



## **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](http://www.beaufortnc.org)

### **Town of Beaufort Board of Commissioners Work Session Meeting 4:00 PM Monday, March 30, 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**

#### **Presentation**

1. FY 19 Audit Presentation

#### **Items for Discussion and Consideration**

1. Draft Minutes of the March 9, 2020 Regular Meeting
2. Voluntary Annexation Request for Old Seaport Development, LLC (153 Aqua 10 Road and 103 Aqua 10 Road) Doug Brady
3. Adoption of Carteret County Emergency Operations Plan
4. Case No. 20-01: Zoning Map Update & Request to Rezone 16 Parcels
5. Case 19-12 Text Amendment - Lower Live Oak Overlay District
6. Case 19-13 Lower Live Oak Corridor Overlay District
7. FY 20 Budget Amendment #10
8. Residential Solid Waste Fee Increase
9. Amending Code of Ordinances Chapter 52 Water Billing
10. FY 21 Budget Calendar
11. FY 20 Audit Contract
12. BDA Funding Request
13. February Financial Report
14. Crystal Coast Half Booty Triathlon

- [15.](#) Extension of Sewer Service to House of Silk Flowers/ Channine Business Park and Sewer Allocation
- [16.](#) Purchase of Ladder Truck for Fire Department
- [17.](#) Painting of Parking Space Lines

**Mayor/Commission Comments**

**Adjourn**



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**Town of Beaufort Board of Commissioners Work Session  
4:00 PM Monday, March 30, 2020 – Town Hall Conference Room, 701 Front Street, Beaufort**

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**AGENDA CATEGORY:** Presentation  
**SUBJECT:** FY 19 Audit Presentation

**BRIEF SUMMARY:**

The Town's auditor Ko Tang Cha Moses of Martin Starnes and Associates will present the FY 19 audit.

**REQUESTED ACTION:**

Receive the report.

**EXPECTED LENGTH OF PRESENTATION:**

15 mins

**SUBMITTED BY:**

Christi Wood – Finance Director

**BUDGET AMENDMENT REQUIRED:**

No



## **Town of Beaufort, NC**

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### **Town of Beaufort Board of Commissioners Work Session 4:00 PM Monday, March 30, 2020 – Town Hall Conference Room, 701 Front Street, Beaufort**

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**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** Draft Minutes of the March 9, 2020 Regular Meeting

**BRIEF SUMMARY:**

Draft minutes of the March 9, 2020 Regular Meeting

**REQUESTED ACTION:**

Placement on the April 13, 2020 under Items of Consent for approval as presented or amended.

**EXPECTED LENGTH OF PRESENTATION:**

2 minutes

**SUBMITTED BY:**

Michele Davis, Town Clerk/Human Resources Officer

**BUDGET AMENDMENT REQUIRED:**

No



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### **Town of Beaufort Board of Commissioners Regular Meeting 6:00 PM Monday, March 09, 2020 - Train Depot, 614 Broad Street, Beaufort, NC 28516 Minutes**

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#### **Call to Order**

Mayor Newton called the meeting to order and asked those in attendance to join him in the Pledge of Allegiance.

#### **Roll Call**

Town Clerk Davis called roll and declared a quorum present.

#### **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 approve the agenda as presented.

Motion made by Commissioner Hagle.

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

#### **Calendar**

Town Clerk Davis reviewed the calendar for March and April.

#### **Public Comment**

Mary Phillips of 206 Marsh Street, Tipper Davis of 309 Live Oak Street and Robert Harper of 1020 Broad Street all expressed concern over the increasing number of Short Term Rentals (STR) in the town limits and asked for the board members to please consider possible restrictions and ordinances for regulations.

Janet Woodward of 2217 Lennoxville Road asked for the town to please contact the NC Department of Transportation (NCDOT) to ask for the roads to be re-stripped.

## **Project Updates**

Town Engineer Greg Meshaw provided an update on projects. Board members thanked Mr. Meshaw for his presentation. He was also asked to please remember to keep in mind all areas around town need infrastructure improvements.

Project Updates were:

Street Rehabilitation & Construction-\$1,828,207 was low bid. Local Government Commission (LGC) will review the financing documents at their April 7, 2020 work session.

Professional Park Drive Sewer Repair-cost will be \$22,504

Randolph Johnson Park-\$635,802 contract price-work has started-anticipated completion July 9th.

Turner Street 100 Block Improvements-\$152,694 was low bid amount.

Tiller School Pedestrian Crossing-request sent to NCDOT-they would like for the town to perform a pedestrian count with points of origin documented.

Pedestrian Improvements-\$556,500-improve access to RJ Park and along Campen Road pedestrian crossing and sidewalks.

## **Manager Report**

Town Manager Day gave a report on the items staff had been directed to pursue as a result of the Annual Board Retreat in February. Those items are listed below.

1. Proceed with taking the Live Oak Street Overlay District (from Cedar to 1st St) to the Planning Board in March, and new sign standards for the remainder of the Live Oak Street commercial district in April or May.
2. Draft new regulations for measuring structure height based on flood elevations.
3. Draft zoning regulations for whole house short term rentals.
4. Prepare agenda item for March work session for purchase of a ladder truck.
5. Develop an integrated approach for harbor management issues – boardwalk and bulkhead replacement; mooring field construction; Beaufort Docks infrastructure and management; environmental concerns; and health and safety consideration. Include input from other communities with similar amenities and infrastructure, as well as from the public. In short, develop a Beaufort Waterfront Vision Plan.
6. Prepare sewer allocation policy by July for Board consideration.
7. Assist School System by providing in-house engineering services to prepare a mitigation plan for stoppages in East Carteret High School force main sewer line.
8. Address future sewer capacity needs by initiating permitting process for high rate infiltration system and speculative surface discharge increase.
9. Begin review of water system needs regarding well capacity and water treatment plant condition.
10. Consider House of Silk Flowers/NC 101 Business Park request for sewer service at March work session.
11. Declined to pursue merger of county and town water systems, based on the findings of the recent water system consolidation study.

## **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

1. Draft minutes of the January 29, 2020 Work Session, the February 10, 2020 Regular Meeting, and the February 24, 2020 Work Session
2. Resolution Supporting the Maritime Heritage Foundation at Gallants Channel

### **Items for Discussion and Consideration**

1. Sewer Plant Odor Control – Preston Development

Town Manager Day reported on the Odor Control Scrubber suggested for construction by Preston Development. He reported Preston Development would pay for the construction of the scrubber with the town being responsible for maintenance. In return they are asking for permission to remove dirt from the proposed excavation of the retention pond. Manager Day asked for the board to consider approval of the construction of the scrubber and give approval for the excavation based on the town's discussion with the Department of Water Quality regarding the permitting for the pond.

Commissioner Hagle indicated he believed the odor scrubber was something every treatment plant should operate. He made a motion to approve the construction of the odor scrubber to be paid for by Preston Development and to tentatively approval the removal of the fill dirt of the retention pond based on the discussion with the Department of Water Quality additionally he added the ability for the Town Manager and Town Attorney to prepare a contract along with Preston Development.

Commissioner Harker expressed concern over the cost of the maintenance and wanted to make sure the town was able to assume the costs of \$50,000. She also expressed concern over the use and whether it may be used intermittently or continuously. Commissioner McDonald agreed with Commissioner Harker on her comments. He asked about the \$250,000 and how that amount was determined.

Developer Karl Blackley indicated the odor was extremely strong when there was a west wind. He indicated the smell was impacting the sale-ability of their development properties. He indicated he understood from the Town Manager the town did not have the funding for the scrubber. Mr. Blackley indicated the proposed scrubber would be constructed for a manual on and off switch. Mr. Blackley indicated he had tasked McKim Creed Engineering Firm with providing a proposal for the best type of scrubber for the treatment plant.

After all discussions, the vote was 5 to 0 in favor of the motion made by Commissioner Hagle.

2. Appointment to the Historic Preservation Commission

Town Clerk Davis reported there was a vacancy on the Historic Preservation Commission for an unexpired term. Commissioner Harker made a motion to open nominations. The vote was unanimous. Commissioner Hollinshed nominated Barbara Francis-Heckman. Being no further nominations, Commissioner Hagle made a motion to close the nominations with the vote being unanimous.

Mayor Newton called for a vote of approval for Barbara Francis-Heckman to be appointed to the unexpired term for the Historic Preservation Commission. The vote was 5 to 0 in favor.

3. Request to NCDOT to Lower Speed Limit on Turner and Cedar Streets

Town Manger Day indicated the NCDOT had reviewed the request to lower the speed limits on Turner Street and Cedar Street. He indicated they approved the lowering of the speed limit on Cedar Street to 30 miles per hour and keeping the current speed limit on Turner Street.

A motion was made to approve the Municipal Certification of the speed limit for Cedar Street.

Motion made by Commissioner Hagle.

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

4. FY 20 Budget Amendment #7

Finance Director Christi Wood indicated the request was for the loan received while waiting for the refund of funds from FEMA for Hurricane Florence expenses. Additionally, the request was to appropriate funds for the contract approved with Rivers & Associates for work on the USDA Grant paperwork.

A motion was made to approve FY Budget Amendment #7.

Motion made by Commissioner Hagle.

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

5. Spring Dredging of Bulkhead Channel

Finance Director Wood indicated the budget amendment was for funding needed for dredging of Bulkhead Channel. She indicated the town had a short fall of \$18,200 for the dredging.

A motion was made to approve FY 20 Budget Amendment #8.

Motion made by Commissioner Hagle.

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

6. Capital Reserve Fund Amendment #2

Finance Director Wood indicated this Capital Reserve Fund Amendment was related to FY BA #7 so the consultants can do the work on utility lines.

A motion was made to approve the CRF BA #2 as presented.

Motion made by Commissioner Hollinshed.

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

7. Pirate Invasion

8. Lion's Club Bridge Run

Ms. Johnson reported the request for the race was the exact as it was for last year's event. She indicated the organizers had worked closely with the Farmers' Market and were also providing a detour route map for shoppers to get to the market.

A motion was made to approve the Lion's Club Bridge Run as presented.

Motion made by Commissioner Hagle.

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

9. Historic Beaufort Road Race

Ms. Johnson indicated the race will be held on July 18th with the same routes being used as has been done in previous years. Road closures will only occur when runners are in the area and not full road closures.

A motion was made to approve the request as presented.

Motion made by Commissioner Hollinshed.

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

10. Crystal Coast Half Booty Triathlon

Ms. Johnson indicated the request is updated for Saturday, May 9, 2020 and for the closure of Middle Lane for the finish line. This request also includes a request for an alcohol waiver.

A motion was made to approve the request as presented including the alcohol waiver.

Motion made by Commissioner Hagle.

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

11. Wooden Boat Show

Ms. Johnson reported the request for the closure of the 300 block on Front Street during the event on May 2, 2020. This is also being held at the same time of the Boat Building Challenge. The two events jointly hire security for the day.

A motion was made to approve the request as presented.

Motion made by Commissioner Harker.

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

### **Commission / Board Comments**

Commissioner Hagle thanked the staff for preparations for the Board Retreat as well as the meeting tonight. He indicated he was glad to see the new approach to keep Bulkhead Channel open by doing some extra dredging. Commissioner Hagle also offered thanks to Preston Development for funding the odor scrubber. He thanked Rachel Johnson for the setup work for the Citizens Academy that was scheduled to start the following evening on March 10, 2020. He also reminded everyone to be safe and aware of their surroundings especially with the start of daylight-saving time.

Commissioner Hollinshed thanked Mark Eakes for getting the sidewalks repaired along Ann Street. She also asked for streets to be painted for parking those being Cedar, Moore, Orange, Queen, Pollock and Marsh. She also asked staff to look at the parking of over-sized vehicles as well as one-way parking. She indicated she would like to see the Short-Term Rental task force established and move forward with looking at options and make recommendations regarding parking, on-site contact, trash collection and noise. She offered condolences to Barbara Francis-Heckman and her family on the passing of her mother. She also offered condolences to the family of Dr Aquadro.

Commissioner McDonald asked Town Engineer Meshaw if he had any input on the odor scrubber. Mr. Meshaw indicated he met with the representatives and reviewed the technical data information.

Commissioner Harker indicated the Board Retreat was very informative about projects were coming to fruition. She indicated the town was doing things in a smart way. She also stated Front Street was looking nice with the new pavers and sidewalks. She congratulated the Beaufort Citizens Academy on the first class and indicated she was looking forward to getting to participate in the classes. In regard to the Short-

Term Rentals she recommended a good deal of research be completed before crafting an ordinance or zoning. In closing she thanked the other board members for the communication at the Board Retreat.

Commissioner Carter thanked Greg Meshaw for his information regarding the projects. She did urge all citizens to use common sense with COVID-19.

Mayor Newton also urged the citizens to please remain aware of their surroundings and practice good hygiene.

### **Closed Session**

A motion was made to enter 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 for further discussion, Commissioner Harker made a motion to return to Open Session. The vote was unanimous.

### **Adjourn**

Being no further business, Commissioner Hagle made a motion to adjourn the meeting. The vote was 5 to 0 in favor.

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Mayor Everette S. (Rett) Newton

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Michele Davis, Town Clerk



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252-728-2141 - 252-728-3982 fax - [www.beaufortnc.org](http://www.beaufortnc.org)

### **Town of Beaufort Board of Commissioners Work Session 4:00 PM Monday, March 23, 2020 – Town Hall Conference Room, 701 Front Street, Beaufort**

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**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** Voluntary Annexation Request for Old Seaport  
Development, LLC (153 Aqua 10 Road and 103 Aqua 10  
Road) Doug Brady

#### **BRIEF SUMMARY:**

A request has been made for a voluntary annexation for 10.87 acres located at 153 Aqua 10 Road (PIN 130601053225000) and .585 acres located at 103 Aqua 10 Road (PIN 730601058167000). This is a satellite annexation request and both properties are currently zoned R8. The adjoining property owners are State of North Carolina (Maritime Museum Property) and the Michael J. Smith Airport. The anticipated impact to town services will be 6400 GPD for Water and 7770 GPD for Sewer. Currently Police and Fire serve the area.

To start the annexation process, the Board of Commissioners will need to direct the Town Clerk to investigate the sufficiency of the request. The Resolution Directing the Clerk to Investigate the Petition is included in this packet.

#### **REQUESTED ACTION:**

Motion approving the Resolution Directing the Clerk to Investigate the Petition for Voluntary Annexation.

#### **EXPECTED LENGTH OF PRESENTATION:**

5 minutes

#### **SUBMITTED BY:**

Michele Davis, Town Clerk/Human Resources Officer

#### **BUDGET AMENDMENT REQUIRED:**

No



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**APPLICATION FOR VOLUNTARY ANNEXATION REQUEST**

**Instructions:** Please complete the form below and include all required attachments, including the **\$100 application fee (to The Town of Beaufort)** and return to Town Manager, Town Hall, 701 Front St., PO Box 390, Beaufort, NC, 28516. Incomplete applications will not be processed and returned to the applicant. Please contact Town Hall at (252) 728-2141 with any questions.

**Complete applications must be received 15 days prior to the scheduled meeting.**

Applicant Name: Old Seaport Development, LLC

Applicant Address: 805 Front Street Beaufort, NC 28516

Phone Number: 252-241-2780 Email: dbradydev@gmail.com

Property Owner Name: Old Seaport Development, LLC

Address of Property: \_\_\_\_\_

Phone Number: 252-241-2780 Email: dbradydev@gmail.com

**PROPERTY INFORMATION**

Property Address: 153 Aqua 10 Road Beaufort Current Zoning: R8

15 Digit Pin: 730601053225000 Size of Property (Square Feet or Acres): 10.87 ac

Is the property Contiguous to the City Limits:  Yes  No;

If Not Contiguous please indicate how many miles it is to the City Limits: \_\_\_\_\_

Current Use of Property:

- Residential  Vacant  
 Commercial  Other: \_\_\_\_\_

Date: 2/20/2020


Applicant Signature \_\_\_\_\_

OFFICE USE ONLY

Revised 03/16

Received by: \_\_\_\_\_ Reviewed for Completeness By: \_\_\_\_\_

Date: \_\_\_\_\_ Date Deemed Complete and Accepted: \_\_\_\_\_

OTD Support Development LLC  Date: 2-21-26

Property Owner Signature (if different than above)

**A fee of \$100 to the Town of Beaufort must accompany this application.**

**REQUIRED ATTACHMENTS FOR A VOLUNTARY ANNEXATION REQUEST**

**Please provide the following as attachments to the voluntary annexation request form:**

1. Copy of the Annexation Survey (suitable for recording)
2. Copy of all the deeds for the area to be annexed to verify ownership
3. A TYPED list of adjoining property owners
4. Carteret County Tax Parcel Card (Included should be parcel number and tax value)
5. Anticipated impact to city services including estimated gallons of water/sewer per day

SEWER - 7,770 GPD  
WATER - 6400 GPD

# Carteret County

## Property Data

Parcel Number: 730601053225000

Inquiry Date: 2/20/2020

DISCLAIMER: For confirmation of the number of buildings on each parcel, please contact the Carteret County Tax Office.

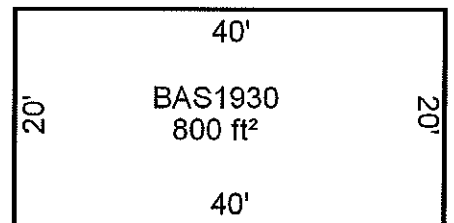
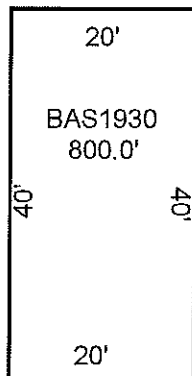
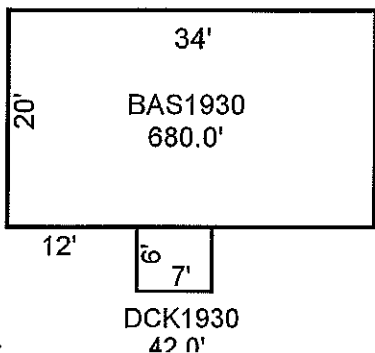
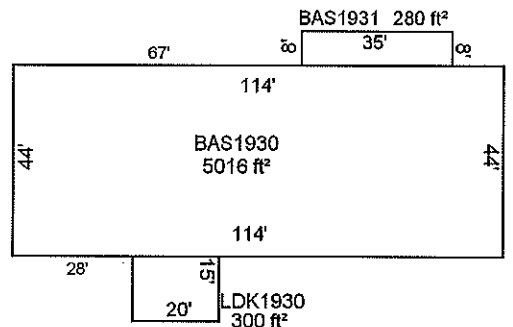
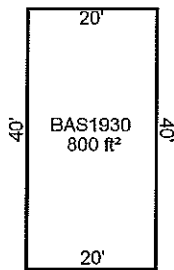
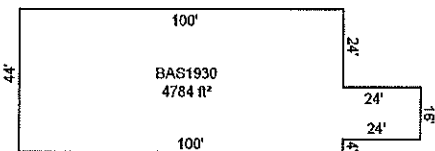
### Property Info

**PARCEL NUMBER:** 730601053225000  
**OWNER:** OLD SEAPORT DEVELOPMENT LLC  
**PHYSICAL ADDRESS** 153 AQUA 10 RD  
BEAUFORT  
**MAILING ADDRESS:** 805 FRONT STREET  
BEAUFORT NC 28516  
**LEGAL DESCRIPTION:** ACREAGE SR 1170 NEWPORT RIVER  
**DEED REF:** 5A-545  
**PLAT REFERENCE:** -  
**NEIGHBORHOOD:** 590013  
**SALE DATE:** 08/09/2005  
**SALE PRICE:** \$3,500,000  
**ACREAGE:** 10.87  
**LAND VALUE:** \$1,900,687  
**EXTRA FEATURE VALUE:** \$0

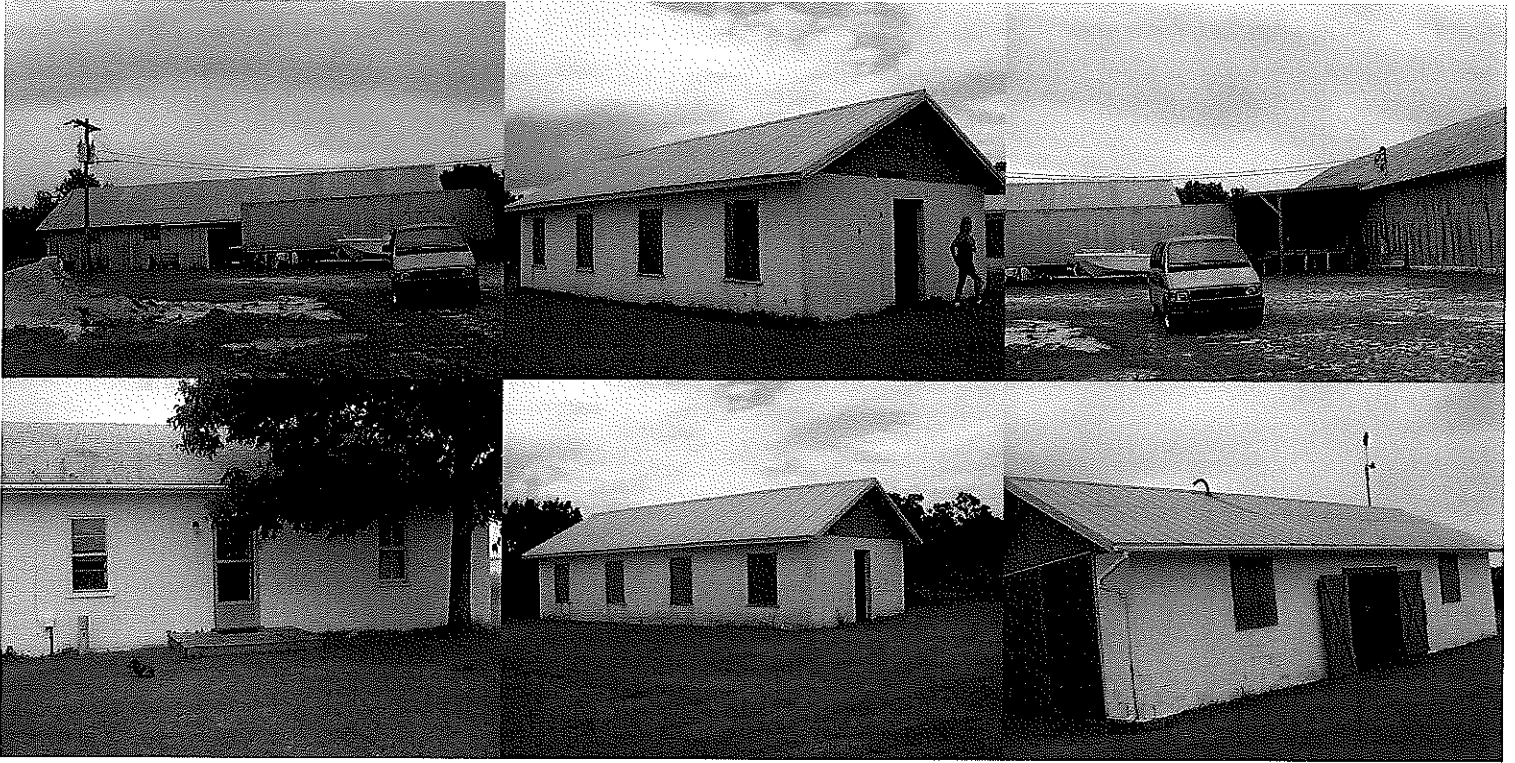
### Building Info

**BATHS:** 0  
**BEDROOMS:** 0  
**CONDITION:** N/A  
**EXTERIOR WALLS:** 05 ALUM. LAP  
N/A  
**FLOOR FINISH:** 03 CONC FINSH  
N/A  
**FOUNDATION:** 07 SLAB/GRADE  
**HEAT:** 00 NO INFO  
**ROOF COVER:** 01 MINIMUM  
N/A  
**ROOF STRUCTURE:** 03 GABLE/HIP  
**SQUARE FOOTAGE:** 4784  
**YEAR BUILT:** 1930  
**BUILDING VALUE:** \$90,490  
**PARCEL VALUE:** \$1,991,177

### Sketches



**Photos**



# Carteret County

## Property Data

Parcel Number: 730601058167000

Inquiry Date: 2/20/2020

DISCLAIMER: For confirmation of the number of buildings on each parcel, please contact the Carteret County Tax Office.

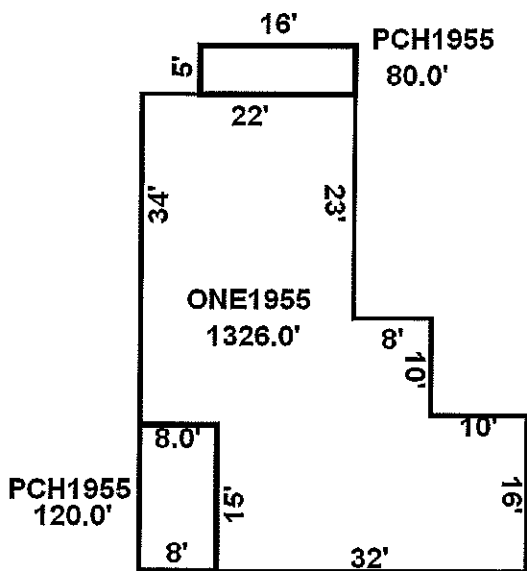
### Property Info

**PARCEL NUMBER:** 730601058167000  
**OWNER:** OLD SEAPORT DEVELOPMENT LLC  
**PHYSICAL ADDRESS** 103 AQUA 10 RD  
BEAUFORT  
**MAILING ADDRESS:** 805 FRONT STREET  
BEAUFORT NC 28516  
**LEGAL DESCRIPTION:** PART ACRE WEST BEAUFORT RD  
**DEED REF:** 1398-233  
**PLAT REFERENCE:** -  
**NEIGHBORHOOD:** 590013  
**SALE DATE:** 01/30/2012  
**SALE PRICE:** \$500,000  
**ACREAGE:** 0.585  
**LAND VALUE:** \$62,946  
**EXTRA FEATURE VALUE:** \$3,125

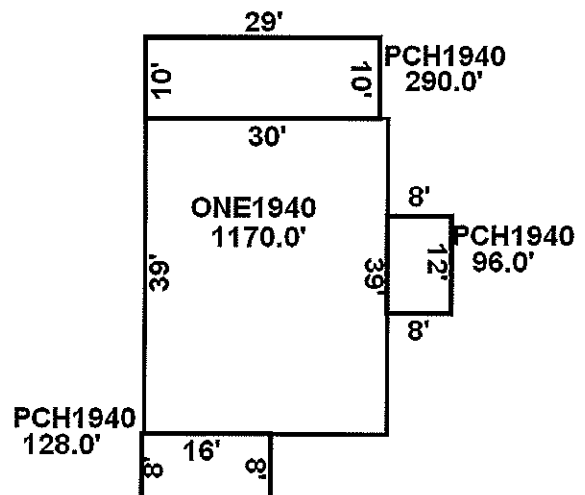
### Building Info

**BATHS:** 1  
**BEDROOMS:** 3  
**CONDITION:** N/A  
**EXTERIOR WALLS:** 12 RES WOOD  
**FLOOR FINISH:** 09 SOFTWOOD  
08 VINYL  
**FOUNDATION:** 04 PIER  
**HEAT:** 02 FANNODUCT  
**ROOF COVER:** 03 COMP SHNGL  
**ROOF STRUCTURE:** 03 GABLE  
**SQUARE FOOTAGE:** 1526  
**YEAR BUILT:** 1955  
**BUILDING VALUE:** \$83,594  
**PARCEL VALUE:** \$149,665

### Sketches



Sketch by Apex IV™



Sketch by Apex IV™

### Photos



Melanie Arthur 2P  
CARTERET COUNTY  
JL Date 08/09/2005 Time 15:36:00  
GR 1126210 Page 1 of 2

**NORTH CAROLINA, CARTERET COUNTY**  
The foregoing certificate(s) of Notary Public(s) is/are certified to be correct. This instrument and this certificate are duly registered at the date and time and in the Book and Page shown on the first page hereof.

Melanie Arthur, Registrar of Deeds  
By Melanie Arthur  
Asst. Deputy, Registrar of Deeds

Prepared by The Harris Law Firm, PLLC

Tax Parcel #7306.01.05.3225

Stamps: \$0.00

STATE OF NORTH CAROLINA

NONWARRANTY DEED

COUNTY OF CARTERET

This NONWARRANTY DEED is made this the 9 day of August 2005, by and between **AQUA 10 CORPORATION**, hereinafter collectively referred to as "Grantor" and **OLD SEAPORT DEVELOPMENT, LLC**, hereinafter "GRANTEE", whose address is 515 Sensation Weigh, Beaufort, NC 28516. The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH:

That the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does assign, grant, bargain, sell and convey unto the Grantee all of their right, title and interest to that certain lot or parcel of land situated in Beaufort Township, Carteret County, North Carolina and more particularly described as follows:

Being that parcel of land bounded by the property of the Beaufort-Morehead Airport to the north, the sixty (60) foot right of way for S.R. 1170 (West Beaufort Road) on the east, the lands of Alfred R. Bierman, Jr. as described in Deed Book 454, Page 496, Carteret County Registry to the South and the lands of Aqua 10 Corporation, being described in Deed Book 5A, Page 49, Carteret County Registry, to the west

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereunto belonging to the said Grantee free and discharged of and from all right, title, claim or interest of the said Grantors or anyone claiming by, under or through them.

The Grantor makes no warranty, express or implied, as to title to the property hereinabove described.

IN WITNESS WHEREOF, the Grantor has hereunto set his hand and seal the day and year first above written.

AQUA 10 CORPORATION  
By: *William Campbell*  
President

Attest:

\_\_\_\_\_  
Secretary

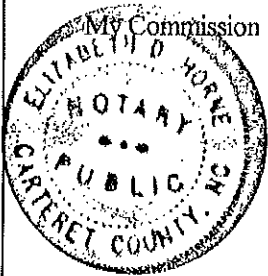
STATE OF NORTH CAROLINA

COUNTY OF CARTERET

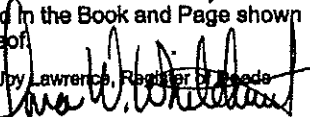
I, *Elizabeth D Home*, a Notary Public of the aforesaid County and State, do hereby certify that *William Campbell*, appeared before me this day and acknowledged that he is \_\_\_\_\_ President of AQUA 10 CORPORATION, Grantor, and that by authority duly given he has executed the foregoing instrument in the name of and on behalf of said corporation.

This the 9 day of August, 2005.

*Elizabeth D Home*  
NOTARY PUBLIC



NORTH CAROLINA, CARTERET COUNTY  
This instrument and this certificate are duly filed at  
the date and time and in the Book and Page shown  
on the first page hereof.

Joy Lawrence, Register of Deeds  
By:   
Asst. Deputy, Register of Deeds



FILE # 1398233

FOR REGISTRATION REGISTER OF DEEDS  
Joy Lawrence  
Carteret County, NC  
January 30, 2012 04:44:45 PM  
COUNTER DEED 3 P  
FEE: \$26.00  
FILE # 1398233

## NORTH CAROLINA GENERAL WARRANTY DEED

Excise Tax: N/A

Parcel Identifier No. 7306.01.05.8167

✓ Mail/Box to: Kirkman, Whitford, Brady, Berryman & Farias, P.A. NO TITLE EXAM PERFORMED

This instrument was prepared by: Kirkman, Whitford, Brady, Berryman & Farias, P.A.

Brief description for the Index: 103 Aqua 10 Road, Beaufort

THIS DEED made this \_\_\_\_ day of January, 2012, by and between

GRANTOR	GRANTEE
CROATAN INVESTMENTS CO., LLC A North Carolina Limited Liability Company P.O. Box 3576 Morehead City, NC 28557	OLD SEAPORT DEVELOPMENT, LLC A North Carolina Limited Liability Company 805 Front Street Beaufort, NC 28516

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple, all that certain lot or parcel of land situated in Carteret County, North Carolina and more particularly described as follows:

See attached "Exhibit A"

The property hereinabove described was acquired by Grantor by instrument recorded in Book 1385, page 485.

A map showing the above described property is recorded in Map Book , Page .

Notice per N.C.G.S. §105-317-2: The property herein is not a primary residence of the Grantor.

And the Grantor covenants with the Grantee, that Grantor is seized of the premises in fee simple, has the right to convey the same in fee simple, that title is marketable and free and clear of all encumbrances, and that Grantor will warrant and defend the title against the lawful claims of all persons whomsoever, other than the following exceptions:

**Any and all restrictions, covenants and easements of record.**

IN WITNESS WHEREOF, the Grantor has duly executed the foregoing as of the day and year first above written.

CROATAN INVESTMENTS CO., LLC (SEAL)

(Entity Name)

By: [Signature]

**Walter D. Brady**

Title: **Member/Manager**

By: [Signature]

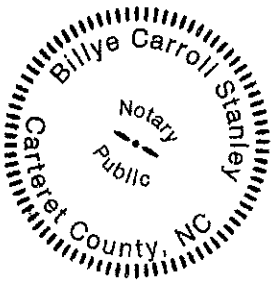
**Carolyn B. Brady**

Title: **Member/Manager**

By: \_\_\_\_\_

Title: \_\_\_\_\_

SEAL-STAMP State of North Carolina - County of Carteret



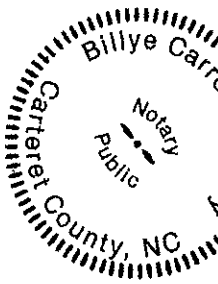
I, the undersigned Notary Public of the County and State aforesaid, certify that **Walter D. Brady** personally came before me this day and acknowledged that he is the **Member/Manager** of **CROATAN INVESTMENTS CO., LLC**, a North Carolina limited liability company, and that by authority duly given and as the act of such entity, he signed the foregoing instrument in its name on its behalf as its act and deed. Witness my hand and Notarial stamp or seal, this 27<sup>th</sup> day of **January**, 2012.

My Commission Expires:

3/31/13

[Signature]  
Notary Public

SEAL-STAMP State of North Carolina - County of Carteret



I, the undersigned Notary Public of the County and State aforesaid, certify that **Carolyn B. Brady** personally came before me this day and acknowledged that she is the **Member/Manager** of **CROATAN INVESTMENTS CO., LLC**, a North Carolina limited liability company, and that by authority duly given and as the act of such entity, she signed the foregoing instrument in its name on its behalf as its act and deed. Witness my hand and Notarial stamp or seal, this 26<sup>th</sup> day of **January**, 2012.

My Commission Expires:

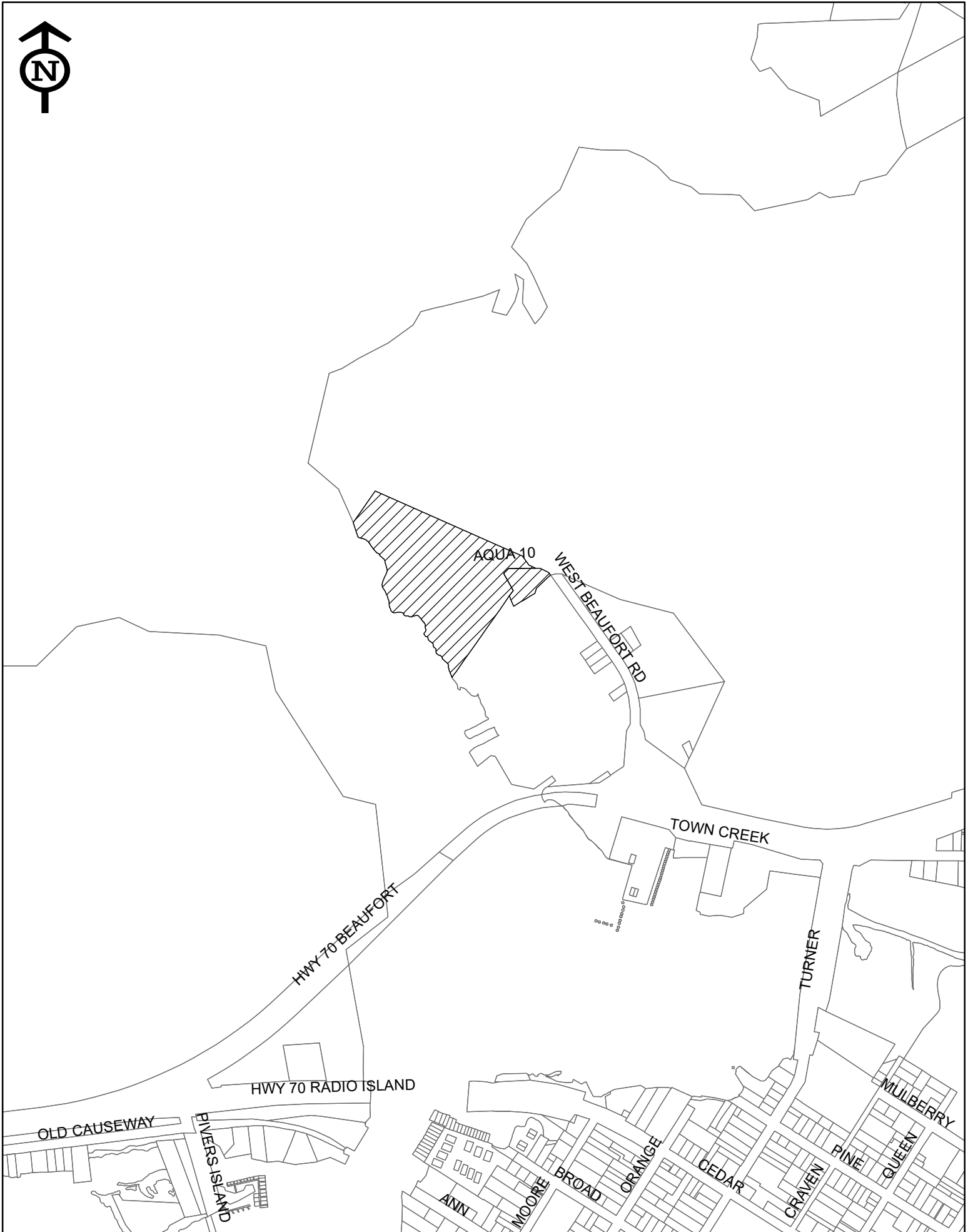
3/31/13

[Signature]  
Notary Public

# Annexation Vicinity Map - Gallants Point Subdivision



# Annexation Vicinity Map - Gallants Point Subdivision





**RESOLUTION DIRECTING THE CLERK TO INVESTIGATE A PETITION  
RECEIVED UNDER G.S. 160A-31**

**WHEREAS**, a petition requesting annexation of an area described in said petition was received on February 21, 2020 by the Town of Beaufort; and

**WHEREAS**, G.S. 160A-31 provides that the sufficiency of the petition shall be investigated by the Town Clerk before further annexation proceedings may take place; and

**WHEREAS**, the Board of Commissioners of the Town of Beaufort deems it advisable to proceed in response to this request for annexation;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Town of Beaufort that:

The Town Clerk is hereby directed to investigate the sufficiency of the above described petition and to certify as soon as possible to the Board of Commissioners the result of her investigation.

Adopted this 13<sup>th</sup> day of April 2020.

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Mayor Everette S. (Rett) Newton

---

Michele Davis, Town Clerk



## **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](http://www.beaufortnc.org)

### **Town of Beaufort Board of Commissioners Work Session 4:00 PM Monday, March 30, 2020 – Town Hall Conference Room, 701 Front Street, Beaufort**

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**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** Adoption of Carteret County Emergency Operations Plan

**BRIEF SUMMARY:**

The Town has not formally adopted the Carteret County Emergency Operations Plan. The full text of the plan is available online at <http://www.carteretcountync.gov/DocumentCenter/View/1121/Carteret-County-EOP>.

**REQUESTED ACTION:**

Adoption of Carteret County Emergency Operations Plan

**EXPECTED LENGTH OF PRESENTATION:**

5 minutes

**SUBMITTED BY:**

Tony Ray, Fire Chief  
Kate Allen, Town Planner

**BUDGET AMENDMENT REQUIRED:**

No



**TOWN OF BEAUFORT BOARD OF COMMISSIONERS  
RESOLUTION OF ADOPTION OF THE  
CARTERET COUNTY EMERGENCY OPERATIONS PLAN**

**WHEREAS**, Carteret County has identified natural, technological, and man-made hazards that have the potential to disrupt day-to-day activities and/or cause extensive property damage, personal injury, and/or casualties; and,

**WHEREAS**, the North Carolina Emergency Management Act of 1977 as amended (NCGS 166A. et. seq) and Carteret County Ordinance confers upon local governing boards comprehensive powers to be exercised in providing for the protection of the lives and property of their citizens against natural, technological, and man-made disasters/emergencies; and,

**WHEREAS**, assistance from other jurisdictions, the state, and/or federal government may be available under certain circumstances when emergency or disaster response and recovery operations exceed local government capabilities; and,

**WHEREAS**, the North Carolina Emergency Management Act assigns the responsibility of emergency management functions to the County and provides provisions for each county to designate an Emergency Management Coordinator; and,

**WHEREAS**, the effective preparation for emergency situations requires extensive initial planning, continuing revision of plans, and assignment of emergency functions prior to the occurrence of an emergency and the training of personnel in order to ensure a seamless, effective application of governmental functions to emergency operations;

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN OF BEAUFORT BOARD OF COMMISSIONERS** that the Carteret County Emergency Operations Plan is hereby approved, and:

1. That the Carteret County Department of Emergency Services, Emergency Management Division shall act as the designated coordinating agency to coordinate emergency and disaster prevention, protection, mitigation, response, and recovery in Carteret County, under the general supervision of the County Manager.
2. That the Carteret County Emergency Management Division is authorized to update and maintain the Emergency Operations Plan in accordance with state and federal guidance in coordination with the stakeholders of the plan.
3. That the Carteret County Emergency Management Division is authorized to maintain and update plans, policies, and procedures that facilitate the implementation of the Emergency Operations Plan and agency responsibilities as identified in Carteret County Ordinance Section 5-7.

4. That the Carteret County Emergency Management Division will assist in coordinating disaster related training for all agencies and entities that have responsibilities under the Emergency Operations Plan.
5. That all agencies identified within the Emergency Operations Plan work to ensure compliance with this document to include the provision of policies and processes to carry out their assigned responsibilities.
6. That all agencies identified within the Emergency Operations Plan ensure that their organization's staff are trained to perform their assigned functions.
7. That all agencies identified within the Emergency Operations Plan ensure compliance with the National Incident Management System through training and policy implementation.
8. That the Carteret County Emergency Management Program (to include all identified stakeholders) will work towards accreditation under the Emergency Management Accreditation Program.
9. That should any provision of this resolution or the application thereof be declared invalid for any reason, such a declaration shall not affect the validity of other provisions, or of this resolution, as a whole, since the provisions of this resolution are severable as provided by G.S. 166A-19.15.

ADOPTED this \_\_\_\_\_ day of April 2020.

---

Everette S. Newton, Mayor

ATTEST:

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Michele Davis, Town Clerk



## **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](http://www.beaufortnc.org)

### **Town of Beaufort Board of Commissioners Work Session 4:00 PM Monday, March 30, 2020 – Town Hall Conference Room, 701 Front Street, Beaufort**

---

**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** Case No. 20-01: Zoning Map Update & Request to Rezone  
16 Parcels

#### **BRIEF SUMMARY:**

This is a staff-initiated request to consider an official Zoning Map update to reflect the changes associated with the Gallants Channel Bridge and new US-70 (i.e. rights-of-way, shifts in parcel boundaries, etc.). This request also includes the rezoning of 14 parcels and the initial zoning of the portion of Rachel Carson Reserve included in the recent expansion of the corporate limits.

#### **REQUESTED ACTION:**

Set Public Hearing

#### **EXPECTED LENGTH OF PRESENTATION:**

15 minutes

#### **SUBMITTED BY:**

Kate Allen

#### **BUDGET AMENDMENT REQUIRED:**

No



# Staff Report

**To:** Board of Commissioners

**From:** Kate Allen

**Date:** 3/17/2020

**Meeting Date:** 4/13/2020

## Case Number 20-01

### Summary of Request:

Zoning Map Update & Request to Rezone 16 Parcels

### Background

### Location(s) & PIN

1. 730617109293000, 500 Ann Street (Ann Street Methodist Church)
2. 730617203846000, 501 Broad Street
3. 730617204831000, 507 Broad Street
4. 730618215164000, 502 Cedar Street
5. 730618216055000, 508 Cedar Street
6. 730618217003000, 512 Cedar Street (Church)
7. 730617214176000, 314 Craven Street (Church)
8. 730618206936000, 313 Queen Street
9. 730618205985000, 311 Queen Street
10. 730618205869000, Queen Street (Carteret County)
11. 730618206910000, Queen Street (Carteret County)
12. 730617105358000, 138 Turner Street (Beaufort Historical Association)
13. 731500043525000, Rachel Carson Reserve (Recently Annexed Portion)
14. 730614334613000, 419/423 West Beaufort Road
15. 730617212200000, 300, 302, 303 Courthouse Square; 304, 306, 308, 310 Craven Street (Carteret County Courthouse)
16. 730614333424000, 412 West Beaufort Road

### Owner(s)

Ann Street Methodist Church  
Beaufort Historical Association  
Carteret County Courthouse  
County of Carteret  
Amy V. Johnson-Ferdinand  
NC Department of Transportation  
Nelson & Patricia Owens  
St. Stephens Church of Christ  
State of North Carolina  
Thomas J Johnson, LLC  
Thomas L VanDyke

### Applicant

Staff Initiated

**Current Zoning** R-8 Residential Medium Density District  
 R-20 Residential Single Family District  
 TR Transitional District  
 B-1 General Business District  
 H-BD Historic Business District

**Existing Land Use** See Current Land Use Maps

**CAMA Future Land Use Map** Public & Institutional; Low Density Residential  
 Amendment Required  No  Yes

**Adjoining Land Use & Zoning** See Current Land Use & Zoning Map

**Planning Board Review** The Planning Board considered the request at the February 17<sup>th</sup> and March 16, 2020 meetings. The Planning Board recommends approval of the request as it is consistent with the CAMA Future Land Use Map.

**Requested Action** Conduct Public Hearing and make a motion to:

- Approve the request;
- Deny the request; or
- Approve a more restrictive zoning district

**Staff Comments**

This is a staff-initiated request to consider an official Zoning Map update to reflect the changes associated with the Gallants Channel Bridge and new US-70 (i.e. rights-of-way, shifts in parcel boundaries, etc.). This request also includes the rezoning of 16 parcels and the initial zoning of the portion of Rachel Carson Reserve included in the recent expansion of the corporate limits. The specific parcels with current and requested zoning districts are outlined in the table below.

Requested Rezoning - Subject Properties					
Address or PIN	Current Zoning	Requested Zoning	Address or PIN	Current Zoning	Requested Zoning
500 Ann St.	H-BD & TR	TR	PIN 730618205869000	B-1	TR
501 Broad St.	B-1	TR	PIN 730618206910000	R-8	TR
507 Broad St.	B-1	TR	138 Turner St.	H-BD & R-8	TR
502 Cedar St.	B-1	TR	Rachel Carson Reserve	Unzoned	OS
508 Cedar St.	B-1	TR	419/423 West Beaufort Rd.	R-8 & R-20	R-20
512 Cedar St.	B-1	TR	300, 302, 303 Courthouse Sq.	B-1 & TR	TR
314 Craven St.	B-1	TR	304, 306, 308, 310 Craven St.	B-1 & TR	TR
313 Queen St.	R-8	TR	412 West Beaufort Rd.	B-1	R-20
311 Queen St.	R-8	TR			

Case No. 20-01. Properties Requested to be Rezoned

Current & Requested Zoning Districts with Conforming Status

Pin15	Owner	Address	Road Frontage (1)	Road Frontage (2)	Road Frontage (3)	Lot Sq. Ft.	Current Zoning	Conforming Lot	Conforming Structure	Conforming Use	Requested Zoning	Conforming Lot	Conforming Structure	Conforming Use
730617109293000	Ann Street Methodist Church	500 Ann St.	222'	268'		51,618.60	H-BD/TR	Y	H-BD Y; TR N	H-BD N; TR Y	TR	Y	N	Y
730617105358000	Beaufort Historical Association	138 Turner St.	192'			38,986.20	H-BD/R-8	Y	N	Y	TR	Y	N	Y
730617212200000	Carteret County Courthouse	300 Courthouse Sq.	440'	396'	396'	216,972.36	B-1/TR	Y	N	Y	TR	Y	N	Y
730617203846000	County of Carteret	501 Broad St.	167'	112'		18,687.24	B-1	Y	N/A	Y	TR	Y	N/A	N
730617204831000	County of Carteret	507 Broad St.	41'			4,573.80	B-1	N	N	Y	TR	N	N	Y
730618205985000	County of Carteret	311 Queen St.	28'			5,052.96	R-8	N	N/A	N	TR	N	N/A	N
730618205869000	County of Carteret	Flag Lot Behind 309 Queen	7.8'			3,528.36	B-1	N	N	Y	TR	N	N	Y
730618206910000	County of Carteret	Adjoining Lot 311 Queen	28'			2,221.56	R-8	N	N/A	N	TR	N	N/A	N
730618215164000	Johnson-Ferdinand, Amy V	502 Cedar St.	138'			15,158.88	B-1	Y	N	Y	TR	Y	N	Y
730614334613000	NC Dept Of Transportation	419/423 W Beaufort Rd.	170'	65'		8,799.12	R-8/R-20	N	N/A	Y	R-20	N	N/A	Y
730618216055000	Owens, Nelson N & Patricia A	508 Cedar St.	34'			3,876.84	B-1	N	N/A	Y	TR	N	N/A	Y
730618217003000	St Stephens Church of Christ	512 Cedar St.	85'	115'		9,365.40	B-1	Y	N	Y	TR	Y	N	Y
730617214176000	St Stephens Congregation Church	314 Craven St.	110'	77'		7,579.44	B-1	Y	N	Y	TR	N	N	Y
731500043525000	State Of North Carolina	Rachel Carson	N/A			392,040.00	Unzoned	Y	N/A	Y	OS	Y	N/A	Y
730618206936000	Thomas J Johnson LLC	313 Queen St.	56'			7,405.20	R-8	N	Y	Y	TR	N	Y	Y
730614333424000	Thomas L VanDyke	412 W Beaufort Rd.	75'			9,191.16	B-1	Y	N	N	R-20	N	N	Y

Zoning District Lot & Setback Requirements								
Zoning District & Lot Type		Lot Requirements		Setback Requirements				Max Height
		Width	Size (ft <sup>2</sup> )	Front	Rear	Side	Side (ROW)	
R-8	Interior	60'	8,000	25'	25'	8'	N/A	35'
	Corner	60'	8,000	25'	20'	8'	25'	35'
	Double Frontage	60'	8,000	25'	15'	8'	N/A	35'
R-20	Interior	100'	20,000	30'	25'	15'	N/A	40'
	Corner	100'	20,000	30'	25'	15'	30'	40'
	Double Frontage	100'	20,000	30'	25'	15'	N/A	40'
TR	Lot	25'	8,000	25'	25'	15'	N/A	35'
	Other Lot	25'	8,000	25'	25'	8'	N/A	35'
B-1	Lot	60'	5,000	30'	15'	15'	N/A	40'
H-BD	Interior (Res.)	N/A	N/A	25'	30'	8'/0*	N/A	35'
	Corner (Res)	N/A	N/A	25'	30'	8'	25'	35'
	All (Comm.)	N/A	N/A	0'	0'	0'	0'	35'

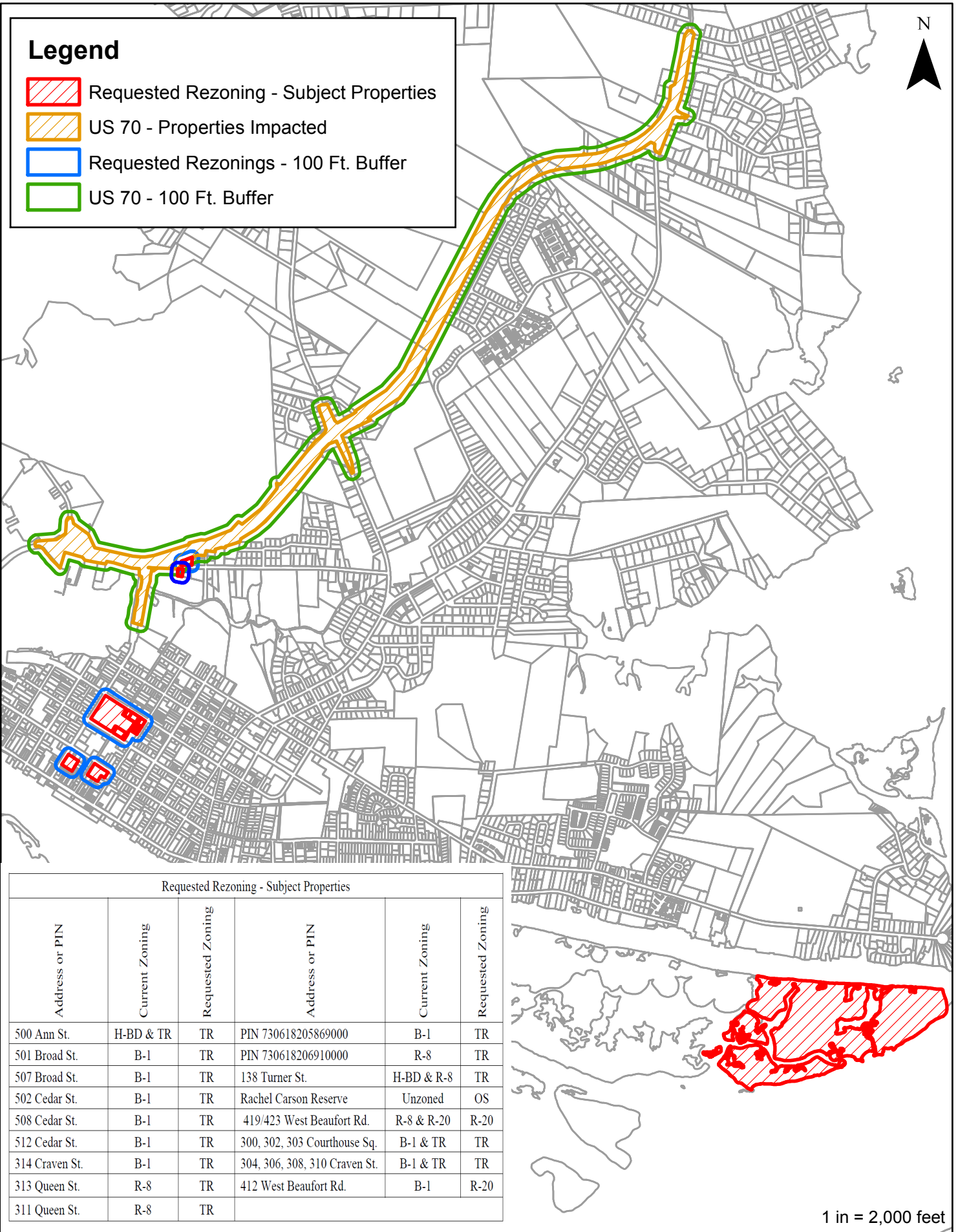
\*0 feet if structure connects to a common wall

### **CAMA Core Land Use Plan – Future Land Use Classifications**

<b>Low Density Residential</b>	Predominant Land Use	Single Family Dwellings
	Density	2 or Less Dwelling Units Per Acre
	Lot Sizes	15,000 – 20,000 Square Feet
<b>Public &amp; Institutional</b>	Predominant Land Use	Government Facilities, Low Impact Offices, Public Education Facilities
	Density	Varies
	Lot Sizes	5,000 – 40,000
<b>Conservation/Open Space</b>	Predominant Land Use	Open Space; Land Not Suitable for Development

- Attachments:
- Vicinity Map & Notice Letter Recipients
  - Rezoning Request Area Map
    - RZ Area 1 Maps – West Beaufort Rd.
    - RZ Area 2 Maps – Courthouse Square
    - RZ Area 3 Maps – Beaufort Historical Association
    - RZ Area 4 Maps – Ann Street Methodist Church
    - RZ Area 5 Maps – Eastern Portion Rachel Carson Reserve
  - Land Development Ordinance Excerpts
    - B-1 General Business District
    - H-BD Historic Business District
    - R-8 Residential Medium Density District
    - R-20 Residential Single-Family District
    - TR Transitional District
  - Official Zoning Map (Subject to approval)
  - Ordinance Amending LDO

# Vicinity Map



## Notice Letter Recipients

Case No. 20-01 Zoning Map Update & Rezonings

<b>OWNER</b>	<b>MAILING ADDRESS</b>	<b>CITY, STATE, ZIP</b>
AB CAUSEWAY LLC	PO BOX 58004	RALEIGH NC 27658
ALDERON CORPORATION	120 TURNER ST	BEAUFORT NC 28516
ALL PARK CORPORATION D/B/A	117 QUEEN ST	BEAUFORT NC 28516
ANN STREET METHODIST CHURCH	417 ANN STREET	BEAUFORT NC 28516
BARGER,GARY ETAL THERESA LEAHY	307 CEDAR STREET	BEAUFORT NC 28516
BARNES,ELMO D JR ETUX MARTHA	305 TURNER ST	BEAUFORT NC 28516
BEACHAM,MILDRED M L/T	2322 HIGHWAY 70	BEAUFORT NC 28516
BEACHEM,CEDRIC D	3600 SPRUELL DR	SILVER SPRINGS MD 20902
BEAUFORT FLATS LLC	608 ANN STREET	BEAUFORT NC 28516
BEAUFORT HIST ASSOCIATION INC	150 TURNER STREET	BEAUFORT NC 28516
BEAUFORT HISTORICAL ASSOCIATIO	150 TURNER STREET	BEAUFORT NC 28516
BEAUFORT INVESTMENTS LLP	608 ANN STREET	BEAUFORT NC 28516
BEAUFORT LINEN INTERIORS LLC	125 CRAVEN STREET	BEAUFORT NC 28516
BEAUFORT MEADOWS HOA INC	2171 HWY 70 BEAUFORT	BEAUFORT NC 28516
BEAUFORT MHC AIRPORT AUTHORITY	PO BOX 875	BEAUFORT NC 28516
BISHOP,STEPHEN F ETUX GAIL B	131 CRAVEN STREET	BEAUFORT NC 28516
BISHOP,STEPHEN FEREBEE	131 CRAVEN STREET	BEAUFORT NC 28516
BOWEN,LUCILLE WRIGHT	PO BOX 986	AHOSKIE NC 27910
BROCK,JASON ETAL ABRAMSKI	243 RUTLEDGE DRIVE	BEAUFORT NC 28516-2448
BROWN,BENJAMIN W ETUX GRACE	2308 COLEY FOREST PL	RALEIGH NC 27612
BROWN,MILTON R	101 CEDAR AVE	BEAUFORT NC 28516
BRYAN ETAL LYNELL VERCH REV TR	P O BOX 148	MARSHALLBERG NC 28553
BYRD,ELIZABETH ETAL PERRY	1909 INDIANWOOD CT	RALEIGH NC 27604
CALVARY BAPTIST CHURCH	119 BUNCH ROAD	BEAUFORT NC 28516
CANTRELL,AMY ELIZABETH	209 RUTLEDGE AVENUE	BEAUFORT NC 28516
CAPANNA,PALOMA A	127 MIDDLE LANE	BEAUFORT NC 28516
CARTERET COUNTY	302 COURTHOUSE SQUARE SUITE 200	BEAUFORT NC 28516
CHADWICK,RICHARD JR ETUX ETAL	106 GALLANTS LANE	BEAUFORT NC 28516
CHAPLAIN,JESSE TAYLOR SR ETAL	266 HIGHWAY 101	BEAUFORT NC 28516
CLEMENTS,MICHAEL ETUX CHRISTIN	2228A MCMILLEN DRIVE	SANTA RITA 96915

## Notice Letter Recipients

Case No. 20-01 Zoning Map Update & Rezonings

CONGLETON,CLYDE CARLOS L/T	433 W BEAUFORT ROAD	BEAUFORT NC 28516
COOPER,HARRIET ISABEL L/T	118 SHELL LANDING ROAD	BEAUFORT NC 28516-7853
COOPER,ZACHARY S ETUX JESSICA	245 RUTLEDGE AVENUE	BEAUFORT NC 28516
CRAVEN 118 CONDO OWN ASSOC INC	608 ANN STREET	BEAUFORT NC 28516
CROWE,ROGER L JR	PO BOX 1190	BEAUFORT NC 28516
DARDEN,JOSEPH D ETUX SUSAN B	310 CEDAR ST	BEAUFORT NC 28516
DAVIS,ANGELA CAROL L/T	106 LEGARE COURT	BEAUFORT NC 28516
DAVIS,BRUNELLA L	657 MERRIMON ROAD	BEAUFORT NC 28516
DAVIS,FREDERICK N JR ETUX AMY	1009 LIVE OAK STREET	BEAUFORT NC 28516
DEANER,BRIAN ALISON	233 RUTLEDGE AVE	BEAUFORT NC 28516
DONOVAN,DONNA EASON ETVIR WILL	4529 STEVENS SAUSAGE ROAD	SMITHFIELD NC 27577
DOUGHMAN,BRANDY ETAL BIL BROWN	219 RUTLEDGE AVENUE	BEAUFORT NC 28516
ENNIS,ROSE	241 RUTLEDGE AVENUE	BEAUFORT NC 28516
EUBANKS,CECILIA LOU SWAIN ETAL	400 MEETING STREET	BEAUFORT NC 28516
FATOMA INC	1141 POMONA ROAD #A	CORONA CA 92882
FIRST BAPTIST CHURCH BEAUFORT	403 ANN STREET	BEAUFORT NC 28516
FIRST CITIZENS BANK	PO BOX 27131	RALEIGH NC 27611
FISH,BEN ADAMS	210 OLD MECHANICAL COURT	GARNER NC 27529
FLEEMAN,JACKIE N JR ETAL HANNA	231 RUTLEDGE AVENUE	BEAUFORT NC 28516
FORWARD,RICHARD B JR	414 ANN ST	BEAUFORT NC 28516
GARCIA,CARMEN M	105 LEGARE COURT	BEAUFORT NC 28516
GARNER,DIANNE S ETVIR EUGENE	173 JACKSON DRIVE	BEAUFORT NC 28516
GARNER,WALLACE	3332 BRIDGES ST STE 1A	MOREHEAD CITY NC 28557
GATLIN,JENNIFER K ETVIR	62 FEARINGTON POST	PITTSBORO NC 27312
GECI,JACKIE B ETVIR HERMAN SR	119 SHADY HOLLOW LANE	GARNER NC 27529
GENE LEWIS PROPERTIES LLC	168 CANDLEWOOD ROAD	ROCKY MOUNT NC 27804
GILLIKIN,ADRIENNE W	104 LEGARE COURT	BEAUFORT NC 28516
GILLIKIN,ADRIENNE WADE TRUSTEE	2255 HIGHWAY 70	BEAUFORT NC 28516
GILLIKIN,DEBORAH F ETVIR	134 BUNCH ROAD	BEAUFORT NC 28516
GILLIKIN,FRANK S JR ETAL BEN	2756 RENAISSANCE WAY	VIRGINIA BEACH VA 23456
GLEASON,GREGORY C ETAL REISZ	101 OLGA ROAD	BEAUFORT NC 28516

## Notice Letter Recipients

Case No. 20-01 Zoning Map Update & Rezonings

GOLDEN,ETHEL K	151 TANNERS CREEK RD	BEAUFORT NC 28516
GOODING,CORRENA S ETAL	PO BOX 8	BEAUFORT NC 28516
GOODWIN,CHARLES FOREST JR	221 RUTLEDGE AVENUE	BEAUFORT NC 28516
GREENBERG,BRENT ETUX SINDEE	PO BOX 27	BEAUFORT NC 28516
GRIFFIN,GINA PINER	2286 HWY 70 BEAUFORT	BEAUFORT NC 28516
HAAS,JONATHAN R ETAL BELL KIMB	217 TURNER STREET	BEAUFORT NC 28516
HARRISS,MARVIN J ETUX CAROL M	1601 BRAMBLE DR	DURHAM NC 27712
HARTSEL,PHYLLIS	2549 NORTH ROCKY RIVER RD	LANCASTER SC 29720
HAWKES,ELIZABETH K	121 QUEEN ST	BEAUFORT NC 28516
HINSON,ADA L	214 ELM STREET	BEAUFORT NC 28516
HOBBS,TINA SHIRLEY ETAL HEAVNE	PO BOX 2346	SMITHFIELD NC 27577
HOGGARD,CHRIS D ETUX CHARLEE	115 TIFFANY WAY	BEAUFORT NC 28516
HOLLINGER,JOSH ETUX CATHERIN A	115 CALHOUN STREET	BEAUFORT NC 28516
HOWLAND,LOIS D	308 HWY 101	BEAUFORT NC 28516
HOWLAND,TIMOTHY	314 HWY 101	BEAUFORT NC 28516
HUGHES DEVELOPMENT LLC	901-F PAVERSTONE DRIVE	RALEIGH NC 27615
IRA SERVICES TRUST COMPANY	PO BOX 7080	SAN CARLOS CA 94070-7080
JACOBS,MAROLINE	104 BRUGG COURT	NEW BERN NC 28562-8728
JOHNSON,ALEXANDER ETUX ANNA	229 RUTLEDGE AVE	BEAUFORT NC 28516
JOHNSON,MARGARET L/T	PO BOX 643	MOUNT PLEASANT SC 29465
JOHNSON,MYRA WEAVER ETAL BETSY	121 SHELL LANDING RD	BEAUFORT NC 28516
JOHNSON-FERDINAND,AMY V	18 NYMPH RD	WEST ORANGE NJ 07052
JONES,ERICA JOYCE	247 RUTLEDGE AVENUE	BEAUFORT NC 28516
JONES,LOUIS	407 QUEEN ST	BEAUFORT NC 28516-1832
JORDAN,C Y ETUX DOROTHY	206 LAURIE LN	CARY NC 27513
JUSTICE,ELAINE SOKOLOSKY	223 SOUTH ELM STREET	SWANSBORO NC 28584
KALM,JAMI CARLA ETAL GUY A	2228 US HIGHWAY 70 E	BEAUFORT NC 28516-7850
KELLY,PAMELA ANN SMITH	153 KELLY DRIVE	BEAUFORT NC 28516-7852
KOSMIDIS,GEORGIOS	2328 HIGHWAY 70	BEAUFORT NC 28516
KUEHL,DAVID M ETUX JESSICA E	6700 LAKE SHORE DRIVE	QUINTON VA 23141
LAUGHTON,GEORGE R JR	275 HIGHWAY 101	BEAUFORT NC 28516

## Notice Letter Recipients

Case No. 20-01 Zoning Map Update & Rezonings

LAUGHTON,JOHN RAYMOND	265 HWY 101	BEAUFORT NC 28516
LAUGHTON,MAMIE T HEIRS	275 HIGHWAY 101	BEAUFORT NC 28516
LAWRENCE,MELTON JR ETUX LINDA	155 PINNERS POINT RD	BEAUFORT NC 28516
LAYKO,MICHAEL C ETUX ERIKA H LDA&J LLC	1001 THORNCROFT LANE 77 FURNESS PLACE	APEX NC 27502 STATEN ISLAND NY 10314
LEE,AMANDA KAREN	227 RUTLEDGE AVENUE	BEAUFORT NC 28516
LEWIS,GUY DOUGLAS JR ETUX	166 SHELL LANDING ROAD	BEAUFORT NC 28516
LONG,ROSEZENA J L/T	PO BOX 643	MT PLEASANT SC 29465
MAINSAIL OF BEAUFORT LLC	901-F PAVERSTONE DRIVE	RALEIGH NC 27615
MALHOTRA,AMIT ETUX VIDHI	239 RUTLEDGE AVE	BEAUFORT NC 28516
MASON,XENOPHON F	4798 HWY 101	NEWPORT NC 28570
MAY,KATHERINE W ETVIR RICKY V	1897 NC 39 HWY S	LOUISBURG NC 27549-7104
MAY,RICKY V ETUX KATHERINE W	1897 NC 39 HWYS	LOUISBURG NC 27549-7104
MCGEE,LAURA HARRIS	107 LEGARE COURT	BEAUFORT NC 28516
MCGINNIS,EILEEN B	14171 STANFORD CT	LOS ALTOS CA 94022
MELTON,ROBERT EARL	507 WEST BEAUFORT ROAD	BEAUFORT NC 28516-8627
MERCER BUILDING & DESIGN INC	106D PROFESSIONAL PARK DR	BEAUFORT NC 28516
MERCER,GARY A ETUX JUDITH S	106D PROFESSIONAL PARK DR	BEAUFORT NC 28516
MHC HOLDINGS LLC	315 TURNER STREET	BEAUFORT NC 28516
MICHAEL J SMITH AIRPORT	180 AIRPORT ROAD	BEAUFORT NC 28516
MILLER,JAMES H SR	531 WEST BEAUFORT RD	BEAUFORT NC 28516
MILLINDER,KIMBERLY GRENE ETVIR	937 BRROKSIDE DR NW	WILSON NC 27893
MILLS,MELINDA DAWN	205 RUTLEDGE AVENUE	BEAUFORT NC 28516
MT ZION MISSIONARY BAPTIST CHU	PO BOX 12	BEAUFORT NC 28516
MURRAY,STEVEN J ETUX DENISE M	235 RUTLEDGE AVENUE	BEAUFORT NC 28516
MYERS,THOMAS D ETUX JEWEL	505 ANN STREET	BEAUFORT NC 28516
NC DEPT OF TRANSPORTATION	1546 MAIL SERVICE CENTER	RALEIGH NC 27611
NOE,JODY RYAN ETUX BARBARA ANN	2262 US HIGHWAY 70 E	BEAUFORT NC 28516-7850
OLD CAUSEWAY THOROUGHFARE LLC	4737F ARENDELL STREET	MOREHEAD CITY NC 28557
O'PRAY,TERRY ETUX ANNE D/B/A	1301 PEACH BOTTOM ROAD	LAUREL SPRINGS NC 28644
OWENS,NELSON N ETUX PATRICIA A	723 COMET DRIVE	BEAUFORT NC 28516

## Notice Letter Recipients

Case No. 20-01 Zoning Map Update & Rezonings

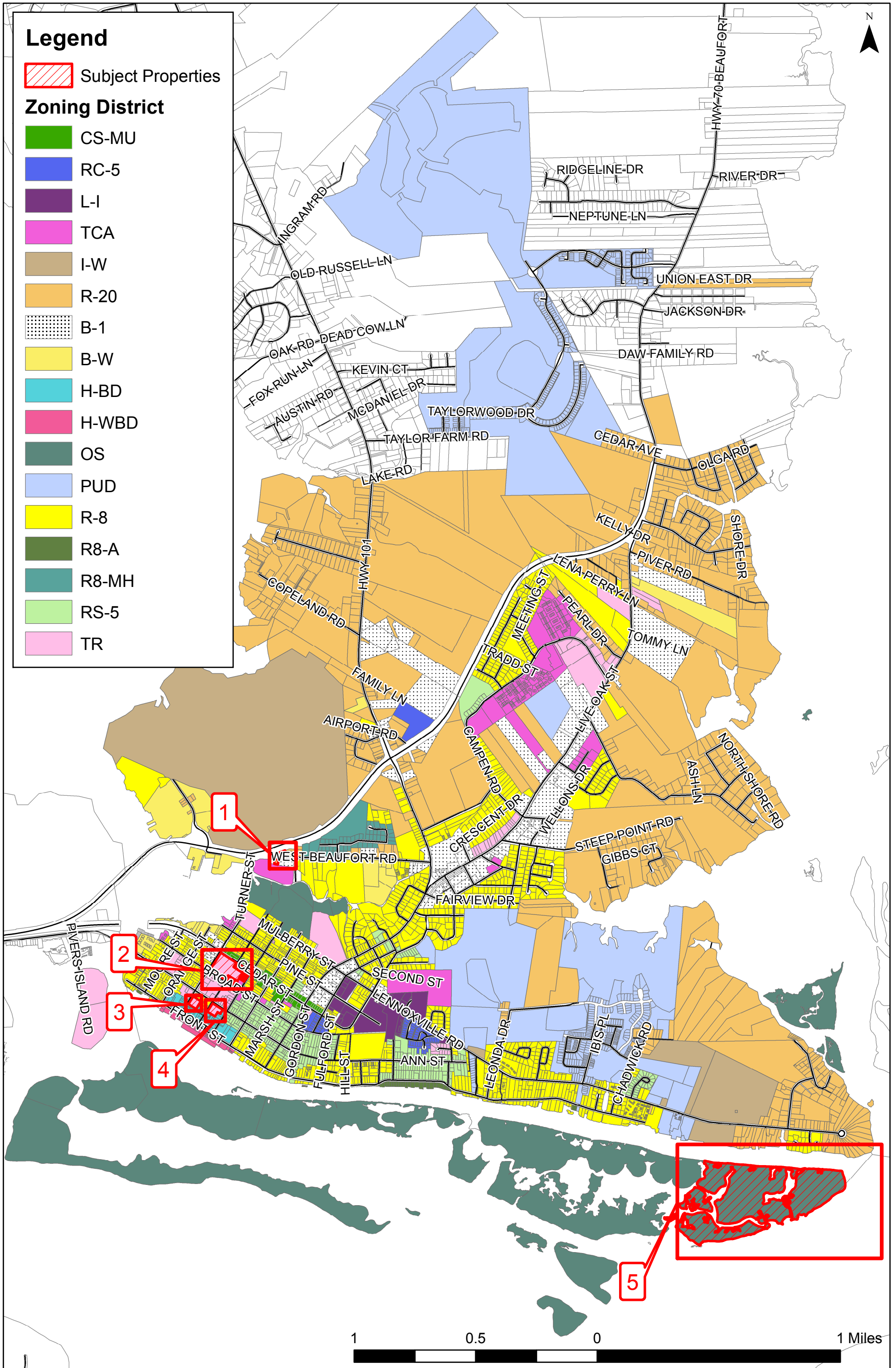
PAERL,BARBARA H ETVIR HANS W	100 HOLLY LANE	BEAUFORT NC 28516
PARK,CHARLES B IV ETUX WENDY	111 WILD MAGNOLIA DR	BEAUFORT NC 28516
PARSONS,FRANCES POTTER ETVIR	440 RICE FIELD COVE	MT PLEASANT SC 29464
PINER,JAMES JUDSON ETAL RISSER	304 LIVE OAK STREET	BEAUFORT NC 28516
PREST,LIZZETT ROMERO-JIMINEZ	135 CRAVEN STREET	BEAUFORT NC 28516
PURVIS CHAPEL CEMETERY/EDUCATI	PO BOX 182	BEAUFORT NC 28516
PURVIS CHAPEL CHURCH	210 QUEEN STREET	BEAUFORT NC 28516
QUEEN ANNE'S QUARTERS LLC	715 COMET DRIVE	BEAUFORT NC 28516
R & L OF BEAUFORT LLC	7706 SIX FORKS ROAD	RALEIGH NC 27615
RASPATELLO,STEVEN A ETUX TRACY	2300 HWY 70 BEAUFORT	BEAUFORT NC 28516-7866
REEVES,PAUL J JR ETUX PEGGIE	PO BOX 11175	DURHAM NC 27703
RISSER,MARGARET PINER	118 MOORE STREET	BEAUFORT NC 28516-2129
ROMANO VETERINARY HOLDINGS LLC	288 HIGHWAY 101	BEAUFORT NC 28516
ROSE,JOSEPH LEE	358 HWY 101	BEAUFORT NC 28516
RUFFIN,HERBERT B ESTATE	PO BOX 20288	RALEIGH NC 27619
SANTORO,DINA CHARLENE TRUSTEE	120 CRAVEN STREET	BEAUFORT NC 28516
SHARPE,JOE EDWARD	10671 S W 137TH STREET	MIAMI FL 33176
SHOE,GREGORY D ETUX CRYSTAL	3347 MOUNT HARMONY CHURCH	ROUGEMONT NC 27572
SHOOK,ELIZABETH B	109 SOUTHGLEN DR	CARY NC 27518
SIMON,ROCHELLE L	2911 HIGHWAY 88 #5	POINT PLEASANT NJ 08742
SIMPSON FAMILY PROPERTIES LLC	1507 LIVE OAK ST	BEAUFORT NC 28516
SIMUNEK,FRANK A ETAL DAVIDSON	307 TURNER STREET	BEAUFORT NC 28516
SINOR,CARA A ETVIR BRANDON K	215 RUTLEDGE AVENUE	BEAUFORT NC 28516
SOKOLOSKY,JOHNNY ETUX TRACI	175 SHORE DRIVE	BEAUFORT NC 28516
SPYGLASS PROPERTIES INC	4029 HOCKADAY RD	FOUR OAKS NC 27524
ST STEPHENS CHURCH OF CHRIST	500 CEDAR STREET	BEAUFORT NC 28516
ST STEPHENS CONGREGATION CHURC	314 CRAVEN STREET	BEAUFORT NC 28516
STALLINGS,PAMELA GAIL	213 RUTLEDGE AVE	BEAUFORT NC 28516
STATE EXEMPTION	4605 MAIL SERVICE CENTER	RALEIGH NC 27699
STATE OF NORTH CAROLINA	1321 MAIL SERVICE CENTER	RALEIGH NC 27699-1321
STYRON,LARRY W	2212 US HIGHWAY 70 E	BEAUFORT NC 28516-7850

## Notice Letter Recipients

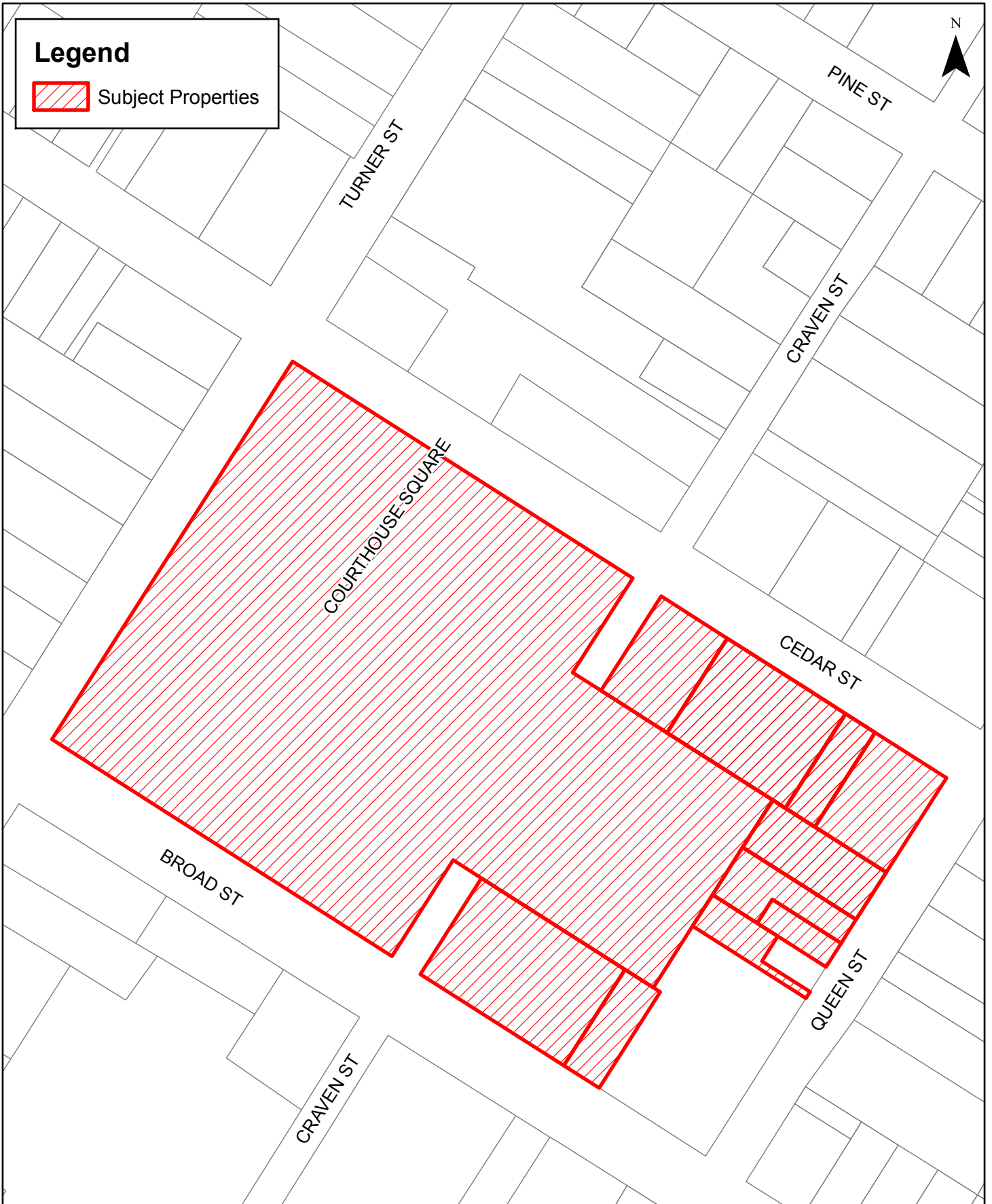
Case No. 20-01 Zoning Map Update & Rezonings

STYRON,LARRY W ETUX NANCY K	2212 LIVE OAK ST	BEAUFORT NC 28516-8005
STYRON,MARTHA E	217 RUTHLEDGE AVENUE	BEAUFORT NC 28516
SULLIVAN,JAMES B	200 CRAVEN ST	BEAUFORT NC 28516
SWAIN,ROBERT KYLE ETUX LINDA	107 NORTH SHORE	BEAUFORT NC 28516
TAYLOR,JULIUS M III	707 HARBORSIDE WAY	KEMAH TX 77565
TAYLOR,KIMBERLY S ETAL BENJAMI	711 CANDLEWICK DRIVE	SALISBURY NC 28147
THE HOUSING AUTHORITY TWN BFT	716 MULBERRY STREET	BEAUFORT NC 28516
THOMAS J JOHNSON LLC	PO BOX 643	MT PLEASANT SC 29465
THOMAS,SAMUEL D ETUX CYNTHIA	250 MASON LN	BEAUFORT NC 28516
TOSTO,PATRICK B ETUX ANDREA	201 RUTLEDGE AVENUE	BEAUFORT NC 28516
TOWN OF BEAUFORT	PO BOX 390	BEAUFORT NC 28516
TYSON,JOSEPH T II ETUX SABRINA	203 RUTLEDGE AVENUE	BEAUFORT NC 28516
VANDYKE,THOMAS L III ETUX TERE	PO BOX 992	YANCEYVILLE NC 27379
VFW POST 2401	PO BOX 596	BEAUFORT NC 28516
WADSWORTH,MELINDA SKYE	279 HWY 101	BEAUFORT NC 28516
WARREN,LYDIA L/T	374 HIGHWAY 101	BEAUFORT NC 28516
WILKES,BRADLEY G ETUX ORANDA	2270 HWY 70	BEAUFORT NC 28516
WILLIAMS,MARK RANDOLPH	111 EARL AVENUE	BEAUFORT NC 28516
WILLIAMS,SEAN T	111 PIVER ROAD	BEAUFORT NC 28516
WILLIS,JACK M JR	103 EARL AVE	BEAUFORT NC 28516
WILLIS,MAURICE M	PO BOX 266	BEAUFORT NC 28516
WILLIS,ROLAND D	212 PIGOTT ROAD #12	GLOUCESTER NC 28528
WILLIS,THOMAS L ETAL MARSHALL	103 CEDAR AVE	BEAUFORT NC 28516
YEOMANS,DONNIE G ETUX FRANCES	251 RUTLEDGE AVENUE	BEAUFORT NC 28516
YOST,MARK S	2026 SAINT ANDREWS ROAD	GREENBORO NC 27408
YOUNG,JAMES WILLIAM II	208A JACOB DRIVE	MOREHEAD CITY NC 28557

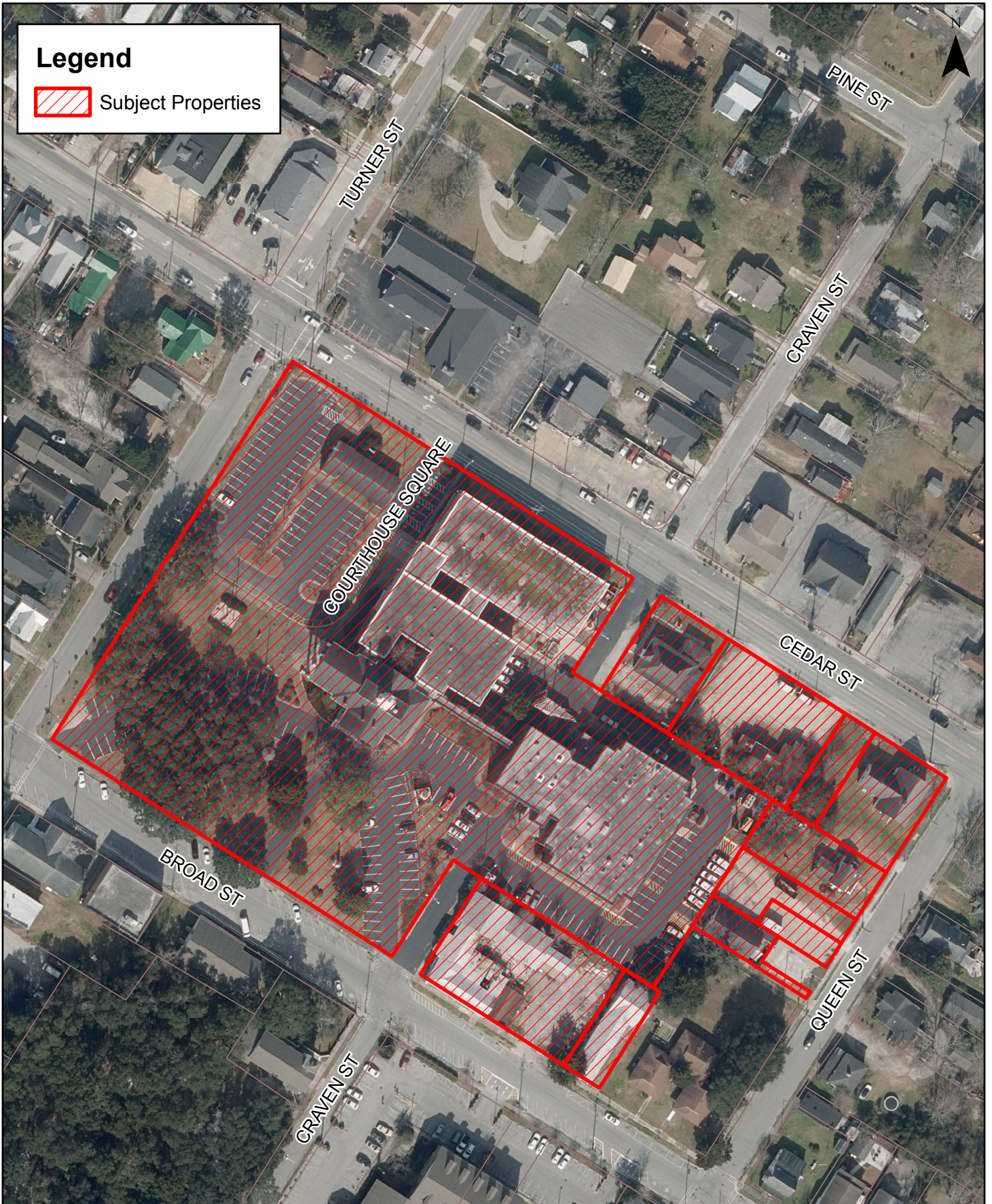
# Zoning Map Update & Requested Rezonings



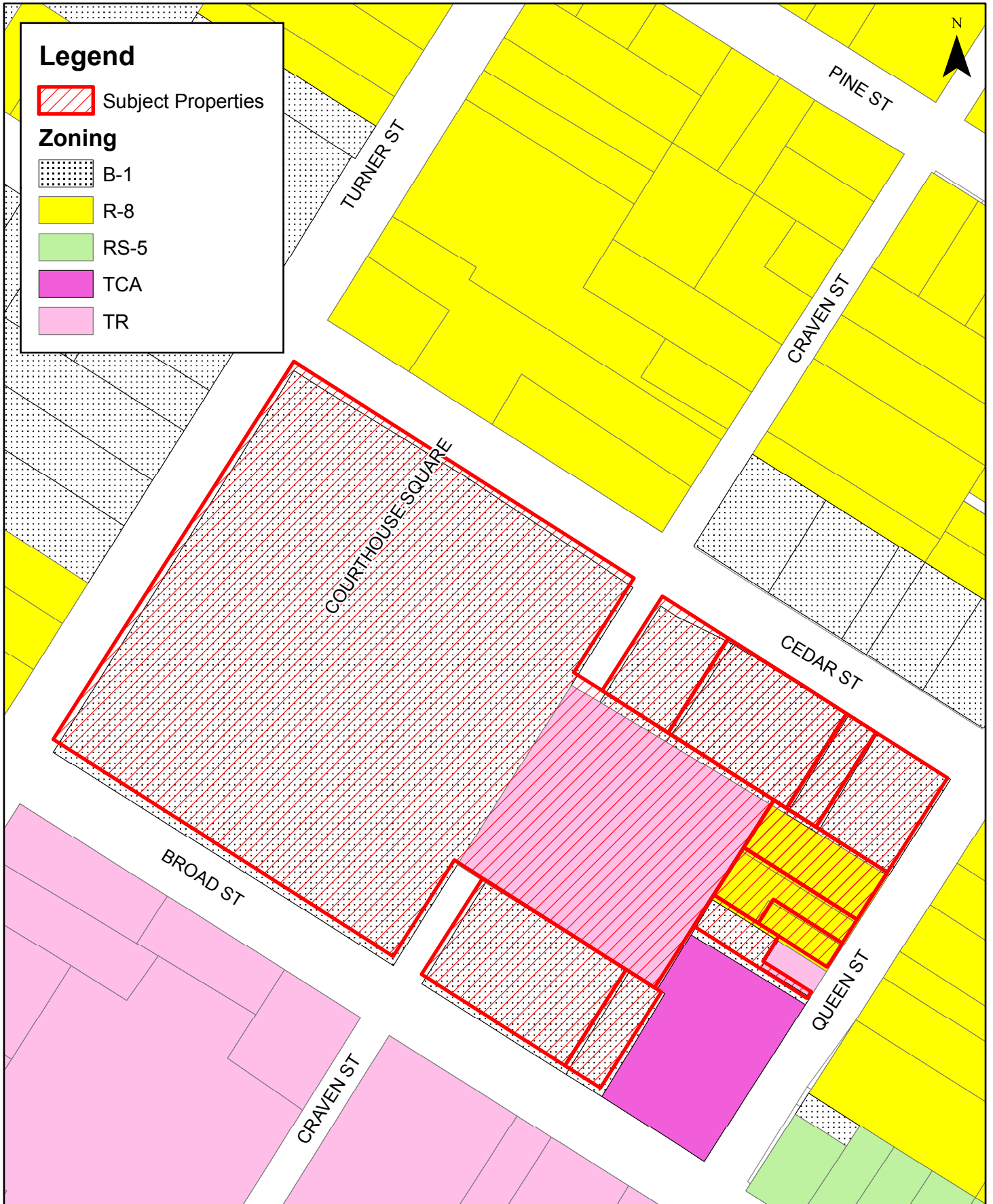
# Courthouse Square & Surrounding Properties Vicinity Map



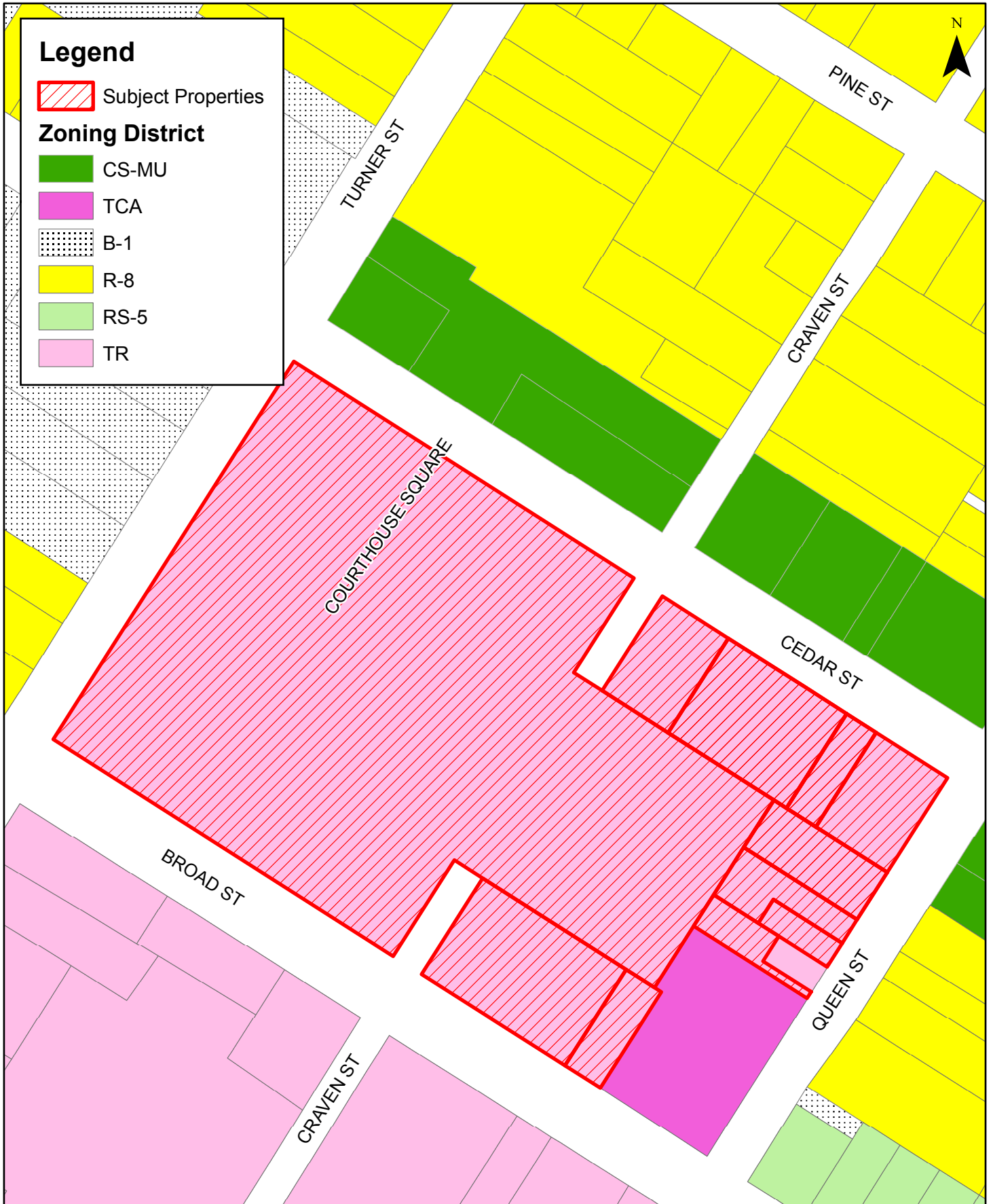
# Courthouse Square & Surrounding Properties Aerial Map



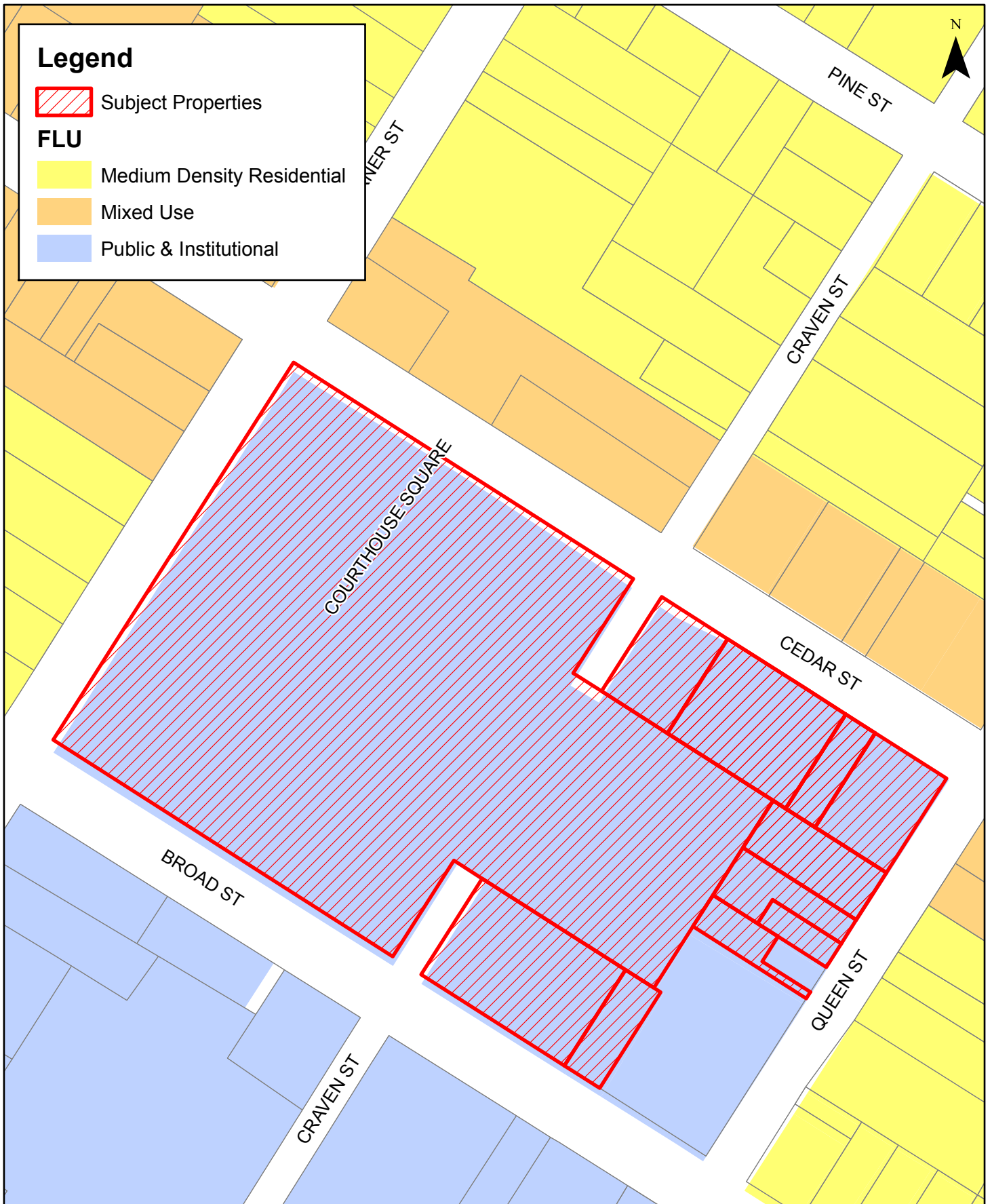
# Courthouse Square & Surrounding Properties Current Zoning Map



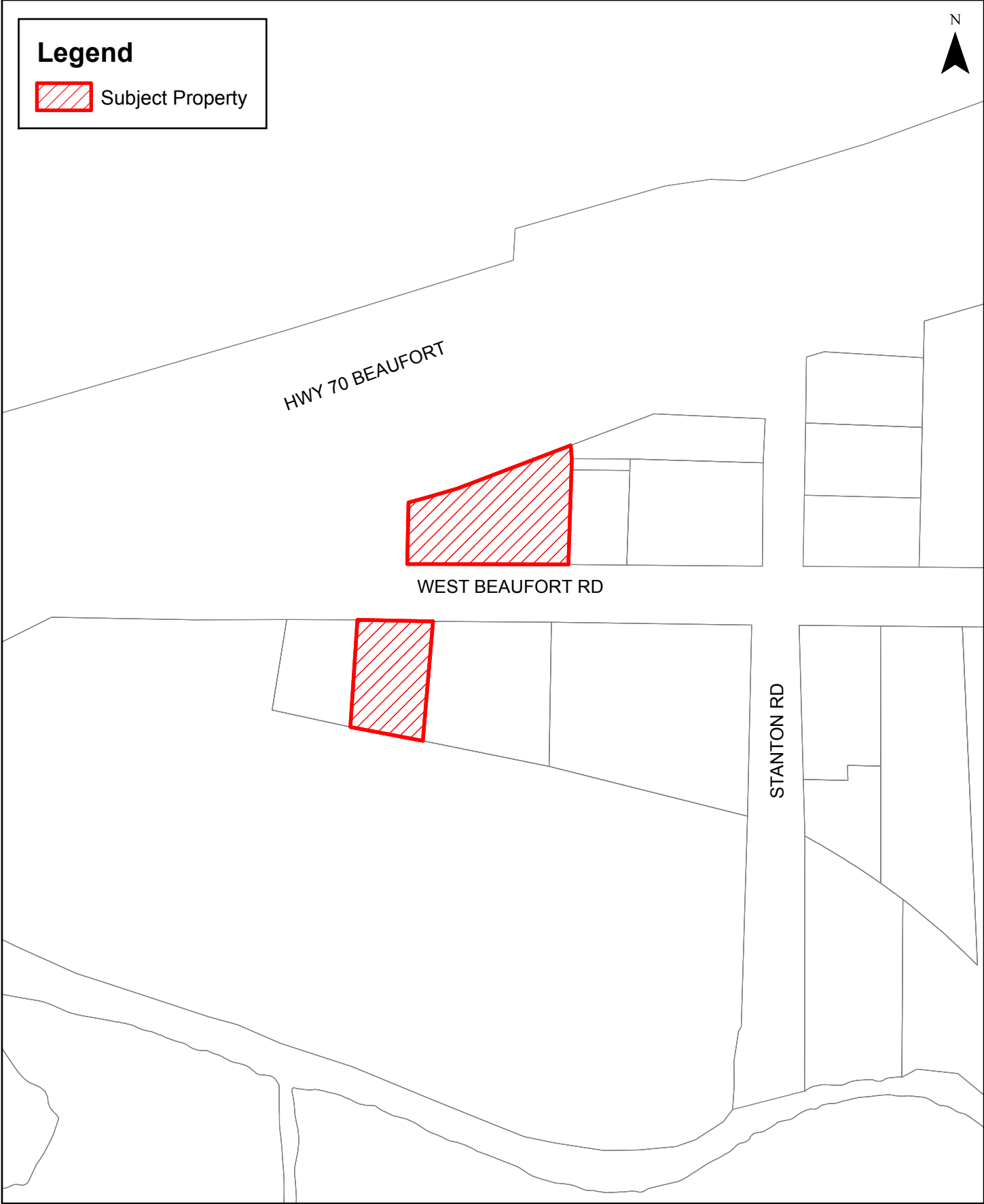
# Courthouse Square & Surrounding Properties Proposed Zoning Map



# Courthouse Square & Surrounding Properties Future Land Use Map



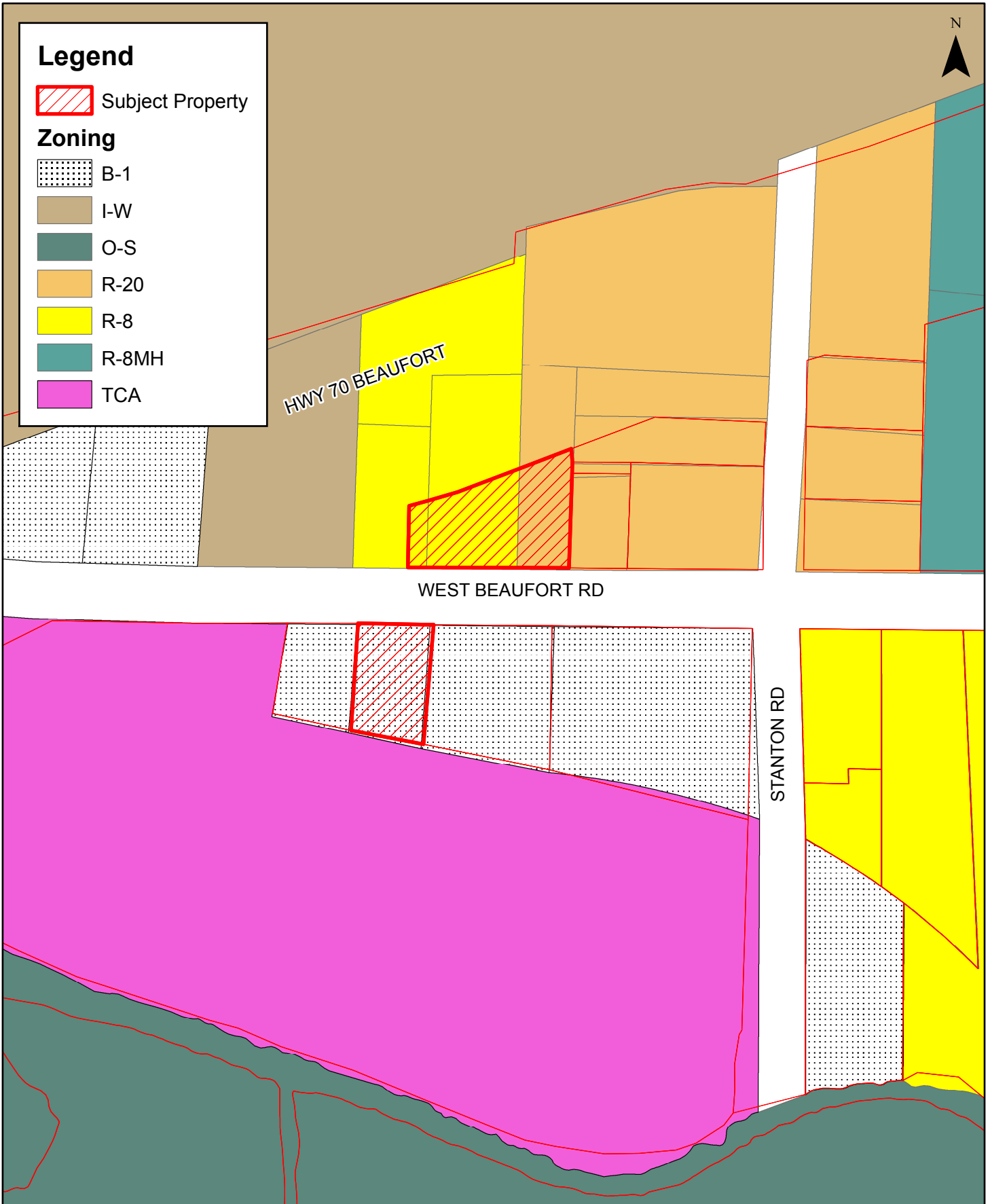
# 412 & 419/423 West Beaufort Road Vicinity Map



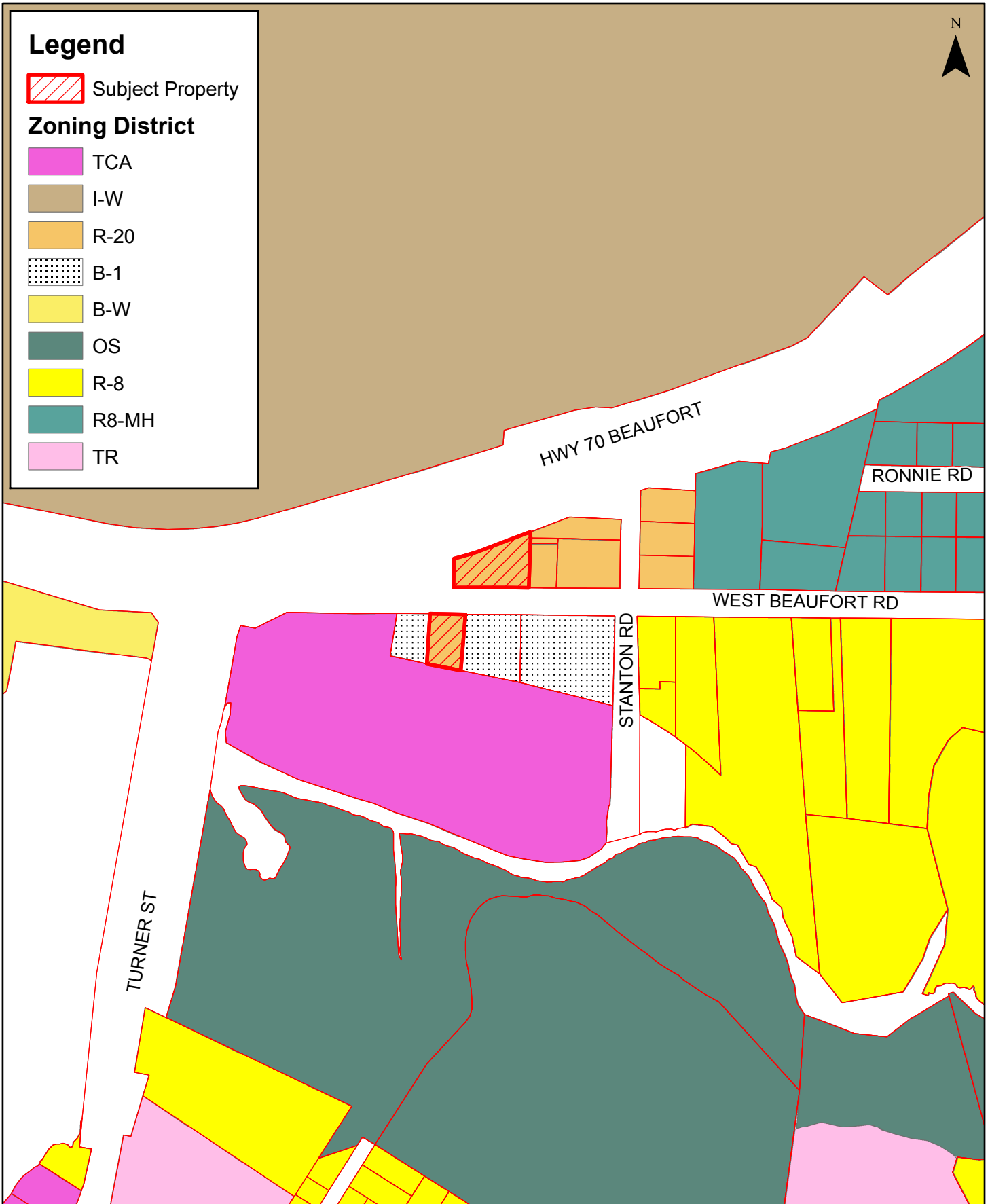
# 412 & 419/423 West Beaufort Road Aerial Map



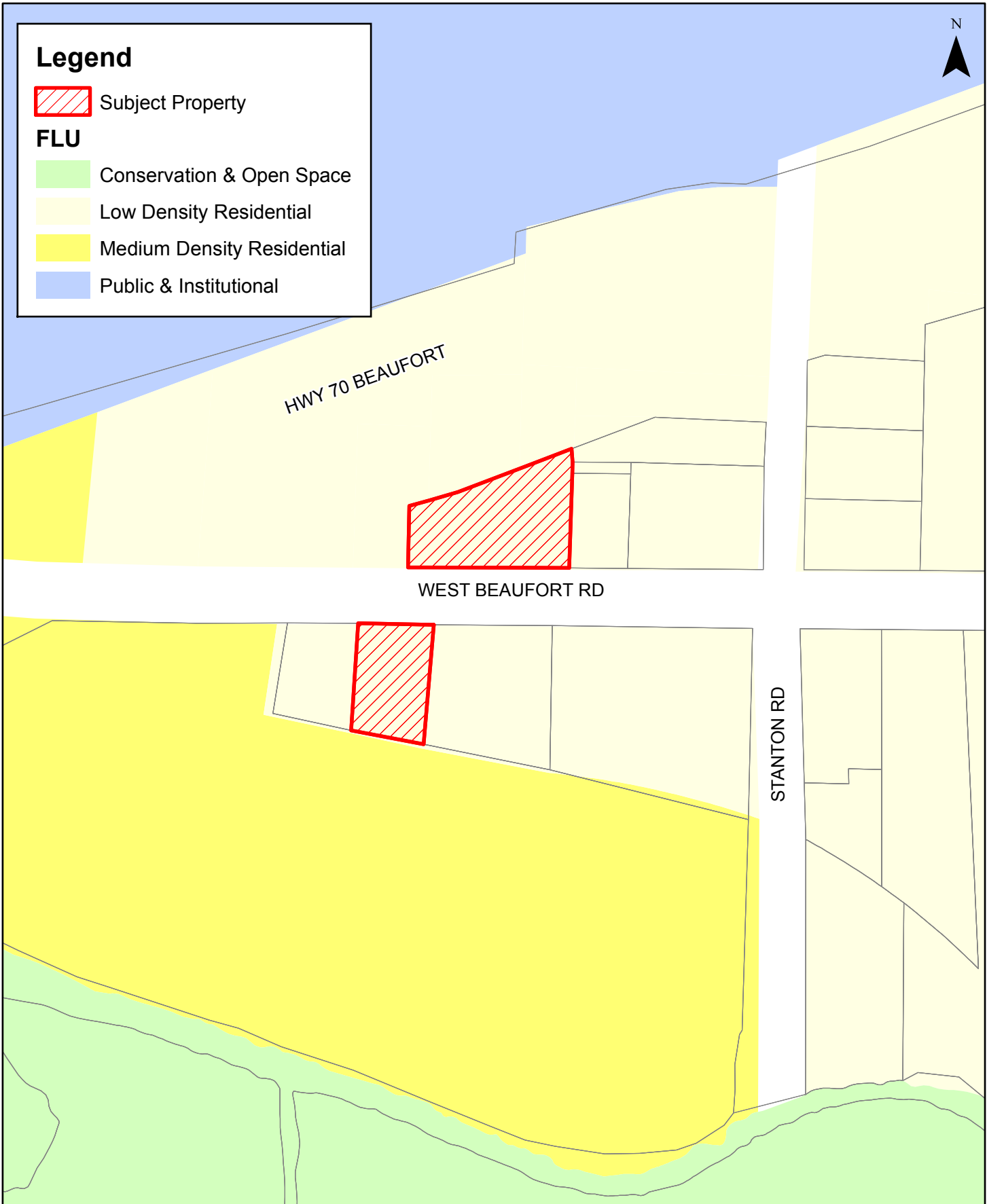
# 412 & 419/423 West Beaufort Road Current Zoning Map



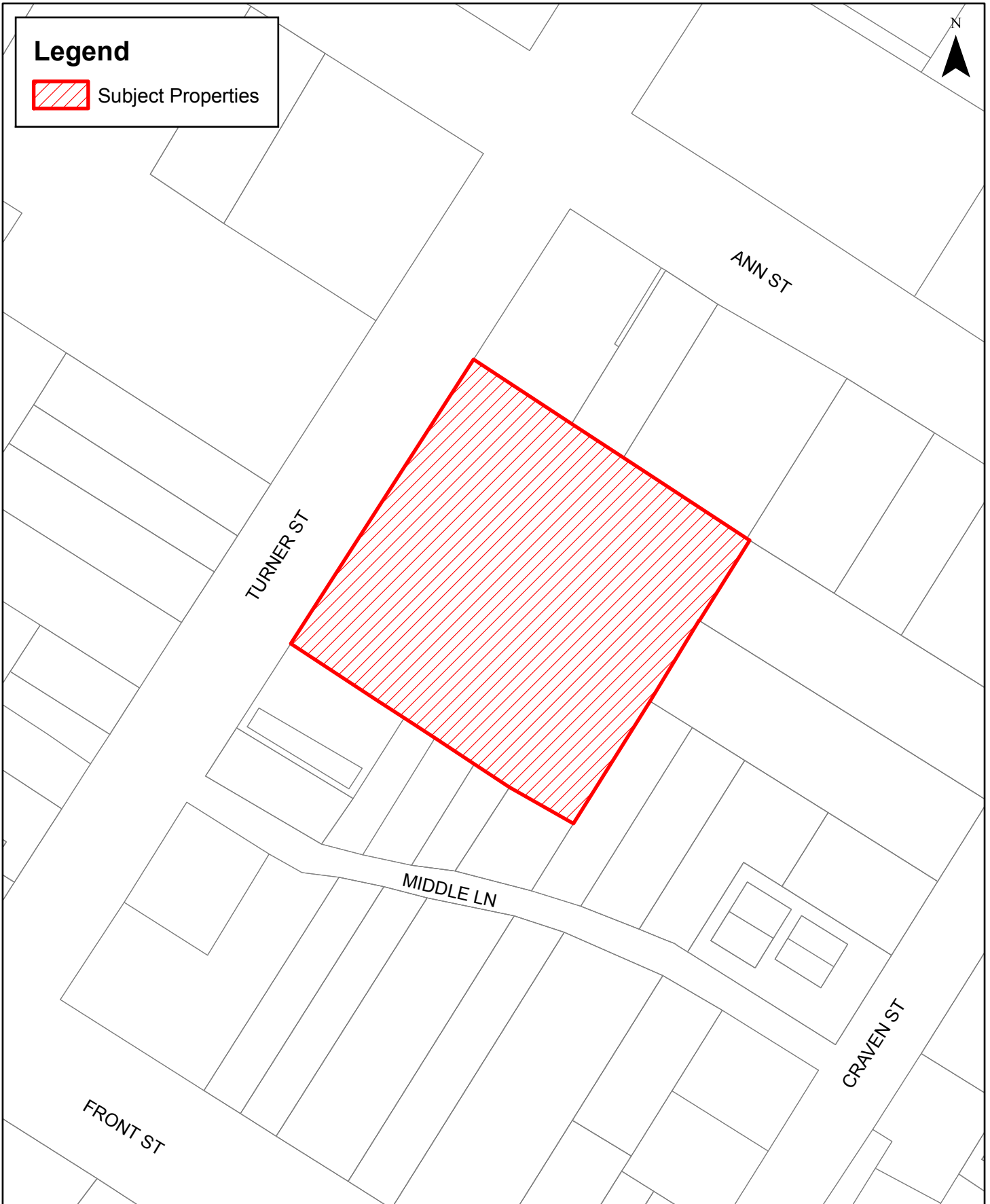
# 412 & 419/423 West Beaufort Road Proposed Zoning Map



# 412 & 419/423 West Beaufort Road Future Land Use Map



# Beaufort Historical Association Vicinity Map



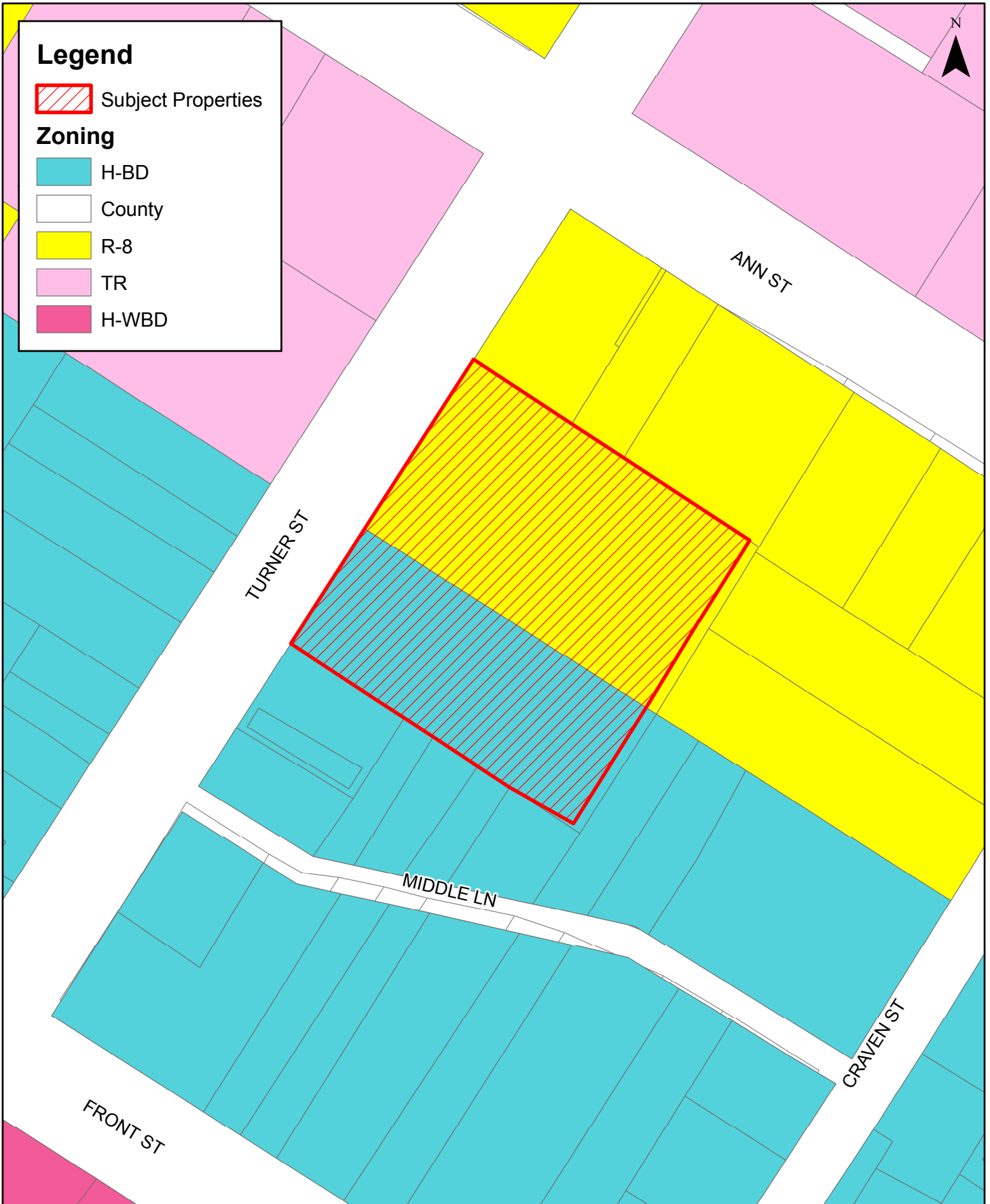
# Beaufort Historical Association Aerial Map

## Legend

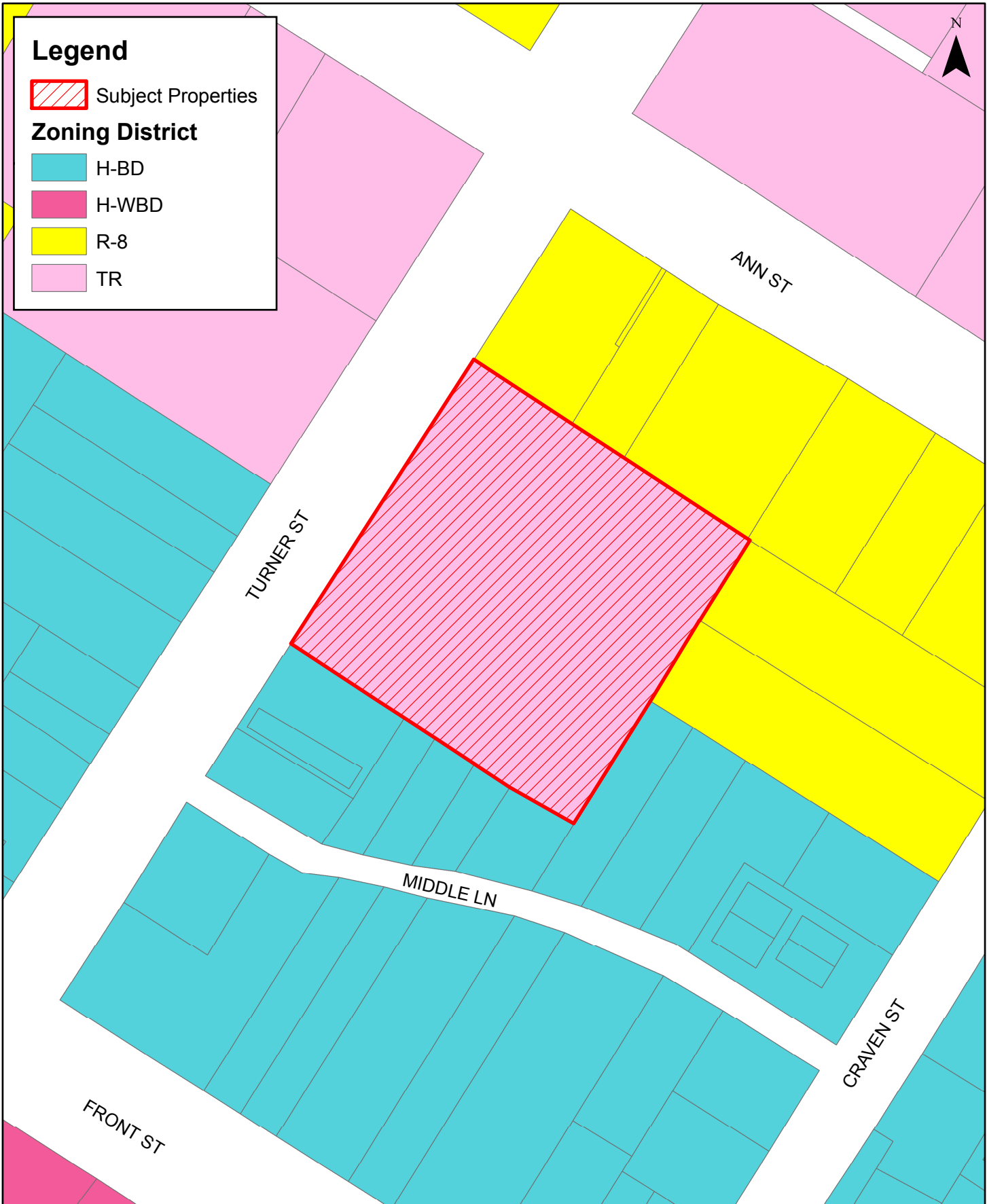
 Subject Properties



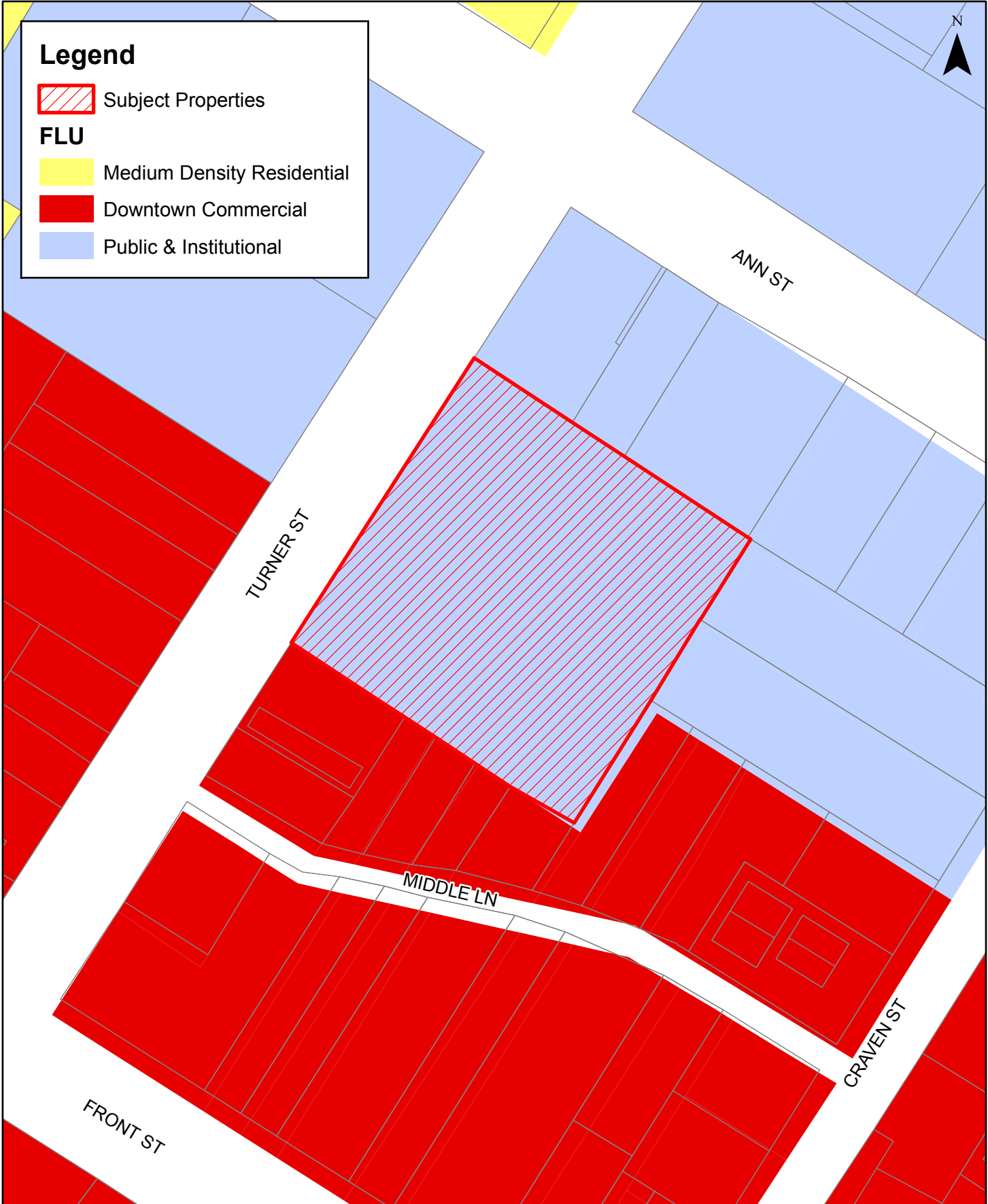
# Beaufort Historical Association Current Zoning Map



# Beaufort Historical Association Proposed Zoning Map



# Beaufort Historical Association Future Land Use Map



## Legend



Subject Properties

## FLU



Medium Density Residential



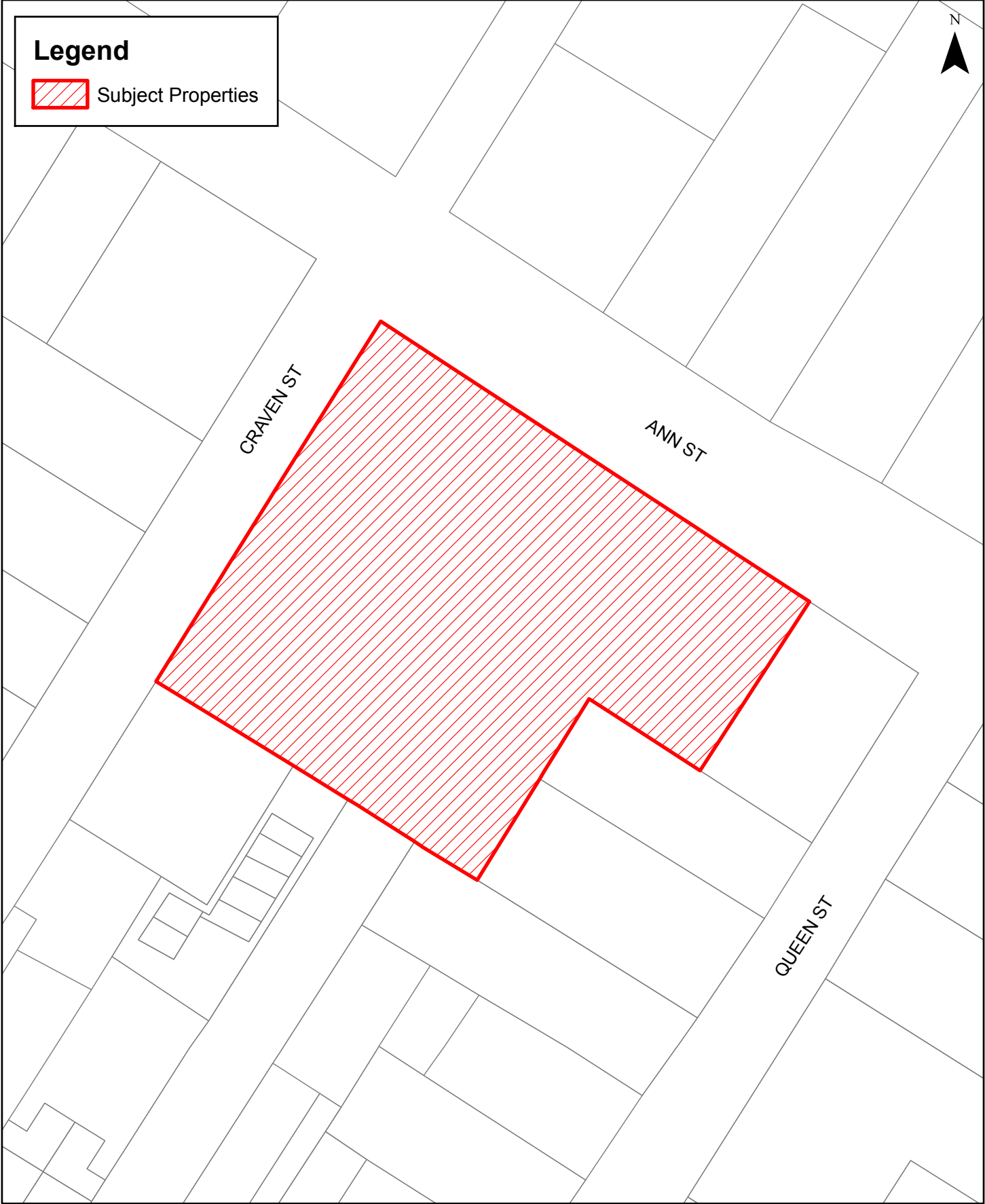
Downtown Commercial



Public & Institutional



# Ann Street Methodist Church Vicinity Map



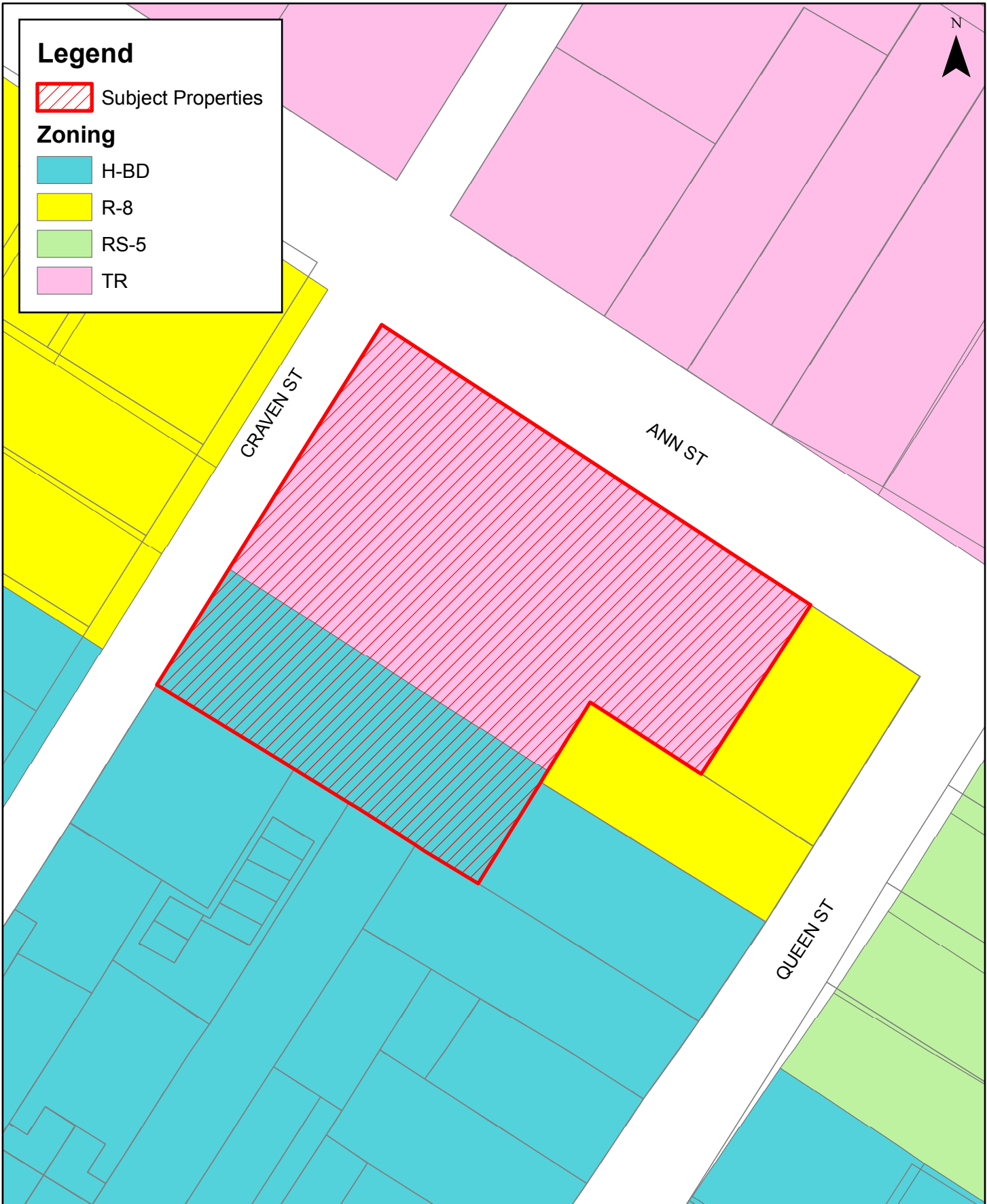
**Legend**  
 Subject Properties



# Ann Street Methodist Church Aerial Map



# Ann Street Methodist Church Current Zoning Map



## Legend

 Subject Properties

## Zoning

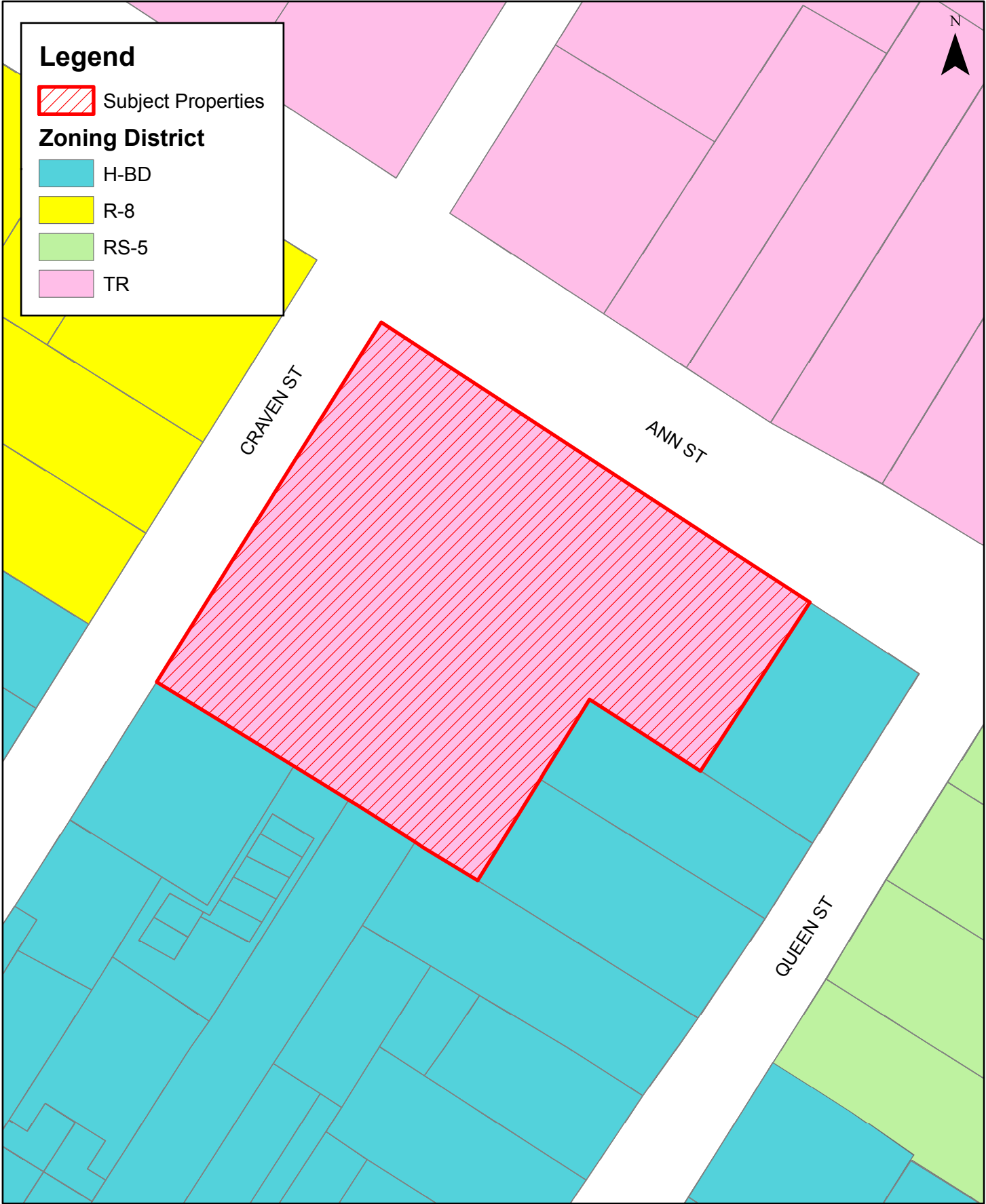
 H-BD

 R-8

 RS-5

 TR

# Ann Street Methodist Church Proposed Zoning Map



## Legend

 Subject Properties

## Zoning District

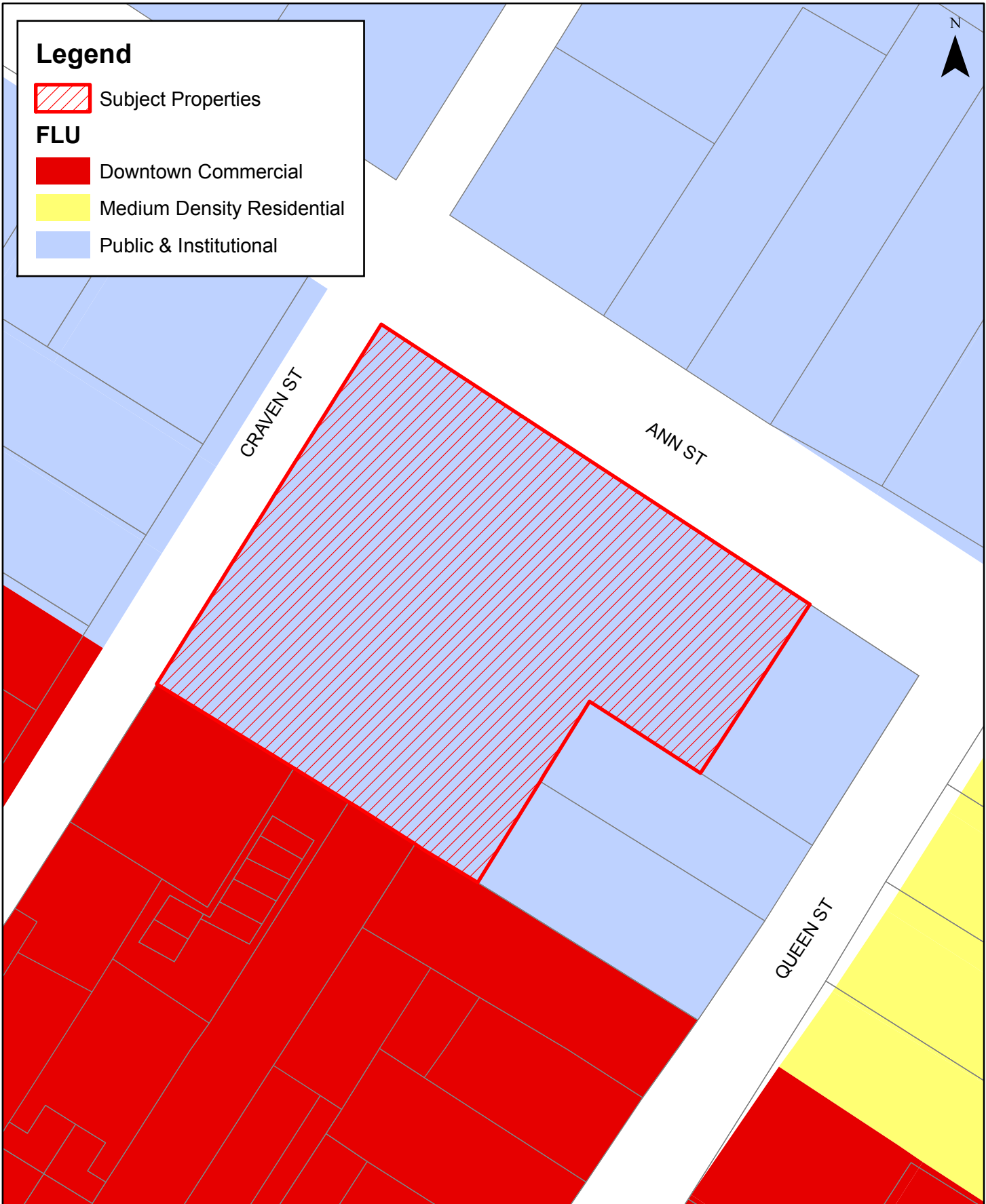
 H-BD

 R-8

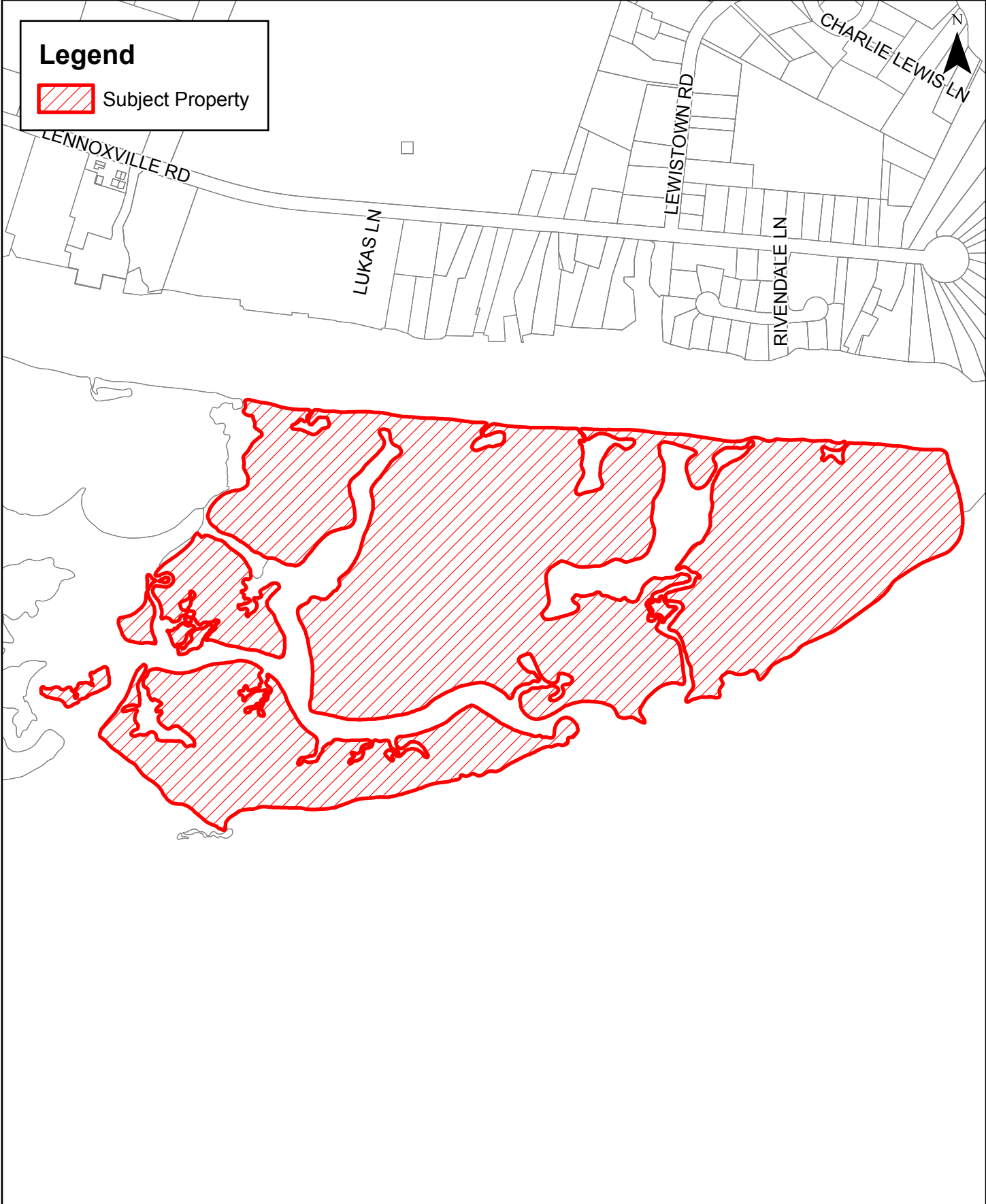
 RS-5

 TR

# Ann Street Methodist Church Future Land Use Map



# Rachel Carson Reserve Vicinity Map

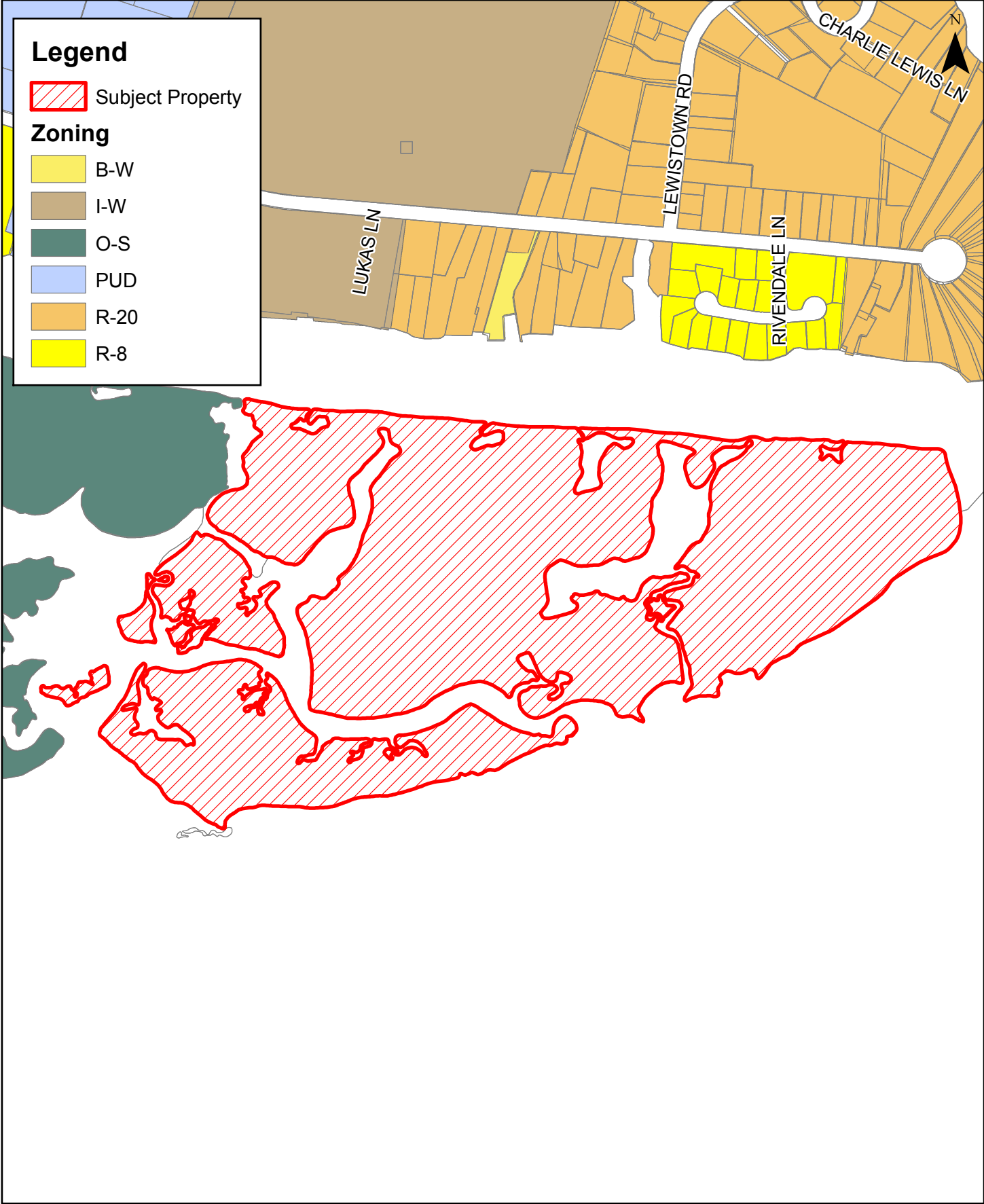


**Legend**  
[Red hatched box] Subject Property

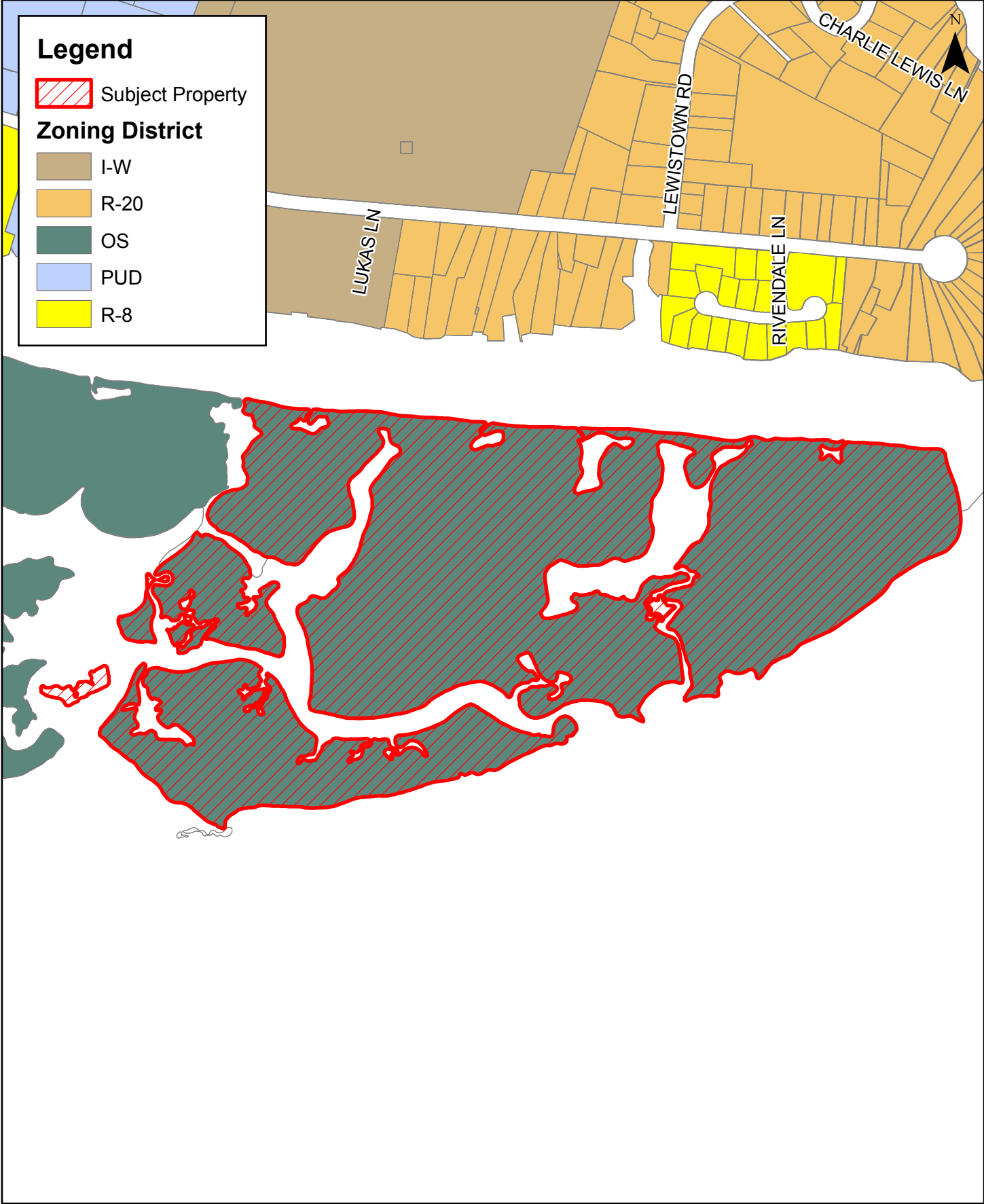
# Rachel Carson Reserve Aerial Map



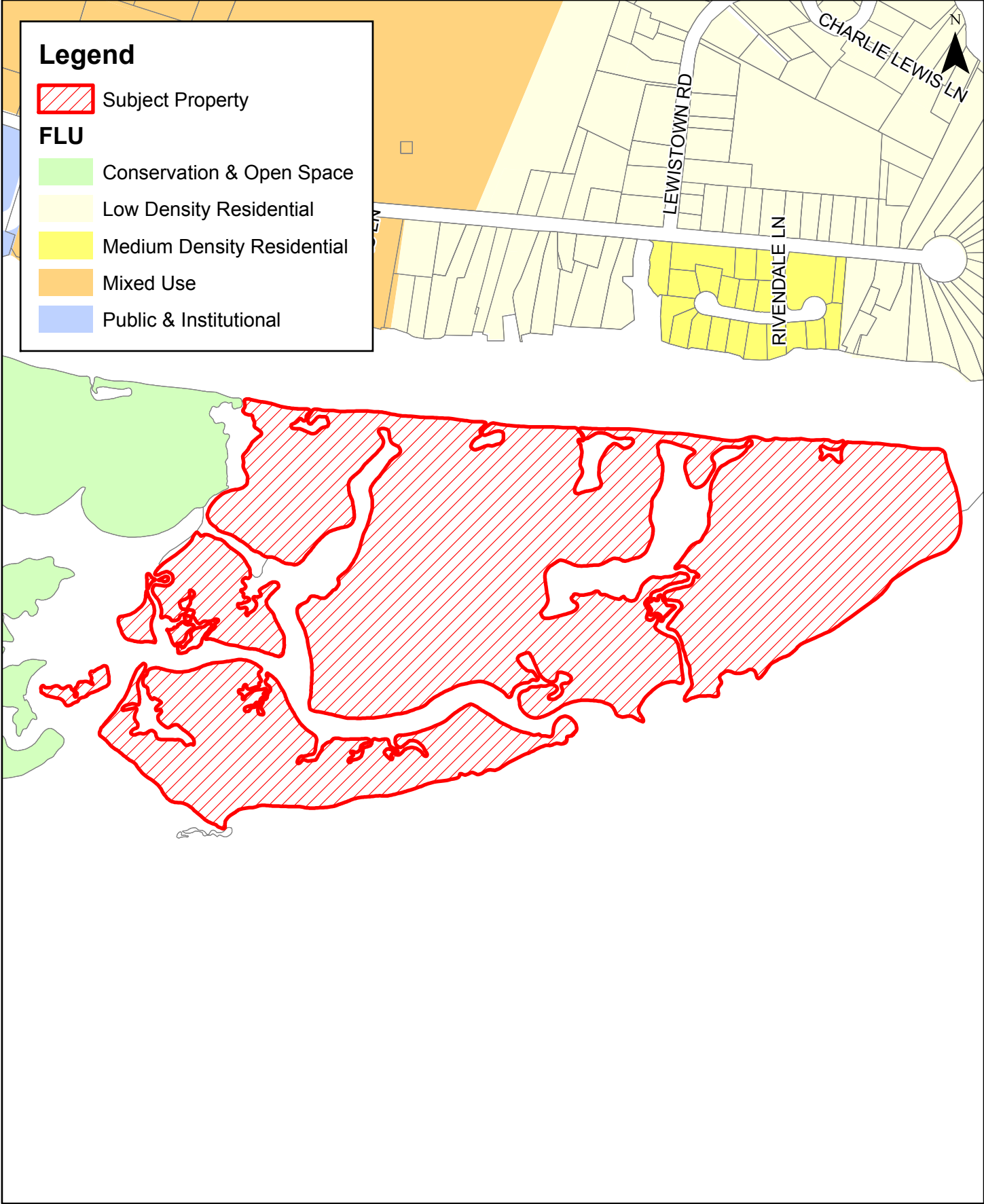
# Rachel Carson Reserve Current Zoning Map



# Rachel Carson Reserve Proposed Zoning Map



# Rachel Carson Reserve Future Land Use Map



**C) *B-1 General Business District.***

The General Business District is established as the district in which a wide variety of sales and service facilities may be provided to the general public. This district will be located throughout the Town's planning jurisdiction.

1) Minimum Lot Size.

All lots in the B-1 district shall be a minimum of five thousand square feet (5,000 ft<sup>2</sup>).

2) Minimum Lot Width.

All lots in the B-1 district shall have a minimum lot width of sixty feet (60') at the minimum building line.

3) Building Setback and Building Height Requirements and Limitations.

Subject to the exceptions allowed in this Ordinance, each structure on a lot in this zoning district shall be set back from the boundary lines of the lot at least the distances provided in the tables set forth in this section. The building height limitation in this district is provided in the tables set forth in this section.

**Table 9-5 Lot Requirements**

<i>District</i>	<i>Front Setback (Right-of-Way)</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
B-1	30 feet	15 feet	15 feet	40 feet

4) Accessory Building Setback Requirements.

All accessory buildings must comply with the setback requirements as set forth in section 2-F of this Ordinance, section 6 of this Ordinance, section 15 of this Ordinance, and all sections of this Ordinance.

5) Permitted Uses.

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>Amusement Establishment</li> <li>Antenna Co-Location on Existing Tower</li> <li>Aquaculture</li> <li>Assisted Living</li> <li>Athletic Field, Public</li> <li>Bed &amp; Breakfast</li> <li>Boat Sales/Rentals</li> <li>Car Wash</li> <li>Club, Lodge, or Hall</li> <li>Commercial Indoor Recreation Facility</li> <li>Community Garden</li> <li>Concealed (Stealth) Antennae &amp; Towers</li> <li>Convenience Store</li> <li>Day Care Center</li> <li>Dock</li> </ul> | <ul style="list-style-type: none"> <li>Dry Boat Storage</li> <li>Financial Institution</li> <li>Government/Non-Profit Owned/Operated Facilities &amp; Services</li> <li>Hospital</li> <li>Hotel or Motel</li> <li>Kennel, Indoor Operation Only</li> <li>Library</li> <li>Liquor Store</li> <li>Moped/Golf Cart Sales/Rentals</li> <li>Mortuary/Funeral Home/Crematorium</li> <li>Motor Vehicle Sales/Rentals</li> <li>Museum</li> <li>Neighborhood Recreation Center, Public</li> <li>Nursing Home</li> <li>Office: Business, Professional, or Medical</li> </ul> |
|---|--|

Other Building-Mounted Antennae &  
Towers  
Outdoor Retail Display/Sales  
Park, Public  
Parking Lot  
Parking Structure  
Personal Service Establishment  
Pool Hall or Billiard Hall  
Produce Stand/Farmers' Market  
Public Safety Station  
Public Utility Facility  
Religious Institution  
Resource Conservation Area

Restaurant with Drive-Thru Service  
Restaurant with Indoor Operation  
Retail Store  
Satellite Dish Antenna  
Signs, Commercial Free-Standing  
Tavern/Bar/Pub with Indoor Operation  
Temporary Construction Trailer  
Theater, Small  
Transportation Facility  
Utility Minor  
Vehicle Charging Station  
Vehicle Service

6) Special Uses (*Special Uses* text may be found in section 20 of this Ordinance).

Adult-Oriented Retail Establishment  
Commercial Outdoor Amphitheater  
Commercial Outdoor Recreation  
Facility  
Commercial Waterfront Facility  
Gas/Service Station  
Golf Driving Range  
Hazardous Material Storage  
Kennel, Indoor/Outdoor Operation  
Manufacturing, Light  
Marina  
Microbrewery  
Microdistillery

Mini-Storage  
Mixed Use  
Outdoor Amphitheater, Public  
Outdoor Storage  
Preschool  
Restaurant with Outdoor Operation  
School, K-12  
School, Post-Secondary  
Tavern/Bar/Pub with Outdoor Operation  
Theater, Large  
Utility Facility  
Wholesale Establishment

## SECTION 9 Nonresidential Zoning Districts

### A) *H-BD Historic Business District.*

The intent of this district is to allow land and structures which provide personal services, retailing, and business services compatible with the district’s historic character. This district should be limited to the Town's Historic Overlay District and may be subject to additional requirements found within the “*Design Guidelines for the Beaufort Historic District & Landmarks.*” Uses in this district which require potable water or sanitary sewer must be connected to both municipal water and municipal sewer.

1) Minimum Lot Size.

The H-BD district will not have a minimum lot size.

2) Minimum Lot Width.

No minimum lot width is required in the H-BD district at the minimum building line.

3) Building Setback and Building Height Requirements and Limitations.

Subject to the exceptions allowed in this Ordinance, each structure on a lot in this zoning district shall be set back from the boundary lines of the lot at least the distances provided in the tables set forth in this section. The building height limitation in this district is provided in the tables set forth in this section.

**Table 9-1 Interior Lot Requirements for Residential Use**

<i>District</i>	<i>Front Setback (Right-of-Way)</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
H-BD	25 feet	30 feet	8/0* feet	35 feet

\*0 feet if it connects to a common wall.

**Table 9-2 Corner Lot Requirements for Residential Use**

<i>District</i>	<i>Designated Front (Right-of-Way) Setback</i>	<i>Designated Side (Right-of-Way) Setback</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
H-BD	25 feet	25 feet	30 feet	8 feet	35 feet

**Table 9-3 Corner Lot and Interior Lot Requirements for Commercial Use**

<i>District</i>	<i>Designated Front (Right-of-Way) Setback</i>	<i>Designated Side (Right-of-Way) Setback</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
H-BD	0 feet	0 feet	0 feet	0 feet	35 feet

4) Accessory Building Setback Requirements.

All accessory buildings must comply with the setback requirements as set forth in section 2-F of this Ordinance, section 6 of this Ordinance, section 15 of this Ordinance, and all sections of this Ordinance.

5) Permitted Uses.

Antenna Co-Location on Existing Tower	Neighborhood Recreation Center, Public
Bed & Breakfast	Office: Business, Professional, or Medical
Boat Sales/Rentals	Park, Public
Club, Lodge, or Hall	Parking Lot
Commercial Indoor Recreation Facility	Parking Structure
Community Garden	Personal Service Establishment
Concealed (Stealth) Antennae & Towers	Pool Hall or Billiard Hall
Day Care Center	Public Safety Station
Dock	Public Utility Facility
Dwelling, Single-Family	Resource Conservation Area
Financial Institution	Restaurant with Indoor Operation
Government/Non-Profit Owned/Operated Facilities & Services	Retail Store
Hospital	Shed
Hotel or Motel	Swimming Pool (Personal Use)
Library	Signs, Commercial Free-Standing
Mixed Use	Tavern/Bar/Pub with Indoor Operation
Moped/Golf Cart Sales, Rentals	Temporary Construction Trailer
Mortuary/Funeral Home/Crematorium	Theater, Small
Museum	Transportation Facility
	Utility Minor

6) Special Uses (*Special Uses* text may be found in section 20 of this Ordinance).

Commercial Outdoor Amphitheater	Preschool
Commercial Waterfront Facility	Produce Stand/Farmers' Market
Convenience Store	Restaurant with Outdoor Operation
Gas/Service Station	Satellite Dish Antenna
Golf Driving Range	School, K-12
Marina	School, Post-Secondary
Microbrewery	Tavern/Bar/Pub with Outdoor Operation
Microdistillery	Theater, Large
Other Building-Mounted Antennae & Towers	Utility Facility
Other Freestanding Towers	Vehicle Service
Outdoor Amphitheater, Public	

C) ***R-8 Residential Medium Density District.***

This residential district is established as a medium density district in which the principle use of the land is for single-family dwelling units. The regulations of this district are intended to provide areas of the community for those persons desiring residences in relatively medium density areas. No buildings, houses, or structures, excepting noncommercial docks or piers as specified in section 2-H of this Ordinance, will be erected on the south side of Front Street in this district. Uses in this district which require potable water or sanitary sewer must be connected to both municipal water and municipal sewer.

1) **Minimum Lot Size.**

All lots in the R-8 district shall be a minimum of eight thousand square feet (8,000 ft<sup>2</sup>).

2) **Minimum Lot Width.**

All lots in the R-8 district shall have a minimum lot width of sixty feet (60') at the minimum building line.

3) **Building Setback and Building Height Requirements and Limitations.**

Subject to the exceptions allowed in this Ordinance, each structure on a lot in this zoning district shall be set back from the boundary lines of the lot at least the distances provided in the tables set forth in this section. The building height limitation in this district is provided in the tables set forth in this section.

**Table 7-9 Interior Lot Requirements**

<i>District</i>	<i>Front Setback (Right-of-Way)</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
R-8	25 feet	25 feet	8 feet	35 feet

**Table 7-10 Corner Lot Requirements**

<i>District</i>	<i>Designated Front (Right-of-Way) Setback</i>	<i>Designated Side (Right-of-Way) Setback</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
R-8	25 feet	20 feet	25 feet	8 feet	35 feet

**Table 7-11 Double Frontage Lot Requirements**

<i>District</i>	<i>Designated Front (Right-of-Way) Setback</i>	<i>Designated Rear (Right-of-Way) Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
R-8	25 feet	15 feet	8 feet	35 feet

Where a lot extends across Front Street, the above setbacks shall apply to the portion of the lot north of Front Street. The docks or piers permitted on the south side of Front Street will be subject to an eight feet (8') side setback, or any more restrictive setback required by CAMA, or the regulations promulgated thereunder.

4) **Accessory Building Setback Requirements.**

All accessory buildings must comply with the setback requirements as set forth in section 2-F of this Ordinance, section 6 of this Ordinance, section 15 of this Ordinance, and all sections of this Ordinance.

5) Permitted Uses.

Antenna Co-Location on Existing Tower	Neighborhood Recreation Center, Indoor/Outdoor, Private
Athletic Field, Public	Neighborhood Recreation Center, Public
Carport	Park, Public
Community Garden	Public Utility Facility
Dock	Resource Conservation Area
Dwelling, Single-Family	Shed
Garage, Private Detached	Swimming Pool (Personal Use)
Government/Non-Profit Owned/ Operated Facilities & Services	Temporary Construction Trailer
Group Home	Utility Minor
Home Occupation	Vehicle Charging Station

6) Special Uses (*Special Uses* text may be found in section 20 of this Ordinance).

Accessory Dwelling Unit	Marina
Athletic Field, Private	Outdoor Amphitheater, Public
Bed & Breakfast	Preschool
Cemetery/Graveyard	Produce Stand/Farmers' Market
Club, Lodge, or Hall	Public Safety Station
Concealed (Stealth) Antennae & Towers	Religious Institution
Day Care/Child Care Home	Satellite Dish Antenna
Golf Course, Privately-Owned	School, Post-Secondary
Golf Driving Range	Utility Facility

## SECTION 7 Residential Zoning Districts

### A) R-20 Residential Single-Family District.

This residential district is intended to maintain a compatible mixture of single-family residential and bona fide farm uses with a density of two families per acre in accordance with the North Carolina State Board of Health recommendations for residential areas without public water and public sewer, and to prevent the development of blight and slum conditions.

1) Minimum Lot Size.

All lots in this district shall be a minimum of twenty thousand square feet (20,000 ft<sup>2</sup>).

2) Minimum Lot Width.

All lots in the R-20 district shall have a minimum lot width of one hundred feet (100') at the minimum building line.

3) Building Setback and Building Height Requirements and Limitations.

Subject to the exceptions allowed in this Ordinance, each structure on a lot in this zoning district shall be set back from the boundary lines of the lot at least the distances provided in the tables set forth in this section. The building height limitation in this district is provided in the tables set forth in this section.

**Table 7-1 Interior Lot Requirements**

<i>District</i>	<i>Front Setback (Right-of-Way)</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
R-20	30 feet	25 feet	15 feet	40 feet

**Table 7-2 Corner Lot Requirements**

<i>District</i>	<i>Designated Front (Right-of-Way) Setback</i>	<i>Designated Side (Right-of-Way) Setback</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
R-20	30 feet	30 feet	25 feet	15 feet	40 feet

**Table 7-3 Double Frontage Lot Requirements**

<i>District</i>	<i>Designated Front (Right-of-Way) Setback</i>	<i>Designated Rear (Right-of-Way) Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
R-20	30 feet	25 feet	15 feet	40 feet

4) Accessory Building Setback Requirements.

All accessory buildings must comply with the setback requirements as set forth in section 2-F of this Ordinance, section 6 of this Ordinance, section 15 of this Ordinance, and all sections of this Ordinance.

5) Permitted Uses.

Agritourism  
Antenna Co-Location on Existing  
Tower

Aquaculture  
Assisted Living  
Athletic Field, Public

Athletic Field, Private	Neighborhood Recreation Center, Public
Carport	Nursing Home
Club, Lodge, or Hall	Park, Public
Community Garden	Produce Stand/Farmers' Market
Dock	Public Utility Facility
Dwelling, Single-Family	Religious Institution
Farming, General	Resource Conservation Area
Forestry	Satellite Dish Antenna
Garage, Private Detached	Shed
Government/Non-Profit Owned/ Operated Facilities & Services	Swimming Pool (Personal Use)
Group Home	Temporary Construction Trailer
Home Occupation	Utility Minor
Manufactured Home	Vehicle Charging Station
Neighborhood Recreation Center Indoor/Outdoor, Private	

6) Special Uses (*Special Uses* text may be found in section 20 of this Ordinance).

Accessory Dwelling Unit	Kennel, Indoor /Outdoor Operation
Bed & Breakfast	Marina
Boat Sales/Rentals	Museum
Cemetery/Graveyard	Office: Small Business
Concealed (Stealth) Antennae & Towers	Other Free Standing Towers
Day Care/Child Care Home	Outdoor Amphitheater, Public
Dry Boat Storage	Preschool
Golf Course, Privately Owned	Public Safety Station
Golf Driving Range	School, K-12
Kennel, Indoor Operation Only	School, Post-Secondary
	Utility Facility

**B) *Transitional District (TR).***

The intent of this district is to serve as a transition between residential and more intensive districts. This includes residential and commercial uses with a low noise and traffic impact which would generally be considered compatible with a residential area which may or may not have buffering requirements as documented in section 19 of this Ordinance. Uses in this district which require potable water or sanitary sewer must be connected to both municipal water and municipal sewer.

1) Minimum Lot Size.

All lots in the TR district shall be a minimum of eight thousand square feet (8,000 ft<sup>2</sup>).

2) Minimum Lot Width.

All lots in the TR district shall have a minimum lot width of sixty feet (60') at the minimum building line.

3) Building Setback and Building Height Requirements and Limitations.

Subject to the exceptions allowed in this Ordinance, each structure on a lot in this zoning district shall be set back from the boundary lines of the lot at least the distances provided in the tables set forth in this section. The building height limitation in this district is provided in the tables set forth in this section.

**Table 8-4 Lot Requirements**

<i>District</i>	<i>Front Setback (Right-of-Way)</i>	<i>Rear Setback</i>	<i>Side Setbacks</i>	<i>Building Height Limitation</i>
TR	25 feet	25 feet	15 feet	35 feet

**Table 8-5 Other Lot Requirements**

<i>District</i>	<i>Front Setback (Right-of-Way)</i>	<i>Rear Setback</i>	<i>Side Setbacks</i>	<i>Building Height Limitation</i>
TR	25 feet	25 feet	8 feet	35 feet

4) Accessory Building Setback Requirements.

All accessory buildings must comply with the lot setback requirements as set forth in section 2-F, section 6, section 15, and all other sections of this Ordinance.

5) Permitted Uses.

- |   |  |
|---|--|
| Antenna Co-Location on Existing Tower   | Dormitory  |
| Assisted Living                         | Dwelling, Single-Family  |
| Athletic Field, Public                  | Garage, Private Detached                                       |
| Bed & Breakfast                         | Government/Non-Profit Owned/<br>Operated Facilities & Services |
| Carport                                 | Group Home   |
| Club, Lodge, or Hall                    | Home Occupation  |
| Commercial Indoor Recreational Facility | Library  |
| Community Garden                        | Mixed Use  |
| Dock                                    | Mortuary/Funeral Home/<br>Crematorium                          |

Neighborhood Recreation Center  
Indoor/Outdoor, Private  
Neighborhood Recreation Center,  
Public  
Nursing Home  
Office: Business, Professional, or  
Medical  
Park, Public  
Personal Service Establishment  
Public Safety Station

Public Utility Facility  
Religious Institution  
Resource Conservation Area  
Restaurant with Indoor Operation  
Shed  
Signs, Commercial Free-Standing  
Swimming Pool (Personal Use)  
Temporary Construction Trailer  
Utility Minor  
Vehicle Charging Station

6) Special Uses (*Special Uses* text may be found in section 20 of this Ordinance).

Accessory Dwelling Unit  
Aquaculture  
Financial Institution  
Cemetery/Graveyard  
Concealed (Stealth) Antennae &  
Towers  
Day Care Center  
Day Care/Child Care Home  
Dwelling, Duplex  
Golf Course, Privately Owned  
Golf Driving Range  
Hotel or Motel  
Kennel, Indoor/Outdoor Operation  
Marina

Museum  
Other Freestanding Towers  
Outdoor Amphitheater, Public  
Parking Lot  
Preschool  
Produce Stand/Farmers' Market  
Retail Store  
Satellite Dish Antenna  
School, K-12  
School, Post-Secondary  
Tavern/Bar/ Pub with Indoor  
Operation  
Utility Facility





**TOWN OF BEAUFORT BOARD OF COMMISSIONERS  
AN ORDINANCE TO AMEND THE TOWN OF BEAUFORT  
OFFICIAL ZONING MAP  
ORDINANCE #20-\_\_\_**

**WHEREAS**, town staff has submitted a request to update the Official Zoning Map to reflect changes associated with the Gallants Channel Bridge and new US-70, further identified as STIP number R-3307; and

**WHEREAS**, the request includes the initial zoning of recently annexed portions of Rachel Carson Reserve; and;

**WHEREAS**, the request includes zoning amendments to the following parcels:

- 730617109293000, 500 Ann Street from H-BD Historic Business District and TR Transitional District to TR Transitional District
- 730617203846000, 501 Broad Street from B-1 General Business District to TR Transitional District
- 730617204831000, 507 Broad Street from B-1 General Business District to TR Transitional District
- 730618215164000, 502 Cedar Street from B-1 General Business District to TR Transitional District
- 730618216055000, 508 Cedar Street from B-1 General Business District to TR Transitional District
- 730618217003000, 512 Cedar Street B-1 General Business District to TR Transitional District
- 730617214176000, 314 Craven Street B-1 General Business District to TR Transitional District
- 730618206936000, 313 Queen Street from R-8 Residential Medium Density District to TR Transitional District
- 730618205985000, 311 Queen Street from R-8 Residential Medium Density District to TR Transitional District
- 730618205869000, Queen Street from B-1 General Business District to TR Transitional District
- 730618206910000, Queen Street from R-8 Residential Medium Density District to TR Transitional District
- 730617105358000, 138 Turner Street from H-BD Historic Business District and R-8 Residential Medium Density District to TR Transitional District
- 731500043525000, Rachel Carson Reserve initial zoning to O-S Open Space District
- 730614334613000, 419/423 West Beaufort Road from R-8 Medium Density Residential District and R-20 Residential Single-Family District to R-20 Residential Single-Family District



730617212200000, 300, 302, 303 Courthouse Square; 304, 306, 308, 310 Craven Street from B-1 General Business District and TR Transitional District to TR Transitional District  
730614333424000, 412 West Beaufort Road from B-1 General Business District to R-20 Residential Single-Family District; and

**WHEREAS**, the Town of Beaufort Planning Board considered the request at the February 17, 2020 and March 16, 2020 regular meetings and found the request is consistent with the CAMA Future Land Use Map of the Core Land Use Plan

**WHEREAS**, the Town of Beaufort Board of Commissioners conducted a Public Hearing and considered the request at the regular meeting on April 13, 2020; and

**WHEREAS**, the Board of Commissioners made the following findings and conclusions:

1. The request is consistent with surrounding land use patterns and zoning in the area.
2. The requested zoning amendments are consistent with the CAMA Future Land Use Plan.

**NOW, THEREFORE, BE IT ORDAINED**, by the Board of Commissioners of the Town of Beaufort Case Number 20-01: Zoning Map Update and Request to Rezone 16 parcels is approved and the Town's Official Zoning Map is amended accordingly.

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

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Everette S. Newton, Mayor

ATTEST:

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Michele Davis, Town Clerk



## **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](http://www.beaufortnc.org)

### **Town of Beaufort Board of Commissioners Work Session 4:00 PM Monday, March 30, 2020 – Town Hall Conference Room, 701 Front Street, Beaufort**

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**AGENDA CATEGORY:** Public Hearing  
**SUBJECT:** Case 19-12 Text Amendment - Lower Live Oak Overlay District

#### **BRIEF SUMMARY:**

This agenda item is text amendment needed to create the standards and regulations associated with the Lower Live Oak Overlay District. This amendment provides guidance on the exterior materials, amount of signage and roof lines. As part of the signage a proposal for amortization of existing signage is also proposed. You will see that the Planning Board made some recommendations (Shown in highlighted yellow text) they would ask you to consider when discussing the proposal. .

#### **REQUESTED ACTION:**

Add this item under Public Hearings for the April 13<sup>th</sup> 2020 meeting

#### **EXPECTED LENGTH OF PRESENTATION:**

10 Minutes

#### **SUBMITTED BY:**

Kyle Garner, AICP, Planning Director

#### **BUDGET AMENDMENT REQUIRED:**

N/A

# STAFF REPORT

**TO:** Board of Commissioners  
**FROM:** Kyle Garner, Planning Director  
**DATE:** March 19, 2020  
**RE:** Case 19-11: LDO Text Amendment Modifying Section 10 Overlay/ Conservation/Companion Zoning Districts by adding a new overlay district to be called the “Live Oak Street Corridor Overlay District”

## Background

In the late summer of 2019 Staff proposed new overlay district standards aimed to facilitate the redevelopment of properties within the 400 & 500 block of Live Oak Street. During the discussion the Planning Board asked staff to include some properties on the west side of Live Oak even though they were not consistent with the CAMA Future Land Use Map and some other minor changes consistent with the Cedar Street Mixed Use District. On March 16<sup>th</sup> the Planning Board held a public hearing on the proposed text and offered some recommended changes (Highlighted in Yellow) for the Board of Commissioners to consider. A major discussion item was the amortization of signage which they offered a different option to consider otherwise there were few changes.

Even though there are similarities between the Cedar Street Mixed Use District and this Overlay District both are different which is why different standards have been developed specifically for Live Oak. The Board may recall that the Small Area Plan did not include all of Live Oak however it did provide guidance as to how to address this vital commercial corridor. Again, much like the new Cedar Street District, Staff developed text to address design criteria for new commercial structures to include: exterior siding/façade materials, roof forms, and signage and exterior elevations to insure that designs fit the human scale of the neighborhood. Setbacks have also been relaxed to provide for a more pedestrian feel as well.

The development of text is the first step in the process and complements the second step which would be the actual application of this overlay district to actual properties on Live Oak Street.

Action Needed: Conduct Public Hearing  
Decision on the proposed Text Amendment

Attachments: Proposed Text Amendment

Board Action: Motion by \_\_\_\_\_ 2nd by \_\_\_\_\_

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## SECTION 10 Overlay/Conservation/Companion Zoning Districts

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### *(H) Live Oak Street Corridor Overlay*

1) Purpose.

The purpose of this overlay district is to protect, enhance and guide the development of the Live Oak Street commercial corridor by reducing visual clutter through the implementation of commercial design standards. These standards are designed to improve the aesthetics, traffic congestion and provide for a solid and vibrant tax base as well as promote the public health, safety and welfare of the town.

2) The Live Oak Street Corridor Overlay District for the Town of Beaufort, as set forth on a map so entitled and dated 00-00-0000, is hereby adopted by reference as an element of the *Land Development Ordinance* hereafter known as the *LDO*, and the Official Zoning Map of the Town of Beaufort. **And where as any section of the overlay regulations conflicts with the underlying zoning, the overlay shall take precedence unless it is specifically otherwise stated.**

3) Permitted Uses.

The underlying uses, with the exception of single-family residential uses, located within the Live Oak Street Corridor Overlay District shall be subject to the Development Standards listed below.

4) Prohibited Uses.

Any use not listed in underlying zoning districts is prohibited.

5) Development Standards.

a) Design Criteria.

The intent of the following design criteria is to maintain and strengthen the unique character of Beaufort's gateway corridors by insuring new development projects are architecturally compatible with the historic characteristics of the community. These characteristics include building forms, proportions, treatments, exterior materials, and architectural styles. It is intended for front elevations and overall massing of new structures shall be of human scale and related to the street.

It is not the intent for new structures to closely duplicate existing historic structures. The intent is for new structures to include elements in ways which achieve a design compatible with and complementary to the historic character of the Town.

b) Site Plan Submission.

A detailed site plan, meeting all N.C. State Building Codes and Town Ordinances, shall be required for all development within this overlay zone.

c) Signage.

i) Only monument type signs with a **brick, masonry or wood base are permitted.** The **actual signage material shall be made** of wood or substitute materials which have the appearance of wood are permitted. These signs shall also not exceed twenty-five square feet (25 ft<sup>2</sup>) in area or eight feet (8') in height.

ii) The use of internally lit or flashing signs of any kind is prohibited. The use of ground-mounted spotlights concealed by landscaping to light signs during night hours is acceptable.

iii) The total square footage of wall signage allowed shall not exceed .75 sq. ft. per linear foot of lot frontage.

iv) **BOC Option:**

- All existing freestanding signage will have a period of three (3) or five (5) years to come into compliance. At the end of the three (3) or five (5) year amortization period, the Town will follow code enforcement violation procedures that may include fines and the removal of signage by the Town.

#### Planning Board Recommendation

- If a nonconforming sign is destroyed by natural causes, it may not thereafter be repaired, reconstructed, or replaced except in conformity with all the provisions of this section, and the remnants of the former sign shall be cleared from the land. For the purpose of this section, a nonconforming sign is “destroyed” if damaged to an extent of the cost to repair the sign to its former stature or replacing it with an equivalent sign equals or exceeds seventy-five percent (5%) of the replacement value of the sign so damaged.

Subject to the other provisions of this section, nonconforming signs may be repaired and renovated as long as the cost of such work does not exceed seventy-five percent (50%) of the replacement value of such sign within any twelve-month period.

d) Landscaping.

A detailed landscape plan identifying all shrub and tree types as well as the number of such trees and shrubs shall be submitted for review and approval as per section 14 of the *LDO*. Additionally if developing adjacent to a different type of land use, a screening and buffering plan shall be required.

e) Exterior Siding Materials.

The primary siding material constituting a minimum of eighty 80% of the exterior shall be one or a combination of two of the following materials:

- Brick;
- Stone: Natural, Limestone or Granite;
- Fiber Cement Siding; (Lap or Board & Batten Siding); and/or,
- Treated Wood excluding plywood (Bead Board & Batten or Clapboard Design only)
- Cedar Shake
- Other materials or combinations thereof can be submitted to the Planning Board and Board of Commissioners for consideration. Detailed elevation drawings and product specifications shall be required

f) Outside Walls.

- The total area of glass, windows, and/or any similar transparent areas for any side of a commercial structure shall not exceed thirty-five (35%) of the surface area for such side of the building and must be positioned uniformly along the face of the structure. This percentage may be increased if it needs to meet the state fire code.
- Each exterior wall of a building viewable from any public or private right-of-way shall incorporate architectural design features to create a visual break at least every one hundred feet (100’) along the exterior wall in order to avoid a box like appearance. All plans for exterior walls shall be approved by the Board of Commissioners as part of the site plan approval process.

- g) Roof Forms.
  - i) Roof forms shall be similar to those used on historic structures. The dominant shape shall be gabled, hipped or parapet. If pitched the minimum pitch shall be five over twelve (5/12) with a maximum pitch of twelve over twelve (12/12).
- h) All roof top mounted equipment shall be fully screened from view and the method of screening shall be integrated into the overall building design, for example within or behind pitched roofs. Hipped or gabled roofs with a mechanical element will not be considered mansard roofs when the roof appears to be a true hipped or gabled roof design.
- i) Driveway Limitations.
  - i) Two driveways entering the same street from a single lot shall only be permitted if the minimum distance between the closest edges of the driveways equals to or exceeds one hundred feet (100’).
  - ii) In no case shall the total width of all driveways exceed fifty percent (50%) of the total property frontage.
  - iii) No driveway shall be located within ten feet (10’) of an adjacent property except in the case of a shared driveway utilized by two or more lots.
  - iv) No driveway shall be located within a hundred feet (100’) of an intersection except in cases where no other access to a public street is available.
- j) Parking.
 

Parking and vehicle accommodation areas (VAAs) shall meet the requirements set forth in section 15 of the *LDO*.
- k) Exterior Drawings.
 

Exterior elevation drawings shall be submitted in color to determine the visual break of exterior walls and the color palate chosen for the structure or structures.

**Table 10-1 Corner Lot and Interior Lot Requirements for Commercial Use**

<i>District</i>	<i>Designated Front (Right-of-Way) Setback</i>	<i>Designated Side (Right-of-Way) Setback</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
	15 feet minimum	15 feet	15 feet	10 feet	40 feet
	20 feet maximum	15 feet	15 feet	10 feet	40 feet

NOTE: If this Zoning District is added to the Overlay/Conservation Zoning Districts Table of Uses (currently on page 127 of the *LDO*), that table will be relabeled to Table 10-1. This will likely happen after review by the BOC.

**DRAFT ORDINANCE 20-0**

AN ORDINANCE TO MODIFY THE Town of Beaufort *Land Development Ordinance (LDO)*, specifically Section 10-H, Overlay/Conservation Companion Zoning Districts to create the Lower Live Oak Overlay District.

WHEREAS, the Beaufort Land Development Ordinance contains regulations which establish the development of land within the Town of Beaufort and its Extraterritorial Jurisdiction; and

WHEREAS, the Beaufort Planning Board held a hearing on March 16, 2020 and recommended the proposed text amendments and recommended its adoption; and

WHEREAS, the Board of Commissioners conducted a public hearing on April 13, 2020 and determined that the public interest will be served by adopting the following text amendments to modify text as it relates to these items.

NOW THEREFORE be it ordained by the Board of Commissioners of the Town of Beaufort as follows:

The Town of Beaufort LDO is amended as follows:

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## SECTION 10 Overlay/Conservation/Companion Zoning Districts

---

### *(H) Live Oak Street Corridor Overlay*

- 1) Purpose.

The purpose of this overlay district is to protect, enhance and guide the development of the Live Oak Street commercial corridor by reducing visual clutter through the implementation of commercial design standards. These standards are designed to improve the aesthetics, traffic congestion and provide for a solid and vibrant tax base as well as promote the public health, safety and welfare of the town.
- 2) The Live Oak Street Corridor Overlay District for the Town of Beaufort, as set forth on a map so entitled and dated 00-00-0000, is hereby adopted by reference as an element of the *Land Development Ordinance* hereafter known as the *LDO*, and the Official Zoning Map of the Town of Beaufort. **And where as any section of the overlay regulations conflicts with the underlying zoning, the overlay shall take precedence unless it is specifically otherwise stated.**
- 3) Permitted Uses.

The underlying uses, with the exception of single-family residential uses, located within the Live Oak Street Corridor Overlay District shall be subject to the Development Standards listed below.
- 4) Prohibited Uses.

Any use not listed in underlying zoning districts is prohibited.
- 5) Development Standards.
  - a) Design Criteria.

The intent of the following design criteria is to maintain and strengthen the unique character of Beaufort's gateway corridors by insuring new development projects are architecturally compatible with the historic characteristics of the community. These characteristics include building forms, proportions, treatments, exterior materials, and architectural styles. It is intended for front elevations and overall massing of new structures shall be of human scale and related to the street.

It is not the intent for new structures to closely duplicate existing historic structures. The intent is for new structures to include elements in ways which achieve a design compatible with and complementary to the historic character of the Town.
  - b) Site Plan Submission.

A detailed site plan, meeting all N.C. State Building Codes and Town Ordinances, shall be required for all development within this overlay zone.
  - c) Signage.
    - i) Only monument type signs with **a brick, masonry or wood base are permitted.** The **actual** signage **material shall be made** of wood or substitute materials which have the appearance of wood are permitted. These signs shall also not exceed twenty-five square feet (25 ft<sup>2</sup>) in area or eight feet (8') in height.

- ii) The use of internally lit or flashing signs of any kind is prohibited. The use of ground-mounted spotlights concealed by landscaping to light signs during night hours is acceptable.
- iii) The total square footage of wall signage allowed shall not exceed .75 sq. ft. per linear foot of lot frontage.
- iv) **BOC Option:**
  - All existing freestanding signage will have a period of three (3) or five (5) years to come into compliance. At the end of the three (3) or five (5) year amortization period, the Town will follow code enforcement violation procedures that may include fines and the removal of signage by the Town.

**Planning Board Recommendation**

- If a nonconforming sign is destroyed by natural causes, it may not thereafter be repaired, reconstructed, or replaced except in conformity with all the provisions of this section, and the remnants of the former sign shall be cleared from the land. For the purpose of this section, a nonconforming sign is “destroyed” if damaged to an extent of the cost to repair the sign to its former stature or replacing it with an equivalent sign equals or exceeds seventy-five percent (5%) of the replacement value of the sign so damaged.

Subject to the other provisions of this section, nonconforming signs may be repaired and renovated as long as the cost of such work does not exceed seventy-five percent (50%) of the replacement value of such sign within any twelve-month period.

- d) Landscaping.  
A detailed landscape plan identifying all shrub and tree types as well as the number of such trees and shrubs shall be submitted for review and approval as per section 14 of the *LDO*. Additionally if developing adjacent to a different type of land use, a screening and buffering plan shall be required.
- e) Exterior Siding Materials.  
The primary siding material constituting a minimum of eighty 80% of the exterior shall be one or a combination of two of the following materials:
  - i) Brick;
  - ii) Stone: Natural, Limestone or Granite;
  - iii) Fiber Cement Siding; (Lap or Board & Batten Siding); and/or,
  - iv) Treated Wood excluding plywood (Bead Board & Batten or Clapboard Design only)
  - v) Cedar Shake
  - vi) Other materials or combinations thereof can be submitted to the Planning Board and Board of Commissioners for consideration. Detailed elevation drawings and product specifications shall be required
- f) Outside Walls.

- i) The total area of glass, windows, and/or any similar transparent areas for any side of a commercial structure shall not exceed thirty-five (35%) of the surface area for such side of the building and must be positioned uniformly along the face of the structure. This percentage may be increased if it needs to meet the state fire code.
  - ii) Each exterior wall of a building viewable from any public or private right-of-way shall incorporate architectural design features to create a visual break at least every one hundred feet (100') along the exterior wall in order to avoid a box like appearance. All plans for exterior walls shall be approved by the Board of Commissioners as part of the site plan approval process.
- g) Roof Forms.
- i) Roof forms shall be similar to those used on historic structures. The dominant shape shall be gabled, hipped or parapet. If pitched the minimum pitch shall be five over twelve (5/12) with a maximum pitch of twelve over twelve (12/12).
- h) All roof top mounted equipment shall be fully screened from view and the method of screening shall be integrated into the overall building design, for example within or behind pitched roofs. Hipped or gabled roofs with a mechanical element will not be considered mansard roofs when the roof appears to be a true hipped or gabled roof design.
- i) Driveway Limitations.
- i) Two driveways entering the same street from a single lot shall only be permitted if the minimum distance between the closest edges of the driveways equals to or exceeds one hundred feet (100').
  - ii) In no case shall the total width of all driveways exceed fifty percent (50%) of the total property frontage.
  - iii) No driveway shall be located within ten feet (10') of an adjacent property except in the case of a shared driveway utilized by two or more lots.
  - iv) No driveway shall be located within a hundred feet (100') of an intersection except in cases where no other access to a public street is available.
- j) Parking.  
Parking and vehicle accommodation areas (VAAs) shall meet the requirements set forth in section 15 of the LDO.
- k) Exterior Drawings.  
Exterior elevation drawings shall be submitted in color to determine the visual break of exterior walls and the color palate chosen for the structure or structures.

**Table 10-1 Corner Lot and Interior Lot Requirements for Commercial Use**

<i>District</i>	<i>Designated Front (Right-of-Way) Setback</i>	<i>Designated Side (Right-of-Way) Setback</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
	15 feet minimum	15 feet	15 feet	10 feet	40 feet
	20 feet maximum	15 feet	15 feet	10 feet	40 feet

NOTE: If this Zoning District is added to the Overlay/Conservation Zoning Districts Table of Uses (currently on page 127 of the *LDO*), that table will be relabeled to Table 10-1. This will likely happen after review by the BOC.

---

Enacted on motion of Commissioner ---- and carried on a vote of in favor and 0 against.

This, the 13<sup>th</sup> day of April 2020.

TOWN OF BEAUFORT

By: \_\_\_\_\_  
Mayor

Attest:

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



## **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](http://www.beaufortnc.org)

### **Town of Beaufort Board of Commissioners Work Session 4:00 PM Monday, March 30, 2020 – Town Hall Conference Room, 701 Front Street, Beaufort**

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**AGENDA CATEGORY:** Public Hearing  
**SUBJECT:** Case 19-13 Lower Live Oak Corridor Overlay District

#### **BRIEF SUMMARY:**

With the creation of the Live Oak Overlay text the purpose of this item is to geographically represent where the overlay district would be applied. As shown on the attached maps there are 13 parcels with a total acreage of 6.43 acres that the overlay standards would be applied to include four (4) signs that may become amortized pending the Boards final decision. *(Data on the signs are being gathered and will not be available for the workshop but will be added for the hearing)*

The purpose of the overlay is to protect, enhance and guide the development of the Live Oak Street commercial corridor by reducing visual clutter through the implementation of commercial design standards. These standards are designed to improve the aesthetics, traffic congestion and provide for a solid and vibrant tax base as well as promote the public health, safety and welfare of the Town.

#### **REQUESTED ACTION:**

Add to agenda as a Public Hearing Item

#### **EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

#### **SUBMITTED BY:**

Kyle Garner, AICP, Planning & Inspections Director

#### **BUDGET AMENDMENT REQUIRED:**

N/A



# Staff Report

**To:** Board of Commissioners  
**From:** Kyle Garner, Planning Dir.

**Date:** 3/17/2020  
**Meeting Date:** 4/13/2020

## Case Number 19-13

### Summary of Request:

Rezone 6.43 acres along Live Oak to apply Live Oak Corridor Overlay.

### Background

#### Location(s) & PIN

Starts at the intersection of Cedar and Live Oak on the northeast side running north to the intersection of Live Oak and First Street (See Attached Vicinity Map)

#### Owner Applicant

Multiple (See Ownership Table)  
Town of Beaufort – Staff Initiated

#### Current Zoning

B-1 Zoning

#### Lot(s) Size & Conformity Status

6.43 Acres Total (based on GIS data)  
Conforming (1 Non-conforming – Lot Width)

#### Existing Land Use

Commercial, Office & Governmental Uses & Undeveloped

#### CAMA Future Land Use Map Amendment Required

General Commercial  
 Yes    No

#### Adjoining Land Use & Zoning

**North** See Attached Zoning Map of Area  
**South** See Attached Zoning Map of Area  
**East** See Attached Zoning Map of Area  
**West** See Attached Zoning Map of Area

#### Special Flood Hazard Area

Yes    No

#### Public Utilities

Water    Available    Not Available  
Sewer    Available    Not Available

#### Additional Information

The Planning Board gave a unanimous recommendation for the area at their March 16, 2020 meeting.

#### Requested Action

Provide a consistency statement to the Board of Commissioners addressing the requested zoning amendment and the future land use plan.  
Provide recommendation to the Board of Commissioners to:

- Approve the request;
- Deny the request; or
- Recommend more restrictive zoning district

## Staff Comments

The purpose of this overlay district is to protect, enhance and guide the development of the Live Oak Street commercial corridor by reducing visual clutter through the implementation of commercial design standards. These standards are designed to improve the aesthetics, traffic congestion and provide for a solid and vibrant tax base as well as promote the public health, safety and welfare of the town.

Even though there are similarities between the Cedar Street Mixed Use Zone and this Overlay District both are very different which is why different standards have been developed specifically for Live Oak. The Board may recall that the development of the Small Area Plan did not include all of Live Oak however it did provide guidance as to how to address this vital commercial corridor. Again, much like the new Cedar Street District,

In accordance with **NCGS § 160A-383**, the consistency statement must include one of the following:

- A statement recommending approval of the zoning amendment and describing its consistency with the CAMA Core Land Use Plan
- A statement recommending denial of the zoning amendment and describing its inconsistency with the CAMA Core Land Use Plan
- A statement recommending approval of the zoning amendment containing the following:
  - Declaration that the approval is also deemed an amendment to the CAMA Core Land Use Plan
  - An explanation of the change in conditions the board took into consideration when recommending approval

### CAMA Core Land Use Plan – Future Land Use Classifications

#### **General Commercial Classification.**

The General Commercial classification encompasses approximately 0.24 square miles (154 acres) or about 3.3 percent of the planning jurisdiction. The properties classified as General Commercial are located along the Town's major road corridor--US Highway 70.

The General Commercial classification is intended to delineate lands that can accommodate a wide range of retail, wholesale, office, business services, and personal services. Areas classified as General Commercial may also include some heavy commercial uses as well as intensive public and institutional land uses. Minimum lot sizes typically range from 5,000 to 8,000 square feet unless a larger minimum lot area is required by the health department for land uses utilizing septic systems. Maximum floor area ratios (the total building floor area divided by the total lot area) range from 0.57 to 0.83. Land uses within General Commercial-designated areas are generally compatible with the B-1, General Business; B-2, Highway Business; B-3, Marina Business; and the O & I, Office and Institutional zoning districts. Public water service is needed to support the land uses characteristic of this classification. Public sewer service is needed to support the most intensive commercial uses. Streets with the capacity to accommodate higher traffic volumes are necessary to support commercial development.

General Commercial-classified areas are anticipated to accommodate some of the most intensive land uses found in the Town's planning jurisdiction. The Town's goals and policies support the use of land in General Commercial-classified areas for a wide variety of retail and commercial services uses where adequate public utilities and streets are available or can be upgraded to support the intensity of

development encouraged in this classification. Public and institutional land uses that support and that are compatible with this type of commercial development are also encouraged.

**Medium Density Residential Classification.**

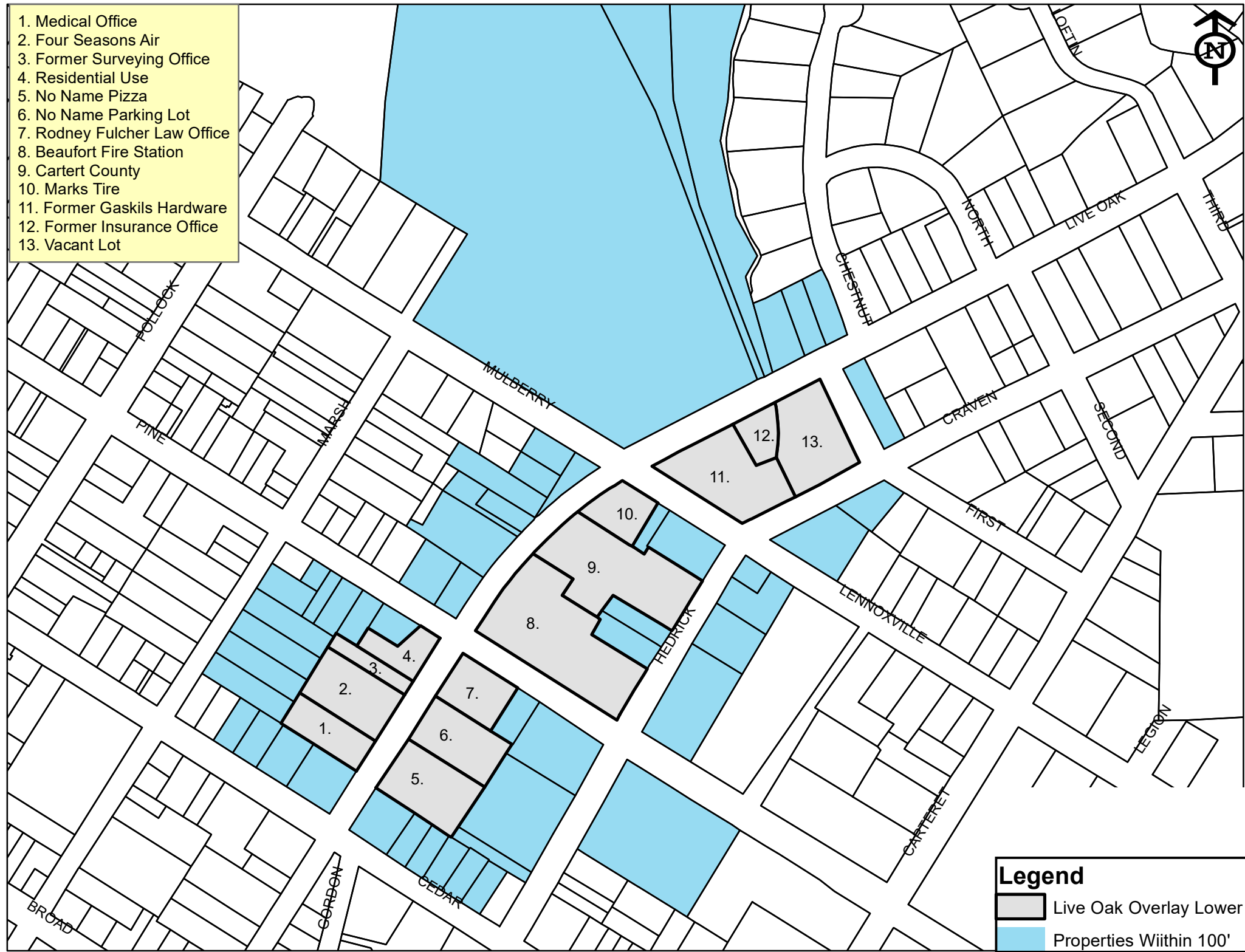
The Medium/High Density Residential classification encompasses approximately 0.8 square miles (483 acres) or about 10 percent of the total planning jurisdiction. The majority of the properties classified as Medium Density Residential are generally located immediately surrounding the Beaufort downtown area as well as north and east of the downtown area.

The Medium Density Residential classification is intended to delineate lands where the predominant land use is higher density single-family residential developments and/or two-family developments. The residential density within this classification is generally 3 to 5 dwelling units per acre. Minimum lot sizes vary from 8,000 to 10,000 square feet unless a larger minimum lot area is required by the health department for land uses utilizing septic systems. Land uses within Medium Density Residential designated areas are generally compatible with the R-10, One or Two-family Residential; R-10MH, Single-family Residential and Manufactured Home; R-8, Medium Density Residential; and R-8A Single-family Medium Density Residential zoning districts. Public water is widely available and sewer service is required to support the higher residential densities in this classification. Streets with the capacity to accommodate higher traffic volumes are also necessary to support Medium Density Residential development.

The Town’s goals and policies support the use of land in Medium Density-classified areas for single-family and two-family dwellings where adequate public utilities and streets are available or can be upgraded to support the higher residential densities encouraged in this classification.

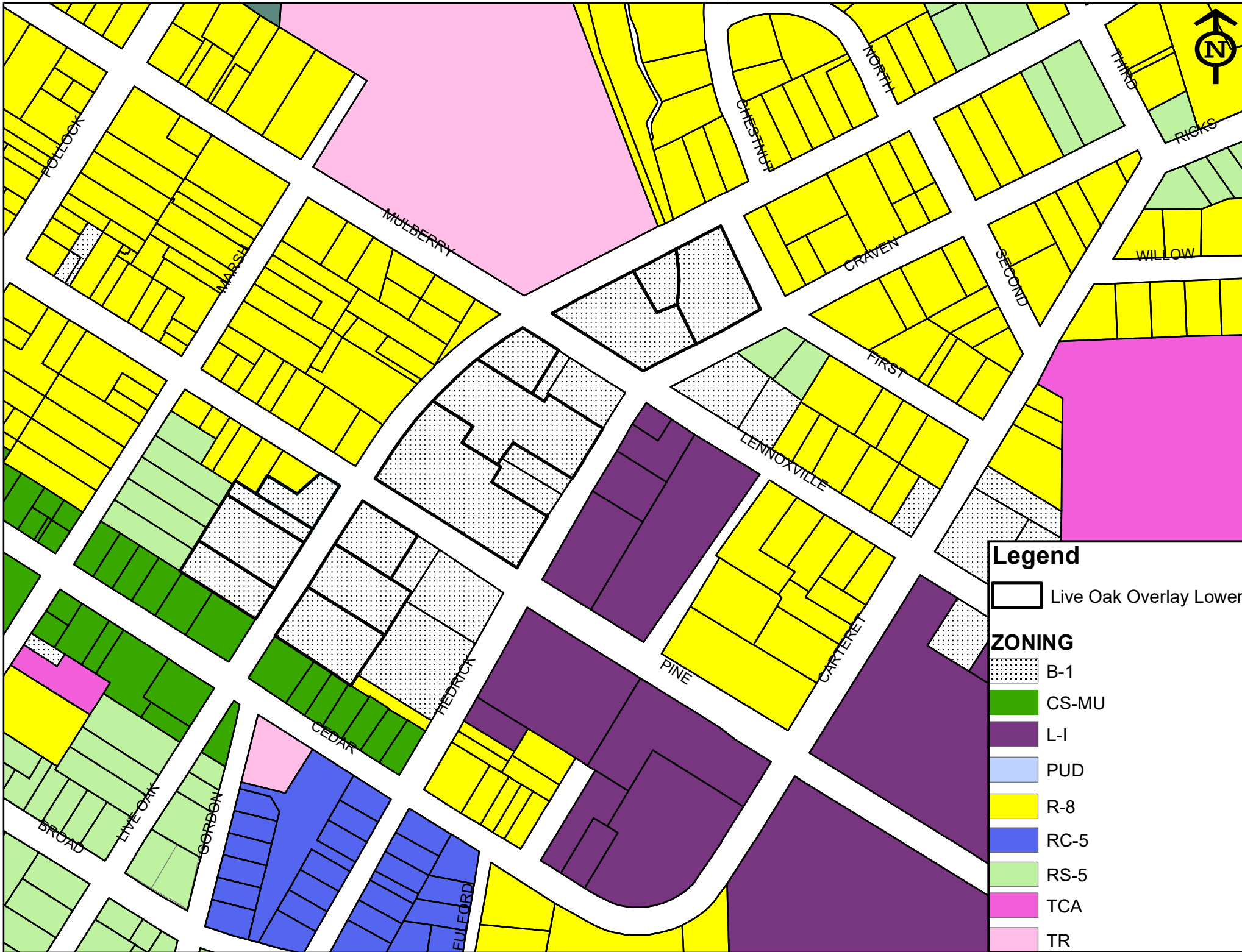
- Attachments:** Vicinity Map with 100 Foot Notification Boundary  
Zoning Map with 100 Foot Notification Boundary  
CAMA Future Land Use Map with 100 Foot Notification Boundary  
Information Table  
Property Owners Within 100 Feet  
Ordinance

1. Medical Office
2. Four Seasons Air
3. Former Surveying Office
4. Residential Use
5. No Name Pizza
6. No Name Parking Lot
7. Rodney Fulcher Law Office
8. Beaufort Fire Station
9. Cartert County
10. Marks Tire
11. Former Gaskils Hardware
12. Former Insurance Office
13. Vacant Lot



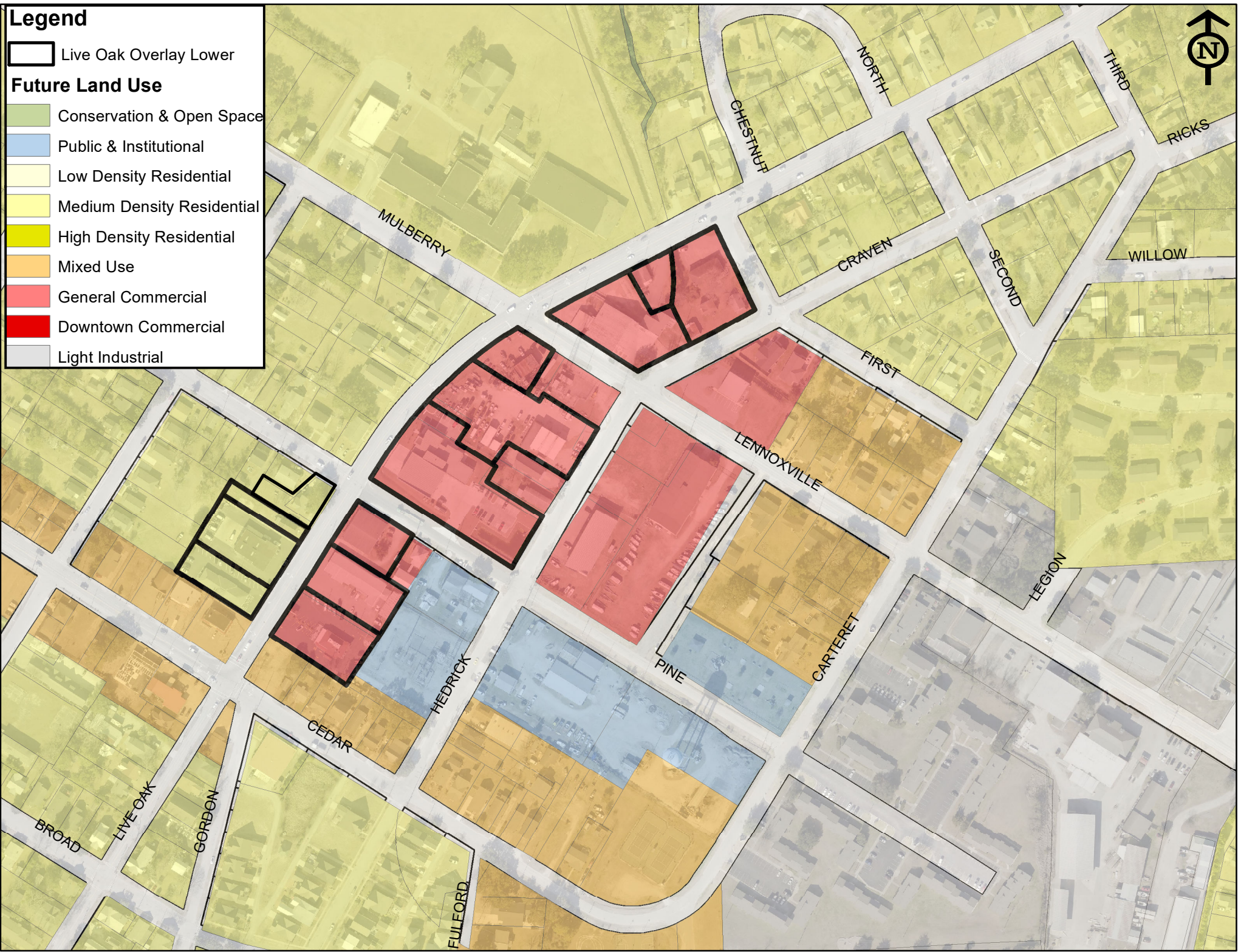
**Legend**

- Live Oak Overlay Lower
- Properties Within 100'



**Legend**

- Live Oak Overlay Lower
- Future Land Use**
- Conservation & Open Space
- Public & Institutional
- Low Density Residential
- Medium Density Residential
- High Density Residential
- Mixed Use
- General Commercial
- Downtown Commercial
- Light Industrial



<u>ID #</u>	<u>PIN15</u>	<u>OWNER</u>	<u>CONFORMING USE</u>	<u>CONFORMING STRUCTURE</u>	<u>CONFORMING LOT</u>	<u>LOT AREA</u>	<u>COUNTY LISTED USE</u>
13	730618419159000	WILKO HOLDINGS LLC	Y	N - North Side Setback	Y	28961.230430700000000	COMMERCIAL
12	730618418260000	BEAUFORT OFFICE BUILDING LLC	Y	N - Front and South Side Setback	Y	8370.576000290000000	COMMERCIAL
11	730618418101000	900 LIVE OAK JV, LLC	Y	N - Both Side setbacks	Y	33043.967393300000000	COMMERCIAL
10	730618415063000	WRIGHT,KENNETH W JR ETAL	Y	N - Rear Setback	Y	12843.889103000000000	COMMERCIAL
9	730618405981000	CARTERET COUNTY	Y	Yes	Y	45692.787258700000000	COUNTY GOVERN
8	730618403769000	TOWN OF BEAUFORT	Y	Yes	Y	58550.123268500000000	MUNICIPAL EXEMP
7	730618402644000	BABCOCK,SHIRLEY J ETVIR RICHA	Y	N - Front and North Side Setback	Y	15571.924696000000000	COMMERCIAL
6	730618402514000	MANOUSARIDIS,CHRISTOPHER	Y	Yes	Y	21538.007457500000000	COMMERCIAL
5	730618401444000	MANOUSARIDIS,CHRISTOPHER	Y	N - Front and North Side Setback	Y	25206.706965900000000	COMMERCIAL
2	730618309683000	GARNER,EUGENE M JR ETUX DIANNE	Y	Yes	Y	23035.544381000000000	COMMERCIAL
1	730618309525000	GARNER,EUGENE M JR ETUX DIANNE	Y	N - South Side Setback	Y	14994.657554000000000	COMMERCIAL
3	730618400720000	GILLIKIN,NELSON BRYAN II	Y	N - Front and North Side Setback	N - Lot Width 40'	6886.497693000000000	COMMERCIAL
4	730618400793000	SADLER,GERRY	N - Residential	N - Front and Rear Setback	Y	10431.963183000000000	RESIDENTIAL

<u>OWNER</u>	<u>MAIL HOUSE</u>	<u>MAIL ST</u>	<u>MAIL CITY</u>	<u>AIL ST</u>	<u>MAIL ZI4</u>	<u>MAIL ZI5</u>	<u>MAIL_ADD2</u>
ABBRUZZESE,WILLIAM C ETUX FRAN	4425	ARENDELL STREET #706	MOREHEAD CITY	NC		28557	
AMERICAN TOWERS LLC			ATLANTA	GA		31139	PO BOX 723597
BABCOCK,SHIRLEY J ETVIR RICHA	132	PLANTATION ST	BEAUFORT	NC		28516	
BEAUFORT TOWN CENTER LLC	2400	LENNOXVILLE ROAD	BEAUFORT	NC		28516	
BEAUFORT WOODSHOP LLC	1022	BROAD STREET	BEAUFORT	NC		28516	
BTRG INC	907	CEDAR STREET	BEAUFORT	NC		28516	
CARTERET COUNTY	302	COURTHOUSE SQUARE	BEAUFORT	NC		28516	SUITE 200
COPESE,ALICE H	517	LIVE OAK ST	BEAUFORT	NC		28516	
CRAIG,J KEVIN	129	POWELL LANE	CRAWFORDVILLE	FL		32327	
CREECH,SHERRY WILLIS	905	CEDAR ST	BEAUFORT	NC		28516	
DAILEY,MICHAEL P ETUX PAULA	905	LIVE OAK STREET	BEAUFORT	NC		28516	
DAVIS,CARLTON	3601	EAST HEDRICK DR	MOREHEAD CITY	NC		28557	
DAVIS,JAMES JR	511	1/2 LIVE OAK ST	BEAUFORT	NC		28516	
DAVIS,VENUS	513	LIVE OAK ST	BEAUFORT	NC		28516	
DUKE ENERGY PROGRESS INC	550	TRYON STREET	CHARLOTTE	NC		28202	TAX DEPT - DEC41B
ELLISON,ROY	130	BEAU-CLOS ROAD	LAKE CHARLES	LA		70607	
FLOWERS,JOHN ETUX KAREN	316	DOGWOOD LANE	HAMPSTEAD	NC		28443	
GARNER,EUGENE M JR ETUX DIANNE	173	JACKSON DRIVE	BEAUFORT	NC		28516	
GILLIKIN,NELSON BRYAN II			BEAUFORT	NC		28516	PO BOX 248
GODETTE,ARTIS	270	CANTON ST	NEWPORT	NC		28570	
GREER,ANNIE S L/T	130-25	232ND STREET	LAURELTON	NY		11413	
HELD,CHARLOTTE PAGE	106	CRAVEN AVENUE	BEAUFORT	NC		28516	
HI-SELL LLC	107	GALLANTS LANE	BEAUFORT	NC		28516	
HUNT,JASON MACDUFFY ETAL	118	BRIAR PATCH DRIVE	BEAUFORT	NC		28516	
JOHNS CANVAS LLC			BEAUFORT	NC		28516	PO BOX 466
JOHNSON,STEPHANIE COLLINS	507	HEDRICK ST	BEAUFORT	NC		28516	
LAND,LARRY MARTIN	700	LANDS POINTE ROAD	MOREHEAD CITY	NC	8946	28557	
MANOUSARIDIS,CHRISTOPHER	408	LIVE OAK STREET	BEAUFORT	NC		28516	
MANOUSARIDIS,ZACHARIAS	3511	COUNTRY CLUB ROAD	MOREHEAD CITY	NC		28557	
MEDLIN,JOE L ETUX JENNIFER	2265	MEDLIN RD	CLAYTON	NC		27520	
MIKELS,TERRY L	3901	BARRETT DRIVE #102	RALEIGH	NC		27609	
OLIVER,CHARLES II	2400	LENNOXVILLE ROAD	BEAUFORT	NC		28516	
SADLER,GERRY			BEAUFORT	NC		28516	PO BOX 245

SIMMONS,CHRISTOPHER C JR ETAL	414	FORBES AVENUE	NEW BERN	NC		28560	
SIMPSON,THOMAS D ETUX SARA	2715	COUNTRY CLUB ROAD	MOREHEAD CITY	NC		28557	
SOUND SHORE CONSTRUCTION INC	1913	FRONT STREET	BEAUFORT	NC		28516	
STATE OF NORTH CAROLINA	1321	MAIL SERVICE CENTER	RALEIGH	NC	1321	27699	
TEEL,JAMES A ETAL TEEL	857	GREYSON RD	ROCKY MOUNT	NC		27804	
TEEL,RAY ANTHONY D/B/A	813	CEDAR ST	BEAUFORT	NC		28516	
THOMAS J JOHNSON LLC			MT PLEASANT	SC		29465	PO BOX 643
TOWN OF BEAUFORT			BEAUFORT	NC		28516	PO BOX 390
WILKO HOLDINGS LLC	801	PLAZA BOULEVARD	KINSTON	NC		28501	
WRIGHT,DAVID WINSLOW ETAL	624	HIGHWAY 101	BEAUFORT	NC		28516	
WRIGHT,MARY B			AHOSKIE	NC		27910	PO BOX 986
900 LIVE OAK JV, LLC	305	TRANSYLVANIA AVE	RALEIGH	NC	6951	27609	



**BEAUFORT TOWN COUNCIL**  
**AN ORDINANCE TO APPLY AN OVERLAY DISTRICT TO 6.43 ACRES**  
**(13 PARCELS) ON**  
**LIVE OAK STREET**  
**ORDINANCE # 20-0**

Applicant: Town of Beaufort  
Location: Starts at the intersection of Cedar and Live Oak on the northeast side running north to the intersection of Live Oak and First Street  
Parcel ID: 730618419159000, 730618418260000, 730618418101000, 730618415063000, 730618405981000, 730618403769000, 730618402644000, 730618402514000, 730618401444000, 730618309683000, 730618309525000, 730618400720000, 730618400793000  
Existing District: **B-1**  
Meeting Date: April 13, 2020  
Request: Apply the Lower Live Oak Overlay to the 13 Parcels mentioned above.

**WHEREAS**, the Town of Beaufort Planning Board held a hearing on March 16<sup>th</sup> and has recommended the request to apply an Overlay District to the above referenced property to Lower Live Oak as shown on the attached map; and

**WHEREAS**, the Beaufort Board of Commissioners has convened to consider and prepare a recommendation on the request at their regular meeting on April 13, 2020, at which time property owners and citizens were given the opportunity to present arguments, and Town staff was given the opportunity to comment on the application; and

**WHEREAS**, the Town Board of Commissioners has made the following findings and conclusions:

1. The request is consistent with the 2008 adopted CAMA Land Use Plan as per Sections 1.3.5 and 5.4.2 (Land Use Compatibility Implementation Actions).
2. The proposed overlay is consistent with the Small Area Plan & Bicycle/Pedestrian Plan Developed by Stantec and endorsed by the Board of Commissioners at their July 2018 Board Workshop.

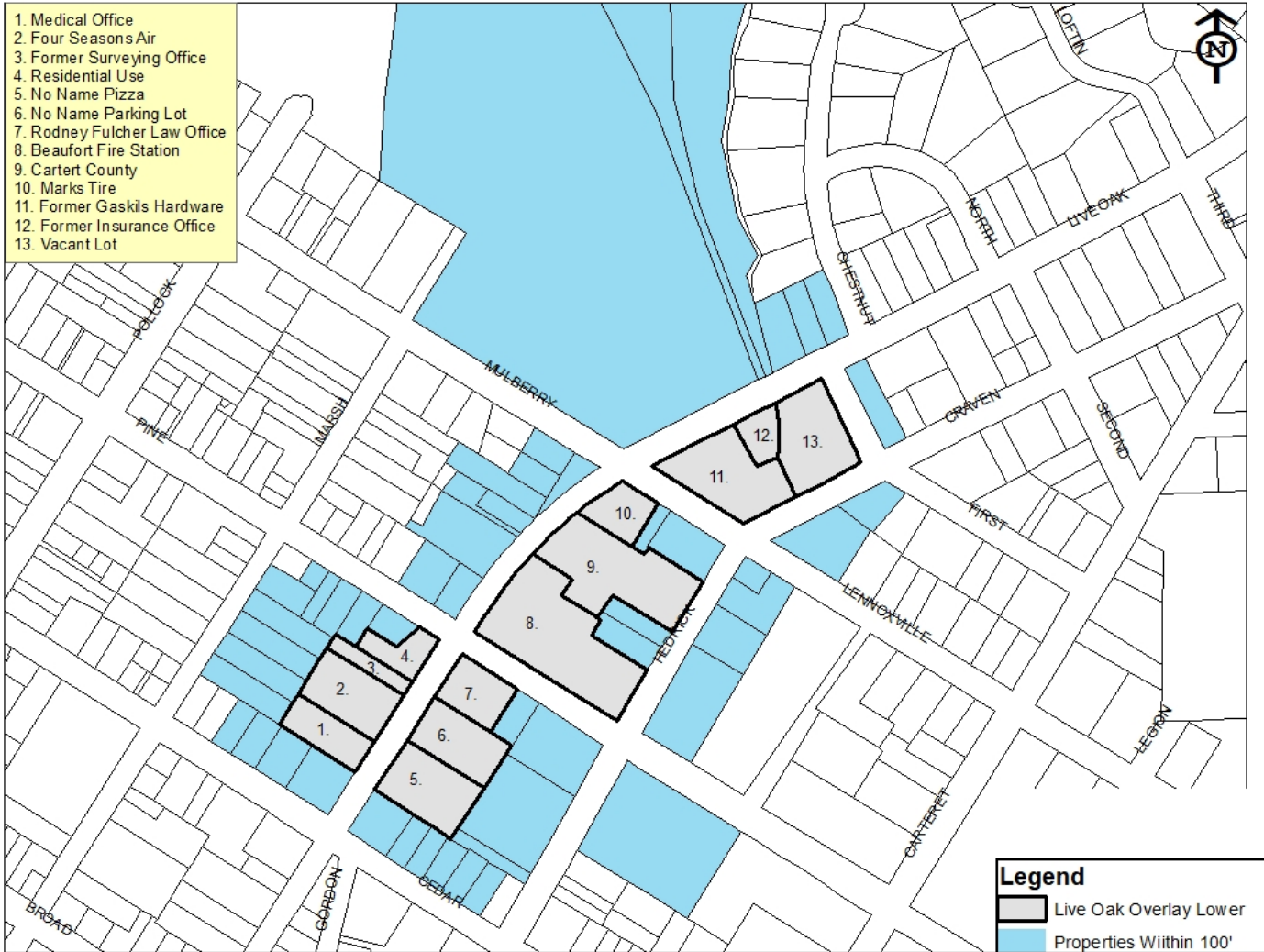
**NOW THEREFORE**, on the basis of the foregoing findings and conclusions, IT IS HEREBY ORDAINED BY THE Board of Commissioners of the Town of Beaufort that the request for rezoning is approved and the Town's zoning map is amended accordingly.

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Mayor, Town of Beaufort

Date

# Lower Live Oak Overlay





## **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](http://www.beaufortnc.org)

### **Town of Beaufort Board of Commissioners Work Session Meeting 4:00 PM Monday, March 30, 2020 – Town Hall Conference Room, 701 Front Street, Beaufort**

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

**SUBJECT:** FY 20 Budget Amendment #10

#### **BRIEF SUMMARY:**

**General Fund** -This amendment requests the appropriation of fund balance to:

- Complete the renovations on the interior and exterior of the Police Department Annex, install the security system and cameras for investigation purposes, and training room furniture (\$40,000).
- Replace an aging pick-up truck in Public Works, request will be combined with the funds received from sale of surplus items (\$12,000)
- Fund legal expenditures expected through the end of the fiscal year (\$40,000)

#### **REQUESTED ACTION:**

Approve Budget Amendment #10

#### **EXPECTED LENGTH OF PRESENTATION:**

5 minutes

#### **SUBMITTED BY:**

Christi Wood – Finance Director

#### **BUDGET AMENDMENT REQUIRED:**

Yes



**TOWN OF BEAUFORT  
FY 2020 BUDGET AMENDMENT #10**

WHEREAS, the Town of Beaufort adopted its Fiscal Year 2020 Budget through Ordinance on June 10, 2019, 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 2020 Budget as follows:

**SECTION I: GENERAL FUND**

This amendment requests the appropriation of fund balance to:

- Complete the renovations on the interior and exterior of the Police Department Annex, install the security system and cameras for investigation purposes, and training room furniture (\$40,000).
- Replace an aging pick-up truck in Public Works, request will be combined with the funds received from sale of surplus items (\$12,000)
- Fund legal expenditures expected through the end of the fiscal year (\$40,000)

**A. REVENUE**

**INCREASE**

APPROPRIATED FUND BALANCE .....\$ 92,000  
**TOTAL INCREASE**.....**\$ 92,000**

**B. EXPENDITURES AUTHORIZED BY DEPARTMENT**

**INCREASE**

PUBLIC WORKS.....\$ 52,000  
NON-DEPARTMENTAL.....\$ 40,000  
**TOTAL INCREASE**.....**\$ 92,000**

## 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 13<sup>th</sup> day of April 2020.

ATTEST:

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Michele Davis  
Town Clerk

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Everette S. Newton  
Mayor



## **Town of Beaufort, NC**

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### **Town of Beaufort Board of Commissioners Work Session 4:00 PM Monday, March 30, 2020 – Town Hall Conference Room, 701 Front Street, Beaufort**

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

**SUBJECT:** Residential Solid Waste Fee Increase

**BRIEF SUMMARY:**

Per our residential service agreement, with Waste Industries (GFL) the monthly fee shall be adjusted on an annual basis to reflect the annual adjustment based on the Consumer Price Index for All Urban Consumers (CPI-U): South Region as published by US Department of Labor. Effective April 1, 2020, the rates will be increased by 2.1% for residential services. The notice from GFL is attached.

**REQUESTED ACTION:**

Approve the change in the residential solid waste fee from \$18.78 to \$19.17.

**EXPECTED LENGTH OF PRESENTATION:**

15 mins

**SUBMITTED BY:**

Christi Wood – Finance Director

**BUDGET AMENDMENT REQUIRED:**

No



January 29, 2020

Christi Wood  
Finance Officer  
Town of Beaufort  
701 Front Street  
Beaufort, North Carolina 28516

Dear Ms. Wood,

Per our residential service agreement, the monthly fee shall be adjusted on an annual basis to reflect the annual adjustment based on the Consumer Price Index for All Urban Consumers (CPI-U): South Region as published by US Department of Labor. Effective April 1, 2020, your rates will be increased by 2.1%. Your compactor and Front Street commercial carts will be increased by 2.1% on July 1, 2020.

Your cost per ton for recycle processing will be adjusted on July 1 to \$131.00 per ton.

As always, thank you for allowing Waste Industries to provide these services. Please let me know if you have any questions or concerns.

Respectfully,

Norma Yanez  
Government Contracts Manager



## Town of Beaufort, NC

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### **Town of Beaufort Board of Commissioners Work Session 4:00 PM Monday, March 30, 2020 – Town Hall Conference Room, 701 Front Street, Beaufort**

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**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** Amending Code of Ordinances Chapter 52 Water Billing

**BRIEF SUMMARY:**

Currently, Section 52.11 (E) is as follows:

*Bills are due when rendered and become delinquent ten days thereafter, where upon a penalty of ten percent will be added; and if not paid in 30 days, service may be discontinued by the town.*

Staff recommends the following changes that will allow the Board to apply or waive late fees as needed.

*Bills are due when rendered and become delinquent ten days thereafter, where upon a penalty of ten percent ~~will~~ **may** be added; and if not paid in 30 days, service may be discontinued by the town.*

**REQUESTED ACTION:**

Approve the suggested ordinance change to Section 52.11 (E).

**EXPECTED LENGTH OF PRESENTATION:**

5 minutes

**SUBMITTED BY:**

Christi Wood – Finance Director

**BUDGET AMENDMENT REQUIRED:**

No

**ORDINANCE AMENDING THE  
TOWN OF BEAUFORT CODE OF ORDINANCES  
TITLE V: PUBLIC WORKS  
CHAPTER 52: WATER  
SECTION 52.11 METER READING; BILLING; COLLECTING**

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

**WHEREAS**, the recent COVID-19 pandemic has resulted in members of the community losing employment due to recommended and mandatory shut downs, so the Board of Commissioners find it necessary to amend portions of the Town of Beaufort Code of Ordinances Chapter 52 Water Section 52.11 Meter Reading; Billing; Collecting as a means to help those impacted by the losses occurring.

**NOW, THEREFORE, THE TOWN OF BEAUFORT CODE OF ORDINANCES WILL BE AMENDED AS REFLECTED BELOW:**

**Chapter 52 Water**

**Section 52.11 Meter Reading; Billing; Collecting Item E shall be amended in the following manner.**

(E) Bills are due when rendered and become delinquent ten days thereafter, where upon a penalty of ten percent may be added; and if not paid in 30 days, service may be discontinued by the town.

Adopted this 30<sup>h</sup> day of March 2020.

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Everette S. (Rett) Newton, Mayor

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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, March 30, 2020 – Town Hall Conference Room, 701 Front Street, Beaufort**

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

**SUBJECT:** FY 21 Budget Calendar

**BRIEF SUMMARY:**

Dates are provided for FY 21 Budget presentation and suggested work sessions, as needed.

**REQUESTED ACTION:**

Review and approve the dates.

**EXPECTED LENGTH OF PRESENTATION:**

5 mins

**SUBMITTED BY:**

Christi Wood – Finance Director

**BUDGET AMENDMENT REQUIRED:**

No

# **The Budget Calendar**

## **Budget Document Presented**

Town Board Meeting

May 11, 2020–6 PM Train Depot

## **Budget Work Session**

May 18, 2020–4 PM Town Hall Conference Room

## **Budget Work Session**

May 20, 2020–4 PM Town Hall Conference Room

## **Regular & Budget Work Session**

May 26, 2020–4 PM Town Hall Conference Room

## **Budget Work Session**

June 1, 2020–4 PM Town Hall Conference Room

## **Public Comment & FY 2021 Budget Adoption**

Town Board Meeting

June 8, 2020–6 PM Train Depot



**Town of Beaufort, NC**

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**Town of Beaufort Board of Commissioners Work Session  
4:00 PM Monday, March 30, 2020 – Town Hall Conference Room, 701 Front Street, Beaufort**

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

**SUBJECT:** FY 20 Audit Contract

**BRIEF SUMMARY:**

The FY 2020 audit contract with Martin Starnes and Associates is attached.

**REQUESTED ACTION:**

Approve the contract.

**EXPECTED LENGTH OF PRESENTATION:**

5 mins

**SUBMITTED BY:**

Christi Wood – Finance Director

**BUDGET AMENDMENT REQUIRED:**

No

The of and	Governing Board Board of Commissioners
	Primary Government Unit (or charter holder) Town of Beaufort, NC
	Discretely Presented Component Unit (DPCU) (if applicable) N/A

*Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)*

and	Auditor Name Martin Starnes & Associates, CPAs, P.A.
	Auditor Address 730 13th Avenue Dr. SE, Hickory, NC 28602

*Hereinafter referred to as Auditor*

for	Fiscal Year Ending	Audit Report Due Date
	06/30/20	10/31/20

*Must be within four months of FYE*

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).

2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit performed under the requirements found in Subpart F of the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.
- If the audit engagement is not subject to *Government Accounting Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.
6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC staff within four months of fiscal year end. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay shall be submitted to the Secretary of the LGC for approval.
7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's (Units') records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to

the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.

10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).

11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.

12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.

13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC along with an Audit Report Reissued Form (available on the Department of State Treasurer website). These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC staff.

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the

Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to charter schools or hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.

17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 28 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

18. Special provisions should be limited. Please list any special provisions in an attachment.

19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the parent government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.

20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to charter schools or hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.

21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.

22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and Governmental Auditing Standards, 2018 Revision (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. Applicable to charter school contracts only: No indebtedness of any kind incurred or created by the charter school shall constitute an indebtedness of the State or its political subdivisions, and no indebtedness of the charter school shall involve or be secured by the faith, credit, or taxing power of the State or its political subdivisions.

29. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 16 for clarification).

30. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>.

31. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

32. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

**FEEES FOR AUDIT SERVICES**

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Governmental Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will be not be approved.

Financial statements were prepared by:  Auditor  Governmental Unit  Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

<b>Name:</b>	<b>Title:</b>	<b>Email Address:</b>
Christi Wood	Finance Director	c.wood@beaufortnc.org

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees below. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year billings. Should the 75% cap provided below conflict with the cap calculated by LGC staff based on the prior year billings on file with the LGC, the LGC calculation prevails. All invoices for services rendered in an audit engagement as defined in 20 NCAC 3 .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

**PRIMARY GOVERNMENT FEES**

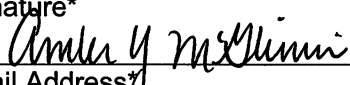
Primary Government Unit	Town of Beaufort, NC
Audit Fee	\$ See fee section of engagement letter
<b>Additional Fees Not Included in Audit Fee:</b>	
Fee per Major Program	\$ N/A
Writing Financial Statements	\$ See fee section of engagement letter
All Other Non-Attest Services	\$ N/A
<b>75% Cap for Interim Invoice Approval</b> <i>(not applicable to hospital contracts)</i>	\$ 19,687.50

**DPCU FEES (if applicable)**

Discretely Presented Component Unit	N/A
Audit Fee	\$
<b>Additional Fees Not Included in Audit Fee:</b>	
Fee per Major Program	\$
Writing Financial Statements	\$
All Other Non-Attest Services	\$
<b>75% Cap for Interim Invoice Approval</b> <i>(not applicable to hospital contracts)</i>	\$

**SIGNATURE PAGE**

**AUDIT FIRM**

<b>Audit Firm*</b> Martin Starnes & Associates, CPAs, P.A.	
<b>Authorized Firm Representative (typed or printed)*</b> Amber Y. McGhinnis	<b>Signature*</b> 
<b>Date*</b> 03/12/20	<b>Email Address*</b> amcghinnis@martinstarnes.com

**GOVERNMENTAL UNIT**

<b>Governmental Unit*</b> Town of Beaufort, NC	
<b>Date Primary Government Unit Governing Board Approved Audit Contract* (G.S.159-34(a) or G.S.115C-447(a))</b>	
<b>Mayor/Chairperson (typed or printed)*</b> Everette S. Newton, Mayor	<b>Signature*</b>
<b>Date</b>	<b>Email Address</b> e.newton@beaufortnc.org

<b>Chair of Audit Committee (typed or printed, or "NA")</b> N/A	<b>Signature</b>
<b>Date</b>	<b>Email Address</b>

**GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE**

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).  
 Not applicable to hospital contracts.

*This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.*

<b>Primary Governmental Unit Finance Officer* (typed or printed)</b> Christi Wood, Finance Director	<b>Signature*</b>
<b>Date of Pre-Audit Certificate*</b>	<b>Email Address*</b> c.wood@beaufortnc.org

**SIGNATURE PAGE – DPCU  
(complete only if applicable)**

**DISCRETELY PRESENTED COMPONENT UNIT**

DPCU*	
N/A	
Date DPCU Governing Board Approved Audit Contract* (Ref: G.S. 159-34(a) or G.S. 115C-447(a))	
DPCU Chairperson (typed or printed)*	Signature*
Date*	Email Address*

Chair of Audit Committee (typed or printed, or "NA")	Signature
N/A	
Date	Email Address

**DPCU – PRE-AUDIT CERTIFICATE**

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).  
Not applicable to hospital contracts.

*This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.*

DPCU Finance Officer (typed or printed)*	Signature*
N/A	
Date of Pre-Audit Certificate*	Email Address*

Remember to print this form, and obtain all  
required signatures prior to submission.

PRINT



## Report on the Firm's System of Quality Control

To the Shareholders of Martin Starnes & Associates CPAs, P.A. and the  
Peer Review Committee, North Carolina Association  
Of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Martin Starnes & Associates CPAs, P.A. (the firm) in effect for the year ended December 31, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act and an audit of an employee benefit plan.

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Martin Starnes & Associates CPAs, P.A. in effect for the year ended December 31, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Martin Starnes & Associates CPAs, P.A. has received a peer review rating of pass.

*Koonce, Wooten & Haywood, LLP*

Koonce, Wooten & Haywood, LLP

May 3, 2018

**Raleigh**  
4060 Barrett Drive  
Post Office Box 17806  
Raleigh, North Carolina 27619  
  
919 782 9265  
919 783 8937 FAX

**Durham**  
3500 Westgate Drive  
Suite 203  
Durham, North Carolina 27707  
  
919 354 2584  
919 489 8183 FAX

**Pittsboro**  
10 Sanford Road  
Post Office Box 1399  
Pittsboro, North Carolina 27312  
  
919 542 6000  
919 542 5764 FAX



## **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](http://www.beaufortnc.org)

### **Town of Beaufort Board of Commissioners Work Session 4:00 PM Monday, March 30, 2020 – Town Hall Conference Room, 701 Front Street, Beaufort**

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

**SUBJECT:** BDA Funding Request

#### **BRIEF SUMMARY:**

The Beaufort Development Association has requested funding for Christmas decorations for uptown Beaufort, permanent lighting and electrical service in John Newton Park and funding for marketing efforts. There is \$6,100.00 available for appropriation from revenues over expenditures during FY 19.

FY 19 Revenues \$273,344

FY 19 Expenditures \$233,094

Net Revenue \$40,250

\*Waterfront Business District Projects \$34,123

Available for projects with Board approval \$6,100

\*Waterfront Business District projects for FY19 include trash cans, tree grates, pavers, brick repair on electrical building at Turner St., bike racks, mulch, Christmas decorations, Special Event Grants awarded by the BOC.

#### **REQUESTED ACTION:**

Review requested items by the BDA and decide if the Board wants to appropriate the available \$6,100.00 towards one of these projects. If so, approve the associated budget amendment FY20 BA #9.

#### **EXPECTED LENGTH OF PRESENTATION:**

5 mins

#### **SUBMITTED BY:**

Christi Wood – Finance Director

#### **BUDGET AMENDMENT REQUIRED:**

Yes, if Board approves the funding.



Beaufort Development Association

Beautiful. Historic. Waterfront.

COME VISIT OUR TOWN

## 2020-2021 Funding Requests from the Town of Beaufort

Beaufort Development Association (BDA) is requesting from the Town of Beaufort (TOB) for the benefit of the town of Beaufort the following consideration:

### TOB Provide Christmas decorations for uptown Beaufort:

- Lighted wreaths or decorations using the power poles along Cedar & Live Oak Streets and/or seasonal banners using the power poles along Cedar & Live Oak Streets.
- BDA will initiate a campaign to encourage all Beaufort businesses to decorate their store fronts/office fronts.

### TOB Provide Permanent lighting and electrical service in John Newton Park:

- Safety factor.
- Park utilized by community year-round. A lot of evening activity.
- Additional lighting extremely helpful during the Holidays with visitation to the Santa House and New Year's Eve Celebration.
- Live on Thursdays (LOTs), our "Music in the Park" runs weekly on Thursdays from Memorial Day to Labor Day needs reliable electric sources and lighting as sun sets.

### Why the TOB should assist in BDA's marketing efforts:

- Beaufort received national exposure as one of "America's 10 Best Beach Towns for Christmas" by *Coastal Living* and one of "The Best Small Towns for Christmas in the South" by *Southern Living*.
- Marketing efforts will increase visitations that will increase sales revenues (therefore sales tax)
- BDA continues to attract more customers & visitors to the entire town of Beaufort year-round.
- Proposed Marketing plan for 2020-2021 exceeds \$28K. BDA continues to solicit partnerships with the business community and non-profit organizations.
- BDA will continue to apply for annual grants through the Tourism Development Association (TDA) for off-season events: BDA applies for this grant to promote our "Visit Beaufort for the Holidays" season.
- Beaufort continues to be at a competitive disadvantage with other Crystal Coast towns since these other towns assist financially in their promotional efforts.

### BDA requests \$7,500 specifically for:

- Marketing efforts to be used with requested public funds:
  - Digital Business Directory\* that can be accessed and promoted state-wide and beyond.
  - Digital Calendar of Community Events\* reaches state-wide network.
  - Monthly E-Newsletter Campaign\* that reaches 140,000+ potential visitors & customers state-wide.
  - Our State Magazine advertising co-op utilizing partnership with business community.

\* Everwondr (Greensboro, NC) is a digital marketing company that has developed a social media network that reaches out to potential visitors and customers throughout the state and beyond. We have used this company for most of our digital marketing with great success the past several years.



**TOWN OF BEAUFORT  
FY 2020 BUDGET AMENDMENT #9**

WHEREAS, the Town of Beaufort adopted its Fiscal Year 2020 Budget through Ordinance on June 10, 2019, 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 2020 Budget as follows:

**SECTION I: GENERAL FUND**

This amendment requests an appropriation of Fund Balance for funding requested by the Beaufort Development Association for Christmas decorations for uptown Beaufort, permanent lighting and electrical in John Newton Park and marketing efforts.

**A. REVENUE**

**INCREASE**

APPROPRIATED FUND BALANCE ..... \$ 6,100  
**TOTAL INCREASE** ..... **\$ 6,100**

**B. EXPENDITURES AUTHORIZED BY DEPARTMENT**

**INCREASE**

PUBLIC WORKS ..... \$ 6,100  
**TOTAL INCREASE** ..... **\$ 6,100**

**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 13<sup>th</sup> day of April 2020.

ATTEST:

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

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



## **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](http://www.beaufortnc.org)

### **Town of Beaufort Board of Commissioners Work Session Meeting 4:00 PM Monday, March 30, 2020 – Town Hall Conference Room, 701 Front Street, Beaufort**

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

**SUBJECT:** February Financial Report

**BRIEF SUMMARY:**

The February financial report is attached along with the county tax collections. Also included is a R&E key explaining the columns in the report and a Chart of Accounts for reference.

**REQUESTED ACTION:**

Review the report.

**EXPECTED LENGTH OF PRESENTATION:**

5 minutes

**SUBMITTED BY:**

Christi Wood – Finance Director

**BUDGET AMENDMENT REQUIRED:**

No



Town of Beaufort  
701 Front St. • P.O. Box 390 • Beaufort, N.C. 28516  
252-728-2141 • 252-728-3982 fax  
[www.beaufortnc.org](http://www.beaufortnc.org)

## February Financial Report

March 23, 2020

- Included in this packet is a key describing the heading of each column on the Statement of Revenues and Expenditure report.
- A Chart of Accounts, that provides a description of each account, is also provided.
- This report is for the month of December as noted in the report heading.
- The Fire Department is represented as a department within the General Fund. (10-531-xxxx)

- **NOTES:**

Property Taxes collected by the County in February and distributed to the Town in March are included in the totals below.

### Taxes

January		
Tax Year	Balance Remaining	Collection Rate to Date
2014	\$6,959	99.73%
2015	\$12,261	99.52%
2016	\$29,314	98.89%
2017	\$37,940	98.71%
2018	\$53,799	98.36%
2019	\$223,553	94.20%

February		
Tax Year	Balance Remaining	Collection Rate to Date
2014	\$6,522	99.74%
2015	\$11,954	99.53%
2016	\$27,376	98.96%
2017	\$35,898	98.78%
2018	\$48,806	98.51%
2019	\$158,871	95.87%

Mayor Everette S. (Rett) Newton  
Commissioner John Hagle • Commissioner Sharon Harker • Commissioner Marianna Hollinshed  
Commissioner Ann Carter • Commissioner Charles McDonald  
Town Manager John Day

Revenue Account Range: First to Last      Include Non-Anticipated: Yes      Year To Date As Of: 02/29/20  
 Expend Account Range: First to Last      Include Non-Budget: No      Current Period: 02/01/20 to 02/29/20  
 Print Zero YTD Activity: No      Prior Year As Of: 02/29/20

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
10-301-0000	AD VALOREM TAX - CURRENT YEAR	3,175,130.61	3,708,101.00	1,895,738.35	3,631,019.71	77,081.29-	98
10-301-0001	AD VALOREM TAX PRIOR YEAR	62,492.82	65,000.00	7,151.16	72,172.18	7,172.18	111
10-301-0002	PENALTIES AND INTEREST	19,529.07	9,000.00	4,285.96	14,814.19	5,814.19	165
10-301-0004	MOTOR VEHICLE TAX	167,578.08	151,159.00	33,364.91	113,616.21	37,542.79-	75
10-301-0006	PAYMENT IN LIEU OF TAXES	42,435.66	40,930.00	0.00	6,175.62	34,754.38-	15
10-303-0001	LOCAL OPTION SALES TAX	1,396,489.01	1,300,000.00	116,990.98	716,520.86	583,479.14-	55
10-303-0002	UTILITIES FRANCHISE TAX	376,203.34	385,000.00	0.00	119,048.81	265,951.19-	31
10-303-0003	BEER AND WINE TAX	18,174.47	18,685.00	0.00	0.00	18,685.00-	0
10-303-0004	POWELL BILL	119,202.33	120,000.00	0.00	118,908.16	1,091.84-	99
10-303-0008	EASTMAN'S CREEK COUNTY ASSESSMENT FEE	500.00	0.00	0.00	0.00	0.00	0
10-303-0009	NC DOT	8,339.00	0.00	0.00	0.00	0.00	0
10-303-0012	Grant from NC Natural \$ Cultural Res.	0.00	44,016.00	0.00	44,016.00	0.00	100
10-303-0013	NOAA GRANT	0.00	14,289.00	0.00	0.00	14,289.00-	0
10-303-0014	FEMA PD BOAT GRANT	55,290.00	0.00	0.00	0.00	0.00	0
10-303-0015	FEMA HURRICANE FLORENCE	6,361.18	0.00	0.00	747,926.93	747,926.93	0
10-303-0016	GRANTS - AED for PD,SRO. Duke Energy	53,866.00	4,500.00	0.00	37,833.00	33,333.00	841
10-303-0017	NOAA Grant - Taylor's Creek	53,600.00	0.00	0.00	14,289.00	14,289.00	0
10-303-0018	NCORR LOAN	975,091.00	0.00	0.00	24,909.00	24,909.00	0
10-304-0001	COUNTY ABC PROFIT DISTRIBUTION	155,779.00	130,181.00	0.00	96,866.00	33,315.00-	74
10-304-0002	FIRE DISTRICT AD VALOREM TAX	320,169.96	320,170.00	26,911.67	215,293.36	104,876.64-	67
10-304-0003	FIRE DISTRICT SALES TAX	114,999.96	115,000.00	9,166.67	73,333.36	41,666.64-	64
10-304-0004	HARLOWE DIST AD VALOREM TAX	62,277.00	62,275.00	5,269.55	42,156.40	20,118.60-	68
10-304-0005	HARLOWE FIRE DISTRCIT SALES TAX	21,234.48	21,235.00	1,769.54	14,156.32	7,078.68-	67
10-304-0020	MISC REVENUE-FIRE DEPARTMENT	5,149.00	0.00	0.00	3,491.64	3,491.64	0
10-305-0001	SOLID WASTE USER FEE ( RES )	477,092.36	523,740.00	46,129.21	363,022.00	160,718.00-	69
10-305-0002	SOLID WASTE USER FEES ( COMM )	12,625.55	14,000.00	1,108.02	9,015.01	4,984.99-	64
10-305-0003	STORMWATER RESIDENTIAL	135,545.89	134,000.00	61,064.31	130,955.14	3,044.86-	98
10-305-0004	SOLID WASTE USER FEE -WBD	39,226.52	41,000.00	2,688.99	22,968.87	18,031.13-	56
10-305-0005	BUILDING PERMITS	124,656.01	153,000.00	17,958.15	110,494.12	42,505.88-	72
10-305-0006	PARKING METER	244,780.41	195,442.00	0.00	101,739.55	93,702.45-	52
10-305-0007	PARKING VIOLATIONS/PENALTIES	28,565.00	35,400.00	690.00	16,899.00	18,501.00-	48
10-305-0008	COURT COSTS, FEES, CHARGES	738.50	1,000.00	81.00	556.20	443.80-	56
10-305-0010	LATE FEES - SOLID WASTE	38.51	0.00	1.88	32.25	32.25	0
10-305-0011	SPECIAL EVENT FEES	6,612.83	0.00	50.00	395.00	395.00	0
10-305-0012	SPECIAL EVENT PARKING FEES	25.00	0.00	0.00	0.00	0.00	0
10-305-0013	TRAIN DEPOT RENTAL	1,180.00	0.00	285.00	1,230.00	1,230.00	0

TOWN OF BEAUFORT  
Statement of Revenue and Expenditures - Operating

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
10-306-0001	PROPERTY LEASES	239,372.64	220,194.00	14,861.34	162,564.30	57,629.70-	74
10-306-0002	ANTENNA CONTRACT REVENUE	59,892.96	54,000.00	0.00	44,086.40	9,913.60-	82
10-306-0003	CEMETERY LOT SALES	7,950.00	3,500.00	25.00	2,125.00	1,375.00-	61
10-306-0005	SALE OF PROPERTY	0.00	0.00	0.00	474,000.00	474,000.00	0
10-306-0006	SALE OF SURPLUS PROPERTY	0.00	21,336.00	0.00	21,336.00	0.00	100
10-306-0010	SURETY BOND	0.00	0.00	0.00	12,320.00	12,320.00	0
10-307-0001	INVESTMENT EARNINGS	79,591.46	24,000.00	9,649.66	57,240.10	33,240.10	238
10-307-0002	MISCELLANEOUS REVENUE	105,634.40	2,700.00	366.50	5,542.36	2,842.36	205
10-307-0003	MISCELLANEOUS REVENUE - PD	20,828.92	33,000.00	105.00	7,710.59	25,289.41-	23
10-307-0004	DONATIONS	5,325.00	0.00	0.00	0.00	0.00	0
10-307-0007	PROCEEDS FROM LOAN	0.00	375,000.00	0.00	0.00	375,000.00-	0
10-307-0008	REIMBURSEMENT FROM INSURANCE	10,496.08	0.00	0.00	2,140.60	2,140.60	0
10-307-0009	APPROPRIATED FUND BALANCE	0.00	1,037,509.00	0.00	0.00	1,037,509.00-	0
10-307-0010	UTILITY FUND ADMIN EXPENSE ALLOCATION	350,000.00	511,000.00	0.00	0.00	511,000.00-	0
10-307-0011	APP. REST. FUND BALANCE (PUBLIC SAFETY)	0.00	75,000.00	0.00	0.00	75,000.00-	0
10-900-9000	cancel revenue	36.38	0.00	0.00	0.00	0.00	0
General Fund Revenue Total		9,160,106.39	9,964,362.00	2,255,712.85	7,652,919.24	2,311,442.76-	72

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	15,600.00	46,300.00	3,858.34	30,866.72	0.00	15,433.28	67
10-410-0500	FICA	1,193.41	3,704.00	295.15	2,361.20	0.00	1,342.80	64
10-410-0800	WORKERS COMPENSATION	96.49	105.00	0.00	149.55	0.00	44.55-	142
10-410-1140	PUBLIC NOTICES/ADVERTISING	2,603.36	4,500.00	0.00	938.98	0.00	3,561.02	21
10-410-1141	NEWSLETTER	4,262.01	4,000.00	0.00	2,474.70	359.64	1,165.66	71
10-410-1210	OFFICE SUPPLIES	427.24	1,000.00	0.00	0.00	0.00	1,000.00	0
10-410-1220	OFFICE EQUIPMENT (NON-CAPITAL)	0.00	1,158.00	0.00	1,158.00	0.00	0.00	100
10-410-1250	DUES & SUBSCRIPTIONS	2,931.00	11,300.00	630.00	11,590.13	0.00	290.13-	103
10-410-1430	TRAINING- REGISTRATION & CLASS MAT	915.00	5,000.00	0.00	600.00	0.00	4,400.00	12
10-410-1431	TRAVEL MILEAGE	0.00	750.00	0.00	0.00	0.00	750.00	0
10-410-1432	MEALS	1,856.40	1,500.00	0.00	55.90	0.00	1,444.10	4
10-410-1433	LODGING	287.66	2,000.00	0.00	470.08	0.00	1,529.92	24
10-410-1450	EMPLOYEE ENGAGEMENT	80.88	0.00	0.00	0.00	0.00	0.00	0
10-410-4520	CODIFICATION	3,670.53	2,500.00	0.00	1,295.00	0.00	1,205.00	52
10-410-5400	INSURANCE	4,005.83	4,800.00	0.00	3,931.79	0.00	868.21	82
10-410-5600	CIVIC CONTRIBUTIONS	4,600.00	0.00	0.00	0.00	0.00	0.00	0
10-410-5720	ELECTIONS	0.00	6,783.00	0.00	7,099.16	0.00	316.16-	105

TOWN OF BEAUFORT  
Statement of Revenue and Expenditures - Operating

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
DEPARTMENT Total		42,529.81	95,400.00	4,783.49	62,991.21	359.64	32,049.15	66
10-420-0000	ADMINISTRATION:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-420-0200	SALARIES AND WAGES	306,992.45	424,293.00	34,819.24	285,998.34	0.00	138,294.66	67
10-420-0500	FICA EXPENSE	21,914.53	33,903.00	2,489.95	20,706.11	0.00	13,196.89	61
10-420-0600	GROUP INSURANCE EXPENSE	23,247.81	36,250.00	2,928.60	20,458.14	0.00	15,791.86	56
10-420-0700	RETIREMENT EXPENSE	39,422.06	59,416.00	4,878.20	40,068.58	0.00	19,347.42	67
10-420-0800	WORKERS COMPENSATION	933.35	3,755.00	0.00	2,193.70	0.00	1,561.30	58
10-420-0900	UNEMPLOYMENT INSURANCE EXPENSE	760.64	2,730.00	0.00	2,717.15	0.00	12.85	100
10-420-1110	TELEPHONE	656.59-	2,100.00	260.44	960.29	0.00	1,139.71	46
10-420-1120	INTERNET/CABLE	5,130.45	6,900.00	550.88	3,308.37	1,080.82	2,510.81	64
10-420-1130	POSTAGE	3,623.78	3,000.00	7.75	2,019.85	0.00	980.15	67
10-420-1210	OFFICE SUPPLIES	11,191.30	15,500.00	2,044.60	14,516.06	610.66	373.28	98
10-420-1220	OFFICE EQUIPMENT (NON-CAPITAL)	23,001.96	11,460.00	0.00	11,053.82	0.00	406.18	96
10-420-1221	OFFICE EQUIPMENT LEASES	7,539.12	7,500.00	3,625.31	6,220.63	0.00	1,279.37	83
10-420-1230	OFFICE CONTRACT SERVICES	67,833.78	58,690.00	4,137.52	38,774.66	0.00	19,915.34	66
10-420-1250	DUES AND SUBSCRIPTIONS	2,880.34	2,500.00	941.48	2,349.08	0.00	150.92	94
10-420-1310	ELECTRIC	17,345.67	15,600.00	1,091.99	8,668.15	0.00	6,931.85	56
10-420-1330	WATER/SEWER/SOLID WASTE	2,855.89	2,500.00	107.21	2,217.00	0.00	283.00	89
10-420-1422	SAFETY SUPPLIES & MATERIALS	24.92-	0.00	0.00	0.00	0.00	0.00	0
10-420-1430	TRAINING-REGISTRATION & CLASS MAT'	3,364.20	4,400.00	0.00	1,335.00	0.00	3,065.00	30
10-420-1431	TRAVEL MILEAGE	1,322.88	1,850.00	0.00	812.00	0.00	1,038.00	44
10-420-1432	MEALS	583.82	1,000.00	0.00	327.13	0.00	672.87	33
10-420-1433	LODGING	594.23	3,200.00	0.00	2,248.92	0.00	951.08	70
10-420-1630	EQUIPMENT MAINT. & REPAIRS	0.00	100.00	0.00	0.00	0.00	100.00	0
10-420-5400	INSURANCE	29,402.47	29,745.00	0.00	26,773.11	0.00	2,971.89	90
10-420-7430	CAPITAL OUTLAY - VEHICLES	0.00	19,500.00	0.00	17,305.73	0.00	2,194.27	89
DEPARTMENT Total		569,259.22	745,892.00	57,883.17	511,031.82	1,691.48	233,168.70	69
10-430-0000	FINANCE:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-430-0200	SALARIES AND WAGES	244,029.46	259,790.00	20,068.29	182,639.23	0.00	77,150.77	70
10-430-0201	OVERTIME	136.73	40.00	0.00	35.29	0.00	4.71	88
10-430-0500	FICA EXPENSE	17,405.23	20,639.00	1,421.56	13,040.22	0.00	7,598.78	63
10-430-0600	GROUP INSURANCE EXPENSE	34,450.20	36,250.00	2,928.60	23,428.80	0.00	12,821.20	65
10-430-0700	RETIREMENT EXPENSE	31,217.69	36,171.00	2,811.58	25,382.56	0.00	10,788.44	70
10-430-0800	WORKERS COMPENSATION	837.01	1,300.00	0.00	1,283.45	0.00	16.55	99
10-430-1230	OFFICE CONTRACT SERVICES	28,176.71	28,560.00	1,079.70	9,609.35	0.00	18,950.65	34
10-430-1250	DUES & SUBSCRIPTIONS	310.00	400.00	100.00	310.00	0.00	90.00	78
10-430-1430	TRAINING-REGISTRATION & CLASS MATE	1,801.35	3,000.00	0.00	475.00	0.00	2,525.00	16

TOWN OF BEAUFORT  
Statement of Revenue and Expenditures - Operating

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
10-430-1431	TRAVEL MILEAGE	1,091.31	1,500.00	0.00	176.87	0.00	1,323.13	12
10-430-1432	MEALS	263.18	1,200.00	0.00	30.77	0.00	1,169.23	3
10-430-1433	LODGING	1,088.90	2,800.00	0.00	320.07	0.00	2,479.93	11
10-430-1610	NON-CAPITAL EQUIPMENT PURCHASE	3,180.00	0.00	0.00	0.00	0.00	0.00	0
10-430-1630	EQUIPMENT MAINT & REPAIRS	0.00	500.00	0.00	0.00	0.00	500.00	0
10-430-3901	PARKING METER PROCESSING FEES	18,564.86	0.00	0.00	0.00	0.00	0.00	0
10-430-4510	PROFESSIONAL SERVICES	8,980.00	20,000.00	0.00	8,720.54	797.50	10,481.96	48
10-430-4520	TAX COLLECTION ADMIN EXPENSE PROP.	67,778.05	67,000.00	39,354.61	76,930.76	0.00	9,930.76	115
10-430-4525	TAX COLLECTION ADMIN EXPENSE MVT	9,409.33	11,186.00	1,821.31	6,276.25	0.00	4,909.75	56
DEPARTMENT Total		468,720.01	490,336.00	69,585.65	348,659.16	797.50	140,879.34	71
10-450-0000	PARKING DEPARTMENT:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-450-0200	SALARIES AND WAGES	16,981.01	50,555.00	2,747.32	34,767.71	0.00	15,787.29	69
10-450-0201	OVERTIME	499.82	2,000.00	0.00	241.47	0.00	1,758.53	12
10-450-0500	FICA EXPENSE	1,039.62	4,205.00	202.69	2,618.31	0.00	1,586.69	62
10-450-0600	GROUP INSURANCE	1,752.48	7,250.00	585.72	4,685.76	0.00	2,564.24	65
10-450-0700	RETIREMENT EXPENSE	1,170.10	5,114.00	384.91	3,634.95	0.00	1,479.05	71
10-450-0800	WORKERS COMPENSATION	0.00	1,000.00	0.00	1,278.52	0.00	278.52	128
10-450-1210	OFFICE SUPPLIES	4,232.26	1,200.00	25.82	716.07	0.00	483.93	60
10-450-1230	OFFICE CONTRACT SERVICES - SOFTWARE	2,763.68	10,944.00	912.00	7,391.00	0.00	3,553.00	68
10-450-1430	TRAINING -REGISTRATION AND CLASS MAT'L	1.00	3,000.00	0.00	0.00	0.00	3,000.00	0
10-450-1592	WBD PROJECTS	0.00	56,545.00	655.46	4,987.29	1,975.56	49,582.15	12
10-450-1620	EQUIPMENT RENTAL - HANDHELDS	1,810.08	2,800.00	100.00	2,583.07	0.00	216.93	92
10-450-1630	EQUIPMENT MAINTENANCE AND REPAIRS	4,104.99	3,000.00	0.00	2,930.17	0.00	69.83	98
10-450-3901	PARKING METER CREDIT CARD PROCESSING FEE	60.50	22,000.00	34.99	10,593.39	0.00	11,406.61	48
10-450-3902	COLLECTION FEES	0.00	1,000.00	25.00	754.04	25.00	220.96	78
10-450-5730	CONTINGENCY	0.00	13,400.00	0.00	0.00	0.00	13,400.00	0
10-450-8010	DEBT SERVICE - PRINCIPAL	0.00	7,355.00	0.00	0.00	0.00	7,355.00	0
10-450-8011	DEBT SERVICE - INTEREST	0.00	1,448.00	0.00	0.00	0.00	1,448.00	0
DEPARTMENT Total		34,415.54	192,816.00	5,673.91	77,181.75	2,000.56	113,633.69	41
10-510-0000	POLICE DEPARTMENT:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-510-0200	SALARIES AND WAGES	842,838.58	945,376.00	75,246.60	665,171.25	0.00	280,204.75	70
10-510-0201	OVERTIME	29,761.42	39,600.00	2,273.70	23,733.31	0.00	15,866.69	60
10-510-0203	SEPARATION PAY	42,121.08	41,400.00	3,510.09	28,080.72	0.00	13,319.28	68
10-510-0205	OTHER SALARIES-PARTTIME	13,523.08	16,500.00	0.00	2,177.96	0.00	14,322.04	13
10-510-0500	FICA EXPENSE	69,141.54	81,854.00	5,914.85	53,374.91	0.00	28,479.09	65
10-510-0600	GROUP INSURANCE EXPENSE	110,621.76	137,750.00	11,086.62	81,204.78	0.00	56,545.22	59

TOWN OF BEAUFORT  
Statement of Revenue and Expenditures - Operating

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
10-510-0700	RETIREMENT EXPENSE	117,098.51	141,477.00	11,336.60	100,552.74	0.00	40,924.26	71
10-510-0800	WORKERS COMPENSATION	30,613.28	43,955.00	1,339.12	43,890.54	0.00	64.46	100
10-510-1110	TELEPHONE	999.62	1,700.00	251.71	983.44	0.00	716.56	58
10-510-1111	TELEPHONE-CELLULAR	10,091.98	10,500.00	872.49	5,499.96	1,832.24	3,167.80	70
10-510-1120	INTERNET/CABLE	2,653.41	3,600.00	321.00	1,911.53	621.00	1,067.47	70
10-510-1130	POSTAGE	165.76	1,000.00	98.18	304.70	0.00	695.30	30
10-510-1210	OFFICE SUPPLIES	2,471.66	2,499.53	492.06	1,078.34	616.89	804.30	68
10-510-1220	OFFICE EQUIPMENT (NON-CAPITAL)	5,543.67	2,000.00	0.00	872.00	6,061.13	4,933.13-	347
10-510-1221	OFFICE EQUIPMENT LEASES	3,299.64	4,000.00	328.25	2,826.25	0.00	1,173.75	71
10-510-1230	OFFICE CONTRACT SERVICES	17,195.56	35,000.00	251.00	19,845.56	50.00	15,104.44	57
10-510-1250	DUES AND SUBSCRIPTIONS	658.00	2,500.00	245.00	585.00	0.00	1,915.00	23
10-510-1260	MISC. ADMIN. EXPENSE	154.00	650.00	0.00	0.00	0.00	650.00	0
10-510-1310	ELECTRIC	8,609.55	6,000.00	495.69	4,108.41	0.00	1,891.59	68
10-510-1330	WATER/SEWER/SOLID WASTE	3,405.08	3,500.00	244.63	2,176.69	0.00	1,323.31	62
10-510-1420	OSHA/SAFETY COMPLIANE	421.50	350.00	0.00	0.00	0.00	350.00	0
10-510-1421	SAFETY EQUIPMENT	17.18	100.00	0.00	0.00	0.00	100.00	0
10-510-1422	SAFETY SUPPLIES & MATERIALS	796.81	850.00	0.00	440.91	0.00	409.09	52
10-510-1430	TRAINING- REGISTRATION &CLASS MAT'	3,487.76	16,200.00	777.35	10,180.71	400.00	5,619.29	65
10-510-1431	TRAVEL MILEAGE	212.21	500.00	0.00	19.00	0.00	481.00	4
10-510-1432	MEALS	5,720.61	3,000.00	104.69	2,045.15	601.62	353.23	88
10-510-1433	LODGING	4,312.43	4,000.00	371.16	3,117.49	371.16	511.35	87
10-510-1440	UNIFORMS	14,553.33	20,000.00	742.72	10,470.55	7,618.25	1,911.20	90
10-510-1451	EMPLOYEE WELLNESS	8,843.00	11,800.00	572.00	5,787.00	0.00	6,013.00	49
10-510-1610	NON-CAPITAL EQUIPMENT PURCHASE	49,424.39	22,600.00	0.00	3,534.80	0.00	19,065.20	16
10-510-1630	EQUIPMENT MAINT. & REPAIRS	2,737.50	10,000.00	761.98	1,684.93	0.00	8,315.07	17
10-510-1710	AUTO FUEL	35,240.83	37,000.00	2,681.34	20,672.32	2,412.00	13,915.68	62
10-510-1730	VEHICLE MAINT. & REPAIRS	18,630.96	16,600.00	1,052.86	15,536.01	325.00	738.99	96
10-510-3310	DEPARTMENT SUPPLIES & MATERIALS	14,263.53	11,000.00	914.52	4,438.58	796.87	5,764.55	48
10-510-4560	ABANDONED AND DERELICT VESSEL REMOVAL	0.00	13,125.00	0.00	13,125.00	0.00	0.00	100
10-510-5400	INSURANCE AND BONDS	22,763.15	24,120.00	0.00	24,073.10	0.00	46.90	100
10-510-5791	CRIMINAL INVESTIGATION	1,499.43	10,000.00	2,000.00	5,628.40	208.16	4,163.44	58
10-510-5793	CRIME PREVENTION	5,389.89	4,000.00	311.90	4,567.60	0.00	567.60-	114
10-510-7420	CAPITAL OUTLAY - EQUIPMENT	63,932.28	13,850.00	0.00	11,801.79	0.00	2,048.21	85
10-510-7430	CAPITAL OUTLAY - VEHICLES	79,028.79	41,500.00	0.00	35,329.51	0.00	6,170.49	85
10-510-8010	DEBT SERVICE - PRINCIPAL	37,165.26	16,289.44	0.00	16,289.44	0.00	0.00	100
10-510-8011	DEBT SERVICE - INTEREST	2,087.43	931.03	0.00	931.03	0.00	0.00	100
10-510-9003	HURRICANE SUPPLIES & MATERIALS	968.86	3,500.00	0.00	3,470.49	0.00	29.51	99
DEPARTMENT Total		1,682,464.31	1,802,177.00	124,598.11	1,231,521.90	21,914.32	548,740.78	70

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	794,328.21	933,000.00	67,053.90	642,791.68	0.00	290,208.32	69
10-531-0201	OVERTIME	14,897.57	54,390.00	1,502.82	14,715.44	0.00	39,674.56	27
10-531-0205	SALARIES-PARTIME/PRN	47,777.21	45,084.00	2,240.37	39,472.38	0.00	5,611.62	88
10-531-0500	FICA EXPENSE	62,895.38	78,734.00	5,262.27	52,069.24	0.00	26,664.76	66
10-531-0600	GROUP INSURANCE	118,016.64	130,500.00	8,785.80	74,888.04	0.00	55,611.96	57
10-531-0700	RETIREMENT EXPENSE	101,133.94	131,660.00	9,569.92	91,288.36	0.00	40,371.64	69
10-531-0701	FIREMAN'S PENSION FUND	1,870.00	2,160.00	0.00	0.00	0.00	2,160.00	0
10-531-0800	WORKERS COMPENSATION	33,836.96	54,965.00	1,000.00	54,930.23	0.00	34.77	100
10-531-1110	TELEPHONE	3,119.32	3,170.00	422.06	2,153.35	0.00	1,016.65	68
10-531-1111	TELEPHONE- CELLULAR	1,661.38	1,660.00	131.89	923.98	168.27	567.75	66
10-531-1120	INTERNET/CABLE	5,420.48	4,040.00	356.31	2,402.69	636.10	1,001.21	75
10-531-1130	POSTAGE	189.86	200.00	0.00	12.20	0.00	187.80	6
10-531-1210	OFFICE SUPPLIES	688.02	1,200.00	170.78	769.66	49.08	381.26	68
10-531-1220	OFFICE EQUIPMENT (NON-CAPITAL)	2,536.96	4,500.00	0.00	806.12	3,085.03	608.85	86
10-531-1221	OFFICE EQUIPMENT LEASES	2,191.77	2,940.00	239.94	2,159.46	0.00	780.54	73
10-531-1230	OFFICE CONTRACT SERVICES	1,935.17	2,000.00	14.40	1,559.20	0.00	440.80	78
10-531-1250	DUES & SUBSCRIPTIONS	1,641.50	1,525.00	950.00	1,603.53	130.00	208.53-	114
10-531-1310	ELECTRIC	24,811.83	23,460.00	2,037.70	13,812.72	573.92	9,073.36	61
10-531-1320	LP GAS	425.91	500.00	0.00	99.93	0.00	400.07	20
10-531-1330	WATER/SEWER/SOLID WASTE	5,034.01	4,510.00	784.40	2,743.00	0.00	1,767.00	61
10-531-1420	OSHA/ SAFETY COMPLIANCE	5,789.30	5,860.00	931.50	2,332.47	0.00	3,527.53	40
10-531-1421	SAFETY EQUIPMENT	20,205.30	34,380.00	930.69	13,511.14	12,758.70	8,110.16	76
10-531-1422	SAFETY SUPPLIES & MATERIALS	537.15	2,000.00	0.00	1,388.29	0.00	611.71	69
10-531-1430	TRAINING- REGIST & CLASS MATERIAL	1,639.02	5,300.00	0.00	3,127.30	271.92	1,900.78	64
10-531-1431	MILEAGE	192.37	400.00	0.00	233.00	0.00	167.00	58
10-531-1432	MEALS	75.06	1,200.00	0.00	919.62	35.93	244.45	80
10-531-1433	LODGING	207.39	2,000.00	0.00	956.80	488.16	555.04	72
10-531-1440	UNIFORMS	6,073.11	9,500.00	1,440.23	8,123.87	138.03	1,238.10	87
10-531-1510	BUILDING MAINTENANCE	1,828.77	12,950.00	0.00	6,679.70	0.00	6,270.30	52
10-531-1511	GROUND MAINT	2,917.30	3,500.00	0.00	2,615.09	0.00	884.91	75
10-531-1512	JANITORIAL SUPPLIES	1,144.33	1,600.00	43.52	931.21	464.95	203.84	87
10-531-1513	CONTRACTED SERVICES	4,648.70	7,660.00	1,488.00	4,515.50	1,607.50	1,537.00	80
10-531-1610	NON-CAPITAL EQUIPMENT PURCHASE	15,665.75	17,925.00	1,428.87	3,992.94	2,950.44	10,981.62	39
10-531-1630	EQUIPMENT MAINT & REPAIRS	16,812.08	15,600.00	292.92	6,127.54	2,016.59	7,455.87	52
10-531-1710	AUTO FUEL	20,211.03	23,000.00	1,195.79	10,374.26	973.53	11,652.21	49
10-531-1730	VEHICLE MAINT & REPAIRS	25,949.11	27,066.00	3,902.88	19,217.97	1,764.66	6,083.37	78
10-531-3310	DEPARTMENT SUPPLIES & MATERIALS	2,767.03	4,000.00	344.34	2,142.38	1,425.91	431.71	89
10-531-5400	INSURANCE & BONDS	31,473.00	33,050.00	480.00	33,183.00	0.00	133.00-	100
10-531-7430	CAPITAL OUTLAY- VEHICLES	0.00	423,000.00	6,696.81	39,538.04	0.00	383,461.96	9

TOWN OF BEAUFORT  
Statement of Revenue and Expenditures - Operating

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
10-531-8010	DEBT SERVICE - PRINCIPAL	211,997.44	209,152.00	1,021.81	208,128.46	0.00	1,023.54	100
10-531-8011	DEBT SERVICE - INTEREST	85,749.00	78,799.00	3.31	78,797.50	0.00	1.50	100
10-531-9001	HURRICANE FUEL	2,268.71	1,784.00	0.00	884.31	0.00	899.69	50
10-531-9003	HURRICANE SUPPLIES & MATERIALS	2,039.11	6,049.00	0.00	4,350.58	0.00	1,698.42	72
DEPARTMENT Total		1,684,602.18	2,405,973.00	120,723.23	1,451,272.18	29,538.72	925,162.10	62
10-540-0000	PLANNING & INSPECTIONS:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-540-0200	SALARIES AND WAGES	275,438.44	294,751.00	23,000.89	213,894.54	0.00	80,856.46	73
10-540-0201	OVERTIME	2,510.74	7,150.00	0.00	975.07	0.00	6,174.93	14
10-540-0500	FICA EXPENSE	20,668.30	24,084.00	1,707.64	15,980.02	0.00	8,103.98	66
10-540-0600	GROUP INSURANCE EXPENSE	34,450.20	36,250.00	2,928.60	23,972.46	0.00	12,277.54	66
10-540-0700	RETIREMENT EXPENSE	35,503.36	42,207.00	3,222.42	30,077.48	0.00	12,129.52	71
10-540-0800	WORKERS COMPENSATION	4,035.23	6,150.00	0.00	6,137.78	0.00	12.22	100
10-540-1220	OFFICE EQUIPMENT (NON-CAPITAL)	872.00	0.00	0.00	0.00	0.00	0.00	0
10-540-1230	OFFICE CONTRACT SERVICES	0.00	0.00	234.00	234.00	0.00	234.00	0
10-540-1250	DUES & SUBSCRIPTIONS	2,689.46	2,550.00	0.00	2,135.59	0.00	414.41	84
10-540-1420	OSHA/SAFETY COMPLIANCE	0.00	200.00	0.00	0.00	0.00	200.00	0
10-540-1430	TRAINING-REGISTRATION & CLASS MAT'	1,627.97	2,425.00	195.00	2,172.55	243.00	9.45	100
10-540-1431	TRAVEL MILEAGE	1,664.27	2,438.00	90.48	1,979.45	100.00	358.55	85
10-540-1432	MEALS	187.75	1,100.00	7.80	384.95	30.00	685.05	38
10-540-1433	LODGING	2,232.66	4,175.00	409.06	3,076.27	311.87	786.86	81
10-540-1610	NON-CAPITAL EQUIPMENT PURCHASE	0.00	1,500.00	0.00	0.00	0.00	1,500.00	0
10-540-1710	AUTO FUEL	1,032.01	1,250.00	51.06	381.85	15.00	853.15	32
10-540-1730	VEHICLE MAINT & REPAIRS	595.22	1,000.00	80.00	252.54	0.00	747.46	25
10-540-1810	PERMITS & FEES RECURRING	920.00	1,500.00	0.00	510.00	0.00	990.00	34
10-540-1820	PERMITS & FEES - ONE TIME	50.00	0.00	0.00	0.00	0.00	0.00	0
10-540-3510	HISTORIC COMM.EXPENSE	347.22	100.00	0.00	0.00	30.00	70.00	30
10-540-3512	HISTORIC COMM-TRAVEL	0.00	100.00	0.00	0.00	0.00	100.00	0
10-540-4510	PROFESSIONAL SERVICES	0.00	15,000.00	0.00	0.00	0.00	15,000.00	0
10-540-5400	INSURANCE & BONDS	0.00	0.00	0.00	83.34	0.00	83.34	0
10-540-7430	CAPITAL OUTLAY- VEHICLES	0.00	23,150.00	52.00	21,604.44	0.00	1,545.56	93
10-540-8010	DEBT SERVICE - PRINCIPAL	4,663.87	4,751.10	0.00	4,751.09	0.00	0.01	100
10-540-8011	DEBT SERVICE - INTEREST	358.77	271.90	0.00	271.55	0.00	0.35	100
DEPARTMENT Total		389,847.47	472,103.00	31,874.95	328,874.97	729.87	142,498.16	70
10-560-0000	PUBLIC WORKS:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-560-0200	SALARIES AND WAGES	467,954.87	508,368.00	39,179.32	364,682.43	0.00	143,685.57	72
10-560-0201	OVERTIME	3,652.15	4,400.00	729.98	3,014.90	0.00	1,385.10	69

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Statement of Revenue and Expenditures - Operating

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
10-560-0500	FICA EXPENSE	34,256.86	40,914.00	2,870.01	26,979.98	0.00	13,934.02	66
10-560-0600	GROUP INSURANCE EXPENSE	75,809.88	94,250.00	7,321.50	56,458.89	0.00	37,791.11	60
10-560-0700	RETIREMENT EXPENSE	58,777.09	71,700.00	5,591.30	50,407.34	0.00	21,292.66	70
10-560-0800	WORKERS COMPENSATION	17,021.88	27,555.00	933.69	26,499.84	0.00	1,055.16	96
10-560-1110	TELEPHONE	384.13	1,750.00	257.18	986.82	0.00	763.18	56
10-560-1111	TELEPHONE- CELLULAR	0.00	350.00	142.42	221.77	5.53	122.70	65
10-560-1120	INTERNET\CABLE	2,454.93	4,900.00	430.94	3,088.41	840.94	970.65	80
10-560-1130	POSTAGE	4,542.26	4,500.00	406.65	3,218.34	0.00	1,281.66	72
10-560-1210	OFFICE SUPPLIES	1,292.73	2,000.00	69.04	942.77	388.73	668.50	67
10-560-1220	OFFICE EQUIPMENT (NON-CAPITAL)	2,186.94	1,875.00	0.00	385.85	0.00	1,489.15	21
10-560-1221	OFFICE EQUIPMENT LEASE	2,912.49	3,100.00	266.30	2,130.40	0.00	969.60	69
10-560-1230	OFFICE CONTRACT SERVICES	2,217.18	2,121.69	126.65	1,364.64	121.69	635.36	70
10-560-1250	DUES AND SUBSCRIPTIONS	574.96	650.00	37.34	230.28	16.00	403.72	38
10-560-1310	ELECTRIC	7,187.95	6,500.00	594.17	4,302.75	0.00	2,197.25	66
10-560-1320	LP GAS	3,456.99	3,150.00	321.66	1,112.15	350.00	1,687.85	46
10-560-1330	WATER/SEWER/SOLID WASTE	2,966.38	2,000.00	214.65	1,759.13	0.00	240.87	88
10-560-1420	OSHA/SAFETY COMPLIANCE	706.17	2,500.00	0.00	511.59	100.00	1,888.41	24
10-560-1421	SAFETY EQUIPMENT	0.00	750.00	0.00	277.62	0.00	472.38	37
10-560-1422	SAFETY SUPPLIES & MATERIALS	1,633.59	2,100.00	0.00	177.34	100.00	1,822.66	13
10-560-1430	TRAINING -REGISTRATION & CLASS	182.10	3,150.00	0.00	352.75	100.00	2,697.25	14
10-560-1431	TRAVEL MILEAGE	478.24	500.00	0.00	0.00	0.00	500.00	0
10-560-1432	MEALS	126.04	750.00	0.00	37.22	90.05	622.73	17
10-560-1433	LODGING	846.19	750.00	0.00	0.00	0.00	750.00	0
10-560-1440	UNIFORMS	7,433.50	7,000.00	1,144.36	4,998.93	0.00	2,001.07	71
10-560-1610	NON-CAPITAL EQUIPMENT PURCHASE	6,417.15	8,000.00	111.97	4,500.36	1,031.01	2,468.63	69
10-560-1630	EQUIPMENT MAINT. & REPAIRS	5,412.17	12,000.00	69.19	8,833.05	2,653.68	513.27	96
10-560-1710	AUTO FUEL	13,856.87	20,000.00	762.43	9,118.05	886.00	9,995.95	50
10-560-1730	VEHICLE MAINT. & REPAIRS	17,929.92	10,500.00	291.37	5,988.92	2,703.51	1,807.57	83
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	4,139.49	10,000.00	356.03	2,016.39	691.08	7,292.53	27
10-560-3320	STREETSCAPING MATERIALS	0.00	74.58	0.00	0.00	74.58	0.00	100
10-560-3811	STREET CONT. SERVICES	226,843.10	184,832.00	0.00	131,861.15	25,390.00	27,580.85	85
10-560-3812	STREET SUPPLIES & MAT'L	8,975.12	10,000.00	2,793.02	5,041.26	525.74	4,433.00	56
10-560-3814	SIDEWALKS & MULTI-MODAL	7,677.23-	40,575.00	596.00	40,946.91	0.00	371.91-	101
10-560-3900	PARKING METERS	10,466.86	0.00	0.00	0.00	0.00	0.00	0
10-560-4550	CONTRACT SERVICES	67,778.20	62,289.00	0.00	40,988.17	7,875.00	13,425.83	78
10-560-4552	MOSQUITO CONTROL	395.96	750.00	0.00	59.99	0.00	690.01	8
10-560-4590	DREDGING EXPENSE	85,000.00	85,000.00	0.00	0.00	0.00	85,000.00	0
10-560-5400	INSURANCE	15,253.07	18,200.00	1,000.00	13,250.00	0.00	4,950.00	73
10-560-5900	STREET LIGHTS	150,011.09	125,000.00	10,765.34	75,392.07	0.00	49,607.93	60

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
10-560-7420	CAPITAL OUTLAY - EQUIPMENT	10,351.20-	0.00	0.00	0.00	0.00	0.00	0
10-560-7430	CAPITAL OUTLAY - VEHICLES	31,739.11	21,336.00	17,828.00	17,828.00	0.00	3,508.00	84
10-560-8010	DEBT SERVICES-PRINCIPAL	35,924.16	8,144.72	0.00	8,144.72	0.00	0.00	100
10-560-8011	DEBT SERVICES-INTEREST	2,764.65	69,032.19	0.00	465.52	0.00	68,566.67	1
10-560-9001	HURRICANE FUEL	0.00	300.00	0.00	285.04	0.00	14.96	95
10-560-9002	HURRICANE RENTAL EQUIPMENT	4,072.63	815.00	0.00	807.50	0.00	7.50	99
10-560-9003	HURRICANE SUPPLIES & MATERIALS	13,395.80	4,900.00	0.00	4,877.35	0.00	22.65	100
10-560-9004	HURRICANE DEBRIS REMOVAL	760,239.72	232,100.00	0.00	181,032.80	51,011.00	56.20	100
DEPARTMENT Total		2,141,742.14	1,721,932.18	95,210.51	1,105,579.39	94,954.54	521,398.25	70
10-570-0000	SANITATION:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-570-1310	ELECTRIC FOR COMPACTOR	582.90	1,000.00	43.37	303.57	0.00	696.43	30
10-570-1630	EQUIPMENT MAINT.	155.98	5,000.00	14.95	326.91	0.00	4,673.09	7
10-570-1710	AUTO FUEL	13,715.80	15,000.00	531.80	5,018.10	815.33	9,166.57	39
10-570-1730	VEHICLE MAINTENANCE	281.54	5,000.00	0.00	58.97	0.00	4,941.03	1
10-570-4520	COLLECTION CONTRACTED SV WBD ROLLOUT ONL	24,130.60	17,304.00	1,942.01	14,069.72	4,042.01	807.73-	105
10-570-4521	COLLECTION CONTRACTSVC RESROLLOUT SW&RCY	401,081.39	377,495.00	33,344.53	223,788.36	66,073.48	87,633.16	77
10-570-4560	RECYCLING DISPOSAL WBD CARDBOARD ONLY	7,054.60	7,210.00	613.77	4,287.30	1,513.77	1,408.93	80
10-570-4561	SOLID WASTE DISPOSAL RES BULK SERVICE	19,688.32-	25,750.00	3,412.60	21,777.45	3,908.10	64.45	100
10-570-4562	YARD DEBRIS DISPOSAL FEE DEE GARNER	41,230.00	30,900.00	3,270.00	22,200.00	0.00	8,700.00	72
10-570-4563	SOLID WASTE DISPOSAL WBD COMPACTOR FEE	30,014.68	25,750.00	1,601.38	16,827.39	5,790.68	3,131.93	88
10-570-8010	DEBT SERVICES- PRINCIPAL (GRAPPLE TRUCK)	28,649.51	29,185.25	0.00	29,185.25	0.00	0.00	100
10-570-8011	DEBT SERVICES - INTEREST (GRAPPLE TRUCK)	2,203.84	1,668.09	0.00	1,668.10	0.00	0.01-	100
DEPARTMENT Total		529,412.52	541,262.34	44,774.41	339,511.12	82,143.37	119,607.85	78
10-580-0000	STORMWATER	0.00	0.00	0.00	0.00	0.00	0.00	0
10-580-1610	NON-CAPITAL EQUIPMENT PURCHASES	2,915.32	25,200.00	0.00	0.00	0.00	25,200.00	0
10-580-1710	DEPARTMENT SUPPLIES AND MATERIALS	2,130.92	14,910.00	0.00	5,317.90	0.00	9,592.10	36
10-580-4550	CONTRACT SERVICES	169,315.68	132,072.00	0.00	13,670.46	32,032.00	86,369.54	35
DEPARTMENT Total		174,361.92	172,182.00	0.00	18,988.36	32,032.00	121,161.64	30
10-620-0000	FACILITIES & GROUND MAIN:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-620-1310	ELECTRIC	1,365.03	0.00	0.00	203.25	0.00	203.25-	0
10-620-1510	TOWN HALL BLDG MAINT	11,177.71	94,000.00	51.98	38,193.08	168.99	55,637.93	41
10-620-1511	TOWN HALL GROUND MAINT	225.32	1,000.00	0.00	0.00	0.00	1,000.00	0
10-620-1512	TOWN HALL JANITORIAL SUPPLIES	2,149.93	1,500.00	33.30	579.51	0.00	920.49	39
10-620-1513	TOWN HALL CONTRACTED SERVICES	100.00	4,000.00	100.00	1,217.89	595.00	2,187.11	45

TOWN OF BEAUFORT  
Statement of Revenue and Expenditures - Operating

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
10-620-1520	TRAIN DEPOT BLDG MAINT	627.16	12,500.00	420.66	10,187.81	0.00	2,312.19	82
10-620-1522	TRAIN DEPOT JANITORIAL SUPPLIES	995.67	1,000.00	0.00	0.00	0.00	1,000.00	0
10-620-1523	TRAIN DEPOT CONTRACTED SERVICES	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0
10-620-1530	POLICE DEPT BLDG MAINT	37,023.84	95,000.00	17,158.03	58,420.52	22,293.26	14,286.22	85
10-620-1531	POLICE DEPT GROUND MAINT	491.33	0.00	0.00	0.00	0.00	0.00	0
10-620-1532	POLICE DEPT JANITORIAL SUPPLIES	1,226.44	1,500.00	0.00	41.70	0.00	1,458.30	3
10-620-1533	POLICE DEPT CONTRACTED SERVICES	607.78	3,000.00	0.00	736.75	0.00	2,263.25	25
10-620-1540	PUBLIC WORKS BLDG MAINT	10,615.61	6,000.00	53.00	8,410.96	0.00	2,410.96	140
10-620-1541	PUBLIC WORKS GROUND MAINT	43.54	500.00	0.00	0.00	0.00	500.00	0
10-620-1542	PUBLIC WORKS JANITORIAL SUPPLIES	224.89	400.00	0.00	416.11	0.00	16.11	104
10-620-1550	CEMETERY MAINTENANCE	12,645.98	17,500.00	52.04	8,232.07	1,720.00	7,547.93	57
10-620-1560	PUBLIC RESTROOM BLDG MAINT	10,843.68	6,000.00	256.94	4,362.35	150.00	1,487.65	75
10-620-1562	PUBLIC RESTROOM JANITORIAL SUPPLY	5,637.90	7,875.00	336.49	4,985.83	90.14	2,799.03	64
10-620-1570	PARKS MAINTENANCE	6,554.28	15,000.00	328.16	4,332.14	0.00	10,667.86	29
10-620-1571	RJP PARK MAINTENANCE	0.00	8,000.00	0.00	0.00	0.00	8,000.00	0
10-620-1573	PARKS CONTRACTED SERVICE	1,868.44	10,000.00	78.91	1,325.16	0.00	8,674.84	13
10-620-1580	DOCKS AND BOARDWALK MAINT	1,443.70	5,250.00	50.23	1,254.61	0.00	3,995.39	24
10-620-1590	PUBLIC R.O.W. MAINT	13,285.80	17,155.95	0.00	6,873.53	4,750.00	5,532.42	68
10-620-1591	TREES	5,833.71	7,000.00	246.60	5,228.94	0.00	1,771.06	75
10-620-1592	WBD PROJECTS	32,152.33	0.00	0.00	0.00	0.00	0.00	0
10-620-1610	NON CAPITAL EQUIPMENT PURCHASE	1,945.13	3,150.00	0.00	0.00	0.00	3,150.00	0
10-620-1630	EQUIPMENT MAINT & REPAIRS	2,057.95	3,360.00	100.80	1,408.44	0.00	1,951.56	42
10-620-1730	VEHICLE MAINT. & REPAIRS	0.00	0.00	0.00	50.00	0.00	50.00	0
10-620-1900	PROPERTY LEASES	30,000.00	0.00	0.00	0.00	0.00	0.00	0
10-620-3310	DEPARTMENTAL SUPPLIES & MATERIALS	4,894.56	4,200.00	0.00	1,846.99	0.00	2,353.01	44
10-620-4550	CONTRACT SERVICES	617.83	49,016.00	78.91	42,741.41	0.00	6,274.59	87
10-620-6000	SPECIAL EVENTS	79.00	0.00	0.00	0.00	0.00	0.00	0
10-620-7420	CAPITAL OUTLAY/EQUIPMENT	37,133.20	0.00	0.00	0.00	0.00	0.00	0
<b>DEPARTMENT Total</b>		<b>233,867.74</b>	<b>378,906.95</b>	<b>19,346.05</b>	<b>201,049.05</b>	<b>29,767.39</b>	<b>148,090.51</b>	<b>61</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	60,338.00	0.00	0.00	0.00	60,338.00	0
10-700-1120	INTERNET- FIBER HUB CONNECTION	0.00	15,500.00	680.25	4,284.50	1,350.00	9,865.50	36
10-700-1250	EURY'S LANDING CONDOMINIUM ANNUAL DUES	800.00	0.00	0.00	0.00	0.00	0.00	0
10-700-1410	HUMAN RESOURCES - EMPLOYMENT	15,912.50	13,000.00	356.50	7,509.53	0.00	5,490.47	58
10-700-1420	HUMAN RESOURCES - TRAINING	0.00	15,437.00	0.00	6,058.52	0.00	9,378.48	39
10-700-1450	EMPLOYEE ENGAGEMENT	13,804.89	12,000.00	332.10	9,490.40	0.00	2,509.60	79
10-700-4510	PROFESSIONAL SERVICES	211,472.32	94,500.00	5,425.00	22,977.00	11,272.00	60,251.00	36
10-700-4530	LEGAL SERVICES	126,122.87	100,000.00	7,598.80	74,905.34	10,914.98	14,179.68	86

TOWN OF BEAUFORT  
Statement of Revenue and Expenditures - Operating

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
10-700-5600	CONTRIBUTIONS TO OTHER AGENCIES	0.00	4,600.00	0.00	4,600.00	0.00	0.00	100
10-700-5730	CONTINGENCY	0.00	46,250.00	0.00	0.00	0.00	46,250.00	0
10-700-5750	ZSR Grant	0.00	0.00	0.00	184.53	0.00	184.53-	0
10-700-8010	DEBT SERVICE - PRINCIPAL	100,000.00	100,000.00	0.00	100,000.00	0.00	0.00	100
10-700-8011	DEBT SERVICE - INTEREST	25,410.60	22,420.00	0.00	22,420.00	0.00	0.00	100
10-700-9003	HURRICANE SUPPLIES & MATERIALS	7,032.93	1,100.00	0.00	1,095.00	0.00	5.00	100
DEPARTMENT Total		500,556.11	485,145.00	14,392.65	253,524.82	23,536.98	208,083.20	57
10-800-0000	GENERAL FUND TRANSFERS:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-800-0001	CONTRIBUTION TO FIRE DEPT FUND	98,421.87-	0.00	0.00	0.00	0.00	0.00	0
10-800-0064	TRANSFER TO CAPITAL PROJECTS	764,102.00	0.00	0.00	0.00	0.00	0.00	0
10-800-8000	TRANSFER TO CAPITAL RESERVE	0.00	460,433.00	0.00	0.00	0.00	460,433.00	0
DEPARTMENT Total		665,680.13	460,433.00	0.00	0.00	0.00	460,433.00	0
General Fund Expend Total		9,117,459.10	9,964,558.47	588,846.13	5,930,185.73	319,466.37	3,714,906.37	63

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
10	General Fund	9,160,106.39	2,255,712.85	7,652,919.24	9,117,459.10	588,846.13	6,249,652.10	1,403,267.14

TOWN OF BEAUFORT  
Statement of Revenue and Expenditures - Operating

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

TOWN OF BEAUFORT  
Statement of Revenue and Expenditures - Operating

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
11-531-0000	FIRE DEPARTMENT:	0.00	0.00	0.00	0.00	0.00	0.00	0
11-531-0800	WORKERS COMPENSATION	962.86-	0.00	0.00	0.00	0.00	0.00	0
11-531-1110	TELEPHONE	137.06-	0.00	0.00	0.00	0.00	0.00	0
11-531-1120	INTERNET / CABLE	163.83-	0.00	0.00	0.00	0.00	0.00	0
11-531-1320	LP GAS	69.98-	0.00	0.00	0.00	0.00	0.00	0
11-531-1330	WATER / SEWER / SOLID WASTE	1,183.81-	0.00	0.00	0.00	0.00	0.00	0
11-531-1510	BUILDING MAINTENANCE	24.94-	0.00	0.00	0.00	0.00	0.00	0
11-531-1511	GROUND MAINT	21.95-	0.00	0.00	0.00	0.00	0.00	0
11-531-1512	JANITORIAL SUPPLIES	39.45-	0.00	0.00	0.00	0.00	0.00	0
11-531-1710	AUTO FUEL	363.45-	0.00	0.00	0.00	0.00	0.00	0
11-531-3310	DEPARTMENT SUPPLIES & MATERIALS	1.10-	0.00	0.00	0.00	0.00	0.00	0
DEPARTMENT Total		2,968.43-	0.00	0.00	0.00	0.00	0.00	0
11-800-0000	FIRE FUND TRANSFERS:	0.00	0.00	0.00	0.00	0.00	0.00	0
11-800-0010	TRANSFER TO GENERAL FUND	98,421.87	0.00	0.00	0.00	0.00	0.00	0
DEPARTMENT Total		98,421.87	0.00	0.00	0.00	0.00	0.00	0
Fire Fund Expend Total		95,453.44	0.00	0.00	0.00	0.00	0.00	0

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
11	Fire Fund	0.00	0.00	0.00	95,453.44	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 32 Revenue Total	0.00	0.00	0.00	0.00	0.00	0
	Fund 32 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	59,674.00	0.00	0.00	67,152.94	67,152.94	0
40-303-0010	REIMBURSEMENT FROM NCDOT	0.00	218,096.00	0.00	0.00	218,096.00-	0
40-305-0001	REVENUE ACCOUNT REGULAR - WATER USAGE	1,139,652.76	1,170,906.00	89,114.60	817,667.29	353,238.71-	70
40-305-0002	REVENUE ACCOUNT REGULAR - SEWER USAGE	2,938,727.63	3,012,033.00	231,811.04	2,027,548.89	984,484.11-	67
40-305-0003	WATER TAP IN FEES	44,300.00	30,000.00	6,300.00	33,975.00	3,975.00	113
40-305-0004	SEWER TAP IN FEE	14,250.00	12,000.00	3,750.00	24,750.00	12,750.00	206
40-305-0005	ACCOUNT SERVICE CHARGES	21,325.00	18,000.00	1,165.00	12,720.00	5,280.00-	71
40-305-0006	WATER SERVICE CHARGES	295.12	0.00	0.00	0.00	0.00	0
40-305-0007	SEWER SERVICE CHARGES	266.52	0.00	0.00	0.00	0.00	0
40-305-0008	LATE FEES - WATER	51,393.65	40,000.00	5,023.24	39,334.51	665.49-	98
40-305-0009	LATE FEES - SEWER/GREASE	212.05	0.00	6.12	50.65	50.65	0
40-305-0010	RETURNED CHECK FEES - WATER	1,525.00	0.00	150.00	775.00	775.00	0
40-305-0012	TEMPORARY UTILITY USE CHARGE	1,387.38	1,000.00	362.62	1,912.62	912.62	191
40-305-0013	SPRINKLER FEES	3,375.00	3,000.00	500.00	3,825.00	825.00	128
40-307-0001	INVESTMENT EARNINGS-WATER	19,226.44	0.00	0.00	0.00	0.00	0
40-307-0003	MISCELLANEOUS REVENUE - WATER	8,263.00	0.00	0.00	106.93	106.93	0
40-307-0007	REIMBURSEMENT FROM NCDOT	5,535.63	0.00	0.00	109,048.00	109,048.00	0
40-307-0008	REIMBURSEMENT FOR INSURANCE	22,578.11	0.00	0.00	2,700.00	2,700.00	0
40-307-0011	APP.UNRESTRICTED FUND BALANCE	0.00	288,119.00	0.00	0.00	288,119.00-	0
40-329-0065	TRANSFER FROM CRF	0.00	30,000.00	0.00	0.00	30,000.00-	0
40-380-0000	DONATIONS	1,133,667.47	0.00	0.00	0.00	0.00	0
	Utility Fund Revenue Total	5,465,654.76	4,823,154.00	338,182.62	3,141,566.83	1,681,587.17-	65

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	350,000.00	511,000.00	0.00	0.00	0.00	511,000.00	0
40-800-8000	TRANSFER TO CAPITAL RESERVE	262,573.00	333,930.00	0.00	0.00	0.00	333,930.00	0
	DEPARTMENT Total	612,573.00	860,930.00	0.00	0.00	0.00	860,930.00	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	408,104.21	421,595.00	32,894.64	308,071.28	0.00	113,523.72	73
40-810-0201	OVERTIME	40,884.81	47,250.00	3,277.39	29,265.21	0.00	17,984.79	62
40-810-0500	FICA EXPENSE	31,908.29	37,172.00	2,647.84	24,851.12	0.00	12,320.88	67
40-810-0600	GROUP INSURANCE EXPENSE	55,120.32	58,000.00	4,685.76	37,486.08	0.00	20,513.92	65
40-810-0700	RETIREMENT EXPENSE	57,170.66	65,144.00	5,067.71	47,107.20	0.00	18,036.80	72
40-810-0800	WORKERS COMPENSATION	13,781.21	24,255.00	0.00	18,915.16	0.00	5,339.84	78
40-810-1110	TELEPHONE	7,522.25	6,600.00	730.64	4,734.72	0.00	1,865.28	72

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	213.96	0.00	57.58	427.53	111.58	539.11-	0
40-810-1120	INTERNET/CABLE	3,441.90	3,600.00	370.99	3,031.51	720.99	152.50-	104
40-810-1130	POSTAGE	5,752.43	4,600.00	531.65	3,716.61	284.81	598.58	87
40-810-1210	OFFICE SUPPLIES	904.63	1,950.00	81.12	464.87	0.00	1,485.13	24
40-810-1230	OFFICE CONTRACT SERVICES	1,862.54	2,000.00	126.65	1,226.50	0.00	773.50	61
40-810-1250	DUES & SUBSCRIPTIONS	1,281.71	1,300.00	133.65	719.79	50.00-	630.21	52
40-810-1310	ELECTRIC	218,238.50	180,000.00	16,853.84	113,583.44	967.69	65,448.87	64
40-810-1330	WATER/SEWER/SOLID WASTE	1,294.84	1,000.00	10.37	456.84	0.00	543.16	46
40-810-1420	OSHA/SAFETY COMPLIANCE	763.38	2,000.00	80.92	833.26	0.00	1,166.74	42
40-810-1422	SAFETY SUPPLIES & MATERIALS	793.88	1,100.00	118.10	620.38	0.00	479.62	56
40-810-1430	TRAINING - REGISTRATION & CLASS MA	1,640.00	3,000.00	0.00	0.00	75.00	2,925.00	2
40-810-1431	TRAVEL MILEAGE	0.00	200.00	0.00	0.00	0.00	200.00	0
40-810-1432	MEALS	432.25	700.00	0.00	0.00	50.00	650.00	7
40-810-1433	LODGING	454.00	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	4,874.51	6,300.00	358.60	3,245.24	0.00	3,054.76	52
40-810-1510	BUILDING MAINT	14,314.38	8,000.00	0.00	6,873.16	75.00	1,051.84	87
40-810-1512	JANITORIAL SUPPLIES	547.12	1,100.00	125.18	416.32	0.00	683.68	38
40-810-1610	NON-CAPITAL EQUIPMENT PURCHASE	3,690.02	30,500.00	0.00	7,121.00	750.00	22,629.00	26
40-810-1630	EQUIPMENT MAINT & REPAIRS	53,360.22	86,400.00	2,051.82	46,934.99	3,775.30	35,689.71	59
40-810-1710	AUTO FUEL	15,010.82	26,000.00	1,254.81	11,114.59	1,143.00	13,742.41	47
40-810-1730	VEHICLE MAINT & REPAIRS	8,966.39	9,200.00	587.79	3,613.66	200.00	5,386.34	41
40-810-1810	PERMITS & FEES - RECCURING	7,010.00	8,620.00	0.00	6,000.00	1,310.00	1,310.00	85
40-810-1830	COMPLIANCE TESTING	12,715.90	16,000.00	686.00	3,988.00	0.00	12,012.00	25
40-810-3310	DEPARTMENT SUPPLIES & MATERIALS - SEWER	23,428.44	19,000.00	1,231.96	6,786.13	698.60	11,515.27	39
40-810-3311	DEPARTMENT SUPPLIES & MATERIALS -WWTP	32,384.62	40,000.00	1,950.45	25,721.42	0.00	14,278.58	64
40-810-4510	PROFESSIONAL SERVICES	90.00	2,000.00	0.00	0.00	100.00	1,900.00	5
40-810-4550	CONTRACT SERVICES	80,608.64	182,000.00	418.60	74,420.04	9,313.92	98,266.04	46
40-810-4560	STREET PATCHING FOR UTILITY REPAIRS	0.00	18,000.00	0.00	7,387.80	0.00	10,612.20	41
40-810-5400	INSURANCE	52,388.70	62,880.00	0.00	53,418.33	0.00	9,461.67	85
40-810-7410	CAPITAL OUTLAY - BLDG.	395.39	0.00	0.00	0.00	0.00	0.00	0
40-810-7420	CAPITAL OUTLAY - EQUIPMENT	3,690.00-	45,081.00	0.00	54,371.96	0.00	9,290.96-	121
40-810-7430	CAPITAL OUTLAY - VEHICLES	0.00	126,235.00	52.00-	126,704.36	0.00	469.36-	100
40-810-8010	DEBT SERVICE-PRINCIPAL	1,121,048.58	1,122,673.00	0.00	4,751.09	0.00	1,117,921.91	0
40-810-8011	DEBT SERVICE-INTEREST	238,253.51	214,470.00	0.00	106,588.46	0.00	107,881.54	50
40-810-9001	HURRICANE FUEL	13,636.19	1,500.00	0.00	1,472.34	0.00	27.66	98
40-810-9003	HURRICANE SUPPLIES & MATERIALS	2,502.23	0.00	0.00	0.00	0.00	0.00	0
40-810-9005	HURRICANE EQUIPMENT REPLACEMENT	46,962.96	0.00	0.00	0.00	0.00	0.00	0
DEPARTMENT Total		2,580,064.39	2,890,925.00	76,282.06	1,146,440.39	19,525.89	1,724,958.72	40

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
40-811-0000	WWTP DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
40-811-1110	TELEPHONE	96.10-	0.00	0.00	0.00	0.00	0.00	0
40-811-1440	UNIFORMS	54.02-	0.00	0.00	0.00	0.00	0.00	0
40-811-1610	NON-CAPITAL EQUIPMENT PURCHASE	1,998.00-	0.00	0.00	0.00	0.00	0.00	0
40-811-1630	EQUIPMENT MAINT & REPAIRS	2,079.10-	0.00	0.00	0.00	0.00	0.00	0
40-811-1730	VEHICLE MAINT & REPAIRS	9.67-	0.00	0.00	0.00	0.00	0.00	0
40-811-3310	DEPARTMENT SUPPLIES & MATERIALS	2,834.50-	0.00	0.00	0.00	0.00	0.00	0
40-811-4550	CONTRACT SERVICES	16,852.95-	0.00	0.00	0.00	0.00	0.00	0
40-811-9010	DEPRECIATION	972,354.03	0.00	0.00	0.00	0.00	0.00	0
DEPARTMENT Total		948,429.69	0.00	0.00	0.00	0.00	0.00	0
40-812-0000	WATER DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
40-812-0200	SALARIES AND WAGES	191,658.64	193,334.00	15,194.80	139,876.92	0.00	53,457.08	72
40-812-0201	OVERTIME	13,658.51	15,300.00	1,282.64	10,617.89	0.00	4,682.11	69
40-812-0500	FICA EXPENSE	15,157.44	16,663.00	1,254.03	11,460.96	0.00	5,202.04	69
40-812-0600	GROUP INSURANCE EXPENSE	27,479.16	29,000.00	2,342.88	18,743.04	0.00	10,256.96	65
40-812-0700	RETIREMENT EXPENSE	25,531.65	29,201.00	2,308.48	21,046.36	0.00	8,154.64	72
40-812-0800	WORKERS COMPENSATION	6,991.17	8,400.00	0.00	8,632.64	0.00	232.64-	103
40-812-1110	TELEPHONE	569.70	2,000.00	667.30	967.64	0.00	1,032.36	48
40-812-1111	TELEPHONE-CELLULAR	896.67	600.00	65.05	456.69	115.05	28.26	95
40-812-1120	INTERNET/CABLE	1,155.60	3,600.00	321.00	2,247.00	321.00	1,032.00	71
40-812-1130	POSTAGE	4,549.89	4,500.00	406.64	3,196.32	0.00	1,303.68	71
40-812-1210	OFFICE SUPPLIES	216.06	4,800.00	0.00	62.36	0.00	4,737.64	1
40-812-1230	OFFICE CONTRACT SERVICES	3,035.19	3,000.00	126.64	1,707.00	297.56	995.44	67
40-812-1250	DUES AND SUBSCRIPTIONS	1,366.72	1,100.00	33.64	1,658.80	0.00	558.80-	151
40-812-1310	ELECTRIC	48,254.43	42,000.00	3,183.43	24,807.41	0.00	17,192.59	59
40-812-1320	LP GAS	974.55	1,500.00	0.00	0.00	0.00	1,500.00	0
40-812-1330	WATER/SEWER/SOLID WASTE	851.03	750.00	104.50	524.09	0.00	225.91	70
40-812-1420	OSHA/SAFETY COMPLIANCE	902.61	1,000.00	0.00	622.58	0.98-	378.40	62
40-812-1421	SAFETY EQUIPMENT	494.84	500.00	0.00	0.00	0.00	500.00	0
40-812-1422	SAFETY SUPPLIES & MATERIALS	74.60	0.00	0.00	0.00	0.00	0.00	0
40-812-1430	TRAINING -REGISTRATION&CLASS MAT'L	920.00	1,500.00	0.00	730.00	0.00	770.00	49
40-812-1431	TRAVEL MILEAGE	0.00	100.00	0.00	0.00	0.00	100.00	0
40-812-1432	MEALS	0.00	400.00	0.00	85.93	0.00	314.07	21
40-812-1433	LODGING	1,193.28	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	2,022.43	2,600.00	123.92	1,096.30	0.00	1,503.70	42
40-812-1510	BUILDING MAINT	2,933.54	900.00	0.00	88.32	4,167.79	3,356.11-	473

TOWN OF BEAUFORT  
Statement of Revenue and Expenditures - Operating

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
40-812-1512	JANITORIAL SUPPLIES	65.56	500.00	0.00	44.11	0.00	455.89	9
40-812-1610	NON-CAPITAL EQUIPMENT PURCHASES	747.17-	5,000.00	0.00	2,105.86	0.00	2,894.14	42
40-812-1630	EQUIPMENT MAINT. & REPAIRS	15,910.22	26,700.00	262.26	2,983.61	1,810.36	21,906.03	18
40-812-1710	AUTO FUEL	3,462.55	9,000.00	209.49	2,200.13	260.00	6,539.87	27
40-812-1730	VEHICLE MAINT. & REPAIRS	5,450.06	2,500.00	172.02	2,416.32	100.00	16.32-	101
40-812-1810	PERMITS & FEES - REOCCURING	3,665.00	5,000.00	860.00	2,855.00	0.00	2,145.00	57
40-812-1830	COMPLIANCE TESTING	11,917.40	14,000.00	410.00	7,865.55	0.00	6,134.45	56
40-812-3310	DEPARTMENT SUPPLIES & MATERIALS	107,175.14	94,875.00	15,644.68	102,118.75	826.79	8,070.54-	109
40-812-4550	CONTRACT SERVICES	108,056.71	290,021.00	1,312.17	172,464.62	5,859.18	111,697.20	61
40-812-4560	STREET PATCHING FOR UTILITY REPAIRS	3,181.50	18,000.00	0.00	5,169.00	0.00	12,831.00	29
40-812-4570	COUNTY WATER PURCHASE	38,017.29	33,000.00	3,824.47	25,145.45	0.00	7,854.55	76
40-812-5400	INSURANCE	16,442.97	19,800.00	0.00	17,017.35	0.00	2,782.65	86
40-812-7410	CAPITAL OUTLAY - BLDG.	222,064.53	0.00	0.00	0.00	0.00	0.00	0
40-812-7420	CAPITAL OUTLAY - EQUIPMENT	222,064.53-	0.00	0.00	0.00	0.00	0.00	0
40-812-7430	CAPITAL OUTLAY-VEHICLES	0.00	50,000.00	295.58	32,858.47	0.00	17,141.53	66
40-812-7440	CAPITAL OUTLAY - CONT. SERVICES	8,000.00-	0.00	0.00	0.00	0.00	0.00	0
40-812-8010	DEBT SERVICE - PRINCIPAL	101,974.27	102,061.00	0.00	4,751.09	0.00	97,309.91	5
40-812-8011	DEBT SERVICE - INTEREST	36,382.91	33,894.00	0.00	17,082.83	0.00	16,811.17	50
40-812-9001	HURRICANE FUEL	569.89	200.00	0.00	156.49	0.00	43.51	78
DEPARTMENT Total		794,412.01	1,071,299.00	50,405.62	645,862.88	13,756.75	411,679.37	62
Utility Fund Expend Total		4,935,479.09	4,823,154.00	126,687.68	1,792,303.27	33,282.64	2,997,568.09	38

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
40	Utility Fund	5,465,654.76	338,182.62	3,141,566.83	4,935,479.09	126,687.68	1,825,585.91	1,315,980.92

TOWN OF BEAUFORT  
Statement of Revenue and Expenditures - Operating

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
	Fund 42 Revenue Total	0.00	0.00	0.00	0.00	0.00	0
	Fund 42 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
60-305-0000	WATER CAPACITY FEES	31,200.00	0.00	1,428.00	4,441.00	4,441.00	0
60-305-0001	SEWER CAPACITY FEES	30,000.00	0.00	16,572.00	40,159.00	40,159.00	0
60-305-0002	WATER CAPACITY FEES (ACCRUED)	18,900.00	0.00	0.00	900.00	900.00	0
60-305-0003	SEWER CAPACITY FEES (ACCRUED)	18,000.00	0.00	0.00	0.00	0.00	0
60-307-0001	INVESTMENT EARNINGS	32,897.66	0.00	0.00	0.00	0.00	0
Impact Fee Fund Revenue Total		130,997.66	0.00	18,000.00	45,500.00	45,500.00	0

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
60-800-0001	TRANSFER TO CAPITAL RESERVE	2,611,943.00	0.00	0.00	0.00	0.00	0.00	0
DEPARTMENT Total		2,611,943.00	0.00	0.00	0.00	0.00	0.00	0
Impact Fee Fund Expend Total		2,611,943.00	0.00	0.00	0.00	0.00	0.00	0

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
60	Impact Fee Fund	130,997.66	18,000.00	45,500.00	2,611,943.00	0.00	0.00	45,500.00

TOWN OF BEAUFORT  
Statement of Revenue and Expenditures - Operating

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
	Fund 61 Revenue Total	0.00	0.00	0.00	0.00	0.00	0
	Fund 61 Expend Total	0.00	0.00	0.00	0.00	0.00	0.00



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	9,160,106.39	2,255,712.85	7,652,919.24	9,117,459.10	588,846.13	6,249,652.10	1,403,267.14
11	Fire Fund	0.00	0.00	0.00	95,453.44	0.00	0.00	0.00
32		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	5,465,654.76	338,182.62	3,141,566.83	4,935,479.09	126,687.68	1,825,585.91	1,315,980.92
42		0.00	0.00	0.00	0.00	0.00	0.00	0.00
60	Impact Fee Fund	130,997.66	18,000.00	45,500.00	2,611,943.00	0.00	0.00	45,500.00
61		0.00	0.00	0.00	0.00	0.00	0.00	0.00
64	COMMUNITY IMPROVEMENT PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Final Total	14,756,758.81	2,611,895.47	10,839,986.07	16,760,334.63	715,533.81	8,075,238.01	2,764,748.06

## Town of Beaufort

### Statement of Revenue and Expenditures

#### Key for Column Headings

Revenues and Expenditures are presented by Fund. Revenues for each Fund are presented first, expenditures by department follow. The funds are as follows:

#### 10- General Fund, 11-Fire Fund, 40- Utility Fund

Below is a description of the headings for each column.

**Revenue Account**- revenue account number used in the accounting software system

**Description** – account title and description in the software system. Additional details for each account are found in the Chart of Account handout/file.

**Prior Yr Rev** - total revenue collected for the prior fiscal year

**Anticipated** – amount of revenues anticipated to be collected this year (budgeted amount)

**Current Rev** – amount of revenue collected for the current period  
(current period refer to date range on report header)

**YTD Rev** – total revenue collected to date

**Excess/Deficit** – Anticipated (budgeted amount) less YTD Rev (collected revenue)

**% Real** – YTD Revenue (collected revenue) divided by Anticipated (budgeted amount) expressed as a percentage

**Expend Account** – expenditure account number used in the accounting software system

**Description** - account title and description in the software system. Additional details for each account are found in the Chart of Account handout/file.

**Prior Yr Expd** – total expenditure for the prior fiscal year

**Budgeted** – amount of expenditures to be incurred this fiscal year (budgeted amount)

**Current Expd** – current amount of expenditures incurred for the current period  
(current period – refer to date range on report header)

**YTD Expended** – total expenditures incurred to date

**Encumbered** – Purchase orders for goods or services that have not been received to date

**Balance** – Budgeted less YTD Expended, balance remaining in the account

**% Used** – YTD Expended divided by Budgeted expressed as a percentage

**Town of Beaufort - Chart of Accounts**

<b>Account #</b>	<b>Account Name</b>	<b>Account Description</b>
	<b>GENERAL FUND REVENUE:</b>	
10-301-0000	AD VALOREM TAX - CURRENT YEAR	Calculated from the Property Valuation determined by Carteret County multiplied by the tax rate set by the Beaufort Board of Commissioners multiplied by the percentage the Town anticipates collecting. Town receives a monthly check from the county.
10-301-0001	AD VALOREM TAX PRIOR YEAR	Amount of outstanding Ad Valorem taxes anticipated to be collected from previous years. Town receives a monthly check from the county.
10-301-0002	PENALTIES AND INTEREST	Late Listing and Interest collected on Ad Valorem and Motor Vehicle taxes for current and prior years. Town receives a monthly check from the county.
10-301-0004	MOTOR VEHICLE TAX	Town portion of Motor Vehicle Taxes collected by the NCDMV through the Tax and Tag program. Town receives a monthly check from the county.
10-301-0006	PAYMENT IN LIEU OF TAXES	Payments made by Beaufort Housing Authority and Inlet Inn "PILOT". An annual check is received.
10-303-0001	LOCAL OPTION SALES TAX	Sales Tax (2%) collected by the state and distributed based on ad valorem tax base "LOST". Town receives a monthly electronic distribution from NCDOR.
10-303-0002	UTILITIES FRANCHISE TAX	Utilities Tax collected by the state. Town receives a quarterly electronic credit from NCDOR.
10-303-0003	BEER AND WINE TAX	Beer and Wine Tax collected by the state. Town received an annual electronic credit from NCDOR.
10-303-0004	POWELL BILL	Funds received from the state restricted for street maintenance. Town received a semi-annual distribution from the Stae.
10-303-0008	EASTMAN'S CREEK COUNTY ASSESSMENT FEE	Assessment Fee for new development at Eastman's Creek
10-303-0014	FEMA PD BOAT GRANT	Grant received from FEMA Homeland Security for boat and lift
10-303-0015	FEMA HURRICANE FLORENCE	Reimbursement for hurricane expenses
10-303-0016	GCC GRANT	Governor's Crime Commission Grant
10-303-0017	NOAA GRANT	Taylor's Creek Grant
10-304-0001	COUNTY ABC PROFIT DISTRIBUTION	Town's portion of county ABC profit. Town receives a check quarterly from the ABC Board.
10-304-0002	FIRE DISTRICT AD VALOREM TAX	Ad Valorem tax received from Carteret County for the fire district. Town received a monhtly electronic payment from the county.
10-304-0003	FIRE DISTRICT SALES TAX	Sales tax received from Carteret County for the fire district
10-304-0004	HARLOWE DIST. AD VALOREM TAX	Ad Valorem tax received from Carteret County for the Harlowe district
10-304-0005	HARLOWE FIRE DISTRICT SALES TAX	Sales tax received from Cartet County for the Harlowe district

**Town of Beaufort - Chart of Accounts**

<b>Account #</b>	<b>Account Name</b>	<b>Account Description</b>
10-304-0020	MISC REVENUE- FIRE DEPARTMENT	Revenue received from tent inspections, etc
10-305-0004	SOLID WASTE USER FEE -WBD	"WBD" Waterfront Business District - solid Waste User Fee billed monthly on the water bill
10-305-0005	BUILDING PERMITS	Revenue from building permits
10-305-0006	PARKING METER	Revenue collected from the Pay-To-Park Season. Credit Card and cash collections/weekly during the season.
10-305-0007	PARKING VIOLATIONS/PENALTIES	Paid Parking Violations
10-305-0008	COURT COSTS, FEES, CHARGES	Officer Fees. Town receives a monthly check from the county.
10-305-0010	LATE FEES - SOLID WASTE	Late Fees of 10% are added after the 20th of the month
10-305-0011	SPECIAL EVENT FEES	Fees associated with Special Events
10-306-0001	PROPERTY LEASES	Revenue received from annual leases approved by the BOC
10-306-0002	ANTENNA CONTRACT REVENUE	Revenue received from tower space leased to Sprint, AT&T and T-Mobile
10-306-0003	CEMETERY LOT SALES	Receipts from the sale of lots at Ocenview Cemetery
10-306-0004	SALE OF FIXED ASSETS	FY18 - Sale of Fire Station and land at Fulford and Broad
10-306-0009	SETTLEMENTS	FY18 - Settlement received from Inlet Inn on PILOT for previous years
10-307-0001	INVESTMENT EARNINGS	Interest
10-307-0002	MISCELLANEOUS REVENUE	Revenue received from Golf Cart Registrations
10-307-0003	MISCELLANEOUS REVENUE - PD	Revenue received from Police-For-Hire and various fundraisers
10-307-0008	REIMBURSEMENT FROM INSURANCE	Receipts from insurance reimbursement
10-307-0009	APPROPRIATED FUND BALANCE	Appropriated fund balance
10-307-0010	UTILITY FUND ADMIN EXPENSE ALLOCATION	Allocation for administrative services provided to the Utility Fund
10-410-0000	<b>GOVERNING BODY:</b>	
10-410-0200	SALARIES AND WAGES	Salaries paid bi-weekly ( 26 periods per year)
10-410-0500	FICA	Federal Taxes for Social Security and Medicare withheld each pay period
10-410-0800	WORKERS COMPENSATION	Allocation by department for Workers Comp premiums for the year, additional premiums may be paid during the year if a department has a claim
10-410-1140	PUBLIC NOTICES/ADVERTISING	Public Notices, Job Vacancies, Board Vacancies
10-410-1141	NEWSLETTER	Mailed monthly with the water bill
10-410-1210	OFFICE SUPPLIES	Business cards, supplies for retreat
10-410-1250	DUES & SUBSCRIPTIONS	Board member dues to professional organizations
10-410-1430	TRAINING- REGISTRATION & CLASS MAT	Board member conference and class registration and materials
10-410-1431	TRAVEL MILEAGE	Board member mileage for conferences and training

**Town of Beaufort - Chart of Accounts**

<b>Account #</b>	<b>Account Name</b>	<b>Account Description</b>
10-410-1432	MEALS	Board member meals for conferences and training
10-410-1433	LODGING	Board member lodging for conferences and training
10-410-4520	CODIFICATION	Codification of Town ordinances
10-410-5400	INSURANCE	Public Officials liability insurance
10-410-5720	ELECTIONS	Payment to the county for 2017 Municipal Elections
10-410-5800	LAND PURCHASE	Budgeted for the purchase of land associated with access to the compactor
10-420-0000	<b>ADMINISTRATION:</b>	
10-420-0200	SALARIES AND WAGES	Salaries paid bi-weekly ( 26 periods per year)
10-420-0201	OVERTIME	Overtime wages paid
10-420-0205	OTHER SALARIES-PART TIME	Salaries paid to part-time employees- Seasonal Tourist Ambassadors
10-420-0500	FICA EXPENSE	Federal Taxes for Social Security and Medicare withheld each pay period
10-420-0600	GROUP INSURANCE EXPENSE	Allocation by department for employee medical insurance - Town pays 100% of employee medical insurance
10-420-0700	RETIREMENT EXPENSE	Contribution by the Town to employees 401k (5%) and Town portion of NC Retirement ( ~7.5%)
10-420-0800	WORKERS COMPENSATION	Allocation by department for Workers Comp premiums for the year, additional premiums may be paid during the year if a department has a claim
10-420-0900	UNEMPLOYMENT INSURANCE EXPENSE	Amount paid to reimburse the Town's Unemployment Insurance account - required by the state to maintain the balance determined by the state
10-420-1110	TELEPHONE	Telephone service for Town Hall
10-420-1120	INTERNET/CABLE	Internet service for Town Hall and Train Dept
10-420-1130	POSTAGE	Postage for Town business
10-420-1150	MARKETING	Marketing events as needed
10-420-1210	OFFICE SUPPLIES	Town Hall office supplies
10-420-1220	OFFICE EQUIPMENT (NON-CAPITAL)	Office furniture, computers, computer equipment, camera
10-420-1221	OFFICE EQUIPMENT LEASES	Copier lease
10-420-1230	OFFICE CONTRACT SERVICES	Shredding service, IT support, website support, water cooler
10-420-1250	DUES AND SUBSCRIPTIONS	Staff dues to professional organizations
10-420-1310	ELECTRIC	Electricity for Town Hall and Train Depot
10-420-1330	WATER/SEWER/SOLID WASTE	Water and Trash Service for Town Hall
10-420-1420	OSHA/SAFETY COMPLIANCE	Required items for OSHA compliance

**Town of Beaufort - Chart of Accounts**

<b>Account #</b>	<b>Account Name</b>	<b>Account Description</b>
10-420-1422	SAFETY SUPPLIES & MATERIALS	First Aid kit at Town Hall
10-420-1430	TRAINING-REGISTRATION & CLASS MAT'	Staff conference and class registration and materials
10-420-1431	TRAVEL MILEAGE	Staff mileage for conferences and training
10-420-1432	MEALS	Staff meals for conferences and training
10-420-1433	LODGING	Staff lodging for conferences and training
10-420-1630	EQUIPMENT MAINT. & REPAIRS	Repairs to office equipment
10-420-1710	AUTO FUEL	Fuel for Admin vehicles
10-420-1730	VEHICLE MAINT & REPAIRS	Maintenance and Repair for Admin vehicles
10-420-4550	CONTRACT SERVICES	Moving services, other outsourced services
10-420-5400	INSURANCE	Administrative property and liability insurance
10-430-0000	<b>FINANCE:</b>	
10-430-0200	SALARIES AND WAGES	Salaries paid bi-weekly ( 26 periods per year)
10-430-0500	FICA EXPENSE	Federal Taxes for Social Security and Medicare withheld each pay period
		Allocation by department for employee medical insurance - Town pays 100% of
10-430-0600	GROUP INSURANCE EXPENSE	employee medical insurance
		Contribution by the Town to employees 401k (5%) and Town portion of NC
10-430-0700	RETIREMENT EXPENSE	Retirement ( ~7.5%)
		Allocation by department for Workers Comp premiums for the year, additional
10-430-0800	WORKERS COMPENSATION	premiums may be paid during the year if a department has a claim
		Support agreement for financial software, monthly bank fees, fees fro payroll
10-430-1230	OFFICE CONTRACT SERVICES	service
10-430-1250	DUES & SUBSCRIPTIONS	Staff dues to professional organizations
10-430-1270	TAX REFUND	Tax refunds due prior to 2014 when Carteret County began collections
10-430-1430	TRAINING-REGISTRATION & CLASS MATE	Staff conference and class registration and materials
10-430-1431	TRAVEL MILEAGE	Staff mileage for conferences and training
10-430-1432	MEALS	Staff meals for conferences and training
10-430-1433	LODGING	Staff lodging for conferences and training
10-430-1630	EQUIPMENT MAINT & REPAIRS	Repairs to office equipment
10-430-3901	PARKING METER PROCESSING FEES	Credit card processing fees for parking meters
10-430-4510	PROFESSIONAL SERVICES	Consulting services for year end audit prep
10-430-4520	TAX COLLECTION ADMIN EXPENSE PROP.	2% Collection fee charged by the county for property tax collection
10-430-4525	TAX COLLECTION ADMIN EXPENSE MVT	Credit card and billing fees for the Tax and Tag MVT program

**Town of Beaufort - Chart of Accounts**

<b>Account #</b>	<b>Account Name</b>	<b>Account Description</b>
10-510-0000	<b>POLICE DEPARTMENT:</b>	
10-510-0200	SALARIES AND WAGES	Salaries paid bi-weekly ( 26 periods per year)
10-510-0201	OVERTIME	Overtime wages paid
10-510-0203	SEPARATION PAY	Paid to retired Officers , who meet the state requirements
10-510-0205	OTHER SALARIES-PARTTIME	Salaries paid to part-time employees- Reserve Officers
10-510-0500	FICA EXPENSE	Federal Taxes for Social Security and Medicare withheld each pay period
10-510-0600	GROUP INSURANCE EXPENSE	Allocation by department for employee medical insurance - Town pays 100% of employee medical insurance
10-510-0700	RETIREMENT EXPENSE	Contribution by the Town to employees 401k (5%) and Town portion of NC Retirement ( ~7.5%)
10-510-0800	WORKERS COMPENSATION	Allocation by department for Workers Comp premiums for the year, additional premiums may be paid during the year if a department has a claim
10-510-1110	TELEPHONE	Telephone service for Police Department
10-510-1111	TELEPHONE-CELLULAR	Cell phones for on duty officers
10-510-1120	INTERNET/CABLE	Internet and cable service for the Police Department
10-510-1130	POSTAGE	Postage for Police mail
10-510-1210	OFFICE SUPPLIES	Police Department office supplies
10-510-1220	OFFICE EQUIPMENT (NON-CAPITAL)	Office furniture, computers
10-510-1221	OFFICE EQUIPMENT LEASES	Copier lease
10-510-1230	OFFICE CONTRACT SERVICES	Police software contracts, IT support, water service
10-510-1250	DUES AND SUBSCRIPTIONS	Staff dues to professional organizations
10-510-1260	MISC. ADMIN. EXPENSE	Notary fee, Register if Deeds fee
10-510-1310	ELECTRIC	Electricity for Police Department and Evidence/Storage Building
10-510-1330	WATER/SEWER/SOLID WASTE	Water and Trash Service for Police Department ( Water for Train Depot is on this meter)
10-510-1420	OSHA/SAFETY COMPLIANCE	Required items for OSHA compliance
10-510-1422	SAFETY SUPPLIES & MATERIALS	Safety and First Aid kits
10-510-1430	TRAINING- REGISTRATION &CLASS MAT'	Staff conference and class registration and materials
10-510-1431	TRAVEL MILEAGE	Staff mileage for conferences and training
10-510-1432	MEALS	Staff meals for conferences and training
10-510-1433	LODGING	Staff lodging for conferences and training
10-510-1440	UNIFORMS	Police Officer uniforms
10-510-1451	EMPLOYEE WELLNESS	Employee fitness program
10-510-1610	NON-CAPITAL EQUIPMENT PURCHASE	Holsters, shields, service weapons

**Town of Beaufort - Chart of Accounts**

<b>Account #</b>	<b>Account Name</b>	<b>Account Description</b>
10-510-1630	EQUIPMENT MAINT. & REPAIRS	In Car equipment repairs
10-510-1710	AUTO FUEL	Fuel for fleet vehicles
10-510-1730	VEHICLE MAINT. & REPAIRS	Maintenance and Repair for Fleet Vehicles
10-510-3310	DEPARTMENT SUPPLIES & MATERIALS	Narcan Kits, ammunition
10-510-5400	INSURANCE AND BONDS	Police Department property and liability insurance
10-510-5793	CRIME PREVENTION	Community awareness programs
10-510-7420	CAPITAL OUTLAY - EQUIPMENT	New capital equipment purchases
10-510-7430	CAPITAL OUTLAY - VEHICLES	New capital vehicle purchases
10-510-8010	DEBT SERVICE - PRINCIPAL	Debt service on vehicles- principal
10-510-8011	DEBT SERVICE - INTEREST	Debt service on vehicles- interest
10-531-0000	<b>FIRE DEPARTMENT:</b>	
10-531-0200	SALARIES & WAGES	Salaries paid bi-weekly ( 26 periods per year)- Public Works employees
100-531-0201	OVERTIME	Overtime wages paid
10-531-0205	SALARIES-PARTIME/PRN	Salaries paid to Part-time employees
10-531-0206	MERIT AWARDS	2.5% of Fire Fund salaries to be distributed based on employee evaluations
10-531-0500	FICA EXPENSE	Federal Taxes for Social Security and Medicare withheld each pay period
10-531-0600	GROUP INSURANCE	Allocation by department for employee medical insurance - Town pays 100% of employee medical insurance
10-531-0700	RETIREMENT EXPENSE	Contribution by the Town to employees 401k (5%) and Town portion of NC Retirement ( ~7.5%)
10-531-0701	FIREMAN'S PENSION FUND	Contribution to the Fireman's Pension Fund
10-531-0800	WORKERS COMPENSATION	Allocation by department for Workers Comp premiums for the year, additional premiums may be paid during the year if a department has a claim
10-531-1110	TELEPHONE	Landline service at Fire Station and Station 2
10-531-1111	TELEPHONE - CELLULAR	Cellular service for department
10-531-1120	INTERNET / CABLE	Internet and Cable service for Fire Station and Station 2
10-531-1130	POSTAGE	Postage to mail outgoing mail
10-531-1210	OFFICE SUPPLIES	Fire Department office supplies
10-531-1220	OFFICE EQUIPMENT (NON-CAPITAL)	Computers
10-531-1221	OFFICE EQUIPMENT LEASES	Copier Lease
10-531-1230	OFFICE CONTRACT SERVICES	IT support, reporting software
10-531-1250	DUES & SUBSCRIPTIONS	Staff dues to professional organizations

**Town of Beaufort - Chart of Accounts**

<b>Account #</b>	<b>Account Name</b>	<b>Account Description</b>
10-531-1260	MISC ADMIN EXPENSE	Parking and toll fees
10-531-1310	ELECTRIC	Electricity for Fire Station and Station 2
10-531-1320	LP GAS	Propane to heat Station 2 and fuel for generator
10-531-1330	WATER / SEWER / SOLID WASTE	Water and Trash Service for Fire Station and Station 2
10-531-1410	HUMAN RESOURCE	Background checks, pre-employment physicals, drug screens, tuition reimbursements, employee assistance programs, employment ads
10-531-1420	OSHA / SAFETY COMPLIANCE	Ladder testing, SCBA Flow test, boiler inspection, compressor air samples
10-531-1421	SAFETY EQUIPMENT	PPE -SCBAs, turnout gear
10-531-1422	SAFETY SUPPLIES & MATERIALS	water, batteries, and other supplies
10-531-1430	TRAINING - REGIST & CLASS MATERIAL	Staff and employee conference and class registration and materials
10-531-1432	MEALS	Staff and employee meals for conferences and training
10-531-1433	LODGING	Staff and employee lodging for conference and training
10-531-1440	UNIFORMS	Uniforms for Fire Department employees
10-531-1510	BUILDING MAINTENANCE	Paint, Generator repairs, salt for water softener
10-531-1511	GROUND MAINT	Insecticides, ice melt
10-531-1512	JANITORIAL SUPPLIES	Toilet paper, paper towels, cleaning supplies
10-531-1513	FIRE DEPT CONTRACTED SERVICES	Pest control, alarm control service
10-531-1610	NON-CAPITAL EQUIPMENT PURCHASE	Radios, Computers
10-531-1630	EQUIPMENT MAINT & REPAIRS	Pumps, ball valves, primer motors, generator repairs, chainsaw repairs, hydraulic tool repairs
10-531-1710	AUTO FUEL	Fuel for fleet vehicles
10-531-1730	VEHICLE MAINT & REPAIRS	Maintenance and Repair for Fleet Vehicles, tires, transmission repairs, brakes, alternator
10-531-3310	DEPARTMENT SUPPLIES & MATERIALS	EMS supplies, garage supplies, boat supplies
10-531-5400	INSURANCE & BONDS	Fire Department Property and Liability insurance
10-531-8010	DEBT SERVICE - PRINCIPAL	Fire Station debt payment
10-531-8011	DEBT SERVICE - INTEREST	Fire Station interest payment
10-540-0000	<b>PLANNING &amp; INSPECTIONS:</b>	
10-540-0200	SALARIES AND WAGES	Salaries paid bi-weekly ( 26 periods per year)
10-540-0201	OVERTIME	Overtime wages paid
10-540-0205	OTHER SALARIES-PART TIME	Salaries paid to part-time employees
10-540-0500	FICA EXPENSE	Federal Taxes for Social Security and Medicare withheld each pay period

**Town of Beaufort - Chart of Accounts**

<b>Account #</b>	<b>Account Name</b>	<b>Account Description</b>
10-540-0600	GROUP INSURANCE EXPENSE	Allocation by department for employee medical insurance - Town pays 100% of employee medical insurance
10-540-0700	RETIREMENT EXPENSE	Contribution by the Town to employees 401k (5%) and Town portion of NC Retirement ( ~7.5%)
10-540-0800	WORKERS COMPENSATION	Allocation by department for Workers Comp premiums for the year, additional premiums may be paid during the year if a department has a claim
10-540-1111	TELEPHONE - CELLULAR	*
10-540-1250	DUES & SUBSCRIPTIONS	Staff dues to professional organizations
10-540-1420	OSHA/SAFETY COMPLIANCE	Required items for OSHA compliance- work boots
10-540-1430	TRAINING-REGISTRATION & CLASS MAT'	Staff conference and class registration and materials
10-540-1431	TRAVEL MILEAGE	Staff mileage for conferences and training
10-540-1432	MEALS	Staff meals for conferences and training
10-540-1433	LODGING	Staff lodging for conferences and training
10-540-1610	NON-CAPITAL EQUIPMENT PURCHASE	Computers
10-540-1710	AUTO FUEL	Fuel for fleet vehicles
10-540-1730	VEHICLE MAINT & REPAIRS	Maintenance and Repair for Fleet Vehicles
10-540-1810	PERMITS & FEES RECURRING	Quartile Homeowner's Recover Fund dues
10-540-3510	HISTORIC COMM.EXPENSE	Miscellaneous expenses
10-540-3512	HISTORIC COMM-TRAVEL	Travel expense for Historic Commission
10-540-4510	PROFESSIONAL SERVICES	moved to Non-Departmental
10-540-8010	DEBT SERVICE - PRINCIPAL	Debt service on vehicles- principal
10-540-8011	DEBT SERVICE - INTEREST	Debt service on vehicles- interest
10-560-0000	<b>PUBLIC WORKS:</b>	
10-560-0200	SALARIES AND WAGES	Salaries paid bi-weekly ( 26 periods per year)
10-560-0201	OVERTIME	Overtime wages paid
10-560-0500	FICA EXPENSE	Federal Taxes for Social Security and Medicare withheld each pay period
10-560-0600	GROUP INSURANCE EXPENSE	Allocation by department for employee medical insurance - Town pays 100% of employee medical insurance
10-560-0700	RETIREMENT EXPENSE	Contribution by the Town to employees 401k (5%) and Town portion of NC Retirement ( ~7.5%)
10-560-0800	WORKERS COMPENSATION	Allocation by department for Workers Comp premiums for the year, additional premiums may be paid during the year if a department has a claim

**Town of Beaufort - Chart of Accounts**

<b>Account #</b>	<b>Account Name</b>	<b>Account Description</b>
10-560-1110	TELEPHONE	Telephone service for Public Works
10-560-1111	TELEPHONE- CELLULAR	*
10-560-1120	INTERNET\CABLE	Internet and cable service for the Public Works
10-560-1130	POSTAGE	Postage to mail trash bills included with the monthly water bill
10-560-1210	OFFICE SUPPLIES	Public Works office supplies
10-560-1221	OFFICE EQUIPMENT LEASE	Copier Lease
10-560-1230	OFFICE CONTRACT SERVICES	3rd party services for printing the Solid Waste/Utility Bill
10-560-1250	DUES AND SUBSCRIPTIONS	Staff dues to professional organizations
10-560-1310	ELECTRIC	Electricity for Public Works facility
10-560-1320	LP GAS	Propane to heat shop garage
10-560-1330	WATER\SEWER\ SOLID WASTE	Water and Trash Service for Public Works
10-560-1420	OSHA/SAFETY COMPLIANCE	Required items for OSHA compliance
10-560-1422	SAFETY SUPPLIES & MATERIALS	Rain gear, Safety and First Aid kits
10-560-1430	TRAINING -REGISTRATION & CLASS	Staff conference and class registration and materials
10-560-1432	MEALS	Staff meals for conferences and training
10-560-1440	UNIFORMS	Uniforms for Public Works and Sanitation employees
10-560-1610	NON-CAPITAL EQUIPMENT PURCHASE	Chainsaws, Hand Tools, Ladders
10-560-1630	EQUIPMENT MAINT. & REPAIRS	Blades, Batteries and parts needed for equipment repair
10-560-1710	AUTO FUEL	Fuel for fleet vehicles
10-560-1730	VEHICLE MAINT. & REPAIRS	Maintenance and Repair for Fleet Vehicles, Tires
10-560-1820	PERMITS & FEES - ONE TIME	Permits and Fees
10-560-3310	DEPARTMENT SUPPLIES & MATERIAL	Shop supplies, barricades, brooms, mops, janitorial supplies
10-560-3811	STREET CONT. SERVICES	Street Paving Repairs
10-560-3812	STREET SUPPLIES & MAT'L	street repairs and road painting supplies
10-560-3814	SIDEWALKS & MULTI-MODAL	Sidewalk Repairs
10-560-3900	PARKING METERS	Parking Meter supplies, repairs, software support
10-560-4550	CONTRACT SERVICES	Temporary Labor Service
10-560-4552	MOSQUITO CONTROL	Mosquito Control Supplies
10-560-4590	DREDGING EXPENSE	Funds wired to Army Corp for dredging
10-560-5400	INSURANCE	Public Works Property and Liability insurance
10-560-5900	STREET LIGHTS	Electricity for Streetlights
10-560-7430	CAPITAL OUTLAY - VEHICLES	Capital Vehicle purchases
10-560-8010	DEBT SERVICES-PRINCIPAL	Debt service on vehicles- principal
10-560-8011	DEBT SERVICES-INTEREST	Debt service on vehicles- interest
10-570-0000	<b>SANITATION:</b>	

**Town of Beaufort - Chart of Accounts**

<b>Account #</b>	<b>Account Name</b>	<b>Account Description</b>
10-570-0200	SALARIES AND WAGES	Salaries paid bi-weekly ( 26 periods per year)- Public Works employees
10-570-0201	OVERTIME	Overtime wages paid
10-570-0500	FICA EXPENSE	Federal Taxes for Social Security and Medicare withheld each pay period
10-570-0600	GROUP INSURANCE EXPENSE	Allocation by department for employee medical insurance - Town pays 100% of employee medical insurance
10-570-0700	RETIREMENT EXPENSE	Contribution by the Town to employees 401k (5%) and Town portion of NC Retirement ( ~7.5%)
10-570-1310	ELECTRIC	Electric for the compactor on Queen Street
10-570-1630	EQUIPMENT MAINT.	Items for compactor area, signage
10-570-1710	AUTO FUEL	Fuel for fleet vehicles
10-570-1730	VEHICLE MAINTENANCE	Maintenance and Repair for Fleet Vehicles, Tires
10-570-4520	COLLECTION CONTRACTED SV WBD ROLLOUT ONL	Waste Industries Collection for WBD SW and Recycle
10-570-4521	COLLECTION CONTRACTSVC RES ROLLOUT SW & RCY	Waste Industries Collection for Residential SW and Recycle
10-570-4560	RECYCLING DISPOSAL WBD CARDBOARD ONLY	Waste Industries Collection for WBD Cardboard Only
10-570-4561	SOLID WASTE DISPOSAL RES BULK SERVICE	Disposal of Bulk Items collected by the Town
10-570-4562	YARD DEBRIS DISPOSAL FEE DEE GARNER	Disposal of Yard Debris collected by the Town
10-570-4563	SOLID WASTE DISPOSAL WBD COMPACTOR FEE	Waste Industries Collection of Compactor
10-570-7420	CAPITAL OUTLAY - EQUIPMENT	Capital Equipment purchases - Compactor and site prep
10-570-7430	CAPITAL OUTLAY - VEHICLES	Capital Vehicle purchases
10-570-8010	DEBT SERVICES- PRINCIPAL (GRAPPLE TRUCK)	Debt service on vehicles- principal
10-570-8011	DEBT SERVICES - INTEREST (GRAPPLE TRUCK)	Debt service on vehicles- interest
10-580-0000	<b>STORMWATER</b>	
10-580-1610	NON-CAPITAL EQUIPMENT PURCHASES	Small Tools and Equipment for Storm water Maintenance
10-580-1710	DEPARTMENT SUPPLIES AND MATERIALS	Marking paint, pipes, seed
10-580-4550	CONTRACT SERVICES	Storm water Plan
10-620-0000	<b>FACILITIES &amp; GROUND MAIN:</b>	
10-620-1111	TELEPHONE- CELLULAR	*
10-620-1310	ELECTRIC	Electricity at John Newton Park and "Special Event" receptacles

**Town of Beaufort - Chart of Accounts**

<b>Account #</b>	<b>Account Name</b>	<b>Account Description</b>
10-620-1510	TOWN HALL BLDG MAINT	Windows, blinds, mold removal, bathroom repairs, carpet, paint
10-620-1511	TOWN HALL GROUND MAINT	Tree trimming, ground clean-up, etc.
10-620-1512	TOWN HALL JANITORIAL SUPPLIES	Toilet paper, paper towels, door mat service, cleaning supplies
10-620-1513	TOWN HALL CONTRACTED SERVICES	Pest Control, cleaning service, fire extinguisher inspection
10-620-1520	TRAIN DEPOT BLDG MAINT	Paint, wood, bulbs, keys, locks
10-620-1522	TRAIN DEPOT JANITORIAL SUPPLIES	Toilet paper, paper towels, cleaning supplies
10-620-1523	TRAIN DEPOT CONTRACTED SERVICES	Paint crew, building repair, fire extinguisher inspection
10-620-1530	POLICE DEPT BLDG MAINT	Paint, bulbs, heating and air repair, new door for visitor entrance
10-620-1532	POLICE DEPT JANITORIAL SUPPLIES	Toilet paper, paper towels, door mat service, cleaning supplies
10-620-1533	POLICE DEPT CONTRACTED SERVICES	Pest Control, cleaning service, fire extinguisher inspection, security service
10-620-1540	PUBLIC WORKS BLDG MAINT	Bulbs, building materials, heat and air service, pest control service
10-620-1541	PUBLIC WORKS GROUND MAINT	Tree trimming, ground clean-up, etc.
10-620-1542	PUBLIC WORKS JANITORIAL SUPPLIES	Toilet paper, paper towels, door mat service, cleaning supplies
10-620-1550	CEMETERY MAINTENANCE	Lawn service for Oceanview and OBG, water service at Oceanview, electricity
10-620-1560	PUBLIC RESTROOM BLDG MAINT	Water service for public bathrooms and water fountains, supplies needed to repair and maintain bathrooms
10-620-1562	PUBLIC RESTROOM JANITORIAL SUPPLY	Toilet paper, paper towels, door mat service, cleaning supplies
10-620-1570	PARKS MAINTENANCE	Water service at public parks, items needed to repair or maintain public parks (basketball goals, parts for Town clock, hoses)
10-620-1573	PARKS CONTRACTED SERVICE	Port-A-John service, signs, Harborside Park (pass through to Friends of the Museum)
10-620-1580	DOCKS AND BOARDWALK MAINT	Boardwalk materials
10-620-1590	PUBLIC R.O.W. MAINT	Concrete, supplies for signs
10-620-1591	TREES	Trees to be planted
10-620-1592	WBD PROJECTS	Paint supplies for parking lots/spaces, signs, parking bollards
10-620-1610	NON CAPITAL EQUIPMENT PURCHASE	Pressure washer, paint sprayer, etc
10-620-1630	EQUIPMENT MAINT & REPAIRS	lawn mower repair. oil, filters, blades
10-620-1900	PROPERTY LEASES	Lease for First Baptist Church parking lot
10-620-3310	DEPARTMENTAL SUPPLIES & MATERIALS	mutt mitts, keys, flagging tape, flags, etc
10-620-4550	CONTRACT SERVICES	Contracted work at OBG, Engineer services for Boardwalk
10-620-6000	SPECIAL EVENTS	Tent for Memorial Day event, electric work for John Newton park
10-620-7440	CAPITAL OUTLAY - OTHER STRUCTURES	Boardwalk repairs
10-700-0000	<b>NON-DEPARTMENTAL:</b>	

**Town of Beaufort - Chart of Accounts**

<b>Account #</b>	<b>Account Name</b>	<b>Account Description</b>
10-700-0206	MERIT AWARDS	2.5% of General Fund salaries to be distributed among departments based on employee evaluations
10-700-1410	HUMAN RESOURCES	Background checks, pre-employment physicals, drug screens, tuition reimbursements, employee assistance programs, employment ads
10-700-1450	EMPLOYEE ENGAGEMENT	Employee recognition
10-700-4510	PROFESSIONAL SERVICES	Surveys, engineer services, transportation plan, audit
10-700-4530	LEGAL SERVICES	Attorney fees
10-700-5730	CONTINGENCY	for unforeseen expenditures
10-700-8010	DEBT SERVICE - PRINCIPAL	Town Hall debt payment
10-700-8011	DEBT SERVICE - INTEREST	Town Hall interest payment
10-800-0000	<b>GENERAL FUND TRANSFERS:</b>	
10-800-0001	CONTRIBUTION TO FIRE DEPT FUND	General Fund transfer to Fire Department
	<b>UTILITY FUND REVENUE</b>	
40-303-0009	GRANTS NC	AIA Grant
40-305-0001	REVENUE ACCOUNT REGULAR - WATER USAGE	Water usage
40-305-0002	REVENUE ACCOUNT REGULAR - SEWER USAGE	Sewer usage
40-305-0003	WATER TAP IN FEES	Water Taps
40-305-0004	SEWER TAP IN FEE	Sewer Taps
40-305-0005	ACCOUNT SERVICE CHARGES	Administrative service charge to open a new account (\$25.00 each)
40-305-0006	WATER SERVICE CHARGES	Service fee for temporary usage
40-305-0007	SEWER SERVICE CHARGES	Payments received through credit collection for old delinquent wrtie-off accounts
40-305-0008	LATE FEES - WATER	Late fee of 10% added to utility bill, when balance isn't paid by the due date
40-305-0009	LATE FEES - SEWER/GREASE	Late fee of 10% added to utility bill, when balance isn't paid by the due date (these accounts are sewer only)
40-305-0010	RETURNED CHECK FEES - WATER	Fee of \$25.00 charged on returned checks
40-305-0012	TEMPORARY UTILITY USE CHARGE	Temporary Services- service charges
40-305-0013	SPRINKLER FEES	Annual fee charged to businesses with sprinkler systems
40-307-0003	MISCELLANEOUS REVENUE - WATER	Temporary Services- on for cleaning water charges
40-307-0004	MISCELLANEOUS REVENUE - SEWER	Temporary Services- on for cleaning sewer charges
40-307-0009	APP. REST.FUND BALANCE-WATER	Appropriated Capacity Fee Fund Balance

**Town of Beaufort - Chart of Accounts**

<b>Account #</b>	<b>Account Name</b>	<b>Account Description</b>
40-307-0010	APP. RESTRICTED FUND BALANCE- SEWER	Appropriated Capacity Fee Fund Balance
40-800-0000	<b>UTILITY FUND TRANSFERS</b>	
40-800-0206	MERIT AWARDS	2.5% of Utility Fund salaries to be distributed based on employee evaluations
40-800-1240	CONTRIBUTION TO GF FOR ADMIN SERVICES	Transfer to the General Fund for administrative services provided by the General Fund
40-800-8000	CONTRIBUTION TO CAPITAL RESERVE	Contribution to Capital Reserve
40-810-0000	<b>SEWER DEPARTMENT :</b>	
40-810-0200	SALARIES AND WAGES	Salaries paid bi-weekly ( 26 periods per year)- Public Works employees
40-810-0201	OVERTIME	Overtime wages paid
40-810-0500	FICA EXPENSE	Federal Taxes for Social Security and Medicare withheld each pay period
40-810-0600	GROUP INSURANCE EXPENSE	Allocation by department for employee medical insurance - Town pays 100% of employee medical insurance
40-810-0700	RETIREMENT EXPENSE	Contribution by the Town to employees 401k (5%) and Town portion of NC Retirement ( ~7.5%)
40-810-0800	WORKERS COMPENSATION	Allocation by department for Workers Comp premiums for the year, additional premiums may be paid during the year if a department has a claim
40-810-1110	TELEPHONE	Landline service
40-810-1111	TELEPHONE-CELLULAR	*
40-810-1130	POSTAGE	Portion of the postage to mail utility bills
40-810-1210	OFFICE SUPPLIES	Office Supplies
40-810-1230	OFFICE CONTRACT SERVICES	3rd party services for printing the Utility Bill, NC 811 Locate Service
40-810-1250	DUES & SUBSCRIPTIONS	Staff dues to professional organizations
40-810-1310	ELECTRIC	Electricity for Lift Stations and sewer building
40-810-1330	WATER/SEWER/SOLID WASTE	Water and Trash Service
40-810-1420	OSHA/SAFETY COMPLIANCE	Gloves, safety vest
40-810-1422	SAFETY SUPPLIES & MATERIALS	First aid and other safety materials
40-810-1430	TRAINING - REGISTRATION & CLASS MA	Staff and employee conference and class registration and materials
40-810-1432	MEALS	Staff and employee meals for conferences and training
40-810-1433	LODGING	Staff and employee lodging for conference and training

**Town of Beaufort - Chart of Accounts**

<b>Account #</b>	<b>Account Name</b>	<b>Account Description</b>
40-810-1434	EMPLOYEE DEVELOPMENT /HUMAN RESOURCE	Background checks, pre-employment physicals, drug screens, tuition reimbursements, employee assistance programs, employment ads
40-810-1440	UNIFORMS	Uniforms for Sewer Department employees
40-810-1510	BUILDING MAINT	Building maintenance materials and repairs
40-810-1512	JANITORIAL SUPPLIES	Toilet paper, paper towels, cleaning supplies
40-810-1620	EQUIPMENT LEASE	Leased Backhoe
40-810-1630	EQUIPMENT MAINT & REPAIRS	Parts needed for equipment repair
40-810-1710	AUTO FUEL	Fuel for fleet vehicles
40-810-1730	VEHICLE MAINT & REPAIRS	Maintenance and Repair for Fleet Vehicles, tires, transmission repairs, brakes, alternator
40-810-1810	PERMITS & FEES - RECCURING	Permits and Fees
40-810-3310	DEPARTMENT SUPPLIES & MATERIALS	Stone, marking tape, lines, flags, concrete
40-810-4550	CONTRACT SERVICES	Fire Extinguisher inspection, credit checks for utility deposits, concrete repair, electrical services to trouble shoot lift stations as needed
40-810-5400	INSURANCE	Property and Liability insurance for Sewer Department and Equipment
40-810-7420	CAPITAL OUTLAY - EQUIPMENT	Generators for Lift Stations
40-810-8010	DEBT SERVICE-PRINCIPAL	Sewer loans debt payment
40-810-8011	DEBT SERVICE-INTEREST	Sewer loans interest payment
40-811-0000	<b>WWTP DEPARTMENT :</b>	
40-811-0200	SALARIES AND WAGES	Salaries paid bi-weekly (26 periods per year)
40-811-0201	OVERTIME	Overtime wages paid
40-811-0500	FICA EXPENSE	Federal Taxes for Social Security and Medicare withheld each pay period
40-811-0600	GROUP INSURANCE EXPENSE	Allocation by department for employee medical insurance - Town pays 100% of employee medical insurance
40-811-0700	RETIREMENT EXPENSE	Contribution by the Town to employees 401k (5%) and Town portion of NC Retirement ( ~7.5%)
40-811-0800	WORKERS COMPENSATION	Allocation by department for Workers Comp premiums for the year, additional premiums may be paid during the year if a department has a claim
40-811-1110	TELEPHONE	Landline service
40-811-1111	TELEPHONE - CELLULAR	*
40-811-1120	INTERNET/CABLE	Internet service for WWTP
40-811-1130	POSTAGE	Portion of the postage to mail utility bills
40-811-1210	OFFICE SUPPLIES	Office Supplies

**Town of Beaufort - Chart of Accounts**

<b>Account #</b>	<b>Account Name</b>	<b>Account Description</b>
40-811-1230	OFFICE CONTRACT SERVICES	IT support
40-811-1250	DUES & SUBSCRIPTIONS	Staff dues to professional organizations
40-811-1310	ELECTRIC	Electricity for WWTP
40-811-1330	WATER/SEWER/SOLID WASTE	Water and Trash Service
40-811-1420	OSHA/SAFETY COMPLIANCE	Gloves, safety vest, safety glasses, work boots
40-811-1422	SAFETY SUPPLIES & MATERIALS	First aid and other safety materials
40-811-1430	TRAINING -REGISTRATION & CLASS MAT	Staff and employee conference and class registration and materials
40-811-1431	TRAVEL MILEAGE	Staff and employee mileage for conferences and training
40-811-1432	MEALS	Staff and employee meals for conferences and training
40-811-1433	LODGING	Staff and employee lodging for conference and training
40-811-1440	UNIFORMS	Uniforms for Sewer Department employees
40-811-1510	BUILDING MAINT	Building maintenance materials and repairs
40-811-1512	JANITORIAL SUPPLIES	Toilet paper, paper towels, cleaning supplies
40-811-1610	NON-CAPITAL EQUIPMENT PURCHASE	Mixer, motor parts
40-811-1630	EQUIPMENT MAINT & REPAIRS	Parts needed for equipment repair
40-811-1710	AUTO FUEL	Fuel for fleet vehicles
40-811-1730	VEHICLE MAINT & REPAIRS	Maintenance and Repair for Fleet Vehicles, tires, transmission repairs, brakes, alternator
40-811-1810	PERMITS AND FEES - RECURRING	Permits and Fees
40-811-1830	COMPLIANCE TESTING	Lab analysis and sample testing
40-811-3310	DEPARTMENT SUPPLIES & MATERIALS	Lab supplies, chemicals, field supplies
40-811-4510	PROFESSIONAL SERVICES	Electrical service for repairs
40-811-4550	CONTRACT SERVICES	Pest control, fire extinguisher inspection, dumpster service, heat and air service
40-811-5400	INSURANCE	Property and Liability insurance for WWTP Department and Equipment
40-811-8010	DEBT SERVICE - PRINCIPAL	WWTP loans debt payment
40-811-8011	DEBT SERVICE - INTEREST	WWTP loans interest payment
40-812-0000	<b>WATER DEPARTMENT :</b>	
40-812-0200	SALARIES AND WAGES	Salaries paid bi-weekly (26 periods per year) - Public Works employees
40-812-0201	OVERTIME	Overtime wages paid
40-812-0500	FICA EXPENSE	Federal Taxes for Social Security and Medicare withheld each pay period
40-812-0600	GROUP INSURANCE EXPENSE	Allocation by department for employee medical insurance - Town pays 100% of employee medical insurance

**Town of Beaufort - Chart of Accounts**

<b>Account #</b>	<b>Account Name</b>	<b>Account Description</b>
40-812-0700	RETIREMENT EXPENSE	Contribution by the Town to employees 401k (5%) and Town portion of NC Retirement (~7.5%)
40-812-0800	WORKERS COMPENSATION	Allocation by department for Workers Comp premiums for the year, additional premiums may be paid during the year if a department has a claim
40-812-1110	TELEPHONE	Landline service
40-812-1111	TELEPHONE-CELLULAR	*
40-812-1130	POSTAGE	Portion of the postage to mail utility bills
40-812-1210	OFFICE SUPPLIES	Office Supplies
40-812-1230	OFFICE CONTRACT SERVICES	IT support, 3rd party services to print the utility bill,, collection services for delinquent accounts
40-812-1250	DUES AND SUBSCRIPTIONS	Staff dues to professional organizations
40-812-1310	ELECTRIC	Electricity for Water Department
40-812-1320	LP GAS	Lp gas for Water Department
40-812-1330	WATER/SEWER/SOLID WASTE	Water and Trash Service
40-812-1420	OSHA/SAFETY COMPLIANCE	Gloves, safety vest, safety glasses, work boots, first aid supplies
40-812-1430	TRAINING -REGISTRATION&CLASS MAT'L	Staff and employee conference and class registration and materials
40-812-1431	TRAVEL MILEAGE	Staff and employee mileage for conferences and training
40-812-1432	MEALS	Staff and employee meals for conferences and training
40-812-1434	EMPLOYEE DEVELOPMENT	Staff and employee lodging for conference and training
40-812-1440	UNIFORMS	Uniforms for Water Department employees
40-812-1510	BUILDING MAINT	Building maintenance materials and repairs
40-812-1512	JANITORIAL SUPPLIES	Toilet paper, paper towels, cleaning supplies
40-812-1610	NON-CAPITAL EQUIPMENT PURCHASES	Printers, scales, and other samll equipment
40-812-1630	EQUIPMENT MAINT. & REPAIRS	Parts needed for equipment repair
40-812-1710	AUTO FUEL	Fuel for fleet vehicles
40-812-1730	VEHICLE MAINT. & REPAIRS	Maintenance and Repair for Fleet Vehicles, tires, transmission repairs, brakes, alternator
40-812-1810	PERMITS & FEES - REOCCURING	Permits and Fees
40-812-1830	COMPLIANCE TESTING	Lab analysis and sample testing
40-812-3310	DEPARTMENT SUPPLIES & MATERIALS	Lab supplies, chemicals, field supplies
40-812-4550	CONTRACT SERVICES	Southern Corrosion maintenance contract, Rivers and Assoc (AIA grant), fire extinguisher inspection, credit checks for utility deposits, heat and air service
40-812-4570	COUNTY WATER PURCHASE	Water purchased from the County to service Eastman's Creek and other areas

**Town of Beaufort - Chart of Accounts**

<b>Account #</b>	<b>Account Name</b>	<b>Account Description</b>
40-812-5400	INSURANCE	Property and Liability insurance for WWTP Department and Equipment
40-812-7410	CAPITAL OUTLAY - BLDG.	Repairs to water treatment building
40-812-7440	CAPITAL OUTLAY - CONT. SERVICES	Water line repairs
40-812-8010	DEBT SERVICE - PRINCIPAL	Water loans debt payment
40-812-8011	DEBT SERVICE - INTEREST	Water loans interest payment
		*-The Town changed over to a cell stipend program in August. Therefore, many departments no longer have a cell phone charge. Police and Fire maintain the necessary phones needed for their departments, The Town has realized a \$3500 savings during the first 6 months of FY18.



## **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](http://www.beaufortnc.org)

### **Town of Beaufort Board of Commissioners Work Session**

**4:00 PM Monday, March 30, 2020 – Town Hall Conference Room, 701 Front Street, Beaufort**

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

**SUBJECT:** Crystal Coast Half Booty Triathlon

BRIEF SUMMARY: (Still in process of staff review)

Triathlon organizers have submitted an updated request to move the event date from May 9, 2020 to Sunday, October 11, 2020 with vendor activities beginning on the BHA grounds at 10 am. All other approved requests remain the same.

REQUESTED ACTION:

Consideration & Discussion

**EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

**SUBMITTED BY:**

Rachel Johnson, PIO/Parks & Events Coordinator

**BUDGET AMENDMENT REQUIRED:**

No



## **Town of Beaufort, NC**

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### **Town of Beaufort Board of Commissioners Work Session 4:00 PM Monday, March 30, 2020 – Town Hall Conference Room, 701 Front Street, Beaufort**

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**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** Extension of Sewer Service to House of Silk Flowers/  
Channine Business Park and Sewer Allocation

#### **BRIEF SUMMARY:**

Don Kirkman, County Economic Development Director, has requested the Board consider extending sewer to serve the House of Silk Flowers and the Channine Business Park on NC101, near Parker Boats. If the Board approves this request, Mr. Kirkman also requests that the Town of Beaufort be the applicant on a grant application (or multiple applications, if needed) that might defray some of the expenses that the property owner will incur to construct utility extensions and the business park road.

The House of Silk Flowers currently employs 33 people. The expansion is projected to add approximately 35 new jobs. It's difficult to estimate how many employees there might be if the business park was fully developed, but 100 to 150 is not unreasonable.

Sewer usage by the House of Silk Flowers expected to be about 1,700 gallons per day (25 gallons per employee). Using the same measure, 150 employees in the business park would result in 3,750 gallons per day. On the other hand, using the State's design rate of 880 gallons per day per acre for estimating usage, approximately 28,000 gallons per day of wastewater treatment capacity will need to be reserved for the proposed industrial park. This State-based volume assumes some light manufacturing, not just warehousing.

The staff sees this is a relatively small user with potential for significant job creation. If the Board approves this extension, the staff recommends requiring the submission of a voluntary annexation petition and, in the absence of an allocation policy, made subject to a number of stipulations.

#### **REQUESTED ACTION:**

Consider approving for a sewer allocation of 1,700 gallons per day for the House of Silk Flowers and 28,000 gallons per day of sewer capacity for the proposed business park while also considering that the approval be subject to the following:

1. The condition that a portion of the allocation granted for the business park shall be considered "used" when a water meter is installed for a given structure on a platted parcel within the planned commercial subdivision. The amount considered used shall

be computed by multiplying the size of the parcel on which the structure is located in acres by 880 gallons per day per acre.

2. The condition that the allocation granted for the House of Silk Flowers shall be considered "used" when the facility is connected to the Town's sewer collection system.
3. A stipulation that any portion of the allocations not used within 18 months of the Board's approval shall automatically revert to the Town.
4. Granting Town staff the ability to permit a 6-month first extension to the development for that portion of the allocation that remains unused within the 18-month period. The request for such extension must be accompanied by documentation demonstrating use of allocation before the expiration date is unavoidable due to factors beyond the applicant's control. The 6-month extension may be granted if, at the sole discretion of staff, the delay is a result of factors beyond the applicant's control.
5. Acknowledge that the Board may consider additional extensions for developments with valid plans in 12-month increments. Extension requests made to Board shall be accompanied by a non-refundable Processing Fee as identified in the adopted Fee Schedule.

**EXPECTED LENGTH OF PRESENTATION:**

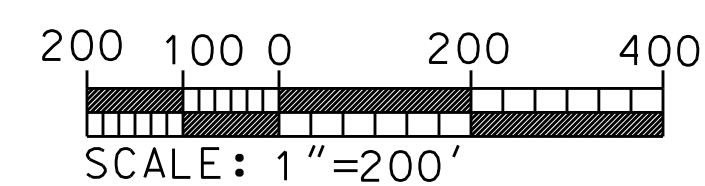
10 minutes

**SUBMITTED BY:**

John Day, Town Manager

**BUDGET AMENDMENT REQUIRED:**

No



SHEET 1 # OF 1  
 PROJECT #: pm1879-002  
 DESIGN FILE #: 1879-002 channine.dgn

REVISIONS:

NO.	BY	DATE	DESCRIPTION

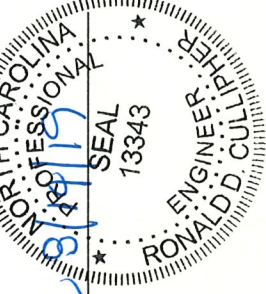
MASTER PLAN		
CHANNINE BUSINESS PARK		
BEAUFORT, CARTERET COUNTY, NORTH CAROLINA		
CLIENT:	CHANNINE BUSINESS PARK	DESIGNED:
ADDRESS:	2660 NC HWY 101 BEAUFORT, NC 28516	RDC
PHONE:		DRAWN:
		RDC
		CHECKED:
		RDC
		APPROVED:
		RDC
		DATE:
		7/3/19
		SCALE:
		1"=200'
<b>THE CULLIPHER GROUP, P.A.</b> ENGINEERING & SURVEYING SERVICES 151A HIGHWAY 24 MOREHEAD CITY, N.C. 28557 (252) 773-0090 LICENSE NO. C-4482 <b>PRELIMINARY NOT FOR CONSTRUCTION</b> <b>RONALD D. CULLIPHER P.E.</b>		



**THE CULLIPHER GROUP, P.A.**  
**ENGINEERING & SURVEYING SERVICES**

PRELIMINARY COST ESTIMATE  
 CHANNINE BUSINESS PARK  
 BEAUFORT, NC  
 08/14/19

	QUANTITY	UNIT	UNIT COST	TOTAL COST
I.	<b>ROADWAY CONSTRUCTION</b>			
A.	3.06 ACRES		\$4,000.00	\$12,240.00
B.	1700 CY		\$4.00	\$6,800.00
C.	5000 CY		\$4.00	\$20,000.00
D.	2000 CY		\$18.00	\$36,000.00
E.	10400 SY		\$14.00	\$145,600.00
F.	10400 SY		\$12.00	\$124,800.00
G.	1 LS		\$20,000.00	\$20,000.00
H.	2.15 ACRES		\$3,500.00	\$7,525.00
	<b>SUBTOTAL ROADWAY CONSTRUCTION</b>			<b>\$372,965.00</b>
II.	<b>WATER DISTRIBUTION</b>			
A.	1 EA		\$2,500.00	\$2,500.00
B.	1550 LF		\$18.00	\$27,900.00
C.	10 EA		\$1,000.00	\$10,000.00
D.	5 EA		\$2,500.00	\$12,500.00
E.	1 LS		\$2,500.00	\$2,500.00
	<b>SUBTOTAL WATER DISTRIBUTION</b>			<b>\$55,400.00</b>
III.	<b>WASTEWATER COLLECTION SYSTEM</b>			
A.	1 EA		\$200,000.00	\$200,000.00
B.	1719 LF		\$35.00	\$60,165.00
C.	10 EA		\$1,000.00	\$10,000.00
	<b>SUBTOTAL WASTEWATER COLLECTION</b>			<b>\$270,165.00</b>
IV.	<b>ENGINEERING</b>			
V.	<b>CONTRACT ADMINISTRATION</b>			
VI.	<b>CONTINGENCY</b>			
			8.00%	\$698,530.00
			7.00%	\$55,882.40
			10%	\$48,897.10
	<b>TOTAL I THRU VI</b>			<b>\$698,530.00</b>
	<b>ROUND TO</b>			<b>\$873,162.50</b>
				<b>\$875,000.00</b>



*Ronald D. Cullipher*  
 RONALD D. CULLIPHER, P.E.  
 DATE

HESTRON PLAZA TWO  
 151-A NC HWY 24  
 MOREHEAD CITY, NC 28557  
 (252) 773-0090



## **Town of Beaufort, NC**

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### **Town of Beaufort Board of Commissioners Work Session Meeting 4:00 PM, Monday March 30, 2020 – Town Hall Conference Room, 701 Front Street, Beaufort**

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**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** Purchase of Ladder Truck for Fire Department

#### **BRIEF SUMMARY:**

After a presentation from Fire Chief Tony Ray at the Town's annual retreat on the need for a ladder truck (attached), the Board asked staff to take the necessary steps to begin the purchase process and place the matter on the agenda of the March work session.

#### **REQUESTED ACTION:**

Adopt the attached financing resolution from BB&T/Truist and direct staff to identify a ladder truck available from existing manufacturer rolling stock.

Once a truck is identified and secured, it will be brought to the Board for final purchase approval.

#### **EXPECTED LENGTH OF PRESENTATION:**

10 minutes

#### **SUBMITTED BY:**

John Day, Town Manager

#### **BUDGET AMENDMENT REQUIRED:**

No



**Branch Banking & Trust Company**

Governmental Finance  
5130 Parkway Plaza Boulevard  
Charlotte, North Carolina 28217  
Phone (704) 954-1700  
Fax (704) 954-1799

March 26, 2020

Mr. Joe Niggel  
Piper Sandler & Co.

Town of Beaufort, NC  
PO Box 390  
Beaufort, NC 28516

Dear Mr. Niggel:

Truist Bank (“Lender”) is pleased to offer this proposal for the financing requested by the Town of Beaufort, NC (“Borrower”).

**PROJECT:** Fire Truck Financing

**AMOUNT:** \$1,500,000.00

**TERM:** 10 years  
15 years

**INTEREST RATE:** 1.89% (10 years)  
2.19% (15 years)

**TAX STATUS:** Tax Exempt – Bank Qualified

**PAYMENTS:** Interest: Annual  
Principal: Annual

**INTEREST RATE CALCULATION:** 30/360

**SECURITY:** Vehicles and Equipment

**PREPAYMENT TERMS:** Prepayable in whole at any time with a one percent prepayment penalty.

**RATE EXPIRATION:** May 4, 2020

**DOCUMENTATION/ LEGAL REVIEW FEE:** N/A

**FUNDING:** Proceeds will be deposited into an account held at Lender pending disbursement unless equipment is delivered prior to closing.

**DOCUMENTATION:** Lender proposes to use its standard form financing contracts and related documents for this installment financing. We shall provide a sample of those documents to you should Lender be the successful proposer.

The financing documents shall include provisions that will outline appropriate changes to be implemented in the event that this transaction is determined to be taxable or non-bank qualified in accordance with the Internal Revenue Service Code.

**REPORTING**

**REQUIREMENTS:** Lender will require financial statements to be delivered within 270 days after the conclusion of each fiscal year-end throughout the term of the financing.

Should we become the successful proposer, we have attached the form of a resolution that your governing board can use to award the financing to Lender. If your board adopts this resolution, then Lender shall not require any further board action prior to closing the transaction.

Lender shall have the right to cancel this offer by notifying the Borrower of its election to do so (whether this offer has previously been accepted by the Borrower) if at any time prior to the closing there is a material adverse change in the Borrower's financial condition, if we discover adverse circumstances of which we are currently unaware, if we are unable to agree on acceptable documentation with the Borrower or if there is a change in law (or proposed change in law) that changes the economic effect of this financing to Lender.

Costs of counsel for the Borrower and any other costs will be the responsibility of the Borrower.

The stated interest rate assumes that the Borrower expects to borrow no more than \$10,000,000 in the current calendar year and that the financing will qualify as qualified tax-exempt financing under the Internal Revenue Code. Lender reserves the right to terminate this bid or to negotiate a mutually acceptable interest rate if the financing is not qualified tax-exempt financing.

Lender appreciates the opportunity to offer this financing proposal. Please call me at (803) 251-1328 with your questions and comments. We look forward to hearing from you.

Sincerely,

**Truist Bank**



Andrew G. Smith  
Senior Vice President

**Resolution Approving Financing Terms**

**WHEREAS:** The Town of Beaufort, NC (“Borrower”) has previously determined to undertake a project for the financing of a fire truck (the “Project”), and the Finance Officer has now presented a proposal for the financing of such Project.

**BE IT THEREFORE RESOLVED, as follows:**

1. The Borrower hereby determines to finance the Project through Truist Bank (“Lender”) in accordance with the proposal dated March 26, 2020. The amount financed shall not exceed \$1,500,000.00, the annual interest rate (in the absence of default or change in tax status) shall not exceed \_\_\_\_\_%, and the financing term shall not exceed \_\_\_\_\_ years from closing.

2. All financing contracts and all related documents for the closing of the financing (the “Financing Documents”) shall be consistent with the foregoing terms. All officers and employees of the Borrower are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution.

3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by Borrower officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer’s release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document’s final form.

4. The Borrower shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The Borrower hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).

5. The Borrower intends that the adoption of this resolution will be a declaration of the Borrower’s official intent to reimburse expenditures for the Project that are to be financed from the proceeds of the Lender financing described above. The Borrower intends that funds that have been advanced, or that may be advanced, from the Borrower’s general fund or any other Borrower fund related to the Project, for project costs may be reimbursed from the financing proceeds.

6. All prior actions of Borrower officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2020

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

SEAL



# Aerial Apparatus Replacement for the Town of Beaufort





# BFD LADDER 1



# Pros and Cons of Current Aerial Apparatus

## Pros

- Identifies the need for aerial apparatus in Beaufort
- Maneuverability
- Allows accessibility
- Allows reach
- Was donated
  - Additional cost to place in service

## Cons

- Requires two FFs to drive
- Requires multiple FFs to operate on-scene
- Limited capabilities
  - No pump
  - No water tank
  - Must be nursed by additional apparatus
- Limited rescue component
  - 250 lbs. tip load (dry)
- 25 yrs. old
  - Maintenance cost
  - Down Time
  - Out of service 8 months in 2019
  - Repair cost

# Continued

## Pros

## Cons

- No firehose for interior attack
- Takes extra floor space in station
  - 57' long
- Difficult to staff in County fire districts
  - Need of multiple apparatus



# New Apparatus

## Pros

- One driver
- One operator
  - Set up
  - Operations
- Extended reach
  - 105' to 107'
- Rescue Capable
  - 750 lbs. tip load
- 2000 gpm pumping capability
- 500 Gallon booster tank
- Carries fire hose

## Cons

- Cost of new apparatus
  - Looking at rolling stock (demos)
- Less of some maneuverability

# New Apparatus (continued)

## Pros

- Rated as a “Quint” for ISO rating
- Maintenance warranty
- Corrosion resistance
- 25 yrs. of service life
- Increased crew safety
  - Safe cab
- Rolling stock

## Cons



# Truck Demonstration Benchmarks

- Scrub Area
- Tip load
- Water pipe
- Nozzle flow rates
- Reach Capabilities
  - Water/Cell towers
  - 216 Front St. (residence)
  - Bistro roof
  - 1015 Front St. (condos)
  - Bookout building (Duke Marine Campus)
  - 103 Moore St. condos

# FINANCING

- First Option Financing

- \$1,000,000      15yrs @ 2.495 = \$80,912 annually  
10yrs @ 2.380 = \$113,746 annually

- Second Option Financing

- \$1,000,000      15yrs @ 2.24 = \$79,230 annually  
10yrs @ 1.94 = \$110,978 annually

# Questions



## **Town of Beaufort, NC**

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### **Town of Beaufort Board of Commissioners Work Session Meeting 4:00 PM Monday, March 30, 2020 – Town Hall Conference Room, 701 Front Street, Beaufort**

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

**SUBJECT:** Painting of Parking Space Lines

**BRIEF SUMMARY:**

At the Board's annual retreat Commissioner Hollinshed requested the painting of parking space lines on residential streets in the downtown area in an effort to maximize the number of vehicles that can be accommodated.

**REQUESTED ACTION:**

Consider Commissioner Hollinshed's request.

**EXPECTED LENGTH OF PRESENTATION:**

5 minutes

**SUBMITTED BY:**

John Day, Town Manager

**BUDGET AMENDMENT REQUIRED:**

No