



ORDINANCE NO. 2025-007

06-17-2025

**BUDGET ORDINANCE OF THE TOWN OF TOPSAIL BEACH THE FISCAL YEAR
BEGINNING JULY 1, 2025, AND ENDING JUNE 30, 2026**

Be it ordained by the Town Board of the Town of Topsail Beach, North Carolina, as follows:

SECTION 1. The following amounts are hereby appropriated in the General Fund for the operation of the town government and its activities for the fiscal year beginning July 1, 2025, and ending June 30, 2026, in accordance with the chart of accounts heretofore established for this Town:

General government:	
• Governing Board	\$107,827.00
• Administration	\$1,108,412.33
• Inspections	\$272,128.64
• Bush Marina	\$42,039.03
• Beach Management & Tourism	\$318,412.80
Public safety:	
• Police	\$1,380,665.23
• Fire	\$ 963,130.18
Transportation:	
• Powell Bill	\$23,000.00
Environmental protection:	
• Public Works	\$789,110.71
• Solid Waste	\$558,656.76
Emergency Operations	\$36,500.00
Debt Service	\$196,720.60
Total Estimated Appropriations	\$5,796,603.28

SECTION 2. It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

Taxes	\$ 2,385,459.67
Interest earnings	\$ 370,000.00
Powell Bill	\$ 23,000.00
Sales and Franchise Tax	\$ 870,000.00
Accommodation Taxes	\$ 320,000.00
Other revenues	\$ 1,606,740.61
Transfers from General Fund Capital Reserve Fund	\$221,403.00
Total Estimated Revenues	\$ 5,796,603.28

SECTION 3. The following amounts are hereby appropriated in the General Fund Capital Reserve Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026 in accordance with the chart of accounts heretofore approved for the Town:

Transfer to General Fund	\$ 221,403.00
---------------------------------	----------------------

SECTION 4. It is estimated that the following revenues will be available in the General Fund Capital Reserve Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

Appropriated Fund Balance	\$ 221,403.00
----------------------------------	----------------------

SECTION 5. The following amounts are hereby appropriated in the Utility Fund for the operation of the water utilities for the fiscal year beginning July 1, 2025, and ending June 30, 2026, in accordance with the chart of accounts heretofore established for this Town:

Water Usage Charges	\$ 500,000.00
Water Facility Charges	\$ 688,800.00
Taps and Connection Fees	\$ 12,000.00
Other Revenues	\$ 172,120.57
Total Estimated Appropriations	\$ 1,372,920.57

SECTION 6. It is estimated that the following revenues will be available in the Utility Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026.

Water Usage Charges	\$ 500,000.00
Water Facility Charges	\$ 688,800.00
Taps and Connection Fees	\$ 12,000.00
Other Revenues	\$ 172,165.00
Total Estimated Revenues	\$ 1,372,965.00

SECTION 7. The following amounts are hereby appropriate in the Beach, Inlet and Sound Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026, in accordance with the chart of accounts heretofore established for this Town:

Professional Services	\$ 504,100.00
General Services	\$ 988,296.00
Reserved Future Beach Project	\$ 1,749,423.00
Total Estimated Appropriations	\$ 3,241,819.00

SECTION 8. It is estimated that the following revenues will be available in the Beach, Inlet and Sound Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

Taxes	\$ 1,092,522.00
Accommodation Taxes	\$ 960,000.00
Other Revenues	\$ 1,189,297.00
Total Estimated Revenues	\$ 3,241,819.00

SECTION 9. The following amounts are hereby appropriated in the Session Law 2019-75 Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026, in accordance with the chart of accounts heretofore established for this Town:

EOC Building	\$ 54,414.00
Total Estimated Appropriations	\$ 54,414.00

SECTION 10. It is estimated that the following revenues will be available in the Session Law 2019-75 Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

Fund Balance Appropriated	\$ 54,414.00
Total Estimated Revenues	\$ 54,414.00

SECTION 11. The following amounts are hereby appropriated in the Capital Improvement Project Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026, in accordance with the chart of accounts heretofore established for this Town:

Replace Fire Hydrants	\$ 140,000.00
CIP Projects	\$ 900,000.00
Reserve for CIP Projects	\$ 933,693.00
Total Estimated Appropriations	\$ 1,973,693.00

SECTION 12. It is estimated that the following revenues will be available in the CIP Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

Fund Balance Appropriated	\$ 423,000.00
Ad valorem Tax CIP	\$ 150,693.00
Loan Proceeds	\$ 900,000.00
Transfer from Capital Reserve	\$ 500,000.00
Total Estimated Revenues	\$ 1,973,693.00

SECTION 13. The following amounts are hereby appropriated in the SL 2021-180 Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026, in accordance with the chart of accounts heretofore established for this Town:

CO Smart Meters	\$ 140,947.00
Total Estimated Appropriations	\$ 140,947.00

SECTION 14. It is estimated that the following revenues will be available in the SL 2021-180 Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

ARP Water Infrastructure	\$ 140,947.00
Total Estimated Revenues	\$ 140,947.00

SECTION 15. The following amounts are hereby appropriated in the Session Law 2023-134 Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026, in accordance with the chart of accounts heretofore established for this Town:

Public Safety Building	\$ 8,688,000.00
Total Estimated Appropriations	\$ 8,688,000.00

SECTION 16. It is estimated that the following revenues will be available in the SL 2023-134 Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026: OSBM 11632

Fund Balance Appropriated	\$ 8,688,000.00
Total Estimated Revenues	\$ 8,688,000.00

SECTION 17. Tax Levy - There is hereby levied a tax at the following rates per one hundred dollars (\$100) valuation of property, as listed for taxes as of January 1, 2026 for the purpose of raising the revenue from current year's property tax, as set forth in the foregoing estimate of revenue.

General Services	\$ 0.315
BIS	\$ 0.145
CIP	\$ 0.02
Total Tax Rate	\$ 0.48

The rate is based on a total valuation of property for the purposes of taxation of \$764,938,165.00 and an estimated rate of collection of 99%. The estimated rate of collection is based on historical collection trends.

SECTION 18. Appropriations hereinabove authorized and made shall have the amounts of the unearned portion of contracts on June 30, 2025, added to each appropriation as it applied to properly account for the payment against the fiscal year in which it was paid.

SECTION 19. The Town Manager and/or Finance Director are hereby authorized to transfer appropriations as contained herein under the following conditions:

1. The Manager and/or Finance Director shall be authorized to reallocate departmental appropriations among the various expenditures within the department.
2. The Manager and/or Finance Director shall be authorized to affect interdepartmental transfers.
3. Expenses more than \$50,000.00 by the Town Manager must first be approved by the Governing board except in case of emergency.
4. A budget amendment must be approved by the Governing Board to move money between the General Fund, BIS Fund and the Utility Enterprise Fund.

SECTION 20. The Employee responsibilities are as follows:

1. Full-time employees shall receive their health insurance premium to receive medical, dental, vision and life insurance at no cost.
2. Volunteers covered by the Town's health insurance must pay 15% per month of their medical premium to receive medical, dental, vision and life insurance. Any volunteer/employee/commissioner who is one month in arrears on their premium payments will be dropped from coverage and will not be eligible to enroll until the next regular enrollment cycle. At that time, the volunteer/employee/commissioner must pay the first three months of their premium in advance.
3. Retirees must pay 10% per month of their medical premium to receive their medical, dental, and vision. Once available, retirees may switch to the Federal Exchange if it remains less than the Town would pay on the current health plan to which the Town belongs.

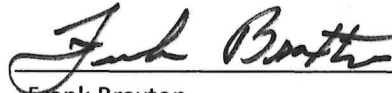
SECTION 21. Employee benefits are defined as follows:

1. Police Department sworn officers who do not have access to a take-home vehicle will receive a car allowance in the amount of \$200 per month.
2. Department heads will receive a \$75 phone allowance to facilitate the use of higher technology phones to better perform their duties. With a written request from the Police Chief, the Town Manager may grant up to a \$75 allowance for members of the Police Department who need this capability to facilitate enforcement and service to the Department and the community.
3. Other employees who utilize their phone extensively in the performance of their duties as designated by the Town Manager may receive up to a \$35 phone allowance.
4. Any increase in phone allowances for the Town Board or other boards must be approved by a vote of the full Town Board.
5. Volunteer firefighters hired after adoption of the ordinance will receive compensation as a part-time employee in tiers established by the Topsail Beach Board of Commissioners.

SECTION 22. The accompanying Schedule of Fees for Fiscal Year 2025 is hereby adopted, and all references to these fees in the Town Code of Ordinances are amended to reflect these schedules and fees as appropriate.

SECTION 23. Inter fund transfers of monies by the Town Manager and/or Finance Director shall be accomplished only with authorization from the Board of Commissioners.

SECTION 24. That this ordinance shall be effective upon its passage. Adopted this 17th day of June 2025.



Frank Braxton
Mayor

ATTEST:



Doug Shipley
Town Manager



Rochelle Jagst
Town Clerk

Steven G. Smith, **Mayor**
Morton Blanchard, **Mayor Pro Tem**

Commissioners

Joe Bell
Frank Braxton
John Gunter
Tim Zizack



Town Manager
Doug Shipley
Assistant Town Manager
Christina Burke
Deputy Town Clerk
Rochelle Jagst
Town Attorney
Steve Coggins

TOPSAIL BEACH FEE SCHEDULE

Effective July 1, 2025

Table of Contents

I. BUILDING PERMIT FEE SCHEDULE	2
BUILDING VALUATION	2
ELECTRICAL {Per Unit}	2
HEATING AND AIR {Per Unit}	2
PLUMBING {Per Unit}	2
OTHERS {Per Unit}	2
SPECIAL EVENTS	3
PENALTIES & FINES	3
II. MONTHLY WATER CHARGES	3
USAGE	3
METER SIZE	3
Irrigation	3
Other Fees	3
III. SOLID WASTE	4
Item	4
IV. MARINA FEES	4
Boat Slips	4
Boat Ramp	4
V. BEACH PERMITS	4
VI. WIRELESS COMMUNICATION FEES	5
VII. PARKING	5
VIII. Horse Permits	5
Residents	5
Nonresidents	5
IX. ADMINISTRATIVE FEES	5
X. TOWN FACILITY RENTAL FEES	5
Town Center (Town Park)	6
Tower Lots (Vacant Lots at 802/804/806 South Anderson Blvd)	6
XI. ADMINISTRATIVE COLLECTION FEES	6
Citation Issued	6
XII. HAZARDOUS MATERIALS MITIGATION FEES	6

I. BUILDING PERMIT FEE SCHEDULE

BUILDING VALUATION	<u>FEES</u>
\$0 ~ \$500	\$40.00
\$501 ~ \$1,000	\$75.00
\$1,001 ~ \$3,000	\$85.00
\$3,001 ~ \$5,000	\$100.00
\$5,001 ~ \$10,000	\$130.00
\$10,001 ~ \$15,000	\$150.00
\$15,001 ~ \$25,000	\$180.00
\$25,001 ~ \$50,000	\$200.00
\$50,001 and over	\$200 + \$6.00 per \$1000 over \$50,001

ELECTRICAL {Per Unit}	<u>FEES</u>
New Construction & Additions	\$105.00
Alterations & Replacement	\$75.00
T-Pole	\$75.00
Meter Base Changeout	\$75.00
Generator	\$150.00
Solar Panels	\$250.00
Elevator	\$200.00

HEATING AND AIR {Per Unit}	<u>FEES</u>
New Construction & Additions	\$105.00 plus \$50.00 per each additional unit
Alterations & Replacement	\$70.00 plus \$30.00 per each additional unit
Gas Permit	\$55.00 plus \$5.00 per line

PLUMBING {Per Unit}	<u>FEES</u>
New Construction & Additions	\$105.00 (0-10 fixtures) + \$5.00 each fixture over 10
Alterations & Replacement	\$70.00

OTHERS {Per Unit}	<u>FEES</u>
Insulation	\$55.00
Sign (non-structural)	\$55.00
House Moving	\$250.00
Demolition	\$200.00
Performance Bond Required for Removing House	\$1,000.00
Homeowners Recovery Fund	\$10.00
Site Plan Review	\$250.00
Zoning Permit	\$50.00
Zoning Letter	\$50.00
Floodplain Development	\$50.00
Zoning Variance/Appeal Request	\$500.00
Special Use Permit	\$500.00
Text Amendment/Rezoning Request	\$500.00
Conditional Rezoning Request	\$350.00 for 0-3 acres \$400.00 for 4-6 acres \$475.00 for 7-9 acres \$50.00 per acre over 9 acres
Administrative Amendment to Conditional Zoning District	\$50.00
Preliminary Plat Subdivision	\$250.00 + \$10 per lot

Final Plat - Major Subdivision	\$250.00 + \$10 per lot
Final Plat – Minor	\$150.00
Final Plat – Exempt	\$50.00
Re-Inspections	\$50.00 first, \$75.00 second, \$100.00 third+
Certificate of Occupancy	\$25.00
Swimming Pool	\$250.00
Driveway	\$50.00
Technology Fee	5% of permit cost
Food Truck (Annual)	\$200.00
Beach Crossover	\$150.00

SPECIAL EVENTS	FEES
Application Fee	\$150.00
Restroom Cleaning Fee	\$25.00 per day
Grounds Clean Up	\$45.00 per hour
On-Site Firefighter	\$40.00 per hour
On-Site Police Officer	\$65.00 per hour
Tent Inspection	\$50.00
Food Truck (per truck)	\$50.00

PENALTIES & FINES	FEES
Starting Work Without a permit	Double Permit Fees and all Applicable Fines
Code Enforcement/Zoning Violation	\$50.00 first, \$100.00 second, \$200.00 third+
Failure to Obtain Final Inspection Prior to Expiration of Permit	\$100.00
Occupy Dwelling without CO	\$250.00

II. MONTHLY WATER CHARGES

USAGE	GALLONS	FEES
Facility Charge	(0 gallons)	\$40.00/month
Additional Usage	(1-3,333 Gallons)	\$7.76/per 1000 gal
Additional Usage	(3,334- 10,000 Gallons)	\$8.16/per 1000 gal
Additional Usage	(10,001 - 20,000 Gallons)	\$8.54/per 1000 gal
Additional Usage	(Above 20,000 Gallons)	\$8.94/per 1000 gal
\$20/month for multiple units on a master meter (effective July 1, 2014)		

METER SIZE	SYSTEM DEVELOPMENT FEE	TAP-ON FEE
1" Meter	Per Adopted Fee Analysis	\$1,000.00
All Other Residential Sizes	Per Adopted Fee Analysis	Cost Plus 25%
Businesses	Per Adopted Fee Analysis	As above, based on meter size

Irrigation	FEES
System Development Fee	\$1,000
¾" Tap Fee	\$800
1" Tap Fee	\$1000

Other Fees	FEES
Credit Card Convenience Fee	3% of Total Charge + \$0.30 per transaction
Residential Water Deposit (Owner Applicant)	\$100.00
Residential Water Deposit (Renter Applicant)	\$200.00

Commercial Water Deposit	\$300.00
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	\$1,000.00
Broken Meter Box	Actual expenses incurred
Damage to Water Lines	Actual expenses incurred
Move Meter	Actual expenses incurred
Replace Damaged Meter	Actual expenses incurred

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

Item	<u>FEES</u>
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)	\$14.00/month
Recycling Fee (Business)	N/A

IV. MARINA FEES

Boat Slips	<u>FEES</u>
Overnight (Recreational)	\$40.00
Weekly (Recreational)	\$225.00
Month to Month (Recreational)	\$700.00

Boat Ramp	<u>FEES</u>
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

Type	<u>FEES</u>
Season Pass for Property Owners	\$25.00

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

VI. WIRELESS COMMUNICATION FEES

Type	FEES
Co-Location Modification Application fee	\$2,500.00
Co-Location Consulting fee	\$8,500.00
New Tower Conditional Use Application fee	\$5,000.00
New Tower Consulting fee	\$8,500.00
Eligible Facility Fee	\$2,500.00
Eligible Facility Consulting Fee	\$1,000.00
New Tower/Substantial Modification Conditional Use Application fee	\$5,000.00
New Tower/Substantial Modification Consulting Fee	\$8,500.00

VII. PARKING

Type	FEES
Hourly Rate (up to 4 hours)	\$6.00
Per Day	\$30.00
Paid Parking Violation	\$50.00 (\$25.00 if paid same day, limited to 3 times)
Replacement Resident Pass	\$50

Paid Parking is only in effect March 1st to October 31st between the hours of 9am and 5pm and only at certain designated parking lots where paid parking signage is present. A full list can be found at www.topsailbeachnc.gov.

VIII. Horse Permits

Residents	FEES
Season Pass (Vehicle Sticker)	\$25.00
Day Pass	\$5.00

Nonresidents	FEES
Season Pass (Vehicle Sticker)	\$50.00
Day Pass	\$10.00

IX. ADMINISTRATIVE FEES

Type	FEES
Credit Card Convenience Fee	3% of Total Charge + \$0.30 per transaction
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 FACILITY RENTAL FEES

<u>Town Center (Town Park)</u>	<u>FEES</u>
Nonprofit – Topsail Beach	No Charge
Nonprofit – not in Topsail Beach	\$150 per day
Residential/Family event	\$150 per day
Commercial Event	\$250 per day
Town Sponsored Event	No Charge
Picnic Shelter	\$50 for 3hours (Town Park is always open to public even with reservation. Rental of Shelters is exclusive for the period rented)

<u>Tower Lots (Vacant Lots at 802/804/806 South Anderson Blvd)</u>	<u>FEES</u>
Nonprofit – Topsail Beach	No Charge
Nonprofit – not in Topsail Beach	\$150 per day
Residential/Family event	\$150 per day
Commercial Event	\$250 per day
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 charged an additional administrative fee to recover costs incurred by the Town. This includes the Collection Agency Fees. The fee schedule is as follows:

<u>Citation Issued</u>	<u>Fees</u>
\$25.00 Citation	\$15.00 Administrative Fee
\$100.00 Citation	\$50.00 Administrative Fee
\$100.00 Citation	40% of fine

XII. HAZARDOUS MATERIALS MITIGATION FEES

<u>Type</u>	<u>FEES</u>
Engine or Tanker	\$200 per hr.
Heavy Rescue	\$200 per hr.
Aerial Device	\$225 per hr.
Support Vehicles (Brush Truck, etc.)	\$125 per hr.
Ambulance	\$125 per hr.
Emergency Management Vehicle	\$75 per hr.
Fire Marshal Vehicle	\$75 per hr.
All responding personnel	1.5 X hourly rate
Materials Used	Replacement cost + 10%
Materials Damaged	Replacement cost + 10%
Mileage	Current Federal Rate