



**Town of Atlantic Beach
Town Council Meeting Agenda
Town Boardroom
125 West Fort Macon Road
and Electronically via Zoom
Monday, April 22, 2024 - 6:00 p.m.**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

1. APPROVAL OF AGENDAS

2. CONSENT AGENDA

- a. Finance Report
- b. Budget Amendment #18
- c. Budget Transfer
- d. Tax Collection Report
- e. Tax Releases and Refunds Report
- f. Approval of Amendment to 2024 Paid Parking Program to include Purple Heart recipients
- g. Approval of Contract with Kirkman, Whitford, Brady, Berryman & Gordon, PA for Town Attorney
- h. Approval of Contract with Mewborn & DeSelms for Board of Adjustment Attorney
- i. Minutes: 2/12/24 Retreat; 3/7/24 SM; 3/14/24; 3/19/24SM; 3/25/24

3. CITIZEN REQUESTS/COMMENTS

4. SEA TURTLE NESTING SEASON PRESENTATION Michele Lamping, AB Sea Turtle Project

5. Public Hearing and Approval of ORDINANCE 24-04-01: Ordinance Amending Chapter 18 of the Unified Development Ordinance; Article 18-5, Development Standards; Section 18.5.2., Access And Circulation, Sidewalks

6. Public Hearing and Approval of ORDINANCE 24-04-02: Ordinance Amending Chapter 18 of the Unified Development Ordinance; Article 18-4, Use Standards; Section 18.4.7, Use Specific Standards, Event Venue

7. Approval of RESOLUTION 24-04-01: Resolution in Support of PARTF Grant Application and Commitment of Funds

8. Review of CAMA Public Access Grant Applications Submitted for Greenville Ave and Beaufort Ave Beach Accesses

9. TOWN MANAGER REPORT

10. MAYOR/COUNCIL COMMENTS

ADJOURN

Information to view the meeting via Zoom is available on the Town's website 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: April 22, 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 March 31, 2024.

Summary of General and Water Funds – March 2024

◆ General Fund			
Revenue Collected	\$ 8,893,034	85.44%	
Expenses Spent	\$ 7,733,250	74.29%	
◆ Water Fund			
Revenue Collected	\$ 1,531,669	82.57%	
Expenses Spent	\$ 1,543,024	83.18%	

Audited June 30, 2023 Governmental Fund Balances

All Governmental Funds	\$6,949,731	
General Fund - Total Fund Balance	\$6,181,343	63.94%
State Statute Reserved	\$649,022	
Powell Bill	\$232,239	
Committed-Fire Truck, Grant Matches	\$2,081,355	
Unassigned G/F Fund Balance	\$3,218,727	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	\$3,218,727	30.92%
23-24 Fund Balance Appropriated	-\$377,903	
No longer committed to Water Resources grant match	\$300,000	
June 30, 2024 Estimated Unassigned G/F Fund Balance	\$3,140,824	30.17%
Return of loan proceeds held as collateral for fire truck being built	\$1,200,000	
June 30, 2024 Estimated Unassigned G/F Fund Balance	\$4,340,824	41.70%

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
March 2024**

Operating Revenue Statement Summary

	Estimated Revenue	Activity This Month	Revenue To Date	Uncollected To Date	Percent Collected
General Fund	10,408,981	752,650	8,893,034	1,515,947	85.44%
Other Funds					
	Estimated Revenue	Activity This Month	Revenue To Date	Uncollected To Date	Percent Collected
Beach & Waterway	760,541	468	287,973	472,568	37.86%
Stormwater	71,350	39,961	364,151	-292,801	510.37%
Powell Bill	25,650	1,141	74,183	-48,533	289.21%
Sidewalk	0	0	750	-750	#DIV/0!
Water	1,854,987	128,292	1,531,669	323,318	82.57%
Water System Capital Reserve	34,000	4	42,314	-8,314	124.45%
TOTAL REVENUE	13,155,509	922,515	11,194,074	1,961,435	85.09%

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	381,486	-46,892	158,220	0	223,266	41.47%
Adm Serv - Admin Support	467,065	-37,275	272,498	4,388	190,179	59.28%
Adm Serv - Gov Body	132,625	6,452	72,726	0	59,899	54.84%
Adm Serv - Debt Service	715,702	0	715,810	0	-108	100.02%
Police - Enforcement	2,157,356	124,911	1,503,053	32,285	622,019	71.17%
Police - Emergency Mgmt	9,680	180	1,575	0	8,105	16.27%
Police - Comm Outreach	5,280	0	3,464	0	1,816	65.61%
Fire - Fire	1,934,295	93,547	1,316,719	100,781	516,795	73.28%
Fire - EMS	53,908	1,197	41,747	890	11,271	79.09%
Fire - Rescue	11,531	1,741	8,136	915	2,480	78.50%
Fire - Lifeguards	95,387	20,897	71,996	1,491	21,900	77.04%
Building Inspections	65,600	2,391	26,197	0	39,403	39.93%
Planning & Zoning	259,875	18,654	178,694	0	81,181	68.76%
Pub Serv - Public Works	2,810,626	55,384	2,314,370	55,795	440,461	84.33%
Pub Serv - Solid Waste	576,820	44,420	397,045	0	179,775	68.83%
Pub Serv - Roadways	93,753	4,292	85,783	0	7,970	91.50%
Pub Serv - Beach Access	139,000	1,965	68,687	13,520	56,793	59.14%
Comm Events / Recreation	498,992	10,254	242,113	44,353	212,526	57.41%
Total General Fund	10,408,981	302,119	7,478,831	254,418	2,675,731	74.29%
			<i>GF Exp & Enc YTD:</i>	7,733,250		

Other Funds

	Budget Amount	Activity This Month	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	Percent Spent
Beach & Waterway	760,541	8,252.50	541,294	-	219,248	71.17%
Stormwater	71,350	15,161.52	63,349	-	8,001	88.79%
Powell Bill	25,650	-	25,650	-	-	100.00%
Sidewalk	-	-	-	-	-	#DIV/0!
Water	1,854,987	399,039.29	1,430,598	112,426.32	311,963	83.18%
Water System Capital Reserve	34,000	-	34,000	-	-	100.00%
			<i>WF Exp & Enc YTD:</i>	1,543,024		
TOTAL EXPENSES	13,155,509	724,572	9,573,722	366,845	3,214,943	75.56%

**Town of Atlantic Beach
March 2024**

Capital Project Fund - Circle Boardwalk Renovation Fund 28

REVENUES	Estimated Revenue	Activity This Month	Revenue To Date	Uncollected To Date	Percent Collected
Interest - Investments	-	-	-	-	#DIV/0!
Transfer from GF	-	-	-	-	#DIV/0!
Transfer from Beach & Waterway	246,350	8,253	137,103	109,248	55.65%
TOTAL REVENUES	246,350	8,253	137,103	109,248	55.65%

EXPENSES	Budget Amount	Activity This Month	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	Percent Spent
Advertising	200	-	124	-	76	61.80%
Professional Service	5,690	-	5,690	-	-	100.00%
Engineering	51,890	7,893	46,000	-	5,890	88.65%
Architect	186,570	-	83,174	94,307	9,089	95.13%
Dept Supplies	2,000	360	1,715	-	285	85.74%
TOTAL EXPENSES	246,350	8,253	136,702	94,307	15,341	93.77%

**Town of Atlantic Beach
Cash Position
as of March 31, 2024**

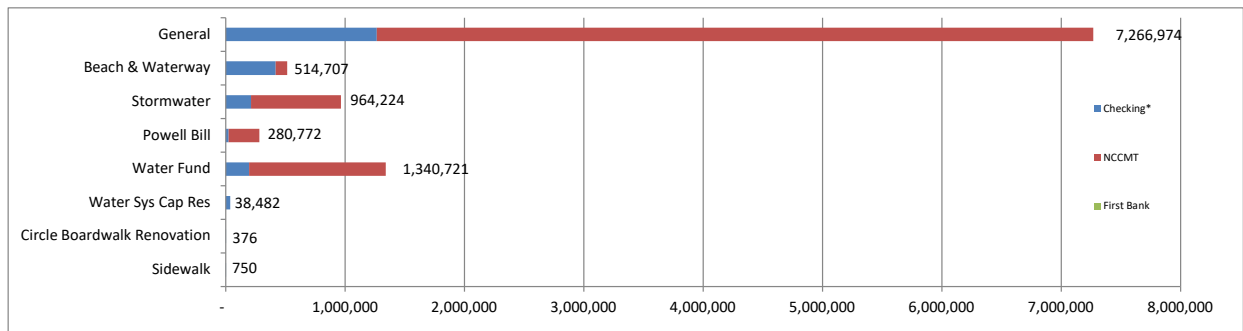
<u>Institution</u>	<u>Type of Account</u>	<u>Rate</u>	<u>March 2024</u>	<u>Maturity Date</u>
First Citizens	Checking (All Funds)	0.10%	\$2,283,304	
General Fund				
NCCMT - GF	Pooled Trust	5.37%	\$4,796,114	
NCCMT - GF HELD	Pooled Trust	5.37%	\$1,204,659	
First Bank Loan-Fire Truck	Loan Proceeds	0.03%	\$0	
Total GF			\$6,000,773	
Beach Nourishment/Channel Fund				
NCCMT - BEACH AND WATERWAY	Pooled Trust	5.37%	\$96,276	
			\$96,276	
Stormwater Fund				
NCCMT - STORMWATER	Pooled Trust	5.37%	\$751,832	
			\$751,832	
Powell Bill Fund				
NCCMT - POWELL	Pooled Trust	5.37%	\$257,176	
			\$257,176	
Water Fund				
NCCMT - WF	Pooled Trust	5.37%	\$1,145,592	
Total WF			\$1,145,592	
			\$10,534,953	



	<u>Checking*</u>	<u>NCCMT</u>	<u>First Bank</u>	<u>Total</u>
General	1,266,200	6,000,773	-	\$7,266,974
Beach & Waterway	418,431	96,276	-	\$514,707
Stormwater	212,392	751,832	-	\$964,224
Powell Bill	23,596	257,176	-	\$280,772
Water Fund	195,129	1,145,592	-	\$1,340,721
Water Sys Cap Res	38,482	-	-	\$38,482
Circle Boardwalk Renovation	376	-	-	\$376
Sidewalk	750	-	-	\$750
	\$2,155,356	\$9,456,308	\$0	\$11,611,664

*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>
<i>Budget Amendment Number: 18</i>
<i>Finance Officer: Sarah Currie</i>

BUDGET AMENDMENT JUSTIFICATION

General Fund 10:

Amendment to increase Small Equipment in the Police Department by \$7,854 for the purchase of five semi-automatic AED machines, funded by a donation to the Police Department from C-Phase Services LLC for the same.

Line Item	Description	Amount
10-2001-318	Police Dept – Small Equipment	7,854
10-0500-703	Donations/Police	7,854

Amendment to increase Marine Patrol Expense in the Police Department for replacement of stolen boat electronic equipment in the amount of \$4,276, funded by insurance proceeds received for the claim. The remainder of the replacement cost was covered by a \$1,300 interdepartmental transfer.

10-2001-515	Police Dept – Marine Patrol	4,276
10-0500-802	Insurance Proceeds-GF	4,276

RECOMMENDED:


John A O'Daniel, Town Manager

APPROVED:

Mayor Danny Navey

DATE: April 22, 2024

TOWN OF ATLANTIC BEACH BUDGET TRANSFER REQUEST

B 197

Department: Police		Transfer
Account Number	Name	Amount
10-2001-314	Printing	\$500.00
10-2001-508	Misc.	\$694.00
10-2001-515	Marine Patrol	\$1,300.00
10-2001-110	Dental	(\$194.00)
10-2001-209	Fuel	(\$1,000.00)
10-2001-212	Maint. & Repair (Equip)	(\$150.00)
10-2001-318	Sm. Equip. Purchase	(\$350.00)
10-2001-504	Dues & Memberships	(\$500.00)

Justification and Explanation of Request for Transfer:

Transfer to cover costs of printing new secure ID's with new chief's signature, prior chief's retirement lunch, and portion of stolen MP electronic equipment not reimbursed by insurance due to deductible and depreciation.

Requested by: 	Date: 3-19-2024
Finance Director: 	Date: 3/19/24
Town Manager: 	Date: 3/19/2024

THIS SPACE RESERVED FOR FINANCE DEPARTMENT

Budget transfer completed on: 3/27/24 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: April 22, 2024
RE: Tax Collection Report

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

2023	\$	47,643.17	Interest/Adv Chgs	\$	361.00
2022	\$	124.09			
2021					
2020					
2019					
2018					
2017					
2016					

Current Year Tax Scroll	\$	4,077,588.71
Current Year Taxes Collected	\$	4,032,268.17
Balance Due on Current Year Taxes	\$	45,320.54
Percentage of Current Year Taxes Collected to Date		98.89%
Prior Year Taxes Collected Current Fiscal Year	\$	2,072.67
Prior Year Taxes Outstanding	\$	4,576.30
Interest and Penalties Collected Current Fiscal Year	\$	6,552.18

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: April 22, 2024
RE: Tax Releases and Refunds for March 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>
Releases with no refund:					
Flowers, William Blake	733	\$2,594	\$5.58		Release by Carteret County-Sold Prop
Abbate, Toi	2	\$8,212	\$17.66		Release by Carteret County-Sold Prop
The Grove Oceanside	3784	\$670,355	\$1,441.27		Release by Carteret County

Releases with refunds < \$100 (Manager Approved):

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

Total Releases \$ 681,161 \$ 1,464.51

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

Refunded to

Refunds due to overpayments > \$100 (Requiring Council Approval):

Rodriguez-Lebron Annette ETVIR 6073 \$ 836.39 Corelogic

Total Refunds \$ 836.39

*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 1st.

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.

Town of Atlantic Beach-2024 Parking Program Outline

Atlantic Beach will implement a paid public parking program at several locations of beachfront parking spaces for the 2024 summer season. Last year, this program derived over \$440,000 with 43,000 transactions. This year, we have contracted with Premium Parking to provide turn-key management of the paid parking program.

Purpose: To generate funds for beach services which include: a 7-day-a-week, paid summer lifeguard program which was affected by the withdrawal of annual lifeguard-funding contributions by the county, the operation and maintenance of three public beach access bathhouses, daily garbage/refuse pickup and disposal along a five-mile beachfront and various free summer recreation programs activities like the AB Beach Music Festival and July Fourth Fireworks; and the traffic safety enforcement for a summer population that approaches 50,000. These funds ensure that such tourist-related beach services are not fully subsidized by the local property taxpayers.

Schedule and Rates:

- Paid parking program runs from April 1, 2024 through September 30, 2024 (*Note: lifeguards are scheduled on the beach strand May 15-Aug 18; roamers on duty weekends through Labor Day if available*)
- Daily from 9AM – 6 PM
- Pay-to-Park: \$4.00/hour paid parking using parking stations, text-to-pay, app, or by phone number; each accepting credit/debit cards only
- **Thirty Minute Free Parking ONLY:** These spaces are located along the outside perimeter of West Drive and Atlantic Drive, vehicles may park free but must move every 30 minutes at a minimum.
- Any unpaid cars in paid lots or parking spaces at beginning of parking day hours will be ticketed
- No refunds for rain-outs
- Free parking in any space with valid Handicap, **Purple Heart**, ~~or~~ Disabled, **or Partially Disabled** Veteran tag/plates
- Seasonal paid parking pass registrations may be purchased for \$200 each, allowing free parking at any non-handicapped numbered space. Passes are in the form of license plate registration, no physical sticker will be issued. Seasonal parking pass registration does not override designated “No Parking”, “30 Minute Parking”, “Loading Zone Only”, or “Restricted Parking” areas
- Golf Cart parking spaces are not free parking spaces
 - Golf carts will also need to be registered or pay-to-park in any designated golf cart or regular spot, the annual AB golf cart inspection does not cover the cost of parking
 - LSVs (low-speed vehicles) will be permitted to park in designated golf cart or regular spot if the LSV has an annual parking plate registration or pays to park

Paid Parking Areas including handicap spaces (463 parking spaces): New Bern Avenue Beach Access (50), West Boardwalk CAMA Lot (63), Circle Point Grass Lot (24), Circle Pavilion Paved Lot (31), Circle Gravel/Dirt Lot (45), Circle Perimeter: West Drive, Atlantic Blvd, and East Drive (161), Circle Adjacent: E Terminal, E Bogue (29), Henderson Blvd/Beach Access (60).

Atlantic Beach Property Owners: *Free Parking* with annual parking pass registration, two allowed per parcel per year.

Atlantic Beach Business Owners: *Free Parking* with annual parking pass registration, one allowed per business per year.

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

Finance Director

CONTRACT FOR LEGAL SERVICES

This Agreement for the employment of Town Attorney is entered into the _____ day of _____, 2024, by and between Town of Atlantic Beach, North Carolina, a body corporate and politic existing pursuant to the laws of the State of North Carolina (hereinafter "Town"), and Kirkman, Whitford, Brady, Berryman & Gordon, P.A. (hereinafter collectively referred to as "Attorney") and is effective as of the _____ day of April, 2024.

RECITALS

1. Town is in need of the legal assistance of a law firm to fill the position of Town Attorney.
2. Attorney is desirous of filling that position.
3. The parties desire to memorialize their agreement as hereinafter set forth.

NOW, THEREFORE, for and in consideration of the mutual covenants expressed herein it is agreed as follows:

1. Term of Employment: It is the agreement and understanding of the parties that this is an appointed position for a four (4) year term and may be terminated by either party on 90 days prior notice. However, Attorney shall not cease employment in such manner as to prejudice any legal positions, whether by litigation or otherwise, that the Town may be maintaining through the Attorney. In this regard, the Attorney shall not withdraw from any litigation, negotiations, drafting or the like without the specified permission of Town or by Court Order, if to do so would prejudice Town's position.

2. Services: Attorney shall provide to Town such legal services as Town requires and requests. Specifically, such services shall include, without limitation, attendance at meetings, drafting,

review, and interpretation of contracts and ordinances, advice on local government law, public records law and open meetings law, employment law, litigation, criminal/civil procedures and enforcement, leases, real property law, eminent domain, and zoning and land use law.

3. Independent Contractor Status: Attorney offers its services as an independent contractor and Town has no liability for payment of any benefits that would normally accrue to Attorney's employees by virtue of their services to the Town.

4. Reimbursement and Billing: Attorney shall be compensated as follows: The current hourly rate for the firm's attorneys is \$265.00. The firm's current hourly rate for paralegals is \$100.00. Fees shall be adjusted annually each January 1 for both attorneys and paralegals based on the increase in the Consumer Price Index for the previous year. Attorney will not charge for in-county travel time or for routine copying or postage. Other expenses are billed at their cost. Attorney shall submit bills on a monthly basis and will bill all time on an hourly basis (recorded in tenths of an hour). Payment terms shall be thirty (30) days net.

5. Expectations: Attorney recognizes the need of Town for accessibility and prompt service. To this end, it shall be the obligation of Attorney to diligently return phone calls, be available upon request, and otherwise meet reasonable deadlines imposed by the Town. Jane A. Gordon shall be the primary contact for the requisite services to the Town. However, Town understands it is hiring the firm as opposed to an individual attorney and understands that Attorney shall assign specific work to individual attorneys in the firm depending on the area of expertise required for such work. Attorneys in the firm shall be available to the Mayor, the Town Manager, and the Town Clerk outside of regular business hours via cell phone.

6. Organization and Access to Services: Attorney represents the Town Council and not administration. However, the Attorney shall be assigned legal tasks by the Town Manager pursuant to instructions from the Town Council and unless requested to the contrary, shall report to the Town

Manager as to the progress and status of legal matters. In the event that Attorney recognizes a legal matter it deems in need of attention, the same shall be reported to the Town Manager for permission to proceed. Except in emergency situations, Attorney shall not initiate any legal action, or maintain any position on behalf of the Town, without the permission of the Town Council pursuant to the instruction of the Town Manager.

7. Non-exclusive Obligation: It is agreed and understood that Attorney is a private law firm with a substantial and varied practice. Nothing herein shall be construed as to prohibit the Attorney from continuing to serve its other clients and promote its practice outside representation of Town.

8. Conflict of Interest: During its representation, Attorney shall not undertake any new representation in conflict with the Town or any of its agencies. In the event a conflict of interest is discovered as a result of prior representation, the same shall immediately be reported by Attorney to the Town Manager. If the conflict is ethically irreconcilable, the Attorney shall not represent either the Town or its other client in the controversy.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

ATTEST:

TOWN OF ATLANTIC BEACH

Town Clerk

By: _____
John O'Daniel, Town Manager

**KIRKMAN, WHITFORD, BRADY, BERRYMAN
& GORDON, P.A.**

By: _____

NORTH CAROLINA

CARTERET COUNTY

CONTRACT FOR PROFESSIONAL SERVICES

This Contract for Professional Services entered into by and between the Town of Atlantic Beach, hereinafter "Town" and Mewborn & DeSelms, Attorneys at Law located in Jacksonville, North Carolina, hereinafter "Attorney."

WITNESSTH:

WHEREAS, the Town desires to hire an attorney to advise and represent the Town of Atlantic Beach Board of Adjustment ("BOA")

WHEREAS, the Town Council desires to hire Attorney as its Attorney for the BOA.

NOW THEREFORE, for the mutual benefits to be derived as stated hereunder, the Town and Attorney hereby agree as follows:

I. The Attorney Will:

1. Provide legal advice to the BOA, the Planning and Zoning Director, and Town Manager in relation to Planning and Zoning Matters.
2. Supervise the legal affairs of the BOA.
3. Prepare written legal opinions or documents as requested by the BOA, the Planning and Zoning Director, and Town Manager in relation to Planning and Zoning Matters.
4. Attend regular meetings of the BOA.
5. Assist in the drafting and/or revising of the BOA's substantive and procedural rules.
6. Perform legal research; interpret and formulate opinions concerning governmental and administrative procedures.
7. Prepare reports or legal memorandum for submittal to the BOA, the Planning and Zoning Director, and Town Manager in relation to Planning and Zoning Matters.
8. Advise the BOA of any changes in federal or state law which may impact the BOA's responsibilities or operation.
9. Provide opinions as to major legal questions in litigation, administrative and quasi-judicial hearings, and related legal matters.

10. Provide additional legal support, professional and clerical, through his or her firm in performing the above-noted duties.

11. Provide representation for the BOA, its officers and employees in all litigation in the General Courts of Justice for the State of North Carolina and any administrative hearings before the Office of Administrative Hearings or any other State adjudicative, administrative body holding formal hearings.

II. The Town Will:

1. Pay the Attorney's fee of \$175.00 per hour for non-litigation matters and \$300.00 per hour for litigation matters for the services rendered pursuant to Section I, paragraphs 1-11. Town shall pay for time expended by paralegals assisting Attorney on Town matters at a rate of \$100.00 per hour for both non-litigation and litigation matters. All fees will be billed in .25 hour increments. Town shall also pay for any costs associated with Attorney's services as consistent with the applicable GSA rates. Travel will be billed a non-litigation rate.

Additional Terms:

1. The relationship between the Town and Attorney is one of independent contractor and not one of employment (Employer/Employee).

2. During the term of this Contract, the Attorney and his firm shall not engage in litigation against the Town, the BOA, or represent any clients in matters involving the Town which may constitute a conflict of interest as proscribed by the North Carolina Rules of Professional Responsibility.

3. The term of this Contract shall be from April __, 2024 to April __, 2025 and may be renewed annually thereafter upon mutual agreement of the parties.

4. In agreement hereto, the Town and the Attorney affix their authorized representatives' signatures hereon.

Date: _____

Date: _____

Town of Atlantic Beach:

By: _____

Attorney:

By: _____

Jonathan Eure

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

Finance Director



MINUTES
Town of Atlantic Beach, North Carolina
Town Council Worksession
125 W Fort Macon Road Emergency Operations Center
Monday, February 12, 2024 – 8:00am



The regularly scheduled meeting of the Atlantic Beach Town Council was held Monday, February 12, 2024, at 8:00am in the Emergency Operations Center, 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; Sabrina Simpson, Admin Services Director; Marc Schulze, Public Works Director; Jennifer Ansell, Planner; Sarah Currie, Finance Director; Dave Clifton, Police Chief; Mike Simpson, Fire Chief

Prior to the meeting Mayor Navey administered the oath to Police Chief Dave Clifton.

CALL TO ORDER

Mayor Navey called the meeting to order at 8:07 a.m.

APPROVAL OF AGENDA

Councilmember Starling made a motion *to amend* the agenda to add Special Topics discussion before closing comments.

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

ANNUAL DEPARTMENT HEAD UPDATE

POLICE

Chief Clifton is asking for a new position for Community Policing/Patrol Administration. He is also asking to increase part-time pay since it has not been increased in years and is not comparable to other towns. He explained what drives the headcount and the structure to determine this new position request. Councilmember Starling would like to see if the new position would have time for code enforcement if the ordinance was rewritten.

FIRE

Chief Simpson reviewed the requirement for radio frequency testing and explained he is not asking for money now but can wait and see what the County does since they just stated their plan to upgrade. His department is in very good shape with full-time and part-time positions filled. He is asking for an administrative position to focus as an EMS coordinator, assist in managing continuing education, apply for grants, and other very time-consuming clerical duties. They are the only department in the county that runs three on a shift, instead of four. Instead of asking for manpower to run a four-person shift, year-round, he is asking for one staff member year-round to work the shift and assist with the administrative duties.

PLANNING AND INSPECTIONS

Jennifer reviewed some pending projects before the planning department.

- Peppertree has submitted a Major Site Plan Phase II expansion plan, which has been reviewed and recommended to Council for approval.
- FMB Circle Master Plan annual update will be reviewed at Council's February meeting.
- Boardwalk Redevelopment, we do not have time this year to make changes needed to increase our scoring for the PARTF Grant.

Mayor Pro Tem Waters wants to see emphasis put back on boardwalk, whether it is through grants or working with the architect. Staff needs to come to Council to get what they need. He is not proud of the boardwalk and he wants to be. Councilmember Archer agrees.

- CAMA Public Access Grant Applications for Greenville Ave. and Beaufort Ave. Accesses. The pre-application is due April 15. We are waiting for Lee Dixon to design the accesses and provide cost estimates. We will then apply for grants to either extend the walkways over the dunes or renovate them.
- West Fort Macon Road Northern Sidewalk from Palm Suites to Dollar General. We were awarded a grant as part of the carbon reduction program but are awaiting a local agreement/award letter from NCDOT. Staff needs direction on an asphalt walkway or a sidewalk.

Councilmember Starling feels there is pressure on Council to hurry up and make decisions in fear of losing grant money and feels grant opportunities should be discussed with Council to see if they want to pursue them instead of establishing projects and then forcing Council to try and find the money. Councilmember Baker wants staff to take advantage of grant writing training.

- 2024 Community Rating System (CRS) 5-year Verification Visit is expected this summer, they are conducted every five years. If the Town does not establish a freeboard, we will lose the current CRS rating, and insurance rates will increase.

It was the consensus of Council to discuss freeboard at their next work session and proceed with approval.

Councilmember Baker would like for Council to be more informed on new projects and new businesses that are in discussions with staff. Council would like to be copied on the Planning Board and Board of Adjustment agendas and copied on the Technical Review Committee reports.

Councilmember Starling stepped out 9:43am and returned at 9:46am

Council requested to change the effective date of the recently passed UDO Ordinance related to the Causeway Corridor from July 1 until present. Staff stated they would look into timelines and report to Council if there was enough time for advertising.

PUBLIC SERVICES

Marc reviewed ongoing projects for his department.

- Stormwater improvements: projects at Asbury/Henderson, Cooper Ave Ext., and Davis Blvd. are complete.
- Paving: repairs were made to Mobile Drive, New Bern Ave., West Bogue Sound Drive, Moonlight Ave, Ocean Blvd, West Terminal Blvd, Center St, and South Kinston Ave for \$26,000. Withers Ravenel has completed fieldwork for a townwide pavement condition survey and will be delivering a report within a couple of weeks. The cost was \$17,500.
- Regulatory signage is constant maintenance. Staff just recently replaced over 70 regulatory signs. Each employee is assigned a section to monitor and keep up with replacements.
- Main bathhouse: recently completed required safety maintenance on the handrails and decking boards
- Dredging: last project we dredged 2,500 cy at \$17000. Will be planning to schedule another dredging committee meeting soon and apply for another grant.
- Moonlight Boat ramp: staff recently installed a privacy fence, posts, and rope fence, wheel stops, bulkhead repairs, and gravel; costing \$4,000.
- Center Street and Shore Drive: staff graded and removed enough soil from the driveway to maintain positive drainage to the north. At this time we will leave the flower garden planted by the neighbor. Staff will add bollards and rope to make sure this lot is not to be used for public parking.
- New Bern retaining wall: Materials have been ordered and the contractor is to start at the end of February.
- Water tank Maintenance: routine painting of Tower 1 and 2 is complete;
- Well 4 Generator Installed: we reused the old town hall generator and added an automatic transfer switch. This replaces the portable trailer-mounted generator
- Well 6: rebuilt pump motor due to failure
- Chlorine Analyzer: Staff self-installed in the high-service pump room, which included running the new 4/20 output wire to assist in monitoring water quality
- High Service Pump Electrical Panels: replaced transformers and fault detectors in each pane due to malfunction.
- Main intersection. All road work must be completed by the NCDOT contractor by March 22. They have until the end of April to get permanent markings, lights, and signage installed.
- Hwy 58 Crosswalk west of Palm Suites: NCDOT has the concrete poured and waiting on signage and crossing lights.

FINANCE - BUDGET UPDATE

John and Sarah provided an overview of the current revenues, expenditures, and fund balances.

PARKS AND RECREATION

Councilmember Baker would like a count on the KMT banners used on the Causeway so they can plan to order more if needed.

Mayor Pro Tem Waters stepped out at 10:46am and returned at 10:49am.

Council would like to see sunshirts ordered with the blue dot since the Columbia shirts are not selling that well, maybe order some in short sleeves.

We are working on obtaining assessments to update the splash pad, pricing a new merry-go-round since the other one was removed due to rust, and installing a gaga ball play area. We are also working on obtaining quotes to re-carpet some of the mini golf holes.

Councilmember Archer stepped out at 10:53am and returned at 10:56am.

NCSU NLI PLAYGROUND PRESENTATION (via Zoom)

Robin Moore, Brandon Dupree, and Mary Archer presented their design for the natural play area. Highlights included:

- walking, strolling, and chasing trails that include seating
- an active play area includes a pirate ship. They can recommend a vendor for the pirate ship
- dedicated three-year-old and under-play area to include a small boat to be built by a local carpenter and seating for adults
- maritime play forest in the northern right corner
- small gazebo
- leave the live oak trees because they add play opportunities
- covered gathering area near the splash pad and also one by the basketball court. Both can be rented out.
- use vegetive fencing to keep people on the pathways
- the retention pond is a beautiful area for the environment so add plantings
- add more shade areas and pergolas. Recommend working with NC Cooperative Extension to fund plantings.
- create mounds throughout the site with pathways
- The Crystal Skipper Butterfly are only found within a 30-mile radius of our area so we have the potential to plant their host plants

Council discussed relocating the basketball court to allow more shade and enlarge the play area for more play equipment. Councilmember Archer likes what they have presented, it resembles the trails at the Aquarium that are heavily used. Councilmember Baker wants to ensure they are incorporating ADA requirements. Councilmember Dean wants dog-friendly and dog rules to be determined, if dogs are allowed on the trails.

They designed the plan to have concrete trails and mulch trails, but they can be any material the Town decides. They recommend doing the strolling trail and play equipment in phase one.

It was the consensus of Council, they do not like the idea of moving the basketball court to the back of the park. Staff is to obtain quotes for a merry-go-round and installation costs. Staff will also follow-up on fence quotes for the fence repair along Fort Macon Road. Staff will continue to seek grant opportunities, looking into grants for walking trails with exercise focus and the Big Rock and Jarrett Bay grants.

Break for lunch 12:03pm.

Resume 12:28pm.

PARKING PROGRAM UPDATE AND PARKING PERMIT DISCUSSION

All golf carts and LSVs will be paid parking. It was the consensus to provide property owners with two free passes and change the annual parking pass fee from \$100 to \$200. Hours will be from 9:00am-6:00pm.

Council discussed charging higher rates for star spaces closer to the beach or a max all-day \$25 rate but decided to begin the program as is this year and look at extra items next year.

FIRE TRUCK FINANCING

Staff reminded Council we have a loan for \$1,094,356.35 at 3.35% interest for the fire truck. Loan proceeds in the First Bank money market account \$1,200,461.69 earning .03% interest. Money can be moved to NCCMT with a current interest rate of 5.38%. NCCMT is very liquid, but rates can fluctuate quickly at any time. Option A: Put loan proceeds into GF fund balance. This would increase fund balance from 31.1% to 42.79%. Continue to make annual Debt payments of \$112,560.44 for 13 years. Option B: Pay off the loan. Re-allocate the annual payments to start a capital reserve fund. Reminding Council, on January 24, 2022, Council passed a resolution setting a policy for the Town to strive to maintain an unassigned fund balance of approximately 35% of expenditures.

It was the consensus to move the money to the higher interest rate account and continue to make payments, using Option A. Mayor Navey instructed staff to come up with a plan to allocate the interest gained and present it at a work session.

BOARDWALK PROJECT

Council briefly discussed the boardwalk project design and funding. Marc will prepare an estimate for remodeling the bathhouse at the Circle. John will reach out to Fred Bunn regarding connecting the bathhouse to his wastewater facility. John will also advise the architects and engineers the project is on hold until further notice and to discontinue work to prevent future billing.

It was the consensus of Council to conduct a special meeting on Thursday, March 7 at 9:00 am in the EOC to further discuss the Boardwalk project and possibly approve design concepts.

WATER PLANT

The existing water treatment facility is in good condition considering its age and harsh salt-air environment. Much of the equipment is at or well beyond its useful life and should be replaced on a systematic basis that is priority-driven. We recommend developing a comprehensive Capital Improvements Plan. Capital Reserve is established within the budget each year to fund the items that need replacement. Staff is requesting to begin working on a Request for Qualifications to find an engineering firm for the project. There was discussion on rate increases, possible grants, and loan options for a possible expenditure in 2025.

Staff was directed to inquire how Emerald Isle just funded their new RO system. It was the consensus to begin work on the Request for Qualifications.

COUNCIL PLANNING RETREAT ITEMS

John updated Council on some items from last year's retreat.

- EOC and Boardroom Soundproofing: Marc is working on obtaining some quotes to mask some of the echoing.
- Website: we have obtained a quote from Civic Plus but would like to discuss updates at a later time.
- Citizen Survey: a survey has not been conducted in many years and he wants direction if they would like one issued and what topics they would like to discuss.
- Townwide white benches along Hwy 58: the benches around town are in bad shape, most beyond repair. We are working on a plan to still honor those who purchased the benches even if we are unable to replace them.
- Code Enforcement: still working with the planning department on updating the ordinance.
- Beautification Committee: does not feel this is necessary or would work with the way our ordinance is written.
- Shellfish moratorium: this was extended until 2026, we need to continue to work with our elected officials.
- Canal Name Signage: on hold due to logistics.
- ROW Encroachments: staff is working on identifying street ends, alleys, encroachments, and other areas around town to ensure they align with the Town's Powell Bill map.

SPECIAL TOPICS

It appears there have been some issues in the past where engineers and other specialty services have been hired without quotes and purchase orders before their beginning work. We just need to make sure management is in charge of all projects. We also need to obtain a copy of the Cullipher invoice to understand what is owed to date on the boardwalk project.

Councilmember Starling proposed that each Councilmember be more involved early on, assigning each Councilmember to a specific department as a champion/liaison. They would be assigned as follows: Starling, Fire; Archer, Police; Baker, Parks and Rec/Town Admin; Waters, Planning; Dean, Public Works/Water; and Mayor Navey, Events.

CLOSING COMMENTS

None

ADJOURN

There being no further action taken or business before Council the meeting stood adjourned. The time was 3:51pm.

These minutes were approved at the April 22, 2024 meeting of the Atlantic Beach Town Council.

ATTEST:

(seal)

TOWN OF ATLANTIC BEACH

Danny Navey - Mayor

Katrina Tyer - Town Clerk



MINUTES
Town of Atlantic Beach, North Carolina
Town Council Special Meeting Worksession
Town Boardroom
125 W Fort Macon Road
Thursday, March 7, 2024 – 9:00am



The regularly scheduled meeting of the Atlantic Beach Town Council was held Thursday, March 7, 2024 at 9:00am in the Town Boardroom, 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; Sabrina Simpson, Admin Services Director; Marc Schulze, Public Works Director; Jennifer Ansell, Planner; Sarah Currie, Finance Director; Elisabeth Webster, Planner; Mike Simpson, Fire Chief (9:08am); Brad Rich, Carteret News Times via Zoom; Jody Lewis via Zoom

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 Councilmember Dean. Vote was unanimous, 4-0. Motion carried.

Councilmember Starling was viewing via Zoom but was sick with the flu so Councilmember Dean made a motion *to excuse*. Seconded by Councilmember Archer. Vote was unanimous, 4-0.

Council began by reviewing the 100% Schematic Design Plans from Kutonotuk presented at the October 12, 2022 Council work session and the Topographic Survey by The Cullipher Group dated July 2022 submitted as part of the CAMA Permit notification process.

CIRCLE BOARDWALK

Existing Contracts and Commitments

Currently, we have paid \$80,000 to Kutonotuk via Oakley Collier Architects on the original purchase order amount of \$174,307. We also owe The Cullipher Group \$7,892 for their work on the CAMA Permit application, which is not complete. There was a lengthy discussion on the amount we have invested versus the product we have to show for it.

Existing Grant Requirements

The lots we purchased using the CAMA Beach and Waterfront Access must be perpetually retained and used for public access, following the recorded deed restrictions. Any facilities built must be maintained for public access for at least 25 years. The Town has five years to begin developing beach and water access facilities on the acquired site. Any deviations require prior approval by DEQ/DCM.

The lots we purchased using the NC DEQ Water Resources Development Grant Program must be retained and used for public access. Any changes to the original project scope require written approval from DWR. The Letter of Commitment required Town to agree to pursue additional funding under the program to further the project.

Bathroom Septic Issues

Discussion with Carteret County Environmental Health Department has confirmed that the Town could potentially repair the existing LPP septic system if and when needed but no additional fixtures could be added to the system. Added fixtures (sinks, toilets, urinals) would require a new permit. The new permit would be based on existing water usage and the estimated additional water use of the additional fixtures. This permit would likely be required to be designed by an engineer with input from a soil scientist. The Water Department will be adding a water meter on the bathroom to separate the water use that actually enters the septic system, from that used in the outdoor shower rinse stations. We will start to collect that water usage data as soon as possible for the permit process. This data will be collected until further notice or until other sources of sewage disposal are available. The current system works effectively and we routinely have it pumped.

Bathroom Renovation Options

Staff is proposing renovations to the Circle bathhouse to install new plywood stall partitions (\$7,000); adding ventilation fans (\$500); new flooring (\$12,000); new toilets (\$1,500); and new urinals (\$2,000) for a total of \$22,000. If renovations exceed 50% of the structure's value it will need to be brought into compliance with the VE flood zone requirement (VE11) current building code. Public Services staff wants to complete the work and thinks they can have it done before Memorial Day.

Discussion of the expense of the renovations and the potential of tearing down the bathhouse and rebuilding in a couple of years was discussed but overall it was determined the bathhouse needs some upgrades and we do not have a firm date to begin new construction. It was the consensus to complete all of these items and add a budget amendment to the March 25 meeting.

Funding Options

John reviewed potential grants that could be applied for as funding options. He feels we are more likely to receive a PARTF grant for the Town Park project using the new NLI design plans than for the boardwalk.

The projected cost to complete phase one is \$1,704,618, which included the purchase of the lots, but it does not include a new bathhouse. We had originally hoped for a \$500,000 PARTF grant but we did not score high enough to get that grant and most likely would need a new plan to improve our score. Staff should apply for any applicable grants in 2025.

Potential approval of Design

John is asking Council to consider coming up with a smaller phase one plan in the \$500,000 price range. He is hoping we can receive \$300,000 in grants and the added revenue from the parking program to cover the new phase one project.

John asked Council to prioritize some items to determine if they could be cut from the plan. Council feels the bathhouse septic, storage for the beach wheelchairs at the bathhouse, and shade structures are important. Public art and misting stations are not. It was the consensus to keep the upper and lower portions of the boardwalk. The biggest items are the showers, seating, lighting, and shade. The pavilion is not a priority right now and may even prefer a different design. Any vegetation will be a maintenance nightmare so there will not be any plantings to maintain.

Mayor Pro Tem Waters would like to see new construction, rather than just putting a band-aid on what we have.

There was discussion on the best design and method to prevent sand from covering the boardwalk and seawall, but with our strong south winds there really is not a solution. The upper level will be made of trex or wood and the lower concrete.

Council does not feel the elevated boardwalk will affect the privacy of the homes in the Circle area.

Mayor Navey really liked the concrete California shade structures, they will last, but there is concern about blocking views. It was the consensus to keep shade, but to reduce the proposed number of structures.

The beach and boardwalk are open to the public and can be used for anything such as yoga classes. The Town can implement rules for the boardwalk usage when constructed.

Fire Chief Simpson confirmed there is no need for a fire or police office in the bathhouse building. The wheelchair storage would be nice since the KMT trailer is a temporary solution.

There was conversation on emergency access points via a ramp from upper and lower levels for vehicles and people. Currently the fire department transports from the beach using ATVs to vehicles waiting on Atlantic Blvd. There was discussion on handicap accesses and getting people in the water in wheelchairs, but it is too hard here. Fire Chief Simpson added that only one vehicular access shared by handicap access should be sufficient because it is shared now at the current boardwalk.

Fire Chief Simpson brought up the current showers and the high maintenance cost. They are spending \$350 to replace the valves each year. He is asking to replace the current showers that cost a lot to repair annually with more of an outdoor shower design for around \$500 total. Council agreed and requested to approve at the March 25 meeting.

The current brick paver alley walkways can not be repaired by the beginning of the season so we need to leave them as is for the season. The pavers are unlevel and may need to be replaced with stamped concrete.

John will notify Kutonotuk and The Cullipher Group the project is on hold awaiting grant funding.

MAYOR/COUNCIL COMMENTS

None.

ADJOURN

There being no further action taken or business before Council the meeting stood adjourned. The time was 10:45am.

These minutes were approved at the April 22, 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 Worksession
125 W Fort Macon Road and
Electronically via Zoom
Thursday, March 14, 2024 – 10:00am



The regularly scheduled meeting of the Atlantic Beach Town Council was held Thursday, March 14, 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, Joseph Starling

Members Absent: None

Others Present: John O'Daniel, Town Manager; Katrina Tyer, Town Clerk; Sabrina Simpson, Admin Services Director; Marc Schulze, Public Works Director; Jennifer Ansell, Planner; Jason Hutchinson, Deputy Police Chief; Mike Simpson, Fire Chief (arrived at 10:00am)

CALL TO ORDER

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

APPROVAL OF AGENDA

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

RECREATIONAL WATER SAMPLING REPORT AND DISCUSSION

Dr. Rachel Noble, with students Tom Clerkin and Steph Smith in the audience, briefly reviewed the project for new councilmembers. In the past, they have studied during king and high tides. Atlantic Beach does not have a lot of gradient areas to work with in terms of stormwater control. They pulled data on the septic systems in the Pond Drive/Old Causeway area and most were installed from 1979-1990. Her main direction this sampling season was to focus on the Town's weirs and determine if we should install UV lights to control contamination. The main objectives were to assess the water quality of weirs and associated outfalls during dry and wet weather through the use of FIB and qMST marker concentrations; examine the effect of environmental parameters (e.g. 24-h rainfall) to understand drivers of contamination; understand the implications of discharge associated with weirs into the canal systems, in the context of what is known about human health risk, by examining concentrations of HF183; and pose potential recommendations for future work.

Tom autofitted the weir on Pond Drive with an Outfall for testing. They focused on the weir on Pond Drive and tested during two dry events and four wet weather events, but also tested on two sites off Old Causeway and one off of Pelican Drive. The main findings were:

- Enterococcus exceeds USEPA standards 59% of the time
- E. coli exceeds USEPA standards 26% of the time
- Wet weather has higher concentrations of FIB than dry weather
- Tide seems to have a minimal impact
- Human fecal contamination markers quantified in 37% (HF183) and 70% (BacHum) of samples
- During December 18, 2024 storm, human fecal contamination levels were serious concern

Council inquired if there were any proactive measures they needed to take to ensure septic systems were compliant, but that falls mostly on the County. She reviewed the process used by the State to test recreational waters to ensure they are safe for swimming. NC only tests for enterococci, if the tests are higher than 104, the location is posted unsafe. Councilmember Dean asked if 59% is an alarming number based on other areas they tested. She stated she would have to look at their other tests. He also asked if the Town has taken any of this information to any of the suspect residents regarding their septic systems, but the Town has not.

Key Findings:

- Fecal Indicator Bacteria Patterns: FIB concentrations in the weirs are of serious concern, and represent an issue for risk associated with AB canals.
- Wet Weather: Both FIB and human fecal mark concentrations increase substantially in the canals during wet weather, but are not trivial during dry weather.
- Weir Function: Stormwater discharges and loss of septic function will only increase, so it may be useful to consider treatment options for weir discharge (e.g. UV)

- Loading Studies: We recommend understanding the load of human fecal contamination at discharges at different sites to prioritize the next steps.

Council expressed issues with the County allowing new construction to use existing older septic systems and not being inspected before adding new construction and new bedrooms. She does not feel waste treatment systems solve the problems.

She will provide a written report and a proposal for Council to review and determine if want to continue testing.

TOWN PARK

NLI presentation follow-up – Discuss any design changes

NLI reached out to staff to consider relocating the basketball court to the rear of the property to fit their design concept. After site visits by staff and Council, it was determined it would be more cost-effective to leave the basketball court where it currently is located on the north side of the Park near Fort Macon Road but to move the goal to the other end of the court.

Councilmember Baker is passionate about not going another summer without anything at the park for kids to do. Last year we lost the play equipment, and this year the merry-go-round. We need to move forward.

Mayor Pro Tem Waters likes the NLI design but would like to see more added to the play area, especially in the multi-purpose lawn north of the concession stand. He would like to see options for changing the boat play station with a different type of play station. Councilmember Baker agrees and would like to see more elements added, maybe in the multipurpose area.

It was the consensus for John to report to NLI to leave the basketball court where it is and to proceed with the design as planned.

There was discussion on submitting the PARTF grant this year by the May 1 deadline. It was the consensus of Council for the planning department to submit a PARTF application using the NLI design, if denied we would at least have feedback.

Merry-go-round or Gaga Ball Court

Staff talked to different park vendors and were told the trend with merry-go-rounds is for smaller options with lower capacities for safety concerns. According to them, the 10-foot version similar to what we had has been getting phased out as towns are going either smaller or buying spinners/tilters/rockers.

It was the consensus to install a merry-go-round and gaga ball court, both with approval at the March meeting. Since the merry-go-round is more permanent, staff will ensure that it is placed where it will complement the NLI plan. The gaga ball court can be relocated easier. They prefer the larger merry-go-round with the quickest shipping time.

Splash Pad Assessment

Staff released a Request for Proposals for an assessment and cost analysis for rehabilitation of the entire splash pad system/facility to get an idea of what repairs would cost. Responses are due March 27.

Mini golf repairs

We are seeking quotes to recarpet four holes that are torn and in need of repair. We hope to establish an annual maintenance schedule since this is becoming a routine expense. Approval of a contract is expected at the March 25 meeting.

PROPOSED UDO AMENDMENTS

Freeboard

Jennifer reviewed the proposal for a 1-foot freeboard, townwide for commercial and residential. The Planning Board reviewed and recommended the proposed amendment on March 12.

It was the consensus to conduct the public hearing at the March 25 meeting. This is important to help with insurance rates.

Special Event Application Requirements

John reviewed that the recent amendment to the UDO regarding special events inadvertently required event venues to complete an event application for every event. Staff is requesting this be changed so the event application requirement is a policy, not an ordinance requirement.

It was the consenses of Council to proceed with this repeal for the April Planning Board and Council meetings and for staff to propose an amendment defining ticketed events and 200 guests.

Sidewalk Requirements

Reviewed the proposed amendment that will link the UDO to Chapter 16. A public hearing will also be scheduled for April.

REVIEW OF PROPOSALS FOR ATTORNEY SERVICES AND POSSIBLE INTERVIEWS

Neil Whitford was the Town’s attorney from 1996-2004. Council discussed the value of having someone new versus having someone with town history and knowledge.

It was the consensus to schedule interviews with each of the three applying firms on Tuesday, March 19 beginning at 9:00am.

STREET PAVING ASSESSMENT PRESENTATION (via Zoom)

Steve Lander with Withers Ravenel presented their recent assessment of the Town’s streets for paving and reviewed their process for determining their findings. If the Town repairs all the streets at one time they estimate the costs at \$2.8 million. Overall, the Town’s streets are in moderate condition. We have approximately \$500,000 in Powell Bill funds we need to spend or risk losing it. Council discussed how to prioritize the streets for paving, such as setting up a program like stormwater completing a set number of projects throughout the years or taking the hot list to ensure the money that must be used is used.

TOWN MANAGER REPORT

The police department recently assessed the street lights and found about 30 need replacing. The ones on the beach strand will be replaced with a turtle-friendly amber.

Beach nourishment will stop around the pier this year. There was not as much sand that needed to be dredged from the inlet as expected.

Council discussed the issues the Circle businesses have been bringing up since the new parking program was advertised for implementation. There was discussion of Premium Parking monitoring the western half of the gravel lot for Circle employees or just giving the Circle businesses five free passes for them to assign to their employees. There was discussion of long-term renters and their issuance of a parking pass. Council will make decisions on these items before the program begins.

ADJOURN

There being no further action taken or business before Council the meeting stood adjourned. The time was 12:55pm.

These minutes were approved at the April 22, 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 Worksession
125 W Fort Macon Road and
Electronically via Zoom
Thursday, March 19, 2024 – 9:00am



The regularly scheduled meeting of the Atlantic Beach Town Council was held Thursday, March 19, 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: Councilmember Joseph Starling

Others Present: John O’Daniel, Town Manager; Katrina Tyer, Town Clerk;

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.

Mayor Pro Tem Waters made a motion *to excuse* Councilmember Starling due to work commitments. Seconded by Councilmember Archer. Vote was unanimous, 4-0. Motion carried.

ATTORNEY FIRM INTERVIEWS

Council conducted interviews for Town attorney to replace Derek Taylor who announced he would no longer be representing the Town after April 29, 2024 due to taking a full-time position with the Town of Morehead City. Staff released a Request For Proposals and received responses from three interested firms.

- 9:00am Kirkman Whitford Brady Berryman & Gordon, PA; Jane Gordon
- 10:00am Mewborn & DeSelms, Attorneys at Law; Tim Wilson and Sharon Griffin
- 11:00am Sumrell Sugg, PA; James “Trey” Ferguson

Based on the Whitford firm's local history it was the consensus of Council for the town manager to negotiate contract terms with Kirkman, Whitford, Brady, Berryman & Gordan, PA for Council to approve the contract at the April regular meeting.

BOARD OF ADJUSTMENT ATTORNEY DISCUSSION

Depending on town attorney selection, the town will proceed with selection of an attorney for the board of adjustment.

ADJOURN

There being no further action taken or business before Council the meeting stood adjourned. The time was 12:13pm.

These minutes were approved at the March 24, 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, March 25, 2024 – 6:00pm



The regularly scheduled meeting of the Atlantic Beach Town Council was held Monday, March 25, 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; Sarah Currie, Finance Director; Marc Schulze, Public Works Director; Mike Simpson, Fire Chief (in at 6:05pm); Jennifer Ansell, Planning Director; David Clifton, Police Chief; Abe Lazarus, Police Lieutenant; Tony Engrassia, BOA Member; 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 Baker made a motion *to approve* the agenda. Seconded by Mayor Pro Tem Waters. Vote was unanimous, 5-0. Motion carried.

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

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

CITIZEN REQUESTS/COMMENTS

None, in person or online via Zoom.

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

Jennifer reminded that 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 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 to maintain a Class 8 rating, all residential structures, multi-family, manufactured homes, and machinery/equipment to be elevated to at least one 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.

Councilmember Baker made a motion *to enter* the public hearing Seconded by Councilmember Starling. Vote was unanimous, 5-0. Motion carried. The time was 6:05pm.

None.

Mayor Pro Tem Waters made a motion *to exit* the public hearing Seconded by Councilmember Dean. Vote was unanimous, 5-0. Motion carried. The time was 6:05pm.

It is reasonable to adopt a freeboard. It is in the public's interest not to raise flood insurance rates. It is not in contradiction with any other ordinances. Councilmember Baker made a motion *to approve 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. Seconded by Councilmember Dean. Vote was unanimous, 5-0. Motion carried.

TOWN MANAGER REPORT

Reminded Council of the Town's Beachfront Egg Hunt on Wednesday evening.

COUNCIL COMMENTS

To date 284 property owners have registered for parking passes, 2 businesses and we have sold 8 annual passes.

Council had a lengthy discussion on the upcoming parking program effective April 1. There was discussion on the ease of getting passes, signage, and a possible grace period for ticketing. It was the consensus that warnings be issued for the first two weeks along with education, then begin ticketing. Chief Clifton requested a written statement so his officers could provide consistent information.

Mayor Navey noted beach renourishment will continue through April.

ADJOURN

There being no further action taken or business before Council the meeting stood adjourned. The time was 6:36pm.

These minutes were approved at the April 22, 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, April 22, 2024 at 6:00 pm** in the boardroom, 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:

- 1) ZTA-24-3: Sidewalks. Zoning text amendments are proposed to connect Article 18-5, Development Standards, 18.5.2., Access and Circulation, to the newly adopted sidewalk requirements under Chapter 16, Streets and Sidewalks, of the Town Code; and
- 2) ZTA-24-4 Recreation/Entertainment, Event Venues. Zoning text amendments are proposed related to the permitting requirements for Event Venues.

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

Posted this 1st day of April, 2024

Published in the Carteret News Times on April 10th and 17th



Board Meeting Agenda Item Submittal Form

Item: ZTA-24-4: Recreation/Entertainment, Event Venue Text Amendment

Board Meeting Date: April 22, 2024

Department or Public Submittal: Department Planning Public _____

Overview: In March, the Town adopted an amendment to the ordinance to clarify where Event Venues (pertaining to sites where this is the principal use) were allowed, their use specific standards, and what constituted a major versus minor venue.

A further amendment is proposed which would remove the permitting requirements previously adopted. These will be captured in a subsequent Town Code amendment and/or in the event application which is handled administratively.

Planning Board Recommendation: The Planning Board reviewed the proposed text amendment at their April 2, 2024 regular meeting and voted unanimously to recommend approval of the amendment, affirming that it is consistent with the Town's adopted plans, and are in the public interest.

Information Attached: *(please check if NO information attached)* Yes No _____

Requested Action: *(please check if NO action requested)* Yes No _____

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 Explains why the decision is reasonable and in the public interest.



**AN ORDINANCE AMENDING CHAPTER 18
OF THE UNIFIED DEVELOPMENT ORDINANCE
ARTICLE 18-4, USE STANDARDS
SECTION 18.4.7, USE-SPECIFIC STANDARDS, EVENT VENUE**

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 April 10th and 17th, 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 April 22, 2024, at 6:00 pm and closed; and

WHEREAS, the Town Council finds that the proposed text amendment is consistent with the current CAMA Land Use Plan because it supports Goal 1, to Protect Community Character and the Town’s identity as a small, family-oriented beach community, and further supports the establishment of areas for development that serve both permanent and seasonal residents and tourists with a variety of residential building types and non-residential uses; and

WHEREAS, on the basis of foregoing findings, conclusions, and reasoning, the Town Council finds that the proposed amendment is reasonable in scope pursuant to such plans; and is reasonable and in the public interest.

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

**Chapter 18 - UNIFIED DEVELOPMENT ORDINANCE
ARTICLE 18-4. - USE STANDARDS
18.4.7. - Use-Specific Standards.**

C. Commercial Uses.

8. Recreation and Entertainment.

b. *Event Venue*. Event venues shall be operated in accordance with the following standards:

~~xi. A special event application is required for any event with an expected attendance of 50 or more guests or patrons and for events requiring a tent/canopy permit, outdoor fireworks permit, or amplified sound permit. Applications must be submitted to the Parks and Recreation Director no less than thirty (30) days prior to the proposed event date.~~

This amendment shall become effective upon the adoption of this ordinance.

Adopted this the 22nd day of April 2024.

ATTEST:

TOWN OF ATLANTIC BEACH

Danny Navey, Mayor

Katrina Tyer, Town Clerk

PLANNING BOARD STATEMENT OF CONSISTENCY

**ZTA-24-4: Recreation/Entertainment, Event Venues
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 April 2, 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 1, to Protect Community Character and the Town's identity as a small, family-oriented beach community, and support the establishment of areas for development that serve both permanent and seasonal residents and tourists with a variety of residential building types and non-residential uses, and clarify their allowances.

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 2nd day of April 2024.


Neil Chamblee, Chairman


Katrina Tyer, Planning Board Secretary



Town of Atlantic Beach

Board Meeting Agenda Item Submittal Form

Item: ZTA-24-3: Access and Circulation, Sidewalks Text Amendment
Board Meeting Date: April 22, 2024

Department or Public Submittal: Department Planning Public

Overview: Zoning text amendments are proposed to connect Article 18-5, Development Standards, 18.5.2., Access and Circulation, to the newly adopted sidewalk requirements under Chapter 16, Streets and Sidewalks, of the Town Code (Ordinance 24-01-01).

Planning Board Recommendation: The Planning Board reviewed the proposed text amendment at their April 2, 2024 regular meeting and voted unanimously to recommend approval of the amendment, affirming that it is consistent with the Town’s adopted plans, and is in the public interest.

Information Attached: *(please check if NO information attached)* Yes X No

Requested Action: *(please check if NO action requested)* Yes X No

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 Explains why the decision is reasonable and in the public interest.



**ORDINANCE AMENDING CHAPTER 18
OF THE UNIFIED DEVELOPMENT ORDINANCE
ARTICLE 18-5, DEVELOPMENT STANDARDS
SECTION 18.5.2., ACCESS AND CIRCULATION, SIDEWALKS**

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 April 10th and 17th, 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 April 22, 2024, at 6:00 pm and closed; and

WHEREAS, the Town Council finds that the proposed text amendment is consistent with the current CAMA Land Use Plan because it supports Goal 5, Enhance Mobility, by promoting uniformity in the design and construction of pedestrian facilities; and

WHEREAS, on the basis of foregoing findings, conclusions, and reasoning, the Town Council finds that the proposed amendment is reasonable in scope pursuant to such plans; and is reasonable and in the public interest.

THEREFORE, BE IT HEREBY ORDAINED by the Town of Atlantic Beach Town Council that the Unified Development Ordinance, Article 18-5, Development Standards, Section 18.5.2., Access and Circulation, is amended as follows:

CHAPTER 18 - UNIFIED DEVELOPMENT ORDINANCE

ARTICLE 18-5. - DEVELOPMENT STANDARDS

18.5.2. - Access and Circulation.

- F. *Standards for Pedestrian Facilities.* Except where exempted, new residential and nonresidential development shall comply with the following pedestrian circulation standards.
1. Sidewalks.
 - b. *Configuration.* All sidewalks shall be designed to comply with Town standards, ~~as determined by the Public Services Director pursuant to Chapter 16, Streets and Sidewalks, Section 16-8, Sidewalk Construction.~~

This amendment shall become effective upon the adoption of this ordinance.

Adopted this the 22nd day of April 2024.

TOWN OF ATLANTIC BEACH

ATTEST:

Danny Navey, Mayor

Katrina Tyer, Town Clerk

PLANNING BOARD STATEMENT OF CONSISTENCY

ZTA-24-3: Sidewalks Text Amendment

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 April 2, 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 5, Enhance Mobility, by promoting uniformity in design and construction of pedestrian facilities; 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 2nd day of April 2024.


Neil Chamblee, Chairman


Katrina Tyer, Planning Board Secretary



Board Meeting Agenda Item Submittal Form

Item: PARTF Grant for Improvements to the Town Park

Board Meeting Date: April 22, 2024

Department or Public Submittal: Department Planning

Overview: Staff is preparing an application to the Parks and Recreation Trust Fund (PARTF) to fund improvements to the Town Park. The project is comprised of replacing the playground equipment which was removed last spring due to its deteriorating and unsafe condition and adding to the existing walking trail within the park. The final application is due May 1, 2024. PARTF awards up to \$500,000 for qualifying projects.

Staff will provide an overview of the application and match requirements to Council.

Information Attached: *(please check if NO information attached)* Yes X No

Requested Action: *(please check if NO action requested)* Yes X No

Description of Action Requested: Approve Resolutoin 24-04-01: A resolution supporting the grant application and commitment of matching funds



RESOLUTION SUPPORTING THE TOWN OF ATLANTIC BEACH'S GRANT APPLICATION TO THE PARKS AND RECREATION TRUST FUND FOR TOWN PARK IMPROVEMENTS PROJECT AND COMMITMENT OF MATCHING FUNDS

WHEREAS, the North Carolina General Assembly established the Parks and Recreation Trust Fund (PARTF) on July 16, 1994, to fund improvements in the state's park system through grants for local governments; and

WHEREAS, the PARTF grant program offers a dollar-for-dollar matching opportunity to help local governments fund parks, public beach access, and improvements in state parks; and

WHEREAS, the Town Park, located at 915 West Fort Macon Road, features a splash pad, large skatepark, 18-hole mini-golf course, half-court basketball court, picnic shelter, concession stand, and public restrooms. The park is comprised of 7.27 acres and represents the largest recreational area in Town; and

WHEREAS, in the Spring of 2023, the Town determined that the playground equipment had deteriorated to an unsafe level, and the Town was forced to remove the play structure in its entirety. The Town desires to install new playground equipment that is ADA-compliant and inclusive of every child, no matter their ability. The proposed pour-in-place surfacing will also allow for easy access for wheelchair users and persons with limited mobility; and

WHEREAS, the Town will additionally be completing an approximately 1,336 linear feet extension to the existing 7-foot-wide walkway within the park site which provides connectivity to the various park amenities and connects to the Blue Loop of our existing Atlantic Beach Loops pedestrian and bicycle route; and

WHEREAS, the total cost of the project is estimated to be \$322,644 and the Town of Atlantic Beach is submitting a PARTF grant application to request \$161,322; and

WHEREAS, the Town of Atlantic Beach is committed to providing \$161,322 in matching funds representing a 50% cost share.

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the Atlantic Beach Town Council duly noticed and assembled, that the Town of Atlantic Beach shall submit a grant application to PARTF and the Town will provide a local cash match of \$161,322.

Adopted this 22nd day of April, 2024.

ATTEST:

Danny Navey
Mayor

Katrina Tyer - Town Clerk



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	6				65
Arrests - Felony	2	2	2	3	3	2	1	3	1				19
Arrests - Misdemeanor	9	5	6	3	5	3	6	8	8				53
Arrests - Other	4	3	1	3	6	2	5	2	1				27
Arrests - TOTAL	15	10	9	9	14	7	12	13	10	0	0	0	99
Beach Patrol	30	36	45	59	57	64	52	43	86				472
Business Checks	112	81	67	61	57	54	38	41	51				562
Criminal Papers Served	17	46	29	16	22	36	23	14	7				210
Citations - Local	4	1	1	4	1	0	3	1	2				17
Citations - State	42	31	35	34	45	28	41	49	67				372
Foot Patrols	127	67	50	39	72	43	42	41	64				545
Marine Patrol Hours	18	29	37	0	0	0	0	0	0				84
Reports Taken (# of OCAs)	129	120	95	92	71	54	44	36	42				683
Residential Patrols	94	108	124	121	119	96	101	88	109				960
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	0:03:48				0:04:23
Traffic Stops - Total	137	117	84	81	82	77	120	126	134				958
Traffic Stops - Warnings	80	76	43	41	31	47	67	73	60				518
Training Hours	40	82	120	161	80	0	271	219	244				1,217
Total Calls for Service (CFS)	1,521	1,215	1,067	878	905	867	697	588	688				8,426

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	0				2
Total Animals Turned In	0	0	0	0	0	0	0	0	0				0

Planning & Zoning Monthly Report March 2024

Board Meetings

- The Planning Board met on March 12, 2024 due to the Primary election. They considered amendments to the ordinance related to the Regulatory Flood Protection Elevation to establish a freeboard and unanimously recommended approval of the proposed amendments.
- The regular meeting of the Board of Adjustment was cancelled.

Grant Applications

- Pre-applications were submitted for improvements/extension of the walkways at Greenville Ave and Beaufort Ave through the CAMA Public Access Grant program.
- A PARTF pre-application was submitted to the Southeast Regional Consultant for review and comment.

Permit Highlights

45 permits were issued in the month, including a permit for the Doubletree to complete some exterior repairs/maintenance; a permit for the Sand and Surf Inn to complete some interior renovations; a permit for the Blue Water condominiums to replace the siding; and two permits to Duke Energy to replace poles and related equipment in multiple locations:

Permit #	Permit Type	Parcel Address	Structure Classification	Description	Project Cost	Primary Contractor
6592	Building - Commercial	2717 W FORT MACON RD- DOUBLETREE	Commercial	Exterior renovation - pressure wash and seal brick facade; repainting ; brick repairs; brick step cracking repair; caulking; wetseal; concrete spalls; soffit coatings, balcony deck coating, acrylic coat railings; EIFS - power wash and coat ; courtyard EIFS repair ; Roof coping and metal screw replacement ; Acoustical - remove old and install new; pool room bolt replacement; Courtyard retaining wall; remove rotted piers and replace with new masonry wall (Removed 3/4)	997,000	Stone Restoration of America Inc
6602	Building - Residential	207 KNOLLWOOD DR	Modular Home	Off-frame modular single-family dwelling built on piling foundation with 8x26 covered porch	479,000	H&H Electric Service, Inc.

Permit #	Permit Type	Parcel Address	Structure Classification	Description	Project Cost	Primary Contractor
6607	Building - Commercial	400 HENDERSON BLVD- SAND & SURF INN	Commercial	Remove/replace all interior finishes: Plumbing, electrical, mechanical fixtures. Piping, wiring as needed. Drywall, finish trim, flooring, painting, new windows, entry doors, and brick veneer front elevation	95,000	Carolina Premier Builders, LLC
6538	Building - Commercial	105 P BEACHWOOD DR-BLUE WATER	Condominium	Building 105 Beachwood Condominiums: Remove all siding, WRAP building, install PVD trim and hardie siding	40,000	Paul Bleau
6634	Other	Multiple	Commercial	Duke Energy Pole Replacement ; see scope	0	Pike Engineering
6635	Other	Multiple	Commercial	Duke Energy Pole Replacements ; see excel sheet	0	TRC

**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	\$ 8,317	\$ -	\$ -	\$ -	\$ 149,077
CAMA	\$ 200	\$ 200	\$ -	\$ 200	\$ 100	\$ 100	\$ 100	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ 1,000
Demolition	\$ 100	\$ 600	\$ -	\$ 100	\$ 250	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ 1,150
Electrical	\$ 2,816	\$ 3,516	\$ 2,616	\$ 2,256	\$ 10,631	\$ 1,673	\$ 2,343	\$ 3,368	\$ 1,980	\$ -	\$ -	\$ -	\$ 31,198
Elevator	\$ -	\$ -	\$ 91	\$ 339	\$ -	\$ -	\$ -	\$ 170	\$ 339	\$ -	\$ -	\$ -	\$ 939
Floodplain Dev	\$ -	\$ 700	\$ 400	\$ 700	\$ 600	\$ 900	\$ 1,100	\$ 600	\$ 400	\$ -	\$ -	\$ -	\$ 5,400
Gas	\$ 85	\$ -	\$ 170	\$ 170	\$ 170	\$ -	\$ -	\$ 255	\$ 170	\$ -	\$ -	\$ -	\$ 1,020
HRF	\$ 30	\$ -	\$ 40	\$ -	\$ 10	\$ 10	\$ 40	\$ 30	\$ -	\$ -	\$ -	\$ -	\$ 160
Insulation	\$ 1,986	\$ 2,311	\$ 1,681	\$ 1,331	\$ 10,006	\$ 811	\$ 325	\$ 1,333	\$ 645	\$ -	\$ -	\$ -	\$ 20,428
Land Disturbance	\$ -	\$ 200	\$ -	\$ 100	\$ 100	\$ 100	\$ 100	\$ -	\$ 300	\$ -	\$ -	\$ -	\$ 900
Mechanical	\$ 4,026	\$ 4,096	\$ 3,126	\$ 2,266	\$ 10,516	\$ 1,998	\$ 1,295	\$ 1,747	\$ 1,610	\$ -	\$ -	\$ -	\$ 30,679
Misc	\$ -	\$ 750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750
Penalties	\$ 143	\$ 119	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120	\$ 4,740	\$ -	\$ -	\$ -	\$ 5,121
Plumbing	\$ 2,866	\$ 2,651	\$ 1,547	\$ 1,716	\$ 10,431	\$ 1,403	\$ 580	\$ 1,588	\$ 1,185	\$ -	\$ -	\$ -	\$ 23,966
Pool	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 255	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 255
Stormwater	\$ 2,133	\$ 19,172	\$ 245	\$ 7,111	\$ -	\$ 3,117	\$ -	\$ -	\$ 2,553	\$ -	\$ -	\$ -	\$ 34,331
Planning/Zoning	\$ 785	\$ 75	\$ 185	\$ 125	\$ 150	\$ 160	\$ 350	\$ 420	\$ 100	\$ -	\$ -	\$ -	\$ 2,350
TOTAL	\$ 22,498	\$ 55,709	\$ 14,485	\$ 23,244	\$ 124,100	\$ 18,943	\$ 12,976	\$ 14,332	\$ 22,437	\$ -	\$ -	\$ -	\$ 308,725
Total Permits	51	54	38	30	25	31	45	48	45				367
Total value	\$ 2,038,517	\$ 4,784,725	\$ 1,274,591	\$ 2,735,803	#####	\$ 1,979,244	\$ 1,470,248	\$ 1,264,722	\$ 2,027,375				\$ 35,311,577

Inspections	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Building	35	26	18	22	23	13	34	16	47				
CAMA													
Demolition													
Electrical	20	24	33	19	22	11	35	23	38				
Elevator													
Gas	5	6	4	3		2		1	7				
Insulation	3	2	1	5	8	1	5		5				
Land Disturbance													
Mechanical	26	26	25	17	12	11	25	21	22				
**Miscellaneous	3	3	6	3	5	5	5	1	2				
Plumbing	20	18	13	19	15	21	13	10	21				
*Zoning							1						
TOTAL	112	105	100	88	85	64	118	72	142	0	0	0	886

* 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	106.46				810.74
Fire	51.5	15	55	46	23	39	100	80	202.6				612.1
Police	93	0	22	109.5	131.5	19.5	38	17.5	67				498
Public Services	79.25	194.75	58.75	110.25	160.5	102.75	102.25	99.5	75.39				983.39
Total	301.24	302.75	212.25	334.69	427.5	214	289.5	370.85	451.45	0	0	0	2,904.23

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	92.25				800.12
Fire	298.43	32	45	58.5	423.5	230.4	188	279.1	35				1589.93
Police	272.3	175	70.5	16	191.5	48	279.91	156	34				1243.21
Public Services	107.25	132.62	110.25	124.5	275.25	42.62	166.25	90	181.63				1230.37
Total	753.98	470.87	297.5	300.55	1022.12	388.77	725.86	561.1	342.88	0	0	0	4,863.63

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
Total	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
Total	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	44,838				407,832
Total	44,838	45,684	45,696	45,696	45,696	45,696	44,850	44,838	44,838	-	-	-	407,832



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	151				1362
Circle/Beach	457	439	401	397	323	321	399	363	303				3403
Drainage	19	23	29	27	19	17	27	29	23				213
Lift Station	27	31	47	45	27	19	23	27	27				273
Alley	23	17	15	19	13	11	17	13	15				143
Street	187	199	179	183	153	139	149	145	137				1471
Sidewalk	313	331	323	341	301	285	301	287	289				2771
Building	167	159	147	163	139	127	133	129	131				1295
Landscape	439	459	419	427	313	287	319	303	259				3225
Total	1775	1821	1719	1765	1432	1345	1511	1453	1335	0	0	0	14156

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	13.84					200.54
Household Waste	194.39	150.14	101.59	90.38	63.99	52.72	73.02	54.36					780.59
Mixed C&D	37.84	28.63	25.94	21.07	16.61	12.92	12.01	18.47	31.73				205.22
Yard Waste	6	15	13.5	13.5	4.5	3	10.5	9	7.5				82.5
White Goods	0	0	0	0	0	0	0	0	0				0
Total	289.8	223.84	169.5	145.92	102.48	83.2	119.21	95.67	39.23	0	0	0	1268.85

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	16				106
Solid Waste	1	1	1	1	1	1	1	2	2				11
Water	12	13	8	12	16	12	13	8	8				102
Total	23	24	19	23	27	23	24	30	26	0	0	0	219



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
Net Gallons Billed	28,851,104	29,162,059	23,337,324	16,436,581	12,550,375	10,568,497	8,703,322	7,349,507	9,224,826				146,183,595
Water	\$221,065	\$222,000	\$189,854	\$157,051	\$141,654	\$136,851	\$121,230	\$121,811	\$121,109				\$ 1,432,625
Annual Sprinkler/Hydrant Fees	\$0	\$0	\$0	\$0	\$0	\$5,400	\$0	\$0	\$0	\$0	\$0	\$0	\$ 5,400
Waste	\$57,966	\$57,980	\$57,851	\$58,019	\$58,019	\$58,177	\$58,114	\$58,633	\$58,472				\$ 523,231
Stormwater Fee	\$34,308	\$34,314	\$34,326	\$34,350	\$34,350	\$34,044	\$34,056	\$34,050	\$34,056				\$ 307,854
Amount Billed	\$313,339	\$314,294	\$282,032	\$249,420	\$234,023	\$229,072	\$213,400	\$213,494	\$213,637				\$ 2,262,710
*Revenue Received	\$238,848	\$316,003	\$304,735	\$284,267	\$244,191	\$229,188	\$272,133	\$200,009	\$232,088				\$ 2,321,462
% Collected	0.762	1.005	1.080	1.140	1.043	1.001	1.275	0.937	1.086	#DIV/0!	#DIV/0!	#DIV/0!	1.026

* 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
Taps/Bores	\$0	\$1,500	\$1,500	\$0	\$4,500	\$4,000	\$1,500	\$0	\$0				\$ 13,000
Capacity Use Fees	\$2,458	\$2,458	\$7,374	\$0	\$7,374	\$12,238	\$2,458	\$4,916	\$0				\$ 39,276
Total	\$ 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
Taps	0	0	1	2	0	4	0	1	0				8
Connects	3	2	1	3	0	4	5	7	5				30
Disconnects	5	4	6	5	4	8	8	9	3				52
Meter Repairs/Changeouts	14	7	2	7	5	3	8	2	8				56
Water Leak	1	1	3	1	0	0	0	5	0				11
Meter Test	0	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
Calendar Raw	35.724	29.663	22.765	18.724	14.353	11.331	11.594	10.74	13.204				168.098
Calendar Finished	36.002	29.806	23.019	17.977	15.491	11.589	12.001	10.834	13.546				170.265
Production Gallons* (16th-15th)	3.907	3.933	3.262	2.937	2.917	2.186	2.915	3.567	1.841				27.465
16th-15th Raw	33.182	33.411	26.634	20.307	16.193	12.886	11.979	11.353	10.799				176.744
16th-15th Finished	33.651	33.534	27.061	20.418	16.343	13.114	12.394	11.746	11.182				179.443

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
Sampling	0.267	0.267	0.267	0.267	0.267	0.266	0.266	0.266	0.110				2.243
Backwash	1.311	1.503	1.201	0.944	0.892	0.800	0.727	0.725	0.680				8.783
Carrier	1.496	1.484	1.192	0.889	0.728	0.570	0.532	0.507	0.493				7.891
FD Flushing	0.24	0.125	0.017	0.244	0.480	-	0.840	1.224	0.008				3.178
Leaks/Tower	0.593	0.554	0.585	0.593	0.550	0.550	0.550	0.845	0.550				5.370
Total (in millions)	3.907	3.933	3.262	2.937	2.917	2.186	2.915	3.567	1.841	-	-	-	27.465

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. **For 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 437.06 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
TOTALS	10.200	-	80.122	11.838	100.373	37.764	20.596	260.893	251.393	253.257

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
TOTALS	11.797	-	75.640	12.581	92.051	39.807	17.675	249.551	237.990	239.513

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	17.977
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	0.693	-	4.330	0.649	5.247	2.205	0.960	14.084	13.204	13.546
April								-		
May								-		
June								-		
TOTALS	8.427	-	54.033	9.376	66.072	27.061	13.210	178.179	168.275	170.265

Town of Atlantic Beach
DoubleTree Water Usage Trends

FY2021-22

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

FY2022-23

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

FY2023-24

	Gallons Billed	Water Revenue
July	1,577,579	\$ 10,302
August	1,368,584	\$ 8,896
September	1,119,080	\$ 7,324
October	959,274	\$ 6,317
November	665,939	\$ 4,865
December	437,194	\$ 3,428
January	470,127	\$ 3,236
February	437,069	\$ 3,027
March	694,495	\$ 4,649
April		
May		
June		
TOTALS	7,729,341	\$ 52,045

Summary
Annual Water Production, Sales Water Loss

	Billing Cycle	Raw Water	Pumped (Finished)	Gallons Billed	Production Gallons Unbilled	Line Loss	Line Loss %	Water Revenue
FY2021-22	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
July	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
August	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
September	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
October	10/15/21 - 11/15/21	18,527,000	18,742,000	15,395,893	2,610,000	736,107	3.93%	\$ 112,733
November	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
December	12/15/21 - 1/15/22	11,963,000	12,066,000	8,691,744	2,597,000	777,256	6.44%	\$ 87,321
January	1/15/22 - 2/15/22	11,360,000	11,420,000	9,403,607	2,009,000	7,393	0.06%	\$ 90,954
February	2/15/22 - 3/15/22	10,473,000	10,840,000	7,684,714	2,761,000	394,286	3.64%	\$ 84,055
March	3/15/22 - 4/15/22	15,242,000	15,549,000	12,055,461	3,018,000	475,539	3.06%	\$ 97,797
April	4/15/22 - 5/15/22	20,630,000	20,618,000	16,508,818	3,338,000	771,182	3.74%	\$ 114,156
May	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
June	TOTALS	250,556,000	252,984,000	206,989,838	37,550,000	8,444,162	3.34%	\$ 1,397,653

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

	Billing Cycle	Raw Water	Pumped (Finished)	Gallons Billed	Production Gallons Unbilled	Line Loss	Line Loss %	Water Revenue
FY2023-24	6/15/23 - 7/15/23	33,182,000	33,651,000	28,851,104	3,907,000	892,896	2.65%	221,065
July	7/15/23 - 8/15/23	33,411,000	33,534,000	29,162,059	3,933,000	438,941	1.31%	222,000
August	8/15/23 - 9/15/23	26,634,000	27,061,000	23,337,324	3,262,000	461,676	1.71%	189,854
September	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
October	10/15/23 - 11/15/23	16,193,000	16,343,000	12,550,375	2,917,000	875,625	5.36%	141,654
November	11/15/23 - 12/15/23	12,886,000	13,114,000	10,568,497	2,186,000	359,503	2.74%	136,851
December	12/15/23 - 1/15/24	11,979,000	12,394,000	8,703,322	2,915,000	775,678	6.26%	121,230
January	1/15/24 - 2/15/24	11,353,000	11,746,000	7,349,507	3,567,000	829,493	7.06%	121,811
February	2/15/24 - 3/15/24	10,799,000	11,182,000	9,224,826	1,841,000	116,174	1.04%	121,109
March	3/15/24 - 4/15/24	-	-	-	-	-	#DIV/0!	-
April	4/15/24 - 5/15/24	-	-	-	-	-	#DIV/0!	-
May	5/15/24 - 6/15/24	-	-	-	-	-	#DIV/0!	-
June	TOTALS	176,744,000	179,443,000	146,183,595	27,465,000	5,794,405	3.23%	\$ 1,432,625

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
TOTAL:	5,719	\$ 98,092	28,851,104	\$ 221,065

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
TOTAL:	5,720	\$ 98,103	29,162,059	\$ 222,000

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
TOTAL:	5,722	\$ 98,091	23,337,324	\$ 189,854

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
TOTAL:	5,723	\$ 98,171	16,436,581	\$ 157,051

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
TOTAL:	5,724	\$ 98,190	12,550,375	\$ 141,654

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
TOTAL:	5,678	\$ 97,446	10,568,497	\$ 131,426

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
TOTAL:	5,674	\$ 97,360	8,703,322	\$ 121,180

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
TOTAL:	5,674	\$ 97,360	7,349,507	\$ 120,611

Summary - March 2024	UNIT	MINIMUM BILL	ACTUAL GALLONS	ACTUAL BILL
3/4"	2,359	\$ 39,513	3,338,010	\$ 48,061
1"	789	\$ 14,571	1,381,770	\$ 19,289
1.5"	398	\$ 6,769	648,513	\$ 7,855
2"	1,087	\$ 18,497	1,634,918	\$ 20,665
3"	101	\$ 2,167	496,640	\$ 5,298
4"	198	\$ 3,317	190,440	\$ 3,344
6"	717	\$ 12,728	1,534,535	\$ 15,894
AVAIL FEE.	74	\$ 620	-	\$ 654
TOTAL:	5,723	\$ 98,180	9,224,826	\$ 121,059

Town of Atlantic Beach
 Minimum Gallons Versus Actual
 FY2023-24

Total to date FY 23-24	UNIT	MINIMUM BILL	ACTUAL GALLONS	ACTUAL BILL
3/4"	28,304	474,092	60,245,060	597,185
1"	9,466	174,801	28,757,330	262,747
1.5"	4,776	81,222	7,528,893	80,162
2"	13,047	222,027	22,504,091	221,366
3"	1,212	25,998	5,617,180	54,257
4"	2,376	39,798	2,361,760	33,709
6"	8,442	150,017	19,169,281	170,741
AVAIL FEE.	906	7,607	-	5,732
TOTAL:	68,529	\$ 1,175,563	146,183,595	\$ 1,425,900

Average to date FY 23-24	UNIT	MINIMUM BILL	ACTUAL GALLONS	ACTUAL BILL
3/4"	2,359	39,508	6,693,896	66,354
1"	789	14,567	3,195,259	29,194
1.5"	398	6,769	836,544	8,907
2"	1,087	18,502	2,500,455	24,596
3"	101	2,167	624,131	6,029
4"	198	3,317	262,418	3,745
6"	704	12,501	2,129,920	18,971
AVAIL FEE.	76	634	-	637
TOTAL:	5,711	\$ 97,964	16,242,622	\$ 158,433



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	23				265
Water Res/Boat	20	10	5	2	1	0	1	1	0				40
Alarms	4	7	6	3	5	18	6	8	13				70
Total	79	60	50	18	21	49	34	28	36	0	0	0	375

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	1				8
Morehead City	1	0	1	2	0	0	1	1	0				6
Pine Knoll Shores	0	0	1	0	2	1	1	1	0				6
Beaufort	0	2	1	1	1	2	4	1	1				13
Other	0	0	0	0	0	0	0	0	0				0
Total	4	2	4	4	3	4	7	3	2	0	0	0	33

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	0				14
Given	3	3	3	3	5	4	7	4	2				34

EMS Calls	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
Total	102	76	72	48	52	38	46	29	28				491

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	0				11
Given	3	11	11	8	11	7	5	8	3				67
Total	5	13	14	9	11	9	5	9	3	0	0	0	78

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	0				1
Shackleford Banks	0	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	2				60
MCFD Fire	3	0	0	2	1	0	2	2	0				10
BFT EMS	0	1	0	0	1	0	0	0	0				2
BFT Fire	0	2	0	1	2	2	4	1	1				13
PKS EMS	0	2	0	1	0	0	0	1	1				5
PKS Fire	0	0	0	0	2	1	1	0	1				5
Newport EMS	0	0	0	0	0	0	0	0	0				0
Newport Fire	0	0	0	0	0	0	0	0	0				0
Indian Beach EMS	0	0	0	0	0	1	0	0	0				1
Indian Beach Fire	0	0	0	0	0	0	0	0	0				0
Emerald Isle Fire	0	0	0	0	0	0	0	0	0				0
Harkers Island Fire	0	1	0	0	0	1	0	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	0				5
MCFD Fire	2	0	3	1	0	4	1	1	0				12
BFT EMS	0	0	0	0	0	0	0	0	0				0
BFT Fire	2	0	3	1	0	3	1	1	0				11
PKS EMS	1	2	1	1	0	1	0	0	0				6
PKS Fire	2	1	2	1	0	3	1	2	0				12
Newport EMS	0	0	0	0	0	0	0	0	0				0
Newport Fire	0	0	0	0	0	0	0	0	0				0
Indian Beach EMS	0	0	0	0	0	0	0	0	0				0
Indian Beach Fire	0	0	0	0	0	1	1	1	0				3
Emerald Isle Fire	0	0	0	0	0	0	1	1	0				2
Total	8	4	11	4	0	0	4	6	0	0	0	0	49

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	1.50				1.79
EMS	1.30	1.28	1.25	1.17	1.34	1.38	1.35	1.30	1.30				1.30
Total													1.54

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	6.12				5.59
EMS	4.84	5.45	4.59	6.31	4.68	4.83	4.85	4.60	5.02				5.00
Total													5.29

Training	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
Hours	400	713	431	582	419	370	669	594	364				4541.5
Total													4541.5

Inspections	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
Scheduled	6	11	7	13	4	0	4	8	50				103
1st re-inspection	0	1	0	0	0	0	1	0	3				5
2nd re-inspection	0	0	0	0	0	0	0	0	0				0
Plans Review	1	2	3	2	2	2	2	1	2				17
Performance Tests	4	11	11	7	0	2	4	9	13				61
Home Inspection	0	0	0	0	0	0	0	0	0				0
Pre-plans	2	2	1	0	0	0	0	0	3				8
Total	13	27	22	22	6	4	11	18	71	0	0	0	194

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									
Total					0	0	0	0	0