



**CITY OF SOUTHPORT
BOARD OF ALDERMEN
REGULAR MEETING AGENDA**
223 E. BAY STREET
August 10, 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. Approval of the Consent Agenda**
 - 1. Budget Amendment #1 (Reimbursement for Street Lights) pgs 3-11
 - 2. Minutes of the Board of Aldermen Agenda Review and Workshop July 7, 2023 pgs 12-15
 - 3. Minutes of the Board of Aldermen Special Public Meeting June 28, 2023 pgs 16-19
 - 4. Minutes of the Regular Board of Aldermen Meeting July 13, 2023 pgs 20-28
 - 5. Code of Ordinance Amendment to Chapter 2: Boards and Committees: Cemetery Committee pgs 29-31
- G. Special Recognition**
 - 1. Forestry Committee: Tree Champion Award pg 32
- H. Public Hearings**
 - 1. Public Hearing: Text Amendment-Signage and Illumination (M. Meehan) pgs 33-47
 - 2. Public Hearing: Map Amendment (Rezoning)-605 W. Brown Street (M. Meehan) pgs 48-59

I. Presentations

1. Presentation and Update by Up Your Arts (B. Bray, J. Keiffer) pgs 60-80

J. Agenda

1. W K Dickson Sewer Update Presentation and Contract Amendment (C. Hubbard, T. Zilinek) pgs 81-98
2. Discussion and Board Vote: Conditional Zoning Text Amendment (T. Henley, D. Dutton, B. Therrien) pgs 99-126
3. Call for Public Hearing: Text Amendment for Short Term Vacation Rental Ordinance (T. Henley) pgs 127-136
4. Finance Policy: Internal Controls (P. Gross) pgs 137-146
5. ABC Appointment (Mayor Hatem, D. Dutton) pgs 147-151
6. Stabilization of W. Bay Street (T. Stanley) pgs 152-154
7. Selection of Contractor for Cemetery Maintenance (T. Zilinek, D. Dutton, T. Stanley) pgs 155-170

K. Committee Reports

1. Beautification Committee pgs 171-174
2. ABC Board pgs 175-176
3. Planning Board pgs 177-180
4. Historic Preservation Commission pgs 181-183

L. Manager's Report

M. Mayor's Comments

N. Staff Reports

1. Fire Department pg 184
2. Police Department pg 185
3. Community Relations pgs 186-189
4. Parks and Recreation pg 190-192
5. Public Services pgs 193-224
6. Planning and Inspections pgs 225-226
7. Animal Protective Services pg 227
8. Finance Department pgs 228-293

O. Board Comments

Closed Session N.C.G.S. 143-318.11 (a) (5). To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.

P.

Closed Session: Per § 143-318.11 (6). The Board of Aldermen will meet in Closed Session to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge, or removal shall be taken in an open meeting.

Q.

R. Adjourn



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: 7/31/2023 DEPARTMENT: Electric/Finance

PRESENTED BY: Consent Agenda Item

ITEM SPONSORED BY: _____

ITEM/TOPIC: The City agreed to pay for several streetlights in the Rivermist subdivision, but it was never set up last year.

COST: _____ BUDGET LINE ITEM: _____

JUSTIFICATION: The Board agreed to pay for the Rivermist streetlights last year and it was supposed to start when the FY22-23 Budget was approved. This budget amendment provides a reimbursement for several streetlights in Rivermist and Dutchman Village.

IMPACT IF NOT APPROVED: _____
The City will not be following the Streetlight Policy that was adopted in 2022.

DEPARTMENT HEAD COMMENTS: Moving forward, City staff has set it up so the City will get the bills for the Rivermist streetlights. This payment will catch us up from what has not be paid, but should have been every month for almost a year.

CITY MANAGER COMMENTS: _____

ATTACHMENTS: Budget Amendment #1; a breakdown of the amounts due; a copy of the adopted streetlight policy.

REQUESTED ACTION: Approve the Budget Amendment as part of the Consent Agenda.

PROPOSED MOTION: When you approve the Consent Agenda, this amendment will be approved.

Dorothy Dutton

From: Paul 'Ellie' Pittenger
Sent: Wednesday, July 19, 2023 8:24 AM
To: Paul Gross; Brandon Stevens
Cc: Dorothy Dutton; Tom Stanley
Subject: Rivermist Reimbursements

Paul & Brandon,

As per correspondence with Dorrie and Bonnie yesterday, to reimburse Rivermist POA and Rivermist Townhomes POA for the 22-23 fiscal year for their respective streetlights:

Rivermist POA has 69 100W streetlights @ \$11.75 each per month (City of Southport rate) and Rivermist Townhomes POA has 6 100W streetlights @ \$11.75 each per month (City of Southport rate), the Totals for each are:

Rivermist POA should get \$9,729.00 for FY 22-23 and the Rivermist Townhomes POA should get \$846.00 for FY 22-23.

Moving forward, if we were to reimburse each month; the Rivermist POA would get \$810.75 per month and the Rivermist Townhomes POA would get \$70.50 per month.

Since we don't have any Electrical accounts with either POA, we would have to create another way to reimburse from. We'd basically be paying part of their electric bills from another utility.

We can discuss this after the Staff Meeting today or set up a meeting later to discuss the details and where to pull the monies from.

Thank you,

Paul E. Pittenger
City of Southport Public Works
Electrical Superintendent
Desk: 910-457-7938
Fax: 910-457-7101



BUDGET AMENDMENT #1

WHEREAS, the City of Southport is to reimburse Rivermist POAs for street lights, as agreed upon in 2022-2023; and

WHEREAS, the City needs to acknowledge that these charges were not included in the approved 2024 budget; and

WHEREAS the budget ordinance for fiscal year 2023-2024 needs to be amended to reflect the allocation of funds; and

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 2023-2024 shall be amended as follows:

Revenue

Transfer From General Fund	\$ 11,650
10-00-3780-1000	

Expenditures

Streets-Contract Services	\$ 11,650
10-05-4511-4400	

Adopted by the City of Southport Board of Aldermen in Regular session,
August 10, 2023.

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

Dorothy Dutton, City Clerk
Assistant City Manager



Board of Aldermen Regular Meeting Minutes
April 14, 2022
223 E. Bay Street
Community Building
6:00 p.m.

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

Staff Present: Gordon Hargrove, City Manager
Dorothy Dutton, City Clerk
Norwood Blanchard, III, City Attorney
Thomas Lloyd, Developmental Services Director
Randy Jones, Communications/Tourism Director
Lisa Anderson, Asst. Communications Director
Allayna Dail, Tourism and Communications Administrator
Heather Hemphill, Parks and Recreation Director
Kate Marshall, Animal Control
Todd Coring, Police Chief
Charles Drew, Fire Chief
Ralph Treadway, EMS Battalion Chief
Melanie Trexler, Finance Director
Teresa Jones, Tax Collector and Finance Specialist

Others Present: Tish Hatem, Will Hewitt, Jason Robbins, Harley Lemons, Jennifer and Harvey Fontaine, Fred Fiss, Loten Masker, Amy Aycok, Carter Hubbard, Joe Cook with Amick Equipment, Eliot Duke with the State Port Pilot, and many other interested citizens attended.

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

A.) Mayor Joseph P. Hatem called the meeting to order at 6:01 p.m. and welcomed everyone to the meeting. He thanked everyone for attending the meeting or watching online.

B.) Mayor Hatem asked Alderman Reverend Lowe Davis to provide the invocation.

C.) Mayor Hatem led the pledge of allegiance.

D.) Public Comment: Mayor Hatem stated that an additional town hall meeting would be scheduled after the Planning Board makes a recommendation to the Board of Aldermen. He said that he was excited to announce that Bay Street and Howe Street would be getting paved very soon. Mayor Hatem then asked the City Clerk Dorothy Dutton to call upon the individuals signed up for public comment. Ms. Dutton called Kathy Cabral to the podium. She stated her name and address, 308 W. West Street. Ms. Cabral said that anyone who attended the Mayor's town hall meeting the previous week could read the room to see that the people of Southport are not great supporters of the Indigo project. She questioned who made the project so binary because it is not a binary decision. She asked why the property has to be developed at all. There are several land and conservation trusts that might be interested, or maybe the City could purchase it to keep it undeveloped. Ms. Dutton asked Mr. Harley Lemons to approach the podium for public comment. He wants to discuss potholes and road signage. He has used the online maintenance request before, but he wondered if City maintenance staff could just repair the holes when they are identified. Mr. Lemons

added that traffic controls are out of control. There are yield signs on a straight-a-way, and he doesn't know who he is yielding to because the other street has stop signs. He wanted to know who authorized the traffic controls in that manner.

Rebecca Kelly addressed the Board next. She said that she resides in Indigo Plantation. She said that she was grateful that the new City attorney was present. She described the new general statute that pertains to local government officials participating in contracts with the non-profits that they are affiliated with and stated that Doshier Hospital is a 501(c)3. She questioned the Mayor's position in presiding over the Indigo Plantation Phase 2 meetings because of his employment with the hospital. She suggested that perhaps the Mayor Pro tem might be better suited to handle the Indigo meetings.

E.) Approval of Agenda

Alderman Allen made a motion to approve the agenda, as presented. Alderman Lombardi seconded the motion. All ayes. Motion carried.

F.) Approval of Consent Agenda

1. Minutes of the Regular Board of Aldermen Meeting March 10, 2022
2. Minutes of the Special Board of Aldermen Closed Session 11th, 2022
3. Minutes of the Special Board of Aldermen Joint Meeting March 24, 2022
4. Amendment to Noise Ordinance-**POSTPONED**
5. Shoreline Stabilization Proposal Approval-**POSTPONED**
6. Resolution in Support of Requesting ARPA Funding or Adding Capacity to Existing Wastewater Treatment Plan
7. Resolution in Support of Requesting ARPA Funding for Rehab of 1913 Sewer System
8. Resolution in Support of Requesting ARPA Funding for I & I Study
9. Resolution to Surplus and Sell Police Vehicles by Sealed Bid

Mayor Hatem gave a summary of the Consent Agenda items. ***Alderman Lombardi made a motion to approve the consent agenda, as presented. Mayor Pro-tem seconded. All ayes. Motion carried.***

G.) Special Recognition-

1. Mayor Hatem recited the Proclamation for Arbor Day. Alderman Davis explained that the Forestry Committee had something special planned this year for Arbor Day. There would be a program on April 29th on the steps of Fort Johnson.
2. Mayor Hatem read the Proclamation for Earth Day.
3. Mayor Hatem said a few words about Jenna Fontaine who served on the Board of Adjustment for over ten years. He presented her with a plaque in gratitude for her service. Harley Lemons, the Board of Adjustment Chair also said that the Board was grateful for Jenna's service and for providing insight and perspective to each case they heard.

G.) Agenda

1. Mayor Hatem said the first item on the agenda was a discussion about increasing the City's contribution to the Neighbor 4 Neighbor program. Teresa Jones, Finance Specialist explained that the program was created in 2020 to assist residents who had difficulty paying their monthly utility bill. There are (16) seniors participating on a regular basis, and 4-5 non-senior participants. When the program was created, the City offered \$20 a month. Because the rates increased in March, there is renewed need for assistance. City staff is proposing \$40 a month. Alderman Alt asked if there was money in the budget to increase the contribution? Mayor Pro-tem Mosteller answered that there was enough in the budget because they allocated about \$10,000 a year. Senior assistance is provided by the Board's contributions. Non-senior contributions are made from public donations. ***Alderman Lombardi made a motion to approve the increase the amount of assistance to \$40 a month. Mayor Pro-tem Mosteller seconded the motion. All ayes. Motion carried.***
2. Funding a Study of the West Side of Howe From Owens to 11th Street.-**REMOVED**
3. Revisiting the Issuer Credit Rating-**POSTPONED**

4. Mayor Hatem called Public Services Director forward to speak about proposed purchase of a street sweeper. Mr. Stanley said that the current street sweeper has not been operational in the last eight or nine months. The current street sweeper was purchased in 2001. We opened bids for a new street sweeper back in February. Amick Equipment sold the City its current street sweeper. City staff has selected the TYMCO 600 non CDL, which is the same model that we've had. Now there are new features that reduce the sound and increase efficiency. Tom Stanley added that Amick Equipment is honoring their proposal even though the chassis price is increasing. And the equipment company has reduced their lead time to between 120-140 days. The price is \$269,640.00. Alderman Davis inquired as to which streets get swept and wondered if it was a wise purchase if only a limited number of streets were swept. Alderman Allen said that he believed it helped with the City's floodplain management program. Mr. Thomas Lloyd confirmed that street sweeping helps reduce the rate of flood insurance for everyone in the community. Alderman Lombardi asked about whether the City could benefit from having the water pump on the street sweeper. **Alderman Lombardi made a motion to purchase the selected street sweeper and water tank. Alderman Allen seconded. Five ayes, and one no from Alderman Davis. Motion carried.** There was a few other comments about the noise it will generate. Joe Cock, from Amick Equipment said that the machine is quieter now, has better emissions, a better broom, and it is air-sealed for less noise.
5. Alderman Lombardi explained that the Board of Adjustment interview committee had selected Kate Seigler to serve on the Board of Adjustment member as a full ETJ member. He added that she is very smart and has a law degree. **A motion was made by Alderman Lombardi to approve the Board of Adjustment's recommendation. Alderman Davis seconded the motion. Motion carried.**
6. Heather Hemphill provided an update on the Taylor Field project. The project went out for bids and City staff would like the Board to consider approving the contract with MZK, which was the lowest bid. The estimate is below the funding that is allocated for the project, but they will find creative ways to use the balance of the funding. **Mayor Pro-tem Mosteller made a motion to approve the contract with MZK, as presented. Alderman Davis seconded the motion. All ayes. Motion carried.**
7. Public Services Director, Tom Stanley addresses the Board about some misconceptions about the 9th Street pump station. There was a page in the agenda that lists all of the sewer spills over the last few years. There haven't been many. Sewer spills are never good news, but we know that our sewer system is in bad shape. The pump stations overflow because of the amount of inflow and infiltration. They have already changed all of the mechanical aspects of the station that they could manage. The pump station rehabs will help the situation, but it will not fix everything. Typically, they send about 400, 000 gallons of wastewater a day for processing. During Hurricane Florence, 1 million gallons was sent for processing. That means that 600,000 gallons of that was rain or ground water. Alderman Lombardi asked how much that is costing us? Tom Stanley said he believed it to be around \$317,000 that we paid the County. Alderman Alt asked if the pump stations were rebuilt, would the 300,000 gallons that the station was designed for, be reset? Mr. Stanley said that the design is up to the engineer. They can redesign it to increase capacity. City Manager Gordon Hargrove said that it is a two-part process. The first step is the pump station rehab, and then the I & I Study. Mayor Hatem reiterated that there is not sewage spilling into the creeks.
8. Gordon Hargrove stated that the City has received \$2 million towards infrastructure repairs. The City solicited bids for pump station rehab. Several bids were received and there is a chart comparing the two recommended companies. Staff asks the Board for the final selection and also authorize the City Manager to enter into the contract with a \$100,000 cap. **Alderman Lombardi made a motion to select WK Dickson and authorize the City Manager to enter into the contract. Mayor Pro-tem Mosteller seconded the motion. All ayes. Motion carried.**
9. City Manager Gordon Hargrove stated that City staff had also solicited bids for an engineering firm to provide general engineering services and ARPA services. Mr. Hargrove recommended contracting with two different firms so that the City is never held up on projects. City staff

recommends WK Dickson and Wooten Engineering. **A motion was made by Alderman Lombardi, which was seconded by Alderman Allen, to contract with WK Dickson and Wooten Engineering for on-call engineering services and authorize Mr. Hargrove to contract with both firms. All ayes. Motion carried.**

10. Mayor Hatem skipped ahead on the agenda and went on to the Southport Crossing major subdivision. The property is zoned Highway Commercial. They are proposing a 40-foot right-of-way for access. The Planning Board recommended approval. Mr. Nichols, one of the developers, added that there are no wetlands on the parcel. **Alderman Allen made a motion to approve the Southport Crossing major subdivision, as presented. The motion was seconded by Mayor Pro-tem Mosteller. All ayes. Motion carried.**

11. Mayor Pro-tem Mosteller reviewed the proposed Street Light Policy.

“ Street lights can be part of the health and safety of a community and an important design element that contributes to the overall look and feel of a community.

Part of the stated purpose of the policy is to reduce negative impacts on wildlife, human eye sensitivity and the natural beauty of the night sky while providing light to enhance safety and the City appearance.

This policy has been available for review, we created a test light situation so citizens could evaluate different color temperatures. The overwhelming feedback we received favored the warmest color which was 2700 Kelvin.

We had a special public workshop last week to review this policy and provide for additional public comment...briefly just a few comments...

The policy includes a list of approved fixtures that are consistent with **Dark Skies certification** and a map identifying the locations for the types of fixtures.

We live in an environmentally sensitive coastal area and while all artificial light impacts wildlife, we refer to recommendations from the **International Dark Skies Association**, a non-profit recognized as a leader in providing support and technical assistance for policy makers.

We have some unique situations with regard to our electric utilities. The policy also clarifies the responsibilities of the city regarding **maintenance and operation** of street lights on city maintained roads. And clarifies the city's responsibility regarding street lights in communities like **Rivermist**. When Rivermist was developed, the city decided to allow Brunswick Electric to be their provider of electricity.

While **Rivermist** has city maintained roads, they are unique because their electric service is not provided by the city and the HOA pays for all the street lights starting with J. Swain Blvd.

This year's City Budget includes about \$99,000 dollars designated for street light operation and maintenance. This is not part of the Electric enterprise fund; this is a line item in the general fund. The \$99,000 breaks down to a monthly charge of \$11.75 for operation and maintenance of each of the City's street lights.

Because the Rivermist Community and Townhomes electric service is provided by Brunswick Electric, they have lease agreements and pay Brunswick Electric for their street lights. Since Rivermist has city maintained streets, which would typically include the city maintaining the street lights, the committee thought it appropriate for the city to reimburse the Rivermist HOA's, \$11.75, a month, per street light. This would result in an additional \$10,575 dollars annually reflecting a 10% increase to the Street light budget.”

Mayor Pro-tem Mosteller made a motion to adopt the proposed Street Light Policy and plan for the inclusion of the Rivermist Community and Townhomes for a total of 75 street lights in the Street Light budget in the General Fund starting with the adoption of the 22-23 city budget beginning July 1, 2022. Alderman Alt wanted to clarify that any Home Owners Association can spend their own money to replace all of their street lights at one time. Mayor Pro-tem Mosteller agreed that was correct. **The motion to approve the proposed street light policy was seconded by Alderman Carroll. All ayes. Motion carried.**

12. Gordon Hargrove asked the Board to schedule at least two days as budget workshops. There was some discussion about when the community building was available. The budget workshops were scheduled for May 9th and May 10th. Both workshops will begin at 10:00 a.m.
13. Mr. Hargrove went back to the selection of the contractor for the Bay Street resurfacing. Mr. Hargrove said that the City received three bids. Fred Smith Company was the lowest bidder. Mr. Hargrove asked the Board to approve Fred Smith Company as the contractor, authorize him to enter into contract and also allow a 10% allowable change order, if needed. ***Alderman Lombardi motioned to select Fred Smith Company, authorize Mr. Hargrove to enter into contract and authorize a 10% change order. The motion was seconded by Alderman Allen. All ayes. Motion carried.***

Committee Reports

Alderman Allen said that the Planning Board is very busy reviewing the Indigo project. Alderman Carroll and Alderman Alt stated that they had nothing to report. Alderman Davis reported that the Arbor Day ceremony and Nature Fest was coming up soon. The Forestry Committee will have a booth at Nature Fest and will be able to answer questions. Alderman Lombardi stated that the Beautification Committee had another successful cleanup on the past Saturday and are getting ready to start the spring planting. He thanked all of the volunteers. The Beautification Committee welcomes anyone who would like to participate. Mayor Pro-tem Mosteller made the following comments:

“Earlier this week, the Parks and Recreation Advisory Board met with our consultant, Dr. Jim Herstine, to finalize the citizen survey that will, along with focus groups, be the basis for much of the updates to the Parks and Recreation and Open Space Master Plan. The survey will be available beginning in May. In addition to being able to access the survey online on the City website, citizens will be able to pick up a hard copy of the survey at City Hall or the Parks and Recreation Dept. Office beside the gym. Our Parks and Rec Director Heather Hemphill asked me to emphasize the importance of completing the survey. There will also be three public workshops to provide opportunities for citizens to be actively involved.

Please be on the lookout...the survey and public workshops are going to be scheduled in May and June of this year. Citizen input will drive the success and outcome of this process and the planning goals in Southport’s updated 2023 to 2028 Parks and Recreation and Open Space Master Plan.

Also, on April 22, the Parks and Rec. Department will be submitting the pre-application for the NC Public Beach and Waterfront Access Grant, otherwise known as a CAMA Access Grant . This is the first step in the CAMA grant process to determine if a future kayak launch at the end of West West is eligible for grant funding.

As a reminder, the Parks and Rec Advisory Board regular meeting is scheduled each month on the second Tuesday at 6:30 pm at the Indian Trail Meeting Hall. The public is invited to attend.”

Manager's Report

City Manager Gordon Hargrove said that City staff has been busy with the ARPA grant applications, Indigo Plantation reviews and budget preparation. The CAMA exemption for the City dock is coming soon. The FEMA authorization for Kingsley pier is coming soon. He thanked the hard work of City staff. He specifically thanked Chief Charles Drew and Battalion Chief Ralph Treadway, Thomas Lloyd, Melanie Trexler, and Tom Stanley. He read a letter that was sent to him about Police Chief Coring and said that the City is very fortunate to have him on our staff. Mr. Hargrove also thanked Heather Hemphill for her continued drive in working on the City dock and keeping up with all the moving pieces. He knows that City staff is working hard, and he appreciates it.

Mayor's Report

Mayor Hatem said that he wanted to mention the passing of Ms. Barbara Gore. Thanks to Emergency Services. He asked the public to check the event calendar for all of the upcoming events. He also said that the Staff Reports are included in the packet. And he is proud of all of the work that City staff does.

Board Comments

Alderman Allen reminded everyone that the Spring Festival is the upcoming weekend. He hopes that everyone has a happy and special Easter weekend.

Alderman Alt thanked Gordon Hargrove. He thought there was a gap in the sewer study, but Mr. Hargrove is going to include the area in the I & I study. He said that there is more bacteria in Price's Creek than should be, and he is going to try to connect the dots to see how to verify the testing that has been done.

Alderman Davis thanked the Fire Department for the new t-shirt. She said that the following Saturday is the unveiling of the historical plaque at the John F. Smith Cemetery. That is the only African-American cemetery on the National Registry. There will be music and refreshments.

Alderman Lombardi said that he is thankful the Board is finally talking more about infrastructure.

Mayor Pro-tem Mosteller

Adjourn

Mayor Hatem stated that it had been a great meeting; and great reports.

Alderman Lombardi made a motion to adjourn the meeting, which Mayor Pro-tem Mosteller seconded. All ayes. Motion carried. Mayor Hatem adjourned the meeting at 7:55 p.m.

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

Dorothy Dutton, City Clerk



**Board of Aldermen
Agenda Meeting Minutes
Indian Trail Meeting Hall 113 W Moore St.
July 7, 2023
9:00 A.M.**

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

Staff Present: Dorothy Dutton, Assistant City Manager/City Clerk
Randy Jones, Community Relations/Tourism Director
ChyAnn Ketchum, Communications and Public Information Officer
Travis Henley, Development Services Director
Paul Gross, Interim Finance Director

Absent: None

- A) Mayor Joseph P. Hatem called the meeting to order at 9:01 A.M. and welcomed everyone to the meeting.
- B) The Invocation was given by Reverend Alderman Davis.
- C) The Pledge of Allegiance was led by Mayor Hatem.
- D) A Motion to approve the Agenda was made by Mayor Pro Tem Mosteller and seconded by Alderman Lombardi. ***Unanimous vote; Motion carried.***
- E) Agenda
 - 1. Emergency Operating Procedure (David McIntyre, Brunswick County)
 - 2. Short-Term Rentals Presentation and Discussion (T. Henley and T. Jones)
 - 3. Review of July 13, 2023 Board of Aldermen Agenda

Emergency Operations Procedure

Mr. David McIntyre, the Deputy Director of Emergency Management for Brunswick County, gave a presentation on the complete overwrite of the emergency operations and procedure plan for all of Brunswick County. Included in the updates are four levels of activation depending on the scale of the event. A county liaison has been added to the plan to be in direct contact with the city manager to coordinate information between the city and the county, which will help communication flow better with one point of contact. The plan will be reevaluated and updated every five years. Alderman Alt clarified that all FEMA assistance and reimbursement requests would fall under the center for documentation box. Mr. McIntyre confirmed that the Documentation Unit's responsibilities are to assist with all documentation, receipts, contracts, reps, etc. Alderman Alt asked if the county's finance officers would be in charge of their FEMA submittal plan. Mr. McIntyre said yes.

Short-Term Rentals Presentation

Development Services Director Henley explained that everything in the UDO regarding short-term rental and homestays is being enforced, with the exception of registration requirements. The text amendment is being presented to the Planning Board at their next meeting. The primary regulation is how the use of the STR is permitted. Mr. Henley said the city would still have legal nonconformities if they were established under the 2021 ordinance. Alderman Carroll questioned if there is a known vacation rental that was not part of the original permitting process and what will be done about it. Mr. Henley said that enforcement would be a challenge, but some recommendations would be to use word of mouth, direct observation, checking vacation rental websites, room occupancy tax records, or seeing frequent car rotation. Mr. Henley said that once unpermitted vacation rentals are identified, it would be treated as a zoning violation, a notice would be sent to the owner of violation by code enforcement, and if necessary, a court order would issue an injunction. Alderman Davis asked how the public could see the master list of vacation rentals so that citizens can be aware of which ones have been permitted. Mr. Henley said that he could work on getting the master list available to the public and that the finance department is getting a handout on the rules and who to contact regarding STRs to put in the utility bills. There was more discussion on the enforcement and the process for violations. Mr. Henley said that the process for violations is written in the UDO but may need additional language with more teeth. There was more discussion on how to manage enforcement. Mr. Henley said that hiring enforcement just for vacation rentals would be very expensive. Alderman Allen would like to look more into outsourcing for assistance.

Agenda Review

Public Hearing: Conditional Rezoning There was discussion on whether there would be a vote and if there would be interaction with the public comments. Mayor Hatem said there would not be a vote, and there could potentially be more workshops if needed. He said there would be interaction with the public from the Board and Staff.

Maritime Museum Concession Agreement. Mr. Tom Hale, Chairman of the Board of Directors with the Museum. He gave a brief recap on the history of the museum and the agreement that they have had for the past ten years. He said the current agreement will expire on May 31, 2024. Alderman Alt questioned who would be responsible for the maintenance of the building. Mr. Wayne Berry responded that the "Friends of the Maritime Museum" are responsible for the maintenance of the building, and this is why the "Friends" are part of the concession agreement. Mr. Berry said that the City only maintains the insurance on the building but not the contents. Alderman Davis asked for clarification on which building(s) they would be maintaining. Mr. Berry said the two buildings where they occur, the original museum and the officers' quarters that, have now been combined. Mr. Hale noted that in the concession agreement, they had recommended some minor edits with regard to what the state requirements are, not the city. He said the "Friends" have paid a lot for the operating expenses, and he said they are asking as a non-profit of NC that the state cover the utility bills, landscaping, and contracting.

WK Dickson Contract Amendment. Alderman Alt questioned the length of time it would take to fix the three pump stations. He said it appears to be about 2.5 years, and he believes that is exceedingly long. Assistant Manager/ Clerk Dutton said that she would talk to City engineer, Tom Zilinek to see if a shorter time period would be possible. In a prior conversation, Mr. Zilinek explained to her that the problem was actually getting the repair parts from the manufacturers. Mr. Zilinek will be attending the Board Meeting.

Financial Policies: Mr. Gross, Interim Finance Director, went over the water and sewer rates on split parcels of land. He explained there are approximately thirty parcels of land in the city limits that are split with the ETJ. Sixteen of these parcels have been developed. He said there is no policy on how to process these sixteen homes for billing purposes. He explained that some parcels are paying 40% inside city rate and 60% outside rate. There are four that are only paying the outside city rate. After consulting with the city attorney, it was decided that there needs to be a policy on how to define who is getting the lower rate versus the higher rate. It was suggested that a policy specifically defining the cut-off was a parcel of land is at least 25% in the city limits, they will get the inside water and sewer rates as well as debris and recyclable pickup. Mr. Gross said those that are paying the 25% inside rate could request annexation. Alderman Carroll suggested to try and get these customers annexed into the city limits. Mr. Gross said that could be looked into, but there he was unsure how that would affect their property tax. Mayor Pro Tem Mosteller questioned if they were in the 25% threshold, would they be allowed to vote? Mr. Gross said he would look into the answer.

Mr. Gross continued with a proposed Powell Bill policy and said that it was written 99% verbatim off the Powell Bill Website. Some additions include what are the responsibilities of the staff in Southport. He said the policy would be very specific on how the Powell bill money can be used. It also provides a deadline for the Development Services Department to meet. Also, for the Finance Department to meet expenditure report deadlines.

Wilmington Metro Planning vs. Cape Fear vs. Grand Strand: Mr. Henley explained that the city is in the Cape Fear Rural Planning Organization (RPO). There are pros and cons to RPO, GSATS and MPO's. Alderman Allen questioned if cities/towns were leaning more towards going with Grand Strand. Mr. Henley said it depends on the location. It was the consensus of the Board to notify each planning organization to let them know that the city is interested in their provisions. The Board would like more information on what would be the best option for Southport.

Noise Ordinance: Mr. Henley noted that the only change since the last meeting in June was that there was a section added for refuse pickup. This states that certain noises for refuse pickup will be prohibited prior to 6 AM. Alderman Davis asked about landscaping tools that can be a nuisance. Mr. Henley said that there is a provision in the ordinance that would allow this type of work to be performed during certain hours. Alderman Davis also has concerns about outdoor music, such as the Haven, that are a nuisance to adjacent residents. Mr. Henley explained that there are sections that pertain to the distance of the noise and also how it is perceived. Mr. Henley said that the Police could be called to see if the noise violates any of those provisions in the Code of Ordinances. There was discussion on ways to address the issue, such as contacting the owner of the business to see if there could be an agreement on managing the noise or requesting a buffer that would direct the music forward away from the residents.

Right of Ways: Mayor Hatem stated that he believes in the cooperative use of the right of way. He said people had maintained them with shrubs and trees over decades. He said that there comes a point where if there is something unsafe, a hazard, or if the city needs to do work, then people will need to understand that it will be removed. He recommended putting a hard stop on all private usage of the right of ways moving forward. Mr. Henley said the surfacing of the parking spaces will remain, as stated in the UDO. The other issue would be grandfathered in the existing use. There are three options (1) no grandfathering; (2) grandfathering to a point that the city would have to move it and once it is removed, it cannot be put back; (3) grandfathered in and can be kept until the city has to remove it and then it could be put back. There was a lot of discussion on how to manage. It was the consensus of the Board to have all hardened structures above grade to be removed and allow the vegetation to remain unless it had to be removed for hazards or work. This could start the

process of managing the right of ways. There will need to be more discussion before a decision is made. And the Board would like to host a public meeting/s to get more public input before deciding.

Request for Public Hearing for ZTA Sign Illumination and ZMA(MF to R-10) for August 10th was discussed.

- F. Mayor's Comments: Mayor Hatem thanked everyone for attending.
- G. Board Comments: Alderman Lombardi mentioned that the newspaper ran an article stating the 440 acres at Sunny Point had been sold. He wanted to make sure that people were aware that is false.
- H. Adjourn: A Motion was made by Alderman Lombardi to adjourn and was Seconded by Mayor Pro Tem Mosteller. ***Unanimous Vote; Motion Carried.***

Adjournment: 11:11 A.M

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

Tanya Shannon, Deputy Clerk



**Board of Aldermen
Special Public Meeting
Community Building 223 E. Bay Street
June 28, 2023
6:00 P.M.**

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

Absent: Mayor Joseph P. Hatem

Staff Present: Bonnie Therrien, City Manager
Dorothy Dutton, Assistant Manager/ City Clerk
Maureen Meehan, City Planner
Tanya Shannon, Deputy Clerk
ChyAnn Ketchum, Public Information Director
Sydney Heil, Community Building Administrator

A) Mayor Pro Tem Mosteller called the meeting to order at 6:02 P.M. and welcomed everyone.

B) Reverend Alderman Lowe Davis gave the Invocation.

C) The Pledge of Allegiance was led by Mayor Pro Tem Mosteller.

D) Agenda

1. Mayor Pro Tem Mosteller gave thanks and appreciation to the Planning Staff and the Planning Board for all the work that they have done to bring forward the proposed text amendment to update the Conditional Zoning language in the UDO.
2. City Manager Bonnie Therrien came to the podium and said that she will be acting as moderator this evening and went over some of the guidelines on how to respectfully provide public comments.
3. Mayor Pro tem Mosteller provided an introduction of Dorothy Dutton Assistant City Manager/City Clerk and Maureen Meehan City Planner for the presentation and explanation of Conditional Zoning.

Ms. Dutton presented a review of the proposed amendment. She explained the differences between Conditional Zoning versus Conventional Zoning, and the benefits of Conditional Zoning.

E. Board Comments and Questions

Alderman Allen asked if Conditional Zoning project was approved could it be modified. Ms. Dutton said that it could, but it would have to go back through the same process for approval again. He asked about the non-contiguous open space provisions and if it was allowable in CZ. Ms. Dutton stated that it is discouraged in the current UDO, but she believes that developers could request it if applying for CZ.

Alderman Carroll thanked Staff for the presentations and explaining the process and use of CZ in a simplified matter, and how it would work for the City.

Alderman Davis thanked everyone for attending and said that she was here to listen to the Public and help address some of the concerns.

Alderman Lombardi said that many citizens have requested to hear the pros of CZ and he said that Ms. Dutton did a great job on providing that information.

Mayor Pro Tem Mosteller asked for consideration to amend the process and make the pre-application conference a required step instead of an optional step. That will allow staff to provide additional guidance regarding the application and then require the community input meeting. Ms.

Dutton explained that having the public input meeting prior to presenting to the Planning Board allows the Planning Board to hear concerns from the public and for the applicant to take suggestions and comments back to review for recommended revisions. Alderman Mosteller said that CZ is a voluntary application, and the process is more stringent. She believes that it would be better if staff had a conference with the developers before it is presented to the public for input.

Alderman Lombardi asked if CZ would eliminate PUD. Planner Meehan said that as it written now it does not remove PUD from the ordinance. Alderman Allen asked if CZ would replace PUD. Ms. Meehan said that mostly it would. Ms. Meehan said that it would be more beneficial for the land owner to use the CZ process. Alderman Allen stated that it may be redundant to have both. Ms. Dutton said that it would be up to the Board to make that decision and to decide which suits the best needs of the City.

Alderman Alt stated that he understands that with CZ there will be input from the citizens. However, he said after going through a lengthy three year PUD process where many citizens voiced concerns, but only a few citizens wanted to work through an agreement. He said that if there was that much input from the citizens and it did not change the outcome, how would CZ be able to do that. Ms. Dutton explained the legislative PUD process and that projects can be denied without legal consequences though CZ.

F) Public Comment :

1. Ginny Prunty; 5906 Dutchman Creek Road; stated that she was pleased to that the approved budget included an update on the Comprehensive Plan. She said this plan is a guide to the future of the City. She asked the Board not to approve the proposed Conditional Zoning Text Amendment until after the Comprehensive Plan has been updated.
2. Francesca Slaughter; 6272 Cattail Court; said that developers are only concerned about profits. She questioned how CZ could be safeguarded from decisions that are made between the Boards and the developers. She would like to see that the UDO and the Comprehensive Plan are updated and revised to prevent the mistakes made from the past.
3. Shirley Sullivan; 5002 Seaward Court; is opposed to CZ for all of Southport. She asked if this type of zoning would be spot zoning or contract zoning and would that not be illegal. Manager Therrien said that the City Attorney will be consulted regarding this question. She states the amendment is contradictory and allows to much flexibility.
4. Rebecca Kelly; 5971 Dutchman Creek Road; she stated that with the current process she has seen the City and the Public work through a large development process. She questioned, instead of adding a CZ text amendment to the UDO why not consider revising the UDO and updating the Comprehensive Land Use Plan. Alderman Allen said that updating the Comprehensive Land Use Plan will take approximately two years and CZ would allow for protection and a better outcome for the City. She said that without revisions in the UDO and an updated Plan developers will find holes in the Ordinance.
5. June McWhorter; 126 Park Avenue; has recently moved to Southport and said that she is concerned about major development and would like to ensure that trees are protected and preserved.
6. Marcus & Marty Younts; 285 Lord Thomas Avenue; are concerned about development and the protection of wildlife and the conservation of land.
7. Jack Gordon; 5920 Dutchman Creek Road; wanted clarification on why the proposed Conditional Zoning Amendment would be any different than the Traditional Zoning process in the UDO. Alderman Allen replied that Conditional Zoning would be part of the UDO and it would be another process that developers can request to help achieve the best outcome for the community and the developer. Mr. Gordon asked if CZ was adopted how could it be implemented and controlled when

arguments of precedence have already been established. Alderman Allen replied that every application for CZ is different and reviewed on merit.

The Board had a discussion about how the property would be affected if property was sold. Ms. Dutton explained that after the submittal of the application the property owner at the time has vested rights and there are statutes of limitations to complete the process. After approval and an agreement has been made the conditions of the rezoning would be recorded with the Register of Deeds that would follow the property and not the owner.

8. Karin Rife; 5980 Dutchman Creek Road; questioned why a developer would choose to go through the CZ process when the PUD process is not as lengthy or complicated. Alderman Mosteller explained that CZ would offer the developer the opportunity to design a plan that better fits their vision and is more desirable for the community. She stated that CZ would be a process that developers can apply for to request specific amendments to allow for negotiations and compromises. This process would allow conditions to be placed on the zoning approval that would be appealing for the community and agreeable to the developer. Ms. Rife questioned what happens when the vested rights period expires. Ms. Dutton stated that once the vested rights have expired the process will have to start over. Ms. Rife said that she has heard different. Ms. Dutton said they would have to consult with the City Attorney.
9. Rich Bandera; 409 N. Burrington Avenue; is not in favor of Conditional Zoning. He feels like the density could be manipulated. He asked what the magic number of units per acre would be and said that it has not been confirmed. Mr. Bandera said at the Planning Board meeting it was stated towns that do not use residential CZ and it was Oak Island and Sunset Beach. He feels the reason that they do not want it there is because that is where they live. He said there was an article in the Star Newspaper that stated that the City of Wilmington with CZ developers are coming in and requesting more density. He said the Zoning and Planning Department in Wilmington have said that they cannot follow their Comprehensive Land Use Plan because they are running out of land. He asked the Board to vote against the CZ Text Amendment.
10. Dr. Karen Beardslee Kwansy & Family; 304 Willis Drive; submitted a letter that was read by the Deputy Clerk. They stated that the Comprehensive Plan should be updated first so that the residents can provide input on what they hope Southport will become in the future. They said that any necessary zoning amendments can be addressed after that vital work is completed.
11. Lois Gandy; 5961 Spikerush Trail; stated the coastal towns have become very vulnerable. She said that climate change is very real and that the more trees that are removed the more exposed we are. She said that there is a lot of discussion on climate change but rarely hears it from local leaders. She doesn't understand why CZ would be considered for a developer that could request higher density and loss of tree canopy and protection. She would like to see the Board become more proactive in addressing climate issues for the future of the city. Alderman Allen explained that with the CZ process more trees will be saved. He said that the units can be clustered so that more open space would be available for the preservation of trees.
12. Ray Martino; 6065 Sullivan Ridge Road; said that he does not trust Conditional Zoning and that he does not trust the Board. He said that Conditional Zoning needs to be explained so people can understand it. Although, he thanked Ms. Dutton for her presentation and explanation. He said he was in favor of development because he wants a Harris Teeter nearby.
13. Steven Gandy; 5961 Spikerush Trail; would like to follow up on the topic of density. He feels that for example the Indigo Plantation Phase 2 project, the developers could utilize CZ because they want to build as many units as possible. Alderman Allen said he did not know what the developers would apply for. He said the request can be denied and that the property could stay zoned at R-20. Mr. Gandy said he sees CZ as allowing more density than the current UDO would allow. He feels that there is no benefit to the City to allow CZ. Alderman Allen said that there are benefits that have been discussed in the entire meeting.

Alderman Davis questioned the increase in allowable density and how would that be decided. And she asked what about the guidelines and standards for CZ. Ms. Dutton explained that some of the items that the applicant could request for the use of CZ would be change/waiver of existing standards in exchange for almost any additional feature/condition, including amount or types of open space, neighborhood design, housing types, or community amenities, the negotiation for more connectivity of sidewalks to other communities in the city or anything that could make the development more favorable to the community. Alderman Davis asked if that included height restrictions. Mayor Pro-tem Mosteller stated that height limits have to abide by the current UDO and that is not negotiable. Ms. Meehan said that also the Future Land Use Plan will also guide the amount of density that is allowable. Alderman Alt stated that there are many things that need to be updated in the Comprehensive and he feels like things are moving faster than what is intended. He would like to see this Plan updated to direct how the City will look and feel. Ms. Dutton explained that the principles of the Land and Comprehensive Plan will not change with the use of CZ.

Mr. Bandera came back to the podium and said he would appreciate it if someone could research why Oak Island and Sunset Beach do not allow residential conditional zoning on the island. He is concerned that through the process and with the administration of review of CZ, staff could potentially recommend approval for higher density under certain conditions

Alderman Davis suggested more review on the topic with question from the public to better understand the process of CZ and the pros and cons before a decision is made. She also suggested having the city attorney present at the meetings for Conditional Zoning review.

Mayor Pro-Tem Mosteller concluded that the UDO is a living document and in regard to the proposed CZ amendment there will be more opportunities for the public to engage. There will be a public hearing on July 13th. She thanked the public, the City Manager, Assistant City Manager, the Planning Staff, and the Planning Board for their hard work.

G. Adjourn

Alderman Alt made a motion to adjourn, which was seconded by Alderman Lombardi.
Unanimous Vote; Motion Carried. Meeting adjourned at 8.40 p.m.

Karen Mosteller, Mayor Pro-Tem

Tanya Shannon, Deputy Clerk



**Board of Aldermen
Regular Meeting Minutes
Community Building 223 E. Bay Street
July 13, 2023
6:00 P.M.**

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

Staff Present: Dorothy Dutton, Assistant City Manager/ City Clerk
Tanya Shannon, Deputy Clerk
Todd Coring, Police Chief
Charles Drew, Fire Chief
Heather Hemphill, Parks & Rec. Director
Maureen Moore, Parks and Rec. Program Specialist
Tom Stanley, Public Services Director
Kate Marshall, Animal Protective Services
Randy Jones, Community Relations Director
ChyAnn Ketchum, Community Relations/PIO
Sydney Heil, Community Building Administrator
Paul Gross, Interim Finance Director
Mo Meehan, City Planner
Travis Henley, Development Services Director

Absent: Bonnie Therrien, City Manager

A) Mayor Joseph P. Hatem called the meeting to order at 6:03 P.M. and welcomed everyone.

B) The Invocation was given by Mother Lisa Erdeljon, St. Phillips Episcopal Church.

C) The Pledge of Allegiance was led by Mayor Hatem.

D) Public Comment :

1. Director of Community Relations Randy Jones thanked everyone for a fantastic 4th of July Festival and appreciated all the volunteers and staff that participated.
2. Ray Martino, 6065 Sullivan Ridge Rd, commented on the outdoor music noise complaints that he heard about on Facebook. He does not want to discourage outdoor music because it is a big part of the character of Southport.
3. Adam Steadman, 5968 Dutchman Creek, wanted to express disappointment with the recent budget. He said there seemed to be an informal consensus of a 24% ad valorem rate, and then at the last second, it was bumped up to 27%. He thinks that this is unacceptable. He understands the desire to keep everything revenue neutral. He feels this increase should be gilded more towards repairing the infrastructure instead of soliciting more staff.

The Ethics Statement was read by Mayor Hatem.

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

E) Approval of the Agenda

Alderman Davis made a Motion to approve the agenda with an amendment to include a proclamation for local baseball player Walter Jenkins to item G (2) and there was a second by Alderman Lombardi. ***Unanimous Vote; Motion Carried.***

F) Approval of the Consent Agenda

1. Budget Amendment #5
2. Regular Agenda Review and Workshop Meeting Minutes June 2, 2023
3. Special Board of Aldermen Budget Public Hearing Minutes June 6, 2023
4. Regular Board of Aldermen Meeting Minutes June 8, 2023
5. Special Board of Aldermen Budget Adoption Meeting Minutes June 21, 2023

Mayor Pro Tem Mosteller made a Motion to approve the Consent Agenda and it was seconded by Alderman Carroll. ***Unanimous vote; Motion Carried.***

G) Special Recognition

Mayor Hatem presented the following Proclamations. (1) Proclamation Recognizing Parks and Recreation Month. (2) Proclamation Recognizing Baseball Player Walter Jenkins.

H) Agenda

1. **Public Hearing: Conditional Zoning** A Motion was made to open the Public Hearing for the proposed Conditional Zoning Text Amendment by Aldermen Carroll, which was seconded by Mayor Pro Tem Mosteller. ***Unanimous Vote; Motion Carried.***

Development Services Director Henley gave a presentation and an overview of the proposed amendment.

- Ray Martino; 6065 Sullivan Ridge Rd. Recommended providing better communication to the public. He said he does not favor Conditional Zoning and feels more could be done by tightening up the UDO. He questioned how this would benefit the City. He asked if this was an easier and more convenient way to process rezoning. Mr. Henley explained that it was not an easier process because there is a lot more review and overall, more work for staff.

Alderman Alt questioned the difference between CZ and a PUD with a development agreement. Mr. Henley said effectively that there is no difference. He said the PUD process is set up like conditional zoning. Ultimately he said the difference between PUD and CZ is that with CZ, the applicant can ask for things to be considered, but it does not guarantee anything could be approved. Alderman Alt clarified that the developer could still apply for a PUD. Mr. Henley said that was correct.

- Karen Rife; 5980 Dutchman Creek Rd. asked for an explanation of the difference between legislative and administrative decisions. Mr. Henley explained that a legislative decision is a policy-level decision where the Board is the ultimate decision maker. Still, along with the Planning Board, they have much more discretion to ask for things to be considered during a conditional rezoning. Whereas, in an administrative process, as long as the application checks all the boxes of the UDO, then it must be approved. She asked if the builder is approved for CZ and then sells the property and if the new owners want to change something, they will have to go through the process again to get approved since the property is now recorded as conditional zoned. Mr. Henley said that is true. She asked if PUD and CZ are basically the same and will the PUD process go away. She

questions that if CZ is a more reviewed process than PUD, why would a developer choose to apply?

Mr. Henley said that it would be up to the developer to decide how they want to apply. From the planning perspective keeping PUD in place would be good so that it can be referenced in other developments.

- Tracy O'Bryant; Cottage Creek Rd., said that she has been following all the meetings and all of the comments. She said clearly that the public is not in favor of conditional zoning. She feels it gives too much discretion and power to the Board. She would like to see the standards be updated and eliminate the loopholes for the developers. She urged the Board to vote against the amendment for CZ.
- Lora Sharkey; 432 Cades Trail, thanked Director Henley, Mr. MacLeod, and Staff for presenting the proposed amendment, answering questions, and explaining the process of CZ. She said that when CZ was first approved in the business district, she was excited because the city could get specific conditions on places of concern with development. She favors CZ in the residential district and says it could be a positive tool for the city to create better outcomes for the community.
- Stephen Carpenter, a resident of Surf City said he has a long-standing relationship with the community and was a former planner in a nearby county. He said that CZ allows for flexibility but also could lead to vagueness for the developer and the staff. He said that this type of zoning is either subjective or objective, and who will make that decision? His recommendation was not to permit CZ in residential districts and follow the ordinance as it is.

Alderman Allen said that the term "vague" has been mentioned. He asked Director Henley to clarify if that is how the process works for conditional zoning and to devise the conditions to put them into place beforehand. Director Henley said the vagueness is intentional, and the conditions are in reference to what is already required in the UDO and will allow provisions that will be more suitable for the community but could be denied if the request is not in agreement. Alderman Allen asked the City Attorney, Mr. Herman, if he could address the legalities, especially in relation to spot zoning and contract zoning. Mr. Herman said that contract zoning is usually applied to general rezoning. He said that with conditional rezoning, some negotiating is involved depending on the stage of the process. From a policy standpoint, he said that when the board makes legislative decisions, the courts will typically uphold those decisions because they won't interfere with discretion. Alderman Mosteller asked for clarification on setting precedents from one project to the next. Director Henley said that he does not see conditional zoning as possible to be selected as a precedent because of the strict review criteria, and public input from each request will differ.

- Rich Bandera; 409 N. Burrington Ave., has concerns that allowing conditional zoning in the residential districts could potentially allow for an increase in density and that staff could possibly make recommendations to the Board for approval. He said that under the text of the proposed amendment, it has language that says that during an election season, the Board of Aldermen may not vote to rezone property beginning on the date of the municipal general election until after the new board is sworn in. This would not allow an application for conditional zoning to go forward until after the election. He said he does not know exactly when the "election season" begins but thinks it should wait to be decided. He also wanted to address why Sunset Beach and Oak Island do not island CZ on the islands.

Mr. Macleod said Sunset Beach and Oak Island have a provision that doesn't allow applications for CZ on the island in the residential districts because all the lots are platted, and the acreage threshold is void. Mayor Pro Tem Mosteller asked if other zoning-related actions need to be addressed during an election season. Mr. Macleod said that the Board does not have to have that provision. He said it is common in places like Wilmington that have a lot of applications, and they do not want that to interfere with their election provisions. He said it would be up to the Board to decide if they wanted to use this provision.

- Ginny Prunty; 5906 Dutchman Creek Rd. submitted a comment that was read by the Deputy Clerk. She would like to see the Comprehensive Land Use Plan and zoning maps updated before considering CZ. She said she would like the Board to reexamine zoning project priorities and vote no on the amendment.
- Shirley Sullivan, a resident of Indigo Plantation, submitted a comment that was read. She has concerns about the push for conditional zoning in residential districts as it is being presented. She said the CAMA Core Land Use Plan and Comprehensive Plan should be reviewed and updated for current statistics and demographics before adding a flexible land tool. She would like the Board to acknowledge the cons.
- Jim Lightbourne, 316 W. West St., submitted a comment that was read. His remarks focused on the contentious concern that CZ has the flexibility to increase the number of residential dwellings on a property compared to what is currently being allowed. He agreed with others to revise the Comprehensive Plan, which may lead to more updates in the UDO, and then revisit the option for CZ.

Since there were no further comments or questions, a Motion was made to close the Public Hearing for the proposed Conditional Zoning Amendment and the motion was seconded by Alderman Carroll. ***Unanimous Vote; Motion Carried.***

2. **Annexation Public Hearing and Decision: 6240 and 6245 Lookout Point** A Motion was made by Mayor Pro Tem Mosteller to Open the Public Hearing and it was seconded by Alderman Carroll. ***Unanimous Vote; Motion Carried.*** Director Henley gave an overview of the request for annexation. There were no comments or questions. A Motion was made to close the Public Hearing by Mayor Pro Tem Mosteller and second by Alderman Carroll. ***Unanimous vote; Motion Carried.***

Alderman Allen made a Motion to approve the annexation request as presented for the two lots identified as 6240 and 6245 Lookout Point and second by Mayor Pro Tem Mosteller. ***Unanimous Vote; Motion Carried.***

- 3 **Maritime Museum Concession Agreement** Mr. Wayne Berry, treasurer of the Friends of the Maritime Museum, gave an overview of the agreement that has been modified slightly since the last agreement. The current agreement is set to expire on May 31, 2024. Alderman Alt asked if the City Attorney had reviewed the document. Attorney Herman said it had been reviewed and saw no problems. Parks and Rec. Director Hemphill came to the podium and commented that the standard agreement had worked well for the past ten years. Mayor Pro Tem Mosteller made a Motion to approve the Concession Agreement that starts June 1, 2024, through May 31, 2034, and the motion was seconded by Alderman Carroll. ***Unanimous Vote; Motion Carried.***

Break: 8:11-8:19 pm

4. **WK Dickson Contract Amendment** City Engineer Mr. Zilinek is requesting authorization for the next phase of WK Dickson's sewer project. He said the first phase was for a survey and an analysis of six lift stations has been completed. There is a recommendation that three of them need improvement. They will require approval to amend this contract for the additional work. It is all funded with the DEQ grant. Alderman Allen asked which three stations need improvement. Mr. Zilinek said Park Ave, Ninth Street, and Moore St. Alderman Alt confirmed that other repairs would also be done along with these improvements. He questioned why it would take three years to be completed. Mr. Zilinek said that, most likely, it would not take this long. He explained that the 2026 date was chosen because that is the deadline for the improvements that need to be completed for the Grant. He said the equipment also has long lead times, and the order must be placed in advance. A contractor will need to be awarded for the project as well.

Alderman Allen made a Motion to approve the contract amendment for WK Dickson for sewer line and lift station repairs and improvements, which Alderman Carroll seconded. ***Unanimous Vote; Motion Carried.***

5. **Financial Policies:**

A. Policy on Taxes on Split Jurisdiction Properties: Mr. Gross, Interim Finance Director, went over the water and sewer rates on split parcels of land. He explained that approximately thirty parcels of land in the city limits are split with the ETJ. Sixteen of these parcels have been developed. He said there is no policy on processing these sixteen homes for billing purposes. He explained that some parcels are paying 40% inside city rate and 60% outside rate. There are four that are only paying the outside city rate. After consulting with the city attorney, it was decided that there needs to be a policy on defining who is getting the lower rate versus the higher rate. A Motion was made to adopt the Taxes on Split Properties policy by Alderman Carroll and was seconded by Alderman Lombardi. ***Unanimous Vote; Motion Carried.***

B. Powell Bill Policy: Mr. Gross continued with a proposed Powell Bill policy and said it was written 99% verbatim off the Powell Bill Website. Some additions include what are the responsibilities of the staff in Southport. He said the policy would be very specific on how the Powell bill money can be used. It also provides a deadline for the Development Services Department to meet. Also, for the Finance Department to meet expenditure report deadlines. Alderman Carroll made a Motion to approve the Powell Bill Policy, which was seconded by Mayor Pro Tem Mosteller. ***Unanimous Vote; Motion Carried.***

6. **Wilmington Metro Planning vs. Cape Fear vs. Grand Strand:** Director Henley gave a presentation on the transportation planning in NC and explained the pros and cons of each organization. The City is currently a part of the Rural Planning Organization (RPO). Alderman Allen asked what the connection is between these types of Planning Organizations and in NCDOT. Mr. Henley said that they work together and are effectively the same. Alderman Allen clarifies that they are funded by the members and not NCDOT. Mr. Henley said there is some funding from the NCDOT. He said the MPOs receive some federal funding, but he does not think RPOs receive that funding. Alderman Alt said that he just recently learned all about these types of organizations that offer conferences to elected officials. He would be interested in having each of them come and provide more information at a Board Workshop. It was the consensus of the Board to invite all three transportation planning organizations to a Board Workshop to gather more information.

Alderman Allen made a Motion to gather more information from each organization at a Board Workshop and it was seconded by Alderman Alt. **Unanimous Vote; Motion Carried.**

7. **Noise Ordinance:** Director Henley reviewed the proposed amendments, including the specifics to which these regulations apply. It stated that any noise clearly audible at a distance of **500** feet from the property line of the property or location originating the sound is prohibited. Following feedback from the Board at their June 8, 2023 meeting, an additional subsection was added to address refuse pickup operations, with the language providing for **noise generated by refuse pickup operations permissible after 6:00 am.** Mayor Pro Tem Mosteller made a Motion to approve the Noise Ordinance Amendment as presented and the motion was seconded by Alderman Lombardi. **Unanimous Vote; Motion Carried.**
8. **Right of Ways:** Director Henley gave a presentation on the options regarding enforcement of right of ways. Staff requests that the Board identify its preferred directions before beginning the public input process. He went over some options, including allowable encroachments and grandfathering of existing encroachments. The descriptions of these encroachments were presented in the agenda packet and on the PowerPoint presentation.

Mayor Pro Tem Mosteller made a statement as follows verbatim:

"Thank you to Staff for bringing this conversation forward."

"I am grateful for our Planning Staff, their depth of expertise and professionalism, and their commitment to our community. In part, the decisions we make regarding our right of ways will determine how recognizable Southport will remain going forward."

On the home page, our city website says, "Welcome to Southport, Home of the salubrious breezes."

In 1792, Joshua Potts platted our city with these 99 feet of road rights-of-ways. What we know for sure is Mr. Potts laid the roads out perpendicular to the river. It's evident when you look at a map, our roads follow the curve of the river. That's why Atlantic Avenue and Howe Street are not parallel.

From this, it seems plausible that since Mr. Potts believed the salubrious breezes restored his failing health and saved his life, he may have platted our 99 feet rights-of-way to maximize the salubrious breezes for everyone.

The openness created by these original 99 feet rights-of-way is unique and very much a part of the design of our city's old town area. These wide rights of way were purposely platted and are an important historical reference. As a community, we have taken steps to protect our historic character. The recent creation of the Historic Preservation Commission is tangible evidence of our community's commitment to our past and our future. It is important to take action that is consistent with our values and goals. These rights-of-way belong to all the citizens of Southport and must be maintained.

Drip by drip, the stone is washed away. The loss of these wide rights-of-way would fundamentally change what we look like, and over time part of our historic character will be lost."

There was a discussion on the options. Mayor Pro Tem Mosteller Motioned that based on the Staff's request for direction regarding clarification of the right-of-way ordinance, to consider the following ordinance updates 16-8. Option 1 and 16-10. Option 1 and the accompanying Appendix A: Right-of-Way. Alderman Carroll seconded the motion.

Unanimous Vote; Motion carried.

Additionally, Mayor Pro Tem Mosteller asked that staff continue the strict pro-active enforcement of the existing ordinance that prohibits anything to be placed within the rights-of-way beyond the horizontal plane.

9. **Request for Public Hearing: Zoning Text Amendment Section 3.19 Sign Illumination:** Director Henley gave an overview of the proposed amendment. Mayor Pro Tem Mosteller made a Motion to set August 10th as the Public Hearing date and seconded by Alderman Carroll. ***Unanimous Vote; Motion Carried.***
10. **Request for Public Hearing: Zoning Map Amendment: MF to R-10.** Mayor Pro Tem Mosteller made a Motion to set the Public Hearing Date for August 10th, seconded by Alderman Carroll. ***Unanimous Vote; Motion Carried.***
11. **Recommendation and Appointment of Board of Adjustment Members:** Alderman Lombardi made a Motion to recommend reappointment for Josh McGee, Pete Haislip, and Tuck Masker as members of the Board of Adjustment and it was seconded by Alderman Carroll. ***Unanimous Vote; Motion Carried.***

Committee Reports

Alderman Davis said a Forestry Committee Member would be awarded a Tree Champion Certificate and encouraged the public to the next meeting to find out more.

Mayor Pro Tem Mosteller reminded everyone about the next Planning Board Meeting on August 17th.

Mayor Hatem announced that the ABC Board met, and their store received more gross revenue than any other store in the area.

Manager's Report

Ms. Dutton gave an update on bids going out for several projects. Finance Department is working hard to provide information to the auditors to stay ahead. She thanked the staff for their hard work.

Board Comments

Aldermen Allen, Carroll, Alt, and Davis thanked everyone for attending and viewing the meeting. Alderman Lombardi announced that the Beautification Committee would not schedule a clean-up for July and August. However, they will finish the waterfront staining on July 15th.

"We are getting ready to go into an election cycle. Please do not believe everything you read or hear. For example, last week, there was a letter to the editor in the paper with inaccurate

information. Titled 'It's about trust', the letter stated that this board had sold the 400 acres without an appraisal, in a private sale. Per the requirements of state statute, we discuss potential contracts in closed session, however, to be clear, final action to sell city property must be conducted in a public meeting. The 441 acres have not and will not be sold without notice and being discussed in a public meeting.

With regard to Short Street, in 2020, the City Manager stated that the reversal of Short Street's one-way traffic pattern had improved the safety for pedestrians, bicyclists, and other non-motorists. Chief Coring agreed and noted the importance of additional public awareness of the change.

Regarding the Conditional Zoning comments, Oakton is not a PUD. Oakton is a By Right R-10 subdivision which by law, unlike the Conditional Zoning process, did not give this Board the authority to require changes to accommodate the concerns voiced by neighboring citizens.

Lastly, rest assured that every Board member sitting at this table values the collaboration with staff. The new budget demonstrates our commitment and recognition of the value of our professional City Staff. Please gather the facts for yourself. And if you have questions or concerns about Board actions or processes or decisions, please give me a call. All of the Board members phone numbers can be found on the city website.

Also, I have a couple of experiences that I would like to share.

In the past few months, we have been building an accessory structure in the backyard of our house. In other places I have lived, people always talk about how hard it is to work with building permitting offices and inspectors. I am so very proud of living in a community where our Planning and Inspections Department is so professional, and staff is committed to the welfare and safety of the public. Throughout the building process, our interactions with Tori Deviney, the City Permitting administrator, and Kiley Barefoot, the City's building inspector, were first rate. Both Tori and Kiley took time to make sure we understood every step of the process. Admittedly, no one likes to be told no when they are trying to get their C.O. including me, however, not only was it code, Kiley helped me understand the value of installing the vents that had been overlooked. It is with gratitude that I recognize Tori and Kiley for their service to our community.

And finally, I would like to recognize Officer Kelly Garrido. A couple of weeks ago I took my 16 ½ year old dog to Unleashed for a bath. Afterwards, I put him in the car and turned around to see Mike Isenberg with his dog coming out of the groomers...so we chatted, and then I tried to get into the car. Socks, my old schnauzer mix had stepped on the interior lock and locked me out of the car and of course my keys were in the car. We couldn't find my spare key at home so I called the Police Department to see if they had a tool that could help. That's when Officer Garrido saved the day. Within minutes of arriving, Officer Garrido had the door unlocked and Socks was on his way home. So, Socks and I offer a 'special thank you' to Officer Garrido for her help. And I share this as a small reminder of how grateful I am to live in this community. "

Mayor Hatem thanked the staff for their hard work and everyone for their attendance and participation.

Alderman Carroll made a Motion to adjourn and was seconded by Mayor Pro Tem Mosteller.
Unanimous Vote; Motion Carried.

The meeting was adjourned at 9:28 p.m.

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

Tanya Shannon, Deputy Clerk

DRAFT

AN ORDINANCE AMENDING CHAPTER 2. OF THE CITY OF SOUTHPORT CODE OF ORDINANCES AS IT PERTAINS TO BOARD, COMMITTEES AND COMMISSIONS

BE IT ORDAINED, by the Board of Aldermen of the City of Southport that Chapter 2, Article IV, of the Code of Ordinances entitled “Board, Committees and Commissions” is hereby amended to add the following:

CHAPTER 2. ADMINISTRATION

ARTICLE IV. BOARDS, COMMITTEES AND COMMISSIONS

Secs. 2-218. through 2-220. Reserved

DIVISION 6. CEMETERY COMMITTEE

Sec. 2-221. Creation and Purpose.

The name of this committee shall be the Southport Cemetery Committee. The purpose of the Southport Cemetery Committee is to establish goals and objectives for the upkeep in perpetuity of Northwood Cemetery and Old Smithville Burying Ground. The Committee will research and recommend best practices for preserving and maintaining the City cemeteries.

Sec. 2-222. Membership and Term

Membership of the Cemetery Committee will be limited to seven (7) full members appointed by the Board of Aldermen. All members shall be residents of the City limits, or extra-territorial jurisdiction. However, the representatives serving on behalf of the Southport Historical Society, the Southport Beautification Committee, and the John N Smith Cemetery Restoration and Preservation, Inc. are exempted from this residency requirement. Membership of the Committee shall include:

- (1) representative from the Southport Historical Society
- (1) representative from the Beautification Committee
- (1) representative from the John N. Smith Cemetery Restoration and Preservation, Inc.
- (4) appointed at-large members

The Mayor shall appoint an Alderman(s) to the Committee to act as a liaison(s) between the Cemetery Committee and the Board of Aldermen. The liaison(s) will be entitled to all privileges except making a motion, voting, and holding office. There will also be a City staff liaison assigned by the City Manager to support the Committee.

Open positions on the Committee will be advertised by the City in the Spring. Prospective applicants and incumbent members seeking reappointment shall submit an application to the City Clerk by **April 30th**. All new applicants will be interviewed by the Chair, Vice Chair, and Board of Aldermen liaison(s), who will recommend the best candidate(s) to the Board of Aldermen at the next Regular June meeting. The Board of Aldermen will appoint the member(s) from the pool of all prospective applicants. However, the individual representative members serving on behalf of the Southport Historical Society, the Southport Beautification Committee, and John N Smith Cemetery Restoration and Preservation, Inc. are appointed by their respective organizations and are exempted from the interview requirement. In the event that the Chair or Vice Chair is being interviewed for another term, the Mayor shall serve on the interview committee. If the Mayor is unavailable, the Mayor Pro-

tem shall serve on the interview committee. The Committee will strive to have the same interview committee for every interview.

Any member desiring to resign from the Cemetery Committee shall submit his/her resignation in writing to the Secretary. Applications will then be accepted by the City Clerk for a period of thirty (30) days following the resignation, to serve on the Committee for the remainder of the term. After the thirty (30) days, the Chair, Vice Chair, and Board Liaison(s) will conduct interviews and make a recommendation to the Board of Aldermen at the next Regular Board of Aldermen meeting.

All appointed members shall serve a term of three (3) years that expires on June 30th in the third year, and terms are staggered to maintain continuity in the Committee. Cemetery Committee members shall serve without compensation. Refer to Table A below for term expiration dates.

Table A. Scheduled Staggered Term Expirations

	JUNE	2024	2025	2026
(1) Historical Society Member			1	
(1) Beautification Committee Member		1		
(1) John N. Smith Cemetery Restoration and Preservation, Inc. Member				1
(4) Appointed At-large Members		1	2	1

(terms 3-years to expire in June of the third year)

Sec. 2-223. Officers and Duties

The Officers of the Committee shall be Chair, Vice-Chair, Secretary and Treasurer. Officers will be nominated by the Committee during the first meeting of a new term (July), or within sixty (60) days after a mid-term vacancy of an officer.

The duties for each position are as follows:

1. The Chair shall issue an agenda prior to each meeting, shall preside over all meetings, sign all official papers, call special meetings as necessary, approve all expense reimbursements in advance of individual outlay, and perform all such duties usually bestowed upon a Chairman.
2. The Vice-Chair shall serve in the absence of the Chair.
3. The Secretary shall maintain and publish complete minutes of each meeting, be responsible for all Committee correspondence, and keep and maintain a membership attendance record.
4. The Treasurer shall maintain and publish a financial report at each meeting, which keeps track of expenses incurred and budgeted funds remaining to spend and be responsible for submitting check requests to the City Finance Director for individual reimbursement of approved expenses incurred.

Sec. 2-224. Meetings and Authority

The Committee shall adopt a Regular meeting schedule that shall be made available to the public. Special meetings shall be called by the Chair. The purpose of the special meeting shall be stated in the notice and given at least forty-eight (48) hours in advance of the meeting date.

Acceptance of an appointment to this Committee signifies an obligation of the appointee. It is the duty of each member to attend every meeting unless prevented by sickness or grave emergency. If a member misses three regular meetings without a reasonable explanation, the Committee shall request the resignation of said member.

More than half of all appointed members of the Committee shall constitute a quorum. At the discretion of the Chair, a meeting may proceed with less than a quorum in order to conduct routine matters.

After determining a quorum is present, the meetings shall include the following:

1. Call to Order by the Chair
2. Approval of minutes of previous meeting
3. Report of standing or special committees
4. Old business
5. New business
6. Adjournment

Sec. 2-225 Committees

Standing or special committees shall be appointed by the Chair when deemed necessary to carry out the work of the Committee.

Sec. 2-226 Amendment

The Cemetery Committee may amend their By-laws at any regular meeting of the Committee by a simple majority vote, provided the amendment has been submitted in writing at a previous regular meeting.

NOW, THEREFORE, BE IT ORDAINED by the City of Southport Board of Aldermen that the proposed Code of Ordinances amendment of Chapter 2, Article IV: Boards, Committees and Commissions, is hereby adopted and shall become effective immediately. All provisions of any City ordinance or resolution in conflict with this Ordinance are hereby repealed.

The foregoing Ordinance, having been submitted to a vote, received the following vote, and was duly adopted this the ____ day of August 2023.

Ayes: _____

Noes: _____

Absent or Excused: _____

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

Dorothy Dutton, Asst City Manager/Clerk



MEMORANDUM

For: Lowe Davis, Alderman

Dorothy Dutton, Asst. City Manager/City Clerk

From: Scott A. Len Chairman, Southport Forestry Committee

Subject: Request to present award during 10 August Aldermen meeting

Date: 12 July 2023

Lowe/Dorrie

The Forestry Committee requests a slot in the agenda for the 10 August 2023 regular meeting of the Aldermen in order to present an award. The Committee has recently revived the “Tree Champion” award in recognition of those citizens who through their actions and/or support contribute to the preservation of Southport’s live oaks and urban forest.

The Committee would like to present this first award to Ms. Allison Scouler for her thoughtful and proactive approach to the construction of her home in order to preserve the large live oak tree on the property. We would like for Mayor Hatem, along with members of the Committee, to present the award to Ms. Scouler at this meeting.

The Forestry Committee will provide the award (Certificate) and talking points for Mayor Hatem for the presentation.

Appreciate your assistance in supporting this endeavor.

Scott A. Len

Southport Forestry Committee



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: 8/10/2023

DEPARTMENT: Development Services

PRESENTED BY: Maureen Meehan, City Planner

ITEM SPONSORED BY: Haven, LLC

ITEM/TOPIC: Hold a Public Hearing for a Unified Development Ordinance Amendment to Section 3.19.H Illumination

COST: N/A

BUDGET LINE ITEM: N/A

JUSTIFICATION: At their June 15, 2023 meeting the Planning Board voted to send the Board of Aldermen a recommendation of approval for a Unified Development Ordinance Amendment to Section 3.19.H Illumination to allow backlit or halo lit signage. A duly advertised public hearing must be held prior to the Board of Aldermen making a decision on the proposed amendment.

IMPACT IF NOT APPROVED: This is a legislative decision defined by the NC General Statutes. The Board is not obligated to approve the amendment. A statement of consistency must be adopted in conjunction with a motion to approve or deny the proposal.

DEPARTMENT HEAD COMMENTS: The attached proposed Unified Development Ordinance Amendment has been reviewed by staff for consistency with the land use plan. Staff found the proposal consistent and forwarded it to the Planning Board for a recommendation.

CITY MANAGER COMMENTS: This is a by-law strictly Board of Aldermen decision. I have no comment.

ATTACHMENTS: Staff Report, Proposed Language, Text Amendment Application

REQUESTED ACTION: Hold a public hearing and consider an Amendment to the Unified Development Ordinance as outlined in attached documents.

PROPOSED MOTION: 1.) Motion to approve the Land Use Consistency Statement citing consistency with Policy 7.9 of the Land Use Plan; and
2.) the Zoning Text Amendment regarding illuminated signs as presented.

STAFF REPORT

ZONING TEXT AMENDMENT APPLICATION

SECTION 3.19 SIGNS

APPLICATION SUMMARY	
Presentation Date	August 10, 2023 Board of Aldermen
Applicant	Haven 307, LLC
Relevant Ordinance Sections	Section 3.19 Signs

ZONING TEXT AMENDMENT PROPOSAL
Haven 307, LLC, applicant, respectfully submits a Zoning Text Amendment to the City of Southport Unified Development Ordinance. Specifically, the request is to amend Section 3.19.H 'ILLUMINATION' to modify the allowable types of illuminated signs. All proposed changes, including additions and deletions, can be found as an attachment to this report and may also be viewed in the City of Southport Development Services Department offices.

REVIEW PROCESS

A Zoning Text Amendment proposal is considered a legislative process. As laid out by North Carolina General Statutes, a legislative process is a policy-level decision with broad discretion by the decision-making authority, in Southport's case the Board of Aldermen. In a decision to approve or deny a legislative proposal, the Board of Aldermen shall include a statement referencing the decisions consistency with the adopted land use plan for the City of Southport. Per the City of Southport Unified Development Ordinance, the Planning and Zoning Board shall also provide a recommendation on any proposed Zoning Text Amendment to the Board of Aldermen. The Board of Aldermen shall hold a public hearing prior to voting on any Zoning Text Amendment.

Section 2.10 of the UDO outlines the procedure that allows any party to apply for a text change to the UDO or zoning district change for the city's zoning map. The Planning Board shall provide an advisory recommendation within 90 days after the introduction of such petition at a regularly scheduled meeting and shall transmit its recommendation and report, including the reasons for its determinations, to the Board of Aldermen. This petition was introduced to the Planning Board on April 20, 2023.

AMENDMENT DESCRIPTION

The applicant, Haven 307, LLC has requested this amendment to receive sign permit final approval for a backlit sign that is not currently permitted. Below is the sign illuminated. The City and the property owner have signed a letter of agreement that allows the illumination of the sign until the UDO amendment can be processed.



The amendment to this section would allow backlit and halo signs. Currently, Section 3.19.H.1.c) states that illuminated signs are limited to those lit internally with glass or plastic faces bearing the advertisement and diffuse direct rays of the light source to prevent any direct line of sight with the light source.

Backlit and halo signs can be described as text and shapes cut into overlaid surface that shines light from the reverse of the overlay. The illumination creates a glow around the overlaid surfaces. Some other examples are shown below.





Specifically, the applicant requested the following considerations to this Zoning Text Amendment to provide for modifications to the City’s adopted sign regulations. The request includes one of two (2) options:

1. Adding an OR where currently there is an AND in Section 3.19.H.1.c)
2. Add an additional section to the ordinance that specifically allows backlit and halo lighting that meets all requirements of the UDO.

After consideration the Planning Board voted to add an additional section to the UDO.

Backlit and halo lighting that otherwise meet the provisions of Section 3.19 of this ordinance are allowed.

EVALUATION AND CONTEXT

Unified Development Ordinance Compliance

Zoning Text Amendments, like General Use Zoning Map Amendments (Rezoning), follow the process laid out in Section 2.10 of the City of Southport Unified Development Ordinance. Pursuant

to this section, the Planning Board shall advise and comment on whether the proposed text or zoning map amendment is consistent with the comprehensive plan or any other official adopted plans that are applicable. The Board of Aldermen shall, in their final decision-making capacity, base their decision upon the same.

2014 CAMA Core Land Use Plan Compliance

Explicit references to specific sign regulations or other commercial design aspects are not present within the document. The plan references updating the UDO and other documents to meet the needs of the residents of the city. Further, the following Goal and Policy supports consistency with the proposed text amendment and the land use plan.

Goal 7: Southport will integrate local concerns with the overall goals of CAMA in the context of land use planning and in accordance with Southport's Vision and Core Values, Southport will endeavor to preserve the city's historic character, protect the city's shoreline vista, continue to support a vibrant Central Business District, preserve the city's residential areas and protect the city's Areas of Environmental Concern (AEC's).

Policy 7.9: The City will encourage development that supports its Vision and Core Values, will protect its resources, preserve its atmosphere, and simultaneously promote industrial and retail growth.

PLANNING BOARD RECOMMENDATION

The Planning Board recommends APPROVAL of the text amendment adding a new section to ordinance allowing backlit or halo signage. The proposal appears to be consistent with the 2014 CAMA Core Land Use Plan, specifically regarding preservation of the character and atmosphere of the city while promoting retail growth, as well as remaining consistent with the Unified Development Ordinance.

Attachments

Proposed Text Amendment Language
Consistency Statement
Text Amendment Application

Add a new section specifically allowing backlit and halo lighting

H. ILLUMINATION

1. Where illuminated signs are permitted, they shall conform to the following requirements:
 - a) All signs illuminated under the provisions of this section shall be constructed to meet the requirements of the National Electrical Code.
 - b) Signs which contain, include, or are lighted by any flashing, intermittent, or moving lights are prohibited, except Electronic Message Center signs.
 - c) Illuminated signs shall be limited to those lighted internally with glass or plastic faces bearing the advertisements and diffusing the direct rays of the light source to prevent any direct line of sight with said light source.
 - d) Backlit and halo lighting that otherwise meet the provisions of Section 3.19 of this ordinance are allowed.
 - ~~d)~~ e) Neon, argon, or other gas tube lighting or signage shall be prohibited on the external walls of all structures. Neon, argon, or other gas tube logo signs placed inside the building and not exceeding 25% of the window area or 32 square feet whichever is less shall be permitted.
 - ~~e)~~ f) Flood and display lighting shall be shielded so as to prevent direct rays of light from being cast into a residential area or district and/or on a public right-of-way from any direction. Such lighting shall also be shielded so as to prevent view of the light source from a residence or residential district and/or vehicles approaching on a public right-of-way from any direction. In addition, no sign shall permit light to emit upwards towards the sky.
 - ~~f)~~ g) Flame as a source of lighting is prohibited.
 - ~~g)~~ h) The light source color temperature for outdoor lighting shall not exceed 3,000 degrees Kelvin.



**City of Southport Board of Aldermen
Statement of Plan Consistency and Zoning Recommendation
(As per NC General Statute 160D-604)**

When conducting a review of proposed zoning text or map amendments pursuant to this section, the Board of Aldermen shall advise and comment on whether the proposed action is consistent with any comprehensive plan that has been adopted and any other officially adopted plan that is applicable.

AMENDMENT: ZTA 23-02

STATEMENT OF CONSISTENCY AND RECOMMENDATION:

The City of Southport Board of Aldermen hereby adopts the proposed text amendment of the Unified Development Ordinance and finds that it is consistent with the City's 2014 CAMA Core Land Use Plan originally adopted Nov. 13, 2014 and subsequently amended by the Southport Board of Aldermen. More specifically, the proposed amendment is consistent with Policy 7.9: The City will encourage development that supports its Vision and Core Values, will protect its resources, preserve its atmosphere, and simultaneously promote industrial and retail growth and recommended action 2.5 A The City will continually monitor the need for possible revisions to the UDO. Further, the Board of Aldermen find that the proposed text amendment is reasonable and in the public interest as it would allow increased commercial services to the residents of Southport while not jeopardizing the historic character of the Business and Central Business districts.

The statement and motion was seconded and passed _____.

Dorothy Dutton, City Clerk

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

Text Amendment

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. RJA

FEE: \$ 100

Date Received: 3/3/23

Applicant's Name: Haven 307 LLC (Bev Hammond/David Truglio)

Mailing Address: P O Box 10852 City: Southport

State: NC Zip Code: 28461 Phone: 860.202.9301 860.729.8276

Email: hammondkids@yahoo.com

Property Owner's Name: Haven 307 LLC

Address of Owner: 506 W Owens St City: Southport

State: NC Zip Code: 28461 Phone: 860.202.9301 860.729.8276

Email: hammondkids@yahoo.com

Current Section Impacted by Proposed Text Amendment: Section 3.19.H.1.c

On the next page, please describe the conditions that makes the proposed text amendment necessary to the * promotion of the public health, safety and general welfare, or that identifies an obvious error in the UDO. Also include an explanation on why the proposed text amendment is or is not consistent with the Land Use Plan and other adopted plans (Attach separate sheet if necessary).

Section 3.19.H.1.c language reads: "Illuminated signs shall be limited to those lighted internally with glass or plastic faces bearing the advertisements and diffusing the direct rays of the light source to prevent any direct line of sight with said light source".

It is unfortunate the folks writing the ordinance got very restrictive and did not opt for the foresight to plan for a variety of sign options that would still remain within their definition of acceptable, and chose (as Mo pointed out) to use the word "and" instead of "or". That is not a criticism as we're sure the best interests of the City were in mind while creating all ordinances, but the UDO is a living document that needs to stay relevant by having tweaks made to existing ordinances as the need arises.

We are questing the language either we changed to make this an "or" statement, or a sentence be tacked on to indicate every sign permit request will be evaluated on its own merits and location, size, lumens/Kelvin will all be taken into account. Do you really want a city full of signs that all look the same? That goes against the character of Southport. That said, there definitely needs to be thoughtfully crafted structure to sign ordinance language.

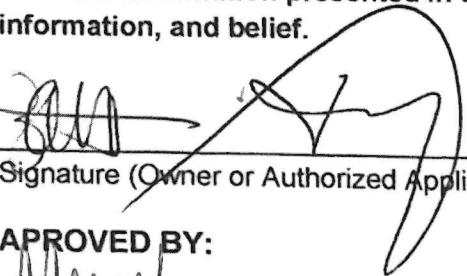
We have designed (and were permitted) an aesthetically pleasing and appropriately lit sign. While technically it is a halo lit sign by definition, it is NOT glaring or giving off tons of bright light. The LED lights to be used fall within the acceptable limits and they are illuminating the back of the sign to give it a subtle glow. It could be easily argued that back lit signs are more of a nuisance and give off a far less pleasing light.

Please advise what other information you might need to make this change to the ordinance and thus allow us and others the potential for innovative, unique, yet still completely in line with the vibe of Southport, signs.

Thank you.

David Truglio and Bev Hammond

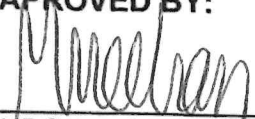
In filing this Rezoning Petition, I hereby certify that I am authorized to submit this application and that all of the information presented in this application is accurate to the best of my knowledge, information, and belief.



Signature (Owner or Authorized Applicant)

3/2/23
Date

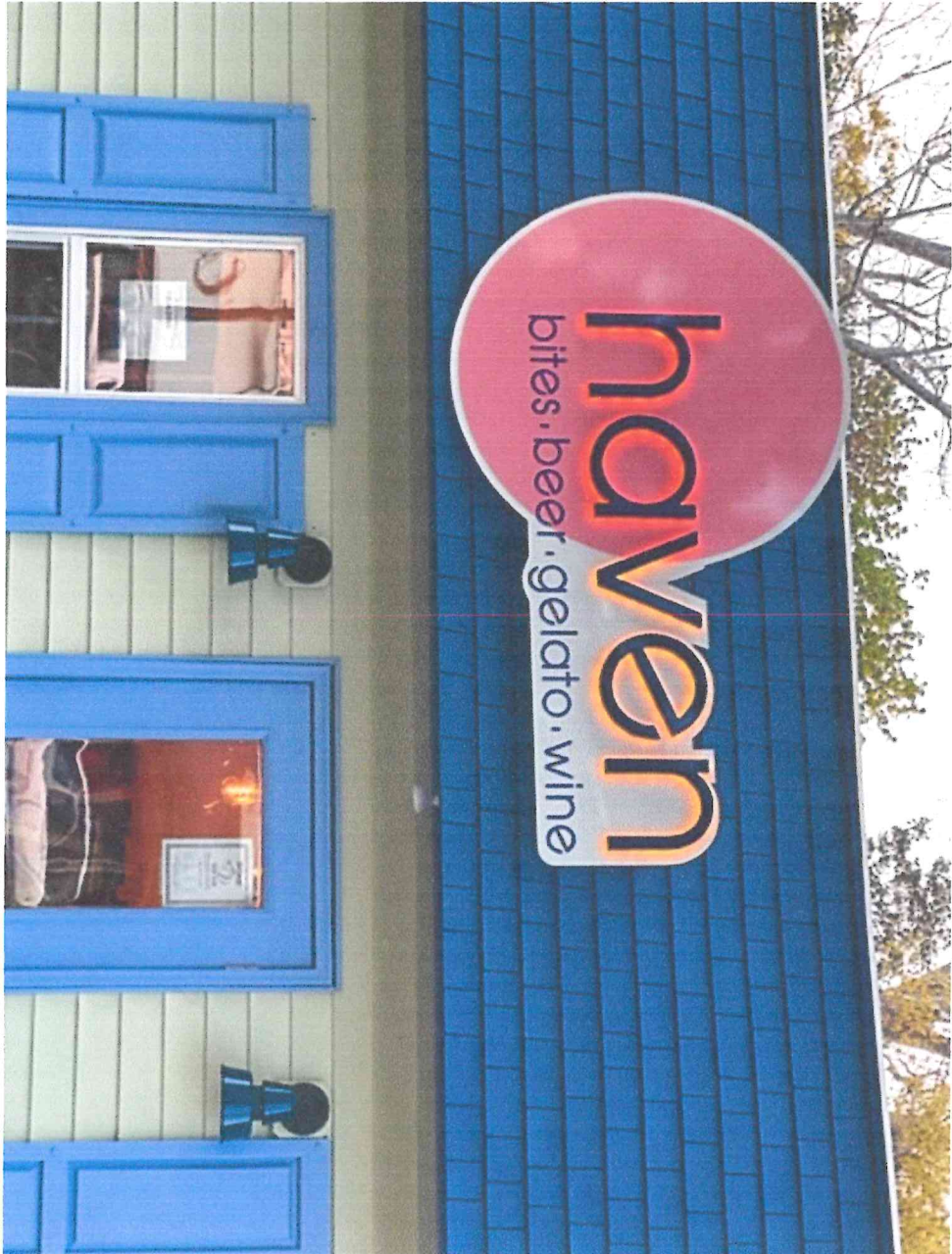
APPROVED BY:



UDO Administrator

3/3/23

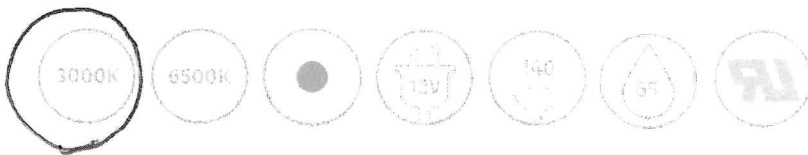
Date





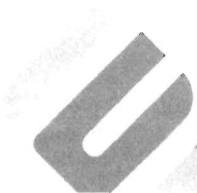
Panoramic 1D Series

Everylite Datasheet Ver 3.0.1
Revision Date 07/2022



Features

- Panoramic Series 1-diode LED module, this miniature version can be used for all your small signage applications
- You can combine it with our new generation Panoramic Series 2D and 3D modules to reach any possible corner or angle while maintaining perfect color consistency
- Preinstalled double sided tape for a quick layout
- Incredible 140 degree beam angle means better coverage and no hot spots
- 2835 surface mount LED with a high luminous efficacy
- Perfect color consistency with in-house color binning
- 50,000 hours rated lifetime
- UL, CE and RoHS



Panoramic 1D Parameters

Item #	Color	Peak Wave Length	module/ft	Lm/module	Lm/ft	Lm/W	W/module	W/ft	Input Voltage	Viewing Angle	Waterproof
PA-1D-W3CL	Warm White	3000K	4	28	112	86	0.36	1.44	12	140°	IP65
PA-1D-W6CL	Pure White	6500K	4	25	100	85	0.36	1.44	12	140°	IP65
PA-1D-RXCL	Red	620-625nm	4	12	48	33	0.36	1.44	12	140°	IP65

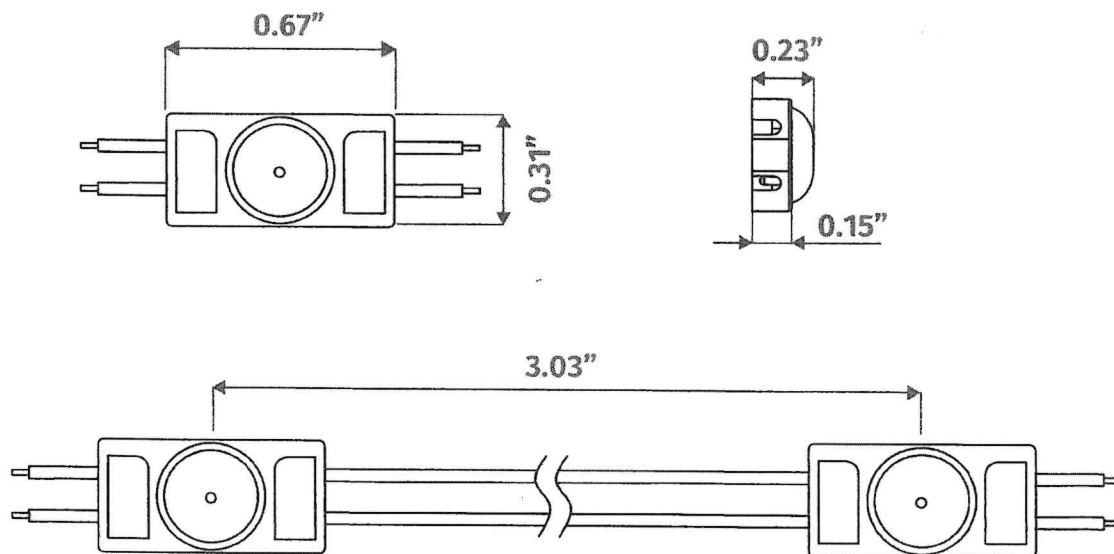
Power Supply Maximum Loading Capacity*

0.36 Watt LED

Power Supply	20W	60W	100W	150W	240W
By Module	50 mods	150 mods	250 mods	375 mods	600 mods
By Footage	12.5 ft	37.5 ft	62.5 ft	93.75 ft	150 ft

*Due to voltage drop, a maximum of 25 modules can be run before power needs to be reintroduced into the line of modules.

Drawing





Maureen Meehan

From: Hammond Kids <hammondkids@yahoo.com>
Sent: Wednesday, March 15, 2023 2:09 PM
To: Maureen Meehan
Cc: Travis Henley; David Truglio
Subject: Re: 307 N Howe St- sign permit

Hi Mo,

Thanks for your reply.

The misunderstanding of "halo" and "backlit" seems to be what created the unfortunately worded ordinance, so it's good that the City is revisiting and revising those definitions. Thanks for initiating that.

"Halo" is defined as "individually mounted opaque raised letters or symbols incorporating a back- lit, recessed light source behind mounted elements so that light source is not directly visible." There is little correlation between light output and halo lighting- it can range from very subtle to very bright, it is simply a modality and the City folks who wrote the ordinance a while back seem to have the notion that anything backlit is unpleasantly bright and obnoxious.

A quick google search will provide a plethora of information confirming that backlit/halo signs provide a "more refined look" (quantumsigncorp.com) and are often chosen "because they have a more distinguished look and can be lit with a lot more control than any lightbox design" (davessigns.com) For those reasons alone, the City is right to take a step back and reconsider both the goal and wording of the ordinance. We're aligned with you in hoping for an ordinance that limits bright, gaudy signs- we went the opposite direction in designing and we are being held up on a technicality that is hopefully worked out soon. In reality, backlit signs are often more diffused and subtle than front lit signs. We see signs downtown that we personally find unpleasantly bright and out of character with the charm of Southport- that is not what we designed or would want at Haven. The whole vibe of Haven is intended to be a warm and relaxed place to sit for a spell and enjoy a beverage or some bocce.

You requested some examples and I've attached those below. If the proper lighting is used, the sign is not bright or obnoxious- it's a very diffused and gentle warm glow.

Hope this is helpful. Please let me know what the next steps are, we are happy to share this information with the Alderman if you'd like. Their motivation to place controls on commercial signage and exterior lights is commendable (and needed) but it should not be so restrictive that creativity is forsaken.

Thanks for your help in this matter, we do appreciate your responsiveness and assistance.

Bev Hammond and David Truglio



BOARD OF ALDERMEN AGENDA ITEM SUMMARY

DATE: 8/10/2023

DEPARTMENT: Development Services

PRESENTED BY: Maureen Meehan, City Planner

ITEM SPONSORED BY: Diane Boguskie

ITEM/TOPIC: Public Hearing and Consideration of a Zoning Map Amendment at 605 W Brown Street

COST: N/A

BUDGET LINE ITEM: N/A

JUSTIFICATION: At their June 15, 2023 meeting the Planning Board voted to send the Board of Aldermen a recommendation of approval for the Zoning Map Amendment at 605 W Brown Street from Multi-Family to R-10 Residential. A duly advertised public hearing must be held prior to the Board of Aldermen making a decision on the proposed amendment.

IMPACT IF NOT APPROVED: This is a legislative decision defined by the NC General Statutes. The Board is not obligated to approve the amendment. A statement of consistency and reasonableness must be adopted in conjunction with a motion to approve or deny the proposal.

DEPARTMENT HEAD COMMENTS: The attached proposed Zoning Map Amendment has been reviewed by staff for consistency with the land use plan and surrounding neighborhood. Staff found the proposal consistent and reasonable and forwarded it to the Planning Board for a recommendation.

CITY MANAGER COMMENTS: This is a by-law strictly Board of Aldermen decision. I have no comment.

ATTACHMENTS: Staff Report, Zoning Map Amendment Application

REQUESTED ACTION: Consider the Land Use Consistency Statement and Zoning Map Amendment as outlined in the attached documents.

PROPOSED MOTION: 1.) Motion to approve the Land Use Consistency Statement citing consistency with Policy 2.4 of the Land Use Plan; and
2.) and to approve the Zoning Map Amendment as proposed for 605 W. Brown Street to be rezoned from MF to R-10.

STAFF REPORT 605 W BROWN STREET REZONING APPLICATION

APPLICATION SUMMARY	
Presentation Date	August 10, 2023 Board of Aldermen Meeting
Applicant	Dianne Boguskie
Property Owner	Dianne Boguskie
Parcel ID:	237LA02806
Property Size	.06 acres (~2897 SF)
Zoning District	MF
Proposed Zoning District	R-10

REZONING OVERVIEW

Mrs. Dianne Boguskie is requesting a zoning change from MF to R-10 on a parcel of land located at 605 W. Brown Street.

LOCATION AND SITE CONDITIONS

The subject property is located on W. Brown Street adjacent to the Village at Southport (W. Brown Street), Marina Village (W. West Steet) and single-family neighborhoods on W. Brown Street and W. West Street. The property is located within the incorporated city limits and can be further identified by parcel number 237LA02806.



Access to the property is from W. Brown Street and city water and sewer are available in this neighborhood. The property is not located in a flood zone and there are no known wetlands on site.

The property falls within the high suitability land classification in the Land Suitability Analysis for the CAMA Land Use Plan. The future land use map designation is high density residential which defines a variety of single family and multi-family uses as appropriate uses.

REVIEW PROCESS

Proposed amendments to the zoning map may be initiated by the Board of Aldermen, Planning Board, city administration, or by the owner, of property within the area proposed to be changed. Every amendment, supplement, change, modification, or repeal of the zoning map/ordinance shall be referred to the Planning Board for its recommendation and report to the Board of Aldermen.

Prior to the Board of Aldermen consideration of a change, a public hearing must occur at a set day and time. The hearing is notified to adjacent property owners by mail, published in a local newspaper of general circulation and posted on the property, for two (2) consecutive weeks not less than 10 days and not more than 25 days before the hearing.

The approval of the rezoning may be adopted by the Board of Aldermen after the duly advertised public hearing and upon the approval of a plan consistency statement and a statement of reasonableness.

OVERVIEW

This proposal is a request to change a parcel of land from Multi-Family District (MF) to Residential District (R-10). Both districts are residential in nature and permit most of the same uses. The difference is that there is an exception for nonconforming lots of record located in the R-10 district, which grants rear and side yard setback reductions proportionate to the size of the lot.

Permitted Uses

A rezoning request does not allow the applicant to provide a proposed project or site plan. Decisions made on the rezoning must consider all permitted uses in the proposed district in relation to land use impacts, the character of the district and suitability for certain uses, and reasonableness for a small parcel change. The permitted uses for both zoning districts are highlighted in Table 3.1 from the UDO. (R-10 is yellow and MF is blue)

Table 3.1: Table of Uses	Districts													Use Stand ard
	P = Permitted by Right; S = Special Use; PS or SS = Permitted or Special Use with a Use Standard													
Uses	ICS	R-10	R-20	M F	MH	PUD	O-I	CBD	BD	HC	LI	HI	O S	Section #
Accessory Uses														
ACCESSORY STRUCTURES OR USES, GENERAL		PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS		3.6.A
ACCESSORY DWELLING, COMMERCIAL						SS	SS	SS	SS	SS	SS	SS		3.6.B
ACCESSORY DWELLING, RESIDENTIAL		SS	SS	SS	SS	SS	SS							3.6.C

Table 3.1: Table of Uses	Districts P = Permitted by Right; S = Special Use; PS or SS = Permitted or Special Use with a Use Standard													Use Stand ard
	ICS	R- 10	R- 20	M F	MH	PUD	O-I	CBD	BD	HC	LI	HI	O S	Section #
CEMETERIES AND MAUSOLEUMS		SS	SS	SS	SS	SS	SS	PS	PS	PS				3.6.D
DOCKS, , PIERS, GAZEBOS, BULKEADS, AND LIVING SHORELINES		PS	PS	PS	PS	PS	PS	PS	PS				SS	3.6.E
HOME DAYCARE, ADULT AND CHILD		SS	SS	SS	SS	SS								3.6.F
HOME OCCUPATION		SS	SS	SS	SS	SS								3.6.G
HOMESTAY		PS	PS	PS		PS								3.6.H
MODULAR UNIT					PS	PS	PS	PS	PS	PS	PS	PS		3.6.I
OUTDOOR DISPLAY								PS	PS	PS				3.6.J
OUTDOOR STORAGE									PS	PS	PS	PS		3.6.K
OUTDOOR VENDING MACHINE					PS	PS	PS	PS	PS	PS	PS	PS		3.6.L
PORTABLE STORAGE CONTAINERS		PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS		3.6.M
RECREATIONAL VEHICLE OR TRAVEL TRAILER		PS	PS		PS	PS	PS							3.6.N
SELF-SERVICE ICE VENDING MACHINES									SS	SS				3.6.O
SOLAR ENERGY SYSTEMS		PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS		3.6.P
SWIMMING POOLS		PS	PS	PS	PS	PS	PS	PS						3.6.Q
TEMPORARY SALES OFFICES		PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS		3.6.R
TEMPORARY HEALTHCARE STRUCTURES		PS	PS	PS	PS	PS								3.6.S
Residential Uses														
DWELLING, SINGLE-FAMILY		P	P	P	P	P	P							
DWELLING, TWO-FAMILY (DUPLEX)		S	S	P	P	P	P							

Table 3.1: Table of Uses	Districts P = Permitted by Right; S = Special Use; PS or SS = Permitted or Special Use with a Use Standard													Use Stand ard
	ICS	R- 10	R- 20	M F	MH	PUD	O-I	CBD	BD	HC	LI	HI	O S	Section #
DWELLING, MULTI-FAMILY				PS		SS	SS							3.7.A
DWELLING, TRIPLEX OR QUADRAPLEX				PS	SS	SS	SS							3.7.B
FAMILY CARE HOME		PS	PS	PS	PS	PS								3.7.C
MANUFACTURED HOME ON SINGLE LOT					PS									3.7.D
MANUFACTURED HOME PARK					PS									3.7.E
MIXED USES						PS	PS	PS	PS					3.7.F
MODULAR HOMES		PS	PS	PS	PS	PS	PS							3.7.G

Dimensional Requirements

Like the permitted uses, the dimensional requirements are almost identical, until the nonconforming lot of record exception is applied to the R-10 district.

Table 3.2: Dimensional Requirements by Zoning District						
Zoning District	Minimum Lot Size (square feet)	Minimum Lot Width (feet)	Minimum Front Setback (feet)	Minimum Rear Setback (feet)	Minimum Side Setback [1] (feet)	Maximum Height Limit (feet)
R-10	10,000	75	25	20	8	40
MF	13,750	100	25	20	8	40

LAND USE PLAN CONSISTENCY

The 2014 CAMA Land Use Plan (LUP), along with subsequent updates is the plan that is used for policy decisions in the City. The Planning Board and Board of Aldermen shall consult the plan's policies when considering a zoning change. Further, each rezoning must be recommended and ultimately adopted with a statement describing if the action is consistent or inconsistent with the adopted land use plan.

Increasing housing demand is one of the overarching themes found in the Future Demands section of the LUP. The goals, objectives, and policies found within the plan focus on balancing the need for housing and infrastructure with protection of the historic

character and environmental resources of the City. The ability to use the proposed lot for infill housing helps implement the plan's policy. A smaller lot with no known environmental conditions avoids loss of habitat.

Another theme throughout the LUP is consideration of a specific neighborhood or district and its suitability for particular uses. Objectives and policies direct future development to areas that are most appropriate for the type of use. The subject neighborhood has multiple different housing densities and types of units. Developing this lot would be suitable for the neighborhood's character.

It should be noted that since this is a residential-to-residential district rezoning request, most specific policies are not applicable. The following policies and implementing actions support the proposed rezoning request.

Policy 2.1 "...rezonings and amendments in classifications to the future land use map should be carefully balanced with a demonstrated need for such proposed development".

Recommended Action 2.1.A: Consider requiring all rezoning approvals be compared to the land suitability map and analysis, included in this plan, for consistency. This consistency review will be presented to the Planning Board and Board of Aldermen.....

As mentioned previously, the subject property is in an area of high suitability on the Land Suitability Map.

Policy 2.4: Southport will permit residential development to occur in response to market needs provided the following criteria are met:

- 1) Due respect is offered to all aspects of the environment.
- 2) Concurrent planning for improvements to community facilities, infrastructure, and services provided.

This policy is aimed more toward subdivisions and larger housing developments, but also is appropriate for the site due to the unique characteristics of the neighborhood and specifically the size of the property.

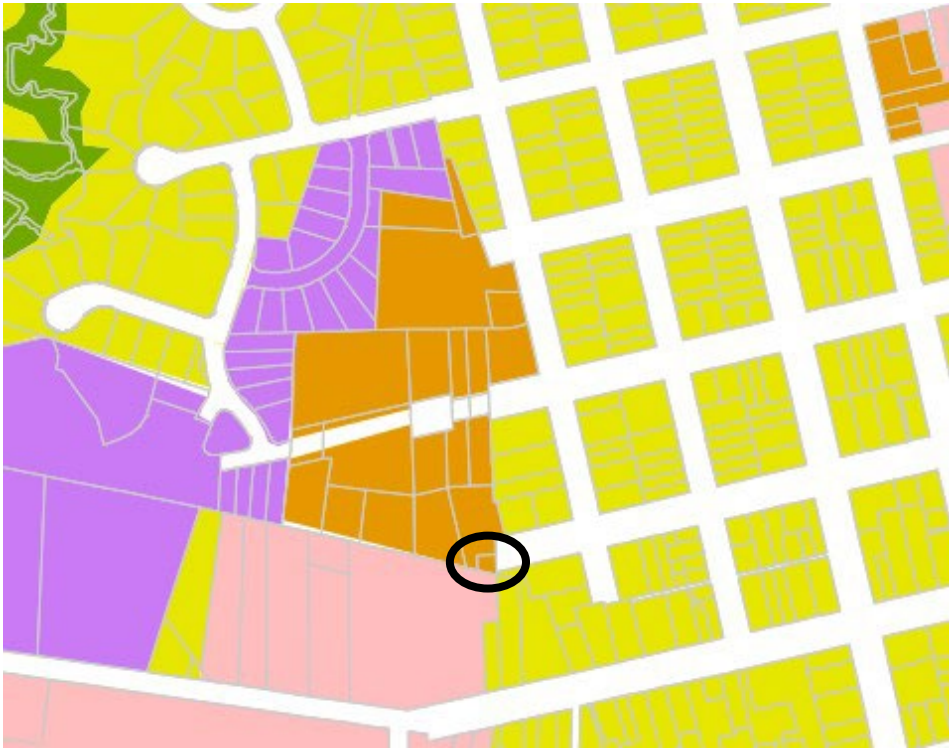
PLANNING BOARD RECOMMENDATION

The Planning Board recommends APPROVAL of the proposed zoning map amendment to the Board of Aldermen. The proposal appears to be consistent with the 2014 CAMA Core Land Use Plan and is reasonable due to the size, physical conditions, and other attributes of the area.

Attachments:

- Zoning Map
- Future Land Use Map
- Rezoning Application
- Consistency Statement

Zoning Map – Multi-Family



Future Land Use Map – High Density Residential





**City of Southport Board of Aldermen
Statement of Plan Consistency and Zoning Recommendation
(As per NC General Statute 160D-604)**

When conducting a review of proposed zoning text or map amendments pursuant to this section, the Board of Aldermen shall advise and comment on whether the proposed action is consistent with any comprehensive plan that has been adopted and any other officially adopted plan that is applicable.

AMENDMENT: ZMA 23-01

STATEMENT OF CONSISTENCY AND RECOMMENDATION:

The City of Southport Board of Aldermen hereby recommend adoption of the proposed Zoning Map Amendment to the Board of Aldermen and finds that it is consistent with the City's 2014 CAMA Core Land Use Plan originally adopted Nov. 13, 2014 and subsequently amended by the Southport Board of Aldermen. More specifically, the proposed amendment is consistent with **Policy 2.4:** Southport will permit residential development to occur in response to market needs provided the following criteria are met: 1) Due respect is offered to all aspects of the environment. and 2) Concurrent planning for improvements to community facilities, infrastructure, and services provided. Further, the Board of Aldermen find that the proposed map amendment is reasonable due to the size, physical conditions, and other attributes of the area.

The statement and motion was seconded and passed _____.

Dorothy Dutton, City Clerk

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



Rezoning 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

Date: May 8, 2023

FEE: \$ 500.00

Permit #: ZMA-23-01

Project Name (If Applicable): 605 W Brown

A complete application for any amendment shall contain a description of the proposed zoning regulation or zoning map amendment. The application shall state in detail whether the proposed amendment is consistent with CAMA Core Land Use Plan and any other officially adopted plan that is applicable. The application shall also give detailed evidence that the proposed amendment is in the interest and will benefit the general public and not solely be of benefit to the applicant; that the uses within the proposed zoning district are similar or comparable to the uses in the district as currently zoned, or that none of the uses permitted in the proposed zoning district may potentially adversely affect property values or the health, safety, morals, or general welfare of the residents of the surrounding area. Such application shall be filed with the Administrator to be processed in accordance with Section 12-5 of the UDO.

The Planning Board and Board of Aldermen may consider the following when deciding: Impact on neighbors and neighborhood, traffic, environment, utilities, suitability of land, harmony with area, schools, economic impact, tax base increase, spot zoning created, road capacity, adequate infrastructure, community opinion, property values, consistency with the Land Use Plan, future land use map, jobs, public services, buffering requirements, environmental impact, site limitations, and consistency with plans and prior decisions. The Boards cannot consider ethnicity, income, affordable housing, owner vs. renter housing, or who the owner is when deciding.

Petitioner Name: Mrs. Dianne Boguskie

Mailing Address: 502 W. Brown St.

City: Southport

State: NC

Zip Code: 28461

Phone: 910-457-6882

Email: dboguskie@gmail.com

Street Address and/or Description of Location: 605 W. Brown St., Southport

T-P/O G .07AC DIV OF LND&DOWER PL-802-519

Parcel ID #: 237LA02806

Site Acreage: 0.06

Number of Lots: 1

Current Zoning District: MF

Proposed Zoning District: R-10

C:\Users\tlloyd\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\2WJ7BDXA\RezoningApplicationJuly2018.docx

If the proposed change would require a change in the zoning map, attach an accurate diagram of the property proposed for rezoning showing:

1. All property lines with dimensions and north arrow.
2. Adjoining streets with rights-of-way and paving widths.
3. The location of all existing structures on the property.
4. The existing land uses associated with the property.
5. The zoning classification of all abutting zoning districts.
6. A list of all abutting property owners.

Future Land Use Map Designation: Medium Density Residential

Is the proposed zoning consistent with the Land Use Plan? (Describe how it is consistent below if so)
(Please Circle One): ☒ Yes ☐ No

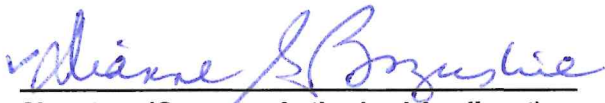
Please describe the changing conditions in the area or in the City of Southport that makes the proposed amendment necessary to the promotion of the public health, safety and general welfare, or that identifies an obvious error in the zoning map based upon the zoning classification or current land use of surrounding properties. Also include an explanation on why the proposed zoning is or is not consistent with the Land Use Plan and other adopted plans (Attach separate sheet if necessary)

605 W. Brown is a tiny parcel in the heart of the Historic District. It has no viable use in its current zoning designation of Multi-Family, and it is adjacent to blocks of single-family residential dwellings. If re-zoned R-10 and built with a small single-family house, it would be congruent in both appearance and purpose with the surrounding neighborhood. It is outside the VE and AE flood zone delineations, and it has direct access to the W. Brown Street right of way.

Rezoning Fees as of July 1, 2018

Rezoning: Less than 3 Acres	\$500.00
Rezoning: 3.01-6.00 Acres	\$1,000.00
Rezoning: 6.01 + Acres	\$1,000.00 + \$100/acre

In filing this Rezoning Petition, I hereby certify that I am authorized to submit this application and that all of the information presented in this application is accurate to the best of my knowledge, information, and belief.


Signature (Owner or Authorized Applicant)


Date

PLAT OF SURVEY FOR DIANNE & ED BOGUSKIE REPUTED OWNERS

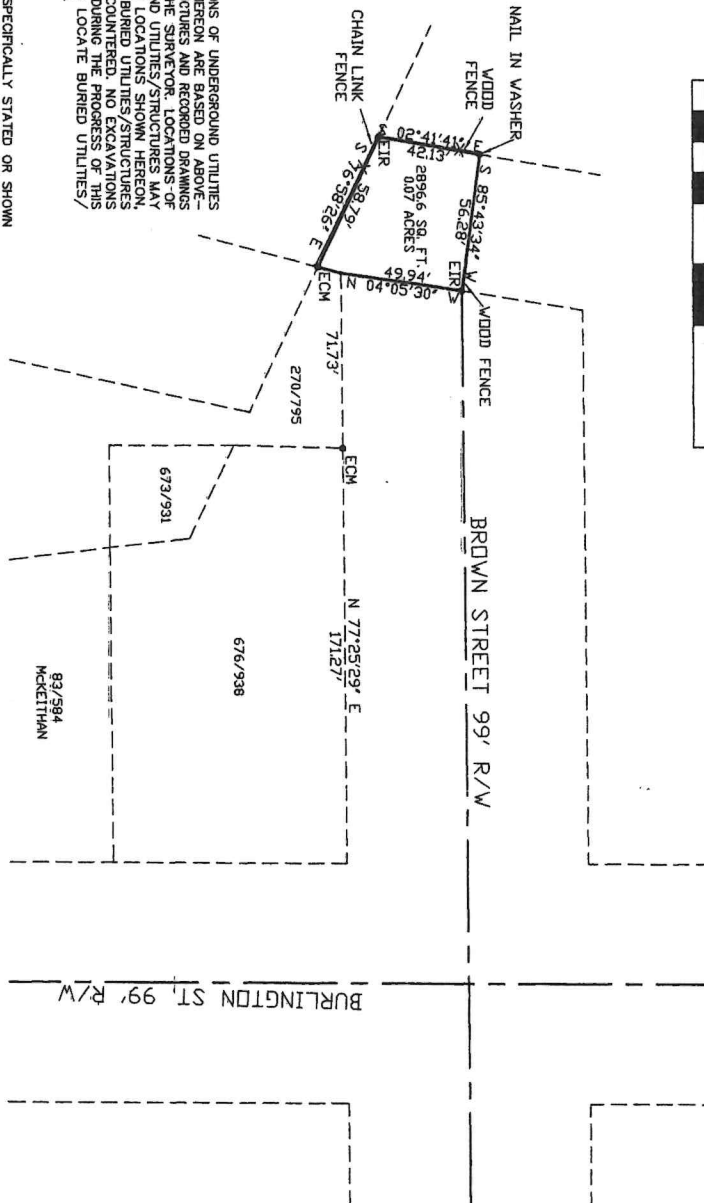
.07 ACRE TRACT OFF W. BROWN STREET
SMITHVILLE TOWNSHIP, BRUNSWICK COUNTY
SOUTHPORT, NORTH CAROLINA



NOTE: LANDS ALSO CLAIMED BY
PAT PITTENGER ET UX ON A MAP
BY W.H. DELANEY II ATTACHED TO
DEED BOOK 802 PG 519 B.C.R.

THE LOCATIONS OF UNDERGROUND UTILITIES
AS SHOWN HEREON ARE BASED ON ABOVE-
GROUND STRUCTURES AND RECORDED DRAWINGS
PROVIDED. THE SURVEYOR'S LOCATIONS OF
UNDERGROUND UTILITIES/STRUCTURES MAY
VARY FROM LOCATIONS SHOWN HEREON.
ADDITIONAL BURIED UTILITIES/STRUCTURES
MAY BE ENCOUNTERED. NO EXCAVATIONS
WERE MADE DURING THE PROGRESS OF THIS
SURVEY TO LOCATE BURIED UTILITIES/
STRUCTURES.

EXCEPT AS SPECIFICALLY STATED OR SHOWN
ON THIS PLAN, THIS SURVEY DOES NOT PURPORT
TO REPRESENT THE SUBDIVISION AND MAY
BE APPLICABLE TO THE SUBJECT REAL ESTATE
EASEMENTS, OTHER THAN POSSIBLE EASEMENTS
THAT WERE VISIBLE AT THE TIME OF MAKING
OF THIS SURVEY. BUILDING SETBACK LINES,
RESTRICTIVE COVENANTS, SUBDIVISION RESTRICTIONS,
ZONING OR OTHER LAND USE REGULATIONS
AND ANY OTHER FACTS THAT AN ACCURATE AND
CURRENT TITLE SEARCH MAY DISCLOSE.

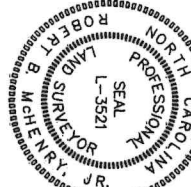


NOTE:
THE PROPERTY SHOWN HEREON IS
NOT IN A FLOOD HAZARD ZONE.

STATE OF NORTH CAROLINA
BRUNSWICK COUNTY

I, ROBERT B. MCHENRY, JR. CERTIFY
THAT THIS MAP WAS DRAWN UNDER MY
SUPERVISION FROM AN ACTUAL FIELD
SURVEY MADE UNDER MY SUPERVISION;
THAT THE RATIO OF PRECISION AS
CALCULATED BY LATITUDE AND DE-
PARTURES IS 10,000' ±; THAT THE
BOUNDARIES NOT SURVEYED ARE SHOWN
AS BROKEN LINES PLOTTED FROM IN-
FORMATION FOUND IN BOOKS REFERENCED;
WITNESS MY HAND AND SEAL THIS THE
26TH DAY OF MAY A.D. 2004.

Robert B. McHenry Jr.
LAND SURVEYOR



DATE: APRIL 27, 2004

SURVEY BY: DW/LH

DRAWN BY: C.KENNEDY

SCALE: 1 INCH = 50 FEET

JOB NUMBER: 04-0319

FIELD BOOK: SPT-2003-1

LEGEND:
EP = EXISTING IRON PIPE FOUND
NIP = NEW IRON PIPE SET
EIR = EXISTING IRON ROD FOUND
NIR = NEW IRON ROD SET
TBM = TEMPORARY BENCH MARK

MCHENRY SURVEYING
PROFESSIONAL LAND SURVEYOR

P.O. BOX 433 - 6509 E. OAK ISLAND DR.
OAK ISLAND, N.C. 28465
TEL: 910-278-9874
FAX: 910-278-3799

Up Your Arts
Save the Hall, Y'all Project Plan
June 30, 2023

Up Your Arts has been working since 2019 to repurpose the old city hall building located at 201 East Moore Street in downtown Southport. We envision an arts center in the historic heart of the city: an informal, year-round gathering spot for the entire community and a must-see destination for out-of-town family and other visitors, as well as, a much-needed resource for individual artists, municipal officials, and non-profit volunteers whose dedicated space needs exceed what is currently available.

The structure was originally built in the mid-1800s and served as the Brunswick County Courthouse until the late 1970s, when the court was relocated to the new government center in Bolivia. The building operated as Southport City Hall for the next three and a half decades, until administrative operations were moved to their current location on Howe Street in 2014. The building is still owned by the city but has been vacant and unusable for six years.

It is in a fairly advanced state of disrepair. There are documented environmental issues with pervasive mold caused by a deteriorated roof and, we would expect, problems with lead and asbestos. A new roof was installed within the last eight years, but there was already extensive water damage by that time and the building was declared uninhabitable in 2016.

In keeping with our mission of advocating for the creative and performing arts, Up Your Arts has met with City of Southport elected officials under two separate administrations and with members of a variety of community organizations to discuss possible re-uses of the structure. We are inspired by the building's history and its standing in the community, both for its prominent downtown location and for its status as a center of municipal and civic life.

A memorandum of understanding (MOU) between Up Your Arts and the City of Southport was approved by elected officials in November 2019. Successful completion of the agreement included a feasibility study to determine whether the building was a viable candidate for restoration from both a civil engineering standpoint and mold remediation. It passed the test.

A second MOU was approved between the parties in December 2020 to guide the next stage, which identified the physical design, programming, and fundraising necessary for financial sustainability, as well as, the management structure under which reconstruction could take place.

Up Your Arts and city officials are currently operating within the terms of a third MOU approved in June 2022 that will take the project forward through the next stage. It requires the preparation of complete architectural drawings necessary for contractor bidding and the establishment of a board of directors to oversee and direct funding for the reconstruction under a public/private partnership agreement with the City of Southport to operate and maintain the property as a community arts center. The membership of this board will be selected from various stakeholders throughout the greater Southport community; the selection process is currently underway.

The overall plan consists of a multi-year, multi-million-dollar project to affect a major reconstruction of the building. The construction and operation of the new “Southport Center for The Arts” will come at no cost to the taxpayers. Funding for the project will come through a variety of grants, corporate sponsorships, and private giving programs.

In addition to creating space for visual and performing artists to work and exhibit, Up Your Arts proposes to renovate the grand hall upstairs for reuse as a public meeting chamber for the city’s governing body. A welcoming foyer will provide information on all upcoming art and music events throughout the area to promote existing art and community organizations and dedicated communal space will be made available to Brunswick County non-profit and community organizations.

An outdoor sculpture garden, with seating and performance areas, will enhance the main entrance on Moore Street. The first floor will house rented studio space to artists, private and co-op, along with a full kitchen in service to a public café, culinary arts education, and event catering. The wide, central hallway will function as an exhibition gallery, and an adjacent glass-walled room will accommodate small classical music concerts and literary events.

The center will have a variety of flexible areas on both floors to accommodate weddings and other private events, in addition to providing maker spaces and room for children’s artistic instruction. The hall is acoustically well suited to support a state-of-the-art, intimate venue offering a broad range of performance art: dance, choral recitals, chamber music, storytelling, theater, and listening concerts.

During 2022, architectural services to complete the schematic design phase of the project were engaged and funded by Up Your Arts. This represented approximately one third of total design services needed to begin construction.

The selected firm, Lisle Architecture & Design, assisted with defining and prioritizing all aspects of program development and with evaluating the requirements for engineering and hazardous material remediation services. It also prepared a series of floor plans, conceptual drawings and renderings that Up Your Arts [presented in a special session](#) to Southport elected officials in September. Six similar meetings were held in early 2023 to answer questions and solicit feedback from the general public.

While funding for the \$3.5 million reconstruction will be secured and managed by the future art center board of directors, Up Your Arts will fund the remaining two thirds of total architectural services needed -- design development and construction drawings -- to fulfill the terms of the third MOU with the City of Southport.

As we move forward, Up Your Arts is committed to both transparency and accountability in our partnership with the City of Southport and our various community partners. The offers of support we have received, both financially and pro bono, in hands-on activity, point to a very successful project outcome.

Once completed, we will begin to celebrate having a true community-based performing and creative arts center in the heart of Southport. Visit our website at <https://www.upyourarts.org/southport-art-spaces/save-the-hall/> for more detailed information about the project, including all referenced studies and MOU agreements, architectural plans, and a 3D video tour of the existing building. Our GuideStar rating and supporting organizational documents can be found at https://bit.ly/UYA_Guidestar_gold_seal_rating.

Up Your Arts
 Art Center Costs To Date
 6.30.23

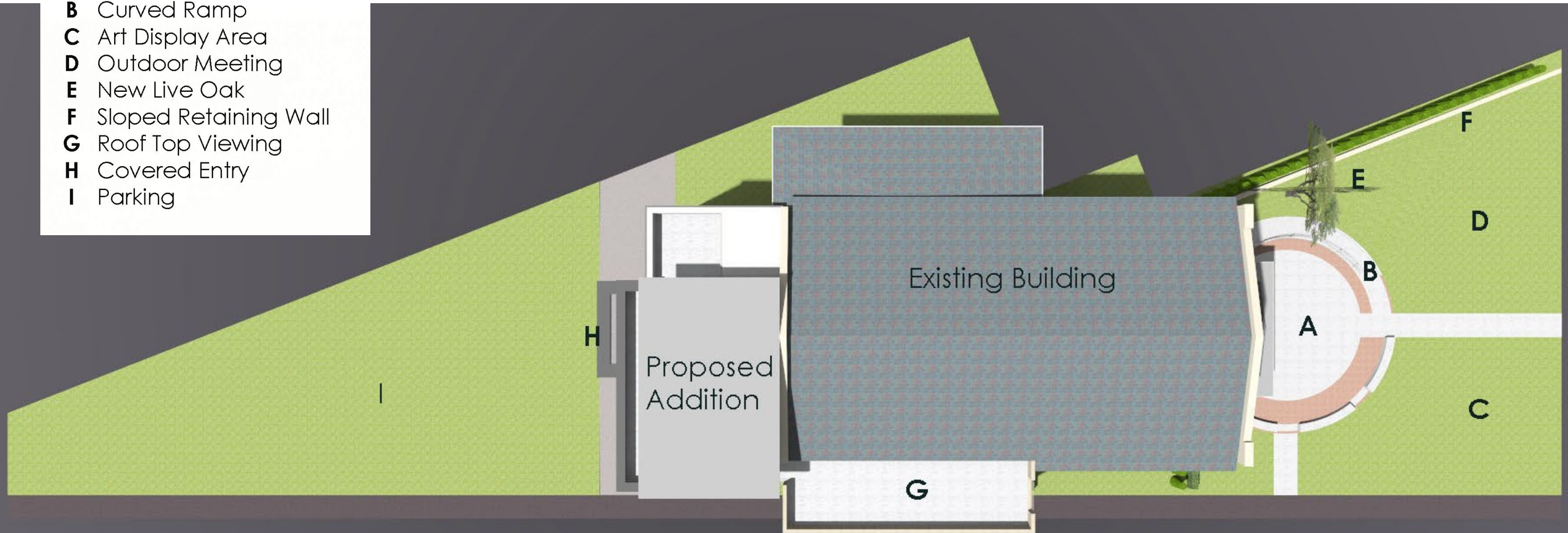
Payee	Date	Amount	Total
Remediation Solutions	3.14.20	1,800	
Remediation Solutions	3.02.22	<u>1,750</u>	
			3,550
W.D. Jones Engineering, PLLC	4.29.20	<u>700</u>	
			700
Crystal Glass Photography	3.21.20	895	
	6.01.21	150	
	6.08.22	<u>120</u>	
			1,165
Lisle Architecture & Design	5.11.22	3,600	
	6.08.22	7,400	
	8.14.22	2,500	
	9.08.22	<u>600</u>	
			<u>14,100</u>
			19,515

Art Center Project - Up Your Arts

Partnership with City of Southport to re-adapt the Historic Brunswick County Courthouse

Site Amenities

- A** Plaza
- B** Curved Ramp
- C** Art Display Area
- D** Outdoor Meeting
- E** New Live Oak
- F** Sloped Retaining Wall
- G** Roof Top Viewing
- H** Covered Entry
- I** Parking



Art Center Project - Up Your Arts

Partnership with City of Southport to re-adapt the Historic Brunswick County Courthouse

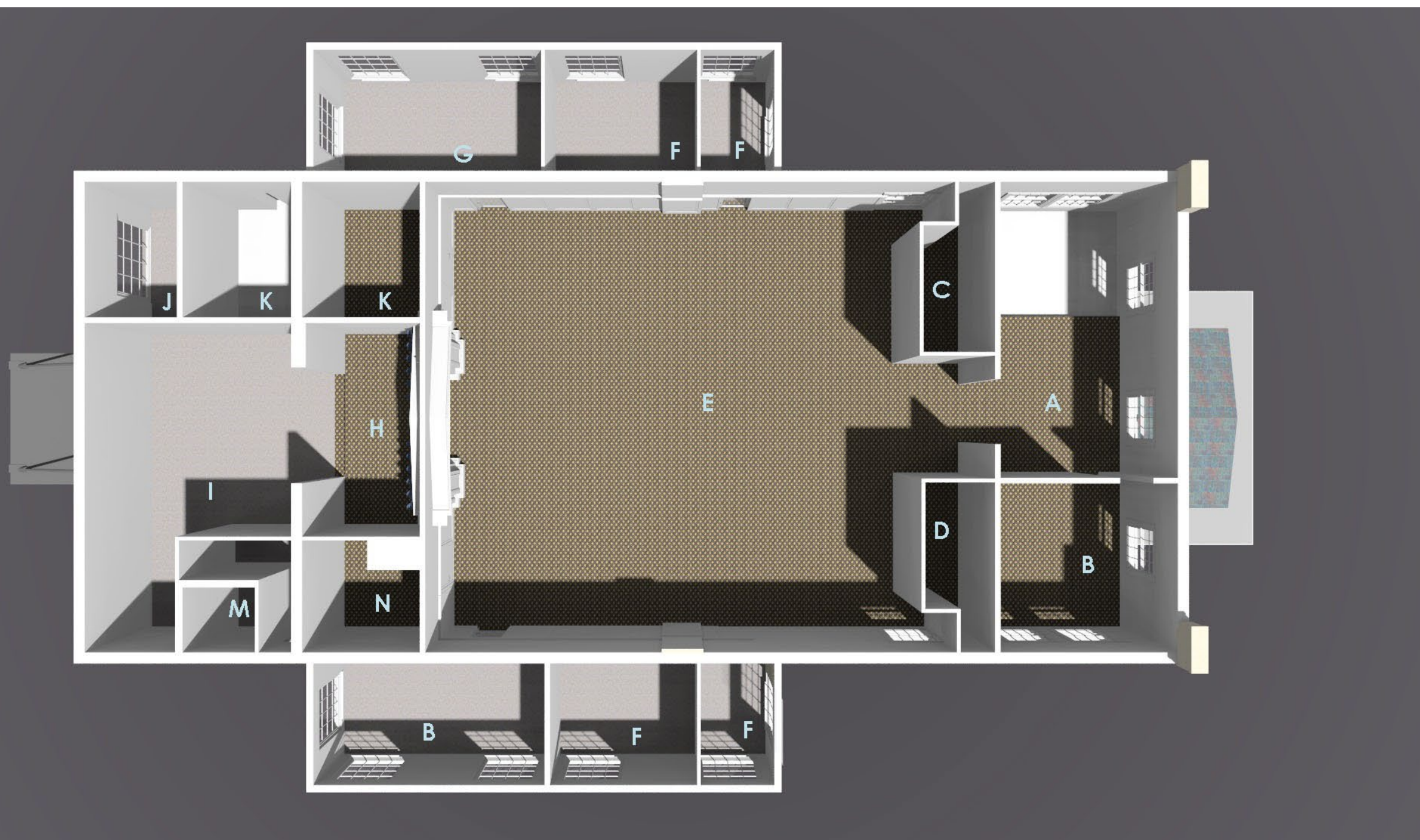


First Floor Uses

- A Reception
- B Stair to Upper Hall
- C N.P.R.C
- D Sales Area
- E Office
- F Restrooms
- G Art/Studio Space
- H Flex-Space
- I Teaching/Kitchen
- J Cafe
- K New Entry Hall
- L Event Center
- M Elevator
- N Dumb Waiter

Art Center Project - Up Your Arts

Partnership with City of Southport to re-adapt the Historic Brunswick County Courthouse



Second Floor Uses

- A** Gathering Hall
- B** Meeting Room
- C** Audio Room
- D** Video Room
- E** Event Space
- F** Restrooms
- G** Wedding/Dressing Rooms
- H** Stage
- I** Storage
- J** Green Room
- K** New Exit
- L** Access to Roof
- M** Elevator
- N** Dumb Waiter

Art Center Project - Up Your Arts

Partnership with City of Southport to re-adapt the Historic Brunswick County Courthouse



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Art Center Project - Up Your Arts

Partnership with City of Southport to re-adapt the Historic Brunswick County Courthouse



Lobby 01

Art Center Project - Up Your Arts

Partnership with City of Southport to re-adapt the Historic Brunswick County Courthouse



Lobby 02

Art Center Project - Up Your Arts

Partnership with City of Southport to re-adapt the Historic Brunswick County Courthouse



Hall Gallery and Meeting space

Art Center Project - Up Your Arts

Partnership with City of Southport to re-adapt the Historic Brunswick County Courthouse



Hall Gallery

Art Center Project - Up Your Arts

Partnership with City of Southport to re-adapt the Historic Brunswick County Courthouse



New Entry

Art Center Project - Up Your Arts

Partnership with City of Southport to re-adapt the Historic Brunswick County Courthouse



New Entry and Hall Gallery

Art Center Project - Up Your Arts

Partnership with City of Southport to re-adapt the Historic Brunswick County Courthouse



Café and Kitchen

Art Center Project - Up Your Arts

Partnership with City of Southport to re-adapt the Historic Brunswick County Courthouse



Second Floor Event Space



Sewer Project Update



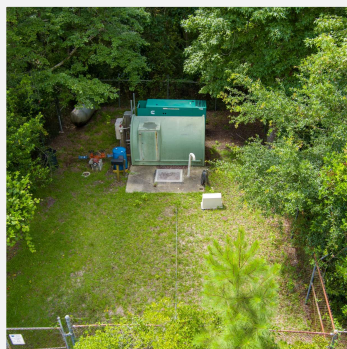
August 10, 2023



PROGRAM SUMMARY



USDA Sewer
Replacement



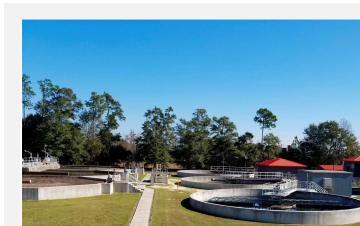
Lift Station
Rehabilitation



Inflow/Infiltration
Study



Find It Fix It



WWTP

Lift Station Rehabilitation

- Draw Down Testing
- Hydraulic Modeling
- Prioritized Needs
- Conceptual Layout
- Design and Permitting



Lift Station Rehabilitation Recommendations

- Prioritize rehabilitation
 1. 9th Street
 2. Moore
 3. Park
- Increase capacity by Upgrading Park Avenue LS with new Force Main to Sandy Lane

Inflow and Infiltration Study

- Public Notice
- Assessment
 - Smoke Testing- 60,000 LF
 - Nighttime Flow- 10 locations
 - Manhole Inspection- 200 Manholes
 - CCTV- 25,000 LF
- Prioritize repair / rehabilitation
- Report





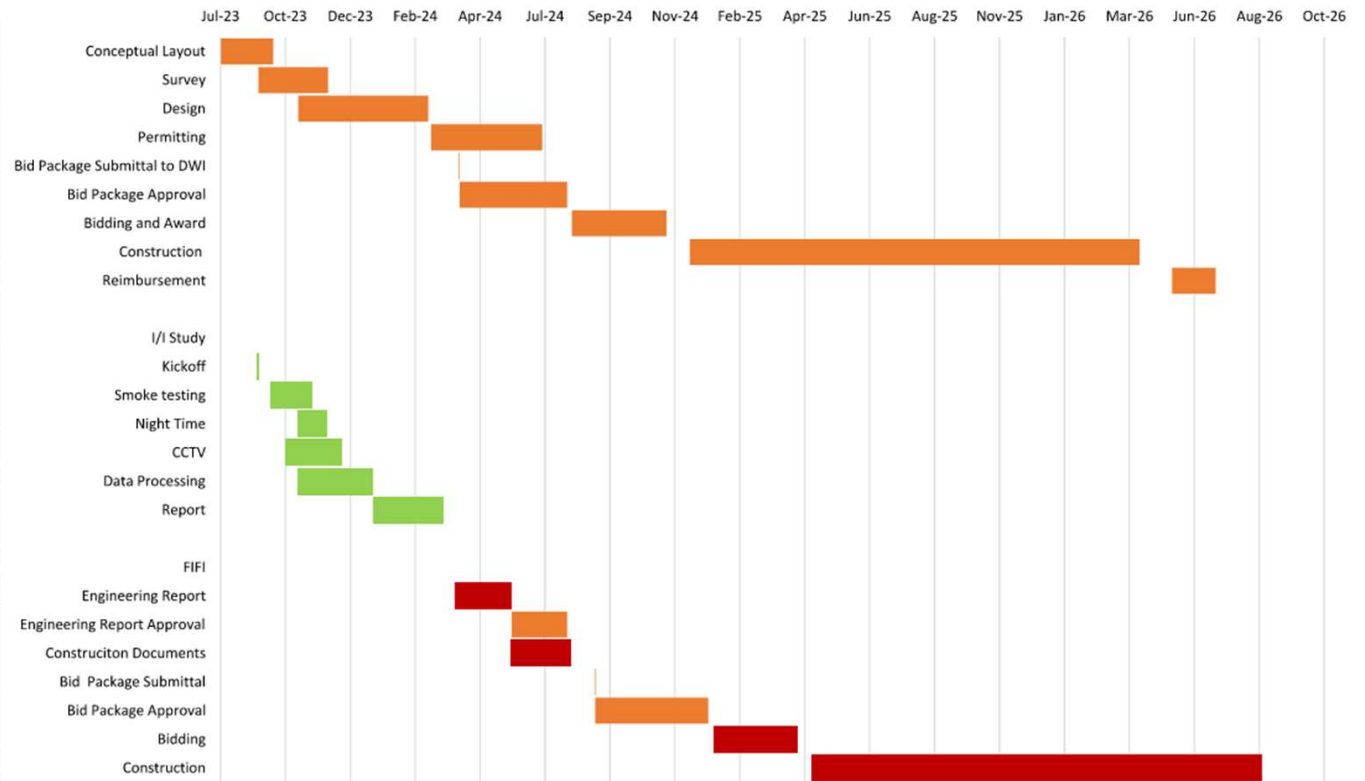


Find It Fix It

- Engineering Report based on I/I Study
- Construction Documents
- Construction

Project Schedules

	START	DAYS	END
LS Rehabilitation			
Conceptual Layout	7/20/2023	60	9/18/2023
Survey	9/2/2023	75	11/16/2023
Design	10/15/2023	140	3/3/2024
Permitting	3/6/2024	120	7/4/2024
Bid Package Submittal to DWI	4/5/2024	1	4/6/2024
Bid Package Approval	4/6/2024	116	7/31/2024
Bidding and Award	8/5/2024	102	11/15/2024
Construction	12/10/2024	485	4/9/2026
Reimbursement	5/14/2026	47	6/30/2026
I/I Study			
Kickoff	9/1/2023	1	9/2/2023
Smoke testing	9/15/2023	45	10/30/2023
Night Time	10/15/2023	30	11/14/2023
CCTV	10/1/2023	60	11/30/2023
Data Processing	10/15/2023	80	1/3/2024
Report	1/4/2024	75	3/19/2024
FIFI			
Engineering Report	4/1/2024	60	5/31/2024
Engineering Report Approval	6/1/2024	60	7/31/2024
Constructicon Documents	5/31/2024	65	8/4/2024
Bid Package Submittal	8/30/2024	1	8/30/2024
Bid Package Approval	8/30/2024	122	12/30/2024
Bidding	1/5/2025	90	4/5/2025
Construction	4/21/2025	485	8/19/2026





 Carter Hubbard, PE
 **910.442.1850**
 **tchubard@wkdickson.com**
 **www.wkdickson.com**



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: 8/1/2023 DEPARTMENT: Public Services

PRESENTED BY: Tom Zilinek, City Engineer

ITEM SPONSORED BY: Public Services Department

ITEM/TOPIC: Modify Contract to WK Dickson for Sanitary Sewer Infiltration and Inflow Study

COST: \$400,000.00 BUDGET LINE ITEM: ARPA Grant

JUSTIFICATION: This is another phase of improving the sanitary sewer system. This will look for extraneous flows entering the system.

IMPACT IF NOT APPROVED: No potential reduction in extraneous sanitary sewer flows and increased treatment costs to pay for the flows

DEPARTMENT HEAD COMMENTS: This study will smoke test and CCTV areas of the sanitary sewer system to identify inflow. It will also look for infiltration through nighttime flow isolation and manhole inspections. This will help reduce the sanitary sewer flow the City is paying to have treated. It will also help plan for future replacement and rehabilitation of the system.

CITY MANAGER COMMENTS: If approved and we do need to do this, we will have an extensive Public Relations campaign to notify residents affected and the public about the smoke testing and the need to conduct the testing. We will also have door knockers or flyers that will be dropped off at homes that will have smoke testing done. This is a very key part to bringing our sewer system up to date.

ATTACHMENTS: Contract Amendment for WK Dickson

REQUESTED ACTION: Approve contract amendment for WK Dickson

PROPOSED MOTION: Motion to approve contract amendment to WK Dickson for Sanitary Sewer Infiltration and Inflow Study and authorize the Mayor to execute the contract.

CONTRACT FOR SERVICES TASK ORDER NO. 3

The following task order shall be in accordance with the master contract for Miscellaneous Engineering Support Services dated April 27, 2022, between the City of Southport (OWNER) and W.K. Dickson & Co., Inc. (CONSULTANT).

1. SCOPE OF SERVICES.

The City of Southport wastewater collection system has received multiple sanitary sewer overflows (SSOs) in the past several years. This project will evaluate the areas of SSOs and other areas to determine conditions in the wastewater collection system that are contributing to inflow and infiltration. The evaluation will include field testing and data analysis to prioritize and plan the replacement and rehabilitation of the system.

The operational issues that result in sanitary sewer overflows will be evaluated by field testing. This project will provide GIS updating, field testing to identify inflow from flow monitoring, smoke testing, and CCTV and infiltration from nighttime flow isolation, CCTV and manhole inspections. The field testing will be conducted by National Association of Sanitary Sewer Company (NASSCO) inspectors. The results will be processed and analyzed in accordance with NASSCO standards. A report of the findings will be provided with a prioritization of assets to be rehabilitated.

The Scope of Services related to the evaluation is as follows:

Phase 1 – Project and Grant Management

CONSULTANT will perform project management, administrative, and grant management activities throughout the duration of the project. Activities include the following:

1. CONSULTANT will evaluate and coordinate the activities associated with the efficient execution of the project including project development and scoping.
 - A. Meetings: CONSULTANT will coordinate a kick-off meeting with the OWNER. Preparation of the meeting agenda and minutes will be included.
 - B. CONSULTANT will meet with the OWNER's representative to review the current GIS sewer system, record drawings, and previous data from find-it, fix-it (FIFI) and sanitary sewer evaluation surveys (SSES). CONSULTANT will also meet with the OWNER's representative for planning and scheduling fieldwork. Preparation of the meeting agenda and minutes will be included.

2. Project Tracking

- A. CONSULTANT shall prepare twelve (12) monthly invoices for its services in a format acceptable to the OWNER. Progress reports shall be included with the invoices.

- B. CONSULTANT shall maintain a project cost accounting system throughout the life of the project.
- C. CONSULTANT will update and manage the project schedule.

3. Grant Administration

CONSULTANT will provide funding administration services for the DWI planning grant process throughout the life of the project. Twelve (12) months are used to establish the budget.

A. DWI Coordination

CONSULTANT will compile and submit documents needed to initiate the first reimbursement, including Scope of Work, engineering contract, engineering procurement certification, and other necessary forms as prescribed by DWI. CONSULTANT will complete project closeout documents for final reimbursement.

B. Reimbursement Requests

CONSULTANT will perform the following tasks. Up to 12 reimbursement requests are included in the budget.

- Prepare monthly or as-needed financial reimbursement forms.
- Assemble package including engineering invoices and invoices for any other eligible and approved costs and send to OWNER for review and signature.
- Submit completed reimbursement request to DWI on OWNER's behalf.
- Track reimbursements and grant budget. Provide status to OWNER as needed or requested.
- Reimbursement issues will be rectified in a timely manner to avoid delays in reimbursements.

Phase 2 – Condition Assessment Field Testing

1. CONSULTANT will conduct a condition assessment of the prioritized portions of the system identified and reviewed with the City. CONSULTANT will utilize smoke testing, nighttime flow isolation, dye testing, CCTV inspection of gravity mains, and manhole inspections to evaluate the gravity portions sanitary sewer. CCTV inspection of gravity mains and manhole inspections will follow NASSCO Pipeline Assessment and Certification Program (PACP) and Manhole Assessment and Certification Program (MACP) inspection standards. Data collected during the PACP and MACP inspections will be managed in a relational database and linked to the City's GIS geodatabase using the unique identifier for the respective gravity main or manhole. Inspection data including asset connections and defects will be managed in the relational database as well as photographs in accordance with the current NASSCO standards.

For the purpose of establishing a budget for the condition assessment effort, the estimated scope is as follows:

NASSCO MACP Manhole Inspections	200 manholes
NASSCO PACP Gravity Main CCTV Inspections	25,000 linear feet of gravity main
Smoke Testing	60,000 linear feet of gravity main
Nighttime Flow Isolation	10 ea.
Dye Testing	10 ea.

CONSULTANT will coordinate smoke testing efforts with City staff as well as local fire departments. City staff will aid CONSULTANT in notifying citizens within the work area prior to commencement of smoke testing.

2. Flow Monitoring

- A. Installation of four (4) flow monitors with one (1) rainfall gauge to monitor flows. The monitors will be in service for a 60-day period and the rainfall gauge will be in service for a 60-day period, with validation checks performed every 15 days to ensure data quality. The data will provide flow and rainfall information in 15-minute increments to create a clear picture of the performance of the system.
- B. The placement of each flow monitor will be carefully considered to collect the most useful and accurate data. The locations will also be selected to ensure that a flow sum balance of upstream and downstream flows could be performed at major junctions. Additionally, monitoring criteria will also include capturing flows from major arteries in OWNER's system. The flow monitors will be installed to capture sewer flow data with at least three rain events of 0.2 inch or greater. One rain gauge is also recommended.

Phase 3 – Data Processing and Analysis

1. Compiling Data

- A. CONSULTANT will update the GIS geodatabase with information provided by City staff. This information is expected to include the following:
 - GIS geodatabase of existing sanitary sewer collection system.
 - Record drawings of sewer system upgrades and additions completed since the last GIS update.
 - Records on rehabilitation and repair activities conducted following previous sanitary sewer evaluation studies.
- B. Once the geodatabase is updated with available source documentation, a desktop analysis will be performed to identify potential data gaps. These gaps may be in the attributes of existing assets, the spatial location of assets, or both. The results of this desktop analysis will be reviewed with City staff for the purpose of capturing veteran staff knowledge or identifying additional data sources that may be available to enhance the geodatabase.
- C. Following the geodatabase update and gap analysis, a prioritized plan for condition assessment will be developed and reviewed with the City. This condition assessment will target portions of the system that have been previously identified for follow-up assessment during the FIFI project as well as previous condition assessment projects. The goal of the condition assessment effort will be to collect condition data most relevant to making recommendations for rehabilitation.

2. Condition Assessment

- A. A condition assessment using guidelines and criteria as recommended by NASSCO PACP will be performed to rate the general condition of the existing sewer mains and determine the extent of rehabilitation efforts.
 - B. A condition assessment using guidelines and criteria as recommended by NASSCO MACP will be performed to rate the general condition of the existing manholes and determine the extent of rehabilitation efforts.
3. CONSULTANT will review CCTV videos and inspection reports to make general estimates of the following items:
 - A. Which existing sewers need rehabilitation and/or replacement.
 - B. An estimate of the linear footage that needs to be rehabilitated or replaced and the associated cost.
4. CONSULTANT will prepare maps and visualizations showing the summary of the condition assessment.

Phase 4 – Report and Presentation

1. CONSULTANT will prepare a Technical Report summarizing the results. The Technical Report will include the following:
 - A. Methods
 - B. Summary of results
 - C. Graphics and maps
 - D. Recommendations including estimated costs
2. CONSULTANT will present the Technical Report and recommendations to the OWNER's Board.

DELIVERABLES

- Project initiation documentation, up to 12 DWI reimbursement requests, and DWI project closeout
 - Updated GIS Database
 - Progress Figures
 - Technical Report
2. **TIME OF PERFORMANCE.** CONSULTANT will commence the above outlined Scope of Services on receipt of this fully executed Contract and Notice to Proceed (NTP) from the OWNER. All work in this Scope of Services shall be completed within twelve (12) months. The contract time is based on the following schedule:

Task	Completion Date
Project Management	08/23 – 05/24
Condition Assessment and Field Testing	09/23 – 10/23
Data Processing and Analysis	11/23 – 01/24
Report and Presentation	02/24 - 05/24

3. BASIS OF COMPENSATION.

- A. Basic Services. The OWNER shall pay the CONSULTANT for services set forth in the Scope of Services above, a Lump Sum Fee of Four Hundred Thousand Dollars and Zero Cents (\$400,000) as presented below:

Phase	Description	Budget
1	Project and Grant Management	\$ 55,000
2	Condition Assessment Field Testing	\$ 247,000
3	Data Processing and Analysis	\$ 66,000
4	Report and Presentation	\$ 32,000
Total		\$ 400,000

A percentage of the Lump Sum Fee will be billed on the last day of each month. The percentage billed will be the percentage of Scope of Services work estimated to be completed as of the day of billing.

- B. Additional Services. The OWNER shall pay the CONSULTANT for additional services which are not specifically called for in above, Scope of Services, on an hourly basis in accordance with the CONSULTANT's standard rates.
- C. Reimbursable Expenses. Unless expressly included in the Lump Sum Fee, the OWNER shall compensate the CONSULTANT for incidental expenses incurred in connection with this Task Order, including travel expense, lodging and subsistence expense, printing and duplication expense, and other incidental out of pocket expenses at cost. For the purposes of reimbursement, travel expense shall be at the rate contained in the attached rate schedule.
- D. Premium Rate Adjustment. Should OWNER request an accelerated schedule requiring CONSULTANT to work overtime hours, then a 1.25 premium rate adjustment shall be applied to current hourly rates or lump sum fees as applicable. Accelerated schedule and premium rate adjustment shall be approved as part of compensation at time of contract execution or by written amendment.

OWNER:

CITY OF SOUTHPORT

By: _____

Name: _____

Title: _____

Date: _____

CONSULTANT:

W.K. DICKSON & CO., INC.,

By: T. Carter Hubbard

Name: T. Carter Hubbard, PE

Title: Vice President

Date: 7/21/23

This instrument has been preaudited in the manner required by the "Local Government Budget and Fiscal Control Act".

By: _____
Finance Officer

Date: _____

W.K. DICKSON & CO., INC.
2023 RATE SCHEDULE

LABOR

2023

Principal	\$263.00/hr.
Senior Consultant	\$242.00/hr.
Senior Project Manager	\$231.00/hr.
Senior Engineering Manager	\$231.00/hr.
Project Manager	\$200.00/hr.
Engineering Manager	\$200.00/hr.
Senior Project Engineer	\$179.00/hr.
Project Engineer	\$168.00/hr.
Senior Scientist	\$158.00/hr.
Scientist	\$144.00/hr.
Senior Planner	\$191.00/hr.
Planner	\$146.00/hr.
Senior Engineering Designer	\$152.00/hr.
Engineering Designer	\$139.00/hr.
Senior GIS Analyst	\$163.00/hr.
GIS Analyst	\$140.00/hr.
GIS Technician	\$118.00/hr.
Senior Construction Observer	\$140.00/hr.
Construction Observer	\$118.00/hr.
Project Administrator	\$86.00/hr.

EXPENSES

Reproductions	Cost
Mileage	IRS Rate
Telephone, Postage	Cost
Travel (Meals/Lodging)	Cost
Subconsultants	Cost + 10%

Note: The above rates are effective January 1, 2023. WK Dickson reserves the right to revise to reflect inflationary increases.



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: 08/10/2023

DEPARTMENT: Development Services

PRESENTED BY: Travis Henley, Development Services Director

ITEM SPONSORED BY: Planning Staff

ITEM/TOPIC: Public Hearing and Consideration of a Zoning Text Amendment to the City of Southport Unified Development Ordinance, specifically Article 2.11 'Conditional Rezoning' and Appendix A.

COST: N/A

BUDGET LINE ITEM: N/A

JUSTIFICATION: The City of Southport Planning Board initially reviewed a Zoning Text Amendment at their January 19, 2023 meeting and has been working with Staff on revisions and feedback on draft text since that meeting, including every regularly scheduled meeting between January and May and two special meetings, one in March and one in May. The proposed Zoning Text Amendment is further described in the Staff Report attached to this summary, and the specific changes are found as an attachment as well. At their May 18th, 2023 meeting, the City of Southport Planning Board voted 5-2 to recommend approval of the Zoning Text Amendment as presented to the Board of Aldermen, including the adoption of the attached consistency statement. A duly advertised public hearing on the proposal was held at the Board's July 13, 2023 meeting in accordance with State Statute and the Unified Development Ordinance.

IMPACT IF NOT APPROVED: This application, as is the case for all Zoning Map and Text Amendments, is a legislative decision as defined by North Carolina General Statutes. The Board of Aldermen is under no obligation to approve the Zoning Text Amendment. However, in accordance with North Carolina General Statutes, in a motion to approve or deny a Zoning Text Amendment, the Board shall adopt a corresponding consistency statement explaining the chosen decision's consistency with the adopted Land Use Plan of the City and any other information regarding the proposal's reasonableness.

DEPARTMENT HEAD COMMENTS: Planning Staff is the applicant for the proposed Zoning Text Amendment, and as such are recommending approval of the Zoning Text Amendment request as presented. Staff have worked with the members of the Planning and Zoning Board at length on the draft language, which has undergone multiple rounds of revisions, and the Cape Fear Council of Governments has been consulted throughout the process as well.

CITY MANAGER COMMENTS: This topic was something that, back in November, Board members asked us to take a look at for use by the City, research and make recommendation. We have done all of that. The Planning staff and Board have had many hearings and discussions about this text amendment. Many other municipalities have recently adopted this as an amendment to their zoning regulations with positive results. I recommend approval.

ATTACHMENTS: Staff Report, Draft UDO Section 2.11, Draft UDO Appendix A, Planning and Zoning Board's Adopted Consistency Statement

REQUESTED ACTION: To consider a motion to approve, deny, or provide other guidance to Staff regarding the proposed Zoning Text Amendment.

PROPOSED MOTION: Motion to approve the Zoning Text Amendment and [insert language from sample consistency statement and/or other consistency statement as seen fit by the Board of Aldermen]

STAFF REPORT – ZTA 23-01

ZONING TEXT AMENDMENT APPLICATION

CONDITIONAL ZONING & APPENDIX A

APPLICATION SUMMARY	
Presentation Date	August 10, 2023 City of Southport Board of Aldermen
Applicant	City of Southport Planning Staff
Relevant Ordinance Sections	Section 2.11 ‘Conditional Rezoning’ & Appendix A

ZONING TEXT AMENDMENT PROPOSAL
City of Southport Planning Staff, applicant, respectfully submits a Zoning Text Amendment to the City of Southport Unified Development Ordinance for the purposes of discussion. Specifically, the request is to amend Section 2.11 ‘Conditional Rezoning’ to modify the types of projects allowable under a Conditional Rezoning, process improvements in general and in relation to the aforementioned modifications, a reconstruction of Appendix A, and other amendments for the purposes of clarification. All proposed changes, including additions and deletions, can be found as an attachment to this report and may also be viewed in the City of Southport Development Services Department offices.

REVIEW PROCESS

A Zoning Text Amendment proposal is considered a legislative process. As laid out by North Carolina General Statutes, a legislative process is a policy-level decision with broad discretion by the decision-making authority, in Southport’s case the Board of Aldermen. In a decision to approve or deny a legislative proposal, the Board of Aldermen shall include a statement referencing the decisions consistency with the adopted land use plan for the City of Southport. Per the City of Southport Unified Development Ordinance, the Planning and Zoning Board shall also provide a recommendation on any proposed Zoning Text Amendment to the Board of Aldermen. The Board of Aldermen shall hold a public hearing prior to voting on any Zoning Text Amendment.

For the purposes of this Zoning Text Amendment, the Planning and Zoning Board considered the item at their regularly scheduled meetings in January, February, March, April, and May 2023, with additional special meetings in March and May. Furthermore, in accordance with the provisions

of Section 2.10 of the City of Southport Unified Development Ordinance which provides the Planning and Zoning Board the power to call a public hearing in their review of a Zoning Map or Text Amendment, a duly advertised public hearing was held on this Zoning Text Amendment at the Planning Board's March 16, 2023 meeting.

AMENDMENT DESCRIPTION

City of Southport Planning Staff is submitting this Zoning Text Amendment to provide for modifications to the City's already adopted Conditional Rezoning process. Key features of the request include:

1. An expansion of the allowable proposals that made be submitted via Conditional Rezoning, including an expansion in the uses allowable within the project, the zoning districts from which a Conditional Rezoning can originate, and an allowance of a purely custom conditional zoning district, as opposed to a conditional zoning district tied to one of the City's existing zoning districts;
2. General process improvements and process improvements proposed in light of the amendments referenced above and for the purposes of ensuring process consistency across any submittal of this type and further increasing the role the public plays in the process;
3. A reconstruction of Appendix A, in light of the amendments referenced above and also based on experience in reviewing recent projects; and
4. Other amendments for the purposes of clarification.

The following sections of this report break down the proposed changes line-by-line, with additional context provided where appropriate and necessary.

2.11.A Purpose

Planning Staff propose no changes to Section 2.11.A, which discusses the purpose of a Conditional Rezoning and Conditional Zoning District. However, it is important to note that a Conditional Rezoning is primarily designed for projects that have a high certainty of being constructed should approval be granted, as well as noting that a Conditional Rezoning process follows the same review and approval procedures as a traditional or General Use Rezoning.

2.11.B Application and Conditional Zoning Review Procedure

Planning Staff propose numerous amendments within Section 2.11.B. The first proposed amendment is a clarification that a Master Development Plan is required to be submitted in conjunction with a Conditional Rezoning proposal, as opposed to in conjunction with a Zoning Map Amendment request. A Conditional Rezoning is a Zoning Map Amendment request itself, thus requiring a separate Zoning Map Amendment in conjunction is redundant and therefore not necessary. Further, the language is proposed to be amended to require the submission of a narrative providing an overview of the project including any proposed uses, dimensional

standards, self-imposed development standards or conditions, and so on. Importantly, this section also references the flexibility afforded to conditional rezonings in terms of increasing or reducing development standards, and explicitly requires that any deviations be specifically addressed in the submitted narrative.

The next section of proposed language removes the language that requires a coupling of a Conditional Rezoning proposal to an existing traditional zoning district. This proposal is made in order to increase the amount of flexibility allowable within the process, a process already established under the Planned Unit Development (PUD) guidelines. This language does not prohibit the coupling of a Conditional Rezoning proposal to an existing zoning district, it only removes it as a requirement. This is reinforced by proposed language in Section 2.11.B.3, which states that dimensional requirements of the zoning district currently designated on a subject property have no bearing on the dimensional standards an applicant for a conditional rezoning could propose but may be considered by the various reviewing entities if the specifics of the case require it.

A Conditional Rezoning proposal can and often are very similar to projects that under the current Ordinance would be submitted via the Planned Unit Development (PUD) process. Proposed language in Section 2.11.B.2 includes a requirement that all conditional rezonings outside areas currently zoned BD or CBD that include residential uses shall designate no less than 20% of the tract as protected open space in accordance with Section 4.14.C.1.b. Among the possibilities afforded by the conditional rezoning process is the ability for projects to exceed that 20% requirement by some margin, further aided by the additional flexibility elsewhere.

Per feedback received from the Planning Board, the attached language has been updated to include rising open space thresholds as proposed residential units within a conditional rezoning increase. Specifically, for every 250 units included within a Conditional Rezoning, the required open space designation increases by 5%. This continues to rise for every 250 units up to 750, at which point any project larger than 750 residential units shall be required to designate at least 35% of the site as open space meeting the definition Section 4.14.C.1.b as a minimum requirement for a Conditional Zoning District.

NOTE: The above-referenced section was modified via the Planning and Zoning Board's motion to recommend approval. Previous language included the continued increase in minimum required open space by 5% per additional 250 units up to 50%. As noted previously, these standards are minimums and additional open space preservation is encouraged by the City's CAMA Land Use Plan.

Additionally, based on feedback received from the Planning Board, additional language has been added to tie the maximum height that may be designated in any conditional rezoning request to the maximum height of the current zoning designation for the property. For example, if an applicant requested a conditional rezoning from the BD zoning district, the maximum height of

30' would apply to the requested conditional rezoning regardless of the other specifics of the conditional rezoning request.

Staff also propose additional clarifications as to the form and function of potential conditional rezoning applications, including:

- 1) An explicit statement that density and proposed uses within a conditional rezoning proposal shall be reviewed for consistency with any and all adopted plans;
- 2) An explicit statement that a conditional rezoning proposal shall speak to any use standards applicable within the Ordinance and that those use standards may be used in the evaluation of a proposal that includes such use; and
- 3) A requirement that any conditional rezoning application originating from a residential district contain at least five contiguous acres, on one or multiple parcels. Non-contiguous acreage may be added to a request if the initial five-acre requirement is otherwise met. This section was subsequently updated to add clarification with regard to property owner consent to a conditional rezoning request, as well as a reservation to review non-contiguous acreage for its relationship to the overall project. Note that both the property owner consent requirement and ability to review in this context already exist, they are solely listed in the draft text for clarity.

Throughout the remainder of Section 2.11.B, there are various procedural changes that clarify the discretion available to the Unified Development Ordinance Administrator (Planning Staff), as well as requiring a meeting of the Technical Review Committee to review a Conditional Rezoning proposal prior to the proposal being presented to the Planning Board and/or Board of Aldermen. The most significant change within the remainder of this section is the inclusion of a required public hearing at the Planning Board level, in addition to the public hearing at the Aldermen level. Current ordinance language gives the Planning Board the discretion to call a public hearing or not – the proposed amendment would make the public hearing automatic, and also includes the full range of public notice requirements applicable to rezoning public hearings.

Commentary: The amendments referenced above are solely designed to broaden the types and features of proposals that can be submitted by applicants. It is in no way designed to increase the number of projects that are submitted or approved, nor does it guarantee projects that come forward in this manner an approval. Conditional Rezoning is the most intense form of development review that exists under North Carolina General Statutes, provide the greatest opportunity for discretion to be utilized by the City of Southport, and provide the most effective and impactful methods for members of the public to participate in the development process. Regardless of whether the proposed Zoning Text Amendment is approved or not, Conditional Rezoning will receive the same level of review by City Staff under the same review criteria.

2.11.C Public Input Meeting

Following feedback received from the Planning Board, the proposed language maintains the requirement that the public input meeting shall be held, and the report from such meeting filed

with the UDO Administrator, prior to the case being scheduled for a public hearing. This will require that the report shall be filed at such time to ensure that public notice for the Planning Board's public hearing can be provided. Failure to provide that report in the appropriate timeline shall result in the application being withheld from the Planning Board's agenda.

Furthermore, the proposed draft language requires the public notice sent by the applicant advising of the public input meeting to also be provided to the City Clerk and UDO Administrator.

2.11.D Conditions to Approval of Petition

The requested amendments in Section 2.11.D are primarily aimed toward providing clarity in existing processes. In Section 2.11.D.1, it makes clear that the UDO Administrator may make recommendations on potential conditions in addition to the Planning Board. Further amendments include rewriting the timeline for an applicant to respond to conditions and clarification that such response shall occur in writing, regardless of the nature of the response, so that such response can be included within the agenda packet for consideration by the Board of Aldermen. Finally, included at the conclusion of this section is an additional statement clarifying that modifications to conditions of approval shall require the entire conditional rezoning process to begin again.

2.11.E Effect of Approval

Within this section, amendments are also aimed toward increasing clarity. The most significant change is in reference to how Conditional Zoning districts are designated on the City's official zoning map, providing a naming scheme for custom Conditional Zoning districts that do not have a corresponding traditional zoning district. For the purposes of added clarity, additional language is also included that reinforces the fact that a Conditional Rezoning approval is not an approval to begin construction, and that any relevant site plan review process (Major Site Plan, Preliminary Plat, etc.) must also occur prior to any construction beginning on the site.

2.11.F Review of Approval of a Conditional Zoning District

Conditional Zoning, and the districts that result from this process, are designed primarily for projects that have a high degree of certainty of being constructed should they receive approval, as laid out within the purpose statement of Section 2.11. To this end, the existing Unified Development Ordinance provides a mechanism by which the Planning Board shall review conditional zoning approvals and make recommendations as to potential avenues to rezone properties out of the conditional zoning district they possess if conditions and/or timelines aren't being met. The only requested change to this section is to provide clarity that the UDO Administrator shall provide this information to the Planning Board at least once every 12 months (generally as part of an annual report) as well as upon request by the Planning Board.

Appendix A

Currently, Appendix A exists as a table, with rows representing various requirements for information to be displayed on site plan documents, and columns representing various case types and the applicability of each piece of information to each case type. Given the amendments

discussed above, Appendix A already requires an update just in the context of conditional rezonings. However, due to Staff experience and feedback from the Planning Board and applicants broadly, Staff propose eliminating the table and giving each case type its own section of Appendix A, which will aid in ensuring that it is abundantly clear which requirements apply to which case types and aid in the creation of checklists.

Included within the draft Ordinance language is a reconstructed Appendix A, which references six case types: Master Development Plans/PUDs, Conditional Rezonings, Minor Site Plans, Major Site Plans, Subdivision Preliminary Plats, and Subdivision Final Plats. Proposed amendments to the specific language within Appendix A include the allowance of approximation for some information within a Conditional Rezoning (more closely mirroring existing PUD requirements) and an explicit requirement on traffic generation figures being included in a site plan and references to the City's Traffic Impact Study requirement as laid out in Section 3.13.

NOTE: Section C of Appendix A, referencing Conditional Rezonings, was modified through the Planning and Zoning Board's motion to recommend approval to remove the requirement that a tree survey include the location, species, and size of all regulated trees as defined by the Ordinance (Appendix A, Section C.5.b). As noted within Appendix A, the UDO Administrator, Planning and Zoning Board, and Board of Aldermen reserve the right to request any additional information they deem pertinent. Additionally, further processes after the approval of a Conditional Rezoning will require the identification of all regulated trees.

EVALUATION AND CONTEXT

Unified Development Ordinance Compliance

Zoning Text Amendments, like General Use Zoning Map Amendments (Rezonings), follow the process laid out in Section 2.10 of the City of Southport Unified Development Ordinance. Pursuant to this section, the Planning Board shall advise and comment on whether the proposed text or zoning map amendment is consistent with the comprehensive plan or any other official adopted plans that are applicable. The Board of Aldermen shall, in their final decision-making capacity, base their decision upon the same.

2014 CAMA Core Land Use Plan Compliance

It is important to note that when the 2014 CAMA Core Land Use Plan was adopted, Conditional Zoning had only very recently been made available as a tool for local governments to use within North Carolina General Statutes as a mechanism for rezoning and development review. As such, explicit references to conditional zoning are not present within the document and the plan references the General Use Rezoning process as the only rezoning process available.

On Page 128 of the 2014 CAMA Core Land Use Plan, the following can be found:

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.'

The Plan goes on to speak at length on six principles of "smart development" or "smart growth," some of which speak directly to the same possibilities that can come from conditional rezoning projects:

Principle 1 - Efficient Use of Land Resources: Smart development supports the preservation of land and natural resources. These benefits result from compact building forms, in-fill development, and moderation in street and parking standards. Compact building patterns preserve land for city and neighborhood parks as well as local woods and wetlands. Furthermore, compact development shortens trips, lessening dependence on the automobile, and therefore reducing levels of energy consumption and air pollution. Finally, a compact development pattern supports more cost-effective infrastructure than does low-density fringe development.

Principle 2 - Full Use of Urban Services: The same frugality of land development supports efficient use of public and private infrastructure. Smart development means creating neighborhoods where more people will use existing services like water lines and sewers, roads, emergency services, and schools. Inefficient land use, whether within or outside urban areas, places a financial strain on communities trying to provide for the construction and maintenance of infrastructure needs.

Building compactly does not mean that all areas must be densely developed. Rather, the goal is an average density for the area, at a level that makes full use of urban services. Averaging allows for areas to have a mix of low-, medium-, and high-density development. Mixing densities to encourage efficient use of services also means requiring a high level of building and siting compatibility, encouraging neighborhoods to have both character and privacy.

Careful street sizing and the accommodation of some parking on streets reduces impervious surfaces and efficiently uses urban services by saving on land acquisition, construction, and maintenance costs. In short, streets should be sized for their use: lower density areas that have little through traffic are best served by slower, narrower streets, while transportation corridors that move district-wide traffic need wider travel ways.

Principle 3 - Mix of Uses: Locating stores, offices, residences, schools, and recreation spaces within walking distance of each other in compact neighborhoods with pedestrian-oriented streets promotes:

- independence of movement, especially for the young and the elderly who can conveniently walk, cycle, or ride transit;
- safety in commercial areas, through around-the-clock presence of people;

- reduction in auto use, especially for shorter trips;
- support for those who work at home, through nearby services and parks; and
- a variety of housing choices, so that the young and old, singles and families, and those of varying economic ability may find places to live.

Mixed-use examples include a corner store in a residential area, an apartment near or over a shop, and a lunch counter in an industrial zone. Most codes prohibit the co-location of any residential and commercial buildings. This prohibition is based on the functional and architectural incompatibility of the buildings. Using design standards, in tandem with mixed-use zoning, overcomes incompatibility. Additionally, limitations on commercial functions, such as hours of operation and delivery truck access, may be necessary. More fundamentally, to gain the full benefits of a mix of uses, buildings must be conveniently connected by streets and paths. Otherwise, people will still be inclined or required to use cars, even for the shortest trips.

Principle 6 - Implementation: Southport's ability to adopt smart development principles will depend on the ability and willingness of developers to apply the principles. Frustrating, costly, and time-consuming delays due, in part, to inflexible standards, regulations, and processes will discourage innovative approaches to development and design. Providing for flexibility and certainty in the application of standards, and administrative approval of "minor" variances, can help promote creative development that complies with the principles. Effective use of Planned Unit Developments (PUD's) can also relieve some of the regulatory barriers for developers and lighten the administrative load for planners (See pages 128-130 of the 2014 CAMA Core Land Use Plan).

NOTE: Principles 4 and 5 (Transportation Options and Detailed, Human-Scale Design) are also certainly relevant in the context of Conditional Rezoning but are not necessarily appropriate to every project, as is more often the case with the other four. All six principles should be considered in the context of reviewing every Conditional Rezoning proposal in addition to the goals, objectives, and policies contained within the rest of the Plan.

If the proposed zoning text amendment is ultimately approved, there is no guarantee that every conditional rezoning application will be able to speak to all or any of the above principles. However, given the inflexibility of traditional zoning districts currently used in Southport, it is quite difficult for projects within Southport today to be consistent with these principles as well. Conditional Zoning is one tool that can allow for progressive land use techniques to be incorporated into a proposed development while maintaining the ability to review those techniques in a site-specific manner, ensuring that those aspects remain compatible with the surrounding community and that any impacts created by the project are appropriately mitigated.

As Conditional Rezoning requests come forward, they are evaluated for their consistency with the future land use map and the goals, objectives, and policies within the CAMA Core Land Use

Plan. A non-exhaustive list of policies that may be relevant in the review of a hypothetical conditional rezoning from a use perspective include the following:

Policy 2.1: Southport discourages the rezoning of existing residentially-developed or zoned areas to a non-residential classification. Such rezoning and amendments in classifications to the future land use map should be carefully balanced with a demonstrated need for such proposed development.

Policy 2.3: Southport supports quality development reflecting the spectrum of housing needs, from low-end (affordable) residences to high-end (luxury) residences.

Policy 2.5: The City supports providing adequate conservation/open space buffers between areas designated for residential development as indicated on the future land use map and any adjacent non-residential land use.

Policy 2.7: Southport does not support “strip” residential development along highways and certain roads carrying heavy traffic and encourage service roads or an internal street pattern to eliminate direct driveway connections to highways and roads.

Policy 2.9: Southport supports utilizing Office/Institutional/Multi-family development as a buffer between light industrial and commercial development and adjacent residential land uses.

Policy 2.10: Southport supports Office/Institutional/Multi-family land uses that are developed along transportation thoroughfares to provide transition between commercial nodes and to preserve vehicle carrying capacity.

Policy 2.11: Southport supports development that blends a mix of uses at a reasonable scale offering convenient retail facilities to nearby residents in an effort to reduce traffic flow on main thoroughfares.

Policy 2.15: Southport supports industrial development which will be located adjacent to and/or with direct access to major thoroughfares.

Based on the above information, Staff finds the Zoning Text Amendment request outlined in this report to be consistent generally with the 2014 Southport CAMA Core Land Use Plan due to the types of development made possible by Conditional Zoning being consistent with many stated objectives within the Plan, the specific inclusion of the public at large within the development process, as well as the requirement that any proposal undergoing the Conditional Rezoning process be evaluated for its consistency with this plan and all other adopted plans, coupled with the statutorily-required consistency statements that must accompany all rezoning requests. Further, Conditional Zoning allows the Board greater flexibility in promoting economic efficiency,

optimizing resources, and preserving wetlands, wildlife habitat, and other environmentally sensitive areas.

STAFF'S RECOMMENDATION

City Planning Staff respectfully submit the proposed Zoning Text Amendment to the Board of Aldermen for their consideration, as outlined in this report and as evidenced in the two attachments that follow this report. The proposal is found to be consistent with the 2014 CAMA Core Land Use Plan, specifically with regard to desired outcomes for development as well as the inclusion of the public within the development process, as well as remaining consistent with the Unified Development Ordinance. Because of those consistencies, Planning Staff respectfully recommend approval of the request as presented. Staff also recommend consideration of the adopted of the provided consistency statement located on the following page.

PLANNING BOARD'S RECOMMENDATION

At their May 18th, 2023 meeting, the City of Southport Planning and Zoning Board voted 5-2 on a motion to recommend approval of the Zoning Text Amendment as outlined in this report. Importantly, and as noted previously in the Staff Report, the Planning and Zoning Board's motion to recommend approval included two modifications regarding minimum open space provision within Conditional Rezoning proposals and the inclusion of regulated trees within required application materials in a Conditional Rezoning application. Furthermore, the Planning and Zoning Board's motion to recommend approval included the adoption of the attached consistency statement. A sample consistency statement is also provided for consideration by the Board of Aldermen.

**City of Southport Board of Aldermen
Statement of Plan Consistency
(As per NC General Statute 160D-604)**

When conducting a review of proposed zoning text or map amendments pursuant to this section, the planning board shall advise and comment on whether the proposed action is consistent with any comprehensive plan that has been adopted and any other officially adopted plan that is applicable. The planning board shall provide a written recommendation to the governing board that addresses plan consistency and other matters as deemed appropriate by the planning board, but a comment by the planning board that a proposed amendment is inconsistent with the comprehensive plan shall not preclude consideration or approval of the proposed amendment by the governing board.

Amendment: ZTA-22-01

Statement of Consistency and Recommendation:

The City of Southport Board of Aldermen finds that the proposed Zoning Text Amendment is consistent with the 2014 CAMA Core Land Use Plan adopted November 13, 2014 and subsequently amended by the Board of Aldermen. Specifically, the proposed Zoning Text Amendment is consistent with the Plan due to its allowance for development patterns that are explicitly identified as desirable by the Plan but are not currently possible under the Unified Development Ordinance, the inclusion of the public within the development process, and the explicit requirement that all Conditional Rezoning be evaluated for their conformance to the 2014 CAMA Core Land Use Plan and any other adopted plans relevant to the proposal. Further, Conditional Zoning allows the Board greater flexibility in promoting economic efficiency, optimizing resources, and preserving wetlands, wildlife habitat, and other environmentally sensitive areas.

Mayor Joseph P. Hatem
City of Southport, NC

Dorothy Dutton, City Clerk
City of Southport, NC

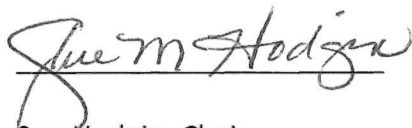
**City of Southport Planning & Zoning Board
Statement of Plan Consistency
(As per NC General Statute 160D-604)**

When conducting a review of proposed zoning text or map amendments pursuant to this section, the planning board shall advise and comment on whether the proposed action is consistent with any comprehensive plan that has been adopted and any other officially adopted plan that is applicable. The planning board shall provide a written recommendation to the governing board that addresses plan consistency and other matters as deemed appropriate by the planning board, but a comment by the planning board that a proposed amendment is inconsistent with the comprehensive plan shall not preclude consideration or approval of the proposed amendment by the governing board.

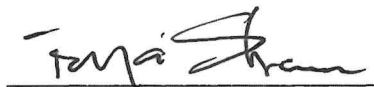
Amendment: ZTA-22-01

Statement of Consistency and Recommendation:

The City of Southport Planning & Zoning Board finds that the proposed Zoning Text Amendment is consistent with the 2014 CAMA Core Land Use Plan adopted November 13, 2014 and subsequently amended by the Board of Aldermen. Specifically, the proposed Zoning Text Amendment is consistent with the Plan due to its allowance for development patterns that are explicitly identified as desirable by the Plan but are not currently possible under the Unified Development Ordinance, the inclusion of the public within the development process, and the explicit requirement that all Conditional Rezoning be evaluated for their conformance to the 2014 CAMA Core Land Use Plan and any other adopted plans relevant to the proposal. Further, Conditional Zoning allows the Board greater flexibility in promoting economic efficiency, optimizing resources, and preserving wetlands, wildlife habitat, and other environmentally sensitive areas.



Sue Hodgins, Chair
Planning & Zoning Board
City of Southport, NC



Tanya Shannon, Clerk
Planning & Zoning Board
City of Southport, NC

2.11 CONDITIONAL REZONING

A. PURPOSE

1. A conditional zoning district is intended for a development that has a high level of certainty of being constructed and the most commonly expected application will contain a specified use or uses, permitted by right or special use, on small- and large-scale projects.
2. All uses listed as part of any application must be in the same format and description as listed in the table of uses.
3. Except as provided herein, all applications to establish a conditional zoning district must follow the regulations prescribed in this section in addition to the standard zoning map amendment (rezoning) process as described in this ordinance.

B. APPLICATION AND CONDITIONAL ZONING REVIEW PROCEDURE

1. The application for a conditional rezoning shall be accompanied by a 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. Conditional Rezoning proposals originating from 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.
 - a) *For every 250 units proposed, an additional 5% of the total rezoning acreage shall be designated as open space in accordance with Section 4.14.C.1.b, up to a maximum requirement of 35% open space provision when more than 750 residential units are proposed.*
3. No conditional zoning proposals shall be considered within the Open Space zoning district.
4. *Dimensional standards within the proposed Conditional Zoning District shall be designated by the applicant.*
 - a) *Maximum height shall be no greater than the maximum height for the current zoning district for the subject property.*

- b) Other 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.*
- a) Such minimum acreage must be contiguous and may be contained within one or multiple parcels so long as all property owners consent to the rezoning request.*
- b) Other non-contiguous parcels may be added to a Conditional Rezoning application so long as the minimum contiguous acreage requirement is otherwise met. Non-contiguous areas included in the request will be reviewed for their relationship to the primary rezoning area.*
8. 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.
9. The master development plan shall be prepared by and sealed by a licensed land surveyor, landscape architect, or engineer registered to practice in the state of North Carolina and shall include all of the required information as provided in Appendix A: Submission Requirements and any other information deemed necessary by the UDO Administrator, Planning Board, or Board of Aldermen.
10. The UDO Administrator or his/her designee will review the conditional zoning master development plan and shall require a Technical Review Procedure. The Technical Review Committee may include, but not necessarily be limited to, the following individuals/departments: UDO Administrator, building inspector, city manager, Fire department, Police Department, NC Division of Coastal Management, NC Department of Environmental Quality, North Carolina Department of Transportation, Brunswick County Utilities, or Brunswick County Environmental Health.
11. The UDO Administrator shall, in writing, provide a recommendation to the Planning Board within 90 days following receipt of the complete application for a conditional zoning district proposal and associated master development plan. The UDO Administrator shall have discretion to withhold a proposal from Planning Board consideration if additional information on the proposal is deemed necessary and is not provided prior to advertising deadlines for the public hearing.

12. In accordance with Section 2.10.A.3, the Planning Board shall hold a public hearing prior to providing a recommendation, and may recommend to approve, conditionally approve, or deny the Conditional Rezoning.
13. Following receipt of recommendation from the Planning Board, the Board of Aldermen shall approve, conditionally approve, or deny the conditional rezoning.
14. When evaluating an application for the creation of a conditional zoning district, the Planning Board and Board of Aldermen shall consider the following:
 - a) The application's consistency to the general policies and objectives of the City's Comprehensive Plan, any other officially adopted plan that is applicable, and the Unified Development ordinance.
 - b) The potential impacts and/or benefits on the surrounding area, adjoining properties.
 - c) The report of results from the public input meeting.
15. The Board of Aldermen may not vote to rezone property to a conditional zoning district during the time period beginning on the date of a municipal general election and concluding on the date immediately following the date on which the Board of Aldermen holds its organizational meeting following a municipal general election unless no person spoke against the rezoning at the public hearing.

C. PUBLIC INPUT MEETING

1. Prior to scheduling a public hearing on the rezoning application, the applicant must conduct one (1) public input meeting and file a report of the results with the UDO Administrator. If the report is not filed at a time sufficient for the project to receive proper notice in accordance with public hearing requirements, the case shall be placed on the next available agenda.
2. The report for the public hearing will include a summary of the public input meeting.
3. The applicant shall mail a notice for the public input meeting to the owners of all properties located within 500 feet of the perimeter of the project bounds not less than 10 days prior to the scheduled meeting.
 - a) This notice shall also be provided digitally to the City Clerk and UDO Administrator not less than 10 days prior to the scheduled meeting.
4. The notice shall include the time, date, and location of the meeting as well as a description of the proposal.
5. The applicant's report of the meeting shall include:
 - a) A copy of the letter announcing the meeting
 - b) A list of adjoining property owners contacted
 - c) An attendance roster
 - d) A summary of the issues discussed
 - e) The results of the meeting including changes to the project's proposal, if any.

D. CONDITIONS TO APPROVAL OF PETITION

1. In approving a petition for the reclassification of property to a conditional zoning district, the UDO Administrator and Planning Board may recommend, and the Board of Aldermen may request that the applicant add reasonable and appropriate conditions to the approval of the petition.
2. Any such conditions should relate to the relationship of the proposed use to the impact on city services, surrounding property, proposed support facilities such as parking areas and driveways, pedestrian and vehicular circulation systems, screening and buffer areas, the timing of development, street and right-of-way improvements, water and sewer improvements, stormwater drainage, the provision of open space, and other matters that the participants in the public input meeting, staff, Planning Board, and Board of Aldermen find appropriate or the petitioner may propose. Such conditions to approval of the petition may include right-of-way dedication, easements for streets, water, sewer, or other public utilities necessary to serve the proposed development.
3. The petitioner shall consider and respond to any such conditions after the Planning Board meeting and no less than ten (10) days prior to the scheduled Board of Alderman meeting on which the proposal will appear. If the applicant does not agree with the Planning Board or staff's recommendations of additional conditions, the Board of Aldermen shall have the authority to consider any or all of the conditions forwarded from the review process.
4. If for any reason any condition for approval is found to be illegal or invalid or if the applicant should fail to accept any condition following approval, the approval of the site plan for the district shall be null and void and of no effect and proceedings shall be instituted to rezone the property to its previous zoning classification. All conditions must be consented to in writing by the petitioner prior to the hearing held by the Board of Aldermen to consider the request. Such written consent shall be included in the published agenda packet.
5. The modification of any condition of approval shall require the submittal of a new conditional rezoning application and shall include every step conducted in the original approval of the request.

E. EFFECT OF APPROVAL

1. If a petition for conditional zoning is approved, the development and use of the property shall be governed by the predetermined ordinance requirements applicable to the conditional zoning district, the approved master development plan for the district, and any additional approved rules, regulations, and conditions, all of which shall constitute the zoning regulations for the approved district and are binding on the property as an amendment to these regulations and to the zoning maps.

2. Following the approval of the petition for a conditional zoning district, the subject property shall be identified on the zoning maps by the appropriate district designation. A parallel conditional zoning shall be identified by the same designation as the underlying general district followed by the letters "CZ" and the number of its instance (for example "CBD-CZ1"). In the case of a conditional zoning district without a reference to an existing zoning district, the district shall be identified by the letters "CZ" and the number of its instance (for example, "CZ-3."
3. The master development plan does not substitute for an approved minor site plan, site plan, or subdivision plat as required by this ordinance. Such cases shall follow the Ordinance defined process for the relevant case type, including any presentation for approval to the Planning Board and/or Board of Aldermen in accordance with the applicable sections of this Ordinance. Such case types may be submitted as part of the Conditional Rezoning application and may be reviewed concurrently at the discretion of the applicant.
4. No permit shall be issued for any development activity within a conditional zoning district except in accordance with the approved petition and applicable site plan, subdivision plat, and or permit for the district.
5. Any violation of the approved regulations and conditions for the district shall be treated the same as any other violation of this ordinance and shall be subject to the same remedies and penalties as any such violation.

F. REVIEW OF APPROVAL OF A CONDITIONAL ZONING DISTRICT

1. It is intended that property shall be reclassified to a conditional zoning district only in the event of firm plans to develop the property. Therefore, no sooner than three (3) years after the date of approval of the petition, the Planning Board may examine the progress made toward developing the property in accordance with the approved petition and any conditions attached to the approval. The UDO Administrator shall provide this information to the Planning Board at least once every 12 months and upon request by the Planning Board.
2. If the Planning Board determines that progress has not been made in accordance with the approved petition and conditions, the Planning Board shall forward to the Board of Aldermen a report which may recommend that the property be rezoned to its previous zoning classification or to another district.

Appendix A: Submission Requirements

A. Submission Requirements

Applications submitted to the City of Southport for the following approval types shall include all information listed below.

B. Master Development Plan

1. General Project Information

- a) Proposed or approved name of development, project, subdivision, and/or phase.
- b) Developer/applicant name(s), including mailing address(es) and telephone number(s). (If Applicable).
- c) Property owner name(s), including mailing address(es) and telephone number(s).
- d) Name, registration number, and seal of a professional Land Surveyor, Engineer, Landscape Architect, and/or Architect. (If Applicable).
- e) Date of plat/plan preparation and of surveys; North arrow and orientation; Map scale, denoted graphically and numerically.
- f) Sketch vicinity map showing the relationship between the proposed property or properties and the surrounding area.
- g) Tax parcel numbers, owners, zoning classifications, and book and page numbers of the site tract and adjacent tracts.
- h) Boundaries of any proposed or pending zoning districts on site. Boundaries must be described by bearing and distance where they do not follow described boundaries.

2. Land Use

- a) Approximate location, dimensions, density, and description of proposed land use(s) on each tract or parcel, including single-family residential, multi-family residential, commercial, office, institutional, industrial, and recreational. Recreational uses shall specify type and future ownership.

3. Traffic, Parking, Movement

- a) Approximate location, direction, dimensions, name, and surface type of existing or proposed rights-of-way and easements, including those being vacated and those on adjacent properties.
- b) Location of roads appearing on officially adopted plans.
- c) Approximate location of roads, streets, and circulation patterns; including any proposed or required bicycle or pedestrian facilities.
- d) Approximate total square footage of existing and proposed impervious surfaces.
- e) Trip generation calculations in accordance with the most recent version of the ITE Trip Generation Manual.
 - i. If trip generation calculations are found to exceed Traffic Impact Study threshold, a Traffic Impact Study shall also be submitted following the process outlined in Section 3.13.

4. Environmental Standards

- a) FEMA-designated flood hazard areas, including flood zone designations and map panels.
- b) Location and description of CAMA Areas of Environmental Concern, including 404 wetland areas as determined by the Army Corps of Engineers and coastal wetlands as determined by NCDEQ.
- c) Location and description of environmental features such as wooded areas, marshes,

swamps, rock outcrops, ponds or lakes, streams or streambeds, and any other natural features affecting the site.

5. Landscaping & Tree Preservation

- a) Note on plan stating that prior to any clearing, grading, or construction activity tree protection fencing will be installed around protected plants, trees or groves of trees. No construction workers, tools, materials, or vehicles are permitted within the tree protection fencing.

6. Any other information considered pertinent by the applicant, UDO Administrator, Planning Board, or Board of Aldermen.

C. Conditional Rezoning

1. General Project Information

- a) Proposed or approved name of development, project, subdivision, and/or phase.
- b) Developer/applicant name(s), including mailing address(es) and telephone number(s). (If Applicable).
- c) Property owner name(s), including mailing address(es) and telephone number(s).
- d) Name, registration number, and seal of a professional Land Surveyor, Engineer, Landscape Architect, and/or Architect. (If Applicable).
- e) Date of plat/plan preparation and of surveys; North arrow and orientation; Map scale, denoted graphically and numerically.
- f) Sketch vicinity map showing the relationship between the proposed property or properties and the surrounding area.
- g) Tax parcel numbers, owners, zoning classifications, and book and page numbers of the site tract and adjacent tracts.
- h) Boundaries of any proposed or pending zoning districts on site. Boundaries must be described by bearing and distance where they do not follow described boundaries.

2. Land Use

- a) **Approximate** location, dimensions, density, and description of proposed land use(s) on each tract or parcel, including single-family residential, multi-family residential, commercial, office, institutional, industrial, and recreational. Recreational uses shall specify type and future ownership.
- b) **Approximate** location and dimensions of existing and proposed buildings or structures on the site and all adjacent tracts, including existing buildings or structures to be removed. Total number of stories of all multi-story buildings and height of all buildings must be indicated.
- c) **Proposed dimensional standards.**
- d) **Proposed development standards.**
- e) **Proposed use standards.**
- f) **Preliminary signage plan.**

3. Traffic, Parking, Movement

- a) **Approximate** location, direction, dimensions, name, and surface type of existing or proposed rights-of-way and easements, including those being vacated and those on adjacent properties.
- b) Location of roads appearing on officially adopted plans.
- c) **Approximate** Location of roads, streets, and circulation patterns; including any proposed or required bicycle or pedestrian facilities.
- d) **Approximate** total square footage of existing and proposed impervious surfaces.

- e) Trip generation calculations in accordance with the most recent version of the ITE Trip Generation Manual.
 - i. If trip generation calculations are found to exceed Traffic Impact Study threshold, a Traffic Impact Study shall also be submitted following the process outlined in Section 3.13.
- ~~f) Location and dimensions of parking and loading spaces and drive aisles, including handicapped parking.~~
- ~~g) Location and dimensions of existing and proposed sidewalks and accessible accessways.~~
- ~~h) Location and dimensions of all trash containers and required screening.~~
- 4. Environmental Standards
 - a) FEMA-designated flood hazard areas, including flood zone designations and map panels.
 - b) Location and description of CAMA Areas of Environmental Concern, including 404 wetland areas as determined by the Army Corps of Engineers and coastal wetlands as determined by NCDEQ.
 - c) Location and description of environmental features such as wooded areas, marshes, swamps, rock outcrops, ponds or lakes, streams or streambeds, and any other natural features affecting the site.
 - d) **Approximate** location, size, and flow direction of existing and proposed drainage courses within or immediately adjacent to the site, including culverts and storm drains.
 - e) **Approximate** location and size of stormwater basins or other comparable stormwater management mechanisms.
- 5. Landscaping & Tree Preservation
 - a) Locations, dimensions, and size of required buffers, street yards, foundation planting, parking facility planting areas.
 - b) Location, species, and size of all ~~regulated and~~ specimen trees as defined by this ordinance.
 - c) Location and size of all groves of trees to be protected, including the approximate number and species of protected trees.
 - d) Location, species, dimensions, and spacing of all required landscaping materials clearly labeled and numbered and a legend.
 - e) Note on plan stating that prior to any clearing, grading, or construction activity tree protection fencing will be installed around protected plants, trees or groves of trees. No construction workers, tools, materials, or vehicles are permitted within the tree protection fencing.
- 6. Any other information considered pertinent by the applicant, UDO Administrator, Planning Board, or Board of Aldermen.

D. Minor Site Plan

- 1. General Project Information
 - a) Proposed or approved name of development, project, subdivision, and/or phase.
 - b) Developer/applicant name(s), including mailing address(es) and telephone number(s). (If Applicable).
 - c) Property owner name(s), including mailing address(es) and telephone number(s).
 - d) Name, registration number, and seal of a professional Land Surveyor, Engineer,

Landscape Architect, and/or Architect. (If Applicable).

- e) Date of plat/plan preparation and of surveys; North arrow and orientation; Map scale, denoted graphically and numerically.
- f) Tax parcel numbers, owners, zoning classifications, and book and page numbers of the site tract and adjacent tracts.
- g) Sufficient engineering data to determine readily, and to be reproducible on the ground, every straight or curved boundary line, street line, lot line, right-of-way line, easement line, and setback line, including dimensions, bearings or deflection angles, radii, central angles, and tangent distances for the center line of curved streets and curved property lines that are not the boundary of curved streets. All dimensions shall be measured to the nearest one-tenth of a foot and all angles to the nearest minute.
 - i. Only required when prepared by a licensed professional.

2. Land Use

- a) Location, dimensions, density, and description of proposed land use(s) on each tract or parcel, including single-family residential, multi-family residential, commercial, office, institutional, industrial, and recreational. Recreational uses shall specify type and future ownership.
- b) Location and dimensions of existing and proposed buildings or structures on the site and all adjacent tracts, including existing buildings or structures to be removed. Total number of stories of all multi-story buildings and height of all building must be indicated.
- c) Location and labeling of minimum building setback lines.
- d) Total number and type of dwelling units, by development phase.
- e) Signage.
- f) Outdoor Lighting Plan.

3. Traffic, Parking, Movement

- a) Location, direction, dimensions, name, and surface type of existing or proposed rights-of-way and easements, including those being vacated and those on adjacent properties.
- b) Location of roads appearing on officially adopted plans.
- c) Location of roads, streets, and circulation patterns; including any proposed or required bicycle or pedestrian facilities.
- d) Total square footage of existing and proposed impervious surfaces.
- e) Location and dimensions of parking and loading spaces and drive aisles, including handicapped parking.
- f) Location and dimensions of existing and proposed sidewalks and accessible accessways.
- g) Location and dimensions of all trash containers and required screening.
- h) Trip generation calculations in accordance with the most recent version of the ITE Trip Generation Manual.
 - i. If trip generation calculations are found to exceed Traffic Impact Study threshold, a Traffic Impact Study shall also be submitted following the process outlined in Section 3.13.

4. Environmental Standards

- a) FEMA-designated flood hazard areas, including flood zone designations and map panels.
- b) Location and description of CAMA Areas of Environmental Concern, including 404

wetland areas as determined by the Army Corps of Engineers and coastal wetlands as determined by NCDEQ.

- c) Location and description of environmental features such as wooded areas, marshes, swamps, rock outcrops, ponds or lakes, streams or streambeds, and any other natural features affecting the site.
 - d) Existing and proposed topography.
 - e) Location, size, and flow direction of existing and proposed drainage courses within or immediately adjacent to the site, including culverts and storm drains.
 - f) Location and size of stormwater basins or other comparable stormwater management mechanisms.
5. Landscaping & Tree Preservation
- a) Locations, dimensions, and size of required buffers, street yards, foundation planting, parking facility planting areas.
 - b) Location, species, and size of all regulated and specimen trees as defined by this ordinance.
 - c) Location and size of all groves of trees to be protected, including the approximate number and species of protected trees.
 - d) Location, species, dimensions, and spacing of all required landscaping materials clearly labeled and numbered and a legend.
 - e) Note on plan stating that prior to any clearing, grading, or construction activity tree protection fencing will be installed around protected plants, trees or groves of trees. No construction workers, tools, materials, or vehicles are permitted within the tree protection fencing.
6. Any other information considered pertinent by the applicant, UDO Administrator, Planning Board, or Board of Aldermen.

E. Major Site Plan & Special Use Permit

1. General Project Information
- a) Proposed or approved name of development, project, subdivision, and/or phase.
 - b) Developer/applicant name(s), including mailing address(es) and telephone number(s). (If Applicable).
 - c) Property owner name(s), including mailing address(es) and telephone number(s).
 - d) Name, registration number, and seal of a professional Land Surveyor, Engineer, Landscape Architect, and/or Architect. (If Applicable).
 - e) Date of plat/plan preparation and of surveys; North arrow and orientation; Map scale, denoted graphically and numerically.
 - f) Sketch vicinity map showing the relationship between the proposed property or properties and the surrounding area.
 - g) Tax parcel numbers, owners, zoning classifications, and book and page numbers of the site tract and adjacent tracts.
 - h) Boundaries of any proposed or pending zoning districts on site. Boundaries must be described by bearing and distance where they do not follow described boundaries.
 - i) Sufficient engineering data to determine readily, and to be reproducible on the ground, every straight or curved boundary line, street line, lot line, right-of-way line, easement line, and setback line, including dimensions, bearings or deflection angles, radii, central angles, and tangent distances for the center line of curved streets and curved property lines that are not the boundary of curved streets. All dimensions

shall be measured to the nearest one-tenth of a foot and all angles to the nearest minute.

2. Land Use

- a) Location, dimensions, density, and description of proposed land use(s) on each tract or parcel, including single-family residential, multi-family residential, commercial, office, institutional, industrial, and recreational. Recreational uses shall specify type and future ownership.
- b) Location and dimensions of existing and proposed buildings or structures on the site and all adjacent tracts, including existing buildings or structures to be removed. Total number of stories of all multi-story buildings and height of all building must be indicated.
- c) Location and labeling of minimum building setback lines.
- d) Total number and type of dwelling units, by development phase.
- e) Signage.
- f) Outdoor Lighting Plan.
- g) Location and dimensions of all trash containers and required screening.

3. Traffic, Parking, Movement

- a) Location, direction, dimensions, name, and surface type of existing or proposed rights-of-way and easements, including those being vacated and those on adjacent properties.
- b) Location of roads appearing on officially adopted plans.
- c) Location of roads, streets, and circulation patterns; including any proposed or required bicycle or pedestrian facilities.
- d) Total square footage of existing and proposed impervious surfaces.
- e) Names, cross sections, approximate grades, and pavement widths of proposed road rights-of-way, including design engineering data for all corners and curves.
- f) Location and dimensions of parking and loading spaces and drive aisles, including handicapped parking.
- g) Location and dimensions of existing and proposed sidewalks and accessible accessways.
- h) Trip generation calculations in accordance with the most recent version of the ITE Trip Generation Manual.
 - i. If trip generation calculations are found to exceed Traffic Impact Study threshold, a Traffic Impact Study shall also be submitted following the process outlined in Section 3.13.

4. Environmental Standards

- a) FEMA-designated flood hazard areas, including flood zone designations and map panels.
- b) Location and description of CAMA Areas of Environmental Concern, including 404 wetland areas as determined by the Army Corps of Engineers and coastal wetlands as determined by NCDEQ.
- c) Location and description of environmental features such as wooded areas, marshes, swamps, rock outcrops, ponds or lakes, streams or streambeds, and any other natural features affecting the site.
- d) Existing and proposed topography.
- e) Location, size, and flow direction of existing and proposed drainage courses within or immediately adjacent to the site, including culverts and storm drains.
- f) Location and size of stormwater basins or other comparable stormwater

management mechanisms.

- g) Detailed utility plans, including water, sewer, and stormwater, and showing connections to existing systems or plans for individual water supply systems and sewage disposal systems. Plans must show line sizes, the location of fire hydrants, blow-offs, manholes, pumps, force mains, gate valves, utility and maintenance easements, and daily estimated sewer flow figures. Type of construction materials and brand of appurtenances may require approval from the City of Southport, Brunswick County Utilities, and/or NCDOT. Plans shall include profiles based on mean sea level datum for gravity sanitary and storm sewers.

- i. NOTE: Detailed plans may be submitted after site plan or preliminary plat are approved and must be approved by the City's Public Services Department prior to construction of improvements or the issuance of building permits or approval of a final plat.

5. Landscaping & Tree Preservation

- a) Locations, dimensions, and size of required buffers, street yards, foundation planting, parking facility planting areas.
- b) Location, species, and size of all regulated and specimen trees as defined by this ordinance.
- c) Location and size of all groves of trees to be protected, including the approximate number and species of protected trees.
- d) Location, species, dimensions, and spacing of all required landscaping materials clearly labeled and numbered and a legend.
- e) Note on plan stating that prior to any clearing, grading, or construction activity tree protection fencing will be installed around protected plants, trees or groves of trees. No construction workers, tools, materials, or vehicles are permitted within the tree protection fencing.

- 6. Any other information considered pertinent by the applicant, UDO Administrator, Planning Board, or Board of Aldermen.

F. Preliminary Plat

1. General Project Information

- a) Proposed or approved name of development, project, subdivision, and/or phase.
- b) Developer/applicant name(s), including mailing address(es) and telephone number(s). (If Applicable).
- c) Property owner name(s), including mailing address(es) and telephone number(s).
- d) Name, registration number, and seal of a professional Land Surveyor, Engineer, Landscape Architect, and/or Architect. (If Applicable).
- e) Date of plat/plan preparation and of surveys; North arrow and orientation; Map scale, denoted graphically and numerically.
- f) Sketch vicinity map showing the relationship between the proposed property or properties and the surrounding area.
- g) Tax parcel numbers, owners, zoning classifications, and book and page numbers of the site tract and adjacent tracts.
- h) Lots numbered consecutively throughout the subdivision.
- i) Sufficient engineering data to determine readily, and to be reproducible on the ground, every straight or curved boundary line, street line, lot line, right-of-way line, easement line, and setback line, including dimensions, bearings or deflection angles,

radii, central angles, and tangent distances for the center line of curved streets and curved property lines that are not the boundary of curved streets. All dimensions shall be measured to the nearest one-tenth of a foot and all angles to the nearest minute.

j) Accurate locations and descriptions of all monuments, markers, and control points.

2. Traffic, Parking, Movement

a) Location, direction, dimensions, name, and surface type of existing or proposed rights-of-way and easements, including those being vacated and those on adjacent properties.

b) Location of roads appearing on officially adopted plans.

c) Location of roads, streets, and circulation patterns; including any proposed or required bicycle or pedestrian facilities.

d) Total square footage of existing and proposed impervious surfaces.

e) Names, cross sections, approximate grades, and pavement widths of proposed road rights-of-way, including design engineering data for all corners and curves.

f) Type of street dedication, either public or private.

g) Location and dimensions of existing and proposed sidewalks and accessible accessways.

h) Trip generation calculations in accordance with the most recent version of the ITE Trip Generation Manual.

i. If trip generation calculations are found to exceed Traffic Impact Study threshold, a Traffic Impact Study shall also be submitted following the process outlined in Section 3.13.

3. Other Land Use

a) Location and dimensions of all trash containers and required screening.

b) Location and labeling of minimum building setback lines.

c) Signage.

d) Outdoor Lighting Plan.

4. Environmental Standards

a) FEMA-designated flood hazard areas, including flood zone designations and map panels.

b) Location and description of CAMA Areas of Environmental Concern, including 404 wetland areas as determined by the Army Corps of Engineers and coastal wetlands as determined by NCDEQ.

c) Location and description of environmental features such as wooded areas, marshes, swamps, rock outcrops, ponds or lakes, streams or streambeds, and any other natural features affecting the site.

d) Existing and proposed topography.

e) Location, dimensions, and description of all areas to be dedicated to the public or to a property owners association.

f) Location, size, and flow direction of existing and proposed drainage courses within or immediately adjacent to the site, including culverts and storm drains.

g) Location and size of stormwater basins or other comparable stormwater management mechanisms.

h) Detailed utility plans, including water, sewer, and stormwater, and showing connections to existing systems or plans for individual water supply systems and sewage disposal systems. Plans must show line sizes, the location of fire hydrants, blow-offs, manholes, pumps, force mains, gate valves, utility and maintenance

easements, and daily estimated sewer flow figures. Type of construction materials and brand of appurtenances may require approval from the City of Southport, Brunswick County Utilities, and/or NCDOT. Plans shall include profiles based on mean sea level datum for gravity sanitary and storm sewers.

- i. NOTE: Detailed plans may be submitted after site plan or preliminary plat are approved and must be approved by the City's Public Services Department prior to construction of improvements or the issuance of building permits or approval of a final plat.

5. Landscaping & Tree Preservation

- a) Locations, dimensions, and size of required buffers, street yards, foundation planting, parking facility planting areas.
- b) Location, species, and size of all regulated and specimen trees as defined by this ordinance.
- c) Location and size of all groves of trees to be protected, including the approximate number and species of protected trees.
- d) Location, species, dimensions, and spacing of all required landscaping materials clearly labeled and numbered and a legend.
- e) Note on plan stating that prior to any clearing, grading, or construction activity tree protection fencing will be installed around protected plants, trees or groves of trees. No construction workers, tools, materials, or vehicles are permitted within the tree protection fencing.

6. Any other information considered pertinent by the applicant, UDO Administrator, Planning Board, or Board of Aldermen.

7. Required Certifications:

- a) Certificate of Survey and Accuracy
- b) Certification of Board of Aldermen Approval
- c) Certificate of Purpose of Plat

G. Final Plat

1. General Project Information

- a) Proposed or approved name of development, project, subdivision, and/or phase.
- b) Developer/applicant name(s), including mailing address(es) and telephone number(s). (If Applicable).
- c) Property owner name(s), including mailing address(es) and telephone number(s).
- d) Name, registration number, and seal of a professional Land Surveyor, Engineer, Landscape Architect, and/or Architect. (If Applicable).
- e) Date of plat/plan preparation and of surveys; North arrow and orientation; Map scale, denoted graphically and numerically.
- f) Tax parcel numbers, owners, zoning classifications, and book and page numbers of the site tract and adjacent tracts.
- g) Exact existing and proposed or pending property boundary lines by bearings and distances and the location of intersecting boundary lines of adjacent lands.
- h) Lots numbered consecutively throughout the subdivision.
- i) Sufficient engineering data to determine readily, and to be reproducible on the ground, every straight or curved boundary line, street line, lot line, right-of-way line, easement line, and setback line, including dimensions, bearings or deflection angles, radii, central angles, and tangent distances for the center line of curved streets and

curved property lines that are not the boundary of curved streets. All dimensions shall be measured to the nearest one-tenth of a foot and all angles to the nearest minute.

- j) Accurate locations and descriptions of all monuments, markers, and control points.
 - k) Location and labeling of minimum building setback lines.
2. Traffic, Parking, Movement
 - a) Location, direction, dimensions, name, and surface type of existing or proposed rights-of-way and easements, including those being vacated and those on adjacent properties.
 - b) Location of roads appearing on officially adopted plans.
 - c) Type of street dedication, either public or private.
 3. Environmental Standards
 - a) FEMA-designated flood hazard areas, including flood zone designations and map panels.
 - b) Location and description of CAMA Areas of Environmental Concern, including 404 wetland areas as determined by the Army Corps of Engineers and coastal wetlands as determined by NCDEQ.
 - c) Location and description of environmental features such as wooded areas, marshes, swamps, rock outcrops, ponds or lakes, streams or streambeds, and any other natural features affecting the site.
 - d) Location, dimensions, and description of all areas to be dedicated to the public or to a property owners association.
 4. Any other information considered pertinent by the applicant, UDO Administrator, Planning Board, or Board of Aldermen.
 5. Required Certifications:
 - a) Certificate of Ownership and Dedication
 - b) Certificate of Survey and Accuracy
 - c) Certification of Board of Aldermen Approval
 - d) Certificate of Approval of the Design and Installation of Streets, Utilities, and Other Required Improvements
 - e) Certification of Septic and Water Supplies
 - f) Certificate of Disclosure; 404 Wetlands
 - g) Certificate of Disclosure; City of Southport Floodplain Management Regulations
 - h) Acknowledgment of Compliance (Private Developments)
 - i) Certificate of Purpose of Plat
 - j) Certificate of Approval for Recording



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: 08/10/2023

DEPARTMENT: Development Services

PRESENTED BY: Travis Henley, Development Services Director

ITEM SPONSORED BY: Development Services Department

ITEM/TOPIC: Call for a Public Hearing for a Unified Development Ordinance Amendment regarding Short Term Vacation Rentals and Homestays

COST: N/A

BUDGET LINE ITEM: N/A

JUSTIFICATION: At their July 20, 2023 meeting, the Planning Board voted to send the Board of Aldermen a recommendation of approval for a Unified Development Ordinance Amendment to multiple sections of the Ordinance relating to Short Term Vacation Rentals and Homestays, specifically to remove references to the already-unenforced annual registration requirement. A duly advertised public hearing must be held prior to the Board of Aldermen deciding on the proposed amendment.

IMPACT IF NOT APPROVED: This is a legislative decision defined by the NC General Statutes. The Board is not obligated to approve the amendment; however, disapproval of the amendment would be inconsistent with the previous Board's decision to not enforce the annual registration requirement and with recent judicial decisions that prohibited annual registrations for these uses. A statement of consistency must be adopted in conjunction with a motion to approve or deny the proposal.

DEPARTMENT HEAD COMMENTS: Planning Staff is the applicant in this case, and the proposal is consistent with the City's CAMA Land Use Plan, with the Unified Development Ordinance, with recent judicial decisions, and with previous Board action. Staff recommends the setting of a public hearing on the proposal at the regular Board of Aldermen meeting in September.

CITY MANAGER COMMENTS: I have no issue with moving this to the Public Hearing stage for your September meeting.

ATTACHMENTS: Staff Report, Draft Language, Planning Board Consistency Statement.

REQUESTED ACTION: Set a public hearing on the Zoning Text Amendment for Short Term Vacation Rentals and Homestays for the Board's September meeting.

PROPOSED MOTION: Motion to set a public hearing on the Zoning Text Amendment for the September 14th, 2023, meeting of the Southport Board of Aldermen.

STAFF REPORT – ZTA 23-03

ZONING TEXT AMENDMENT APPLICATION

SHORT TERM VACATION RENTALS AND HOMESTAYS

APPLICATION SUMMARY	
Presentation Date	August 10, 2023 City of Southport Board of Aldermen
Applicant	City of Southport Planning Staff
Relevant Ordinance Sections	Section 2.6 ‘Annual Zoning Permit for Homestays and Short-Term Vacation Rentals;’ Section 3.6.G ‘Homestay;’ Section 3.8.II ‘Short Term Vacation Rentals;’ Article 8 ‘Definitions’

ZONING TEXT AMENDMENT PROPOSAL
City of Southport Planning Staff, applicant, respectfully submits a Zoning Text Amendment to the City of Southport Unified Development Ordinance. Specifically, the request is to amend Section 2.6.I ‘Annual Zoning Permit for Homestays and Short-Term Vacation Rentals,’ Section 3.6.G ‘Homestay,’ Section 3.8.II ‘Short-Term Vacation Rentals;’ and Article 8 ‘Definitions’ to bring the Unified Development Ordinance into full compliance with recent judicial decisions. As drafted, the Zoning Text Amendment does not modify any of the City’s enforcement efforts on the topic, as the City has already forgone the enforcement of the inconsistent sections. All proposed changes, including additions and deletions, can be found as an attachment to this report and may also be viewed in the City of Southport Development Services Department offices.

REVIEW PROCESS

A Zoning Text Amendment proposal is considered a legislative process. As laid out by North Carolina General Statutes, a legislative process is a policy-level decision with broad discretion by the decision-making authority, in Southport’s case the Board of Aldermen. In a decision to approve or deny a legislative proposal, the Board of Aldermen shall include a statement referencing the decisions consistency with the adopted land use plan for the City of Southport. Per the City of Southport Unified Development Ordinance, the Planning and Zoning Board shall also provide a recommendation on any proposed Zoning Text Amendment to the Board of Aldermen. The Board of Aldermen shall hold a public hearing prior to voting on any Zoning Text Amendment.

AMENDMENT DESCRIPTION

City of Southport Planning Staff is submitting this Zoning Text Amendment to provide for amendments to the City's regulations on homestays and short-term vacation rentals for the purposes of bringing the Ordinance into compliance with 1) recent judicial decisions and 2) into line with the City's current enforcement paradigm on the matter. Approval of the amendment as currently drafted would result in no change in the City's current enforcement of the matter, as the Board of Aldermen has already voted to forego enforcement of the inconsistent sections in September 2022.

The primary matter necessitating revision of our Ordinances relating to these uses is the determination that an annual registration requirement for these uses is not permissible under North Carolina General Statutes as determined by a ruling in *Schroeder v. City of Wilmington*. To that end, Staff propose the removal of Section 2.6.I, which outlines the annual registration requirement. These uses are still required to obtain an initial zoning permit as would be the case for any other use of the property, and the Ordinance does not need further amendments to ensure that that is the case. Additional references to Section 2.6.I within the use standards for homestays and short-term vacation rentals will be discussed below.

For discussion purposes, the proposed ordinance amendments are broken down into two major topics: "Homestays" and "Short-Term Vacation Rentals."

Homestays

A homestay is defined as the following:

Homestay. A private, resident-occupied dwelling unit, with up to two guest rooms where overnight lodging accommodations are provided to transients for compensation and where the use is subordinate and incidental to the primary residential use of the building. A homestay is considered an accessory "Lodging" use under this UDO. The permanent resident is present during the rental stay.

Within the definitions section, Staff propose the removal of language within the definition of a homestay permit as found in Article 8. Specifically, the homestay permit definition is revised to delete any reference to an annual registration requirement. Homestays must still follow the traditional zoning approval process as is applicable to any other use of land, however cannot be required to annual re-register per recent court decisions. Similarly, the reference to zoning approval pursuant to Section 2.6.I is removed, replaced with a statement requiring approval of an initial zoning permit.

Other than the above amendment, Staff propose no other amendments to the specific regulations that govern homestays as provided in Section 3.6.G of the Unified Development Ordinance.

Short-Term Vacation Rentals

A short-term vacation rental is defined as the following:

Short-term vacation rental. A dwelling unit with up to six guest rooms that is used and/or advertised through an online platform, or other media, for transient occupancy for a period of less than 30 days. A short-term vacation rental is considered a non-residential "Lodging" use under this UDO. The owner is not required to be present during the rental stay.

The primary difference between Homestays and Short-Term Vacation Rentals is that in a Homestay, the dwelling continues to be used as an individual's primary residence in addition to being a lodging use, as opposed to a Short-Term Vacation Rental in which the entire structure's use is the lodging use itself. Homestays are permitted in the City's residential zoning districts, whereas Short-Term Vacation Rentals are only permitted in the CBD and BD districts, as well as the PUD district. Much as is the case for homestays, Staff propose the removal of any reference to an annual registration requirement within the definition of a "Short-Term Vacation Rental Permit" as found in Article 8. Further, the reference to Section 2.6.I is also removed here, again replaced with a requirement for an initial zoning permit to establish the use.

Within Section 3.8.II of the Unified Development Ordinance, which provides the specific development standards for Short-Term Vacation Rentals, Staff propose the removal of language within subsection 13.c that refers to the loss of nonconforming status if an annual zoning permit is not renewed, and also proposes the removal of subsection 14 which is quite similar.

EVALUATION AND CONTEXT

Unified Development Ordinance Compliance

Zoning Text Amendments, like General Use Zoning Map Amendments (Rezoning), follow the process laid out in Section 2.10 of the City of Southport Unified Development Ordinance. Pursuant to this section, the Planning Board shall advise and comment on whether the proposed text or zoning map amendment is consistent with the comprehensive plan or any other official adopted plans that are applicable. The Board of Aldermen shall, in their final decision-making capacity, base their decision upon the same.

Among the primary concerns with regard to drafting an effective Unified Development Ordinance is ensuring that the text, and the enforcement of it, is done in a manner consistent with North Carolina General Statutes. It is this that necessitates the revision of these sections of the Unified Development Ordinance.

2014/2020 CAMA Core Land Use Plan Compliance

The regulation of short-term rentals generally is a rapidly emerging topic within the field of land use planning. To that end, the currently adopted CAMA Land Use Plan for the City does not

mention short-term rentals generally as a topic area, and as such does not provide guidance on any further regulation of the matter. However, Policy 7.8 of the CAMA Land Use Plan states “Southport recognizes that tourism is important and will support activities that promote tourism.” To this end, the proposed text amendment that brings City ordinances more in line with legal doctrine on the matter of short-term vacation rentals and homestays is consistent with this policy.

Additionally, the Future Land Use Map, in its discussion of the various residential future land use categories, explicitly calls out non-residential uses as inappropriate for these areas. Such language further solidifies the maintenance of all existing regulations related to Short-Term Vacation Rentals and Homestays via zoning. Based on the above, Staff finds that the proposal is consistent with the City of Southport CAMA Core Land Use Plan due to the necessity of the removal of annual registration requires due to recent litigation and its maintenance of existing regulations that limit non-residential uses in residential areas.

RECOMMENDATION

City Planning Staff respectfully submit the proposed Zoning Text Amendment as outlined in this report to the Board of Aldermen for their consideration. The proposal is found to be consistent with the Unified Development Ordinance, as well as North Carolina General Statutes, and is necessary to bring the City’s ordinances back into line with its current enforcement paradigm. Because of those consistencies, Planning Staff respectfully recommend approval of the request as presented, with the attached consistency statement provided as well.

Staff presented the Zoning Text Amendment to the Planning and Zoning Board at their July 20, 2023 meeting, at which point the Board voted unanimously to recommend approval of the amendment as presented, with the attached consistency statement.

**City of Southport Board of Aldermen
Statement of Plan Consistency
(As per NC General Statute 160D-604)**

When conducting a review of proposed zoning text or map amendments pursuant to this section, the planning board shall advise and comment on whether the proposed action is consistent with any comprehensive plan that has been adopted and any other officially adopted plan that is applicable. The planning board shall provide a written recommendation to the governing board that addresses plan consistency and other matters as deemed appropriate by the planning board, but a comment by the planning board that a proposed amendment is inconsistent with the comprehensive plan shall not preclude consideration or approval of the proposed amendment by the governing board.

Amendment: ZTA-23-03

Statement of Consistency and Recommendation:

The City of Southport Planning Board finds that the proposed Zoning Text Amendment is consistent with the 2014 CAMA Core Land Use Plan adopted November 13, 2014 and subsequently amended by the Board of Aldermen. Specifically, the proposed Zoning Text Amendment is consistent with the Plan due to its necessity to remain consistent with North Carolina General Statutes and its maintenance of regulations that prohibit non-residential uses in residential areas.

Sue Hodgin, Chair
Planning and Zoning Board
City of Southport, NC

Tanya Shannon, Deputy City Clerk
City of Southport, NC

**City of Southport Board of Aldermen
Statement of Plan Consistency
(As per NC General Statute 160D-604)**

When conducting a review of proposed zoning text or map amendments pursuant to this section, the planning board shall advise and comment on whether the proposed action is consistent with any comprehensive plan that has been adopted and any other officially adopted plan that is applicable. The planning board shall provide a written recommendation to the governing board that addresses plan consistency and other matters as deemed appropriate by the planning board, but a comment by the planning board that a proposed amendment is inconsistent with the comprehensive plan shall not preclude consideration or approval of the proposed amendment by the governing board.

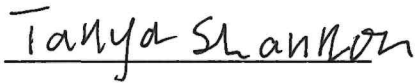
Amendment: ZTA-23-03

Statement of Consistency and Recommendation:

The City of Southport Planning Board finds that the proposed Zoning Text Amendment is consistent with the 2014 CAMA Core Land Use Plan adopted November 13, 2014 and subsequently amended by the Board of Aldermen. Specifically, the proposed Zoning Text Amendment is consistent with the Plan due to its necessity to remain consistent with North Carolina General Statutes and its maintenance of regulations that prohibit non-residential uses in residential areas.



Sue Hodgins, Chair
Planning and Zoning Board
City of Southport, NC



Tanya Shannon, Deputy City Clerk
City of Southport, NC

~~2.6.I. ANNUAL ZONING PERMIT FOR HOMESTAYS AND SHORT TERM VACATION RENTALS~~

~~An annual zoning permit is required for certain land uses, including Homestays and Short Term Vacation Rentals. The UDO Administrator shall issue homestay and Short Term Vacation Rental permits in accordance with Article 3: Zoning. These annual zoning permits must be renewed each year before the expiration date and in accordance with the terms of this UDO. The Annual Zoning Permit for Homestays and Short Term Vacation Rentals is valid from January 1 thru December 31 in the year of issue and must be renewed annually. In addition, the annual zoning permit for a nonconforming Short Term Vacation Rental located in a residential zoning district must be renewed by the property owner of record prior to the expiration of the existing zoning permit to maintain the nonconforming use. Failure to maintain a valid zoning permit for a nonconforming short term vacation rental will result in forfeiture of all legal rights and claims to continue that use.~~

3.6.G. HOMESTAY

Where permitted, the following shall apply:

1. No displays of goods, products, services, or other advertising shall be visible outside the dwelling.
2. The homestay operation shall be managed and carried on by a person who:
 - a. Is a full-time resident of the property; and
 - b. Is present during the homestay term for the entire time lodgers are staying at the property. To be a “full-time resident,” the person must reside on the property on a permanent basis, and it must be the person’s primary home. For the purposes of this section, a person can only have one primary, full-time residence. To be “present during the homestay term,” the full-time resident shall be at the property overnight and not away on vacation, visiting friends or family, traveling out of town for business or personal reasons, etc., during the homestay term. However, the full-time resident may be temporarily absent from the property for purposes related to normal residential activities such as shopping, working, attending class, etc. A minimum of two documents establishing proof of residency shall be supplied from an approved list of documents.
3. No activities other than lodging shall be provided. Special events, including weddings, receptions, and other large gatherings, are expressly prohibited.
4. No additional off-street parking is required for a homestay.
5. Only one homestay permit shall be permitted per property.
6. Homestay permits shall be limited to two guest rooms at a time.
7. No signage shall be allowed for homestays.
8. The length of stay of guests shall not exceed 30 days.
9. Exterior lighting shall be residential in nature and shall comply with the lighting requirements of the UDO.
10. The homestay owner or operator shall maintain a minimum of \$500,000 general liability insurance on the property, which covers the homestay use and homestay guests.
11. The homestay owner or operator must pay any applicable taxes, including occupancy and sales taxes, to the appropriate governmental entities.
12. The homestay owner or operator shall not prepare food for guests or provide pre-packaged or unpacked food items or beverages for guests.
13. The homestay area of the dwelling shall comply with all current and applicable building codes.
14. Accessory Dwellings with a Special Use Permit are not eligible for homestay use.
- ~~15. A homestay zoning permit is required pursuant to 2.6 (I). It shall be a violation of the City’s Unified Development Ordinance to operate a homestay without having secured a valid homestay zoning permit. A zoning permit shall be required prior to the establishment of any homestay use.~~

3.8.II. SHORT-TERM VACATION RENTALS

Where permitted, the following shall apply:

1. No displays of goods, products, services, or other advertising shall be visible outside the dwelling.
2. No activities other than lodging shall be provided. Special events, including weddings, receptions, and other large gatherings, are expressly prohibited.
3. Off-street parking requirements shall be consistent with residential use requirements in 3.14 D.

4. No signage shall be allowed for short-term vacation rentals.
5. The length of stay of guests shall be less than 30 days.
6. Exterior lighting shall be residential in nature and shall comply with the lighting requirements in the UDO.
7. Rental rules, including the maximum number of guests per stay, prohibition of any large gatherings, trash disposal procedures and sanitation schedules, noise ordinance hours, where guests are to park, and emergency contact information must be posted in a common area of the unit.
8. All Short-Term Vacation Rentals operating within this planning jurisdiction shall have a designated responsible party who is available twenty-four hours a day during all times that the property is rented or used on a transient basis. The name, telephone number, and email address of the designee shall be conspicuously posted within the short-term rental unit. The designee shall reside within (20) miles of the short-term rental property and be available to respond to complaints within forty-five (45) minutes of their receipt.
9. The short-term vacation rental owner or operator shall maintain a minimum of \$1,000,000 of general liability insurance on the property, covering short-term vacation rental use and guests.
10. The short-term vacation rental owner or operator must pay any applicable taxes, including occupancy and sales taxes, to appropriate governmental entities.
11. The short-term vacation rental shall comply with all current and applicable building codes.
- ~~12. A short-term vacation rental zoning permit is required pursuant to 2.6 (I). It shall be a violation of the City's Unified Development Ordinance to operate a short-term vacation rental without having secured a valid short-term vacation rental zoning permit. A zoning permit shall be required prior to the establishment of any Short-Term Vacation Rental use.~~
13. Short-term vacation rentals in residential zoning districts (R-10, R-20, MF) shall be considered nonconforming and only permitted with the following standards and restrictions:
 - a. A short-term vacation rental in residential zoning districts must have been in operation as a short-term vacation rental prior to the date of the adoption of the standards and regulations herein. For purposes of this ordinance, in order to have been in operation prior to the adoption hereof, the short-term vacation rental must have received verifiable bookings prior to the date of adoption of this ordinance. No new short-term vacation rentals may be established and/or permitted in residential zoning districts (R-10, R-20, MF) after the adoption of the standards and regulations herein.
 - b. To establish the legal nonconforming status, pre-existing short-term vacation rentals in residential zoning districts (R-10, R-20, MF) must apply for a short-term vacation rental permit within 60 days of the adoption of the standards and regulations herein.
 - c. Legal nonconforming short-term vacation rentals in residential zoning districts may continue in operation until such time that the use is discontinued for a period greater than 180 consecutive days, provided, however, that rental of the dwelling unit for periods of longer than thirty (30) days shall not be deemed a discontinuance during said rental period for the purpose of this section. ~~In addition, the short-term vacation rental annual permit will be required for all nonconforming short-term vacation rentals. Failure to renew said permit before its expiration will also constitute a conclusory presumption that the lawful nonconformity has ceased for more than 180 consecutive days, which will result in the voluntary forfeiture of all rights and claims to operate a nonconforming short-term vacation rental at the address noted on the permit under this provision.~~
- ~~14. The short-term vacation rental annual zoning permit for legal nonconforming uses shall terminate upon discontinuance of use for a period of one hundred eighty (180) days or more or a failure to renew the annual zoning permit.~~
15. Any short-term vacation rental for which there are three (3) final determinations of violations of City Code and/or criminal convictions related to the property (on, adjacent to, or within the property) by a property owner, tenant, guest, host, lessee, or individual otherwise related directly to the property within any rolling three hundred sixty-five (365) day period, shall constitute a violation of the supplemental standards of the permitted use and shall terminate the short-term vacation rental zoning permit. For any short-term vacation rental zoning permit that is terminated due to

code/criminal violations, a property owner shall be ineligible for permitting for a period of three (3) years.

16. The rights and claims to operate a legal nonconforming short-term vacation rental are forfeited after three (3) final determinations of violations of the City Code and/or criminal convictions related to the property (on, adjacent to, or within the property) by a property owner, tenant, guest, host, lessee, or individual otherwise related directly to the property within any rolling three hundred sixty-five (365) day period.

Article 8 – Definitions

Homestay. A private, resident-occupied dwelling unit, with up to two guest rooms where overnight lodging accommodations are provided to transients for compensation and where the use is subordinate and incidental to the primary residential use of the building. A homestay is considered an accessory "Lodging" use under this UDO. The permanent resident is present during the rental stay.

Homestay and short-term vacation rental property owner. The person, persons, or entity whose name appears on the recorded deed of the property or unit being used as a homestay or short-term vacation rental.

Homestay permit. The required zoning permit to allow the rental of up to two (2) guest rooms within a home as a homestay rental. The City of Southport issues the homestay permit to the applicant after successfully completing the homestay permit application requirements. ~~Generally, the permit is valid from January 1 thru December 31 in the year of issue and must be renewed annually.~~

Short-term vacation rental. A dwelling unit with up to six guest rooms that is used and/or advertised through an online platform, or other media, for transient occupancy for a period of less than 30 days. A short-term vacation rental is considered a non-residential "Lodging" use under this UDO. The owner is not required to be present during the rental stay.

Short-term vacation rental operator/manager. Any agency or individual other than the property owner that is operating or managing a short-term vacation rental.

Short-term vacation rental permit. The required zoning permit to rent a dwelling unit or guest rooms within a dwelling unit as a short-term vacation rental. The City of Southport issues the short-term vacation rental permit to the property owner after the successful completion of the short-term vacation rental application requirements. ~~Generally, the permit is valid from January 1 thru December 31 in the year of issue and must be renewed annually.~~ See additional standards and regulations that apply to different zoning districts.



BOARD OF ALDERMEN AGENDA ITEM SUMMARY

DATE: July 11, 2023

DEPARTMENT: Finance and Administration

PRESENTED BY: Paul Gross, Interim Finance Director

ITEM SPONSORED BY: Finance and Administration

ITEM/TOPIC: Internal Controls Policy

COST: None

BUDGET LINE ITEM: N/A

JUSTIFICATION: Elected officials and government employees are accountable for the resources entrusted to them and ensuring that programs and services are administered effectively and efficiently. The City of Southport does not have an Internal Controls Policy. This policy aims to establish internal controls that provide greater assurance of the accuracy of financial reporting, compliance with laws and regulations, and effective and efficient operations.

IMPACT IF NOT APPROVED: The City may place itself at risk for inaccurate financial reporting, loss of funding, fraud, waste and abuse. A lack of an Internal Controls Policy may also result in a significant audit finding in reviewing our financial statements annually by the auditors.

DEPARTMENT HEAD AND CITY MANAGER COMMENTS: This is one of several policies being developed by the Finance Department to address a lack of internal controls, compliance with GASB and GAAP as well as N.C. General Statutes. This policy has been requested by our FY23 Audit Team. Timely approval is respectfully requested. Both our City Manager and I highly recommend the adoption of this policy.

ATTACHMENTS: Proposed Policy

REQUESTED ACTION: Discussion and Approval of the Internal Controls Policy

PROPOSED MOTION: Motion to Approve the Internal Controls Policy

CITY OF SOUTHPORT	
INTERNAL CONTROLS POLICY	LATEST REVISION DATE: 8-1-23
ASSIGNED TO: FINANCE DEPARTMENT	APPROVED:

I. Purpose

Elected officials and government employees are accountable for the resources entrusted to them and ensuring that programs and services are administered effectively and efficiently. A significant component in fulfilling this responsibility is ensuring that an adequate system of internal controls exists within each governmental unit. Whether a government unit has strong or weak internal controls directly affects the reliability of the accounting records and financial statements. Strong internal controls aid in preventing fraud and detecting accidental errors in the accounting process. This policy aims to establish internal controls that provide greater assurance of the accuracy of financial reporting, compliance with laws and regulations, and effective and efficient operations.

II. Objectives

- Internal controls are reviewed periodically and modified to strengthen them per the Local Government Commission's recommendation.
- Develop internal control procedures that safeguard assets.
- Develop internal control procedures that ensure financial information is accurate and reliable.
- Develop internal control procedures that comply with applicable Federal, State, and Local laws and regulations.
- Develop internal control procedures to prevent fraud, waste, and abuse.

III. Procedures

1. General Controls – Those that can be applied to all areas of a government unit.
 - a. Written organizational plan in the City's Human Resources software application. This plan should include at least the following:
 - Clear lines of authority on an organizational chart

- Up-to-date job descriptions
- b. Government units should employ personnel with the ability and experience required to perform the responsibilities assigned to them satisfactorily. This includes continuing education for present employees.
- c. The City Manager shall supervise Department Heads and other City Manager Office support staff as needed and sign documents in key functions when necessary for good internal controls.
- d. Monthly financial reports must be presented to and viewed by the Board. At a minimum, these reports should reflect the budget, actual revenues, expenditures, and the percentage of funds expended.
- e. Where adequate staff resources exist, when employees are on leave (vacation, sick, personal, etc.), contingency plans should be in place for another person to perform those duties. This will reduce the likelihood of fraud since employees know that someone else could perform their duties at any given time. It also ensures continued service delivery. This control is contingent upon the availability of staff.
- f. The city should consider implementing a written code of conduct or ethics policy that is communicated to their employees in writing.

2. Controls in the Accounting System

- a. All journals, ledgers, and other accounting records should always be kept up-to-date and balanced.
- b. All subsidiary records should be periodically reconciled to the control accounts and should be reconciled no longer than 60 days after month end closeout.
- c. Duties should be segregated as much as possible between custody of assets and recording of the transactions.
- d. The Finance Director shall sign off on all contracts requiring a pre-audit process required by N.C. General Statutes.
- e. All expenditures made that are higher than appropriations should be investigated and resolved.
- f. Each Department should maintain and follow records filing, retention, and disposal policies in compliance with the Public Records Laws, G.S. Chapter 132, and the guidelines published by the N.C. Department of Cultural Resources. Detailed information can be found on the Department of Cultural Resources website, under Local Government Schedules.

3. Controls – Statutory

- a. All minutes of the governing body should be maintained in final form in the permanent records of the City.
- b. All funds remaining unclaimed after one year should be escheated to the State as required by G.S. Chapter 116B.
- c. The City should develop, adopt, and approve its budget according to G.S. 159-13 and by Southport City Ordinances.
- d. The Finance Director and Tax Collector must be individually bonded in compliance with G.S. 159-29.
- e. The City Clerk shall maintain a complete schedule of insurance coverage and limits, showing expiration dates, premiums, and other essential information.

4. Internal Controls – Cash Receipts

- a. Cash receipts received at all City Offices including the Utilities Finance window should be recorded on a daily cash deposit summary report provided by the Finance Office or a report, generated out of our Accounting Software or other unique Accounts Receivable type software, noting the payer's name, date, amount, and form of payment. All daily deposits shall be counted by two staff members of the respective Department who sign the daily cash deposit summary report attesting to its accuracy and the total deposit.
- b. Bank deposits should be made in accordance with G.S. 159-32. Ideally, deposits should be taken to the bank by someone other than the person who prepared the deposit. All deposits should be made in official depositories.
- c. The activity on the Daily Collection Report is recorded in the General Ledger.
- d. Funds not deposited, such as cashier's change drawer or petty cash, should be located in a safe location, such as a safe on the premises, and access to this safe should be controlled.

5. Internal Controls – Financial Institutions

- a. All deposits should only be in institutions authorized by the City's Governing body (Board of Aldermen).
- b. The City Manager, Deputy City Manager, Finance Director and Deputy Finance Director should sign the bank's signature cards. General Statute 159-25 requires

the Finance Director or Deputy Finance Director to sign checks. The Counter Signer shall be the City Manager or Deputy City Manager.

- c. The financial institutions that hold the City's funds should be instructed to notify the City Manager, Finance Director or Deputy Finance Director of any unusual items or transactions occurring on the account, such as insufficient funds notices or checks made payable to cash.
- d. Current signature cards should always be on file with the unit's financial institution. Terminated employees, former Mayor or former Mayor Pro Tem, should be removed from signature cards immediately upon leaving office.
- e. All bank statements should be reconciled promptly upon receipt, within 60 days to help identify any errors or discrepancies. Any discrepancies should be investigated immediately and acted upon accordingly.

6. Internal Controls – Petty Cash

- a. If a unit can offer reimbursement to employees in a reasonable time frame, there is no need for a petty cash fund. A unit should carefully evaluate the need for these funds.
- b. Petty cash funds should be maintained in small amounts restored to a fixed amount periodically at the least amount for the fund to be effective. One individual should be responsible for the fund and should maintain sole control over it.
- c. Petty cash should only be used to reimburse employees for small purchases. Employees seeking reimbursement should present a receipt that documents what was bought, the purpose, and the amount and sign the receipt in exchange for reimbursement.

7. Internal Controls – Revenues/Billing

- a. To the greatest extent possible, there should be a separation of duties between the collections, billing, and receivable functions.
- b. All subsidiary records should be reconciled with the control accounts monthly.
- c. Billings for enterprise and other service revenues should be based on usage as determined by accurate and timely information, such as meters for water usage.

8. Internal Controls –Tax Revenues

- a. The City Tax Collector should communicate with the County Tax Collector's Office to ensure that all the property has been included in the levy.
- b. All taxes must be levied by Brunswick County within statutory limitations and for purposes permitted by the statutes (counties G.S. 153A-149; municipalities G.S. 160A-209).

- c. The tax scrolls must be adequately maintained and balanced periodically with the control accounts through an annual report from Brunswick County.
- d. All discoveries should be properly recorded as part of the current year's levy.
- e. All uncollected delinquent taxes over ten years old should be written off the books unless collection proceedings are underway. Brunswick County collects 2011 to current year.

9. Internal Controls –Cash Disbursements (Non-Payroll)

- a. Prenumbered checks should be used for all disbursements paid by check.
- b. The unused check supply should be locked up at all times.
- c. Voided checks should be indicated in the check register. The actual checks should be sufficiently defaced so that no one else can use them. Voided checks should be maintained on file in numerical order.
- d. Blank checks should never be signed in advance.
- e. Checks should never be made payable to cash.
- f. Checks should be prepared by someone who is not authorized to sign them.
- g. Check signers should review supporting documentation for disbursements before signing the checks. (Note that in this age of electronic invoicing, original invoices may not be as strong as a control for documentation. One method to mitigate this is to have two independent persons verify that the goods or services were received).
- h. All purchase orders (if used), contracts, or checks and warrants should have a properly signed pre-audit certificate (G.S. 159-28).
- i. If applicable, an authorized individual should initial purchase orders and receive reports when goods are received and matched to the purchase order. The purchase order will eventually be matched to the invoice for payment.
- j. Two signatures are required on all checks per G.S. 159-25(b). The second signatory should be someone who does not have access to the accounting records. Maintaining the two-signature requirement strengthens internal controls.
- k. Disbursements should only be made to authorized vendors.
- l. All outstanding items for 12 months should be investigated; anything outstanding for more than one year should be escheated. See Holders of Unclaimed Property on the State Treasurer's Unclaimed Property's website.
- m. An electronic fund transfer (ACH) made between banks and credit unions must have the approval of the Finance Director or Deputy Finance Director.

10. Internal Controls –Cash Disbursements (Payroll)-The following procedures apply specifically to payroll, in addition to the other procedures for cash disbursements

- a. Each employee should have a secure personnel file (on-line or paper) that includes, at a minimum, the following: • hiring authorization, • salary history, • hours authorized to work, • federal and State withholding forms, • health insurance and retirement deduction information, and • authorization for all other payroll deductions.
- b. Payroll checks should be handled like other cash disbursements except that a time record will be the supporting documentation (either electronic or hard copy) for non-exempt employees only.
- c. Units should have written personnel policies prohibiting employment practices resulting in nepotism, conflicts of interest, or discrimination. LGC Memo #2015-15 Internal Controls for a Small Unit of Government April 30, 2015 Page 8
- d. In units with appropriate staff, payroll functions, additions and deletions to payroll, and timekeeping functions should be segregated.

11. Internal Controls –Accounts Receivable- Duties should be separated as much as possible between the three sectors of the revenue cycle-billing, collections, and maintenance of the receivable records

- a. Periodically (at least monthly), a list of delinquent accounts should be prepared. For utility services, a written "cut-off" procedure should be in place to terminate services to all delinquent customers.
- b. Daily posting of receipts to accounts receivable ledgers should be done by someone other than the staff member responsible for cash receipts if possible.
- c. Subsidiary ledgers should be reconciled at least monthly with the control ledgers.

12. Internal Controls –Investments-Per G.S. 159-30(a), the City Manager is responsible for managing investments subject to the law and whatever additional restrictions and directions the Governing Board may impose.

- a. All investments should comply with G.S. 159-30.
- b. Any securities physically held by the City should be maintained under strict control.
- c. A system should be in place to ensure that all interest is credited as due for the proper amount and to the proper funds.

- d. Proper controls must be maintained in the banking application when using online banking. Wires and Automated Clearing House (ACH) transactions should be reconciled with the bank statements and cleared through Clearing House Software.

13. Internal Controls –Accounts Payable and Expenditures-Internal controls in the accounts payable and expenditure areas should ensure that all expenditures are properly documented and made in accordance with the authorized budget.

- a. Expenditures should be controlled using the budget ordinance. For any budgeted fund, all expenditures must be budgeted.
- b. All budget appropriations should be recorded in the appropriate expenditure account.
- c. An effective year-end cut-off should be in place for all liabilities, including accounts payable. While the fiscal year ends on June 30th, liabilities incurred prior to the year-end date may be posted no later than July 10th of each year with approval from the Deputy Finance Director.
- d. All accounts payable subsidiary ledgers should be reconciled to the general ledger on a monthly basis.
- e. Any debit balances in accounts payable should be investigated thoroughly.

14. Internal Controls –Purchasing and Contracting

- a. Department Heads should follow the City's local Procurement Policy and U.G.P.P. when Federal Funds are used.
- b. Prenumbered purchase orders should be used for purchases.
- c. The pre-audit certificate (G.S. 159-28) should be present on purchase orders and invoices and signed by the Finance Officer or designated deputy.
- d. Invoices and other supporting documentation should be thoroughly reviewed before the invoice is approved.
- e. Department heads should be provided with a detailed list of revenues and expenditures with comparisons to the budget at least monthly by the Deputy Finance Director.
- f. Those contracts requiring public bids per G.S. 143-128 through G.S. 143-133 should be handled as the statutes and City Ordinances require.
- g. Accommodation purchases for employees should be expressly prohibited. These include purchasing goods made for employees for personal use from vendors at the City's contract price.

15. Internal Controls –Inventories-Note that some of the procedures listed below may not be applicable to insignificant inventories as they are not cost-effective. The costs of tracking inventory should be weighed against the potential benefits (LGC Memo #2015-15 Internal Controls for a Small Unit of Government April 30, 2015, Page 10)

- a. Departments should maintain their office supply inventory in an area that is safe, secure, accessible to staff but inaccessible to the general public.
- b. Department Heads should designate a person(s) responsible for periodically reviewing office supply inventories and ordering supplies as needed.
- c. Sensitive and more costly inventory should be controlled with physical barriers, such as locked rooms, safes, cabinets or storehouses.
- d. Sensitive and costly inventory should be identified by the Department Head.
- e. An electronic or paper inventory of sensitive and costly inventory such as weapons, utility meters, etc. shall be maintained by each Department.
- f. Keys or access to inventory should be controlled in such a manner that does not inhibit day-to-day operations.

16. Internal Controls –Capital Assets

- a. Adequate accounting records that identify and classify all capital assets should be maintained, with special attention to capital assets purchased with grant funds.
- b. The Accounting System should distinguish between expensed items and capital additions.
- c. All property, buildings, titled equipment and vehicles, and other items should be held in the name of the City.
- d. All sales of surplus property should be conducted in accordance with G.S. Chapter 160A, Article 12 (municipalities). LGC Memo #2015-15 Internal Controls for a Small Unit of Government April 30, 2015, Page 11

17. Internal Controls –Electronic Banking-This section has been included in recognition of the growth of electronic activities (Electronic Funds Transfers, Automated Clearing House transactions, direct deposits, etc.) Because connecting to the internet is a necessary part of the electronic banking process, units must recognize and anticipate vulnerabilities inherent in electronic activities.

- a. Southport Finance applies dual controls to riskier transactions (such as wire transfers). There is a single source requester from Accounts Payable and the

Approver must be the Finance Director or Deputy Finance Director. (Wire transfers are particularly risky since they can be transferred almost immediately to anywhere in the world).

- b. Employee access to electronic banking transactions should be limited based on job responsibilities and business needs.
- c. Southport Finance uses both a Positive Pay System and ACH Debit Filter managed through its bank. These programs help to prevent fraud. Positive pay allows the bank to compare checks presented against an account to a list of checks authorized and issued by the City. It will uncover instances where the amount has been altered, a counterfeit has been created using a different check number, or the payee's name does not match. ACH Debit Filter will place a hold on an electronic funds transfer to an account never before used by the City and send an alert asking if we still want to send the EFT to this new account to two or more staff before releasing the transfer.
- d. Employees should be prohibited from sharing login and password information with other employees.
- e. Employee access to the electronic banking system should be revoked or modified based on personnel changes. Employees who terminate employment must have passwords deactivated immediately upon termination.

18. Internal Controls – State Treasurer Unclaimed Cash

- a. The Finance Director will review the State Treasurer's Webb Site once annually and file claims when City of Southport Unclaimed Cash is identified.

*** Note that internal controls, no matter how well designed and operated, can only provide reasonable assurance that the operations of the City are followed, that financial reporting is accurate, and that laws and regulations are complied with. Certain limitations are inherent in all internal control systems.



BOARD OF ALDERMEN AGENDA ITEM SUMMARY

DATE: 7/28/2023 DEPARTMENT: Adminsitration

PRESENTED BY: Mayor Hatem

ITEM SPONSORED BY: ABC Board

ITEM/TOPIC: Appointment to the ABC Board

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

JUSTIFICATION: Dr. Wadsworth's term expired. She applied for reappointment. The ABC Boad interview committee is recommending reappointment for a new term.

IMPACT IF NOT APPROVED: Dr. Wadsworth would be able to serve on the Board without official reappointment until a replacement was appointed.

DEPARTMENT HEAD COMMENTS: Please see the ABC Board Chair's letter, requesting the Board of Aldermen reappoint Ms. Wadsworth.

CITY MANAGER COMMENTS: _____

ATTACHMENTS: ABC Board Chair William Davis's letter.

REQUESTED ACTION: Reappointment of Dr. Wadsworth to the ABC Board for a new term.

PROPOSED MOTION: I move to appoint Dr. Angela Wadsworth to a new 3-year term on the ABC Board.

July 18th , 2022

Dorothy Dutton
Southport Assistant City Manager/City Clerk
1029 N. Howe Street
Southport, NC 28461

Subject: Appointment of Southport ABC Board: Angela Wadsworth

After being interviewed on July 12, 2023 by myself Board Chairman William Davis , Co-Chair Zach Zuehlke and ABC Liaison Mayor Hatem. The board is recommending that Angela Wadsworth be reappointed to the Southport ABC Board.

Sincerely

William Davis

A handwritten signature in black ink, appearing to read 'William Davis', written in a cursive style.

Southport ABC Board Chairman



RECEIVED

APR 12 2023

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 Angela L. Wadsworth

Spouse Name (If married) Lou A Royal

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? ABC Board

Physical Address: 601 Longleaf Drive Southport, N.C. 28461-4017

Mailing Address: Same

Resident of Southport ☐ Yes ☐ No How Many Years? 20

State and County of Legal Residence N.C. Brunswick County

Main Phone Number 910-232-7978

Secondary Number _____

E-mail Address alwads0@yahoo.com

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

Education Ph.D. University of Kentucky 2002

Present Job/Employer Retired, Senior Lecturer Emeritus

Past Employment UNC-Wilmington

Current Civic/Community Participation Doshier Hospital Volunteer Services, Historical Society scholarship committee.

Reasons you are qualified for this appointment (optional) Currently ending my first 3 year term as a member of the ABC Board.

As a Board, we planned, supervised, and brought the current new ABC store building project in thousands of dollars under budget.

I am the first woman to serve on the Southport ABC Board, and have enjoyed working with fellow Board members.

This has been an interesting and fulfilling experience, and I would welcome the opportunity to continue to serve.

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

Signature Angela L. Wadsworth

Date April 11, 2023

Please Return to: City Clerk, Dorothy Dutton

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

Angela L. Wadsworth, Ph.D.

601 Longleaf Drive
Southport, N.C. 28461
910-454-0615-Home

Education

Doctor of Philosophy Degree
Awarded August 1, 2002

University of Kentucky
Lexington, Kentucky
Discipline: Sociology

Graduate Certificate
Behavioral Science
May 31, 2002

University of Kentucky
College of Medicine
Lexington, Kentucky

Graduate Certificate
Women's Studies
May 10, 2000

University of Kentucky
Lexington, Kentucky

Master of Arts Degree
August 6, 1996

University of North Carolina at Charlotte
Discipline: Sociology

Bachelor of Arts Degree
Magna Cum Laude
May 14, 1994

University of North Carolina at Charlotte
Discipline: Sociology
Minor: Women's Studies

Associate in Arts
Liberal Arts
May 1992

Central Piedmont Community College
Charlotte, North Carolina

Associate in Applied Science
Medical Record Technology
December 1979

Central Piedmont Community College
Charlotte, North Carolina

Employment

2004-2021-University of N.C. Wilmington. Retired 1/1/2021 as Senior Lecturer, Emeritus. Department of Sociology and Criminology.

2002-2004-Instructor-N.C. Community College System.

1996-2002-Research Assistant/Teaching Assistant-University of Kentucky. While a graduate student in Ph.D. program-Sociology/Medical Behavioral Science.

1994-1996-Teaching Assistant/Research Assistant-UNC Charlotte, N.C. While a graduate student in M.A. program-Sociology.

Community Involvement

Board Member-North Carolina Alcoholic Beverage Control-Southport. May 14, 2020-present. Southport, N.C.

City of Southport Animal Appeals Committee-Southport, N.C. June 7, 2021-present. Southport, N.C.

North Carolina Fourth of July Festival, Events Division-Salute to Veterans. 2020, 2019, 2018. Southport, N.C.

Dosher Memorial Hospital Volunteer Organization College Scholarship Committee. Doshier Memorial Hospital. Southport, N.C. January 21, 2019-Present.

Volunteer Services-Dosher Memorial Hospital, Southport, N.C. 2005-Present.

Board Member-Frank Harr Foundation, Wilmington, N.C. March 2015-May 2019.

Further employment history and references available upon request.



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: 07/31/2023 **DEPARTMENT:** Public Services

PRESENTED BY: Tom Stanley, Public Services Director

ITEM SPONSORED BY: Public Services

ITEM/TOPIC: Erosion on W. Bay Street; plans for stabilization

COST: \$ 181,402.80 **BUDGET LINE ITEM:** 23-23-7300-5800

JUSTIFICATION: A few months ago, it came to our attention by Alderman Carroll that the W. Bay Street sidewalk was eroding. Adding appropriately sized rip-rap will prevent the loss of the sidewalk and road.

IMPACT IF NOT APPROVED: Extreme high tides and boat waves will continue to erode the shoreline and will eventually wash out the sidewalk and the 200 block of W. Bay Street.

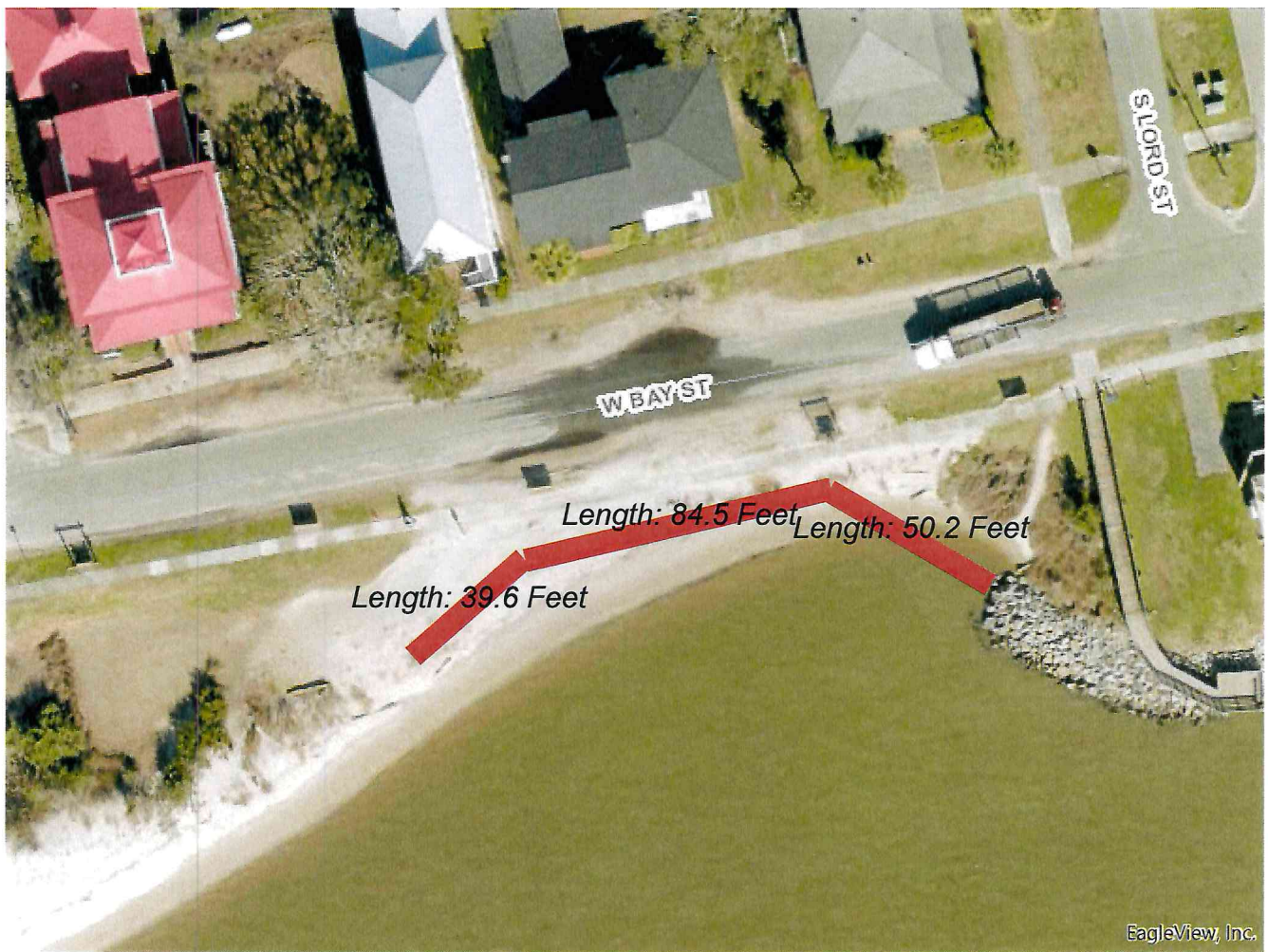
DEPARTMENT HEAD COMMENTS: This project is needed to keep the wave/tide action from continuing to erode W. Bay Street at the 200 block. By adding the large rip-rap barrier, the water will be unable to do further damage to the shoreline.

CITY MANAGER COMMENTS: The Public Services staff and Tom Zilinek, our Engineer, has been researching the best way to resolve this issue. Conversations with CAMA have already taken place to expedite the work once funding is in place.

ATTACHMENTS: Cost estimate for rip-rap, sidewalk and asphalt repairs, and rental equipment.

REQUESTED ACTION: Approve funding for the project.

PROPOSED MOTION: Motion to approve funding from our Capital funding in the amount of



ITEM	QTY	UNIT	PRICE	TOTAL	
Class 1 Rip Rap	300 Ton		84.19	25,257.00	potential fuel surcharge 50 cent increase = 3k potential fuel surcharge 50 cent increase = 3k
W50-770# Stone	800 Ton		121.19	96,952.00	
Excavator Rental	1 Month		6200	6,200.00	
Loader Rental	1 Month		3260	3,260.00	
Sidewalk Replacement	140 SY		75	10,500.00	320 feet x 4 feet
Road Paving	90 Tons		100	9,000.00	320 x 22
PROJECT COST				151,169.00	
Contingencies			20%	30,233.80	
TOTAL PROJECT COST				181,402.80	



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: 8/1/2023 **DEPARTMENT:** Public Services/Administration

PRESENTED BY: Tom Stanley/Tom Zilinek/Dorrie Dutton

ITEM SPONSORED BY: Public Services

ITEM/TOPIC: Selection of a contractor for Cemetery Maintenance: Best Funeral Service Contractor, LLC

COST: Under the \$70,000 **BUDGET LINE ITEM:** 10-03-4190-3503
~~budgeted~~

JUSTIFICATION: Staff has reviewed the (3) bids that we received for cemetery maintenance. Staff would like the Board to approve the contractor so that he can begin as soon as possible. The funding for this was already approved as part of the FY23-24 Budget.

IMPACT IF NOT APPROVED: The cemetery maintenance will/might continue to be a concern. City Public Services staff will continue maintaining the cemeteries as best they can.

DEPARTMENT HEAD COMMENTS: This will allow the City Parks Maintenance Division of the Public Services Department to become more proactive in the maintenance of the Parks. They are currently operating reactively due to the amount of time spent maintaining the cemeteries. This will reduce the amount of complaints received. In addition, they will be able to keep up with Right of Ways and City buildings.

CITY MANAGER COMMENTS: _____

We would like to move ahead with hiring Best Funeral Service Contractor, at a cost of \$ 56,000 for the maintenance of our cemeteries. We have been discussing this a lot with the Board and we finally received a good amount of responses to our request for bids. I would request approval of this contractor.

ATTACHMENTS: Bid document from the successful bidder, summary of bid results.

REQUESTED ACTION: Award the contract to Best Funeral Service Contractor LLC at a cost not to exceed \$52,000 and starting work immediately.

PROPOSED MOTION: Motion to award the contract to Best Funeral Service Contractor LLC and authorize the City Manager to execute the contract, at a cost not to exceed \$56,000.

RFP: Cemetery Maintenance

Best Funeral Service Contractor LLC

812 South Center St.

Mount Olive NC 28365

Tyquan Best, President

(919)440-0162

bestfuneralservicecontractors@gmail.com

Attn: Dorothy Dutton, Assistant City Manger/City Clerk

1029 N. Howe Street

Southport, NC 28461

2.

Northwood Cemetery

For mowing grass at 2' height, debris clean up, weed-eating and blowing clippings off of adjacent fixed objects:

\$1,388.75 per cut.

Old Smithville Cemetery

For mowing grass at 2' height, debris clean up, weed-eating and blowing clippings off of adjacent fixed objects:

\$420.00 per cut

Leaf Collection & Removal

\$400.00 per clean up

John C. Smith Cemetery

For mowing grass at 2' height, debris clean up, weed-eating and blowing clippings off of adjacent fixed objects:

\$620.00 per cut.

Our current availability is flexible, and we are willing to accommodate the City of SouthPort's schedule.

References:

Sean Medlin
Town of Louisburg Administrator
(919) 801-1080
110 W. Nash Street
Louisburg, NC 27549

Cemetaries

Nannie Barfield
Garris Funeral Home Inc
(919)658-2186
812 South Center Street
Mount Olive NC 28365



Dear City of Southport,

Thank you for giving GreenLeaf Landscapes LLC the opportunity to earn your business. In this lawn maintenance proposal, you'll find information outlining our proposed lawn maintenance service schedule and pricing. If you wish to move forward after reviewing the proposal, simply contact us by email or by telephone.

At GreenLeaf Landscapes LLC, we are proud to be a member of the community and to serve its residents. We strive to be the best provider of lawn maintenance services in the area by hiring only the most qualified lawn care professionals, investing in quality equipment, and implementing policies and procedures that help us provide an outstanding experience to every customer.

We look forward to serving your needs and the needs of other residents today and for many years to come.

Sincerely,

A handwritten signature in black ink, appearing to read 'TaShana Frink', with a stylized flourish at the end.

TaShanaFrink

Owner at GreenLeaf Landscapes LLC

Our Work

GreenLeaf Landscapes LLC is proud to provide quality lawn maintenance service to property owners in Brunswick County.

Your Cemetery Maintenance Package

This proposal outlines GreenLeaf Landscapes LLC qualifications, services, and estimated costs for cemetery maintenance.

The services GreenLeaf Landscapes LLC will perform is as follows:

- Mow
- Weed-eat
- Remove and haul away leaves and debris
- Trim bushes
- Trim grasses adjacent to fixed objects
- Remove clippings from roadways and markers or monuments

The standard maintenance service fee includes the following services during the months of April - September:

- Mowing and weed-eating everything inside fence
- Blowing leaves and debris from roads and tombstones inside cemetery
- Trimming bushes alongside roads so that vehicles can get by without scrubbing them on the following roads: Beech Ln., Gardenia Ln., Heather Ln., & Hydrangea Ln.
- Trimming grasses adjacent to fixed objects, such as tombs, gravestones, monuments, etc.

The standard maintenance service fee includes the following services during the months October-March for Old Smithville Cemetery only:

- Leaves and debris removed from tombstones/plots.
- Haul away leaves and debris if needed.

At any time, leaves and/or debris are hauled away from the cemetery exceeding 9 truckloads (as estimated in the quote); there is an additional charge of \$150.00 per truckload.

Any grave/tombstone added to the cemetery will be an additional \$3.00 each.

Listed below are the 14 plots/tombstones GreenLeaf Landscapes LLC will not touch:

- Azalea Ln.
 - Splawn (Joyce & James)
 - Price (William & Aline)
 - Miller (Cheryl & William)
- Chinquapin Ln.
 - Brendle Plot
- Elm Ln.
 - Playmates (Donald & Billy)
- Fig Ln.
 - St. George (Red bricks around it)
- Gardenia Ln.
 - Price (Carolynn Galloway & Kenneth "Knodhead")
- Heather Ln.
 - Minett (James & Rose)
 - Caster (Ronald & Lois)
 - Perry (Donald & Patricia)
 - Caster (Lee & Eltha)
- Hydrangea Ln.
 - Teddy (Theodore Roosevelt Hiatt 111)
 - Ricky (Charles Richard Hill)
 - Greer (Sharon & Steven)

The following materials will be used to perform the proposed scope of work:

- Truck
- Trailer
- Mower
- Weed-eater
- Pruners
- Trimmers
- Weed-eat String
- Mower blades
- Edger
- Gas

GreenLeaf Landscapes LLC will perform the services listed in the estimate to the utmost professional standard and abide by all applicable laws, regulations, codes, restrictive covenants, and requirements. GreenLeaf Landscapes LLC will perform the scope of work in the tidiest possible fashion, gathering any and all leftover tools from the cemetery upon completion of the services or at the end of the day. GreenLeaf Landscapes LLC will make a reasonable effort, including active communication with the client, to carry out all of the agreed-upon services in the quote.

GreenLeaf Landscapes LLC may need to cancel specific projects on short notice if there are extreme weather conditions or other conditions that directly affect the ability to complete services. In the event of cancellation, GreenLeaf Landscapes LLC will contact the client immediately and reschedule at the soonest possible date.

GreenLeaf Landscapes LLC agrees to perform services to the best of its duty despite any uncontrollable or unforeseen events. However, in the instance of an event that is considered force majeure, including an act of God, earthquake, flood, hurricane, fire, war, or another unforeseen and uncontrollable event GreenLeaf Landscapes LLC shall have the option to complete any outstanding projects or quotes at its sole discretion.

This proposal was drafted based on information supplied by the City of Southport in regard to the scope of work, size, scale, and layout of each cemetery. GreenLeaf Landscapes LLC does not accept any liability for any work not listed in this quote. If there is work that the City of Southport wishes GreenLeaf Landscapes LLC to complete that is not listed on the quote, the City of Southport agrees to contact GreenLeaf Landscapes LLC as soon as possible to receive an updated estimate.

GreenLeaf Landscapes LLC will be sure that all mechanized equipment (power mowers, trimmers, edgers, etc.) are turned off when encountering the public (within 40 feet). No mechanized equipment (power mowers, trimmer, edgers, etc.) will be used within 200 feet of a funeral in progress.

GreenLeaf Landscapes LLC will ensure that all paper, trash, branches, flowers not associated with a grave, and other debris is collected before each mowing.

GreenLeaf Landscapes LLC will ensure the mowing height is 2 inches

GreenLeaf Landscapes LLC will be sure to trim grass adjacent to fixed objects, such as tombs, gravestones, monuments, etc., to the same height as the general turf.

GreenLeaf Landscapes LLC will clean all clippings from roadways and markers or monuments immediately after mowing and weed-eat. GreenLeaf Landscapes LLC will

ensure that grass clippings do not build up in the corners of plots after mowing/weed-eat.

If there is a funeral service taking place, GreenLeaf Landscapes LLC will be courteous and move on to a different cemetery or make arrangements to come back another Day.

TERMS

This proposal is valid for 30 days.

TIMELINE

GreenLeaf Landscapes LLC can start work on August 1, 2023.

The following services will be performed at the intervals displayed in the table below:

- Mowing
- Trimming
- Edging
- Blowing
- Weed-Eat
- Leaf removal at Old Smithville Cemetery October - March

Service	Frequency
Northwood Cemetery April - September	Weekly
Old Smithville Cemetery April - September	Bi-Weekly
Old Smithville Cemetery October - March	Bi-Weekly
John C Smith Cemetery April - September	Bi-Weekly

Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Northwood Cemetery Azalea Chinquapin Dogwood Elm Fig	Northwood Cemetery Beech Gardenia Gladiola .Heather Hydrangea	Make-up day due to funeral or weather	Old Smithville Cemetery	Old Smithville Cemetery	Make-up day due to funeral or weather	closed
Northwood Cemetery Azalea Chinquapin Dogwood Elm Fig	Northwood Cemetery Beech Gardenia Gladiola .Heather Hydrangea	Make-up day due to funeral or weather	John Smith Cemetery	John Smith Cemetery	Make-up day due to funeral or weather	closed
Northwood Cemetery Azalea Chinquapin Dogwood Elm Fig	Northwood Cemetery Beech Gardenia Gladiola .Heather Hydrangea	Make-up day due to funeral or weather	Old Smithville Cemetery	Old Smithville Cemetery	Make-up day due to funeral or weather	closed
Northwood Cemetery Azalea Chinquapin Dogwood Elm Fig	Northwood Cemetery Beech Gardenia Gladiola .Heather Hydrangea	Make-up day due to funeral or weather	John Smith Cemetery	John Smith Cemetery	Make-up day due to funeral or weather	closed

On Mondays and Tuesdays, GreenLeaf Landscapes will work to maintain Northwood Cemetery. Five roads will be done on Mondays and five roads on Tuesdays. GreenLeaf Landscapes LLC will try to complete the graveyard maintenance in one day if possible. Wednesdays and Saturdays will be make-up days. Make-up days are considered due to inclement weather and funeral services. Old Smithville Cemetery as well as John Smith cemetery will be maintained on Thursdays and Fridays alternating weeks as they need to be maintained on a bi-weekly basis.

PRICING

Northwood Cemetery - Fodale Ave Southport NC 28461

Period: April - September

	Price	Qty	Total
Acreage	\$200.00	7.65 acre	\$1,530.00
Graveyards/headstones	\$3.00	1979 graveyards	\$5,937.00
Trimming Bushes	\$250.00	4 roads	\$1,000.00
Total weekly price for standard maintenance service			\$8,467.00

Old Smithville Cemetery - 423 East Moore Street Southport NC 28461

Period: April - September

	Price	Qty	Total
Acreage	\$300.00	2.4 acre	\$720.00
Graveyards/headstones	\$4.50	1051 graveyards	\$4,729.50
Hauling fee per truck load*	\$150.00	9 truck loads	\$1,350.00
Total bi-weekly price for standard maintenance service			\$6,799.50

*If leaves/debris need to be hauled away there is a fee of \$150.00/per truck load.

Old Smithville Cemetery - 423 East Moore Street Southport NC 28461

Period: October - March

Leaf Removal Estimate

	Price	Qty	Total
Acreage	\$810.00	2.4 acre	\$1,944.00
Hauling fee per truck load	\$150.00	9 truck loads	\$1,350.00
Total bi-weekly price for standard maintenance service			\$3,294.00

John Smith Cemetery - 225 East Leonard Street Southport NC 28461

Period: April - September

	Price	Qty	Total
Acreage	\$300.00	3.54 acre	\$1,062.00
Graveyards/headstones	\$4.50	706 graveyards	\$3,177.00
Total bi-weekly price for standard maintenance service			\$4,239.00

REFERENCES

Name	Phone #	Email	Address
Linda Kozak	716-867-8245	limmik@aol.com	8 Wave Lane Carolina Shores NC 28467
John Moeller	910-575-0480	jmoeller70@verizon.net	1073 Meadowlands Trail Calabash NC 28467

NEXT STEPS

To discuss your project further and formalize this agreement, please reach out to:

TaShana Frink
CEO/Founder of GreenLeaf Landscapes LLC
(910) 447-4224
Greenleaflawns22@gmail.com

Beatini Landscaping Inc

July 19, 2023

8065 River Rd. Southport, NC 28461

910.777.4444

Beatinilandscapinginc.com

Enclosed for:

RFP: Cemetery Maintenance

Att: Dorothy Dutton

1029 N. Howe St.

Southport, NC 28461

References:

Mark Bianchi-Bianchi Brickyard: 910.454.4445

Brian Deutsch- Southport Realty: 910.457.7676

Steve Rosen Omega Property Management: 860.463.5888

Availability to start:

TBD

As early as August 1, 2023

Joseph P Beatini

A handwritten signature in black ink, appearing to read 'J P Beatini', with a stylized flourish at the end.

President

Beatini
Landscaping Inc
8065 River Rd
Southport NC
28461

Proposal

Date:
July 19, 2023

To: City of Southport, NC
1029 N. Howe St
Southport, NC 28461

Salesperson	Job	Payment Terms	Due Date
Joe Beatini	Cemetery Maintenance	Per Annum/Monthly	Monthly TBD

Qty	Description	Unit Price	Line Total
	Maintenance per annum for three city cemeteries; including Northwood; Old Smithville and John C. Smith. Each cemetery will be mowed, trimmed, and blown inside the fence line every week during growing season April 1- September 30. Non-Growing season October 1-March 31 will be mowed, trimmed, and blown every other week. Ornamental shrubs to be pruned twice per annum according to specie timeline for proper bloom and soft/hard pruning preferences. Leaves, small branches and debris will be assorted and discarded throughout the year. All tip fees included.		\$337,773.00
	All ad hoc work to be priced and approved prior to i.e., Storm cleanup of large diameter tree fallings more than 3" diameter.		
	Flexibility and respect for funeral services and visitors will be highly respected and maintained by all personnel. Personnel and trucks will be marked and visible as Beatini Landscaping Inc.		
	President/Owner and/or lead Project Manager will be available 24/7 for emergencies and/or monthly meetings.		

		Subtotal	
		Sales Tax	
		Total	\$337,773.00

Make all checks payable to Beatini Landscaping Inc.

Thank you for your business!

Beatini Landscaping Inc.

8065 River Road Southport NC 28461

910.777.4444

Joebeatini@gmail.com

Beatinilandscapinginc.com

Fully insured

License # 026-31845

City of Southport Beautification Committee Minutes

Date: June 19 2023 Minutes taken by: Margaret Fontaine and Sharon Lightborne, typed up by Karen Pasquale

Location: Indian Trail Meeting Hall

Quorum determined: Meeting called to order by Lynne Geiman at: 5:03pm

In Attendance: Margaret Fontaine, Ken and Lynne Geiman, Robert Thatcher, Larry Ashley, Joe Fikentscher, Randy Jones, Sharon Lightborne, Scott Bushman

Absent: Karen Pasquale, Tom Lombardi

Public Comment: None

Approval of May 16, 2023 Minutes: Minutes amended, approved and seconded.

1. Committee Reports

a. Native Plant Pollinator Garden (NPPG): Larry Ashley

- Nothing to report.
- Lynne added that the pollinator garden has been given a space on 6/21/23 to set up a table at the Wednesday market at Franklin Square Park.

b. Communication Report: Larry Ashley

- Nothing to report.

c. Youth Outreach: Sharon Lightbourne

- Nothing new to report.

d. Planting/Garden/Steward Program: Lynne

- Lynne planted flowers in the ITMH planter boxes and the Visitor Center urns.

e. Financial Report: Lynne

- Balance as of 6/19/23 is \$1948.08

2. Old Business

a. June Workday Recap – 6/3/23: Lynne

- 21 people attended.
- Picnic tables and garbage surrounds at the Waterfront Park were stained.
- Weeding was done at the Roundabout, Garrison Lawn, Waterfront grasses, Stede Bonnet Memorial and fire house substation.
- Flowers were planted at the Fire Station.
- Holiday tape markers were removed from the telephone poles.

b. Update Project – Taylor Field Picnic tables/benches: Lynne

- Progress continues with the benches and tables at the field.
- The first handicapped picnic table has been completed.
- Via email, Heather from Parks and Rec expressed her thanks to SBC for all they do.

c. Update: History Marker Auction: Lynne

- Auction started on 5/31 and will end on June 24th.
- Amount raised so far is \$7,900.00.
- SBC share may be used for the holiday lights project.

3. New Business

a. Workdays: Lynne

- No monthly workdays for July and August.
- SBC will hold a meeting in July but no monthly meeting in August.

b. Future projects for the summer (pop ups): Lynne

- Sign painting – Kingsley Park, Kingsley Rd/Moore, sign across from Potters and map at Waterfront Park.
- Stain the swings across the road on Bay Street.
- Stain benches by Old City Hall building and on Dry Street
- Paint white caps and poles on Garrison Lawn.
- Fix popped nails on Salt Marsh walkway.
- Nick's boat needs cleaning and/or painting.
- Life Buoy stand across from the boat – possible applique or lettering.

- What to do with the garden in the middle of Oliver's parking lot? Place cement in it or put an anchor there? Sharon will look into these ideas.
- Signs for gardens – the committee decided not to purchase any signs. Instead, we will make use of signs in the jail annex to put in the ground as we work to show what SBC is doing.
- The Caviness Park stage and railing needs redoing. We will ask Heather. The Caviness Park tables need staining.

c. July 4th Float: Lynne

- July 4th float – do we want to decorate with flowers and flags? We will wear the new SBC shirts for the parade.
- Randy got us the float and SBC members will be on the float with the aldermen and visitor center workers.
- Lynne will get flags for some of the Garrison gardens and for the use on the float.

d. Christmas Wreath Project: Randy

- Randy has not yet received a call back from Mosca Lighting.
- We think we need (50) C-7 LED bulbs per wreath for colored bulbs.
- We have 60 wreaths and need 50 bulbs per wreath, equaling 3,000 lights.
- 1,000 lights will cost around \$860.00.
- Randy will ask Mosca if cut crystal lights or smooth are brighter or stronger.
- White lights will remain only on the sailboat center.
- Unanimous vote for red and green lights only on the wreaths. Sharon will look into the cost of these bulbs.

e. Balance of Budget Expenses: Lynne

- Additional receipts to be submitted to the city before FYE.

f. Beautification Applicants for Open Positions: Lynne

- No applications have been received yet from the city clerk.

g. Any other Business: Lynne

- Cemetery Committee needs a representative from SBC chairperson.
- Lynne will send in an application.

4. Adjourned: 6:26pm

Next meeting: July 17, 2023

City of Southport ABC Board Minutes

Date: Jun 14, 2023 Minutes taken by: Harold Todd Dunn

Location: Indian Trail Meeting Hall

Budget Hearing: 6:00 PM

Discussed and approved FYE 2024 Budget

Quorum determined: Meeting called to order by Chairman Davis at: 6:30pm

No Conflict of interest

In Attendance: Board Chairman- William Davis, Board Members – Zach Zuehlke , Angela Wadsworth, Adam Steadman, Jim Poppe GM – Harold Todd Dunn ABC Liaison – Mayor Hatem

Guests: None

Open Comment and Discussion – None

Approval of May 10, 2023 Minutes: Minutes amended, approved by Angela and seconded by Jim.

1. Old Business

- A. Discussed progress on the new construction and what needed to still be completed.
- B. Discussed Parking Lot lighting Update
- C. Discussed Progress on the Employee Handbook

2. New Business

- A. Presented Budget amendments – Zach Motioned and Jim Seconded all approved
- B. Discussed and approved Name Tags of employees
- C. Discussed positive pay through truist to help with Fraud. Zach Motioned and Jim Seconded all approved
- D. Discussed possibly planting some Palmetto trees in front of store. Will get more info and discuss further at later meeting

3. Business Reports

- A. Presented and went over Monthly Sales Report
- B. Presented Quarterly Financials

4. Employee Issues

None

Adjourned: Motion was made and seconded to adjourn the meeting

Next Regular meeting: July 12, 2023 at 6:30 PM

APPROVED BY AND DATE

June 2023 SALES DATA COMPARISON AND SAVINGS

SALES TYPE	2022 Sales	2023 SALES	DIFFERENCE	% CHANGE
RETAIL	\$ 365,206.55	\$ 457,717.65	\$ 92,511.10	25.33
MXB SALES	\$ 195,763.14	\$ 243,710.76	\$ 47,947.62	24.49
TOTAL	\$ 560,969.69	\$ 701,428.41	\$ 140,458.72	25.04
Customers	9017	10378	1361	15.09
Bottles Sold	28,496	32,816	4,320	15.16
			0	
SPA SAVINGS		\$ 7,455.92		
Credit Cards	\$ 421,023.82			
TOTAL SALES INC. TAX	\$ 489,767.96			
	2019 Sales	2023 Sales	Difference	
Retail 2019	\$ 259,446.20	\$ 457,717.65	198,271.45	76.42
MXB 2019	\$ 120,802.53	\$ 243,710.76	122,908.23	101.74
	\$ 380,248.73	\$ 701,428.41	321,179.68	84.47
SALES TYPE	2020 SALES	2023 SALES	DIFFERENCE	% CHANGE
RETAIL	\$ 354,583.45	\$ 457,717.65	\$ 103,134.20	29.09
MXB SALES	\$ 88,279.69	\$ 243,710.76	\$ 155,431.07	176.07
TOTAL	\$ 442,863.14	\$ 701,428.41	\$ 258,565.27	58.38
SALES TYPE	2021 Sales	2023 SALES	DIFFERENCE	% CHANGE
RETAIL	\$ 258,668.50	\$ 457,717.65	\$ 199,049.15	76.95
MXB SALES	\$ 186,523.50	\$ 243,710.76	\$ 57,187.26	30.66
TOTAL	\$ 445,192.00	\$ 701,428.41	\$ 256,236.41	57.56



City of Southport
Planning and Zoning Minutes
Community Building 223 E. Bay Street
July 20, 2023
6:00 P.M.

Members Present: Sue Hodgins, Will Hewett, Dick Sloan, Fred Fiss, Chris Jones, Roy Pender, Kevin Locklin, Scott Jones, and Donnie Joyner

Members Absent: None

Staff Present: Travis Henley, Development Services Director
Tanya Shannon, Deputy Clerk
Sydney Heil, Community Building Administrator

Board of Aldermen John Allen
Liaisons:

- A. Chair Sue Hodgins called the meeting to order at 6:01 p.m.
- B. Mr. Donnie Joyner gave the Invocation.
- C. Chair Hodgins led the Pledge of Allegiance.
- D. Motion to approve the June 15, 2023, Meeting Minutes by Mr. Joyner and second by Vice-Chair Hewett. **Unanimous vote; Motion carried.**
- E. Motion to approve the Meeting Agenda By Vice-Chair Hewett and second by Mr. Sloan. **Unanimous vote; Motion Carried.**
- F. Public Comment: Vice-Chair Hewett made a Motion to open Public Comment and was seconded by Mr. Joyner. **Unanimous vote; Motion Carried.**

There being no public comments, Chair Hodgins requested a Motion to close the Public Comment period. A Motion was made by Mr. Joyner to close the Public Comment period and second by Mr. Sloan. **Unanimous Vote; Motion Carried.**

G. **Old Business:** None

H. New Business: Zoning Text Amendment for Short-Term Rentals and Homestays:

Director Henley explained that Staff is submitting a Zoning Text Amendment for the City's regulations on homestays and short-term vacation rentals. This will bring the Ordinance into compliance 1) with recent judicial decisions and 2) into line with the City's current enforcement standards. Approval of the Amendment as drafted would result in no change in the City's current enforcement, as the Board of Aldermen has already voted in September 2022 to forego enforcement of the inconsistent sections.

Mr. Henley explained that the primary goal of this revision of the Ordinances relating to these uses is the determination that an annual registration requirement for these uses is not permissible under North Carolina General Statutes as determined by a ruling in *Schroeder v. City of Wilmington*. Staff proposed the removal of Section 2.6.I, which outlines the annual registration requirement. These uses are still required to obtain an initial zoning permit, as would be the case for any other use of the property, and the Ordinance does not need further amendments to ensure that that is the case—additional

references to Section 2.6.I within the use standards for homestays and short-term vacation rentals. Director Henley went over the rules that apply to Short-Term Rentals such as any use of either an STR or a Homestay in a district that is not permitted but not in compliance with the standards, may be allowed to continue as a non-conformity if:

- it was established prior to the adoption date of the original ordinance in 2021; and
- the applicant/property owner followed the standards for capturing these non-conforming uses that the City undertook after adoption.

The staff has a master list of properties that meet these standards and are grandfathered as compliant and allowed. Chair Hodgkin asked how many are on the master list. Director Henley said he would bring that information back to the Board.

Mr. Henley discussed enforcement tactics such as:

- using Airbnb, VRBO, and other sites to cross-reference with the master list;
- using Room Occupancy Tax filings to cross-reference with the master list (anyone using the STR sites can have the site handle the tax component so that when the City receives that information, it does not include what properties are included);
- direct observation; and
- complaints.

Mr. Fiss asked if any cases of non-compliant STRs have been reported to date. Mr. Henley said that Staff provided a list of houses to the City's Code Enforcement service *Alliance* to cross-reference with the master list to see if rentals are out of compliance. Mr. Chris Jones asked if permitted rentals ever get removed from the master list and if so, does that mean that they can no longer be rentals? Mr. Henley said that the home is permitted regardless of the owner. However, if there is no use after 180 days, the zoning permit will be void, and an owner would need to request a new zoning permit. Mr. Fiss questioned why PUDs have a blanket use of short-term rentals. Mr. Henley said he did not have a reason because he was not here when the original ordinance was approved. He said that he believed it was because PUDs have homeowners' associations that themselves regulate short-term rentals.

Mr. Henley reviewed the legislation on STRs and said that SB667 stalled in the Senate Rules Committee and did not make the crossover deadline. As written, the bill would have made nearly all STRs illegal. He said this proposed bill would return to the Senate for more review. Chair Hodgkin questioned if any or all of the bill's language could be lifted and placed into other legislation under a different guise. Mr. Henley said he remains vigilant, continuously monitoring all local land use legislation.

Staff requested the Planning Board's review and approval of the presented Amendment and the Consistency Statement's adoption. Chair Hodgkin recommended adding a notation to include the date of the adoption, September 2021, in Section 3.8.11 13 a. *A short-term vacation rental in residential zoning districts must have been in operation as a 'short-term vacation rental prior to the September 2021 adoption of the standards and regulations'.* Mr. Henley said yes and that adding provision dates is good to have in every section that has been revised.

Mr. Pender asked why Bed and Breakfasts were not included in the STR and Homestays section. Mr. Henley said that it could be done if that was something that the Board would want to see included. He said, however, that many revisions will come into context with updating the Comprehensive Plan. Mr. Pender expressed concern that the language in the UDO for STRs states, *"No activities other than lodging shall be provided. Special events, including weddings, receptions, and other large gatherings, are expressly prohibited,* and he believes that this should be discussed as to how this is also related to Bed and Breakfasts.

Chair Hodgkin stated that Mr. Pender has a valid point and that the Board should consider evaluating Bed and Breakfast language to be included in this Section unless they are fully regulated by State statute. Mr. Henley said that the proposed Amendment is revising the language to reflect that there is no longer a registration requirement for STRs and Homestays. Everything else stays as it is. What is essential, Mr. Henley said, is that the non-compliant rentals were grandfathered in before the adoption date of the revised UDO. Chair Hodgkin noted that the decision needed to be made regarding Bed and Breakfast and whether it was regulated by statute or made into a separate category because it is a different kind of accommodation. Mr. Henley agreed to research and amend the language as necessary.

Chair Hodgkin asked if the Board could proceed with a recommendation to the Board of Aldermen regarding this Amendment before the discussed revisions. Mr. Henley said these revisions would be an Administrative Decision with the inclusion of the added language that would have no effect on the intent of this Amendment. Chair Hodgkin asked if the Board would like to move forward with a decision or consider it for another month and return for more discussion. It was the consensus of the Board to move forward. Chair Hodgkin requested a Motion to recommend approval of the revised Text Amendment and appropriate definitions for Homestay and Short-Term Vacation Rentals based on Staff's research for forwarding to the Board of Aldermen.

Mr. Fiss made a Motion to recommend approval of the Short-Term Rentals and Homestays revised Zoning Text Amendment to adopt the Statement of Consistency of approval, second by Mr. Sloan. ***Unanimous Vote; Motion Carried.*** Mr. Chris Jones read the Statement of Consistency that recommended approval.

I. Other Business: Update on Comprehensive Land Use Plan

Director Henley said the Request for Qualifications (RFQ) for an updated Comprehensive Plan was sent out last week. The deadline for accepting the RFQs is August 15th, and Staff will work on the selection process. He said it is a qualification-based process, not a priced-based process. The selection is proposed to be on the September Board of Aldermen's Agenda for final approval. He said that after a contract is accepted, the process will begin with the involvement of the Planning Board in late September. Mr. Henley encouraged the Board to think heavily about the goals and direction of the City over the next 30 years. Chair Hodgkin noted that she had a copy of the 1991 City of Southport Development Plan created by the Urban Design Assistance Team with the North Carolina Chapter of the American Institute of Architects. She said it has excellent knowledge and history of how the City's plans were expressed at that time. She requested that copies be sent out to the Board for reference and review.

Chair Hodgkin made a Statement regarding Planning Board Responsibilities and Recent Comments.

"Our roles with the Planning Board can make for bumpy rides. We've already seen that in some of the submittals that have come before us, some of the discussions that have been held for prior UDO text amendments, and those currently in deliberation.

I don't see our ride getting any less bumpy over the next many months. Already there have been comments during a recent Public Meeting and then at last week's Aldermen's meeting -- that City Staff and the Planning Board should not be looking at any changes to the UDO before the completion of the Comprehensive Plan revision, a process that we've heard this evening may take 18 months or longer.

Here's my take: the UDO is a living, static document that SHOULD be continuously reviewed and revised as items are identified. I'm only speaking for myself – not the full Board – when I say why WOULDN'T we move ahead with discussion about and action on items in the UDO that could strengthen our town's stances? I believe it would be irresponsible for us to do otherwise.

We'll have those who'll come to comment that they've researched, read a lot of social media posts, to proclaim they know best. Just last week, an individual spoke at the Aldermen's meeting who admitted they'd not been in on City discussions and hadn't even read the proposed text. But *they* felt *they* were experts and needed to advise us.

Travis and Mo, I want to apologize for any inferences that you can't guide our city's planning efforts. I want you to hear from me that I/we appreciate you and want you to keep moving.

This Board will continue to do our job ... we want Staff to continue to move us onward.

Thanks for your indulgence for that."

J. **Announcements:** None

With no other business, Chair Hodgins requested a Motion to Adjourn. A Motion was made to adjourn by Vice-Chair Hewett and seconded by Mr. Sloan. ***Unanimous vote; Motion Carried.***

Adjournment: 6:51 p.m.

Chair, Sue Hodgins

Deputy Clerk, Tanya Shannon



Historic Preservation Commission Special Meeting Minutes
Indian Trail Meeting Hall
July 19, 2023
1:00 P.M.

Members Present: Rick Pukenas, Josh Cline McGee, Alexis Gore-Graves, Bonnie Bray, Jim McKee, and Joanne Wesson

Members Absent: Charles Drew, Bonner Herring, and Tal West

Staff Present: Travis Henley, Director of Development Services
Maureen Meehan, City Planner
Tanya Shannon, Deputy Clerk

Board of Aldermen Robert Carroll
Liaison:

- A.** Vice-Chairman Rick Pukenas called the meeting to order at 1:04 p.m.
- B.** The Invocation was given by Ms. Alexis Gore-Graves
- C.** The Pledge of Allegiance was led by Vice-Chairman Pukenas.
- D.** Mr. Jim McKee Motioned to approve the Agenda and was seconded by Mr. McGee.
Unanimous vote; Motion carried.
- E.** A Motion was made to approve the July 5, 2023, Meeting Minutes by Mr. McKee and was seconded by Ms. Graves. ***Unanimous vote; Motion carried.***
- F. Public Comment:**
1. Mr. Tom Steadman, 5981 Dutchman Creek Rd. is concerned about the tree and landscape plan for the proposed guidelines for the Historic District. He explained that there may be contention with disallowing palms to be planted in the district. He feels like the palms, such as the sabal palm, can be considered native species to the area. In his opinion, the tree and landscape plan should follow the same guidelines that are in accordance with the UDO. Mr. McKee thanked him for his comments and agreed that some palms are native to the area. He said that his comments would be taken seriously and that the discussion on these standards and guidelines is not set in stone.
 2. Mr. Gerald Donaldson, Ph.D. 5990 Dutchman Creek Rd submitted a comment that was read by the Deputy Clerk. He, too, is concerned about eliminating sabal palms from the Historic District. He stated that this area already has numerous non-native trees, shrubs, crape myrtles, Asian azaleas, etc. He said sabal palms are native to the area and should not be eradicated.

In the absence of several member members, a Motion was made by Ms. Wesson to bring Ms. Bray into a voting position and seconded by Mr. McKee. ***The unanimous vote, Motion carried.***

G. Old Business: Review of Design Guidelines

Mr. Scott Len, Chairman of the Forestry Committee, spoke on the proposed guidelines for trees in the Historic District. He recommended not reinventing the wheel and aligning things with the tree standards already imposed in the UDO. He feels these species would be appropriate, and changing just in one district would be difficult. The UDO outlines approved overstory and understory trees.

Demolition

Director Henley reviewed the guidelines in Chapter 10 on the demolition of a historic building. The guidelines state that demolition erodes the architectural integrity of the historic district versus moving that building to another location. Property owners contemplating the destruction of a building are encouraged to explore alternatives that allow the property to remain intact and meet current needs. Ms. Bray asked how common is it to see demolitions in the historic district. Mr. Henley said that he has yet to learn of any since he has been Director. He said that he does get a lot of questions about renovations of old homes. Mr. McKee said that he would rather see the home relocated instead of demolished. He asked what would constitute demolishing. Would it be the total destruction of the building, removing part of the structure, or stripping everything down to just the floors? He said there would need to be clarification on what is considered demolished. Mr. McGee said that if someone is determined to demolish the structure, there should be an incentive and offer options to preserve as much as possible and protect the structure's core. Mr. McGee recommended providing a referral list to people that request demolitions. This list would give people contact information on experienced services in the reconstruction of historical buildings or the relocation of buildings. Mr. McGee said there is a restoration branch for technical assistance for building owners who may request free advice and consultation from the State Historic Preservation Office (SHPO). Director Henley said this points to the order of the delay of demolitions and denial of demolitions in chapter 10.

Delay of Demolition

The North Carolina General Statutes gives Historic Preservation Commissions the authority to delay the demolition of a building, structure, or site in a locally designated historic district for a period not to exceed 365 days (one year) from the date of approval. This delay may also be imposed in situations where a commission has voted to recommend the designation of a property as a landmark or historic district, but no final action on designation has been sanctioned by the local governing body. In either case, the purpose of the delay is to give the commission an opportunity to work with the property owner and other interested parties to identify alternatives to demolition. The Beaufort Historic Preservation Commission may waive all or part of the delay period if it finds that the structure has little historic or architectural value. The delay period may also be reduced under circumstances in which the owner would suffer extreme hardship or be permanently deprived of all beneficial use or return from the property due to the delay or if the property has been severely damaged by fire, flood, or weather.

Denial of Demolition

The HPC may permanently deny authorization for the demolition of a building, structure, or site in the locally designated Beaufort Historic District if it is determined by the North Carolina State Historic Preservation Officer (SHPO) that the property has statewide significance as defined by the criteria of

the National Register of Historic Places. Denial of demolition of buildings with statewide significance may be waived if:

- The HPC finds that the owner would suffer extreme hardship or be permanently deprived of all beneficial use of or return from the property by reason of the denial; or
- The town has adopted a demolition ordinance for the property under the Minimum Housing Code.

Demolition Guidelines

Director Henley went over the six guidelines.

Guideline 10.1.4 *Minimize ground-disturbing activities during demolition to avoid damage to potential unknown archaeological resources.* Mr. McGee recommended adding neighboring historic properties to the guidelines as well.

Mr. McKee said that guideline 10.1.4 may be in conflict with 10.1.6 and to add language that coincides with each other.

10.1.6. *Clean the site thoroughly of all building debris and leave the lot properly graded and seeded.*

There was a discussion on grading and seeding the site. Ensure that grading protects the critical root zones for trees that are being kept, and also, if trees and plants are being replanted, they do not need to be seeded. The language must be drafted that includes protection from flooding and erosion.

Mr. Henley said that now that the review of the standards and guidelines has been completed, staff will work on the draft and bring it back to the Commission for discussion. He said this would be a rough draft and probably only part. He understands that it is important to confirm the process as soon as possible. After the draft is completed and the Commission has agreed on its approval, it will be presented to the Board of Aldermen for final approval.

I. New Business: None

J. Other Business: None

K. Announcements:

Vice-Chairman reminded everyone that the next meeting will be on August 2nd at 4:00 PM.

Ms. Gore-Graves made a Motion to return Ms. Bray back to an alternate position and seconded by Mr. McKee. Unanimous Vote; Motion Carried.

There was no further business. Mr. McGee made a Motion to adjourn the meeting and seconded by Mr. McKee. ***Unanimous Vote; Motion carried.***

Adjournment: 2:10 p.m.

Vice-Chairman, Rick Pukenas

Deputy Clerk, Tanya Shannon

JULY 2023 MONTHLY SUMMARY



Divisions of the Fire Department

Fire Division Calls for Service

Totals

Structural: 26 Vehicle: 2 MV Crash: 22
 Woods/Brush: 3 Gas Spill/Leak: 3 Trash: 3
 Water Rescue: 4 Electric: 5 Good Intent: 7
 Mutual Aid: 3 Medical/CPR: 34 Other: 1

113

EMS Division Calls for Service

EMS Calls: 242 E- Transports: 84 NE- Transports: 15

257

Fire Prevention & Inspections

Permits: 28 Inspections: 42 Batteries: 31
 Plan Reviews: 8 Smoke Alarm Installs: 19
 Car Seats: 22 CPR Classes: 3 Tours: 68

221

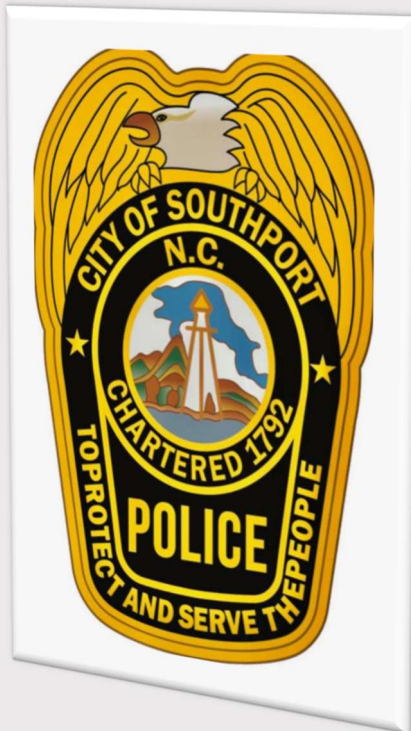
Total Number of Fire Department Actions: 591

UPCOMING PROJECTS, GOALS, & EVENTS

The power load stretcher system has been purchased and installed in 2 of the ambulances, the EMS Auxiliary raised almost 40k dollars, and paid for half of 50k dollar installation fee. Several fundraisers have been set for the months of August and September. A boot drive will be held on Sept 2, and a Catfish plate sale will be held Friday, Sept 29. The 9/11 memorial will be held at Headquarters on Monday Sept 11 9am, there will be a display honoring the Fire, Police, and EMS members that gave their life that day. Fire Prevention Week will be October 8-14, and we are planning many activities to educate our citizens on fire and life safety measures. New turnout gear is in the ordering process.



POLICE



Monthly Summary

JULY 2023

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

Southport Police Department

INCIDENT / OFFENSES

Total Calls for Service: 522

General Calls (some)

- Alarms – 15
- Meet Complainant – 44
- Suspicious Persons/Activity – 27
- Animal Control – 14
- Shoplifter – 1
- Disturbance & Domestic Calls – 45
- 911 Hang-Ups – 25
- Traffic Calls
- Traffic Stops – 54
- Motor Vehicle Accidents – 14
- Hit/Runs – 1
- Drunk Driver/C&R/ATL -20
- Assist EMS – 72
- Assist Fire – 8
- Special Events/Checks/Patrols – 91

ARREST / CITATION / CHARGES

- Arrest – 6
- Citations & Warnings – 30



Command Staff met with Mosely Architects ref. ongoing study.
SPD continues helping with nightly flag lowering ceremonies.
SPD hosted 5 Golf Cart "Registration Stations" over 400 carts registered.
SPD along with 100+ LEO partners handled another NC 4th of July Festival. Minimal issues, after fireworks traffic emptied under an hour.
Chief attended the County Opioid Settlement Meeting 7/6/23.
Chief appointed Chairman of the DPR3 Municipal Police Chief, this is the Region Domestic Preparedness Committee of 11 counties. Meeting was held in Pender County.

Community, Professionalism, & Integrity

DEPARTMENT OF COMMUNITY RELATIONS

August Report 2023

July 2023:

Randy Jones,
Director of Community Relations

Number of Visitors 3,363

Visitors' Center Donations (FYTD)	\$ 625.00
Film Permit Revenue (FYTD)	\$ 0.00
Special Events Revenue (FYTD)	\$ 400.00
Community Building (FYTD)	\$ 25,185.00
Occupancy Tax (FYTD)	\$ 28,325.54
Fiscal Year Total	\$ 54,535.54

Tourism

- The NC Fourth of July Festival held a wrap-up meeting on July 13th to discuss what worked well, and what didn't before our next full committee meeting, which will be in January 2024. The first NC 4th Board meeting will be September 19th.
- The Summer I Turned Pretty, season 2, aired on Amazon Prime on July 14th. Film crews were permitted in 2022 to film on E Moore Street for this season. <https://cityofsouthport.com/the-summer-i-turned-pretty-season-2-on-amazon-prime/>
- The Beautification Committee met on July 17th, they approved the 2023-2024 budget and started planning for Christmas decorating, seasonal planting, and overall masterplan.
- The NC Fourth of July Festival held a volunteer thank-you event on July 25th at the Southport Community Building. This event also honored long time members Fran and Ted, who had to step down from the committee due to health concerns, after helping with the Festival and its naturalization ceremony for 20+ years.
- On July 25th the Community Relation Department partnered with Civil War Trails to become a listed stop along the route. Civil Wat Trails has been working with communities since 1994 to share their stories and connect visitors with small towns and big stories across a network that now spans six states. We are also beginning to talk about putting up another route between Southport, Wilmington, and New Bern. Stay tuned for more on this as things unfold!
- On July 25th Allayna attended the Justice Clearinghouse, Confident Female Leadership webinar.
- The Winterfest Planning Committee met for the first time this season on July 31st. We are excited to begin planning, and we think we will be able to involve a few new events this year!
- The Southport Concert Series Committee met on July 31st to approve the bands that will be playing from August 31-November 9th. Now that they have been approved, acceptance letters will go out this week, and marketing for the event will begin as soon as everyone has accepted the offer.
- The Winterfest Flotilla Meeting will be on August 9th, 2023, at 2p at the Indian Trail Meeting hall.
- Please join us at the Food Truck Rodeo, which will take place on August 5th. <https://cityofsouthport.com/event/2023-southport-food-truck-rodeo/>
- Please join for the Southport Community Building Artisan Market and Fundraiser, which will take place on August 5th. <https://cityofsouthport.com/event/southport-community-building-artisan-market-and-fundraiser/>
- The DSI 2023 Southport Summer Markets continue Wednesdays this month: <https://cityofsouthport.com/series/2023-southport-summer-market/>
- The first Southport Concert Series, Thursdays in the Park will be on August 31, and run through November 16th. This event is sponsor by City of Southport Parks and Rec, Community Relations Department, Downtown Southport, Inc., and Up Your Arts. We hope to see you there!
- The Southport Flag Lowering Ceremony, hosted by the Sisters of Southport and the Southport Police Dept began May 29th and will continue nightly at 7:30 pm until Labor Day. <https://cityofsouthport.com/series/southport-flag-lowering-ceremony-hosted-by-the-sisters-of-southport-and-the-southport-police-dept/>
- The Downtown Southport, Inc monthly meeting will be on September 8th at 9 am at the Indian Trail Meeting Hall.

Communications

- Projects
 - ChyAnn is working with the NC Department of Health and Human Resources, Division of Services for The Deaf and Hard of Hearing to bring the *A Different, Different World* training to Southport for staff in November.
- Website
 - [Utilities Application Updated](#)
 - [Utilities Rate Comparison Chart Added to Finance & Utilities Webpage](#)
 - [Press Releases Webpage \(NEW\)](#)
 - [Hire an Off Duty Police Officer Webpage \(NEW\)](#)
 - [Refreshed Board of Aldermen Webpage \(no content changes\)](#)
 - [City Gym Webpage \(NEW\)](#)
 - [Fiscal Year 2023-24 Wastewater Annual Report](#)
 - [Fiscal Year 2023-24 Employee Benefits Guide Updated](#)
 - Committee Page Updates
 - [Forestry Minutes](#)
 - [Planning Board Roster](#)
 - Fiscal Year 2023-24 Fees have been updated on all applicable webpages
 - [GFL Holiday Collection Resources](#)
- Filming
 - [Inaugural Southport Community Building Artisan Market and Southport Food Truck Rodeo Invitation Video](#)
 - July 7: Board of Aldermen Agenda Meeting (ChyAnn & Sydney)
 - July 13: Board of Aldermen Regular Meeting (ChyAnn & Sydney)
 - July 17: Finance & Utilities Southport Symposium (ChyAnn & Sydney)
 - July 20: Planning Board Regular Meeting (Sydney)
 - July 26: Board of Aldermen Emergency Meeting (ChyAnn & Sydney)
- Miscellaneous
 - ChyAnn participated in the following webinars this month:
 - July 11: Granicus Digital Communications Virtual Summit
 - July 25: Justice Clearinghouse, Confident Female Leadership
 - July 26: Engaging the Community in Public Issues
 - July 20: ChyAnn attended a workshop at Brunswick County EOC with NWS Wilmington's Steven Pfaff on Communicating with Access and Functional Needs Populations
- Important Notices
 - [RFQ: Municipal Building Assessment Addendum Added](#)
 - [Rescheduled ABC Board Meeting, August 23](#)
 - [RFQ: Downtown Parking Study, due August 30](#)
 - Park Closure (mulch installation), July 31-August 4
 - [Job Posting: Development Services Director, closes August 28](#)
 - [Press Release: Board of Aldermen Amends Noise Ordinance in Recognition of Extreme Heat](#)
 - [2023 Brunswick County Tax Bill Information & FAQ](#)
 - W. 12th Street Road Closure, July 27 (was changed to July 28)
 - [Survey Crews Present: West Side Electric Undergrounding Project](#)
 - [Job Posting: Recreation Assistant, closes August 8](#)
 - [RFQ: Municipal Building Assessment Services, due August 25](#)
 - [Board of Aldermen Zoning Map Amendment Public Hearing, August 10](#)
 - [Board of Aldermen Zoning Text Amendment Public Hearing, August 10](#)
 - Ad Hoc Cemetery Committee Meeting, August 1
 - [Upcoming Road Closure: August 5](#)
 - [RFQ: IT Assessment Addendum Added](#)
 - [Job Posting: Permit Tech, closes August 14](#)
 - Historic Preservation Special Meeting, July 19

- [RFQ: Comprehensive Plan, due by August 15](#)
- [RFQ: Shoreline Stabilization Project – Schematic Design & Permitting Services, due by August 16](#)
- Duke Energy Siren Test, July 12
- Job Posting: Building Inspector, closed August 1
- Job Posting: Firefighter/Paramedic, closed July 17
- Job Posting: Public Services Maintenance Worker, closed August 1
- Job Posting: PT Community Building Facilitator & Videographer, extended until July 17
- [RFQ: IT Services Assessment, extended until August 11](#)
- Board of Aldermen Request for Annexation Public Hearing, July 13
- RFQ: Cemetery Maintenance, closed July 27

Community Building

- The Community Building was scheduled for fifteen events in July, including:
 - Three weddings
 - One rehearsal
 - Two city meetings
 - One city event
 - Eight non-wedding events
- The Community Building became the headquarters for the 4th of July Festival from July 1st-4th.
- Sydney and Valerie, one of our facilitators, hosted fourteen walkthroughs this month!
- Sydney and Valerie continued planning the Southport Community Building Inaugural Artisan Market this month as a fundraiser to transform the bridal suite into a multipurpose room called the Coastal Suite. The market will be held in conjunction with the Food Truck Rodeo on August 5th.
 - We have fifteen vendors registered and are very excited!
 - We are working on our plans for what pieces to add to the Coastal Suite with assistance from Linda Pukenas.
- Ring Doorbells and notice boards have been installed at the Community Building to help share information about the building and answer FAQs. The Ring Doorbells have been added for extra security and to communicate with guests and visitors at the door.
- Sydney is transitioning into taking over the Indian Trail Meeting Hall.

08. ➞ AUGUST ➞ 2023						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	01	02	03	04	05 Artisan Market and Fundraiser
06	07	08	09	10 Board of Alderman	11	12
13	14 Southport Symposium	15 Maritime Museum	16	17 Planning Board	18	19
20	21	22	23	24 NCRWA Continuing Ed Class	25	26
27	28	29	30 Doshier Leadership	31	01	02

UPCOMING CITY MEETINGS

Cemetery Committee Meeting
August 1 @ 1:00 pm - ITMH

Historic Preservation Commission
August 2 @ 4:00 pm - 5:30 pm - ITMH

Board of Aldermen Agenda Meeting
August 4 @ 9:00 am - 12:00 pm - ITMH

Forestry Committee Meeting
August 8 @ 5:00 pm - 6:00 pm - ITMH

Park and Recreation Advisory Board Meeting
August 8 @ 6:30 pm - ITMH

Board of Aldermen Regular Meeting
August 10 @ 6:00 pm - SCB

Planning & Zoning Board Meeting
August 17 @ 6:00 pm - SCB

Zoning Board of Adjustments
August 22 @ 4:30 pm - 6:30 pm ITMH

ABC Board Meeting
August 23 @ 6:00 pm – ABC Store
714 N Howe St, Southport, NC 28461

UPCOMING EVENTS

Southport Flag Lowering Ceremony, hosted by the
Sisters of Southport and the Southport Police Dept
Nightly @ 7:30 pm, Southport Waterfront

2023 Southport Summer Market
Wednesdays, 10 am - Franklin Sq Park

Southport Community Building
Artisan Market and Fundraiser
August 5 @ 10:00 am - 6:00 pm - SCB

2023 Southport Food Truck Rodeo
August 5 @ 11:00 am - 3:00 pm
Fort Johnston Lawn



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

Southport Parks and Recreation Department

July 2023 Monthly Report

On-Going Activities

Before/Afterschool

summer break

Summer Camp

M-F 7:30AM – 5:30pm

Athletics

Open gym Thursday-Monday 5 – 9PM.

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

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	Caviness Park	Historic Riverwalk
City Pier	Ft. Johnston Tennis Courts	Lowe/White Park
Kinglsey Park	City Gym	Garrison Lawn
Central Office	Jaycee Building	Keziah Park
Waterfront Park	Ft. Johnston Playground	Senior Building
Riverwalk Gazebo	City Dock	Bay Street Overloo
Atlantic Street Park	Taylor Field Park	

- Summer Camp held M-F 7:30am – 5:30pm. Children do arts & crafts, tennis, computer skills, STEM activities, movies, field trips, swimming, skating, and more
- Regular rental of buildings and parks continued.
- Worked with Bob Jarvis on Capital projects, permits, and timelines for each project.
- Children's games for the 4th of July Festival held July 3rd at the waterfront.
- Working on Winterfest activities to be held in December.
- Met and decided on the Fall concert series bands to perform at Franklin Square Park
- Held in -person inclusive playground committee meeting. Zoom calls with consultants from Unlimited Play. Should have a rendering of proposed playground available in August for our August 22nd meeting.



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	07/10/23	07/20/23	06/01/23 - 06/30/23	\$420,494.51

Wholesale Power Service Schedule FR-8

DESCRIPTION	RATE	QTY	AMOUNT
Demand Charges:			
All Demand	\$21.17/kW	10,524	222,793.08
Energy Charges:			
Monthly Energy Charge	\$.02673/kWh	5,568,869	148,855.87

Additional Charges

DESCRIPTION	RATE	QTY	AMOUNT
Rider 1 FRPPA True-Up Charge/(Credit)			0.00
Rider 2 Delivery Surcharge	\$0.06/kW	10,524	631.44
Rider 3B Leased Facilities Surcharge	\$0.88/kW	13,008	11,447.04
Rider 6A NCEMPA Generation Credit			(2,157.26)
Rider 6B NCEMPA Generation Credit			(3,736.25)
Rider 7A Power Agency Service (PAS) Charge			9,493.20
Rider 7B Renewable Energy Portfolio Standards (REPS) Charge			1,807.79
Rider 8 Debt Defeasance Support Charge			31,359.60
Other Charges/(Credits)			0.00

Power Bill payment made by ACH Debit

TOTAL AMOUNT DUE

\$420,494.51

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	07/10/23	06/01/23 - 06/30/23	06/29 @ 1600 / 13,008 kW	10,524 kW

DEP System Peak = 06/26/23 @ 1800 11,371 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	06/29/23 @ 1600	13,008	10,524	0	10,524
TOTAL			10,524	0	10,524

ENERGY DATA

	(G)	(H)	(I=G-H)		
DELIVERY POINT	METERED kWh	SEPA kWh	BILLED kWh	METERED KVAR	EXCESS KVAR
SOUTHPORT DP	5,568,869	0	5,568,869	2,084,087	0
TOTAL	5,568,869	0	5,568,869	2,084,087	0



Power Billing Statement
North Carolina Eastern Municipal Power Agency

MEMBER	BILL DATE	FOR SERVICE
SOUTHPORT	07/10/23	06/01/23 - 06/30/23

Billing Summary

	CALENDAR YEAR (JAN23 - JUN23)	FISCAL YEAR (JUL22 - JUN23)
Total Bill	\$2,269,608.44	\$4,777,960.54
Metered Energy (Includes SEPA kWh)	27,116,391	59,603,644
SEPA Energy	0	0



MEMBER	BILL DATE	FOR SERVICE
SOUTHPORT	07/10/23	06/01/23 - 06/30/23

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	06/29 @ 1600	13,008	10,524	5,568,869	5,422	0	0
TOTAL				10,524	5,568,869			



Power Billing Statement

North Carolina Eastern Municipal Power Agency

MEMBER	BILL DATE	FOR SERVICE
SOUTHPORT	07/10/23	06/01/23 - 06/30/23

Summary of Distributed Generation Credits

	Rider 6A	Rider 6B
Total CP kW	14,348	21,473
Total Transmission kW	14,348	21,473
Total Energy (kWh)	477,165	660,110
Member % of Revenue	0.7826%	0.8961%
CP Demand (kW)	113	192
Transmission (kW)	113	192
Energy (kWh)	3,734	5,916
CP Demand Credit(\$)	(2,127.23)	(3,614.40)
Transmission Demand Credit(\$)	(231.99)	(394.17)
Energy Credit(\$)	(98.25)	(155.65)
Distributed Generation Credit(\$)	(2,457.47)	(4,164.22)
Power Agency Expense(\$)	300.21	427.97
TOTAL MONTH CREDIT(\$)	(2,157.26)	(3,736.25)



MEMBER	BILL DATE	FOR SERVICE
SOUTHPORT	07/10/23	06/01/23 - 06/30/23

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 2022 True-Up adjustment of \$ (181.65) is applied to the April 2023 through March 2024 billing data.

Power Agency Service Charge(\$)	\$9,493.20
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 2022 True-Up adjustment of \$ (1,285.90) is applied to the April 2023 through March 2024 billing data.

Renewable Energy Portfolio Standards Charge(\$)	\$1,807.79
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 %

No.	WOID	Request Date	Description	Assigned To	Location	Actual Completion Date
1	20344	6/26/2023	CHECK RIVERWALK, CLEAN, ELECTRICAL FOR WEDDING FRIDAY, JUNE 30TH- replaced 40 plus of lateral rails	Jeremy Kennedy	Riverwalk	6/26/2023
2	20345	6/26/2023	CAVINESS PARK IS RENTED JULY 4TH, CHECK ELECTRICAL, ETC.	Jeremy Kennedy	Caviness Park	6/26/2023
3	20346	6/27/2023	the boys restroom seat at the PR building needs to be tightened down	Harlan Pyles	Parks and Rec Building	6/27/2023
4	20347	6/27/2023	The bleachers that are John Smith cemetery to be moved to BCC field for the kickball tournament on July 8th. I	Mike Spicer	John Smith Cemetery	7/7/2023
5	20348	6/27/2023	OUTSIDE EILEEN'S OFFICE ARE OLD COMPUTERS TO PICK UP.	Ellie Pittenger	City Hall	6/28/2023
6	20350	6/29/2023	CLEANED AND RE-PAINTED CITY HALL SIGN OUT FRONT. 2 COATS.	Jeremy Kennedy	City Hall	6/29/2023
7	20351	6/29/2023	PICK UP TREE LIMBS THAT ARE A TRIP HAZARD AT KEZIAH PARK	Harlan Pyles	Keziah Park	6/29/2023
8	20352	6/27/2023	ELECTRIC TESTED AND REPAIRED AS NEEDED. PAINTED DISCONNECTS	Harlan Pyles	Franklin Square Park	6/29/2023
9	20353	6/29/2023	319 CLARENDON AVE - CHECK TO SEE WHAT THE UTILITY BOX IN HIS SIDE YARD IS? STEVE SULLIVAN 910-617-8941 - Utility box	Tyrus Davis	Downtown	6/29/2023
10	20354	6/28/2023	GROUNDS CREW BUSTED SOME FENCIONG W/MOWER, REPLACED PANELS	Harlan Pyles	Caviness Park	6/28/2023
11	20355	6/30/2023	A LIGHT IS OUT IN THE CEILING AT THE CITY GYM	Jeremy Kennedy	City Gym	7/10/2023
12	20356	6/26/2023	LOCATE 6024 SPIKERUSH TRL, GRADING	Tyrus Davis	Downtown	6/28/2023
13	20357	7/3/2023	3113 SPRING OAK LANE HAS A SINK HOLE. RYAN PAVOL 703-405-4757	Mike Spicer	Downtown	7/20/2023
14	20365	7/3/2023	LOCATE 369, 371, 373 TREVALLY CT, INSTALLING ELECTRIC	Tyrus Davis	Downtown	6/27/2023
15	20370	7/3/2023	LOCATE 347 E BROWN ST, INSTALL UNDGCABLE.	Tyrus Davis	Downtown	6/27/2023

16	20374	6/27/2023	LOCATE 220 RIVER DR, ADDITIONS	Tyrus Davis	Downtown	6/28/2023
17	20375	7/7/2023	BARRICADES FOR AN EVENT AT CAVINESS PARK - NEED 2 AT OWENS/CLARENDON - 2 AT OWENS/CASWELL - 4 AT CASWELL/8TH	Mike Spicer	Caviness Park	7/7/2023
18	20376	7/10/2023	4 OUTDOOR CEILING FANS FOR CAVINESS PARK SHELTERS	Jeremy Kennedy	Caviness Park	7/13/2023
19	20377	7/12/2023	GOOSE POOP CLEANUP AT WATERFRONT	David Kelly	Waterfront Park	7/12/2023
20	20378	7/12/2023	CHECK A/C AT 209 N ATLANTIC, PARKS & REC	Harlan Pyles	Parks and Rec Building	7/12/2023
21	20379	7/12/2023	STRIPPING AT THE FRONT DOOR OF THE SR BLDG IS LOOSE.	Harlan Pyles	Senior Building	7/13/2023
22	20381	7/6/2023	REPLACE BOTH WOMENS TOILETS AT GARRISON WITH PRESSURE ASSISST TOILETS AND CLEANED.	Jeremy Kennedy	Fort Johnston	7/6/2023
23	20382	6/29/2023	VARIOUS LOCATES FOR ROBERT RUARK/SANDY LANE/HOWE ST FOR WATER TIE IN AND SEWER WORK	Tyrus Davis	Downtown	7/6/2023
24	20383	6/30/2023	LOCATE N HOWE/WOODSIDE DR, WATER LINE REPAIR	Tyrus Davis	Downtown	7/6/2023
25	20384	6/30/2023	LOCATE N HOWE ST/RIVER RD SE, MANHOLE CORE	Tyrus Davis	Downtown	7/6/2023
26	20385	6/30/2023	LOCATE N HOWE/WOODSIDE RD, INSTALLING SILT FENCE	Tyrus Davis	Downtown	7/6/2023
27	20386	6/27/2023	LOCATE 203 E BAY ST/S DAVIS ST, INSTALLING UG ELECTRIC	Tyrus Davis	Downtown	7/6/2023
28	20387	6/28/2023	LOCATE 306 E BROWN ST, INSTALLING WATER LINE	Tyrus Davis	Downtown	7/3/2023
29	20388	7/13/2023	403 HERRING DR, DIRT & GRASS SEED	Al Cochran	Downtown	7/13/2023
30	20389	6/27/2023	LOCATE 5971 DUTCHMAN CREEK RD, INSTALL UNDГ CABLE.	Tyrus Davis	Downtown	7/3/2023
31	20390	6/28/2023	LOCATE 1013 N CASWELL AVE, INSTALLING ELECTRIC	Tyrus Davis	Downtown	7/28/2023

32	20391	6/28/2023	LOCATE 1013 N CASWELL, ELECTRIC LINE	Tyrus Davis	Downtown	7/3/2023
33	20392	6/28/2023	LOCATE 403 W ST GEORGE ST, INSTALL ELECTRIC LINE	Tyrus Davis	Downtown	7/3/2023
34	20393	6/29/2023	LOCATE 308 N RHETT ST/E WEST ST, INSTALL ELECTRIC LINE	Tyrus Davis	Downtown	7/3/2023
35	20394	6/28/2023	LOCATE 1015 E MOORE ST, INSTALL WATER LINE	Tyrus Davis	Downtown	7/3/2023
36	20395	6/28/2023	LOCATE 6104 HARBOR OAKS DR, INSTALL UNDГ CABLE	Tyrus Davis	Downtown	7/3/2023
37	20396	6/28/2023	LOCATE 404 BRUNSWICK ST, INSTALL ELECTRIC	Tyrus Davis	Downtown	7/3/2023
38	20397	6/29/2023	LOCATE 302 W 11TH ST/CASWELL, UNDГ CABLE	Tyrus Davis	Downtown	7/6/2023
39	20398	6/29/2023	LOCATE 128 PARK AVE, INSTALLING ELECTRIC LINE	Tyrus Davis	Downtown	7/6/2023
40	20399	6/29/2023	LOCATE 1015 E MOORE ST, ELECTRIC LINE	Tyrus Davis	Downtown	7/6/2023
41	20400	6/29/2023	LOCATE 407 E WEST ST, INSTALLING ELECTRIC LINE	Tyrus Davis	Downtown	7/6/2023
42	20401	6/29/2023	LOCATE 308 N RHETT ST, INSTALLING ELECTRIC LINE	Tyrus Davis	Downtown	7/6/2023
43	20402	6/30/2023	LOCATE 611 N FODALE AVE, BUILDING A GARAGE	Tyrus Davis	Downtown	6/30/2023
44	20403	6/29/2023	LOCATE 306 E BAY ST, INSTALL WATER/SEWER TAP	Tyrus Davis	Downtown	7/6/2023
45	20404	7/5/2023	LOCATE 404 W BRUNSWICK/SHORT ST, BURY GAS LINE	Tyrus Davis	Downtown	7/10/2023
46	20407	7/5/2023	LOCATE 313 E MOORE ST/N RHETT ST, DESTROYED MARKS	Tyrus Davis	Downtown	7/10/2023
47	20408	7/5/2023	LOCATE 404 BRUNSWICK ST/YACHT BASIN DR, ADDITION	Tyrus Davis	Downtown	7/10/2023

48	20409	7/5/2023	LOCATE 1015 E MOORE ST/STUART AVE, INSTALL DRIVEWAY	Tyrus Davis	Downtown	7/7/2023
49	20410	7/10/2023	LOCATE 310 N FODALE AVE, REPLACE WATER SERVICE	Tyrus Davis	Downtown	7/11/2023
50	20411	7/10/2023	LOCATE 1004 PETES CAMP DR SE, REPAIR WATER LINE	Tyrus Davis	Downtown	7/11/2023
51	20412	6/30/2023	LOCATE 5238 WINDLASS RD, LAWN IRRIGATION	Tyrus Davis	Downtown	7/7/2023
52	20413	7/3/2023	LOCATE 222 N CASWELL AVE, INSTALL SCREENM	Tyrus Davis	Downtown	7/7/2023
53	20414	7/5/2023	LOCATE 406 TREVALLY CT	Tyrus Davis	Downtown	7/10/2023
54	20415	7/5/2023	LOCATE 1016 DOWNRIGGER TRAIL, INSTALL UNDГ CABLE	Tyrus Davis	Downtown	7/10/2023
55	20416	7/13/2023	LOCATE VARIOUS ADDRESSES ON RIVER DRIVE FOR UNDГ POWER	Tyrus Davis	Downtown	7/7/2023
56	20417	7/6/2023	LOCATE 101-111 E MOORE ST, INSTALL UG ELECTRICAL LINE	Tyrus Davis	Downtown	7/11/2023
57	20418	7/6/2023	LOCATE 412 N LORD ST/W ST GEORGE, BURY PHONE DROP	Tyrus Davis	Downtown	7/11/2023
58	20419	7/6/2023	LOCATE W 14TH ST, UNDГ POWER	Tyrus Davis	Downtown	7/11/2023
59	20420	7/6/2023	LOCATE 1403 N HOWE ST/W 14TH, UNDГ POWER	Tyrus Davis	Downtown	7/11/2023
60	20421	7/6/2023	LOCATE 110-118 W 14TH, UNG POWER	Tyrus Davis	Downtown	7/11/2023
61	20422	7/6/2023	LOCATE 1132 N CASWELL, UNDГ CABLE.	Tyrus Davis	Downtown	7/11/2023
62	20423	7/14/2023	INSTALLED PLUG ON PIER FOR SPRINKLER SYSTEM	Jeremy Kennedy	City Pier	7/14/2023
63	20424	7/10/2023	LOCATE 103 HIGHLAND PARK AVE, BURY PHONE DROP	Tyrus Davis	Downtown	7/12/2023

64	20425	7/10/2023	LOCATE 235 SAND DOLLAR LANE, BURY PHONE DROP	Tyrus Davis	Downtown	7/10/2023
65	20426	7/7/2023	LOCATE 209 PARK AVE EXT, INSTALL WATER/SEWER TAP	Tyrus Davis	Downtown	7/12/2023
66	20427	7/7/2023	LOCATE 204 N RHETT ST, TREE REMOVAL	Tyrus Davis	Downtown	7/12/2023
67	20428	7/7/2023	LOCATE 122 N HOWE ST, INSTALL WATER/SEWER TAP	Tyrus Davis	Downtown	7/12/2023
68	20429	7/6/2023	LOCATE 606 W OWENS/ARABELLA LANE, BURY PHONE DROP	Tyrus Davis	Downtown	7/12/2023
69	20430	7/17/2023	BUSTED CLEANOUT AT 303 E 8TH ST	Al Cochran	Downtown	7/17/2023
70	20431	7/18/2023	HANG 2 NOTICE BOARDS ON OUTSIDE OF COMMUNITY BLDG. AT FRONT AND BACK DOOR.	Jeremy Kennedy	Community Building	7/18/2023
71	20432	7/18/2023	CHECK OUT SINK HOLE AT 611 W BROWN. NEAR THE POOL. - This is not City maintained road.	Mike Spicer	Downtown	7/19/2023
72	20433	7/19/2023	VARIOUS LOCATES AT RIVER DR/FODALE/MOORE, INSTALLING ELECTRIC CONDUIT	Tyrus Davis	Downtown	7/17/2023
73	20434	7/11/2023	LOCATE 304 RIVER DR, INSTALL UNDГ CABLE.	Tyrus Davis	Downtown	7/11/2023
74	20435	7/13/2023	LOCATE 1028 DOWNRIGGER TRAIL, INSTALL UNDГ CABLE.	Tyrus Davis	Downtown	7/13/2023
75	20436	7/12/2023	LOCATE 8161 COMPASS CT/RIVER SOUND CIR, LANDSCAPING	Tyrus Davis	Downtown	7/17/2023
76	20437	7/11/2023	LOCATE 501 LORD THOMAS/LORD CHARLES, INSTALL FOOTINGS	Tyrus Davis	Downtown	7/11/2023
77	20438	7/12/2023	LOCATE 6024 SPIERUSH TRAIL, GRADING	Tyrus Davis	Downtown	7/17/2023
78	20439	7/12/2023	LOCATE 244 JOSHUAS WAY/E BROWN ST, INSTALLING UG POWER	Tyrus Davis	Downtown	7/17/2023
79	20440	7/12/2023	LOCATE 415 BURRINGTON/W ST GEORGE, REMOVING TREE	Tyrus Davis	Downtown	7/17/2023

80	20441	7/13/2023	LOCATE 605 PORT HAVEN WAY/BURRINGTON AVE, INSTALL FENCE	Tyrus Davis	Downtown	7/18/2023
81	20442	7/13/2023	PICK UP TOTES AND PUT BACK IN STORAGE. ALSO, MOVE 1 PICNIC TABLE FROM DOG PARK TO 209 ATLANTIC IN FRONT OF DRINK MACHINE	David Kelly	Parks and Rec Building	7/20/2023
82	20443	7/13/2023	LOCATE 311 N LORD ST/W WEST ST, INSTALL FENCE	Tyrus Davis	Downtown	7/18/2023
83	20444	7/12/2023	LOCATE 231 JOSHUAS WAY, LANDSCAPING	Tyrus Davis	Downtown	7/18/2023
84	20445	7/13/2023	LOCATE 406 CLARENDON/BROWN UNDERGROUND CABLE.	Tyrus Davis	Downtown	7/18/2023
85	20446	7/19/2023	LOCATE 706 N CASWELL AVE, INSTALLING POOL	Tyrus Davis	Downtown	7/18/2023
86	20447	7/12/2023	LOCATE 102 RIVER WATCH LANE, LANDSCAPING	Tyrus Davis	Downtown	7/12/2023
87	20448	7/20/2023	SEE ATTACHED EMAIL FOR CAVINESS PLAYGROUND AND ATLANTIC STREET PARK	David Kelly	Downtown	
88	20449	7/20/2023	SEE ATTACHED EMAIL FROM KATE IN REGARDS TO HER LIGHTS NOT WORKING.	Jeremy Kennedy	Downtown	
89	20450	7/20/2023	TRIM THE HEDGES AROUND THE COMMUNITY BLDG, ESPECIALLY OVER BY THE TRASH CANS.	David Kelly	Community Building	7/25/2023
90	20451	7/14/2023	LOCATE 6248 LOOKOUT POINT, NEW GAS SERVICE	Tyrus Davis	Downtown	7/19/2023
91	20452	7/14/2023	LOCATE 5998 GRAY SQUIRREL PATH, NEW GAS SERVICE	Tyrus Davis	Downtown	7/19/2023
92	20453	7/14/2023	LOCATE 110 W 14TH, INSTALL UNDGCABLE.	Tyrus Davis	Downtown	7/19/2023
93	20454	7/15/2023	LOCATE 2121 MAPLE LEAF DR, BURY PHONE DROP	Tyrus Davis	Downtown	7/19/2023
94	20455	7/14/2023	LOCATE 624 MARSH GRASS, NEW GAS SERVICE	Tyrus Davis	Downtown	7/19/2023
95	20456	7/14/2023	LOCATE 5019 CANVASBACK CT/GRAY SQUIRREL PATH, NEW GAS SERVICE	Tyrus Davis	Downtown	7/19/2023

96	20457	7/13/2023	LOCATE 6205 PEBBLE SHORE LANE, DIG WATER SEWER	Tyrus Davis	Downtown	7/19/2023
97	20458	7/17/2023	LOCATE 109 W 12TH ST, REMOVING TREE	Tyrus Davis	Downtown	7/19/2023
98	20459	7/17/2023	LOCATE 403 W ST GEORGE, INSTALL ELECTRIC LINE	Tyrus Davis	Downtown	7/19/2023
99	20460	7/17/2023	LOCATE 1603 N HOWE ST, BURY PHONE DROP	Tyrus Davis	Downtown	7/19/2023
100	20461	7/17/2023	LOCATE ROBERT RUARK DR, CLEARING AND GRUBING	Tyrus Davis	Downtown	7/19/2023
101	20462	7/17/2023	LOCATE 409 CLARENDON AVE, INSTALLING ELECTRIC LINE	Tyrus Davis	Downtown	7/19/2023
102	20463	7/14/2023	LOCATE 5127 PRICES CREEK DR, NEW GAS SERVICE	Tyrus Davis	Downtown	7/19/2023
103	20464	7/17/2023	LOCATE 6200 COTTAGE CREEK RD, LANDSCAPING	Tyrus Davis	Downtown	7/19/2023
104	20468	7/25/2023	CLEAN STORM DRAIN AT THE CORNER OF CASWELL AND MOORE ST.	Mike Spicer	Downtown	7/26/2023
105	20469	7/25/2023	REPAIR/REPLACE GATE IN FRONT OF FOREST OAKS PUMP STATION	Jeremy Kennedy	Forest Oaks Lift Station	7/24/2023
106	20470	7/25/2023	LOCATE VARIOUS LOCATIONS AT 211/J SWAIN BLVD/SANDY LANE FOR WATER/SEWER LINE INSTALL.	Tyrus Davis	Downtown	7/24/2023
107	20471	7/25/2023	LOCATE VARIOUS AREAS FOR WATER LINE TIE IN RIVER RD/N HOWE/ROBERT RUARK.	Tyrus Davis	Downtown	7/24/2023
108	20472	7/25/2023	LOCATE 115 HIGHLAND PARK AVE, TREE PLANTING	Tyrus Davis	Downtown	7/24/2023
109	20473	7/18/2023	LOCATE 1142 SPINCAST RD/DOWNRIGGER TRAIL, INSTALL UNDГ CABLE.	Tyrus Davis	Downtown	7/24/2023
110	20474	7/18/2023	LOCATE 811 N LORD ST/W 8TH ST, INSTALL UNDГ CABLE.	Tyrus Davis	Downtown	7/24/2023
111	20475	7/18/2023	LOCATE N CASWELL AVE/W 14TH - UNDГ POWER	Tyrus Davis	Downtown	7/24/2023

112	20476	7/18/2023	LOCATE W 14TH ST, UNDGR POWER	Tyrus Davis	Downtown	7/24/2023
113	20477	7/19/2023	LOCATE N HOWE ST/WOODSIDE DR, WATERLINE REPAIR	Tyrus Davis	Downtown	7/24/2023
114	20478	7/19/2023	LOCATE SOUTHPORT SUPPLY RD/WINAFRED ST, WATER LINE	Tyrus Davis	Downtown	7/19/2023
115	20479	7/25/2023	PAINT CITY SEAL SIGN ON FRONT OF NASH ST RESTROOMS	Jeremy Kennedy	Public Restrooms E Nash	
116	20481	7/21/2023	LOCATE 600 MACKENZIE CIR/W ST GEORGE, STUMP GRINDING	Tyrus Davis	Downtown	7/26/2023
117	20482	7/21/2023	LOCATE 220 N CASWELL AVE/W WEST, ADDITION	Tyrus Davis	Downtown	7/26/2023
118	20483	7/21/2023	LOCATE 421 CADES TRAIL, INSTALLING POOL	Tyrus Davis	Downtown	7/26/2023
119	20484	7/21/2023	LOCATE 2010 BONNER BUSSELLS DR SE, NEW GAS SERVICE	Tyrus Davis	Downtown	7/26/2023
120	20349	6/29/2023	SEE TOM ABOUT FIXING WATER ISSUE AT 118 STUART DUE TO SPEED BUMP.	Mike Spicer	Downtown	
121	20380	7/12/2023	AUGUST 5TH FOOD TRUCK RODEO. NEED 3 BARRICADES AT DAVIS & BAY & ARROW SIGN/STAND; 4 BARRICADES AT ATLANTIC & BAY; 16 CONES AND BOTH MESSAGE BOARDS AT MOORE & DAVIS	Mike Spicer	Downtown	
122	20405	7/5/2023	LOCATE 404 W BRUNSWICK ST, BURY GAS LINE	Tyrus Davis	Downtown	7/10/2023
123	20406	7/5/2023	LOCATE 215 E LEONARD ST, INSTALL CABLE LINE	Tyrus Davis	Downtown	7/5/2023
124	20465	7/24/2023	CHECK OUT SINKHOLE AT 310 PARK AVE EXT BESIDE STORM DRAIN MANHOLE.	Mike Spicer	Downtown	
125	20466	7/24/2023	LOOK AT LIVE OAK TREE AT W WEST & LORD ST. NEXT TO LARGE MAGNOLIA. CENTER OF OAK IS DEAD. CAN THE CENTER BE CUT OUT.	David Kelly	Downtown	
126	20467	7/25/2023	PLEASE TRIM SHRUBS BETWEEN ELECTRIC BOXES AND CITY BLDG. ON END WHERE INSPECTIONS IS LOCATED. TORI CAN SHOW YOU.	David Kelly	City Hall	

Utility Billing			
July			
000042-07-2023	7/1/2023	Meter Change Out	
000001-07-2023	7/3/2023	Miscellaneous - cust states foul smelling water please check. i did suggest checking hot water heater	
000002-07-2023	7/3/2023	Check Water Meter, customer has concerns of a leak. Says he hears water running when its not in use, i told him that we would have a meter tech check the meter, otherwise he may need to call a plumber. Logan Kahny : 336-858-0256 please contact	
000003-07-2023	7/3/2023	Reconnect - received payment & signed up for pplan	
000026-07-2023	7/3/2023	Reconnect - PAID IN CASH PAST DUE AMT BY HER FATHER. ASLO ADVISED HIM TO HAVE MS. LEA TO BRING IN HER DOCU	
000150-06-2023	7/3/2023	Check irrigation Meter: Customer has concerns that meter is not working properly, states that minet report shows usage during hours when meter is not running. 980-322-3477 paul leonard	
000117-06-2023	7/5/2023	Extension; payment of \$1,500 has been mailed; water is off but can be reconnected when payment received.	
000005-07-2023	7/6/2023	Leak Detected - leak alert 50g a hour. per service req on 6.1.2023 Mark stated he spoke with ho & turned rdm off. sentryx has rdm status as disconnected. water still running	
000006-07-2023	7/6/2023	Reconnect paid	
000008-07-2023	7/6/2023	Miscellaneous CUSTOMER CANT TURN HER SHOWER OFF AND NEEDS WATER TURNED OFF/ VALVE LOCATED CALL WHEN YOU ARRIVE MELISSA CATLETT : 767-1652	
000089-06-2023	7/6/2023	Remove IRRIGATION Meter - CUST REQ IRR METER TO BE REMOVED & DISCT SERV	
000094-06-2023	7/6/2023	Inspect RPZ/Install IRR Meter - PER CONTRACTOR FIXES HAVE BEEN MADE	
000012-07-2023	7/7/2023	Reconnect paid	
000013-07-2023	7/7/2023	Reconnect via RDM	

000014-07-2023	7/7/2023	Check Water Meter
000018-07-2023	7/7/2023	Leak Detected - verbal to tom stanley to check meter
000041-07-2023	7/7/2023	Meter Change Out
000052-06-2023	7/7/2023	Miscellaneous BUILDER WOULD LIKE WATER METER MOVED PLEASE PROVIDE CHARGES. MARK WILLIAMS: 910-443-0446
000074-05-2023	7/7/2023	Miscellaneous BUILDER REQUESTED TO HAVE THE METER MOVED TO THE SIDE OF THE HOME. PLEASE PROVIDE THE AMOUNT TO BE CHARGED
000100-06-2023	7/7/2023	Extension GRANTED IN THE AMOUNT OF 206.99 UNITL 7/6/2023
000104-06-2023	7/7/2023	Extension granted in the amount of 315.54 until 7/6/2023
000115-06-2023	7/7/2023	Extension granted to July 6, 2023. Payment has been mailed per owner
000011-07-2023	7/10/2023	Leak Detected, CUSTOMER STATES THAT WATER IS LEAKING FROM THE METER
000017-07-2023	7/10/2023	Check Water Meter - IRRIGATION METER IS SPRAYING WATER OUT OF CONNECTION ON CITY SIDE PER CONTRACTOR. HE STATED HE TURNED OFF METER B/C IT WAS ALOT OF WATER
000019-07-2023	7/10/2023	Turn meter off - has not paid per agreement. last payment received 5.31.2023
000020-07-2023	7/10/2023	Turn meter off - has not paid per agreement. last payment received was 5.15.2023
000021-07-2023	7/10/2023	Sewer Line Blocked
000022-07-2023	7/10/2023	Reconnect PAID
000024-07-2023	7/10/2023	Miscellaneous - POT HOLE
000025-07-2023	7/10/2023	Reconnect - PAID

000098-06-2023	7/10/2023	Extension granted to July 6, 2023
000028-07-2023	7/11/2023	TURN ON EXISTING - please turn on irrigation meter 15678341 per cust's called in request
000054-07-2023	7/11/2023	Meter Change Out
000029-07-2023	7/12/2023	Miscellaneous Builder needs sewer tap located
000032-07-2023	7/12/2023	Install Irrigation Tap
000033-07-2023	7/12/2023	Leak Detected - ALERT SHOWS 20+ G A HOUR. PLEASE CHECK METER. I COULDN'T GET ANY ONE TO ANSWER # ON FILE
000034-07-2023	7/12/2023	Leak Detected - PLEASE CHECK METER HAS BEEN A CONSTANT FLOW OF 80G A HOUR SINCE RECONNECTING FROM DISCONNECT DAY. PLEASE LEAVE DOOR HANGER IF LEAK
000036-07-2023	7/12/2023	Leak Detected - HAVE CALLED (6/28) & ADVISED BUT ALERT SHOWS METER IS STILL RUNNING 20+G A HOUR. LOOKS LIKE THEY MAYBE IRRIGATING W/ HOUSE METER, PLEASE CHECK METER & LEAVE DOOR HANGER
000037-07-2023	7/12/2023	Leak Detected - CALLED CUST RE: ALERT SHE ADVISES THAT IT POSSIBLY CANT BE HER ISSUE & BELIEVES ITS HER METER & OUR ISSUE. PLEASE CHECK METER & ADVISE
000038-07-2023	7/12/2023	Miscellaneous CUSTOMER STATES THAT AN AXEL TRUCK WHO HAD BEEN DOING UNDERGROUND WORK NEAR BY HAD RUN OVER IRRIGATION METER AND THINKS THERE MAY BE DAMAGE DONE, HE WOULD LIKE FOR SOMEONE TO COME OUT AND ASSESS THE DAMAGE.
000027-07-2023	7/13/2023	Check Water Meter - PLUMBER STATES ISSUE IS W/CITY METER & THAT HE BELIEVES IT NEEDS TO BE CHANGED OUT. STATES THERE IS HARDLY ANY FLOW & CUST CAN'T TAKE SHOWER
000039-07-2023	7/13/2023	Miscellaneous RESIDENT REPORTED A BUSTED WATER MAIN AT THE ENETERENCE OF SOUTHPORT GREEN
000030-07-2023	7/14/2023	Inspect RPZ/Install IRR Meter after installing taps. Per customer rpz is already in place.
000047-07-2023	7/14/2023	Customer reports lower than usual water pressure. Please contact below with findings. Bill Matz 919-909-0361

000048-07-2023	7/14/2023	Check Water Meter - PLEASE MAKE SURE WATER METER IS LOCKED. THIS IS A CLOSED ACCT BUT NEIGHBORS BELIEVE SOMEONE IS SQUATTING
000051-07-2023	7/14/2023	Leak Detected - called cust about leak alert he request water to be turned off.
000009-07-2023	7/17/2023	Install Irrigation Tap
000040-07-2023	7/17/2023	Miscellaneous - CUST REQUESTS SEWER & LINES TO BE LOCATED
000045-07-2023	7/17/2023	Install Irrigation Tap
000049-07-2023	7/17/2023	Install Water Sewer Tap
000053-07-2023	7/17/2023	Check Water Meter custome says that the water is off, please assist.
000033-06-2023	7/18/2023	Install Irrigation Tap
000046-07-2023	7/18/2023	Inspect RPZ - CUST IS IRRIGATING OFF OF HOUSE METER. PLEASE INSPECT THAT THEY HAVE A RPZ
000050-07-2023	7/18/2023	Install Water Meter
000056-07-2023	7/18/2023	Leak Detected - LEAK ALERT ON MINET. PLEASE ADVISE CUST. TRIED TO CALL # ON FILE BUT IT IS NOT A WORKING #
000057-07-2023	7/18/2023	Leak Detected; Customer said there is standing water in the meter box. Please check.
000023-07-2023	7/19/2023	Install Water Meter
000049-06-2023	7/19/2023	Install Irrigation Tap
000058-07-2023	7/19/2023	Miscellaneous CUSTOMER HAS PLUMBER THERE, NEEDS CLEAN OUT LOCATED ASAP.
000063-07-2023	7/19/2023	Install Water Sewer Tap

000064-07-2023	7/19/2023	Install Water Meter
000065-07-2023	7/19/2023	Sewer cleanout was run over by City worker when they were mowing. Please check.
000107-07-2023	7/19/2023	Reconnect PAIID VIA RDM 9:36
000128-07-2023	7/19/2023	Reconnect paid
000044-07-2023	7/20/2023	Install Irrigation Tap
000067-07-2023	7/20/2023	Inspect RPZ/Install IRR Meter - Deb Mabe emailed request that the RPZ is ready to be inspected & meter installed 7.19.2023
000074-06-2023	7/20/2023	Miscellaneous customer at 503 W WEST ST states that there is a man hole/box in the right of way that has a crushed/caved in top. she has it marked with a pink ribbon.
000081-06-2023	7/20/2023	Check Water Meter - verify meter / register is working. several months no usage
000144-04-2023	7/20/2023	Miscellaneous UPSTAIRS TOILET AT POLICE DEPARTMENT HAS A BROKEN HANDLE
000072-07-2023	7/21/2023	RECONNECT CUSTOMER HAS A PLUMBER COMING TO CHECK FOR A LEAK, PLEASE TURN WATER ON.
000073-07-2023	7/24/2023	Trim Branches Customer said branches are hitting cars as they get to/turn at the intersection of Clarendon and Hankins Dr. Can they be trimmed please?
000076-07-2023	7/24/2023	Sewer Line Blocked - PLMBR STATES HE CAMERA THE LINES ON FRI 7.21.2023 & BELIEVES THE LINES TO BE BLOCKED BY ROOTS AT CITY CLEAN OUT PLEASE CALL PLUMBER 910-269-1258 PHIL STRONG ISLAND PLUMBING
000077-07-2023	7/24/2023	Leak Detected - PLEASE DOOR HANGER IF NOT CITY ISSUE. THE # ON FILE HAS BEEN DISCONNECTED, 20+G A HOUR SINCE 7/20/23 @ 8A
000078-07-2023	7/24/2023	Check Water Meter - high usage 132,000 gallons being billed for month
000081-07-2023	7/24/2023	Install Irrigation Tap- FEE PAID
000082-07-2023	7/24/2023	Check Water Meter - METER HAS BEEN READING BACKWARDS EVERY DAY SINCE 6/20/23 PLEASE PROVIDE MANUAL READ & VERIFY METER REGISTER ETC IS WORKING PROPERLY

000084-07-2023	7/24/2023	Leak Detected - METER RUNNING 20+ G A HOUR. # ON ACCT IS NO LONGER IN SERVICE PLEASE CHECK METER & LEAVE DOOR HANGER
000088-07-2023	7/24/2023	Leak Detected - cust called stating she noticed water leak when driving by. called after hours crew
000154-07-2023	7/24/2023	Meter Change Out
000062-06-2023	7/25/2023	Install Irrigation Tap
000080-07-2023	7/25/2023	Check Water Meter - several months billed for zero usage. please verify meter & register etc are working properly PROVIDE MANUAL READ
000087-07-2023	7/25/2023	Check Water Meter - spoke w/ cust re: leak alert he feels it is a city issue
000090-07-2023	7/25/2023	Check Water Meter - PROVIDE MANUAL READ SENTRYX READ IS: 10000 6/16/2023 READ: 99300
000091-07-2023	7/25/2023	Check Water Meter - PROVIDE MANUAL READ. SEE ATTACHED SENTRYX REPORT
000092-07-2023	7/25/2023	Check Water Meter - provide manual read sentryx read: 11968770 6/18/23 read: 196790 thats 1001980G of consumption
000095-07-2023	7/25/2023	Check Water Meter PROVIDE MANUAL READ 4 MONTHS ZERO USAGE. IS METER, REGISTER ETC WORKING PROPERLY?
000096-07-2023	7/25/2023	Miscellaneous pledge received in the amount f 47.84
000097-07-2023	7/25/2023	Check Water Meter - BILLING FOR 15,000+ G OF USAGE. MANUAL READ
000098-07-2023	7/25/2023	Check Water Meter - PROVIDE MANUAL READ: SENTRYX READ: 169490 6/19/2023 READ: 12822 BEING BILLED FOR 156,668g OF USAGE
000099-07-2023	7/25/2023	Check Water Meter - VERIFY READ SENTRYX READ: 1544100 6/18/2023 READ: 1482800 BILLING 61,300G OF USAGE
000100-07-2023	7/25/2023	Check Water Meter - SENTRYX READ: 162680 6/18./2023 READ: 138120 BILLING 24,560G OF USAGE
000101-07-2023	7/25/2023	Check Water Meter cust states she has no water has not been turned off
000155-07-2023	7/25/2023	Meter Change Out

000083-07-2023	7/26/2023	Miscellaneous Emergency light out in inspections hallway and one out in inspections office
000093-07-2023	7/26/2023	Check Water Meter - provide manual read see attached sentryx report
000104-07-2023	7/26/2023	Reconnect paid via rdm 9:20 am
000105-07-2023	7/26/2023	Reconnect - PAID
000106-07-2023	7/26/2023	Reconnect PAID
000108-07-2023	7/26/2023	Reconnect - paid
000109-07-2023	7/26/2023	Reconnect PAID
000110-07-2023	7/26/2023	Reconnect PAID
000111-07-2023	7/26/2023	Reconnect PAID VIA RDM
000112-07-2023	7/26/2023	Reconnect PAID
000113-07-2023	7/26/2023	Reconnect
000114-07-2023	7/26/2023	Reconnect PAID
000115-07-2023	7/26/2023	Reconnect PAID
000116-07-2023	7/26/2023	Reconnect paid. emailed bc
000117-07-2023	7/26/2023	Reconnect paid
000118-07-2023	7/26/2023	Reconnect paid
000119-07-2023	7/26/2023	Reconnect paid

000120-07-2023	7/26/2023	Reconnect paid
000121-07-2023	7/26/2023	Reconnect paid
000122-07-2023	7/26/2023	Reconnect - PAID
000123-07-2023	7/26/2023	Reconnect paid
000124-07-2023	7/26/2023	Reconnect paid
000125-07-2023	7/26/2023	Reconnect
000126-07-2023	7/26/2023	Reconnect paid
000127-07-2023	7/26/2023	Reconnect paid
000130-07-2023	7/26/2023	Reconnect
000131-07-2023	7/27/2023	Reconnect afterhours verbal to T.Davis
000132-07-2023	7/27/2023	Reconnect afterhours verbal t. davis
000133-07-2023	7/27/2023	Reconnect afterhours. verbal to T Davis
000134-07-2023	7/27/2023	Reconnect after hours verbal to TDavis
000135-07-2023	7/27/2023	Reconnect - paid
000137-07-2023	7/27/2023	Reconnect PAID
000138-07-2023	7/27/2023	Reconnect- PAID
000140-07-2023	7/27/2023	Reconnect - PAID RDM WAS TURNED OFF MANUALLY

000141-07-2023	7/27/2023	Reconnect - PAID
000142-07-2023	7/27/2023	Reconnect - paid
000074-07-2023	7/28/2023	Check Water Meter; Usage is less than 200 gallons for the last few months. Customer lives at this address and mentioned power washing and anticipated higher usage.
000094-07-2023	7/28/2023	Remove Meter - please remove meter. cust is deceased & heir will not be continuing services. remove meter & provide final read. I will decommission meter once removed
000103-07-2023	7/28/2023	Inspect RPZ/Install IRR Meter
000136-07-2023	7/28/2023	Remove Meter
000139-07-2023	7/28/2023	Meter Change Out & TURN OFF DUE TO NONPAY
000143-07-2023	7/28/2023	Miscellaneous NEED BEMC METER #
000145-07-2023	7/28/2023	Miscellaneous - NEED BEMC METER # ALSO CUST REQUEST THAT FLOOD LIGHTS BE TURNED ON. DO THESE HAVE A METER #?
000146-07-2023	7/28/2023	Miscellaneous; Lights in the trees are dangling on cars in front of restaurant. Please fix
000148-07-2023	7/28/2023	Install Water Meter
000149-07-2023	7/28/2023	Inspect RPZ/Install IRR Meter
000150-07-2023	7/28/2023	Miscellaneous PLUMBER IS PRESENT AND NEEDS WATER METER LOCATED ASAP.
000151-07-2023	7/28/2023	Miscellaneous KEY BROKE OFF INSIDE REGISTER AT UTILITY WINDOW
000152-07-2023	7/28/2023	Meter Change Out
000153-07-2023	7/28/2023	Meter Change Out

000203-03-2023	7/28/2023	Install Water Meter KEEP WATER OFF UNTIL CUSTOMER REQUESTS TURN ON
000156-07-2023	7/31/2023	Reconnect-PAID
000157-07-2023	7/31/2023	Install Irrigation Tap
000159-07-2023	7/31/2023	Reconnect PAID
000164-07-2023	7/31/2023	Reconnect paid
000165-07-2023	7/31/2023	Reconnect PAID



City of Southport

To: Mayor Hatem, Board of Aldermen, City Manager, Department Heads, and City Attorney.

From: Paul Fisher, Commissioner, N.C. Eastern Municipal Power Agency (NCEMPA) *PAF*

Subject: NCEMPA Board of Commissioners Meeting, July 19, 2023, Wilson, N.C.

Date: July 30, 2023

Ellie Pittenger and I attended the Subject Meetings. Highlights are as follows:

- **Electricities CEO Report** See Enclosure 1
- **Financial Summary and Working Capital** See Enclosure 2
- **State Legislative Update** See Enclosure 4
- **2023 Annual Conference** See Enclosure 5-6

CONFIDENTIAL

After considerable discussion, the Board of Commissioners approved the Rate Committee's recommendation, see enclosure 7. This plan is the best choice to ensure that all power agency members are benefited and not just the ones with the greatest load growth.

As always, if you have any questions, please call me at (910) 457-5102.



TO: NCEMPA Board of Commissioners
FROM: Roy Jones, CEO
DATE: July 19, 2023
SUBJECT: CEO Report

Operations:

- Load Management was successfully implemented in April, May, and June 2023 for NCEMPA.
- NCEMPA will begin to operate under the Tenth Amended FRPPA August 1, 2023. The Chief Judge granted our motion to adopt the settlement rates on an interim basis. Next steps is the Certification of the Settlement by the FERC.
- The NCEMPA Rate Committee met in Wilson, Wednesday, July 12, to review the Guidelines Concerning Load-side Generation. The recommendations will be presented to the NCEMPA BOC and the EC BOD next week.
- NCEMPA received an unfavorable 2022 Full Requirements Power Purchase Agreement (FRPPA) True-up from DEP of approximately \$53M of which \$40M was prepaid leaving a total of \$13M to initially be paid out of working capital. The NCEMPA Rate Committee will meet on Wednesday, September 13 to discuss the application of Rider No. 1 (true-up charge/credit).

Financial:

- The June 2023 financial statements will be reviewed at the meeting next week.

Other Issues:

- In June, Electricities launched the "Value of Public Power Dashboard" for members to view and download member-only resources supporting educational and promotional value of public power efforts in local communities. The dashboard includes radio advertisements, video assets, digital advertisements, photos, social media content, and more. Members can access the dashboard [here](#) (an Electricities portal login is required). Any questions can be directed to communications@electricities.org.
- The 2023 Electricities member survey will begin following the Annual Conference. This year's survey will go to a targeted list including board of directors, board of commissioners representatives and alternates, city managers, mayors, assistant city managers and utility directors. Please be sure to participate in the survey, member feedback is essential for our success.
- At the end of June, Electricities sent all Power Agency members their utility's 2022 Energy Resource Mix information. Electricities is hosting a webinar that will provide details on the methodology and how to communicate this information within your community on Monday, July 31st from 2-3pm. [Visit this link](#) (an Electricities portal login is required) to register for the webinar.
- The American Public Power Association (APPA) National Conference was held in Seattle, WA, June 16-21. Several board members, city officials and staff were in attendance.
- Electricities Annual Conference is scheduled for August 14-16 at the Marriott Grand Dunes, Myrtle Beach, South Carolina. Information on registration is posted on our website.

If you have questions, please call me any time at (919) 760-6352 or on my cell at (479) 530-8334.

RJ:adb

A handwritten signature in black ink, appearing to read "Roy Jones".

919.760.6000
1427 Meadow Wood Blvd.
Raleigh, NC 27604
www.electricities.com

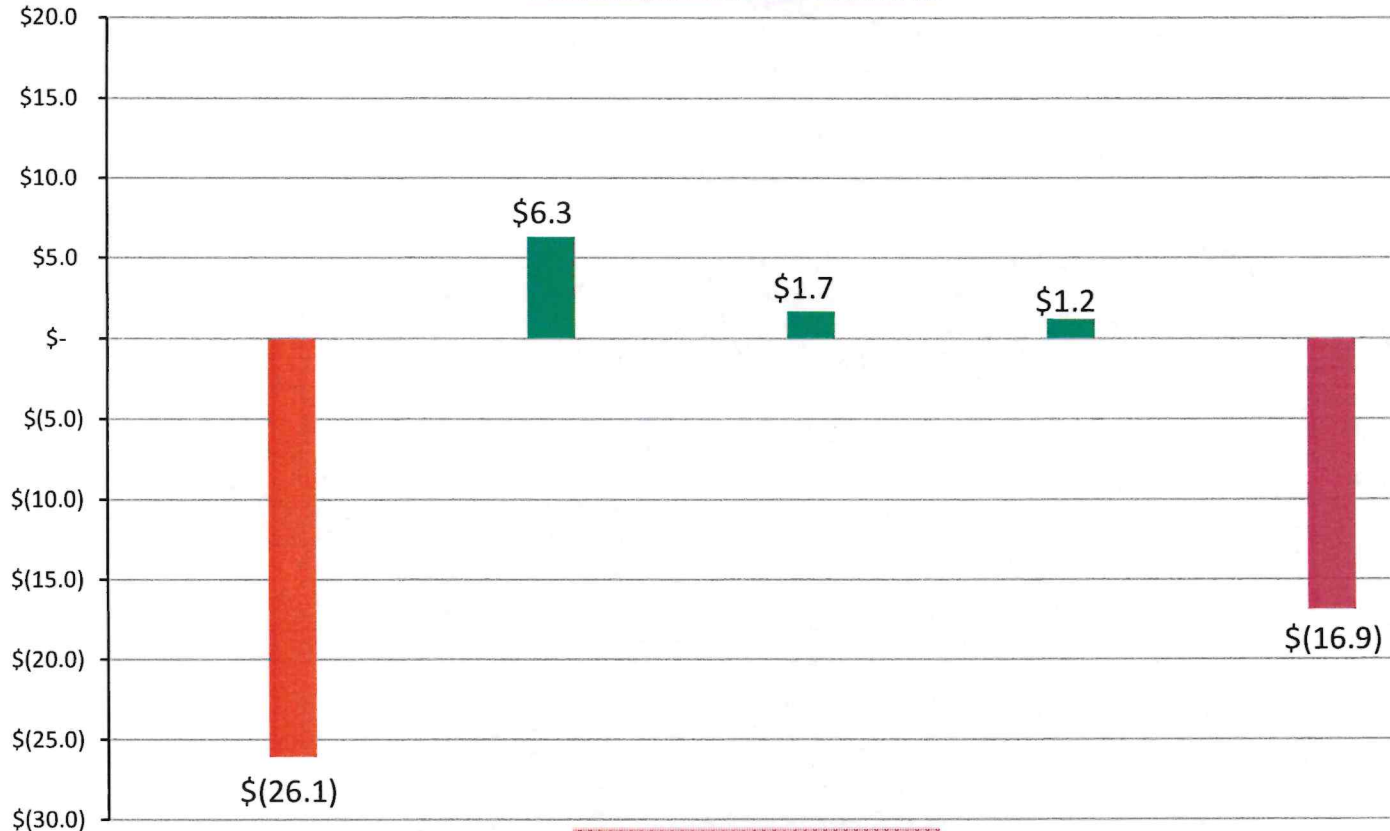
NCEMPA Financial Summary

Net Position Variance – YTD June 2023

2023 Budget = \$548M

(all values in millions of dollars)

Sources of Net Position

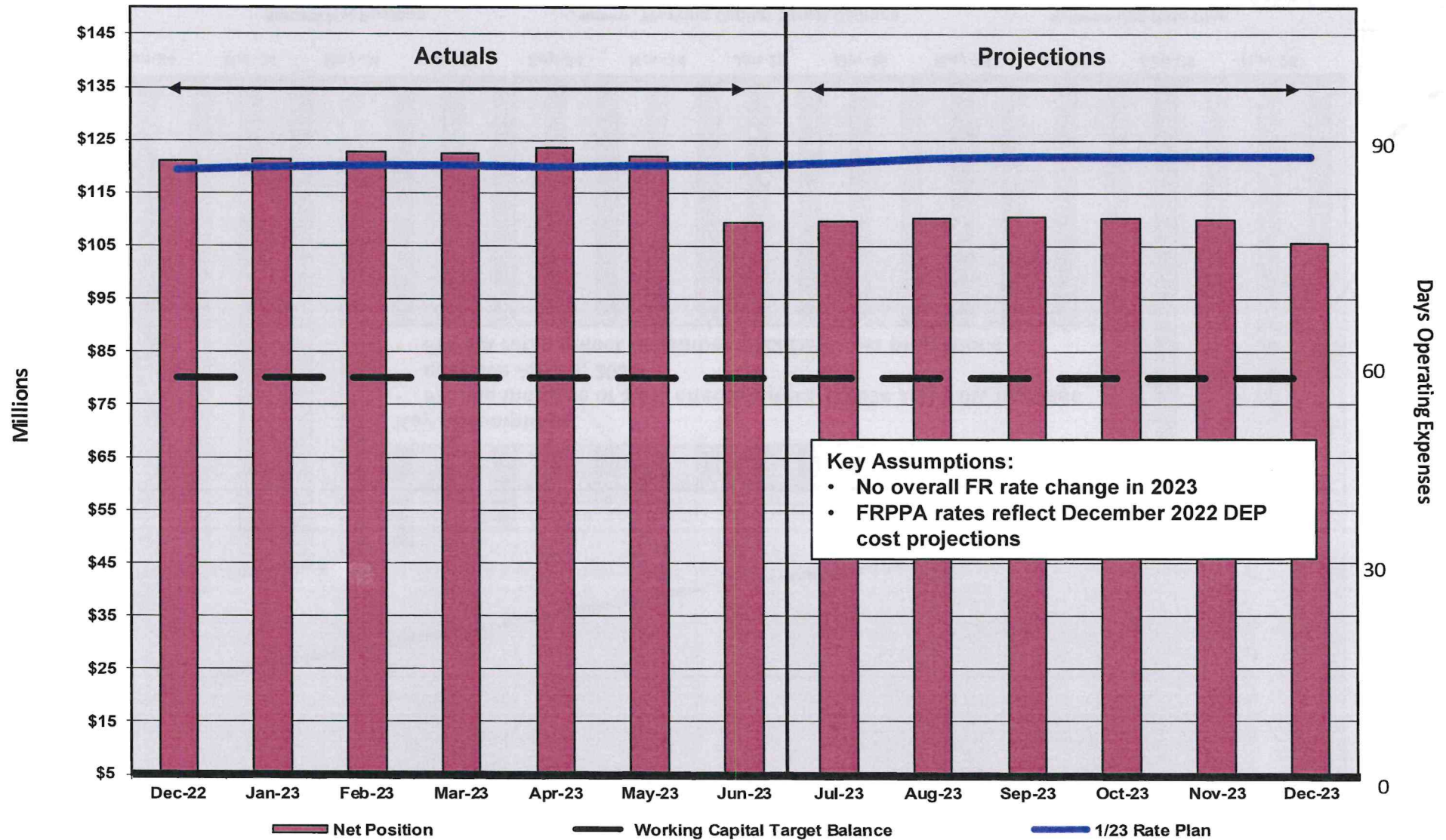


Key YTD Variance Drivers:

- Sales to members unfavorable primarily due to lower coincident peak, lower energy requirements resulting from mild weather conditions, and lower energy rates.
- Power Supply is favorable due to lower coincident peak, energy requirements, and energy rates partially offset by 2022 true ups.
- Distributed Generation is favorable due to timing of the generator warranty expense, fuel purchases and gas prices.
- Other favorable due to sale of Renewable Energy Certificates.

	Uses of Net Position				
	Sales to Members	Power Supply	Distributed Generation	Other	YTD Net Position
YTD Actual	\$245.9	\$226.8	\$0.7	\$30.1	\$(11.7)
YTD Budget	\$272.0	\$233.1	\$2.4	\$31.3	\$5.2

Projected 2023 Working Capital Funds Available at Month-End*



*The projections are based on the 2023 Rate Plan with updates for actuals through June 2023.

Actuals through June 2023

Legislative Update - State

No Budget

- **Legislative**

- Budget expected mid August.
- Concession agreement language
- Supply Chain Language – HB 600
- Protect Critical Infrastructure – SB 58
- Current Speaker of the House, Tim Moore, announces he will not seek re-election as Speaker.

- **Annual Conference**

- Grassroots breakout session
 - Special guests – Whitney Brooks and John Stiver
- Legislative Update
 - Special guests – Sen. Paul Newton, Sen. Mike Woodard, and Desmarie Waterhouse (APPA)



Annual Conference 2023

- August 14-16 – Marriott Grand Dunes, Myrtle Beach
- Program Topics tied to Strategic Priorities and Industry Issues
- Booked over 1,100 room nights

Annual Conference by the Numbers

- 357 Registered Attendees (as of 7/17/23)
- 186 Member Attendees
- 46 Members Represented
- 42 Sponsors
- \$145,000 Sponsor revenues to date

Existing QR Allocation (based on 1980s loads) vs. Current Load Ratio Share (%)

Member	Existing	Current	Higher/Lower
Apex	0.71%	5.87%	732%
Ayden	1.13%	1.54%	36%
Belhaven	0.41%	0.24%	-41%
Benson	0.58%	0.54%	-6%
Clayton	0.74%	1.85%	148%
Edenton	1.60%	1.48%	-7%
Elizabeth City	4.25%	4.52%	6%
Farmville	1.29%	0.75%	-42%
Fremont	0.31%	0.18%	-40%
Greenville	16.13%	23.23%	44%
Hamilton	0.08%	0.05%	-42%
Hertford	0.41%	0.36%	-13%
Hobgood	0.09%	0.05%	-46%
Hookerton	0.16%	0.10%	-36%
Kinston	8.67%	5.82%	-33%
La Grange	0.50%	0.42%	-15%

Member	Existing	Current	Higher/Lower
Laurinburg	2.27%	1.87%	-18%
Louisburg	0.86%	0.70%	-18%
Lumberton	5.16%	3.68%	-29%
New Bern	6.37%	6.93%	9%
Pikeville	0.20%	0.13%	-36%
Red Springs	0.58%	0.50%	-15%
Robersonville	0.51%	0.30%	-40%
Rocky Mount	16.03%	9.41%	-41%
Scotland Neck	0.58%	0.40%	-30%
Selma	0.81%	0.90%	11%
Smithfield	2.01%	2.32%	16%
Southport	0.71%	0.94%	32%
Tarboro	4.74%	2.72%	-43%
Wake Forest	0.73%	2.40%	230%
Washington	5.89%	3.98%	-32%
Wilson	15.51%	15.81%	2%
Total NCEMPA	100.00%	100.00%	

Existing = Initial Project Shares established based on loads of the participants in the 1980s timeframe.

Current = Based on monthly non-coincident peak demands over previous 5-years (2018-2022).



Development Services Highlights – June 2023

Planning Board: The Southport Planning Board met for their regularly scheduled meeting on July 20th, 2023. Items covered included:

- Consideration of a Zoning Text Amendment to remove references to the annual registration requirements applicable to Short Term Vacation Rentals and Homestays. This program was already unenforced per Board of Aldermen action in 2022. The Planning Board voted unanimously to recommend approval of the amendment.
- The Planning Board heard a brief update on the City's new Comprehensive Planning process.

The next meeting of the Planning Board is scheduled for August 17th, 2023.

Zoning Board of Adjustment: The Board of Adjustment met on June 27th to hear a flood variance application and two Special Use Permit requests, both for home occupations. The two Special Use Permits were approved, while the flood variance was tabled indefinitely pending additional research on the part of Staff and the Applicant. The next meeting of the Board of Adjustment will be August 22nd, 2023, if needed.

Historic Preservation Commission: The Historic Preservation Commission has met multiple times in the month of June, continuing its work on drafting the design guidelines that will eventually be enforced by the Commission. The Commission met on August 2nd, 2023 to review the first draft of standards specific to Southport.

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.

Technical Review Committee: A technical review committee meeting was not held in July due to lack of cases, but many members of the committee have been collaborating on various projects over the past month.

Code Enforcement: Following Staff changes, the City has hired Alliance Code Enforcement to manage the City's code enforcement efforts through at least the end of the calendar year. Staff have and will continue to work existing code cases and will work with Alliance to get them up to speed as quickly as possible, and all Staff remain available to assist anyone with code enforcement-related questions. All pending cases are otherwise current as well, and in the

Board's next packet and onwards, monthly reports specific to Code Enforcement will be provided.

Staffing Update: I (Travis Henley, Development Services Director), have tendered my resignation and my last day will be August 18th, 2023. It has been an honor to serve this City and I am very proud of the work we have accomplished during my tenure here.

Other Notes: Staff continue 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.

Animal Protective Services Department

Kate Marshall

910-477-1486

kmarshall@cityofsouthport.com



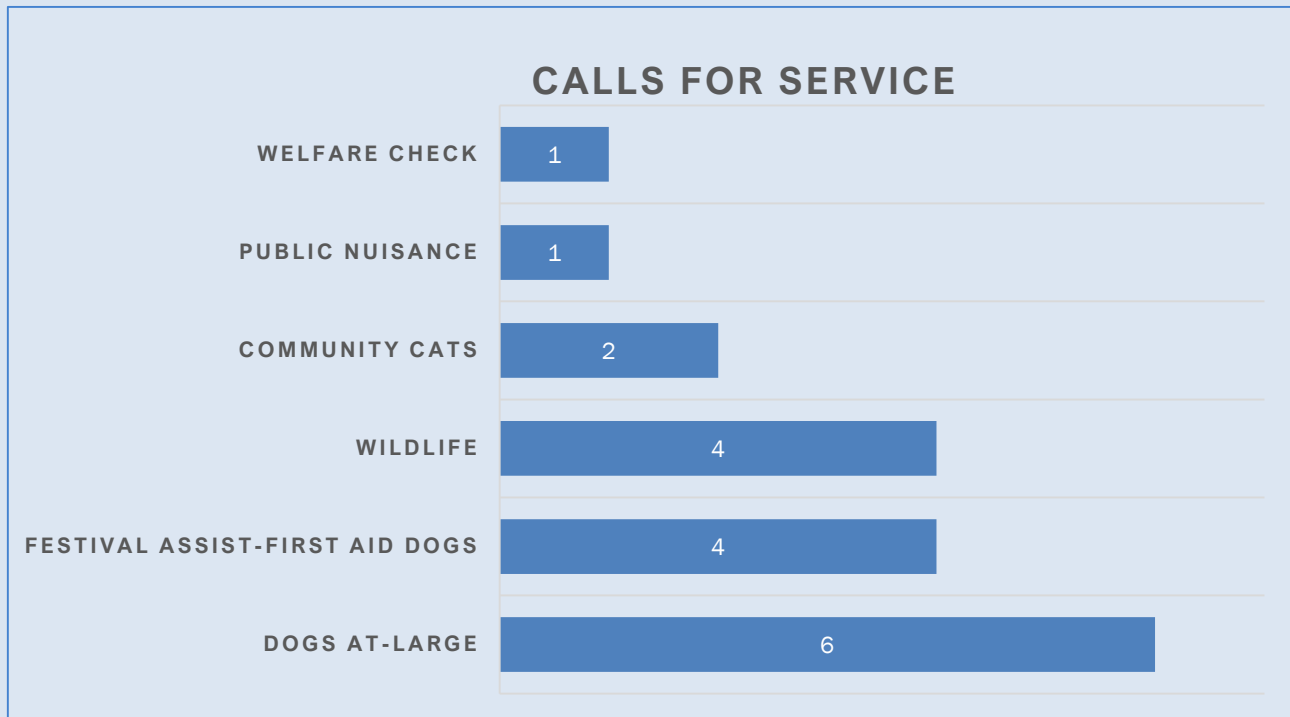
JULY 2023 MONTHLY REPORT

ANIMAL PROTECTIVE SERVICES

DOCUPET PET LICENSES: 32 YEAR TO DATE: 155

ANIMAL BITES: 0 YEAR TO DATE: 3

VIOLATIONS/CALLS FOR SERVICE



EVENTS

NC 4th of July Festival – APS cooling station, overheated pet assists/first aid
Clicks of Confidence Horse Show – standby, first aid assist

CONTINUING EDUCATION/TRAINING



Disaster Response Overview Program (DROP) – 40 hours

Colorado State University continuing education credits

July 23-28, Longmont CO

APS practical applications in real-life scenarios for safely handling and rescuing animals safely in various situations. Incident Command training to obtain and execute specialized skills for animal-related calls during natural disasters.

General Ledger

Expenditures vs Budget with

Encumbrances by Depart



User: pgross@cityofsouthport.com
 Printed: 8/7/2023 10:10:11 AM
 Period 02 - 02
 Fiscal Year 2024

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	26,973.00	0.00	2,249.77	24,723.23	0.00	24,723.23	91.66
10-00-4110-0900	F.I.C.A.	2,063.43	0.00	121.64	1,941.79	0.00	1,941.79	94.10
10-00-4110-1100	HealthLifeDental Insurance	1,050.00	0.00	10.90	1,039.10	0.00	1,039.10	98.96
10-00-4110-1400	Workers Compensation Insurance	250.00	0.00	0.00	250.00	0.00	250.00	100.00
10-00-4110-1800	Professional Fees	31,000.00	0.00	0.00	31,000.00	0.00	31,000.00	100.00
10-00-4110-2600	Departmental Supplies	18,115.65	0.00	76.92	18,038.73	0.00	18,038.73	99.58
10-00-4110-3100	Travel & Training	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
10-00-4110-3900	Other Services	300.00	0.00	0.00	300.00	0.00	300.00	100.00
10-00-4110-4400	Contract Services	75,000.00	75.00	1,872.00	73,128.00	825.00	72,303.00	96.40
10-00-4110-4500	Insurance & Bonding	5,500.00	0.00	0.00	5,500.00	0.00	5,500.00	100.00
10-00-4110-5600	Capital Outlay - Weather tower	37,440.00	0.00	0.00	37,440.00	0.00	37,440.00	100.00
10-00-4110-6000	Donations	30,600.00	0.00	0.00	30,600.00	0.00	30,600.00	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
00	General Government	238,292.08	75.00	4,331.23	233,960.85	825.00	233,135.85	97.84

General Ledger

Expenditures vs Budget with

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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	100,268.00	0.00	7,811.42	92,456.58	0.00	92,456.58	92.21
10-01-4120-0001	Employee Overtime	1,281.56	0.00	23.34	1,258.22	0.00	1,258.22	98.18
10-01-4120-0700	401K Retirement Supplement	5,077.50	0.00	387.12	4,690.38	0.00	4,690.38	92.38
10-01-4120-0900	F.I.C.A.	7,768.57	0.00	598.55	7,170.02	0.00	7,170.02	92.30
10-01-4120-1000	LGERS Retirement	13,099.95	0.00	998.77	12,101.18	0.00	12,101.18	92.38
10-01-4120-1100	HealthLifeDental Insurance	18,434.00	0.00	552.95	17,881.05	0.00	17,881.05	97.00
10-01-4120-1400	Workers Compensation Insurance	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
10-01-4120-2500	Vehicle Supplies	261.00	0.00	23.65	237.35	0.00	237.35	90.94
10-01-4120-2600	Departmental Supplies	22,000.00	26.00	2,133.17	19,866.83	683.83	19,183.00	87.20
10-01-4120-3100	Travel & Training	11,000.00	0.00	0.00	11,000.00	0.00	11,000.00	100.00
10-01-4120-3200	Communications	4,800.00	158.40	297.02	4,502.98	1,366.42	3,136.56	65.35
10-01-4120-3300	Utilities	6,100.00	81.54	81.54	6,018.46	0.00	6,018.46	98.66
10-01-4120-3900	Other Services	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
10-01-4120-4400	Contract Services	212,000.00	0.00	289.49	211,710.51	5,683.03	206,027.48	97.18
10-01-4120-4500	Insurance & Bonding	8,766.45	0.00	0.00	8,766.45	0.00	8,766.45	100.00
10-01-4120-5400	Capital Outlay - Vehicles	7,000.00	0.00	576.67	6,423.33	6,343.37	79.96	1.14
10-01-4120-7100	Debt Service	118,367.00	0.00	113,472.71	4,894.29	0.00	4,894.29	4.13
10-01-4120-9700	Contingency	200,000.00	0.00	0.00	200,000.00	0.00	200,000.00	100.00
01	Administration	739,724.03	265.94	127,246.40	612,477.63	14,076.65	598,400.98	80.90

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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	150,930.00	0.00	8,657.22	142,272.78	0.00	142,272.78	94.26
10-02-4140-0001	Employee Overtime	2,248.00	0.00	61.54	2,186.46	0.00	2,186.46	97.26
10-02-4140-0200	Part Time Employees	25,593.00	0.00	3,852.15	21,740.85	0.00	21,740.85	84.95
10-02-4140-0700	401K Retirement Supplement	7,789.90	0.00	435.94	7,353.96	0.00	7,353.96	94.40
10-02-4140-0900	F.I.C.A.	13,876.41	0.00	946.57	12,929.84	0.00	12,929.84	93.18
10-02-4140-1000	LGERS Retirement	20,097.94	0.00	1,124.72	18,973.22	0.00	18,973.22	94.40
10-02-4140-1100	HealthLifeDental Insurance	30,288.30	0.00	1,160.33	29,127.97	0.00	29,127.97	96.17
10-02-4140-1400	Workers Compensation Insurance	1,800.00	0.00	0.00	1,800.00	0.00	1,800.00	100.00
10-02-4140-2600	Departmental Supplies	18,903.15	0.00	414.98	18,488.17	3,064.52	15,423.65	81.59
10-02-4140-3100	Travel & Traning	12,000.00	0.00	0.00	12,000.00	0.00	12,000.00	100.00
10-02-4140-3200	Communications	5,612.25	463.70	833.35	4,778.90	4,098.45	680.45	12.12
10-02-4140-3300	Utilities	3,098.55	66.24	66.24	3,032.31	0.00	3,032.31	97.86
10-02-4140-3901	Community Garden Expenses	7,200.00	0.00	0.00	7,200.00	0.00	7,200.00	100.00
10-02-4140-4400	Contract Services	37,925.00	0.00	434.37	37,490.63	2,074.54	35,416.09	93.38
10-02-4140-4410	Property Tax Fees	40,000.00	0.00	129.19	39,870.81	0.00	39,870.81	99.68
10-02-4140-4411	Motor Vehicle Fees	10,000.00	0.00	838.58	9,161.42	0.00	9,161.42	91.61
10-02-4140-4500	Insurance & Bonding	2,800.00	0.00	0.00	2,800.00	0.00	2,800.00	100.00
10-02-4140-5000	Capital Purchases Under \$5000	8,000.00	0.00	0.00	8,000.00	0.00	8,000.00	100.00
02	Finance	398,162.50	529.94	18,955.18	379,207.32	9,237.51	369,969.81	92.92

General Ledger

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03	Buildings & Grounds							
10-03-4190-0000	Full-Time Employees	616,416.00	0.00	43,199.14	573,216.86	0.00	573,216.86	92.99
10-03-4190-0001	Employee Overtime	15,848.50	0.00	2,056.74	13,791.76	0.00	13,791.76	87.02
10-03-4190-0700	401K Retirement Supplement	31,744.23	0.00	2,262.81	29,481.42	0.00	29,481.42	92.87
10-03-4190-0900	F.I.C.A.	48,568.66	0.00	3,375.63	45,193.03	0.00	45,193.03	93.05
10-03-4190-1000	L.G.E.R.S. Retirement	81,900.10	0.00	5,838.02	76,062.08	0.00	76,062.08	92.87
10-03-4190-1100	HealthLifeDental Insurance	174,355.00	0.00	6,748.35	167,606.65	0.00	167,606.65	96.13
10-03-4190-1400	Workers Compensation Insurance	13,503.00	0.00	0.00	13,503.00	0.00	13,503.00	100.00
10-03-4190-2100	Uniforms & Protective Gear	10,000.00	0.00	229.95	9,770.05	8,000.00	1,770.05	17.70
10-03-4190-2500	Vehicle Supplies	16,000.00	0.00	1,234.67	14,765.33	0.00	14,765.33	92.28
10-03-4190-2600	Departmental Supplies	20,000.00	0.00	4,219.24	15,780.76	9,770.75	6,010.01	30.05
10-03-4190-3100	Travel & Training	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
10-03-4190-3200	Communications	2,200.00	0.00	0.00	2,200.00	0.00	2,200.00	100.00
10-03-4190-3300	Utilities	14,100.00	1,120.01	1,120.01	12,979.99	1,957.83	11,022.16	78.17
10-03-4190-3500	RM Equipment	3,200.00	0.00	0.00	3,200.00	747.82	2,452.18	76.63
10-03-4190-3501	RM Vehicles	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
10-03-4190-3502	RM Facilities	205,000.00	285.00	1,484.12	203,515.88	16,350.88	187,165.00	91.30
10-03-4190-3503	RM Cemetery	86,670.00	0.00	0.00	86,670.00	0.00	86,670.00	100.00
10-03-4190-3504	Forestry Projects	5,250.00	0.00	0.00	5,250.00	0.00	5,250.00	100.00
10-03-4190-3900	Other Services	28,000.00	14,903.11	14,903.11	13,096.89	0.00	13,096.89	46.77
10-03-4190-4400	Contract Services	21,000.00	2,634.25	2,634.25	18,365.75	22,365.75	-4,000.00	-19.05
10-03-4190-4500	Insurance & Bonding	54,000.00	0.00	0.00	54,000.00	0.00	54,000.00	100.00
10-03-4190-5000	Capital Purchases Under \$5000	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
10-03-4190-5400	Capital Outlay - Vehicles	22,000.00	0.00	1,726.58	20,273.42	18,992.38	1,281.04	5.82
03	Buildings & Grounds	1,481,255.49	18,942.37	91,032.62	1,390,222.87	78,185.41	1,312,037.46	88.58

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04	Garage							
10-04-4250-0000	Full-Time Employees	123,770.00	0.00	9,634.89	114,135.11	0.00	114,135.11	92.22
10-04-4250-0001	Employee Overtime	2,025.11	0.00	0.00	2,025.11	0.00	2,025.11	100.00
10-04-4250-0700	401K Retirement Supplement	6,420.75	0.00	481.74	5,939.01	0.00	5,939.01	92.50
10-04-4250-0900	F.I.C.A.	9,823.75	0.00	732.22	9,091.53	0.00	9,091.53	92.55
10-04-4250-1000	LGERS Retirement	16,565.53	0.00	1,242.90	15,322.63	0.00	15,322.63	92.50
10-04-4250-1100	HealthLifeDental Insurance	34,184.00	0.00	735.15	33,448.85	0.00	33,448.85	97.85
10-04-4250-1400	Workers Compensation Insurance	3,800.00	0.00	0.00	3,800.00	0.00	3,800.00	100.00
10-04-4250-2100	Uniforms & Protective Gear	3,500.00	0.00	0.00	3,500.00	3,000.00	500.00	14.29
10-04-4250-2500	Vehicle Supplies	4,109.70	0.00	135.37	3,974.33	0.00	3,974.33	96.71
10-04-4250-2600	Departmental Supplies	7,750.00	0.00	0.00	7,750.00	0.00	7,750.00	100.00
10-04-4250-2602	Other Equipment	4,800.00	0.00	3,899.99	900.01	0.00	900.01	18.75
10-04-4250-3100	Travel & Training	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
10-04-4250-3200	Communications	1,350.00	0.00	0.00	1,350.00	0.00	1,350.00	100.00
10-04-4250-3300	Utilities	8,200.00	41.56	41.56	8,158.44	0.00	8,158.44	99.49
10-04-4250-3500	RM Equipment	900.00	0.00	0.00	900.00	0.00	900.00	100.00
10-04-4250-3501	RM Vehicles	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	100.00
10-04-4250-4400	Contract Services	4,200.00	0.00	0.00	4,200.00	2,000.00	2,200.00	52.38
10-04-4250-4500	Insurance & Bonding	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
10-04-4250-5400	Capital Outlay - Vehicles	12,000.00	0.00	992.72	11,007.28	10,919.92	87.36	0.73
04	Garage	249,898.84	41.56	17,896.54	232,002.30	15,919.92	216,082.38	86.47

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05	Streets							
10-05-4511-0000	Full-Time Employees	130,987.00	0.00	10,890.69	120,096.31	0.00	120,096.31	91.69
10-05-4511-0001	Employee Overtime	7,357.00	0.00	944.22	6,412.78	0.00	6,412.78	87.17
10-05-4511-0200	Part-Time Employees	60,200.00	0.00	7,170.00	53,030.00	0.00	53,030.00	88.09
10-05-4511-0700	401K Retirement Supplement	7,048.20	0.00	591.75	6,456.45	0.00	6,456.45	91.60
10-05-4511-0900	F.I.C.A.	15,389.05	0.00	1,437.96	13,951.09	0.00	13,951.09	90.66
10-05-4511-1000	LGERS Retirement	18,184.36	0.00	1,526.70	16,657.66	0.00	16,657.66	91.60
10-05-4511-1100	HealthLifeDental Insurance	39,682.50	0.00	1,165.66	38,516.84	0.00	38,516.84	97.06
10-05-4511-1400	Workers Compensation Insurance	4,000.00	0.00	0.00	4,000.00	0.00	4,000.00	100.00
10-05-4511-2100	Uniforms & Protective Gear	4,500.00	0.00	0.00	4,500.00	0.00	4,500.00	100.00
10-05-4511-2500	Vehicle Supplies	8,754.90	0.00	935.92	7,818.98	0.00	7,818.98	89.31
10-05-4511-2600	Departmental Supplies	50,000.00	0.00	0.00	50,000.00	3,500.00	46,500.00	93.00
10-05-4511-3200	Communications	800.00	0.00	0.00	800.00	0.00	800.00	100.00
10-05-4511-3300	Utilities	112,000.00	374.71	374.71	111,625.29	0.00	111,625.29	99.67
10-05-4511-3500	RM Equipment	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	100.00
10-05-4511-3501	RM Vehicles	2,800.00	0.00	19.70	2,780.30	0.00	2,780.30	99.30
10-05-4511-4400	Contract Services	9,200.00	0.00	0.00	9,200.00	0.00	9,200.00	100.00
10-05-4511-4500	Insurance & Bonding	25,000.00	0.00	0.00	25,000.00	0.00	25,000.00	100.00
10-05-4511-5400	Capital Outlay - Vehicles	6,100.00	0.00	481.51	5,618.49	5,296.61	321.88	5.28
10-05-4511-5800	Capital Outlay- Capital Improv	18,000.00	0.00	0.00	18,000.00	0.00	18,000.00	100.00
05	Streets	530,003.01	374.71	25,538.82	504,464.19	8,796.61	495,667.58	93.52

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06	Animal Protective Services							
10-06-4600-0000	Full Time Employees	64,131.00	0.00	4,662.19	59,468.81	0.00	59,468.81	92.73
10-06-4600-0200	Part-time Employees	4,200.00	0.00	100.00	4,100.00	0.00	4,100.00	97.62
10-06-4600-0700	401k Retirement Supplement	3,206.55	0.00	233.11	2,973.44	0.00	2,973.44	92.73
10-06-4600-0900	F.I.C.A	5,227.32	0.00	354.17	4,873.15	0.00	4,873.15	93.22
10-06-4600-1000	LGERS Retirement	8,272.90	0.00	601.43	7,671.47	0.00	7,671.47	92.73
10-06-4600-1100	HeathLifeDental Insurance	12,000.00	0.00	659.90	11,340.10	0.00	11,340.10	94.50
10-06-4600-1400	Workers Compensation Insurance	800.00	0.00	0.00	800.00	0.00	800.00	100.00
10-06-4600-2100	Uniforms & Protective Gear	450.00	0.00	0.00	450.00	0.00	450.00	100.00
10-06-4600-2500	Vehicle Supplies	1,500.00	0.00	63.96	1,436.04	0.00	1,436.04	95.74
10-06-4600-2600	Departmental Supplies	8,600.00	0.00	0.00	8,600.00	1,732.00	6,868.00	79.86
10-06-4600-2602	Animal Care	12,000.00	0.00	0.00	12,000.00	0.00	12,000.00	100.00
10-06-4600-3100	Travel & Training	4,000.00	0.00	0.00	4,000.00	2,900.00	1,100.00	27.50
10-06-4600-3200	Communications	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
10-06-4600-4400	Contract Services	2,700.00	0.00	0.00	2,700.00	0.00	2,700.00	100.00
10-06-4600-5400	Capital Outlay - Vehicles	5,976.00	0.00	498.14	5,477.86	5,477.86	0.00	0.00
06	Animal Protective Services	134,063.77	0.00	7,172.90	126,890.87	10,109.86	116,781.01	87.11

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07	Human Resources							
10-07-4700-0000	Full-Time Employees	28,853.00	0.00	2,099.79	26,753.21	0.00	26,753.21	92.72
10-07-4700-0700	401K Retirement Supplement	1,442.65	0.00	104.99	1,337.66	0.00	1,337.66	92.72
10-07-4700-0900	F.I.C.A.	2,207.25	0.00	156.50	2,050.75	0.00	2,050.75	92.91
10-07-4700-1000	LGERS Retirement	3,722.04	0.00	270.87	3,451.17	0.00	3,451.17	92.72
10-07-4700-1100	HealthLifeDental Insurance	3,996.00	0.00	208.31	3,787.69	0.00	3,787.69	94.79
10-07-4700-1400	Workers Compensation Insurance	200.00	0.00	0.00	200.00	0.00	200.00	100.00
10-07-4700-2600	Departmental Supplies	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
10-07-4700-3100	Travel & Training	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
10-07-4700-3150	Tuition Reimbursement	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
10-07-4700-3200	Communications	600.00	0.00	0.00	600.00	0.00	600.00	100.00
10-07-4700-3900	Other Services	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
10-07-4700-4400	Contract Services	31,400.00	0.00	0.00	31,400.00	0.00	31,400.00	100.00
07	Human Resources	85,420.94	0.00	2,840.46	82,580.48	0.00	82,580.48	96.67

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10	Police							
10-10-4310-0000	Full-Time Employees	950,377.00	0.00	70,831.14	879,545.86	0.00	879,545.86	92.55
10-10-4310-0001	Employee Overtime	37,296.00	0.00	9,534.78	27,761.22	0.00	27,761.22	74.43
10-10-4310-0200	Part time Salaries	70,376.00	0.00	5,321.00	65,055.00	0.00	65,055.00	92.44
10-10-4310-0400	Separation Allowance-Leo	12,819.00	0.00	986.08	11,832.92	0.00	11,832.92	92.31
10-10-4310-0700	401K Retirement Supplement	49,514.65	0.00	3,967.59	45,547.06	0.00	45,547.06	91.99
10-10-4310-0900	F.I.C.A.	82,121.83	0.00	6,562.63	75,559.20	0.00	75,559.20	92.01
10-10-4310-1000	LGERS Retirement	147,923.78	0.00	11,100.11	136,823.67	0.00	136,823.67	92.50
10-10-4310-1100	HealthLifeDental Insurance	244,031.50	0.00	9,361.91	234,669.59	0.00	234,669.59	96.16
10-10-4310-1400	Workers Compensation Insurance	38,249.40	0.00	0.00	38,249.40	0.00	38,249.40	100.00
10-10-4310-1800	Professional Services	577.50	0.00	0.00	577.50	0.00	577.50	100.00
10-10-4310-2100	Uniforms & Protective Gear	25,000.00	186.00	1,479.63	23,520.37	1,206.37	22,314.00	89.26
10-10-4310-2500	Vehicle Supplies	52,000.00	0.00	0.00	52,000.00	503.40	51,496.60	99.03
10-10-4310-2600	Departmental Supplies	16,000.00	0.00	60.17	15,939.83	683.83	15,256.00	95.35
10-10-4310-3100	Travel & Training	15,750.00	0.00	0.00	15,750.00	0.00	15,750.00	100.00
10-10-4310-3101	Community Resource Program	25,200.00	0.00	0.00	25,200.00	0.00	25,200.00	100.00
10-10-4310-3200	Communications	24,213.00	500.99	831.92	23,381.08	6,042.88	17,338.20	71.61
10-10-4310-3300	Utilities	3,098.55	66.24	66.24	3,032.31	0.00	3,032.31	97.86
10-10-4310-3500	RM Equipment	4,500.00	0.00	0.00	4,500.00	0.00	4,500.00	100.00
10-10-4310-3501	RM Vehicles	5,000.00	0.00	4,151.16	848.84	9,155.73	-8,306.89	-166.14
10-10-4310-4400	Contract Services	111,794.00	2,634.25	4,169.28	107,624.72	25,668.78	81,955.94	73.31
10-10-4310-4500	Insurance & Bonding	48,183.45	0.00	0.00	48,183.45	1,000.00	47,183.45	97.92
10-10-4310-5400	Capital Outlay - Vehicles	135,167.40	0.00	9,588.01	125,579.39	105,468.09	20,111.30	14.88
10	Police	2,099,193.06	3,387.48	138,011.65	1,961,181.41	149,729.08	1,811,452.33	86.29

General Ledger

Expenditures vs Budget with

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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
11	Fire							
10-11-4340-0000	Full-Time Employees	809,327.00	0.00	60,181.73	749,145.27	0.00	749,145.27	92.56
10-11-4340-0001	Employee Overtime	75,671.00	0.00	7,408.56	68,262.44	0.00	68,262.44	90.21
10-11-4340-0100	Volunteer Fire Fees	109,500.00	0.00	7,075.00	102,425.00	0.00	102,425.00	93.54
10-11-4340-0200	Employee Volunteer Stipend	80,000.00	0.00	0.00	80,000.00	0.00	80,000.00	100.00
10-11-4340-0700	401K Retirement Supplement	44,249.90	0.00	3,379.50	40,870.40	0.00	40,870.40	92.36
10-11-4340-0900	F.I.C.A.	82,199.10	0.00	5,649.76	76,549.34	0.00	76,549.34	93.13
10-11-4340-1000	Fire Fighter Pension Plan Cont	110,302.00	0.00	8,719.16	101,582.84	0.00	101,582.84	92.10
10-11-4340-1002	Payments To Retirees	24,180.00	0.00	2,015.00	22,165.00	0.00	22,165.00	91.67
10-11-4340-1100	HealthLifeDental Insurance	120,000.00	0.00	5,383.90	114,616.10	0.00	114,616.10	95.51
10-11-4340-1400	Workers Compensation Insurance	25,597.00	0.00	0.00	25,597.00	0.00	25,597.00	100.00
10-11-4340-1800	Professional Fees	8,000.00	0.00	0.00	8,000.00	0.00	8,000.00	100.00
10-11-4340-2100	Uniforms & Protective Gear	25,000.00	0.00	2,334.74	22,665.26	338.73	22,326.53	89.31
10-11-4340-2500	Vehicle Supplies	49,368.00	0.00	3,069.67	46,298.33	2,635.12	43,663.21	88.44
10-11-4340-2600	Departmental Supplies	25,000.00	0.00	0.00	25,000.00	727.27	24,272.73	97.09
10-11-4340-2604	Fire Prevention	16,000.00	0.00	2,682.90	13,317.10	255.61	13,061.49	81.63
10-11-4340-3100	Travel & Training	30,000.00	0.00	0.00	30,000.00	0.00	30,000.00	100.00
10-11-4340-3200	Communications	15,000.00	633.62	1,188.09	13,811.91	6,515.53	7,296.38	48.64
10-11-4340-3300	Utilities	25,000.00	970.74	970.74	24,029.26	4,285.60	19,743.66	78.97
10-11-4340-3500	RM Equipment	8,000.00	0.00	0.00	8,000.00	0.00	8,000.00	100.00
10-11-4340-3501	RM Vehicles	35,000.00	725.00	886.01	34,113.99	13,053.80	21,060.19	60.17
10-11-4340-3502	RM Facilities	18,000.00	2,839.10	3,413.65	14,586.35	42.55	14,543.80	80.80
10-11-4340-3503	Substation Lease	15,000.00	0.00	1,250.00	13,750.00	12,500.00	1,250.00	8.33
10-11-4340-4400	Contract Services	30,000.00	2,523.00	24,738.80	5,261.20	5,145.87	115.33	0.38
10-11-4340-4500	Insurance & Bonding	45,000.00	0.00	23,005.00	21,995.00	0.00	21,995.00	48.88
10-11-4340-5500	Capital Outlay - Equipment	181,000.00	0.00	0.00	181,000.00	0.00	181,000.00	100.00
10-11-4340-7100	Debt Service	305,000.00	0.00	113,472.69	191,527.31	0.00	191,527.31	62.80
11	Fire	2,311,394.00	7,691.46	276,824.90	2,034,569.10	45,500.08	1,989,069.02	86.05

General Ledger

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12	Rescue							
10-12-4370-0000	Full-Time Employees	163,408.00	0.00	5,084.75	158,323.25	0.00	158,323.25	96.89
10-12-4370-0001	Employee Overtime	18,643.00	0.00	1,162.45	17,480.55	0.00	17,480.55	93.76
10-12-4370-0200	Volunteer Rescue Fees	260,000.00	0.00	16,004.54	243,995.46	0.00	243,995.46	93.84
10-12-4370-0700	401K Retirement Supplement	9,102.55	0.00	312.36	8,790.19	0.00	8,790.19	96.57
10-12-4370-0900	F.I.C.A.	33,816.90	0.00	1,694.41	32,122.49	0.00	32,122.49	94.99
10-12-4370-1000	RetirementState Shared	23,484.88	0.00	805.89	22,678.99	0.00	22,678.99	96.57
10-12-4370-1100	HealthLifeDental Insurance	33,728.30	0.00	625.00	33,103.30	0.00	33,103.30	98.15
10-12-4370-1400	Workers Compensation Insurance	2,400.00	0.00	0.00	2,400.00	0.00	2,400.00	100.00
10-12-4370-2100	Uniforms & Protective Gear	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	100.00
10-12-4370-2500	Vehicle Supplies	8,000.00	0.00	2,253.04	5,746.96	0.00	5,746.96	71.84
10-12-4370-2600	Departmenta Supplies	12,000.00	0.00	0.00	12,000.00	610.78	11,389.22	94.91
10-12-4370-2601	Medical Supplies	23,000.00	11,153.96	11,234.63	11,765.37	4,251.22	7,514.15	32.67
10-12-4370-3100	Travel & Training	7,000.00	0.00	0.00	7,000.00	0.00	7,000.00	100.00
10-12-4370-3200	Communications	8,000.00	0.00	0.00	8,000.00	1,049.98	6,950.02	86.88
10-12-4370-3300	Utilities	9,000.00	0.00	0.00	9,000.00	0.00	9,000.00	100.00
10-12-4370-3500	RM Equipment	12,000.00	0.00	47.93	11,952.07	0.00	11,952.07	99.60
10-12-4370-3501	RM Vehicles	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
10-12-4370-3502	RM Facilities	7,000.00	0.00	0.00	7,000.00	0.00	7,000.00	100.00
10-12-4370-4400	Contract Services	50,000.00	2,523.00	4,621.78	45,378.22	2,355.91	43,022.31	86.04
10-12-4370-4500	Insurance & Bonding	45,000.00	0.00	0.00	45,000.00	0.00	45,000.00	100.00
10-12-4370-5400	Capital Outlay - Vehicles	6,000.00	0.00	0.00	6,000.00	0.00	6,000.00	100.00
10-12-4370-5500	Capital Outlay - Equipment	40,000.00	0.00	0.00	40,000.00	0.00	40,000.00	100.00
10-12-4370-7100	Debt Service	53,000.00	0.00	0.00	53,000.00	0.00	53,000.00	100.00
12	Rescue	839,583.63	13,676.96	43,846.78	795,736.85	8,267.89	787,468.96	93.79

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40	Planning and Permitting							
10-40-4350-0000	Full-Time Employees	223,313.53	0.00	8,729.31	214,584.22	0.00	214,584.22	96.09
10-40-4350-0001	Employee Overtime	3,423.00	0.00	0.00	3,423.00	0.00	3,423.00	100.00
10-40-4350-0700	401K Retirement Supplement	11,467.83	0.00	436.47	11,031.36	0.00	11,031.36	96.19
10-40-4350-0900	F.I.C.A.	17,545.77	0.00	660.87	16,884.90	0.00	16,884.90	96.23
10-40-4350-1000	LGERS Retirement	29,586.99	0.00	1,126.08	28,460.91	0.00	28,460.91	96.19
10-40-4350-1100	HealthLifeDental Insurance	43,329.76	0.00	1,405.94	41,923.82	0.00	41,923.82	96.76
10-40-4350-1400	Workers Compensation Insurance	2,650.00	0.00	0.00	2,650.00	0.00	2,650.00	100.00
10-40-4350-2500	Vehicle Supplies	800.00	0.00	56.82	743.18	0.00	743.18	92.90
10-40-4350-2600	Departmental Supplies	4,875.00	0.00	60.17	4,814.83	683.83	4,131.00	84.74
10-40-4350-3100	Travel & Training	11,000.00	0.00	135.00	10,865.00	0.00	10,865.00	98.77
10-40-4350-3200	Communications	4,300.00	264.01	495.04	3,804.96	2,277.32	1,527.64	35.53
10-40-4350-3300	Utilities	1,700.00	82.01	82.01	1,617.99	174.23	1,443.76	84.93
10-40-4350-3500	RM Equipment	80.00	0.00	0.00	80.00	0.00	80.00	100.00
10-40-4350-3501	RM Vehicles	250.00	0.00	0.00	250.00	0.00	250.00	100.00
10-40-4350-4400	Contract Services	15,000.00	0.00	895.82	14,104.18	965.91	13,138.27	87.59
10-40-4350-4500	Insurance & Bonding	6,000.00	0.00	0.00	6,000.00	0.00	6,000.00	100.00
10-40-4350-5400	Capital Outlay - Vehicles	7,000.00	0.00	1,153.36	5,846.64	5,846.64	0.00	0.00
10-40-4350-5500	Capital Outlay - Equipment	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	100.00
40	Planning and Permitting	385,321.88	346.02	15,236.89	370,084.99	9,947.93	360,137.06	93.46

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41	DEPT							
10-41-4380-0000	Full-Time Employees	268,456.69	0.00	12,786.16	255,670.53	0.00	255,670.53	95.24
10-41-4380-0001	Employee Overtime	7,911.12	0.00	63.29	7,847.83	0.00	7,847.83	99.20
10-41-4380-0200	Part-Time Employees	41,210.92	0.00	78.78	41,132.14	0.00	41,132.14	99.81
10-41-4380-0700	401K Retirement Supplement	14,274.39	0.00	642.49	13,631.90	0.00	13,631.90	95.50
10-41-4380-0900	F.I.C.A.	24,992.45	0.00	978.65	24,013.80	0.00	24,013.80	96.08
10-41-4380-1000	LGERS Retirement	36,827.93	0.00	1,657.59	35,170.34	0.00	35,170.34	95.50
10-41-4380-1100	HealthLifeDental Insurance	55,891.59	0.00	1,562.50	54,329.09	0.00	54,329.09	97.20
10-41-4380-1400	Workers Compensation Insurance	2,650.00	0.00	0.00	2,650.00	0.00	2,650.00	100.00
10-41-4380-2500	Vehicle Supplies	1,600.00	0.00	0.00	1,600.00	0.00	1,600.00	100.00
10-41-4380-2600	Departmental Supplies	4,875.00	0.00	533.47	4,341.53	0.00	4,341.53	89.06
10-41-4380-3100	Travel & Training	3,000.00	0.00	218.00	2,782.00	400.00	2,382.00	79.40
10-41-4380-3200	Communications	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
10-41-4380-3300	Utilities	1,700.00	15.77	15.77	1,684.23	174.23	1,510.00	88.82
10-41-4380-3500	RM Equipment	80.00	0.00	0.00	80.00	0.00	80.00	100.00
10-41-4380-3501	RM Vehicles	250.00	0.00	0.00	250.00	0.00	250.00	100.00
10-41-4380-4400	Contract Services	22,500.00	0.00	87.81	22,412.19	965.91	21,446.28	95.32
10-41-4380-4500	Insurance & Bonding	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
10-41-4380-5400	Capital Outlay - Vehicles	14,000.00	0.00	0.00	14,000.00	0.00	14,000.00	100.00
10-41-4380-5500	Capital Outlay - Equipment	6,000.00	0.00	0.00	6,000.00	0.00	6,000.00	100.00
41	DEPT	513,220.09	15.77	18,624.51	494,595.58	1,540.14	493,055.44	96.07

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80	Parks & Recreation							
10-80-6120-0000	Full-Time Employees	218,784.00	0.00	14,102.65	204,681.35	0.00	204,681.35	93.55
10-80-6120-0001	Employee Overtime	9,436.00	0.00	1,222.73	8,213.27	0.00	8,213.27	87.04
10-80-6120-0200	Part Time Salaries	125,143.00	0.00	13,191.87	111,951.13	0.00	111,951.13	89.46
10-80-6120-0700	401K Retirement Supplement	11,411.00	0.00	745.63	10,665.37	0.00	10,665.37	93.47
10-80-6120-0900	F.I.C.A.	18,331.77	0.00	2,128.92	16,202.85	0.00	16,202.85	88.39
10-80-6120-1000	LGERS Retirement	29,440.38	0.00	1,923.72	27,516.66	0.00	27,516.66	93.47
10-80-6120-1100	HealthLifeDental Insurance	54,958.00	0.00	589.64	54,368.36	0.00	54,368.36	98.93
10-80-6120-1400	Workers Compensation Insurance	9,797.76	0.00	0.00	9,797.76	0.00	9,797.76	100.00
10-80-6120-2100	Uniforms & Protective Gear	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	100.00
10-80-6120-2500	Vehicle Supplies	6,500.00	0.00	439.67	6,060.33	0.00	6,060.33	93.24
10-80-6120-2600	Departmental Supplies	52,000.00	0.00	1,942.06	50,057.94	8,615.00	41,442.94	79.70
10-80-6120-3100	Travel & Training	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
10-80-6120-3200	Communications	5,250.00	211.21	396.03	4,853.97	1,821.81	3,032.16	57.76
10-80-6120-3300	Utilities	46,200.00	2,741.70	2,774.17	43,425.83	0.00	43,425.83	94.00
10-80-6120-3500	RM Equipment	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
10-80-6120-3501	RM Vehicles	3,150.00	0.00	0.00	3,150.00	0.00	3,150.00	100.00
10-80-6120-3502	RM Facilities	39,000.00	0.00	0.00	39,000.00	13,400.00	25,600.00	65.64
10-80-6120-4400	Contract Services	29,000.00	0.00	7,157.36	21,842.64	5,503.03	16,339.61	56.34
10-80-6120-5000	Capital Purchases Under \$5000	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
10-80-6120-5400	Capital Outlay - Vehicles	25,281.00	0.00	552.90	24,728.10	6,081.90	18,646.20	73.76
10-80-6120-5600	Capital ProjectLowe White Prk	220,000.00	0.00	0.00	220,000.00	0.00	220,000.00	100.00
80	Parks & Recreation	918,682.91	2,952.91	47,167.35	871,515.56	35,421.74	836,093.82	91.01

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81	Community Building							
10-81-6150-0000	Full-Time Employees	51,336.50	0.00	3,253.71	48,082.79	0.00	48,082.79	93.66
10-81-6150-0001	Employee Overtime	0.00	0.00	223.26	-223.26	0.00	-223.26	0.00
10-81-6150-0200	Part-Time Employees	50,000.00	0.00	1,963.34	48,036.66	0.00	48,036.66	96.07
10-81-6150-0700	401K Retirement Supplement	2,566.83	0.00	173.85	2,392.98	0.00	2,392.98	93.23
10-81-6150-0900	F.I.C.A.	7,752.24	0.00	416.19	7,336.05	0.00	7,336.05	94.63
10-81-6150-1000	LGERS Retirement	6,622.41	0.00	448.53	6,173.88	0.00	6,173.88	93.23
10-81-6150-1100	HealthLifeDental Insurance	12,000.00	0.00	93.80	11,906.20	0.00	11,906.20	99.22
10-81-6150-1400	Workers Compensation Insurance	2,281.44	0.00	0.00	2,281.44	0.00	2,281.44	100.00
10-81-6150-2600	Departmental Supplies	3,000.00	0.00	0.00	3,000.00	616.35	2,383.65	79.46
10-81-6150-2700	Marketing	3,500.00	0.00	0.00	3,500.00	0.00	3,500.00	100.00
10-81-6150-3200	Communications	1,500.00	146.89	239.30	1,260.70	1,365.62	-104.92	-6.99
10-81-6150-3300	Utilities	12,500.00	375.71	375.71	12,124.29	0.00	12,124.29	96.99
10-81-6150-4400	Contract Services	5,500.00	0.00	0.00	5,500.00	0.00	5,500.00	100.00
10-81-6150-5000	Capital Purchases Under \$5000	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
81	Community Building	160,559.42	522.60	7,187.69	153,371.73	1,981.97	151,389.76	94.29

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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
82	Tourism							
10-82-6170-0000	Full-Time Employees	198,103.00	0.00	17,156.03	180,946.97	0.00	180,946.97	91.34
10-82-6170-0001	Employee Overtime	2,500.00	0.00	261.79	2,238.21	0.00	2,238.21	89.53
10-82-6170-0700	401K Retirement Supplement	10,161.15	0.00	870.90	9,290.25	0.00	9,290.25	91.43
10-82-6170-0900	F.I.C.A.	15,546.56	0.00	1,311.68	14,234.88	0.00	14,234.88	91.56
10-82-6170-1000	LGERS Retirement	26,215.77	0.00	2,246.89	23,968.88	0.00	23,968.88	91.43
10-82-6170-1100	HealthLifeDental Insurance	37,728.00	0.00	1,885.90	35,842.10	0.00	35,842.10	95.00
10-82-6170-1400	Workers Compensation Insurance	3,647.00	0.00	0.00	3,647.00	0.00	3,647.00	100.00
10-82-6170-2600	Departmental Supplies	18,000.00	0.00	0.00	18,000.00	3,687.19	14,312.81	79.52
10-82-6170-2601	Beautification Committee	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	100.00
10-82-6170-2710	Tourism Community Events	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	100.00
10-82-6170-2711	Special Marketing Opps	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	100.00
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	0.00	0.00	5,000.00	0.00	5,000.00	100.00
10-82-6170-3200	Communications	5,000.00	146.89	239.30	4,760.70	1,365.62	3,395.08	67.90
10-82-6170-3300	Utilities	11,500.00	729.78	729.78	10,770.22	0.00	10,770.22	93.65
10-82-6170-4400	Contract Services	26,000.00	0.00	-64.77	26,064.77	1,944.02	24,120.75	92.77
10-82-6170-4500	Insurance & Bonding	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
82	Tourism	397,401.48	876.67	24,637.50	372,763.98	6,996.83	365,767.15	92.04

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		11,482,177.13	49,699.39	866,551.42	10,615,625.71	396,536.62	10,219,089.09	88.9996
10	General Fund	11,482,177.13	49,699.39	866,551.42	10,615,625.71	396,536.62	10,219,089.09	89.00

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
20	Powell Bill Fund							
20	Powell Bill							
20-20-4510-5500	Capital Outlay - Equipment	362,041.00	0.00	0.00	362,041.00	0.00	362,041.00	100.00
20	Powell Bill	362,041.00	0.00	0.00	362,041.00	0.00	362,041.00	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		362,041.00	0.00	0.00	362,041.00	0.00	362,041.00	100
20	Powell Bill Fund	362,041.00	0.00	0.00	362,041.00	0.00	362,041.00	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
21	Firemen's Fund							
11	Fire							
21-11-4340-3000	Southport Firemen'S Expenses	64,876.00	1,324.25	2,824.25	62,051.75	0.00	62,051.75	95.65
11	Fire	64,876.00	1,324.25	2,824.25	62,051.75	0.00	62,051.75	95.65

General Ledger

Expenditures vs Budget with

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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
Expense Total		64,876.00	1,324.25	2,824.25	62,051.75	0.00	62,051.75	95.6467
21	Firemen's Fund	64,876.00	1,324.25	2,824.25	62,051.75	0.00	62,051.75	95.65

General Ledger

Expenditures vs Budget with

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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
23	Capital Project Fund							
23	DEPT							
23-23-7300-5800	Capital Outlay -Capital Improv	2,502,394.00	0.00	0.00	2,502,394.00	0.00	2,502,394.00	100.00
23	DEPT	2,502,394.00	0.00	0.00	2,502,394.00	0.00	2,502,394.00	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		2,502,394.00	0.00	0.00	2,502,394.00	0.00	2,502,394.00	100
23	Capital Project Fund	2,502,394.00	0.00	0.00	2,502,394.00	0.00	2,502,394.00	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
30	Electric Fund							
93	Electric							
30-93-7210-0000	Full-Time Employees	414,868.00	0.00	27,228.04	387,639.96	0.00	387,639.96	93.44
30-93-7210-0001	Employee Overtime	8,174.00	0.00	383.96	7,790.04	0.00	7,790.04	95.30
30-93-7210-0200	Part-Time Employees	45,030.00	0.00	3,852.15	41,177.85	0.00	41,177.85	91.45
30-93-7210-0700	401K Retirement Supplement	21,152.10	0.00	1,263.49	19,888.61	0.00	19,888.61	94.03
30-93-7210-0900	F.I.C.A.	35,807.51	0.00	2,288.52	33,518.99	0.00	33,518.99	93.61
30-93-7210-1000	LGERS Retirement	54,572.42	0.00	3,259.81	51,312.61	0.00	51,312.61	94.03
30-93-7210-1100	HealthLifeDental Insurance	74,300.00	0.00	2,169.69	72,130.31	0.00	72,130.31	97.08
30-93-7210-1400	Workers Compensation Insurance	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
30-93-7210-1800	Professional Fees	13,959.75	0.00	4,972.50	8,987.25	0.00	8,987.25	64.38
30-93-7210-2100	Uniforms & Protective Gear	1,800.00	0.00	0.00	1,800.00	1,200.00	600.00	33.33
30-93-7210-2500	Vehicle Supplies	650.00	0.00	13.67	636.33	0.00	636.33	97.90
30-93-7210-2600	Departmental Supplies	22,000.00	0.00	1,829.00	20,171.00	0.00	20,171.00	91.69
30-93-7210-2700	Power Purchase	5,929,956.00	0.00	-420,494.51	6,350,450.51	5,107,252.00	1,243,198.51	20.96
30-93-7210-2701	Utility Sales Tax	576,000.00	0.00	0.00	576,000.00	0.00	576,000.00	100.00
30-93-7210-3100	Travel & Training	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	100.00
30-93-7210-3200	Communications	4,000.00	211.21	396.03	3,603.97	1,821.81	1,782.16	44.55
30-93-7210-3300	Utilities	1,229.55	41.56	41.56	1,187.99	0.00	1,187.99	96.62
30-93-7210-3501	RM Vehicles	1,300.00	0.00	0.00	1,300.00	0.00	1,300.00	100.00
30-93-7210-3502	Install Load Mgt Switches	45,000.00	0.00	41.83	44,958.17	15,114.17	29,844.00	66.32
30-93-7210-4400	Contract Services	38,800.00	0.00	174.68	38,625.32	64,380.00	-25,754.68	-66.38
30-93-7210-4500	Insurance & Bonding	11,700.00	0.00	0.00	11,700.00	0.00	11,700.00	100.00
30-93-7210-4800	Billing Contract	216,703.20	0.00	0.00	216,703.20	0.00	216,703.20	100.00
30-93-7210-4900	Operations & Maintenance BEMC	586,100.10	0.00	49,718.04	536,382.06	537,204.69	-822.63	-0.14
30-93-7210-5400	Capital Outlay - Vehicles	7,100.00	0.00	558.67	6,541.33	6,145.37	395.96	5.58
30-93-7210-5500	Capital Outlay - Equipment	80,000.00	0.00	0.00	80,000.00	10,172.61	69,827.39	87.28
30-93-7210-5800	Capital Outlay -Capital Improv	179,143.06	0.00	0.00	179,143.06	35,739.14	143,403.92	80.05
30-93-7210-5900	Capital Outlay - System	3,490,000.00	0.00	0.00	3,490,000.00	1,719,662.37	1,770,337.63	50.73
30-93-9990-0000	Depreciation	9,839.00	0.00	0.00	9,839.00	0.00	9,839.00	100.00
93	Electric	11,881,184.69	252.77	-322,302.87	12,203,487.56	7,498,692.16	4,704,795.40	39.60

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		11,881,184.69	252.77	-322,302.87	12,203,487.56	7,498,692.16	4,704,795.40	39.5987
30	Electric Fund	11,881,184.69	252.77	-322,302.87	12,203,487.56	7,498,692.16	4,704,795.40	39.60

General Ledger

Expenditures vs Budget with

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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	841,466.00	0.00	51,685.31	789,780.69	0.00	789,780.69	93.86
31-91-7130-0001	Employee Overtime	13,240.00	0.00	2,224.26	11,015.74	0.00	11,015.74	83.20
31-91-7130-0200	Part-Time Employees	135,195.00	0.00	14,608.30	120,586.70	0.00	120,586.70	89.19
31-91-7130-0700	401K Retirement Supplement	42,735.30	0.00	2,578.36	40,156.94	0.00	40,156.94	93.97
31-91-7130-0900	F.I.C.A.	75,727.43	0.00	5,124.90	70,602.53	0.00	70,602.53	93.23
31-91-7130-1000	LGERS Retirement	65,385.01	0.00	6,652.12	58,732.89	0.00	58,732.89	89.83
31-91-7130-1100	HealthLifeDental Insurance	137,854.50	0.00	5,713.67	132,140.83	0.00	132,140.83	95.86
31-91-7130-1400	Workers Compensation Insurance	13,053.60	0.00	0.00	13,053.60	0.00	13,053.60	100.00
31-91-7130-1800	Professional Fees	16,800.00	0.00	0.00	16,800.00	0.00	16,800.00	100.00
31-91-7130-2100	Uniforms & Protective Gear	15,500.00	0.00	149.00	15,351.00	8,500.00	6,851.00	44.20
31-91-7130-2500	Vehicle Supplies	30,000.00	0.00	2,638.12	27,361.88	0.00	27,361.88	91.21
31-91-7130-2600	Departmental Supplies	46,000.00	0.00	2,731.97	43,268.03	4,542.58	38,725.45	84.19
31-91-7130-2606	Sewer SuppliesColl System	205,000.00	0.00	9,311.00	195,689.00	29,000.00	166,689.00	81.31
31-91-7130-2700	Water Purchase	1,590,000.00	0.00	0.00	1,590,000.00	0.00	1,590,000.00	100.00
31-91-7130-3100	Travel & Training	14,000.00	0.00	85.00	13,915.00	0.00	13,915.00	99.39
31-91-7130-3200	Communications	13,200.00	211.21	717.53	12,482.47	6,349.51	6,132.96	46.46
31-91-7130-3300	Utilities	54,000.00	372.68	372.68	53,627.32	2,827.86	50,799.46	94.07
31-91-7130-3500	RM Equipment	19,500.00	0.00	333.94	19,166.06	0.00	19,166.06	98.29
31-91-7130-3501	RM Vehicles	22,050.00	0.00	80.00	21,970.00	0.00	21,970.00	99.64
31-91-7130-3506	Sewer System R&M Coll System	690,000.00	294.00	1,020.78	688,979.22	40,090.07	648,889.15	94.04
31-91-7130-3900	Other Services	4,500.00	0.00	0.00	4,500.00	0.00	4,500.00	100.00
31-91-7130-3910	Neighbors 4 Neighbors	13,650.00	0.00	1,192.00	12,458.00	828.00	11,630.00	85.20
31-91-7130-4400	Contract Services	1,259,655.00	180.00	43,802.86	1,215,852.14	65,096.41	1,150,755.73	91.35
31-91-7130-4500	Insurance & Bonding	65,000.00	0.00	0.00	65,000.00	0.00	65,000.00	100.00
31-91-7130-5400	Capital Outlay - Vehicles	89,000.00	0.00	3,018.23	85,981.77	33,200.53	52,781.24	59.30
31-91-7130-5500	Capital Outlay - Equipment	115,000.00	0.00	0.00	115,000.00	0.00	115,000.00	100.00
31-91-7130-5800	Capital Outlay -Capital Improv	138,500.00	0.00	0.00	138,500.00	0.00	138,500.00	100.00
31-91-7130-5900	Capital Outlay - System	358,000.00	0.00	0.00	358,000.00	209,880.00	148,120.00	41.37
31-91-7130-7100	Bond Retirement	766,000.00	0.00	53,171.62	712,828.38	0.00	712,828.38	93.06
31-91-7130-9700	Contingency	750,988.00	0.00	0.00	750,988.00	0.00	750,988.00	100.00
31-91-9990-0000	Depreciation	400,000.00	0.00	0.00	400,000.00	0.00	400,000.00	100.00
91	WaterSewer	8,000,999.84	1,057.89	207,211.65	7,793,788.19	400,314.96	7,393,473.23	92.41

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		8,000,999.84	1,057.89	207,211.65	7,793,788.19	400,314.96	7,393,473.23	92.4069
31	Water & Sewer Fund	8,000,999.84	1,057.89	207,211.65	7,793,788.19	400,314.96	7,393,473.23	92.41

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	700,000.00	0.00	0.00	700,000.00	0.00	700,000.00	100.00
32-92-7135-9700	Water Development Fee Transfer	100,000.00	0.00	0.00	100,000.00	0.00	100,000.00	100.00
92	DEPT	800,000.00	0.00	0.00	800,000.00	0.00	800,000.00	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		800,000.00	0.00	0.00	800,000.00	0.00	800,000.00	100
32	System Development Fee Fund	800,000.00	0.00	0.00	800,000.00	0.00	800,000.00	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
42	Part F Grant. Capital Projects							
42	DEPT							
42-42-8111-5800	Capital Outlay -Capital Improv	529,287.00	44,862.48	44,862.48	484,424.52	5,167.00	479,257.52	90.55
42	DEPT	529,287.00	44,862.48	44,862.48	484,424.52	5,167.00	479,257.52	90.55

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		529,287.00	44,862.48	44,862.48	484,424.52	5,167.00	479,257.52	90.5478
42	Part F Grant. Capital Projects	529,287.00	44,862.48	44,862.48	484,424.52	5,167.00	479,257.52	90.55

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

Encumbrances by Depart



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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		40,622,959.66	97,196.78	799,146.93	39,823,812.73	8,300,710.74	31,523,101.99	77.5992

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	3,920,271.00	0.00	2,751.67	3,917,519.33	0.00	3,917,519.33	99.93
10-00-3100-1200	Motor Vehicles Tax Collections	250,000.00	0.00	26,935.42	223,064.58	0.00	223,064.58	89.23
10-00-3100-1700	InterestPenalties -Taxes	5,600.00	0.00	896.63	4,703.37	0.00	4,703.37	83.99
10-00-3100-1710	Motor Vehicle Interest	1,500.00	0.00	191.43	1,308.57	0.00	1,308.57	87.24
10-00-3102-0000	Ad Valorem Tax Prior Years	30,000.00	0.00	13,577.35	16,422.65	0.00	16,422.65	54.74
10-00-3230-0000	Local Option Sales Tax	1,900,000.00	0.00	147,398.26	1,752,601.74	0.00	1,752,601.74	92.24
10-00-3260-0000	Privilege Licenses	150.00	0.00	0.00	150.00	0.00	150.00	100.00
10-00-3260-0800	ItinerantPeddler Permit	300.00	0.00	0.00	300.00	0.00	300.00	100.00
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	400,000.00	0.00	0.00	400,000.00	0.00	400,000.00	100.00
10-00-3474-0000	Cemetery Lot Sales & Fees	0.00	50.00	199.00	-199.00	0.00	-199.00	0.00
10-00-3810-0000	Interest Earned	250,000.00	0.00	0.00	250,000.00	0.00	250,000.00	100.00
10-00-3833-0005	Donations	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
10-00-3833-0100	Forestry Committee Donations	700.00	0.00	0.00	700.00	0.00	700.00	100.00
10-00-3836-0000	Community Garden	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
10-00-3837-0000	Southport ABC Distribution	650,000.00	0.00	0.00	650,000.00	0.00	650,000.00	100.00
10-00-3839-0100	Miscellaneous Revenues	9,392.00	0.00	99.00	9,293.00	0.00	9,293.00	98.95
10-00-3839-0200	Insurance Recovery	0.00	809.00	809.00	-809.00	0.00	-809.00	0.00
10-00-3991-0000	Appropriated Fund Balance	42,440.00	0.00	0.00	42,440.00	0.00	42,440.00	100.00
00	General Government	7,482,253.00	859.00	192,857.76	7,289,395.24	0.00	7,289,395.24	97.42

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	180.00	0.00	0.00	180.00	0.00	180.00	100.00
10-06-3220-0000	Pet license & tags	1,000.00	0.00	96.11	903.89	0.00	903.89	90.39
06	Animal Protective Services	1,180.00	0.00	96.11	1,083.89	0.00	1,083.89	91.86

General Ledger

Revenues vs Budget with

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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
10-10-3437-0600	Misc. ReceiptsPolice Dept.	0.00	0.00	7,943.56	-7,943.56	0.00	-7,943.56	0.00
10-10-3437-0601	Police Shop with a Cop	16,622.00	0.00	0.00	16,622.00	0.00	16,622.00	100.00
10-10-3437-0602	Golf Cart Fees	6,000.00	125.00	1,950.00	4,050.00	0.00	4,050.00	67.50
10-10-3838-0000	ABC Revenue for Law Enf.	26,542.00	202,400.00	202,400.00	-175,858.00	0.00	-175,858.00	-662.56
10	Police	49,164.00	202,525.00	212,293.56	-163,129.56	0.00	-163,129.56	-331.81

General Ledger

Revenues vs Budget with

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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
10-11-3434-0100	Fire District Fees	1,941,455.00	0.00	958,934.25	982,520.75	0.00	982,520.75	50.61
10-11-3434-0200	Duke Energy 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	30,000.00	0.00	0.00	30,000.00	0.00	30,000.00	100.00
10-11-3434-0500	Fire - Miscellaneous Revenue	50,000.00	0.00	0.00	50,000.00	0.00	50,000.00	100.00
10-11-3434-0700	Fire Inspections & Permit Fees	20,000.00	0.00	900.00	19,100.00	0.00	19,100.00	95.50
10-11-3810-0000	Interest Income Fire Dept	10.00	0.00	0.00	10.00	0.00	10.00	100.00
11	Fire	2,266,465.00	0.00	959,834.25	1,306,630.75	0.00	1,306,630.75	57.65

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
10-12-3437-0300	RescueEMS Grant	110,000.00	0.00	0.00	110,000.00	0.00	110,000.00	100.00
10-12-3437-0400	Rescue DeptMisc. Receipts	40,000.00	0.00	0.00	40,000.00	0.00	40,000.00	100.00
10-12-3437-0500	Rescue Squad Fees	371,000.00	0.00	0.00	371,000.00	0.00	371,000.00	100.00
12	Rescue	521,000.00	0.00	0.00	521,000.00	0.00	521,000.00	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
10-40-3343-0000	Inspection Permits	900,000.00	2,715.00	83,667.00	816,333.00	0.00	816,333.00	90.70
10-40-3343-0100	Home Owners Recovery Fund	1,000.00	0.00	20.00	980.00	0.00	980.00	98.00
10-40-3343-0400	Planning & Zoning Fees	25,000.00	0.00	2,650.00	22,350.00	0.00	22,350.00	89.40
40	Planning and Permitting	926,000.00	2,715.00	86,337.00	839,663.00	0.00	839,663.00	90.68

General Ledger

Revenues vs Budget with

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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
10-80-3410-0200	City Pier FEMA	220,000.00	0.00	0.00	220,000.00	0.00	220,000.00	100.00
10-80-3437-0700	Rent Recreation Facilities	11,000.00	0.00	1,370.00	9,630.00	0.00	9,630.00	87.55
10-80-3612-0000	Recreation Programs Receipts	36,000.00	375.00	2,105.00	33,895.00	0.00	33,895.00	94.15
10-80-3612-0200	Parks & Recreation Donations	1,200.00	0.00	0.00	1,200.00	0.00	1,200.00	100.00
80	Parks & Recreation	268,200.00	375.00	3,475.00	264,725.00	0.00	264,725.00	98.70

General Ledger

Revenues vs Budget with

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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
10-81-3834-0000	Community Bldg Rental	175,000.00	3,500.00	26,885.00	148,115.00	0.00	148,115.00	84.64
81	Community Building	175,000.00	3,500.00	26,885.00	148,115.00	0.00	148,115.00	84.64

General Ledger

Revenues vs Budget with

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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
10-82-3270-0000	Local Occupancy Tax	210,000.00	0.00	28,325.54	181,674.46	0.00	181,674.46	86.51
10-82-3617-0000	Tourism Special Events	11,105.00	100.00	500.00	10,605.00	0.00	10,605.00	95.50
10-82-3834-0300	Tourism - Misc Revenue	7,500.00	0.00	625.00	6,875.00	0.00	6,875.00	91.67
10-82-3839-0501	Tourism - Filming Fees	6,500.00	0.00	0.00	6,500.00	0.00	6,500.00	100.00
82	Tourism	235,105.00	100.00	29,450.54	205,654.46	0.00	205,654.46	87.47

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	3,500.00	0.00	0.00	3,500.00	0.00	3,500.00	100.00
10-96-3500-0000	Refuse Revenue	330,000.00	0.00	29,030.59	300,969.41	0.00	300,969.41	91.20
96	Solid Waste	333,500.00	0.00	29,030.59	304,469.41	0.00	304,469.41	91.30

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		12,257,867.00	210,074.00	1,540,259.81	10,717,607.19	0.00	10,717,607.19	87.4345
10	General Fund	12,257,867.00	210,074.00	1,540,259.81	10,717,607.19	0.00	10,717,607.19	87.43

General Ledger

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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	145,000.00	0.00	0.00	145,000.00	0.00	145,000.00	100.00
20-20-3991-0000	Appropriated Fund Balance	217,041.00	0.00	0.00	217,041.00	0.00	217,041.00	100.00
20	Powell Bill	362,041.00	0.00	0.00	362,041.00	0.00	362,041.00	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		362,041.00	0.00	0.00	362,041.00	0.00	362,041.00	100
20	Powell Bill Fund	362,041.00	0.00	0.00	362,041.00	0.00	362,041.00	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
21	Firemen's Fund							
21-11-3290-0000	Interest Earned	200.00	0.00	0.00	200.00	0.00	200.00	100.00
21-11-3434-8400	Southport Firemen'S Revenues	80,000.00	0.00	0.00	80,000.00	0.00	80,000.00	100.00
11	Fire	80,200.00	0.00	0.00	80,200.00	0.00	80,200.00	100.00

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Revenues vs Budget with

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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
Revenue Total		80,200.00	0.00	0.00	80,200.00	0.00	80,200.00	100
21	Firemen's Fund	80,200.00	0.00	0.00	80,200.00	0.00	80,200.00	100.00

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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	2,502,394.00	0.00	0.00	2,502,394.00	0.00	2,502,394.00	100.00
23	DEPT	2,502,394.00	0.00	0.00	2,502,394.00	0.00	2,502,394.00	100.00

General Ledger

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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
Revenue Total		2,502,394.00	0.00	0.00	2,502,394.00	0.00	2,502,394.00	100
23	Capital Project Fund	2,502,394.00	0.00	0.00	2,502,394.00	0.00	2,502,394.00	100.00

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Revenues vs Budget with

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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	7,700,000.00	121,567.91	231,184.53	7,468,815.47	0.00	7,468,815.47	97.00
30-93-3720-0100	Utility Sales Tax	539,000.00	8,294.25	15,789.69	523,210.31	0.00	523,210.31	97.07
30-93-3720-0300	Service Charges	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
30-93-3720-0326	Electric late Charges	11,649.00	0.00	0.00	11,649.00	0.00	11,649.00	100.00
30-93-3720-0327	Electric Meter Tampering	10,027.00	0.00	0.00	10,027.00	0.00	10,027.00	100.00
30-93-3720-0330	Electric Agreements	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
30-93-3720-0331	Electric ReconnectDisconnect	5,900.00	0.00	0.00	5,900.00	0.00	5,900.00	100.00
30-93-3831-0000	Interest Earned	250,000.00	0.00	0.00	250,000.00	0.00	250,000.00	100.00
30-93-3991-0000	Appropriated Fund Balance	3,362,609.00	0.00	0.00	3,362,609.00	0.00	3,362,609.00	100.00
93	Electric	11,881,185.00	129,862.16	246,974.22	11,634,210.78	0.00	11,634,210.78	97.92

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		11,881,185.00	129,862.16	246,974.22	11,634,210.78	0.00	11,634,210.78	97.9213
30	Electric Fund	11,881,185.00	129,862.16	246,974.22	11,634,210.78	0.00	11,634,210.78	97.92

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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
31	Water & Sewer Fund							
31-91-3720-0000	Water Sales	2,700,000.00	-259.86	306,859.84	2,393,140.16	0.00	2,393,140.16	88.63
31-91-3720-0100	WaterSewer Tap Fees	175,000.00	0.00	6,600.00	168,400.00	0.00	168,400.00	96.23
31-91-3720-0200	Sewer Impact Fees	0.00	0.00	10,565.00	-10,565.00	0.00	-10,565.00	0.00
31-91-3720-0300	Water Impact Fees	0.00	0.00	1,700.00	-1,700.00	0.00	-1,700.00	0.00
31-91-3720-0400	Service Charges	50,000.00	259.86	9,045.17	40,954.83	0.00	40,954.83	81.91
31-91-3740-0000	Sewer Sales	4,000,000.00	0.00	377,245.27	3,622,754.73	0.00	3,622,754.73	90.57
31-91-3780-0000	Transfer From System Dev Cap	800,000.00	0.00	0.00	800,000.00	0.00	800,000.00	100.00
31-91-3831-0000	Interest Earned	250,000.00	0.00	0.00	250,000.00	0.00	250,000.00	100.00
31-91-3833-0005	Donations UB	1,000.00	0.00	65.00	935.00	0.00	935.00	93.50
31-91-3839-0000	Miscellaneous Revenues	25,000.00	0.00	0.00	25,000.00	0.00	25,000.00	100.00
31-91-3839-0500	Credit Card Fee	0.00	366.85	366.85	-366.85	0.00	-366.85	0.00
91	WaterSewer	8,001,000.00	366.85	712,447.13	7,288,552.87	0.00	7,288,552.87	91.10

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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
Revenue Total		8,001,000.00	366.85	712,447.13	7,288,552.87	0.00	7,288,552.87	91.0955
31	Water & Sewer Fund	8,001,000.00	366.85	712,447.13	7,288,552.87	0.00	7,288,552.87	91.10

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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	700,000.00	0.00	0.00	700,000.00	0.00	700,000.00	100.00
32-92-3720-0300	Water Development Fees	100,000.00	0.00	0.00	100,000.00	0.00	100,000.00	100.00
92	DEPT	800,000.00	0.00	0.00	800,000.00	0.00	800,000.00	100.00

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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
Revenue Total		800,000.00	0.00	0.00	800,000.00	0.00	800,000.00	100
32	System Development Fee Fund	800,000.00	0.00	0.00	800,000.00	0.00	800,000.00	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
42	Part F Grant. Capital Projects							
42-42-3910-0100	Part F Grant	0.00	180.00	180.00	-180.00	0.00	-180.00	0.00
42	DEPT	0.00	180.00	180.00	-180.00	0.00	-180.00	0.00

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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
Revenue Total		0.00	180.00	180.00	-180.00	0.00	-180.00	0
42	Part F Grant. Capital Projects	0.00	180.00	180.00	-180.00	0.00	-180.00	0.00

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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	1,263,954.00	0.00	0.00	1,263,954.00	0.00	1,263,954.00	100.00
50	ARPA Funding	1,263,954.00	0.00	0.00	1,263,954.00	0.00	1,263,954.00	100.00

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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
Revenue Total		1,263,954.00	0.00	0.00	1,263,954.00	0.00	1,263,954.00	100
50	ARP Funding	1,263,954.00	0.00	0.00	1,263,954.00	0.00	1,263,954.00	100.00

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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	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

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 Period 02 - 02
 Fiscal Year 2024

Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
Revenue 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

Revenues vs Budget with

Encumbrances by Depart



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 Period 02 - 02
 Fiscal Year 2024

<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		42,148,641.00	340,483.01	2,499,861.16	39,648,779.84	0.00	39,648,779.84	94.0689

General Ledger

BUDGET STATUS REPORT

OVERTIME



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 Period 02 - 02
 Fiscal Year 2024

Account Number	Description	Budget Amount	Period Amt	YTD Amount	Variance	Encumbered Amount	Available	% Available
01	Administration	-	-	-	-	-	-	-
10-01-4120-0001	Employee Overtime	1,281.56	0.00	23.34	1,258.22	0.00	1,258.22	98.18
02	Finance	-	-	-	-	-	-	-
10-02-4140-0001	Employee Overtime	2,248.00	0.00	61.54	2,186.46	0.00	2,186.46	97.26
03	Buildings & Grounds	-	-	-	-	-	-	-
10-03-4190-0001	Employee Overtime	15,848.50	0.00	2,056.74	13,791.76	0.00	13,791.76	87.02
04	Garage	-	-	-	-	-	-	-
10-04-4250-0001	Employee Overtime	2,025.11	0.00	0.00	2,025.11	0.00	2,025.11	100.00
05	Streets	-	-	-	-	-	-	-
10-05-4511-0001	Employee Overtime	7,357.00	0.00	944.22	6,412.78	0.00	6,412.78	87.17
10	Police	-	-	-	-	-	-	-
10-10-4310-0001	Employee Overtime	37,296.00	0.00	9,534.78	27,761.22	0.00	27,761.22	74.43
11	Fire	-	-	-	-	-	-	-
10-11-4340-0001	Employee Overtime	75,671.00	0.00	7,408.56	68,262.44	0.00	68,262.44	90.21
12	Rescue	-	-	-	-	-	-	-
10-12-4370-0001	Employee Overtime	18,643.00	0.00	1,162.45	17,480.55	0.00	17,480.55	93.76
40	Planning and Permitting	-	-	-	-	-	-	-
10-40-4350-0001	Employee Overtime	3,423.00	0.00	0.00	3,423.00	0.00	3,423.00	100.00
41	DEPT	-	-	-	-	-	-	-
10-41-4380-0001	Employee Overtime	7,911.12	0.00	63.29	7,847.83	0.00	7,847.83	99.20
80	Parks & Recreation	-	-	-	-	-	-	-
10-80-6120-0001	Employee Overtime	9,436.00	0.00	1,222.73	8,213.27	0.00	8,213.27	87.04
81	Community Building	-	-	-	-	-	-	-
10-81-6150-0001	Employee Overtime	0.00	0.00	223.26	-223.26	0.00	-223.26	0.00
82	Tourism	-	-	-	-	-	-	-
10-82-6170-0001	Employee Overtime	2,500.00	0.00	261.79	2,238.21	0.00	2,238.21	89.53
91	WaterSewer	-	-	-	-	-	-	-
31-91-7130-0001	Employee Overtime	13,240.00	0.00	2,224.26	11,015.74	0.00	11,015.74	83.20

Account Number	Description	Budget Amount	Period Amt	YTD Amount	Variance	Encumbered Amount	Available	% Available
93	Electric	-	-	-	-	-	-	-
30-93-7210-0001	Employee Overtime	8,174.00	0.00	383.96	7,790.04	0.00	7,790.04	95.30
Expense Total		205,054.29	0.00	25,570.92	179,483.37	0.00	179,483.37	87.5297