



**Town of Atlantic Beach  
Town Council Meeting Agenda  
Town Boardroom  
125 West Fort Macon Road  
and Electronically Via Zoom  
Monday, March 25, 2024 - 6:00 p.m.**

- 1. CALL TO ORDER**
  - 2. PLEDGE OF ALLEGIANCE**
  - 3. APPROVAL OF AGENDAS**
  - 4. CONSENT AGENDA**
    - a. Finance Report
    - b. Budget Amendment #17
    - c. Budget Transfers
    - d. Tax Collection Report
    - e. Tax Releases and Refunds Report
    - f. Notice of Surplus Equipment Sold (jet ski and ATV)
    - g. Minutes: 1/9/24; 1/9/24/CS; 1/22/24; 2/26/24
  - 5. CITIZEN REQUESTS/COMMENTS**
  - 6. PUBLIC HEARING Ordinance 24-03-01:** Ordinance Amending Chapter 18, Unified Development Ordinance, Article 10, Definitions and Measurement; Section 18.10.2.J.2 Rules of Measurement, Slope and Elevation, Base Flood Elevation; and 18.10.5 Definitions.
  - 7. TOWN MANAGER REPORT**
  - 8. MAYOR/COUNCIL COMMENTS**
- ADJOURN**

Information to view the meeting via Zoom is available on the Town's website [www.atlanticbeach-nc.com](http://www.atlanticbeach-nc.com)

P. O. Box 10  
 125 West Fort Macon Road  
 Atlantic Beach, NC 28512



Phone: (252) 726-2121  
 Fax: (252) 726-5115  
 financedirector@atlanticbeach-nc.com

**TO:** Mayor and Town Council

**DATE:** March 25, 2024

**FROM:** Sarah Currie  
 Finance Director

**RE:** Financial Statement and Cash & Investment Report

Attached are copies of the Financial Statement and Cash & Investment Report for the month ending February 29, 2024.

**Summary of General and Water Funds – February 2024**

◆ General Fund			
Revenue Collected	\$ 8,140,385	78.66%	
Expenses Spent	\$ 7,441,563	71.91%	
◆ Water Fund			
Revenue Collected	\$ 1,403,377	75.65%	
Expenses Spent	\$ 1,104,983	59.57%	

**Audited June 30, 2023 Governmental Fund Balances**

All Governmental Funds	\$6,949,731	
General Fund - Total Fund Balance	<b>\$6,181,343</b>	63.94%
State Statute Reserved	\$649,022	
Powell Bill	\$232,239	
Committed-Fire Truck, Grant Matches	\$2,081,355	
Unassigned G/F Fund Balance	<b>\$3,218,727</b>	33.29%
Beach & Waterway Reserve	\$768,028	

**FY 2023-24 Governmental Fund Balances Estimated:**

		% of expenses budgeted
June 30, 2023 Audited Unassigned GF Fund Balance	<b>\$3,218,727</b>	31.10%
23-24 Fund Balance Appropriated	-\$325,209	
No longer committed to Water Resources grant match	\$300,000	
June 30, 2024 Estimated Unassigned G/F Fund Balance	\$3,193,518	30.86%
Return of loan proceeds held as collateral for fire truck being built	\$1,200,000	
June 30, 2024 Estimated Unassigned G/F Fund Balance	<b>\$4,393,518</b>	42.46%

On January 24, 2022, Atlantic Beach Town Council passed a resolution setting a policy for the Town to strive to maintain an unassigned fund balance of approximately 35% of expenditures. This is more conservative than the Local Government Commission (LGC) requirement to maintain an unassigned fund balance of 8% of total expenditures.

**Town of Atlantic Beach  
February 2024**

**Operating Revenue Statement Summary**

	Estimated Revenue	Activity This Month	Revenue To Date	Uncollected To Date	Percent Collected
<b>General Fund</b>	10,348,287	492,476	8,140,385	2,207,902	78.66%
<b>Other Funds</b>					
	Estimated Revenue	Activity This Month	Revenue To Date	Uncollected To Date	Percent Collected
Beach & Waterway	760,541	434	287,505	473,036	37.80%
Stormwater	71,350	37,168	324,190	-252,840	454.37%
Powell Bill	25,650	1,063	73,041	-47,391	284.76%
Sidewalk	0	0	750	-750	#DIV/0!
Water	1,854,987	126,602	1,403,377	451,610	75.65%
Water System Capital Reserve	34,000	4,919	42,311	-8,311	124.44%
<b>TOTAL REVENUE</b>	<b>13,094,815</b>	<b>662,661</b>	<b>10,271,559</b>	<b>2,823,256</b>	<b>78.44%</b>

**Operating Expense Statement Summary**

**General Fund**

	Budget Amount	Activity This Month	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	Percent Spent
Adm Serv - Finance	387,216	29,992	205,112	0	182,104	52.97%
Adm Serv - Admin Support	467,065	47,375	310,416	2,112	154,537	66.91%
Adm Serv - Gov Body	132,625	8,426	65,631	0	66,994	49.49%
Adm Serv - Debt Service	715,702	0	715,810	0	-108	100.02%
Police - Enforcement	2,152,431	208,686	1,378,142	27,684	746,605	65.31%
Police - Emergency Mgmt	9,680	0	1,395	0	8,285	14.41%
Police - Comm Outreach	5,280	0	3,464	0	1,816	65.61%
Fire - Fire	1,931,936	178,504	1,223,172	84,897	623,867	67.71%
Fire - EMS	47,298	4,269	40,550	556	6,193	86.91%
Fire - Rescue	12,500	78	6,395	1,517	4,587	63.30%
Fire - Lifeguards	95,387	516	51,098	20,837	23,452	75.41%
Building Inspections	65,600	6,984	23,806	0	41,794	36.29%
Planning & Zoning	259,875	19,157	160,040	0	99,835	61.58%
Pub Serv - Public Works	2,810,626	106,463	2,258,986	92,596	459,045	83.67%
Pub Serv - Solid Waste	576,820	45,913	352,625	0	224,196	61.13%
Pub Serv - Roadways	93,753	388	81,491	4,040	8,222	91.23%
Pub Serv - Beach Access	117,000	3,637	66,721	975	49,304	57.86%
Comm Events / Recreation	467,493	12,842	231,859	29,637	205,997	55.94%
<b>Total General Fund</b>	<b>10,348,287</b>	<b>673,230</b>	<b>7,176,712</b>	<b>264,850</b>	<b>2,906,724</b>	<b>71.91%</b>
			<i>GF Exp &amp; Enc YTD:</i>	<i>7,441,563</i>		

**Other Funds**

	Budget Amount	Activity This Month	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	Percent Spent
Beach & Waterway	760,541	-	533,041	-	227,500	70.09%
Stormwater	71,350	-	48,187	-	23,163	67.54%
Powell Bill	25,650	-	25,650	-	-	100.00%
Sidewalk	-	-	-	-	-	#DIV/0!
Water	1,854,987	121,871.31	1,031,559	73,423.97	750,004	59.57%
Water System Capital Reserve	34,000	-	34,000	-	-	100.00%
			<i>WF Exp &amp; Enc YTD:</i>	<i>1,104,983</i>		
<b>TOTAL EXPENSES</b>	<b>13,094,815</b>	<b>795,101</b>	<b>8,849,149</b>	<b>338,274</b>	<b>3,907,391</b>	<b>70.16%</b>

**Town of Atlantic Beach  
February 2024**

**Capital Project Fund - Circle Boardwalk Renovation Fund 28**

<b>REVENUES</b>	<b>Estimated Revenue</b>	<b>Activity This Month</b>	<b>Revenue To Date</b>	<b>Uncollected To Date</b>	<b>Percent Collected</b>
Interest - Investments	-	-	-	-	#DIV/0!
Transfer from GF	-	-	-	-	#DIV/0!
Transfer from Beach & Waterway	246,350	-	128,850	117,500	52.30%
<b>TOTAL REVENUES</b>	<b>246,350</b>	<b>0</b>	<b>128,850</b>	<b>117,500</b>	<b>52.30%</b>

<b>EXPENSES</b>	<b>Budget Amount</b>	<b>Activity This Month</b>	<b>Expenditure Year to Date</b>	<b>Encumbrance Year to Date</b>	<b>Unencumbered Balance</b>	<b>Percent Spent</b>
Advertising	200	-	124	-	76	61.80%
Professional Service	5,690	-	5,690	-	-	100.00%
Engineering	51,890	-	38,108	-	13,782	73.44%
Architect	186,570	-	83,174	94,307	9,089	95.13%
Dept Supplies	2,000	(400)	1,355	-	645	67.74%
<b>TOTAL EXPENSES</b>	<b>246,350</b>	<b>-400</b>	<b>128,450</b>	<b>94,307</b>	<b>23,593</b>	<b>90.42%</b>

**Town of Atlantic Beach  
Cash Position  
as of February 29, 2024**

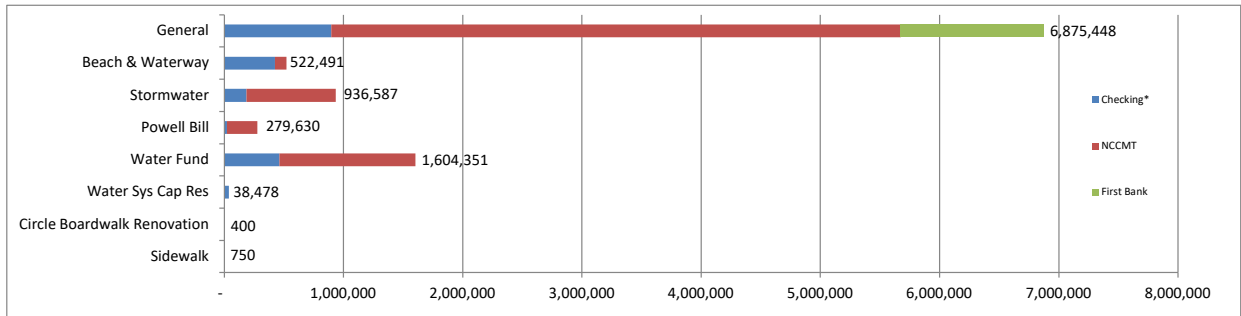
<u>Institution</u>	<u>Type of Account</u>	<u>Rate</u>	<u>February 2024</u>	<u>Maturity Date</u>
First Citizens	Checking (All Funds)	0.10%	\$2,106,439	
<b>General Fund</b>				
NCCMT - GF	Pooled Trust	5.37%	\$4,775,389	
First Bank Loan-Fire Truck	Loan Proceeds	0.03%	\$1,200,521	
<b>Total GF</b>			<b>\$5,975,910</b>	
<b>Beach Nourishment/Channel Fund</b>				
NCCMT - BEACH AND WATERWAY	Pooled Trust	5.37%	\$95,850	
			<b>\$95,850</b>	
<b>Stormwater Fund</b>				
NCCMT - STORMWATER	Pooled Trust	5.37%	\$748,503	
			<b>\$748,503</b>	
<b>Powell Bill Fund</b>				
NCCMT - POWELL	Pooled Trust	5.37%	\$256,037	
			<b>\$256,037</b>	
<b>Water Fund</b>				
NCCMT - WF	Pooled Trust	5.37%	\$1,140,518	
<b>Total WF</b>			<b>\$1,140,518</b>	
			<b>\$10,323,257</b>	



	<u>Checking*</u>	<u>NCCMT</u>	<u>First Bank</u>	<u>Total</u>
General	899,538	4,775,389	1,200,521	\$6,875,448
Beach & Waterway	426,642	95,850	-	\$522,491
Stormwater	188,084	748,503	-	\$936,587
Powell Bill	23,594	256,037	-	\$279,630
Water Fund	463,833	1,140,518	-	\$1,604,351
Water Sys Cap Res	38,478	-	-	\$38,478
Circle Boardwalk Renovation	400	-	-	\$400
Sidewalk	750	-	-	\$750
	<b>\$2,041,319</b>	<b>\$7,016,297</b>	<b>\$1,200,521</b>	<b>\$10,258,137</b>

\*Checking account balance includes pending payables/receivables

AB Cash Management Plan: No more than 50% shall be invested at any one institution to minimize risk and maintain diversification.





**Town of Atlantic Beach**  
**Budget Amendment Request**

<i>Finance Department Use Only</i>
Budget Amendment Number: 17
Finance Officer: Sarah Currie

**BUDGET AMENDMENT JUSTIFICATION**

**General Fund 10:**

Amendment to decrease Capital Outlay in the Police Department by \$805 due to the inclusion of sales tax in change order cost from NC Sound for the public safety town-wide camera project, returning the funds to GF Fund Balance.

Line Item	Description	Amount
10-2001-401	Police Dept – Capital Outlay	-805
10-0500-901	Fund Balance Appropriated	-805

Amendment to increase Vehicle Maintenance in the Police Department for the removal of damaged, faded decals and installation of new decal design using different materials to extend service life, with a cost of \$7,730, \$2,000 funded by an internal transfer of funds within the police department and the remaining funded by a \$5,730 decrease in Contingency Appropriations Expense.

10-2001-322	Police Dept – Vehicle Maintenance	5,730
10-1001-509	Contingency Appropriations	-5,730

Amendment to increase EMS Collections Expense with an offsetting increase in EMS Collections Revenue due to a change in the billing and payment method for Medicaid patients.

10-2502-208	EMS Collections Expense	8,000
10-0500-410	EMS Revenue	8,000

Amendment to increase Building Maintenance in the Public Services-Beach Access Department for circle bathhouse improvements to include approximately \$10,000 in replacement bathroom fixtures and \$12,000 in tile flooring, as presented to Town Council at the March 7, 2024 Special Meeting, funded by a transfer from GF Fund Balance.

10-4005-304	Public Svc – Beach Access Dept Building Maintenance	22,000
10-0500-901	Fund Balance Appropriated	22,000

Amendment to increase Capital Outlay in the Parks and Rec Department for the purchase and delivery of a 10 ft merry go round (\$10,499) and Department Supplies for Gaga court walls (\$1,000), as presented to Town Council at the March 14, 2024 Work Session, funded by a transfer from GF Fund Balance.

10-5001-307	Parks & Rec – Dept Supplies	1,000
10-5001-401	Parks & Rec – Capital Outlay	10,499
10-0500-901	Fund Balance Appropriated	11,499

Amendment to increase Small Equipment in the Parks and Rec Department for the purchase and installation of outdoor carpet for four mini golf holes, funded by a transfer from GF Fund Balance.

10-5001-318	Parks & Rec – Small Equipment	20,000
10-0500-901	Fund Balance Appropriated	20,000

RECOMMENDED:

  
John A O'Daniel, Town Manager

APPROVED:

\_\_\_\_\_  
Mayor Danny Navey

DATE: March 25, 2024

# TOWN OF ATLANTIC BEACH BUDGET TRANSFER REQUEST

B 196

Department: <b>FIRE</b>		Transfer
Account Number	Name	Amount
<b>FROM:</b>		
10-2501-219	Staff Physical Exams	(\$1,300.00)
10-2502-212	Maint. & Repair of Equipment - EMS	(\$500.00)
10-2502-307	Dept. Supplies - EMS	(\$500.00)
10-2502-403	PPE - EMS	(\$300.00)
10-2502-508	Misc. - EMS	(\$90.00)
10-2503-209	Fuel - Rescue	(\$1,000.00)
10-2503-508	Misc. - Rescue	(\$400.00)
10-2504-508	Misc. - Lifeguard	(\$380.00)
	TOTAL	(\$4,470.00)
<b>TO:</b>		
10-2501-318	Small Equipment	\$1,669.00
10-2501-321	Uniforms	\$1,160.00
10-2501-402	Equipment Rental	\$480.00
10-2501-508	Misc. - Fire	\$350.00
10-2503-207	Emp. Development - Rescue	\$431.00
10-2504-322	Veh. Maint. - Lifeguard	375
10-2504-401	Capital Outlay - LG	5
	TOTAL	\$4,470.00
<b>Justification and Explanation of Request for Transfer:</b>		
<p>Transfer to cover purchase of new Jet Ski trailer, FD Admin Copier rental, increased uniform costs and balancing out overages in line items.</p>		
Requested by:	<i>M. Smith</i>	Date: 3/15/24
Finance Director:	<i>S. Smith</i>	Date: 3/18/24
Town Manager:	<i>J. Smith</i>	Date: 3/19/2024
THIS SPACE RESERVED FOR FINANCE DEPARTMENT		
Budget transfer completed on:	3/18/2024	By (Initials): <i>JS</i>

# TOWN OF ATLANTIC BEACH BUDGET TRANSFER REQUEST

B# 195

**Department:** \_\_\_\_\_ **Transfer** \_\_\_\_\_

Account Number	Name	Amount
10-2001-112	Retiree Benefits	\$11,800.00
10-2001-103	Overtime	\$4,200.00
10-2001-322	Vehicle Maintenance	\$2,375.00
10-2001-101	FT Salaries	(\$2,375.00)
10-2001-109	HEALTH/STD/LIFE INS	(\$16,000.00)

**Justification and Explanation of Request for Transfer:**

Transfer to cover cost of retiree benefits for recent retirements, additional overtime as hours have gone beyond budget, and to increase vehicle maintenance to cover partial cost of re-decalling PD vehicles (additional balance of \$5730.00 to come from contingency fund).

Requested by:  Date: 2-23-24

Finance Director:  Date: 2/28/24

Town Manager:  Date: 2/28/2024

THIS SPACE RESERVED FOR FINANCE DEPARTMENT

Budget transfer completed on: 2/28/24 By (Initials): 



P. O. Box 10  
125 West Fort Macon Road  
Atlantic Beach, NC 28512



Phone: (252) 726-2121  
Fax: (252) 726-5115  
taxcollector@atlanticbeach-nc.com

## MEMORANDUM

**TO:** The Honorable Mayor and Town Council  
**FROM:** Betty Odham, Tax Collector  
**DATE:** March 25, 2024  
**RE:** Tax Collection Report

The following taxes were collected for the month of February 2024:

2023	\$	158,081.67	Interest/Adv Chgs	\$	4,446.51
2022	\$	283.55			
2021					
2020					
2019					
2018					
2017					
2016					

Current Year Tax Scroll	\$	4,077,588.71
Current Year Taxes Collected	\$	3,984,625.00
Balance Due on Current Year Taxes	\$	92,963.71
<b>Percentage of Current Year Taxes Collected to Date</b>		<b>97.72%</b>
Prior Year Taxes Collected Current Fiscal Year	\$	1,948.58
Prior Year Taxes Outstanding	\$	4,700.39
Interest and Penalties Collected Current Fiscal Year	\$	6,191.18



**MEMORANDUM**

**TO: The Honorable Mayor and Town Council**  
**FROM: Betty Odham, Tax Collector**  
**DATE: March 25, 2024**  
**RE: Tax Releases and Refunds for February 2024**

The following tax releases and refunds are submitted for your approval:

<u>Name</u>	<u>Account Id #</u>	<u>Value Released</u>	<u>Tax Released</u>	<u>Amount Refunded</u>	<u>Reason</u>
<b><u>Releases with no refund:</u></b>					
Rodriguez, Raymond	1697	\$33,686	\$72.42		Release by Carteret County-Sold Prop
Vick, Karen	8246	\$8,575	\$18.44		Release by Carteret County-Sold Prop
Williams, Erving	2152	\$13,745	\$29.55		Release by Carteret County-Sold Prop
Smith, David	8204	\$11,299	\$24.29		Release by Carteret County-Sold Prop
AB Watersport Adventures	8736	\$43,149	\$92.77		Release by Carteret County-Sold Prop
Klutz, Annie	8763	\$71,432	\$153.58		Release by Carteret County-Sold Prop
Parsons, Scott	8535		\$0.30		Release Overpayment Less than 1.00
Andy Martin	8350	\$19,319	\$41.54		Release by Carteret County-Sold Prop

**Releases with refunds < \$100 (Manager Approved):**  
Groff, Monty Lee \$ 78.91 Release by Carteret County-Wrong Jurisdic

**Releases with refunds > \$100 (Requiring Council Approval):**

**Total Releases** \$ 201,205 \$ 432.89

**Refunds due to overpayments < \$100 (Manager Approved):** **Refunded to**

**Refunds due to overpayments > \$100 (Requiring Council Approval):**  
Crabs Claw Inc \$ 661.92 Crabs Claw Inc

**Total Refunds** \$ -

\*The majority of "Wrong District" items are boats that are listed in other towns and/or counties.

Approved by the Town Council at its meeting on \_\_\_\_\_.

\_\_\_\_\_  
Town Clerk

**Underpayments** – Authority is given to the Tax Collector to release a balance of \$1.00 or less.  
**Wrong district** – Normally used to indicate the county tax record coding was incorrect.  
**District change** – Normally used to indicate personal property was moved from one town to another done but caught after tax bills are sent.  
The county will sometimes use wrong district and district change in the prior year interchangeably. The result is the same.  
**Double billed** – The county has listed the same personal property item under two or more different account and/or parcel numbers.  
**Sold in** – The annual listing form was signed by the taxpayer but in fact the personal property had been sold prior to January 1<sup>st</sup>.  
If the taxpayer can prove it the county will "release" the bill.  
**Minimal Bills** – The governing board adopted a resolution forgoing the collection of tax bills that do not exceed \$5.00  
**Licensed Vehicle** – motor vehicles that are plated and pay tax/tag together through DMV  
**All but minimal bills (taxes \$5.00 or less) and underpayments must come from Carteret County. A municipality cannot release taxes on their own.**

P. O. Box 10  
125 West Fort Macon Road  
Atlantic Beach, NC 28512



Phone: (252) 726-2121  
Fax: (252) 726-5115  
E-mail: tab@atlanticbeach-nc.com

## MEMORANDUM

**TO:** Mayor and Town Council

**DATE:** March 25, 2024

**FROM:** Sabrina Simpson  
Admin Services Director

**RE:** Surplus Equipment Sold –March 2024

The Town of Atlantic Beach sold a surplus Fire Dept jetski and ATV for a combined \$6,825 at auction on [www.GovDeals.com](http://www.GovDeals.com).



2016 Yamaha VX Deluxe Jet Ski & Trailer  
Sold to: Christina Metz  
Winston Salem, NC  
Amount: \$4,300.00



2019 Honda TRX420TM 2WD ATV  
Sold to: Keenan Ward  
Greenville, NC  
Amount: \$2,525.00

All sales met the requirements as specified within State Statute 160A-266, "Methods of Sale" and local resolutions 07-08-01, "Resolution Authorizing Agreement with GovDeals for Internet Auction of Government Surplus Items", and 07-08-02, "Resolution by the Town Council of the Town of Atlantic Beach, NC Prescribing Procedures for Disposing of Personal Property Valued at less than \$5,000".



**MINUTES**  
**Town of Atlantic Beach, North Carolina**  
**Town Council Worksession**  
**125 W Fort Macon Road and**  
**Electronically via Zoom**  
**Tuesday, January 9, 2024 – 9:00am**



The regularly scheduled meeting of the Atlantic Beach Town Council was held Tuesday, January 9, 2024 at 9:00am in the Council Meeting Room, 125 West Fort Macon Road, Atlantic Beach, North Carolina.

**Members Present:** Mayor Danny Navey; Mayor Pro Tem Austin Waters; Councilmembers: Harry Archer, Renea Baker, Joey Dean

**Members Absent:** Joseph Starling (via Zoom)

**Others Present:** John O'Daniel, Town Manager; Katrina Tyer, Town Clerk; Derek Taylor, Town Attorney; Sabrina Simpson, Admin Services Director; Marc Schulze, Public Works Director; Jennifer Ansell, Planner; Sarah Currie, Finance Director; Dave Clifton, Police Chief; Jason Hutchinson, Major; Morgan Gilbert, Parks and Rec Director; Mike Simpson, Fire Chief

New Police Chief Dave Clifton was introduced to everyone prior to the meeting.

### **CALL TO ORDER**

Mayor Navey called the meeting to order at 9:00 a.m.

### **APPROVAL OF AGENDA**

Councilmember Baker made a motion *to approve* the agenda. Seconded by Mayor Pro Tem Waters. Vote was unanimous, 4-0. Motion carried.

### **NEW BERN AVENUE RETENTION WALL**

Chase Cullipher, Engineer, explained he was approached by the town to look at the slope from Mrs. Bodie's property to the Town's New Bern Avenue beach access lot. The town has discussed a retaining wall separating these lots since the March 2023 retreat. At that time, it was thought that public works staff could install the wall, but then realized that the wall would have to be engineered, making the project more than what could be done in-house. Bids were obtained and ProGreen came in the lowest. A CAMA V-Zone certificate will be required, costing approximately \$500.

It was the consensus to proceed with the installation of the retaining wall using ProGreen as designed by Cullipher Engineers.

### **REVIEW OF NC RESILIENT COASTAL COMMUNITIES PROGRAM (RCCP) AND APPOINTMENT OF COMMUNITY ACTION TEAM**

Beth Smyre, Senior Planner with Dewberry reminded Council, that the Town was awarded \$70,000 in February to complete Phases I and II of the Resilient Coastal Communities Program which will aid in developing a risk and vulnerability assessment and prioritize projects in a project portfolio that will increase the Town's resilience to natural hazards.

As a part of the process, we need to establish a Community Action Team (CAT) to serve as liaisons on the project. The Resilient Coastal Communities Program Handbook requires the CAT to have at least five members who are representative of the community and its diverse perspectives. It is recommended that at least one member of the CAT be from (or can speak for) parts of the community that may be traditionally underrepresented in decision-making.

One of the CAT members will be appointed as a "CAT Champion" to lead the team; that person should have the knowledge, expertise, and passion to act as a point person with Dewberry, with whom we have been paired for Phases I and II, and the NC Division of Coastal Management.

The schedule Beth proposed is as follows:

January - CAT Meeting #1; February – Public Engagement #1; March - CAT Meeting #2; April - Public Engagement #2; May – CAT Meeting #3; June – Final Deliverable

It was the consensus to speak with Denise Clark and Jimmie Whitford to confirm their willingness to serve on the committee and to add the approval of committee members to the January consent agenda for approval. Clark and Whitford previously submitted citizen volunteer applications to the Clerk for various boards.

**CLOSED SESSION PURSUANT TO NCGS 143-318.11(A)(3) TO CONSULT WITH ATTORNEY TO PROTECT THE ATTORNEY-CLIENT PRIVILEGE**

Councilmember Baker made a motion *to enter* Closed Session pursuant to N.C.G.S. 143-318.11(a)(3) to consult with attorney to protect the attorney-client privilege. Seconded by Mayor Pro Tem Waters. Vote was unanimous, 4-0. Motion carried. The time was 9:42am.

Attorney Taylor briefed Council on litigation items. No action was taken.

Councilmember Archer made a motion *to exit* Closed Session pursuant to N.C.G.S. 143-318.11(a)(3) to consult with attorney to protect the attorney-client privilege. Seconded by Councilmember Baker. Vote was unanimous, 4-0. Motion carried. The time was 10:37am.

Break 10:37am  
Resume 10:48am

**CONSIDERATION OF CONTRACT WITH PREMIUM PARKING SERVICE, LLC OR PIVOT PARKING LLC FOR MANAGEMENT OF THE 2024 PAID PARKING SEASON AND AUTHORIZE TOWN MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS**

Councilmember Archer has spoken with mayors from three towns and Carolina Beach recommends Pivot as the best they have ever had, they emphasized making sure whoever we choose gets the signage is correct. Councilmember Archer provided his summary of comments for the minutes.

Council feels both companies are similar, Premium offered a higher projected revenue and better software. Premium was online via Zoom and spoke clarifying the convenience fee.

Councilmember Baker made a motion *to approve* the Contract with Premium Parking Service, LLC. Seconded by Councilmember Dean. Vote was unanimous, 4-0. Motion carried.

**REVIEW OF ORDINANCE AMENDMENT TO CHAPTER 12 OFFENSES AND MISCELLANEOUS PROVISIONS; ARTICLE 1, IN GENERAL; SECTION 12-9 CARRYING A CONCEALED HANDGUN IN TOWN GOVERNMENTAL BUILDINGS PROHIBITED**

John stated we are seeking to amend the ordinance to make the ban on carrying a concealed handgun in town buildings clear.

It was the consensus to add the ordinance amendment to the January consent agenda.

**REVIEW AND DISCUSSION OF ORDINANCE AMENDMENT TO CHAPTER 16 STREETS AND SIDEWALKS REGARDING SIDEWALK CONSTRUCTION AND PAYMENT IN LIEU OPTION AND AMENDMENT TO FEE SCHEDULE**

Following conversations as the January retreat, in July as part of the Budget Fee Schedule, we adopted a Sidewalk Payment in Lieu of Construction Fee. Now staff is proposing an amendment to Chapter 16 of the Town Ordinances which would establish sidewalk construction standards and further clarify when the payment-in-lieu option would be applicable. We are also proposing to modify the Fee Schedule so that the payment in lieu more accurately represents the true construction cost. If a developer opts out of payment-in-lieu, it would be Council's decision to approve the project.

It was the consensus to add approval to the January agenda.

**TOWN MANAGER REPORT**

Councilmember Starling had to leave Zoom due to work at 11:44 am.

John requested Council approval to remove the snowflake lights from the Causeway now that Christmas is over, the winter weather is just too harsh on them to leave up until Valentine's Day. They agreed it was appropriate.

John met with Ryan Davenport of the Beach Commission, and he feels the sea oats damaged from the recent dune fire will replenish themselves and we do not need to re-plant.

**MAYOR/COUNCIL COMMENTS**

Mayor Pro Tem Waters wants to see the issue with the main intersection stop lights not cycling timely addressed and a timeline for completion of the project announced.

Councilmember Baker would like an update on the Redbird sewer project and a timeline on when to expect information from NC State for the Town Park design. John stated he is meeting with Redbird on Thursday and hopes to have a draft Park design for the retreat.

Councilmember Dean wanted to confirm staff has not seen any plans regarding the re-development of the Atlantic Station Shopping Center. They confirmed they have not.

**ADJOURN**

There being no further action taken or business before Council the meeting stood adjourned. The time was 11:53am.

These minutes were approved at the March 25, 2024 meeting of the Atlantic Beach Town Council.

TOWN OF ATLANTIC BEACH

ATTEST:

(seal)

\_\_\_\_\_  
Danny Navey - Mayor

\_\_\_\_\_  
Katrina Tyer - Town Clerk



**MINUTES**  
**Town of Atlantic Beach, North Carolina**  
**Town Council Meeting**  
**125 W Fort Macon Road and**  
**Electronically via Zoom**  
**Monday, January 22, 2024 – 6:00pm**



The regularly scheduled meeting of the Atlantic Beach Town Council was held Monday, January 22, 2024 at 6:00pm in the Council Meeting Room, 125 West Fort Macon Road, Atlantic Beach, North Carolina.

**Members Present:** Mayor Danny Navey; Mayor Pro Tem Austin Waters; Councilmembers: Harry Archer, Renea Baker, Joey Dean, Joseph Starling

**Members Absent:** None

**Others Present:** John O'Daniel, Town Manager; Katrina Tyer, Town Clerk; Derek Taylor, Town Attorney; Sabrina Simpson, Admin Services Director; Marc Schulze, Public Works Director; Leghe Gerald, Water Supervisor; Mike Simpson, Fire Chief; Jennifer Ansell, Planning Director; Sarah Currie, Finance Director; David Clifton, Police Chief; and Jason Starnes, Police Sgt (left at 6:18pm). Trace Cooper, to receive the award. Phil Jones, PB member. Brad Rich, Carteret News-Times available via Zoom

**CALL TO ORDER and PLEDGE OF ALLEGIANCE**

Mayor Navey called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance.

**APPROVAL OF AGENDA**

Mayor Pro Tem Waters made a motion *to approve* the agenda as presented. Seconded by Councilmember Dean. Vote was unanimous, 5-0. Motion carried.

**CONSENT AGENDA**

- a. Finance Report
- b. Budget Amendment #14 and #13 (Fee Schedule for Payment in Lieu of Sidewalk Construction)
- c. Budget Transfers
- d. Tax Collection Report
- e. Tax Releases and Refunds Report
- f. Authorization to Write-off \$3,770.08 in Delinquent Utility Accounts
- g. Appointment of Harry Archer, III to the Dredging Committee
- h. Approval of NC Resilient Coastal Communities Program – Community Action Team
- i. Approval to Proceed with Contract with Progreen Turf & Landscape in the amount of \$11,205.30 for construction of New Bern Avenue Beach Access Retaining Wall (funding approved 11/27/23 Budget Amendment #11)
- j. Acceptance of Proposal for Contract Preparation and Selection Assistance for Disaster Debris Removal and Emergency Pumping Services with Johnson Environmental
- k. Approval of **Ordinance 24-01-01**: Ordinance Amending Chapter 16, Streets and Sidewalks; Article I, In General; Section 8, Sidewalk Construction
- l. Approval of Termination of Encroachment License Rights for the street end on Shore Drive (Glennon-McRae, LLC: 107 Shore Drive)
- m. Approval of Termination of Encroachment License Rights for the street end on Shore Drive (Cummings: 201 Shore Drive)
- n. Minutes: 11/8/23WS; 11/27/23; 12/13/23WS; 12/18/23

Mayor Navey reviewed the purpose of the dredging committee, and that Councilmember Archer is appointed to take his place.

Councilmember Baker made a motion *to approve* the consent agenda as presented. Seconded by Councilmember Dean. Vote was unanimous, 5-0. Motion carried.

**CITIZEN REQUESTS/COMMENTS**

None, in person or online via Zoom.

**PRESENTATION OF GOVERNOR’S CERTIFICATE TO FORMER MAYOR A. B. “TRACE” COOPER, III**

Mayor Navey thanked former Mayor Cooper for his sixteen years of service and presented him with a Certificate of Service from Governor Cooper.

**PROCLAMATION ART FOR THE HEART MONTH**

Mayor Navey presented Carteret County Art Council President Beverly Glover-Wood and Executive Director Bevely Snowden with an Art from the Heart Month Proclamation. The Council will be holding the February Art Show this year at Atlantic Station. Four members of the board were present, took photos, and presented Council with handmade ceramic hearts.

**REVIEW AND APPROVAL OF RESOLUTION 24-01-02: RESOLUTION OPPOSING THE PROPOSED INCREASE ON HOMEOWNERS’ INSURANCE RATES BY THE NC RATE BUREAU**

Council briefly discussed the proposed resolution, acknowledging the importance of opposing this rate increase as they did a couple years ago.

Mayor Pro Tem Waters made a motion *to approve* **Resolution 24-01-02: Resolution Opposing the Proposed Increase on Homeowners’ Insurance Rates by the NC Rate Bureau.** Seconded by Councilmember Archer. Vote was unanimous, 5-0. Motion carried.

**APPROVAL OF RESOLUTION 24-01-01: RESOLUTION RATIFYING, APPROVING, AND AUTHORIZING EXECUTION OF INTERLOCAL COOPERATION AGREEMENT BETWEEN THE COUNTY OF CARTERET AND THE TOWN OF ATLANTIC BEACH FOR THE PROVISION OF GIS SERVICES AND APPROVAL OF THE INTERLOCAL COOPERATION AGREEMENT BETWEEN THE COUNTY OF CARTERET AND THE TOWN OF ATLANTIC BEACH FOR THE PROVISION OF GIS SERVICES**

John explained this contract simply allows us to work with the county for GIS services. If we have a large project, such as identifying water lines, we can work with them and pay by the hour for their service.

Councilmember Baker made a motion *to approve* **Resolution 24-01-01: Resolution Ratifying, Approving, and Authorizing Execution of Interlocal Cooperation Agreement Between the County of Carteret and the Town of Atlantic Beach for the Provision of GIS Services and approval** of the Interlocal Cooperation Agreement Between the County of Carteret and the Town of Atlantic Beach for the Provision of GIS Services. Seconded by Councilmember Starling. Vote was unanimous, 5-0. Motion carried.

**REVIEW AND ACCEPTANCE FOR SIGNATURE OF FINANCIAL PERFORMANCE INDICATORS OF CONCERN (FPIC) REPORT FOR FY22-23 AUDIT**

John explained part of the Audit requirements this year is to acknowledge areas of financial concern, ours being our water system. The following has been drafted for Council approval and submittal to the Local Government Commission.

Cash Flow Indicators: Water and Sewer Capital Assets Condition Ratio result .16. This capital assets condition ratio formula calculates the remaining useful life. A remaining useful asset value less than 0.50 may signal the need to replace the assets in the near future.

Response: The Town of Atlantic Beach acknowledges the lack of remaining useful life of the assets in the water department. Due to this, in August 2021 the Town contracted with Municipal Engineering Services, Inc. to complete an assessment of the Town’s water treatment plant to include estimated costs and priority levels in order to begin planning for repairs. The Town received the final draft of the assessment in December 2021. At that time, we were waiting for the delayed National Pollutant Discharge Elimination System (NPDES) permit before committing to an action plan. The NPDES permit each year could potentially come with changes in the compliance schedule which could necessitate different treatment processes in order to remain compliant with the permit. In the meantime, water rates have been increased each year to aid in building our reserves in preparation for a large upcoming water plant project. The reserves at the close of the fiscal year ended June 30, 2023 were just short of 1.9 million.

Mayor Pro Tem Waters made a motion *to approve and sign* the Financial Performance Indicators of Concern (FPIC) Report for FY22-23 Audit as presented. Seconded by Councilmember Baker. Vote was unanimous, 5-0. Motion carried.

**REVIEW AND APPROVAL OF ORDINANCE 24-01-02: ORDINANCE AMENDING CHAPTER 5, BEACH AND SHORE REGULATIONS; ARTICLE I, IN GENERAL, SECTION 5-1 DEFINITIONS; SECTION 5.1-1 PROTECTIVE OF DUNES; SECTION 5-1 GLASS CONTAINERS PROHIBITED; ARTICLE II, VEHICULAR TRAFFIC; SECTION**



**5-4 CAMPING; AND CHAPTER 12 OFFENSES AND MISCELLANEOUS PROVISIONS, SECTION 12-6 POSSESSION OF CONTAINERS FOR FOOD AND DRINK ON THE BEACH STRAND**

John explained staff initiated this amendment to make sure the dunes were property protected, which became more evident we needed to ensure the proper ordinance was in place after the recent fire on the dunes started by someone setting off fireworks. Attorney Taylor has reviewed the amendment.

Councilmember Dean made a motion *to approve Ordinance 24-01-02*: Ordinance Amending Chapter 5, Beach and Shore Regulations; Article I, In General, Section 5-1 Definitions; Section 5.1-1 Protective of Dunes; Section 5-1 Glass Containers Prohibited; Article II, Vehicular Traffic; Section 5-4 Camping; and Chapter 12 Offenses and Miscellaneous Provisions, Section 12-6 Possession of Containers for Food and Drink on the Beach Strand. Seconded by Councilmember Baker. Vote was unanimous, 5-0. Motion carried.

**RE-ENTRY PASS POLICY**

John reviewed the proposed re-entry pass program, explaining over 16,100 passes have been sold/given out since the program's inception in 2009, with less than 6,000 properties. To maintain public safety following a disaster, a new program with all new passes, not tied to free or reduced parking, needs to be implemented. The proposed plan is to still give property owners two free passes and business owners one free pass, they can still purchase additional passes for \$25 each. Staff will begin the new program with a new pass color as soon as approved.

Councilmember Starling made a motion *to approve and adopt* the re-entry pass program and plan as presented. Seconded by Mayor Pro Tem Waters. Vote was unanimous, 5-0. Motion carried.

**COUNCIL 2024 MEETING SCHEDULE AMENDMENT**

Mayor Navey is asking Council to amend the 2024 Meeting Schedule to return work sessions to Thursdays at 9:00am instead of the previously approved Tuesdays at 9:00am due to a scheduling conflict since his appointment to the County tourism development board which meets on Tuesdays.

Councilmember Baker made a motion *to approve* the revised 2024 Meeting Schedule as presented. Seconded by Councilmember Archer. Vote was unanimous, 5-0. Motion carried.

**TOWN MANAGER REPORT**

John reminded Council he is in the process of putting together the retreat agenda for February and asked that if anyone has any topics to discuss to please bring those items to him.

The Beach Music Festival sponsorship platform for this 10<sup>th</sup> Annual event has changed some and hopes to be more promising in both revenue and benefits to the sponsors. Staff have begun advertising. Mayor Navey wants this year to be special.

**MAYOR/COUNCIL COMMENTS**

The Board thanked John and staff for the work they did during the power outage over the weekend and for keeping Council informed, with special thanks to the Police Dept for directing traffic at the main intersection with the lights out the entire day in the freezing weather.

Mayor Pro Tem Waters asked how the dredging/renourishment project was going. John and Marc were both unsure of the status, but John would inquire and get that information back out to them. The contractors are continuing to work.

**ADJOURN**

There being no further action taken or business before Council the meeting stood adjourned. The time was 6:30 pm.

These minutes were approved at the March 25, 2024 meeting of the Atlantic Beach Town Council.

TOWN OF ATLANTIC BEACH

ATTEST:

(seal)

\_\_\_\_\_  
Danny Navey - Mayor

\_\_\_\_\_  
Katrina Tyer - Town Clerk



**MINUTES**  
**Town of Atlantic Beach, North Carolina**  
**Town Council Meeting**  
**125 W Fort Macon Road and**  
**Electronically via Zoom**  
**Monday, February 26, 2024 – 6:00pm**



The regularly scheduled meeting of the Atlantic Beach Town Council was held Monday, February 26, 2024 at 6:00pm in the Council Meeting Room, 125 West Fort Macon Road, Atlantic Beach, North Carolina.

**Members Present:** Mayor Danny Navey; Mayor Pro Tem Austin Waters; Councilmembers: Harry Archer, Joey Dean, Joseph Starling

**Members Absent:** Councilmember Renea Baker (present via Zoom)

**Others Present:** John O'Daniel, Town Manager; Katrina Tyer, Town Clerk; Derek Taylor, Town Attorney; Sabrina Simpson, Admin Services Director; Marc Schulze, Public Works Director; Mike Simpson, Fire Chief; Jennifer Ansell, Planning Director; David Clifton, Police Chief; Abe Lazarus, Police Lieutenant  
Brad Rich Carteret News-Times via Zoom

**CALL TO ORDER and PLEDGE OF ALLEGIANCE**

Mayor Navey called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance.

**APPROVAL OF AGENDA**

Councilmember Archer made a motion *to amend the 2024 Paid Parking Program Outline* to change the fee for seasonal stickers from \$100 to \$200 *and to include a budget amendment* to amend the fee schedule for same. Seconded by Councilmember Dean. Vote was unanimous, 4-0. Motion carried.

Mayor Pro Tem Waters made a motion *to approve the agenda as amended*. Seconded by Councilmember Starling. Vote was unanimous, 4-0. Motion carried.

**CONSENT AGENDA**

- a. Finance Report
- b. Budget Amendment #15
- c. Tax Collection Report
- d. Tax Releases and Refunds Report
- e. Authorization to Advertise Tax Liens
- f. FY24-25 Budget Calendar
- g. Approval of Audit Contract with Thompson, Price, Scott, Adams & Co., P.A. for \$20,500 for audit services for the year ending June 30, 2024

Councilmember Starling made a motion *to approve* the consent agenda as presented. Seconded by Mayor Pro Tem Waters. Vote was unanimous, 4-0. Motion carried.

Mayor Navey noted that Councilmember Baker is not present due to vacation. She is listening via Zoom but cannot vote.

**CITIZEN REQUESTS/COMMENTS**

None, in person or online via Zoom

**FMB AT THE GROVE MASTER PLAN UPDATE (CIRCLE DEVELOPMENT)**

Fred Bunn, Developer presented the master plan, explaining that it has not changed since his October 2020 submission. He handed Council copies of the 2020 plan since there are some new members he has not presented to before. He hopes to be back in front of Council within 60-90 days with a new update that is better and more feasible. He has broken the project down into smaller phases and has been working with contractors to see if he can proceed within his budget. He has had several hotels interested but they changed their minds due to not having parking. He does not think he can get a hotel unless there is participation from the town, maybe even a parking deck. His plan has always been a combination of condominiums and a hotel, he just does not have a commitment on how many condominiums yet.

Councilmember Starling asked about parking, specifically parking around the Circle perimeter, if he intends to use the Town's street parking or self-contain his development. Bunn said it is difficult to run a business when other places have better free

parking available. Some of his Circle businesses have discussed with him that they do not have space for customers to park. He would like to reserve some spaces for delivery, such as Door Dash, and day trippers for the businesses. We are competing with Morehead City and parts of Beaufort because they have free parking.

**PUBLIC HEARING ORDINANCE 24-02-01: ORDINANCE AMENDING CHAPTER 18 OF THE UNIFIED DEVELOPMENT ORDINANCE, ARTICLE 18-4 USE STANDARDS, 18.4.1 PRINCIPAL USE TABLE; 18.4.5 COMMERCIAL USE CLASSIFICATION; 18.4.7 USE-SPECIFIC STANDARDS (Event Venues and their Related Use Standards)**

Jennifer briefly reviewed the intent of the ordinance amendment as it relates to events in certain districts and creating major and minor classifications. Per her memo to Council, presently, Event Venues are allowed under the issuance of a Special Use Permit in the Mixed-Use High Intensity (MHI) and Mixed-Use Neighborhood (MUN) zoning districts. These mixed-use districts established by the ordinance are intended to provide areas for development that serve permanent residents, seasonal residents, and tourists with a variety of residential building types and non-residential uses that support a compact, pedestrian-oriented, mixed-use environment. These zones were previously identified (to 2017) as Resort Mixed Use (RMU) and Resort Service District (RS), with the intent of providing areas for varying residential building types to support permanent and transient residents, and to provide development options to support the tourism industry. Event Venues are currently allowed in the Commercial Circle (CIR), Commercial Periphery (CPY) and Commercial Corridor (COR) zones as permitted use.

The Planning Board voted unanimously at their February 6, 2024 meeting recommending approval of the amendments, affirming that they are consistent with the Town's adopted plans, and are in the public interest.

Councilmember Starling made a motion *to enter into* public hearing. Seconded by Councilmember Dean. Vote was unanimous, 4-0. Motion carried. The time was 6:16pm.

Jessica Horton, owner of The Cottage located at 302 Glenn Street, asked for clarification on when she would have to complete a special event application. Jennifer explained she would have to complete an application for events with over 50 attendees. Anything over 500 would require a one-time special use permit.

Councilmember Archer made a motion *to exit the* public hearing. Seconded by Councilmember Starling. Vote was unanimous, 4-0. Motion carried. The time was 6:18pm.

Mayor Navey noted the Planning Board approved a Statement of Consistency at their February meeting and read it out loud entering it into the record for Council consensus that the amendment is consistent with the CAMA COR Plan to protect the character of Atlantic Beach and is in the public interest.

Mayor Pro Tem Waters made a motion *to approve Ordinance 24-02-01*: Ordinance Amending Chapter 18 of the Unified Development Ordinance, Article 18-4 Use Standards, 18.4.1 Principal Use Table; 18.4.5 Commercial Use Classification; 18.4.7 Use-Specific Standards (Event Venues and their Related Use Standards). Seconded by Councilmember Starling. Vote was unanimous, 4-0. Motion carried.

**REVIEW AND APPROVAL OF MAJOR SITE PLAN FOR PEPPERTREE RESORTS LOCATED AT 715 WEST FORT MACON ROAD**

Jennifer reviewed the proposed major site plan for the construction of 63 new condominium units at 715 West Fort Macon Road, the Peppertree Resort. The units will be comprised of one 12-unit condominium building, three 9-unit condominium buildings, and 24 townhome-style condominium units.

The Planning Board reviewed the Phase II Major Site Plan submittal at their February 6, 2024 Regular Meeting and voted unanimously to recommend approval of the site plan as submitted.

Mayor Pro Tem Waters, who was present at the planning board meeting, asked if the issues the Ocean Ridge Homeowners Association president had brought up regarding the access gate had been addressed. Peppertree representative, Marchel Lopez, stated he had not heard from the president since the meeting, so he assumed everything was understood. Mr. Lopez stated Ocean Ridge was concerned about a potential access road off Ocean Ridge into the Peppertree development on the eastern end. He stated they intend to use the access during construction for large deliveries, but that is all.

Councilmember Starling confirmed with Fire Chief Simpson that he had reviewed the plan and did not see any issues with turning apparatuses and had addressed fire suppression requirements. Has not reviewed the plans to confirm what suppression

will be needed, which will be reviewed later. He does not see any issues with the vehicle turning radius. He confirmed with Marc that the water lines were sufficient size for fire suppression, they are four-inch lines.

Councilman Starling made a motion *to approve* the Major Site Plan for Peppertree Resorts, 715 W Fort Macon Rd. Seconded by Councilman Dean. Vote was unanimous, 4-0. Motion carried.

**APPROVAL OF 2024 PAID PARKING PROGRAM PLAN**

Mayor Navey recapped that at the February work session Council discussed changing the annual parking pass rate from \$100 to \$200 this year.

Mayor Pro Tem Waters made a motion *to approve* the 2024 Paid Parking Plan and associated budget amendment which changes the seasonal parking fee from \$100 to \$200. Seconded by Councilmember Starling. Vote was unanimous, 4-0. Motion carried.

**APPROVAL OF ORDINANCE 24-02-02: ORDINANCE AMENDING CHAPTER 12, OFFENSES AND MISCELLANEOUS PROVISIONS, SECTION 12-9, WEAPONS ON TOWN PROPERTY**

Attorney Taylor confirmed he had reviewed this ordinance and it was compliant with NCGS.

Councilmember Archer made a motion *to approve* Ordinance 24-02-02. Seconded by Mayor Pro Tem Waters. Vote was unanimous, 4-0. Motion carried.

**APPROVAL OF RESOLUTION 24-02-01: RESOLUTION DECLARING PROPERTY SURPLUS AND AUTHORIZING THE SALE OF SAID PROPERTY (2003 E-One 75' Aerial Ladder Truck)**

We have received an offer to purchase the 2003 E-One 75' Aerial Ladder Truck for \$60,000. We feel this is a good price and would prefer to sell this directly to them rather than auctioning on Govdeals. Mayor Pro Tem Waters wants to know how it was determined this was a good offer. Fire Chief Simpson asked other equipment manufacturers and was told the top dollar for this truck would be \$30,000. He has kept up with other sales and \$50,000 looks like the maximum sales price.

Mayor Pro Tem Waters made a motion *to approve* RESOLUTION 24-02-01: Resolution Declaring Property Surplus and Authorizing the Sale of Said Property. Seconded by Councilman Starling. Vote was unanimous, 4-0. Motion carried.

**TOWN MANAGER REPORT**

The Moonlight Drive boat access ramp upgrades are complete. Public Services added privacy fencing, wheel stops, post and rope fencing, repairs to the bulkheads, and placement of 30 tons of gravel in the ramp and parking areas.

The Center Drive street end has been cleaned up and the drainage issue has been graded and repaired.

**COUNCIL COMMENTS**

A property owner on Moonlight Drive is concerned with big trucks turning around and damaging the new gravel that has just been put down. He suggested installing signage prohibiting big trucks from turning around there. Chief Clifton will speak to business owners on the Causeway to make sure their delivery drivers know not to damage town property.

Council thanked the public services department for their work on the Center Drive street end and Moonlight Drive. Also, thanked Chief Clifton, who is starting off great with the police department.

**ADJOURN**

There being no further action taken or business before Council the meeting stood adjourned. The time was 6:48 pm.

These minutes were approved at the March 25, 2024 meeting of the Atlantic Beach Town Council.

TOWN OF ATLANTIC BEACH

ATTEST:

(seal)

\_\_\_\_\_  
Danny Navey - Mayor

\_\_\_\_\_  
Katrina Tyer - Town Clerk



**TOWN COUNCIL  
NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that the Town of Atlantic Beach Town Council will hold a public hearing on **Monday, March 25, 2024 at 6:00 pm** in the boardroom at 125 West Fort Macon Road. The purpose of the public hearing is to review, discuss, and hear public comment, both oral and written, regarding the following:

ZTA-24-2: Regulatory Flood Protection Elevation. Zoning text amendments are proposed to the Unified Development Ordinance which would establish a freeboard requirement; an additional amount of height above the Base Flood Elevation to which structures must be elevated or floodproofed.

For questions and/or comments, contact the Planning Department  
at (252) 726-4456.

Posted this 29<sup>th</sup> day of February 2024.

Published in the Carteret News Times on March 13<sup>th</sup> and 20<sup>th</sup>



Town of Atlantic Beach

# Board Meeting Agenda Item Submittal Form

Item: ZTA-24-2: Regulatory Flood Protection Elevation Text Amendments

Board Meeting Date: March 25, 2024

Department or Public Submittal: Department Planning Public \_\_\_\_\_

**Overview:** The Town will have its 2024 Community Rating System (CRS) 5-year Verification Visit this summer. Verification visits are conducted every 5 years to re-evaluate the CRS program, verify the continued implementation of floodplain management activities that the Town currently receives credit for, and to review activities we may have implemented since our last verification visit in 2019.

Flood insurance premium discounts in CRS communities range from 5% to 45% and are discounted in increments of 5%. Our current CRS Class 8 represents a 10% premium discount for policyholders.

In 2021, the CRS Manual was updated to require that in order to maintain a Class 8 rating, all residential structures, multi-family, manufactured homes, and machinery/equipment to be elevated to at least 1 foot above the Base Flood Elevation (BFE). Freeboard is an additional amount of height above the required BFE to which structures must be elevated or floodproofed. The BFE plus freeboard represents the Regulatory Flood Protection Elevation.

The Town currently does not have a freeboard requirement, and if left unchanged, the Town would automatically revert to a Class 9 CRS rating, resulting in a 5% reduction in the current policy discount.

Revised Preliminary map panels were issued in July 2021 with a 90-day appeal period ending on July 27, 2023. We are awaiting the Letter of Final Determination from FEMA which will identify the date the maps will become effective. The effective date is typically 6 months from the date of letter issuance.

**Previous Discussion and Action:** Council was asked to consider a text amendment at their May 24, 2021 meeting to adopt a 1-foot freeboard. The text amendment was not approved at that time, and staff was instructed to bring the topic back for discussion in the fall when the new flood maps were anticipated to be adopted.

The Planning board had initially recommended a 2-foot freeboard (February 2021), but Council asked that they reconsider a reduced, 1-foot freeboard. The Planning Board recommended denial of the amendment to adopt a 1-foot freeboard in April 2021 stating that while maintaining the CRS Class 8 rating was important, the impact of freeboard on Atlantic Beach was incomprehensible at the time due to the upcoming Flood Insurance Rate Map changes, that commercial redevelopment requires both floodplain compliance and handicap accessibility and that the Town would not be penalized for not qualifying for the CRS Class 8 rating until the 2022 CRS cycle visit.

**Planning Board Recommendation:** The Planning Board met on March 12, 2024, and voted to recommend the adoption of a 1-foot freeboard stating that the amendment is consistent with the Town's current plans and policies, and is reasonable and within the public interest. The recommendation for approval was unanimous.

**Description of Action Requested:** Pursuant to NC GS §160D-601 and §160D-605, the following actions are required:

- 1) Conduct a public hearing; and
- 2) Motion to either:
  - a) Adopt the text amendment as proposed by ordinance;
  - b) Adopt a revised text amendment by ordinance;
  - c) Deny the text amendment; or
  - d) Remand the text amendment to the Planning Board for further consideration.

In making its decision, the Town Council shall adopt a written statement of consistency and reasonableness that:

- a) Describes whether the decision is consistent with the Town's adopted policy guidance; and
- b) Explains why the decision is reasonable and in the public interest.



**AN ORDINANCE AMENDING CHAPTER 18  
OF THE UNIFIED DEVELOPMENT ORDINANCE ARTICLE 10, DEFINITIONS  
AND MEASUREMENT; SECTION 18.10.2.J.2 RULES OF MEASUREMENT, SLOPE  
AND ELEVATION, BASE FLOOD ELEVATION; AND 18.10.5 DEFINITIONS  
TO ESTABLISH A FREEBOARD**

**WHEREAS** North Carolina General Statute 160D-605 requires that zoning regulations shall be made in accordance with a Comprehensive Plan or Land Use Plan; and

**WHEREAS** NCGS 160D-605 also states that when adopting or rejecting any zoning text or map amendment, the governing board shall approve a brief statement describing whether its action is consistent or inconsistent with an adopted comprehensive or land use plan; and

**WHEREAS** on March 13<sup>th</sup> and 20<sup>th</sup>, the Town of Atlantic Beach published a notice of the public hearing in the Carteret County News-Times, a newspaper having general circulation in Carteret County, that date being not less than 10 days before the date set for the hearing; and

**WHEREAS** a public hearing was conducted on March 25, 2024 at 6:00 pm and closed; and

**WHEREAS** the Town's current Class 8 CRS classification represents the Town's commitment to floodplain management and provides a 10% discount on flood insurance premiums for policyholders within the Special Flood Hazard Area (SFHA) and the Town desires to maintain this Class 8 designation; and

**WHEREAS** the Town Council finds that the proposed text and map amendments are consistent with the current CAMA Land Use Plan because they support Goal 4, Flooding and Water Quality, by ensuring new and substantially improved/damaged structures are more resilient to flooding and by effectively reducing the potential for future flood damage; and

**WHEREAS** based on foregoing findings, conclusions, and reasoning, the Town Council finds that the proposed amendments are reasonable in scope pursuant to such plans; and are reasonable and in the public interest.

**NOW THEREFORE, BE IT ORDAINED** Chapter 18 of the Unified Development Ordinance of the Town of Atlantic Beach shall be amended as follows:

**Chapter 18 - UNIFIED DEVELOPMENT ORDINANCE**

**ARTICLE 18-10. - DEFINITIONS AND MEASUREMENT**

**18.10.2. - Rules of Measurement.**

J. Slope and Elevation.

2. *Base Flood Elevation.* A determination of the water surface elevations of the base flood as published in the Flood Insurance Study. When the BFE has not been provided in a "Special Flood Hazard Area", it may be obtained from engineering studies available from a Federal, State, or other source using FEMA approved engineering methodologies. This elevation **plus the "Freeboard"** establishes the Regulatory Flood Protection Elevation.

**18.10.5. - Definitions.**

Freeboard                      The additional amount of height added to the base flood elevation (BFE) to account for uncertainties in the determination of flood elevations. **The BFE plus the freeboard establishes the Regulatory Flood Protection Elevation.**

Regulatory Flood Protection Elevation      The elevation to which all structures and other development located within the special flood hazard areas must be elevated or floodproofed, if non-residential. **In Special Flood Hazard Areas where Base Flood Elevations (BFE) have been determined, this elevation shall be the BFE plus one (1) foot freeboard. In Special Flood Hazard Areas where no BFE has been established, this elevation shall be at least one (1) foot above the highest adjacent grade.**

These amendments shall become effective upon the adoption of this ordinance.

Adopted this the 25<sup>th</sup> day of March 2024.

---

Danny Navey, Mayor

ATTEST:

---

Katrina Tyer, Town Clerk



**PLANNING BOARD STATEMENT OF CONSISTENCY**

**ZTA-24-2: Regulatory Flood Protection Elevation  
Text Amendments**

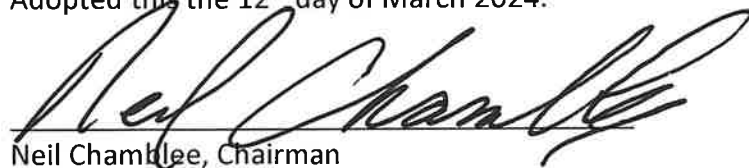
This Statement of Consistency is hereby adopted in accordance with NC G.S. 160D-604 for the proposed text amendments to Article 18 of the Unified Development Ordinance (UDO).

WHEREAS, the Planning Board met on March 12, 2024 to discuss the appropriateness of amending the ordinance at issue and made the following findings and conclusions: These amendments are consistent with the Town of Atlantic Beach CAMA Core Land Use Plan, hereinafter referred to as the Plan;

WHEREAS These amendments are consistent with the Plan because they support Goal 4, Flooding and Water Quality, by ensuring new and substantially improved/damaged structures are more resilient to flooding, and by effectively reducing the potential for future flood damage; and

On the basis of foregoing findings, conclusions, and reasoning, the Town of Atlantic Beach Planning Board does hereby recommend approval of the proposed text amendments, as proper, consistent with the most recently adopted CAMA Core Land Use Plan, and with the other plans of the Town; and finds that the amendments are reasonable in scope and approach pursuant to such plans and are in the public interest.

Adopted this the 12<sup>th</sup> day of March 2024.



Neil Chamberlee, Chairman



Katrina Tyer, Planning Board Secretary



National Flood Insurance Program  
Community Rating System

**Addendum** to the  
***2017 CRS Coordinator's Manual***

**2021**



**FEMA**

---

## New Prerequisite for Class 8

◆ On page 210-4, a new subsection is inserted:

### **211.b. Class 8 Prerequisites**

- (1) The community must meet all the Class 9 prerequisites.
- (2) The community must adopt and enforce at least a 1-foot freeboard requirement (including machinery or equipment) for all residential buildings constructed, substantially improved, and/or reconstructed due to substantial damage throughout its SFHA where base flood elevations have been determined on its currently effective FIRM or in its Flood Insurance Study (FIS), except those areas that receive open space credit under Activity 420 (Open Space Preservation).

The Class 8 prerequisite can be met through the enforcement of local ordinances or building codes, and/or state building codes, provided the freeboard standard applies to all residential buildings, whether single-family, multi-family, or manufactured. This includes the replacement of manufactured homes in pre-FIRM manufactured home parks.

The ordinance or building code must require that machinery or equipment be elevated to at least 1 foot above the base flood elevation for buildings newly constructed, substantially improved, and/or reconstructed due to substantial damage. This requirement includes machinery and equipment placed within attached garages and/or within enclosures below elevated buildings, with the exception of utility meters and equipment specifically designed to withstand inundation according to the standards of the International Residential Codes and the NFIP. The Class 8 freeboard prerequisite will be met provided that attached garages and enclosures below elevated buildings meet the minimum requirements of the NFIP (elevated to the base flood elevation or having proper openings).

Communities that enforce an adopted freeboard standard that meets the Class 8 prerequisite will be provided with freeboard (element FRB) credit under Activity 430 (Higher Regulatory Standards). Credit will be evaluated at the next CRS verification visit or next modification.

## Updated Prerequisite for Class 6

◆ Under **Class 6 Prerequisites** on page 210-4, subsection (1) replaced with this:

- (1) The community must meet all the Class 8 prerequisites.

## FREEBOARD

<p>July 16, 2003</p>	<p>Council Meeting:          The purpose of the meeting is to hold a public hearing regarding a new flood damage protection ordinance and to subsequently adopt that ordinance. The new ordinance will replace the current flood damage protection regulations included in Chapter 18, Zoning, of the Atlantic Beach Town Code.  <i>(the definitions listed are the same as they are to date, except the Freeboard definition reads, " see also Regulatory Flood Protection Elevation")</i></p>
<p>October 20, 2003</p>	<p>Council Meeting: Planning Board Report          Mr. Tarascio brought an additional item to the Council's attention. In July, the Town adopted a new flood ordinance based on the Federal Emergency Management Agency (FEMA) model flood ordinance. The ordinance requires a two-foot freeboard, i. e., FEMA set the flood elevation and the Town now requires everyone to build two feet higher than that. This requirement gave the Town approximately 200 points towards its flood insurance rating; for every 500 points the flood insurance premiums are reduced by approximately five percent. He has not had time to research whether the 200 points moved the Town into a different rating category, or moved it closer to one. The new flood ordinance and new height restrictions were adopted within a couple of months of each other. The Cottages at Bay Ridge PUD was restricted to one foot of fill when it was approved, but was granted an extra five feet in height to build. However, with the two-foot freeboard, there is no way that living space can be put in the ground floor of any house built there now because the builder cannot bring in enough fill to mitigate the height. Mr. Tarascio suggested that there are two or three options in this matter. The Town could (1) change the flood ordinance to lower the freeboard requirement; (2) retain it as written if the benefit to the majority of citizens is strong enough that the Council feels that the extra two feet is not burdensome; or (3) grant a special option only to those few people (not an entire zoning district or subdivision) who are affected by the flood ordinance.          Councilman Harris said he believes that before the Council can take any action, the Town Planner needs to determine the Town of Atlantic Beach's standing in the flood insurance rating system point structure. He would also like Mr. Smith to review the approval of the Cottages at Bay Ridge, because he recalls that there was no living space allowed on the ground floor for houses in that PUD.          Mayor Stroud asked Planning Staff to review Mr. Tarascio's comments and Councilman Harris' requests and bring that information to the Council at a future meeting</p>
<p>November 14, 2005</p>	<p>Council Meeting:          Councilman Bailey had asked for this topic to be put on the Agenda. He asked Planner Lee Smith if he had been able to generate any information as to what the change of our status from a 10 to an 8 means. Donna Turner, Inspections Director said the higher the rate the lower the individual's flood insurance. Existing homes are grandfathered. Councilman Bailey stated he thinks we should reconsider the two feet freeboard unless it causes some enormous burden on somebody. Councilman Creech asked if it would change our rating. Mrs. Turner said the insurance premiums could go up. Councilman Doe asked if the rate applied throughout the Town. He then said that is what we need numbers on. Councilman Archer suggested we have Phil Lexinger from Raleigh come to our next meeting as an expert to talk to us. Donna Turner also reminded the Council that being in this flood insurance program gives us the opportunity to apply for grants. She stated she had e-mailed Mr. Lexinger and he really didn't give her any answers to her questions. She also said that during Hurricane Ophelia, she had several citizens call her and thank her that their homes had been elevated.</p>

November 21, 2005	<p>Council Meeting: Town Manager Report  Councilman Bailey stated he would like more information regarding the flood insurance issue Donna Turner, Inspection Director was checking into. He wanted to know what the impact would be if we take out the two foot free-board.</p>
December 19, 2005	<p>Council Meeting:  Councilman Bailey asked that the freeboard issue be removed from the agenda in the interest of time.  A motion was made by Mayor Pro Tem Creech to remove freeboard from agenda and approve agenda as re-written. Seconded by Councilman Archer, vote was unanimous 3-0. (see letter from Dept of Emergency Management attached to minutes answering Donna's questions)</p>
January 16, 2006	<p>Council Meeting:  The Council was in agreement to move the freeboard issue until the next regular session Council meeting on February 21, 2006.  A motion was made by Councilman Creech, seconded by Councilman Dawkins, vote was 4-0</p>
February 21, 2006	<p>Council Meeting:  Councilman Jim Bailey stated he had asked the Council to look at this issue several months ago. Doug Harris had been the one who brought this to his attention. They both had asked a number of questions which had gone to Raleigh.  Donna Turner, Inspections Director finally got a response for us. The concern Councilman Bailey had with the ordinance is the Town required the builder to be two feet above freeboard. Most of the property in this Town that is of any age is built an inch above flood, which would be an inch above the Base Flood Elevation. (BSE) If Mr. Harris's house is destroyed 51%, under our ordinance he would have to raise his house two feet from its existing position. However his insurance would write him a check for 51% of the insurance. In effect he would be out-of-pocket all the costs of conforming with the current building code. The other issue is what it does for the Town to have that freeboard.  Obviously, we are forcing our citizens to build higher which they should. It does save a small amount of money, only about \$50,000.00. He would like to propose to the Council to change the ordinance back to just base flood. We have to notify Raleigh that we would like to make that change effective on the anniversary date which is July 13, 2006. We have to be considered base flood or we would not qualify for FEMA.  Councilman Doe stated that the two foot freeboard is good for Atlantic Beach. He asked what would prevent us from  saying from this point forward, all new construction, and grandfather the old properties.  Donna Turner, Inspections Director stated that all the towns on this island are at the two foot freeboard. Her theory about going into this two foot freeboard was to save the Town money. During Hurricane Ophelia the homes built at the two foot freeboard did not suffer the damage like the ones built at flood. If your home is destroyed more than 51% it would be condemned and rebuilt regardless if you are at flood or above flood.  Derek Taylor, Town Attorney asked is there an alternative to the coverage Mr. Bailey had already described.  Councilman Bailey said no. It is not available on residential property.  Councilman Bailey made a motion that the Town notify FEMA that as of the anniversary date of our agreement, we intend to reduce our freeboard back to zero. Motion was seconded by Councilman Dawkins. Councilman Doe asked does it mean if he has an empty lot near the water, he can come in with some plans and build a house to zero to inch above base flood.  Mayor Pro Tern Creech expressed his concern over getting thrown out of the program.  Councilman Doe hopes the Council doesn't consider this issue settled tonight.</p>

	<p>Mayor Pro Tern Creech stated he thought it was of real importance for Ms. Turner to get with FEMA and find out what our repercussions would be and let the Council know. Councilman Dawkins agreed with everything Council had said. The vote was taken and it carried 4-0, unanimous.</p>
July 17, 2006	<p>Council Meeting:  Councilman Bailey said to his recollection he thought the Council had voted to reduce our freeboard back to zero. Ms. Turner said she thought we had voted to look into doing to it and she has contacted FEMA.  Councilman Bailey asked Deputy Town Clerk, Kim Glover to check the minutes and see what was voted on regarding this issue.</p>
November 20, 2006	<p>Council Meeting: Public Comment  Joe Osborne, 137 Bowen St., Atlantic Beach, NC  Mr. Osborne stated he is concerned about the property at 122 West Fort Macon Road. He bought it on April 8, 1999. He has tried to rent it out and has not been able to. He has spent a little over two years and \$75,000 to have the lot cleaned up. It had been approved to build a storage unit on it until he found out about the two feet freeboard. Since then it has been rescinded. He has been to the Town Council, Planning Board and Board of Adjustment so many times he could not recall all the trips. He feels he has cleaned up everything and is having a hard time getting the Town to work with him. He is open to comments from anyone. He has worked on this for so long, the honest answer is he is just tired. He hopes that there is some way that everyone can work together to accomplish something that would work. Mr. Tarascio stated that the Town had an agreement with Mr. Osborne and it came back to the Town Council and Mr. Osborne changed it so it soured the deal. Mayor Vinson suggested he check with Ms. Turner and she would lead him down the right path.</p>
September 22, 2008	<p>Council Meeting:  Request to Schedule a Public Hearing on Proposed Ordinance relating to Freeboard:  Presented by: Donna Turner, Inspections Director  Donna Turner, Inspections Director explained that the current ordinance requirement is two feet (2') of freeboard. The proposed ordinance would reduce the requirement to zero.  Mayor Pro Tem Archer made a motion to schedule a public hearing on the proposed ordinance as it relates to freeboard at the October 27, 2008 Town Council meeting.  Councilmember Batt seconded the motion. Vote was unanimous, 4-0. Motion carried.</p>
October 27, 2008	<p>Council Meeting:  PUBLIC HEARING: Proposed Ordinance 08-10-01: Amendment to Chapter 18. Zoning: Article 11. Section 18-21 as it relates to Freeboard.  Presented by: Donna Turner, Inspections Director  Councilmember Briley made a motion to enter into public hearing on Proposed Ordinance 08-10-01. Motion was seconded by Councilmember Batt. Vote was unanimous, 4-0. The floor was now open for public discussion on this item.  -James Willis, III - passed on speaking.  -Joe Tarascio, 113 Hoop Pole Creek Drive, Atlantic Beach, NC  Mr. Tarascio stated that the only reason that beaurocrats offer this two foot (2') freeboard is because they are not absolutely sure of flood elevations to begin with. He commented that the problem is if someone built a house prior to the two foot freeboard being adopted and you had a disaster that had absolutely nothing to do with flooding the whole structure would have to come into conformity.  -Joe Osbourne, 137 Bowen Street, Atlantic Beach, NC  Mr. Osbourne stated that he is in favor of the proposed ordinance change.  -Victor McConnell - passed</p>

	<p>-Doug Harris, 229 Bayview Blvd., Atlantic Beach, NC  Mr. Harris stated that he spoke with Katrina Marshall, Director of Planning/Inspections for Carteret County in regards to a possible increase in insurance premiums if such a stipulation was implemented for Carteret County and advised that from what he understood Ms. Marshall to say was that the two hundred (200) points for the county's insurance rating would not affect the insurance premiums. He commented that he would like to strongly encouraged the Council to remove the two foot (2') freeboard requirement.  Councilmember Briley made a motion to close the public hearing. Motion was seconded by Councilmember Batt.  Vote was unanimous, 4-0. Motion carried. The floor was now closed from public discussion.  Councilmember Briley made a motion to leave the freeboard at zero. Councilmember Briley then withdrew his motion.  Mayor Cooper advised that he feels further research needs to be done on this issue with a possible work session. It was the general consensus of the Council to hold off on any action on this issue until further discussion.</p>
<p>January 26, 2009</p>	<p>Council Meeting: Public Comment  Joe Tarascio, 113 Hoop Pole Creek, Atlantic Beach, NC  Preceding his presentation, Mr. Tarascio passed out pictures of various parcels within Atlantic Beach. He noted that the pictures are of a typical "old" neighborhood with the Town and a fairly recent built structure that did not have to conform to the freeboard issue. He noted that one of the older structures would have to be two feet (2') higher if it was to be built today and that the houses around it are several feet lower than that structure. He stated that he would just like for the Council to be aware that there are going to be consequences regarding the current freeboard issue. He also noted that there is a town owned facility that may also at flood level and, if so, then any addition to that building would be at least two feet (2') higher than the masonry buildings. Mr. Tarascio proceeded to speak on storm water fees. He noted that if a homeowner wished to expand the footprint of their house (remodeling) then they may be required to install a storm water retention tank and also pay a significant amount of their permit in a storm water fee. He is questioning that if a homeowner wishes to do further remodeling at a later date and they are not increasing the footprint which will not generate additional storm water and have previously installed a storm water retention system and paid the fee associated with that, then how many times will a homeowner be expected to pay the storm water fee and at what point is this unfair? He feels there should be a cutoff regarding the fee so a homeowner who improves their structure over time will not have to continuously pay this fee.</p>
<p>March 23, 2009</p>	<p>Council Meeting:  Request for Public Hearing: on Proposed Ordinance amending the current Town of Atlantic Beach Zoning ordinance regarding Freeboard.  Mayor Cooper stated that since a Public Hearing has already been held on this issue he will set a Public Comment section at the April 27 Town Council Meeting for the public to speak on this issue prior to any possible adoption.</p>
<p>April 27, 2009</p>	<p>Council Meeting:  Public Discussion: Ordinance 09-04-01; Amendment to the current Town of Atlantic Beach Zoning ordinance regarding Freeboard.  Mayor Cooper advised that further research had been done on the current language of freeboard in the town's ordinance and its relation to insurance ratings and that it was felt that it would not have any bearing on insurance ratings/premiums if freeboard was removed from the ordinance as requirement.  Councilmember Briley made a motion to adopt Ordinance 09-04-01 that will amend Chapter 18, Zoning; Section 18-21, Definitions that will not include freeboard.</p>

	<p>Councilmember Batt seconded the motion. Vote was unanimous, 5-0. Motion carried.</p> <p><b>Ordinance:</b></p> <p>WHEREAS, at the regular meeting of the Town Council for Atlantic Beach, North Carolina held on February 21, 2006, the Council voted to inform FEMA that it intended to remove the Town's requirement for two feet of freeboard above the base flood elevation for construction within the Town's jurisdiction; and</p> <p>WHEREAS, the Town administrative staff did in fact stop requiring such freeboard after the Council's vote; and</p> <p>WHEREAS, it is has become apparent that the Town's ordinances were not amended to reflect the intention of the Town Council; and</p> <p>WHEREAS, the current Town Council desires to make the necessary amendments to reflect the previous Council's intentions and to make those buildings that have been constructed without the two foot of freeboard conforming structures; and</p> <p>WHEREAS, a public hearing regarding this ordinance amendment was duly noticed and held on October 27, 2008 during the Atlantic Beach Town Council regular meeting and the public was given opportunity to comment on the proposed amendment;</p> <p>NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Atlantic Beach that Chapter 18, Zoning; Section 18-21, that the definition of Regulatory Flood Protection Elevation in the General Definitions of the Town of Atlantic Beach Code of Ordinances is hereby amended and restated in its entirety as follows:</p> <p>ARTICLE II. DEFINITIONS</p> <p>Sec. 18-21. General definitions.</p> <p>Regulatory flood protection elevation means the elevation to which all structures and other development located within the special flood hazard areas must be elevated or floodproofed. This elevation shall be the Base Flood Elevation.</p>
August 24, 2009	<p>Council Meeting</p> <p>Mayor Pro Tem Archer made a motion to adopt and codify the Town of Atlantic Beach's Unified Development Ordinance, Ordinance 09 -08 -01 and the town's new, official Zoning Map as presented and published except for the amendments presented by staff to Council and now in possession of the Town Clerk and further move that this new map and Unified Development Ordinance replace and repeal the old zoning map and all of Chapter 18 of the Town Code of Ordinances plus all other prior maps and ordinances that may be in conflict including without limitation current Chapter 6, Section 6.1, 6.2 and all of Article 5 in that Chapter, all of Chapter 13, all of Chapter 17, all being part of the current Town Code these adoptions and changes are to be effective as of this date. Councilmember Palma seconded the motion. Vote was unanimous, 5 -0. Motion carried</p>
October 26, 2009	<p>Council Meeting: Public Comment</p> <p>Joe Tarascio, 113 Hoop Pole Creek, Atlantic Beach, NC</p> <p>Preceding his presentation, Mr. Tarascio passed out pictures of various parcels within Atlantic Beach. He noted that the pictures are of a typical "old" neighborhood with the Town and a fairly recent built structure that did not have to conform to the freeboard issue. He noted that one of the older structures would have to be two feet (2') higher if it was to be built today and that the houses around it are several feet lower than that structure. He stated that he would just like for the Council to be aware that there are going to be consequences regarding the current freeboard issue. He also noted that there is a town owned facility that may also at flood level and, if so, then any addition to that building would be at least two feet (2') higher than the masonry buildings. Mr. Tarascio proceeded to speak on storm water fees. He noted that if a homeowner wished to expand the footprint of their house (remodeling) then they may be required to install a storm water retention tank and also pay a significant amount of their permit in a storm water fee. He is questioning that if a home owner wishes to do further remodeling at a later date and they are not increasing the</p>



footprint which will not generate additional storm water and have previously installed a storm water retention system and paid the fee associated with that, then how many times will a homeowner be expected to pay the storm water fee and at what point is this unfair? He feels there should be a cutoff regarding the fee so a homeowner who improves their structure over time will not have to continuously pay this fee.

October 12, 2013  
 Town Manager’s Weekly Report (per Jessica)  
**CRS Ranking:** The Town completed its 5-year audit for our CRS (this is the ranking used by NFIP to score flood risk management) ranking over the summer and we have not yet received our ranking. We have been ranked an 8 for the last 2 cycles the town has participated in the program. Recently Pine Knoll Shores went through its audit and their ranking dropped to a 7 from a 6. Their ranking was dropped (the lower the ranking, the higher percentage your flood insurance is reduced) because they increased their minimum lot size and now have a 2-foot freeboard requirement. They also had several large non conformities removed during the last cycle (from what Chris in PKS explains this is what really helped them). The minimum lot size in PKS is 10,000 square feet (ours is 5000) so they have more potential open space. We removed our freeboard requirement of one foot in 2007 because the building community put pressure on the council at the time to do so. As a side note, the ranking in EI is a 7. They also have a 10,000 sf lot size and 2-foot freeboard requirement. Both PKS and EI have a 35% coverage maximum and ours is 40%. We are somewhat disadvantaged by the fact we have very small lots in our town.

	Atlantic Beach	Emerald Isle	Pine Knoll Shores
CRS Ranking	8	7	6
Minimum Lot Size	5000 square feet	1,250 square feet	10,000 square feet
Maximum Impervious	40%	35%	35%
Freeboard Requirement	NONE (removed 1-foot requirement in 2007)	2 feet	2 feet

October 16, 2014  
 Council Meeting  
 Holland Consultants Unified Hazard Mitigation Assistance Program Presentation  
 We have recent experience with timber piling foundation design, which would be the most aesthetic and practical foundation design for your jurisdiction. With a two -foot freeboard requirement, post - elevation flood insurance rates will be minimal, resulting in significant savings to homeowners. The elevated property must remain insured in perpetuity, and no space below HE may be used for living or improved space (other than breakaway storage — an owner option at their expense). Utility upgrades required by the elevation process are FEMA - eligible, as are modifications to the existing floor framing system necessary to provide a current code - compliant floor framing system.

December 21, 2020  
 Council Meeting – call for a PH at Feb 22, 2021 meeting  
 The Town participates in the Community Rating System (CRS), which is a type of ISO rating for floodplain management. The Town gets points for completing floodplain-related activities, such as certain types of outreach, records maintenance, and emergency management. These points are totaled and result in a class rating that determines the discount that flood insurance policies in Atlantic Beach receive. Atlantic Beach currently holds a Class 8 rating, which results in a 10% premium discount for all NFIP policies in the flood zone in town.

	<p>The CRS scoring is changing in January 2021 to <i>require</i> freeboard in order to maintain a Class 8 or better. Staff has initiated this text amendment to add a one-foot freeboard to the Unified Development Ordinance in order for Atlantic Beach policyholders to continue to receive their 10% discount.</p> <p>Staff strongly recommends considering adding a <b>two-foot freeboard</b>. This would increase our CRS rating to a Class 7 (15% discount on policy premiums) and bring us up to par with Pine Knoll Shores and Emerald Isle.</p>
January 5, 2021	<p>Planning Board – Public Hearing</p> <p>Several governmental functions are addressed for risk and receive insurance discounts for completing additional activities. Fire, Police, and Building Inspections all successfully participate in programs that incentivize excellence in managing risk to the Town as an entity and as a community. Insurance Service Office, Inc coordinates the National Flood Insurance Program's (NFIP) Community Rating System (CRS), which give communities a score based on their floodplain management. The Planning and Inspections Department administer floodplain management regulations and works to complete additional activities under the CRS program to reduce flood losses, to facilitate accurate flood insurance rating, and to promote awareness of flood insurance. Atlantic Beach currently holds a Class 8 rating, which results in a 10% premium discount for all NFIP policies in the flood zone in town. The CR scoring is changing in January 2021 to require freeboard in order to maintain a Class 8 or better. Staff has initiated this text amendment to add a one-foot freeboard to the Unified Development Ordinance in order for Atlantic Beach policyholders t continue to receive their I 0% discount. <b>Staff strongly recommends considering adding a two-foot freeboard</b>. This would increase our CRS rating to a Class 7 (15% discount on policy premiums). Pine Knoll Shores and Emerald Isle both require a two-foot freeboard and have Class 6 and 7 ratings, respectively. No Public Comments.</p>
February 2, 2021	<p>Planning Board – Public Hearing (cont. due to COVID)</p> <p>Only feedback received was from Realtor Nathan Chambers and he stated he agreed with the need for Freeboard. Michelle stated an email was sent to contractors that have done work in Atlantic Beach and no feedback was received.</p> <p>Chairman Chamblee asked if existing structures would be exempt from meeting the freeboard requirement. Michelle stated it would only apply to structures that are being substantially improved or new construction projects. After some discussion, a motion was made by Dean <i>to recommend</i> adoption of the proposed zoning text amendment with the following changes to Sections 18.10.2.J.2 and 18.10.5 to <b>require 2 feet of freeboard</b>, as it is reasonable and in the public interest and is consistent with our Land Use Plan.</p>
February 22, 2021	<p>Council Meeting – Public Hearing</p> <p>This text amendment proposes the addition of <b>two feet of freeboard</b> as recommended by Planning Board. The Planning Board held a public hearing on January 5, no public comments were received. Following the Planning Board meeting staff sent an email to contractors, surveyors, engineers, and builders requesting feedback on the proposed amendment. There were no public comments received during the February 2 Planning Board meeting. No other feedback was received after the Planning Board’s recommendation.</p>
March 11, 2021	<p>Council Worksession</p> <p>Rating System (CRS) requirements to maintain our Class 8 score. On February 2, the Planning Board unanimously recommended a 2-foot freeboard. Incorporating freeboard into new construction is extremely cost effective. The up-front costs are generally only about .25-1.5% of the total construction costs for each foot of freeboard. However, the long-term savings on flood</p>

	<p>insurance will more than offset these costs. For example, adding two feet of freeboard to a new home might add \$240 to the annual mortgage payment. The flood insurance savings could be more than \$1,000 a year for a building in Zone AE and \$2,000 in Zone VE. The amendment would add extra language to the Regulatory Flood Protection Elevation definition: “The elevation to which all structures and other development located within the special flood hazard areas must be elevated or floodproofed, if non-residential. Within areas where base flood elevations (BFEs) have been determined, this elevation shall be the BFE plus two feet of freeboard. In areas where no BFE has been established, all structures and other development must be elevated or floodproofed, if non-residential, to two feet above the highest adjacent grade.”</p> <p>Council asked staff to determine the percentage of all structures affected. Councilman Forrest questioned if owners would have enough property after the height requirements to make structures handicap accessible. There was discussion on how this effects new construction versus rebuilds and commercial versus residential. Michelle stated as proposed it would only affect residential.</p>
March 22, 2021	<p>Council Meeting – Public Hearing (continued due to COVID)</p> <p>This text amendment proposes the addition of two feet of freeboard as recommended by Planning Board. Hearing no additional comments in-person or via Zoom, Councilman Waters made a motion to close the public hearing. Seconded by Councilman Forrest. Approved unanimously, 5-0. Motion carried. It was the consensus of Council to remand back to Planning Board next month to reconsider a residential one foot freeboard and review the way the ordinance addresses lateral additions, to address the Board of Realtors’ concerns.</p>
April 6, 2021	<p>Planning Board – Public Hearing</p> <p>Remanded from Council to consider adding a 1ft residential freeboard requirement (AB currently has no freeboard). Following discussion of issues with construction and impending flood map changes, the Planning Board unanimously recommended <b>denial of the freeboard text amendment entirely</b>. As the flood maps have been preliminary for the past five years and only getting more complicated (the four sections of AB are proposed to go effective at different times). When the updated flood maps come closer and we can count on the effects of them, Planning Board would be willing to re-visit freeboard.</p>
April 26, 2021	<p>Council Meeting – Call for a Public Hearing at the May 24, 2021 Council meeting</p>
May 24, 2021	<p>Council – Public Hearing</p> <p>It was the consensus of Council to take no action on the proposed freeboard changes and to bring this back for discussion in the Fall when the flood map changes are likely to have taken place, before the rules require a residential freeboard be in place for specific flood zones. The proposed amendment was denied.</p>



# ATLANTIC BEACH FIRE DEPARTMENT FY 23/24 MONTHLY REPORT



Fire Calls	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
Fires/Other	55	43	39	13	15	31	27	19					242
Water Res/Boat	20	10	5	2	1	0	1	1					40
Alarms	4	7	6	3	5	18	6	8					57
<b>Total</b>	<b>79</b>	<b>60</b>	<b>50</b>	<b>18</b>	<b>21</b>	<b>49</b>	<b>34</b>	<b>28</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>339</b>

Structure Fires	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
Atlantic Beach	3	0	1	1	0	1	1	0					7
Morehead City	1	0	1	2	0	0	1	1					6
Pine Knoll Shores	0	0	1	0	2	1	1	1					6
Beaufort	0	2	1	1	1	2	4	1					12
Other	0	0	0	0	0	0	0	0					0
<b>Total</b>	<b>4</b>	<b>2</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>4</b>	<b>7</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>31</b>

M/A Fire Calls	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
Received	2	1	3	1	0	4	1	2					14
Given	3	3	3	3	5	4	7	4					32

EMS Calls	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
<b>Total</b>	<b>102</b>	<b>76</b>	<b>72</b>	<b>48</b>	<b>52</b>	<b>38</b>	<b>46</b>	<b>29</b>					<b>463</b>

M/A EMS Calls	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
Received	2	2	3	1	0	2	0	1					11
Given	3	11	11	8	11	7	5	8					64
<b>Total</b>	<b>5</b>	<b>13</b>	<b>14</b>	<b>9</b>	<b>11</b>	<b>9</b>	<b>5</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>75</b>

USCG/ Outer Bar	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
USCG Offshore Calls	1	0	0	0	0	0	0	0					1
Shackleford Banks	0	0	0	0	0	0	0	0					0

Aid Given Breakd	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
MCFD EMS	3	8	11	7	10	6	5	8					58
MCFD Fire	3	0	0	2	1	0	2	2					10
BFT EMS	0	1	0	0	1	0	0	0					2
BFT Fire	0	2	0	1	2	2	4	1					12
PKS EMS	0	2	0	1	0	0	0	1					4
PKS Fire	0	0	0	0	2	1	1	0					4
Newport EMS	0	0	0	0	0	0	0	0					0
Newport Fire	0	0	0	0	0	0	0	0					0
Indian Beach EMS	0	0	0	0	0	1	0	0					1
Indian Beach Fire	0	0	0	0	0	0	0	0					0
Emerald Isle Fire	0	0	0	0	0	0	0	0					0
Harkers Island Fire	0	1	0	0	0	1	0	0					2

Aid Rec. Breakd	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
MCFD EMS	1	1	2	0	0	1	0	0					5
MCFD Fire	2	0	3	1	0	4	1	1					12
BFT EMS	0	0	0	0	0	0	0	0					0
BFT Fire	2	0	3	1	0	3	1	1					11
PKS EMS	1	2	1	1	0	1	0	0					6
PKS Fire	2	1	2	1	0	3	1	2					12
Newport EMS	0	0	0	0	0	0	0	0					0
Newport Fire	0	0	0	0	0	0	0	0					0
Indian Beach EMS	0	0	0	0	0	0	0	0					0
Indian Beach Fire	0	0	0	0	0	1	1	1					3
Emerald Isle Fire	0	0	0	0	0	1	1	1					2
<b>Total</b>	<b>8</b>	<b>4</b>	<b>11</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>49</b>

Avg. Turnout Tim	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
Fire	2.25	1.38	1.78	1.41	1.83	2.11	2.16	1.68					1.83
EMS	1.30	1.28	1.25	1.17	1.34	1.38	1.35	1.30					1.30
<b>Total</b>													<b>1.56</b>

Avg. Response T	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
Fire	5.94	6.27	5.71	5.20	4.84	6.23	4.86	5.13					5.52
EMS	4.64	5.45	4.59	6.31	4.68	4.83	4.85	4.60					4.99
<b>Total</b>													<b>5.26</b>

Training	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
Hours	400	713	431	582	419	370	669	224					3807.5
<b>Total</b>													<b>3807.5</b>

Inspections	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
Scheduled	6	11	7	13	4	0	4	8					53
1st re-inspection	0	1	0	0	0	0	1	0					2
2nd re-inspection	0	0	0	0	0	0	0	0					0
Plans Review	1	2	3	2	2	2	2	1					15
Performance Tests	4	11	11	7	0	2	4	9					48
Home Inspection	0	0	0	0	0	0	0	0					0
Pre-plans	2	2	1	0	0	0	0	0					5
<b>Total</b>	<b>13</b>	<b>27</b>	<b>22</b>	<b>22</b>	<b>6</b>	<b>4</b>	<b>11</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>123</b>

Lifeguard Stats	Summer 2023				May	June	July	Aug	Total
Rescues									
ATV Rover Rescues									
Swimmer Assists									
First Aid									
Public Education									
Lost Child/Person									
Near Drowning									
Fatality Drowning									
<b>Total</b>					<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



# Atlantic Beach Police Department

FY 2023-24 Monthly Report



## Patrol Division

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Totals
Accidents	16	8	6	8	5	7	7	2					59
Arrests - Felony	2	2	2	3	3	2	1	3					18
Arrests - Misdemeanor	9	5	6	3	5	3	6	8					45
Arrests - Other	4	3	1	3	6	2	5	2					26
Arrests - TOTAL	15	10	9	9	14	7	12	13	0	0	0	0	89
Beach Patrol	30	36	45	59	57	64	52	43					386
Business Checks	112	81	67	61	57	54	38	41					511
Criminal Papers Served	17	46	29	16	22	36	23	14					203
Citations - Local	4	1	1	4	1	0	3	1					15
Citations - State	42	31	35	34	45	28	41	49					305
Crosswalk Patrols	276	284	273	201	197	207	51	1					1,490
Foot Patrols	127	67	50	39	72	43	42	41					481
Marine Patrol Hours	18	29	37	0	0	0	0	0					84
Reports Taken (# of OCAs)	129	120	95	92	71	54	44	36					641
Residential Patrols	94	108	124	121	119	96	101	88					851
Response Time (avg. in mins.)	0:04:51	0:04:15	0:04:08	0:04:30	0:04:59	0:03:48	0:03:21	0:05:50					0:04:28
Traffic Stops - Total	137	117	84	81	82	77	120	126					824
Traffic Stops - Warnings	80	76	43	41	31	47	67	73					458
Training Hours	40	82	120	161	80	0	271	219					973
Total Calls for Service (CFS)	1,521	1,215	1,067	878	905	867	697	588					7,738

Animal Control - County Animal Control does not monitor AB traps (01/2016)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Totals
Total Traps Issued	0	0	0	1	1	0	0	0					2
Total Animals Turned In	0	0	0	0	0	0	0	0					0

# Planning & Zoning Monthly Report

## February 2024

### Board Meetings

- The Planning Board met on February 6, 2024 and reviewed text amendments related to Event Venues and the Phase II Major Site Plan for Peppertree. Both were unanimously recommended for approval.
- The regular meeting of the Board of Adjustment was cancelled.

### Training

- Jennifer attended the NC Association of Zoning Officials Mid-Winter Workshop in Cary February 18<sup>th</sup> through 20<sup>th</sup> to complete continuing education training to maintain her Certified Zoning Official (CZO) credential.

### Permit Highlights

48 permits were issued in the month, including three zoning permits for new businesses:

- 202 Dobbs Street, Unit B: Home Occupation-Tails, Loops, & Chains Crochet LLC (Crochet sales, online only)
- 211 Atlantic Beach Causeway, Unit 3: Sandbar Tan & Nail (Nail salon and spray tanning)
- 211 Atlantic Beach Causeway, Unit 4: Sip & Beauty, LLC (Offering skincare workshops with on-premise consumption of beer and wine)

Permit #	Permit Type	Parcel Address	Structure Classification	Description	Project Cost	Primary Contractor
6522	Building - Residential	212 OCEAN RIDGE DR	Single Family	Renovation of all bathrooms, kitchen, and laundry. replace plumbing fixtures, interior doors, exterior doors, HVAC system and add gas line to fireplace. Replace railings and porch deck materials. Stucco repair, exterior trim and paint exterior of the home. Minor interior framing changes to the ceiling, interior sheetrock repairs and complete interior paint	360,060	Dempsey Hodges Construction
6544	Building - Residential	205 OAK FOREST LN	Single Family	Remove failing old deck including supports - rebuilding new deck with enclosed addition on 3rd floor, add elevator and sun deck on 4th floor	250,000	K.O. Smith Co. LLC
6547	Building - Residential	115 HOOP POLE CREEK DR	Single Family	Remodel existing interior - both floors. repair/replace work done by previous contractor	172,800	William Kerry Gardner
6540	Building - Residential	303 BAREFOOT LN EXT	Single Family	Enclose existing ground level of home to make space usable and conditioned.	150,000	Grade-A Construction, Inc.

Permit #	Permit Type	Parcel Address	Structure Classification	Description	Project Cost	Primary Contractor
6555	Building - Residential	513 W BOGUE BLVD	Single Family	Insulation, electric (bring up to code) wall paneling, LVP flooring, and new cabinets and painting	75,224	A. Brent Roberson
6571	Building - Residential	111 ATLANTIC BLVD	Single Family	Extend existing exterior deck all the way to the fence. Install privacy fence. Install new decking board	35,498	All Phase Construction of Morehead
6556	Building - Residential	103 GLENN ST	Single Family	Replace rear deck and basement entrance	35,000	Action Services Construction, Inc.
6581	Other	211 ATLANTIC BEACH CAUSEWAY	Commercial	Unit 3-New Business, Sandbar Tan & Nail	0	
6576	Other	211 ATLANTIC BEACH CAUSEWAY	Commercial	Unit 4; New Business, Sip & Beauty, LLC	0	
6545	Other	202 B DOBBS ST	Condominium	Home Occupation-Tails, Loops, & Chains Crochet LLC	0	

**Permit Reports  
FY2023-24**

Fees	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Building	\$ 7,329	\$ 21,318	\$ 4,384	\$ 6,831	\$ 81,137	\$ 8,671	\$ 6,489	\$ 4,601	\$ -	\$ -	\$ -	\$ -	\$ 140,761
CAMA	\$ 200	\$ 200	\$ -	\$ 200	\$ 100	\$ 100	\$ 100	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ 1,000
Demolition	\$ 100	\$ 600	\$ -	\$ 100	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,050
Electrical	\$ 2,816	\$ 3,516	\$ 2,616	\$ 2,256	\$ 10,631	\$ 1,673	\$ 2,343	\$ 3,368	\$ -	\$ -	\$ -	\$ -	\$ 29,219
Elevator	\$ -	\$ -	\$ 91	\$ 339	\$ -	\$ -	\$ -	\$ 170	\$ -	\$ -	\$ -	\$ -	\$ 600
Floodplain Dev	\$ -	\$ 700	\$ 400	\$ 700	\$ 600	\$ 900	\$ 1,100	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Gas	\$ 85	\$ -	\$ 170	\$ 170	\$ 170	\$ -	\$ -	\$ 255	\$ -	\$ -	\$ -	\$ -	\$ 850
HRF	\$ 30	\$ -	\$ 40	\$ -	\$ 10	\$ 10	\$ 40	\$ 30	\$ -	\$ -	\$ -	\$ -	\$ 160
Insulation	\$ 1,986	\$ 2,311	\$ 1,681	\$ 1,331	\$ 10,006	\$ 811	\$ 325	\$ 1,333	\$ -	\$ -	\$ -	\$ -	\$ 19,784
Land Disturbance	\$ -	\$ 200	\$ -	\$ 100	\$ 100	\$ 100	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600
Mechanical	\$ 4,026	\$ 4,096	\$ 3,126	\$ 2,266	\$ 10,516	\$ 1,998	\$ 1,295	\$ 1,747	\$ -	\$ -	\$ -	\$ -	\$ 29,070
Misc	\$ -	\$ 750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750
Penalties	\$ 143	\$ 119	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120	\$ -	\$ -	\$ -	\$ -	\$ 381
Plumbing	\$ 2,866	\$ 2,651	\$ 1,547	\$ 1,716	\$ 10,431	\$ 1,403	\$ 580	\$ 1,588	\$ -	\$ -	\$ -	\$ -	\$ 22,782
Pool	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 255	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 255
Stormwater	\$ 2,133	\$ 19,172	\$ 245	\$ 7,111	\$ -	\$ 3,117	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,778
Planning/Zoning	\$ 785	\$ 75	\$ 185	\$ 125	\$ 150	\$ 160	\$ 350	\$ 420	\$ -	\$ -	\$ -	\$ -	\$ 2,250
<b>TOTAL</b>	<b>\$ 22,498</b>	<b>\$ 55,709</b>	<b>\$ 14,485</b>	<b>\$ 23,244</b>	<b>\$ 124,100</b>	<b>\$ 18,943</b>	<b>\$ 12,976</b>	<b>\$ 14,332</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 286,288</b>
<b>Total Permits</b>	<b>51</b>	<b>54</b>	<b>38</b>	<b>30</b>	<b>25</b>	<b>31</b>	<b>45</b>	<b>48</b>					<b>322</b>
<b>Total value</b>	<b>\$ 2,038,517</b>	<b>\$ 4,784,725</b>	<b>\$ 1,274,591</b>	<b>\$ 2,735,803</b>	<b>#####</b>	<b>\$ 1,979,244</b>	<b>\$ 1,470,248</b>	<b>\$ 1,264,722</b>					<b>\$ 33,284,202</b>

Inspections	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Building	35	26	18	22	23	13	34	16					
CAMA													
Demolition													
Electrical	20	24	33	19	22	11	35	23					
Elevator													
Gas	5	6	4	3		2		1					
Insulation	3	2	1	5	8	1	5						
Land Disturbance													
Mechanical	26	26	25	17	12	11	25	21					
**Miscellaneous	3	3	6	3	5	5	5	1					
Plumbing	20	18	13	19	15	21	13	10					
*Zoning							1						
<b>TOTAL</b>	<b>112</b>	<b>105</b>	<b>100</b>	<b>88</b>	<b>85</b>	<b>64</b>	<b>118</b>	<b>72</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>744</b>

\* Zoning includes: Zoning Certificates for houses, decks, fences & signs

\*\* Miscellaneous - Inspections include minimum housing, piers, bulkheads, boatlifts, SWO's, information on-site, condemnations, business registration inspections, and grass violations





# FY 2023-24 Personnel Monthly Report

Sick Leave Hours - Used	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
Admin Srv/ P&I/ Park	77.49	93	76.5	68.94	112.5	52.75	49.25	173.85					704.28
Fire	51.5	15	55	46	23	39	100	80					409.5
Police	93	0	22	109.5	131.5	19.5	38	17.5					431
Public Services	79.25	194.75	58.75	110.25	160.5	102.75	102.25	99.5					908
<b>Total</b>	301.24	302.75	212.25	334.69	427.5	214	289.5	370.85	0	0	0	0	2,452.78

Vacation Leave Hours - Used	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
Admin Srv/ P&I/ Park	76	131.25	71.75	101.55	131.87	67.75	91.7	36					707.87
Fire	298.43	32	45	58.5	423.5	230.4	188	279.1					1554.93
Police	272.3	175	70.5	16	191.5	48	279.91	156					1209.21
Public Services	107.25	132.62	110.25	124.5	275.25	42.62	166.25	90					1048.74
<b>Total</b>	753.98	470.87	297.5	300.55	1022.12	388.77	725.86	561.1	0	0	0	0	4,520.75

Workers Comp Claims - New	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
Admin Srv/ P&I/ Park													0
Fire													0
Police								1					1
Public Services								1					1
<b>Total</b>	0	0	0	0	0	0	0	2	0	0	0	0	2

Workers Comp - Days Missed	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
Admin Srv/ P&I/ Park													0
Fire													0
Police								1					1
Public Services													0
<b>Total</b>	0	0	0	0	0	0	0	1	0	0	0	0	1

Health Insurance Summary	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
Premiums (Medcost)	44,838	45,684	45,696	45,696	45,696	45,696	44,850	44,838					362,994
<b>Total</b>	44,838	45,684	45,696	45,696	45,696	45,696	44,850	44,838	-	-	-	-	362,994



# PUBLIC SERVICES REPORT 2023-2024

Public Services - Maintenance Hrs	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Total
Equipment/Vehicle	143	163	159	163	144	139	143	157					1211
Circle/Beach	457	439	401	397	323	321	399	363					3100
Drainage	19	23	29	27	19	17	27	29					190
Lift Station	27	31	47	45	27	19	23	27					246
Alley	23	17	15	19	13	11	17	13					128
Street	187	199	179	183	153	139	149	145					1334
Sidewalk	313	331	323	341	301	285	301	287					2482
Building	167	159	147	163	139	127	133	129					1164
Landscape	439	459	419	427	313	287	319	303					2966
<b>Total</b>	<b>1775</b>	<b>1821</b>	<b>1719</b>	<b>1765</b>	<b>1432</b>	<b>1345</b>	<b>1511</b>	<b>1453</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12821</b>

Solid Waste - Total Tons	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Total
Recycling	51.57	30.07	28.47	20.97	17.38	14.56	23.68						186.7
Household Waste	194.39	150.14	101.59	90.38	63.99	52.72	73.02						726.23
Mixed C&D	37.84	28.63	25.94	21.07	16.61	12.92	12.01						155.02
Yard Waste	6	15	13.5	13.5	4.5	3	10.5						66
White Goods	0	0	0	0	0	0	0						0
<b>Total</b>	<b>289.8</b>	<b>223.84</b>	<b>169.5</b>	<b>145.92</b>	<b>102.48</b>	<b>83.2</b>	<b>119.21</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1133.95</b>

Training Hours Logged	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Total
Public Services	10	10	10	10	10	10	10	20					90
Solid Waste	1	1	1	1	1	1	1	2					9
Water	12	13	8	12	16	12	13	8					94
<b>Total</b>	<b>23</b>	<b>24</b>	<b>19</b>	<b>23</b>	<b>27</b>	<b>23</b>	<b>24</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>193</b>



## Utility Billing Report FY 23-24 Monthly Report

Billing Summary	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Total
<b>Net Gallons Billed</b>	28,851,104	29,162,059	23,337,324	16,436,581	12,550,375	10,568,497	8,703,322	7,349,507					136,958,769
<b>Water</b>	\$221,065	\$222,000	\$189,854	\$157,051	\$141,654	\$136,851	\$121,230	\$121,811					\$ 1,311,515
<b>Annual Sprinkler/Hydrant Fees</b>	\$0	\$0	\$0	\$0	\$0	\$5,400	\$0	\$0	\$0	\$0	\$0	\$0	\$ 5,400
<b>Waste</b>	\$57,966	\$57,980	\$57,851	\$58,019	\$58,019	\$58,177	\$58,114	\$58,633					\$ 464,759
<b>Stormwater Fee</b>	\$34,308	\$34,314	\$34,326	\$34,350	\$34,350	\$34,044	\$34,056	\$34,050					\$ 273,798
<b>Amount Billed</b>	\$313,339	\$314,294	\$282,032	\$249,420	\$234,023	\$229,072	\$213,400	\$213,494					\$ 2,049,073
<b>*Revenue Received</b>	\$238,848	\$316,003	\$304,735	\$284,267	\$244,191	\$229,188	\$272,133	\$200,009					\$ 2,089,374
<b>% Collected</b>	0.762	1.005	1.080	1.140	1.043	1.001	1.275	0.937	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1.020

\* Water Revenue received reflects prior month billing.

Other Revenues	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Total
<b>Taps/Bores</b>	\$0	\$1,500	\$1,500	\$0	\$4,500	\$4,000	\$1,500	\$0					\$ 13,000
<b>Capacity Use Fees</b>	\$2,458	\$2,458	\$7,374	\$0	\$7,374	\$12,238	\$2,458	\$4,916					\$ 39,276
<b>Total</b>	\$ 2,458	\$ 3,958	\$ 8,874	\$ -	\$ 11,874	\$ 16,238	\$ 3,958	\$ 4,916	\$ -	\$ -	\$ -	\$ -	\$ 52,276

Labor	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Total
<b>Taps</b>	0	0	1	2	0	4	0	1					8
<b>Connects</b>	3	2	1	3	0	4	5	7					25
<b>Disconnects</b>	5	4	6	5	4	8	8	9					49
<b>Meter Repairs/Changeouts</b>	14	7	2	7	5	3	8	2					48
<b>Water Leak</b>	1	1	3	1	0	0	0	5					11
<b>Meter Test</b>	0	0	0	0	0	0	0	0					0

Water Figures (in millions)	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Total
<b>Calendar Raw</b>	35.724	29.663	22.765	18.724	14.353	11.331	11.594	10.74					154.894
<b>Calendar Finished</b>	36.002	29.806	23.019	17.977	15.491	11.589	12.001	10.834					156.719
<b>Production Gallons* (16th-15th)</b>	3.907	3.933	3.262	2.937	2.917	2.186	2.915	3.567					25.624
<b>16th-15th Raw</b>	33.182	33.411	26.634	20.307	16.193	12.886	11.979	11.353					165.945
<b>16th-15th Finished</b>	33.651	33.534	27.061	20.418	16.343	13.114	12.394	11.746					168.261

Production Gallons* (16th-15th)	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Total
<b>Sampling</b>	0.267	0.267	0.267	0.267	0.267	0.266	0.266	0.266					2.133
<b>Backwash</b>	1.311	1.503	1.201	0.944	0.892	0.800	0.727	0.725					8.103
<b>Carrier</b>	1.496	1.484	1.192	0.889	0.728	0.570	0.532	0.507					7.398
<b>FD Flushing</b>	0.24	0.125	0.017	0.244	0.480	-	0.840	1.224					3.170
<b>Leaks/Tower</b>	0.593	0.554	0.585	0.593	0.550	0.550	0.550	0.845					4.820
<b>Total (in millions)</b>	3.907	3.933	3.262	2.937	2.917	2.186	2.915	3.567	-	-	-	-	25.624

**Sampling:** Timed how long it took to fill a gallon jug to get a gallon per minute at each sampling site that runs 24/7. These sites include Tower 1, Hi service pump room at the water plant, sink at well 6, sink at well 5, and the sink in the water plant lab. These sites run 520,665 gallons a month.

**Backwash:** In our backwash process we use finished water that is metered, and gallons used per month varies depending on how many times we backwash. **Example:** we used 389,300 gallons from May 16th to June 15th 2019.

**Carrier:** The carrier water used for chlorination is recycled back into the plant. We used our strap on ultrasonic meter to see what the gallons per minute was flowing through the carrier water line when a hi service pump was on. It ended up being 50gpm. So we look at how many minutes our hi service pumps run in a billing cycle to determine the amount of water used for chlorination. In the example May/June billing cycle, the pumps ran for 437.08 hours using 1,311,250 gallons.

**Flushing:** In flushing around the town for water quality control we use a chart provided by the fire department that lists the gallons per minute for each hydrant. In the May/June billing cycle we flushed 994,400 gallons. We also used our gallon jug trick in the hi service pump room where we have leaking check valves to show a loss of 50,000 gallons per month.

**Leaks:** In determining the amount of water lost in leaks found around town we use a spreadsheet provided by Rural Water that uses the variables of the leak to show gallons lost. Also incorporated is a single day of 500,000 gallons per month to cover the water made to fill the water towers that isn't billed.

Summary  
Annual Water Production  
By Well Site

**FY2021-22 - STATED IN MILLION GALLONS**

	WELL 1 Main Plant	WELL 2 Town Park - 500 Ocean Ridge	WELL 2A Town Park	WELL 3 802 Ocean Ridge	WELL 4 Across from Peppertree	WELL 5 West End Tank	WELL 6 Fort Macon State Park	TOTAL RAW PUMPED	PLANT RAW WATER	PLANT FINISHED WATER
July	1.503	-	11.841	1.786	14.533	5.055	3.060	37.778	36.386	36.642
August	1.401	-	7.546	1.796	12.400	5.590	3.128	31.861	30.619	30.783
September	0.892	-	9.102	1.010	10.587	3.644	2.061	27.296	26.257	26.478
October	0.716	-	7.342	0.742	8.745	2.943	1.594	22.082	21.146	21.136
November	0.580	-	4.587	0.751	5.110	2.344	1.170	14.542	14.918	15.223
December	0.453	-	3.951	0.609	4.901	1.834	0.900	12.648	12.083	12.182
January	0.464	-	3.853	0.578	4.797	1.847	0.860	12.399	11.764	12.024
February	0.400	-	3.248	0.467	4.054	1.524	0.740	10.433	10.008	9.980
March	0.523	-	3.978	0.634	5.459	2.009	1.002	13.605	13.103	13.288
April	0.833	-	5.889	0.928	7.533	2.797	1.495	19.475	18.619	18.561
May	1.167	-	7.156	1.278	9.627	3.939	2.189	25.356	24.368	24.612
June	1.268	-	11.629	1.259	12.627	4.238	2.397	33.418	32.122	32.348
<b>TOTALS</b>	<b>10.200</b>	<b>-</b>	<b>80.122</b>	<b>11.838</b>	<b>100.373</b>	<b>37.764</b>	<b>20.596</b>	<b>260.893</b>	<b>251.393</b>	<b>253.257</b>

**FY2022-23 - STATED IN MILLION GALLONS**

	WELL 1 Main Plant	WELL 2 Town Park - 500 Ocean Ridge	WELL 2A Town Park	WELL 3 802 Ocean Ridge	WELL 4 Across from Peppertree	WELL 5 West End Tank	WELL 6 Fort Macon State Park	TOTAL RAW PUMPED	PLANT RAW WATER	PLANT FINISHED WATER
July	1.635	-	10.387	1.828	13.655	5.402	3.127	36.034	34.792	34.829
August	1.357	-	9.002	1.598	11.891	4.690	2.651	31.189	29.813	30.019
September	0.934	-	8.024	1.129	9.425	3.706	1.798	25.016	23.680	23.947
October	0.676	-	6.509	0.790	7.213	2.587	1.260	19.035	18.305	18.439
November	0.568	-	4.440	0.647	5.599	2.317	0.996	14.567	13.839	13.808
December	0.844	-	2.859	0.899	5.399	2.893	1.384	14.278	13.674	13.674
January	1.046	-	3.422	1.044	3.176	3.261	0.652	12.601	11.882	11.961
February	0.704	-	3.733	0.683	3.157	2.138	-	10.415	9.917	9.899
March	0.663	-	4.392	0.646	5.509	2.291	0.593	14.094	13.468	13.553
April	0.815	-	5.901	0.780	6.963	2.610	1.255	18.324	17.655	17.651
May	1.067	-	7.653	1.015	8.852	3.290	1.648	23.525	22.312	22.541
June	1.488	-	9.318	1.522	11.212	4.622	2.311	30.473	28.653	29.192
<b>TOTALS</b>	<b>11.797</b>	<b>-</b>	<b>75.640</b>	<b>12.581</b>	<b>92.051</b>	<b>39.807</b>	<b>17.675</b>	<b>249.551</b>	<b>237.990</b>	<b>239.513</b>

**FY2023-24 - STATED IN MILLION GALLONS**

	WELL 1 Main Plant	WELL 2 Town Park - 500 Ocean Ridge	WELL 2A Town Park	WELL 3 802 Ocean Ridge	WELL 4 Across from Peppertree	WELL 5 West End Tank	WELL 6 Fort Macon State Park	TOTAL RAW PUMPED	PLANT RAW WATER	PLANT FINISHED WATER
July	1.882	-	11.142	2.278	13.738	5.682	3.069	37.791	35.724	36.002
August	1.390	-	9.902	1.712	11.590	4.556	2.401	31.551	29.663	29.806
September	1.141	-	7.058	1.419	8.953	3.638	1.928	24.137	22.765	23.019
October	0.939	-	5.886	1.039	7.371	3.051	1.443	19.729	18.724	19.777
November	0.718	-	4.357	0.725	5.712	2.472	1.071	15.055	14.530	15.491
December	0.531	-	3.849	0.517	4.529	1.822	0.774	12.022	11.331	11.589
January	0.553	-	4.047	0.520	4.645	1.894	0.791	12.450	11.594	12.001
February	0.580	-	3.462	0.517	4.287	1.741	0.773	11.360	10.740	10.834
March								-		
April								-		
May								-		
June								-		
<b>TOTALS</b>	<b>7.734</b>	<b>-</b>	<b>49.703</b>	<b>8.727</b>	<b>60.825</b>	<b>24.856</b>	<b>12.250</b>	<b>164.095</b>	<b>155.071</b>	<b>156.719</b>

Town of Atlantic Beach  
DoubleTree Water Usage Trends

**FY2021-22**

	<b>Gallons Billed</b>	<b>Water Revenue</b>
<b>July</b>	1,084,417	\$ 4,823
<b>August</b>	1,393,526	\$ 6,137
<b>September</b>	646,139	\$ 2,961
<b>October</b>	705,426	\$ 3,213
<b>November</b>	593,132	\$ 3,053
<b>December</b>	291,635	\$ 1,558
<b>January</b>	310,828	\$ 1,652
<b>February</b>	320,127	\$ 1,697
<b>March</b>	398,008	\$ 2,079
<b>April</b>	640,312	\$ 3,266
<b>May</b>	717,369	\$ 3,644
<b>June</b>	939,701	\$ 4,733
<b>TOTALS</b>	<b>8,040,620</b>	<b>\$ 38,815</b>

**FY2022-23**

	<b>Gallons Billed</b>	<b>Water Revenue</b>
<b>July</b>	1,533,642	\$ 7,776
<b>August</b>	1,390,380	\$ 7,074
<b>September</b>	1,255,938	\$ 6,415
<b>October</b>	727,862	\$ 3,827
<b>November</b>	540,692	\$ 3,074
<b>December</b>	253,925	\$ 1,554
<b>January</b>	285,161	\$ 1,719
<b>February</b>	405,035	\$ 2,355
<b>March</b>	461,650	\$ 2,655
<b>April</b>	689,933	\$ 3,865
<b>May</b>	610,381	\$ 3,443
<b>June</b>	985,011	\$ 5,428
<b>TOTALS</b>	<b>9,139,610</b>	<b>\$ 49,183</b>

**FY2023-24**

	<b>Gallons Billed</b>	<b>Water Revenue</b>
<b>July</b>	1,577,579	\$ 10,302
<b>August</b>	1,368,584	\$ 8,896
<b>September</b>	1,119,080	\$ 7,324
<b>October</b>	959,274	\$ 6,317
<b>November</b>	665,939	\$ 4,865
<b>December</b>	437,194	\$ 3,428
<b>January</b>	470,127	\$ 3,236
<b>February</b>	437,069	\$ 3,027
<b>March</b>		
<b>April</b>		
<b>May</b>		
<b>June</b>		
<b>TOTALS</b>	<b>7,034,846</b>	<b>\$ 47,396</b>

Summary  
Annual Water Production, Sales Water Loss

	Billing Cycle	Raw Water	Pumped (Finished)	Gallons Billed	Production Gallons Unbilled	Line Loss	Line Loss %	Water Revenue
<b>FY2021-22</b>								
July	6/15/21 - 7/15/21	33,707,000	33,858,000	29,006,026	3,828,000	1,023,974	3.02%	\$ 154,861
August	7/15/21 - 8/15/21	36,921,000	37,371,000	30,723,380	4,601,000	2,046,620	5.48%	\$ 161,369
September	8/15/21 - 9/15/21	27,334,000	27,505,000	22,442,161	3,821,000	1,241,839	4.51%	\$ 129,764
October	9/15/21 - 10/15/21	22,266,000	22,356,000	18,317,410	2,984,000	1,054,590	4.72%	\$ 115,263
November	10/15/21 - 11/15/21	18,527,000	18,742,000	15,395,893	2,610,000	736,107	3.93%	\$ 112,733
December	11/15/21 - 12/15/21	13,180,000	13,447,000	10,097,782	2,335,000	1,014,218	7.54%	\$ 92,144
January	12/15/21 - 1/15/22	11,963,000	12,066,000	8,691,744	2,597,000	777,256	6.44%	\$ 87,321
February	1/15/22 - 2/15/22	11,360,000	11,420,000	9,403,607	2,009,000	7,393	0.06%	\$ 90,954
March	2/15/22 - 3/15/22	10,473,000	10,840,000	7,684,714	2,761,000	394,286	3.64%	\$ 84,055
April	3/15/22 - 4/15/22	15,242,000	15,549,000	12,055,461	3,018,000	475,539	3.06%	\$ 97,797
May	4/15/22 - 5/15/22	20,630,000	20,618,000	16,508,818	3,338,000	771,182	3.74%	\$ 114,156
June	5/15/22 - 6/15/22	28,953,000	29,212,000	26,662,842	3,648,000	(1,098,842)	-3.76%	\$ 157,235
	<b>TOTALS</b>	<b>250,556,000</b>	<b>252,984,000</b>	<b>206,989,838</b>	<b>37,550,000</b>	<b>8,444,162</b>	<b>3.34%</b>	<b>\$ 1,397,653</b>

	Billing Cycle	Raw Water	Pumped (Finished)	Gallons Billed	Production Gallons Unbilled	Line Loss	Line Loss %	Water Revenue
<b>FY2022-23</b>								
July	6/15/22 - 7/15/22	36,853,000	37,028,000	31,686,232	4,095,000	1,246,768	3.37%	188,363
August	7/15/22 - 8/15/22	33,521,000	33,780,000	27,939,990	4,091,000	1,749,010	5.18%	173,007
September	8/15/22 - 9/15/22	26,456,000	26,621,000	23,282,908	3,235,000	103,092	0.39%	151,809
October	9/15/22 - 10/15/22	20,380,000	20,552,000	15,685,091	4,391,000	475,909	2.32%	124,830
November	10/15/22 - 11/15/22	16,255,000	16,346,000	13,550,993	2,645,000	150,007	0.92%	124,273
December	11/15/22 - 12/15/22	12,148,000	12,166,000	9,265,296	2,442,000	458,704	3.77%	103,615
January	12/15/22 - 1/15/23	14,360,000	14,260,000	12,015,411	2,053,000	191,589	1.34%	113,528
February	1/15/23 - 2/15/23	11,348,000	11,205,000	8,295,042	2,510,000	399,958	3.57%	98,432
March	2/15/23 - 3/15/23	11,047,000	11,030,000	8,334,167	2,401,000	294,833	2.67%	97,467
April	3/15/23 - 4/15/23	15,783,000	16,001,000	12,947,058	2,829,000	224,942	1.41%	111,795
May	4/15/23 - 5/15/23	18,884,000	19,080,000	15,518,432	3,245,000	316,568	1.66%	124,689
June	5/15/23 - 6/15/23	25,630,000	25,877,000	22,019,882	3,348,000	509,118	1.97%	151,087
	<b>TOTALS</b>	<b>242,665,000</b>	<b>243,946,000</b>	<b>200,540,502</b>	<b>37,285,000</b>	<b>6,120,498</b>	<b>2.51%</b>	<b>\$ 1,562,894</b>

	Billing Cycle	Raw Water	Pumped (Finished)	Gallons Billed	Production Gallons Unbilled	Line Loss	Line Loss %	Water Revenue
<b>FY2023-24</b>								
July	6/15/23 - 7/15/23	33,182,000	33,651,000	28,851,104	3,907,000	892,896	2.65%	221,065
August	7/15/23 - 8/15/23	33,411,000	33,534,000	29,162,059	3,933,000	438,941	1.31%	222,000
September	8/15/23 - 9/15/23	26,634,000	27,061,000	23,337,324	3,262,000	461,676	1.71%	189,854
October	9/15/23 - 10/15/23	20,307,000	20,418,000	16,436,581	2,937,000	1,044,419	5.12%	157,051
November	10/15/23 - 11/15/23	16,193,000	16,343,000	12,550,375	2,917,000	875,625	5.36%	141,654
December	11/15/23 - 12/15/23	12,886,000	13,114,000	10,568,497	2,186,000	359,503	2.74%	136,851
January	12/15/23 - 1/15/24	11,979,000	12,394,000	8,703,322	2,915,000	775,678	6.26%	121,230
February	1/15/24 - 2/15/24	11,353,000	11,746,000	7,349,507	3,567,000	829,493	7.06%	121,811
March	2/15/24 - 3/15/24	-	-	-	-	-	#DIV/0!	-
April	3/15/24 - 4/15/24	-	-	-	-	-	#DIV/0!	-
May	4/15/24 - 5/15/24	-	-	-	-	-	#DIV/0!	-
June	5/15/24 - 6/15/24	-	-	-	-	-	#DIV/0!	-
	<b>TOTALS</b>	<b>165,945,000</b>	<b>168,261,000</b>	<b>136,958,769</b>	<b>25,624,000</b>	<b>5,678,231</b>	<b>3.37%</b>	<b>\$ 1,311,515</b>

Town of Atlantic Beach  
Minimum Gallons Versus Actual  
FY2023-24

Summary - July 2023	UNIT	MINIMUM BILL	ACTUAL GALLONS	ACTUAL BILL
3/4"	2,359	\$ 39,513	12,543,550	\$ 95,093
1"	784	\$ 14,472	5,630,100	\$ 41,942
1.5"	398	\$ 6,769	1,518,740	\$ 11,664
2"	1,087	\$ 18,497	4,134,815	\$ 32,037
3"	101	\$ 2,167	1,118,770	\$ 9,785
4"	198	\$ 3,317	705,460	\$ 5,266
6"	717	\$ 12,728	3,199,669	\$ 24,645
AVAIL FEE.	75	\$ 631	-	\$ 631
<b>TOTAL:</b>	<b>5,719</b>	<b>\$ 98,092</b>	<b>28,851,104</b>	<b>\$ 221,065</b>

Summary - August 2023	UNIT	MINIMUM BILL	ACTUAL GALLONS	ACTUAL BILL
3/4"	2,358	\$ 39,497	12,549,410	\$ 96,327
1"	785	\$ 14,491	5,962,640	\$ 44,593
1.5"	398	\$ 6,769	1,343,300	\$ 11,014
2"	1,087	\$ 18,497	4,235,725	\$ 31,262
3"	101	\$ 2,167	797,620	\$ 6,746
4"	198	\$ 3,317	593,450	\$ 4,560
6"	717	\$ 12,728	3,679,914	\$ 26,858
AVAIL FEE.	76	\$ 639	-	\$ 639
<b>TOTAL:</b>	<b>5,720</b>	<b>\$ 98,103</b>	<b>29,162,059</b>	<b>\$ 222,000</b>

Summary - September 2023	UNIT	MINIMUM BILL	ACTUAL GALLONS	ACTUAL BILL
3/4"	2,358	\$ 39,497	9,843,720	\$ 81,367
1"	787	\$ 14,530	4,777,220	\$ 37,637
1.5"	398	\$ 6,769	1,020,940	\$ 9,380
2"	1,087	\$ 18,447	3,736,544	\$ 29,368
3"	101	\$ 2,167	602,990	\$ 5,320
4"	198	\$ 3,317	348,220	\$ 3,507
6"	717	\$ 12,728	3,007,690	\$ 22,636
AVAIL FEE.	76	\$ 639	-	\$ 639
<b>TOTAL:</b>	<b>5,722</b>	<b>\$ 98,091</b>	<b>23,337,324</b>	<b>\$ 189,854</b>

Summary - October 2023	UNIT	MINIMUM BILL	ACTUAL GALLONS	ACTUAL BILL
3/4"	2,359	\$ 39,513	7,106,850	\$ 67,738
1"	788	\$ 14,551	3,357,910	\$ 29,880
1.5"	398	\$ 6,769	899,360	\$ 9,389
2"	1,087	\$ 18,497	2,366,167	\$ 22,666
3"	101	\$ 2,167	468,970	\$ 4,822
4"	198	\$ 3,317	213,280	\$ 3,766
6"	717	\$ 12,728	2,024,044	\$ 18,160
AVAIL FEE.	75	\$ 630	-	\$ 630
<b>TOTAL:</b>	<b>5,723</b>	<b>\$ 98,171</b>	<b>16,436,581</b>	<b>\$ 157,051</b>

Summary - November 2023	UNIT	MINIMUM BILL	ACTUAL GALLONS	ACTUAL BILL
3/4"	2,359	\$ 39,513	5,544,100	\$ 59,675
1"	789	\$ 14,571	2,886,210	\$ 27,544
1.5"	398	\$ 6,769	733,390	\$ 8,601
2"	1,087	\$ 18,497	1,541,056	\$ 20,821
3"	101	\$ 2,167	472,120	\$ 4,981
4"	198	\$ 3,317	101,100	\$ 3,317
6"	717	\$ 12,728	1,272,399	\$ 16,096
AVAIL FEE.	75	\$ 630	-	\$ 620
<b>TOTAL:</b>	<b>5,724</b>	<b>\$ 98,190</b>	<b>12,550,375</b>	<b>\$ 141,654</b>

Town of Atlantic Beach  
Minimum Gallons Versus Actual  
FY2023-24

Summary - December 2023	UNIT	MINIMUM BILL	ACTUAL GALLONS	ACTUAL BILL
3/4"	2,359	\$ 39,513	3,485,170	\$ 50,834
1"	795	\$ 14,686	1,872,160	\$ 22,274
1.5"	398	\$ 6,769	493,220	\$ 7,354
2"	1,088	\$ 18,535	1,736,743	\$ 21,815
3"	101	\$ 2,167	586,560	\$ 6,451
4"	198	\$ 3,317	68,470	\$ 3,317
6"	663	\$ 11,823	2,326,174	\$ 18,754
AVAIL FEE.	76	\$ 638	-	\$ 629
<b>TOTAL:</b>	<b>5,678</b>	<b>\$ 97,446</b>	<b>10,568,497</b>	<b>\$ 131,426</b>

Summary - January 2024	UNIT	MINIMUM BILL	ACTUAL GALLONS	ACTUAL BILL
3/4"	2,358	\$ 39,497	3,544,520	\$ 49,387
1"	791	\$ 14,609	1,631,490	\$ 20,706
1.5"	398	\$ 6,769	406,960	\$ 7,443
2"	1,088	\$ 18,535	1,574,455	\$ 21,364
3"	101	\$ 2,167	431,190	\$ 4,365
4"	198	\$ 3,317	72,300	\$ 3,317
6"	663	\$ 11,823	1,042,407	\$ 13,953
AVAIL FEE.	77	\$ 645	-	\$ 645
<b>TOTAL:</b>	<b>5,674</b>	<b>\$ 97,360</b>	<b>8,703,322</b>	<b>\$ 121,180</b>

Summary - February 2024	UNIT	MINIMUM BILL	ACTUAL GALLONS	ACTUAL BILL
3/4"	2,358	\$ 39,497	2,289,730	\$ 48,703
1"	791	\$ 14,609	1,257,830	\$ 18,882
1.5"	398	\$ 6,769	464,470	\$ 7,462
2"	1,088	\$ 18,535	1,543,668	\$ 21,368
3"	101	\$ 2,167	642,320	\$ 6,489
4"	198	\$ 3,317	69,040	\$ 3,317
6"	663	\$ 11,823	1,082,449	\$ 13,745
AVAIL FEE.	77	\$ 645	-	\$ 645
<b>TOTAL:</b>	<b>5,674</b>	<b>\$ 97,360</b>	<b>7,349,507</b>	<b>\$ 120,611</b>

Total to date FY 23-24	UNIT	MINIMUM BILL	ACTUAL GALLONS	ACTUAL BILL
3/4"	28,304	474,092	56,907,050	549,124
1"	9,466	174,801	27,375,560	243,458
1.5"	4,776	81,222	6,880,380	72,308
2"	13,047	222,027	20,869,173	200,701
3"	1,212	25,998	5,120,540	48,959
4"	2,376	39,798	2,171,320	30,365
6"	8,442	150,017	17,634,746	154,847
AVAIL FEE.	907	7,617	-	5,078
<b>TOTAL:</b>	<b>68,530</b>	<b>\$ 1,175,572</b>	<b>136,958,769</b>	<b>\$ 1,304,840</b>

Average to date FY 23-24	UNIT	MINIMUM BILL	ACTUAL GALLONS	ACTUAL BILL
3/4"	2,359	39,508	7,113,381	68,641
1"	789	14,567	3,421,945	30,432
1.5"	398	6,769	860,048	9,038
2"	1,087	18,502	2,608,647	25,088
3"	101	2,167	640,068	6,120
4"	198	3,317	271,415	3,796
6"	704	12,501	2,204,343	19,356
AVAIL FEE.	76	635	-	635
<b>TOTAL:</b>	<b>5,711</b>	<b>\$ 97,964</b>	<b>17,119,846</b>	<b>\$ 163,105</b>