



FY 2022 Budget

June 17, 2021

FY 2021 - 2022

TOWN OF TOPSAIL BEACH
REVENUE BUDGET VERSION REPORT
BUDGET FY 21-22

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>APPROVED</u>
10 General Fund	
10-301-0000 AD VALOREM TAXES - GENERAL FUN	1,781,000.00
10-301-0100 AD VALOREM TAXES PRIOR	500.00
10-301-0200 AD VALOREM TX PENALTY & INT	1,500.00
10-302-0000 VEHICLE TAX - CURRENT	24,000.00
10-303-0100 TOPSAIL ACCOMODATIONS TAX	250,000.00
10-328-0000 CABLE TV FRANCHISE	15,000.00
10-329-0000 INTEREST INCOME - GF	10,000.00
10-332-0000 TOWER LEASE	80,000.00
10-333-0000 WIRELESS APPLICATION	3,000.00
10-337-0000 UTILITY FRANCHISE TAX	110,000.00
10-342-0000 ALCOHOL BEVERAGE	20,000.00
10-343-0000 POWELL BILL ALLOCATION	14,900.00
10-345-0000 LOCAL SALES & USE TAX	145,000.00
10-345-0100 COUNTY OPTION 4 TAX	450,000.00
10-345-0600 SOLID WASTE TX	150.00
10-351-0000 COURT COSTS/FEES/CHARGES	650.00
10-353-0000 BOAT RAMP FEES	30,000.00
10-354-0000 BOAT SLIP FEES	33,000.00
10-356-0000 BEACH ACCESS PERMITS	10,000.00
10-357-0000 BUILDING PERMITS	45,000.00
10-357-0100 ELECTRICAL PERMITS	8,000.00
10-357-0200 PLUMBING PERMITS	3,500.00
10-357-0300 HVAC PERMITS	7,000.00
10-357-0400 INSULATION PERMITS	1,500.00
10-357-0500 ZONING /OTHER FEES	2,500.00
10-358-0000 SOLID WASTE FEES	400,000.00
10-360-0000 CIVIL CITATION	5,000.00
10-367-0000 SALES TAX REFUND	20,000.00
10-383-0000 TOWN PROPERTY RENTAL	100.00
10-384-0000 MERCHANDISE REVENUE	6,000.00
10-384-0300 FEMA HURRICANE FLORENCE	30,000.00
10-389-0000 EMPLOYEE HEALTH PREMIUM	7,500.00
10-399-0500 TRANSFER FR CAPITAL RESERVE	325,400.00
10 General Fund	<u>3,840,200.00</u>
TOTALS:	<u><u>3,840,200.00</u></u>

TOWN OF TOPSAIL BEACH
 EXPENDITURE BUDGET VERSION REPORT
 BUDGET FY 21-22

FY 2021 - 2022

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>APPROVED</u>
10 General Fund	
10-410-0200 SALARIES	19,500.00
10-410-0400 PROFESSIONAL SERVICES - AUDIT	9,000.00
10-410-0401 PROFESSIONAL SERVICES - LEGAL	35,000.00
10-410-0500 FICA	1,500.00
10-410-1400 STAFF DEVELOPMENT	1,000.00
10-410-3300 DEPARTMENTAL SUPPLIES	500.00
10-410-5300 DUES AND SUBSCRIPTIONS	1,700.00
10-410-5700 INTER GOVERNMENTAL RELATIONS	2,500.00
10-410-7403 SPECIAL PROJECTS	43,715.00
10-420-0200 SALARIES	233,800.00
10-420-0201 SALARIES - OVERTIME	1,000.00
10-420-0301 UNEMPLOYMENT	1,000.00
10-420-0302 LONGEVITY	2,350.00
10-420-0402 PROFESSIONAL SERVICES	2,000.00
10-420-0500 FICA	17,900.00
10-420-0600 GROUP INSURANCE	43,000.00
10-420-0601 HRA FUND	5,000.00
10-420-0700 RETIREMENT	26,600.00
10-420-0701 401-K	11,700.00
10-420-1000 CREDIT CARD SERVICE FEES	6,200.00
10-420-1100 COMMUNICATIONS	16,000.00
10-420-1101 POSTAGE	1,500.00
10-420-1200 PRINTING	500.00
10-420-1300 UTILITIES	32,000.00
10-420-1400 STAFF DEVELOPMENT	5,000.00
10-420-1600 M&R - EQUIPMENT	3,500.00
10-420-1700 M&R - VEHICLE	1,000.00
10-420-2600 ADVERTISING	500.00
10-420-3100 VEHICLE OPERATING SUPPLIES	1,000.00
10-420-3300 DEPARTMENTAL SUPPLIES	5,000.00
10-420-4500 CONTRACTED SERVICES	10,000.00
10-420-4502 TAX COLLECTION	1,200.00
10-420-4503 TOWN CODE UPDATES	1,000.00
10-420-4601 COMPUTER MAINTENANCE	90,000.00
10-420-5300 DUES AND SUBSCRIPTIONS	2,500.00
10-420-5400 INSURANCE AND BONDING	70,000.00
10-420-7402 CAPITAL OUTLAY BUILDING	80,000.00
10-420-7405 EMERGENCY PREPAREDNESS	22,500.00
10-420-7500 DEBT SERVICE	85,000.00
10-420-7501 DEBT SERVICE - INTEREST	12,600.00
10-450-0200 SALARIES	71,000.00
10-450-0302 LONGEVITY	150.00
10-450-0500 FICA	5,500.00
10-450-0600 GROUP INSURANCE	12,700.00
10-450-0700 RETIREMENT	6,250.00
10-450-0701 401K	2,750.00

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<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>APPROVED</u>
10-450-1101	POSTAGE 500.00
10-450-1400	STAFF DEVELOPMENT 1,500.00
10-450-2600	ADVERTISING 500.00
10-450-3100	VEH OPERATING SUPPLIES 750.00
10-450-3300	DEPARTMENTAL SUPPLIES 1,200.00
10-450-4500	CONTRACTED SERVICES 7,000.00
10-450-5300	DUES AND SUBSCRIPTIONS 500.00
10-450-7401	CAPITAL OUTLAY ZONING SUBD PROJE 40,000.00
10-510-0200	SALARIES 593,000.00
10-510-0201	SALARIES - OVERTIME 5,000.00
10-510-0300	SALARIES - PART-TIME 20,000.00
10-510-0302	LONGEVITY 3,650.00
10-510-0401	LEGAL 6,500.00
10-510-0402	PROFESSIONAL SERVICES 500.00
10-510-0500	FICA 46,000.00
10-510-0600	GROUP INSURANCE 140,000.00
10-510-0700	RETIREMENT 70,000.00
10-510-0701	401-K 29,000.00
10-510-1100	COMMUNICATIONS 1,000.00
10-510-1400	STAFF DEVELOPMENT 3,500.00
10-510-1600	M&R - EQUIPMENT 3,500.00
10-510-1601	RENTAL EQUIPMENT 500.00
10-510-1700	M&R - VEHICLES 8,000.00
10-510-1800	VEHICLE ALLOWANCE 16,800.00
10-510-3100	VEHICLE OPERATING SUPPLIES 21,500.00
10-510-3300	DEPARTMENTAL SUPPLIES 16,350.00
10-510-3600	UNIFORMS 5,000.00
10-510-3601	UNIFORM CLEANING 250.00
10-510-4500	CONTRACTED SERVICES 350.00
10-510-4600	PRE-EMPLOYMENT EXAMS 2,000.00
10-510-5300	DUES AND SUBSCRIPTIONS 500.00
10-510-7401	CAPITAL OUTLAY VEHICLE 50,000.00
10-510-7406	CAPITAL BULLET VEST 1,000.00
10-520-0201	SALARIES, OVERTIME 6,000.00
10-520-0300	SALARIES - STIPEND 78,600.00
10-520-0302	LONGEVITY 300.00
10-520-0303	SALARY FULL TIME 292,000.00
10-520-0500	FICA 30,000.00
10-520-0600	GROUP INSURANCE 150,000.00
10-520-0700	RETIREMENT 33,700.00
10-520-0701	401K 14,500.00
10-520-0800	FIREMEN PENSION FUND STATE 750.00
10-520-1100	COMMUNICATIONS 1,000.00
10-520-1101	FIRE DEPT POSTAGE 100.00
10-520-1400	STAFF DEVELOPMENT 6,000.00
10-520-1600	M&R - EQUIPMENT 12,500.00
10-520-1700	M&R - VEHICLES 20,000.00

TOWN OF TOPSAIL BEACH

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BUDGET FY 21-22

FY 2021 - 2022

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>APPROVED</u>
10-520-2000	HOUSING 20,000.00
10-520-2600	ADVERTISING 300.00
10-520-3100	VEHICLE OPERATING SUPPLIES 5,000.00
10-520-3300	DEPARTMENTAL SUPPLIES 4,500.00
10-520-3600	UNIFORMS 5,000.00
10-520-5300	DUES AND SUBSCRIPTIONS 1,500.00
10-520-7400	CO EQUIPMENT REPLACEMENT 45,000.00
10-520-7500	DEBT SERVICE - PRINCIPAL 21,060.00
10-520-7501	DEBT SERVICE - INTEREST 600.00
10-600-0200	SALARIES 160,000.00
10-600-0201	SALARIES - OVERTIME 1,000.00
10-600-0302	LONGEVITY 1,700.00
10-600-0500	FICA 12,250.00
10-600-0600	GROUP INSURANCE 38,200.00
10-600-0700	RETIREMENT 18,500.00
10-600-0701	401-K 12,200.00
10-600-1400	STAFF DEVELOPMENT 650.00
10-600-1500	M&R - BUILDINGS 30,000.00
10-600-1501	M&R - GROUNDS 7,500.00
10-600-1600	M&R - EQUIPMENT 6,000.00
10-600-1601	RENTAL EQUIPMENT 1,000.00
10-600-1700	M&R - VEHICLES 4,000.00
10-600-3100	VEHICLE OPERATING SUPPLIES 5,000.00
10-600-3200	MOSQUITO CONTROL 3,500.00
10-600-3300	DEPARTMENTAL SUPPLIES 5,000.00
10-600-3600	UNIFORMS 5,500.00
10-600-5300	DUES AND SUBSCRIPTIONS 200.00
10-600-5600	C OUTLAY STREET IMPROVEMENTS 75,000.00
10-600-7400	CAPITAL OUTLAY - EQUIPMENT 10,400.00
10-600-7407	C OUTLAY STORM WATER PROJECT 25,000.00
10-610-1600	M&R - EQUIPMENT 14,000.00
10-610-1601	RENTAL EQUIPMENT 8,000.00
10-610-4500	CONTRACT SERVICES-REFUSE COLL 225,000.00
10-610-4501	CS/TS/NP 80,000.00
10-610-4502	RECYCLING 65,000.00
10-620-0300	MARINA SALARIES 16,000.00
10-620-0500	FICA 1,300.00
10-620-1500	M&R BLDG. 3,275.00
10-620-2700	MERCHANDISE 2,500.00
10-620-3300	DEPARTMENTAL SUPPLIES 2,000.00
10-620-3600	UNIFORMS 250.00
10-630-1700	M&R VEHICLE 3,000.00
10-630-3100	VEHICLE SUPPLIES 2,000.00
10-630-3300	DEPARTMENTAL SUPPLIES 2,000.00
10-630-5600	STREET IMPROVEMENTS 3,000.00
10-630-5802	ENGINEERING POWELL BILL 1,000.00
10-630-5805	DRAINAGE AND STORM 3,000.00

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<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>APPROVED</u>
10-630-5806 TRAFFIC CONTROL	900.00
10-700-0402 PROFESSIONAL SERVICES	500.00
10-700-1100 COMMUNICATIONS	8,000.00
10-700-1101 POSTAGE	500.00
10-700-1300 UTILITIES	10,000.00
10-700-1500 M&R BUILDING	5,000.00
10-700-1501 M&R GROUNDS	17,000.00
10-700-1600 M&R - EQUIPMENT	5,000.00
10-700-1601 RENTAL - EQUIPMENT	15,000.00
10-700-3300 DEPARTMENTAL SUPPLIES	18,000.00
10-700-4501 CS/TS/NP	20,000.00
10-700-5400 INSURANCE AND BONDING	35,000.00
10-700-7488 FESTIVALS	3,000.00
10 General Fund	<u>3,840,200.00</u>
TOTALS:	<u><u>3,840,200.00</u></u>

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<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>APPROVED</u>
25 BIS Capital Project	
25-301-0000 AD VALOREM TAXES-BIS Fund	449,800.00
25-302-0000 PENDER-ACCOM TAX-BIS Fund	500,000.00
25-302-0100 TOPSAIL-ACCOM TAX-BIS FUND	250,000.00
25-307-0000 PENDER COUNTY FUNDS	180,000.00
25-307-0400 FEMA FLORENCE REIMBURSEMENT	4,700,000.00
25-307-0600 FEMA HURRICANE DORIAN	535,000.00
25-329-0000 INTEREST EARNED	12,000.00
25 BIS Capital Project	<u>6,626,800.00</u>
TOTALS:	<u><u>6,626,800.00</u></u>

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<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>APPROVED</u>
25 BIS Capital Project	
25-700-0200 Salary	150,000.00
25-700-0400 PROFESSIONAL SERV & AUDIT	400,000.00
25-700-0401 LEGAL	10,000.00
25-700-0500 Fica	11,500.00
25-700-0600 GROUP INSURANCE	29,500.00
25-700-0700 Retirement	17,000.00
25-700-0701 401 K	7,500.00
25-700-1400 STAFF DEVELOPMENT	6,000.00
25-700-1700 M&R Strudtures	100,000.00
25-700-5300 DUES AND SUBSCRIPTIONS	3,000.00
25-700-5700 INTER GOVERNMENTAL RELATIONS	2,000.00
25-700-7402 C OUTLAY-ENG & DESIGN	200,000.00
25-700-7405 EMERGENCY PREPARDNESS	5,000.00
25-700-7411 RESERVE FUTURE BCH PROJ	5,685,300.00
	<u>6,626,800.00</u>
25 BIS Capital Project	
	<u>6,626,800.00</u>
TOTALS:	<u>6,626,800.00</u>

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<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>APPROVED</u>
30 UTILITY FUND	
30-329-0000 INTEREST EARNED	5,000.00
30-370-0000 WATER USE FACILITY CHARGE	520,000.00
30-371-0000 WATER USE CHARGES	405,000.00
30-371-0100 METER RENTAL AND USE FEES	100.00
30-372-0000 WATER BORING FEE	3,000.00
30-373-0000 TAP ON FEES	12,000.00
30-374-0000 WATER SYSTEM DEVELOPMENT FEES	27,000.00
30-379-0000 WATER LATE/ CUT OFF FEES	4,000.00
30-383-0000 SALE OF SURPLUS PROPERTY	5,000.00
30-399-0000 FUND BALANCE	35,000.00
30 UTILITY FUND	<u>1,016,100.00</u>
TOTALS:	<u>1,016,100.00</u>

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<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>APPROVED</u>
30 UTILITY FUND	
30-710-0200 SALARIES	208,000.00
30-710-0201 SALARIES - OVER TIME	1,000.00
30-710-0202 SALARIES GOV BOARD	19,500.00
30-710-0301 UNEMPLOYMENT	750.00
30-710-0302 LONGEVITY	3,300.00
30-710-0400 PROFESSIONAL SERVICES-AUDIT	6,000.00
30-710-0401 PROFESSIONAL SERVICES-LEGAL	10,000.00
30-710-0402 PROFESSIONAL SERVICES-ENGINEER	15,000.00
30-710-0500 FICA	17,500.00
30-710-0600 GROUP INSURANCE	49,000.00
30-710-0601 HRA	1,000.00
30-710-0700 RETIREMENT	23,700.00
30-710-0701 401-K	10,400.00
30-710-1000 CREDIT CARD SERVICE FEES	4,500.00
30-710-1100 COMMUNICATIONS	7,000.00
30-710-1101 POSTAGE	8,000.00
30-710-1300 UTILITIES	10,000.00
30-710-1301 UTILITIES - PUMPING	25,000.00
30-710-1400 STAFF DEVELOPMENT	1,800.00
30-710-1500 M&R - BUILDINGS	10,000.00
30-710-1501 M&R - GROUNDS	1,000.00
30-710-1600 M&R - EQUIPMENT	15,000.00
30-710-1601 RENTAL - EQUIPMENT	1,000.00
30-710-1700 M&R - VEHICLES	3,000.00
30-710-3100 VEHICLE OPERATING SUPPLIES	5,000.00
30-710-3300 DEPARTMENTAL SUPPLIES	30,000.00
30-710-3305 WATER TREATMENT SUPPLIES	15,000.00
30-710-3600 UNIFORMS	5,500.00
30-710-4500 CONTRACT SERVICES	70,000.00
30-710-4601 COMPUTER SOFTWARE MAINTENANCE	10,000.00
30-710-5300 DUES AND SUBSCRIPTIONS	2,600.00
30-710-5400 INSURANCE AND BONDING	35,000.00
30-710-5800 WATER SYSTEM REPAIRS	60,550.00
30-710-7402 CAPITAL OUTLAY VEHICLE	35,000.00
30-710-7405 EMERGENCY PREPARDNESS	5,000.00
30-710-7500 DEBT SERVICE PRINCIPAL	277,000.00
30-710-7501 DEBT SERVICE INTEREST	14,000.00
30 UTILITY FUND	<u>1,016,100.00</u>
TOTALS:	<u><u>1,016,100.00</u></u>

FY 2021 - 2022

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<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>APPROVED</u>
50 CAP PROJECT 2020 SL 2019-75	
50-303-0100 TRANSFER FROM GENERAL FUND	720,000.00
50 CAP PROJECT 2020 SL 2019-75	<u>720,000.00</u>
	<u>720,000.00</u>
TOTALS:	<u>720,000.00</u>

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<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>APPROVED</u>
50 CAP PROJECT 2020 SL 2019-75	
50-700-0200 EOC BUILDING	560,000.00
50-700-0300 SHORELINE EXPENDITURES	10,000.00
50-700-0500 BEACH WALKWAYS	150,000.00
50 CAP PROJECT 2020 SL 2019-75	<u>720,000.00</u>
TOTALS:	<u>720,000.00</u>

TOPSAIL BEACH FEE SCHEDULE

FY 2022

I. BUILDING PERMIT FEE SCHEDULE

<u>BUILDING VALUATION</u>	<u>PERMIT FEES</u>
\$0 ~ \$500	\$25.00
\$501 ~ \$3,000	\$55.00
\$3,001 ~ \$5,000	\$80.00
\$5,001 ~ \$10,000	\$105.00
\$10,001 ~ \$25,000	\$135.00
\$25,001 ~ \$50,000	\$155.00
Over \$50,000	\$155 + \$4.00 per \$1000 over \$50,000
 <u>ELECTRICAL (Per Unit)</u>	
New Construction & Additions	\$105.00
Alterations & Replacement	\$55.00
 <u>HEATING AND AIR (Per Unit)</u>	
New Construction & Additions	\$105.00
Alterations & Replacement	\$55.00
Gas Permit	\$55.00
 <u>PLUMBING (Per Unit)</u>	
New Construction & Additions	\$105.00
Alterations & Replacement	\$55.00
 <u>OTHERS (Per Unit)</u>	
Insulation	\$55.00
Sign (non-structural)	\$55.00
House Moving	\$250.00
Demolition	\$105.00
Performance Bond Required for Removing House	\$1,000.00
Homeowners Recovery Fund	\$10.00
Site Plan Review	\$250.00
Zoning Permit	\$30.00
Zoning Letter	\$25.00
Floodplain Development	\$50.00
Zoning Variance/Appeal Request	\$250.00
Special Use Permit	\$350.00
Text Amendment/Rezoning Request	\$350.00
Preliminary Plat Subdivision	\$250.00 + \$10 per lot
Final Plat – Major Subdivision	\$250.00 + \$10 per lot
Final Plat – Exempt Division or Minor Subdivision	\$50.00
Re-Inspections	\$25.00
Certificate of Occupancy	\$25.00

PENALTIES & FINES

Starting Work Without a permit
Zoning Violation

Double Permit Fees
Forfeit Permitting Privileges until Resolved

II. MONTHLY WATER CHARGES

Facility Charge	(0 gallons)	* \$32.00/month
Additional Usage	(1-3,333 Gallons)	\$6.00 per 1000 gal
Additional Usage	(3,334- 10,000 Gallons)	\$6.30 per 1000 gal
Additional Usage	(10,001 – 20,000 Gallons)	\$6.60 per 1000 gal
Additional Usage	(Above 20,000 Gallons)	\$6.90 per 1000 gal

* \$20/month for multiple units on a master meter (effective July 1, 2014)

<u>Meter Size</u>	<u>System Development Fee</u>	<u>Tap-On Fee</u>
1' Meter	Per Adopted Fee Analysis	\$1,000.00
All Other Sizes	Per Adopted Fee Analysis	Cost Plus 25%
Businesses	Per Adopted Fee Analysis	As above, based on meter size

Irrigation

System Development Fee Per Adopted Fee Analysis

**Tap-On Fee (\$800 for 3/4" and \$1,000 for 1")*

*3/4 inch meter for irrigation only

Other Fees

Website Utility Processing Fee	\$3.00
Residential Water Deposit (Owner Applicant)	\$100
Residential Water Deposit (Renter Applicant)	\$200
Commercial Water Deposit	\$300
Cut off / on	\$10.00
Meter Check/Re-Read	\$25.00
Disconnect Fee	\$25.00
Disconnect Fee more than once in a fiscal year	\$50.00
Delinquent Account Deposit	\$200.00
Road Bore Fee	\$600.00

After two months of non-payment the account becomes final and the initial deposit may be applied to the balance on the account. For Reconnection the customer will be required to pay any remaining balance in full, a deposit of \$200 and a reconnect fee of \$50. Charges are doubled for delinquent commercial accounts.

Town Ordinance, Section 19-47 Meter Reading: Billing: Collections charge for water and garbage service commences when meter is installed whether used or not. Sixty days may be allowed for hooking on initial installation of water system.

III. SOLID WASTE

One (1) Cart	\$17.00/Month
Additional Cart	\$17.00/Month
Additional Cart	\$75.00 (one-time fee for cart to be delivered)
Additional Cart (used)	\$37.50
Pick-up	\$25.00
Recycling Fee (Residential)	\$5.00/Month
Recycling Fee (Business)	\$10.00/Month

IV. MARINA FEES**FEE****Boat Slips****RECREATIONAL**

Overnight	\$35.00
Weekly	\$200.00
Monthly (month to month)	\$600.00

Boat Ramp

Season Pass for Property Owner	\$50.00
Weekly Pass for Property Owner	\$20.00
Season Pass for Non-Property Owners	\$100.00
Weekly Pass for Non-Property Owners	\$40.00
Per Launch	\$10 (an honor box is located next to the ramp when attendant is not on duty)

V. BEACH PERMITS

Season Pass for Property Owners	\$25.00
Season Pass for Non-Property Owners	\$100.00
Weekly Pass	\$50.00

VI. WIRELESS COMMUNICATION FEES

Co-Location Modification Application fee	\$2,500	
Co-Location Consulting fee	\$8,500	
New Tower Conditional Use Application fee	\$5,000	
New Tower Consulting fee	\$8,500	
Eligible Facility Fee		\$2,500
Eligible Facility Consulting Fee		\$1,000
New Tower/Substantial Modification Conditional Use Application fee		\$5,000
New Tower/Substantial Modification Consulting fee		\$8,500

VII. RESERVED**VIII. Horse Permits****Residents**

Season Pass (Vehicle Sticker)	\$25
Day pass	\$5

Nonresidents

Season Pass (Vehicle Sticker)	\$50
Day Pass	\$10

IX. ADMINISTRATIVE FEES

Website Utility Processing Fee	\$3.00
Return Check Fee	\$25.00 (Per GS 25-3-506)
Wire Fee	\$50.00
Copies (Black & White)	\$.25/page (no charge for first 20 pages)
Copies (Color)	\$.50/page
Towing and Storage	Actual expenses incurred

X. TOWN CENTER FACILITY RENTAL FEES

Non Profit-Topsail Beach	No Charge
None Profit non Topsail Beach	\$150 per day
Residential/Family event	\$150 per day
Commercial Event	\$250 per day (Entire Park)
Picnic Shelter	\$50 for 3hours (Town Park is always open to public even with reservation. Rental of Shelters is exclusive for the period rented)
Town Sponsored Event	No Charge

Porta-John requirement Based on Size of Event- 1 Male per 250 1 Female per 250. Bathrooms will meet events not exceeding 250 persons. If over 250 people then the units should be added using the NC Plumbing Code as an industry standard.

XI. ADMINISTRATIVE COLLECTION FEES

Outstanding Civil Citation Fines that are not paid to the Town and require the use of a collection agency will be a charged an additional administrative fee to recover costs incurred by the Town. This includes the Collection Agency Fees. The fee schedule is as follows:

\$25.00 Citation = \$15.00 Administrative Fee

\$100.00 Citation = \$50.00 Administrative Fee

>\$100.00 Citation = 40% of fine