



**CITY OF SOUTHPORT
BOARD OF ALDERMEN
REGULAR MEETING AGENDA**
223 E. BAY STREET
November 9, 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. Public Hearings

1. Minimum Housing Ordinance Amendment Public Hearing (D. Dutton) pgs 3-31

G. Approval of the Consent Agenda

1. Disposition of Surplused Police Vehicle-Resolution pgs 32-34
2. Minutes of the Regular Board of Aldermen Meeting October 5, 2023 pgs 35-41
3. Minutes of the Board of Aldermen Closed Session October 5, 2023 (sealed envelope)
4. Minutes of the Board of Aldermen Special Meeting October 11, 2023 pgs 42-45

H. Presentations

1. Final Presentation-Build Out Study (W. MacLeod, Cape Fear Council of Governments) Pgs 46-68
2. Short-term Vacation Rentals Presentation (M. Meehan, T. Jones, D. Dutton) pg 69

I. Special Recognition

1. Veterans Day Proclamation pg 70

J. Agenda

1. Resignation of Mr. Paul Fisher, Representative for ElectriCities (P. Fisher) pg 71
2. Contract for Find It, Fix It Project (T. Zilinek) pgs 72-90
3. Yacht Basin Dredging Contract Extension (Jamie Pratt, TI Coastal) pgs 91-92
4. Map Amendment Request: Jabbertown Road Tract (M. Meehan) pgs 93-105
5. Contract with Stewart Consulting for Comp Plan and Selection of Steering Committee (M. Meehan, D. Dutton) pgs 106-125
6. Request for Nonenforcement of Driveway Standards (M. Meehan, Alderman Allen, Alderman Davis, Mayor Pro-tem Mosteller) pgs 126-127
7. Budget Ordinance Amendment for Fire Mitigation Fee Schedule (D. Dutton, Chief Drew) Pgs 128-134
8. Parks and Recreation Ordinance Amendment (H. Hemphill, Major Burke) pgs 135-145
9. Community Building Deck Project (T. Stanley) pgs 146-157
10. Yaupon Drive Extension Paving Project (B. Therrien, T. Stanley) pgs 158-159
11. Contract for Parking Study-Walker Consultants (D. Dutton) pgs 160-211
12. Purchase of 1105 N. Howe Street (B. Therrien) pgs 212-224
13. City Clerk Position (B. Therrien) pgs 225-230

K. Committee Reports

1. ABC Sales Report-October 2023 pg 231
2. NCEMPA pgs 232-238
3. Board of Adjustment-September 2023 Minutes pgs 239-241
4. MOTSU pg 242
5. Planning Board pgs 243-249
6. Historic Preservation Commission pgs 250-254
7. Cemetery Committee pgs 255-257

L. Manager's Report

M. Mayor's Comments

N. Staff Reports

1. Southport Police Department
2. Southport Fire/Rescue Department
3. Parks and Recreation
4. Finance Reports
5. Permitting and Inspections
6. Development Services-Planning
7. Tax Department Reports
8. Community Relations
9. Communications
10. Public Services
11. Code Enforcement-Alliance Code Enforcement

O. Board Comments

P. 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.

Q. Adjourn



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: 10/31/2023

DEPARTMENT: Code Enforcement

PRESENTED BY: D. Dutton, Assistant City Manager

ITEM SPONSORED BY: Development Services

ITEM/TOPIC: Minimum Housing Ordinance and Program-Public Hearing

COST: n/a

BUDGET LINE ITEM: n/a

JUSTIFICATION: The Board requested a public hearing for the proposed Minimum Housing Ordinance. The proposed ordinance adds a section about Equitable Enforcement and the Minimum Housing Regulations, including definitions, standards, the powers and duties of the inspector, enforcement, and abatement. Many properties in the City limits of Southport meet one or more of the standards, which would be in violation. Some of these structures could be replaced, and some should be demolished. The proposed ordinance gives City staff and Alliance Code Enforcement another tool to help abate these structures and conditions. The City will set up an account to which funds can be used for abatement. Some companies will complete grass-mowing and junk removal together or junk removal and demolition. Before we contract with these companies, we will go out for bids. As properties are abated, the property owners can either pay the cost or reimburse the City. If the owners are unable or unwilling to pay for the abatement measures, the City can place a lien on the property. The lien ensures that the City will be reimbursed if the property changes ownership. Additionally, it helps preserve the appearance and character of the City.

IMPACT IF NOT APPROVED: Some properties are already in disrepair and will continue to worsen, and the process will take longer to abate some violations. Some of these conditions might compromise the public's health and safety.

DEPARTMENT HEAD COMMENTS: I feel that adopting the Minimum Housing Ordinance strengthens the City's ability to abate property violations. It is important to work with property owners as they want help cleaning up the properties but might not have the means. The Minimum Housing Ordinance allows the City to pay the cost of abatement, and then a lien is placed on the property so that the City will get reimbursed when the property is sold.

CITY MANAGER COMMENTS: I have worked with Minimum Housing codes in many communities and this is an excellent tool to address structures that are not up to code and need cleaning up or demolition. I wholeheartedly endorse moving forward with this program.

ATTACHMENTS: Draft Ordinance; brief presentation.

REQUESTED ACTION: Discussion and questions.

PROPOSED MOTION: This meeting is a Public Hearing. The vote to adopt/deny will take place at one of your December meetings.

AN ORDINANCE AMENDING CHAPTER 4. OF THE CITY OF SOUTHPORT CODE OF ORDINANCES AS IT PERTAINS TO A MINIMUM HOUSING ORDINANCE

BE IT ORDAINED, by the Board of Aldermen of the City of Southport that Chapter 4, Article III, of the Code of Ordinances entitled “Condemnation, Repair, and Demolition of Unsafe Buildings” is hereby amended to add the following:

CHAPTER 4: BUILDINGS AND BUILDING REGULATIONS

ARTICLE III. CONDEMNATION, REPAIR, AND DEMOLITION OF UNSAFE BUILDINGS

DIVISION 1. IN GENERAL

Sec. 4-86. Defects in buildings to be corrected.

When a local inspector finds any defects in a building or finds that the building has not been constructed in accordance with applicable state and local laws, or that a building because of its condition is dangerous or contains fire hazardous conditions, it shall be his duty to notify the owner or occupant of the building of its defects, hazardous conditions, or failure to comply with law. The owner or occupant shall each immediately remedy the defects, hazardous conditions, or violations of law in the property he owns.

(Code 1974, § 8.55)

State law reference(s)—Similar provisions, G.S. 160A-425.

Sec. 4-87. Unsafe buildings condemned.

Every building which shall appear to the inspector to be especially dangerous to life because of its liability to fire or because of bad condition of walls, overloaded floors, defective construction, decay, unsafe wiring or heating system, inadequate means of egress or other causes, shall be held to be unsafe, and the inspector shall affix a notice of the dangerous character of the structure to a conspicuous place on the exterior wall of such building.

(Code 1974, § 8.56)

State law reference(s)—Similar provisions, G.S. 160A-426.

Sec. 4-88. Removing notice from condemned building.

No person shall remove any notice that has been affixed to any building or structure by an inspector under this article and that states the dangerous character of the building or structure.

(Code 1974, § 8.57)

State law reference(s)—Similar provisions, G.S. 160A-427.

Sec. 4-89. Action in event of failure to take corrective action.

- (a) If the owner of a building or structure that has been condemned as unsafe pursuant to section 4-87 shall fail to take prompt corrective action, the inspector shall give him written notice, by certified or registered mail to his last known address or by personal service stating that:
 - (1) The building or structure is in a condition that appears to constitute a fire or safety hazard or to be dangerous to life, health, or other property.
 - (2) A hearing will be held before the inspector at a designated place and time, not later than ten (10) days after the date of the notice, at which time the owner shall be entitled to be heard in person or by counsel and to present arguments and evidence pertaining to the matter.
 - (3) Following the hearing, the inspector may issue such order to repair, close, vacate, or demolish the building or structure as appears appropriate.
- (b) If the name or whereabouts of the owner cannot after due diligence be discovered, the notice shall be considered properly and adequately served if a copy thereof is posted on the outside of the building or structure in question at least ten (10) days prior to the hearing and a notice of the hearing is published in a newspaper having general circulation in the city at least once not later than one (1) week prior to the hearing.

(Code 1974, § 8.58)

State law reference(s)—Similar provisions, G.S. 160A-428.

Sec. 4-90. Order to take corrective action.

If, upon a hearing held pursuant to the notice prescribed in section 4-90, the inspector shall find that the building or structure is in a condition that constitutes a fire or safety hazard or renders it dangerous to life, health or other property, he shall make an order in writing, directed to the owner of such building or structure, requiring the owner to remedy the defective conditions by repairing, closing, vacating, or demolishing the building or structure or taking other necessary steps, within such period, not less than sixty (60) days, as the inspector may prescribe.

(Code 1974, § 8.59)

State law reference(s)—Similar provisions, G.S. 160A-429.

Sec. 4-91. Appeal; finality of order if not appealed.

Any owner who has received an order under section 4-90 may appeal from the order to the board of aldermen by giving notice of appeal in writing to the inspector and to the city clerk within ten (10) days following issuance of the order. In the absence of an appeal, the order to the inspector shall be final. The board shall hear an appeal within a reasonable time and may affirm, modify and affirm, or revoke the order.

(Code 1974, § 8.60)

State law reference(s)—Similar provisions, G.S. 160A-430.

Sec. 4-92. Failure to comply with order.

If the owner of a building or structure fails to comply with an order issued pursuant to section 4-90 from which no appeal has been taken or fails to comply with an order of the board of aldermen following an appeal, he shall be guilty of a violation of this Code and shall be punished in the discretion of the court.

(Code 1974, § 8.61)

State law reference(s)—Similar provisions, G.S. 160A-431.

Sec. 4-93. Equitable Enforcement.

(A) Whenever any violation of this article is determined to exist in this city, the city, either in addition to or in lieu of other remedies, may initiate any appropriate action or proceedings to prevent, restrain, correct, or abate the violation or to prevent the occupancy of the building or structure involved.

(B) In the case of a building or structure declared unsafe under 4-87 of this chapter, the City may, in lieu of taking action under 4-93.A., may instead cause the building or structure to be removed or demolished. The amounts incurred by the City in connection with the removal or demolition are a lien against the real property upon which the cost was incurred. The lien shall be filed, have the same priority, and be collected in the same manner as liens for special assessments provided in Article 10 of Chapter 160A of the General Statutes. If the building or structure is removed or demolished by the City, the City may sell the usable materials of the building and any personal property, fixtures, or appurtenances found in or attached to the building. The City shall credit the proceeds of the sale against the cost of the removal or demolition. Any balance remaining from the sale shall be deposited with the Brunswick County Clerk of Superior Court and shall be disbursed by the court to the person found to be entitled thereto by final order or decree of the court.

(C) The amounts incurred by the City in connection with the removal or demolition are also a lien against any other real property owned by the owner of the building or structure and located within the local government's planning and development regulation jurisdiction. The provisions of this section apply to this additional lien, except that this additional lien is inferior to all prior liens and shall be collected as a money judgment.

(D) Nothing in this section shall be construed to impair or limit the power of the City to define and declare nuisances and to cause their removal or abatement by summary proceedings or otherwise.

State law reference(s)—Similar provisions, G.S. 160A-432.

Sec. 4-94. Records and reports.

The inspection department shall keep, in convenient form, complete, permanent, and accurate records of all applications received, permits issued, inspections and reinspections made, defects found, certificates of compliance granted, and all other work and activities of the department. Periodic reports shall be submitted to the board of aldermen and to the commissioner of insurance as they shall by ordinance, rule, or regulation require.

(Code 1974, § 8.63)

State law reference(s)—Similar provisions, G.S. 160A-433.

Sec. 4-95. Appeals in general.

Unless otherwise provided by law, appeals from any order, decision, or determination by a member of a local inspection department pertaining to the state building code or other state building laws shall be taken to the commissioner of insurance or his designee or other official specified in G.S. 143-139, by filing a written notice with him and with the inspection department within a period of ten (10) days after the order, decision or determination. Further appeals may be taken to the state building code council or to the courts as provided by law.

(Code 1974, § 8.64)

State law reference(s)—Similar provisions, G.S. 160A-434.

Sec. 4-96. Restrictions within primary fire limits.

Within the primary fire limits, no frame or wooden building or structure or addition thereto shall be erected, altered, repaired, or moved (either into the limits or from one (1) place to another within the limits), except upon the permit of the local inspection department approved by the commissioner of insurance or his designee. The board of aldermen may make additional regulations for the prevention, extinguishment, or mitigation of fires within the primary fire limits.

(Code 1974, § 8.65)

State law reference(s)—Similar provisions, G.S. 160A-436.

Sec. 4-97. Restriction within secondary fire limits.

Within any secondary fire limits, no frame or wooden building or structure or addition thereto shall be erected, altered, repaired, or moved except in accordance with any rules and regulations established by ordinance.

(Code 1974, § 8.66)

State law reference(s)—Similar provisions, G.S. 160A-437.

DIVISION 2. DISASTER RECOVERY

Subdivision I. Emergency Permitting

Sec. 4-98. Purpose.

It has been established that there are a significant number of structures within the city that are nonconforming to the current ordinances. The city has realized that due to the large number of nonconforming structures, in the event of a disaster it may be impractical to require all structures which sustain significant damage to rebuild in compliance with the current ordinances. Furthermore, the community's economy will depend on the ability of all property owners to repair, reconstruct, or rebuild and become operational as quickly as possible following a disaster. These procedures are intended to allow a property owner to obtain approval to repair, reconstruct, or rebuild any structure that is damaged or destroyed as a direct result of a disaster to the state or condition that existed prior to the disaster without the necessity of a full review as may otherwise be required under the City Code of Ordinances or the Southport Unified Development Ordinance (UDO). These structures would be rebuilt on their original footprint, but not increasing the nonconformity. Any application to repair, reconstruct or rebuild a

structure that does not comply with the following procedures shall only be reviewed and acted on pursuant to other applicable sections of the city's ordinances. Building permits are required for all repairs and reconstruction.

Sec. 4-99. Definitions.

Damage assessment survey means a field survey to determine levels of damage for structures and identify the condition of said structures.

Disaster means any natural or human-caused catastrophe (including any hurricane, tornado, tsunami, earthquake, or related), or, regardless of cause, any widespread fire or flood, or large-scale impacts from an explosion. The disaster will be declared an emergency by the mayor of the city.

Emergency means a local emergency, as defined by the City Code, which has been declared by the mayor of the city for a specific disaster and has not been terminated.

Reconstruction means the rebuilding of permanent replacement housing, construction of large-scale public or private facilities badly damaged or destroyed in a major disaster, addition of major community improvements, and full restoration of a healthy economy.

(Ord. of 7-14-11)

Sec. 4-100. Planning review not required.

- (a) Any structure that sustains damage as a direct result of a disaster and receives a lawful occupancy permit after a damage assessment may be repaired to the state or condition that existed prior to the disaster without the necessity of obtaining planning approval. The work must be completed within eighteen (18) months of when the board of aldermen declares the city is ready to begin receiving applications for permits after the declared disaster.
- (b) If a structure receives a lawful occupancy permit after a damage assessment and the repair is delayed through litigation or other cause beyond the control of the owner, then the owner shall apply for an extension.
- (c) The requirements of the UDO and the City Code of Southport shall be met, except as specifically provided herein.
- (d) For applicants who do not meet the time period set forth by paragraph (a) and (b), any repair that occurs must comply with all requirements of the UDO and the City Code of Southport.

(Ord. of 7-14-11)

Sec. 4-101. Manufactured homes.

Manufactured homes that are damaged or destroyed may be repaired, replaced, or changed to stick built construction using the following:

- (1) If the structure receives a lawful occupancy permit after damage assessment, the structure may be repaired compliant with this section.
- (2) If the structure is declared restricted use or unsafe to enter or occupy after damage assessment, the structure may be repaired, replaced, or changed to stick built construction.
 - a. The structure may be repaired provided the requirements of the UDO and the City Code of Southport are met.
 - b. The structure may be replaced pursuant to the terms and conditions of this division.

- c. The structure may be removed and a stick built home may be constructed under the current regulations for review and approval. This would be considered a change to the existing condition so the benefits of this division would not apply.

(Ord. of 7-14-11)

Sec. 4-102. Planning emergency permitting.

In order to be reviewed under the provisions of this division:

- (1) A structure that sustains damage or is destroyed shall be repaired, reconstructed, or rebuilt to the state or condition that existed prior to the disaster.
- (2) A structure that sustains damage or is destroyed must receive a declared restricted use or unsafe to enter or occupy and require an emergency construction building permit after a damage assessment.

(Ord. of 7-14-11)

Sec. 4-103. Planning emergency permitting application.

The planning emergency permitting application must be submitted within six (6) months of when the board of aldermen declares the city is ready to begin receiving applications for permits. At their discretion, the board of aldermen may extend the application period by resolution.

(Ord. of 7-14-11)

Sec. 4-104. Planning emergency permitting affidavit.

The planning emergency permitting affidavit must be submitted as part of the planning emergency permitting application. The affidavit, to be signed by the owner of record and notarized, must certify that all structures are being built back to the height, density, setbacks and other such requirements that legally existed prior to the disaster. However, if any local, state, or federal regulations require any changes to the structure with regard to height or square footage, the affidavit will allow the owner to build back with changes to comply with those regulations.

(Ord. of 7-14-11)

Sec. 4-105. Single-family or duplex dwelling.

- (a) Any single-family or duplex dwelling unit that sustains damage or is destroyed must submit a complete planning emergency permitting application in order to be reviewed under this division. The application shall include such information and documentation as may be reasonably required by the administrator, including all the following items:
 - (1) If the structure sustains damage amounting to less than fifty (50) percent of the fair market value:
 - a. A planning emergency permit and permitting affidavit as described.
 - b. Elevation drawings previously approved by the city showing the height of all four elevations of all structures on the site prior to the disaster or pre-disaster photos showing all four sides of each structure on the property.
 - c. Pre-disaster photos of the entire property layout including front, rear and side yards.
 - (2) If the structure sustains damage amounting to fifty (50) percent or more of the fair market value:

- a. A planning emergency permit and permitting affidavit as described.
 - b. Two copies of an as-built survey or such other documentation or information as required by the administrator.
- (b) The requirements of the UDO and of the City Code of Southport shall be met, except as modified herein.
- (c) For applicants who cannot meet the requirements of paragraph A and for all applicants who do not meet the time period set forth, any repair, reconstruction, or rebuilding that occurs must comply with all requirements of the UDO and the City Code of Southport.

(Ord. of 7-14-11)

Sec. 4-106. Non-single-family structures (commercial, industrial, multi-family, etc.).

- (a) Any structure, other than a single-family or duplex dwelling unit, that sustains damage or is destroyed must submit a complete planning emergency permitting application in order to be reviewed under this division. The application shall include such information and documentation as may be reasonably required by the administrator, including all the following items:
 - (1) A planning emergency permit and permitting affidavit, available in the planning department and building inspections division.
 - (2) Two copies of all approved plans or two (2) copies of an as-built survey.
 - (3) Any other documentation as required by the administrator.
- (b) The requirements of the UDO and the City Code of Southport shall be met, except as modified herein.
- (c) For applicants who cannot meet the requirements of paragraph A and for all applicants who do not meet the time period set forth, any repair, reconstruction, or rebuilding that occurs must comply with all requirements of the UDO and the City Code of Southport.

(Ord. of 7-14-11)

Sec. 4-107. Landscape and tree standards.

Non single-family properties that sustain damage or are destroyed as a direct result of a disaster must meet the current requirements of the UDO in article eighteen (18) for landscaping and comply with an approved landscape plan. The timeframe for meeting this requirement shall be extended to three (3) years, with one-third ($\frac{1}{3}$) of the required planting to be done in each of the three (3) years. The three-year time period will begin when the property is issued a certificate of occupancy by the city.

(Ord. of 7-14-11)

Sec. 4-108. Applications under review at the time of a disaster.

- (a) All action on applications for development, subdivision, or other approvals or permits that are reviewed and acted on by the administrator that are submitted during or are in progress at the time of a state of emergency due to a disaster declaration by the mayor shall be suspended for such time as the administrator deems necessary, provided that such suspension shall not exceed eighteen (18) months. The time frames established for reviews as set forth elsewhere shall be suspended during this period. All such applications shall be reviewed and acted on based on the provisions in effect at the time the application was deemed complete.

- (b) All applications for approvals or permits that are reviewed and acted on by the board of adjustment, the planning board, or the board of aldermen that are submitted during or are in progress at the time of a state of emergency due to a disaster declaration by the mayor shall be suspended until such time that the board can reasonably schedule any required public hearings and meetings to review and act on such applications, provided that such suspension shall not exceed eighteen (18) months. All such applications shall be reviewed and acted on based on the provisions in effect at the time the application was deemed complete.

(Ord. of 7-14-11)

Subdivision II. Temporary Single-Family Uses

Sec. 4-109. Purpose.

The purpose of this subdivision is to allow single-family dwelling owners to place a temporary dwelling on the property where the damaged or destroyed dwelling is located, while the existing single-family dwelling is being repaired or rebuilt.

(Ord. of 7-14-11)

Sec. 4-110. Applicability.

- (a) This subdivision shall apply in all cases where any single-family dwelling, as defined in the Southport UDO, is damaged or destroyed as a direct result of any event that has been declared a state of emergency due to a disaster, as defined in the City Code of Southport. In such cases where these provisions conflict with other provisions, the provisions here shall take precedence.
- (b) These provisions shall be in effect for six (6) months from the date the board of aldermen declares the city is ready to begin receiving applications for permits. At their discretion, the board of aldermen may extend this time period by resolution.

(Ord. of 7-14-11)

Sec. 4-111. Provisions.

- (a) Single-family dwelling owners shall place the temporary dwelling within the legal limits of the property where the damaged or destroyed dwelling is located.
- (b) Each single-family property is limited to one (1) temporary dwelling.
- (c) The dwelling shall be travel ready.
- (d) Basic sanitation facilities shall be in place prior to placement of the temporary dwelling.
- (e) The location of the temporary dwelling shall comply with health and safety regulations as stated by the building inspector and the fire marshal and as approved by the administrator.

(Ord. of 7-14-11)

Subdivision III. Temporary Non-Residential Uses

Sec. 4-112. Purpose.

The purpose of this subdivision is to allow permitted non-residential uses to place a temporary non-residential unit on the property where the damaged or destroyed non-residential use is located, while the existing non-residential use is being repaired or rebuilt.

(Ord. of 7-14-11)

Sec. 4-113. Applicability.

- (a) This subdivision shall apply in all cases where any non-residential use, as defined in the UDO, is damaged or destroyed as a direct result of any event that has been declared a state of emergency due to a disaster, as defined in the City Code of Southport. In such cases where the provisions of this subdivision conflict with other UDO or City Code provisions, the provisions of this subdivision shall take precedence.
- (b) These provisions shall be in effect for six (6) months from the date the board of aldermen declares the city is ready to begin receiving applications for permits. At their discretion, the board of aldermen may extend this time period by resolution.

(Ord. of 7-14-11)

Sec. 4-114. Provisions.

- (a) Non-residential uses shall place temporary unit(s) within the legal limits of the property where the damaged or destroyed non-residential use is located.
- (b) Temporary non-residential units shall be travel ready.
- (c) Basic sanitation facilities shall be in place prior to placement of the temporary non-residential units.
- (d) The location of the temporary non-residential units shall comply with health and safety regulations as stated by the building inspector and the fire marshal and as approved by the administrator.

(Ord. of 7-14-11)

Sec. 4-115. Reserved.

DIVISION 3. MINIMUM HOUSING REGULATIONS

Secs. 4-116. General Provisions

(A) Scope. The provisions of this chapter and of the regulatory codes herein adopted shall apply to the following:

(1.) The location, design, materials, equipment, construction, reconstruction, alteration, repair, maintenance, moving, demolition, removal, use and occupancy of every dwelling or any appurtenances connected, attached, or used in connection with any dwelling;

(2.) The installation, erection, alteration, repair, use and maintenance of plumbing systems consisting of building sewers, building drains, waste and vent systems, hot and cold-water supply systems, and all fixtures and appurtenances thereof;

(3.) The installation, erection, alteration, repair, use and maintenance of mechanical systems consisting of heating, ventilating, air conditioning or refrigerating systems, fuel burning equipment, and appurtenances thereof; and

(4.) The installation, erection, alteration, repair, use and maintenance thereof.

(B.) Jurisdiction. The provisions of this chapter and of the regulatory codes herein adopted shall apply within the corporate limits of the city and within the city's extraterritorial jurisdiction beyond and surrounding the corporate limits as shown on the official zoning map of the city (if applicable).

(C.) State Building Code Adopted. The current version of the North Carolina State Building Code is hereby adopted, and any later adopted versions of the State Building Code shall be deemed adopted by the city without further action by the Board of Aldermen.

(D.) Compliance with the Building Code. All dwellings, nonresidential buildings and other structures which are hereafter constructed, reconstructed, erected, altered, extended, enlarged, repaired, demolished, or moved shall conform to the requirements of the North Carolina State Building Code.

Secs. 4-117. Minimum Housing Standards.

(A.) Findings. Pursuant to G.S. § 160D-1203, it is hereby found and declared that there exist in the city dwellings which are unfit for human habitation due to dilapidation, defects increasing the hazards of fire, accidents and other calamities, lack of ventilation, light and sanitary facilities, and due to other conditions rendering the dwellings unsafe or unsanitary, and dangerous and detrimental to the health, safety and morals, and otherwise inimical to the welfare of the residents of the city.

(B) Purpose. In order to protect the health, safety and welfare of the residents of the city, as authorized by G.S. § 160D-1203et seq., it is the purpose of this chapter to establish minimum standards of fitness for the initial and continued occupancy of all buildings used for human habitation, as expressly authorized by G.S. § 160D-1203.

(C.) Definitions. For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

Basement. A portion of a building which is located partly underground, having direct access to light and air from windows located above the level of the adjoining ground.

Cellar. A portion of a building located partly or wholly underground having inadequate access to light and air from windows located partly or wholly below the level of the adjoining ground.

Deteriorated. A dwelling which is unfit for human habitation and can be repaired, altered, or improved to comply with all of the minimum standards established by this chapter, at a cost not in excess of 50% of its value, as determined by finding of the Inspector.

Dilapidated. A dwelling which is unfit for human habitation and cannot be repaired, altered or improved to comply with all of the minimum standards established by this chapter at a cost not in excess of 50% of its value, as determined by a finding of the Inspector.

Dwelling. Any building, structure, manufactured home or mobile home, or part thereof, used and occupied for human habitation or intended to be so used, and includes any outhouses and appurtenances belonging thereto or usually enjoyed therewith, except that a "dwelling" does not include any manufactured home or mobile home, which is used solely for a seasonal vacation purpose, or other temporary housing. See, "Temporary Housing," below.

Dwelling, dwelling unit, rooming house, rooming unit, premises. Shall be construed as though they were followed by the words or any part thereof.

Dwelling unit. Any room or group of rooms located within a dwelling and forming a single habitable unit with facilities which are used or intended to be used for living, sleeping, cooking and eating.

Extermination. The control and elimination of insects, rodents or other pests by eliminating their harborage places; by removing or making inaccessible materials that may serve as their food; by poisoning, spraying, fumigating, trapping or by any other recognized and legal pest elimination methods approved by the Inspector.

Garbage. The animal and vegetable waste resulting from the handling, preparation, cooking and consumption of food.

Habitable room. A room or enclosed floor space used or intended to be used for living, sleeping, cooking, or eating purposes, excluding bathrooms, water closet compartments, laundries, heater rooms, foyers or communicating corridors, closets and storage spaces.

Infestation. The presence, within or around a dwelling, of any insects, rodents or other pests in a number as to constitute a menace to the health, safety or welfare of the occupants or the public.

Inspector. A Building Inspector or any other official or employee of the city authorized by ordinance to exercise the powers and duties of this chapter. The term "Inspector" shall have the same meaning as "public officer," as that term is used in G.S. Chpt. 160A, Art. 19., Part 6, "Minimum Housing Standards."

Manufactured home. Means a structure as defined in G.S. § 143-145(7). A manufactured home may also be referred to as a "mobile home."

Multiple dwelling. Any dwelling containing more than two dwelling units.

Occupant. Any person over one year of age, living, sleeping, cooking or eating in, or having actual possession of a dwelling unit or rooming unit.

Operator. Any person who has charge, care or control of a building, or part thereof, in which dwelling units or rooming units are let.

Owner. The holder of fee simple title to real property and every mortgagee of record.

Parties in interest. All individuals, associations and corporations who have interests of record in a dwelling and any who are in possession thereof.

Plumbing. All of the following supplied facilities and equipment: gas pipes, gas burning equipment, water pipes, mechanical garbage disposal units (mechanical sink grinder), waste pipes, water closets, sinks, installed dishwashers, lavatories, bathtubs, shower baths, installed clothes washing machines, catch basin, drains, vents, and any other similar supplied fixtures, together with all connections to water, sewer, or gas lines.

Public authority. The city Housing Authority or any officer who is in charge of any department or branch of the government of the city of Southport or Brunswick County or the State of North Carolina relating to health, fire, building regulations or other activities concerning dwellings in the city.

Rooming house. Any dwelling, or that part of any dwelling containing one or more rooming units, in which space is let by the owner or operator to three or more persons who are not husband and wife, son or daughter, mother or father or sister or brother of the owner or operator.

Rooming unit. Any room or group of rooms forming a single habitable unit, used or intended to be used for living and sleep, but not for cooking or eating purposes.

Rubbish. Combustible and noncombustible waste materials, except garbage and ashes, and the term shall include paper, rags, cartons, boxes, wood, excelsior, rubber, leather, tree branches, yard trimmings, tin cans, metals, mineral matter, glass crockery and dust.

Supplied. Paid for, furnished, or provided by, or under the control of, the owner or operator.

Temporary housing. Any tent, trailer or other structure used for human shelter which is designed to be transportable, and which is not attached to the ground, to another structure, or to any utilities system on the same premises for more than thirty (30) consecutive days.

Unfit for human habitation. Conditions which exist in a dwelling which violate or do not comply with one or more of the minimum standards of fitness or one or more of the requirements established by this chapter.

(D.) Fitness Of Dwellings And Dwelling Units.

(1.) Every dwelling and dwelling unit used as a human habitation, or held out for use as a human habitation, shall comply with the North Carolina State Building Code and all of the minimum standards of fitness for human habitation and other requirements this code.

(2.) No person shall occupy as owner-occupant or let to another for occupancy or use as a human habitation, any dwelling or dwelling unit which does not comply with the North Carolina State Building Code and all of the minimum standards of fitness for human habitation and other requirements of this code.

(E.) Structural Condition.

(1.) Walls or partitions or supporting members, sills, joists, rafters, or other structural members shall not list, lean or buckle, and shall not be rotted, deteriorated, or damaged, and shall not have holes or cracks which might admit rodents.

(2.) Floors or roofs shall have adequate supporting members and strength to be reasonably safe for the purpose used.

(3.) Foundations, foundation walls, piers or other foundation supports shall not be deteriorated or damaged.

(4.) Steps, stairs, landings, porches or other parts or appurtenances shall be maintained in a condition that they will not fail or collapse.

(5.) Adequate facilities for egress in case of fire or panic shall be provided.

(6.) Interior walls and ceilings of all rooms, closets and hallways shall be finished of suitable materials, which will, by use of reasonable household methods, promote sanitation and cleanliness, and shall be maintained in a manner so as to enable the occupants to maintain reasonable privacy between various spaces.

(7.) The roof, flashings, exterior walls, basement walls, floors and all doors and windows exposed to the weather shall be constructed and maintained so as to be weather and watertight.

(8.) There shall be no chimneys or parts thereof which are defective, deteriorated or in danger of falling, or in a condition or location to constitute a fire hazard.

(9.) There shall be no use of the ground for floors, or wood floors on the ground.

(F.) Basic Equipment And Facilities.

(1.) Plumbing system. Each dwelling unit shall be connected to a potable water supply and to the public sewer or other approved sewage disposal system.

(2.) Each dwelling unit shall contain not less than a kitchen sink, lavatory, tub or shower, water closet, and adequate supply of both cold water and hot water.

(a) All water shall be supplied through an approved pipe distribution system connected to a potable water supply.

(b) All plumbing fixtures shall meet the standards of the North Carolina State Building Code and shall be maintained in a state of good repair and in good working order.

(c) All required plumbing fixtures shall be located within the dwelling unit and be accessible to the occupants of the same.

(d) The water closet and tub or shower shall be located in a room or rooms affording privacy to the user.

(3.) Heating system. Every dwelling and dwelling unit shall have facilities for providing heat in accordance with either division (a) or (b) below.

(a) Central and electric heating systems. Every central or electric heating system shall be of sufficient capacity, and shall be connected, so as to heat all habitable rooms, bathrooms, and water closet compartments in every dwelling unit to a minimum temperature of 70°F measured as a point three (3) feet above the floor.

(b) Other heating facilities. Where a central or electric heating system is not provided, each dwelling and dwelling unit shall be provided with sufficient fireplaces, chimneys, flues, or gas vents whereby heating appliances may be connected so as to heat all habitable rooms to a minimum temperature of 70°F measured three (3) feet above the floor.

(c) Portable kerosene heaters. Portable kerosene heaters are not acceptable as a permanent source of heat but may be used as a supplementary source in single family dwellings and duplex units. An owner who has complied shall not be held

in violation of this subsection where an occupant of a dwelling unit uses a kerosene heater as a primary source of heat.

(4.) Electrical system.

(a.) Every dwelling and dwelling unit shall be wired for electric lights and convenience receptacles. Every habitable room shall contain at least two (2) floor or wall-type electric convenience receptacles, connected in a manner as determined by the North Carolina State Building Code.

(b.) There shall be installed in every bathroom, water closet room, laundry room and furnace room, at least one supplied ceiling, or wall-type electric light fixture.

(c.) In the event wall or ceiling light fixtures are not provided in any habitable room, then each habitable room shall contain at least three floor or wall-type electric convenience receptacles.

(d.) Every public hall and stairway in every multi-dwelling shall be adequately lit by electric lights at all times when natural daylight is not sufficient.

(e.) All fixtures, receptacles, equipment, wiring shall be maintained in a state of good repair, safe, capable of being used, and installed in accordance with the North Carolina State Building Code.

(5.) Ventilation.

(a.) Every habitable room shall have at least one (1) window or skylight facing directly to the outdoors.

(b.) The minimum total window area, measured between stops, for every habitable room shall be 10% of the floor area of the room.

(c.) Whenever walls or other portions of structures face a window or any room and the light-obstructing structures are located less than five (5) feet from the window and extend to a level above that of the ceiling of the room, the window shall not be deemed to face directly to the outdoors and shall not be included as contributing to the required minimum total window area.

(d.) Whenever the only window in a room is a skylight-type window in the top of the room, the total window area of the skylight shall equal at least 15% of the total floor area of the room.

(6.) Habitable rooms.

(a.) Every habitable room shall have at least one (1) window or skylight which can easily be opened, or other device as will adequately ventilate the room.

(b.) The total openable window area in every habitable room shall be equal to at least 45% of the minimum window area size or minimum skylight-type window size as required, or shall have other approved, equivalent ventilation.

(c.) Bathroom and water closet rooms. Every bathroom and water closet compartment shall comply with the light and ventilation requirements for habitable rooms except that no window or skylight shall be required in adequately ventilated bathrooms and water closet rooms equipped with an approved ventilation system.

(G.) Space, Use And Location.

(1.) Room sizes. Every dwelling unit shall contain at least the minimum room size in each habitable room as required by the North Carolina State Building Code.

(a.) Every dwelling unit shall contain at least 150 square feet of habitable floor area for the first occupant, at least 100 square feet of additional habitable area for each of the next three (3) occupants, and at least seventy-five (75) square feet of additional habitable floor area for each additional occupant.

(b.) In every dwelling unit and in every rooming unit, every room occupied for sleeping purposes by one occupant shall contain at least seventy (70) square feet of floor area, and every room occupied for sleeping purposes by more than one (1) occupant shall contain at least fifty (50) square feet of floor area for each occupant twelve (12) years of age and over and at least thirty-five (35) square feet of floor area for each occupant under twelve (12) years of age.

(2.) Ceiling height. At least one-half (1/2) of the floor area of every habitable room shall have a ceiling height of not less than seven (7) feet and six (6) inches.

(3.) Floor area calculation.

(a.) Floor area shall be calculated on the basis of habitable room area. However, closet area and wall area within the dwelling unit may count for not more than 10% of the required habitable floor area.

(b.) The floor area of any part of any room where the ceiling height is less than four and one-half (4 1/2) feet shall not be considered as part of the floor area computing the total area of the room to determine maximum permissible occupancy.

(4.) Cellar. No cellar shall be used for living purposes.

(5.) Basements. No basement shall be used for living purposes unless:

(a.) The floor and walls are substantially watertight;

(b.) The total window area, total openable window area and ceiling height are equal to those required for habitable rooms; and

(c.) The required minimum window area of every habitable room is entirely above the grade adjoining the window area, except where the window or windows face a stairwell, window well or access way.

(H.) Safe And Sanitary Maintenance.

(1.) Exterior foundation, walls, and roofs.

(a.) Every foundation wall, exterior wall and exterior roof shall be substantially weather tight and rodent proof, shall be kept in sound condition and good repair, shall be capable of affording privacy; shall be safe to use and capable of supporting the load which normal use may cause to be placed thereon.

(b.) Every exterior wall shall be protected with paint or other protective covering to prevent the entrance or penetration of moisture or the weather.

(2.) Interior floors, walls, and ceilings. Every floor, interior wall and ceiling shall be substantially rodent proof, shall be kept in sound condition and good repair and shall be safe to use and capable of supporting the load which normal use may cause to be placed thereon.

(3.) Windows and doors. Every window, exterior door, basement or cellar door, and hatchway shall be substantially weather tight, watertight, and rodent proof, and shall be kept in sound working condition and good repair.

(4.) Stairs, porches, and appurtenances. Every outside and inside stair, porch and any appurtenance thereto shall be safe to use and capable of supporting the load that normal use may cause to be placed thereon; and shall be kept in sound condition and good repair.

(5.) Bathroom floors. Every bathroom floor surface and water closet compartment floor surface shall be constructed and maintained so as to be reasonably impervious to water and so as to permit the floor to be easily kept in a clean and sanitary condition.

(6.) Supplied facilities. Every supplied facility, piece of equipment or utility which is required under this chapter shall be so constructed or installed that it will function safely and effectively and shall be maintained in satisfactory working condition.

(7.) Drainage. Every yard shall be properly graded so as to obtain thorough drainage and so as to prevent the accumulation of stagnant water.

(8.) Noxious weeds. Every yard and all exterior property areas shall be kept free of species of weeds or plant growth which are noxious or detrimental to health.

(9.) Egress. Every dwelling unit shall be provided with adequate means of egress as required by the North Carolina State Building Code.

(I.) Control Of Insects, Rodents, And Infestations.

(1.) Screens. In every dwelling unit, for protection against mosquitoes, flies and other insects, every door opening directly from a dwelling unit to outdoor space shall have supplied and installed screens and a self-closing device; and every window or other device with openings to outdoor space, used or intended to be used for ventilation, shall likewise be supplied with screens installed.

(2.) Rodent control. Every basement or cellar window used or intended to be used for ventilation, and every other opening to a basement which might provide an entry for rodents, shall be supplied with screens installed or other approved device as will effectively prevent their entrance.

(3.) Infestation.

(a.) Every occupant of a dwelling containing a single dwelling unit shall be responsible for the extermination of any insects, rodents, or other pests therein or on the premises; and every occupant of a dwelling unit in a dwelling containing more than one dwelling unit shall be responsible for the extermination whenever his or her dwelling unit is the only one infested.

(b.) Whenever infestation is caused by failure of the owner to maintain a dwelling in a rodent proof or reasonably insect proof condition, extermination shall be the responsibility of the owner.

(c.) Whenever infestation exists in two or more dwelling units in any dwelling or in the shared or public parts of any dwelling containing two or more dwelling units, extermination shall be the responsibility of the owner.

(4.) Rubbish storage and disposal. Every dwelling and every dwelling unit shall be supplied with approved containers and covers for storage of rubbish as required by city ordinances, and the owner, operator, or agent in control of the dwelling or dwelling unit shall be responsible for the removal of rubbish.

(5.) Garbage storage and disposal. Every dwelling and every dwelling unit shall be supplied with an approved garbage disposal facility, which may be an adequate mechanical garbage disposal unit (mechanical sink grinder) in each dwelling unit or an incinerator unit, to be approved by a city Building Inspector, in the structure for the use of the occupants of each dwelling unit, or an approved outside garbage can as required by city ordinances.

(J.) Responsibilities Of Owners And Occupants.

(1.) Public areas. Every owner of a dwelling containing two or more dwelling units shall be responsible for maintaining in a clean and sanitary condition the shared or public areas of the dwelling and premises thereof.

(2.) Cleanliness. Every occupant of a dwelling or dwelling unit shall keep in a clean and sanitary condition that part of the dwelling, dwelling unit, and premises thereof which he or she occupies and controls.

(3.) Rubbish and garbage.

(a.) Every occupant of a dwelling or dwelling unit shall dispose of all his or her rubbish and garbage in a clean and sanitary manner.

(4.) Supplied plumbing fixtures. Every occupant of a dwelling unit shall keep all supplied plumbing fixtures therein in a clean and sanitary condition and shall be responsible for the exercise of reasonable care in the proper use and operation of the same.

(5.) Care of facilities, equipment, and structure. No occupant shall willfully destroy, deface or impair any of the facilities or equipment, or any part of the structure of a dwelling or dwelling unit.

(K.) Inspector; Powers And Duties.

(1.) Inspector appointed. The city Administrator is hereby appointed to serve as the Minimum Housing Inspector. The city Administrator may delegate these duties to any city employee or contractor.

(2.) Duties. It shall be the duty of the Inspector:

(a.) To investigate the dwelling conditions, and to inspect dwellings and dwelling units located in the city, in order to determine which dwellings and dwelling units are unfit for human habitation, and for the purpose of carrying out the objectives of this chapter with respect to the dwellings and dwelling units;

(b.) To take action, together with other appropriate departments and agencies, public and private, as may be necessary to effect rehabilitation of housing which is deteriorated;

(c.) To keep a record of the results of inspections made under this chapter and an inventory of those dwellings that do not meet the minimum standards of fitness herein prescribed; and

(d.) To perform the other duties as may be herein prescribed.

(3.) Powers. The Inspector is authorized to exercise the powers as may be necessary or convenient to carry out and effectuate the purpose and provisions of this chapter including the following powers in addition to others herein granted:

(a.) To investigate the dwelling conditions in the city in order to determine which dwellings therein are unfit for human habitation;

(b.) To administer oaths and affirmations, examine witnesses and receive evidence;

(c.) To enter upon premises for the purpose of making examinations and inspections; provided, the entries shall be made in accordance with law and in the manner as to cause the least possible inconvenience to the persons in possession; and

(d.) To appoint and fix the duties of the officers, agents, and employees as he or she deems necessary to carry out the purpose of this chapter.

(4.) Relief from personal liability. Any official, officer, employee, or authorized qualified third-party agency or individual charged with the enforcement of this code, while acting for the city, shall not thereby be rendered liable personally, and is hereby relieved from all personal liability for any damage accruing to persons or property as a result of an act required or permitted in the discharge of the official duties described herein.

(L.) Procedure For Enforcement; Service Of Complaints And Orders.

(1.) Procedure for enforcement.

(a.) Preliminary investigation; notice; hearing.

(i) Whenever a petition is filed with the Inspector by a public authority or by at least five (5) residents of the city charging that any dwelling or dwelling unit is unfit for human habitation, or whenever it appears to the Inspector, upon inspection, that any dwelling or dwelling unit is unfit for human habitation, he or she shall if his or her preliminary investigation discloses a basis for the charges, issue and cause to be served upon the owner of and parties in interest in the dwelling or dwelling unit a complaint stating the charges and containing a notice that a hearing will be held before the Inspector at a place therein fixed, not less than ten (10) nor more than thirty (25) days after the serving of the complaint.

(ii) The owner or any party in interest shall have the right to file an answer to the complaint and to appear in person, or otherwise, and give testimony at the place and time fixed in the complaint.

(iii) Notice of the hearing shall also be given to at least one of the persons signing a petition relating to the dwelling.

(iv) Any person desiring to do so may attend the hearing and give evidence relevant to the matter being heard.

(v) Hearings before the Inspector shall be quasi-judicial in nature. The rules of evidence prevailing in courts of law or equity shall not be controlling in hearings before the Inspector.

(b.) Procedure after hearing.

(i) After the notice and hearing, the Inspector shall state in writing his or her determination whether the dwelling or dwelling unit is unfit for human habitation. If the Inspector determines the dwelling or dwelling unit is unfit for human habitation, then he or she shall also determine whether the structure is deteriorated or dilapidated.

(ii) If the Inspector determines that the dwelling or dwelling unit is deteriorated, he or she shall state in writing his or her findings of fact in support of the determination, and shall issue and cause to be served upon the owner thereof an order directing and requiring the owner to repair, alter and improve the dwelling or dwelling unit to comply with the minimum standards of fitness established by this chapter within a specified period of time, not to exceed ninety (90) days.

(iii) If the Inspector determines that the dwelling or dwelling unit is deteriorated, the order may also require that the property be vacated and closed. The Inspector may issue an order to vacate and close only if the Inspector determines in writing that continued occupancy during the time allowed for repair will present a significant threat of bodily harm, taking into account the nature of the necessary repairs, alterations, or improvements; the current state of the property; and any additional risks due to the presence and capacity of minors under the age of eighteen (18) or occupants with physical or mental disabilities.

(iv) If the Inspector determines that the dwelling is dilapidated, he or she shall state in writing his or her findings of fact to support the determination, and shall issue and cause to be served upon the owner thereof an order directing and requiring the owner to either repair, alter and improve the dwelling or dwelling unit to comply with the minimum standards of fitness established by this chapter or else vacate and remove or demolish the same within a specified period of time not to exceed ninety (90) days. However, notwithstanding any other provision of law, if the dwelling is located in a historic district of the city and the city's Historic District Commission determines, after a public hearing as provided by ordinance, that the dwelling is of particular significance or value toward maintaining the character of the district, and the dwelling has not been condemned as unsafe, the order may require that the dwelling be vacated and closed consistent with G.S. § 160D-1203.

(v) An order issued shall also state:

1. That the failure to make timely repairs as directed in the order shall make the dwelling subject to the issuance of an unfit order; and

2. That any person aggrieved by the order may appeal the decision to the Zoning Board of Adjustment within thirty (30) days from the rendering of the decision or service of the order.

(2.) Whenever the Inspector orders a dwelling be vacated and closed or removed or demolished, notice of the order shall be given by first-class mail to any organization involved in providing or restoring dwellings for affordable housing that has filed a written request for such notices. A minimum period of forty-five (45) days from the mailing of such notice shall be given before removal or demolition by action of the Inspector, to allow the opportunity for any organization to negotiate with the owner to make repairs, lease, or purchase the property for the purpose of providing affordable housing. The Inspector or city Clerk shall certify the mailing of the notices, and the certification shall be conclusive in the absence of fraud. Only an organization that has filed a written request for such notices may raise the issue of failure to mail such notices, and the sole remedy shall be an order requiring the Inspector to wait forty-five (45) days before causing removal or demolition.

(3.) Methods of service of complaints and orders.

(a.) Complaints or orders issued by the Inspector shall be served upon persons either personally or by registered or certified mail. When service is made by registered or certified mail, a copy of the complaint or order may also be sent by regular mail. Service shall be deemed sufficient if the registered or certified mail is unclaimed or refused, but the regular mail is not returned by the post office within ten (10) days after the mailing. If regular mail is used, notice of the pending proceedings shall be posted in a conspicuous place on the premises affected.

(b.) If the identities of any owners or the whereabouts of persons are unknown and cannot be ascertained by the Inspector in the exercise of reasonable diligence, or, if the owners are known but have refused to accept service by registered or certified mail, and the Inspector makes an affidavit to that effect, then the serving of the complaint or order upon the owners or other persons may be made by publication in a newspaper having general circulation in the city at least once no later than the time at which personal service would be required under this chapter. When service is made by publication, notice of the pending proceedings shall be posted in a conspicuous place on the premises thereby affected.

(M.) Failure To Comply With An Order.

(1.) Failure to comply with an order – in personam remedy. Pursuant to G.S. § 160D-1203, if the owner of any deteriorated dwelling or dwelling unit shall fail to comply with an order of the Inspector to repair, alter or improve the same within the time specified therein, or if the owner of a dilapidated dwelling shall fail to comply with an order of the Inspector to vacate and close, and remove or demolish the same within the time specified therein, the Inspector may submit to the Board of Alderman a resolution directing the city Attorney to institute any appropriate action in the Brunswick County Superior Court for an order directing the owner and/or occupants to comply with the order of the Inspector; to otherwise prevent the unlawful erection, construction, reconstruction, alteration or use; to restrain, correct or abate the violation; to prevent the occupancy of the dwelling; or to prevent any illegal act, conduct or use in or about the premises of the dwelling.

(2.) Failure to comply with an order – in rem remedy.

(a.) If the owner of any deteriorated or dilapidated dwelling or dwelling unit shall fail to comply an order of the Inspector issued pursuant to this chapter, the Inspector may petition the Board of Alderman adopt an ordinance authorizing the Inspector to carry the Inspector's order into effect. Upon adoption of said ordinance, the Inspector shall proceed to cause the dwelling or dwelling unit to be repaired, altered or improved to comply with the minimum standards of fitness established by this chapter or to be vacated and closed and removed or demolished, as directed by the ordinance of the Board of Alderman and shall cause to be posted on the main entrance of the dwelling or dwelling unit a placard with the following words: "This building is unfit for human habitation; the use or occupation of this building for human habitation is prohibited and unlawful."

(b.) No ordinance adopted by the Board of Alderman shall direct the Inspector to take an action other than those actions specified in the Inspector's written order, except that the Board may allow additional time to repair a dwelling.

(c.) No ordinance shall be adopted to require demolition of a dwelling until the owner has first been given a reasonable opportunity to bring it into conformity with the city Minimum Housing Code.

(d.) Occupation of a building so posted shall constitute a Class 1 misdemeanor.

(3.) Each ordinance shall be recorded in the office of the Brunswick County Register of Deeds and shall be indexed in the name of the property owner in the grantor index.

(N.) Costs A Lien On Premises; Sale Of Materials.

(1.) As provided by G.S. § 160D-1203, the amount of the cost of any repairs, alterations or improvements, or vacating and closing, or removal or demolition, caused to be made or done by the Inspector shall be a lien against the real property upon which the cost was incurred, which lien shall be filed, have the same priority, and be collected as the lien for special assessment provided in G.S. Chapter. 160D-1203.

(2.) If the real property upon which the cost was incurred is located within the corporate limits of the city, then the amount of the cost is also a lien on any other real property of the owner located within the city limits or within one (1) mile thereof except for the owner's primary residence. The additional lien provided in this subdivision is inferior to all prior liens and shall be collected as a money judgment.

(3.) If the dwelling is removed or demolished by the Inspector, he or she shall sell the materials of the dwelling, and any personal property, fixtures or appurtenances found in or attached to the dwelling, and shall credit the proceeds of the sale against the cost of the removal or demolition and any balance remaining shall be deposited in the Brunswick County Superior Court by the Inspector, shall be secured in a manner directed by the Court, and shall be disbursed by the Court to the persons found to be entitled thereto by final order or decree of the Court. Nothing in this subsection shall be construed to impair or limit in any way the power of the city to define and declare nuisances and to cause their removal or abatement by summary proceedings, or otherwise.

(O.) Abandonment Of Intent To Repair.

(1.) If the two following conditions exist, the Board may conduct a hearing to determine whether the owner has abandoned the intent and purpose to repair, alter or improve the dwelling in order to render it fit for human habitation.

(a.) the Board of Alderman has adopted an ordinance as provided in this chapter or the Inspector has issued an order determining a structure is deteriorated and ordering a dwelling to be repaired or vacated and closed; and

(b.) the dwelling has been vacated and closed for a period of one (1) year pursuant to the ordinance or order.

After a hearing, the Board finds that the owner has abandoned his or her intent to repair the dwelling and that the continuation of the dwelling in its vacated and closed status would be inimical to the health, safety, morals and welfare of the city in that the dwelling would continue to deteriorate, would create a fire and safety hazard, would be a threat to children and vagrants, would attract persons intent on criminal activities, would cause or contribute to blight and the deterioration of property values in the area, and would render unavailable property and a dwelling which might otherwise have been made available to ease the persistent shortage of decent and affordable housing in this State, then in such circumstances, the Board may, after the expiration of such one (1) year period, enact an ordinance and serve such ordinance on the owner, setting forth the following:

(i) If it is determined that the repair of the dwelling to render it fit for human habitation can be made at a cost not exceeding fifty percent (50%) of the then current value of the dwelling, the ordinance shall require that the owner either repair or demolish and remove the dwelling within ninety (90) days; or

(ii) If it is determined that the repair of the dwelling to render it fit for human habitation cannot be made at a cost not exceeding fifty percent (50%) of the then current value of the dwelling, the ordinance shall require the owner to demolish and remove the dwelling within ninety (90) days.

(P.) Alternative And Supplemental Remedies.

(1.) Neither this chapter nor any of its provisions shall be construed to impair or limit in any way the power of the city to define and declare nuisances and to cause their abatement by summary action or otherwise, or to enforce this chapter by criminal process as authorized by G.S. § 14-4.

(2.) The enforcement of any remedy provided herein shall not prevent the enforcement of any other remedy or remedies provided herein or in other ordinances or laws.

(3.) If any occupant fails to comply with an order to vacate a dwelling, the Inspector, with authorization from the Board of Alderman, may file a civil action in the name of the city to remove such occupant. The action to vacate the dwelling shall be in the nature of summary ejectment and shall be commenced by filing a complaint naming as parties-defendant any person occupying such dwelling. The Brunswick County Clerk of Superior Court shall issue a summons requiring the defendant to appear before a magistrate at a certain time, date and place not to exceed ten (10) days from the issuance of the summons to answer the complaint. The summons and complaint shall be served as provided in G.S. § 42-29. The summons shall be returned according to its tenor, and if on its return it appears to have been duly served, and if at the hearing the Inspector produces a certified copy of an ordinance adopted by the Board of Alderman pursuant to this chapter authorizing the Inspector to proceed to vacate the occupied dwelling, the magistrate shall enter judgment ordering that the premises be vacated and that all persons be removed. The judgment ordering that the dwelling be vacated shall be enforced in the same manner as the judgment for summary ejectment entered under G.S. § 42-30. An appeal from any judgment entered hereunder by the magistrate may be taken as provided in G.S. § 7A-228, and the execution of such judgment may be stayed as provided in G.S. § 7A-227. An action to remove an occupant of a dwelling who is a tenant of the owner may not be in the nature of a summary ejectment proceeding pursuant to this paragraph unless such occupant was served with notice at least thirty (30) days before the filing of the summary ejectment proceeding that the Board of Alderman has ordered the Inspector to proceed to exercise his or her duties pursuant to this chapter to vacate and close or remove and demolish the dwelling.

(Q.) Appeals.

(1.) An appeal from any decision or order of the Inspector may be taken to the Zoning Board of Adjustment by any person aggrieved thereby or by any Officer, Board or Council of the city. Any appeal from the Inspector shall be taken within thirty (30) days from the rendering of the decision or service of the order by filing a notice of appeal with the Inspector, which notice shall specify the grounds upon which the appeal is based.

(2.) Upon the filing of any notice of appeal, the Inspector shall promptly transmit to the Zoning Board of Adjustment all the papers, photographs and other documents constituting the record upon which the decision appealed from was made.

(3.) When an appeal is from a decision of the Inspector refusing to allow the person aggrieved thereby to do any act, his or her decision shall remain in force until modified or reversed. When any appeal is from a decision of the Inspector requiring the person aggrieved to do any act, the appeal shall have the effect of suspending the requirement until the hearing by the Zoning Board of Adjustment, unless the Inspector certifies to the board, after the notice of appeal is filed with him or her, that because of facts stated in the certificate (a copy of which shall be furnished to the appellant), a suspension of his or her requirement would cause imminent peril to life or property. In that case the requirement shall not be suspended except by a restraining order, which may be granted for due cause shown upon not less than one (1) day's written notice to the Inspector, by the board, or by a court of record upon petition.

(4.) The Zoning Board of Adjustment shall fix a reasonable time for hearing appeals, shall give due notice to the parties, and shall render its decision within a reasonable time. Any party may appear in person or by agent or attorney. The board may reverse or affirm, wholly or partly, or may modify the decision or order appealed from, and may make any decision and order that in its opinion ought to be made in the matter, and to that end it shall have all the powers of the Inspector, but the concurring vote of a majority of the members of the board shall be necessary to reverse or modify any decision or order of the Inspector. The board shall have power also in passing upon appeals, when practical difficulties or unnecessary hardships would result from carrying out the strict letter of the ordinance, to adapt the application of the ordinance to the necessities of the case to the end that the spirit of the ordinance shall be observed, public safety and welfare secured, and substantial justice done.

(5.) Every decision of the Zoning Board of Adjustment shall be subject to review by proceedings in the nature of certiorari instituted in the Brunswick County Superior Court within fifteen (15) days of the decision of the board, but not otherwise.

(6.) Any person aggrieved by an order issued by the Inspector, or a decision rendered by the Zoning Board of Adjustment may petition the Brunswick County Superior Court for an injunction restraining the Inspector from carrying out the order or decision and the court may, upon such petition, issue a temporary injunction restraining the Inspector pending a final disposition of the cause. The petition shall be filed within thirty (30) days after issuance of the order or rendering of the decision. Hearings shall be had by the court on a petition within twenty (20) days and shall be given preference over other matters on the court's calendar. The court shall hear and determine the issues raised and shall enter such final order or decree as law and justice may require. It shall not be necessary to file bond in any amount before obtaining a temporary injunction under this subsection.

(R.) Conflict With Other Provisions.

In the event any provision, standard or requirement of this chapter is found to be in conflict with any provision of any other ordinance or code of the city, the provision which establishes the higher standard or more stringent requirement for the promotion and protection of the health and safety of the residents of the city shall prevail.

(S.) Violations.

(1.) It shall be unlawful for the owner of any dwelling or dwelling unit to fail, neglect or refuse to repair, alter, or improve the same, or to vacate and close and remove or demolish the same, upon order of the Inspector duly made and served as herein provided, within the time specified in the order, and each day that any failure, neglect or refusal to comply with the order continues shall constitute a separate and distinct offense.

(2.) It shall be unlawful for the owner of any dwelling or dwelling unit, with respect to which an order has been issued pursuant to this chapter, to occupy or permit the occupancy of the same after the time prescribed in the order for its repair, alteration or improvement or its vacation and closing, and each day that the occupancy continues after the prescribed time shall constitute a separate and distinct offense.

(T.) Penalty And Enforcement.

(1.) In addition to the other remedies provided here in, any provision of this chapter may be enforced by any remedy, including but not limited to civil penalties as provided in Code Section 10.99 and G.S. § 160D-1203.

ARTICLE IV. SPECIFIC BUILDINGS¹

DIVISION 1. HOME OCCUPATIONS

Sec. 4-118. Generally.

Home occupation: Any business, profession, or trade in which the principal income-generating work of the business, profession or trade is conducted principally within a dwelling unit or accessory structure by the inhabitants of the dwelling unit, which business use is incidental and secondary to the use of the property for dwelling purposes. Furthermore, in order to be classified as a home occupation, the business, profession, or trade must satisfy the following requirements:

- (1) Not more than twenty-five (25) percent of the gross floor area of the dwelling unit (excluding porch and garage areas) or five hundred (500) square feet, whichever is more, shall be used in the conduct of the home occupation. The twenty-five (25) percent or five hundred (500) square feet, whichever is more, may be used in either the dwelling unit or an accessory structure or a combination of the two (2).
- (2) There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of such home occupation other than one (1) sign, not exceeding eighteen (18) inches by twenty-five (25) inches in size, and may be lighted with indirect

¹Editor's note(s)—Ordinance of October 11, 2001 did not specifically amend the Code. At the discretion of the editor said provisions have been added as §§ 4-116—4-132 as set out herein.

illumination of not more than seventy-five (75) watts per side and shall not be illuminated from 10 p.m. till 8 a.m.

- (3) There shall be no outside storage of anything connected with the home occupation, except one (1) vehicle used in connection with the business. Such a vehicle may be no larger than a passenger van or pick-up truck.
- (4) No traffic shall be generated by such home occupation in greater volumes than would normally be expected in a residential neighborhood, and any need for parking generated by the conduct of such home occupation shall be in accordance with § 4-117 of this article, and other than in a required front yard.
- (5) No equipment or process shall be used in such home occupation which creates noise, vibration, glare, fumes, odors or electrical interferences detectable to the normal sense off the lot. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises or causes fluctuations in line voltage off the premises.
- (6) There shall not be more than one (1) person other than residents of the dwelling unit employed at the premises in connection with the home occupation.
- (7) In the event a home occupation is being conducted at the time of the adoption of this article which does not comply with the requirements of subsection (a) hereof, said home occupation may continue provided that all requirements of subsections (b) through (f) are complied with. Any home occupation not complying with all requirements of subsections (b) through (f) is in violation of the Southport Zoning Ordinance and subject to all remedies allowed by law. If said home occupation does not meet the restrictions in subsection (a) at the time of the adoption of this article, no action can be taken to increase the non-conformity in any manner.

(Ord. of 10-11-01(1))

Sec. 4-119. Off-street parking.

- (a) *Remote parking space:* If the off-street parking space required by this article cannot be reasonably provided on the same lot on which the principal use is located, such space may be provided on any land within four hundred (400) feet of the main entrance to such principal use.
- (b) *Minimum parking requirements:* The following off-street parking space shall be required.

Residential & Related Uses	Required Off-Street Parking
Any residential use consisting of one (1) or more dwelling units.	Two (2) parking spaces on the same lot for each dwelling unit.
Home occupations (except medical doctor or dentist offices).	Two (2) parking spaces in addition to the residential parking requirement.

Parking space, off-street: An adequate size space (10'×20') for parking a vehicle with room for opening doors on both sides, proper access to streets and adequate maneuvering room.

(Ord. of 10-11-01(1))

Secs. 4-120—4-130. Reserved.

NOW, THEREFORE, BE IT ORDAINED by the City of Southport Board of Aldermen that the proposed Code of Ordinances amendment of Chapter 4, Article III: Condemnation, Repair, and Demolition of Unsafe Buildings, is hereby adopted and shall become effective immediately. All provisions of any City ordinance 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 November 2023.

Ayes: _____

Noes: _____

Absent or Excused: _____

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

Dorothy Dutton, Asst City Manager/Clerk



BOARD OF ALDERMEN AGENDA ITEM SUMMARY

DATE: 10/26/2023

DEPARTMENT: Police and Administration

PRESENTED BY: Consent Agenda (Chief Coring, D. Dutton)

ITEM SPONSORED BY: Police Department

ITEM/TOPIC: Changing the disposition of a surplus Police vehicle.

COST: n/a

BUDGET LINE ITEM: n/a

JUSTIFICATION: After adopting a resolution to surplus a Police vehicle, and advertising it as available for sale, the City received no reasonable offers and decided to keep the vehicle in case it was needed. The vehicle has not been used enough to warrant keeping it. Now, the Village of Bald Head Island has suggested an exchange. The Village of Bald Head Island has declared a large supply of ammunition as surplus because it is not compatible with their new duty weapons. The City of Southport is able to use the ammunition, and the ammunition is often difficult to procure. The value of the vehicle is comparable to the value of the ammunition. In order to conduct the exchange, a new Resolution in Support of the exchange

IMPACT IF NOT APPROVED: The Dodge Charger will remain unused by the City, required ammunition may continue to be a challenge to acquire.

DEPARTMENT HEAD COMMENTS:

CITY MANAGER COMMENTS:

ATTACHMENTS: Resolution in Support of Exchange of Surplus Goods

REQUESTED ACTION: Approve the Resolution and exchange of the surplus Police vehicle as described.

PROPOSED MOTION: When the Consent agenda is approved, the Resolution in Support of the Exchange will be approved.

**CITY OF SOUTHPORT BOARD OF ALDERMEN
RESOLUTION AUTHORIZING THE EXCHANGE OF A SURPLUS POLICE VEHICLE**

WHEREAS, the City of Southport owns items of personal property as set forth hereinbelow that was declared surplus in March 2022; and

WHEREAS, the surplus vehicle was advertised for sale as authorized by Resolution, but received no sufficient offers; and

WHEREAS, the Village of Bald Head Island has expressed a need for the surplus vehicle and has proposed an exchange for surplus ammunition of comparable value.

WHEREAS, North Carolina General Statute § 160A-271 permits the city to exchange such property for other real or personal property by private negotiation if the city receives a full and fair consideration in exchange for its property; and

WHEREAS, the property exchange can only take place after a Resolution authorizing the exchange is adopted, and after a public notice is published at least (10) days before the Resolution is adopted.

**NOW THEREFORE, THE BOARD OF ALDERMEN OF THE CITY OF SOUTHPORT
RESOLVES THAT:**

1. A notice was published at least (10) days before the Resolution authorizing the exchange was considered for adoption.
2. The Board of Aldermen authorizes the exchange of the following surplus item:

2013 Dodge Charger; VIN# 2C3CDXAT3EH346604, VALUED AT \$5,500.00

3. The exchange is mutually beneficial to both the City of Southport and the Village of Bald Head Island.

DATED, this _____ day of _____ 2023.

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

Attest:

Dorothy Dutton, City Clerk

§ 160A-271. Exchange of property.

A city may exchange any real or personal property belonging to the city for other real or personal property by private negotiation if the city receives a full and fair consideration in exchange for its property. A city may also exchange facilities of a city-owned enterprise for like facilities located

within or outside the corporate limits. Property shall be exchanged only pursuant to a resolution authorizing the exchange adopted at a regular meeting of the council upon 10 days' public notice. Notice shall be given by publication describing the properties to be exchanged, stating the value of the properties and other consideration changing hands, and announcing the council's intent to authorize the exchange at its next regular meeting.



**Board of Aldermen
Regular Meeting Minutes
Community Building 223 E. Bay Street
October 5, 2023
1:00 P.M.**

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

Absent: None

Staff Present: Bonnie Therrien, City Manager
Tanya Shannon, Deputy Clerk
Todd Coring, Police Chief
Charles Drew, Fire Chief
Heather Hemphill, Parks & Rec. Director
Tom Stanley, Public Services Director
ChyAnn Ketchum, Community Relations/PIO
Mo Meehan, City Planner
Lance Flint, Finance Director

- A) Mayor Joseph P. Hatem called the meeting to order at 1:00 p.m. and welcomed everyone.
- B) Reverend Alderman Davis gave the Invocation.
- C) Mayor Hatem led the Pledge of Allegiance.
- D) Introduction of New Employees: Abbey Glenn, Permit Technician, and Amanda Clemmons, Parks and Recreation Assistant.

Mayor Hatem Read the 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 state at this time."

- E) **Approval of the Agenda:** Alderman Davis Made a Motion to add Public Comment to the Agenda, and Mayor Pro Tem Mosteller seconded it. ***Unanimous Vote; Motion Carried.***
- F) **Public Comment:** Jason Robbins, 504 # B Brunswick St., commented on agenda item #9 regarding Political Signs and the UDO Requirements. He has concerns about the placement and allowances for political signs on private property. To his understanding, the most recent updates to the UDO indicate that only one sign per property/lot is allowed, violating the U.S. Constitution's 1st Amendment. He requested a resolution not to enforce these requirements pending further review and an amendment to the UDO.

G) Approval of the Consent Agenda:

- 1. Electronic Records Policy
- 2. Abandonment of Southeast Brunswick Sanitary District Pipe
- 3. Agreement with NCLM for Cybersecurity Assistance
- 4. Minutes of the Regular Agenda Review and Workshop September 8, 2023
- 5. Minutes of the Regular Agenda Review and Workshop August 4, 2023
- 6. Minutes of the Special Town Hall Meeting on Homelessness in Southport September 5, 2023

Alderman Lombardi motioned to approve the Consent Agenda, and Alderman Davis seconded it. ***Unanimous Vote; Motion Carried.***

H) 1. Presentation and Update of the NC 211 Construction:

Mr. Josh Pratt from NCDOT gave a presentation on the NC 211 construction project. Alderman Davis expressed concerns about the traffic flow going in the opposite direction from their turnouts. Mr. Pratt explained that drivers must turn right and then make a U-turn. It was designed to reduce accidents and fatalities. Mr. Law clarified that no additional traffic lights were planned. Alderman Davis asked why four lanes were going into two lanes, and Mr. Law explained that the concept is that traffic will be moving around, with options to turn onto different roads. Mr. Pratt mentioned that traffic studies were done for the project.

Mayor Pro Tem Mosteller provided some background on the project. The engineers worked with the City to end the expansion at the intersection of Howe St. and Robert Ruark to preserve trees. They also will bury power lines at no cost to the city and design sidewalks for 80% of the price and other features that would benefit the City.

Alderman Alt mentioned that in Leland, specific traffic lights are set up to facilitate U-turns, which prevents traffic from backing up when drivers need to make a U-turn. He questioned why the State wouldn't consider implementing similar measures to ensure smoother traffic flow for U-turn makers. Mr. Law, the project engineer, said this would be a reduced conflict traffic situation and that he could speak to the design team and come back with answers for specific locations on designated U-turn lanes.

Mayor Pro Tem Mosteller noted that the last public meeting was in October 2017, and the project design was completed. All design work has been on their website since 2018. The project was initially set to begin in 2018 but was delayed due to Hurricane Florence and other factors.

2. Easement Agreement with Atlantic Telephone Membership Corporation

Manager Therrien provided an overview of the proposed agreement. She mentioned that Focus Broadband is seeking to purchase a property in Southport to enhance the City's internet services. Although there are four sites that they are interested in, all of them are located in residential areas. She suggested that the location on River Road, where there is a City Lift Station, would be more suitable. Public Services Director and City Engineer Zilinek visited the site to assess if a shared easement would be possible. They agreed that the construction could be done without affecting the lift station. The City Attorney reviewed the draft of the permanent easement agreement provided to the Board. She said that instead of purchasing the easement for around \$4,300, Broadband is willing to put down \$10,000 towards WiFi in Downtown and the Parks. Manager Therrien recommended the agreement and thought it would benefit the City.

Mr. Chirs Ward from Focus Broadband was available to respond to any inquiries. Mayor Pro Tem Mosteller asked if the installation would be entirely underground. Mr. Ward confirmed that all the facilities were underground, and they were collaborating with Brunswick Electric to install them up to the Hwy 211 widening project. Alderman Davis asked if the entire City would have access to Focus Broadband. Mr. Ward said they intend to serve every portion of Southport at some point. If the agreement is approved, installing the fiber optics will eventually give access to the entire City. Alderman Alt asked if this would interfere with connecting with other WiFi connections. Mr. Ward said that it would not. Alderman Alt asked what the timeline would be for the project. Mr. Ward said he did not know and would get back to him.

Alderman Allen Made a Motion to grant acceptance of a deed for a permanent easement on the City-owned parcel #2210002707 as outlined in the attached Easement Agreement, which has been reviewed by the City Attorney and, in exchange, accept the \$10,000 towards the partial installation of WiFi in the downtown area and the City parks and seconded by Mayor Pro Tem Mosteller. ***Unanimous Vote; Motion Carried.***

Alderman Carroll sought clarification regarding the \$10,000 allocated for the WiFi installation and its total cost. In response, Manager Therrien said that the estimated cost for the entire project was \$20,000. She suggested that the installation could be done in phases, and the remaining cost could be included in the next budget.

3. Building Assessment Consultant Selection

Mayor Hatem provided an overview of the City's Building Assessment. He emphasized the importance of regular maintenance for municipal buildings.

Public Services Director Tom Stanley said the City had sent requests for qualifications, and HICAPS is the recommended company for the job. The best part is that their price falls below the budgeted amount, leaving some funds available in case any repairs are needed. The team is ready to begin the work and would like to start with the Old City Hall/Courthouse.

Alderman Carroll inquired about the number of Municipal buildings, and Mayor Hatem confirmed that there were 18 in total, including restrooms. Alderman Carroll made a Motion to approve a contract with HICAPS for Municipal Building Services and authorize the Manager or Mayor to execute a contract, and Alderman Lombardi seconded. ***Unanimous Vote; Motion Carried.***

4. Regional Planning Organization Selection

Mayor Hatem said the City has two options regarding joining a regional planning organization responsible for transportation study and development. The first option is the Grand Strand Area Transportation Study Group (GSATS), and the second is continuing to work with the Regional Planning Group the City is currently affiliated with through the Cape Fear Council of Governments. Initially, the City was also suggested to consider joining the Wilmington Metro Planning Organization, but they have decided not to expand their membership. These organizations can help with transportation funding applications, as well as planning studies for future projects and technical reviews.

It was the consensus of the Board to continue with the Cape Fear Regional Planning Group. Alderman Alt made a Motion to have the City of Southport join with the Cape Fear RPO for the City's future planning needs and opportunities for transportation funding, seconded by Mayor Pro Tem Mosteller. ***Unanimous Vote; Motion Carried.***

5. Short-term Vacation Rental Ordinance-Board Decision

City Planner Meehan said the proposed amendment aims to remove references to the already-unenforced annual registration requirement in multiple sections of the Ordinance relating to Short Term Vacation Rentals and Homestays. 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. 'This amendment is intended to bring the Unified Development Ordinance into full compliance with recent judicial decisions.

Alderman Carroll expressed concerns about enforcing an ordinance related to short-term rentals. He cited examples of non-compliant properties on rental websites. To enforce regulations, Manager Therrien said they must constantly monitor rental websites. Planner Meehan said that Code Enforcement had already sent letters to non-compliant properties, and the penalty was around \$25. Alderman Allen added that the cost of violations increases with non-compliance, and Mayor Pro Tem Mosteller mentioned a daily violation fee. The Board would like to gather more information on software, violation fees, and other ways to manage non-compliant rentals.

Alderman Carroll made a Motion to approve the Land Use Consistency Statement to remain consistent with current General Statutes and the Zoning Text Amendment regarding short-term vacation Rentals and Homestays as presented and seconded by Mayor Pro Tem Mosteller. ***Unanimous Vote; Motion Carried.***

9. **Political Signs** (moved to agenda item 6).

Alderman Davis has expressed concerns about the current regulations in the UDO that govern political signs. The current regulation limits the number of political signs to one per property, which Alderman Davis believes is unjust and violates the First Amendment. After consulting with several constitutional attorneys and organizations, she has confirmed that this regulation could be a potential violation of the Constitution. Alderman Davis cited a Supreme Court decision to support her argument. She urges that the Constitution be upheld and that this regulation not be enforced until it is revised in the UDO.

During the meeting, the City Attorney, Mr. Brady Herman, joined via conference call to answer inquiries regarding the Ordinance. Upon reviewing it, he believed the Ordinance was not unconstitutional but excessively restrictive and needed to be addressed. He suggested that the revision of the sign Ordinance, including political signs, should be postponed until after the election and the start of the new year. He also added that if only one sign is allowed, it could be deemed too restrictive by a court. Furthermore, he proposed not enforcing the political sign Ordinance until the Planning Board drafts and recommends a revised version for adoption approval from the Aldermen. However, Alderman Davis respectfully disagreed.

The Board discussed reviewing the revisions of the sign Ordinance but decided to vote on not enforcing the use of multiple signs on private personal property. Manager Therrien asked Mr. Herman if it was legal not to enforce a part of the Ordinance with a Board vote, to which he replied that it was the best temporary solution to rectify the situation.

Alderman Carroll made a Motion to direct City Staff not to enforce the portion of the political sign ordinance related to the number of signs on private personal property and not in the right-of-way, seconded by Mayor Pro Tem Mosteller. ***Aye: Alderman Carroll, Allen, Alt, Lombardi and Mosteller. Nay: Alderman Davis. Motion Carried (5-1)***

6. **Forensic Audit**

Alderman Alt proposed a plan to improve the policies and procedures related to financial oversight. Mayor Pro Tem disagreed with spending \$10,000 on the forensic audit and suggested that the professional staff handle it instead. Alderman Alt clarified that the issue was not with the project itself but rather the process of how the money is being utilized. He suggested verifying that the money was being used correctly. Mayor Pro Tem Mosteller recommended reviewing the finance director's report first. Alderman Allen explained that a forensic audit is an examination to find illegal financial records and activities. He

mentioned that if there is no evidence of financial misfeasance, then there is no need for a forensic audit. Alderman Lombardi questioned the staff's capability to manage the project, and Manager Therrien confirmed that the staff was capable. She believed there may have been mistakes in the Taylor's Field project. Alderman Davis asked when the Howe Street project was completed, and Alderman Lombardi replied that it was around 2018. Alderman Davis suggested asking the finance director to conduct a financial audit on these projects to pinpoint any mistakes. Manager Therrien explained that the finance director had only been in the position for three weeks and was still learning the program. Manager Therrien said that it would be difficult to take the Finance Director off of everything he is doing now with the budget season approaching to devote time to the finances of these projects specifically.

Mayor Hatem stressed the importance of monitoring the projects and ensuring the staff had the necessary support and resources.

Alderman Alt proposed a motion to allocate \$10,350 for a forensic audit of the Howe St., Bay Street, and Taylor Field projects. However, there was no second motion, and it was denied.

Alderman Carroll motioned to direct the staff to research the subject further and come back to the Board with recommendations. Mayor Pro Tem Mosteller seconded the motion.

Unanimous Vote; Motion Carried.

7. Creek Committee

Alderman Alt requested the City Manager to take necessary measures regarding public health warnings based on creek readings at Cottage, Bonnett's, and Price's Creek. He proposed forming a workgroup comprising City staff, County Public Health officials, and State water quality experts. This group would be responsible for giving monthly updates to the Board of Aldermen. The purpose is to authorize the city manager to allow signs warning the public about high bacteria levels. Mayor Pro Tem suggested reviewing all policies, while Alderman Allen inquired whether the County and State had been consulted.

Manager Therrien informed the Board that she had contacted the county and state officials. They provided some levels that trigger warnings, but it depends on the type of water and other factors. She also informed the Board that the Staff is working with a lab in Colorado to conduct a test. The County reverts to the State on such matters. Alderman Allen further inquired about the composition of the committee. Alderman Alt clarified that the intention was to have a policy that would allow testing and come back to the Manager with a recommendation to move forward.

The Board's consensus was to ask the city manager to appoint a group or person to look into the situation and put signs up if needed. The Board members also expressed a desire to converse with health departments to determine if there's a need for warning signs.

Alderman Alt made a Motion to allow the City Manager to decide who should be on the Creek Committee, set up procedures for monitoring the Creeks for bacteria, and take appropriate actions if needed. Mayor Pro Tem Mosteller seconded the Motion. ***Unanimous Vote; Motion carried.***

8. Affordable Housing

Recently, Mayor Hatem met with neighboring mayors to discuss the issue of affordable housing. Each municipality expressed concern about the lack of workforce housing and possible solutions. The Mayor emphasized that a collaborative effort with county officials is necessary to find a viable solution.

In this regard, Alderman Alt has requested the City Manager to form a workgroup comprising City staff, Brunswick County Habitat for Humanity, and other non-profit organizations. The workgroup will provide the Board of Aldermen with a list of economic and non-economic incentives the City can adopt to promote workforce housing initiatives.

Mayor Pro Tem Mosteller announced that a new Development Services Director will soon be joining. Once the Director and the Planner arrive, they will evaluate the planning process for affordable housing. Alderman Carroll acknowledged that the issue is essential and appreciates the effort. However, due to the average lot cost of around \$30,000 in Southport, executing any plans for affordable housing in the area would be challenging. Therefore, he suggested looking into alternative options in Brunswick County, where affordable lots are available. Alderman Carroll favors affordable housing and supports the need to work with other entities with the resources to accommodate.

Mayor Hatem announced an upcoming meeting for the mayors seeking help from the County Commissioners and NC State Officials. They aim to collaborate to provide incentives for affordable housing for the workforce in Brunswick County, the seventh fastest-growing County in the nation. Manager Therrien suggested the Board send a letter to the County to generate support and collaborate on a solution.

Mayor Pro Tem Mosteller made a Motion to instruct either the Mayor or the City Manager to reach out to all available resources, including county and state officials, Habitat for Humanity, and other relevant organizations, to work on creating affordable housing for the future. Alderman Lombardi seconded the motion, and it was unanimously approved. The aim is to start the housing projects as soon as possible. Second by Alderman Lombardi. ***Unanimous Vote; Motion Carried.***

- I. **Committee Reports:** provided In the agenda packet
- J. **Manager's Report:** Manager Therrien announced the recognition of staff years of service and the Shoreline Stabilization project at Indian Trail Meeting Hall on October 11th.
- K. **Mayor's Comments:** Mayor Hatem expressed his gratitude to everyone for attending and mentioned that he eagerly anticipated the Shoreline Stabilization Meeting on October 11th and the Regular Board of Aldermen Meeting on the 12th, where several special recognitions will be made. He also announced the opening ceremony of the King Mackerel Fishing Tournament and Captain Charlie's Fishing Tournament.
- L. **Board's Comments:** The Board expressed gratitude towards Chief Drew for his service and leadership. They also discussed upcoming community events, and Alderman Davis raised concerns about political signs. Alderman Lombardi shared positive news about the Beautification Committee and his knee replacement surgery, and Mayor Pro Tem Mosteller announced upcoming events.
- M. **Closed Session 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 an employment contract or proposed employment contract.**

Alderman Carroll requested recusal from the session due to a potential conflict of interest. Mayor Pro Tem made a Motion to approve the recusal and Alderman Lombardi. ***Unanimous Vote; Motion Carried.***

Mayor Pro Tem Mosteller made a Motion to enter into Closed Session, and Alderman Lombardi seconded. ***Unanimous Vote; Motion Carried-3:49 p.m.***

Alderman Lombardi Motioned to return to Open Session and seconded by Alderman Davis. ***Unanimous Vote; Motion Carried.***

There being no further business, Mayor Hatem requested a Motion to Adjourn.

Motion to Adjourn by Alderman Allen and seconded by Alderman Lombardi.

The meeting was adjourned at 4:28 p.m.

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

Tanya Shannon, Deputy Clerk



**Board of Aldermen
Special Shoreline Stabilization Meeting Minutes
Indian Trail Meeting Hall, 113 W. Moore St.
October 11, 2023
9:00 A.M.**

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

Absent: None

Staff Present: Bonnie Therrien, City Manager
Tanya Shannon, Deputy Clerk
Todd Coring, Police Chief
Bob Jarvis, City Engineer
Heather Hemphill, Parks & Rec. Director
Tom Stanley, Public Services Director
ChyAnn Ketchum, Community Relations/PIO

- A. Call to Order: 9:01 A.M.
- B. Reverend Alderman Lowe Davis led the Invocation.
- C. Mayor Hatem led the Pledge of Allegiance.

Mayor Hatem Read the 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 state at this time."

Alderman Carroll requested a recusal from the Closed Session due to a potential conflict of interest.

- D. Alderman Carroll Made a Motion to approve the Agenda, and second By Alderman Lombardi.
Unanimous Vote; Motion Carried.

E. Agenda: Shoreline Stabilization

Mayor Hatem commented on the Shoreline Stabilization project. He highlighted that this was not the final meeting and provided a brief project history. The project has received better engineers, better qualifications, and new funding.

Bob Jarvis, the project lead, gave an overview of the project. The Olsen Group has been appointed as the engineers of the project. Chris Reed provided an update on Olsen's progress, and the city attorney has been consulted on the design concepts. Greg Finch from the Data Group Land Management Group was also present.

Mr. Reed gave a PowerPoint presentation, which was divided into three areas. He discussed the sand section on the west and the private wall with the living shoreline. He also discussed the site conditions and considerations, such as the federal navigation channels, detailed hydrographic survey in 2023, and cultural resources investigation in 2023. All these factors will be reviewed in the regulatory planning process.

Previously discussed project goals were also reviewed, and the pre-Hazel Shoreline Condition of 1954 was presented. The project approach involves developing the project scope based on the current conditions. Alternative options are then created while keeping in mind the goals and constraints of the city. Existing shoreline protection is also considered during these options' development.

Previous alternatives that were proposed are also considered. Option one involves creating a sandy beach, which is the most expensive. Alderman Alt asked about the feasibility and cost of this option, and Mr. Reed said they would need to do further research.

Option t involves the creation of a revetment in the center portion. Rich suggested using larger rocks on top, but Chris disagreed and said the stones were too small and needed to be laid down on a bigger rock. Alderman Davis asked about the appropriate size of the rocks, and Mr. Reed explained that the rocks at the revetment needed to be oversized. Alderman Alt mentioned that it was only a temporary solution and he would look for a more permanent one. Alderman Carroll inquired about the rock in front of the Garrison. Mr. Reed provided some examples to help clarify. It's worth noting that the revetment does not have a beach with rocks. The living shoreline in Southport erodes with ships and structures.

The area in question consists of a sandy beach with breakwaters. The shoreline has sand in the east and a revetment in the middle, while the east side has a living shore. The project involves riparian rights, which must be considered during the regulatory process. The priority areas have been identified, and a solution needs to be chosen quickly due to the limited time and funding available before 2026. Mr. Reed believes that obtaining permits will take about a year, and a revetment would be the easier option to permit. Decisions can be made faster if the revetment is chosen. However, Chris also thinks that the cost of revetment would exceed the amount already allotted by the city. Mr. Reed suggests obtaining a permit for the entire project or in pieces.

The state has been involved in design and planning for almost 30 years. The next step in the process will take 2-3 years. The most significant challenge will be selecting a plan and comparing costs, particularly for the western portion. The living shoreline is not optimal. Mr. Reed suggested responding to the current conditions, while Rich recommended adding sand to the beach. The legal issue, however, is who owns the beach. Alderman Lombardi inquired about the permit duration, which is five years for CAMA and Corp, that do not overlap. Mr. Finch expressed concern about the sand's impact on the yacht basin. Alderman Alt explained that the Corp and the commercial aspects play a significant role. He also asked if the project generates new sand, to which Mr. Finch replied that no sand is coming to Southport. During the meeting, it was discussed that the sand on the beach comes from erosion. The Board wanted to make some decisions regarding the beach. Mr. Jarvis explained what they wanted to do to get things moving for November. They needed direction from the Board and input on phasing.

Alderman Alt suggested using rip rap, starting downstream and moving up the shore. Mr. Finch was unfamiliar with the term, but Alderman Alt explained that it meant placing stones along the shore. Mr. Reed suggested that if they were dealing with the beach, they should consider using other options. Alderman Alt said that three options were more stable. He asked if they could do one at the west before time runs out. Mr. Finch said that options one and three present riparian issues, which means they involve the rights of property owners. He said that everyone would benefit, but the law is unique on these issues. The legal advice has been provided in the packet, but they needed more legal counsel. Mr. Jarvis suggested prioritizing the east end of the west and giving directions on which to start.

Alderman Alt recommended a three-segment plan and suggested starting with option two to obtain the necessary permit. He also advised considering the cost of that particular section. On the other hand, Mr. Jarvis suggested analyzing everything in depth before determining the cost. Alderman Alt pointed out that the revetment would be less expensive. Alderman Davis enquired about the plan and the materials that will be used. Mr. Reed responded that he had not reviewed the exact plans yet and that there may be several options to consider. Mr. Jarvis suggested they prioritize urgent repairs and add any necessary enhancements to the beach. Due to a time constraint, they must start with completing the east end first. Riparian rights and property rights need to be confirmed, which can be done through CAMA. Homeowners will still have access to their docks despite the repairs. During the meeting, a recommendation was made to start with the hardest part of the project, which would require obtaining difficult-to-get permits. The suggestion was to begin with the breakwaters and sand,

which might be more expensive but would help secure the necessary permits. There was also a discussion about riparian rights, and it was explained that property owners start at the mean high land. However, there was a risk that the property owners might lose the rights to riparian access. It was suggested that the project team explore the possibility of granting easements for those rights.

The Board discussed the wooden wall and unanimously agreed it needed to be constructed as soon as possible. However, there was some disagreement about the height of the wall, and it was decided that more conversation was necessary on the topic. Alderman Alt asked what would happen if one homeowner did not agree to grant riparian rights. Mr. Creed was uncertain and suggested seeking legal counsel to explore the matter further. Mayor Hatem asked the previously established steering committee if they wanted to discuss the issue. Mr. Paul Fisher asked about the scope, suggesting it should cover east to west. Manager Therrien emphasized that a decision needs to be made, and Mr. Fisher added that the entire area needs to be considered. Mr. Jarvis suggested evaluating from the yacht basin area to Bonnets Creek and asked if the scope covers the whole city. Mr. Jarvis said they would look into the future. Mayor Hatem suggested considering the future to go into the scope.

Mr. Tommy Harrelson, 202 W. Bay St, Mr. Paul Fisher, 101 River Dr., BJ Gorman, 406 W. Brunswick St., and Frank Marchetti, 1523 Shephard Rd., were on the steering committee. Mr. Harrelson thanked them for their efforts and suggested it could be done sooner. He expressed that he was not blaming anyone for the delay and appreciated that something was being done. Mr. Harrelson also mentioned that they were told they could not use sand from the river to replenish the beach and suggested using beach nourishment instead.

Parks and Recreation Director Hemphill gave an update on the repair of the street on East Bay. One section is eroding and compromising. Ms. Tara McPherson with CAMA mentioned that there was an exception, and they did not have to go through the permit process. She said they want to extend it, but it does provide an exemption. Ms. Hemphill suggested joining the revetment and then extending it. She added that there was a portion that does not need a permit. Ms. Hemphill replied that it would not affect the design. Mayor Hatem was asked about Mr. Fisher's question regarding dredging. Mr. Creed explained that the process is expensive and requires dredging millions of yards of material within a small space, making it even more costly. Mayor Pro Tem Mosteller requested an opinion on the best approach and what factors should be considered. Mr. Reed responded that option one was great, but the middle section was the most critical factor to consider. He added that the living shoreline to the west was the least problematic for now. The next step was determining the direction to take and then moving on to the study phase. Bob Jarvis suggested that the most important sections to look into were sections one and two, which the Mayor agreed were the most vulnerable. Alderman Allen concurred with Mr. Jarvis's suggestion. Mayor Pro Tem Mosteller noted that the legal aspect is critical to the project and should be addressed immediately.

F. Public Comments

Deputy Clerk Tanya Shannon read a comment from Brian Stevens, a resident of 503 Cades Trail, expressing his concern about the absence of a paddle board and kayak launch at the waterfront. Mr. Jarvis said it was too early to know about a secondary launch. Alderman Allen suggested that access to these activities could be provided at the beach side of Caswell and Bay Streets. He also pointed out that there is already a launch available at the Morningstar Marina, which he believes is preferable to use. Manager Therrien assured the Board she would provide a full report on the Kayak Launch during the next regular meeting.

G. Managers Comment: None

H. Mayor Comments: Mayor Hatem thanked everyone and gave appreciation to Mr. Jarvis and the Olsen Group Engineers for their commitment to the waterfront stabilization project.

I. Board Comments: None

J. Closed Session

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.

Mayor Hatem asked for a Motion to enter into a Closed Session. Alderman Allen made a Motion to enter into a Closed Session, and Alderman Lombardi seconded. Before a Vote was confirmed, Alderman Davis read the General Statutes regarding the procedure for Closed Session. She referenced information from the UNC School of Government on procedures that should be followed and disclosed. Manager Therrien stated that the City Attorney should be present for discussion, and the Closed Session would reconvene at the Regular Aldermen Meeting on October 12th.

There were no further questions or comments. Mayor Hatem asked for a Motion to Adjourn. Motion to Adjourn by Alderman Allen and second by Alderman Lombardi. ***Unanimous Vote; Motion Carried.***

Adjournment: 10:44 AM

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

Tanya Shannon, Deputy Clerk

Buildout Analysis for the City of Southport

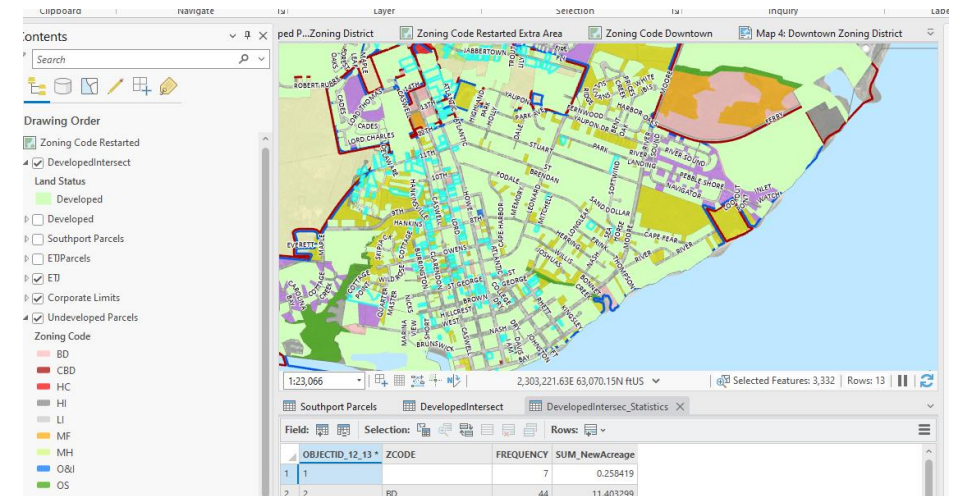
November 9, 2023

WES MACLEOD, AICP, ASLA
LOCAL GOVERNMENT SERVICES DIRECTOR



Scope of Study

- Estimate potential future unit counts and population
- Reviewing available data including:
 - Vacant land use acreage
 - Existing zoning districts
 - Available water and sewer capacity*
 - County tax data
 - Environmental features and constraints
 - Orthophotography
 - Persons per household census data



Process

1. Review demographic data
2. Prepare existing land use analysis
3. Identify developed and undeveloped parcels
4. Analyze zoning categories of vacant parcels
5. Prepare unit count scenarios based upon existing zoning designations
6. Prepare scenario based on potential future zoning changes
7. Develop population estimates based on residential unit counts





Community Profile

- Historic population growth
- Population by age
- Population projections
- Seasonal population estimates

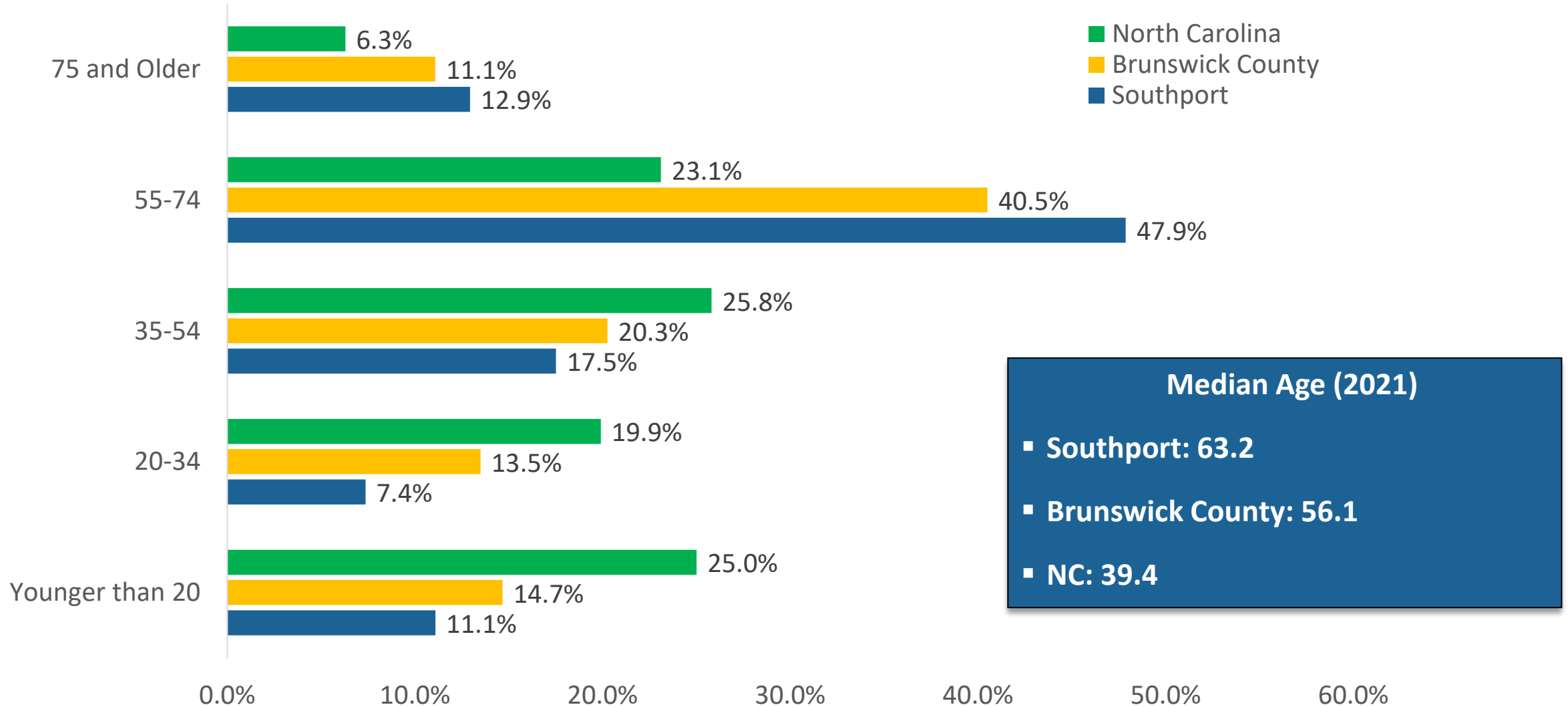
Population Growth (2000 – 2021)

	Southport			Shallotte			Brunswick County		
Year	Total Population	Absolute Change	% Change	Total Population	Absolute Change	% Change	Total Population	Absolute Change	% Change
2000	2,386	---	---	1,373	---	---	73,143	---	---
2010	2,833	447	18.7%	3,675	2,302	167%	107,431	34,288	46.9%
2020	3,971	1,138	40.2%	4,185	510	13.8%	136,693	29,262	27.2%
2021*	4,226*	255	6.4%	4,347	162	3.9%	143,550*	6,857	0.5%
Combined 2000-2021	---	1,840	77.1%	---	2,974	217%	---	70,407	96.3%

Source: US Census; NC Office of State Budget and Management

- City of Southport: 7 new residents a month last 21 years
- Town of Shallotte: 11 new residents per month
- Brunswick County: 279 per month

Population by Age (2021)



Demographic Population Projections (2020 - 2040)

Population Estimates	Brunswick County	Horry County	New Hanover County	Pender County	Southport*
2020 Population	137,789	353,498	225,702	60,203	3,971
2025 Projection	168,650	402,381	244,233	69,774	4,523
2030 Projection	190,301	454,626	259,215	74,886	5,002
2035 Projection	208,623	507,979	274,199	80,002	5,473
2040 Projection	225,987	560,837	289,182	85,113	5,932
Population Growth Projections					
Net Increase through 2040	88,198	207,339	63,480	24,910	1,961
Persons Per Month though 2040	210.0	493.7	151.1	59.3	4.7

*Southport's population projection estimates are based on regional projected growth rates. The projections do not consider future buildout.

Source: NCOSBM, SC Revenue and Fiscal Affairs Office, US Census & Cape Fear Council of Governments

Peak Seasonal Overnight Population (2021)

Housing Units	Persons per Unit	Total
Permanently Occupied Housing (1,739)	2.43 residents + 2 guest per Unit	7,704**
Vacant Housing (538)	4 seasonal residents/guests	2,152
Hotel Units (294)	2	588
Campsites (10)	4	40
Total		10,484

**For the estimate, the following assumptions were used to calculate the total number of persons: 2 guests per permanent housing unit on average; 95 percent occupancy rate for seasonal recreational housing; 95 percent occupancy for vacant housing; and 100 percent occupancy for hotel units and campsites.

**The permanent population and seasonal increase is based upon the 2021 OSBM population of 4,226 + 2 additional visiting persons per housing unit (1,739 permanently occupied housing units X 2 additional persons for each unit).

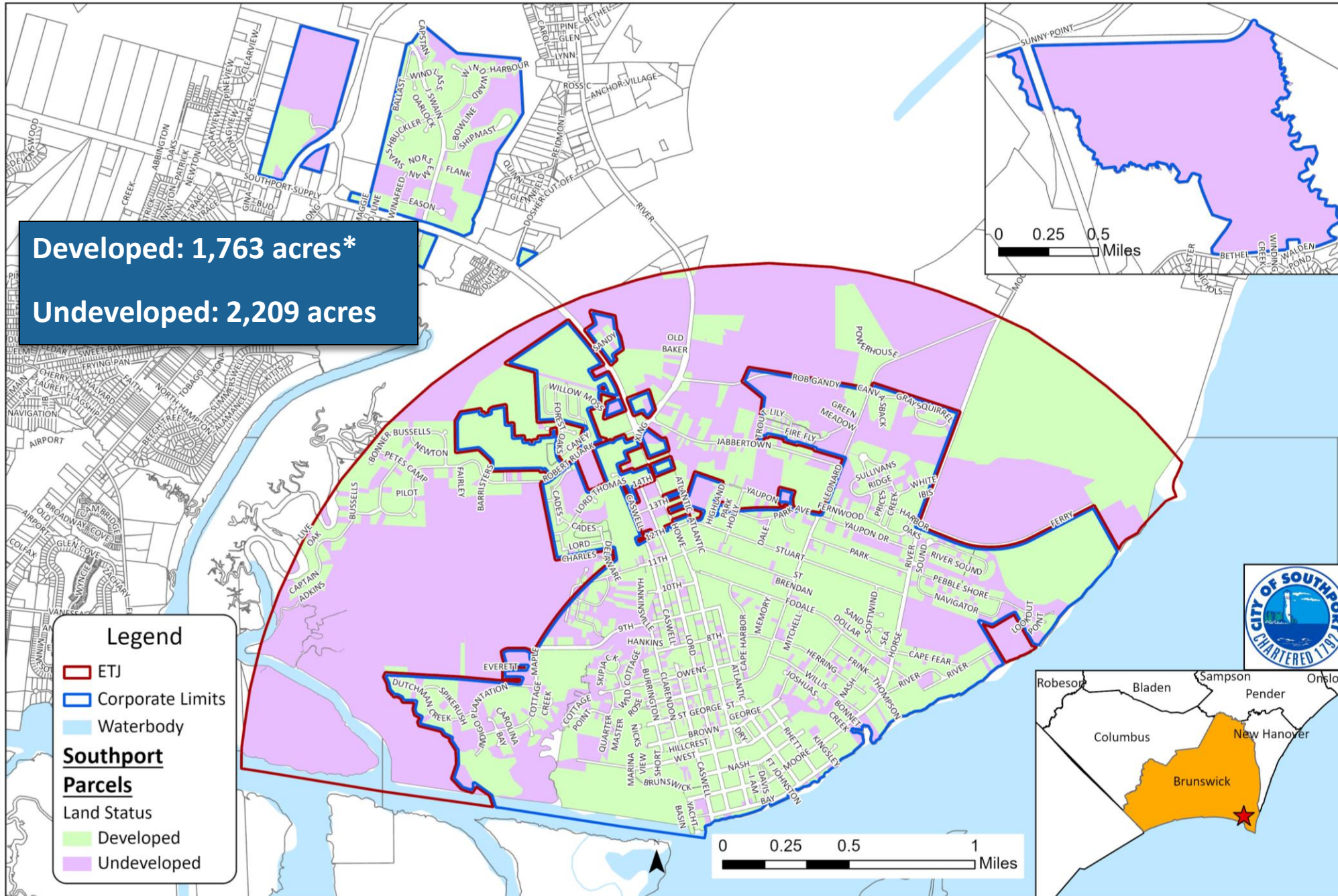
Source: US Census Bureau 2021 American Community Survey (5-year Estimate), and Cape Fear Council of Governments

Nearly 25% of housing units considered vacant or utilized for seasonal purposes.



Existing Conditions & Buildout

- Undeveloped and developed lands
- Developed lands by type
- Existing zoning district regulations for residential dwellings
- Vacant lands by zoning district
- Residential unit counts based on existing zoning
- Future buildout counts based on zoning changes

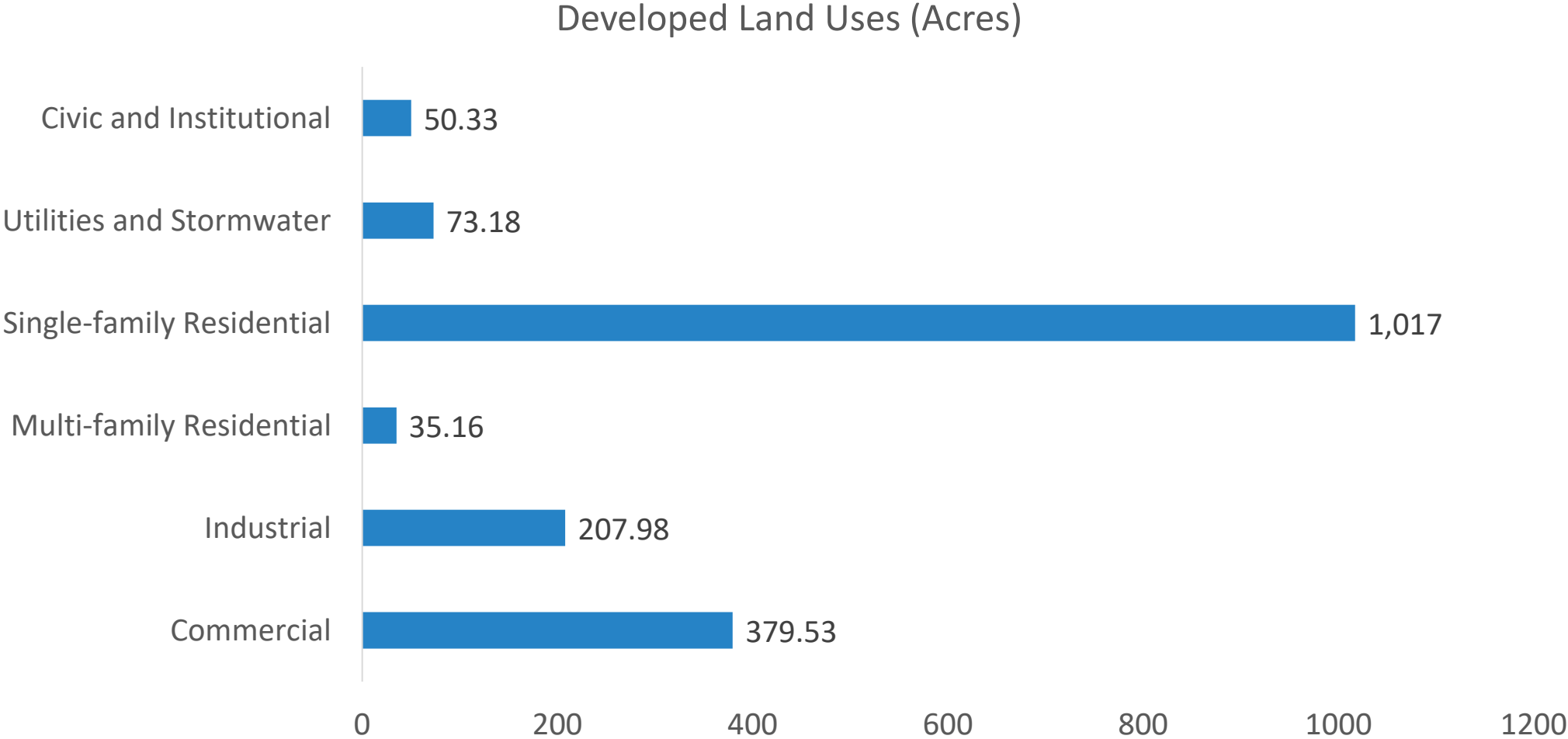


Map 1: Undeveloped and Developed Land

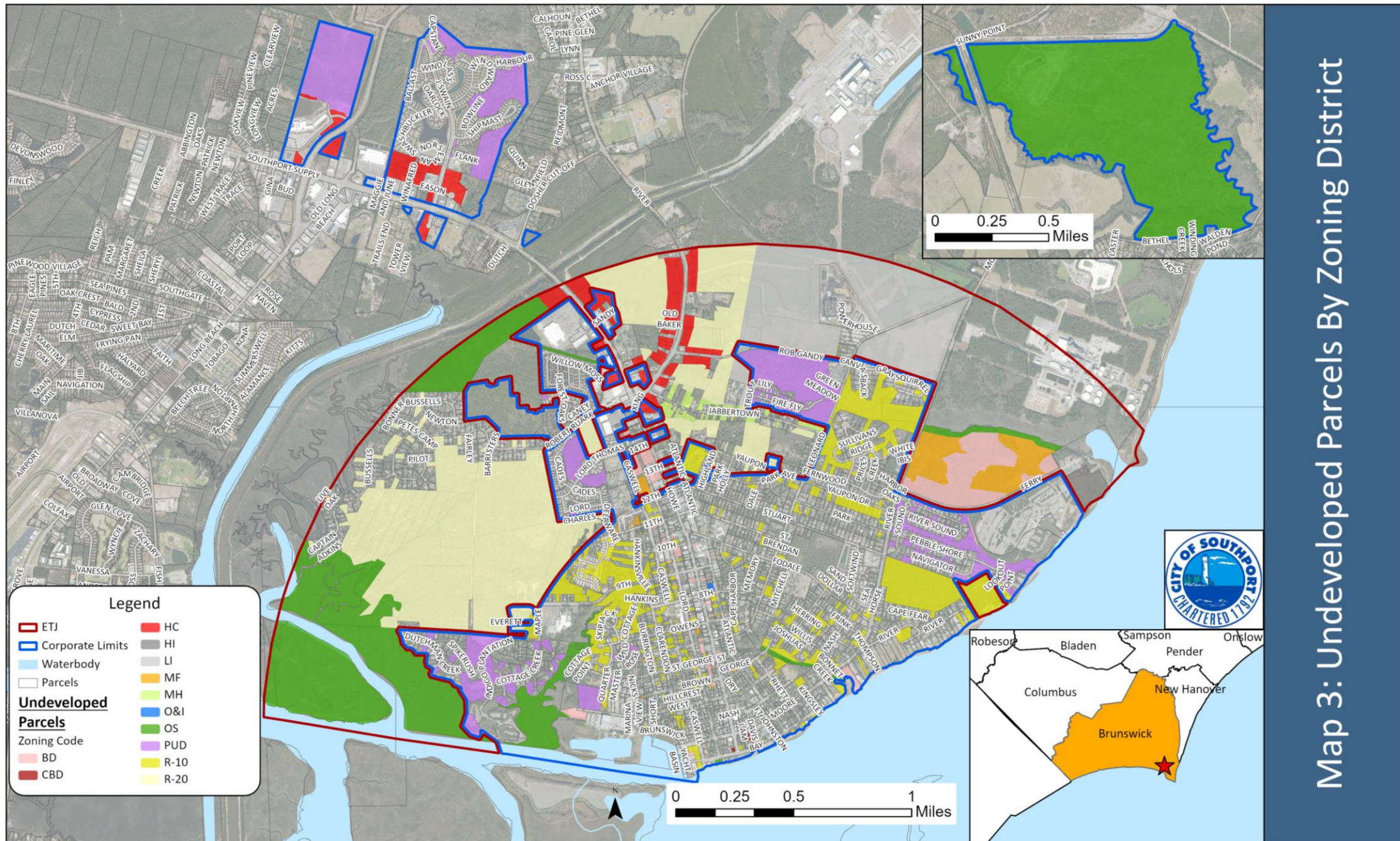
Source: Brunswick County GIS, Brunswick County Tax Records, Cape Fear Council of Governments

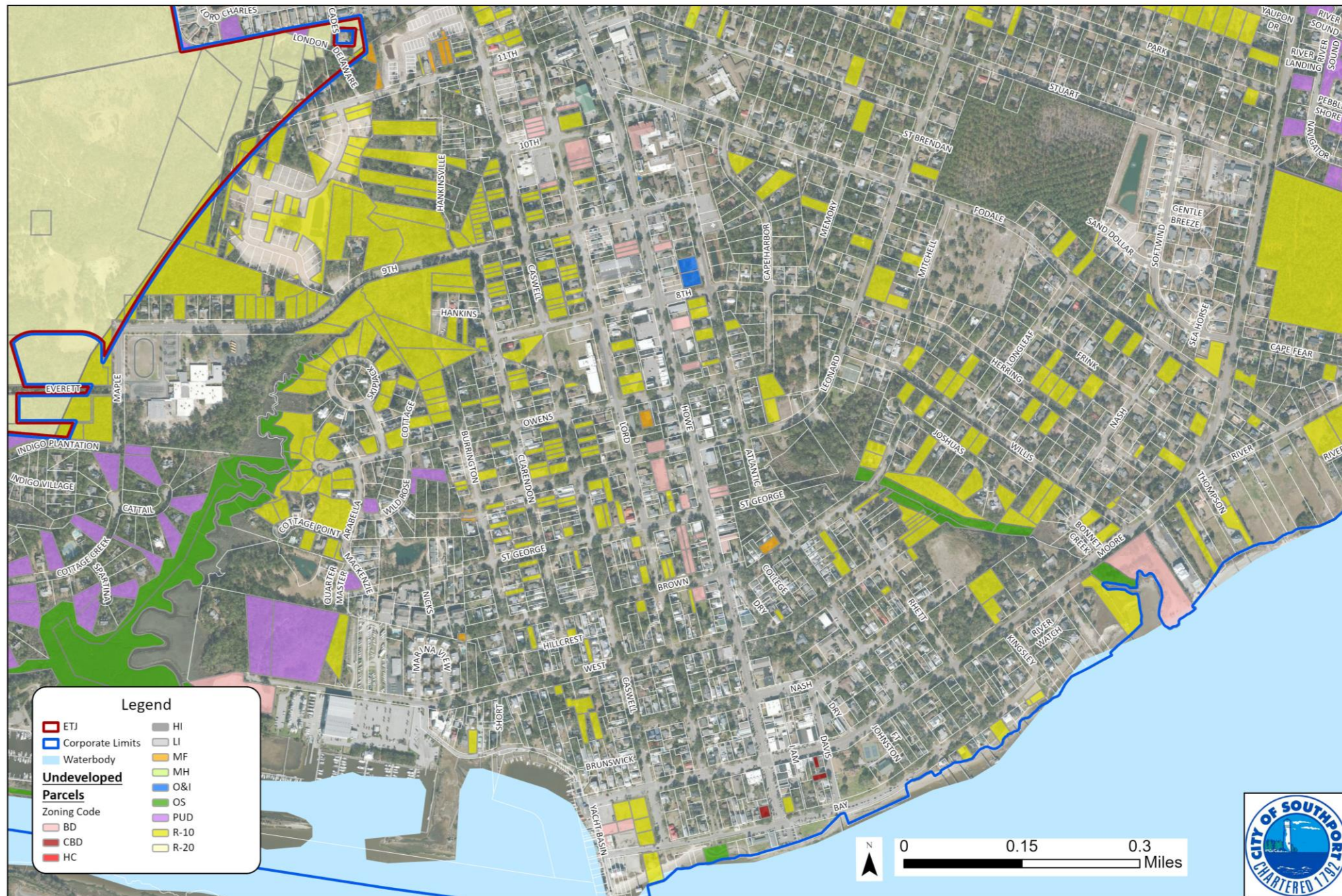
*Approved but not yet built projects included in developed acreage.

Developed Land Use Types (2023)

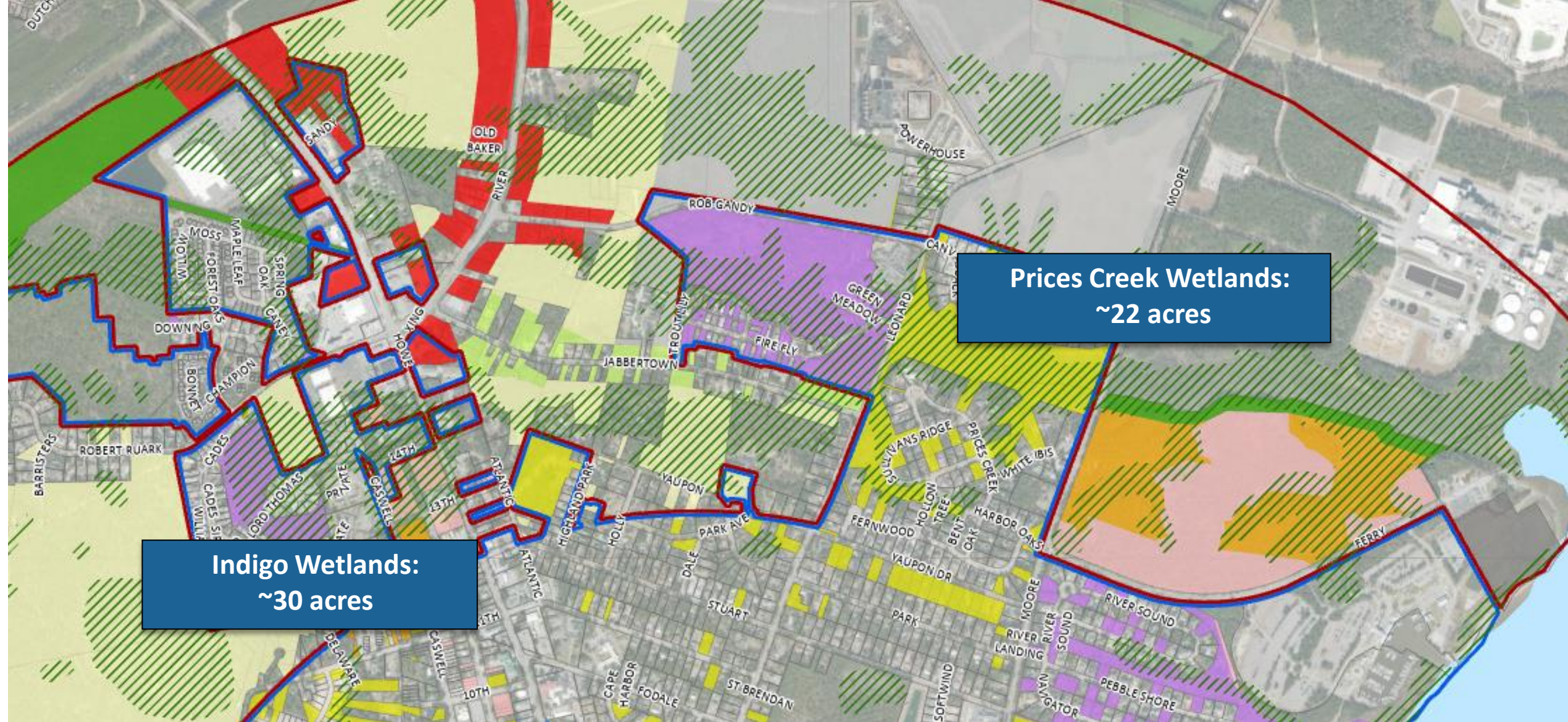


Source: Cape Fear Council of Governments





Map 4: CBD Undeveloped Parcels By Zoning District

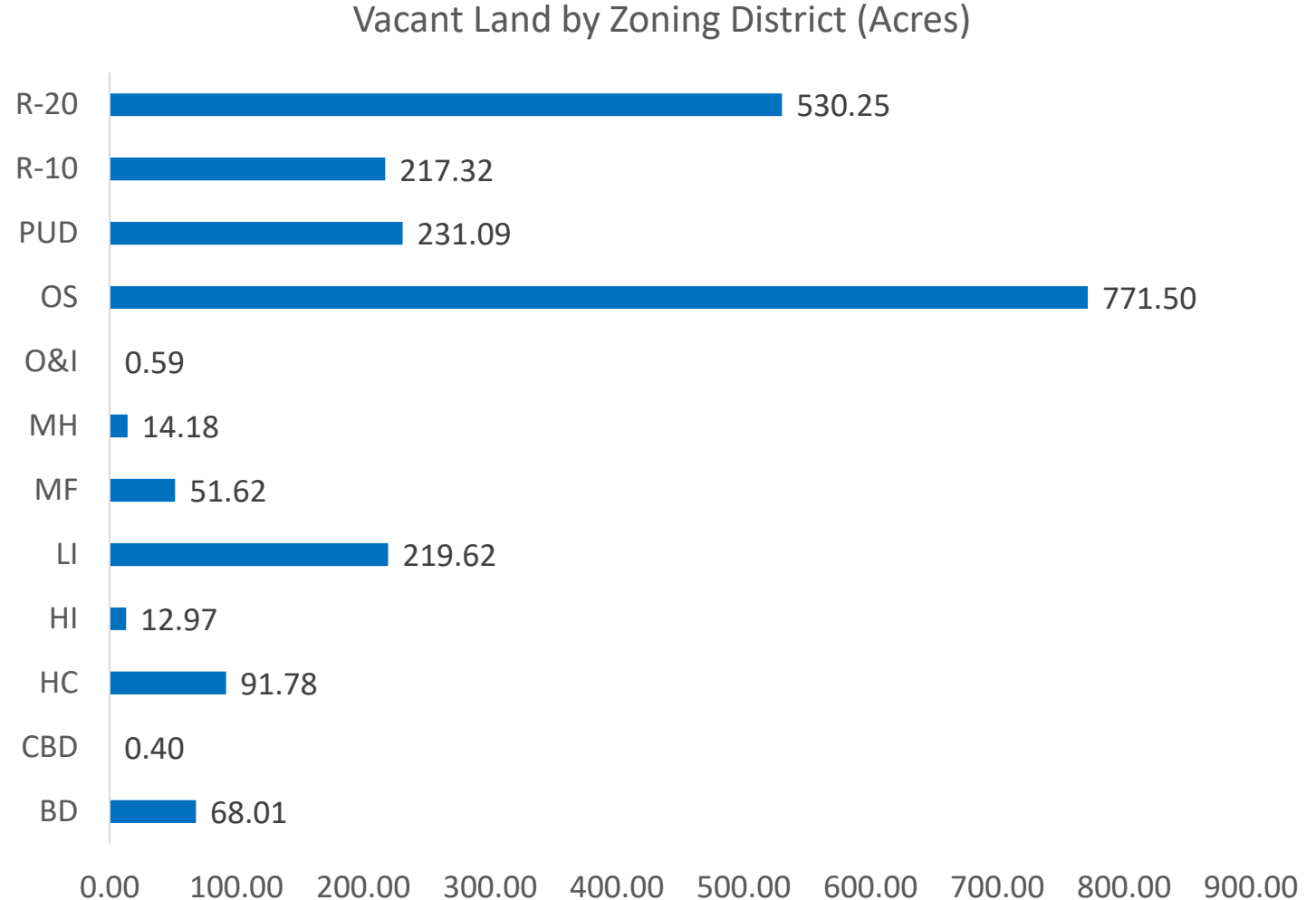


Wetlands may be subject to differing enforcement mechanisms based on recent Supreme Court Case regarding “Waters of the United States (WOTUS)” definition. Salt/brackish marsh with surface water still subject to future protections.

Vacant Land by Zoning District (2023)

Zoning District	Percent of Total	Vacant Acres
BD	3.08%	68.01
CBD	0.02%	0.40
HC	4.15%	91.78
HI	0.59%	12.97
LI	9.94%	219.62
MF	2.34%	51.62
MH	0.64%	14.18
O&I	0.03%	0.59
OS*	34.92%	771.50
PUD	10.46%	231.09
R-10	9.84%	217.32
R-20	24.00%	530.25
Total	100.00%	2,209.34

*OS zoning district not subject to future development and is not considered for buildout scenario.



Developed Land: 1,763 acres

Undeveloped Land Available for Development: 1,438 acres

Buildout Assumptions

1. Available wastewater capacity to support future buildout.
2. No time horizon. Future buildout assumes maximum allocation of development to vacant tracts. Residential unit counts are unlikely to reach potential numbers within the next 30 to 50 years, if ever. Market absorption of residential units will be the primary driver of buildout growth.
3. No additional units were considered as part of redevelopment projects. The potential exists for additional unit counts to be allocated to underutilized redeveloped buildings or lots.
4. Within the vacant residential zoning districts (R-10 & R-20), only 70% of the available acreage was considered for future development. The remaining 30% of acreage is assumed to be allocated to open space, roadways, utilities, and stormwater in addition to any other environmental constraints.

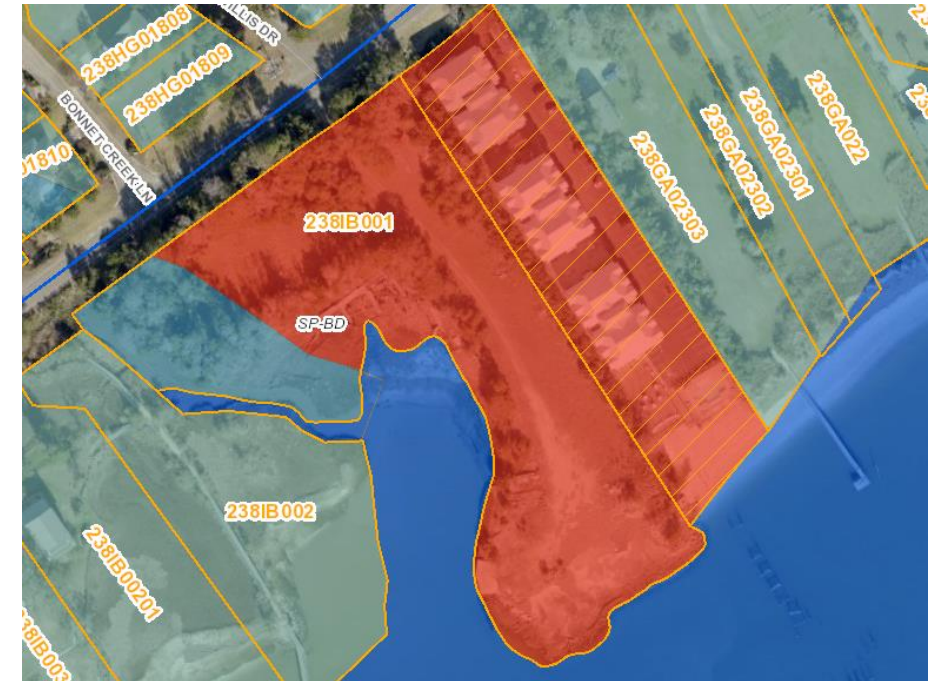
Residential Development Criteria by Zoning District

Zoning District	Permitted Residential Use Types	Assumption Criteria
BD	Mixed uses: residential dwellings permitted but cannot exceed the square footage of nonresidential uses.	50% of acreage for building; 50% of new development devoted to residential uses; divided by 750 square feet per unit.
CBD	Mixed uses: residential dwellings permitted but cannot exceed the square footage of nonresidential uses.	50% of acreage for building; 50% of new development devoted to residential uses; divided by 750 square feet per unit.
HC, HI, LI, OS	No residential units permitted.	
MF	Single-family; duplex; multi-family.	Number of gross acres multiplied by 11.
MH	Single-family; duplex; triplex or quadplex as a special use approval.	2 units per 5,000 square feet lot. 70% of land dedicated to lots for development.
O&I	Single-family; duplex; triplex, quadplex, or multi-family as a special use approval.	Number of gross acres multiplied by 11.
PUD	Uses permitted based on prior approval. New approvals subject to legislative decision. Range of residential uses permissible based upon approval which may include single-family; duplex; triplex, quadplex, or multi-family as a special use approval.	1 unit per 10,000 square foot lot. 70% of land dedicated to lots for development. This base estimate is utilized for the existing vacant parcels subject to future development in addition to other large PUD tracts that may be subject to modified approvals.
R-10	Single-family; duplex as a special use approval.	1.5 units per 10,000 square foot lot. 70% of land dedicated to lots for development.
R-20	Single-family; duplex as a special use approval.	1.5 units per 20,000 square foot lot. 70% of land dedicated to lots for development.

Buildout Criteria Example

Example: 5.3 acre parcel

- 5.3 acres x 43,560 square feet = 230,868 square feet
- 230,868 square feet x 50% reduction for open space, parking, utilities, etc. = 115,434 square feet of potential development
- 115,434 x 50% of development allocated to residential uses = 57,717 square feet of residential development (30,000 square feet per floor)
- 57,717 divided by 750 square feet per unit = 76 units
- 76 units divided by 5.3 = 14.3 units per acre



1. Residential Buildout Estimate by Existing Zoning

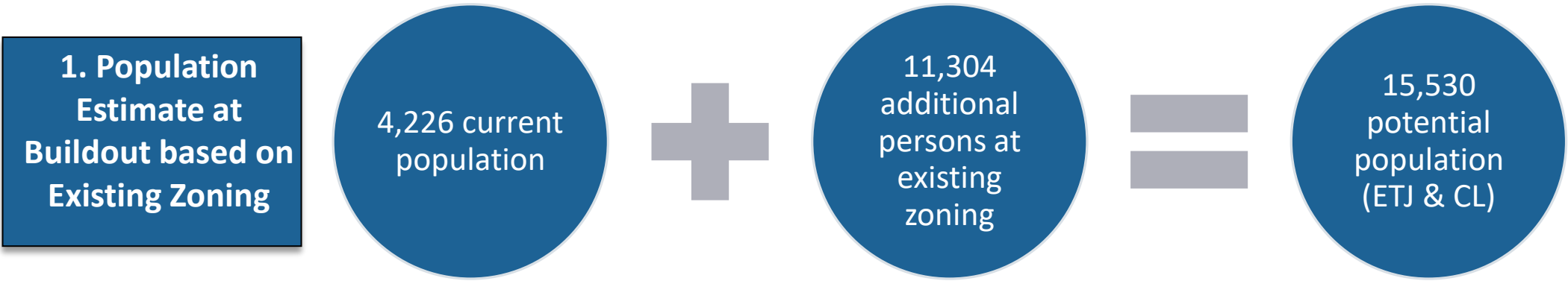
Zoning District	Vacant Acres	Residential Unit Count	Assumption Criteria
BD	68.01	987	50% of acreage for building; 50% of new development devoted to residential uses; divided by 750 square feet per unit.
CBD	0.40	6	50% of acreage for building; 50% of new development devoted to residential uses; divided by 750 square feet per unit.
HC, HI, LI, OS	324.37	0	No residential development permitted.
MF	51.62	568	Number of gross acres multiplied by 11.
MH	14.18	173	2 units per 5,000 square feet lot. 70% of land dedicated to lots for development.
O&I	0.59	7	Number of gross acres multiplied by 11.
PUD	231.09	705	1 unit per 10,000 square foot lot. 70% of land dedicated to lots for development. This base estimate is utilized for the existing vacant parcels subject to future development in addition to other large PUD tracts that may be subject to modified approvals.
R-10	217.32	994	1.5 units per 10,000 square foot lot. 70% of land dedicated to lots for development.
R-20	530.25	1,213	1.5 units per 20,000 square foot lot. 70% of land dedicated to lots for development.
Total	2,209.34	4,652	4,652 x 2.43 persons per unit = 11,304 additional potential persons (residents/seasonal residents)

2. Additional Residential Buildout Estimate based on Possible Zoning Modifications

Zoning District	Vacant Acres	Residential Unit Count	Assumption Criteria for Zoning Modification
HC	91.78	275	Rezoned to allow for residential development at three units per acre.
HI	12.97	39	Rezoned to allow for residential development at three units per acre.
LI	219.62	659	Rezoned to allow for residential development at three units per acre.
R-10	217.32	2,651 (1,657 net increase)	4 units per 10,000 square foot lot. 70% of land dedicated to lots for development.
R-20	530.25	3,234 (2,021 net increase)	4 units per 20,000 square foot lot. 70% of land dedicated to lots for development.
Total	1,071.94	6,857 (4,651 net increase)	4,651 x 2.43 persons per unit = 11,301 additional potential persons (residents/seasonal residents)

1. Anticipation for industrial zoned land to be utilized for future residential development.
2. Potential inclusion of mixed use development or standalone residential uses in the HC zoning district.
3. Consideration for increased residential densities in vacant R-10 and R-20 zoning districts. If HB 401/SB 349 (or similar) were to be enacted, an allowance of up to four units per lot would be required. Net increase number is difference between current zoning allowance for residential development and future modifications to allow for additional units.

Population Estimates at Buildout



**Population increase is based upon the addition of 2.43 persons per new housing unit.
Housing units/persons may be located in ETJ or Corporate Limits.**

Thank you!



Wes MacLeod, AICP, ASLA

(910) 274-0352

wmacleod@capefearcog.org



BOARD OF ALDERMEN AGENDA ITEM SUMMARY

DATE: 11/3/2023

DEPARTMENT: Development Services/Finance/Administration

PRESENTED BY: Maureen Meehan Interim Planning Director; Teresa Jones, Tax Collector; Dorrie Dutton, Assistant City Manager

ITEM SPONSORED BY: Board of Aldermen

ITEM/TOPIC: Short Term Vacation Rentals

COST: n/a at this time

BUDGET LINE ITEM: n/a at this time

JUSTIFICATION: The Board of Aldermen charged City staff with researching the best way to monitor all short-term vacation rentals and ensure the City is receiving the accurate amount of occupancy tax. We will have a thorough presentation for you at your 11/9 meeting as we were still researching software vendors at the end of this week.

IMPACT IF NOT APPROVED: City staff will continue to do our best to find new short-term vacation rentals that are in violation with our Unified Development Ordinance. It will continue to be a challenge to capture the correct amount of occupancy taxes.

DEPARTMENT HEAD COMMENTS: There are no handouts before the meeting. Instead, City staff will make a presentation about the history of the Short-term Vacation Rental Program in Southport, existing practices, occupancy tax, and information about two different software programs that Staff is investigating.

CITY MANAGER COMMENTS: I am awaiting the recommendations from staff.

ATTACHMENTS: None

REQUESTED ACTION: Discussion, and possible direction for Staff.

PROPOSED MOTION: Discussion only.



**CITY OF SOUTHPORT
PROCLAMATION IN RECOGNITION OF VETERANS DAY
November 11, 2023**

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

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

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

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

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

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

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

Dated this 9th day of November 2023.

Dorothy Dutton
Assistant City Manager/City Clerk

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

September 26, 2023

To: City of Southport

Attention: City Manager Bonnie Therrien

Subject: Resignation

The purpose of this letter is to inform the City of Southport that I will resign my position as a Commissioner on the N.C. Eastern Municipality Power Agency (NCEMPA) and as a Rate Committee Member on the NCEMPA Rate Committee effective December 1, 2023.

It has been a pleasure to work with the personnel of the City of Southport, Electricities and the members of the NCEMPA for the past 30-plus years. This group has always had the customer in mind and provided the customer with safe, reliable power at an affordable price.

Sincerely,

A handwritten signature in black ink, reading "Paul D. Fisher". The signature is written in a cursive style with a horizontal line underneath the name.

Paul Fisher, Southport NCEMPA Commissioner



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: 11/9/2023

DEPARTMENT: Public Services

PRESENTED BY: Tom Zilinek, City Engineer

ITEM SPONSORED BY: Public Services Department

ITEM/TOPIC: Award Contract to WK Dickson for Sanitary Sewer Find It Fix It Project

COST: \$1,013,500.00

BUDGET LINE ITEM: State Revolving Fund

JUSTIFICATION: This is another phase of improving the sanitary sewer system and a follow up project to the Infiltration and Inflow (I & I) Study. It will create the bid documents to eliminate the extraneous flows found during the I & I project.

The smoke testing will begin on the 7th or 8th. They started putting door hangers out on October 31st. We anticipate it will take about four months to create the entire report. There are flow monitors and rain gauges set out around town as well as manhole inspections.

We have a very tight schedule and deadline to utilize the State funds, so we want to be able to start design work as soon as we have the results from the I & I testing.

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

DEPARTMENT HEAD COMMENTS: This will design the corrections for the system deficiencies that allow extraneous flows found during the Infiltration and Inflow study of the sanitary sewer system. It will also design a secondary sewer force main to relieve pressure on the City's Central Lift Station.

CITY MANAGER COMMENTS: I concur on moving ahead with this project and have it designed to County specifications so it can be accepted as a part of the Merger.

ATTACHMENTS: Contract for WK Dickson

REQUESTED ACTION: Approve contract for WK Dickson

PROPOSED MOTION: Motion to approve contract with WK Dickson for Sanitary Sewer Find It Fix Project and authorize the City Manager to sign the contract.



CONTRACT FOR SERVICES

This contract ("Contract") for the Evaluation and Rehab of Wastewater System Find It Fix It ("Project") by and between the City of Southport, hereinafter called the OWNER, and W.K. Dickson & Co., Inc., hereinafter called the CONSULTANT;

The parties hereto do mutually agree as follows:

1. Employment of CONSULTANT. The OWNER hereby engages the CONSULTANT, and the CONSULTANT hereby agrees to perform the professional services hereinafter set forth.
2. Scope of Services. The CONSULTANT shall perform the services set forth in Attachment A, Scope of Services, which attachment is incorporated herein. Hereafter, these services may be referred to as the "Basic Services."
3. Additional Services. The CONSULTANT shall provide additional services, not specifically called for in Attachment A, Scope of Services, upon written authorization of the OWNER.
4. Time of Performance. The CONSULTANT will commence work on or as soon as practicable after the date of execution of this Contract and receipt of written Notice to Proceed. All work as set forth in the Scope of Services shall be completed as shown in the Project Schedule in Attachment A, assuming: (I) the timely submission of all required data and the scheduling of all meetings and reviews by the OWNER; (ii) no other impacts or delays caused by third parties, including the contractor(s) or its subcontractors; and (iii) no other delays beyond CONSULTANT's control.

If the OWNER requests modifications to the Scope of Services of the Project, or if CONSULTANT's services extend past the completion date in the Project Schedule through no fault of the CONSULTANT, the CONSULTANT shall be paid for the additional work as an additional service as set forth in Attachment B, Basis of Compensation, and CONSULTANT's time of performance shall be extended appropriately.

Except for construction administration services, CONSULTANT's services under this Contract, and each phase of services, if the Scope of Services is so divided, shall be considered complete at the earlier of (1) the date when the submissions for that phase have been accepted by the OWNER or (2) thirty days after the date when such submissions are delivered to the OWNER. For construction administration services, the services shall be considered complete at final completion of the Project.

5. Compensation. The CONSULTANT agrees to perform the services provided for in the Scope of Services, and the OWNER agrees to compensate the CONSULTANT for such services as set forth in Attachment A, Basis of Compensation, which attachment is incorporated herein. Compensation for additional services shall also be as set forth in Attachment A, Basis of Compensation.

Payment by the OWNER to the CONSULTANT shall be due and payable on the 25th day of the month following the date of the invoice. Payments not received by the CONSULTANT by the 30th day of the month following the date of the invoice shall be overdue. A service charge ~~of one and one-half (0.67)~~ percent per month, an annual rate of 8% shall be added to all overdue amounts. ~~OWNER agrees to pay CONSULTANT's cost of collection of all amounts due and unpaid including court costs and reasonable attorney fees.~~ CONSULTANT shall not be bound by any provision wherein CONSULTANT waives any rights to a mechanic's lien, or any provision implying payment to CONSULTANT is contingent upon payment to OWNER by a third party. A failure by OWNER to pay CONSULTANT on a timely basis shall entitle CONSULTANT at its election, to stop work on the Project until such time as payment has been made, or upon seven days' notice and OWNER's failure to pay all amounts then due, to terminate this Contract. Such suspension or termination shall be deemed for cause.

6. Personnel. The CONSULTANT represents that it has, or will secure at its own expense, all personnel required to perform the services under this Contract and that such personnel will be qualified to perform such services.
7. Subsurface Investigations. In soils, foundation, groundwater, and other subsurface investigations, the actual characteristics may vary significantly between successive test locations and sample intervals and at locations other than where observations, exploration, and investigations have been made. Because of the inherent uncertainties in subsurface evaluations, changed or unanticipated underground conditions may occur that could affect total project cost and/or execution. These unforeseen conditions are not the responsibility of the CONSULTANT, and CONSULTANT does not make any opinions or representations regarding, or assume any liability for, conditions outside the actual locations or areas tested, observed, or explored.
8. CONSULTANT's Personnel at Construction Site. The periodic or occasional presence of CONSULTANT's personnel at the construction site, whether as onsite representatives or otherwise, does not make CONSULTANT or CONSULTANT's personnel in any way responsible for those duties that belong to OWNER and/or the construction contractors or other entities, and does not relieve the construction contractors or any other entity of their obligations, duties, and responsibilities, including, but not limited to, all construction methods, means, techniques, sequences, and procedures necessary for coordinating and completing all portions of the construction work in accordance with the construction Contract Documents and any health or safety precautions required by such construction work. CONSULTANT and CONSULTANT's personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions and have no duty for inspecting, noting, observing, correcting, or reporting on health or safety deficiencies of the construction contractor(s) or other entity or any other persons at the site except the CONSULTANT's own personnel.

The presence of CONSULTANT's personnel at a construction site is for the purpose of periodically checking the work for general conformity with the Contract Documents and the design concept as reflected in the Contract Documents. CONSULTANT is not required to and will not conduct construction testing or continuous inspections. CONSULTANT neither guarantees the performance

of the construction contractor nor assumes responsibility for construction contractor's failure to perform its work in accordance with the Contract Documents.

9. Responsibilities of the OWNER. It is agreed that the OWNER will have the following responsibilities under this Contract:

- a. Timely providing all information, data, reports, records, and maps to which the OWNER has access and which are needed by the CONSULTANT for the performance of the services provided for herein.
- b. Providing assistance and cooperation for the CONSULTANT in obtaining any other needed material which the OWNER does not have in its possession.
- c. Making available the services of the OWNER as may be necessary to obtain information as needed to perform the work program set forth in the Scope of Services.
- d. Designating a single representative who will be authorized to make necessary decisions required on behalf of the OWNER and will serve to provide the necessary direction and coordination for the project.
- e. Bearing all costs for permitting, reviewing, recording and advertising for the project, as well as any other cost not specifically included in Attachment A or B as a cost to be borne by the CONSULTANT.
- f. Providing legal right of access to all affected private property for CONSULTANT to perform all necessary surveying, engineering and site visits.

All such OWNER responsibilities shall be conducted in a timely manner and without undue delay so as not to delay the CONSULTANT in the performance of its services. The CONSULTANT shall coordinate its services with those services provided by the OWNER and the OWNER's consultants. The CONSULTANT shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness and timeliness of services and information furnished by the OWNER and the OWNER's consultants. The CONSULTANT shall provide prompt written notice to the OWNER if the CONSULTANT becomes aware of any error, omission or inconsistency in such services or information.

10. Opinion of Probable Construction Costs. CONSULTANT's opinion of probable construction costs, if rendered as a service under this Contract, is based on assumed labor costs and approximate quantities of material and equipment, and therefore is of a conditional character. CONSULTANT cannot and does not guarantee the cost of work to be performed by others since market or bidding conditions can change at any time and changes in the scope or quality of the project may affect estimates. OWNER waives and releases CONSULTANT from any loss, liability or claim arising out of or in any way related to CONSULTANT's opinion of probable construction costs.

11. Ownership and Use of Work Products. Upon payment in full of all sums due to CONSULTANT, the OWNER shall own title to the latest versions of all reports, drawings and specifications, and other

materials specifically required to be delivered under the terms of the Contract, including any and all intellectual property rights therein (collectively the “Deliverables”). The OWNER may use, transfer, copy and distribute the Deliverables without restriction or limitation, except as set forth herein.

- a. Retention of Rights by CONSULTANT. This conveyance shall not deprive the CONSULTANT of the right to retain electronic data or other reproducible copies of the Deliverables or the right to re-use details, forms, arrangements and compositions that are stock, standard or commonplace in the normal course of the CONSULTANT’s professional activities, including without limitation, other projects in which CONSULTANT is involved.
- b. Modification or Reuse Risk. Any modification or reuse of the Deliverables by the OWNER without the involvement of the CONSULTANT shall be at the sole risk of the OWNER, and OWNER releases CONSULTANT from any claims or causes of action related to any re-use of the Deliverables without the involvement of CONSULTANT. Before any re-use of the Deliverables by OWNER, OWNER shall remove CONSULTANT’s name from any title block and any seal, logo or other indications referring or relating to the CONSULTANT from the Deliverables. OWNER shall defend, indemnify and hold harmless the CONSULTANT, CONSULTANT’s subcontractors, agents, employees, officers, directors, owners and successors, or any of them from and against claims, damages, losses and expenses, including but not limited to attorney’s fees, arising out of changes made in the Deliverables by anyone other than the CONSULTANT, or resulting from any re-use of the Deliverables without CONSULTANT’s involvement. This indemnification shall survive termination of this Contract. OWNER shall not make or allow any use of the Deliverables which is in violation of any statute, rule, regulation or code or which is in any way contrary to any law, regulation or licensing provision.
- c. No Sale. Under no circumstances shall the transfer of ownership of the Deliverables be deemed to be a sale by the CONSULTANT, and the CONSULTANT makes no warranties, express or implied, of merchantability or of fitness for a particular purpose.

12. Use of Electronic Media. Copies of documents that may be relied upon by OWNER are limited to (is) the printed copies (also known as hard copies) that are manually, signed or sealed by CONSULTANT; and (ii) electronic copies that bear CONSULTANT’s digital signature and seal. “Digital signature and seal” means a PKI-based method of associating a signer with a document in a recorded transaction (e.g., DocuSign DSA). Unsigned or unsealed documents, in any format, or other types of information furnished by CONSULTANT to OWNER such as text, data or graphics, are only for convenience of OWNER. Any conclusion or information obtained or derived from such unsigned and non-sealed electronic files will be at the user’s sole risk. When transferring documents in electronic formats, CONSULTANT makes no representations as to long-term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems or computer hardware differing from those in use by CONSULTANT at the beginning of this project.

13. Changes. The OWNER or the CONSULTANT may, from time to time, request modifications or changes in the Scope of Services. Such changes, including any increase or decrease in the amount of

the CONSULTANT's compensation or time of performance, which are mutually agreed upon by and between the OWNER and the CONSULTANT, shall be incorporated in written amendments (Attachment C), and compensated as additional services as set forth in Attachment B.

14. Termination of Contract. This Contract may be terminated by either the OWNER or the CONSULTANT, with or without cause, upon seven (7) calendar days' written notice. In the event of termination, the CONSULTANT shall be entitled to its fees and reimbursable expenses incurred prior to termination. In the event of a termination by OWNER for any reason or by CONSULTANT without cause, copies of all Deliverables shall, at the option of the OWNER, be made available to OWNER, provided CONSULTANT is paid in full for all services provided and expenses incurred through the date of termination and otherwise as provided for in Paragraph 11. If termination is by CONSULTANT for non-payment, no rights for ownership or continued use of the Deliverables shall inure to OWNER unless and until CONSULTANT is paid all amounts due.
15. Assignability. This Contract shall not be assigned or transferred by either the CONSULTANT or the OWNER without the prior written consent of the other. Notwithstanding the foregoing, however, the CONSULTANT shall not be prohibited from contracting with qualified sub-consultants or from assigning to a bank, trust company, or other financial institution any claims for compensation due, or to become due, without such prior written consent.
16. Insurance. CONSULTANT shall provide and maintain at a minimum the following coverage and limits during the life of the Contract:
 - a. Statutory Workers Compensation Insurance, a minimum of \$500,000 or greater amount if required by the state(s) in which the work is to be performed.
 - b. Commercial General Liability Insurance, including coverage for premises and operations, products and completed operations, independent contractors, and contractual liability. Such insurance shall be not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
 - c. Automobile Liability Insurance for all owned, hired and non-owned automobiles in the minimum amount of \$1,000,000 per occurrence.
 - d. Professional Liability Insurance of \$1,000,000 per claim and annual aggregate.
17. Indemnification. CONSULTANT and OWNER each agree to indemnify and hold the other harmless, and their respective officers, directors, employees, agents, owners and successors, from and against liability to third parties for all claims, losses, damages and expenses, including reasonable attorneys' fees, to the extent such claims, losses, damages, or expenses are caused by the negligent or willful acts or omissions of the indemnifying party or its employees, agents, officers, directors, owners or successors. In the event claims, losses, damages or expenses are caused by the joint or concurrent negligence of CONSULTANT and OWNER, they shall be borne by each party in proportion to its negligence. This indemnification shall survive termination of this Contract.

18. Liability and Standard of Care. CONSULTANT shall perform services for OWNER using that degree of care and skill ordinarily exercised by consultants practicing in the same or similar locale as the Project, on projects of a similar scope and nature. CONSULTANT's liability to OWNER for any damages arising in any way out of performance or breach of this Contract or breach of CONSULTANT's standard of care, is limited to the net proceeds recoverable under CONSULTANT's Professional Liability Insurance policy identified in paragraph 16d, "net proceeds recoverable" being defined as the proceeds payable under the policy after deductions for expenses, attorney's fees or other claims paid under such policy. In no event shall either OWNER or CONSULTANT be entitled to consequential damages.

OWNER acknowledges that the CONSULTANT is a Corporation and agrees that any claim made by the OWNER arising out of any act or omission of any director, officer or employee of the CONSULTANT in the execution or performance of this Contract shall be made against the CONSULTANT and not against such director, officer, or employee and OWNER waives any claim against all of CONSULTANT's directors, shareholders, officers and employees.

19. Dispute Resolution. If a dispute greater than \$10,000 arises out of or relates to this Contract, or the breach thereof, and if this dispute cannot be settled through negotiation, the parties agree first, prior to litigation or any other form of dispute resolution, to try in good faith to settle the dispute by mediation. The parties shall first attempt to select a mutually acceptable mediator, and if the parties agree upon a mediator, the mediation shall be conducted in accordance with the North Carolina Rules Implementing Statewide Mediated Settlement Conferences in Superior Court Civil Actions, then in effect, or as the parties may otherwise agree. If the parties cannot agree upon a mediator, the selection of a mediator and the mediation process shall be conducted by the American Arbitration Association under its then current Construction Industry Arbitration Rules and Mediation Procedures. The venue for the mediation shall be in Charlotte, North Carolina, unless the parties otherwise agree.

20. Miscellaneous Provisions. The following miscellaneous provisions shall apply:

- a. This Contract shall be binding upon the successors and assigns of the parties.
- b. Interpretation and enforcement of this Contract shall be pursuant to the law of the State of North Carolina. Venue for any litigation under or related to this Contract shall be in the courts of Brunswick County, North Carolina.
- c. This Contract constitutes the entire contract between the parties, and it shall be modified or amended only in a writing signed by both parties.

IN WITNESS WHEREOF, the CONSULTANT and the OWNER have executed this Contract as of the date written below.

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: 10/6/23

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

By: _____

Finance Officer

Date: _____

Address for giving notices:

Address for giving notices:

300 N. Third Street, Suite 301
Wilmington, NC 28401

Designated Representative:

Name: _____

Title: _____

Phone: _____

E-mail: _____

Designated Representative:

Name: _____

Title: _____

Phone: _____

E-mail: _____

ATTACHMENT A

SCOPE OF SERVICES

BACKGROUND

The City of Southport has received funding approval to complete a Find It Fix It (FIFI) sanitary sewer collection system rehabilitation project. This scope of services is for the design through construction of a project that includes new 6,300 linear feet of 8-inch sewer force main and collection system rehabilitation. The Find It Fix It rehabilitation and replacement of the sewer system will be in the area of the existing wastewater collection system except the area of USDA funded sewer replacement. The type of replacement and locations of the work will be based on the findings from an Asset Inventory and Assessment Inflow and Infiltration Study that is in progress. The force main construction is to provide a new force main from Park Avenue Pump Station to Brunswick County's Sandy Lane Pump Station. The new force main will help alleviate excessive flow to Central Pump Station. The lift station improvements are planned to be wet well coating, check valve replacement, Check valve vault coating, and associated bypass pumping.

SCOPE OF SERVICES

The scope of services related to the evaluation is as follows:

1. Project Management
 - A. Meet with the OWNER to review the objectives of the project, identify information needed, and develop a schedule for the project.
 - B. Meet with OWNER's representative on a monthly basis (not to exceed twelve (12) meetings) to review the general status of the project. These meetings are in addition to any project-specific technical meetings. Includes preparing agenda and prepare meeting minutes.
 - C. Prepare monthly invoices for CONSULTANT's services in a format acceptable to OWNER.
 - D. Maintain a project cost accounting system and schedule throughout the life of the project.
2. Preliminary Engineering and Engineering Report

The CONSULTANT will prepare an Engineering Report (ER) in accordance with the Guidance for Preparation of Engineering Reports and Environmental Information Documents for Collection System Projects by the North Carolina Division of Water Infrastructure (DWI). The CONSULTANT will perform Preliminary Engineering Analysis to evaluate force main route from Park Avenue Pump Station to Sandy Lane Pump Station and of rehabilitation versus replacement of collection system assets. The evaluation will determine survey limits and easements needed.

CONSULTANT will utilize the Technical Report from the I-I Study to prioritize the sewer basin assets to include in the Find It-Fix It project. The alternatives analysis and financial analysis will be performed in accordance with DWI guidelines. Alternatives that will be included in the analysis will be no action and rehabilitation and replacement. The CONSULTANT will prepare the Engineering Report for OWNER review. The CONSULTANT will assist with compiling the

submittal package for DWI. The CONSULTANT will review and prepare responses to DWI comments.

CONSULTANT will provide preliminary design force main route. The preliminary design layouts will include additional property/easements and survey limits. The property/easements will include the following:

- A. Property Owner Name
- B. PIN
- C. Street Address

3. Survey

CONSULTANT will perform topographic survey within the 6,300 linear feet of right of way of East Leonard Street, Jabbertown Road, River Road SE from Park Avenue PS to the intersection of NC 211. The topographic survey will consist of identification and location of visible above ground evidence of utilities to include power poles, fire hydrants, valves, etc. The corresponding top, bottom, and invert elevations of storm and sanitary structures that are accessible and without the need for confined space entry will also be recorded. Pipe sizes entering and exiting these structures will also be noted where accurately attainable. Storm drainage and sanitary systems will be traced and located to one structure beyond the survey limits of the project. Flood elevation will be indicated on the survey.

CONSULTANT will perform wetland determination to identify whether wetlands are present in force main corridor.

4. Easement Mapping Documentation

The force main corridor may require easements. CONSULTANT has estimated ten (10) properties for easement acquisitions to establish the engineering fee. CONSULTANT will coordinate with the subconsultant to provide easement mapping for the property acquisition(s).

5. Subsurface Utility Engineering

CONSULTANT will perform Subsurface Utility Engineering (SUE) investigation to include Quality Level B (utility designation) services within the designated areas shown on the attached figure including the Plan Facility area. Radio-frequency Electromagnetic (EM) technology along with Ground Penetrating Radar (GPR) will be used to designate the approximate horizontal location of underground utility lines within the project area. These locations will be painted, field sketched. All work will be performed in close coordination with utility owners, and available utility maps from these owners will be used for this project if available.

CONSULTANT will perform SUE Quality Level A investigation using vacuum excavation services along the force main corridor. Twenty (20) Level A locations are estimated in order to establish fees.

Geotechnical Exploration

CONSULTANT's subconsultant will perform a series of traditional standard penetration test (SPT) borings along the force main corridor. A total of eight (8) borings have been estimated. The borings will be to planned termination depths of at least 10 feet below ground surface. Groundwater levels at each bore will be monitored after a 24-hour duration. The geotechnical data will be evaluated, and reports provided as follows:

- A. Identify and visually classify soil samples from borings in general accordance with the Unified Soil Classification System (USCS). Selected soil samples will be subjected to routine geotechnical index testing consisting of natural moisture content, percent fines analysis, and Atterberg Limits to assist in soil classification. Provide preliminary results and final report.

6. Design

The design will be consistent with the current edition of City of Southport design standards including design, material, and construction standards. CONSULTANT will provide design services to include preparation of design drawings and specifications suitable for regulatory submittals and approvals and for formal bidding. THE CONSULTANT will use OWNER's current version of bidding and construction contracts. OWNER will be responsible for providing the CONSULTANT with the current editions of their standards in an electronic format and their defined method of measurement and payment so a quantity take-off and unit price bid schedule can be prepared and updated at the 90% and 100% levels of the plan preparation. The FIFI Rehab and redundant force main is anticipated to be bid on as one contract and not separately or through multiple contracts. In the event OWNER prefers alternate bids or multiple contracts, separation of the plans and the bid documents/contracts and separate bidding shall be considered Additional Services. OWNER will provide the front-end specifications. CONSULTANT will prepare the bid form and method of measurement and payment.

The design will include the follow plan preparation phases:

- A. 60% Design Plans: The CONSULTANT will assemble the base mapping for the construction area and will develop individual drawings for the designated improvements. Each drawing will contain the proposed horizontal alignment and connecting points to the existing sewer. 60% plans will be provided to OWNER for review and field verification. ENGINEER will attend a meeting with the OWNER to review the 60% plans.
- B. 90% Design Plans: Based upon approval of the 60% design, the CONSULTANT will prepare 90% design plans. CONSULTANT will coordinate with OWNER and provide three (3) sets of progress prints for review and input. Work in this phase will include the following functions:
 - 1) Incorporate OWNER comments from field verification.
 - 2) Finalize site plan, plan and section views of pump stations, electrical layout, and details.

- 3) Complete a quantity take-off, compile a Unit Price Cost Schedule, and prepare an initial construction opinion of probable cost.
 - 4) Prepare erosion and sedimentation control plans and encroachment drawings suitable for submission to regulatory agencies.
 - 5) Prepare technical specifications utilizing current OWNER's Standards and Specifications.
 - 6) Submit 90% design plans and other deliverables and respond to one (1) round of questions and comments from the 90% Review Meeting.
- C. 100% Design Plans and Bid/Construction Contracts: Based upon approval of the 90% design, the CONSULTANT will complete final design. CONSULTANT will coordinate with the OWNER and provide three (3) sets of Plans and Bid/Construction Contracts for review and input. The CONSULTANT will also finalize the quantity take-off and complete the Bid Schedule to allow for one construction contract. Work within this task will include the following other functions:
- 1) Address OWNER and regulatory comments from the review of the 90% design.
 - 2) Prepare the Construction Contract suitable for bidding and subsequent award and execution including a Unit Price Cost Schedule with final quantities, necessary bid form supplements, regulatory approvals, and subsurface investigation reports.
- D. The CONSULTANT will prepare construction documents for the FIFI Rehabilitation of sewer mains, manholes, services, wetwells, and valve vaults that will be prioritized from the Preliminary Engineering Report to include the following:
- 1) Technical specifications and project details
 - 2) Summary of work
 - 3) Project Priority Area Drawings
 - 4) Bid Form
 - 5) Submit documents to Division of Water Infrastructure (DWI) and incorporate review comments.
 - 6) Permit application for erosion and sedimentation control and DOT encroachment agreement.

The CONSULTANT will provide standard details and specifications for this project. By virtue of the use of the Find-it, Fix-it approach, detailed surveys and design drawings will not be incorporated into the construction documents for rehabilitation.

7. General and Environmental Permitting

The CONSULTANT will prepare and compile information for the permit agency applications. CONSULTANT will provide technical criteria, written descriptions, and design data for filing

applications for permits. CONSULTANT will prepare applications and supporting documents for the following regulatory reviews:

- A. Force Main Fast Track Application – Fee \$480
- B. NCDEQ-EMLR Erosion and Sedimentation Control – Fee \$1,000
- C. Stormwater General Permit – Standard Fee \$505
- D. 404 Wetland Permitting (Corps of Engineers NWP 12) – No Fee Required
- E. NCDOT Encroachment: No Fee required.
- F. Division of Coastal Management (CAMA) Minor Permit – Fee \$100

CONSULTANT cannot guarantee any regulatory approval or a time frame in which that approval might be granted. OWNER should be aware that significant delays can occur during regulatory review, and those delays may impact project schedule and scope of work. No such delays are currently anticipated, but should any materialize, the CONSULTANT will present to OWNER the most feasible alternatives for addressing approval delay.

Permit fees associated with the proposed work are anticipated to be as follows and are included in the CONSULTANT'S overall project cost to be paid by the CONSULTANT on behalf of the OWNER.

Natural Resources Field Work

1) Wetland and Stream Delineation

- a. On-site streams and wetlands will be evaluated based on the North Carolina Division of Water Resources (NCDWR) Stream Identification Method and the US Army Corps of Engineers (USACE) wetland delineation method described in the 1987 US Army Corps of Engineers Manual with further guidance from the Eastern Mountains and Piedmont (EMP) Regional Supplement. Wetlands and streams will be flagged with sequentially numbered flags and located with ESRI ArcCollector GPS software.

2) Threatened and Endangered Species (T&E) Evaluation

- a. CONSULTANT will evaluate on-site habitat for suitability to support potentially occurring T&E species but does not propose field surveys for occurrence of these species. Field surveys and other any compliance protocols beyond documenting habitat suitability for these species are not included in this proposal and will be considered Additional Services.
- b. Should any T&E species be affected by the project, further coordination and consultation with the US Fish and Wildlife Service (USFWS) may be required to determine what, if any, mitigation measures may be required. USFWS consultations are considered Additional Services.

3) Historic and Cultural Resources

- a. A desktop and field analysis for historic and cultural resources will be completed. Any existing structures identified will be assessed on-site and compared with the NC State

Historic Preservation Office (NCSHPO) online resources to determine status under the National Historic Preservation Act.

Phase 1 archaeological investigations are not expected to be required for the site and are not included in this scope of work. Should NCSHPO require such investigations, a scope and fee for Additional Services will be provided.

USACE JD

- A. A Jurisdictional Determination request will be prepared using stream and wetland data collected during the field delineation and required mapping. All required documentation will be submitted to the USACE and NCDWR via the Wilmington District's web-based portal. This task includes one (1) on-site meeting with the agencies and one (1) response to consolidated agency comments.

404/401 Permit

- A. A pre-construction notification (PCN) will be prepared and submitted to the US Army Corps of Engineers and NC Division of Water Resources for 401/404 authorization. It is assumed that impacts to waters of the US will fall within nationwide permit thresholds. Should impacts exceed nationwide permit thresholds, a separate scope and fee will be developed for the development of an individual permit application.

8. Bidding

CONSULTANT will provide bid phase services including preparation of construction bidding documents, proposal bid forms, and bond forms; reproduction of the plans and documents for bidding; advertisement of the project for bid; conducting the pre-bid conference; issuance of up to one (1) addendum; clarifications and information as requested by bidders; maintenance of the bidder's log; conducting of the bid opening; tabulation of the bids received; review of the bid packages for compliance with the contract requirements; and selection of the Contractor.

9. Construction Services

CONSULTANT will provide construction services for an overall construction period of 18 months upon completion of design and bidding. Administration services will be provided through the construction period. The construction services can be provided beyond the construction period of 18 months, if requested, as an Additional Service. CONSULTANT will provide consultation and coordination necessary for successful construction during project construction including the following standard construction administration tasks:

- Conduct Pre-Construction Meeting with the Contractor for the contract and OWNER representatives.
- Review Contractor's submittals (shop drawings, schedules, etc.) for intent.
- Clarify and interpret construction documents.
- Review Contractor's monthly pay requests and make recommendation to OWNER.
- Review and make recommendations regarding construction Change Order requests.

- Prepare and issue Change Orders.
- Resolve construction issues.
- Visit the project site periodically during the course of the project to conduct Construction Progress Meetings and other conferences as otherwise may be needed.
- Review and verify final submittal documents and make recommendation of final payment to the Contractor.
- Provide the OWNER with Record Drawings and a detailed report documenting all repair work performed.
- Accompany DWI representative for pay application approval.
- DWI reimbursement requests for OWNER.
- Engineer's Certification.
- Provide final closeout documents to the Contractor and OWNER.

CONSULTANT shall assign representatives (Construction Observers) dedicated to the project to provide periodic construction observation services during the estimated construction period on-site of 400 consecutive calendar days or less, due to expected delivery of materials. Observation services are based on 2,822 hours of construction observation. Observation services can be provided beyond 400 days and 2,822 hours, if requested, as an Additional Service. The representative will call to the attention of the Contractor deficient work noted in the field and, with the assistance of the CONSULTANT's Project Manager, interpret the contract documents and work orders when questions arise. Observation services can be provided beyond this specified time, if requested, as an Additional Service. CONSULTANT will provide general consultation as may be necessary to achieve successful construction for the duration of the project, including the following:

- Perform part-time observation of the project construction to verify conformance with Contract Documents.
- Document construction activities and photograph critical portions of the project.
- Schedule and conduct a pre-final site visit to establish initial punch list items.
- Perform final inspection to assure that all punch list items have been completed per the Contract Documents.

10. Field Engineering

The CONSULTANT will provide assistance with FIFI rehabilitation conflict resolution. Where utility conflicts or unforeseen conditions are encountered during the FIFI rehabilitation, CONSULTANT will evaluate the on-site condition and provide recommendations, drawings, and specifications for sewer system rehabilitation or replacement in accordance with City of Southport and NCDOT standards. CONSULTANT will provide design services as conditions are encountered that require engineering of utility conflict resolution, structural evaluations and design, and evaluation of cost-effective solutions.

11. Funding Administration

CONSULTANT will provide funding administration for the Division of Water Infrastructure process during the project plan review process, bidding, construction, and closeout.

Funding administration services will include:

- Conduct a project document review meeting with DWI to review design plans, contracts, and bid documents.
- Submit the Bid documents to DWI and respond to comments.
- Manage schedule of DWI milestone submittals

Bidding funding administration services will include submitting documents for the authorization to award which will include:

- Approval of Bid Addenda
- Submit bid information including bid tabulation, engineer's recommendation letter, bid bonds and resolution of Authority award, MBE, WBE documentation of contractor's good faith effort.
- DBE Subcontractor performance documentation
- List of contractor's subcontractors
- Certificate of debarment
- Addenda
- Engineering Contracts
- Information requested by DWI as part of the project bid information and for issuance of the authorization to award.

Construction funding administration services will include:

- Coordinate with the DWI inspector for the pre-construction meeting and regular progress meetings through construction.
- Coordinate with the contractors for required payroll documentation.
- Submit change order documentation for eligibility determination.
- Provide final adjusting change order.
- Compile and submit project closeout documentation in accordance with the DWI Project Closeout Checklist.

Reimbursement funding administration services will include:

- Prepare financial reimbursement forms for Authority signature and submit to DWI on a monthly basis. Engineer will copy Authority on documentation submitted on Authority's behalf. ENGINEER will track and report the status of reimbursements to the Authority on a monthly basis.
- Reimbursement issues will be rectified in a timely manner to avoid delay in reimbursement.
- Submit final reimbursement request with supporting invoices and final sales tax report.

I. TIME OF PERFORMANCE. CONSULTANT's time of performance for the above Additional Services shall be as follows:

Task	Completion Date
Preliminary Engineering & PER	11/2023 - 1/2024
Survey	11/2023 - 2/2024
Design	1/2023 - 6/2024
Permitting	6/2024 - 9/2024
Bidding	9/2024 - 11/2024

Construction Services	1/2025 - 7/2026
Closeout	9/2026

- II. COMPENSATION. The OWNER shall pay the CONSULTANT for the Additional Services set forth in the above Scope of Services a Lump Sum Fee of One Million Thirteen Thousand Five-Hundred Dollars and Zero Cents (\$1,013,500.00) as shown below:

Phase	Description	Budget
1	Project Management	\$ 27,700
2	Preliminary Engineering & ER	\$ 85,000
3	Survey	\$ 55,960
4	Easement Documents (10)	\$ 15,000
5	Subsurface Utility Exploration	\$ 52,140
6	Geotechnical Exploration	\$ 12,000
7	Design	\$ 162,700
8	Permitting	
8.1	General Permitting	\$ 22,939
8.2	Environmental (Wetland Permitting)	\$ 15,061
9	Bidding	\$ 25,000
10	Construction Services	\$ 450,000
11	Field Engineering	\$ 60,000
12	Funding Administration	\$ 30,000
Total		\$ 1,013,500.00

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: November 9, 2023

DEPARTMENT: Parks and Recreation/Engineering

PRESENTED BY: Heather Hemphill

ITEM SPONSORED BY: Parks and Recreation

ITEM/TOPIC: Yacht Basin Dredging – Permitting and Design

COST: \$30,000

BUDGET LINE ITEM: 10-00-4110-4400

JUSTIFICATION: TI Coastal has been assisting the City with survey, permitting and other services related to the dredging of the United States Army Corps of Engineers (USACE) channel, and other adjacent areas, to the Southport Yacht Basin. To date, TI Coastal has completed (2) hydrographic survey of the yacht basin, coordinated/confirmed the dredge template with the city and the USACE, taken sediment samples and sieve analysis to determine dredge material characteristics, coordinated with the Audubon Society about potential dredge spoil placement on Battery Island, conducted outreach to Coastal Federation about thin layer marsh spreading of sediment, engaged in discussions and met with USACE about potential use of Disposal Area (DA) 277 and DA 281 for dredge spoil disposal, prepared meeting material and led NC DEQ pre-application/scoping meeting with various regulatory officials, and followed up on pre-application meeting comments related to riparian ownership and the need for a shellfish survey of the channel and slope areas.

The proposed upcoming work to be completed under the latest Contract amendment includes; preparing and submitting an application for project funding through the Shallow Draft Navigation Channel Dredging and Aquatic Weed Fund, performing a shellfish survey of the project area (per DEQ request), continuing follow-up with USACE regarding use of the USACE dredging spoil disposal. Upcoming work also includes creating long-term use plans and future capacity for DA-277, finalizing plans and construction documents and cost estimates for dredging and disposal of spoil materials, continued follow-up on permit applications and related requests for information from permitting agencies.

IMPACT IF NOT APPROVED: The Yacht Basin dredging project will come to a halt if we do not proceed with continued design, agency coordination and funding efforts. Yacht Basin sediment will continue to accumulate and limit its accessibility.

DEPARTMENT HEAD COMMENTS: It is recommended that the City enter into the next phase of TI Coastal's contract for ongoing engineering work for the City.

CITY MANAGER COMMENTS: The money for this work would come from the capital project line item. We do need to keep moving on this project to complete work in 2024.

ATTACHMENTS: Amended Contract

REQUESTED ACTION: Accept the proposed Contract with TI Coastal Services for the continued design, coordination and funding activities related to the dredging project.

PROPOSED MOTION: Motion to approve the Contract with TI Coastal Services, authorize the City Manager to sign the contract for dredging the Yacht Basin and continue with the state funding application and construction for the Yacht Basin at a cost not-to-exceed \$30,000.

TI Coastal Services, Inc
387-B North Green Meadows Drive
Wilmington, NC 28405
910.821.1358



October 27, 2023

Mr. Bob Jarvis
City of Southport Engineer
VIA E-MAIL: bjarvis@cityofsouthport.com

RE: Proposal Permitting Assistance – Southport Yacht Basin, City of Southport, NC

Dear Mr. Jarvis-

Thank you for the opportunity to continue working on the Yacht Basin dredging project permit application/process. To date, TI Coastal has assisted in preliminary surveys of the Boat Basin, coordinated dredge template layout with the USACE and Town, obtained sediment samples to determine dredge material characteristics, explored options for beneficial use dredging with the Audubon Society and Coastal Federation, initiated conversations with the USACE for disposal site use, and lead a pre application coordination meeting with essential State and Federal regulatory agencies.

This proposal will continue our contract with Southport to take the next steps within the permitting process. Included within this scope of work is preparation and submission of a Shallow Draft Fund grant application for the remaining permitting, design, and dredge work to be completed within the Boat Basin. We will coordinate with Davey Group to perform a shellfish survey of the proposed dredge area and side slope impact areas as per requests by USFWS and NC Wildlife Resource Commission. TI Coastal will also mediate the dock encroachment issues with the USACE to determine a path forward with our current work and remedy the riparian ownership issues within the Federal footprint. TI Coastal will also follow up with the USACE in regard to future use of DA-277 for dredge disposal and also investigate the use of DA-281 for current project needs. The results of these investigations and coordination will allow us to update the plans and project narrative for permit submission and allow for ballpark cost estimates from several dredge contractors to perform the work.

Total cost for TI Coastal's services are lump sum and estimated to be **\$25,000** with an estimated \$4,700 shellfish survey. The shellfish survey is to be conducted by Davey Group and will be a direct pass through.

Thank you again for the opportunity to continue working with the City of Southport on this project. Please let me know if you have any questions or need further information regarding the process or pricing above.

Sincerely,

Jamie Pratt, Vice President
jcpratt@ticoastal.com

Approved by:

Date



BOARD OF ALDERMEN AGENDA ITEM SUMMARY

DATE: 11/9/2023

DEPARTMENT: Development Services

PRESENTED BY: Maureen Meehan, City Planner

ITEM SPONSORED BY: Gandy, LLC for JC Rentals, LLC

ITEM/TOPIC: Call for a Public Hearing for a Zoning Map Amendment of a Tract of Land on Jabbertown Road

COST: N/A

BUDGET LINE ITEM: N/A

JUSTIFICATION: At their October 19, 2023 meeting, the Planning Board voted to send the Board of Aldermen a recommendation of approval for the Zoning Map Amendment located on Jabbertown Road from Light Industrial (LI) to Mobile Home (MH). A duly advertised public hearing must be held before the Board of Aldermen decides 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, adopted ordinances, and surrounding neighborhood. Staff found the proposal consistent and reasonable and forwarded it to the Planning Board for a recommendation.

CITY MANAGER COMMENTS: I concur with setting a Public Hearing date.

ATTACHMENTS: Staff Report, Zoning Map Amendment Application, Consistency Statement

REQUESTED ACTION: Set a public hearing for a Zoning Map Amendment

PROPOSED MOTION: Motion to call a public hearing at the December 14, 2023, Regular Board meeting for the Zoning Map Amendment of a tract of land on Jabbertown Road.



STAFF REPORT JABBERTOWN ROAD REZONING APPLICATION

APPLICATION SUMMARY	
Presentation Date	November 9, 2023 Board of Aldermen
Applicant	Gandy, LLC
Property Owner	JC Rentals LLC
Parcel ID:	221MC00702
Property Size	7.13 acres (6.47 requested for change)
Zoning District	Mobile Home (MH) /Light Industrial (LI) (.66 acres currently MH)
Proposed Zoning District	Mobile Home (MH)

REZONING REQUEST

Gandy, LLC for JC Rentals LLC, is requesting a zoning change from LI to MH on a portion of a parcel of land located at 558 Jabbertown Road. The .66 acres adjacent to Jabbertown are currently zoned MH.

LOCATION AND SITE CONDITIONS

The subject property is located on Jabbertown Road, adjacent to the Cottages at Prices Creek and Harbor Ridge mobile home park. The property is located within the Extraterritorial Jurisdiction and can be further identified by parcel number 221MC00702.



Most of the property falls within the high suitability land classification on the Land Suitability Analysis Map of the CAMA Land Use Plan. A portion is classified as low suitability due to the proximity of Prices Creek on site. The future land use map designation is low and medium-density residential, which defines various single-family uses as appropriate.

REVIEW PROCESS

Proposed amendments to the zoning map may be initiated by the Board of Aldermen, Planning Board, city administration, or by the owner or agent 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.

Before 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 ten (10) days, and not more than 25 days before the hearing.

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

MAP CHANGE OVERVIEW

This proposal is a request to change a portion of a parcel of land from Light Industrial (LI) to Mobile Home (MH). Approximately half an acre of the property is currently zoned Mobile Home. Adjacent uses include a mobile home park and PUD subdivision; therefore, future residential development will be consistent with existing conditions. The future land use map designates the MH portion of the medium-density residential property and the LI portion as low-density residential.



Zoning Map

The surrounding and adjacent properties to the subject property are all zoned residential.

Grey – Light Industrial
 Light Green – Mobile Home
 Light Yellow – R-20
 Purple – PUD



Future Land Use Map

While the property is mostly zoned LI, the future land use map classifies the parcel as medium and low-density residential.

Orange – High Density Residential
 Yellow – Low Density Residential

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. (MH is yellow, and LI is blue)

Please note the nonresidential permitted uses for LI have not been included on this table for brevity since this request is to change from a more intensive nonresidential zoning district to a residential zoning.

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 #
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
CEMETERIES AND MAUSOLEUMS		SS	SS	SS	SS	SS	SS	PS	PS	PS				3.6.D
DOCKS, PIERS, GAZEBOS, BULKHEADS, 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

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 #
Residential Uses														
DWELLING, SINGLE-FAMILY		P	P	P	P	P	P							
DWELLING, TWO-FAMILY (DUPLEX)		S	S	P	P	P	P							
DWELLING, MULTI-FAMILY				PS		SS	SS							3.7.A
DWELLING, TRIPLEX OR QUADRUPLEX				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

Mobile Home zoning district dimensional requirements allow 5,000 SF lots with minimum lot widths of 50'.

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)
MH	5,000	50	20	20	4	40

LAND USE PLAN CONSISTENCY

The 2014 CAMA Land Use Plan (LUP), along with subsequent updates, 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 adopted with a statement describing if the action is consistent or inconsistent with the adopted land use plan.

Increasing housing demand is an overarching theme in the Future Demands section of the LUP. The plan's goals, objectives, and policies focus on balancing the need for housing and infrastructure with protection of the City's historic character and environmental resources.

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 housing densities and types of units, including mobile homes, single-family homes, and approved future multi-family townhomes. Residential development on this lot would be suitable for the neighborhood's character.

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, there is a need for housing, and the subject property is in an area of high suitability on the Land Suitability Map. The future land use map designation supports residential development.

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

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.

These policies are appropriate for the site due to the neighborhood's unique characteristics 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 area's size, physical conditions, and other attributes.

Attachments: Consistency Statement, Rezoning Application

Gandy LLC

613 Lockwood Folly Drive
Bolivia, N.C. 28422
MOBILE 919-422-9732

Date:10/5/2023

Mo,

Property rezoning from LI to MH

Location: 558 Jabbertown road , Southport N. C.

Reason to rezone:

- 1) Adjacent property on same track is MH
- 2) Residential development on both sides do not want industrial built in residential area
- 3) Small lots for affordable housing needed badly in Southport
- 4) Will not put mobile homes in have no intention of that
- 5) Higher density with 5000 sq.ft. lots will allow us to do affordable housing reduce land cost per home
- 6) There is no R-6 zone available in UDO with out pud and by UDO we are too small for a PUD

Mo

I hope this gives you enough info

Thanks

Ron Greger

Gandy LLC

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: 9/18/23

FEE: \$ 500

Permit #: ZMA-23-02

Project Name (If Applicable): _____

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: GANDY LLC

Mailing Address: 613 Lockwood Folly Dr City: BOLIVIA

State: N.C. Zip Code: 28422

Phone: 919-422-9732 Email: TILACOST@YAHO.COM

Street Address and/or Description of Location: 558 JABBERTOWN ROAD.

X Rentals LLC - 107 VEWAT LN WILMINGTON
28411

Parcel ID #: 221 MC00702

Site Acreage: 3.46 ACRES 7 BEAR MAR Number of Lots: _____

Current Zoning District: LI Proposed Zoning District: MH

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)

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)

9/18/23
Date



**City of Southport Planning Board
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 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: ZMA 23-02

STATEMENT OF CONSISTENCY AND RECOMMENDATION:

The City of Southport Planning Board hereby recommends 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 Planning Board finds that the proposed text amendment is reasonable due to the size, physical conditions, and other attributes of the area.

The statement and motion was seconded and passed Sept. 21, 2023

Im 4a Shannon
Tanya Shannon, Deputy City Clerk

Sue M Hodgins
Sue Hodgins, Chairman



**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 23-02

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 2.3:** Southport supports quality development reflecting a spectrum of housing needs, from low-end (affordable) residences to high-end (luxury) residences. 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
Assistant City Manager

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



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: 10/31/2023

DEPARTMENT: Development Services

PRESENTED BY: M. Meehan, City Planner; D. Dutton, Assistant City Manager

ITEM SPONSORED BY: Development Services

ITEM/TOPIC: Comprehensive Plan Contract and Steering Committee

COST: \$103,000 Base
\$6,500 Contingency

BUDGET LINE ITEM: 23-23-7300-5800

JUSTIFICATION: At the meeting in October, the Board of Aldermen approved contracting with Stewart Consulting to complete the state-required Comprehensive Plan. City staff has met with Stewart to discuss the contract.

Additionally, the steering committee needs to be selected. The Steering Committee is an advisory group that provides guidance on priorities, strategies, and generally helps keep the project moving forward. In the Unified Development Ordinance, several responsibilities of the Planning Board are identified, including amending, and revising a comprehensive and coordinated plan for the area's physical, social, and economic development. The Planning Board is already dedicated to a similar purpose. They can use their regular meetings to review and consider material for the Comprehensive Plan. For these reasons, City staff recommends the Board of Aldermen appoint the Planning Board as the official Steering Committee for the Comprehensive Plan.

The Comprehensive Plan process will also include several meetings with local stakeholders that will bring their own perspective. Also, our parking study consultants will work closely with Stewart Inc. to share information and ask questions. This will hopefully save some time and resources.

The Board approved this project as one of the Capital Projects, for an estimated \$100,000. This contract is for \$103,000 for the base plan. To add contingency to the project, in case there are additional meetings, a contingency of \$6,500 is recommended. Additional meetings range from \$400 per person-\$5,000, depending on the format.

In checking with Brandon Stevens, he stated that the board agreed to having \$2 M+ in funding for those projects, but there were no individual project lines with set costs per project. The memo listed projects and anticipated costs, so if it went over a little bit there shouldn't be an issue. For funding, everything is fine, but the board would need to approve the contract. So, when presenting the contract, it can be mentioned that we have funding set aside for the project, and it was listed as part of the capital fund for future projects/expenses. In other words, we do not need to amend the budget to cover the difference in cost.

IMPACT IF NOT APPROVED: There may be a delay in the project because of identifying and appointing citizens and business owners to the steering committee.

DEPARTMENT HEAD COMMENTS: I feel that the Planning Board already reviews projects and ordinances and makes recommendations for the betterment of Southport. The Planning Board is well respected and will serve well as the steering committee. I also believe the terms of the contract to be reasonable.

CITY MANAGER COMMENTS: Representatives from Stewart Consulting recommend that the Board appoint a Steering Committee made up of concerned residents or the City's Planning Board. I have seen it done both ways.

ATTACHMENTS: Stewart contract and contract summary sheet.

REQUESTED ACTION: Approve the proposed contract and appoint a Steering Committee.

(motions on next page)

PROPOSED MOTIONS:

1). I make a motion to approve the contract with Stewart Inc. for \$103,000 or \$109,500 for the CAMA Certified Comprehensive Land Use Plan.

2). I make a motion to authorize the City Manager to execute the contract with Stewart.

3). I make a motion to appoint _____ to/as the Steering Committee for the Comprehensive Plan project.

SUMMARY OF COMPREHENSIVE PLAN PHASING

PHASE 1: INITIATION AND ANALYSIS

Meetings

- Bi-weekly virtual meetings with staff (approx 1 hour each)
- Steering Committee Meetings #1 and #2
- Stakeholder Groups (Up to 5 in-person meetings, 1.25 hrs. each plus 1 virtual meeting)

Deliverables

- Proposed schedule
- Public Engagement Plan
- Data Request
- Stakeholder Interview Schedule and Invitations
- Meeting Materials for Steering Committee #1 and #2
- Community Profile
- Project related webpage materials

PHASE 2: VISIONING AND PLAN DEVELOPMENT

Meetings

- Bi-weekly virtual meetings with staff (approx 1 hour each)
- Steering Committee Meetings #3 and #4 (#5 possible)
- Community Visioning Workshops (2 public meetings, 1 walking tour)
- Board of Aldermen Meeting

Deliverables

- Future Land Use Map
- Character Area Descriptions
- Plan Template
- Plan Outline
- Draft Recommendations
- Project related webpage materials

PHASE 3: IMPLEMENTATION AND ADOPTION

Meetings

- Bi-weekly virtual meetings with staff (approx 1 hour each)
- City work session on implementation
- Steering Committee meeting (and/or Planning Board meeting)
- Board of Aldermen meeting

Deliverables

- Draft Plan
- Revised Plan
- List of comments and revisions
- Final Plan and Executive Summary
- Project related webpage materials



October 30, 2023

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

RE: Contract for Planning Services in CAMA Certified Comprehensive Plan

Dear Mrs. Dutton,

Stewart is pleased to provide planning consulting services to the City of Southport to facilitate an update to the CAMA Certified Comprehensive Land Use Plan. Stewart will facilitate the planning process for the Plan with a community-focused, data-driven approach. Please find below an understanding of the scope of services, deliverables, responsibilities, proposed compensation, and working schedule.

PROJECT UNDERSTANDING

Stewart approaches the City of Southport CAMA Certified Comprehensive Plan Land Use Plan update with an approach that will prioritize local issues and ensure all CAMA required Plan elements are integrated. The community-driven process will allow the City to refine its vision for the future, develop goals and objectives, and recommend forward-thinking policies and planning tools that ensure effective implementation of the updated CAMA Comprehensive Land Use Plan. It will include policies and strategies to guide land use regulations and provide recommendations on other topics to function as the City's Comprehensive Plan.

This proposed scope of services (or "scope") generally outlines the process and tasks from Stewart ("consultant" or "project team") to develop a CAMA Certified Comprehensive Land Use Plan ("Plan" or "plan update") for the City of Southport ("client" or "City"). This plan update will be developed through integrating public engagement and best planning practices while also being refined by local perspectives and priorities.

SCOPE OF SERVICES

PHASE 1: PROJECT INITIATION

To initiate the planning process, the Stewart team will conduct an initial round of meetings with staff, the Steering Committee, and stakeholders to help identify key issues to be addressed in the Comprehensive Plan and to understand expectations.

Internal Kick-Off Meeting

Prior to beginning the planning process, our team will host a virtual meeting with staff to refine the Public Engagement Plan, deliverables, schedule, and communication methods. The team will work

with staff to identify and assemble relevant background documents for review. Spatial data and adopted plans will be collected from the City, State, and regional and federal agencies as appropriate. Assessments of past planning efforts and the existing regulatory framework will be conducted to understand challenges, opportunities, and recent successes. This information will be useful later in the process when crafting a feasible approach to implementation.

Data Collection and Plan Review

The team will work with staff to identify and assemble relevant background documents for review. This includes but not limited to:

County/City GIS Files

- Relevant adopted plans and documents (Parks and Recreation Plan, Pedestrian or Bike Plan, transportation plans, CAMA land use Plan, Downtown plans, Historic Preservation Design Standards, etc.)
- Zoning and Jurisdictional Maps
- Future Land Use Map
- Environmental Maps & Documents, including Hazard Mitigation Plan

Public Engagement Plan

As part of this project, a public participation & engagement plan will be created. Two rounds of public engagement will be outlined. The first will include a survey and multi-day visioning workshop. The second round will include meetings to present draft recommendations and gather input.

Project Website

The Stewart team will provide initial and on-going materials to be used for updates to the City's website, which will serve as the main online repository for documenting the process and hosting materials for public review.

Community Tour/Project Kickoff Day

The Stewart team will conduct a tour (in person, 2-3 hours (driving) and 1-2 hours (walking)) with City staff to document, inventory, and view key areas and features including downtown, surrounding neighborhoods, City-owned land, commercial areas, protected and unprotected natural resource areas, housing, recently approved developments (or areas proposed/being considered for development), and utilities/infrastructure.

Steering Committee Meetings

During Phase I the Stewart team will conduct 1-2 Steering Committee meetings (which may be the planning board). The meeting(s) will be used to refine and present the project approach, discuss highlights of the tour and gather feedback on priorities. Results of the plan review and Community Profile and an overview of engagement activities planned will be presented.

Stakeholder Interviews

The Stewart Team will coordinate with City staff to meet with stakeholder groups over the course of a day to discuss key issues and priorities to be addressed in the Plan. These meetings will include up to five meetings over the course of a day and one virtual/make up meeting on a separate day.

Coordination Calls

The team will schedule biweekly coordination calls with designated staff to discuss plan progress and milestones.

Community Profile

The Stewart team will prepare a Community Profile (CP), incorporating updated statistics and findings from recent City efforts. The CP will include the City history, baseline demographic and

economic data (population, employment, income, socioeconomic data, retail trends, etc.). We will use data from The City of Southport, Brunswick County, US Census Bureau, State of North Carolina, ESRI and other available sources. Information collected regarding the economy, business patterns, employment and demographics will provide insight into potential issues and opportunities.

A series of map will be created using available data to be inserted in the Community Profile including:

- Existing Land Use
- Environmental constraints (Floodplains, Wetlands, vulnerable areas, and other sensitive resources)
- Multimodal transportation network
- Infrastructure and services (Water, Sewer, Storm, Electric, Gas, Police, Fire, and EMS, as appropriate)
- Parks, recreation, and open space
- Cultural and historic resources and other major community cornerstones or social resources

Community Survey

The Stewart team will work closely with City staff and the Steering Committee to develop a Community Survey using Survey Monkey as the platform to gather feedback from the public regarding community vision, goals, and key issues to be addressed by plan policies, future regulatory efforts, and priority investments. The Community Survey will be made available on-line, in print form, and as a component of a public meeting.

Phase I Meetings and Deliverables

Meetings

- Staff (bi-weekly meetings, 1 hour each, virtual)
- Steering Committee Meeting #1 and #2
- Stakeholder Groups (Up to 5 in-person meetings, 1.25 hours each, 1 virtual meeting)

Deliverables

- Project Schedule
- Public Engagement Plan
- Data Request
- Stakeholder Interview Schedule and Invitation Template
- Meeting Materials for SC #1 and #2
- Community Profile (PowerPoint / pdf format)
- Project related webpage materials

PHASE 2: ANALYSIS, VISIONING, AND PLAN DEVELOPMENT

Community Visioning

Key team members will conduct a Community Visioning Workshop that will consist of a series of public meetings over 2 days. These meetings will focus on understanding issues and priorities in different areas of the City. During this workshop the team will help organize a walking tour of Downtown that will be open to the public and include stops at historic structures, recent improvements, and areas with emerging issues. Based on the public input received from public meetings, community survey, staff and stakeholders, we will prepare draft vision and goals as well as a framework for recommendations in the Comprehensive Plan.

Board of Alderman Briefing

A member of the Stewart Team will be available for a Board of Alderman meeting during Phase II to provide an overview of the planning process, feedback received so far, and gather input on priorities.

Natural Resources and Resiliency

The Comprehensive Plan will recognize threats and address resiliency as an element of the plan. The Resiliency element will consider potential impacts of natural hazards on individuals, communities, institutions, businesses, economic development, public infrastructure and facilities, and public health, safety and welfare. There will be a focus on impacts of flooding, high water, and other natural hazards on critical facilities, such as schools, emergency response facilities, water and sewer infrastructure, transportation systems, stormwater systems, and vulnerable communities and businesses. Recommendations for this element may include actions to enhance the resilience of housing, infrastructure, and other critical assets that are vulnerable to natural hazards, sea level rise or flooding.

Historic, Cultural, and Heritage Preservation & Enhancement

Southport has a significant history dating back to the 1740's when Governor Gabriel Johnston established Fort Johnston to protect the area from Spanish and French attacks and the City of Southport developed around the fort's borders. The Southport Historic District is home to 161 buildings, over half of which date back to the 1900's including the Fort Johnston Officers Quarters, the Walker Pike House and the former Brunswick County Court House. An analysis of the local historic district, study listed district, historic preservation ordinance, and design standards will be performed. Recommendations will be developed to protect and enhance existing community character, identify and react to emerging opportunities and challenges, and provide educational opportunities for residents and visitors.

Land Use and Community Design

Capacity & Land Use Suitability

We will conduct analysis of existing land use and land supply to understand capacity for growth in key areas of the City. A suitability analysis will determine areas most suitable for different types of development based on a variety of inputs. It is anticipated that suitability maps will be created for residential, commercial, industrial and conservation/open space. Exact land use types and inputs will be determined based on consultation with City staff. Typical inputs include proximity to existing and proposed roadways and utility infrastructure; proximity to schools, parks, and commercial areas; adjacent land uses; and understanding of existing land use patterns and environmental constraints.

The suitability analysis, survey and input from public meetings will be utilized by the Steering Committee, City staff, and the consultant team to inform future land use preferences including use-mix, scale, and design character. Deliverables for this task will be leveraged to create the future land use map and associated character area recommendations.

CAMA Mapping Inventory and Documentation

The Stewart team will develop plan inputs that fulfill CAMA land use plan requirements including a community profile, required mapping and analysis of CAMA topic areas, policies, and action item recommendations.

Future Land Use

The project team will provide future land use recommendations for different areas of the City. A growth framework map will be developed and revised to update the adopted Future Land Use Map. This will be a graphic representation of the City's vision as to where growth should occur as well as how established neighborhoods and natural resources can be protected from development.

Character Areas

The map will be supplemented with descriptions of land use character areas that will be brought to life using precedent imagery and/or conceptual diagrams that specify intended use mix, scale, density, and other physical design characteristics. Development of the Future Land Use Map and associated character areas will be guided and informed by local goals, technical analysis, staff, and

Steering Committee perspective. Ultimately, these character areas might be used to update existing development ordinances, overlay districts or achieve economic or conservation goals. Regional and national best practices will be reviewed, and recommendations will provide guidance for future updates to the City's land use and development regulations.

Stewart will analyze and develop character area descriptions and/or specific land use recommendations for the Central Business District/Downtown, Yacht Basin, Howe Street Corridor, and other unique areas which arise during the planning process.

Economic Development

The plan will address the characteristics of the workforce, local and regional employment factors, recent trends, and include an assessment of the local tax base. Recommendations will focus on supporting the long-term financial health of the City.

Housing

This element will assess the location, type, age and condition of existing housing stock, including demand for new housing, density, and occupancy characteristics. We expect to learn about additional issues impacting the local housing market, including the role of second homes, vacation rentals, accessory dwellings, and affordability needs.

Stewart understands the City's desire to preserve its residential areas and create strong neighborhoods that support lifelong housing needs. It is anticipated that recommendations will include strategies that support attainable, "affordable" or "workforce" housing.

Transportation

The Transportation element of the plan will analyze the existing street network and previous plans related to roadway capacity and planned projects. Seasonal fluctuations in traffic and hot spots will be documented. Bicycle and pedestrian priorities will be identified. This will include confirming or updating priority projects from the City's pedestrian plan.

Custom cross-section or facility type recommendations may be needed as well as guidance related to phasing and next steps.

Infrastructure and Services

This element of the comprehensive plan will include analysis and identification of priority infrastructure for water and wastewater; stormwater; solid waste disposal; police and fire protection; as well as medical, governmental and educational facilities.

Phase II Meetings and Deliverables

Meetings

- Staff (bi-weekly meetings, 1 hour each, virtual)
- Steering Committee Meeting #3 and #4 (and potentially #5 if needed)
- Community Visioning Workshops (2 public meetings, 1 walking tour)
- Board of Alderman Meeting

Deliverables

- Future Land Use Map
- Character Area Descriptions
- Plan Template
- Plan Outline
- Draft Recommendations
- Project related webpage materials

PHASE 3: IMPLEMENTATION AND ADOPTION

Implementation

After the plan is in draft format, an open house or virtual meeting will be held to provide an overview of plan recommendations and gather input on citizen priorities.

The Stewart team will conduct a work-session with planning staff and other City departments to discuss strategic goals, capital resources, and implementation steps. Potential amendments to existing development regulations and other design standards recommended during the Plan process may also be discussed. An implementation memo or table will be prepared noting time frame, prioritization, and projected cost of each recommended action and will be used to inform the City's budgeting activities.

Plan Adoption

The Stewart Team will collaborate with City staff to work through the Comprehensive Growth Plan adoption process. Key members of the Stewart team will be available to attend a Planning Board meeting to present the Draft Plan. We will also attend a Board of Alderman meeting to present the final version of the plan recommended for adoption.

Division of Coastal Management Review and Certification

The Stewart team will assist with the City with the Division of Coastal Management Certification process. A minimum of 3 hard copies will be provided to Division of Coastal Management for this process.

Final Plan Document & Executive Summary

Following the public hearing process, a final set of plan documents will be provided to the City including the plan document, executive summary, appendices, maps and map data, public engagement summaries, etc. The plan and key deliverables will be provided in an editable, electronic format. A minimum of 2 hard copies will also be provided to the City.

Phase III Meetings and Deliverables

Meetings

- Staff (bi-weekly meetings, 1 hour each, virtual)
- City worksession on implementation (to include other key department representatives)
- Steering Committee Meeting
- Planning Board Meeting
- Board of Alderman Meeting

Deliverables

- Draft Plan
- Revised Plan
- List of comments and revisions
- Final Plan and Executive Summary
- Project related webpage materials

CONTINUING SERVICE

As part of our continuing service promise, Stewart will be available by phone or email for a period of six (6) months following plan adoption to assist staff with questions about the plan and associated implementation. This continuing service is included is not an additional cost to the City and stems from Stewart's desire to remain a community partner, even after the contract has been fulfilled.

CLIENT RESPONSIBILITIES:

It is understood that it is the responsibility of the Client to provide the following items in a timely fashion:

Formatting and/or transfer of documents:

- Provide any available electronic information or data.
- GIS files assembled and delivered in an industry standard format with associated symbology and at the appropriate geographic scale, where applicable, including adopted zoning and Future Land Use Map files.
- Current Land Use Plan in PDF format and Word format where available.
- Other plans and documents in their native format (most likely pdf).
- Pictures and character images of the community, as needed (jpeg or png preferred).

Meetings and gatherings:

- Assist with facilitation of meetings (sign-in sheet, note-taking, meeting summaries, etc.).
- Provide notice of scheduled meetings (with reasonable advance notice) to consultant and meeting attendees.
- Secure meeting spaces and coordinate and advertise meetings, including refreshments if needed.
- Record and provide meeting minutes or summaries, as appropriate, to maintain the public record.
- Advertise meetings to the public as needed.
- Identify, coordinate information flow, and contact with boards, staff, stakeholders, and other focus groups, as needed.
- Facilitate communication between the Stewart team and other City and agency staff, as needed.
- Coordination with outside agencies.
- Provide accommodation for travel within the jurisdiction to key sites, as needed.
- Provide scheduling accommodations for special meetings or work sessions, as requested by Stewart, that fall outside of regular meeting schedules. This may involve additional Planning Board, Board of Aldermen, or joint meetings or meetings that are outside of evening hours.

Decision-making:

- Provide decisions on critical issues as necessary in a timely manner with actionable comments and revisions.
- Research or investigation of items raised by the Planning Board or other deliberative body relative to benchmarking regulations, relative position, or other comparative analyses of neighboring or cohort communities.
- Analysis, explanatory, persuasive, or supporting materials to support or justify adoption of the Plan or any plan element.
- Compilation, review, and recommendation on any public comment collected such that action can be taken, if needed.
- Delivery of actionable review comments and any local direction for revisions to the plan document.

Expenses:

- Reimburse for expenses not related to meetings outlined in the Scope, with prior City approval.
- Printing of hardcopy materials necessary for meetings, surveys, documentation, or public review. City will need adequate lead time to prepare if bulk amount or larger printing is necessary. Stewart will print large format maps or poster boards.

Public outreach:

- Maintain project website and documentation of the public record.
- Perform public outreach and advertising, including legal advertising and ensuring the notification requirements of CAMA plan adoption are met. Stewart will assist.

CAMA-adoption process:

- Legal noticing and coordination with state CAMA review during the state's review process. Stewart will assist.

PROPOSED SCHEDULE

It is anticipated that the time from Notice to Proceed to adoption hearing by Board of Aldermen will be accomplished within twelve (12) months (or less). This fully executed contract may serve as a Notice to Proceed. A detailed project schedule will be developed prior to the Administrative Kickoff meeting. The project schedule may be modified with City staff concurrence throughout the project as needed.

Note: Following adoption by the Board of Aldermen, this City plan is subject to a maximum of 75 additional days for initial review and comment by the NC Coastal Resources Commission and potential follow up afterwards.

COMPENSATION

The base compensation for these services is **\$103,000**.

The following also applies:

- Although the plan development process is divided into phases, the project will be invoiced monthly as a single line item based on percentage of project scope/workload completed.
- This compensation estimate is no longer valid if not executed and commenced within 3 months of submission.
- Should the client extend the project schedule more than 2 months beyond the proposed schedule (above), any administrative project management or project-related carrying costs will be billed hourly as an Additional Service during those extended months unless a contract amendment occurs.

Table 1: Compensation by Phase

Phase	Fee
1 – Initiation and Analysis	\$26,000
2 – Visioning & Plan Development	\$54,000
3 – Implementation & Adoption	\$18,000
Expenses	\$5,000
Base Fee	\$103,000
Contingency	\$6,500
Total Fee	\$109,500

CONTINGENCY AND OPTIONAL TASKS:

A designated amount of fee will be reserved for additional meeting attendance, a conceptual plan, or other optional tasks or deliverables. Billing to this task must be approved by the Project Manager via email.

Table 2: Optional Tasks

Conceptual Designs	\$5,000-\$10,000
Additional Public Meeting	\$3,000-\$5,000
Additional In-person Meetings	\$1,700 per person
Additional Virtual Meetings	\$400 per person

ADDITIONAL SERVICES:

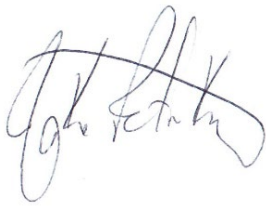
Any request by the Client to complete items not contained in the scope of services, or items outlined as exclusions, will be deemed as Additional Services to this Agreement. Additional Services may be provided, if requested by the Client, for a negotiated lump sum compensation or at our Standard Hourly Billing Rates.

CONCLUSION:

This document may serve as a Client-Consultant Agreement and as Notice to Proceed. Included in the agreement are the standard Hourly Rate Schedule and Conditions of the Agreement. If this proposal is acceptable, please execute and return a copy of the Agreement and the Project Information Form to this office.

Please do not hesitate to contact us if you have any questions regarding this contract or scope. Please give us the opportunity to clarify any details of this contract or to revise it if it appears that we have misunderstood some portion of the scope of services.

Respectfully submitted:



Jake Petrosky, AICP
Practice Leader, Community Planning
Associate Vice President

Attachments:

1. Stewart General Conditions
2. Hourly Billing Rates
3. Project Billing Information Form

(Approval signatures are on the following page.)

APPROVAL:

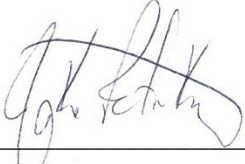
STEWART

Jake Petrosky

Print Name

Vice President & Practice Leader
Transportation & Planning

Title



Signature

10/30/2023

Date

CITY OF SOUTHPORT

Print Name

Title

Signature

Date

ATTEST:

Dorothy Dutton, City Clerk

[SEAL]

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

Lance Flint, City Finance Director

ATTACHMENT - 1
STEWART ENGINEERING, INC.
General Conditions
(As of March 1, 2022)

1.01 Standard of Care

- A. The standard of care of all professional services performed or furnished by Stewart under this Agreement will be performed with the same degree of care, skill and diligence in the performance of the services as is ordinarily provided by a reputable professional under similar circumstances practicing in the same or similar locality and shall conform to professional standards.

2.01 Additions/Change to Scope of Services

- A. Change orders, whether reflecting a reduction or increase in contract price, shall be submitted to Stewart in writing and requires Stewart's written approval prior to services being performed.

3.01 Payment

- A. *Invoices:* Invoices for Stewart's services shall be submitted, at Stewart's option, either upon completion of the phase of service or on a monthly basis. Invoices are due net 30 days. If Client fails to make any payment due Stewart for Services, extra services, or expenses within thirty (30) days after receipt of Stewart's invoice, then Stewart may, after giving three days written notice to Client, suspend Services under this Agreement until Stewart has been paid in full all amounts due for Services, extra services, expenses, and other related charges. Client waives any and all claims against Stewart for any such suspension.
- B. *Payment:* As compensation for Stewart providing or furnishing Services and extra services, Client shall pay Stewart as set forth herein. If Client disputes an invoice, either as to amount or entitlement, then Client shall promptly advise Stewart in writing of the specific basis for doing so, may withhold only that portion so disputed, and must pay the undisputed portion.

4.01 Termination

- A. The obligation to continue performance under this Agreement may be terminated for cause:
1. By either party upon 14 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party. Failure to pay Stewart for its Services shall constitute a substantial failure to perform and a basis for termination.
 2. By Stewart:
 - a. upon seven days written notice if Client demands that Stewart furnish or perform services contrary to Stewart's responsibilities as a licensed professional: or
 - b. upon seven days written notice if Stewart's Services are suspended for more than 30 days for reasons beyond Stewart's control.
- B. Stewart shall have no liability to Client on account of a termination for cause by Stewart.

- C. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under Paragraph 4.01.A.1 if the party receiving such notice begins, within three days of receipt of such notice, to correct its substantial failure to perform, proceeds diligently to cure such failure, and does cure such failure within no more than 14 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 14-day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 30 days after the date of receipt of the notice.
- D. The Agreement may be terminated for convenience by either party upon 14 days written notice.
- E. In the event of any termination under Paragraph 4.01.D, Stewart will be entitled to invoice Client and to receive full payment for all Services and extra services performed or furnished in accordance with this Agreement, plus reimbursement of expenses incurred through the effective date of termination in connection with providing the Services and extra services, Stewart's consultants' charges, if any, and any other reasonable costs incurred by Stewart as a result of such termination.

5.01 Indemnification and Insurance

- A. The Client shall indemnify and hold harmless Stewart and all of its personnel from and against any and all claims, damages, losses, and expenses (including reasonable attorneys' fees) (collectively the "Claims") to the extent the Claims are proximately caused by a) Client's breach of contract, b) any negligent, reckless, or intentional act or omission of Client or Client's subcontractors, agents, or employees or c) any violation of applicable statutes or regulations by Client or Client's subcontractors, agents, or employees.
- B. Stewart shall indemnify and hold harmless the Client and its personnel from and against any and all claims, damages, losses and expenses (including reasonable attorneys' fees) (collectively the "Claims") to the extent the Claims are proximately caused by a) Stewart's breach of contract, b) any negligent, reckless, or intentional act or omission of Stewart or Stewart's subcontractors, agents, or employees or c) any violations of applicable statutes or regulations by Stewart or Stewart's subcontractors, agents or employees, subject to the limitation of liability provisions herein.
- C. Stewart shall secure and endeavor to maintain professional liability insurance and commercial general liability insurance to protect Stewart from claims for negligence, bodily injury, death or property damage which may arise out of the performance of Stewart's services under this Agreement, and from claims under the Worker's Compensation Acts. Stewart shall, if requested in writing, issue certificates confirming such insurance to the Client.

6.01 Delay

- A. Should completion of any portion of the Services by Stewart be delayed, suspended, or impaired, through no fault of Stewart, then the time for completion of Stewart's Services, and the rates and amounts of Stewart's compensation, shall be adjusted equitably.

7.01 Instruments of Service

- A. All documents prepared or furnished by Stewart are instruments of service, and Stewart retains all ownership and property interest (including the copyright and the right of reuse) in such documents, whether

or not the Project is completed. Client shall have a limited license to use the documents on the Project, subject to receipt by Stewart of full payment due and owing for all Services and extra services relating to preparation of the documents and subject to the following limitations:

1. Client acknowledges that such documents are not intended or represented to be suitable for use on the Project unless completed by Stewart, or for use or reuse by Client or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Stewart;
2. Any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by Stewart, as appropriate for the specific purpose intended, will be at Client's sole risk;
3. Client shall defend, indemnify and hold harmless Stewart and its officers, directors, members, partners, agents, employees, and consultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the documents without written verification, completion, or adaptation by Stewart; and such limited license to Client shall not create any rights in third parties.

8.01 Waiver of Consequential Damages

- A. To the fullest extent permitted by law, Client and Stewart waive against each other, and the other's employees, officers, directors, members, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement or the Project.

9.01 Limitation of Liability

- A. **STEWART AND CLIENT AGREE THAT STEWART'S (INCLUDING STEWART'S OFFICERS, DIRECTORS, MEMBERS, PARTNERS, AGENTS, AND EMPLOYEES) TOTAL LIABILITY TO THE CLIENT AND TO ANYONE CLAIMING BY, THROUGH, OR UNDER THE CLIENT FOR ANY AND ALL INJURIES, CLAIMS, LOSSES, COSTS, DAMAGES, AND EXPENSES ARISING OUT OF OR RELATING TO THIS AGREEMENT OR THE SERVICES PERFORMED HEREUNDER, WHETHER ARISING IN CONTRACT, TORT, EQUITY, STRICT LIABILITY, BY STATUTE, OR OTHERWISE, SHALL BE LIMITED TO \$25,000.00 FOR PROJECTS WITH A TOTAL FEE UNDER \$25,000.00 OR \$250,000.00 FOR PROJECTS WITH A TOTAL FEE OVER \$25,000.00.**

10.01 Disputes

- A. Any disputes relating to or arising out of this Agreement or Stewart's Services shall be subject to mandatory mediation, which shall be a condition precedent to any form of binding dispute resolution.

Client and Stewart shall endeavor to resolve claims, disputes and other matters in question between them by mediation which, unless the parties mutually agree otherwise, shall be in accordance with the North Carolina Rules Implementing Statewide Mediated Settlement Conferences in Superior Court Civil Actions currently in effect and administered by counsel for the parties. A request for mediation shall be made in writing and delivered to the other party to the Agreement. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for

later proceedings. The Parties shall select a mutually agreeable mediator for any such dispute and the Parties agree to split the mediator's costs evenly. The Parties may mutually agree to waive mediation.

If such matter relates to or is the subject of a lien arising out of Stewart's performance of services, Stewart may proceed in accordance with applicable law to comply with the lien notice or filing deadline prior to resolution of the matter by mediation or by binding dispute resolution.

- B. Any disputes not resolved by mediation shall be subject to Arbitration administered in accordance with the Uniform Arbitration Act in effect in the State where the Project is located as of the date of this Agreement. If the State where the Project is located does not have a Uniform Arbitration Act, then it shall be administered in accordance with the American Arbitration Association.
- C. This Agreement shall be governed by the laws of the State where the Project is located. The Parties agree that any dispute or other legal action relating to this Agreement shall be conducted only in the country where the Project is located unless otherwise agreed to by the Parties or provided by law.

11.01 General Considerations

- A. Stewart shall not be responsible for any decision made regarding the construction contract requirements including but not limited to contractor means, methods, techniques, sequences, procedures of construction, any application, interpretation, clarification, or modification of the construction contract documents other than those made by Stewart or its consultants, any environmental hazards or pollutants at the Project site, or jobsite safety requirements.
- B. The Client shall not assign this Agreement without first obtaining the written consent of Stewart, and Stewart has no obligation to accept performance of this Agreement from anyone other than Client. Any purported assignment by Client in contravention of the terms of this Paragraph may be voided at Stewart's sole election. In the event Stewart provides written consent to an assignment, Client agrees that prior to the assignment Stewart shall be paid in full for all services performed up to the effective date of the assignment.
- C. A party's non-enforcement of any provision in the Agreement shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or the remainder of this Agreement.
- D. This Agreement (including any expressly referenced Contract and incorporated attachments) constitutes the entire agreement between Stewart and Client and supersedes all prior written or oral understanding. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

Client Initials: _____



Community Planning STANDARD HOURLY RATES

2023

CLASSIFICATION	HOURLY RATE
Student Planning Intern	\$ 60.00
GIS Analyst	\$ 80.00
Planner	\$ 95.00
Planner II	\$ 105.00
Planning Lead	\$ 110.00
GIS Project Coordinator	\$ 130.00
Senior Planner	\$ 150.00
Planning Manager	\$ 160.00
Director, Community Planning	\$ 175.00
Practice Leader, Community Planning	\$ 200.00

Note: This schedule of rates is subject to adjustment in accordance with annual wage and cost of living increases.



ATTACHMENT – 3
STEWART ENGINEERING, INC.
Project Billing Information

Section I: Existing Client (Complete Section I or II)

Is there any change to the invoice requirements or contact information for this project? Yes ☐ No ☐

If yes, identify changes below:

Existing Client Name: _____
Change in Address: _____
Change in Phone #: _____
Change in Billing Contact: _____
Specific Invoicing Requirements: _____

Section II: New Client (Complete Section I or II)

New Client Name (as it should appear on invoice): _____
Client Billing Address: _____
Client Phone #: _____

Please provide Billing Contact Information and Invoice Submittal Email address (if different)

Contact Name: _____
Contact Email: _____
Contact Phone #: _____
Invoice Submittal Email: _____

Section III: Invoice Requirements

- | | | |
|--|---------------------------|--------------------------|
| 1. Is a PO # required on invoices? | Yes ☐ | No ☐ |
| If yes, PO # is: _____ | | |
| 2. Is a Client Project # required on invoices? | Yes ☐ | No ☐ |
| If yes, Client Project # is: _____ | | |
| 3. Is a lien waiver required for payment of invoices? | Yes ☐ | No ☐ |
| If yes, please provide template. | | |
| 4. Is additional backup documentation or reporting required with invoices? | Yes ☐ | No ☐ |
| If yes, please describe: _____ | | |
| 5. Are there any other specific requirements needed for invoices? | Yes ☐ | No ☐ |
| If yes, please describe: _____ | | |

ACH is the requested method of payment.

PNC Bank, PO Box 826784 | Philadelphia, PA 19182-6784
Routing #021052053, Account #74068236

Questions? Please email accountsreceivable@stewartinc.com.



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: 11/9/2023

DEPARTMENT: Development Services

PRESENTED BY: Maureen Meehan, City Planner

ITEM SPONSORED BY: City Manager/Development Services Staff

ITEM/TOPIC: Consideration of Nonenforcement of Section 3.12.B. Driveways for Single- and Two-Family Residences

COST: N/A

BUDGET LINE ITEM: N/A

JUSTIFICATION: A request to cease enforcement of Section 3.12.B. was submitted to the City Manager after the October 19, 2023 Planning Board meeting. The Planning Board is considering a text amendment to this section, per recommendation by the Board of Adjustment. If recommended to the Board of Aldermen at their November meeting, it will be February at the earliest that the amendment will go into effect.

IMPACT IF NOT APPROVED: This section of the UDO will continue to be enforced for all properties until a final decision by the Board of Aldermen is made on the proposed text amendment.

DEPARTMENT HEAD COMMENTS: Staff find that this request is reasonable due to the changes and amendments necessary at the permitting stage for single-family site plans. If the changes cannot be made, these requests have triggered variances to site plans that have been engineered. The changes and/or variance requests extend timeframes for permitting on top of increasing costs for the property owner.

CITY MANAGER COMMENTS: This item was requested to be on your November agenda by Aldermen Davis and Allen.

ATTACHMENTS: Staff Memorandum

REQUESTED ACTION: Consideration of nonenforcement of Section 3.12.B. for single-and two-family residences until a final decision by the Board of Aldermen is made on a text amendment to this section of the UDO currently being considered by the Planning Board.

PROPOSED MOTION: Motion for nonenforcement of Section 3.12.B. Driveways for single-and two-family residences until a final decision by the Board of Aldermen is made for a text amendment to this section of the UDO.



MEMORANDUM

To: Mayor Joseph P. Hatem, Members of the Board of Aldermen

From: Maureen Meehan, City Planner

Re: Consideration of Nonenforcement of Driveway Standards for Single- and Two- Family Residences

Date: November 9, 2023

A request to cease enforcement of the driveway standards found in Section 3.12.B. of the UDO for single-and two-family residences until a decision on a current text amendment is made by the Board of Aldermen was submitted to the City Manager after the October 19, 2023, Planning Board Meeting.

Background and Context

The Board of Adjustment requested that Staff bring forward a text amendment to the Planning Board after a variance hearing on the driveway standards. The applicant's request for a variance included the following 2 exceptions: Section 3.12.B.4.d) In no case may the total width of all driveways exceed 50% of the total property frontage. (the lot frontage for the subject property was less than 75') and Section 3.12.B.4.e) No driveway (nearest edge) shall be located within 10 feet of a side lot property line except in the case of a shared driveway (single curb/access point) utilized by two (2) or more lots. This variance was the first of several that were going to be brought forward to the Board of Adjustment.

Staff presented the requested text amendment to the Planning Board per the recommendation of the Board of Adjustment. After discussion, the item was continued until the 11/16/23 Planning Board Meeting. I will be presenting the language as proposed as well as drafting language that differentiates driveway setbacks for residential and nonresidential properties at that meeting. Please note, compliance with the driveway standards is restricted by more than just the setback requirement.

The underlined section below is the language found in the UDO prior to the 2020 update, and the proposed text amendment, as presented to the Planning Board in October.

Section 3.12.B.2.

Before a zoning permit is issued for the construction, reconstruction, or change in use of any building or land used for purposes other than a single- or two-family residence, all driveways shall be reviewed and approved by the UDO Administrator or his/her designee. "Construction, reconstruction, or change in use" refers to those improvements made to the site involving overall structure size or to changes in use which would require the addition of one (1) or more off-street parking spaces; it is not intended to refer to construction activities which merely involve changes to exterior architectural features (e.g., painting, addition of siding, roofing activities, etc.).

Staff Recommendation

Planning Staff respectfully submit the request for nonenforcement of Section 3.12.B. Driveways for single- and two-family residences and recommend consideration of this request, due to the inability of single-and two-family residences to meet these standards and that historically there has been an exception to single-and two-family residences for this section of the UDO.



BOARD OF ALDERMEN AGENDA ITEM SUMMARY

DATE: 10-26-2023

DEPARTMENT: Fire Department/Admin/Finance

PRESENTED BY: Chief Drew, Fire/Rescue; Dorrie Dutton, Assistant City Manager

ITEM SPONSORED BY: Fire/Rescue Departments

ITEM/TOPIC: Updating the Schedule of Fees with the most recent Mitigation (Fire Response) Fees

COST: n/a

BUDGET LINE ITEM: n/a

JUSTIFICATION: There are two types of fees that a Fire Department can charge- Permit (Operation) Fees and Mitigation (Fire Response) Fees. The Mitigation Rates are used to offset the cost of emergency services outside of structural fires. The Mitigation Rates have not been updated in nine (9) years. The Southport Fire Department is recommending billing the Mitigation (Fire Response) rates for those that live outside of the City limits. In order to add this section to our fee schedule, a Budget Ordinance Amendment must be adopted.

The Mitigation (Fire Response) Rate lists in Exhibit A will increase by 1.5% annually or based on the annual percentage increase in the Consumer Price Index (CPI), as developed by the Bureau of Labor Statistics of the U.S. Department of Labor, whichever is more. Rate adjustments will occur when the new budgets are adopted, to keep the Fire Department's cost recovery program in conformity with increasing operating expenses.

IMPACT IF NOT APPROVED: The Fire Department will not be able to capture all of the revenue that allows them to purchase supplies and training.

DEPARTMENT HEAD COMMENTS: The additional fees will allow the Fire/Rescue Departments to capture appropriate fees for the amount of time they spend at the scene of accidents. The fees will only apply to accidents involving non-City residents.

CITY MANAGER COMMENTS: After not having these fees reviewed in nine years, it is definitely appropriate that an increase go into effect. These fees will be reviewed by the Board each year during the budget review.

ATTACHMENTS: Proposed Budget Ordinance Amendment and proposed Fee Schedule.

REQUESTED ACTION: Consider the proposed budget amendment adding the Fire Mitigation fees to the City's Schedule of Fees.

PROPOSED MOTION: I make a motion to adopt the proposed budget amendment to the FY 23-24 year. and the Mitigation (Fire Response) fee schedule, as presented.

**CITY OF SOUTHPORT BOARD OF ALDERMEN
ORDINANCE AMENDING THE FY 23-24 BUDGET
AND SCHEDULE OF FEES**

Be it ordained by the Board of Aldermen of the City of Southport that the Schedule of Fees for the Fire/EMS as set forth in the FY 23-24 budget ordinance is hereby amended as set forth above and only applies to non-City residents.

Adopted this 9th day of November 2023.

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

Dorothy Dutton
Assistant City Manager/City Clerk

EXHIBIT A
MITIGATION RATES
BASED ON PER HOUR

The mitigation rates below are average “billing levels”, and are typical for the incident responses listed, however, when a claim is submitted, it may be itemized and based on the actual services provided.

These rates are based on actual costs using amortized schedules for apparatus (including useful life, equipment, repairs, and maintenance). Labor rates include an average department’s actual burdened labor costs and not just a firefighter’s wage. These include wages, retirement, benefits, workers comp, etc.

MOTOR VEHICLE INCIDENTS

Level 1 - \$584.00

Provide hazardous materials assessment and scene stabilization. This will be the most common “billing level”. This occurs almost every time the fire department responds to an accident/incident.

Level 2 - \$667.00

Includes Level 1 services as well as clean up and material used (sorbents) for hazardous fluid clean up and disposal. We will bill at this level if the fire department has to clean up any gasoline or other automotive fluids that are spilled as a result of the accident/incident.

Level 3 – CAR FIRE - \$813.00

Provide scene safety, fire suppression, breathing air, rescue tools, hand tools, hose, tip use, foam, structure protection, and clean up gasoline or other automotive fluids that are spilled as a result of the accident/incident.

ADD-ON SERVICES:

Extrication - \$1,757.00

Includes heavy rescue tools, ropes, airbags, cribbing etc. This charge will be added if the fire department has to free/remove anyone from the vehicle(s) using any equipment. We will not bill at this level if the patient is simply unconscious and fire department is able to open the door to access the patient. This level is to be billed only if equipment is deployed.

Creating a Landing Zone - \$537.00

Includes Air Care (multi-engine company response, mutual aid, helicopter). We will bill at this level any time a helicopter landing zone is created and/or is utilized to transport the patient(s).

Itemized Response: You have the option to bill each incident as an independent event with custom mitigation rates, for each incident using, itemized rates deemed usual, customary and reasonable (UCR). These incidents will be billed, itemized per apparatus, per personnel, plus products and equipment used.

HAZMAT

Level 1 - \$943.00

Basic Response: Claim will include engine response, first responder assignment, perimeter establishment, evacuations, set-up and command.

Level 2 - \$3,369.00

Intermediate Response: Claim will include engine response, first responder assignment, hazmat certified team and appropriate equipment, perimeter establishment, evacuations, set-up and command, Level A or B suit donning, breathing air and detection equipment. Set-up and removal of decon center.

Level 3 – \$7,953.00

Advanced Response: Claim will include engine response, first responder assignment, hazmat certified team and appropriate equipment, perimeter establishment, evacuations, first responder set-up and command, Level A or B suit donning, breathing air and detection equipment and robot deployment. Set-up and removal of decon center, detection equipment, recovery and identification of material. Disposal and environment clean up. Includes above in addition to any disposal rates of material and contaminated equipment and material used at scene. Includes 3 hours of on scene time - **each additional hour @ \$381.00 per HAZMAT team.**

FIRES

Assignment - \$538.00 per hour, per engine / \$673.00 per hour, per truck

Includes:

- Scene Safety
- Investigation
- Fire / Hazard Control

This will be the most common “billing level”. This occurs almost every time the fire department responds to an incident.

OPTIONAL: A fire department has the option to bill each fire as an independent event with custom mitigation rates.

Itemized, per person, at various pay levels and for itemized products use.

ILLEGAL FIRES

Assignment - \$538.00 per hour, per engine / \$673.00 per hour, per truck

When a fire is started by any person or persons that requires a fire department response during a time or season when fires are regulated or controlled by local or state rules, provisions or ordinances because of pollution or fire danger concerns, such person or

persons will be liable for the fire department response at a cost not to exceed the actual expenses incurred by the fire department to respond and contain the fire. Similarly, if a fire is started where permits are required for such a fire and the permit was not obtained and the fire department is required to respond to contain the fire the responsible party will be liable for the response at a cost not to exceed the actual expenses incurred by the fire department. The actual expenses will include direct labor, equipment costs and any other costs that can be reasonably allocated to the cost of the response.

WATER INCIDENTS

Level 1

Basic Response: Claim will include engine response, first responder assignment, perimeter establishment, evacuations, first responder set-up and command, scene safety and investigation (including possible patient contact, hazard control). This will be the most common “billing level”. This occurs almost every time the fire department responds to a water incident.

Billed at \$538 plus \$66 per hour, per rescue person.

Level 2

Intermediate Response: Includes Level 1 services as well as clean up and material used (sorbents), minor hazardous clean up and disposal. We will bill at this level if the fire department has to clean up small amounts of gasoline or other fluids that are spilled as a result of the incident.

Billed at \$1,077 plus \$66 per hour, per rescue person.

Level 3

Advanced Response: Includes Level 1 and Level 2 services as well as D.A.R.T. activation, donning breathing apparatus and detection equipment. Set up and removal of decon center, detection equipment, recovery and identification of material. Disposal and environment clean up. Includes above in addition to any disposal rates of material and contaminated equipment and material used at scene.

Billed at \$2,665 plus \$66 per hour per rescue person, plus \$134 per hour per HAZMAT team member.

Level 4

Itemized Response: You have the option to bill each incident as an independent event with custom mitigation rates for each incident using itemized rates deemed usual, customary and reasonable (UCR). These incidents will be billed, itemized, per trained rescue person, plus rescue products used.

BACK COUNTRY OR SPECIAL RESCUE

Itemized Response: Each incident will be billed with custom mitigation rates deemed usual, customary and reasonable (UCR). These incidents will be billed, itemized per apparatus per hour, per trained rescue person per hour, plus rescue products used.

Minimum billed \$538 plus \$66 per hour, per rescue person. Additional rates of \$538 per hour per response vehicle and \$66 per hour per rescue person.

CHIEF RESPONSE

This includes the set-up of Command, and providing direction of the incident. This could include operations, safety, and administration of the incident.

Billed at \$337 per hour.

MISCELLANEOUS / ADDITIONAL TIME ON-SCENE

ADDITIONAL TIME ON-SCENE (for all levels of service)

Engine billed at \$538 per hour.

Truck billed at \$673 per hour.

Miscellaneous equipment billed at \$404.

MITIGATION RATE NOTES

The mitigation rates above are average “billing levels” for one hour of service, and are typical for the incident responses listed, however, when a claim is submitted, it may be itemized and based on the actual services provided.

These average mitigation rates were determined by itemizing costs for a typical run (from the time a fire apparatus leaves the station until it returns to the station) and are based on the actual costs, using amortized schedules for apparatus (including useful life, equipment, repairs, and maintenance) and labor rates (an average department’s “actual personnel expense” and not just a firefighter’s basic wage). The actual personnel expense includes costs such as wages, retirement, benefits, workers comp, insurance, etc.



BOARD OF ALDERMEN AGENDA ITEM SUMMARY

DATE: 11/1/2023

DEPARTMENT: Parks and Recreation & Police

PRESENTED BY: Heather Hemphill, Parks and Recreation Director; Police Chief Coring, Police Major Burke

ITEM SPONSORED BY: Parks and Recreation, Police Department, City Manager

ITEM/TOPIC: Revisions to the Parks and Recreation Ordinance

COST: n/a

BUDGET LINE ITEM: n/a

JUSTIFICATION: The Police Department, and Parks and Recreation have worked closely to review the current Parks and Recreation Ordinance and suggest changes that would help with the issue of people sleeping in the City parks and staying on City property after closing hours.

The proposed ordinance is included, and all new sections are highlighted. There have been more discussions since the last Board meeting and all have agreed that instead of using “dusk” as a standard for when the parks close, a set time of 9:00 p.m. is more clearly defined and better for enforcement. Additionally, the public restrooms on Nash Street are locked at 9:00 p.m., so it is more consistent.

IMPACT IF NOT APPROVED: City staff will continue to implement the current Ordinance.

DEPARTMENT HEAD COMMENTS: The Director, Police Chief and Major all recommend these changes be adopted into the Parks and Recreation Ordinance.

CITY MANAGER COMMENTS: These changes are being recommended in response to the concern from Southport residents on people sleeping in Parks and on City property. We will continue to review all of our Ordinances to see if there are any other changes that should be made to assist those in need.

ATTACHMENTS: Draft Ordinance with proposed language (highlighted)

REQUESTED ACTION: Approve the Ordinance, as proposed.

PROPOSED MOTION: I make a motion to approve the amendment to the City of Southport Code of Ordinances Chapter 12: Parks and Recreation, as presented.

Chapter 12 PARKS AND RECREATION¹

ARTICLE I. IN GENERAL

Sec. 12-1. Definitions The following definitions are applicable throughout Chapter 12 Parks and Recreation.

PUBLIC PROPERTY means all city-owned property including, but not limited to, streets, sidewalks, alleys, improved or unimproved land, and parks.

Sec. 12-2. Boats running into and damaging any public wharves, docks or bridges within the city prohibited.

It shall be unlawful for a boat or flat of any description to run into, damage or tear up any of the bridges or public wharves, or approaches to the docks of the city.

(Code 1974, § 7.181)

Sec. 12-3. Use of city pier and dock.

- (a) Except in cases of emergency where there is imminent danger to life or property, it shall be unlawful for any person to tie up, dock or moor any ship, boat, or other vessel at the city pier located at the south end of Davis Street or the city dock located at the yacht basin.
- (b) Except in cases of emergency wherein there is imminent danger to life or property, it shall be unlawful for any person to block access to the city pier located at the south end of Davis Street or the city dock located at the yacht basin.
- (c) The prohibitions contained in subsections (a) and (b) of this section shall not prohibit any lawful lessee of a designated boat slip from tying up, mooring, or docking his vessel at his own leased boat slip at the city pier located at the south end of Davis Street or the city dock located at the yacht basin.
- (d) A violation of the provisions of this section shall be punishable in accordance with section 1-6.

(Ord. of 10-9-80, § 4)

Sec. 12-4. Mooring of vessels in Southport Yacht Basin restricted.

- (a) No person shall allow a boat or other vessel owned by him, registered in his name or under his control to be moored or anchored in the navigable waters of the Southport Yacht Basin for more than thirty (30) days in

¹Cross reference(s)—Planning, Ch. 13; zoning, App. A; subdivisions, App. B.

State law reference(s)—Municipal authority to provide for recreational facilities, G.S. 160A-350—160A-356.

any forty-five (45) consecutive-day period. Boats moored or anchored for any portion of a day shall be considered to be moored or anchored for that day.

(b) Violation of this section shall be punishable as a misdemeanor in accordance with section 1-6.

(Ord. of 1-10-91(2), § 1)

Secs. 12-5—12-25. Reserved.

ARTICLE II. CAVINESS PARK, FRANKLIN SQUARE PARK, KEZIAH PARK, LOWE WHITE PARK, TAYLOR FIELD PARK, KINGSLEY PARK, ATLANTIC STREET PARK, FORT JOHNSTON PARK

Sec. 12-26. Use; hours of operation.

(a) Caviness Park, Franklin Square Park, Keziah Park, Lowe White Park, Taylor Field Park, Kingsley Park, Atlantic Street Park, and Fort Johnston Park shall be open to the general public each day between the hours of 6:00 am to 9:00 p.m.

~~(b) A. C. Caviness Park shall be open only between the hours of 8:00 am to 6:00 pm on Monday through Saturday and from 1:00 pm to 6:00 pm on Sunday. Caviness Park is hereby designated as a youth park and is restricted to persons thirteen (13) years of age and younger. Notwithstanding this limitation, a parent, sibling or other person responsible for a youth may accompany said youth while the youth is in the park.~~

~~(c) Special events held in Caviness Park shall require a permit to be issued by the chief of police. Application for said permit must be made in writing at least 3 days before the date of said special event.~~

(Ord. of 10-10-85(1), § 5.61; Ord. of 9-14-00(3); Ord. of 6-14-01)

Sec. 12-27. Prohibited activities.

(a) The following activities are hereby prohibited in Caviness Park, Franklin Square Park, Keziah Park, Lowe White Park, Taylor Field Park, Kingsley Park, Atlantic Street Park, Fort Johnston Park:

(1) Consumption of malt beverages and unfortified wine.

(2) Bicycle and skateboard riding.

(3) Overnight camping. Camping means sleeping, making preparations to sleep (including lying down or the laying down of bedding for the purpose of sleeping), and/or storing personal belongings: the placement of tents, huts, tarps: parking of a motor vehicle, motor home or trailer, or mooring of a vessel or another type of structure for living accommodation purposes. Camping as defined in this section is deemed as public nuisance, and the City may summarily remove a temporary shelter, bedding, or personal belongings.

(4) Cooking and/or open fires .

(5) Operate, park, drive a motorized vehicle inside the park boundaries. Motorized vehicles are defined to include electric and/or gas-powered golf carts.

(b) The prohibitions set forth in this section shall not apply to any activity sponsored or supervised by the parks and recreation department.

(Ord. of 10-10-85(1), § 5.61)

Secs. 12-28—12-40. Reserved.

ARTICLE III. SOUTHPORT WATERFRONT PARK AND FORT JOHNSTON GARRISON LAWN

Sec. 12-41. Prohibited activities at park.

- (a) The following activities are hereby expressly prohibited at the Southport Waterfront Park and on the city's waterfront:
- (1) Consumption of malt beverages and unfortified wine.
 - (2) Bicycle and skateboard riding.
 - (3) Fishing and swimming.
 - (4) Overnight camping. Camping means sleeping, making preparations to sleep (including lying down or the laying down of bedding for the purpose of sleeping), and/or storing personal belongings: the placement of tents, huts, tarps: parking of a motor vehicle, motor home or trailer, or mooring of a vessel or another type of structure for living accommodation purposes. Camping as defined in this section is deemed as public nuisance, and the City may summarily remove a temporary shelter, bedding, or personal belongings.
 - (5) Operate, park, or drive a motorized vehicle inside the park boundaries. Motorized vehicles are defined to include electric and/or gas-powered golf carts
 - (6) Cooking and/or open fires .
 - (7) Sports or athletic activities.
 - (8) Digging, uprooting, or otherwise disturbing or damaging the lawn, grass, or vegetation.
- (b) The prohibitions set forth herein shall not apply to any activity sponsored or supervised by the parks and recreation department.

(Ord. of 10-10-85(1), § 5.62)

Sec. 12-42. Prohibited activities at pier.

The following activities are hereby expressly prohibited at or on the city pier:

- (1) Consumption of malt beverages and unfortified wine.
- (2) Bicycle or skateboard riding.
- (3) Swimming and diving.
- (4) Shark fishing between the hours of 12:00 and 6:00 a.m.

(Ord. of 10-10-85(1), § 5.63)

Sec. 12-43. Swimming, diving at dock.

There shall be no swimming or diving from the city dock.

(Ord. of 10-10-85(1), § 5.64)

Sec. 12-44. Prohibited activities on boardwalk sections of Riverwalk including the Kingsley Street River Access Site.

The following activities are hereby expressly prohibited on the boardwalk sections of Riverwalk including the Kingsley Street River Access Site.

- (1) Possession and/or consumption of malt beverages, unfortified wine or any alcoholic beverages.
- (2) Riding bicycles, skateboards, roller skates or roller blades.
- (3) Cooking.
- (4) Fishing, crabbing or any fishing or crabbing related activity.
- (5) Climbing on or removal of any shoreline stabilization materials.
- (6) Overnight camping: Camping means sleeping, making preparations to sleep (including lying down or the laying down of bedding for the purpose of sleeping), and/or storing personal belongings: the placement of tents, huts, tarps: parking of a motor vehicle, motor home or trailer, or mooring of a vessel or another type of structure for living accommodation purposes. Camping as defined in this section is deemed as public nuisance, and the City may summarily remove a temporary shelter, bedding, or personal belongings.
- (7) Sports or athletic activities.
- (8) Digging, uprooting, or otherwise disturbing or damaging the lawn, grass, or vegetation.)

Sec. 12-45. Prohibited activities on Fort Johnston Garrison Lawn.

(a) The following activities are hereby expressly prohibited at the Southport Waterfront Park and on the city's waterfront:

- (1) Possession and/or consumption of malt beverages, unfortified wine or any alcoholic beverages.
- (2) Riding bicycles, skateboards, roller skates or roller blades.
- (3) Cooking.
- (4) Climbing on or removal of any shoreline stabilization materials.
- (5) Overnight camping: Camping means sleeping, making preparations to sleep (including lying down or the laying down of bedding for the purpose of sleeping), and/or storing personal belongings: the placement of tents, huts, tarps: parking of a motor vehicle, motor home or trailer, or mooring of a vessel or another type of structure for living accommodation purposes. Camping as defined in this section is deemed as public nuisance, and the City may summarily remove a temporary shelter, bedding, or personal belongings.
- (7) Sports or athletic activities.
- (8) Digging, uprooting, or otherwise disturbing or damaging the lawn, grass, or vegetation.)

(b) The prohibitions set forth herein shall not apply to any activity sponsored or supervised by the parks and recreation department

Sec. 12-46. Penalties and Enforcement.

1. Any sworn law enforcement officer or person designated and appointed by the Manager shall have the authority to enforce the civil violations of this section.

2. In addition to being a misdemeanor pursuant to G.S. 14-4, any violation of this chapter shall subject the offender to a civil penalty in the amount of twenty-five dollars (\$25.00) per violation. The Board and the City may revise and update the penalty as part of the regular fee schedule updates.

3. Each subsequent day or continued violation shall constitute an additional violation.

(Ord. of 11-9-93; Ord. of 12-9-04)

AN ORDINANCE AMENDING CHAPTER 12. OF THE SOUTHPORT CODE OF ORDINANCES AS IT PERTAINS TO PARKS AND RECREATION

BE IT ORDAINED by the Board of Aldermen of the City of Southport that Chapter 12 of the Code of Ordinances entitled “Parks and Recreation” is hereby amended as follows:

Chapter 12 PARKS AND RECREATION

ARTICLE I. IN GENERAL

Sec. 12-1. Definitions The following definitions are applicable throughout Chapter 12 Parks and Recreation.

PUBLIC PROPERTY means all city-owned property including, but not limited to, streets, sidewalks, alleys, improved or unimproved land, and parks.

Sec. 12-2. Boats running into and damaging any public wharves, docks or bridges within the city prohibited.

It shall be unlawful for a boat or flat of any description to run into, damage or tear up any of the bridges or public wharves, or approaches to the docks of the city.

Sec. 12-3. Use of city pier and dock.

(a) Except in cases of emergency where there is imminent danger to life or property, it shall be unlawful for any person to tie up, dock or moor any ship, boat, or other vessel at the city pier located at the south end of Davis Street or the city dock located at the yacht basin.

(b) Except in cases of emergency wherein there is imminent danger to life or property, it shall be unlawful for any person to block access to the city pier located at the south end of Davis Street or the city dock located at the yacht basin.

(c) The prohibitions contained in subsections (a) and (b) of this section shall not prohibit any lawful lessee of a designated boat slip from tying up, mooring, or docking his vessel at his own leased boat slip at the city pier located at the south end of Davis Street or the city dock located at the yacht basin.

(d) A violation of the provisions of this section shall be punishable in accordance with section 1-6.

Sec. 12-4. Mooring of vessels in Southport Yacht Basin restricted.

(a) No person shall allow a boat or other vessel owned by him, registered in his name or under his control to be moored or anchored in the navigable waters of the Southport Yacht Basin for more than thirty (30) days in any forty-five (45) consecutive-day period. Boats moored or anchored for any portion of a day shall be considered to be moored or anchored for that day.

(b) Violation of this section shall be punishable as a misdemeanor in accordance with section 1-6.

Secs. 12-5—12-25. Reserved.

ARTICLE II. CAVINESS PARK, FRANKLIN SQUARE PARK, KEZIAH PARK, LOWE WHITE PARK, TAYLOR FIELD PARK , KINGSLEY PARK, ATLANTIC STREET PARK, FORT JOHNSTON PARK

Sec. 12-26. Use; hours of operation.

- (a) Caviness Park, Franklin Square Park, Keziah Park, Lowe White Park, Taylor Field Park, Kingsley Park, Atlantic Street Park, and Fort Johnston Park shall be open to the general public each day between the hours of 6:00 am to 9:00 p.m.

Sec. 12-27. Prohibited activities.

(a) The following activities are hereby prohibited in Caviness Park, Franklin Square Park, Keziah Park, Lowe White Park, Taylor Field Park, Kingsley Park, Atlantic Street Park, Fort Johnston Park:

- (1) Consumption of malt beverages and unfortified wine.
- (2) Bicycle and skateboard riding.
- (3) Overnight camping. Camping means sleeping, making preparations to sleep (including lying down or the laying down of bedding for the purpose of sleeping), and/or storing personal belongings: the placement of tents, huts, tarps: parking of a motor vehicle, motor home or trailer, or mooring of a vessel or another type of structure for living accommodation purposes. Camping as defined in this section is deemed as public nuisance, and the City may summarily remove a temporary shelter, bedding, or personal belongings.
- (4) Cooking and/or open fires .
- (5) Operate, park, drive a motorized vehicle inside the park boundaries. Motorized vehicles are defined to include electric and/or gas-powered golf carts.

(b) The prohibitions set forth in this section shall not apply to any activity sponsored or supervised by the parks and recreation department.

Secs. 12-28—12-40. Reserved.

ARTICLE III. SOUTHPORT WATERFRONT PARK AND FORT JOHNSTON GARRISON LAWN

Sec. 12-41. Prohibited activities at park.

(a) The following activities are hereby expressly prohibited at the Southport Waterfront Park and on the city's waterfront:

- (1) Consumption of malt beverages and unfortified wine.
- (2) Bicycle and skateboard riding.
- (3) Fishing and swimming.

- (4) Overnight camping. Camping means sleeping, making preparations to sleep (including lying down or the laying down of bedding for the purpose of sleeping), and/or storing personal belongings: the placement of tents, huts, tarps: parking of a motor vehicle, motor home or trailer, or mooring of a vessel or another type of structure for living accommodation purposes. Camping as defined in this section is deemed as public nuisance, and the City may summarily remove a temporary shelter, bedding, or personal belongings.
- (5) Operate, park, or drive a motorized vehicle inside the park boundaries. Motorized vehicles are defined to include electric and/or gas-powered golf carts
- (6) Cooking and/or open fires .
- (7) Sports or athletic activities.
- (8) Digging, uprooting, or otherwise disturbing or damaging the lawn, grass, or vegetation.)

(b) The prohibitions set forth herein shall not apply to any activity sponsored or supervised by the parks and recreation department.

Sec. 12-42. Prohibited activities at pier.

The following activities are hereby expressly prohibited at or on the city pier:

- (1) Consumption of malt beverages and unfortified wine.
- (2) Bicycle or skateboard riding.
- (3) Swimming and diving.
- (4) Shark fishing between the hours of 12:00 and 6:00 a.m.

Sec. 12-43. Swimming, diving at dock.

There shall be no swimming or diving from the city dock.

Sec. 12-44. Prohibited activities on boardwalk sections of Riverwalk including the Kingsley Street River Access Site.

The following activities are hereby expressly prohibited on the boardwalk sections of Riverwalk including the Kingsley Street River Access Site.

- (1) Possession and/or consumption of malt beverages, unfortified wine or any alcoholic beverages.
- (2) Riding bicycles, skateboards, roller skates or roller blades.
- (3) Cooking.
- (4) Fishing, crabbing or any fishing or crabbing related activity.
- (5) Climbing on or removal of any shoreline stabilization materials.
- (6) Overnight camping: Camping means sleeping, making preparations to sleep (including lying down or the laying down of bedding for the purpose of sleeping), and/or

storing personal belongings: the placement of tents, huts, tarps; parking of a motor vehicle, motor home or trailer, or mooring of a vessel or another type of structure for living accommodation purposes. Camping as defined in this section is deemed as public nuisance, and the City may summarily remove a temporary shelter, bedding, or personal belongings.

(7) Sports or athletic activities.

(8) Digging, uprooting, or otherwise disturbing or damaging the lawn, grass, or vegetation.

Sec. 12-45. Prohibited activities on Fort Johnston Garrison Lawn.

(a) The following activities are hereby expressly prohibited at the Southport Waterfront Park and on the city's waterfront:

(1) Possession and/or consumption of malt beverages, unfortified wine or any alcoholic beverages.

(2) Riding bicycles, skateboards, roller skates or roller blades.

(3) Cooking.

(4) Climbing on or removal of any shoreline stabilization materials.

(5) Overnight camping: Camping means sleeping, making preparations to sleep (including lying down or the laying down of bedding for the purpose of sleeping), and/or storing personal belongings: the placement of tents, huts, tarps; parking of a motor vehicle, motor home or trailer, or mooring of a vessel or another type of structure for living accommodation purposes. Camping as defined in this section is deemed as public nuisance, and the City may summarily remove a temporary shelter, bedding, or personal belongings.

(7) Sports or athletic activities.

(8) Digging, uprooting, or otherwise disturbing or damaging the lawn, grass, or vegetation.

(b) The prohibitions set forth herein shall not apply to any activity sponsored or supervised by the parks and recreation department

Sec. 12-46. Penalties and Enforcement.

1.) Any sworn law enforcement officer or person designated and appointed by the Manager shall have the authority to enforce the civil violations of this section.

2.) In addition to being a misdemeanor pursuant to G.S. 14-4, any violation of this chapter shall subject the offender to a civil penalty in the amount of twenty-five dollars (\$25.00) per violation. The Board and the City may revise and update the penalty as part of the regular fee schedule updates.

3.) Each subsequent day or continued violation shall constitute an additional violation.

NOW, THEREFORE, BE IT ORDAINED by the City of Southport Board of Aldermen that the proposed Code of Ordinances amendment of Chapter 12: Parks and Recreation 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 November 2023.

Ayes: _____

Noes: _____

Absent or Excused: _____

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

ATTEST:

Dorothy Dutton
Assistant City Manager/City Clerk
City of Southport



BOARD OF ALDERMEN AGENDA ITEM SUMMARY

DATE: November 9, 2023

DEPARTMENT: Buildings and Grounds

PRESENTED BY: Tom Stanley, Public Services Director

ITEM SPONSORED BY: Buildings and Grounds

ITEM/TOPIC: Southport Community Building Deck Replacement

COST: Recommended project cost: \$40,000
Project Budget: Up to \$60,000

BUDGET LINE ITEM: Capital Improvement

JUSTIFICATION: City Staff identified many areas in the existing Community Building decking that are unsafe. Staff would like to have the deck replaced during the slower rental season. Money for this project was approved during the budget process as a part of the Capital Improvement Program funds. Once the Board has selected the desired materials, the project will go out for bids. A contract will be brought back to the Board at a future meeting.

IMPACT IF NOT APPROVED: If the decking is not replaced, it might be dangerous to rent the area. This would cause a loss in revenue in addition to any potential injuries that occur. The existing deck will continue to deteriorate and will be a poor representation of the City.

DEPARTMENT HEAD COMMENTS: After reviewing several material types, and considering the costs, pros and cons, required maintenance and the estimated time for completion, I recommend the City move forward with stamped concrete to replace the decking at the Community Building.

CITY MANAGER COMMENTS: The decking has to be replaced as soon as possible. City staff has been working to examine different products and everyone is in agreement to move forward with stamped concrete at a cost not to exceed \$60,000.

ATTACHMENTS: Community Building Deck Project PowerPoint

REQUESTED ACTION: The Board of Aldermen should review the comparison of the different materials and select which material to use for the Community Building deck replacement.

PROPOSED MOTION: I make a motion to move forward with _____ for replacing the Community Building deck.

Deck Project

Southport Community Building

Community Building Deck 2023

- The current deck is a wood material and is approximately 20 years old
- The dimensions of the deck are 40' x 60'
 - Total of 2400 square feet
- Current issues include:
 - Deck splintering and chipping, boards are popping up and there is noticeable gapping. The foundation underneath is lumber, which is rotting and weak. The average lifespan of a wood deck is 20-30 years and without proper treatment, it will age quicker.



Current pictures of the deck

Project Considerations

- Budget
 - \$60,000
- Material needs to be resistant to humidity, heat, and tropical storms
- Material needs to be low maintenance and affordable
- Longevity of material
- When the deck will be replaced
 - January 2024
- Timeline for replacement
 - Tear up current deck, framing new deck, etc.
- Observation deck
 - Will need to match new deck
- There is currently a partial concrete pad underneath the deck

Stamped Concrete Deck

Cost	Pros	Maintenance	Timeline	Cons
\$8-16 per square foot \$19,200-\$38,400	Resistant to humidity due to lack of organic components Can breathe/release moisture Resistant to cold water (good in warm climate) Create ramping on sides to make deck handicap accessible	Annual cleaning Seal joints and surface every few years Remove stains immediately Well-constructed decks can last anywhere from 25-50 years	Tear up current deck, base prep, pouring, curing, finishing, and clean up Potentially 30 days, depending on crew, weather, size, etc.	Installation time, cracking, heat retention



Stamped Concrete Deck Example

Composite Deck

Cost	Pros	Maintenance	Timeline	Cons
\$25-45 per square foot \$60,000-\$108,000 The foundation will still be lumber	Engineered to be highly resistant to moisture Won't rot or splinter Insect and UV resistant Minimal warping	Occasional washing but no staining Regular cleanings Scratch repair 25-30 year lifespan	Tear up current deck, site prep, foundation, frame, installation, finishing, inspection, clean up 3-4 weeks	Prone to scuffing and scratching (dog paws, moving furniture) Higher initial cost Stain easily Retain heat Lumber foundation still prone to rot



Composite Deck Examples

Cedar Wood Deck

Cost	Pros	Maintenance	Timeline	Cons
\$15-35 per square foot \$36,000-\$84,000 The foundation will still be lumber	Naturally resistant to rot, mold, mildew, insects, and decay Adequate draining is necessary	Regular cleaning Preventative staining/sealing (reapply every 2-3 years) Color restoration Inspect for damaged and rotten boards 20-30 year lifespan	Tear up current deck, site prep, foundation, frame, installation, finishing, staining/sealing, inspection, clean up 3-4 weeks	Softer wood Natural oils will diminish and make deck susceptible to moisture-related issues Boards can splinter, gap, and pop Lumber foundation still prone to rot



Cedar Wood Deck Examples

Staff Recommendation

- Stamped concrete deck
 - Subject to North Carolina State Historic Preservation Office (NC SHPO) approval
- Concrete best suits the environment, is cost efficient, and low maintenance
- The concrete deck can be sloped to make it handicap accessible
- If approved, we will have leftover money to construct handicap accessibility from the parking lot



BOARD OF ALDERMEN AGENDA ITEM SUMMARY

DATE: 11/1/2023

DEPARTMENT: City Manager

PRESENTED BY: Bonnie Therrien, City Manager; Tom Stanley, Public Services Director

ITEM SPONSORED BY: City Manager's Office

ITEM/TOPIC: Yaupon Drive Extension Paving

COST: \$1,377,000

BUDGET LINE ITEM: Powell Bill and General Fund

JUSTIFICATION: I had a request to pave the above extension from someone who is under contract to purchase property on this unpaved road, There are currently (4) permanent homes, (1) under construction and (13) vacant lots. Currently these lots can be reached only with a 4-wheel drive vehicle. This is a very narrow road with the first couple of feet being stone. It is a Powell Bill listed road. This topic has been brought to previous Boards, but due to the large cost, has never been passed to pave. Along with paving, a stormwater system needs to be designed.

I have attached a preliminary cost estimate for the work. Public Services Director Tom Stanley will be at the meeting to answer your questions and give the history of the road.

IMPACT IF NOT APPROVED: The road will stay as is but we should notify the State of the status of the road so it is removed from Powell Bill.

DEPARTMENT HEAD COMMENTS: n/a

CITY MANAGER COMMENTS: If you wish to move forward with the paving, we can develop a more definitive storm drainage and road system estimate and create a financing plan to bring back to you for your next meeting

ATTACHMENTS: Estimate for roadwork on Yaupon Drive Extension

REQUESTED ACTION: Discussion only.

PROPOSED MOTION: n/a

	Yaupon Drive Extension	60ft ROW			
	Construct 22 ft wide road	2100 LF long			
			Unit	Unit	
				Price	Cost
	Site Clearing and Grading	3 Acres		10000	30,000
	Stone Base 8"	5140 SY		50	257,000
	Base Course 4"	1160 Ton		125	145,000
	Surface Course 2"	580 Ton		125	72,500
	24" Storm Sewer	2300 LF		75	172,500
	Catch Basins	8 Unit		3000	24,000
	Storm Manholes	2 Unit		7500	15,000
	Water Main	2100 LF		35	73,500
	Water Valves	6 Unit		1500	9,000
	Fire Hydrants	4 Unit		10000	40,000
	Water Laterals	17 Unit		2000	34,000
	Sewer Main	2100 LF		75	157,500
	Sewer Manholes	3 Unit		7500	22,500
	Sewer Laterals	17 Unit		5000	85,000
	Signage	1 LS		10000	10,000
		Subtotal			1,147,500
	Contingencies	20%			229,500
		Total			1,377,000



BOARD OF ALDERMEN AGENDA ITEM SUMMARY

DATE: 11-2-2023

DEPARTMENT: Administration

PRESENTED BY: Dorrie Dutton, Assistant City Manager

ITEM SPONSORED BY: Administration/Board of Aldermen

ITEM/TOPIC: Parking Study Contract

COST: \$50,000

BUDGET LINE ITEM: Capital Projects Fund

JUSTIFICATION: At the October 12, 2023, Board meeting, the Board approved the selection of Walker Consulting to conduct the Parking Study. The City Manager, City Engineer Tom Zilinek and I had a virtual meeting to discuss the proposal and contract. They have revised their original proposal of \$75,000 and narrowed the scope to meet our proposed budget of \$50,000. A lot of the initial \$75,000 was being spent because of public input sessions and Walker has agreed to join with Stewart on their public sessions so that the public comes to one meeting to discuss the Comp Plan and the Parking Study. This has reduced their initial proposal cost considerably.

The first phase of the study will include assessing our existing conditions and identifying issues while comparing different areas of the City during seasonal patterns. Once that is completed, the second phase will be to take all that data and make recommendations of how to add traditional parking, parking structures or reconfigure the parking areas that we already have in place.

The Board can consider their original proposal and scope, or the revised monetary program. If you wish to stay with the original \$75,000 you would need to vote on a budget amendment out of the Capital Project account.

IMPACT IF NOT APPROVED: No parking study will be conducted, and parking will continue to be a challenge at times.

DEPARTMENT HEAD COMMENTS: Of all the proposals, Walker Consulting was the most suited to our needs and most experienced for cities like Southport. The Board was provided an estimate of \$50,000 for the study during the last budget cycle. Walker Consulting was willing to work with the City to meet that budgeted cost.

CITY MANAGER COMMENTS: I believe that Walker will do an outstanding job for the City on a real parking study, instead of having companies look at only recommend paid parking. Our virtual meeting with the principal only made all of us feel better about recommending them for this Project.

ATTACHMENTS: 1. Revised proposal 2. Revised Unit price list 3. Original Proposal 4. Original Unit price list. The proposed contract will be sent separately once both our Attorney and their legal team have reviewed the wording.

REQUESTED ACTION: Approve the revised contract for the Parking Study, or accept the original proposal and scope of work, so that work can begin in coordination with the Comprehensive Plan work.

PROPOSED MOTION: I make a motion to approve the contract with Walker Consulting for the Parking Study and authorize the City Manager to execute the contract.



Prepared for City of Southport

RFQ for Downtown Parking Study

November 1, 2023

(Rev August 30, 2023)



WALKER
CONSULTANTS

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Unit Price Proposal Issued in Sealed Envelope Under Separate Cover	

Cover Letter



3545 Whitehall Park Drive, Suite 425
Charlotte, NC 28273
704.247.6230

November 1, 2024
(Rev August 28, 2023)

Ms. Dorothy Dutton
Assistant City Manager
City of Southport
1209 North Howe Street
Southport, North Carolina 28461

Re: *RFP for: Downtown Parking Study*
City of Southport, NC

Dear Ms. Dutton and Members of the Selection Committee:

Walker Consultants ("Walker") is excited to submit our proposal to perform a successful collaboration with the City of Southport ("City") regarding its need for parking consulting services. Thank you for reviewing our proposal and considering our desire to serve your community.

We understand that connecting people to destinations that promote a sense of community and well-being is why this study is important. Downtown Southport is a growing agglomeration economy with beloved businesses, restaurants, historic homes, churches, healthcare facilities, lodging properties, government services, and third-destination dwelling places along the storied Cape Fear River and Intercoastal Waterway. The parking challenges the City faces are an unintended consequence of this unique ecosystem of attractions and economic vitality. We understand that over the years, the City has addressed parking challenges as they arise but, going forward, desires a data-driven evaluation and holistic approach to improving the public parking system for the community.

Downtown Southport reflects the determination of many caring and competent residents, business owners, community planners, and city leaders throughout its history. Walker deeply respects the community and desires to preserve and enhance those unique community elements. Our proposed project aims to improve access to downtown destinations and community connection through thoughtful parking and mobility enhancements.

Thank you for considering Walker for this important work. We welcome any questions about our proposal and remain open to refining the scope of work and proposed fee to align with your expectations.

Sincerely,

WALKER CONSULTANTS

A handwritten signature in blue ink, appearing to read "Jim Corbett", is written over the printed name.

Jim M. Corbett, CAPP
Director, Municipal Planning Services



Tab A: Proposed Scope of Services / Approach

Scope of Services and Approach

Walker is committed to providing the City with the Scope of Services and the list of deliverables in Section III of the RFP. We have elaborated on our specific approach in the work plan and are happy to refine our scope of services if necessary.

Study Area

Walker understands the study area as represented in Attachment A of the RFP.

PROJECT MANAGEMENT. EFFECTIVE PROJECT MANAGEMENT BUILT ON OPEN COMMUNICATION.

Jim Corbett, based in Charlotte, North Carolina, is the project manager for this engagement and is known for his transparent, thorough, and thoughtful style of leading a project team. Jim aims to develop a mutual understanding of outcomes and conclusions and monitor project progress with a unified vision. He values building long-lasting relationships with his clients and their partners, who consider him a teammate. Jim's responsive, creative, and flexible approach enables him to maintain original budgets and schedules even with project goals and scope changes. He will organize and lead regular project management meetings and develop action items for follow-up. Jim will be supported by Walker's effective project management practices created from over 58 years of experience.

In addition to establishing and meeting logistical parameters and milestones throughout the project, our project team will work with the City's project management team to create and affirm a shared vision of success through a kick-off meeting and ongoing coordination.

Standard Deliverables:

- 1. Kick-Off Meeting:** Conduct a kick-off meeting with the project management team to understand the drivers for this study, identify goals, begin to identify key stakeholders and stakeholder groups, and review the planned scope of work.
- 2. Regular Updates:** Provide bi-weekly project status updates via email and MSTEams call.
- 3. Project Schedule:** Prepare an official project schedule. Maintain and update the project schedule throughout the life of the project.
- 4. Files and Materials:** Establish a shared folder during the project to allow the City team members access to key deliverables, task reports, presentations, and study results.
- 5. Monthly Invoices:** Walker uses an internal electronic accounting system, which prepares monthly invoices and progress reports that track schedules and budgets. We will issue monthly invoices to the City with summaries of staff work on the project.

Phase 1: Existing Parking Conditions and Recommendations

Purpose: The analysis of Existing Parking Conditions is an independent quantitative and qualitative baseline assessment of the parking characteristics in Downtown Southport during design day conditions. Phase 1 analysis provides critical information upon which the subsequent analyses will build. The results of the existing conditions analysis will be used to inform stakeholders of the actual parking conditions. The results may confirm or challenge perceptions of parking in Downtown Southport, so the quality and integrity of the data and analyses are critical for community acceptance and support.

1. **Stakeholder Discovery Meetings:** In coordination with the City and as part of the existing conditions analysis, Walker will interview stakeholders (including City staff, business owners, property owners, residents, and community leaders) to understand the specific issues and the items that are unique to downtown Southport to help formulate solutions for the current parking conditions and provide options for improvement. Interviews will be scheduled by the City and performed consecutively over two (2) days. Walker will facilitate virtual stakeholder engagement meetings if in-person meetings cannot occur.

Engagement Methods: Changes in downtown public parking policies can potentially be a “lightning rod” issue. Effective stakeholder and public outreach programs are vital in allaying those fears to develop priorities and consensus that will support the City’s values. It can also facilitate effective policies by capturing the imagination of stakeholders and the community.

Collaboration means the public and stakeholders are partners in this work. At Walker, we follow a “form follows function” approach to public engagement planning. We start with a clear understanding, alongside the City, of what engagement has already been accomplished to date, the type of new input we wish to collect, and create in-person tools and questions specifically tailored to gather that input. Our proposed scope of work is centered on determining the questions we are answering and creating an inclusive stakeholder and public engagement and outreach strategy to shape the plan and gain buy-in and support. These conversations will also lay the groundwork for future implementation when it is necessary for partnerships and agreements.

Walker will develop and implement a targeted stakeholder and public outreach program to support the study in a complementary manner with ongoing public engagement currently underway. To reduce “burnout” we will look for ways to collaborate with ongoing engagement and outreach efforts. The outreach program will achieve three main goals: 1) provide an educational component for stakeholders and the community about the changing demands of the on-street parking and off-street lots, 2) learn from and gather input on priorities from which our team can make informed decisions and recommendations, and 3) develop a “vision of success” for the public parking system.

2. **Review City Planning Documents:** Walker will obtain from the City all pertinent information and studies commissioned by the City that impact downtown parking. Walker will review all recommendations included in the City of Southport's Pedestrian Plan and review information regarding the East Coast Greenway Trail, the NC Ferry system, the Cape Fear Regional Bik/Pedestrian Plan, and any other relevant community plans for infrastructure improvements and new commercial developments.
3. **Document Pedestrian and Parking Patterns:** Observe and provide a qualitative analysis of the walking and parking patterns. Note the unique characteristics of the study area that may include parking preferences, pedestrian pathways, golf car use, bicycle use, demand generators, and walking distances.
4. **Document and Evaluate Current Parking Policies:** Obtain and review existing parking policies. Walker understands that currently, downtown parking is free and generally unregulated, so policies may be that there are few formal or proactive management policies for the public parking assets. Recommend improvements based on current conditions and defined operational goals.
5. **Document and Evaluate Current Public Parking Signage and Wayfinding:** Analyze existing wayfinding and directional signage and document current parking signage standards, aesthetics, placement, legibility, and information content. Provide recommendations for improvements that may include historical and aesthetic improvements where necessary.
6. **Phase 1 Task Report:** Prepare and issue a draft task report in PDF format for the City project team to review and provide comments.
7. **Phase 1 Task Report Review and Comment:** Meet with City representatives to review comments and answer questions.
8. **Phase 1 Task Report – Final Document:** Incorporate feedback provided by the City and prepare the Phase 1 Final Document. Issue a Final Document in PDF format for the City project team to review and distribute.
9. **Presentation of Phase 1 Task Report:** Walker will present the study results to the City of Southport Board of Aldermen and related City staff. One (1) presentation to the combined group of city representatives is included in this scope of services. Note additional meetings and presentations requested by the City will be provided by Walker based on our standard hourly rates or a negotiated fee.

Phase 2: Future Parking Needs, Requirements, and Recommendations

Authorization: Phase 2 will commence upon receipt of written authorization to proceed by the City. Per request, the proposed Phase 1 and 2 unit prices are provided in a separate sealed envelope. The phases are priced independently to allow for the authorization of Phase 1 and, if desired, the subsequent authorization of Phase 2.

Purpose: The Analysis of Future Conditions is an independent quantitative and qualitative assessment of

the future parking characteristics in Downtown Southport to accommodate design day conditions. The analysis addresses the amount and type of parking needed to ensure employee, visitor, and resident access. Phase 2 analysis will provide a target design capacity upon which the subsequent analyses of parking system policy and operational opportunities will build. The results of the future conditions analysis will be used to inform stakeholders and either confirm or challenge perceptions of future parking conditions and clarify the target design capacity to serve Downtown Southport.

1. **Future Development Program Assumptions:** Obtain all known future development program information, event program assumptions, and development sites from the City for the next 20-25 years—model future parking demand based on the future development and program assumptions. Where data is unavailable or unknown, Walker will obtain planning assumptions from the City to project future parking conditions. Infill development opportunities and anticipated or known changes to existing land uses will be considered. A list of future market conditions assumptions will be provided for review and approval by the City.
2. **Future Parking Development Opportunities:** Identify and evaluate potential sites that could satisfy current and projected parking deficits. Proposed sites should identify estimated parking count and optimal configuration on the site. Walker will apply optimal parking design dimensions to assess potential development sites.
3. **Structured Parking Options:** If warranted, Walker will identify the preferred location(s) for structured parking to help manage future parking demand and provide a conceptual estimate of probable cost.
4. **Shared Parking Opportunities:** Examine opportunities for shared private parking. Identify parking supply where shared parking agreements may be explored to increase access to parking and destination during various times and days of the week.
5. **Transportation Options and Considerations:** Identify recommendations for improving mobility options that may include but are not limited to pedestrian pathways, bicycle routes, automobiles, golf carts, and forms of public transport.
6. **Public Parking Collector Sites:** Provide suggestions for alternatives to parking downtown, including drop-off locations and ridesharing. In coordination with the City, identify remote parking opportunities.
7. **Private Parking Reconfiguration Opportunities:** Review and analyze existing private surface parking lots and undeveloped parcels of land near the Yacht Basin (permissions may need to be obtained) and provide options to utilize existing resources better to minimize the need for new public parking infrastructure.
8. **Parking Access Management Policy Review:** Evaluate free vs. time-limited parking, including parking duration, based on how these relate to on-street and surface parking.
9. **Paid Parking:** Identify and evaluate the policy and management requirements for implementing a paid parking system in Downtown Southport. Consider the policy and management requirements for implementing free City resident parking. Summarize the results and recommendations regarding

using paid parking as a public asset management tool.

10. **Ordinance and Parking Regulations Review:** Evaluate existing ordinances and recommend parking rules and regulations that support the goals and objectives of a downtown parking strategy.
11. **Strategies for Improvement:** Based on the results of Phase 2, Tasks 1-7, develop strategies for improved visitor and employee parking options.
12. **Conceptual Estimate of Probable Costs:** Provide the City with conceptual estimates of probable costs for recommended improvements.
13. **Phase 2 Task Report:** Prepare and issue a draft task report in PDF format for the City project team to review and provide comments.
14. **Phase 2 Task Report Review and Comment:** Meet with City representatives to review comments and answer questions.
15. **Phase 2 Task Report – Final Document:** Incorporate feedback provided by the City and prepare the Phase 2 Final Document. Issue a Final Document in PDF format for the City project team to review and distribute.
16. **Presentation of Phase 2 Task Report:** Walker will present the study results to the City of Southport Board of Aldermen and related City staff. One (1) presentation to the combined group of city representatives is included in this scope of services. Note additional meetings and presentations requested by the City will be provided by Walker based on our standard hourly rates or a negotiated fee.

Tab B: Project Experience

Firm Background

Founded in 1965, Walker Consultants is a full-service consulting, planning, engineering, architecture, forensics, restoration, and building envelope firm. Throughout our history, we have pioneered practices and set industry standards while prioritizing client service and satisfaction.

Walker offers our clients a wide spectrum of specialists and renowned experts who bring effective and practical solutions to complex challenges.

Mobility, Planning, Operations & Technology

- Parking operations and supply/demand studies
- Municipal parking management and organizational evaluations
- Mobility, transportation, transit, EV, and parking plans
- Curb management and transportation demand management
- Parking access and revenue control systems (PARCS) and automated parking guidance systems (APGS)
- Parking market and financial studies



Parking Design

- Electric Vehicle (EV) charging
- Parking functional design, wayfinding, and signage design
- Traffic microsimulation and parking queuing analysis
- Structural/durability engineering and adaptive re-use
- MEP/FP engineering and parking code consulting
- Prime design for parking structures



Forensics, Restoration & Building Envelope

- Forensic investigations, assessments, and advanced analysis
- Repair recommendations, repair designs, construction documents, and maintenance programs
- Building envelope investigation, assessment, testing, waterproofing, and design repair
- Building envelope peer review and commissioning
- Litigation support and expert testimony



Mobility, Planning, Operations & Technology

Walker's transportation, technology, operations, and policy experts connect people to destinations by improving access. From ideation to implementation, we create value by ensuring that you are making the most of your assets.



Mobility and Planning

Walker delivers cost-effective, user-friendly, and sustainable solutions that improve mobility and access for cities, campuses, developments, and more. Our tailored, out-of-the-box approach to planning is built on inclusivity and stakeholder buy-in.

Our financial studies include revenue and expense projections informed by our proprietary database of thousands of projects like yours. We can identify and explore potential funding, as well aid on either side of a public-private partnership deal.

- Mobility and parking plans
- Curb management (including loading design and monetization)
- Transportation demand management (TDM)
- Ride hailing app pick-up/drop-off area design
- Transit planning and traffic engineering
- Revenue enhancements and expense controls
- Financial studies used to underwrite parking facilities

Operations and Technology

Walker's team of parking operations and technology specialists is here to guide you from start to finish. Many of our staff are experienced former public and commercial parking operators.

When it comes to technology, our experts take their hands-on experience with proven solutions and pair it with research on the latest equipment and trends to go beyond the "buzz" and make the best recommendations for you.

- Operational audits and plans
- Parking operator RFPs
- Valet parking plans
- On- and off-street parking, operations, enforcement, technology, and policy
- Procurement of automated parking guidance systems (APGS), license plate recognition (LPR), parking access and revenue control systems (PARCS), meters, and related equipment
- Payment Card Industry Data Security Standards (PCI DSS) review



3545 Whitehall Park Drive, Suite 425
Charlotte, NC 28273
704.247.6230

Fact Sheet 1



3545 Whitehall Park Drive, Suite 425
Charlotte, NC 28273
704.247.6230

Fact Sheet 2

Tab C: Project Schedule

Project Timeline

We understand that the project award and kick-off are expected in September 2023, and the project is expected to be completed within a 12-month period. The Walker team can complete the defined scope of services within the allotted time. The diverse skill set of the project team allows for simultaneous work on different tasks. If Phases 1 and 2 are performed consecutively, Walker would expect the project schedule to be approximately seven months.

Note Section II. Background of the RFQ refers to parking becoming a challenge during warmer months because of the number of visitors and golf carts that share the available spaces. Section III. Anticipated Scope of Work suggests the respondent perform studies on turnover and occupancy patterns, including major events. Given that both conditions may be out of season when the study is initiated, Walker proposes a schedule for consideration by the City that includes the peak season months. Walker is flexible and has staffing capacity to coordinate with the City on an alternate or extended study time frame to include the peak season observations. We are open to schedule refinement that best serves the City and project outcome.

Considering the seasonal demand characteristics in Southport, a detailed project schedule that accounts for specific market observation periods would be developed with the City before the formal project Kick-off meeting. At the project kick-off meeting, Walker works with the City to refine the project schedule and identify any known milestones, meeting dates, or other obligations that may alter the schedule. We will work with the City to develop a mutually agreeable schedule that respects quality and timelines.

Milestone Deliverables: We generally establish in our schedule three milestones: a 50 percent draft, a 90 percent draft, and a final report. These milestones would apply to Phases 1 and 2 reports. Bi-weekly project team meetings are scheduled with the City project team, and status reports are provided to the working group. We would coordinate the presentations of the Phase 1 and 2 analyses and recommendations to coincide with standing meetings or schedule special sessions as desired and directed by the City. The final project schedule established in coordination with the City will include report deliverables and presentation milestones.

Appendix A:Experience of Key Personnel

Project Team Qualifications

Walker is intentional about assembling a qualified project team with the collective skills, knowledge, and experience required to deliver valuable results for the City. The project team includes practitioners with backgrounds in municipal parking management, private parking operations, higher education parking management, public policy development, urban planning, mobility and curb management planning, financial planning, and parking wayfinding and technology. Few, if any, individuals embody the range and depth of expertise our team offers. This experiential range allows our team to be nimble and efficient, collaborating on projects throughout the United States and abroad. Our shared values of service, intellectual curiosity, and desire to improve our world bring us together and hold us accountable.

Project Team





James M. Corbett, CAPP

Operations Consultant

Jim is an innovative parking professional with twenty-five (25) years of successful parking operation leadership and fiscal governance. Having joined Walker Consultants' Planning, Operations, and Technology Group in 2015, Jim has lead Walker's efforts on dozens of strategic planning studies and municipal operations projects in several cities throughout the U.S. Prior to joining Walker, Jim served a 10-year career as the City of Tampa's Parking Division Manager.

Jim's specialized experience includes management of municipal and private parking assets within a variety of venues including hospitals, performing arts centers, convention centers, concert arenas and sports stadiums, hotels, mixed-use properties, community redevelopment districts, residential parking districts, and on-street parking.

Representative Projects

Key Experience

Community Engagement Operational
Audit Financial Analysis
Parking Demand Modeling
Parking Management
Public Parking Policy

Education

Bachelor of Arts, Business Psychology,
Miami University, Oxford, OH

Certifications

Certified Administrator of Public
Parking (IPMI)
Accredited Parking Organization (APO)
Site Reviewer (IPMI)
Parksmart Advisor (IPMI/GBC)

Affiliations

International Parking and Mobility
Institute (IPMI)
Mid-South Transportation and Parking
Association (MSTPA)
Carolinas Parking and Mobility
Association (CPMA)
Urban Land Institute, Carolinas Chapter

Publications

"Has the Meter Expired on St. Armands
Key? A Case Study Paving the
Way for the Development of Paid
Parking", Florida Parking Association
Annual Trade Show and Conference

Town of Cary

Cary, NC
Parking Occupancy Study for Multi-
Family Residential Developments,
Zoning Requirement Planning

Town of Hilton Head Island Coligny Area and Beach Access

Hilton Head, South Carolina
Parking and Mobility Master Plan.
Walker performed a comprehensive
study to include analyzing
parking demands and preparing
recommendations on regulations,
strategies, capital improvements,
collections of parking fees/fines
and associated financial models
that could be utilized to successfully
address parking needs for all Town
beach parking areas.

City of Clearwater North Beach Parking Plaza

Clearwater, Florida
Operations Assessment
Walker provided comment on
the status of the development
agreement for the North Beach
Parking Plaza in Clearwater Beach,
Florida. A mixed-use parking
inventory needs for the tenants and
patrons of the retail plaza as well as
additional public parking inventory
for the North Beach area.

Shem Creek Development

Mount Pleasant, SC
Market and Financial Projections

City of Dunedin Downtown

Dunedin, Florida
Project Consultant
Parking Planning
The City of Dunedin is considering
alternatives to increase the supply
and availability of downtown
parking by implementing a paid
parking system that could produce
revenue to offset the cost of
constructing structured parking.

City of Coral Gables Redevelopment

Coral Gables, Florida
Parking Consultant
Parking Planning
The real estate developer is
pursuing the redevelopment of
the City of Coral Gables Garages 1
and 4. The City is considering to
replace the two aging City-owned
parking facilities in Downtown
Coral Gables with mixed-use,
private development and a public
parking facilities to be financed and
constructed by the developer.



Jon R. Martens, AICP, CAPP

Project Manager

Jon Martens is a Parking Consultant with Walker Consultants, specializing in Car Park Management Systems (CPMS) and planning studies. Jon has over 25 years of experience in planning, management, and operations. Since joining Walker Consultants in 2003, Jon has led the successful completion of over 150 parking study engagements on a variety of projects. Jon has extensive experience in Parking Access and Revenue Control Systems and Automated Parking Guidance Systems, including planning, procurement, evaluating, and testing.

Prior to joining Walker as a parking consultant in 2003, Jon spent over thirteen years in a variety of operation and management positions, including as a parking operator for a national parking company in Indianapolis, Indiana. In this capacity Jon was responsible for the daily operations, event parking, valet management, budgeting, and marketing for a variety of parking facilities.

Jon has earned the credential of Certified Administrator of Public Parking (CAPP) through the International Parking and Mobility Institute (IPMI) and University of Virginia as well as the American Institute of Certified Planners (AICP) distinction through the American Planning Institute and served on IPMI's Technology Committee.

Key Experience

Parking Access Revenue Control Systems (PARCS)
Automated Parking Guidance Systems (APGS)
Car Park Management Systems (CPMS)

Education

Bachelor of Science, Organizational Leadership and Supervision, Purdue University

Affiliations

American Institute of Certified Planners (AICP)
Certified Administrator of Public Parking (CAPP)
Mid-South Transportation and Parking Association Board Member

Publications

"Planning an Automated Parking Guidance and Wayfinding System" IPMI, CPA, MSTPA conferences, 2017
"The Promises and Challenges of LPR", *Parking Today*, October 2017 pp. 26-28
"Simple Savings", *The Parking Professional*, August 2014 pp. 30-33
"Mensa Meters", *The Parking Professional*, May 2013 pp. 30-33
"Parking: More Customers, Less Cost", March 2013 pp. 50-53

Representative Projects

Town of Cary

Cary, NC
Parking Occupancy Study for Multi-Family Residential Developments, Zoning Requirement Planning

Town of Carrboro

Carrboro, NC
Downtown Parking Plan

City of Fayetteville

Fayetteville, NC
Parking Master Plan

Town of Chapel Hill, NC

Chapel Hill, NC
Parking Management Plan, Funding Strategies

First Baptist Church Lot

Charleston, SC
Market Study and Operations Options

Shem Creek Development

Mount Pleasant, SC
Market and Financial Projections
Royal Oak Operations
Royal Oak, MI
Parking Operations, Technology, and Traffic Review

Raleigh Durham International Airport (RDU)

Raleigh, NC
PARCS installation included changing from a cashiered system to POF system, for over 13,000 spaces, in multiple locations. Jon's involvement in the transformation included evaluation and testing for POF systems, AVI readers, proximity readers, and cashier terminals

Liberty Center Garage

Charleston, SC
Due Diligence Study – Financial Analysis and Condition Appraisal



Key Experience

Transit and Mobility Planning
Signage and Wayfinding Concepts
Land Use and Policy Planning
Transportation Development Strategies

Education

Master of Urban Design, The University
of North Carolina at Charlotte
Bachelor of Science in Urban and
Regional Planning, East Carolina
University

Affiliations

American Planning Association (APA)
American Planning Association Illinois
Chapter (APA IL)

Publications

Small Town Fit: Healthy People, Places
and Policies in Davidson, NC

Bobby Mordenti, M.U.D.

Transportation Planner/Urban Designer

Bobby is a transportation planner and urban designer, who brings a range of experience in both disciplines to the cities with whom he works. He has specialized experience in curbside management, wayfinding and signage, placemaking, public engagement, and transportation planning, along with the understanding of the municipal regulatory process. Bobby has worked on many projects that required addressing deep community concerns and created responsive solutions and recommendations to those issues in the form of community and comprehensive plans, parking and transportation studies, corridor plans, bicycle and pedestrian wayfinding signs, design guidelines and zoning ordinances. He has played different roles as planner and designer but with a fundamental understanding that planning for people enhances the quality of life for every community.

Project Highlights

Downtown Cary Parking Strategic Plan

Cary, NC
Bobby assisted The Town of Cary in creating a plan for near- and long-term parking planning goals. The plan developed implementable recommendations to improve parking in downtown Cary and support planned future development. The project looked at evaluating current parking needs, analyzed future parking, and looked into different parking alternatives within the downtown.

Coligny Area and Beach Access Parking Study

Hilton Head, SC
This project was a comprehensive Parking Study of the Coligny Beach area and surrounding beach area access within Hilton Head, South Carolina. It involved parking utilization observations, analysis of conditional impacts, parking management strategies and policy recommendations. As part of the management strategies and policy recommendations, Bobby helped in improving the parking and mobility experience. This involved creating conceptual wayfinding and guidance systems to communicate parking availability. This conceptual solution was paired with real-time mobile payment transactions and camera counting systems.

Canterbury Court Enrichment Project

Atlanta, GA
Steward Health Care was preparing to offer a concession agreement for parking lots and garages at three medical centers in or near Boston

Amelia Island Public Beach Parking and Access Study

Amelia Island, FL
Still in progress...Existing conditions and demand projections, preliminary solutions and system enhancements, beach parking and access management cost model, strategic master plan



3545 Whitehall Park Drive, Suite 425
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704.247.6230



Leslie Jo Hurwitz, PE

Managing Principal

Leslie Jo Hurwitz is Managing Principal in the Charlotte, North Carolina office of Walker Consultants. She has over 20 years of experience in the consulting engineering business with responsibilities encompassing project management, engineering consulting, restoration, and operations management. The projects she has managed range from small evaluations and studies to large multi-discipline structure designs.

Appendix B: Professional References

Professional References

Throughout our firm's history, we have always held our clients and projects in high regard. Along the way, the firm successfully received opportunities for repeat business and has built up a foundation of very good clients with similar business philosophies. These long-term relationships have accounted for over 85% of our annual sales and revenues.

Provided herein are five references from within the region who have worked with members of our project team.

Paul Webster, PE

Interim Director – Construction & Field Services
Town of Cary
316 N. Academy St
Cary, NC 27513
919.462.3933
paul.webster@townofcary.org

W.L. (Lee) Jernigan, Jr., PE

City Traffic Engineer
City of Fayetteville
339 Alexander Street
Fayetteville, NC 28301
910.433.1153
ljernigan@ci.fay.nc.us

Dwight Bassett

Director of Economic Development and Parking Services
Town of Chapel Hill
405 Martin Luther King Jr Blvd.
Chapel Hill, NC 27514
919.969.5010
dbassett@townofchapelhill.org

Monica Beltran

Parking Director
City of Miami Beach
1755 Meridian Avenue, Suite 200
Miami Beach, FL 33139
305.673.7000
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Joshua A. Gruber, JD, MPA,

Deputy Town Manager
Town of Hilton Head Island
1 Town Center Court
Hilton Head Island, SC 29926
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joshg@hiltonheadislandsc.gov



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Proposed Unit Pricing

Walker proposes to complete Phases 1 and 2 of the Scope of Services in the Request for Proposal for Downtown Parking Study for a lump sum fee of Fifty Thousand Dollars (\$50,000.00). A fee breakdown by phase is provided in the following table.

Pricing Proposal	WALKER TEAM					TOTAL
	Principal-In-Charge	Senior Project Manager/Lead Advisor	Technical Advisor	Project Analyst/Planner		
	Leslie Jo Hurwitz	Jim Corbett	Jon Martens	Bobby Mordenti		
Hours						
Project Management and Coordination	0	5	0	4		9
Phase 1: Existing Parking Conditions & Recommendations	1	30	1	10		42
Community Engagement	0	10	0	8		18
Presentations and Meetings	0	8	0	7		15
Phase 2: Future Parking Needs, Requirements, and Recommendations	4	42	14	28		88
Presentations and Meetings	0	8	1	8		17
Hourly Rate	\$320	\$280	\$250	\$180		
Total Hours	1	53	1	29		84
Phase 1 Total Fee	\$320	\$14,840	\$250	\$5,220		\$20,630
Total Hours	4	50	15	36		105
Phase 2 Total Fee	\$1,280	\$14,000	\$3,750	\$6,480		\$25,510
Total Hours	5	103	16	65	0	189
Total Fee	\$1,600	\$28,840	\$4,000	\$11,700	\$0	\$46,140
Expenses						
Travel	None	\$850	None	\$1,560	None	\$2,410
Rentals, Lodging, Meals	None	\$500	None	\$950	None	\$1,450
Total Expenses	None	\$1,350	\$0	\$2,510	None	\$3,860
TOTAL NOT-TO-EXCEED BUDGET:						\$50,000



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Unit Price Proposal Issued in Sealed Envelope Under Separate Cover	



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August 28, 2023

Ms. Dorothy Dutton
Assistant City Manager
City of Southport
1209 North Howe Street
Southport, North Carolina 28461

Re: *RFP for: Downtown Parking Study*
City of Southport, NC

Dear Ms. Dutton and Members of the Selection Committee:

Walker Consultants ("Walker") is excited to submit our proposal to perform a successful collaboration with the City of Southport ("City") regarding its need for parking consulting services. Thank you for reviewing our proposal and considering our desire to serve your community.

We understand that connecting people to destinations that promote a sense of community and well-being is why this study is important. Downtown Southport is a growing agglomeration economy with beloved businesses, restaurants, historic homes, churches, healthcare facilities, lodging properties, government services, and third-destination dwelling places along the storied Cape Fear River and Intercoastal Waterway. The parking challenges the City faces are an unintended consequence of this unique ecosystem of attractions and economic vitality. We understand that over the years, the City has addressed parking challenges as they arise but, going forward, desires a data-driven evaluation and holistic approach to improving the public parking system for the community.

Downtown Southport reflects the determination of many caring and competent residents, business owners, community planners, and city leaders throughout its history. Walker deeply respects the community and desires to preserve and enhance those unique community elements. Our proposed project aims to improve access to downtown destinations and community connection through thoughtful parking and mobility enhancements.

Thank you for considering Walker for this important work. We welcome any questions about our proposal and remain open to refining the scope of work and proposed fee to align with your expectations.

Sincerely,

WALKER CONSULTANTS

A handwritten signature in blue ink, appearing to read "Jim Corbett", is written over the printed name and title of the signatory.

Jim M. Corbett, CAPP
Director, Municipal Planning Services

Scope of Services and Approach

Walker is committed to providing the City with the Scope of Services and the list of deliverables in Section III of the RFP. We have elaborated on our specific approach in the work plan and are happy to refine our scope of services if necessary.

Study Area

Walker understands the study area as represented in Attachment A of the RFP.

PROJECT MANAGEMENT. EFFECTIVE PROJECT MANAGEMENT BUILT ON OPEN COMMUNICATION.

Jim Corbett, based in Charlotte, North Carolina, is the project manager for this engagement and is known for his transparent, thorough, and thoughtful style of leading a project team. Jim aims to develop a mutual understanding of outcomes and conclusions and monitor project progress with a unified vision. He values building long-lasting relationships with his clients and their partners, who consider him a teammate. Jim's responsive, creative, and flexible approach enables him to maintain original budgets and schedules even with project goals and scope changes. He will organize and lead regular project management meetings and develop action items for follow-up. Jim will be supported by Walker's effective project management practices created from over 58 years of experience.

In addition to establishing and meeting logistical parameters and milestones throughout the project, our project team will work with the City's project management team to create and affirm a shared vision of success through a kick-off meeting and ongoing coordination.

Standard Deliverables:

- 1. Kick-Off Meeting:** Conduct a kick-off meeting with the project management team to understand the drivers for this study, identify goals, begin to identify key stakeholders and stakeholder groups, and review the planned scope of work.
- 2. Regular Updates:** Provide bi-weekly project status updates via email and MSTeams call.
- 3. Project Schedule:** Prepare an official project schedule. Maintain and update the project schedule throughout the life of the project.
- 4. Files and Materials:** Establish a shared folder during the project to allow the City team members access to key deliverables, task reports, presentations, and study results.
- 5. Monthly Invoices:** Walker uses an internal electronic accounting system, which prepares monthly invoices and progress reports that track schedules and budgets. We will issue monthly invoices to the City with summaries of staff work on the project.

Phase 1: Existing Parking Conditions and Recommendations

Purpose: The analysis of Existing Parking Conditions is an independent quantitative and qualitative baseline assessment of the parking characteristics in Downtown Southport during design day conditions. Phase 1 analysis provides critical information upon which the subsequent analyses will build. The results of the existing conditions analysis will be used to inform stakeholders of the actual parking conditions. The results may confirm or challenge perceptions of parking in Downtown Southport, so the quality and integrity of the data and analyses are critical for community acceptance and support.

1. **Stakeholder Discovery Meetings:** In coordination with the City and as part of the existing conditions analysis, Walker will interview stakeholders (including City staff, business owners, property owners, residents, and community leaders) to understand the specific issues and the items that are unique to downtown Southport to help formulate solutions for the current parking conditions and provide options for improvement. Interviews will be scheduled by the City and performed consecutively over two (2) days. Walker will facilitate virtual stakeholder engagement meetings if in-person meetings cannot occur.

Engagement Methods: Changes in downtown public parking policies can potentially be a “lightning rod” issue. Effective stakeholder and public outreach programs are vital in allaying those fears to develop priorities and consensus that will support the City’s values. It can also facilitate effective policies by capturing the imagination of stakeholders and the community.

Collaboration means the public and stakeholders are partners in this work. At Walker, we follow a “form follows function” approach to public engagement planning. We start with a clear understanding, alongside the City, of what engagement has already been accomplished to date, the type of new input we wish to collect, and create in-person tools and questions specifically tailored to gather that input. Our proposed scope of work is centered on determining the questions we are answering and creating an inclusive stakeholder and public engagement and outreach strategy to shape the plan and gain buy-in and support. These conversations will also lay the groundwork for future implementation when it is necessary for partnerships and agreements.

Walker will develop and implement a targeted stakeholder and public outreach program to support the study in a complementary manner with ongoing public engagement currently underway. To reduce “burnout” we will look for ways to collaborate with ongoing engagement and outreach efforts. The outreach program will achieve three main goals: 1) provide an educational component for stakeholders and the community about the changing demands of the on-street parking and off-street lots, 2) learn from and gather input on priorities from which our team can make informed decisions and recommendations, and 3) develop a “vision of success” for the public parking system.

2. **Review City Planning Documents:** Walker will obtain from the City all pertinent information and studies commissioned by the City that impact downtown parking. Walker will review all recommendations included in the City of Southport's Pedestrian Plan and review information regarding the East Coast Greenway Trail, the NC Ferry system, the Cape Fear Regional Bik/Pedestrian Plan, and any other relevant community plans for infrastructure improvements and new commercial developments.
3. **Document Parking Inventory:** Inventory existing parking supplies for all on- and off-street parking locations within the defined study area. Document parking supply by ownership types, user group, and operating restrictions.
4. **Document Pedestrian and Parking Patterns:** Observe and provide a qualitative analysis of the walking and parking patterns. Note the unique characteristics of the study area that may include parking preferences, pedestrian pathways, golf car use, bicycle use, demand generators, and walking distances.
5. **Public Parking Turnover Analysis:** Perform a parking turnover evaluation of a designated sample area in the Southport Historic District that will provide quantitative data to help develop parking policy and management recommendations. Walker will coordinate with City representatives to identify the observation area(s), day(s), and period(s). Our professional experience informs our collective judgment on the effort required to render competent and trusted recommendations.
6. **Document Parking Occupancy:** Perform parking occupancy analysis of four (4) separate observation periods: 1) a typical weekday, 2) a typical weekday evening, 3) a typical weekend day, and 4) a typical special event period. Specific days and events for occupancy counts will be determined with the City. Walker understands that the City has a robust visitor season and that the study should account for the seasonal impact of the tourists during the summer months.

Note that appropriate data collection will be performed to communicate the seasonal impacts on parking utilization. Data quality is crucial for proper analysis and community confidence in the study results. Walker will strive for accuracy, completeness, reliability, relevance, and timeliness when collecting data. Our professional experience informs our collective judgment on the effort required to render competent and trusted recommendations.
7. **Evaluate Current Parking Demand:** Based on the parking turnover and occupancy analysis results, present the current demand for parking by block, day-of-week, and time-of-day. Identify the peak parking occupancy for all on-street and off-street parking locations that are publicly available.
8. **Document Current Parking Adequacy:** Prepare a summary of the actual parking inventory, occupancy, and adequacy on a block-by-block and property basis. Communicate results in a heatmap and table formats.
9. **Document and Evaluate Current Parking Policies:** Obtain and review existing parking policies. Walker understands that currently, downtown parking is free and generally unregulated, so policies may be that there are few formal or proactive management policies for the public parking assets. Recommend improvements based on current conditions and defined operational goals.

10. **Document and Evaluate Current Public Parking Signage and Wayfinding:** Analyze existing wayfinding and directional signage and document current parking signage standards, aesthetics, placement, legibility, and information content. Provide recommendations for improvements that may include historical and aesthetic improvements where necessary.
11. **Phase 1 Task Report:** Prepare and issue a draft task report in PDF format for the City project team to review and provide comments.
12. **Phase 1 Task Report Review and Comment:** Meet with City representatives to review comments and answer questions.
13. **Phase 1 Task Report – Final Document:** Incorporate feedback provided by the City and prepare the Phase 1 Final Document. Issue a Final Document in PDF format for the City project team to review and distribute.
14. **Presentation of Phase 1 Task Report:** Walker will present the study results to the City of Southport Board of Aldermen and related City staff. One (1) presentation to the combined group of city representatives is included in this scope of services. Note additional meetings and presentations requested by the City will be provided by Walker based on our standard hourly rates or a negotiated fee.

Phase 2: Future Parking Needs, Requirements, and Recommendations

Authorization: Phase 2 will commence upon receipt of written authorization to proceed by the City. Per request, the proposed Phase 1 and 2 unit prices are provided in a separate sealed envelope. The phases are priced independently to allow for the authorization of Phase 1 and, if desired, the subsequent authorization of Phase 2.

Purpose: The Analysis of Future Conditions is an independent quantitative and qualitative assessment of the future parking characteristics in Downtown Southport to accommodate design day conditions. The analysis addresses the amount and type of parking needed to ensure employee, visitor, and resident access. Phase 2 analysis will provide a target design capacity upon which the subsequent analyses of parking system policy and operational opportunities will build. The results of the future conditions analysis will be used to inform stakeholders and either confirm or challenge perceptions of future parking conditions and clarify the target design capacity to serve Downtown Southport.

1. **Future Development Program Assumptions:** Obtain all known future development program information, event program assumptions, and development sites from the City for the next 20-25 years—model future parking demand based on the future development and program assumptions. Where data is unavailable or unknown, Walker will obtain planning assumptions from the City to project future parking conditions. Infill development opportunities and anticipated or known changes to existing land uses will be considered. A list of future market conditions assumptions will be provided for review and approval by the City.

2. **Future Parking Adequacy:** Project future parking conditions during design day conditions and identify the parking surplus or deficit on a block-by-block basis. Communicate results in a heatmap and table formats. Apply these results to identify areas where the City may seek to add parking supply.
3. **Future Parking Development Opportunities:** Identify and evaluate potential sites that could satisfy current and projected parking deficits. Proposed sites should identify estimated parking count and optimal configuration on the site. Walker will apply optimal parking design dimensions to assess potential development sites.
4. **Structured Parking Options:** If warranted, Walker will identify the preferred location(s) for structured parking to help manage future parking demand and provide a conceptual estimate of probable cost.
5. **Shared Parking Opportunities:** Examine opportunities for shared private parking. Identify parking supply where shared parking agreements may be explored to increase access to parking and destination during various times and days of the week.
6. **Transportation Options and Considerations:** Identify recommendations for improving mobility options that may include but are not limited to pedestrian pathways, bicycle routes, automobiles, golf carts, and forms of public transport.
7. **Public Parking Collector Sites:** Provide suggestions for alternatives to parking downtown, including drop-off locations and ridesharing. In coordination with the City, identify remote parking opportunities.
8. **Private Parking Reconfiguration Opportunities:** Review and analyze existing private surface parking lots and undeveloped parcels of land near the Yacht Basin (permissions may need to be obtained) and provide options to utilize existing resources better to minimize the need for new public parking infrastructure.
9. **Parking Access Management Policy Review:** Evaluate free vs. time-limited parking, including parking duration, based on how these relate to on-street and surface parking.
10. **Paid Parking:** Identify and evaluate the policy and management requirements for implementing a paid parking system in Downtown Southport. Consider the policy and management requirements for implementing free City resident parking. Summarize the results and recommendations regarding using paid parking as a public asset management tool.
11. **Ordinance and Parking Regulations Review:** Evaluate existing ordinances and recommend parking rules and regulations that support the goals and objectives of a downtown parking strategy.
12. **Strategies for Improvement:** Based on the results of Phase 2, Tasks 1-7, develop strategies for improved visitor and employee parking options.
13. **Conceptual Estimate of Probable Costs:** Provide the City with conceptual estimates of probable costs for recommended improvements.

14. **Phase 2 Task Report:** Prepare and issue a draft task report in PDF format for the City project team to review and provide comments.
15. **Phase 2 Task Report Review and Comment:** Meet with City representatives to review comments and answer questions.
16. **Phase 2 Task Report – Final Document:** Incorporate feedback provided by the City and prepare the Phase 2 Final Document. Issue a Final Document in PDF format for the City project team to review and distribute.
17. **Presentation of Phase 2 Task Report:** Walker will present the study results to the City of Southport Board of Aldermen and related City staff. One (1) presentation to the combined group of city representatives is included in this scope of services. Note additional meetings and presentations requested by the City will be provided by Walker based on our standard hourly rates or a negotiated fee.

Firm Background

Founded in 1965, Walker Consultants is a full-service consulting, planning, engineering, architecture, forensics, restoration, and building envelope firm. Throughout our history, we have pioneered practices and set industry standards while prioritizing client service and satisfaction.

Walker offers our clients a wide spectrum of specialists and renowned experts who bring effective and practical solutions to complex challenges.

Mobility, Planning, Operations & Technology

- Parking operations and supply/demand studies
- Municipal parking management and organizational evaluations
- Mobility, transportation, transit, EV, and parking plans
- Curb management and transportation demand management
- Parking access and revenue control systems (PARCS) and automated parking guidance systems (APGS)
- Parking market and financial studies



Parking Design

- Electric Vehicle (EV) charging
- Parking functional design, wayfinding, and signage design
- Traffic microsimulation and parking queuing analysis
- Structural/durability engineering and adaptive re-use
- MEP/FP engineering and parking code consulting
- Prime design for parking structures



Forensics, Restoration & Building Envelope

- Forensic investigations, assessments, and advanced analysis
- Repair recommendations, repair designs, construction documents, and maintenance programs
- Building envelope investigation, assessment, testing, waterproofing, and design repair
- Building envelope peer review and commissioning
- Litigation support and expert testimony



Mobility, Planning, Operations & Technology

Walker's transportation, technology, operations, and policy experts connect people to destinations by improving access. From ideation to implementation, we create value by ensuring that you are making the most of your assets.



Mobility and Planning

Walker delivers cost-effective, user-friendly, and sustainable solutions that improve mobility and access for cities, campuses, developments, and more. Our tailored, out-of-the-box approach to planning is built on inclusivity and stakeholder buy-in.

Our financial studies include revenue and expense projections informed by our proprietary database of thousands of projects like yours. We can identify and explore potential funding, as well aid on either side of a public-private partnership deal.

- Mobility and parking plans
- Curb management (including loading design and monetization)
- Transportation demand management (TDM)
- Ride hailing app pick-up/drop-off area design
- Transit planning and traffic engineering
- Revenue enhancements and expense controls
- Financial studies used to underwrite parking facilities

Operations and Technology

Walker's team of parking operations and technology specialists is here to guide you from start to finish. Many of our staff are experienced former public and commercial parking operators.

When it comes to technology, our experts take their hands-on experience with proven solutions and pair it with research on the latest equipment and trends to go beyond the "buzz" and make the best recommendations for you.

- Operational audits and plans
- Parking operator RFPs
- Valet parking plans
- On- and off-street parking, operations, enforcement, technology, and policy
- Procurement of automated parking guidance systems (APGS), license plate recognition (LPR), parking access and revenue control systems (PARCS), meters, and related equipment
- Payment Card Industry Data Security Standards (PCI DSS) review

Coligny Area and Beach Access Parking Study

Hilton Head Island, South Carolina



The Town of Hilton Head is a 12-mile long, 54-square mile coastal island community with approximately 40,000 residents. The island has a robust tourism economy with over 2.5 million visitors annually, the bulk of which visit between the months of April and October. The Coligny Area on Hilton Head Island is one of the highest parking demand locations. With the Town recently completing the construction of its new Lowcountry Celebration Park in the same area, demand and use of all neighboring parking facilities will be increasing. To address these impacts, the Town engaged a qualified consultant to perform a comprehensive study to include: analyzing parking demands and preparing recommendations on regulations, strategies, capital improvements, collections of parking fees, fines, and associated financial models that could be utilized to successfully address parking needs for all Town beach parking areas.

Solutions Provided

- Walker's operational experts performed a review of the Town's code of ordinances to establish language for developing a parking enterprise fund to oversee the creation of a paid parking program. Elements of the program have been designed to include parking fines, parking enforcement, vehicle immobilization policies, and resident parking district policies.
- Subsequent short-term action items recommended the development of a pay-by-cell phone payment platform for motorists to use when paying for parking privileges, a need to issue a parking operator request for proposal for a firm to manage the parking program, a license plate permit credential program to replace the dated parking decal program and enable the enforcement of paid parking by license plate camera readers, and a step-by-step communication program to guide the Town through the transition.
- Longer-term solutions included the recommendation of a dynamic wayfinding system, additional bicycle facility infrastructure, public/private community partnerships, and parking enforcement expanded community roles.

Benefits

- Walker's financial modeling of future net operating revenues provided a financial impact for the Town to consider when considering the value of implementing a paid parking enterprise fund.
- To meet the Town's scope of service requirements, Walker delivered a final action plan for the Town to consider when implementing a recommended Parking Master Plan. Recommendations were identified under the categories of Immediate Action Items (3 to 6 months), Short-Term Action Items (6-12 months), Mid-Term Action items (12-24 months), and Long-Term Action Items (2 to 3 years).

Downtown Cary Strategic Parking & Mobility Plan

Cary, North Carolina



The Town of Cary retained Walker to develop a strategic plan that would identify options for organizing and managing its municipal parking system and highlight best practices being used successfully by other towns. The Town also sought to incorporate input from employees, residents, and visitors who have firsthand experience parking in and around downtown.

Key Features

The Town of Cary enlisted Walker to analyze parking and mobility in its downtown including:

- Analyzed existing and expected future demand for public parking.
- Reviewed signs, key points of interest, and destinations, including parking facilities and associated wayfinding signage.
- Review current sign design elements and changes to enhance the resident, customer, and visitor experience.
- Reviewed alternatives for organizing the parking management structure.
- Identified zoning requirements and the potential to incentivize non-driving modes of transportation.
- Evaluated primary vehicle and pedestrian routes to determine the best placement for each sign type.
- Evaluated current enforcement policies, procedures, and technology.
- Considered the potential for paid on-street parking.
- Addressed how to manage parking during downtown events.

Solutions Provided

- Quantified existing parking supply and demand conditions.
- Identified and recommended several organizational structure alternatives.
- Recommended changes to the Town's zoning code.
- Identified ways to enhance enforcement and on-street regulations.
- Recommended parking and wayfinding upgrades on the Town's website.
- Provided an implementation plan that identifies short-, medium-, and long-term goals for the parking and mobility system, including the relative cost of implementation for each recommendation.
- Provided new and additional concepts and designs for vehicular direction and parking location signs.
- Recommended changes to proposed messaging and points of interest.
- Developed a finalized sign map, with placement for each sign type.
- Created a downtown wayfinding and signage design plan to guide phased implementation.

Benefits

- Provided the Town with a road map for improving parking and mobility.
- Identified areas of downtown expected to experience future parking shortfalls, allowing the Town to plan the location of future parking.
- Motivated the Town to identify an internal staff member to act as the Town's parking/mobility manager.
- Provided short-term solutions to improve the Town's first public garage.

Project Timeline

We understand that the project award and kick-off are expected in September 2023, and the project is expected to be completed within a 12-month period. The Walker team can complete the defined scope of services within the allotted time. The diverse skill set of the project team allows for simultaneous work on different tasks. If Phases 1 and 2 are performed consecutively, Walker would expect the project schedule to be approximately seven months.

Note Section II. Background of the RFQ refers to parking becoming a challenge during warmer months because of the number of visitors and golf carts that share the available spaces. Section III. Anticipated Scope of Work suggests the respondent perform studies on turnover and occupancy patterns, including major events. Given that both conditions may be out of season when the study is initiated, Walker proposes a schedule for consideration by the City that includes the peak season months. Walker is flexible and has staffing capacity to coordinate with the City on an alternate or extended study time frame to include the peak season observations. We are open to schedule refinement that best serves the City and project outcome.

Considering the seasonal demand characteristics in Southport, a detailed project schedule that accounts for specific market observation periods would be developed with the City before the formal project Kick-off meeting. At the project kick-off meeting, Walker works with the City to refine the project schedule and identify any known milestones, meeting dates, or other obligations that may alter the schedule. We will work with the City to develop a mutually agreeable schedule that respects quality and timelines.

Milestone Deliverables: We generally establish in our schedule three milestones: a 50 percent draft, a 90 percent draft, and a final report. These milestones would apply to Phases 1 and 2 reports. Bi-weekly project team meetings are scheduled with the City project team, and status reports are provided to the working group. We would coordinate the presentations of the Phase 1 and 2 analyses and recommendations to coincide with standing meetings or schedule special sessions as desired and directed by the City. The final project schedule established in coordination with the City will include report deliverables and presentation milestones.

Project Team Qualifications

Walker is intentional about assembling a qualified project team with the collective skills, knowledge, and experience required to deliver valuable results for the City. The project team includes practitioners with backgrounds in municipal parking management, private parking operations, higher education parking management, public policy development, urban planning, mobility and curb management planning, financial planning, and parking wayfinding and technology. Few, if any, individuals embody the range and depth of expertise our team offers. This experiential range allows our team to be nimble and efficient, collaborating on projects throughout the United States and abroad. Our shared values of service, intellectual curiosity, and desire to improve our world bring us together and hold us accountable.

Project Team



Jim Corbett, CAPP

Municipal Practice Lead



Key Experience

Community Engagement Operational
Audit Financial Analysis
Parking Demand Modeling
Parking Management
Public Parking Policy

Education

Bachelor of Arts, Business Psychology,
Miami University, Oxford, OH

Certifications

Certified Administrator of Public
Parking (IPMI)
Accredited Parking Organization (APO)
Site Reviewer (IPMI)
Parksmart Advisor (IPMI/GBC)

Affiliations

International Parking and Mobility
Institute (IPMI)
Mid-South Transportation and Parking
Association (MSTPA)
Carolinas Parking and Mobility
Association (CPMA)
Urban Land Institute, Carolinas Chapter

Publications

"Has the Meter Expired on St. Armands
Key? A Case Study Paving the
Way for the Development of Paid
Parking", Florida Parking Association
Annual Trade Show and Conference

Jim is an innovative parking professional with twenty-five (25) years of successful parking operation leadership and fiscal governance. Having joined Walker Consultants' Planning, Operations, and Technology Group in 2015, Jim has lead Walker's efforts on dozens of strategic planning studies and municipal operations projects in several cities throughout the U.S. Prior to joining Walker, Jim served a 10-year career as the City of Tampa's Parking Division Manager.

Jim's specialized experience includes management of municipal and private parking assets within a variety of venues including hospitals, performing arts centers, convention centers, concert arenas and sports stadiums, hotels, mixed-use properties, community redevelopment districts, residential parking districts, and on-street parking.

Representative Projects

Town of Cary

Cary, NC
Parking Occupancy Study for Multi-Family Residential Developments,
Zoning Requirement Planning

Town of Hilton Head Island Coligny Area and Beach Access

Hilton Head, South Carolina
Parking and Mobility Master Plan. Walker performed a comprehensive study to include analyzing parking demands and preparing recommendations on regulations, strategies, capital improvements, collections of parking fees/fines and associated financial models that could be utilized to successfully address parking needs for all Town beach parking areas.

Shem Creek Development

Mount Pleasant, SC
Market and Financial Projections

City of Dunedin Downtown

Dunedin, Florida
Project Consultant
Parking Planning
The City of Dunedin is considering alternatives to increase the supply and availability of downtown parking by implementing a paid parking system that could produce revenue to offset the cost of constructing structured parking.

City of Miami Beach

North Beach Regional Parking Analysis

Miami Beach, Florida
Parking Needs Assessment
Planning and Feasibility Study The City of Miami Beach pursued multiple development projects in the North Beach area with a variety of land uses, including civic, recreational, entertainment, and educational uses that will likely intensify parking demand/ utilization. Walker performed a regional analysis of the projected parking demand for the related land uses for each project as well as within the study area and performed a parking alternatives analysis and interim parking plan during the construction phases of the projects, including overlapping periods.

City of Coral Gables Redevelopment

Coral Gables, Florida
Parking Consultant
Parking Planning
The real estate developer is pursuing the redevelopment of the City of Coral Gables Garages 1 and 4. The City is considering to replace the two aging City-owned parking facilities in Downtown Coral Gables with mixed-use, private development and a public parking facilities to be financed and constructed by the developer.



Jon R. Martens, AICP, CAPP

Senior Consultant

Jon Martens is a Parking Consultant with Walker Consultants, specializing in Car Park Management Systems (CPMS) and planning studies. Jon has over 25 years of experience in planning, management, and operations. Since joining Walker Consultants in 2003, Jon has led the successful completion of over 150 parking study engagements on a variety of projects. Jon has extensive experience in Parking Access and Revenue Control Systems and Automated Parking Guidance Systems, including planning, procurement, evaluating, and testing.

Prior to joining Walker as a parking consultant in 2003, Jon spent over thirteen years in a variety of operation and management positions, including as a parking operator for a national parking company in Indianapolis, Indiana. In this capacity Jon was responsible for the daily operations, event parking, valet management, budgeting, and marketing for a variety of parking facilities.

Jon has earned the credential of Certified Administrator of Public Parking (CAPP) through the International Parking and Mobility Institute (IPMI) and University of Virginia as well as the American Institute of Certified Planners (AICP) distinction through the American Planning Institute and served on IPMI's Technology Committee.

Key Experience

Parking Access Revenue Control Systems (PARCS)

Automated Parking Guidance Systems (APGS)

Car Park Management Systems (CPMS)

Education

Bachelor of Science, Organizational Leadership and Supervision, Purdue University

Affiliations

American Institute of Certified Planners (AICP)

Certified Administrator of Public Parking (CAPP)

Mid-South Transportation and Parking Association Board Member

Publications

"Planning an Automated Parking Guidance and Wayfinding System" IPMI, CPA, MSTPA conferences, 2017

"The Promises and Challenges of LPR", *Parking Today*, October 2017 pp. 26-28

"Simple Savings", *The Parking Professional*, August 2014 pp. 30-33

"Mensa Meters", *The Parking Professional*, May 2013 pp. 30-33

"Parking: More Customers, Less Cost", March 2013 pp. 50-53

Representative Projects

Town of Cary

Cary, NC
Parking Occupancy Study for Multi-Family Residential Developments,
Zoning Requirement Planning

Town of Carrboro

Carrboro, NC
Downtown Parking Plan

City of Fayetteville

Fayetteville, NC
Parking Master Plan

Town of Chapel Hill, NC

Chapel Hill, NC
Parking Management Plan, Funding Strategies

First Baptist Church Lot

Charleston, SC
Market Study and Operations Options

Shem Creek Development

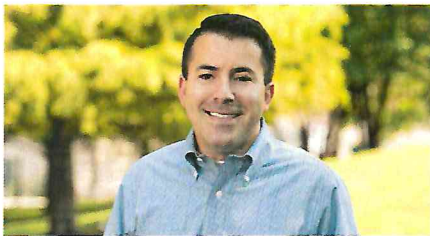
Mount Pleasant, SC
Market and Financial Projections

Raleigh Durham International Airport (RDU)

Raleigh, NC
PARCS installation included changing from a cashiered system to POF system, for over 13,000 spaces, in multiple locations. Jon's involvement in the transformation included evaluation and testing for POF systems, AVI readers, proximity readers, and cashier terminals

Liberty Center Garage

Charleston, SC
Due Diligence Study – Financial Analysis and Condition Appraisal



Bobby Mordenti, M.U.D.

Transportation Planner/Urban Designer

Bobby is a transportation planner and urban designer, who brings a range of experience in both disciplines to the cities with whom he works. He has specialized experience in curbside management, wayfinding and signage, placemaking, public engagement, and transportation planning, along with the understanding of the municipal regulatory process. Bobby has worked on many projects that required addressing deep community concerns and created responsive solutions and recommendations to those issues in the form of community and comprehensive plans, parking and transportation studies, corridor plans, bicycle and pedestrian wayfinding signs, design guidelines and zoning ordinances. He has played different roles as planner and designer but with a fundamental understanding that planning for people enhances the quality of life for every community.

Key Experience

Transit and Mobility Planning
Signage and Wayfinding Concepts
Land Use and Policy Planning
Transportation Development Strategies

Education

Master of Urban Design, The University
of North Carolina at Charlotte
Bachelor of Science in Urban and
Regional Planning, East Carolina
University

Affiliations

American Planning Association (APA)
American Planning Association Illinois
Chapter (APA IL)

Publications

Small Town Fit: Healthy People, Places
and Policies in Davidson, NC

Project Highlights

Downtown Cary Parking Strategic Plan

Cary, NC

Bobby assisted The Town of Cary in creating a plan for near- and long-term parking planning goals. The plan developed implementable recommendations to improve parking in downtown Cary and support planned future development. The project looked at evaluating current parking needs, analyzed future parking, and looked into different parking alternatives within the downtown.

Coligny Area and Beach Access Parking Study

Hilton Head, SC

This project was a comprehensive Parking Study of the Coligny Beach area and surrounding beach area access within Hilton Head, South Carolina. It involved parking utilization observations, analysis of conditional impacts, parking management strategies and policy recommendations. As part of the management strategies and policy recommendations, Bobby helped in improving the parking and mobility experience. This involved creating conceptual wayfinding and guidance systems to communicate parking availability. This conceptual solution was paired with real-time mobile payment transactions and camera counting systems.

Canterbury Court Enrichment Project

Atlanta, GA

Steward Health Care was preparing to offer a concession agreement for parking lots and garages at three medical centers in or near Boston

Amelia Island Public Beach Parking and Access Study

Amelia Island, FL

Still in progress...Existing conditions and demand projections, preliminary solutions and system enhancements, beach parking and access management cost model, strategic master plan

Leslie Jo Hurwitz, PE, CM

Managing Principal



Key Experience

Parking Consulting/Planning Studies
Structural Design
Functional Design
Forensic Engineering

Education

Bachelor of Science in Civil
Engineering, Michigan
Technological University,
Houghton, MI

Bachelor of Arts in Physics,
Albion College, Albion, MI

Registrations

Registered Professional Engineer
in North Carolina, South
Carolina, and Michigan

Affiliations

American Association of Airport
Executives Certified Member
Urban Land Institute

Leslie Jo Hurwitz is Managing Principal in the Charlotte, North Carolina office of Walker Consultants. She has over 20 years of experience in the consulting planning and engineering business with responsibilities encompassing multidisciplinary team leadership, project management, engineering consulting, restoration, and operations management. The projects she has managed range from preliminary evaluations and studies to complex multi-discipline structure designs.

As a Project Manager and Technical Advisor, Leslie Jo's responsibilities include client interface, technical consulting, project team coordination, budget/schedule oversight, and management of multidisciplinary projects from concept through construction. She has also been involved in two mega-project designs working as an assistant project manager overseeing specification development, sub consultant management, and quality review coordination.

Throughout the years, Leslie Jo has been involved with a variety of industry organizations including American Society of Civil Engineers, Society of Women Engineers, International Concrete Repair Institute, and National Society of Professional Engineers.

Project Highlights

Greenville Uptown Parking Deck
Greenville, NC
Project Manager
Functional/Signage/Graphics
design/consulting and structural
engineering for 238 space 4-level
precast pre-stressed concrete
parking structure

Asheville Parking Structure
Asheville, NC
Functional and structural design
of a 1,300 space precast parking
structure, Project Manager

**East Carolina University Student
Services Parking Structure**
Greenville, NC
Functional and structural design
of a 525 space precast parking
structure

**GSO - PTIA Operations
and Best Practices**
Greensboro, NC
Proposed upgrades to new PARCS

**ROA- Roanoke Regional
Airport Commission**
Roanoke, VA
Parking Access Revenue Control
Systems Consulting, Principal-in-
Charge

**UNC Wilmington Central Parking
Deck**
Wilmington, NC
Parking consulting and
comprehensive planning for a 1,000
space, 5-level precast concrete
structure.

**North Carolina State University
Centennial
Campus**
Raleigh, NC
Project Manager
Functional Consulting

Professional References

Throughout our firm's history, we have always held our clients and projects in high regard. Along the way, the firm successfully received opportunities for repeat business and has built up a foundation of very good clients with similar business philosophies. These long-term relationships have accounted for over 85% of our annual sales and revenues.

Provided herein are five references from within the region who have worked with members of our project team.

Paul Webster, PE
Interim Director – Construction & Field Services
Town of Cary
316 N. Academy St
Cary, NC 27513
919.462.3933
paul.webster@townofcary.org

W.L. (Lee) Jernigan, Jr., PE
City Traffic Engineer
City of Fayetteville
339 Alexander Street
Fayetteville, NC 28301
910.433.1153
ljernigan@ci.fay.nc.us

Dwight Bassett
Director of Economic Development and Parking Services
Town of Chapel Hill
405 Martin Luther King Jr Blvd.
Chapel Hill, NC 27514
919.969.5010
dbassett@townofchapelhill.org

Monica Beltran
Parking Director
City of Miami Beach
1755 Meridian Avenue, Suite 200
Miami Beach, FL 33139
305.673.7000
monicabeltran@miamibeachfl.gov

Joshua A. Gruber, JD, MPA,
Deputy Town Manager
Town of Hilton Head Island
1 Town Center Court
Hilton Head Island, SC 29926
843.341.4634
joshg@hiltonheadislandsc.gov



3545 Whitehall Park Drive, Suite 425
Charlotte, NC 28273
704.247.6230

Proposed Unit Pricing

Walker proposes to complete Phases 1 and 2 of the Scope of Services in the Request for Proposal for Downtown Parking Study for a lump sum fee of Seventy-Five Thousand Dollars (\$75,000.00). A fee breakdown by phase is provided in the following table.

Pricing Proposal	WALKER TEAM					TOTAL
	Principal-In-Charge	Senior Project Manager/Lead Advisor	Technical Advisor	Project Analyst/Planner		
	Leslie Jo Hurwitz	Jim Corbett	Jon Martens	Bobby Mordenti		
Hours						
Project Management and Coordination	0	5	0	4		9
Phase 1: Existing Parking Conditions & Recommendations	1	78	1	70		150
Community Engagement	0	10	0	10		20
Presentations and Meetings	0	8	0	8		16
Phase 2: Future Parking Needs, Requirements, and Recommendations	4	42	14	28		88
Presentations and Meetings	0	8	1	8		17
Hourly Rate	\$320	\$280	\$250	\$180		
Total Hours	1	101	1	92		195
Phase 1 Total Fee	\$320	\$28,280	\$250	\$16,560		\$45,410
Total Hours	4	50	15	36		105
Phase 2 Total Fee	\$1,280	\$14,000	\$3,750	\$6,480		\$25,510
Total Hours	5	151	16	128	0	300
Total Fee	\$1,600	\$42,280	\$4,000	\$23,040	\$0	\$70,920
Expenses						
Travel	None	\$850	None	\$1,780	None	\$2,630
Rentals, Lodging, Meals	None	\$500	None	\$950	None	\$1,450
Total Expenses	None	\$1,350	\$0	\$2,730	None	\$4,080
TOTAL NOT-TO-EXCEED BUDGET:						\$75,000

THIS CONTRACT, made and entered into this the ____ day of _____, 20__, by and between the CITY OF SOUTHPORT, a North Carolina municipal corporation (hereinafter referred to as "CITY") and Walker Consultants, Inc., a Michigan corporation (hereinafter referred to as "CONSULTANT").

W I T N E S S E T H:

That the City and the Consultant, for the consideration stated herein, mutually agree as follows:

1. STATEMENT OF WORK. The Consultant shall furnish all supervision, labor, materials, machinery, tools, equipment, and services necessary to complete the Downtown Parking Study, as described in Attachment A, included herein. All work shall be completed efficiently and in accordance with all applicable federal, state, or local laws, acts, or requirements (hereafter the "Work").
2. INCORPORATION OF SPECIFICATIONS. The general specifications, technical specifications, and "Request for Qualifications" (Attachment B) are part and parcel of this contract, incorporated by reference hereto and a part hereof to the same extent as if outlined in full.
3. CONTRACT PRICE. The City will pay the Consultant for the performance of the contract, for a sum not exceeding Fifty-Thousand Dollars (\$ 50,000) to be paid as invoiced monthly for work completed. An itemized invoice should be submitted to the designated City staff member for review and payment. The proposed Unit Pricing (Attachment C) is included as part of this contract.
The City may require the Consultant to furnish releases or receipts from any or all persons performing work and supplying material or services to the Consultant or any sub-consultant for work under this contract if this is deemed necessary by the City to protect the City's interests.
4. INDEPENDENT CONSULTANT. The parties acknowledge that the Consultant is an independent consultant and in no way or for any reason shall be considered an employee of the City. Except as otherwise provided by this contract, the Consultant shall have full discretion to determine which tools and methods shall be used and how much time shall be devoted to the completion of the work. Also, the Consultant shall have full authority and discretion to employ those persons or subcontractors the Consultant deems necessary to complete the work.
5. STANDARD OF CARE. The standard of care of all professional services performed or furnished by Walker Consultants under this Agreement will be performed with the same degree of care, skill, and diligence in the performance of the services as is ordinarily provided by a reputable professional under similar circumstances practicing in the same or similar locality and shall conform to professional standards.

6. JOBSITE SAFETY. The Consultant shall exercise proper precautions at all times for the safety of its employees while at the project site. The safety provisions of applicable laws, acts, and building and construction codes shall be observed, and the Consultant shall take or cause to be taken such additional safety and health measures as is deemed reasonably necessary.
7. INDEMNIFICATION OF CITY.
 - (A) The Consultant shall indemnify and hold harmless the City and its personnel from and against all damages and liabilities, including reasonable attorney fees, to the extent caused by the Consultant's negligent acts, errors, or omissions in the performance of the Consultant's Services under this agreement.
 - (B) Walker Consultants shall secure and endeavor to maintain professional liability insurance and commercial general liability insurance to protect Walker Consultants from claims for negligence, bodily injury, death, or property damage to the extent caused by Walker Consultant's professional services under this Agreement.
8. EQUAL EMPLOYMENT OPPORTUNITY. During the performance of this contract, the Consultant agrees as follows:
 - (A) The Consultant will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, religion, sex, age, or handicap. The Consultant will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, creed, color, national origin, religion, sex, age, or handicap. Such action shall include but not be limited to employment, upgrading, demotion, transfer recruitment, recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Consultant agrees to post notices setting forth the provisions of this non-discrimination clause in conspicuous places available to employees and applicants for employment.
 - (B) In the event of the Consultant's noncompliance with the non-discrimination clauses of this contract or with any of such releases, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part, and the Consultant may be declared ineligible for further City contracts.
9. E-VERIFY. As a condition of this contract, the Consultant shall comply with the requirement of Article 2 of Chapter 64 of the General Statutes. Further, if the Consultant provides the services to the City utilizing a subcontractor, the Consultant shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes as well.
10. TIME FOR COMPLETION. The Work the Consultant is required to perform under this contract shall be commenced within **forty-five (45) days** after the execution of the contract

and shall be fully completed within twelve months (12) months following such commencement.

11. INSPECTION OF WORK. All materials and each part or detail of the work shall be subject to inspection by the City. The City shall be allowed access to all parts of the work and shall be furnished with such information and assistance by the Consultant as is required to make a complete and detailed inspection.

12. CARE OF EXISTING FACILITIES. In execution of the work, the Consultant shall exert every effort not to injure existing facilities or to break into them. Any damage done thereto shall be promptly repaired by the Consultant at their own expense. They shall not interrupt or interfere with the operation of the existing facilities during construction except when absolutely necessary. When this is the case, They shall consult with the City Manager or his or her designee as to procedure and shall be governed by their decision. Any damages during the project shall be restored to a condition equal to that existing at the time of award of the contract.

13. TERMINATION OF CONTRACT.

Either party may terminate this Agreement upon not less than fourteen days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination. The City may terminate this Agreement upon not less than fourteen days' written notice to the Consultant for the City's convenience and without cause. If the City terminates this Agreement for its convenience, the City shall compensate the Consultant for services performed prior to termination, Reimbursable Expenses incurred, and costs attributable to termination, including the costs attributable to the Consultant's termination of consultant agreements. The Consultant may suspend work and eventually terminate, with fourteen days' notice, if City fails to make payments to the Consultant in accordance with this Agreement. Before resuming services, the City shall pay the Consultant all sums due prior to suspension. The Consultant fees for the remaining services and the time schedules shall be equitably adjusted.

14. FORCE MAJEURE. The Consultant shall not be responsible for delays or failures if such delays or failures arise out of causes beyond the Consultant's control. Such causes may include, but are not restricted to, acts of God or the public enemy, fires, floods, epidemics, riots, quarantine restrictions, strikes, freight embargoes, earthquakes, electrical outages, computer or communications failures, and severe weather. Should one of the causes delay the Consultant's completion of the work within the time specified herein, the parties shall agree to a reasonable extension of the time to complete the work without penalty to the Consultant.

The Consultant shall be responsible for providing evidence to the City substantiating any claims made by the Consultant that any delays or failures arise out of causes beyond the Consultant's control. Such evidence shall be provided within five (5) business days of the date on which the Consultant first makes such a claim.

15. CHANGES IN THE WORK. Changes in the scope of work and time under this contract shall be in writing and mutually executed by the Consultant and the City. The Consultant shall not be paid for any work requiring a change order unless the City approves the change order.
16. CHOICE OF LAW. Any and all disputes arising from this contract or work performed pursuant to this contract shall be governed by the laws of the State of North Carolina.
17. ENTIRE AGREEMENT. This contract and any attachments thereof shall constitute the entire understanding between City and Consultant and shall supersede all prior understandings and agreements relating to the subject matter hereof and may be amended only by written mutual Agreement of the parties.

IN WITNESS WHEREOF, the City and the Consultant have executed this contract as of the day and year first above written.

CITY OF SOUTHPORT

CONSULTANT

By: _____

By: _____

City Manager/Department Head

Title: _____

ATTEST:

_____, City Clerk

This instrument has been pre-audited in the manner required by the local government budget and fiscal control act.

Finance Director

Date



BOARD OF ALDERMEN AGENDA ITEM SUMMARY

DATE: 11/1/2023

DEPARTMENT: Board of Aldermen

PRESENTED BY: Bonnie Therrien

ITEM SPONSORED BY: Board of Aldermen

ITEM/TOPIC: Purchase of 1105 N. Howe Street

COST:

BUDGET LINE ITEM:

JUSTIFICATION: The Board has been looking at the possibility of purchasing 1105 N. Howe Street, which is located to the side and across from City Hall/Police. This could be used for a future location for City facilities. We have a due diligence date of January 5, 2024 to make sure we follow our UDO in having the property examined and to allow for the Planning Board to give their opinion on the purchase. It would then come back to you for a final vote.

If this goes forward to a 2024 closing, the purchase price would be \$630,000 and the appraisal was \$570,000. If we move ahead, it could be paid for using fund balance-general fund.

IMPACT IF NOT APPROVED: We would not purchase the property.

DEPARTMENT HEAD COMMENTS: n/a

CITY MANAGER COMMENTS: n/a

ATTACHMENTS: 1. Real Estate Listing; 2. City Appraisal; 3. Process from City Attorney

REQUESTED ACTION: If you wish to move forward with the purchase, vote to send the terms for the property purchase to the Planning Board for their review and recommendation.

PROPOSED MOTION: I make a motion to move forward with the purchase and send the property terms and information to the Planning Board for review and recommendation.

1105 N Howe Street

Southport, NC 28461

876 SF • #100398533

ACTIVE
\$625,000

[Media](#)

[Description](#)

[Member Information](#)

[Listing Details](#)

[More Info](#)



Lot Acres	Lot SqFt
0.59	25,788
Lot Dimensions	SqFt - Heated (Primary)
100x258	876
Location Type	
Mainland	

Legal and Taxes

Tax Assessed Value	Deed Book
370,180	2410
Deed Page	Legal
169	L-1 2 19 20 B-3 Southport Hits Pl 17/28
Broker Owner	PID
No	237DA008
Tax Identifier	Plat Book
237da008	17
Plat Page	Total Real Estate Property Taxes
28	3,807.87
Special Assessments	Tax Year
NONE.	2022
Year Built	Zoning
1923	BD
Cobra Zone	
No	

Overview

Description

Prime Corner Lot in the Heart of the Thriving Business District!

1105 N Howe Street is an exceptional commercial land listing that presents an unbeatable opportunity for entrepreneurs and developers alike. This coveted corner lot, strategically positioned between N Howe Street and N Lord Street, is a dream investment in the bustling business district. Boasting an impressive 100 feet of frontage along the highly coveted Howe Street entrance corridor, as well as 258 feet along W 11th Street, this property ensures maximum visibility and accessibility for your business.

This versatile lot opens up a world of possibilities, allowing you to capitalize on its strategic location and create a landmark business establishment. Whether you're looking to develop a modern retail outlet, contemporary office spaces, trendy restaurant, or a mixed-use development, this property is ready to bring your vision to life.

Nestled within a business-friendly environment, the area is thriving with a dynamic community and a robust local economy, offering endless opportunities for growth and success. The strategic positioning ensures easy access to Lord or Howe Streets, making it convenient for clients, customers, and employees alike.

Don't miss the chance to secure this rare gem in the heart of Southport's business district. Schedule a site visit today to explore the immense potential this prime corner lot has to offer. Seize the opportunity to establish your business in a premier location, and watch your vision flourish in this dynamic commercial hub. Act now and make this valuable property yours before it's gone!



JC MORGAN
REAL ESTATE VALUATION | REVIEW | CONSULTING

APPRAISAL REPORT

COMMERCIAL PROPERTY

1105 N Howe St
Southport, North Carolina 28461

PREPARED FOR

City of Southport
1029 N Howe St
Southport, NC 28461

PREPARED BY

JC Morgan Company
PO Box 481
Wrightsville Beach, NC 28480

VALUATION DATE

August 21, 2023

JCMCO File#

23-9373

jcmorganco.com



August 29, 2023

City of Southport
1029 N Howe St
Southport, NC 28461

RE: **Commercial Property**
1105 N Howe St
Southport, North Carolina 28461

JC Morgan File No: 23-9373

JC Morgan Company is pleased to submit the following real property Appraisal Report. In accordance with the engagement letter, this report provides the supporting analysis and conclusions for the value opinion(s) of the subject property referenced above. The value types included in this appraisal report consist of the following:

- Market Value (As Is)

The subject property, located at 1105 N Howe St, Southport, NC, consists of 0.59 acre of commercial land in the Southport/St. James submarket. The property is improved with an older 800± sf building that has been vacant for over two years. It is currently listed for sale for \$625,000 and has been on the market since early August 2023.

This report is prepared in conformity with the Uniform Standards of Professional Appraisal Practice (USPAP) of the Appraisal Foundation, the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute, and the requirements of our client as we understand them. It has been prepared solely for the Intended Use and Intended User as defined in this report.

This report contains a description of the general market, sub-market, and the subject property, as well as discussions of the data, reasoning and analysis that are used in the appraisal process. The depth of discussion contained in this report is specific to the needs of the client and intended user of the appraisal. Additional supporting documentation is retained in our work file.

Acceptance and use of this appraisal is contingent upon the General Assumptions & Limiting Conditions located in the Addenda of this report. Any Extraordinary Assumptions and/or Hypothetical Conditions made during this appraisal are provided below, of which the client is advised to consider, as their use may have affected the assignment results.

Based on the research and analysis performed in conjunction with this appraisal, the opinion of value(s) concluded for the subject property are as follows:

MARKET VALUE CONCLUSION			
VALUATION SCENARIO	INTEREST APPRAISED	EFFECTIVE DATE	VALUE
As-Is Market Value	Fee Simple Interest	August 21, 2023	\$570,000

EXTRAORDINARY ASSUMPTIONS

No Extraordinary Assumptions were made for this assignment.

HYPOTHETICAL CONDITIONS

No Hypothetical Conditions were made for this assignment.

If there are any specific questions or concerns regarding the attached appraisal report, or if we can be of additional assistance, please contact our office.

Respectfully Submitted,

JC Morgan Company



McClain Miles
Trainee Real Estate Appraiser
North Carolina License No. T6993
Expiration Date 6/30/2024
910-256-2920
mcclain@jcmorganco.com



Jack C. (Cal) Morgan III, MAI, SRA, AI-GRS
Certified General Real Estate Appraiser
North Carolina License No. A6988
Expiration Date 6/30/2024
910-256-2920
cal@jcmorganco.com

SITE DESCRIPTION

The subject property consists of one parcel with a total site area of 25,776 SF (0.59 AC) which is based on information obtained from Brunswick County Assessor. It is perceived that there is no surplus or excess land at the subject. For the purposes of this report we have relied on this site area and reserve the right to amend our analysis upon receipt of a formal legal plan. The following summarizes the salient characteristics of the subject site.

Address 1105 N Howe St, Southport, North Carolina.

Census Tract 37-019-020305

Number of Parcels 1

Assessor Parcel 237DA008

Land Area Square Feet Acres

Usable Site Size 25,776 0.59

Total Land Area 25,776 0.59

Excess/Surplus Land No

Corner Yes

Permitted Building Height 40 Feet

Site Topography Level At street grade

Site Shape Rectangular

Site Grade At street grade

Site Quality Average

Site Access Above Average

Site Exposure Average

Site Utility Average

Utilities All Available

Comments

The subject is situated on the corner of N Howe St and W 11th St, across from Southport City Hall, and can be accessed from both streets. Site improvements include a small dilapidated storage shed, site lighting, a gravel parking area, concrete walkways, and municipal utility connections. The property is improved with an 800± sf single-family residence previously utilized for commercial purposes. The building was constructed in 1923. At the time of inspection, the improvements appeared to be in poor condition, with several broken windows, mold in the bathroom, loose floor paneling, etc. Due to age and condition, the improvements no longer provide significant contributory value to the site.

Adjacent Properties

North	Commercial
South	Commercial
East	Commercial
West	Residential



STREET & TRAFFIC DETAIL

Street Improvements	Type	Direction	Lanes	Lights	Curbs	Sidewalks	Signals	Median	Parking	Center Lane	Bike Lane
N Howe St	Minor arterial	Two-Way	2	x	x		x		x	x	
W 11th St	Neighborhood Street	Two-Way	2	x							
Frontage											
N Howe St	100 feet; Full Access.										
W 11th St	260 feet; Full Access.										
Traffic Counts	Location	Date	Source								Count
N Howe St	At Subject	Jan-21	NCDOT								16,500
	TOTAL										16,500

Accessibility Access to the subject site is considered above average overall.

Exposure & Visibility Exposure and visibility of the subject is average.

Flood Plain Zone X (Unshaded). This is referenced by Panel Number 3720209600K, dated August 28, 2018. Zone X (unshaded) is a moderate and minimal risk area. Areas of moderate or minimal hazard are studied based upon the principal source of flood in the area. However, buildings in these zones could be flooded by severe, concentrated rainfall coupled with inadequate local drainage systems. Local storm water drainage systems are not normally considered in a community's flood insurance study. The failure of a local drainage system can create areas of high flood risk within these zones.

Wetlands The property contains no potential wetlands.

Easements A preliminary title report was not available for review. The property is depicted in Map Book 14 at Page 214 in the Brunswick County Register of Deeds; however, no easements are recorded in the plat. General utility and access easements are assumed. During the property inspection, no adverse easements or encumbrances were noted. This appraisal assumes that there are no adverse easements present. If questions arise, further research is advised.

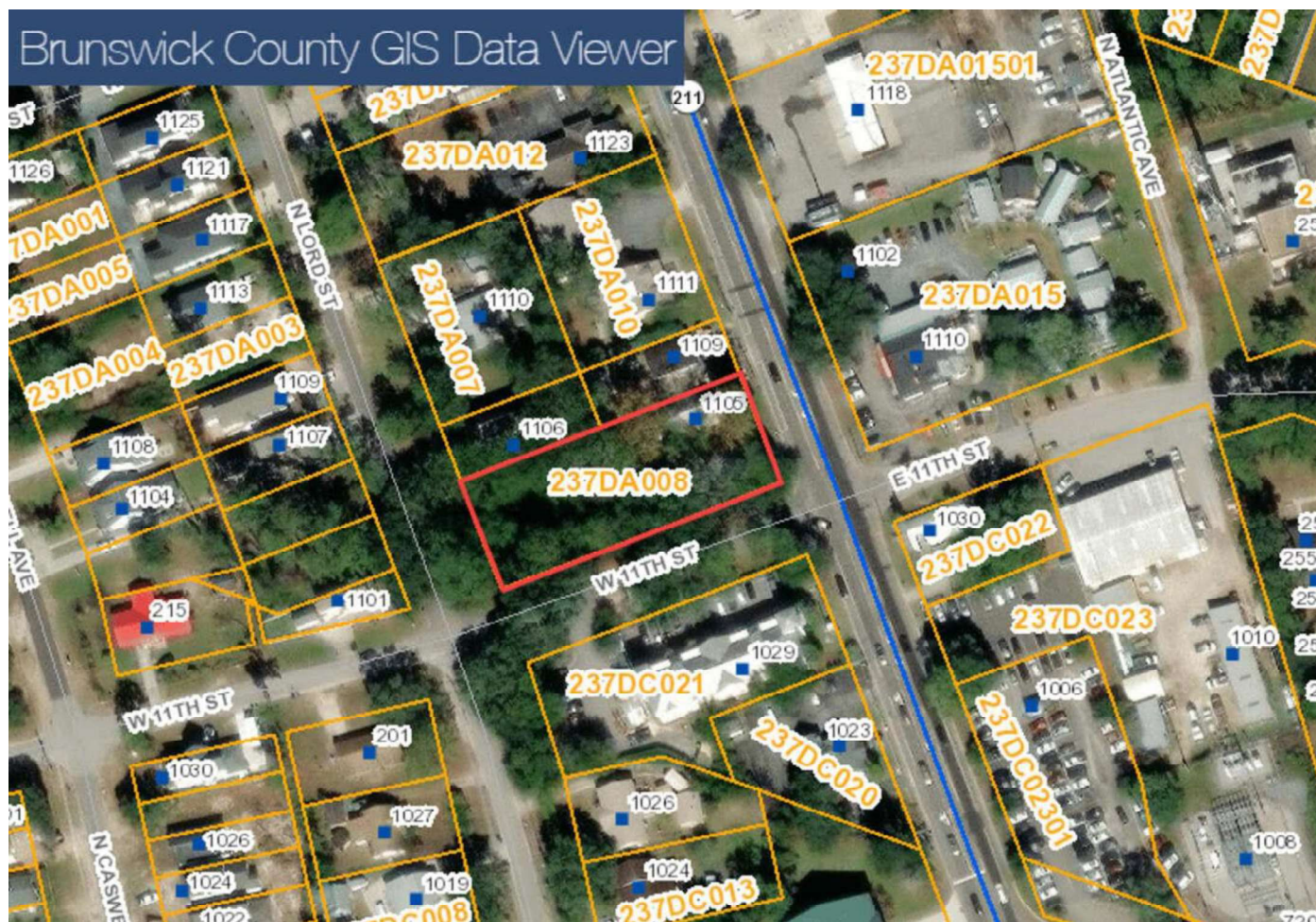
Soils A detailed soils analysis was not available for review. Based on the development of the subject, it appears the soils are stable and suitable for the existing improvements.

Hazardous Waste We have not conducted an independent investigation to determine the presence or absence of toxins on the subject property. If questions arise, the reader is strongly cautioned to seek qualified professional assistance in this matter. Please see the Assumptions and Limiting Conditions for a full disclaimer.

Site Rating Average

Site Conclusion In conclusion, the site's physical characteristics appear to be supportive of the subject's current use and there were no significant detriments discovered that would inhibit development in accordance with its highest and best use.





CERTIFICATION

We certify that, to the best of our knowledge and belief:

- ▶ The statements of fact contained in this report are true and correct.
- ▶ The reported analyses, opinions, and conclusions of the signers are limited only by the reported assumptions and limiting conditions, and are our personal, impartial, and unbiased professional analyses, opinions, and conclusions.
- ▶ I/we have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
- ▶ McClain Miles has performed no services, specifically as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.
- ▶ Jack C. (Cal) Morgan III, MAI, SRA, AI-GRS has performed no services, specifically as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.
- ▶ I/we have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
- ▶ The engagement in this assignment was not contingent upon developing or reporting predetermined results.
- ▶ The compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- ▶ The reported analysis, opinions, and conclusions were developed, and this report has been prepared, in conformity with the requirements of the *Code of Professional Ethics and Standards of Professional Appraisal Practice* of the Appraisal Institute, and the *Uniform Standards of Professional Appraisal Practice*, as set forth by the Appraisal Standards Board of the Appraisal Foundation.
- ▶ McClain Miles inspected the property that is the subject of this report.
- ▶ Jack C. (Cal) Morgan III, MAI, SRA, AI-GRS did not inspect the property that is the subject of this report.
- ▶ No one provided significant real property appraisal assistance to the appraisers signing the certification.
- ▶ The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.
- ▶ As of the date of this report, Jack C. (Cal) Morgan III, MAI, SRA, AI-GRS has completed the continuing education program for Designated Members of the Appraisal Institute.



McClain Miles
Trainee Real Estate Appraiser
North Carolina License No. T6993
Expiration Date 6/30/2024



Jack C. (Cal) Morgan III, MAI, SRA, AI-GRS
Certified General Real Estate Appraiser
North Carolina License No.A6988
Expiration Date 6/30/2024

**McClain Miles**

Commercial Real Estate
Appraiser Trainee

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Wilmington, NC 28403

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APPRAISERS PROFESSIONAL PROFILE & QUALIFICATIONS

McClain Miles joined JC Morgan in 2022 after graduating from SUNY Purchase College with a degree in Liberal Studies. Since completing courses through McKissock Appraisal Education, she works directly with Jack C. (Cal) Morgan III, MAI, SRA, AI-GRS to gain valuation experience in a range of applications, including market value appraisals, insurable and liquidation value appraisals, cost studies and absorption analysis.

Clientele consists of national, regional, and local financial institutions, various federal, local government agencies, various sized corporations, private financiers, individual investors, property owners and legal firms. A sample of assignments and properties appraised include the following:

- Land
- Office
- Retail
- Industrial
- Mixed Use

Professional Certifications & Licenses

NC Registered Trainee Appraiser (T6993)

Education

State University of New York at Purchase College
Bachelor of Arts – Liberal Studies

Coursework

McKissock Appraisal Education





JACK C. (CAL) MORGAN III
MAI, SRA, AI-GRS

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APPRAISERS PROFESSIONAL PROFILE & QUALIFICATIONS

Jack C. (Cal) Morgan III, MAI, SRA, AI-GRS has over 20 years of experience in real estate appraisal, property acquisition & management, construction and investment analysis.

Real estate valuation experience includes a range of applications including market value appraisals, appraisal review, litigation support/expert witness, tax appeals, equitable distribution, eminent domain, estate planning and various consulting assignments.

Clientele consists of national, regional and local financial institutions, various federal, state and local government agencies, various sized corporations, private financiers, individual investors, property owners and law firms. A sample of assignments and properties appraised include the following:

- Land
- Office
- Retail
- Industrial
- Multi-Family
- Mixed Use
- Subdivisions
- Marinas
- Religious Facilities/Schools
- Hotels/Motels
- Mobile Home Parks
- Easements
- Complex Residential
- Restaurants
- Self-Storage Facilities
- Eminent Domain
- Air Rights
- Appraisal Review

Professional Affiliations

Appraisal Institute (MAI, SRA, AI-GRS)
RCASENC – Realtors Commercial Alliance of SE North Carolina
Wilmington Regional Association of Realtors

Professional Certifications & Licenses

NC Certified General Real Estate Appraiser (A6988)
SC Certified General Real Estate Appraiser (5130)
NC Real Estate Broker
NC Licensed General Contractor
NCDOT Approved Appraiser

Education

College of Charleston, SC
Bachelor of Science – Business Administration

Specialized Topic Education & Seminars from the following:

Appraisal Institute, International Right-of-Way Association (IRWA), CCIM,
Urban Land Institute (ULI), Lincoln Institute of Land Policy

Boards & Commissions

NC Appraisal Board; Member 2020-2023 (Current)
NC Property Tax Commission; Property Tax Commissioner; 2013-2017
City of Wilmington; Zoning Board of Adjustment 2011-2021

Expert Witness

Superior Court
NC Property Tax Commission
US Federal Bankruptcy Court



October 10, 2023

Bonnie,

Your right that the UDO requires the PB to review and report as recommendations to the Board on the acquisition of public properties. It slipped my mind that is one of their duties in Sec. 2.3 in the UDO. So, with that in mind, here is a general outline of the process with them included. Having the PB review property acquisition by a governing body is quite unique, but Bob and I believe the closed session rules would also apply to the Planning Board in their review in this situation since they would be discussing the material terms of the contract.

1. The BOA and Seller get through negotiating the initial agreeable terms of the purchase (discussed in closed session).
2. The BOA can then send either the proposed purchase agreement or the terms for the property purchase to the PB for their review and recommendation.
3. The PB reviews the purchase agreement or terms of the purchase of the property, which, again I believe can be done in closed session under GS 143-318.11(5) and makes their recommendation to the BOA. No public hearing is required.
 - Note the UDO allows the BOA to take action if no recommendation is provided within 30 days of the submission to PB (See UDO Sec. 2.3(12) "in the absence of a recommendation from the Planning Board, the Board of Aldermen may after the expiration of thirty (30) days from the date on which the questions have been submitted in writing to the Planning Board for review and recommendation, take final action)."
4. Once PB submits their recommendation, the BOA can review any changes or recommendations the PB has made in closed session (or open session if preferred) and then take formal action in open session to either (1) approve the purchase agreement and authorize the closing of the property or approve directing the city manager or mayor to execute a purchase agreement according to the agreeable terms of the property purchase and authorize to perform the closing of the property.
 - If the property is being purchased in cash as opposed to being financed, no public hearing is required (if LGC approval is needed there may be a public hearing requirement, but I can look into that more if need be).
5. Property closes after due diligence period and agrees up closing date. No further action is required by the BOA.

Brady N. Herman

1526 E. Franklin St., Suite 200
PO Box 2388
Chapel Hill, NC 27514



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BOARD OF ALDERMEN AEGNDA ITEM SUMMARY

DATE: 11-3-2023

DEPARTMENT: Administration

PRESENTED BY: Bonnie Therrien, City Manager

ITEM SPONSORED BY: Administration

ITEM/TOPIC: City Clerk Position

COST: \$66,807

BUDGET LINE ITEM: #10-01-4120-0000

JUSTIFICATION: A year ago, you approved establishing an Assistant City Manager/City Clerk position to assist the City Manager with the large number of projects that were ongoing in the City. Dorothy Dutton was appointed to that position. The list of projects has only grown larger over that year and more intricate, and the responsibilities of the City Clerk has also exploded due to two meetings per month, the large number of minutes having to be transcribed, and the demands being put on the City Clerk with the increase in Boards.

I would like to recommend we separate out the two positions and advertise for a full-time City Clerk, thus freeing up the Assistant City Manager for project work and long-range planning. I am also going to have Dorrie take the lead in the Budget process, so she learns how to put together a City budget. Appointment of a City Clerk is a Board appointment, not the City Manager's decision.

Any additional salary could be absorbed in the budget for the short time we would have this position on board before the new fiscal year.

IMPACT IF NOT APPROVED: The positions will remain combined.

DEPARTMENT HEAD COMMENTS: N/A

CITY MANAGER COMMENTS: I would highly recommend we move in this direction to continue with my goal of making operations more efficient for the new City Manager when he or she arrives on board. In that way the Assistant is familiar with all aspects of the projects, the Budget process, and future goals for Southport.

ATTACHMENTS: Job Description for the City Clerk and Assistant City Manager

REQUESTED ACTION: Decision on whether to separate the two positions and begin the process of hiring a City Clerk.

PROPOSED MOTION: I make a motion to approve the hiring of a full-time City Clerk position.

City of Southport POSITION DESCRIPTION

Job Title: Assistant City Manager
Department: Admin
Reports To: City Manager
FLSA Status: Exempt

GENERAL PURPOSE

Performs high level administrative, technical and professional work in coordinating and facilitating the administration of City government; in the temporary absence of the City Manager serves as Acting City Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in the planning, coordination, and administration of all municipal operations; coordinates activities with other city departments and outside agencies as needed.
- Provides leadership and direction in the development of short- and long-range plans; coordinates and participates in management and systems analysis, and service and procedures improvement; prepares recommendations regarding proposals for programs, systems, service improvements, grants, budget, equipment, etc.
- Provides professional advice to the City Manager, City Council and Department Directors; makes presentations to staff, City Council, boards and commissions, civic groups, and the public, as directed by City Manager; communicates official plans, policies and procedures to staff and general public; prepares news releases and maintains close contact with news media.
- Assists the City Manager in the preparation and administration of the city budget and capital improvement program.
- Prepares reports for submission by City Manager to City Council and other groups and individuals; assists in preparation of Council agenda; attends all meetings of the Council at which attendance may be required; tracks progress of Council referrals.
- Prepares administrative directives and policies, speeches, presentations, resolutions, ordinances, contracts, etc.; coordinates the preparation of notices, flyers, brochures, newsletters, news articles and other informational materials about programs and services.
- Assures that assigned areas of responsibility are performed within budget; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Carries out a variety of routine administrative procedures; answers in-coming calls and routes callers or provides information; responds to inquiries from the public and staff regarding administrative procedures; receives public and provides customer assistance.

ADDITIONAL DUTIES

- Participates in meetings, seminars, and training sessions; serves as a member of various employee committees; serves on special committees as assigned by City Manager.
- Presents public testimony on legislation of importance to the city.
- Performs related work as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- Master's degree in public administration, business management or a related field, with five years increasingly responsible municipal government experience; or
- Any equivalent combination of education and experience.

Necessary Knowledge, Skills, and Abilities

- Thorough knowledge of the principles and practices of modern public administration and related research methods and techniques; good knowledge of organizational development, municipal finance, public works, public safety, and community development.
- Skill in preparing and administering municipal budgets; skill in planning and administering municipal programs; skill in operation of listed tools and equipment.
- Good executive ability to carry out assigned projects to their completion; good ability to prepare factual reports and to make reasonable conclusions and recommendations; good ability to present reports in a clear and concise manner; good ability to establish and maintain effective working relationships with other employees, public officials, and the public.

Special Requirements

- Valid North Carolina driver's license or ability to obtain one.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and physical environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- The noise level in the work environment is usually quiet.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the City of Southport and the employee and is subject to change by the City as the needs of the City and requirements of the job change.

CITY CLERK

General Statement of Duties

Performs responsible administrative and fiscal work in the administrative functions of the City; supervises and participates in the development services for the City; serves as City Clerk for the management and safekeeping of official public records.

Distinguishing Features of the Class

An employee in this class performs a wide variety of administrative and fiscal tasks for the City. Work includes serving in the statutory role of City Clerk which includes preparing agendas and detailed minutes of Board meetings and for the publication, filing and safekeeping of all official City records in accordance with General Statutes and local ordinances, and assisting the public with information in those records. In addition, the employee supervises the development services for the City including planning, inspections and code enforcement. Work is performed in accordance with North Carolina General Statutes, City ordinances, codes, and policies, and regulations, and standard office procedures governing the responsibilities of City Clerks and municipal finances. Work involves considerable broad contact with the public, federal, state and local government officials, citizens, and the media. The employee works under the general supervision of the City Manager and is reviewed for accuracy of records, timeliness of activities, and public acceptance.

Duties and Responsibilities

Essential Duties and Tasks

Serves as City Clerk responsible as the official custodian of all public records including ordinances, proclamations, deeds, easements, resolutions, contracts, agreements, annexations and minute books; takes and prepares minutes of the Board of Aldermen meetings; maintains up to date charter and ordinances; stores and preserves historic records; provides public access and performs research as necessary; tracks Board appointments to committees and boards; executes legal documents by affixing the proper signatures of City officials and attesting to their compliance with general statutes and local ordinances and distribution; prepares agenda and issues notices; processes all ordinances, minutes, resolutions, proclamations, deeds, annexations, and other actions of the Council; administers oaths of office; coordinates codification of City codes.

Researches and compiles information as requested by the Mayor or Board; performs special project work as requested and in the most appropriate manner; handles confidential information; provides administrative support to Mayor, Board and Manager.

Supervises and participates in the work of development services including planning, inspections, and code enforcement; assists and guides the public, developers, and contractors through the development review process; provides public assistance with applications for Board of Adjustment, zoning permits, building permits, etc.; maintains UDO up to date and distributes updates as needed; schedules inspections; prepares agendas for Planning Board and Board of Adjustment; reviews minutes of those meetings.

Participates in hiring and supervises Planner, Codes Administrator, and Deputy Clerk; supervises planning studies, flood plane compliance, CAMA compliance, and zoning administration functions; conducts performance coaching and evaluations; oversees training and development of staff and ensures customer service excellence.

Participates in budget development including preparation of administration budget request; serves as part of senior leadership team for the City.

Advertises annexations and reports changes to the County; coordinates changes with

county tax staff; ensures maps are maintained and updated.

Additional Job Duties

Performs related tasks as assigned.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Considerable knowledge of North Carolina General Statutes and of local ordinances governing general municipal services and the responsibilities of City Clerks, including the legal requirements relevant to preservation of official records and of City ordinances, codes policies, and procedures

Considerable knowledge of standard and approved practices and procedures employed in the processing, safekeeping and utilization of official City records and documents.

Considerable knowledge the principles, methods, procedures and strategies concerning a public information and communications, and of policies, regulations, guidelines and legal standards pertaining to the distribution of public information.

Considerable knowledge of the development review process, planning and inspections principles and practices, and zoning code and UDO requirements.

Considerable knowledge of office technology and specialized program software applications.

Considerable knowledge of grammar, punctuation, composition and layout; oral and written communication skills.

Knowledge of modern and effective supervisory principles and practices.

Knowledge of municipal budgeting and purchasing policies and procedures.

Some knowledge of laws and regulations related to hiring and supervision.

Skill in public contact, customer service excellence and collaborative conflict resolution.

Ability to coordinate and disseminate information regarding program and services to elected officials, staff, media and the community in an accurate and timely manner

Ability to work independently and to exercise sound judgment in the release and communication of public information. to prioritize, organize and use diplomacy and discretion.

Ability to establish and maintain effective working relationships with members of the press, elected and appointed officials, department heads, employees, and general public.

Ability to maintain confidential information.

Ability to motivate, train, and provide effective communications, performance coaching and evaluation with assigned staff.

Physical Requirements

Must be able to perform the basic life operational functions of climbing, reaching, walking, pushing, pulling, lifting, grasping, fingering, talking and hearing.

Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Must possess the visual acuity to compile and compute data and information, to perform transcription tasks, operate a computer, do extensive reading and research, and proof and inspect finished written material.

Desirable Education and Experience

Graduation from an accredited college or university with a major in public or business administration or related field and considerable responsible administrative experience that includes knowledge of municipal development services; or an equivalent combination of education and experience.

Special Requirement

- Possession of a valid North Carolina driver's license.
- Possession of or ability to obtain Notary Public designation.
- Ability to obtain Municipal Clerk certification.
- Ability to obtain Zoning Administrator certification.

Southport
2017

OCTOBER 2023 SALES DATA COMPARISON AND SAVINGS

SALES TYPE	2022 Sales	2023 SALES	DIFFERENCE	% CHANGE
RETAIL	\$ 340,789.00	\$ 351,549.40	\$ 10,760.40	3.16
MXB SALES	\$ 124,344.39	\$ 127,931.25	\$ 3,586.86	2.88
TOTAL	\$ 465,133.39	\$ 479,480.65	\$ 14,347.26	3.08
Customers	8717	8532	-185	-2.12
Bottles Sold	24,784	24,300	(484)	-1.95
			0	
SPA SAVINGS		\$ 4,731.00		
Credit Cards	\$ 317,317.41			
TOTAL SALES INC. TAX	\$ 376,167.22			
	2019 Sales	2023 Sales	Difference	
Retail 2019	\$ 253,932.55	\$ 351,549.40	97,616.85	38.44
MXB 2019	\$ 95,807.76	\$ 127,931.25	32,123.49	33.53
	\$ 349,740.31	\$ 479,480.65	129,740.34	37.10
SALES TYPE	2020 SALES	2023 SALES	DIFFERENCE	% CHANGE
RETAIL	\$ 331,212.15	\$ 351,549.40	\$ 20,337.25	6.14
MXB SALES	\$ 76,098.15	\$ 127,931.25	\$ 51,833.10	68.11
TOTAL	\$ 407,310.30	\$ 479,480.65	\$ 72,170.35	17.72
SALES TYPE	2021 Sales	2023 SALES	DIFFERENCE	% CHANGE
RETAIL	\$ 307,877.15	\$ 351,549.40	\$ 43,672.25	14.18
MXB SALES	\$ 111,833.28	\$ 127,931.25	\$ 16,097.97	14.39
TOTAL	\$ 419,710.43	\$ 479,480.65	\$ 59,770.22	14.24



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)

Subject: Commissioners Meeting September 20, 2023, Wilson N.C

Date: September 25, 2023

Ellie Pittenger and I attended the subject meeting. Highlights are as follows:

CEO Report

See Enclosure 1.

Legislative Update

See Enclosure 2 and 3.

State: Budget held up by gambling issues. Expected to be completed and passed by the end of September 2023.

Federal: Budget discussion continues.

Working Capital

See Enclosure 4.

Annual 2023 ElectriCities Conference

See Enclosure 5.

UPDATE OF RIDER ONE

NCEMPA Commissioner reviewed the 2023 true-up for 2023, due primarily to the fluctuation of the price of national gas, projected to be between \$35 M to \$70 M.

The Commissioners approved the actions in the Expenditure Summary at Enclosure 6.

As always, if you have any questions, please call me at (910) 457-5102.

Paul Fisher, NCEMPA Commissioner

TO: NCEMPA Board of Commissioners
FROM: Roy Jones, CEO
DATE: September 13, 2023
SUBJECT: CEO Report

Operations:

- Load Management was successfully implemented in July and August for NCEMPA. In August NCEMPA experienced a shifted peak scenario which was reflected on the August wholesale bills.
- NCEMPA began to operate under the Tenth Amended FRPPA August 1, 2023, on an interim basis. The Settlement Judge certified the settlement to the FERC on August 24, including her recommendation the settlement be approved without condition or modification. In preparation for FERC acceptance of the Tenth Amended FRPPA, the Board of Directors will be approving a resolution to amend and restate the Full Requirements Power Sales Agreement with NCEMPA Members. The amendment would be administrative in nature modifying terms for consistency. Once approved NCEMPA staff will be reaching out with the packets for NCEMPA Members to approve.
- The NCEMPA Rate Committee met in person on September 13 to discuss the 2022 Full Requirements Power Purchase Agreement (FRPPA) True-up from DEP. The recommendation of the committee and the September DEP rate projections will be presented at our meeting next week.
- NERC is a top priority for Electricities as we maintain our culture of compliance. Currently all six JRO members are in compliance with the applicable reliability standards. This year work is being done to update all JRO Members one-line diagrams. Additionally, every 5 years NCEMPA facilitates a project to test all under-frequency load shedding (UFLS) relays per the NERC Protection and Control standards that is needed to comply. This test was completed successfully in 2021.
- NCEMPA executed a sale of its vintage 2022 SEPA RECs to VEPCO based on increased market value of Kerr-Philpott RECs within the Virginia market. NCEMPA has enough generic RECs to replace these for REPS compliance at a far cheaper price. Total benefit to NCEMPA's SEPA-participating Members is \$464,500. This will be reflected as a credit on the September wholesale bills (received early October) with allocation based on 2022 percentage SEPA received.

Financial:

- The August 2023 financial statements will be reviewed at the meeting next week.

Member Outreach:

- Attended the August 22 Town of Clayton Customer Appreciation breakfast.

Other Issues:

- We encourage you to participate in the 2023 Electricities member survey before it closes on Friday, September 29. This year's survey targeted 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. If you need a copy of your unique survey link, please reach out to Kelsey Lawhead at klawhead@electricities.org.

Legislative Update - State

- **Legislative**
 - Budget
 - Legislation being monitored:
 - S678, Clean Energy/Other Changes
 - Concession agreement language
 - H600, 2023 Regulatory Reform Act
 - Supply chain language
- **Annual Conference**
 - Legislative update
 - Advocacy and VOPP breakouts
- **Regulatory**
 - Duke Energy files updated carbon plan



*Completed
the time 2*

Legislative Update – Federal

- **Congress**

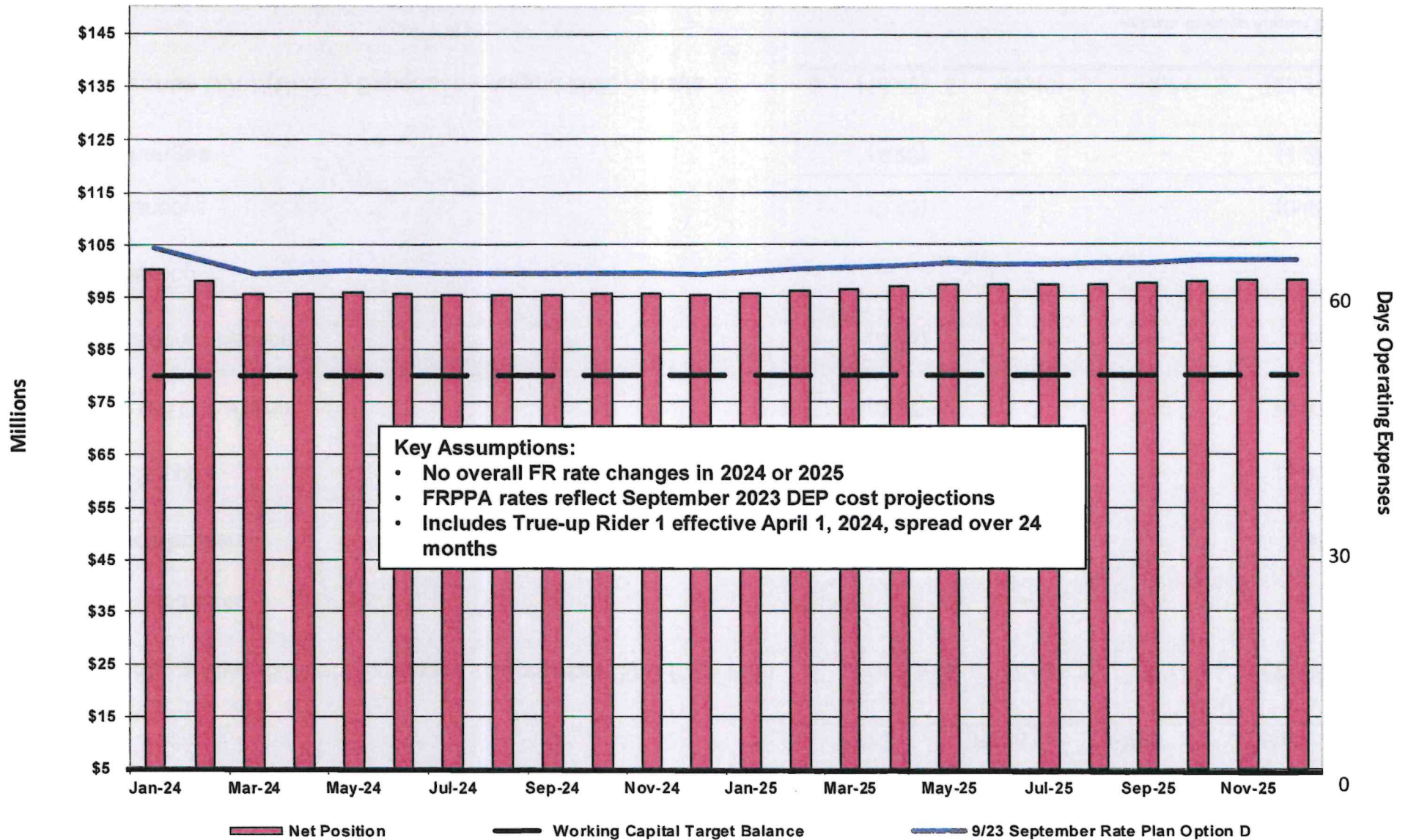
- Federal budget: shut down
- E&C Hearing on transformers
- October and November meetings
- 2024 APPA Legislative Rally

- **Executive/Regulatory**

- Continued focus on supply chain



Projected 2024-2025 Working Capital Funds Available at Month-End*



*The projections are based on the September 2023 Rate Work with updates for actuals through August 2023.

Actuals through August 2023

Encl 4

Omni Grove Park Inn – Aug. 12-14, 2024



Executive Summary

- Power Agency received from DEP the annual FRPPA true-up of the capacity rate, energy rate and CCR costs for calendar year 2022, a \$53M charge
 - By Fall 2022, NCEMPA was aware of the large system average energy rate disparity and an early \$40M payment in December 2022 was made and the remaining \$13M balance paid in July.
- As designed, Rider No. 1 automatically passes through the annual FRPPA true-up to the Members, but also includes a provision to allow for suspension and reinstatement at any time
- NCEMPA Rate Committee recommends modifying Rider No. 1 to recover the 2022 FRPPA true-up over 24 months effective April 2024 through March 2026 to replenish working capital
- Given the potential for the 2023 true-up to be of the same magnitude as the 2022 true-up and the DEP September projections the preliminary rate path has identified the need for a rate increase prior to the debt rolling off in July 2025 which will be reviewed at the January 2024 rate committee meeting.



**Board of Adjustment Minutes
Indian Trail Meeting Hall,
113 W. Moore St.
September 26, 2023, 4:30 P.M.**

Present: Pete Haislip, Harley Lemons, Jason Robbins, Amy Aycok, Josh Cline
McGee, Loten Masker, and Kate Seigler

Board Liaison: Alderman Tom Lombardi

Staff Present: Maureen Meehan, City Planner
Dorothy Dutton. City Clerk/Assistant City Manager

Others Present: Matthew Lagas River, Solstice Builders
Edward Jackson

A. Call to order by Chairman Pete Haislip at 4:30 p.m.

B. Chairman Haislip led the Pledge of Allegiance.

C. Mr. Haislip explained the quasi-judicial procedure, what type of evidence is being considered, and what it means to have standing. He asked if there was anyone who had a conflict of interest in either of the hearings on the agenda. Tuck Masker stated that he lives in the adjacent subdivision, but there is no conflict of interest. Chair Haislip stated that there were two variance requests on the agenda.

D. New Business

A. Chairman Haislip opened the Public Hearing at 4:42 p.m. and swore in City Planner Maureen (Mo) Meehan. Mo stated that the request was for a reduction of the side setback and a reduction of the maximum width requirement for the installation of a driveway. The property owners are requesting a setback of five feet for the side yard. The house cannot be pushed back on the lot because of CAMA and existing wetlands.

Jason Robbins reiterated that there are two components to the request: the driveway at the entrance is wider than 50% of the width of the front of the lot, and it is closer to the side yard than allowed. Harley Lemons said that he was surprised there was a ten foot requirement for driveways. Ms. Meehan stated that the standard used to not apply to residential projects, but somehow it was excluded from the current UDO. The exact standards are:

1. The width of the driveway exceeds 50% of the lot frontage; and
2. The distance of the driveway of the front should be ten feet from the setback.

The property owner is requesting a variance for an eight-foot setback.

Matthew Lagas-River, with Solstice Builders was sworn in to represent the property owners. He stated that the proposed driveway is 22-feet wide, which is wider than 50% of the width of the driveway. Some of the Board members stated that if the driveway was a foot or two narrower, the variance wouldn't be required.

Tuck Masker stated that he would personally like to see them resubmit the plans to be in compliance with the driveway width. Then, the Board could consider the setback. Harley Lemons said he would rather just approve it because it doesn't cause any harm to the neighborhood. Mr. Lagas-River stated that he thinks the width of the driveway is to help with turning into the property. And the home wasn't able to be shifted back any because of the wetlands.

Jason Robbins stated that he had interest in handling each request separately. Mr. Lagas-River agreed to those terms. There was discussion about possible motions. The Board summarized that they were comfortable with the setback variance but requested the width of

the driveway be brought into compliance with the UDO. They made the variance motions based on that statement.

- 1. A motion was made by Amy Aycock that unnecessary hardship would not result from a strict application of the ordinance. The Board concluded that the width of the driveway was unnecessary. Jason Robbins seconded the motion. All ayes except for Tuck Masker, who did not vote.**
- 2. Jason Robbins made a motion that hardships do exist from conditions that are peculiar to the property because of the wetlands on the rear of the property. Kate Seigler seconded the motion. All ayes except for Tuck Masker who abstained from voting.**
- 3. Kate Seigler motioned that the hardship did not result from actions taken by the property owner because the hardships are because of the layout and topography of the parcel. Jason Robbins seconded the motion. All ayes except for Tuck Masker who voted no.**
- 4. Josh Cline McGee motioned that the requested variance is consistent with the spirit, purpose and intent of the ordinance because there was an exception for residential driveways in previous iterations of the UDO. Harley Lemons seconded the motion. All ayes.**
- 5. Josh Cline McGee made a motion to recommend approval of the variance application which allows the reduced setback of 8-feet; and to require that the driveway width be reduced to 50% or less of the width of the front of the property. Amy Aycock seconded the motion. All ayes except for Harley Lemons, who voted no. Motion carried. The variance request for the reduction in side setback for the garage was approved. The variance request for the width of the driveway was denied. The applicant was asked to reduce the width of the driveway for the permit process.**

B. The second variance request was regarding an accessory building at 11 Canterbury Court SE. Chair Pete Haislip opened the public hearing. Mo Meehan stated that accessory buildings less than 530 square feet are allowed to have a five foot setback. The proposed building is 570 square feet. The applicants/property owners are requesting two exceptions: a reduction in the side setbacks to accommodate trees in the yard and the approval for a larger accessory building.

Jason Robbins asked if the trees were not in that location would they be able to meet the setback requirements? Ms. Meehan answered that the size of the proposed garage would still prevent the setbacks from being met. Ms. Meehan used the site plan on the television screen to explain the request. She then reviewed the criteria for granting a variance.

The property owner, Edward Jackson, was sworn in by Chair Haislip. Mr. Jackson said that the site plan doesn't reflect the size or specific location of the trees, and one tree is right in the middle of the garage door opening. He said it would look strange to trim just one side of the tree. He explained that the fence is already half a foot off the property line, so it would be 4.5-feet from the fence. The requested location would be more in line with the existing driveway. There is an existing attached garage, but it is being used for storage. Mr. Jackson said that he probably wouldn't have too much heartburn about reducing the size of the building as long as the garage door could be opened. Jason Robbins suggested that if the building gets reduced a few feet in any of the dimensions, it could be reduced to 530 square feet, which would allow for the 5-foot setback. There was questions about the Homeowner's Association for that area, but it seems they never developed. Mr. Jackson said he agreed with reducing the size of the building so the variance wasn't required.

Chair Haislip closed the hearing. The Board worked through the required criteria.

- 1. Kate Seigler made a motion that unnecessary hardship would not result from the strict application of the ordinance. Jason Robbins seconded the motion. All ayes.**
- 2. Kate Seigler made a motion that hardships do not result from conditions that are peculiar to the property. The motion was seconded by Jason**

Robbins. All ayes except for Tuck Masker.

3. *Harley Lemons made a motion that hardship did result from actions taken by the applicant or property owner. Amy Aycock seconded the motion. All ayes.*
4. *Josh Cline McGee made a motion that the requested variance is not consistent with the spirit, intent, and purpose of the ordinance. Amy Aycock seconded the motion. All ayes.*
5. *Kate Seigler stated that based on the findings of fact and the evidence presented, the Board of Adjustment recommends denial of the variance request.*

E. Approval of Minutes

Harley Lemons made a motion to approve the August 22, 2023 Minutes of the Board of Adjustment. Tuck Masker seconded the motion. All ayes. Motion carried.

F. Other Business

Josh Cline McGee asked if they could get the Board packets earlier before the meetings. Ms. Dutton explained that there had been some unforeseen circumstances this month, but Staff always strives to get the packets out sooner. Tuck Masker asked staff to ask for clearer site plans for the applications.

G. Adjourn

Kate Seigler made a motion to adjourn, which was seconded by Amy Aycock.

Unanimous vote; Motion carried. The meeting was adjourned at 6:17 p.m.

Pete Haislip, Chair
Board of Adjustment

Dorothy Dutton
Assistant City Manager/City Clerk

November Board of Aldermen

MOTSU Liaison Report

Richard Alt

In regard to the: Notice of Intent advertisement

To prepare an environmental impact statement (EIS) for the Implementation of the Master Planning Activities at Military Ocean Terminal Sunny Point (MOTSU), North Carolina.

Mr. James Rupkalvis, Installation Manager, MOTSU, stated that this environmental review is required every time a DoD facility undertakes a renewal of their comprehensive plan, which MOTSU is currently conducting. There are no expected changes in policy or impact to the area.

Mr. Rupkalvis was asked if the current enhancement project of the blast berms would decrease the size of the blast zone. The response was that it would not. There are a number of berms which have decreased in size since originally installed due to weather erosion. The berms that have eroded have been placed out of service for years to ensure that the blast zone is consistent with all maps and markers. This construction will bring the out of service berms up to standard so they can be used for the temporary storage of munitions as originally designed.

R. Alt

10/19/23



City of Southport
Planning and Zoning Minutes
Community Building 223 E. Bay Street
October 19, 2023
6:00 P.M.

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

Members Absent: None

Staff Present: Mo Meehan, City Planner
Tanya Shannon, Deputy Clerk
Sydney Heil, Community Building Administrator

Board of Aldermen Karen Mosteller and John Allen
Liaisons:

- A. Chair Sue Hodgins called the meeting to order at 6:00 p.m.
- B. Mr. Donnie Joyner gave the Invocation.
- C. Chair Hodgins led the Pledge of Allegiance.
- D. Motion to approve the September 14, 2023, Meeting Minutes by Vice-Chair Hewett and second by Mr. Scott Jones. **Unanimous vote; Motion carried.**
- E. Motion to approve the Meeting Agenda By Vice-Chair Hewett and second by Mr. Joyner. **Unanimous vote; Motion Carried.**
- F. Public Comment: A Motion was made by Vice-Chair Hewett to open public comment and seconded by Mr. Joyner. **Unanimous Vote; Motion Carried.**

Deputy Clerk Tanya Shannon read a statement from Brian Kimball, N.C. General Contractor, 786 Skipjack Circle: *"I agree with amending text in the UDO concerning equipment such as AC and generator units. This has not been enforced since it was first installed in the UDO. And also allowed prior to. There are many very new builds on non-conforming lots that have AC units, gas tanks etc., in their 4' or less setbacks. Re Clarendon Avenue on right between 8th and 9th streets. These builds both maxed out the space on the lots (33' lots). I see an issue with a neighboring lot not being afforded the same convenience. The build I completed next door allowed AC and a generator inside 8' setbacks. I also have a generator for my personal property. It is inside setbacks by 1'. The volume is still loud when it is running in my house as well my neighbors are running. The noise is a non-issue to me when a lot of the neighbors have them as well. Power/versus noise during a disaster is a no-brainer. What will keep someone that has a portable unit from placing it on the side of their home when it is needed. Living in a hurricane-prone area requires some kind of understanding of what it takes to do without power for extended periods of time. On confirming lots with 8' setbacks, I see no issue with either generator or HVAC units up to 5' into setbacks since the UDO allows steps to do so. I disagree with a comment that was made by a member of the board stating that individuals coming here owning property outside of subdivision, PUD need not expect to be able to maximize the use of*

their property when you can see this has not been an issue prior and has been allowed for a lot of new builds. It seems to me someone who has\$\$\$ and resources could challenge the city in court if told that they were not allowed to build like the neighboring property on a 33' lot. Property prices in our city are higher than ever, so it is natural for people to want the most from their purchase. When the Swasey additions were platted as 33', the purpose was to provide as many folks an opportunity to buy property in a neighborhood close to the river. That cannot be corrected in 2023. This is a bit of my insight that you asked for. If you have any questions, please reach out. Thank you for your time on the planning board”.

Chair Hodgkin asked if there were any further questions or comments. Being none, A Motion was made by Vice-Chair Hewett to close public comment and seconded by Mr. Joyner. ***Unanimous Vote; Motion Carried.***

G. Old Business: Text Amendment, Section 3.9.B.5 Setback Exception and Encroachments:

Planner Meehan provided an overview of a proposed amendment. She explained that Cameron Smith, the applicant, has submitted a Zoning Text Amendment to the City of Southport Unified Development Ordinance. The request is to modify the maximum setback encroachment for heating and air conditioning units, generators, pool equipment, and similar items in Section 3.9.B.5 Setback Exceptions and Encroachments.

Proposed Text Amendment to Section 3.9.B.5

Sills, cornices, buttresses, ornamental features, gutters, and eaves, ~~heating and air conditioning units and similar items~~ may project into a required setback not more than 30 inches. Heating and air conditioning units, generators, pool equipment, and similar items may project not more than 48 inches into a required setback.

Planner Meehan asked if the Board would like to make a recommendation to keep that language as is or amend the text as drafted.

Mr. Fiss inquired about the number of new constructions that have had HVAC encroachments since 2020. Ms. Meehan replied that it was quite common. Mr. Fiss said he measured a unit, and it was 36 x 36, and they can go bigger. But, if there is a non-conforming lot with a 4ft setback and has a 36-inch unit and the manufacturers require 1-2 ft for maintenance, put it right on the property line. Ms. Meehan said the proposed amendment aims to accommodate the larger units. Mr. Fiss said if the applicant wanted to do that, they could make a design adjustment of 2-3 ft. in the footprint to allow for the equipment.

Scott Jones thinks 8ft setbacks should not be imposed on certain non-conforming lots. He believes regular-size lots with at least 8ft setbacks should not be restricted. According to him, a 3ft setback is enough space for safety and maintenance purposes. Mr. Joyner asked if this was regarding the 33 ft lots on the W. Side. Ms. Meehan, it would be for any lot within the city. He asked if the 33 ft lots were the biggest problem. Ms. Meehan agreed and said there are also PUDs that have lots less than 10,000 sf that would affect them as well. Mr. Joyner asked if this was just for side setbacks. Ms. Meehan said yes.

Chair Hodgkin brought up a statement made by Mr. MacLeod from the Cape Fear Council of Government. According to the report, Mr. MacLeod mentioned that 30 inches was considered the standard encroachment in this region. Chair Hodgkin asked whether other towns were compared to

arrive at this standard. Ms. Meehan responded that she would investigate further and check the records but mentioned that most towns compared were from North Carolina, with a few from out of state.

After going through Mr. MacLeod's report, Mr. Pender realized that each city has unique differences and, therefore, needs its own standards. He sought clarification from Ms. Meehan on whether all 33ft lots were non-conforming, and she confirmed that most of them were. Mr. Pender explained that the proposed amendment would apply to all residents in the R-10 district. He also pointed out that the main problem seems to lie with the 33 ft lots and the newer PUD lots. Mr. Pender expressed concerns about safety, especially with back-to-back units that would only leave 12 inches between them. He emphasized that with landscaping and fencing, there would be no way for anyone to go between the two lots. He agreed that the nonconforming lots are the most significant issue, and potentially setting them directly on the property line might be a solution. He acknowledged that although this has been done for a long time, it does not make it right, and moving forward, it should be enforced. He believes that this is a public safety concern.

Mr. Tom Dugan, who resides at 522 E. Moore St., shared his thoughts on the new, highly efficient condenser units. According to him, the last few units he has installed were all 36x36 in size. He also mentioned that these units are increasing the amount of coil in order to make them more energy-efficient when paired with multi-speed pumps. He emphasized that the size of these units is getting bigger, as it is essential to make them more energy-efficient. Additionally, he wanted to inform everyone that 36x36 is the standard size for these units.

Mr. Cameron Smith suggested that the units be at least 2 feet away from the property line to ensure safety. He recommended a 4-foot distance between the closest units for maintenance. Mr. Pender raised concerns about the building plans for 33-foot lots.

Mr. Locklin has a non-conforming lot and built his house to comply with guidelines for placing the HVAC system. He believes that the proposed amendment is too broad and that building ingenuity should be utilized instead of changing the provision. He suggested that there are other ways to install equipment without changing regulations, citing safety and logistical issues in the past.

Mr. Fiss emphasized that having a fence right at the property line would prevent any access, and on a 33ft lot, there is no space to get past the unit. He mentioned that it is not a feasible option for 33ft lots, but there are alternatives, such as placing the equipment behind the house.

Chair Hodgkin asked Ms. Meehan to clarify a section of the regulations, specifically 4.15 E.5, which pertains to the minimum distance required between a dwelling and its sideyard. The minimum distance specified is 8 feet, and for dwellings that do not utilize zero lot line provisions, the minimum side setback should not be less than 6 feet.

Mr. Chris Jones asked if these standards applied to PUDs, to which Ms. Meehan confirmed that they did, but not to existing platted lots for subdivisions. Chair Hodgkin noted that the regulations also discuss eaves, which are allowed to extend up to 30 inches into the setback. However, she pointed out that when buildings are allowed to be setback to setback, and a 30-inch eave is sticking out, heavy rainfall can cause flooding on some lots.

Chair Hodgkin mentioned that although similar setbacks have been allowed before, this was back when there were no HVAC units. She emphasized that just because something has not been appropriately enforced in the past, there should be no reason to overlook it from this point forward.

Chair Hodgkin believes that the ordinance should not be amended to accommodate builders who fail to inform owners about the regulations they must adhere to. Instead, builders should ensure they comply with the ordinance to ensure the benefit of every lot in town. If compliance is not possible, then the Board of Adjustments may be able to provide relief.

Overall, Chair Hodgkin does not think it is necessary to amend the ordinance since its purpose is to ensure the welfare and safety of every lot in town. Mr. Scott Jones proposed a potential solution for confirming lots with an 8ft setback. He suggested establishing a fixed distance from the lot line so that equipment can enter into the setback, which could help avoid any confusion. It was also noted that there shouldn't be any penalization for conforming to lots, especially in light of the fact that there are lots with only 4ft setbacks. In case the distance needs to be compromised, a reasonable difference of 2-3 ft can be considered.

Mr. Chris Jones thinks setting a minimum from the lot line makes sense. He said, as it is written currently, with no changes if there are 30 inches into the encroachment, that leaves 18 inches on the 4ft setbacks, which is what is recommended in the amendment. Heating and air conditioning units, generators, pool equipment, and similar items may project not more than 48 inches into a required setback, but also add a comma and add **“but no closer than 18 inches to the property line”**. He said it does not change the 4ft setback requirement and what can and cannot be done there, but it allows people with 6 and 8 ft setbacks to have more wiggle room. Mr. Fiss reiterated that the math does not add up for a 4ft setback.

Chair Hodgkin said that it gets back to the point of following the ordinance's regulations and if there comes a point where there has to be enforcement and purpose for builders not to build right up to the lots lines. She said the job of the Board is to see to the city's best interests as a whole.

Chair Hodgkin said that it sounds like the consensus of the Board is to have more discussion and consider the conversations. Mr. Chris Jones asked Ms. Meehan if other options could be drafted to see alternatives to the draft language as proposed. Ms. Meehan was provided with a few options from the Board Members.

As it was the consensus of the Board Chair, Hodgkin requested a Motion to Table the discussion for further review. A Motion was made by Mr. Fiss to table the discussion on the Proposed Text Amendment to Section 3.9.B.5 and seconded by Mr. Pender. ***Unanimous Vote; Motion Carried.***

H. New Business:

1. Text Amendment-Section 3.12 Driveways

Ms. Meehan gave an overview of the proposed amendment. The amendment was requested by the Board of Adjustment. The board heard a variance for a single-family dwelling unit driveway that could not meet the 10' setback from the side lot line or the 50% of the total lot width provisions found in Section 3.12. The lot is located on a cul-de-sac and has a conforming reduced lot frontage. The variance was approved for the setback reduction, but the Board required the applicant to conform to the less than 50% lot frontage for the driveway. The 2004 Unified Development Ordinance and subsequent amendments included this single- and two-family dwelling unit with the exception to Section 3.12. During the 2020 update of the UDO, this provision was removed. There is no documentation to explain why it was removed. She gave a presentation on some examples of these types of issues.

There was a discussion about the UDO revision; Chair Hodgkin questioned the removal of the provision. Mr. MacLeod and Ms. Meehan were unsure why it was deleted. Ms. Meehan confirmed

that the proposed language for the Board of Adjustment would not require a setback for driveways. The issue applies to all lots, not just cul-de-sacs. Two already-built driveways were granted a variance. The approved setback was around 5ft.

Chair Hodgkin suggested that instead of making an amendment to the UDO, addressing specific circumstances would be a better approach than changing the whole language. She also inquired about the proposal's impact on single and multi-family homes and whether additional parking would be required. Ms. Meehan clarified that accessory dwellings cannot have separate drives or entrances and must be accessed through the main entrance.

Chair Hodgkin asked if you could put a concrete pad in front of the property for parking. Ms. Meehan said non-conforming lots under 10,000 sf don't require on-site parking, so parking is allowed on the right-of-way and driveway.

Mr. Chris Jones asked if there was a deliberate decision to exclude a certain element instead of taking a 10ft measurement and reducing it to 5ft. In response, Ms. Meehan explained that reducing the 10ft measurement to 5ft would affect the setback requirements for non-residential or multi-family properties.

Mr. Scott Jones noted that he was a member of the Planning Board when the UDO was revised, and he could not recall any discussions on this matter. He asked Alderman Allen, who was also a member of the Board at that time if he remembered anything. Alderman Allen replied that he did not recall either. He added that the revision of the UDO was like major reconstructive surgery, and it is possible that something was missed or overlooked.

Mr. Pender suggested reducing the 10ft setback to 2-3ft for planting or landscaping between the houses. Ms. Meehan explained that a new standard for residential areas would be required, as changing the setback could harm non-residential areas.

Mr. Chris Jones suggested considering pulling from the first provision as an option and then another provision proposed version, like possibly 10 ft for commercial and 2-3 ft for residential. He thinks this would be a good option rather than going to zero setbacks.

The Board agreed that further consideration is needed and to return to the next meeting for discussion. Mr. Fiss made a Motion to table the proposed Text Amendment-Section 3.12 Driveways for further discussion and was seconded by Vice-Chair Hewett. ***Unanimous Vote; Motion carried.***

2. Text Amendment-Table 3.1:Table of Uses, Mixed-Use Highway Commercial Zoning

Ms. Meehan provided an overview of the proposed amendment, which aims to expand housing options throughout the city. The amendment would allow mixed uses in the Highway Commercial (HC) zoning district, subject to specific standards. Currently, only PUD, O-I, BD, and CBD zoning districts allow mixed uses. The addition of mixed uses to the HC zoning district would significantly benefit the areas along Rob Gandy Boulevard SE, although it would be permitted in any HC zoning district.

Mr. Fiss inquired about applying for a variance to achieve the same request. Ms. Meehan clarified that a variance would not be applicable to a use, only to standards. Mr. Fiss questioned if the applicant could apply for special use instead. Ms. Meehan said that could be done, but no process is established for residential use in highway commercial. Chair Hodgkin noted a notation in the report where the applicants specifically looked at areas around Rob Gandy Blvd. and expanding housing

options throughout the city. She said that even if it is considered in one particular area, this could be potentially used in other areas as well. It would enable other parts of the city to expand on this use. Ms. Meehan said it would be in any HC-zoned area. Mr. Fiss said if Walmart wanted to put condos above the building, they could. MS. Meehan noted that is correct. It was discussed why a request for a zoning change could not be made first. Ms. Meehan said this request had no official project design, so it would not qualify for a zoning amendment.

Chair Hodgkin brought up the discussions that had taken place regarding the city's vision for the entry corridor. She emphasized the importance of introducing more affordable housing options and acknowledged the significance of public input and community dialogue in this process. She suggested that Conditional Zoning, already allowed in HC under the UDO, could be a viable option. Chair Hodgkin recommended that the staff present different options for discussion, bring in the applicant to discuss project plans and intentions, and receive public feedback at the next meeting.

Chair Hodgkin requested a Motion to table the discussion for further consideration. Mr. Joyner then motioned to table the proposed Text Amendment - Table 3.1: Table of Uses, Mixed-Use Highway Commercial Zoning to allow for discussions with the applicant and review of additional information. Vice-Chair Hewett seconded the motion. **Aye: Mr. Scott Jones, Mr. Joyner, Mr. Fiss, Mr. Chris Jones, Vice-Chair Hewett, and Mr. Sloan. Nay: Mr. Pender. Motion Carried 6-1.**

Vice-Chair Hewett requested that Staff also include evaluating the infrastructure in relation to the needs requested by the proposed mixed-use development and the number of people that may require these city services.

Mr. Pender decided it would be better to deny the proposed amendment than to table it for further review and discussion. Mr. Joyner made a Motion to recommend denying the proposed Text Amendment-Table 3.1:Table of Uses, Mixed-Use Highway Commercial Zoning to the Board of Aldermen and seconded by Mr. Pender. Motion failed.

Because the First Motion was on the floor and the Vote call had not been completed before the second Motion was made, the Board had to Vote on the first Motion Made. See previous motions above.

3. Zoning Map Amendment-558 Jabbertown Road

Gandy, LLC for JC Rentals LLC wants a zoning change from LI to MH for a .66-acre portion of land at 558 Jabbertown Road. The adjacent .66 acres are already zoned MH. The property is located on Jabbertown Road, adjacent to the Cottages at Prices Creek and Harbor Ridge mobile home park and falls within the Extraterritorial Jurisdiction. The land suitability analysis map shows most of the property is high suitability, with a portion classified as low suitability due to the proximity of Prices Creek. The future land use map designation is low and medium-density residential.

The applicant, Mr. Andrew Laing, 6217 Pebble Shore Lane, with the request, he explained this will allow for stick-built homes as well, and the front portion of the lot is already zoned MH, and he would like to continue that zoning all the way back to the rest of the acreage. He said the MH-zoned property is already on the West side, and the other side is a PUD; on the North side of the parcel, there is also a PUD and a proposed PUD on the East side. He feels that this amendment is a good candidate for rezoning. He stated that these smaller lots and homes would help with affordable housing.

Mr. Fiss inquired if any part of the area was located in a flood zone. In response, Mr. Laing stated that they had reviewed the area for wetlands and determined that it was not in a flood zone.

Mr. Fiss also asked if any demo homes had already been built, to which Mr. Laing replied that he had some ideas, but nothing was confirmed yet. He estimated that the houses would be around 1200-1500 square feet.

Furthermore, Mr. Joyner asked about the accessibility of the site from Rob Gandy or Jabbertown Road. Mr. Laing stated that the site would be accessible from Jabbertown. Mr. Joyner then asked if the site was located where the existing mobile home park is, to which Mr. Laing confirmed that it was on the west side of the parcel, next door to the mobile home park. Mr. Laing explained that he does not believe that this area would be more suitable for MH zoning versus Light Industrial. Mr. Joyner asked if notices would be sent to the Jabbertown Rd residents. Ms. Meehan said that notices would be mailed to the adjacent property owners before the Public Hearing at the Board of Aldermen's meeting. Mr. Locklin asked about how many houses are planned to be built. Mr. Laing said roughly 20-21.

Chair Hodgkin asked if there were any further questions or comments. Being none, she asked if there was a Motion for how to proceed.

Mr. Pender made a Motion to recommend approval of the Zoning Map Amendment-558 Jabbertown Road to the Board of Aldermen and the Statement of Consistency, seconded by Mr. Sloan.
Unanimous Vote; Motion Carried.

Mr. Pender read the Statement of Consistency for recommendation for approval to the Board of Aldermen.

I. Other Business: Update on Comprehensive Plan:

Ms. Meehan said the Board of Aldermen approved the City Manager and Staff to move forward with contract negotiations with Stewart, a Raleigh Land Use Plan consulting group. It will then move to the Board of Alderman for final approval.

J. Announcements:

Chair Hodgkin directed all to the city's website for all Halloween activities.

Chair Hodgkin requested a Motion to adjourn, being there was no further business.

Adjournment: A Motion was made by Mr. Joyner and seconded by Vice-Chair Hewett to adjourn
Unanimous Vote; Motion Carried.

8:17 p.m.

Chair Sue, Hodgkin

Deputy Clerk, Tanya Shannon



Historic Preservation Commission
Special Public Input Meeting
Community Building, 223 E. Bay St.
October 16, 2023
6:00 P.M.

Members Present: Charles Drew, Josh Cline McGee, Bonnie Bray, Tal West, Alexis-Gore Graves, Rick Pukenas and Joanne Wesson.

Members Absent: Bonner Herring and Jim McGee

Staff Present: Maureen Meehan, City Planner
Dorothy Dutton, Assistant Manager/City Clerk
Tanya Shannon, Deputy Clerk
Sydney Heil, Community Building Administrator

Alderman Liaison: Alderman Carroll

A. Chairman Charles Drew called the meeting to order at 6:01 p.m.

B. The Invocation was given by Ms. Alexis Gore Graves

C. The Pledge of Allegiance was led by Chairman Drew.

Chairman Drew appointed Ms. Bray into voting positions in the absence of Mr. McGee.

D. Mr. Pukenas made a Motion to approve the Agenda, seconded by Mr. McGee. ***Unanimous vote; Motion carried.***

E. Review of the Draft Standards

City Planner Meehan gave an overview of the first draft of the Historic Design Standards and introduced Chair Charles Drew. Chair Drew welcomed everyone and expressed gratitude for the Community's attendance and participation. He explained that the Commission aims to preserve, promote, and prevent and that the standards were specifically tailored to Southport and not copied from other towns.

Chair Drew also discussed the Commission's concerns and discussions over the past year and assured everyone that they aimed to keep the standards simple without imposing any unnecessary regulations. He mentioned that the Draft will go through a review by the Planning Board and then to the Board of Aldermen for any amendments before approval.

Chair Drew stated that there would be plenty of opportunities for the public to comment and ask questions. He also noted that the document is flexible and can be amended as needed.

Mr. Pukenas, the Vice-Chair, introduced himself and asked each Commissioner to present themselves as well. This allowed everyone to become more acquainted with each member. Each Member has a history in Southport; most live in the Historic District.

Chair Drew went over the Goals of the Historic Preservation Commission, which are:

- **Preserve:** Character, Heritage, and Landmarks
- **Promote** Citizen Outreach and Provide Education on the Benefits of Preservation
- **Prevent:** Loss of Character, Loss of Historically Significant Places, and Demolition and Destruction of Historical Structures.

Design Standards presented by Chair Drew:

G.S. 160D-947 (c) Rules and Standards and Requirements

- No enforcement unless standards are adopted
- New Construction, Alterations, Additions, Moving or Demolition
- Certificate of Appropriateness (COA)- Minor Works or Quasi-Judicial Procedure

Southport Design Standards:

- Account for Variety of Age/Architect/Significance throughout the district.
- Each COA is considered individually -with consideration of block
- Does not regulate paint colors
- Does allow composite materials
- Does allow metal roofs
- Does not require retrofitting/after-the-fact preservation

Chair Drew reiterated the Commission's encouragement for feedback and directed attendees to access the Draft Standards via the Vibe Board and submit any questions or comments through the website's QR code. Chair Drew asked the commissioners if they had any input that they would like to add. Mr. McGee commented that there have been several attempts to establish a Historic Preservation Commission, and he said, "We don't want to lose the war, we would rather lose the battle, and we do not want to lose the war." He said having a Historic Preservation Commission is good because it maintains and increases the value of houses. Mr. McGee stated that input from the public is significant, and he said that the intent is to protect the history of Southport without over-regulating.

Chair Drew opened the meeting for Public Comments and Questions.

1. Jeanne Potter, who lives at 315 Clarendon Ave, introduced Ginger Harper and Cheryl Daniel from the "Friends of Franklin" organization. She requested the Historical Commission to designate the park as a Historic Landmark and to include it in the National Registry. Jeanne emphasized the significance of preserving and protecting the park before it's too late.
2. Mr. Rich Bandera, who lives at 409 Burrington Ave., fully supports the commission's efforts and appreciates them. He suggested including parcel IDs on the district map and discussed the cost impact of materials such as on the sash profile. He also emphasized the importance of maintaining consistency within the district and avoiding having one-story structures next to two-story ones.

He recommended tightening up the language and addressing the loose standards for better clarity.

3. Michelle Vargo, also known as Mimi, residing at 230 N. Caswell, expressed her concerns about the paint color and language used in the COA approval process and who makes the decision. She raised concerns about guidelines turning into regulations and whether the commissioners have the necessary expertise to make these decisions. She also questioned what will happen in the future if the board changes. Mimi requested better enforcement of existing regulations that are already in place but not being enforced.
4. Ms. Pat Kirkman, residing at 119 Park Ave., expressed her concerns regarding the diminishing historical value of the city, citing examples like the old City Courthouse. As a former member of the Historical Society, she has been closely monitoring the condition of cemeteries to ensure their proper upkeep. She appreciated the Commission's efforts and urged the Boards to approve the design standards to preserve the city's heritage.
5. Mr. Kirk Sheetz, who resides at 314 E. Bay St., expressed his doubts regarding the Commission's opinion on docks and walkways. He mentioned that he had to repair and modify his dock numerous times and use varying materials to protect it from damage and wear and tear. Mr. Sheetz worries about the mandatory use of materials and feels that they might not be as sustainable as other options. He suggested that the materials' safety and structural integrity should be considered.

Chair Drew clarified that the concern was not the docks themselves but rather the structures on the dock, such as boathouses and gazebos.

6. Ms. Vargo expressed her concern about the district map that was displayed on the city's website. She questioned why it was different from the one she had seen before. Chair Drew explained that the map on the website was provided by the State and was meant to depict the future historic district in the city.
7. Mr. Pete Haislip, a resident of 309 E. Bay St., expressed his gratitude towards the Commission for their diligent work. However, he raised concerns over the use of the term "if appropriate" or "it's not appropriate" in the draft, stating that it is vague and needs to be more accurately defined. He agreed with Ms. Vargo that these regulations or "laws" must be followed and should be more specific. He suggested that it would be better to identify what is allowable and what is not allowable for better clarity.

Mr. McGee agreed that the language used needed to be more specific. He explained that there were concerns about the Commission simply copying the same standards as Beaufort, NC. However, those standards were reviewed because they offered some valuable insight into design standards that had not been considered. It was discovered that those standards were written 20 years ago, and materials such as hardy board were not available then. Mr. McGee believes that there should be some flexibility within the guidelines, considering that we cannot predict what materials will be available in the future. He emphasized that having some wiggle room in the guidelines could prevent things from being too restrictive.

8. Mr. Scheetz raised concerns about his rental home located at 127 N. Atlantic, which is made of cinderblock. He suggested that less emphasis should be placed on the materials used and more on the end result, specifically how it looks for Southport. Mr. Scheetz argued that it would be illogical to focus on the cinderblock material while ignoring the pink house with the orange door. He also mentioned that building materials are difficult to come by and are unique to this area. Mr. Scheetz encouraged preservation but also stressed the importance of not focusing too much on the kind of materials that will be used.

9. A citizen expressed her sadness at the sight of old homes being replaced by larger ones, erasing the city's history and character.

Ms. Bray pointed out that one of the biggest struggles with the design standards is the vagueness of the materials that can and cannot be used. She mentioned that there is a lot of language in the document that could create some "wiggle room" because not all of the standards are applicable in every situation. Ms. Bray also noted that the document is a living one and will continue to be revised and changed over time. She mentioned that in situations where a certificate of appropriateness is reviewed on a case-by-case basis, there may be some issues that need to be addressed again.

10. Mr. Bandera inquired about the COA process. Planner Meehan clarified that once the Historic Preservation Commission approves the Certificate of Appropriateness, the applicant can then apply for a building permit unless there are zoning or major structural changes then it would also go to the Planning Board.

11. Mr. Haislip asked the Commission to send notification letters to all residents in the District via mail regarding the meetings.

12. Ms. Carol Kozlowski and her husband reside at 306 E. Bay Street and have been going through a rigorous permitting process in the city. They are facing changes that directly affect the home they are building. According to Ms. Kozlowski, when they received their building permits, they did not receive any approval for the landscaping in front of their house. She finds this absurd, as they have designed a very attractive landscaping plan and planned to plant two additional live oaks because two had to be removed for the demolition. However, the landscaping plan cannot move forward until the standards are finalized. She mentioned that they are investing a lot of money into beautifying the landscape, and the old home that was there (built in the 1800s) was not salvageable. Builders came in and looked at any preservation, and it was their intention to make it work because they knew it was historical. She hopes that the Commission will take into consideration that not everyone will fit into these guidelines, and there will have to be exceptions to everything that is done. She also hopes that they can get the landscape plan approved soon.

Ms. Kozlowski was asked by Chair Drew to explain the approval of the landscape plan before the approval of Design Standards for the Historic District. Ms. Kozlowski said she was told by the City that the Landscape Plan could not be approved until the standards were approved. Chair Drew said that would be regulated by the UDO. Planner Meehan explained that the landscape plan is

not regarding the historical guidelines but it is about the right-of-way policy and the landscape plan that was submitted was within the city's right-of-way.

13. Christine Wright, living at 211 N. Lord Street, inquired about the requirements for the Historic Preservation Commission. Chair Drew explained that the Board of Aldermen had established an Ad Hoc Committee comprising seven members and two alternates to set up the Commission and the language for the Ordinance. Each member of the Commission has a fixed term, and interviews will be conducted to select new members. To become a member of the Commission, applicants must live within the City Limits, but they are not required to live in the Historic District. Christine Wright, living at 211 N. Lord Street, inquired about the requirements for the Historic Preservation Commission. Chair Drew explained that the Board of Aldermen had established an Ad Hoc Committee comprising seven members and two alternates to set up the Commission. Each member of the Commission has a fixed term, and interviews will be conducted to select new members. To become a member of the Commission, applicants must live within the City Limits, but they are not required to live in the Historic District.

Alderman Carroll, the Liaison to the Historic Preservation Commission, 307 E. Nash Street addressed the audience. He shared that his home was built in 1900 and he agrees with Mr. McGee's statement that materials are relevant. However, he emphasized that how the materials are used is more significant. He pointed out that the materials used 20 years ago are different from those applied today, and it's not just the product itself but also how it's applied and incorporated into the historical reveal that matters.

Since there were no further questions or comments Chief Drew closed the public input.

- H. Chief Drew announced that the Commission will hold their monthly meeting on Nov. 1 at 4 p.m. at Indian Trail Meeting Hall. The next Public Input Forum Meeting is scheduled for Nov. 13 at 6 p.m. at the Community Building.

Vice-Chair Pukenas expressed gratitude for the attendance and valuable input. The Staff's outstanding research and expertise were also acknowledged.

Chair Drew thanked the public for their participation and asked for continued feedback. He expressed gratitude to the staff, the Alderman Liaison, the Mayor, and the Board of Aldermen for their support and encouragement.

- I. Chair Drew asked for a Motion to Adjourn. Vice-Chair Pukenas made a Motion to adjourn seconded by Ms. Bray. ***Unanimous Vote; Motion Carried.***

Adjournment: 7:34 p.m.

Chairman, Charles Drew

Deputy Clerk, Tanya Shannon



Cemetery Committee Meeting
Indian Trail Meeting Hall, 113 E. Moore Street
October 25, 2023, 2:00 P.M.
Meeting Minutes

Call to Order

The meeting was called to order at 2:01 p.m. by Randy Jones, Staff Representative from the Community Relations Department. The meeting was attended by Larry Ashley, Tish Hatem (arrived at 2:09), Jason Robbins, Musette Steck, Lynne Geiman, Randy Jones, Allayna Dail, Tom Stanley (arrived at 2:42), and Tom Lombardi. Karen Mosteller attended as an audience member.

Randy explained that he would begin the meeting, and hand it off at the time the chair of the committee was decided. He also stated that Allayna would take minutes for this meeting, and until a secretary was appointed.

Go over Cemetery Ordinance and Rules of Procedures and Appointments

The first order of business was to go through the ordinance establishing the committee, the committee decided to go through line by line.

Randy led the group through each section of the ordinance.

It was established that a term on the member roster was incorrect, we will send to Tanya Shannon for correction.

It was established that this committee prefers not to have their contact information listed on the website, they would rather use CemeteryCommittee@cityofsouthport.com for all correspondence to be filtered through. We will check with Tanya Shannon if this is acceptable.

A question of if any of the committee members who were appointed by another group, if they could then be appointed again? The answer was yes.

A question of if this committee had any funds in this budget year. The answer is no. There is some maintenance money available for the cemeteries this budget year.

The committee would like to have a better understanding of what buildings and grounds are responsible for, and what the contracted company is responsible for. Tom Stanley will be brought in for this explanation at a later meeting.

A discussion of if Zoom would be allowed for this committee, it was decided that in some circumstances Zoom would be allowed at the chair's discretion.

A question of when the calendar begins and ends for the rule of "If a member misses three regular meetings..." It was established that this calendar will follow the city's calendar of July 1 – June 30 of each year.

Nominate Chair, Vice-Chair, Secretary and Treasurer

Position of Chair was nominated to be Larry Ashley by Tish Hatem, Jason Robbins seconded. All were in favor.

Position of Vice Chair was nominated to be Tish Hatem by Lynn Geiman, Jason Robbins seconded. All were in favor.

Position of Secretary was nominated to be Lyn Geiman by Tish Hatem, Jason Robbins seconded. All were in favor.

Position of Treasurer was nominated to be Jason Robbins by Tish Hatem, Musette Steck seconded. All were in favor.

Set date and time for Meetings

On the Fourth Wednesday of each month at 2 p.m., following this meeting we will ask for it to be added to the official city meeting calendars.

In November, we may or may not meet depending on building schedules. We plan not to hold a meeting in December. Larry Ashley will send a poll to committee members.

Other Business

Discussion of open records law, and what rules need to be followed. Tany Shannon will be contacted for further direction.

Larry Ashley discussed with the group a urn that he found in the Old Smithville Burying Ground containing what appeared to be at least two sets of cremains. He suggested that we ask Tanya Shannon to contact the family, as there are not to be any above ground urns or glass in the cemetery. A lively discussion commenced. Ultimately a question of what policy can be established when a family member cannot be contacted if a policy, such as unburied urns being placed, is being broken. Tanya will be contacted following this meeting regarding the situation.

The question of whether this committee will be notified if there will be a funeral was raised, to verify cleanliness prior to the funeral.

The question of what money is coming in, what money is going out was raised.

It was decided that reaching out to Tanya Shannon for all available information regarding the cemetery was a necessary next step.

It was discussed that the Superintendent of the Cemetery should be attending the meetings for at least the short term. Bonnie Therrian will be contacted requesting this.

Larry Ashley gave the group notes on things that may be priorities moving forward. He encouraged the committee to add to the list prior to the next meeting.

Establish agenda for next Meeting

- Call to Order

- Approval of Minutes

- Public Comment

- New Business

 - Establish Sub Groups

- Adjourn

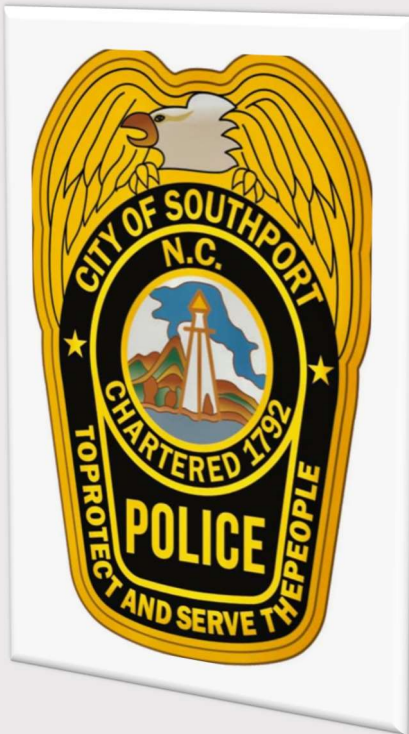
Adjourn

The meeting was adjourned at 3:23, motioned by Tish Hatem and seconded by Musette Steck. All were in favor.



POLICE

ANIMAL PROTECTIVE SERVICES



Monthly Summary

OCTOBER 2023

Chief Todd Coring
910-457-7913

tcoring@cityofsouthport.com

Southport Police Department

INCIDENT / OFFENSES

Total Calls for Service: 567

General Calls (some)

Alarms – 19

Meet Complainant – 24

Suspicious Persons/Activity – 39

APS Calls for Service – 4

Shoplifter – 1

Disturbance & Domestic Calls – 24

911 Hang-Ups – 12

Traffic Calls

Traffic Stops – 47

Motor Vehicle Accidents – 13

Hit/Runs – 2

Drunk Driver/C&R/ATL -25

Assist EMS – 88

Assist Fire – 9

Special Events/Checks/Patrols – 171

ARREST / CITATION / CHARGES

Arrest – 10

Citations & Warnings – 23



Our 2023 Shop with a Cop Program launched Nov.1
All applications and information are found on the city webpage.

Golf Cart Registrations: 548 Registered Golf Carts

Community, Professionalism & Integrity

OCTOBER 2023 MONTHLY SUMMARY



Divisions of the Fire Department

Fire Division Calls for Service

Totals

Structural: 15 Vehicle: 7 MV Crash: 12

Woods/Brush: 2 Gas Spill/Leak: 3 Trash: 4

Water Rescue: 3 Electric: 3 Good Intent: 11

Mutual Aid: 1 Medical/CPR: 15 Other: 2

78

EMS Division Calls for Service

EMS Calls: 218 E- Transports: 67 NE- Transports: 12

230

Fire Prevention & Inspections

Permits: 11 Inspections: 28 Batteries: 19

Plan Reviews: 3 Smoke Alarm Installs: 18

Car Seats: 26 CPR Classes: 6 Tours: 79

190

Total Number of Fire Department Actions: 498

UPCOMING PROJECTS, GOALS, & EVENTS

All of our October events with Fire Prevention, Breast Cancer Awareness, and the Super Hero's Trunk or Treat were very well attended. Thank you to all of our sponsors and those that help us make this events a success. We are planning for our Thanksgiving Luncheon that is hosted each year at Fire HQs. Also, plans are underway for the Annual Awards Banquet (Dec 2) and the Light up the Night Christmas Parade (Dec 8). The fundraising teams have done a great job this year, they have raised money to replace the 14 year old mattresses in our bunk rooms, the members are excited about this. We are in the process of ordering new day room furniture also, that will replace very worn items.

Southport Parks and Recreation Department October 2023 Monthly Report

On-Going Activities

Before and After School

M-F 6:45AM and 3:00-5:30pm

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 is held on 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	

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*Annual Captain Charlie's kids Fishing Tournament was held Saturday October 7th. We had a round 85 kids participate. Many fish were caught!

*The cross-bracing project at the City Pier was completed. The pier looks great!

*Met with Cama representative on October 10th and October 25th regarding the Bay Street revetment project. We have been issued the exemption for the emergency rip rap and the general permit for the other portion. The rock has been ordered. We expect to begin in late November.

*We received the engineered drawings for the Kingsley Pier rebuild. Staff have reviewed them. Now we are starting the permit process with CAMA and city building permits.

*Concert Series continues Thursday evenings in Franklin Square Park from 6-8 pm.

*The Parks and Recreation Department Recreation Advisory committee met October 17th at 6:00pm.

* Met with city staff and focus broadband on setting up wi fi in the grid around Franklin Square Park. This 1st phase should be in place before December 9th.

*We held our annual Spook or Treat and hayride on October 27th. It was well attended with wonderful costumes.

*Held a shoreline stabilization update meeting with the Board of Alderman on October 11th. We are waiting for their task order to move forward with the next portion of the design process.

* Drew up a new easement agreement with Morning Star Marina for the kayak launch. The city attorney has reviewed, and it has been sent to MSM for their approval. We hope to hear back in November and hope to have it on the December agenda.

General Ledger

Expenditures vs Budget with

Encumbrances by Depart



User: bstevens
 Printed: 11/2/2023 11:55:23 AM
 Period 04 - 04
 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	2,249.77	8,356.29	18,616.71	0.00	18,616.71	69.02
10-00-4110-0900	F.I.C.A.	2,063.43	121.64	451.81	1,611.62	0.00	1,611.62	78.10
10-00-4110-1100	HealthLifeDental Insurance	1,050.00	35.77	148.53	901.47	0.00	901.47	85.85
10-00-4110-1400	Workers Compensation Insurance	250.00	0.00	180.75	69.25	0.00	69.25	27.70
10-00-4110-1800	Professional Fees	31,000.00	0.00	1,166.67	29,833.33	0.00	29,833.33	96.24
10-00-4110-2600	Departmental Supplies	16,615.65	686.84	939.76	15,675.89	582.71	15,093.18	90.84
10-00-4110-3100	Travel & Training	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
10-00-4110-3200	Communications	1,500.00	-84.89	84.25	1,415.75	0.00	1,415.75	94.38
10-00-4110-3900	Other Services	300.00	200.00	200.00	100.00	0.00	100.00	33.33
10-00-4110-4400	Contract Services	75,000.00	5,915.99	48,611.31	26,388.69	7,465.68	18,923.01	25.23
10-00-4110-4500	Insurance & Bonding	5,500.00	0.00	3,645.08	1,854.92	0.00	1,854.92	33.73
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	9,125.12	63,784.45	174,507.63	8,048.39	166,459.24	69.86

General Ledger

Expenditures vs Budget with

Encumbrances by Depart



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 Printed: 11/2/2023 11:55:23 AM
 Period 04 - 04
 Fiscal Year 2024

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	11,931.85	35,118.84	65,149.16	0.00	65,149.16	64.98
10-01-4120-0001	Employee Overtime	1,281.56	90.03	153.38	1,128.18	0.00	1,128.18	88.03
10-01-4120-0700	401K Retirement Supplement	5,077.50	596.49	1,745.82	3,331.68	0.00	3,331.68	65.62
10-01-4120-0900	F.I.C.A.	7,768.57	910.63	2,685.15	5,083.42	0.00	5,083.42	65.44
10-01-4120-1000	LGERS Retirement	13,099.95	1,538.92	4,504.19	8,595.76	0.00	8,595.76	65.62
10-01-4120-1100	HealthLifeDental Insurance	18,434.00	1,902.96	4,596.49	13,837.51	0.00	13,837.51	75.07
10-01-4120-1400	Workers Compensation Insurance	1,500.00	0.00	1,084.49	415.51	0.00	415.51	27.70
10-01-4120-2500	Vehicle Supplies	261.00	87.13	153.59	107.41	0.00	107.41	41.15
10-01-4120-2600	Departmental Supplies	22,000.00	1,369.73	6,397.45	15,602.55	962.65	14,639.90	66.55
10-01-4120-3100	Travel & Training	11,000.00	5,424.75	5,917.30	5,082.70	457.98	4,624.72	42.04
10-01-4120-3200	Communications	4,800.00	207.02	1,526.29	3,273.71	1,061.04	2,212.67	46.10
10-01-4120-3300	Utilities	6,100.00	690.29	1,712.19	4,387.81	0.00	4,387.81	71.93
10-01-4120-3400	Emergency Preparedness	2,000.00	947.14	1,434.37	565.63	0.00	565.63	28.28
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	210,000.00	11,545.73	24,956.83	185,043.17	365.84	184,677.33	87.94
10-01-4120-4500	Insurance & Bonding	8,766.45	0.00	5,809.59	2,956.86	0.00	2,956.86	33.73
10-01-4120-5000	Capital Purchases Under \$5000	0.00	36,318.62	36,318.62	-36,318.62	0.00	-36,318.62	0.00
10-01-4120-5400	Capital Outlay - Vehicles	7,000.00	576.67	2,306.68	4,693.32	4,613.36	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	74,137.96	249,893.98	489,830.05	7,460.87	482,369.18	65.21

General Ledger

Expenditures vs Budget with

Encumbrances by Depart



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 Period 04 - 04
 Fiscal Year 2024

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	11,280.18	36,595.32	114,334.68	0.00	114,334.68	75.75
10-02-4140-0001	Employee Overtime	2,248.00	39.38	264.41	1,983.59	0.00	1,983.59	88.24
10-02-4140-0200	Part Time Employees	25,593.00	2,784.78	14,165.00	11,428.00	0.00	11,428.00	44.65
10-02-4140-0700	401K Retirement Supplement	7,789.90	565.98	1,842.98	5,946.92	0.00	5,946.92	76.34
10-02-4140-0900	F.I.C.A.	13,876.41	1,064.32	3,849.24	10,027.17	0.00	10,027.17	72.26
10-02-4140-1000	LGERS Retirement	20,097.94	1,460.23	4,754.92	15,343.02	0.00	15,343.02	76.34
10-02-4140-1100	HealthLifeDental Insurance	30,288.30	2,621.21	8,166.67	22,121.63	0.00	22,121.63	73.04
10-02-4140-1400	Workers Compensation Insurance	1,800.00	0.00	1,301.39	498.61	0.00	498.61	27.70
10-02-4140-2600	Departmental Supplies	18,903.15	808.66	2,890.68	16,012.47	5,217.44	10,795.03	57.11
10-02-4140-3100	Travel & Traning	12,000.00	1,350.96	1,723.28	10,276.72	0.00	10,276.72	85.64
10-02-4140-3200	Communications	5,612.25	41.38	1,730.37	3,881.88	2,829.39	1,052.49	18.75
10-02-4140-3300	Utilities	3,098.55	450.10	947.81	2,150.74	0.00	2,150.74	69.41
10-02-4140-3901	Community Garden Expenses	7,200.00	0.00	38.41	7,161.59	0.00	7,161.59	99.47
10-02-4140-4400	Contract Services	37,925.00	3,568.62	12,375.64	25,549.36	2,457.73	23,091.63	60.89
10-02-4140-4410	Property Tax Fees	40,000.00	2,013.81	6,539.45	33,460.55	0.00	33,460.55	83.65
10-02-4140-4411	Motor Vehicle Fees	10,000.00	742.70	3,270.12	6,729.88	0.00	6,729.88	67.30
10-02-4140-4500	Insurance & Bonding	2,800.00	27.54	2,874.22	-74.22	0.00	-74.22	-2.65
10-02-4140-5000	Capital Purchases Under \$5000	8,000.00	0.00	2,677.78	5,322.22	0.00	5,322.22	66.53
02	Finance	398,162.50	28,819.85	106,007.69	292,154.81	10,504.56	281,650.25	70.74

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03	Buildings & Grounds							
10-03-4190-0000	Full-Time Employees	616,416.00	43,465.99	168,638.02	447,777.98	0.00	447,777.98	72.64
10-03-4190-0001	Employee Overtime	15,848.50	18.73	2,434.31	13,414.19	0.00	13,414.19	84.64
10-03-4190-0700	401K Retirement Supplement	31,744.23	2,174.24	8,553.62	23,190.61	0.00	23,190.61	73.05
10-03-4190-0900	F.I.C.A.	48,568.66	3,240.05	12,753.31	35,815.35	0.00	35,815.35	73.74
10-03-4190-1000	LGERS Retirement	81,900.10	5,609.50	22,068.28	59,831.82	0.00	59,831.82	73.05
10-03-4190-1100	HealthLifeDental Insurance	174,355.00	14,526.17	45,736.97	128,618.03	0.00	128,618.03	73.77
10-03-4190-1400	Workers Compensation Insurance	13,503.00	0.00	9,762.57	3,740.43	0.00	3,740.43	27.70
10-03-4190-2100	Uniforms & Protective Gear	10,000.00	796.02	3,369.26	6,630.74	6,676.36	-45.62	-0.46
10-03-4190-2500	Vehicle Supplies	16,000.00	2,420.31	5,518.43	10,481.57	593.94	9,887.63	61.80
10-03-4190-2600	Departmental Supplies	20,000.00	1,074.17	7,928.91	12,071.09	8,157.31	3,913.78	19.57
10-03-4190-3100	Travel & Training	1,500.00	0.00	20.00	1,480.00	0.00	1,480.00	98.67
10-03-4190-3200	Communications	2,200.00	175.52	930.38	1,269.62	0.00	1,269.62	57.71
10-03-4190-3300	Utilities	14,100.00	1,698.44	4,699.42	9,400.58	1,539.03	7,861.55	55.76
10-03-4190-3500	RM Equipment	5,200.00	24.93	3,519.42	1,680.58	363.00	1,317.58	25.34
10-03-4190-3501	RM Vehicles	5,000.00	108.21	108.21	4,891.79	0.00	4,891.79	97.84
10-03-4190-3502	RM Facilities	203,000.00	11,303.81	28,685.76	174,314.24	8,150.30	166,163.94	81.85
10-03-4190-3503	RM Cemetery	86,670.00	7,635.00	12,841.25	73,828.75	0.00	73,828.75	85.18
10-03-4190-3504	Forestry Projects	5,250.00	426.83	426.83	4,823.17	0.00	4,823.17	91.87
10-03-4190-3900	Other Services	28,000.00	0.00	14,903.11	13,096.89	0.00	13,096.89	46.77
10-03-4190-4400	Contract Services	21,000.00	1,146.34	10,576.93	10,423.07	2,032.32	8,390.75	39.96
10-03-4190-4500	Insurance & Bonding	54,000.00	0.00	35,788.05	18,211.95	0.00	18,211.95	33.73
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	1,726.58	6,906.32	15,093.68	13,812.64	1,281.04	5.82
03	Buildings & Grounds	1,481,255.49	97,570.84	406,169.36	1,075,086.13	41,324.90	1,033,761.23	69.79

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04	Garage							
10-04-4250-0000	Full-Time Employees	123,770.00	10,070.86	38,293.28	85,476.72	0.00	85,476.72	69.06
10-04-4250-0001	Employee Overtime	2,025.11	373.80	373.80	1,651.31	0.00	1,651.31	81.54
10-04-4250-0700	401K Retirement Supplement	6,420.75	522.23	1,933.36	4,487.39	0.00	4,487.39	69.89
10-04-4250-0900	F.I.C.A.	9,823.75	794.16	2,939.28	6,884.47	0.00	6,884.47	70.08
10-04-4250-1000	LGERS Retirement	16,565.53	1,347.35	4,988.04	11,577.49	0.00	11,577.49	69.89
10-04-4250-1100	HealthLifeDental Insurance	34,184.00	3,054.80	11,145.90	23,038.10	0.00	23,038.10	67.39
10-04-4250-1400	Workers Compensation Insurance	3,800.00	0.00	2,747.37	1,052.63	0.00	1,052.63	27.70
10-04-4250-2100	Uniforms & Protective Gear	3,500.00	384.34	575.88	2,924.12	2,721.26	202.86	5.80
10-04-4250-2500	Vehicle Supplies	4,109.70	743.61	1,053.99	3,055.71	0.00	3,055.71	74.35
10-04-4250-2600	Departmental Supplies	7,750.00	172.84	805.21	6,944.79	0.00	6,944.79	89.61
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	102.60	307.14	1,042.86	0.00	1,042.86	77.25
10-04-4250-3300	Utilities	8,200.00	461.79	1,443.40	6,756.60	0.00	6,756.60	82.40
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	450.00	833.11	3,366.89	1,666.89	1,700.00	40.48
10-04-4250-4500	Insurance & Bonding	2,000.00	0.00	1,325.48	674.52	0.00	674.52	33.73
10-04-4250-5400	Capital Outlay - Vehicles	12,000.00	992.72	3,970.88	8,029.12	7,941.76	87.36	0.73
04	Garage	249,898.84	19,471.10	76,636.11	173,262.73	12,329.91	160,932.82	64.40

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05	Streets							
10-05-4511-0000	Full-Time Employees	130,987.00	12,213.56	45,881.77	85,105.23	0.00	85,105.23	64.97
10-05-4511-0001	Employee Overtime	7,357.00	675.17	2,585.59	4,771.41	0.00	4,771.41	64.86
10-05-4511-0200	Part-Time Employees	60,200.00	6,232.50	26,131.07	34,068.93	0.00	34,068.93	56.59
10-05-4511-0700	401K Retirement Supplement	7,048.20	644.45	2,422.49	4,625.71	0.00	4,625.71	65.63
10-05-4511-0900	F.I.C.A.	15,389.05	1,445.33	5,642.47	9,746.58	0.00	9,746.58	63.33
10-05-4511-1000	LGERS Retirement	18,184.36	1,662.64	6,249.96	11,934.40	0.00	11,934.40	65.63
10-05-4511-1100	HealthLifeDental Insurance	39,682.50	3,731.19	12,686.03	26,996.47	0.00	26,996.47	68.03
10-05-4511-1400	Workers Compensation Insurance	4,000.00	0.00	2,891.97	1,108.03	0.00	1,108.03	27.70
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	1,400.45	3,391.63	5,363.27	0.00	5,363.27	61.26
10-05-4511-2600	Departmental Supplies	50,000.00	403.20	3,643.31	46,356.69	3,096.80	43,259.89	86.52
10-05-4511-3200	Communications	800.00	75.36	649.61	150.39	0.00	150.39	18.80
10-05-4511-3300	Utilities	112,000.00	9,029.06	27,221.65	84,778.35	0.00	84,778.35	75.69
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	190.69	2,609.31	0.00	2,609.31	93.19
10-05-4511-4400	Contract Services	20,850.00	1,762.50	1,762.50	19,087.50	0.00	19,087.50	91.55
10-05-4511-4500	Insurance & Bonding	25,000.00	0.00	16,568.54	8,431.46	0.00	8,431.46	33.73
10-05-4511-5400	Capital Outlay - Vehicles	6,100.00	481.51	1,926.04	4,173.96	3,852.08	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	541,653.01	39,756.92	159,845.32	381,807.69	6,948.88	374,858.81	69.21

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06	Animal Protective Services							
10-06-4600-0000	Full Time Employees	64,131.00	4,706.78	19,005.47	45,125.53	0.00	45,125.53	70.36
10-06-4600-0200	Part-time Employees	4,200.00	284.00	697.00	3,503.00	0.00	3,503.00	83.40
10-06-4600-0700	401k Retirement Supplement	3,206.55	235.34	950.28	2,256.27	0.00	2,256.27	70.36
10-06-4600-0900	F.I.C.A	5,227.32	370.25	1,464.13	3,763.19	0.00	3,763.19	71.99
10-06-4600-1000	LGERS Retirement	8,272.90	607.18	2,451.72	5,821.18	0.00	5,821.18	70.36
10-06-4600-1100	HeathLifeDental Insurance	12,000.00	1,324.85	4,171.50	7,828.50	0.00	7,828.50	65.24
10-06-4600-1400	Workers Compensation Insurance	1,078.59	410.30	988.69	89.90	0.00	89.90	8.33
10-06-4600-2100	Uniforms & Protective Gear	450.00	0.00	90.40	359.60	209.60	150.00	33.33
10-06-4600-2500	Vehicle Supplies	1,500.00	61.69	195.34	1,304.66	0.00	1,304.66	86.98
10-06-4600-2600	Departmental Supplies	8,600.00	129.29	229.11	8,370.89	1,179.56	7,191.33	83.62
10-06-4600-2602	Animal Care	12,000.00	2,010.01	2,010.01	9,989.99	989.99	9,000.00	75.00
10-06-4600-3100	Travel & Training	4,000.00	300.00	3,349.18	650.82	0.00	650.82	16.27
10-06-4600-3200	Communications	1,000.00	89.83	269.13	730.87	0.00	730.87	73.09
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	498.14	1,992.56	3,983.44	3,983.44	0.00	0.00
06	Animal Protective Services	134,342.36	11,027.66	37,864.52	96,477.84	6,362.59	90,115.25	67.08

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07	Human Resources							
10-07-4700-0000	Full-Time Employees	28,853.00	2,210.61	8,550.36	20,302.64	0.00	20,302.64	70.37
10-07-4700-0700	401K Retirement Supplement	1,442.65	110.52	427.51	1,015.14	0.00	1,015.14	70.37
10-07-4700-0900	F.I.C.A.	2,207.25	164.98	637.56	1,569.69	0.00	1,569.69	71.12
10-07-4700-1000	LGERS Retirement	3,722.04	285.16	1,102.99	2,619.05	0.00	2,619.05	70.37
10-07-4700-1100	HealthLifeDental Insurance	3,996.00	510.53	1,181.72	2,814.28	0.00	2,814.28	70.43
10-07-4700-1400	Workers Compensation Insurance	200.00	0.00	144.60	55.40	0.00	55.40	27.70
10-07-4700-2600	Departmental Supplies	1,000.00	27.27	27.27	972.73	0.00	972.73	97.27
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	42.71	127.99	472.01	0.00	472.01	78.67
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	5,375.00	26,025.00	0.00	26,025.00	82.88
07	Human Resources	85,420.94	3,351.78	17,575.00	67,845.94	0.00	67,845.94	79.43

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10	Police							
10-10-4310-0000	Full-Time Employees	950,377.00	68,201.88	265,484.94	684,892.06	0.00	684,892.06	72.07
10-10-4310-0001	Employee Overtime	37,296.00	3,173.98	16,720.20	20,575.80	0.00	20,575.80	55.17
10-10-4310-0200	Part time Salaries	70,376.00	1,351.36	9,834.35	60,541.65	3,995.00	56,546.65	80.35
10-10-4310-0400	Separation Allowance-Leo	12,819.00	986.08	3,803.45	9,015.55	0.00	9,015.55	70.33
10-10-4310-0700	401K Retirement Supplement	49,514.65	3,568.81	14,067.85	35,446.80	0.00	35,446.80	71.59
10-10-4310-0900	F.I.C.A.	82,121.83	5,568.58	22,416.33	59,705.50	0.00	59,705.50	72.70
10-10-4310-1000	LGERS Retirement	147,923.78	9,984.07	39,355.49	108,568.29	0.00	108,568.29	73.39
10-10-4310-1100	HealthLifeDental Insurance	244,031.50	19,592.66	62,459.68	181,571.82	0.00	181,571.82	74.41
10-10-4310-1400	Workers Compensation Insurance	38,249.40	113.82	27,984.35	10,265.05	0.00	10,265.05	26.84
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	244.62	2,311.24	22,688.76	1,834.45	20,854.31	83.42
10-10-4310-2500	Vehicle Supplies	52,000.00	7,730.79	16,944.46	35,055.54	0.00	35,055.54	67.41
10-10-4310-2600	Departmental Supplies	16,000.00	1,044.75	1,341.23	14,658.77	2,007.67	12,651.10	79.07
10-10-4310-3100	Travel & Training	15,750.00	0.00	531.47	15,218.53	0.00	15,218.53	96.63
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	1,852.71	6,076.82	18,136.18	4,508.15	13,628.03	56.28
10-10-4310-3300	Utilities	3,098.55	450.09	947.82	2,150.73	0.00	2,150.73	69.41
10-10-4310-3500	RM Equipment	4,500.00	0.00	200.00	4,300.00	0.00	4,300.00	95.56
10-10-4310-3501	RM Vehicles	12,943.56	0.00	9,456.00	3,487.56	663.30	2,824.26	21.82
10-10-4310-4400	Contract Services	111,794.00	6,053.23	12,575.41	99,218.59	34,490.09	64,728.50	57.90
10-10-4310-4500	Insurance & Bonding	48,183.45	0.00	33,792.15	14,391.30	0.00	14,391.30	29.87
10-10-4310-5000	Capital Purchases Under \$5000	0.00	0.00	1,170.45	-1,170.45	0.00	-1,170.45	0.00
10-10-4310-5400	Capital Outlay - Vehicles	135,167.40	9,588.01	38,352.04	96,815.36	76,704.06	20,111.30	14.88
10-10-4310-5500	Capital Outlay - Equipment	246,720.00	0.00	0.00	246,720.00	246,394.88	325.12	0.13
10	Police	2,353,856.62	139,505.44	585,825.73	1,768,030.89	370,597.60	1,397,433.29	59.37

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11	Fire							
10-11-4340-0000	Full-Time Employees	809,327.00	59,051.73	226,455.66	582,871.34	0.00	582,871.34	72.02
10-11-4340-0001	Employee Overtime	75,671.00	5,202.33	22,349.14	53,321.86	0.00	53,321.86	70.47
10-11-4340-0100	Volunteer Fire Fees	109,500.00	10,975.00	33,191.07	76,308.93	0.00	76,308.93	69.69
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	3,212.64	12,412.69	31,837.21	0.00	31,837.21	71.95
10-11-4340-0900	F.I.C.A.	82,199.10	5,671.50	21,302.55	60,896.55	0.00	60,896.55	74.08
10-11-4340-1000	Fire Fighter Pension Plan Cont	110,302.00	8,288.76	32,024.84	78,277.16	0.00	78,277.16	70.97
10-11-4340-1002	Payments To Retirees	24,180.00	2,015.00	7,484.29	16,695.71	0.00	16,695.71	69.05
10-11-4340-1100	HealthLifeDental Insurance	120,000.00	12,230.70	38,981.84	81,018.16	0.00	81,018.16	67.52
10-11-4340-1400	Workers Compensation Insurance	25,597.00	0.00	18,506.44	7,090.56	0.00	7,090.56	27.70
10-11-4340-1800	Professional Fees	8,000.00	0.00	2,526.99	5,473.01	0.00	5,473.01	68.41
10-11-4340-2100	Uniforms & Protective Gear	25,000.00	5,538.21	11,272.54	13,727.46	0.00	13,727.46	54.91
10-11-4340-2500	Vehicle Supplies	49,368.00	8,235.86	16,657.91	32,710.09	1,402.84	31,307.25	63.42
10-11-4340-2600	Departmental Supplies	25,000.00	5,224.50	6,701.31	18,298.69	58.55	18,240.14	72.96
10-11-4340-2604	Fire Prevention	16,000.00	956.49	12,169.06	3,830.94	727.49	3,103.45	19.40
10-11-4340-3100	Travel & Training	30,000.00	2,475.82	8,191.62	21,808.38	132.87	21,675.51	72.25
10-11-4340-3200	Communications	15,000.00	872.71	7,357.13	7,642.87	4,244.04	3,398.83	22.66
10-11-4340-3300	Utilities	25,000.00	3,894.71	11,590.87	13,409.13	3,423.38	9,985.75	39.94
10-11-4340-3500	RM Equipment	8,000.00	0.00	528.21	7,471.79	4,784.84	2,686.95	33.59
10-11-4340-3501	RM Vehicles	35,000.00	11,107.92	25,899.55	9,100.45	6,389.66	2,710.79	7.75
10-11-4340-3502	RM Facilities	18,000.00	588.75	4,842.45	13,157.55	107.70	13,049.85	72.50
10-11-4340-3503	Substation Lease	15,000.00	1,250.00	5,000.00	10,000.00	8,750.00	1,250.00	8.33
10-11-4340-4400	Contract Services	30,000.00	374.16	22,087.64	7,912.36	4,424.41	3,487.95	11.63
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	271,505.00	0.00	0.00	271,505.00	124,862.67	146,642.33	54.01
10-11-4340-7100	Debt Service	305,000.00	0.00	285,402.96	19,597.04	0.00	19,597.04	6.43
11	Fire	2,401,899.00	147,166.79	855,941.76	1,545,957.24	159,308.45	1,386,648.79	57.73

General Ledger

Expenditures vs Budget with

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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
12	Rescue							
10-12-4370-0000	Full-Time Employees	163,408.00	10,428.75	25,330.62	138,077.38	0.00	138,077.38	84.50
10-12-4370-0001	Employee Overtime	18,643.00	2,949.54	5,897.50	12,745.50	0.00	12,745.50	68.37
10-12-4370-0200	Volunteer Rescue Fees	260,000.00	20,785.32	77,646.45	182,353.55	0.00	182,353.55	70.14
10-12-4370-0700	401K Retirement Supplement	9,102.55	668.92	1,561.42	7,541.13	0.00	7,541.13	82.85
10-12-4370-0900	F.I.C.A.	33,816.90	2,605.68	8,247.04	25,569.86	0.00	25,569.86	75.61
10-12-4370-1000	RetirementState Shared	23,484.88	1,725.80	4,028.43	19,456.45	0.00	19,456.45	82.85
10-12-4370-1100	HealthLifeDental Insurance	33,728.30	1,390.18	4,098.38	29,629.92	0.00	29,629.92	87.85
10-12-4370-1400	Workers Compensation Insurance	2,400.00	0.00	1,735.18	664.82	0.00	664.82	27.70
10-12-4370-2100	Uniforms & Protective Gear	10,000.00	2,760.00	2,760.00	7,240.00	0.00	7,240.00	72.40
10-12-4370-2500	Vehicle Supplies	8,000.00	4,462.11	8,316.82	-316.82	0.00	-316.82	-3.96
10-12-4370-2600	Departmenta Supplies	12,000.00	0.00	986.27	11,013.73	0.00	11,013.73	91.78
10-12-4370-2601	Medical Supplies	23,000.00	1,685.19	16,323.54	6,676.46	3,586.59	3,089.87	13.43
10-12-4370-3100	Travel & Training	7,000.00	59.44	174.15	6,825.85	0.00	6,825.85	97.51
10-12-4370-3200	Communications	8,000.00	567.51	3,929.28	4,070.72	0.00	4,070.72	50.88
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	5.47	96.13	11,903.87	0.00	11,903.87	99.20
10-12-4370-3501	RM Vehicles	5,000.00	250.53	364.88	4,635.12	5,217.03	-581.91	-11.64
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	220.22	15,199.45	34,800.55	3,077.19	31,723.36	63.45
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	42,550.60	-2,550.60	1,756.13	-4,306.73	-10.77
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	50,564.66	219,246.14	620,337.49	13,636.94	606,700.55	72.26

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40	Planning and Permitting							
10-40-4350-0000	Full-Time Employees	223,313.53	5,108.53	26,044.77	197,268.76	0.00	197,268.76	88.34
10-40-4350-0001	Employee Overtime	3,423.00	487.85	829.53	2,593.47	0.00	2,593.47	75.77
10-40-4350-0700	401K Retirement Supplement	11,467.83	279.82	1,343.71	10,124.12	0.00	10,124.12	88.28
10-40-4350-0900	F.I.C.A.	17,545.77	421.79	2,031.66	15,514.11	0.00	15,514.11	88.42
10-40-4350-1000	LGERS Retirement	29,586.99	721.93	3,466.78	26,120.21	0.00	26,120.21	88.28
10-40-4350-1100	HealthLifeDental Insurance	43,329.76	1,988.11	8,481.69	34,848.07	0.00	34,848.07	80.43
10-40-4350-1400	Workers Compensation Insurance	2,650.00	0.00	1,915.93	734.07	0.00	734.07	27.70
10-40-4350-2500	Vehicle Supplies	800.00	99.00	155.82	644.18	0.00	644.18	80.52
10-40-4350-2600	Departmental Supplies	4,875.00	-338.55	-163.82	5,038.82	574.22	4,464.60	91.58
10-40-4350-3100	Travel & Training	11,000.00	325.00	860.00	10,140.00	0.00	10,140.00	92.18
10-40-4350-3200	Communications	4,300.00	109.07	1,606.33	2,693.67	1,768.36	925.31	21.52
10-40-4350-3300	Utilities	1,700.00	466.08	1,011.06	688.94	126.76	562.18	33.07
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	48.90	201.10	0.00	201.10	80.44
10-40-4350-4400	Contract Services	15,000.00	11,764.81	18,014.89	-3,014.89	702.48	-3,717.37	-24.78
10-40-4350-4500	Insurance & Bonding	6,000.00	0.00	3,976.45	2,023.55	0.00	2,023.55	33.73
10-40-4350-5400	Capital Outlay - Vehicles	7,000.00	1,153.36	4,613.44	2,386.56	2,386.56	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	22,586.80	74,237.14	311,084.74	5,558.38	305,526.36	79.29

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41	DEPT							
10-41-4380-0000	Full-Time Employees	268,456.69	13,262.28	51,818.34	216,638.35	0.00	216,638.35	80.70
10-41-4380-0001	Employee Overtime	7,911.12	128.08	509.15	7,401.97	0.00	7,401.97	93.56
10-41-4380-0200	Part-Time Employees	41,210.92	236.34	571.16	40,639.76	0.00	40,639.76	98.61
10-41-4380-0700	401K Retirement Supplement	14,274.39	669.54	2,616.40	11,657.99	0.00	11,657.99	81.67
10-41-4380-0900	F.I.C.A.	24,992.45	1,030.01	3,997.36	20,995.09	0.00	20,995.09	84.01
10-41-4380-1000	LGERS Retirement	36,827.93	1,727.36	6,750.25	30,077.68	0.00	30,077.68	81.67
10-41-4380-1100	HealthLifeDental Insurance	55,891.59	3,116.65	8,151.15	47,740.44	0.00	47,740.44	85.42
10-41-4380-1400	Workers Compensation Insurance	2,650.00	0.00	1,915.93	734.07	0.00	734.07	27.70
10-41-4380-2500	Vehicle Supplies	1,600.00	111.36	212.23	1,387.77	0.00	1,387.77	86.74
10-41-4380-2600	Departmental Supplies	4,875.00	1,402.68	2,048.15	2,826.85	55.00	2,771.85	56.86
10-41-4380-3100	Travel & Training	3,000.00	1,071.50	1,949.50	1,050.50	449.80	600.70	20.02
10-41-4380-3200	Communications	2,000.00	185.32	831.38	1,168.62	0.00	1,168.62	58.43
10-41-4380-3300	Utilities	1,700.00	15.98	63.25	1,636.75	126.75	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	11,421.70	13,855.13	8,644.87	702.48	7,942.39	35.30
10-41-4380-4500	Insurance & Bonding	5,000.00	0.00	3,313.71	1,686.29	0.00	1,686.29	33.73
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	34,378.80	98,603.09	414,617.00	1,334.03	413,282.97	80.53

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80	Parks & Recreation							
10-80-6120-0000	Full-Time Employees	218,784.00	16,637.04	58,943.68	159,840.32	0.00	159,840.32	73.06
10-80-6120-0001	Employee Overtime	9,436.00	793.28	4,432.57	5,003.43	0.00	5,003.43	53.02
10-80-6120-0200	Part Time Salaries	125,143.00	5,497.68	35,434.35	89,708.65	0.00	89,708.65	71.68
10-80-6120-0700	401K Retirement Supplement	11,411.00	870.89	3,134.80	8,276.20	0.00	8,276.20	72.53
10-80-6120-0900	F.I.C.A.	18,331.77	1,701.35	7,355.99	10,975.78	0.00	10,975.78	59.87
10-80-6120-1000	LGERS Retirement	29,440.38	2,246.86	8,087.72	21,352.66	0.00	21,352.66	72.53
10-80-6120-1100	HealthLifeDental Insurance	54,958.00	2,347.47	9,364.12	45,593.88	0.00	45,593.88	82.96
10-80-6120-1400	Workers Compensation Insurance	9,797.76	0.00	7,083.88	2,713.88	0.00	2,713.88	27.70
10-80-6120-2100	Uniforms & Protective Gear	3,000.00	138.69	236.32	2,763.68	0.00	2,763.68	92.12
10-80-6120-2500	Vehicle Supplies	6,500.00	797.32	2,094.06	4,405.94	0.00	4,405.94	67.78
10-80-6120-2600	Departmental Supplies	52,000.00	8,673.52	20,576.30	31,423.70	4,262.15	27,161.55	52.23
10-80-6120-3100	Travel & Training	5,000.00	827.85	1,597.85	3,402.15	0.00	3,402.15	68.04
10-80-6120-3200	Communications	5,250.00	93.79	1,425.94	3,824.06	2,398.42	1,425.64	27.16
10-80-6120-3300	Utilities	46,200.00	8,318.20	18,436.21	27,763.79	0.00	27,763.79	60.09
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	12.59	12.59	3,137.41	0.00	3,137.41	99.60
10-80-6120-3502	RM Facilities	39,000.00	637.60	15,999.65	23,000.35	7,004.23	15,996.12	41.02
10-80-6120-4400	Contract Services	29,000.00	1,060.25	10,936.73	18,063.27	2,287.64	15,775.63	54.40
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	552.90	2,211.60	23,069.40	6,970.85	16,098.55	63.68
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	51,207.28	207,364.36	711,318.55	22,923.29	688,395.26	74.93

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81	Community Building							
10-81-6150-0000	Full-Time Employees	51,336.50	3,528.00	13,837.71	37,498.79	0.00	37,498.79	73.05
10-81-6150-0001	Employee Overtime	0.00	111.56	271.03	-271.03	0.00	-271.03	0.00
10-81-6150-0200	Part-Time Employees	50,000.00	3,835.95	10,344.20	39,655.80	0.00	39,655.80	79.31
10-81-6150-0700	401K Retirement Supplement	2,566.83	176.40	678.58	1,888.25	0.00	1,888.25	73.56
10-81-6150-0900	F.I.C.A.	7,752.24	570.74	1,834.67	5,917.57	0.00	5,917.57	76.33
10-81-6150-1000	LGERS Retirement	6,622.41	455.12	1,750.76	4,871.65	0.00	4,871.65	73.56
10-81-6150-1100	HealthLifeDental Insurance	12,000.00	695.78	1,285.05	10,714.95	0.00	10,714.95	89.29
10-81-6150-1400	Workers Compensation Insurance	2,281.44	0.00	1,649.15	632.29	0.00	632.29	27.71
10-81-6150-2600	Departmental Supplies	3,000.00	391.85	969.22	2,030.78	494.10	1,536.68	51.22
10-81-6150-2700	Marketing	3,500.00	0.00	152.36	3,347.64	0.00	3,347.64	95.65
10-81-6150-3200	Communications	1,500.00	86.12	702.28	797.72	707.32	90.40	6.03
10-81-6150-3300	Utilities	12,500.00	1,428.92	3,881.90	8,618.10	0.00	8,618.10	68.94
10-81-6150-4400	Contract Services	5,500.00	0.00	25.00	5,475.00	0.00	5,475.00	99.55
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	11,280.44	37,381.91	123,177.51	1,201.42	121,976.09	75.97

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82	Tourism							
10-82-6170-0000	Full-Time Employees	198,103.00	10,952.97	55,385.38	142,717.62	0.00	142,717.62	72.04
10-82-6170-0001	Employee Overtime	2,500.00	0.00	186.99	2,313.01	0.00	2,313.01	92.52
10-82-6170-0700	401K Retirement Supplement	10,161.15	547.64	2,778.61	7,382.54	0.00	7,382.54	72.65
10-82-6170-0900	F.I.C.A.	15,546.56	825.34	4,181.10	11,365.46	0.00	11,365.46	73.11
10-82-6170-1000	LGERS Retirement	26,215.77	1,412.94	7,168.84	19,046.93	0.00	19,046.93	72.65
10-82-6170-1100	HealthLifeDental Insurance	37,728.00	2,649.70	10,963.42	26,764.58	0.00	26,764.58	70.94
10-82-6170-1400	Workers Compensation Insurance	3,368.41	0.00	2,636.75	731.66	0.00	731.66	21.72
10-82-6170-2600	Departmental Supplies	18,000.00	718.27	1,720.14	16,279.86	5,753.98	10,525.88	58.48
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	593.95	593.95	9,406.05	328.58	9,077.47	90.77
10-82-6170-2711	Special Marketing Opps	10,000.00	733.86	1,583.86	8,416.14	2,952.73	5,463.41	54.63
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	896.75	1,422.69	3,577.31	296.75	3,280.56	65.61
10-82-6170-3200	Communications	5,000.00	161.36	885.50	4,114.50	1,667.16	2,447.34	48.95
10-82-6170-3300	Utilities	11,500.00	1,874.92	4,668.31	6,831.69	0.00	6,831.69	59.41
10-82-6170-4400	Contract Services	26,000.00	2,546.34	4,075.25	21,924.75	7,191.89	14,732.86	56.66
10-82-6170-4500	Insurance & Bonding	5,000.00	0.00	3,313.71	1,686.29	0.00	1,686.29	33.73
82	Tourism	397,122.89	23,914.04	101,564.50	295,558.39	18,191.09	277,367.30	69.84

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96	Solid Waste							
10-96-4170-4400	Contract Services	0.00	26,999.46	94,342.59	-94,342.59	220,242.89	-314,585.48	0.00
96	Solid Waste	0.00	26,999.46	94,342.59	-94,342.59	220,242.89	-314,585.48	0.00

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Expense Total		11,838,995.69	790,864.94	3,392,283.65	8,446,712.04	905,974.19	7,540,737.85	63.6941
10	General Fund	11,838,995.69	790,864.94	3,392,283.65	8,446,712.04	905,974.19	7,540,737.85	63.69

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20	Powell Bill Fund							
20	Powell Bill							
20-20-4510-5500	Capital Outlay - Equipment	362,041.00	0.00	608.00	361,433.00	101,183.96	260,249.04	71.88
20	Powell Bill	362,041.00	0.00	608.00	361,433.00	101,183.96	260,249.04	71.88

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		362,041.00	0.00	608.00	361,433.00	101,183.96	260,249.04	71.8839
20	Powell Bill Fund	362,041.00	0.00	608.00	361,433.00	101,183.96	260,249.04	71.88

General Ledger

Expenditures vs Budget with

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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	5,874.88	16,992.77	47,883.23	2,620.00	45,263.23	69.77
11	Fire	64,876.00	5,874.88	16,992.77	47,883.23	2,620.00	45,263.23	69.77

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	5,874.88	16,992.77	47,883.23	2,620.00	45,263.23	69.7688
21	Firemen's Fund	64,876.00	5,874.88	16,992.77	47,883.23	2,620.00	45,263.23	69.77

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	51,265.50	107,241.50	2,395,152.50	378,884.20	2,016,268.30	80.57
23	DEPT	2,502,394.00	51,265.50	107,241.50	2,395,152.50	378,884.20	2,016,268.30	80.57

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		2,502,394.00	51,265.50	107,241.50	2,395,152.50	378,884.20	2,016,268.30	80.5736
23	Capital Project Fund	2,502,394.00	51,265.50	107,241.50	2,395,152.50	378,884.20	2,016,268.30	80.57

General Ledger

Expenditures vs Budget with

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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	29,991.63	108,448.99	306,419.01	0.00	306,419.01	73.86
30-93-7210-0001	Employee Overtime	8,174.00	397.05	975.25	7,198.75	0.00	7,198.75	88.07
30-93-7210-0200	Part-Time Employees	45,030.00	2,784.78	14,165.55	30,864.45	0.00	30,864.45	68.54
30-93-7210-0700	401K Retirement Supplement	21,152.10	1,402.33	5,035.57	16,116.53	0.00	16,116.53	76.19
30-93-7210-0900	F.I.C.A.	35,807.51	2,419.71	9,008.21	26,799.30	0.00	26,799.30	74.84
30-93-7210-1000	LGERS Retirement	54,572.42	3,618.03	12,991.86	41,580.56	0.00	41,580.56	76.19
30-93-7210-1100	HealthLifeDental Insurance	74,300.00	6,133.43	18,178.19	56,121.81	0.00	56,121.81	75.53
30-93-7210-1400	Workers Compensation Insurance	2,000.00	0.00	1,445.99	554.01	0.00	554.01	27.70
30-93-7210-1800	Professional Fees	13,959.75	0.00	6,139.16	7,820.59	0.00	7,820.59	56.02
30-93-7210-2100	Uniforms & Protective Gear	1,800.00	51.84	165.98	1,634.02	1,034.02	600.00	33.33
30-93-7210-2500	Vehicle Supplies	650.00	58.22	144.07	505.93	0.00	505.93	77.84
30-93-7210-2600	Departmental Supplies	22,000.00	0.00	2,864.62	19,135.38	4,823.87	14,311.51	65.05
30-93-7210-2700	Power Purchase	5,899,956.00	440,466.96	1,036,171.29	4,863,784.71	3,650,586.20	1,213,198.51	20.56
30-93-7210-2701	Utility Sales Tax	576,000.00	55,550.80	145,952.44	430,047.56	0.00	430,047.56	74.66
30-93-7210-3100	Travel & Training	10,000.00	875.00	875.00	9,125.00	0.00	9,125.00	91.25
30-93-7210-3200	Communications	4,000.00	47.12	944.34	3,055.66	1,414.64	1,641.02	41.03
30-93-7210-3300	Utilities	1,229.55	174.53	459.15	770.40	0.00	770.40	62.66
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	375.00	5,609.51	39,390.49	13,546.49	25,844.00	57.43
30-93-7210-4400	Contract Services	68,800.00	28,168.22	36,526.78	32,273.22	27,532.21	4,741.01	6.89
30-93-7210-4500	Insurance & Bonding	11,700.00	0.00	7,754.08	3,945.92	0.00	3,945.92	33.73
30-93-7210-4800	Billing Contract	216,703.20	0.00	42,557.74	174,145.46	0.00	174,145.46	80.36
30-93-7210-4900	Operations & Maintenance BEMC	586,100.10	48,932.70	196,324.32	389,775.78	390,694.32	-918.54	-0.16
30-93-7210-5400	Capital Outlay - Vehicles	7,100.00	558.67	2,234.68	4,865.32	4,469.36	395.96	5.58
30-93-7210-5500	Capital Outlay - Equipment	80,000.00	933.64	2,582.04	77,417.96	7,590.57	69,827.39	87.28
30-93-7210-5800	Capital Outlay -Capital Improv	179,143.06	20,310.09	20,310.09	158,832.97	70,429.05	88,403.92	49.35
30-93-7210-5900	Capital Outlay - System	3,490,000.00	10,922.12	35,107.59	3,454,892.41	2,069,663.05	1,385,229.36	39.69
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	654,171.87	1,712,972.49	10,168,212.20	6,241,783.78	3,926,428.42	33.05

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	654,171.87	1,712,972.49	10,168,212.20	6,241,783.78	3,926,428.42	33.0474
30	Electric Fund	11,881,184.69	654,171.87	1,712,972.49	10,168,212.20	6,241,783.78	3,926,428.42	33.05

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	56,202.74	208,457.41	633,008.59	0.00	633,008.59	75.23
31-91-7130-0001	Employee Overtime	13,240.00	1,364.89	7,104.43	6,135.57	0.00	6,135.57	46.34
31-91-7130-0200	Part-Time Employees	135,195.00	12,134.39	53,365.87	81,829.13	0.00	81,829.13	60.53
31-91-7130-0700	401K Retirement Supplement	42,735.30	2,761.28	10,343.36	32,391.94	0.00	32,391.94	75.80
31-91-7130-0900	F.I.C.A.	75,727.43	5,213.70	20,132.91	55,594.52	0.00	55,594.52	73.41
31-91-7130-1000	LGERS Retirement	65,385.01	7,123.99	26,685.63	38,699.38	0.00	38,699.38	59.19
31-91-7130-1100	HealthLifeDental Insurance	137,854.50	13,898.33	45,949.14	91,905.36	0.00	91,905.36	66.67
31-91-7130-1400	Workers Compensation Insurance	13,053.60	0.00	9,437.95	3,615.65	0.00	3,615.65	27.70
31-91-7130-1800	Professional Fees	16,800.00	0.00	1,166.67	15,633.33	0.00	15,633.33	93.06
31-91-7130-2100	Uniforms & Protective Gear	15,500.00	670.01	2,798.44	12,701.56	7,791.93	4,909.63	31.68
31-91-7130-2500	Vehicle Supplies	30,000.00	5,589.51	10,882.68	19,117.32	0.00	19,117.32	63.72
31-91-7130-2600	Departmental Supplies	46,000.00	833.90	8,627.62	37,372.38	13,133.94	24,238.44	52.69
31-91-7130-2606	Sewer SuppliesColl System	205,000.00	6,848.77	18,528.77	186,471.23	40,047.05	146,424.18	71.43
31-91-7130-2700	Water Purchase	1,590,000.00	396,578.21	557,136.54	1,032,863.46	242,863.46	790,000.00	49.69
31-91-7130-3100	Travel & Training	14,000.00	1,411.68	2,342.68	11,657.32	0.00	11,657.32	83.27
31-91-7130-3200	Communications	13,200.00	658.96	3,913.79	9,286.21	4,565.14	4,721.07	35.77
31-91-7130-3300	Utilities	54,000.00	4,476.68	12,801.07	41,198.93	3,849.03	37,349.90	69.17
31-91-7130-3500	RM Equipment	19,500.00	0.00	1,004.38	18,495.62	0.00	18,495.62	94.85
31-91-7130-3501	RM Vehicles	22,050.00	297.77	464.80	21,585.20	0.00	21,585.20	97.89
31-91-7130-3506	Sewer System R&M Coll System	690,000.00	13,311.55	22,767.87	667,232.13	46,663.47	620,568.66	89.94
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	1,196.00	4,608.00	9,042.00	612.00	8,430.00	61.76
31-91-7130-4400	Contract Services	1,259,655.00	66,554.83	326,723.33	932,931.67	902,555.30	30,376.37	2.41
31-91-7130-4500	Insurance & Bonding	65,000.00	1,000.00	44,078.21	20,921.79	0.00	20,921.79	32.19
31-91-7130-5400	Capital Outlay - Vehicles	89,000.00	3,018.23	12,072.92	76,927.08	24,145.84	52,781.24	59.30
31-91-7130-5500	Capital Outlay - Equipment	115,000.00	0.00	78,050.00	36,950.00	0.00	36,950.00	32.13
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	81,548.00	276,452.00	180,025.00	96,427.00	26.93
31-91-7130-7100	Bond Retirement	766,000.00	0.00	28,171.62	737,828.38	0.00	737,828.38	96.32
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	601,145.42	1,599,164.09	6,401,835.75	1,466,252.16	4,935,583.59	61.69

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		8,000,999.84	601,145.42	1,599,164.09	6,401,835.75	1,466,252.16	4,935,583.59	61.6871
31	Water & Sewer Fund	8,000,999.84	601,145.42	1,599,164.09	6,401,835.75	1,466,252.16	4,935,583.59	61.69

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

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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

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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	0.00	44,862.48	484,424.52	5,167.00	479,257.52	90.55
42	DEPT	529,287.00	0.00	44,862.48	484,424.52	5,167.00	479,257.52	90.55

General Ledger

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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
Expense Total		529,287.00	0.00	44,862.48	484,424.52	5,167.00	479,257.52	90.5478
42	Part F Grant. Capital Projects	529,287.00	0.00	44,862.48	484,424.52	5,167.00	479,257.52	90.55

General Ledger

Expenditures vs Budget with

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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
50	ARP SLFRF Funding							
50	ARPA Funding							
50-50-8111-4400	Contract Services	0.00	8,812.50	8,812.50	-8,812.50	0.00	-8,812.50	0.00
50	ARPA Funding	0.00	8,812.50	8,812.50	-8,812.50	0.00	-8,812.50	0.00

General Ledger

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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
Expense Total		0.00	8,812.50	8,812.50	-8,812.50	0.00	-8,812.50	0
50	ARP SLFRF Funding	0.00	8,812.50	8,812.50	-8,812.50	0.00	-8,812.50	0.00

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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
51	P Station Rehab SRP-D-ARP-0105							
51	DEPT							
51-51-8111-4400	Contract Services	0.00	0.00	5,052.52	-5,052.52	0.00	-5,052.52	0.00
51	DEPT	0.00	0.00	5,052.52	-5,052.52	0.00	-5,052.52	0.00

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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
Expense Total		0.00	0.00	5,052.52	-5,052.52	0.00	-5,052.52	0
51	P Station Rehab SRP-D-ARP-0105	0.00	0.00	5,052.52	-5,052.52	0.00	-5,052.52	0.00

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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
53	Sewer I&I SRP-W-ARP-0308							
53	DEPT							
53-53-8111-4400	Contract Services	0.00	7,970.00	7,970.00	-7,970.00	392,030.00	-400,000.00	0.00
53	DEPT	0.00	7,970.00	7,970.00	-7,970.00	392,030.00	-400,000.00	0.00

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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
Expense Total		0.00	7,970.00	7,970.00	-7,970.00	392,030.00	-400,000.00	0
53	Sewer I&I SRP-W-ARP-0308	0.00	7,970.00	7,970.00	-7,970.00	392,030.00	-400,000.00	0.00

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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
55	Mulberry Branch CS370714-03							
55	DEPT							
55-55-8111-4400	Contract Services	0.00	500.00	500.00	-500.00	0.00	-500.00	0.00
55	DEPT	0.00	500.00	500.00	-500.00	0.00	-500.00	0.00

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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
Expense Total		0.00	500.00	500.00	-500.00	0.00	-500.00	0
55	Mulberry Branch CS370714-03	0.00	500.00	500.00	-500.00	0.00	-500.00	0.00

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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
56	Sewer Replacement							
56	DEPT							
56-56-8111-4400	Contract Services	0.00	750.00	750.00	-750.00	0.00	-750.00	0.00
56	DEPT	0.00	750.00	750.00	-750.00	0.00	-750.00	0.00

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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
Expense Total		0.00	750.00	750.00	-750.00	0.00	-750.00	0
56	Sewer Replacement	0.00	750.00	750.00	-750.00	0.00	-750.00	0.00

General Ledger

Expenditures vs Budget with

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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
60	Waterfront Stabilization Fund							
60	DEPT							
60-60-8111-5800	Capital Outlay -Capital Improv	5,000,000.00	12,399.38	12,399.38	4,987,600.62	0.00	4,987,600.62	99.75
60	DEPT	5,000,000.00	12,399.38	12,399.38	4,987,600.62	0.00	4,987,600.62	99.75

General Ledger

Expenditures vs Budget with

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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
Expense Total		5,000,000.00	12,399.38	12,399.38	4,987,600.62	0.00	4,987,600.62	99.752
60	Waterfront Stabilization Fund	5,000,000.00	12,399.38	12,399.38	4,987,600.62	0.00	4,987,600.62	99.75

General Ledger

Expenditures vs Budget with

Encumbrances by Depart

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<u>Department</u>	<u>Description</u>	<u>Annual Budget</u>	<u>Period Amt</u>	<u>Yr to Date</u>	<u>Variance</u>	<u>Encumbered POs</u>	<u>Available</u>	<u>% Available</u>
Expense Total		40,979,778.22	2,133,754.49	6,909,609.38	34,070,168.84	9,493,895.29	24,576,273.55	59.9717

General Ledger

BUDGET STATUS REPORT

OVERTIME



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Account Number	Description	Budget Amount	Period Amt	YTD Amount	Variance	Encumbered Amount	Available	% Available
01	Administration	-	-	-	-	-	-	-
10-01-4120-0001	Employee Overtime	1,281.56	90.03	153.38	1,128.18	0.00	1,128.18	88.03
02	Finance	-	-	-	-	-	-	-
10-02-4140-0001	Employee Overtime	2,248.00	39.38	264.41	1,983.59	0.00	1,983.59	88.24
03	Buildings & Grounds	-	-	-	-	-	-	-
10-03-4190-0001	Employee Overtime	15,848.50	18.73	2,434.31	13,414.19	0.00	13,414.19	84.64
04	Garage	-	-	-	-	-	-	-
10-04-4250-0001	Employee Overtime	2,025.11	373.80	373.80	1,651.31	0.00	1,651.31	81.54
05	Streets	-	-	-	-	-	-	-
10-05-4511-0001	Employee Overtime	7,357.00	675.17	2,585.59	4,771.41	0.00	4,771.41	64.86
10	Police	-	-	-	-	-	-	-
10-10-4310-0001	Employee Overtime	37,296.00	3,173.98	16,720.20	20,575.80	0.00	20,575.80	55.17
11	Fire	-	-	-	-	-	-	-
10-11-4340-0001	Employee Overtime	75,671.00	5,202.33	22,349.14	53,321.86	0.00	53,321.86	70.47
12	Rescue	-	-	-	-	-	-	-
10-12-4370-0001	Employee Overtime	18,643.00	2,949.54	5,897.50	12,745.50	0.00	12,745.50	68.37
40	Planning and Permitting	-	-	-	-	-	-	-
10-40-4350-0001	Employee Overtime	3,423.00	487.85	829.53	2,593.47	0.00	2,593.47	75.77
41	DEPT	-	-	-	-	-	-	-
10-41-4380-0001	Employee Overtime	7,911.12	128.08	509.15	7,401.97	0.00	7,401.97	93.56
80	Parks & Recreation	-	-	-	-	-	-	-
10-80-6120-0001	Employee Overtime	9,436.00	793.28	4,432.57	5,003.43	0.00	5,003.43	53.02
81	Community Building	-	-	-	-	-	-	-
10-81-6150-0001	Employee Overtime	0.00	111.56	271.03	-271.03	0.00	-271.03	0.00
82	Tourism	-	-	-	-	-	-	-
10-82-6170-0001	Employee Overtime	2,500.00	0.00	186.99	2,313.01	0.00	2,313.01	92.52
91	WaterSewer	-	-	-	-	-	-	-
31-91-7130-0001	Employee Overtime	13,240.00	1,364.89	7,104.43	6,135.57	0.00	6,135.57	46.34

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	397.05	975.25	7,198.75	0.00	7,198.75	88.07
Expense Total		205,054.29	15,805.67	65,087.28	139,967.01	0.00	139,967.01	68.2585

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	266,168.63	851,506.02	3,068,764.98	0.00	3,068,764.98	78.28
10-00-3100-1200	Motor Vehicles Tax Collections	250,000.00	19,492.10	93,600.17	156,399.83	0.00	156,399.83	62.56
10-00-3100-1700	InterestPenalties -Taxes	5,600.00	81.41	1,586.62	4,013.38	0.00	4,013.38	71.67
10-00-3100-1710	Motor Vehicle Interest	1,500.00	143.40	663.55	836.45	0.00	836.45	55.76
10-00-3102-0000	Ad Valorem Tax Prior Years	30,000.00	2,258.03	20,902.71	9,097.29	0.00	9,097.29	30.32
10-00-3230-0000	Local Option Sales Tax	1,900,000.00	181,850.98	671,217.68	1,228,782.32	0.00	1,228,782.32	64.67
10-00-3260-0000	Privilege Licenses	150.00	60.00	60.00	90.00	0.00	90.00	60.00
10-00-3260-0800	ItinerantPeddler Permit	300.00	50.00	50.00	250.00	0.00	250.00	83.33
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	89,451.99	310,548.01	0.00	310,548.01	77.64
10-00-3474-0000	Cemetery Lot Sales & Fees	0.00	150.00	649.00	-649.00	0.00	-649.00	0.00
10-00-3810-0000	Interest Earned	250,000.00	0.00	252,573.83	-2,573.83	0.00	-2,573.83	-1.03
10-00-3833-0005	Donations	1,000.00	0.00	300.00	700.00	0.00	700.00	70.00
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	195,000.00	455,000.00	0.00	455,000.00	70.00
10-00-3839-0100	Miscellaneous Revenues	9,392.00	697.50	987.85	8,404.15	0.00	8,404.15	89.48
10-00-3839-0200	Insurance Recovery	0.00	0.00	809.00	-809.00	0.00	-809.00	0.00
10-00-3930-0910	Inactive Accounts	0.00	0.00	-19.00	19.00	0.00	19.00	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	470,952.05	2,179,339.42	5,302,913.58	0.00	5,302,913.58	70.87

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	272.45	876.07	123.93	0.00	123.93	12.39
06	Animal Protective Services	1,180.00	272.45	876.07	303.93	0.00	303.93	25.76

General Ledger

Revenues vs Budget with

Encumbrances by Depart



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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
10-10-3437-0600	Misc. ReceiptsPolice Dept.	7,943.56	0.00	7,943.56	0.00	0.00	0.00	0.00
10-10-3437-0601	Police Shop with a Cop	16,622.00	120.00	159.00	16,463.00	0.00	16,463.00	99.04
10-10-3437-0602	Golf Cart Fees	6,000.00	300.00	3,625.00	2,375.00	0.00	2,375.00	39.58
10-10-3443-0300	Police Misc Grants	246,720.00	0.00	0.00	246,720.00	0.00	246,720.00	100.00
10-10-3838-0000	ABC Revenue for Law Enf.	26,542.00	0.00	7,400.00	19,142.00	0.00	19,142.00	72.12
10	Police	303,827.56	420.00	19,127.56	284,700.00	0.00	284,700.00	93.70

General Ledger

Revenues vs Budget with

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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
10-11-3434-0100	Fire District Fees	1,941,455.00	488,064.42	1,446,998.67	494,456.33	0.00	494,456.33	25.47
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	240,505.00	0.00	50,000.00	190,505.00	0.00	190,505.00	79.21
10-11-3434-0400	Fire Response Fees	30,000.00	1,960.00	2,990.08	27,009.92	0.00	27,009.92	90.03
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	2,372.55	11,903.55	8,096.45	0.00	8,096.45	40.48
10-11-3810-0000	Interest Income Fire Dept	10.00	0.00	0.00	10.00	0.00	10.00	100.00
11	Fire	2,356,970.00	492,396.97	1,511,892.30	845,077.70	0.00	845,077.70	35.85

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	62,764.87	308,235.13	0.00	308,235.13	83.08
12	Rescue	521,000.00	0.00	62,764.87	458,235.13	0.00	458,235.13	87.95

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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
10-40-3343-0000	Inspection Permits	900,000.00	53,527.50	307,578.00	592,422.00	0.00	592,422.00	65.82
10-40-3343-0100	Home Owners Recovery Fund	1,000.00	30.00	140.00	860.00	0.00	860.00	86.00
10-40-3343-0400	Planning & Zoning Fees	25,000.00	1,550.00	6,510.00	18,490.00	0.00	18,490.00	73.96
40	Planning and Permitting	926,000.00	55,107.50	314,228.00	611,772.00	0.00	611,772.00	66.07

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	150.00	2,970.00	8,030.00	0.00	8,030.00	73.00
10-80-3612-0000	Recreation Programs Receipts	36,000.00	2,810.00	7,350.00	28,650.00	0.00	28,650.00	79.58
10-80-3612-0200	Parks & Recreation Donations	1,200.00	1,650.00	1,650.00	-450.00	0.00	-450.00	-37.50
80	Parks & Recreation	268,200.00	4,610.00	11,970.00	256,230.00	0.00	256,230.00	95.54

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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
10-81-3834-0000	Community Bldg Rental	175,000.00	10,762.50	75,559.51	99,440.49	0.00	99,440.49	56.82
81	Community Building	175,000.00	10,762.50	75,559.51	99,440.49	0.00	99,440.49	56.82

General Ledger Revenues vs Budget with Encumbrances by Depart



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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
10-82-3270-0000	Local Occupancy Tax	210,000.00	14,856.69	97,171.77	112,828.23	0.00	112,828.23	53.73
10-82-3617-0000	Tourism Special Events	11,105.00	0.00	601.00	10,504.00	0.00	10,504.00	94.59
10-82-3834-0300	Tourism - Misc Revenue	7,500.00	798.42	2,273.42	5,226.58	0.00	5,226.58	69.69
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	15,655.11	100,046.19	135,058.81	0.00	135,058.81	57.45

General Ledger

Revenues vs Budget with

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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
10-96-3325-0000	Solid Waste Disposal Tax	3,500.00	0.00	847.40	2,652.60	0.00	2,652.60	75.79
10-96-3500-0000	Refuse Revenue	330,000.00	28,003.15	115,348.26	214,651.74	0.00	214,651.74	65.05
96	Solid Waste	333,500.00	28,003.15	116,195.66	217,304.34	0.00	217,304.34	65.16

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		12,603,035.56	1,078,179.73	4,391,999.58	8,211,035.98	0.00	8,211,035.98	65.1513
10	General Fund	12,603,035.56	1,078,179.73	4,391,999.58	8,211,035.98	0.00	8,211,035.98	65.15

General Ledger Revenues vs Budget with Encumbrances by Depart



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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
20	Powell Bill Fund							
20-20-3316-0000	NC Powell Bill Funds	145,000.00	0.00	71,645.91	73,354.09	0.00	73,354.09	50.59
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	71,645.91	290,395.09	0.00	290,395.09	80.21

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	71,645.91	290,395.09	0.00	290,395.09	80.2106
20	Powell Bill Fund	362,041.00	0.00	71,645.91	290,395.09	0.00	290,395.09	80.21

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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
21	Firemen's Fund							
21-11-3290-0000	Interest Earned	200.00	0.00	600.45	-400.45	0.00	-400.45	-200.23
21-11-3434-8400	Southport Firemen'S Revenues	80,000.00	5,161.00	31,283.48	48,716.52	0.00	48,716.52	60.90
11	Fire	80,200.00	5,161.00	31,883.93	48,316.07	0.00	48,316.07	60.24

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		80,200.00	5,161.00	31,883.93	48,316.07	0.00	48,316.07	60.2445
21	Firemen's Fund	80,200.00	5,161.00	31,883.93	48,316.07	0.00	48,316.07	60.24

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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
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

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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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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	105,014.93	1,781,338.53	5,918,661.47	0.00	5,918,661.47	76.87
30-93-3720-0100	Utility Sales Tax	539,000.00	7,163.96	123,882.50	415,117.50	0.00	415,117.50	77.02
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	2,015.68	9,633.32	0.00	9,633.32	82.70
30-93-3720-0327	Electric Meter Tampering	10,027.00	0.00	1,610.00	8,417.00	0.00	8,417.00	83.94
30-93-3720-0330	Electric Agreements	1,000.00	0.00	165.00	835.00	0.00	835.00	83.50
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	14.68	249,985.32	0.00	249,985.32	99.99
30-93-3839-0000	Miscellaneous Revenues	0.00	78.20	5,078.20	-5,078.20	0.00	-5,078.20	0.00
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	112,257.09	1,914,104.59	9,967,080.41	0.00	9,967,080.41	83.89

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	112,257.09	1,914,104.59	9,967,080.41	0.00	9,967,080.41	83.8896
30	Electric Fund	11,881,185.00	112,257.09	1,914,104.59	9,967,080.41	0.00	9,967,080.41	83.89

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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
31	Water & Sewer Fund							
31-91-3720-0000	Water Sales	2,700,000.00	214,708.73	1,042,809.28	1,657,190.72	0.00	1,657,190.72	61.38
31-91-3720-0100	WaterSewer Tap Fees	175,000.00	4,800.00	30,950.00	144,050.00	0.00	144,050.00	82.31
31-91-3720-0200	Sewer Impact Fees	0.00	31,694.00	160,482.00	-160,482.00	0.00	-160,482.00	0.00
31-91-3720-0300	Water Impact Fees	0.00	5,100.00	22,100.00	-22,100.00	0.00	-22,100.00	0.00
31-91-3720-0400	Service Charges	50,000.00	4,396.37	22,076.54	27,923.46	0.00	27,923.46	55.85
31-91-3740-0000	Sewer Sales	4,000,000.00	323,407.09	1,391,681.09	2,608,318.91	0.00	2,608,318.91	65.21
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	65.00	260.00	740.00	0.00	740.00	74.00
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	2,447.37	7,967.07	-7,967.07	0.00	-7,967.07	0.00
91	WaterSewer	8,001,000.00	586,618.56	2,678,325.98	5,322,674.02	0.00	5,322,674.02	66.53

General Ledger

Revenues vs Budget with

Encumbrances by Depart



User: bstevens
 Printed: 11/2/2023 11:55:23 AM
 Period 04 - 04
 Fiscal Year 2024

Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
Revenue Total		8,001,000.00	586,618.56	2,678,325.98	5,322,674.02	0.00	5,322,674.02	66.5251
31	Water & Sewer Fund	8,001,000.00	586,618.56	2,678,325.98	5,322,674.02	0.00	5,322,674.02	66.53

General Ledger Revenues vs Budget with Encumbrances by Depart



User: bstevens
Printed: 11/2/2023 11:55:23 AM
Period 04 - 04
Fiscal Year 2024

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

General Ledger

Revenues vs Budget with

Encumbrances by Depart



User: bstevens
 Printed: 11/2/2023 11:55:23 AM
 Period 04 - 04
 Fiscal Year 2024

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



User: bstevens
Printed: 11/2/2023 11:55:23 AM
Period 04 - 04
Fiscal Year 2024

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	0.00	421,193.88	-421,193.88	0.00	-421,193.88	0.00
42	DEPT	0.00	0.00	421,193.88	-421,193.88	0.00	-421,193.88	0.00

General Ledger

Revenues vs Budget with

Encumbrances by Depart



User: bstevens
 Printed: 11/2/2023 11:55:23 AM
 Period 04 - 04
 Fiscal Year 2024

Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
Revenue Total		0.00	0.00	421,193.88	-421,193.88	0.00	-421,193.88	0
42	Part F Grant. Capital Projects	0.00	0.00	421,193.88	-421,193.88	0.00	-421,193.88	0.00

General Ledger

Revenues vs Budget with

Encumbrances by Depart



User: bstevens
 Printed: 11/2/2023 11:55:23 AM
 Period 04 - 04
 Fiscal Year 2024

Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
50	ARP SLFRF 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

General Ledger

Revenues vs Budget with

Encumbrances by Depart



User: bstevens
 Printed: 11/2/2023 11:55:23 AM
 Period 04 - 04
 Fiscal Year 2024

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 SLFRF Funding	1,263,954.00	0.00	0.00	1,263,954.00	0.00	1,263,954.00	100.00

General Ledger

Revenues vs Budget with

Encumbrances by Depart



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 Printed: 11/2/2023 11:55:23 AM
 Period 04 - 04
 Fiscal Year 2024

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

General Ledger

Revenues vs Budget with

Encumbrances by Depart



User: bstevens
 Printed: 11/2/2023 11:55:23 AM
 Period 04 - 04
 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

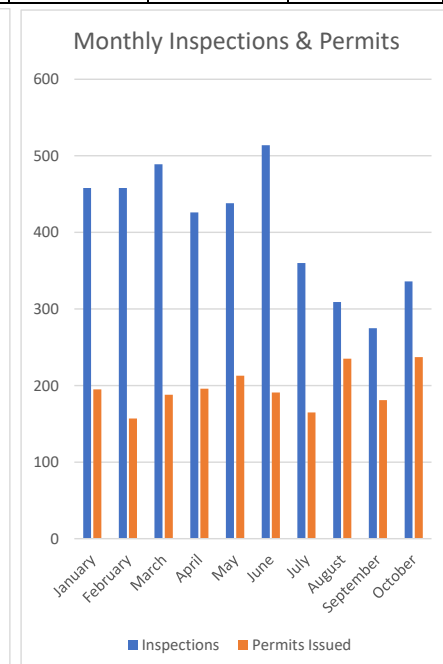
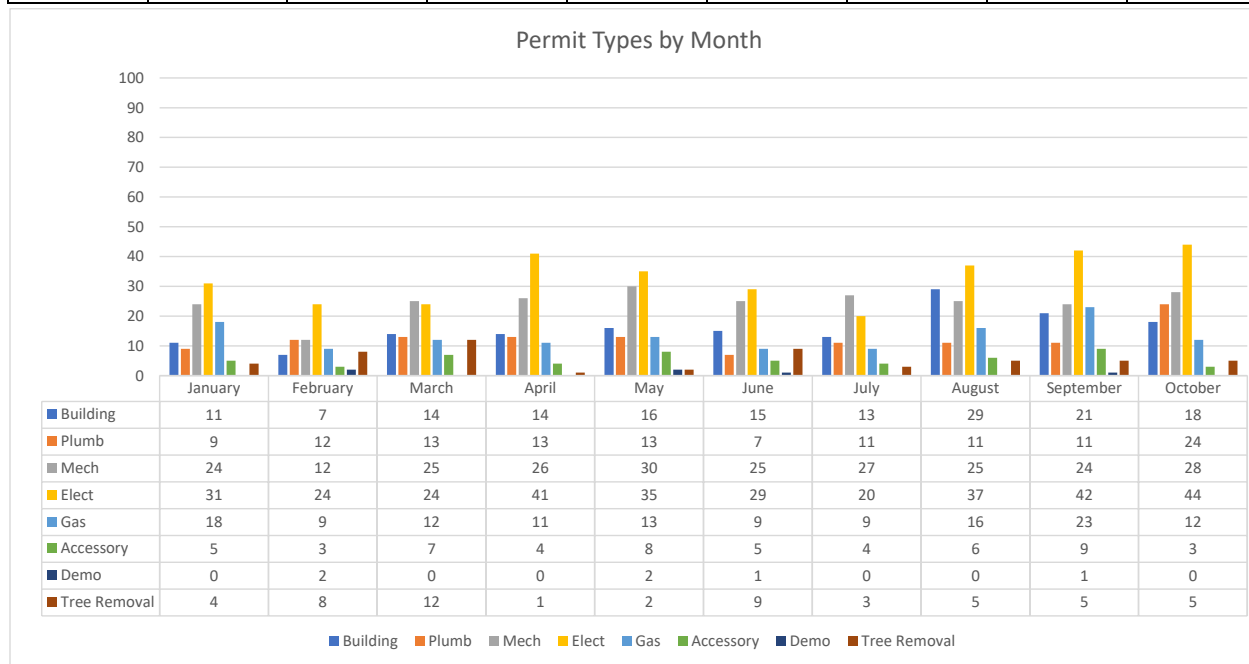
Encumbrances by Depart



User: bstevens
 Printed: 11/2/2023 11:55:23 AM
 Period 04 - 04
 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		42,493,809.56	1,782,216.38	9,509,153.87	32,984,655.69	0.00	32,984,655.69	77.6223

Month	Building	New Construction	Plumb	Mech	Elect	Gas	Accessory	Demo	Tree Removal	Inspections	Permits Issued
January	11	5	9	24	31	18	5	0	4	458	195
February	7	1	12	12	24	9	3	2	8	458	157
March	14	6	13	25	24	12	7	0	12	489	188
April	14	9	13	26	41	11	4	0	1	426	196
May	16	5	13	30	35	13	8	2	2	438	213
June	15	2	7	25	29	9	5	1	9	514	191
July	13	4	11	27	20	9	4	0	3	360	165
August	29	17	11	25	37	16	6	0	5	309	235
September	21	5	11	24	42	23	9	1	5	275	181
October	18	7	24	28	44	12	3	0	5	336	237
November											
December											





Development Services Highlights – October 2023

Planning Board: The Southport Planning Board met for their regularly scheduled meeting on October 19, 2023. Items covered included:

- Applicant requested text amendment to Section 3.9.B.5 – Setback Exceptions and Encroachments. Specifically requesting an increased encroachment allowance for heating and air conditioning units, generators, and pool equipment. This item was discussed, and the Planning Board requested that Staff draft language for three (3) different scenarios.
- The Board of Adjustment requested that Staff bring forward a text amendment to Section 3.12. Transportation and Street Access exempting single- and two-family homes from the standards. After discussion, the Planning Board requested that Staff draft language to consider that includes a nonresidential and a residential setback for driveways.
- Applicant requested text amendment to Table 3.1 – Table of Uses to allow Mixed-Use in Highway Commercial zoning districts. After discussion, the item was tabled for further consideration at the next meeting. (This item has been formally withdrawn by the applicant)
- Applicant requested zoning map amendment for a tract of land on Jabbertown Road. After discussion with Staff and the applicant, the Planning Board voted unanimously to recommend approval to the Board of Aldermen
- Staff provided an update on the comprehensive plan consultant and timing for commencement.

The next meeting of the Planning Board is scheduled for November 16, 2023.

Zoning Board of Adjustment: The Board of Adjustment was scheduled to meet on October 24, 2023. A quorum was present, although a super majority is required for a variance decision and there were not enough members present to hear the case on the agenda. Per GS 160D-406, the request has been continued to the next regular meeting. The next meeting of the Board of Adjustment is November 28, 2023.

Historic Preservation Commission: The Historic Preservation Commission held their first public input meeting on October 16 and their regular monthly meeting on November 1, 2023. The second public input meeting will be held November 13 at 6pm at the Community Center for input on the proposed district boundary and the draft design standards.

101 E Moore (Bullfrog Corner) Major Site Plan: Staff received a parking maneuverability plan for this project following our last sending of comments to the applicant. Once the plan is reviewed and all site plans are finalized, another review committee meeting will be scheduled.

Technical Review Committee: A technical review committee meeting was not held in October due to lack of cases.

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 work with Alliance. All Staff remain available to assist anyone with code enforcement-related questions. Monthly reports specific to Code Enforcement are provided separately.

Staffing Update: Interviews for the Director of Planning Services started the 3rd week of October. Second interviews are being scheduled. The Building Inspector job announcement closed on October 16 and interviews are being scheduled.

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.

**COLLECTIONS MONTHLY TOTALS REPORT
BRUNSWICK COUNTY
10 Oct2023 MonthEnd Run Date: Nov 1 2023 3:03AM**

CI21ADVL TAX - SOUTHPORT MOTOR VEHICLE TAX REPORT

TAX YEAR	ORIGINAL LEVY	+LATE LIST	+DISCOVERIES	=CURRENT LEVY	-RELEASES	-WRITE-OFFS	-PRINCIPLE	=BALANCE	% COLL
2010	\$39,986.22		\$0.00	\$39,986.22	\$0.00	\$0.00	\$0.00	\$0.00	100.00
2011	\$56,588.70		\$0.00	\$56,588.70	\$0.00	\$0.00	\$0.00	\$0.00	100.00
2012	\$66,577.93		\$135.31	\$66,713.24	\$0.00	\$0.00	\$0.00	\$0.00	100.00
2013	\$39,000.09		\$281.30	\$39,281.39	\$0.00	\$0.00	\$0.00	\$0.00	100.00
2014	\$0.00		\$199.02	\$199.02	\$0.00	\$0.00	\$0.00	\$0.00	100.00
2015	\$0.00		\$339.73	\$339.73	\$0.00	\$0.00	\$0.00	\$0.00	100.00
2016	\$0.00		\$115.42	\$115.42	\$0.00	\$0.00	\$0.00	\$0.00	100.00
2022	\$0.00		\$33.23	\$33.23	\$0.00	\$0.00	\$0.00	\$0.00	100.00
TOTAL	\$202,152.94		\$1,104.01	\$203,256.95	\$0.00	\$0.00	\$0.00	\$0.00	100.00
TOTAL INTEREST COLLECTED									

CI21ADVL TAX - SOUTHPORT PROPERTY TAX REPORT

TAX YEAR	ORIGINAL LEVY	+LATE LIST	+DISCOVERIES	=CURRENT LEVY	-RELEASES	-WRITE-OFFS	-PRINCIPLE	=BALANCE	% COLL
2011	\$1,774,724.46	\$853.88	\$0.00	\$1,775,578.34	\$0.00	\$0.00	\$0.00	\$0.00	100.00
2012	\$1,688,037.74	\$1,118.81	\$5,634.34	\$1,694,790.89	\$0.00	\$0.00	\$0.00	\$1,669.39	99.90
2013	\$1,696,968.97	\$663.08	\$5,642.58	\$1,703,274.63	\$0.00	\$0.00	\$0.00	\$1,734.92	99.90
2014	\$1,741,170.53	\$974.86	\$15,048.68	\$1,757,194.07	\$0.00	\$0.00	\$0.00	\$1,638.73	99.91
2015	\$1,725,593.21	\$1,606.70	\$8,008.53	\$1,735,208.44	\$0.00	\$0.00	\$0.00	\$1,116.35	99.94
2016	\$1,820,832.09	\$2,730.04	\$18,965.09	\$1,842,527.22	\$0.00	\$0.00	\$0.00	\$1,548.81	99.92
2017	\$2,319,187.36	\$2,803.03	\$11,820.85	\$2,333,811.24	\$0.00	\$0.00	\$0.00	\$3,008.62	99.87
2018	\$2,360,474.90	\$1,746.79	\$1,906.02	\$2,364,127.71	\$0.00	\$0.00	\$0.00	\$1,024.20	99.96
2019	\$2,902,214.84	\$2,330.39	\$4,575.41	\$2,909,120.64	\$0.00	\$0.00	\$0.00	\$2,261.57	99.92
2020	\$3,013,421.42	\$5,692.80	\$22,461.51	\$3,041,575.73	\$0.00	\$0.00	\$98.78	\$1,695.74	99.94
2021	\$3,103,177.33	\$3,492.77	\$23,431.70	\$3,130,101.80	\$0.00	\$0.00	\$53.26	\$4,501.56	99.86
2022	\$4,265,852.43	\$6,274.90	\$49,272.76	\$4,321,400.09	\$0.00	\$0.00	\$1,173.03	\$15,504.60	99.64
2023	\$4,195,158.38	\$3,363.18	\$9,042.25	\$4,207,563.81	\$0.00	\$0.00	\$214,438.78	\$3,141,128.45	25.35
TOTAL	\$32,606,813.66	\$33,651.23	\$175,809.72	\$32,816,274.61	\$0.00	\$0.00	\$215,763.85	\$3,176,832.94	90.32
TOTAL INTEREST COLLECTED				\$85.25					
GRAND TOTAL	\$32,808,966.60	\$33,651.23	\$176,913.73	\$33,019,531.56	\$0.00	\$0.00	\$215,763.85	\$3,176,832.94	90.38
GRAND TOTAL INTEREST COLLECTED				\$85.25					

RUN DATE: 11/1/2023 8:31 AM

COLLECTIONS MONTHLY TOTALS REPORT
BRUNSWICK COUNTY
10 Oct2023 MonthEnd Run Date: Nov 1 2023 3:03AM

FR14FFEEFEE - SOUTHPORT FIRE PROPERTY TAX REPORT									
TAX YEAR	ORIGINAL LEVY	+LATE LIST	+DISCOVERIES	=CURRENT LEVY	-RELEASES	-WRITE-OFFS	-PRINCIPLE	=BALANCE	% COLL
2010	\$617,230.00		\$0.00	\$617,230.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00
2011	\$624,470.00		\$0.00	\$624,470.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00
2012	\$630,950.00		\$290.00	\$631,240.00	\$0.00	\$0.00	\$0.00	\$100.00	99.98
2013	\$639,550.00		\$0.00	\$639,550.00	\$0.00	\$0.00	\$0.00	\$110.00	99.98
2014	\$652,650.00		\$0.00	\$652,650.00	\$0.00	\$0.00	\$0.00	\$110.00	99.98
2015	\$674,560.00		\$0.00	\$674,560.00	\$0.00	\$0.00	\$0.00	\$120.00	99.98
2016	\$702,680.00		\$0.00	\$702,680.00	\$0.00	\$0.00	\$0.00	\$120.00	99.98
2017	\$897,246.88		\$290.00	\$897,536.88	\$0.00	\$0.00	\$0.00	\$162.50	99.98
2018	\$1,006,111.57		\$0.00	\$1,006,111.57	\$0.00	\$0.00	\$0.00	\$308.60	99.97
2019	\$1,027,492.82		\$0.00	\$1,027,492.82	\$0.00	\$0.00	\$0.00	\$453.75	99.96
2020	\$1,059,241.57		\$55.00	\$1,059,296.57	\$0.00	\$0.00	\$22.60	\$911.72	99.91
2021	\$1,082,561.57		\$0.00	\$1,082,561.57	\$0.00	\$0.00	\$93.34	\$2,443.11	99.77
2022	\$1,602,106.25		\$420.00	\$1,602,526.25	\$0.00	\$0.00	\$506.10	\$11,460.14	99.28
2023	\$1,645,695.00		\$0.00	\$1,645,695.00	\$0.00	\$0.00	\$76,999.86	\$1,184,331.38	28.03
TOTAL	\$12,862,545.66		\$1,055.00	\$12,863,600.66	\$0.00	\$0.00	\$77,621.90	\$1,200,631.20	90.67
TOTAL INTEREST COLLECTED									
GRAND TOTAL	\$12,862,545.66		\$1,055.00	\$12,863,600.66	\$0.00	\$0.00	\$77,621.90	\$1,200,631.20	90.67
GRAND TOTAL INTEREST COLLECTED									

COLLECTIONS MONTHLY TOTALS REPORT
BRUNSWICK COUNTY
10 Oct2023 MonthEnd Run Date: Nov 1 2023 3:03AM

CI21LIENFEE - CI21LIENFEE SOUTHPORT PROPERTY TAX REPORT									
TAX YEAR	ORIGINAL LEVY	+LATE LIST	+DISCOVERIES	=CURRENT LEVY	-RELEASES	-WRITE-OFFS	-PRINCIPLE	=BALANCE	% COLL
2020	\$0.00		\$1,750.00	\$1,750.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00
TOTAL	\$0.00		\$1,750.00	\$1,750.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00
TOTAL INTEREST COLLECTED									
GRAND TOTAL	\$0.00		\$1,750.00	\$1,750.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00
GRAND TOTAL INTEREST COLLECTED									

**COLLECTIONS MONTHLY TOTALS REPORT
BRUNSWICK COUNTY
10 Oct2023 YTDMonthEnd Run Date: Nov 1 2023 5:21AM**

CI21ADVL TAX - SOUTHPORT MOTOR VEHICLE TAX REPORT

TAX YEAR	ORIGINAL LEVY	+LATE LIST	+DISCOVERIES	=CURRENT LEVY	-RELEASES	-WRITE-OFFS	-PRINCIPLE	=BALANCE	% COLL
2010	\$39,986.22		\$0.00	\$39,986.22	\$359.75	\$801.93	\$38,824.54	\$0.00	100.00
2011	\$56,588.70		\$0.00	\$56,588.70	\$1,100.98	\$1,089.50	\$54,398.22	\$0.00	100.00
2012	\$66,577.93		\$135.31	\$66,713.24	\$1,307.35	\$1,104.48	\$64,301.41	\$0.00	100.00
2013	\$39,000.09		\$281.30	\$39,281.39	\$627.45	\$833.06	\$37,820.88	\$0.00	100.00
2014	\$0.00		\$199.02	\$199.02	\$0.00	\$51.44	\$147.58	\$0.00	100.00
2015	\$0.00		\$339.73	\$339.73	\$0.00	\$0.00	\$339.73	\$0.00	100.00
2016	\$0.00		\$115.42	\$115.42	\$0.00	\$0.00	\$115.42	\$0.00	100.00
2022	\$0.00		\$33.23	\$33.23	\$0.00	\$0.00	\$33.23	\$0.00	100.00
TOTAL	\$202,152.94		\$1,104.01	\$203,256.95	\$3,395.53	\$3,880.41	\$195,981.01	\$0.00	100.00
TOTAL INTEREST COLLECTED				\$7,214.97					

CI21ADVL TAX - SOUTHPORT PROPERTY TAX REPORT

TAX YEAR	ORIGINAL LEVY	+LATE LIST	+DISCOVERIES	=CURRENT LEVY	-RELEASES	-WRITE-OFFS	-PRINCIPLE	=BALANCE	% COLL
2011	\$1,774,724.46	\$853.88	\$0.00	\$1,775,578.34	\$130,557.11	\$1,984.77	\$1,643,036.46	\$0.00	100.00
2012	\$1,688,037.74	\$1,118.81	\$5,634.34	\$1,694,790.89	\$11,714.66	\$203.89	\$1,681,202.95	\$1,669.39	99.90
2013	\$1,696,968.97	\$663.08	\$5,642.58	\$1,703,274.63	\$7,143.40	\$210.92	\$1,694,185.39	\$1,734.92	99.90
2014	\$1,741,170.53	\$974.86	\$15,048.68	\$1,757,194.07	\$4,226.49	\$190.76	\$1,751,138.09	\$1,638.73	99.91
2015	\$1,725,593.21	\$1,606.70	\$8,008.53	\$1,735,208.44	\$4,672.15	\$75.54	\$1,729,344.40	\$1,116.35	99.94
2016	\$1,820,832.09	\$2,730.04	\$18,965.09	\$1,842,527.22	\$1,005.08	\$84.78	\$1,839,888.55	\$1,548.81	99.92
2017	\$2,319,187.36	\$2,803.03	\$11,820.85	\$2,333,811.24	\$2,076.09	\$56.59	\$2,328,669.94	\$3,008.62	99.87
2018	\$2,360,474.90	\$1,746.79	\$1,906.02	\$2,364,127.71	\$2,584.47	\$49.04	\$2,360,470.00	\$1,024.20	99.96
2019	\$2,902,214.84	\$2,330.39	\$4,575.41	\$2,909,120.64	\$3,741.06	\$47.50	\$2,903,070.51	\$2,261.57	99.92
2020	\$3,013,421.42	\$5,692.80	\$22,461.51	\$3,041,575.73	\$4,995.16	\$47.85	\$3,034,836.98	\$1,695.74	99.94
2021	\$3,103,177.33	\$3,492.77	\$23,431.70	\$3,130,101.80	\$2,864.46	\$60.66	\$3,122,675.12	\$4,501.56	99.86
2022	\$4,265,852.43	\$6,274.90	\$49,272.76	\$4,321,400.09	\$3,053.67	\$44.48	\$4,302,797.34	\$15,504.60	99.64
2023	\$4,195,158.38	\$3,363.18	\$9,042.25	\$4,207,563.81	\$359.62	\$49.02	\$1,066,026.72	\$3,141,128.45	25.35
TOTAL	\$32,606,813.66	\$33,651.23	\$175,809.72	\$32,816,274.61	\$178,993.42	\$3,105.80	\$29,457,342.45	\$3,176,832.94	90.32
TOTAL INTEREST COLLECTED				\$152,612.52					
GRAND TOTAL	\$32,808,966.60	\$33,651.23	\$176,913.73	\$33,019,531.56	\$182,388.95	\$6,986.21	\$29,653,323.46	\$3,176,832.94	90.38
GRAND TOTAL INTEREST COLLECTED				\$159,827.49					

**COLLECTIONS MONTHLY TOTALS REPORT
BRUNSWICK COUNTY
10 Oct2023 YTDMonthEnd Run Date: Nov 1 2023 5:21AM**

FR14FFEEFEE - SOUTHPORT FIRE PROPERTY TAX REPORT

TAX YEAR	ORIGINAL LEVY	+LATE LIST	+DISCOVERIES	=CURRENT LEVY	-RELEASES	-WRITE-OFFS	-PRINCIPLE	=BALANCE	% COLL
2010	\$617,230.00		\$0.00	\$617,230.00	\$910.00	\$338.88	\$615,981.12	\$0.00	100.00
2011	\$624,470.00		\$0.00	\$624,470.00	\$720.00	\$130.85	\$623,619.15	\$0.00	100.00
2012	\$630,950.00		\$290.00	\$631,240.00	\$120.00	\$0.00	\$631,020.00	\$100.00	99.98
2013	\$639,550.00		\$0.00	\$639,550.00	\$210.00	\$0.00	\$639,230.00	\$110.00	99.98
2014	\$652,650.00		\$0.00	\$652,650.00	\$210.00	\$0.00	\$652,330.00	\$110.00	99.98
2015	\$674,560.00		\$0.00	\$674,560.00	\$160.00	\$0.00	\$674,280.00	\$120.00	99.98
2016	\$702,680.00		\$0.00	\$702,680.00	\$110.00	\$0.00	\$702,450.00	\$120.00	99.98
2017	\$897,246.88		\$290.00	\$897,536.88	\$137.50	\$0.00	\$897,236.88	\$162.50	99.98
2018	\$1,006,111.57		\$0.00	\$1,006,111.57	\$27.50	\$0.08	\$1,005,775.39	\$308.60	99.97
2019	\$1,027,492.82		\$0.00	\$1,027,492.82	\$192.50	\$0.00	\$1,026,846.57	\$453.75	99.96
2020	\$1,059,241.57		\$55.00	\$1,059,296.57	\$0.00	\$0.00	\$1,058,384.85	\$911.72	99.91
2021	\$1,082,561.57		\$0.00	\$1,082,561.57	\$123.75	\$0.00	\$1,079,994.71	\$2,443.11	99.77
2022	\$1,602,106.25		\$420.00	\$1,602,526.25	\$1,162.50	\$0.00	\$1,589,903.61	\$11,460.14	99.28
2023	\$1,645,695.00		\$0.00	\$1,645,695.00	\$0.00	\$0.00	\$461,363.62	\$1,184,331.38	28.03
TOTAL	\$12,862,545.66		\$1,055.00	\$12,863,600.66	\$4,083.75	\$469.81	\$11,658,415.90	\$1,200,631.20	90.67
TOTAL INTEREST COLLECTED									
GRAND TOTAL	\$12,862,545.66		\$1,055.00	\$12,863,600.66	\$4,083.75	\$469.81	\$11,658,415.90	\$1,200,631.20	90.67
GRAND TOTAL INTEREST COLLECTED									

RUN DATE: 11/1/2023 8:46 AM

COLLECTIONS MONTHLY TOTALS REPORT
BRUNSWICK COUNTY
10 Oct2023 YTDMonthEnd Run Date: Nov 1 2023 5:21AM

CI21LIENFEE - CI21LIENFEE SOUTHPORT PROPERTY TAX REPORT									
TAX YEAR	ORIGINAL LEVY	+LATE LIST	+DISCOVERIES	=CURRENT LEVY	-RELEASES	-WRITE-OFFS	-PRINCIPLE	=BALANCE	% COLL
2020	\$0.00		\$1,750.00	\$1,750.00	\$0.00	\$0.00	\$1,750.00	\$0.00	100.00
TOTAL	\$0.00		\$1,750.00	\$1,750.00	\$0.00	\$0.00	\$1,750.00	\$0.00	100.00
TOTAL INTEREST COLLECTED									
GRAND TOTAL	\$0.00		\$1,750.00	\$1,750.00	\$0.00	\$0.00	\$1,750.00	\$0.00	100.00
GRAND TOTAL INTEREST COLLECTED									

DEPARTMENT OF COMMUNITY RELATIONS

November Report 2023

October 2023:

Allayna Dail,
Assistant Director of Community Relations

Number of Visitors **2,343**

Visitors' Center Donations (FYTD)	\$ 2,273.00
Film Permit Revenue (FYTD)	\$ 0.00
Special Events Revenue (FYTD)	\$ 501.00
Community Building (FYTD)	\$ 80,059.51
Occupancy Tax (FYTD)	\$ 97,171.77
Fiscal Year Total	\$ 180,005.28

- On October 3rd Allayna attended the recite me meeting with ChyAnn.
- The Downtown Southport, Inc monthly meeting was on October 13th, Randy attended.
- On October 6th Allayna attended the POLCO kick off meeting with ChyAnn.
- On October 11th Allayna and Randy attended the Flotilla meeting. Plans for this year are moving right along, and we have several exciting new additions to the event for participants.
- On October 11th Allayna attended the monthly Southport Historical Society meeting. The City and the Society have a lot projects we are hoping to accomplish together in 2024.
- On October 12th Allayna attended the VisitNC midyear update.
- On October 17th the NC 4th of July Festival met, new Board members were chosen for the 2024 festival year.
- On October 25th the Cemetery Committee held its first official meeting, where the positions of Chair, Secretary, and Treasurer were decided.
- On October 25th the Tourism meeting at the Chamber was canceled for the month.
- On October 26th the Winterfest Tea Committee met, tickets we decided on went on Sale November 1st in Ricky Evans Art Gallery and the Ft Johnston Visitor's center.
- On October 28th Allayna attended the Rockin' Roll Halloween Car Show Hosted by the Cape Fear Cruisers and selected an award on behalf of the department.
- To see what the Tourism committee at the chamber has been up to, check us out, here: <https://www.southport-oakisland.com/article/tourism-counts-what-does-tourism-do-for-me.html>
- Please join us for the Southport Concert Series, Thursday nights until November 16: <https://cityofsouthport.com/southport-concert-series/>
- The Beautification Committee "This is Our Town" Clean-up is scheduled for November 4th at 9 am. Please meet us at the Old Jail Annex to volunteer!
- WINTERFEST is live on the website: <https://cityofsouthport.com/winterfest-2023>

Community Building

- The Community Building was scheduled for nineteen events in October, including:
 - Three city meetings
 - Three city events
 - Five non-wedding events
 - Eight weddings
- We hosted eleven walkthroughs this month.
- The update to the coastal suite occurred on October 23rd and 24th. Please stop by and check it out the next time you are in the Community Building.

DEPARTMENT OF COMMUNITY RELATIONS

November Report 2023

UPCOMING CITY MEETINGS

Historic Preservation Commission
November 1 @ 4:00 pm - 5:30 pm - ITMH

Board of Aldermen Regular Meeting
November 3 @ 9:00 am - 1:00 pm - ITMH

ABC Board Meeting
November 8 @ 6:30 pm - ITMH

Board of Aldermen Meeting
November 9 @ 6:00 pm - SCB

City offices Closed for Holiday
November 10

Southport Symposium
Featuring Public Services
November 13 @ 2:00 pm - 4:00 pm - SCB

Historic Preservation Commission
Public Input Meeting
November 13 @ 6:00 pm - SCB

Forestry Committee Meeting
November 14 @ 5:00 pm - 6:00 pm - ITMH

Planning & Zoning Board Meeting
November 16 @ 6:00 pm - SCB

Beautification Committee Meeting
November 20 @ 5:00 pm - ITMH

Park and Recreation Advisory Board Meeting
November 21 @ 6:00 pm - ITMH

City offices Closed for Holiday
November 23

City offices Closed for Holiday
November 24

Zoning Board of Adjustments
November 28 @ 4:30 pm - 6:30 pm - ITMH

UPCOMING EVENTS

2023 Southport Concert Series
Thursdays, 6 pm - Franklin Sq Park

Southport Historical Society
General Meeting
November 2 @ 6:30 pm - SCB

Beautification Committee
"This is Our Town" Cleanup
November 4 @ 9 am - Old Jail Annex

31st Annual Holly Days
Arts & Crafts Fair
November 4 @ 9 am - 4 pm
200 N Howe St

Southport Wooden Boat Show
November 4 @ 10 am - 4 pm
Old Yacht Basin

Jacks Boat Pull
November 4 @ 1 pm
Morningstar Marina

Brunswick Bands, Inc:
A Touch of Americana
November 9 @ 7 pm
Odell Williamson Auditorium

SIX SECONDS
Brunswick Little Theater
November 11 @ 7:30 pm

Fall Basketball Registration
November 13-30 @ 9 am - 5 pm

NC Maritime Museum at Southport Third Tuesday
November 21 @ 7 pm - 9 pm - SCB



Allayna Dail
Assistant Director of Community Relations
Work: 910-457-7927
Cell: 910-368-5055
Email: adail@cityofsouthport.com

ChyAnn's Monthly Reports (Communications)

November 2023

- Projects
 - ReciteMe Accessibility and Language Toolbar Launched, added to main top menu
 - Polco Partnership has been established. More to come as we finish our launch!
 - [Updated Capital Projects List](#)
 - The page has been moved to a dedicated tab off City Hall's webpage for the Capital Projects list that can be found at the following link: <https://cityofsouthport.com/city-hall/#capital-projects-list>. Please update your bookmarks accordingly. The old Capital Projects post will stay active until the **end of the month** and will then be archived with a note redirecting folks who manage to still find it to the new webpage.
 - Popular Searches has been updated on the Home Page
 - [Meeting Live Stream link has been added to Popular Searches](#)
- Website
 - [Website Accessibility Webpage](#)
 - [Forestry Committee Public Notice: Urban Forestry Assessment Report](#)
 - [Mobile Food Vendor Permit added to Development Services Webpage, Planning and Zoning](#)
 - [Corrected bug on Historic Preservation Webpage](#) *(if you had the webpage bookmarked, please update your bookmark to this link)*
 - Minutes Updated
 - [Beautification](#)
 - [Historic Preservation](#)
 - [2023 System Development Fee Study and Input Form](#)
 - [System Development Fees Comparison Chart added to Study & Input Form](#)
- Filming
 - October 2: Fire Department Symposium Promo (ChyAnn)
 - October 3: Municipal Candidate Forum (Sydney)
 - October 5: Board of Aldermen (ChyAnn)
 - October 11: Board of Aldermen (ChyAnn)
 - October 12: Board of Aldermen (ChyAnn)
 - October 16: Southport Symposium featuring Fire Department (ChyAnn & Sydney)
 - October 16: Historic Preservation Public Input Meeting (Sydney)
 - October 19: Planning Board (Sydney)
 - October 30: Board of Aldermen Special Meeting (ChyAnn)
- Miscellaneous
 - September 18: ChyAnn attended her first Leadership Brunswick County class at the Southport-Oak Island Chamber of Commerce,
 - September 26: Webinar: PIO Toolkit Comms Surgery
 - September 26: Webinar: CivicPlus Social Media Archiving Updates

- Important Notices
 - BEMC Crews Present, October 25
 - [Annual Fire Hydrant Testing](#)
 - [Press Release: City of Southport Provides an Inclusive Experience Online](#)
 - Board of Aldermen Special Meeting, October 30
 - Cemetery Committee Meeting, October 25
 - BEMC Crews Present Notice, October 23
 - [Upcoming Road Closure, November 4](#)
 - NCDOT Public Notice: Oak Island Bridge Requires Temporary Closure
 - [Board of Aldermen Public Hearing, Minimum Housing Ordinance, November 9](#)
 - [Rescheduled Board of Aldermen Meeting, November 3](#)
 - [City-Wide Road Height Trimming](#)
 - [Job Posting: Police Officer](#)
 - [Press Release: Update to Sign Ordinance Enforcement Regarding Political Signs](#)
 - [Job Posting: Electrical Superintendent](#)
 - [Press Release: Southport Police Department Press Release](#)
 - [Updated: Election Sign Guidelines](#)
 - Lord Street & Moore Street Intersection Close, October 9
 - Duke Energy and County Officials to Test Sirens, October 11
 - [Board of Aldermen Special Meeting, October 11](#)
 - BEMC EV Exploration Day, October 11
 - Historic Preservation Commission Public Input Meeting, October 16
 - [Noise Ordinance Start Time Update](#)
 - [Brunswick County Public Notice: Heath Services Scheduling Updated COVID-19 Vaccine Appointments](#)

October 2023

- Projects
 - ChyAnn moved over to the Administration Department to be a direct report to City Manager Bonnie Therrien. This will allow for more collaboration with other City departments and even more enhanced internal and external communication strategies.
 - ChyAnn and Allayna participated in the annual CodeRED Update to review our program and services.
- Website
 - [Updated Staff Directory](#)
- Filming
 - September 5: Board of Aldermen Homelessness Forum (ChyAnn & Sydney)
 - September 8: Board of Aldermen Agenda Meeting (Sydney)
 - September 11: 9/11 Memorial Facebook Live-Stream
 - September 12: Parks & Recreation Symposium Invitation
 - September 14: Board of Aldermen (ChyAnn)
 - September 18: Parks & Recreation Southport Symposium (Sydney)

- September 21: Planning Board (Sydney)
- September 25: Board of Aldermen Emergency Meeting (ChyAnn)
- Miscellaneous
 - September 12: Webinar, Rockin' the Leadership Role
 - September 19: Webinar, Justice Clearinghouse, ADA Basics
 - September 21: Cape Fear Communicators Quarterly Meeting
 - September 21: Webinar, Granicus, Lessons in Emergency Communications
 - September 27: Oak Island Planning Board Meeting (to audit their A/V systems as we begin to look at upgrading some of our systems)
 - September 27: Webinar, Granicus, The Intersection of Technology and Service
 - September 27: Webinar, AI Virtual Summit
 - September 28: Webinar, AI Virtual Summit
 - September 28: Webinar, PIO Toolkit
- Important Notices
 - [2023 Election Guidelines](#)
 - Cemetery Committee Meeting, September 29
 - Emergency Board of Aldermen Meeting, September 25
 - Job Posting: Grounds Assistant
 - Duke Energy and County Officials to Test Sires, September 19-29
 - Job Posting: Payroll & benefits Technician
 - [Revised Board of Aldermen Meeting Schedule](#)
 - [Brunswick County Annual Change from Chloramines to Chlorine](#)
 - [Board of Aldermen September 13 Agenda, Packet, and Presentation](#)
 - Historic Preservation Commission Meeting, September 18
 - [Parks & Recreation Advisory Board Schedule Change](#)
 - [NWS Wilmington Open House, November 4](#)
 - [Updated Capital Projects List](#)
 - [Proposed Parks Ordinance](#)
 - Canceled: Historic Preservation Commission Meeting, September 6
 - Extended: Parking Study RFP, September 6

Utility Billing

Service Requests Report by Service Date

000001-10-2023	10/2/2023	Check Water Meter cust states their irrigation is off & there is no way they used 33,000 gallons of water. there is no history in minet & it is at a 00 read. a service req was sen 9/12 for a leak but states there was no problems found.
000002-10-2023	10/2/2023	Miscellaneous PLEASE PROVIDE MANUAL READ, NOT READING IN MINET
000005-10-2023	10/2/2023	Cut-Off Non-Pay- RETURNED ITEM NOT PAID
000010-10-2023	10/2/2023	Reconnected via rdm
000032-10-2023	10/9/2023	Check Water Meter - HOA REQUESTS THE METER TO BE LOCKED & TURNED OFF. THERE SEEMS TO BE SOMEONE TURNING THIS METER ON. REQ WAS SUBMITTED 9/6/2023 TO
000182-09-2023	9/29/2023	Install Irrigation Tap
000012-10-2023	10/3/2023	Miscellaneous customer needs replacement sewer cover/cap.
000014-10-2023	10/3/2023	Reconnect
000015-10-2023	10/3/2023	meter box changed out
000016-10-2023	10/3/2023	Miscellaneous the water meter was damaged, customer neds a new one.
000054-09-2023	9/18/2023	Install Water Sewer Tap- FEES PAID
000055-09-2023	9/18/2023	Install Water Meter (once taps are in place-request sent 9/18/23)
000020-10-2023	10/4/2023	Check Water Meter - CALLED CUST REGARDING LEAK ALERT. THE PLMBRS HAVE STATED NOTHING IS FOUND. 10+ G A HOUR ON & OFF ADVISED IT SEEMED TO BE A TOILET LEAK.
000021-10-2023	10/4/2023	Remove Meter - NO ONBE LIVING AT HOUSE CUST IS DECEASED. METER NEEDS TO BE REMOVED ACCT WILL BE DELETED. PROVIDE FINAL READ
000022-10-2023	10/4/2023	Meter Change Out
000013-10-2023	10/3/2023	Install Irrigation Tap

000024-10-2023	10/5/2023	Leak Detected - please leave door hanger # on acct is invalid. leak alert: running about 20g a hour
000025-10-2023	10/5/2023	Leak Detected - please leave door hanger. irrigation meter had a constant flow of water. cannot tell on sentryx if it is still running but was running 800g a hour since 9.28.2023
000026-10-2023	10/5/2023	Leak Detected - leak alert running 20+g a hour. # on file is invalid please leave door hanger
000061-09-2023	9/19/2023	Extension granted until 10/5/2023 in the amount of 125.76
000062-09-2023	9/19/2023	Extension 121.53 granted until 10/5/2023
000065-09-2023	9/20/2023	Extension granted until 10/5/2023 in the amount of 175.87
000066-09-2023	9/21/2023	Extension GRANTED TO 10/5/2023
000081-09-2023	9/25/2023	Extension 150.16 GRANTED UNTIL 10/5/2023
000087-09-2023	9/25/2023	Extension granted in the amount of 233.61 until 10/5/2023
000103-09-2023	9/25/2023	Extension 117.24 granted until 10/5/2023
000105-09-2023	9/25/2023	Extension 104.99 GRANTED 10/5/2023
000106-09-2023	9/25/2023	Extension 104.99 GRANTED 10/5/2023
000108-09-2023	9/25/2023	Extension 104.99 GRANTED 10/5/2023
000109-09-2023	9/25/2023	Extension 104.99 GRANTED UNTIL 10/5/2023
000110-09-2023	9/25/2023	Extension 104.99 GRANTED UNTIL 10/5/2023
000027-10-2023	10/5/2023	Miscellaneous customer needs water meter and locate valve located mike falciani: 267-738-5294
000028-10-2023	10/6/2023	Reconnect paid
000029-10-2023	10/6/2023	Reconnected. customer was disconnected 9/26/2023 , he came in to pay past due and said water was never disconnected. rdm shows error. customer paid in full today
000113-09-2023	9/25/2023	Extension 116.54 granted until 10/5/2023
000168-09-2023	9/27/2023	Install Water Meter

000018-10-2023	10/4/2023	Meter Change Out - PER TS CHANGE OUT METER TO A RDM
000019-10-2023	10/4/2023	Inspect RPZ/Install IRR Meter
000030-10-2023	10/9/2023	Check Water Meter - cust req to check irrigation box it is full of water & his plmbr stated that it should not be. advised it could just be ground water but he states his house box is dry. John Ashford 919-9718739
000033-10-2023	10/9/2023	Turn meter off - RDM PER REQ BY HOA TURN OFF METER & PUT A SOFT DISCONNECT ALERT ON METER.
000034-10-2023	10/9/2023	Reconnect PAID
000035-10-2023	10/10/2023	Check Water Meter per cust the meter is spraying water on street side. plumber could not do 3rd party testing for RPZ
000036-10-2023	10/10/2023	Leak Detected at meter on city side.
000037-10-2023	10/10/2023	Meter Change Out
000038-10-2023	10/10/2023	Meter Change Out
000039-10-2023	10/10/2023	Meter Change Out
000040-10-2023	10/10/2023	Meter Change Out
000038-09-2023	9/12/2023	Extension - added meter fee to acct on 9.1.2023
000041-10-2023	10/10/2023	Remove IRRIGATION Meter CUST REQ IRRIGATION METER TO BE REMOVED & DISCONTINUE SERVICE.
000042-09-2023	9/12/2023	Extension - DO NOT CUT OFF OR ADD NON PAY FEE. ADDED METER BOX MOVE FEE ON 9.12.2023
000042-10-2023	10/11/2023	Turn meter off - HAS NOT PAID PER EXTENSION AGREEMENT WAS DUE 10.05.2023
000043-10-2023	10/11/2023	Check Water Meter
000056-10-2023	10/16/2023	Meter Change Out
000096-09-2023	9/25/2023	Extension granted in the amount of 138.77 until 10/5/2023
000049-10-2023	10/12/2023	Check Water Meter, customer believes there to be a leak

000044-10-2023	10/12/2023	Check Water Meter; Please change out meter. Customer has been billed over 11,000 gallons and last billed read in Minet is 1,212,360 but manual read is 212,360. See attached daily usage chart with negative consumption
000050-10-2023	10/13/2023	Sewer Line Blocked. Please check asap
000054-10-2023	10/16/2023	Meter Change Out
000100-09-2023	9/25/2023	Check Water Meter - provide manual read. this meter has been an issue for 3 months always showing a negative backflow see attached
000053-10-2023	10/16/2023	Install Water Meter
000057-10-2023	10/16/2023	Reconnect - PAID IN FULL
000058-10-2023	10/16/2023	Leak Detected at irrigation meter
000059-10-2023	10/17/2023	Check Water Meter - Deb states there is no water pressure on the irrigation meter.
000060-09-2023	9/19/2023	Miscellaneous customer reports a manhole that needs to be filled within the culdesac
000060-10-2023	10/17/2023	Leak Detected - LEAK ALERT 30/40G A HOUR. CAN NOT LEAV VM FOR CUST. PLEASE CHECK METER & LEAVE DOOR HANGER
000061-10-2023	10/17/2023	Meter Change Out
000031-10-2023	10/9/2023	Inspect RPZ/Install IRR Meter
000062-10-2023	10/18/2023	Turn Off, OWNER SOLD HOUSE, NEW OWNERS HAVE NOT COME FORWARD YET
000063-10-2023	10/18/2023	Leak Detected, customer said irrigation meter is leaking again
000065-10-2023	10/18/2023	Extension GRANTED UNTIL 11/6/2023 IN THE AMOUNT OF 80.96
000066-10-2023	10/18/2023	Meter Change Out
000067-10-2023	10/18/2023	Meter Change Out
000068-10-2023	10/18/2023	Meter Change Out

000135-03-2023	3/20/2023	Check Water Meter-Potential handheld/pairing issue; no last report date showing. Troubleshoot with NOC to help pair; potentially recommission
000070-10-2023	10/20/2023	Turn Off, customer is getting work done in the kitchen and needs water turned off
000072-10-2023	10/20/2023	Check Water Meter NEED MANUAL READ. 6 MONTHS BILLING 0 USAGE
000073-10-2023	10/20/2023	Check Water Meter NEED MANUAL READ FOR BILLING. READING 0 IN SENTRYX. LAST BILLING READ 9/20: 496
000075-10-2023	10/20/2023	Check Water Meter, CUSTOMER SAYS THE WATER IS OFF BUT THERE IS NO SERVICE REQUEST FOR A DISCONNECT.
000076-10-2023	10/20/2023	Check Water Meter - NEED MANUAL READ FOR BILLING READING 0 IN SENTRYX. MANUAL READ 9/22:528280
000077-10-2023	10/20/2023	Check Water Meter - NEED MANUAL READ FOR BILLING. READING 0 IN SENTRYX. MANUAL READ 9/22: 35220
000079-10-2023	10/20/2023	Check Water Meter - NEED MANUAL READ FOR BILLING. I BELIEVE SENTRYX HAS ADDED AN EXTRA 0 TO END OF METER READ. BILLING FOR 37,730G OF CONSUMPTION
000080-10-2023	10/20/2023	Check Water Meter NEED MANUAL READ FOR BILLING READING 0 IN SENTRYX. MANUAL READ 9/22: 266490 (ERROR 53)
000081-10-2023	10/20/2023	Check Water Meter NEED MANUAL READ FOR BILLING READING 0 IN SENTRYX. LAST BILLING READ 9/20: 193260
000082-10-2023	10/20/2023	Check Water Meter NEED MANUAL READ FOR BILLIN GREADING 0 IN STRYX. LAST READ 10/6: 292940
000083-10-2023	10/20/2023	Check Water Meter NEED MANUAL READ. READING 0 SNTRYX. LAST READ WAS MANUAL 9/20:328140 ERROR 53
000084-10-2023	10/20/2023	Check Water Meter NEED MANUAL READ. READING 0 IN SNTRYX ERROR 53
000085-10-2023	10/20/2023	Check Water Meter - NEED MANUAL READING. HAVE BEEN BILLING 0 USAGE FOR OVER 6 MONTHS. IS REGISTER/METER/NODE WORKING?
000086-10-2023	10/20/2023	Check Water Meter - NEED MANUAL READ. READING 0 IN SNTRYX LAST READ ON 10/9: 177170

000087-10-2023	10/20/2023	Check Water Meter NEED MANUAL READ FOR BILLING. READING 0 SNYTRYX LAST READ WAS 10/3: 213820
000088-10-2023	10/20/2023	Check Water Meter NEED MANUAL READ. READING 0 IN SNTRYX. LAST READ: 9/18:643210
000089-10-2023	10/20/2023	Check Water Meter - NEED MANUAL READ. READING 0 IN SNTRYX ERROR 53
000090-10-2023	10/20/2023	Check Water Meter NEED MANUAL READ. READING 0 IN SENTRYX. LAST MANUAL READ 9/20:191230
000091-10-2023	10/20/2023	Check Water Meter NEED MANUAL READ. READING 0 IN SNTRYX LAST READ 9/23: 442200
000092-10-2023	10/20/2023	Check Water Meter - NEED MANUAL READ. 0 READ IN SNTRYX LAST READ 9/27:390480
000093-10-2023	10/20/2023	Check Water Meter NEED MANUAL READ. READING 0 IN SNTRYX. LAST READ 9/25:312600
000096-10-2023	10/20/2023	Check Water Meter NEED MANUAL READ. READING 0 IN SNTRYX. ERROR 53
000097-10-2023	10/20/2023	Check Water Meter - NEED MANUAL READ. READING 0 IN SNTRYX ERROR 53
000103-10-2023	10/20/2023	Check Water Meter manual read needed
000095-10-2023	10/20/2023	Leak Detected - PLEASE LEAVE DOOR HANGER USING 220G A DAY.
000098-10-2023	10/20/2023	Check Water Meter MANUAL READ NEEDED. READING 0 SENTRYX LAST READ MANUAL 9/20: 219860
000100-10-2023	10/20/2023	Check Water Meter NEED MANUAL READ/ READING 0 IN SENTRYX LAST READ WAS MANUAL AS WELL 9/20:570310
000101-10-2023	10/20/2023	Check Water Meter NEED MANUAL READ. READING 0 IN SNETRYX. LAST READ DATE 10/2:322760
000102-10-2023	10/20/2023	Check Water Meter NEED MANUAL READ READING 0 IN SENTRYX LAST READ 10/3:99000
000104-10-2023	10/23/2023	Miscellaneous - PER MS ON 10.20.23 WHEN HE WENT OUT TO GET METER READING HE DEEMED THAT METER BOX NEEDED TO BE FIXED/RAISED
000105-10-2023	10/23/2023	Check Water Meter - NEED METER READ VERIFIED BILLING FOR 12,000G OF CONSUMPTION
000109-10-2023	10/23/2023	Check Water Meter - provide photo of meter reading to verify usage. CL Smith was contacted re: hugh usage on irrigation & advised that this acct should have been transferred to current owners on 9/29/2023

000110-10-2023	10/23/2023	Check Water Meter - CALLED DEB TO ADVISE OF HIGH USAGE ON IRRIGATION. SHE ADVISED THAT THIS ACCT SHOULD HAVE BEEN TRANSFERRED TO CURRENT OWNERS ON 9/29/2023.
000154-09-2023	9/26/2023	Check Water Meter - METER NEEDS TO BE FOUND & CHANGED OUT ERROR 17
000099-10-2023	10/20/2023	Check Water Meter NEED MANUAL READ READING 0 IN SNTRYX ERROR 53
000111-10-2023	10/23/2023	Miscellaneous PLEASE TRIM OR REMOVE THE BUSH IN FRONT OF THE "CENTER LANE ONLY" SIGN LOCATED IN FRONT OF CITY HALL. -PER TORI
000115-10-2023	10/24/2023	Check Water Meter cust request meter & tap to be located
000135-09-2023	9/26/2023	Check Water Meter ERROR 53 on 9.26.23
000123-10-2023	10/26/2023	Reconnect PAID
000124-10-2023	10/26/2023	Reconnect paid
000125-10-2023	10/26/2023	Reconnected paid
000126-10-2023	10/26/2023	Reconnect PAID
000127-10-2023	10/26/2023	Reconnect paid
000128-10-2023	10/26/2023	Reconnect paid
000129-10-2023	10/26/2023	Reconnect paid
000130-10-2023	10/26/2023	Reconnect PAID
000131-10-2023	10/26/2023	Reconnect PAID
000132-10-2023	10/26/2023	Reconnect PAID
000133-10-2023	10/26/2023	Reconnect PAID
000134-10-2023	10/26/2023	Reconnect PAID
000135-10-2023	10/26/2023	Reconnect PAID

000136-10-2023	10/26/2023	Reconnect PAID
000137-10-2023	10/26/2023	please provide manual read
000138-10-2023	10/26/2023	please provide manual read
000139-10-2023	10/26/2023	Reconnect
000140-10-2023	10/26/2023	Reconnect paid
000141-10-2023	10/26/2023	Reconnect PAID PLEASE TAKE PIC OF METER READING TO SHOW CUST VERIFICATION OF READ
000142-10-2023	10/26/2023	Reconnect PAID
000143-10-2023	10/26/2023	Reconnect PAID
000144-10-2023	10/26/2023	Reconnect PAID
000145-10-2023	10/26/2023	Reconnect paid
000146-10-2023	10/26/2023	Reconnect paid
000147-10-2023	10/26/2023	Reconnect PAID
000148-10-2023	10/27/2023	Reconnect PAID
000149-10-2023	10/27/2023	Reconnect paid
000151-10-2023	10/27/2023	Reconnect paid
000152-10-2023	10/27/2023	Reconnect- PAID
000154-10-2023	10/27/2023	Reconnect PAID
000157-10-2023	10/27/2023	Reconnect after hours
000159-10-2023	10/30/2023	Resident reported that manhole close to corner of W West and Caswell is broken and needs to be fixed asap. It is 3/4 open.
000160-10-2023	10/31/2023	Check Meter; High irrigation and customer states meter has been off at his shutoff valve (he has a well). Leak detected- please verify the leak is on the customer side.

000161-10-2023	10/31/2023	Turn meter off for repairs. Plumber coming to fix leak. Please locate meter as well.
000162-10-2023	10/31/2023	Remove Meter

No.	WOID	Request Date	Description	Assigned To	Location	Actual Completion Date
1	20720	9/25/2023	COULD YOU ASSIST WITH THE VENT IN PATTI'S OFFICE, SHE IS VERY COLD.	Jeremy Kennedy	City Hall	9/26/2023
2	20721	9/25/2023	LOCATE ROBERT RUARK AREAS/N HOWE FOR CONDUIT	Tyrus Davis	Downtown	9/21/2023
3	20734	9/25/2023	HANDICAP TOILET IN WOMEN'S NASH ST RESTROOM LEAKING	Jeremy Kennedy	Public Restrooms E Nash	9/25/2023
4	20742	9/27/2023	MAPLE LEAF AND ROBERT RUARK STOP SIGN NEEDS CLEANED, IT WAS EGGED.	Mike Spicer	Downtown	9/27/2023
5	20743	9/27/2023	113 PARK AVE, NEEDS MOSQUITO CHECK	David Kelly	Downtown	9/27/2023
6	20744	9/27/2023	SEE ATTACHED EMAIL TO PLACE LIGHT TOWER AT FRANKLIN SQ PARK FOR THURSDAY CONCERT.	Al Cochran	Franklin Square Park	9/28/2023
7	20745	9/25/2023	LOCATE 301 YAUPON DR, REPORT OF DAMAGE	Tyrus Davis	Downtown	9/26/2023
8	20760	9/26/2023	INSTALL DOOR CLOSURES	Harlan Pyles	Community Building	9/28/2023
9	20761	9/28/2023	ASSEMBLE DESK/ARRANGE INSPECTIONS OFFICE	Jeremy Kennedy	City Hall	9/28/2023
10	20762	9/25/2023	LOCATE WEST SIDE FOR UNDERGROUND POWER CONSTRUCTION	Tyrus Davis	Downtown	9/28/2023
11	20763	9/25/2023	LOCATE 416 E BAY ST, INSTALL WATER SEWER TAP	Tyrus Davis	Downtown	9/28/2023
12	20765	9/29/2023	CHYANN NEEDS SOME THINGS HUNG ON THE WALL, WHITEBOARD AND FILE ORGANIZER.	Jeremy Kennedy	City Hall	10/2/2023
13	20766	9/25/2023	LOCATE 1212 N CASWELL, WATER SEWER TAP	Tyrus Davis	Downtown	9/28/2023
14	20767	9/27/2023	LOCATE N CASWELL/W 14TH ST, INSTALL ELECTRICAL CONDUIT	Tyrus Davis	Downtown	9/27/2023
15	20768	10/2/2023	REPAIR 2 SWINGS ON THE CORNER OF HOWE & BAY, LOCATED ON LEFT SIDE. THEY NEED ARM RESTS REPAIRED.	Jeremy Kennedy	Downtown	10/10/2023
16	20769	10/2/2023	HANDRAIL LIGHTS NEED REPLACED AT THE RIVERWALK, LIGHTS 1,2, AND 17 PLUS GAZEBO LIGHTS.	Harlan Pyles	Riverwalk	10/3/2023

17	20770 10/3/2023	SPLIT A.C. VENT IN HR INTO 2 VENTS, ONE FOR HR AND RECEPTION	Jeremy Kennedy	City Hall	10/3/2023
18	20771 9/27/2023	LOCATE 680 CARILINA BAY, GRADING	Tyrus Davis	Downtown	9/29/2023
19	20772 9/29/2023	LOCATE 2010 BONNER BUSSELLS DR, BURY PHONE DROP	Tyrus Davis	Downtown	9/29/2023
20	20773 9/27/2023	LOCATE 714 N HOWE, PLANT PALMETTO TREES	Tyrus Davis	Downtown	9/29/2023
21	20774 9/27/2023	LOCATE 512 RUNSWICK/SHORT ST, INSTALLING GAS LINE	Tyrus Davis	Downtown	9/29/2023
22	20775 10/4/2023	DOOR AT THE POLICE DEPT NEEDS A CLOSURE. SEE EMAIL.	Harlan Pyles	Police Station	10/5/2023
23	20776 10/4/2023	FIX BROKEN METER LID AT 5005 CANVASBACK CT	Mark Caban	Downtown	10/4/2023
24	20777 10/4/2023	MOVE MEETING CABINET FOR TORI, TURN SIDEWAYS.	Jeremy Kennedy	Downtown	10/4/2023
25	20778 9/26/2023	LOCATE 1616 N HOWE ST, SEWER WORK	Tyrus Davis	Downtown	9/29/2023
26	20779 9/26/2023	LOCATE 210 W ST GEORGE, BURY PHONE DROP	Tyrus Davis	Downtown	9/29/2023
27	20780 10/4/2023	LOCATE SANDY LANE, WATER LINE TIE IN	Tyrus Davis	Downtown	9/29/2023
28	20781 9/28/2023	LOCATE 6247 NAVIGATOR WAY, INSTALLING ELECTRIC LINE	Tyrus Davis	Downtown	10/3/2023
29	20782 9/28/2023	LOCATE 306 E BROWN ST, INSTALLING ELECTRIC LINE	Tyrus Davis	Downtown	10/3/2023
30	20783 9/28/2023	LOCATE 311 FIREFLY LANE, INSTALLING ELECTRIC LINE	Tyrus Davis	Downtown	10/3/2023
31	20784 9/28/2023	LOCATE 1012 AND 1045 DOWNRIGGER INSTALLING CABLE LINE	Tyrus Davis	Downtown	10/3/2023
32	20785 10/4/2023	FIX BROKEN TRASH BOX AT TRAIL FEATHERS.	Jeremy Kennedy	Downtown	10/4/2023
33	20786 10/5/2023	113 W WEST BETWEEN HOWE & LORD SOMEONE RAN OVER A BIKE ROUTE SIGN. PLEASE PUT BACK UP.	Mike Spicer	Downtown	10/5/2023

34	20787 10/5/2023	LOCATE AND VERIFY THAT 683 CAROLINA BAY CT HAS WATER & SEWER SERVICE. INDIGO	Mike Spicer	Indigo Plantation	10/6/2023
35	20788 9/30/2023	LOCATE 310 W 9TH, BROKEN TRACER WIRE	Tyrus Davis	Downtown	10/4/2023
36	20789 10/1/2023	LOCATE 607 COTTAGE POINT WAY, INSTALLING CABLE LINE	Tyrus Davis	Downtown	10/4/2023
37	20790 10/6/2023	Please adjust the soft close mechanism on the door inside the city hall(the door between the PD lobby & hallway) it's not closing properly. Per Allison	Jeremy Kennedy	Police Station	10/6/2023
38	20793 10/9/2023	PICK UP DEBRIS BAGS AT OLD JAIL ANNEX	David Kelly	Old Jail	10/9/2023
39	20794 10/1/2023	LOCATE 607 COTTAGE POINT WAYU, INSTALL CABLE LINE	Tyrus Davis	Downtown	10/4/2023
40	20795 10/1/2023	LOCATE 357 TREVALLY CT, INSTALLING CABLE LINE	Tyrus Davis	Downtown	10/4/2023
41	20796 10/2/2023	LOCATE VARIOUS LOCATIONS OF RIVER DRIVE FOR CABLE LINE.	Tyrus Davis	Downtown	10/5/2023
42	20797 10/2/2023	LOCATE 288 BOPNNET WAY, FENCE	Tyrus Davis	Downtown	10/5/2023
43	20798 10/2/2023	LOCATE 510 W WEST, BURY PHONE DROP	Tyrus Davis	Downtown	10/5/2023
44	20799 10/2/2023	LOCATE 6237 NAVIGATOR WAY	Tyrus Davis	Downtown	10/5/2023
45	20800 10/4/2023	LOCATE 314 WILLIS DR, DESTROYED MARKS	Tyrus Davis	Downtown	10/5/2023
46	20801 10/2/2023	LOCATE 107 S FODALE/E MOORE ST, INSTALLING CABLE LINE	Tyrus Davis	Downtown	10/5/2023
47	20802 10/3/2023	LOCATE 421 CADES TRAIL, INSTALLING POOL	Tyrus Davis	Downtown	10/6/2023
48	20803 10/3/2023	LOCATE 1111 NEWTON DR SE, INSTALLING POOL	Tyrus Davis	Downtown	10/6/2023
49	20804 10/3/2023	LOCATE 111 W BAY ST, INSTALLING CABLE LINE	Tyrus Davis	Downtown	10/6/2023
50	20805 10/6/2023	LOCATE 519 N LORD ST, REPAIR CUT CABLE.	Tyrus Davis	Downtown	10/6/2023

51	20806 10/3/2023	LOCATE 371 TREVALLY CT, INSTALLING CABLE LINE	Tyrus Davis	Downtown	10/6/2023
52	20807 10/3/2023	LOCATE 611 N HOWE ST, INSTALLING WATER/SEWER TAP	Tyrus Davis	Downtown	10/6/2023
53	20808 10/3/2023	LOCATE SANDY LANE, REPAIR WAT3ER LINE	Tyrus Davis	Downtown	10/5/2023
54	20809 10/3/2023	LOCATE 1111 NEWTON DR, INSTALLING POOL	Tyrus Davis	Downtown	10/6/2023
55	20810 10/3/2023	LOCATE 111 W BAY ST, INSTALLING CABLE LINE	Tyrus Davis	Downtown	10/6/2023
56	20811 10/6/2023	LOCATE 519 N LORD ST, REPAIR CUT CABLE.	Tyrus Davis	Downtown	10/6/2023
57	20812 10/3/2023	LOCATE 371 TREVALLY CT, INSTALL CABLE LINE	Tyrus Davis	Ditch	10/6/2023
58	20813 10/3/2023	LOCATE 611 N HOWE ST, INSTALLING WATER/SEWER TAP	Tyrus Davis	Downtown	10/6/2023
59	20814 10/4/2023	LOCATE 12 CANTERBURY CT SE, INSTALLING GAS LINE	Tyrus Davis	Downtown	10/9/2023
60	20815 10/3/2023	LOCATE 314 RIVER DR, INSTALL WATER/SEWER TAP	Tyrus Davis	Downtown	10/9/2023
61	20816 10/3/2023	LOCATE E MOORE, UNDG POWER CONST	Tyrus Davis	Downtown	10/9/2023
62	20817 10/10/2023	CHECK METER (IRRIGATION) AT 618 MCKENZIE CIRCLE, LEAKING	Mark Caban	Downtown	
63	20818 10/5/2023	LOCATE VARIOUS AREAS ON ROBERT RUARK DR, PLACING CONDUIT	Tyrus Davis	Downtown	10/10/2023
64	20819 10/4/2023	LOCATE 5998 GRAY SQUIRREL PATH, BURY PHONE DROP	Tyrus Davis	Downtown	10/10/2023
65	20820 10/11/2023	CLEAN UP DRUG PARAPHENALIA BY THE OLD WELL	David Kelly	Franklin Square Park	10/11/2023
66	20821 10/12/2023	3 LIGHTS ARE OUT AT CAVINESS PARK, they have been replaced. They are getting knocked out.	Ellie Pittenger	Caviness Park	10/12/2023
67	20822 10/4/2023	LOCATE 5998 GRAY SQUIRREL PATH, PHONE DROP	Tyrus Davis	Downtown	10/10/2023

68	20823 10/4/2023	LOCATE 351 TREVALLY CT, INSTALL CABLE LINE	Tyrus Davis	Downtown	10/10/2023
69	20824 10/5/2023	LOCATE 314 WILLIS DR, NEW GAS SERVICE	Tyrus Davis	Downtown	10/10/2023
70	20825 10/5/2023	LOCATE 6205 PEBBLE SHORE LANE, INSTALL CABLE LINE	Tyrus Davis	Downtown	10/11/2023
71	20826 10/5/2023	LOCATE 6205 PEBBLE SHORE LANE, INSTALL CABLE LINE	Tyrus Davis	Downtown	10/11/2023
72	20827 10/6/2023	LOCATE 355 TREVALLY CT, INSTALL CABLE LINE	Tyrus Davis	Downtown	10/11/2023
73	20828 10/6/2023	LOCATE 611 N HOWE ST, LAWN IRRIGATION	Tyrus Davis	Downtown	10/11/2023
74	20830 10/13/2023	PLEASE TAKE CARE OF GROUNDS AT OLD CITY HALL AT THE REQUEST OF THE MAYOR.	David Kelly	Old City Hall	10/16/2023
75	20831 10/10/2023	LOCATE 110 PARK AVE, INSTALL UNDG CABLE.	Tyrus Davis	Downtown	10/13/2023
76	20832 10/13/2023	ADD A LIGHT SWITCH AT POLICE RECEPTION		City Hall	10/13/2023
77	20833 10/13/2023	HANG NEW CHAIN NETS ON BASKETBALLHOOPS AT LOWE WHITE AND CAVINESS	Jeremy Kennedy	Caviness Park	10/13/2023
78	20834 10/13/2023	LOCK ON HANDLE KEEPS GETTING HIT ACCIDENTLY, REMOVED PUSHED LOCK ON HANDLE.	Jeremy Kennedy	Downtown	10/13/2023
79	20835 10/10/2023	LOCATE 110 PARK AVE, UNDG CABLE.	Tyrus Davis	Downtown	10/13/2023
80	20836 10/9/2023	LOCATE 502 CADES TRAIL, INSTALLING FENCE	Tyrus Davis	Downtown	10/13/2023
81	20837 10/10/2023	LOCATE 1021 DOWNRIGGER TRAIL, LANDSCAPING	Tyrus Davis	Downtown	10/13/2023
82	20838 10/10/2023	LOCATE 3005 BONNER BUSSELLS DR, INSTALLING SIGN	Tyrus Davis	Downtown	10/13/2023
83	20839 10/9/2023	LOCATE 1002 FAIRLEY ST SE, BURY PHONE DROP	Tyrus Davis	Downtown	10/13/2023
84	20840 10/10/2023	LOCATE 318 WILLIS DR, NEW GAS SERVICE	Tyrus Davis	Downtown	10/13/2023

85	20841 10/9/2023	LOCATE 713 BURRINGTON AVE, INSTALLING POOL	Tyrus Davis	Downtown	10/13/2023
86	20842 10/10/2023	LOCATE 104 W MOORE ST , INSTALL UNDGCABLE.	Tyrus Davis	Downtown	10/13/2023
87	20843 10/17/2023	COOKIE NEEDS THE TRACTOR/TRAILER OCT. 27TH AT 209 N ATLANTIC.	David Kelly	Downtown	10/27/2023
88	20844 10/17/2023	NASH STREET HANDICAP RESTROOM IS LEAKING WATER. replaced spud in toilet	Jeremy Kennedy	Fire Substation	
89	20845 10/11/2023	LOCATE 713 BURRINGTON AVE, DIG WATER AND SEWER	Tyrus Davis	Downtown	10/16/2023
90	20846 10/11/2023	LOCATE N HOWE ST/RIVER RD SE, INSTALLING TRAFFIC	Tyrus Davis	Downtown	10/16/2023
91	20847 10/11/2023	LOCATE 1136 N CASWELL, TRENCHING	Tyrus Davis	Downtown	10/16/2023
92	20848 10/17/2023	LOCATE 113 S HOWE ST, INSTALLING CABLE LINE	Tyrus Davis	Downtown	10/16/2023
93	20849 10/11/2023	LOCATE 335 E BROWN ST, GRADING	Tyrus Davis	Downtown	10/16/2023
94	20850 10/10/2023	LOCATE 120 STUART AVE, INSTALL GAS LINE	Tyrus Davis	Downtown	10/16/2023
95	20851 10/11/2023	LOCATE 6246 LOOKOUT POINT DR, INSTALL FENCE	Tyrus Davis	Downtown	10/16/2023
96	20852 10/14/2023	LOCATE 711 E MOORE ST, INSTALLING CABLE LINE	Tyrus Davis	Downtown	10/17/2023
97	20853 10/14/2023	LOCATE 372 TREVALLY, N CASWELL, INSTALLING CABLE LINE	Tyrus Davis	Downtown	10/17/2023
98	20854 10/15/2023	LOCATE 353 TREVALLY CT, INSTALL UNDGCABLE.	Tyrus Davis	Downtown	10/17/2023
99	20855 10/18/2023	REPLACE THE GRILL AT CAVINESS PARK WITH THE NEW ONE IN THE JAIL ANNEX STORAGE.	Jeremy Kennedy	Caviness Park	10/19/2023
100	20856 10/18/2023	PER RANDY JONES, TAKE CHRISTMAS WEREATHS TO THE NASH STREET FIRE STATION 10/23 IN THE A.M. FOR BEAUTIFICATION TO CHANGE OUT LIGHTS.	David Kelly	Downtown	10/23/2023
101	20857 10/20/2023	REPLACE MISSING BOARD ON THE BENCH LOCATED TO THE LEFT OF THE STAGE IN FRANKLIN SQ PARK	Jeremy Kennedy	Franklin Square Park	10/23/2023

102	20858 10/20/2023	LOCATE N CASWELL, UNDG POWER CONS	Tyrus Davis	Downtown	10/18/2023
103	20859 10/23/2023	COOKIE WOULD LIKE THE HALOWEEN TOTE FROM THE JAIL.	David Kelly	Old Jail	10/24/2023
104	20860 10/20/2023	SOMEONE BROKE LID/SEAT ON MENS TOILET AT CAVINESS	Jeremy Kennedy	Downtown	10/20/2023
105	20861 10/20/2023	REPLACE FLOOD LIGHT THAT POIKNTS TOWARDS STAGE AT FRANKLIN SQ PARK	Jeremy Kennedy	Downtown	10/20/2023
106	20862 10/23/2023	REMOVE METAL POST ON WEST SIDE OF PATIO AT CAVINESS PARK	Jeremy Kennedy	Caviness Park	10/20/2023
107	20863 10/23/2023	DOUBLE DOORS IN BRIDAL SUITE.	Jeremy Kennedy	Community Building	10/23/2023
108	20864 10/23/2023	PICK UP 4 AZALEA BUSHES AT 1024 CAPTAIN ADKINS DR IN SMITHVILLE, THEY ARE IN FRONT OF HER HOUSE NEAR THE STREET.	David Kelly	Downtown	10/24/2023
109	20866 10/23/2023	LEAKING TOILET FIXTURE AT TAYLOR FIELD BATHROOMS	Jeremy Kennedy	Downtown	10/23/2023
110	20867 10/16/2023	LOCATE N LORD ST/W WEST, UNDG POWER	Tyrus Davis	Downtown	10/18/2023
111	20868 10/24/2023	CHECK OUT DEAD BRANCH HANGING OVER SIDEWALK AT 412 N HOWE, ON THE SIDE OF DRY ST PIZZA.	David Kelly	Downtown	10/25/2023
112	20869 10/24/2023	BARRICADES FOR THE CAR SHOW SATURDAY	Mike Spicer	Downtown	
113	20870 10/17/2023	LOCATE ROBERT RUARK, HOWE, SANDY LANE, WATER LINE TIE IN	Tyrus Davis	Downtown	10/20/2023
114	20871 10/17/2023	LOCATE N HOWE/SANDY LANE, WATER/SEWER	Tyrus Davis	Downtown	10/20/2023
115	20872 10/17/2023	LOCATE ROBERT RUARK, N HOWE, SANDY LANE, DOSHER CUT OFF. SOIL TEST BORING	Tyrus Davis	Downtown	10/20/2023
116	20873 10/16/2023	LOCATE 653 SPARTINA CT, LANDSCAPING	Tyrus Davis	Downtown	10/19/2023
117	20874 10/16/2023	LOCATE 111 CAPE FEAR DR, INSTALL FENCE	Tyrus Davis	Downtown	10/19/2023
118	20875 10/16/2023	LOCATE 216 W NASH/N CASWELL, INSTAL UNDG CABLE.	Tyrus Davis	Downtown	10/19/2023

119	20882 10/25/2023	MISSING BULB IN BACK CORNER FLOOD LIGHT AT GYM. Replaced fixture	Jeremy Kennedy	City Gym	10/25/2023
120	20883 10/23/2023	REMOVED PALM TREES AT NASH ST RESTROOM	David Kelly	Public Restrooms E Nash	10/23/2023
121	20884 10/18/2023	LOCATE 1671 N HOWE, NEW GAS MAIN	Tyrus Davis	Downtown	10/24/2023
122	20885 10/23/2023	LOCATE HWY211 AND SANDY LANE, SOIL TEST BORING	Tyrus Davis	Downtown	10/24/2023
123	20886 10/17/2023	LOCATE 1205 E MOORE ST/YAUPON DR, INSTALL UNDГ CABLE.	Tyrus Davis	Downtown	10/24/2023
124	20887 10/17/2023	LOCATE 304 RIVER DR, INSTALL UNDГ CABLE	Tyrus Davis	Downtown	10/24/2023
125	20888 10/20/2023	LOCATE N HOWE, EXPOSING & MAPPING UTILITIES	Tyrus Davis	Downtown	10/25/2023
126	20889 10/20/2023	LOCATE N ATLANTIC, E 8TH, E 9TH, EXPOSING & MAPPING	Tyrus Davis	Downtown	10/24/2023
127	20890 10/18/2023	LOCATE PEBBLE SHORE LANE, DREDGING	Tyrus Davis	Downtown	10/24/2023
128	20891 10/17/2023	LOCATE N HOWE ST, WATERLINE REPAIR	Tyrus Davis	Downtown	10/20/2023
129	20892 10/20/2023	LOCATE N FODALE AVE, LAND SURVEY	Tyrus Davis	Downtown	10/25/2023
130	20893 10/23/2023	LOCATE N CASWELL/ST GEORGE, UNDГ POWER	Tyrus Davis	Downtown	10/24/2023
131	20895 10/19/2023	LOCATE 12 CANTERBURY CT AND 403 HERRING, INSTALLING GAS LINE	Tyrus Davis	Downtown	10/24/2023
132	20896 10/23/2023	LOCATE WEST SIDE FOR UNDГ POWER CONST.	Tyrus Davis	Downtown	10/26/2023
133	20897 10/23/2023	LOCATE 750 SKIPJACK CIR, INSTALLING ELECTRIC LINE	Tyrus Davis	Downtown	10/26/2023
134	20898 10/24/2023	LOCATE 304 WILLIS DR, INSTALLING WATER/SEWER TAP	Tyrus Davis	Downtown	10/27/2023
135	20899 10/24/2023	LOCATE 6248 LOOKOUT POINT, INSTALLING WATER/SEWER TAP	Tyrus Davis	Downtown	10/27/2023

136	20900 10/23/2023	LOCATE 713 BURRINGTON AVE, INSTALLING ELECTRIC LINE	Tyrus Davis	Downtown	10/26/2023
137	20901 10/16/2023	LOCATE 5214 FLANK CT/J SWAIN BLVD, BURY PHONE DROP	Tyrus Davis	Downtown	10/19/2023
138	20902 10/23/2023	LOCATE 1616 N HOWE ST, RELOCATE SERVICE	Tyrus Davis	Downtown	10/26/2023
139	20903 10/23/2023	LOCATE 1513 N HOWE AND ALONG ROBERT RUARK, PLACING CONDUIT	David Kelly	Downtown	10/26/2023
140	20904 10/23/2023	LOCATE 6248 LOOKOUT POINT DR, GRADING	Tyrus Davis	Downtown	10/26/2023
141	20905 10/23/2023	LOCATE 301 YAUPON DR, INSTALLING ELECTRIC LINE	Tyrus Davis	Downtown	10/26/2023
142	20906 10/23/2023	LOCATE W ST GEORGE/CLARENDON/BURRINGTON, UNDG POWER	Tyrus Davis	Downtown	10/23/2023
143	20907 10/24/2023	LOCATE 808 E LEONARD ST, SEWER LATERAL	Tyrus Davis	Downtown	10/27/2023
144	20914 10/25/2023	LOCATE 1218 N CASWELL/W 14TH, LOT CLEARING	Tyrus Davis	Downtown	10/30/2023
145	20915 10/24/2023	LOCATE 1024 CAPTAIN ADKINS, BURY PHONE DROP	Tyrus Davis	Downtown	10/30/2023
146	20916 10/24/2023	LOCATE 6228 PEBBLE SHORE LANE, NEW GAS SERVICE	Tyrus Davis	Downtown	10/30/2023
147	20917 10/25/2023	LOCATE 335 E BROWN ST, GRADING	Tyrus Davis	Downtown	10/30/2023
148	20865 10/24/2023	PUT OUT BARRICADES ON NOV 3RD SEE MAP: PUT WHERE THEY ARE HIGHLIGHTED	Mike Spicer	Downtown	
149	20764 9/29/2023	REPLACE BULB IN LIGHT NEAR THE ART GALLERY	Harlan Pyles	Franklin Square Park	
150	20791 10/6/2023	601 BURRINGTON HAD A LEAK ALERT, PLEASE STOP BY.	Mark Caban	Downtown	
151	20792 10/6/2023	CLEAN UP/TRIM HEAVY DUTY LIMBS AT JOHN SMITH CEMETERY	David Kelly	John Smith Cemetery	
152	20829 10/13/2023	REPAIR/FIX WIRE CABLE AT LOWE WHITE PARK	Jeremy Kennedy	Downtown	



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ADDRESS	VIOLATION	STATUS
115 E Owens St	MH/OL	OPEN
210 E Brown St	OL/JV	OPEN
616 N Caswell Ave	MH/OL/JP	ABATED
511 W 11 th St	OL/JP/MH	OPEN
1126 N Caswell Ave	JP	ABATED
722 W 11 th St	MH/JP/OL	OPEN
813 W 11 th St	MH/JP/OL	OPEN
516 Clarendon Ave	OL	OPEN
605 N Fodale Ave	JP	OPEN
907 N Lord St	OL	OPEN
PID 237EA013 N Caswell Ave	OL/JP	OPEN
1061 Downrigger Trl	OL	OPEN
1065 Downrigger Trl	OL	OPEN
314 River Dr	OL	ABATED
305 Yaupon Dr Ext	JV/JP/OL	ABATED
609 Burrington Ave	MH/OL	OPEN
PID 237EB003 Burrington Ave	OL	OPEN
211 N Rhett St	OL	OPEN
829 N Lord St	OL	OPEN
203 W 9 th St	OL	OPEN
314 N Rhett St	MH	OPEN
602 N Lord St	JV/JP	OPEN
PID 222PA00101 E Leonard St	OL	OPEN
607 N Caswell Ave	ZN	OPEN
1013 E Moore St	JP	OPEN
512 N Atlantic Ave	MH	OPEN
1011 E Moore St	ZN	ABATED
215 N Fodale Ave	OL	OPEN
204 Herring Dr	OL	OPEN
114 Frink Dr	JV/JP	OPEN
113 Frink Dr	JP/OL	OPEN
215 Willis Dr	JP	OPEN
PID 238HB002 Herring Dr	MH/OL	OPEN
705 Cape Harbor Dr	JV	OPEN
414 Burrington Ave	JV	OPEN
1201 N Lord St	OL	OPEN
500 W 9 th St	ZN	ABATED



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416 E Bay St	ZN	OPEN
PID 238AA01503 Yaupon Dr	OL	ABATED
PID 238AA021 Yaupon Dr	OL	OPEN
PID 238AA02101 Yaupon Dr	OL	OPEN
129 Park Ave	JV	OPEN
123 Park Ave	JV	ABATED
403 Stuart Ave	JV	OPEN
311 Stuart Ave	JP	OPEN
139 Stuart Ave	OL	OPEN
315 W Brown St	ZN	OPEN
110 Highland Park Ave	ZN	ABATED
207 N Caswell Ave	ZN	ABATED
613 N Lord St	ZN	ABATED
802 N Lord St	ZN	ABATED
239 E Bay St	ZN	ABATED
308 Stuart Ave	ZN	ABATED
220 N Lord St	ZN	ABATED
612 Burrington Ave	ZN	ABATED
208 W Nash St	ZN	ABATED
703 E Moore St	ZN	ABATED
1026 N Caswell Ave	ZN	ABATED
614 Clarendon Ave	ZN	ABATED
604 N Lord St	ZN	ABATED
109 S Atlantic Ave	ZN	ABATED



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HIGHLIGHTS

- 27 New cases opened for the month of October.
- 22 Cases have been Abated.
- 813 W 11th St – This property has now been fully cleaned up by the property owner and all overgrowth has been cut.
- 114 Frink Dr – The property owner has removed the junk vehicle from the property.
- 210 E Brown St – Property owner will be receiving the Finding of Facts and a 10-day Tow Notice for (Two Junk Vehicles) located on the property.
- PID 237EA013 N Caswell Ave - Property owner will be receiving the Finding of Facts for the (Junk Pile) located on the property.
- 605 N Fodale Ave – Property owner will be receiving a Notice of Hearing for the (Open Storage/Junk Pile) located under the open carport on the property.
- 602 N Lord St – Property owner will be receiving a Notice of Hearing for the (Junk Vehicle/Junk Pile) located in the rear of the property.
- 607 N Caswell Ave – Property owner will be receiving a Notice of Hearing for the (Shipping Container) located in the rear of the property.
- 1013 E Moore St – Property owner will be receiving a Notice of Hearing for the large amount of (Open Storage/Junk Pile) located in the rear of the property.
- 113 Frink Dr – Property owner will be receiving a Notice of Hearing for the (Junk Piles/Overgrowth) throughout the property.
- 705 Cape Harbor Dr – Property owner will be receiving a Notice of Hearing for the (Two Junk Vehicles) located in the rear of the property.



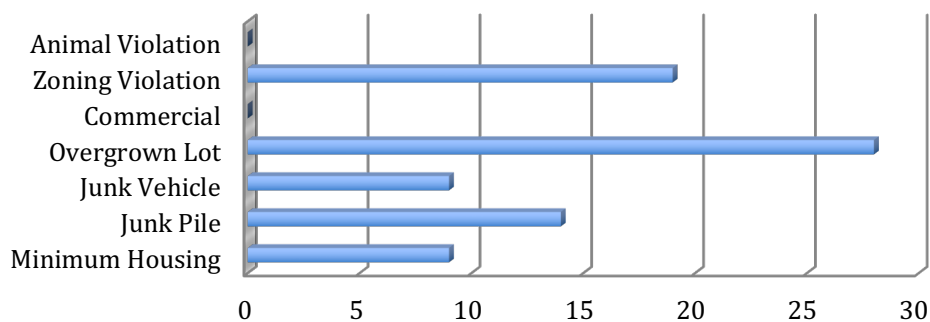
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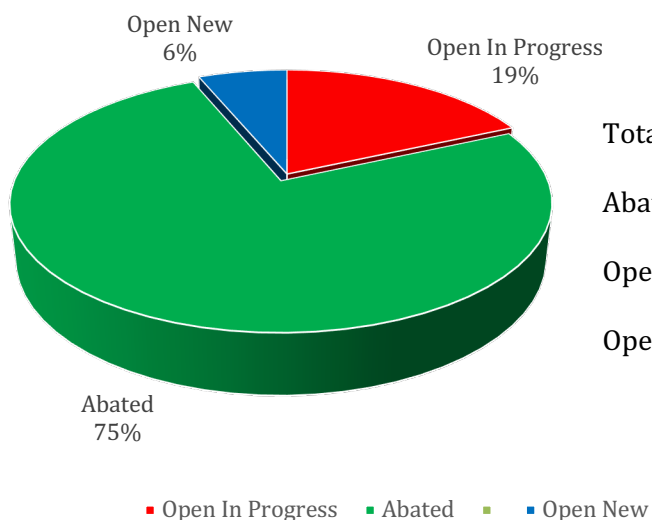
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Violations by the Numbers



	Minimum Housing	Junk Pile	Junk Vehicle	Overgrown Lot	Commercial	Zoning Violation	Animal Violation
Violations by the Numbers	9	14	9	28	0	19	0

Case Status To Date



Total Cases - 158

Abated - 119

Open In Progress - 29

Open New - 10