New Budget Amount	Available
02	Finance									
10-02-4140-0000	Full-Time Employees	\$ 169,171.00	\$ 10,046.61	\$ 107,741.75	\$ 61,429.25	\$ -	\$ 61,429.25	(30,000.00)	139,171.00	31,429.25
10-02-4140-0001	Employee Overtime	\$ 2,996.00	\$ 135.63	\$ 3,083.72	\$ (87.72)	\$ -	\$ (87.72)	500.00	3,496.00	412.28
10-02-4140-0200	Part Time Employees	\$ 28,600.00	\$ 2,875.50	\$ 24,646.38	\$ 3,953.62	\$ -	\$ 3,953.62		28,600.00	3,953.62
10-02-4140-0700	401K Retirement Supplement	\$ 8,608.00	\$ 509.10	\$ 7,005.82	\$ 1,602.18	\$ -	\$ 1,602.18		8,608.00	1,602.18
10-02-4140-0900	F.I.C.A.	\$ 15,359.00	\$ 834.90	\$ 12,226.28	\$ 3,132.72	\$ -	\$ 3,132.72		15,359.00	3,132.72
10-02-4140-1000	LGERS Retirement	\$ 20,935.00	\$ 1,238.15	\$ 17,220.65	\$ 3,714.35	\$ -	\$ 3,714.35		20,935.00	3,714.35
10-02-4140-1100	Health/Life/Dental Insurance	\$ 30,000.00	\$ 2,780.40	\$ 19,404.68	\$ 10,595.32	\$ -	\$ 10,595.32		30,000.00	10,595.32
10-02-4140-1400	Workers Compensation Insurance	\$ 5,019.00	\$ -	\$ 1,728.20	\$ 3,290.80	\$ -	\$ 3,290.80		5,019.00	3,290.80
10-02-4140-2600	Departmental Supplies	\$ 18,900.00	\$ 5,199.75	\$ 17,300.44	\$ 1,599.56	\$ 5,527.92	\$ (3,928.36)	10,000.00	28,900.00	6,071.64
10-02-4140-3100	Travel & Training	\$ 12,000.00	\$ 1,601.43	\$ 7,534.69	\$ 4,465.31	\$ -	\$ 4,465.31		12,000.00	4,465.31
10-02-4140-3200	Communications	\$ 7,140.00	\$ 469.98	\$ 4,033.25	\$ 3,106.75	\$ 2,281.24	\$ 825.51		7,140.00	825.51
10-02-4140-3300	Utilities	\$ 3,150.00	\$ 383.28	\$ 2,350.50	\$ 799.50	\$ -	\$ 799.50		3,150.00	799.50
10-02-4140-3901	Community Garden Expenses	\$ 4,200.00	\$ -	\$ 73.18	\$ 4,126.82	\$ -	\$ 4,126.82		4,200.00	4,126.82
10-02-4140-4400	Contract Services	\$ 60,285.00	\$ 7,561.95	\$ 25,000.35	\$ 35,284.65	\$ 1,780.96	\$ 33,503.69	(23,500.00)	36,785.00	10,003.69
10-02-4140-4410	Property Tax Fees	\$ 23,100.00	\$ 606.10	\$ 32,013.51	\$ (8,913.51)	\$ -	\$ (8,913.51)	10,000.00	33,100.00	1,086.49
10-02-4140-4411	Motor Vehicle Fees	\$ 6,300.00	\$ 812.67	\$ 6,581.42	\$ (281.42)	\$ -	\$ (281.42)	3,000.00	9,300.00	2,718.58
10-02-4140-4500	Insurance & Bonding	\$ 2,100.00	\$ 4.61	\$ 1,859.84	\$ 240.16	\$ -	\$ 240.16		2,100.00	240.16
10-02-4140-5100	Capital Outlay - Equipment	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	\$ -	\$ 15,000.00		15,000.00	15,000.00
10-02-4140-5900	Capital Outlay - Facilities	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	\$ -	\$ 15,000.00		15,000.00	15,000.00
02	Finance	\$ 447,863.00	\$ 35,060.06	\$ 289,804.66	\$ 158,058.34	\$ 9,590.12	\$ 148,468.22	30,000.00	417,863.00	118,468.22
03	Buildings & Grounds									
10-03-4190-0000	Full-Time Employees	\$ 468,826.00	\$ 32,207.99	\$ 340,440.19	\$ 128,385.81	\$ -	\$ 128,385.81		468,826.00	128,385.81
10-03-4190-0001	Employee Overtime	\$ 13,110.00	\$ -	\$ 1,751.71	\$ 11,358.29	\$ -	\$ 11,358.29		13,110.00	11,358.29
10-03-4190-0200	Part-Time Employees	\$ 59,230.00	\$ -	\$ -	\$ 59,230.00	\$ -	\$ 59,230.00		59,230.00	59,230.00
10-03-4190-0700	401K Retirement Supplement	\$ 24,097.00	\$ 1,610.39	\$ 16,730.30	\$ 7,366.70	\$ -	\$ 7,366.70		24,097.00	7,366.70
10-03-4190-0900	F.I.C.A.	\$ 41,399.00	\$ 2,423.06	\$ 25,724.65	\$ 15,674.35	\$ -	\$ 15,674.35		41,399.00	15,674.35
10-03-4190-1000	LGERS Retirement	\$ 58,604.00	\$ 3,916.51	\$ 40,466.20	\$ 18,137.80	\$ -	\$ 18,137.80		58,604.00	18,137.80
10-03-4190-1100	Health/Life/Dental Insurance	\$ 144,812.00	\$ 12,446.76	\$ 95,572.00	\$ 49,240.00	\$ -	\$ 49,240.00		144,812.00	49,240.00
10-03-4190-1400	Workers Compensation Insurance	\$ 24,897.00	\$ -	\$ 8,572.81	\$ 16,324.19	\$ -	\$ 16,324.19		24,897.00	16,324.19
10-03-4190-2100	Uniforms & Protective Gear	\$ 26,000.00	\$ 608.38	\$ 6,372.59	\$ 19,627.41	\$ 8,299.29	\$ 11,328.12		26,000.00	11,328.12
10-03-4190-2500	Vehicle Supplies	\$ 11,000.00	\$ 1,972.31	\$ 12,049.98	\$ (1,049.98)	\$ 4,182.44	\$ (5,232.42)	12,000.00	23,000.00	6,767.58
10-03-4190-2600	Departmental Supplies	\$ 24,400.00	\$ 958.62	\$ 16,303.15	\$ 8,096.85	\$ 1,682.54	\$ 6,414.31		24,400.00	6,414.31
10-03-4190-3100	Travel & Training	\$ 2,396.00	\$ -	\$ 148.20	\$ 2,247.80	\$ -	\$ 2,247.80		2,396.00	2,247.80
10-03-4190-3200	Communications	\$ 2,100.00	\$ 989.98	\$ 2,215.78	\$ (115.78)	\$ 527.10	\$ (642.88)	3,000.00	5,100.00	2,357.12
10-03-4190-3300	Utilities	\$ 9,923.00	\$ 1,384.60	\$ 10,315.24	\$ (392.24)	\$ 4,344.05	\$ (4,736.29)	8,000.00	17,923.00	3,263.71
10-03-4190-3500	R/M Equipment	\$ 1,050.00	\$ 443.94	\$ 2,457.16	\$ (1,407.16)	\$ -	\$ (1,407.16)	3,000.00	4,050.00	1,592.84
10-03-4190-3501	R/M Vehicles	\$ 1,050.00	\$ 90.98	\$ 2,305.63	\$ (1,255.63)	\$ -	\$ (1,255.63)	2,500.00	3,550.00	1,244.37
10-03-4190-3502	R/M Facilities	\$ 198,020.00	\$ 7,409.67	\$ 125,614.84	\$ 72,405.16	\$ 7,524.77	\$ 64,880.39	(30,000.00)	168,020.00	34,880.39
10-03-4190-3503	R/M Cemetery	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00		5,000.00	5,000.00
10-03-4190-3900	Other Services	\$ 20,732.00	\$ -	\$ 17,677.62	\$ 3,054.38	\$ -	\$ 3,054.38		20,732.00	3,054.38
10-03-4190-4400	Contract Services	\$ 19,237.00	\$ 2,802.57	\$ 10,815.23	\$ 8,421.77	\$ 300.00	\$ 8,121.77	(1,460.00)	19,237.00	8,121.77
10-03-4190-4500	Insurance & Bonding	\$ 36,750.00	\$ -	\$ 35,289.47	\$ 1,460.53	\$ -	\$ 1,460.53		35,290.00	0.53
10-03-4190-5000	Capital Purchases Under \$5000	\$ 9,200.00	\$ -	\$ 6,987.02	\$ 2,212.98	\$ 1,103.50	\$ 1,109.48	(15,000.00)	9,200.00	1,109.48
10-03-4190-5100	Capital Outlay - Equipment	\$ 18,472.00	\$ -	\$ -	\$ 18,472.00	\$ -	\$ 18,472.00		3,472.00	3,472.00
10-03-4190-5400	Capital Outlay - Vehicles	\$ 49,875.00	\$ 1,726.58	\$ 15,565.13	\$ 34,309.87	\$ -	\$ 34,309.87	(27,040.00)	22,835.00	7,269.87
03	Buildings & Grounds	\$ 1,270,180.00	\$ 70,992.34	\$ 793,374.90	\$ 476,805.10	\$ 27,963.69	\$ 448,841.41	(45,000.00)	1,225,180.00	403,841.41

Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	Transfer between lines	New Budget Amount	Available
04	Garage									
10-04-4250-0000	Full-Time Employees	\$ 168,294.00	\$ 8,988.80	\$ 91,738.61	\$ 76,555.39	\$ -	\$ 76,555.39		168,294.00	76,555.39
10-04-4250-0001	Employee Overtime	\$ 2,735.00	\$ 454.20	\$ 545.04	\$ 2,189.96	\$ -	\$ 2,189.96		2,735.00	2,189.96
10-04-4250-0700	401K Retirement Supplement	\$ 8,551.00	\$ 472.15	\$ 4,560.04	\$ 3,990.96	\$ -	\$ 3,990.96		8,551.00	3,990.96
10-04-4250-0900	F.I.C.A.	\$ 13,084.00	\$ 717.54	\$ 7,012.71	\$ 6,071.29	\$ -	\$ 6,071.29		13,084.00	6,071.29
10-04-4250-1000	LGERS Retirement	\$ 20,797.00	\$ 1,148.27	\$ 10,995.92	\$ 9,801.08	\$ -	\$ 9,801.08		20,797.00	9,801.08
10-04-4250-1100	Health/Life/Dental Insurance	\$ 48,418.00	\$ 3,084.82	\$ 28,776.85	\$ 19,641.15	\$ -	\$ 19,641.15		48,418.00	19,641.15
10-04-4250-1400	Workers Compensation Insurance	\$ 8,415.00	\$ -	\$ 2,897.55	\$ 5,517.45	\$ -	\$ 5,517.45		8,415.00	5,517.45
10-04-4250-2100	Uniforms & Protective Gear	\$ 9,000.00	\$ 80.40	\$ 1,578.03	\$ 7,421.97	\$ 1,620.30	\$ 5,801.67		9,000.00	5,801.67
10-04-4250-2500	Vehicle Supplies	\$ 3,292.00	\$ 405.71	\$ 3,014.94	\$ 277.06	\$ 1,353.87	\$ (1,076.81)		6,292.00	1,923.19
10-04-4250-2600	Departmental Supplies	\$ 7,099.00	\$ 66.81	\$ 2,770.25	\$ 4,328.75	\$ 201.42	\$ 4,127.33	3,000.00	7,099.00	4,127.33
10-04-4250-2602	Other Equipment	\$ 2,500.00	\$ 1,599.99	\$ 1,599.99	\$ 900.01	\$ -	\$ 900.01		2,500.00	900.01
10-04-4250-3100	Travel & Training	\$ 1,500.00	\$ -	\$ 287.93	\$ 1,212.07	\$ -	\$ 1,212.07		1,500.00	1,212.07
10-04-4250-3200	Communications	\$ 1,365.00	\$ 218.91	\$ 1,069.93	\$ 295.07	\$ 377.02	\$ (81.95)	1,000.00	2,365.00	918.05
10-04-4250-3300	Utilities	\$ 855.00	\$ 814.67	\$ 6,001.25	\$ 2,503.75	\$ 666.59	\$ 1,837.16		855.00	1,837.16
10-04-4250-3500	R/M Equipment	\$ 1,575.00	\$ -	\$ 91.45	\$ 1,483.55	\$ -	\$ 855.00		1,575.00	855.00
10-04-4250-3501	R/M Vehicles	\$ 4,200.00	\$ 998.44	\$ 1,552.85	\$ 2,647.15	\$ 1,216.81	\$ 1,430.34		4,200.00	1,483.55
10-04-4250-4500	Insurance & Bonding	\$ 1,440.00	\$ -	\$ 1,272.16	\$ 167.84	\$ -	\$ 167.84		1,440.00	1,430.34
10-04-4250-5100	Capital Outlay - Equipment	\$ 11,500.00	\$ -	\$ 3,799.99	\$ 7,700.01	\$ -	\$ 7,700.01	(4,000.00)	7,500.00	167.84
10-04-4250-5400	Capital Outlay - Vehicles	\$ 13,622.00	\$ 992.72	\$ 8,949.37	\$ 4,672.63	\$ -	\$ 4,672.63		13,622.00	3,700.01
04	Garage	\$ 336,747.00	\$ 20,043.43	\$ 178,514.86	\$ 158,232.14	\$ 5,436.01	\$ 152,796.13	-	\$ 336,747.00	\$ 152,796.13
05	Streets									
10-05-4511-0000	Full-Time Employees	\$ 150,445.00	\$ 8,317.30	\$ 87,259.88	\$ 63,185.12	\$ -	\$ 63,185.12		150,445.00	63,185.12
10-05-4511-0001	Employee Overtime	\$ 5,104.00	\$ 401.75	\$ 3,837.24	\$ 1,266.76	\$ -	\$ 1,266.76		5,104.00	1,266.76
10-05-4511-0200	Part-Time Employees	\$ -	\$ 3,570.00	\$ 3,570.00	\$ (3,570.00)	\$ -	\$ (3,570.00)	6,000.00	6,000.00	2,430.00
10-05-4511-0700	401K Retirement Supplement	\$ 7,777.00	\$ 435.94	\$ 5,321.97	\$ 2,455.03	\$ -	\$ 2,455.03		7,777.00	2,455.03
10-05-4511-0900	F.I.C.A.	\$ 11,900.00	\$ 920.60	\$ 8,311.32	\$ 3,588.68	\$ -	\$ 3,588.68		11,900.00	3,588.68
10-05-4511-1000	LGERS Retirement	\$ 18,666.00	\$ 1,060.24	\$ 12,844.19	\$ 5,821.81	\$ -	\$ 5,821.81		18,666.00	5,821.81
10-05-4511-1100	Health/Life/Dental Insurance	\$ 28,000.00	\$ 3,104.36	\$ 23,578.02	\$ 4,421.98	\$ -	\$ 4,421.98		28,000.00	4,421.98
10-05-4511-1400	Workers Compensation Insurance	\$ 7,777.00	\$ -	\$ 2,677.86	\$ 5,099.14	\$ -	\$ 5,099.14		7,777.00	5,099.14
10-05-4511-2100	Uniforms & Protective Gear	\$ 4,719.00	\$ -	\$ -	\$ 4,719.00	\$ -	\$ 4,719.00		4,719.00	4,719.00
10-05-4511-2500	Vehicle Supplies	\$ 8,277.00	\$ 975.43	\$ 6,533.70	\$ 1,743.30	\$ -	\$ 1,743.30		8,277.00	1,743.30
10-05-4511-2600	Departmental Supplies	\$ 34,250.00	\$ 5,880.27	\$ 12,121.46	\$ 22,128.54	\$ 10,041.88	\$ 12,086.66		34,250.00	12,086.66
10-05-4511-3200	Communications	\$ 1,181.00	\$ 75.18	\$ 580.65	\$ 600.35	\$ 163.53	\$ 436.82		1,181.00	436.82
10-05-4511-3300	Utilities	\$ 112,000.00	\$ 9,025.93	\$ 80,364.62	\$ 31,635.38	\$ 35,755.54	\$ (4,120.16)	23,000.00	135,000.00	18,879.84
10-05-4511-3500	R/M Equipment	\$ 3,255.00	\$ 485.90	\$ 877.11	\$ 2,377.89	\$ 1,085.28	\$ 1,292.61		3,255.00	1,292.61
10-05-4511-3501	R/M Vehicles	\$ 2,625.00	\$ 430.33	\$ 1,640.81	\$ 984.19	\$ -	\$ 984.19		2,625.00	984.19
10-05-4511-4400	Contract Services	\$ 16,030.00	\$ 187.50	\$ 2,855.64	\$ 13,174.36	\$ 11,185.00	\$ 1,989.36		16,030.00	1,989.36
10-05-4511-4500	Insurance & Bonding	\$ 17,195.00	\$ -	\$ 15,689.75	\$ 1,505.25	\$ -	\$ 1,505.25	(29,700.00)	17,195.00	1,505.25
10-05-4511-5000	Capital Purchases Under \$5000	\$ 37,958.00	\$ -	\$ -	\$ 37,958.00	\$ -	\$ 37,958.00	700.00	6,000.00	1,659.19
10-05-4511-5400	Capital Outlay - Vehicles	\$ 6,000.00	\$ 481.51	\$ 4,340.81	\$ 1,659.19	\$ -	\$ 1,659.19		6,000.00	1,659.19
10-05-4511-5500	Capital Outlay - Equipment	\$ 275,000.00	\$ -	\$ 275,700.00	\$ (700.00)	\$ -	\$ (700.00)		275,700.00	-
10-05-4511-5800	Capital Outlay- Capital Improv	\$ 72,341.00	\$ -	\$ 5,920.00	\$ 66,421.00	\$ 7,768.00	\$ 58,653.00		72,341.00	58,653.00
05	Streets	\$ 820,500.00	\$ 35,352.24	\$ 554,025.03	\$ 266,474.97	\$ 65,999.23	\$ 200,475.74	-	\$ 820,500.00	\$ 200,475.74

Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	Transfer between lines	New Budget Amount	Available
06	Animal Protective Services									
10-06-4600-0000	Full Time Employees	\$ 57,965.00	\$ 4,288.96	\$ 43,572.17	\$ 14,392.83	\$ -	\$ 14,392.83		57,965.00	14,392.83
10-06-4600-0001	Employee Overtime	\$ 1,200.00	\$ -	\$ -	\$ 1,200.00	\$ -	\$ 1,200.00	(1,200.00)	-	-
10-06-4600-0200	Part-time Employees	\$ -	\$ 120.00	\$ 815.71	\$ (815.71)	\$ -	\$ (815.71)		1,500.00	684.29
10-06-4600-0700	401k Retirement Supplement	\$ 2,898.00	\$ 214.44	\$ 2,151.51	\$ 746.49	\$ -	\$ 746.49		2,898.00	746.49
10-06-4600-0900	F.I.C.A	\$ 4,526.00	\$ 323.70	\$ 3,262.82	\$ 1,262.18	\$ -	\$ 1,262.18		4,526.00	1,262.18
10-06-4600-1000	LGERS Retirement	\$ 6,956.00	\$ 521.54	\$ 5,188.49	\$ 1,767.51	\$ -	\$ 1,767.51		6,956.00	1,767.51
10-06-4600-1100	Health/Life/Dental Insurance	\$ 12,000.00	\$ 1,049.97	\$ 8,412.17	\$ 3,587.83	\$ -	\$ 3,587.83		12,000.00	3,587.83
10-06-4600-1400	Workers Compensation Insurance	\$ 1,449.00	\$ -	\$ 498.94	\$ 950.06	\$ -	\$ 950.06	(950.00)	499.00	0.06
10-06-4600-2100	Uniforms & Protective Gear	\$ 441.00	\$ -	\$ 235.00	\$ 206.00	\$ 260.00	\$ (54.00)	100.00	541.00	46.00
10-06-4600-2500	Vehicle Supplies	\$ 2,100.00	\$ 123.94	\$ 604.50	\$ 1,495.50	\$ 396.72	\$ 1,098.78	(516.00)	1,584.00	582.78
10-06-4600-2600	Departmental Supplies	\$ 7,775.00	\$ 758.86	\$ 3,424.96	\$ 4,350.04	\$ 4,012.78	\$ 337.26		7,775.00	337.26
10-06-4600-2602	Animal Care	\$ 10,500.00	\$ -	\$ 6,084.66	\$ 4,415.34	\$ 2,915.34	\$ 1,500.00		10,500.00	1,500.00
10-06-4600-3100	Travel & Training	\$ 4,200.00	\$ 619.54	\$ 2,558.15	\$ 1,641.85	\$ 1,417.96	\$ 223.89		4,200.00	223.89
10-06-4600-3200	Communications	\$ 756.00	\$ 89.78	\$ 707.96	\$ 48.04	\$ 259.26	\$ (211.22)	600.00	1,356.00	388.78
10-06-4600-4400	Contract Services	\$ -	\$ 87.50	\$ 465.16	\$ (465.16)	\$ -	\$ (465.16)	466.00	466.00	0.84
10-06-4600-5400	Capital Outlay - Vehicles	\$ 6,825.00	\$ 498.14	\$ 4,490.73	\$ 2,334.27	\$ -	\$ 2,334.27		6,825.00	2,334.27
06	Animal Protective Services	\$ 119,591.00	\$ 8,696.37	\$ 82,473.93	\$ 37,117.07	\$ 9,262.06	\$ 27,855.01	-	119,591.00	27,855.01
10	Police									
10-10-4310-0000	Full-Time Employees	\$ 967,558.00	\$ 60,382.20	\$ 595,152.57	\$ 372,405.43	\$ -	\$ 372,405.43	(112,483.00)	855,075.00	259,922.43
10-10-4310-0001	Employee Overtime	\$ 38,359.00	\$ 5,737.41	\$ 42,594.83	\$ (4,235.83)	\$ -	\$ (4,235.83)	22,000.00	60,359.00	17,764.17
10-10-4310-0200	Part time Salaries	\$ 112,680.00	\$ 4,085.87	\$ 34,334.53	\$ 78,345.47	\$ -	\$ 78,345.47	(35,000.00)	77,680.00	43,345.47
10-10-4310-0400	Separation Allowance-Leo	\$ 12,819.00	\$ 986.08	\$ 9,860.80	\$ 2,958.20	\$ -	\$ 2,958.20		12,819.00	2,958.20
10-10-4310-0700	401K Retirement Supplement	\$ 50,296.00	\$ 3,302.48	\$ 31,368.51	\$ 18,927.49	\$ -	\$ 18,927.49		50,296.00	18,927.49
10-10-4310-0900	F.I.C.A.	\$ 86,553.00	\$ 5,372.54	\$ 52,011.50	\$ 34,541.50	\$ -	\$ 34,541.50		86,553.00	34,541.50
10-10-4310-1000	LGERS Retirement	\$ 131,172.00	\$ 8,586.43	\$ 81,283.66	\$ 49,888.34	\$ -	\$ 49,888.34		131,172.00	49,888.34
10-10-4310-1100	Health/Life/Dental Insurance	\$ 217,920.00	\$ 14,184.75	\$ 117,017.48	\$ 100,902.52	\$ -	\$ 100,902.52		217,920.00	100,902.52
10-10-4310-1300	Unemployment Reserve	\$ 3,150.00	\$ -	\$ -	\$ 3,150.00	\$ -	\$ 3,150.00		3,150.00	3,150.00
10-10-4310-1400	Workers Compensation Insurance	\$ 70,528.00	\$ 131.03	\$ 24,416.01	\$ 46,111.99	\$ -	\$ 46,111.99		70,528.00	46,111.99
10-10-4310-1800	Professional Services	\$ 551.00	\$ -	\$ 366.10	\$ 184.90	\$ -	\$ 184.90		551.00	184.90
10-10-4310-2100	Uniforms & Protective Gear	\$ 25,000.00	\$ 1,212.00	\$ 8,878.91	\$ 16,121.09	\$ 3,933.53	\$ 12,187.56		25,000.00	12,187.56
10-10-4310-2500	Vehicle Supplies	\$ -	\$ -	\$ 3,651.80	\$ (3,651.80)	\$ 1,216.52	\$ (4,868.32)	7,000.00	7,000.00	2,131.68
10-10-4310-2600	Departmental Supplies	\$ 31,728.25	\$ 4,643.86	\$ 66,091.62	\$ (34,363.37)	\$ 3,379.82	\$ (37,743.19)	47,744.00	79,472.25	10,000.81
10-10-4310-3100	Travel & Training	\$ 15,750.00	\$ 348.98	\$ 5,705.32	\$ 10,044.68	\$ 3,879.43	\$ 6,165.25		15,750.00	6,165.25
10-10-4310-3101	Community Resource Program	\$ 21,000.00	\$ 2,400.00	\$ 18,400.00	\$ 2,600.00	\$ -	\$ 2,600.00		21,000.00	2,600.00
10-10-4310-3200	Communications	\$ 17,850.00	\$ 1,607.34	\$ 16,980.36	\$ 869.64	\$ 4,877.18	\$ (4,007.54)	5,000.00	22,850.00	992.46
10-10-4310-3300	Utilities	\$ 2,625.00	\$ 383.28	\$ 2,350.25	\$ 274.75	\$ -	\$ 274.75		2,625.00	274.75
10-10-4310-3500	R/M Equipment	\$ 3,308.00	\$ -	\$ 231.78	\$ 3,076.22	\$ 1,200.00	\$ 1,876.22		3,308.00	1,876.22
10-10-4310-3501	R/M Vehicles	\$ 35,000.00	\$ 7,332.47	\$ 46,361.02	\$ (11,361.02)	\$ 37,524.16	\$ (48,885.18)	50,000.00	85,000.00	1,114.82
10-10-4310-4400	Contract Services	\$ 61,394.00	\$ 10,342.73	\$ 38,675.65	\$ 22,718.35	\$ 6,361.19	\$ 16,357.16		61,394.00	16,357.16
10-10-4310-4500	Insurance & Bonding	\$ 31,500.00	\$ 3,646.04	\$ 34,238.48	\$ (2,738.48)	\$ -	\$ (2,738.48)	2,739.00	34,239.00	0.52
10-10-4310-5100	Capital Outlay - Equipment	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	\$ -	\$ 15,000.00	13,000.00	28,000.00	28,000.00
10-10-4310-5400	Capital Outlay - Vehicles	\$ 154,171.00	\$ 9,620.69	\$ 84,012.14	\$ 70,158.86	\$ -	\$ 70,158.86		154,171.00	70,158.86
10	Police	\$ 2,105,912.25	\$ 144,306.18	\$ 1,313,983.32	\$ 791,928.93	\$ 62,371.83	\$ 729,557.10	-	2,105,912.25	729,557.10
11	Fire									
10-11-4340-0000	Full-Time Employees	\$ 664,475.00	\$ 50,922.71	\$ 517,050.75	\$ 147,424.25	\$ -	\$ 147,424.25		664,475.00	147,424.25
10-11-4340-0001	Employee Overtime	\$ 58,486.00	\$ 6,345.99	\$ 78,282.14	\$ (19,796.14)	\$ -	\$ (19,796.14)	38,000.00	96,486.00	18,203.86

Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	Transfer between lines	New Budget Amount	Available
10-11-4340-0100	Part-Time Salary	\$ 91,250.00	\$ 5,600.00	\$ 80,969.29	\$ 10,280.71	\$ -	\$ 10,280.71		91,250.00	10,280.71
10-11-4340-0200	Part-Time Employees	\$ 100,000.00	\$ -	\$ 87,100.00	\$ 12,900.00	\$ -	\$ 12,900.00	(12,900.00)	87,100.00	-
10-11-4340-0700	401K Retirement Supplement	\$ 36,148.00	\$ 2,863.44	\$ 29,414.70	\$ 6,733.30	\$ -	\$ 6,733.30		36,148.00	6,733.30
10-11-4340-0900	F.I.C.A.	\$ 55,307.00	\$ 4,774.57	\$ 57,072.27	\$ (1,765.27)	\$ -	\$ (1,765.27)	17,000.00	72,307.00	15,234.73
10-11-4340-1000	Fire Fighter Pension Plan Cont	\$ 87,912.00	\$ 6,963.89	\$ 71,101.84	\$ 16,810.16	\$ -	\$ 16,810.16		87,912.00	16,810.16
10-11-4340-1002	Payments To Retirees	\$ 25,000.00	\$ 2,015.00	\$ 18,135.00	\$ 6,865.00	\$ -	\$ 6,865.00		25,000.00	6,865.00
10-11-4340-1100	Health/Life/Dental Insurance	\$ 132,000.00	\$ 10,358.24	\$ 66,327.63	\$ 65,672.37	\$ -	\$ 65,672.37	(30,000.00)	102,000.00	35,672.37
10-11-4340-1400	Workers Compensation Insurance	\$ 49,557.00	\$ 500.00	\$ 17,564.36	\$ 31,992.64	\$ -	\$ 31,992.64		49,557.00	31,992.64
10-11-4340-1800	Professional Fees	\$ 12,000.00	\$ 1,135.00	\$ 1,686.21	\$ 10,313.79	\$ -	\$ 10,313.79	(6,985.00)	5,015.00	3,328.79
10-11-4340-2100	Uniforms & Protective Gear	\$ 20,000.00	\$ 61.99	\$ 12,672.79	\$ 7,327.21	\$ 2,904.20	\$ 4,423.01		20,000.00	4,423.01
10-11-4340-2500	Vehicle Supplies	\$ 15,000.00	\$ 4,996.65	\$ 37,908.19	\$ 11,690.32	\$ 11,690.32	\$ (34,908.51)	40,000.00	55,000.00	5,401.49
10-11-4340-2600	Departmental Supplies	\$ 30,000.00	\$ 2,401.29	\$ 9,866.18	\$ 20,133.82	\$ 411.58	\$ 19,722.24	(15,000.00)	15,000.00	4,722.24
10-11-4340-2604	Fire Prevention	\$ 15,000.00	\$ 2,174.66	\$ 11,861.31	\$ 3,138.69	\$ 472.00	\$ 2,666.69		15,000.00	2,666.69
10-11-4340-3100	Travel & Training	\$ 30,000.00	\$ 148.92	\$ 11,123.81	\$ 18,876.19	\$ 3,465.00	\$ 15,411.19	(10,000.00)	20,000.00	5,411.19
10-11-4340-3200	Communications	\$ 15,000.00	\$ 1,141.98	\$ 6,836.44	\$ 8,163.56	\$ 6,252.71	\$ 1,910.85		15,000.00	1,910.85
10-11-4340-3300	Utilities	\$ 20,000.00	\$ 4,516.92	\$ 26,794.52	\$ (6,794.52)	\$ 3,748.87	\$ (10,543.39)	25,000.00	45,000.00	14,456.61
10-11-4340-3500	R/M Equipment	\$ 10,000.00	\$ 6,695.82	\$ 10,941.66	\$ (941.66)	\$ -	\$ (941.66)	942.00	10,942.00	0.34
10-11-4340-3501	R/M Vehicles	\$ 20,000.00	\$ 1,102.28	\$ 22,724.17	\$ (2,724.17)	\$ 524.44	\$ (3,248.61)	6,500.00	26,500.00	3,251.39
10-11-4340-3502	R/M Facilities	\$ 10,000.00	\$ 664.06	\$ 11,886.63	\$ (1,886.63)	\$ -	\$ (1,886.63)	3,000.00	13,000.00	1,113.37
10-11-4340-3503	Substation Lease	\$ 15,000.00	\$ 1,250.00	\$ 11,250.00	\$ 3,750.00	\$ 3,750.00	\$ -		15,000.00	-
10-11-4340-4400	Contract Services	\$ 30,000.00	\$ 4,041.36	\$ 15,419.30	\$ 18,376.82	\$ 6,251.57	\$ 12,125.25		30,000.00	12,125.25
10-11-4340-4500	Insurance & Bonding	\$ 60,000.00	\$ 20,059.61	\$ 42,885.61	\$ 17,114.39	\$ -	\$ 17,114.39	(17,114.00)	42,886.00	0.39
10-11-4340-5100	Capital Outlay - Equipment	\$ 12,000.00	\$ 2,652.00	\$ 8,644.06	\$ 3,355.94	\$ -	\$ 3,355.94		12,000.00	3,355.94
10-11-4340-5400	Capital Outlay - Vehicles	\$ 30,000.00	\$ -	\$ -	\$ 30,000.00	\$ -	\$ 30,000.00	(30,000.00)	-	-
10-11-4340-7100	Debt Service	\$ 391,931.00	\$ -	\$ 383,487.20	\$ 8,443.80	\$ -	\$ 8,443.80	(8,443.00)	383,488.00	-
11	Fire	\$ 2,036,066.00	\$ 143,386.38	\$ 1,649,006.06	\$ 387,059.94	\$ 39,470.69	\$ 347,589.25	-	2,036,066.00	351,385.37
12	Rescue	\$ 55,000.00	\$ 4,642.80	\$ 39,039.42	\$ 15,960.58	\$ -	\$ 15,960.58		55,000.00	15,960.58
10-12-4370-0000	Full-Time Employees	\$ 5,000.00	\$ 2,619.79	\$ 10,174.57	\$ (5,174.57)	\$ -	\$ (5,174.57)	12,000.00	17,000.00	6,825.43
10-12-4370-0001	Employee Overtime	\$ 260,000.00	\$ 13,319.27	\$ 141,992.96	\$ 118,007.04	\$ -	\$ 118,007.04	(89,372.00)	170,628.00	28,635.04
10-12-4370-0200	Part-Time Employees	\$ 3,000.00	\$ 363.13	\$ 2,433.66	\$ 566.34	\$ -	\$ 566.34		3,000.00	566.34
10-12-4370-0700	401K Retirement Supplement	\$ 24,098.00	\$ 1,563.12	\$ 14,557.05	\$ 9,540.95	\$ -	\$ 9,540.95		24,098.00	9,540.95
10-12-4370-0900	F.I.C.A.	\$ 6,600.00	\$ 883.13	\$ 5,918.57	\$ 681.43	\$ -	\$ 681.43		6,600.00	681.43
10-12-4370-1000	Retirement/State Shared	\$ 12,000.00	\$ 192.92	\$ 3,278.68	\$ 8,721.32	\$ -	\$ 8,721.32		12,000.00	8,721.32
10-12-4370-1100	Health/Life/Dental Insurance	\$ 4,800.00	\$ -	\$ 1,652.79	\$ 3,147.21	\$ -	\$ 3,147.21		4,800.00	3,147.21
10-12-4370-1400	Workers Compensation Insurance	\$ 10,000.00	\$ -	\$ 5,598.30	\$ 4,401.70	\$ 5,657.00	\$ (1,255.30)	1,256.00	11,256.00	0.70
10-12-4370-2100	Uniforms & Protective Gear	\$ 5,000.00	\$ 3,210.50	\$ 8,527.18	\$ (3,527.18)	\$ -	\$ (3,527.18)	3,528.00	8,528.00	0.82
10-12-4370-2500	Vehicle Supplies	\$ 25,000.00	\$ 532.73	\$ 8,375.09	\$ 16,624.91	\$ 610.78	\$ 16,014.13		25,000.00	16,014.13
10-12-4370-2600	Departmental Supplies	\$ -	\$ 129.75	\$ 14,653.96	\$ (14,653.96)	\$ 1,891.02	\$ (16,544.98)	19,000.00	19,000.00	2,455.02
10-12-4370-2601	Medical Supplies	\$ 5,000.00	\$ -	\$ 4,615.88	\$ 384.12	\$ -	\$ 384.12		5,000.00	384.12
10-12-4370-3100	Travel & Training	\$ 3,000.00	\$ 271.28	\$ 5,617.17	\$ (2,617.17)	\$ 813.84	\$ (3,431.01)	3,431.00	6,431.00	(0.01)
10-12-4370-3200	Communications	\$ 5,000.00	\$ -	\$ 5,777.38	\$ (777.38)	\$ -	\$ (777.38)	777.00	5,777.00	(0.38)
10-12-4370-3300	Utilities	\$ 5,000.00	\$ -	\$ 8,072.05	\$ (3,072.05)	\$ -	\$ (3,072.05)	3,072.00	8,072.00	(0.05)
10-12-4370-3500	R/M Equipment	\$ 5,000.00	\$ 87.36	\$ 3,286.24	\$ 1,713.76	\$ -	\$ 1,713.76		5,000.00	1,713.76
10-12-4370-3501	R/M Vehicles	\$ 5,000.00	\$ -	\$ 4,383.63	\$ 616.37	\$ -	\$ 616.37		5,000.00	616.37
10-12-4370-3502	R/M Facilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		-	-
10-12-4370-3900	Other Services	\$ 10,000.00	\$ 394.71	\$ 35,160.15	\$ (25,160.15)	\$ 1,033.38	\$ (26,193.53)	26,194.00	36,194.00	0.47
10-12-4370-4400	Contract Services	\$ 20,000.00	\$ -	\$ 40,114.00	\$ (20,114.00)	\$ -	\$ (20,114.00)	20,114.00	40,114.00	-
10-12-4370-4500	Insurance & Bonding	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	\$ -	\$ 10,000.00		10,000.00	10,000.00
10-12-4370-5100	Capital Outlay - Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		-	-

Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	Transfer between lines	New Budget Amount	Available
10-12-4370-7100	Debt Service	\$ 53,000.00	\$ -	\$ 26,363.00	\$ 26,337.00	\$ -	\$ 26,337.00		53,000.00	26,637.00
12	Rescue	\$ 531,498.00	\$ 28,210.49	\$ 389,591.73	\$ 141,906.27	\$ 10,006.02	\$ 131,900.25	-	531,498.00	131,900.25
40	Development Services									
10-40-4350-0000	Full-Time Employees	\$ 286,528.00	\$ 24,124.46	\$ 204,526.91	\$ 82,001.09	\$ -	\$ 82,001.09		286,528.00	82,001.09
10-40-4350-0001	Employee Overtime	\$ 5,943.00	\$ 338.43	\$ 3,006.82	\$ 2,936.18	\$ -	\$ 2,936.18		5,943.00	2,936.18
10-40-4350-0200	Part-Time Employees	\$ 39,248.00	\$ 1,115.92	\$ 6,318.86	\$ 32,929.14	\$ -	\$ 32,929.14	(26,652.00)	12,596.00	6,277.14
10-40-4350-0700	401K Retirement Supplement	\$ 14,624.00	\$ 1,223.16	\$ 10,241.41	\$ 4,382.59	\$ -	\$ 4,382.59		14,624.00	4,382.59
10-40-4350-0900	F.I.C.A.	\$ 22,374.00	\$ 1,867.60	\$ 15,433.13	\$ 6,940.87	\$ -	\$ 6,940.87		22,374.00	6,940.87
10-40-4350-1000	LGERS Retirement	\$ 35,564.00	\$ 2,974.67	\$ 24,718.65	\$ 10,845.35	\$ -	\$ 10,845.35		35,564.00	10,845.35
10-40-4350-1100	Health/Life/Dental Insurance	\$ 72,000.00	\$ 5,087.90	\$ 34,859.41	\$ 37,140.59	\$ -	\$ 37,140.59	(20,000.00)	52,000.00	17,140.59
10-40-4350-1400	Workers Compensation Insurance	\$ 9,773.00	\$ -	\$ 3,365.15	\$ 6,407.85	\$ -	\$ 6,407.85	730.00	9,773.00	6,407.85
10-40-4350-2500	Vehicle Supplies	\$ 1,600.00	\$ 184.12	\$ 1,418.67	\$ 181.33	\$ 911.32	\$ (729.99)		2,330.00	0.01
10-40-4350-2600	Departmental Supplies	\$ 24,000.00	\$ 1,946.26	\$ 13,980.28	\$ 10,019.72	\$ 120.75	\$ 9,898.97		24,000.00	9,898.97
10-40-4350-2601	Forestry Projects	\$ 5,250.00	\$ -	\$ -	\$ 5,250.00	\$ -	\$ 5,250.00		5,250.00	5,250.00
10-40-4350-3100	Travel & Training	\$ 15,750.00	\$ 1,141.76	\$ 6,911.74	\$ 8,838.26	\$ 1,680.50	\$ 7,157.76		15,750.00	7,157.76
10-40-4350-3200	Communications	\$ 3,309.00	\$ 416.43	\$ 3,453.93	\$ (144.93)	\$ 1,346.80	\$ (1,491.73)	1,492.00	4,801.00	0.27
10-40-4350-3300	Utilities	\$ 2,730.00	\$ 446.24	\$ 2,627.55	\$ 102.45	\$ 94.68	\$ 7.77		2,730.00	7.77
10-40-4350-3500	R/M Equipment	\$ 105.00	\$ -	\$ 101.00	\$ 4.00	\$ -	\$ 4.00		105.00	4.00
10-40-4350-3501	R/M Vehicles	\$ -	\$ -	\$ 20.00	\$ (20.00)	\$ -	\$ (20.00)		-	(20.00)
10-40-4350-3900	Other Services	\$ 3,465.00	\$ 560.00	\$ 5,330.00	\$ (1,865.00)	\$ -	\$ (1,865.00)	1,865.00	5,330.00	-
10-40-4350-4400	Contract Services	\$ 31,500.00	\$ 2,077.12	\$ 53,685.86	\$ (22,185.86)	\$ 378.19	\$ (22,564.05)	42,565.00	74,065.00	20,000.95
10-40-4350-4500	Insurance & Bonding	\$ 8,964.00	\$ 4.61	\$ 7,923.80	\$ 1,040.20	\$ -	\$ 1,040.20		8,964.00	1,040.20
10-40-4350-5400	Capital Outlay - Vehicles	\$ 14,595.00	\$ 1,153.36	\$ 10,397.54	\$ 4,197.46	\$ -	\$ 4,197.46		14,595.00	4,197.46
40	Development Services	\$ 597,322.00	\$ 44,662.04	\$ 408,320.71	\$ 189,001.29	\$ 4,532.24	\$ 184,469.05	-	597,322.00	184,469.05
80	Parks & Recreation									
10-80-6120-0000	Full-Time Employees	\$ 134,429.00	\$ 12,597.18	\$ 118,276.70	\$ 16,152.30	\$ -	\$ 16,152.30	22,848.00	157,277.00	39,000.30
10-80-6120-0001	Employee Overtime	\$ 3,567.00	\$ 395.86	\$ 7,628.04	\$ (4,061.04)	\$ -	\$ (4,061.04)	5,500.00	9,067.00	1,438.96
10-80-6120-0200	Part Time Salaries	\$ 126,000.00	\$ 12,656.20	\$ 82,781.18	\$ 43,218.82	\$ -	\$ 43,218.82		126,000.00	43,218.82
10-80-6120-0700	401K Retirement Supplement	\$ 6,900.00	\$ 649.66	\$ 6,202.58	\$ 697.42	\$ -	\$ 697.42		6,900.00	697.42
10-80-6120-0900	F.I.C.A.	\$ 20,196.00	\$ 1,901.12	\$ 15,475.36	\$ 4,720.64	\$ -	\$ 4,720.64		20,196.00	4,720.64
10-80-6120-1000	LGERS Retirement	\$ 16,780.00	\$ 1,579.95	\$ 14,970.38	\$ 1,809.62	\$ -	\$ 1,809.62		16,780.00	1,809.62
10-80-6120-1100	Health/Life/Dental Insurance	\$ 24,000.00	\$ 2,836.65	\$ 27,118.30	\$ (3,118.30)	\$ -	\$ (3,118.30)	12,000.00	36,000.00	8,881.70
10-80-6120-1400	Workers Compensation Insurance	\$ 9,344.00	\$ -	\$ 3,217.43	\$ 6,126.57	\$ -	\$ 6,126.57		9,344.00	6,126.57
10-80-6120-2100	Uniforms & Protective Gear	\$ 2,000.00	\$ 200.34	\$ 373.45	\$ 1,626.55	\$ -	\$ 1,626.55		2,000.00	1,626.55
10-80-6120-2500	Vehicle Supplies	\$ 5,250.00	\$ 783.64	\$ 4,578.04	\$ 671.96	\$ 6,199.54	\$ (5,527.58)	5,600.00	10,850.00	72.42
10-80-6120-2600	Departmental Supplies	\$ 52,000.00	\$ 5,467.19	\$ 36,907.62	\$ 15,092.38	\$ 2,928.72	\$ 12,163.66		52,000.00	12,163.66
10-80-6120-3100	Travel & Training	\$ 3,500.00	\$ -	\$ 410.00	\$ 3,090.00	\$ -	\$ 3,090.00		3,500.00	3,090.00
10-80-6120-3200	Communications	\$ 5,250.00	\$ 5,100.33	\$ 3,243.51	\$ 2,006.49	\$ 809.48	\$ 1,197.01		5,250.00	1,197.01
10-80-6120-3300	Utilities	\$ 46,200.00	\$ 63.88	\$ 30,119.29	\$ 16,080.71	\$ 5,069.11	\$ 11,011.60	812.00	46,200.00	11,011.60
10-80-6120-3500	R/M Equipment	\$ 525.00	\$ -	\$ 1,336.50	\$ (811.50)	\$ -	\$ (811.50)		1,337.00	0.50
10-80-6120-3501	R/M Vehicles	\$ 3,150.00	\$ -	\$ 572.14	\$ 2,577.86	\$ -	\$ 2,577.86		3,150.00	2,577.86
10-80-6120-3502	R/M Facilities	\$ 30,000.00	\$ 2,261.67	\$ 11,311.32	\$ 18,688.68	\$ 12,686.68	\$ 6,002.00		30,000.00	6,002.00
10-80-6120-4400	Contract Services	\$ 29,000.00	\$ 275.23	\$ 23,173.89	\$ 5,826.11	\$ 166.19	\$ 5,659.92		29,000.00	5,659.92
10-80-6120-4500	Insurance & Bonding	\$ -	\$ 4.61	\$ 4.61	\$ (4.61)	\$ -	\$ (4.61)		-	(4.61)
10-80-6120-5000	Capital Purchases Under \$5000	\$ 157,500.00	\$ 14,500.00	\$ 14,500.00	\$ 143,000.00	\$ -	\$ 143,000.00	(46,760.00)	110,740.00	96,240.00
10-80-6120-5100	Capital Outlay - Equipment	\$ 7,844.00	\$ -	\$ -	\$ 7,844.00	\$ -	\$ 7,844.00		7,844.00	7,844.00
10-80-6120-5400	Capital Outlay - Vehicles	\$ 15,321.00	\$ 552.90	\$ 5,184.39	\$ 10,136.61	\$ -	\$ 10,136.61		15,321.00	10,136.61

Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	Transfer between lines	New Budget Amount	Available
10-80-6120-5600	Capital Project/Kingsley pier	\$ 221,000.00	\$ -	\$ -	\$ 221,000.00	\$ -	\$ 221,000.00		221,000.00	221,000.00
10-80-6120-5800	Capital Outlay -Capital Improv	\$ 38,000.00	\$ -	\$ -	\$ 38,000.00	\$ -	\$ 38,000.00		38,000.00	38,000.00
80	Parks & Recreation	\$ 957,756.00	\$ 62,327.88	\$ 407,384.73	\$ 550,371.27	\$ 27,859.72	\$ 522,511.55	-	957,756.00	522,511.55
81	Community Building									
10-81-6150-0200	Part-Time Employees	\$ 40,000.00	\$ 1,681.16	\$ 18,683.77	\$ 21,316.23	\$ -	\$ 21,316.23		40,000.00	21,316.23
10-81-6150-0900	F.I.C.A.	\$ 3,060.00	\$ 128.61	\$ 1,429.33	\$ 1,630.67	\$ -	\$ 1,630.67		3,060.00	1,630.67
10-81-6150-1100	Health/Life/Dental Insurance	\$ -	\$ 34.90	\$ 34.90	\$ (34.90)	\$ -	\$ (34.90)	35.00	35.00	0.10
10-81-6150-1400	Workers Compensation Insurance	\$ 1,600.00	\$ -	\$ 550.93	\$ 1,049.07	\$ -	\$ 1,049.07		1,600.00	1,049.07
10-81-6150-2600	Departmental Supplies	\$ 3,000.00	\$ 634.72	\$ 1,264.55	\$ 1,735.45	\$ -	\$ 1,735.45		3,000.00	1,735.45
10-81-6150-2700	Marketing	\$ 3,000.00	\$ 167.13	\$ 1,611.38	\$ 1,388.62	\$ 773.62	\$ 615.00		3,000.00	615.00
10-81-6150-3200	Communications	\$ 1,500.00	\$ 128.23	\$ 863.41	\$ 636.59	\$ 415.95	\$ 220.64		1,500.00	220.64
10-81-6150-3300	Utilities	\$ 15,000.00	\$ 828.06	\$ 7,452.45	\$ 7,547.55	\$ 3,487.51	\$ 4,060.04		15,000.00	4,060.04
10-81-6150-3502	R/M Facilities	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00		2,000.00	2,000.00
10-81-6150-4400	Contract Services	\$ 5,000.00	\$ -	\$ (5,205.64)	\$ 10,205.64	\$ -	\$ 10,205.64	(4,556.00)	444.00	5,649.64
10-81-6150-5000	Capital Purchases Under \$5000	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00	\$ -	\$ 3,000.00		3,000.00	3,000.00
10-81-6150-5800	Capital Outlay -Capital Improv	\$ 45,000.00	\$ -	\$ 49,521.00	\$ (4,521.00)	\$ -	\$ (4,521.00)	4,521.00	49,521.00	-
81	Community Building	\$ 122,160.00	\$ 3,602.81	\$ 76,206.08	\$ 45,953.92	\$ 4,677.08	\$ 41,276.84	-	122,160.00	41,276.84
82	Community Relations									
10-82-6170-0000	Full-Time Employees	\$ 179,510.00	\$ 13,639.67	\$ 137,613.58	\$ 41,896.42	\$ -	\$ 41,896.42		179,510.00	41,896.42
10-82-6170-0001	Employee Overtime	\$ 3,346.00	\$ -	\$ 35.73	\$ 3,310.27	\$ -	\$ 3,310.27	(521.00)	2,825.00	2,789.27
10-82-6170-0200	Part time wages	\$ -	\$ -	\$ 521.51	\$ (521.51)	\$ -	\$ (521.51)	521.00	521.00	(0.51)
10-82-6170-0700	401K Retirement Supplement	\$ 9,143.00	\$ 681.98	\$ 6,801.22	\$ 2,341.78	\$ -	\$ 2,341.78		9,143.00	2,341.78
10-82-6170-0900	F.I.C.A.	\$ 13,988.00	\$ 1,028.96	\$ 10,440.30	\$ 3,547.70	\$ -	\$ 3,547.70		13,988.00	3,547.70
10-82-6170-1000	LGERS Retirement	\$ 21,496.00	\$ 1,658.58	\$ 16,403.72	\$ 5,092.28	\$ -	\$ 5,092.28		21,496.00	5,092.28
10-82-6170-1100	Health/Life/Dental Insurance	\$ 36,000.00	\$ 3,115.01	\$ 22,757.87	\$ 13,242.13	\$ -	\$ 13,242.13		36,000.00	13,242.13
10-82-6170-1400	Workers Compensation Insurance	\$ 5,356.00	\$ -	\$ 1,844.24	\$ 3,511.76	\$ -	\$ 3,511.76		5,356.00	3,511.76
10-82-6170-2600	Departmental Supplies	\$ 18,000.00	\$ 781.02	\$ 6,870.98	\$ 11,129.02	\$ 3,182.09	\$ 7,946.93	(500.00)	17,500.00	7,446.93
10-82-6170-2601	Beautification Committee	\$ 3,000.00	\$ -	\$ 651.84	\$ 2,348.16	\$ -	\$ 2,348.16		3,000.00	2,348.16
10-82-6170-2710	Tourism Community Events	\$ 15,356.00	\$ 1,250.00	\$ 3,834.42	\$ 11,521.58	\$ 460.00	\$ 11,061.58		15,356.00	11,061.58
10-82-6170-2711	Special Marketing Opps	\$ 8,000.00	\$ 1,601.99	\$ 6,447.57	\$ 1,552.43	\$ -	\$ 1,552.43		8,000.00	1,552.43
10-82-6170-2712	Grant Matching Funds	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	\$ -	\$ 10,000.00		10,000.00	10,000.00
10-82-6170-3100	Travel & Training	\$ 5,000.00	\$ 199.00	\$ 1,547.86	\$ 3,452.14	\$ -	\$ 3,452.14		5,000.00	3,452.14
10-82-6170-3200	Communications	\$ 28,000.00	\$ 5,649.82	\$ 19,281.61	\$ 8,718.39	\$ 1,194.64	\$ 7,523.75		28,000.00	7,523.75
10-82-6170-3300	Utilities	\$ 10,500.00	\$ 1,202.49	\$ 8,664.61	\$ 1,835.39	\$ 2,298.00	\$ (462.61)		11,000.00	37.39
10-82-6170-4400	Contract Services	\$ 5,500.00	\$ 174.47	\$ 2,783.84	\$ 2,716.16	\$ 450.00	\$ 2,266.16	500.00	5,500.00	2,266.16
10-82-6170-4500	Insurance & Bonding	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00		5,000.00	5,000.00
10-82-6170-5500	Capital Outlay - Equipment	\$ 10,000.00	\$ 108.72	\$ 1,376.87	\$ 8,623.13	\$ 1,400.56	\$ 7,222.57	(3,500.00)	6,500.00	3,722.57
82	Community Relations	\$ 387,195.00	\$ 31,091.71	\$ 247,877.77	\$ 139,317.23	\$ 8,985.29	\$ 130,331.94	(3,500.00)	383,695.00	126,831.94
96	Solid Waste									
10-96-4170-4400	Contract Services	\$ 242,069.00	\$ 25,543.32	\$ 208,348.86	\$ 33,720.14	\$ 71,371.10	\$ (37,650.96)	68,500.00	310,569.00	30,849.04
96	Solid Waste	\$ 242,069.00	\$ 25,543.32	\$ 208,348.86	\$ 33,720.14	\$ 71,371.10	\$ (37,650.96)		310,569.00	30,849.04
15	Expense Total	\$ 10,609,298.25	\$ 352,882.81	\$ 6,683,285.64	\$ 3,926,012.61	\$ 375,273.58	\$ 3,550,739.03			
10	General Fund	\$ 10,609,298.25	\$ 352,882.81	\$ 6,683,285.64	\$ 3,926,012.61	\$ 375,273.58	\$ 3,550,739.03			

Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	Transfer between lines	New Budget Amount	Available
20	Powell Bill Fund									
20	Powell Bill									
20-20-4510-5500	Capital Outlay - Equipment	\$ 178,812.00	\$ -	\$ 84,930.00	\$ 93,882.00	\$ 12,500.00	\$ 81,382.00		178,812.00	81,382.00
20	Powell Bill	\$ 178,812.00	\$ -	\$ 84,930.00	\$ 93,882.00	\$ 12,500.00	\$ 81,382.00		178,812.00	81,382.00
Expense Total		\$ 178,812.00	\$ -	\$ 84,930.00	\$ 93,882.00	\$ 12,500.00	\$ 81,382.00			
20	Powell Bill Fund	\$ 178,812.00	\$ -	\$ 84,930.00	\$ 93,882.00	\$ 12,500.00	\$ 81,382.00			
21	Firemen's Fund									
11	Fire									
21-11-4340-3000	Southport Firemen's Expenses	\$ -	\$ -	\$ 47,632.07	\$ (47,632.07)	\$ -	\$ (47,632.07)		-	(47,632.07)
11	Fire	\$ -	\$ -	\$ 47,632.07	\$ (47,632.07)	\$ -	\$ (47,632.07)		-	(47,632.07)
Expense Total		\$ -	\$ -	\$ 47,632.07	\$ (47,632.07)	\$ -	\$ (47,632.07)			
21	Firemen's Fund	\$ -	\$ -	\$ 47,632.07	\$ (47,632.07)	\$ -	\$ (47,632.07)			
23	Capital Project Fund									
23	DEPT									
23-23-7300-5800	Capital Outlay -Capital Improv	\$ 1,200,000.00	\$ -	\$ -	\$ 1,200,000.00	\$ -	\$ 1,200,000.00		1,200,000.00	1,200,000.00
23	DEPT	\$ 1,200,000.00	\$ -	\$ -	\$ 1,200,000.00	\$ -	\$ 1,200,000.00		1,200,000.00	1,200,000.00
Expense Total		\$ 1,200,000.00	\$ -	\$ -	\$ 1,200,000.00	\$ -	\$ 1,200,000.00			
23	Capital Project Fund	\$ 1,200,000.00	\$ -	\$ -	\$ 1,200,000.00	\$ -	\$ 1,200,000.00			
30	Electric Fund									
93	Electric									
30-93-7210-0000	Full-Time Employees	\$ 373,110.00	\$ 27,680.87	\$ 271,318.00	\$ 101,792.00	\$ -	\$ 101,792.00		373,110.00	101,792.00
30-93-7210-0001	Employee Overtime	\$ 4,392.00	\$ 172.63	\$ 3,193.60	\$ 1,198.40	\$ -	\$ 1,198.40		4,392.00	1,198.40
30-93-7210-0700	401K Retirement Supplement	\$ 18,875.00	\$ 1,275.56	\$ 10,721.95	\$ 8,153.05	\$ -	\$ 8,153.05		18,875.00	8,153.05
30-93-7210-0900	F.I.C.A.	\$ 28,879.00	\$ 2,131.77	\$ 19,115.44	\$ 9,763.56	\$ -	\$ 9,763.56		28,879.00	9,763.56
30-93-7210-1000	LGERS Retirement	\$ 45,904.00	\$ 3,102.17	\$ 26,120.70	\$ 19,783.30	\$ -	\$ 19,783.30		45,904.00	19,783.30
30-93-7210-1100	Health/Life/Dental Insurance	\$ 56,880.00	\$ 6,567.03	\$ 50,627.34	\$ 6,252.66	\$ -	\$ 6,252.66		56,880.00	6,252.66
30-93-7210-1400	Workers Compensation Insurance	\$ 5,602.00	\$ -	\$ 1,928.94	\$ 3,673.06	\$ -	\$ 3,673.06		5,602.00	3,673.06
30-93-7210-1800	Professional Fees	\$ 32,235.00	\$ -	\$ 8,862.67	\$ 23,372.33	\$ -	\$ 23,372.33		32,235.00	23,372.33
30-93-7210-2100	Uniforms & Protective Gear	\$ 2,223.00	\$ 284.01	\$ 523.91	\$ 1,699.09	\$ 476.09	\$ 1,223.00		2,223.00	1,223.00
30-93-7210-2500	Vehicle Supplies	\$ 1,050.00	\$ 82.36	\$ 499.00	\$ 551.00	\$ 115.15	\$ 435.85		1,050.00	435.85
30-93-7210-2600	Departmental Supplies	\$ 13,230.00	\$ 1,013.37	\$ 7,999.50	\$ 5,230.50	\$ 3,207.85	\$ 2,022.65		13,230.00	2,022.65
30-93-7210-2700	Power Purchase	\$ 4,830,000.00	\$ 397,445.31	\$ 3,748,345.22	\$ 1,081,654.78	\$ 1,503,088.03	\$ (421,433.25)	421,434.00	5,251,434.00	0.75
30-93-7210-2701	Utility Sales Tax	\$ 446,619.00	\$ 85,434.47	\$ 359,706.21	\$ 86,912.79	\$ -	\$ 86,912.79		446,619.00	86,912.79
30-93-7210-3100	Travel & Training	\$ 15,750.00	\$ 412.67	\$ 3,388.71	\$ 12,361.29	\$ -	\$ 12,361.29		15,750.00	12,361.29
30-93-7210-3200	Communications	\$ 25,612.00	\$ 234.19	\$ 2,629.43	\$ 22,982.57	\$ 1,876.98	\$ 21,105.59		25,612.00	21,105.59
30-93-7210-3300	Utilities	\$ 1,260.00	\$ 140.76	\$ 920.93	\$ 339.07	\$ 374.71	\$ (35.64)	500.00	1,760.00	464.36
30-93-7210-3500	R/M Equipment	\$ 3,150.00	\$ -	\$ -	\$ 3,150.00	\$ -	\$ 3,150.00		3,150.00	3,150.00

Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	Transfer between lines	New Budget Amount	Available
30-93-7210-3501	R/M Vehicles	\$ 593.00	\$ -	\$ -	\$ 593.00	\$ -	\$ 593.00		593.00	593.00
30-93-7210-3502	Install Load Mgt Switches	\$ 85,821.00	\$ 375.00	\$ 27,562.47	\$ 58,258.53	\$ 7,109.88	\$ 51,148.65		85,821.00	51,148.65
30-93-7210-4400	Contract Services	\$ 58,031.00	\$ 2,856.61	\$ 28,669.38	\$ 29,361.62	\$ 42,557.78	\$ (13,196.16)	13,197.00	71,228.00	0.84
30-93-7210-4500	Insurance & Bonding	\$ 8,400.00	\$ 4.61	\$ 7,425.54	\$ 974.46	\$ -	\$ 974.46		8,400.00	974.46
30-93-7210-4800	Billing Contract	\$ 208,950.00	\$ -	\$ 157,244.32	\$ 51,705.68	\$ -	\$ 51,705.68		208,950.00	51,705.68
30-93-7210-4900	Operations & Maintenance BEMC	\$ 546,833.00	\$ 44,836.79	\$ 403,531.11	\$ 143,301.89	\$ 170,868.89	\$ (27,567.00)	27,567.00	574,400.00	-
30-93-7210-5400	Capital Outlay - Vehicles	\$ 7,350.00	\$ 558.67	\$ 5,036.41	\$ 2,313.59	\$ -	\$ 2,313.59		7,350.00	2,313.59
30-93-7210-5500	Capital Outlay - Equipment	\$ 98,000.00	\$ -	\$ 13,991.27	\$ 84,008.73	\$ 76,008.73	\$ 8,000.00		98,000.00	8,000.00
30-93-7210-5800	Capital Outlay -Capital Improv	\$ 73,299.00	\$ 6,199.99	\$ 11,193.81	\$ 62,105.19	\$ 48,806.19	\$ 13,299.00		73,299.00	13,299.00
30-93-7210-5900	Capital Outlay - System	\$ 3,253,463.00	\$ 59,276.44	\$ 243,996.48	\$ 3,009,466.52	\$ 2,079,273.17	\$ 930,193.35	(462,698.00)	2,790,765.00	467,495.35
93	Electric	\$ 10,245,511.00	\$ 640,085.28	\$ 5,414,552.34	\$ 4,830,958.66	\$ 3,933,763.45	\$ 897,195.21	462,698.00	10,245,511.00	897,195.21
Expense Total		\$ 10,245,511.00	\$ 640,085.28	\$ 5,414,552.34	\$ 4,830,958.66	\$ 3,933,763.45	\$ 897,195.21			
30	Electric Fund	\$ 10,245,511.00	\$ 640,085.28	\$ 5,414,552.34	\$ 4,830,958.66	\$ 3,933,763.45	\$ 897,195.21			
31	Water & Sewer Fund									
91	Water/Sewer									
31-91-7130-0000	Full-Time Employees	\$ 781,737.00	\$ 49,278.12	\$ 470,491.70	\$ 311,245.30	\$ -	\$ 311,245.30	(25,000.00)	756,737.00	286,245.30
31-91-7130-0001	Employee Overtime	\$ 20,561.00	\$ 896.93	\$ 10,697.56	\$ 9,863.44	\$ -	\$ 9,863.44		20,561.00	9,863.44
31-91-7130-0200	Part-Time Employees	\$ -	\$ 5,355.00	\$ 7,661.25	\$ (7,661.25)	\$ -	\$ (7,661.25)	25,000.00	25,000.00	17,338.75
31-91-7130-0700	401K Retirement Supplement	\$ 40,115.00	\$ 2,391.67	\$ 20,302.76	\$ 19,812.24	\$ -	\$ 19,812.24		40,115.00	19,812.24
31-91-7130-0900	F.I.C.A.	\$ 61,376.00	\$ 4,185.28	\$ 33,972.94	\$ 27,403.06	\$ -	\$ 27,403.06		61,376.00	27,403.06
31-91-7130-1000	LGERS Retirement	\$ 97,559.00	\$ 5,816.42	\$ 49,199.27	\$ 48,359.73	\$ -	\$ 48,359.73		97,559.00	48,359.73
31-91-7130-1100	Health/Life/Dental Insurance	\$ 140,321.00	\$ 12,293.25	\$ 87,249.77	\$ 53,071.23	\$ -	\$ 53,071.23		140,321.00	53,071.23
31-91-7130-1400	Workers Compensation Insurance	\$ 24,067.00	\$ -	\$ 8,287.70	\$ 15,779.30	\$ -	\$ 15,779.30		24,067.00	15,779.30
31-91-7130-1800	Professional Fees	\$ 58,036.00	\$ -	\$ 8,862.66	\$ 49,173.34	\$ -	\$ 49,173.34		58,036.00	49,173.34
31-91-7130-2100	Uniforms & Protective Gear	\$ 13,500.00	\$ 544.97	\$ 7,180.81	\$ 6,319.19	\$ 3,417.75	\$ 2,901.44		13,500.00	2,901.44
31-91-7130-2500	Vehicle Supplies	\$ 25,000.00	\$ 5,610.56	\$ 24,286.54	\$ 713.46	\$ 378.00	\$ 335.46		25,000.00	335.46
31-91-7130-2600	Departmental Supplies	\$ 49,726.00	\$ 4,204.62	\$ 18,759.80	\$ 30,966.20	\$ 10,810.02	\$ 20,156.18		49,726.00	20,156.18
31-91-7130-2606	Sewer Supplies/Coll System	\$ 198,868.75	\$ 44,831.68	\$ 92,938.42	\$ 105,930.33	\$ 12,929.34	\$ 93,000.99		198,868.75	93,000.99
31-91-7130-2700	Water Purchase	\$ 1,073,982.00	\$ 46,119.75	\$ 562,017.75	\$ 511,964.25	\$ 188,982.25	\$ 322,982.00		1,073,982.00	322,982.00
31-91-7130-3100	Travel & Training	\$ 14,438.00	\$ 2,308.20	\$ 7,404.79	\$ 7,033.21	\$ -	\$ 7,033.21		14,438.00	7,033.21
31-91-7130-3200	Communications	\$ 20,893.00	\$ 2,110.76	\$ 10,335.36	\$ 10,557.64	\$ 3,099.57	\$ 7,458.07		20,893.00	7,458.07
31-91-7130-3300	Utilities	\$ 54,238.00	\$ 4,129.41	\$ 38,165.23	\$ 16,072.77	\$ 10,133.31	\$ 5,939.46		54,238.00	5,939.46
31-91-7130-3500	R/M Equipment	\$ 13,994.00	\$ 1,825.98	\$ 14,103.12	\$ (109.12)	\$ -	\$ (109.12)		16,994.00	2,890.88
31-91-7130-3501	R/M Vehicles	\$ 21,000.00	\$ 61.18	\$ 6,019.06	\$ 14,980.94	\$ -	\$ 14,980.94		21,000.00	14,980.94
31-91-7130-3506	Sewer System R&M/Coll System	\$ 676,389.00	\$ 37,126.26	\$ 171,923.97	\$ 504,465.03	\$ 53,201.29	\$ 451,263.74		676,389.00	451,263.74
31-91-7130-3900	Other Services	\$ 6,294.00	\$ -	\$ 2,011.75	\$ 4,282.25	\$ -	\$ 4,282.25		6,294.00	4,282.25
31-91-7130-3900	Neighbors 4 Neighbors	\$ 13,650.00	\$ 942.00	\$ 8,266.00	\$ 5,384.00	\$ 274.00	\$ 5,110.00		13,650.00	5,110.00
31-91-7130-3910	Contract Services	\$ 1,400,887.00	\$ 115,274.04	\$ 887,511.84	\$ 513,375.16	\$ 609,168.36	\$ (95,793.20)	200,000.00	1,600,887.00	104,206.80
31-91-7130-4400	Insurance & Bonding	\$ 46,413.00	\$ -	\$ 41,003.27	\$ 5,409.73	\$ -	\$ 5,409.73		46,413.00	5,409.73
31-91-7130-4500	Capital Outlay - Equipment	\$ 565,000.00	\$ -	\$ 108,816.37	\$ 456,183.63	\$ 78,050.00	\$ 378,133.63		565,000.00	378,133.63
31-91-7130-5100	Capital Outlay - Vehicles	\$ 67,043.00	\$ 3,018.23	\$ 29,195.87	\$ 37,847.13	\$ -	\$ 37,847.13		67,043.00	37,847.13
31-91-7130-5400	Capital Outlay - Equipment	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	\$ -	\$ 100,000.00		100,000.00	100,000.00
31-91-7130-5500	Capital Outlay -Capital Improv	\$ 26,000.00	\$ -	\$ 21,312.90	\$ 4,687.10	\$ -	\$ 4,687.10		26,000.00	4,687.10
31-91-7130-5800	Capital Outlay - System	\$ 156,500.00	\$ 31,262.50	\$ 112,575.36	\$ 43,924.64	\$ 53,744.20	\$ (9,819.56)	110,000.00	266,500.00	100,180.44
31-91-7130-5900	Bond Retirement	\$ 765,308.50	\$ -	\$ 124,632.76	\$ 640,675.74	\$ -	\$ 640,675.74		765,308.50	640,675.74
31-91-7130-7100	Contingency	\$ 765,044.00	\$ -	\$ 7,500.00	\$ 757,544.00	\$ -	\$ 757,544.00	(313,000.00)	452,044.00	444,544.00
31-91-9990-0000	Depreciation	\$ 315,000.00	\$ -	\$ -	\$ 315,000.00	\$ -	\$ 315,000.00		315,000.00	315,000.00

Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	Transfer between lines	New Budget Amount	Available
91	Water/Sewer	\$ 7,612,940.25	\$ 379,586.81	\$ 2,992,686.58	\$ 4,620,253.67	\$ 1,024,188.09	\$ 3,596,065.58		7,612,940.25	3,596,065.58
Expense Total										
31	Water & Sewer Fund	\$ 7,612,940.25	\$ 379,586.81	\$ 2,992,686.58	\$ 4,620,253.67	\$ 1,024,188.09	\$ 3,596,065.58			
		\$ 7,612,940.25	\$ 379,586.81	\$ 2,992,686.58	\$ 4,620,253.67	\$ 1,024,188.09	\$ 3,596,065.58			
32	System Development Fee Fund									
92	DEPT	\$ 693,468.00	\$ -	\$ -	\$ 693,468.00	\$ -	\$ 693,468.00		693,468.00	693,468.00
32-92-7135-9600	Sewer Development Fee Transfer	\$ 87,515.00	\$ -	\$ -	\$ 87,515.00	\$ -	\$ 87,515.00		87,515.00	87,515.00
32-92-7135-9700	Water Development Fee Transfer	\$ 780,983.00	\$ -	\$ -	\$ 780,983.00	\$ -	\$ 780,983.00		780,983.00	780,983.00
92	DEPT									
Expense Total		\$ 780,983.00	\$ -	\$ -	\$ 780,983.00	\$ -	\$ 780,983.00			
32	System Development Fee Fund	\$ 780,983.00	\$ -	\$ -	\$ 780,983.00	\$ -	\$ 780,983.00			
42	Part F Grant. Capital Projects									
42	DEPT	\$ 421,224.00	\$ -	\$ 277,735.40	\$ 143,488.60	\$ 27,029.25	\$ 116,459.35		421,224.00	116,459.35
42-42-8111-5800	Capital Outlay -Capital Improv	\$ 421,224.00	\$ -	\$ 277,735.40	\$ 143,488.60	\$ 27,029.25	\$ 116,459.35		421,224.00	116,459.35
42	DEPT									
Expense Total		\$ 421,224.00	\$ -	\$ 277,735.40	\$ 143,488.60	\$ 27,029.25	\$ 116,459.35			
42	Part F Grant. Capital Projects	\$ 421,224.00	\$ -	\$ 277,735.40	\$ 143,488.60	\$ 27,029.25	\$ 116,459.35			
50	ARP Funding									
50	ARPA Funding	\$ 1,263,954.06	\$ -	\$ -	\$ 1,263,954.06	\$ -	\$ 1,263,954.06		1,263,954.06	1,263,954.06
50-50-8111-4400	Contract Services	\$ 1,263,954.06	\$ -	\$ -	\$ 1,263,954.06	\$ -	\$ 1,263,954.06		1,263,954.06	1,263,954.06
50	ARPA Funding									
Expense Total		\$ 1,263,954.06	\$ -	\$ -	\$ 1,263,954.06	\$ -	\$ 1,263,954.06			
50	ARP Funding	\$ 1,263,954.06	\$ -	\$ -	\$ 1,263,954.06	\$ -	\$ 1,263,954.06			
60	Waterfront Stabilization Fund									
60	DEPT	\$ 5,000,000.00	\$ -	\$ -	\$ 5,000,000.00	\$ -	\$ 5,000,000.00		5,000,000.00	5,000,000.00
60-60-8111-5800	Capital Outlay -Capital Improv	\$ 5,000,000.00	\$ -	\$ -	\$ 5,000,000.00	\$ -	\$ 5,000,000.00		5,000,000.00	5,000,000.00
60	DEPT									
Expense Total		\$ 5,000,000.00	\$ -	\$ -	\$ 5,000,000.00	\$ -	\$ 5,000,000.00			
60	Waterfront Stabilization Fund	\$ 5,000,000.00	\$ -	\$ -	\$ 5,000,000.00	\$ -	\$ 5,000,000.00			
Expense Total		\$ 37,312,722.56	\$ 1,372,554.90	\$ 15,502,075.63	\$ 21,810,646.93	\$ 5,372,754.37	\$ 16,437,892.56			

REQUEST FOR BUDGET TRANSFER UNDER BUDGET OFFICER AUTHORITY: I hereby request approval for a transfer of line items and departments within the

Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	Transfer between lines	New Budget Amount	Available
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authority of the city manager, the proposed transfers will still leave sufficient funds in those line items to meet the needs for the balance of this fiscal year ending June 30, 2023. April 13, 2023


 Bonnie Therrien City Manager


 Melanie Trexler Finance Director

4/4/2023



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: 4/5/2023 **DEPARTMENT:** Community Relations and Administration

PRESENTED BY: Randy Jones and Dorrie Dutton

ITEM SPONSORED BY: _____

ITEM/TOPIC: Filming Ordinance, Article VI. Code of Ordinances

COST: n/a

BUDGET LINE ITEM: _____

JUSTIFICATION: Changing the ordinance to reference the fee schedule instead of listing out each potential type of charge will make it longer lasting instead of having to update the ordinance everytime the fees change. It also includes additional fees if the request is late being made.

IMPACT IF NOT APPROVED: _____

We may have to adopt a new amendment periodically as fees change.

DEPARTMENT HEAD COMMENTS: I support the change because it references a document that gets updated and adopted every year with the budget.

CITY MANAGER COMMENTS: I concur with this recommendation so that fees are clearly spelled out for the public and employees to reference.

ATTACHMENTS: Draft ordinance amendment.

REQUESTED ACTION: The amendment can be adopted as part of the Consent Agenda unless further discussion is required.

PROPOSED MOTION: When you approve the Consent Agenda, the ordinance amendment will be adopted. No public hearing is required.

ARTICLE VI. FILMING¹

Sec. 10-131. Application.

Any film production company desiring to film on public property or to film so as to affect public property within the city limits must apply for a permit. The application must be presented to the Police Chief and or film liaison at least seven (7) days prior to the date of filming. Said application shall include all information as required in said application by the city. Following submission of the application, a pre-production meeting is required between the film liaison and the location manager to review the application. An insurance certificate must be furnished at this meeting. All productions are required to maintain public liability insurance policies for filming on location within the city. The following policy amounts are required:

Minimum Performance Deposit	*
Comprehensive General Liability Insurance	\$1,000,000.00
Automobile Liability	\$1,000,000.00
Worker's Comp and Employer's Liability	\$1,000,000.00

Amount to be determined on a case by case basis by the Police Chief or Film Liaison based on an estimate of the production's total cost related to city usage.

No permits will be issued until this meeting has taken place and the insurance certificate furnished. One (1) film permit will be issued any given time/date. Exceptions may be considered for low impact filming.

Film production companies shall, prior to issuance of a permit, sign an agreement to indemnify, defend and hold harmless the city, its officers, agents and employees from and against all claims, suits, actions, damages, liability and expenses for bodily or personal injury, loss of life or property or damage arising from or out of any occurrence while filming in the city.

(Ord. of 10-9-97(1); Ord. of 12-14-00)

Sec. 10-132. Activities limited.

The production company shall limit the activities at each location to those outlined in the filming permit. Failure of the production company to comply with the guidelines and conditions set forth for each permit, or the use of any location not specified in the permit, shall give the city grounds to revoke the permit or impose such penalties or fines as are deemed necessary. Prior to taking such action, the city shall notify the production company and give it an opportunity to be heard.

(Ord. of 10-9-97(1); Ord. of 12-14-00)

¹Editor's note(s)—Ord. of December 14, 2000 enacted a new article VI, §§ 10-130—10-154. At the discretion of the editor said provisions have been renumbered as §§ 10-131—10-155, to better fit the format of the Code.

Sec. 10-133. Notification.

The production company will notify all businesses and residents affected by activity. Notification should take place no less than seven (7) days prior to the planned activity. Earlier notification may be required in cases where planned activities may have a significant impact on normal activities of the area. Notification should include information concerning the location and duration of the filming activities in question as well as specifics regarding lights, noise, or any special effects. The area to be covered by notification will vary depending on the impact of the planned activity. The area to be notified shall be determined by the Police Chief or film liaison. A list of those persons and businesses requiring notification must be forwarded to the film liaison in a written format-indicating name, address, and date person was contacted. The list must be forwarded to the film liaison seven (7) days prior to the planned activity. The city reserves the right to deny or revoke permits where insufficient time has been allowed for proper notification, or when the notification process has been improperly applied.

(Ord. of 10-9-97(1); Ord. of 12-14-00)

Sec. 10-134. Approvals.

Written approval must be obtained from the Police Chief as provided by the film liaison prior to any film activity which would disrupt the normal flow of traffic. Traffic control, if needed must be handled by Southport Police Officers hired by the production company through the city.

Request for street closures or diverting of traffic should be made seven (7) days in advance to allow for planning of alternate routes and proper signage. Requests must be forwarded to the Police Chief. Any diversion or closure of a "state" road or highway must have prior approval from the state department of transportation and approved by the Police Chief. Permits must be obtained from the City building inspector/Fire Marshal for the use of tents for holding areas, catering, etc. (This applies to any tent with closed sides.)

(Ord. of 10-9-97(1); Ord. of 12-14-00)

Sec. 10-135. Explosives.

The use of explosives, pyrotechnics, fire, smoke-making machines or other special effects may not be undertaken unless specifically approved in writing by the Southport Fire Chief. A noise ordinance exception must be approved by Police Chief.

(Ord. of 10-9-97(1); Ord. of 12-14-00)

Sec. 10-136. Vegetation.

Removal, cutting, or trimming of vegetation in the public right-of-way is prohibited unless specifically approved by permit.

(Ord. of 10-9-97(1); Ord. of 12-14-00)

Sec. 10-137. Filming on private property.

Filming shall not take place on private property without the consent of property owner.

(Ord. of 10-9-97(1); Ord. of 12-14-00)

Sec. 10-138. Parking of equipment.

All equipment and support vehicles not in immediate use shall be parked as not to cause any interference to pedestrians or vehicular traffic, and shall utilize no more than fifty (50) percent of on-street parking spaces in blocks where it is necessary and customary for residents to depend on-street parking. Exceptions may be made for "period" scenes. Production vehicles must not block fire hydrants, driveways, or other access ramps unless authorized by the city or property owner affected. Ten (10) feet of clearance should be left on either side of affected driveways, unless authorized by the city or property owner affected. Production vehicles must be parked in such a way as to not impeded safe lines of vision at intersections.

(Ord. of 10-9-97(1); Ord. of 12-14-00)

Sec. 10-139. Lighting.

Lighting for filming, both during the day and at night, shall be oriented away from neighboring residences unless approved by the city, and shall not interfere with the safe movement of traffic.

(Ord. of 10-9-97(1); Ord. of 12-14-00)

Sec. 10-140. Daily clean-up.

At the end of each shooting day, production companies shall clean and restore the site locations including public and private lands, to its original condition with minimum amount of noise and disruption. The city may grant an exception for "period" shots that are more than one (1) day in duration.

(Ord. of 10-9-97(1); Ord. of 12-14-00)

Sec. 10-141. Garbage assistance.

Production companies which block or hold traffic on streets scheduled for garbage pick-up shall move trash cans to a location accessible to sanitation vehicles, and then return them to their proper owners.

(Ord. of 10-9-97(1); Ord. of 12-14-00)

Sec. 10-142. Use of public right-of-way.

Residents may not charge production companies for the use of public right of ways in front of their homes, nor prohibit its' use, but production companies must return the right of way to its' original condition.

(Ord. of 10-9-97(1); Ord. of 12-14-00)

Sec. 10-143. Special effects hours.

*Special effects involving sirens, gunshots, speeding cars, or other loud noises are limited to the hours from 8:00 a.m. to 9:00 p.m. Sunday through Thursday and 8:00 a.m. to 11:00 p.m. Friday and

Saturday. **SOUTHPORT HAS A 24 HOUR NOISE ORDINANCE THAT WILL BE ENFORCED BY THE CITY POLICE DEPARTMENT**

(Ord. of 10-9-97(1); Ord. of 12-14-00)

Sec. 10-144. Base camps.

Base camps and dressing room trailers shall be parked away from residential areas unless prior written approval from the Police Chief is obtained. Steps shall be taken to control noise from generators, slamming doors, engines, etc., in the early morning hours before 7:30 a.m. and after 9:00 p.m.

Base camps and equipment trucks moving into residential areas with prior approval shall not do so between 7:00 a.m. or after 11:00 p.m. without prior written approval from the Police Chief or his designee. Base camps and equipment moving into these areas between 11:00 p.m. and 7:00 a.m. without written permission shall be subject to fines, ticketing, or suspension of the filming permit. Base camps/staging areas should be sited only in areas zoned commercial unless prior written approval from the Police Chief has been obtained.

(Ord. of 10-9-97(1); Ord. of 12-14-00)

Sec. 10-145. Traffic control.

All filming activity which involves the holding, delaying, or re-routing of traffic in residential areas must be accompanied by at least one (1) police officer.

(Ord. of 10-9-97(1); Ord. of 12-14-00)

Sec. 10-146. Parking in alleys.

No parking of equipment of any kind in alleys shall be allowed without written permission from the Police Chief.

(Ord. of 10-9-97(1); Ord. of 12-14-00)

Sec. 10-147. Areas of environmental concern.

If a film set contains dirt, sod, etc. and is located in close proximity to an environmentally sensitive area, the film company will take such measures as deemed necessary to insure that such materials, dirt, sod, etc. do not encroach, seep or intrude into any environmentally sensitive areas.

(Ord. of 10-9-97(1); Ord. of 12-14-00)

Sec. 10-148. Removal of sets.

All sets, piling, fencing, etc shall be removed within seven (7) days after the conclusion of filming. If such sets are not removed within this time frame, the city will remove such sets and the film company will be responsible to the city for the costs of said removal.

(Ord. of 10-9-97(1); Ord. of 12-14-00)

Sec. 10-149. Overtime expenses.

Each film production company shall pay to the city any employee overtime expenses directly attributable to filming and shall reimburse the city for the following expenses listed in the attached fee schedule.

(Ord. of 10-9-97(1); Ord. of 12-14-00)

Sec. 10-150. Filming in cemeteries.

Film production companies shall not perform any excavation in city cemeteries and the exact proposed use requested for cemetery filming must be approved by the City Manager and Police Chief.

(Ord. of 10-9-97(1); Ord. of 12-14-00)

Sec. 10-151. Availability of location manager.

The location manager of the film production shall provide the film liaison with a means to be immediately contacted (i.e., cell telephone number, pager, etc.) and shall be available during the entire time filming is in process.

(Ord. of 10-9-97(1); Ord. of 12-14-00)

Sec. 10-152. Use of "Southport".

The name "Southport", the city seal or flags shall not be used without written authorization of the Southport Board of Aldermen.

(Ord. of 10-9-97(1); Ord. of 12-14-00)

Sec. 10-153. Fees.

All applicable fees are included in the Master Fee Schedule adopted as part of the annual budget, and are subject to change, as needed.

The following fees are hereby established for filming in Southport:

~~FILMING COSTS WILL BE CHARGED AT \$150.00 PER FILMING DAY.~~

~~\$50.00 WILL BE CHARGED PER DAY FOR EQUIPMENT ON LOCATION ON NONFILMING DAYS.~~

~~Police Officers on duty~~To be determined

~~Street Closure per Block~~\$100.00 per day

~~Marked Patrol Vehicles~~\$21.50/hour

~~Fire Inspector~~\$25.00/hour

~~Fire Inspector (Special inspection, pre-production)~~\$30.00

~~Fire/Rescue Vehicles~~\$200.00/hour

~~Hydrant Meter~~\$35.00/daily

Barricades\$20.00/hour
A&B Explosives Permit\$20.00/by event
C Explosives Permit\$35.00/by event
Fireworks Permit\$200.00/by event
City Gym\$300.00 per day
Franklin Square Park\$200.00 per day
Tennis Court (Leonard Street)\$200.00 per day
Caviness Park\$200.00 per day
Keziah Park\$200.00 per day
Stevens Park (Ballfields, etc.)\$200.00 per day
City Hall\$300.00 per day
City Dock at Yacht Basin\$200.00 per day
Waterfront Park/City Pier\$400.00 per day
JayCee Building\$100.00 per day
Riverwalk/Gazebo\$300.00 per day
Community BuildingCurrent Price

Use is based on per day basis. Partial days are considered full days for expense purposes. Services for which a fee has not been established will be based on time, equipment, and material. There may be charges for services rendered on a late request, at the discretion of the Police Chief and Film Liaison. There will be an additional two hundred fifty dollar (\$250.00) charge for city services rendered as a result made with less than two (2) working days notice.

(Ord. of 10-9-97(1); Ord. of 12-14-00)

Sec. 10-154. Liaison report.

Reports as directed by the Southport Board of Alderman.

(Ord. of 10-9-97(1); Ord. of 12-14-00)

Sec. 10-155. Annual ordinance review.

Annual review of film ordinance by Southport Board of Alderman on or before the anniversary of the adoption of the initial ordinance. The film liaison will notify the Police Chief prior to this date so that the review can be placed on the agenda.

(Ord. of 12-14-00)

**BOARD OF ALDERMEN
FEBRUARY 27, 2023**

**SPECIAL PUBLIC MEETING MINUTES
SOUTHPORT COMMUNITY BUILDING**

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

STAFF PRESENT:

Bonnie Therrien, City Manager
Heather Hemphill, Parks, and Recreation Director

Dorothy Dutton, Assistant City Manager/City Clerk
Tom Stanley, Public Services Director

A) Call to Order

Mayor Hatem called the special public meeting to order at 3:06 p.m.

B) Invocation

Alderman Lowe Davis gave the invocation.

C) Pledge of Allegiance

Mayor Hatem led everyone in the Pledge of Allegiance.

D) Approval of Agenda

Alderman Allen made a motion to approve the agenda. Alderman Davis seconded the motion. All ayes. Motion carried.

E) Agenda

1. City Manager Bonnie Therrien stated the purpose of this meeting was to provide the public with an update on some of the projects ongoing in Southport, particularly the shoreline stabilization and wastewater projects. She added that the legislators awarded the City \$5 million for the shoreline stabilization project and introduced Chris Creed, the engineer with Olsen Associates, who was selected for the project.

Chris Creed thanked the Board of Aldermen for having him attend the meeting. He explained that he has worked with the City of Southport since 2018. At the time, there was no funding source identified. He described the waterfront of Southport and how storm surge, wind waves, and ship-generated waves cause high erosional stress. In addition, a channel deepening is planned for the Cape Fear River to allow larger ships through. Mr. Creed added that sea level rise is estimated at a foot per century. The shoreline in Southport has been divided into six sections for consideration. Ideally, the coastline could be walkable all along the water from the yacht basin to the eastern portion near Bonnet's Creek. There is cultural and historical significance in parts of the shoreline. The cultural assessment is ongoing. Some of the rocks and features could be parts of historic structures. Section 5 has more evidence of structures, old piers, etc. There is a small rock structure in front of the marsh. It allows the marsh area to survive because it reduces the wave action in that area.

Ship waves likely are the most impactful on our shoreline. He described the options available for stabilizing the waterfront. Option One uses T groins, a sand beach, and a living shoreline. Option Two includes breakwaters, a sand beach, and a living shoreline; Option Three would involve revetment and a living shoreline. He added that the sand would likely not stay in place for very long because of the boats that go by. The sand would have to be imported and need to be stabilized.

Mr. Creed explained that Olsen Associates is currently updating the topographic and hydrographic surveys and the cultural resource survey and investigation. The Board of Aldermen must decide which option to choose before moving forward.

Permitting this project will likely take two years. Some considerations are water depths seaward of the project, available funding, riparian ownership, and cultural resources. An environmental survey will have to be completed to include fish and other wildlife. Aldermen Alt asked about whether funding could be requested back by the state if the project includes some of the privately owned areas. Chris Creed said they would ensure they follow the grant guidelines. Alderman Alt questioned whether taking action in Sections 5 and 6 would be considered for the public betterment. Mr. Creed might not let us work in those areas, but the sections can be included to inform the property owners. The City could always partner with private owners to repair all the sections. Alderman Davis asked if there were any negative impacts if the City only does work in Sections 1-4. Mr. Creed said he doesn't foresee any negative impacts. There are many issues in the yacht basin because the shoreline is not a straight line. Mayor Pro-tem Mosteller informed the public and Mr. Creed that the City is working on a dredging project. Mr. Creed said the shoreline project should not interfere with the dredging area. Mayor Pro-tem Mosteller also asked if building up the shoreline would help the City be more resilient to sea level rise. Mr. Creed said the yacht basin and lower areas are in the most danger. He added that building up the shore doesn't mean the water won't find another way in.

Mayor Hatem explained that no decisions were being made today, but they would happily take public comments or questions.

2. Brian Stevens, a resident of Cades Cove, said he remembers considering this type of project in 2014 or 2015. Based on public input, a study was done, and it was determined that ships were shown not to harm the shore. Chris Creed said most of the damage is done by storms. Mr. Stevens also asked about the stabilization project and its impact on the proposed kayak launch. Mr. Creed explained that kayaks would still be launched between gaps in the reinforcements.

Jesse McPherson, who owns McPherson Marine, stepped up to the podium to speak. He stated that he had previously worked for the City but also lives in the area. He explained in the past, the private property owners from Atlantic Street to Kingsley Park were told they had to give up their riparian rights if the City did work. He urged the Board to allow the private owners to contribute to the project.

Mayor Hatem reiterated that wave energy is so powerful he suggested the Board consider the entire 4000 feet of waterfront.

3. Carter Hubard with W K Dickson Engineering reviewed the Mulberry Branch Wastewater Treatment Plant expansion project with Brunswick County. Bids were received in November 2022, but all the bids were too high, and they were all rejected. The cost of labor was significantly higher than anticipated. The County is ready to request bids but is waiting for the City of Southport to decide how much debt can be assumed and the best path forward to completing the project.

4. Mayor Hatem introduced Mr. Walter Gross with Wooten Engineering to review the ongoing Water and Wastewater Merger Feasibility Study. Mr. Gross explained the City received grant funding from the NC Division of Water Infrastructure to investigate a regional utility system. Wooten Engineering has received much information from Brunswick County and will start working through it. They will complete the wastewater portion first. Wooten Engineering will assess the age and condition of the existing inventory. The study usually takes a year to complete.

5. Mr. Gross reviewed the USDA sewer repair and replacement project. This project will identify weaknesses in the infrastructure and make suggestions about either repairing components or replacing them. For example, a line might be the correct size, but different material is recommended. Wooten is currently surveying the infrastructure. Next, they will make a preliminary design with estimated costs. Construction for this project should start around June 2024.

6. Carter Hubard explained that the City was awarded \$400,000 towards a "find it, fix it" project. This study will allow the engineers to take a broader look to see where the water gets into the system. The City sends a lot of extra water to the County to be processed because of storm and groundwater.

7. Carter Hubard said that W K Dickson has been working on the lift station rehab project. They

are looking to the future to determine where repairs can make the most impact on the system overall. W K Dickson has been doing the field testing with the help of City staff. The lift station on Moore Street was worse than expected. They will continue to study the stations and also consider any potential developments. The lift station project considers existing conditions, peak capacity, pump improvements, and force main improvements. Mr. Hubard added that construction for this project is tentatively scheduled for 2024.

Alderman Alt asked Mr. Hubard if he had been provided the information about the contamination in the creek. Alderman Alt said that the sewer pipes around the creek areas need to be inspected, and those areas should be prioritized. Alderman Allen stated that there are other possible sources of contamination, including septic systems and boats. There are a lot of septic systems in Smithville Woods.

8. Ms. Morrison said they are grateful to have the Cape Fear River Watchers working with them to test the water scientifically. She would like the engineers to review their historical data.

F) Board Comments

Mayor Hatem said the presentations were great, and the information was very helpful. Mayor Pro-tem Mosteller thanked the engineers for coming today to present the different projects. Alderman Alt thanked City Manager Bonnie Therrien for putting the meeting together and simultaneously getting all the pieces together. There were no other Board comments.

G.) Adjourn

Mayor Hatem adjourned the meeting at 4:54 p.m. after a motion from Alderman Lombardi. Alderman Alt seconded the motion. All ayes. Motion carried.

Joseph P. Hatem, MD, MPH.
Mayor, City of Southport

Dorothy Dutton, City Clerk

**BOARD OF ALDERMEN
INDIAN TRAIL MEETING HALL**

**SPECIAL MEETING MINUTES
MARCH 1, 2023**

PRESENT: Mayor Joseph P. Hatem, Mayor Pro-tem Karen Mosteller, John Allen, Lowe Davis, and Rich Alt

ABSENT: Alderman Lombardi and Alderman Carroll were absent from the meeting.

STAFF PRESENT:

Bonnie Therrien, City Manager
Melanie Trexler, Finance Director
Tom Zilinek, City Engineer

Dorothy Dutton, Assistant City Manager/City Clerk
Tom Stanley, Public Services Director

OTHERS PRESENT:

David Cheatwood, First Tryon Advisors
Walter Goldsmith, First Tryon Advisors

Steve Stone, Brunswick County Manager

A) Call to Order

Mayor Hatem called the special workshop to order at 9:01 a.m.

B) Alderman Lowe Davis provided the invocation.

C) Mayor Hatem led everyone in the Pledge of Allegiance. Mayor Hatem read the ethics statement.

D) *Mayor Pro-tem Mosteller made a motion to approve the agenda. Alderman Davis seconded the motion. All ayes. Motion carried.*

E) Agenda

1. Mayor Hatem thanked the consultants and City staff for arranging the workshop. He explained that the Board would discuss funding options for expanding wastewater treatment plants with Brunswick County. Mayor Hatem read the mission statement for First Tryon Advisors. City Manager Bonnie Therrien welcomed everyone to the second of three meetings scheduled for the week. She thanked the County manager for attending. Brunswick County needs direction from the City about how the project can be funded. First Tryon Advisors has been a blessing. City staff met with Mr. Cheatwood and Mr. Goldsmith on February 14, 2023, for the first time. First Tryon Advisors has been working quickly to create a model showing the options. They have included many of the ongoing projects. Ms. Therrien added that the model shows a conservative estimate, but the advisors would love more time to work through the options. Unfortunately, the County needs an answer as soon as possible.

2. Mr. David Cheatwood provided some background on the advisory firm. They are not lenders or underwriters; they have a fiduciary duty to advise the City. First Tryon Advisors know the Local Government Commission well and are familiar with their practices. First Tryon Advisors sit on the City's side of the table to review dept capacity, financial impacts, and available options for funding. Mr. Cheatwood explained that they enjoy using models because they are interactive.

3. For the City's project, they have considered existing revenues, operating expenses, and any potential impacts on the utility rates. Mr. Cheatwood said they had loaded the City's existing

debt, revenues, and expenses into the model, but it is a preliminary model only. Mr. Cheatwood provided the facts of the project. The total estimated cost is \$55 million. The City has \$30 million secured as a State Revolving Fund loan to repay over twenty (20) years at 1.3% interest. A revenue bond is typical because it pledges the City's taxing power. The Local Government Commission prefers revenue bonds to be (25) years, but (30) is possible. They assumed a 5% interest rate and \$3.5 million must be generated for debt service at that rate. The City wouldn't have to start paying it back until the project is complete. Key assumptions were customer growth, average consumption, rate growth, and collected fees. Mr. Cheatwood and Mr. Goldsmith used the model to provide different scenarios, including various rate increases, account growth, and consumption decreases. They included an elasticity factor that states as rates increase, users may use less to balance the rate increase. Mr. Cheatwood added that some communities are anti-growth, so they choose to limit the growth factor. Alderman Alt mentioned that there are currently between 500-600 lots in various forms of development. Alderman Alt asked if the loan/bond could be paid off early. Mr. Cheatwood said that after ten years, they could be paid off early.

Basic operating expenses increase by 2.5% annually for all line items. The advisors have included \$670,000 this year for general repairs. Theoretically, the Contract Services line item would decrease if the utilities merged. Mr. Cheatwood explained some financial terms, such as debt service coverage, days cash on hand, and senior lien coverage. The advisors loaded up all the projects into the model, and the model indicated the City would need to generate revenue of up to \$9.2 million in the next five years to cover all debt and operating expenses. The Board and advisors used the model to review different options, including rate increases and extending loan repayment dates.

Alderman Alt asked about how the regionalization of utilities and how the wastewater treatment project debt would be assumed. County Manager Steve Stone explained that all customers would contribute to the debt if the City and County truly merged our systems. Alderman Davis reviewed the poverty levels and asked if the Board would consider creating a different rate for the customers that fall in that category. The Utility Commission does not allow a lower rate for special customers. Mayor Pro-tem Mosteller mentioned the extra annual assessment charged for Oak Island customers for ten years. She suggested that might be a path to generate revenues. Alderman Allen suggested using 1000 gallons a month to see how much revenue that creates. He asked Ms. Trexler to bring it to the next meeting.

Ms. Therrien asked Mr. Stone what the absolute deadline was for the City to decide. Mr. Stone said that the state would likely put the whole County in a moratorium if a plan were not made soon. The County needs to have an answer soon, to rebid the project in the next (60) days. Mr. Stone said the County Finance Director would conduct a cost analysis to see the City's special rates if the County assumed the debt and reimbursed them. It is important to remember that the Board can change its course if additional funding becomes available. Ms. Therrien said she would put together a tentative schedule to show the Board how the timing works.

Mayor Pro-tem Mosteller asked if the County would get a better rate for a bond, could they obtain a bond for the remaining cost, and let the City pay the debt service. Mr. Cheatwood explained the difference in rates would be the equivalent of \$175-200,000 a year. Mr. Cheatwood stated he would ask bond counsel if system development fees could be used for repayment. Mr. Stone reiterated that the project is already two years behind, and the County is waiting for the City's decision, and then the bid request has to be posted for (45) days.

F) Board Comments and Questions: There were no further questions or comments from the Board.

G) Mayor Hatem said that it was an excellent meeting. He thanked Ms. Therrien for arranging it and for making it straightforward. He also thanked City staff.

H) Adjourn

Mayor Pro-tem Mosteller made a motion to adjourn the meeting, which was seconded by Alderman Allen. All ayes. Motion carried. Mayor Hatem adjourned the meeting at 10:44 a.m.

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

Dorothy Dutton
Assistant City Manager/City Clerk

**BOARD OF ALDERMEN
INDIAN TRAIL MEETING HALL**

**SPECIAL MEETING MINUTES
MARCH 3, 2023**

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

STAFF PRESENT:

Bonnie Therrien, City Manager
Kate Marshall, Animal Protective Services
Tom Zilinek, City Engineer
Todd Coring, Police Chief
Ellie Pittenger, Electrical Superintendent

Dorothy Dutton, Assistant City Manager/City Clerk
Tom Stanley, Public Services Director
Travis Henley, Development Services Director
Heather Hemphill, Parks, and Recreation Director
Tom Stanley, Public Services Director

OTHERS PRESENT:

Wes McLeod, Cape Fear Council of Government Brady Herman, City Attorney

A) Call to Order

Mayor Hatem called the special workshop to order at 9:12 a.m.

B) Invocation

Alderman Lowe Davis provided the invocation.

C) Pledge of Allegiance

Mayor Hatem led everyone in the Pledge of Allegiance. Mayor Hatem read the ethics statement. Mayor Hatem reviewed the agenda by listing the items.

D) Alderman Allen made a motion to approve the agenda. Alderman Lombardi seconded the motion. All ayes. Motion carried.

E) Agenda

1. Wes McLeod, Director of Government Services with the Cape Fear Council of Governments, addressed the Board and said that the COG had been hired to do a basic study to provide conceptual recommendations for moving forward with the Yacht Basin Corridor. They did onsite visits, inventoried impediments, strengths, and weaknesses. They focused on the area from Brunswick Street to Caswell Avenue to the Marina. There is an existing pedestrian path on W. Bay Street. Yacht Basin Drive has the greatest number of traffic conflicts; the width is typically twelve feet. The behavior and traffic has become somewhat normalized over the years. There have been no serious incidents in recent history. There are a lot of pedestrians, and golf carts. The SWOT (strengths, weaknesses, opportunities, threats) analysis derived the following recommendations: 1. Create a more defined space through visual and physical improvements; 2. Embrace the waterfront asset through a boardwalk connection; 3. Increase the availability of bicycle and golf cart parking; 4. Accentuate the unique setting through formalized and designed Living Street concept; 5. Establish branding for the yacht basin district.

Mr. McLeod said a riverwalk is the most logical solution if the City wants to embrace the waterfront area. He further recommended the creation of a Yacht Basin Overlay District and Committee. Mr. McLeod stated that he does not like doing studies like this because it just skims the surface. It would probably cost \$100,000 to really figure out what would be the best plan for the Yacht Basin area. There was some discussion about the difference between a prescriptive easement and right-of-way. Mayor Hatem asked Police Chief Coring to give the Board his opinion. Chief Coring explained that the traffic

in the Yacht Basin was set up with on-way traffic at the beginning of the pandemic. It was to allow the businesses to serve people with less congestion and less risk. But now, the pedestrian striping is fading. The faded line encourages folks to walk into the street. He recommended repainting the pedestrian lane and adding armadillo paddles to help slow down traffic. Chief Coring reminded everyone of the slogan, “turn around, don’t drown,” that is used when there is standing water, because the Yacht Basin often floods. There are several business owners in the Yacht Basin who are requesting the traffic return to two-way, and add more signage to reflect the change. Alderman Lombardi stated that he has considered traffic remaining one way but change the direction. He added that the City should not wait until there is a major incident before anything gets done.

Mr. McLeod added that there are some short-term recommendations including repainting the pedestrian area, and Alderman Allen suggested those recommendations should be implemented as soon as possible. There was some discussion about prescriptive easements, deeded easements, and encroachments in the Yacht Basin area. Mr. McLeod suggested the City have a survey done of the area to clean up and formalize the correct property lines. Alderman Alt stated that the Yacht Basin is one of the City’s best assets; the City needs to move now and not be paralyzed because it is such a big project. Mrs. Maria Swenson, owner of Provision Company, said she would like to see the traffic return to two-way traffic. In the past there were no issues with the two-way traffic and having it as one way hinders business. The boardwalk idea would take away the boat slips that they use in the Yacht Basin area. Mayor Pro-tem Mosteller asked Chief Coring and his staff to go back and look for some quick and easy solutions for the interim, because it might take a while to get things right. Alderman Allen stated that there has been plenty of consideration already and Memorial Day is coming soon. City Manager Bonnie Therrien said that staff needs a decision one way or the other, and the item will be added to the agenda the following week.

Alderman Davis asked for an estimate of the costs for different options, too. Mr. Paul Swenson addressed the Board and said that they were never in favor of one-way traffic. He expressed concern about the condition of water and wastewater lines in the Yacht Basin because a lot of the older areas have clay pipes. Because water is critical in the Yacht Basin, he recommended replacing the lines before making any other changes.

2. Animal Protective Services Director, Kate Marshall, addressed the Board and recommended approval of the definition of leash and add it back to Chapter 3 Animal Welfare in the City’s Code of Ordinances. Ms. Debbie Barnes, who had expressed concerns about the ordinance previously, said that adding the definition of leash is the right thing to do for Southport. The definition states that electronic leashes are not in conformance with the leash laws. Alderman Allen said that he is sympathetic to her situation. Ms. Dutton added that even the ADA requires service pets to be on a leash. She also recommends not adding a provision for exceptions in the ordinance, but that exceptions be given on an as-needed basis.

Mayor Hatem announced that there would be a brief recess. After the break, the meeting resumed at 10:38 a.m.

3. Mr. Travis Henley, the Development Services Director, approached the Board to discuss the City’s rights-of way areas. He stated that he had taken into account the discussion from a previous meeting with regard to clear zones, clarifying parking areas, and the term horizontal plane. He proposes a six month grace period to bring public rights-of-way into compliance. There are still some issues to address including who will remove the materials in the rights-of-way? Does an engineer have to certify the pervious pavement? There was discussion about what materials would be allowed in the rights-of-way and how much coverage is allowed. Alderman Allen suggested that a certain amount can be impervious, and the balance of the area should be gravel. Alderman Davis expressed concern that paving would increase stormwater issues, and Mayor Pro-tem Mosteller added that impervious, and sometimes even pervious coverage can damage trees. There was a recommendation to give staff discretion to make determinations. Ms. Therrien commented that discretion gets us into trouble. Mr.

Henley said that there should be three people needed to approve an encroachment permit. There was discussion about vehicles that are parked in the rights-of-ways, and also how many intersections are blocked because of the vegetation planted right at the roads.

4. The next item on the agenda was the discussion about the Mayor's term and the City Charter. Attorney Brady Herman explained that there are specific processes spelled out in the statutes of how to make those changes. A resolution must be adopted that states the intent to make the changes and set a public hearing. The Board can approve the changes, but the public has the right to petition; or the changes can be voted on by the public in a referendum. Aldermen Alt asked why they would adopt a resolution without stating what changes are being proposed. Alderman Davis said she felt the charter was too sacred to be changed by only six people. Alderman Davis suggested a committee be created to focus on what changes would be best. Mayor Hatem stated that the form of government would not be changed, and that government should not be at the convenience of the elected officials. Several Board members agreed that there are so many ongoing projects, maybe this can wait. Mayor Hatem reminded the Board that this was not the first time they had discussed the topic.

5. Next was the review of the Regular meeting agenda on March 9, 2023. Ellie Pittenger, the Electrical Superintendent, explained that it has been years since a complete rate study has been done. The cost is \$27,000. Mr. Pittenger could only find one company who could do the study, Utility Financial Solutions. The last full study was done prior to 2009. There is plenty of money in the electric fund to pay for the study.

Heather Hemphill explained that Chris Creed, with Olsen and Associates, needs direction as soon as possible about which areas to include in the survey. It was the staff's recommendation to include all six sections in the survey. Eventually, the City can decide which sections to take the recommended actions and repairs. There is an opportunity for the property owners of section six to partner with the City to do the repairs in their area.

Melanie Trexler, Finance Director, explained the audit contract needed to be amended because of the time it took to complete. There were no questions from the Board.

There was some discussion about the wastewater rates and possible increases due to the cost of the wastewater treatment plant expansion. He said he wants to increase the amount that the City contributes to Brunswick Family Assistance, to be able to help more lower-income residents.

F) Board Comments and Questions: Alderman Allen said that it was a great meeting. Alderman Carroll, Alt, and Lombardi all thanked Alderman Allen for suggesting the second monthly meetings.

G) Mayor Hatem said that it was an excellent meeting. He thanked City staff and the Board for attending the meeting.

H) Adjourn

Alderman Allen made a motion to adjourn the meeting, which was seconded by Mayor Pro-tem Mosteller. All ayes. Motion carried. Mayor Hatem adjourned the meeting at 12:21 p.m.

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

Dorothy Dutton
Assistant City Manager/City Clerk



Board of Aldermen Regular Meeting Minutes
March 9, 2023
223 E. Bay Street
Southport Community Building
6:00 p.m.

Present: Mayor Hatem, Mayor Pro tem Karen Mosteller, Aldermen Thomas Lombardi, Rich Alt, Lowe Davis, Robert Carroll, and John Allen

Staff Present: Bonnie Therrien, Interim City Manager
Dorothy Dutton, City Clerk
Randy Jones, Communications/Tourism Director
ChyAnn Ketchum, Communications and Public Information Officer
Heather Hemphill, Parks and Recreation Director
Kate Marshall, Animal Control
Charles Drew, Fire Chief
Ralph Treadway, Battalion Chief
Todd Coring, Police Chief
Melanie Trexler, Finance Director
Tom Stanley, Public Services Director
Ellie Pittenger, Electrical Superintendent

Others Present: Attorney Brady Herman, several members of the Southport Lions Club, Will Hewett, Sue Hodgins, Renee Spencer with Star News Online, Eliot Duke with the State Port Pilot, and many other interested citizens attended.

Meetings are 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 Hatem called the meeting to order at 6:03 p.m. He welcomed everyone to the meeting.

B.) Mayor Hatem announced that Reverend Lapp, of the First Presbyterian Church would provide the invocation.

C.) Mayor Hatem led the pledge of allegiance.

D.) Public Comment

Ralph Brittain, a resident at 6163 River Sound Circle, said he has been a resident here for five years. He wanted to address the potential change in term length for the Mayor's position. He explained that his position was no reflection of the current Mayor. He explained that the internet is packed with articles about extending the terms of mayors in bigger cities. But it doesn't make sense in smaller cities. He suggested a four-year term could be a merit provided for a job well served and have continuity of employees. He added that he served as Mayor in the past, and going through the process of reelection reignited his desire to serve the public. It also gave him the opportunity to meet more residents.

Brian Stevens, a resident of 503 Cades Cove, explained that his question was already answered.

Maria Swenson, resident of 107 N. Atlantic Avenue, addressed the Board next. She said she didn't want to sound like a broken record about the Yacht Basin. She met with the owner of the Frying Pan, Police Chief Coring, and Mayor Hatem. She explained that the one-way traffic in the Yacht Basin was to help during the pandemic because it allowed less traffic and more separation. But the traffic hasn't increased much since 2019, and she asked to put the traffic back to two-way. She added that they had two large diesel trucks on Yacht Basin Drive, and they fit side by side just fine.

Mayor Hatem announced that the City received a large donation for the weather tower and the reinstalment of the tower is on its way.

Paul Swenson, a resident at 107 N. Atlantic Avenue, said that when Mayor Howard was in office, they came up with three plans; from Kingsley Park to Fishy Fishy Café.

Pat Kirkman, a resident at 119 Park Avenue, handed out packets to the Board. The packets of information summarize almost one year of research that she has done on the operation of the cemeteries. She also encouraged anyone interested to reach out and she will send an electronic copy to them. She provided her email address.

Jenna Fontaine, a resident of Rivermist, wanted to address the traffic pattern in the Yacht Basin. She loves to walk and walks in the downtown/Yacht Basin area often. She prefers the Yacht Basin to be one-way. She thinks that with modification and some thoughtfulness, it could work better for everyone. She feels safer with one-way traffic, and said she does like the idea of a living streetscape.

Rebecca Kelly, a resident of 5971 Dutchman Creek Rd, explained that she has lived in Southport since 1991. She remembers hauling ice across Bay Street and she never got hit or had to dodge traffic. She thinks it would be wonderful to have the plantings and tables with chairs at the Yacht Basin, but it doesn't seem feasible; the only people who could use it would be the kayakers.

Alderman Allen thanked Ms. Kelly for bringing up that topic, but nothing has been decided. Mayor Hatem asked City Attorney Herman to explain the process of amending the City charter. He said there are multiple steps before anything happens. Mayor Hatem added that the decision will not be made by the seven members of the Board.

Mayor Hatem read the ethics statement.

E.) Approval of Agenda

Alderman Davis made a motion to approve the agenda after removing Item 2. Alderman Carroll seconded the motion and requested to also remove Item 6. He suggested the Board take a special meeting field trip to the Yacht Basin before making any decisions. Ms. Dutton did role call to determine all those in favor. All ayes. Motion carried.

F.) Special Recognition

1. The Lions Club of Southport was founded in 1945. They have supported the City in many ways including donating the USO building, and when that building burned down, the Lions Club raised enough money to build the Community Building. They are pleased to present the City with a donation of \$8,735 for the Parks and Recreation Department. The donation will be used towards the planning and construction of an inclusive park. They handed a check to Heather Hemphill.

2. Police Chief Coring said he loves to praise the Police Department. He wanted to recognize the group of men and women who responded to a call back in December. There was a suspect with a weapon who was allegedly coming to do harm to someone in a local business. The Police Department did a great job locating the person before anything happened. Sgt. Moore was able to engage the suspect and diffuse the situation. Chief Coring presented all the officers with an award. Mayor Hatem thanked Chief Coring and all of the officers. He added that everyone sleeps better at night because of the job the Police Department does.

3. Mayor Hatem read a Proclamation for Women's History Month. He said he and the Board salute all the women in our lives, our community, our nation and the world. There was applause. Alderman Davis wanted to note that the City Manager and the Assistant City Manager are women.

G.) Approval of Consent Agenda-Mayor Hatem summarized the items on the Consent Agenda.

1. Approval of Water Merger Grant Funding
2. Approval of Wastewater Merger Grant Funding
3. Adoption of Revised Regular Board Schedule
4. Board of Aldermen Regular Meeting Minutes February 12, 2023

Alderman Davis made a motion to approve the Consent Agenda. Alderman Lombardi seconded the motion. All ayes. Motion carried.

H.) Agenda

1. Ellie Pittenger, the Electrical Superintendent, addressed the Board with a request to have an electrical rate study completed. It has been several years since there was a study done. Mr. Pittenger passed out a handout to the Board members. The study would include residential and commercial customers. There is plenty of unrestricted fund balance. There is one company that is able to do the study. They will present the results during a Board meeting. The study will take between 3-6 months. The Board did not have any questions. **Alderman Alt made a motion to authorize the electrical rate study. Mayor Pro-tem Mosteller seconded the motion. All ayes. Motion carried.**
2. Animal Protective Services Director Kate Marshall explained that she was asking the Board to approve the originally proposed language and definition of leash that was removed at the last meeting. A leash means having physical control over the dog. There were no questions. Alderman Allen made a motion to approve the amendment to Chapter 3 Animal Welfare, as presented. Mayor Pro-tem Mosteller seconded the motion. All ayes. Motion carried.
3. Heather Hemphill, Director of the Parks and Recreation Department, stated that Olsen Associates has requested the Board decide on which sections of the shoreline to include in the shoreline stabilization project. There were six sections that spanned from Kingsley Park to the Frying Pan. Alderman Alt commented that he hopes there would be the opportunity for a public-private partnership once the surveying was complete. **Mayor Pro-tem Mosteller made a motion to include all six sections in the shoreline stabilization project. Alderman Lombardi seconded the motion. All ayes. Motion carried.**
4. Finance Officer Melanie Trexler asked the Board to approve the amendment to the audit contract for the audit report. There were no questions. **Alderman Carroll made a motion to approve the change to the audit contract. Alderman Allen seconded the motion.** Mayor Hatem read through the reasons for the change. **All ayes. Motion carried.**

I.) Manager's Report

City Manager Bonnie Therrien informed the Board of Aldermen that she finally was able to contact the NC Wildlife Resource Commission about the City's property at Sunny Point. The NCWRC is conducting a survey of the property. She reminded everyone about the next Southport Symposium scheduled for March 13th with the Community Relations Department. There is currently a survey on the City's website, to get input and feedback about the City's website. She mentioned that the County had released the new tax valuations. She encouraged everyone to wait until the tax rates were determined, instead of using the current tax rate. Ms. Therrien read through a list of employees who are celebrating a work-anniversary.

J.) Committee Reports

Alderman Carroll stated that the 4th of July Committee is well underway. He added that this year will be the best 4th of July yet. The Historic Preservation Commission is working on creating an inventory of historic properties.

Alderman Davis stated that the Forestry Committee is meeting at the Indian Trail Meeting Hall at 5:00 p.m. Tuesday. She also reminded everyone that the Arbor Day event is coming up. She encouraged everyone to attend, and the ice cream truck will be providing ice cream to those in attendance.

Alderman Lombardi reported that the Beautification Committee met the previous Saturday and worked on weeding and mulching.

Mayor Pro-tem Mosteller informed the public that the Taylor Field ribbon cutting is scheduled for March 31st at 10:30 a.m. The Parks and Recreation Committee meeting is scheduled for the following Tuesday, and the Planning Board meeting is scheduled for the following Thursday evening.

Mayor Hatem reported that there are two new members on the ABC Board . The Southport ABC has had successful sales and there is a staff meeting scheduled for April.

K.) Mayor's Report

Mayor Hatem thanked Ms. Therrien for mentioning the symposium. Springfest is coming up on Easter weekend. He wished everyone a Happy St. Patrick's Day. The next Board of Aldermen meeting is scheduled for April 13th.

L.) All staff reports were included in the Board packet.

M.) Board Comments

Alderman Allen had no other comments.

Alderman Carroll said he wanted to address some misinformation that was published in the State Port Pilot. He said the City is not going to give the Sunny Point property away. After the survey is complete, there will be negotiations and consideration of market value.

Alderman Alt commented that he had attended the Franklin Square Art Gallery event; it was wonderful.

Alderman Davis asked Ms. Therrien to schedule the site visit to the Yacht Basin so they can determine if one-way or two-way traffic will be better. She added that the Board should try to make a decision as soon as possible because tourist season is coming up.

Alderman Lombardi thanked City staff and the other Board members moving things along.

Mayor Pro-tem Mosteller reminded everyone that the Naturefest lecture series is coming up.

N.) Closed Session

Per NCGS 143-318.11 (a) 6. Alderman Carroll made a motion to go into Closed Session.

Aldermen Allen and Mayor Pro-tem Mosteller seconded the motion. All ayes. Mayor Hatem dismissed the meeting at 7:13 p.m.

O.) Adjourn

The Closed Session was over, and the Regular meeting was resumed at 7:22 p.m. A motion was made by Alderman Allen to adjourn the meeting; which was seconded by Mayor Pro-tem Mosteller. All ayes. Mayor Hatem adjourned the meeting at 7:23 p.m.

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

Dorothy Dutton, City Clerk
Assistant City Manager

**BOARD OF ALDERMEN
COMMUNITY BUILDING**

**SPECIAL MEETING MINUTES
MARCH 28, 2023**

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

STAFF PRESENT:

Bonnie Therrien, City Manager

Dorothy Dutton, Assistant City Manager/City Clerk

Travis Henley, Development Services Director

ChyAnn Ketchum, Communications/PIO

OTHERS PRESENT:

Tish Hatem, Jeanne Brown Bush, Sue Hodgins, Jason Robbins, Fred Fiss, Dick Sloan, and several other interested citizens.

A) Call to Order

Mayor Hatem called the special meeting to order at 1:32 p.m.

B) Invocation

Alderman Lowe Davis provided the invocation.

C) Pledge of Allegiance

Mayor Hatem led everyone in the Pledge of Allegiance.

D) Alderman Davis made a motion to approve the agenda. Alderman Lombardi seconded the motion. All ayes. Motion carried. Mayor Hatem made opening remarks about the critical housing shortage. He also commented that the City does not support losing municipal power over planning. Mayor Hatem explained that he planned to deliver a Resolution in person to Raleigh the next day. He also stated that he had spoken with the Mayor of Shallotte, and they will be taking the same action.

E) Agenda

Travis Henley, the Director of Development Services approached the podium to speak to the Board about the proposed legislation being considered. He said there were six bills to discuss.

House Bill 252 proposes that owners of multijurisdictional properties can decide which regulations to follow. These would typically be the County's or the municipality's ETJ. This is problematic because there might be incongruent uses between the two jurisdictions. Alderman Alt asked if a developer could buy a parcel across the line and then have the whole property could be removed from our control. Mr. Henley confirmed that was correct.

Senate Bill 290 has to do with Short-term Vacation Rentals. The Bill allows local governments to enforce a maximum occupancy provisions within rental properties. There is a statutory cap of four people per bedroom, and real estate brokers must verify the number of bedrooms and bathrooms.

House Bill 332/Senate Bill 275 establishes a process to streamline commercial and multifamily building plan reviews. There would be a (21) day "shot-clock" for the initial review. If comments are made, there is an additional (15) days allowed. But, if a third party reviews the plans and approves, the City only has (3) days to review and approve the plans. The applicant can use any of the Department of Insurance certified plan reviewers, or a professional engineer or architect. But the bill does not explain the process for when inspections fail.

House Bill 294 is the Housing Choice Incentive. This program allocates \$30 million in available grant funding for communities to establish and promote multifamily, "middle housing," and accessory

dwelling units. To be eligible for the grant, there must be at least (5) zoning districts where multifamily housing is allowed. There is a minimum of (15) units per acre. Of all the criteria, the municipality must meet four of the seven. Applicants are allowed one grant every (5) years. Municipal participation is optional.

House Bill 409/Senate Bill 374 concerns accessory dwelling units. At least one accessory dwelling unit must be allowed. Accessory dwelling units must have less square footage than the primary structure, but there is no maximum. Accessory dwelling units are not subject to owner occupancy requirements, parking requirements, and cannot be tied to a conditional or special use permit. The City cannot charge fees that would be greater than they would be for the single-family dwelling unit. Home-owner associations are still allowed to regulate and enforce their accessory dwelling unit standards. Setbacks can be (5) feet or whatever is customary to other properties in the area. These standards apply to nonconforming lots, too.

Senate Bill 317 addresses the workforce housing crisis. For these projects, the properties must be at least (10) acres. At least 20% of the lots shall be improved with one and two-story dwellings and conveyed as workforce housing improved lots. Workforce housing can occur in most all zoning districts. Local governments can still regulate residential building codes, minimum housing codes, and subdivision regulations. Only Federal floodplain regulations can be applied. There is a (45) day shot-clock to review plans, and after (60) days, if no decision has been made, approval is automatically granted. The municipality may not require a connection to the public utility operated by the local government. The municipality cannot deny an application to serve the project. No dimensional standards can be enforced. There are already enough co-sponsors that this bill would pass today.

F) Mayor Hatem stated the meeting was very helpful. The slides will be available to the public soon. He added that he does not see the wisdom in stripping the local governments of their power.

G) Alderman Allen said that the proposed bills are absurd, and he hopes the municipalities are able to fight them. Alderman Carroll commented that he can't believe that this is the type of things they have to fight in Southport. Alderman Alt stated that this has to be a full-court press with the other Mayors in the area; we have to get the COG involved. Alderman Davis said that the proposed bills being considered; and she encouraged the Board to consider adopting a resolution in opposition. She also asked the public to contact our legislators. It was suggested that the public contact Senator Rabon, Representative Charlie Miller, and Representative Frank Iler. ***Alderman Davis made a motion for staff to draft a resolution, approve the resolution and deliver it to the State. Alderman Lombardi seconded the motion. All ayes Motioned carried.***

H) Adjourn

Alderman Allen made a motion to adjourn the meeting, which was seconded by Mayor Pro-tem Mosteller. All ayes. Motion carried. Mayor Hatem adjourned the meeting at 12:21 p.m.

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

Dorothy Dutton
Assistant City Manager/City Clerk

**BOARD OF ALDERMEN AND PLANNING BOARD JOINT SPECIAL MEETING MINUTES
COMMUNITY BUILDING
223 E. BAY STREET**

MARCH 30, 2023

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

PLANNING BOARD PRESENT: Chair Sue Hodgins, Vice Chair Will Hewett, Fred Fiss, Scott Jones, Dick Sloan, Chris Jones

STAFF PRESENT:

Bonnie Therrien, City Manager

Travis Henley, Development Services Director

Randy Jones, Community Relations Director

ChyAnn Ketchum, Communications

Dorothy Dutton, Assistant City Manager/City Clerk

Maureen Meehan, City Planner

OTHERS PRESENT:

Brady Herman, City Attorney

Jeanne Brown Busch

Several other concerned citizens

Tish Hatem

Jason Robbins

A) Call to Order

Mayor Hatem called the special workshop to order at 6:03 p.m. He thanked the Board of Aldermen and the Planning Board for attending. He also thanked City staff and those watching from home.

B) Invocation

Alderman Lowe Davis provided the invocation.

C) Pledge of Allegiance

Mayor Hatem led everyone in the Pledge of Allegiance.

D) Mayor Pro-tem Mosteller made a motion to approve the agenda. Alderman Allen seconded the motion. All ayes. Motion carried. Mayor Hatem stated that the City Attorney prepared the material for this workshop to benefit the Aldermen and the Planning Board. Mayor Hatem thanked Planning Board Chair Sue Hodgins and the Planning Board for working through the many developments. The City has two talented Planners, a seasoned Planning Board, and two skilled Planning Board liaisons.

E) Agenda

1. City Attorney Brady Herman introduced himself. It is said that it is a municipal attorney's job to educate and advise municipal boards in statutory decision-making, advisory, and legislative capacities. The Brough Law Firm has provided training for most of the Boards they represent.

Attorney Herman began by stating that North Carolina is a Dillon's Rule state, which means that governments only have the authority that is expressly given to us. Chapter 160D brought all of the zoning statutes together. There are many resources available. One of the best resources is the UNC School of Government. Planning Boards are required by statute. They are mentioned primarily in 160D-301, 160D-501, and 160D-604.

There are four types of local government land use decisions. The Board of Aldermen makes legislative decisions which are typically things like rezonings and text amendments. The Board of Adjustment

hears quasi-judicial matters. These decisions are discussed in a more formal hearing, similar to a court hearing. The Board of Adjustment is the Judge and the jury. Administrative decisions occur by applying objective facts to pre-determined standards in the Unified Development Ordinance. These decisions are often zoning compliance permits, building permits, and minor site plan approvals. Advisory decisions are non-binding recommendations given by the City Board. This decision is a recommendation the Planning Board provides to the Board of Aldermen. Mr. Herman showed the Review Procedures Chart, which is part of the City's UDO.

Attorney Herman stated that City Staff are the subject matter experts. Staff speaks to the applicants and advises the applicant on how to help their project confirm to the UDO. Staff also writes the reports and summaries for all the Boards. The City's UDO includes a statement that Technical Review Committee meetings may occur at the discretion of the Zoning Administrator. Travis Henley spoke up to say that he fully supports scheduling a "TRC" meeting whenever it seems there might be one needed. He includes all required offices, agencies, and departments. The Planning Board makes recommendations on rezoning and UDO amendments and comprehensive plans. They also recommend major subdivisions and preliminary plats and make administrative decisions on major site plan applications. They may also prepare and recommend ordinance amendments to the Board of Aldermen to align with the Land Use Plan. The Planning Board is not statutorily required to hold public hearings, but they can at their discretion. The Planning Board is given the authority to form smaller sub-committees to further review projects and plans. The sub-committees may consist of no more than three Planning Board members and should be used minimally.

The Board of Aldermen must adopt a written statement that addresses the consistency of the proposed zoning decision with the City's Land Use Plan. Consistency Statements are not subject to judicial review. All members are required to vote unless there is a conflict of interest. Dismissal and recusal should occur at the beginning of the meeting or right before that item. There are Rules of Conduct and ethical considerations for all Boards.

The Open Meetings Laws are far-reaching and address Board members discussing City business with other members. There should be no group site visits unless it is advertised. Any time the Board engages in City business, the conversations are subject to the Open Meetings Laws. Mr. Herman advised the two Boards to avoid private meetings to discuss business. The Public Records Laws are more about content, not the form. Alderman Alt asked whether Board members can ask developers to do things and conduct studies that the UDO does not require. Attorney Herman said they could ask for those things, but the Board should not hold it against the developer. Aesthetics are more of a preference than an objective statement. In other words, the Board should not deny a permit because they don't like the siding of the building.

Mr. Herman fielded other questions about alternates and their participation. Previously, Staff requested that Alternate members sit with some separation between them and the full members to help clarify who is eligible to make motions and vote. The Planning Board Chair stated that the Alternates are members of the Planning Board, too, and she wants them to be able to comment. Attorney Herman stated there was no harm in them participating, but the Alternates sitting at one end of the tables would provide enough separation. Chair Hodgins also asked for advice about responding to incorrect information that gets published. City Manager Therrien offered to act as a buffer between the Board and any media. Attorney Herman stated that was not his area of expertise, but he would happily look into it further. There were no other questions from the Planning Board.

F) Mayor's Comments

Mayor Hatem stated that it was an excellent meeting. He explained that it was Doctor's Day, so he was wearing a red carnation. He thanked all the doctors for all they do.

G) Board Comments

Mayor Pro-tem Mosteller thanked Attorney Herman and City Staff for arranging the training.

Alderman Lombardi thanked everyone and wished Mayor Hatem a Happy Doctor's Day. Alderman Davis stated that she learned a lot and thanked Mr. Herman. Alderman Alt suggested holding sessions like this more often. Alderman Carroll thanked Staff and suggested that sessions like this be a part of onboarding for new Board members. Alderman Allen said it was a great presentation.

H) Adjourn

Mayor Pro-tem Mosteller motioned to adjourn the meeting, which Alderman Carroll seconded. All ayes. Motion carried. Mayor Hatem adjourned the meeting at 7:29 p.m.

Joseph P. Hatem, MD, MPH.
Mayor, City of Southport

Dorothy Dutton
Assistant City Manager/City Clerk



BOARD OF ALDERMEN AGENDA ITEM SUMMARY

DATE: March 31, 2023 DEPARTMENT: City Manager and Police

PRESENTED BY: Bonnie Therrien and Chief Coring

ITEM SPONSORED BY: Bonnie Therrien and Chief Coring

ITEM/TOPIC: Architectural Firm for Police/City Hall Facilities Space Needs Analysis

COST: _____ BUDGET LINE ITEM: _____

JUSTIFICATION: In early 2023, you voted to transfer \$50,000 to begin the process of building a new Police Station and reorganizing City Hall to have City offices throughout the present building.

IMPACT IF NOT APPROVED: City Hall and Police will remain in their present locations.

DEPARTMENT HEAD COMMENTS: _____

CITY MANAGER COMMENTS: Chief Coring, Major Burke, Tom Zilnieck, Tom Stanley, Dorothy Dutton and I interviewed 4 firms out of the 8 submittals we received for the architectural work needed to start this project.
After careful review, all agreed on the appointment of Moseley Architects out of Raleigh for this work.
We were very impressed with their team, experience, ability to find funding and their familiarity of our area.

ATTACHMENTS: 1) Proposal from Moseley Architects
2) Scoring Sheets

REQUESTED ACTION: Approve the hiring of Moseley Architects

PROPOSED MOTION: Motion to approve the hiring of Moseley Architects at a cost not to exceed \$50,000 to complete a Police and City Hall Space Needs Analysis for the relocation of the Police Department and the reorganization of City Hall offices.

MOSELEYARCHITECTS

911 North West Street
Suite 205
Raleigh, NC 27603
P: (919) 840-0091

March 31, 2023

RE: City of Southport Police/City Hall Facilities Space Needs Analysis
Cost Proposal
City of Southport, NC

Ms. Bonnie Therrien
City Manager
City of Southport
1029 Howe Street
Southport, NC 28416

Dear Chief:

In accordance with the Request for Qualifications dated February 2, 2023, and our meeting on March 24, 2023, Moseley Architects is pleased to provide this proposal for services for the above referenced Project.

Project Scope of Work

The Project Scope of Work consists of a planning study for a new Police Headquarters and renovations to the City Hall for the City of Southport.. The City intends to develop a space needs program indicating the required spaces for the Police Department and city departments currently housed in the City Hall to function for the next 20 years. The planning study will evaluate options to provide the required square footage by building a new police headquarters on a site to be selected, and renovating the existing City Hall to accommodate growth and improve customer experience.

Consultants to Moseley Architects

Moseley Architects proposes to complete the facilities programming and conceptual design with its own staff.

Withers Ravenel will provide civil engineering services.

Proposed Scope of Services

Our proposed services consist of normal feasibility study services as defined in our agreement and as follows.

Task 1 Development of Building Program

1. Prepare draft project schedule for review by the Owner.
2. Draft programming questionnaires for distribution to City and Police Divisions to be included in the space needs assessment.

3. Conduct kickoff meeting and idea mining session to define the goals of the Project. Distribute questionnaires.
4. Review Owner's previous space programs and studies.
5. Assemble and review background information consisting of available existing building drawings, topographic and boundary surveys.
6. Review the completed questionnaires prior to on-site interviews.
7. Conduct on-site interviews with each Department and Division. Interviews will be scheduled by the Owner on concurrent days.
8. For five-, ten-, and twenty-year planning horizons, prepare a Detailed Space Needs Assessment for each function based on Owner's space standards. Projections shall be documented in tabular form by department for review by the Owner. Projections shall be on a space-by-space basis for each planning horizon. Projections of personnel types and numbers of personnel in each position for each planning horizon shall be established in consultation with Owner representatives based on staffing projections provided by the Owner, City population projections, responses to the Space Analysis Questionnaires, and on anticipated services to be provided.
9. Submit draft Detailed Space Needs Assessment to Owner.
10. Meet with representatives to discuss the Detailed Space Needs Assessment and incorporate any user feedback.
11. Document and submit final Detailed Space Needs Assessment.

Task 2 – Preliminary Site Selection

1. Perform a site selection study using available GIS information to identify three City-suggested properties within the geographic ranges requested by the City. The results of the study will be used to identify a potential site to be used for planning purposes.
2. Perform site visit to the identified properties for observation of readily visible features and document the visits and features with photography.
3. Prepare site evaluation for the site using available GIS data
4. Develop conceptual test fit plan consisting of color rendered site option, and a written narrative of improvements for each site. The conceptual site plan will be developed using the conceptual building footprint. Test fit will consider driveway entrances, parking considerations, stormwater BMP locations, zoning constraints, and potential utility connections. This does not include engineering calculations. The design team will make recommendations for additional due diligence for each site.

Task 3 – Preliminary Schematics

1. Based on the approved Detailed Space Needs Assessment, develop alternative conceptual designs for the renovation of the existing City Hall and construction of a new building Police Headquarters on a site selected by the City to meet the twenty-year space needs. Conduct on-site design workshop with Owner stakeholders to assist in building consensus regarding options to be considered.
 - a. Conduct existing building assessment consisting of a site visit to visually observe the condition of the buildings systems.
2. Prepare block diagram floor plans illustrating the relative size and location of each major function, and diagrammatic site plans illustrating the general proposed utilization of the site (*i.e.*, parking, open space, vehicular and pedestrian circulation, and storm water management areas).

3. Meet with the Owner and user groups to review and discuss the alternative concepts. Assist the Owner in selecting the preferred concepts.
4. Refine block diagram floor plans and conceptual site plans based on preferred approach. Develop conceptual building massing and three-dimensional modeling images.
5. Meet to review the conceptual plan and modeling images for each site and refine based on Owner comment.

Task 4 – Programmatic cost estimate and project schedule

1. Prepare a preliminary total project budget estimates for the renovation and expansion and new construction options. Construction cost estimates shall be on a “per square foot” basis and shall be for the purpose of drawing general conclusions about the relative cost of the alternative. The preliminary budget cost estimates are to be all inclusive and include furniture, fixtures, IT, security, and moving expenses. The preliminary budget estimate will also include road improvement, stormwater management, environmental requirements, swing space cost, contingencies, and existing building changes.
2. Prepare a printed and bound draft report consisting of the following and submit to the Owner for review:
 - a. Executive summary
 - b. Purpose and scope of study
 - c. Space needs projections for 5, 10, and 20 years.
 - d. Site analysis narratives and plans.
 - e. Selected and alternative concepts considered (narrative description, block diagram floor plans, site plan, conceptual building massing, budget estimate, evaluation points to consider for each concept, and conceptual renderings)
 - f. Schedule of implementation for each site indicating design, construction, and FF&E.
 - g. Completed questionnaires as an appendix
3. Attend two meetings with Owner representatives (including City Council) to review the draft.
4. Incorporate comments and finalize the report and submit five hard copies and one digital copy to the Owner.
5. Present the completed study to Owner representatives.

Cost of Services

The cost of our services including all expenses for travel, communication, and reproduction of documents for our in-house use and copies of final report as indicated, is a lump sum in the amount indicated on the enclosed Exhibit A indicating the basis of the cost of services. The spreadsheet line items are numbered to correspond to the paragraph numbers in this letter.

Assumptions, Qualifications, and Exclusions

Our proposed services do not include measured drawings of existing building conditions.

Our proposed services do not include investigation or testing of concealed or inaccessible building conditions, and Moseley Architects shall not be responsible for unanticipated construction costs or other issues resulting from the discovery during construction of

concealed conditions that differ from those shown on record drawings of the building provided by the City.

The following services are not proposed to be provided.

1. Structural, mechanical, electrical, and interior design services.
2. Schematic Design, Design Development, Construction Document, Bidding, and Construction Administration services.
3. Topographic and Boundary surveys.
4. Detailed Estimates of Probable Construction Cost.
5. Public relations and public participation services.
6. Surveys and drawings of existing facilities.
7. Other services not specifically identified in this proposal.

Moseley Architects shall have no responsibility or liability for the discovery, identification, abatement, or removal of asbestos, lead paint, or any other hazardous substances in relation to the Project, nor does our proposal include any services related to such materials. We assume that the City will provide, separately from this contract, all necessary services related to hazardous materials.

Upon selection of preferred options for the Police Station and City Hall, the City may at its discretion authorize Moseley Architects to proceed with preparation of design documents for the construction of the new buildings upon negotiation of design costs and execution of a design contract.

Schedule

We anticipate being able to complete the services in twelve to fifteen weeks following Notice to Proceed from the City. This schedule assumes that all surveys will occur on consecutive days.

We appreciate this opportunity to be of service. Please let us know how we may be of assistance in the preparation and execution of a contract for our services.

Sincerely,



Joshua N. Bennett, AIA
Vice President

Enclosures: As stated above.



BOARD OF ALDERMEN AGENDA ITEM SUMMARY

DATE: April 6, 2023 DEPARTMENT: City Manager

PRESENTED BY: City Manager

ITEM SPONSORED BY: City Manager

ITEM/TOPIC: Expansion of Wastewater Sewer Plant

COST: Unknown BUDGET LINE ITEM: Not applicable

JUSTIFICATION: I wanted to report to you on the meeting we had this week with the Local Government Commission and our ability to borrow more money in order to cover the gap for the expansion of the sewer plant

IMPACT IF NOT APPROVED: Not applicable

DEPARTMENT HEAD COMMENTS: Not applicable

CITY MANAGER COMMENTS: See attached memorandum

ATTACHMENTS: Memorandum from the City Manager

REQUESTED ACTION: A vote on support for a Merger with the County for Water and Sewer services

PROPOSED MOTION: Resolved that the Southport Board of Aldermen are in support of speaking to the Brunswick County Board of Commissioners about merging our water and sewer system with the County at a future date once the Merger Feasibility Study is completed.

Wooten Project Status

04/6/2023

Merger Studies (Water & Wastewater)

- Meeting with Brunswick County (Dave Malinauskas/Jeff Baig) scheduled for April 21 to discuss additional information requests for both County water and wastewater systems. Wooten to inquire about rationale for Mulberry WWTP size increase wrt current and future (anticipated reduced) sewage discharge rates.
- Continue to analyze data already received from the County, with primary focus on WW system.

USDA Sewer Replacement

- Survey work continues to proceed on schedule.



**SOUTHPORT CITY MANAGER'S OFFICE
MEMORANDUM**

April 6, 2023

**TO: Mayor Joseph P Hatem
Member of the Southport Board of Aldermen**

FROM: Bonnie Therrien, City Manager

SUBJECT: Expansion of Brunswick County Wastewater System

This week, Melanie Trexler, Finance Director; Dorothy Dutton, Assistant City Manager; our Financial Advisors and Bond Counsel and I met with 3 representatives of the Local Government Commission (LGC) about this project and the need to develop a financial plan to pay for the gap in funding for the expansion.

After speaking with them close to 2 hours, everyone on our team concurred that they would probably not be supportive of us taking on any new debt above and beyond what we already have for the project due to our rates not being affordable in order to pay back the debt, as well as the City not owning the asset, that being the addition to the plant. Although they did not come right out and say NO, the advice they did give us was to finish the Merger Feasibility Study and fix our sewer and water lines/lift stations, etc. to merge with the County. I told the representatives that the report on the merger, as well as the final numbers for upgrades to our system could be close to a year away, but they still felt that having the Board and the County Commissioners support a resolution saying they would sit down and negotiate a merger once the reports are finalized would be the better way to go with this entire project.

Our Financial Advisors did show them the Financial Plan presented to you and they felt with the recent high increases in rates, coupled with the proposed rate increases to pay back a revenue bond (whether the County took out the Bond or we did), makes these rates seem like they are not sustainable. We would have to prove to them that these proposed rates are affordable to our residents.

We have since had a conversation with the County Manager, Finance Director and County Attorney about our meeting with the LGC, and it was felt that the County Commissioners would entertain such a request from the City to merge once the report is finalized and infrastructure costs are determined.

I would therefore recommend that at this time you vote to give your support for a possible Merger once the Feasibility Study is complete, so the County knows there is an interest in pursuing this.

Another issue you will have to address in the very near future and is an integral part of this entire project, is the award we were just notified this week of, saying that the State Revolving Fund Committee has approved a loan of \$8,544,320 at 1.94% interest to continue with our evaluation and rehab of our wastewater system, which is something the LGC staff is recommending we do as soon as possible. We would have to go to the LGC for approval to accept this loan. I would also like your thoughts on pursuing this loan with the State so we can quickly move ahead with upgrading our system.

Walter Goldsmith and David Cheatwood of First Tryon Financial Advisors will be at your Tuesday workshop remotely to answer your questions on the Financial Plan and to revise their proposed financial plan to better accommodate our ratepayer if you would like to see different scenarios.



BOARD OF ALDERMEN AGENDA ITEM SUMMARY

DATE: April 11, 2023 DEPARTMENT: City Manager's Office

PRESENTED BY: City Manager

ITEM SPONSORED BY: City Manager

ITEM/TOPIC: Additional Engineering Fees for Wastewater Expansion Project

COST: \$405,893 BUDGET LINE ITEM: State Revolving Loan Fund

JUSTIFICATION: I received an email from Brent Lockamy from the County showing that WK Dickson the County's engineers are asking for \$405, 893 for the rebid and construction oversight of the project.

IMPACT IF NOT APPROVED: Since we are supposed to pay these dollars, the County would have to absorb the additional expense as we are obligated to pay for these fees by contract.

DEPARTMENT HEAD COMMENTS: Not applicable

CITY MANAGER COMMENTS: I received notification from the County on 4/3 on this item and I asked our engineer from Wooten if they concur with these figures. This is for the rebid and negotiations needed for the future, construction administration, construction observation and the post-construction phase. I have asked representatives from WK Dickson and Wooten to be at your meeting.

ATTACHMENTS: Email string from everyone involved.

REQUESTED ACTION: Approve the payment of additional funds to WK Dickson for the work.

PROPOSED MOTION: Motion to approve the additional expense of \$405, 853 to paid from by the Statet Revolving Loan Fund for the additional engineering fees to WK Dickson due to the rebid of the Wastewater

(for use with E-520)

This is **EXHIBIT C**, consisting of 2 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated October 16, 2017.

AMENDMENT TO OWNER-ENGINEER AGREEMENT

Amendment No. 1

1. Background Data:

- a. Effective Date of Owner-Engineer Agreement: October 16, 2017
- b. Owner: Brunswick County
- c. Engineer: W. K. Dickson & Co., Inc.
- d. Project: Southport Wastewater System Study and Design

2. Description of Modifications:

Due to the bid prices from the bids received on November 16, 2022 being over budget, all bids were rejected. Brunswick County has requested professional services for rebidding the project. Bid documents will be prepared from the previous bid with documents revised to update for the addenda and include a revised bid form.

The time of bid review to notice of award is anticipated to be 90 days. The period from project notice of award to notice to proceed is anticipated to be 90 days to account for submittal processing and material orders for the contractor to be able to start work. The construction period has been updated to 730 days from notice to proceed to promote better bid pricing. The additional time for construction services and the rates for construction services have been updated in this Amendment.

- a. Engineer shall perform or furnish the following Additional Services:
 - 1) Bid document repackaging and professional services for second round of bidding including North Carolina Division of Water Infrastructure (DWI) review pre-bid meeting.
 - 2) Coordination of contractor submittal process to expedite processing to include monitoring contractor submittal schedule, responding to submittals with completeness verification, routine submittal review meetings (one per month) with contractor to facilitate expedited submittal processing.
 - 3) Extend construction period to promote better bid pricing.
- b. The Scope of Services currently authorized to be performed by Engineer in accordance with the Agreement and previous Amendments, if any, is modified as follows:

- 1) The Scope of Services will be in accordance with the original contract scope paragraph A1.07. Engineer will prepare and submit bid documents for DWI review. A pre-bid meeting will be conducted for the second round of bidding.
 - 2) The Scope of Services will be in accordance with the original contract scope paragraph A1.08 with additional days for the construction period.
- c. For the Additional Services or the modifications to services set forth above, Owner shall pay Engineer the following additional or modified compensation:

Billing Phase	Contract Fee	Additional	Revised Fee
Bidding and Negotiating Services	\$ 54,160	\$ 40,000	\$ 94,160
Construction Administration	\$ 343,439	\$ 131,561	\$ 475,000
Construction Observation	\$ 341,798	\$ 233,202	\$ 575,000
Post-Construction Phase	\$ 3,184	\$ 1,130	\$ 4,314

- d. The schedule for rendering services is modified as follows:

Milestone	Duration	Anticipated Completion
Bidding and Negotiating Services	98 Days	8/4/2023
Construction Administration	730 Days	11/1/2025
Construction Observation	730 Days	11/1/2025
Post-Construction Phase	365 Days	11/1/2026

5. Agreement Summary (Reference only)

a. Original Agreement amount:	\$ 2,630,000
b. Net change for prior Amendments:	\$
c. This Amendment amount:	\$ 405,893
d. Adjusted Agreement amount:	\$ 3,035,893

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit B.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect. The Effective Date of this Amendment is _____.

OWNER:

Brunswick County

By: _____

Title: Chairman
Board of Commissioners

Date
Signed: _____

ENGINEER:

W. K. Dickson & Co., Inc.

By: _____

Title: Vice President

Date
Signed: 3/30/23

Clerk to the Board

“This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.”

Finance Director – Brunswick County



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: 4/13/2023

DEPARTMENT: Development Services

PRESENTED BY: Travis Henley, Development Services Director

ITEM SPONSORED BY: Planning Staff

ITEM/TOPIC: Review and Approval of the Major Subdivision Preliminary Plat known as Oakton

COST: N/A

BUDGET LINE ITEM: N/A

JUSTIFICATION: The City of Southport Planning Board was presented with the Major Subdivision Preliminary Plat known as Oakton at their January 19, 2023 meeting. A review committee was formed and met with the applicant to discuss Planning Board and public comments. Revisions to the site plan were made to alleviate concerns of the neighborhood, specifically making the Stuart Avenue entrance one-way and confirming stormwater retention rates. The review committee unanimously voted to send the subdivision to the full board with a recommendation of approval. At their March 16, 2023 meeting the full Planning Board voted to send the Board of Aldermen a recommendation of approval for the major subdivision preliminary plat known as Oakton.

IMPACT IF NOT APPROVED: This project is an administrative development decision. General statutes state that decisions are based on the determination of facts and the application of objective standards. If the plat is disapproved, the reasons shall be set forth in writing and refer specifically to those parts of the UDO or other land development ordinances with which the plat does not comply.

DEPARTMENT HEAD COMMENTS: The attached preliminary plat has been reviewed by staff and the technical review committee for compliance with the unified development ordinance (UDO). Staff found the subdivision as proposed meets the standards of the UDO and forwarded it to the Planning Board for a recommendation.

CITY MANAGER COMMENTS: I am in agreement with the Planning Staff on this item.

ATTACHMENTS: Major Subdivision Preliminary Plat, including grading, tree removal and landscape plans.

REQUESTED ACTION: Review and consider approval of the Major Subdivision Preliminary Plat known as Oakton

PROPOSED MOTION: Motion to approve the Major Subdivision Preliminary Plat known as Oakton.

STAFF REPORT FOR OAKTON MAJOR SUBDIVISION PRELIMINARY PLAT APPLICATION

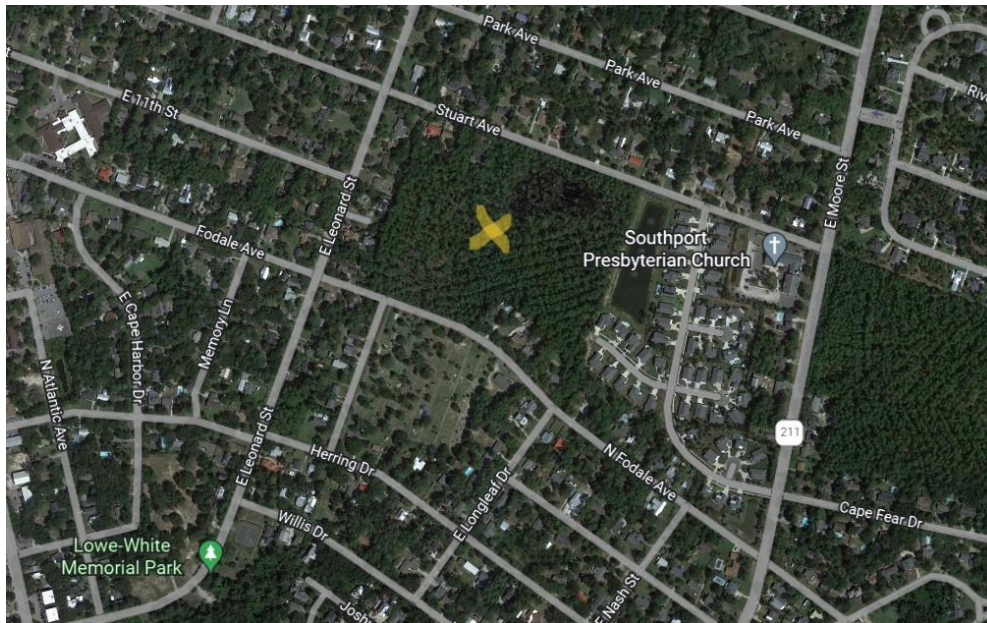
APPLICATION SUMMARY	
Presentation Date	April 13, 2023 Board of Aldermen
Applicant	Greg Wayne, Hanover Design Group
Property Owner	Stanley Martin Homes
Parcel ID:	238AC002
Project Acreage	20.51 acres
Parcel Acreage	20.51 acres
Zoning District	R-10

PRELIMINARY PLAT OVERVIEW

Greg Wayne, on behalf of Stanley Martin Homes, is seeking approval of Oakton Subdivision Preliminary Plat consisting of 42 single family home lots.

LOCATION

The subject property is located between Fodale Avenue and Stuart Avenue and is adjacent to the Hammocks subdivision. The property is located within the incorporated city limits and can be further identified by parcel number 238C002.



REVIEW PROCESS

A major subdivision preliminary plat review provides analysis and coordination of a proposed subdivision with the local UDO, transportation facilities, and utility availability. Per Section 2.8.E of the City of Southport Unified Development Ordinance, the Board of Aldermen shall approve, conditionally approve, or disapprove the preliminary plat. If the plat is disapproved, the reasons shall be set forth in writing and refer specifically to those parts of the ordinance or other land development ordinances with which the plat does not comply.

A Preliminary Plat approval conveys the authority to begin construction of infrastructure associated with the proposed subdivision, including such items as roadways, water and sewer utilities, sidewalks, etc. It does not convey any authority to construct dwellings or any other buildings. Upon completion of the installation of infrastructure, the applicant shall submit a Final Plat application. The review of the Final Plat includes site inspections by various City staff to determine if infrastructure has been installed in accordance with the Preliminary Plat. Upon a positive determination from those inspections, the Final Plat shall be considered by the Board of Aldermen. Upon approval by the Board of Aldermen, the Final Plat shall be recorded with the Brunswick County Register of Deeds, and such will convey the authority to begin to obtain building permits for structures.

The approval of the Final Plat is not an acceptance of infrastructure by the City of Southport. That process, for infrastructure such as roadways and water and sewer lines, occurs as a separate process to also be approved by the Board of Aldermen upon a determination that said infrastructure remains in accordance with any applicable standards put forth by the City.

PRELIMINARY PLAT PROPOSAL

This project was first introduced as a sketch plan at the July 15, 2021 Planning Board Meeting. The applicant submitted a preliminary plat application that was presented at the November 17, 2022 planning board meeting and gained a recommendation of approval at their March 16, 2023 meeting.

Dimensional Requirements

The subject property is zoned R-10. Per Section 3.9 there is a minimum lot size of 10,000 square feet and minimum lot width of 75'. Setbacks and building height shall be reviewed further at the time building permits are reviewed.

Section 4.7.D lists the Required Improvements for Subdivisions. The following discussions will outline how the applicant has met the eight (8) requirements, including other provisions necessary for approval found in the UDO.

Transportation and Streets

Access to the site includes 1, one-way entrance from Stuart Avenue, 2, two-way entrances from Fodale Avenue and connection with the Hammocks Subdivision via Sand

Dollar Lane. These entrances meet the street connectivity requirements. All streets will be dedicated public rights of way and constructed to meet Section 4.8

Lighting

Per section 4.9, the applicant is required to install street lighting with underground distribution along all proposed streets. Such street lighting is compliant and has been labeled on the site plan.

Street Name Signs, and Cluster Mailboxes

Street signs, both traffic-control and name signs will be installed by the applicant and conform to all sign regulations as outlined in Section 4.10. The newly designed entrance to the subdivision on Stuart Avenue will include one-way signs and a no right turn sign will be installed on Sand Dollar Way facing Oakton Drive.

The required cluster mailbox kiosk has been identified on the site plan on Lot CA-2 on Rosin Drive.

Pedestrian Facilities

Per Section 4.11 sidewalks are required on at least 1 side of the street for all major subdivisions. The applicant has provided 5' sidewalks on both sides of each street and exceeds this requirement.

Water Supply and Sewage Disposal Systems

Section 4.12 – The property is located within the incorporated city limits. The city will provide both water and sewer to this subdivision.

Erosion and Sedimentation, Drainage Control Facilities, and Stormwater

A stormwater retention pond, which will collect all onsite stormwater is proposed and meets the requirements of Section 4.13. The city's engineer has reviewed and confirmed the storm calculations for capacity limits. Any permits from NC Department of Environmental Quality shall be obtained prior to commencing construction.

Recreation and Open Space

The applicant has provided 2.97 acres of open space, excluding wetlands. This exceeds the 2% open space/lot requirement of .84 acres, found in Section 4.14.C. Further, a walking trail has been proposed around the 2.58-acre stormwater retention pond.

Landscaping and Buffers

Section 3.17.B applies to new construction non-residential, multi-family uses, or changes in uses that would result in the addition of 10 or more parking spots. Therefore, no landscape or buffer yards are required for this proposal.

Tree Protection and Landscape Preservation

The applicant has provided a tree removal plan (Section 3.18.F) along with a landscape plan (sheets L1.0 and L0.1) showing required mitigation onsite (Section 3.18.H). The tree removal plan outlines both the infrastructure, drainage, and utilities impact zone and lot

grading and drainage zone. Within the infrastructure, drainage, and utilities zone only live oaks 8" and greater are required to be mitigated. There will be 3 live oak trees over 8" removed from this construction zone requiring 58" of mitigation. The lot grading mitigation requires the same number of inches removed to be replaced on site. Removal with mitigation of 2,912" are required and shown on sheet L0.1.

Mitigation will include native species found on Tables 3.5 and 3.6 of the UDO. The landscape plan will be updated to remove the Allee Elm street trees and add another species to meet Section 3.18.H.1.g.

Signage

Approval of a preliminary plat does not include sign permit approval. All future signs associated with the project shall require separate review and approval by Planning Staff based on conformance with Section 3.19 of the City of Southport Unified Development Ordinance.

PLANNING BOARD REVIEW

A review committee, whose members included Vice-Chair Will Hewitt, Chris Jones, and Dick Sloan, was formed to review the proposed subdivision preliminary plat.

The committee met with the applicant at a duly advertised meeting on January 11, 2023. After a review of the subdivision requirements and design features, discussion focused on 2 main topics, access to the subdivision, especially from Stuart Avenue and stormwater capacity/flooding issues in the neighborhood. It was requested that the entrance to Stuart be considered as either a walking/multi-use trail entrance or one way entrance into the subdivision, alignment of Oakton Drive and Mitchell Street on Fodale Avenue, and for 100-year storm event discharge control design calculations be checked to show capacity of the proposed stormwater retention pond.

The applicant agreed to adjust the site plan and provide stormwater calculations for a 100yr/24 hr storm event. A new site plan with a one-way entrance from Stuart Avenue and alignment to Mitchell Street was submitted as well as the requested pond capacity calculations.

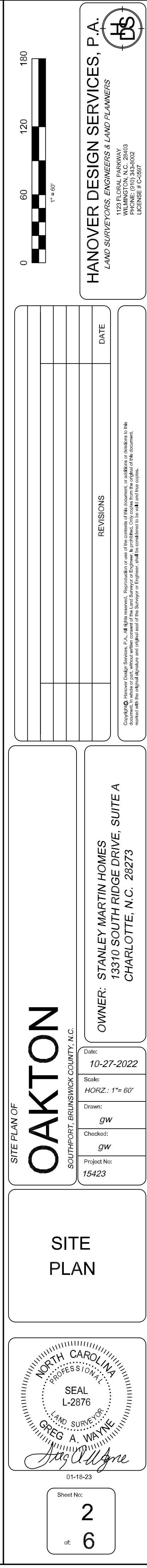
The city's engineer, Bob Jarvis, reviewed the 100-year stormwater calculations and determined that it appears that the pond functions without topping. It is noted that detailed utility plans may be submitted after site plan or preliminary plat approval and must be approved by the City's Public Works Department prior to construction of improvements or the issuance of building permits or approval of final plat.

A final duly advertised committee meeting was held on March 7, 2023 to review the new submittal for the Oakton preliminary plat. A representative for the applicant met with the committee and staff to review the site plan and stormwater calculations. After discussions of the one-way entrance and capacity of the proposed stormwater pond, it was the recommendation of the committee to forward the preliminary plat to the full Planning Board for approval.

The Planning Board at their regularly scheduled monthly meeting on March 16, 2023 made a recommendation to the Board of Alderman for approval of the Major Subdivision Preliminary known as Oakton Subdivision with the condition that the non-native Allee Elm understory street trees listed on the landscape plans be updated to a species found on Table 2.6 of the UDO.

Attachments:

Preliminary Plat Application
Preliminary Plat Submittal dated 2-14-23
Stormwater Calculations



STUART AVENUE
60' PUBLIC R/W

EAST LEONARD STREET
60' PUBLIC R/W

SOFTWIND WAY
60' PUBLIC R/W

N. FODALE AVENUE
60' PUBLIC R/W

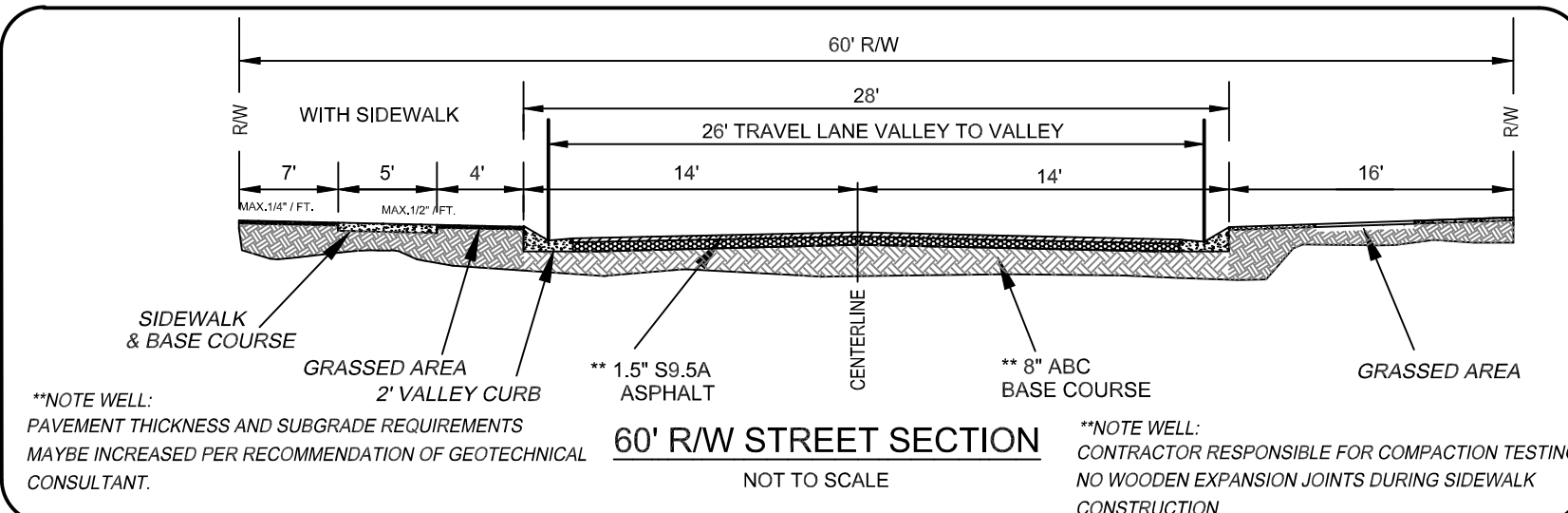
MITCHELL ST.
50' PUBLIC R/W

LEGEND

- I.S. IRON SET
E.I.P. EXIST. IRON PIPE
E.C.M. EXIST. CONCRETE MONUMENT
C.C.M. CONCRETE CONTROL MONUMENT
E.A. EXIST. AXLE
I.L.M. IRON LINE MARKER
D.E. DRAINAGE EASEMENT
R/W RIGHT-OF-WAY
E.I. EXIST. IRON
S.T. SITE TRIANGLE
CA COMMON AREA

NOTES:

- SURVEYED IN DECEMBER OF 2020.
- FOR REFERENCE SEE D.B. 3857 PAGE 64.
- ALL DISTANCES ARE HORIZONTAL.
- ALL BEARINGS ARE RELATIVE NC GRID NAD 83 (2011)
- AREA COMPUTED BY COORDINATE METHOD.
- THIS PROPERTY IS NOT LOCATED WITHIN A SPECIAL FLOOD HAZARD AREA.
- TOTAL AREA 20.52 ACRES
- NO U.S. ARMY CORPS JURISDICTIONAL WETLANDS EXIST ON SITE



LEGEND

- (L.P.) = LIGHT POLE
- EXISTING CONTOUR
- PROPOSED CONTOUR
- PROPERTY LINE
- BUILDING SETBACK
- CENTERLINE
- EASEMENT
- COMPUTED PROPERTY LINE
- PROPOSED STORM DRAIN
- PROPOSED WATER SERVICE
- PROPOSED GAS SERVICE
- PROPOSED 6" SANITARY SEWER SERVICE
- PROPOSED SIDEWALK

NOTES

- DEVELOPER TO INSTALL ALL STREET SIGNS AT EACH STREET INTERSECTION AND ARE SUBJECT TO APPROVAL BY THE UDO ADMINISTRATOR
- DEVELOPER TO INSTALL CLUSTER BOX UNITS (CBU) IN ACCORDANCE WITH POSTAL OPERATIONS MANUAL
- FIRE HYDRANTS SHOWN ARE PRELIMINARY AND FINAL LOCATION TO BE APPROVED BY SOUTHPORT FIRE MARSHAL
- STREET LIGHTS TO BE INSTALLED BY DEVELOPER VIA UNDERGROUND DISTRIBUTION ALONG ALL STREETS. DESIGN AND INSTALLATION SHALL MEET OR EXCEED SOUTHPORT STREET LIGHT POLICY

Certification of Approval of the Preliminary/Final Plat by the Southport Board of Aldermen
The Southport Board of Aldermen hereby approves or approves conditionally the (preliminary or final plat) of Subdivision.
If approved conditionally, the specific conditions shall be listed.

Mayor, City of Southport

Date

REVISIONS	DATE

OWNER: STANLEY MARTIN HOMES
13310 SOUTH RIDGE DRIVE, SUITE A
CHARLOTTE, N.C. 28273

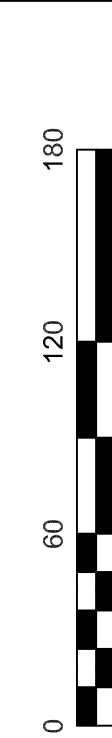
Date: 10-27-2022
Scale: HORIZ.: 1"= 60'
Drawn: gw
Checked: gw
Project No: 15423

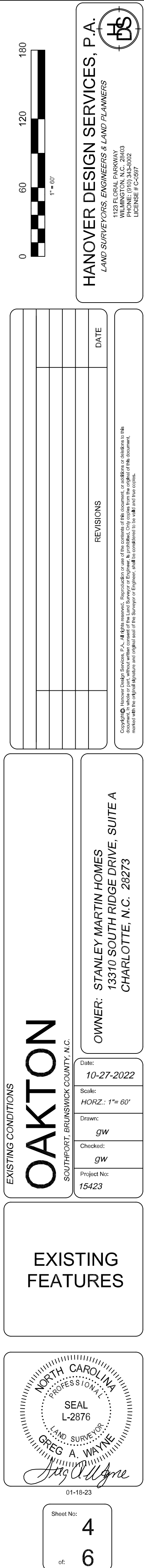
SITE PLAN

SEAL
L-2876
NORTH CAROLINA
PROFESSIONAL
LAND SURVEYOR
GREG A. WAYNE

Sheet No: 3
of 6

HANOVER DESIGN SERVICES, P.A.
LAND SURVEYORS, ENGINEERS & LAND PLANNERS
WILMINGTON, N.C. 28403
LICENSE # 00402





EXISTING TREE

DRIPLINE

PROTECTIVE BARRIER

3" MIN. STAKE
HEIGHT ABOVE
GRADE

TREES TO BE SAVED WILL BE CLEARLY MARKED PRIOR TO CONSTRUCTION AND A PROTECTIVE BARRIER IS TO BE INSTALLED AT THE DRIPLINE.

DRIPLINE - THE AREA OF SOIL DIRECTLY BENEATH THE TREE EXTENDING OUT TO THE TIPS OF THE OUTERMOST BRANCHES.

**METHOD OF TREE
PROTECTION DURING
CONSTRUCTION**

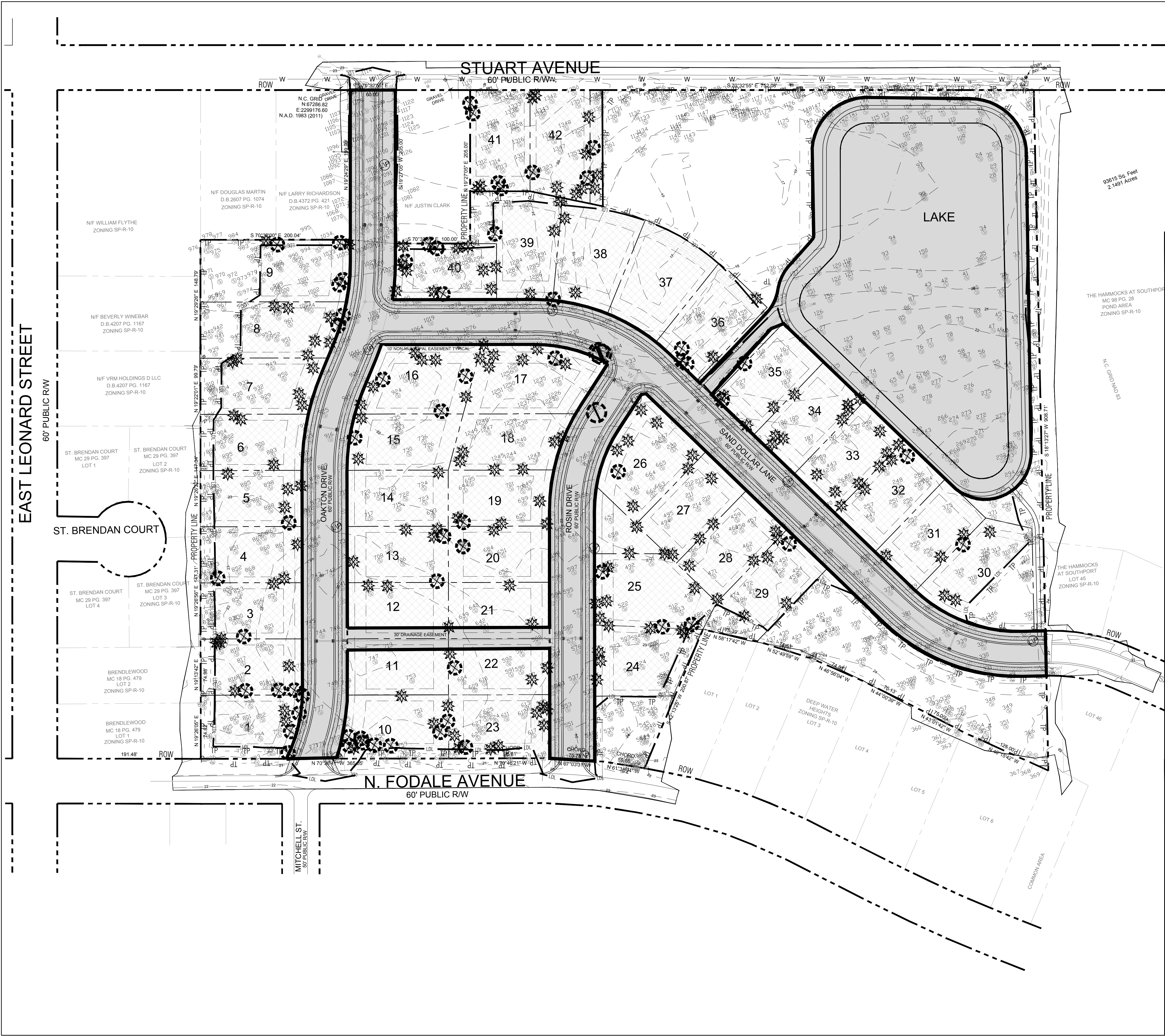
NOT TO SCALE

TREE PROTECTION DURING CONSTRUCTION

1. DO NOT COMPACT SOIL BENEATH TREES. NO VEHICLE SHALL BE ALLOWED TO PARK UNDER TREES. NO HEAVY MATERIALS SHALL BE STORED BENEATH TREES. RESULTS OF COMPACTION CAUSE WATER AND AIR NOT TO REACH THE ROOTS AND THE TREE WILL DIE. THESE "FEEDING ROOTS" OCCUR WELL AWAY FROM THE BASE OF THE TREE TO THE EDGE OF THE OVERHEAD BRANCH CANOPY. DAMAGING THE BARK WITH LAWNMOWERS, CONSTRUCTION EQUIPMENT, OR ANYTHING ELSE IS PROHIBITED. PROTECTIVE BARRIER SHOULD PREVENT DAMAGE FROM OCCURRING DURING CONSTRUCTION.
2. NO CUTTING OF LARGE STRUCTURAL ROOTS LOCATED NEAR THE BASE OF THE TRUNK. THESE ARE ESSENTIAL IN SUPPORTING THE TREE AND HOLDING IT UPRIGHT IN HIGH WINDS. REMOVAL OF THESE ROOTS ALONG ONE SIDE IS OFTEN DONE BECAUSE OF A WALK, PAVING OR BUILDING WHICH IS BEING CONSTRUCTED.
3. AVOID CUT AND FILL WITHIN DIAMETER OF TREE CROWN DURING EXCAVATION.

OAKTON SOUTHPORT, BRUNSWICK COUNTY, N.C.		SITE PLAN OF OWNER: STANLEY MARTIN HOMES 13310 SOUTH RIDGE DRIVE, SUITE A CHARLOTTE, N.C. 28273	Date: 10-27-2022 Scale: HORZ.: 1"= 60' Drawn: gw Checked: gw Project No: 15423
TREE INVENTORY		<i>Greg A. Wayne</i> 01-19-25 Sheet No: 6 of: 6	

MAJOR SUBDIVISION PRELIMINARY PLAT



VICINITY MAP

LANDSCAPE REQUIREMENTS

TREE REMOVAL ZONE FOR INFRASTRUCTURE, DRAINAGE, AND UTILITIES IMPACT

MITIGATION REQUIREMENTS FOR REMOVED REGULATED LIVE OAK TREES 8" OR GREATER WITHIN INFRASTRUCTURE AND DRAINAGE AREAS.

QUANTITY	SIZE	COMMON NAME
1	14"	LIVE OAK
1	14/14"	LIVE OAK
1	16"	LIVE OAK
3	58"	LIVE OAK

TOTAL CALIBER INCHES REQUIRED FOR MITIGATION = 58" CAL. INCHES

TREE REMOVAL ZONE FOR LOT GRADING AND DRAINAGE

MITIGATION REQUIREMENTS FOR REMOVED REGULATED OAKS / HARDWOODS 8" OR GREATER AND 12" OR GREATER CONIFERS TREES, LOCATED OUTSIDE OF BUILDING ENVELOPE.

QUANTITY	SIZE	COMMON NAME
1	10"	HARDWOOD
1	15"	HARDWOOD
34	12"	PINE
31	13"	PINE
33	14"	PINE
29	15"	PINE
15	16"	PINE
12	17"	PINE
3	18"	PINE
1	19"	PINE
3	20"	PINE
1	16.5"	PINE
1	24"	PINE
20	8"	OAK
9	9"	OAK
7	10"	OAK
9	11"	OAK
2	13"	OAK
1	14"	OAK
1	9/8"	OAK
1	10/12"	OAK
1	25"	LIVE OAK
215	2,853.5"	LIVE OAK

TOTAL CALIBER INCHES REQUIRED FOR MITIGATION = 2,853.5" CAL. INCHES

OVERALL TOTAL CALIBER INCHES REQUIRED FOR MITIGATION = 2,912" CAL. INCHES

SYMBOL LEGEND

	PROPERTY LINE
	RIGHT OF WAY
	LIMITS OF DISTURBANCE
	WETLAND BOUNDARY LINE
	INTERIOR PROPERTIES
	SETBACKS
	ADJACENT PROPERTIES
	TREE PROTECTION
	EXISTING LIVE OAK TO BE REMOVED WITHIN R.O.W.
	EXISTING HARDWOOD 8" OR GREATER TO BE REMOVED
	EXISTING CONIFER 12" OR GREATER TO BE REMOVED

NORTH

0 60 120 180 feet

SCALE: 1" = 60'

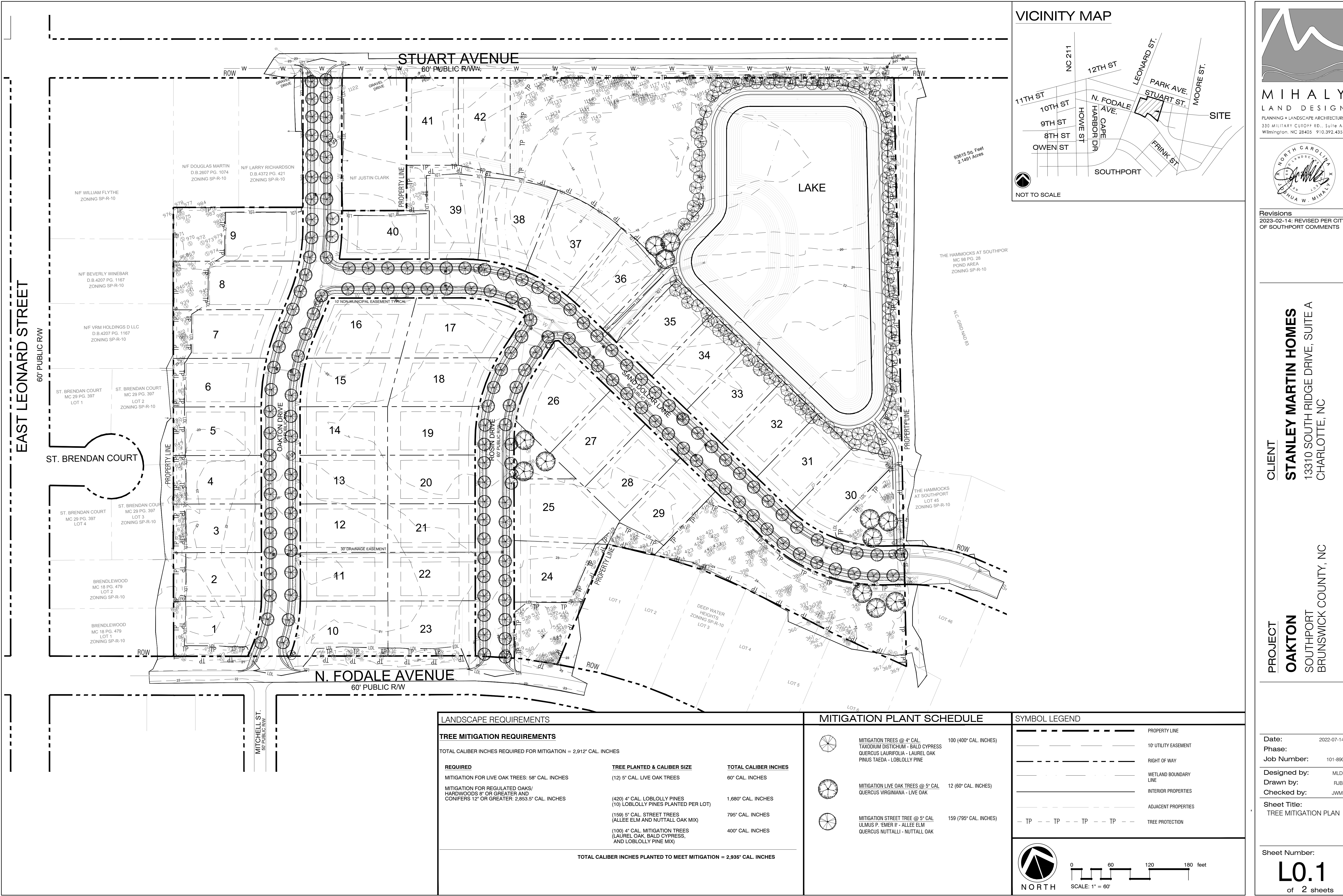
MIHALY LAND DESIGN
PLANNING + LANDSCAPE ARCHITECTURE
330 MILITARY CUTOFF RD., Suite A3
Wilmington, NC 28405 910.392.4355

Revisions
2023-02-14: REVISED PER CITY OF SOUTHPORT COMMENTS

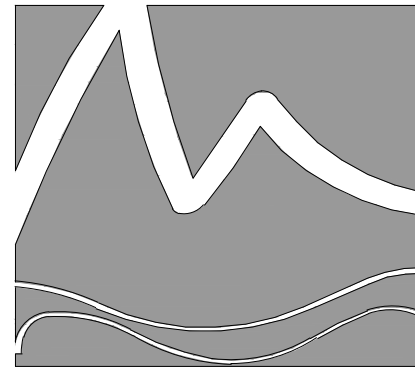
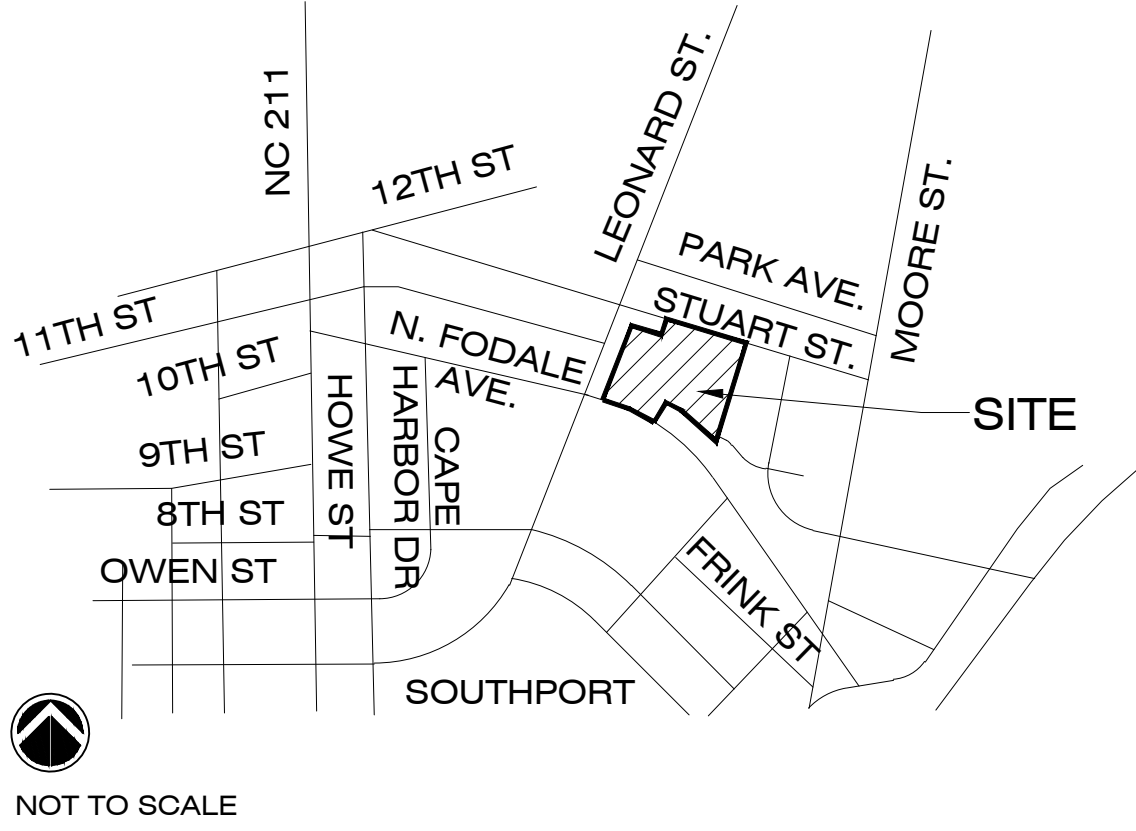
CLIENT
STANLEY MARTIN HOMES
13310 SOUTH RIDGE DRIVE, SUITE A
CHARLOTTE, NC

PROJECT
OAKTON
SOUTHPORT
BRUNSWICK COUNTY, NC

Date: 2022-07-14
Phase:
Job Number: 101-890
Designed by: MLD
Drawn by: RJB
Checked by: JWM
Sheet Title: TREE REMOVAL PLAN
Sheet Number:
L1.0
of 2 sheets



VICINITY MAP



MIHALY
LAND DESIGN
PLANNING + LANDSCAPE ARCHITECTURE
330 MILITARY CUTOFF RD., Suite A3
Wilmington, NC 28405 910.392.4355



Revisions
2023-02-14: REVISED PER CITY
OF SOUTHPORT COMMENTS

CLIENT
STANLEY MARTIN HOMES
13310 SOUTH RIDGE DRIVE, SUITE A
CHARLOTTE, NC

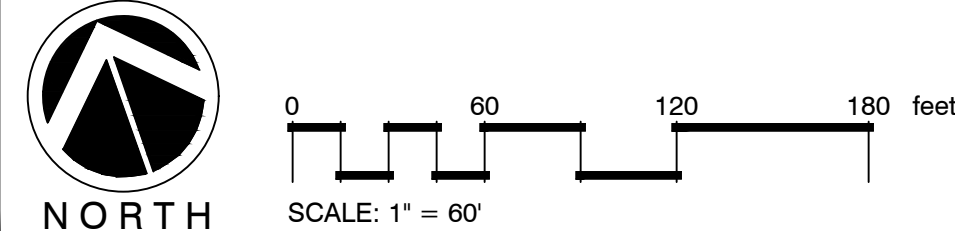
PROJECT
OAKTON
SOUTHPORT
BRUNSWICK COUNTY, NC

Date: 2022-07-14
Phase:
Job Number: 101-890
Designed by: MLD
Drawn by: RJB
Checked by: JWM

Sheet Title:
TREE MITIGATION PLAN

Sheet Number:
L0.1
of 2 sheets

LANDSCAPE REQUIREMENTS			MITIGATION PLANT SCHEDULE		SYMBOL LEGEND	
TREE MITIGATION REQUIREMENTS TOTAL CALIBER INCHES REQUIRED FOR MITIGATION = 2,912" CAL. INCHES				MITIGATION TREES @ 4" CAL. TAXODIUM DISTICHUM - BALD CYPRESS QUERCUS LAURIFOLIA - LAUREL OAK PINUS TAEDA - LOBLOLLY PINE	100 (400" CAL. INCHES)	PROPERTY LINE
REQUIRED MITIGATION FOR LIVE OAK TREES: 58" CAL. INCHES MITIGATION FOR REGULATED OAKS/ HARDWOODS 8" OR GREATER AND CONIFERS 12" OR GREATER: 2,853.5" CAL. INCHES	TREE PLANTED & CALIBER SIZE (12) 5" CAL. LIVE OAK TREES (420) 4" CAL. LOBLOLLY PINES (10) LOBLOLLY PINES PLANTED PER LOT) (159) 5" CAL. STREET TREES (ALLEE ELM AND NUTTALL OAK MIX) (100) 4" CAL. MITIGATION TREES (LAUREL OAK, BALD CYPRESS, AND LOBLOLLY PINE MIX)	TOTAL CALIBER INCHES 60" CAL. INCHES 1,680" CAL. INCHES 795" CAL. INCHES 400" CAL. INCHES		MITIGATION LIVE OAK TREES @ 5" CAL. QUERCUS VIRGINIANA - LIVE OAK	12 (60" CAL. INCHES)	10' UTILITY EASEMENT
TOTAL CALIBER INCHES PLANTED TO MEET MITIGATION = 2,935" CAL. INCHES				MITIGATION STREET TREE @ 5" CAL. ULMUS P. 'EMER II' - ALLEE ELM QUERCUS NUTTALLI - NUTTALL OAK	159 (795" CAL. INCHES)	RIGHT OF WAY
						WETLAND BOUNDARY LINE
						INTERIOR PROPERTIES
						ADJACENT PROPERTIES
						TREE PROTECTION



Subdivision Application

City of Southport, North Carolina



1029 N. Howe St, Southport NC 28461

www.southportnc.org

Planning & Inspections

Phone 910-457-7961 Fax 910-457-7957

FEE: \$ 5,200.00

Subdivision Type: R-10 (CONVENTIONAL) Permit #: _____

Applicant's Name: GREG A. WAYNE

Mailing Address: 1123 FLORAL PARKWAY City: WILMINGTON

State: N.C. Zip Code: 28403

Phone: 910-343-8002 Email: GWAYNE@HDSILM.COM

Location of the property to be subdivided: STURART AVENUE

Parcel Number: 238AC002

Overall Acreage: 20.53 Number of lots: 42

Surveyor: GREG A. WAYNE, PLS License #: L-2876

Mailing Address: 1123 FLORAL PARKWAY City: WILMINGTON

State: N.C. Zip Code: 28403

Phone: 910-343-8002 Email: GWAYNE@HDSILM.COM

Subdivision Fees as of July 1, 2018

Minor Subdivision: 1-2 lots	\$300.00
Minor Subdivision: 3-7 lots	\$300.00 + \$50/lot
Creation of Lots (Heirs)	\$100.00
Subdivision Exception	\$200.00
Major Subdivision	\$1,000 + \$100/lot
Master Plan Approval (PUD)	\$1,000 + \$100/acre
PUD Special Use/Land Use Plan	\$2,000.00
PUD Modification (Minor)	\$500.00
PUD Modification (Major)	\$1,000.00

Signature (Owner or Authorized Applicant)

T:\ApplicationForms\SubdivisionApplicationJuly2018.docx

Date

POND			
DRAINAGE AREAS			
IMPERVIOUS AREAS:			
TYPE	AREA (SF)	AREA (AC)	
PARKING/ROADS	73,772	1.694	
BUILDING 42 LOTS @ 6000	252,000	5.785	
SIDEWALK	24,647	0.566	
OTHER		0.000	
FUTURE	96,500	2.215	
EXISTING IMPERVIOUS	-	0.000	
TOTAL IMPERVIOUS (PROPOSED AND FUTURE):	446,919	10.260	
DRAINAGE AREA	893,874	20.521	
GREEN AREA	446,955	10.261	
PERCENT BUA	50.0%		
SA/DA FROM TABLE @ 5' DEPTH	2.35%		
WSEL	16.5		
SA REQUIRED 85% TSS REMOVAL	21,006	0.482	
SURFACE AREA PROVIDED	74,297	1.706	
MAIN POOL VOLUME PROVIDED	376,516		
MAIN POOL AVERAGE DEPTH	5.1		
VOLUME REQUIRED (SIMPLE METHOD):			
$V = 3630 * R(D) * R(V) * A$			
R(V)	0.499981877		
R(D)	1.5	IN	
A	20.521	AC	
STATE STORAGE ELEVATION	16.5		
VOLUME REQUIRED:	55,865	CF	
STATE STORAGE VOLUME PROVIDED :	99,465	CF	AT 17.50
DRAWDOWN			
TEMPORARY POOL ELEVATION (FT)	17.50	PERMANENT POOL EL.	16.50
ORIFICE DIAMETER (IN)	4		
COEFFICIENT	0.6		
AREA OF ORIFICE (SF)	0.087266463		
GRAVITY (FEET PER SECOND^2)	32.2		
HEAD (FT)	0.333333333		
DISCHARGE (CFS)	0.242594488		
TIME (DAYS)	2.67		
SEDIMENTATION BASIN CONSIDERATIONS			
DISTURBED AREA (ACRES)	15.20		
STORAGE REQUIRED (CF)	27,360	1800 CF * Disturbed AC	
STORAGE PROVIDED (CF)	99,465		
Q(10) (CFS)	40.56		
SURFACE AREA REQUIRED (SF)	17,644	435 SF x Q10	
SURFACE AREA PROVIDED (SF)	74,297		
V(10-YEAR) (FPS)	7.43		

POND RUNOFF SUMMARY (CFS)			
EVENT	PRE-DEVELOPED (CFS)	POST-DEVELOPED (CFS)	POST DEVELOPED ROUTED (CFS)
1-YEAR	0.46	18.53	0.32
2-YEAR	1.48	28.12	0.77
10-YEAR	9.03	62.26	6.79
25-YEAR	17.14	88.28	12.89
100-YEAR	36.02	139.5	20.94

Events for Pond 1P:

Event	Inflow (cfs)	Outflow (cfs)	Primary (cfs)	Secondary (cfs)	Elevation (feet)	Storage (acre-feet)
1-Year	18.53	0.32	0.32	0.00	17.26	1.717
2-Year	28.12	0.77	0.77	0.00	17.59	2.498
5-Year	45.81	3.37	3.37	0.00	17.87	3.154
10-Year	62.26	6.79	6.79	0.00	18.13	3.763
25-Year	88.28	12.89	12.89	0.00	18.64	5.015
50-Year	112.35	16.02	16.02	0.00	19.21	6.423
100-Year	139.50	20.94	20.94	0.00	19.85	8.051



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: 04/13/2023

DEPARTMENT: Development Services

PRESENTED BY: Travis Henley, Development Services Director

ITEM SPONSORED BY: Development Services Department

ITEM/TOPIC: Final Plat – Lookout Point

COST: N/A

BUDGET LINE ITEM: N/A

JUSTIFICATION: In accordance with the Unified Development Ordinance and the adopted major subdivision process, Mrs. Gayla Armstrong is requesting approval of a final plat for the division creation of 2 lots (one new and a remainder) at the end of Lookout Point Drive.

IMPACT IF NOT APPROVED: A Final Plat is an administrative approval, and the request appears to be in conformance with all applicable standards as well as the approved Preliminary Plat. If not approved, the applicant could reapply for Final Plat or appeal to superior court.

DEPARTMENT HEAD COMMENTS: The Preliminary Plat for this project was approved in January 2022. Infrastructure improvements have been made (outlined in attached memorandum). The request appears to conform to all applicable standards and being a by-right project, appears to be deserving of approval.

CITY MANAGER COMMENTS: I am in agreement with our Director of Development Services.

ATTACHMENTS: Memorandum, Final Plat Application, Proposed Final Plat

REQUESTED ACTION: Review and consider a motion to the Final Plat for the Armstrong property on Lookout Point Drive as presented in the attachments.

PROPOSED MOTION: Motion to approve the Final Plat for the Armstrong property on Lookout Point Drive as the request is in conformance to all applicable standards of the Unified Development Ordinance.



BOARD OF ALDERMEN

MEMORANDUM

To: Mayor Joseph P. Hatem, Members of the Board of Aldermen
From: City of Southport Planning Staff
Date: April 13, 2023
Re: Lookout Point Final Plat, Submitted by Mrs. Gayla Armstrong

Background

Mrs. Gayla Armstrong, applicant and owner, has filed for Final Plat Approval for the subdivision of one (1) 2.45 acre property into two separate lots. The subject property is zoned R-10, and is located at the end of Lookout Point Drive, with frontage along the Cape Fear River as well. The property is accessed via existing streets within The Landing community. The Preliminary Plat for this proposed subdivision was approved by the Board of Aldermen at their January 13, 2022 meeting, at which point infrastructure installation was permitted to commence.

Subdivisions are defined as a division of a tract or parcel of land into two (2) or more lots, building sites, and or divisions when any one or more of those divisions is created for the purpose of sale or building development and shall include all divisions of land involving the dedication of a new street or a change in existing streets. Major Subdivisions are defined as all subdivisions except those defined as minor subdivisions. This subdivision does not qualify as a minor subdivision because it includes a new ROW dedication to get the minimum requirements for the frontage of the lots.

Infrastructure

In accordance with the approved Preliminary Plat, a cul-de-sac for Lookout Point Drive was required to be installed in accordance with the requirements of the Unified Development Ordinance and the North Carolina Fire Code, which replaced a hammerhead turnaround at the former end of Lookout Point Drive. This cul-de-sac was also necessary in order to provide enough frontage to the two proposed lots in order to meet the dimensional requirements of the R-10 zoning district. This cul-de-sac has been constructed and found to be in compliance with all applicable requirements.

As proposed in the Preliminary Plat, the now-constructed cul-de-sac was presented as a private right-of-way and will be maintained by the property owners of the lots upon it. No other

infrastructure construction was necessary for the purpose of this subdivision. As such, no conditions of approval are necessary in order to formally approve this Final Plat request. Staff shall review the plat again prior to final recordation to ensure that all required certifications and other documentation has been provided.

Request & Staff Recommendation

Staff find that the request is eligible to be approved by the Board of Aldermen for the purposes of recordation. As such, Staff recommend a motion to approve the Final Plat for the Lookout Point Major Subdivision, based upon conformance to the Preliminary Plat approved by the Board of Aldermen on January 13, 2022 and all other applicable standards of the City of Southport Unified Development Ordinance.

Major Subdivision Final Plat Application

City of Southport, North Carolina



1029 N. Howe St, Southport NC 28461
www.southportnc.org

Planning & Inspections
Phone 910-457-7961 Fax 910-457-7957

For Staff Use Only

PERMIT No. FP-23-02 FEE: \$ N/A Date Received: 02/23/2023

Proposed/Approved Name of Development: Lookout Point

Applicant's Name: Mrs. Gayla Armstrong

Mailing Address: PO Box 620050 City: Woodside

State: CA Zip Code: 94062 Phone: 415-608-9000

Email: Gayla Armstrong- gaylaarmstrong@gmail.com

Location of the property: 0 Lookout Point

Parcel No.: PID# 23800004 Overall Acreage: 2.45 Acres Number of lots: 2

Property Owner's Name: Mrs. Gayla Armstrong

Mailing Address: PO Box 620050 City: Woodside

State: CA Zip Code: 94062 Phone: 415-608-9000

Email: Gayla Armstrong- gaylaarmstrong@gmail.com

Surveyor: ESP Associates, Inc. Registration #: F-1407

Mailing Address: 211 Racine Drive, Suite 101 City: Wilmington

State: NC Zip Code: 28403

Phone: 910-444-3899 Email: Kknott@espassociates.com

Subdivisions and/or divisions of land not qualifying as exempt or as a minor subdivision and whereby a major subdivision preliminary plat has been approved and all necessary and/or required improvements have been installed in accordance with Article 4: Subdivision Regulations, of the Southport UDO.

Submission Requirements for a Major Subdivision Final Plat Application are found in Appendix A.1 of the Southport UDO.

A Major Final Plat submitted to the city of Southport shall include the following required certificates:

- ☒ Certificate of Ownership and Dedication
- ☒ Certificate of Survey and Accuracy
- ☒ Certification of Board of Aldermen Approval
- ☒ Certificate of Approval of the Design and Installation of Streets, Utilities, and Other Required Improvements
- ☒ Certification of Septic and Water Supplies
- ☒ Certificate of Disclosure; 404 Wetlands
- ☒ Certificate of Disclosure; City of Southport Floodplain Management Regulations
- ☒ Acknowledgement of Compliance (Private Developments)
- ☒ Certificate of Purpose of Plat
- ☒ Certificate of Approval for Recording



Signature (Owner or Authorized Applicant)

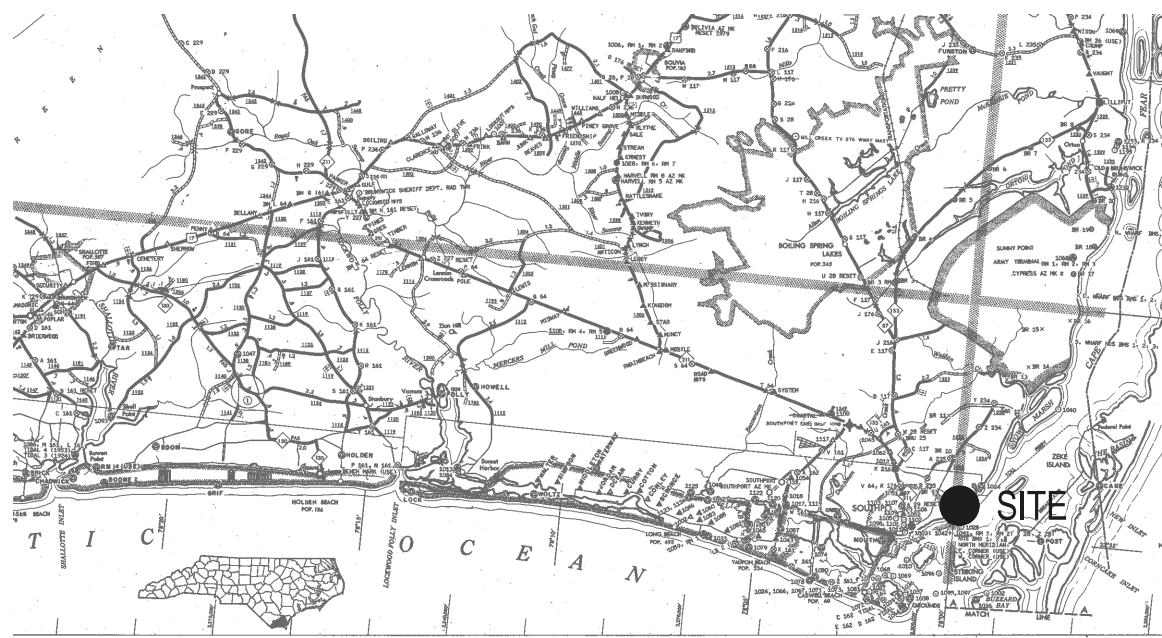
____02/23/23_____
Date

APPROVED BY:



UDO Administrator

____02/23/2023_____
Date



NOT TO SCALE VICINITY MAP Brunswick County, NC

NORTH CAROLINA
BRUNSWICK COUNTY

Filed for registration on the _____ day of _____, 20____,
at (A.M./P.M.) and recorded in Plat Cabinet _____, Slide _____.

Register of Deeds

CERTIFICATE OF BOARD OF ALDERMAN APPROVAL:

The Southport Board of Aldermen hereby approves the final plat of
_____ Subdivision.

Mayor, City of Southport _____, Date _____

CERTIFICATE OF APPROVAL FOR RECORDING:

City of Southport does hereby certify that this map was approved for
recording in the office of the Register of Deed for Brunswick County,

Signature _____ Date _____

CERTIFICATE OF DISCLOSURE, 404 WETLANDS

Wetlands Caution: Prospective buyers are cautioned that portions of the lots
shown on this plat are restricted in use by wetlands and water jurisdiction
pursuant to the US Army Corps of Engineers Section 404 regulations,
individual lot reviews to ensure compliance with their Federal laws and
regulations, are encouraged. Verification of location and restrictions should
be made prior to individual lot development

Owner _____ Date _____

Owner _____ Date _____

CERTIFICATE OF OWNERSHIP AND DEDICATION

I hereby certify that I am the owner of the property shown and described
hereon, which is located in the subdivision jurisdiction of the City of
Southport and that I hereby adopt this plat of subdivision with my free
consent, establish minimum building set back lines, and dedicate all streets,
alleys, walks, parks, open spaces, utilities, and other sites and easements to
public or private use as noted.

Owner _____ Date _____

Owner _____ Date _____

CERTIFICATE OF APPROVAL FOR RECORDING:

I hereby certify that the subdivision plat shown hereon has been found to
comply with the Subdivision Regulations of the City of Southport, North
Carolina, and that this plat has been approved by an authorized representative
of the Southport for recording in the Office of the Register of Deeds of
Brunswick County.

UDO Administrator _____

Date _____

CERTIFICATE OF DISCLOSURE, CITY OF SOUTHPORT
FLOODPLAIN MANAGEMENT REGULATIONS:

I (we) hereby certify that prior to entering any agreement or any conveyance
with a prospective buyer, I (we) shall prepare and sign, and the buyer of the
subject real estate shall receive and sign a statement which full and accurately
discloses the the subject real estate, or a portion of the subject real estate, is
located within a flood hazard area and that the buyer must satisfy the
requirements of City of Southport floodplain management regulation prior to the
issuance of building permits.

Owner _____ Date _____

Owner _____ Date _____

NORTH CAROLINA
BRUNSWICK COUNTY

I, KENNETH W. KNOTT, CERTIFY THAT THIS SUBDIVISION SURVEY WAS DRAWN UNDER MY DIRECT SUPERVISION FROM AN ACTUAL
SURVEY MADE UNDER MY DIRECT SUPERVISION AND REFERENCED IN THE BRUNSWICK COUNTY REGISTRY IN DEED BOOK 4667 PAGE
535 AND DEED BOOK 1317, PG. 918; THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS BROKEN LINES AND
REFERENCED FROM RECORD INFORMATION AS SHOWN HEREIN; THAT THE UNADJUSTED CONVENTIONAL RATIO OF PRECISION AS
CALCULATED IS 1:10,000+; THAT THIS SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY
THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND. THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S.47-30 AS
AMENDED. WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS XXX DAY OF XXXX, A.D., 2023.

PRELIMINARY

KENNETH W. KNOTT, PLS L-5353

THIS SURVEY WAS PERFORMED TO MEET FEDERAL GEOGRAPHIC DATA
COMMITTEE STANDARDS AS APPLICABLE; THAT THE ORIGINAL GPS DATA
WAS OBTAINED ON MAY 20, 2021; THAT THE FIELD LOCATION WAS
COMPLETED ON MAY 21, 2021; THE PRIMARY STATE PLANE AZIMUTH
COORDINATES SHOWN HEREON ARE NORTH CAROLINA STATE PLANE
VALUES (PIPS 3200) BASED ON THE NAD 1983 (NSRS 2011) NAVD 1988
(GEOID 128) ADJUSTMENT AS POSITIONED BY THE NCOS VRS NETWORK
FROM OBSERVATIONS MADE BY THIS OFFICE USING TRIMBLE GNSS R-8
MODEL 4 SURVEY GRADE DUAL FREQUENCY RECEIVERS AND OBSERVED
USING MULTIPLE SESSIONS A MINIMUM OF 240 EPOCHS; ALL OTHER
COORDINATES ARE LOCALIZED GROUND COORDINATES DERIVED FROM
CONVENTIONAL METHODS BY THIS OFFICE; THIS SURVEY WAS COMPILED
TO MEET THE ASPRS STANDARDS FOR CLASS 1 MAP ACCURACY AT
1:600 (1" = 50'). ALL REPORTED VALUES ARE U.S. SURVEY FEET.

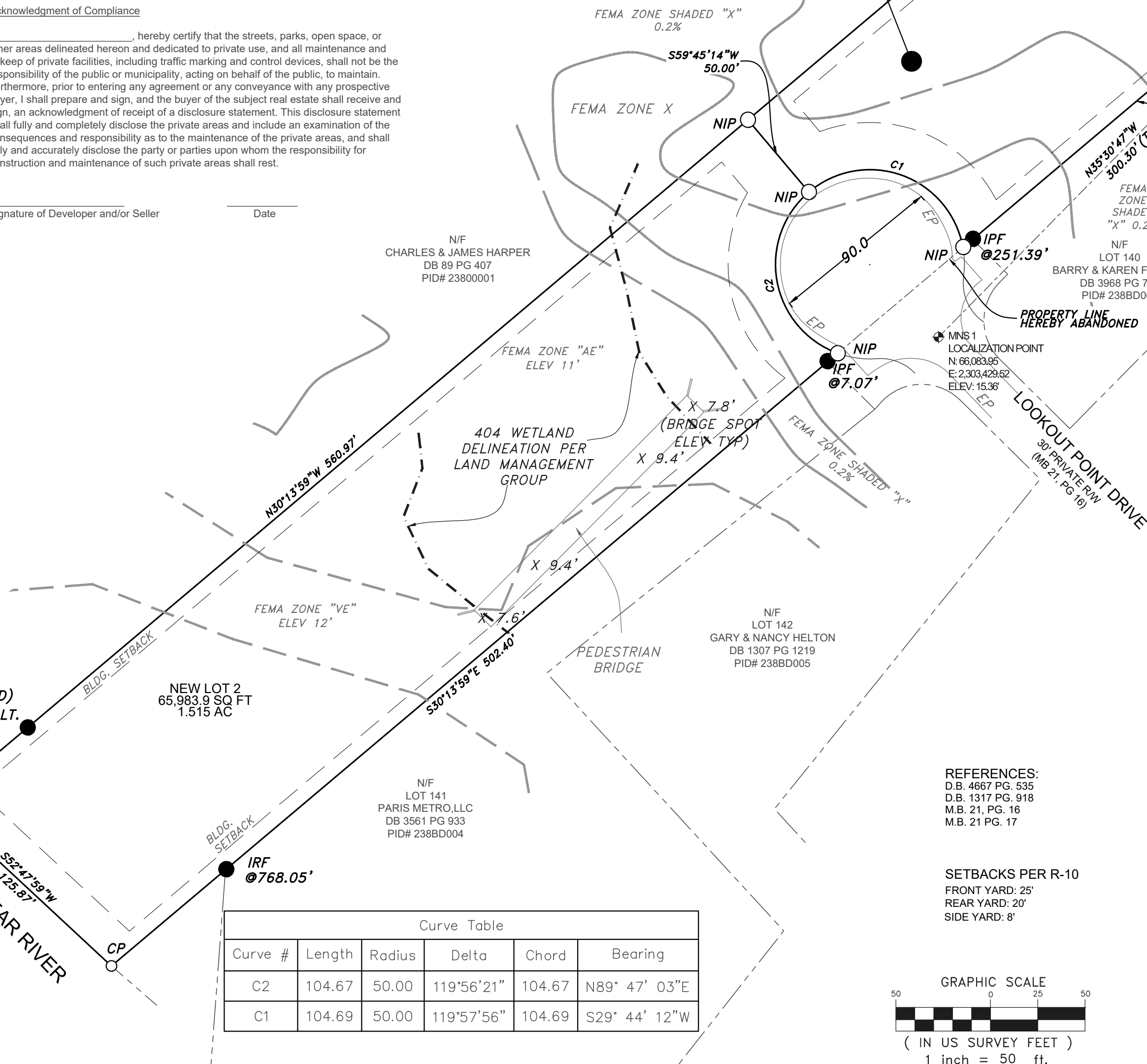
GPS STATEMENT

Acknowledgment of Compliance

I, _____, hereby certify that the streets, parks, open space, or
other areas delineated hereon and dedicated to private use, and all maintenance and
upkeep of private facilities, including traffic marking and control devices, shall not be the
responsibility of the public or municipality, acting on behalf of the public, to maintain.
Furthermore, prior to entering any agreement or any conveyance with any prospective
buyer, I shall prepare and sign, and the buyer of the subject real estate shall receive and
sign, an acknowledgment of receipt of a disclosure statement. This disclosure statement
shall fully and completely disclose the private areas and include an examination of the
consequences and responsibility as to the maintenance of the private areas, and shall
fully and accurately disclose the party or parties upon whom the responsibility for
construction and maintenance of such private areas shall rest.

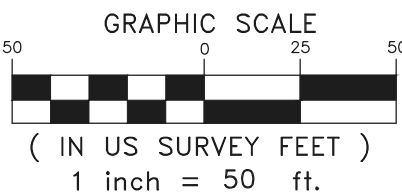
Signature of Developer and/or Seller _____

Date _____



REFERENCES:
D.B. 4667 PG. 535
D.B. 1317 PG. 918
M.B. 21, PG. 16
M.B. 21 PG. 17

SETBACKS PER R-10
FRONT YARD: 25'
REAR YARD: 20'
SIDE YARD: 8'



NOTES:

1. The depicted survey was obtained from an actual field survey made by this office and platted June, 2021.
2. The purpose of this survey is subdivide the subject tract creating 2 new parcels.
3. All known encroachments are noted on survey.
4. This property lies within multiple FEMA Zone's FEMA Map No. 3720300600K, Effective Date: August 8, 2018.
6. All distances are horizontal ground measurements unless otherwise noted.
7. All areas computed by coordinate computation method.
8. Survey basis of bearing per NC VRS network using Trimble GNSS Model 4 survey grade dual frequency receivers. .
9. Brunswick County Pin No: 300610353995. This survey was executed without the benefit of a full title report and is subject to any easements, Right-of-Ways or encumbrances a full title report may reveal.
10. Setbacks per City of Southport Zoning SP-R-10.

IRF.....IRON ROD FOUND
IPF.....IRON PIN (REBAR) FOUND
NIP.....NEW IRON PIN
ERI.....EXISTING REFERENCE IRON
MNS.....MAG NAIL SET
EIPD....EXISTING IRON PIPE DISTURBED
NIS.....NO IRON SET
CL.....CENTER LINE
PL.....PROPERTY LINE
CP.....CALCULATED POINT

— LINE SURVEYED
--- LINE NOT SURVEYED / R/W
- - - CENTERLINE
- - - EASEMENT LINE
- - - SETBACK LINE

LEGEND

PROFESSIONAL LAND SURVEYING SERVICES BY:

ESP ASSOCIATES, INC
SUBSURFACE · HYDROGRAPHIC · MOBILE · GEOMATICS

211 Racine Drive, Suite 101
Wilmington, North Carolina 28403
(910) 444-3899 / www.espassociates.com / License # F-1407

PLAT SHOWING SUBDIVISION OF THE PROPERTY OF:

**GORDON R & GAYLA P ARMSTRONG
ARMSTRONG REVOCABLE FAMILY TRUST**
DEED BOOK 4667 AT PAGE 535
SMITHVILLE TOWNSHIP, BRUNSWICK COUNTY
SOUTHPORT, NORTH CAROLINA

DATE
02/28/23
DRAWN BY
S.R.N.

SCALE
1" = 50'

CHECKED BY
K.W.K.

REVISIONS

-DESCRIPTION-
SUBDIVISION

SHEET

10F 1



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: 04/13/2023

DEPARTMENT: Development Services

PRESENTED BY: Travis Henley, Development Services Director

ITEM SPONSORED BY: Development Services Department

ITEM/TOPIC: Final Plat – Highland Park

COST: N/A

BUDGET LINE ITEM: N/A

JUSTIFICATION: In accordance with the Unified Development Ordinance and the adopted major subdivision process, Mr. Rudolph Mintz III is requesting the approval of a Final Plat application for Phase 3 of the Oaks at Highland Park. This is the last phase of the Highland Park community and consists of nineteen (19) single family lots.

IMPACT IF NOT APPROVED: A Final Plat is an administrative approval, and the request appears to be in conformance with all applicable standards as well as the approved Preliminary Plat. If not approved, the applicant could reapply for Final Plat or appeal to superior court.

DEPARTMENT HEAD COMMENTS: The Preliminary Plat for this project was approved in October 2020, under the previous Unified Development Ordinance. Infrastructure improvements have been made (outlined in attached memorandum). The request appears to conform to all applicable standards and being a by-right project, appears to be deserving of approval with associated condition of approval regarding sidewalks and a performance guarantee for their installation.

CITY MANAGER COMMENTS: I am in agreement with the Director of Development Services.

ATTACHMENTS: Memorandum, Final Plat Application, Proposed Final Plat, Documentation regarding infrastructure installations.

REQUESTED ACTION: Review and consider a motion to conditionally approve the Final Plat for Phase 3 of the Oaks at Highland Park.

PROPOSED MOTION: Motion to approve the Final Plat for Phase 3 of the Oaks at Highland Park as the request is in conformance to all applicable standards of the Unified Development Ordinance, with the following condition:

- The Plat shall not be signed for recordation until a performance guarantee and bond or other monetary instrument is received and accepted by the City of Southport Staff for all sidewalks within the project.



BOARD OF ALDERMEN

MEMORANDUM

To: Mayor Joseph P. Hatem, Members of the Board of Aldermen
From: Development Services Staff
Date: April 13, 2023
Re: Major Subdivision Final Plat, The Oaks at Highland Park Phase 3

Project Overview

Rudolph Mintz III, applicant, on behalf of Southport Development Associates LLC, owner, is requesting approval of a Final Plat for Phase 3 of the Oaks at Highland Park community. Phase 3 of the Oaks at Highland Park consists of 19 single-family detached lots. The subject property is located to the west of Phases 1 and 2 of the community and provides a connection from Highland Park Avenue to N. Atlantic Street EXT via the proposed Raven Glen Drive. The subject property may be further identified by Parcel ID 221MD008, is currently zoned R-10, and is approximately 7.31 acres in size overall.

The overall Highland Park community is a long-term project, with the Preliminary Plat for Phase 1 being proposed and approved in 2015. Phase 3's Preliminary Plat received approval from the Board of Aldermen in October 2020, and was reviewed and approved under the applicable standards of the former Unified Development Ordinance. Due to this timing, the proposed Final Plat is also subject to the applicable standards of the previous Unified Development Ordinance and is not subject to the regulations currently in effect today. Phase 3 is the final phase of the Highland Park community.

In accordance with the Preliminary Plat, Phase 3 of the Oaks at Highland Park consists of nineteen (19) single-family detached lots. As the property is zoned R-10, each lot must be at least 10,000 square feet in size. The proposed plat is found to be in conformance to the Preliminary Plat as well as the applicable standards of the Unified Development Ordinance. Construction of all homes within the project shall require the submittal and approval of all applicable building and trade permits and shall be subject to any relevant building permit fees, tap fees, and System Development fees. Additionally, each home shall be reviewed for its conformance to the Unified Development Ordinance as well.

Acceptance of Infrastructure

Because Highland Park is a long-term project, the project may avail itself of a performance guarantee for required improvements, as opposed to the improvements being installed, certified, and inspected prior to plat recordation. Other recent projects have utilized this process as well. At this point, all infrastructure

has been installed with the exception of sidewalks, which are proposed along both sides of all streets within the project. The applicant has requested the ability to enter into a performance guarantee for the sidewalk installation due to the ongoing construction that will be occurring within the project as new homes are constructed. The potential for sidewalks to be damaged in the course of home construction is significant, and as such, the performance guarantee is proposed in order to allow for the sidewalks to be constructed after home construction has been all or mostly completed. To this end, Staff recommend the addition of a condition of approval that requires the submittal of a performance guarantee, based on an engineered cost-estimate of the construction of the sidewalks with an additional 25% contingency, to be presented to and approved by City staff prior to the recording of the Final Plat for Phase 3 of the Oaks at Highland Park.

The approval of a Final Plat application is not an acceptance of infrastructure by the City for maintenance. Such acceptance shall require a separate process in order for the City to take ownership of the public infrastructure within the project, and shall require an affirmative vote by the Board of Aldermen at the appropriate time. All roadways within the project are platted as public rights-of-way and would be available for City ownership in the future. Public Services is in possession of the engineer-certified as-builts for the roadways within the project.

Water and Sewer infrastructure installation has been completed, however Staff continue to work with the applicant with regard to the specific construction materials utilized for the sewer infrastructure. While both water and sewer infrastructure have received all applicable approvals from the North Carolina Department of Environmental Quality, the sewer lines utilized within the project are not in accordance with the standards set forth by the City of Southport and Brunswick County. Based upon direction received from previous Staff and Administration, the project was permitted to continue with the out-of-compliance sewer line infrastructure with the understanding that the City could not take ownership of the system so long as those materials were used. As such, as currently constructed, the City will not accept the sewer infrastructure within the project, and maintenance of the system will be the responsibility of the homeowner's association for the project over the long-term.

Request & Staff Recommendation

A motion to approve the Final Plat for Phase 3 of the Oaks at Highland Park, base on conformance with the previously approved Preliminary Plat and with the applicable standards of the City of Southport Unified Development Ordinance, with the following condition:

- The Plat shall not be signed for recordation until a performance guarantee and bond or other monetary instrument is received and accepted by the City of Southport Staff for all sidewalks within the project.



Major Subdivision Final Plat Application

City of Southport, North Carolina

1029 N. Howe St, Southport NC 28461
www.southportnc.org

Planning & Inspections
Phone 910-457-7961 Fax 910-457-7957

For Staff Use Only

PERMIT No. FP-23-01 FEE: \$ N/A Date Received: 01/18/2023

Proposed/Approved Name of Development: Oaks at Highland Park Phase 3

Applicant's Name: Rudolph Mintz III

Mailing Address: 112 E Gordon St. City: Kinston

State: NC Zip Code: 28501 Phone: 252-522-8014

Email: Rudolph.Mintz@gmail.com

Location of the property: Highland Park Avenue

Parcel No.: 221MD 008 Overall Acreage: 7.31 Number of lots: 19 lots

Property Owner's Name: Southport Development Associates ~~Inc~~ LLC

Address of Owner: 1205 Sweetbriar Circle Phone: 252-522-8014

City: Kinston State: NC Zip Code: 28501

Email: Rudolph.Mintz@gmail.com

Surveyor: Chad D. Burchette, McKim & Creed, INC. Registration #: L-5181

Mailing Address: 243 N Front St. City: Wilmington

State: NC Zip Code: 28401

Phone: 910-343-1048 Email: cburchette@mckimcreed.com

Subdivisions and/or divisions of land not qualifying as exempt or as a minor subdivision and whereby a major subdivision preliminary plat has been approved and all necessary and/or required improvements have been installed in accordance with Article 4: Subdivision Regulations, of the Southport UDO.

Submission Requirements for a Major Subdivision Final Plat Application are found in Appendix A.1 of the Southport UDO.

A Major Final Plat submitted to the city of Southport shall include the following required certificates:

- ☒ Certificate of Ownership and Dedication
- ☒ Certificate of Survey and Accuracy
- ☒ Certification of Board of Aldermen Approval
- ☒ Certificate of Approval of the Design and Installation of Streets, Utilities, and Other Required Improvements
- ☒ Certification of Septic and Water Supplies
- ☒ Certificate of Disclosure; 404 Wetlands
- ☒ Certificate of Disclosure; City of Southport Floodplain Management Regulations
- ☒ Acknowledgement of Compliance (Private Developments)
- ☒ Certificate of Purpose of Plat
- ☒ Certificate of Approval for Recording

Rudolph Muntz, Jr., o.b.o. S.D.A., LLC
Signature (Owner or Authorized Applicant)

1/17/2023
Date

APPROVED BY:

[Signature]
UDO Administrator

01/17/2023
Date

LINE TABLE		
LINE #	BEARING	LENGTH
L1	S78°10'48"W	34.22'
L2	S42°24'00"W	50.28'
L3	N72°17'44"E	18.41'
L4	N72°17'44"E	18.26'
L5	N72°17'44"E	18.41'
L6	S88°50'11"E	54.25'
L7	N83°27'48"E	54.28'
L8	N19°43'22"E	47.08'
L9	N48°16'38"E	38.19'
L10	S19°26'27"W	16.39'
L11	S19°26'27"W	4.68'
L12	S72°37'36"E	107.07'
L13	S87°24'02"E	209.68'
L14	S72°37'36"E	79.80'
L15	S87°24'02"E	210.39'
L16	N41°26'30"E	73.03'

LINE TABLE		
LINE #	BEARING	LENGTH
L17	N34°20'32"E	48.29'
L18	S24°04'59"W	63.80'
L19	S12°23'15"W	61.30'
L20	S12°23'15"W	66.89'
L21	S24°04'59"W	64.03'
L22	N88°50'44"W	7.65'
L23	S83°27'48"W	7.93'
L24	S72°34'49"E	48.58'
L25	S72°34'49"E	89.80'
L26	S70°37'29"E	1.66'
L27	S70°37'29"E	7.61'
L28	S19°26'27"W	16.24'
L29	S19°26'27"W	17.61'
L30	S48°03'53"E	32.80'
L31	S53°21'38"E	98.94'
L32	S70°33'33"E	7.03'

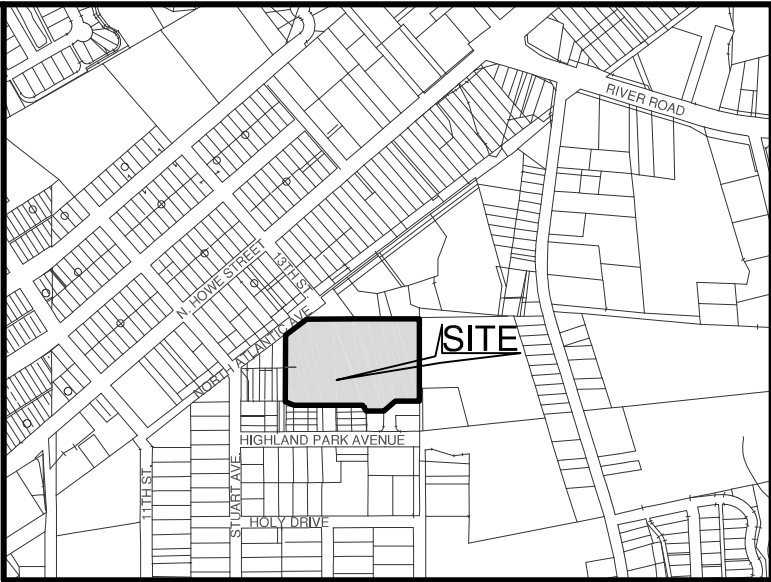
CURVE TABLE					
CURVE	RADIUS	LENGTH	TANGENT	BEARING	CHORD
C1	230.00'	212.91'	114.77'	N45°46'33"E	205.39'
C2	244.32'	192.69'	101.67'	N41°51'02"E	187.74'
C3	244.32'	191.59'	101.03'	N86°54'36"E	186.72'
C4	200.00'	185.14'	99.80'	N45°46'33"E	178.60'
C5	274.32'	168.38'	86.93'	N36°50'25"E	165.75'
C6	25.00'	55.07'	49.29'	N08°40'48"W	44.59'
C7	50.00'	237.57'	48.09'	N64°38'42"E	69.32'
C8	25.00'	54.72'	48.45'	S42°49'51"E	44.43'
C9	274.32'	167.14'	86.26'	S88°04'49"E	164.57'
C10	260.00'	240.68'	129.74'	N45°46'33"E	232.18'
C11	214.32'	337.10'	214.77'	N64°18'57"E	303.41'
C12	200.00'	21.58'	10.80'	N69°12'17"E	21.57'
C13	200.00'	53.22'	26.77'	N58°29'29"E	53.06'
C14	200.00'	82.87'	42.04'	N38°59'54"E	82.28'
C15	200.00'	27.48'	13.76'	N23°11'31"E	27.46'
C16	274.32'	8.29'	4.15'	N20°07'20"E	8.29'
C17	274.32'	82.75'	41.69'	N29°37'47"E	82.44'
C18	274.32'	77.34'	38.93'	N46°20'52"E	77.08'
C19	50.00'	60.43'	34.52'	N36°50'58"W	56.82'
C20	50.00'	43.94'	23.50'	N22°56'54"E	42.54'

CURVE TABLE					
CURVE	RADIUS	LENGTH	TANGENT	BEARING	CHORD
C21	50.00'	41.15'	21.82'	N71°42'08"E	40.00'
C22	50.00'	52.37'	28.87'	S54°42'54"E	50.01'
C23	50.00'	39.68'	20.95'	S01°58'28"E	38.65'
C24	274.32'	46.79'	23.45'	N79°21'03"E	46.73'
C25	274.32'	75.19'	37.83'	S87°54'38"E	74.95'
C26	274.32'	45.17'	22.63'	S75°20'30"E	45.11'
C27	260.00'	49.61'	24.88'	N66°49'44"E	49.54'
C28	260.00'	7.91'	3.96'	N60°29'26"E	7.91'
C29	260.00'	33.14'	16.59'	N47°40'11"E	33.12'
C30	260.00'	12.61'	6.31'	N42°37'43"E	12.61'
C31	260.00'	62.65'	31.48'	N34°20'09"E	62.50'
C32	260.00'	37.10'	18.58'	N23°20'41"E	37.07'
C33	214.32'	77.78'	39.32'	N29°39'10"E	77.35'
C34	214.32'	88.48'	44.88'	N51°52'33"E	87.85'
C35	214.32'	159.95'	83.90'	N85°04'56"E	156.26'
C36	214.32'	5.50'	2.75'	S72°48'11"E	5.50'
C37	214.32'	5.40'	2.70'	S71°20'47"E	5.40'
C38	25.00'	39.27'	25.00'	N64°22'31"E	35.36'
C39	260.00'	7.84'	3.92'	N58°45'19"E	7.84'
C40	260.00'	29.82'	14.93'	N54°36'24"E	29.80'

ZONING	
ZONED R-10	
SETBACKS:	FRONT: 25' SIDE: 8' REAR: 20'
TOTAL NUMBER OF LOTS: 19	

AREA TABLE	
RESIDENTIAL LOTS	= 4.55 ACRES
OPEN SPACE	= 1.32 ACRES
RIGHT OF WAY	= 1.22 ACRES
OVERALL	= 7.09 ACRES

LEGEND	
△RBC	REBAR AND CAP CONTROL POINT
●	IRON FOUND SIZE AND TYPE AS LISTED
○	IRON ROD SET IF REBAR
○	CALCULATED POINT
N/F	NOW OR FORMERLY
IPF	CALCULATED POINT
IRF	IRON ROD FOUND
OE	OPEN END PIPE
RBF	REBAR FOUND



VICINITY MAP
SCALE: 1" = 1000'

STATE OF NORTH CAROLINA, COUNTY OF BRUNSWICK

I, _____, REVIEW OFFICER OF BRUNSWICK COUNTY, CERTIFY TO THE BEST OF MY KNOWLEDGE AND BELIEF THE MAP/PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS THE STATUTORY REQUIREMENTS FOR RECORDING.

REVIEW OFFICER

DATE: _____

FILED FOR REGISTRATION AT _____ M O,CLOCK

THIS _____ OF _____ AD _____

IN PLAT CABINET _____SLIDE _____

REGISTER OF DEEDS

CERTIFICATION OF APPROVAL OF THE FINAL PLAT BY THE SOUTHPORT BOARD OF ALDERMEN:

THE SOUTHPORT BOARD OF ALDERMEN HEREBY APPROVES OR APPROVES CONDITIONALLY THE (FINAL PLAT) OF OAKS AT HIGHLAND PARK PHASE 3 SUBDIVISION, IF APPROVED CONDITIONALLY, THE SPECIFIC CONDITIONS SHALL BE LISTED.

MAYOR, CITY OF SOUTHPORT

CERTIFICATE OF OWNERSHIP AND DEDICATION:

I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREON, WHICH IS LOCATED IN THE SUBDIVISION JURISDICTION OF THE CITY OF SOUTHPORT AND THAT I HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH MY FREE CONSENT, ESTABLISH MINIMUM BUILDING SETBACK LINES, AND DEDICATE ALL STREETS, ALLEYS, WALKS PARKS, OPEN SPACE, AND OTHER SITES AND EASEMENTS TO PUBLIC OR PRIVATE USEE AS NOTED. FURTHERMORE, I HEREBY DEDICATEE ALL SANITARY SEWER, STORM SEWER, AND WATER LINES TO THE CITY OF SOUTHPORT.

OWNER

CERTIFICATE OF APPROVAL OF THE DESIGN AND INSTALLATION OF STREETS, UTILITIES, AND OTHER REQUIRED IMPROVEMENTS:

THE UNDERSIGNED HEREBY CERTIFIES THAT THE REQUIRED IMPROVEMENTS (LIST ALL IMPROVEMENTS THAT HAVE BEEN INSTALLED AND APPROVED BY APPROPRIATE AGENCY)

(_____) HAVE BEEN INSTALLED IN AN ACCEPTABLE MANNER AND IN ACCORDANCE WITH THE REGULATIONS OF THE CITY OF SOUTHPORT UNIFIED DEVELOPMENT ORDINANCE.

DEVELOPER OR AUTHORIZED AGENT SIGNATURE(S)

DATE

CERTIFICATION OF SUITABILITY FOR SEPTIC TANK SYSTEMS AND WATER SUPPLIES:

I HEREBY CERTIFY THAT THIS SUBDIVISION, ENTITLED OAKS AT HIGHLAND PARK – PHASE THREE, IS GENERALLY SUITABLE FOR INDIVIDUAL SEPTIC TANK SYSTEMS AND INDIVIDUAL WATER SUPPLIES. HOWEVER, THIS CERTIFICATION DOES NOT CONSTITUTE 'BLANKET' ISSUED SUBJECT TO THE APPROVAL OF EACH INDIVIDUAL LOT BY THE BRUNSWICK COUNTY HEALTH DEPARTMENT AND THE ISSUANCE OF AN IMPROVEMENTS PERMIT FOR EACH LOT AS REQUIRED BY THE GENERAL STATUTES OF NORTH CAROLINA. ANY ARTIFICIAL DRAINAGE MEASURES INSTALLED OR PROPOSED FOR INSTALLATION IN THIS SUBDIVISION TO CONTROL WATER TABLE MUST BE PROPERLY MAINTAINED. LOTS MUST BE PROPERLY LANDSCAPED TO CONTROL SURFACE WATER IN ORDER TO DECREASE THE CHANGES IN SEPTIC TANK SYSTEM MALFUNCTIONS

BRUNSWICK COUNTY HEATH DIRECTOR OR LICENSED SOIL SCIENTIST

DATE

CERTIFICATE OF DISCLOSURE, 404 WETLANDS

THIS TRACT IS NOT SUBJECT TO 404 WETLANDS.

OWNER/IS SIGNATURE

DATE

CERTIFICATE OF DISCLOSURE, CITY OF SOUTHPORT FLOODPLAIN MANAGEMENT REGULATIONS

I (WE) HEREBY CERTIFY THAT PRIOR TO ENTERING ANY AGREEMENT OR ANY CONVEYANCE WITH A PROSPECTIVE BUYER, I (WE) SHALL PREPARE AND SIGN, AND THE BUYER OF THE SUBJECT REAL ESTATE SHALL RECEIVE AND SIGN A STATEMENT WHICH FULLY AND ACCURATELY DISCLOSES THAT THE SUBJECT REAL ESTATE, OR A PORTION OF THE SUBJECT REAL ESTATE, IS LOCATED WITHIN A FLOOD HAZARD AREA AND THAT THE BUYER MUST SATISFY THE REQUIREMENTS OF CITY OF SOUTHPORT FLOODPLAIN MANAGEMENT REGULATIONS PRIOR TO THE ISSUANCE OF BUILDING PERMITS.

OWNER

DATE

ACKNOWLEDGMENT OF COMPLIANCE (PRIVATE DEVELOPMENTS):

I, _____ (NAME OF DEVELOPER AND/OR SELLER) HEREBY CERTIFY THAT THE STREETS, PARKS, OPEN SPACE, OR OTHER AREAS DELINEATED HEREON AND DEDICATED TO PRIVATE USE, AND ALL MAINTENANCE AND UPKEEP OF PRIVATE FACILITIES, INCLUDING TRAFFIC MARKING AND CONTROL DEVICES, SHALL NOT BE THE RESPONSIBILITY OF THE PUBLIC OR THE MUNICIPALITY, ACTING ON BEHALF OF THE PUBLIC, TO MAINTAIN. FURTHERMORE, PRIOR TO ENTERING ANY AGREEMENT OR ANY CONVEYANCE WITH ANY PROSPECTIVE BUYER, I SHALL PREPARE AND SIGN, AND THE BUYER OF THE SUBJECT REAL ESTATE SHALL RECEIVE AND SIGN, AN ACKNOWLEDGMENT OF RECEIPT OF A DISCLOSURE STATEMENT. THE DISCLOSURE STATEMENT SHALL FULLY AND COMPLETELY DISCLOSE THE PRIVATE AREAS AND INCLUDE AN EXAMINATION OF THE CONSEQUENCES AND RESPONSIBILITY AS TO THE MAINTENANCE OF THE PRIVATE AREAS, AND SHALL FULLY AND ACCURATELY DISCLOSE THE PARTY OR PARTIES UPON WHOM THE RESPONSIBILITY FOR CONSTRUCTION AND MAINTENANCE OF SUCH PRIVATE AREAS SHALL REST.

SIGNATURE OF DEVELOPER AND/OR SELLER

DATE

CERTIFICATE OF APPROVAL FOR RECORDING:

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY OF SOUTHPORT, NORTH CAROLINA, AND THAT THIS PLAT HAS BEEN APPROVED BY AN AUTHORIZED REPRESENTATIVE OF THE SOUTHPORT FOR RECORDING IN THE OFFICE OF THE REGISTER OF DEEDS OF BRUNSWICK COUNTY.

UDO ADMINISTRATOR

DATE

SURVEYOR'S NOTES:

- ALL DISTANCES ARE HORIZONTAL GROUND IN U.S. SURVEY FEET UNLESS OTHERWISE SHOWN.
- BEARINGS BASED ON NC GRID NAD 83/2011. VERTICAL DATUM BASED ON NAVD 88.
- REFERENCES: AS SHOWN ON PLAT
- SURVEYOR HAS MADE NO INVESTIGATION OR INDEPENDENT SEARCH FOR EASEMENTS OF RECORD, ENCUMBRANCES, RESTRICTIVE COVENANTS, OWNERSHIP, TITLE EVIDENCE, OR ANY OTHER FACTS THAT AN ACCURATE AND CURRENT TITLE SEARCH MAY DISCLOSE.
- UNDERGROUND UTILITIES ARE SHOWN ONLY WHERE ABOVEGROUND SERVICES WERE VISIBLE.
- SUBSURFACE AND ENVIRONMENTAL CONDITIONS WERE NOT EXAMINED OR CONSIDERED AS A PART OF THIS SURVEY. NO STATEMENT IS MADE CONCERNING THE EXISTENCE OF UNDERGROUND OR OVERHEAD CONTAINERS OR FACILITIES THAT MAY AFFECT THE USE OR DEVELOPMENT OF THIS TRACT.
- THE EXISTENCE OR NONEXISTENCE OF WETLANDS ON SUBJECT PROPERTY HAS NOT BEEN DETERMINED BY THIS SURVEY.
- SUBJECT TO ALL EASEMENTS, RIGHT OF WAYS, AND OR ENCUMBRANCES THAT MAY EFFECT THIS PROPERTY.

SURVEYOR'S CERTIFICATION:

I, CHAD D. BURCHETTE PLS L-5181, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN DEED BOOK 2332 PAGE 593 & MAP BOOK 35, PAGE 96); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN DEED BOOK 2332 PAGE 593 & MAP BOOK 35, PAGE 96; THAT THE RATIO OF PRECISION AS CALCULATED IS _____; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED.

THIS SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.

WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER, AND SEAL THIS

THE _____ DAY OF _____ A.D., _____

PRELIMINARY PLAT
NOT FOR RECORDATION, CONVEYANCES, OR SALES

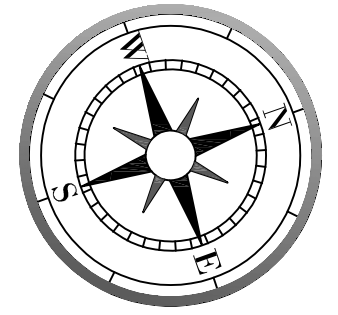
CHAD D. BURCHETTE
PROFESSIONAL LAND SURVEYOR L-5181



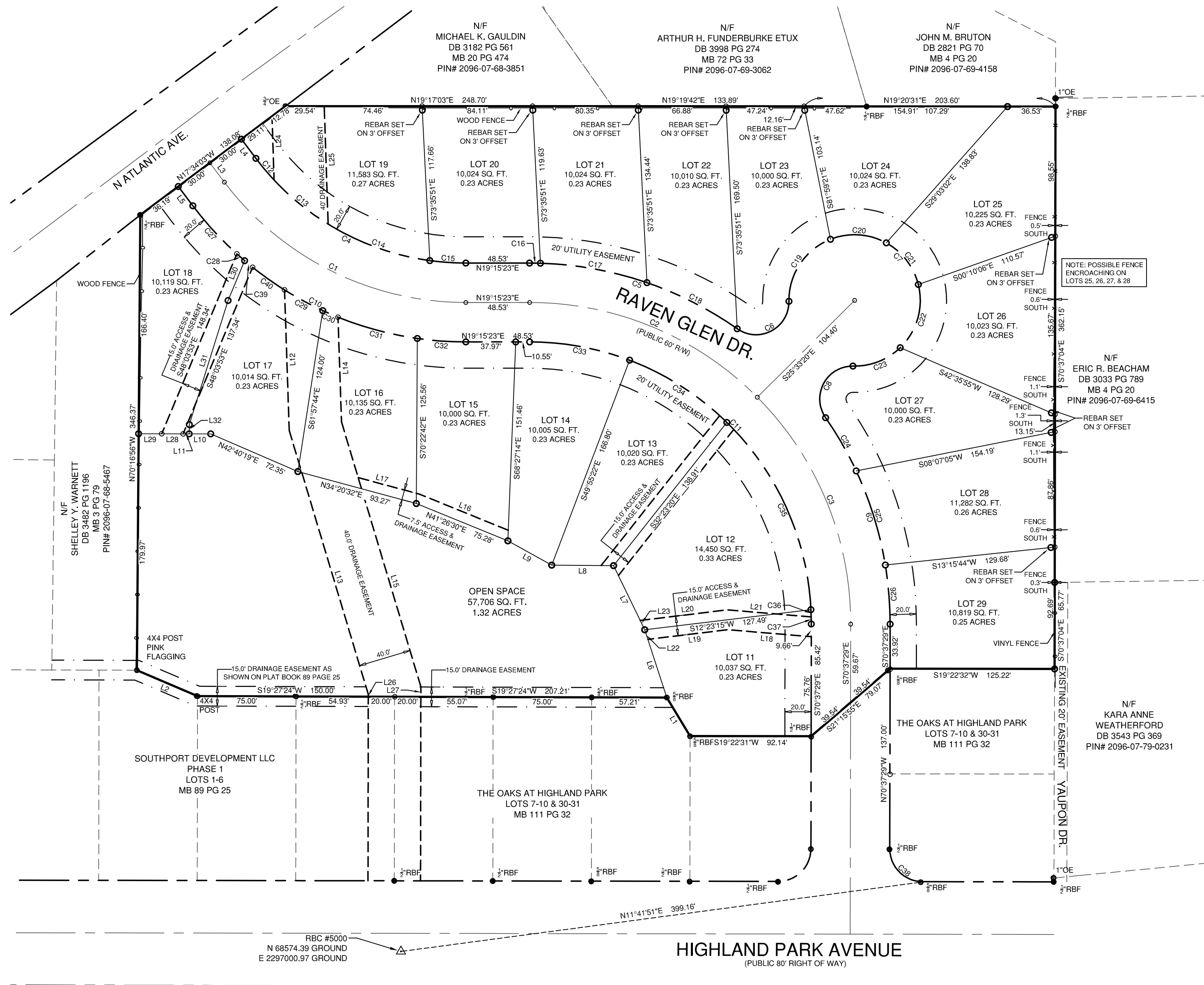
McKIM & CREED
243 NORTH FRONT STREET
WILMINGTON, NORTH CAROLINA 28401
TELEPHONE: (910) 343-1048
FAX: (910) 251-8282
NORTH CAROLINA FIRM LICENSE NUMBER: F-1222

FINAL SUBDIVISION PLAT
FOR
OAKS AT HIGHLAND PARK - PHASE THREE
MAP BOOK 35 PAGE 96 - 7.09 ACRES
OWNER: SOUTHPORT DEVELOPMENT ASSOCIATES, LLC
CITY OF SOUTHPORT, BRUNSWICK COUNTY, NORTH CAROLINA
JANUARY 13, 2023

JOB NUMBER: 092780001
SCALE: NO SCALE
CAD NUMBER: vs092780001
PLS: CDB
PARTY CHIEF: AM
CAD TECH: ACS
FIELD BOOK/PAGE: --
DRAWING NUMBER: 2022-126
SHEET 1 OF 2

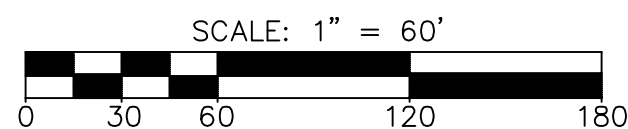


NC GRID NAD83/2011



LEGEND	
	REBAR AND CAP CONTROL POINT
	IRON FOUND SIZE AND TYPE AS LISTED
	IRON ROD SET
	REBAR
	CALCULATED POINT
	NOW OR FORMERLY
	IPF
	IRON ROD FOUND
	OPEN END PIPE
	REBAR FOUND

PRELIMINARY PLAT
NOT FOR RECORDATION, CONVEYANCES, OR SALES



MCKIM & CREED
243 NORTH FRONT STREET
WILMINGTON, NORTH CAROLINA 28401
TELEPHONE: (910) 343-1048
FAX: (910) 251-8282
NORTH CAROLINA FIRM LICENSE NUMBER: F-1222

FINAL SUBDIVISION PLAT
FOR
OAKS AT HIGHLAND PARK - PHASE THREE
MAP BOOK 35 PAGE 96 - 7.09 ACRES
OWNER: SOUTHPORT DEVELOPMENT ASSOCIATES, LLC
CITY OF SOUTHPORT, BRUNSWICK COUNTY, NORTH CAROLINA
JANUARY 13, 2023

JOB NUMBER: 092780001
SCALE: 1" = 60'
CAD NUMBER: vs092780001
PLS: CDB
PARTY CHIEF: AM
CAD TECH: ACS
FIELD BOOK/PAGE: --
DRAWING NUMBER: 2022-126
SHEET 2 OF 2

ROY COOPER

Governor

ELIZABETH S. BISER

Secretary

RICHARD E. ROGERS, JR.

Director



NORTH CAROLINA
Environmental Quality

March 09, 2023

SOUTHPORT CITY OF
ATTN: PATRICK A THOMAS
201 EAST MOORE STREET
SOUTHPORT, NC 28461

Re: **Final Approval**

Final Approval Date: March 09, 2023

HIGHLAND PARK SUBDIVISION

Serial No.: 12-00658

Water System Name: SOUTHPORT CITY OF

Water System No.: NC0410010

Brunswick County

Dear Sir/Madam:

The Department received an Engineer's Certification statement and an Applicant's Certification concerning the above referenced project. The Engineer's Certification verifies that the construction of the referenced project has been completed in accordance with the engineering plans and specifications approved under Department Serial Number 12-00658. The Applicant's Certification verifies that an Operation and Maintenance Plan and Emergency Management Plan have been completed and are accessible to the operator at all times and available to the department upon request and that the system will have a certified operator as required by 15A NCAC 18C .1300.

The Department has determined that the requirements specified in 15A NCAC 18C .0303(a) and (c) have been met, and therefore, issues this **Final Approval** in accordance with Rule .0309(a).

Please contact us at (919) 707-9100 if you have any questions or need additional information.

Sincerely,

A handwritten signature in cursive script that reads "Jay Frick".

Jay Frick

Deputy Section Chief

Public Water Supply Section

Division of Water Resources

cc: HEIDI COX, Regional Engineer
Brunswick County Health Department
GSP CONSULTING, PLLC



North Carolina Department of Environmental Quality | Division of Water Resources
512 North Salisbury Street | 1634 Mail Service Center | Raleigh, North Carolina 27699-1634
919.707.9100

North Carolina Department of Environmental Quality
Division of Water Resources

Permit Number: WQ0036030 **Version:** 1.2 **Issued Date:** 4/27/2022
Permit Type: Gravity Sewer Extension, Pump Stations, & Pressure Sewer Extensions

Facility Name: Highland Park Sewer
Facility County: Brunswick **Latitude:** 33.933553 **Longitude:** -78.021484
Facility Region: Wilmington

Owner Information Details:

Submit a Permit Ownership / Name Change form to DWR to make any changes to this Owner information.
Note that the owner is the legally responsible entity. ([Click Here for "Permit Ownership/Name Change" Form](#))

Owner Name: City of Southport
Owner Affiliation: Gordon Hargrove **Title:** City Manager
Address1: 1029 N Howe St
Address2: Ste 100
City, State & Zip: Southport, NC 28461
Work Phone: 910-457-7988 **Fax:**
Email Address: ghargrove@cityofsouthport.com

Permit Engineer/Environmental Consultant

<u>Name</u>	<u>Organization Name</u>	<u>Phone</u>	<u>Email</u>
Garry S Pape	Gsp Consulting	910-442-7870	gpape@gsp-consulting.com

Permit Events

<u>Event Description</u>	<u>Date</u>	<u>Comment</u>
Permit issued	4/27/2022	approximately 700 linear feet of 8-inch gravity sewer to serve 16 three-bedroom residences as part of the Highland Park Sewer Phase 3 project, and the discharge of 5,760 gallons per day
Final Engineer Certification Received	3/9/2023	Final submitted by Garry Pape

Permit Comments (including all prior versions)

<u>Date</u>	<u>Comment Text</u>	<u>Version</u>
		1.20
		1.10
7/27/2012	Permit for 367.7 ft of 8" DIP gravity sewer to serve 6 three-bedroom residences @ 1,440 GPD domestic.	1.00

NOTE: Receipt of an Engineering Certification (Partial and/or Final) is required prior to operation of the facility.



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: 04/13/2023

DEPARTMENT: Development Services

PRESENTED BY: Travis Henley, Development Services Director

ITEM SPONSORED BY: Development Services Department

ITEM/TOPIC: Request for Partial Alley Abandonment – N. Caswell Avenue/W. 9th Street

COST: N/A

BUDGET LINE ITEM: N/A

JUSTIFICATION: In accordance with North Carolina General Statutes, property owners are given the ability to request the abandonment of rights-of-way or alleys by the municipality that owns it. In accordance with that, Mr. Gaines Brown and Ms. Tina Monk have requested the partial abandonment of an alley located west of N. Caswell Avenue and north of W. 9th Street. Only the northernmost portion of the alley, which does not connect to W. 10th Street, is requested to be abandoned. This request was originally presented to the Board at their November 2022 meeting, and was forwarded to the Planning Board for their consideration. The Planning Board could not reach a decision on a recommendation positively or negatively on the matter.

IMPACT IF NOT APPROVED: The alley remains in the City's possession.

DEPARTMENT HEAD COMMENTS: In accordance with North Carolina General Statutes, the only decision in front of the Aldermen at this time is whether to adopt a resolution of intent to abandon the requested portion of the alleyway. If the Aldermen vote in favor of such a resolution, a separate statutory process will commence, that will require a public hearing at a future Board of Aldermen meeting, which shall receive public notice accordingly.

CITY MANAGER COMMENTS: You need to decide whether you need to move forward with the Public Hearing process before you make a final decision on this request.

REQUESTED ACTION: To review and consider a motion to approve a resolution of intent to abandon a portion of the aforementioned alleyway or to deny the abandonment request.

PROPOSED MOTION: Motion to adopt a resolution of intent to abandon a portion of the alleyway located to the west of N. Caswell Avenue and north of W. 9th Street and to commence the statutory process toward the abandonment public hearing.

OR

Motion to deny the partial alleyway abandonment request for the alleyway located west of N. Caswell Avenue and north of W. 9th Street.



BOARD OF ALDERMEN

MEMORANDUM

To: Mayor Joseph P. Hatem, Members of the Board of Aldermen
From: Development Services Staff
Date: April 13th, 2023
Re: N. Caswell Avenue Partial Alley Abandonment – Planning Board Report

The partial abandonment of the northern section of the alleyway located to the West of N. Caswell Street, north of W. 9th Street, was first discussed at the Planning Board's December 15th meeting, at which time it was referred to a review committee consisting of Planning Board members Will Hewett, Chris Jones, and Donnie Joyner. This review committee met three times: on January 10th, on February 14th, and on February 28th. During these review committees, various topics were discussed, including:

- Potential abandonment of the entire alley;
- Abandoned city infrastructure located within the alley;
- Potential current and future city needs for the alley and needs of the surrounding property owners; and
- Previous alleyway abandonment requests and the precedent that will potentially or actually be set by granting this request.

The committee also noted the need for further study on all City alleyways going forward regardless of the outcome of this particular case.

Following these discussions, the review committee was unable to reach consensus regarding a formal approval or denial recommendation to the full Planning Board. As such, the review committee voted to return the item to the Planning Board without a review committee recommendation. After additional discussion at their March 16th, 2023 regular meeting, again touching on a number of the items discussed amongst the review committee, the full Planning Board similarly could not reach consensus on the matter. As such, the Planning Board voted to forward the item to the Board of Aldermen for their consideration without a formal recommendation to approve or deny the request as presented.



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: December 1, 2022

DEPARTMENT: City Manager's Office

PRESENTED BY: N/A

ITEM SPONSORED BY: Bonnie Therrien, Interim City Manager

ITEM/TOPIC: Abandonment of a Portion of an Alley

COST: N/A

BUDGET LINE ITEM: N/A

JUSTIFICATION: We have a request by Gaines Brown (see attached information) and Tina Monk to abandon a portion of an alley that runs parallel with N. Caswell Avenue.

IMPACT IF NOT APPROVED: The alley would stay it is now.

DEPARTMENT HEAD COMMENTS: I have checked with the Police and Fire Chiefs as well as the Public Services Director and they have no issue with this request.

CITY MANAGER COMMENTS: I see no issue with moving forward with this.

ATTACHMENTS: 1. Letter from Gaines Brown and Tina Monk with attachments
2. Survey 3. NCGS 160A-299 Procedure for permanently closing streets and alleys.

REQUESTED ACTION: To move forward with the abandonment of a portion of the alley running parallel with N. Caswell Avenue as outlined by the attachment map. The next step of the process (N.C.G.S. 160A-299) is for the Board to adopt a Resolution declaring the intent to close the alleyway.

PROPOSED MOTION: I move to more forward with the process of permanently closing the alleyway and direct the Clerk to prepare a Resolution for consideration at the January Board meeting.

October 30, 2022

Southport Board of Aldermen
C/O: Dorothy Dutton, City Clerk
1029 North Howe Street
Southport NC 28461

Dear Mayor, City Manager, and Board of Aldermen,

I'm writing on behalf of a neighbor, Ms. Tina Monk. Ms. Monk and I request the abandonment of a portion of an alley as described in N C State Statute 160A-299 (see attached documents). Ms. Monk is in the process of developing the property that enters from West Ninth Street and runs parallel with North Caswell Avenue. I currently own lots #20,21,22 on North Caswell that back up to the alley. The north end of the alley terminates in a dead-end and serves no thru access or other purpose. Our request is to abandon a portion (shown in yellow on the attachment) of the unopened alley, creating a green space between the rear of lots 20, 21, and 22 on N. Caswell Ave. and a wedged-shaped portion of Ms. Monk's property.

Please advise me of any other information I need to provide. I respectfully submit this request for the Board's consideration and approval.

Sincerely,

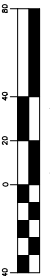
Gaines Brown

921 North Caswell Avenue
Southport, NC 28461
gainesbrown@gmail.com
704-334-1442

Attachments:

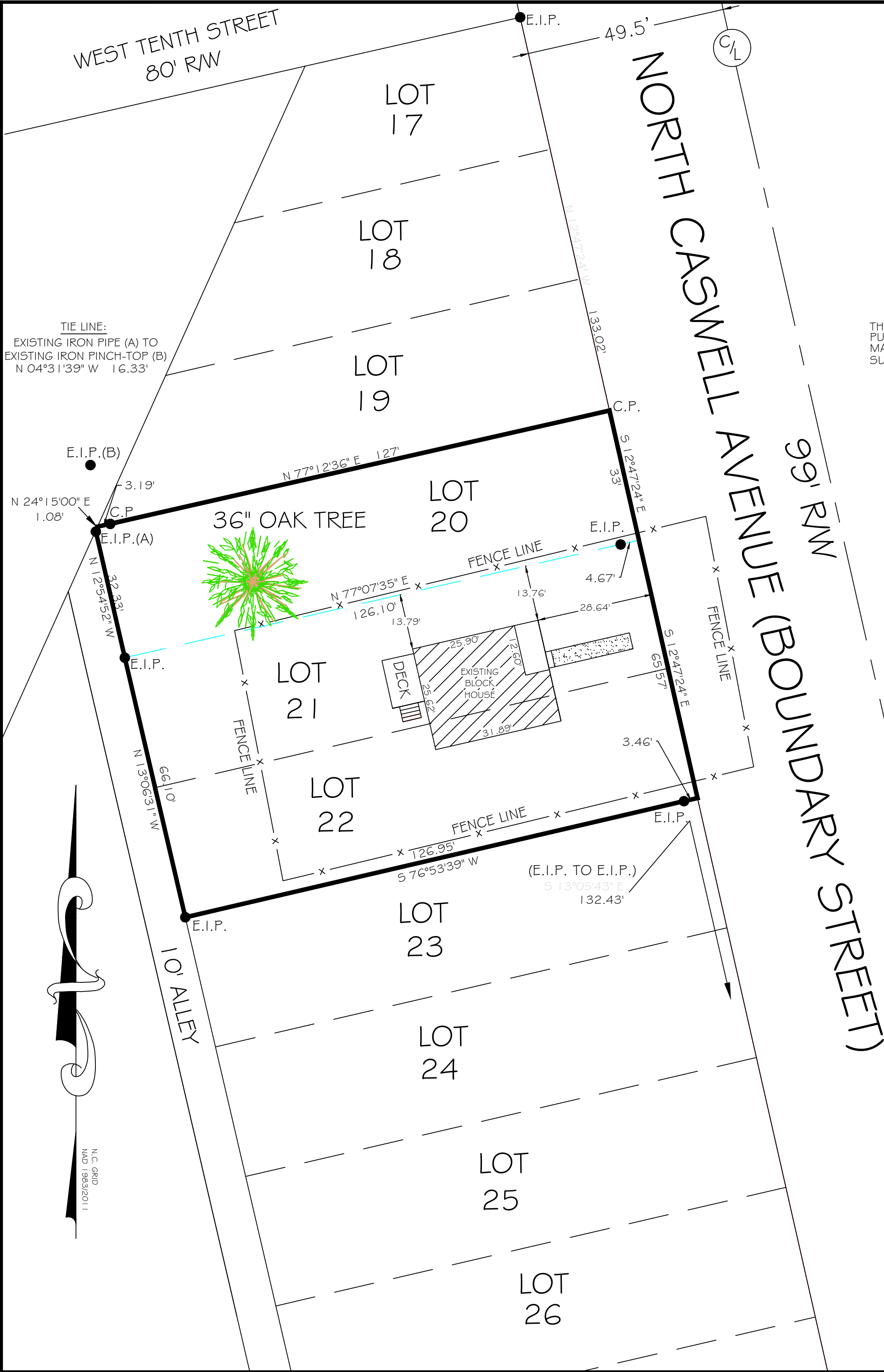
- NC State Statute 160A-299
- Boundary survey of 921 N Caswell w/ alley
- West 9th Street Subdivision w/ lots 1,2,3,4,&5
(belonging to Ms. Tina Monk)
- Drawing showing the proposed portion of the alley in yellow.

HOWARD E. HOADLEY - PROFESSIONAL LAND SURVEYOR (L-3937)



(IN FEET)
1 inch = 40 ft.

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NORTH CAROLINA BRUNSWICK COUNTY

I, WILLIAM W. DELANEY II, P.L.S. CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN DEED BOOK 2428 AT PAGE 97 IN BRUNSWICK COUNTY REGISTER OF DEEDS OFFICE); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN BOOK _____ AT PAGE _____; THAT THE RATIO OF PRECISION AS CALCULATED BY COMPUTER IS 1:10,000+; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED.

WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS ____ DAY OF _____ AD. , 20__.

PROFESSIONAL LAND SURVEYOR L-2973

THIS ELECTRONIC FILE IS NOT A TRUE COPY AND IS FOR INFORMATION PURPOSES ONLY. ONLY COPIES FROM THE ORIGINAL OF THIS DOCUMENT, MARKED WITH THE ORIGINAL SIGNATURE AND ORIGINAL SEAL OF THE SURVEYOR, SHALL BE CONSIDERED VALID AND TRUE.

SPECIAL NOTE OF CAUTION:
DUE TO DISCREPANCIES FOUND
IN THE FIELD, LINE AGREEMENTS
ARE SUGGESTED ON ALL SIDES.

NOTES:
1. THIS PROPERTY IS SUBJECT TO ANY AND ALL EASEMENTS, RIGHT-OF-WAY, COVENANTS, RESTRICTIONS, AND CONDITIONS OF RECORD AFFECTING SAID PREMISES.
2. A TITLE SEARCH WAS NOT PERFORMED ON THE PARCELS SHOWN. THIS PLAT IS NOT A GUARANTEE OF TITLE.

I, WILLIAM W. DELANEY II, P.L.S. CERTIFY TO ONE OF THE FOLLOWING:

☐ THAT THE SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.

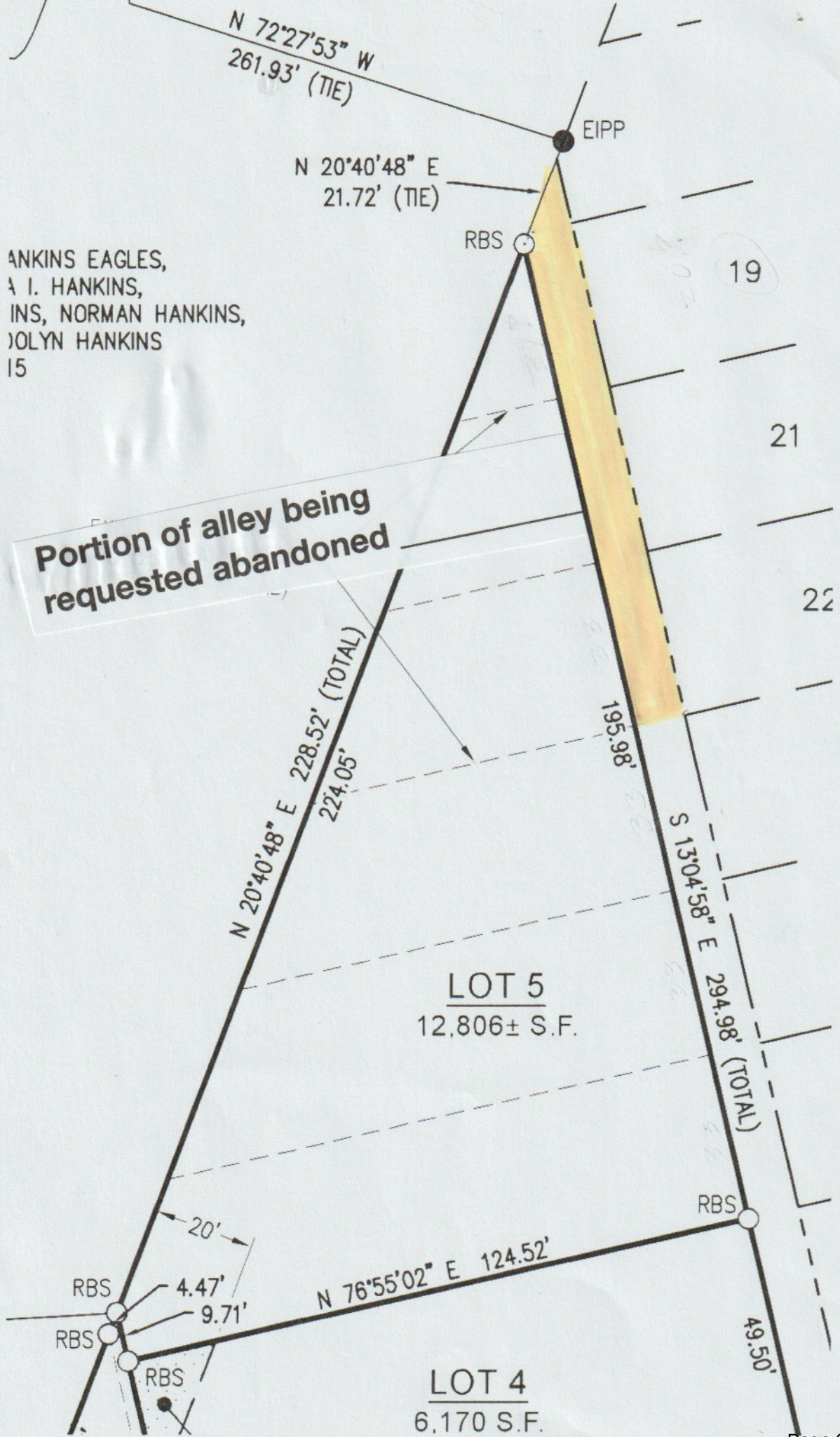
☒ THAT THE SURVEY IS OF AN EXISTING PARCEL OF LAND.

☐ THAT THE SURVEY IS OF ANOTHER CATEGORY, SUCH AS RECOMBINATION OF EXISTING PARCELS, A COURT ORDERED SURVEY, OR OTHER EXCEPTION TO THE DEFINITION OF SUBDIVISION.

PROFESSIONAL LAND SURVEYOR L-2973

W. 10th STREET		N. LORD ST.	N. HOWE ST.
W. 9th STREET			
VICINITY MAP - NOT TO SCALE			
PLAT SCALE: 1" = 20'			
Surveyed and Mapped By:			
Tide Water Land Surveying			
P.O. Box 11506 802 North Howe Street Southport, North Carolina 28461 Phone: 910-457-9580			
NOTES:			
1. "I, WILLIAM W. DELANEY, P.L.S CERTIFY THAT THE OWNER OF THIS LAND IS _____ AND THE SURVEY AS SHOWN AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OR LAND."			
PROFESSIONAL LAND SURVEYOR L-2973			
2. SURVEY DATE: JUNE 7, 2018. 3. PLAT SCALE: 1" = 20'. 4. ALL DISTANCES ARE HORIZONTAL GROUND. 5. THE LAND SHOWN ON THIS PLAT IS NOT IN A FLOOD HAZARD AREA. 6. ZONED: 5P-R-10. 7. C.P. = COMPUTED POINT. 8. I.S.S. = IRON STAKE SET. 9. E.R.B. = EXISTING RE-BAR. 10. E.I.P. = EXISTING IRON PIPE. 11. E.I.P.P. = EXISTING IRON PINCH PIPE.			
Smith & Weeks Subdivision:			
Block 17			
Lots: 20, 21 & 22			
Ref. Deed Book: 2585 Page: 97 Parcel ID #237DF02601			
Ref. Deed Book: 2428 Page: 210 Parcel ID #237DF025			
TOTAL AREA:			
12926.18 SQ.FT. 0.30 ACRES			
Surveyed and Mapped for:			
Gaines Brown			
City of Southport Smithville Township Brunswick County State of North Carolina			
DWG: 921 AND 925 N CASWELL AVE CRD: 921 AND 925 N CASWELL AVE			

HANKINS EAGLES,
A I. HANKINS,
INS, NORMAN HANKINS,
JOLYN HANKINS
15



§ 160A-299. Procedure for permanently closing streets and alleys.

(a) When a city proposes to permanently close any street or public alley, the council shall first adopt a resolution declaring its intent to close the street or alley and calling a public hearing on the question. The resolution shall be published once a week for four successive weeks prior to the hearing, a copy thereof shall be sent by registered or certified mail to all owners of property adjoining the street or alley as shown on the county tax records, and a notice of the closing and public hearing shall be prominently posted in at least two places along the street or alley. If the street or alley is under the authority and control of the Department of Transportation, a copy of the resolution shall be mailed to the Department of Transportation. At the hearing, any person may be heard on the question of whether or not the closing would be detrimental to the public interest, or the property rights of any individual. If it appears to the satisfaction of the council after the hearing that closing the street or alley is not contrary to the public interest, and that no individual owning property in the vicinity of the street or alley or in the subdivision in which it is located would thereby be deprived of reasonable means of ingress and egress to his property, the council may adopt an order closing the street or alley. A certified copy of the order (or judgment of the court) shall be filed in the office of the register of deeds of the county in which the street, or any portion thereof, is located.

(b) Any person aggrieved by the closing of any street or alley including the Department of Transportation if the street or alley is under its authority and control, may appeal the council's order to the General Court of Justice within 30 days after its adoption. In appeals of streets closed under this section, all facts and issues shall be heard and decided by a judge sitting without a jury. In addition to determining whether procedural requirements were complied with, the court shall determine whether, on the record as presented to the city council, the council's decision to close the street was in accordance with the statutory standards of subsection (a) of this section and any other applicable requirements of local law or ordinance.

No cause of action or defense founded upon the invalidity of any proceedings taken in closing any street or alley may be asserted, nor shall the validity of the order be open to question in any court upon any ground whatever, except in an action or proceeding begun within 30 days after the order is adopted. The failure to send notice by registered or certified mail shall not invalidate any ordinance adopted prior to January 1, 1989.

(c) Upon the closing of a street or alley in accordance with this section, subject to the provisions of subsection (f) of this section, all right, title, and interest in the right-of-way shall be conclusively presumed to be vested in those persons owning lots or parcels of land adjacent to the street or alley, and the title of such adjoining landowners, for the width of the abutting land owned by them, shall extend to the centerline of the street or alley.

The provisions of this subsection regarding division of right-of-way in street or alley closings may be altered as to a particular street or alley closing by the assent of all property owners taking title to a closed street or alley by the filing of a plat which shows the street or alley closing and the portion of the closed street or alley to be taken by each such owner. The plat shall be signed by each property owner who, under this section, has an ownership right in the closed street or alley.

(d) This section shall apply to any street or public alley within a city or its extraterritorial jurisdiction that has been irrevocably dedicated to the public, without regard to whether it has actually been opened. This section also applies to unopened streets or public alleys that are shown on plats but that have not been accepted or maintained by the city, provided that this section shall not abrogate the rights of a dedicator, or those claiming under a dedicator, pursuant to G.S. 136-96.

(e) No street or alley under the control of the Department of Transportation may be closed unless the Department of Transportation consents thereto.

(f) A city may reserve a right, title, and interest in any improvements or easements within a street closed pursuant to this section. An easement under this subsection shall include utility, drainage, pedestrian, landscaping, conservation, or other easements considered by the city to be in the public interest. The reservation of an easement under this subsection shall be stated in the order of closing. The reservation also extends to utility improvements or easements owned by private utilities which at the time of the street closing have a utility agreement or franchise with the city.

(g) The city may retain utility easements, both public and private, in cases of streets withdrawn under G.S. 136-96. To retain such easements, the city council shall, after public hearing, approve a "declaration of retention of utility easements" specifically describing such easements. Notice by certified or registered mail shall be provided to the party withdrawing the street from dedication under G.S. 136-96 at least five days prior to the hearing. The declaration must be passed prior to filing of any plat or map or declaration of withdrawal with the register of deeds. Any property owner filing such plats, maps, or declarations shall include the city declaration with the declaration of withdrawal and shall show the utilities retained on any map or plat showing the withdrawal. (1971, c. 698, s. 1; 1973, c. 426, s. 47; c. 507, s. 5; 1977, c. 464, s. 34, 1981, c. 401; c. 402, ss. 1, 2; 1989, c. 254; 1993, c. 149, s. 1; 2015-103, s. 1.)



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: 3/29/23 DEPARTMENT: Parks and Recreation

PRESENTED BY: Heather Hemphill Parks and Recreation Director

ITEM SPONSORED BY: Parks and Recreation

ITEM/TOPIC: Kingsley Park Pier Repairs from Hurricane Damage

COST: \$215,193.20 BUDGET LINE ITEM: 10-80-6120-5600 with reimbursement from FEMA (\$221,000)

JUSTIFICATION: Kingsley Park Pier suffered catastrophic damage during Hurricane Isaias and was further compounded by Hurricane Dorian. The pier has been closed for 2 years going on 3 as we awaited FEMA funding approval. FEMA has now approved funding so it needs to be fixed and open to the public.

IMPACT IF NOT APPROVED: If not fixed, the pier will continue to be closed off to the public and become an eyesore and safety issue. It will further deteriorate and could fall into the River.

DEPARTMENT HEAD COMMENTS: _____

I recommend accepting the contract from McPherson Marine construction. They have done a lot of work for the City and have experience in pier construction. They did the reconstruction work on the City Dock.

CITY MANAGER COMMENTS: I concur with Ms. Hemphill and I hope to have the award made quickly so we can start work on this project immediately. It is estimated (weather permitting) that the work will take 3-4 weeks to complete but he does not think he will be able to start the work until August.

ATTACHMENTS: 3 quotes : Tommy Perry, Logan Marine, and McPherson Marine

REQUESTED ACTION: Request that the Board of Aldermen accept the quote from McPherson Marine Construction in the above amount to rebuild the Kingsley Park Pier damaged in Hurricane Isaias and Dorian

PROPOSED MOTION: Motion to approve the contract with McPherson Marine to repair/rebuild the pier located at Kingsley Park in an amount not to exceed \$215,293.20 and authorize the City Manager to move forward with the paperwork for have the work done as quickly as possible and to receive our reimbursement from FEMA.

AMERICAN MARINE CONSTRUCTION

3600 Old Bridge Road
Southport, North Carolina 28461

Email: AMCO3600@aol.com

INVOICE NO. # _____

(910) 457-5488

Date 3-1-23

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Name City of SouthPort

Address

SOLD BY

CASH

C.O.D.

CHARGE

ON ACCT.

MDSE RETD.

PAID OUT

QUANTITY

DESCRIPTION

PRICE

AMOUNT

Kingsley Park Pier 8'x20'

\$ 95,000 -

Kingsley Park Deck 14x40

#	35,000	-
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Thanks,

Tommy Perry

910-443-7045

All claims and returned goods MUST be accompanied by this bill.

Received by



Quotation

Buyer:
City of Southport
1010 North Howe Street
Southport, NC

Logan Marine, LLC

6310 Greenville Sound Rd
Wilmington, NC 28409
NC Contractors License # 74511
David Logan
david@loganmarine.com
(910) 367-1348

Attn: Harlan Pyles

Thank you for the opportunity to present our offer. This quotation includes all equipment, materials, labor, and supervision required to complete our scope of work as outlined below.

Project:

Kingsley Park Pier Replacement
418 East Bay Street
Southport, NC

Job #:

Proposal Date: 4/5/2023

	Quantity	Unit Price	Extended Price
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General Conditions

V14300	CAMA General Permit	1 LS	\$1,800.00	\$1,800.00
V14380	Building Permit - Brunswick County	1 LS	\$1,500.00	\$1,500.00
V23310	General Conditions	1 LS	\$15,000.00	\$15,000.00
			SubTotal:	\$18,300.00

Site Work

V25030	Demolish Entire Facility: Upland Observation Deck, Fixed Pier & Octagonal Deck	1 LD	\$30,000.00	\$30,000.00
			SubTotal:	\$30,000.00

Fixed Piers

V44302	Waterward Pier 6' Wide -Timber	106 LF	\$400.00	\$42,400.00
			SubTotal:	\$42,400.00

Fixed Platforms

V44570	Waterward Observation Deck 18x18 Octagonal	1 Ea	\$28,000.00	\$28,000.00
V44900	Upland Observation Deck 16'x58'	1 Ea	\$45,000.00	\$45,000.00
V44905	Upland Entry Landings 8'x12'	2 Ea	\$4,500.00	\$9,000.00
			SubTotal:	\$82,000.00

Railings

V45555	Stainless Wire Railings	410 Ea	\$70.00	\$28,700.00
			SubTotal:	\$28,700.00



Initials

Project:
Kingsley Park Pier Replacement
418 East Bay Street
Southport,NC

Job #:
Proposal Date: 4/5/2023

Our Quoted Price Is:

Two Hundred One Thousand, Four Hundred Dollars and Zero Cents

\$201,400.00

We hope this Quotation contains sufficient detail to permit your fullest evaluation. This Quotation will be honored for 7 days. Please feel free to contact us at any time for further information. A signed copy of this Proposal shall serve as acceptance and agreement by the Buyer to purchase the materials and/or services as described herein, and shall also serve as the Schedule of Values for billings. Thank you again for this opportunity, we look forward to earning your business and providing another pristine installation.

Signature:

Print Name:

Title:

Date:

page 2 of 2

McPherson Marine Services
 101 Atlantic Ave
 Southport, NC 28461
 910-443-3112
 kara@mcphersonmarine.com
 www.mcphersonmarine.com



Estimate

ADDRESS

City of Southport
 KINGSLEY PARK
 REPLACEMENT

ESTIMATE # 1276

DATE 02/02/2023

ACTIVITY	QTY	RATE	AMOUNT
Pilings Replace 16 each of wood pilings 35 ft. long x 12 inches in diameter		27,379.00	27,379.00
Piling Cap Replace 8 each of Piling Caps, 8 ft long x 10 inches wide x 12 inches high		27,049.00	27,049.00
Girders Replace wood girder/stringer, 497 ft. x 12 inches high x 3 inches thick		20,153.00	20,153.00
Railings Replace 7 each of wood railing post, 4 ft long x 4 inches wide x 4 inches thick		9,982.50	9,982.50
Railings Replace wood railing caps, 214 ft. long x 8 inches wide x 2 inches thick		9,515.00	9,515.00
Railings Replace wood railing caps, 214 ft long x 6 inches wide x 2 inches thick		8,415.00	8,415.00
Deck Replacement Replace wood decking, 1490 ft long x 6 inches wide x 2 inches thick		65,620.50	65,620.50
Piling Cap Replace 16 each of galvanized metal straps that attach piling caps to piling, 24 inches long x 2.5 inches wide		4,455.00	4,455.00
Bolts Replace 64 each of galvanized bolts for pilings and caps. each bolt set includes 2 washers and a nut 14 inches long x 0.75 inches in diameter		4,224.00	4,224.00
Bolts Replace 108 each of galvanized bolts for railing posts. Each bolt set contains 2 washers and one		4,985.20	4,985.20

THIS ESTIMATE IS A GOOD FAITH ESTIMATE BASED ON CURRENT MATERIAL PRICING AND IS SUBJECT TO CHANGE DEPENDING ON MATERIAL COST AND LABOR INTENSITY

ACTIVITY	QTY	RATE	AMOUNT
nut, 8 inches long x 0.75 inches in diameter			
Railings		19,415.00	19,415.00
Replace stainless steel railing cable 702 ft long			
Demolition	1	14,000.00	14,000.00
Demolition and disposal of existing structure			

	SUBTOTAL		215,193.20
	TAX		0.00
	TOTAL		\$215,193.20

Accepted By

Accepted Date



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: March 31, 2023 DEPARTMENT: Board of Alderman

PRESENTED BY: Alderman Alt

ITEM SPONSORED BY: Alderman Alt

ITEM/TOPIC: Build Out Study - Council of Governments

COST: \$14,500 BUDGET LINE ITEM: 10-00-4110-4400

JUSTIFICATION: Alderman Alt has requested that I investigate the cost to have a complete build out study of the City that would be done by the COG.

IMPACT IF NOT APPROVED: We would be estimating the number of buildable units we might have throughout the City if all land were built out.

DEPARTMENT HEAD COMMENTS: Not applicable

CITY MANAGER COMMENTS: A Build Out study would tell you how many units of housing or commercial units could be built on the available land in Southport using our current Comprehensive Plan. This analysis is used to estimate and describe the amount and the location of future development that may be allowed to occur under current development regulations.

ATTACHMENTS: Proposal from the COG

REQUESTED ACTION: Alderman Alt would like the Board to approve the spending of the money to have this study begin as soon as possible.

PROPOSED MOTION: Motion to approve the spending of \$14,500 for a Build Out Study to be done as soon as possible by the Cape Fear Council of Governments to be paid for from the Board Contract Services account.



**Serving
Local
Government
in:**

**Brunswick
County**

Bald Head Island
Belville
Boiling Spring
Lakes
Bolivia
Calabash
Carolina Shores
Caswell Beach
Holden Beach
Leland
Navassa
Northwest
Oak Island
Ocean Isle Beach
Sandy Creek
Shallotte
Southport
St. James
Sunset Beach

**Columbus
County**

Bolton
Brunswick
Cerro Gordo
Chadbourn
Fair Bluff
Lake Waccamaw
Sandyfield
Tabor City
Whiteville

**New
Hanover
County**

Carolina Beach
Kure Beach
Wilmington
Wrightsville Beach

**Pender
County**

Atkinson
Burgaw
Surf City
Topsail Beach
Wallace

**PROGRESS
THROUGH
COOPERATION**

Ms. Bonnie Therrien
City Manager
City of Southport
1029 N. Howe St
Southport, NC 28461

Ms. Therrien,

The Cape Fear Council of Governments (CFCOG) is pleased to present our proposal and scope of work to prepare a comprehensive Build-out Analysis for the City of Southport. Assisting local governments in southeastern North Carolina is a primary tenet of our mission, and we look forward to the opportunity to perform the scope of work proposed in the attached proposal. Our reputation for professionalism, competence, and technical skill has been earned by delivering valuable products that meet or exceed customer expectations. We value that reputation and look forward to the opportunity to validate it.

As the Local Government Services Director, I will lead and manage this project in addition to drafting update language in coordination with staff. The CFCOG will perform the scope of work without exceeding the agreed upon budget.

Our proposed fee of \$14,500 is based on an estimate of staff time and travel expenses to perform the proposed work.

Thank you for your consideration.

Respectfully submitted,

Wes MacLeod, AICP, ASLA
Local Government Services Director



Wes MacLeod
Local Government Services Director
Sam Shore
Regional Planner
Regional Solutions for Local Government

PROPOSAL & AGREEMENT FOR SERVICES

Build-out Analysis

Provided to: City of Southport
Submitted by: Cape Fear Council of Governments
Date: February 16, 2023

WHO WE ARE

Dedicated, local, professional staff

Knowledgeable the unique characteristics of your jurisdiction

Flexible with your needs and scope changes

Available to the public and governing boards



The Cape Fear Council of Governments (CFCOG) is one of 16 multi-county regional planning and development agencies established in 1972 to support local governments. We provide a wide array of planning and development management services to local governments in the areas of Land Use Planning and development management at affordable rates. We are proud to provide support to the 44 member local governments in Brunswick, Columbus, New Hanover, and Pender Counties.

Officially, the CFCOG is a special purpose unit of local government, chartered by the State of North Carolina. We are conveniently located in Wilmington, making us easily available for face-to-face staff meetings and minimizing travel expenses for attending meetings.

SCOPE OF WORK

A build-out analysis is a way for communities to create a projection of development that would occur under their current framework of land regulations and land constraints in a defined geographic area, such as the City of Southport planning jurisdiction.

Such an analysis provides an understanding of the land use pattern that would result from the existing regulations if every acre of available land in the defined area were developed. Buildout results can be used to estimate various aspects of a project area such as: total population, number of housing units, traffic volumes, and utility demands. It is important to note the projection does not consider timeline or absorption rate but focuses on the theoretical result of “full buildout” and is not a prediction of what will occur in the future. A generalized scope of work is provided below.

Analysis Preparation:

- Reviewing available data including:
 - Vacant land use acreage
 - Existing zoning districts
 - Available water and sewer capacity
 - County tax data
 - Environmental features and constraints
 - Orthophotography
 - Persons per household census data
- Composing written and cartographic analysis based on available data, including benchmarks for future water and wastewater utility needs.
- Working with staff on revisions as necessary – two meetings and/or rounds of comments are anticipated

Meetings:

One to two workshops, dependent on the desire of the Planning Board and Board of Aldermen to convene a joint session.

SCHEDULE

Once given the notice to proceed, the anticipated time to complete the project is 4 – 6 months.

COST

A not-to-exceed fee of **\$14,500** is proposed to complete the buildout analysis. The figure can be adjusted if the City wishes the scope to be adjusted. The budget is based primarily on our estimation of how many hours it will take for each task to be completed by our staff with total salary, fringe, and support costs. We believe this to be a reasonable and competitive cost given the scope. We are available and willing to extend the process as needs arise without revising the budget unless additional meeting costs exceed available contingency funds.



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: 04/05/2023 DEPARTMENT: Finance

PRESENTED BY: Finance and City Manager

ITEM SPONSORED BY: Finance Department

ITEM/TOPIC: Changing Credit Card Vendor, Changing Credit Limits and
Credit Card Policy

COST: \$31,500 BUDGET LINE ITEM: Split among departments
(credit line increase, not a charge)

JUSTIFICATION: To prevent going above credit card limits and easier way for Dept heads
to review transactions. The new credit card company and the policy will set and explain rules
for Departments to follow to account for charges.

IMPACT IF NOT APPROVED: May continue to max out credit card limits, resulting in fees.
The rules for credit card use will not be heavily enforced, making the City more vulnerable.

DEPARTMENT HEAD COMMENTS: We are in need for more structure with credit card use.
The credit limit will allow departments to make purchases as needed, without having to use
multiple cards.

CITY MANAGER COMMENTS: The new Credit Card policy gives Department Heads the
responsibility of overseeing and allowing for credit card payments and who can make charges.
The new Credit Card bank allows staff to more easily review and keep track of their charges
and remaining credit limits.

ATTACHMENTS: Credit Card Memo, Information about Credit Card Service, Credit
Card Policy.

REQUESTED ACTION: Board approval of the new Credit Card system with limit increases
and Credit Card Policy.

PROPOSED MOTION: Motion to approve First National Bank as the new credit card
company, approve Departmental limits on the cards, and adopt the Credit Card Policy for
for use by Staff.

Solutions Purchasing Card



Streamline Your Entire Procurement Process

First National Bank's Solutions Purchasing Card lets you eliminate the creation of purchase orders, receipt of sales acknowledgements, invoices, check writing and subsequent bank account reconciliation. You also have the flexibility to establish spending controls for each employee to whom a card is issued. Plus, you can create a transaction activity file that can automatically update your company's general ledger/accounts payable system.

It's easy to get started: Once your application has been approved, you and your employees will receive your new cards within one to two weeks. When activated, they can be used anywhere Visa® is accepted.

How Your Company Benefits

- Earn credit toward cash-back rebates on purchases
- Customize limits and controls on amounts and types of employee purchases
- Cards feature chip technology for optimal security
- 24/7 fraud alerts via text, email and/or phone; 24/7 online account access
- Central bill account (one or multiple), based on your organizational structure
- Full balance monthly payments are drafted from your First National Bank account

To learn more about the benefits of a First National Bank Solutions Purchasing Card, speak with your Treasury Management representative, today or **call 866-750-5298**.

Perfect If Your Company...

- Wants to reduce expenses associated with traditional procurement methods
- Prefers streamlined expense reporting
- Needs to restrict purchasing according to merchant categories
- Wishes to integrate purchasing information with an existing financial management tool

TREASURY MANAGEMENT



First National Bank

City Of Southport Credit Card Policy

OVERVIEW:

The use of a credit card is a cost-effective method of obtaining low-cost supply and service items for the City, as well as being an efficient means to pay for travel and training costs.

SCOPE:

1. The Credit Card will be used only when:
 - a. The items and/or services to be purchased are for the official use of the City of Southport.
 - b. The types of items and/or services to be purchased are those authorized by this procedure, and other purchasing policies.
 - c. The Credit Card purchase does not exceed the set Credit Card limit authorized by the city .
2. Credit Cards will be issued to those who have direct responsibility to make authorized City purchases.

PROCEDURE:

For the Credit Card process to operate efficiently and within an acceptable internal control structure, a timely response to each of the elements of the procedure is required from Credit Card users and Department Heads. Employee absences should be anticipated, and procedures should be established to facilitate timely reporting and approval.

1. Issue/Return of Credit Card
 - a. The employee must sign documentation verifying agreement to the conditions of use (see Exhibit A).
 - b. The Department head will determine the purchase authority of the employee and sign the enrollment form indicating approval.
 - c. Finance will review the enrollment form and obtain a Credit Card for the employee.
 - d. Departments must report any Credit Card holder that leaves City employment or loses Credit Card authority to the Finance Director immediately. The Finance Director will cancel the account. The Department is responsible for obtaining the card and submitting it to the Finance Director immediately. The Finance Director will destroy the card with a card shredder.
2. Use of Credit Card
 - a. **The Finance Director must be notified immediately when a card is lost or stolen.**
 - b. All purchasing rules and procedures regarding the selection of vendors, materials and services apply to Credit Card purchases.
 - c. The Credit Card is to be used for City business **only**. The use of a City of Southport credit card to acquire or purchase goods and services other than for the official use of the City of Southport is a fraudulent use of the credit card.

- d. The cardholder will retain vendor receipts, records of telephone orders, and/or copies of mail orders for documentation to support the credit card statement.
- e. The cardholder is responsible for all purchases on the assigned credit card regardless of who used the card unless the card was used fraudulently after loss or theft. Credit Cards should not be shared. **Cardholders should not delegate use of their credit card to any other employee.**

3. Payment of Credit Card Charges

- a. The department head will ensure that sufficient funds are available to pay for one month or more of anticipated purchases.
 - b. Appropriate accounts must be noted on the statement, along with an adequate description. Examples of appropriate descriptions are:
 - i. Brief description of event
 - ii. Date of event
 - iii. Number of people involved
 - iv. Description of services
 - v. Description of travel
 - vi. Type of technical resource
 - vii. Related employee or department
 - c. The cardholder must submit itemized receipts to match the monthly credit card statement. If a receipt has been lost, the cardholder must make a diligent attempt to obtain a duplicate receipt from the vendor. In the event this is not available, a "Lost Receipt Form" (Exhibit B) must be completed, which includes a detailed description and approval by the Department Head. The Finance Department has the right to seek reimbursement from the employee for undocumented and/or unauthorized purchases.
 - d. The cardholder's supervisor responsible for approving credit card statements will review the statement, sign and forward receipts and approved PO numbers to Accounts Payable.
 - e. Accounts Payable will review the documents for accuracy and completeness, extract any sales tax paid and charge the proper accounts for the amount drafted.
- 4. Periodic audits and reviews will be conducted by Finance to ensure that users are following this and other related standard procedures. Random selections will be made, receipts will be reviewed, and cardholders may be questioned.
 - 5. If an appropriate charge is above the level approved for the cardholder, the cardholder's supervisor can submit an amended authorization form to the Finance Director in order to permanently change the authority OR an email can be sent to the Finance Director to request a temporary change in limits.

TRAINING

Purchasing training for new users will be offered by the Department Head and is mandatory for all new users. In addition to this, all department heads must also attend mandatory training as designed and arranged by the Finance Department.

ACTION DUE TO INAPPROPRIATE OR ACCIDENTAL USE

The use of a Credit Card to acquire or purchase goods and services other than for the official use of the City of Southport is considered fraudulent use. However, the city recognizes that accidental use can occur. The City reserves the right to cancel an individual employee credit card use at any time due to any type of abuse.

Accidental Use

If a cardholder accidentally uses a City credit card for a personal purchase, the Finance Director should be contacted immediately upon discovery. If the Finance Department discovers the error, the employee will be contacted immediately. Employees must submit a "Credit Card Reimbursement Form" (Exhibit C).

Records of accidental personal use will be maintained by the Finance Director. In the event accidental use by a cardholder is detected on a repetitive basis, the employee will be notified, and the employee may be subject to disciplinary action.

Inappropriate or Fraudulent Use

If a cardholder makes an inappropriate or fraudulent purchase, the Department Head and City Manager will be contacted immediately, and the purchase will be deducted from the employee's paycheck.

A cardholder guilty of fraudulent use or repetitive inappropriate charges will be subject to disciplinary action, up to and including dismissal, in accordance with the guidelines of the City's Personnel Ordinance. The City has the right to file a police report and press charges for fraudulent use of credit cards.

Records of inappropriate use will be maintained by the Finance Director.

EXHIBITS:

- A New Cardholder Enrollment Form
- B Lost Receipt Form
- C Credit Card Reimbursement Form

**City of Southport Credit Card
NEW CARDHOLDER ENROLLMENT
FORM**

I. EMPLOYEE/CARDHOLDER INFORMATION

Name: _____

Department: _____

II. CARDHOLDER'S AGREEMENT

- I will use the card issued to me only for the payment of authorized expenditures consistent with my organizational responsibilities and to satisfy departmental needs.
- I will not use the card for personal or other non-city purposes, nor to obtain cash advances.
- I will not permit another person to use the City of Southport credit card issued to me. Any such purchases made with my card will be associated with being made by me and my responsibility.
- I understand I will receive an approved purchase order, prior to purchasing goods and services.
- I will be responsible for securing a receipt for each vendor and submitting it to Accounts Payable in a timely manner. I understand I may be held personally responsible for failing to submit receipts for credit cards.
- I will be responsible for the safekeeping of the City of Southport credit card issued to me and, if lost, I will report its loss immediately to the Finance Department.
- I understand that I forfeit credit card use and may be subject to disciplinary or remedial action if I violate this agreement.

Credit cards are issued to department managers for authorized use on behalf of the City of Southport only, subject to the terms of the city's procurement policy. Credit cards can be used when normal conditions do not apply, such as for travel-related expenses or the purchase of goods online. They cannot be used for personal charges, nor simply for the sake of convenience. The authorized cardholder is responsible for its security and will be held liable for unauthorized use.

I have read, understand, and agree to the conditions above:

Sign: _____

Date: _____

III. CARD RECEIPT:

Card Account Number:

Date Issued to Cardholder:

Cardholder's Signature: _____

CITY OF SOUTHPORT LOST RECEIPT FORM

Date of Purchase:	
Merchant Name:	
Amount of Purchase:	

Description & purpose of purchase:

--

Why is the original receipt or appropriate documentation missing?

--

I certify that I have contacted the merchant and was unable to obtain a copy of the purchase documentation. I also certify that this purchase was made for an official City business purpose.

Cardholder signature:	
Cardholder printed name:	

Form must also be approved by supervisor that has authority to approve City purchases or has requisition approval authority for other purchases.

Supervisor approval signature:	
Supervisor printed name:	

This form is to be used as documentation only if the actual receipt, invoice, internet order screen, or appropriate substitute is unavailable for a purchase made on a credit card. It must be filled out completely and signed by both the cardholder and a qualified supervisor.

REIMBURSEMENT FORM

For Accidental or Inappropriate Use of a City of Southport Credit Card

Complete this form if you accidentally used your credit card **for non-City of Southport use (including personal use) or if you used a credit card inappropriately and have been contacted** by the Finance Department for reimbursement. This form should be attached to related receipts (or copy) **PRIOR** to approval by your supervisor.

*******REMINDER*******

Appropriate action will be taken against personal or inappropriate use that is repetitive and/or intentional according to the procurement card procedure.

Infrequent, inadvertent personal use that is quickly acknowledged and immediately reimbursed should not result in action against the cardholder.

Date of Purchase:	
Merchant Name:	
Amount of Purchase:	

Describe nature of the accidental or inappropriate use and how it occurred.

--

List steps are you taking to prevent future misuse.

--

Cardholder signature:	
Cardholder printed name:	
Cardholder's supervisor name:	
Cardholder's supervisor signature:	

CARDS	New Limit	
ADMIN		
ADMIN 2	\$15,000	can be the same credit card number
BOARD	\$0	
FIRE	\$5,000	
FIRE 2	\$5,000	
RESCUE	\$5,000	
PLANNING	\$5,000	
PARKS & REC	\$5,000	
PUBLIC WORKS		
Public Works 2	\$5,000	can be the same credit card number
POLICE		
POLICE 2	\$5,000	can be the same credit card number
TOURISM	\$5,000	
Animal Control	\$5,000	
Undesignated Credit	\$10,000	
Total Credit	\$70,000.00	



BOARD OF ALDERMEN AGENDA ITEM SUMMARY

DATE: April 3, 2023 DEPARTMENT: Police/Fire/City Manager

PRESENTED BY: Bonnie Therrien, City Manager, Chief Coring and Chief Drew

ITEM SPONSORED BY: Same as above

ITEM/TOPIC: Yacht Basin Traffic Pattern

COST: Unknown at this time BUDGET LINE ITEM: _____

JUSTIFICATION: At your March 3, 2023 workshop meeting, you had asked that this item be placed on your March regular agenda to decide on the traffic pattern at the Yacht Basin before high season starts.

IMPACT IF NOT APPROVED: Traffic pattern will stay one way but we will need to enhance our signage, put down special material for lining the streets, and develop a more exact way for one way travel.

DEPARTMENT HEAD COMMENTS: _____

CITY MANAGER COMMENTS: I met with both Chiefs and Tom Stanley, Director of Public Services, as to what they felt was best for Public Safety. They are all in agreement that two way traffic should be brought back until a viable long-range plan is developed that addresses all of the issues facing the Yacht Basin traffic that would benefit vehicles, bikes, pedestrians and golf carts. This would also be less costly. We need you to tell us what direction you wish to go in, so that we can put down markings, etc.

ATTACHMENTS: _____

REQUESTED ACTION: Decision on whether the traffic pattern should remain one way or go back to two way traffic. Once a decision is made, we can start implementation.

PROPOSED MOTION: I move to direct staff to implement ????? way traffic in the Yacht Basin area as soon as staff can implement this traffic pattern.



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: 4/6/2023 **DEPARTMENT:** Administration

PRESENTED BY: Planning Board Liaisons-Mayor Pro-tem Mosteller and Alderman Allen

ITEM SPONSORED BY: Administration/Planning Board

ITEM/TOPIC: Planning Board Appointments-(3) positions including:
1-Full In-City; 1-City Alternate; 1-ETJ Alternate

COST: n/a **BUDGET LINE ITEM:** n/a

JUSTIFICATION: There are three positions available with the Planning Board. Two of them were
vacant and one term was expiring. The notice was posted twice, and a total of (7) interviews took place.

IMPACT IF NOT APPROVED: The Planning Board is not serving at full capacity.

DEPARTMENT HEAD COMMENTS: The Planning Board will be most efficient and best represented
if all positions are filled.

CITY MANAGER COMMENTS: n/a

ATTACHMENTS: All applications received, schedule of interviews

REQUESTED ACTION: The Planning Board liaisons will make a recommendation to the Board of
Aldermen. The Aldermen should appoint based on the recommendation AND who they consider
to be most qualified.

PROPOSED MOTION: Per the Planning Board liaisons.

WEDNESDAY, MARCH 29TH, SUBSTATION

1	Roy Pender	City	102 S. Fodale	910-477-6057	2:00
2	Chris Eckert	City	116 E. 13 th St.	910-234-8815	2:30
3	Karl Moser	ETJ	1016 Bonner Bussells Dr.	843-616-3616	3:00
4	Kevin Locklin ??	City	209 N. Lord Street	540-272-0808	3:30

THURSDAY, MARCH 30TH SUBSTATION

1	Gary Lindenmuth	City	Long Leaf Drive	917-217-9399	12:30
2	Paul Gross	City	1018 N. Caswell Ave.	919-810-7760	1:00
3	Chris Jones	ETJ	1008 Dutchman Cove SE	(910) 549-1407	1:30
4	Kevin Locklin	City	209 N. Lord Street	(540) 272-0808	2:00



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 ROY H. PENDER
Spouse Name (if married) SUSAN W. PENDER

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? YES

Physical Address: 102 S. FODALE AVE.

Mailing Address: 102 S. FODALE AVE.

Resident of Southport (Yes) No How Many Years? 14+

State and County of Legal Residence BRUNSWICK CO, NC

Main Phone Number 910-477-0057 Secondary Number -

E-mail Address rpender-wf@aol.com

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

Education NC6U - BLA (LANDSCAPE ARCHITECTURE/SCHOOL OF DESIGN)

Present Job/Employer RETIRED

Past Employment WEST FORTH LANDSCAPE ARCHITECTURE, P.A.

Current Civic/Community Participation FRIENDS OF OAK ISLAND LIGHTHOUSE (FOIL) BOARD,

Reasons you are qualified for this appointment (optional) LANDSCAPE ARCHITECTURE, LAND & SITE PLANNING & DESIGN, DANBURY, NC. PLANNING BOARD CHAIRMAN, COUNCILMAN, DEVELOPER, SPT. BEAUTIFICATION COMMITTEE, RESOURCE INSTITUTE BOARD MEMBER (JUST RESIGNED)

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

Signature Roy H. Pender Date Feb 7, 2023

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



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 Chris Eckert

Spouse Name *(If married)* Katherine Narron Eckert

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? Planning Board

Physical Address: 116 E 13th St., Southport, NC 28461

Mailing Address: same as above

Resident of Southport ☒ Yes ☐ No

How Many Years? 7 years

State and County of Legal Residence Brunswick County, North Carolina

Main Phone Number 910 234 8815

Secondary Number n/a

E-mail Address eckertjchris@gmail.com

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

Education UNC Chapel Hill - BA Economics, East Carolina University - MBA

Present Job/Employer Fixed Income Portfolio Manager - Franklin Street Partners

Past Employment Commerical Fishermen

Current Civic/Community Participation _____

Reasons you are qualified for this appointment *(optional)* I understand the importance and necessity of collective participation to guide

Southport into the future and wish to actively be a apart of that. Additionally, I have real world experience using Southport's CAMA Land Use Plan and

the UDO with a strong understanding of their content, guidance and importance. Finally, I believe that I could provide a prospective

for an often forgotten younger generation that calls Southport home today and hopes to continue calling it home well into the future.

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

Signature Chris Eckert

Date 02/08/2023

Please Return to: City Clerk, Dorothy Dutton

ddutton@cityofsouthport.com or City of Southport Clerk: 1029 N. Howe Street Southport, N.C. 28461



INSTRUCTIONS AND BOARD AND COMMITTEE LISTINGS

- ✓ You are encouraged to attend and observe meetings of any board or committee of which you desire appointment and to obtain other information about the duties and work.
- ✓ The information you provide will be used by the City of Southport in making appointments and may be used in news releases to identify you if you are appointed.
- ✓ Any additional information you feel will be of use to the Aldermen in reviewing your application is welcomed. Please attach additional sheets, if necessary.
- ✓ If appointed, please bear in mind the importance of attending meetings. A good attendance record is required to maintain membership.

ABC Board

Term: 3-year term
Membership Composition: 3 Members
Meetings: 2nd Wednesday of each month at 6:30 p.m.
Major Function(s): To review and recommend actions and policies to the local governments and the State governing body. The Southport ABC Board of Directors oversees the management and services of the municipal local ABC Store in accordance with all State Regulations and procedures governing the establishment and functioning of the store. The responsibilities include the control and sale of spirituous beverages while providing a customer friendly experience in a modern and efficient store.

Beautification Committee

Term: 2-year term
Membership Composition: 8 Members (residents of the city)
Meetings: 1st Tuesday every month, 5:00 p.m.
Major Function(s): Review, recommend actions and participate in public beautification projects. This may include planting, weeding, community appearance, cemetery cleanup, staining benches and picnic tables, monthly workdays and pop-up workdays as needed, participation in the garden stewardship program, assist with seasonal activities (holiday decorations, nature fest, day of service, etc.)

Board of Adjustment

Term: Members chosen as statutory terms expire
Membership Composition: 6 members within city limits (5 regular positions, and 1 alternate)
3 members from the ETJ (2 regular positions, and 1 alternate)
Meetings: 4th Tuesday at 4:30pm, and other times, as needed
Major Function(s): Act as a Quasi-Judicial body to hear appeals of Building, Inspector's decisions, Special-Use permits, and other interpretations of the Zoning Ordinance. Varies on an as-needed basis



Forestry Committee

Term:	2-year term
Membership Composition:	7 Members
Meetings:	2 nd Tuesday every month, 5:00 p.m.
Major Function(s):	Review and recommend actions to preserve and enhance the community's trees. Recognizing that the historical personality of the town is in part defined by its trees, in particular the live oaks. The committee's actions will include protection of existing trees, tree replenishment, public education and other functions related to the community's forest environment.

Parks and Recreation Committee

Term:	2-year term
Membership Composition:	6 members within city limits, 1 from the ETJ
Meetings:	2 nd Tuesday every month, 6:30 p.m.
Major Function(s):	To support the mission statement of the Southport Parks and Recreation Department, which is, <i>"To enhance the quality of life of the residents and visitors of the City of Southport through quality recreational programs for residents of all ages, and to provide and maintain safe and beautiful parks and facilities for the enjoyment of active and passive recreational activities."</i>

Planning Board

Term:	Members chosen as statutory terms expire
Membership Composition:	6 members within city limits (5 regular positions, and 1 alternate) 3 members from the ETJ (2 regular positions, and 1 alternate)
Meetings:	3 rd Thursday of the month, 6:00 p.m.
Major Function(s):	Develop and administer the Unified Development Ordinance, and CAMA Core Land Use Plan



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 Karl Moser

Spouse Name (If married) Gwenn Moser

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? _____

Physical Address: 1016 Bonner Bussells Drive, Southport, NC

Mailing Address: Same

Resident of Southport ☐ Yes ☐ No How Many Years? 8 years

State and County of Legal Residence North Carolina, Brunswick County

Main Phone Number 843-616-3616 Secondary Number _____

E-mail Address kmoser72@yahoo.com

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

Education BS in Chemistry/Physics/Math - MS in Organizational Leadership(partial completion)

Present Job/Employer Retired on 1/1/2023 - 44 years in leadership roles in nuclear power.

Past Employment Duke Energy - Plant General Manager for Brunswick Nuclear Station

Current Civic/Community Participation Brunswick Partnership for Housing Board and Ft. Fisher Aquarium Advisory Board

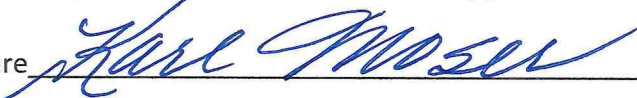
Reasons you are qualified for this appointment (optional) _____

Local 8 year resident interested in becoming involved in the future of Southport.

Now have the time and energy to devote to the effort.

I care enough to get involved with solutions versus complaining on social media

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

Signature  Date 2-22-23

Please Return to: City Clerk, Dorothy Dutton

ddutton@cityofsouthport.com or City of Southport Clerk: 1029 N. Howe Street Southport, N.C. 28461



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)

Planning Board

First Preference

Second Preference

Third Preference

Name Christopher W. Jones

Spouse Name Rhyne F. Jones
(if married)

Home Address 1008 Dutchman Cove SE Telephone Number 910-549-1407

Business Address _____ Telephone Number _____

E-mail Address cjonessy03@gmail.com

Resident of Southport Yes ☒ No ☐ How Many Years? 10 Years

State and County of Legal Residence North Carolina, Brunswick County

Education B.A. Digital Arts / Design & B.S. Technology Education

Present Job/Employer Technical Account Manager - Automattic, Inc.

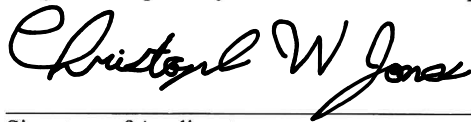
Past Employment Director Project Management - TriMark Digital

Current Civic/Community Participation Volunteer Coach, Men's Group at TUMC,

Current City of Southport Planning Board Member, and "Web Guy" for 8+ non-profits

Reasons qualified for this appointment (optional) _____

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



Signature of Applicant

2023-02-20

Date

Instructions and Committee Listings

1. You are encouraged to attend and observe meetings of any board to which you desire appointment and to obtain other information about the Board's duties and work.
2. The information will be used by the City of Southport in making appointments and may be used in news releases to identify you, if appointed.
3. Any additional information you feel will be of use to the Aldermen in reviewing your application is welcomed. Please attach additional sheets, if necessary.
4. If appointed, please bear in mind the importance of attending meetings. A good attendance record is required to maintain membership.

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

Southport Beautification Committee

Terms:	2 year term
Membership Composition:	8 members (residents of the city)
Meetings:	1st Tuesday every month, 5:00 p.m.
Major Function:	Review and recommend action on all public beautification projects including AIA Plan, Planting Plans, Adopt-a-block cleanup programs, Street Scape, Sea Scape, community appearance, cemeteries

Planning Board

Terms: Members selected as statutory terms expire
Membership Composition: 6 members within city limits, 3 members from ETJ
Meetings: Meets third Thursday of the month, 6:00 p.m.
Major Function: Develop and administer the Unified Development Ordinance, and CAMA Core Land Use Plan

Board of Adjustment

Terms: Members chosen as statutory terms expire
Membership Composition: 6 members within city limits, 3 members from ETJ
Meetings: Varies on an as needed basis
Major Function: Act as Quasi Judicial body to hear appeals of Building Inspector's decisions on interpretation of Zoning Ordinance

Southport Forestry Committee

Terms: 2 year term
Membership Composition: 7 members
Meetings: 4th Monday of each month, 5: 00 p.m.
Major Function: To review and recommend actions to preserve and enhance the community's trees. Recognizing that the historical personality of the town is in part defined by its trees, in particular the live oaks. The committee's actions will include protection of existing trees, tree replenishment, public education and other functions related to the community's forest environment.



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 GARY A. Lindenmuth

Spouse Name (if married) Diane

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? _____

Physical Address: 603 Longleaf Dr

Mailing Address: 603 Longleaf Dr Southport

Resident of Southport Yes No How Many Years? 2

State and County of Legal Residence NC

Main Phone Number 919 217 9399 Secondary Number None

E-mail Address Lindenmuthgary54@gmail.com

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

Education B.S. Carolina

Present Job/Employer Amtrak 37 years / Retired

Past Employment 37 years Rail Road

Current Civic/Community Participation No

Reasons you are qualified for this appointment (optional) I was ABE OF Facilities Pennstation NY 24 years, 13 years SR Manager OF construction OF NY. Assistant Division Engineer IS ABE Responsibility 55 miles, 350 Bridges 4 movable bridges, plus Pennstation NY, and 5 Tunnels / Linked in member

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

Signature [Signature] Date 2/24/2023

RECEIVED

Please Return to: City Clerk, Dorothy Dutton

ddutton@cityofsouthport.com or City of Southport Clerk: 1029 N. Howe Street Southport, N.C. 28461

CITY CLERK,
CITY MANAGER'S OFFICE



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 Paul Gross

Spouse Name (If married) Maria Gross

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? X

Physical Address: 1018 N. Caswell Ave. Southport, N.C.

Mailing Address: 2212 Carriage Oaks Dr., Raleigh, N.C. 27614

Resident of Southport X Yes ☐ No ☐ How Many Years? 21 months

State and County of Legal Residence NC. Wake

Main Phone Number 919-810-7760 Secondary Number _____

E-mail Address Pauljgrossjr@gmail.com

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

Education B.S. 1975 M.S. Public Adm. 1987 NCSU

Present Job/Employer Retired

Past Employment NC State Gov't 30 years; Local Gov't 7 years

None; Bought home in Southport July 2021

Current Civic/Community Participation _____

Reasons you are qualified for this appointment (optional) Served NC State and Local Gov't 37 years.

Retired 2005 as Controller (CFO) of NC Dept. Of Correction. Managed budget, finance,

purchasing and contracts \$1.3 Billion. Also served as Wake County Human Services

Finance Officer for 5 years managing \$225 million budget. Expertise: financial

management, writing policies & procedures, internal controls, following regulations.

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

Signature Paul Gross. Date 3/21/2023

Please Return to: City Clerk, Dorothy Dutton

ddutton@cityofsouthport.com or City of Southport Clerk: 1029 N. Howe Street Southport, N.C. 28461

Received application 03/22/2023-DD 1



INSTRUCTIONS AND BOARD AND COMMITTEE LISTINGS

- ✓ You are encouraged to attend and observe meetings of any board or committee of which you desire appointment and to obtain other information about the duties and work.
- ✓ The information you provide will be used by the City of Southport in making appointments and may be used in news releases to identify you if you are appointed.
- ✓ Any additional information you feel will be of use to the Aldermen in reviewing your application is welcomed. Please attach additional sheets, if necessary.
- ✓ If appointed, please bear in mind the importance of attending meetings. A good attendance record is required to maintain membership.

ABC Board

Term: 3-year term
Membership Composition: 3 Members
Meetings: 2nd Wednesday of each month at 6:30 p.m.
Major Function(s): To review and recommend actions and policies to the local governments and the State governing body. The Southport ABC Board of Directors oversees the management and services of the municipal local ABC Store in accordance with all State Regulations and procedures governing the establishment and functioning of the store. The responsibilities include the control and sale of spirituous beverages while providing a customer friendly experience in a modern and efficient store.

Beautification Committee

Term: 2-year term
Membership Composition: 8 Members (residents of the city)
Meetings: 1st Tuesday every month, 5:00 p.m.
Major Function(s): Review, recommend actions and participate in public beautification projects. This may include planting, weeding, community appearance, cemetery cleanup, staining benches and picnic tables, monthly workdays and pop-up workdays as needed, participation in the garden stewardship program, assist with seasonal activities (holiday decorations, nature fest, day of service, etc.)

Board of Adjustment

Term: Members chosen as statutory terms expire
Membership Composition: 6 members within city limits (5 regular positions, and 1 alternate)
3 members from the ETJ (2 regular positions, and 1 alternate)
Meetings: 4th Tuesday at 4:30pm, and other times, as needed
Major Function(s): Act as a Quasi-Judicial body to hear appeals of Building, Inspector's decisions, Special-Use permits, and other interpretations of the Zoning Ordinance. Varies on an as-needed basis



Forestry Committee

Term:	2-year term
Membership Composition:	7 Members
Meetings:	2 nd Tuesday every month, 5:00 p.m.
Major Function(s):	Review and recommend actions to preserve and enhance the community's trees. Recognizing that the historical personality of the town is in part defined by its trees, in particular the live oaks. The committee's actions will include protection of existing trees, tree replenishment, public education and other functions related to the community's forest environment.

Parks and Recreation Committee

Term:	2-year term
Membership Composition:	6 members within city limits, 1 from the ETJ
Meetings:	2 nd Tuesday every month, 6:30 p.m.
Major Function(s):	To support the mission statement of the Southport Parks and Recreation Department, which is, <i>"To enhance the quality of life of the residents and visitors of the City of Southport through quality recreational programs for residents of all ages, and to provide and maintain safe and beautiful parks and facilities for the enjoyment of active and passive recreational activities."</i>

Planning Board

Term:	Members chosen as statutory terms expire
Membership Composition:	6 members within city limits (5 regular positions, and 1 alternate) 3 members from the ETJ (2 regular positions, and 1 alternate)
Meetings:	3 rd Thursday of the month, 6:00 p.m.
Major Function(s):	Develop and administer the Unified Development Ordinance, and CAMA Core Land Use Plan



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 KEVIN L LOCKLIN
Spouse Name (If married) MARY LOCKLIN

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? N/A

Physical Address: 209 North Leno St Southport NC 28461

Mailing Address: (same)

Resident of Southport ☒ Yes ☐ No How Many Years? 7

State and County of Legal Residence North Carolina, Brunswick

Main Phone Number 540-272-0808 Secondary Number N/A

E-mail Address SABRE42@icloud.com

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

Education J.O. Anthony School of Law; George Mason University

Present Job/Employer Retired -

Past Employment TRIAL Lawyer - Locklin + Coleman PLLC

Current Civic/Community Participation only thru donations - just retired

Reasons you are qualified for this appointment (optional) SEE ATTACHMENT (1)

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

Signature [Handwritten Signature]

Date 3/21/2023

Please Return to: City Clerk, Dorothy Dutton

ddutton@cityofsouthport.com or City of Southport Clerk: 1029 N. Howe Street Southport, N.C. 28461

①
I believe my experience qualifies me for the Planning Board position. I was very involved with the Manassas, Virginia Historic Society for many years. Through research, planning and fundraising (which I coordinated) we were able to revitalize downtown Manassas, and even incorporate an ice-skating rink that serves other functions (e.g., Farmers Market, musical festivals) outside the winter season.

My volunteering also included donating my time to the Southeastern Benevolent Association, serving as president of the Annandale Jaycees, serving as president of the Northern Virginia Young Lawyers, and Northern Virginia Defense Attorneys, as well as serving on the Board of Governors of Virginia Defense Attorneys.

My experience in civil litigation involved product liability, civil rights, construction cases, personal injury and wrongful death. I'm proud to say that my law firm was recognized in a national publication as among the best in the Metropolitan D.C. area. My commitment to the individuals I represented was consistently important to me as is my reputation as an officer of the court.

I believe my experience in serving my communities and my experience with and knowledge of law will benefit the Planning Board of Southport.



City of Southport
Planning and Zoning Board Special Meeting Minutes
Community Building 223 E. Bay St.
March 8, 2023
6:00 P.M.

Members Present: Sue Hodgins, Will Hewett, Scott Jones, Dick Sloan, Fred Fiss, and Chris Jones.

Members Absent: Donnie Joyner

Staff Present: Travis Henley, Development Services Director
Mo Meehan, City Planner
Tanya Shannon, Deputy Clerk
Randy Jones, Director of Community Relations
ChyAnn Ketchum, Communications/ PIO Officer

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.
- D. Motion to approve the Meeting Agenda By Vice-Chair Hewett and seconded by Mr. Dick Sloan
Unanimous vote; Motion Carried.

As the Approved Agenda reflected, Chair Hodgins requested that only Public Questions regarding Conditional Zoning will be addressed. She asked that other questions or concerns be reserved for the Regular March 16th Meeting.

E. Update of Proposed Conditional Zoning Amendment

Development Services Director Mr. Travis Henley provided an overview of the proposed Conditional Zoning Text Amendment that was initiated by the Planning Staff. Specifically, the request is to amend Section 2.11, 'Conditional Rezoning.' The purpose is to modify the types of projects allowable under Conditional Rezoning, and items such as process improvements, modifications, reconstruction of Appendix A, and other text amendments for clarification.

Mr. Henley reiterated the steps of the process following input from the February Meeting.

- January: Presentation of Idea
- February: Presentation of 1st draft language, solicitation of feedback from Planning Board and Public.
- March: 8: Generalized presentation on updates/questions.
- March: 16: Public Hearing, vote to recommend approval, denial, or table.
- When the Planning Board reaches a recommendation, the case is presented to the Board of Aldermen in a public hearing.
- Aldermen may vote to approve, deny, table, or remand back to Planning Board.

Mr. Henley explained the recommended changes following the February 16th Meeting.

- Section 2.11.B: Planning Board feedback was to provide for flexibility in the following:
 - Development Standards
 - Dimensional Standards
 - Use Standards
- Flexibility: Draft language makes it clear that Conditional Rezoning cannot reduce these standards
 - Traffic Study thresholds
 - Stormwater
 - Open Space
 - HOA Requirements
 - Water/Sewer Requirements
- 2.11.B: Public Hearing shall be required by the Planning Board for all Conditional Rezoning cases prior to their arrival at a recommendation
 - Signs
 - Mailed Notice
 - Newspaper Publication
- 2.11.C: Public Input Meeting
 - Notice of Public Input Meeting must be provided to the City Clerk and UDO Administrator at the same time notice is digitally provided to adjacent property owners.
 - Currently, still to occur prior to application.
- Appendix A: Moved from Table form to List form
- Conditional Zoning receives its own section in Appendix A, with modifications to mirror existing PUD requirements.
- Conditional Zoning is not a construction approval
- Added explicit references to traffic generation calculations

Mr. Scott Jones questioned if the Open Space requirements could be reduced and overridden by the Board of Aldermen for any possible reason. Mr. Henley said the proposed language is written, so the Open Space requirement cannot be disregarded.

Mr. Henley said that from the current process standpoint, the Planning Board has discretion on whether to call a Public Hearing for Conditional Zoning requests. Now, the proposed language makes it required to call a Public Hearing for all Conditional Zoning requests before a recommendation would be made.

Mr. Chris Jones asked if the 'Public Hearing' would be called prior to the review of the Zoning request. Mr. Henley explained that the Applicant would call a 'Public Input Meeting' before the Public Hearing. Vice-Chair Hewett clarified that the Planning Board Public Hearing would not occur until all the requirements have been met and the Public Input Meeting has been determined. Mr. Henley said that if the public does not receive notification from the Applicants regarding the Public Input Meeting, the Planning Board has the authority to require another Public Input Meeting to occur if the Applicant has not appropriately posted the notice. Mr. Henley also stated that when the Applicant has posted notice for the Public Input Meeting, it is also required to go to the UDO Administrator and the City Clerk. If the Board would prefer that Staff also send the Public Input Meeting Notice out, that could be done. But, the City's challenge in sending out the Public Input notice is that the Applicant has not yet submitted a formal application or paid the required fees.

Mr. Henley said that there should be consistency in the process. He said the Board could either decide if they would like the Applicant to hold a Public Input Meeting *before* the application is submitted, or the Board could require the Application be submitted before the Public Input Meeting is held.

Chair Hodgkin recommended that the Application be submitted before the Public Input Meeting. She said that if the Applicant does not provide the appropriate notice to the Public, Staff is unaware, and the Meeting has to be recalled, it could be frustrating for the public. It was the consensus of the Board to preview the application before the Public Input Meeting. This will ensure that the information is consistently being provided and noticed by the Board and Staff. Vice-Chair Hewett suggested that a Board Member attend the Public Input Meeting to observe the information that the Applicant is providing to the public. Mr. Henley said he thought this was a good idea but recommended that a Staff Member such as himself or Ms. Meehan attend the Meeting, to maintain the consistency of the process and objectivity for the full Board.

Mr. Chris Jones asked if the intent of the Public Input Meeting was to put together a better application and if there was any other purpose for requiring this Meeting. Mr. Henley said it's for the Applicant to receive Feedback from the public and improve the project's design. It also gives a heads-up to what is coming before the Board.

Director Henley continued with the PowerPoint. He explained that from the Land Use Plan:

Completing the LUP [Land Use Plan], illustrating the City's vision for the future, does not ensure that its objectives will be met. The City must continuously work at accomplishing plan implementation and maintaining an effective planning program. One important concept is 'smart development'. 'Traditional Zoning Districts do not allow for most if not all, principles of smart development listed in the Land Use Plan to occur. Conditional Zoning is still a rezoning and must be requested by the property owner.

Typically, a Conditional Rezoning is only a worthwhile option if a rezoning is already desired by the property owner. If flexibility is all that is needed, the variance process already exists. If the desired use is already allowed by the zoning district, the administrative process is far simpler.

Conditional Zoning provides the flexibility for achieving smart development goals while only allowing it through the most robust review process. It gives full consideration to the impacts of the project and directly involves the public in the process.

Mr. Henley explained that the Land Use Plan is the vision set forth with policies, goals, and objectives for every proposed Conditional Rezoning request. It will be evaluated for its conformance to the Future Land Use Plan. He concluded by reminding everyone of the Public Hearing at the next Regular Meeting on March 16th. The Draft Language for the Amendment will be available for the public to preview in the Agenda package published prior to the Meeting.

Chair Hodgkin asked Mr. Henley to reiterate why Conditional Zoning is currently only allowed in the Business District (BD), and to discuss the advantages and disadvantages of enabling Conditional Zoning in Residential Districts. Mr. Henley said that to his understanding, CZ was only allowed in the BD to introduce Conditional Zoning. He noted that CZ is a relatively new tool explicitly permitted by statute. He said that he thinks only allowing CZ in the BD is because the process for PUDs and Conditional Zoning are very similar regarding what terms are being allowed.

Mr. Henley said that one disadvantage of allowing CZ in Residential Districts is that more requests could come because the vast majority of the City is zoned Residential. He said that requests for Residential Conditional Zoning are very complex. It takes a lot of time for the Applicant, the Board,

Staff, and the public to understand the projects and their impacts. He also said that if the property Owner gets approval for the CZ request, the Applicant cannot change the plan without going through the entire process again.

Mr. Henley said that the benefit to allowing CZ in the Residential District as opposed to sticking with the PUD process is that the PUD process – as it is currently designed - is not as effective in reaching those ‘smart development goals’.

Chair Hodgkin clarified that Conditional Zoning does not replace the PUD requirements. She confirmed that Conditional Zoning is another option for Applicants to consider and a tool for the City to work with Applicants to achieve the best overall outcome.

Mr. Fiss asked if, hypothetically, the Indigo Plantation Project were to opt to use Conditional Zoning, what would be the advantages and disadvantages to the Applicant and the City. Mr. Henley said that in terms of that project, the advantage to the Applicant is that the “floor” on the dimensional standards no longer applies. They could propose their own dimensional standards and list of uses, which is not that different from what is allowed in the PUD process. The benefit of Conditional Zoning is that there is a lot more discretion in the CZ process because there are no specific standards.

He explained that there are some administrative elements in the PUD review process because there are particular standards that the Applicants must meet. Conditional Rezoning gives a lot more reviewing of the site-specific plan. Mr. Henley said another benefit to the City would be the reduction of the environmental impacts because there would not be that intersection point of the open space provision but the lack of ability to cluster.

Director Henley reiterated that it would always be up to the Applicant’s discretion whether to apply as PUD or for a Conditional Rezoning.

Chair Hodgkin thanked Mr. Henley and Ms. Meehan for their hard work in providing and presenting the information. Moving on, she declared the forum open for public comments and questions.

1. Rich Bandera, 409 N. Burrington Avenue, said he had reviewed the draft language for the proposed Text Amendment and has concerns regarding the dimensional standards for Traditional Zoning under the CZ process. He stated that he does not see the need to approve the amendment to allow Conditional Rezoning in the Residential District because there will be no change to the density requirements as it is currently in the UDO and the Land Use Plan. He also said that since each Conditional Rezoning includes individualized site-specific conditions, it would be reasonable to assume more Staff work and Board deliberations that would take longer to complete versus the Traditional Rezoning process.
2. Tracy Beaulieu, 206 W. Nash Street, thanked Staff for the presentation on Conditional Zoning. She wanted to clarify that the process and standards will remain the same as the requirements are currently written for rezoning. But, if the Applicant would like flexibility from those guidelines, they could request to apply for Conditional Rezoning. Mr. Henley said that if the project is eligible for a PUD, it must follow the requirements and processes. He said they could apply for CZ if the developer would like to vary on the standards. He said the Applicant must provide a detailed application for the reason why they would like to differ from the specifications and what the purpose will be used for, and then the application would be extensively reviewed before potential approval.

She feels that public input is essential to the process and stated that the current Board and Staff are passionate about protecting the City. She worries that if the Members of the Boards change, the progress that is made may be repealed by a new Board. Chair Hodgkin stated that this is why elections are important for ensuring that the Board of Aldermen elected, and the Planning Board Members appointed will make decisions with the City’s best interests at heart.

3. Jenny Prunty, a resident of Indigo Plantation asked if CZ is approved and the developer of Indigo Plantation Phase 2 would like to apply for Conditional Rezoning, how would this be beneficial to the Community? Mr. Henley said that it would depend on the prototypes that the Developer is presenting. The benefit of the Conditional Zoning process is that it can lead to compromise where the developers and the citizens are happy. It allows looks at the site-specific level, talk with a landowner about the community's concerns, and use the process to find some common ground.

Mr. Bandera came to the podium to ask for more clarification. He explained that currently in the Land Use Plan R-20 only allows 2-3 units per acre, but then he said that it was explained that a cluster of units could be on a large acreage of property to save open space. He said that is similar to what a PUD is. He said he views it as many tiny lots clustered together on a larger piece of acreage which doesn't coincide with the Land Use Plan.

City Planner Meehan said an interpretation is that the allowable density is a calculation, not a lot size. She said you are calculating how many lots per acre of the land you can have and the number of lot sizes that are best for the acreage, so that you can put your density in the most appropriate places. She said you are looking at conservation, watershed, vegetation, habitats, and the best areas for connectivity, and those things are a *total calculation*, not the size of the lot.

Mr. Chris Jones said that he feels that there needed to be more clarity on the Indigo Plantation Phase 2 project regarding density per acre. He said there is a big difference between "cluster and non-cluster development." He recommended revising that language to clarify the calculations of 2-3 acres per acre.

Chair Hodgin asked if there were any more comments. Since there were none, she asked that Staff review the comments, determine what further revisions might be needed, and return to Board at the March Regular Meeting. Staff will return to the Board with the modifications and present back for the Public Hearing. The Planning Board will then make a decision for recommendation or to table the Proposed Amendment for further discussion. Once the Planning Board has decided, it will be forwarded to the Board of Aldermen for approval, denial, or back to the Planning Board for more review.

K. **Announcements**

Mr. Henley announced that the Planning Board will have a Joint Meeting with the Board of Aldermen and the City Attorney for a special training session on March 30th at 6 pm. at the Community Building. The purpose of the meeting is to provide more insight into the legal process of Land Use. The Meeting is open to the public.

Without further business or comments, Chair Hodgin asked for a Motion to Adjourn.

Vice-Chair Hewett made a Motion to Adjourn the Meeting and was seconded by Mr. Sloan.
Unanimous vote; motion carried.

Adjournment: 7:29 P.M.

Chair, Sue Hodgin

Deputy Clerk, Tanya Shannon



**City of Southport
Planning and Zoning Board Minutes
Community Building 223 E. Bay St.
March 16, 2023
6:00 P.M.**

Members Present: Sue Hodgins, Will Hewett, Dick Sloan, Fred Fiss, Chris Jones, Donnie Joyner, Scott Jones (via telephone).

Members Absent: None

Staff Present: Travis Henley, Development Services Director
Mo Meehan, City Planner
Tanya Shannon, Deputy Clerk
ChyAnn Ketchum, Community Relations/PIO

Others: Alderman Alt, Alderman Lombardi, Developers Cameron Smith (Prices Creek Townhomes), Ron Greger (115 N. Howe), and a representative from Stanley Homes (Oakton)

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. Donnie Joyner gave the Invocation.
- C. Chair Hodgins led the Pledge of Allegiance.
- D. Motion to approve the February 16, 2023, Meeting Minutes By Dick Sloan and seconded by Vice-Chair Hewett. **Unanimous vote; Motion carried.**
- E. Motion to approve the Meeting Agenda By Vice-Chair Hewett and seconded by Mr. Donnie Joyner. **Unanimous vote; Motion Carried.**
- F. Public Comment: A Motion was made by Vice-Chair Hewett to open Public Comment and was seconded by Mr. Sloan. **Unanimous vote; Motion Carried.**

Before moving into Public Comment, Chair Hodgins asked that all questions and comments pertaining to the proposed Conditional Zoning Text Amendment refrain until the Public Hearing for that specific item was opened.

- 1. Marjorie Jones, 136 Stuart Ave., thanked the Oakton Subdivision Developer for changing the access point on Stuart Avenue to only an entrance point. She still has concerns about the entry point and does not feel it is necessary. She would like the Developers to consider removing all Oakton access from Stuart Avenue. She said she had given 14 reasons at previous meetings regarding why this access is unnecessary and has yet to hear one reason why it is necessary.
- 2. Jwantana Frink, 516 N. Lord Street, stated that she is here on behalf of the citizens who have had alleyway issues. She is asking the Board to reject the request to abandon a portion of an alleyway. She stated that many residents born and raised in Southport have repeatedly asked if they could maintain the alleyways adjacent to their properties as part of their property and were told no due to various reasons by the City. She encouraged the Board to consider other property owners that were denied the same request.

3. Stephane Jackson; 821 Cape Harbour Dr, and she also owns property at 913 Caswell Ave. She has concerns about the proposed Alley Abandonment. She said that she owns property near this alleyway, and there was no notification about the request or collaboration from the property owners. She said she is a native of Southport and would like to know how this was proposed and who authorized the consideration. Director Henley explained the process, and that notification is only required once the Board of Aldermen hears the request, and pending their decision, a Public Hearing will be required.

There were no further questions or comments. A Motion was made by Vice-Chair Hewett to close Public Comment and was seconded by Mr. Sloan. ***Unanimous vote; Motion carried.***

G. Old Business:

1. **115 N. Howe St. Major Site Plan**

Director Henley gave an overview of the Major Site Plan. He explained that the application was initially submitted in late-2021 and first presented to the Planning Board in June 2022. The application was subject to the UDO Requirements as they existed at the time of submittal. The Plan proposed a 3-Story Mixed Use Building with Retail, Residential, and a Restaurant w/ Rooftop. A review committee consisting of Planning Board members Sue Hodgins and Fred Fiss convened on March 1st, 2023, with Staff and the Applicant team for the project. Staff conveyed that updated plans for the project had been provided that demonstrated compliance with the UDO, specifically regarding building height, site lines, occupancies shown on the submitted floor plans, and critical root zone protections for a large oak tree on a neighboring property.

Additional discussion centered around the proposed architectural style of the building and any potential opportunities for collaboration in the future to ensure that the building fits within the existing character of downtown Southport. Through the course of the various site plan revisions, the Applicant has amended the site plan to provide a landscaped parking island in a similar location to the existing parking island on site, which is underneath an existing large oak tree, primarily on the immediately adjacent property. Additionally, the Applicant has proposed pervious paving material near this parking island and around the proposed location of trash receptacles. All trees within the south side of the right-of-way along W. Nash Street are proposed to remain. Based on the traffic generation calculations determined by the ITE 11th Edition Traffic Generation Manual, the subject project was subject to the Traffic Study requirements. In addition to approving the Major Site Development Plan, the Planning Board shall also review and approve the Traffic Impact Study that was provided to the Board, which has also been found to meet all applicable standards required of them. An elevator was proposed but did not meet the UDO's 40' height limit requirements. There will now be a lift near the stairwell.

Staff and the Review Committee have reviewed the proposal and found it to be in compliance with all applicable standards of the appropriate version of the Unified Development Ordinance in place at the time the proposal was submitted and recommend approval of the project as proposed.

Then Chair Hodgins provided a statement as follows:

Travis has given Staff's recount of the last several months of research and discussion regarding this submission, initially submitted in November 2021 with the first Committee meeting held in July 2022.

The UDO tells us that Major Site Plans - by their very name -requires greater attention, greater research and discovery, and in-depth discussion by the City. The Planning Board's task was to address components of the UDO, and raise awareness, conversation and even concern about this submitted project.

Two things have continued to stand out to the Committee, and frankly to the public, about this submission.

First, the projected occupancy of the building, specifically the restaurant planned for the top floor. Initially the occupancy was quoted at 662 (for the restaurant and the planned rooftop bar).

As Committee meetings were held and comments received at Planning Board meetings, concerns were raised and information was provided to the Applicant and the property Owners about the increased traffic, parking strains and infrastructure impacts the project would bring to town. The response was 'well, Southport's always had parking problems – that's not our fault'.

As purely a matter of information, the Committee provided estimates for the System Development Fees – saying that at the originally-quoted 416 restaurant seats, the Fees would be \$800+K – before a toilet was screwed down, before kitchen fixtures could be installed. The rooftop bar would incur additional \$200+K in Fees with its quoted 222 seats.

Over time and for whatever reason, the estimated occupancy quoted by the Applicant has decreased, now given to be 200 total. The true occupancy cannot be definitively established until further into construction, when the Fire Marshal sees the restaurant's configuration.

Just an FYI...the System Development Fees for 200-occupancy would be a bit over \$386K; and the sewer capacity for this size restaurant equals that of 29 three-bedroom homes.

Further, the Committee raised concerns over the plan for the rooftop bar, giving the Applicant the UDO Administrator's interpretation that the building's elevator – planned to transport patrons to the roof – could not exceed the 40' height limitation. From this, we've been shown by plan revision that the 'rooftop bar' has now been eliminated, but patrons might still be able to access the roof by an exterior lift from the 2nd to third floors: no food or drinks will be served there, we're told, and there's to be nothing up there that would exceed the 40' height. I'll note for all our information that the building at its top railing measures 38'.

Next, and arguably the more important to many: this Committee has done its best to discuss with the Applicant and Owners the Planning Board's commitment to preserving the historic character of this town. The location of this proposed project is extremely important to the 'look' of our downtown - the historic commerce center. We identify in our Comprehensive Plan the foundation of the UDO: as SPT's first Core Value, to preserve the city's historic character.

The UDO does include some very basic design guidelines. It's important to understand the purpose of the 'design conversation' as stated in the UDO.

"The purpose is to ensure architectural compatibility and the establishment and preservation of architectural character throughout the city."

Presently this building -- with its contemporary nature and building materials -- does not fit in with the character of our town but truthfully, we just can't stop it. Frankly, the guards the Committee wishes were in place were not when this submission came in: we hope that the work of our new Historic Preservation Commission, and further revisions to our UDO, will help guide the

architecture that appears in Southport's future. Difficult as it is for us to say, we've done all that we can do to help this Applicant and Owners understand the trepidation of this Committee and a large part of the citizenry of Southport about the appearance of this building that will be front-&-center to everyone heading into the Central Business District.

At our most recent meeting with this Applicant and Owners, it was communicated through their attorney that they would be 'receptive to suggestions' regarding changes to the building's exterior to bring it more in line with the architecture of downtown Southport. This overture has been made on at least two other occasions, and though we haven't seen significant changes to reflect prior suggestions, we simply have to trust that this latest overture will hold true. It was told to us at this last meeting that they have now hired an architect from Raleigh who 'hasn't visited Southport yet, but they have been to Calabash'. We hope that when this architect does get to Southport, they'll see the distinct differences between the two towns' appearances and recommend design elements consistent with the character of our historic CBD so that Southport can embrace it as what we hope will be a successful business venture for the Owners and a success story for the town. We continue to want to work together throughout this project for the very best outcome, protecting the historical character and the residences that must be included in a delicate balance.

This submittal was a learning process for the Committee, City Staff, for the full Board. It's helped us see weaknesses in the UDO (already, we've acted on one – the 30' height limit in the CBD). And we'll act on more as a result of this and other submissions that show us what more is needed to keep us true to that earlier-mentioned Core Value – to protect the town's architectural and historic character. As I've said several times, we recognize that the UDO isn't perfect but thank the Lord it's a static document – we can 'fix as we go'.

We want to emphasize that with the existing provisions of our UDO, this Committee has no choice but to recommend approval of this Site Plan and the associated Traffic Study. I want to emphasize too to the full Board, and to the public in attendance that NOW we have to place trust in these Owners and this Applicant to do the things that they've told us they're going to do, and to do what's right for Southport.

Mr. Fiss commented that, along with Chair Hodgkin and Mr. Mibelli, he was part of the Review Committee for the large project. He stated that this would significantly impact the CBD, and he is optimistic that the developers will be open to some of the architectural elements that would soften the façade and keep the character of the District.

A Motion was made by Vice-Chair Hewett to recommend approval of the Major Site Plan and the Traffic Impact Study to the Board of Aldermen for final approval and seconded by Mr. Sloan. ***Unanimous vote; Motion carried.***

Chair Hodgkin asked if the Developers or Representatives for the project would like to make any comments. Amy Shaffer, attorney for the owners of the property, came to the podium and stated that if the Planning Board would like to assemble Members to discuss architectural features further, the Applicants would be happy to have this conversation.

2. **Oakton Subdivision**

City Planner Mo Meehan gave an overview of the Preliminary Plat for the Major Subdivision. She said Greg Wayne, on behalf of Stanley Martin Homes, is seeking approval of the Oakton Subdivision Preliminary Plat consisting of 42 single-family home lots. The property is located between Fodale Avenue and Stuart Avenue and is adjacent to the Hammocks subdivision.

This project was first introduced as a sketch plan at the July 15, 2021, Planning Board Meeting. The Applicant submitted a preliminary plat application that was presented at the November 17, 2022 Planning Board Meeting.

A Review Committee, whose members included Vice-Chair Will Hewitt, Chris Jones, and Dick Sloan, was formed to review the proposed subdivision preliminary plat.

The Committee met with the Applicant on January 11, 2023. After a review of the subdivision requirements and design features, the discussion focused on access to the subdivision (especially from Stuart Avenue), stormwater capacity/flooding issues, and the tree and landscape plan. It was requested that the entrance to Stuart be considered to either be removed, make it a walking/multi-use trail entrance or a one-way entrance into the subdivision, aligning Oakton Drive and Mitchell Street on Fodale Avenue, and for the 100-year storm event discharge control design calculations be checked to show the capacity of the proposed stormwater retention pond. The Developer agreed to provide landscape buffering around the adjacent properties. Planner Meehan said that they have also retained as much vegetation as possible around Fodale and Stuart Avenue.

The Applicant agreed to adjust the site plan and provide stormwater calculations for a 100yr/24-hour storm event. A new site plan with a one-way entrance from Stuart Avenue and alignment to Mitchell Street was submitted, as well as the requested pond capacity calculations.

City Engineer Bob Jarvis reviewed the 100-year stormwater calculations and determined that it appears that the pond functions without topping. It is noted that detailed utility plans may be submitted after the site plan or preliminary plat approval. The City's Public Works Department must approve it prior to the construction of improvements or the issuance of building permits, or approval of the final plat.

A final Review Committee meeting was held on March 7, 2023 to review the new submittal for the Oakton preliminary plat. A representative for the Applicant met with the Committee and Staff to review the site plan and stormwater calculations. After discussions of the one-way entrance and capacity of the proposed stormwater pond, it was the recommendation of the Committee to forward the preliminary plat to the full Planning Board for approval.

Mr. Joyner questioned the stormwater assessment calculations and the flooding problems after hurricanes and heavy rain events. He asked who would be responsible if the calculations were off and a flood comes. Planner Meehan said that there are never any guarantees, but the system is designed by professional engineers to protect the community from potential flooding. The Representative for the Subdivision stated that the system would be designed better than it was previously.

Chair Hodgkin had questions about the Tree Mitigation and the Landscape Plan. She is concerned about the clear-cutting of these lots and how this will affect tree preservation, protection from flooding, and other potential issues. She stated that the intent of the Tree Ordinance is to preserve the existing trees rather than simply mitigating. The clear-cutting is inconsistent with the spirit of the Tree Ordinance. She said in the provided tree survey that there are sizable trees that could remain. She asked if there was a reason why these trees needed to be removed.

Mr. Chris Jones, who was on the Review Committee, said that the application was submitted prior to the revised Tree Ordinance, so the Committee felt like their hands were tied. He feels like a lot of the time the Developers 'poke holes' in the UDO. He recommended that the

Board review the Ordinance concerning how the trees are laid out in certain areas just to comply. He said that he feels like Developers lean heavily towards mitigation rather than preservation.

The Representative for the developers stated that they would like to preserve as many trees as possible, but they also have a great concern for stormwater management. He said that when the grading is done, this will often kill the surrounding trees.

Mr. Fiss asked Staff that if the Applicant should want to follow the latest guidelines for tree preservation, could they receive credit for the trees saved. Mr. Henley said that yes, credit could be given. Ms. Meehan said that she verified, unfortunately, the oaks in this development were all within the right of way and in the grading zone.

Chair Hodgkin suggested tabling the review until there can be more discussion with the Applicant regarding Tree Preservation. She said that the Applicants of The Haven were very receptive to revising their Tree and Landscape Plan to save more trees. Mr. Chris Jones commented that the Applicants met all the requirements for approval in the UDO and asked the Applicant if they would consider modifying their Tree Plan to help with preservation. A representative of the Developer in attendance stated that they had made other accommodations to the plan, such as changing the two-way access on Stuart Avenue to a one-way access and modifying the stormwater management. He said they would keep the Tree and Landscape Plan as submitted.

That being said, Mr. Chris Jones made a Motion to make a recommendation for approval of the Preliminary Plan for the Oakton Subdivision and forward it to the Board of Aldermen for final approval and was seconded by Vice-Chair Hewett. ***Unanimous vote, Motion carried.***

- Before moving to the next agenda item, Chair Hodgkin wanted to ask Director Henley a question regarding the 115 N. Howe Street project's Occupancy. She asked if there was anything above 200 that could be done regarding the traffic impact. Mr. Henley stated that according to the UDO, there is a section regarding what is considered a major or minor revision. He said if the occupancy goes above 200, it would be determined a major revision, and then the approval of a major revision is the same entity that approved it the first time. If that were to occur, the revision would have to return to the Planning Board for approval. He did mention that there is a lot of determination of what defines a minor or major revision. Chair Hodgkin also inquired about the fee for the application that was dated 11/2021. She said that fee and date of payment was not shown on the application that was provided in the Board packets. Mr. Henley said that he was not employed by the City at this time, but he could go back into the records and look. He said he was certain that it was paid. Chair Hodgkin said she believed it was submitted in October 2021 but did not think it was paid until August 2022. Mr. Henley said that he was not employed until October 2022 and was unsure of the date of payment. He said he is uncertain if the payment date was recorded but not on the application. He said that when Staff accepts the application, it is deemed complete.

3. **Abandonment of a Portion of an Alleyway**

Director Henley explained that a request was submitted by Gaines Brown and Tina Monk to abandon a portion of an alley that runs parallel with N. Caswell Avenue. The Review Committee met three times as well as conducting a site visit and discussed several scenarios, such as the potential abandonment of the full alley, the consideration of abandoned City infrastructure within this alley, and the possible future needs for the alley. This could also be setting a precedent for

more requests. Ultimately, the Review Committee could not reach a consensus and preferred to send the request back to the Planning Board without a recommendation.

Mr. Henley said the Planning Board is tasked with recommending whether or not to sign the Resolution of Intent to Abandon the Alleyway. If the Aldermen vote in favor of the Resolution, there will be a new process in place that will be followed within requirements of NC General Statutes, and Public Hearings will be required.

Vice-Chair Hewett said that he was undecided, but he felt like it would only be fair to survey the other alleys and determine how to proceed. He would like to canvass the properties that have alleyways and determine how other property owners feel.

Mr. Joyner suggested setting up a program where people can adopt an alleyway and help clean them up. He said the alleyways should have been maintained by the City to prevent people from building fences and encroaching. He agreed to have many more discussions with the affected residents.

Mr. Chris Jones said he favored the abandonment. He wanted to proceed with setting precedence on progressing with the issue. He said that he would like to have more public input and discussion on how to accommodate.

Chair Hodgin noted that there is not a clear precedent for this situation. She said there is a perception that people try to incorporate pieces and parts of City property into their property. She does not see any benefit to the City, only a benefit to the owner(s) of the property.

Mr. Chris Jones said he would like to have more discussions on the topic with input from the public. He reiterated that if a recommendation was made to the BOA for a Resolution of Intent, the BOA could vote yes or no. If yes, proper notices and public hearings would go out to the Public. Mr. Henley said that was correct. If they voted no, then the Request would be concluded. Mr. Jones said that he feels that, at this time, the Planning Board could not make a recommendation.

A Motion was made by Mr. Chris Jones to decline a recommendation to the Board of Aldermen for the Abandonment of a portion of Alleyway and was seconded by Mr. Joyner.

Unanimous vote; Motion carried.

4. **Public Hearing: Proposed Conditional Zoning Amendment**

Chair Hodgin requested Director Henley to give a brief update on the process thus far on the proposed CZ Amendment. Mr. Henley displayed a review-slide of the current status of the Proposal.

- January: Presentation of Idea
- February: Presentation of 1st draft language, solicitation of feedback from Planning Board and Public.
- March: 3/8: Generalized presentation on updates/question
- **3/16: Public Hearing, vote to recommend approval, denial, or table**

- When the Planning Board reaches a recommendation, the case is presented to the Aldermen for a Public Hearing. The Aldermen may vote to approve, deny, table, or remand back to Planning Board.

Vice-Chair Hewett made a Motion to Open the Public Hearing on the Proposed Conditional Zoning Amendment and was seconded by Mr. Joyner.

Unanimous vote; Motion carried.

1. Ginny Prunty, 5906 Dutchman Creek Rd, stated that she is a resident of Indigo Plantation and has some concerns with Conditional Zoning, such as the terms "Flexibility for Developers" listed as a benefit for the developers and "Smart Growth" principles for Southport. She is concerned about the potential for more growth with the undetermined amount of unused land or lots that could be combined under the "Smart Growth" language. Also, she said she does not believe there are a lot of buildable parcels left in Southport except for in the ETJ area owned by Bald Head Limited LLC. She said that with the Conditional Zoning, "Smart Growth" method, the Indigo Plantation Phase 2 project would not be applicable as it would be in another part of the county where there are no limitations. She said, "The first rule of any new development is to do no harm" so that we don't have buyer's remorse like the City did with the shoebox buildings at the Yacht Basin."

Chair Hodgkin thanked Ms. Prunty for her input. She added that she has heard a lot of speculation that the proposed amendment is directed explicitly toward the Indigo Phase 2 Development. She said no application for the Indigo Phase 2 Development had been submitted. Chair Hodgkin asked for clarification on Ms. Prunty's comments, asking if she was saying that the proposed text amendment would favor helping Bald Head Island & East West Partners Developers. Ms. Prunty replied that looking at the Land Use Plan and this large piece of property, it appears very applicable to the developers of Indigo Phase 2. She said that one of the benefits that Travis listed of the amendment was to benefit Smart Growth and to benefit the City. She explained that it is not just directed toward the Indigo developers; however, no other land can be used for the size of the development. She is concerned that the standards that are already in place will be reduced.

Chair Hodgkin reiterated that the Board was not debating the Indigo Plantation Phase 2 project at this meeting since there has yet to be a submitted application.

2. Rich Bandera, 409 W. Burrington Ave, said there are just some things that do not go away with CZ, and there are standards that have to be met, and said there are some things that still exist and have to comply such as water, traffic, and sewer. But an HOA community does not have to comply with Conditional Zoning; they can be exempt if they choose. He said that means that the rest of us are just "chopped liver." He continues that if you count the land mass as 50% Residential and then calculate a large number of HOAs in the City, there is a close number of Residential areas that would be subject to Conditional Zoning, which he believes is letting the "guardrails down" and having less protection. He said that "Smart Growth" would only bring in more roads, sewer, and water lines when everything already exists. He asked the Board to reject the Amendment.
3. Jim Lightbourne, 316 W. West Street, said he needs help understanding the idea of Conditional Zoning. He asked where this would apply in Southport. He said there was a survey done by a company that says 78% of the Jurisdictions that use CZ have over a 25,000 population. He said he could not find any examples of the use of CZ comparable to the size of Southport. He would like to know where in Southport would this be helpful. He then said that the only location that he could think of where it could be utilized was the Indigo Plantation Phase 2 Project. Mr. Lightbourne is very concerned that the developers will be able to manipulate the density using Conditional Zoning. He feels that Conditional Zoning is not beneficial to Southport.

4. Francesca Slaughter, 6272 Cattail Crt, asked what any benefits of Conditional Zoning to Southport are. She questioned if this is such a valuable tool, why it has just come in front of the Board now, and whether this would benefit the City or the Developers. She said the City is already being overdeveloped and losing the last bit of Open Space. She stated that, to her understanding, Conditional Zoning is a tool that solves problems that the UDO cannot, and she asked what problems exist that need to be resolved by CZ. She thanked the Planning Board and Staff and asked that this amendment be rejected.
5. Deputy Clerk Tanya Shannon read a submitted statement from Karen Rife. She said that she understands that CZ could be an additional tool when reviewing a proposed project. However, she had some concerns and questions. She asked what the difference is between PUD and CZ. Does CZ favor the developer? Will CZ, which seems to favor "Smart Development," allow for an increase in density? She feels that this would cause a tremendous strain on the fragile infrastructure. She asked if the Board has made any progress with research for grants to cover transportation. She said property owners have the right to develop their land, but it should not be done to line their pockets and leave small towns holding the bag.
6. Rebecca Kelley, 5871 Dutchman Creek Rd, is concerned about the use of Conditional Zoning and what conditions constitute reasonable standards. She believes that CZ will increase spot zoning and does not just apply to one piece of property. She said all properties would be able to take advantage of the flexibility. Ms. Kelly said if Conditional Zoning is going to be considered, it should be when the CAMA Land Use Plan is being updated. She said there is no benefit to the use of Conditional Zoning and believes that this will set a negative precedent.
7. Shirley Sullivan, 5002 Seaward Crt, is not in favor of Conditional Zoning. She questioned the principle of CZ in the Residential District and the effects of the standards for new developments. She needs to understand the urgency of the proposed amendment and why this is even being considered. She stated that she believes that this will encourage additional significant developments.
8. David Rhodes, 404 Burrington Ave, said he doesn't understand why an amendment to the UDO for Conditional Zoning is being considered now and feels the City and Staff are proposing something that has no benefit to the City. He said he finds the timing is odd regarding the Indigo Phase 2 Project. He is not in favor of CZ and thinks that this amendment provides a way for developers to manipulate the UDO in their favor.

Mr. Chris Jones stated that the Planning Board is a group of volunteers who spend a lot of time reviewing the presented information and helping make decisions that are in the City's best interest. He said he appreciates City Planner Meehan and Development Services Director Henley for their dedication. He said he relies on them to help interpret the General Statutes, specifically NCGS 160D-102. Mr. Jones said he felt compelled to defend Director Henley and said he did not want people to think he was pushing any ideas or thoughts. He believes that Director Henley provided good points and views on CZ as well as the citizens. He trusted the knowledge and experience of Director Henley and stated that he should help determine the best process for moving forward.

Mr. Rhodes returned to the podium, said he meant no disrespect to the Board or Staff, and apologized if he offended anyone. He said he has lived here for seven years and hoped that the elected officials listen to the citizens of Southport and respect the people's concerns.

9. Lois Gandy, 5961 Spikerush Trail, thanked Travis, Mo, and the Board for their work and for listening to the people. She is grateful for the opportunity to speak and said people are very passionate about the City. She is concerned about CZ and said it is a “shaky road” to follow. She thinks that there are a lot of legalities involved, and she would like the Board not to make a hasty decision on CZ until people can fully understand the implications of the proposed amendment.

Chair Hodgkin stated that the Board and Staff are also passionate about the City. She said we all live here too and want the best for the City. She agreed with Mr. Chris Jones’s comments and support for the Development Services Staff. She said there has never been a better Director and Planner with the knowledge and experience we have right now. She appreciates the comments from the public. She stated that nothing is being forced on anyone and that we all listen and learn from the information every time it is provided. Chair Hodgkin noted that the Development Staff is a super team that is establishing an excellent future direction for us. She commented that there is a lot of false information on social media and that people should come to City meetings and learn the facts.

Vice-Chair Hewett reiterated that a Public Input Meeting is required before any CZ applications are even entertained. Directly Henley confirmed that after Staff receives the application and the Applicant calls a Public Input Meeting with notification to the public and Staff, the result of that Meeting will determine if the process for Conditional Zoning will continue.

Ms. Prunty returned to the podium and asked if the Planning Board would be taking a vote at this Meeting to approve, deny, or table the recommendation. Chair Hodgkin said there would be a decision on one of those options, including to table for further discussions.

Since there were no further questions or comments, Chair Hodgkin asked Director Henley if he would like to make any remarks before closing the Hearing.

Director Henley gave a brief reminder about the types of Rezoning. He explained that Conditional Zoning is a legislative zoning map amendment with site-specific conditions incorporated into the zoning map amendment. It is a change to the City’s Zoning Map. A Zoning Map Amendment is an amendment to a zoning regulation for the purpose of changing the zoning district that is applied to a specified property or properties. They both have the same process in terms of how they are reviewed and processed.

Mr. Henley gave an overview and explanation of the Draft Language for the Proposed Conditional Zoning Text Amendment. Some of the highlights are as follows:

Section 2:11 (B) APPLICATION AND CONDITIONAL ZONING REVIEW PROCEDURE

1. The application for a conditional rezoning ~~shall be accompanied by a master development plan. approval shall also be accompanied by an application to amend the zoning map (rezoning) to the conditional development zoning district. The rezoning application shall be submitted concurrently with the conditional zoning master development plan.~~ The procedure for such shall be followed as outlined in Sections 2.9 and 2.10. The approved master development plan shall provide the framework for development in the conditional zoning district. All applications must include a master development plan, a narrative that includes but is not limited to supporting information and text which specifies the use or uses intended for the property and provides an overview of the project, dimensional standards, and any development standards to be approved concurrently with the rezoning application. Development standards include but are not limited to such things as parking, landscaping, design guidelines, and buffers. Such development standards may exceed

or reduce the requirements of the Unified Development Ordinance and shall be explicitly discussed in the submitted narrative.

- a) A conditional rezoning shall not permit deviations from generally applicable standards, including: Traffic Impact Study thresholds, stormwater requirements, open space, HOA requirements, and water/wastewater requirements; except that any of these requirements may be increased or strengthened.
2. Applications and proposals for conditional zoning approval shall only be considered within a nonresidential zoning district. All proposals for a conditional zoning application must abide by the uses and the dimensional standards required by the underlying base zoning district for which the proposal is located. Conditional Rezoning proposals originating from within all districts other than CBD and BD which include residential uses shall designate no less than 20% of the total rezoning acreage as open space in accordance with Section 4.14.C.1.b.
3. No conditional zoning proposals shall be considered within the Open Space
4. Dimensional standards within the proposed Conditional Zoning District shall be designated by the Applicant. Dimensional standards within the currently designated zoning district for the subject property shall not influence proposed dimensional standards but may be considered in the review of applications on a case-by-case basis.
5. Density and proposed uses within a conditional zoning district shall be reviewed for conformance with any and all relevant adopted plans.
6. When a Conditional Rezoning proposal includes uses with specific standards, the application shall denote whether those standards are included in the proposal. The generally applicable use standards may be considered in the review of a Conditional Rezoning proposal that includes that use.
7. Conditional Rezoning requests originating from a residential zoning district and from the PUD zoning district shall not be considered unless containing at least five (5) acres. Such minimum acreage must be contiguous may be contained within one or multiple parcels. Other non-contiguous parcels may be added to a Conditional Rezoning application so long as the minimum contiguous acreage requirement is otherwise met.
An application for conditional zoning approval shall be accompanied by 12 hard copies and one (1) digital copy of a conditional zoning master development plan. Additional copies may be requested by the UDO Administrator at their discretion.

Director Henley gave a recap of Conditional Zoning:

From the Land Use Plan:

Completing the LUP [Land Use Plan], illustrating the City's vision for the future, does not ensure that its objectives will be met. The City must continuously work at accomplishing plan implementation and maintaining an effective planning program. One important concept is 'smart development.'

Traditional Zoning Districts only allow for some, if not all, principles of smart development listed in the Land Use Plan to occur.

Conditional Zoning is still a rezoning and must be requested by the property owner.

Typically, a Conditional Rezoning is only a worthwhile option if a rezoning is already desired by the property owner.

- If flexibility is all that is needed, the Variance process already exists.

- If the desired use is already allowed by the zoning district, the administrative process is far simpler.

Conditional Zoning provides the flexibility for the smart development goals to be achieved while also:

- Only allowing it through the most robust review process that exists;
- Giving full consideration to the impacts of the project; and
- Directly involving the public in the process

Director Henley said that Conditional Zoning could not be forced on anyone; the property owners must request the application. He said everything comes back to the CAMA Land Use Plan. He said it is our guide, which is required by State Statute and enforces Zoning. He said a lot of smaller governments are in the process of figuring out just how problematic that can be. He said it is a new requirement. But, not to Southport; we were required to have a CAMA Land Use Plan and have had one for the past 50 yrs. A lot of Local Governments are seeing how important it is to a Land Use Plan when you are getting challenged on your right to enforce zoning.

Directly Henley said he is very appreciative of the input that was received throughout the process. He said that at this point, as Director of Development Services and Ms. Meehan as the City Planner, are looking for direction from the Planning Board on what direction they would like to take at this time.

Mr. Fiss asked Director Henley to clarify the differences between a PUD and Conditional Zoning and the advantages of one over the other. He asked if Conditional Zoning in any way resembles the City lying down and letting the developers do whatever they want. He said, for example, if a developer wanted to come in and build a 6-story condo.

Mr. Henley said the main difference between a PUD and Conditional Zoning is the guard rails from a dimensional standpoint. You have to meet a minimum to qualify as a PUD from a lot size perspective, the setback perspective, standards for accessory structures, and maximum height limits. He said that as the language is proposed tonight, Conditional Zoning does not include that. He said the main difference is in what an Applicant can propose. The difference from a process standpoint is that Conditional Rezoning consists of the Public Input Meeting requirement and the way the language is written, which also includes the Planning Board Public Hearing as opposed to giving the Planning Board complete discretion. He said, in his opinion, it is easier to add conditions to a Conditional Rezoning versus a PUD because you don't have the minimum standards. He explained that if you have those minimum standards and someone brings a proposal that meets those standards, it will be a challenge to review the application and work on the attempt to make changes, but that would be difficult if all the requirements are met and are in accordance with the UDO. He explained the notion of a floor and how small you can cluster and a minimum acreage requirement that has to be put in preservation. This means that there is an intersection point very near the 20% requirement that is in PUD today. There is no incentive in the process for the developers to go further. Ideally, in a conservation subdivision, if you are not preserving 40-50% of your site as open space then you are not really gaining the benefits that you think you are. Mr. Henley said that Open Space becomes maximized when they are adjacent to already protected areas such as creeks or an adjacent park. He said he is not saying that a PUD is not as effective, but there are limits to the effectiveness, and a Conditional Proposal would allow for more flexibility to gain additional open space.

Mr. Fiss questioned if the maximum height requirements could be changed. Mr. Henley said if the Applicant asks for height flexibility, it will default to the Land Use Plan because it incorporates a maximum height for every future land use category. He said that the way it is written is if the Board of Aldermen find that it reasonable and in the public best interest that doesn't conform to the Land Use Plan, they can make a motion the same as they could for a traditional rezoning or PUD.

Mr. Henley said that guardrails could be drafted into the language if it was the pleasure of the Board.

Mr. Chris Jones said the two issues that stand out to him are the contiguous lots in the language and the dimensional standards. He said he thinks going from dimensional standards to essentially taking the brakes off must be considered. He thinks it might be opening up too much, that some guardrails need to be in place. He explained that if you look around on the Map and see that 2-4 lots could be combined, what is the point of the five-acre rule if people could combine two? He would like to table the discussion for further review.

Vice-Chair Hewett suggested that maybe guardrails be put into place for the density requirements and to add clarification on a percentage. He explained that if, for example, dependent on the size, clarify the percentage of units that could go in. He recommended coming up with a percentage so that accelerating over the number of units would not be allowed. And also putting some guardrails up for the height requirement.

Mr. Henley explained that as the number of units goes up, the amount of required preserved open space also goes up. Vice-Chair Hewett stated that this would help define the consistency in the language. Mr. Henley said that the only hesitation he would have is when you are looking at the percentage of increase in density and when the current zoning districts don't just have a density number, but they have a minimum lot size that makes the determination. He said there are a couple of things to do but outside of thorough engineering, a site under the bar in the proper zoning district is not necessarily precise. Vice-Chair Hewett asked if the language could be drafted to clarify the correct percentage of open space in the calculations. Mr. Henley said that could be possible.

Mr. Donnie Joyner said after listening to the discussion on Conditional Zoning and the feedback from the public, he feels that people feel like this amendment will negatively affect them. He said many people have moved to Southport from much bigger cities to escape the hustle and bustle. He stated that the community feels that the Planning Board has the final approval on these decisions when in fact it does not. He explained that the role of the Planning Board is to make recommendations to the Board of Aldermen, and the BOA does not always agree with the recommendations.

There were no further questions or comments, so A motion was made to close the Public Hearing by Mr. Joyner and seconded by Vice-Chair Hewett. ***Unanimous vote; motion carried.***

Chair Hodgin thanked the Planning Board, Staff, and the public for their participation and input. She feels like the public would like to see more information and have more discussion on Conditional Zoning and clarification on the language. She recommended calling a Special Meeting to discuss the proposal further.

A Motion was made by Mr. Joyner to table the Proposed Conditional Zoning Text Amendment and seconded by Mr. Sloan. ***Unanimous vote; motion carried.***

H. New Business

1. Prices Creek Townhomes Phase 2 Preliminary Plat.

City Planner Meehan gave an overview of the application. Cameron Smith, Applicant, on behalf of Smith Hill Group, LLC, is requesting approval of a Preliminary Plat for Phase 2 of the Prices Creek Subdivision, which consists of forty-eight (48) townhomes on 17 acres. The property is located south of Rob Gandy Boulevard SE, west of E. Leonard Street and Bella Terra senior living facility, and north of the existing phase of the Prices Creek subdivision. This project was approved and zoned Planned Unit Development (PUD) in 2004. The development approval included 3 phases, the first of which has existed for some time and is continuing to be built out, and two additional multi-family phases adjacent to Rob Gandy Boulevard. As shown on the Applicant's submitted site plan, the proposal for Phase 2 includes 12 quadruplexes for a total of 48 units.

The dimensional requirements applicable within the PUD zoning district are determined at the time of initial approval. Multi-family units within a PUD can utilize zero lot lines with a minimum peripheral setback of 25' and a maximum building height of 40'. Based on the site plan, minimum peripheral setbacks are met and labeled at 25'. The site plan states that the final building height is 30'. Building height shall be reviewed further at the time building permits are reviewed. The parcel of land has a total of 17.35 acres. The density of the proposed subdivision is 2.76 dwelling units/acre, which meets the maximum density of 6 du/acre as laid out within the Unified Development Ordinance and is consistent with the overarching approval for Prices Creek. Further, there are 6.01 acres of open space (34.6%), which exceeds the existing 20% requirement for all PUDs.

The Review Committee met for a December 20, 2022 meeting. Written comments from the members of the Technical Review Committee are provided in the Board Agenda Packets. Many of the comments received from other departments or outside agencies are of a nature that is to be addressed following the issuance of zoning approval through the course of the building plan and permit review.

Planning Staff is submitting this proposal for a Planning Board recommendation to the Board of Alderman in accordance with the standards and processes laid out within the City of Southport Unified Development Ordinance. The application has been deemed complete and is eligible to be conditionally approved as a Preliminary Plat under the existing PUD project, Prices Creek. Before a recommendation is made, the Applicant must provide more information as requested, such as:

1. Determination and provision of any necessary sewer improvements to accommodate the development at an adequate capacity level (Preliminary Plat).
2. Provision of dimensions and descriptions of required open space (Preliminary Plat).
3. Provision of a lighting plan that meets all applicable standards of the City of Southport, both within the Unified Development Ordinance and the Code of Ordinances. (Preliminary Plat will be inspected upon completion of installation before final plat).
4. Inclusion of all required certificates for Preliminary Plats in accordance with the Unified Development Ordinance (Preliminary Plat will also be reviewed at the final plat with applicable certificates required at that point).

Chair Hodgkin commented that typically the Board would establish a Review Committee to review the information in detail. However, Mr. Henley said that the City Manager had requested a different way of review. Director Henley explained that in discussion with the City Manager and Attorney, it might be best to have a review and discussion as a full Board. He said the Board could table an Agenda Item for more review if necessary.

Chair Hodgkin agreed and said that we have not always had the level of expertise to bring these projects to the Board with so much work having been completed before it goes to a Review Committee. She said the level of information in the packets was outstanding and thorough. She thought this was an improvement for the entire Board to sit at the table and review the projects together.

Vice-Chair Hewett agreed and thought that collaboration of ideas and thoughts would be beneficial to a better outcome to meet as a full Board.

Director Henley asked if there were any questions or concerns that the Board would like to ask the Applicant. Mr. Chris Jones asked what the future recreation amenities would be. Mr. Smith stated that he was still determining what it would look like. But, he said, it is a beautiful little ridge into the lower area. Mr. Jones said that he does not see the Tree Survey and that he is unsure if he has reviewed the updated Tree Protection ordinance, but it does appear that as many trees as possible are being preserved. Mr. Jones wanted to know if any credit would be given. Planner Meehan said there was a Tree Survey: three Live Oaks were being removed in the grading section, and no other oaks were being removed. Mr. Jones questioned the difference between stormwater pond retention and using curb and vegetated swales as stormwater treatment.

Mr. Smith explained that it has to do with the percentage of impervious coverage they can meet. Mr. Smith said they were under the percentage. He said some of the other projects that have ponds are able to have more impervious surfaces and were able to meet the low-density requirement. Mr. Jones asked if the City would take over the roads, and Mr. Smith said that he hoped so. Mr. Jones asked if Firefly Lane runs into the original Prices Creek neighborhood and is a private road now; Mr. Smith confirmed that the existing Prices Creek road are (currently) private roads. Mr. Smith said he thinks that the Cottages at Prices Creek are having discussions about turning their roads over to the City and that he feels like the roads that he is installing can be turned over to the City. Mr. Jones asked for clarification on the sewer capacity at this location. Mr. Smith said that this was an ongoing discussion. He said there is some capacity, but he is unsure if it is enough for the whole development. He explained that he had been working on this project for a long time and would take longer to review and communicate with the engineers on the best way to proceed. He will have enough capacity to service the whole neighborhood by then.

Director Henley noted that the City has been doing conductive surveys of the sewer system all over the City, including this area of the property in discussion. He said they are waiting for the results of this study that will help make more determination.

Mr. Jones questioned the turnaround section near the Future Recreation Area. Mr. Smith said that this is so that trucks can get to the area for development as well as emergency vehicles for safety.

There were no further questions or comments. Chair Hodgkin requested a Motion. to table the Prices Creek Townhomes Phase 2 Preliminary Plat for further discussion. A motion was made by Mr. Joyner, seconded by Vice-Chair Hewett. ***Unanimous vote; Motion carried.***

I. Other Business:

Director Henley stated that the Board of Adjustments would have a Variance Hearing on March 28th. The Historic Preservation Commission is working on inventory and standards to send to the Planning Board for review and include in the UDO. Mr. Henley also thanked staff member ChyAnn Ketchum/PIO for filming the Planning Board Meeting for the public to livestream.

Mr. Chris Jones wanted to ask the Staff for a recommendation on updating the table of uses regarding CBD and the potential for medical marijuana and defining the districts for this type of use to be allowed in, if possible. He does not know if a committee should be created to study this or if there's a better way for the Board to get ahead of the legislation to legalize medical marijuana that is currently tracking through the NC General Assembly.

Director Henley said that there is a couple of different ways to address this issue. He said that Staff could research and look at other areas and what they are doing or planning to do. He agrees that it is better to be proactive rather than reactive. He said the Staff would bring some thoughts and ideas to the Board.

Chairman Hodgkin stated that the Member's Roster needs to be clarified by Staff to update terms.

J. Announcements

Director Henley announced the Board of Aldermen and Planning Board Joint Meeting on March 30th at 6 pm to meet and discuss the Board's roles, policies, and procedures with the new City Attorney.

Mr. Henley also mentioned the Development Services Symposium series on the City of Southport website on April 17th at 2 pm.

Without further business or comments, Chair Hodgkin asked for a Motion to Adjourn.

Mr. Joyner made a Motion to Adjourn the meeting and was seconded by Mr. Sloan.

Unanimous vote; Motion carried.

Adjournment: 9:36 P.M.

Chair, Sue Hodgkin

Deputy Clerk, Tanya Shannon

City of Southport ABC Board Minutes

Date: February, 8 2023 Minutes taken by: Harold Todd Dunn

Location: Indian Trail Meeting Hall

Quorum determined: Meeting called to order by Chairman Davis at: 6:30pm

In Attendance: Board Chairman- William Davis, Board Members – Zach Zuehlke and Angela Wadsworth, Adam Steadman, Jim Poppe(Absent) GM – Harold Todd Dunn ABC Liaison – Absent

Guests: Perry Fotinatos

Open Comment and Discussion - None

Approval of Jan 11, 2022 Minutes: Minutes amended, approved by Angela and seconded by Zach.

1. Old Business

- A. Discussed progress on the new construction and what needed to still be completed.
- B. Discussed Parking Lot lighting Update and Pricing Estimate of 7480.77 from BEMC. Angela motioned to approve estimate and Zach seconded. Vote was made 3-0 with Adam abstaining
- C. Discussed that I had purchased a Time Clock. Inquired on if the Board wanted GM to use since salaried. Board left it up to GM. I told them I would use it as a reference on my hours so if any questions ever arise on me being at the store.

2. New Business

- A. Introduced each other so we can be more acquainted with each other and our history
- B. Discussed GM's trip to Kentucky to pick Bourbon Barrels for the store. Board approved to pay for hotel only for the trip. Zach motioned to approve and Angela Seconded. All voted in favor
- C. Presented and approved Budget Amendments

3. Business Reports

- A. Presented and went over Monthly and Annual Reports

4. Employee Issues

Went into closed session to discuss Employee Issues

Agreed to write up employee in question

Adjourned: Motion was made and seconded to adjourn the meeting

Next Regular meeting: March 8th , 2023

APPROVED BY AND DATE

MARCH 2023 SALES DATA COMPARISON AND SAVINGS

SALES TYPE	2022 Sales	2023 SALES	DIFFERENCE	% CHANGE
RETAIL	\$ 330,698.45	\$ 363,034.30	\$ 32,335.85	9.78
MXB SALES	\$ 111,551.05	\$ 129,731.80	\$ 18,180.75	16.30
TOTAL	\$ 442,249.50	\$ 492,766.10	\$ 50,516.60	11.42
Customers	8786	8970	184	2.09
Bottles Sold	23,021	24,901	1,880	8.17
			0	
SPA SAVINGS		\$ 5,785.15		
Credit Cards	\$ 331,271.51			
TOTAL SALES INC. TAX	\$ 388,455.83			
	2019 Sales	2023 Sales	Difference	
Retail 2019	\$ 237,423.65	\$ 363,034.30	125,610.65	52.91
MXB 2019	\$ 55,640.53	\$ 129,731.80	74,091.27	133.16
	\$ 293,064.18	\$ 492,766.10	199,701.92	68.14
SALES TYPE	2020 SALES	2023 SALES	DIFFERENCE	% CHANGE
RETAIL	\$ 337,787.90	\$ 363,034.30	\$ 25,246.40	7.47
MXB SALES	\$ 37,731.18	\$ 129,731.80	\$ 92,000.62	243.83
TOTAL	\$ 375,519.08	\$ 492,766.10	\$ 117,247.02	31.22
SALES TYPE	2021 Sales	2023 SALES	DIFFERENCE	% CHANGE
RETAIL	\$ 323,646.35	\$ 363,034.30	\$ 39,387.95	12.17
MXB SALES	\$ 93,657.38	\$ 129,731.80	\$ 36,074.42	38.52
TOTAL	\$ 417,303.73	\$ 492,766.10	\$ 75,462.37	18.08

Southport Forestry Committee

Meeting Minutes – 14 February 2023

Meeting was called to order at 5:00 pm. In attendance were members Scott A. Len, Roxie Smith, Marianne Huntley, Bif Bream, Dina Rousset, and Fred Fiss. Travis Henley and Chris Martin represented City Staff, and Lowe Davis and Karen Mosteller represented the Board of Alderman. Guests included Arborist Sean Schaffer from “Never Stumped Tree Service”, Michael McGee from the City Grounds Crew, and Donna Wofford of Cape Harbor Drive.

1. January meeting minutes were reviewed and approved
2. No updates on the Ordinance or Permits from Chris. Travis noted that the updated UDO with September text revisions should be up on the City and Forestry web pages soon and that there had been discussion about the City undertaking a more rigid enforcement policy with regard to the UDO writ large. The UDO, including the Tree Preservation chapter, will be reviewed by the new City lawyer to determine if there are any issues precluding this enhanced enforcement.
3. Newsletter for March (Annual Tree Planting) has been completed by Scott; The April newsletter submission (Scott) will highlight and serve as an advertisement for this year’s Arbor Day celebration on 28 April.
4. All of the 2023 tree plantings have been completed at Taylor Field; there are 8 live oaks which were planted around the track perimeter, 2 Nuttall oaks planted near the pavilion, and 2 red maples at the entrance. One live oak went over in the windstorm the day after planting and has been raised and staked. Scott indicated that given the regular rain events over the last couple of weeks he has only had to water once since planting day.
5. It was noted that Roger Shew (UNCW) has agreed to be the speaker for the Arbor Day event. The time start has been moved to 1200 (vice 1100) to accommodate Mr. Shew’s schedule.
6. Arbor Day. Scott noted that at next month’s meeting time will be spent finalizing the schedule and agenda. Bif indicated he would reach out to his musician friends to see about providing some music at the event. Scott will work with Tourism on provision of the Ice Cream truck.
7. Travis noted that Southport’s renewal application for “Tree City USA” status had been approved; Southport has now been a Tree City for 19 years.

New Business:

1. Marianne had submitted two articles to the State Port Pilot (Lee Hinnant) as examples for the proposed monthly column. Still no reply at this time but she will follow up;
2. Scott reminded everyone of the ongoing Naturefest speaker series. The next talk is February 28th and the topic is "Bee City and Pollinator Garden". He also indicated that he had attended the Jan 13th Naturefest meeting organized by Lora Sharkey in preparation for this year's event (April 29th). The Forestry Committee will field an informational table at the event from 0830-1230.
3. Roxie spoke on the status of the drive to enroll trees in the "Live Oak Society". Roxie noted she had highlighted the program at a Rotary meeting, and Scott had done the same for the Southport Garden Club. Roxie and Scott assisted with the measurements of one private tree, and Marianne brought applications for two public trees on E. Nash. Scott has appointments for further measurements tomorrow. The Committee will compile a list of Public trees to be nominated and will undertake the measurements/applications all at one time.
4. Tree Champion program. Marianne discussed the "Tree Champion" program and noted that she is working on a framework of criteria. She suggested that if there are some candidates that we could make several awards at the Arbor Day Celebration which was generally agreed to.
5. Scott introduced Sean Schaffer to the Committee Members, and Mr. Schaffer spent a good amount of time offering his observations on issues he's seen with the trees in our area, as well as his philosophy regarding pruning and general tree care. This generated an interactive discussion on a variety of subjects related to some of the challenges we face with regard to maintaining Southport's urban forest and was well received by the Committee.
6. During the closing "around the table" Scott noted that he had received a \$30 "honorarium" for speaking at Garden Club, which he intended to turn over to the Committee/City – Travis said he would talk to Finance and see how about doing it. Fred pointed out that the Committee now had a picture album compiled by Betty Timberlake and presented to the Aldermen in 2006 showing trees planted by the Committee. Scott has scanned a number of them and taken "now" photos to show the amount of growth. These will be used in future articles/Newsletters.
7. The meeting was adjourned at 1810.

Scott A. Len Committee Chairman.

MARCH 2023 MONTHLY SUMMARY



Divisions of the Fire Department

Fire Division Calls for Service

Totals

Structural: 19 Vehicle: 0 MV Crash: 5

Woods/Brush: 3 Gas Spill/Leak: 1 Trash: 3

Water Rescue: 0 Electric: 2 Good Intent: 13

Mutual Aid: 4 Medical/CPR: 70 Other: 0

120

EMS Division Calls for Service

EMS Calls: 199 E- Transports: 67 NE- Transports: 10

209

Fire Prevention & Inspections

Permits: 9 Inspections: 23 Batteries: 27

Plan Reviews: 3 Smoke Alarm Installs: 17

Car Seats: 9 CPR Classes: 6 Tours: 38

132

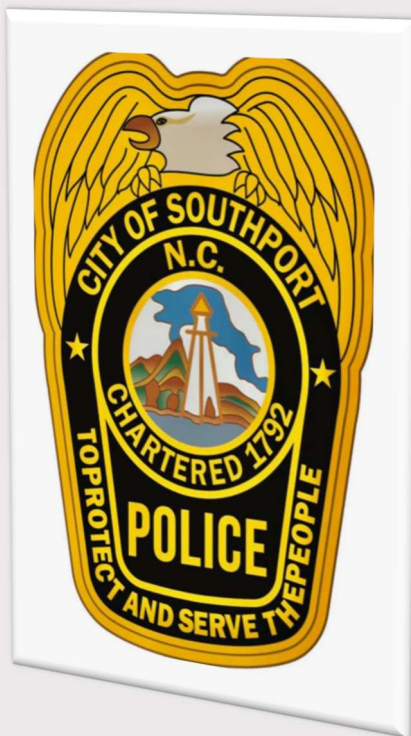
Total Number of Fire Department Actions: 461

UPCOMING PROJECTS, GOALS, & EVENTS

The department is cohesively working on our "SECONDS MATTER" campaign, which stresses the importance of VISIBLE ADDRESS NUMBERS. We need to be able to find your house in the event of an emergency. The Citizen's Fire Academy will begin in May, applications are coming in on a steady basis. The EMS Auxiliary is up to 17k of our goal of 25k for the power load stretcher system. It is our plan to raise the remainder of the money by the end of June. The department will have a tent at the Spring Festival, as extra emergency crews, and EMS will be on bike patrol as well. Plans are underway for the annual Firefighter's Freedom Competition, which will be Saturday, July 1 at 3pm.



POLICE



Monthly Summary

MARCH 2023

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

Southport Police Department

INCIDENT / OFFENSES

Total Calls for Service: 555

General Calls (some)

Alarms – 27
Meet Complainant – 39
Suspicious Persons/Activity – 34
Animal Control – 6
Shoplifter – 0
Disturbance & Domestic Calls – 25
911 Hang-Ups – 19
Traffic Calls
Traffic Stops – 102
Motor Vehicle Accidents – 16
Hit/Runs – 3
Drunk Driver/C&R/ATL -16
Assist EMS – 76
Assist Fire – 5

Special Events/Checks/Patrols – 97

ARREST / CITATION / CHARGES

Arrest – 9
Citations & Warnings – 68



Officers completed in-service with regards to Firearms (scenario based, building search, and clearing, Shoot-Don't-Shoot)
Continue to pursue options for "off-duty" officer contracts.
Interviewed (4) respective firms with regards to feasibility/building project. Contract being sent to BOA for approval.
SPD participated with Doshier's 5K Wellness Spring into Health event.
3 Officers certified with IBX Tactical Rifle certification.
Chief was keynote speaker – Brunswick Newcomers Club.
SPD hosted Brunswick County Chiefs of Police Association meeting.
Chief was keynote speaker at Southport Elem Schl DARE Graduation.
Officer Kelly Garrido - Southport's Officer of the Year
(4) Officers recently certified with Radar and Intox certifications

Community, Professionalism & Integrity

Animal Protective Services Department

Kate Marshall

910-477-1486

kmarshall@cityofsouthport.com



MARCH 2023 MONTHLY REPORT

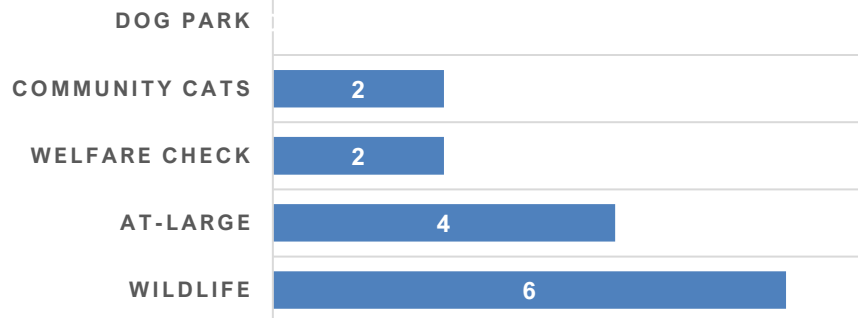
ANIMAL PROTECTIVE SERVICES

DOCUPET PET LICENSES: 28 YEAR TO DATE: 73

ANIMAL BITES: 0 YEAR TO DATE: 2

VIOLATIONS/CALLS FOR SERVICE

APS CALLS FOR SERVICE



EVENTS



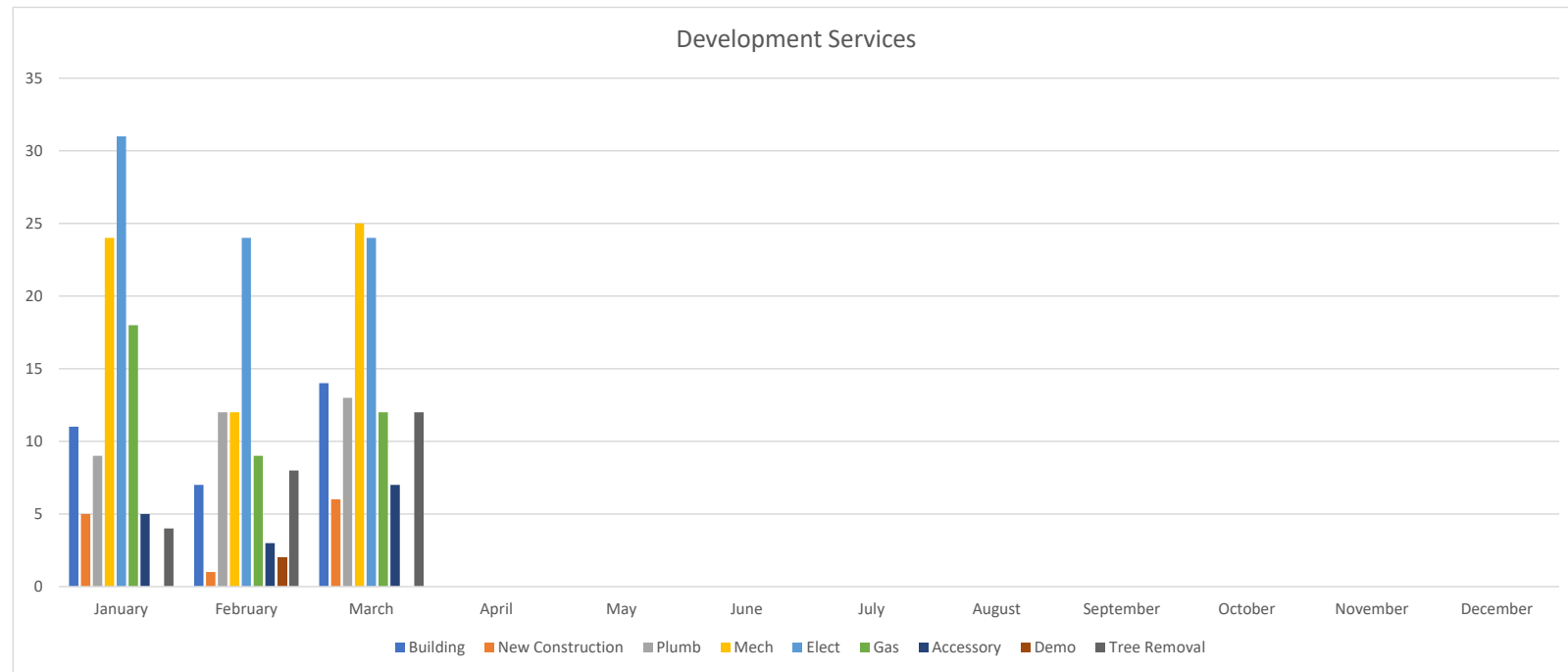
NatureFest Lecture Series sponsor
Co-exist with NC Wildlife
Becky Savage, NC Wildlife Resources Educator
March 28th 7:00pm Indian Trail Meeting Hall

TRAINING



Carolinas Unite Animal Welfare Professionals Annual Conference
February 28 – March 1 Myrtle Beach SC

Month	Building	New Construction	Plumb	Mech	Elect	Gas	Accessory	Demo	Tree Removal	Inspections
January	11	5	9	24	31	18	5	0	4	439
February	7	1	12	12	24	9	3	2	8	385
March	14	6	13	25	24	12	7	0	12	397
April										
May										
June										
July										
August										
September										
October										
November										
December										





Development Services Highlights – April 2023

Planning Board: The Southport Planning Board met for their regularly scheduled meeting on March 16th, 2023. Items covered included:

- Review and approval of a Major Site Plan for a mixed use commercial project located at 115 N. Howe Street in the Central Business District. The Planning Board is the final decision maker for Major Site Plans, and as such this project is considered complete from a zoning standpoint.
- Review and a recommendation of approval of a Preliminary Plat for the Oakton major subdivision, located between Stuart and Fodale Avenues and west of the Hammocks community. This Preliminary Plat is included on the April 13th, 2023 Board of Aldermen agenda for their review and final decision.
- The Planning Board considered a request for a partial alleyway abandonment north of W. 9th Street and west of N. Caswell Avenue. The Planning Board voted to send the item back to the Aldermen but could not reach consensus on a recommendation.
- The Planning Board held a public hearing on a proposed text amendment for Conditional Zoning, after holding a Special Meeting on March 8th, 2023. The Planning Board voted to table the request in advance of potentially holding another special meeting prior to their regular April meeting.
- The only item of new business, the Board heard the first presentation of a preliminary plat for Phase 2 of the Prices Creek PUD, which will include 48 townhome units and was vested nearly two decades ago as part of the original Prices Creek approval. The Board asked a number of questions and voted to table the request to the next meeting.

The next meeting of the Planning Board is scheduled for April 20th, 2023. A Special Meeting on Conditional Zoning may be called in the intervening time as well, though as of April 3rd, specifics on such a meeting have not been solidified.

Zoning Board of Adjustment: The Board of Adjustment met on March 28th, 2023 to consider a Variance request at 108 E. Brown Street, relating to parking design. After much discussion, the Board voted to approve the Variance request. The next Board of Adjustment meeting is scheduled for Tuesday, April 25th, and the Board will be meeting to consider more cases.

Historic Preservation Commission: The Commission will meet on Wednesday, April 5th to consider their inventory work as well as to hear a presentation from the State Historic Preservation Office.

Oakton Major Subdivision: Having received an approval recommendation from the Planning Board, the Preliminary Plat is present for the Board of Aldermen's consideration at their April 13, 2023 meeting. The project consists of 42 single family lots, and the property is zoned R-10.

115 N Howe Street Mixed Use Project: This project was approved by the Planning Board at their March 16th, 2023 meeting, and is now eligible to submit for all applicable building permits.

101 E Moore (Bullfrog Corner) Major Site Plan: Staff has yet to receive updated site plan drawings for this project following our last sending of comments to the applicant. Once the site plan is in conformance with the standards of the Unified Development Ordinance, another review committee meeting will be scheduled.

The Shoppes at Dutchman Village Major Site Plan: A review committee for this project met on March 29th, 2023 to discuss the updated site plan and draft Traffic Impact Study. Upon review, the review committee recommended approval of the project, and it will be present on the Planning Board's April 20th, 2023 agenda for a final decision.

Prices Creek Townhomes: A preliminary plat for 48 townhomes to the north of the existing Cottages at Prices Creek project, with access via Firefly Lane and via Rob Gandy Blvd. This project is located within the existing PUD approval for the site, which is also inclusive of the Cottages at Prices Creek and additional land reserved for future development further west on Rob Gandy Blvd. The item was presented to the Planning Board at their March 16th, 2023 meeting and tabled to allow for further review.

Technical Review Committee: A technical review committee meeting was not held in March due to lack of cases, but many members of the committee have been collaborating on various projects over the past month.

N. Caswell Street Alley Abandonment: The review committee for this project convened on February 14th and February 28th, 2023. Ultimately, at the latter meeting, the review committee was unable to reach consensus on the matter and decided to send the matter back to the full Planning Board without a recommendation, and the full Planning Board also could not reach consensus on the matter. As such, the item will be presented to the Aldermen on April 13th with no Planning Board recommendation.

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.

01MAR23**WEEK 09**

115 E. Owens	Min-Housing	Notifications of violation sent and awaiting reply.
210 E. Brown	J/A/N	Notifications of violation sent and awaiting reply.
201 River Dr	Zoning	Notifications of violation sent and awaiting reply.
414 Burrington	Lighting	Notifications of violation sent and awaiting reply.
416 E. Bay	ROW	Notifications of violation sent and awaiting reply.
609 Clarendon	ROW	Notifications of violation sent and awaiting reply.
616 N. Caswell	Min-Housing	Notifications of violation sent and awaiting reply.
711 Cottage Lane	Min-Housing	Notifications of violation sent and awaiting reply.
712 N. Lord	J/A/N	Notifications of violation sent and awaiting reply.
732 N. Lord	Min-Housing	Notifications of violation sent and awaiting reply.
812 N. Caswell	J/A/N -Overgrowth	Notifications of violation sent and awaiting reply.

114 S. Howe **Permitting** Chris Nouveaux called on behalf of the Artisan Gallery regarding a 10x10 canopy that they'd like to erect during festivals and times when the street is closed to traffic. Directed her to call Randy Jones of the Tourism Board. [REDACTED]

1029 Howe **Animal Control** An unidentified male citizen contacted me face-to-face asking the location of the Kate Marshall the Animal Control Officer. The male was then quickly given directions to the new location and he didn't believe me.

Indigo Plantation **Tree Permitting** Spoke at length with a Chris Riff who is part of the Indigo Plantation HOA Board and sits as the Tree Person on the Board. Chris was mainly interested in the permit process and how it differed from the HOA permit. It was agreed that if anyone that applies for a permit will have to be approved by both this office and the HOA Board.

Atlantic & 13th Streets **Tree Removal Permit** TP-23-12 \ Inspected & Approved.

02MAR23

238BA026 **Zoning/Permit** Renee Clement of The Landing inquired about the process for the listed piece of property, asking if certain permits have been issued. In response, I stated that there has been a Permit applied for along with a Site Plan, but nothing has been issued as of today's date. Her concern is that the property is staked out and she feels that it is encroaching into the large oak's footprint.

416 Burrington **Lighting** Met with Brown-Bush regarding her neighbor's lights that shine into her bedroom window. Going to meet again tonight @2200hrs.

City of Southport Signage Drove the major and some minor routes throughout the city and observed several improper signs that were removed and retained if the owners want to retrieve them.

605 W. Brown Zoning A citizen inquired about the setbacks and zoning for this odd shaped little piece of property. As I couldn't answer the detailed questions, I referred him upstairs to T. Henley.

1029 Howe Zoning A citizen named David Libratore called about what he needed to do or who he needed to see about combining two of his lots here in Southport for ease of building and/or sale. I informed him that he would need to talk with the City Planner or the Planning Director for those answers.

03MAR23

511 Caswell Tree Removal Property owners initially called during my absence but was able to meet up with them today at the listed location. The owners were concerned over 2 different trees on their newly acquired lot. The main concern was a very large and very old oak in the backyard, which needs a fair amount of trimming as well as another oak in the ROW and possible impeding the electrical lines. They were advised to contact Brunswick Electric for the one and myself and S. Lenn from the Forestry Committee will examine the large oak next week.

114 Brown Tree Removal Owner called concerning the removal of a couple of trees next door and wanted to know if they were supposed to take the stumps also. The last I checked there was no provision specifying the stumps. I advised her that I would check and get back with her.

913 Lord Mailbox New owner called to ask about the regulations for a mailbox as he plans on installing one right away. I advised him to contact the US Postal System here in Southport.

414 Burrington Zoning Was contacted by the homeowner via email and she was concerned over a privacy screen that shed like to erect in her backyard. She was advised that there were no statutes or codes preventing anything like that from being utilized in the privacy of your backyard. The only concern that I brought up would be the height and the city's height restriction on man-made structures.

203 Stuart Tree Removal Owners of the listed property were notified of a potentially dangerous tree that they must remove by order of the Building Inspector. Typed up and mailed a Courtesy Notice.

City of Southport Signage Drove the major and some minor routes throughout the city and observed several improper signs that were removed and retained if the owners want to retrieve them.

06MAR23**WEEK 10**

414 Burrington Lighting Typed up and mailed a Courtesy Notice to the listed owners for a possible violation of the City's Exterior Lighting Ordinance.

919 N. Lord ROW New owner of the listed property called and asked about the pile of concrete that is in the ROW in front of this property. Will take a look at it and determine the location and then inquire to Public Works if it can and needs to be removed.

City of Southport Signage Drove the major and some minor routes throughout the city and observed several improper signs that were removed and retained if the owners want to retrieve them.

07MAR23

919 N. Lord ROW After conferring with the Director of Public Works, I was advised by him tha the concrete slabs in question have been on the property for a number of years now and were recently moved to their current location. So, in other words, No, he is not going to allocate men and equipment to move them.

418 Stuart ROW Was notified by the Director of Public Works that a set of four(4) small trees were planted in the ROW at the listed address. His initial concern is that the trees are planted directly next to the storm sewer that was installed a year or two years ago to alleviate the flooding in front of the listed address. A Courtesy Letter was typed up and mailed.

Lookout Point Tree Permit TP-23-13 Inspected & Approved.

1105 Caswell J/A/N CE-23-01 Received the Complaint from the on-line site and after going there and talking with the property owner it was determined that the vehicle in question does not fit ANY description of a Junked, Abandoned, or Nuisance vehicle. Vehicle in question is a white Ford 500 that runs and has all inflated tires. The vehicle is not currently plated as it belongs to her nephew deployed in the Navy and she is looking after it while he is away. I did advise the property owner that maybe moving the vehicle to the side of her residence might be a better option.

City of Southport Signage Drove the major and some minor routes throughout the city and observed several improper signs that were removed and retained if the owners want to retrieve them.

524 Howe Signage Stopped by after noticing that the business there was displaying a "Feather Flag". Spoke with the owner and explained the zoning ordinance and gave her a copy of part of the ordinance that covers it. Also asked that she bring in the A frame sandwich boards during the off hours like the zoning ordinance dictates. Owner was very receptive and appreciative.

08MAR23

1029 Howe St. Desk Duty Standing in, OK, I'm really sitting, for Tori who had a couple of errands to run today.

City of Southport Signage Drove the major and some minor routes throughout the city and observed several improper signs that were removed and retained if the owners want to retrieve them.

09MAR23

City of Southport Signage Drove the major and some minor routes throughout the city and observed no improper signs.

1029 Howe Development Services Meeting Was gathered with the department as well as the City Manager, Assistant City Manager, the Chief of Police and his assistant to discuss the possibility of developing a standardized civil citation for use by all departments. There would need to be an aggressive overhaul of the city's ordinances first. Oh, yeah, the Animal Control Officer was there also.

The Landing Tree Permit [REDACTED] called about a property that this lady seems to think has no permit and they are taking a large tree down and she demanded that I stop them. Upon inspection, found that there was no tree being cut down, only surveyor flags denoting the perimeter of the property.

10MAR23

318 E. Brown Illegal Dumping Was contacted by the Chief of Police regarding the listed address. Upon arrival, observed a pile of debris along the north side against a fence and a utility trailer advertising a residential remodeling company. After calling the number that was advertised, I spoke with a gentleman that stated that he is currently working in the house and they throw the debris over the fence and then later into the trailer for removal. The debris in question was supposed to have been moved today, but due to the rain, it was not completed. He also stated that the debris would be cleaned up this weekend or Monday at the latest.

238BA026 Tree Permit No permit has been applied for but at least 3 different people have called concerned over this property and the fact that there are flags marking the property line as well as the outline of the soon to be built residence. Property is located at the corner of Pebble Shore and Navigator Way in the Landing development.

City of Southport Signage Drove the major and some minor routes throughout the city and observed no improper signs.

419 Stuart ROW [REDACTED], Called regarding the Courtesy Notice that I sent him for ROW violation. He was not happy about having to remove the three bushes that he planted ON TOP of the storm sewer that he forced Public Works to install because

of flooding in the area. Accused me of calling him a liar when he mentioned that he had permission from T. Stanley.

13MAR23**WEEK 11**

313 Brown Zoning Ed Ekert sent an email regarding the display of outdoor furniture at the listed address. Yet again, another citizen stating that things, “Just doesn’t look right.” As far as any zoning regulation or ordinance goes, there is nothing against what is being displayed.

605 Brown Tree Removal A citizen that is interested in purchasing the property has contacted me asking about removal of the trees once bought. I explained that he would have to submit the proper site and building plans with the Board and try to apply for a variance, as the mitigation of the hardwoods on the property and its small size would negate any removal of the trees. His choice though.

6096 Sullivan’s Rg Tree Permit TP-23-14 Inspected & Approved

919 Lord Debris in ROW Informed Mr. Ford that the debris in question has been on his property since before he purchased it. Verified through Google Earth, the debris has been there since at least 2017, and moved about the property at various times.

1015 Moore Tree Permit TP-23-15 Inspected & Approved

14MAR23

5928 Dutchman Ck Tree Permit TP-23-16 Inspected & Approved

City of Southport Signage Drove the major and some minor routes throughout the city and observed no improper signs.

1118 Howe Rubbish & Debris Observed that the trash cans and dumpster at the listed address were again overflowing and creating a safety hazard. Called the Realtor representing the sale who stated that he would contact the seller and have them clean it up. After checking, found that one of the “caretakers” listed in the NC State LLC listings is a **Rodney E. Herr 2 Saint Andrews Drive, Oak Island, NC 28465**. I plan on saving this and contacting him directly this issue arises.

ITMH Forestry Committee Monthly meeting

15MAR23

1029 Howe Tree Protection Received a parcel via USPS this morning containing a signature petition against the removal of trees at the corner of Navigator Way and Pebble Shore in the Landings. Forwarded all materials to the Director of Planning & Inspections.

1029 Howe Forestry Committee Applied for the Formal and personal presentation of the Tree City USA award to be presented at the Committee’s Arbor Day Celebration on 28APR23. Awaiting reply from the Tree City USA organization,

100 S. Caswell Tree Removal Observed a very large and very deceased oak trunk on Caswell Street between Moore and Bay streets. Oak is in the ROW and appears to have been trimmed to the point of no return sometime in the past. I have submitted a Work Order through the Public Works Department to have the trunk completely removed.

1105 Caswell J/A/N Neighbor submitted a Complaint through the OPEN.gov portal concerning the possible junked and/or abandoned vehicle at the listed address. After speaking with the owner of the listed property it was found that the vehicle in question does not fit the definition of a J/A/N vehicle. During my meeting with the Complainant, I found that he wished to withdraw the complaint as he had a misunderstanding with his neighbor. **CASE CLOSED.**

City of Southport Signage Drove the major and some minor routes throughout the city and observed no improper signs.

16MAR23

6064 Sullivan's Ridge Tree Permit TP-23-17 Inspected & Approved

Sunny Pointe Records Spent the afternoon with additional staff assisting them in retrieving records and eliminating unusable materials.

City of Southport Signage Drove the major and some minor routes throughout the city and observed no improper signs.

807 Howe For Hire Tours The Adventure Kayak Company returned to City hall today with the completed packet for a permit. All items checked and approved. Permit to be created this afternoon or tomorrow morning.

17MAR23

100 S. Caswell Tree Removal Crews from Public Works were able to take down and remove the large trunk located on the east side of the street.

City of Southport Signage Drove the major and some minor routes throughout the city and observed no improper signs.

6175 River Sound Tree Permit TP-23-18 Inspected & Approved.

203 Stuart Tree Removal Observed a crew taking down the dangerous dead pine tree at the listed address. **CASE CLOSED.**

511 Caswell Tree Removal Citizen was unsure if an oak that is in the backyard is need of a trim or removal. I don't have enough experience yet to make such a determination, so I invested the help of S. Lenn the Forestry Committee Chair to look at the situation and advise me.

20MAR23**WEEK 12**

W. West & Caswell Tree Removal Fred Fiss called in a paranoid panic about a crew cutting down a tree at the listed location. His biggest concern was that it is a “city tree” and was certain that they didn’t have permit. Upon arrival, it was obvious that the crew was there to trim limbs away from the power lines, which was confirmed after a brief conversation with the crew working there.

Leonard & Herring Overgrowth Typed up and sent a Courtesy Letter to G. Clewis owner of the listed Lot #238AD021.

City of Southport Signage Drove the major and some minor routes throughout the city and observed no improper signs.

414 Burrington Lighting Typed up and mailed a Notice of Violation to the owner of the listed address in reference to exterior lighting that is not compliant with current standards.

21MAR23

342 E. Brown Tree Permit TP-23-19 Inspected and Approved.

238BA026 Tree Removal Received a large envelope from a Renee Clement containing 235 addressed signatures demanding that a tree removal permit not be granted to the listed property. No permit or building permit has been even applied for.

1029 Howe Desk Duty With T. Deviney being out for the day, I have been relegated to the back office for customer service in her absence.

22MAR23

815 Memory Ln Tree Permit Was contacted by the owners of the listed property about why I sent them some ‘tree info’, which I hadn’t. Upon arrival I spoke with a W/M who then showed me a Southport Tree Removal Guide from the early 2000’s, I then stated that this was not sent by me and asked if I could make a copy. I was then given the original and then returned to City Hall where I showed it to the Director, who then took possession of it.

6177 Compass Pt Tree Permit TP-23-20 Inspected and Approved

708 Longleaf Tree Permit Property owner 1st came to City Hall and asked about filing out a permit application. After advising the couple, the returned home and completed the application on line. TP-23-21. Inspected and Approved.

City of Southport Signage Drove the major and some minor routes throughout the city and observed no improper signs.

1029 Howe Desk Duty With T. Deviney being out for the day, I have been relegated to the back office for customer service in her absence.

23MAR23

1029 Howe Staff Meeting Staff gathered to discuss possible changes to the tree Ordinance as well as an increase to the workload and ultimately the staff itself.

511 Caswell Tree Trimming Owner of the listed property called and asked about the responsibility of trimming a tree limb that is possibly impleading a power line from the pole to the house. Tree in question is in the ROW and is a city tree. I advised that I was not sure but would find out and get back to them as soon as possible.

Sunny Pointe Records Extraction Was asked to retrieve records that are being kept at the City Annex at Sunny Pointe. Also, additional staff came along to 'clean up' things that didn't belong in the storage container.

24MAR23

511 Caswell Tree Trimming I went to the property and observed that the service line from the street pole comes across the street to a secondary pole and then to the residence. The tree limbs that are entangled with the service are between the two poles. After consulting with several managers here in City Hall, it was determined that the citizen should contact Brunswick Electric about trimming the limbs, even though the tree is in the ROW and a 'city' tree. I attempted to relay this information to the property owners but was unable to contact anyone during today's visit.

515 Caswell Tree Permit TP-23-22 Inspected and Approved.

Downtown Southport Investigation Was directed by the City Planner and the Director of Planning to take photos of any businesses in the downtown area that have sidewalk seating.

104 W. Moore Feather Flag Observed a Lemon -Aid stand that was operating in the business' parking lot and flying a feather flag. I advised them of the UDO section pertaining to the fact that those flags are not allowed in the city, and they kindly removed it.

Whittler's Bench For Hire Tour It was brought to my attention that a sandwich board for the Southport Ghost Walk Tours was stood up there and after a quick reflection, I remembered that the owner of said tour has not applied for a permit this year. I called and spoke with Katie Boyd and gave her 2 options; 1- remove the sign and no tours this weekend. Or; 2- apply for a permit within the next hour or so. She then met me at City Hall and picked up an application and was heading out to get a Criminal history check. I don't think she'll make it in time.

27MAR23**WEEK 13**

100 S. Caswell Tree Removal Assisted Public Works crew with the removal of a dead oak and cypress.

231 E. Bay Street **ROW structure** Unable to contact people at the listed address concerning a shed that has been moved off the listed address and onto city property in front of the community building. Left a Door Hanger on the shed with instructions to contact me directly.

828 Caswell **For Hire Tour** Was able to gather all the needed materials from the owner and a Permit will be issued tomorrow when I return.

1029 Howe St **Vehicle Maintenance**

28MAR23

511 Caswell **Tree Trimming** Contacted Public Works official who will appraise the situation out the listed address and report back to me.

828 Caswell **For Hire Tour** Printed out and laminated permit and delivered to the listed address and secured inside the mailbox. Also, notified the business owner of this via phone.

231 E. Bay St **ROW structure** Met with the owner of the listed address, David Tedder, who stated that Randy Jones gave him permission to place his exterior shed onto city property. I believe this to be an error and have advised Mr. Tedder of such and re-advised him that the structure must be taken off of city property as soon as possible.

424 Howe St. **Signage** Stopped by and spoke with the owner/ Manager of the Beach Life shop now under a new name. While there the manager stated that she was getting a new sign and was unable to answer when I spoke about a sign permit and being within the zoning guidelines.

201 River Dr. **Zoning Issue** Along with the Chief of Police and ALE agents, conducted a “meet & greet” at the listed address. Nobody home.

29MAR23

City of Southport **Signage** Drove the major and some minor routes throughout the city and observed no improper signs.

216 W. Bay St **Tree Permit** **Inspected & Approved** Mr. Fairley also wanted to remove an oak on Bay Street that he claims is dead due to the salt water immersion it sustained 4 times in the last 3 years. Upon inspection with Scott Len, the City Arborist, it was determined that the tree should be left alone for a couple of months to see if there is any rebounded healing. This was relayed to Mr. Fairley.

231 E. Bay St. **ROW Structure** While checking the signage in the city I observed a shed on a flatbed truck heading out of the city. Out of curiosity, I checked the listed address and discovered that the shed had indeed been removed from City property.

CASE CLOSED.

30MAR23

1029 Howe St. Dept. Meeting Met to discuss and outline the Symposium for the Department at **17APR23.**

424 Howe St. Signage Dropped off a pamphlet discussing and answering any questions that might arise when deciding to erect a new sign. Owner was grateful.

108 Brown St. Variance Was instructed to retrieve the Zoning sign that was placed on the property.

Sunny Pointe Records Spent the better part of the afternoon searching for files that were needed at City Hall.

City of Southport Signage Drove the major and some minor routes throughout the city and observed no improper signs.

31MAR23

Roundabout Signage Went to the listed location with M. Meehan regarding a “sign” posted at that intersection. “Sign” is located on private property and consists of a banner type sheet hung with cordage between two oak trees and secured with lag bolts. Property owners were notified, no answer or response as of COB.

City of Southport Signage Drove the major and some minor routes throughout the city and observed no improper signs.

DEPARTMENT OF COMMUNITY RELATIONS
April Report 2023

March 2023:

Randy Jones,
Director of Community Relations

Number of Visitors 2,629 🎉

Visitors' Center Donations (FYTD)	\$ 3,476.00
Film Permit Revenue (FYTD)	\$ 11,100.00
Special Events Revenue (FYTD)	\$ 11,100.00
Community Building (FYTD)	\$ 148,515.51
Occupancy Tax (FYTD)	\$ 165,269.73
Fiscal Year Total	\$ 339,461.24

Tourism

- FOLSOI: Opera Sunday was March 5 at the Southport Community Building, with well over 180 in attendance! It has already been scheduled for March 3, 2024.
- On March 11th we hosted the Safe Haven Anniversary Event which will include a screening on the lawn and a walking tour with the location manager for the movie, Brooke Barnhill. Mimi Kirkland from the movie also attended and signed autographs. The attendance was amazing, with 150 people on each tour, and 750 people visiting the museum that day! The screening was a little chilly, but we still had about 50-75 people brave it for the movie on the lawn.
- On March 16th Randy & Allayna met with the Assistant City Manager, Development Services, and Finance to discuss the Occupancy Tax and what our department can do to help to gather information on rental properties.
- Allayna attended the Tourism meeting at the Southport-Oak Island Chamber on March 22nd to continue to discuss how we can encourage residents to see Tourism/Tourists as a positive for the community. Please join us in May for the Ice Cream Social where we will be discussing & unveiling "Tourism Counts!" <https://cityofsouthport.com/event/celebrate-national-travel-tourism-week-ice-cream-social/>
- The NatureFest Lecture Series was on March 28th with Becky Savage from NC Wildlife, and we had around 32 guests in attendance.
- Allayna met with the America250 campaign regarding Ft. Johnston's role in the celebrations on March 29th.
- Allayna and Randy watched a Granicus webinar regarding Tourism in municipalities on March 30th.
- The Pole Banner Art Project with Up Your Arts, City of Southport, and Downtown Southport, Inc has completed the selection of artists. The winners of the "Raise Up Your Arts" pole banner project will be showcased along with their banners, seen for the first time in public before they are installed on utility poles in Southport's business district at the "Cool and Fancy Gala," to learn more, visit <https://cityofsouthport.com/event/the-2nd-annual-cool-fancy-gala-by-up-your-arts/>
- The "This is our Town" cleanup was held on March 4th much of the time was spent weeding and painting signs. The next cleanup will be April 1st.
- Southport Woman's Club 2023 Art Festival is April 7 in the Southport Community Building: <https://cityofsouthport.com/event/southport-womans-club-2023-art-festival/>
- Southport Spring Festival is April 7-8 in Franklin Square Park: <https://cityofsouthport.com/event/southport-spring-festival/2023-04-07/>
- There will be a public Winterfest Flotilla Meeting at the Indian Tree Meeting Hall at 2 pm on April 12th.
- The Downtown Southport, Inc monthly meeting will be on April 14th at 9 am at the Indian Trail Meeting Hall.
- The NC Fourth of July Festival will hold its next full committee meeting on April 18th.



- Friends of the Maritime Museum is hosting Jazz Night on April 21st in the Southport Community Building: <https://cityofsouthport.com/event/friends-of-the-maritime-museum-jazz-night/>
- Naturefest Lecture Series: All About Oysters is April 25 at 7:00 pm in the Indian Trail Meeting Hall: <https://cityofsouthport.com/event/naturefest-lecture-series-all-about-oysters/>
- Southport Naturefest is April 27 at 4:00 pm in various locations around town: <https://cityofsouthport.com/event/southport-naturefest/2023-04-27/>
- The 2023 Southport Arbor Day Celebration is April 28 at 12:00 pm at Taylor Field Park: <https://cityofsouthport.com/event/2023-southport-arbor-day-celebration/>

Communications

- Projects
 - The website server migration to FreshySites has been soft completed. We will wait approximately two weeks before fully removing ourselves from the previous host servers to ensure that everything has transferred over and is running smoothly.
 - The Daily Update Email has transformed into the Weekly Update Newsletter, which is sent out weekly on Wednesdays around 2pm via email.
 - ChyAnn is working on a small website project on all pages that involves updating the banners so they all match. This is a small change that will not impact the design or workability of individual webpages.
 - Allayna and ChyAnn worked on a Website Feedback Survey that closed March 31. They are working on the feedback and comments now to provide a summary of what was submitted and what was/will be done to address the comments. Thank you to all who gave feedback!
- Website
 - Inspections Scheduling Update: <https://cityofsouthport.com/inspections-scheduling-update/>
 - Short Term Rental Refund Information: <https://cityofsouthport.com/short-term-rentals-registration-refund-information/>
 - Revised Schedule for Regular Board of Aldermen Meetings: <https://cityofsouthport.com/revised-schedule-of-regular-board-of-aldermen-meetings/>
- Filming
 - March 1, Board of Aldermen Special Meeting
 - March 3, Board of Aldermen Agenda Meeting
 - March 7, Community Relations Symposium Promo Filming
 - March 9, Board of Aldermen Regular Meeting
 - March 13, Southport Symposium, Community Relations
 - March 16, Planning Board, Regular Meeting
 - March 28, Board of Aldermen, Special Meeting (ChyAnn & Sydney)
 - March 29, Spring Festival Promo Filming
 - March 30, Development Services Symposium Promo Filming
 - March 30, Board of Aldermen/Planning Board/City Attorney Special Joint Meeting (ChyAnn & Sydney)
 - March 31, Taylor Field Grand Opening
- Miscellaneous
 - ChyAnn attended the Safety Committee meeting as our representative on March 14th.
 - ChyAnn participated in two Granicus digital webinars, one on March 21st and one on March 23rd.
 - ChyAnn virtually attended the March Brunswick County PIO Gathering on March 22nd.
 - ChyAnn attended the UNC School of Government social media for Social Good class on March 24th in Chapel Hill.
 - We registered for the 2023 Government Social Media virtual conference, which is being held May 2-4, 2023.

Community Building

- We have hired our Part-Time Community Building administrator, Sydney Heil! Sydney will make a fantastic addition to the Community Building, and the Community Relations team overall.
Welcome aboard, Sydney!
- Allayna has begun training to be able to hand over the Community Building tasks completely; Sydney is also training on the film equipment to take over the filming of City Meetings with ChyAnn.
- Landmark AV came in person to do in-depth training on the Community Building Filming system.

Apr-23

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1	2
					Wedding	
3	4	5	6	7	8	9
Landmark AV (Installation & Training)		Business	Non-profit	Non-profit	Wedding	
10	11	12	13	14	15	16
			BOA	Rehearsal	Wedding	Wedding
17	18	19	20	21	22	23
Southport Symposium	Maritime Museum		Planning	Non-profit	Wedding	Wedding
24	25	26	27	28	29	30
		Non-profit	Wedding	Energy Fair	Wedding	Wedding

UPCOMING CITY MEETINGS

Historic Preservation Commission
1st Wednesday of each month
April 5, 4:00 pm - (ITMH)

Board of Aldermen Agenda Meeting
April 11, 8 am - (ITMH)

Forestry Committee
2nd Tuesday of each month
April 11, 5 pm - (ITMH)

Park and Recreation Advisory Board
2nd Tuesday of each month
April 11, 6:30 pm - (ITMH)

ABC Board
2nd Wednesday of each month
April 12, 6:30 pm - (ITMH)

Board of Aldermen Regular Meeting
2nd Thursday of each month
April 13, 6 pm - (SCB)

Southport Symposium
April 17, 2 pm - (SCB)

Beautification Committee Meeting
April 17, 5:00 pm - (ITMH)

Planning & Zoning Board
3rd Thursday of each month
April 20, 6 pm - (SCB)

Board of Aldermen Special Budget Workshop
April 21, 9 am - (SCB)

Board of Aldermen Special Budget Workshop
April 24, 9 am - (SCB)

Board of Adjustments
4th Tuesday of each month
March 25, 4:30 pm - (ITMH)

UPCOMING EVENTS

"This is Our Town" Cleanup
April 1, 9 am - Old Jail Annex

Parks & Rec Easter Egg Hunt
April 1, 10 am
Franklin Square Park &
Fort Johnston Garrison Lawn

Dosher Drug Drop
April 6, 9 am - 1 pm - Doshier Hospital

FOLSOM: Meet the Authors, Suzanne Goodwyn
April 6, 2 pm - Harper Library

Southport Woman's Club 2023 Art Festival
April 7, 12 pm - 5 pm - (SCB)

Southport Spring Festival
April 7 & 8, 10 am - 5 pm
Franklin Square Park

Friends of the Maritime Museum – Jazz Night
April 21, 6 pm - 9 pm - (SCB)

The 2nd Annual Cool & Fancy Gala
by Up Your Arts
April 22, 4 pm - 7 pm
Cape Fear Regional Jetport

SHS: The Cannon Thor
April 25, 10 am - Harper Library

Naturefest Lecture Series:
All About Oysters
April 25, 7 pm - (ITMH)

SHS: T.M. Thompson
"The Man Who Knew no Fear"
April 26, 6 pm - (SCB)

Southport Naturefest
April 27-29 - Various Locations

2023 Southport Arbor Day Celebration
April 28, 12 pm - Taylor Field

Cape Fear Cruisers:
Rockin & Rollin Car Show
April 29, 8:30 am - 3 pm
Downtown Southport

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



**COLLECTIONS MONTHLY TOTALS REPORT
BRUNSWICK COUNTY
03 Mar2023 MonthEnd Run Date: Apr 1 2023 3:00AM**

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	\$0.00	\$0.00	\$0.00	100.00
2014	\$0.00		\$199.02	\$199.02	\$0.00	\$0.00	\$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
2022	\$0.00		\$33.23	\$33.23	\$0.00	\$0.00	\$0.00	\$0.00	100.00
TOTAL	\$202,152.94		\$1,104.01	\$203,256.95	\$0.00	\$0.00	\$0.00	\$0.00	100.00
TOTAL INTEREST COLLECTED									

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	\$0.00	\$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	\$98.24	\$1,669.39	99.90
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	\$1,736.97	99.90
2015	\$1,725,593.21	\$1,606.70	\$8,008.53	\$1,735,208.44	\$0.00	\$0.00	\$0.00	\$1,165.47	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	\$96.97	\$3,067.74	99.87
2018	\$2,360,474.90	\$1,746.79	\$1,906.02	\$2,364,127.71	\$0.00	\$0.00	\$59.12	\$1,083.32	99.95
2019	\$2,902,214.84	\$2,330.39	\$4,575.41	\$2,909,120.64	\$0.00	\$0.00	\$262.39	\$2,554.20	99.91
2020	\$3,013,421.42	\$5,692.80	\$22,461.51	\$3,041,575.73	\$0.00	\$0.00	\$129.99	\$2,876.63	99.91
2021	\$3,103,177.33	\$3,492.77	\$23,431.70	\$3,130,101.80	\$0.00	\$0.00	\$231.57	\$7,231.49	99.77
2022	\$4,265,852.43	\$6,274.90	\$49,272.76	\$4,321,400.09	\$0.00	\$0.00	\$27,085.67	\$55,569.81	98.71
2023	\$0.00	\$22.56	\$112.81	\$135.37	\$0.00	\$0.00	\$135.37	\$0.00	100.00
TOTAL	\$28,411,655.28	\$30,310.61	\$166,880.28	\$28,608,846.17	\$0.00	\$0.00	\$28,099.32	\$80,386.11	99.72
TOTAL INTEREST COLLECTED									
GRAND TOTAL	\$28,613,808.22	\$30,310.61	\$167,984.29	\$28,812,103.12	\$0.00	\$0.00	\$28,099.32	\$80,386.11	99.72
GRAND TOTAL INTEREST COLLECTED									

**COLLECTIONS MONTHLY TOTALS REPORT
BRUNSWICK COUNTY
03 Mar2023 MonthEnd Run Date: Apr 1 2023 3:00AM**

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	\$0.00	\$0.00	\$0.00	100.00
2012	\$630,950.00		\$290.00	\$631,240.00	\$0.00	\$0.00	\$10.00	\$100.00	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	\$12.50	\$175.00	99.98
2018	\$1,006,111.57		\$0.00	\$1,006,111.57	\$0.00	\$0.00	\$13.75	\$322.35	99.97
2019	\$1,027,492.82		\$0.00	\$1,027,492.82	\$0.00	\$0.00	\$46.01	\$507.24	99.95
2020	\$1,059,241.57		\$55.00	\$1,059,296.57	\$0.00	\$0.00	\$184.94	\$1,310.32	99.88
2021	\$1,082,561.57		\$0.00	\$1,082,561.57	\$0.00	\$0.00	\$868.20	\$4,296.39	99.60
2022	\$1,602,106.25		\$420.00	\$1,602,526.25	\$0.00	\$0.00	\$12,806.97	\$35,141.99	97.81
TOTAL	\$11,216,850.66		\$1,055.00	\$11,217,905.66	\$0.00	\$0.00	\$13,942.37	\$42,353.29	99.62
TOTAL INTEREST COLLECTED									
GRAND TOTAL	\$11,216,850.66		\$1,055.00	\$11,217,905.66	\$0.00	\$0.00	\$13,942.37	\$42,353.29	99.62
GRAND TOTAL INTEREST COLLECTED									

RUN DATE: 4/3/2023 8:30 AM

COLLECTIONS MONTHLY TOTALS REPORT
BRUNSWICK COUNTY
03 Mar2023 MonthEnd Run Date: Apr 1 2023 3:00AM

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
03 Mar2023 YTDMonthEnd Run Date: Apr 1 2023 4:55AM**

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
2022	\$0.00		\$33.23	\$33.23	\$0.00	\$0.00	\$33.23	\$0.00	100.00
TOTAL	\$202,152.94		\$1,104.01	\$203,256.95	\$3,395.53	\$3,880.41	\$195,981.01	\$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	\$1,681,202.95	\$1,669.39	99.90
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	\$4,226.49	\$190.76	\$1,751,039.85	\$1,736.97	99.90
2015	\$1,725,593.21	\$1,606.70	\$8,008.53	\$1,735,208.44	\$4,672.15	\$75.54	\$1,729,295.28	\$1,165.47	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	\$2,328,610.82	\$3,067.74	99.87
2018	\$2,360,474.90	\$1,746.79	\$1,906.02	\$2,364,127.71	\$2,584.47	\$49.04	\$2,360,410.88	\$1,083.32	99.95
2019	\$2,902,214.84	\$2,330.39	\$4,575.41	\$2,909,120.64	\$3,741.06	\$47.50	\$2,902,777.88	\$2,554.20	99.91
2020	\$3,013,421.42	\$5,692.80	\$22,461.51	\$3,041,575.73	\$4,995.16	\$47.85	\$3,033,656.09	\$2,876.63	99.91
2021	\$3,103,177.33	\$3,492.77	\$23,431.70	\$3,130,101.80	\$2,864.46	\$60.66	\$3,119,945.19	\$7,231.49	99.77
2022	\$4,265,852.43	\$6,274.90	\$49,272.76	\$4,321,400.09	\$2,555.18	\$44.48	\$4,263,230.62	\$55,569.81	98.71
2023	\$0.00	\$22.56	\$112.81	\$135.37	\$0.00	\$0.00	\$135.37	\$0.00	100.00
TOTAL	\$28,411,655.28	\$30,310.61	\$166,880.28	\$28,608,846.17	\$178,135.31	\$3,056.78	\$28,347,267.97	\$80,386.11	99.72
TOTAL INTEREST COLLECTED				\$149,748.37					
GRAND TOTAL	\$28,613,808.22	\$30,310.61	\$167,984.29	\$28,812,103.12	\$181,530.84	\$6,937.19	\$28,543,248.98	\$80,386.11	99.72
GRAND TOTAL INTEREST COLLECTED				\$156,963.34					

**COLLECTIONS MONTHLY TOTALS REPORT
BRUNSWICK COUNTY
03 Mar2023 YTDMonthEnd Run Date: Apr 1 2023 4:55AM**

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	\$631,020.00	\$100.00	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	\$897,224.38	\$175.00	99.98
2018	\$1,006,111.57		\$0.00	\$1,006,111.57	\$27.50	\$0.08	\$1,005,761.64	\$322.35	99.97
2019	\$1,027,492.82		\$0.00	\$1,027,492.82	\$192.50	\$0.00	\$1,026,793.08	\$507.24	99.95
2020	\$1,059,241.57		\$55.00	\$1,059,296.57	\$0.00	\$0.00	\$1,057,986.25	\$1,310.32	99.88
2021	\$1,082,561.57		\$0.00	\$1,082,561.57	\$123.75	\$0.00	\$1,078,141.43	\$4,296.39	99.60
2022	\$1,602,106.25		\$420.00	\$1,602,526.25	\$1,162.50	\$0.00	\$1,566,221.76	\$35,141.99	97.81
TOTAL	\$11,216,850.66		\$1,055.00	\$11,217,905.66	\$4,083.75	\$469.81	\$11,170,998.81	\$42,353.29	99.62
TOTAL INTEREST COLLECTED									
GRAND TOTAL	\$11,216,850.66		\$1,055.00	\$11,217,905.66	\$4,083.75	\$469.81	\$11,170,998.81	\$42,353.29	99.62
GRAND TOTAL INTEREST COLLECTED									

COLLECTIONS MONTHLY TOTALS REPORT
BRUNSWICK COUNTY
03 Mar2023 YTDMonthEnd Run Date: Apr 1 2023 4:55AM

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									

General Ledger

Expenditures vs Budget with

Encumbrances by Depart



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 Period 09 - 09
 Fiscal Year 2023

Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
10	General Fund							
00	General Government							
10-00-4110-0000	Full-Time Employees	27,000.00	2,249.77	20,092.04	6,907.96	0.00	6,907.96	25.59
10-00-4110-0900	F.I.C.A.	2,066.00	124.79	1,123.11	942.89	0.00	942.89	45.64
10-00-4110-1100	HealthLifeDental Insurance	735.00	-5,123.28	146.88	588.12	0.00	588.12	80.02
10-00-4110-1400	Workers Compensation Insurance	675.00	0.00	232.42	442.58	0.00	442.58	65.57
10-00-4110-1800	Professional Fees	35,000.00	4,617.50	23,694.84	11,305.16	0.00	11,305.16	32.30
10-00-4110-2600	Departmental Supplies	13,000.00	1,765.40	13,267.09	-267.09	197.83	-464.92	-3.58
10-00-4110-3100	Travel & Training	16,800.00	380.84	3,428.84	13,371.16	0.00	13,371.16	79.59
10-00-4110-3200	Communications	0.00	24.69	24.69	-24.69	0.00	-24.69	0.00
10-00-4110-3900	Other Services	525.00	0.00	200.00	325.00	0.00	325.00	61.90
10-00-4110-4400	Contract Services	100,000.00	50.00	46,756.44	53,243.56	22,612.02	30,631.54	30.63
10-00-4110-4500	Insurance & Bonding	3,990.00	0.00	3,445.43	544.57	0.00	544.57	13.65
10-00-4110-5600	Capital Outlay - Weather tower	19,740.00	0.00	0.00	19,740.00	0.00	19,740.00	100.00
10-00-4110-6000	Donations	22,600.00	0.00	0.00	22,600.00	0.00	22,600.00	100.00
10-00-4110-6800	Election Expense	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
10-00-4110-9700	Contingency	10,792.00	0.00	0.00	10,792.00	0.00	10,792.00	100.00
00	General Government	257,923.00	4,089.71	112,411.78	145,511.22	22,809.85	122,701.37	47.57

General Ledger

Expenditures vs Budget with

Encumbrances by Depart



User: bstevens
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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
01	Administration							
10-01-4120-0000	Full-Time Employees	84,782.00	9,461.28	85,405.34	-623.34	0.00	-623.34	-0.74
10-01-4120-0001	Employee Overtime	2,999.00	37.00	352.11	2,646.89	0.00	2,646.89	88.26
10-01-4120-0700	401K Retirement Supplement	4,389.00	470.30	4,019.16	369.84	0.00	369.84	8.43
10-01-4120-0900	F.I.C.A.	6,715.00	723.75	6,533.38	181.62	0.00	181.62	2.70
10-01-4120-1000	LGERS Retirement	10,534.00	1,143.76	9,705.34	828.66	0.00	828.66	7.87
10-01-4120-1100	HealthLifeDental Insurance	6,178.00	1,593.74	10,973.37	-4,795.37	0.00	-4,795.37	-77.62
10-01-4120-1400	Workers Compensation Insurance	3,272.00	0.00	1,126.65	2,145.35	0.00	2,145.35	65.57
10-01-4120-2100	Uniforms & Protective Gear	3,150.00	0.00	0.00	3,150.00	0.00	3,150.00	100.00
10-01-4120-2500	Vehicle Supplies	15,000.00	84.04	250.51	14,749.49	429.49	14,320.00	95.47
10-01-4120-2600	Departmental Supplies	10,000.00	3,978.54	17,753.69	-7,753.69	596.05	-8,349.74	-83.50
10-01-4120-3100	Travel & Training	5,480.00	483.16	1,186.16	4,293.84	1,030.96	3,262.88	59.54
10-01-4120-3200	Communications	0.00	209.13	3,228.55	-3,228.55	1,358.41	-4,586.96	0.00
10-01-4120-3300	Utilities	9,450.00	644.69	4,474.13	4,975.87	1,235.55	3,740.32	39.58
10-01-4120-3400	Emergency Preparedness	52,500.00	769.75	769.75	51,730.25	0.00	51,730.25	98.53
10-01-4120-3900	Other Services	3,150.00	0.00	1,228.80	1,921.20	0.00	1,921.20	60.99
10-01-4120-4400	Contract Services	26,250.00	2,780.73	25,437.59	812.41	288.19	524.22	2.00
10-01-4120-4500	Insurance & Bonding	6,300.00	4.61	5,570.30	729.70	0.00	729.70	11.58
10-01-4120-5400	Capital Outlay - Vehicles	8,000.00	576.67	5,220.88	2,779.12	0.00	2,779.12	34.74
10-01-4120-7100	Debt Service	118,367.00	0.00	116,168.81	2,198.19	0.00	2,198.19	1.86
01	Administration	376,516.00	22,961.15	299,404.52	77,111.48	4,938.65	72,172.83	19.17

General Ledger

Expenditures vs Budget with

Encumbrances by Depart



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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
02	Finance							
10-02-4140-0000	Full-Time Employees	169,171.00	10,046.61	107,741.75	61,429.25	0.00	61,429.25	36.31
10-02-4140-0001	Employee Overtime	2,996.00	135.63	3,083.72	-87.72	0.00	-87.72	-2.93
10-02-4140-0200	Part Time Employees	28,600.00	2,875.50	24,646.38	3,953.62	0.00	3,953.62	13.82
10-02-4140-0700	401K Retirement Supplement	8,608.00	509.10	7,005.82	1,602.18	0.00	1,602.18	18.61
10-02-4140-0900	F.I.C.A.	15,359.00	834.90	12,226.28	3,132.72	0.00	3,132.72	20.40
10-02-4140-1000	LGERS Retirement	20,935.00	1,238.15	17,220.65	3,714.35	0.00	3,714.35	17.74
10-02-4140-1100	HealthLifeDental Insurance	30,000.00	2,780.40	19,404.68	10,595.32	0.00	10,595.32	35.32
10-02-4140-1400	Workers Compensation Insurance	5,019.00	0.00	1,728.20	3,290.80	0.00	3,290.80	65.57
10-02-4140-2600	Departmental Supplies	18,900.00	5,199.75	17,379.47	1,520.53	5,448.89	-3,928.36	-20.78
10-02-4140-3100	Travel & Training	12,000.00	1,601.43	7,534.69	4,465.31	0.00	4,465.31	37.21
10-02-4140-3200	Communications	7,140.00	469.98	4,033.25	3,106.75	2,281.24	825.51	11.56
10-02-4140-3300	Utilities	3,150.00	383.28	2,350.50	799.50	0.00	799.50	25.38
10-02-4140-3901	Community Garden Expenses	4,200.00	0.00	73.18	4,126.82	0.00	4,126.82	98.26
10-02-4140-4400	Contract Services	60,285.00	7,561.95	25,000.35	35,284.65	1,780.96	33,503.69	55.58
10-02-4140-4410	Property Tax Fees	23,100.00	606.10	32,013.51	-8,913.51	0.00	-8,913.51	-38.59
10-02-4140-4411	Motor Vehicle Fees	6,300.00	812.67	6,581.42	-281.42	0.00	-281.42	-4.47
10-02-4140-4500	Insurance & Bonding	2,100.00	4.61	1,859.84	240.16	0.00	240.16	11.44
10-02-4140-5100	Capital Outlay - Equipment	15,000.00	0.00	0.00	15,000.00	0.00	15,000.00	100.00
10-02-4140-5900	Capital Outlay - Facilities	15,000.00	0.00	0.00	15,000.00	0.00	15,000.00	100.00
02	Finance	447,863.00	35,060.06	289,883.69	157,979.31	9,511.09	148,468.22	33.15

General Ledger

Expenditures vs Budget with

Encumbrances by Depart



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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
03	Buildings & Grounds							
10-03-4190-0000	Full-Time Employees	468,826.00	32,207.99	340,440.19	128,385.81	0.00	128,385.81	27.38
10-03-4190-0001	Employee Overtime	13,110.00	0.00	1,751.71	11,358.29	0.00	11,358.29	86.64
10-03-4190-0200	Part-Time Employees	59,230.00	0.00	0.00	59,230.00	0.00	59,230.00	100.00
10-03-4190-0700	401K Retirement Supplement	24,097.00	1,610.39	16,730.30	7,366.70	0.00	7,366.70	30.57
10-03-4190-0900	F.I.C.A.	41,399.00	2,423.06	25,724.65	15,674.35	0.00	15,674.35	37.86
10-03-4190-1000	LGERS Retirement	58,604.00	3,916.51	40,466.20	18,137.80	0.00	18,137.80	30.95
10-03-4190-1100	HealthLifeDental Insurance	144,812.00	12,446.76	95,572.00	49,240.00	0.00	49,240.00	34.00
10-03-4190-1400	Workers Compensation Insurance	24,897.00	0.00	8,572.81	16,324.19	0.00	16,324.19	65.57
10-03-4190-2100	Uniforms & Protective Gear	26,000.00	608.38	6,372.59	19,627.41	8,299.29	11,328.12	43.57
10-03-4190-2500	Vehicle Supplies	11,000.00	1,972.31	12,049.98	-1,049.98	4,182.44	-5,232.42	-47.57
10-03-4190-2600	Departmental Supplies	24,400.00	958.62	16,303.15	8,096.85	1,682.54	6,414.31	26.29
10-03-4190-3100	Travel & Training	2,396.00	0.00	148.20	2,247.80	0.00	2,247.80	93.81
10-03-4190-3200	Communications	2,100.00	989.98	2,215.78	-115.78	527.10	-642.88	-30.61
10-03-4190-3300	Utilities	9,923.00	1,384.60	10,315.24	-392.24	4,344.05	-4,736.29	-47.73
10-03-4190-3500	RM Equipment	1,050.00	443.94	2,457.16	-1,407.16	0.00	-1,407.16	-134.02
10-03-4190-3501	RM Vehicles	1,050.00	90.98	2,305.63	-1,255.63	0.00	-1,255.63	-119.58
10-03-4190-3502	RM Facilities	198,020.00	7,409.67	125,614.84	72,405.16	7,524.77	64,880.39	32.76
10-03-4190-3503	RM Cemetery	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
10-03-4190-3900	Other Services	20,732.00	0.00	17,677.62	3,054.38	0.00	3,054.38	14.73
10-03-4190-4400	Contract Services	19,237.00	2,802.57	10,815.23	8,421.77	300.00	8,121.77	42.22
10-03-4190-4500	Insurance & Bonding	36,750.00	0.00	35,289.47	1,460.53	0.00	1,460.53	3.97
10-03-4190-5000	Capital Purchases Under \$5000	9,200.00	0.00	6,987.02	2,212.98	1,103.50	1,109.48	12.06
10-03-4190-5100	Capital Outlay - Equipment	18,472.00	0.00	0.00	18,472.00	0.00	18,472.00	100.00
10-03-4190-5400	Capital Outlay - Vehicles	49,875.00	1,726.58	15,565.13	34,309.87	0.00	34,309.87	68.79
03	Buildings & Grounds	1,270,180.00	70,992.34	793,374.90	476,805.10	27,963.69	448,841.41	35.34

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04	Garage							
10-04-4250-0000	Full-Time Employees	168,294.00	8,988.80	91,738.61	76,555.39	0.00	76,555.39	45.49
10-04-4250-0001	Employee Overtime	2,735.00	454.20	545.04	2,189.96	0.00	2,189.96	80.07
10-04-4250-0700	401K Retirement Supplement	8,551.00	472.15	4,560.04	3,990.96	0.00	3,990.96	46.67
10-04-4250-0900	F.I.C.A.	13,084.00	717.54	7,012.71	6,071.29	0.00	6,071.29	46.40
10-04-4250-1000	LGERS Retirement	20,797.00	1,148.27	10,995.92	9,801.08	0.00	9,801.08	47.13
10-04-4250-1100	HealthLifeDental Insurance	48,418.00	3,084.82	28,776.85	19,641.15	0.00	19,641.15	40.57
10-04-4250-1400	Workers Compensation Insurance	8,415.00	0.00	2,897.55	5,517.45	0.00	5,517.45	65.57
10-04-4250-2100	Uniforms & Protective Gear	9,000.00	80.40	1,578.03	7,421.97	1,620.30	5,801.67	64.46
10-04-4250-2500	Vehicle Supplies	3,292.00	405.71	3,014.94	277.06	1,353.87	-1,076.81	-32.71
10-04-4250-2600	Departmental Supplies	7,099.00	66.81	2,770.25	4,328.75	201.42	4,127.33	58.14
10-04-4250-2602	Other Equipment	2,500.00	1,599.99	1,599.99	900.01	0.00	900.01	36.00
10-04-4250-3100	Travel & Training	1,500.00	0.00	287.93	1,212.07	0.00	1,212.07	80.80
10-04-4250-3200	Communications	1,365.00	218.91	1,069.93	295.07	377.02	-81.95	-6.00
10-04-4250-3300	Utilities	8,505.00	814.67	6,001.25	2,503.75	666.59	1,837.16	21.60
10-04-4250-3500	RM Equipment	855.00	0.00	0.00	855.00	0.00	855.00	100.00
10-04-4250-3501	RM Vehicles	1,575.00	0.00	91.45	1,483.55	0.00	1,483.55	94.19
10-04-4250-4400	Contract Services	4,200.00	998.44	1,552.85	2,647.15	1,216.81	1,430.34	34.06
10-04-4250-4500	Insurance & Bonding	1,440.00	0.00	1,272.16	167.84	0.00	167.84	11.66
10-04-4250-5100	Capital Outlay - Equipment	11,500.00	0.00	3,799.99	7,700.01	0.00	7,700.01	66.96
10-04-4250-5400	Capital Outlay - Vehicles	13,622.00	992.72	8,949.37	4,672.63	0.00	4,672.63	34.30
04	Garage	336,747.00	20,043.43	178,514.86	158,232.14	5,436.01	152,796.13	45.37

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05	Streets							
10-05-4511-0000	Full-Time Employees	150,445.00	8,317.30	87,259.88	63,185.12	0.00	63,185.12	42.00
10-05-4511-0001	Employee Overtime	5,104.00	401.75	3,837.24	1,266.76	0.00	1,266.76	24.82
10-05-4511-0200	Part-Time Employees	0.00	3,570.00	3,570.00	-3,570.00	0.00	-3,570.00	0.00
10-05-4511-0700	401K Retirement Supplement	7,777.00	435.94	5,321.97	2,455.03	0.00	2,455.03	31.57
10-05-4511-0900	F.I.C.A.	11,900.00	920.60	8,311.32	3,588.68	0.00	3,588.68	30.16
10-05-4511-1000	LGERS Retirement	18,666.00	1,060.24	12,844.19	5,821.81	0.00	5,821.81	31.19
10-05-4511-1100	HealthLifeDental Insurance	28,000.00	3,104.36	23,578.02	4,421.98	0.00	4,421.98	15.79
10-05-4511-1400	Workers Compensation Insurance	7,777.00	0.00	2,677.86	5,099.14	0.00	5,099.14	65.57
10-05-4511-2100	Uniforms & Protective Gear	4,719.00	0.00	0.00	4,719.00	0.00	4,719.00	100.00
10-05-4511-2500	Vehicle Supplies	8,277.00	975.43	6,533.70	1,743.30	0.00	1,743.30	21.06
10-05-4511-2600	Departmental Supplies	34,250.00	5,880.27	12,121.46	22,128.54	10,041.88	12,086.66	35.29
10-05-4511-3200	Communications	1,181.00	75.18	580.65	600.35	163.53	436.82	36.99
10-05-4511-3300	Utilities	112,000.00	9,025.93	80,364.62	31,635.38	35,755.54	-4,120.16	-3.68
10-05-4511-3500	RM Equipment	3,255.00	485.90	877.11	2,377.89	1,085.28	1,292.61	39.71
10-05-4511-3501	RM Vehicles	2,625.00	430.33	1,640.81	984.19	0.00	984.19	37.49
10-05-4511-4400	Contract Services	16,030.00	187.50	2,855.64	13,174.36	11,185.00	1,989.36	12.41
10-05-4511-4500	Insurance & Bonding	17,195.00	0.00	15,689.75	1,505.25	0.00	1,505.25	8.75
10-05-4511-5000	Capital Purchases Under \$5000	37,958.00	0.00	0.00	37,958.00	0.00	37,958.00	100.00
10-05-4511-5400	Capital Outlay - Vehicles	6,000.00	481.51	4,340.81	1,659.19	0.00	1,659.19	27.65
10-05-4511-5500	Capital Outlay - Equipment	275,000.00	0.00	275,700.00	-700.00	0.00	-700.00	-0.25
10-05-4511-5800	Capital Outlay- Capital Improv	72,341.00	0.00	5,920.00	66,421.00	7,768.00	58,653.00	81.08
05	Streets	820,500.00	35,352.24	554,025.03	266,474.97	65,999.23	200,475.74	24.43

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06	Animal Protective Services							
10-06-4600-0000	Full Time Employees	57,965.00	4,288.96	43,572.17	14,392.83	0.00	14,392.83	24.83
10-06-4600-0001	Employee Overtime	1,200.00	0.00	0.00	1,200.00	0.00	1,200.00	100.00
10-06-4600-0200	Part-time Employees	0.00	120.00	815.71	-815.71	0.00	-815.71	0.00
10-06-4600-0700	401k Retirement Supplemetn	2,898.00	214.44	2,151.51	746.49	0.00	746.49	25.76
10-06-4600-0900	F.I.C.A	4,526.00	323.70	3,263.82	1,262.18	0.00	1,262.18	27.89
10-06-4600-1000	LGERS Retirement	6,956.00	521.54	5,188.49	1,767.51	0.00	1,767.51	25.41
10-06-4600-1100	HeathLifeDental Insurance	12,000.00	1,049.97	8,412.17	3,587.83	0.00	3,587.83	29.90
10-06-4600-1400	Workers Compensation Insurance	1,449.00	0.00	498.94	950.06	0.00	950.06	65.57
10-06-4600-2100	Uniforms & Protective Gear	441.00	0.00	235.00	206.00	260.00	-54.00	-12.24
10-06-4600-2500	Vehicle Supplies	2,100.00	123.94	604.50	1,495.50	396.72	1,098.78	52.32
10-06-4600-2600	Departmental Supplies	7,775.00	758.86	3,424.96	4,350.04	4,012.78	337.26	4.34
10-06-4600-2602	Animal Care	10,500.00	0.00	6,084.66	4,415.34	2,915.34	1,500.00	14.29
10-06-4600-3100	Travel & Training	4,200.00	619.54	2,558.15	1,641.85	1,417.96	223.89	5.33
10-06-4600-3200	Communications	756.00	89.78	707.96	48.04	259.26	-211.22	-27.94
10-06-4600-4400	Contract Services	0.00	87.50	465.16	-465.16	0.00	-465.16	0.00
10-06-4600-5400	Capital Outlay - Vehicles	6,825.00	498.14	4,490.73	2,334.27	0.00	2,334.27	34.20
06	Animal Protective Services	119,591.00	8,696.37	82,473.93	37,117.07	9,262.06	27,855.01	23.29

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10	Police							
10-10-4310-0000	Full-Time Employees	967,558.00	60,382.20	595,152.57	372,405.43	0.00	372,405.43	38.49
10-10-4310-0001	Employee Overtime	38,359.00	5,737.41	42,594.83	-4,235.83	0.00	-4,235.83	-11.04
10-10-4310-0200	Part time Salaries	112,680.00	4,085.87	34,334.53	78,345.47	0.00	78,345.47	69.53
10-10-4310-0400	Separation Allowance-Leo	12,819.00	986.08	9,860.80	2,958.20	0.00	2,958.20	23.08
10-10-4310-0700	401K Retirement Supplement	50,296.00	3,302.48	31,368.51	18,927.49	0.00	18,927.49	37.63
10-10-4310-0900	F.I.C.A.	86,553.00	5,372.54	52,011.50	34,541.50	0.00	34,541.50	39.91
10-10-4310-1000	LGERS Retirement	131,172.00	8,586.43	81,283.66	49,888.34	0.00	49,888.34	38.03
10-10-4310-1100	HealthLifeDental Insurance	217,920.00	14,184.75	117,017.48	100,902.52	0.00	100,902.52	46.30
10-10-4310-1300	Unemployment Reserve	3,150.00	0.00	0.00	3,150.00	0.00	3,150.00	100.00
10-10-4310-1400	Workers Compensation Insurance	70,528.00	131.03	24,416.01	46,111.99	0.00	46,111.99	65.38
10-10-4310-1800	Professional Services	551.00	0.00	366.10	184.90	0.00	184.90	33.56
10-10-4310-2100	Uniforms & Protective Gear	25,000.00	1,212.00	8,878.91	16,121.09	3,933.53	12,187.56	48.75
10-10-4310-2500	Vehicle Supplies	0.00	0.00	3,651.80	-3,651.80	1,216.52	-4,868.32	0.00
10-10-4310-2600	Departmental Supplies	31,728.25	4,643.86	66,091.62	-34,363.37	3,379.82	-37,743.19	-118.96
10-10-4310-3100	Travel & Training	15,750.00	348.98	5,705.32	10,044.68	3,879.43	6,165.25	39.14
10-10-4310-3101	Community Resource Program	21,000.00	2,400.00	18,400.00	2,600.00	0.00	2,600.00	12.38
10-10-4310-3200	Communications	17,850.00	1,607.34	16,980.36	869.64	4,877.18	-4,007.54	-22.45
10-10-4310-3300	Utilities	2,625.00	383.28	2,350.25	274.75	0.00	274.75	10.47
10-10-4310-3500	RM Equipment	3,308.00	0.00	231.78	3,076.22	1,200.00	1,876.22	56.72
10-10-4310-3501	RM Vehicles	35,000.00	7,332.47	46,361.02	-11,361.02	37,524.16	-48,885.18	-139.67
10-10-4310-4400	Contract Services	61,394.00	10,342.73	38,675.65	22,718.35	6,361.19	16,357.16	26.64
10-10-4310-4500	Insurance & Bonding	31,500.00	3,646.04	34,238.48	-2,738.48	0.00	-2,738.48	-8.69
10-10-4310-5100	Capital Outlay - Equipment	15,000.00	0.00	0.00	15,000.00	0.00	15,000.00	100.00
10-10-4310-5400	Capital Outlay - Vehicles	154,171.00	9,620.69	84,012.14	70,158.86	0.00	70,158.86	45.51
10	Police	2,105,912.25	144,306.18	1,313,983.32	791,928.93	62,371.83	729,557.10	34.64

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11	Fire							
10-11-4340-0000	Full-Time Employees	664,475.00	50,922.71	517,050.75	147,424.25	0.00	147,424.25	22.19
10-11-4340-0001	Employee Overtime	58,486.00	6,345.99	78,282.14	-19,796.14	0.00	-19,796.14	-33.85
10-11-4340-0100	Part-Time Salary	91,250.00	5,600.00	80,969.29	10,280.71	0.00	10,280.71	11.27
10-11-4340-0200	Part-Time Employees	100,000.00	0.00	87,100.00	12,900.00	0.00	12,900.00	12.90
10-11-4340-0700	401K Retirement Supplement	36,148.00	2,863.44	29,414.70	6,733.30	0.00	6,733.30	18.63
10-11-4340-0900	F.I.C.A.	55,307.00	4,774.57	57,072.27	-1,765.27	0.00	-1,765.27	-3.19
10-11-4340-1000	Fire Fighter Pension Plan Cont	87,912.00	6,963.89	71,101.84	16,810.16	0.00	16,810.16	19.12
10-11-4340-1002	Payments To Retirees	25,000.00	2,015.00	18,135.00	6,865.00	0.00	6,865.00	27.46
10-11-4340-1100	HealthLifeDental Insruance	132,000.00	10,358.24	66,327.63	65,672.37	0.00	65,672.37	49.75
10-11-4340-1400	Workers Compensation Insurance	49,557.00	500.00	17,564.36	31,992.64	0.00	31,992.64	64.56
10-11-4340-1800	Professional Fees	12,000.00	1,135.00	1,686.21	10,313.79	0.00	10,313.79	85.95
10-11-4340-2100	Uniforms & Protective Gear	20,000.00	61.99	12,672.79	7,327.21	2,904.20	4,423.01	22.12
10-11-4340-2500	Vehicle Supplies	15,000.00	4,996.65	37,908.19	-22,908.19	11,690.32	-34,598.51	-230.66
10-11-4340-2600	Departmental Supplies	30,000.00	2,401.29	9,866.18	20,133.82	411.58	19,722.24	65.74
10-11-4340-2604	Fire Prevention	15,000.00	2,174.66	11,861.31	3,138.69	472.00	2,666.69	17.78
10-11-4340-3100	Travel & Training	30,000.00	148.92	11,123.81	18,876.19	3,465.00	15,411.19	51.37
10-11-4340-3200	Communications	15,000.00	1,141.98	6,836.44	8,163.56	6,252.71	1,910.85	12.74
10-11-4340-3300	Utilities	20,000.00	4,516.92	26,794.52	-6,794.52	3,748.87	-10,543.39	-52.72
10-11-4340-3500	RM Equipment	10,000.00	6,695.82	10,941.66	-941.66	0.00	-941.66	-9.42
10-11-4340-3501	RM Vehicles	20,000.00	1,102.28	22,724.17	-2,724.17	4,634.94	-7,359.11	-36.80
10-11-4340-3502	RM Facilities	10,000.00	664.06	11,886.63	-1,886.63	0.00	-1,886.63	-18.87
10-11-4340-3503	Substation Lease	15,000.00	1,250.00	11,250.00	3,750.00	3,750.00	0.00	0.00
10-11-4340-4400	Contract Services	30,000.00	245.24	11,623.18	18,376.82	6,251.57	12,125.25	40.42
10-11-4340-4500	Insurance & Bonding	60,000.00	20,059.61	42,885.61	17,114.39	0.00	17,114.39	28.52
10-11-4340-5100	Capital Outlay - Equipment	12,000.00	2,652.00	8,644.06	3,355.94	0.00	3,355.94	27.97
10-11-4340-5400	Capital Outlay - Vehicles	30,000.00	0.00	0.00	30,000.00	0.00	30,000.00	100.00
10-11-4340-6000	Contract Services	0.00	3,796.12	3,796.12	-3,796.12	0.00	-3,796.12	0.00
10-11-4340-7100	Debt Service	391,931.00	0.00	383,487.20	8,443.80	0.00	8,443.80	2.15
11	Fire	2,036,066.00	143,386.38	1,649,006.06	387,059.94	43,581.19	343,478.75	16.87

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12	Rescue							
10-12-4370-0000	Full-Time Employees	55,000.00	4,642.80	39,039.42	15,960.58	0.00	15,960.58	29.02
10-12-4370-0001	Employee Overtime	5,000.00	2,619.79	10,174.57	-5,174.57	0.00	-5,174.57	-103.49
10-12-4370-0200	Part-Time Employees	260,000.00	13,319.27	141,992.96	118,007.04	0.00	118,007.04	45.39
10-12-4370-0700	401K Retirement Supplement	3,000.00	363.13	2,433.66	566.34	0.00	566.34	18.88
10-12-4370-0900	F.I.C.A.	24,098.00	1,563.12	14,557.05	9,540.95	0.00	9,540.95	39.59
10-12-4370-1000	RetirementState Shared	6,600.00	883.13	5,918.57	681.43	0.00	681.43	10.32
10-12-4370-1100	HealthLifeDental Insuranc	12,000.00	192.92	3,278.68	8,721.32	0.00	8,721.32	72.68
10-12-4370-1400	Workers Compensation Insurance	4,800.00	0.00	1,652.79	3,147.21	0.00	3,147.21	65.57
10-12-4370-2100	Uniforms & Protective Gear	10,000.00	0.00	5,598.30	4,401.70	5,657.00	-1,255.30	-12.55
10-12-4370-2500	Vehicle Supplies	5,000.00	3,210.50	8,527.18	-3,527.18	0.00	-3,527.18	-70.54
10-12-4370-2600	Departmental Supplies	25,000.00	532.73	8,375.09	16,624.91	610.78	16,014.13	64.06
10-12-4370-2601	Medical Supplies	0.00	129.75	14,653.96	-14,653.96	1,891.02	-16,544.98	0.00
10-12-4370-3100	Travel & Training	5,000.00	0.00	4,615.88	384.12	0.00	384.12	7.68
10-12-4370-3200	Communications	3,000.00	271.28	5,617.17	-2,617.17	813.84	-3,431.01	-114.37
10-12-4370-3300	Utilities	5,000.00	0.00	5,777.38	-777.38	0.00	-777.38	-15.55
10-12-4370-3500	RM Equipment	5,000.00	0.00	8,072.05	-3,072.05	0.00	-3,072.05	-61.44
10-12-4370-3501	RM Vehicles	5,000.00	87.36	3,286.24	1,713.76	0.00	1,713.76	34.28
10-12-4370-3502	RM Facilities	5,000.00	0.00	4,383.63	616.37	0.00	616.37	12.33
10-12-4370-3900	Other Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-12-4370-4400	Contract Services	10,000.00	394.71	35,160.15	-25,160.15	1,033.38	-26,193.53	-261.94
10-12-4370-4500	Insurance & Bonding	20,000.00	0.00	40,114.00	-20,114.00	0.00	-20,114.00	-100.57
10-12-4370-5100	Capital Outlay - Equipment	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	100.00
10-12-4370-7100	Debt Service	53,000.00	0.00	26,363.00	26,637.00	0.00	26,637.00	50.26
12	Rescue	531,498.00	28,210.49	389,591.73	141,906.27	10,006.02	131,900.25	24.82

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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
40	Development Services							
10-40-4350-0000	Full-Time Employees	286,528.00	24,124.46	204,526.91	82,001.09	0.00	82,001.09	28.62
10-40-4350-0001	Employee Overtime	5,943.00	338.43	3,006.82	2,936.18	0.00	2,936.18	49.41
10-40-4350-0200	Part-Time Employees	39,248.00	1,115.92	6,318.86	32,929.14	0.00	32,929.14	83.90
10-40-4350-0700	401K Retirement Supplement	14,624.00	1,223.16	10,241.41	4,382.59	0.00	4,382.59	29.97
10-40-4350-0900	F.I.C.A.	22,374.00	1,867.60	15,433.13	6,940.87	0.00	6,940.87	31.02
10-40-4350-1000	LGERS Retirement	35,564.00	2,974.67	24,718.65	10,845.35	0.00	10,845.35	30.50
10-40-4350-1100	HealthLifeDental Insurance	72,000.00	5,087.90	34,859.41	37,140.59	0.00	37,140.59	51.58
10-40-4350-1400	Workers Compensation Insurance	9,773.00	0.00	3,365.15	6,407.85	0.00	6,407.85	65.57
10-40-4350-2500	Vehicle Supplies	1,600.00	184.12	1,418.67	181.33	911.32	-729.99	-45.62
10-40-4350-2600	Departmental Supplies	24,000.00	1,946.26	13,980.28	10,019.72	120.75	9,898.97	41.25
10-40-4350-2601	Forestry Projects	5,250.00	0.00	0.00	5,250.00	0.00	5,250.00	100.00
10-40-4350-3100	Travel & Training	15,750.00	1,141.76	6,911.74	8,838.26	1,680.50	7,157.76	45.45
10-40-4350-3200	Communications	3,309.00	416.43	3,453.93	-144.93	1,346.80	-1,491.73	-45.08
10-40-4350-3300	Utilities	2,730.00	446.24	2,627.55	102.45	94.68	7.77	0.28
10-40-4350-3500	RM Equipment	105.00	0.00	101.00	4.00	0.00	4.00	3.81
10-40-4350-3501	RM Vehicles	0.00	0.00	20.00	-20.00	0.00	-20.00	0.00
10-40-4350-3900	Other Services	3,465.00	560.00	5,330.00	-1,865.00	0.00	-1,865.00	-53.82
10-40-4350-4400	Contract Services	31,500.00	2,077.12	53,685.86	-22,185.86	378.19	-22,564.05	-71.63
10-40-4350-4500	Insurance & Bonding	8,964.00	4.61	7,923.80	1,040.20	0.00	1,040.20	11.60
10-40-4350-5400	Capital Outlay - Vehicles	14,595.00	1,153.36	10,397.54	4,197.46	0.00	4,197.46	28.76
40	Development Services	597,322.00	44,662.04	408,320.71	189,001.29	4,532.24	184,469.05	30.88

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80	Parks & Recreation							
10-80-6120-0000	Full-Time Employees	134,429.00	12,597.18	118,276.70	16,152.30	0.00	16,152.30	12.02
10-80-6120-0001	Employee Overtime	3,567.00	395.86	7,628.04	-4,061.04	0.00	-4,061.04	-113.85
10-80-6120-0200	Part Time Salaries	126,000.00	12,656.20	82,781.18	43,218.82	0.00	43,218.82	34.30
10-80-6120-0700	401K Retirement Supplement	6,900.00	649.66	6,202.58	697.42	0.00	697.42	10.11
10-80-6120-0900	F.I.C.A.	20,196.00	1,901.12	15,475.36	4,720.64	0.00	4,720.64	23.37
10-80-6120-1000	LGERS Retirement	16,780.00	1,579.95	14,970.38	1,809.62	0.00	1,809.62	10.78
10-80-6120-1100	HealthLifeDental Insurance	24,000.00	2,836.65	27,118.30	-3,118.30	0.00	-3,118.30	-12.99
10-80-6120-1400	Workers Compensation Insurance	9,344.00	0.00	3,217.43	6,126.57	0.00	6,126.57	65.57
10-80-6120-2100	Uniforms & Protective Gear	2,000.00	200.34	373.45	1,626.55	0.00	1,626.55	81.33
10-80-6120-2500	Vehicle Supplies	5,250.00	783.64	4,578.04	671.96	6,199.54	-5,527.58	-105.29
10-80-6120-2600	Departmental Supplies	52,000.00	5,467.19	36,907.62	15,092.38	2,928.72	12,163.66	23.39
10-80-6120-3100	Travel & Training	3,500.00	0.00	410.00	3,090.00	0.00	3,090.00	88.29
10-80-6120-3200	Communications	5,250.00	501.47	3,243.51	2,006.49	809.48	1,197.01	22.80
10-80-6120-3300	Utilities	46,200.00	5,100.33	30,119.29	16,080.71	5,069.11	11,011.60	23.83
10-80-6120-3500	RM Equipment	525.00	63.88	1,336.50	-811.50	0.00	-811.50	-154.57
10-80-6120-3501	RM Vehicles	3,150.00	0.00	572.14	2,577.86	0.00	2,577.86	81.84
10-80-6120-3502	RM Facilities	30,000.00	2,261.67	11,311.32	18,688.68	12,686.68	6,002.00	20.01
10-80-6120-4400	Contract Services	29,000.00	275.23	23,173.89	5,826.11	166.19	5,659.92	19.52
10-80-6120-4500	Insurance & Bonding	0.00	4.61	4.61	-4.61	0.00	-4.61	0.00
10-80-6120-5000	Capital Purchases Under \$5000	157,500.00	14,500.00	14,500.00	143,000.00	0.00	143,000.00	90.79
10-80-6120-5100	Capital Outlay - Equipment	7,844.00	0.00	0.00	7,844.00	0.00	7,844.00	100.00
10-80-6120-5400	Capital Outlay - Vehicles	15,321.00	552.90	5,184.39	10,136.61	0.00	10,136.61	66.16
10-80-6120-5600	Capital ProjectLowe White Prk	221,000.00	0.00	0.00	221,000.00	0.00	221,000.00	100.00
10-80-6120-5800	Capital Outlay -Capital Improv	38,000.00	0.00	0.00	38,000.00	0.00	38,000.00	100.00
80	Parks & Recreation	957,756.00	62,327.88	407,384.73	550,371.27	27,859.72	522,511.55	54.56

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81	Community Building							
10-81-6150-0200	Part-Time Employees	40,000.00	1,681.16	18,683.77	21,316.23	0.00	21,316.23	53.29
10-81-6150-0900	F.I.C.A.	3,060.00	128.61	1,429.33	1,630.67	0.00	1,630.67	53.29
10-81-6150-1100	HealthLifeDental Insurance	0.00	34.90	34.90	-34.90	0.00	-34.90	0.00
10-81-6150-1400	Workers Compensation Insurance	1,600.00	0.00	550.93	1,049.07	0.00	1,049.07	65.57
10-81-6150-2600	Departmental Supplies	3,000.00	634.72	1,264.55	1,735.45	0.00	1,735.45	57.85
10-81-6150-2700	Marketing	3,000.00	167.13	1,611.38	1,388.62	773.62	615.00	20.50
10-81-6150-3200	Communications	1,500.00	128.23	863.41	636.59	415.95	220.64	14.71
10-81-6150-3300	Utilities	15,000.00	828.06	7,452.45	7,547.55	3,487.51	4,060.04	27.07
10-81-6150-3502	RM Facilities	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
10-81-6150-4400	Contract Services	5,000.00	0.00	-5,205.64	10,205.64	0.00	10,205.64	204.11
10-81-6150-5000	Capital Purchases Under \$5000	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	100.00
10-81-6150-5800	Capital Outlay -Capital Improv	45,000.00	0.00	49,521.00	-4,521.00	0.00	-4,521.00	-10.05
81	Community Building	122,160.00	3,602.81	76,206.08	45,953.92	4,677.08	41,276.84	33.79

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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
82	Community Relations							
10-82-6170-0000	Full-Time Employees	179,510.00	13,639.67	137,613.58	41,896.42	0.00	41,896.42	23.34
10-82-6170-0001	Employee Overtime	3,346.00	0.00	35.73	3,310.27	0.00	3,310.27	98.93
10-82-6170-0200	Part time wages	0.00	0.00	521.51	-521.51	0.00	-521.51	0.00
10-82-6170-0700	401K Retirement Supplement	9,143.00	681.98	6,801.22	2,341.78	0.00	2,341.78	25.61
10-82-6170-0900	F.I.C.A.	13,988.00	1,028.96	10,440.30	3,547.70	0.00	3,547.70	25.36
10-82-6170-1000	LGERS Retirement	21,496.00	1,658.58	16,403.72	5,092.28	0.00	5,092.28	23.69
10-82-6170-1100	HealthLifeDental Insurance	36,000.00	3,115.01	22,757.87	13,242.13	0.00	13,242.13	36.78
10-82-6170-1400	Workers Compensation Insurance	5,356.00	0.00	1,844.24	3,511.76	0.00	3,511.76	65.57
10-82-6170-2600	Departmental Supplies	18,000.00	781.02	6,870.98	11,129.02	3,182.09	7,946.93	44.15
10-82-6170-2601	Beautification Committee	3,000.00	0.00	651.84	2,348.16	0.00	2,348.16	78.27
10-82-6170-2710	Tourism Community Events	15,356.00	1,250.00	3,834.42	11,521.58	460.00	11,061.58	72.03
10-82-6170-2711	Special Marketing Opps	8,000.00	1,601.99	6,447.57	1,552.43	0.00	1,552.43	19.41
10-82-6170-2712	Grant Matching Funds	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	100.00
10-82-6170-3100	Travel & Training	5,000.00	199.00	1,547.86	3,452.14	0.00	3,452.14	69.04
10-82-6170-3200	Communications	28,000.00	5,649.82	19,281.61	8,718.39	1,194.64	7,523.75	26.87
10-82-6170-3300	Utilities	10,500.00	1,202.49	8,664.61	1,835.39	2,298.00	-462.61	-4.41
10-82-6170-4400	Contract Services	5,500.00	174.47	2,783.84	2,716.16	450.00	2,266.16	41.20
10-82-6170-4500	Insurance & Bonding	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
10-82-6170-5500	Capital Outlay - Equipment	10,000.00	108.72	1,376.87	8,623.13	1,400.56	7,222.57	72.23
82	Community Relations	387,195.00	31,091.71	247,877.77	139,317.23	8,985.29	130,331.94	33.66

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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
96	Solid Waste							
10-96-4170-4400	Contract Services	242,069.00	25,543.32	208,348.86	33,720.14	71,371.10	-37,650.96	-15.55
96	Solid Waste	242,069.00	25,543.32	208,348.86	33,720.14	71,371.10	-37,650.96	-15.55

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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
Expense Total		10,609,298.25	680,326.11	7,010,807.97	3,598,490.28	379,305.05	3,219,185.23	30.3431
10	General Fund	10,609,298.25	680,326.11	7,010,807.97	3,598,490.28	379,305.05	3,219,185.23	30.34

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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
20	Powell Bill Fund							
20	Powell Bill							
20-20-4510-5500	Capital Outlay - Equipment	178,812.00	0.00	84,930.00	93,882.00	12,500.00	81,382.00	45.51
20	Powell Bill	178,812.00	0.00	84,930.00	93,882.00	12,500.00	81,382.00	45.51

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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
Expense Total		178,812.00	0.00	84,930.00	93,882.00	12,500.00	81,382.00	45.5126
20	Powell Bill Fund	178,812.00	0.00	84,930.00	93,882.00	12,500.00	81,382.00	45.51

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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
21	Firemen's Fund							
11	Fire							
21-11-4340-3000	Southport Firemen'S Expenses	0.00	0.00	47,632.07	-47,632.07	0.00	-47,632.07	0.00
11	Fire	0.00	0.00	47,632.07	-47,632.07	0.00	-47,632.07	0.00

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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
Expense Total		0.00	0.00	47,632.07	-47,632.07	0.00	-47,632.07	0
21	Firemen's Fund	0.00	0.00	47,632.07	-47,632.07	0.00	-47,632.07	0.00

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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
23	Capital Project Fund							
23	DEPT							
23-23-7300-5800	Capital Outlay -Capital Improv	1,200,000.00	0.00	0.00	1,200,000.00	0.00	1,200,000.00	100.00
23	DEPT	1,200,000.00	0.00	0.00	1,200,000.00	0.00	1,200,000.00	100.00

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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
Expense Total		1,200,000.00	0.00	0.00	1,200,000.00	0.00	1,200,000.00	100
23	Capital Project Fund	1,200,000.00	0.00	0.00	1,200,000.00	0.00	1,200,000.00	100.00

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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
30	Electric Fund							
93	Electric							
30-93-7210-0000	Full-Time Employees	373,110.00	27,680.87	271,318.00	101,792.00	0.00	101,792.00	27.28
30-93-7210-0001	Employee Overtime	4,392.00	172.63	3,193.60	1,198.40	0.00	1,198.40	27.29
30-93-7210-0700	401K Retirement Supplement	18,875.00	1,275.56	10,721.95	8,153.05	0.00	8,153.05	43.19
30-93-7210-0900	F.I.C.A.	28,879.00	2,131.77	19,115.44	9,763.56	0.00	9,763.56	33.81
30-93-7210-1000	LGERS Retirement	45,904.00	3,102.17	26,120.70	19,783.30	0.00	19,783.30	43.10
30-93-7210-1100	HealthLifeDental Insurance	56,880.00	6,567.03	50,627.34	6,252.66	0.00	6,252.66	10.99
30-93-7210-1400	Workers Compensation Insurance	5,602.00	0.00	1,928.94	3,673.06	0.00	3,673.06	65.57
30-93-7210-1800	Professional Fees	32,235.00	0.00	8,862.67	23,372.33	0.00	23,372.33	72.51
30-93-7210-2100	Uniforms & Protective Gear	2,223.00	284.01	523.91	1,699.09	476.09	1,223.00	55.02
30-93-7210-2500	Vehicle Supplies	1,050.00	82.36	499.00	551.00	115.15	435.85	41.51
30-93-7210-2600	Departmental Supplies	13,230.00	1,013.37	8,505.27	4,724.73	2,702.08	2,022.65	15.29
30-93-7210-2700	Power Purchase	4,830,000.00	397,445.31	3,748,345.22	1,081,654.78	1,503,088.03	-421,433.25	-8.73
30-93-7210-2701	Utility Sales Tax	446,619.00	85,434.47	359,706.21	86,912.79	0.00	86,912.79	19.46
30-93-7210-3100	Travel & Training	15,750.00	412.67	3,388.71	12,361.29	0.00	12,361.29	78.48
30-93-7210-3200	Communications	25,612.00	234.19	2,629.43	22,982.57	1,876.98	21,105.59	82.41
30-93-7210-3300	Utilities	1,260.00	140.76	920.93	339.07	374.71	-35.64	-2.83
30-93-7210-3500	RM Equipment	3,150.00	0.00	0.00	3,150.00	0.00	3,150.00	100.00
30-93-7210-3501	RM Vehicles	593.00	0.00	0.00	593.00	0.00	593.00	100.00
30-93-7210-3502	Install Load Mgt Switches	85,821.00	375.00	27,562.47	58,258.53	7,109.88	51,148.65	59.60
30-93-7210-4400	Contract Services	58,031.00	2,856.61	28,669.38	29,361.62	42,557.78	-13,196.16	-22.74
30-93-7210-4500	Insurance & Bonding	8,400.00	4.61	7,425.54	974.46	0.00	974.46	11.60
30-93-7210-4800	Billing Contract	208,950.00	0.00	157,244.32	51,705.68	0.00	51,705.68	24.75
30-93-7210-4900	Operations & Maintenance BEMC	546,833.00	44,836.79	403,531.11	143,301.89	170,868.89	-27,567.00	-5.04
30-93-7210-5400	Capital Outlay - Vehicles	7,350.00	558.67	5,036.41	2,313.59	0.00	2,313.59	31.48
30-93-7210-5500	Capital Outlay - Equipment	98,000.00	0.00	13,991.27	84,008.73	76,008.73	8,000.00	8.16
30-93-7210-5800	Capital Outlay -Capital Improv	73,299.00	6,199.99	11,193.81	62,105.19	48,806.19	13,299.00	18.14
30-93-7210-5900	Capital Outlay - System	3,253,463.00	59,276.44	243,996.48	3,009,466.52	2,079,273.17	930,193.35	28.59
93	Electric	10,245,511.00	640,085.28	5,415,058.11	4,830,452.89	3,933,257.68	897,195.21	8.76

General Ledger

Expenditures vs Budget with

Encumbrances by Depart



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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
Expense Total		10,245,511.00	640,085.28	5,415,058.11	4,830,452.89	3,933,257.68	897,195.21	8.757
30	Electric Fund	10,245,511.00	640,085.28	5,415,058.11	4,830,452.89	3,933,257.68	897,195.21	8.76

General Ledger

Expenditures vs Budget with

Encumbrances by Depart



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 Period 09 - 09
 Fiscal Year 2023

Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
31	Water & Sewer Fund							
91	WaterSewer							
31-91-7130-0000	Full-Time Employees	781,737.00	49,278.12	470,491.70	311,245.30	0.00	311,245.30	39.81
31-91-7130-0001	Employee Overtime	20,561.00	896.93	10,697.56	9,863.44	0.00	9,863.44	47.97
31-91-7130-0200	Part-Time Employees	0.00	5,355.00	7,661.25	-7,661.25	0.00	-7,661.25	0.00
31-91-7130-0700	401K Retirement Supplement	40,115.00	2,391.67	20,302.76	19,812.24	0.00	19,812.24	49.39
31-91-7130-0900	F.I.C.A.	61,376.00	4,185.28	33,972.94	27,403.06	0.00	27,403.06	44.65
31-91-7130-1000	LGERS Retirement	97,559.00	5,816.42	49,199.27	48,359.73	0.00	48,359.73	49.57
31-91-7130-1100	HealthLifeDental Insurance	140,321.00	12,293.25	87,249.77	53,071.23	0.00	53,071.23	37.82
31-91-7130-1400	Workers Compensation Insurance	24,067.00	0.00	8,287.70	15,779.30	0.00	15,779.30	65.56
31-91-7130-1800	Professional Fees	58,036.00	0.00	8,862.66	49,173.34	0.00	49,173.34	84.73
31-91-7130-2100	Uniforms & Protective Gear	13,500.00	544.97	7,180.81	6,319.19	3,417.75	2,901.44	21.49
31-91-7130-2500	Vehicle Supplies	25,000.00	5,610.56	24,286.54	713.46	378.00	335.46	1.34
31-91-7130-2600	Departmental Supplies	49,726.00	4,204.62	19,755.55	29,970.45	9,814.27	20,156.18	40.53
31-91-7130-2606	Sewer SuppliesColl System	198,868.75	44,831.68	92,938.42	105,930.33	12,929.34	93,000.99	46.77
31-91-7130-2700	Water Purchase	1,073,982.00	46,119.75	562,017.75	511,964.25	188,982.25	322,982.00	30.07
31-91-7130-3100	Travel & Training	14,438.00	2,308.20	7,404.79	7,033.21	0.00	7,033.21	48.71
31-91-7130-3200	Communications	20,893.00	2,110.76	10,335.36	10,557.64	3,099.57	7,458.07	35.70
31-91-7130-3300	Utilities	54,238.00	4,129.41	38,165.23	16,072.77	10,133.31	5,939.46	10.95
31-91-7130-3500	RM Equipment	13,994.00	1,825.98	14,103.12	-109.12	0.00	-109.12	-0.78
31-91-7130-3501	RM Vehicles	21,000.00	61.18	6,019.06	14,980.94	0.00	14,980.94	71.34
31-91-7130-3506	Sewer System R&M Coll System	676,389.00	37,126.26	171,923.97	504,465.03	53,201.29	451,263.74	66.72
31-91-7130-3900	Other Services	6,294.00	0.00	2,011.75	4,282.25	0.00	4,282.25	68.04
31-91-7130-3910	Neighbors 4 Neighbors	13,650.00	942.00	8,266.00	5,384.00	274.00	5,110.00	37.44
31-91-7130-4400	Contract Services	1,400,887.00	116,527.64	888,765.44	512,121.56	609,168.36	-97,046.80	-6.93
31-91-7130-4500	Insurance & Bonding	46,413.00	0.00	41,003.27	5,409.73	0.00	5,409.73	11.66
31-91-7130-5100	Capital Outlay - Equipment	565,000.00	0.00	108,816.37	456,183.63	78,050.00	378,133.63	66.93
31-91-7130-5400	Capital Outlay - Vehicles	67,043.00	3,018.23	29,195.87	37,847.13	0.00	37,847.13	56.45
31-91-7130-5500	Capital Outlay - Equipment	100,000.00	0.00	0.00	100,000.00	0.00	100,000.00	100.00
31-91-7130-5800	Capital Outlay -Capital Improv	26,000.00	0.00	21,312.90	4,687.10	0.00	4,687.10	18.03
31-91-7130-5900	Capital Outlay - System	156,500.00	31,262.50	112,575.36	43,924.64	53,744.20	-9,819.56	-6.27
31-91-7130-7100	Bond Retirement	765,308.50	0.00	124,632.76	640,675.74	0.00	640,675.74	83.71
31-91-7130-9700	Contingency	765,044.00	0.00	7,500.00	757,544.00	0.00	757,544.00	99.02
31-91-9990-0000	Depreciation	315,000.00	0.00	0.00	315,000.00	0.00	315,000.00	100.00
91	WaterSewer	7,612,940.25	380,840.41	2,994,935.93	4,618,004.32	1,023,192.34	3,594,811.98	47.22

General Ledger

Expenditures vs Budget with

Encumbrances by Depart



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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
Expense Total		7,612,940.25	380,840.41	2,994,935.93	4,618,004.32	1,023,192.34	3,594,811.98	47.2198
31	Water & Sewer Fund	7,612,940.25	380,840.41	2,994,935.93	4,618,004.32	1,023,192.34	3,594,811.98	47.22

General Ledger

Expenditures vs Budget with

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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
32	System Development Fee Fund							
92	DEPT							
32-92-7135-9600	Sewer Development Fee Transfer	693,468.00	0.00	0.00	693,468.00	0.00	693,468.00	100.00
32-92-7135-9700	Water Development Fee Transfer	87,515.00	0.00	0.00	87,515.00	0.00	87,515.00	100.00
92	DEPT	780,983.00	0.00	0.00	780,983.00	0.00	780,983.00	100.00

General Ledger

Expenditures vs Budget with

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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
Expense Total		780,983.00	0.00	0.00	780,983.00	0.00	780,983.00	100
32	System Development Fee Fund	780,983.00	0.00	0.00	780,983.00	0.00	780,983.00	100.00

General Ledger

Expenditures vs Budget with

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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
42	Part F Grant. Capital Projects							
42	DEPT							
42-42-8111-5800	Capital Outlay -Capital Improv	421,224.00	0.00	277,735.40	143,488.60	27,029.25	116,459.35	27.65
42	DEPT	421,224.00	0.00	277,735.40	143,488.60	27,029.25	116,459.35	27.65

General Ledger

Expenditures vs Budget with

Encumbrances by Depart



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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
Expense Total		421,224.00	0.00	277,735.40	143,488.60	27,029.25	116,459.35	27.6478
42	Part F Grant. Capital Projects	421,224.00	0.00	277,735.40	143,488.60	27,029.25	116,459.35	27.65

General Ledger

Expenditures vs Budget with

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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
50	ARP Funding							
50	ARPA Funding							
50-50-8111-4400	Contract Services	1,263,954.06	0.00	0.00	1,263,954.06	0.00	1,263,954.06	100.00
50	ARPA Funding	1,263,954.06	0.00	0.00	1,263,954.06	0.00	1,263,954.06	100.00

General Ledger

Expenditures vs Budget with

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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
Expense Total		1,263,954.06	0.00	0.00	1,263,954.06	0.00	1,263,954.06	100
50	ARP Funding	1,263,954.06	0.00	0.00	1,263,954.06	0.00	1,263,954.06	100.00

General Ledger

Expenditures vs Budget with

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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
51	2.8 m NCDEQ Project							
51	DEPT							
51-51-8111-4400	Contract Services	0.00	-1,253.60	0.00	0.00	0.00	0.00	0.00
51	DEPT	0.00	-1,253.60	0.00	0.00	0.00	0.00	0.00

General Ledger

Expenditures vs Budget with

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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
Expense Total		0.00	-1,253.60	0.00	0.00	0.00	0.00	0
51	2.8 m NCDEQ Project	0.00	-1,253.60	0.00	0.00	0.00	0.00	0.00

General Ledger

Expenditures vs Budget with

Encumbrances by Depart



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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
60	Waterfront Stabilization Fund							
60	DEPT							
60-60-8111-5800	Capital Outlay -Capital Improv	5,000,000.00	0.00	0.00	5,000,000.00	0.00	5,000,000.00	100.00
60	DEPT	5,000,000.00	0.00	0.00	5,000,000.00	0.00	5,000,000.00	100.00

General Ledger

Expenditures vs Budget with

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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
Expense Total		5,000,000.00	0.00	0.00	5,000,000.00	0.00	5,000,000.00	100
60	Waterfront Stabilization Fund	5,000,000.00	0.00	0.00	5,000,000.00	0.00	5,000,000.00	100.00

General Ledger

Expenditures vs Budget with

Encumbrances by Depart



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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
Expense Total		37,312,722.56	1,699,998.20	15,831,099.48	21,481,623.08	5,375,284.32	16,106,338.76	43.1658

General Ledger

Revenues vs Budget with

Encumbrances by Depart



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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining Uncollected	%Remaining
10	General Fund							
10-00-3100-1100	Ad Valorem Taxes	4,148,498.00	77,474.48	4,241,479.18	-92,981.18	0.00	-92,981.18	-2.24
10-00-3100-1200	Motor Vehicles Tax Collections	193,800.00	19,994.75	177,657.90	16,142.10	0.00	16,142.10	8.33
10-00-3100-1700	InterestPenalties -Taxes	11,305.00	2,523.21	6,219.32	5,085.68	0.00	5,085.68	44.99
10-00-3100-1710	Motor Vehicle Interest	669.00	131.60	1,107.23	-438.23	0.00	-438.23	-65.51
10-00-3102-0000	Ad Valorem Tax Prior Years	35,000.00	1,492.39	23,507.52	11,492.48	0.00	11,492.48	32.84
10-00-3230-0000	Local Option Sales Tax	1,365,000.00	155,164.10	1,383,298.12	-18,298.12	0.00	-18,298.12	-1.34
10-00-3260-0000	Priviledge Licenses	1,050.00	1,170.00	1,270.00	-220.00	0.00	-220.00	-20.95
10-00-3260-0800	ItinerantPeddler Permit	11,880.00	0.00	200.00	11,680.00	0.00	11,680.00	98.32
10-00-3322-0000	Beer & Wine Tax	18,900.00	0.00	0.00	18,900.00	0.00	18,900.00	100.00
10-00-3324-0000	Utility Franchise Tax	300,000.00	92,191.12	292,172.36	7,827.64	0.00	7,827.64	2.61
10-00-3420-0200	FEMA Reimbursement	221,000.00	0.00	38,049.71	182,950.29	0.00	182,950.29	82.78
10-00-3474-0000	Cemetery Lot Sales & Fees	0.00	0.00	400.00	-400.00	0.00	-400.00	0.00
10-00-3810-0000	Interest Earned	12,000.00	0.00	91,531.30	-79,531.30	0.00	-79,531.30	-662.76
10-00-3833-0005	Donations	4,000.00	0.00	15,100.00	-11,100.00	0.00	-11,100.00	-277.50
10-00-3833-0100	Forestry Committee Donations	700.00	0.00	750.00	-50.00	0.00	-50.00	-7.14
10-00-3835-0000	Sale Of Fixed Assets	0.00	0.00	25,760.00	-25,760.00	0.00	-25,760.00	0.00
10-00-3836-0000	Commuity Garden	1,500.00	80.00	1,410.00	90.00	0.00	90.00	6.00
10-00-3837-0000	Southport ABC Distribution	420,000.00	327,443.30	519,610.87	-99,610.87	0.00	-99,610.87	-23.72
10-00-3839-0100	Miscellaneous Revenues	10,500.00	96.16	7,701.32	2,798.68	0.00	2,798.68	26.65
10-00-3839-0200	Insurance Recovery	0.00	0.00	130.81	-130.81	0.00	-130.81	0.00
10-00-3991-0000	Appropriated Fund Balance	57,071.25	0.00	0.00	57,071.25	0.00	57,071.25	100.00
00	General Government	6,812,873.25	677,761.11	6,827,355.64	-14,482.39	0.00	-14,482.39	-0.21

General Ledger Revenues vs Budget with Encumbrances by Depart



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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
10-06-3210-0000	Civil Penalties	105.00	0.00	120.00	-15.00	0.00	-15.00	-14.29
10-06-3220-0000	Pet license & tags	1,000.00	197.31	495.89	504.11	0.00	504.11	50.41
10-06-3833-0005	Donations Animal Care	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
06	Animal Protective Services	2,105.00	197.31	615.89	1,489.11	0.00	1,489.11	70.74

General Ledger Revenues vs Budget with Encumbrances by Depart



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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
10-10-3437-0600	Misc. ReceiptsPolice Dept.	0.00	0.00	5,616.09	-5,616.09	0.00	-5,616.09	0.00
10-10-3437-0601	Police Shop with a Cop	10,000.00	100.00	16,622.22	-6,622.22	0.00	-6,622.22	-66.22
10-10-3437-0602	Golf Cart Fees	5,250.00	350.00	6,145.00	-895.00	0.00	-895.00	-17.05
10-10-3838-0000	ABC Revenue for Law Enf.	25,000.00	0.00	12,919.77	12,080.23	0.00	12,080.23	48.32
10	Police	40,250.00	450.00	41,303.08	-1,053.08	0.00	-1,053.08	-2.62

General Ledger

Revenues vs Budget with

Encumbrances by Depart



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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
10-11-3434-0100	Fire District Fees	1,875,184.00	0.00	1,412,237.08	462,946.92	0.00	462,946.92	24.69
10-11-3434-0200	Duke Engergy For Fire Dept	75,000.00	0.00	0.00	75,000.00	0.00	75,000.00	100.00
10-11-3434-0300	Misc. Grants For Fire Dept	150,000.00	0.00	0.00	150,000.00	0.00	150,000.00	100.00
10-11-3434-0400	Fire Response Fees	20,000.00	0.00	4,709.85	15,290.15	0.00	15,290.15	76.45
10-11-3434-0500	Fire - Miscellaneous Revenue	40,000.00	0.00	0.00	40,000.00	0.00	40,000.00	100.00
10-11-3434-0700	Fire Inspections & Permit Fees	10,000.00	1,600.00	6,100.00	3,900.00	0.00	3,900.00	39.00
10-11-3437-0400	Rescue Dept Misc Receipts	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-11-3437-0500	Rescue Squad Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-11-3810-0000	Interest Income Fire Dept	0.00	0.00	7.00	-7.00	0.00	-7.00	0.00
11	Fire	2,170,184.00	1,600.00	1,423,053.93	747,130.07	0.00	747,130.07	34.43

General Ledger

Revenues vs Budget with

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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
10-12-3437-0400	Rescue DeptMisc. Receipts	0.00	0.00	2,242.16	-2,242.16	0.00	-2,242.16	0.00
10-12-3437-0500	Rescue Squad Fees	180,000.00	0.00	160,476.18	19,523.82	0.00	19,523.82	10.85
12	Rescue	180,000.00	0.00	162,718.34	17,281.66	0.00	17,281.66	9.60

General Ledger

Revenues vs Budget with

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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
10-40-3220-0000	Civil Penalties	525.00	0.00	0.00	525.00	0.00	525.00	100.00
10-40-3343-0000	Inspection Permits	700,000.00	95,584.00	634,006.20	65,993.80	0.00	65,993.80	9.43
10-40-3343-0100	Home Owners Recovery Fund	1,000.00	0.00	370.00	630.00	0.00	630.00	63.00
10-40-3343-0300	Re-Inspection Fees	500.00	0.00	0.00	500.00	0.00	500.00	100.00
10-40-3343-0400	Planning & Zoning Fees	20,000.00	710.00	18,610.00	1,390.00	0.00	1,390.00	6.95
40	Development Services	722,025.00	96,294.00	652,986.20	69,038.80	0.00	69,038.80	9.56

General Ledger

Revenues vs Budget with

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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
10-50-3474-0000	Cemetery Lot Sales & Fees	0.00	0.00	1,200.00	-1,200.00	0.00	-1,200.00	0.00
50	ARPA Funding	0.00	0.00	1,200.00	-1,200.00	0.00	-1,200.00	0.00

General Ledger Revenues vs Budget with Encumbrances by Depart



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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
10-80-3410-0100	Boat Dock Fema Golden Leaf	0.00	0.00	30,353.40	-30,353.40	0.00	-30,353.40	0.00
10-80-3437-0700	Rent Recreation Facilities	7,500.00	100.00	7,616.00	-116.00	0.00	-116.00	-1.55
10-80-3612-0000	Recreation Programs Receipts	25,000.00	890.00	25,150.00	-150.00	0.00	-150.00	-0.60
10-80-3612-0200	Parks & Recreation Donations	1,680.00	8,734.37	10,369.37	-8,689.37	0.00	-8,689.37	-517.22
80	Parks & Recreation	34,180.00	9,724.37	73,488.77	-39,308.77	0.00	-39,308.77	-115.01

General Ledger Revenues vs Budget with Encumbrances by Depart



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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
10-81-3834-0000	Community Bldg Rental	125,000.00	13,025.00	140,698.01	-15,698.01	0.00	-15,698.01	-12.56
81	Community Building	125,000.00	13,025.00	140,698.01	-15,698.01	0.00	-15,698.01	-12.56

General Ledger Revenues vs Budget with Encumbrances by Depart



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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
10-82-3270-0000	Local Occupancy Tax	190,000.00	12,134.96	164,853.32	25,146.68	0.00	25,146.68	13.24
10-82-3617-0000	Tourism Special Events	11,105.00	0.00	11,105.00	0.00	0.00	0.00	0.00
10-82-3834-0300	Tourism - Misc Revenue	11,751.00	500.00	12,601.00	-850.00	0.00	-850.00	-7.23
82	Community Relations	212,856.00	12,634.96	188,559.32	24,296.68	0.00	24,296.68	11.41

General Ledger Revenues vs Budget with Encumbrances by Depart



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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
10-96-3325-0000	Solid Waste Disposal Tax	2,100.00	0.00	2,459.26	-359.26	0.00	-359.26	-17.11
10-96-3500-0000	Refuse Revenue	286,650.00	24,457.16	217,502.18	69,147.82	0.00	69,147.82	24.12
96	Solid Waste	288,750.00	24,457.16	219,961.44	68,788.56	0.00	68,788.56	23.82

General Ledger

Revenues vs Budget with

Encumbrances by Depart



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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
Revenue Total		10,588,223.25	836,143.91	9,731,940.62	856,282.63	0.00	856,282.63	8.0871
10	General Fund	10,588,223.25	836,143.91	9,731,940.62	856,282.63	0.00	856,282.63	8.09

General Ledger

Revenues vs Budget with

Encumbrances by Depart



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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
20	Powell Bill Fund							
20-20-3316-0000	NC Powell Bill Funds	136,000.00	0.00	139,129.44	-3,129.44	0.00	-3,129.44	-2.30
20-20-3839-0000	Miscellaneous Revenues	0.00	0.00	4,930.08	-4,930.08	0.00	-4,930.08	0.00
20-20-3991-0000	Appropriated Fund Balance	42,812.00	0.00	0.00	42,812.00	0.00	42,812.00	100.00
20	Powell Bill	178,812.00	0.00	144,059.52	34,752.48	0.00	34,752.48	19.44

General Ledger

Revenues vs Budget with

Encumbrances by Depart



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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
Revenue Total		178,812.00	0.00	144,059.52	34,752.48	0.00	34,752.48	19.4352
20	Powell Bill Fund	178,812.00	0.00	144,059.52	34,752.48	0.00	34,752.48	19.44

General Ledger Revenues vs Budget with Encumbrances by Depart



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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
21	Firemen's Fund							
21-11-3290-0000	Interest Earned	74.00	144.20	304.32	-230.32	0.00	-230.32	-311.24
21-11-3434-8400	Southport Firemen'S Revenues	21,000.00	0.00	67,793.26	-46,793.26	0.00	-46,793.26	-222.83
11	Fire	21,074.00	144.20	68,097.58	-47,023.58	0.00	-47,023.58	-223.14

General Ledger

Revenues vs Budget with

Encumbrances by Depart



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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
Revenue Total		21,074.00	144.20	68,097.58	-47,023.58	0.00	-47,023.58	-223.1355
21	Firemen's Fund	21,074.00	144.20	68,097.58	-47,023.58	0.00	-47,023.58	-223.14

General Ledger

Revenues vs Budget with

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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
23	Capital Project Fund							
23-23-3970-0000	Transfer in General Fund	1,200,000.00	0.00	0.00	1,200,000.00	0.00	1,200,000.00	100.00
23	DEPT	1,200,000.00	0.00	0.00	1,200,000.00	0.00	1,200,000.00	100.00

General Ledger

Revenues vs Budget with

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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
Revenue Total		1,200,000.00	0.00	0.00	1,200,000.00	0.00	1,200,000.00	100
23	Capital Project Fund	1,200,000.00	0.00	0.00	1,200,000.00	0.00	1,200,000.00	100.00

General Ledger

Revenues vs Budget with

Encumbrances by Depart



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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
30	Electric Fund							
30-93-3710-0000	Sale Of Electricity	7,368,100.00	91,494.43	5,199,732.55	2,168,367.45	0.00	2,168,367.45	29.43
30-93-3720-0100	Utility Sales Tax	515,767.35	6,168.59	362,408.72	153,358.63	0.00	153,358.63	29.73
30-93-3720-0300	Service Charges	3,150.00	0.00	595.00	2,555.00	0.00	2,555.00	81.11
30-93-3720-0326	Electric late Charges	10,500.00	0.00	7,775.70	2,724.30	0.00	2,724.30	25.95
30-93-3720-0327	Electric Meter Tampering	7,350.00	0.00	6,650.00	700.00	0.00	700.00	9.52
30-93-3720-0330	Electric Agreements	210.00	0.00	685.00	-475.00	0.00	-475.00	-226.19
30-93-3720-0331	Electric ReconnectDisconnect	5,250.00	0.00	3,940.00	1,310.00	0.00	1,310.00	24.95
30-93-3831-0000	Interest Earned	315.00	0.00	95.70	219.30	0.00	219.30	69.62
30-93-3839-0000	Miscellaneous Revenues	5,250.00	0.00	76,683.30	-71,433.30	0.00	-71,433.30	-1,360.63
30-93-3991-0000	Appropriated Fund Balance	2,329,618.75	0.00	0.00	2,329,618.75	0.00	2,329,618.75	100.00
93	Electric	10,245,511.10	97,663.02	5,658,565.97	4,586,945.13	0.00	4,586,945.13	44.77

General Ledger

Revenues vs Budget with

Encumbrances by Depart



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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
Revenue Total		10,245,511.10	97,663.02	5,658,565.97	4,586,945.13	0.00	4,586,945.13	44.7703
30	Electric Fund	10,245,511.10	97,663.02	5,658,565.97	4,586,945.13	0.00	4,586,945.13	44.77

General Ledger

Revenues vs Budget with

Encumbrances by Depart



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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
31	Water & Sewer Fund							
31-91-3420-0200	FEMA Reimbursement WS	0.00	0.00	146,327.13	-146,327.13	0.00	-146,327.13	0.00
31-91-3720-0000	Water Sales	2,055,672.00	169,251.76	1,862,414.71	193,257.29	0.00	193,257.29	9.40
31-91-3720-0100	WaterSewer Tap Fees	75,885.00	6,600.00	106,135.00	-30,250.00	0.00	-30,250.00	-39.86
31-91-3720-0200	Sewer Impact Fees	0.00	0.00	383,294.00	-383,294.00	0.00	-383,294.00	0.00
31-91-3720-0300	Water Impact Fees	0.00	0.00	65,945.00	-65,945.00	0.00	-65,945.00	0.00
31-91-3720-0400	Service Charges	26,095.00	4,906.03	36,651.05	-10,556.05	0.00	-10,556.05	-40.45
31-91-3740-0000	Sewer Sales	3,850,000.00	315,056.05	2,871,898.33	978,101.67	0.00	978,101.67	25.41
31-91-3780-0000	Transfer From System Dev Cap	780,984.00	0.00	0.00	780,984.00	0.00	780,984.00	100.00
31-91-3833-0005	Donations UB	0.00	65.00	-195.00	195.00	0.00	195.00	0.00
31-91-3839-0000	Miscellaneous Revenues	22,925.00	106.04	16,950.75	5,974.25	0.00	5,974.25	26.06
31-91-3920-0000	Proceeds From Financing	631,977.00	0.00	0.00	631,977.00	0.00	631,977.00	100.00
31-91-3991-0000	Appropriated Fund Balance	169,402.75	0.00	0.00	169,402.75	0.00	169,402.75	100.00
91	WaterSewer	7,612,940.75	495,984.88	5,489,420.97	2,123,519.78	0.00	2,123,519.78	27.89

General Ledger

Revenues vs Budget with

Encumbrances by Depart



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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
Revenue Total		7,612,940.75	495,984.88	5,489,420.97	2,123,519.78	0.00	2,123,519.78	27.8936
31	Water & Sewer Fund	7,612,940.75	495,984.88	5,489,420.97	2,123,519.78	0.00	2,123,519.78	27.89

General Ledger Revenues vs Budget with Encumbrances by Depart



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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
32	System Development Fee Fund							
32-92-3720-0200	Sewer Development Fees	693,468.00	0.00	0.00	693,468.00	0.00	693,468.00	100.00
32-92-3720-0300	Water Development Fees	87,515.00	0.00	0.00	87,515.00	0.00	87,515.00	100.00
92	DEPT	780,983.00	0.00	0.00	780,983.00	0.00	780,983.00	100.00

General Ledger

Revenues vs Budget with

Encumbrances by Depart



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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
Revenue Total		780,983.00	0.00	0.00	780,983.00	0.00	780,983.00	100
32	System Development Fee Fund	780,983.00	0.00	0.00	780,983.00	0.00	780,983.00	100.00

General Ledger

Revenues vs Budget with

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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
42	Part F Grant. Capital Projects							
42-42-3910-0100	Part F Grant	421,224.00	0.00	0.00	421,224.00	0.00	421,224.00	100.00
42	DEPT	421,224.00	0.00	0.00	421,224.00	0.00	421,224.00	100.00

General Ledger

Revenues vs Budget with

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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
Revenue Total		421,224.00	0.00	0.00	421,224.00	0.00	421,224.00	100
42	Part F Grant. Capital Projects	421,224.00	0.00	0.00	421,224.00	0.00	421,224.00	100.00

General Ledger

Revenues vs Budget with

Encumbrances by Depart



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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
50	ARP Funding							
50-50-3910-0100	Grant Revenue	1,263,954.06	0.00	631,977.03	631,977.03	0.00	631,977.03	50.00
50	ARPA Funding	1,263,954.06	0.00	631,977.03	631,977.03	0.00	631,977.03	50.00

General Ledger

Revenues vs Budget with

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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
Revenue Total		1,263,954.06	0.00	631,977.03	631,977.03	0.00	631,977.03	50
50	ARP Funding	1,263,954.06	0.00	631,977.03	631,977.03	0.00	631,977.03	50.00

General Ledger

Revenues vs Budget with

Encumbrances by Depart



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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
60	Waterfront Stabilization Fund							
60-60-3910-0100	Grant Revenue	5,000,000.00	0.00	5,000,000.00	0.00	0.00	0.00	0.00
60	DEPT	5,000,000.00	0.00	5,000,000.00	0.00	0.00	0.00	0.00

General Ledger

Revenues vs Budget with

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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
Revenue Total		5,000,000.00	0.00	5,000,000.00	0.00	0.00	0.00	0
60	Waterfront Stabilization Fund	5,000,000.00	0.00	5,000,000.00	0.00	0.00	0.00	0.00

General Ledger Revenues vs Budget with Encumbrances by Depart



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<u>Department</u>	<u>Description</u>	<u>Annual Budget</u>	<u>Period Amt</u>	<u>YR to Date</u>	<u>Variance</u>	<u>Encumbered</u>	<u>Remaining / Uncollected</u>	<u>%Remaining</u>
Revenue Total		37,312,722.16	1,429,936.01	26,724,061.69	10,588,660.47	0.00	10,588,660.47	28.3782

General Ledger

BUDGET STATUS REPORT

OVERTIME



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Account Number	Description	Budget Amount	Period Amt	YTD Amount	Variance	Encumbered Amount	Available	% Available
01	Administration	-	-	-	-	-	-	-
10-01-4120-0001	Employee Overtime	2,999.00	37.00	352.11	2,646.89	0.00	2,646.89	88.26
02	Finance	-	-	-	-	-	-	-
10-02-4140-0001	Employee Overtime	2,996.00	135.63	3,083.72	-87.72	0.00	-87.72	-2.93
03	Buildings & Grounds	-	-	-	-	-	-	-
10-03-4190-0001	Employee Overtime	13,110.00	0.00	1,751.71	11,358.29	0.00	11,358.29	86.64
04	Garage	-	-	-	-	-	-	-
10-04-4250-0001	Employee Overtime	2,735.00	454.20	545.04	2,189.96	0.00	2,189.96	80.07
05	Streets	-	-	-	-	-	-	-
10-05-4511-0001	Employee Overtime	5,104.00	401.75	3,837.24	1,266.76	0.00	1,266.76	24.82
06	Animal Protective Services	-	-	-	-	-	-	-
10-06-4600-0001	Employee Overtime	1,200.00	0.00	0.00	1,200.00	0.00	1,200.00	100.00
10	Police	-	-	-	-	-	-	-
10-10-4310-0001	Employee Overtime	38,359.00	5,737.41	42,594.83	-4,235.83	0.00	-4,235.83	-11.04
11	Fire	-	-	-	-	-	-	-
10-11-4340-0001	Employee Overtime	58,486.00	6,345.99	78,282.14	-19,796.14	0.00	-19,796.14	-33.85
12	Rescue	-	-	-	-	-	-	-
10-12-4370-0001	Employee Overtime	5,000.00	2,619.79	10,174.57	-5,174.57	0.00	-5,174.57	-103.49
40	Development Services	-	-	-	-	-	-	-
10-40-4350-0001	Employee Overtime	5,943.00	338.43	3,006.82	2,936.18	0.00	2,936.18	49.41
80	Parks & Recreation	-	-	-	-	-	-	-
10-80-6120-0001	Employee Overtime	3,567.00	395.86	7,628.04	-4,061.04	0.00	-4,061.04	-113.85
82	Community Relations	-	-	-	-	-	-	-
10-82-6170-0001	Employee Overtime	3,346.00	0.00	35.73	3,310.27	0.00	3,310.27	98.93
91	WaterSewer	-	-	-	-	-	-	-
31-91-7130-0001	Employee Overtime	20,561.00	896.93	10,697.56	9,863.44	0.00	9,863.44	47.97
93	Electric	-	-	-	-	-	-	-
30-93-7210-0001	Employee Overtime	4,392.00	172.63	3,193.60	1,198.40	0.00	1,198.40	27.29

Account Number	Description	Budget Amount	Period Amt	YTD Amount	Variance	Encumbered Amount	Available	% Available
Expense Total		167,798.00	17,535.62	165,183.11	2,614.89	0.00	2,614.89	1.5584

Southport Parks and Recreation Department

March 2023 Monthly Report

On-Going Activities

Before/Afterschool

M-F 7:00am plus transportation to SES
Pick up from school and care till 5:15pm

Athletics

Open gym Thursday-Monday 5 – 9PM.
Youth Basketball Tournament was held March 1 – 7th

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.

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Fitness Classes

Martial Arts

Held at the Jaycee Building Tuesdays at 4:30pm

Core & Body Sculpting

Held at the Jaycee Building Tuesday at 8:30am and
Wednesdays at 5:30PM

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Buildings and Facilities Utilized and Rented out by Parks and Recreation

Franklin Square Park
City Pier
Kinglsey Park
Central Office
Waterfront Park
Riverwalk Gazebo
Atlantic Street Park

Caviness Park
Ft. Johnston Tennis Courts
City Gym
Jaycee Building
Ft. Johnston Playground
City Dock

Historic Riverwalk
Lowe/White Park
Garrison Lawn
Keziah Park
Senior Building
Bay Street Overloo

- Before and After school held Monday-Fridays.
- Taylor Field grand opening was held March 31st at 10:30 AM.
- Preparations for Easter activities, spring break camp, and summer camp are being made.
- Youth basketball games are held every Monday, Tuesday, and Thursday evening at the city gym through the 2nd week of March. Single elimination tournament was held mid-March.
- Regular rental of buildings and parks continued.
- Met with representatives (Zoom) from Unlimited Play on the inclusive playground. Sent contact names for the local committee members.
- Sent letter of intent to apply for the Environmental Education Grant to install al boardwalk at the kayak launch site for educational purposes.
- Budget preparation
- Recreation Advisory committee meeting was held March 21st.

No.	WOID	Created Date	Description	Assigned To	Actual Completion Date
1	19711	2/27/2023	LOCATE 719 E MOORE ST/RIVER DR, INSTALL UNDГ CABLE.	Tyrus Davis	2/16/2023
2	19745	2/28/2023	WOOTEN CO SURVEYING/DESIGN WEST SIDE OF SOUTHPORT	Tyrus Davis	2/24/2023
3	19746	2/28/2023	MOVE PORTABLE GOALS FROM THE GYM TO STORAGE	David Kelly	3/1/2023
4	19748	3/2/2023	LOCATE 5128 AND 5134 PRICES CREEK DR		3/27/2023
5	19749	3/2/2023	LOCATE E SIDE OF TOWN, THE WOOTEN COMPANY	Tyrus Davis	3/27/2023
6	19752	3/2/2023	LOCATE 7017 ROBERT RUARK DR, WATER/SEWER TAP	Tyrus Davis	3/28/2023
7	19753	3/2/2023	LOCATE 230-234 RIVER DR, ELECTRICAL	Tyrus Davis	3/28/2023
8	19758	3/2/2023	LOCATE 5111 BENT OAK LANE, INSTALL ELECTRIC LINE	Tyrus Davis	2/28/2023
9	19759	3/2/2023	LOCATE 406, 410 & 412 TREVALLY CT, DESTROYED MARKS	Tyrus Davis	3/1/2023
10	19760	3/2/2023	LOCATE HWY211/RIVER RD, CLEARING	Tyrus Davis	3/1/2023
11	19761	3/2/2023	LOCATE HIGHLAND PARK, SITE WORK	Tyrus Davis	3/1/2023
12	19762	3/2/2023	LOCATE QUARTER MASTER DR/COTTAGE POINT WAY, UTILITIES	Tyrus Davis	3/1/2023
13	19763	3/2/2023	LOCATE 1136 DELAWARE ST/LONDON ST SE, INSTALL UNDГ CABLE	Tyrus Davis	3/1/2023
14	19765	3/2/2023	LOCATE 646 WILD ROSE WAY, INSTALL UNDГ CABLE	Tyrus Davis	3/1/2023
15	19766	3/7/2023	PICK UP DEBRIS BAGS AT JAIL ANNEX	David Kelly	3/6/2023
16	19768	3/7/2023	COOKIE NEEDS THE SPEAKERS FROM JAIL STORAGE.	David Kelly	3/8/2023
17	19773	3/8/2023	LOCATE ATLANTIC AVE/E 13TH ST, SITE WORK	Tyrus Davis	3/2/2023

18	19774 3/8/2023	LOCATE 512 BRUNSWICK ST/YACHT BASIN DR, INSTALLING WATER/SEWER TAP	Tyrus Davis	3/2/2023
19	19775 3/8/2023	LOCATE 203-207 E BROWN ST/N DRY ST, INSTALL UG POWER	Tyrus Davis	3/2/2023
20	19776 3/8/2023	LOCATE COMPASS CT, INSTALLING POWER	Tyrus Davis	3/3/2023
21	19777 3/8/2023	LOCATE 424 TROUT LILY LANE, BURY PHONE DROP	Tyrus Davis	3/3/2023
22	19778 3/8/2023	LOCATE 1133 SPINCAST RD/DOWNRIGGER, INSTALL UNDGCABLE	Tyrus Davis	3/3/2023
23	19779 3/8/2023	LOCATE 606 W WEST, NEW CONSTRUCTION	Tyrus Davis	3/3/2023
24	19780 3/8/2023	LOCATE NAVIGATOR WAY, E LEONARD, N CASWELL, TREVALLY CT, INSTALL ELECTRIC	Tyrus Davis	3/6/2023
25	19781 3/8/2023	LOCATE 613 E LEONARD ST/STUART AVE, LANDSCAPING	Tyrus Davis	3/6/2023
26	19782 3/9/2023	LOCATE 318 E NASH ST, SEWER LINE	Tyrus Davis	3/6/2023
27	19783 3/9/2023	LOCATE 103 W BAY ST/S HOWE ST, REPLACE SEWER LINE	Tyrus Davis	3/6/2023
28	19784 3/9/2023	LOCATE 50-5 W OWENS ST, BUILDING DECK	Tyrus Davis	3/6/2023
29	19785 3/9/2023	LOCATE 302 W 11TH ST, DIG WATER & SEWER	Tyrus Davis	3/6/2023
30	19786 3/9/2023	LOCATE 304 W 11TH, DIG WATER & SEWER	Tyrus Davis	3/6/2023
31	19787 3/9/2023	LOCATE 1625 N HOWE ST/ROBERT RUARK DR, FORCED MAIN REPAIR	Tyrus Davis	3/6/2023
32	19788 3/9/2023	LOCATE 1024, 1028, 1053 DOWNRIGGER TRAIL, ELECTRIC	Tyrus Davis	3/7/2023
33	19789 3/9/2023	LOCATE 1155, 1167, 1175 N CASWELL, ELECTRIC	Tyrus Davis	3/7/2023
34	19790 3/9/2023	LOCATE ALL SPINCAST RD, ELECTRIC	Tyrus Davis	3/7/2023
35	19791 3/9/2023	LOCATE 1134 SPINCAST RD	Tyrus Davis	3/7/2023

36	19792 3/9/2023	LOCATE 350 CHAMPION CT SE/FOREST OAKS DR, UNDG CABLE	Tyrus Davis	3/7/2023
37	19793 3/9/2023	LOCATE N HOWE ST/RIVER RD, INSTALLING TRAFFIC SIGNAL	Tyrus Davis	3/7/2023
38	19794 3/9/2023	LOCATE 1000 FAIRLEY ST SE, REMOVE OAKTREE STUMPS	Tyrus Davis	3/8/2023
39	19795 3/9/2023	LOCATE 5989 GRAY SQUIRREL PATH, DOG FENCE INSTALL	Tyrus Davis	3/8/2023
40	19796 3/9/2023	LOCATE 6064 SULLIVANS RIDGE RD, NEW GAS SERVICE	Tyrus Davis	3/8/2023
41	19797 3/9/2023	LOCATE 708 LONGLEAF DR, FRINK DR, UNDG CABLE.	Tyrus Davis	3/8/2023
42	19798 3/9/2023	LOCATE 6162 RIVER SOUND CIR, INSTALL UNDG CABLE	Tyrus Davis	3/8/2023
43	19799 3/9/2023	LOCATE 1430 N HOWE, MANHOLE CORE	Tyrus Davis	3/8/2023
44	19800 3/9/2023	MEASURE AND ORDER BLINDS FOR my OFFICE :)	Jeremy Kennedy	3/10/2023
45	19801 3/10/2023	LOCATE 617 PORT HAVEN WAY, INSTALL UNDG CABLE	Tyrus Davis	3/9/2023
46	19802 3/10/2023	LOCATE 420 CADES TRAIL, ELECTRIC	Tyrus Davis	3/9/2023
47	19803 3/10/2023	PAINT STOP BARS ON STUART & HOLLY AND RIVERMIST INTERSECTION	Mike Spicer	3/28/2023
48	19804 3/13/2023	TAKE MOVIE TOTES BACK TO THE JAIL FOR STORAGE	David Kelly	3/15/2023
49	19805 3/14/2023	CLEAN UP CASWELL & BROWN AREA AND 400 BLOCK OF CASWELL.	David Kelly	3/14/2023
50	19806 3/14/2023	DROP OFF BARRICADES AT 9TH AND ATLANTIC ON FRIDAY AFTERNOON	Mike Spicer	3/17/2023
51	19807 3/15/2023	LOCATE 5989 GRAY SQUIRREL PATH/TURTLEWOOD, DOG FENCE INSTALL	Tyrus Davis	3/13/2023
52	19808 3/15/2023	LOCATE SOUTHPORT SUPPLY RD, INSTALL SEWER LINE	Tyrus Davis	3/13/2023
53	19809 3/15/2023	LOCATE SOUTHPORT SUPPLY/J SWAIN BLVD, INSTALL SEWER LINE	Tyrus Davis	3/13/2023

54	19810 3/15/2023	LOCATE N HOWE ST/SANDY LANE, WATER & SEWER INSTALL	Tyrus Davis	3/13/2023
55	19811 3/15/2023	LOCATE N HOWE ST/WOODSIDE DR, WATERLINE REPAIR	Tyrus Davis	3/13/2023
56	19812 3/15/2023	LOCATE SOUTHPORT SUPPLY RD, WATER LINE	Tyrus Davis	3/13/2023
57	19813 3/15/2023	LOCATE WINAFRED, WATER LINE	Tyrus Davis	3/13/2023
58	19814 3/15/2023	LOCATE 4422 WILLOW MOSS WAY/FOREST OAKS, STORM WATER	Tyrus Davis	3/13/2023
59	19815 3/15/2023	CASWELL BETWEEN MOORE & BAY IS A TRUNK OF A TREE IN THE RIGHT OF WAY THAT NEEDS TO COME OUT. EAST SIDE OF STREET BESIDE YELLOW HOUSE.	Tom Stanley	3/17/2023
60	19816 3/16/2023	LOCATE 1015 E MOORE ST, INSTALL UNDГ CABLE	Tyrus Davis	3/15/2023
61	19817 3/16/2023	LOCATE 131 SANDY LANE/N HOWE ST, CABLE.	Tyrus Davis	3/15/2023
62	19818 3/16/2023	LOCATE 1625 HWY211/SANDY LANE, UTILITY AND GRADING	Tyrus Davis	3/15/2023
63	19819 3/16/2023	LOCATE 1658 N HOWE ST/SANDY LANE, CABLE.	Tyrus Davis	3/15/2023
64	19820 3/16/2023	LOCATE 1603-1635 N HOWE ST	Tyrus Davis	3/15/2023
65	19821 3/16/2023	LOCATE 208 WILLIS DR/E NASH ST, STUMP GRINDING	Tyrus Davis	3/15/2023
66	19822 3/17/2023	LOCATE 1010 CAPTAIN ADKINS DR/LIVE OAK TURN, UNDГ CABLE.	Tyrus Davis	3/16/2023
67	19823 3/17/2023	LOCATE 610 PORT HAVEN WAY, UNDГ CABLE	Tyrus Davis	3/16/2023
68	19824 3/17/2023	LOCATE 215 E LEONARD ST, ELECTRIC LINE	Tyrus Davis	3/16/2023
69	19825 3/17/2023	LOCATE 6086 SULLIVANS RIDGE RD, UNDГ CABLE	Tyrus Davis	3/16/2023
70	19826 3/17/2023	LOCATE 515-815 W ST GEORGE, GRADING AND UTILITIES	Tyrus Davis	3/16/2023
71	19827 3/17/2023	LOCATE 6718 W ST GEORGE, NEW CONSTRUCTION	Tyrus Davis	3/16/2023

72	19828 3/17/2023	LOCATE 5111 BENT OAK LANE, WATER SEWER	Tyrus Davis	3/16/2023
73	19829 3/17/2023	LOCATE 119 N HOWE ST/E MOORE ST, INSTALL WATER/SEWER TAP	Tyrus Davis	3/16/2023
74	19830 3/20/2023	ALLAYNA WOULD LIKE THE WOMEN'S TOILET NEXT TO HANDICAP STALL CHECKED. IT FREQUENTLY CLOGS.		3/20/2023
75	19831 3/23/2023	LOCATE 606 W WEST ST, NEW CONSTRUCTION	Tyrus Davis	3/21/2023
76	19832 3/23/2023	LOCATE ATLANTIC AVE/E 13TH ST, SITE WORK	Tyrus Davis	3/21/2023
77	19833 3/23/2023	LOCATE 1625 N HOWE ST/ROBERT RUARK DR SE, FORCED MAIN REPAIR	Tyrus Davis	3/21/2023
78	19834 3/23/2023	LOCATE HIGHLAND PARK AVE/STUART AVE, SITE WORK	Tyrus Davis	3/21/2023
79	19835 3/23/2023	LOCATE 116 N HOWE ST, INSTALLING WATER/SEWER	Tyrus Davis	3/21/2023
80	19836 3/23/2023	LOCATE 116 W WEST, BURY PHONE DROP	Tyrus Davis	3/21/2023
81	19837 3/23/2023	LOCATE 105 E BROWN ST/DRY ST, INSTALL UNDГ CABLE.	Tyrus Davis	3/21/2023
82	19838 3/23/2023	LOCATE 659 CAROLINA BAY CT/COTTAGE CREEK RD, INSTALL UNDГ CABLE.	Tyrus Davis	3/21/2023
83	19839 3/23/2023	LOCATE 5992 GRAY SQUIRREL PATH, INSTALLING GENERATOR	Tyrus Davis	3/21/2023
84	19840 3/23/2023	LOCATE 233 E LEONARD ST, NEW GAS MAIN	Tyrus Davis	3/21/2023
85	19841 3/23/2023	LOCATE E 8TH ST/E LEONARD ST, NEW GAS MAIN	Tyrus Davis	3/21/2023
86	19842 3/23/2023	LOCATE 607 COTTAGE POINT WAY, NEW CONSTRUCTION	Tyrus Davis	3/21/2023
87	19843 3/23/2023	LOCATE 219 N LORD ST, INSTALLING POOL	Tyrus Davis	3/21/2023
88	19844 3/23/2023	LOCATE 220 WILLIS DR/LONGLEAF DR, INSTALLING FENCE	Tyrus Davis	3/22/2023
89	19845 3/23/2023	LOCATE 233 E LOENARD ST, NEW GAS SERVICE	Tyrus Davis	3/22/2023

90	19846 3/23/2023	LOCATE BRUNSWICK ST, SEWER LINE	Tyrus Davis	3/22/2023
91	19848 3/24/2023	LOCATE 6162 RIVER SOUND CIR, INSTALLING IRRIGATION WELL	Tyrus Davis	3/23/2023
92	19849 3/24/2023	LOCATE 222 RIVER DR/CAPE FEAR DR, BURY PHONE DROP	Tyrus Davis	3/23/2023
93	19850 3/24/2023	LOCATE 1120 SPINCAST RD, INSTALL UNDГ CABLE	Tyrus Davis	3/23/2023
94	19851 3/24/2023	LOCATE 610 PORT HAVEN WAY, INSTALL UNDГ CABLE.	Tyrus Davis	3/23/2023
95	19853 3/27/2023	LOCATE 409 E NASH ST, INSTALLING ELECTRIC LINE	Tyrus Davis	3/24/2023
96	19854 3/27/2023	LOCATE 314 WILLIS DR, INSTALLING ELECTRIC LINE	Tyrus Davis	3/24/2023
97	19855 3/27/2023	LOCATE 420 CADES TRAIL, INSTALLING ELECTRIC LINE	Tyrus Davis	3/24/2023
98	19856 3/27/2023	LOCATE 304 W 11TH ST, INSTALLING ELECTRIC LINE	Tyrus Davis	3/24/2023
99	19861 3/28/2023	LOCATE 110- 301 RIVER DR, INSTALLING ELECTRIC	Tyrus Davis	3/27/2023
100	19862 3/28/2023	LOCATE 609 CLARENDON AVE, W LEONARD ST, INSTALLING SEWER LINE.		3/27/2023
101	19863 3/28/2023	LOCATE 415 FIREFLY LANE, INSTALLING ELECTRIC LINE	Tyrus Davis	3/27/2023
102	19864 3/28/2023	LOCATE 1120 SPINCAST RD/DOWNRIGER TRAIL, INSTALL UNDГ CABLE.	Tyrus Davis	3/27/2023
103	19865 3/29/2023	LOCATE 186 GENTLE BREEZE CT, INSTALLING GENERATOR	Tyrus Davis	3/28/2023
104	19866 3/30/2023	LOCATE 301 YAUPON DR/PARK AVE EXT. INSTALL UNDГ CABLE	Tyrus Davis	3/28/2023
105	19867 3/30/2023	LOCATE 611 N LORD/W OWENS ST, INSTALL UNDГ CABLE.	Tyrus Davis	3/28/2023
106	19868 3/30/2023	LOCATE ROBERT RUARK DR/HWY211, CLEARING AND GRADING	Tyrus Davis	3/28/2023
107	19869 3/30/2023	LOCATE 102 S FODALE AVE/RIVER DR, INSTALLING ELECTRICL CONDUIT	Tyrus Davis	3/29/2023

108	19870 3/30/2023	LOCATE 6010 SPIKERUSH TRAIL, INSTALLING GENERATOR	Tyrus Davis	3/29/2023
109	19871 3/30/2023	LOCATE 302 W ST GEORGE ST/CLARENDON AVE, BURY PHONE DROP.	Tyrus Davis	3/29/2023
110	19872 3/30/2023	LOCATE 302 W ST GEORGE/CLARENDON, BURY PHONE DROP	Tyrus Davis	3/29/2023
111	19873 3/30/2023	LOCATE 313 E MOORE ST/S RHETT ST, INSTALLING FENCE	Tyrus Davis	3/29/2023
112	19874 3/30/2023	LOCATE N HOWE ST/RIVER RD, INSTALLING TRAFFIC SIGNAL	Tyrus Davis	3/29/2023
113	19716 2/27/2023	PER COOKIE, STRIP OF METAL NEEDS REPLACED ON GYM DOOR.		
114	19767 3/7/2023	INDIAN TRAIL MEETING HALL - THRESHOLD FOR BACK DOOR NEEDS TO BE REPAIRED SO THAT IT IS STILL HANDICAPPED ACCCESSIBLE.	Harlan Pyles	
115	19847 3/24/2023	RE-PAINT "NO PARKING" LINES IN VICINITY OF 120 W MOORE ST. SEE TOM	Mike Spicer	

Utility Billing

Service Dates:

000001-03-2023	Closed	3/1/2023	Reconnect paid
000002-03-2023	Closed	3/1/2023	Reconnect PAID
000003-03-2023	Closed	3/1/2023	Reconnect paid
000004-03-2023	Closed	3/1/2023	Turn meter off - PHYSICALLY TURN OFF METER. CUST ON DISCONNECT RDM STATES OFF BUT CUST USING WATER
000006-03-2023	Closed	3/1/2023	Reconnect PAID
000007-03-2023	Closed	3/1/2023	Reconnect manually
000036-03-2023	Closed	3/1/2023	Check Water Meter ERROR 53 UNABLE TO COMMUNICATE W/METER
000053-08-2022	Closed	3/1/2023	Inspect RPZ/Install IRR Meter
000097-02-2023	Closed	3/1/2023	Check Water Meter - VERIFY METER WORKS (NO USAGE IN SEVERAL MONTHS) PROVIDE MANUAL READ
000108-02-2023	Closed	3/1/2023	Meter Change Out - replace meter (meter is not working)
000118-03-2023	Closed	3/1/2023	Check Water Meter - VOLTAGE < 3500 replace node low voltage
000150-03-2023	Closed	3/1/2023	Remove Meter

000151-03-2023	Closed	3/1/2023	Remove Meter
000152-03-2023	Closed	3/1/2023	Install Water Meter - meter input wrong. correcting so that reads will import/export
000008-03-2023	Closed	3/2/2023	Leak Detected puncture was made in the water line per the plumber. the leak is located near a tree, Terry Weary: 910-833-0908
000091-02-2023	Closed	3/2/2023	Meter Change Out - REPLACE METER REGISTER
000013-03-2023	Closed	3/3/2023	Miscellaneous; PLUMBER IS THERE NOW AND CANNOT LOCATE THE METER/CUTOFF VALVE. CAN SOMEONE PLEASE ASSIST?
000015-03-2023	Closed	3/3/2023	Remove Meter - cust request irrigation meter to be removed & discontinued, Please provide final manual read.
000017-03-2023	Closed	3/3/2023	Leak Detected - per cust states plmbr says the leak is before the meter & is a city issue, please advise
000019-03-2023	Closed	3/6/2023	TURN ON EXISTING - CUST CALLED IN REQ IRR METER TO BE TURNED BACK ON.
000014-03-2023	Closed	3/7/2023	Leak Detected; PER CUSTOMER LEAKING BETWEEN THE METER AND THE STREET. PLEASE CHECK ASAP
000016-03-2023	Closed	3/7/2023	TURN ON EXISTING - PLUMBER REQ WATER TO BE TURNED BACK ON
000020-03-2023	Closed	3/7/2023	Sewer Line Blocked
000021-03-2023	Active	3/7/2023	Install Water Meter
000022-03-2023	Closed	3/7/2023	Reconnect/ PAID
000025-03-2023	Closed	3/7/2023	Door Hanger - LEAK ALERT CHECK METER TO SEE IF CITY ISSUE. COULD NOT REACH CUST VIA PHONE

000026-03-2023	Closed	3/7/2023	Miscellaneous customer believes there to be an issue with his isolation valve at the meter. Please call customer when you arrive. JOHN 919-357-4232
000041-02-2023	Closed	3/7/2023	Leak Detected, water needs to be turned off. AFTERHOURS
000052-12-2022	Closed	3/7/2023	Install Water Sewer Tap - METER TEMPORARILY PLACED UNTIL TAP IS MADE. NEW TAP NEEDS TO BE MADE EXISTING TAP HAS VERY LOW PRESSURE. JEFF SAID THERE IS AN OLD METER ON SITE - MAYBE OLD PHANTOM METER - WAS IT REMOVED?
000074-02-2023	Closed	3/7/2023	Extension 3.9.2023 571.04
000101-05-2022	Closed	3/7/2023	Check Water Meter;CUSTOMER HAD LEAK IN JUNE 2021 AND NO USAGE HAS REGISTERED ON THE METER SINCE THEN. PLEASE CHECK METER/CHANGE OUT. LAST READ IN MINET IS 116580, SAME SINCE 06/21/2021
000156-03-2023	Closed	3/7/2023	Meter Change Out
000012-03-2023	Closed	3/8/2023	Install Irrigation Tap
000013-03-2022	Closed	3/8/2023	Check Irrigation Meter; Acct open and being paid but no usage for years. Please verify meter register is working.
000029-03-2023	Closed	3/8/2023	Reconnect - PAID IN FULL
000030-03-2023	Closed	3/8/2023	Check Water Meter- ERROR 53 UNABLE TO COMMUNICATE W/METER
000031-03-2023	Closed	3/8/2023	Check Water Meter ERROR 53 UNABLE TO COMMUNICATE W/METER
000032-03-2023	Closed	3/8/2023	Leak Detected_ BREAK IN THE SEWERLINE NEEDS ASSISTANCE ASAP
000033-03-2023	Closed	3/8/2023	Check Water Meter ERROR 53 UNABLE TO COMMUNICATE W/METER

000035-03-2023	Closed	3/8/2023	Check Water Meter ERROR 53 UNABLE TO COMMUNICATE W/METER
000037-03-2023	Closed	3/8/2023	Check Water Meter ERROR 53 UNABLE TO COMMUNICATE W/METER
000038-03-2023	Closed	3/8/2023	Check Water Meter ERROR 53 UNABLE TO COMMUNICATE W/METER
000039-03-2023	Closed	3/8/2023	Check Water Meter ERROR 53 UNABLE TO COMMUNICATE W/METER
000040-03-2023	Closed	3/8/2023	Check Water Meter ERROR 53 UNABLE TO COMMUNICATE W/METER
000041-03-2023	Closed	3/8/2023	Check Water Meter ERROR 53 UNABLE TO COMMUNICATE W/METER
000042-03-2023	Closed	3/8/2023	Check Water Meter ERROR 53 UNABLE TO COMMUNICATE W/METER
000043-03-2023	Closed	3/8/2023	Check Water Meter ERROR 53 UNABLE TO COMMUNICATE W/METER
000044-03-2023	Closed	3/8/2023	Check Water Meter ERROR 53 UNABLE TO COMMUNICATE W/METER
000045-03-2023	Closed	3/8/2023	Check Water Meter ERROR 53 UNABLE TO COMMUNICATE W/METER
000046-03-2023	Closed	3/8/2023	Check Water Meter ERROR 53 UNABLE TO COMMUNICATE W/METER
000047-03-2023	Closed	3/8/2023	Check Water Meter ERROR 53 UNABLE TO COMMUNICATE W/METER
000048-03-2023	Closed	3/8/2023	Install Water Meter
000049-03-2023	Closed	3/8/2023	Leak Detected near meter

000105-02-2023	Closed	3/8/2023	Extension GRANTED UNTIL 3/9/2023 IN THE AMOUNT OF 118.26
000050-03-2023	Closed	3/9/2023	Check Water Meter - per contractor he needs to know where the tap is. please locate
000055-03-2023	Closed	3/9/2023	TURN ON EXISTING
000052-03-2023	Closed	3/10/2023	Reconnect - paid in full. looks like rdm was turned on but is stuck. please turn on manually
000053-03-2023	Closed	3/10/2023	Install Irrigation Tap
000085-02-2023	Closed	3/10/2023	Install Water Sewer Tap
000086-02-2023	Closed	3/10/2023	Install Water Meter
000005-03-2023	Closed	3/13/2023	Install Water Meter - METER WAS REMOVED DUE TO NON PAY. CUST HAS PAID
000053-02-2023	Closed	3/13/2023	Extension 405.91 TO BE PAID BY 3.9.2023
000056-03-2023	Closed	3/13/2023	Reconnect - PAID IN FULL
000065-02-2023	Closed	3/13/2023	Miscellaneous CUSTOMER HAS CLOSED HIS BANK ACCOUNT AND IS WANTING HIS BANK DRAFT REMOVED. FINAL BILL WILL BE MADE WITH A CHECK
000069-02-2023	Closed	3/13/2023	Extension GRANTED UTIL MARCH 9TH,
000070-02-2023	Closed	3/13/2023	Extension GRANTED TO MARCH 9, 2023
000073-03-2023	Closed	3/13/2023	Sewer Line Blocked - roto rooter called in re: sewer states that they feel like the issue is city. verbal to after hours connor davis

000078-02-2023	Closed	3/13/2023	Extension GRANTED UNTIL 3/9/2023 IN THE AMOUNT OF 139.55
000083-02-2023	Closed	3/13/2023	Extension - for 159.00 due 3.9.2023
000088-02-2023	Closed	3/13/2023	Miscellaneous received a pledge 125.00
000103-02-2023	Closed	3/13/2023	Extension granted until 3/9/2023 in the amount of 112.58
000107-02-2023	Closed	3/13/2023	Extension granted until 3/9/2023 in the amount of 113.54
000141-03-2023	Closed	3/13/2023	Miscellaneous RECIEVED PLEDGE 170.98
000074-03-2023	Closed	3/14/2023	Sewer Line Blocked - cust states the line is still blocked after lines jetted on the 3.7.2023 by CD
000075-03-2023	Closed	3/14/2023	Meter Change Out
000076-03-2023	Closed	3/14/2023	Meter Change Out - per MC text
000078-03-2023	Closed	3/14/2023	Check Water Meter - cust states his water is intermittent
000079-03-2023	Closed	3/14/2023	Meter Change Out - per MC text
000081-03-2023	Closed	3/14/2023	Meter Change Out - per MC text
000082-03-2023	Closed	3/14/2023	Meter Change Out - per MC text
000083-03-2023	Closed	3/14/2023	Meter Change Out - per MC text

000084-03-2023	Closed	3/14/2023	Meter Change Out - per MC text
000085-03-2023	Closed	3/14/2023	Meter Change Out - per MC text
000086-03-2023	Closed	3/14/2023	Meter Change Out - per MC text
000087-03-2023	Closed	3/14/2023	Meter Change Out - per MC text
000142-03-2023	Closed	3/14/2023	Meter Change Out - found during billing reads request
000144-03-2023	Closed	3/14/2023	Meter Change Out - found swap done during billing
000146-03-2023	Closed	3/14/2023	Meter Change Out - SWAPPED FOUND DURING BILLING
000147-03-2023	Closed	3/14/2023	Meter Change Out - meter swapped found during billing
000148-03-2023	Closed	3/14/2023	Meter Change Out - meter swapped on 3.14.2023 billing dept not notified found during billing
000149-03-2023	Closed	3/14/2023	Meter Change Out - meter was swapped on 3.14.2023 billing dept not notified found during billing updating info
000161-03-2023	Closed	3/14/2023	Meter Change Out
000056-05-2022	Closed	3/15/2023	Check Water Meter; no usage reported on this meter since 2018. Customer said they had a main break and asked for meter to be turned off on 5/12/22 but no usage reported in years. Please check.
000061-01-2023	Cancel	3/15/2023	Install Water Meter
000080-03-2023	Closed	3/15/2023	Reconnect PAID

000088-03-2023	Closed	3/15/2023	Check Water Meter - no usage on meter for several months. please check to see if meter/register/node is working
000089-03-2023	Closed	3/15/2023	Sewer Line Blocked
000091-03-2023	Closed	3/15/2023	Reconnect
000094-03-2023	Closed	3/15/2023	Meter Change Out
000137-01-2023	Closed	3/15/2023	Reconnect Paid 1/30/23
000002-03-2022	Closed	3/16/2023	Check Water Meter; no usage in several years. Also, please see if this meter serves a poolhouse with toilets/sinks if possible.
000010-03-2022	Closed	3/16/2023	Check Water Meter; per previous work order, this meter isn't working , the register isn't working OR they are getting water from another source we aren't aware of. Please investigate.
000049-01-2023	Closed	3/16/2023	Miscellaneous - customer states citizens are falling & "demands" that a rail be put up at steps. also leaves need to be cleaned & the steps repaired. Location is alleyway between bay & dry
000057-03-2023	Closed	3/16/2023	Install Irrigation Tap
000062-03-2023	Closed	3/16/2023	Check Water Meter REOCCURING ERROR 53 UNABLE TO COMMUNICATE W/METER
000077-03-2023	Closed	3/16/2023	Meter Change Out - per MC
000090-03-2023	Closed	3/16/2023	Leak Detected AT THE METER ON CITY SIDE
000093-02-2023	Closed	3/16/2023	Check Water Meter - VERIFY METER WORKS (NO USAGE IN SEVERAL MONTHS) PROVIDE MANUAL READ
000093-03-2023	Closed	3/16/2023	Check Water Meter - no leak alert but high usage. please verify no issue on city side.

000095-03-2023	Closed	3/16/2023	Check Water Meter
000098-03-2023	Closed	3/16/2023	Meter Change Out - per MC text
000099-03-2023	Closed	3/16/2023	Meter Change Out -PER MC TEXT
000100-03-2023	Closed	3/16/2023	Inspect RPZ/Install IRR Meter
000123-11-2022	Closed	3/16/2023	Check Water Meter VERIFY MULTIPLIER HIGH USAGE 3700G A DAY
000153-03-2023	Closed	3/16/2023	Meter Change Out
000160-03-2023	Closed	3/16/2023	Meter Change Out
000166-03-2023	Closed	3/16/2023	Meter Change Out
000096-03-2023	Closed	3/17/2023	Install Water Sewer Tap
000097-03-2023	Closed	3/17/2023	Install Water Meter
000103-03-2023	Closed	3/17/2023	Check Water Meter - leak alrt/ cust states the leak is on the city side at meter
000155-03-2023	Closed	3/17/2023	Meter Change Out
000137-03-2023	Closed	3/20/2023	Reconnect PER RDM THE WATER IS TURNED ON. CUSTOMER STATES HE HAS NO WATER. PLEASE ASSIST
000138-03-2023	Closed	3/20/2023	Remove Water Meter - Customer request for irrigation meter to be removed & to discontinue service

000159-03-2023	Closed	3/20/2023	Meter Change Out
000034-03-2023	Closed	3/21/2023	Check Water Meter ERROR 53 UNABLE TO COMMUNICATE W/METER
000065-03-2023	Closed	3/21/2023	Check Water Meter -REOCCURING ERROR 53 UNABLE TO COMMUNICATE W/METER
000066-03-2023	Closed	3/21/2023	Check Water Meter -REOCCURING ERROR 53 UNABLE TO COMMUNICATE W/METER
000106-03-2023	Closed	3/21/2023	Check Water Meter -NONCOMMUNICATION troubleshoot register & meter replace node?
000107-03-2023	Closed	3/21/2023	Check Water Meter - NONCOMMUNICATION troubleshoot register & meter replace node?
000108-03-2023	Closed	3/21/2023	Check Water Meter - NONCOMMUNICATION troubleshoot register & meter replace node?
000110-03-2023	Closed	3/21/2023	Check Water Meter - NONCOMMUNICATION troubleshoot meter & register replace node?
000111-03-2023	Closed	3/21/2023	Check Water Meter - NONCOMMUNICATION troubleshoot meter & register replace node?
000113-03-2023	Closed	3/21/2023	Check Water Meter - NONCOMMUNICATION troubleshoot meter & register replace node?
000114-03-2023	Closed	3/21/2023	Check Water Meter - NONCOMMUNICATION troubleshoot meter & register replace node?
000115-03-2023	Closed	3/21/2023	Check Water Meter - REOCCURING ERROR 53 NONCOMMUNICATION troubleshoot meter & register replace node?
000116-03-2023	Closed	3/21/2023	Check Water Meter - NONCOMMUNICATION troubleshoot meter & register replace node?
000117-03-2023	Closed	3/21/2023	Check Water Meter - NONCOMMUNICATION troubleshoot register & meter replace node?

000119-03-2023	Closed	3/21/2023	Check Water Meter - VOLTAGE < 3500 replace node low voltage
000120-03-2023	Closed	3/21/2023	Check Water Meter - ERROR 53 Do 3 wire read check, most likely replace Meter and Register, but troubleshoot node too; RMA
000121-03-2023	Closed	3/21/2023	Check Water Meter - ERROR 53 Do 3 wire read check, most likely replace Meter and Register, but troubleshoot node too; RMA
000122-03-2023	Closed	3/21/2023	Check Water Meter - ERROR 53 Do 3 wire read check, most likely replace Meter and Register, but troubleshoot node too; RMA
000123-03-2023	Closed	3/21/2023	Check Water Meter - ERROR 53 Do 3 wire read check, most likely replace Meter and Register, but troubleshoot node too; RMA
000124-03-2023	Closed	3/21/2023	Check Water Meter - ERROR 53 Do 3 wire read check, most likely replace Meter and Register, but troubleshoot node too; RMA
000125-03-2023	Closed	3/21/2023	Check Water Meter - ERROR 53 Do 3 wire read check, most likely replace Meter and Register, but troubleshoot node too; RMA
000126-03-2023	Closed	3/21/2023	Check Water Meter - ERROR 53 Do 3 wire read check, most likely replace Meter and Register, but troubleshoot node too; RMA
000127-03-2023	Closed	3/21/2023	Check Water Meter - ERROR 53 Do 3 wire read check, most likely replace Meter and Register, but troubleshoot node too; RMA
000140-03-2023	Closed	3/21/2023	Miscellaneous CUSTOMER COMPLAINS OF LOW WATER PRESSURE
000154-03-2023	Closed	3/21/2023	Check Water Meter & provide manual read. This is the same meter from last month that had the reverse flow of 800g
000162-03-2023	Closed	3/21/2023	Meter Change Out
000216-03-2023	Closed	3/21/2023	Reconnect - paid in full
000225-03-2023	Closed	3/21/2023	Reconnect - paid in full

000163-03-2023	Closed	3/22/2023	Turn meter off - cust request water to be turned off due to possible leak.
000167-03-2023	Closed	3/22/2023	Miscellaneous RECEIVED A PLEDGE 170.14
000158-03-2023	Closed	3/23/2023	Check Water Meter & provide manual read reverse flow & wheel location alert may need to be swapped?
000164-03-2023	Closed	3/23/2023	Check Water Meter - PROVIDE MANUAL READ. LOOKS TO BE A NODE SWAP BUT THE USAGE HAS JUMPED 70,000G IN 5 DAYS
000169-03-2023	Closed	3/23/2023	Turn meter off - France Brown deceased 3.9.2023
000171-03-2023	Closed	3/23/2023	Inspect RPZ/Install IRR Meter; Per customer, ready to be inspected
000174-03-2023	Closed	3/23/2023	Check Water Meter & POSSIBLE REINSTALL. BELIEVE H&H HAS TAKEN THIS METER OUT OF TAP & NOW MYSTERIOUSLY NEEDS IT PLACED BACK IN. CHARGES? dream finders home bill 607.483.4501
000028-12-2022	Closed	3/24/2023	Install Irrigation Tap
000030-12-2022	Closed	3/24/2023	Install Irrigation Tap - TERRY ANGO 910-443-6739 REQ STATUS ON ALL IRRIGATION REQUEST FOR PORT HAVEN
000031-12-2022	Closed	3/24/2023	Install Irrigation Tap
000032-12-2022	Closed	3/24/2023	Install Irrigation Tap
000033-12-2022	Closed	3/24/2023	Install Irrigation Tap
000034-12-2022	Closed	3/24/2023	Install Irrigation Tap

000059-03-2023	Cancel	3/24/2023	Inspect RPZ/Install IRR Meter
000145-03-2023	Closed	3/24/2023	Install Irrigation Tap STATES RPZ HAS PASSED INSPECTION
000177-03-2023	Closed	3/24/2023	Miscellaneous - what should charges be for broken valve & tampering of meter by customer?
000179-03-2023	Closed	3/24/2023	Inspect RPZ/Install IRR Meter - req was made prior to CO (12/6/2022)
000180-03-2023	Closed	3/24/2023	Inspect RPZ/Install IRR Meter - request was made prior to CO issued
000181-03-2023	Closed	3/24/2023	Inspect RPZ/Install IRR Meter - req was made prior to CO
000182-03-2023	Closed	3/24/2023	Inspect RPZ/Install IRR Meter
000183-03-2023	Closed	3/24/2023	Inspect RPZ/Install IRR Meter
000184-03-2023	Closed	3/24/2023	Inspect RPZ/Install IRR Meter
000185-03-2023	Closed	3/24/2023	Inspect RPZ/Install IRR Meter
000186-03-2023	Closed	3/24/2023	Inspect RPZ/Install IRR Meter - req was put in by builder prior to co
000191-03-2023	Closed	3/24/2023	Install Water Meter
000190-03-2023	Closed	3/25/2023	Reconnect - per mc an after hours request was made to restore services on 3.25.2023
000043-02-2023	Closed	3/27/2023	Miscellaneous locate and mark water/sewer & sewer clean out

000102-03-2023	Closed	3/27/2023	Leak Detected - please check meter leak alert (see attached) called Pat @ Pub no answer. 100+ gallons a hour
000170-03-2023	Closed	3/27/2023	Inspect RPZ/Install IRR Meter
000187-03-2023	Closed	3/27/2023	Sewer Line Blocked - AFTER HOURS VERBAL TO MARK
000188-03-2023	Closed	3/27/2023	Inspect RPZ/Install IRR Meter
000197-03-2023	Closed	3/27/2023	Turn meter off - PER CUST CALLED IN REQ TO TURN METER OFF DUE TO WORKING ON HOUSE.
000202-03-2023	Closed	3/27/2023	Turn meter off LEAK DETECTED. METER WAS TURNED OFF VIA RDM BUT WATER IS STILL RUNNING.
000211-03-2023	Closed	3/27/2023	Inspect RPZ/Install IRR Meter
000212-03-2023	Closed	3/27/2023	Meter Change Out
000206-03-2023	Closed	3/28/2023	Turn meter off - due to nonpay on 1109 N Caswell Sewer repair per TS
000207-03-2023	Closed	3/28/2023	Turn meter off - due to nonpay on 1109 N Caswell Sewer repair per TS
000208-03-2023	Closed	3/28/2023	Turn meter off - due to nonpay on 1109 N Caswell Sewer repair per TS
000209-03-2023	Closed	3/28/2023	Turn meter off - due to nonpay on 1109 N Caswell Sewer repair per TS
000210-03-2023	Closed	3/28/2023	Turn meter off - due to nonpay on 1109 N Caswell Sewer repair per TS
000213-03-2023	Closed	3/28/2023	Reconnect

000214-03-2023	Closed	3/28/2023	Reconnect TURN IRRIGATION METER ON
000215-03-2023	Closed	3/28/2023	Reconnect - paid in full
000217-03-2023	Closed	3/28/2023	Reconnect
000218-03-2023	Closed	3/28/2023	Reconnect paid
000219-03-2023	Closed	3/28/2023	Reconnect paid
000221-03-2023	Closed	3/28/2023	Reconnect PAID
000222-03-2023	Closed	3/28/2023	Reconnect PAID
000223-03-2023	Closed	3/28/2023	Reconnect PAID
000224-03-2023	Closed	3/28/2023	Reconnect PAID
000226-03-2023	Closed	3/28/2023	Reconnect - PAID IN FULL
000227-03-2023	Closed	3/28/2023	Reconnect PAID
000228-03-2023	Closed	3/28/2023	Reconnect paid
000229-03-2023	Closed	3/28/2023	Reconnect paid
000230-03-2023	Closed	3/28/2023	Reconnect PAID

000231-03-2023	Closed	3/28/2023	Reconnect paid
000232-03-2023	Closed	3/28/2023	Reconnect paid
000235-03-2023	Closed	3/28/2023	Reconnect paid
000237-03-2023	Closed	3/28/2023	Reconnect AFTER HOURS PAID
000198-03-2023	Closed	3/29/2023	Miscellaneous - Per customer's request could the water meter be lifted 5 - 6" from where it is now PLEASE ADVISE IF ADDITIONAL CHARGE IS NEEDED
000199-03-2023	Closed	3/29/2023	Install Irrigation Tap
000200-03-2023	Closed	3/29/2023	Inspect RPZ/Install IRR Meter
000236-03-2023	Closed	3/29/2023	Reconnect paid
000238-03-2023	Closed	3/29/2023	Miscellaneous PLUMBER NEEDS SEWER LOCATED
000239-03-2023	Closed	3/29/2023	Turn meter off - CUST REQUEST METERS TO BE TURNED OFF DUE TO REPAIRING IRRIGATION & HOUSE
000240-03-2023	Closed	3/29/2023	Miscellaneous customer complains of low water pressure for the passt 3 days. please assist.
000242-03-2023	Closed	3/29/2023	Reconnect paid
000189-03-2023	Closed	3/30/2023	Extension GRANTED IN THE AMOUNT OF 123.10 UNITL 4//12/2023
000241-03-2023	Closed	3/30/2023	Leak Detected at the meter

000243-03-2023	Closed	3/30/2023	Sewer Line Blocked
000245-03-2023	Closed	3/30/2023	Sewer Line Blocked customer is having sewer issues and thinks the line may be blocked. please assist. Manjula: 812-325-9560 please update customer on findings
000246-03-2023	Closed	3/30/2023	Reconnect paid
000247-03-2023	Closed	3/30/2023	Check Water Meter - please take a picture of read on meter. cust is adamant that the reading billed is incorrect
000248-03-2023	Closed	3/30/2023	Leak Detected CUSTOMER BELIEVES THERE TO BE A SEWER LEAK BETWEEN 108 AND 106 CAPE FEAR DR. PLEASE CONTACT CUSTOMER WITH UPDATE. WOOLWICH: 910-368-9622
000252-03-2023	Closed	3/31/2023	Miscellaneous needs a located for water hookup and sewer clean out. blake chamber : 910-470-9434 if you have any questions
000253-03-2023	Closed	3/31/2023	Check Water Meter - new install but has a negative reading on 3/28/2023

Request Code Totals:

UB - Service Requests Report by Service Date (04/03/2023 - 9:26 AM)



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	03/10/23	03/20/23	02/01/23 - 02/28/23	\$397,445.31

Wholesale Power Service Schedule FR-7

DESCRIPTION	RATE	QTY	AMOUNT
Demand Charges:			
All Demand	\$21.84/kW	11,215	244,935.60
Energy Charges:			
Monthly Energy Charge	\$.02558/kWh	4,056,635	103,768.72

Additional Charges

DESCRIPTION	RATE	QTY	AMOUNT
Rider 1 FRPPA True-Up Charge/(Credit)			0.00
Rider 2 Delivery Surcharge	\$0.06/kW	11,215	672.90
Rider 3B Leased Facilities Surcharge	\$0.88/kW	11,474	10,097.12
Rider 6A NCEMPA Generation Credit			(1,805.28)
Rider 6B NCEMPA Generation Credit			(2,851.25)
Rider 7A Power Agency Service (PAS) Charge			9,274.08
Rider 7B Renewable Energy Portfolios Standards (REPS) Charge			1,993.82
Rider 8 Debt Defeasance Support Charge			31,359.60
Other Charges/(Credits)			0.00

Power Bill payment made by ACH Debit

TOTAL AMOUNT DUE

\$397,445.31

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	03/10/23	02/01/23 - 02/28/23	02/04 @ 1000 / 11,474 kW	11,215 kW

DEP System Peak = 02/04/23 @ 0800 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	02/04/23 @ 1000	11,474	11,215	0	11,215
TOTAL			11,215	0	11,215

ENERGY DATA

	(G)	(H)	(I=G-H)		
DELIVERY POINT	METERED kWh	SEPA kWh	BILLED kWh	METERED KVAR	EXCESS KVAR
SOUTHPORT DP	4,056,635	0	4,056,635	1,201,265	0
TOTAL	4,056,635	0	4,056,635	1,201,265	0



Power Billing Statement
North Carolina Eastern Municipal Power Agency

MEMBER	BILL DATE	FOR SERVICE
SOUTHPORT	03/10/23	02/01/23 - 02/28/23

Billing Summary

	CALENDAR YEAR (JAN23 - FEB23)	FISCAL YEAR (JUL22 - FEB23)
Total Bill	\$818,719.12	\$3,327,071.22
Metered Energy (Includes SEPA kWh)	8,851,882	41,339,135
SEPA Energy	0	0



MEMBER	BILL DATE	FOR SERVICE
SOUTHPORT	03/10/23	02/01/23 - 02/28/23

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	02/04 @ 1000	11,474	11,215	4,056,635	3,504	0	0
TOTAL				11,215	4,056,635			



Power Billing Statement

North Carolina Eastern Municipal Power Agency

MEMBER	BILL DATE	FOR SERVICE
SOUTHPORT	03/10/23	02/01/23 - 02/28/23

Summary of Distributed Generation Credits

	Rider 6A	Rider 6B
Total CP kW	17,751	19,744
Total Transmission kW	17,751	19,430
Total Energy (kWh)	54,542	60,606
Member % of Revenue	0.7826%	0.8961%
CP Demand (kW)	139	177
Transmission (kW)	139	174
Energy (kWh)	427	543
CP Demand Credit(\$)	(2,616.68)	(3,332.03)
Transmission Demand Credit(\$)	(274.25)	(343.30)
Energy Credit(\$)	(11.24)	(14.29)
Distributed Generation Credit(\$)	(2,902.17)	(3,689.62)
Power Agency Expense(\$)	1,096.89	838.37
TOTAL MONTH CREDIT(\$)	(1,805.28)	(2,851.25)



MEMBER	BILL DATE	FOR SERVICE
SOUTHPORT	03/10/23	02/01/23 - 02/28/23

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 2023 projection is reflected in the January 2023 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(\$)	\$9,274.08
Power Agency Service %	0.82 %

Rider 7B - Renewable Energy Portfolio Standards (REPS) Charge

The Renewable Energy Portfolio Standards (REPS) Charge 2023 projection is reflected in the January 2023 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(\$)	\$1,993.82
Renewable Energy Portfolio Standards %	0.82 %

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 %