



## **Town of Beaufort, NC**

701 Front St. - P.O. Box 390 - Beaufort, N.C. 28516  
252-728-2141 - 252-728-3982 fax - www.beaufortnc.org

### **Town of Beaufort Board of Commissioners Work Session Meeting 4:00 PM Monday, August 24, 2020 - Town Hall Conference Room, 701 Front Street, Beaufort, NC Monthly Meeting**

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**Call To Order**

**Roll Call**

**Agenda Approval**

**Public Comment**

**Project Updates**

**Items for Discussion and Consideration**

- [1.](#) Draft Minutes of the July 13, 2020 Regular Meeting and July 27, 2020 Work Session
- [2.](#) Renewal of Permit for Hungry Town Tours
- [3.](#) Appointment to Airport Authority
- [4.](#) FY 21 Budget Amendment #2
- [5.](#) FY 21 Budget Amendment #3
- [6.](#) July Financial Report/Notes
- [7.](#) Preliminary Plat for Live Oak Commons
- [8.](#) Soil Mining Request/Proposed High Rate Infiltration System Basin
- [9.](#) Navigable Waters Ordinance Amendment
- [10.](#) Emergency Management Ordinance
- [11.](#) USDA Project Financing

**Mayor/Commission Comments**

**Adjourn**



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**Town of Beaufort Board of Commissioners Work Session  
4:00 PM Monday, August 24, 2020 – Held Through Zoom Due to COVID19 Pandemic**

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**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** Draft Minutes of the July 13, 2020 Regular Meeting and  
July 27, 2020 Work Session

**BRIEF SUMMARY:**  
Draft minutes for the July 13, 2020 meeting and July 27, 2020 Work Session

**REQUESTED ACTION:**  
Approval of minutes as presented or amended.

**EXPECTED LENGTH OF PRESENTATION:**  
2 minutes

**SUBMITTED BY:**  
Michele Davis, Town Clerk

**BUDGET AMENDMENT REQUIRED:**  
No



**Town of Beaufort, NC**

701 Front St. - P.O. Box 390 - Beaufort, N.C. 28516  
252-728-2141 - 252-728-3982 fax - www.beaufortnc.org

**Town of Beaufort Board of Commissioners Regular Meeting  
6:00 PM Monday, July 13, 2020 - Held Electronically Through Zoom Due to COVID-19  
Pandemic  
Minutes**

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**Call to Order**

Mayor Newton called the meeting to order.

**Roll Call**

Mayor Newton called roll and declared a quorum present for the meeting.

**PRESENT**

- Mayor Everette Newton
- Commissioner Sharon Harker
- Commissioner Charles McDonald
- Commissioner Ann Carter
- Commissioner Marianna Hollinshed
- Commissioner John Hagle

**Agenda Approval**

A motion was made to change the order of the public hearings and approve the agenda as amended.

Motion made by Commissioner Hagle.

Voting Yea: Commissioner Harker, Commissioner McDonald, Commissioner Carter, Commissioner Hollinshed, Commissioner Hagle

**Calendar**

Town Clerk Davis reviewed the calendar noting Chat with the Chief would be held on July 21, 2020. She also noted the Farmer's Market is still open on Saturday mornings.

Mayor Rett Newton indicated the organizers of the Pirate Invasion would be making an announcement in the near future the event is postponed until a date in the future.

## Public Comment

No public comments were made.

## Project Updates

Town Engineer Greg Meshaw provided updates on projects. He indicated there was a new storm water project currently being added.

He reported the Tiller School project crosswalk is moving forward since the encroachment agreement had been received from the NC Department of Transportation. He reported the markings will be thermoplastic since they have a tendency to last longer.

He reported Topsail Park is behind at this time but staff is revisiting the plan for the park design.

A new project is the design for First Street culvert location at the corner of First Street and Live Oak Street. He indicated the plan is to move the drain and tie it into the catch basin located on Live Oak Street. The reason for the location is due to plans for a structure to be built on the parcel where the line is currently located.

Mr. Meshaw reported Randolph Johnson Park playground area is complete. The splash pad is also complete but awaiting a test. The anticipated completion date is around the beginning of August.

Mr. Meshaw reported the street project has begun and with paving done around town. He indicated the bases of most of the streets are being stabilized by mixing cement into the base to help with the strength of the pavement base. Each street will get two layers of asphalt before the project is completed.

He reported on the Meeting Street project also. Mr. Meshaw indicated the plan implemented was to clean the drainage ditches across Hwy 70 over to Hwy 101. Additionally, the ditches in the immediate area of Meeting Street will be cleaned within the next two weeks.

All commissioners were concerned over the process to maintain the clearing of the ditches in order to avoid future flooding issues. Town Engineer Meshaw indicated the town would need to develop a plan/policy and possibly obtain easements to allow the town on certain properties. They also expressed concern over the maintenance of the drainage ponds.

Commissioner McDonald asked if the original paving project was to use the cement to strengthen the base. Mr. Meshaw responded in the affirmative.

Commissioner Harker asked if the the replacement of the storm water drainage pipe in the First Street area would cause drainage issues for the two houses on Live Oak Street. Mr. Meshaw indicated it would not impact the drainage of those properties. She also asked about the material put down in the playground area of Randolph Johnson Park. Mr. Meshaw indicated it was a granular rubber product with reinforcement bars then covered with a bound rubber surface.

All commissioners were also pleased with the paving project and seeing asphalt being put down. Commissioner McDonald asked if the method of adding cement to the bases was a method of longevity. Mr. Meshaw indicated information he had reviewed did provided support for the longevity of the paving. Mr. Meshaw also reported the cost for this process was included in the budgeting for the project.

## Manager Report

Town Manager Day reported all signatures had been received for the sale of 400 Pollock Street.

Commissioner Hollinshed asked Town Manager Day to please have staff move forward with the stripping for parking on side streets. She also asked for the parking of trailers on streets to please be enforced.

Commissioner McDonald asked about the odor control process at the WWTP. Town Engineer Meshaw indicated staff had received 90% of the plans.

Commissioner Hagle asked about 1509 Ann Street. Town Manager Day indicated there was an appeal hearing scheduled for later in the week.

**Items of Consent**

A motion was made to approve the Items of Consent as presented.

Motion made by Commissioner Hagle.

Voting Yea: Commissioner Harker, Commissioner McDonald, Commissioner Carter, Commissioner Hollinshed, Commissioner Hagle

- 2. Dark Skies at Night Resolution
- 3. Minutes of Meetings

**Public Hearing**

- 4. Case #20-08 513 Front Street - Micro Distillery/Restaurant

Mayor Newton outlined the process for the public hearing since the request for this item was a Special Use Permit. Commissioner Hollinshed made a motion to open the evidentiary hearing. The vote was unanimous for the opening of the evidentiary hearing.

Town Clerk Davis administered the oath for those speaking as witnesses. Planning Director Kyle Garner was the only one taking the oath.

Mr. Garner reported the request was for a Special Use Permit for 513 Front Street for a Micro-Distillery/Restaurant outside and Tavern/Bar outside submitted by Nelson Owens the owner of the property. Mr. Garner reported notification had been provided to all property owners within 200 feet of 513 Front Street.

Mr. Garner indicated the zoning and the land use is consistent with the CAMA Land Use Plan. There will be an addition of a small building with decking along with three parking spaces to the rear of the structure. The actual micro-distillery will be in the small building and not in the original structure. Mr. Garner reported there was a requirement for a site plan submittal and any outside components for the property will need to be reviewed by the Historic Preservation Commission since the property was located in the district.

Planning Director Garner indicated since this was a special use permit the required findings must be addressed. He testified all requirements were in compliance and consistent with what is being requested.

Commissioner Hollinshed asked about the character of this business and how this distillery would work as far as scrubbing odor or an excessive noise associated with a distillery.

Nelson Owns, property owner and applicant was affirmed in by Town Clerk Davis. Mr. Owens reported the odor would not be different from the current microbrewery on Turner Street and would have little to no noise during operation.

Commissioner Harker asked Mr. Garner if any of the neighboring businesses provided any comments. Mr. Garner indicated he had not received any comments. Mr. Owens indicated the distillery would not begin production until the building behind the original structure was completed.

Commissioner Carter asked Mr. Nelson to confirm the original structure would remain the same and asked about uses for the structure. Mr. Nelson reported he was restoring the structure under the State Historic requirements with the first floor being a restaurant and the upstairs being two one bedroom rental units.

Commissioner Hagle asked about the fire suppression. Mr. Nelson indicated it would be what is required per the building code.

Commissioner McDonald asked if there would be any odor and if so what can be done to control the odor. Mr. Nelson indicated he did not believe there would be a problem with any odors.

Commissioner Hagle also asked about the increase of pervious surface. Mr. Nelson indicated everything being put in would be pervious surface.

Commissioner Hagle made a motion to close the public hearing. The vote was unanimous.

A motion was made to recess this item until the July 27, 2020 work session.

Motion made by Commissioner Hagle.

Voting Yea: Commissioner Harker, Commissioner McDonald, Commissioner Carter, Commissioner Hollinshed, Commissioner Hagle

5. Modify/Revise the Existing Planned Unit Development (PUD) for Beau Coast Subdivision

Town Planning Director, Kyle Garner indicated the request was to amend the master plan for the PUD Beau Coast Subdivision. He reported the original approval was in 2008. The applicant requested to modify the street cross sections to create a new type of street detail (D2) which has a 57' right of way which will replace a 63' right of way for part of Phase V. The second request for the amendment is the lot type to reduce the number of 22' wide town home lots from 131 lots to 90 lots resulting in a reduction of 41 lots. Additionally, the request is to reduce type A and D lots which are 40' wide single family lots from 181 to 171 lots and increase the number of B2 type lots with are 32' wide single family lots from 120 to 69 lots. Also as a part of their master zoning plan to reduce the multi family 22' wide residential area from 29.8 acres to 24.10 acres. Mr. Garner indicated the overall number of units is staying the same. He indicated the original design showed 520 single family homes and 271 town homes. With the requested changes there will be 560 single family homes and 231 town homes.

Town Planning Director Garner indicated there were several comments made at the Planning Board meeting regarding the requested changes.

Commissioner Hagle indicated he was not clear on the proposed number of structures from the previous plan. Mr. Garner reported for this particular phase there is an increase of 50 to 60 units from the previous plan.

Commissioner Hollinshed indicated she understood the developer was just moving around the configured units and open space. Mr. Garner indicated that was correct and the actual open space was increasing slightly.

Commissioner McDonald asked if there would be an increase in the projected price points from what had previously been submitted. Mr. Garner indicated that answer would need to be provided during the public hearing portion of the discussion.

Commissioner Harker asked Mr. Garner for clarification on the number of increase in units and the type would be single family homes. Mr. Garner confirmed this for Commissioner Harker.

Mr. Garner confirmed for Commissioner Carter there was not an increase in the overall number of units but some of the types of units as well as the size of lots would be changing.

Mayor Newton asked about the possibility of water coming in from Davis Bay and Turners Creek and how that will be mitigated for a Hurricane Florence type situation.

Commissioner Hagle made a motion to go into Public Hearing. The vote was unanimous.

Hunter Freeman, Director of Sustainable Storm Water for Withers Ravenel, the storm water expert spoke about the Mayor's questions. Mr. Freeman reported the storm water control measure was designed to handle the 100 year storm. He further indicated this area was outside of the FEMA regulated area and did not expect inundation up to the 500 year storm level. The water is diverted just to the west of Phase I.

Don Mizelle, Withers Ravenel, indicated he would like to expound on some statements made by Kyle Garner. He stated the initial plan was done in 2008 with some updates occurring in 2015. There are 706 units with 38% open space. Mr. Mizelle indicated discussions were held with the adjacent property owners on Charles, Willow and Jefferson Streets. As a result of those discussions, the developer set aside some permanent buffers for those adjacent neighborhoods. He reported those buffers were identified as 20 foot in 2015. Mr. Mizelle indicated the only amendments being requested tonight are for Phase V. He indicated the reshuffling of the units was resulting in a loss of two lots resulting in a reduction of impervious surface.

Mr. Mizelle referenced a letter from surrounding neighbors requesting a 60 foot buffer and indicated the developer was kind of on the same page as the request. He reported the plan was to from the storm water pond back to Leonda Drive to set aside the approximate 60 feet of open space as buffer for the Charles Street area. From the storm water pond going east, Mr. Mizelle reported the developer does not have the luxury of dedicating a 60 foot buffer. He did indicate the 20 foot buffer would still be in place.

Sarah Speigler of Charles Street indicated she was a new homeowner in the Charles Street area. She thanked the Town of Beaufort staff for their efforts in helping to address this request for the additional buffer. She stated the 60 foot natural undisturbed buffer is a great solution. She indicated the group would like to make sure the 60 ft buffer will remain forever. She did indicate Phase V would be the most dense part of the development. Concern was expressed for the privacy of the current residents of Charles and Jefferson Streets and for the residents of Phase V.

Chris Stevens, 136 Charles Street, indicated his biggest concern was storm water runoff since his property has been impacted in the past from flooding.

Vern Lee, 140 Charles Street, asked why the density was increased in this area so close to an established neighborhood. She indicated an additional concern was storm water runoff since there is a ditch directly behind her property.

Don Mizelle indicated the density in this area is being reduced by 2 lots in Phase V. There are 88 lots approved with the amendment the number will change to 86.

Hunter Freeman indicated the storm water runoff from the impervious area is controlled by a storm water control center. He indicated runoff will held in the retention pipe and then discharge to the east and then turns south along the lots on the east side of Jefferson Street. He indicated there was currently 2 acres of area flowing toward Charles and Jefferson Streets. With the change in the retention the flow should be reduced to about a quarter acre.

Commissioner Hagle asked for a confirmation of the 60 foot buffer being retained and will be maintained. Don Mizelle confirmed for Commissioner Hagle there was room to accommodate from the edge of the pond west to Leonda Drive but a provision would be needed to maintain over time.

Commissioner Hollinshed indicated she did not wish for the open area ditch or swale become a hot spot as has happened in other areas of the town.

Commissioner Hagle asked about the construction period and the use of the pond for temporary drainage. Don Mizelle indicated it would be used a temporary sediment pond during construction and then used as the permanent retention pond. Hunter Freeman also agreed with Mr. Mizelle.

Commissioner Harker stated the 60 ft buffer would only be to the west of the project and the 20 ft buffer would only be to the east. She asked how the 20 ft buffer was decided upon. Planning Director Garner indicated the Board of Commissioners decided on the 20 ft as provided in the Subdivision Ordinance for buffers. He further stated normally a buffer was not required but the

board decided as a condition for the development there would need to be a 20 ft buffer of vegetation between this development and other adjacent properties.

Commissioner Carter stated this approval was originally done in 2008. She indicated she had a concern about adding the additional 40 ft to the original 20 ft buffer and if open space was being reduced. Don Mizelle indicated the 60 ft wide buffer would remain in the open space calculation and would also fall into the natural area calculation for the overall plan.

Brent Creelman indicated there is already major storm water issues. He indicated for Charles Street his concern was the issue being exacerbated by the pipes that go under the old railroad tracks. He also commented he was concerned the natural area would not be saved during the construction of the pond. Hunter Freeman indicated to the east of Phase V there is a plan to maintain the existing culvert to bring back to good condition but the exact timing of the work is unknown. Mr. Mizelle indicated precautions would be taken to protect the offsite vegetation. Mr. Creelman asked if there would be fencing against the property line. Mr. Mizelle indicated it would go about one foot off of the property line during construction. He reported the buffer would be post construction.

Mayor Newton indicated he understood the trees would be kept in the buffer area. Mr. Mizelle indicated in the 60 foot buffer area the trees would be kept but for the 20 ft buffer it will need to be graded for the pond and re-vegetate the 20 ft area. The silt fencing would be in prior to land disturbance and would be removed after construction and stabilization.

Mr. Creelman asked about the 20 ft buffer and where it began. Mr. Mizelle indicated the 20 ft buffer abuts from property line into the Beau Coast property. Mr. Creelman asked for a meeting with the development team to discuss the vegetative buffer. Mr. Creelman also asked about working on weekends and holidays. Town Planning Director Garner indicated the Town of Beaufort Code of Ordinances addresses the times during which construction work cannot be done and which days.

Commissioner Hollinshed made a motion to close the public hearing. All members were in favor. Mayor Newton indicated the final decision would be made during the July 27, 2020 work session.

**Items for Discussion and Consideration**

6. Final Plat - Beau Coast Phase 2B

Town Planning Director Garner indicated this request was for the Final Plat for Phase 2B for Beau Coast. The request is to subdivide a 27.498 acre tract into 49 Single-Family Residential Lots. As part of the Final Plat process the infrastructure can be either installed or bonded through a financial guarantee process to ensure completion of the project. The applicant has chosen to request to bond the infrastructure improvement and has submitted cost estimates for the complete cost of improvements totaling \$331,105. At their June 15th meeting the Planning Board voted unanimously to recommend the Final Plat.

Commissioner Hagle asked about how storm water management would be handled. Town Planning Director indicated the storm water plan had been approved at the time of the preliminary plat. Mr. Garner indicated these lots were select cut meaning to remain as open as possible. Hunter Freeman indicated the drainage would be to SA waters (high quality waters designated commercial shellfishing) using vegetative swales to Taylors Creek.

A motion was made to approve the Final Plat for Beau Coast Phase 2B as presented.

Motion made by Commissioner Hagle.

Voting Yea: Commissioner Harker, Commissioner McDonald, Commissioner Carter, Commissioner Hollinshed, Commissioner Hagle

7. Preliminary Plat for Beau Coast Subdivision Phase V

Town Planning Director Garner indicated this item goes along with the Preliminary Plat Amendment Public Hearing for Phase V. Considering several of the design features were discussed during the discussion for the amendment, Mr. Garner asked for the decision for this item to be held until the July 27, 2020 work session also.

All members of the board were in favor of holding a decision until the July 27, 2020 work session.

Planning Director Garner indicated the current preliminary plan did not show the 60 ft buffer so he requested Don Mizelle provide an updated plan prior to the work session on July 27, 2020.

**Mayor/Commission Comments**

Commissioner Hagle stated he was glad to see the paving being done around town. He also spoke about the need to socially distance. He also encouraged everyone to please observe safe distancing while driving on the highways.

Commissioner Hollinshed commented the maintenance of the ditches and swales for drainage ditches was very important. She also asked about getting answers on the parking spaces being marked.

Commissioner McDonald had no comments.

Commissioner Harker thanked the staff for cleaning the ditches around Meeting Street. She reported she was glad the town had received another accolade for being the number one small town for adventure. She also commented on this year being the 20th anniversary of the Clean Marina and commended those businesses who had received the distinction. She encouraged everyone to continue to wear masks and social distance since the virus is starting to spread.

Commissioner Carter thanked Greg Meshaw for clarity and explanations. She stated Beau Coast was originally approved in 2008 and it is not something new.

Mayor Newton reported there were 21 additional positive cases announced this afternoon. He indicated the tools had been provided for being COVID19 and they were wearing masks, hygiene and social distancing. He encouraged everyone to take all precautions to stop the spread of the virus.

**Closed Session**

A motion was made to enter into Closed Session for the permitted purpose of Personnel.

Motion made by Commissioner Harker.

Voting Yea: Commissioner Harker, Commissioner McDonald, Commissioner Carter, Commissioner Hollinshed, Commissioner Hagle

Being no further business, Commissioner Hagle made a motion to return to Open Session. The vote was unanimous.

8. Closed Session for Personnel

**Adjourn**

A motion was made to adjourn the meeting.

Motion made by Commissioner Harker.

Voting Yea: Commissioner Harker, Commissioner McDonald, Commissioner Carter, Commissioner Hollinshed, Commissioner Hagle

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Mayor Everette S. (Rett) Newton

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Michele Davis, Town Clerk



**Town of Beaufort, NC**

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**Town of Beaufort Board of Commissioners Work Session  
4:00 PM Monday, August 24, 2020 – Held Through Zoom Due to COVID19 Pandemic**

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**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** Renewal of Permit for Hungry Town Tours

**BRIEF SUMMARY:**

Mr. and Mrs. Cartier are requesting a renewal of the permit for Hungry Town Tours. The permit renewal will be for a two-year period. The permit application document and other supporting documentation are included in this file. This will need to be a Public Hearing item.

**REQUESTED ACTION:**

Set a public hearing for the renewal of the permit for Hungry Town Tours.

**EXPECTED LENGTH OF PRESENTATION:**

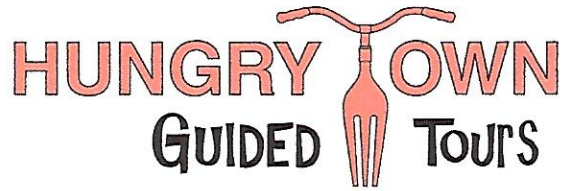
5 minutes

**SUBMITTED BY:**

Michele Davis, Town Clerk

**BUDGET AMENDMENT REQUIRED:**

No



406 Live Oak Street • Beaufort, North Carolina  
252.648.1011 • info@hungrytowntours.com • hungrytowntours.com

August 10, 2020

Board of Commissioners  
Town of Beaufort  
Town Hall  
701 Front Street  
Beaufort, North Carolina 28516

Dear Town Commissioners:

We are pleased to submit our application renewal for a walking tour permit for Hungry Town Tours.

For your review, I have included a copy of the application and supporting documents to show that we meet the approval for another two-year walking tour permit.

A copy of our current Certificate of Liability Insurance is on file with the town. In accordance with the application requirements, we have also made payment to the town for the \$50 application fee.

If you have any questions, I can be reached at 252-503-7449 on my mobile phone.

Thank you, in advance, for your consideration.

Sincerely,

HUNGRY TOWN TOURS

David R. Cartier  
Co-Owner

# Application Renewal for Walking Tour Permit in Beaufort, North Carolina



**Presented to:**

**Board of Commissioners  
Town of Beaufort, North Carolina**

**Public Hearing  
September 14, 2020**

Hungry Town Tours  
406 Live Oak Street • Beaufort, North Carolina 28516  
hungrytowntours.com • 252-648-1011  
info@hungrytowntours.com

# About the Applicant – Hungry Town Tours

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Hungry Town Tours offers several unique award-winning tours by bicycle and foot in Beaufort, North Carolina. While each tour is different, the underlying goal remains the same. They provide environmentally friendly options to those who love the outdoors and are keenly aware that preserving nature is essential to their travel experience today and for years to come.

### Founded:

Hungry Town Bike Tours was founded in 2011 by a local personal chef who wanted to create a tour for people to hear some unusual stories about Beaufort that they might not hear on a typical tour.

In May 2013, the company was sold to David & Betsy Cartier with an extensive background in the hospitality and restaurant business. Their experience includes tourism destination marketing. In 2014, the name was changed to Hungry Town Tours to reflect both walking and bicycle tours.

### About our Name – Hungry Town Tours:

“Hungry Town” and “Fish Towne” were some of the early names for Beaufort, North Carolina.

The name “Hungry Town” was noted on the only surviving 1713 plat of Beaufort. This draft is the only documentation that the newly laid-out town may have been casually called “Hungry Town.”

Architectural historian Tony P. Wrenn, who did the 1970 study for Beaufort’s nomination to the National Register of Historic Places, had his theory concerning “Hungry Town.” Wrenn believes that surveyor Richard Graves spilled ink but continued to use the sheet as he practiced with his ink and quill. Graves’ “Hungry Town” scribbles may have referred to the new town full of lots “hungry” for buyers, or to a few struggling settlers in the area.

Today, the name “Hungry Town” is a natural tie-in with Beaufort’s history and bountiful culinary offerings.

### Customer Reviews:

Hungry Town Tours has received the 2020 TripAdvisor® Travelers Choice Award. This is the sixth year in a row that the Beaufort-based tour company has received TripAdvisor® Certificate of Excellence award.

Currently, Hungry Town Tours is rated on *TripAdvisor* as:

- #1 Activity on the Crystal Coast.
- #5 Activity on the North Carolina Coast.

*TripAdvisor.com* is the world's largest travel site with more than 60 million reviews and opinions by travelers around the world.

# About the Applicant – Hungry Town Tours

## Green Travel Recognition:

Hungry Town Tours is the first business in Carteret County to be accepted into the NC Green Travel Initiative. We promote green from “spoke to fork” by combining nature-based travel with culinary tourism through bicycle and walking tours.

## Giving Back:

Hungry Town Tours believes in giving back to the community and participates as a member of the following organizations:

- Beaufort Development Association
- Beaufort Historical Association
- Friends of the North Carolina Maritime Museum
- Friends of Beaufort Wine & Food
- Carteret Catch
- Core Sound Heritage Museum
- Carteret County Chamber of Commerce

Hungry Town Tours has donated in-kind donations to several local organizations including:

- Beaufort Historical Association
- Friends of the North Carolina Maritime Museum
- Beaufort Wine & Food
- Beaufort Women’s Club
- Beaufort Garden Club
- Beaufort Lion’s Club
- Loaves and Fishes of Beaufort
- Carteret County Chamber of Commerce

## Supporting Local Fishermen & Farmers

Hungry Town Tours prides themselves in working with restaurants offering fresh, local products that support our local fishermen and farmers. They also promote three Beaufort-based organizations:

- **Carteret Catch**  
Their mission is to sustain the livelihood and heritage of the Carteret County fishing industry through public marketing and education. Hungry Town Tours is a member of Carteret Catch. [www.carteretcatch.org](http://www.carteretcatch.org)
- **Walking Fish**  
An award-winning community supported fishery (CSF) that links fishermen on the coast of North Carolina to consumers in the Triangle. [www.walking-fish.org](http://www.walking-fish.org)
- **Olde Beaufort Farmers’ Market**  
They provide high quality local food to Beaufort and the surrounding area, show support for small farmers, held weekly, April thru November. Hungry Town Tours has been a market sponsor. [www.beaufortfarmersmarket.com](http://www.beaufortfarmersmarket.com)

# About the Applicant – Hungry Town Tours

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## Local Seafood Partners:

- Carolina Mariculture Co.**  
 Owned and operated by Jay and Jennifer Styron, Carolina Mariculture Co. is a small, family-owned, North Carolina oyster farm located on Cedar Island. They raise oysters using mariculture practices: buying seed from a hatchery and raising them to market size in floating cages on our lease in Core Sound. Available year-round at Salty Catch Seafood Co. [ww.carolinamariculture.com](http://ww.carolinamariculture.com).

Hungry Town Tours promotes seafood availability to consumers looking for fresh local fish.

- North Carolina Sea Grant**  
 Utilizing collateral materials provided by NC Sea Grant, Hungry Town Tours provides seasonal availability guides on the food tours. [www.ncseagrant.org](http://www.ncseagrant.org)

## Recent Press:

In the last seven years, Hungry Town Tours has been featured or mentioned in more than seventy-five (75) regional and national publications, magazines, newspapers, and online articles.

*Forbes* magazine featured Hungry Town Tours in August 2019 with an article “They Ditched Their Jobs to Live in their Dream Destination.”

Hungry Town Tours was featured of a story in the May 2019 issue of *Southern Living* magazine.

In July 2018, *Our State* magazine launched a new video series, 'Around Town!' where they visit small towns across North Carolina and let locals show you “around town”. First in the series was Beaufort guided by Betsy Cartier of Hungry Town Tours.

*Our State* magazine featured 22-pages of stunning photography of Historic Beaufort, NC and Hungry Town Tours. The photo essay ‘Beaufort by Bike’ was one of the highlights of their annual Coastal Issue (June 2017).

## North Carolina Weekend, UNC-TV

The Beaufort Culinary Bike Tour by Hungry Town Tours has been featured on UNC-TV’s popular television program, North Carolina Weekend.

## Safety

Safety is the utmost importance to Hungry Town Tours. We have created a brochure “Bicycling in Beaufort” that includes the bicycle routes in Beaufort. These will be distributed to Inns and B&B’s to promote safe biking in Beaufort. See Addendum.

# Walking Tour Application Renewal Request

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By offering walking tours, the permit has allowed Hungry Town Tours to:

**Offer year-round tours**

Walking tours have allowed Hungry Town Tours to operate year-round. It has provided Beaufort and The Crystal Coast with another activity for people to do in the off-season - especially November thru March - when many of the activities are not available such as boat tours. Since 2017, we offered holiday walking culinary tours.

**Add an option for non-bike riders**

Some people would like to take a bicycle tour but cannot ride a bike. Hence, walking tours have filled that desire.

**Weather-proofs our tours**

Well, not exactly. But Hungry Town Tours offers walking tours in light rain rather than riding bicycles. We also provide umbrellas for participants in inclement weather.

**Allow more families**

Families with children are be able to participate. Several families with infants have taken walking tours. There are no age requirements for walking tours. Bicycle tours are only offered for ages 15 and older unless families provide bicycles for children. Food tours are offered for ages 21 and over. Younger adults and children can be accommodated. Limited availability. Private tours, at no additional fee, can be arranged for groups or families.

In doing so, the walking tour permit has allowed Hungry Town Tours to:

**Increase the number of participants**

Hungry Town Tours can increase the number of participants to 15 on the walking tours. This is currently allowed under the code for walking tour permits. We offer bicycle tours for 8 people.

**90.28, Minimum Requirements for Permit**

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Hungry Town Tours meets the minimum requirements for a walking tour permit:

**A. Office within a fixed structure in the town**

Hungry Town Tour’s office is located at 406 Live Oak Street in Beaufort. It is referred to as a Welcome Center. Bicycle tours depart from the Welcome Center and walking tours depart from Front Street in front of Clawson’s 1905 Restaurant & Pub.

**B. General Liability Insurance minimum amount of \$100,000**

Hungry Town Tours has a liability policy on file with the Town of Beaufort for \$1,000,000 and exceeds the requirement of \$100,000. The policy specifically provides the clause that the coverage may not be cancelled without notice to the town.

**C. Proposed Tour follows handicapped accessible right away.**

All proposed walking tours follow handicapped accessible right away. Our Welcome Center has a handicapped accessible ramp.

Hungry Town Tours has done several walking tours with multiple wheelchairs

## 90.29, Application

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Hungry Town Tours is submitting our request, in writing, as part of the application process presented to the Board of Commissioners, Town of Beaufort, to receive a renewal of our walking tour permit.

### A. Owner and Operator of the Business

The name, address & telephone (and emergency number) for the owners are listed below:

David R. Cartier and Elizabeth H. Cartier  
130 Jefferson Street  
Beaufort, North Carolina 28516

Telephone: 252-503-7449 (mobile)  
Emergency Telephone Number: 252-503-7449 (mobile)

### B. Address of the Office

Hungry Town Tours relocated to Live Oak Street in October 30. The address is:

406 Live Oak Street  
Beaufort, North Carolina 28516

Telephone: 252-648-1011

<b>C. Description of Tour Route(s)</b>	<b>(Pages 7)</b>
<b>D. Description of the Time of Operation for Each Tour</b>	<b>(Pages 8)</b>
<b>E. Detailed Description of Tour Information</b>	<b>(Page 8 - 12)</b>
<b>F. Schedule of Rates &amp; Charges</b>	<b>(Page 12)</b>
<b>G. Hearing / Approval</b>	<b>(Page 13)</b>
<b>H. General Requirements for Walking Tours</b>	<b>(Page 14 – 15)</b>
<b>I. Certificate of General Liability Insurance</b>	<b>On File</b>
<b>J. Application Fee, \$50</b>	<b>Paid</b>
<b>K. Criminal Background Check</b>	<b>Approved</b>

### ADDENDUM

- Hungry Town Tours COVID-19 Safety Guidelines
- Map of Route Boundaries - Bicycle Route (Yellow) Walking Route (Orange)
- Description of Time of Operation for Each Tour
- Bicycling in Beaufort Brochure

**90.29, C., Description of Tour Route**

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All walking tours are bound by the following streets. The streets used and stops will vary within the designated boundaries:

**Current Walking Tour Boundaries:**

The point of origin and point of return will be Hungry Town Tours at 400 Front Street. The boundaries for the walking tours will include:

- West on Front Street to the Duncan House.
- East on Front Street to Gordon Street
- South from Marsh Street to Broad Street
- North from Broad Street to Front Street

(Within the above boundaries, Hungry Town Tours has been approved to take groups down every street, if needed, within the historic district).

**Map of Tour Boundaries**

See Addendum. The map outlines the boundaries of the approved walking tour. In addition, the map illustrates the boundaries of the bicycle tours.

**90.29, D., Description of the Time of Operation for Each Tour**

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**See Addendum**

**90.29, E., Detailed Description of Tour Information**

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Hungry Town Tours offers several walking versions of their popular bicycle tours:

**Hidden Beaufort Tour**

It's the perfect tour to see a unique side of historic Beaufort. Participants will travel along the waterfront and make their way through historic streets – all while their local guide reveals a side of history, they won't get anywhere else. They will get an insider's perspective on where the locals go to eat and play.

**Historic Beaufort Walking Tour**

***Please note: This is a walking tour version of Hidden Beaufort Tour and does not include Fulford Street. Currently, the bicycle tours stop at the Hammock House. Since walking tours must use sidewalks, this walking tour has been modified not to include the Hammock House.***

**Early Morning Risers Tour**

Get an early start on your day with our early morning tour. Participants travel along the waterfront for a breath of salty fresh air. Enjoy the sights, sounds and smells of our seaport town as we pedal down the tree-lined streets and past the historic homes and buildings.

***Please note: Due to the time of day, a walking tour version of this bicycle tour is not offered since the starting time is 8 a.m.***

**Ride with the Bride**

Hungry Town Tours offers a unique outing for your bridal parties. Brides-to-Be can book any one of our bicycle or walking tours for their group outing - even with or without food options. Customized tours are available. Minimum of eight people.

***Please note: This tour is offered as either a walking or bicycle tour.***

**A Ride to Remember**

This tour features places in Beaufort that were inspired by Nicholas Sparks and referenced in his books, *A Walk to Remember* and *The Choice*. The tour serves as a memorable way for people to get to know Beaufort, as visitors take in the unique setting for the story of each novel, and the movie adaptation of *A Walk to Remember*.

Hungry Town Tours signed a partnership agreement with the Nicholas Sparks Foundation in 2014.

**90.29, E., Detailed Description of Tour Information**

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To support the organization, Hungry Town Tours gives back 100% of the proceeds from autographed books and tee shirts directly to the Foundation. These are considered a donation to the organization.

Beaufort gained from international exposure in February 2016 with the premiere of the feature film, *The Choice*. Although the movie was produced in Wilmington, the inspiration for the book is Beaufort.

**Beaufort Lifestyle & Living Tour**

This is the ideal tour for first time visitors, long time tourists, people relocating to the Crystal Coast, and couples looking to retire here. People who have recently moved to Beaufort have found this tour to be a wonderful orientation. Think of it as “Beaufort 101.”

See why *Coastal Living* magazine named Beaufort one of the “20 Best Places to Live on the Coast in 2018.”

From the new residential community at Beau Coast to the golf course community at The Beaufort Club, we’ll talk about the advantages of living in Beaufort and The Crystal Coast.

In addition to our Hidden Beaufort Tour, participants receive a welcome kit with information on where to go, what to do, and where to dine in Beaufort. We’ve partnered with the Crystal Coast Tourism Development Authority and the Carteret County Chamber of Commerce to help educate them on everything here at the Crystal Coast with their visitor’s guide and business directory.

***Please note: This tour is offered as part of the Hidden Beaufort Tour during the same times.***

**Culinary Tours**

***Please note: All culinary tours have been suspended since March 2020 due to COVID-19 since our restaurant partners are operating at 50% capacity.***

Hungry Town Tours promotes restaurants with locally sourced food that allow for an enhanced experience with their walking and bicycle culinary tours. These tours include:

**Beaufort Culinary Bike Tour**

Participants travel along the waterfront and through beautiful historic streets, stopping at several of Beaufort’s best culinary treasures. Inside, they’ll nosh and sip on some of the most delicious flavors on the Crystal Coast. Participants will enjoy delicious seafood appetizers, wine tastings, and more. We make five culinary stops on this tour - all are within close proximity to each other. This tour is built around a three-course progressive dining experience.

## 90.29, E., Detailed Description of Tour Information

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### ***Participating Restaurants:***

The three restaurant stops vary based on the season and their operating days of the week. These include any of the following:

- Finz Grill
- Front Street Grill at Stillwater
- Clawson’s Restaurant & 1905 Pub
- Moonrakers
- Black Sheep
- Beaufort Grocery Company
- Mezcalito Grill & Tequila Bar
- Cru Wine & Coffee Shop

### ***Participating Merchants:***

- Beaufort Olive Oil (Olive Oil Tastings & Pairings)
- Fishtowne Brew House

## **Food by Foot Culinary Walking Tour**

***Please note:*** The walking tour version of this Beaufort Culinary Bike Tour and does not include Fulford Street. Currently, the bicycle tour stops at the Hammock House. Since walking tours must use sidewalks, this walking tour has been modified not to include the Hammock House.

## **Bike, Brunch & Bubbles**

Participants enjoy Sunday Brunch at Beaufort Grocery Company, one of the region's most renowned dining establishments. Each person will select an entrée from a number of culinary features and enjoy a mimosa or Bloody Mary, or other non-alcoholic beverages. Before brunch, participants will go on a bicycle tour through Beaufort's historic district and along the waterfront.

### ***Participating Restaurants:***

- Beaufort Grocery Company

## **Sunday Brunch Walkabout**

***Please note:*** The walking tour version of Bike, Brunch & Bubbles tour and does not include Fulford Street. Currently, the bicycle tours stop at the Hammock House. Since walking tours must use sidewalks, this walking tour has been modified not to include the Hammock House.

***Please note: Due to the distance, a walking tour version of this bicycle tour has not been offered.***

**90.29, E., Detailed Description of Tour Information**

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**Holiday Stroll & Food Tour**

Participants travel along the waterfront and through beautiful historic streets, stopping at several of Beaufort’s best culinary treasures. Inside, they will nosh and sip on some of the most delicious flavors on the Crystal Coast. Participants will enjoy delicious seafood appetizers, holiday wine tastings, and more. We make six culinary stops on this tour - all are within proximity to each other. This tour is built around a three-course progressive dining experience.

***Participating Restaurants:***

The three restaurant stops vary based on the season and their operating days of the week. These include any of the following:

- Finz Grill
- Front Street Grill at Stillwater
- Black Sheep
- Clawson’s Restaurant & 1905 Pub
- Beaufort Grocery Company
- Mezcalito Grill & Tequila Bar
- Cru Wine & Coffee Shop

***Participating Merchants:***

- Beaufort Olive Oil (Olive Oil Tastings & Pairings)
- Fishtowne Brew House

**Sunday Brunch Holiday Walkabout**

Participants enjoy Sunday Brunch Holiday Walkabout at Beaufort Grocery Company, one of the region's most renowned dining establishments. Each person will select an entrée from a number of culinary features and enjoy a mimosa or Bloody Mary, or other non-alcoholic beverages. After brunch, participants will go on a walking tour through Beaufort's historic district and along the waterfront.

***Participating Restaurants:***

- Beaufort Grocery Company

**90.29, E., Detailed Description of Tour Information**

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The bicycle and walking tour durations vary by tour. The following tours run approximately 1 to 1 ¼ hours.

- Hidden Beaufort Tour
- Historic Beaufort Walking Tour
- A Ride to Remember
- Early Morning Risers Tour
- Ride with the Bride
- Beaufort Lifestyle & Living Tour

The following food tours typically run 3 to 3 ¼ hours. Those noted with an asterisk run approximately 2 hours.

- Beaufort Culinary Bike Tour
- Food by Foot Culinary Walking Tour
- Bike, Brunch & Bubbles \*
- Sunday Brunch Walkabout \*
- Holiday Stroll & Food Tour
- Sunday Brunch Holiday Walkabout \*

Hungry Town Tours accepts the general requirements for Walking Tours as outlined in Sections D through I.

**90.29, F., Schedule of Rates and Charges**

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The following food tours cost \$20 per person.

- Hidden Beaufort Tour
- Historic Beaufort Walking Tour
- A Ride to Remember
- Early Morning Risers Tour
- Ride with the Bride
- Beaufort Lifestyle & Living Tour

The following food tours cost \$69 per person.

- Beaufort Culinary Bike Tour
- Food by Foot Culinary Walking Tour
- Bike, Brunch & Bubbles \*
- Sunday Brunch Walkabout \*
- Holiday Stroll & Food Tour
- Sunday Brunch Holiday Walkabout \*

**90.30, Hearing / Approval**

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In accordance with 90.30, Hearing Approval, the owners of Hungry Town Tours have met the code requirements.

**Section A, 1.**

The applicants are fit, willing, able, and sufficiently knowledgeable about the history of the town to perform the proposed service.

**Professional Training**

The owners of Hungry Town Tours continue on-going learning about the history of Beaufort. They have participated in the following:

- **Beaufort Historic Site Volunteer Orientation**  
Completed Volunteer Orientation provided by the Beaufort Historical Association for volunteers at the Beaufort Historic Site.
- **Beaufort Old Homes & Garden Tour**  
Visited and toured the inside over 70 different historic homes, historic churches and gardens in Beaufort over the last five years by participating in the annual Beaufort Old Homes and Garden Tour hosted by the Beaufort Historical Association.
- **Open Houses**  
Participated at several open houses for both Duke Martine Lab and NOAA.
- **Research**  
In addition, the owners of Hungry Town Tours have worked with local researchers to ensure that all tours offered are based on facts rather than filled with folklore and hearsay.
- **Social Media**  
The owners of Hungry Town Tours own several social media platforms including the Historic Beaufort, NC Facebook Page, Twitter and Pinterest.

# 90.31, General Requirements for Walking Tours

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Under 90.31, General; Requirements for Walking Tours, Hungry Town Tours agrees to the following:

## Section A

Walking tours shall be operated only during the following hours:

- 1.) Between 9 a.m. and 9 p.m. from May 1 to October 31; and
- 2.) Between 9 a.m. and 8 p.m. from November 1 to April 30

***Please note: To meet the general requirements for walking tours, the Early Morning Risers Tour is the only bicycle tour that is not offered as a walking tour since the starting time is 8 a.m. daily.***

All other bicycle tours fall within the code for operating hours for conducting a walking tour.

## Section B

Walking tours are limited to not more than 15 persons per tour group, excluding the tour guide.

## Section C

No more than one (1) walking tour will be conducted within a city block each 30 minutes.

## Section D

Walking tours will be conducted from sidewalks except when the group is crossing a street

## Section E

Participants in a tour will not move on sidewalks in excess of a column of 2 persons abreast.

## Section F

No amplifying device will be used during a tour

## Section G

Flash photography will not be permitted during a walking tour.

## Section H

No participant in a walking tour will enter private property without the express consent of the owner.

# 90.31, General Requirements for Walking Tours

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## Section I

Tour groups will not move on congregate in a manner that blocks entrances to store homes, or driveways, or interferes with street traffic.

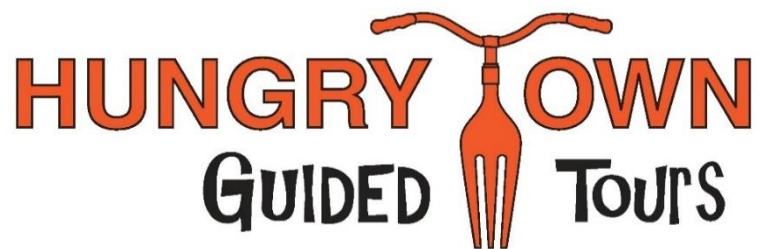
### Please Note:

Hungry Town Tours will communicate the general requirements for walking tours to our participants in two (2) ways:

- 1.) At the start of each bicycle tour, the tour guide reviews the state requirements for helmets and rules of the road. For walking tours, Hungry Town Tours has incorporated Sections D through I into our presentation.
- 2.) Hungry Town Tours has added a section to their website ([www.hungrytowntours.com](http://www.hungrytowntours.com)) that incorporates Sections D through I into the Conditions & Terms for people participating in the walking tours.

Participants will know when they sign a liability release form, they agree to the Terms & Conditions of the walking tours.

# Addendum



# Hungry Town Tours COVID-19 Safety Guidelines

*We're in the hospitality business. So, we take fun seriously.*

We know you are ready for a trip to the coast and many of you are planning a Beaufort getaway.

For eight years, hospitality has been the cornerstone of our business. That core piece of our business has not changed.

We have pivoted our business with the addition of a complete line of bicycle rentals. We offer the same style adult-size Huffy cruiser bicycles that we use on our tours. With Beaufort becoming more bike friendly, we planned this expanded service prior to the COVID-19 pandemic.

We have implemented some procedural changes necessary during the COVID-19 pandemic. Your health and safety are our utmost concern.

Thank you for your calls and emails. We genuinely appreciate you making Hungry Town Tours a part of your coastal vacation experience. We look forward to taking you through 300 years of Beaufort's history.

We appreciate your patience and understanding.

— Betsy and David

## Our New Process

- All tours and bicycle rentals are by advanced reservations only. As always, we take telephone reservations daily from 7 am – 9 pm.
- Walk-ins for tours and rentals are not currently available. If it is a spur of the moment idea, just call ahead so we can accommodate you. It's not an inconvenience for us so please call 252-648-1011.
- Our Welcome Center is only staffed for pre-booked tours.
- Waiver forms for each participant are now done electronically and in advance of the tour or rental.
- All payments are done by credit card. For your convenience, we will send you a link for payment after we take your reservation over the telephone. Telephone reservations give us the opportunity to help you plan the right tour.
- Tour confirmations will be sent via email once your payment had been processed.
- If you prefer to ride using a helmet, we advise you to bring your own. In North Carolina, helmets are required for riders under the age of 16.
- All bicycles and touch points are sanitized before and after each use.
- CDC guidelines for social distancing will be required.

- We are limiting the number of people on each tour. Tours are currently limited to 8 people or less and must be comprised of one singular group of friends or family. We will not be combining groups on tours.
- All culinary tours have been suspended at this time so that our restaurant partners have time to get back into operation.

We are in the hospitality business, so this different environment is new for us! Please do not be offended if we do not shake hands or hug our regulars! (If you have been on a tour with us before, you know Betsy is a hugger).

### **What We Need You to Do**

- When you arrive at our Welcome Center, please stay in your car, call us (252-648-1011), and we will let you know when your bicycles are ready. We have free on-site parking at our new location at 406 Live Oak Street.
- Wear a mask while on site at our Welcome Center.
- Follow CDC guidelines for safety.
- If you have been sick, feel sick, feverish, a cough, please stay home. We will gladly give you a 100% refund.
- Stay with your group.
- Use the restroom and wash your hands prior to arriving for your tour or rental. There are no public restrooms at our Welcome Center.
- Bring proper footwear and water along with other essential supplies including hand sanitizer and sunscreen. We do not have bottled water available.
- Relax and enjoy your time with us as we continue to provide you with the best possible experience during this unprecedented time.

### **Social Responsibility.**








The best time to visit is the right time. When you are ready to travel, we'll be here!

Have you planned your 2020 Travel Bucket List for this summer? There's no better place to go than Beaufort for your Southern Outer Banks vacation or getaway.

*Real Simple* magazine ranked Beaufort #1 on their short list of "5 Small U.S. Towns Worthy of Your 2020 Destination Bucket List." We're proud that Hungry Town Tours was featured in the article.

We encourage you to support our local restaurants and businesses in Beaufort. It will truly make a difference.

# Bicycling in Beaufort

-  Signed route
-  Connector routes
-  Busy streets
-  Railroad tracks
-  Points of interest 1 2 3 4
-  Shopping areas
-  Parks
-  Schools
-  Recommended areas to ride
-  Walking Route

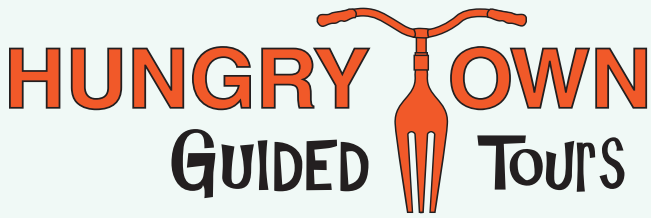
Beaufort Hotel & 34° North Restaurant

**HUNGRY TOWN**  
GUIDED TOURS

**HUNGRY TOWN**  
GUIDED TOURS

Walking • Bike • Culinary • History  
252-648-1011  
www.HungryTownTours.com  
406 Live Oak Street Beaufort, NC  
**Bicycle Rentals Available**





Featured in *Our State* magazine  
#1 Activity on The Crystal Coast  
—TripAdvisor.com

Walking • Bike • Culinary • History

## 2020 Hungry Town Tours Schedule

Open Year-Round • 7 Days A Week

Call for Advance Reservations 252-648-1011 • 7 a.m. to 9 p.m. Daily

During certain times of the year, you can "Create Your Own Tour" by picking the tour, time and day you prefer. Call today for advance reservations.

### MONDAY, WEDNESDAY & FRIDAY

- 8 a.m. Early Morning Risers Tour (Bike)
- 9 a.m. Historic Beaufort Walking Tour
- 10 a.m. A Ride to Remember (Bike)
- Noon Beaufort Culinary Bike Tour or Food by Foot Culinary Walking Tour
- 2 p.m. Hidden Beaufort Tour (Bike)
- 4 p.m. Hidden Beaufort Tour (Bike)

### TUESDAY, THURSDAY & SATURDAY

- 8 a.m. Early Morning Risers Tour (Bike)
- 9 a.m. Historic Beaufort Walking Tour
- 10 a.m. Hidden Beaufort Tour (Bike)
- Noon Beaufort Culinary Bike Tour or Food by Foot Culinary Walking Tour
- 2 p.m. Hidden Beaufort Tour (Bike)
- 4 p.m. A Ride to Remember (Bike)

### SUNDAY

- 8 a.m. Early Morning Risers Tour (Bike)
- 9 a.m. Historic Beaufort Walking Tour
- 10 a.m. Bike, Brunch & Bubbles or Sunday Brunch Walkabout
- 2 p.m. Hidden Beaufort Tour (Bike)
- 4 p.m. A Ride to Remember (Bike)

Tour descriptions on reverse side

All Occasion Gift Certificates Available  
Birthdays, Weddings, Anniversaries, and Holidays.  
For complete information, visit us online at [www.hungrytowntours.com](http://www.hungrytowntours.com)  
Email us [info@hungrytowntours.com](mailto:info@hungrytowntours.com)

### 2020 HOLIDAY TOURS

See why *Coastal Living* magazine named Beaufort one of "America's 10 Best Beach Towns for Christmas." Choose one of our holiday tours and see some of the beautiful homes with festive holiday decorations in Beaufort's Historic District.

### HOLIDAY STROLL & FOOD TOUR

December 1st-30th, – 2020  
Tuesday – Saturday, 11:30 a.m.

Join us for our Holiday Stroll & Food Tour as you nosh, sip, and stroll your way through 300 years of Beaufort's history this holiday season. We will make five culinary stops including three restaurants, holiday wine tasting, and olive oil pairings at a chef-inspired kitchen store. \$69 per person includes tour, local guide, food samples, holiday wine tasting, non-alcoholic beverages, taxes, and restaurant gratuity. Duration 3 -3 ¼ hours.

### SUNDAY BRUNCH HOLIDAY WALKABOUT

December 6, 13, 20, 27 – 2020 • Sundays, 10 a.m.  
Take a leisurely stroll through Beaufort's Historic District with your guide to see some of the beautiful homes with festive holiday decorations. Relax and enjoy Sunday Brunch at Beaufort Grocery Company, one of the region's most renowned dining establishments. Choose your entrée from several breakfast or lunch culinary features on their restaurant menu. Enjoy a mimosa, Bloody Mary, or a holiday drink, and non-alcoholic beverages. \$69 per person includes tour, local guide, brunch, some alcoholic beverages, taxes, and restaurant gratuity. Duration 2 ½ hours.

Ages: 21 yrs. old & up. Younger adults and children can be accommodated. Private tours, at no additional fee, can be arranged for groups or families. Two-person minimum. Available rain or shine! Limited availability. Call for advanced reservations at 252-648-1011 from 7 a.m. to 9 p.m.

Give the family a memorable experience with a holiday gift certificate.



# Award-Winning Guided History & Culinary Tours

*Pedal or walk through 300 years of Beaufort's history...*

## Hidden Beaufort Tour (Bike)

It's the perfect tour to see a unique side of historic Beaufort, North Carolina. From the pirate, Blackbeard to shipbuilders and historic homes, your local guide will reveal a side of history you won't get anywhere else. We'll ride from the waterfront through historic district. You'll get an insider's perspective on where the locals go to eat and play.

## Historic Beaufort Walking Tour

Discover the historic homes in Beaufort that once belonged to the town's earliest sea captains, seafarers, and merchants. You'll learn about many of the 18th and 19th century homes as you step back into 300 years of history in Beaufort's historic district. *This is a walking version of the Hidden Beaufort Tour.*

## A Ride to Remember inspired by Nicholas Sparks (Bike only)

This bicycle tour features places in Beaufort that were inspired by Nicholas Sparks and referenced in his books, "The Choice" and "A Walk to Remember." The tour serves as a memorable way for people to get to know Beaufort, as visitors take in the unique setting for the story of each novel. *Hungry Town Tours works in partnership with the Nicholas Sparks Foundation.*

## Early Morning Risers Tour (Bike only)

Get an early start on your day with our early morning tour. Enjoy the sights, sounds and smells of our seaport town as we pedal down the tree-lined streets and past the historic homes.

## Beaufort's Lifestyle & Living Tour (Bike only)

The ideal tour for first time visitors, prospective homeowners and people relocating to the Crystal Coast. People who have recently moved to Beaufort have found this tour to be a wonderful orientation. Think of it as "Beaufort 101." You'll get an insider's perspective on living in "America's Favorite Town."

## Ride with the Bride

Getting married on the Crystal Coast? Hungry Town Tours offers a unique outing for your bridal party. Take the bride on any one of our tours or we can customize one for the group. Four-person minimum. Many options with or without food. Price varies.

*The above tours are \$20, per person, all-inclusive. Bike Tours: Ages 15 & up. Walking Tours: All ages welcome. Family tours available for all ages.*

*Choose from several guided bicycle and walking culinary tours...*

## Beaufort Culinary Bike Tour

Participants will ride along the waterfront and through beautiful historic streets, stopping at several of Beaufort's best culinary treasures. We'll make five culinary stops on this tour - all are within close proximity to each other. Our restaurant partners vary according to day of week and by season. This tour is built around a three-course progressive dining experience, so you definitely won't leave hungry.

## Food by Foot Culinary Walking Tour

We'll take a leisure walk through the historic streets, stopping at several of the best local culinary treasures. Inside, you'll nosh and sip on some of the most delicious flavors on the Crystal Coast. *This is a walking version of the Beaufort Culinary Bike Tour.*

## Bike, Brunch & Bubbles

Enjoy Sunday Brunch at Beaufort Grocery Company, one of the area's most renowned dining establishments. Select an entrée from a number of culinary features. Enjoy a mimosa, Bloody Mary, or non-alcoholic beverage. We'll take a bicycle tour through Beaufort's historic district.

## Sunday Brunch Walkabout

After walking through the historic district, you'll enjoy Sunday Brunch at Beaufort Grocery Company, one of the area's most renowned dining establishments. Select an entrée from a number of culinary features. Enjoy a mimosa, Bloody Mary, or non-alcoholic beverage. *This is a walking version of Bike, Brunch & Bubbles.*

*All culinary tours are \$69, per person, all-inclusive. Ages 21 & up. Younger adults and children can be accommodated. Limited availability. Private tours, at no additional fee can be arranged for groups or families.*

*Hourly and Daily Bicycle Rentals Available*

*As featured in...*



Open Year-Round! Advance Telephone Reservations 252-648-1011 from 7 a.m. to 9 p.m.  
Hungry Town Tours • 406 Live Oak St • Beaufort, North Carolina 28516

## Beaufort's Most "Instagrammable" Places

**Beaufort, North Carolina** is the perfect coastal destination for snapping Instagram shots. From the historic district, to the waterfront and local attractions, below is a list of some of the favorite, photogenic spots in "America's Favorite Town."

**Beaufort Boardwalk** From sailboats to mega-yachts, Beaufort's waterfront is picture perfect for those lasting memories. A photo of the nautical flags is a visitor favorite. *Front Street*

**Harvey W. Smith Watercraft Center** Beaufort's maritime history comes to life at an authentic boat shop. Watch wooden boats being built by local boat builders. *308 Front Street*

**Old Burying Ground** Military heroes, star-crossed lovers, privateers and noted Beaufort residents are buried under a canopy of live oaks. Weathered tombstones date back to the 1700s including the grave of the little girl in the rum barrel. *400 Block of Ann St*

**Beaufort Historic Site** The Beaufort Historical Association's 2-acre site includes the original Carteret County Courthouse, the Old Jail, the Apothecary, and Doctor's Office. *100 Block of Turner Street*

**Menhaden Net Reel** The Beaufort Hotel is located on the former site of the last operating menhaden processing plant in North Carolina. The net reel is a lasting icon of Beaufort's menhaden industry. *2440 Lenoxxville Road*

**Taylor's Creek** It's not uncommon to see wild horses on Rachel Carson Reserve while riding along the waterfront. Also, you may see dolphins swimming or even a shrimp trawler. *Front Street*

**Beaufort Historic District** Pedal through more than 300 years of Beaufort's history. See the historic homes that once belonged to the town's earliest sea captains. *These homes are private property so please respect their privacy.*

**North Carolina Maritime Museum** The museum features artifacts from Blackbeard's flagship, *Queen Anne's Revenge*. In 1718, the notorious pirate ran his ship aground in Beaufort Inlet. *315 Front Street*

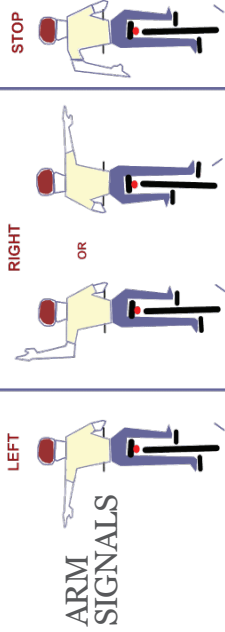
## Bicycle Laws & Safety Tips

In North Carolina, the bicycle has the legal status of a vehicle. Thus bicyclists have full rights and responsibilities on the roadway and are subject to the regulations governing the operation of a motor vehicle.

### North Carolina Traffic Laws:

- Ride on the right in the same direction as other traffic.
- Obey all traffic signs and signals.
- Use hand signals to communicate intended movements.
- Wear a bicycle helmet on public roads, public paths and public rights-of-way.
- Helmets are mandatory for those under 16 years old.
- No riding on sidewalks.
- Yield to pedestrians and stop for people at crosswalks.
- Drinking and driving laws apply to bicyclists.
- Bicyclists must obey all stop signs and red lights.

Remember, the bicyclist always loses in a conflict with a motor vehicle. Ride defensively in a predictable manner to avoid accidents. Be courteous to other drivers.



### Recommended Safety Precautions:

- Always wear a helmet.
- Use a backpack or bicycle bag to carry goods.
- Avoid biking at night.
- When riding with a group, ride single file.
- Wear bright clothes to increase visibility; be sure your bicycle is the right size and keep it in good repair.

### Local Guidelines & Tips:

- Do not ride bicycles on the Beaufort Boardwalk.
- Riders should respect their surroundings when riding through the historic district and residential areas.
- Be aware of cars backing up from diagonal parking spaces on Front Street and parking lots. Watch for backup lights. Drivers may not see you.
- Use extreme caution when passing parallel parked cars as car doors may open into the street.
- Bring plenty of water and sunscreen.
- Make sure your shoelaces are tied tight so they do not wrap around the pedals.

# Bicycling in Beaufort



One of the best ways to explore Beaufort, North Carolina is by bicycle. The leisurely pace of life and flat topography make the seaport an ideal place for getting around by bicycle.

Beaufort possesses an old-world, southern charm, steeped in maritime history and the adventure brought by its proximity to the Atlantic Ocean. Discover why Beaufort has been named "Best Small Town for Adventure" by USA Today.

# Bicycling in Beaufort

- Signed route
- Connector routes
- Busy streets
- Railroad tracks
- Points of interest 1 2 3 4
- Shopping areas
- Parks
- Schools
- Recommended areas to ride



**HUNGRY TOWN GUIDED TOURS**

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**Town of Beaufort, NC**

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**Town of Beaufort Board of Commissioners Work Session  
4:00 PM Monday, August 24, 2020 – Held Through Zoom Due to COVID19 Pandemic**

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**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** Appointment to Airport Authority

**BRIEF SUMMARY:**

It is time to make an appointment for a two-year term for the Airport Authority. Currently Mr. Gerard Currier is serving on the board. Notification has been advertised of this vacancy. The last date applications will be accepted is August 31, 2020.

**REQUESTED ACTION:**

Consider appointment to serve a two-year term on the Airport Authority

**EXPECTED LENGTH OF PRESENTATION:**

5 minutes

**SUBMITTED BY:**

Michele Davis, Town Clerk

**BUDGET AMENDMENT REQUIRED:**

No



# TOWN OF BEAUFORT APPLICATION FOR VOLUNTEER BOARD

Name: Jennifer Wenk

Address: 217 Copeland Road Beaufort NC 28516

Telephone: 723-2504 Email: jmwenk@jenniferwenk.com

Employer: Retired Occupation: Retired

**Board, Committee, or Commission Interested In** (please check all that apply):

- Planning Board
- Board of Adjustment
- Historic Preservation Commission
- Airport Authority
- Oceanview Cemetery
- Parks & Recreation
- Other: \_\_\_\_\_

**NEW APPOINTMENT**

**REAPPOINTMENT**

Please outline or attach your qualifications (including education, employment history and any special skills) you are applying for and how you feel you would contribute to the board, committee, or commission that you are applying:

Master's Degree in Nursing from UCLA; Former Clinical Asst Professor at ECU; Former software installation and help desk manger for Virtual Resort Manager, a Beaufort Company specializing in Vacation Rental Software Solutions. I have lived in Beaufort since 2000 and I retired 2 years ago. I have been a licensed Private Pilot since 2002 and have been flying regularly out of Michael J Smith Field since 2000. I have attended Airport Authority Meetings regularly and am familiar with the issues facing the Airport and the town of Beaufort as it relates to the airport. My husband (who is also a pilot) and I own property in the ETJ adjacent to the airport and are deeply interested in the success and growth of the airport without adversely impacting the airport's neighbors. I believe that I would be a hard working asset to the Airport Authority.

Have you ever served on a Board, Committee, or Commission in Beaufort or elsewhere?

YES

NO

If yes, please state the name of the Board, Committee, or Commission:

\_\_\_\_\_

If this is a reappointment, please list the number of meetings attended during the last 12 months: \_\_\_\_\_.

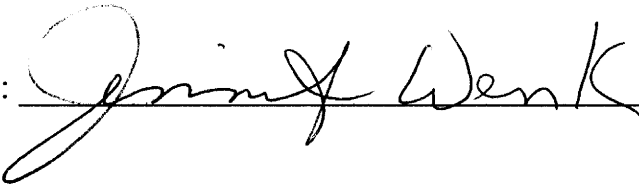
Do you attend regular town meetings?

YES

NO

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. The form will remain on file in the office of the Town Clerk and requests for updates may be sought prior to any consideration for reappointment (or future appointment) to any board, committee, or commission.

Print Name: Jennifer Wenk Date: 8/14/20

Signature: 

Date received \_\_\_\_\_ Received by: \_\_\_\_\_ Date Reviewed by BOC: \_\_\_\_\_



# TOWN OF BEAUFORT APPLICATION FOR VOLUNTEER BOARD

Name: GERARD CURRIER

Address: 115 BROAD ST. BEAUFORT NC 28516

Telephone: 728-5884 Email: 9369e@earthlink.net

Employer: Retired Occupation: Retired chemist

**Board, Committee, or Commission Interested In (please check all that apply):**

Planning Board     Board of Adjustment     Historic Preservation Commission

Airport Authority     Oceanview Cemetery     Parks & Recreation

Other: \_\_\_\_\_

NEW APPOINTMENT

REAPPOINTMENT

Please outline or attach your qualifications (including education, employment history and any special skills) you are applying for and how you feel you would contribute to the board, committee, or commission that you are applying:

Have you ever served on a Board, Committee, or Commission in Beaufort or elsewhere?

YES

NO

If yes, please state the name of the Board, Committee, or Commission:

AIRPORT AUTHORITY

If this is a reappointment, please list the number of meetings attended during the last 12 months: 12.

Do you attend regular town meetings?  YES  NO

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. The form will remain on file in the office of the Town Clerk and requests for updates may be sought prior to any consideration for reappointment (or future appointment) to any board, committee, or commission.

Print Name: GERARD CURRIER Date: 7-27-20

Signature: *Gerard Currier*

Date received \_\_\_\_\_ Received by: \_\_\_\_\_ Date Reviewed by BOC: \_\_\_\_\_

To Beaufort Town Commissioners  
Mayor Rett Newton  
July 27, 2020

My name is Gerard M. Currier, and I live at 115 Broad Street, Beaufort NC. I have submitted my application for appointment to the Carteret County Beaufort Airport Authority.

The following is a list of my qualifications for this appointment:

Education

BS degree in polymer chemistry from High Point University and University of Louisville.

Employment

- \*Retired from AKZO/Nobel coatings as vice president of Research and Development
- \*After retirement, consultant and expert witness to businesses and lawyers relating to coatings

Aviation

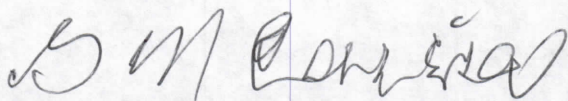
- \*Logged over 13,000 hours
- \* Hold pilot licenses with the following ratings: Private, Commercial, Instrument, Airline Transit, Land, and Sea
- \*Member of Carteret County Aviation Association, EAA (Experimental Aviation Association), AOPA (Aircraft Operators and Pilots Association), and Quiet Birdmen

The reasons I would like to be appointed to the Airport Authority as the Beaufort representative are as follows:

- \*Have been an aircraft operator from MRH for 20 years
- \*Have maintained aircrafts and hangars at MRH for that time and feel I have a good working knowledge for what is in the best interest of the airport and Beaufort
- \*Regularly attend town commissioners' meetings and other town meetings
- \*In my position at AKZO/Nobel, I was in charge of financial budgeting for the labs at various locations in North America, South America, and the Pacific Rim. This management required millions of dollars of expenditures, which revolved around hundreds of technicians and chemists at these locations. This experience will allow me to deal with the financial interests of Beaufort and the Authority.

I have a strong interest in the airport, its operation and maintenance and ensuring that persons who rent and own hangars are treated fairly. Increasing rent is also a concern.

Thank you for your consideration.



Gerard M. Currier



**Town of Beaufort, NC**

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252-728-2141 - 252-728-3982 fax - www.beaufortnc.org

**Town of Beaufort Board of Commissioners Worksession Meeting  
4:00 PM Monday, August 24 – 701 Front Street Town Hall Conference Room**

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**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** FY 21 Budget Amendment #2

**BRIEF SUMMARY:**

**General Fund**

- This amendment requests the appropriation of insurance reimbursements for repairs made to Engine #4.
- Appropriation of Fund Balance is requested for the amount approved for the Beaufort Development Association ( BDA) in FY 20, \$7,500.00. The marketing plan and an invoice has been received from BDA. This was mistakenly omitted from Budget Amendment #1, with the other roll forward items from FY 2020.

**Utility Fund**

- This amendment requests the appropriation of fund balance for sandblasting and repainting the canopy at the Wastewater Treatment Plant. The cost of this project is \$30,000, The FY 2021 budget included \$15,000 for this project which was the estimate at the time of budget preparation.
- Additionally, the revenue and expenditures associated with the Wastewater AIA grant (\$150,000) are included in this amendment. The Town match amount of \$22,000 was budgeted for in FY 2021.

**REQUESTED ACTION:**

Approve Budget Amendment #2

**EXPECTED LENGTH OF PRESENTATION:**

5 minutes

**SUBMITTED BY:**

Christi Wood – Finance Director

**BUDGET AMENDMENT REQUIRED:**

Yes



**TOWN OF BEAUFORT  
FY 2021 BUDGET AMENDMENT #2**

WHEREAS, the Town of Beaufort adopted its Fiscal Year 2021 Budget through Ordinance on June 25, 2020, and

WHEREAS, the Board of Commissioners recognizes that periodic modifications to the estimated revenues and expenditures for the fiscal year may be necessary for fiscal management purposes and to implement decisions of the Board of Commissioners;

BE IT THEREFORE ORDAINED that the Board of Commissioners amends the Fiscal Year 2021 Budget as follows:

**SECTION I: GENERAL FUND**

This amendment requests the appropriation of insurance reimbursements for repairs made to Engine #4. A Fund Balance appropriation is also requested for the funds approved for the Beaufort Development Association that was approved in FY 2020.

**A. REVENUE**

<b><u>INCREASE</u></b>	
OTHER REVENUES .....	\$ 2,817
APPROPRIATED FUND BALANCE.....	\$ 7,500
<b>TOTAL INCREASE.....</b>	<b>\$ 10,317</b>

**B. EXPENDITURES AUTHORIZED BY DEPARTMENT**

<b><u>INCREASE</u></b>	
FIRE DEPARTMENT.....	\$ 2,817
NON-DEPARTMENTAL.....	\$ 7,500
<b>TOTAL INCREASE.....</b>	<b>\$ 10,317</b>

**SECTION III: UTILITY FUND**

This amendment requests the appropriation of fund balance for sandblasting and repainting the canopy at the Wastewater Treatment Plant. The cost of this project is \$30,000, The FY 2021 budget included \$15,000 for this project which was the estimate at the time of budget preparation. Additionally, the revenue and expenditures associated with the Wastewater AIA grant (\$150,000) are included in this amendment. The Town match amount of \$22,000 was budgeted for in FY 2021.

**A. REVENUE**

**INCREASE**

APPROPRIATED UNRESTRICTED FUND BALANCE.....	\$ 15,000
OTHER REVENUES.....	\$ 150,000
<b>TOTAL INCREASE.....</b>	<b>\$165,000</b>

**B. EXPENDITURES AUTHORIZED BY DEPARTMENT**

**INCREASE**

SEWER DIVISION.....	\$ 165,000
<b>TOTAL INCREASE.....</b>	<b>\$ 165,000</b>

**SECTION VI: DISTRIBUTION**

Copies of this ordinance shall be furnished to the Town Manager and Finance Officer to be kept on file for their direction in the disbursement of funds.

Adopted this 14th day of September, 2020

ATTEST:

\_\_\_\_\_  
Michele Davis  
Town Clerk

\_\_\_\_\_  
Everette S. Newton  
Mayor



**Town of Beaufort, NC**

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**Town of Beaufort Board of Commissioners Worksession Meeting  
4:00 PM Monday, August 24 – 701 Front Street Town Hall Conference Room**

---

**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** FY 21 Budget Amendment #3

**BRIEF SUMMARY:**

**General Fund**

- This amendment requests the appropriation of Grant Revenue for items/services to be purchased with the CARES Act Relief Funds. An itemized list is attached for the plan that was submitted to Carteret County on August 12, 2020. The distribution amount for the Town of Beaufort is \$94,768. The understanding is this will be on a reimbursement basis.

**REQUESTED ACTION:**

Approve Budget Amendment #3

**EXPECTED LENGTH OF PRESENTATION:**

5 minutes

**SUBMITTED BY:**

Christi Wood – Finance Director

**BUDGET AMENDMENT REQUIRED:**

Yes

<b>Town of Beaufort</b>		
<b>CARES ACT Relief Funds</b>		
<b>submitted to Carteret County</b>		
<b>August 12, 2020</b>		
<b>Distribution Amount \$94,768</b>		
<b>Item</b>	<b>Cost</b>	<b>Description/Explanation</b>
Video Camera/Still camera	\$2,010	This item would be used to film virtual updates and make important public announcements posted to social media and the town website. Additionally, the town hopes to use these items to produce a virtual Citizen's Academy as well as other programs that can no longer be held in person due to the pandemic. This item includes software, memory cards and a microphone for the camera.
Lapel mics	\$490	Lapel mics would be used for virtual updates and announcement when more than one commissioner or staff are involved.
Laptops	\$9,600	Eight laptops for teleworking. Think Pad E15
Portable scanners/printers	\$1,000	Five printer/scanners for use by admin when teleworking
Edmunds Software Upgrade	\$60,275	Edmunds /GovTech is the ERP system that the town currently uses. This upgrade would allow for remote timesheet entry, moves Edmunds to the cloud for security purposes, provides safer access capabilities when teleworking, provides an employee self service portal, expands our capabilities with remote payments for utilities and and other accounts receivable invoices. The conversion fee for this upgrade is also included.
Temporary position - Data entry clerk	\$17,392	Temporary position for 6 months to assist with the software upgrade
iPad	\$1,840	Two iPads that interface with Edmunds to allow inspectors to download and upload daily inspection schedules and reports remotely.
Drone	\$961	Allows for live remote inspections and minimizes contact with others. Also, allows for remote assessment of potential code enforcement issues.
Fogger	<u>\$1,200</u>	Used to disinfect larger spaces and hallways of buildings
	<u>\$94,768</u>	



**TOWN OF BEAUFORT  
FY 2021 BUDGET AMENDMENT #3**

WHEREAS, the Town of Beaufort adopted its Fiscal Year 2021 Budget through Ordinance on June 25, 2020, and

WHEREAS, the Board of Commissioners recognizes that periodic modifications to the estimated revenues and expenditures for the fiscal year may be necessary for fiscal management purposes and to implement decisions of the Board of Commissioners;

BE IT THEREFORE ORDAINED that the Board of Commissioners amends the Fiscal Year 2021 Budget as follows:

**SECTION I: GENERAL FUND**

This amendment requests the appropriation of Grant Revenue for items/services to be purchased with the CARES Act Relief Funds. An itemized list is attached for the plan that was submitted to Carteret County on August 12, 2020. The distribution amount for the Town of Beaufort is \$94,768. The understanding is this will be on a reimbursement basis.

**A. REVENUE**

<b>INCREASE</b>	
GRANT REVENUE.....	\$ 94,768
<b>TOTAL INCREASE.....</b>	<b>\$ 94,768</b>

**B. EXPENDITURES AUTHORIZED BY DEPARTMENT**

<b>INCREASE</b>	
NON-DEPARTMENTAL.....	\$ 94,768
<b>TOTAL INCREASE.....</b>	<b>\$ 94,768</b>

**SECTION VI: DISTRIBUTION**

Copies of this ordinance shall be furnished to the Town Manager and Finance Officer to be kept on file for their direction in the disbursement of funds.

Adopted this 14th day of September, 2020

ATTEST:

\_\_\_\_\_  
Michele Davis  
Town Clerk

\_\_\_\_\_  
Everette S. Newton  
Mayor



**Town of Beaufort, NC**

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**Town of Beaufort Board of Commissioners Worksession Meeting  
4:00 PM Monday, August 24 – 701 Front Street Town Hall Conference Room**

---

**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** July Financial Report/Notes

**BRIEF SUMMARY:**

- Tax collections for June and July are listed below
- Tax bills for 2020 are reflected on the July schedule

June		
Tax Year	Balance Remaining	Collection Rate to Date
2014	\$3,944	99.84%
2015	\$10,136	99.60%
2016	\$23,044	99.12%
2017	\$29,196	99.01%
2018	\$37,739	98.85%
2019	\$96,578	97.49%

July		
Tax Year	Balance Remaining	Collection Rate to Date
2014	\$3,639	99.86%
2015	\$10,000	99.61%
2016	\$22,908	99.13%
2017	\$28,976	99.82%
2018	\$36,498	98.89%
2019	\$91,635	97.62%
2020	\$4,789,750	0.00%

**REQUESTED ACTION:**

No action requested/ review notes above.

**EXPECTED LENGTH OF PRESENTATION:**

5 minutes

**SUBMITTED BY:**

Christi Wood – Finance Director

**BUDGET AMENDMENT REQUIRED:**

No

TOWN OF BEAUFORT  
Statement of Revenue and Expenditures - Operating

Revenue Account Range: 10-000-0000  
Expend Account Range: 10-000-0000  
Print Zero YTD Activity: No

to 40-999-9999  
to 40-999-9999

Include Non-Anticipated: Yes  
Include Non-Budget: No

Year To Date As Of: 07/31/20  
Current Period: 07/01/20 to 07/31/20  
Prior Year As Of: 07/31/20

Anticipated = Adopted + Amended  
Excess/Deficit = YTD Revenue - Anticipated  
Budgeted = Adopted + Amended + Transfers  
Expended = Expended - Reimbursed  
Balance = Budgeted - (YTD Expd + Encumbered)  
Total Available Revenues = YTD Revenue - (YTD Expended + Encumbered)  
% Realized = (YTD Revenue/(Anticip.- Cancel)) \* 100 (for accts w/Anticip.)  
% Used = ((YTD Expended + Encumbered)/Budgeted) \* 100

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
10-301-0000	AD VALOREM TAX - CURRENT YEAR	3,732,609.74	4,682,759.00	0.00	0.00	4,682,759.00-	0
10-301-0001	AD VALOREM TAX PRIOR YEAR	96,606.76	70,000.00	0.00	0.00	70,000.00-	0
10-301-0002	PENALTIES AND INTEREST	15,714.21	10,000.00	0.00	0.00	10,000.00-	0
10-301-0004	MOTOR VEHICLE TAX	190,805.01	168,158.00	0.00	0.00	168,158.00-	0
10-301-0006	PAYMENT IN LIEU OF TAXES	6,175.62	32,000.00	0.00	0.00	32,000.00-	0
10-303-0001	LOCAL OPTION SALES TAX	1,184,568.83	1,239,000.00	0.00	0.00	1,239,000.00-	0
10-303-0002	UTILITIES FRANCHISE TAX	305,857.04	385,000.00	0.00	0.00	385,000.00-	0
10-303-0003	BEER AND WINE TAX	18,154.77	18,872.00	0.00	0.00	18,872.00-	0
10-303-0004	POWELL BILL	118,908.16	120,000.00	0.00	0.00	120,000.00-	0
10-303-0012	Grant from NC Natural \$ Cultural Res.	44,016.00	0.00	0.00	0.00	0.00	0
10-303-0014	FEMA MITIGATION GRANT	0.00	84,650.00	0.00	0.00	84,650.00-	0
10-303-0015	FEMA HURRICANE REIMBURSEMENT	681,271.12	0.00	0.00	0.00	0.00	0
10-303-0016	GRANTS - SRO, CAD	37,833.00	56,000.00	0.00	0.00	56,000.00-	0
10-303-0017	NOAA Grant - Taylor's Creek	6,289.00	0.00	0.00	0.00	0.00	0
10-303-0018	NCORR LOAN	24,909.00	0.00	0.00	0.00	0.00	0
10-304-0001	COUNTY ABC PROFIT DISTRIBUTION	138,143.00	170,000.00	0.00	0.00	170,000.00-	0
10-304-0002	FIRE DISTRICT AD VALOREM TAX	322,940.04	334,081.00	27,840.09	27,840.09	306,240.91-	8
10-304-0003	FIRE DISTRICT SALES TAX	110,000.04	105,000.00	8,750.00	8,750.00	96,250.00-	8
10-304-0004	HARLOWE DIST AD VALOREM TAX	63,234.60	68,096.00	5,674.45	5,674.45	62,421.55-	8
10-304-0005	HARLOWE FIRE DISTRICT SALES TAX	21,234.48	20,033.00	1,669.37	1,669.37	18,363.63-	8
10-304-0020	MISC REVENUE-FIRE DEPARTMENT	5,181.64	0.00	0.00	0.00	0.00	0
10-305-0001	SOLID WASTE USER FEE ( RES )	548,405.94	555,000.00	46,474.90	46,474.90	508,525.10-	8
10-305-0002	SOLID WASTE USER FEES ( COMM )	13,523.66	13,500.00	1,145.58	1,145.58	12,354.42-	8
10-305-0003	STORMWATER RESIDENTIAL	136,601.72	136,000.00	0.00	0.00	136,000.00-	0
10-305-0004	SOLID WASTE USER FEE -WBD	33,726.13	35,000.00	2,788.38	2,788.38	32,211.62-	8
10-305-0005	BUILDING PERMITS	143,653.74	175,000.00	18,523.24	18,523.24	156,476.76-	11
10-305-0006	PARKING METER	101,739.55	180,000.00	0.00	0.00	180,000.00-	0
10-305-0007	PARKING VIOLATIONS/PENALTIES	19,699.00	20,000.00	618.00	618.00	19,382.00-	3
10-305-0008	COURT COSTS, FEES, CHARGES	722.70	750.00	81.00	81.00	669.00-	11
10-305-0009	ROAD RACE REGISTRATION	0.00	1,500.00	0.00	0.00	1,500.00-	0
10-305-0010	LATE FEES - SOLID WASTE	32.25	0.00	0.00	0.00	0.00	0
10-305-0011	SPECIAL EVENT FEES	4,920.00	0.00	0.00	0.00	0.00	0

TOWN OF BEAUFORT  
Statement of Revenue and Expenditures - Operating

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
10-305-0013	TRAIN DEPOT RENTAL	1,380.00	0.00	0.00	0.00	0.00	0
10-306-0001	PROPERTY LEASES	225,089.18	224,301.00	37,260.70	37,260.70	187,040.30-	17
10-306-0002	ANTENNA CONTRACT REVENUE	68,583.51	54,000.00	26,615.31	26,615.31	27,384.69-	49
10-306-0003	CEMETERY LOT SALES	2,276.78	3,500.00	50.00	50.00	3,450.00-	1
10-306-0006	SALE OF SURPLUS PROPERTY	58,270.00	0.00	0.00	0.00	0.00	0
10-306-0010	SURETY BOND	12,320.00	0.00	0.00	0.00	0.00	0
10-307-0001	INVESTMENT EARNINGS	106,795.06	35,000.00	662.13	662.13	34,337.87-	2
10-307-0002	MISCELLANEOUS REVENUE	7,471.36	2,700.00	1,055.00	1,055.00	1,645.00-	39
10-307-0003	MISCELLANEOUS REVENUE - PD	9,317.05	0.00	0.00	0.00	0.00	0
10-307-0004	DONATIONS	15,000.00	0.00	0.00	0.00	0.00	0
10-307-0007	PROCEEDS FROM LOAN	1,001,687.05	0.00	0.00	0.00	0.00	0
10-307-0008	REIMBURSEMENT FROM INSURANCE	20,981.58	0.00	0.00	0.00	0.00	0
10-307-0010	UTILITY FUND ADMIN EXPENSE ALLOCATION	511,000.00	600,000.00	0.00	0.00	600,000.00-	0
General Fund Revenue Total		10,167,648.32	9,599,900.00	179,208.15	179,208.15	9,420,691.85-	2

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
10-410-0000	GOVERNING BODY:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-410-0200	SALARIES AND WAGES	46,300.08	47,226.08	3,935.50	3,935.50	0.00	43,290.58	8
10-410-0500	FICA	3,541.80	3,778.09	301.04	301.04	0.00	3,477.05	8
10-410-0800	WORKERS COMPENSATION	149.55	142.00	142.00	142.00	0.00	0.00	100
10-410-1140	PUBLIC NOTICES/ADVERTISING	3,141.53	4,500.00	395.36	395.36	0.00	4,104.64	9
10-410-1141	NEWSLETTER	4,246.47	4,000.00	346.50	346.50	0.00	3,653.50	9
10-410-1210	OFFICE SUPPLIES	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
10-410-1220	OFFICE EQUIPMENT (NON-CAPITAL)	1,158.00	0.00	0.00	0.00	0.00	0.00	0
10-410-1250	DUES & SUBSCRIPTIONS	11,656.74	11,300.00	2,590.00	2,590.00	0.00	8,710.00	23
10-410-1430	TRAINING- REGISTRATION & CLASS MAT	600.00	5,000.00	0.00	0.00	0.00	5,000.00	0
10-410-1431	TRAVEL MILEAGE	0.00	750.00	0.00	0.00	0.00	750.00	0
10-410-1432	MEALS	838.70	1,500.00	0.00	0.00	0.00	1,500.00	0
10-410-1433	LODGING	470.08	2,000.00	0.00	0.00	0.00	2,000.00	0
10-410-4520	CODIFICATION	1,715.57	2,500.00	0.00	0.00	0.00	2,500.00	0
10-410-5400	INSURANCE	3,931.79	5,040.00	3,500.00	3,500.00	0.00	1,540.00	69
10-410-5720	ELECTIONS	7,099.16	0.00	0.00	0.00	0.00	0.00	0
DEPARTMENT Total		84,849.47	88,736.17	11,210.40	11,210.40	0.00	77,525.77	13

10-420-0000	ADMINISTRATION:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-420-0200	SALARIES AND WAGES	432,505.51	263,899.82	37,864.21	37,864.21	0.00	226,035.61	14
10-420-0201	OVERTIME	2,086.78	0.00	0.00	0.00	0.00	0.00	0

TOWN OF BEAUFORT  
Statement of Revenue and Expenditures - Operating

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
10-420-0500	FICA EXPENSE	31,011.53	21,112.79	2,771.16	2,771.16	0.00	18,341.63	13
10-420-0600	GROUP INSURANCE EXPENSE	32,172.54	22,354.92	2,342.88	2,342.88	0.00	20,012.04	10
10-420-0700	RETIREMENT EXPENSE	60,214.37	40,140.68	5,759.18	5,759.18	0.00	34,381.50	14
10-420-0800	WORKERS COMPENSATION	2,193.70	2,148.00	2,147.00	2,147.00	0.00	1.00	100
10-420-0900	UNEMPLOYMENT INSURANCE EXPENSE	2,717.15	3,000.00	0.00	0.00	0.00	3,000.00	0
10-420-1110	TELEPHONE	1,442.20	6,780.00	0.00	0.00	0.00	6,780.00	0
10-420-1120	INTERNET/CABLE	6,122.77	6,900.00	0.00	0.00	0.00	6,900.00	0
10-420-1130	POSTAGE	3,101.01	3,000.00	500.00	500.00	0.00	2,500.00	17
10-420-1210	OFFICE SUPPLIES	20,976.73	14,700.00	0.00	0.00	492.81	14,207.19	3
10-420-1220	OFFICE EQUIPMENT (NON-CAPITAL)	14,457.79	0.00	0.00	0.00	0.00	0.00	0
10-420-1221	OFFICE EQUIPMENT LEASES	6,610.48	7,800.00	803.68	803.68	0.00	6,996.32	10
10-420-1230	OFFICE CONTRACT SERVICES	61,964.53	6,000.00	4,192.92	4,192.92	0.00	1,807.08	70
10-420-1250	DUES AND SUBSCRIPTIONS	2,700.28	2,500.00	5,813.24	5,813.24	0.00	3,313.24	233
10-420-1310	ELECTRIC	11,841.64	16,800.00	1,071.83	1,071.83	0.00	15,728.17	6
10-420-1330	WATER/SEWER/SOLID WASTE	2,725.92	3,200.00	0.00	0.00	0.00	3,200.00	0
10-420-1430	TRAINING-REGISTRATION & CLASS MAT'	1,585.00	3,000.00	40.00	40.00	360.00	2,600.00	13
10-420-1431	TRAVEL MILEAGE	936.12	1,000.00	0.00	0.00	0.00	1,000.00	0
10-420-1432	MEALS	929.68	750.00	0.00	0.00	0.00	750.00	0
10-420-1433	LODGING	2,024.05	2,500.00	0.00	0.00	0.00	2,500.00	0
10-420-1630	EQUIPMENT MAINT. & REPAIRS	0.00	100.00	0.00	0.00	0.00	100.00	0
10-420-5400	INSURANCE	26,773.11	42,300.00	30,334.60	30,334.60	0.00	11,965.40	72
10-420-7430	CAPITAL OUTLAY - VEHICLES	17,305.73	0.00	0.00	0.00	0.00	0.00	0
<b>DEPARTMENT Total</b>		<b>744,398.62</b>	<b>469,986.21</b>	<b>93,640.70</b>	<b>93,640.70</b>	<b>852.81</b>	<b>375,492.70</b>	<b>20</b>
10-430-0000	FINANCE:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-430-0200	SALARIES AND WAGES	264,453.43	267,914.94	30,521.26	30,521.26	0.00	237,393.68	11
10-430-0201	OVERTIME	148.21	0.00	7.83	7.83	0.00	7.83	0
10-430-0500	FICA EXPENSE	18,783.55	21,436.08	2,203.69	2,203.69	0.00	19,232.39	10
10-430-0600	GROUP INSURANCE EXPENSE	35,143.20	37,258.20	2,928.60	2,928.60	0.00	34,329.60	8
10-430-0700	RETIREMENT EXPENSE	36,733.47	40,755.34	4,643.49	4,643.49	0.00	36,111.85	11
10-430-0800	WORKERS COMPENSATION	1,283.45	1,210.00	1,210.00	1,210.00	0.00	0.00	100
10-430-1210	OFFICE SUPPLIES	10.66	0.00	0.00	0.00	0.00	0.00	0
10-430-1230	OFFICE CONTRACT SERVICES	28,566.63	29,000.00	8,834.54	8,834.54	0.00	20,165.46	30
10-430-1250	DUES & SUBSCRIPTIONS	310.00	400.00	0.00	0.00	0.00	400.00	0
10-430-1430	TRAINING-REGISTRATION & CLASS MATE	475.00	2,000.00	0.00	0.00	0.00	2,000.00	0
10-430-1431	TRAVEL MILEAGE	176.87	1,000.00	0.00	0.00	0.00	1,000.00	0
10-430-1432	MEALS	73.18	600.00	0.00	0.00	0.00	600.00	0
10-430-1433	LODGING	721.87	1,900.00	0.00	0.00	0.00	1,900.00	0
10-430-1630	EQUIPMENT MAINT & REPAIRS	0.00	500.00	0.00	0.00	0.00	500.00	0

TOWN OF BEAUFORT  
Statement of Revenue and Expenditures - Operating

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
10-430-4510	PROFESSIONAL SERVICES	9,518.04	20,000.00	2,722.00	2,722.00	0.00	17,278.00	14
10-430-4520	TAX COLLECTION ADMIN EXPENSE PROP.	79,594.06	87,144.00	0.00	0.00	0.00	87,144.00	0
10-430-4525	TAX COLLECTION ADMIN EXPENSE MVT	10,713.41	10,000.00	0.00	0.00	0.00	10,000.00	0
DEPARTMENT Total		486,705.03	521,118.56	53,071.41	53,071.41	0.00	468,047.15	10
10-450-0000	PARKING DEPARTMENT:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-450-0200	SALARIES AND WAGES	44,247.01	37,467.46	4,354.40	4,354.40	0.00	33,113.06	12
10-450-0201	OVERTIME	241.47	2,040.00	0.00	0.00	0.00	2,040.00	0
10-450-0205	OTHER SALARIES - PART TIME	0.00	14,085.00	0.00	0.00	0.00	14,085.00	0
10-450-0500	FICA EXPENSE	3,470.43	4,309.93	329.90	329.90	0.00	3,980.03	8
10-450-0600	GROUP INSURANCE	7,028.64	7,451.64	585.72	585.72	0.00	6,865.92	8
10-450-0700	RETIREMENT EXPENSE	5,250.38	6,021.94	662.31	662.31	0.00	5,359.63	11
10-450-0800	WORKERS COMPENSATION	1,278.52	1,343.00	1,343.00	1,343.00	0.00	0.00	100
10-450-1210	OFFICE SUPPLIES	1,107.53	2,000.00	0.00	0.00	0.00	2,000.00	0
10-450-1230	OFFICE CONTRACT SERVICES - SOFTWARE	11,039.00	12,144.00	912.00	912.00	0.00	11,232.00	8
10-450-1430	TRAINING -REGISTRATION AND CLASS MAT'L	140.00	1,050.00	0.00	0.00	0.00	1,050.00	0
10-450-1431	TRAVEL MILEAGE	0.00	400.00	0.00	0.00	0.00	400.00	0
10-450-1432	MEALS	0.00	300.00	0.00	0.00	0.00	300.00	0
10-450-1433	LODGING	0.00	800.00	0.00	0.00	0.00	800.00	0
10-450-1592	WBD PROJECTS	42,900.97	0.00	251.13	251.13	235.63	486.76	0
10-450-1620	EQUIPMENT RENTAL - HANDHELDS	2,983.07	1,700.00	0.00	0.00	0.00	1,700.00	0
10-450-1630	EQUIPMENT MAINTENANCE AND REPAIRS	2,930.17	3,000.00	0.00	0.00	0.00	3,000.00	0
10-450-3901	PARKING METER CREDIT CARD PROCESSING FEE	10,804.85	22,000.00	161.99	161.99	0.00	21,838.01	1
10-450-3902	COLLECTION FEES	2,564.51	2,000.00	0.00	0.00	0.00	2,000.00	0
10-450-4550	CONTRACT SERVICES	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0
10-450-5730	CONTINGENCY	0.00	13,000.00	0.00	0.00	0.00	13,000.00	0
10-450-8010	DEBT SERVICE - PRINCIPAL	7,630.35	7,903.00	0.00	0.00	0.00	7,903.00	0
10-450-8011	DEBT SERVICE - INTEREST	1,173.01	900.00	0.00	0.00	0.00	900.00	0
DEPARTMENT Total		144,789.91	142,915.97	8,600.45	8,600.45	235.63	134,079.89	6
10-510-0000	POLICE DEPARTMENT:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-510-0200	SALARIES AND WAGES	984,282.07	1,025,644.54	115,367.98	115,367.98	0.00	910,276.56	11
10-510-0201	OVERTIME	27,015.68	28,000.02	2,462.64	2,462.64	0.00	25,537.38	9
10-510-0203	SEPARATION PAY	42,121.08	41,400.00	3,510.09	3,510.09	0.00	37,889.91	8
10-510-0205	OTHER SALARIES-PARTTIME	2,467.77	10,000.00	180.60	180.60	0.00	9,819.40	2
10-510-0500	FICA EXPENSE	77,197.04	89,021.32	9,040.73	9,040.73	0.00	79,980.59	10
10-510-0600	GROUP INSURANCE EXPENSE	125,677.44	141,581.16	11,128.68	11,128.68	0.00	130,452.48	8
10-510-0700	RETIREMENT EXPENSE	146,138.02	166,660.56	18,620.58	18,620.58	0.00	148,039.98	11

TOWN OF BEAUFORT  
Statement of Revenue and Expenditures - Operating

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
10-510-0800	WORKERS COMPENSATION	43,890.54	39,940.00	39,940.00	39,940.00	0.00	0.00	100
10-510-1110	TELEPHONE	1,480.48	8,184.00	0.00	0.00	0.00	8,184.00	0
10-510-1111	TELEPHONE-CELLULAR	9,304.70	10,800.00	0.00	0.00	0.00	10,800.00	0
10-510-1120	INTERNET/CABLE	3,516.53	3,700.00	0.00	0.00	0.00	3,700.00	0
10-510-1130	POSTAGE	412.49	750.00	0.00	0.00	7.50	742.50	1
10-510-1210	OFFICE SUPPLIES	3,381.64	2,500.00	0.00	0.00	192.13	2,307.87	8
10-510-1220	OFFICE EQUIPMENT (NON-CAPITAL)	1,904.00	2,000.00	0.00	0.00	0.00	2,000.00	0
10-510-1221	OFFICE EQUIPMENT LEASES	4,164.78	4,100.00	656.50	656.50	0.00	3,443.50	16
10-510-1230	OFFICE CONTRACT SERVICES	28,726.36	22,600.00	2,699.97	2,699.97	0.00	19,900.03	12
10-510-1250	DUES AND SUBSCRIPTIONS	925.74	2,500.00	0.00	0.00	0.00	2,500.00	0
10-510-1260	MISC. ADMIN. EXPENSE	168.00	500.00	0.00	0.00	0.00	500.00	0
10-510-1310	ELECTRIC	5,958.93	6,300.00	721.09	721.09	0.00	5,578.91	11
10-510-1330	WATER/SEWER/SOLID WASTE	3,535.33	3,500.00	0.00	0.00	0.00	3,500.00	0
10-510-1420	OSHA/SAFETY COMPLIANE	0.00	1,310.00	0.00	0.00	0.00	1,310.00	0
10-510-1422	SAFETY SUPPLIES & MATERIALS	1,522.05	0.00	0.00	0.00	0.00	0.00	0
10-510-1430	TRAINING- REGISTRATION &CLASS MAT'	10,260.77	12,000.00	0.00	0.00	327.06	11,672.94	3
10-510-1431	TRAVEL MILEAGE	19.00	500.00	0.00	0.00	0.00	500.00	0
10-510-1432	MEALS	2,663.55	3,500.00	0.00	0.00	294.04	3,205.96	8
10-510-1433	LODGING	3,624.37	4,000.00	0.00	0.00	0.00	4,000.00	0
10-510-1440	UNIFORMS	19,403.70	15,000.00	0.00	0.00	0.00	15,000.00	0
10-510-1451	EMPLOYEE WELLNESS	6,259.00	18,060.00	886.00	886.00	0.00	17,174.00	5
10-510-1610	NON-CAPITAL EQUIPMENT PURCHASE	25,874.55	34,300.00	0.00	0.00	0.00	34,300.00	0
10-510-1630	EQUIPMENT MAINT. & REPAIRS	2,969.41	4,000.00	100.32	100.32	45.30	3,854.38	4
10-510-1710	AUTO FUEL	28,062.52	37,740.00	2,106.13	2,106.13	0.00	35,633.87	6
10-510-1730	VEHICLE MAINT. & REPAIRS	20,232.34	15,000.00	711.20	711.20	0.00	14,288.80	5
10-510-3310	DEPARTMENT SUPPLIES & MATERIALS	9,390.01	9,000.00	177.58	177.58	167.21	8,655.21	4
10-510-4510	PROFESSIONAL SERVICES	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
10-510-4560	ABANDONED AND DERELICT VESSEL REMOVAL	16,375.00	12,000.00	0.00	0.00	0.00	12,000.00	0
10-510-4570	MARINE OPERATIONS	0.00	4,000.00	0.00	0.00	66.61	3,933.39	2
10-510-5400	INSURANCE AND BONDS	24,073.10	25,920.00	24,700.00	24,700.00	0.00	1,220.00	95
10-510-5791	CRIMINAL INVESTIGATION	9,392.82	10,000.00	0.00	0.00	0.00	10,000.00	0
10-510-5793	CRIME PREVENTION	4,567.60	5,000.00	0.00	0.00	0.00	5,000.00	0
10-510-7420	CAPITAL OUTLAY - EQUIPMENT	11,801.79	0.00	0.00	0.00	0.00	0.00	0
10-510-7430	CAPITAL OUTLAY - VEHICLES	45,029.86	0.00	0.10-	0.10-	0.00	0.10	0
10-510-8010	DEBT SERVICE - PRINCIPAL	17,758.51	16,594.00	0.00	0.00	0.00	16,594.00	0
10-510-8011	DEBT SERVICE - INTEREST	931.03	626.00	0.00	0.00	0.00	626.00	0
10-510-9003	HURRICANE SUPPLIES & MATERIALS	3,470.49	0.00	0.00	0.00	0.00	0.00	0
10-510-9020	GRANT EXPENDITURES	0.00	0.00	0.00	0.00	28,563.73	28,563.73-	0
DEPARTMENT Total		1,775,950.09	1,840,231.60	233,009.99	233,009.99	29,663.58	1,577,558.03	14

TOWN OF BEAUFORT  
Statement of Revenue and Expenditures - Operating

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
10-531-0000	FIRE DEPARTMENT:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-531-0200	SALARIES & WAGES	958,763.08	942,538.93	101,400.19	101,400.19	0.00	841,138.74	11
10-531-0201	OVERTIME	21,635.90	30,999.02	2,391.43	2,391.43	0.00	28,607.59	8
10-531-0205	SALARIES-PARTIME/PRN	49,375.02	43,080.58	6,550.95	6,550.95	0.00	36,529.63	15
10-531-0500	FICA EXPENSE	76,571.14	81,405.93	8,266.68	8,266.68	0.00	73,139.25	10
10-531-0600	GROUP INSURANCE	114,548.76	134,129.52	9,999.30	9,999.30	0.00	124,130.22	7
10-531-0700	RETIREMENT EXPENSE	135,881.19	148,284.71	15,786.74	15,786.74	0.00	132,497.97	11
10-531-0701	FIREMAN'S PENSION FUND	1,590.00	2,160.00	0.00	0.00	0.00	2,160.00	0
10-531-0800	WORKERS COMPENSATION	56,997.04	51,027.00	51,027.00	51,027.00	0.00	0.00	100
10-531-1110	TELEPHONE	2,726.50	5,768.00	0.00	0.00	0.00	5,768.00	0
10-531-1111	TELEPHONE- CELLULAR	1,602.89	2,500.00	0.00	0.00	0.00	2,500.00	0
10-531-1120	INTERNET/CABLE	4,022.79	4,420.00	0.00	0.00	0.00	4,420.00	0
10-531-1130	POSTAGE	33.55	200.00	0.00	0.00	8.25	191.75	4
10-531-1210	OFFICE SUPPLIES	1,163.93	1,200.00	0.00	0.00	0.00	1,200.00	0
10-531-1220	OFFICE EQUIPMENT (NON-CAPITAL)	5,413.25	1,500.00	0.00	0.00	0.00	1,500.00	0
10-531-1221	OFFICE EQUIPMENT LEASES	2,879.28	3,030.00	479.88	479.88	0.00	2,550.12	16
10-531-1230	OFFICE CONTRACT SERVICES	1,616.80	1,670.00	1,434.40	1,434.40	0.00	235.60	86
10-531-1250	DUES & SUBSCRIPTIONS	2,189.99	2,050.00	0.00	0.00	0.00	2,050.00	0
10-531-1310	ELECTRIC	20,093.70	23,460.00	1,125.25	1,125.25	0.00	22,334.75	5
10-531-1320	LP GAS	272.71	500.00	0.00	0.00	35.55	464.45	7
10-531-1330	WATER/SEWER/SOLID WASTE	4,046.07	4,770.00	38.00	38.00	0.00	4,732.00	1
10-531-1420	OSHA/ SAFETY COMPLIANCE	4,272.47	6,610.00	0.00	0.00	0.00	6,610.00	0
10-531-1421	SAFETY EQUIPMENT	29,643.26	26,000.00	5,359.53	5,359.53	187.11	20,453.36	21
10-531-1422	SAFETY SUPPLIES & MATERIALS	1,789.19	3,000.00	0.00	0.00	58.37	2,941.63	2
10-531-1430	TRAINING- REGIST & CLASS MATERIAL	3,502.85	5,500.00	0.00	0.00	678.76	4,821.24	12
10-531-1431	MILEAGE	237.01	800.00	0.00	0.00	0.00	800.00	0
10-531-1432	MEALS	1,710.49	2,700.00	0.00	0.00	43.23	2,656.77	2
10-531-1433	LODGING	1,444.96	3,000.00	0.00	0.00	746.99	2,253.01	25
10-531-1440	UNIFORMS	8,123.87	12,600.00	0.00	0.00	0.00	12,600.00	0
10-531-1510	BUILDING MAINTENANCE	9,991.94	4,500.00	43.99	43.99	117.69	4,338.32	4
10-531-1511	GROUND MAINT	4,302.30	3,500.00	0.00	0.00	0.00	3,500.00	0
10-531-1512	JANITORIAL SUPPLIES	1,544.95	1,800.00	184.91	184.91	42.66	1,572.43	13
10-531-1513	CONTRACTED SERVICES	6,176.00	8,500.00	0.00	0.00	0.00	8,500.00	0
10-531-1610	NON-CAPITAL EQUIPMENT PURCHASE	15,089.36	7,000.00	0.00	0.00	747.24	6,252.76	11
10-531-1630	EQUIPMENT MAINT & REPAIRS	9,530.18	15,600.00	171.95	171.95	100.54	15,327.51	2
10-531-1710	AUTO FUEL	13,880.28	23,000.00	817.00	817.00	127.21	22,055.79	4
10-531-1730	VEHICLE MAINT & REPAIRS	51,219.69	24,000.00	6,022.87	6,022.87	116.09	17,861.04	26
10-531-3310	DEPARTMENT SUPPLIES & MATERIALS	4,226.02	9,000.00	442.36	442.36	280.76	8,276.88	8
10-531-5400	INSURANCE & BONDS	33,509.00	34,710.00	36,949.00	36,949.00	0.00	2,239.00-	106

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Statement of Revenue and Expenditures - Operating

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
10-531-7430	CAPITAL OUTLAY- VEHICLES	1,056,225.09	0.00	0.00	0.00	0.00	0.00	0
10-531-8010	DEBT SERVICE - PRINCIPAL	211,952.45	255,437.00	100,000.00	100,000.00	0.00	155,437.00	39
10-531-8011	DEBT SERVICE - INTEREST	79,073.99	95,790.00	36,849.99	36,849.99	0.00	58,940.01	38
10-531-9001	HURRICANE FUEL	884.31	0.00	0.00	0.00	0.00	0.00	0
10-531-9003	HURRICANE SUPPLIES & MATERIALS	5,005.84	0.00	0.00	0.00	0.00	0.00	0
10-531-9010	COVID-19 RESPONSE	2,399.62	0.00	1,321.50	1,321.50	827.13	2,148.63-	0
<b>DEPARTMENT Total</b>		<b>3,017,158.71</b>	<b>2,027,740.69</b>	<b>386,662.92</b>	<b>386,662.92</b>	<b>4,117.58</b>	<b>1,636,960.19</b>	<b>19</b>
10-540-0000	PLANNING & INSPECTIONS:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-540-0200	SALARIES AND WAGES	310,533.73	311,420.48	35,805.24	35,805.24	0.00	275,615.24	12
10-540-0201	OVERTIME	975.07	1,530.00	59.93	59.93	0.00	1,470.07	4
10-540-0500	FICA EXPENSE	23,323.67	25,036.84	2,715.36	2,715.36	0.00	22,321.48	11
10-540-0600	GROUP INSURANCE EXPENSE	35,686.86	37,258.20	2,928.60	2,928.60	0.00	34,329.60	8
10-540-0700	RETIREMENT EXPENSE	43,402.70	47,611.85	5,455.12	5,455.12	0.00	42,156.73	11
10-540-0800	WORKERS COMPENSATION	6,137.78	5,773.00	5,733.00	5,733.00	0.00	40.00	99
10-540-1250	DUES & SUBSCRIPTIONS	2,235.59	2,500.00	245.00	245.00	99.00	2,156.00	14
10-540-1420	OSHA/SAFETY COMPLIANCE	0.00	300.00	0.00	0.00	0.00	300.00	0
10-540-1430	TRAINING-REGISTRATION & CLASS MAT'	2,297.55	2,400.00	0.00	0.00	240.00	2,160.00	10
10-540-1431	TRAVEL MILEAGE	1,979.45	1,500.00	0.00	0.00	0.00	1,500.00	0
10-540-1432	MEALS	384.95	800.00	0.00	0.00	0.00	800.00	0
10-540-1433	LODGING	3,188.14	2,400.00	0.00	0.00	0.00	2,400.00	0
10-540-1610	NON-CAPITAL EQUIPMENT PURCHASE	234.00	2,000.00	0.00	0.00	0.00	2,000.00	0
10-540-1710	AUTO FUEL	501.02	1,000.00	56.02	56.02	0.00	943.98	6
10-540-1730	VEHICLE MAINT & REPAIRS	305.45	500.00	0.00	0.00	0.00	500.00	0
10-540-1810	PERMITS & FEES RECURRING	710.00	1,800.00	0.00	0.00	0.00	1,800.00	0
10-540-3510	HISTORIC COMM.EXPENSE	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
10-540-3512	HISTORIC COMM-TRAVEL	0.00	1,800.00	0.00	0.00	0.00	1,800.00	0
10-540-4510	PROFESSIONAL SERVICES	7,500.00	0.00	0.00	0.00	0.00	0.00	0
10-540-5400	INSURANCE & BONDS	83.34	0.00	0.00	0.00	0.00	0.00	0
10-540-7420	CAPITAL OUTLAY-EQUIP	0.00	180,000.00	0.00	0.00	0.00	180,000.00	0
10-540-7430	CAPITAL OUTLAY- VEHICLES	21,604.44	0.00	0.00	0.00	0.00	0.00	0
10-540-8010	DEBT SERVICE - PRINCIPAL	4,751.09	4,840.00	0.00	0.00	0.00	4,840.00	0
10-540-8011	DEBT SERVICE - INTEREST	271.55	183.00	0.00	0.00	0.00	183.00	0
<b>DEPARTMENT Total</b>		<b>466,106.38</b>	<b>631,653.37</b>	<b>52,998.27</b>	<b>52,998.27</b>	<b>339.00</b>	<b>578,316.10</b>	<b>8</b>
10-550-0000	PUBLIC SERVICE ADMINISTRATION:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-550-0200	SALARIES AND WAGES	0.00	200,228.96	15,457.22	15,457.22	0.00	184,771.74	8
10-550-0500	FICA EXPENSE	0.00	16,018.31	1,143.42	1,143.42	0.00	14,874.89	7

TOWN OF BEAUFORT  
Statement of Revenue and Expenditures - Operating

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
10-550-0600	GROUP INSURANCE EXPENSE	0.00	14,903.28	585.72	585.72	0.00	14,317.56	4
10-550-0700	RETIREMENT	0.00	30,454.82	2,351.04	2,351.04	0.00	28,103.78	8
10-550-1230	OFFICE CONTRACT SERVICES	0.00	8,500.00	0.00	0.00	0.00	8,500.00	0
10-550-1250	DUES AND SUBSCRIPTIONS	0.00	1,800.00	0.00	0.00	0.00	1,800.00	0
10-550-1420	OSHA/SAFETY COMPLIANCE	0.00	500.00	0.00	0.00	0.00	500.00	0
10-550-1430	TRAINING - REGISTRATION & CLASS MATERIAL	0.00	1,800.00	0.00	0.00	0.00	1,800.00	0
10-550-1431	TRAVEL MILEAGE	0.00	230.00	0.00	0.00	0.00	230.00	0
10-550-1432	MEALS	0.00	330.00	0.00	0.00	0.00	330.00	0
10-550-1433	LODGING	0.00	900.00	0.00	0.00	0.00	900.00	0
10-550-1440	UNIFORMS	0.00	300.00	0.00	0.00	0.00	300.00	0
10-550-1610	NON-CAPITAL EQUIPMENT PURCHASE	0.00	750.00	0.00	0.00	0.00	750.00	0
10-550-1710	AUTO FUEL	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
10-550-1730	VEHICLE MAINT. & REPAIRS	0.00	500.00	0.00	0.00	0.00	500.00	0
10-550-4510	PROFESSIONAL SERVICES	0.00	10,000.00	0.00	0.00	0.00	10,000.00	0
DEPARTMENT Total		0.00	288,215.37	19,537.40	19,537.40	0.00	268,677.97	7
10-560-0000	PUBLIC WORKS:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-560-0200	SALARIES AND WAGES	517,070.31	544,713.11	58,372.36	58,372.36	0.00	486,340.75	11
10-560-0201	OVERTIME	4,423.77	5,100.00	1,431.79	1,431.79	0.00	3,668.21	28
10-560-0500	FICA EXPENSE	38,084.39	44,019.50	4,382.37	4,382.37	0.00	39,637.13	10
10-560-0600	GROUP INSURANCE EXPENSE	85,159.17	96,871.32	7,028.64	7,028.64	0.00	89,842.68	7
10-560-0700	RETIREMENT EXPENSE	72,081.73	81,769.45	8,986.71	8,986.71	0.00	72,782.74	11
10-560-0800	WORKERS COMPENSATION	26,566.15	24,164.00	24,164.00	24,164.00	0.00	0.00	100
10-560-1110	TELEPHONE	1,499.80	2,500.00	0.00	0.00	0.00	2,500.00	0
10-560-1111	TELEPHONE- CELLULAR	409.14	350.00	0.00	0.00	0.00	350.00	0
10-560-1120	INTERNET\CABLE	5,303.11	4,900.00	0.00	0.00	0.00	4,900.00	0
10-560-1130	POSTAGE	4,860.50	4,500.00	412.39	412.39	0.00	4,087.61	9
10-560-1210	OFFICE SUPPLIES	1,497.11	2,000.00	39.27	39.27	700.76	1,259.97	37
10-560-1220	OFFICE EQUIPMENT (NON-CAPITAL)	759.48	2,000.00	0.00	0.00	0.00	2,000.00	0
10-560-1221	OFFICE EQUIPMENT LEASE	2,929.30	3,200.00	532.60	532.60	0.00	2,667.40	17
10-560-1230	OFFICE CONTRACT SERVICES	2,081.33	2,200.00	129.20	129.20	0.00	2,070.80	6
10-560-1250	DUES AND SUBSCRIPTIONS	358.30	750.00	0.00	0.00	37.34	712.66	5
10-560-1310	ELECTRIC	5,964.29	7,000.00	500.67	500.67	0.00	6,499.33	7
10-560-1320	LP GAS	2,142.29	3,150.00	0.00	0.00	0.00	3,150.00	0
10-560-1330	WATER/SEWER/SOLID WASTE	3,113.13	2,500.00	0.00	0.00	0.00	2,500.00	0
10-560-1420	OSHA/SAFETY COMPLIANCE	525.57	5,650.00	0.00	0.00	498.26	5,151.74	9
10-560-1421	SAFETY EQUIPMENT	277.62	0.00	0.00	0.00	0.00	0.00	0
10-560-1422	SAFETY SUPPLIES & MATERIALS	399.29	0.00	255.48	255.48	303.40	558.88	0
10-560-1430	TRAINING -REGISTRATION & CLASS	502.75	3,150.00	40.00	40.00	0.00	3,110.00	1

TOWN OF BEAUFORT  
Statement of Revenue and Expenditures - Operating

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
10-560-1431	TRAVEL MILEAGE	0.00	500.00	0.00	0.00	0.00	500.00	0
10-560-1432	MEALS	305.29	750.00	0.00	0.00	0.00	750.00	0
10-560-1433	LODGING	0.00	750.00	0.00	0.00	0.00	750.00	0
10-560-1440	UNIFORMS	6,293.14	7,000.00	289.04	289.04	0.00	6,710.96	4
10-560-1610	NON-CAPITAL EQUIPMENT PURCHASE	7,587.31	18,500.00	153.12	153.12	2,210.31	16,136.57	13
10-560-1630	EQUIPMENT MAINT. & REPAIRS	13,604.11	10,500.00	126.34	126.34	59.66	10,314.00	2
10-560-1710	AUTO FUEL	11,914.52	15,000.00	996.45	996.45	0.00	14,003.55	7
10-560-1730	VEHICLE MAINT. & REPAIRS	11,918.73	11,000.00	1,916.48	1,916.48	81.70	9,001.82	18
10-560-1820	PERMITS & FEES - ONE TIME	100.00	500.00	0.00	0.00	0.00	500.00	0
10-560-3310	DEPARTMENT SUPPLIES & MATERIAL	3,820.08	8,000.00	289.99	289.99	0.00	7,710.01	4
10-560-3811	STREET CONT. SERVICES	131,861.15	0.00	0.00	0.00	0.00	0.00	0
10-560-3812	STREET SUPPLIES & MAT'L	7,809.91	10,000.00	31.98	31.98	0.00	9,968.02	0
10-560-3814	SIDEWALKS & MULTI-MODAL	40,946.91	4,000.00	1,500.00	1,500.00	0.00	2,500.00	38
10-560-4550	CONTRACT SERVICES	41,829.94	5,000.00	0.00	0.00	0.00	5,000.00	0
10-560-4552	MOSQUITO CONTROL	59.99	0.00	0.00	0.00	0.00	0.00	0
10-560-4590	DREDGING EXPENSE	103,200.00	85,000.00	0.00	0.00	0.00	85,000.00	0
10-560-5400	INSURANCE	13,312.39	18,564.00	12,200.00	12,200.00	0.00	6,364.00	66
10-560-5900	STREET LIGHTS	122,134.30	144,000.00	11,825.53	11,825.53	0.00	132,174.47	8
10-560-7430	CAPITAL OUTLAY - VEHICLES	48,644.73	0.00	0.00	0.00	0.00	0.00	0
10-560-8010	DEBT SERVICES-PRINCIPAL	8,144.72	230,000.00	0.00	0.00	0.00	230,000.00	0
10-560-8011	DEBT SERVICES-INTEREST	465.52	84,190.17	0.00	0.00	0.00	84,190.17	0
10-560-9001	HURRICANE FUEL	285.04	0.00	0.00	0.00	0.00	0.00	0
10-560-9002	HURRICANE RENTAL EQUIPMENT	807.50	0.00	0.00	0.00	0.00	0.00	0
10-560-9003	HURRICANE SUPPLIES & MATERIALS	6,537.35	0.00	0.00	0.00	0.00	0.00	0
10-560-9004	HURRICANE DEBRIS REMOVAL	181,032.80	0.00	0.00	0.00	0.00	0.00	0
10-560-9010	COVID-19 RESPONSE	48,714.08	0.00	0.00	0.00	0.00	0.00	0
<b>DEPARTMENT Total</b>		<b>1,587,338.04</b>	<b>1,493,741.55</b>	<b>135,604.41</b>	<b>135,604.41</b>	<b>3,891.43</b>	<b>1,354,245.71</b>	<b>9</b>
10-570-0000	SANITATION:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-570-1310	ELECTRIC FOR COMPACTOR	474.93	1,000.00	44.77	44.77	0.00	955.23	4
10-570-1630	EQUIPMENT MAINT.	326.91	1,000.00	1,441.68	1,441.68	0.00	441.68	144
10-570-1710	AUTO FUEL	6,553.39	15,000.00	1,038.11	1,038.11	0.00	13,961.89	7
10-570-1730	VEHICLE MAINTENANCE	58.97	1,000.00	0.00	0.00	0.00	1,000.00	0
10-570-4520	COLLECTION CONTRACTED SV WBD ROLLOUT ONL	23,779.77	17,650.00	0.00	0.00	0.00	17,650.00	0
10-570-4521	COLLECTION CONTRACTSVCS RESROLLOUT SW&RCY	389,992.98	385,044.00	0.00	0.00	0.00	385,044.00	0
10-570-4560	RECYCLING DISPOSAL WBD CARDBOARD ONLY	7,356.15	7,354.20	0.00	0.00	0.00	7,354.20	0
10-570-4561	SOLID WASTE DISPOSAL RES BULK SERVICE	36,157.74	26,265.00	0.00	0.00	0.00	26,265.00	0
10-570-4562	YARD DEBRIS DISPOSAL FEE DEE GARNER	37,590.00	33,000.00	2,490.00	2,490.00	0.00	30,510.00	8
10-570-4563	SOLID WASTE DISPOSAL WBD COMPACTOR FEE	24,940.40	26,265.00	0.00	0.00	0.00	26,265.00	0

TOWN OF BEAUFORT  
Statement of Revenue and Expenditures - Operating

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
10-570-8010	DEBT SERVICES- PRINCIPAL (GRAPPLE TRUCK)	29,185.25	38,028.04	0.00	0.00	0.00	38,028.04	0
10-570-8011	DEBT SERVICES - INTEREST (GRAPPLE TRUCK)	1,668.10	1,436.55	0.00	0.00	0.00	1,436.55	0
DEPARTMENT Total		558,084.59	553,042.79	5,014.56	5,014.56	0.00	548,028.23	1
10-580-0000	STORMWATER	0.00	0.00	0.00	0.00	0.00	0.00	0
10-580-1610	NON-CAPITAL EQUIPMENT PURCHASES	2,769.22	25,200.00	0.00	0.00	0.00	25,200.00	0
10-580-1710	DEPARTMENT SUPPLIES AND MATERIALS	11,118.72	15,000.00	5,929.00	5,929.00	0.00	9,071.00	40
10-580-4550	CONTRACT SERVICES	15,920.46	95,800.00	4,013.85	4,013.85	0.00	91,786.15	4
DEPARTMENT Total		29,808.40	136,000.00	9,942.85	9,942.85	0.00	126,057.15	7
10-620-0000	FACILITIES & GROUND MAIN:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-620-1510	TOWN HALL BLDG MAINT	40,556.56	10,000.00	0.00	0.00	0.00	10,000.00	0
10-620-1511	TOWN HALL GROUND MAINT	0.00	500.00	0.00	0.00	0.00	500.00	0
10-620-1512	TOWN HALL JANITORIAL SUPPLIES	703.80	1,500.00	16.42	16.42	0.00	1,483.58	1
10-620-1513	TOWN HALL CONTRACTED SERVICES	1,944.87	2,000.00	0.00	0.00	10.66	1,989.34	1
10-620-1520	TRAIN DEPOT BLDG MAINT	11,635.76	15,000.00	0.00	0.00	0.00	15,000.00	0
10-620-1522	TRAIN DEPOT JANITORIAL SUPPLIES	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
10-620-1523	TRAIN DEPOT CONTRACTED SERVICES	2,668.00	0.00	0.00	0.00	0.00	0.00	0
10-620-1530	POLICE DEPT BLDG MAINT	117,371.59	3,000.00	12,221.71	12,221.71	235.18	9,456.89-	415
10-620-1532	POLICE DEPT JANITORIAL SUPPLIES	41.70	1,500.00	0.00	0.00	0.00	1,500.00	0
10-620-1533	POLICE DEPT CONTRACTED SERVICES	945.72	2,000.00	0.00	0.00	0.00	2,000.00	0
10-620-1540	PUBLIC WORKS BLDG MAINT	9,012.64	10,700.00	152.36	152.36	35.18	10,512.46	2
10-620-1541	PUBLIC WORKS GROUND MAINT	2,039.21	750.00	0.00	0.00	0.00	750.00	0
10-620-1542	PUBLIC WORKS JANITORIAL SUPPLIES	602.58	500.00	232.64	232.64	0.00	267.36	47
10-620-1550	CEMETERY MAINTENANCE	12,105.17	19,000.00	63.19	63.19	0.00	18,936.81	0
10-620-1560	PUBLIC RESTROOM BLDG MAINT	5,635.61	6,000.00	0.00	0.00	0.00	6,000.00	0
10-620-1562	PUBLIC RESTROOM JANITORIAL SUPPLY	7,362.74	7,500.00	1,117.08	1,117.08	0.00	6,382.92	15
10-620-1570	PARKS MAINTENANCE	7,279.55	10,000.00	524.16	524.16	0.00	9,475.84	5
10-620-1571	RJP PARK MAINTENANCE	0.00	12,000.00	0.00	0.00	0.00	12,000.00	0
10-620-1573	PARKS CONTRACTED SERVICE	1,678.34	1,500.00	0.00	0.00	0.00	1,500.00	0
10-620-1580	DOCKS AND BOARDWALK MAINT	1,362.57	5,250.00	290.12	290.12	0.00	4,959.88	6
10-620-1590	PUBLIC R.O.W. MAINT	12,425.10	15,000.00	1,000.00	1,000.00	0.00	14,000.00	7
10-620-1591	TREES	5,228.94	7,000.00	0.00	0.00	0.00	7,000.00	0
10-620-1610	NON CAPITAL EQUIPMENT PURCHASE	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
10-620-1630	EQUIPMENT MAINT & REPAIRS	2,719.18	2,500.00	0.00	0.00	1,164.84	1,335.16	47
10-620-3310	DEPARTMENTAL SUPPLIES & MATERIALS	2,524.92	4,200.00	98.99-	98.99-	64.03	4,234.96	1-
10-620-4550	CONTRACT SERVICES	42,820.32	1,000.00	0.00	0.00	0.00	1,000.00	0
10-620-7420	CAPITAL OUTLAY/EQUIPMENT	0.00	112,950.00	0.00	0.00	0.00	112,950.00	0

TOWN OF BEAUFORT  
Statement of Revenue and Expenditures - Operating

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
<b>DEPARTMENT Total</b>		<b>288,664.87</b>	<b>254,850.00</b>	<b>15,518.69</b>	<b>15,518.69</b>	<b>1,509.89</b>	<b>237,821.42</b>	<b>7</b>
10-700-0000	NON-DEPARTMENTAL:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-700-0206	MERIT AWARDS	0.00	55,000.00	0.00	0.00	0.00	55,000.00	0
10-700-1120	INTERNET- FIBER HUB CONNECTION	7,680.50	10,200.00	0.00	0.00	0.00	10,200.00	0
10-700-1130	INFORMATION TECHNOLOGY SERVICES	0.00	61,000.00	0.00	0.00	0.00	61,000.00	0
10-700-1250	EURY'S LANDING CONDOMINIUM ANNUAL DUES	800.00	800.00	0.00	0.00	0.00	800.00	0
10-700-1410	HUMAN RESOURCES - EMPLOYMENT	10,661.58	13,000.00	0.00	0.00	0.00	13,000.00	0
10-700-1420	HUMAN RESOURCES - TRAINING	6,218.52	20,000.00	0.00	0.00	0.00	20,000.00	0
10-700-1450	EMPLOYEE ENGAGEMENT	9,848.13	12,000.00	0.00	0.00	0.00	12,000.00	0
10-700-1592	WBD PROJECTS	0.00	57,083.00	0.00	0.00	0.00	57,083.00	0
10-700-4510	PROFESSIONAL SERVICES	63,590.90	94,000.00	0.00	0.00	0.00	94,000.00	0
10-700-4530	LEGAL SERVICES	133,407.67	125,000.00	0.00	0.00	20,112.50	104,887.50	16
10-700-5600	CONTRIBUTIONS TO OTHER AGENCIES	4,600.00	4,600.00	0.00	0.00	0.00	4,600.00	0
10-700-5730	CONTINGENCY	0.00	57,926.72	0.00	0.00	0.00	57,926.72	0
10-700-7430	CAPITAL OUTLAY - VEHICLES	0.00	336,572.00	0.00	0.00	0.00	336,572.00	0
10-700-8010	DEBT SERVICE - PRINCIPAL	1,100,000.00	100,000.00	100,000.00	100,000.00	0.00	0.00	100
10-700-8011	DEBT SERVICE - INTEREST	22,420.00	19,486.00	10,438.71	10,438.71	0.00	9,047.29	54
10-700-9003	HURRICANE SUPPLIES & MATERIALS	1,095.00	0.00	0.00	0.00	0.00	0.00	0
10-700-9010	COVID-19 RESPONSE	6,714.89	0.00	1,500.00	1,500.00	0.00	1,500.00-	0
<b>DEPARTMENT Total</b>		<b>1,367,037.19</b>	<b>966,667.72</b>	<b>111,938.71</b>	<b>111,938.71</b>	<b>20,112.50</b>	<b>834,616.51</b>	<b>14</b>
10-800-0000	GENERAL FUND TRANSFERS:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-800-8000	TRANSFER TO CAPITAL RESERVE	0.00	185,000.00	0.00	0.00	0.00	185,000.00	0
<b>DEPARTMENT Total</b>		<b>0.00</b>	<b>185,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>185,000.00</b>	<b>0</b>
<b>General Fund Expend Total</b>		<b>10,550,891.30</b>	<b>9,599,900.00</b>	<b>1,136,750.76</b>	<b>1,136,750.76</b>	<b>60,722.42</b>	<b>8,402,426.82</b>	<b>12</b>

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
10	General Fund	10,167,648.32	179,208.15	179,208.15	10,550,891.30	1,136,750.76	1,197,473.18	1,018,265.03-

TOWN OF BEAUFORT  
Statement of Revenue and Expenditures - Operating

6.

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
	Fire Fund Revenue Total	0.00	0.00	0.00	0.00	0.00	0
	Fire Fund Expend Total	0.00	0.00	0.00	0.00	0.00	0.00

TOWN OF BEAUFORT  
Statement of Revenue and Expenditures - Operating

6.

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
	CEDAR STREET UTILITY AND R Revenue Total	0.00	0.00	0.00	0.00	0.00	0
	CEDAR STREET UTILITY AND REP Expend Total	0.00	0.00	0.00	0.00	0.00	0.00

TOWN OF BEAUFORT  
Statement of Revenue and Expenditures - Operating

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
	Fund 33 Revenue Total	0.00	0.00	0.00	0.00	0.00	0
	Fund 33 Expend Total	0.00	0.00	0.00	0.00	0.00	0.00

TOWN OF BEAUFORT  
Statement of Revenue and Expenditures - Operating

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
40-303-0009	GRANTS NC	67,152.94	0.00	0.00	0.00	0.00	0
40-303-0015	FEMA REIMBURSEMENT	57,313.46	0.00	0.00	0.00	0.00	0
40-305-0001	REVENUE ACCOUNT REGULAR - WATER USAGE	1,198,811.50	1,194,324.00	150,977.53	150,977.53	1,043,346.47-	13
40-305-0002	REVENUE ACCOUNT REGULAR - SEWER USAGE	2,998,359.44	3,072,274.00	339,227.55	339,227.55	2,733,046.45-	11
40-305-0003	WATER TAP IN FEES	43,975.00	35,000.00	18,200.00	18,200.00	16,800.00-	52
40-305-0004	SEWER TAP IN FEE	27,000.00	15,000.00	3,750.00	3,750.00	11,250.00-	25
40-305-0005	ACCOUNT SERVICE CHARGES	14,125.00	10,000.00	400.00	400.00	9,600.00-	4
40-305-0006	WATER SERVICE CHARGES	211.64	0.00	77.64	77.64	77.64	0
40-305-0007	SEWER SERVICE CHARGES	211.65	0.00	77.64	77.64	77.64	0
40-305-0008	LATE FEES - WATER	39,063.32	40,000.00	18.04-	18.04-	40,018.04-	0-
40-305-0009	LATE FEES - SEWER/GREASE	50.65	0.00	0.00	0.00	0.00	0
40-305-0010	RETURNED CHECK FEES - WATER	875.00	0.00	0.00	0.00	0.00	0
40-305-0012	TEMPORARY UTILITY USE CHARGE	1,937.62	1,000.00	350.00	350.00	650.00-	35
40-305-0013	SPRINKLER FEES	3,825.00	3,000.00	0.00	0.00	3,000.00-	0
40-306-0004	SALE OF FIXED ASSETS- WATER	499,000.00	0.00	0.00	0.00	0.00	0
40-306-0005	SALES OF FIXED ASSETS-SEWER	6,050.00	0.00	0.00	0.00	0.00	0
40-307-0003	MISCELLANEOUS REVENUE - WATER	1,001.63	0.00	0.00	0.00	0.00	0
40-307-0006	PROCEEDS FROM LOAN - SEWER	0.00	90,000.00	0.00	0.00	90,000.00-	0
40-307-0007	REIMBURSEMENT FROM NCDOT	109,048.00	0.00	0.00	0.00	0.00	0
40-307-0008	REIMBURSEMENT FOR INSURANCE	2,700.00	0.00	0.00	0.00	0.00	0
40-329-0065	TRANSFER FROM CRF	0.00	194,000.00	0.00	0.00	194,000.00-	0
Utility Fund Revenue Total		5,070,711.85	4,654,598.00	513,042.32	513,042.32	4,141,555.68-	11

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
40-800-0206	MERIT AWARDS	0.00	16,000.00	0.00	0.00	0.00	16,000.00	0
40-800-1240	CONTRIBUTION TO GF FOR ADMIN SERVICES	511,000.00	600,000.00	0.00	0.00	0.00	600,000.00	0
40-800-8000	TRANSFER TO CAPITAL RESERVE	0.00	350,000.00	0.00	0.00	0.00	350,000.00	0
DEPARTMENT Total		511,000.00	966,000.00	0.00	0.00	0.00	966,000.00	0

40-810-0000	SEWER DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
40-810-0200	SALARIES AND WAGES	445,260.43	430,557.53	50,593.24	50,593.24	0.00	379,964.29	12
40-810-0201	OVERTIME	37,877.10	48,195.00	5,041.33	5,041.33	0.00	43,153.67	10
40-810-0500	FICA EXPENSE	35,144.91	38,318.57	4,120.82	4,120.82	0.00	34,197.75	11
40-810-0600	GROUP INSURANCE EXPENSE	56,229.12	59,613.12	4,685.76	4,685.76	0.00	54,927.36	8
40-810-0700	RETIREMENT EXPENSE	66,833.01	73,203.59	8,462.04	8,462.04	0.00	64,741.55	12
40-810-0800	WORKERS COMPENSATION	18,915.16	17,722.00	4,709.62	4,709.62	0.00	13,012.38	27
40-810-1110	TELEPHONE	7,486.65	8,400.00	66.61	66.61	0.00	8,333.39	1

TOWN OF BEAUFORT  
Statement of Revenue and Expenditures - Operating

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
40-810-1111	TELEPHONE-CELLULAR	714.71	741.00	0.00	0.00	0.00	741.00	0
40-810-1120	INTERNET/CABLE	4,886.46	5,200.00	0.00	0.00	0.00	5,200.00	0
40-810-1130	POSTAGE	5,733.25	4,600.00	412.39	412.39	99.94	4,087.67	11
40-810-1210	OFFICE SUPPLIES	1,030.48	1,951.88	0.00	0.00	0.00	1,951.88	0
40-810-1230	OFFICE CONTRACT SERVICES	2,271.83	2,000.00	163.05	163.05	0.00	1,836.95	8
40-810-1250	DUES & SUBSCRIPTIONS	871.16	1,300.00	0.00	0.00	0.00	1,300.00	0
40-810-1310	ELECTRIC	173,622.55	185,000.00	14,552.20	14,552.20	0.00	170,447.80	8
40-810-1330	WATER/SEWER/SOLID WASTE	700.72	1,000.00	0.00	0.00	0.00	1,000.00	0
40-810-1420	OSHA/SAFETY COMPLIANCE	1,010.97	3,100.00	0.00	0.00	0.00	3,100.00	0
40-810-1422	SAFETY SUPPLIES & MATERIALS	882.04	0.00	55.17	55.17	0.00	55.17-	0
40-810-1430	TRAINING - REGISTRATION & CLASS MA	425.00	2,000.00	0.00	0.00	0.00	2,000.00	0
40-810-1431	TRAVEL MILEAGE	0.00	200.00	0.00	0.00	0.00	200.00	0
40-810-1432	MEALS	135.45	500.00	0.00	0.00	0.00	500.00	0
40-810-1433	LODGING	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
40-810-1434	EMPLOYEE DEVELOPMENT	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
40-810-1440	UNIFORMS	4,838.13	5,000.00	357.60	357.60	0.00	4,642.40	7
40-810-1510	BUILDING MAINT	7,120.52	8,000.00	65.93	65.93	0.00	7,934.07	1
40-810-1512	JANITORIAL SUPPLIES	541.10	1,000.00	29.15	29.15	0.00	970.85	3
40-810-1610	NON-CAPITAL EQUIPMENT PURCHASE	15,655.68	23,000.00	0.00	0.00	0.00	23,000.00	0
40-810-1630	EQUIPMENT MAINT & REPAIRS	56,159.11	62,000.00	5,003.92	5,003.92	4,769.03	52,227.05	16
40-810-1710	AUTO FUEL	13,334.03	16,000.00	2,137.55	2,137.55	0.00	13,862.45	13
40-810-1730	VEHICLE MAINT & REPAIRS	4,409.29	6,000.00	222.76	222.76	0.00	5,777.24	4
40-810-1810	PERMITS & FEES - RECCURING	7,410.00	8,620.00	2,560.00	2,560.00	0.00	6,060.00	30
40-810-1830	COMPLIANCE TESTING	8,359.97	15,000.00	506.00	506.00	0.00	14,494.00	3
40-810-3310	DEPARTMENT SUPPLIES & MATERIALS - SEWER	15,372.26	19,000.00	736.25	736.25	0.00	18,263.75	4
40-810-3311	DEPARTMENT SUPPLIES & MATERIALS -WWTP	39,842.04	40,000.00	2,699.46	2,699.46	541.34	36,759.20	8
40-810-4510	PROFESSIONAL SERVICES	8,829.60	2,000.00	2,250.00	2,250.00	0.00	250.00-	112
40-810-4550	CONTRACT SERVICES	114,830.08	167,000.00	0.00	0.00	37,000.00	130,000.00	22
40-810-4560	STREET PATCHING FOR UTILITY REPAIRS	7,387.80	17,000.00	0.00	0.00	0.00	17,000.00	0
40-810-5400	INSURANCE	53,418.33	62,880.00	43,802.00	43,802.00	0.00	19,078.00	70
40-810-7420	CAPITAL OUTLAY - EQUIPMENT	54,371.96	184,000.00	0.00	0.00	0.00	184,000.00	0
40-810-7430	CAPITAL OUTLAY - VEHICLES	126,704.36	90,000.00	0.00	0.00	0.00	90,000.00	0
40-810-8010	DEBT SERVICE-PRINCIPAL	1,122,672.99	1,051,316.60	0.00	0.00	0.00	1,051,316.60	0
40-810-8011	DEBT SERVICE-INTEREST	214,469.99	193,357.71	0.00	0.00	0.00	193,357.71	0
40-810-9001	HURRICANE FUEL	1,472.34	0.00	0.00	0.00	0.00	0.00	0
DEPARTMENT Total		2,737,230.58	2,858,277.00	153,232.85	153,232.85	42,410.31	2,662,633.84	7
40-812-0000	WATER DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
40-812-0200	SALARIES AND WAGES	205,795.30	200,228.85	23,175.20	23,175.20	0.00	177,053.65	12

TOWN OF BEAUFORT  
Statement of Revenue and Expenditures - Operating

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
40-812-0201	OVERTIME	13,002.28	16,320.00	2,041.31	2,041.31	0.00	14,278.69	13
40-812-0500	FICA EXPENSE	16,279.56	17,336.12	1,922.60	1,922.60	0.00	15,413.52	11
40-812-0600	GROUP INSURANCE EXPENSE	28,114.56	29,806.56	2,342.88	2,342.88	0.00	27,463.68	8
40-812-0700	RETIREMENT EXPENSE	29,918.56	33,109.89	3,835.44	3,835.44	0.00	29,274.45	12
40-812-0800	WORKERS COMPENSATION	8,632.64	8,056.00	8,056.00	8,056.00	0.00	0.00	100
40-812-1110	TELEPHONE	1,157.83	2,000.00	0.00	0.00	0.00	2,000.00	0
40-812-1111	TELEPHONE-CELLULAR	781.58	600.00	0.00	0.00	0.00	600.00	0
40-812-1120	INTERNET/CABLE	4,173.00	3,600.00	0.00	0.00	0.00	3,600.00	0
40-812-1130	POSTAGE	4,922.41	4,500.00	412.39	412.39	0.00	4,087.61	9
40-812-1210	OFFICE SUPPLIES	74.93	1,000.00	0.00	0.00	16.00	984.00	2
40-812-1230	OFFICE CONTRACT SERVICES	4,170.14	3,000.00	457.11	457.11	0.00	2,542.89	15
40-812-1250	DUES AND SUBSCRIPTIONS	1,794.19	2,500.00	0.00	0.00	0.00	2,500.00	0
40-812-1310	ELECTRIC	37,409.20	42,000.00	4,089.93	4,089.93	0.00	37,910.07	10
40-812-1320	LP GAS	73.80	1,500.00	0.00	0.00	0.00	1,500.00	0
40-812-1330	WATER/SEWER/SOLID WASTE	868.74	750.00	0.00	0.00	0.00	750.00	0
40-812-1420	OSHA/SAFETY COMPLIANCE	622.58	1,500.00	0.00	0.00	0.00	1,500.00	0
40-812-1430	TRAINING -REGISTRATION&CLASS MAT'L	1,070.00	1,500.00	0.00	0.00	0.00	1,500.00	0
40-812-1431	TRAVEL MILEAGE	0.00	100.00	0.00	0.00	0.00	100.00	0
40-812-1432	MEALS	85.93	400.00	0.00	0.00	0.00	400.00	0
40-812-1433	LODGING	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
40-812-1434	EMPLOYEE DEVELOPMENT	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0
40-812-1440	UNIFORMS	1,791.05	2,600.00	128.48	128.48	0.00	2,471.52	5
40-812-1510	BUILDING MAINT	4,145.12	2,000.00	0.00	0.00	0.00	2,000.00	0
40-812-1512	JANITORIAL SUPPLIES	44.11	500.00	0.00	0.00	0.00	500.00	0
40-812-1610	NON-CAPITAL EQUIPMENT PURCHASES	2,105.86	9,000.00	0.00	0.00	0.00	9,000.00	0
40-812-1630	EQUIPMENT MAINT. & REPAIRS	6,954.74	20,000.00	0.00	0.00	0.00	20,000.00	0
40-812-1710	AUTO FUEL	2,834.46	5,000.00	311.15	311.15	0.00	4,688.85	6
40-812-1730	VEHICLE MAINT. & REPAIRS	2,776.24	4,000.00	526.38	526.38	0.00	3,473.62	13
40-812-1810	PERMITS & FEES - REOCCURRING	2,855.00	4,000.00	150.00	150.00	0.00	3,850.00	4
40-812-1830	COMPLIANCE TESTING	10,730.55	13,000.00	485.00	485.00	0.00	12,515.00	4
40-812-3310	DEPARTMENT SUPPLIES & MATERIALS - METERS	135,953.82	120,000.00	15,003.42	15,003.42	20,581.67	84,414.91	30
40-812-3311	DEPARTMENT SUPPLIES & MATERIALS -PLANTS	311.00	0.00	0.00	0.00	0.00	0.00	0
40-812-4550	CONTRACT SERVICES	116,215.87	48,100.00	0.00	0.00	0.00	48,100.00	0
40-812-4560	STREET PATCHING FOR UTILITY REPAIRS	7,169.00	17,000.00	0.00	0.00	5,150.00	11,850.00	30
40-812-4570	COUNTY WATER PURCHASE	37,073.37	37,000.00	3,198.64	3,198.64	0.00	33,801.36	9
40-812-5400	INSURANCE	17,017.35	19,800.00	17,200.00	17,200.00	0.00	2,600.00	87
40-812-5730	CONTINGENCIES	0.00	10,959.60	0.00	0.00	0.00	10,959.60	0
40-812-7420	CAPITAL OUTLAY - EQUIPMENT	0.00	10,000.00	0.00	0.00	0.00	10,000.00	0
40-812-7430	CAPITAL OUTLAY-VEHICLES	32,806.47	0.00	0.00	0.00	0.00	0.00	0
40-812-8010	DEBT SERVICE - PRINCIPAL	102,061.49	102,150.33	0.00	0.00	0.00	102,150.33	0

TOWN OF BEAUFORT  
Statement of Revenue and Expenditures - Operating

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
40-812-8011	DEBT SERVICE - INTEREST	33,894.11	31,403.65	0.00	0.00	0.00	31,403.65	0
40-812-9001	HURRICANE FUEL	156.49	0.00	0.00	0.00	0.00	0.00	0
DEPARTMENT Total		875,843.33	830,321.00	83,335.93	83,335.93	25,747.67	721,237.40	13
Utility Fund Expend Total		4,124,073.91	4,654,598.00	236,568.78	236,568.78	68,157.98	4,349,871.24	7

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
40	Utility Fund	5,070,711.85	513,042.32	513,042.32	4,124,073.91	236,568.78	304,726.76	208,315.56

TOWN OF BEAUFORT  
Statement of Revenue and Expenditures - Operating

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
10	General Fund	10,167,648.32	179,208.15	179,208.15	10,550,891.30	1,136,750.76	1,197,473.18	1,018,265.03-
11	Fire Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
32	CEDAR STREET UTILITY AND REPLACEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
33		0.00	0.00	0.00	0.00	0.00	0.00	0.00
40	Utility Fund	5,070,711.85	513,042.32	513,042.32	4,124,073.91	236,568.78	304,726.76	208,315.56
	Final Total	15,238,360.17	692,250.47	692,250.47	14,674,965.21	1,373,319.54	1,502,199.94	809,949.47-



**Town of Beaufort, NC**

701 Front St. - P.O. Box 390 - Beaufort, N.C. 28516  
252-728-2141 - 252-728-3982 fax - www.beaufortnc.org

**Town of Beaufort Board of Commissioners Workshop Meeting  
4:00 PM Monday, August 24, 2020 – Virtual Meeting via Zoom**

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**AGENDA CATEGORY:** Discussion & Consideration  
**SUBJECT:** Preliminary Plat for Live Oak Commons

**BRIEF SUMMARY:**

The applicant wishes to Subdivide a 1.279 Acre Tract into 8 Single-Family Lots. In addition to Planning Staff the Town Engineer and applicants Engineer will also be available to answer questions regarding the proposed infrastructure.

At the August 17<sup>th</sup> meeting the Planning Board unanimously recommended denial of the Preliminary Plat based on:

- The design having 20 foot wide pavement width when section 9.11 of the Subdivision Ordinance has a Minimum of 24 foot pavement width and;
- The need for better vehicular circulation found in Section 10.01 of the Subdivision Ordinance.

**REQUESTED ACTION:**

Discussion/Decision for Agenda

**EXPECTED LENGTH OF PRESENTATION:**

20 Minutes

**SUBMITTED BY:**

Kyle Garner, AICP  
Planning & Inspections Director

**BUDGET AMENDMENT REQUIRED:**

N/A



# STAFF REPORT

**To:** Mayor & Board of Commissioners  
**From:** Kyle Garner, AICP, Town Planner  
**Date:** August 19, 2020  
**Project** Live Oak Commons – Preliminary Plat

**THE QUESTION:** Subdivide a 1.279 Acre Tract into 8 Single-Family Lots

**BACKGROUND:**

Location:	Live Oak Street & Loftin Lane
Owners:	New Vision Trust
Requested Action:	Subdivide a 1.279 acre tract into 8 lots
Existing Zoning	RS-5
Existing Land Use:	Vacant-Cleared
Adjoining Land Use & Zoning:	North – By Single-Family Homes, Zoned R-8 South – Across Live Oak Street By Single-Family Homes, Zoned R-8 & RS-5 East – By Single-Family Homes, Zoned R-8 West – By Single-Family Homes, Zoned R-8

**SPECIAL INFORMATION:**

This preliminary plat is in concert with the recent rezoning to RS-5 which took place in July 2019. This plan is also consistent with the adopted Small Area Plan developed by Stantec and will contains a 5 foot sidewalk along Live Oak Street. It should be noted that the street is to be private and not dedicated to the Town. The attached set of plans is also from our Town Engineer recommending approval with conditions noted on the plans.

At the August 17<sup>th</sup> meeting the Planning Board unanimously recommended denial of the Preliminary Plat based on:

- The design having 20 foot wide pavement width when section 9.11 of the Subdivision Ordinance has a Minimum of 24 foot pavement width and;
- The need for better vehicular circulation found in Section 10.01 of the Subdivision Ordinance.

**Public Utilities & Works:**

Water:	Town Water
Sanitary Sewer:	Town Sewer

**OPTIONS:**

1. Place as a Discussion Item on the September BOC Agenda.
2. Place the item on Hold for another meeting for the applicant to address the Planning Board’s Concerns.

**ATTACHMENTS:**

Zoning Map  
 Vicinity Map  
 Construction Drawings

# Case 20-09 Vicinity Map - Preliminary Plat - Live Oak Commons

7.



74

# Case 20-09 Zoning Map - Preliminary Plat - Live Oak Commons

7.

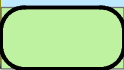


## Legend

### ZONING



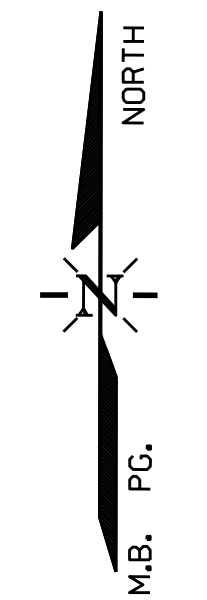
R-8



RS-5

75





CRUCIAL DURING CONSTRUCTION THAT TOTAL LAND DISTURBANCE REMAINS LESS THAN 1 ACRE

**LOT DATA**

LOT #	LOT AREA	50% LOT COVERAGE
1	5087.17 SF	2543 SF
2	5102.47 SF	2551 SF
3	5975.24 SF	2987 SF
4	7545.85 SF	3773 SF
5	7373.90 SF	3934 SF
6	9385.58 SF	3687 SF
7	5066.81 SF	2533 SF
8	5064.71 SF	2532 SF

**SITE DATA**  
 TOTAL TRACT AREA = 1.279 AC +/- (55,740.57 SF)

RIVER BASIN = WHITE OAK  
 RECEIVING STREAM = TOWN CREEK  
 STREAM CLASS = SC  
 STREAM ID = 21-33

FLOOD ZONE = AE6  
 REFERENCED FIRM COMMUNITY PANEL NO. 3720730600J  
 EFFECTIVE DATE 7/16/13

PIN NUMBERS = 730619515723000  
 730619516709000  
 730619515910000

DEED BOOK/PAGE = 1649/183 AND 1649/191  
 CURRENT ZONE = RS-5  
 PROPOSED USE = SINGLE FAMILY RESIDENTIAL  
 NUMBER OF LOTS PROPOSED = 8  
 SMALLEST LOT SIZE = 5,064.71 SF  
 AVERAGE LOT SIZE = 6,448.64 SF  
 LINEAR FEET OF STREET = 145 LF

**BUILDING SETBACKS**  
 FRONT = 20'  
 SIDE = 5'  
 REAR = 15'  
 REAR = 20' (DOUBLE FRONTAGE LOTS)

- NOTES**
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  - HYDRAULIC ANALYSIS PERFORMED ON EXISTING WATER SYSTEM BASED ON INFORMATION OBTAINED FROM THE TOWN OF BEAUFORT & FIRE FLOW DEMAND DOES NOT EXCEED THE AVAILABLE WATER SUPPLY & HYDRANTS CONFORM TO THE TOWN OF BEAUFORT ISO STANDARDS. CLOSEST EXISTING HYDRANTS LOCATED AT THE MARINA AND INTERSECTION OF TURNER ST AND WEST BEAUFORT DRIVE.
  - BOUNDARY, TOPOGRAPHICAL AND EXISTING FEATURES TAKEN FROM DIGITAL FILE PREPARED BY GLENN E. CORBETT, PLS OF THE CULLIPHER GROUP, PA
  - ALL STORMWATER FEATURES INCLUDING DRAINAGE SWALES AND DITCHES SHALL BE MANAGED AND MAINTAINED BY THE HOME OWNERS ASSOCIATION. THE TOWN OF BEAUFORT IS NOT RESPONSIBLE FOR THEIR MAINTENANCE.
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BEFORE YOU DIG!  
 NC ONE CALL  
 (TOLL FREE)



(OR 1-800-632-4949)

**REVISIONS:**

No.	BY	DATE	DESCRIPTION
1	GYT	7/16/2020	BEAUFORT COMMENTS

ADDRESS: 1107 & 1111 LIVE OAK ST  
 101 LOFTIN LANE

PRELIMINARY PLAT

## LIVE OAK COMMONS

BEAUFORT, CARTERET COUNTY, NORTH CAROLINA

CLIENT: NEW VISION TRUST CUSTODIAN  
 FBO WALTER D. BRADY IRA

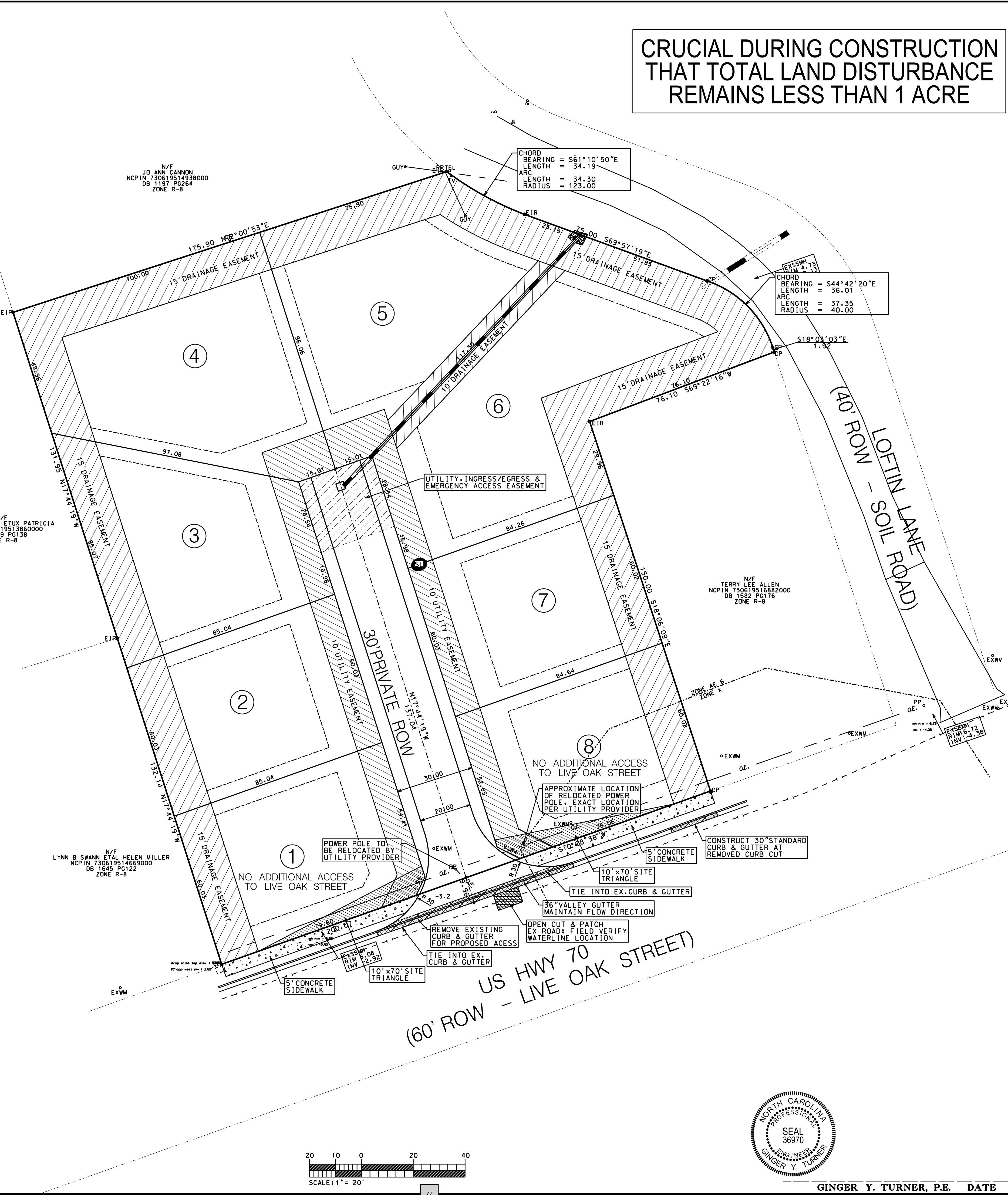
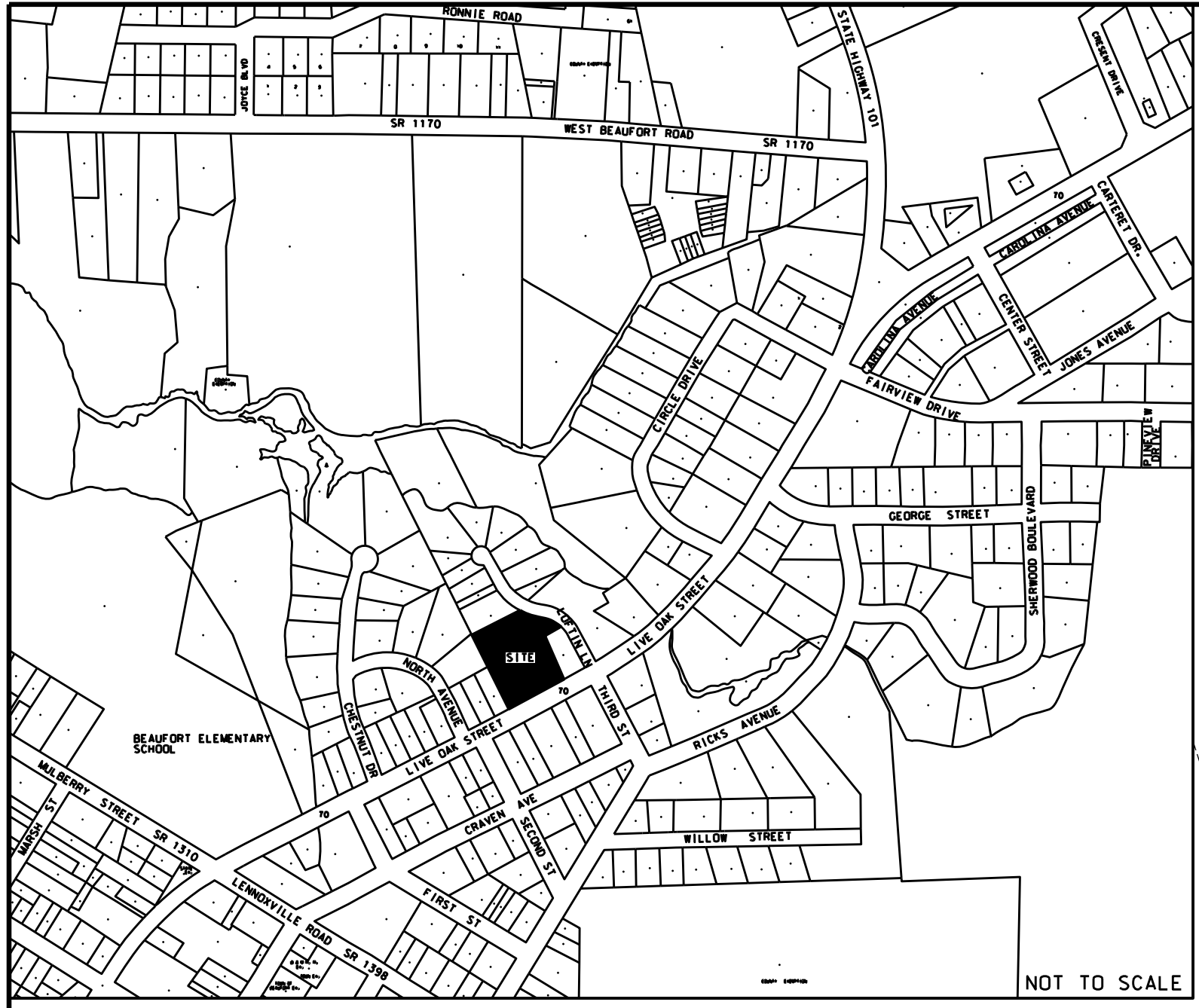
ADDRESS: 805 FRONT STREET  
 BEAUFORT, NC 28516

PHONE: 252-241-2780

DESIGNED: WDB/LFC/GYT  
 DRAWN: WDB/LFC/GYT  
 CHECKED: GYT  
 APPROVED: GYT

**THE CULLIPHER GROUP, P.A.**  
 ENGINEERING & SURVEYING SERVICES  
 151A HIGHWAY 24  
 MORRISHEAD CITY, N.C. 28557  
 (252) 773-0080 LICENSE NO. C-4482

DATE: 7/1/2020  
 SCALE: 1" = 20'

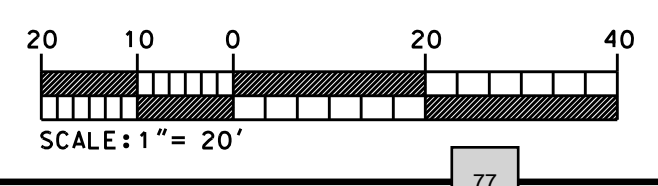


**LEGEND**

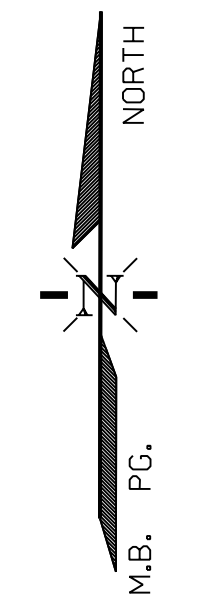
AC	-	ACRE	MAX	-	MAXIMUM BUILDING LINE
BLDG	-	BUILDING	MBL	-	MINIMUM BUILDING LINE
BRG	-	BEARING	MH	-	MANHOLE
CF	-	CUBIC FEET	MIN	-	MINIMUM
CL	-	CENTERLINE	N/F	-	NOW OR FORMERLY
CD	-	CLEAN OUT	NTS	-	NOT TO SCALE
DI	-	DROP INLET	D.C.	-	ON CENTER
DIP	-	DUCTILE IRON PIPE	R	-	RADIUS
EL	-	ELEVATION	RCP	-	REINFORCED CONCRETE PIPE
EIR	-	EX. IRON ROD	ROW	-	RIGHT-OF-WAY
EOP	-	EDGE OF PAVEMENT	SF	-	SQUARE FEET
EX	-	EXISTING	SH	-	SHEET
FE	-	FINISHED ELEVATION	SIR	-	SET IRON ROD
FF	-	FINISHED FLOOR	STA	-	STATION
FT	-	FEET	TC	-	TOP OF CURB
GV	-	GATE VALVE	TSW	-	TOP OF SIDEWALK
INV	-	INVERT	TYP	-	TYPICAL
LF	-	LINEAR FEET			

—LD— LAND DISTURBANCE LIMITS    STREET LIGHT  
 —SS— PROPOSED SEWER    —18— EXISTING CONTOUR  
 —W— PROPOSED DOMESTIC WATER    —19— PROPOSED CONTOUR

SHEET C-1  
 PROJECT # PM1070-11  
 DESIGN FILE: PM1070-11/PM1070-11 CONSTRUCTION.dgn



GINGER Y. TURNER, P.E. DATE



CRUCIAL DURING CONSTRUCTION THAT TOTAL LAND DISTURBANCE REMAINS LESS THAN 1 ACRE

**LOT DATA**

LOT #	LOT AREA	50% LOT COVERAGE
1	5087.17 SF	2543 SF
2	5102.47 SF	2551 SF
3	5975.24 SF	2987 SF
4	8038.85 SF	4019 SF
5	7868.32 SF	3934 SF
6	9385.58 SF	4692 SF
7	5066.81 SF	2533 SF
8	5064.71 SF	2532 SF

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(OR 1-800-632-4949)  
IT'S THE LAW!

**REVISIONS:**

No.	By	DATE	DESCRIPTION

ADDRESS: 1107 & 1111 LIVE OAK ST  
101 LOFTIN LANE

**PRELIMINARY PLAT**

## LIVE OAK COMMONS

BEAUFORT, CARTERET COUNTY, NORTH CAROLINA

CLIENT: NEW VISION TRUST CUSTODIAN  
FBO WALTER D. BRADY IRA

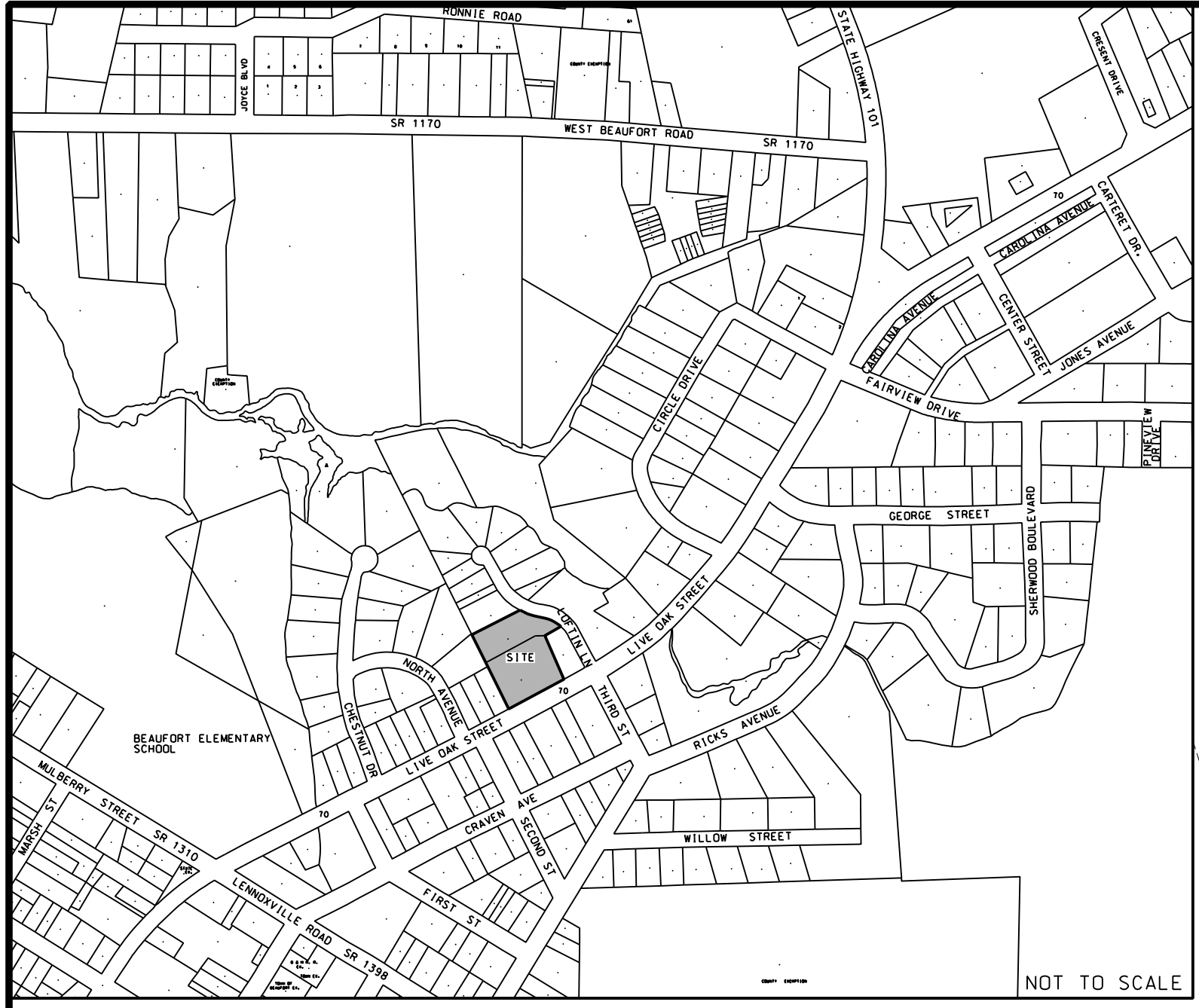
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PHONE: 252-241-2780

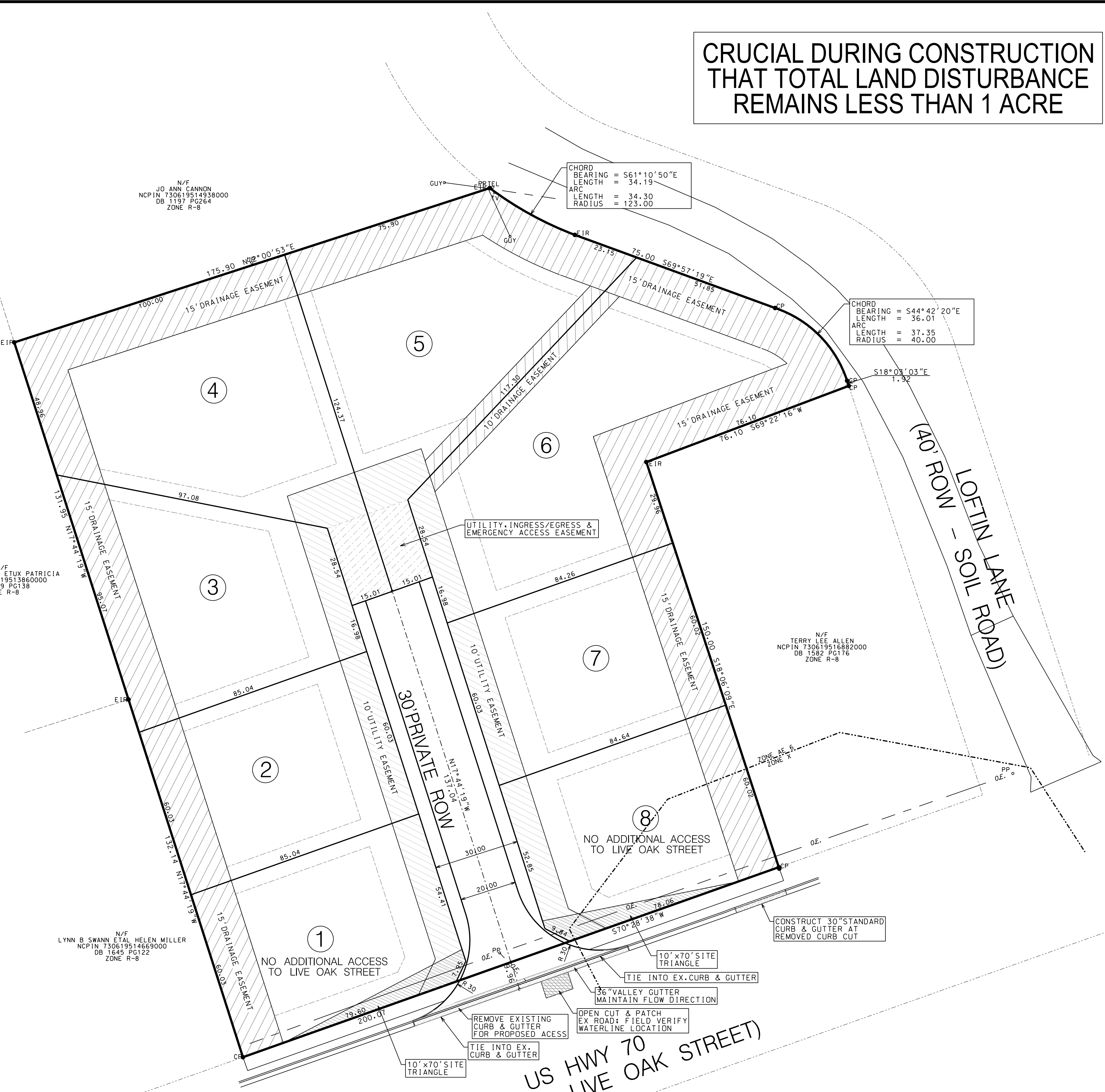
DESIGNED: WDB/LFC/GYT  
DRAWN: WDB/LFC/GYT  
CHECKED: GYT  
APPROVED: GYT

DATE: 7/1/2020  
SCALE: 1" = 20'

**THE CULLIPHER GROUP, P.A.**  
ENGINEERING & SURVEYING SERVICES  
151A HIGHWAY 24  
MORHEAD CITY, N.C. 28557  
(252) 773-0090 LICENSE NO. C-4482



VICINITY MAP



Approved \_\_\_\_\_ Revise and Resubmit \_\_\_\_\_  
X Approved w/ Comments \_\_\_\_\_ Incomplete \_\_\_\_\_

Comments:  
Pg 2: Is there an outfall structure planned for the SW pipe outlet? If so what type?  
Pg. 3: Mark power pole relocation.

*This review was performed only for general conformance with the design concept of the project and general compliance with the information given in the Contract Documents. Modifications or comments made on the drawings during review do not relieve the contractor from compliance with the requirements of the plans and specifications. Approval of a of a specific item shall not include approval of an assembly of which the item is a component. Contractor is responsible for: dimensions to be confirmed and correlated at the jobsite; information that pertains solely to the fabrication processes or to the means, methods, techniques, sequences, and procedures of construction; coordination of the work of all trades; and for performing all work in a safe and satisfactory manner.*

Date: 7/13/20 By: Sam Bell

Town of Beaufort  
701 Front St.  
Beaufort, NC 28516

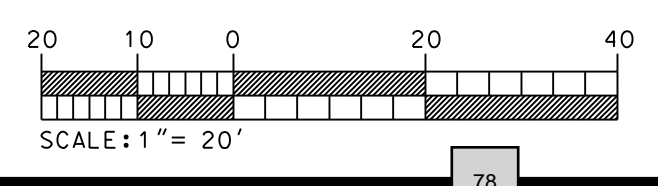
**LEGEND**

AC	-	ACRE	MBL	-	MAXIMUM BUILDING LINE
BLDG	-	BUILDING	MH	-	MANHOLE
BRG	-	BEARING	MIN	-	MINIMUM
CF	-	CUBIC FEET	N/F	-	NOW OR FORMERLY
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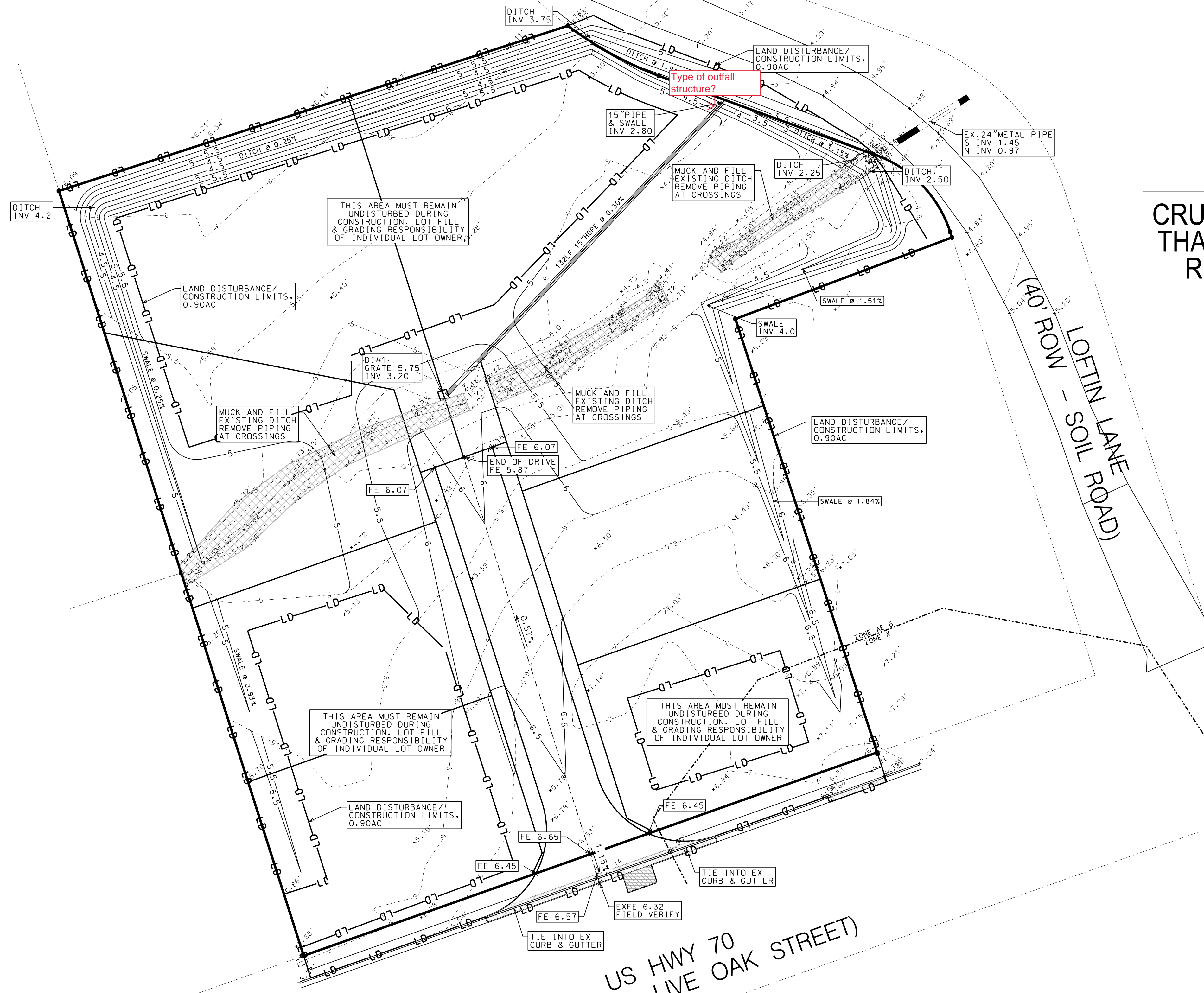
  

LD	-	LAND DISTURBANCE LIMITS	18	-	EXISTING CONTOUR
SS	-	PROPOSED SEWER	19	-	PROPOSED CONTOUR
W	-	PROPOSED DOMESTIC WATER			

SHEET C-1  
PROJECT # PM1070-11  
DESIGN FILE: PM1070-11/PM1070-11 CONSTRUCTION.dgn



GINGER Y. TURNER, P.E. DATE 7/1/2020



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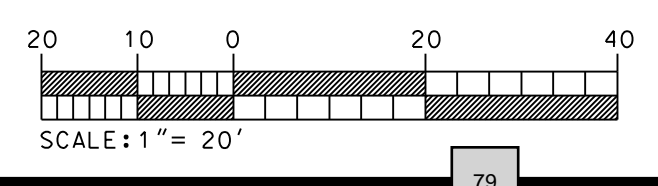
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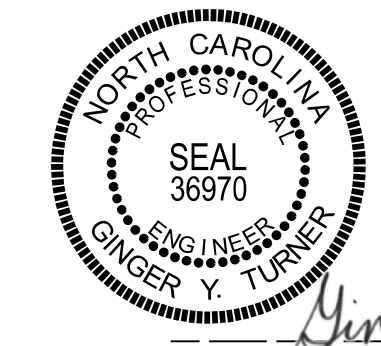
  

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SHEET C-2  
PROJECT # PM1070-11  
DESIGN FILE: PM1070-11/PM1070-11 CONSTRUCTION.dgn



US HWY 70  
(60' ROW - LIVE OAK STREET)



*Ginger Y. Turner 7/1/2020*  
GINGER Y. TURNER, P.E. DATE

REVISIONS:

No.	By	DATE	DESCRIPTION

ADDRESS: 1107 & 1111 LIVE OAK ST  
101 LOFTIN LANE

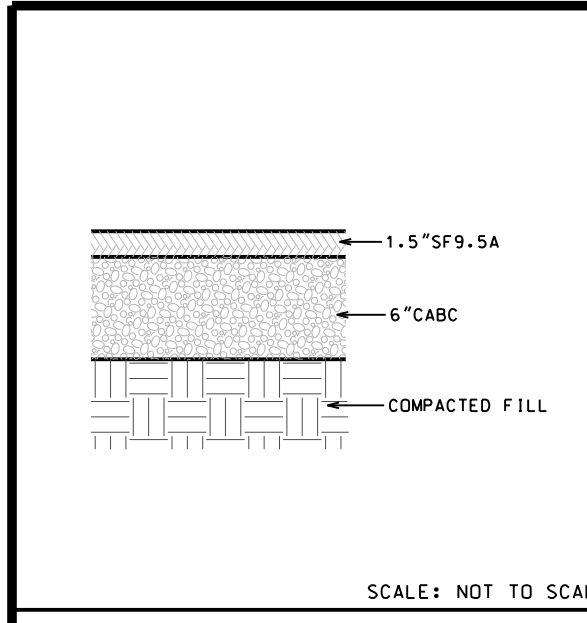
**GRADING & DRAINAGE PLAN**

## LIVE OAK COMMONS

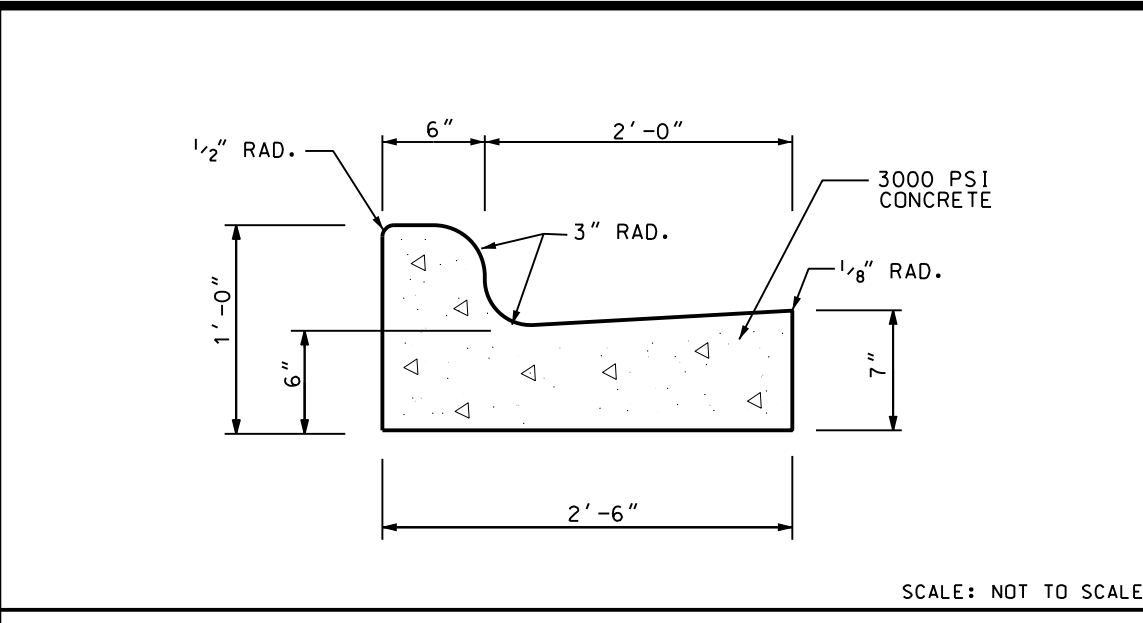
BEAUFORT, CARTERET COUNTY, NORTH CAROLINA

CLIENT: NEW VISION TRUST CUSTODIAN FBO WALTER D. BRADY IRA	DESIGNED: WDB/LFC/GYT
ADDRESS: 805 FRONT STREET BEAUFORT, NC 28516	DRAWN: WDB/LFC/GYT
PHONE: 252-241-2780	CHECKED: GYT
<b>THE CULLIPHER GROUP, P.A.</b> ENGINEERING & SURVEYING SERVICES 151A HIGHWAY 24 MORHEAD CITY, N.C. 28557 (252) 773-0090 LICENSE NO. C-4482	APPROVED: GYT
	DATE: 7/1/2020
	SCALE: 1" = 20'

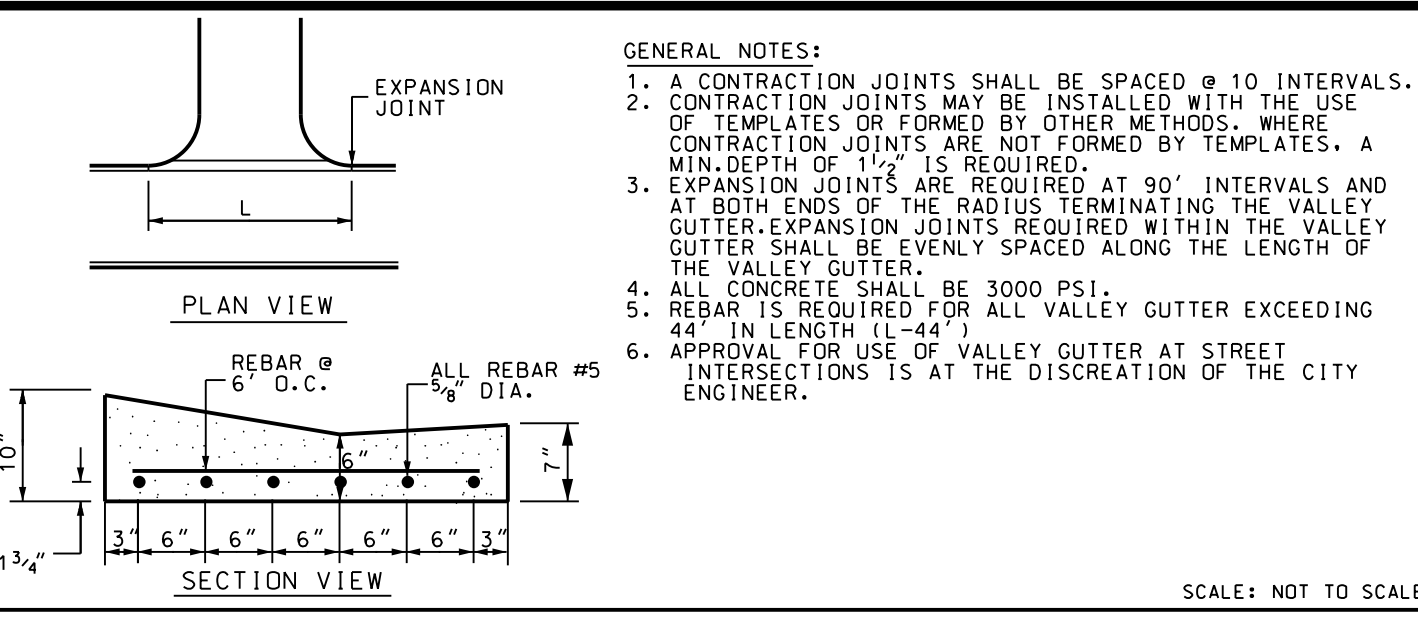




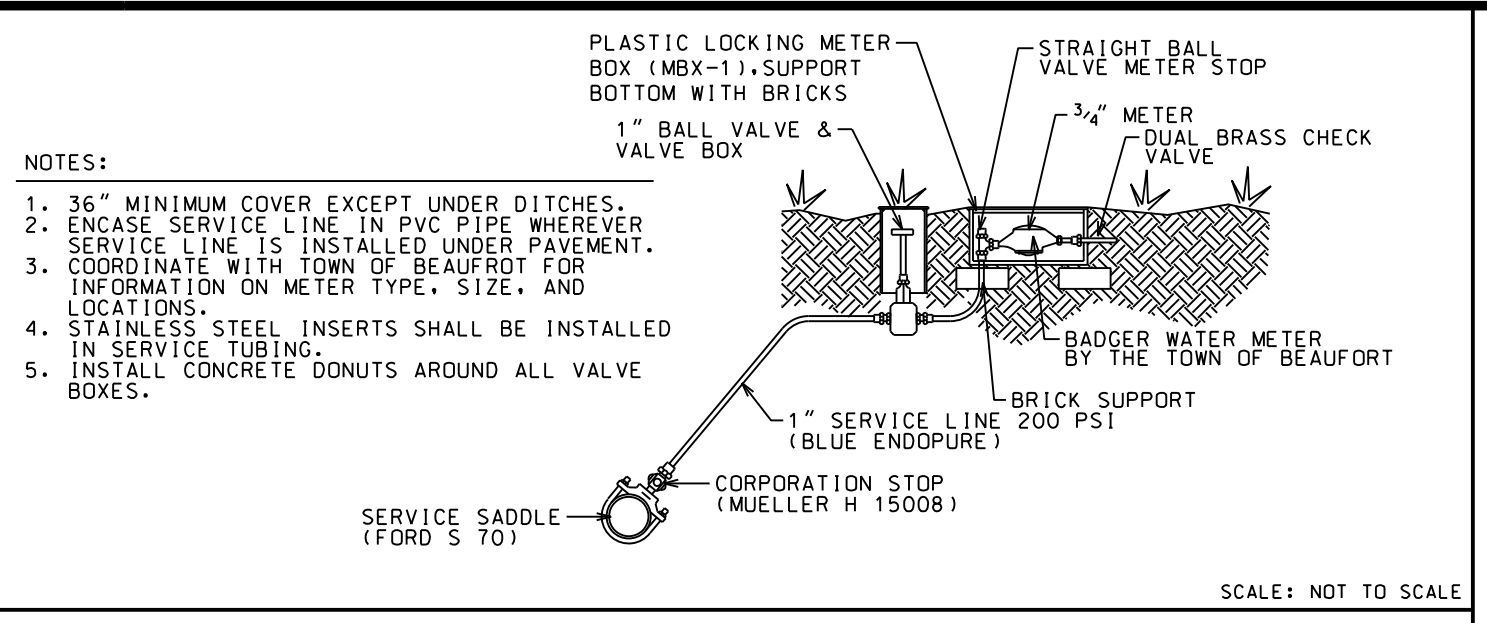
PAVEMENT SECTION



30" STANDARD CURB AND GUTTER



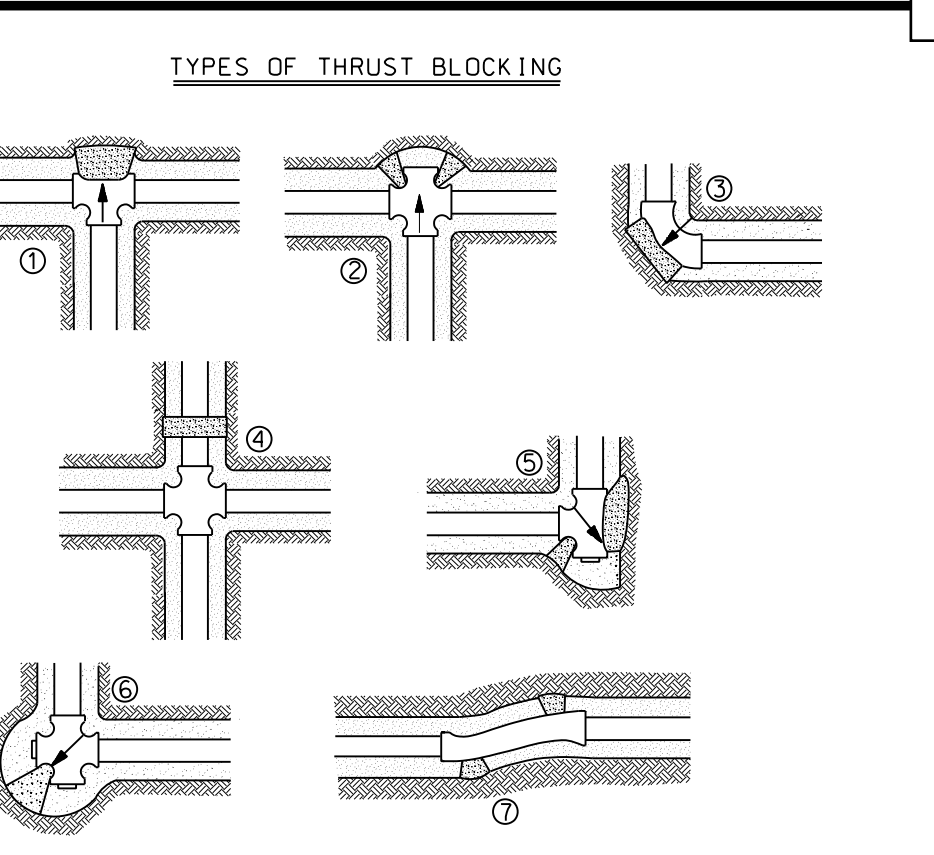
STANDARD 36" VALLEY GUTTER W/REINFORCEMENT



WATER METER SET

RESULTANT THRUST AT FITTING AT 150 P.S.I. WATER PRESSURE

NORMAL PIPE DIA.	TOTAL POUNDS			
	90° BEND	45° BEND	22 1/2° BEND	11 1/4° BEND
4"	2,700	3,800	2,100	1,100
6"	5,600	8,000	4,300	2,200
8"	9,700	13,600	7,400	3,600
10"	14,500	20,500	11,100	5,700
12"	20,500	29,000	15,700	8,000
14"	27,600	39,000	21,100	11,000
16"	35,700	50,400	27,300	14,000
18"	44,800	63,400	34,400	17,500
20"	55,000	77,800	42,100	21,500
24"	78,500	111,000	60,000	31,600
30"	120,800	170,600	98,300	47,100
36"	172,800	274,400	132,300	67,500
42"	233,300	330,000	178,600	91,000
48"	304,000	430,000	232,700	118,600
54"	384,100	543,200	294,000	149,000



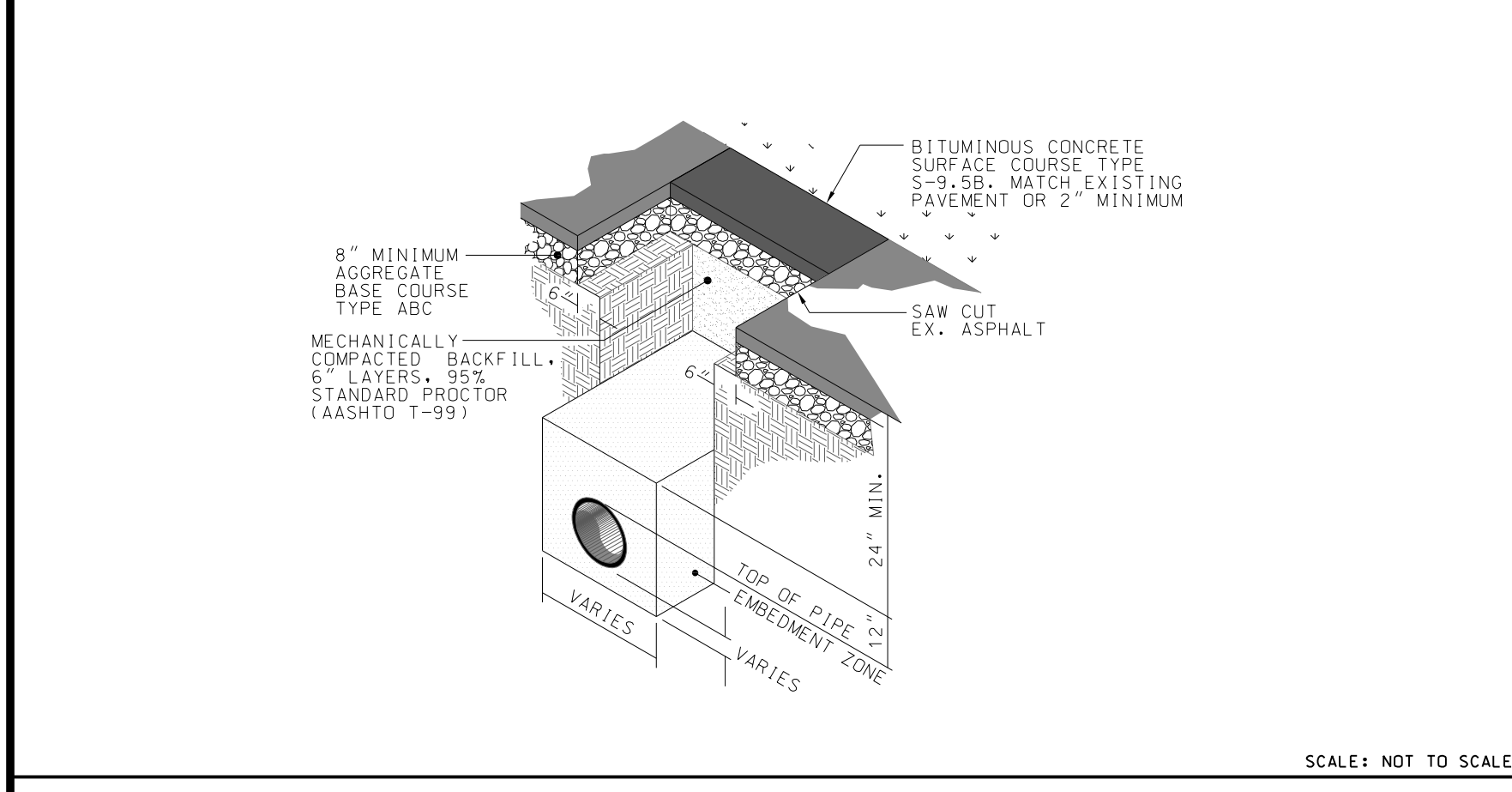
SOIL BEARING LOAD (LB./SQ FT.)

MUCK	0
SOFT CLAY	1,000
SILT	1,500
SANDY SILT	3,000
SAND	4,000
SANDY CLAY	6,000
HARD CLAY	9,000

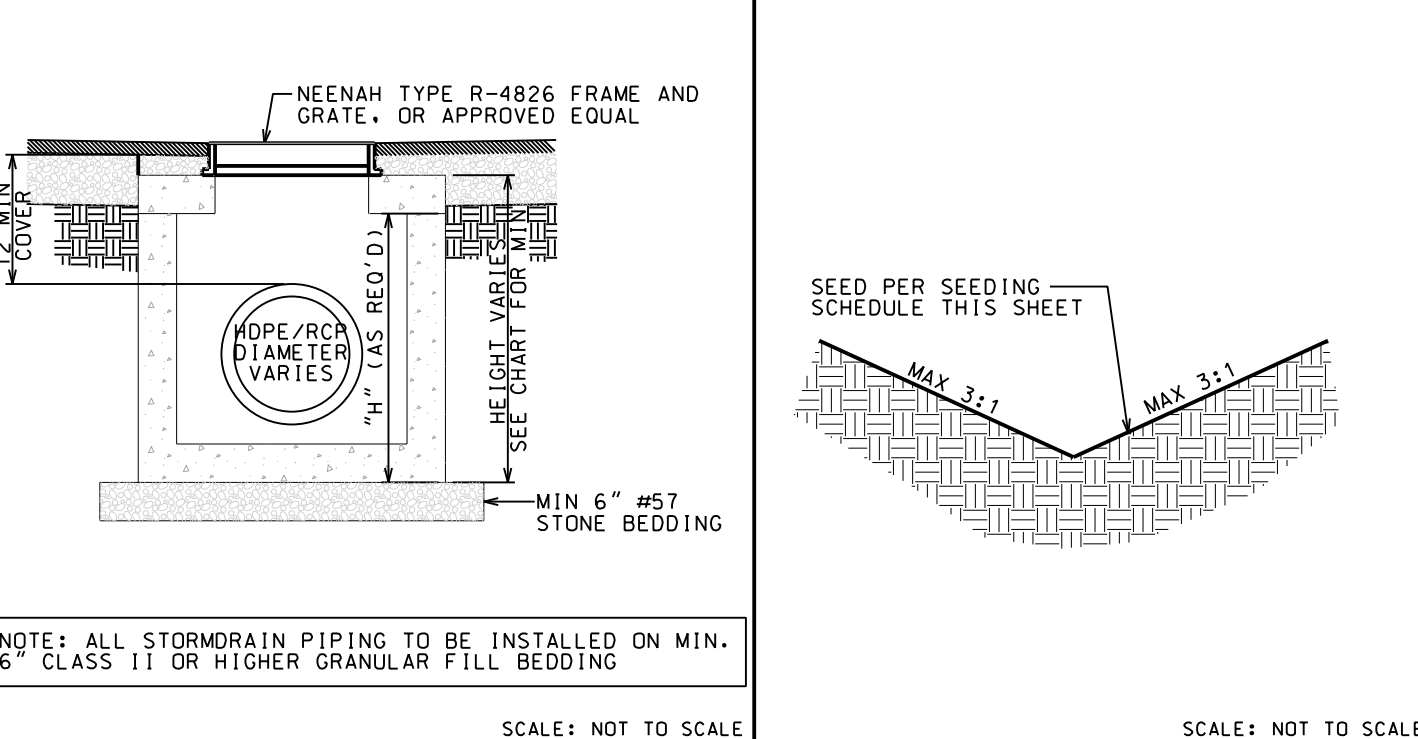
- THRU LINE CONNECTION, TEE
- THRU LINE CONNECTION, CROSS USED AS TEE
- DIRECTION CHANGE, ELBOW
- CHANGE LINE SIZE, REDUCER
- DIRECTION CHANGE, TEE USED AS ELBOW
- DIRECTION CHANGE, CROSS USED AS ELBOW
- DIRECTION CHANGE

TO DETERMINE THE SIZE OF A CONCRETE THRUST BLOCK, DIVIDE THE TOTAL FORCE BY THE BEARING VALUES OF THE SOIL. THE QUOTIENT WILL BE THE SIZE OF THE BEARING AREA OF THE THRUST BLOCK IN SQUARE FEET. APPROXIMATE VALUES FOR VARIOUS TYPES OF SOILS ARE LISTED IN THE TABLE. NO RESPONSIBILITY CAN BE ASSUMED FOR THE ACCURACY OF THE DATA IN THIS TABLE DUE TO THE WIDE VARIATION OF BEARING LOAD CAPACITIES FOR EACH SOIL TYPE.

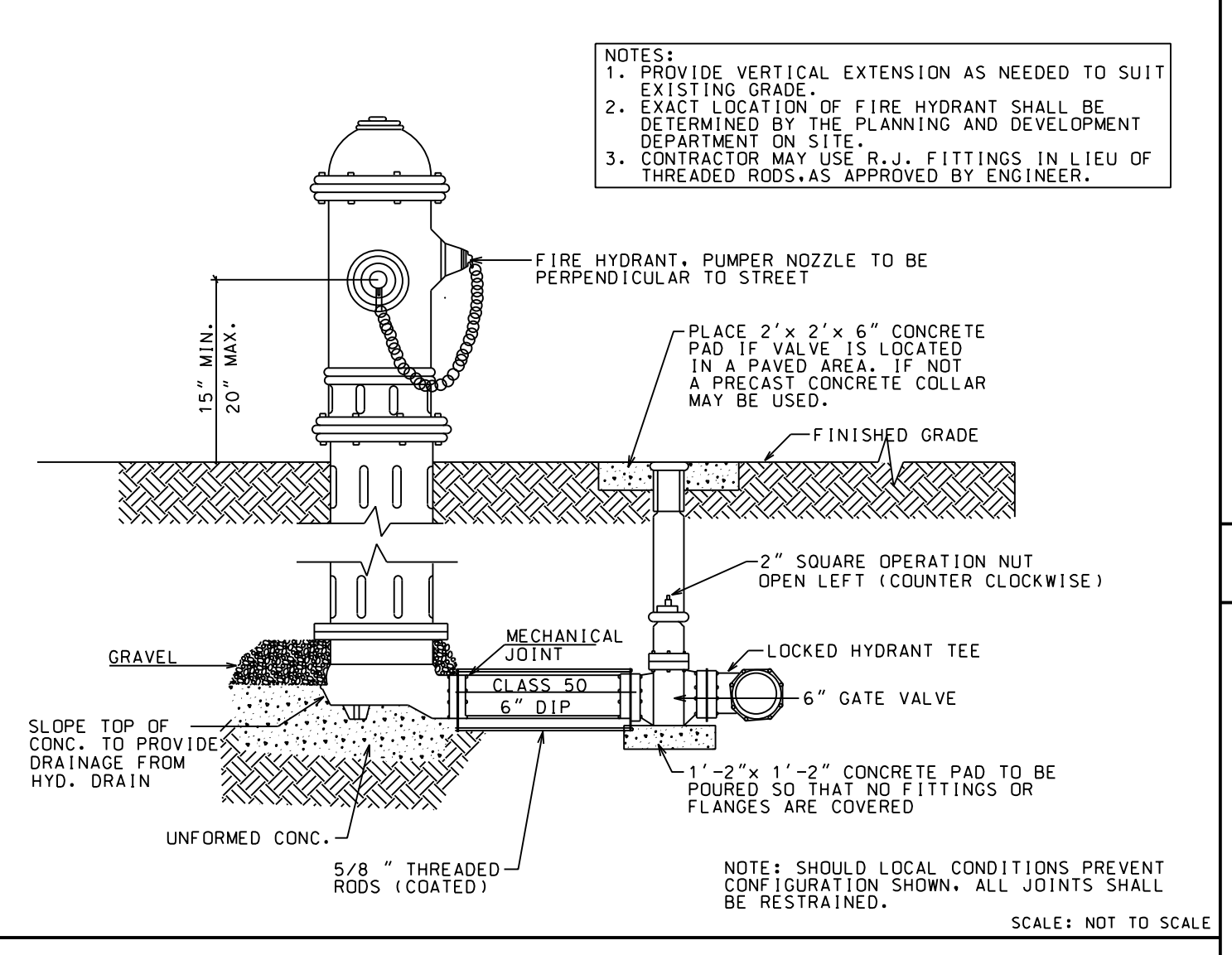
SEE BEAUFORT MANUAL FOR ADDITIONAL DETAILS ON THRUST BLOCKING



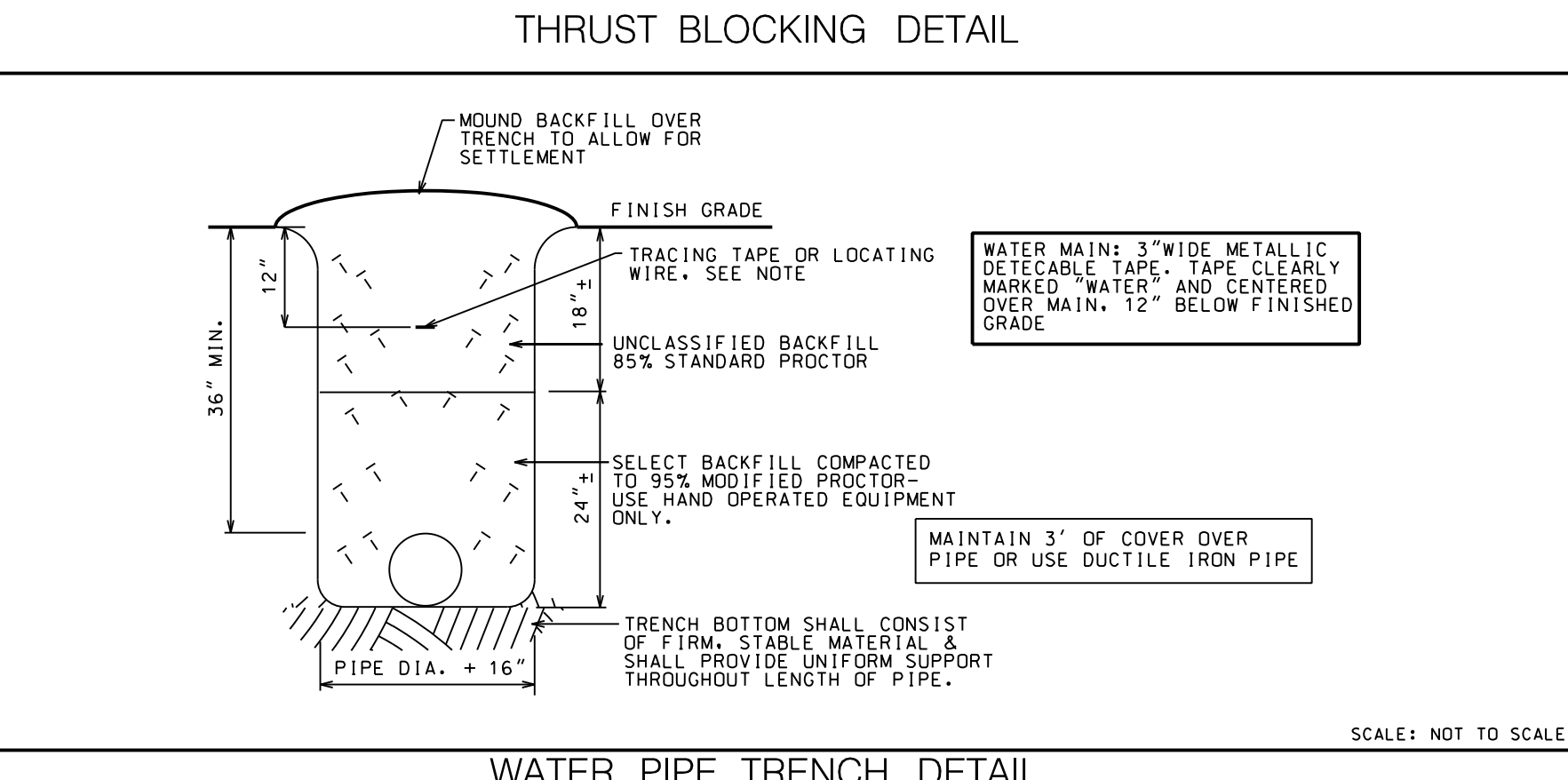
PAVEMENT REPAIR SECTION



DROP INLET DITCH SECTION



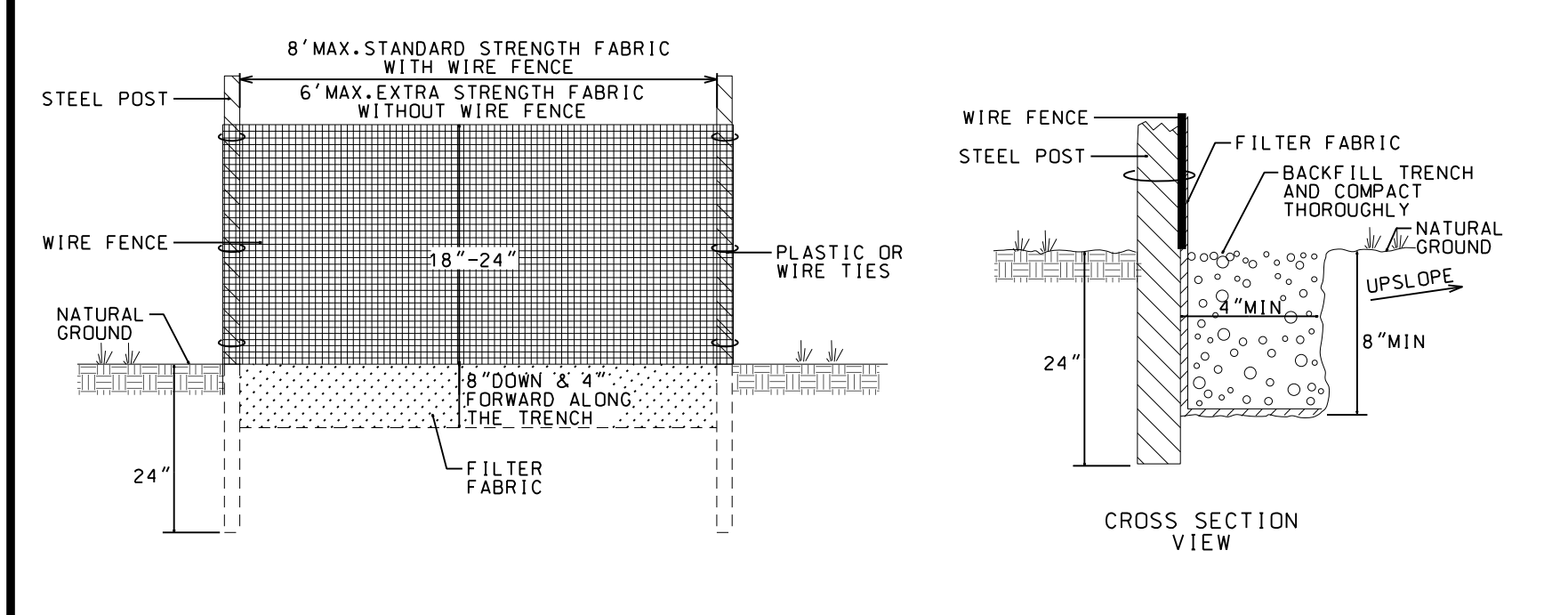
TYPICAL FIRE HYDRANT ASSEMBLY



THRUST BLOCKING DETAIL

WATER MAIN: 3\"/>

MAINTAIN 3\"/>



CONSTRUCTION OR SILT FENCE

INSTALLATION NOTES:  
 1. THE BASE OF BOTH END POSTS SHOULD BE AT LEAST ONE FOOT HIGHER THAN THE MIDDLE OF THE FENCE. CHECK WITH A LEVEL IF NECESSARY.  
 2. INSTALL POSTS 4 FEET APART IN CRITICAL AREAS AND 6 FEET APART ON STANDARD APPLICATIONS.  
 3. INSTALL POSTS 2 FEET DEEP ON THE DOWNSTREAM SIDE OF THE SILT FENCE, AND AS CLOSE AS POSSIBLE TO THE FABRIC. ENABLING POSTS TO SUPPORT THE FABRIC FROM UPSTREAM WATER PRESSURE.  
 4. INSTALL POSTS WITH THE NIPPLES FACING AWAY FROM THE SILT FENCE.  
 5. ATTACH THE FABRIC TO EACH POST WITH THREE TIES. ALL SPACED WITHIN THE TOP 8 INCHES OF THE FABRIC. ATTACH EACH TIE DIAGONALLY 45 DEGREES THROUGH THE FABRIC, WITH EACH PUNCTURE AT LEAST 1 INCH VERTICALLY APART. ALSO, EACH TIE SHOULD BE POSITIONED TO HANG ON A POST NIPPLE WHEN TIGHTENED TO PREVENT SAGGING.  
 6. WRAP APPROXIMATELY 6 INCHES OF FABRIC AROUND THE END POSTS AND SECURE WITH 3 TIES.  
 7. NO MORE THAN 24 INCHES OF A 36 INCH FABRIC IS ALLOWED ABOVE GROUND LEVEL.  
 8. THE INSTALLATION SHOULD BE CHECKED AND CORRECTED FOR ANY DEVIATIONS BEFORE COMPACTION.  
 9. COMPACTION IS VITALLY IMPORTANT FOR EFFECTIVE RESULTS. COMPACT THE SOIL IMMEDIATELY NEXT TO THE SILT FENCE FABRIC WITH THE FRONT WHEEL OF THE TRACTOR, SKID STEER, OR ROLLER EXERTING AT LEAST 60 POUNDS PER SQUARE INCH. COMPACT THE UPSTREAM SIDE FIRST, AND THEN EACH SIDE TWICE FOR A TOTAL OF 4 TRIPS.

SEED BED PREPARATION

LIME	2 TONS/AC
10-10-10	1,000 LBS/AC

SURFACE ROUGHENING: IF RECENT TILLAGE OPERATIONS HAVE RESULTED IN A LOOSE SURFACE, ADDITIONAL ROUGHENING MAY NOT BE REQUIRED EXCEPT TO BREAK UP LARGE CLODS. IF RAINFALL CAUSES THE SURFACE TO BECOME SEALED OR CRUSTED, LOOSEN IT JUST PRIOR TO SEEDING BY DISKING, RAKING OR HARROWING. GROOVE OR FURROW SLOPES STEEPER THAN 3:1 ON THE CONTOUR BEFORE SEEDING.

TEMPORARY SEEDING MIXTURE

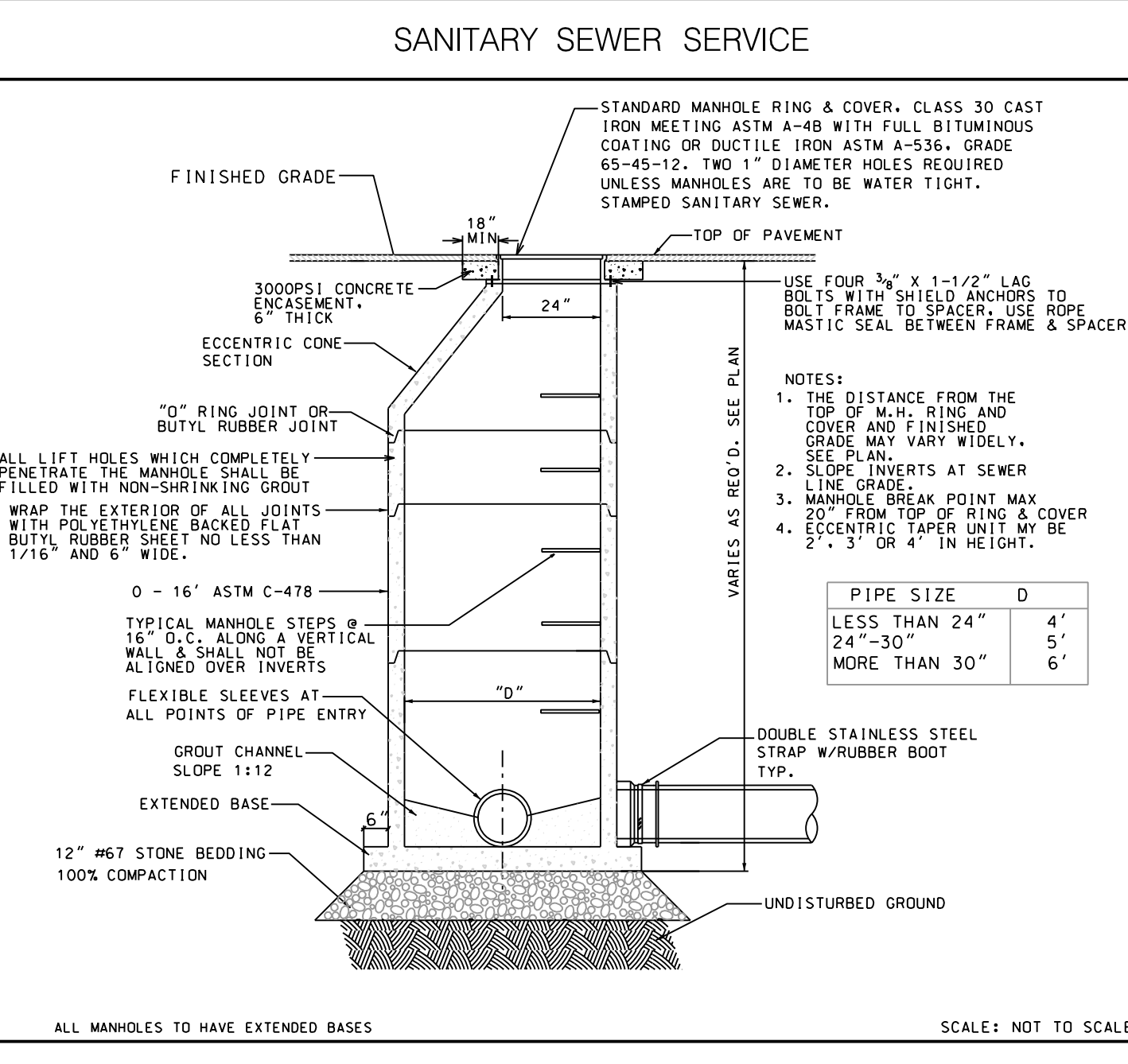
(DECEMBER 1 - APRIL 15)	120 LBS/AC
RYE (GRAIN)	50 LBS/AC
KOBE LESPEDEZA (SCARIFIED)	50 LBS/AC
(OMIT ANNUAL LESPEDEZA WHEN DURATION OF TEMPORARY COVER IS NOT TO EXTEND BEYOND JUNE)	
(APRIL 15 - AUGUST 15)	40 LBS/AC
GERMAN MILLET	40 LBS/AC
(AUGUST 15 - DECEMBER 30)	25 LBS/AC
RYE (GRAIN)	25 LBS/AC
(IF IT IS NECESSARY TO EXTEND TEMPORARY COVER BEYOND JUNE 15, OVERSEED WITH 50LB/AC KOBE.)	

MAINTENANCE  
 IF GROWTH IS LESS THAN FULLY ADEQUATE, REPEAT FERTILIZE IN THE SECOND YEAR WITH 500 LB/AC 10-10-10 FERTILIZER. NOW AS NEEDED WHEN SERICEA IS OMITTED FROM THE MIXTURE. RESEED, FERTILIZE AND MULCH DAMAGED AREAS IMMEDIATELY.

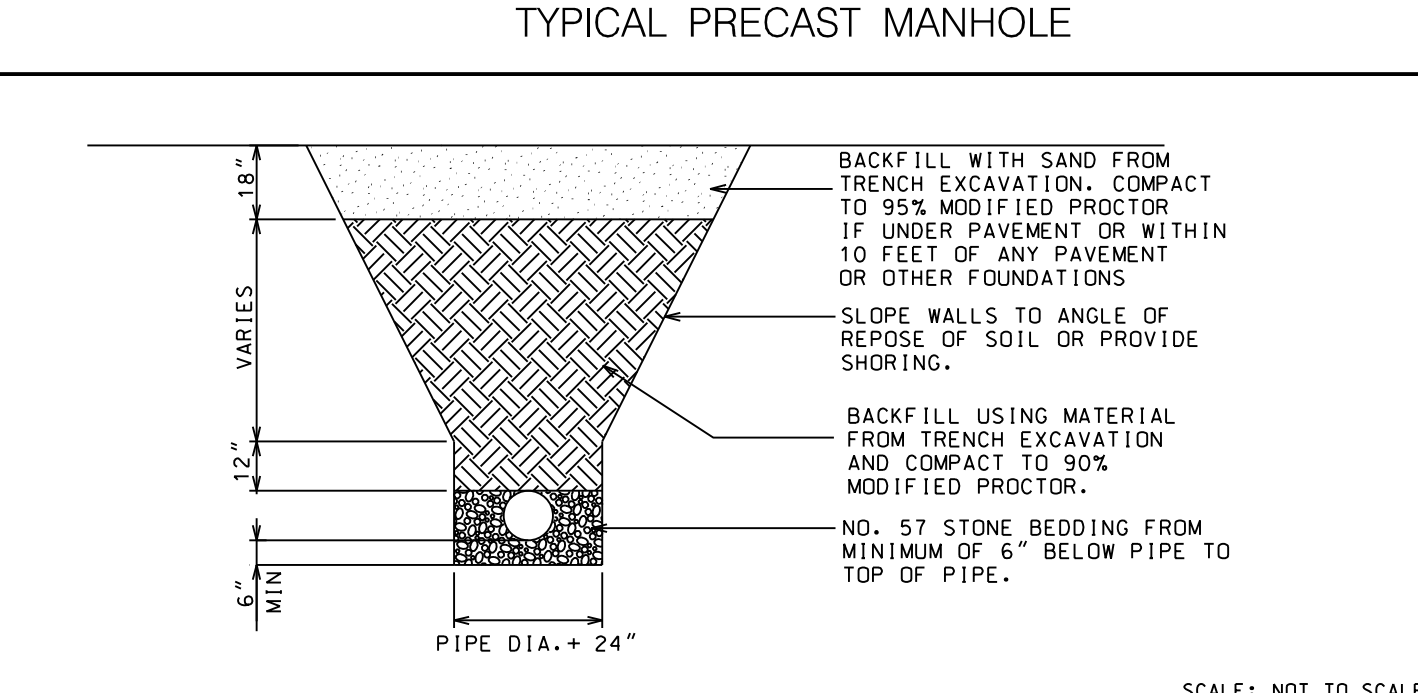
SEEDING SCHEDULE

PERMANENT SEEDING MIXTURE	60 LBS/AC
TALL FESCUE	60 LBS/AC
PENSACOLA BAHIA GRASS	50 LBS/AC
SERICEA LESPEDEZA	30 LBS/AC
KOBE LESPEDEZA	10 LBS/AC

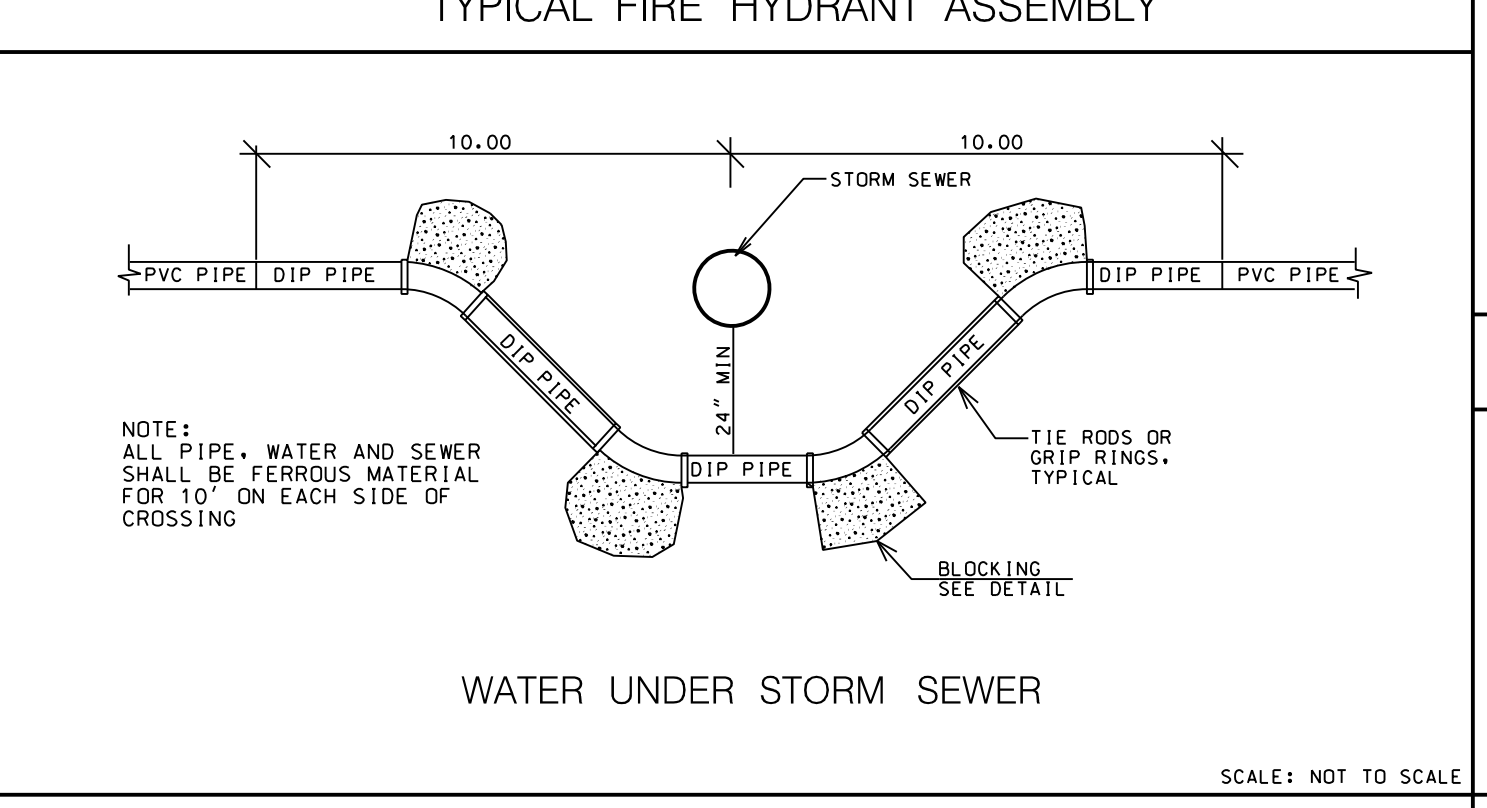
PERMANENT SEEDING MIXTURE (SWALES & DITCHES)  
 COMMON BERMOUDAGRASS----- 80 LBS/AC



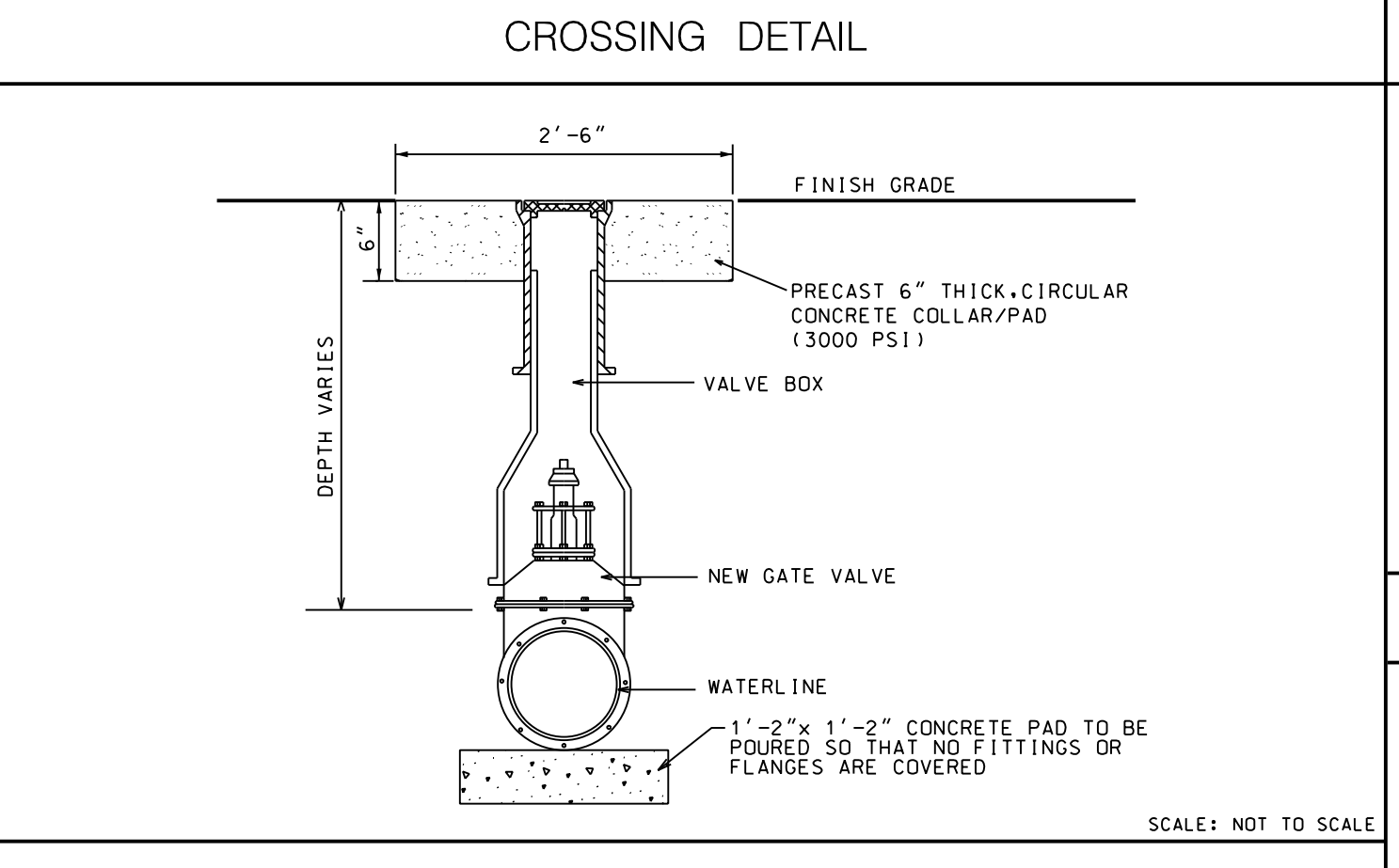
SANITARY SEWER SERVICE



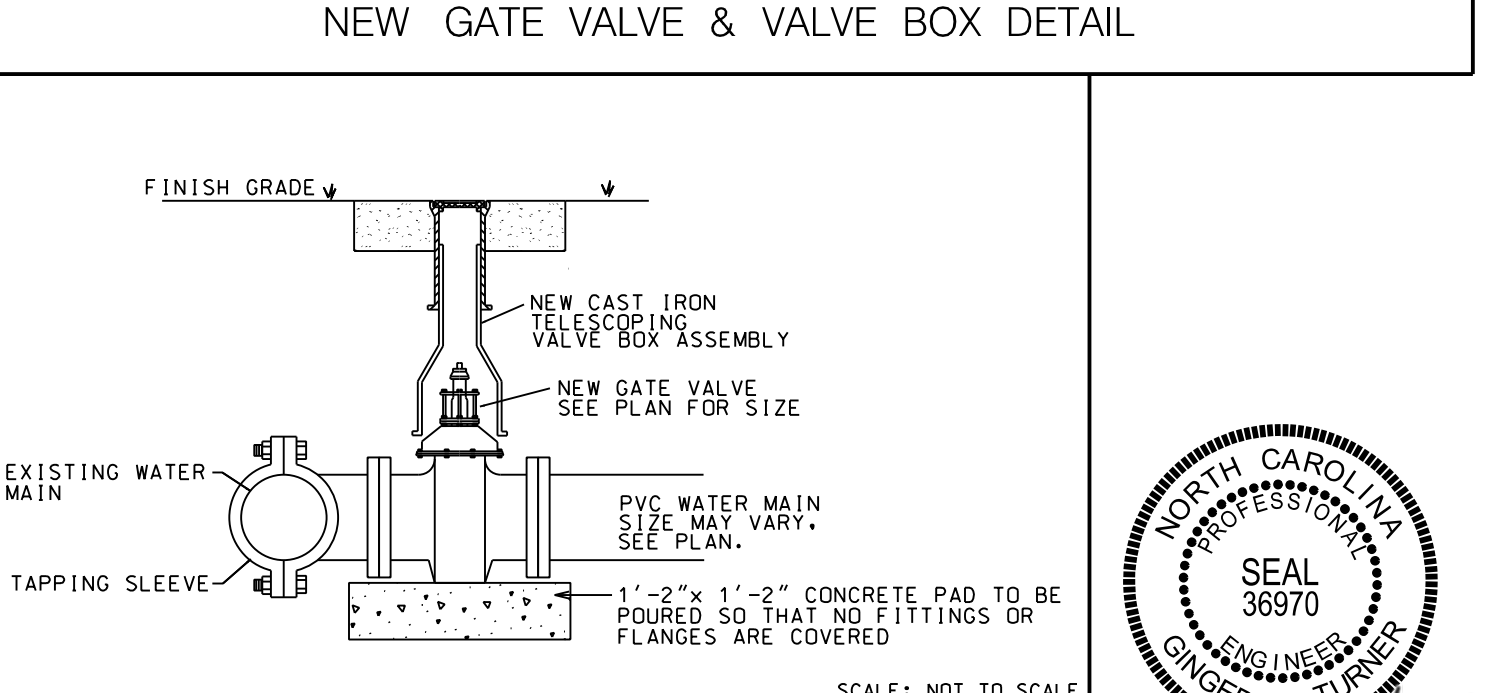
TYPICAL PRECAST MANHOLE



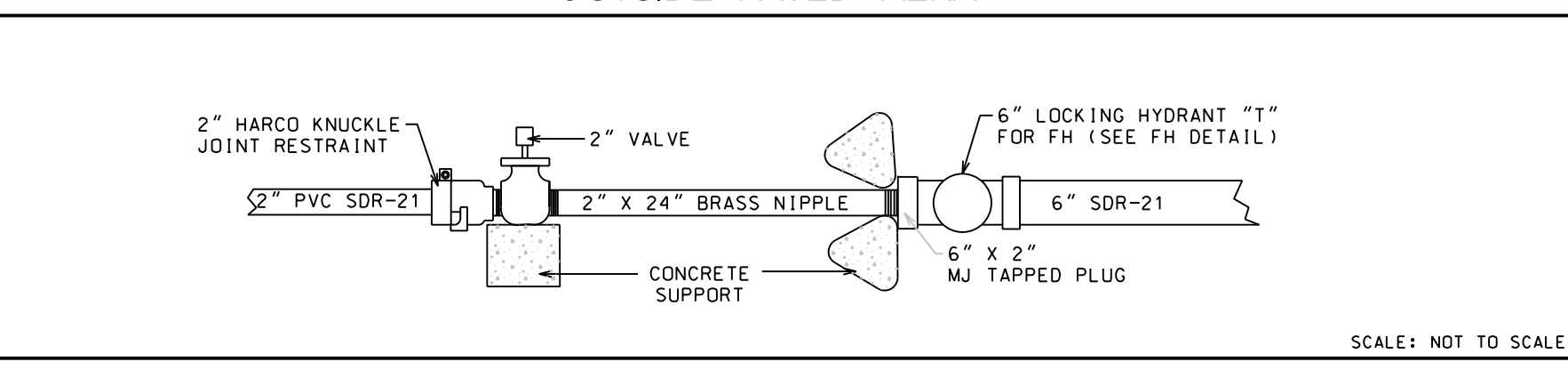
WATER UNDER STORM SEWER



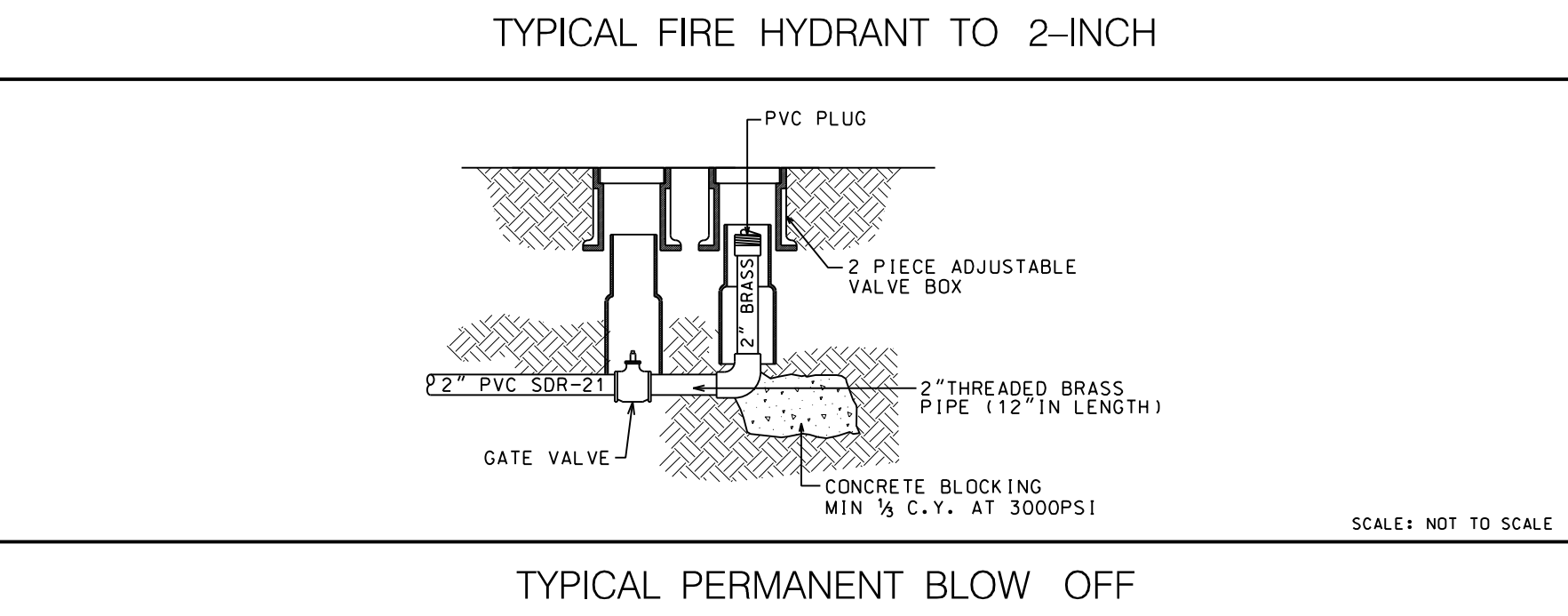
CROSSING DETAIL



NEW GATE VALVE & VALVE BOX DETAIL



TYPICAL FIRE HYDRANT TO 2-INCH



TYPICAL PERMANENT BLOW OFF

REVISIONS:

No.	BY	DATE	DESCRIPTION

ADDRESS: 1107 & 1111 LIVE OAK ST  
 101 LOFTIN LANE

DETAILS

# LIVE OAK COMMONS

BEAUFORT, CARTERET COUNTY, NORTH CAROLINA

CLIENT: NEW VISION TRUST CUSTODIAN  
 FBO WALTER D. BRADY IRA

ADDRESS: 805 FRONT STREET  
 BEAUFORT, NC 28516

PHONE: 252-241-2780

DESIGNED: WOB/LFC/GYT  
 DRAWN: WOB/LFC/GYT  
 CHECKED: GYT  
 APPROVED: GYT  
 DATE: 7/1/2020  
 SCALE: AS NOTED

THE CULLIPHER GROUP, P.A.  
 ENGINEERING & SURVEYING SERVICES  
 151A HIGHWAY 24  
 MORRISVILLE, N.C. 28557  
 (252) 773-0090 LICENSE NO. C-4482

Professional Engineer Seal: NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 36970 GINGER Y. TURNER

GINGER Y. TURNER, P.E. DATE



**Town of Beaufort, NC**

701 Front St. - P.O. Box 390 - Beaufort, N.C. 28516  
252-728-2141 - 252-728-3982 fax - www.beaufortnc.org

**Town of Beaufort Board of Commissioners Work Session Meeting  
4:00 PM Monday, August 24, 2020 – Held Through Zoom Due to COVID19 Pandemic**

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**AGENDA CATEGORY:** Items for Discussion and Consideration

**SUBJECT:** Soil Mining Request/Proposed High Rate Infiltration System Basin

**BRIEF SUMMARY:**

Blue Treasure LLC, the developer of the Beau Coast subdivision, has requested permission to mine the soils from a tract that it transferred to the Town in 2014. More specially, Blue Treasure LLC has proposed to excavate soil from the tract to within 12± inches of the future, finished lines and grades needed to form a wastewater effluent high rate infiltration basin (HRIB). This basin once complete, will be available for future expansion of the Town’s wastewater disposal capacity, subject to permitting by the NC Department of Environmental Quality. The location of the Town’s tract is shown on aerial photography (**Figure 1**) while the proposed layout of the basin is shown by a draft plan sheet by the firm of WithersRavenel (**Attachment 1**).

Blue Treasure will benefit if the request is granted because there will be a close source of fill material during the construction of the next phase of Beau Coast. The Town will benefit because the HRIB will be constructed to near the future, finished grades at no cost to the Town. Additionally, Beau Coast is proposing to fund the construction of an odor control system at the Town’s wastewater treatment facility at an estimated cost of \$263,000 exclusive of design, in return for permission to mine the soils.

**REQUESTED ACTION:**

Consider granting request by Blue Treasure LLC to allow mining of the soils from the Town’s tract subject to Blue Treasure LLC agreeing to mine the soils to near the future, finished lines and grades needed to form a permittable HRIB and in accordance with the guidelines and recommendations of a recently completed geotechnical report commissioned by the Town.

**EXPECTED LENGTH OF PRESENTATION:**

15 minutes

**SUBMITTED BY:**

Greg Meshaw, Public Services Director/Town Engineer

**BUDGET AMENDMENT REQUIRED:**

No



# Staff Report

## Soil Mining Request - Proposed High Rate Infiltration System Basin

### Introduction

Blue Treasure LLC, a North Carolina limited liability company and the developer of the Beau Coast subdivision, has requested permission to mine the soils from a tract that it transferred to the Town in 2014. More specially, Blue Treasure LLC has proposed to excavate soil from the tract to within 12± inches of the future, finished lines and grades needed to form a wastewater effluent high rate infiltration basin (HRIB). This basin once complete, will be available for future expansion of the Town’s wastewater disposal capacity, subject to permitting by the NC Department of Environmental Quality. The location of the Town’s tract is shown on aerial photography (**Figure 1**) while the proposed layout of the basin is shown by a draft plan sheet by the firm of WithersRavenel (**Attachment 1**)

### Historical Background

On **February 8, 2008**, the developer of the Beau Coast subdivision was issued a permit to construct and operate a wastewater treatment system. The permit also allowed for construction and operation of high rate infiltration facilities to which the package system was to discharge treated effluent. Not long thereafter, a “Pre-annexation, Infrastructure and Reimbursement Agreement” was executed by the Town and the developer. This agreement dated **June 4, 2008** set forth obligations and commitments by both parties for the provision of water and sanitary sewer service for what is currently known as the Beau Coast development. This agreement among many other things, set in motion the process of the developer foregoing the construction of the permitted wastewater treatment system in favor of directing the development’s wastewater to the Town’s wastewater treatment plant (WWTP). The option of directing wastewater from the development to the WWTP was recognized as an option because the Town was about to begin constructing improvements to the WWTP. It was realized that changes to the WWTP improvements design might be possible which would allow the high rate infiltration system (HRIS) permitted by the developer to be constructed at some future date as a means of increasing the disposal capacity of the WWTP. As such, the developer funded an engineering investigation into options for expanding WWTP’s treatment and disposal capacity so it could accommodate the planned developer’s needs. The investigation included examination and execution of the following:

- Modifying and expanding the Town’s WWTP to process an additional 350,000 gpd of wastewater that would be suitable for disposal in a HRIS; and
- revising the developer’s HRIS permit to 1) exclude the developer’s package WWTP, 2) change the source of wastewater effluent from the package WWTP to the Town’s WWTP, and 3) relocate the 5-day reject pond that was part of the overall infiltration system (but no longer appears as if it will be needed).

The developer paid for the above services in the amount of \$135,286.

Several related milestones were achieved after the execution of the agreement between the Town and the developer that were called for by the agreement. A summary of these events is as follows:

- The Developer's permit was modified on **June 22, 2009** to: 1) remove the previously permitted wastewater treatment package plant, 2) change the source of reclaimed effluent to the HRIS from the package plant to the Town's WWTP, and 3) relocate the 5-day reject pond to land adjacent to the Town's WWTP.
- The Town's engineering consultant prepared plans, specifications, and permit applications to expand the WWTP capacity to produce an additional 350,000 gpd of reclaimed-type effluent for disposal in a HRIS. Authorization to Construct these improvements was issued on **February 19, 2010** by the NC Department of Environment and Natural Resources (now NC Department of Environmental Quality).
- The Town's engineering consultant created and issued a change order to the contractor constructing the WWTP improvements. The change order detailed the modifications that needed to be made to the construction underway at the time to accommodate an additional 350,000 gpd of treatment capacity.
- The Town executed the change order with the WWTP improvements contractor to construct the "initial" changes to the WWTP. The developer reimbursed the Town \$2,457,269 for the cost of this work.
- The wastewater improvements project was completed on **April 28, 2010**.
- The High-Rate Infiltration System permit was modified such that the Town of Beaufort became the Permittee on **February 12, 2014**.
- The permit for the HRIS expired on **December 31, 2016**. The advance notice of the pending expiration date and advising of the need to renew the permit was apparently transmitted near the time of the former Town Manager's retirement and before the new Town Manager assumed his position.
- The NC Department of Environmental Quality (NC DEQ) issued a "Notice of Violation" (NOV) on **March 30, 2017** for the Town's failure to renew the permit in a timely manner. The NOV contained language advising the Town that it could either rescind the permit or apply for a new permit.
- The Town requested rescission of the permit on **April 28, 2017**. The Town's permit termination request was made in error and was the direct result of a recent transition between Public Utilities Directors whereupon institutional knowledge regarding the background, circumstances, and importance of the HRIS permit acquisition was lost. It is worth noting again however, the NOV stated that a "**new** high rate infiltration permit" would need to be sought.
- A letter by the Mayor dated **December 18, 2019** was transmitted to the Non-Discharge Permitting Unit of NC DEQ advising that the 2017 permit termination request was made in error. It also requested that the permit be reinstated.

- The NC DEQ Division of Water Resources authored a letter dated **February 19, 2020** denying the request for reinstatement of the permit. The letter also stated that the Town could apply for a new permit under regulations revised in 2018.

### **Recent HRIS Re-permitting Efforts**

Given the inability to have the HRIS permit reinstated, the Town entered into an **April 17, 2020** agreement with the engineering firm of McKim & Creed. The agreement called for McKim & Creed to: 1) assist the Town in discussions and negotiations with NCDEQ Division of Water Quality to determine requirements for the re-permit process; and 2) to evaluate the prior design and hydrogeological work completed for the purposes of developing a recommended approach for preparation of a design and permit application package compliant with recently revised regulations. This work lead to additional work to include the performance of a limited geotechnical investigation, hydrologic modeling, and the development of a hydrogeologic framework for updating the design of the HRIB and a subsurface drainage system. This work culminated with the issuance of a report dated **June 29, 2019**, a copy of which is provided as an **Attachment 2**.

The geotechnical report concluded that a high rate infiltration configured as depicted within the report should be capable of infiltrating an average of 350,000 gallons per day of reclaim-type effluent with a groundwater lowering drain in place. This infiltrative capacity matches that which the rescinded permit allowed. The report also provided guidance for excavation of the soils when forming the basin. It provided recommendations as well for maintaining the basin in the period between the time it is constructed and put into service as a wastewater effluent disposal site. Both the guidance and recommendations were made with the knowledge that Blue Treasure LLC desires to excavate the soils as soon as possible.

It is worth noting that an additional, more comprehensive phase of geotechnical work needs to be completed in support of a HRIS permit application. Staff conversations with a representative of McKim & Creed indicate that this additional work can be performed after Blue Treasure has completed its excavation. It is understood that NC DEQ indicated their agreement with this assessment when the matter was discussed with McKim & Creed.

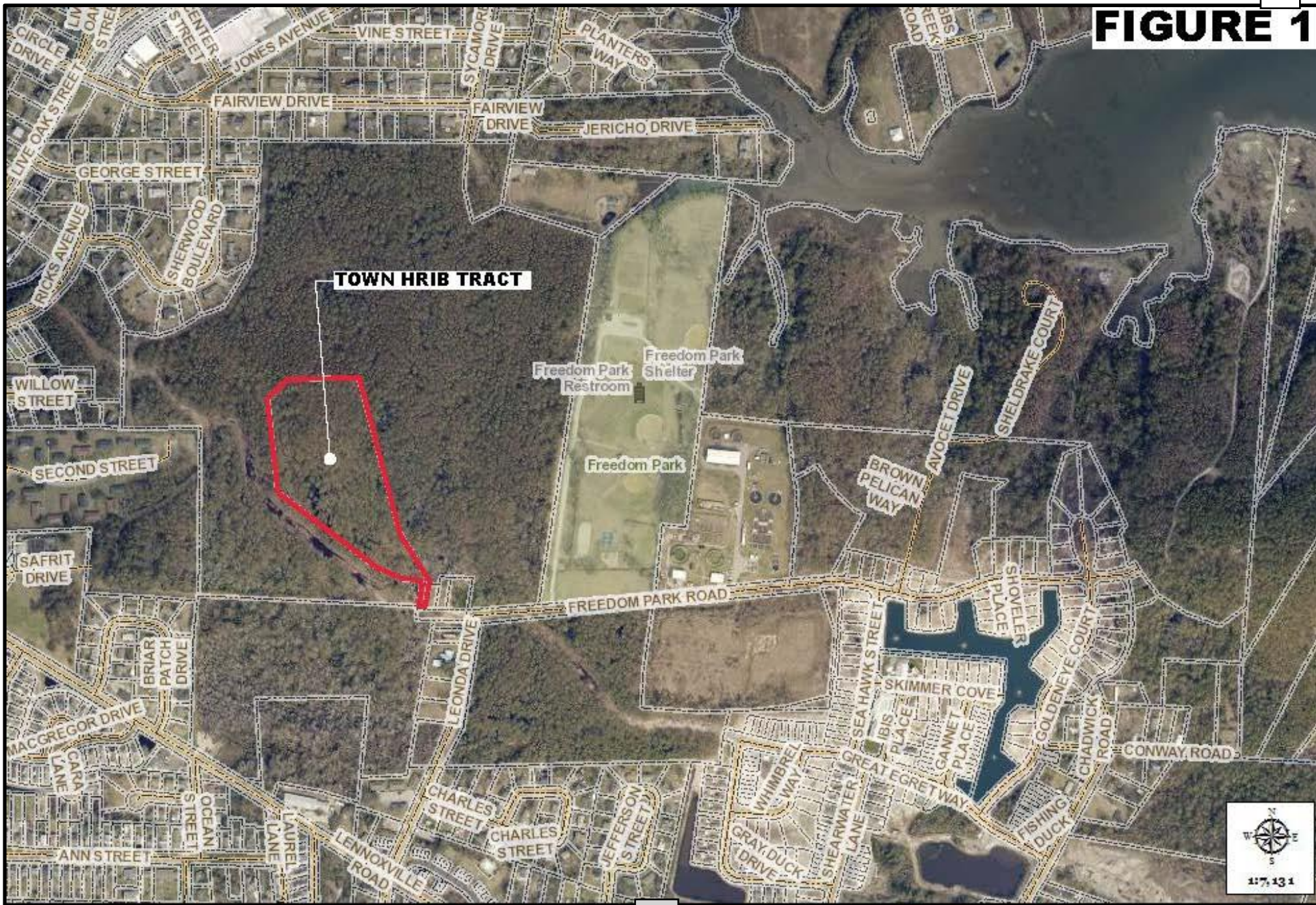
Lastly, it is also worth noting that the original permit called for a 5-day upset pond in conjunction with the HRIB. Such a pond would be in-place to receive effluent believed not to comply with the quality standards set for effluent to be infiltrated. It would also need to be sized to hold up to 5 days' worth of discharge flow. It is obvious however, that the layout shown by Attachment 1 does not include an upset pond. As such, Staff has undertaken conversations with McKim & Creed representatives about the need for an upset pond. Staff has learned through these conversations that McKim & Creed does not believe an upset pond will be needed. This is because under current rules, the need for five days' worth of upset storage is required of irrigation systems, not infiltration systems. Nonetheless, staff has asked McKim & Creed to attempt to confirm with representatives of NCDEQ Division of Water Quality that such a pond will not be required of the Town's planned HRIS. Accordingly, Staff does not intent to allow Blue Treasure LLC to proceed with mining of the town's site until such time as an indication has been received from the Division that an upset pond will not be needed, assuming of course, that the Board of Commissioners approve the request for mining of the Town's tract.

## Options

The following are the potential actions which Town Staff sees being available to the Board of Commissioners along with Staff's assessment of the pros and cons of each.

- 1) **Approve** the request by Blue Treasure LLC to allow mining of the soils from the Town's tract subject to: 1) Blue Treasure LLC agreeing to mine the soils to near the future, finished lines and grades needed to form a permittable HRIB and in accordance with the guidelines; 2) Blue Treasure LLC abiding by recommendations of a recently completed geotechnical report commissioned by the Town; and 3) a determination being made that the layout presented by Attachment 1 does not need to be revised to incorporate an upset pond.
  - Pros: The rough grades of the HRIB will be constructed at no cost to the Town. Additionally, Beau Coast is proposing to fund the construction of an odor control system at the Town's wastewater treatment facility at an estimated cost of \$263,000 exclusive of design, in return for permission to mine the soils.
  - Cons: The site will be developed as HRIB for future infiltration of high-quality wastewater effluent at a rate of up to 350,000 gallons per day. Should it be determined at some future date that this additional capacity is unneeded, it will be difficult and costly to redevelop the tract for an alternate use.
- 2) **Disapprove** the request by Blue Treasure LLC to allow mining of the soils from the Town's tract.
  - Pros: The site will remain undeveloped thereby leaving the door open for the site to be developed as something other than a HRIB at a future time.
  - Cons: Funding of the HRIB will likely have to be by the Town. Additionally, it is quite likely that Blue Treasure will not fund the construction of an odor control system at the WWTP. There is also a risk that revisions to current regulations could occur between now and when the Town is ready to go proceed with the HRIB. Such revisions could make it more difficult to develop the HRIB.
- 3) **Delay Action** regarding the request by Blue Treasure LLC to allow mining of the soils from the Town's tract.
  - Pros: None.
  - Cons: Blue Treasure LLC is in almost immediate need of the soils for the next phase of the Beau Coast development. As such, the firm may have to identify and purchase rights to fill materials as a result the request not being approved. This likely means that they will no longer be interested in mining the Town's site which again, means that funding of the HRIB will likely have to be by the Town. Additionally, it is also likely that Blue Treasure will not fund the construction of an odor control system at the WWTP.

**FIGURE 1**





## **ATTACHMENT 2: GEOTECHNICAL REPORT**

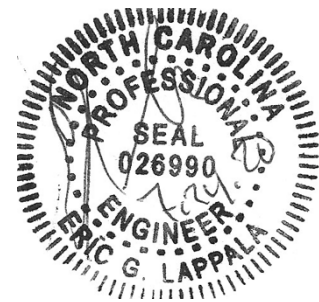
**SITE INVESTIGATION, CAPACITY ANALYSIS & EXCAVATION GUIDANCE  
HIGH-RATE INFILTRATION BASIN**

Town of Beaufort  
Beaufort, NC

June 29, 2020

Prepared for:

McKim & Creed  
243 North Front Street  
Wilmington, NC 28401



Eric G. Lappala, P.E.

Eagle Resources, P.A.  
215 /West Moore Street  
Southport, NC 28461

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## 1 Introduction

This report documents the results of field investigations of subsurface conditions in and around the location of the proposed high-rate infiltration basin that may be permitted for the disposal of treated wastewater effluent under the North Carolina Non-Discharge Rule 15A.NCAC .02T.0700. The proposed basin location and configuration is shown in **Figure 1**. The basin is located entirely within property owned by the Town of Beaufort, North Carolina. The surrounding property is owned by Blue Treasure LLC, the entity that proposes to excavate fill material from the proposed basin.

## 2 Basin Placement and Configuration

The placement and configuration of the proposed basin was based upon the following so as to conform with the requirements of the 15A NCAC .02T.0700 for setbacks from property lines and wetlands.

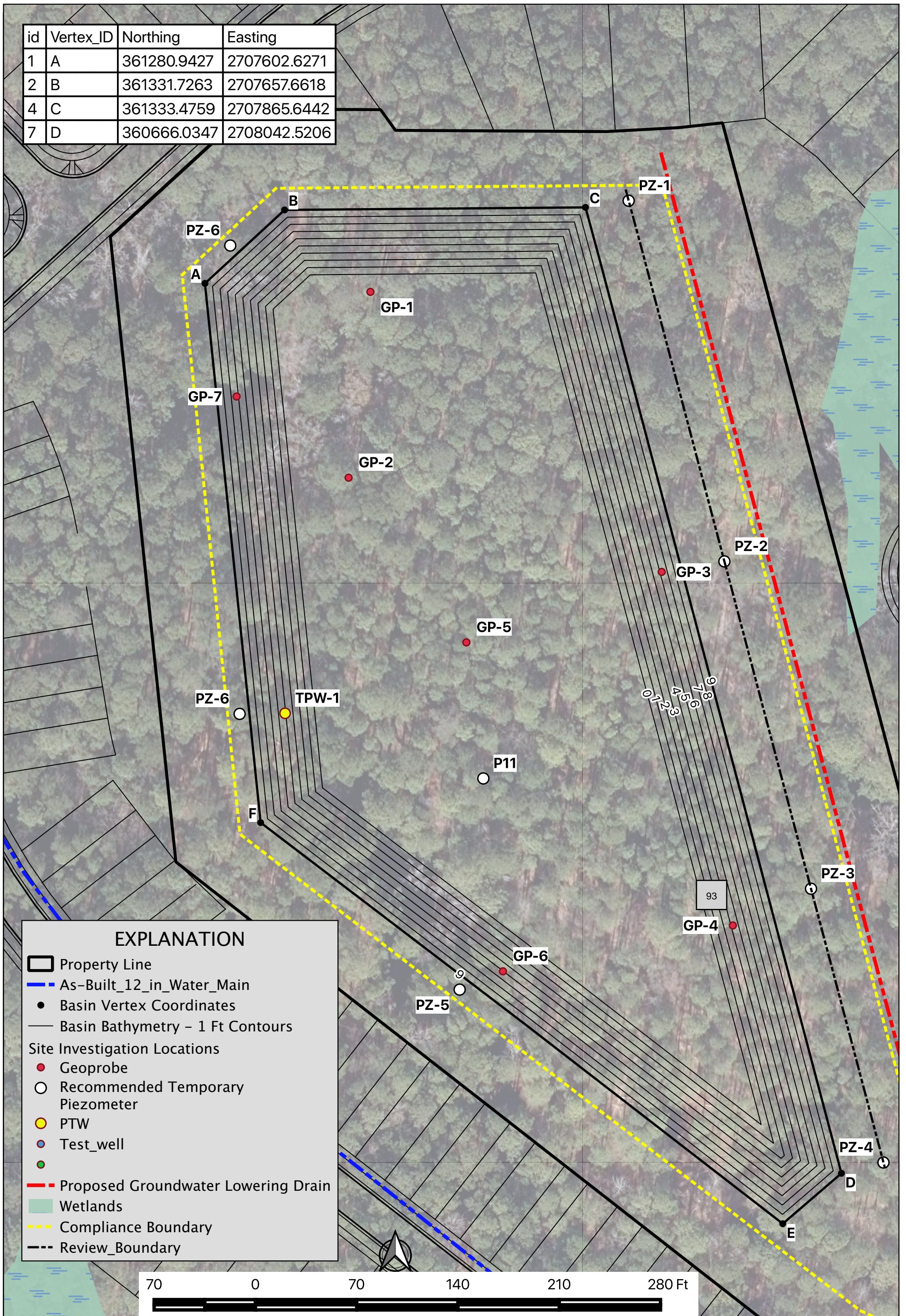
- The wastewater treatment plant will produce effluent that meets Total Nitrogen (TN) of  $\leq 4$  mg/l and Total Phosphorous (TP) of  $\leq 2$  mg/l;
- Setbacks from wetlands and property Lines = 50 ft (wetlands boundaries were used from the certified boundaries supplied by McKim & Creed<sup>1</sup>;
- Groundwater standards Compliance Boundary: 50 feet Interior to Property Line;
- Groundwater Lowering Drain 50 feet from high water line assumed to be at elevation 0 feet and outside of Compliance Boundary as required by 15A NCAC 02T .0705(y);
- Basin interior and exterior slopes – 4H:1V;
- The coordinates of the basin boundary are shown as points A through F on **Figure 1** and the table shown on that Figure; and
- Available excavatable fill volumes from the existing grade of 9 ft to basin bottom of 0 ft are shown in **Table 1** and **Figure 2**.

Elevation Ft	Area_SF	Area_Ac	Volume_CF	Volume_CY
0.00	103,279	2.37	-	-
1.00	110,978	2.55	110,978	4,110
2.00	118,924	2.73	229,902	8,515
3.00	127,059	2.92	356,962	13,221
4.00	135,371	3.11	492,332	18,235
5.00	143,859	3.30	636,192	23,563
6.00	152,525	3.50	788,716	29,212
7.00	161,367	3.70	950,083	35,188
8.00	170,385	3.91	1,120,469	41,499
9.00	179,559	3.70	1,300,027	48,149

Table 1.-- Elevation-Area and Elevation-Volume for Preliminary Basin Design.

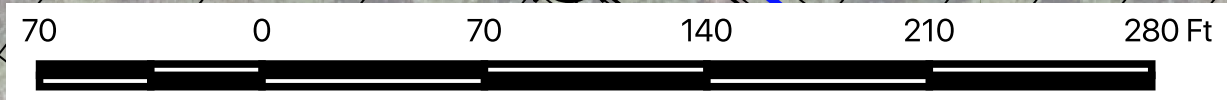
<sup>1</sup> Pdf entitled Jones 02.12.16 from Atlantic Coast Survey, PLLC : Wetlands Survey, USACOE Certification Date 02/12/16.

id	Vertex_ID	Northing	Easting
1	A	361280.9427	2707602.6271
2	B	361331.7263	2707657.6618
4	C	361333.4759	2707865.6442
7	D	360666.0347	2708042.5206



**EXPLANATION**

- Property Line
- As-Built 12 in Water Main
- Basin Vertex Coordinates
- Basin Bathymetry - 1 Ft Contours
- Site Investigation Locations
- Geoprobe
- Recommended Temporary Piezometer
- PTW
- Test\_well
- Test\_well
- - - Proposed Groundwater Lowering Drain
- Wetlands
- - - Compliance Boundary
- - - Review\_Boundary



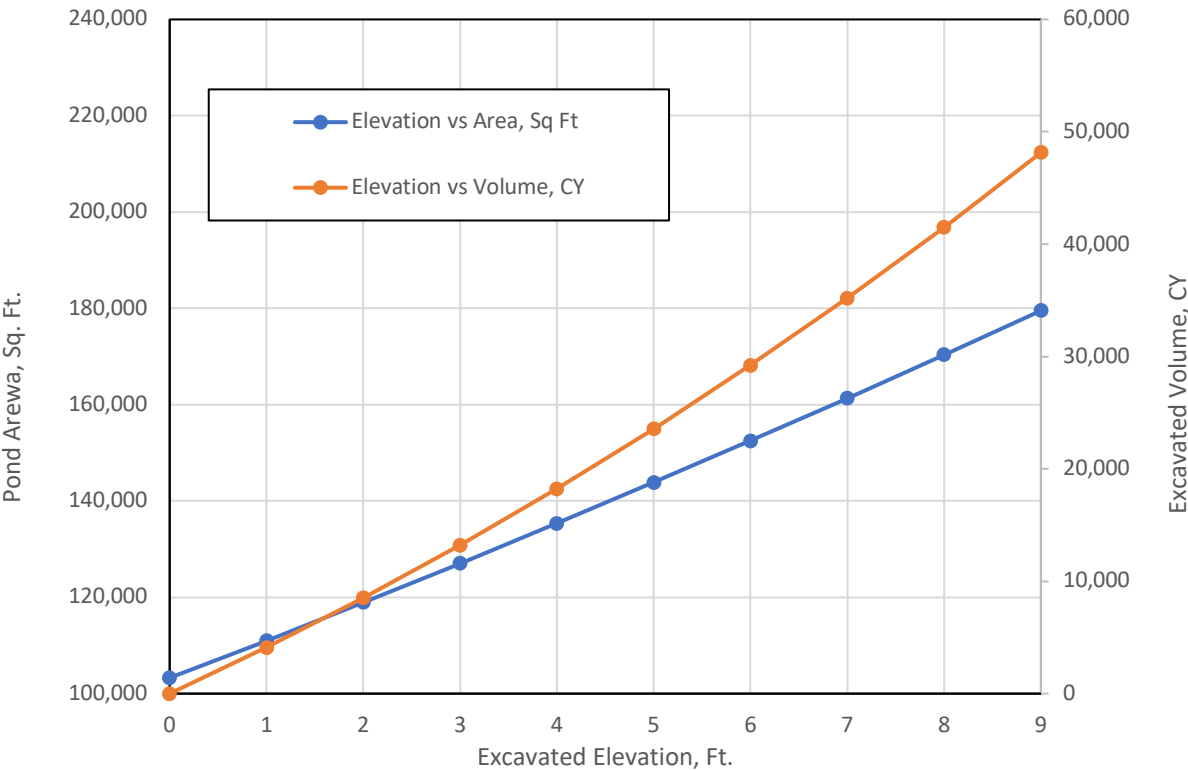


Figure 2.--Elevation-Volume and Elevation-Area Curves

### 3 Site Investigation

Previous site investigations<sup>2,3</sup> were conducted in support of the previously permitted basin for which the permit was voluntarily rescinded by the Town of Beaufort. However, none of the locations from those studies that included data on subsurface conditions were within or near the footprint of the presently proposed basin.

This investigation included the following:

- Geoprobe soundings and logging of materials encountered to 30 feet at the seven locations shown in **Figure 1** (GP-1 through GP-7);
- Installation of temporary 2-inch diameter piezometers to 15 feet screened from 10 to 15 feet in each Geoprobe boring;
- Installation of a Test Well (TPW-1) show on **Figure 1** and three observation wells (OW01 through OW-3);
- Slug tests in GP-1 through GP-7; and
- Three rounds of water level measurements in all piezometers and wells.

<sup>2</sup> Edwin Andrews & Associates, P.C. June 2007: Soils, Geologic, and Hydrogeologic Site Analysis for the Proposed Wastewater Infiltration Pond Site - Preston Development Beaufort Carteret County, North Carolina.

<sup>3</sup> GeoTechnologies Inc, May 1, 2008: Submittal of Test Boring Data Beaufort Tract Beaufort North Carolina Project No 1-07-0448-EA

### 3.1 Boring Logs

The boring logs for the Geoprobe soundings and the observation wells are shown in **Attachment 1**. Based upon these logs. At least 20 feet of very-fine sand to clayey sand is present to depths of at least 20 feet beneath the footprint of the proposed basin. As indicated by the boring log for GP-3, a clay layer approximately one foot thick at depths of 5 to 6 feet exists along at least portions of the eastern edge of the proposed basin. This clay may be related to the wetlands shown on **Figure 1** that occur just outside of the eastern property line.

### 3.2 Pumping Test

A pumping test was conducted in TPW-1 to quantify the hydraulic properties of the materials beneath the proposed basin that will convey treated effluent to the ambient groundwater system and to the proposed groundwater lowering drain shown in **Figure 1**. The test comprised pumping TPW-1 for 22 1/2 – hours and monitoring water level drawdown in OW-1, OW02, and OW-3 for this period and water level recovery for an additional 1/2 hour after the pumping stopped. Water level changes were measured using a combination of down-hole recording pressure transducers and hand measurements with an electric water level sounder

The pumping test data were analyzed using the commercial program AQTESOLV™ to quantify the horizontal and vertical hydraulic conductivities (Kh and Kz) and the storage coefficients (S and Sy) of the materials to a depth of 25 feet at the test site. The delayed drainage or Neumann equation was used to fit the observations. The conductivity values determine the rate at which water will be conducted in three dimensions from the infiltration basin and the storage properties are used to determine the time the groundwater system will respond to changes in water levels in the basin and to infiltration of precipitation. The results of these analyses are shown in **Table 2**. Table 2 also includes the values of these parameters determined from drawdowns in EAA OW2 while pumping PW2 15 feet from OW-2. That test was located 500 feet northwest of the northwest corner of the proposed basin and was conducted as part of the study in 2007 by Ed Andrews<sup>1</sup>. The fitted curves for the pump test analyses shown in **Table 2** are included in **Attachment 2**.

Well	Distance from pumped well	Transmissivity	Aquifer Thickness	Hydraulic Conductivity		Storage Coefficient	
				Hori - zontal	Vertical	Con - fined	Uncon - fined
	r	T	b	Kh	Kz	S	Sy
	ft	ft <sup>2</sup> /day	ft	ft/day	ft/day	dim	dim
OW-1	8.98	631	23	27.43	21.16	n/a	0.24
OW-2	14.05	711	23	30.91	30.73	0.0639	n/a
OW-3	26.53	434	23	18.87	6.62	0.0120	0.15
Average		592	23	25.74	19.50	0.0380	0.19
EAA OW2	15.00	1330	23	57.83	39.51	0.0028	0.03

Table 2.-- Hydraulic properties from pumping tests.

### 3.3 Slug Tests

Slug tests were conducted in all of the temporary piezometers by recording the water level response to the rapid addition of approximately one gallon of water. Two such tests were conducted in GP-5. The slug tests were analyzed by fitting the Bouwer and Rice curves to the observations using AQTESOLVE™. The results of the slug tests are shown in **Table 3**. The geometric mean and average hydraulic conductivity values from the slug tests agree well with those from the pumping test conducted within the basin footprint.

Well	Kh	Well	Kh
	ft/day		ft/day
GP-1	16.00	GP-5 1	42.00
GP-2	23.00	GP-5 2	49.00
GP-3	6.20	GP-6	6.20
GP-4	21.00	GP-7	10.70
Geomean			16.86
Average			21.76

Table 3.--Hydraulic Conductivity values from slug tests in temporary piezometers.

The low values Kh in GP-3 are associated with the presence of the thin clay layer from 5 to 6 feet encountered in that boring. The low value in GP-6 may be associated with interbedded clay lenses associated with previous wetland deposits observed at that location.

### 3.4 Survey

The coordinates (NAD83 North Carolina State Plane – Feet) and elevations of top of all piezometer and well casings and ground surface (NAVD88 feet) were surveyed by Mckim and Creed and are shown in **Table 4**.

Site ID	Northing NAD83 Ft	Easting NAD83 Ft	Elevation		Completion		
			Ground	Top Casing	Diam.	Depth	Screen
			NAVD88 Ft	NAVD88 Ft	In	Ft	Ft
TPW-1	360,983.90	2,707,658.00	9.20	9.75	1.25	18.00	8-18
OW-1	360,988.80	2,707,665.50	9.10	10.14	2.00	10.00	5 - 10
OW-2	360,988.50	2,707,671.30	9.10	9.21	2.00	15.00	10 - 15
OW-3	361,009.50	2,707,664.90	9.10	9.66	2.00	20.00	15 - 20
GP-1	361,275.10	2,707,717.00	8.30	8.80	2.00	15.00	10-15
GP-2	361,146.70	2,707,701.90	9.10	9.80	2.00	15.00	10-15
GP-3	361,081.60	2,707,918.30	9.00	10.12	2.00	15.00	10-15
GP-4	360,837.30	2,707,967.50	9.80	10.60	2.00	15.00	10-15
GP-5	361,032.90	2,707,783.30	9.10	10.40	2.00	15.00	10-15
GP-6	360,805.60	2,707,808.60	8.80	9.25	2.00	15.00	10-15
GP-7	361,202.80	2,707,624.50	9.20	10.54	2.00	15.00	10-15

Table 4.-- Location, elevation and completion data for wells and piezometers.

### 3.5 Water Level Measurements

Water levels were measured on three dates in all wells and piezometers and are shown in **Table 5**. The shallow water levels measured on 6/30/20 were the result of high rainfall as recorded at Weather Underground Station KNCBEAUF24 (Turners Creek Plantation) located 1000 feet north of the north side of the basin. The precipitation and water levels are shown in **Figure 3**.

Site ID	NORTHING	EASTING	Water Level Elevation, Ft NAVD88		
			6/30/20	7/7/20	7/15/20
TPW-1	360,984	2,707,658	6.87	6.00	5.24
OW-1	360,989	2,707,666	6.84	5.99	5.22
OW-2	360,989	2,707,671	6.86	6.00	5.21
OW-3	361,010	2,707,665	6.83	6.01	5.26
GP-1	361,275	2,707,717	n/m	5.66	4.82
GP-2	361,147	2,707,702	6.75	5.85	5.05
GP-3	361,082	2,707,918	7.21	6.51	5.62
GP-4	360,837	2,707,968	7.66	6.90	6.12
GP-5	361,033	2,707,783	7.14	6.29	5.50
GP-6	360,806	2,707,809	7.35	6.61	5.90
GP-7	361,203	2,707,625	6.36	5.44	4.74

Table 5.-- Water level elevations.

The preliminary three-dimensional groundwater flow model that was constructed using data and information from previous studies<sup>2,3</sup> was updated with the results of the Phase 1A Site Investigation. The model was calibrated to the observed water levels shown in **Figure 3** using infiltration from precipitation observed at the Weather Underground Station KNCBEAUF24 (Turners Creek Plantation - located approximately 1000 feet north of the proposed basin) for the period from June 1 through July 17 and an average rate of evapotranspiration during non-rainfall days of 0.1 inches/day. The calibrated hydraulic conductivity was 21 ft/day or approximately the average of the values from the pumping and slug tests.

The solid lines on **Figure 3** are the modeled water level elevations at the locations and screen midpoint elevations of GP-2 through GP-7 resulting from this calibration. Based upon the reasonable match between the observed and water level elevations as well as to the slope of water level declines following the high precipitation that occurred between June 13 and June 17, The fit is considered adequate for the model to be used in conjunction with the results of the pumping and slug tests to assess the infiltration capacity of the proposed basin.

If the town makes the decision to proceed with permitting the basin, additional water level measurements should be made to cover seasonal variations and the model should be tested for its ability to reproduce them as part of the Hydrogeologic Assessment required for a Non-Discharge Permit.

However, because the hydraulic conductivity values used for the calibrated model are supported both by the pumping and slug tests and by data from previous studies, and because no extensive low permeability layers were encountered by the Site Investigation, the model is considered to be conservative in that it may underestimate the likely operational infiltration capacity.

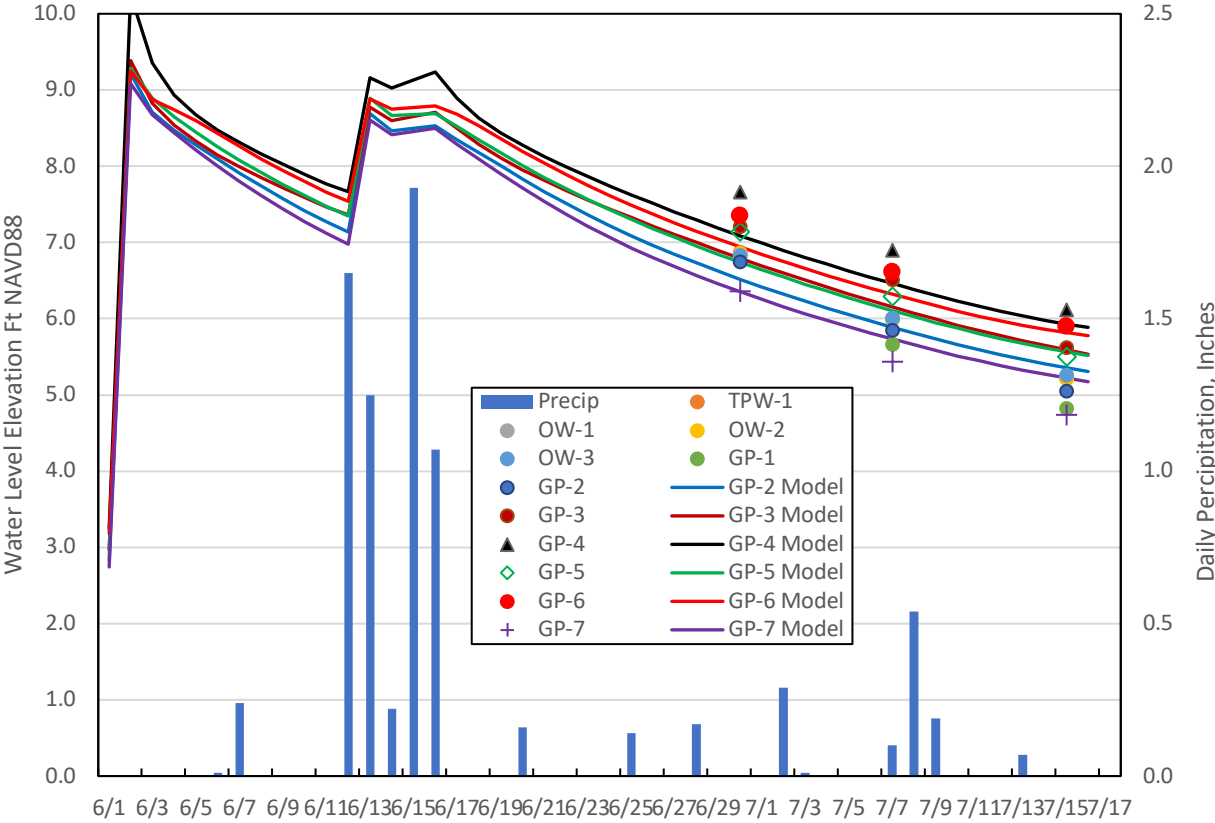


Figure 3.—Precipitation, observed water level elevations, and modeled water level elevations.

### 4 Infiltration Capacity Assessment

The updated model groundwater flow model was used to assess the ability of the combination of the groundwater system and the groundwater lowering drain to dispose of the 350,000 gpd of treated effluent.

The infiltration capacity of the basin was assessed by modeling it as a lake with input from the WWTP and precipitation and output to evaporation and seepage to groundwater. Inputs and outputs were modeled as varying by month. The inflow from the WWTP is shown in **Figure 4**.

The groundwater lowering drain shown on **Figure 1** was modeled as a drain with invert elevations of 0.0 feet and a conductance equal to the formation hydraulic conductivity of 21 ft/day.

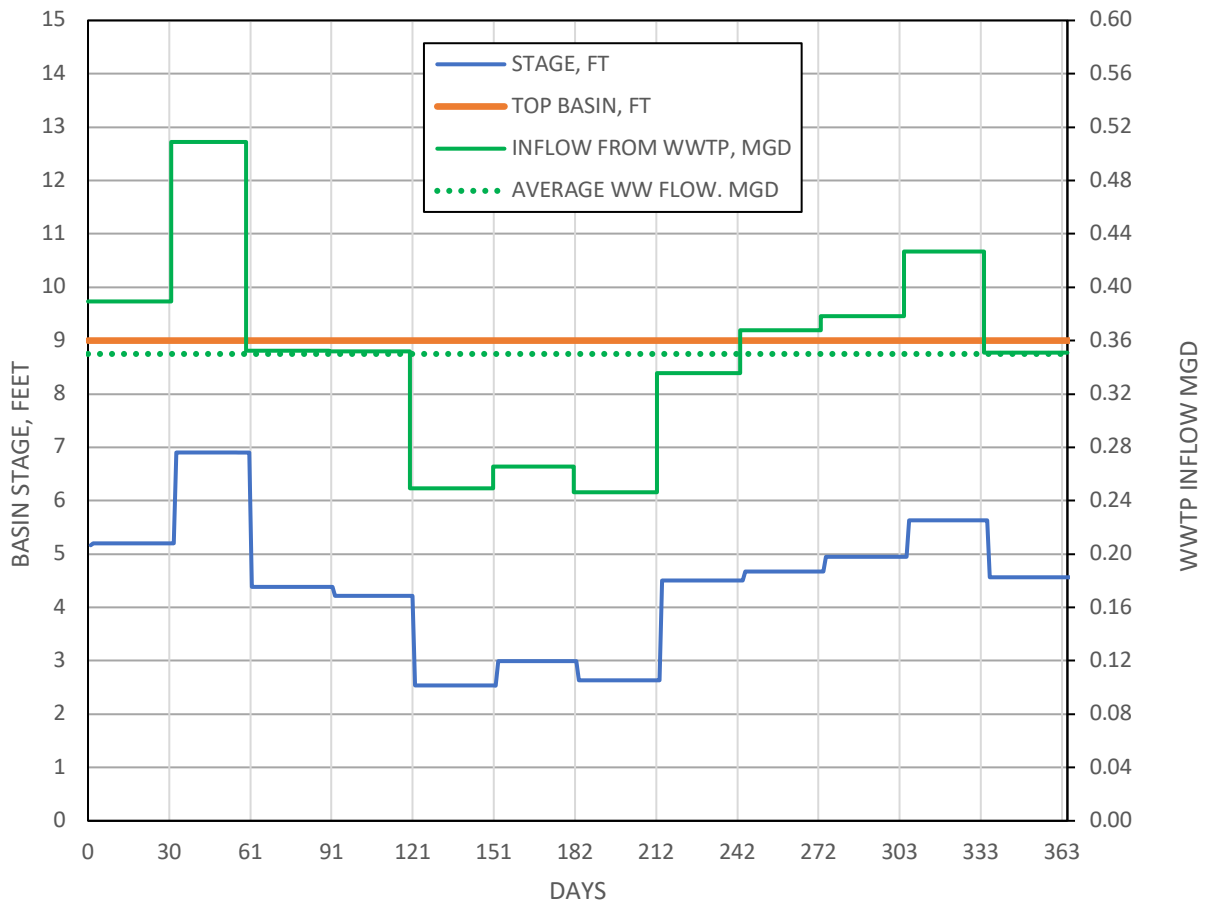


Figure 4.-- Modeled stage in the infiltration basin and inflow from the WWTP.

As shown in **Figure 4**, the proposed basin with the proposed groundwater lowering drain will infiltrate the requested average flow of 350,000 GPD as well as seasonal variations about that value that are based on the last year of inflow to the WWTP. Because the average inflow to the WWTP for 2019 was approximately 740,000 GPD, the inflow pattern shown in **Figure 4** for the average basin inflow of 350,000 GPD was determined by scaling the average monthly plant inflow by 0.48 (350,000 / 740,000).

As shown in **Figure 4**, the modeled infiltration capacity should also maintain the required 2 feet of freeboard from the existing grade. This freeboard would be increased by the height of the temporary and/or permanent berms around the basin.

### 5 Excavation Guidance

The following is provided for the excavation of material from the proposed basin to minimize damage from compaction and smearing of clays and silts from the basin bottom. Because the watertable will be present at depths of as shallow as one foot following wet period based on site observations and measurements, site preparation and excavation should be done after allowing the watertable to recede to depths of at least 2 to three feet as measured in the existing temporary piezometers on site as well as in additional

temporary piezometers (PZ-1 through PZ-7) shown on **Figure 1**. The proposed temporary piezometers have been placed approximately on the review boundary so that any of these required by the permit can be made permanent and used as compliance wells. The existing temporary piezometers (GP-1 through GP-7) should be properly abandoned in accordance with the regulations in 15A NCAC .02C.113 ahead of excavation from the areas where each is located.

The coordinates of the corners of the basin are shown on **Figure 1** and are repeated below in **Table 6**.

Vertex ID	Northing	Easting
(See Figure 1)	NAD83 Ft	NAD83 Ft
A	361,280.94	2,707,602.63
B	361,331.73	2,707,657.66
C	361,333.48	2,707,865.64
D	360,666.03	2,708,042.52
E	360,631.19	2,708,001.98
F	360,908.37	2,707,641.11

Table 6.-- Vertices of the proposed infiltration basin.

5.1 Site Preparation and Excavation

1. Site Preparation
  - a. Remove all trees and vegetation from within the property boundary. Tree Removal should minimize surface disturbance as much as possible.
  - b. Remove all topsoil, tree roots and other material to a depth of 2 feet below present grade over the footprint of the basin plus a buffer of 20 feet.
  - c. Track mounted equipment should be used for all removal activities.
  - d. Avoid all areas of standing water with any equipment used for site preparation.
  - e. Trees, vegetation and topsoil removed should not be stockpiled within the footprint of the basin.
  
2. Excavation
  - a. Any equipment used within the footprint of the basin should be track mounted.
  - b. Where possible removal should be using long-reach excavators to minimize repeated travel over the bottom of the excavated area.
  - c. Excavated material should not be stockpiled within the footprint of the basin.
  - d. Excavation should proceed from the center of the basin working outward to the edges of the footprint to avoid equipment traffic on the bottom of the final excavated grade.
  - e. The elevation configuration of the final basin bottom should be surveyed and reported on a periodic basis as excavation proceeds.

## 5.2 Site Maintenance and Testing

There may be a significant period between the completion of material excavation from the basin and its use as an infiltration facility. Consequently, the following is recommended to maintain and test the capacity of the basin.

1. A berm should be constructed at an elevation of 10.5 feet comprised of the fine sand excavated from the basin and compacted to 95% Maximum Proctor around the entire basin.
2. The exterior slope of the berm should be planted and maintained with turf grass.
3. A standard silt-barrier fence should be constructed on top of the berm and maintained until the final basin is put into operation.
4. The interior of the basin should be maintained by periodic removal of all vegetation and debris using track mounted equipment.
5. Additional infiltration tests should be conducted in the bottom and on the sides of the basin following each maintenance operation as part of the permitting process .

## Attachment 1 – Boring Logs

### Drilled Boring Logs

<u>Boring</u>	<u>Depth (feet)</u>	<u>Description</u>
GP1	0.0 – 1.0'	Gray (10YR 6/1) mucky fine sand (OH)
	1.0 – 4.0'	Dark gray (10YR 4/1) clayey fine sand (SC)
	4.0 – 6.0'	Dark gray (10YR 4/1) clayey fine to medium sand (SC)
	6.0 – 12.0'	Light gray (10YR 7/2) fine sand (SM); moderately well-sorted;
	12.0 – 28.0'	Dark gray (10YR 4/1) very fine sand (SM)
	<b>28.0 – 28.5'</b>	<b>Dark greenish gray (10G 6/1) fine sandy clay (CH)</b>
	28.5 – 30.0'	Gray (10YR 6/1) fine sand
Set 15' x 2" piezometer with 5' 0.010" screen; H <sub>2</sub> O @ 2.13' (0.8' stick-up)		
<u>Boring</u>	<u>Depth (feet)</u>	<u>Description</u>
GP2	0.0 – 1.0'	Black (10YR 2/1) mucky fine sand (OH)
	1.0 – 3.0'	Dark brown (10YR 3/3) clayey fine sand (SC)
	3.0 – 6.0'	Light brown (7.5YR 6/3) fine sand (SM)
	6.0 – 12.0'	Light grayish brown (10YR 5/2) fine sand (SM)
	12.0 – 20.0'	Very dark gray (10YR 3/1) moderately well sorted fine sand (SM)
	20.0 – 24.0	Black (10YR 2/1) clayey fine sand (SC)
	<b>24.0 – 25.0'</b>	<b>Bluish gray (10B 5/1) fine sandy clay (CL)</b>
	25.0 – 30.0'	Grayish brown (10YR 5/2) fine sand (SM); moderately well sorted
Set 15' x 2" piezometer with 5' 0.010" screen; H <sub>2</sub> O @ 3.05' (0.6' stick-up)		
<u>Boring</u>	<u>Depth (feet)</u>	<u>Description</u>
GP3	0.0 – 1.0'	Black (10YR 2/1) mucky fine sand (OH)
	1.0 – 2.0'	Gray (10YR 5/1) clayey fine sand (SC)
	2.0 – 5.0'	Gray (10YR 5/1) very fine sand (SC)
	<b>5.0 – 6.0'</b>	<b>Gray (10YR 5/1) clay (CL)</b>
	6.0 – 15.0'	Brown (10YR 5/2) very fine sand (SM)
	15.0 – 30.0'	Grayish brown (10YR 5/2) fine sand (SM); poorly sorted
Set 15' x 2" piezometer with 5' 0.010" screen; H <sub>2</sub> O @ 2.94' (0.5' stick-up)		
<u>Boring</u>	<u>Depth (feet)</u>	<u>Description</u>
GP4	0.0 – 1.0'	Black (10YR 2/1) mucky fine sand (OH)
	1.0 – 3.0'	Dark brown (10YR 3/3) clayey fine sand (SC)
	3.0 – 6.0'	Light brown (7.5YR 6/3) fine sand (SM)
	6.0 – 12.0'	Light grayish brown (10YR 5/2) fine sand (SM)
	12.0 – 20.0	Very dark gray (10YR 3/1) moderately well sorted fine sand (SM)
	20.0 – 23.0	Black (10YR 2/1) clayey fine sand (SC)
	<b>23.0 – 24.0'</b>	<b>Bluish gray (10B 5/1) fine sandy clay (CL)</b>
	24.0 – 30.0'	Grayish brown (10YR 5/2) moderately well sorted sand (SM)
Set 15' x 2" piezometer with 5' 0.010" screen; H <sub>2</sub> O @ 2.91' (0.8' stick-up)		

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<u>Boring</u>	<u>Depth (feet)</u>	<u>Description</u>
GP5	0.0 – 1.0'	Black (10YR 2/1) mucky fine sand (OH)
	1.0 – 3.0'	Dark brown (10YR 3/3) clayey fine sand (SC)
	3.0 – 6.0'	Light brown (7.5YR 6/3) fine sand (SM)
	6.0 – 12.0'	Light grayish brown (10YR 5/2) fine sand (SM)
	12.0 – 20.0'	Very dark gray (10YR 3/1) moderately well sorted fine sand (SM)
	20.0 – 30.0'	Grayish brown (10YR 5/2) clayey fine sand (SC); poorly sorted sand (SM)
Set 15' x 2" piezometer with <b>10' 0.010" screen</b> ; H <sub>2</sub> O @ 3.26' (1.25' stick-up)		

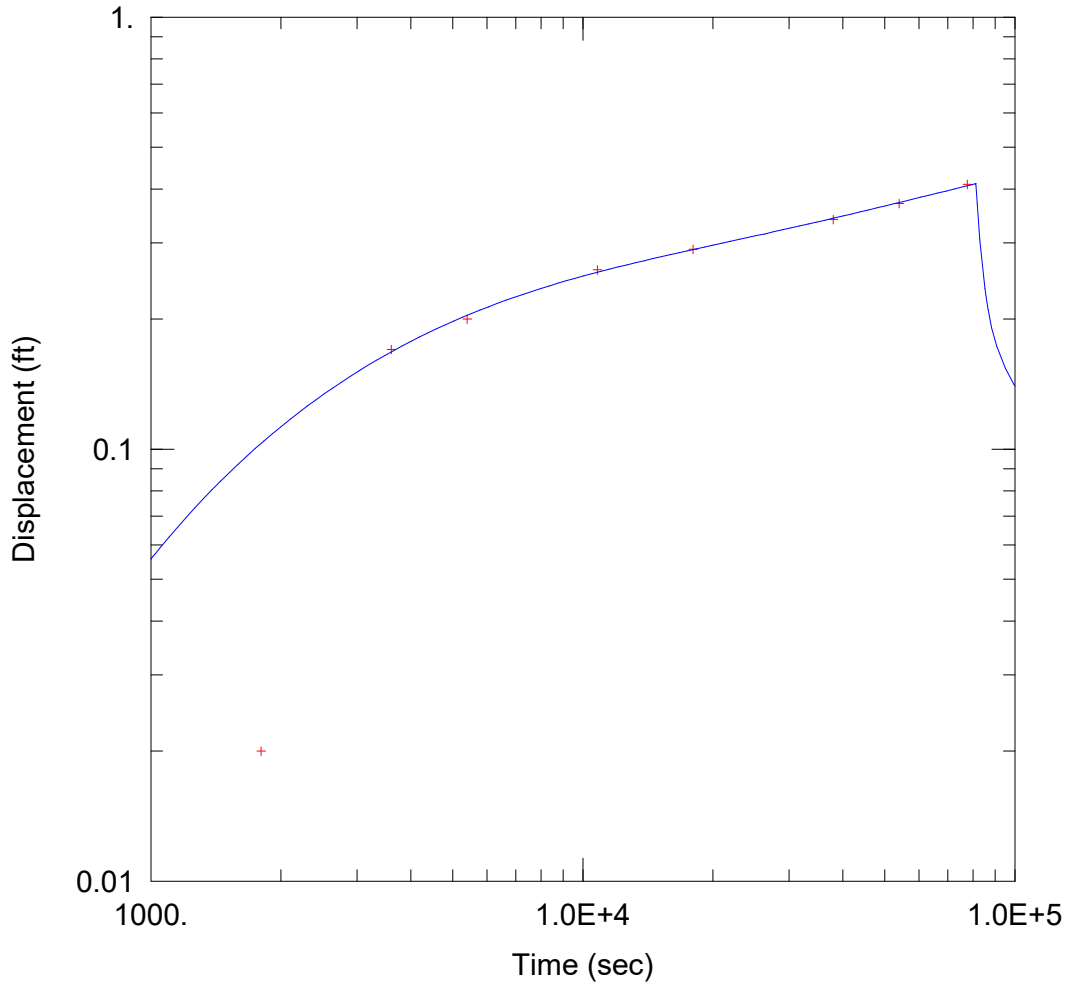
<u>Boring</u>	<u>Depth (feet)</u>	<u>Description</u>
GP6	0.0 – 1.0'	Black (10YR 2/1) mucky fine sand (OH)
	1.0 – 3.0'	Dark brown (10YR 3/3) clayey fine sand (SC)
	3.0 – 6.0'	Light brown (7.5YR 6/3) fine sand (SM)
	6.0 – 12.0'	Light grayish brown (10YR 5/2) clayey very fine sand (SC)
	12.0 – 23.0'	Gray (10YR6/1) clayey very fine sand (SC)
	<b>23.0 – 23.5</b>	<b>Bluish gray (10B 5/1) fine sandy clay (CL)</b>
	23.5 – 30.0'	Grayish brown (10YR 5/2) moderately well sorted sand (SM)
Set 15' x 2" piezometer with 5' 0.010" screen; H <sub>2</sub> O @ 1.90' (0.5' stick-up); installed in former wetland		

<u>Boring</u>	<u>Depth (feet)</u>	<u>Description</u>
GP7	0.0 – 1.0'	Black (10YR 2/1) mucky fine sand (OH)
	1.0 – 3.0'	Dark brown (10YR 3/3) clayey fine sand (SC)
	3.0 – 6.0'	Light brown (7.5YR 6/3) fine sand (SM)
	6.0 – 15.0'	Light grayish brown (10YR 5/2) fine sand (SM)
	15.0 – 20.0'	Very dark gray (10YR 3/1) micaceous fine sand (SM)
	20.0 – 30.0'	Grayish brown (10YR 5/2) clayey fine sand (SC);
Set 15' x 2" piezometer with <b>4' 0.010" screen</b> ; H <sub>2</sub> O @ 4.18' (1.5' stick-up)		

<u>Boring</u>	<u>Depth (feet)</u>	<u>Description</u>
OW1	0.0 – 1.0'	Black (10YR 2/1) mucky fine sand (OH)
	1.0 – 2.0'	Light gray (10YR 7/1) clayey fine sand (SC)
	2.0 – 5.0'	Gray (10YR 6/1) clayey fine sand (SC)
	5.0 – 10.0'	Light grayish brown (10YR 5/2) very fine sand (SM)
OW2	10.0 – 15.0'	Very dark gray (10YR 3/1) moderately well sorted very fine sand with shell hash (SM)
OW3	15.0 – 20.0'	Greenish gray (10Y 6/1) fine sand (SM); well sorted

Set 10', 15' and 20' x 2" piezometer all with 5' **0.010" screen**; H<sub>2</sub>O @ 3.30', 2.35' and 2.82' each  
**TOC elevation of 9.66'** msl on OW3; surveyors have stick-ups

## Attachment 2 Pumping Test Analysis Curves



WELL TEST ANALYSIS

Data Set: X:\...\OW-1.aqt  
 Date: 07/17/20

Time: 12:01:41

PROJECT INFORMATION

Company: Eagle Resources  
 Client: Town of Beaufort  
 Location: SPT WWTF  
 Test Well: TW-1  
 Test Date: 06/22/20

AQUIFER DATA

Saturated Thickness: 20. ft

WELL DATA

Pumping Wells

Observation Wells

Well Name	X (ft)	Y (ft)
TW-1	0	0

Well Name	X (ft)	Y (ft)
+ OW-1	8.98	0

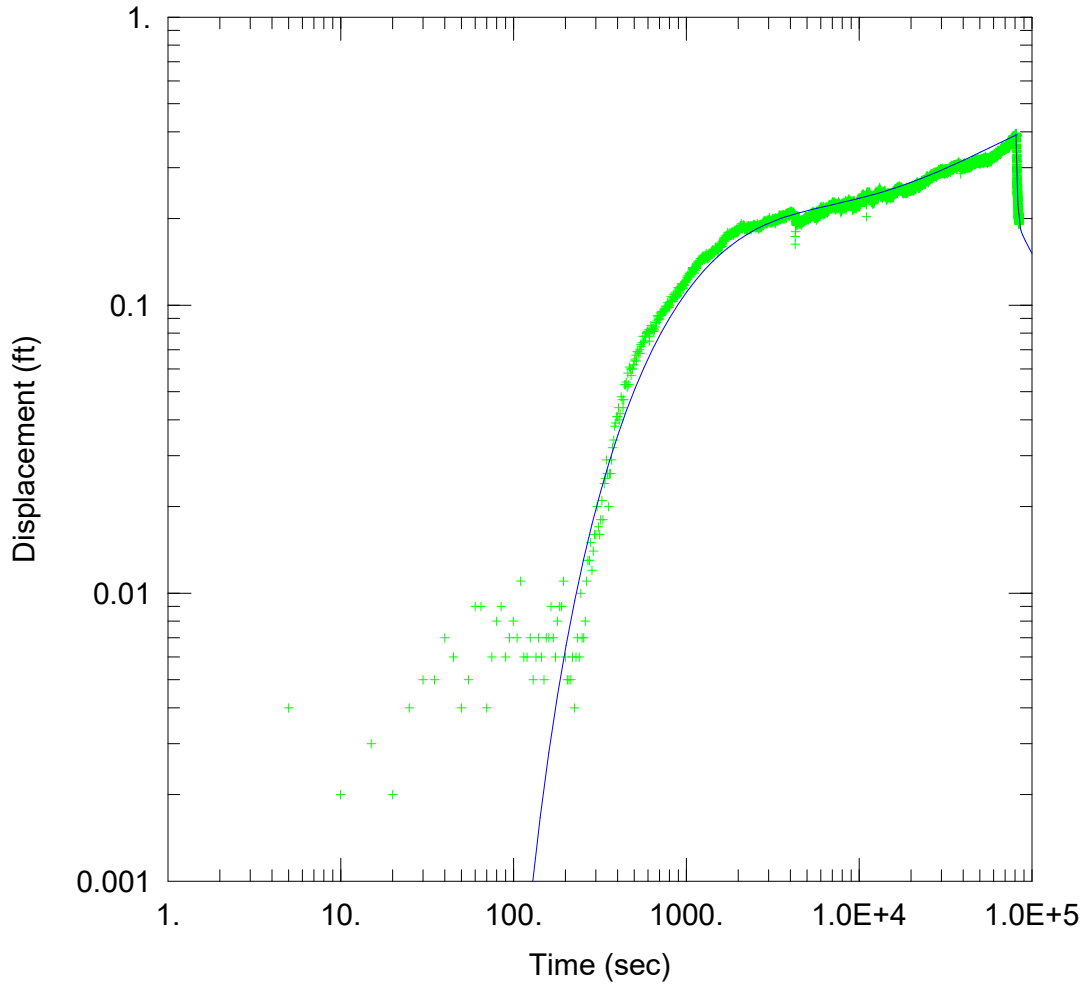
SOLUTION

Aquifer Model: Unconfined

Solution Method: Neuman

T = 631.1 ft<sup>2</sup>/day  
 Sy = 0.5

106 = 0.235  
 13 = 0.1176



WELL TEST ANALYSIS

Data Set: X:\...\OW-2.aqt  
 Date: 07/17/20

Time: 12:09:01

PROJECT INFORMATION

Company: Eagle Resources  
 Client: Town of Beaufort  
 Location: SPT WWTF  
 Test Well: TW-1  
 Test Date: 06/22/20

AQUIFER DATA

Saturated Thickness: 20. ft

WELL DATA

Pumping Wells

Observation Wells

Well Name	X (ft)	Y (ft)
TW-1	0	0

Well Name	X (ft)	Y (ft)
+ OW-2	14.05	0

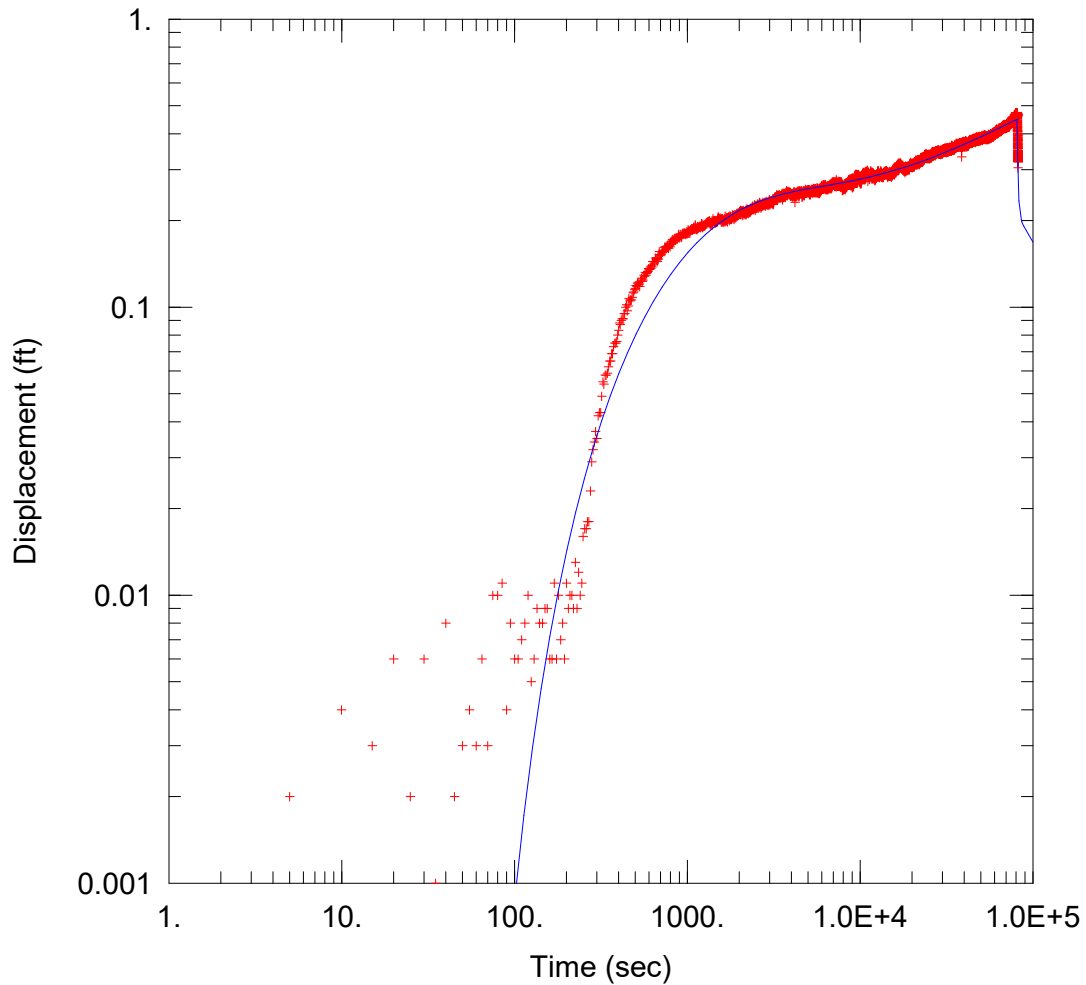
SOLUTION

Aquifer Model: Unconfined

Solution Method: Neuman

T = 630. ft<sup>2</sup>/day  
 Sy = 0.6

107 = 0.06389  
 S<sub>1</sub> = 0.371



WELL TEST ANALYSIS

Data Set: X:\...\OW-3.aqt  
 Date: 07/17/20

Time: 12:19:03

PROJECT INFORMATION

Company: Eagle Resources  
 Client: Town of Beaufort  
 Location: SPT WWTF  
 Test Well: TW-1  
 Test Date: 06/22/20

AQUIFER DATA

Saturated Thickness: 23. ft

WELL DATA

Pumping Wells

Observation Wells

Well Name	X (ft)	Y (ft)
TW-1	0	0

Well Name	X (ft)	Y (ft)
+ OW-3	26.53	0

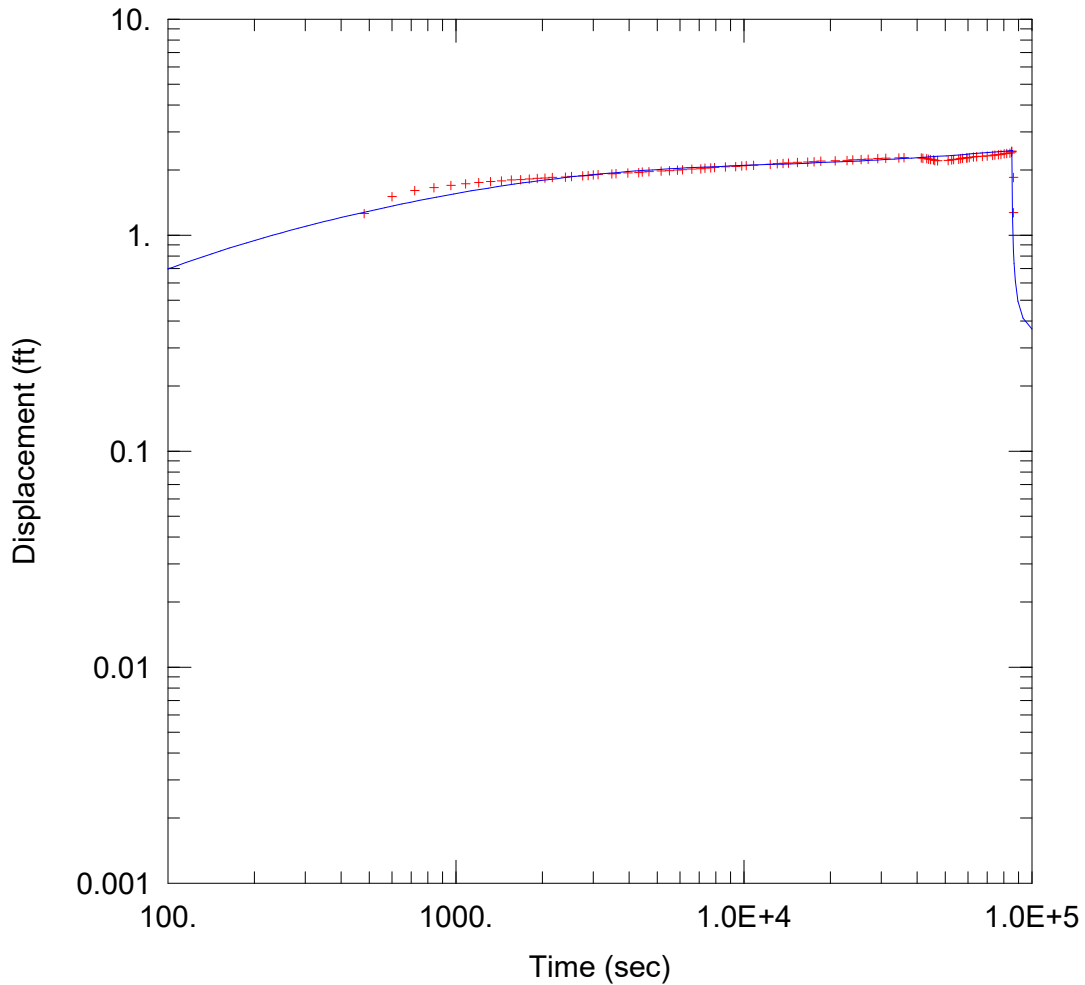
SOLUTION

Aquifer Model: Unconfined

Solution Method: Neuman

T = 434.3 ft<sup>2</sup>/day  
 Sy = 0.1584

$\frac{108}{15} = 0.01204$   
 $\frac{108}{15} = 0.4666$



WELL TEST ANALYSIS

Data Set: X:\...\EAA\_OW2.aqt  
 Date: 07/17/20

Time: 12:25:10

PROJECT INFORMATION

Company: Eagle Resources  
 Client: Town of Beaufort  
 Location: SPT WWTF  
 Test Well: TW-1  
 Test Date: 06/22/20

AQUIFER DATA

Saturated Thickness: 25. ft

WELL DATA

Pumping Wells

Observation Wells

Well Name	X (ft)	Y (ft)
PW2	0	0

Well Name	X (ft)	Y (ft)
+ OW2	15	0

SOLUTION

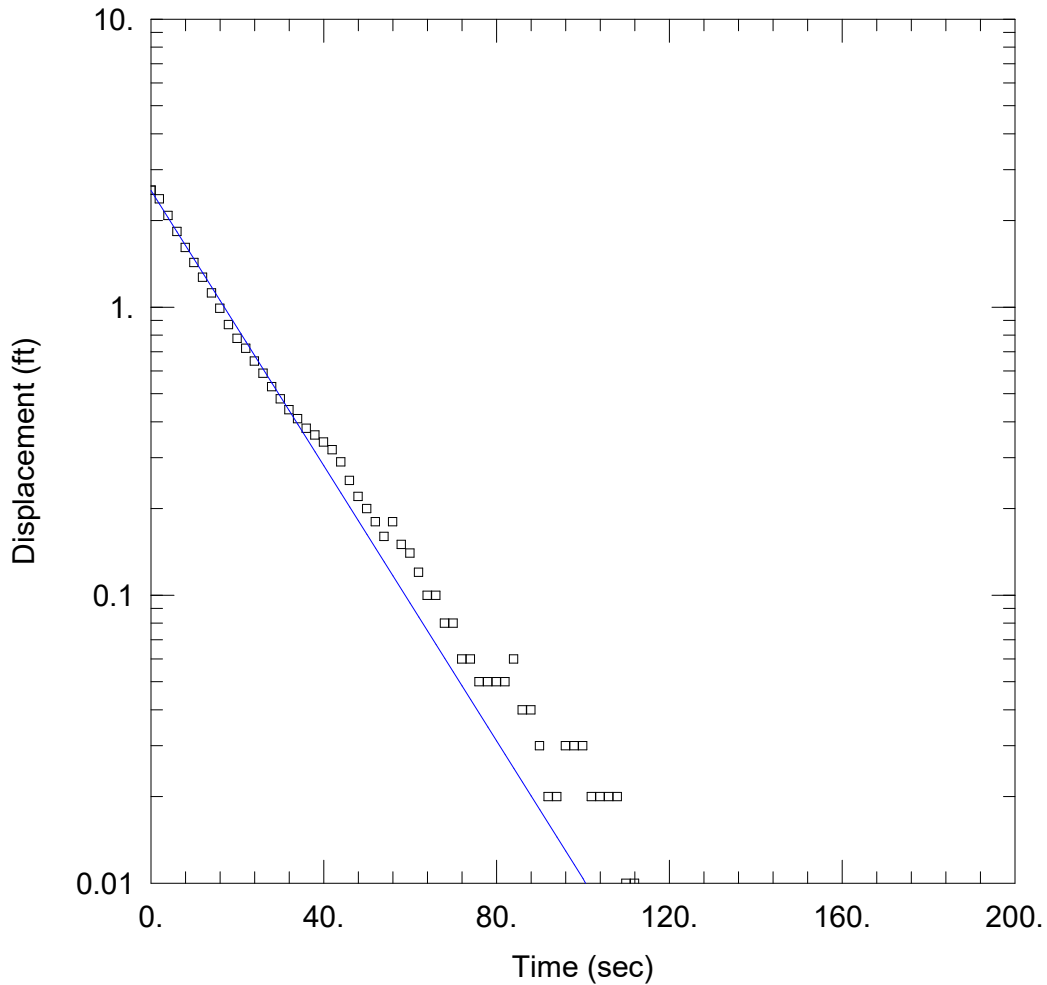
Aquifer Model: Unconfined

Solution Method: Neuman

T = 1330.7 ft<sup>2</sup>/day  
 Sy = 0.03046

109 = 0.002764  
 13 = 0.004

## Attachment 3 Slug Test Analysis Curves



WELL TEST ANALYSIS

Data Set: X:\...\GP-1 Slug test.aqt  
Date: 07/07/20

Time: 13:17:09

PROJECT INFORMATION

Company: Eagle Resources  
Client: Town of Beaufort  
Location: Beaufort  
Test Well: GP-5  
Test Date: 06/22/20

AQUIFER DATA

Saturated Thickness: 20. ft

Anisotropy Ratio (Kz/Kr): 1.

WELL DATA (GP-1)

Initial Displacement: 2.55 ft  
Total Well Penetration Depth: 20. ft  
Casing Radius: 0.1667 ft

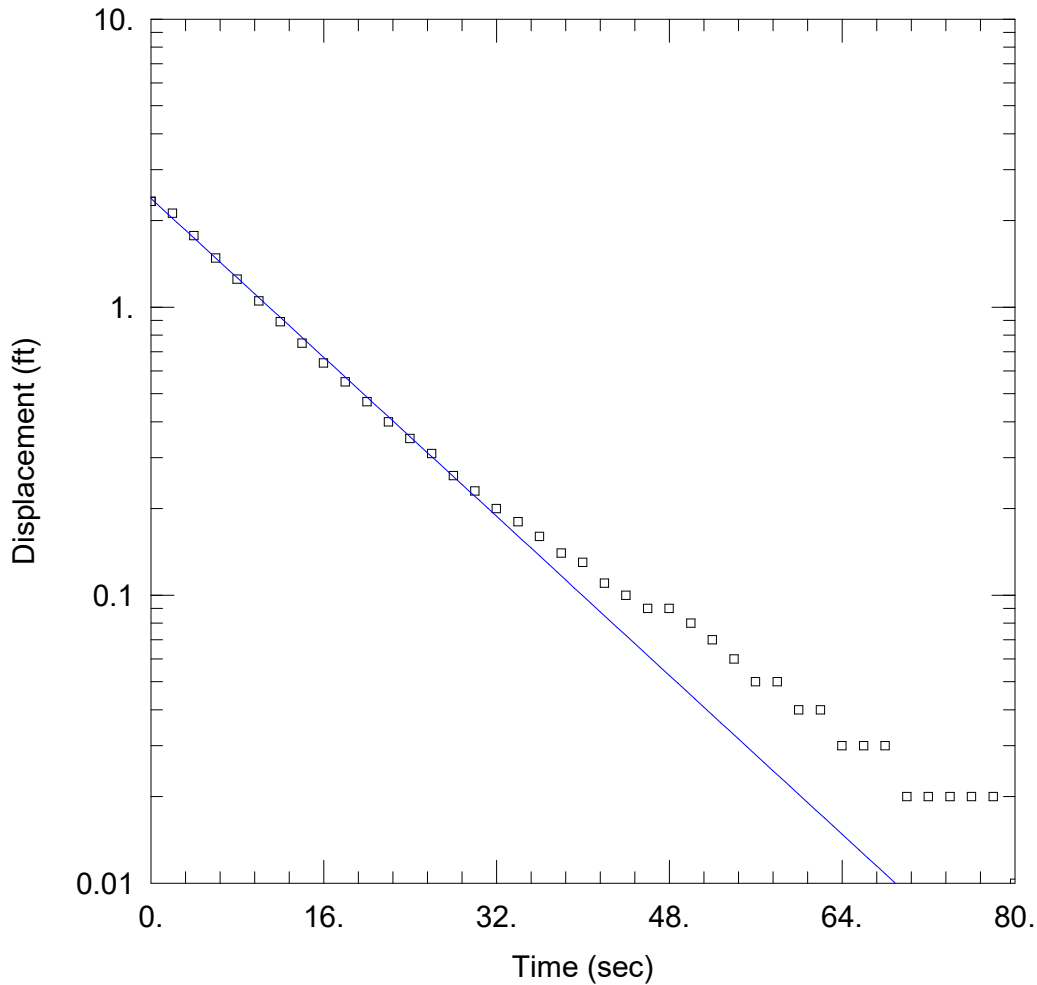
Static Water Column Height: 20. ft  
Screen Length: 15. ft  
Well Radius: 0.1667 ft

SOLUTION

Aquifer Model: Unconfined  
K = 16.05 ft/day

111

olution Method: Bower-Rice  
y0 = 2.542 ft



WELL TEST ANALYSIS

Data Set: X:\...\GP-2 Slug test.aqt  
 Date: 07/07/20

Time: 13:26:28

PROJECT INFORMATION

Company: Eagle Resources  
 Client: Town of Beaufort  
 Location: Beaufort  
 Test Well: GP-5  
 Test Date: 06/22/20

AQUIFER DATA

Saturated Thickness: 20. ft

Anisotropy Ratio (Kz/Kr): 1.

WELL DATA (GP-2)

Initial Displacement: 2.33 ft  
 Total Well Penetration Depth: 20. ft  
 Casing Radius: 0.1667 ft

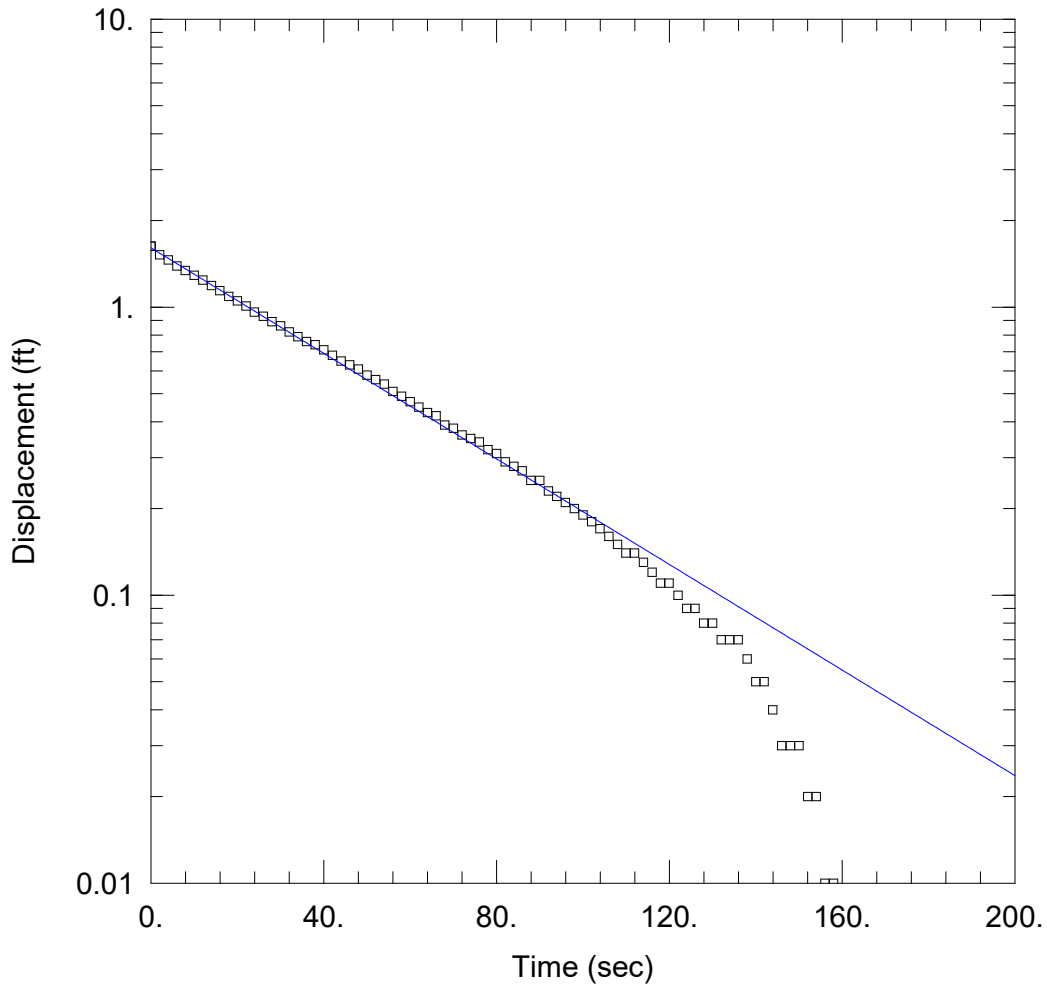
Static Water Column Height: 20. ft  
 Screen Length: 15. ft  
 Well Radius: 0.1667 ft

SOLUTION

Aquifer Model: Unconfined  
 K = 23.16 ft/day

112

Solution Method: Bower-Rice  
 $y_0 = \underline{2.383 ft}$



WELL TEST ANALYSIS

Data Set: X:\...\GP-3 Slug test.aqt  
Date: 07/07/20

Time: 13:34:15

PROJECT INFORMATION

Company: Eagle Resources  
Client: Town of Beaufort  
Location: Beaufort  
Test Well: GP-5  
Test Date: 06/22/20

AQUIFER DATA

Saturated Thickness: 20. ft

Anisotropy Ratio (Kz/Kr): 1.

WELL DATA (GP-3)

Initial Displacement: 1.63 ft  
Total Well Penetration Depth: 20. ft  
Casing Radius: 0.1667 ft

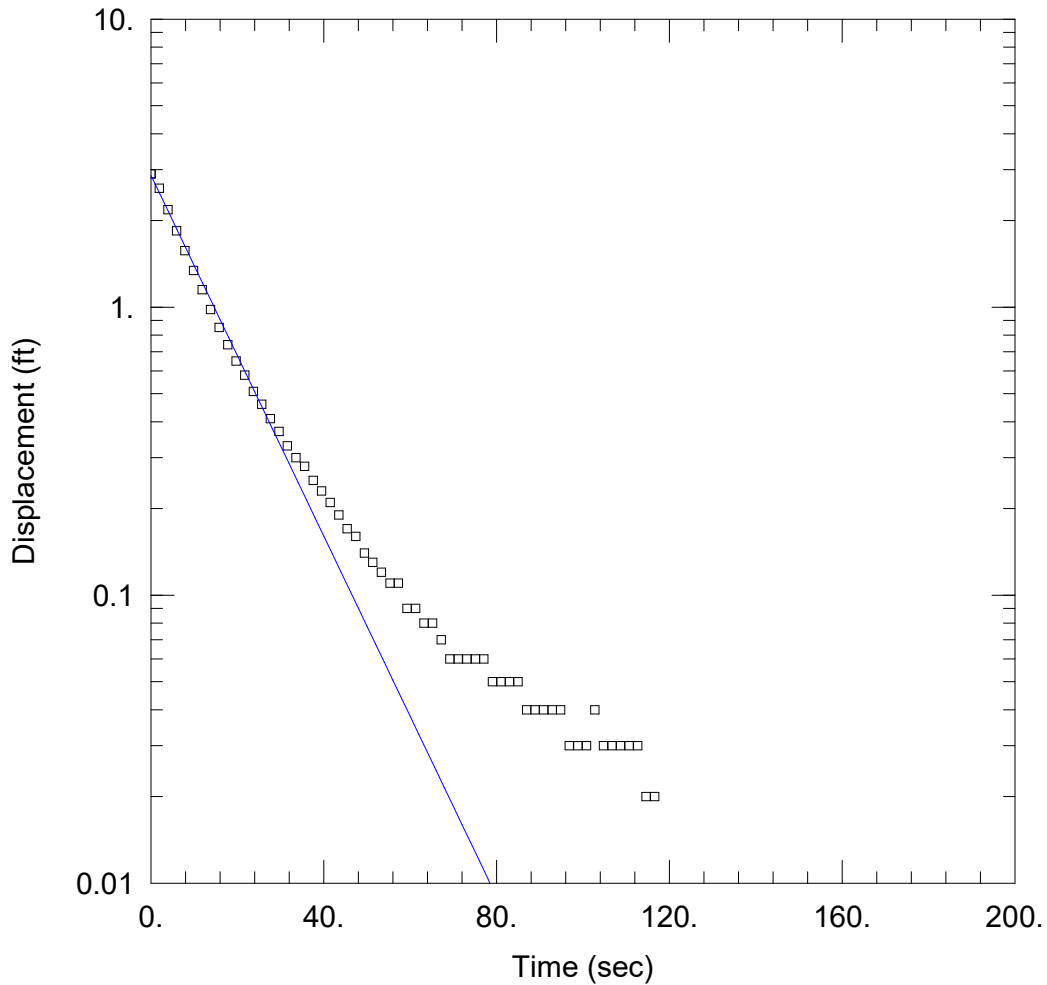
Static Water Column Height: 20. ft  
Screen Length: 15. ft  
Well Radius: 0.1667 ft

SOLUTION

Aquifer Model: Unconfined  
K = 6.154 ft/day

113

Solution Method: Bower-Rice  
 $y_0 = \underline{1.607 ft}$



WELL TEST ANALYSIS

Data Set: X:\...\GP-4 Slug test.aqt  
Date: 07/07/20

Time: 14:04:44

PROJECT INFORMATION

Company: Eagle Resources  
Client: Town of Beaufort  
Location: Beaufort  
Test Well: GP-5  
Test Date: 06/22/20

AQUIFER DATA

Saturated Thickness: 20. ft

Anisotropy Ratio (Kz/Kr): 1.

WELL DATA (GP-4)

Initial Displacement: 2.9 ft  
Total Well Penetration Depth: 20. ft  
Casing Radius: 0.1667 ft

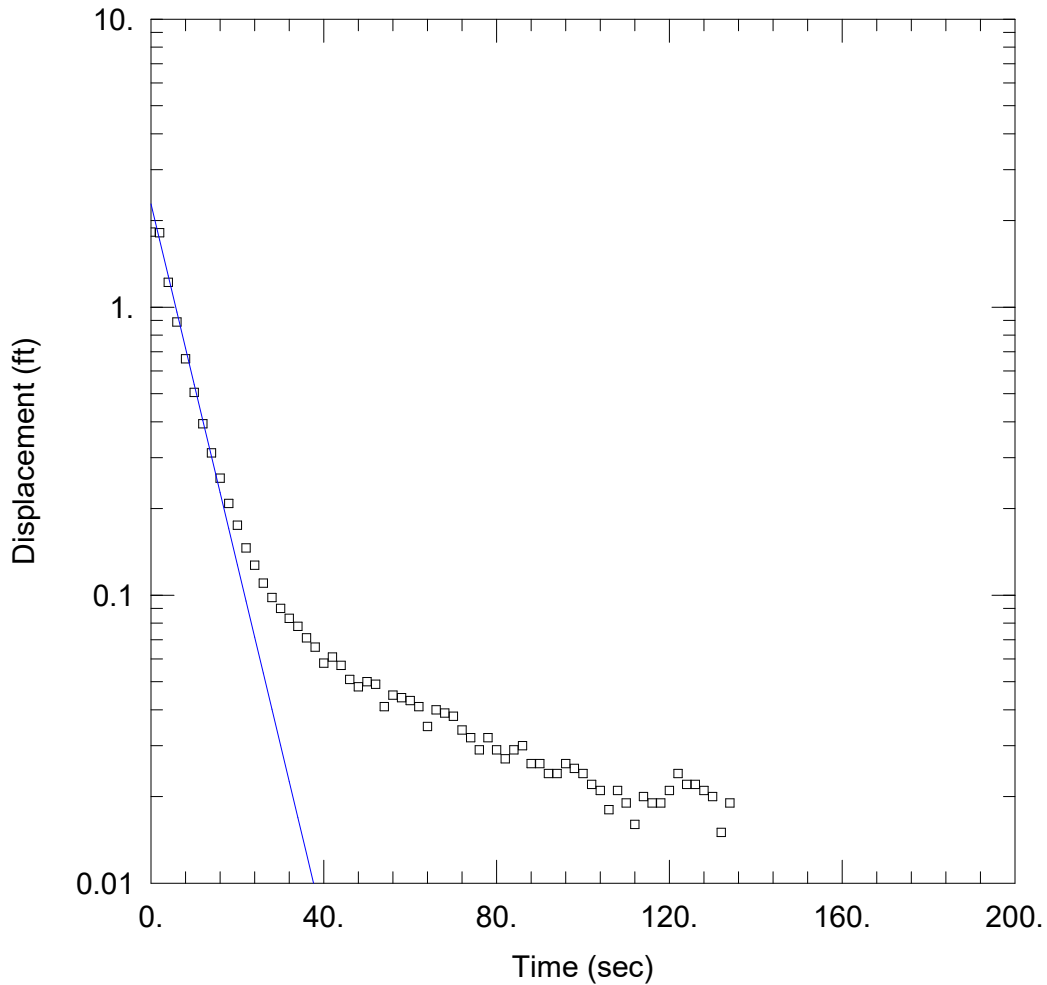
Static Water Column Height: 20. ft  
Screen Length: 15. ft  
Well Radius: 0.1667 ft

SOLUTION

Aquifer Model: Unconfined  
K = 21.03 ft/day

114

Solution Method: Bower-Rice  
 $y_0 = \underline{2.867 ft}$



WELL TEST ANALYSIS

Data Set: X:\...\GP-5 Slug test.aqt  
 Date: 07/07/20

Time: 14:05:44

PROJECT INFORMATION

Company: Eagle Resources  
 Client: Town of Beaufort  
 Location: Beaufort  
 Test Well: GP-5  
 Test Date: 06/22/20

AQUIFER DATA

Saturated Thickness: 20. ft

Anisotropy Ratio (Kz/Kr): 1.

WELL DATA (GP-5 2)

Initial Displacement: 1.82 ft  
 Total Well Penetration Depth: 20. ft  
 Casing Radius: 0.1667 ft

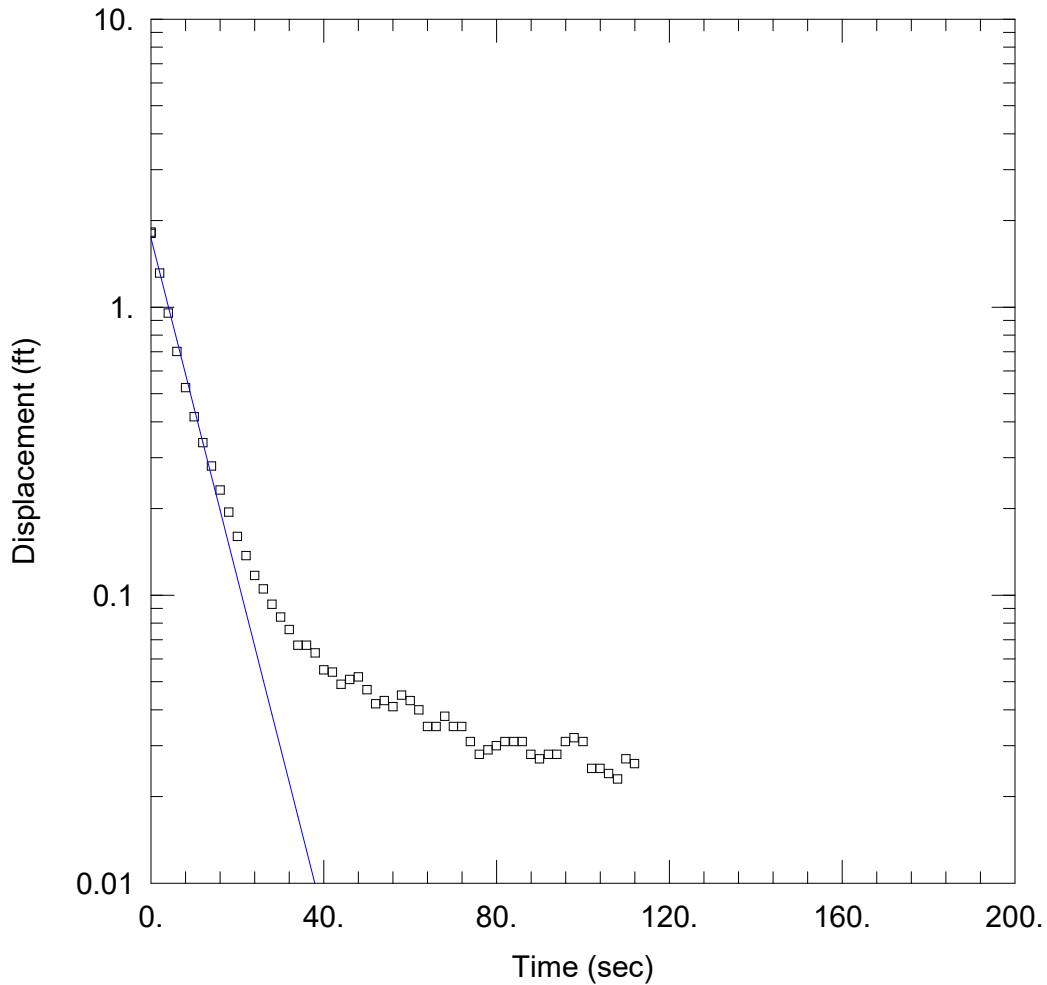
Static Water Column Height: 20. ft  
 Screen Length: 15. ft  
 Well Radius: 0.1667 ft

SOLUTION

Aquifer Model: Unconfined  
 K = 42.09 ft/day

115

solution Method: Bower-Rice  
 $y_0 = \underline{2.283 ft}$



WELL TEST ANALYSIS

Data Set: X:\...\GP-5-2 Slug\_test.aqt  
 Date: 07/07/20

Time: 14:06:15

PROJECT INFORMATION

Company: Eagle Resources  
 Client: Town of Beaufort  
 Location: Beaufort  
 Test Well: GP-5  
 Test Date: 06/22/20

AQUIFER DATA

Saturated Thickness: 20. ft

Anisotropy Ratio (Kz/Kr): 1.

WELL DATA (GP-5 2)

Initial Displacement: 1.82 ft  
 Total Well Penetration Depth: 15. ft  
 Casing Radius: 0.1667 ft

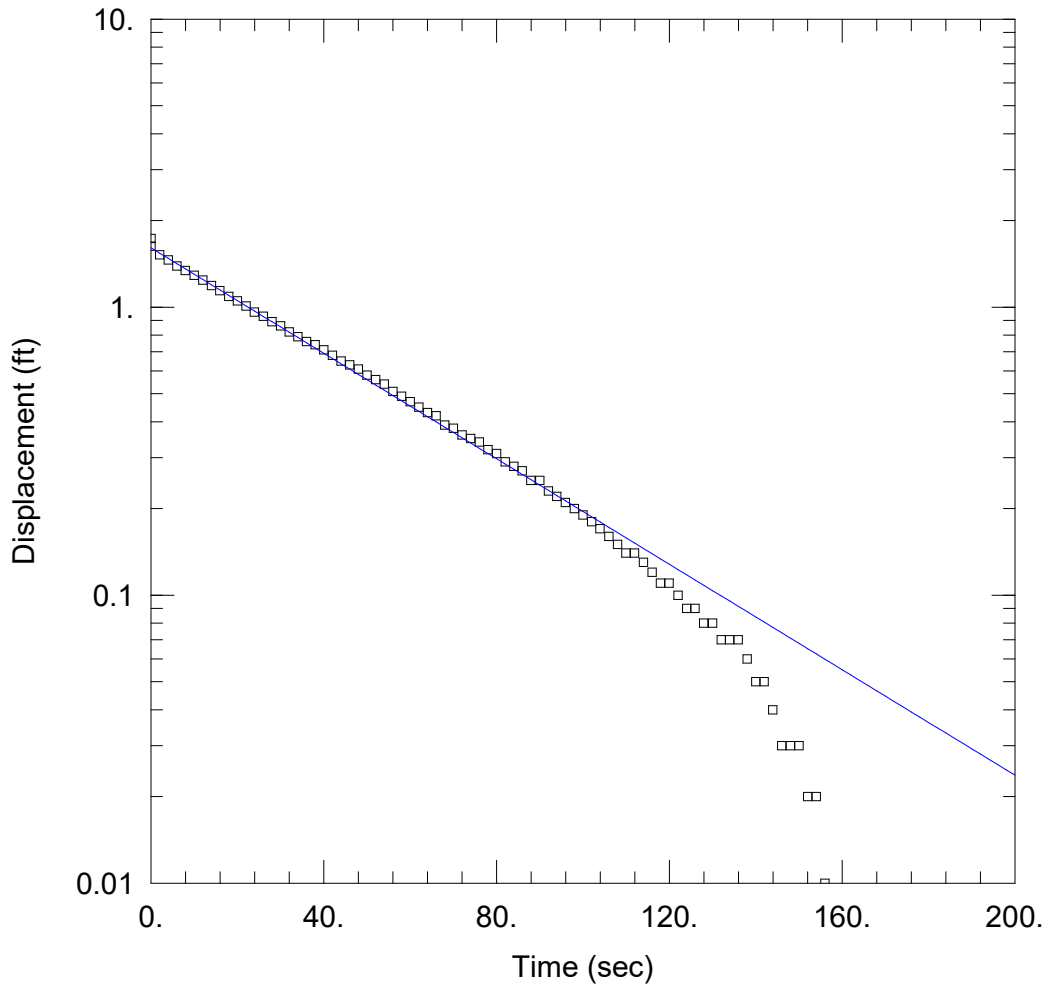
Static Water Column Height: 20. ft  
 Screen Length: 10. ft  
 Well Radius: 0.1667 ft

SOLUTION

Aquifer Model: Unconfined  
 K = 49.24 ft/day

116

solution Method: Bower-Rice  
 $y_0 = \underline{1.735 ft}$



WELL TEST ANALYSIS

Data Set: X:\...\GP-6 Slug test.aqt  
 Date: 07/07/20

Time: 13:57:09

PROJECT INFORMATION

Company: Eagle Resources  
 Client: Town of Beaufort  
 Location: Beaufort  
 Test Well: GP-5  
 Test Date: 06/22/20

AQUIFER DATA

Saturated Thickness: 20. ft

Anisotropy Ratio (Kz/Kr): 1.

WELL DATA (GP-6)

Initial Displacement: 1.733 ft  
 Total Well Penetration Depth: 20. ft  
 Casing Radius: 0.1667 ft

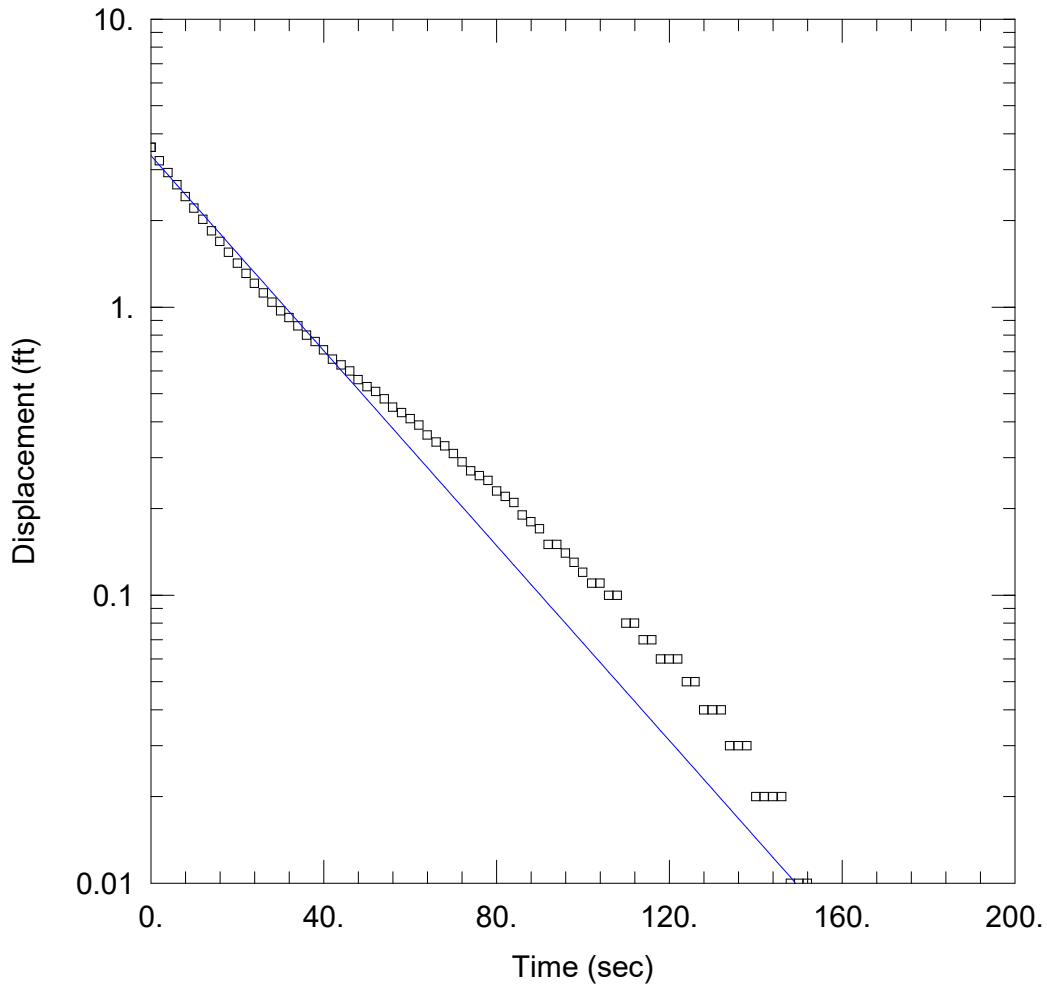
Static Water Column Height: 20. ft  
 Screen Length: 15. ft  
 Well Radius: 0.1667 ft

SOLUTION

Aquifer Model: Unconfined  
 K = 6.149 ft/day

117

Solution Method: Bower-Rice  
 $y_0 = \underline{1.606 ft}$



WELL TEST ANALYSIS

Data Set: X:\...\GP-7 Slug test.aqt  
Date: 07/07/20

Time: 14:04:21

PROJECT INFORMATION

Company: Eagle Resources  
Client: Town of Beaufort  
Location: Beaufort  
Test Well: GP-5  
Test Date: 06/22/20

AQUIFER DATA

Saturated Thickness: 20. ft

Anisotropy Ratio (Kz/Kr): 1.

WELL DATA (GP-7)

Initial Displacement: 3.59 ft  
Total Well Penetration Depth: 19. ft  
Casing Radius: 0.1667 ft

Static Water Column Height: 20. ft  
Screen Length: 15. ft  
Well Radius: 0.1667 ft

SOLUTION

Aquifer Model: Unconfined  
K = 10.67 ft/day

118

olution Method: Bower-Rice  
y0 = 3.354 ft



**Town of Beaufort, NC**

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**Town of Beaufort Board of Commissioners Work Session  
4:00 PM, Monday, August 24, 2020 – Held Through Zoom Due to COVID19 Pandemic**

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**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** Navigable Waters Ordinance Amendment

**BRIEF SUMMARY:**

The recent experience of Hurricane/Tropical Storm Isaias illustrated the need for an amendment to section 96.03 (D) of the Navigable Waters Ordinance regarding storm evacuation.

The current language for that section, along with the proposed amendment, is attached in an ordinance amendment.

**REQUESTED ACTION:**

Consider approval of amendment.

**EXPECTED LENGTH OF PRESENTATION:**

15 minutes

**SUBMITTED BY:**

John Day, Town Manager

**BUDGET AMENDMENT REQUIRED:**

No

ORDINANCE AMENDING TITLE IX GENERAL REGULATIONS  
CHAPTER 96 NAVIGABLE WATERS OF THE TOWN OF BEAUFORT  
CODE OF ORDINANCES

**WHEREAS**, the Board of Commissioners of the Town of Beaufort previously established a Code of Ordinance to insure the health, safety and welfare of its citizens; and

**WHEREAS**, there are many derelict vessels and moorings that are interfering with the navigation of waters within the jurisdictional boundaries of the Town of Beaufort; and

**WHEREAS**, the Board of Commissioners of the Town of Beaufort finds it necessary to amend the Code of Ordinances title IX General Regulations Chapter 96 Navigable Water to meet the town’s needs.

**NOW, THEREFORE BE IT RESOLVED**, Title IX General Regulations Chapter 96 Navigable Water will be amended as outlined below:

**Remove:** 96.03 - Anchoring; docking; mooring: interference with navigation.

(D) Within 4 hours of a hurricane warning being declared by the National Weather Service, anchored vessels shall not be permitted in any of the navigable waters of the Town of Beaufort except for the Town Creek Harbor of Refuge. Vessels in town Creek during a hurricane warning must be adequately secured by at least two anchors, and all parts and contents of the vessels shall also be adequately secured.

**Add:** 96.03 - Anchoring; docking; mooring: interference with navigation.

(D) Within 4 hours of a warning being declared by the National Weather Service for any named storm, anchored vessels shall not be permitted in any of the navigable waters of the Town of Beaufort except for the Town Creek Harbor of Refuge. Vessels in town Creek during a hurricane warning must be adequately secured by at least two anchors, and all parts and contents of the vessels shall also be adequately secured.

Adopted this \_\_\_\_ day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
Mayor Everette S. (Rett) Newton

\_\_\_\_\_  
Michele Davis, Town Clerk



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**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** Emergency Management Ordinance

**BRIEF SUMMARY:**

Commissioner Carter requested a discussion of the Town’s Emergency Management Ordinance at the July 27 work session. There was discussion about potential changes to the ordinance, but no specific amendments were offered at that meeting.

Subsequently, Commissioner Carter worked with Town Attorney Arey Grady to draft amendments for the Board’s consideration.

The current ordinance, along with the proposed amendments, are attached.

**REQUESTED ACTION:**

Discussion.

**EXPECTED LENGTH OF PRESENTATION:**

15 minutes

**SUBMITTED BY:**

Ann Carter, Town Commissioner

**BUDGET AMENDMENT REQUIRED:**

No

**Sec. 33.01. - State of emergency; restrictions authorized.**

(A) A state of emergency shall be deemed to exist whenever during times of public crisis, disaster, rioting, catastrophe or similar public emergency, for any reason, public safety authorities are unable to maintain public order or afford adequate protection for lives, safety or property, or whenever the occurrence of any such condition is imminent.

(B) In the event of an existing or threatened state of emergency endangering the lives, safety, health and welfare of the people within the town, or any part thereof, or threatening damage to or destruction of property, the Mayor is hereby authorized and empowered under G.S. 166A-8 to issue a public proclamation declaring to all persons the existence of such a state of emergency and, in order to more effectively protect the lives and property of people within the town, to place in effect any or all of the restrictions hereinafter authorized.

(C) The Mayor is hereby authorized and empowered to limit by the proclamation the application of all or any part of such restrictions to any area specifically designated or described within the town limits and to specific hours of the day or night; and to exempt from all or any part of such restrictions, while acting in the line of and within the scope of their respective duties, law enforcement officers, firefighters and other public employees, rescue squad members, doctors, nurses, employees of hospitals and other medical facilities; on-duty military personnel, whether state or federal; on-duty employees of public utilities, public transportation companies, and newspaper, magazine, radio broadcasting and television broadcasting corporations operated for profit; and such other classes of persons as may be essential to the preservation of public order and immediately necessary to serve the safety, health and welfare needs of the people within the town.

(D) Any proclamation issued under this section without the affirmative vote of a majority of the Board of Commissioners shall be valid and in effect for no more than seven (7) days from the date and time of issuance, provided that if the circumstances giving rise to any proclamation are such that the Board of Commissioners is unable to meet to consider an extension, a proclamation issued under this section may be extended by the Mayor for up to seven (7) additional days.

**Sec. 33.02. - Proclamation imposing prohibitions and restrictions.**

(A) The Mayor, by proclamation, may impose the prohibitions and restrictions specified in sections [33.03](#) through [33.08](#) in the manner described in those sections. The Mayor may impose as many of those specified prohibitions and restrictions as he or she finds are necessary, because of an emergency, to maintain an acceptable level of public order and services, and to protect lives, safety and property. The Mayor shall recite his or her findings in the proclamation.

(B) The proclamation shall be in writing. The Mayor shall take reasonable steps to give notice of the terms of the proclamation to those affected by it and shall post a copy of it in the town hall. The Mayor shall send reports of the substance of the proclamation to the mass communications media which serves the affected area. The Mayor shall retain a text of the proclamation and furnish upon request certified copies of it for use as evidence.

(C) Any prohibition or restriction imposed in a proclamation issued under this section without the affirmative vote of a majority of the Board of Commissioners shall be valid and in effect for no more than seven (7) days from the date and time of issuance, provided that if the circumstances giving rise to such prohibition and restrictions are such that the Board of Commissioners is unable to meet to consider an extension, prohibitions or restrictions imposed in a proclamation issued under this section may be extended by the Mayor for up to seven (7) additional days.

CHAPTER 33. - EMERGENCY MANAGEMENT<sup>131</sup>

Footnotes:

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**State Law reference**— Emergency management generally, see G.S. Ch. 166A.

Sec. 33.01. - State of emergency; restrictions authorized.

- (A) A state of emergency shall be deemed to exist whenever during times of public crisis, disaster, rioting, catastrophe or similar public emergency, for any reason, public safety authorities are unable to maintain public order or afford adequate protection for lives, safety or property, or whenever the occurrence of any such condition is imminent.
- (B) In the event of an existing or threatened state of emergency endangering the lives, safety, health and welfare of the people within the town, or any part thereof, or threatening damage to or destruction of property, the Mayor is hereby authorized and empowered under G.S. 166A-8 to issue a public proclamation declaring to all persons the existence of such a state of emergency and, in order to more effectively protect the lives and property of people within the town, to place in effect any or all of the restrictions hereinafter authorized.
- (C) The Mayor is hereby authorized and empowered to limit by the proclamation the application of all or any part of such restrictions to any area specifically designated or described within the town limits and to specific hours of the day or night; and to exempt from all or any part of such restrictions, while acting in the line of and within the scope of their respective duties, law enforcement officers, firefighters and other public employees, rescue squad members, doctors, nurses, employees of hospitals and other medical facilities; on-duty military personnel, whether state or federal; on-duty employees of public utilities, public transportation companies, and newspaper, magazine, radio broadcasting and television broadcasting corporations operated for profit; and such other classes of persons as may be essential to the preservation of public order and immediately necessary to serve the safety, health and welfare needs of the people within the town.

(1992 Code, § 7-1; Ord. passed 9-11-1989)

Sec. 33.02. - Proclamation imposing prohibitions and restrictions.

- (A) The Mayor, by proclamation, may impose the prohibitions and restrictions specified in sections 33.03 through 33.08 in the manner described in those sections. The Mayor may impose as many of those specified prohibitions and restrictions as he or she finds are necessary, because of an emergency, to maintain an acceptable level of public order and services, and to protect lives, safety and property. The Mayor shall recite his or her findings in the proclamation.
- (B) The proclamation shall be in writing. The Mayor shall take reasonable steps to give notice of the terms of the proclamation to those affected by it and shall post a copy of it in the town hall. The Mayor shall send reports of the substance of the proclamation to the mass communications media which serves the affected area. The Mayor shall retain a text of the proclamation and furnish upon request certified copies of it for use as evidence.

(1992 Code, § 7-2; Ord. passed 9-11-1989)

Sec. 33.03. - Evacuation.

The Mayor is authorized to direct and compel the evacuation of all or part of the population of the town, to prescribe routes, modes of transportation, and destination in connection with evacuation; and to control ingress and egress of a disaster area, the movement of persons within the area, and the occupancy of premises therein. Details of the evacuation may be set forth or amended in a subsequent proclamation which shall be well publicized.

(1992 Code, § 7-3; Ord. passed 9-11-1989)

Sec. 33.04. - Curfew.

- (A) The proclamation may impose a curfew prohibiting in certain areas and during certain periods the appearance in public of anyone who is not a member of an exempted class. The proclamation shall specify the geographical area or areas and the period during each 24-hour day to which the curfew applies. The Mayor may exempt from some or all of the curfew restrictions classes of people whose exemption the Mayor finds necessary for the preservation of the public health, safety and welfare. The proclamation shall state the exempted classes and the restrictions from which each is exempted.
- (B) Unless otherwise specified in the proclamation, the curfew shall apply during the specified period each day until the Mayor by proclamation removes the curfew.

(1992 Code, § 7-4; Ord. passed 9-11-1989)

Sec. 33.05. - Restrictions on possession, consumption or transfer of alcoholic beverages.

The proclamation may prohibit the possession or consumption of any alcoholic beverage, including beer, wine and spirituous liquor other than on one's own premises, and may prohibit the transfer, transportation, sale or purchase of any alcoholic beverage within the area of the town described in the proclamation. The prohibition, if imposed, may apply to transfers of alcoholic beverages by employees of alcoholic beverage control stores as well as by anyone else within the geographical area described.

(1992 Code, § 7-5; Ord. passed 9-11-1989)

Sec. 33.06. - Restrictions on possession, transportation and transfer of dangerous weapons and substances.

- (A) The proclamation may prohibit the transportation or possession, off one's own premises, or the sale or purchase of any dangerous weapon or substance. The Mayor may exempt from some or all of the restrictions classes of people whose possession, transfer or transportation of certain dangerous weapons or substances is necessary to the preservation of the public's health, safety or welfare. The proclamation shall state the exempted classes and the restrictions from which each is exempted.
- (B) For the purpose of this section, the following definition shall apply unless the context clearly indicates or requires a different meaning.

*Dangerous weapon or substance* means:

- (a) Any deadly weapon, ammunition, explosive, incendiary device, radioactive material or device, gasoline or other instrument or substance designed for a use that carries a threat of serious bodily injury or destruction of property;
- (b) Any other instrument or substance that is capable of being used to inflict serious bodily injury or destruction of property, when the circumstances indicate that there is some probability that such instrument or substance will be so used; and/or

- (c) Any part or ingredient in any instrument or substance included above when the circumstances indicate a probability that such a part or ingredient will so be used.
- (C) If imposed, the restrictions shall apply throughout the jurisdiction of the town or such part thereof as designated in the proclamation.

(1992 Code, § 7-6; Ord. passed 9-11-1989)

Sec. 33.07. - Restrictions on access to areas.

- (A) The proclamation may prohibit obtaining access or attempting to obtain access to any area, designated in the manner described in this section, in violation of any order, clearly posted notice or barricade indicating that access is denied or restricted.
- (B) Areas to which access is denied or restricted shall be designated by the Chief of Police and his or her subordinates when directed in the proclamation to do so by the Mayor. When acting under his or her authority, the Chief of Police and his or her subordinates may restrict or deny access to any area, street, highway or location within the town if that restriction or denial of access or use is reasonably necessary to promote efforts being made to overcome the emergency or to prevent further aggravation of the emergency.

(1992 Code, § 7-7; Ord. passed 9-11-1989)

Sec. 33.08. - Restriction of activity.

The proclamation may prohibit or restrict:

- (A) Movements of people in public areas;
- (B) The operation of offices, business establishments and other places to or from which people may travel or at which they may congregate; and
- (C) Other activities or conditions the control of which may be reasonably necessary to maintain order and protect lives or property during the state of emergency, within the area designated in the proclamation.

(1992 Code, § 7-8; Ord. passed 9-11-1989)

**Cross reference**— Penalty, see section 10.99.

Sec. 33.09. - Removal of prohibitions and restrictions.

The Mayor shall, by proclamation, terminate the entire declaration of emergency or remove the prohibitions and restrictions as the emergency no longer requires them, or when directed to do so by the Board of Commissioners.

(1992 Code, § 7-9; Ord. passed 9-11-1989)

Sec. 33.10. - Superseding and amendatory proclamations.

The Mayor, in his or her discretion, may invoke the restrictions authorized by this chapter in separate proclamations, and may amend any proclamation by means of a superseding proclamation in accordance with the procedures set forth in section 33.02.

(1992 Code, § 7-10; Ord. passed 9-11-1989)

Sec. 33.11. - Termination of proclamation.

Any proclamation issued under this chapter shall expire five days after its last imposition, unless sooner terminated in writing under the same procedures set forth in section 33.02 for proclamations.

(1992 Code, § 7-11; Ord. passed 9-11-1989)

Sec. 33.12. - Absence or disability of mayor.

In case of the absence or disability of the Mayor, the Mayor Pro Tem or such other person as may be designated by the Board of Commissioners, shall have and exercise all of the powers given to the Mayor in this chapter.

(1992 Code, § 7-12; Ord. passed 9-11-1989)



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**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** USDA Project Financing

**BRIEF SUMMARY:**

The Town is applying for USDA financing to complete water, sewer, and storm water line replacements and repairs. A public meeting is required to inform the public of the project:

(b) *General public meeting.* Applicants should inform the general public regarding the development of any proposed project. Any applicant not required to obtain authorization by vote of its membership or by public referendum, to incur the obligations of the proposed loan or grant, must hold at least one public information meeting. The public meeting must be held not later than loan or grant approval. The meeting must give the citizenry an opportunity to become acquainted with the proposed project and to comment on such items as economic and environmental impacts, service area, alternatives to the project, or any other issue identified by Agency. To the extent possible, this meeting should cover items necessary to satisfy all public information meeting requirements for the proposed project. To minimize duplication of public notices and public involvement, the applicant shall, where possible, coordinate and integrate the public involvement activities of the environmental review process into this requirement. The applicant will be required, at least 10 days prior to the meeting, to publish a notice of the meeting in a newspaper of general circulation in the service area, to post a public notice at the applicant's principal office, and to notify the Agency.

A presentation describing the project and an opportunity for public comment will be held at the September 14<sup>th</sup> Regular Meeting.

**REQUESTED ACTION:**

Receive presentation and seek public comment.

**EXPECTED LENGTH OF PRESENTATION:**

15 minutes

**SUBMITTED BY:**

John Day, Town Manager

**BUDGET AMENDMENT REQUIRED:**

No