



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, November 22, 2021 - Zoom Meeting due to COVID-19 Pandemic Monthly Meeting

Call To Order

Roll Call

Agenda Approval

Public Comment

Project Updates

Items for Discussion and Consideration

- [1.](#) COVID Numbers in Carteret County and Emergency Leave Policy Extension
- [2.](#) Minutes- May & July 2021 Meetings
- [3.](#) Minutes - October 25 & November 8, 2021
- [4.](#) Pay and Classification Study
- [5.](#) Lions Club Bridge Run 2022
- [6.](#) Case # 21-25 Staff Initiated Rezoning Eastern Avenue from TCA to B-1
- [7.](#) Delinquent Utility Accounts
- [8.](#) Organizational Meeting
- [9.](#) Financial Notes
- [10.](#) Resignation of Commissioner Harker
- [11.](#) Appointment to Vacant Commissioner Seat

Mayor/Commissioner Comments

Closed Session

- [1.](#) Personnel

Adjourn



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Board of Commissioners Virtual Work Session Meeting 4:00 PM – Monday, November 22, 2021

AGENDA CATEGORY: Items for Discussion and Consideration
SUBJECT: COVID Numbers in Carteret County and Emergency
Leave Policy Extension

BRIEF SUMMARY:

COVID Numbers in Carteret County

With COVID and the dominant delta variant cases on the rise in Carteret County and across the State of North Carolina, the Board agreed to hold off on returning to in-person meetings. The Board directed staff to provide an update on current county and state COVID metrics at each Board of Commissioners meeting to assess when to return to in-person meetings safely. Since data trends are released daily, those metrics will be provided at the meeting on Monday, November 22, 2021.

Emergency Paid Sick Leave Policy Extension Check-In

At the November 8, 2021 Regular Meeting, the BOC voted to approve the policy extension with the requirement that in order to qualify the employee must be vaccinated. The policy is scheduled to be reviewed at each meeting.

Returning to In-Person Meetings

Currently, all Town Boards (elected and volunteer) are conducting meetings virtually via Zoom with the exception of the Beaufort Harbor and Waterways Master Plan Advisory Committee who has permission to meet under a hybrid model at the Beaufort Hotel. All meetings will continue to be open to the public and individuals may join in-person or virtually via Zoom.

At the October 25, 2021 Work Session, the BOC agreed that the virtual platform is the best meeting method until the hybrid equipment is delivered and installed at the Train Depot. The selected vendor has provided an estimated shipping date of late December, as the hybrid equipment is currently on back order.

Town-Wide Mask Ordinance

The Board of Commissioners implemented a town-wide mask ordinance at the August 23, 2021 Work Session. The mask ordinance was reviewed at each meeting of the Board of Commissioners. At the October 11, 2021 Regular Meeting, the Board of Commissioners voted to repeal the mask ordinance, effective immediately.

REQUESTED ACTION:

Review polices.

EXPECTED LENGTH OF PRESENTATION:

5 minutes

SUBMITTED BY:

Mayor Newton & Elizabeth Lewis, Town Clerk

BUDGET AMENDMENT REQUIRED:

No



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Board of Commissioners Virtual Work Session 4:00 PM – Monday, Nov. 22, 2021

AGENDA CATEGORY: Items for Discussion and Consideration
SUBJECT: Minutes

REQUESTED ACTION:

Consider approval of minutes as presented during this meeting.

Find attached: Budget Meetings: May 17, 20 & 26. May 24 Work Session Meeting Minutes, July 12 Regular Meeting Minutes and July 24 Special Meeting Minutes

Time:

5 minutes

SUBMITTED BY:

Rachel Johnson, PIO/Deputy Clerk

BUDGET AMENDMENT REQUIRED: No



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Town of Beaufort Board of Commissioners Budget Work Session 4:00 PM Monday, May 17, 2021 - Virtual Minutes Draft

Call to Order

Mayor Newton called the meeting to order

Roll Call

Allen Coleman called roll and declared a quorum present for the meeting.

PRESENT

Mayor Everette Newton

Commissioner Sharon Harker

Commissioner Ann Carter

Commissioner Marianna Hollinshed

Commissioner John Hagle

Agenda Approval

Commissioner Hagle made motion to approve agenda, motion carried unanimously.

Items for Discussion and Consideration

1. Discussion of FY 2021-22 Manager's Recommended Budget

John Day: The manager is required to prepare a budget for consideration by the governing board, which needs to be submitted by June 1. We start with the five-year financial plan from the current year, in this case, FY 21, and that informs both the annual budget for next year for FY 22, as well as, the five-year financial plan that's updated for FY 22. Since FY22 budget is balanced using the revenues and expenditures from there as a baseline, the five-year financial plan is also balanced or in a few cases you can see it generates some excess revenues which just go into strengthen

fund balances. There is a possibility of insufficient fund balance for the utility fund in the future. It rose above due to property sale, and we may need that money for the purchase of new property for a new water plant in the future.

The starting point is the FY21 five-year financial plan, that was an approved plan, it seems like the way to move forward is to focus on the changes. Changes in the five-year plan for personnel and operations from FY21 to FY22. Police ammo was moved up from FY 22 and was done in FY21. Moved up is the Fire station, 2 new positions and gear, which is funded through tax revenues from the fire district. Moving up non departmental tech replacements from FY23 to FY22.

New items in the 5-year plan include the Public Works budget, sidewalk hazard repairs, tennis courts, basketball courts (including the fence) and seasonal decorations. The train depot needs some repairs, and also in FY 22 is a vehicle GPS system for public works vehicles and wayfinding improvements.

Water and sewer is requesting an additional position for FY24 to keep up with work. In FY26 we have additional things that are requested, replacing ballistic vests, and crime scene evidence supplies in the police department. Sidewalk repairs that need to be done every few years and a new zero turn lawnmower for public works.

Changes in Capital Items

Public Works FEMA generators were postponed from FY21 to FY22. Changes in Debt service in FY 22, 23 and 24, stormwater, street and utility line debt service (USSI project). We have a better idea of how long it's going to take to do all this, so it's pushing all the debt service payments further into the future which is actually very helpful, because that allows us to do a number of other things. Fire station two pumper debt service is expected to hit in FY22.

New items: Campen Road waterline improvement, a fill station for the fire department, air packs (primarily funded through a grant), Front Street culvert relocation, Police Department communication upgrade (75% funded through grant), a sewer pump station replacement and the addition of a water treatment plant. New items for FY23, second round of contributions for the Front Street culvert relocation, new public works sweeper truck, second year of funding for the sewer pump station number seven replacement, second portion of the preliminary work to prepare for water plant water treatment plant design. New item for FY25 is a new fire department watercraft, USSI project shows up now in FY 25. Sewer pump number 1 replacement is now in FY26, the second-year funding for the sewer pump station number one replacement.

Questions:

Commissioner Hollinshed: So, any one of those items, we can move it up a year, up two years? Or do away with it? Is that correct?

John Day: That's right. And of course, it has impacts on other years.

Commissioner Carter: What about the items that were already on the five-year plan that we may not feel like we need to do all right now? Do we address that at some time? Also, where we are delaying new employees for a couple of years, can these departments wait that long?

John Day: Well, in this case, those are items that are funded by the county. So, it's just a matter of that. Those new employees are scheduled to work at station number two. And water and sewer is scheduled for those years.

Commissioner McDonald: My concern would be what are the essential needs for this budget, that can be moved around? If the flat bottom boat for the fire department wasn't what was best then why is that what we went with.

John Day: I will say, and I don't know how we might work out the funding swaps, but it is a safety issue for the firefighters who man a boat when they're going to a rescue in rough waters. And if you'd like to hear from the fire chief about that I'm sure he'd be happy to.

Chief Ray: It was originally on the 10-year vehicle replacement schedule for FY25. When I brought up the safety of the vessel and replacing it with a much more efficient boat that would change it to a 20-25 years of service.

Commissioner Hagle: But what can the ARP federal funds be used for? And if the boat is a safety hazard, then we need to address that now rather than later and I would like to discuss the HR position.

John Day: It can be used for public health purposes; it can be used for most anything that would you could say it was related to COVID. The only infrastructure needs that are allowed to be funded under it are water, sewer and broadband. It cannot be used for debt.

Commissioner Harker: The additions and the moving around of some of the items that you just presented, I'm assuming that you've gone ahead and spoken with staff to kind of get their sense of priorities as to whether to move it or whether to move it further or move it up closer. Is that correct? This way of using the American Recovery Act, I'm assuming moving that forward with sewer plant might be a good idea. Question for Chief Ray, will the current vessel that we have will it be replaced or are we keeping it?

John Day: That's correct.

Chief Ray: It would be replaced by the current boat we have. The boat allows us to protect the properties that we already protect and serve better.

Commissioner Harker: Boat needs to be brought up sooner.

Mayor Newton: Lets discuss the HR position

Commissioner Carter: We did have a full time HR person and we also did have an employees handbook at one time.

John Day: Well, if there's an old one available, it would be out of date and not useful. And while if the previous incumbent might have been called the full time HR director, I can assure you that position didn't spend full time doing it.

Mayor Newton: Who is doing the HR work now?

John Day: That's split primarily between me and the finance officer.

Mayor Newton: Who is trained to do HR?

John Day: Nobody

Commissioner Hagle: The salary looks fairly high, being around \$80 to 100,000. Is that correct?

John Day: The number that's in the budget includes all the benefits.

Commissioner Hollinshed: I think we should look at hiring a staff attorney instead of HR. And also how will you and Christi fill your time if these responsibilities are taken from you?

John Day: Yeah, I would say that you could probably hire an attorney for what we're spending. I would also argue that I don't think you would want to necessarily hire an entry level person because you get entry level experience. We will continue to do what our jobs are and not have to work extra hours into the night and weekends to accommodate.

Commissioner Hollinshed: Can that whole HR area be outsourced? Can we get some information on it?

John Day: I haven't come across HR being

Commissioner Hagle: Could this be a part time position?

John Day: It is possible.

Commissioner Harker: If you're going to have one, it shouldn't be part time and should not be having an attorney. If you have a correct HR person in place, you will avoid using those attorney fees. This is what stops you from getting into litigation with your employees.

Commissioner McDonald: I think hiring an HR position would eliminate a lot of problems for the Town of Beaufort and I think it should be a full-time position.

Mayor Newton: Do you think there would be a lot of applicants for the HR position?

John Day: Yes, I do.

Mayor Newton: Commissioners what else do you want to hear from today's work session?

Commissioner Hollinshed: Can we discuss the revenue? Where the figures are coming from? Especially in the revenue portion of the utilities and the funds, and how those are stacking up?

John Day: We can show you the worksheet that is used for figuring that amount of money that the utility fund pays the general fund for services. The revenue estimates, those for both sales taxes and utility fund revenues are discussed in the critical issues.

Commissioner Harker: If the increases continue to show over a course of time will we be able to lower the rates for the people?

John Day: Yes, if we continue to see this increase and funds going into the fund balance then that is definitely something to discuss.

Commissioner Hollinshed: What about the sales tax figures? We know that we are in jeopardy of not this coming fiscal year because the county said they would not touch it right now, but that could change.

John Day: Sales tax is up because of visitors and more people in town. That could change once the pandemic end, we don't know. So we estimate at a fair rate.

Commissioner Hollinshed: Well, one of the necessary evils of being a town Commissioner, is we have the power of the purse, and we could raise taxes. We could even advocate for a special additional sales tax here that's just for Beaufort. We've got all different kinds of tools, but we will have to choose what might be the best, or what we consider to be the best, just as we go.

Commissioner Carter: If you anticipate the potential for losing \$600,000 of taxes then we need to be prepared in keeping our budget is under control now as possible.

John Day: If we go internally to absorb that, I would expect it would probably affect a lot of capital items.

Mayor/Commissioner Comments

Commissioner Hollinshed: Update on town hall opening, masks, railing? We need to just open.

John Day: Railing should be installed no later than the 20th. Town hall masks are required.

Commissioner Harker: Consider opening up through the Front Street entrance.

John Day: We could do that temporarily, but we worry about a safety issue.

Commissioner Carter: I fully agree we need to be open. We need to be able to serve our people.

Commissioner Hagle: Yes, spirited conversation today. What can we probably expect, but I think it was good. But to reiterate what John said, I'm a real strong believer in the five-year plan, it's really enabled us to look out and get things done.

Commissioner Harker: I echo that. Thank you, John and the staff for putting together another comprehensive budget.

Mayor Newton: This board and this town staff has done a tremendous job of providing stability for our community. And despite the storms, despite the pandemic, we are we are thriving. And that's because of teamwork. It's because of tough decisions. This five-year plan has provided immense stability for this community.

Adjourn

Commissioner Hagle made a motion to adjourn. Motion approved unanimously.

Mayor

Deputy Clerk



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Town of Beaufort Board of Commissioners Budget Work Session 4:00 PM Thursday, May 20, 2021 - Virtual Minutes Draft

Call to Order

Mayor Newton called the meeting to order

Roll Call

Allen Coleman called roll and declared a quorum present for the meeting.

PRESENT

Mayor Everette Newton

Commissioner Sharon Harker

Commissioner Ann Carter

Commissioner Marianna Hollinshed

Commissioner John Hagle

Agenda Approval

Commissioner Hagle made motion to approve agenda, motion carried unanimously.

Items for Discussion and Consideration

1. Discussion of FY 2021-22 Manager's Recommended Budget

John Day: Summary of ideas for the American Recovery Plan money: Sewer pump station one or seven and 1410 Front Street culvert replacement. In combination this exceeds ARP money by about \$400,000. It was mentioned to delay the water plant work to do this. There are some significant things in the water plant work that we mentioned the last time like securing some wells, especially because we don't have any spare. Using the ARP money for these items would also then free up town money that would have been spent on this. Another idea was cleaning and maintaining stormwater ditches and then also

obtaining easements. Another idea is to use the money on Cedar Street Park, which isn't eligible to be used with ARP money. Another idea was to continue sidewalks to Food Lion. Another is adding WiFi hotspots. Also suggested was giving a utility bill credit to every account.

Questions:

Commissioner McDonald: Recommend letting the community do a presentation regarding the budget and present it to the manager for discussion.

John Day: We can post that information on the website.

Mayor Newton: Recommend doing this during the public hearing.

John Day: Yes, that's correct. That's held during the course of our regular agenda work session meeting in June.

Commissioner Hagle: Of the recommended items are the last four ineligible? Also, I like the first two options, being the pump stations and the culverts.

John Day: Yes, that is correct, they are ineligible.

Commissioner Hollinshed: So how does the sewer pump station, something that hasn't even started out show a loss to the town?

John Day: It has to have been something that you would do on a pay as you go basis, and you didn't receive the revenue in order to do it.

Commissioner Hollinshed: So how does that throw the sidewalks by Food Lion out?

John Day: Sidewalks don't qualify under the one category of infrastructure which only includes water, sewer, and stormwater.

Commissioner Hollinshed: Can that be finagled to be stormwater because you're going to have to do those ditches over there. If I put my Department of Treasury hat on, I think it qualifies myself. I do like the other ideas.

Commissioner Harker: The pump stations one and seven, I thought would be a good idea and throwing in the culvert for Front Street. If it would free up some money, definitely than the sidewalk in front of Food Lion and some of these other things could probably be addressed.

Commissioner Carter: Can we get a NPDS permit for the water plant?

John Day: I can get you the specific breakdown of the expense and that is in there.

Commissioner Carter: It might not be a bad idea to get that land and secure it so that we would have it when we need it. How long is it going to take to make sure the land that we had anticipated, or you're thinking about purchasing is going to work?

John Day: Preliminarily, it looks fine. The budget year would allow for us to take a closer look. Since there's already lines going into the existing plant it avoids the cost of buying additional right of way, and building new lines that would feed it. So, there are some real cost savings in this particular site.

Commissioner Carter: What kind of money are we looking at for land and preparation for wells? How much of that ARP money is it going to be taken to do that?

John Day: Total amount of money from the ARP is 1.3 million, and the total cost of these items all together is 1.27 million.

Mayor Newton: What do we need from this meeting?

John Day: Is there interest in trying to make a determination on these funds? Is the board ready to do that? The implications for the budget are that one of the CIP items, the water plant is relying on this. So, if the board doesn't want to do that, then that's going to require some changes that we need to make to the CIP and the five-year plan.

Commissioner Carter: I would really like to see a breakdown.

John Day: This is from Greg Churchill who is with Rivers and Associates. This is a breakdown and I can email this to you.

Commissioner Carter: We have time on this, until 2024 and I would recommend not making a decision on it right now.

Commissioner Hagle: I would like more discussion about the water plant.

John Day: This was added in in 22 and 23 because at the retreat the board requested having the preliminary work done on the water plant just in case there happened to be an infrastructure bill that ended up being approved in Congress. So, that there would be this project available to take advantage of that and so that's the only reason I moved it up. It was in response to the board's request. The ARP money was how I found the way to pay for it.

Mayor Newton: Let's get a consensus for if the water treatment plant is something that you're interested in, and then any other items that you want to discuss this evening.

Commissioner McDonald: I would like to see us wait on it and see if we want to move forward.

Commissioner Hagle: I support the first two items on the list.

Commissioner Hollinshed: I think it's okay. Do you have to put that requisition for property out for bid, even though it's what we need and where we need it?

John Day: It's just a negotiation with the owner.

Commissioner Harker: I don't want to offer a yay or nay on either one of them currently. I need to review information.

Commissioner Carter: I'm not adverse to that but I would like to review some of the figures.

Mayor Newton: Looking at some of the details on Beaufort Housing Authority and their utility rates. If we worked towards helping provide a subsidy for that, where would that come from?

John Day: That's required to come from the general fund. So statutorily you're prohibited from either developing discount rates or providing any kind of subsidy using enterprise fund money.

Mayor Newton: But we're still in kind of the analysis phase with the attorneys working through the details right now. And, John, if the board does vote to provide that relief, is that something that you need to budget? Or do you feel comfortable that we have some caveats that would support that?

John Day: If the extent of the relief was the payment in lieu of taxes, then that's all taken care of that's available to you. If there were going to be another sort of grant program established then depending on how much it is that can come out later of fund balance.

Commissioner Hagle: Are you saying that the in lieu taxes, it's not in the budget as it normally would have been?

John Day: Right. I zeroed out that revenue to provide a way for you to easily address the idea of providing some sort of a grant.

Commissioner Harker: Are we talking about the garbage forgiveness as well?

John Day: We have the opportunity to do that as well.

Commissioner McDonald: How often would we have to go to to our general funds in order to subsidize this?

John Day: It would be an annual event.

Commissioner Carter: Do they plan to depend on the town for the subsidy for an indefinite period? Which it sounds like.

Commissioner Harker: Based on the original agreement that was committed to back in 2013, from what I've been hearing, even that was a temporary measure that it was at the discretion of the town to stop it. And I think we should probably all discuss this when we get a little bit more information from the attorney and how to proceed and things of that nature, because it's a very complicated situation.

Commissioner Hollinshed: I think we need to talk about the parking situation. Who is in charge? Where will the money go? And how is it to be isolated so that so that the board can decide the use of that money.

John Day: That's in the budget, as it usually is, although it's not a separate area. We can send you those numbers and what we anticipate as being the difference in revenues over expenses. We had suggested previously waiting until the end of the year, and seeing what that actual difference is, and then the board can appropriate that and spend it however they wish to do it.

Commissioner Hollinshed: Who do you call when we are walking around a week accosted by somebody? Who do we refer them to? How does it get handled? Who is the contact?

John Day: So the new parking manager, her name is Jennifer Rossi, and the contact information is on the website.

Commissioner Hagle: Will this person be part of the Police Department?

John Day: That's correct.

Commissioner Carter: It's in the budget as a full time position?

John Day: It was budgeted as a full-time position, but not hired it as a full-time position.

Commissioner Harker: I'm just going to think about the two things that are for the ARP Plan and we'll get back with you on that one. It seems like the water planet might be a good place to get started and get that project going and funded. And I have no further questions or comments.

Commissioner Carter: Where in the other budgets do we have a charge for admin like you do with the utility fund? We also never did come to a decision on HR?

John Day: All the other ones are already in the general fund. HR has not been decided on as of yet.

Mayor/Commissioner Comments

Commissioner Hagle: Budgets are difficult. I'm concerned about the cost rise from one year to the next, and I know costs go up. But it's something we got to keep struggling with and, try to see ways that we can reduce costs as well as secure revenue. How can we be efficient, still serve our citizens, our customers, and do it in a more efficient way?

Commissioner Hollinshed: Yes, maybe some of our citizens will have some good questions on gaps that we haven't covered on Monday.

Commissioner Harker: We do have a lot of projects that have been done and things that are moving forward and the town is growing in that aspect. So it's something that we also need to continue to realize that this budget reflects a lot of those things that are going to be occurring.

Commissioner Carter: This has been a very difficult budget, there were items that just simply were not clear if it was difficult to understand, difficult to find out what's going on.

Mayor Newton: Absent some form of large infrastructure bill that would be allocated for the water treatment plant, you would not anticipate that we would build that until after the debt servicing or the wastewater treatment plant is complete. Is that accurate?

John Day: Yes, that is absolutely correct.

Mayor Newton: Thank you. And I will tell you that despite the pandemic, despite the storms, the tough decisions that have been made, the professional work of the town staff has laid the foundation for our community, and you can see that people want to be here.

Adjourn

Commissioner Harker made a motion to adjourn. Motion approved unanimously.

Mayor

Deputy Clerk



Town of Beaufort, NC

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Town of Beaufort Board of Commissioners Budget Work Session 4:00 PM Wednesday, May 26, 2021 - Virtual Draft Minutes

Call to Order

Mayor Newton called the meeting to order

Roll Call

Allen Coleman called roll and declared a quorum present for the meeting.

PRESENT

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

Agenda Approval

Commissioner Hagle made motion to approve agenda, motion carried unanimously.

John Day: Items for review and approval. One of those are a revised proposal for Human Resources officer position. The second is stormwater outfall contamination analysis. The third thing is reviewing the American Recovery Plan funding. First regarding Human Resources

officer, changed from pay grade 25 to pay grade 22 and consider part time instead of full time. Any questions?

Commissioner Hagle: No questions

Commissioner McDonald: I think that we should have HR full time.

Commissioner Harker: The move in the pay grade is a good move. I think that fulltime would be more proficient for the employees. I am okay with trying to fill it part time first but think you will be unsuccessful, and it will end up being full time at the lower pay grade.

Commissioner Hollinshed: I agree with going with part time for the HR position.

Commissioner Carter: I agree with going part time. If the town decides it needs to go full time after trying part time, I request that the board be informed before that happens.

Mayor Newton: We have consensus on that. Three of the commissioners are saying that they're okay with this proposal. We've got one Commissioner who's saying that he wants a full time and then another Commissioner who said prefer a full time but okay with this, but not any expectations of being very successful in that recruitment effort of finding someone willing to do it part time.

John Day: The next item is a stormwater outfall contamination analysis. This is a follow up to previous research, and this would be performed by the Noble Lab, which is under the direction of Dr. Rachel Noble. The Town Creek outfall analysis would be \$36,000, the Orange Street outfall review \$6,200. So it's just a matter of whether the board would like to have this research performed.

Commissioner Hagle: The Orange Street would be good information. What will we do with this information once we get it?

John Day: It would tell us if what we did on Orange St was successful and Town Creek would be similar to what was done on Orange St.

Commissioner Hagle: It is good data to have but it is expensive. I support this.

Commissioner McDonald: I think it's a good idea.

Commissioner Harker: We start doing infrastructure work, are they going to come back and say, once this work is done, we want another \$6,000, to review to see if what you have done was effective? So they will come back, and we will be able to analyze it to review later on.

John Day: Yes

Mayor Newton: And also realize that because of our relationship with the Marine Science communities, this made us eligible for millions of dollars in extra USDA grants and loans.

Commissioner Hollinshed: I'm okay with Orange Street, provided that we move upstream, if that shows that there's still contamination there. I do not support the Town Creek portion of this.

Commissioner Carter: No, I would not do it. I don't think it's going to be that valuable to us at this time.

Mayor Newton: We've got three commissioners that are in favor of this. We have two that are not, one of those Commissioners is in favor of the Orange St outfall, but not the Town Creek outfall. So, we do have consensus to move forward on this.

John Day: Next item is the American Recovery Plan funding. First thing is the water treatment plant site evaluation and purchase. And that's an FY 22. That's a half a million dollars, and we discussed the importance of securing that site. The second item is sewer pump station number seven, which would span a two-year period, FY 22 and 23, there seems to be consensus on that, and that is \$740,000. Also, \$60,000 and I suggest that going to miscellaneous storm water work in FY 22. That can range from the actual purchase of some easements, to ditch cleaning, to flushing out some of our stormwater lines or under the road that we know have some clogs in them.

Commissioner Hagle: I think having that land is a good thing and the pump station is also a good use for the funds.

Commissioner McDonald: I also think we should move forward with it.

Commissioner Harker: I agree that purchasing the land is a good thing, and pump seven I have agreed with from the beginning. Also agree with the miscellaneous storm water work.

Commissioner Hollinshed: Agree on everything.

Commissioner Carter: So, we were looking at the water treatment plant site evaluation and purchase which I think's a good idea. But I also thought the money was to go for the securing of and making sure the wells sites at least two of them were suitable and securing those sites as well.

John Day: Because that testing is only good for two years what I'm suggesting is just purchasing an option on those properties, which shouldn't be all that expensive on one acre sites, and then go through this testing process as we get closer to the actual construction.

Commissioner Carter: Okay I support.

Mayor Newton: We have unanimous support for this.

John Day: Onto Miscellaneous pages, first would be the fire station two living quarters being moved from FY23 to FY 22, and this is based on funding stream from Carteret County Fire District. Also included in that is fire station two pumper truck debt service. The water treatment, plant, testing and purchase the wells changes to obtaining a purchase option in 22 and then moving all that other stuff to those years, just as I discussed. So that is all the changes for the CIP.

All Commissioners: Agreed Unanimously

Mayor Newton: We have unanimous support for this fourth bullet.

John Day: Next items are in the five-year plan. Annual cost for the body cameras for the police department would be \$17,500 and has to do with software and that would start hitting in FY 23. Also, we failed to add the filter media replacement costs for the wastewater treatment plant deodorizer that would hit an FY 26 possibly. Fire Station Number Two maintenance, firefighter positions and gear costs move from FY 22 to FY 23. The solid waste revenues and

expenses need to go up by \$10,000 in FY 22 and beyond, and that's just based on what we're actually getting.

Mayor Newton: Does the solid waste increase include a fee increase?

John Day: No fees will stay the same. We underestimated the revenue.

All Commissioners: Agreed Unanimously

Mayor Newton: We have unanimous support for this fourth slide.

John Day: Next is the annual budget. We have this same thing that I just talked about increasing the residential solid waste revenues, expenses by \$10,000. That's a wash. We've talked about this, adding the fire station 2 truck debt and living quarters, again that is a county funded project. Removing the fire station 2 maintenance, firefighter positions and gear from FY 22, as we talked about earlier, and this will show up in FY 23.

All Commissioners: Agreed Unanimously

John Day: All the Miscellaneous changes. I want to talk about here now is solid waste fees. On the residential side of things, the revenue for next year from fees falls \$11,000 short of covering costs. That shortfall is absorbed without a fee increase and we wanted to make you aware of that. On the waterfront business district side of things, where we have basically our commercial costs, the revenue in this case falls \$49,000 short of covering the cost. Again, we were able to absorb that. This shortfall comes from rollout trash containers and the fee with the compactor. We've got all this covered in the budget without increasing fees, so it is just a matter of whether you want to provide a slight subsidy to these things or keep the fees where they are?

All Commissioners: Agreed Unanimously to leave it the way it is.

Mayor Newton: Unanimous support for not increasing any fees.

BUDGET COMMENTS

Commissioner Hagle: As I've mentioned before, I guess my concern is rising costs. And I think we need to really begin to have a little more discussion about ways that we could be efficient and reducing cost. Also, in the utility area, we know that the revenue looks like it could be higher, and we need to monitor that in the coming year determining if there is a way that we could reduce our utility costs on our citizens our business. I think that's something we've looked at before, and we couldn't see a way, but I think we need to look at all aspects of that, because it is something that impacts all of us.

Commissioner McDonald: No Comment

Commissioner Harker: It's great when you have citizens being able to take advantage and look at the budget and ask their questions. There are some things that I would like to hopefully see next year, maybe some color coordination like Commissioner Hollinshed said on some of those areas that need to be pointed out, all housekeeping items.

Commissioner Hollinshed: I think some of this budget is fine. Some of its short sighted, I don't disagree with going further afield to look for an issue that we really won't have funds to react to, and that being the investigation of Town Creek. The other thing that I still am not satisfied with is the HR position. I believe that the sales tax revenue is grossly underestimated.

Commissioner Carter: I also agree that sales tax was grossly underestimated. And the other thing is, we now have the parking in the police department is the parking fund money coming? Just for downtown use or is the police department going to take some of that to account for some of the fact that they're in the police department.

John Day: With regard to the parking, that's all accounted for separately. At the end of the year, once we know what the actual expenses were, what the actual costs were, we'll provide that information to you, and you can decide how you would like to spend it. Regarding any revenues that are realized above the budgeted amount base they just go straight into fund balance.

Mayor/Commissioner Comments

Commissioner Hagle: Cost reduction and analysts analyzing the budget closely, we need to continue to look at that. My safety message would be that we have a very busy weekend possibly coming up with a lot of a lot of people driving and a lot of bikers and hikers and all on our streets and so be cautious drive defensively and be patient driving.

Commissioner McDonald: My final comments will be on citizens participation and involvement. We need to make sure to keep them updated and involved and to make sure they know that their comments and questions matter and are important.

Commissioner Harker: Memorial Day is coming up, and we're going to have a lot of traffic out on the road, people are traveling, I want people to enjoy each other. Do it as safely as possible. And this has come at a time where we've been all pinned up for a year, if not probably a little bit longer in some cases. So, enjoy your family. Enjoy your time together, be as safe as possible.

Commissioner Hollinshed: I think there's a lot of good things that we have in this budget. I still have some things that I'm not satisfied with, and I may pursue those a little bit further and get some clarification. So, everybody have a good weekend.

Commissioner Carter: It's going to be a very busy weekend. I hope the police department gets the boat out there and stays out there to kind of protect the creek.

Adjourn

Mayor Newton: Motion to adjourn please.

Commissioner Harker makes motion to adjourn – motion approved unanimously.

Mayor

Deputy Town Clerk



Town of Beaufort, NC

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

Town of Beaufort Board of Commissioners Work Session Meeting 4:00 PM Monday, May 24, 2021 - Virtual Minutes

Call To Order

Mayor Newton called the meeting to order

Roll Call

Allen Coleman called roll

PRESENT

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

Agenda Approval

Commissioner Hagle made motion to approve agenda, motion carried unanimously

Public Comment

Dick DeButts, 320 Orange Street, Beaufort - DeButts commented on what a great job River and Associates has done on the work at Orange and Cedar Streets and how professional the whole experience has been.

Project Updates:

Greg Meshaw: USDA funding applications are complete and have moved onto funded utility project. Now we are into the actual work to put together a project for water, sewer and storm water line replacements. Surveying has started.

We are negotiating with the contractor regarding Marsh Street to instead of doing the sealcoating to actually edge mill the street and then resurface it with asphalt. We are basically negotiating a potentially reduced price to do the asphalt overlay subject to us actually having the funding available to do that.

Turner Street is almost complete from the part that we originally built out from Front Street to Fishtown what is remaining to be done is plantings, the pavement markings for the parking spaces and the numbering and then clean up. Next phase, which is up the street a ways headed north, we're doing the raised crosswalk, we've already taken out the old concrete apron. Then we're going to be creating a marked loading zone with curbing of where that apron was.

NC DOT is now coming to Town, they're going to be mobilizing into the area beginning next Tuesday to start the stormwater replacement work along Cedar Street.

Wastewater asset inventory assessment that's been ongoing now for a while you may recall it is paid in large part by a grant we received. Evaluation was done of all lines even those not covered under the grant. Project should be up in about a month.

Flooding on Charles Street. Ditches have been cleaned and pipes have been flushed. Next step is to go across Lennoxville Rd there is underground stormwater piping that goes from Lennoxville to Front St where there have been joints that have failed.

Town hall is open. We will be doing landscaping and curb improvements.

Questions:

Commissioner Harker: The ramp at Pine and Live Oak is not lined up with the other ramp is that something that's going to be looked at?

Greg: We decided to tie to the ramp as NCDOT recently constructed it because that is an NCDOT ramp and we did not have an encroachment agreement in place to go out and tear up their stuff.

Commissioner McDonald: What do you mean by covering in reference to that ditch on Charles?

Greg: Ground cover, we're going to try to get some vegetation to grow there to help keep it from eroding away.

Budget Public Hearing

1. FY 2022 Budget Public Hearing

Commissioner Hagle: Made a motion to open the public hearing.

Motion approved unanimously

Bucky Oliver, 2401 Front Street: Today I focus only on the sales tax and utility revenue. I challenge the commissioners to personally and as a group, take the time to review this and other areas mentioned in your review of the budget.

Vic Fasolino, 1913 Front Street: I'd like to point out that the budget that you're about to approve is not just the budget, but it's also the five-year plan, because they go together, we're taking in an unexpected amount of revenue, sales tax to the general fund. I would like to hear is for the commissioners to pull apart the budget. Bring up any item that's on their plate, discuss it in around of discussion and vote on it.

Logan Louis, 900 Cedar Street: Board of Commissioners should use some of the \$1.3 million American Rescue Plan money that the town is receiving to help Beaufort residents, not businesses that are behind on their utility bills due to the hardship caused by the pandemic.

Weymouth Tillet, 105 Third St: I believe that results speak volumes. I believe this town is headed in the right direction. The town manager has my full support, support the hiring of an HR officer, and I support the budget as presented by staff.

Commissioner Hagle: Motion to close Public Hearing.

Motion approved unanimously

Items for Discussion and Consideration

1. Minutes

Allen Coleman: The board consider the March 11, March 12, March 22, April 8 and April 22 of the BOC meeting minutes at the June 14 meeting and consider placing them under consent.

Mayor Newton: What is the pleasure of the Board?

Approved Unanimously

2. Voluntary Annexation Request - 186 Chadwick Road

Allen: The property is currently zoned residential contiguous, and it's located approximately 60 feet from the town of Beaufort city limits. The town clerk completed that certificate at this time just asking the board to approve a resolution to hold a public hearing at the June 14 meeting and consider this request at that time.

No Questions

Mayor Newton: Will this be added for public hearing for June 14th meeting?

Approved Unanimously

3. Voluntary Annexation Request - 190 Chadwick Road

Coleman: The property is zoned residential is contiguous and located again about 50 feet outside of the Town limits. I am recommending that the board set a public hearing for the June 14 meeting to discuss the request at that time.

Commissioner McDonald: Have the other lots been offered by the Town to be annexed?

Colman: If the board votes to schedule this item for public hearing, we have the adjoining property owners within 100 feet that will receive a notification that a public hearing is taking place

Mayor Newton: Will this be added for public hearing for June 14th meeting?

Approved Unanimously

4. Text Amendment to meet Statutory Changes Per 160-D to the Land Development Ordinance, Subdivision Ordinance, and the Town Code of Ordinances; Case No. 21-13

Kyle Garner, Planning Director : The Planning Board unanimously recommends that the Town Attorney's review the proposed changes to make sure they are consistent with 160D and to ensure that they are legal. Review before scheduling a public hearing or continue with the proposal as written and schedule a public hearing for June 14, 2021.

Commissioner Harker: Is this a time sensitive item? Will a delay cause us not to hit that mark?

Garner: July 1st. There is the possibility if the attorneys could work it, and the board would agree to it that a public hearing might be held on June 28. 2.

Commissioner Hagle: Did the planning board have any specific concerns or just generally because it's such a long document and difficult to understand some of the parts?

Kyle: Yes, there are very specific concerns. They would rather have the attorney go over it and make sure there is no chance of a lawsuit in the future.

Mayor Newton: Do we have a consensus on whether to go to the attorney or go directly to public hearing?

Approved Unanimously to go to attorney.

5. Site Plan for East Port II Apartments and Sewer Allocation Request; Case No 21-14

Garner: The applicant wishes to construct three multi-family buildings that will contain 48 total units and a total square footage of 31,948 square feet and use approximately 13,920 gallons per day of sewer allocation.

No Questions

Approved unanimously to go June agenda

6. Modify/Revise the Existing Planned Unit Development (PUD) for Front Street Village; Case No. 21-16

Kyle: Requesting to schedule a public hearing in June for the regular meeting. This would be the final request for this plan unit development.

No questions

Mayor Newton: Do we want to go to public hearing at the next meeting?

Approved Unanimously

7. 2022 Triathlon

Rachel Johnson, Parks & Events Coordinator: We have a request for the event to be rescheduled to May 14, 2022 as it was approved for 2020. They have added a request to close the Craven Street parking lot for the one day.

Mayor Newton: This is the half triathlon?

Johnson: Yes

Commissioner Hagle: They will be coordinating traffic and the streets won't be closed?

Rachel: No, they are not closed. And they also bring in a private company to help with lanes and cones. Middle Lane is the road that they're requesting to be closed. Everything being requested was already reviewed in 2020.

Mayor Newton: Consent to put it on discussion and consideration

Approved Unanimously

8. Start the Summer Block Party

Johnson: The Beaufort Development Association is asking for approval or denial of this event tonight as the date is coming up very quickly as they're looking at June 18. They're asking for the closure of Middle Lane and an alcohol waiver.

Commissioner Hagle: Only concern is security and closing the street.

Johnson: Both chiefs have already reviewed the proposed plan and there is a requirement where there's alcohol on town property for officers to be present.

Mayor Newton: What is the pleasure of the board?

Commissioner Harker: Motion made for approval

Approved Unanimously

9. Dining on the Docks - Sip & Stroll

Johnson: Beaufort Food and Wine would like to do a two-day event with the use of John Newton Park and the West parking lot with an alcohol waiver, October 7th and 8th.

Commissioner Harker: They aren't strolling and sipping with their alcohol?

Johnson: That would be up to the Board on guidelines. They are requesting an alcohol waiver for the park and parking lot.

Commissioner Carter: Are they going from the park and parking lot to businesses for dinner? Is there going to be a tent? Dinner Thursday is going to be at the site?

Johnson: Friday night would be the Sip and Stroll portion. We can make the requirement that they cannot leave that area with the drink. They would prefer not to have a tent but may need to do so based on weather. The dinner Thursday is in the parking lot.

Mayor Newton: Consent to put it on discussion and consideration

Approved unanimously

10. Topsail Park Public Art

Johnson: Request approval be granted from the BOC for the Garden Club to move forward with the Topsail Public Art Donation project as presented.

Mayor Newton: This will come back through once the final design is complete for approval?

Rachel: Yes

Commissioner McDonald: What does it actually represent?

Mayor Newton: There was also a proposal maybe to put up a display that talked about the Menhaden Fishing Industry as well, that would kind of better communicate what the artwork is all about.

Victoria Sullivan: The storyboards will really educate and enlighten the community visitors for the history of Beaufort.

Commissioner Hollinshed: I urge doing this post haste because we will have new design standards coming in for the historic area, and I have been told that public art will soon have to be approved.

Mayor Newton: Consent to move forward with statue as presented.

Approved Unanimously

11. April 2021 Financial Report-Notes

Christi Wood, Finance Director: The distribution amount received in May is \$136,463.

No Questions

12. FY 2021 Budget Amendment No. 11

Wood: This amendment requests General Fund Balance appropriation for the increase in the cost of the Comingled Processing Charges, charged by GFL to dispose of recyclables, \$64,000 for residential and \$13,000 for WBD

Mayor Newton: How do we make sure we're not being overcharged?

Wood: We do receive weight tickets from GFL when the trucks go to the landfill.

Commissioner Carter: Is this going to vary from month to month?

Wood: The rate of \$131 per ton doesn't change but the amount of tons will vary.

Commissioner Hagle: Could we get clarification as to what caused the increase.

Wood: Yes. Norma is always willing to talk with us, and I know they use to get credits that they could pass along and that is no longer the case.

Mayor Newton: Motion for discussion and consideration

Commissioners vote 4-1 for consent to approve

Mayor Newton: Because its not unanimous this will be put on discussion and consideration

13. Appointment to the Volunteer Historic Preservation Commission (HPC)

Coleman: Recommends the Board consider appointing an applicant to the vacant Historic Preservation Commission position at the June 14 meeting. This position is a partial term expiring January 31, 2022.

No Questions

Mayor Newton: Does anyone take exception with putting this on the agenda for the June meeting?

No Exceptions

14. Appointments to the Volunteer Beaufort Harbor and Waterways Master Plan Advisory Committee

Coleman: Recommend the Board consider appointing six applicants to serve on the new Beaufort Harbor and Waterways Master Plan Advisory Committee and designate the ex officio Commissioner member at the June 14 meeting. The official appointment would be effective after the June 14, 2021 BOC Regular Meeting.

Commissioner Hollinshed: Recommends changing it to 10 instead of 6.

Commissioner Harker: 10 would be better than having an alternate.

Commissioner Carter: I'm not convinced 10 is best but I'm not opposed to it.

Commissioner Hagle: Why not 8? It's a good compromise.

Mayor Newton: Lets vote on 8

Approved unanimously

Mayor/Commissioner Comments

Commissioner Harker: Everyone is doing a great job.

Commissioner Carter: I have one concern. There is an excessive amount of boats in the water and where are our no wake signs. We need to increase police presence on the water.

Commissioner Hagle: Appreciate all comments from the citizens. Concerned with cost increase. Everyone is doing a great job and showing improvement.

Commissioner McDonald: I haven't really heard anything concrete about what we're doing on Pine Street. What we're going to do on Mulberry Street and some parts of Lennoxville Road. We need to pay attention to our citizens.

Commissioner Hollinshed: Emphasize traffic concern on the creek.

Adjourn

Mayor Newton: Motion to Adjourn

Commissioner Hagle made motion to adjourn

Motion approved unanimously.

Mayor

Deputy Clerk



Town of Beaufort, NC

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

Town of Beaufort Board of Commissioners Regular Meeting 6:00 PM Monday, July 12, 2021 - Virtual Draft Minutes

Call to Order

Mayor Newton called the meeting to order

Roll Call

Allen Coleman called roll and declared a quorum present for the meeting.

PRESENT

Mayor Everette Newton

Commissioner Sharon Harker

Commissioner Ann Carter

Commissioner Marianna Hollinshed

Commissioner John Hagle

Commissioner Charles McDonald

Agenda Approval

Commissioner Hagle made motion to approve agenda, motion carried unanimously.

Public Comment

No public comment

Manager Report

John Day: Street lights by the Beaufort Club will be switched to LED by the first week in August, and staff is working to switch the remaining streetlights to LED by the end of the fiscal year. The Harbor and Waterways Master Plan Advisory Committee will hold its first meeting at 3 p.m. this Thursday, July 15 via Zoom, the public is invited to attend. An update on the American Recovery Plan funding: We have not gotten any word yet about when we're going to receive it. The State is supposed to distribute it within 30 days of it's receipt. We haven't heard if they have received it yet. Finally, another announcement the Randolph Johnson Park dedication will be 11 to 1 on August 7. We have free hotdogs from Frank's Frank's for everybody who attends.

Commissioner Hollinshed: Were you able to accommodate everyone by using that date?

John Day: I think it would have been impossible to accommodate everyone based on what we were hearing. So those who can attend will and we'll talk about that more at the meeting (Harbor & Waterways Advisory Committee)

Arey Grady: I want to review the Town's and its elected officials obligations when it comes to quasi-judicial proceedings and matters that may be before the board. There is going to be a project coming to the board for a special use permit and will most likely be a quasi-judicial evidentiary proceeding. There are some unique procedural requirements that pertain to both the evidence that the board has to obtain and the board's ultimate decision both procedurally and factually. I want to remind the board that if a board member has what the statute calls ex parte communications that would result in the board member not being impartial, or forming a fixed opinion that is not susceptible to change, or some other type of discussion that would result in a violation of applicants rights or opponents rights to an impartial decision maker, then we start to have issues with recusal and whether a particular Commissioner can be involved in the hearing. I know the board has been in this position before and is aware of the rules. But I did want to state them again, for the record.

Commissioner Carter: Does that mean when we get the emails in just avoid reading or just simply don't respond to?

Arey Grady: Definitely don't respond to them. I would recommend forwarding them to Allen.

Commissioner Harker: Is there a procedure in which we could actually put forward to let the citizens know where to go and where they want to send their grievances to in this type of case, quasi-judicial?

Arey Grady: I think that certainly, as we collect the emails, we could send a generic responses saying thank you for your email we're responding on behalf of the Town, there will be an evidentiary hearing at some point in the future, that will be noted in the town agenda and otherwise, and you may be able to appear and provide testimony, you also have the ability to go to a regularly scheduled meeting and provide your comments during the citizen comment period.

Commissioner McDonald: I feel that if I receive an email and I have read it then it is already making an impact on me in making a decision. How does that play out?

Arey Grady: After you read the dozens of emails that might come in, are you still able to be an impartial decision maker? If the answer's yes, great, but if the answer is no, for some reason, then you'd be in a

position of asking to be recused. I suggest when you open the email and you see it's going toward a quasi-judicial matter that you stop reading it and forward it to Allen.

Mayor Newton: How does this affect the Planning Board since the Planning Board is advisory and not quasi-judicial?

Arey Grady: It's not as grave an issue with the Planning Board since they are advisory.

Items of Consent

Mayor Newton: Recommends the Board consider adopting a Proclamation Recognizing the Contributions of Glen Livingston Harris.

Commissioner Hagle made motion to approve, and motion carried unanimously.

Items for Discussion and Consideration

1. Site Plan – Front Street Village – Transportation Center; Case No. 21-11
 Planning Director Kyle Garner: The applicant wishes to construct a 16,500 square foot Transportation Center as approved as part of the original PUD approval in 2008. Elevation drawings for the center were approved in 2014 and are included as attachments in this proposal. As part of the Town's new sewer allocation policy the applicant is requesting 250 gallons of allocation for this project that has already been taken into consideration by the Town's Engineer. In addition to Planning Staff, the Town Engineer and Fire Chief have reviewed the plans for compliance. The Planning Board at their June 21 meeting recommended 3 in favor and 2 opposed for approval of the site plan. We have Mr. John Wade, who is here as the engineer tonight representing the project, as well as the property owner Mr. Oliver to help answer any questions.

Commissioner Hagle: The private stormwater system and it appears from the information provided that most of the stormwater is going to be controlled by the pervious surface. Is that the case?

John Wade: That's correct the runoff from the parking area will be controlled by the pervious pavement the runoff from the Transportation Center will be treated using a sand filter and then the overflow from both of those will be directed to the existing drainage system along the north side of Lennoxville Rd.

Commissioner Hagle: Is the downstream system capability been monitored enough? And do we know that additional capacity will be able to be carried by that offsite system?

John Wade: We do, when the north side system was designed, it was designed for the flows coming from the northern portions of the property. So, yes, sir, it was designed with that in mind.

Commissioner Hagle: Keeping the pervious surface clean will be the owner's responsibility, is that correct?

John Wade: Yes, that is correct.

Mayor Newton: What is the pleasure of the Board?

Commissioner Hagle: Move approval as presented

Motion passed unanimously

2. Preliminary Plat – Front Street Village Phase IV; Case No. 21-12

Planning Director Kyle Garner: The applicant wishes to subdivide a 10.44 Acre Tract into 34 Lots Single-Family. As part of the Town's new sewer allocation policy the applicant is requesting 12,240 gallons of allocation for this project that has already been taken into consideration by the Town's Engineer. At their June 21, 2021, meeting the Planning Board unanimously recommended approval of the preliminary plat for Front Street Village Phase IV.

Commissioner Harker: Is that wetlands there to the North?

Kyle Garner: One large area or open space area and yes, ma'am that is a wetland.

Commissioner Harker: Is the engineer prepared to answer questions about is the project on having a negative impact on the wetlands?

John Wade: There will be no impact to the wetlands on the site. There will be a temporary silt fence put up during construction and then taken down once construction is completed.

Commissioner McDonald: Has the sewer allocation been factored in on the 44 or the 34 which one?

Kyle Garner: On the 34.

Commissioner Hagle: Where will that stormwater overflow go? Will it go down Chadwick Rd and is that system capable of handling that extra flow?

John Wade: From the streets of the subdivision will be directed towards portion of it towards Chadwick into the existing drainage swales along the east side of that road, and then the eastern half of that road will be overflow drain towards the existing four wetlands at the end of the cul-de-sac.

Mayor Newton: The two entrances will not be gated, correct?

Kyle Garner: They will not be gated.

Commissioner Hagle: Move approval as presented

Motion passed unanimously

3. Final Plat – Palmetto Plantation at Olde Beaufort Village, Phase 2; Case No. 21-19

Planning Director Kyle Garner: The applicant wishes to subdivide a 1.11 Acre Tract into 4 Lots Single-Family. Sewer allocation, Bond & Recreation Fee Information is included in the Staff Report for this project. At their June 21, 2021, meeting the Planning Board unanimously recommended approval of the Final Plat for Palmetto Plantation @ Olde Beaufort Village, Phase 2. We have Mr. Chase Cullipher with us this evening to answer the questions from the engineering perspective.

Commissioner Carter: Is there going to be drainage problems?

Kyle Garner: It has been vetted by our town engineer.

Chase Cullipher: It has its own pond and has a separate drainage area altogether.

Commissioner Harker: Who is maintaining the pond?

Chase Cullipher: It'll be the owner now and an HOA later would be my assumption. That's how it normally works.

Commissioner Hagle: The overflow from the pond which will occur sometimes, won't it go into the offsite drainage that goes across Highway 70?

Chase Cullipher: I believe that does go underneath the new bypass.

Mayor Newton: What is the pleasure of the board? Do we have a consensus to table this until the work session?

Commissioner Hagle: Move to table it until the next work session.

Motion passed unanimously

4. Final Plat – Live Oak Commons; Case No. 21-20

Planning Director Kyle Garner: The Cullipher Group has submitted the Final Plat for Live Oak Commons showing a 1.28-acre tract into 8 single-family lots. Also, the applicant has submitted bond information to consider as well as a recreation fee in lieu of in the amount of \$1,843.20. At their June 21, 2021 meeting the Planning Board voted 4 to 1 recommending approval of the Final Plat for Live Oak Commons with the stipulation granting the Town legal right to enforce parking and proper signage stating no parking on access road.

Commissioner Hagle: There will be no on street parking?

Kyle Garner: That is correct

Mayor Newton: What is the pleasure of the board?

Commissioner Carter moved to approve with the bond and the parking limitations.

Motion passed unanimously.

5. Low Valley LLC; dba DockHouse Lease Renewal

Arey Grady: Renewal of Lease of the 3-foot strip lease and the adjoining restrooms.

Mayor Newton: John is there a question about the fee in lieu of taxes on this?

John Day: No that doesn't apply to this lease.

Commissioner Carter: The bathrooms there are leased to the Town. Is that correct? Or are they just provided? How does that work?

Arey Grady: I think the construction of the restrooms for the use of the public and the lease to us was basically a condition of continuing with the other lease.

Commissioner Harker: Is the CPI done annually? And do we actually pay them money for the lease of the restrooms?

Arey Grady: Yes, it's done annually and no we don't pay them money, we maintain the restrooms.

Commissioner Hagle: Move to approve as presented

Motion passed unanimously

6. Appointment to the Planning Board (PB)

Allen Coleman: Asking for a nomination to fill a partial term vacancy, that partial term will expire in January of 2023.

Mayor Newton: Motion to enter into nominations.

Commissioner Harker made a motion to enter into nominations. Motion passed unanimously.

Commissioner Hollinshed: I would like to nominate Becky Bowler.

Commissioner Hagle: I nominate Jared Penland.

Commissioner Harker: I nominate Tammy Hunsucker.

Commissioner Carter made a motion to close nominations. Motion passed unanimously.

Mayor Newton: Lets go down the roster for voting.

Commissioner Carter: Bowler

Commissioner Harker: Hunsucker

Commissioner McDonald: Bowler

Commissioner Hollinshed: Bowler

Commissioner Hagle: Penland

Mayor Newton: Becky Bowler is the applicant that has been accepted and appointed.

Mayor/Commissioner Comments

Commissioner Harker: I just would like to thank the Business Association for putting on a great Fourth of July parade.

Commissioner Hollinshed: I'd like to thank everybody who left their name for an application.

Commissioner Hagle: Lots of progress in projects and thanks to everyone for a great 4th of July.

Adjourn

Commissioner Harker made a motion to adjourn. Motion approved unanimously.

Mayor

Deputy Clerk



Town of Beaufort, NC

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

Town of Beaufort Board of Commissioners Special Meeting 4:00 PM Wednesday, July 21, 2021 - Virtual Draft Minutes

Call to Order

Mayor Newton called the meeting to order

Roll Call

Allen Coleman called roll and declared a quorum present for the meeting.

PRESENT

Mayor Everette Newton

Commissioner Sharon Harker

Commissioner Ann Carter

Commissioner Marianna Hollinshed

Commissioner John Hagle

Commissioner Charles McDonald

Agenda Approval

Commissioner Hagle made motion to approve the agenda as presented. Motion carried unanimously.

Mayor Newton: There is a special presentation to the Board of Commissioners on a proposed 85-acre, 400-unit mixed use project for the northeast portion of Beaufort.

George Stanziale: My name is George Stanziale and I am the president of Stuart, Inc. We have been working in the Town of Beaufort since 2010 on various projects. I am excited to discuss a new project that is called Shakleford Landing. Team members Beth Clifford, CEO of Beltway Investment Group, Cindy Schwarzkopf, Vice President with Stewart and a 27-year veteran city planner, and Ray Jackson who will be our marketing and sales representative for this new project. And then not with us are Design Group architects and town planners, they have been responsible for developing the master plan. They focus very heavily on what we call Neo traditional design and new traditional neighborhoods, and then Stroud engineering in Morehead City will be our engineers for the project. The location is off Live Oak Street across from the Food Lion and behind Tiller School and the Credit Union. We will be seeking a rezoning of the PUD and we will be seeking annexation. We do have floodplain on the property that you see there in the blue stripe area, and then we have some wetlands that you see there in green that we will be respecting and not touching. The current zoning is R 20 and R 8, you can see it within the red lines there, and we will be looking at a PV PUD for this project.

Beth Clifford: I personally have been in development and constructing of buildings and projects for the last 25 years. And I have built everything from Intel semiconductor facilities to genetic biopharmaceutical facilities to historic restorations in the Washington, DC area, to innumerable hotels, in other countries, etc. I started to selfishly look for different areas that would make sense to look at for either a part-time resident or full-time resident. We're asking the residents and the stakeholders in the City of Beaufort to consider this change. We are looking at long-term rentals, single family homes, residences, and townhomes, and that these would be designed for budgets that would include local workforce, work from home and or the retiree market. We're planning on having product available for sale in the \$200 -600,000 range. We use (ineligible) towns are laid out and the architecture of the local area, and that that informs our designs and so we're not coming in with a new modernist approach. It's also important to me not to fight Mother Nature. So you'll notice in this plan, that we do not disturb or reclaim any of the wetlands. Its not a gated community and will be open to the public except the swim club. We would like to include a dog park and commercial venues all open to the public. This community will be energy efficient by using technology to reduce the amount of air conditioning and electricity and water requirements that are required. Offering solar options and vehicle charging stations. Nightly rentals will not be allowed at any residence, other then at the Inn. I want to bring in Amanda Lindroth and she will be the person doing all the interiors design. Also, I just wanted to bring up right now, that Southern Living has now agreed that this project will be considered for a Southern Living community.

George Stanziale: This is a conceptual drawing of the master plan that we've developed. It is 400 units at what will be 4.83 units per acre. Right off Live Oak, you will see a what we're calling a village center. There will be a diversity of housing products. The idea is to integrate the housing types and the housing. The roadways all interconnect and will include being part of the Beaufort bike plan. There will be parks and recreation options, and there will be nature trails throughout the project. There will be multiple entrances to the community. The commercial land up on Live Oak will be turned internally as to not have a strip commercial.

Beth Clifford: Proposed products would be small cottages that would all have front porches. Next product would be a larger cottage, possibly two stories with balcony. All consistent with the Beaufort type vernacular. Then the Boulevard homes, which would be roughly \$500,000 and 2300-2600 sq ft. Next would be the Muse, like a multi-story townhome. Then the Towers which would be tall and narrow but would stay within town limits. Next would be the multifamily but they don't look like multi

family homes, which will be integrated throughout the community. Then there is the civic building where there could be retail and office spaces, or you could do retail and loft residential.

George Stanziale: There will be a couple of civic buildings, one at the park and one at the swim club. We will obviously have to do some clearing of the land but want to save as much as possible.

Beth Clifford: As far as roofing goes, there's a lot of ways with your roofing material that you can make your buildings more energy efficient. There's several different roofing systems that are available today that we will really be hoping to promote with our buyers of this property. Tesla roofing panels will be an option. Solar products will be available. The exterior would be either wood or wood simulated by using fiber products. Possibly Charleston brick for some of the downtown area of the community. There will be no clay or concrete tiles used on roofing due to hazard during storms.

George Stanziale: There are several ways to integrate stormwater like ponds. Stormwater is extremely important and something we must deal with. Rain gardens is also an option for that. Multiple street cross sections which have different widths and trees. Phase one includes residential, office, and retail. I'm going to have Cindy go through our zoning requests and waivers.

Cindy Schwarzkopf: The yellow on the map is more of a single-family type of product, akin to what your R8 would allow the small cottages, the R3, R5, and the tower, and the orange is akin to your TCA district. And for the purposes of this project, it's the townhomes, the multi-unit, and the live work or the mixed-use apartments. The purple that we had talked about is the area of the end, and then also the internal commercial floor, and then the red along Live Oak Street, moving to the commercial pieces. In a PUD, all users are allowed as a special use no minimum lot size within a PUD but we show a range from 1200 to 5000 for residential multi-unit buildings to go between 56 to 7000 square feet. This is a very specialized type of product, most different types of units with praxes, unique front side, and rear setbacks to govern these types of views. And then talking through any other modifications that we'll be seeking from the LDO or the subdivision ordinance. So, everything is really related to the setbacks, the lot width and then more so to the street typology. So that's really where we're seeking the bulk of the modifications, which is very typical for a PUD. There are a few other things that I would point out I'm seeking construction commercial construction to be allowed as part of the first phase of the project. A little bit of some parking changes for the Small Cottage units and the tower house cottage units to allow parking for them to be up to about a quarter mile from the unit. Looking at the subdivision ordinance, again, as I mentioned that the main standards really relate to sidewalk locations, the street section, the travel lanes, and then the one thing that's a little bit different show a modification to your street section for alleyways allowing alleys to be allowed in all residential blocks within the community. So really, that's a quick summary of the modifications that we will be seeking.

Commissioner Hagle: I didn't understand all the waivers she was talking about?

George Stanziale: Some of the waivers she was talking about are related to the lot setbacks and we will also have commercial setback requirements that will be different than the ordinance allows. We want to include commercial in phase 1.

Planning Director Kyle Garner: We would create a matrix showing you what the current standards are. Much like what we did in 2008. The PUD shows you where we are based on the applicant's request, and we would go from there and our staff would go through and break it down for the streets, the setbacks and everything. George, you're asking that all uses would be special uses. As part of the PUD, you're

asking for what those uses are. So, you're asking for it up front, rather than having to come back every single time and ask for those uses.

Commissioner Hagle: With the new LDO coming along, is there going to be any significant changes in that that would make this not compliant?

Planning Director Kyle Garner: My understanding is this would be like a development agreement that once this plan is approved, under the current standards, that these are the standards that you would go by, unless they wanted to come back and request modifications. And then at that time, they'd have to look at the new LDO to see how it would fit in place with that, but these rules would apply.

Commissioner Hollinshed: With all these special uses inserted in here, are we forbidden to talk about this in any way? Or where does that fit in?

Planning Director Kyle Garner: I would say right now, he has not officially submitted anything to you. So he hasn't asked you for special uses. So, you're able to talk about this. And since it will be submitted as a PUD, there really won't be any special uses from that day on it.

Commissioner Carter: Are they asking for 40 for all of it?

George Stanziale: The majority of the project will not get anywhere near 40. It's the area we call the village center and the inn that would be close to the 40. I hope this gives you all a good overview of the project and its guiding principles.

Commissioner Carter: The only thing I'm thinking of right now is do you have an anticipated time to get started on this?

George Stanziale: We are planning on submitting on Monday for the PUD. We have put together the entire document and we're trying to move through this so that we can get started.

Beth Clifford: A groundbreaking date would be in 2022. Begin with site work or putting in the utilities, infrastructure, roads, etc., would begin in perhaps spring of 2022.

Commissioner Harker: I'm very excited to see this in the future and what it will turn out to be. It sounds like you've worked through a lot of concerns and want to make a community within a community. I am kind of interested on how you will handle traffic from people who don't live in Shackleford Landing. How you would handle excessive traffic coming in to use the park, dog park, things of that nature?

Beth Clifford: The property itself will have seven different entrances and exits to the property. We have brought in a very good traffic engineer who has been engaged to do a traffic impact analysis.

Commissioner McDonald: Have you considered what type of impact this will have on the rest of the Town? What type of impact do you expect?

Beth Clifford: We are bringing in growth. It's providing more residential property which is a benefit, and they are priced at a fair market. Putting up 400 new units will increase your tax base. It provides local jobs during development. Plus, it provides commercial space which brings sales revenue and people into Beaufort and jobs. We are hoping to have an Esplanade area that overlooks the canal area. We're proposing that solely for food and beverage. We could also offer what I call "shack" buildings for a lesser value to help people open say a taco shack.

Commissioner Hollinshed: I'm very concerned about the traffic and what it's going to do to that area.

George Stanziale: We are having a Traffic Analysis done so that we can have that information for you.

Commissioner Hagle: I like the TIA, however having new connections into existing roads and existing neighborhoods is a change for people. I'm concerned about the amount of traffic. TIA's are good but they are just a calculation. And who will be managing the rentals?

Beth Clifford: We would self-manage the 78 rental units. We will have a property management and an HOA that will be responsible for all of the management of the landscape and streetscape of the property. We are contemplating and I think it is part of the PUD submission is we're planning on using and keeping these streets private, and that we would be responsible for managing and maintaining.

George Stanziale: The private roads is a waiver we are requesting.

Commissioner Hagle: Stormwater is a continual issue in our area so I expect that will be thought through and dealt with accurately.

Mayor Newton: What about sewer allocations?

George Stanziale: We are about to submit those requirements to Greg. They've been calculated, and we're working with him to finalize that.

Mayor Newton: What does your Tiller School integration look like?

Beth Clifford: We want to be a great neighbor to the Tiller School. We have had multiple meetings with the stakeholders at the Tiller School. We are going to be putting in an easement and a road from one of the streets that comes in from Piner, it will go directly into the back of their property. So we're having a continual discussion with them about how they would like to see that 50 foot easement built out on our expense for them.

Mayor/Commissioner Comments

Mayor Newton: There's a huge demand for affordable workforce housing. So, I appreciate you accommodating that. This helps us with the employees at Jarrett Bay, helps us with Marine Corps families that are working at Cherry Point. So, thank you for that. And then certainly maintaining those as private roads is a really big help for the community as well.

Commissioner Carter: Pleased to hear that they are considering all surroundings like the Tiller School and the impact on that and have already addressed that.

Commissioner Harker: Once again, I love the fact that you've got a community but you're including the community. And just being very sensitive to the environment, doing things, you know, high end technology, bringing in some resources that will afford the residents there to save energy. Still concerned about traffic, and how that's going to flow, I think we'd be able to work those details out just making sure we keep our eye on those and stormwater mitigation, definitely want to keep our eyes on those as well.

Commissioner McDonald: I am very pleased with the concept of this.

Commissioner Hollinshed: Having a Southern Living town community is really a feather in our cap here. What other areas or what projects can we look at that you've done recently that might give us an idea or some comparison?

Beth Clifford: I built the largest resort in the country of Belize, and it's called Mahogany Bay Village. Another one to look at is Habersham in SC.

Commissioner Hagle: It's been very helpful to understand your goals and objectives and your ideals that you're trying to promote and build to. I think you've heard the concerns that we've had or the questions we have.

Adjourn

Mayor Newton: Motion to adjourn please.

Commissioner Harker made a motion to adjourn. Motion approved unanimously.



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

Board of Commissioners Virtual Work Session 4:00 PM – Monday, Nov. 22, 2021

AGENDA CATEGORY: Items for Discussion and Consideration
SUBJECT: Minutes

REQUESTED ACTION:

Consider approval of minutes as presented: October 25, 2021
November 8, 2021

EXPECTED LENGTH OF PRESENTATION:

1 minute

SUBMITTED BY:

Elizabeth Lewis, Town Clerk

BUDGET AMENDMENT REQUIRED:

No



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Town of Beaufort Board of Commissioners Work Session Meeting 4:00 PM Monday, October 25, 2021 - Zoom Meeting due to COVID-19 Pandemic Minutes

Call To Order

Mayor Newton called the meeting to order at 4:00 p.m.

Roll Call

Elizabeth Lewis, Town Clerk, called roll.

PRESENT

Mayor Newton
Commissioner Carter
Commissioner Hagle
Commissioner Hollinshed

Mayor Newton said he heard from Commissioner Harker, and she would be a few minutes late.

Commissioner McDonald was not present at the time of roll call.

Agenda Approval

Mayor Newton asked if there was a motion to approve the agenda.

Commissioner Hagle made a motion to approve the agenda.

Voting Yea: Commissioner Hagle, Commissioner Hollinshed, Commissioner Carter

Commissioner Harker joined the meeting.

Project Updates

Greg Meshaw, Town Engineer, gave a detailed presentation on current projects. Mr. Meshaw shared there were 16 active projects:

- Cedar Street Park
- FY20 Street Rehabilitation & Construction
- Turner Street 100 Block Pedestrian Improver

- Town Wide Sidewalks (Part 5-FY20 Street Rehabilitation & Construction)
- Downtown Parking
- Turner Street- Broad Street Traffic Calming Improvements
- Campen Road Waterline Extension/Upgrade
- USDA Funded Utility Project (water, Sewer & Stormwater)
- Waste Asset Inventory Assessment
- High-Rate Infiltration System Permit Reacquisition
- ECHS Sewer Pumping Issue Investigation
- Wastewater Design Unit Flow Reduction Request
- Pruitt Health Sewer Service Construction
- Meeting Street Drainage Improvements
- Lennoxville Road Pond Bank Stabilization & Culvert Replacement
- Fire Station No. 2 Renovation

Mayor Newton asked if there were any questions.

Commissioner Carter asked where the ground water lowering drain was going to discharge.

Mr. Meshaw said it would most likely discharge into Taylor's Creek.

Commissioner Carter asked if that could be done or if it was part of the sewer discharge.

Mr. Meshaw explained the Town would be applying for a NPDES permit, to amend the current discharge rate.

Commissioner Carter asked if there was any chance of getting it.

Mr. Meshaw said the consultants think it is a very doable thing.

Commissioner Carter said she hoped the state thought the same thing.

Mr. Meshaw said their consultant talked to someone at the state when they were planning this early on and they voiced no objections; while there were no red flags raised, you still must go through the process.

Commissioner asked if they would be able to expand the discharge permit from the sewer plant.

Mr. Meshaw said it is possible, but they would have to go through the process. He added that there had been some discussion about the possibility of doing a study and talking to the state about speculative limits for an expansion of the plant; but with the 350,000-gallon high-rate infiltration basin available, they really didn't go very far with that plan.

Commissioner Harker asked who would be responsible for the berm associated the high-rate infiltration, as far as putting it in and paying for it.

Mr. Meshaw said he thought it would be us.

Commissioner Harker asked if we knew how much that would cost.

Mr. Meshaw said there would be an opinion of cost when the plans were pulled together, probably at the 25% design stage. He added that they have always known the final grading portion would be necessary and putting in the piping to it from the wastewater treatment plant.

Commissioner Harker asked about the connection at Pruitt, and if the Town would be responsible for digging under the highway to make the connection.

Mr. Meshaw said yes, the way he understood it was they would be doing it by agreement.

Commissioner Hollinshed had no questions.

Commissioner Hagle asked about the discharge lines from the pond and if it would be a separate line into Taylor's Creek or if it would be connected to the current discharge piping.

Mr. Meshaw said right now they think it is going to be a separate line.

Commissioner Hagle asked if it would be a separate line run from that pond to Taylor's Creek, from a different area.

Mr. Meshaw said right now they think it will be a separate line that will end up going down Leonda, pretty much where the existing discharge from the wastewater treatment plant goes.

Commissioner Hagle asked if we would have to be covering all of the cost of the separate line down Leonda

Mr. Meshaw said he believed so.

Commissioner Hagle said great report and thanked everyone for all their hard work moving forward with the infrastructure improvements. He also added great work on Cedar Street, it is moving along rapidly.

Mr. Meshaw said they had met with some individuals from NCDOT, to include Preston, and what they understood was the work to put the storm sewer in Cedar Street is probably going to be finished up in a month in a half to two months. He said they also talked with some individuals out of Hydrographics in Raleigh; they have had some personnel changes there, so we all sat down to discuss the project and let them know the Town was still interested. Mr. Meshaw said they felt once they got another consultant on board, they could have plans for the bump outs ready to go by the Spring of 2022. This would mean the construction could possibly be finished up towards the end of the year. He also added that the complete paving of Cedar Street scheduled for this year, there is a paving contract that has been bid and awarded, but with the bump outs happening, they are talking about pushing the paving portion out, resulting in such patches throughout Cedar Street until everything is complete and ready to be paved.

Mayor Newton thanked Mr. Meshaw for his report.

Commissioner McDonald joined the meeting.

Public Comment

There was no public comment.

Items for Discussion and Consideration

1. COVID Numbers in Carteret County, Returning to In-Person Meetings, Employee Emergency Medical Leave Check-In

Mayor Newton reported the current COVID numbers in Carteret County as: 102 active cases, 7 hospitalizations, 5.2% active positive rate. He then went down the roster to discuss returning to in-person meetings.

Commissioner Carter said they could return next month as long as the rate stayed down, that would be good.

Mayor Newton asked if she meant the November 8th meeting for a return to in-person date.

Commissioner Carter said yes sir.

Commissioner Harker said she was fine to going back to in-person, November 8th could be a benchmark, but she would like to discuss if they were going to safely open it up to the public.

She added that she did not want to diminish any opportunity for citizens to have access to the meetings.

Commissioner McDonald said he was hoping to continue as it was until after the holidays; looking to return in-person for the January meeting.

Commissioner Hollinshed said she was willing to go into the in-person meetings with precautions.

Commissioner Hagle agreed with going to in-person and said he would like to know more about the hybrid option because with in-person, the number of people that will be able to attend will be limited.

Mayor Newton said the last thing he heard from the Town Manager was that the hybrid system (the pieces and parts) would not be available until the end of December, is that correct John?

John Day, Town Manager, said that was right; it was scheduled to be shipped on December 27th

Commissioner Hagle asked if there was anything else they could do so that people would be able to remotely access and participate.

Mr. Day said that the participation is the problematic part, you can make it so people can view it. He said they could look into any kind of workarounds to do that, but agreed with the group stating, he thought it would severely limit the number of people who participate. He added they usually have a high number of participants, which would present a problem.

Commissioner Hagle asked if they would still need to have a separation of people.

Mr. Day said you are not required to, but it seems prudent. He added that he was not comfortable with going into a room full of people for two hours.

Commissioner Harker asked if mask were still required on Town property.

Mr. Day said they were requiring that until the positive rate hits 5%

Commissioner Harker said that is close to where it is right now.

Commissioner McDonald asked if flu season was almost upon us.

Commissioner Harker said we are in flu season.

Commissioner McDonald said he did not think it would be wise to go into this with flu season being upon us and unaware of what COVID would do on top of it. He added it is too late to figure

it out after they gather, somebody gets in and they start wishing they had done things differently. He said he still thought they should wait until the holidays were over and then they can see.

Mayor Newton went down the roster and asked each commissioner what the meetings should look like, as far as socially distancing outside and inside the dais.

Commissioner Carter said she wasn't so much concerned with the board socially distancing, I think we have all been vaccinated, and we would not need to wear a mask because you can't understand people if you are talking with a mask on. She said the audience should at least have 3-feet between each member and wear a mask.

Commissioner Harker said she had to think about all of the other boards that would be affected by this decision because of how they would gather, there will be some topics that people will want to be apart of and as we have seen on Zoom, that has been quite a bit. They are never going to fit into that venue, and we can't really find a venue big enough to put them in without putting somebody else out; if the school was used, they would have to spend a lot of money to clean up afterwards. She said if you open it up... you will still have to wear the mask, you will only have a handful of people who will be able to participate, you won't be able to accommodate larger crowds, and we don't have the hybrid equipment coming in until December. She added she was leaning towards Commissioner McDonald's decision, waiting until after the equipment gets here, because she does not want citizen access to these meetings, volunteer as well.

Commissioner McDonald said he had no other comments.

Commissioner Hollinshed said she thought they needed to be cautious, and they could wear their mask unless they were speaking, by easily pulling it down for clarity. She said she thought anybody coming in needed to be masked.

Mayor Newton asked Commissioner Hollinshed if she recommended everyone be masked unless they have a speaking part.

Commissioner Hollinshed said she did.

Commissioner Hagle said he agreed with that but he was concerned with the participation because if they have it in the Depot at the normal location, there probably won't be room for more than 20 people at the most, depending on the spread and separation requirements. He said that will limit the number of people that will be able to participate, unless there is some other way people can make comments, and added that he was disappointed they could not get the equipment sooner because he thought they needed to start back and the participation of the citizens was very important for all boards.

Mayor Newton asked Commissioner Hagle if he wanted to wait until the hybrid solution was in place.

Commissioner Hagle said do we not think citizen's participation is as important.

Mayor Newton said he thought they all agreed that it is important.

Commissioner Hagle said he did not know what other option they had unless they go to another venue.

Commissioner Hollinshed said or a different vendor.

Commissioner Hagle said it may be related to all the other IT shortages across the world.

Commissioner Harker said the supply chain is so disruptive, it is crazy in the medical world as well. She added although you are vaccinated, that is a nice boost that reduces hospitalizations, but it does not necessarily mean you cannot contract it; so, she would agree with wearing a mask in that particular closed setting. Ultimately, she suggested waiting until the equipment comes in to ensure participation for the citizens.

Commissioner Carter said she did not have a problem with that, she would rather keep everybody safe and allow the citizens to participate.

Mayor Newton said he heard a consensus to wait until the hybrid equipment is in place, understanding that we don't think the bits and pieces will be in until around December 27th.

Commissioner Hollinshed asked if that was delivery or installed, we are talking two different things.

Mr. Day said his recollection was that it was the delivery, but he would follow up to make sure; the firm recommended using the same type of equipment that is already in there, because mixing equipment of that caliber can sometimes lead to issues and as Commissioner Harker mentioned, with higher end equipment, there are some supply chain issues out there.

Commissioner Hollinshed said so that is not a drop-dead firm day, it could get pushed out another month or two

Mr. Day said, or it could be sooner.

Mayor Newton said he thought there was a consensus and moved onto the Employee Emergency Medical Leave Check-in.

Commissioner Carter said no change on that.

Commissioner Harker asked if there was any change as far as employees seeking a vaccination, has the number increased any?

Mr. Day said we don't get those reports, so he didn't really know for sure.

Commissioner Harker said she wished it would remain the same.

Commissioner McDonald said remain the same.

Commissioner Hollinshed said stay the course.

Commissioner Hagle said stay the same.

2. Minutes- Past

Rachel Johnson, Parks & Events Coordinator/PIO/Deputy Clerk, presented the Board of Commissioner meeting minutes from May 10 & September 13, 2021. She said these minutes were part of the backlog as well as the catch up; there are four more meetings coming from May that are anticipated to be on the next agenda.

Mayor Newton asked if there were any questions.

Commissioner Carter had no questions.

Commissioner Harker had no questions.

Commissioner McDonald had no questions.

Commissioner Hollinshed had no questions.

Commissioner Hagle said the September 13th minutes were very difficult to read, some of the words may not have been understood if it was done electronically. He suggested somebody read through them again and do a little bit of editing.

Ms. Johnson said she would certainly go back over those and review them and informed the group there were two different systems being utilized to transcribe the minutes right now.

Mayor Newton asked the Commissioners if those edits were made, should it be moved to the consent agenda.

This suggestion was agreed upon unanimously.

3. Minutes- Current

Ms. Lewis presented the minutes from the Board of Commissioner Regular Meeting on October 11, 2021.

Mayor Newton asked if there were any qualms about moving it to the consent agenda.

There were no issues with that request.

4. Proposed 2022 Board of Commissioners Meeting Dates

Ms. Lewis presented the 2022 BOC Dates asked that it be moved to the consent agenda. She pointed out there was one conflict with the normal work session date of December 27, 2022; that meeting was moved to the third Monday of December to accommodate the Christmas holidays.

Mayor Newton asked if there were any questions.

Commissioner Carter had no questions.

Commissioner Harker had no questions.

Commissioner McDonald had no questions.

Commissioner Hollinshed had no questions.

Commissioner Hagle had no questions.

5. Repeal of Demolition Ordinance - 400 Pollock Street

Mr. Day presented the item, explaining a buyer has been identified and is planning to close on 400 Pollock Street the next day. He informed the group that Maggie Gregg, from Preservation North Carolina, was available to answer any questions about the property being rehabilitated.

Ms. Gregg explained there was a rehabilitation agreement in place to ensure that it is planned for and that it occurs. She said the agreement had specific benchmarks and deadlines that will be signed by the buyer at closing, which outlines architecture and engineered plans.

Mayor Newton went down the roster to see if there were any questions.

Commissioner Carter asked if those benchmarks had dates, as it has been delayed for so long. She said she wanted to make sure it was not going to be sitting another year with no action.

Ms. Gregg said there were benchmark dates associated with it and she was happy to share the rehabilitation agreement with you all. She said the planned construction, based on current guidelines with supply chain issues from her contractor, would begin at the latest by April 1, 2022.

Commissioner Carter said that was a long way off.

Commissioner Harker said now that there was a benchmark in place, was anybody going to look at the property to tack down the wrap that is blowing in the wind.

Ms. Gregg said based on her understanding, there was someone out there last week doing the work, if there is still an issue, she was not aware of it. 3.

Commissioner Harker said it was last week when she saw it, so it is probably fixed.

Commissioner McDonald asked when the board put an ordinance in effect to demolish the building.

Mayor Newton asked Mr. Day if he knew the date.

Mr. Day said he did not have the date in front of him, but it had probably been a couple years ago and asked Arey Grady, Town Attorney, if he knew the date.

Mr. Grady said it was signed effective March 11, 2019

Commissioner McDonald asked at that time, what did the ordinance state as far as the purpose of the demolition.

Mr. Grady said it was due to the condition of the building; the inspector and code enforcement officer were instructed to move forward with the demolition and then the preservation group got involved at some point after that.

Commissioner McDonald said when the ordinance was put in place, what was the cause for the demolition order?

Mr. Grady said that the order quotes the notices of violation that had been issued over the years. He paraphrased by reading the staff report, which stated that repairs could not be made for more than 50% of the value of the structure, resulting in an order issued to demolish the building.

Commissioner McDonald asked if he was saying that the building structure was in such of a matter that it could not be fixed, at that time, March 11, 2019.

Mr. Grady said no sir, I am not saying that; I am certainly not an engineer or a contractor. He said the issue was the cost of the improvements verses the value of the property; there is a 50% threshold in the statues and in the Town's ordinances. He explained the rule of thumb, once you hit 50% that it becomes a demolition type of situation and if it is under 50% the presumption is that it makes sense to undertake the repairs.

Commissioner McDonald asked who the engineer was that said that particular building, on March 19, said that it was in such a condition that it had to be demolished.

Mr. Grady said he did not have that in front of him, but he did recall there was an extensive engineer's report that reached that conclusion. He added he wasn't sure who requested that report, but it was his recollection that the building had been inspected and evaluated numerous

times over the years and that demolition was the route that was chosen. He said that is not to say you cannot rehabilitate the building, as it sounds like the new purchasers intend on doing that.

Mr. Day said additionally the issue was there were a number of code violations that needed to be addressed and the owner had a certain time period to address them, and it was not done.

Commissioner McDonald asked if that required you to tear down a citizen's property because they are not in a financial state to repair it.

Mr. Day said it doesn't require that, it is at the discretion of the board.

Commissioner McDonald said so, the board went back to the ordinance that will back up that they would have to come up with an ordinance to demolish the property because of its structural condition.

Mr. Day said the ordinance was not because of the structural condition, it was because of the code violations.

Commissioner McDonald asked if the Town of Beaufort demolished people's property because of those reasons stated.

Mr. Day said in many cases the owners of the property demolish it themselves because they are unable to address the code violations. He said there have been several instances of that in the last few years.

Commissioner McDonald said that Beaufort Middle School, two separate places, have been in that position for several years and it wasn't destroyed. He said he could not understand how this building become a sore eye in the Town of Beaufort.

Mr. Day said the board was considering repealing the order so that it can be sold and rehabilitated.

Commissioner McDonald asked why they were repealing it, was it because of structure reasons.

Mr. Day said they were repealing it because someone has agreed to buy the building and make all the repairs, but they can't actually close on it until the ordinance for demolition has actually been repealed.

Commissioner McDonald asked if the building was in such repair that it could not be fixed.

Mr. Day said no, that is why there was a time given for those repairs to be made, because they could be made.

Commissioner McDonald said so, the building has always been structurally sound.

Mr. Day said he could not speak to that.

Commissioner McDonald said somebody had to speak to it to give a demolition order.

Mr. Day said not necessarily, that could be done for code violations, it doesn't necessarily mean it has to be structurally unsound as it would be determined by an engineer.

Commissioner McDonald said maybe he had been misinformed, but he did not think he had. He said it does not look good for the Town of Beaufort to do what they were going to do to the building or to the citizens that own the building. He added the family was not in a financial position to move forward to meet those standards, but they tried several times to sell the building and there were articles that came out in the newspaper that turned people away from buying it.

Mayor Newton said there was a process in place to address the facility and Commissioner McDonald recused himself because he had family ties to the building; but the process was in place, and they were very fortunate Preservation North Carolina came in at the very end game to offer to assist. He added they were in a position now to be able to repeal the demolition order, the property can be closed on, and they can move forward to protect the building by renovating it and adding to Cedar Street.

Commissioner McDonald said what took place during that time did not make it right and he was not speaking for the family, rather a board member, so that things of this nature would not happen to any other family. He said he thought it could have been handled differently. He added that he hoped the attorney could produce documents stating that the building, on March 11, 2019, was in such of a non-repair that it had to be demolished.

Mr. Grady said he would glad to produce what he could; the Planning and Code Enforcement department have an extraordinarily extensive file on the matter, and he will get him what they had.

Commissioner McDonald said he would appreciate that.

Commissioner Hollinshed said she thought this had made a lot of progress and she was glad it was getting ready to move forward. She said knowing how things collapse because of the supply chain and finding competent workers, she had a problem with the board executing the repeal before closing. She said she would like to execute it at the time of closing if possible, more simultaneously actions. She said in order for the Town to be protected, she thought lifting the demolition order should be contingent on the property closing, along with other documents that need to be executed.

Mayor Newton said he believed they had to lift it before the buyer could close.

Commissioner Hollinshed said they could put the contingency on it today, if they vote for it, and then it can be executed right before closing.

Mr. Grady said he had been in contact with the closing attorney, and he thought they could work that out administratively. He added that the original demolition ordinance was recorded in the Register of Deeds, as required by law. He said they would need a second document lifting the demolition order, also recorded in the Register of Deeds, clearly, they won't have that in hand by tomorrow. Mr. Grady suggested that they style it as the release has been conditionally approved, provided that they actually close, and then follow up with the document and recording after closing.

Commissioner Hollinshed said that is exactly what she was talking about.

Commissioner Carter agreed with the suggestion.

Commissioner Hagle said it was great to see things moving forward and he appreciated all the work Preservation North Carolina did to protect the building and he looks forward to it being reused. He added it will be a great addition to the Cedar Street rehabilitation in the coming years. He said he would accept anything they needed to do to satisfy the closing with repealing the demolition.

Mayor said what he thought he heard was a consensus to make the repeal a condition, prior to closing.

Commissioner Harker asked if there was going to be some type of time constraints on the buyer to fix the building, how long would they allow the conditions to go unaddressed? Can the timeline be bumped up any because the same reason we have given the demolition still exists?

Ms. Gregg said yes that time was the period given to the buyer by her contractor as the latest date he anticipated being able to start the project. She said if he was able to get the materials sooner and be able to start sooner, she thought everybody would be on board with that. She explained when they crafted the documents, there were deadlines, there is nothing to say that the work can't be done sooner; her understanding from the buyer is that she wants to start as soon as possible, there are designs in place.

Commissioner Harker said so that timeline could be sooner than what you are presenting now.

Ms. Gregg said yes, those are deadlines they put in place, and it could certainly move faster than the deadlines, but it must be accomplished by the deadlines.

Commissioner Harker asked if they felt they could repurpose the house with the conditions that currently exist. She added it had been a while and she didn't want things to get worse where they wouldn't be able to do anything with it.

Ms. Gregg said yes, the contractor and architect met on site a few weeks ago with those plans they finalized for moving it forward.

Commissioner Carter asked if the buyer did not move forward with the repair, would the board have to re-establish the demolition permit?

Commissioner Harker said yes, the conditions still exist, and they are not going anywhere; if we lift it, they will be allowed to do the work, but it will go back into demolition mode if they are not resolved.

Commissioner Hollinshed said they need it lifted to close, nothing would change in the next few weeks, so they should lift it simultaneously with closing. She said there had been foot dragging and excuses, but she was glad to see this thing move forward, and she was willing to make a motion.

Mayor Newton asked if she could clarify the motion.

Commissioner Hollinshed said she would like to make a motion they lift the demolition that is on the project at 400 Pollock property and that takes place concurrently at closing.

Commissioner McDonald asked if it came to the point where they had to re-issue the demolition order, who does that?

Mr. Grady said if it does not close for whatever reason, the order is not lifted, so it would be back before the board in that situation to re-engage on the mechanics of hiring a contractor and demolishing the building. He said if it does close, and the order is voided or released, and the new owner does not perform on the new agreement that Maggie Gregg referenced, then it would really start off as a code enforcement issue. He said there are so many layers of due process of notice, it would take a while to get back to the board but that would be the path, he would anticipate at that point.

Commissioner Hollinshed said at that point, it would be with the North Carolina Preservation group as opposed to various family members that held title prior to.

Mr. Grady said yes, whoever the record owner is would be the defendant if you will.

Commissioner Harker said they would have to follow the same due process as the Godette family as well; we talked about a process in place and if they have to follow it then so should Preservation North Carolina.

Mr. Grady said yes mam. He had received a Dropbox file some time ago, that contained information about the number of times there was a hearing, code enforcement and building inspections on this matter. He said there were ample opportunities to be heard or to challenge it. Mr. Grady said his take on it was that the Town does not desire to be in the business of tearing down people's structures; the Town wants the owner to fix it and demolition is really the last straw, which can be seen with this case as some of the files date back to 2015. He said the Town really bent over backwards to get someone to do something so they wouldn't have to be in the position of tearing down a private citizens structure. Mr. Grady said the Dropbox file was available to be sent to the Mayor, Commissioners and Town Management team.

Mayor Newton said there was a motion on the floor, was there any further discussion, if not let's go down the roster for a vote.

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

Voting Nay: Commissioner McDonald

The motion carried with a 4-1 vote.

6. Wastewater Treatment Capacity & Allocation Update

Mayor Newton asked the board, based on cyber security concerns, if this topic could be moved to the November formal meeting.

Commissioner Hagle made a motion to move the item to the November Regular Meeting.

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

The motion carried unanimously.

7. Upcoming BDA Events

Ms. Johnson explained this was somewhat of a place holder while the applications came in. There are three upcoming events, one of those being the Christmas Parade, that will need to go before the board. She asked for a place holder for that event for the next meeting.

Mayor Newton asked if there were any questions.

Commissioner Carter had no questions.

Commissioner Harker had no questions and added it would be nice to have a Christmas Parade.

Commissioner McDonald said it was a good thing.

Commissioner Hollinshed had no questions.

Commissioner Hagle had no questions.

Mayor Newton asked if there was a consensus to put the item on the November 8th agenda.

This suggestion was agreed upon unanimously.

8. Tent Discussion

Ms. Johnson presented this item and said that staff was asked to bring this issue before the board for discussion, following a recent incident where a tent stayed beyond the permitted time. She said staff was looking for direction on which way the board would like them to proceed; that would also involve discussion with the Fire Department to discuss the tent permitting aspect of it.

Mayor Newton asked if there were any comments or questions.

Commissioner Carter said she believes the tents serve a very valuable purpose and do promote the Town to have events that require a tent. She suggested rather than damaging the pavement, they look into having large vats that are filled with water by the Fire Department, to avoid driving stakes into the pavement itself. She added if the tent vendor is not going to be cooperative, she would hate for the non-profit to be penalized, the tent company should be.

Commissioner Harker said if you put in place a fee, no matter who pays it, she didn't know if that would really address the underlying issue of the tent being there longer than it needs to be. She said fines are one thing, somebody might say they are more than happy to pay it but does that really address the issue of a tent being there over an extended period of time; which has not happened that often, has it?

Commissioner Hagle said it has not been often.

Commissioner Harker said she was concerned about the damage it was causing, if they could think of another way to avoid that, she didn't realize it was occurring until she read all the notes. She said you could probably do a fine, whoever decides to put on the event, whether it be non-profit or otherwise, they know that they have some skin in the game and maybe that will help them choose a particular company that will be more responsive.

Commissioner McDonald had no comments.

Commissioner Hollinshed said first, they need a safety factor for any kind of tent that is raised; the parking area must be shared, it doesn't belong to just the person who has the permit, it has to be shared once that permit expires or the tent has to come down, so that the merchants can use that area. She said Wine and Food were new to the game, the two directors were new to the system of it being downtown, maybe it was a rookie error, they were very apologetic about it. She said the board did not look at it close enough prior, it was a three-day weekend including Columbus Day and more people were in the area. She said she understood that the Fire Marshall might get involved in a re-write of the Town's ordinance, the other question is do they want to keep these events downtown? She said her opinion is yes, and the Board of Commissioners need to be more aware of the impact of a 4-day tent being erected downtown, and what it could mean. She suggested there either be a fine or an escrow ahead of time that could be used to possibly remove it by using other personnel if that is possible.

Commissioner Harker asked if that would be legal.

Commissioner Holinshed said it would if we write it into the contract.

Commissioner Hagle said he agreed, they needed to be more cautious on weekends there is a holiday and maybe only permit a certain number of days in those situations. He said he really thinks a fine will help and that they should leave it with the organization that is organizing the event, suggesting they can work with the chosen tent company and maybe their contract with the company will have some sort of penalties that will encourage the tent company to remove it on time. He agreed it has not happened often but starting with a fine could be helpful in preventing this from occurring.

Mayor Newton said what he is hearing is that they are not anti-tent, but they do want to make sure the organizers are working with the tent company to make sure they can tear down in the appropriate time.

Commissioner Hagle said I think we should hold the event organization responsible, with a fine, and then they must work with the tent company to recover that fee if it comes to that.

Commissioner Carter asked the Fire Chief to comment.

Tony Ray, Fire Chief, said he had several conversations on this with Rachel and the Fire Marshall. He said they would like to look at the ordinance, as it is almost like there are two parts, the first part being through the event organizer. He said the event organizer, like us, is not structure specialist and such, but the tent installer should be held separately in their own category. He said they were working on a checklist that would be signed off on, where they say the structure is up to code and everything is spelled out in the Fire Code; the idea behind the event coordinator being held to this is because we would rather see a deposit or some type of instrument put forth that the tent vendor would be held responsible if the tent isn't broken down, there is damage done or the public property is not left in an "as found" type of condition.

Commissioner Hagle said he prefer the organizer do that verses the Town.

Commissioner Carter said she prefer the tent company be responsible because they are the ones that can take it down.

Commissioner Hagle said he did not think the Town should be controlling the tent company, the organizer does.

Mr. Ray said the idea would be the event organizer would still be in the application, but the tent installer would be held under an inspection type and be responsible for bringing it down in a timely matter or any damage that is done. He said the tent organizer would just be responsible for bringing the event; the tent vendor is what he sees separately.

Commissioner Hagle said he would like the organizer to be the vendor for the tent.

Commissioner Carter said she would rather have the company itself be responsible for their own actions. 3.

Commissioner Harker asked if the vendors had their own contract and what does it stipulate; there must be some stipulations from the vendor if they do not meet the time frame. Rachel, what does their contract look like?

Ms. Johnson said the individual contract with the tent vendor is not something that the Town is privy to, we have our own application, and they only give us the name of the company they are using.

Commissioner Harker said then the applicant is responsible then if we can't get a copy.

Ms. Johnson said that is the current way our ordinance is set up; staff's bigger question on this is what would that fee be? She said it had never really been discussed.

Commissioner Carter said the fee would be you have to pay for parking the extra days if it is during the time we charge for parking; if it is not during that time, it can be something comparable. She added she would hate to see the fee applied to the non-profit, but then again it is downtown that is their responsibility.

Commissioner Harker said she thought they could start there, even if it's not parking.

Commissioner McDonald said he thought the ordinance stated a tent could be erected so many hours before the event and has to come down so many hours after the event, maybe three hours or so. He said he thought this was discussed maybe three or four years ago.

Commissioner Hollinshed said if a fine or fee was decided upon, it needs to be eye catching and something that could be enforced. She said she thought Rachel working with the Fire Inspector could fabricate something and then bring it back with their recommendations, as they have heard what we are looking for, then we could tweak it.

Commissioner Hagle said he thought the fee should be based on the parking revenue that would be lost, whether it is a parking season or not, it can be used as a basis of the penalty for not removing the tent as the contract states.

Mayor Newton asked Rachel if she had the rough guidelines that she needed.

Ms. Johnson said yes.

9. Financial Notes

Christi Wood, Finance Director, went over the financial report and notes for September 2021. She explained the tax collections for August and September were included in the coversheet. She said she was happy to answer any questions from the report.

There were no questions from the board.

10. FY 2022 Budget Amendment 4

Ms. Wood explained in the general fund this amendment requests a fund balance appropriation for the police department for ammunition that was ordered in FY 21 and is on back order; the amount is \$6,600; this amount was missed in the first appropriation done for items that were not completed in the prior fiscal year. She said in the utility fund, we are requesting \$20,000 appropriation from unrestricted fund balance; this is for the SCADA system, that controls the Wastewater Treatment Plant. She added the current control equipment is outdated and not compatible with the new computer system.

Mayor Newton asked if there were any questions and if the commissioners would like to put it on the consent agenda.

Commissioner Carter asked if the money was coming from the Utility Fund balance or the General Fund.

Ms. Wood said for the SCADA equipment, the Utility Fund and for the police ammunition, the General Fund.

Commissioner Carter asked if that was already approved.

Ms. Wood the ammunition was in last year's budget but due to the back order, we did not receive it or pay for it last year, so we are asking to reappropriate it in the current year.

Commissioner Carter said thank you.

Commissioner Harker asked if the ammunition was still on back order.

Ms. Wood said she did not believe it had been received yet... Chief Burdette, are you on the line?

Paul Burdette, Chief of Police, said there was significant delay in ammunition across the country based on political events and views over the last year and a half. He said it was taking a much longer period to get the ammunition, which is why they ordered it as early as they did, in anticipation of the delay.

Commissioner Harker asked the Chief if he felt comfortable with the amount of ammunition that we have.

Mr. Burdette said, yes mam, they planned properly. He said he did not want to push it so they planned to order every other year.

Commissioner Harker said good job, no further questions.

Mayor Newton asked if Commissioner Harker was okay with consent agenda.

Commissioner Harker said yes, consent agenda for her.

Commissioner McDonald said he was fine with consent agenda.

Commissioner Hollinshed said consent agenda.

Commissioner Hagle said it was great to see they were going to upgrade the SCADA system because it is important for the operation of the plant, and he added consent is fine.

11. Capital Project Ordinances - American Rescue Plan Act

Ms. Wood said as you recall, the Town is slated to receive two distributions from the American Rescue Plan Act. She said they received the first distribution in early August. She explained it was required that they adopt a budget before any of the funds could be spent; much like the USDA project, you have approved to do some governmental projects as well as some enterprise projects. She said there are two ordinances before you tonight: one for Stormwater and Equipment, and one for Utilities. She explained the ordinance for the governmental Stormwater was \$178,841 and for the Utilities it was \$1,240,000; and elaborated on what made up those amounts. She said there were additional funds that have not yet been discussed and it is suggested they go into governmental budget for the Commissioners to determine what they would like to use the funds for, that are inline with the grant purposes that are allowed.

Mayor Newton asked if that was the \$90,000.

Ms. Wood said yes sir.

Mayor Newton went down the roster for questions or comments.

Commissioner Carter said we are not spending the \$90,000 at this point are we.

Ms. Wood said that was correct it is labeled for future projects as allowed by the grant and the governmental ordinance.

Commissioner Harker asked if the Town would be spending their money first and then get reimbursed by the American Rescue Plan Act.

Ms. Wood said they had received the first distribution already, the \$709,000; it is not a reimbursement program, there will be two distributions.

Commissioner McDonald said he had no questions.

Commissioner Hollinshed said she would like to see it go on the discussion agenda.

Commissioner Hagle had no questions and said the discussion agenda was fine.

Mayor/Commissioner Comments

Commissioner Carter reminded everyone vaccinations were still available, as well as boosters, and urged people to take advantage of the opportunity to protect themselves and friends.

Commissioner Harker had no comments.

Commissioner McDonald said he wanted to clarify he was not arguing or confused about the building or the way it was handled. He added he was only concerned that it did not happen that way to any other citizen of Beaufort.

Commissioner Hollinshed said the Business Association Downtown was hoping to get some assistance from the Town on installing the solar lit globes in the trees this year. She said they wanted to make sure they were safe and may need to formally request the help from the Town. She reminded the group of upcoming events, such as the Lion's Club Run and the Christmas Parade.

Commissioner Hagle had no comments.

Mayor Newton asked if there was a motion to go into closed session, in accordance with North Carolina General Statute 143-318.11 (a) (6)

Commissioner Hagle made a motion to go into closed session.

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

The motion carried unanimously.

Closed Session

1. Personnel

Adjourn

Commissioner Hagle made a motion to adjourn.

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

The motion carried unanimously.

The meeting was adjourned at 5:35 p.m.

Mayor Everette S. (Rett) Newton

Elizabeth Lewis, Town Clerk



Town of Beaufort, NC

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

Town of Beaufort Board of Commissioners Regular Meeting 6:00 PM Monday, November 08, 2021 - Zoom due to the COVID-19 Pandemic Minutes

Call to Order

Mayor Newton called the meeting to order at 6:00 p.m.

Roll Call

Elizabeth Lewis, Town Clerk, called roll.

PRESENT

Mayor Newton
Commissioner Carter
Commissioner Harker
Commissioner Hagle
Commissioner Hollinshed

Mayor Newton confirmed that everyone was using the updated agenda and announced a change to an item on the agenda. He said that it was brought to their attention, there may be some older documents that could influence the Wastewater Treatment Capacity & Allocation Update, so it has been asked that it be taken off the agenda while the older documents are reviewed.

Commissioner McDonald resolved his connection issues and join the meeting with both audio and video.

Agenda Approval

Mayor Newton asked if there was a motion to approve the agenda with the deletion of the number two item, under items for discussion and consideration.

Commissioner Hagle made a motion to approve the agenda.

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

The motion was approved unanimously.

Public Comment

There was none.

Manager Report

John Day, Town Manager, expressed his appreciation to the members of the Beaufort Fire Department who worked extremely hard in preparation 9S Inspection, through the office of the State Fire Marshall, which was part of the Insurance Service Organization (ISO) rating process. Mr. Day said they do not yet know what rating they will receive but reported they did pass the 9S portion of it and congratulated thanked the Fire Department staff for all the hard work they did throughout the process. Mr. Day welcomed new employee, Laurel Anderson to the Town and said she was the Administrative Support Specialist for Planning & Inspections. Mr. Day said all the positions in Planning & Inspections had been filled and they were glad to have that department fully staffed. Mr. Day ended his presentation by reporting the Shackleford Landing PUD developer had withdrawn the application from consideration and is considering another approach for the future. Mr. Day said he was happy to answer any questions.

Mayor Newton went down the roster for questions.

Commissioner Hagle asked if there were any updates on the hybrid equipment for the Train Depot.

Mr. Day said he had not received any new updates.

Commissioner Hagle asked if it was still expected at the end of December.

Mr. Day said correct.

Commissioner Hagle asked how long it would take to install the equipment.

Mr. Day said he would follow up with the company to make sure they were on the top of their schedule for installation once the equipment is received.

Commissioner Hagle said that was his next question, thank you.

Mr. Day said you are welcome.

Commissioner Hollinshed had no questions.

Commissioner McDonald had no questions.

Commissioner Harker had no questions.

Commissioner Carter had no questions.

Items of Consent

1. May 10 & September 13, 2021 Minutes
2. October 11, 2021 Minutes
3. 2022 BOC Meeting Dates
4. FY 2022 Budget Amendment 4

Mayor Newton asked for a motion to approve the consent agenda.

Commissioner Hagle made a motion to approve the consent items.

Voting Yea: Commissioner Hagle, Commissioner Hollinshed, Commissioner McDonald, Commissioner Harker, Commissioner Carter. 3.

The motion was approved unanimously.

Items for Discussion and Consideration

1. COVID Numbers in Carteret County and Emergency Leave Policy Extension

Mayor Newton reported the numbers had decreased in Carteret County and said the school system had gone to a mask optional mode. Mayor Newton asked if there was any issue with retaining the Emergency Leave Policy Extension.

Commissioner Hagle said retain it like it is.

Commissioner Hollinshed said yes, retain it.

Commissioner McDonald said retain it.

Commissioner Harker said she had no problem with retaining it.

Commissioner Carter said keep it like it is.

2. Wastewater Treatment Capacity & Allocation Update

Item was removed from the agenda.

3. Christmas Parade

Rachel Johnson, Parks & Events Coordinator/Public Information Officer, said that the Beaufort Development Association has submitted an application to host the annual Christmas parade on Saturday, December 4th at 1:00 pm, following the traditional route up Front Street, and the board's approval is needed.

Mayor Newton asked if there were any questions.

Commissioner Hagle had no questions.

Commissioner Hollinshed said she had no questions and was glad to see it coming back.

Commissioner McDonald had no questions.

Commissioner Harker had no questions.

Commissioner Carter had no questions.

Mayor Newton asked what the pleasure of the board was.

Commissioner Hagle made a motion to approve event.

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

The motion was approved unanimously.

4. Capital Project Ordinances - American Rescue Plan Act

Christi Wood, Finance Director, explained the two Capital Project Ordinances before the board, these are in relation to the work that is planning to be done with the American Rescue Plan Funds. She said the two ordinances include Stormwater & Equipment and Utilities, funds totaling \$1,418,841.02. Ms. Wood explained the Stormwater work was \$60,000; Water Treatment Plant Site Evaluation and Purchase was \$500,000; Sewer Pump Station #7 was \$740,000; and the audio-visual equipment update at the Train Depot for \$20,000. She said there was \$98,000 that has not been budgeted to date, but staff recommends that it be budgeted into the governmental project fund to be used for future projects that are approved with grant funding.

Mayor Newton asked if there were any questions.

Commissioner Hagle had no questions.

Commissioner Hollinshed had no questions.

Commissioner McDonald had no questions.

Commissioner Harker had no questions.

Commissioner Carter had no questions.

Mayor Newton asked what the pleasure of the board was.

Commissioner Harker made a motion to approve the ordinances.

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

The motion was approved unanimously.

Mayor/Commissioner Comments

Commissioner Hagle thanked the Fire Department for their good work and successful completion of the State inspections, and he welcomed the new employee to the Town. He said it was great to see the continuous improvements on the streets and various projects going on. He ended with a few safety messages; be careful

when you are out and about and walking around, as there are many branches other debris from recent high winds that could cause a fall. He said falls were one of the leading causes of non-fatal injuries in the U.S.; to make your home safer inside, also look for tripping hazards such as cords or other items. He also reminded everyone to focus on their driving, do not be distracted, as there are about 40,000 deaths in the U.S. annually due to traffic accidents.

Commissioner Hollinshed said she was notified that there were several cars on Ann Street who were parked across from the “no parking” zone that were ticketed over the weekend. She said she had not investigated it with the Police Department, but it had been a traditional to park across the street from churches, all three of them within the two blocks. She asked for a comment on it, please.

Paul Burdette, Chief of Police, said that it had been addressed with the officer and apologized for the miscommunication; he said that the issues brought to their attention have been resolved.

Commissioner Hollinshed said if that was going to be the policy moving forward, it would be nice to have a heads up on it, thank you.

Commissioner McDonald said he would like to take this opportunity to say to the newly elected Mayor and two Commissioners, they ran an excellent campaign. He said that he had looked forward to working with a new Commissioner and Mayor, however the citizens of Beaufort did not see it that way, but we must move forward, and we must do the right thing. He ended by saying he would do his part in anything he could to help the Town of Beaufort and the citizens of Beaufort.

Commissioner Harker congratulated the Fire Department in passing their inspections and welcomed Laurel Anderson on board, saying it is always good to have a new staff member come on to help make the Town’s services great. She said she was looking forward to the Christmas Parade and would like to thank in advance the many staff members who participate and volunteer to help make the Christmas Parade a success, she said these people come in on their days off and she just wanted to let them know it does not go unnoticed. Commissioner Harker said there was a great turn out during the election cycle, with many voters coming out to vote for the leaders they felt would best represent the Town as a whole. She said she was humbled and honored to be elected as Mayor, and she takes the job with great seriousness; being the first African American to serve in the Town’s 308-year history is a historic moment, and one she will cherish for the rest of her life. She also said she wanted to congratulate the two new Commissioners that will be coming on board: Charles “Bucky” Oliver and Melvin Cooper. She said she looks forward to seeing who will take her place. She ended by saying she will cherish the time she has spent with Commissioner McDonald, as she stands on the shoulders of his greatest, because without his leadership she would not be here.

Commissioner Carter congratulated the winners of the election and said she looked forward to them picking up the load and carrying it on; she said she thought they would do it quite well. She said they had not received any information about the disposition of the water bills and asked when they would be getting something.

Mr. Day said they would be getting it in a day or two.

Commissioner Carter said they needed to make some decisions on that.

Mr. Day said it would be put on the agenda for the work session.

Mayor Newton said he would like to echo the congratulations to the newly elected officials. He thanked the Board of Elections, and referenced Caitlin Sabadish's leadership, as well as all the volunteers, who do such a great job during the election times.

Adjourn

Mayor Newton asked for a motion to adjourn.

Commissioner Hagle made the motion.

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

The motion was approved unanimously. The meeting was adjourned at 6:22 p.m.

Mayor Everette S. (Rett) Newton

Elizabeth Lewis, Town Clerk



Town of Beaufort, NC

Board of Commissioners Virtual Work Session Meeting 4:00 PM Monday, November 22, 2021

AGENDA CATEGORY: Items for Discussion and Consideration

SUBJECT: Pay and Classification Study

BRIEF SUMMARY:

On August 4th the Town contracted with the North Carolina League of Municipalities (NCLM) to conduct a pay and classification study, and to prepare an updated human resources policy manual.

The pay and classification study, performed by the MAPS Group in association with the NCLM, is complete and ready for adoption. The policy manual will be completed at a later date and presented to the Board for its consideration and adoption.

All town employees in the Local Government Employees Retirement System (i.e., those who work as least 1000 hours per year) completed job questionnaires, and at least one employee with each different set of duties as described in the questionnaires was interviewed on-site, regardless of job titles.

Salaries from nine municipalities of similar characteristics, and/or in Beaufort's job market, were surveyed. After comparison and analysis, Beaufort's job classifications were allocated to a salary schedule, and an implementation plan was prepared. The study implementation will also take steps to address salary compression resulting from previous compensation practices.

The annual implementation cost is \$174,664, plus benefits. Implementation is recommended in January, 2022, and a budget amendment for \$108,758 is attached to fund the total implementation cost through the end of the fiscal year.

Becky Veazey, President of The MAPS Group, will present her findings and recommendations.

REQUESTED ACTION:

Approve pay plan and attached budget amendment to fund implementation.

EXPECTED LENGTH OF PRESENTATION:

30 minutes

SUBMITTED BY:

John Day, Town Manager

BUDGET AMENDMENT REQUIRED:

No

TOWN OF BEAUFORT

CLASSIFICATION AND PAY STUDY

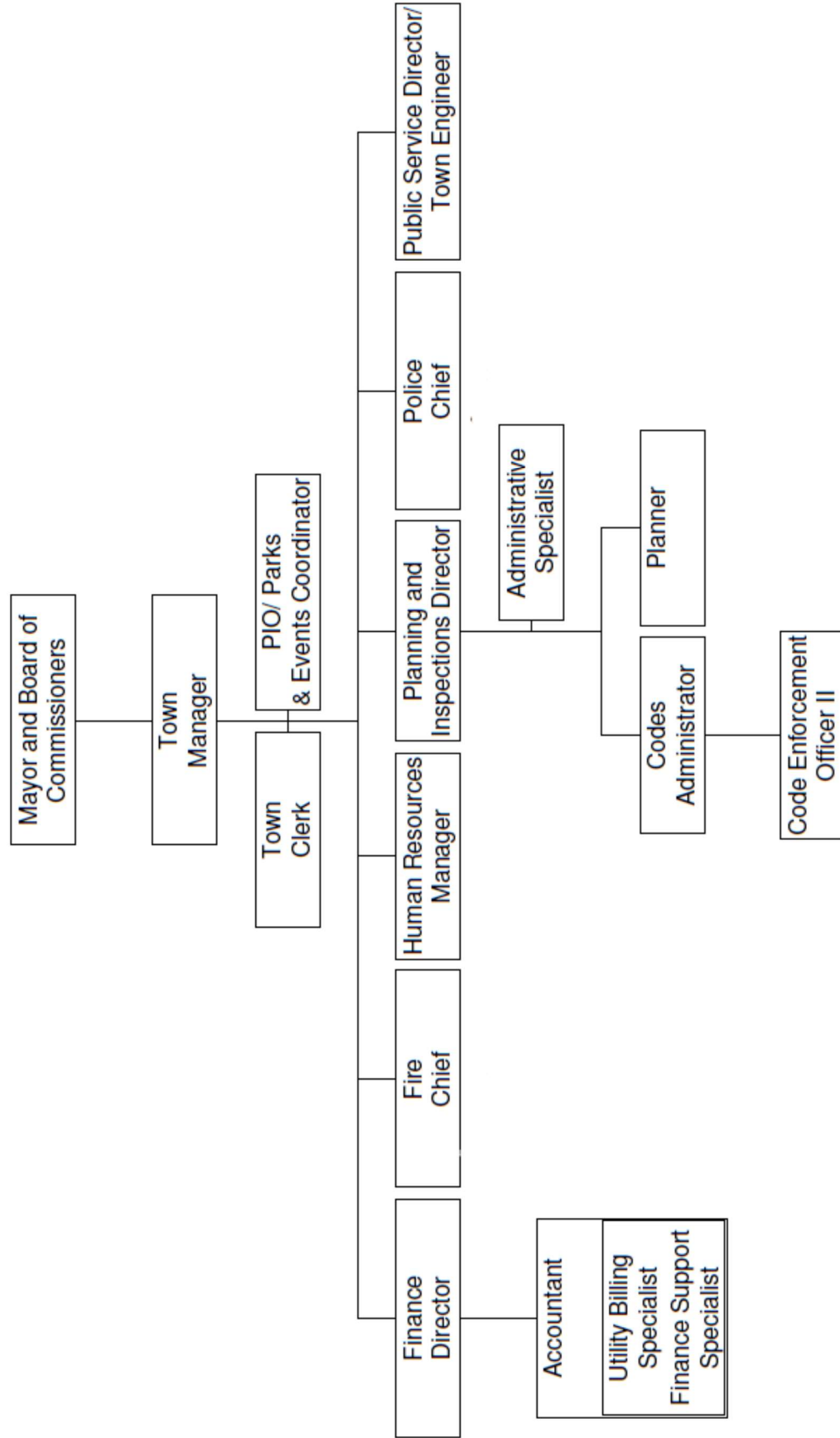
NOVEMBER 2021

**The Management and Personnel Services Group
(MAPS) Inc.**

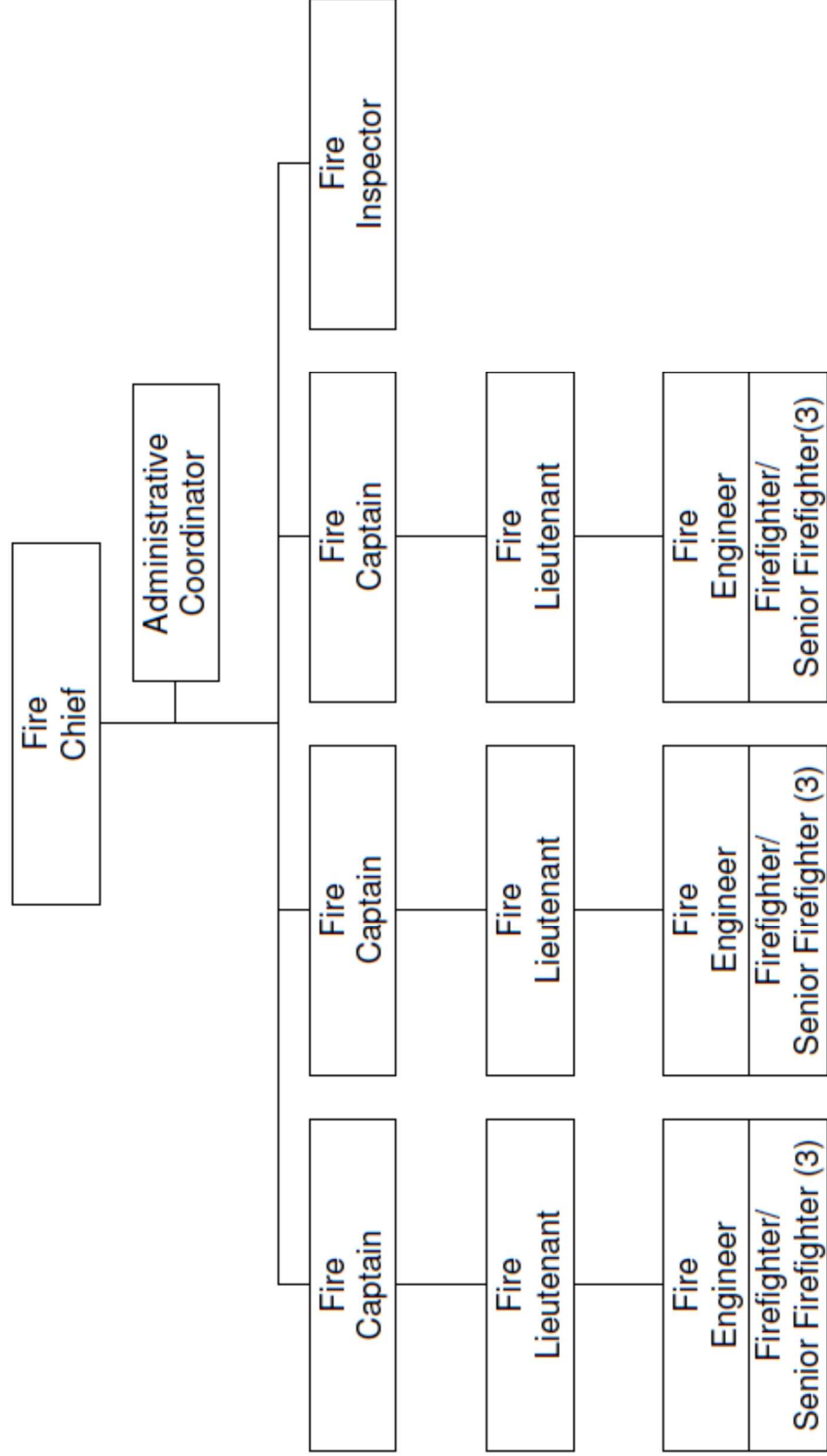
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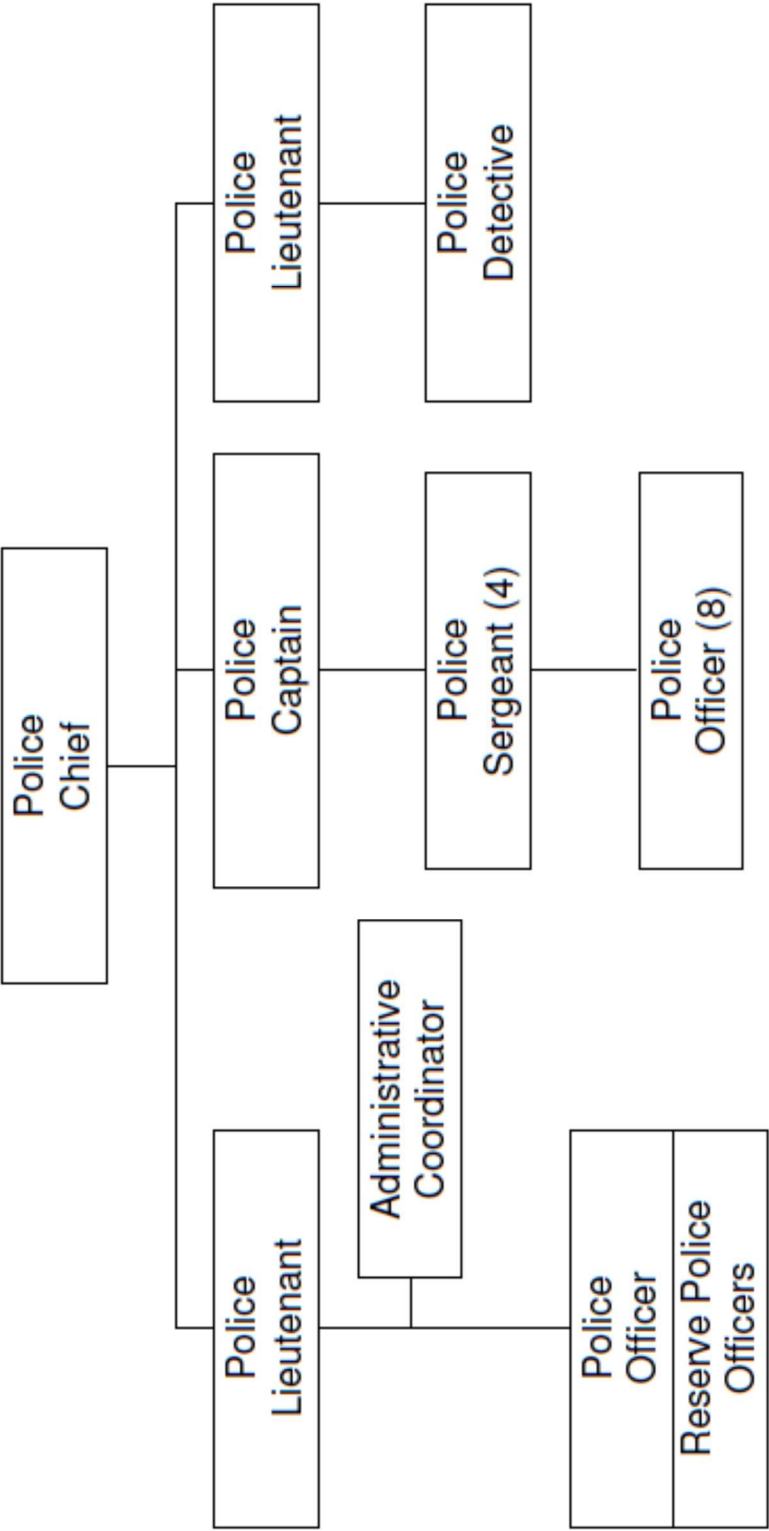
Town of Beaufort
Organizational Chart
November 2021



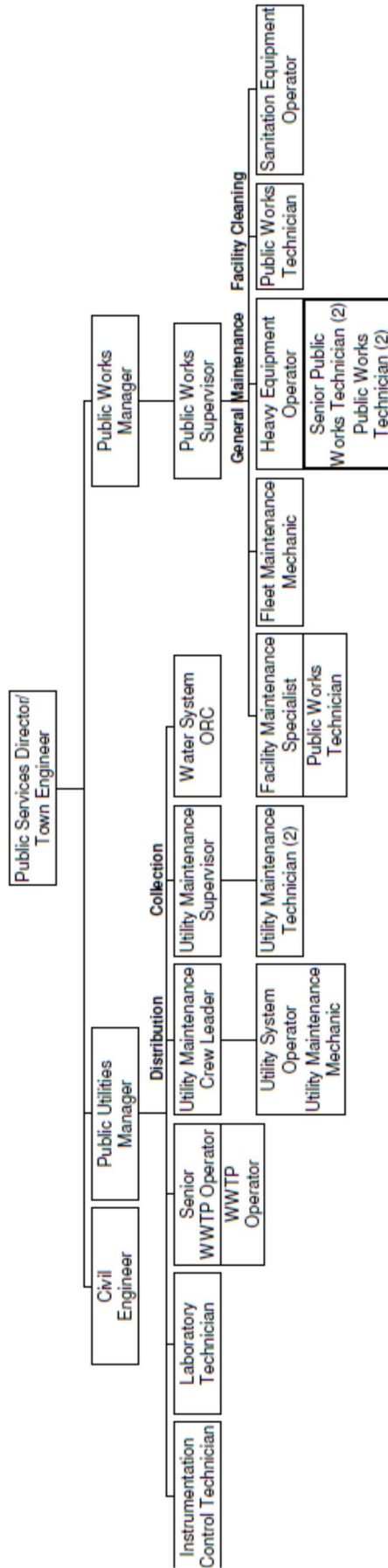
Town of Beaufort
Organizational Chart
November 2021



Town of Beaufort
Organizational Chart
November 2021



Town of Beaufort Organizational Chart November 2021



STUDY METHODOLOGY

This study updates the classification and pay plan for Town of Beaufort as well as making recommendations concerning personnel policies and fringe benefits.

Classification. The study assigns positions to classifications based on their degree of similarity and difference in the following factors:

- difficulty of work (complexity and variety);
- judgement and responsibility;
- education and experience requirements;
- nature and extent of public contact;
- physical effort and hazards; and
- supervision given and received.

Each employee completed a position description questionnaire and interviews were conducted with employees, supervisors and management to clarify duties and responsibilities. Class specifications have been written for each classification and a market survey conducted with area local government and private sector employers to identify appropriate pay rates.

Compensation. As part of this study, recommendations are being made for a salary schedule, position classification plan, and costs for implementing the salary plan. In selecting which classes to survey for salary comparisons, we chose at least one entry level and one supervisory position in each occupational series. We then gathered salary data from each market jurisdiction and performed research to determine if there were a comparable position and whether the position was stronger or weaker in terms of scope of responsibilities.

The labor market was selected to provide the following information:

- the prevailing rate of pay in the immediate geographic area and other coastal areas thus with similar cost of living and fluctuating influx of tourism;
- comparison jobs similar to those in the Town of Beaufort; and
- prevailing rates of pay with employers who directly compete with the Town for the same or similar pool of workers with specific job skills.

The prevailing rate of pay in the immediate geographic area is important because these wage rates reflect the cost of living in the area and the employment rate. Employers in the same geographic area who hire for similar jobs are also those employers with whom the Town competes most directly for skilled workers. In addition, using other coastal communities provides more comparisons with similar cost of living, conditions, and jobs. Setting competitive salaries that allow the Town to hire qualified employees and retain the experienced and valuable workforce it has are important components of any salary survey.

Salary grade assignments are based on an analysis of the labor market as to which comparison positions are stronger, weaker, and the closest match, and on reporting relationships of which positions within the Town are stronger, weaker, and similar and how great these differences are.

Personnel Policy, Benefits Survey and Management Recommendations. A new and updated personnel policy has been provided for the Town that reflects recent legislative and regulatory changes and modern and effective human resource management principles and practices. In addition, a benefits survey shows how the Town compares with competitors. Finally, we have provided management recommendations based on data and analysis from the study.

REPORT SUMMARY

SUMMARY REPORT TOWN OF BEAUFORT

Administration

The Town Manager is not considered a classified position and thus is not included in this study. We are providing a job description for the Board's use.

The Town Clerk has overall responsibility for the statutory Town Clerk role. Work includes compiling the agenda packet in consultation with departments, the Town Manager and the Board; preparing minutes; coordinating codification of ordinances; advertising meetings; maintaining a roster of Board appointments; maintaining official documents such as minutes, ordinances, resolutions and contracts; and performing research on various issues. Other duties include providing administrative support to elected officials including correspondence and travel; updating the web site with documents; affixing the Town seal; and coordinating public records requests. The role is properly classified. Based on salary data analysis, recommend assignment to salary grade 13.

The role, currently titled Public Information Officer/Parks and Events Coordinator/Deputy Clerk, manages the Town's social media accounts and web sites, provides technical assistance on publications design and production including various newsletters and email blasts, develops new communications technologies, provides live streaming for board meetings and general media coordination, advises the Town Manager and Board members on communications issues, assists departments with creating surveys and publicizing them, maintains external communications policy up to date, serves as liaison to the Beaufort Development Association, and takes a strong role in emergency management communications. The employee creates and edits video and posts on websites and social media, and takes photographs at events and posts. In addition, the role coordinates parks and events for the Town including serving as liaison to the Parks and Recreation Advisory Board and presents their recommendations to the Board of Commissioners, coordinates park projects including major renovations, manages depot and facility rentals, coordinates events such as Christmas Parade, Santa Visit, Pirate Invasion, etc. including recruiting staff volunteers as needed. Other tasks include serving as Deputy Town Clerk as needed. Recommend classification of Public Information Officer/Parks and Events Coordinator. Salary data leads to salary grade 14.

Finance Department

The Finance Director plans, organizes and directs a variety of fiscal and administrative functions including disbursement and accounting of revenues and expenditures; participating in development, and monitoring and administration of the budget; utility billing and collections; payroll operations; grant accounting; investments; debt service; financial reporting; budgetary accounting and general ledger preparation and maintenance; accounts payable and receivable; risk management; and Town IT liaison for most general issues. The employee works closely with the Town Manager and department heads on budget development and administration and supervises other functions through professional and paraprofessional staff. The role requires a strong knowledge of public finance, budgetary management skills, and professional accounting knowledge and skills. In addition, the role requires knowledge and skill in supervision including leadership, motivations, communications, mentoring, performance coaching and evaluation. Recommend retaining the classification of Finance Director. Salary data leads to salary grade 21 recommendation.

The Accountant a wide variety of paraprofessional to professional accounting functions for the department including budgetary accounting and general ledger maintenance; payroll; accounts

payable; purchasing and risk management including property, casualty and liability insurance; fixed assets accounting; and provides back up and technical guidance for the utility billing and customer services function. In addition, the employee assists the Finance Director with more complex financial reporting, reconciles various accounts, and related tasks. The role requires journey level professional accounting knowledge and skill public accounting knowledge and strong technology knowledge and skills. The role is properly classified and recommended for salary grade 14 giving extra credit for the risk management and wide variety of responsibilities not found in most of the comparisons.

Two Utility Billing Specialists are responsible for coordinating with field staff on collecting meter readings, connecting and disconnecting services, and checking leaks; reviewing meter reading data in comparison with history and obtaining re-reads for some; preparing and mailing bills; identifying delinquent customers for service disconnections; setting up and terminating customer accounts for moves and delinquencies; making adjustments to bills consistent with policy; coordinating bank drafts; collecting delinquent bills; providing general customer service on utilities and other Town services; dealing with customer problems; and preparing and maintaining a wide variety of documentation, files, records and reports. The roles require accuracy, customer service and problem-solving skills, office technology and some knowledge of paraprofessional accounting principles and practices. Recommend retaining classification of Utility Billing Specialist. Salary data leads to salary grade 6.

An Office Manager performs a variety of responsible fiscal support tasks including reviewing invoices and entering invoices for three departments to produce accounts payable, printing and mailing the checks; assisting with utility and general customer service including providing various billing, parking, and services information, and issuing parking and golf cart permits; prepares mailings, goes to post office and bank and runs other errands; takes lift station service calls and dispatches to technicians; coordinates new light poles and other issues with Duke Energy; and performs customer services and cemetery plot sales including writing deeds. The role requires knowledge of Town services, attention to detail, and strong customer service skills. The title Office Manager usually refers to someone who supervises administrative support staff engaged in document productions, correspondence, and records management. Recommend classification of Finance Support Specialist for this role to better reflect the fiscal support activities. Salary data leads to salary grade 4 recommendation.

Fire Department

The Fire Department consists of twenty-two full-time and multiple part-time/volunteer employees composing six person shifts that staff the station on rotating 24 hour shifts. The department is responsible for firefighting, emergency medical response, hazardous materials response and fire prevention and inspection activities, and emergency management during disasters.

The Fire Chief plans, organizes, and leads a variety of departmental activities to include fire suppression, emergency medical response, training, public education, hazardous materials response, emergency management, and fire prevention and inspections in protecting the lives and property of the citizens. The Chief is expected to establish a vision of excellence in emergency response readiness, and long range planning for programming, facilities, staff, and equipment needs. The Chief manages the department staff and volunteers, prepares and monitors the budget, plans and evaluates work operations, and directs the hiring, training, coaching and discipline of personnel. The Chief evaluates the need for new equipment, stations, and programs, and ensures a program of fire prevention, inspections and fire investigations. The employee attends major incident response and may take command at the site; consequently, skills must be maintained in the use of firefighting and fire equipment operation. The current classification of Fire Chief is appropriate. Several of the market comparison positions also

manage EMS operations at the advanced life support (paramedic) level and/or ocean rescue operations including dozens of summer lifeguard and other positions and this was taken into account in the salary grade recommendation. Because the Beaufort department also has responsibilities outside the Town limits, recommend salary grade 20 based on market survey data of comparable positions.

An Administrative Specialist performs a wide variety of administrative and technical responsibilities in support of the department including software administrator for specialized fire and EMS software and EMS quality control report preparations; office management for the department including reception, records management, schedules and calendar preparation, assisting with grant development and administration, assisting with staff on-boarding, purchasing and invoice processing, reconciling P-card invoices, maintaining rosters and pension records, and assisting with preparation of department procedures, correspondence and contracts; significant assistance with analysis, preparation and monitoring and assisting with administering departmental budgets including Town and rural district budgets; and assisting with emergency planning and preparation and serving in the EOC as an “essential personnel” during emergency response assisting with logistics, planning, and documentation. In addition, the role continues to provide mentoring, technical guidance and review of payroll operations for the Town. The role performs administrative and advanced journey level administrative support functions requiring significant knowledge of departmental operations and staff personnel, budget, and finance policies and procedures as well as significant office and specialized technology knowledge and skill and judgement and problem-solving skills. Recommend classification of Administrative Coordinator. Salary data leads to salary grade 9 recommendation.

The Five Year Financial Plan includes a Deputy Fire Chief position in FY 2023, which will be responsible for managing daily operations including directly supervising the Fire Captains and emergency response; participating in and/or leading strategic planning; participating in disaster preparedness and mitigation; accreditation management; vehicle, apparatus and equipment maintenance; serving as Training Officer; volunteer coordination; assist with budget and act in the absence of the Fire Chief. The role requires strong knowledge of fire suppression, people management, emergency response, and technology and considerable fire service management experience. The role is properly classified and recommended for salary grade 16. This position is subject to approval in the FY 2023 Annual Budget.

The role, currently classified as Fire Marshal, performs plan review, preplanning inspections and business inspections to enforce the fire safety provisions of the state building codes. The employee participates in scheduling fire education programming with the shift Captains and serves as part of the Technical Review Committee for plan review for construction and renovations focusing on sprinkler and alarm system, exit doors and signs and access to exits. The role has a level III Fire Inspector certification. Typically, a Fire Marshal has overall responsibility for three areas: inspections, fire education and prevention programming, and fire investigations. When the role is focused primarily on inspections, the classification of Fire Inspector is used. Based on this classification, market data leads to salary grade 11 recommendation. A class specification (job description) has also been prepared for a Fire Marshal and placed on the salary schedule at salary grade 13.

Three Fire Captains supervise and participate in the operations of fire suppression, education, prevention, emergency medical first responder, and other incident response on an assigned 24 hour shift. The employees supervise staff and the maintenance of station apparatus, equipment, and facilities, and fire and EMS reports. Employees participate in hiring, coaching, and disciplinary actions of employees, and conduct performance evaluations. Other duties include hose and hydrant testing, fire pre-planning and in-service training of firefighters. All Captains have special assigned responsibilities such as purchasing special equipment, managing the water rescue boat and related operations, fire education and prevention programming, etc. The work requires that

the employees stay abreast of state-of-the-art fire, hazardous materials, and rescue procedures, techniques, and equipment, and requires the employees to incorporate the necessary changes into in-service training. Considerable independence, judgment, and ability to make effective decisions under pressure are required in all aspects of work, particularly in directing firefighters in incident response. It should be noted that these Captains are stronger than those in organizations that have Battalion Chiefs such as Morehead City, Jacksonville, and New Bern, but not as strong as those that supervise paramedics. Recommend retaining the classification of Fire Captain which is comparable to similar roles in the market. Market data for these roles leads to a recommendation of salary grade 13.

Three Fire Lieutenants perform the same duties as Engineers and fill in for absent Captains. The roles would not be different enough from Fire Engineers for a separate classification except that these roles will be the lead at the second fire station when it is staffed. This degree of full-time independent supervision gives the additional responsibility needed to keep this as a separate classification. As with other roles in the department, these roles are all assigned special projects/responsibilities as well. Recommend salary grade 11 for this role based on market data and internal relationships with other fire roles.

Three Fire Engineers have primary responsibility for driving fire apparatus to response scenes and for operating pumping and aerial equipment, laying out and re-stocking equipment to the apparatus at the scene, preparing vehicles for response, ensuring apparatus is returned to readiness status, and preparing records of incidents. Employees also fill in as needed for Lieutenants, participate in the operations of fire suppression, fire education and prevention, rescue, emergency medical, and other incident response operations. Employees work on a 24 hour shift and participate as part of a team in the maintenance of facilities, equipment, and apparatus. Employees also participate in pre-incident planning, maintenance of records, and training programs and have special departmental assignments. The role also requires additional certifications beyond the firefighter level including Driver/Operator Pumpers and Emergency Vehicle Operator. Recommend the classification of Fire Engineer for these roles and salary grade 10 based on market comparisons.

Nine full-time Firefighters participate in incident response, firefighting, emergency medical response, and equipment and facilities maintenance. The employees also participate in fire suppression training, and fire pre-planning and public education, report preparation and special projects. Firefighter I/II and EMT certification is required for entry into this role. Salary data leads to salary grade 8.

We also recommend an in-between role of Senior Firefighter for employees who are Firefighter/EMTs and also obtain the Driver/Operator Pumper and Aerial and Emergency Vehicle Operator certifications thus becoming fully qualified to fill in as Fire Engineers. The role is recommended for salary grade 9. While the Fire Engineer classification is limited to one person per shift per fire company, the Senior Firefighter classification is for anyone who qualifies.

Human Resources

The Human Resources Manager performs the full range of corporate HR responsibilities including recruitment and selection, classification and compensation, benefits management, employee relations, policy development, performance management, records and data base management, regulatory compliance, safety and wellness, and on-boarding, and employee training and development. The role is responsible for advising management on creating a culture of performance excellence and high employee engagement as well as providing internal consultation with management and department heads on issues related to employee retention, discipline and grievance. The role requires knowledge of HR principles and practices;

organization development, team building and change management; related laws, regulations and court cases; HR technology; and internal customer service excellence skills. Recommend retaining classification of Human Resources Manager. Salary data analysis leads to salary grade 17.

Planning and Inspections Department

The Planning Director manages and participates in long-range and current planning, land-use development, transportation, harbor and waterways management, flood damage prevention, zoning enforcement, environmental sustainability, and historic preservation. In addition, the role supervises the building codes inspection program. Work includes overall department management to include personnel and budget management, and working closely with the other departments, the Town Manager, Planning Board, Historic Preservation Board, and Board of Commissioners on special projects and initiatives related to department issues. The role requires a cutting edge knowledge of urban planning in a coastal setting with broad knowledge of related issues, grant management, public speaking and meeting facilitation, and strong management and public contact skills. Recommend classification of Planning and Inspections Director assigned to salary grade 20 based on labor market data and recognition of scope of work.

An Administrative Specialist provides customer service, administrative support and spends approximately 40% of time assisting with permit process including data entry, setting up files, creating invoices, contacting applicants that permits are ready to pick up, scheduling inspections and compilation of data for the County. Work also includes processing invoices for the department and serving as clerk for the Historic Preservation and Planning Boards including preparing and distributing agendas and taking minutes. The role is journey to advanced journey level and is properly classified. Salary data leads to salary grade 7 recommendation.

A Planner is focused on long-range planning activities related to sustainability regarding watershed restoration, coastal resiliency, hazard mitigation, and open space. The role also assists the Director with coordination of the comprehensive land use plan update and UDO; grant development and management; historic preservation planning, harbor and waterways management, floodplain management, disaster response, and zoning code enforcement. The role takes a lead on GIS projects. The role is seen as at the journey level and this is reflected in recommending salary grade 12.

Inspections

The Inspections division has a Codes Administrator and Building and Codes Enforcement Officer who are responsible for performing inspections of residential, commercial and industrial properties to ensure compliance with the State Building Codes in all five trade areas and Town Code enforcement for zoning codes, public nuisances, property maintenance, abandoned vehicles and the Historic Commission.

The Building Codes Administrator leads the division including input into budget preparation and administration; establishing systems, policies and procedures for issuing permits and related record keeping; conducting plan reviews; advising contractors, developers, citizens, and architects on code issues; and addressing questions on code interpretation. The position supervises and participates in inspecting building construction work to enforce the state codes for building, electrical, mechanical, and plumbing construction and responds to concerns from citizens and contractors concerning code enforcement decisions. Responsibilities with staff include coaching, mentoring, arranging training, and participating in performance evaluation and hiring. The position is a key member of the Emergency Response Team for disasters. Recommend the classification of Codes Administrator and assignment to salary grade 14 based on external salary data.

The Building and Code Enforcement Officer works within the level of attained certification to inspect building construction and renovation work in progress to enforce the State Building Codes in the five trade areas of building, plumbing, electrical and mechanical as well as assisting with Fire. Work involves frequent field checks in the Town to inspect construction work in various stages of completion; providing technical expertise to property owners and developers; issuing or denying certificates of compliance and occupancy; and maintaining records of inspections. Work involves frequent public contact responding to questions and explaining technical building codes. In addition the position serves as liaison with the Historic Commission and enforces Town zoning and related codes. The position is stronger than similar classifications in the external salary data because the role also utilizes an FAA Drone license for property inspection and Emergency Response for natural and manmade disasters. Work requires technical judgment to interpret provisions of the codes as applied to construction and renovation projects. Recommend three classifications based on levels of certification to assist with the recruitment and the classification of Code Enforcement Officers. Recommend the classification of Code Enforcement Officer I assigned to salary grade 8; Code Enforcement Officer II assigned to salary grade 10; and Code Enforcement Officer III assigned to salary grade 12.

Police Department

The Police Department is comprised of 18 sworn law enforcement officers (including the Chief) and an Administrative Support Specialist. Patrol Officers work 12 hour rotating shifts to cover law enforcement, crime prevention and investigation tasks year-round.

The Police Chief plans, organizes and directs the operations of the Department. Work involves responsibility for the protection of life and property through a varied program of enforcement, detection and prevention of crime and accidents, and planning and directing emergency response activities. Work also involves a full managerial role including the establishment of departmental mission and vision, creating a culture of respect for all people; policy development and administration, and evaluation of departmental effectiveness; preparing and managing resources including the department budget, vehicles, equipment and technology; cooperating with other local law enforcement agencies and serving on local and regional boards and committees; supervision of all department staff including recruitment, training, promotions, career development, performance coaching and evaluation; meeting with citizens to understand their needs and issues and overseeing public education programming; overseeing maintenance of all records and reports; participating in law enforcement activities as needed; and advising and making presentations to the Town Manager and Town Board of Commissioners. Labor market data supports assigning this position to salary grade 21.

The Police Captain oversees the daily operations of the patrol division of the Police department and fills in for the Chief during his absence. Work includes assisting with budgeting; scheduling, performance management, and coaching for assigned personnel; maintaining the department's body-worn camera systems; reviewing and approving incident reports; serving as training coordinator for the department; coordinating vehicle maintenance; working with the Chief on accreditation standards and processes; and participating in hiring and promotional processes. The Captain also receives and investigates officer complaints and participates in law enforcement activities as needed. The role is properly classified and recommended for assignment to salary grade 16 based on market data.

There are two Police Lieutenant positions. One supervises and participates in criminal and narcotics investigations and serves as evidence Officer. The other Lieutenant performs a wide variety of administrative tasks including supervising the School Resource Officer and Administrative Specialist. Administrative work including managing the Marine Operations

Program, back up Evidence Officer, coordination of special events for the department, participation in recruitment and selection activities, purchasing and inventory work, and related activities. Because the Captain and Lieutenants are new in their jobs (a retiring Captain is still in one Lieutenant role), some duties may shift around slightly. The Lieutenant roles are accurately classified and recommended for salary grade 14 based on salary data and internal comparisons.

There are four Police Sergeants in the department each assigned to supervise a patrol shift with two police officer. The Patrol Sergeants work 12-hour patrol shifts and serve as the first line supervisor and participate in patrolling streets and roads, checking businesses and answering calls for service. The Sergeants provide back-up on calls, or serve as the primary responder, review reports, provide technical direction to other officers related to patrol activities, train new recruits, and coach, counsel and conduct performance evaluations with staff personnel. The roles are properly classified and salary data supports salary grade 12 recommendation.

The Police Detective assigned to CID conducts narcotics and criminal investigations, interview suspects, witnesses and victims, processes crime scenes and collect physical and digital evidence, present evidence and testify in court and also respond to calls for service as a patrol officer when needed. The employee focuses more on narcotics engaging in self-initiated surveillance. Work also involves keeping accurate and organized case records and reports. Recommend retaining the classification of Police Detective assigned to salary grade 11 based on the greater technical knowledge and experience required for this role.

Eight Police patrol officers work a designated 12 hour shift independently patrolling in vehicles or on foot to prevent and detect crimes, responding to calls for assistance, investigating crimes and traffic accidents, traffic enforcement, DWI enforcement, testifying in court, and performing other law enforcement work. An additional Police Officer works as a School Resource Officer including traffic control, responding to incidents at school, counseling students and parents as needed, assisting with after school events, and working as a regular patrol officer when needed and when school is out. Recommend retaining the classification of Police Officer for these positions. Police departments across the nation are struggling to recruit new officers and competition is significantly increasing for sworn law enforcement officers. For this reason and based on the rising labor market, recommend assigning the Police Officers to salary grade 9.

Note: As part of the career development plan, the Town also has a Master Police Officer on the pay plan currently. Because the duties of this role do not differ from other police officers, we recommend keeping it in the same pay grade as the other police officers and making salary increases for attaining this level horizontally within the salary range (at the same amount as if the employee moved to a higher grade).

An Administrative Specialist serves as an office manager for the department, oversees the front office, manages the collection and distribution of incident reports and other records including preparing records for official audits and compiling data for incident base reporting, and serves as the agency's Assistant Terminal Agency Coordinator (ATAC) for the DCI system. Work also includes reconciling purchase cards and processing invoices, maintaining training records, maintaining department personnel files, assisting with grant applications and compliance, handling expungements from the Clerk of Court, downloading citations, coordinating departmental maintenance requests, and general administrative support. This position also serves as an IT resource for the department and provides technical support for users of the Police-specific software programs and also first level troubleshooting of IT problems. This includes serving as administrator for CJLEADS, NCAWARE, RMS, TRACS, and the email system among others including assigning passwords after ensuring the officer is certified to use the software. The classification of Administrative Coordinator at salary grade 9 is recommended.

Public Services

The Public Services Department consists of approximately twenty-five full-time employees. The employees are responsible for three main areas: engineering, public utilities, and public works. Public Works includes the Town's fleet maintenance, facility and landscape maintenance and cleaning, street maintenance, storm water system maintenance, and sanitation. The Public Utilities function includes well water production and distribution, and wastewater collection, pumping and treatment.

The Public Services Director is also the Town Engineer. The role manages the department operations, efficiency and effectiveness, staff, budgets, Town infrastructure, building, vehicles and equipment; establishes, recommends and manages various Town and departmental policies such as the Wastewater Allocation Policy; tracks in-house construction projects and manages external capital improvement projects; responds to public concerns, meets with developers, and participates in storm damage assessments; manages special projects; develops and manages operating and capital budgets; and manages the hiring, on-boarding, training, safety, and performance of staff through subordinate supervisors. The role leads and participates in long range planning for utilities capacity, service extensions and environmental compliance. Engineering work also includes administering architect and engineer contracts; developing special studies and preparing reports; signing and sealing engineering plans and specifications, permit applications and other documents; and participating in the Technical Review Committee. The role manages a broad scope of staff and resources and thus requires strong people and resource management skills, broad technical knowledge, strong decision-making and problem-solving skills, significant management experience and a PE. There are not many positions in the market data with the degree of breadth and scope reflected in this job. Recommend classification of Public Services Director/Town Engineer and assignment to salary grade 24 based on market analysis.

The Civil Engineer is responsible for performing professional design of project plans and documents using AutoCAD Civil3D design software; managing construction projects including in-house and contracted; estimating project costs and preparing RFPs and contracts; evaluating the condition of Town infrastructure and recommending priority maintenance; responding to citizen concerns; sealing engineering plans, project specifications, bid tabulations and project estimations; and related activities. The role works with parks, stormwater, sidewalks, parking, and some water and wastewater projects. The role requires a PE. Recommend retaining the classification of Civil Engineer and assignment to salary grade 15 based on limited market data.

Public Utilities

The Public Utilities Director is responsible for participating in the long range planning for infrastructure needs including capacity needs, service expansions, and environmental compliance; manages staff hiring, training, performance, customer service and safety; develops and administers division budgets including multiple funds; manages day to day operations of the department; handles customer issues; plans and recommends departmental technology needs; purchases supplies, equipment and vehicles and ensures maintenance of necessary inventory; researches and implements methods of service and efficiency improvements; and works collaboratively with other departments on issues that impact them. The role serves as ORC for the wastewater treatment plant requiring a grade III certification. The role includes advising management and the Board on related matters. Work has significant scope, requires strong resource and people management skills; application of professional knowledge and judgement; knowledge of regulatory requirements; and strong customer service excellence skills. Because the role is a division head, we recommend the classification of Public Utilities Manager at salary grade 19 based on market data.

Distribution System

The Water Distribution System is staffed with three positions. The supervisor assigns work, trains staff, approves leave, ensures work safety and participates in hiring for the assigned two positions; leads and participates in meter reading and rereading, carrying out work orders including service connection and disconnection and leak investigations, locating and marking underground lines, maintenance and repair of water lines, hydrants, valves and meters; orders parts and supplies; assists other work units such as water production and collection system maintenance; and assists with monitoring contracted works. The role does not exercise full supervisory responsibility or serve as an ORC. Recommend classification of Utility Maintenance Crew Leader. Salary data leads to salary grade 9.

The other two positions in this unit perform meter readings and diagnose, install and repair the electronic meter reading system; perform work orders to connect and disconnect service and investigate leaks; locate and mark underground lines; and perform general maintenance and repair to water lines, hydrants, valves, and meters. In addition to these duties, one of the two positions also participates in water plant maintenance and operations and serves as the ORC for the Backflow Prevention/Cross Connection control program. Both roles operate construction equipment and work with some degree of independence. Recommend Utility System Operator for the role with additional duties at salary grade 7. Recommend Utility Maintenance Technician at salary grade 6 for the other role.

Collection System

The supervisor of this unit serves as ORC of the collection system requiring a grade II certification and maintains necessary records to report right of way clearing and cleaning and inspection of sewer lines. The role supervises two employees in the maintenance and repair of sewer lines and assigns work, provides training and quality control, participates in hiring and purchases supplies and materials, and provides budget input. In addition, the employee serves as primary back hoe and excavator operator. Recommend classification of Utility Maintenance Supervisor. Salary data leads to salary grade 11.

Two employees work in collection maintenance clearing blocked sewer lines; repairing broken and collapsed sewer lines; locating and marking underground lines; inspecting man holes and repairing and replacing them; installing signs around sewer valves; inspecting lift stations, recording run times and participating in maintenance and repair; assisting distribution system, other utilities and public works staff with various projects; repair and install air pods at Beaufort Club; and maintaining records of work activities. The roles operate loaders, vacuum truck, and flushing truck and require a CDL license. The roles are seen as similar to the Utility Maintenance Technician in distribution and are recommended for that classification at salary grade 6.

One position, reporting directly to the Public Utilities Manager, takes primary responsibility for the operation, maintenance and repair of the twenty-five sewer lift stations. The employee is back up ORC for the collection system and serves as lead worker when major lift station repairs are needed. Work includes mechanical, plumbing, electrical and electronic repairs including troubleshooting, testing re-building and replacing control panels, controls and starters; rebuilding and changing out rotating assemblies; changing out floats; replacing flapper valves; maintaining alarm auto-dialers; servicing generators; and performing maintenance and repairs to the water wells and plant and the wastewater treatment plant. The employee utilizes a computerized preventive maintenance program, finds and orders parts, and fabricates metal parts. The role requires a variety of advanced journey level trade skills and electronic skills. Based on similar positions in other utilities departments, recommend classification of Instrumentation Control Technician recognizing the electronics work. Salary data leads to salary grade 12.

Wastewater Treatment Plant

Two positions serve as treatment plant operator. Both employees make rounds to check on plant operations, take readings, adjust chemical feeds to maintain proper process control, clean and replace parts, help with major repairs, take samples, perform preventive maintenance, prepare and maintain records, operate the belt press, help with lift station inspections and maintenance, and help other crews as needed. One employee also serves as back up ORC, takes the lead with operating the belt press, makes decisions about when to waste sludge, and provides back-up for the laboratory technician. Recommend classifications of Wastewater Treatment Plant Operator and Senior WWTP Operator. Salary data leads to salary grades 5 and 7.

The Laboratory Technician performs chemical, biological and bacteriological laboratory analysis of water and wastewater samples in a state certified laboratory. The role sets up parameters and makes adjustments as needed, calibrates equipment, orders laboratory supplies, prepares monthly monitoring report with lab results, creates new or adjusts analyses and protocols based on changing regulations; takes samples, and participates with other staff as needed on operational activities. The role is properly classified and recommended for salary grade 8.

Well Water Treatment

One position serves as ORC for the well water treatment plant requiring a B well operator certification, ORC for the physical/chemical treatment plant discharge, and also serves as ORC for the water distribution system requiring an A certification. Work includes purchasing chemicals and supplies; estimating budget needs for fuel and chemicals and monitoring budgetary expenditures; assisting the Public Utilities Manager with processing invoices, generating reports, and budget projections; operating and managing the electronic meter reading system; setting up and collecting distribution system samples, tracking which analyses are due each year and monitoring results; monitoring and operating wells and treatment plant; preparing required reports such as Water Supply Plan, Consumer Confidence Report, Vulnerability Assessment, and Coastal Plains drought monitoring; operating a state certified laboratory for water quality testing; coordinating hydrant maintenance with the Fire Department; and serving as construction inspector for some water line projects. The role utilizes a wide variety of administrative and technical software. Recommend classification of Water System ORC. Salary data analysis leads to salary grade 11 recommendation.

Public Works

The Public Works Division is composed of twelve positions with seven of them classified as Maintenance Technician covering all aspects of Public Works and are cross trained to assist in other duties within the Department. Two of the seven Maintenance Technicians were hired in mid-October and their duties were described by the Public Works Director.

The Public Works Director reports to the Public Services Director and is responsible for fleet maintenance, buildings and grounds, storm water management, street and sidewalk maintenance, sanitation, yard and storm debris, street signage, splash pad operation, and beautification. The role evaluates current operations, maintenance and resources; recommends improvements to increase efficiency and effectiveness; and adapts the aging infrastructure to natural and manmade emergencies. Personnel activities include participating in hiring and promotions, performing performance coaching and evaluation, assessing staffing needs, overseeing training and certifications, and communicating and motivating. The role is also responsible for capital projects recommendations and management either taking a lead or working collaboratively with others; budget development and administration and purchasing approval; addressing public concerns; and related activities. The role requires strong technical, professional and management skills. Because the role is a division head it is recommended for

the classification of Public Works Manager. Recommend salary grade 18 based on internal comparisons and external salary data.

The Public Works Supervisor is responsible for the daily operations of Public Works. Areas of responsibility including facilities, grounds, splash pad, right of ways and easements, sanitation, yard and construction debris, streets and sidewalks, storm water, capital projects, and personnel. The position orders equipment and supplies, schedules employees daily and checks on work in progress, provides performance coaching and evaluation, participates in hiring of staff, and utilizes technology for work orders, correspondence, and records. The position is properly classified as Public Works Supervisor. Recommend assignment to salary grade 10 based on external salary data and internal comparisons within Public Services.

Facility Maintenance

One Maintenance Technician is responsible for building maintenance, boardwalk maintenance, carpentry, painting, sheetrock and tile work, minor electrical work, masonry and plumbing repairs. Other duties include construction projects including cost estimates and purchase of material needed, HVAC routine maintenance and diagnosis, and serving as a Certified Pool Operator for the Splash Pad including making chemical adjustments as needed and cleaning the filters. Recommend the classification of Facility Maintenance Specialist and assignment to salary grade 6 based on external salary data.

One Maintenance Technician is responsible for assisting the Facility Maintenance Specialist performing carpentry work, painting, dock repairs, window repair and replacement, sheetrock work, concrete work. Recommend the classification of Public Works Technician and assignment to salary grade 3 based on internal comparisons and external salary data.

Fleet Maintenance

The Auto/Equipment Mechanic has certifications for State Vehicle Inspections and air conditioning and has a CDL driver's license. The role performs preventive maintenance on all types of light, heavy vehicles, emergency vehicles, and small equipment such as lawn mowers, blowers, weed eaters, etc. Work also includes maintenance and repair of transmissions, hydraulics, and electronic controls; utilizing computers to assist in analyzing problems; pricing needed parts; works on brakes; maintains inventory of tires; and keeps track of routine maintenance including oil changes on all vehicles. Other duties include operating heavy equipment to pick up yard debris and bulk items in Town. Recommend the classification of Fleet Maintenance Mechanic and assignment to salary grade 7 based on external salary data and internal comparisons.

General Maintenance and Cleaning

The Crew Leader is responsible for the operation of all heavy equipment assigned to the Public Works Department. Duties include detailed backhoe work in tight locations around parked cars, overhead lines and trees; keeping the water and wastewater right of ways and easements cleared; using laser level to set proper elevations on stormwater pipes and ditches; and interacting with citizens on issues such as wastewater backups; stormwater intrusion in residents yards, etc. Recommend the classification of Heavy Equipment Operator and assignment to salary grade 6 based on internal comparisons and external salary data.

Two Maintenance Technicians focus on beautification of the Town including mowing, edging, blowing trash and leaves, picking up yard debris, maintaining utility easements, repairing and replacing street signs, striping parking spaces and lots, keeping the splash pad clean, trimming trees, and street sweeping the town roads. With the splash pad, additional duties and permits are required for checking and adjusting the pH levels, adding chlorine, and checking water tanks.

Recommend the classification of Senior Public Works Technician and assignment to salary grade 4 based on internal comparisons with Public Works Technicians and external salary data.

Two Maintenance Technicians are charged with the responsibilities of cleaning Town buildings and public restrooms throughout the Town. Duties include cleaning, sanitizing, refilling supplies (soap, hand towels and toilet paper), cleaning floors, sidewalks and stair ways; removing trash, cleaning windows and sidewalks, and yard work. Recommend the classification of Public Works Technician and assignment to salary grade 3 based on internal comparisons and external salary data.

One Maintenance Technician is responsible for mowing, weed eating, edging, blowing and trimming bushes. Mowing does not include bush hogs or side arm mowers. Recommend the classification of Public Works Technician and assignment to salary grade 3 based on internal comparisons.

Sanitation

One Maintenance Worker II is responsible for collecting trash, residential yard debris, construction debris, storm debris, emptying trash receptacles throughout the downtown and dock area. The position operates a boom truck for picking up large debris as well as operating other vehicles with independence. Recommend the classification of Sanitation Equipment Operator and assignment to salary grade 5 based on internal comparisons and external salary data.

PAY PLAN RECOMMENDATIONS

PAY PLAN IMPLEMENTATION

We conducted a market survey of minimum and maximum salaries for the selected jobs. The default approach to salary recommendations is to “meet” the market which is essentially placing jobs at the 50th percentile and this is what we have recommended for the Town. Some municipalities choose to “lead” the market and some few choose to lag behind market.

Range percentages (difference between minimum and maximum of the range) varied as follows:

Atlantic Beach	50%
Carolina Beach	50%
Emerald Isle	48%
Jacksonville	60%
Kill Devil Hills	55%
Morehead City	56%
Nags Head	55%
New Bern	63%
Pine Knoll Shores	43%
Average	53%
Beaufort Current	50%
Beaufort Recommended	55%

The salary ranges in the recommended pay table are approximately 55% from starting to maximum salary. Grades 5% apart have been established. An open range salary schedule has been recommended to provide flexibility in providing in range salary increases. These ranges provide for employee advancement as a result of increased value to the Town because of increased experience, and as an incentive and reward for increased performance. When annual market adjustments (cost of living adjustments) are made to pay ranges to account for inflation and local labor market changes, the whole table should reflect the adjustment, thus maintaining competitive entry rates of pay.

Compression. Normally, given the seniority of Town employees, one would expect to find half of the Town’s employees below Midpoint and half above Midpoint. As can be seen on page 18, that is not the case. There are two primary disadvantages to this compressed distribution. The first is that long term high performance employees are making the same or nearly the same as short term employees. There are often morale problems associated with this and it can lead to turnover. The second problem is that when the Town has a highly qualified employee to hire, it is very difficult to go above the entry salary because long term employees are very close to entry.

Implementation

Employees are placed in the range at least at the Minimum (probation completion) position. In addition, employees are moved above Minimum 1.5% per year based on an average of years of service with the Town and years in current position. For example, if a Police Sergeant has been with the Town for 10 years and 5 of that as Sergeant, the two added together and then divided by 2 equals 7.5 years. Then 7.5 times 1.5% means the employee would be placed 11.25% above Minimum.

Annual cost to implement	\$174,664
Cost as a percentage of payroll	4.1%

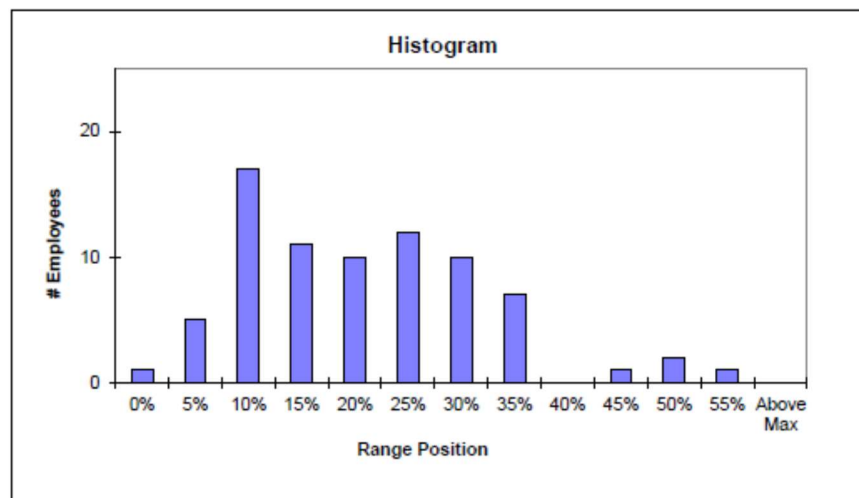
All of the options calculated above are somewhat conservative because an employee would have to have been with the City for more than 33 years to be placed at the top of the range. We recommend this implementation strategy because it gives employees some credit for previous service but also recognizes that they have not been in the higher level job for their entire career.

Important Notes:

1. The recommended salary ranges are based on market data effective in October 2021. Effective July 1, 2022 many of these same employers will adjust their ranges for cost of living. If Beaufort does not also make an adjustment, salaries will be behind market.
2. The costs reflected above represent salary cost only and do not reflect the cost of benefits associated with salaries. Also, these costs will change with turnover, so the cost shown is a snapshot in time.
3. We recommend that the Town Manager have the flexibility to a) withhold any adjustments for employees with documented disciplinary action in the last 12 months until their performance is demonstrated to meet the Town’s needs for their position; and b) make minor adjustments where necessary when the implementation strategy creates significant internal equity issues.
4. Classification implementation adjustments are, in essence, one time “catch ups”. They do not take the place of market adjustments (COLA), promotional, range movement, or career development increases.

Town of Beaufort Employee Range Distribution

Range Pos	# Emp
0%	1
5%	5
10%	17
15%	11
20%	10
25%	12
30%	10
35%	7
40%	0
45%	1
50%	2
55%	1
Above Max	0



Implementation- As of 01/01/22 all are brought to the greater of the range minimum plus 1.50% per year of average total service and position service or to Hire Rate if still in Probationary period or their current salary.

Town of Beaufort
Salary Schedule 2021-2022

GRADE	HIRING RATE	MINIMUM	MID POINT	MAXIMUM	GRADE
3	31,750	33,338	40,482	49,213	3
4	33,338	35,005	42,506	51,674	4
5	35,005	36,755	44,632	54,258	5
6	36,755	38,593	46,863	56,970	6
7	38,593	40,523	49,206	59,819	7
8	40,523	42,549	51,667	62,811	8
9	42,549	44,676	54,250	65,951	9
10	44,676	46,910	56,962	69,248	10
11	46,910	49,256	59,811	72,711	11
12	49,256	51,719	62,802	76,347	12
13	51,719	54,305	65,942	80,164	13
14	54,305	57,020	69,239	84,173	14
15	57,020	59,871	72,701	88,381	15
16	59,871	62,865	76,336	92,800	16
17	62,865	66,008	80,153	97,441	17
18	66,008	69,308	84,160	102,312	18
19	69,308	72,773	88,368	107,427	19
20	72,773	76,412	92,786	112,798	20
21	76,412	80,233	97,426	118,439	21
22	80,233	84,245	102,297	124,361	22
23	84,245	88,457	107,413	130,580	23
24	88,457	92,880	112,783	137,108	24
25	92,880	97,524	118,422	143,964	25
26	97,524	102,400	124,343	151,162	26
27	102,400	107,520	130,560	158,720	27
28	107,520	112,896	137,088	166,656	28
29	112,896	118,541	143,943	174,989	29
30	118,541	124,468	151,140	183,739	30
31	124,468	130,691	158,697	192,925	31
32	130,691	137,226	166,631	202,571	32
33	137,226	144,087	174,963	212,700	33
34	144,087	151,291	183,711	223,335	34
35	151,291	158,856	192,896	234,501	35

Town of Beaufort
List of Classes Arranged by Grade

GRADE	CLASSIFICATION	FLSA STATUS	HIRING RATE	MAXIMUM
3	Public Works Technician		31,750	49,213
4	Finance Support Specialist Senior Public Works Technician		33,338	51,674
5	Sanitation Equipment Operator WWTP Operator		35,005	54,258
6	Facilities Maintenance Specialist Heavy Equipment Operator Utility Billing Specialist Utility Maintenance Technician		36,755	56,970
7	Administrative Specialist Fleet Maintenance Mechanic Senior WWTP Operator Utility System Operator		38,593	59,819
8	Code Enforcement Officer I Firefighter Laboratory Technician		40,523	62,811
9	Administrative Coordinator Police Officer Senior Firefighter Utility Maintenance Crew Leader		42,549	65,951
10	Code Enforcement Officer II Fire Engineer Public Works Supervisor		44,676	69,248
11	Fire Inspector Fire Lieutenant Police Detective Utility Maintenance Supervisor Water System ORC		46,910	72,711

Town of Beaufort
List of Classes Arranged by Grade

GRADE	CLASSIFICATION	FLSA STATUS	HIRING RATE	MAXIMUM
12	Code Enforcement Officer III Instrumentation Control Technician Planner Police Sergeant		49,256	76,347
13	Fire Captain Fire Marshal Town Clerk		51,719	80,164
14	Accountant Codes Administrator PIO/Parks and Events Coordinator Police Lieutenant	E	54,305	84,173
15	Civil Engineer	E	57,020	88,381
16	Deputy Fire Chief Police Captain	E E	59,871	92,800
17	Human Resources Manager	E	62,865	97,441
18	Public Works Manager	E	66,008	102,312
19	Public Utilities Manager	E	69,308	107,427
20	Fire Chief Planning and Inspections Director	E E	72,773	112,798
21	Finance Director Police Chief	E E	76,412	118,439
22			80,233	124,361
23			84,245	130,580

Town of Beaufort

List of Classes Arranged by Grade

GRADE	CLASSIFICATION	FLSA STATUS	HIRING RATE	MAXIMUM
24	Public Services Director/Town Engineer	E	88,457	137,108
25			92,880	143,964
26			97,524	151,162
27			102,400	158,720
28			107,520	166,656

E = Exempt from the Wage and Hour Provisions of the Fair Labor Standards Act (FLSA)

**SALARY SURVEY
Town of Beaufort
October 2021
Data on Selected Classes from the Public and Private Sectors**

The public and private sector salaries represent the local market which provides a reflection of the actual cost of living in this geographic area. Obviously, the comparisons from larger jurisdictions were carefully considered to determine when the scope of the jobs were similar or different because of the substantially greater numbers in the workforce. Salary data from private sector organizations were averaged to protect the necessary confidentiality of private sector organizations.

Salary quotes are for beginning or entry employees and the maximum of the salary range. Population figures are from the N. C. Office of Management and Budget.

As with most salary surveys, exact matches among positions are rare. This was the case with the organizations surveyed for comparison with the Town of Beaufort positions. Based on information obtained from these employers, the best possible matches of positions were made. Few, however, were identical.

Use of Averages

The salary data on the next several pages includes a line that identifies the average of the collected salaries. It is important to note how this salary data is used. For **non-supervisory** jobs, unless there is a skewed market or a job that deviates from the others in the salary data, jobs are placed in the salary grade closest to the average. A skewed market would be a market where only large or small jurisdictions rather than a mix of both large and small reported salary data.

For **supervisory** jobs, averages were not used. Instead, jobs were placed at a market level that reflects the scope and responsibility levels of the jobs in relation to the other jurisdictions. The public and private sector salaries represent the local market which provides a reflection of the actual cost of living in this geographic area. Obviously, the comparisons from larger jurisdictions were carefully considered to determine when the scope of the jobs were similar or different because of the substantially greater numbers in the workforce.

Organization	Human Resources			Town		Public Information		Administrative		Administrative	
	Manager			Clerk		Officer		Coordinator		Specialist	
	Hiring	Maximum		Hiring	Maximum	Hiring	Maximum	Hiring	Maximum	Hiring	Maximum
Atlantic Beach 1,364	\$59,753	\$89,630		\$42,466	\$63,699						
Carolina Beach 6,265	\$69,740	\$104,611		\$54,645	\$81,968			\$42,816	\$64,224	\$36,986	\$55,478
Emerald Isle 3,706	\$57,798	\$85,541				\$52,425	\$77,589				
Jacksonville 72,723	\$59,274	\$94,838		\$56,451	\$90,322	\$40,119	\$64,190	\$38,208	\$61,134		
Kill Devil Hills 7,155	ATM				supervisory	\$67,521	\$104,658	\$39,479	\$61,192		
Morehead City 9,413	\$77,043	\$120,187		\$45,045	\$70,271	\$57,491	\$89,685	\$47,298	\$73,784	\$37,059	\$57,812
Nags Head 2,923	\$69,757	\$108,123		\$60,258	supervisory	\$52,053	\$80,682	\$44,965	\$69,696	\$44,965	\$69,696
New Bern 29,895	\$83,075	\$135,204		\$53,551	\$87,155	\$53,551	\$87,155	\$44,056	\$71,702	\$38,058	\$53,506
Pine Knoll Shores 1,343				\$40,660	\$58,087			\$40,660	\$58,087	\$35,124	\$50,177
Averages	\$69,484	\$108,153		\$49,488	\$75,250	\$53,860	\$83,993	\$42,497	\$65,688	\$38,438	\$57,334
Beaufort Current 4,560	\$58,294	\$87,442		\$58,294	\$87,442	\$50,357	\$75,535	\$37,577	\$56,366	\$37,577	\$56,366
Recommended Grade	\$62,865	\$97,441		\$51,719	\$80,164	\$54,305	\$87,173	\$42,549	\$65,951	\$38,593	\$59,819
	17			13		14		9		7	

Organization	Accountant		Finance		Utility Billing		Finance		Police	
	Hiring	Maximum	Support Specialist	Specialist	Hiring	Maximum	Director	Chief	Hiring	Maximum
Atlantic Beach 1,364			\$36,684	\$55,026	\$42,466	\$63,699	\$59,753	\$89,630	\$69,172	\$103,758
Carolina Beach 6,265	\$47,206	\$70,807	\$35,225	\$52,836	\$35,225	\$52,836	\$73,227	\$109,841	\$76,889	\$115,332
Emerald Isle 3,706			\$30,651	\$45,363	\$37,257	\$55,140	\$63,722	\$94,309	\$89,147	\$102,965
Jacksonville 72,723	\$59,274	\$94,838	\$29,937	\$47,900	\$42,125	\$67,400	\$83,404	\$133,447	\$96,551	\$154,481
Kill Devil Hills 7,155	\$50,359	\$78,098	\$34,104	\$52,861	\$39,479	\$61,192	\$82,072	\$127,212	\$82,072	\$127,212
Morehead City 9,413	\$45,045	\$70,271	\$32,013	\$49,940	\$35,294	\$55,059	\$84,940	\$132,506	\$82,438	\$128,603
Nags Head 2,923	\$69,757 \$42,824	\$108,123 \$66,377	\$36,993	\$57,339	\$40,785	\$63,217	\$80,752	\$125,166 supervises HR	\$80,752	\$125,166
New Bern 29,895	\$51,000	\$83,004	\$31,311	\$50,957	\$41,959 \$29,819	\$68,287 \$48,530	\$91,590	\$149,063	\$91,590	\$149,063
Pine Knoll Shores 1,343					\$40,660	\$58,084	\$77,198	\$106,679	\$66,231	\$94,615
Averages	\$52,209	\$81,645	\$33,365	\$51,528	\$38,507	\$59,344	\$77,406	\$118,650	\$81,649	\$122,355
Beaufort Current 4,560	\$50,357	\$75,535	\$32,460	\$48,691	\$35,788	\$53,682	\$70,857	\$106,286	\$70,857	\$106,286
Recommended Grade	\$54,305 14	\$84,173	\$33,338 4	\$51,674	\$36,755 6	\$56,970	\$76,412 21	\$118,439	\$76,412 21	\$118,439

Organization	Police Captain			Police Lieutenant		Police Sergeant		Police Detective		Police Officer	
	Hiring	Maximum		Hiring	Maximum	Hiring	Maximum	Hiring	Maximum	Hiring	Maximum
Atlantic Beach 1,364	\$56,908	\$85,362				\$49,159	\$73,739	\$46,818	\$70,227	\$40,444	\$60,666
Carolina Beach 6,265	\$63,254	\$94,881		\$54,645	\$81,968	\$49,565	\$74,348	\$47,206	\$70,807	\$52,686	\$61,166
Emerald Isle 3,706	\$73,508	\$84,902		\$60,613	\$70,008	\$52,360	\$77,589			\$41,873	
Jacksonville 72,723	\$70,093	\$99,580		\$58,600	\$81,924	\$52,000	\$74,308			\$42,000	\$67,200
Kill Devil Hills 7,155	\$61,244	\$94,928		\$55,550	\$86,103	\$52,905	\$82,003	\$47,987	\$74,380	\$45,702	\$70,838
Morehead City 9,413	\$65,136	\$101,612		\$57,899	\$90,322	\$52,635	\$82,111	\$47,850	\$74,646	\$43,500	\$67,860
Nags Head 2,923	\$69,757	\$108,123		\$63,271	\$98,070	\$54,656	\$84,717	\$49,574	\$76,840	\$47,213	\$73,180
New Bern 29,895	\$61,991	\$100,891		\$56,229	\$91,512	\$48,573	\$79,052	\$46,259	\$75,287	\$38,058	\$61,939
Pine Knoll Shores 1,343						\$49,423	\$70,604			\$36,880	\$52,686
Averages	\$65,236	\$96,285		\$58,115	\$85,701	\$51,253	\$77,608	\$47,616	\$73,698	\$43,151	\$64,442
Beaufort Current 4,560	\$52,875	\$79,312		\$50,537	\$75,535	\$47,959	\$71,938	\$43,500	\$65,250	\$39,456	\$59,184
Recommended Grade	\$59,871	\$92,800		\$54,305	\$84,173	\$49,256	\$76,347	\$46,910	\$72,711	\$42,549	\$65,951
	16			14		12		11		9	

Organization	Fire Chief			Deputy Fire Chief			Fire Marshal			Fire Inspector			Fire Captain		
	Hiring	Maximum		Hiring	Maximum		Hiring	Maximum		Hiring	Maximum		Hiring	Maximum	
Atlantic Beach 1,364	\$69,172 also EMS	\$103,758					\$56,908	\$85,362					\$54,198 supervises Paramedics	\$81,297	
Carolina Beach 6,265	\$76,889	\$115,332		\$63,254	\$94,881								\$49,565	\$74,348	
Emerald Isle 3,706	\$66,908	\$99,024					\$49,929	\$73,895		\$41,076	\$60,792		\$45,287	\$67,025	
Jacksonville 72,723	\$72,047	\$115,276		\$59,274	\$94,838		\$52,500	\$81,924		\$42,125	\$67,400		\$52,500	\$74,308	
Kill Devil Hills 7,155	\$82,072 also Ocean Rescue	\$127,212		\$67,521	\$104,658		\$55,550	\$86,103					\$55,550	\$86,103	
Morehead City 9,413	\$82,438 also EMS	\$128,603		\$73,278 also EMS	\$114,314		\$65,136	\$101,612		\$45,045	\$70,271		\$58,475 supervises Paramedics	\$91,221	
Nags Head 2,923	\$80,752 also Ocean Rescue	\$125,166		\$69,757	\$108,123								\$54,656	\$84,717	
New Bern 29,895	\$87,229	\$141,964		\$61,991	\$100,891		\$56,229	\$91,512		\$41,959	\$68,287		\$46,259	\$75,287	
Pine Knoll Shores 1,343	\$66,231 also EMS	\$94,615		\$54,488	\$77,841								\$49,423	\$70,604	
Averages	\$75,971	\$116,772		\$64,223	\$99,364		\$56,042	\$86,735		\$42,551	\$66,688		\$51,768	\$78,323	
Beaufort Current 4,560	\$70,857	\$106,286					\$52,875	\$79,312					\$52,875	\$79,312	
Recommended Grade	\$72,773 20	\$112,798		\$59,871 16	\$92,800		\$51,719 13	\$86,164		\$44,676 11	\$72,711		\$51,719 13	\$80,164	

Organization	Fire Lieutenant			Fire Engineer			Senior Firefighter		Firefighter		Planning and Inspections Director	
	Hiring	Maximum		Hiring	Maximum	EMT	Hiring	Maximum	Hiring	Maximum	Hiring	Maximum
Atlantic Beach 1,364	\$46,818	\$70,227	supervises Paramedics	\$40,444	\$60,666						\$59,753	\$89,630
Carolina Beach 6,265				\$42,816	\$64,224				\$41,575	\$60,084	\$69,740	\$104,611
Emerald Isle 3,706				\$37,257	\$55,140				\$33,793	\$50,014	\$57,798	\$85,541
Jacksonville 72,723	\$48,000	\$70,769		\$42,000	\$67,200		\$38,000	\$39,500	\$36,000	\$37,000	\$65,349	\$104,559
Kill Devil Hills 7,155	\$50,386	\$78,098		\$45,702	\$70,838				\$41,453	\$64,252	\$82,072	\$127,212
Morehead City 9,413									\$43,680	\$68,141	\$77,043	\$120,187
Nags Head 2,923	\$49,574	\$76,840		\$47,213	\$73,180				\$44,965	\$69,696	\$80,752	\$125,166
New Bern 29,895				\$44,056	\$71,702		\$38,058	\$61,939	\$36,204	\$58,989	\$91,590	\$149,063
Pine Knoll Shores 1,343									\$36,880	\$52,686		
Averages	\$48,695	\$73,984		\$42,784	\$66,136		\$38,029	\$50,720	\$39,319	\$57,608	\$73,012	\$113,246
Beaufort Current 4,560	\$47,959	\$71,938		\$43,500	\$65,250				\$42,429	\$62,143	\$70,857	\$106,286
Recommended	\$46,910	\$72,700		\$44,676	\$69,248		\$42,549	\$65,951	\$40,523	\$62,811	\$72,773	\$112,798
Grade	11			10			9		8		20	

Organization	Codes			Code Enforcement			Code Enforcement			Code Enforcement			Planner		
	Administrator			Officer I			Officer II			Officer III			Hiring	Maximum	
Atlantic Beach 1,364	Hiring	Maximum		Hiring	Maximum		Hiring	Maximum		Hiring	Maximum				
	\$56,908	\$85,362		\$44,589	\$66,884										
Carolina Beach 6,265															
	\$57,378	\$86,065		\$41,575	\$61,166								\$47,206	\$70,807	
Emerald Isle 3,706															
	\$45,287	\$67,025		\$37,257	\$55,140		\$41,060	\$60,792					\$52,425	\$77,589	
													Town Planner		
Jacksonville 72,723															
	\$53,763	\$86,021		\$36,389	\$58,222		\$40,119	\$64,190		\$46,443	\$74,308		\$44,231	\$70,769	
													\$51,203	Senior	
Kill Devil Hills 7,155															
	\$61,244	\$94,928								\$47,987	\$74,380		\$50,386	\$78,098	
													\$55,550	\$86,103	
Morehead City 9,413															
	\$60,365	\$94,170		\$42,900	\$66,925		\$45,045	\$70,271		\$49,663	\$77,474		\$47,298	\$73,784	
Nags Head 2,923															
	\$63,271	\$98,070		\$42,824	\$66,377		\$47,213	\$73,180		\$52,053	\$80,682		\$52,053	\$80,682	
New Bern 29,895															
	\$53,551	\$87,155		\$38,058	\$61,939		\$41,959	\$68,287		\$46,259	\$75,287		\$46,259	\$75,287	
													II		
Pine Knoll Shores 1,343															
	\$54,488	\$77,841											\$54,488	\$77,841	
													no Dir		
Averages															
	\$56,251	\$86,293		\$40,513	\$62,379		\$43,079	\$67,344		\$48,481	\$76,426		\$50,110	\$76,773	
Beaufort Current 4,560															
	\$52,874	\$79,312					\$43,500	\$65,250					\$47,959	\$71,938	
Recommended Grade															
	\$54,305	\$84,173		\$40,523	\$62,811		\$44,676	\$69,248		\$49,256	\$76,347		\$49,256	\$76,347	
	14			8			10			12			12		

Organization	Public Services			Town		Civil Engineer		Public Works Manager		Public Works Supervisor	
	Hiring	Maximum		Hiring	Maximum	Hiring	Maximum	Hiring	Maximum	Hiring	Maximum
Atlantic Beach 1,364	\$69,172	\$103,788								\$54,198	\$81,297
Carolina Beach 6,265	\$88,768	\$127,152						\$69,740	\$104,611	\$47,206	\$70,807
	\$76,889	\$115,332									
Emerald Isle 3,706								\$57,798	\$85,541	\$37,257	\$55,140
Jacksonville 72,723	\$87,574	\$140,119	\$75,350	\$121,040	\$59,274	\$94,838		\$72,047	\$115,276	\$40,119	\$64,190
Kill Devil Hills 7,155	\$82,072	\$127,212						\$67,521	\$104,658	\$47,987	\$74,380
Morehead City 9,413	\$80,895	\$126,196						\$69,880	\$109,013	\$47,298	\$73,784
Nags Head 2,923	\$80,752	\$125,166	\$76,907	\$119,206				\$57,389	\$88,953	\$49,574	\$76,840
New Bern 29,895	\$91,590	\$149,063	\$87,229	\$141,964				\$59,040	\$96,087	\$48,573	\$79,052
	also Electric										
Pine Knoll Shores 1,343	\$66,231	\$94,615									
Averages	\$80,438	\$123,183	\$79,829	\$127,403	\$59,274	\$94,838		\$64,774	\$100,591	\$46,527	\$71,936
Beaufort Current 4,560	\$86,127	\$129,191	\$86,127	\$129,191	\$52,875	\$79,312		\$67,483	\$101,225	\$43,500	\$65,250
Recommended Grade	\$88,457	\$137,108			\$57,020	\$88,381		\$66,008	\$102,312	\$44,676	\$69,248
	24				15			18		10	

Organization	Heavy Equipment			Fleet Maintenance			Public Works			Senior Public			Facility Maintenance		
	Operator			Mechanic			Technician			Works Technician			Specialist		
	Hiring	Maximum		Hiring	Maximum		Hiring	Maximum		Hiring	Maximum		Hiring	Maximum	
Atlantic Beach	\$36,684	\$55,026		\$40,444	\$60,666		\$33,273	\$49,910		\$34,937	\$52,406				
1,364															
Carolina Beach	\$36,986	\$55,478					\$31,948	\$47,922		\$33,546	\$50,320		\$35,225	\$52,836	
6,265															
Emerald Isle	\$33,793	\$50,014					\$29,191	\$43,203		\$32,184	\$47,632				
3,706															
Jacksonville															
72,723				\$40,119	\$64,190		\$28,512	\$45,619		\$33,006	\$52,809		\$36,389	\$58,222	
Kill Devil Hills	\$37,599	\$58,278		\$45,702	\$70,838		\$32,480	\$50,344		\$35,809	\$55,504		\$39,479	\$61,192	
7,155															
Morehead City				\$37,059	\$57,812		\$30,489	\$47,562		\$33,614	\$52,437		\$37,059	\$57,812	
9,413															
Nags Head	\$38,843	\$60,207		\$44,965	\$69,696		\$33,553	\$52,007		\$36,993	\$57,339		\$40,785	\$63,217	
2,923															
New Bern	\$34,520	\$55,180		\$38,058	\$61,939		\$28,399	\$46,220		\$31,311	\$50,957		\$34,520	\$56,180	
29,895				\$34,520	\$56,180										
Pine Knoll Shores							\$31,858	\$45,511							
1,343															
Averages	\$36,404	\$55,697		\$40,124	\$63,046		\$31,078	\$47,589		\$33,925	\$52,426		\$37,243	\$58,243	
Beaufort	\$37,577	\$56,366		\$32,460	\$48,691		\$32,460	\$48,691		\$32,460	\$48,691		\$35,788	\$53,682	
Current 4,560															
Recommended	\$36,755	\$56,970		\$38,593	\$59,819		\$31,750	\$49,213		\$33,338	\$51,674		\$36,755	\$56,970	
Grade	6			7			3			4			6		

Organization	Sanitation Equipment			Public Utilities		Utility Maintenance			Utility Maintenance		
	Operator		Maximum	Hiring	Maximum	Supervisor		Maximum	Crew Leader		Maximum
Atlantic Beach 1,364	Hiring					Hiring			Hiring		
Carolina Beach 6,265											
Emerald Isle 3,706											
Jacksonville 72,723											
Kill Devil Hills 7,155											
Morehead City 9,413											
Nags Head 2,923											
New Bern 29,895											
Pine Knoll Shores 1,343											
Averages											
Beaufort Current 4,560											
Recommended Grade											

Organization	Instrumentation		Senior WWTP		WWTP		Laboratory Technician		Utility System Operator	
	Hiring	Maximum	Hiring	Maximum	Hiring	Maximum	Hiring	Maximum	Hiring	Maximum
Atlantic Beach 1,364										
Carolina Beach 6,265	\$47,206	\$70,807	\$42,816	\$64,224	\$38,835	\$58,252	\$42,816	\$64,224	\$38,835	\$58,252
Emerald Isle 3,706										
Jacksonville 72,723	\$56,451	\$90,322	\$44,261	\$70,769	\$33,006	\$52,809	\$36,389	\$58,222	\$34,656	\$55,450
Kill Devil Hills 7,155					\$39,479	\$61,192			\$39,479	\$61,192
Morehead City 9,413			\$38,912	\$60,703	\$33,614	\$52,437	\$38,912	\$60,703	\$40,858	\$63,738
Nags Head 2,923			\$42,824	\$66,377	\$38,843	\$60,207				
New Bern 29,895	\$46,259	\$75,287	\$38,058	\$61,969	\$31,311	\$50,957	\$46,259	\$75,287	\$36,246	\$58,989
Pine Knoll Shores 1,343										
Averages	\$49,972	\$78,805	\$41,374	\$64,808	\$35,848	\$55,976	\$41,094	\$64,609	\$38,015	\$59,524
Beaufort Current 4,560	\$37,577	\$56,366	\$37,577	\$56,366	\$34,084	\$51,125	\$39,456	\$59,184	\$35,788	\$53,682
Recommended Grade	\$49,256	\$76,347	\$38,593	\$59,819	\$35,005	\$54,258	\$40,523	\$62,811	\$38,593	\$59,819
	12		7		5		8		7	

Organization	Water System			Range Percentage		
	ORC			Hiring	Maximum	
Atlantic Beach 1,364	Hiring \$46,818	Maximum \$70,227			50%	
Carolina Beach 6,265	\$44,957	\$67,434			50%	
Emerald Isle 3,706					48%	
Jacksonville 72,723	\$40,119	\$64,190			60%	
Kill Devil Hills 7,155	\$52,905	\$82,003			55%	
Morehead City 9,413	\$47,298	\$73,784			56%	
Nags Head 2,923	\$49,574	\$76,840			55%	
New Bern 29,895	\$46,259	\$75,287			63%	
Pine Knoll Shores 1,343					43%	
Averages	\$46,847	\$72,824			53%	
Beaufort Current 4,560	\$47,989	\$71,938			50%	
Recommended Grade	\$46,910 11	\$72,711			55%	

MAPS Group

***Working with over 250
Local Governments in NC since 1983***

Classification and Pay Study

■ *Two sides of coin:*

1. Classification – rank jobs based on degree of difficulty and responsibility
 - identify best title
 - write or update class specification (job description)
 - study jobs, not people
2. Pay - identify a competitive salary range based on the duties and responsibilities in the job and the market data as well as analyze compression

Context

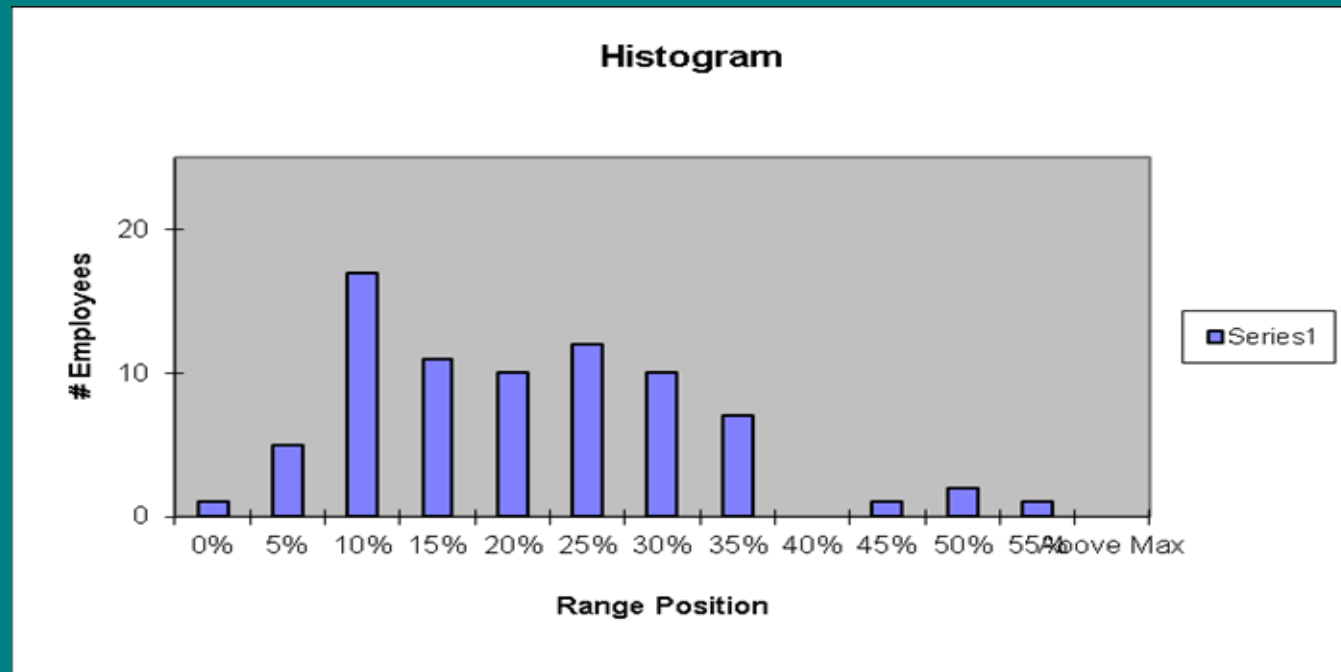
- 2019 study was pay only, not classification – good first step for competitive starting salaries but actually made compression worse
- This study updates job descriptions and titles where needed
- This study also addresses compression as well as tweaks in starting salaries to reflect highly competitive market

More to Come

- Study also includes the following components that we will be bringing in the future:

- *Personnel Policy
- *Benefits Comparison
- *Management Recommendations
- *New job descriptions

Compression Analysis





**TOWN OF BEAUFORT
FY 2022 BUDGET AMENDMENT #5**

WHEREAS, the Town of Beaufort adopted its Fiscal Year 2022 Budget through Ordinance on June 14, 2021, 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 2022 Budget as follows:

SECTION I: GENERAL FUND

This amendment requests the appropriation of fund balance for:

- One-half of the funding needed for pay adjustments suggested during the pay plan classification study that has been completed by the MAPS group. Staff suggest the rate changes would be effective January 10, 2022.

A. REVENUE

<u>INCREASE</u>	
APPROPRIATED FUND BALANCE	\$ 90,491
TOTAL INCREASE.....	\$ 90,491

B. EXPENDITURES AUTHORIZED BY DEPARTMENT

<u>INCREASE</u>	
ADMINISTRATON.....	\$ 2,119
FINANCE.....	\$ 5,485
POLICE	\$ 23,931
FIRE.....	\$ 42,918
PUBLIC WORKS.....	\$ 16,038
TOTAL INCREASE.....	\$ 90,491

SECTION III: UTILITY FUND

This amendment requests the appropriation of fund balance for:

- One-half of the funding needed for pay adjustments suggested during the pay plan classification study that has been completed by the MAPS group. Staff suggest the rate changes would be effective January 10, 2022.

A. REVENUE

<u>INCREASE</u>	
APPROPRIATED UNRESTRICTED FUND BALANCE.....	\$ 18,267
TOTAL INCREASE.....	\$ 18,267

B. EXPENDITURES AUTHORIZED BY DEPARTMENT

<u>INCREASE</u>	
SEWER DIVISION.....	\$ 15,238
WATER DIVISION.....	\$ 3,029
TOTAL INCREASE.....	\$ 18,267

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 13th day of December, 2021

ATTEST:

Elizabeth Lewis
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

Board of Commissioners Virtual Work Session 4:00 PM – Monday, Nov. 22, 2021

AGENDA CATEGORY: Items for Discussion and Consideration
SUBJECT: Lions Club Bridge Run 2022

REQUESTED ACTION: Consider the event application for the 2022 Lions Club Bridge Run. They have requested to host the event on Saturday, Nov. 5, 2022. The 5K run involves road closures on Turner Street, Middle Lane and one lane of the high-rise bridge. Race routes are attached. The organizers bring in cones and assist with traffic control. This event requires 5 police officer for 3 hours each at the Hire an Officer Rate. The applicant would like to receive approval of the 2022 event by January 1, so they can begin the planning process and work with NCDOT to ensure all approvals are in place well in advance of the 2022 event.

EXPECTED LENGTH OF PRESENTATION:

5 Minutes

SUBMITTED BY:

Rachel Johnson, Parks & Events Coordinator

BUDGET AMENDMENT REQUIRED: No



BEAUFORT LIONS FOUNDATION
TOWN OF BEAUFORT
EVENT APPLICATION

*For the 2022 Beaufort Bridge Run
5K & 1+ Mile Dog Strut*



APPLICATION FOR SPECIAL EVENT PERMIT

Please return completed application form with permit fee and paperwork to:

Events Coordinator, Town of Beaufort

701 Front Street

P.O. Box 390

Beaufort, NC 28516

Phone: (252) 728-2141 Email: r.johnson@beaufortnc.org

Applications submitted late or incomplete may not receive approval and may not be issued a permit.

EVENT BASICS

Event Name: BEAUFORT BRIDGE RUN 5K + 1/4 MILE DOG STRUT

Location of Event Site: FRONT/TURNER STREETS TO GRAYDEN PAUL BRIDGE

(If more than one site is being requested please be specific and list each one individually below)

Run by: BEAUFORT NC LIONS CLUB

Applicant (Organizer) Name: DAVID DALY Contact # 919.270.8071

Day of Event Contact #: 919.270.8071 Email: DAVIDRDALY@gmail.com

Type of Event:

- ☐ Festival
- ☐ Parade
- ☒ 5K Race
- ☐ 10K Race

☐ Music Event

☐ Other _____

Actual Event Date(s): 11-5-2022 Time of Event: 8:00 AM
 Set-Up Date: 11-5-2022 Start Time: 6:00 AM
 Tear Down Date: 11-5-2022 End Time: 9:30 AM
 Estimated Attendance: 250-300 Admission Fees: \$30.00 - \$35.00

Event Description:

THE BEAUFORT BRIDGE RUN 5K + 1 MILE DOG STUNT ARE THE PRIMARY FUNDRAISING EVENTS FOR THE BEAUFORT NC LIONS CLUB. FUNDS RAISED ARE DISTRIBUTED TO LOCAL CHARITABLE GROUPS IN BEAUFORT AND CARTERET COUNTY.

ORGANIZER/APPLICANT INFORMATION

Name of Organization: BEAUFORT NC LIONS CLUB
 Primary Contact Person: DAVID DALY
 Mailing Address: 218 GORDON STREET, BEAUFORT, NC 28516
 Email: DAVIDRDALY@gmail.com
 Daytime Phone #: 919.270.8071 Cell Phone #: 919.270.8071
 Alternate Contact Person: DOUG DOUBLEDAY Phone #: 607.761.0727
 Is your group a non-profit organization? YES If yes, please provide documentation with your application.

SITE PLAN

Site Plan Attached

- ☒ Yes
☐ No

(If you need help, please set up a meeting with the Town of Beaufort's Events Coordinator)

A detailed site plan must be included with your event application. The following, should they be relevant, must be included in your Site Plan.

- Location of all tents and temporary structures
- Location of requested barricades and road closures
- Emergency exits
- Fire extinguishers, propane storage
- Location of command post, medical & first aid station, emergency vehicle access points and all exits and entrances (both emergency and for the public)
- Fencing, staging, bleachers, stages, inflatables, etc.
- Food/refreshment tent vendors, refreshment tents
- Food Trucks
- Location of Restrooms
- 5K/10K race routes

If the Site Plan is not submitted with the event application, the deadline is 45 days before the event, otherwise a permit will not be issued.

PARKS & PARKING LOTS REQUESTED

Please mark all that apply:

- ☐ East Parking Lot
- ☐ West Parking Lot
- ☐ Craven Street Parking
- ☐ Middle Lane
- ☐ John Newton Park
- ☐ Lynn Eury Park
- ☐ Grayden Paul Park
- ☐ Topsail Marine Park
- ☐ Other Please list: _____

Specific Requirements: (Extra trash cans/recycling/electrical etc.) Please be specific and include each item on the Site Plan for the desired location. Please note extra charges may apply in accordance to the fee schedule.
(Trash/Recycling Carts: \$10 each, Electricity: \$50)

1-2 TRASH CANS

OTHER EVENT DETAILS

Please provide the name and contact information of all outside companies who are providing services during your event. IE: Tent Rentals, Inflatable Rentals, Port-A-Pottie Rentals, etc.

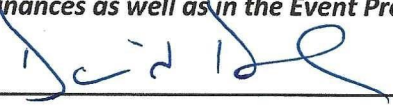
PSG TRAFFIC SERVICES, 2821 N. KERR AVENUE, WILMINGTON, NC 28405
SALES@PSGTRAFFICSERVICES.COM, 910.821.1720

Will there be canon/re-enactment fire during your event? NO If yes, please coordinate with the Beaufort Fire Department for safety procedures.

ALCOHOL

Alcohol at the event YES ☐ NO ☒ Attach all required paperwork. Applicant is responsible for obtaining applicable ABC License and Liquor Liability Insurance. Applicant must provide a clearly marked and contained area for alcohol consumption and hire two Town of Beaufort police officers at a rate of \$35 per hour for the duration. (The Police Chief will review the application for exceptions.) All local, state and Federal laws must be adhered to.

I/we have read, understand and will comply with the rules outlined by the Town of Beaufort in the Town Code of Ordinances as well as in the Event Procedures.

X  (Applicant's Signature)

ROAD CLOSURES

Does your event require a road closure? ☒ YES ☐ NO

Please provide specifics below:

Road	Set-Up Time	Event Start Time	Finish Time	Tear Down Time
TURNER STREET	7:00-8:00 AM	8:00 AM	9:30 AM	9:30 AM
MIDDLE LANE	7:00-8:00 AM	8:00 AM	9:30 AM	9:30 AM

If a road closure has any impact on area businesses and/or residents, the applicant will be required to inform all residents and/or businesses in the area of the road closure, by letter or hand-delivered flyer at least 14 days in advance of the event, of the particulars of the approved temporary road closure and any detour route available.

Emergency Vehicle Access Requirements: A road may be closed to regular traffic during an event, but an unobstructed fire lane must be left open at all times for emergency vehicles.

PARKING/PARKING LOTS

Parking lots required for Event set-up: (Please mark on the site map if applicable) (Please note charges may apply. The rate is \$18 per day per space in the East & West parking lots and \$9 per on street parking space per day for special event closure during Pay-To-Park season).

Please list all parking lots and spaces you are requesting. Spaces are numbered so please be specific. Also please note that parking space closures MUST be approved by the Board of Commissioners. Event organizers are not permitted to acquire additional spaces without Town permission prior to an event.

Please list off-site Parking Location for Vendors & Event Staff: A letter of permission is required for the use of private property per the event procedures. Please include this with your event application.

Bicycle Parking: Yes _____ No ☒

Additional Handicap Parking: Yes _____ No ☒ Location: _____

Event Parking: (Please outline your plan for day of parking for event attendees. Please include parking lot locations and the name/contact information for any shuttle/trolley service):

EVENT ATTENDEES WILL PARK ON THEIR OWN IN TOWN LOTS AND SPACES

PARADE/WALK INFORMATION

Parade Assembly Area: TURNER ST. + MIDDLE LN Time: 7:45 AM
 Parade Dismissal Area: TURNER ST. + MIDDLE LN Time: 9:00 - 9:30 AM
 Parade Start Time: 8:00 AM

EMERGENCY MANAGEMENT

Route Map Attached: ☒ YES _____ NO (Please note a route map is required)

Designated Emergency personal/liaison (onsite): DOUG DOUBLEDAY

Cell #: 607.761.0727 Other Contact: DAVID DALY

How will your event staff react to severe weather?

IN THE EVENT OF HAZARDOUS OR DANGEROUS WEATHER, THE SK/DOG STREET WILL BE RESCHEDULED OR CANCELLED.

How will you alert visitors to the event to evacuate the site? (If multiple sites are being requested, a plan must be submitted for each location)

A SOUND SYSTEM - MICROPHONE, SPEAKERS, BULLHORN - WILL BE USED TO ALERT PARTICIPANTS, VOLUNTEERS AND SPECTATORS.

RISK ASSESSMENT

It is important for Event Organizers to identify risks and hazards associated with their event and know how to prevent these risks. Please identify possible risks for your event and list below (weather, food, fire, etc.) Please provide details.

WEATHER IS OUR PRIMARY RISK. THE 2021 EVENT WAS CHALLENGED WITH WINDY CONDITIONS, HOWEVER NO ADVERSE EFFECTS WERE FELT. TRAFFIC IS A CONCERN. WE WILL HAVE PROFESSIONAL TRAFFIC CONTROL THROUGHOUT THE COURSE.

What training will you provide to your volunteers/staff/participants regarding emergencies?

DETAILED TRAINING WILL BE PROVIDED TO ALL LIONS CLUB MEMBERS AND VOLUNTEERS. THOSE TRAINED WILL BE READY TO INFORM ALL IN ATTENDANCE OF EVACUATION ROUTES AND SAFE HAVENS SHOULD AN EMERGENCY ARISE.

TENTS

Will you have tents at your event? _____ YES ☒ NO

Please list the tent sizes: _____

If your event includes tents, you must make arrangements with the Beaufort Fire Department for a tent permit. There is a \$50 fee. Please contact Tammy Turek at (252) 728-4325 to make arrangements. The Tent Permit Application and a list of requirements are available online at www.beaufortnc.org.

FOOD

Will there be food served at your event? _____ YES ☒ NO

If yes, please provide a detailed list of all food vendors.

If yes, have you contacted the Carteret County Health Department to set up inspections? _____ YES _____ NO

All food vendors must have proper licensing, inspections, etc.

VENDORS

Will there be vendors selling items at your event? _____ Yes ☒ No

Please note vendors are only permitted to sell during the event hours listed on this application. Any vendor selling before or after the listed hours is in violation and subject to being shut-down.

All vendors must have proper certifications and licenses. They must display the required state sales and use tax information and the event organizer must keep all of this information on file pursuant to North Carolina State laws.

CHECKLIST

Please submit the following documents with your event application. Once all forms (if applicable) are received and the event is approved an Event Permit will be issued.

- ☐ Tent Permit
- ☐ Detailed Site Plan
- ☐ Detailed Route Map (Parade/5K/10K)
- ☐ Map of Road Closures
- ☐ ABC Permit
- ☐ Health Inspection Documentation
- ☐ Insurance
- ☐ Non-profit documentation
- ☐ Private property parking permission letter
- ☐ List of food vendors
- ☐ List of vendors
- ☐ Application Fee
- ☐ Application Signature

I/We the event organizer DAVID DALY, on behalf of BEAUFORT NC VISIONS CWB, the party requesting the use of the Town of Beaufort facilities noted in the above application do hereby hold and save harmless and agree to indemnify the Town of Beaufort and its elected officials, directors, officers, employees, servants, agents, contractors and their respective heirs, executors, successors with respect to any and all liability, actions, debts, suits, demands, costs, damages and expenses whatsoever arising wither directly or indirectly as a result of the use of the Town of Beaufort's facilities, park, road or other and in accordance with the provisions contained in this policy. I/We have read and understand this application, the event procedures and the requirements placed upon this applicant and organization. I agree to abide by the Town of Beaufort rules, regulations and ordinances.

Applicant's Signature David Daly Date 11-10-2021

Internal Use Only

Permission is granted to the applicant and/or sponsoring organization to use the streets/facilities/parks as listed in the application for the special event described.

Permit Issue Date: _____

Authorized Signature: _____

Insurance Certificate: Yes _____ No _____

Permit Fee: Yes _____ No _____

BOC Approval Date: _____

Police Chief Approval: _____

Fire Chief Approval: _____

SOSID: 1446464
 Date Filed: 5/19/2015 2:11:00 PM
 Elaine F. Marshall
 North Carolina Secretary of State
 C2015 121 02071

State of North Carolina
 Department of the Secretary of State

ARTICLES OF INCORPORATION
 NONPROFIT CORPORATION

Pursuant to §55A-2-02 of the General Statutes of North Carolina, the undersigned corporation does hereby submit these Articles of Incorporation for the purpose of forming a nonprofit corporation.

1. The name of the nonprofit corporation is: Beaufort Lions Club
2. ☒ (Check only if applicable.) The corporation is a charitable or religious corporation as defined in NCGS §55A-1-40(4).

3. The name of the initial registered agent is: Dot Crumley

4. The street address and county of the initial registered agent's office of the corporation is:

Number and Street: 108 Ricks Ave
 City: Beaufort State: NC Zip Code: 28516 County: Carteret

The mailing address if different from the street address of the initial registered agent's office is:

Number and Street or PO Box: PO Box 876
 City: Beaufort State: NC Zip Code: 28516 County: Carteret

5. The name and address of each incorporator is as follows:

Dot Crumley 108 Ricks Ave Beaufort NC 28516

6. (Check either a or b below.)
 a. ☒ The corporation will have members.
 b. ☐ The corporation will not have members.

7. Attached are provisions regarding the distribution of the corporation's assets upon its dissolution.
8. Any other provisions which the corporation elects to include are attached.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/19/2021

5.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: John Adams		
DSP Insurance Services, Inc. 1900 E. Golf Road, Suite 650 Schaumburg, IL 60173	PHONE (A/C, No, Ext): 1-800-316-6705	FAX (A/C, No): 847-934-6186	
	E-MAIL ADDRESS: lionsclubs@dspins.com		
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED	INSURER A : ACE American Insurance Company		22667
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

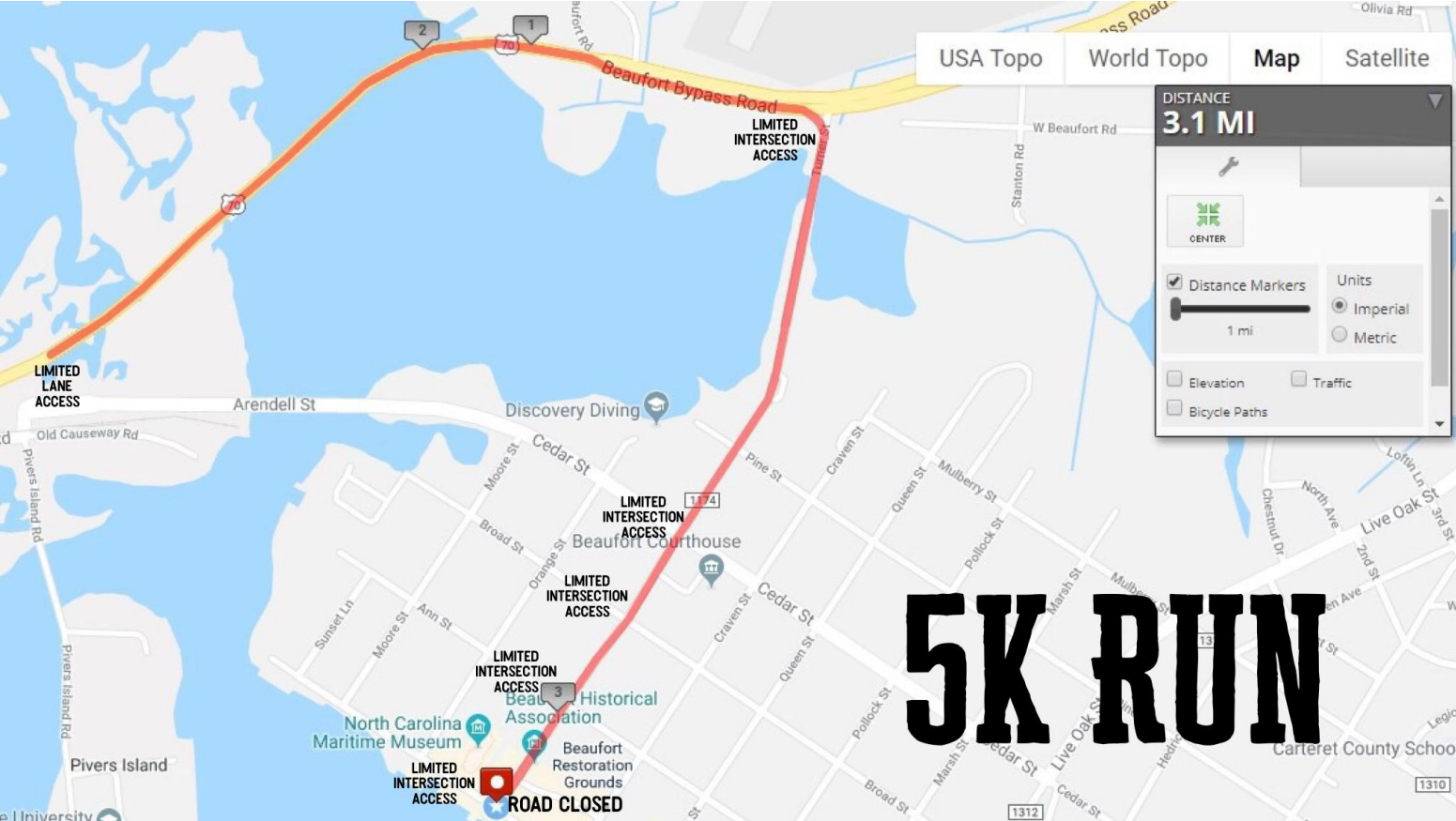
INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Agg. Per Named Insured is \$2,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC			HDOG72484757	09/01/2021	09/01/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☒ HIRED AUTOS ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS			ISAH25550596	09/01/2021	09/01/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

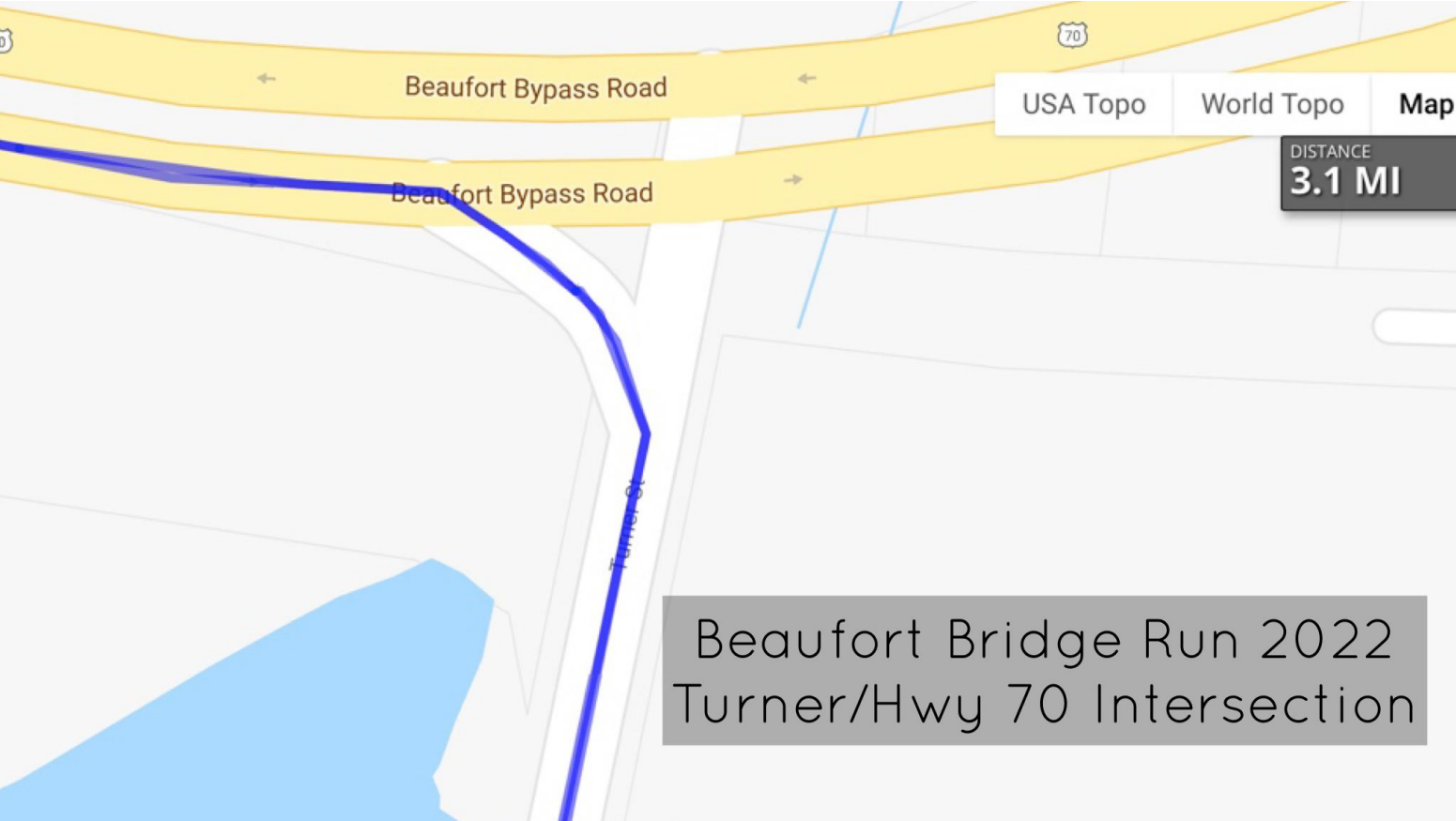
Provisions of the policy apply to the named insured's participation in the following activity during the policy period shown above: Beaufort Bridge Run 5K & 1+ Mile Dog Strut, 11-06-2021
PROVISIONS OF THE POLICY DO NOT APPLY TO THE SALE OR SERVING OF ALCOHOLIC BEVERAGES.

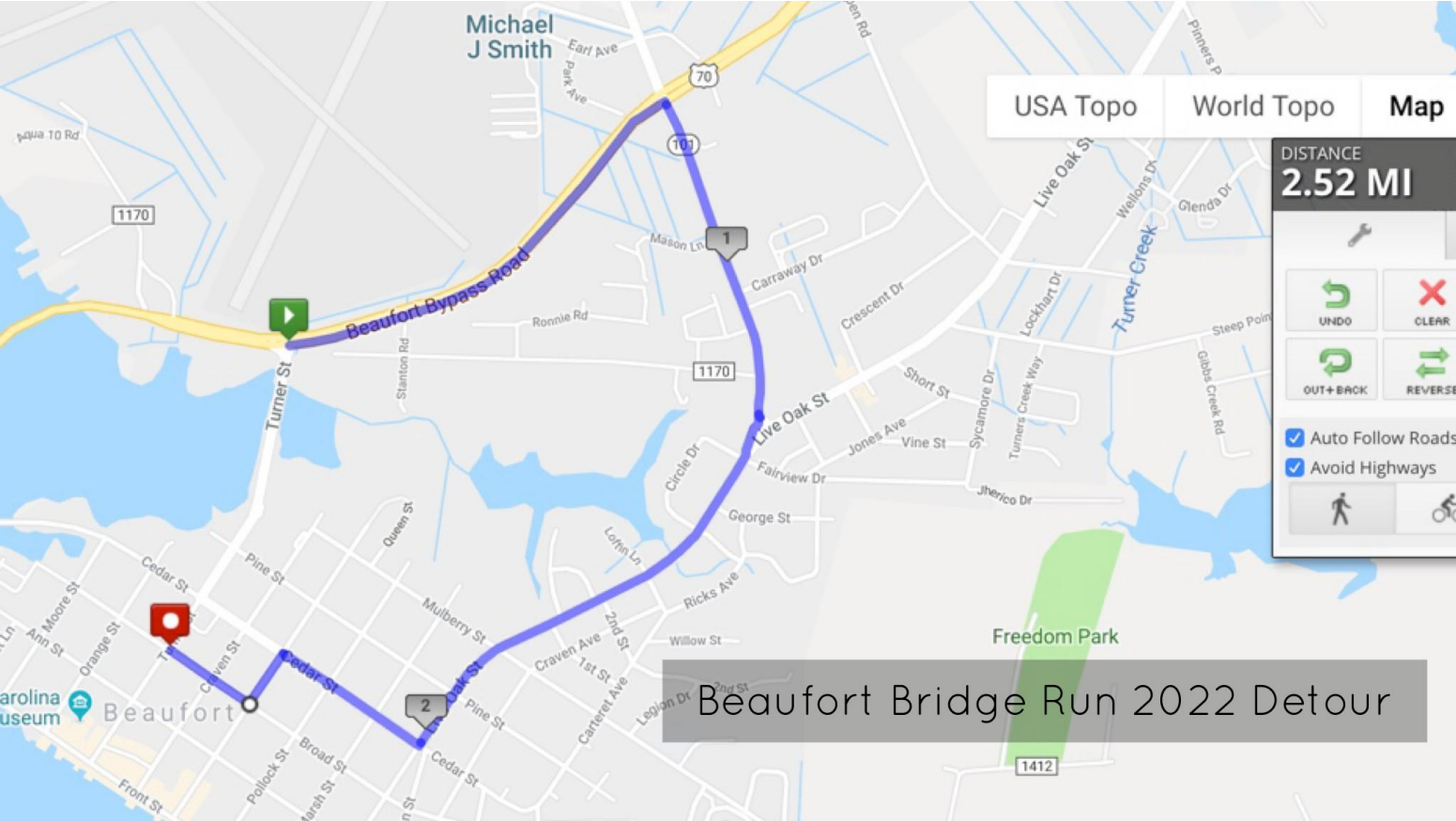
CERTIFICATE HOLDER **CANCELLATION**

State of North Carolina, North Carolina Department of Transportation P.O Box 1587 Greenville North Carolina 27835-1587	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

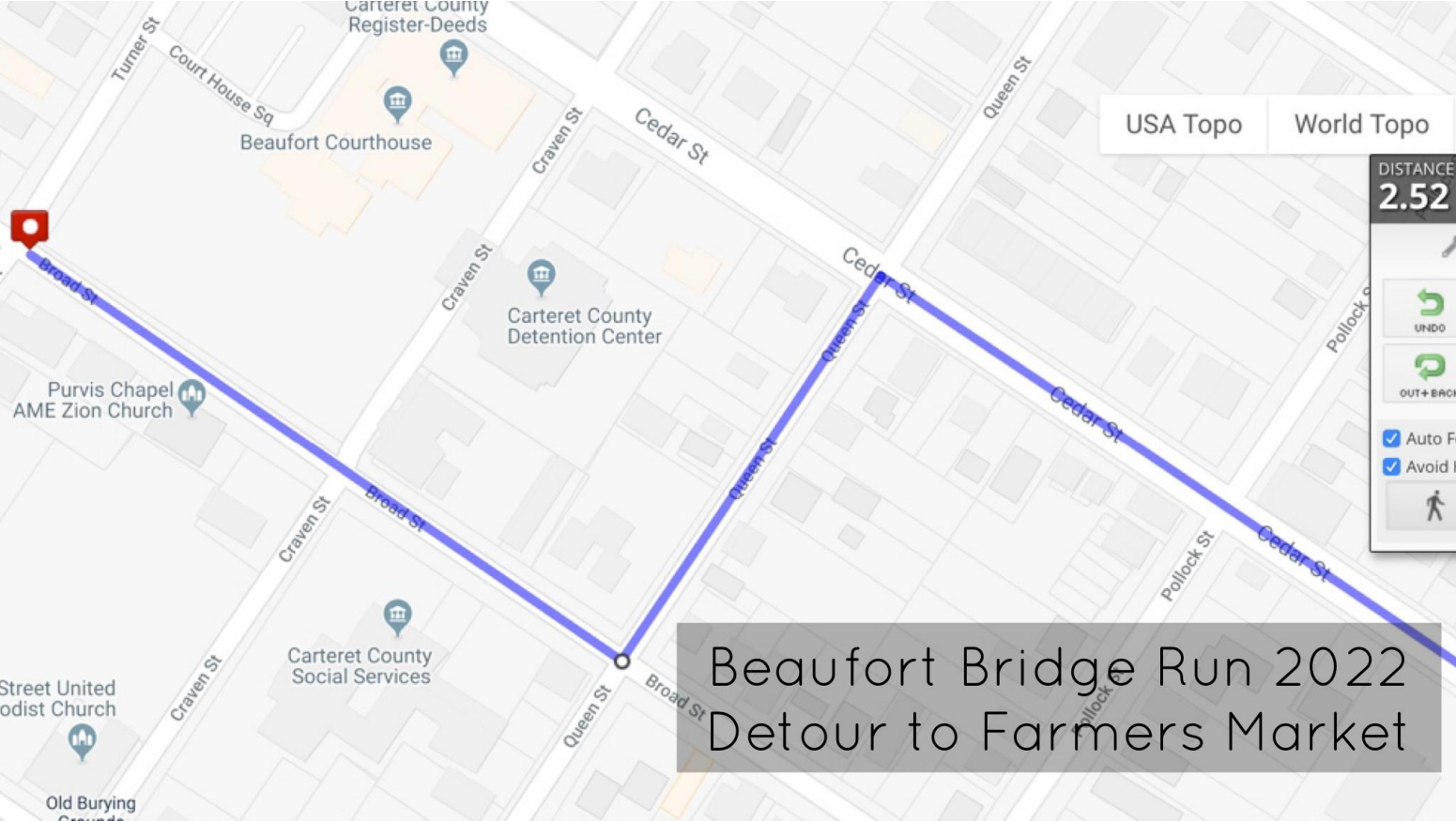


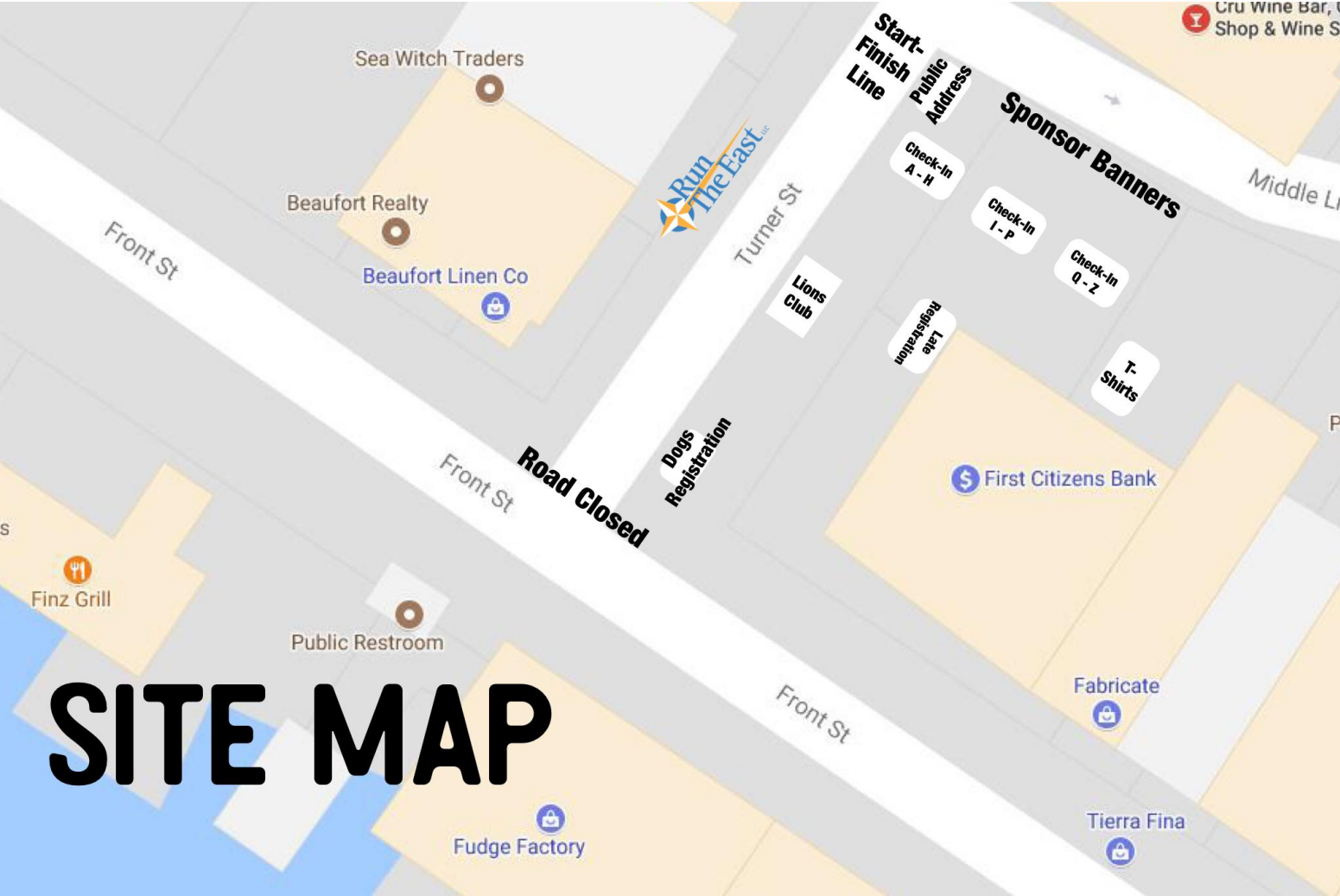






Beaufort Bridge Run 2022 Detour







Town of Beaufort, NC

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

Town of Beaufort Board of Commissioners Workshop 4:00 PM Monday, November 22, 2021 – Virtual Meeting via Zoom

AGENDA CATEGORY: Public Hearing
SUBJECT: Case # 21-25 Staff Initiated Rezoning Eastern Avenue from TCA to B-1

BRIEF SUMMARY:

Rezone five lots totaling 1.78 acres or 77,363sq.ft. and a portion of another lot totaling 1.87 acres or 81,432 sq. ft. on Eastern Avenue from TCA to B-1

REQUESTED ACTION:

Place on the December 13th Board of Commissioners Meeting as a Public Hearing Item

EXPECTED LENGTH OF PRESENTATION:

10 Minutes

SUBMITTED BY:

Kyle Garner, AICP
Planning & Inspections Director

BUDGET AMENDMENT REQUIRED:

N/A



Attachment - A

Staff Report

To: Board of Commissioners
From: Kyle Garner, AICP

Date: 11/16/2021
Meeting Date: 12/13/2021

Case Number 21-25

Summary of Request:

Rezone five lots totaling 1.78 acres or 77,363sq.ft. and a portion of another lot totaling 1.87 acres or 81,432 sq. ft. on Eastern Avenue from TCA to B-1

Background

Location(s) & PIN

730612957560000, 730612958620000, 730612958698000, 730612959746000, 731609050824000, 731609062012000 (Portion of))

Owners Applicant

Bill Rice & Jean Wellons
 Town of Beaufort – Staff Initiated

Current Zoning

TCA Zoning

Lot(s) Size & Conformity Status

All Lots are conforming

Existing Land Use

Commercial – Seafood Retail & Vacant Property

Adjoining Land Use & Zoning

North State Employees Credit Union – B-1
South Taco Bell – B-1
East Beaufort Townes Apartments - TCA
West Undeveloped Property along Live Oak – B-1

Special Flood Hazard Area

☐ Yes ☒ No

Public Utilities

Water

☒ Available ☐ Not Available

Sewer

☒ Available ☐ Not Available

Additional Information

See Staff Comments

Requested Action

Conduct Public Hearing for Discussion.
 Provide recommendation to the Board of Commissioners to:

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

Project Comments

Recently one of the property owners brought to staffs attention that they were a little confused at the zoning of property along Eastern Avenue as to why the entire area was zoned as TCA (Formally RMF – Residential Multi-Family) as their records showed only the eastern portion of Eastern Avenue as zoned for Multi-family and the west side as B-1 Commercial.

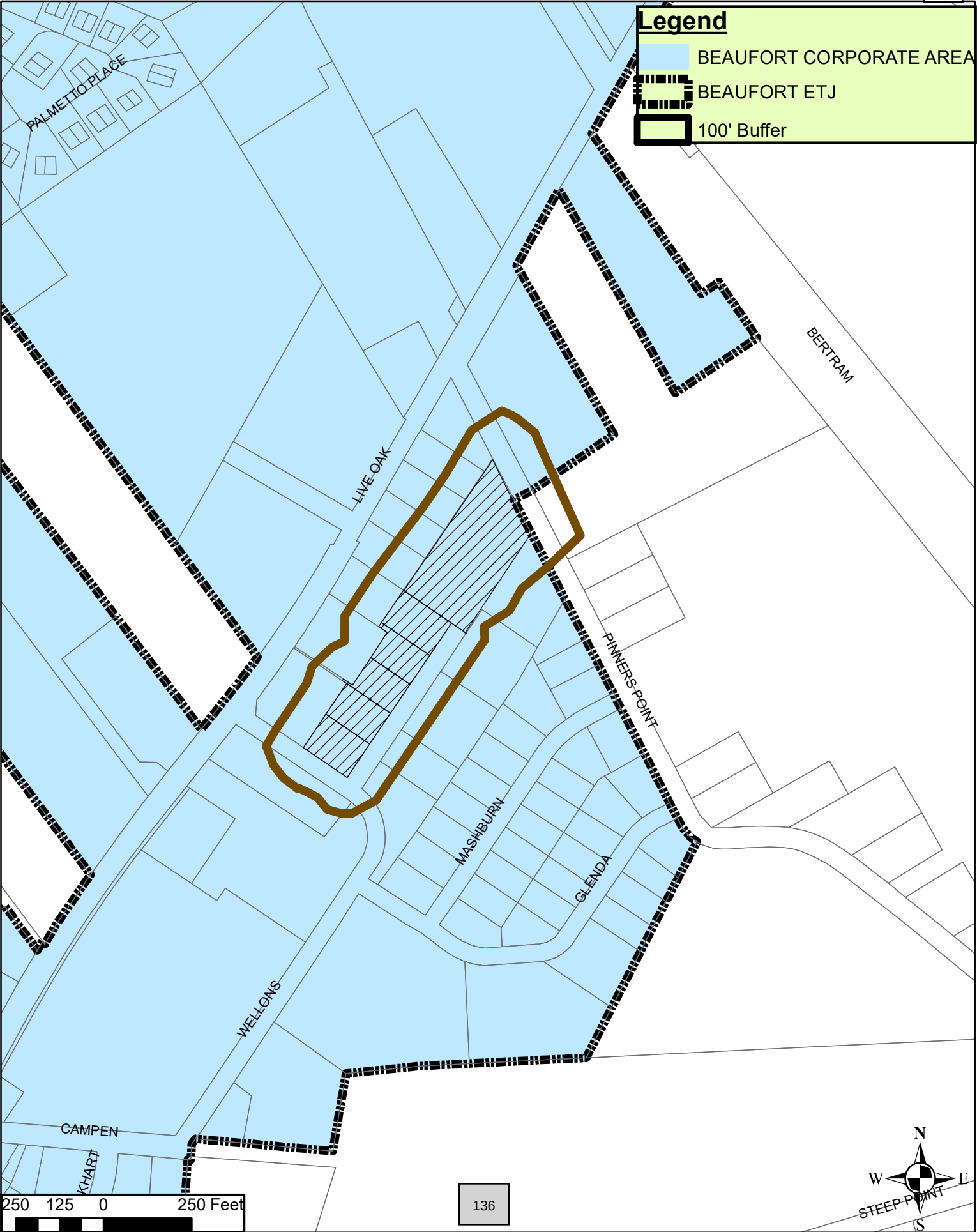
After conducting some research the property owners were right as the attached Rezoning Application from 1998 showed only the eastern side of Eastern Avenue being rezoned to RMF and the western side remaining as B-1. Staff also has included former zoning maps as exhibits showing the property as B-1 on the Western side.

Staff also consulted the Town Attorney in this process, who recommended that Staff bring this back before the Planning Board and Board of Commissioners even though it may be considered as a housekeeping item.

Planning Board Recommendation – After conducting a public hearing and some discussion, the Planning Board unanimously recommended approval of the rezoning request.

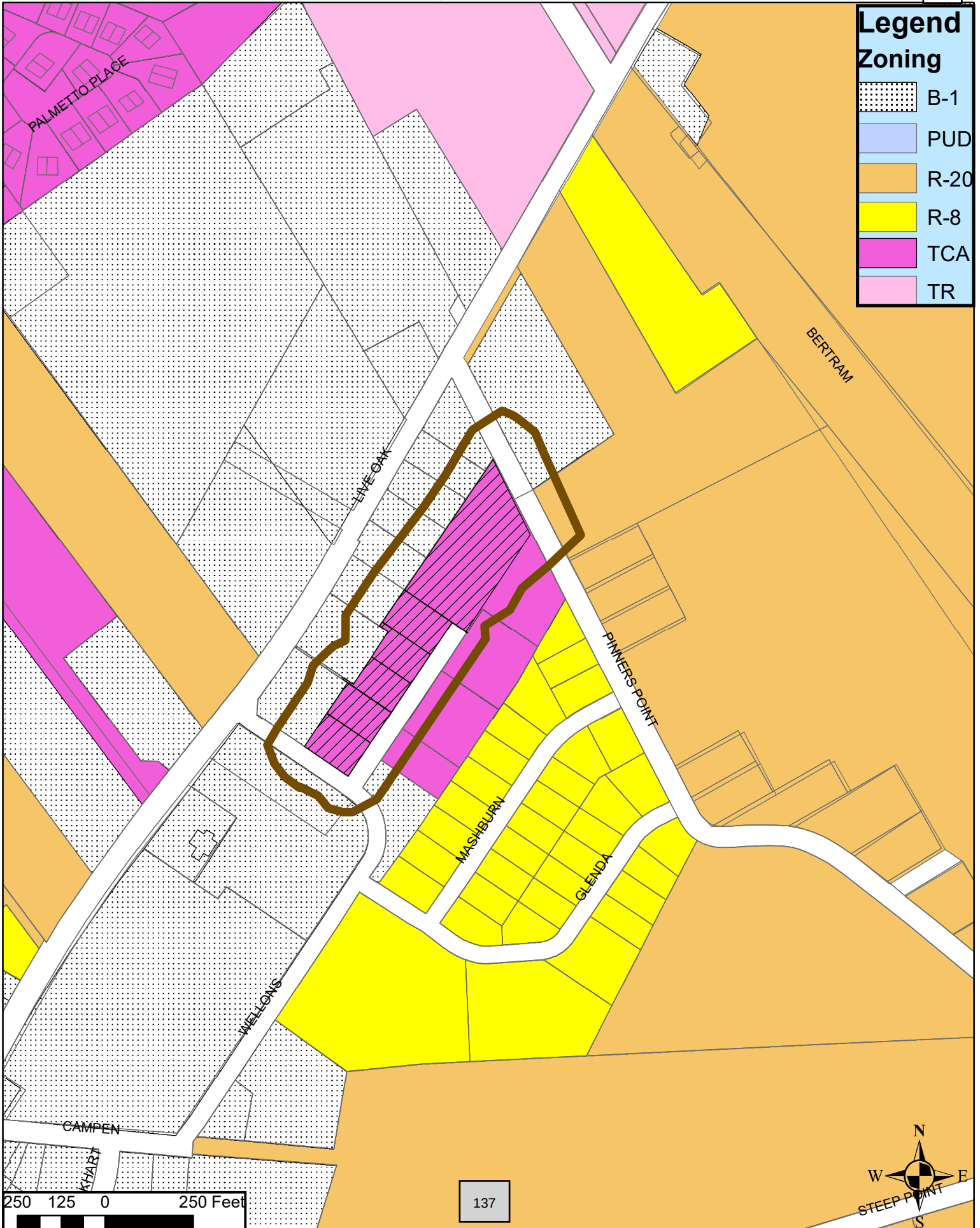
Attachments: Attachment B - Vicinity Map with 100' Notification Buffer
Attachment C – Current Zoning Map
Attachment D – Historic Zoning Map – From 1998
Attachment E - Owners within 100 feet - Notified
Attachment F – 1998 Rezoning Application with Map
Attachment G - Zoning Map 1992-2001
Attachment H - Zoning Maps 2001-2008
Attachment I - Proposed Zoning Map Ordinance

Vicinity Map - Case 21-25 -Eastern Avenue
Rezoning From TCA to B-1



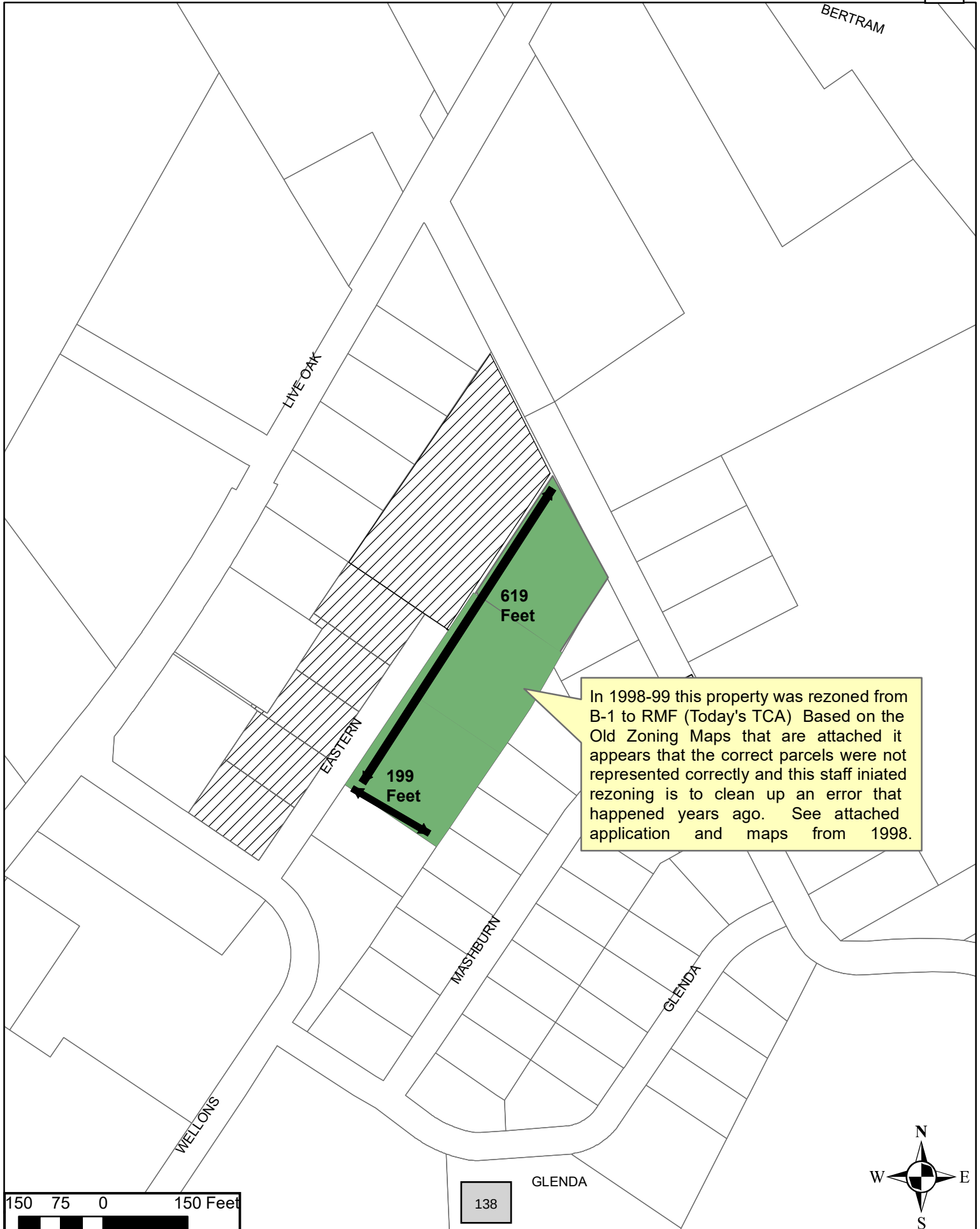
**Zoning Map - Case 21-25 -Eastern Avenue
Rezoning From TCA to B-1**

6.

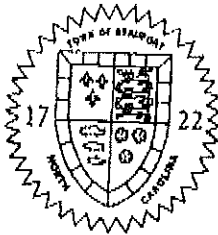


Historic Zoning Map 1998-1999 B-1 to TCA

6.



<u>OWNER</u>	<u>MAIL_HOUSE</u>	<u>MAIL_ST</u>	<u>MAIL_CITY</u>	<u>IL_ST</u>	<u>MAIL_ZIP</u>	<u>MAIL_ADD2</u>
4 SISTERS-00 LLC			MOREHEAD CITY	NC	28557	PO BOX 1018
C G W INC			MOREHEAD CITY	NC	28557	PO BOX 1018
DOLGENCORP INC	100	MISSION RIDGE	GOODLETTSVILLE	TN	37072	
HAGAN FAMILY PROPERTIES LLC	3968	DR M L KING BLVD	NEW BERN	NC	28562	
HARMELINK,DALE A ETUX JUDITH	1703-A	FRONT STREET	BEAUFORT	NC	9307 28516	
JEAN R WELLONS LLC			MOREHEAD CITY	NC	28557	PO BOX 1018
PINER,NANCY NELSON	141	SHELL LANDING RD	BEAUFORT	NC	28516	
RICE,WILLIAM C ETUX SAMANTHA O	266	STEWART DR	BEAUFORT	NC	28516	
STATE EMPLOYEES CREDIT UNION			RALEIGH	NC	27611	PO DRAWER 26807
TRADE LAND COMPANY LLC	539	SOUTH MAIN STREET	FINDLAY	OH	45840	
WELLONS GRANDCHILDREN LLC	30251	BRIDGES STREET	MOREHEAD CITY	NC	28557	
WEST,PEARL G TRUSTEE	231	PINNERS POINT ROAD	BEAUFORT	NC	28516	



Town of Beaufort

P.O. BOX 390 • BEAUFORT, NORTH CAROLINA 28516-0390
TELEPHONE (919) 728-2141 • FAX (919) 728-3982

APPLICATION FOR CHANGE OF ZONING IN THE TOWN OF BEAUFORT PLANNING AREA

Burnette Arch. & Planning, P.A., 320 Salter Path Rd., Pine Knoll Shores, NC 28512
(Applicant) (Complete Mailing Address)

Calvin G. Wellons, PO Box 1018, Morehead City, NC 28557
(Property Owner) (Complete Mailing Address)

I (we), the undersigned applicant(s), do hereby respectfully make application and request the Town of Beaufort Planning Board to rezone as requested, and in support of this application the following facts are shown:

1. The property requested to be rezoned is located: (complete address)
Eastern Avenue, Beaufort, NC 28516

And is known as lot(s) No. 2 of Block B. Lot size: 39,735.9 S.F. and 73,861 S.F.
and remainder of tract to the northeast.

Tax Parcel / Pin # 730612956119. It has a frontage of 619 feet
and a depth of 199.0 feet. Total acre(s): 2.61

2. The property sought to be rezoned is owned by: Calvin Wellons
As evidenced by deed from H.C. Keeter, Sr. as recorded in
Book 420 Page 272 of the Registry of Deeds of Carteret County.

3. It is desired and requested that the above described property be rezoned:

From B-1 zoning classification, to RF zoning classification.

4. Public water x is, _____ is not available to the above described property.

5. Public sewer x is, _____ is not available to the above described property.

6. The zoning change will have the following impacts on the below listed community facilities and services:
- (a) Public water: _____
 - (b) Public sewer: _____
 - (c) Streets: _____
 - (d) Refuse collection: _____
 - (e) Fire protection: _____
 - (f) Police protection: _____
 - (g) Recreation facilities: _____
 - (h) Other: _____
-
7. The applicant shall attach a list (including mailing addresses) of all adjoining property owners, individuals, firms, businesses, or corporations owning property within (100) feet in any direction including property in front (across street or highway).
8. The applicant shall attach an accurate diagram of the property proposed for rezoning showing:
- (a) North arrow and all property lines and accurate property line dimensions.
 - (b) Location of all easements, right of way, storm sewers, paving widths, and street names.
 - (c) Location of all structures.
 - (d) Zoning classification of all property within eight-hundred (800) feet of the property sought to be rezoned.
9. The applicant shall attach a comprehensive site plan (if required).
10. The applicant shall attach a written legal description of the property.
11. Rezoning Fee \$100.00 Date Fee Paid: November 4, 1998
- Applicant Signature(s): Kenneth A. Bunt Date: 14 Dec. 1998
- Property Owner(s): _____ Date: _____
- (An incomplete application will result in a delay of consideration.)

Town of Beaufort

215 Pollock Street
PO. Box 390 Beaufort, North Carolina 28516-0390
Telephone (252) 728-2141 Fax (252) 728-3982

March 9, 1999

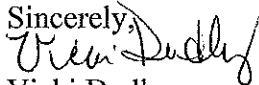
Mr. Calvin Wellons
P.O. Box 1018
Morehead City, NC 28557

RE: Rezoning - from B-1 to R-MF

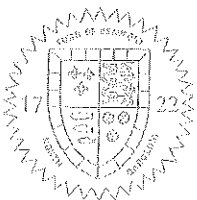
Dear Mr. Wellons:

I am writing to inform you that the Board of Commissioners, at their regular meeting on March 8, 1999, approved the rezoning of 2.61 acres from B-1 to R-MF parcel 730612956119 located on Eastern Avenue just off Wellons Drive.

I have attached a copy of the table of permitted uses. Should you have any questions or need additional information, please feel free to give me a call.

Sincerely,

Vicki Dudley
Town Clerk

Enclosure



Beaufort by the Sea "Delightfully Different"

Burnette Architecture & Planning, P.A.

**320 Salter Path Road
Pine Knoll Shores, North Carolina 28512**

**252-726-5387
Fax 252-247-3823**

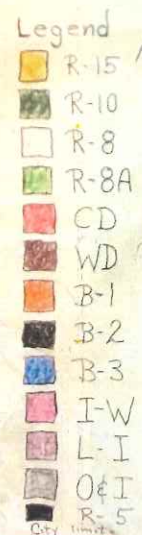
6.

July 6, 1998

Legal Description of Property

The property is described as Lot No. 2, Block B, as shown on approved subdivision map (attached), labeled "Eastern Avenue", dated 9/30/98, as prepared by Stroud Engineering, P.A., Morehead City, N.C.

ZONING MAP









**BEAUFORT BOARD OF COMMISSIONERS
AN ORDINANCE TO REZONE FIVE LOTS TOTALING 1.78 ACRES, AND A
PORTION OF ANOTHER TOTALING 1.87 ACRES ON EASTERN AVENUE
FROM TCA to B-1
ORDINANCE NO. 21-__**

Applicant: Town of Beaufort
Location: Eastern Avenue
Parcel ID: 730612957560000, 730612958620000, 730612958698000,
730612959746000, 731609050824000, 731609062012000 (Portion of)
Lot Size: Five lots totaling 1.78 acres or 77, 363sq.ft. And a portion of another lot
totaling 1.87 acres or 81,432 sq. ft.
Existing District: TCA (Townhouse Condominium & Apartment)
Meeting Date: December 13, 2021
Requested District: B-1 (General Commercial)

WHEREAS, the Town of Beaufort Planning Staff submitted a request to rezone the above referenced property to B-1; and

WHEREAS, the Beaufort Planning Board has convened to consider and prepare a recommendation and consistency statement on the request at its meeting on November 15, 2021, at which time the Planning Board recommended approval of the request as B-1; and

WHEREAS, the Beaufort Board of Commissioners conducted a public hearing on December 13, 2021 at which time the Town Planning 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 surrounding land use patterns and zoning in the area.
2. The proposed zoning of B-1 is congruous with the zoning as in 1998 when originally zoned as B-1.

NOW, THEREFORE, IT IS HEREBY ORDAINED by the Board of Commissioners on the basis of the foregoing findings and conclusions that the request to rezone the aforementioned properties from TCA to B-1 is approved and the Town's Zoning Map is amended accordingly.

Enacted on motion of Commissioner _____ and carried on a vote of ____ in favor and ____ against.

This, the 13th day of December 2021

TOWN OF BEAUFORT

Sharon Harker, Mayor

Elizabeth Lewis, Town Clerk



Town of Beaufort, NC

Board of Commissioners Virtual Work Session Meeting 4:00 PM Monday, November 22, 2021

AGENDA CATEGORY: Items for Discussion and Consideration

SUBJECT: Delinquent Utility Accounts

BRIEF SUMMARY:

Early in the Pandemic an executive order was enacted prohibiting utility disconnections for non-payment. This order has expired, but Beaufort, like nearly all local governments, continued to honor it.

Currently there are 120 accounts that are about \$99,000 past due. American Recovery Plan Act (ARPA) funds may be used to alleviate all or part of the past due amounts. Also, the Town has great flexibility in structuring payment plans for past due accounts.

REQUESTED ACTION:

Consider whether to continue the current "non-disconnection" policy, and whether to use ARPA funds to mitigate delinquencies.

EXPECTED LENGTH OF PRESENTATION:

5 minutes

SUBMITTED BY:

John Day, Town Manager

BUDGET AMENDMENT REQUIRED:

Possibly



Town of Beaufort, NC

Board of Commissioners Virtual Work Session Meeting 4:00 PM Monday, November 22, 2021

AGENDA CATEGORY: Items for Discussion and Consideration

SUBJECT: Organizational Meeting

BRIEF SUMMARY:

As authorized by NCGS 160A-68 (attached), the Town of Beaufort Board of Commissioners will schedule its Organizational Meeting for 6:00 PM on December 6th at the Beaufort Fire Department.

At this meeting the newly elected Mayor and Commissioners will take the oath of office, the outgoing Mayor and Commissioners will be honored, and the Mayor Pro Tem will be elected. A reception will follow.

Seating will be distanced and bay doors will be opened to allow for ventilation.

REQUESTED ACTION:

Motion to hold the Organizational meeting at 6:00 PM on December 6th at the Beaufort Fire Department.

EXPECTED LENGTH OF PRESENTATION:

5 minutes

SUBMITTED BY:

Mayor Newton

BUDGET AMENDMENT REQUIRED:

No

Part 3. Organization and Procedures of the Council.

§ 160A-68. Organizational meeting of council.

(a) The council may fix the date and time of its organizational meeting. The organizational meeting may be held at any time after the results of the municipal election have been officially determined and published pursuant to Subchapter IX of Chapter 163 of the General Statutes but not later than the date and time of the first regular meeting of the council in December after the results of the municipal election have been certified pursuant to that Subchapter. If the council fails to fix the date and time of its organizational meeting, then the meeting shall be held on the date and at the time of the first regular meeting in December after the results of the municipal election have been certified pursuant to Subchapter IX of Chapter 163 of the General Statutes.

(b) At the organizational meeting, the newly elected mayor and councilmen shall qualify by taking the oath of office prescribed in Article VI, Section 7 of the Constitution. The organization of the council shall take place notwithstanding the absence, death, refusal to serve, failure to qualify, or nonelection of one or more members, but at least a quorum of the members must be present.

(c) All local acts or provisions of city charters which prescribe a particular meeting day or date for the organizational meeting of a council are hereby repealed. (1971, c. 698, s. 1; 1973, c. 426, s. 13; c. 607; 1979, c. 168; 1979, 2nd Sess., c. 1247, s. 2; 2017-6, s. 3; 2018-146, ss. 3.1(a), (b), 6.1.)



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

Board of Commissioners Virtual Work Session 4:00 PM – Monday, Nov. 22, 2021

AGENDA CATEGORY: Items for Discussion and Consideration

SUBJECT: Financial Notes

BRIEF SUMMARY:

- Tax balances remaining are listed for September and October.

September		
Tax Year	Balance Remaining	Collection Rate to Date
2014	\$1,669	99.94%
2015	\$5,285	99.79%
2016	\$13,709	99.48%
2017	\$18,033	99.39%
2018	\$19,804	99.40%
2019	\$42,770	98.89%
2020	\$75,743	98.42%
2021	\$4,012,536	18.68%
October		
Tax Year	Balance Remaining	Collection Rate to Date
2014	\$1,669	99.94%
2015	\$5,285	99.79%
2016	\$13,676	99.48%
2017	\$17,683	99.40%
2018	\$18,760	99.43%
2019	\$35,008	99.09%
2020	\$68,203	98.58%
2021	\$3,503,924	28.97%

- Sales and Use tax distribution for November is \$217,102 (August sales)

REQUESTED ACTION:

No action requested/ review

EXPECTED LENGTH OF PRESENTATION: 5 minutes

5 minutes

SUBMITTED BY:

Christi Wood – Finance Director

BUDGET AMENDMENT REQUIRED:

No

Comparison of FY 19,20,21,22 Sales and Use Tax Distributions							
Sales Month	Collection Month	Distribution Month	Distribution Amount FY 2019	Distribution Amount FY 2020	Distribution Amount FY 2021	Distribution Amount FY 2022	% change from PY
July	August	October	\$102,279	\$154,624	\$198,338	\$228,391	15%
August	September	November	\$118,261	\$147,895	\$158,529	\$217,102	37%
September	October	December	\$104,910	\$132,455	\$173,832		
October	November	January	\$113,279	\$130,905	\$162,919		
November	December	February	\$118,047	\$116,991	\$155,965		
December	January	March	\$112,470	\$133,544	\$177,189		
January	February	April	\$91,523	\$110,330	\$137,779		
February	March	May	\$96,640	\$96,305	\$136,463		
March	April	June	\$127,685	\$127,868	\$191,746		
April	May	July	\$123,099	\$110,588	\$190,518		
May	June	August	\$145,214	\$158,801	\$210,430		
June	July	September	<u>\$150,652</u>	<u>\$202,009</u>	<u>\$250,816</u>		
Total			<u>\$1,404,059</u>	<u>\$1,622,314</u>	<u>\$2,144,525</u>		

TOWN OF BEAUFORT

Statement of Revenue and Expenditures - Operating

Revenue Account Range: 10-301-0000 to 60-307-0001

Expend Account Range: First to Last

Print Zero YTD Activity: No

Include Non-Anticipated: Yes

Year To Date As Of: 10/31/21

Include Non-Budget: No

Current Period: 10/01/21 to 10/31/21

Prior Year: 10/01/20 to 10/31/20

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
10-301-0000	AD VALOREM TAX - CURRENT YEAR	\$4,708,340.17	\$4,835,580.00	\$287,080.89	\$921,585.92	-\$3,913,994.08	19%
10-301-0001	AD VALOREM TAX PRIOR YEAR	\$76,907.28	\$70,000.00	\$4,996.28	\$41,069.09	-\$28,930.91	59%
10-301-0002	PENALTIES AND INTEREST	\$21,993.56	\$10,000.00	\$1,693.91	\$4,156.19	-\$5,843.81	42%
10-301-0003	AD VALOREM TAX - CORP. TAX	\$0.00	\$0.00	\$0.00	\$547.48	\$547.48	0%
10-301-0004	MOTOR VEHICLE TAX	\$215,678.89	\$200,000.00	\$42,400.81	\$86,310.44	-\$113,689.56	43%
10-301-0006	PAYMENT IN LIEU OF TAXES	\$5,903.86	\$6,000.00	\$5,825.46	\$5,825.46	-\$174.54	97%
10-303-0001	LOCAL OPTION SALES TAX	\$2,144,525.10	\$1,742,200.00	\$228,391.20	\$228,391.20	-\$1,513,808.80	13%
10-303-0002	UTILITIES FRANCHISE TAX	\$380,180.52	\$380,000.00	\$0.00	\$0.00	-\$380,000.00	0%
10-303-0003	BEER AND WINE TAX	\$17,879.79	\$18,200.00	\$0.00	\$0.00	-\$18,200.00	0%
10-303-0004	POWELL BILL	\$113,553.99	\$120,000.00	\$0.00	\$0.00	-\$120,000.00	0%
10-303-0012	GRANT FROM NC NATURAL & CULTURAL RES.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-303-0014	FEMA MITIGATION GRANT	\$0.00	\$84,650.00	\$0.00	\$0.00	-\$84,650.00	0%
10-303-0015	FEMA HURRICANE REIMBURSEMENT	\$88,591.02	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-303-0016	GRANTS - SRO, CAD, School Safety	\$66,494.93	\$230,000.00	\$0.00	\$21,649.98	-\$208,350.02	9%
10-303-0019	CARES RELIEF FUNDS	\$94,768.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-304-0001	COUNTY ABC PROFIT DISTRIBUTION	\$227,930.00	\$171,700.00	\$0.00	\$0.00	-\$171,700.00	0%
10-304-0002	FIRE DISTRICT AD VALOREM TAX	\$334,081.08	\$800,105.00	\$0.00	\$350,047.49	-\$450,057.51	44%
10-304-0003	FIRE DISTRICT SALES TAX	\$105,000.00	\$130,000.00	\$0.00	\$32,499.99	-\$97,500.01	25%
10-304-0004	HARLOWE DIST AD VALOREM TAX	\$68,093.40	\$67,954.00	\$0.00	\$17,023.74	-\$50,930.26	25%
10-304-0005	HARLOWE FIRE DISTRICT SALES TAX	\$20,032.44	\$20,033.00	\$0.00	\$5,007.99	-\$15,025.01	25%
10-304-0020	MISC REVENUE-FIRE DEPARTMENT	\$2,001.00	\$0.00	\$150.00	\$500.00	\$500.00	0%
10-305-0001	SOLID WASTE USER FEE (RES)	\$556,677.80	\$576,100.00	\$49,414.50	\$196,416.42	-\$379,683.58	34%
10-305-0002	SOLID WASTE USER FEES (COMM)	\$13,200.21	\$13,770.00	\$1,146.96	\$4,587.84	-\$9,182.16	33%
10-305-0003	STORMWATER RESIDENTIAL	\$141,739.95	\$136,000.00	\$8,955.50	\$27,168.06	-\$108,831.94	20%
10-305-0004	SOLID WASTE USER FEE -WBD	\$33,562.33	\$35,700.00	\$3,269.39	\$12,644.27	-\$23,055.73	9%

Statement of Revenue and Expenditures - Operating

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real	
10-305-0005	BUILDING PERMITS	\$316,037.22	\$180,000.00	\$27,937.20	\$96,622.55	-\$83,377.45	54%	
10-305-0006	PARKING METER	\$90,710.39	\$180,000.00	\$0.00	\$118,631.37	-\$61,368.63	66%	
10-305-0007	PARKING VIOLATIONS/PENALTIES	\$4,135.95	\$20,000.00	\$80.00	\$4,344.00	-\$15,656.00	22%	
10-305-0008	COURT COSTS, FEES, CHARGES	\$843.00	\$750.00	\$178.50	\$875.00	\$125.00	117%	
10-305-0009	ROAD RACE REGISTRATION	\$0.00	\$2,500.00	\$0.00	\$0.00	-\$2,500.00	0%	
10-305-0011	SPECIAL EVENT FEES	\$4,450.00	\$0.00	\$90.00	\$440.00	\$440.00	0%	
10-305-0012	SPECIAL EVENT PARKING FEES	\$1,350.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	
10-305-0013	TRAIN DEPOT RENTAL	\$10.00	\$0.00	\$30.00	\$95.00	\$95.00	0%	
10-306-0001	PROPERTY LEASES	\$225,536.98	\$228,490.00	\$36,740.00	\$86,794.82	-\$141,695.18	38%	
10-306-0002	ANTENNA CONTRACT REVENUE	\$68,876.90	\$69,900.00	\$0.00	\$44,105.37	-\$25,794.63	63%	
10-306-0003	CEMETERY LOT SALES	\$6,057.12	\$3,500.00	\$3,155.56	\$5,280.56	\$1,780.56	151%	
10-306-0005	SALE OF PROPERTY	\$13,600.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	
10-306-0006	SALE OF SURPLUS PROPERTY	\$2,915.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	
10-306-0010	SURETY BOND	-\$7,840.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0%	
10-307-0001	INVESTMENT EARNINGS	\$3,606.52	\$10,000.00	\$0.00	\$453.63	-\$9,546.37	5%	
10-307-0002	MISCELLANEOUS REVENUE	\$27,133.94	\$2,700.00	\$450.00	\$3,810.00	\$1,110.00	141%	
10-307-0003	MISCELLANEOUS REVENUE - PD	\$4,395.00	\$0.00	\$175.00	\$3,289.00	\$3,289.00	0%	
10-307-0007	PROCEEDS FROM LOAN	\$0.00	\$360,000.00	\$0.00	\$360,000.00	\$0.00	100%	
10-307-0008	REIMBURSEMENT FROM INSURANCE	\$2,817.34	\$0.00	\$0.00	\$3,157.56	\$3,157.56	0%	
10-307-0009	APPROPRIATED FUND BALANCE	\$0.00	\$272,940.00	\$0.00	\$0.00	-\$272,940.00	0%	
10-307-0010	UTILITY FUND ADMIN EXPENSE ALLOCATION	\$600,000.00	\$624,000.00	\$0.00	\$0.00	-\$624,000.00	0%	
10-329-0065	TRANSFER FROM CRF	\$0.00	\$207,000.00	\$0.00	\$0.00	-\$207,000.00	0%	
10-900-9000	cancel revenue	\$174.08	\$0.00	\$0.00	\$0.00	\$0.00	0%	
General Fund Revenue Total		\$10,801,944.76	\$11,809,772.00	\$702,161.16	\$2,686,330.42	-\$9,123,441.58	23%	
Expend Account	Description	Prior Yr Expd	Budgeted	Curr Expd	YTD Expd	Encumbered	Balance	% Expd
10-410-0000	GOVERNING BODY:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-410-0200	SALARIES AND WAGES	\$47,226.00	\$48,170.52	\$4,014.21	\$16,056.84	\$0.00	\$32,113.68	9%

Statement of Revenue and Expenditures - Operating

Expend Account	Description	Prior Yr Expd	Budgeted	Curr Expd	YTD Expd	Encumbered	Balance	% Expd
10-410-0500	FICA	\$3,612.48	\$3,853.64	\$307.07	\$1,228.28	\$0.00	\$2,625.36	32%
10-410-0800	WORKERS COMPENSATION	\$142.00	\$152.08	\$0.00	\$142.00	\$0.00	\$10.08	93%
10-410-1130	POSTAGE	\$32.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-410-1140	PUBLIC NOTICES/ADVERTISING	\$5,069.93	\$4,590.00	\$0.00	\$817.99	\$0.00	\$3,772.01	18%
10-410-1141	NEWSLETTER	\$4,061.99	\$4,080.00	\$693.00	\$1,400.33	\$0.00	\$2,679.67	34%
10-410-1210	OFFICE SUPPLIES	\$105.06	\$1,020.00	\$0.00	\$5.20	\$0.00	\$1,014.80	1%
10-410-1250	DUES & SUBSCRIPTIONS	\$9,978.71	\$11,526.00	\$104.99	\$9,057.14	\$79.98	\$2,388.88	79%
10-410-1430	TRAINING- REGISTRATION & CLASS MAT	\$8,291.25	\$5,100.00	\$0.00	\$100.00	\$0.00	\$5,000.00	2%
10-410-1431	TRAVEL MILEAGE	\$0.00	\$765.00	\$0.00	\$0.00	\$0.00	\$765.00	0%
10-410-1432	MEALS	\$0.00	\$1,530.00	\$0.00	\$0.00	\$0.00	\$1,530.00	0%
10-410-1433	LODGING	\$0.00	\$2,040.00	\$0.00	\$0.00	\$0.00	\$2,040.00	0%
10-410-1520	CODIFICATION	\$2,773.92	\$2,550.00	\$0.00	\$1,295.00	\$0.00	\$1,255.00	51%
10-410-1600	INSURANCE	\$3,500.00	\$5,292.00	\$0.00	\$0.00	\$0.00	\$5,292.00	0%
10-410-1720	ELECTIONS	\$0.00	\$7,057.00	\$0.00	\$0.00	\$0.00	\$7,057.00	0%
	410 Total	\$84,794.04	\$97,726.24	\$5,119.27	\$30,102.78	\$79.98	\$67,543.48	31%
10-420-0000	ADMINISTRATION:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-420-0200	SALARIES AND WAGES	\$262,517.14	\$358,232.00	\$26,448.99	\$111,176.60	\$0.00	\$247,055.40	31%
10-420-0500	FICA EXPENSE	\$19,784.56	\$28,659.00	\$1,950.67	\$8,198.15	\$0.00	\$20,460.85	29%
10-420-0600	GROUP INSURANCE EXPENSE	\$19,919.46	\$29,587.00	\$1,171.72	\$6,446.04	\$0.00	\$23,140.96	22%
10-420-0700	RETIREMENT EXPENSE	\$40,384.81	\$58,786.00	\$4,104.71	\$16,778.60	\$0.00	\$42,007.40	29%
10-420-0800	WORKERS COMPENSATION	\$1,804.30	\$2,301.00	\$0.00	\$2,147.00	\$0.00	\$154.00	93%
10-420-0900	UNEMPLOYMENT INSURANCE EXPENSE	\$7,137.71	\$7,140.00	\$0.00	\$0.00	\$0.00	\$7,140.00	0%
10-420-1110	TELEPHONE	\$4,618.66	\$7,524.00	\$796.57	\$2,551.66	\$0.00	\$4,972.34	34%
10-420-1120	INTERNET/CABLE	\$6,883.46	\$7,038.00	\$570.44	\$1,711.82	\$0.00	\$5,326.18	24%
10-420-1130	POSTAGE	\$2,810.49	\$3,060.00	\$52.15	\$574.30	\$26.40	\$2,459.30	20%
10-420-1210	OFFICE SUPPLIES	\$13,965.34	\$15,435.00	\$1,202.11	\$5,380.71	\$1,869.60	\$8,184.69	47%
10-420-1220	OFFICE EQUIPMENT (NON-CAPITAL)	\$0.00	\$5,561.00	\$340.53	\$1,617.26	\$208.15	\$3,735.59	33%
10-420-1221	OFFICE EQUIPMENT LEASES	\$5,827.00	\$7,956.00	\$452.73	\$2,268.52	\$0.00	\$5,687.48	9%

Statement of Revenue and Expenditures - Operating

Expend Account	Description	Prior Yr Expd	Budgeted	Curr Expd	YTD Expd	Encumbered	Balance	% Expd
10-420-1230	OFFICE CONTRACT SERVICES	\$4,909.45	\$6,120.00	\$522.37	\$1,897.25	\$135.00	\$4,087.75	33%
10-420-1250	DUES AND SUBSCRIPTIONS	\$2,611.44	\$4,400.00	\$219.99	\$835.98	\$175.00	\$3,389.02	23%
10-420-1310	ELECTRIC	\$12,252.38	\$17,136.00	\$1,066.04	\$4,830.16	\$0.00	\$12,305.84	28%
10-420-1330	WATER/SEWER/SOLID WASTE	\$1,921.43	\$3,264.00	\$341.41	\$1,278.87	\$0.00	\$1,985.13	39%
10-420-1430	TRAINING-REGISTRATION & CLASS MAT	\$3,089.62	\$5,210.00	\$0.00	\$200.00	\$2,900.00	\$2,110.00	60%
10-420-1431	TRAVEL MILEAGE	\$0.00	\$2,470.00	\$0.00	\$0.00	\$0.00	\$2,470.00	0%
10-420-1432	MEALS	\$0.00	\$1,465.00	\$0.00	\$0.00	\$0.00	\$1,465.00	0%
10-420-1433	LODGING	\$0.00	\$4,750.00	\$0.00	\$0.00	\$0.00	\$4,750.00	0%
10-420-1630	EQUIPMENT MAINT. & REPAIRS	\$0.00	\$102.00	\$0.00	\$0.00	\$0.00	\$102.00	0%
10-420-5400	INSURANCE	\$51,302.60	\$59,988.00	\$0.00	\$59,987.60	\$0.00	\$0.40	100%
420 Total		\$461,739.85	\$636,184.00	\$39,240.43	\$227,880.52	\$5,314.15	\$402,989.33	37%
10-430-0000	FINANCE:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-430-0200	SALARIES AND WAGES	\$259,623.71	\$275,264.00	\$20,115.38	\$87,306.65	\$0.00	\$187,957.35	32%
10-430-0201	OVERTIME	\$7.83	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-430-0500	FICA EXPENSE	\$18,549.11	\$22,023.00	\$1,467.30	\$6,277.72	\$0.00	\$15,745.28	29%
10-430-0600	GROUP INSURANCE EXPENSE	\$32,055.81	\$36,983.00	\$2,346.36	\$9,385.66	\$0.00	\$27,597.34	25%
10-430-0700	RETIREMENT EXPENSE	\$39,292.98	\$45,176.00	\$3,291.10	\$14,307.34	\$0.00	\$30,868.66	32%
10-430-0800	WORKERS COMPENSATION	\$1,210.00	\$1,173.00	\$0.00	\$1,210.00	\$0.00	-\$37.00	103%
10-430-1230	OFFICE CONTRACT SERVICES	\$29,028.50	\$29,580.00	\$69.00	\$3,479.00	\$8,106.62	\$17,994.38	39%
10-430-1250	DUES & SUBSCRIPTIONS	\$226.84	\$408.00	\$31.38	\$67.63	\$0.00	\$340.37	17%
10-430-1430	TRAINING-REGISTRATION & CLASS MATE	\$3,625.00	\$2,040.00	\$20.00	\$20.00	\$0.00	\$2,020.00	1%
10-430-1431	TRAVEL MILEAGE	\$0.00	\$1,020.00	\$0.00	\$0.00	\$0.00	\$1,020.00	0%
10-430-1432	MEALS	\$0.00	\$612.00	\$0.00	\$0.00	\$0.00	\$612.00	0%
10-430-1433	LODGING	\$0.00	\$1,938.00	\$0.00	\$0.00	\$0.00	\$1,938.00	0%
10-430-1630	EQUIPMENT MAINT & REPAIRS	\$0.00	\$510.00	\$0.00	\$0.00	\$0.00	\$510.00	0%
10-430-4510	PROFESSIONAL SERVICES	\$18,954.20	\$20,400.00	\$0.00	\$7,285.00	\$5,265.00	\$7,850.00	62%
10-430-4520	TAX COLLECTION ADMIN EXPENSE PROP.	\$98,659.86	\$96,925.00	\$6,045.82	\$19,865.53	\$0.00	\$77,059.47	20%
10-430-4525	TAX COLLECTION ADMIN EXPENSE MVT	\$11,445.01	\$10,800.00	\$2,233.43	\$4,325.71	\$0.00	\$6,474.29	9%

Statement of Revenue and Expenditures - Operating

Expend Account	Description	Prior Yr Expd	Budgeted	Curr Expd	YTD Expd	Encumbered	Balance	% Expd
	430 Total	\$512,678.85	\$544,852.00	\$35,619.77	\$153,530.24	\$13,371.62	\$377,950.14	31%
10-450-0000	PARKING DEPARTMENT:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-450-0200	SALARIES AND WAGES	\$17,313.89	\$37,467.00	\$3,042.57	\$24,852.26	\$0.00	\$12,614.74	66%
10-450-0201	OVERTIME	\$498.75	\$2,080.00	\$15.11	\$756.11	\$0.00	\$1,323.89	36%
10-450-0205	OTHER SALARIES - PART TIME	\$0.00	\$14,085.00	\$0.00	\$0.00	\$0.00	\$14,085.00	0%
10-450-0500	FICA EXPENSE	\$1,095.49	\$4,314.00	\$233.91	\$1,959.11	\$0.00	\$2,354.89	45%
10-450-0600	GROUP INSURANCE	\$1,171.44	\$7,397.00	\$0.00	\$0.00	\$0.00	\$7,397.00	0%
10-450-0700	RETIREMENT EXPENSE	\$1,109.73	\$6,503.00	\$0.00	\$0.00	\$0.00	\$6,503.00	0%
10-450-0800	WORKERS COMPENSATION	\$1,343.00	\$1,439.00	\$0.00	\$1,343.00	\$0.00	\$96.00	93%
10-450-1210	OFFICE SUPPLIES	\$1,115.47	\$2,040.00	\$0.00	\$180.00	\$0.00	\$1,860.00	9%
10-450-1230	OFFICE CONTRACT SERVICES - SOFTWARE	\$10,944.00	\$12,387.00	\$912.00	\$3,648.00	\$0.00	\$8,739.00	29%
10-450-1430	TRAINING -REGISTRATION AND CLASS MAT'L	\$0.00	\$1,071.00	\$0.00	\$0.00	\$0.00	\$1,071.00	0%
10-450-1431	TRAVEL MILEAGE	\$0.00	\$408.00	\$0.00	\$0.00	\$0.00	\$408.00	0%
10-450-1432	MEALS	\$0.00	\$306.00	\$0.00	\$0.00	\$0.00	\$306.00	0%
10-450-1433	LODGING	\$0.00	\$816.00	\$0.00	\$0.00	\$0.00	\$816.00	0%
10-450-1592	WBD PROJETS	\$0.00	\$0.00	\$18.00	\$18.00	-\$18.00	\$0.00	0%
10-450-1620	EQUIPMENT RENTAL - HANDHELDS	\$440.00	\$1,734.00	\$100.00	\$1,127.50	\$0.00	\$606.50	65%
10-450-1630	EQUIPMENT MAINTENANCE AND REPAIRS	\$2,111.15	\$3,060.00	\$0.00	\$1,414.48	\$0.00	\$1,645.52	46%
10-450-3901	PARKING METER CREDIT CARD PROCESSING	\$2,132.77	\$22,440.00	\$74.15	\$17,328.66	\$0.00	\$5,111.34	77%
10-450-3902	COLLECTION FEES	\$0.00	\$2,040.00	\$60.45	\$284.70	\$10.00	\$1,745.30	14%
10-450-4550	CONTRACT SERVICES	\$0.00	\$3,060.00	\$0.00	\$0.00	\$0.00	\$3,060.00	0%
10-450-5730	CONTINGENCY	\$0.00	\$13,260.00	\$0.00	\$0.00	\$0.00	\$13,260.00	0%
10-450-8010	DEBT SERVICE - PRINCIPAL	\$7,640.04	\$8,192.64	\$0.00	\$0.00	\$0.00	\$8,192.64	0%
10-450-8011	DEBT SERVICE - INTEREST	\$1,163.32	\$610.68	\$0.00	\$0.00	\$0.00	\$610.68	0%
	450 Total	\$48,079.05	\$144,710.32	\$4,456.19	\$52,911.82	-\$8.00	\$91,806.50	37%
10-510-0000	POLICE DEPARTMENT:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-510-0200	SALARIES AND WAGES	\$1,031,915.43	\$1,071,758.00	\$80,283.38	\$349,282.34	\$0.00	\$722,475.66	33%
10-510-0201	OVERTIME	\$26,948.12	\$30,600.00	\$3,514.85	\$11,117.36	\$0.00	\$19,482.64	9%

Statement of Revenue and Expenditures - Operating

Expend Account	Description	Prior Yr Expd	Budgeted	Curr Expd	YTD Expd	Encumbered	Balance	% Expd
10-510-0203	SEPARATION PAY	\$42,342.40	\$41,400.00	\$3,567.22	\$16,052.49	\$0.00	\$25,347.51	39%
10-510-0205	OTHER SALARIES-PARTTIME	\$2,926.23	\$16,830.00	\$375.79	\$682.48	\$0.00	\$16,147.52	4%
10-510-0500	FICA EXPENSE	\$81,293.46	\$92,944.00	\$6,491.21	\$27,972.76	\$0.00	\$64,971.24	30%
10-510-0600	GROUP INSURANCE EXPENSE	\$130,043.91	\$140,537.00	\$11,139.12	\$41,940.65	\$0.00	\$98,596.35	30%
10-510-0700	RETIREMENT EXPENSE	\$165,591.85	\$187,609.00	\$14,217.99	\$61,135.95	\$0.00	\$126,473.05	33%
10-510-0800	WORKERS COMPENSATION	\$41,466.72	\$42,776.00	\$0.00	\$43,000.00	\$0.00	-\$224.00	101%
10-510-1110	TELEPHONE	\$3,901.26	\$6,500.00	\$610.25	\$2,048.52	\$0.00	\$4,451.48	32%
10-510-1111	TELEPHONE-CELLULAR	\$9,846.76	\$11,300.00	\$848.67	\$2,547.43	\$0.00	\$8,752.57	23%
10-510-1120	INTERNET/CABLE	\$5,305.66	\$6,200.00	\$465.90	\$1,396.83	\$0.00	\$4,803.17	23%
10-510-1130	POSTAGE	\$603.15	\$750.00	\$0.00	\$29.97	\$94.53	\$625.50	17%
10-510-1210	OFFICE SUPPLIES	\$3,232.59	\$2,500.00	\$368.55	\$750.40	\$549.02	\$1,200.58	52%
10-510-1220	OFFICE EQUIPMENT (NON-CAPITAL)	\$1,424.99	\$2,000.00	\$0.00	\$580.68	\$0.00	\$1,419.32	29%
10-510-1221	OFFICE EQUIPMENT LEASES	\$5,706.55	\$4,200.00	\$349.25	\$1,751.03	\$0.00	\$2,448.97	42%
10-510-1230	OFFICE CONTRACT SERVICES	\$31,734.72	\$31,870.00	\$350.56	\$14,509.59	\$2,427.73	\$14,932.68	53%
10-510-1250	DUES AND SUBSCRIPTIONS	\$801.31	\$2,500.00	\$47.07	\$137.74	\$0.00	\$2,362.26	6%
10-510-1260	MISC. ADMIN. EXPENSE	\$20.50	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
10-510-1310	ELECTRIC	\$6,730.00	\$6,300.00	\$555.60	\$2,413.92	\$0.00	\$3,886.08	38%
10-510-1330	WATER/SEWER/SOLID WASTE	\$3,353.36	\$3,500.00	\$227.63	\$696.17	\$0.00	\$2,803.83	20%
10-510-1420	OSHA/SAFETY COMPLIANCE	\$625.02	\$1,336.00	\$0.00	\$0.00	\$0.00	\$1,336.00	0%
10-510-1430	TRAINING- REGISTRATION & CLASS MAT	\$5,451.75	\$12,000.00	\$285.46	\$460.46	\$275.00	\$11,264.54	6%
10-510-1431	TRAVEL MILEAGE	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
10-510-1432	MEALS	\$2,091.37	\$3,500.00	\$209.44	\$690.28	\$613.11	\$2,196.61	37%
10-510-1433	LODGING	\$2,026.07	\$4,000.00	\$0.00	\$0.00	\$1,094.65	\$2,905.35	27%
10-510-1440	UNIFORMS	\$7,624.90	\$15,000.00	\$378.44	\$9,098.00	\$235.72	\$5,666.28	62%
10-510-1451	EMPLOYEE WELLNESS	\$9,499.00	\$11,800.00	\$473.00	\$2,855.00	\$0.00	\$8,945.00	24%
10-510-1610	NON-CAPITAL EQUIPMENT PURCHASE	\$70,366.46	\$25,000.00	\$323.31	\$9,160.27	\$0.00	\$15,839.73	37%
10-510-1630	EQUIPMENT MAINT. & REPAIRS	\$6,054.69	\$4,000.00	\$403.16	\$934.99	\$0.00	\$3,065.01	23%
10-510-1710	AUTO FUEL	\$24,497.75	\$37,000.00	\$2,665.80	\$10,733.01	\$0.00	\$26,266.99	9%

Statement of Revenue and Expenditures - Operating

Expend Account	Description	Prior Yr Expd	Budgeted	Curr Expd	YTD Expd	Encumbered	Balance	% Expd
10-510-1730	VEHICLE MAINT. & REPAIRS	\$8,737.26	\$15,000.00	\$6,238.90	\$8,346.43	\$22.00	\$6,631.57	56%
10-510-3310	DEPARTMENT SUPPLIES & MATERIALS	\$8,169.99	\$15,000.00	\$262.00	\$6,877.11	\$7,204.08	\$918.81	94%
10-510-4510	PROFESSIONAL SERVICES	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
10-510-4560	ABANDONED AND DERELICT VESSEL REMOVA	\$4,380.15	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	0%
10-510-4570	MARINE OPERATIONS	\$2,016.96	\$4,000.00	\$194.19	\$1,272.24	\$451.18	\$2,276.58	43%
10-510-5400	INSURANCE AND BONDS	\$25,136.27	\$26,438.00	\$0.00	\$26,438.00	\$0.00	\$0.00	100%
10-510-5791	CRIMINAL INVESTIGATION	\$3,516.70	\$10,000.00	\$3.99	\$348.79	\$0.00	\$9,651.21	3%
10-510-5793	CRIME PREVENTION	\$2,012.39	\$5,000.00	\$0.00	\$0.00	\$25.73	\$4,974.27	1%
10-510-7430	CAPITAL OUTLAY - VEHICLES	\$127,728.78	\$52,356.00	\$0.00	\$0.00	\$52,355.98	\$0.02	100%
10-510-8010	DEBT SERVICE - PRINCIPAL	\$16,594.00	\$16,594.37	\$0.00	\$16,594.00	\$0.00	\$0.37	100%
10-510-8011	DEBT SERVICE - INTEREST	\$662.25	\$626.11	\$0.00	\$662.25	\$0.00	-\$36.14	106%
10-510-9020	GRANT EXPENDITURES	\$43,350.44	\$180,000.00	\$0.00	\$10,575.00	\$0.00	\$169,425.00	6%
10-510-9020	510 Total	\$1,965,731.17	\$2,155,724.48	\$134,850.73	\$683,092.14	\$65,348.73	\$1,407,283.61	35%
10-531-0000	FIRE DEPARTMENT:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-531-0200	SALARIES & WAGES	\$924,032.70	\$965,079.91	\$75,694.08	\$331,912.17	\$0.00	\$633,167.74	34%
10-531-0201	OVERTIME	\$18,995.77	\$36,553.13	\$2,976.59	\$9,749.28	\$0.00	\$26,803.85	27%
10-531-0205	SALARIES-PARTIME/PRN	\$40,501.83	\$43,942.00	\$1,386.90	\$7,019.77	\$0.00	\$36,922.23	16%
10-531-0500	FICA EXPENSE	\$72,701.06	\$83,664.41	\$5,912.26	\$25,825.70	\$0.00	\$57,838.71	31%
10-531-0600	GROUP INSURANCE	\$117,239.19	\$132,670.00	\$10,011.40	\$39,999.89	\$0.00	\$92,670.11	30%
10-531-0700	RETIREMENT EXPENSE	\$141,917.89	\$164,505.54	\$12,883.60	\$55,961.63	\$0.00	\$108,543.91	34%
10-531-0701	FIREMAN'S PENSION FUND	\$1,920.00	\$2,160.00	\$0.00	\$0.00	\$0.00	\$2,160.00	0%
10-531-0800	WORKERS COMPENSATION	\$50,946.00	\$54,650.00	\$754.00	\$55,254.00	\$246.00	-\$850.00	102%
10-531-1110	TELEPHONE	\$4,741.50	\$7,440.00	\$552.12	\$2,239.31	\$0.00	\$5,200.69	30%
10-531-1111	TELEPHONE- CELLULAR	\$1,480.39	\$2,550.00	\$114.03	\$342.09	\$0.00	\$2,207.91	13%
10-531-1120	INTERNET/CABLE	\$4,214.49	\$4,508.00	\$399.88	\$1,199.14	\$0.00	\$3,308.86	27%
10-531-1130	POSTAGE	\$101.60	\$204.00	\$5.70	\$16.85	\$0.00	\$187.15	8%
10-531-1210	OFFICE SUPPLIES	\$667.91	\$1,224.00	\$62.93	\$438.88	\$0.00	\$785.12	36%
10-531-1220	OFFICE EQUIPMENT (NON-CAPITAL)	\$1,076.98	\$4,530.00	\$0.00	\$853.98	\$334.00	\$3,342.02	9%

Statement of Revenue and Expenditures - Operating

Expend Account	Description	Prior Yr Expd	Budgeted	Curr Expd	YTD Expd	Encumbered	Balance	% Expd
10-531-1221	OFFICE EQUIPMENT LEASES	\$2,996.57	\$3,090.00	\$239.94	\$1,203.51	\$0.00	\$1,886.49	39%
10-531-1230	OFFICE CONTRACT SERVICES	\$1,420.00	\$1,703.00	\$0.00	\$2,128.00	\$0.00	-\$425.00	125%
10-531-1250	DUES & SUBSCRIPTIONS	\$1,688.82	\$2,090.00	\$15.00	\$15.00	\$30.00	\$2,045.00	2%
10-531-1310	ELECTRIC	\$19,456.86	\$23,929.00	\$1,801.66	\$7,030.53	\$0.00	\$16,898.47	29%
10-531-1320	LP GAS	\$237.04	\$510.00	\$18.57	\$37.77	\$0.00	\$472.23	7%
10-531-1330	WATER/SEWER/SOLID WASTE	\$4,200.53	\$4,865.00	\$283.18	\$1,091.10	\$0.00	\$3,773.90	22%
10-531-1420	OSHA/ SAFETY COMPLIANCE	\$4,550.24	\$13,558.00	\$0.00	\$1,657.29	\$0.00	\$11,900.71	12%
10-531-1421	SAFETY EQUIPMENT	\$26,656.23	\$26,620.00	\$0.00	\$147.69	\$0.00	\$26,472.31	1%
10-531-1422	SAFETY SUPPLIES & MATERIALS	\$13,497.41	\$3,060.00	\$61.77	\$201.59	\$51.16	\$2,807.25	8%
10-531-1430	TRAINING- REGIST & CLASS MATERIAL	\$2,992.54	\$5,610.00	\$0.00	\$2,002.10	\$0.00	\$3,607.90	36%
10-531-1431	MILEAGE	\$952.86	\$816.00	\$602.78	\$651.59	\$0.00	\$164.41	80%
10-531-1432	MEALS	\$1,676.62	\$2,754.00	\$6.04	\$42.85	\$208.49	\$2,502.66	9%
10-531-1433	LODGING	\$2,391.13	\$3,060.00	\$0.00	\$307.80	\$0.00	\$2,752.20	10%
10-531-1440	UNIFORMS	\$15,171.42	\$14,780.00	\$364.19	\$2,110.80	\$0.00	\$12,669.20	14%
10-531-1510	BUILDING MAINTENANCE	\$4,094.44	\$4,662.00	\$141.66	\$849.79	\$293.37	\$3,518.84	25%
10-531-1511	GROUND MAINT	\$133.91	\$3,570.00	\$15.99	\$681.41	\$0.00	\$2,888.59	19%
10-531-1512	JANITORIAL SUPPLIES	\$2,083.97	\$1,836.00	\$107.61	\$630.29	\$94.42	\$1,111.29	39%
10-531-1513	CONTRACTED SERVICES	\$6,455.78	\$8,670.00	\$1,607.50	\$1,719.50	\$0.00	\$6,950.50	20%
10-531-1610	NON-CAPITAL EQUIPMENT PURCHASE	\$8,158.49	\$20,090.00	\$449.00	\$853.00	\$0.00	\$19,237.00	4%
10-531-1630	EQUIPMENT MAINT & REPAIRS	\$2,584.00	\$15,912.00	\$425.79	\$755.70	\$12.80	\$15,143.50	5%
10-531-1710	AUTO FUEL	\$11,328.18	\$23,460.00	\$1,361.30	\$5,590.41	\$0.00	\$17,869.59	24%
10-531-1730	VEHICLE MAINT & REPAIRS	\$33,558.20	\$29,500.00	\$3,100.67	\$4,240.86	\$23.22	\$25,235.92	14%
10-531-3310	DEPARTMENT SUPPLIES & MATERIALS	\$3,601.21	\$9,180.00	\$251.81	\$1,604.91	\$410.99	\$7,164.10	22%
10-531-5400	INSURANCE & BONDS	\$36,681.00	\$37,500.00	\$0.00	\$38,730.00	\$0.00	-\$1,230.00	103%
10-531-7410	CAPITAL OUTLAY - BUILDINGS	\$0.00	\$180,000.00	\$0.00	\$0.00	\$0.00	\$180,000.00	0%
10-531-7420	CAPITAL OUTLAY - EQUIPMENT	\$0.00	\$62,000.00	\$0.00	\$0.00	\$0.00	\$62,000.00	0%
10-531-7430	CAPITAL OUTLAY- VEHICLES	\$0.00	\$560,000.00	\$0.00	\$200,000.00	\$359,998.00	\$2.00	100%
10-531-8010	DEBT SERVICE - PRINCIPAL	\$255,437.00	\$326,287.11	\$0.00	\$100,000.00	\$0.00	\$226,287.11	9%

Statement of Revenue and Expenditures - Operating

Expend Account	Description	Prior Yr Expd	Budgeted	Curr Expd	YTD Expd	Encumbered	Balance	% Expd
10-531-8011	DEBT SERVICE - INTEREST	\$95,790.32	\$96,847.87	\$0.00	\$33,500.00	\$0.00	\$63,347.87	35%
10-531-9003	HURRICANE SUPPLIES & MATERIALS	\$0.00	\$0.00	\$2,904.26	\$2,904.26	\$0.00	-\$2,904.26	0%
10-531-9010	COVID-19 RESPONSE	\$5,276.12	\$0.00	\$439.36	\$1,410.26	\$64.04	-\$1,474.30	0%
	531 Total	\$1,943,608.20	\$2,989,640.97	\$124,951.57	\$942,910.70	\$361,766.49	\$1,684,963.78	44%
10-540-0000	PLANNING & INSPECTIONS:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-540-0200	SALARIES AND WAGES	\$324,814.43	\$328,030.00	\$22,457.34	\$110,513.84	\$0.00	\$217,516.16	34%
10-540-0201	OVERTIME	\$1,243.47	\$0.00	\$67.61	\$213.74	\$0.00	-\$213.74	0%
10-540-0500	FICA EXPENSE	\$24,334.19	\$26,323.00	\$1,684.62	\$8,389.34	\$0.00	\$17,933.66	32%
10-540-0600	GROUP INSURANCE EXPENSE	\$35,316.45	\$36,983.00	\$2,344.42	\$9,966.92	\$0.00	\$27,016.08	27%
10-540-0700	RETIREMENT EXPENSE	\$48,883.21	\$53,995.00	\$3,664.35	\$18,059.68	\$0.00	\$35,935.32	33%
10-540-0800	WORKERS COMPENSATION	\$5,682.79	\$6,183.00	\$0.00	\$5,733.00	\$0.00	\$450.00	93%
10-540-1230	OFFICE CONTRACT SERVICES	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	100%
10-540-1250	DUES & SUBSCRIPTIONS	\$2,642.42	\$2,500.00	\$723.59	\$1,052.55	\$0.00	\$1,447.45	42%
10-540-1420	OSHA/SAFETY COMPLIANCE	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0%
10-540-1430	TRAINING-REGISTRATION & CLASS MAT	\$2,675.00	\$3,400.00	-\$150.00	\$175.00	\$252.00	\$2,973.00	13%
10-540-1431	TRAVEL MILEAGE	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
10-540-1432	MEALS	\$0.00	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	0%
10-540-1433	LODGING	\$0.00	\$2,400.00	\$0.00	\$0.00	\$0.00	\$2,400.00	0%
10-540-1610	NON-CAPITAL EQUIPMENT PURCHASE	\$744.41	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
10-540-1710	AUTO FUEL	\$495.84	\$1,000.00	\$29.06	\$248.87	\$0.00	\$751.13	25%
10-540-1730	VEHICLE MAINT & REPAIRS	\$1,164.05	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
10-540-1810	PERMITS & FEES RECURRING	\$1,390.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
10-540-3510	HISTORIC COMM.EXPENSE	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
10-540-3512	HISTORIC COMM-TRAVEL	\$0.00	\$1,800.00	\$0.00	\$0.00	\$0.00	\$1,800.00	0%
10-540-4510	PROFESSIONAL SERVICES	\$99,900.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-540-7420	CAPITAL OUTLAY-PROFESSIONAL SERVICES	\$0.00	\$102,600.00	\$2,153.00	\$28,170.00	\$66,929.75	\$7,500.25	93%
10-540-8010	DEBT SERVICE - PRINCIPAL	\$4,840.00	\$4,840.44	\$0.00	\$4,840.00	\$0.00	\$0.44	100%
10-540-8011	DEBT SERVICE - INTEREST	\$183.00	\$182.20	\$0.00	\$183.00	\$0.00	-\$0.80	9%

Statement of Revenue and Expenditures - Operating

Expend Account	Description	Prior Yr Expd	Budgeted	Curr Expd	YTD Expd	Encumbered	Balance	% Expd
540 Total		\$554,309.51	\$578,336.64	\$32,973.99	\$188,545.94	\$67,181.75	\$322,608.95	44%
10-550-0000	PUBLIC SERVICE ADMINISTRATION:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-550-0200	SALARIES AND WAGES	\$211,860.14	\$207,535.00	\$16,521.88	\$74,132.56	\$0.00	\$133,402.44	36%
10-550-0500	FICA EXPENSE	\$14,367.64	\$16,603.00	\$1,181.94	\$5,335.11	\$0.00	\$11,267.89	32%
10-550-0600	GROUP INSURANCE EXPENSE	\$13,540.86	\$14,793.00	\$1,173.66	\$4,696.22	\$0.00	\$10,096.78	32%
10-550-0700	RETIREMENT	\$30,078.22	\$34,056.00	\$2,693.20	\$12,092.99	\$0.00	\$21,963.01	36%
10-550-1230	OFFICE CONTRACT SERVICES	\$5,126.45	\$8,750.00	\$0.00	\$0.00	\$0.00	\$8,750.00	0%
10-550-1250	DUES AND SUBSCRIPTIONS	\$181.37	\$250.00	\$31.38	\$103.91	\$0.00	\$146.09	42%
10-550-1420	OSHA/SAFETY COMPLIANCE	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0%
10-550-1430	TRAINING - REGISTRATION & CLASS MATERIAL	\$255.00	\$1,000.00	\$0.00	\$0.00	\$199.00	\$801.00	20%
10-550-1431	TRAVEL MILEAGE	\$0.00	\$230.00	\$0.00	\$0.00	\$0.00	\$230.00	0%
10-550-1432	MEALS	\$0.00	\$225.00	\$0.00	\$0.00	\$0.00	\$225.00	0%
10-550-1433	LODGING	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00	\$900.00	0%
10-550-1440	UNIFORMS	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0%
10-550-1610	NON-CAPITAL EQUIPMENT PURCHASE	\$1,568.89	\$2,000.00	\$0.00	\$0.00	\$56.29	\$1,943.71	3%
10-550-1710	AUTO FUEL	\$210.67	\$500.00	\$0.00	\$105.45	\$0.00	\$394.55	21%
10-550-1730	VEHICLE MAINT. & REPAIRS	\$146.40	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
10-550-4510	PROFESSIONAL SERVICES	\$7,780.37	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0%
10-550-5730	CONTINGENCY	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0%
550 Total		\$285,116.01	\$303,142.00	\$21,602.06	\$96,466.24	\$255.29	\$206,420.47	32%
10-560-0000	PUBLIC WORKS:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-560-0200	SALARIES AND WAGES	\$513,572.68	\$608,513.00	\$37,352.56	\$162,286.67	\$0.00	\$446,226.33	27%
10-560-0201	OVERTIME	\$9,386.63	\$5,202.00	\$565.52	\$3,755.07	\$0.00	\$1,446.93	72%
10-560-0500	FICA EXPENSE	\$38,204.34	\$49,131.00	\$2,727.36	\$11,996.66	\$0.00	\$37,134.34	24%
10-560-0600	GROUP INSURANCE EXPENSE	\$83,578.14	\$103,554.00	\$6,414.56	\$23,712.88	\$0.00	\$79,841.12	23%
10-560-0700	RETIREMENT EXPENSE	\$77,723.07	\$98,701.00	\$6,174.80	\$27,049.25	\$0.00	\$71,651.75	27%
10-560-0800	WORKERS COMPENSATION	\$20,545.29	\$25,880.00	\$0.00	\$25,864.73	\$0.00	\$15.27	100%
10-560-1110	TELEPHONE	\$2,629.44	\$2,500.00	\$127.07	\$710.21	\$0.00	\$1,789.79	9%

Statement of Revenue and Expenditures - Operating

Expend Account	Description	Prior Yr Expd	Budgeted	Curr Expd	YTD Expd	Encumbered	Balance	% Expd
10-560-1111	TELEPHONE- CELLULAR	\$979.79	\$1,000.00	\$81.45	\$244.28	\$0.00	\$755.72	24%
10-560-1120	INTERNET/CABLE	\$5,396.84	\$4,900.00	\$450.16	\$1,350.48	\$0.00	\$3,549.52	28%
10-560-1130	POSTAGE	\$5,269.71	\$4,500.00	\$940.72	\$1,846.84	\$0.00	\$2,653.16	41%
10-560-1210	OFFICE SUPPLIES	\$2,140.49	\$2,100.00	\$59.73	\$92.70	\$369.87	\$1,637.43	22%
10-560-1220	OFFICE EQUIPMENT (NON-CAPITAL)	\$53.73	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
10-560-1221	OFFICE EQUIPMENT LEASE	\$3,338.47	\$3,350.00	\$266.30	\$1,336.28	\$0.00	\$2,013.72	40%
10-560-1230	OFFICE CONTRACT SERVICES	\$2,671.47	\$2,421.69	\$482.79	\$809.65	\$121.69	\$1,490.35	38%
10-560-1250	DUES AND SUBSCRIPTIONS	\$663.39	\$800.00	\$35.68	\$139.63	\$19.99	\$640.38	20%
10-560-1310	ELECTRIC	\$6,032.75	\$7,000.00	\$616.02	\$2,810.74	\$0.00	\$4,189.26	40%
10-560-1320	LP GAS	\$3,446.06	\$3,000.00	\$7.75	\$36.98	\$0.00	\$2,963.02	1%
10-560-1330	WATER/SEWER/SOLID WASTE	\$1,875.39	\$2,727.61	\$243.64	\$685.87	\$0.00	\$2,041.74	25%
10-560-1420	OSHA/SAFETY COMPLIANCE	\$3,170.84	\$5,750.00	\$215.25	\$827.09	\$0.00	\$4,922.91	14%
10-560-1430	TRAINING -REGISTRATION & CLASS	\$1,168.54	\$3,250.00	\$0.00	\$0.00	\$0.00	\$3,250.00	0%
10-560-1431	TRAVEL MILEAGE	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
10-560-1432	MEALS	\$417.39	\$750.00	\$0.00	\$107.82	\$0.00	\$642.18	14%
10-560-1433	LODGING	\$0.00	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	0%
10-560-1440	UNIFORMS	\$5,970.87	\$7,250.00	\$374.99	\$1,460.42	\$0.00	\$5,789.58	20%
10-560-1610	NON-CAPITAL EQUIPMENT PURCHASE	\$18,167.92	\$8,500.00	\$505.11	\$3,427.85	\$355.43	\$4,716.72	45%
10-560-1630	EQUIPMENT MAINT. & REPAIRS	\$5,296.99	\$10,500.00	\$73.05	\$797.89	\$0.00	\$9,702.11	8%
10-560-1710	AUTO FUEL	\$11,623.96	\$15,500.00	\$2,032.53	\$5,687.79	\$0.00	\$9,812.21	37%
10-560-1730	VEHICLE MAINT. & REPAIRS	\$10,365.95	\$17,000.00	\$1,262.05	\$6,418.88	\$1,723.50	\$8,857.62	48%
10-560-1820	PERMITS & FEES - ONE TIME	\$202.65	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
10-560-3310	DEPARTMENT SUPPLIES & MATERIAL	\$3,306.31	\$8,000.00	\$322.86	\$1,023.02	\$0.00	\$6,976.98	13%
10-560-3320	STREETSCAPING MATERIALS	\$0.00	\$74.58	\$0.00	\$0.00	\$74.58	\$0.00	100%
10-560-3811	STREET CONT. SERVICES	\$0.00	\$8,000.00	\$1,000.00	\$2,000.00	\$0.00	\$6,000.00	25%
10-560-3812	STREET SUPPLIES & MAT'L	\$4,180.20	\$10,500.00	\$513.24	\$1,991.90	\$1,014.12	\$7,493.98	29%
10-560-3814	SIDEWALKS & MULTI-MODAL	\$8,927.53	\$19,080.00	\$0.00	\$0.00	\$16,240.00	\$2,840.00	85%
10-560-4550	CONTRACT SERVICES	\$5,743.52	\$12,000.00	\$0.00	\$1,075.00	\$5,200.00	\$5,725.00	9%

TOWN OF BEAUFORT

Expend Account	Description	Prior Yr Expd	Budgeted	Curr Expd	YTD Expd	Encumbered	Balance	% Expd
10-560-4590	DREDGING EXPENSE	\$0.00	\$171,700.00	\$0.00	\$0.00	\$0.00	\$171,700.00	0%
10-560-5400	INSURANCE	\$14,342.56	\$18,935.00	\$0.00	\$17,926.37	\$0.00	\$1,008.63	95%
10-560-5900	STREET LIGHTS	\$140,819.19	\$146,880.00	\$11,376.76	\$46,564.65	\$0.00	\$100,315.35	32%
10-560-7420	CAPITAL OUTLAY - EQUIPMENT	\$91,635.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-560-7430	CAPITAL OUTLAY - VEHICLES	\$103,580.39	\$255,000.00	\$0.00	\$192,050.38	\$55,294.67	\$7,654.95	97%
10-560-8010	DEBT SERVICES-PRINCIPAL	\$245,000.00	\$253,452.18	\$0.00	\$0.00	\$0.00	\$253,452.18	0%
10-560-8011	DEBT SERVICES-INTEREST	\$85,933.74	\$83,850.06	\$0.00	\$41,846.00	\$0.00	\$42,004.06	50%
	560 Total	\$1,537,361.33	\$1,985,002.12	\$74,221.95	\$587,933.98	\$80,413.85	\$1,316,654.29	34%
10-570-0000	SANITATION:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-570-1310	ELECTRIC FOR COMPACTOR	\$632.52	\$1,000.00	\$45.28	\$175.41	\$0.00	\$824.59	18%
10-570-1630	EQUIPMENT MAINT.	\$1,736.10	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0%
10-570-1710	AUTO FUEL	\$7,712.17	\$15,000.00	\$493.51	\$2,866.04	\$0.00	\$12,133.96	19%
10-570-1730	VEHICLE MAINTENANCE	\$1,230.05	\$1,000.00	\$39.98	\$48.97	\$0.00	\$951.03	5%
10-570-4520	COLLECTION CONTRACTED SV WBD ROLLOUT	\$23,836.36	\$24,000.00	\$2,028.89	\$6,054.37	\$0.00	\$17,945.63	25%
10-570-4521	COLLECTION CONTRACTSVC RESROLLOUT SV	\$448,835.45	\$464,400.00	\$39,600.16	\$120,174.50	\$0.00	\$344,225.50	26%
10-570-4560	RECYCLING DISPOSAL WBD CARDBOARD ONL	\$7,507.14	\$7,500.00	\$636.72	\$1,900.11	\$0.00	\$5,599.89	25%
10-570-4561	SOLID WASTE DISPOSAL RES BULK SERVICE	\$33,969.13	\$36,000.00	\$3,218.43	\$9,623.43	\$0.00	\$26,376.57	27%
10-570-4562	YARD DEBRIS DISPOSAL FEE DEE GARNER	\$38,060.00	\$38,000.00	\$3,970.00	\$22,430.00	\$0.00	\$15,570.00	59%
10-570-4563	SOLID WASTE DISPOSAL WBD COMPACTOR FE	\$29,589.66	\$31,200.00	\$5,949.56	\$14,175.12	\$0.00	\$17,024.88	45%
10-570-8010	DEBT SERVICES- PRINCIPAL (GRAPPLE TRUCK	\$38,028.00	\$38,086.99	\$0.00	\$38,028.00	\$0.00	\$58.99	100%
10-570-8011	DEBT SERVICES - INTEREST (GRAPPLE TRUCK	\$1,436.00	\$1,386.37	\$0.00	\$1,385.90	\$0.00	\$0.47	100%
	570 Total	\$632,572.58	\$659,073.36	\$55,982.53	\$216,861.85	\$0.00	\$442,211.51	33%
10-580-0000	STORMWATER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-580-1610	NON-CAPITAL EQUIPMENT PURCHASES	\$5,293.77	\$25,200.00	\$700.12	\$1,903.73	\$0.00	\$23,296.27	8%
10-580-1710	DEPARTMENT SUPPLIES AND MATERIALS	\$14,950.32	\$10,800.00	\$736.58	\$3,828.61	\$0.00	\$6,971.39	35%
10-580-4550	CONTRACT SERVICES	\$55,036.48	\$42,200.00	\$0.00	\$2,812.04	\$0.00	\$39,387.96	7%
	580 Total	\$75,280.57	\$78,200.00	\$1,436.70	\$8,544.38	\$0.00	\$69,655.62	11%
10-620-0000	FACILITIES & GROUND MAIN:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%

Statement of Revenue and Expenditures - Operating

Expend Account	Description	Prior Yr Expd	Budgeted	Curr Expd	YTD Expd	Encumbered	Balance	% Expd
10-620-1330	WATER/SEWER/SOLID WASTE	\$637.07	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-620-1510	TOWN HALL BLDG MAINT	\$86,693.85	\$87,600.00	\$15,061.41	\$15,764.19	\$2,105.84	\$69,729.97	20%
10-620-1511	TOWN HALL GROUND MAINT	\$488.77	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
10-620-1512	TOWN HALL JANITORIAL SUPPLIES	\$1,132.95	\$1,500.00	\$37.36	\$37.36	\$306.25	\$1,156.39	23%
10-620-1513	TOWN HALL CONTRACTED SERVICES	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
10-620-1520	TRAIN DEPOT BLDG MAINT	\$951.87	\$28,060.00	\$52.51	\$751.96	\$0.00	\$27,308.04	3%
10-620-1522	TRAIN DEPOT JANITORIAL SUPPLIES	\$722.43	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
10-620-1530	POLICE DEPT BLDG MAINT	\$23,286.96	\$18,000.00	\$4,148.68	\$4,485.66	\$4,749.32	\$8,765.02	51%
10-620-1532	POLICE DEPT JANITORIAL SUPPLIES	\$89.68	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0%
10-620-1533	POLICE DEPT CONTRACTED SERVICES	\$0.00	\$2,000.00	\$0.00	\$330.05	\$0.00	\$1,669.95	17%
10-620-1540	PUBLIC WORKS BLDG MAINT	\$15,536.96	\$11,000.00	\$215.45	\$2,796.79	\$585.53	\$7,617.68	31%
10-620-1541	PUBLIC WORKS GROUND MAINT	\$0.00	\$750.00	\$12.99	\$27.24	\$0.00	\$722.76	4%
10-620-1542	PUBLIC WORKS JANITORIAL SUPPLIES	\$232.64	\$500.00	\$0.00	\$20.97	\$0.00	\$479.03	4%
10-620-1550	CEMETERY MAINTENANCE	\$9,910.99	\$19,646.18	\$1,794.67	\$6,303.75	\$0.00	\$13,342.43	32%
10-620-1560	PUBLIC RESTROOM BLDG MAINT	\$6,017.43	\$6,000.00	\$489.04	\$1,948.77	\$0.00	\$4,051.23	32%
10-620-1562	PUBLIC RESTROOM JANITORIAL SUPPLY	\$8,786.07	\$8,000.00	\$1,585.69	\$5,490.67	\$0.00	\$2,509.33	69%
10-620-1570	PARKS MAINTENANCE	\$12,503.84	\$10,000.00	\$1,888.45	\$5,029.78	\$831.63	\$4,138.59	59%
10-620-1571	RJP PARK MAINTENANCE	\$12,275.49	\$14,000.00	\$294.23	\$4,340.29	\$85.70	\$9,574.01	32%
10-620-1572	TOPSAIL PARK IMPROVEMENTS	\$45,354.01	\$9,040.00	\$0.00	\$7,539.79	\$0.00	\$1,500.21	83%
10-620-1573	PARKS CONTRACTED SERVICE	\$1,244.49	\$26,000.00	\$85.87	\$343.48	\$0.00	\$25,656.52	1%
10-620-1580	DOCKS AND BOARDWALK MAINT	\$2,633.99	\$5,500.00	\$0.00	\$304.51	\$0.00	\$5,195.49	6%
10-620-1590	PUBLIC R.O.W. MAINT	\$20,351.45	\$15,500.00	\$0.00	\$3,593.90	\$0.00	\$11,906.10	23%
10-620-1591	TREES	\$5,535.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0%
10-620-1610	NON CAPITAL EQUIPMENT PURCHASE	\$1,461.05	\$2,500.00	\$149.45	\$149.45	\$895.00	\$1,455.55	42%
10-620-1630	EQUIPMENT MAINT & REPAIRS	\$3,209.03	\$2,500.00	\$258.40	\$639.06	\$127.16	\$1,733.78	31%
10-620-3310	DEPARTMENTAL SUPPLIES & MATERIALS	\$1,607.66	\$4,200.00	\$0.00	\$235.10	\$0.00	\$3,964.90	6%
10-620-4550	CONTRACT SERVICES	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
10-620-7420	CAPITAL OUTLAY/EQUIPMENT	\$0.00	\$112,950.00	\$0.00	\$0.00	\$18,344.50	\$94,605.50	9%

Statement of Revenue and Expenditures - Operating

Expend Account	Description	Prior Yr Expd	Budgeted	Curr Expd	YTD Expd	Encumbered	Balance	% Expd
10-700-0000	NON-DEPARTMENTAL:	\$260,663.68	\$406,246.18	\$26,074.20	\$60,132.77	\$28,030.93	\$318,082.48	22%
10-700-0206	MERIT AWARDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-700-1120	INTERNET- FIBER HUB CONNECTION	\$11,715.13	\$8,000.00	\$606.23	\$1,818.62	\$0.00	\$6,181.38	23%
10-700-1130	INFORMATION TECHNOLOGY SERVICES	\$53,709.17	\$87,220.00	\$10,113.46	\$27,228.22	\$0.00	\$59,991.78	31%
10-700-1250	EURY'S LANDING CONDOMINIUM ANNUAL DUE	\$800.00	\$820.00	\$0.00	\$0.00	\$0.00	\$820.00	0%
10-700-1410	HUMAN RESOURCES - EMPLOYMENT	\$8,014.45	\$35,760.00	\$9,986.36	\$22,985.31	\$6,209.68	\$6,565.01	82%
10-700-1420	HUMAN RESOURCES - TRAINING	\$2,000.00	\$20,400.00	\$1,000.00	\$1,000.00	\$0.00	\$19,400.00	5%
10-700-1450	EMPLOYEE ENGAGEMENT	\$3,180.48	\$12,240.00	\$53.38	\$5,727.25	\$0.00	\$6,512.75	47%
10-700-1592	WBD PROJECTS	\$17,542.32	\$55,289.00	\$1,190.97	\$6,890.57	\$18.00	\$48,380.43	12%
10-700-4510	PROFESSIONAL SERVICES	\$46,161.44	\$190,930.00	\$6,800.00	\$25,919.87	\$78,282.67	\$86,727.46	55%
10-700-4530	LEGAL SERVICES	\$153,967.28	\$135,000.00	\$13,275.00	\$61,394.22	\$52,605.78	\$21,000.00	84%
10-700-6000	CONTRIBUTIONS TO OTHER AGENCIES	\$2,100.00	\$4,600.00	\$0.00	\$2,100.00	\$0.00	\$2,500.00	46%
10-700-5730	CONTINGENCY	\$0.00	\$77,071.89	\$0.00	\$0.00	\$0.00	\$77,071.89	0%
10-700-7430	CAPITAL OUTLAY - VEHICLES	\$0.00	\$142,024.00	\$0.00	\$0.00	\$0.00	\$142,024.00	0%
10-700-8010	DEBT SERVICE - PRINCIPAL	\$100,000.00	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	100%
10-700-8011	DEBT SERVICE - INTEREST	\$19,485.38	\$16,438.06	\$0.00	\$8,898.02	\$0.00	\$7,540.04	54%
10-700-9010	COVID-19 RESPONSE	\$8,675.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-700-9020	CARES RELIEF FUNDS	\$93,117.13	\$0.00	\$0.00	\$1,493.23	\$0.00	-\$1,493.23	0%
700 Total		\$520,467.78	\$946,129.95	\$43,025.40	\$265,455.31	\$137,116.13	\$543,558.51	43%
10-800-0000	GENERAL FUND TRANSFERS:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-800-0064	TRANSFER TO CAPITAL PROJECTS	\$0.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	0%
10-800-8000	TRANSFER TO CAPITAL RESERVE	\$185,000.00	\$185,000.00	\$0.00	\$0.00	\$0.00	\$185,000.00	0%
800 Total		\$185,000.00	\$285,000.00	\$0.00	\$0.00	\$0.00	\$285,000.00	0%
General Fund Expend Total		\$9,067,402.62	\$11,809,968.26	\$599,554.79	\$3,514,368.67	\$758,870.92	\$7,536,728.67	36%

Statement of Revenue and Expenditures - Operating

Expend Account	Description	Prior Yr Expd	Budgeted	Curr Expd	YTD Expd	Encumbered	Balance	% Expd
10	General Fund							
			Prior	Current	YTD			
	Revenue:	\$10,801,944.76	\$702,161.16	\$2,686,330.42				
	Expended:	\$9,067,402.62	\$599,554.79	\$3,514,368.67				
	Net Income:	\$1,734,542.14	\$102,606.37	-\$828,038.25				
Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit		% Real
40-303-0009	GRANTS NC	\$127,750.00	\$0.00	\$0.00	\$0.00	\$0.00		0%
40-305-0001	REVENUE ACCOUNT REGULAR - WATER USAG	\$1,269,581.09	\$1,240,000.00	\$119,469.41	\$512,975.39	-\$727,024.61		41%
40-305-0002	REVENUE ACCOUNT REGULAR - SEWER USAG	\$3,042,081.46	\$3,150,000.00	\$281,781.51	\$1,139,848.82	-\$2,010,151.18		36%
40-305-0003	WATER TAP IN FEES	\$98,500.00	\$44,750.00	\$10,900.00	\$41,400.00	-\$3,350.00		93%
40-305-0004	SEWER TAP IN FEE	\$68,250.00	\$41,250.00	\$10,500.00	\$33,750.00	-\$7,500.00		82%
40-305-0005	ACCOUNT SERVICE CHARGES	\$6,050.00	\$10,000.00	\$415.00	\$1,615.00	-\$8,385.00		16%
40-305-0006	WATER SERVICE CHARGES	\$77.64	\$0.00	\$0.00	\$0.00	\$0.00		0%
40-305-0007	SEWER SERVICE CHARGES	-\$9,399.89	\$0.00	\$0.00	\$0.00	\$0.00		0%
40-305-0008	LATE FEES - WATER	-\$95.08	\$40,000.00	\$0.00	\$0.00	-\$40,000.00		0%
40-305-0009	LATE FEES - SEWER/GREASE	-\$3.80	\$0.00	\$0.00	\$0.00	\$0.00		0%
40-305-0010	RETURNED CHECK FEES - WATER	\$300.00	\$0.00	\$0.00	\$25.00	\$25.00		0%
40-305-0012	TEMPORARY UTILITY USE CHARGE	\$1,950.00	\$1,000.00	\$275.00	\$275.00	-\$725.00		28%
40-305-0013	SPRINKLER FEES	\$4,375.00	\$3,000.00	\$0.00	\$0.00	-\$3,000.00		0%
40-305-0014	SEWER ALLOCATION REQUEST FEE	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00		0%
40-307-0001	INVESTMENT EARNINGS-WATER	\$1,176.34	\$0.00	\$0.00	\$0.00	\$0.00		0%
40-307-0011	APP.UNRESTRICTED FUND BALANCE	\$0.00	\$124,236.00	\$0.00	\$0.00	-\$124,236.00		0%
40-329-0065	TRANSFER FROM CRF	\$33,000.00	\$90,000.00	\$0.00	\$0.00	-\$90,000.00		0%
40-900-9000	cancel revenue	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00		0%
	Utility Fund Revenue Total	\$4,644,142.76	\$4,744,236.00	\$423,340.92	\$1,729,889.21	-\$3,014,346.79		36%
Expend Account	Description	Prior Yr Expd	Budgeted	Curr Expd	YTD Expd	Encumbered	Balance	% Expd
40-800-0206	MERIT AWARDS	\$0.00	\$16,000.00	\$0.00	\$0.00	\$0.00	\$16,000.00	

Statement of Revenue and Expenditures - Operating

Expend Account	Description	Prior Yr Expd	Budgeted	Curr Expd	YTD Expd	Encumbered	Balance	% Expd
40-800-1240	CONTRIBUTION TO GF FOR ADMIN SERVICES	\$600,000.00	\$624,000.00	\$0.00	\$0.00	\$0.00	\$624,000.00	0%
40-800-8000	TRANSFER TO CAPITAL RESERVE	\$350,000.00	\$350,000.00	\$0.00	\$0.00	\$0.00	\$350,000.00	0%
	800 Total	\$950,000.00	\$990,000.00	\$0.00	\$0.00	\$0.00	\$990,000.00	0%
40-810-0000	SEWER DEPARTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
40-810-0200	SALARIES AND WAGES	\$446,907.05	\$430,499.00	\$35,961.65	\$147,875.29	\$0.00	\$282,623.71	34%
40-810-0201	OVERTIME	\$46,248.29	\$49,159.00	\$3,945.44	\$16,855.38	\$0.00	\$32,303.62	34%
40-810-0500	FICA EXPENSE	\$36,493.28	\$38,391.00	\$2,946.01	\$12,166.00	\$0.00	\$26,225.00	32%
40-810-0600	GROUP INSURANCE EXPENSE	\$55,580.73	\$59,173.00	\$4,686.88	\$16,996.26	\$0.00	\$42,176.74	29%
40-810-0700	RETIREMENT EXPENSE	\$74,227.88	\$79,105.00	\$6,524.13	\$26,933.86	\$0.00	\$52,171.14	34%
40-810-0800	WORKERS COMPENSATION	\$7,216.79	\$18,981.00	\$0.00	\$10,634.66	\$0.00	\$8,346.34	56%
40-810-1110	TELEPHONE	\$10,502.45	\$9,300.00	\$316.96	\$2,282.11	\$0.00	\$7,017.89	25%
40-810-1111	TELEPHONE-CELLULAR	\$775.63	\$741.00	\$59.56	\$179.06	\$0.00	\$561.94	24%
40-810-1120	INTERNET/CABLE	\$4,495.74	\$5,200.00	\$374.87	\$1,124.61	\$0.00	\$4,075.39	22%
40-810-1130	POSTAGE	\$6,304.97	\$4,800.00	\$940.72	\$2,105.80	\$0.00	\$2,694.20	44%
40-810-1210	OFFICE SUPPLIES	\$1,074.34	\$1,951.88	\$46.96	\$134.06	\$55.49	\$1,762.33	10%
40-810-1230	OFFICE CONTRACT SERVICES	\$2,068.96	\$2,000.00	\$341.88	\$668.75	\$0.00	\$1,331.25	33%
40-810-1250	DUES & SUBSCRIPTIONS	\$1,430.66	\$1,300.00	\$41.83	\$156.54	-\$50.00	\$1,193.46	8%
40-810-1310	ELECTRIC	\$180,428.74	\$199,800.00	\$14,552.51	\$61,173.47	\$0.00	\$138,626.53	31%
40-810-1330	WATER/SEWER/SOLID WASTE	\$839.79	\$1,000.00	\$80.75	\$214.40	\$0.00	\$785.60	21%
40-810-1420	OSHA/SAFETY COMPLIANCE	\$2,036.98	\$3,100.00	\$234.07	\$549.78	\$96.06	\$2,454.16	21%
40-810-1422	SAFETY SUPPLIES & MATERIALS	\$91.38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
40-810-1430	TRAINING - REGISTRATION & CLASS MA	\$1,342.09	\$2,000.00	\$0.00	\$860.00	\$0.00	\$1,140.00	43%
40-810-1431	TRAVEL MILEAGE	\$117.16	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0%
40-810-1432	MEALS	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
40-810-1433	LODGING	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
40-810-1434	EMPLOYEE DEVELOPMENT	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0%
40-810-1440	UNIFORMS	\$5,341.15	\$5,100.00	\$386.58	\$1,747.46	\$0.00	\$3,352.54	34%
40-810-1510	BUILDING MAINT	\$3,438.91	\$8,000.00	\$216.55	\$6,451.31	\$237.50	\$1,311.19	9%

Statement of Revenue and Expenditures - Operating

Expend Account	Description	Prior Yr Expd	Budgeted	Curr Expd	YTD Expd	Encumbered	Balance	% Expd
40-810-1512	JANITORIAL SUPPLIES	\$666.82	\$1,000.00	\$64.13	\$207.12	\$60.15	\$732.73	27%
40-810-1610	NON-CAPITAL EQUIPMENT PURCHASE	\$0.00	\$32,300.00	\$0.00	\$0.00	\$0.00	\$32,300.00	0%
40-810-1620	EQUIPMENT LEASE	-\$38.14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
40-810-1630	EQUIPMENT MAINT & REPAIRS	\$71,645.34	\$100,000.00	\$3,491.16	\$21,230.04	\$6,391.50	\$72,378.46	28%
40-810-1710	AUTO FUEL	\$13,260.05	\$16,000.00	\$1,234.52	\$3,916.39	\$0.00	\$12,083.61	24%
40-810-1730	VEHICLE MAINT & REPAIRS	\$2,998.39	\$6,000.00	\$766.14	\$2,481.77	\$0.00	\$3,518.23	41%
40-810-1810	PERMITS & FEES - RECCURING	\$7,907.75	\$8,620.00	\$0.00	\$2,560.00	\$0.00	\$6,060.00	30%
40-810-1830	COMPLIANCE TESTING	\$8,069.92	\$15,000.00	\$446.00	\$3,572.00	\$0.00	\$11,428.00	24%
40-810-3310	DEPARTMENT SUPPLIES & MATERIALS - SEWE	\$10,834.05	\$19,000.00	\$1,205.15	\$16,053.58	\$11.79	\$2,934.63	85%
40-810-3311	DEPARTMENT SUPPLIES & MATERIALS -WWTP	\$42,742.11	\$44,500.00	\$3,251.99	\$19,153.07	\$59.17	\$25,287.76	43%
40-810-4510	PROFESSIONAL SERVICES	\$65,168.82	\$100,000.00	\$8,400.00	\$12,000.00	\$26,251.06	\$61,748.94	38%
40-810-4550	CONTRACT SERVICES	\$240,276.11	\$73,965.00	\$9,128.15	\$9,604.73	\$21,162.80	\$43,197.47	42%
40-810-5400	STREET PATCHING FOR UTILITY REPAIRS	\$5,967.50	\$17,000.00	\$0.00	\$0.00	\$0.00	\$17,000.00	0%
40-810-5400	INSURANCE	\$43,933.70	\$64,000.00	\$0.00	\$52,176.86	\$0.00	\$11,823.14	82%
40-810-5730	CONTINGENCIES	\$0.00	\$7,455.27	\$0.00	\$0.00	\$0.00	\$7,455.27	0%
40-810-7420	CAPITAL OUTLAY - EQUIPMENT	\$142,075.57	\$9,565.00	\$0.00	\$887.00	\$0.00	\$8,678.00	9%
40-810-7430	CAPITAL OUTLAY - VEHICLES	\$0.00	\$113,889.00	\$79,533.10	\$79,533.10	\$34,355.83	\$0.07	100%
40-810-8010	DEBT SERVICE-PRINCIPAL	\$1,034,364.67	\$1,034,455.11	\$0.00	\$4,840.00	\$0.00	\$1,029,615.11	0%
40-810-8011	DEBT SERVICE-INTEREST	\$186,403.06	\$168,408.36	\$84,158.08	\$84,341.08	\$0.00	\$84,067.28	50%
40-812-0000	810 Total	\$2,763,238.69	\$2,754,958.62	\$263,335.77	\$621,665.54	\$88,631.35	\$2,044,661.73	26%
40-812-0000	WATER DEPARTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
40-812-0200	SALARIES AND WAGES	\$215,175.53	\$204,069.00	\$17,867.32	\$78,284.29	\$0.00	\$125,784.71	38%
40-812-0201	OVERTIME	\$7,403.09	\$16,647.00	\$0.00	\$0.00	\$0.00	\$16,647.00	0%
40-812-0500	FICA EXPENSE	\$16,726.89	\$17,670.00	\$1,360.46	\$5,963.22	\$0.00	\$11,706.78	34%
40-812-0600	GROUP INSURANCE EXPENSE	\$28,253.16	\$29,587.00	\$2,343.44	\$9,380.08	\$0.00	\$20,206.92	32%
40-812-0700	RETIREMENT EXPENSE	\$33,196.11	\$36,397.00	\$2,913.98	\$12,774.22	\$0.00	\$23,622.78	35%
40-812-0800	WORKERS COMPENSATION	\$7,892.00	\$8,627.00	\$0.00	\$8,400.00	\$0.00	\$227.00	97%
40-812-1110	TELEPHONE	\$1,187.83	\$2,040.00	\$124.51	\$470.65	\$0.00	\$1,569.35	9%

Statement of Revenue and Expenditures - Operating

Expend Account	Description	Prior Yr Expd	Budgeted	Curr Expd	YTD Expd	Encumbered	Balance	% Expd
40-812-1111	TELEPHONE-CELLULAR	\$723.66	\$800.00	\$65.98	\$198.16	\$0.00	\$601.84	25%
40-812-1120	INTERNET/CABLE	\$3,895.86	\$3,700.00	\$324.88	\$974.64	\$0.00	\$2,725.36	26%
40-812-1130	POSTAGE	\$5,258.72	\$4,600.00	\$940.72	\$1,846.83	\$0.00	\$2,753.17	40%
40-812-1210	OFFICE SUPPLIES	\$246.24	\$1,000.00	\$0.00	\$34.55	\$0.00	\$965.45	3%
40-812-1230	OFFICE CONTRACT SERVICES	\$3,829.85	\$3,000.00	\$474.23	\$925.56	\$0.00	\$2,074.44	31%
40-812-1250	DUES AND SUBSCRIPTIONS	\$738.59	\$2,500.00	\$26.15	\$699.59	\$0.00	\$1,800.41	28%
40-812-1310	ELECTRIC	\$42,830.97	\$46,000.00	\$3,956.49	\$16,709.96	\$0.00	\$29,290.04	36%
40-812-1320	LP GAS	\$656.51	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0%
40-812-1330	WATER/SEWER/SOLID WASTE	\$771.40	\$750.00	\$62.07	\$182.30	\$0.00	\$567.70	24%
40-812-1420	OSHA/SAFETY COMPLIANCE	\$660.40	\$1,519.99	\$111.88	\$111.88	\$19.99	\$1,388.12	9%
40-812-1430	TRAINING -REGISTRATION&CLASS MAT'L	\$255.00	\$1,500.00	\$0.00	\$0.00	\$85.00	\$1,415.00	6%
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	\$0.00	\$0.00	\$400.00	0%
40-812-1433	LODGING	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
40-812-1434	EMPLOYEE DEVELOPMENT	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0%
40-812-1440	UNIFORMS	\$1,723.29	\$2,600.00	\$178.08	\$684.88	\$0.00	\$1,915.12	26%
40-812-1510	BUILDING MAINT	\$1,171.70	\$2,000.00	\$0.00	\$2,150.00	\$0.00	-\$150.00	108%
40-812-1512	JANITORIAL SUPPLIES	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
40-812-1610	NON-CAPITAL EQUIPMENT PURCHASES	\$4,091.25	\$9,000.00	\$0.00	\$0.00	\$0.00	\$9,000.00	0%
40-812-1630	EQUIPMENT MAINT. & REPAIRS	\$14,363.09	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0%
40-812-1710	AUTO FUEL	\$3,260.56	\$5,000.00	\$574.76	\$1,788.39	\$0.00	\$3,211.61	36%
40-812-1730	VEHICLE MAINT. & REPAIRS	\$2,510.13	\$4,000.00	\$74.90	\$338.15	\$0.00	\$3,661.85	8%
40-812-1810	PERMITS & FEES - REOCCURRING	\$4,575.00	\$4,575.00	\$1,845.00	\$1,845.00	\$0.00	\$2,730.00	40%
40-812-1830	COMPLIANCE TESTING	\$6,300.54	\$13,000.00	\$300.00	\$1,700.00	\$0.00	\$11,300.00	13%
40-812-3310	DEPARTMENT SUPPLIES & MATERIALS - METEI	\$52,465.37	\$50,020.97	\$1,089.48	\$38,461.14	\$20.97	\$11,538.86	77%
40-812-3311	DEPARTMENT SUPPLIES & MATERIALS -PLANT	\$84,247.35	\$70,000.00	\$4,042.64	\$31,696.04	\$43.11	\$38,260.85	45%
40-812-4550	CONTRACT SERVICES	\$60,781.74	\$62,000.00	\$38.55	\$26,527.37	\$0.00	\$35,472.63	43%
40-812-4560	STREET PATCHING FOR UTILITY REPAIRS	\$11,117.50	\$17,000.00	\$0.00	\$0.00	\$0.00	\$17,000.00	9%

Statement of Revenue and Expenditures - Operating

<u>Expend Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Curr Expd</u>	<u>YTD Expd</u>	<u>Encumbered</u>	<u>Balance</u>	<u>% Expd</u>
40-812-4570	COUNTY WATER PURCHASE	\$37,167.13	\$38,500.00	\$0.00	\$15,140.84	\$0.00	\$23,359.16	39%
40-812-5400	INSURANCE	\$17,200.00	\$20,700.00	\$0.00	\$18,217.47	\$0.00	\$2,482.53	88%
40-812-5730	CONTINGENCIES	\$0.00	\$12,863.00	\$0.00	\$0.00	\$0.00	\$12,863.00	0%
40-812-7420	CAPITAL OUTLAY - EQUIPMENT	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0%
40-812-7430	CAPITAL OUTLAY-VEHICLES	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$8,940.91	82%
40-812-7440	CAPITAL OUTLAY - CONT. SERVICES	\$0.00	\$90,000.00	\$0.00	\$0.00	\$84,660.00	\$5,340.00	94%
40-812-8010	DEBT SERVICE - PRINCIPAL	\$102,150.40	\$102,240.84	\$0.00	\$4,840.00	\$0.00	\$97,400.84	5%
40-812-8011	DEBT SERVICE - INTEREST	\$26,962.08	\$28,911.54	\$14,409.67	\$14,592.67	\$0.00	\$14,318.87	50%
	812 Total	\$799,788.94	\$999,318.34	\$53,125.19	\$294,937.88	\$125,888.16	\$578,492.30	42%
	Utility Fund Expend Total	\$4,513,027.63	\$4,744,276.96	\$316,460.96	\$916,603.42	\$214,519.51	\$3,613,154.03	24%

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Utility Fund

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenue:	\$4,644,142.76	\$423,340.92	\$1,729,889.21
Expended:	\$4,513,027.63	\$316,460.96	\$916,603.42
Net Income:	\$131,115.13	\$106,879.96	\$813,285.79

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
60-305-0000	WATER CAPACITY FEES	\$10,948.00	\$0.00	\$952.00	\$5,712.00	\$5,712.00	0%
60-305-0001	SEWER CAPACITY FEES	\$249,261.60	\$0.00	\$11,048.00	\$66,288.00	\$66,288.00	0%
60-307-0001	INVESTMENT EARNINGS	\$107.86	\$0.00	\$0.00	\$0.00	\$0.00	0%
	Impact Fee Fund Revenue Total	\$260,317.46	\$0.00	\$12,000.00	\$72,000.00	\$72,000.00	0%

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Impact Fee Fund

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenue:	\$260,317.46	\$12,000.00	\$72,000.00
Expended:	\$0.00	\$0.00	\$0.00
Net Income:	\$260,317.46	\$12,000.00	\$72,000.00



Town of Beaufort, NC

Board of Commissioners Virtual Work Session Meeting 4:00 PM Monday, November 22, 2021

AGENDA CATEGORY: Items for Discussion and Consideration

SUBJECT: Resignation of Commissioner Harker

BRIEF SUMMARY:

Commissioner Sharon Harker is Beaufort's Mayor-Elect, having received 74% of the votes in the November 2nd election.

Commissioner Harker will submit her resignation in preparation for her swearing in as Mayor at the December 6th Organizational Meeting.

REQUESTED ACTION:

Accept Commissioner Harker's resignation.

EXPECTED LENGTH OF PRESENTATION:

10 minutes

SUBMITTED BY:

John Day, Town Manager

BUDGET AMENDMENT REQUIRED:

No



Town of Beaufort, NC

Board of Commissioners Virtual Work Session Meeting 4:00 PM Monday, November 22, 2021

AGENDA CATEGORY: Items for Discussion and Consideration

SUBJECT: Appointment to Vacant Commissioner Seat

BRIEF SUMMARY:

As authorized by NCGS 160A-63 (attached), the Town of Beaufort Board of Commissioners is responsible for the appointment of an individual to fill the unexpired term of a vacant seat.

The term of the Commissioner seat vacated by Sharon Harker will expire in December, 2023.

REQUESTED ACTION:

Discuss and consider the appointment of an individual to the Commissioner seat vacated by Sharon Harker.

EXPECTED LENGTH OF PRESENTATION:

10 minutes

SUBMITTED BY:

Mayor Newton

BUDGET AMENDMENT REQUIRED:

No

§ 160A-63. Vacancies.

A vacancy that occurs in an elective office of a city shall be filled by appointment of the city council. If the term of the office expires immediately following the next regular city election, or if the next regular city election will be held within 90 days after the vacancy occurs, the person appointed to fill the vacancy shall serve the remainder of the unexpired term. Otherwise, a successor shall be elected at the next regularly scheduled city election that is held more than 90 days after the vacancy occurs, and the person appointed to fill the vacancy shall serve only until the elected successor takes office. The elected successor shall then serve the remainder of the unexpired term. If the number of vacancies on the council is such that a quorum of the council cannot be obtained, the mayor shall appoint enough members to make up a quorum, and the council shall then proceed to fill the remaining vacancies. If the number of vacancies on the council is such that a quorum of the council cannot be obtained and the office of mayor is vacant, the Governor may fill the vacancies upon the request of any remaining member of the council, or upon the petition of any five registered voters of the city. Vacancies in appointive offices shall be filled by the same authority that makes the initial appointment. This section shall not apply to vacancies in cities that have not held a city election, levied any taxes, or engaged in any municipal functions for a period of five years or more.

In cities whose elections are conducted on a partisan basis, a person appointed to fill a vacancy in an elective office shall be a member of the same political party as the person whom he replaces if that person was elected as the nominee of a political party. (R.C., c. 111, ss. 9, 10; Code, ss. 3793, 3794; Rev., ss. 2921, 2931; C.S., ss. 2629, 2631; 1971, c. 698, s. 1; 1973, c. 426, s. 11; c. 827, s. 1; 1983, c. 827, s. 1.)



Town of Beaufort, NC

Board of Commissioners Virtual Work Session Meeting 4:00 PM Monday, November 22, 2021

AGENDA CATEGORY: Closed Session

SUBJECT: Personnel

BRIEF SUMMARY:

A closed session will be held to discuss a personnel matter as authorized by NCGS 143-318.11.

REQUESTED ACTION:

Motion to enter closed session.

EXPECTED LENGTH OF PRESENTATION:

15 minutes

SUBMITTED BY:

John Day, Town Manager

BUDGET AMENDMENT REQUIRED:

No