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

Town of Beaufort Board of Commissioners Work Session Meeting
4:00 PM Monday, April 27, 2020 - Town Hall Conference Room, 701 Front Street, Beaufort, NC
Monthly Meeting

Call To Order

Roll Call

Agenda Approval

Public Comment

Items for Discussion and Consideration

1. Draft Minutes for the March 30, 2020 Work Session and for the April 13, 2020 Regular Meeting
2. Resolution Designating Applicant’s Agent required by NC Department of Emergency Services for FEMA 4487-DR-NC
3. March Financial Report
4. FY 20 Budget Amendment #12
5. Revised Budget Calendar
6. Voluntary Annexation for Old Seaport Development, LLC (153 Aqua 10 Road and 103 Aqua 10 Road) Doug Brady
7. Changes in Personnel Policy Compensation During State of Emergency
8. Case 19-12 Text Amendment - Lower Live Oak Overlay District
9. Case 19-13 Lower Live Oak Corridor Overlay District
10. 400 Pollock Street/Preservation NC
11. Paid Parking 2020 Season

Mayor/Commission Comments

Adjourn

Town of Beaufort, NC

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Town of Beaufort Board of Commissioners Work Session
4:00 PM Monday, April 27, 2020 – Town Hall Conference Room, 701 Front Street, Beaufort

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AGENDA CATEGORY:	Items for Discussion and Consideration
SUBJECT:	Draft Minutes for the March 30, 2020 Work Session and for the April 13, 2020 Regular Meeting

BRIEF SUMMARY:

Draft Minutes for the March 30, 2020 Work Session and for the April 13, 2020 Regular Meeting

REQUESTED ACTION:

Consider Approval of the draft minutes as presented or amended.

EXPECTED LENGTH OF PRESENTATION:

2 minutes

SUBMITTED BY:

Michele Davis, Town Clerk

BUDGET AMENDMENT REQUIRED:

No

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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, NC
Minutes

Call To Order

Mayor Newton called the meeting to order. Due to the COVID-19 pandemic the meeting was held electronically through the Zoom meeting platform.

Roll Call

Town Clerk Davis called roll and declared a quorum present.

Agenda Approval

Mayor Newton asked the commissioners to please consider moving Item 15 under Items for Discussion and Consideration to first item for discussion.

A motion was made to approve the agenda as amended.

Motion made by Commissioner Hagle.
Voting Yea: Commissioner Harker, Commissioner McDonald, Commissioner Carter, Commissioner Hollinshed, Commissioner Hagle

Public Comment

No public comments were made.

Presentation

1 FY 19 Audit Presentation

Ko-Tang Moses of Martin Starnes, CPA presented the audit report with an unmodified opinion. She indicated the audit had been presented to the Local Government Commission (LGC) and had been accepted.

Items for Discussion and Consideration

1 Draft Minutes of the March 9, 2020 Regular Meeting

This item was placed on the agenda under Items of Consent.

2 Voluntary Annexation Request for Old Seaport Development, LLC (153 Aqua 10 Road and 103 Aqua 10 Road) Doug Brady

Town Clerk Davis reported the developers, Old Seaport Development, LLC had petitioned the town for voluntary annexation in order to receive water and sewer services. Town Clerk Davis indicated the board needed to approve the Resolution Directing the Clerk to Certify the Sufficiency of the Petition.

This item was placed on the agenda under Items of Consent.

3 Adoption of Carteret County Emergency Operations Plan

Chief Tony Ray reported the Carteret County Emergency Operations Plan needed to be adopted by the town in order to receive points for the Community Rating System (CRS). The CRS program is part of the National Flood Insurance Program (NFIP). By adopting the plan, the Town of Beaufort will be in line with all other municipalities in Carteret County.

This item was placed on the agenda under Items of Consent.

4 Case No. 20-01: Zoning Map Update & Request to Rezone 16 Parcels

Planning and Inspections Director, Kyle Garner indicated the request was for parcels currently not consistent with the CAMA Land Use Plan. He continued by informing the board members the Planning Board had unanimously recommended moving forward with the rezoning. Mr. Garner did also inform the board members Gene Foxworth of Carteret County Government expressed concerns over the rezoning of property adjacent to the courthouse and jail. He indicated Mr. Foxworth believed the rezoning could impact what Carteret County had planned for the vacant properties.

Commissioner McDonald expressed concern over the implications of the county not being able to use the property for planned expansions. He asked the board members to please seriously consider the request and the future plans of the county. Mr. Garner indicated the staff believed the rezoning would bring more consistency to the selected parcels. In response to a question from Commissioner Hagle regarding the impacts of the rezoning, Mr. Garner indicated the changes would go from B-1 to Transitional which provided more opportunities for development.

This item was set for a public hearing on Monday, April 13, 2020.

5 Case 19-12 Text Amendment - Lower Live Oak Overlay District

Planning Director Garner indicated the text amendment would incorporate specific features for the lower portion of Live Oak Street just had been done for the Cedar Street Mixed Use District. He reported the Planning Board with some slight modifications had recommended approval by the Board of Commissioners.

Commissioner Hagle expressed concern over having a public hearing on a contentious subject as this through an electronic meeting.

During discussions, the board members agreed to table the request for a public hearing until the May 2020 meeting.

6 Case 19-13 Lower Live Oak Corridor Overlay District

Due to concerns over holding a public meeting for an item of this magnitude, the board members agreed to table until the May 2020 meeting.

7 FY 20 Budget Amendment #10

Finance Director, Christi Wood indicated the budget amendment was for the completion of the renovations on the police department annex, install security cameras and to outfit the training room. In addition to those items, Ms. Wood indicated funds were available from the sale of surplus equipment in order to purchase an aging truck for Public Works so the request included $12K with the third item for additional legal services. The request totaled $92K and would be taken out of General Fund.

This item was placed on the agenda under Items of Consent.

8 Residential Solid Waste Fee Increase

Finance Director Wood indicated the contract with Waste Industries allowed for a fee increase which was built into the contract. The fee increase is based on the CPI. This year the amount of increase by 2.1% per household and will be on the April billing received in May. The actual increase per household is .39 cent per household per month.

This item was placed on the agenda under Items of Consent.

9 Amending Code of Ordinances Chapter 52 Water Billing

Town Manager Day asked the board members to please consider amending Chapter 52 of the Town of Beaufort Code of Ordinances. He indicated the ordinance needed to be amended to allow the town the ability to decide whether to charge a late fee during times of need.

In response to questions from board members regarding the consistency of the application of the decision, Town Manager Day indicated the decision would be based on circumstances for each citizen and for hardships.

A motion was made to approve the amendment to Chapter 52 Water Billing of the Town of Beaufort Code of Ordinances for immediate implementation.

Motion made by Commissioner Hagle.
Voting Yea: Commissioner Harker, Commissioner McDonald, Commissioner Carter, Commissioner Hollinshed, Commissioner Hagle

10 FY 21 Budget Calendar

This item was placed on the agenda for Items of Consent.

11 FY 20 Audit Contract

Finance Director Christi Wood indicated the contract would be with Martin Starnes, CPA again and is the same as it has been in the prior years. This item was place on the agenda under Items of Consent.

12 BDA Funding Request

Rachel Johnson indicated the Beaufort Development Association had submitted request for items to be purchased with the parking funds of which $6100 was available for the request. Mayor Newton indicated the full request was for $7500 and he asked the board members to please consider finding the funding for the entire amount.

Ms. Johnson indicated the BDA had also requested funding for wreaths to be used uptown totaling near $10K. Town Manager Day recommended consideration for the wreaths to be done during the budgeting process and meetings.

The board decided to request the budget amendment to include the additional $1400 in the total of the amendment for the regular meeting.

13 February Financial Report

Ms. Wood indicated she did not have any concerns with the financial report at this time. She indicated the tax collection was still being done for the past couple of years and the collection rate is currently at 95.87% for 2019.

Commissioner Harker asked about the expenses being reimbursed for the COVID-19 event. Ms. Wood indicated FEMA had been approved and the town has already completed the application for consideration.

14 Crystal Coast Half Booty Triathlon

Rachel Johnson indicated the request is to reschedule the triathlon for Sunday, October 11, 2020.

This item was placed on the agenda under Items of Consent.

15 Extension of Sewer Service to House of Silk Flowers/ Channine Business Park and Sewer Allocation

Don Kirkman thanked the board members for allowing him to present this proposal on behalf of the Economic Development Department of Carteret County. Mr. Kirkman indicated the proposal was for consideration of water and sewer utilities extension to the House of Silk Flowers located just north of Parker Boats on Hwy 101. He further indicated there was also the request for consideration of sewer allocation for a proposed business park for proposed light manufacturing type space. He also indicated the request was for the town to please consider being a grant applicant for one or more grants for the infrastructure inside the business park.

Town Manager Day indicated the staff recommended approval of the request with some specifics as identified in the summary provided in the packet outlining the proposed allocations needed. Town Engineer Greg Meshaw indicated the recommendation for sewer allocation was 28,000 gallons for the proposed business park. He further indicated the agreement was to allow an extension by staff of the allocation if after 18 months the business park had not used all the allocation. Any other extensions past the first six-month extension would have to be approved by the board members. Mr. Meshaw indicated this was a preview of the overall allocation policy that will be provided later. The potential agreement also included a requirement for voluntary annexation into the town.

Town Manager Day asked Mr. Kirkman to please provide the potential for additional requests from businesses in the same area. Mr. Kirkman indicated there were three additional properties between House of Silk Flowers and Parker Boats for which the owners may be interested in also connecting to the water and sewer services from the town.

In response to a question from Commissioner Carter, Mr. Meshaw indicated the amount of sewer allocation per business would be based on the type of business as well as the number of employees. He indicated the State of NC had guidelines and regulations which must be followed.

In response to a question from Commissioner Harker regarding the annexation of the property, Town Manager Day indicated the town would require a voluntary annexation application be submitted but not before the properties have been developed. He reported the Fire Department already served the area, but upon annexation, the property would also begin receiving police service protection.

Commissioner McDonald asked if residential requests would also be considered to tap into the line. Mr. Day indicated that would be up to the board members but there were already agreements in place with subdivisions in the general area. He continued by saying there is always the option people could ask for consideration on a case by case basis.

Commissioner Hollinshed stated she was concerned about tying up allocation and voluntary annexation for satellite areas. She also mentioned the solid waste transfer collection site and the value of the project for the town. Mr. Day indicated the county property would not be part of the annexation petition. Mr. Kirkman indicated he did not see any adverse impacts on the requests being discussed.

Commissioner Hagle indicated he thought the transfer station was being relocated. He also indicated he was concerned about the sewer allocation and the town's need to track it as we look down the road. He also expressed concern over the annexation and as to whether Eastman Creek would also ask for annexation. Town Manager Day indicated it would be harder for

Eastman Creek to request annexation since every single property owner would have to sign for the annexation process to begin. Additionally, Commissioner Hagle asked about the cost and effort of the town being involved with the grant. Town Manager Day and Mr. Kirkman indicated the work for the grant would be completed by the Economic Development department and the town would only be the signer. Commissioner Hagle indicated he did not want any further expenses paid by the town for the grant processing and application.

In response to a question regarding who would manage the grant, Mr, Kirkman indicated there were options for the grant to be managed by a third party. The developer would be responsible for any associated fees of the third party.

In response to a question from Commissioner McDonald, Town Manager Day indicated the water rate would be the same as if the property was not annexed into the limits.

Mayor Newton indicated the item would be on discussion and consideration at the next board meeting.

16 Purchase of Ladder Truck for Fire Department

Chief Ray indicated the request was for approval of a financing rate with Branch Banking and Trust (Truist) for up to an amount of $1.1 million. The estimated annual payment would be $86K per year for 15 years at 2.9%.

Town Manager Day indicated this request was for approval of the resolution for financing with BB&T/Truist. He further stated the actual financing would have to come back to the board of commissioners for final approval.

This item was placed on the agenda under Items for Discussion and Consideration.

17 Painting of Parking Space Lines

Commissioner Hollinshed asked the board members to please consider better identification of available parking spaces without blocking drive ways and parking only on one side of the street. Commissioner Harker indicated she supported the idea since the town would be able to better micromanage the parking opportunities.

Commissioner Harker also asked the board members to please consider exploring one way streets in town.

Mayor/Commission Comments

Commissioner Carter commented the town should consider suspending paid parking this season.

Commissioner Harker also indicated she believed the paid parking needed to be considered. She gave Town Manager Day accolades for getting information out and she thanked the Mayor for his videos. She encouraged everyone to be careful during this COVID-19 event.

Commissioner McDonald indicated he had enjoyed the meeting and it was a good meeting. However, he was not able to pull up the agenda today.

Commissioner Hollinshed indicated everyone would have a hardship one way or another during these uncertain times.

Commissioner Hagle indicated it had been frustrating times for many people. He thanked staff for all the work being done. He also thanked folks working in the health care industry.

Mayor Newton indicated 1307 cases in the state, 11 cases in Carteret County with 6 deaths in the state from the Coronavirus. He further indicated he appreciated all the work being done by the community and town staff.

Adjourn

A motion was made to adjourn the meeting.

Motion made by Commissioner Hagle.
Voting Yea: Commissioner Harker, Commissioner McDonald, Commissioner Carter, Commissioner Hollinshed, Commissioner Hagle

Mayor Everette S. (Rett) Newton

Michele Davis, Town Clerk

Town of Beaufort, NC
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Town of Beaufort Board of Commissioners Regular Meeting
6:00 PM Monday, April 13, 2020 - Train Depot, 614 Broad Street, Beaufort, NC 28516 Virtual Meeting through Zoom
Minutes

Call to Order

Mayor Newton called the meeting to order.

Roll Call

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

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

1. Schedule of Events for April 2020 and May 2020

   Town Clerk Davis provided information regarding the cancellations of the meetings and events for the months of April and May.

Public Comment

No public comments were made.

Project Updates

Town Engineer Greg Meshaw gave an update on three projects for which work had been completed since the update during the March 2020 meeting.

Mr. Meshaw reported the construction of Randolph Johnson Park was proceeding along with the base for the asphalt parking lot being completed, piping for the splash pad has been installed and pressure tested, the concrete slab for the building and plumbing have been installed and rough grading has been completed for the playground area.

Additionally, the sewer replacement project on Professional Park Drive has been completed. When the pipe was replaced it was determined the reason for the hole in the sewer pipe was due to a Duke Energy conduit directly under the piping. Mr. Meshaw reported the town was looking for Duke Energy to pay for the cost of the repair.

Regarding the streets project, Mr. Meshaw indicated the Local Government Commission (LGC) had approved the financing and the contract had been delivered to Thomas Simpson Construction for execution. He reported work on paving could possibly begin sometime in June.

Manager Report

Town Manager Day indicated he wanted to thank all staff for their dedication and hard work through all the COVID-19 event. He reported the entry pass process had been working well and additional passes were being issued for those with valid reasons to need entry into the town. He did report there had been some denials.

Commissioner Hollinshed asked for the board members to be able to see a listing of denials.

Commissioner Harker asked if there had been any tracking of the financial impact this event was having on the town.

Commissioner Carter commended the staff for hard work.

Items of Consent

A motion was made to approve all the Items of Consent with the exception of Item 7 Residential Solid Waste Fee Increase which was to be moved to the Items for Discussion and Consideration.

Motion made by Commissioner Hagle.
Voting Yea: Commissioner Harker, Commissioner McDonald, Commissioner Carter, Commissioner Hollinshed, Commissioner Hagle

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. FY 20 Audit Contract
4. FY 21 Budget Calendar
5. Adoption of Carteret County Emergency Operations Plan
6. FY 20 Budget Amendment #10
7. Crystal Coast Half Booty Triathlon

Public Hearing

1. Case No. 20-01: Zoning Map Update & Request to Rezone 16 Parcels

   Town Planner Kate Allen reported the request was to rezone 16 parcels within the town limits in order to be consistent with the CAMA Land Use Plan. Ms. Allen reported the properties will be rezoned to TR (Transitional) except for those located on West Beaufort Road which will be rezoned to R-20 and the Rachel Carson Reserve which will be zoned OS (Open Space).

In response to a question from Commissioner Hagle regarding the Beaufort Historic Grounds, Ms. Allen reported the rezoning was due to a current split zoning situation. Commissioner McDonald asked what the differences would be when changing the zoning that could not be done with the current zoning. Ms. Allen reported the requested zoning would become more restrictive. Commissioner Hagle indicated the new zoning would be more appropriate. Ms. Allen indicated some of the properties would now be conforming where they were not so before. Ms. Allen also stated a split zoning makes it harder for planning and inspections; and the rezoning would have no impact on easements as asked by Commissioner McDonald.

Town Manager Day commented the split zoning may not make the property usable depending on what the owner would like to do with the property. Commissioner Hagle commented the rezoning cleans up the zoning and makes the property more valuable. Commissioner McDonald commented he understood that, but he was looking at making plans for property more doable.

Commissioner Harker asked if any of the property owners had expressed concerns over the proposed rezoning. Ms. Allen indicated Assistant County Manager Gene Foxworth asked for different requirements because of an anticipated project. Commissioner Harker asked about impacts of conforming structures to which Ms. Allen responded the rezoning would not impact current structures and would not create any additional non-conforming situations. Commissioner McDonald asked specifically what the county wanted. Ms. Allen indicated they had requested reduced setbacks.

Commissioner McDonald stated the town needed to have a vision of what we want to do when items such as this are brought before the board for consideration. Commissioner Carter asked what was meant by future land use plan and consistency. Ms. Allen indicated the comment eluded to the future land use map. Commissioner McDonald expressed concern the owners of the property were not even at the workshop to make comments and that the board did not know all of the information until this meeting. Town Manager Day indicated this was not being done to help make something happen, but it was just a technical process to get some properties cleaned up and to meet the future land use map.

Commissioner Hagle made a motion to open the public hearing. The vote was unanimous. No public comments were made. Commissioner Carter made a motion to close the public hearing. The vote was unanimous.

Commissioner McDonald asked again why the county was not in agreement with the proposed rezoning. Ms. Allen responded the county representative attended the first meeting and spoke about the setbacks and the potential for a new jail on the property. She indicated the representative did not attend the second meeting. Town Manager Day indicated by moving the setbacks buildings can be put closer to the property line. Commissioner McDonald indicated if the citizens knew more about what was being built in the community that will bring in no revenue more comments may be made. He further commented the county should build office space and move the jail outside of the town limits. Ms. Allen stated the existing zoning does not have bearing on if a jail could be built. Town Manager Day indicated the county already has the right to expand the jail.

A motion was made to approve the proposed rezoning for the sixteen parcels as presented.

Motion made by Commissioner Hagle.
Voting Yea: Commissioner Harker, Commissioner Carter, Commissioner Hollinshed, Commissioner Hagle
Voting Nay: Commissioner McDonald

Items for Discussion and Consideration

1. Purchase of Ladder Truck for Fire Department

Town Manager Day reported Fire Chief Ray had discussed the need to a new ladder truck during the annual board retreat as well as a recent work session. He indicated financing could be obtained from BB&T/Truist for a 15-year term at 2.19%. He indicated Chief Ray and the Fire Department staff had identified and tested a ladder truck. Town Manager Day reported the truck was considered rolling stock. He asked the board members to please consider approving a budget amendment not to exceed $1.1 million and to approve the financing resolution.

In response to a question from Commissioner Hagle, Chief Ray indicated the fire insurance rating should improve some for properties in the fire district.

Chief Ray indicated the staff had tested the 107' ladder 750-pound bucket weight during a recent demonstration provided by the vendor. He indicated benchmarks such as the Beaufort Hotel and the Duke Marine Lab were used to verify the reach of the ladder truck. In response to a question from Commissioner McDonald, Chief Ray indicated buildings all over town were also used as benchmarks and not just ones in the downtown area.

Commissioner Carter asked about the ability of reach to the water side of buildings located on the south side of Front Street. Chief Ray indicated from the corner of the buildings, the reach will be greater and be able to cover more of the building.

Commissioner McDonald indicated he was not against getting the new truck, but he was against citizens not knowing or understanding the truck was for use in all areas of town and not just for certain areas.

Commissioner Hagle asked about the impact to the future budget. Town Manager Day indicated it would be under 1 cent on the current tax rate.

In response to a question from Commissioner Hollinshed, Chief Ray indicated the tactic to fighting a fire is determined by the fire and the location of the fire in the building.

Commissioner Harker indicated Chief Ray had done a good job of identifying the need for this type of truck. She also commented the donated truck had been costly for the maintenance. Chief Ray indicated it would cost the town to bring the current ladder up to certification prior to being able to sell. Commissioner Harker also commented by getting a rolling stock truck it saved time. Chief Ray indicated it would also be saving some money.

A motion was made to approve the financing resolution and the budget amendment as presented.

Motion made by Commissioner Carter.
Voting Yea: Commissioner Harker, Commissioner McDonald, Commissioner Carter, Commissioner Hollinshed, Commissioner Hagle

2. BDA Funding Request

Town Manager Day indicated the request was for $7500 for a marketing campaign by the Beaufort Development Association (BDA). Event Coordinator, Rachel Johnson indicated the request would be considered as a grant from the town.

A motion was made to approve the budget amendment for $7500 to support the marketing campaign by the BDA.

Motion made by Commissioner Hagle.
Voting Yea: Commissioner Harker, Commissioner McDonald, Commissioner Carter, Commissioner Hollinshed, Commissioner Hagle

3. Residential Solid Waste Fee Increase

Commissioner McDonald indicated citizens cannot continue to afford increases in utility billing. Mayor Newton indicated there would be implications if the town violated the contract. Town Manager Day indicated the contract could be paid out or money found elsewhere to absorb the $15K cost. Commissioner Harker indicated that would be what was being done before by subsidizing through property tax revenue. Commissioner Hagle indicated the cost increase was in the contract when approved by the board and not honoring could cost more in legal fees.

Town Attorney Arey Grady agreed with comments that it was part of the contract and whether the town votes to approve the increase or not approve the contract is binding and nothing can be done at this point. Commissioner McDonald asked if the contract could be changed. Town Attorney Grady indicated there was no good reason to terminate the contract. By doing so, there would be an open liability to all citizens.

Commissioner Hollinshed indicated she did not want to buy garbage trucks. Commissioner Harker indicated the board new the increase was in the contract when signed and that subsidizing trash collection would be a step backwards.

A motion was to approve the price increase as presented.

Motion made by Commissioner Carter.
Voting Yea: Commissioner Harker, Commissioner Carter, Commissioner Hollinshed, Commissioner Hagle
Voting Nay: Commissioner McDonald

Mayor/Commission Comments

Commissioner Hagle thanked staff for the extra work during this pandemic. He also thanked all health care workers and citizens for abiding by the guidelines. His safety message was that steps had been taken as an imperfect response to a misunderstood threat. In closing, he commented the board should begin thinking about the restart of the town when the time comes.

Commissioner Hollinshed asked the Mayor to do a PSA on golf carts and bicycles and the rules they must obey. She asked for the discussion on the restart approach to be discussed at the next work session.

Commissioner McDonald referred to the April 7, 2020 email and indicated it saddened him about the way some of the fellow commissioners were thinking about items being discussed. He asked did the board not have the rights to make decisions. He expressed concern over a comment to not provide the current owners of a property a stay of execution. Mayor Newton asked Commissioner McDonald to please stop his comments and the personal attack he was making on another board member. He continued by saying Commissioner McDonald had agreed to recuse himself from any discussions on the matter.

Commissioner Harker thanked the staff for the job they were doing. She indicated we were all diamonds being made under the pressure of the uncertain times. She thanked the community for how they have handled the rules whether they agreed or not. She further commented great deeds and acts of kindness were being done in every community. She thanked Town Manager Day and his wife Christy Shi-Day for their leadership and technical abilities with getting everything set up for meetings. She also thanked those in the community such as Heather Walker for making masks for health care workers. In closing, she thanked the Mayor and fellow board members for their support.

Commissioner Carter indicated she agreed with the News-Times editorial that time will be the judge as far as the COVID-19 response. She complimented town staff for their hard work during this time.

Mayor Newton thanked the medical professionals for their dedication and service. He thanked the town staff for keeping measures going. He also thanked the Duke Marine Lab for the free face shields. He indicating the things keeping him awake at night were the virus and not knowing how much was around the community, the business community, the hunger issues and the outcome after the end of these uncertain times.

Adjourn

A motion was made to adjourn the meeting

Motion made by Commissioner Hollinshed.
Voting Yea: Commissioner Harker, Commissioner McDonald, Commissioner Carter, Commissioner Hollinshed, Commissioner Hagle

The meeting adjourned at 7:30 pm.

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Mayor Everette S. (Rett) Newton

____

Michele Davis, Town Clerk

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Town of Beaufort Board of Commissioners Worksession Meeting
4:00 PM Monday, April 27 – 701 Front Street Town Hall Conference Room

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AGENDA CATEGORY:	Items for Discussion and Consideration
SUBJECT:	Resolution Designating Applicant's Agent required by NC Department of Emergency Services for FEMA 4487-DR-NC

BRIEF SUMMARY:

The Designation of Applicant's Agent names Christi Wood, Finance Director and John Day, Town Manager as Primary and Secondary Agents authorized to execute and file applications on behalf of the Town for obtaining State and Federal financial assistance. (Required for FEMA reimbursement)

REQUESTED ACTION:

Approve the Designation of Applicants Agent

EXPECTED LENGTH OF PRESENTATION:

5 minutes

SUBMITTED BY:

Christi Wood – Finance Director

BUDGET AMENDMENT REQUIRED:

No

RESOLUTION
DESIGNATION OF APPLICANT'S AGENT
North Carolina Division of Emergency Management

Organization Name (hereafter named Organization) Town of Beaufort	Disaster Number: 4487
Applicant's State Cognizant Agency for Single Audit purposes (If Cognizant Agency is not assigned, please indicate):	
Applicant's Fiscal Year (FY) Start Month: July Day: 01	
Applicant's Federal Employer's Identification Number 56 - 6001173	
Applicant's Federal Information Processing Standards (FIPS) Number 031 - 04260 - 00	

PRIMARY AGENT	SECONDARY AGENT
Agent's Name Christi Wood	Agent's Name John Day
Organization Town of Beaufort	Organization Town of Beaufort
Official Position Finance Director	Official Position Town Manager
Mailing Address 701 Front Street	Mailing Address 701 Front Street
City ,State, Zip Beaufort, NC 28516	City ,State, Zip Beaufort, NC 28516
Daytime Telephone (252) 728-2141	Daytime Telephone (252) 728-2141
Facsimile Number (252) 728-3982	Facsimile Number (252) 728-3982
Pager or Cellular Number (252) 258-8600	Pager or Cellular Number

BE IT RESOLVED BY the governing body of the Organization (a public entity duly organized under the laws of the State of North Carolina) that the above-named Primary and Secondary Agents are hereby authorized to execute and file applications for federal and/or state assistance on behalf of the Organization for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief & Emergency Assistance Act, (Public Law 93-288 as amended) or as otherwise available. BE IT FURTHER RESOLVED that the above-named agents are authorized to represent and act for the Organization in all dealings with the State of North Carolina and the Federal Emergency Management Agency for all matters pertaining to such disaster assistance required by the grant agreements and the assurances printed on the reverse side hereof. BE IT FINALLY RESOLVED THAT the above-named agents are authorized to act severally. PASSED AND APPROVED this 27th day of 20, 20 20

GOVERNING BODY	CERTIFYING OFFICIAL
Name and Title	Name Michele Davis
Name and Title	Official Position Town Clerk
Name and Title	Daytime Telephone (252) 728-2141

CERTIFICATION

I, Michele Davis, (Name) duly appointed and Town Clerk (Title) of the Governing Body, do hereby certify that the above is a true and correct copy of a resolution passed and approved by the Governing Body of Town of Beaufort (Organization) on the 27th day of April, 2020.

Date: ________ Signature: ________

Rev. 06/02

APPLICANT ASSURANCES

The applicant hereby assures and certifies that it will comply with the FEMA regulations, policies, guidelines and requirements including OMB's Circulars No. A-95 and A-102, and FMC 74-4, as they relate to the application, acceptance and use of Federal funds for this Federally assisted project. Also, the Applicant gives assurance and certifies with respect to and as a condition for the grant that:

1. It possesses legal authority to apply for the grant, and to finance and construct the proposed facilities; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

2. It will comply with the provisions of: Executive Order 11988, relating to Floodplain Management and Executive Order 11990, relating to Protection of Wetlands.

3. It will have sufficient funds available to meet the non-Federal share of the cost for construction projects. Sufficient funds will be available when construction is completed to assure effective operation and maintenance of the facility for the purpose constructed.

4. It will not enter into a construction contract(s) for the project or undertake other activities until the conditions of the grant program(s) have been met.

5. It will provide and maintain competent and adequate architectural engineering supervision and inspection at the construction site to insure that the completed work conforms with the approved plans and specifications; that it will furnish progress reports and such other information as the Federal grantor agency may need.

6. It will operate and maintain the facility in accordance with the minimum standards as may be required or prescribed by the applicable Federal, State and local agencies for the maintenance and operation of such facilities.

7. It will give the grantor agency and the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.

8. It will require the facility to be designed to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by the Physically Handicapped," Number A117.1-1961, as modified (41 CFR 101-17-7031). The applicant will be responsible for conducting inspections to insure compliance with these specifications by the contractor.

9. It will cause work on the project to be commenced within a reasonable time after receipt of notification from the approving Federal agency that funds have been approved and will see that work on the project will be prosecuted to completion with reasonable diligence.

10. It will not dispose of or encumber its title or other interests in the site and facilities during the period of Federal interest or while the Government holds bonds, whichever is the longer.

11. It agrees to comply with Section 311, P.L. 93-288 and with Title VI of the Civil Rights Act of 1964 (P.L. 83-352) and in accordance with Title VI of the Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement. If any real property or structure is provided or improved with the aid of Federal financial assistance extended to the Applicant, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.

12. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

13. It will comply with the requirements of Title II and Title III of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and Federally assisted programs.

14. It will comply with all requirements imposed by the Federal grantor agency concerning special requirements of law, program requirements, and other administrative requirements approved in accordance with OMB Circular A-102, P.L. 93-288 as amended, and applicable Federal Regulations.

15. It will comply with the provisions of the Hatch Act which limit the political activity of employees.

16. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.

17. (To the best of his/her knowledge and belief) the disaster relief work described on each Federal Emergency Management Agency (FEMA) Project Application for which Federal Financial assistance is requested is eligible in accordance with the criteria contained in 44 Code of Federal Regulations, Part 206, and applicable FEMA Handbooks.

18. The emergency or disaster relief work therein described for which Federal Assistance is requested hereunder does not or will not duplicate benefits received for the same loss from another source.

19. It will (1) provide without cost to the United States all lands, easements and rights-of-way necessary for accomplishments of the approved work; (2) hold and save the United States free from damages due to the approved work or Federal funding.

20. This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, reimbursements, advances, contracts, property, discounts of other Federal financial assistance extended after the date hereof to the Applicant by FEMA, that such Federal Financial assistance will be extended in reliance on the representations and agreements made in this assurance and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear on the reverse as authorized to sign this assurance on behalf of the applicant.

21. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1973. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Director, Federal Emergency Management Agency as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.

22. It will comply with the insurance requirements of Section 314, PL 93-288, to obtain and maintain any other insurance as may be reasonable, adequate, and necessary to protect against further loss to any property which was replaced, restored, repaired, or constructed with this assistance.

23. It will defer funding of any projects involving flexible funding until FEMA makes a favorable environmental clearance, if this is required.

24. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966, as amended, (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.

25. It will, for any repairs or construction financed herewith, comply with applicable standards of safety, decency and sanitation and in conformity with applicable codes, specifications and standards; and, will evaluate the natural hazards in areas in which the proceeds of the grant or loan are to be used and take appropriate action to mitigate such hazards, including safe land use and construction practices.

STATE ASSURANCES

The State agrees to take any necessary action within State capabilities to require compliance with these assurances and agreements by the applicant or to assume responsibility to the Federal government for any deficiencies not resolved to the satisfaction of the Regional Director.

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

Town of Beaufort Board of Commissioners Worksession Meeting
4:00 PM Monday, April 27 – 701 Front Street Town Hall Conference Room

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AGENDA CATEGORY: Items for Discussion and Consideration

SUBJECT: March Financial Report

BRIEF SUMMARY:

The March 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
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March Financial Report

April 27, 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 March and distributed to the Town in April are included in the totals below.

  Taxes

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%

March		
Tax Year	Balance Remaining	Collection Rate to Date
2014	$5,781	99.77%
2015	$11,508	99.55%
2016	$27,376	98.96%
2017	$33,026	98.88%
2018	$43,486	98.67%
2019	$125,282	96.74%

Revenue Account Range: First to Last
Expend Account Range: First to Last
Print Zero YTD Activity: No

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

Year To Date As Of: 03/31/20
Current Period: 03/01/20 to 03/31/20
Prior Year: 03/01/19 to 03/31/19

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
10-301-0000	AD VALOREM TAX - CURRENT YEAR	40,801.25	3,708,101.00	55,163.39	3,686,183.10	21,917.90-	99
10-301-0001	AD VALOREM TAX PRIOR YEAR	3,852.29	65,000.00	9,041.65	81,213.83	16,213.83	125
10-301-0002	PENALTIES AND INTEREST	1,865.83	9,000.00	222.92	15,037.11	6,037.11	167
10-301-0004	MOTOR VEHICLE TAX	11,946.28	151,159.00	13,340.44	126,956.65	24,202.35-	84
10-301-0006	PAYMENT IN LIEU OF TAXES	329.95	40,930.00	0.00	6,175.62	34,754.38-	15
10-303-0001	LOCAL OPTION SALES TAX	112,469.50	1,300,000.00	133,543.76	850,064.62	449,935.38-	65
10-303-0002	UTILITIES FRANCHISE TAX	90,272.51	385,000.00	92,521.34	211,570.15	173,429.85-	55
10-303-0003	BEER AND WINE TAX	0.00	18,685.00	0.00	0.00	18,685.00-	0
10-303-0004	POWELL BILL	0.00	120,000.00	0.00	118,908.16	1,091.84-	99
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
10-303-0015	FEMA HURRICANE FLORENCE	0.00	0.00	74,795.00	822,721.93	822,721.93	0
10-303-0016	GRANTS - AED for PD,SRO. Duke Energy	0.00	19,500.00	0.00	37,833.00	18,333.00	194
10-303-0017	NOAA Grant - Taylor's Creek	0.00	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	0.00	130,181.00	0.00	96,866.00	33,315.00-	74
10-304-0002	FIRE DISTRICT AD VALOREM TAX	26,680.83	320,170.00	26,911.67	242,205.03	77,964.97-	76
10-304-0003	FIRE DISTRICT SALES TAX	9,583.33	115,000.00	9,166.67	82,500.03	32,499.97-	72
10-304-0004	HARLOWE DIST AD VALOREM TAX	5,189.75	62,275.00	5,269.55	47,425.95	14,849.05-	76
10-304-0005	HARLOWE FIRE DISTRCIT SALES TAX	1,769.54	21,235.00	1,769.54	15,925.86	5,309.14-	75
10-304-0020	MISC REVENUE-FIRE DEPARTMENT	0.00	0.00	50.00	3,541.64	3,541.64	0
10-305-0001	SOLID WASTE USER FEE (RES)	43,324.60	523,740.00	45,296.04	408,318.04	115,421.96-	78
10-305-0002	SOLID WASTE USER FEES (COMM)	1,147.00	14,000.00	1,120.74	10,135.75	3,864.25-	72
10-305-0003	STORMWATER RESIDENTIAL	1,878.98	134,000.00	3,019.31	133,974.45	25.55-	100
10-305-0004	SOLID WASTE USER FEE -WBD	2,905.71	41,000.00	2,690.29	25,659.16	15,340.84-	63
10-305-0005	BUILDING PERMITS	7,822.45	153,000.00	7,193.46	117,687.58	35,312.42-	77
10-305-0006	PARKING METER	0.00	195,442.00	0.00	101,739.55	93,702.45-	52
10-305-0007	PARKING VIOLATIONS/PENALTIES	140.00	35,400.00	790.00	17,689.00	17,711.00-	50
10-305-0008	COURT COSTS, FEES, CHARGES	58.50	1,000.00	58.50	614.70	385.30-	61
10-305-0010	LATE FEES - SOLID WASTE	14.48	0.00	0.00	32.25	32.25	0
10-305-0011	SPECIAL EVENT FEES	5,100.00	0.00	3,875.00	4,270.00	4,270.00	0
10-305-0013	TRAIN DEPOT RENTAL	120.00	0.00	200.00	1,430.00	1,430.00	0
10-306-0001	PROPERTY LEASES	22,276.69	220,194.00	21,613.58	184,177.88	36,016.12-	84
10-306-0002	ANTENNA CONTRACT REVENUE	0.00	54,000.00	0.00	44,086.40	9,913.60-	82
10-306-0003	CEMETERY LOT SALES	25.00	3,500.00	25.00	2,150.00	1,350.00-	61
10-306-0005	SALE OF PROPERTY	0.00	0.00	0.00	474,000.00	474,000.00	0

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
10-306-0006	SALE OF SURPLUS PROPERTY	0.00	21,336.00	14,882.00	36,218.00	14,882.00	170
10-306-0010	SURETY BOND	0.00	0.00	0.00	12,320.00	12,320.00	0
10-307-0001	INVESTMENT EARNINGS	10,130.70	24,000.00	4,828.82	62,068.92	38,068.92	259
10-307-0002	MISCELLANEOUS REVENUE	8,300.00	2,700.00	329.00	5,871.36	3,171.36	217
10-307-0003	MISCELLANEOUS REVENUE - PD	0.00	33,000.00	175.00	7,885.59	25,114.41-	24
10-307-0004	DONATIONS	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	301.30	0.00	4,486.02	6,626.62	6,626.62	0
10-307-0009	APPROPRIATED FUND BALANCE	0.00	2,055,709.00	0.00	0.00	2,055,709.00-	0
10-307-0010	UTILITY FUND ADMIN EXPENSE ALLOCATION	0.00	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
	General Fund Revenue Total	1,383,722.47	10,997,562.00	532,378.69	8,185,297.93	2,812,264.07-	70

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	1,300.00	46,300.00	3,858.34	34,725.06	0.00	11,574.94	75
10-410-0500	FICA	99.45	3,704.00	295.15	2,656.35	0.00	1,047.65	72
10-410-0800	WORKERS COMPENSATION	0.00	150.00	0.00	149.55	0.00	0.45	100
10-410-1140	PUBLIC NOTICES/ADVERTISING	0.00	4,500.00	0.00	938.98	1,088.38	2,472.64	45
10-410-1141	NEWSLETTER	0.00	4,000.00	359.64	2,834.34	0.00	1,165.66	71
10-410-1210	OFFICE SUPPLIES	67.12	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	0.00	11,700.00	66.61	11,656.74	0.00	43.26	100
10-410-1430	TRAINING- REGISTRATION & CLASS MAT	0.00	4,235.00	0.00	600.00	0.00	3,635.00	14
10-410-1431	TRAVEL MILEAGE	0.00	750.00	0.00	0.00	0.00	750.00	0
10-410-1432	MEALS	42.00	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
10-410-4520	CODIFICATION	1,350.00	2,500.00	0.00	1,295.00	0.00	1,205.00	52
10-410-5400	INSURANCE	0.00	4,800.00	0.00	3,931.79	0.00	868.21	82
10-410-5720	ELECTIONS	0.00	7,103.00	0.00	7,099.16	0.00	3.84	100
	DEPARTMENT Total	3,146.23	95,400.00	4,579.74	67,570.95	1,088.38	26,740.67	72
10-420-0000	ADMINISTRATION:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-420-0200	SALARIES AND WAGES	41,467.89	424,293.00	35,139.46	321,137.80	0.00	103,155.20	76
10-420-0500	FICA EXPENSE	3,059.45	33,903.00	2,514.44	23,220.55	0.00	10,682.45	68
10-420-0600	GROUP INSURANCE EXPENSE	2,336.64	36,250.00	2,928.60	23,386.74	0.00	12,863.26	65
10-420-0700	RETIREMENT EXPENSE	5,316.21	59,416.00	4,923.08	44,991.66	0.00	14,424.34	76

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
10-420-0800	WORKERS COMPENSATION	0.00	3,755.00	0.00	2,193.70	0.00	1,561.30	58
10-420-0900	UNEMPLOYMENT INSURANCE EXPENSE	0.00	2,730.00	0.00	2,717.15	0.00	12.85	100
10-420-1110	TELEPHONE	285.26	2,100.00	0.00	960.29	0.00	1,139.71	46
10-420-1120	INTERNET/CABLE	229.88	6,900.00	0.00	3,308.37	1,080.82	2,510.81	64
10-420-1130	POSTAGE	76.95	3,000.00	21.70	2,041.55	0.00	958.45	68
10-420-1210	OFFICE SUPPLIES	312.51	15,500.00	0.00	14,516.06	610.66	373.28	98
10-420-1220	OFFICE EQUIPMENT (NON-CAPITAL)	0.00	11,460.00	401.84	11,455.66	0.00	4.34	100
10-420-1221	OFFICE EQUIPMENT LEASES	365.76	7,500.00	0.00	6,220.63	0.00	1,279.37	83
10-420-1230	OFFICE CONTRACT SERVICES	11,554.00	58,690.00	12,811.98	51,586.64	4,166.32	2,937.04	95
10-420-1250	DUES AND SUBSCRIPTIONS	88.00	2,500.00	0.00	2,349.08	0.00	150.92	94
10-420-1310	ELECTRIC	2,263.34	15,600.00	1,019.44	9,687.59	0.00	5,912.41	62
10-420-1330	WATER/SEWER/SOLID WASTE	192.22	2,500.00	0.00	2,217.00	0.00	283.00	89
10-420-1430	TRAINING-REGISTRATION & CLASS MAT'	0.00	4,400.00	0.00	1,335.00	0.00	3,065.00	30
10-420-1431	TRAVEL MILEAGE	0.00	1,850.00	124.12	936.12	0.00	913.88	51
10-420-1432	MEALS	150.91	1,000.00	0.00	327.13	0.00	672.87	33
10-420-1433	LODGING	0.00	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	0.00	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	67,699.02	745,892.00	59,884.66	570,916.48	5,857.80	169,117.72	77
10-430-0000	FINANCE:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-430-0200	SALARIES AND WAGES	28,159.66	259,790.00	20,068.28	202,707.51	0.00	57,082.49	78
10-430-0201	OVERTIME	136.73	40.00	0.00	35.29	0.00	4.71	88
10-430-0500	FICA EXPENSE	2,055.89	20,639.00	1,421.57	14,461.79	0.00	6,177.21	70
10-430-0600	GROUP INSURANCE EXPENSE	2,920.80	36,250.00	2,928.60	26,357.40	0.00	9,892.60	73
10-430-0700	RETIREMENT EXPENSE	3,627.58	36,171.00	2,811.58	28,194.14	0.00	7,976.86	78
10-430-0800	WORKERS COMPENSATION	0.00	1,300.00	0.00	1,283.45	0.00	16.55	99
10-430-1230	OFFICE CONTRACT SERVICES	1,243.77	28,560.00	8,567.37	18,176.72	0.00	10,383.28	64
10-430-1250	DUES & SUBSCRIPTIONS	0.00	400.00	0.00	310.00	0.00	90.00	78
10-430-1430	TRAINING-REGISTRATION & CLASS MATE	705.00	3,000.00	0.00	475.00	0.00	2,525.00	16
10-430-1431	TRAVEL MILEAGE	501.48	1,500.00	0.00	176.87	0.00	1,323.13	12
10-430-1432	MEALS	65.83	1,200.00	0.00	30.77	0.00	1,169.23	3
10-430-1433	LODGING	0.00	2,800.00	0.00	320.07	0.00	2,479.93	11
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	87.99	0.00	0.00	0.00	0.00	0.00	0
10-430-4510	PROFESSIONAL SERVICES	0.00	20,000.00	797.50	9,518.04	0.00	10,481.96	48
10-430-4520	TAX COLLECTION ADMIN EXPENSE PROP.	959.93	67,000.00	1,344.49	78,275.25	0.00	11,275.25-	117
10-430-4525	TAX COLLECTION ADMIN EXPENSE MVT	722.12	11,186.00	797.07	7,073.32	0.00	4,112.68	63

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
	DEPARTMENT Total	41,186.78	490,336.00	38,736.46	387,395.62	0.00	102,940.38	79
10-450-0000	PARKING DEPARTMENT:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-450-0200	SALARIES AND WAGES	0.00	50,555.00	2,873.59	37,641.30	0.00	12,913.70	74
10-450-0201	OVERTIME	0.00	2,000.00	0.00	241.47	0.00	1,758.53	12
10-450-0500	FICA EXPENSE	0.00	4,205.00	212.34	2,830.65	0.00	1,374.35	67
10-450-0600	GROUP INSURANCE	0.00	7,250.00	585.72	5,271.48	0.00	1,978.52	73
10-450-0700	RETIREMENT EXPENSE	0.00	5,114.00	402.59	4,037.54	0.00	1,076.46	79
10-450-0800	WORKERS COMPENSATION	0.00	1,300.00	0.00	1,278.52	0.00	21.48	98
10-450-1210	OFFICE SUPPLIES	0.00	1,200.00	12.91	728.98	7.33	463.69	61
10-450-1230	OFFICE CONTRACT SERVICES - SOFTWARE	0.00	10,944.00	0.00	7,391.00	912.00	2,641.00	76
10-450-1430	TRAINING -REGISTRATION AND CLASS MAT'L	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0
10-450-1592	WBD PROJECTS	0.00	56,545.00	10,116.20	15,103.49	1,975.56	39,465.95	30
10-450-1620	EQUIPMENT RENTAL - HANDHELDS	0.00	2,800.00	0.00	2,583.07	100.00	116.93	96
10-450-1630	EQUIPMENT MAINTENANCE AND REPAIRS	0.00	3,000.00	0.00	2,930.17	0.00	69.83	98
10-450-3901	PARKING METER CREDIT CARD PROCESSING FEE	0.00	22,000.00	34.99	10,628.38	3.00	11,368.62	48
10-450-3902	COLLECTION FEES	0.00	2,000.00	425.00	1,179.04	354.96	466.00	77
10-450-5730	CONTINGENCY	0.00	12,100.00	0.00	0.00	0.00	12,100.00	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	0.00	192,816.00	14,663.34	91,845.09	3,352.85	97,618.06	49
10-510-0000	POLICE DEPARTMENT:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-510-0200	SALARIES AND WAGES	93,744.99	945,376.00	74,591.38	739,762.63	0.00	205,613.37	78
10-510-0201	OVERTIME	4,770.88	39,600.00	1,463.37	25,196.68	0.00	14,403.32	64
10-510-0203	SEPARATION PAY	3,510.09	41,400.00	3,510.09	31,590.81	0.00	9,809.19	76
10-510-0205	OTHER SALARIES-PARTTIME	144.90	16,500.00	0.00	2,177.96	0.00	14,322.04	13
10-510-0500	FICA EXPENSE	7,673.33	81,854.00	5,802.77	59,177.68	0.00	22,676.32	72
10-510-0600	GROUP INSURANCE EXPENSE	9,346.56	137,750.00	11,086.62	92,291.40	0.00	45,458.60	67
10-510-0700	RETIREMENT EXPENSE	13,271.42	141,477.00	11,159.64	111,712.38	0.00	29,764.62	79
10-510-0800	WORKERS COMPENSATION	1,340.00	43,955.00	0.00	43,890.54	0.00	64.46	100
10-510-1110	TELEPHONE	239.06	1,700.00	0.00	983.44	0.00	716.56	58
10-510-1111	TELEPHONE-CELLULAR	786.53	10,500.00	0.00	5,499.96	1,832.24	3,167.80	70
10-510-1120	INTERNET/CABLE	219.88	3,600.00	0.00	1,911.53	621.00	1,067.47	70
10-510-1130	POSTAGE	0.00	1,000.00	0.00	304.70	0.00	695.30	30
10-510-1210	OFFICE SUPPLIES	0.00	2,499.53	0.00	1,078.34	616.89	804.30	68
10-510-1220	OFFICE EQUIPMENT (NON-CAPITAL)	0.00	2,000.00	0.00	872.00	315.00	813.00	59
10-510-1221	OFFICE EQUIPMENT LEASES	312.25	4,000.00	328.25	3,154.50	0.00	845.50	79

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
10-510-1230	OFFICE CONTRACT SERVICES	169.20	35,000.00	1,100.00	20,945.56	125.00	13,929.44	60
10-510-1250	DUES AND SUBSCRIPTIONS	0.00	2,500.00	159.00	744.00	0.00	1,756.00	30
10-510-1260	MISC. ADMIN. EXPENSE	0.00	650.00	0.00	0.00	0.00	650.00	0
10-510-1310	ELECTRIC	2,018.13	6,000.00	447.05	4,555.46	0.00	1,444.54	76
10-510-1330	WATER/SEWER/SOLID WASTE	458.74	3,500.00	0.00	2,176.69	0.00	1,323.31	62
10-510-1420	OSHA/SAFETY COMPLIANE	0.00	350.00	0.00	0.00	0.00	350.00	0
10-510-1421	SAFETY EQUIPMENT	0.00	100.00	0.00	0.00	0.00	100.00	0
10-510-1422	SAFETY SUPPLIES & MATERIALS	58.07	850.00	681.18	1,166.35	0.00	316.35-	137
10-510-1430	TRAINING- REGISTRATION &CLASS MAT'	1,291.38	16,200.00	0.00	10,180.71	400.00	5,619.29	65
10-510-1431	TRAVEL MILEAGE	0.00	500.00	0.00	19.00	0.00	481.00	4
10-510-1432	MEALS	925.12	3,000.00	0.00	2,045.15	601.62	353.23	88
10-510-1433	LODGING	0.00	4,000.00	0.00	3,117.49	371.16	511.35	87
10-510-1440	UNIFORMS	0.00	20,000.00	0.00	10,470.55	7,618.25	1,911.20	90
10-510-1451	EMPLOYEE WELLNESS	240.00	11,800.00	472.00	6,259.00	0.00	5,541.00	53
10-510-1610	NON-CAPITAL EQUIPMENT PURCHASE	20,553.35	22,600.00	16,114.72	19,649.52	3,702.02	751.54-	103
10-510-1630	EQUIPMENT MAINT. & REPAIRS	374.94	10,000.00	0.00	1,684.93	0.00	8,315.07	17
10-510-1710	AUTO FUEL	2,774.35	37,000.00	2,325.41	22,997.73	2,412.00	11,590.27	69
10-510-1730	VEHICLE MAINT. & REPAIRS	1,542.17	16,600.00	968.41	16,776.80	597.38	774.18-	105
10-510-3310	DEPARTMENT SUPPLIES & MATERIALS	4.78	11,000.00	163.65	4,602.23	796.87	5,600.90	49
10-510-4560	ABANDONED AND DERELICT VESSEL REMOVAL	0.00	16,375.00	3,250.00	16,375.00	0.00	0.00	100
10-510-5400	INSURANCE AND BONDS	0.00	24,120.00	0.00	24,073.10	0.00	46.90	100
10-510-5791	CRIMINAL INVESTIGATION	0.00	10,000.00	0.00	5,628.40	208.16	4,163.44	58
10-510-5793	CRIME PREVENTION	0.00	4,000.00	0.00	4,567.60	0.00	567.60-	114
10-510-7420	CAPITAL OUTLAY - EQUIPMENT	8,259.27	13,850.00	0.00	11,801.79	0.00	2,048.21	85
10-510-7430	CAPITAL OUTLAY - VEHICLES	0.00	41,500.00	52.00-	35,277.51	0.00	6,222.49	85
10-510-8010	DEBT SERVICE - PRINCIPAL	0.00	16,289.44	0.00	16,289.44	0.00	0.00	100
10-510-8011	DEBT SERVICE - INTEREST	0.00	931.03	0.00	931.03	0.00	0.00	100
10-510-9003	HURRICANE SUPPLIES & MATERIALS	0.00	3,500.00	0.00	3,470.49	0.00	29.51	99
10-510-9010	COVID-19 RESPONSE	0.00	0.00	15.98	15.98	0.00	15.98-	0
	DEPARTMENT Total	174,029.39	1,805,427.00	133,587.52	1,365,426.06	20,217.59	419,783.35	77
10-531-0000	FIRE DEPARTMENT:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-531-0200	SALARIES & WAGES	87,692.31	933,000.00	69,825.21	712,616.89	0.00	220,383.11	76
10-531-0201	OVERTIME	2,517.53	54,390.00	2,085.91	16,801.35	0.00	37,588.65	31
10-531-0205	SALARIES-PARTIME/PRN	8,295.12	45,084.00	1,616.34	41,088.72	0.00	3,995.28	91
10-531-0500	FICA EXPENSE	7,360.82	78,734.00	5,471.11	57,540.35	0.00	21,193.65	73
10-531-0600	GROUP INSURANCE	10,514.88	130,500.00	9,873.12	84,761.16	0.00	45,738.84	65
10-531-0700	RETIREMENT EXPENSE	11,564.94	131,660.00	10,074.75	101,363.11	0.00	30,296.89	77
10-531-0701	FIREMAN'S PENSION FUND	0.00	2,160.00	1,590.00	1,590.00	0.00	570.00	74

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
10-531-0800	WORKERS COMPENSATION	0.00	54,965.00	0.00	54,930.23	292.81	258.04-	100
10-531-1110	TELEPHONE	397.66	3,170.00	0.00	2,153.35	0.00	1,016.65	68
10-531-1111	TELEPHONE- CELLULAR	131.81	1,660.00	0.00	923.98	168.27	567.75	66
10-531-1120	INTERNET/CABLE	165.29	4,040.00	9.85	2,412.54	626.25	1,001.21	75
10-531-1130	POSTAGE	8.30	200.00	0.00	12.20	9.05	178.75	11
10-531-1210	OFFICE SUPPLIES	157.41	1,200.00	49.08	818.74	0.00	381.26	68
10-531-1220	OFFICE EQUIPMENT (NON-CAPITAL)	0.00	4,500.00	250.85	1,056.97	5,889.07	2,446.04-	154
10-531-1221	OFFICE EQUIPMENT LEASES	239.94	2,940.00	239.94	2,399.40	0.00	540.60	82
10-531-1230	OFFICE CONTRACT SERVICES	13.60	2,000.00	28.80	1,588.00	14.40	397.60	80
10-531-1250	DUES & SUBSCRIPTIONS	0.00	1,825.00	130.00	1,733.53	0.00	91.47	95
10-531-1310	ELECTRIC	3,207.56	23,460.00	1,406.65	15,219.37	573.92	7,666.71	67
10-531-1320	LP GAS	209.53	500.00	108.89	208.82	63.89	227.29	55
10-531-1330	WATER/SEWER/SOLID WASTE	756.14	4,510.00	40.07	2,783.07	0.00	1,726.93	62
10-531-1420	OSHA/ SAFETY COMPLIANCE	216.25	5,860.00	1,722.00	4,054.47	0.00	1,805.53	69
10-531-1421	SAFETY EQUIPMENT	0.00	34,380.00	1,752.14	15,263.28	18,446.95	669.77	98
10-531-1422	SAFETY SUPPLIES & MATERIALS	55.17	2,000.00	104.96	1,493.25	220.71	286.04	86
10-531-1430	TRAINING- REGIST & CLASS MATERIAL	223.68	4,800.00	271.92	3,399.22	0.00	1,400.78	71
10-531-1431	MILEAGE	51.62	400.00	0.00	233.00	0.00	167.00	58
10-531-1432	MEALS	0.00	1,700.00	464.19	1,383.81	0.00	316.19	81
10-531-1433	LODGING	0.00	2,000.00	488.16	1,444.96	0.00	555.04	72
10-531-1440	UNIFORMS	56.45	9,500.00	0.00	8,123.87	138.03	1,238.10	87
10-531-1510	BUILDING MAINTENANCE	459.97	12,350.00	275.00	7,264.70	91.76	4,993.54	60
10-531-1511	GROUND MAINT	0.00	3,500.00	0.00	2,615.09	0.00	884.91	75
10-531-1512	JANITORIAL SUPPLIES	65.21	1,900.00	255.06	1,186.27	523.50	190.23	90
10-531-1513	CONTRACTED SERVICES	0.00	7,660.00	0.00	4,515.50	1,607.50	1,537.00	80
10-531-1610	NON-CAPITAL EQUIPMENT PURCHASE	620.77	17,925.00	4,804.81	8,797.75	4,556.42	4,570.83	74
10-531-1630	EQUIPMENT MAINT & REPAIRS	644.33	15,600.00	942.99	7,070.53	1,875.00	6,654.47	57
10-531-1710	AUTO FUEL	1,398.70	23,000.00	1,280.78	11,655.04	932.29	10,412.67	55
10-531-1730	VEHICLE MAINT & REPAIRS	536.21	37,066.00	1,967.09	21,185.06	8,547.57	7,333.37	80
10-531-3310	DEPARTMENT SUPPLIES & MATERIALS	326.97	4,000.00	708.94	2,851.32	817.00	331.68	92
10-531-5400	INSURANCE & BONDS	0.00	33,050.00	335.00-	32,848.00	0.00	202.00	99
10-531-7430	CAPITAL OUTLAY- VEHICLES	0.00	413,000.00	0.00	39,538.04	0.00	373,461.96	10
10-531-8010	DEBT SERVICE - PRINCIPAL	1,003.82	209,152.00	1,023.67	209,152.13	0.00	0.13-	100
10-531-8011	DEBT SERVICE - INTEREST	21.30	78,799.00	1.45	78,798.95	0.00	0.05	100
10-531-9001	HURRICANE FUEL	0.00	1,784.00	0.00	884.31	0.00	899.69	50
10-531-9003	HURRICANE SUPPLIES & MATERIALS	0.00	6,049.00	0.00	4,350.58	1,188.35	510.07	92
10-531-9010	COVID-19 RESPONSE	0.00	0.00	210.03	210.03	793.46	1,003.49-	0
	DEPARTMENT Total	138,913.29	2,405,973.00	118,738.76	1,570,320.94	47,376.20	788,275.86	67

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
10-540-0000	PLANNING & INSPECTIONS:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-540-0200	SALARIES AND WAGES	31,919.95	294,751.00	23,845.68	237,740.22	0.00	57,010.78	81
10-540-0201	OVERTIME	509.06	7,150.00	0.00	975.07	0.00	6,174.93	14
10-540-0500	FICA EXPENSE	2,400.50	24,084.00	1,772.24	17,752.26	0.00	6,331.74	74
10-540-0600	GROUP INSURANCE EXPENSE	2,920.80	36,250.00	2,928.60	26,901.06	0.00	9,348.94	74
10-540-0700	RETIREMENT EXPENSE	4,114.84	42,207.00	3,340.77	33,418.25	0.00	8,788.75	79
10-540-0800	WORKERS COMPENSATION	0.00	6,150.00	0.00	6,137.78	0.00	12.22	100
10-540-1230	OFFICE CONTRACT SERVICES	0.00	0.00	234.00-	0.00	0.00	0.00	0
10-540-1250	DUES & SUBSCRIPTIONS	0.00	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'	410.97	2,425.00	0.00	2,172.55	243.00	9.45	100
10-540-1431	TRAVEL MILEAGE	390.92	2,438.00	0.00	1,979.45	100.00	358.55	85
10-540-1432	MEALS	29.41	1,100.00	0.00	384.95	30.00	685.05	38
10-540-1433	LODGING	100.57	4,175.00	0.00	3,076.27	311.87	786.86	81
10-540-1610	NON-CAPITAL EQUIPMENT PURCHASE	0.00	1,500.00	234.00	234.00	0.00	1,266.00	16
10-540-1710	AUTO FUEL	84.45	1,250.00	29.80	411.65	15.00	823.35	34
10-540-1730	VEHICLE MAINT & REPAIRS	0.00	1,000.00	0.00	252.54	0.00	747.46	25
10-540-1810	PERMITS & FEES RECURRING	0.00	1,500.00	0.00	510.00	0.00	990.00	34
10-540-3510	HISTORIC COMM.EXPENSE	0.00	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	30,000.00	0.00	0.00	30,000.00	0.00	100
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	0.00	21,604.44	0.00	1,545.56	93
10-540-8010	DEBT SERVICE - PRINCIPAL	0.00	4,751.10	0.00	4,751.09	0.00	0.01	100
10-540-8011	DEBT SERVICE - INTEREST	0.00	271.90	0.00	271.55	0.00	0.35	100
	DEPARTMENT Total	42,881.47	487,103.00	31,917.09	360,792.06	30,729.87	95,581.07	80
10-560-0000	PUBLIC WORKS:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-560-0200	SALARIES AND WAGES	54,206.75	508,368.00	38,234.03	402,916.46	0.00	105,451.54	79
10-560-0201	OVERTIME	182.70	4,400.00	581.70	3,596.60	0.00	803.40	82
10-560-0500	FICA EXPENSE	4,035.73	40,914.00	2,786.39	29,766.37	0.00	11,147.63	73
10-560-0600	GROUP INSURANCE EXPENSE	7,009.92	94,250.00	7,614.36	64,073.25	0.00	30,176.75	68
10-560-0700	RETIREMENT EXPENSE	7,015.22	71,700.00	5,438.08	55,845.42	0.00	15,854.58	78
10-560-0800	WORKERS COMPENSATION	0.00	27,555.00	0.00	26,499.84	66.31	988.85	96
10-560-1110	TELEPHONE	237.68	1,750.00	0.00	986.82	0.00	763.18	56
10-560-1111	TELEPHONE- CELLULAR	0.00	350.00	0.00	221.77	5.53	122.70	65
10-560-1120	INTERNET\CABLE	0.00	4,900.00	0.00	3,088.41	840.94	970.65	80
10-560-1130	POSTAGE	383.89	4,500.00	0.00	3,218.34	0.00	1,281.66	72
10-560-1210	OFFICE SUPPLIES	57.88	2,000.00	0.00	942.77	388.73	668.50	67

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
10-560-1220	OFFICE EQUIPMENT (NON-CAPITAL)	0.00	1,875.00	0.00	385.85	872.00	617.15	67
10-560-1221	OFFICE EQUIPMENT LEASE	266.30	3,100.00	266.30	2,396.70	0.00	703.30	77
10-560-1230	OFFICE CONTRACT SERVICES	388.36	2,121.69	0.00	1,364.64	121.69	635.36	70
10-560-1250	DUES AND SUBSCRIPTIONS	0.00	650.00	0.00	230.28	16.00	403.72	38
10-560-1310	ELECTRIC	979.90	6,500.00	485.04	4,787.79	0.00	1,712.21	74
10-560-1320	LP GAS	576.05	3,150.00	0.00	1,112.15	690.13	1,347.72	57
10-560-1330	WATER/SEWER/SOLID WASTE	239.45	2,000.00	0.00	1,759.13	0.00	240.87	88
10-560-1420	OSHA/SAFETY COMPLIANCE	0.00	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	0.00	2,100.00	0.00	177.34	100.00	1,822.66	13
10-560-1430	TRAINING -REGISTRATION & CLASS	18.10	3,150.00	0.00	352.75	100.00	2,697.25	14
10-560-1431	TRAVEL MILEAGE	0.00	500.00	0.00	0.00	0.00	500.00	0
10-560-1432	MEALS	0.00	750.00	0.00	37.22	90.05	622.73	17
10-560-1433	LODGING	0.00	750.00	0.00	0.00	0.00	750.00	0
10-560-1440	UNIFORMS	289.85	7,000.00	152.40	5,151.33	146.50	1,702.17	76
10-560-1610	NON-CAPITAL EQUIPMENT PURCHASE	755.17	8,000.00	35.05	4,535.41	1,243.21	2,221.38	72
10-560-1630	EQUIPMENT MAINT. & REPAIRS	170.18	12,000.00	23.97	8,857.02	2,653.68	489.30	96
10-560-1710	AUTO FUEL	686.03	20,000.00	832.44	9,950.49	886.00	9,163.51	54
10-560-1730	VEHICLE MAINT. & REPAIRS	1,911.89	10,500.00	2,913.80	9,712.48	250.00	537.52	95
10-560-1820	PERMITS & FEES - ONE TIME	0.00	500.00	0.00	0.00	0.00	500.00	0
10-560-3310	DEPARTMENT SUPPLIES & MATERIAL	772.50	10,000.00	67.36	2,083.75	727.70	7,188.55	28
10-560-3320	STREETSCAPING MATERIALS	0.00	74.58	0.00	0.00	74.58	0.00	100
10-560-3811	STREET CONT. SERVICES	173,450.00	184,832.00	0.00	131,861.15	25,390.00	27,580.85	85
10-560-3812	STREET SUPPLIES & MAT'L	2,249.42	10,000.00	2,233.94	7,275.20	525.74	2,199.06	78
10-560-3814	SIDEWALKS & MULTI-MODAL	1,200.00	40,575.00	0.00	40,946.91	0.00	371.91-	101
10-560-3900	PARKING METERS	912.00	0.00	0.00	0.00	0.00	0.00	0
10-560-4550	CONTRACT SERVICES	0.00	62,289.00	0.00	40,988.17	7,875.00	13,425.83	78
10-560-4552	MOSQUITO CONTROL	0.00	750.00	0.00	59.99	0.00	690.01	8
10-560-4590	DREDGING EXPENSE	0.00	103,200.00	103,200.00	103,200.00	0.00	0.00	100
10-560-5400	INSURANCE	0.00	18,200.00	0.00	13,250.00	0.00	4,950.00	73
10-560-5900	STREET LIGHTS	20,833.54	125,000.00	10,751.58	86,143.65	0.00	38,856.35	69
10-560-7430	CAPITAL OUTLAY - VEHICLES	29,343.00	21,336.00	0.00	17,828.00	0.00	3,508.00	84
10-560-8010	DEBT SERVICES-PRINCIPAL	0.00	8,144.72	0.00	8,144.72	0.00	0.00	100
10-560-8011	DEBT SERVICES-INTEREST	0.00	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	456.31	815.00	0.00	807.50	0.00	7.50	99
10-560-9003	HURRICANE SUPPLIES & MATERIALS	0.00	4,900.00	0.00	4,877.35	0.00	22.65	100
10-560-9004	HURRICANE DEBRIS REMOVAL	0.00	232,100.00	0.00	181,032.80	0.00	51,067.20	78
10-560-9010	COVID-19 RESPONSE	0.00	0.00	18,846.77	18,846.77	350.63	19,197.40-	0

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
	DEPARTMENT Total	308,627.82	1,740,132.18	194,463.21	1,300,852.36	43,514.42	395,765.40	77
10-570-0000	SANITATION:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-570-1310	ELECTRIC FOR COMPACTOR	82.77	1,000.00	42.90	346.47	0.00	653.53	35
10-570-1630	EQUIPMENT MAINT.	0.00	5,000.00	0.00	326.91	0.00	4,673.09	7
10-570-1710	AUTO FUEL	1,033.47	15,000.00	517.49	5,535.59	815.33	8,649.08	42
10-570-1730	VEHICLE MAINTENANCE	0.00	5,000.00	0.00	58.97	0.00	4,941.03	1
10-570-4520	COLLECTION CONTRACTED SV WBD ROLLOUT ONL	1,914.42	17,304.00	0.00	14,069.72	4,042.01	807.73-	105
10-570-4521	COLLECTION CONTRACTSVC RESROLLOUT SW&RCY	30,881.26	377,495.00	0.00	223,788.36	66,073.48	87,633.16	77
10-570-4560	RECYCLING DISPOSAL WBD CARDBOARD ONLY	403.12	7,210.00	0.00	4,287.30	1,513.77	1,408.93	80
10-570-4561	SOLID WASTE DISPOSAL RES BULK SERVICE	3,463.91	25,750.00	0.00	21,777.45	3,908.10	64.45	100
10-570-4562	YARD DEBRIS DISPOSAL FEE DEE GARNER	2,070.00	30,900.00	3,430.00	25,630.00	0.00	5,270.00	83
10-570-4563	SOLID WASTE DISPOSAL WBD COMPACTOR FEE	1,482.56	25,750.00	0.00	16,827.39	5,790.68	3,131.93	88
10-570-8010	DEBT SERVICES- PRINCIPAL (GRAPPLE TRUCK)	0.00	29,185.25	0.00	29,185.25	0.00	0.00	100
10-570-8011	DEBT SERVICES - INTEREST (GRAPPLE TRUCK)	0.00	1,668.09	0.00	1,668.10	0.00	0.01-	100
	DEPARTMENT Total	41,331.51	541,262.34	3,990.39	343,501.51	82,143.37	115,617.46	79
10-580-0000	STORMWATER	0.00	0.00	0.00	0.00	0.00	0.00	0
10-580-1610	NON-CAPITAL EQUIPMENT PURCHASES	0.00	25,200.00	0.00	0.00	0.00	25,200.00	0
10-580-1710	DEPARTMENT SUPPLIES AND MATERIALS	0.00	14,910.00	12.99	5,330.89	3,491.40	6,087.71	59
10-580-4550	CONTRACT SERVICES	60,354.50	132,072.00	2,250.00	15,920.46	32,032.00	84,119.54	36
	DEPARTMENT Total	60,354.50	172,182.00	2,262.99	21,251.35	35,523.40	115,407.25	33
10-620-0000	FACILITIES & GROUND MAIN:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-620-1310	ELECTRIC	174.35	0.00	0.00	203.25	0.00	203.25-	0
10-620-1510	TOWN HALL BLDG MAINT	249.51	94,000.00	0.00	38,193.08	52,321.99	3,484.93	96
10-620-1511	TOWN HALL GROUND MAINT	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
10-620-1512	TOWN HALL JANITORIAL SUPPLIES	48.09	1,500.00	16.65	596.16	0.00	903.84	40
10-620-1513	TOWN HALL CONTRACTED SERVICES	0.00	4,000.00	595.00	1,812.89	0.00	2,187.11	45
10-620-1520	TRAIN DEPOT BLDG MAINT	205.97	12,500.00	853.55	11,041.36	0.00	1,458.64	88
10-620-1522	TRAIN DEPOT JANITORIAL SUPPLIES	652.96	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	2,668.00	2,332.00	53
10-620-1530	POLICE DEPT BLDG MAINT	11,664.69	95,000.00	13,401.07	74,499.70	41,575.76	21,075.46-	122
10-620-1532	POLICE DEPT JANITORIAL SUPPLIES	84.07	1,500.00	0.00	41.70	0.00	1,458.30	3
10-620-1533	POLICE DEPT CONTRACTED SERVICES	163.71	3,000.00	0.00	736.75	0.00	2,263.25	25
10-620-1540	PUBLIC WORKS BLDG MAINT	2,049.23	8,500.00	0.00	8,410.96	0.00	89.04	99
10-620-1541	PUBLIC WORKS GROUND MAINT	32.98	3,100.00	0.00	0.00	3,100.00	0.00	100
10-620-1542	PUBLIC WORKS JANITORIAL SUPPLIES	0.00	400.00	0.00	416.11	0.00	16.11-	104

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
10-620-1550	CEMETERY MAINTENANCE	3,118.78	17,500.00	31.30	8,263.37	1,720.00	7,516.63	57
10-620-1560	PUBLIC RESTROOM BLDG MAINT	423.87	6,000.00	0.00	4,362.35	150.00	1,487.65	75
10-620-1562	PUBLIC RESTROOM JANITORIAL SUPPLY	0.00	7,875.00	253.14	5,238.97	460.50	2,175.53	72
10-620-1570	PARKS MAINTENANCE	614.92	15,000.00	216.77	4,548.91	0.00	10,451.09	30
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	157.83	10,000.00	0.00	1,325.16	0.00	8,674.84	13
10-620-1580	DOCKS AND BOARDWALK MAINT	0.00	5,250.00	0.00	1,254.61	0.00	3,995.39	24
10-620-1590	PUBLIC R.O.W. MAINT	1,508.59	17,155.95	100.00	6,973.53	5,000.00	5,182.42	70
10-620-1591	TREES	0.00	7,000.00	0.00	5,228.94	0.00	1,771.06	75
10-620-1592	WBD PROJECTS	13,307.79	0.00	0.00	0.00	0.00	0.00	0
10-620-1610	NON CAPITAL EQUIPMENT PURCHASE	33.97	3,150.00	0.00	0.00	0.00	3,150.00	0
10-620-1630	EQUIPMENT MAINT & REPAIRS	949.74	3,360.00	245.00	1,788.17	0.00	1,571.83	53
10-620-1730	VEHICLE MAINT. & REPAIRS	0.00	0.00	0.00	50.00	0.00	50.00-	0
10-620-1900	PROPERTY LEASES	3,000.00	0.00	0.00	0.00	0.00	0.00	0
10-620-3310	DEPARTMENTAL SUPPLIES & MATERIALS	317.31	4,200.00	0.00	1,846.99	0.00	2,353.01	44
10-620-4550	CONTRACT SERVICES	0.00	49,016.00	0.00	42,741.41	78.91	6,195.68	87
	DEPARTMENT Total	38,758.36	384,006.95	15,712.48	219,574.37	107,075.16	57,357.42	85
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	0.00	4,284.50	1,350.00	9,865.50	36
10-700-1250	EURY'S LANDING CONDOMINIUM ANNUAL DUES	800.00	0.00	800.00	800.00	0.00	800.00-	0
10-700-1410	HUMAN RESOURCES - EMPLOYMENT	521.00	13,000.00	75.75	7,585.28	169.95	5,244.77	60
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	0.00	12,000.00	0.00	9,490.40	0.00	2,509.60	79
10-700-4510	PROFESSIONAL SERVICES	7,243.67	94,500.00	12,650.00	35,627.00	8,622.00	50,251.00	47
10-700-4530	LEGAL SERVICES	0.00	100,000.00	10,924.98	85,830.32	0.00	14,169.68	86
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	37,900.00	0.00	0.00	0.00	37,900.00	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	0.00	1,100,000.00	829,083.11	929,083.11	170,916.89	0.00	100
10-700-8011	DEBT SERVICE - INTEREST	0.00	22,420.00	0.00	22,420.00	0.00	0.00	100
10-700-9003	HURRICANE SUPPLIES & MATERIALS	0.00	1,100.00	0.00	1,095.00	0.00	5.00	100
	DEPARTMENT Total	8,564.67	1,476,795.00	853,533.84	1,107,058.66	181,058.84	188,677.50	87
10-800-0000	GENERAL FUND TRANSFERS:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-800-8000	TRANSFER TO CAPITAL RESERVE	0.00	460,433.00	0.00	0.00	0.00	460,433.00	0

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
	DEPARTMENT Total	0.00	460,433.00	0.00	0.00	0.00	460,433.00	0
	General Fund Expend Total	925,493.04	10,997,758.47	1,472,070.48	7,406,505.45	557,937.88	3,033,315.14	72

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
10	General Fund	1,383,722.47	532,378.69	8,185,297.93	925,493.04	1,472,070.48	7,964,443.33	220,854.60

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

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	0

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	0

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
40-303-0009	GRANTS NC	0.00	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	76,696.43	1,170,906.00	83,252.51	900,919.80	269,986.20-	77
40-305-0002	REVENUE ACCOUNT REGULAR - SEWER USAGE	202,730.21	3,012,033.00	220,495.78	2,248,044.67	763,988.33-	75
40-305-0003	WATER TAP IN FEES	1,800.00	30,000.00	4,000.00	37,975.00	7,975.00	127
40-305-0004	SEWER TAP IN FEE	0.00	12,000.00	750.00	25,500.00	13,500.00	212
40-305-0005	ACCOUNT SERVICE CHARGES	1,695.00	18,000.00	290.00	13,010.00	4,990.00-	72
40-305-0008	LATE FEES - WATER	4,105.62	40,000.00	271.19-	39,063.32	936.68-	98
40-305-0009	LATE FEES - SEWER/GREASE	97.78	0.00	0.00	50.65	50.65	0
40-305-0010	RETURNED CHECK FEES - WATER	75.00	0.00	50.00	825.00	825.00	0
40-305-0012	TEMPORARY UTILITY USE CHARGE	125.00	1,000.00	25.00	1,937.62	937.62	194
40-305-0013	SPRINKLER FEES	0.00	3,000.00	0.00	3,825.00	825.00	128
40-307-0003	MISCELLANEOUS REVENUE - WATER	0.00	0.00	894.70	1,001.63	1,001.63	0
40-307-0007	REIMBURSEMENT FROM NCDOT	0.00	0.00	0.00	109,048.00	109,048.00	0
40-307-0008	REIMBURSEMENT FOR INSURANCE	0.00	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	117,000.00	0.00	0.00	117,000.00-	0
	Utility Fund Revenue Total	287,325.04	4,910,154.00	309,486.80	3,451,053.63	1,459,100.37-	70

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	0.00	511,000.00	0.00	0.00	0.00	511,000.00	0
40-800-8000	TRANSFER TO CAPITAL RESERVE	0.00	333,930.00	0.00	0.00	0.00	333,930.00	0
	DEPARTMENT Total	0.00	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	45,649.28	421,595.00	32,894.64	340,965.92	0.00	80,629.08	81
40-810-0201	OVERTIME	4,516.18	47,250.00	2,819.16	32,084.37	0.00	15,165.63	68
40-810-0500	FICA EXPENSE	3,658.70	37,172.00	2,612.78	27,463.90	0.00	9,708.10	74
40-810-0600	GROUP INSURANCE EXPENSE	4,673.28	58,000.00	4,685.76	42,171.84	0.00	15,828.16	73
40-810-0700	RETIREMENT EXPENSE	6,431.19	65,144.00	5,003.50	52,110.70	0.00	13,033.30	80
40-810-0800	WORKERS COMPENTSATION	0.00	24,255.00	0.00	18,915.16	0.00	5,339.84	78
40-810-1110	TELEPHONE	1,196.80	6,600.00	66.09	4,800.81	0.00	1,799.19	73
40-810-1111	TELEPHONE-CELLULAR	53.80	800.00	0.00	427.53	111.58	260.89	67
40-810-1120	INTERNET/CABLE	179.22	4,600.00	0.00	3,031.51	720.99	847.50	82
40-810-1130	POSTAGE	893.82	4,600.00	0.00	3,716.61	284.81	598.58	87
40-810-1210	OFFICE SUPPLIES	137.03	1,950.00	0.00	464.87	0.00	1,485.13	24

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
40-810-1230	OFFICE CONTRACT SERVICES	121.36	2,000.00	0.00	1,226.50	0.00	773.50	61
40-810-1250	DUES & SUBSCRIPTIONS	38.90	1,300.00	33.84	753.63	50.00-	596.37	54
40-810-1310	ELECTRIC	33,964.88	180,000.00	15,124.26	128,707.70	967.69	50,324.61	72
40-810-1330	WATER/SEWER/SOLID WASTE	448.66	1,000.00	0.00	456.84	0.00	543.16	46
40-810-1420	OSHA/SAFETY COMPLIANCE	0.00	2,000.00	0.00	833.26	0.00	1,166.74	42
40-810-1422	SAFETY SUPPLIES & MATERIALS	70.36	1,100.00	55.17	675.55	0.00	424.45	61
40-810-1430	TRAINING - REGISTRATION & CLASS MA	950.00	1,200.00	0.00	0.00	75.00	1,125.00	6
40-810-1431	TRAVEL MILEAGE	0.00	200.00	0.00	0.00	0.00	200.00	0
40-810-1432	MEALS	0.00	700.00	0.00	0.00	50.00	650.00	7
40-810-1433	LODGING	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
40-810-1434	EMPLOYEE DEVELOPMENT	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
40-810-1440	UNIFORMS	335.64	6,300.00	146.49	3,391.73	178.80	2,729.47	57
40-810-1510	BUILDING MAINT	0.00	8,000.00	0.00	6,873.16	75.00	1,051.84	87
40-810-1512	JANITORIAL SUPPLIES	0.00	1,100.00	53.51	469.83	0.00	630.17	43
40-810-1610	NON-CAPITAL EQUIPMENT PURCHASE	0.00	30,500.00	8,266.78	15,387.78	0.00	15,112.22	50
40-810-1630	EQUIPMENT MAINT & REPAIRS	4,628.48	86,400.00	1,444.90	48,379.89	2,880.25	35,139.86	59
40-810-1710	AUTO FUEL	1,108.38	26,000.00	697.14	11,811.73	1,143.00	13,045.27	50
40-810-1730	VEHICLE MAINT & REPAIRS	203.40-	9,200.00	0.00	3,678.66	200.00	5,321.34	42
40-810-1810	PERMITS & FEES - RECCURING	0.00	8,620.00	1,310.00	7,310.00	0.00	1,310.00	85
40-810-1830	COMPLIANCE TESTING	371.00	16,000.00	1,858.00	5,846.00	0.00	10,154.00	37
40-810-3310	DEPARTMENT SUPPLIES & MATERIALS - SEWER	461.74	19,000.00	1,668.88	8,455.01	495.07	10,049.92	47
40-810-3311	DEPARTMENT SUPPLIES & MATERIALS -WWTP	2,313.93	40,000.00	993.87	26,715.29	933.95	12,350.76	69
40-810-4510	PROFESSIONAL SERVICES	90.00	2,000.00	815.00	815.00	100.00	1,085.00	46
40-810-4550	CONTRACT SERVICES	4,648.22	226,000.00	52,799.08	127,219.12	77,086.59	21,694.29	90
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	0.00	53,580.00	0.00	53,418.33	0.00	161.67	100
40-810-7420	CAPITAL OUTLAY - EQUIPMENT	0.00	54,381.00	0.00	54,371.96	0.00	9.04	100
40-810-7430	CAPITAL OUTLAY - VEHICLES	0.00	126,235.00	0.00	126,704.36	0.00	469.36-	100
40-810-8010	DEBT SERVICE-PRINCIPAL	1,029,524.67	1,122,673.00	0.00	4,751.09	0.00	1,117,921.91	0
40-810-8011	DEBT SERVICE-INTEREST	117,396.34	214,470.00	0.00	106,588.46	0.00	107,881.54	50
40-810-9001	HURRICANE FUEL	0.00	1,500.00	0.00	1,472.34	0.00	27.66	98
	DEPARTMENT Total	1,263,658.46	2,934,925.00	133,348.85	1,279,854.24	85,252.73	1,569,818.03	47
40-812-0000	WATER DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
40-812-0200	SALARIES AND WAGES	21,492.24	193,334.00	15,194.80	155,071.72	0.00	38,262.28	80
40-812-0201	OVERTIME	1,710.30	15,300.00	1,128.29	11,746.18	0.00	3,553.82	77
40-812-0500	FICA EXPENSE	1,768.49	16,663.00	1,242.22	12,703.18	0.00	3,959.82	76
40-812-0600	GROUP INSURANCE EXPENSE	2,336.64	29,000.00	2,342.88	21,085.92	0.00	7,914.08	73
40-812-0700	RETIREMENT EXPENSE	2,974.57	29,201.00	2,286.87	23,333.23	0.00	5,867.77	80

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
40-812-0800	WORKERS COMPENSATION	0.00	8,400.00	0.00	8,632.64	0.00	232.64-	103
40-812-1110	TELEPHONE	85.60	2,000.00	0.00	967.64	0.00	1,032.36	48
40-812-1111	TELEPHONE-CELLULAR	64.91	600.00	0.00	456.69	115.05	28.26	95
40-812-1120	INTERNET/CABLE	0.00	3,600.00	0.00	2,247.00	321.00	1,032.00	71
40-812-1130	POSTAGE	0.00	4,500.00	0.00	3,196.32	0.00	1,303.68	71
40-812-1210	OFFICE SUPPLIES	0.00	4,800.00	0.00	62.36	12.57	4,725.07	2
40-812-1230	OFFICE CONTRACT SERVICES	378.59	3,000.00	297.56	2,004.56	0.00	995.44	67
40-812-1250	DUES AND SUBSCRIPTIONS	383.90	1,100.00	33.85	1,692.65	0.00	592.65-	154
40-812-1310	ELECTRIC	6,294.22	42,000.00	3,028.34	27,835.75	0.00	14,164.25	66
40-812-1320	LP GAS	0.00	1,500.00	0.00	0.00	66.55	1,433.45	4
40-812-1330	WATER/SEWER/SOLID WASTE	120.94	750.00	0.00	524.09	0.00	225.91	70
40-812-1420	OSHA/SAFETY COMPLIANCE	0.00	1,000.00	0.00	622.58	0.98-	378.40	62
40-812-1421	SAFETY EQUIPMENT	0.00	500.00	0.00	0.00	0.00	500.00	0
40-812-1430	TRAINING -REGISTRATION&CLASS MAT'L	0.00	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	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
40-812-1434	EMPLOYEE DEVELOPMENT	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0
40-812-1440	UNIFORMS	123.92	2,600.00	94.27	1,190.57	61.96	1,347.47	48
40-812-1510	BUILDING MAINT	50.00	4,300.00	0.00	88.32	4,167.79	43.89	99
40-812-1512	JANITORIAL SUPPLIES	0.00	500.00	0.00	44.11	0.00	455.89	9
40-812-1610	NON-CAPITAL EQUIPMENT PURCHASES	0.00	5,000.00	0.00	2,105.86	0.00	2,894.14	42
40-812-1630	EQUIPMENT MAINT. & REPAIRS	65.62	26,700.00	2,506.39	5,490.00	1,810.36	19,399.64	27
40-812-1710	AUTO FUEL	189.82	9,000.00	132.40	2,332.53	260.00	6,407.47	29
40-812-1730	VEHICLE MAINT. & REPAIRS	310.49	2,500.00	131.47	2,547.79	100.00	147.79-	106
40-812-1810	PERMITS & FEES - REOCCURING	0.00	5,000.00	0.00	2,855.00	0.00	2,145.00	57
40-812-1830	COMPLIANCE TESTING	1,110.00	14,000.00	300.00	8,165.55	580.00	5,254.45	62
40-812-3310	DEPARTMENT SUPPLIES & MATERIALS	10,231.13	94,875.00	10,595.16	112,713.91	2,123.23	19,962.14-	121
40-812-4550	CONTRACT SERVICES	5,601.86	333,021.00	4,721.75	177,186.37	8,059.18	147,775.45	56
40-812-4560	STREET PATCHING FOR UTILITY REPAIRS	0.00	18,000.00	2,000.00	7,169.00	0.00	10,831.00	40
40-812-4570	COUNTY WATER PURCHASE	2,814.31	33,000.00	2,674.24	27,819.69	0.00	5,180.31	84
40-812-5400	INSURANCE	0.00	19,800.00	0.00	17,017.35	0.00	2,782.65	86
40-812-7430	CAPITAL OUTLAY-VEHICLES	0.00	46,600.00	52.00-	32,806.47	0.00	13,793.53	70
40-812-8010	DEBT SERVICE - PRINCIPAL	97,310.40	102,061.00	0.00	4,751.09	0.00	97,309.91	5
40-812-8011	DEBT SERVICE - INTEREST	18,012.07	33,894.00	0.00	17,082.83	0.00	16,811.17	50
40-812-9001	HURRICANE FUEL	0.00	200.00	0.00	156.49	0.00	43.51	78
	DEPARTMENT Total	173,430.02	1,114,299.00	48,658.49	694,521.37	17,676.71	402,100.92	64
	Utility Fund Expend Total	1,437,088.48	4,910,154.00	182,007.34	1,974,375.61	102,929.44	2,832,848.95	42

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
40	Utility Fund	287,325.04	309,486.80	3,451,053.63	1,437,088.48	182,007.34	2,077,305.05	1,373,748.58

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	0

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real		
60-305-0000	WATER CAPACITY FEES	0.00	0.00	952.00	5,393.00	5,393.00	0		
60-305-0001	SEWER CAPACITY FEES	0.00	0.00	11,048.00	51,207.00	51,207.00	0		
60-305-0002	WATER CAPACITY FEES (ACCRUED)	150.00	0.00	0.00	900.00	900.00	0		
	Impact Fee Fund Revenue Total	150.00	0.00	12,000.00	57,500.00	57,500.00	0		
	Impact Fee Fund Expend Total	0.00	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	150.00	12,000.00	57,500.00	0.00	0.00	0.00	57,500.00

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	0

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real	
	COMMUNITY IMPROVEMENT PROJ Revenue Total	0.00	0.00	0.00	0.00	0.00	0	
	COMMUNITY IMPROVEMENT PROJEC Expend Tota	0.00	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
10	General Fund	1,383,722.47	532,378.69	8,185,297.93	925,493.04	1,472,070.48	7,964,443.33	220,854.60
11	Fire Fund	0.00	0.00	0.00	0.00	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	287,325.04	309,486.80	3,451,053.63	1,437,088.48	182,007.34	2,077,305.05	1,373,748.58
42		0.00	0.00	0.00	0.00	0.00	0.00	0.00
60	Impact Fee Fund	150.00	12,000.00	57,500.00	0.00	0.00	0.00	57,500.00
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	1,671,197.51	853,865.49	11,693,851.56	2,362,581.52	1,654,077.82	10,041,748.38	1,652,103.18

Town of Beaufort - Chart of Accounts

Account #	Account Name	Account Description
	GENERAL FUND REVENUE:	
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	Governer'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

Account #	Account Name	Account Description
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 durring 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	**GOVERNING BODY:**	
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

Account #	Account Name	Account Description
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	**ADMINISTRATION:**	
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

Account #	Account Name	Account Description
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	**FINANCE:**	
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
10-430-0600	GROUP INSURANCE EXPENSE	Allocation by department for employee medical insurance - Town pays 100% of employee medical insurance
10-430-0700	RETIREMENT EXPENSE	Contribution by the Town to employees 401k (5%) and Town portion of NC Retirement (~7.5%)
10-430-0800	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
10-430-1230	OFFICE CONTRACT SERVICES	Support agreement for financial software, monthly bank fees, fees fro payroll 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

Account #	Account Name	Account Description
10-510-0000	**POLICE DEPARTMENT:**	
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

Account #	Account Name	Account Description
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	**FIRE DEPARTMENT:**	
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

Account #	Account Name	Account Description
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	**PLANNING & INSPECTIONS:**	
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

Account #	Account Name	Account Description
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	**PUBLIC WORKS:**	
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

Account #	Account Name	Account Description
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	**SANITATION:**	

Account #	Account Name	Account Description
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	**STORMWATER**	
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	**FACILITIES & GROUND MAIN:**	
10-620-1111	TELEPHONE- CELLULAR	*
10-620-1310	ELECTRIC	Electricity at John Newton Park and "Special Event" receptacles

Town of Beaufort - Chart of Accounts

Account #	Account Name	Account Description
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	**NON-DEPARTMENTAL:**	

Account #	Account Name	Account Description
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	**GENERAL FUND TRANSFERS:**	
10-800-0001	CONTRIBUTION TO FIRE DEPT FUND	General Fund transfer to Fire Department
	UTILITY FUND REVENUE	
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 deliquent 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

Account #	Account Name	Account Description
40-307-0010	APP. RESTRICTED FUND BALANCE- SEWER	Appropriated Capacity Fee Fund Balance
40-800-0000	**UTILITY FUND TRANSFERS**	
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	**SEWER DEPARTMENT :**	
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 COMPENTSATION	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

Account #	Account Name	Account Description
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	**WWTP DEPARTMENT :**	
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

Account #	Account Name	Account Description
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	**WATER DEPARTMENT :**	
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

Account #	Account Name	Account Description
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

Account #	Account Name	Account Description
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

Town of Beaufort Board of Commissioners Worksession Meeting
4:00 PM Monday, April 27 – 701 Front Street Town Hall Conference Room

AGENDA CATEGORY: Items for Discussion and Consideration

SUBJECT: FY 20 Budget Amendment #12

BRIEF SUMMARY:

General Fund -. This amendment requests an appropriation of:

- Other Revenues- Insurance reimbursement for Engine #4 $14,354, Sales of Surplus Property for Public Works vehicle replacement $14,882, Misc. Police Department Revenue for Crime Prevention $7,800
- Appropriated Restricted Fund Balance (Public Safety- Fire Department) – for vehicle maintenance and repair $3,421
- Appropriated Fund Balance- for expenditures related to COVID-19 $100,000, Contingency for any unexpected expenditures that may occur prior to June 30, 2020 $100,000.

Utility Fund - This amendment requests the appropriation of:

- Water and Sewer Tap Fees to fund the purchase of new water meters being installed in new developments, $23,625.
- Fund Balance as a contingency for any unexpected expenditures that may occur prior to June 30, 2020, $25,000.

REQUESTED ACTION:

Approve Budget Amendment #12

EXPECTED LENGTH OF PRESENTATION:

5 minutes

SUBMITTED BY:

Christi Wood – Finance Director

BUDGET AMENDMENT REQUIRED:

Yes

TOWN OF BEAUFORT
FY 2020 BUDGET AMENDMENT #12

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:

- Other Revenues- Insurance reimbursement for Engine #4 $14,354, Sales of Surplus Property for Public Works vehicle replacement $14,882, Misc. Police Department Revenue for Crime Prevention $7,800
- Appropriated Restricted Fund Balance (Public Safety- Fire Department) – foe vehicle maintenance and repair $3,421
- Appropriated Fund Balance- for expenditures related to COVID-19 $100,000, Contingency for any unexpected expenditures that may occur prior to June 30, 2020 $100,000.

A. REVENUE

INCREASE

OTHER REVENUES	$ 37,036
APPROPRIATED RESTRICTED FUND BALANCE (PUBLIC SAFETY)	$ 3,421
APPROPRIATED FUND BALANCE	$ 200,000
TOTAL INCREASE	**$ 240,457**

B. EXPENDITURES AUTHORIZED BY DEPARTMENT

INCREASE

FIRE	$ 69,775
POLICE	$ 9,800
PUBLIC WORKS	$ 55,882
NON- DEPARTMENTAL	$ 105,000
TOTAL INCREASE	**$ 240,457**

SECTION III: UTILITY FUND

This amendment requests the appropriation of:

- Water and Sewer Tap Fees to fund the purchase of new water meters being installed in new developments, $23,625.
- Fund Balance as a contingency for any unexpected expenditures that may occur prior to June 30, 2020, $25,000.

A. REVENUE

INCREASE

PERMITS AND FEES	$ 23,625
APPROPRIATED FUND BALANCE	$ 25,000
TOTAL INCREASE	**$ 48,625**

B. EXPENDITURES AUTHORIZED BY DEPARTMENT

INCREASE

WATER DIVISION	$ 23,625
NON- DEPARTMENTAL	$ 25,000
TOTAL INCREASE	**$ 48,625**

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 11th day of May 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

Town of Beaufort Board of Commissioners Work Session
4:00 PM April 27, 2020 – Town Hall Conference Room, 701 Front Street, Beaufort

AGENDA CATEGORY: Items for Discussion and Consideration

SUBJECT: Revised Budget Calendar

BRIEF SUMMARY:

The time required to plan and manage the Town's COVID-19 response has led to a delay in the completion of the proposed FY2021 Annual Budget. A revised budget calendar is attached.

REQUESTED ACTION:

Approve revised budget calendar.

EXPECTED LENGTH OF PRESENTATION:

5 minutes

SUBMITTED BY:

John Day, Town Manager

BUDGET AMENDMENT REQUIRED:

No

The Budget Calendar

Budget Document Presented
Town Board Meeting
June 8, 2020–6 PM

Budget Work Session
June 15, 2020–4 PM

Regular and Budget Work Session, Budget Public Hearing
June 22, 2020–4 PM

Budget Work Session (if needed)
June 25, 2020–4 PM

Budget Work Session (if needed)
June 29, 2020–4 PM

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Town of Beaufort Board of Commissioners Work Session
4:00 PM Monday, April 27, 2020 – Town Hall Conference Room, 701 Front Street, Beaufort

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

BRIEF SUMMARY:

During the April 13, 2020 Regular Monthly meeting the Board of Commissioners approve a Resolution Directing the Clerk to Investigate the Petition. The investigation has been completed with the Certificate of Sufficiency attached as part of this packet. The next step in the process is to set a public hearing for the voluntary annexation request. The requested date for the public hearing is June 8, 2020.

REQUESTED ACTION:

Accept the Certificate of Sufficiency and set the Public Hearing for Monday, June 8, 2020.

EXPECTED LENGTH OF PRESENTATION:

5 minutes

SUBMITTED BY:

Michele Davis, Town Clerk

BUDGET AMENDMENT REQUIRED:

No

CERTIFICATE OF SUFFICIENCY

To the Board of Commissioners of the Town of Beaufort of Beaufort, North Carolina:

I, Michele Davis, Town Clerk, do hereby certify that I have investigated the petition attached hereto and have found as a fact that said petition is signed by all owners of real property lying in the area described therein, in accordance with G.S. 160-A-31.

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Beaufort, this 11th day of May 2019.

(SEAL)

____

Michele Davis, Town Clerk

Town of Beaufort, NC
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Town of Beaufort Board of Commissioners Work Session
4:00 PM Monday, April 27, 2020 – Town Hall Conference Room, 701 Front Street, Beaufort

AGENDA CATEGORY:	Items for Discussion and Consideration
SUBJECT:	Changes in Personnel Policy Compensation During State of Emergency

BRIEF SUMMARY:

The COVID-19 pandemic event has brought about some considerations that need to be addressed regarding facility closures, work schedules, work locations and compensation during a declared State of Emergency. In order to continue providing town services in the best possible manner, staff recognizes the need to make changes to the Personnel Policy in the manner indicated by the attached document. <u>This change will need to be approved during the work session.</u>

REQUESTED ACTION:

Consider approval of the recommended changes to the Personnel Policy Section Chapter 4 Employment Section B Compensation Item 15 Compensation During a State of Emergency.

EXPECTED LENGTH OF PRESENTATION:

5 minutes

SUBMITTED BY:

John Day, Town Manager

Christi Wood, Finance Director

Michele Davis, Human Resources Officer

BUDGET AMENDMENT REQUIRED:

No

Remove this wording in its entirety.

15. Compensation During State of Emergency

For the period of time from when regular town services are suspended to when regular work schedules resume, non-exempt employees will be paid at the overtime rate for their class and departments, and exempt employees will receive compensation equal to their hourly rate for hours worked beyond their regular work period schedules.

Replace with this information.

15. Work Schedules, Compensation, and Facility Closures During State of Emergency

During a state of emergency, the Town of Beaufort will need to remain fluid in determining facility closures, work schedules, work locations, and work hours in order to keep the citizens and community safe as well as provide safety for all employees. When a state of emergency is declared, the Town Manager with input of Department Heads has the authority to make adjustments to staff work schedules, work locations, work hours and compensation in order to ensure the continuance of town services and provide safety for all. Listed below are the adjustments that are available for consideration during a state of emergency.

1. Non-exempt employees may be compensated with administrative time for the difference in hours worked and their normal work period schedule.
2. Non-exempt employees may be paid at the overtime rate for their class and department.
3. Exempt employees may receive compensation equal to their hourly rate for hours worked beyond their regular work period schedules.
4. Employees may be asked to work from home or stagger work times in buildings in order to provide safety for all.
5. Employee schedules may be adjusted to accommodate the best means to continue services to the citizens and community.
6. Defined shift schedules may be altered in order to best accommodate continued services.
7. Employees may be required to remain within the Town of Beaufort limits when not on duty in order to maintain the availability of access if needed.

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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

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 13th 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 16th 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 ________________________

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^2) 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

District	*Designated Front (Right-of-Way) Setback*	*Designated Side (Right-of-Way) Setback*	*Rear Setback*	*Side Setback*	*Building Height Limitation*
	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 it's 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:

(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^2) in area or eight feet (8') in height.

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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.

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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.
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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).

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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’).

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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.

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

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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.

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	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 13th day of April 2020.

TOWN OF BEAUFORT

By: ______________________________
Mayor

Attest:

______________________________ Town Clerk

Town of Beaufort, NC
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252-728-2141 - 252-728-3982 fax - 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:	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	Multiple (See Ownership Table)
Applicant	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	General Commercial
Amendment Required	☒ 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.

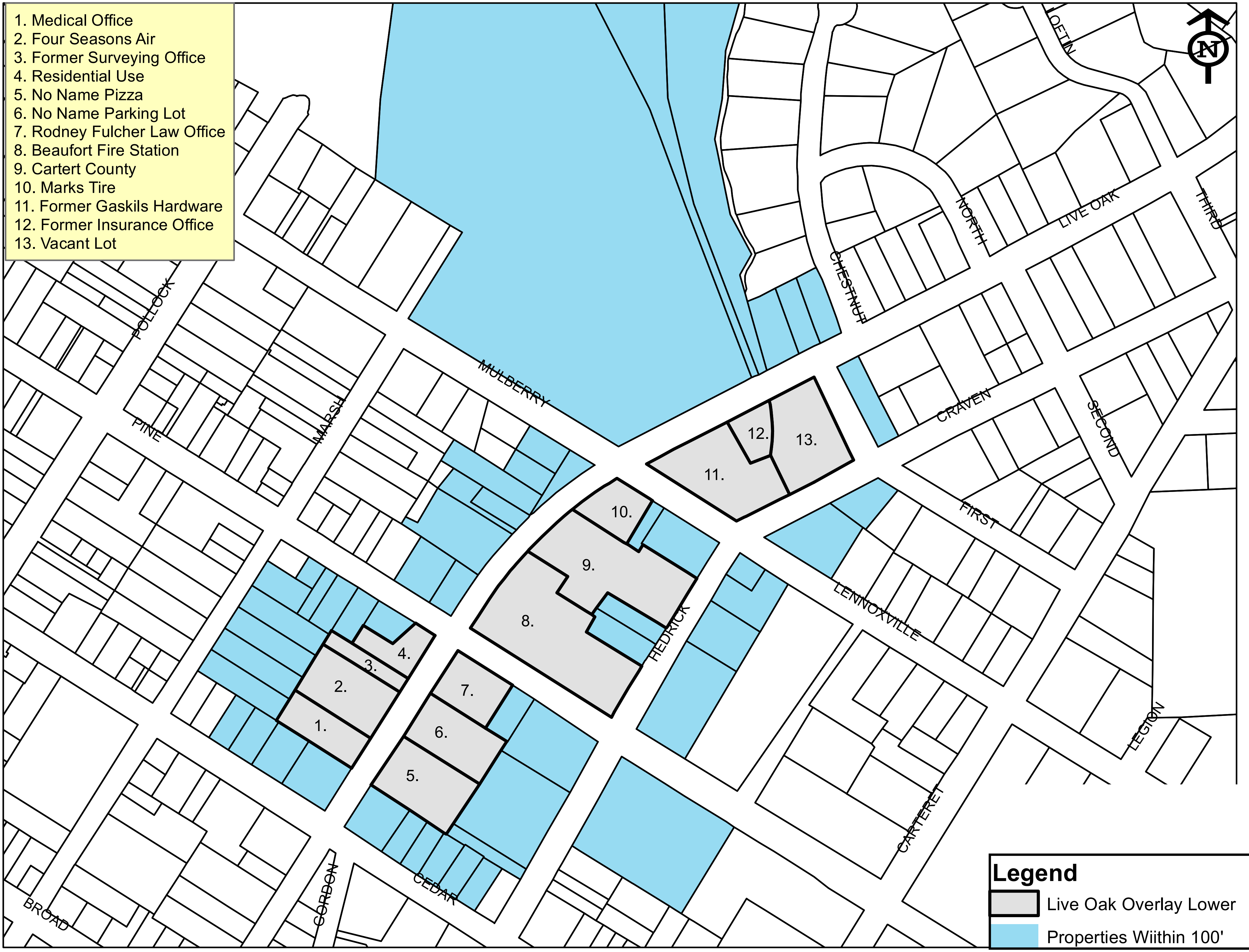
Medium Density Residential Classification.

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.

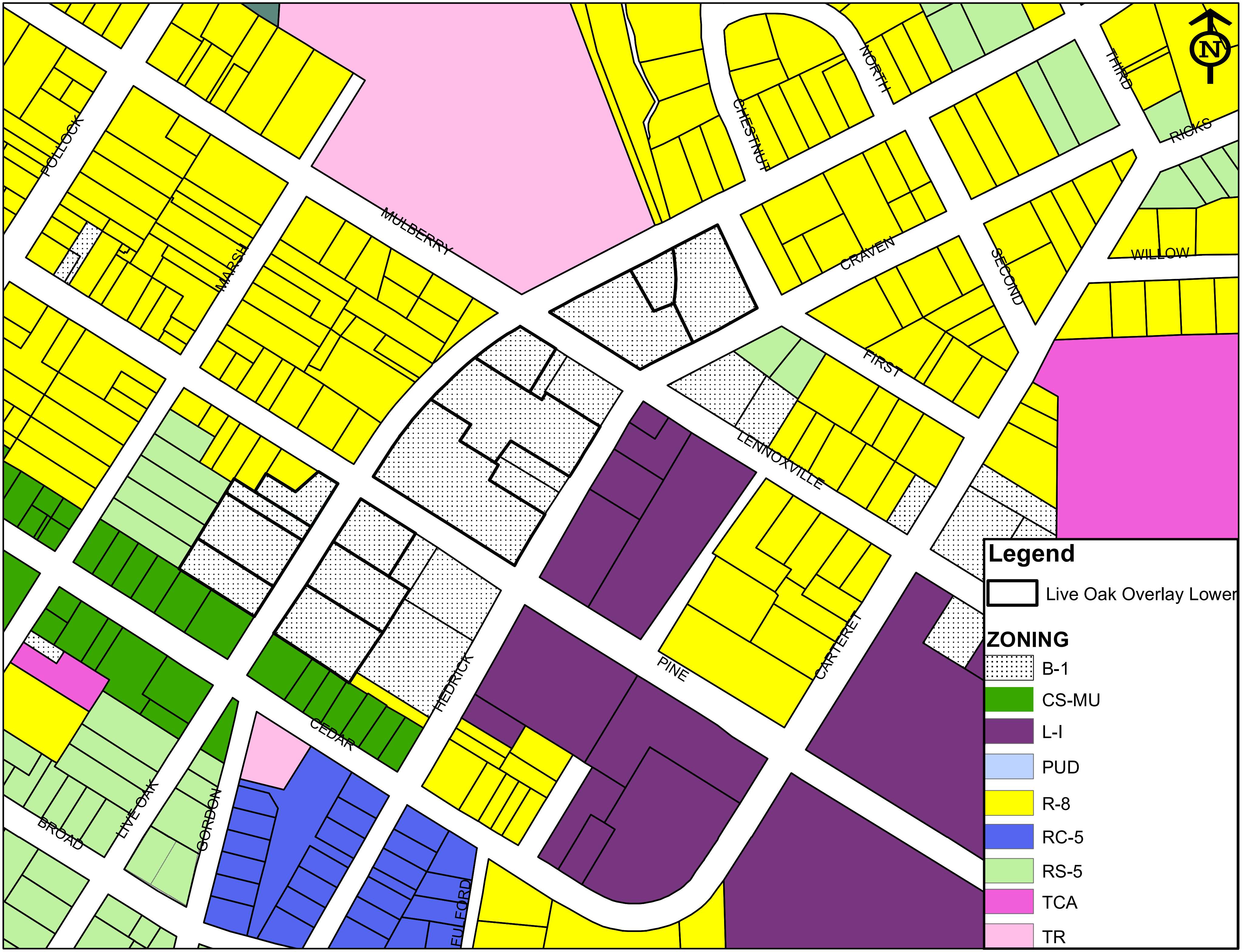
The Medium Density Residential classification is intended to delineate lands where the predominant land use is higher density single-family residential developments and/or two-family developments. The residential density within this classification is generally 3 to 5 dwelling units per acre. Minimum 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.

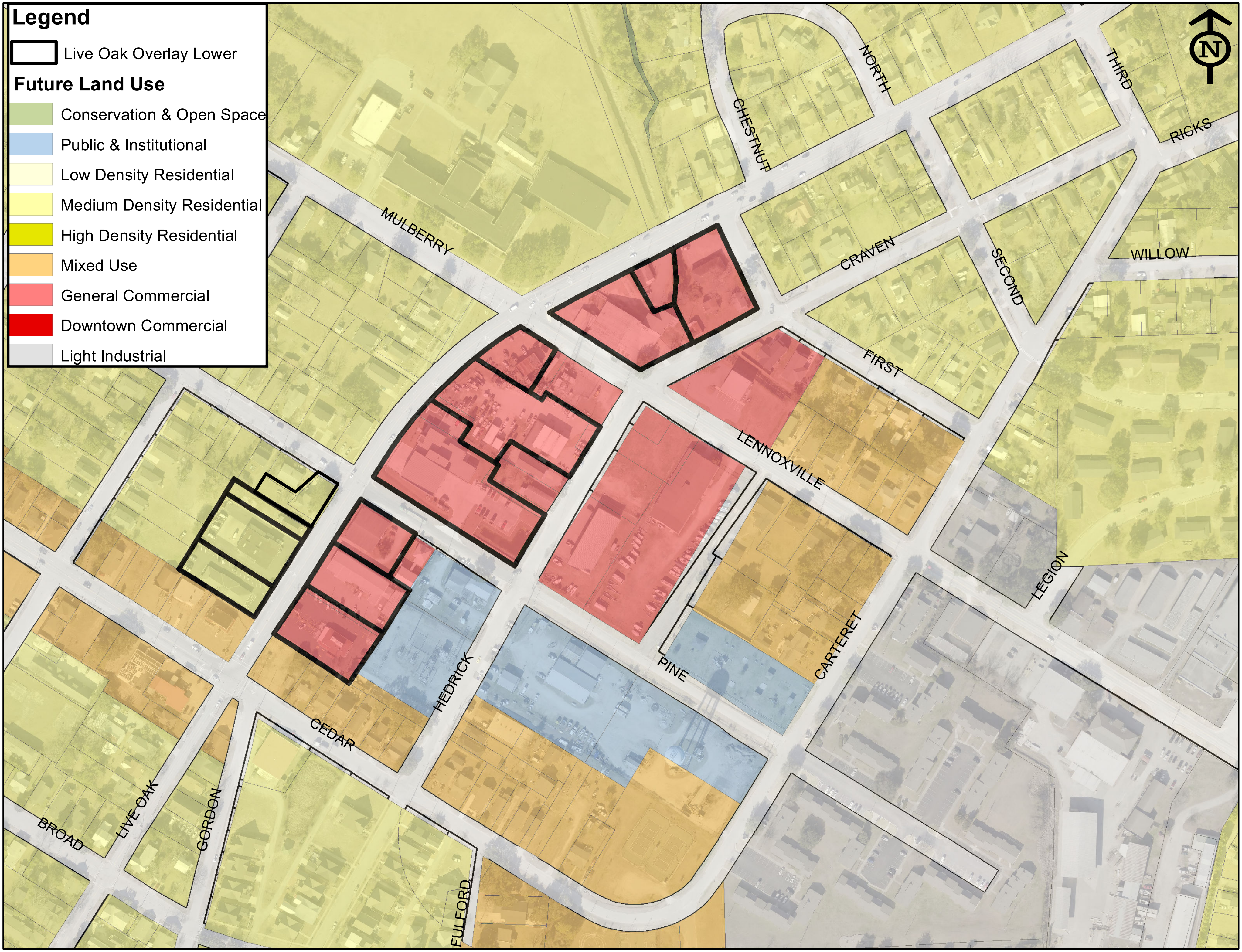
Attachments:
Vicinity Map with 100 Foot Notification Boundary
Zoning Map with 100 Foot Notification Boundary
CAMA Future Land Use Map with 100 Foot Notification Boundary
Information Table
Property Owners Within 100 Feet
Ordinance



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
N
POLLOCK
PINE
MARSH
MULBERRY
CHESTNUT
NORTH
LIVE OAK
THIRD
CRAVEN
SECOND
FIRST
LENNOXVILLE
HEDRICK
LEGION
CARTERET
CEDAR
GORDON
BROAD
Legend
Live Oak Overlay Lower
Properties Wiithin 100'



N
POLLOCK
MARSH
MULBERRY
CHESTNUT
NORTH
THIRD
RICKS
CRAVEN
SECOND
WILLOW
FIRST
LENNOXVILLE
PINE
CARTERET
HEDRICK
CEDAR
BROAD
LIVE OAK
GORDON
FULFORD
Legend
Live Oak Overlay Lower
ZONING
B-1
CS-MU
L-I
PUD
R-8
RC-5
RS-5
TCA
TR



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
N
MULBERRY
CHESTNUT
NORTH
THIRD
RICKS
CRAVEN
SECOND
WILLOW
FIRST
LENNOXVILLE
LEGION
CARTERET
PINE
HEDRICK
CEDAR
LIVE OAK
GORDON
BROAD
FULFORD

ID #	PIN15	OWNER	CONFORMING USE	CONFORMING STRUCTURE	CONFORMING LOT	LOT AREA	COUNTY LISTED USE
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 RICHAR	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

OWNER	MAIL_HOUSE	MAIL_ST	MAIL_CITY	AIL_STA	MAIL_ZI4	MAIL_ZI5	MAIL_ADD2
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 RICHAR	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
COPES,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 DISTRCIT 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 16th 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

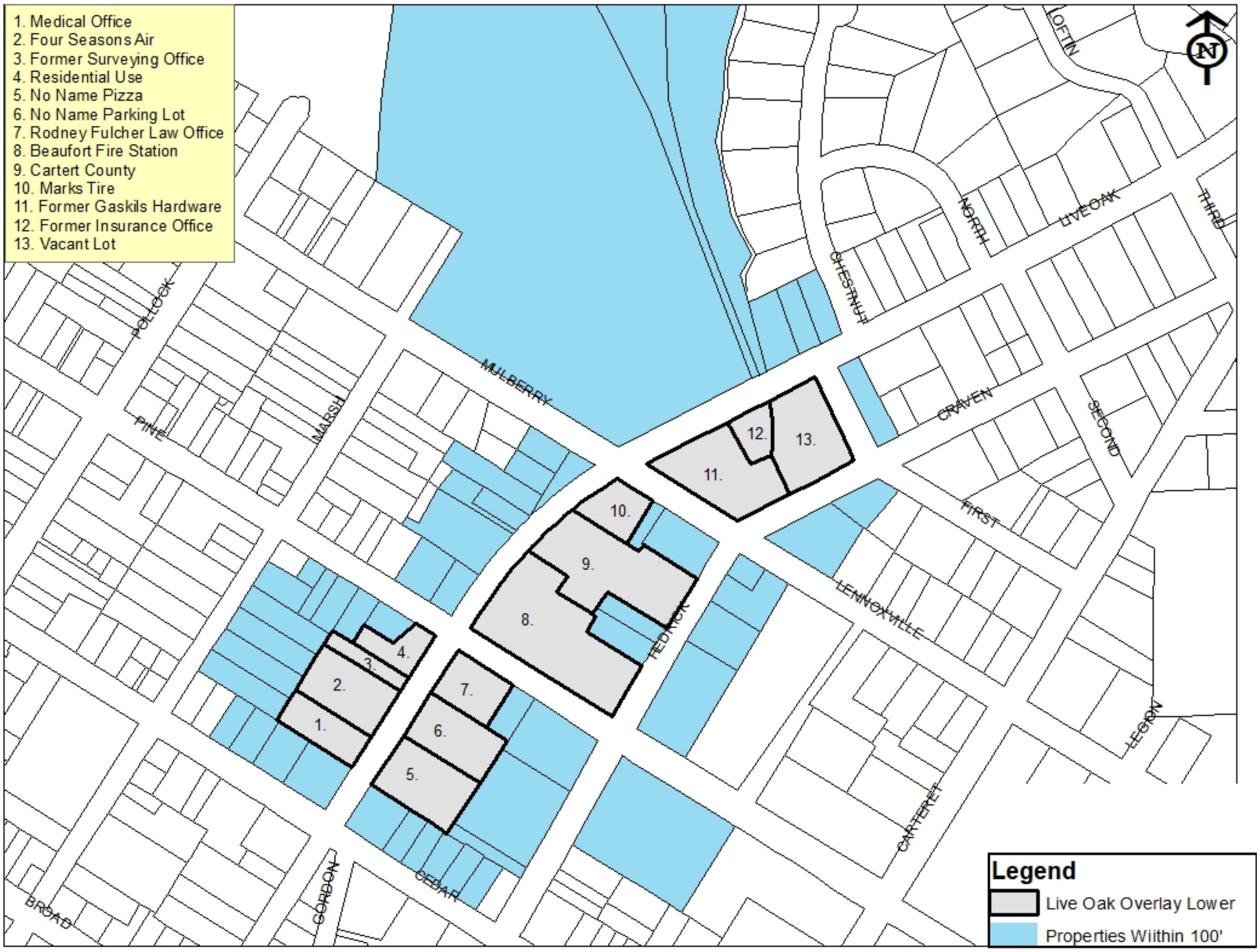
WHEREAS, the Town Board of Commissioners has made the following findings and conclusions:

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.

____
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

Town of Beaufort Board of Commissioners Work Session
4:00 PM Monday, April 27, 2020 – Town Hall Conference Room, 701 Front Street, Beaufort

AGENDA CATEGORY:	Items for Discussion and Consideration
SUBJECT:	400 Pollock Street/Preservation NC

BRIEF SUMMARY:

During the April 24, 2020 Special Meeting, the Board of Commissioners received information from Preservation NC regarding the structure located at 400 Pollock Street. Preservation NC indicated they were prepared along with members of the Godette family to move forward with purchasing/selling the property for rehabilitation with certain requirements to be met within a time period. Town Attorney Arey Grady drafted the motion for this item. The motion as needs to be approved is in the requested action section.

REQUESTED ACTION:

I move that the demolition order previously adopted by the Board regarding the property located at 400 Pollock Street, Beaufort, NC, be **stayed** until July 31, 2020, in order to give Preservation NC the opportunity to purchase same, provided that the building is weather-proofed and sealed in a manner as directed by the Town's Chief Building Inspector by June 1, 2020, by either Preservation NC, the owners of said property, or a combination thereof, and that (i) upon the full remediation of the code violations of the exterior of the structure located at said address and (ii) upon reimbursement of the Town of Beaufort's costs incurred for asbestos remediation for said structure, both to occur no later than ___________, 2020, the demolition order outstanding for said property be rescinded and cancelled of record.

EXPECTED LENGTH OF PRESENTATION:

10 minutes

SUBMITTED BY:

John Day, Town Manager

BUDGET AMENDMENT REQUIRED:

No

Town of Beaufort, NC
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252-728-2141 - 252-728-3982 fax - www.beaufortnc.org

Town of Beaufort Board of Commissioners Work Session
4:00 PM Monday, April 27, 2020 – Town Hall Conference Room, 701 Front Street, Beaufort

AGENDA CATEGORY:	Items for Discussion and Consideration
SUBJECT:	Paid Parking 2020 Season

BRIEF SUMMARY:

Paid parking is scheduled to begin on May 18. Given the changes brought about by COVID-19, the Board may wish to consider delaying the initiation date of paid parking.

REQUESTED ACTION:

Consider whether to delay the initiation date of paid parking.

EXPECTED LENGTH OF PRESENTATION:

5 minutes

SUBMITTED BY:

John Day, Town Manager

BUDGET AMENDMENT REQUIRED:

No