



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 Commissioner Work Session Meeting 4:00 PM Monday, February 24, 2020 - Town Hall Conference Room, 701 Front Street, Beaufort Monthly Meeting

1. Call to Order

2. Roll Call

3. Agenda Approval

4. Public Comment

5. Items for Discussion and Consideration

1. Sewer Plant Odor Control – Preston Development
2. Draft minutes of the January 29, 2020 Work Session and the February 10, 2020 Regular Meeting
3. Appointment to the Historic Preservation Commission
4. Capital Reserve Fund Amendment #2
5. FY 20 Budget Amendment #7
6. January Financial Report
7. Historic Beaufort Road Race
8. Wooden Boat Show
9. Pirate Invasion
10. Lion's Club Bridge Run
11. Crystal Coast Half Booty Triathlon
12. Request to NCDOT to Lower Speed Limit on Turner and Cedar Streets

6. Mayor and Board Comments

7. Closed Session Pursuant to NCGS 143-318.11(a)(6) For the Permitted Purpose of Personnel

8. Adjourn



Town of Beaufort, NC

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

Town of Beaufort Board of Commissioners Work Session

4:00 PM Monday ,February 24, 2020 – Town Hall Conference Room, 701 Front Street, Beaufort

AGENDA CATEGORY: Items for Discussion and Consideration
SUBJECT: Sewer Plant Odor Control – Preston Development

BRIEF SUMMARY:

Karl Blackley, of Preston Development, approached Town staff regarding the installation of odor control measures at the sewer plant. Preston Development is offering to pay the cost (approximately \$250,000) of the equipment and installation.

If the Board accepts Mr. Blackley's offer, then the Town would be responsible for maintenance of the equipment, which includes the replacement of filter media every five to ten years at a cost of approximately \$25,000.

Mr. Blackley will make a presentation on this matter at the work session.

REQUESTED ACTION:

Consider Mr. Blackley's offer.

EXPECTED LENGTH OF PRESENTATION:

10 minutes

SUBMITTED BY:

John Day, Town Manager

BUDGET AMENDMENT REQUIRED:

No



Town of Beaufort, NC

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

Town of Beaufort Board of Commissioners Work Session 4:00 PM Monday, February 24, 2020 – Town Hall, 701 Front Street, Beaufort, NC

AGENDA CATEGORY: Items for Discussion and Consideration
SUBJECT: Draft minutes of the January 29, 2020 Work Session and the February 10, 2020 Regular Meeting

BRIEF SUMMARY:

Draft minutes of the January 29, 2020 Work Session and the February 10, 2020 Regular Meeting

REQUESTED ACTION:

Consider placement on the March Regular Monthly meeting.

EXPECTED LENGTH OF PRESENTATION:

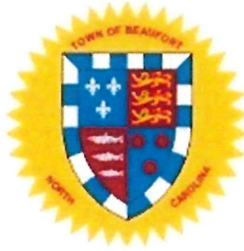
2 minutes

SUBMITTED BY:

Michele Davis, Town Clerk/HR Officer

BUDGET AMENDMENT REQUIRED:

No



Town of Beaufort, NC

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

Town of Beaufort Board of Commissioner Work Session Meeting 4:00 PM Wednesday, January 29, 2020 - Town Hall Conference Room, 701 Front Street Minutes

Call to Order

Mayor Newton called the meeting to order.

Roll Call

Deputy Town Clerk Rachel Johnson called roll and declared a quorum present for the meeting.

PRESENT

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

ABSENT

Commissioner Ann Carter

Agenda Approval

Mayor Newton asked for the agenda to be amended by removing the Closed Session and to add an Item for Discussion of a Resolution Supporting Beaufort Middle School.

A motion was made to approve the agenda as amended.

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

Public Comment

No public comments were made.

Items for Discussion and Consideration

2.

1 Draft minutes of the January 13, 2020 Regular Monthly Meeting

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

2 Correction to Pay Plan – Engineering Intern

Town Manager Day indicated the Pay Classification plan needed to be amended to change the Engineer Intern position to a PE position. Mr. Day indicated the request was to change the pay grade from 20 to 22.

Commissioner Hollinshed asked why this change was not made at the time of the hiring phase. She indicated the request was coming after the fact and not at the time of hiring.

Town Manager Day indicated it was quicker to poll the board at the time of hiring than to go through this process and get the change made.

Mayor Newton indicated he remembered the discussion of the credentials and the level of experience. He indicated he did come in at a higher rate of pay than was anticipated.

Commissioner Harker indicated she understood that, but the agreement was for his to come in at the mid-range in Grade 20. She continued by asking how this would impact the budget since the taxes were raised to address the shortfall in the budget.

Town Manager Day indicated taxes were raised the first year for streets and last year taxes were raised to address the salaries. Commissioner Harker indicated that was to address the shortfall of the budget to increase salaries. Town Manager Day indicated he did not ask for a tax increase to address salaries but to increase the tax rate for the market adjustment. Commissioner Harker continued to ask how this change would impact the budget in the future.

Town Manager Day indicated all issues were discussed prior to his hiring, but the change was not made which is what should have happened. Commissioner Hollinshed indicated it did not look good it was being done after the fact.

Commissioner McDonald asked if we did nothing on salary change would the town lose this person? Commissioner Hagle indicated we probably would because there is not growth room for salary at the present grade.

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

3 Application for USDA Financing/Grants for Utilities Improvements – Contract with Rivers and Associates

Town Manager Day indicated the board had requested more discussion prior to approving the contracts and work to be performed. He reported the proposal is for Rivers & Associates, Inc. to do the preliminary engineering report and environmental assessment report. He indicated it could be done in house which would take twice as long than if done by Rivers. Rivers & Associates, Inc. can do the work in six months.

Commissioner Hagle stated he understood that mid-year 2022 would be the earliest any work could be completed.

Commissioner Hollinshed asked about going a different route to obtain the money which may be quicker. Town Manager Day indicated that was another project and indicated the engineering piece still needed to be done. Commissioner Hollinshed asked about going to a bank to get the funding for the project.

Town Manager Day indicated if the USDA route is taken then the interest rates are considerably lower because of the qualification of income ratios compared to borrowing the money from a conventional lender. Additionally, he indicated the term for a conventional loan is 15 to 20 years and with USDA funding repayment could be as long as 40 years. Town Manager Day reminded the board members there is a possibility getting grant funding from USDA of \$2 million up to \$4 million.

Commissioner McDonald asked why it was being handled outside of staff since we have people that can handle the work. Town Manager Day indicated because the Rivers staff is larger, and our staff is limited due to other projects. Town Engineer, Greg Meshaw indicated he could do the work and has done so in the past but since he has been with the town he has been in catch up mode with projects that needed work and those that had been let go. 2.

Commissioner McDonald asked if one of the staff engineers would be required to spend time in the field watching the work. Mr. Meshaw indicated yes, an engineer would need to be in the field reviewing the work but there were staff members in Public Works and Public Utilities available to also reviewing the construction work as it is being completed.

Commissioner Hagle indicated our staff should be able to provide information to Rivers & Associates that will help to reduce the gathering of information by Rivers. He continued by saying he hoped the costs for the engineering and application submission would not cost as much as originally quoted. Mr. Meshaw indicated the staff would still need to oversee the information and work.

Commissioner Hagle asked about the cost difference for Rivers to complete the documentation. Town Manager Day indicated the \$87K would go away but the cost would be an additional year and a half.

Commissioner Hagle asked about the FY20 budget and if the \$15-18 million was included. Town Manager Day indicated the receipt of grant funding would help with the cost.

Commissioner Harker asked about the streets rated as failed and if the cost of the project would include upgrades for infrastructure. Mr. Meshaw indicated the cost included the failed streets and some of the streets identified as poor.

Mayor Newton indicated the USDA opened up more funding for grants and loans to help with the infrastructure replacements and paving. Town Manager Day indicated this was not enough money to make all of the repairs. He indicated if the board wished to fix all of the issues, then utility rates as well as taxes would need to be raised again.

The Mayor and Commissioners indicated a good timeline needed to be presented to the community about all projects and the stages of completion and/or work to be performed.

Commissioner Hollinshed asked about the boardwalk project. Town Manager Day indicated staff had applied for a grant but was not approved. He indicated staff did not reapply for funding because there seemed to be more pressing issues. Mr. Day indicated the bulkhead is settling on one end and the cap is deteriorating because of being exposed. He indicated there was no need to replace the boardwalk until the bulkhead is repaired.

Mr. Day indicated one of the discussions for the retreat will be the expiration of the lease for the docks in 2024. He also asked if the time of change in oversight would be the best time for dock work it will be a major undertaking.

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

4 Capital Reserve Fund Amendment #1

Finance Director Christi Wood indicated the board approved the Capital Reserve Fund for projects last May. She indicated the request was to move money out of the CRF to the Utility Fund for projects part of the utility line projects that must be completed prior to the street repairs and infrastructures can be started.

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

5 FY 20 Budget Amendment #5

Finance Director Wood indicated this budget amendment was for an infrastructure pipe on Professional Park Drive. Town Manager Day indicated this work needed to be completed prior to the big repair project.

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

2.

6 December Financial Report

Ms. Wood indicated the financial report does not include December tax collections due to a software issue at the county. She indicated she did not have any major concerns to bring to the attention of the commissioners.

Town Manager Day indicated the tax assessor's office has been working to establish the revaluation information and provided the property ad valorem average rate increase would be 30%.

7 Year End Parking Program Report

Scott Walker, Parking Supervisor for the Town of Beaufort, gave a presentation recap of the 2019 Paid Parking season. He indicated the 2019 goals were to create a friendly environment for residents and visitors, successfully manage the transition from contract services to in-house management, emphasize the safety for customers, residents, staff and visitors and to provide friendly and responsive customer service to residents and visitors.

Town Manager Day discussed the net revenues for 2018 and 2019 and why the 2019 figures were lower. He indicated the difference was due to reduced hours and fewer parking spaces.

Mr. Walker indicated that paid parking was a large revenue stream with the parking fees accounting for the majority and violations also being considered. He also reported in 2018 80% of the violations were paid with outstanding revenue at \$17K. In 2019 75% of violations were collected with \$11K still outstanding.

The method of payment by visitors and citizens were coins, credit at terminal and pay by phone. Town Manager Day indicated payment by coin decreased in 2019 and would possibly be removed in the future as a payment option.

Mr. Day also reviewed information comparing the actual revenues each by day, hour, street zone and parking lots. (The power point slides are included below.)

In closing their presentation, Town Manager Day and Parking Supervisor Walker made a recommendation to not make any changes for the 2020 paid parking season. Mr. Walker indicated some implications of policy change were the cost of new signage, additional operational charges, difficult to make comparisons each year and more difficult to analyze data and identify trends.

After discussion of different topics, the commissioners decided to keep the paid parking program for 2020 the same as 2019.

Commission / Board Comments

Mayor Newton asked for the commissioner's approval to draft a resolution supporting the Beaufort Middle School breezeway for safety precautions. The board agreed for the Mayor to draft a resolution.

Commissioner Harker thanked Scott Walker and Christi Wood for their work on the Paid Parking presentation. She also urged members of the community to participate in the ADA Online Survey.

Commissioner Hagle thanked Mr. Walker for his report and his work. He indicated he was looking forward to another good season. He indicated the discussion held during the meeting was good since the board was starting to look into the future for planning needs.

Commissioner Hollinshed urged fellow commissioners and staff to please make sure the citizens know about projects and information relevant to town. In response to a question regarding the Spouter Inn, Mr. Garner indicated the town was waiting the final decision from the county Fire Marshall.

Commissioner McDonald stated he felt the meeting was very good and hoped everyone would continue to look into the future and still move forward.

Mayor Newton indicated letters had been delivered to the fire departments and towns who helped with Spouter Inn fire. He continued by saying the board members and town staff needed to push out information regarding projects so everyone will have the correct information.

Closed Session Pursuant to NCGS 143-318.11(a)(6) for the Permitted Purpose of Personnel

The Closed Session was removed from the agenda.

Adjourn

A motion was made to adjourn the meeting. The meeting adjourned at 6:00 pm.

Motion made by Commissioner Hagle.

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

Mayor Everette S. (Rett) Newton

Michele Davis, Town Clerk



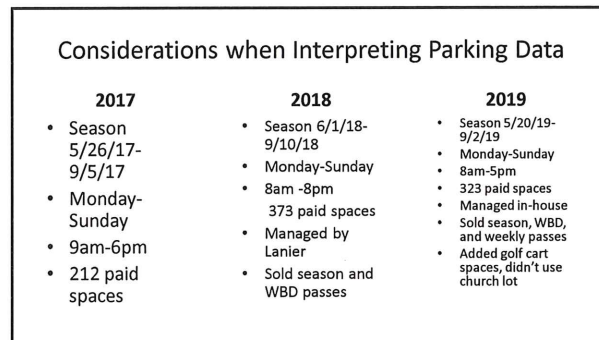
1



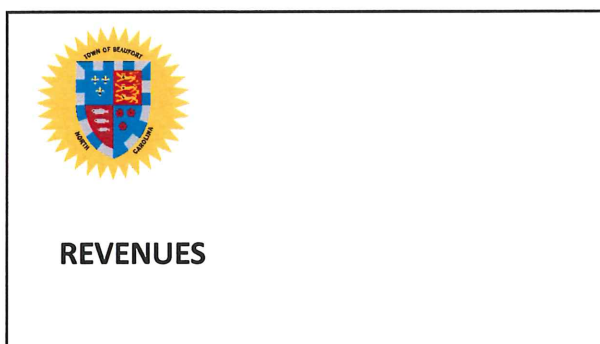
2



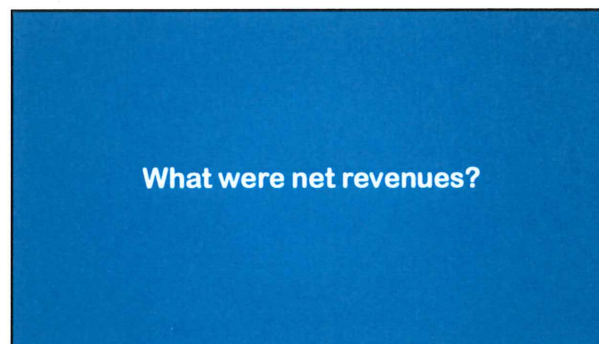
3



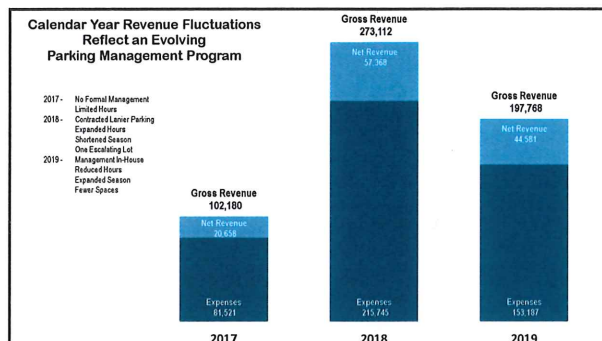
4



5



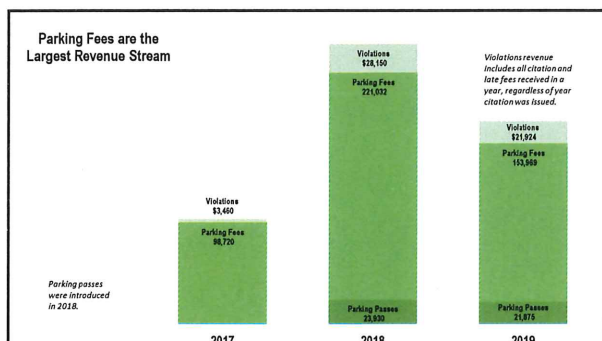
6



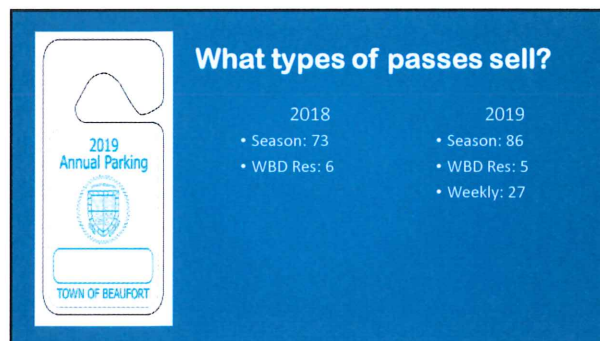
7



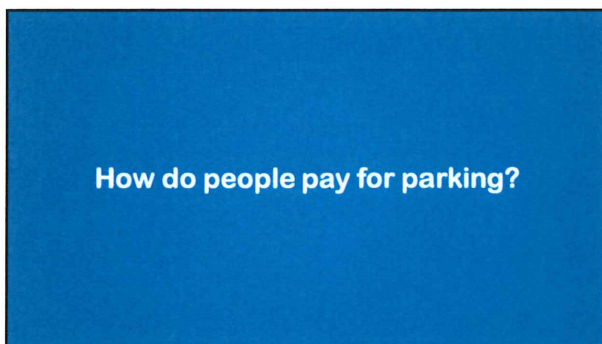
8



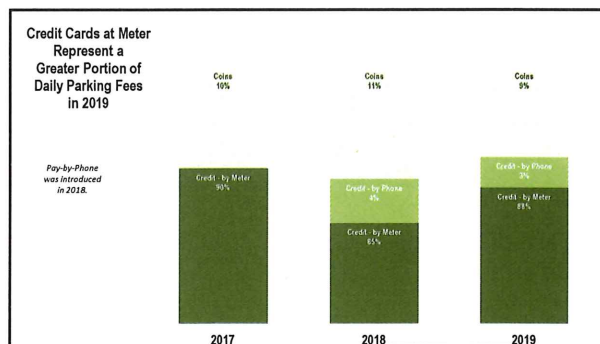
9



10



11



12

How do violations affect revenue?

- Violations revenue includes all fines and late fees paid in a given calendar year, regardless of the year in which the citation was issued.
- 80% of 2018 citations were paid; outstanding revenue is \$17,071.
- 75% of 2019 citations were paid; outstanding revenue is \$11,472.
- On average, it takes 97 days for a citation to be paid in full.

13

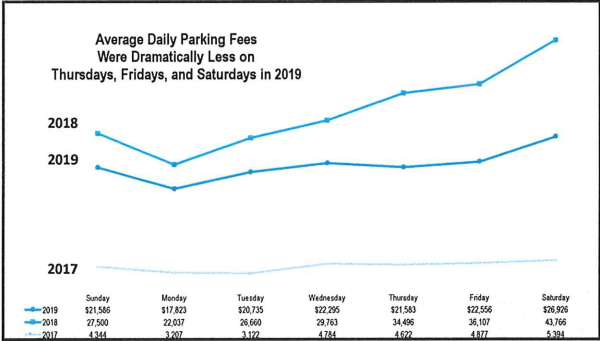


REVENUE PATTERNS

14

How do *actual* revenues vary by day?

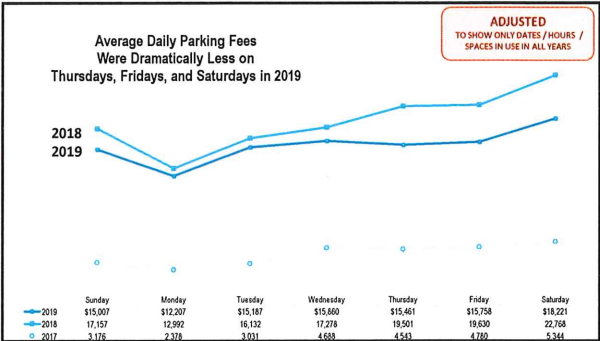
15



16

How do *adjusted* revenues vary by day?

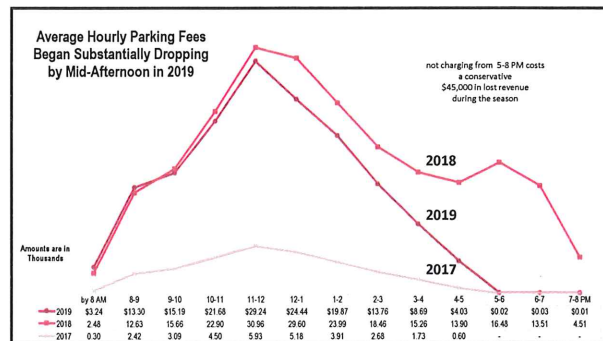
17



18

How do *actual* revenues vary by hour?

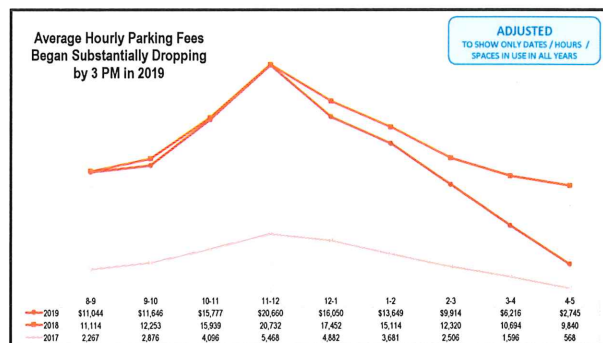
19



20

How do *adjusted* revenues vary by hour?

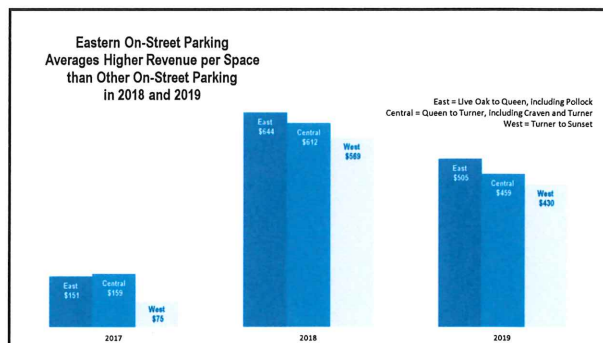
21



22

How does actual revenue vary by on-street zone?

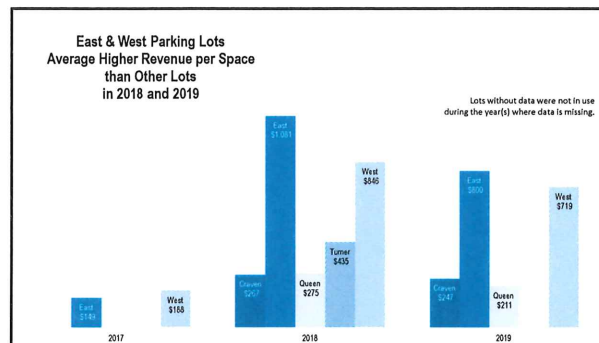
23



24

How does actual revenue vary by parking lot?

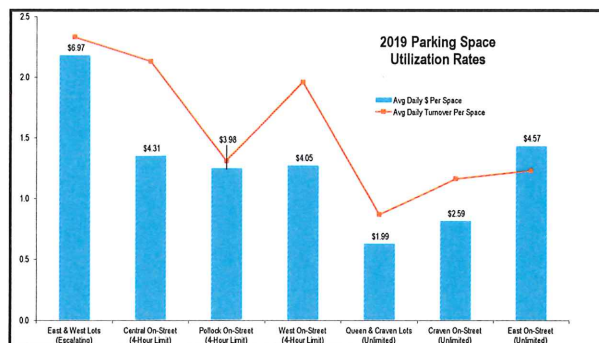
25



26

How does turnover change by time limit?

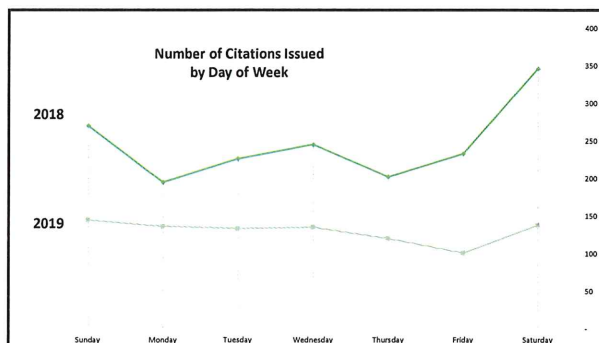
27



28

How does enforcement vary by day of the week?

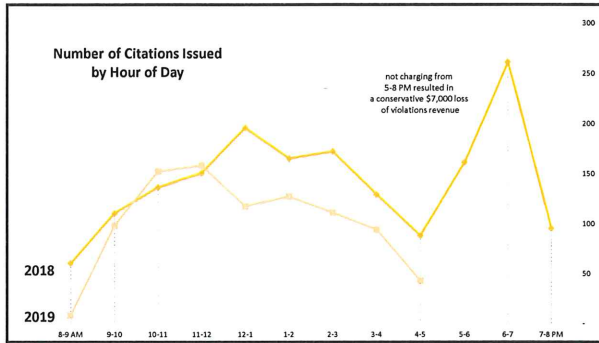
29



30

How does enforcement vary by hour of the day?

31



32


NEXT STEPS

33

Staff Does Not Recommend Any Policy Changes in 2020

Caveat: lost opportunity for additional revenue and management of scarce spaces for dinner visitors

34

Implications of Policy Changes

- New signs, etc.
- Implementation of operational changes
- Causes some confusion among those parking
- Difficult to make comparisons year over year
- Exponentially more difficult to analyze data and identify trends

35


QUESTIONS?

36



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, February 10, 2020 - Train Depot, 614 Broad Street, Beaufort, NC 28516 Minutes

Call to Order

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

Roll Call

Town Clerk Davis called roll and declared a quorum present. She stated Commissioner McDonald was absent due to illness. Commissioner Hollinshed made a motion to excuse Commissioner McDonald. The vote was 4 to 0 in favor.

PRESENT

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

ABSENT

Commissioner Charles McDonald

Agenda Approval

A motion was made to approve the agenda as presented.

Motion made by Commissioner Hagle.

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

Calendar

Town Clerk Davis reviewed the calendar of events for February and March.

Project Update

Public Services Director/Town Engineer Greg Meshaw presented a power point presentation on projects.

In response to the presentation, Commissioner Hollinshed asked about the 100 block Turner Street project and the town's intention to work with the business owners. Mr. Meshaw indicated staff had received many good comments from the business owners and consideration was being given to all recommendations.

Commissioner Hagle indicated he appreciated all of the work done on the projects.

Commissioner Harker indicated she was also impressed by the work that had been completed and the progress of plans.

Commissioner Carter indicated she was glad to finally see projects getting completed.

1. Project Updates for Infrastructure and Randolph Johnson Park

Project Updates



Town of Beaufort
February 10, 2020

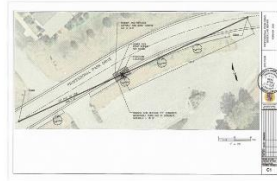
Street Rehabilitation & Construction

- Pre-Bid Meeting February 12th
- Bids due March 3rd
- Local Government Commission Approval April 7



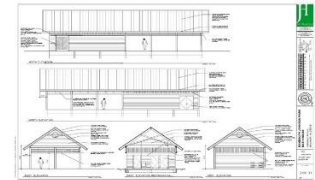
Professional Park Drive Sewer Repair

- Hole found via Television Inspection
- Replacing Section of Pipe
- Bids due February 20th



Randolph Johnson Park

- \$635,802 Contract Price
- February 27th Notice To Proceed
- July 9th Contractual Completion Date



Pedestrian Improvements

Randolph Johnson Park Access Improvements

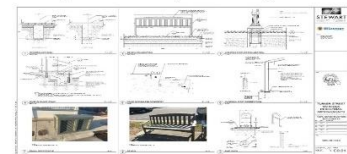
- FY20 Streets Project Sidewalk
 - Bid Pricing per Square Yard
- Starting Layout Plans/Sketches
 - In-House



Pedestrian Improvements

Turner Street 100 Block Street Improvements (West Side)

- Construction Drawings Complete
- Bid/Contract/Specification Documents Underway
 - In-House
 - February 14th Advertisement Goal
- Possible Revisions
 - Mid-Block ADA Crosswalk



Pedestrian Improvements

Live Oak Street – Campen Road Pedestrian Crossing

- Awaiting NCDOT
 - Crossing Funding Approved
 - Project on Hold
- Live Oak to Shopping Center
 - Plans at 25 Percent
 - NCDOT Termination Points Needed



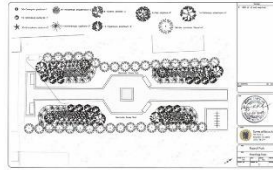
Cedar Street Park

- Construction Drawings Underway
 - Original Concept (with a few tweaks)
- Transfer of NCDOT Right-Of-Way Upcoming after:
 - Construction Drawings Complete
 - Street Resurfaced by NCDOT



Topsail Park

- Soil and Water Conservation District Grant
– \$13,998 Award
- Bid/Contract Documents & Plans Complete
- Project Work Suspended
– Demolition of Spouter Inn



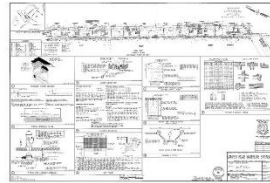
Cedar Street Water & Sewer Rehabilitation & Replacements

- TV Inspection of Sewers Complete
- 90% Design Review Meeting February 12th
- Intend to Coordinate Work with NCDOT Storm Pipe Replacement Project

LINE NO.	LINE TYPE	LINE SIZE	LINE LENGTH	LINE DATE	LINE STATUS	LINE COMMENTS
1	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
2	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
3	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
4	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
5	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
6	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
7	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
8	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
9	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
10	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
11	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
12	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
13	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
14	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
15	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
16	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
17	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
18	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
19	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
20	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
21	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
22	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
23	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
24	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
25	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
26	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
27	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
28	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
29	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
30	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
31	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
32	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
33	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
34	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
35	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
36	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
37	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
38	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
39	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
40	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
41	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
42	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
43	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
44	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
45	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
46	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
47	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
48	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
49	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
50	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
51	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
52	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
53	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
54	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
55	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
56	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
57	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
58	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
59	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
60	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
61	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
62	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
63	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
64	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
65	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
66	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
67	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
68	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
69	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
70	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
71	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
72	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
73	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
74	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
75	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
76	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
77	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
78	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
79	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
80	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
81	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
82	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
83	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
84	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
85	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
86	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
87	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
88	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
89	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
90	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
91	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
92	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
93	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
94	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
95	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
96	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
97	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
98	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
99	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE
100	SEWER	12"	100'	2010	REPLACEMENT	REPLACEMENT OF 12" SEWER LINE

Campen Road Waterline Extension

- Replace 2-Inch Line with 6-Inch Line
– Carraway Drive to Eastport Apartments
- Plans Complete
- Permits In Hand
- Bid/Contract/Specification Document Needed
- April/May Bid Advertisement



Public Comment

Jannine Facciola, Winding Wood Way, spoke about the need for spaces around town for artists to work and the importance of keeping options open for businesspeople. She spoke about one possible location being 400 Pollock Street and preservation. She asked the commissioners to please consider movement toward growth and not just change.

Presentations

1. Introduction of New Employees

Police Chief Paul Burdette introduced Lieutenant Joel Marion.

Fire Chief Tony Ray introduced Firefighters James Graham and Michael Linz.

Manager Report

Town Manager Day reported NCDOT projects in the district that have been approved such as the Round-a-bout at Hwy 101 and Live Oak have all been pushed out for a year. The right of way acquisition for the Hwy 101 and Live Oak project has been put on hold until further notice.

The Cedar Street project should have started last fall; although still funded, the funding is not available and is unknown when it will be. Currently, NCDOT does not know when any projects will be scheduled.

Mr. Day indicated that NCDOT had originally agreed to resurface the section of road closest to Cedar Street Park, but the confirmation of the resurfacing happening is not known at this time. He indicated he is reluctant to hold up the project at this time.

Items of Consent

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

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

Beaufort Middle School Breezeway Resolution

WHEREAS, our schools are vital to the health and prosperity of our community; and

WHEREAS, families move to Carteret County specifically because of our great schools; and

WHEREAS, there is clear return on investment in schools; and

WHEREAS, the dedicated people of our school system have been on the front lines of identifying significant needs of students, faculty, staff, and their families on a daily basis, but even more so after recent Hurricanes Florence and Dorian; and

WHEREAS, our school buildings require constant maintenance, sustainment, and improvements; and

WHEREAS, Beaufort Middle School, for years, urgently needed an enclosed breezeway between separated buildings to enhance safety and security, and to greatly reduce distractions for classes as teachers have to constantly monitor the current doors; and

WHEREAS, to date, this safety and security concern has not been addressed.

Now, **THEREFORE BE IT RESOLVED, THE BOARD OF COMMISSIONERS OF THE TOWN OF BEAUFORT** requests the Carteret County Board of Education and Board of Commissioners allocate appropriate resources to address this specific safety and security need at Beaufort Middle School as soon as possible.

ADOPTED, this the 10th day of February, 2020.

1. Draft minutes of the January 13, 2020 Regular Monthly Meeting
2. Correction to Pay Plan – Engineering Intern
3. Resolution Supporting Beaufort Middle School Breezeway
4. Code Enforcement/Budget Amendment - 400 Pollock Street

Items for Discussion and Consideration

1. Capital Reserve Fund Amendment #1

Finance Director Wood indicated the amendment was for the Capital Reserve Fund to move monies to the Utility Fund operating budget to take care of the hole and placement of piping mentioned in Town Engineer Meshaw's presentation.

A motion was made to approve the amendment.

Motion made by Commissioner Hagle.

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

2. FY 20 Budget Amendment #5

Finance Director Wood indicated this budget amendment was to receive the \$30K for the repair project noted in the CRF Amendment #1 and allocating funds for costs incurred from Hurricane Dorian. She indicated a reimbursement would be turned into FEMA. She also indicated there was as the need to receive funds totaling \$21,000 into the General Fund from the sale of equipment.

A motion was made to approve Budget Amendment #5.

Motion made by Commissioner Hollinshed.

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

3. Application for USDA Financing/Grants for Utilities Improvements – Contract with Rivers and Associates

Town Manager Day indicated this was for a new project other than the ones discussed by Town Engineer Greg Meshaw. Mr. Day reported this project included streets that need utility work prior to resurfacing. He stated town staff had been discussing loans through USDA . He indicated Rivers and Associates, Inc. had provided contracts for consideration to help with the submittal process of the application for USDA grants and loans.

Commissioner Hagle indicated the USDA funds were only for the utilities and not the resurfacing of the streets. Town Manager Day confirmed this for the commissioners. He indicated the funding for the street resurfacing could be done by USDA funding or commercial loan depending on the interest rates available at the time. Commissioner Hagle indicated the time line was two years away by going this route rather than doing it in house which would increase the time approximately another year.

Mayor Newton indicated for clarification purposes this is for work different from the six lane miles Town Engineer Meshaw spoke about previously.

Commissioner Carter asked if it would be two years before bids went out and the receipt of grant funding. Mark Garner with Rivers and Associates, Inc. reported it would be about two years until the bids are received. Mr. Garner stated the town should know in eight to twelve months what type of financing will be available through USDA and then the design phase will take approximately one year. Mr. Garner indicated at that point in time the bids will go out resulting in about 36 months before the dirt will go back in the hole.

Commissioner Carter asked if it would be to any advantage for the town to not go with the USDA funding. Mr. Garner indicated the USDA had indicated the town would receive significant funding for the sewer project and some funding for the water project. Mr. Garner indicated the town could be looking at 3 to 6 million dollars in grant funding. Commissioner Carter asked if the situation of the repair needs could possibly worsen prior to the beginning of the project. Mr. Garner indicated he did not believe there would be any great changes.

A discussion of expenses incurred before the actual project beginning was held. It was confirmed for all of the board members that any costs to make repairs to items listed in the scope of the project would be cash flowed by the town and then added into the financing documents for reimbursement.

A motion was made to approve the contracts.

Motion made by Commissioner Hagle.

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

Commission / Board Comments

Commissioner Hagle indicated it was great to see the new employees in the Fire and Police Departments. He also stated he was encouraged to see the progress being made on the streets, utilities and parks. He thanked the board for being supportive of the Board of Education regarding the resolution for Beaufort Middle School. Commissioner Hagle also offered thanks to the HPC for their work done during the approval of the Cedar Street parking lot for the hotel. For his safety message, he encouraged everyone to be aware of their surroundings when driving.

Commissioner Hollinshed reported the paid parking will be the same for downtown as it was for the past year. She asked for the delineation of spaces on Cedar Street to help increase the number of available spaces. She also asked for consideration to be given for the long-term storage of cars and boats on the streets. Commissioner Hollinshed indicated she appreciated the airport limiting flyovers of the Historic District with the exception of emergencies. She also asked for the town staff and board to consider regulations for VRBO properties.

Commissioner Harker thanked the staff for the work done to get the Town of Beaufort to this point. She thanked Rachel Johnson for getting the Citizen Academy together. She also thanked the Mayor for the resolution supporting school safety. Commissioner Harker indicated she was looking forward to the completion of the Randolph Johnson Park and improvements. She concluded by saying February is Black History month and she is having short videos on Facebook during the month.

Commissioner Carter welcomed the new staff members to the town.

Mayor Newton indicated incremental progress was made for the community on all of the projects.

Adjourn

2.

A motion was made to adjourn the meeting. The meeting adjourned at 7:00 pm.

Motion made by Commissioner Harker.

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

Mayor Everette S. (Rett) Newton

Michele Davis, Town Clerk



Town of Beaufort, NC

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

Town of Beaufort Board of Commissioners Work Session 4:00 pm, Monday, February 24, 2020 Town Hall, 701 Front Street, Beaufort, NC

AGENDA CATEGORY: Items for Discussion and Consideration
SUBJECT: Appointment to the Historic Preservation Commission

BRIEF SUMMARY:

There is one vacancy for an unexpired term on the Historic Preservation Commission. The term will expire on January 31, 2021.

REQUESTED ACTION:

Appointment to Historic Preservation Commission to fill one unexpired term ending January 31, 2021.

EXPECTED LENGTH OF PRESENTATION:

10 minutes

SUBMITTED BY:

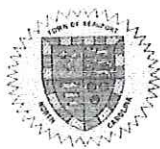
Michele Davis, Town Clerk/HR Officer

BUDGET AMENDMENT REQUIRED:

No

RECEIVED
1.24.2020

3.



TOWN OF BEAUFORT
APPLICATION FOR VOLUNTEER BOARD

Name: Dr. Barbara Francis-Heckman

Address: 1713 Lennoxville Rd

Telephone: (252) 732-4938 Email: heckmanbl@gmail.com

Employer: Beaufort Pet Provisions Occupation: Owner

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

- ☐ Planning Board ☐ Board of Adjustment ☒ Historic Preservation Commission
☐ Airport Authority ☐ Oceanview Cemetery ☐ Parks & Recreation
☐ Other: _____

☒ **NEW APPOINTMENT**

☐ **REAPPOINTMENT**

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

Preserving historical Beaufort is essential. Nancy and I came here because this community has such a rich history with caring people committed to maintaining its vital elements that make it unique.

Nancy's passion for history exemplified our family's values. Her sudden death leaves an emptiness ~ in our hearts and in her work. She and I have been a team for almost 30 years. I stood by her through all her work ~ from building our earlier home to her community engagement here in Beaufort. I am very interested and motivated to fill her remaining term on the Historic Preservation Commission. I believe my skills and education are such that I'd add value to the commission's work.

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

☒ YES

☐ NO

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

Snart Start (Partnership for Children in 4 local counties), CCA Policy Council, Jr. Sailing, BWSC

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

Do you attend regular town meetings?

☒ YES

☐ NO

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

Print Name: Dr. Barbara Francis-Heckman Date: 1/16/20

Signature: _____



Date received _____ Received by: _____ Date Reviewed by BOC: _____

Dr. Barbara Francis-Heckman
1713 Lennoxville Road
Beaufort, NC 28516
heckmanbl@gmail.com
252-732-4938 (cell)

3.

EDUCATION

North Carolina State University, Raleigh, NC – Doctor of Education, Higher Education Administration.
Honors: Phi Kappa Phi, May 2008.

Union Presbyterian Seminary, Richmond, VA – Master of Arts, Christian Education, May 1985

Westminster College, New Wilmington, PA – Bachelor of Arts, Christian Education, May 1981.

DISSERTATION RESEARCH

Co-journeying: Fostering Student Faith Development in College

As a qualitative case study, this research explored student, faculty, and administrator views of college activities and faith development processes at two Protestant-related colleges. Literature review included historical analysis of Church/College development in America and theories of student development. Emergent research revealed a concept of co-journeying for fostering development: exposure to safe, supportive environments, rich with opportunities for students who are open to growth and who actively seek out and engage in exploration.

CAREER SUMMARY

Leader who inspires and motivates team members and program participants to engage in activities that advances organizational mission and individual interests. As a leader, I have created new programs, leveraging community and agency resources designed to meet emerging or unmet needs. Successes include programs for children, youth outreach programs, senior citizen programs, emergency foster care, transitional housing for women with children, aftercare for troubled youth, recreational outreach, parent-led support groups and case management services.

An administrator who assumes accountability and responsibility for risk assessment, fiscal oversight, compliance, quality assurance and complete programmatic administration including program design, development, implementation, and assessment. These activities include supervision of staff, compliance with funding authorities, management of operational expenses, procurement of grant revenues and partnership building.

Teacher who integrates a variety of methodologies into training workshops and classroom environments designed to meet the educational needs of learners. As a teacher, integrate web-based and social media outlets into the course design. Methods include use of video conferencing, discussion boards, hand-on experiential learning activities, on-line chat, blogs, on-line quizzes, as well as more traditional classroom presentations based on the use of Microsoft Office Software, document writers and projectors.

TEACHING EXPERIENCE

College course instruction includes course development for traditional and non-traditional students, teaching Old Testament, New Testament, World Religions, Public Speaking and a college introduction program. Instruction includes seated classes and on-line learning environments using either Blackboard or Moodle web-based software

Craven Community College, New Bern & MCAS Cherry Point, NC ***08/2008 to 2013***

Adjunct, Instructor of Religion

Mount Olive College, Multiple Sites in NC ***08/2003 to 2013***

Adjunct, Instructor of Religion

Louisburg College, Louisburg, NC ***03/1999 – 08/2002***

Instructor of Religion, Part-time

North Carolina State University, Raleigh, NC ***01/1999 – 5/2000***

Graduate Teaching Assistant, Higher Education Administration

WORK EXPERIENCE

Beaufort Pet Provisions

04/2014 to Present

President and Chief Executive Officer

Founder of family owned and operated pet food and supply store in Historic Beaufort. This business is based on four guiding principles, from which decisions are based: health, safety, education and community. Responsibilities include general operations, marketing, sales, inventory, merchandising, staffing and financial activities of store. Community involvement includes fundraising activities for local groups such as Austin Veterinary Outreach and Rescue, Beaufort Community Cats, and Leader Dog.

Coastal Community Action, Inc., Newport, NC

11/2004 to 04/2014

Family and Community Partnership Manager

Ensured compliance and regulatory oversight for a multimillion dollar, federally-funded division related to eligibility, recruitment, selection, enrollment and attendance [ERSEA] for Head Start and Early Head Start children. Program spans four counties and includes nine sites within eastern North Carolina. All work was found fully compliant with federal standards during triennial federal reviews.

Brokered new and maintained existing partnerships with community agencies, county and state government programs, and medical providers to enhance program options by securing new revenue sources, creating program linkages and developing new collaborative enterprises. Successes include aligning Head Start with the state's pre-kindergarten initiative resulting in \$750,000 dollars in additional resources.

Trained program staff through small group instruction (up to 15 members), large groups (50-175 members) or video conferencing (up to four remote sites) on family service components or data-base maintenance/processes. Topics include effective communication, internal policies and procedures, customer service, goal setting, records management, family services, poverty simulations and ERSEA.

Senior member of multidisciplinary team that coached and mentored junior team members in their roles and responsibilities; work included daily operations, long-range planning, annual goal setting, and assessment. As a project leader and initiator, I led the team in creating a system for requesting and tracking programmatic support within and across area components.

Volunteer Families for Children of NC, Raleigh, NC

01/1999 - 10/2004

Executive Director

Directed daily operations of a private, not-for-profit service agency that specialized in short-term and emergency foster care. Organization was based in Raleigh with operations extending in 14 different counties strategically located throughout the state.

Supervised management and administrative support staff with an employee base of 18 social workers. Created employee performance review procedures and staff development processes. Established employee training model for peer mentoring, incorporating reflective supervision and coaching.

Devised marketing strategies for fund development and program awareness. Donor based broadened through targeted mail campaign. Individual commitments secured through direct appeals. Program visibility increased through advertisements, speakers' bureau, and participating in or hosting community events. Created ancillary literature such as agency brochures and event fliers. Secured public service announcements for events and media coverage for program developments.

Bethlehem Community Center, Richmond, VA

06/1991 - 01/1998

Executive Director

Directed operations of a United Methodist affiliated, multi-service agency that included three sites with four Program Directors, 18 full time and 26 part time employees, and a volunteer base of over 50 adults. Programs included: Child Care, Adult Day Care, Senior Center, Youth Outreach, Food Pantry, and Transitional Housing.

Established accounting practices and compliance with OMB circular and grant authorities. Crafted fiscal policies and procedures, established internal controls and balanced budget. Increased agency revenue by 50% over a three-year period through standardization of internal controls and solicitation of new and increased levels of funding.

Spearheaded and managed merger of two non-profit corporations; maximizing funding base, enhancing service delivery, implementing new organizational structure, and marketing to constituency. Maximized resources through leveraging grants and matching funds, including diversifying resources to strengthen organizational operation.

Active community leader within collaborative projects such as creating a neighborhood alliance for economic development of low-income, minority neighborhoods and spearheading a non-profit network to advance technology resources for agencies working with low-income families.

St. Joseph's Villa, Richmond, VA

06/1983 - 05/1991

Program Director 12/89 – 5/91

Managed project activities, completed monthly statistical and progress reports, developed and maintained department budget, scheduled, supervised and trained employees and volunteers, coordinated space utilization.

Researched and identified perspective organizations for ownership of Senior Adult Services and coordinated the transfer to identified organization.

Created scheduling system for recreation facility as a cost saving measure by minimizing personnel requirements.

Researched models of After Care Services, tailoring and authoring a recommendation appropriate for incorporation into the Residential Services Department.

Assistant Program Director 5/89-12/89

Assisted the program director in the development and delivery of overall program, to include the direction and management of the Family Nutrition Program and Senior Center activities for older adults. Programming included trips, arts and crafts, educational seminars and social activities.

Program Aide – Part Time 5/83 – 1/84 and 6/85 – 5/89

Implemented activities providing direct service to clients; assisted in scheduling and transportation requirements, increased level of senior adult involvement, encouraging leadership in adult-led activities.

Designed and implemented activities for hyperactive children, minimizing classroom disruptions, and provided outstanding leadership to peers for summer day camp activities.

Relief Child Care Worker – Hourly 9/84 – 7/85 and Child Care Worker, FT 1/84 – 9/84

Provided shift coverage for residential treatment facility for troubled adolescents, to include counseling/training in life skills development, managing daily activities and monthly progress reports. Assisted in the development of new shift structure, reducing total hours of excess coverage.

PROFESSIONAL AND COMMUNITY ACTIVITIES

- Volunteer and member of Friends of Beaufort Maritime Museum
- Leadership Carteret, March 2008.
- NC Empowerment Skills for Leaders Credential, May 2007, Duke University.
- Stephen Covey's Seven Habits of Highly Effective People Leadership Series.
- Poverty Simulation Trainer
- Past Board member for Craven Smart Start and Jones County Partnership for Children; NC Pre-K Task Force member for Craven County, Carteret County, and Pamlico County.

OTHER PUBLICATIONS AND PRESENTATIONS

Department of Adult and Higher Education 2008 Annual Research Poster Session, Co-journeying: Fostering Student Faith Development in College.

“Spirituality in the Work Place”, Children and Family Services Association of NC, 2004 Spring Conference.

“Intergenerational Program Thrusts and Planning” Boone Beard Gerontological Center 1995 Spring Conference.

Co-authored “What’s Shaking up the Church,” Program Booklet of Celebrate: A curriculum of the PCUSA.



TOWN OF BEAUFORT APPLICATION FOR VOLUNTEER BOARD

Name: Kathy Davis, Dale Davis
 Address: 133 Piver Road, Beaufort, NC 28516
 Telephone: 607-377-6174 Email: Kathydavis579@gmail.com
 Employer: Currently looking Occupation: _____

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

- ☐ Planning Board ☐ Board of Adjustment ☐ Historic Preservation Commission
☐ Airport Authority ☐ Oceanview Cemetery ☐ Parks & Recreation
☒ Other: Any Board that I am needed

☒ **NEW APPOINTMENT** ☐ **REAPPOINTMENT**

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

My husband and I have just relocated from Upstate NY to beautiful Beaufort. I am currently looking for employment. I have a Bachelor's Degree in General Studies and a minor in Human Services. I have a Master's certificate in Training for Trainers. I had a home-based baking business in NY and my specialty is cupcakes and my mom's Italian Cookies. My husband is newly retired from Corning Inc. and very handy. He is a 20 year Marine Corp. Veteran.

I could contribute to any clerical, bookkeeping, collections, crafty, baking, planning, organizing that you may need. My husband is very handy and mechanically smart and can work and fix almost anything.

We are very excited to be part of Beaufort and would love to become involved in any place that we are needed.

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

☒ YES ☐ NO

If yes, please state the name of the Board, Committee, or Commission:
Organized and ran Project Graduation

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

Do you attend regular town meetings?

☐ YES

☒ NO

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

Print Name: Kathy Davis Date: 11/16/2020

Signature: Kathy Davis

Date received _____ Received by: _____ Date Reviewed by BOC: _____



Town of Beaufort, NC

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

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

AGENDA CATEGORY: Items for Discussion and Consideration
SUBJECT: Capital Reserve Fund Amendment #2

BRIEF SUMMARY:

This amendment request approval to decrease the revenue from the Utility Fund and expenditures of future capital outlay of the Utility Line Project by \$87,000. This amendment transfers the funds out of the Capital Reserve Fund back to the Utility Fund.

REQUESTED ACTION:

Approve Amendment #2

EXPECTED LENGTH OF PRESENTATION:

5 minutes

SUBMITTED BY:

Christi Wood – Finance Director

BUDGET AMENDMENT REQUIRED:

Yes



TOWN OF BEAUFORT CAPITAL RESERVE FUND AMENDMENT #2

WHEREAS, the Town of Beaufort adopted a Capital Reserve Fund Ordinance for Bulkhead/Board Walk Project, Utility Line Improvement Project, and Street Resurfacing Project on May 13, 2019, and

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

BE IT THEREFORE ORDAINED that the Board of Commissioners of the Town of Beaufort amend the Capital Reserve Fund for the Bulkhead/Board Walk Project, Utility Line Improvement Project, and Street Resurfacing Project as follows:

SECTION I: REVENUE

DECREASE

TRANSFER IN FROM UTILITY FUND.....\$ 87,000

TOTAL DECREASE.....**\$ 87,000**

SECTION II: EXPENDITURES

DECREASE

FUTURE CAPITAL OUTLAY FOR UTILITY LINE PROJECT.....\$ 87,000

DECREASE FUTURE CAPITAL OUTLAY.....**\$ 87,000**

SECTION III: DISTRIBUTION

Copies of this ordinance shall be furnished to the Town Manager/Finance Officer, Assistant Town Manager, and the Deputy Finance Officer to be kept on file by them for their direction in the disbursement of funds for carrying out this project:

Adopted this 9th day of March, 2020

ATTEST:

Michele Davis
Town Clerk

Everette S. Newton
Mayor



Town of Beaufort, NC

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

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

AGENDA CATEGORY: Items for Discussion and Consideration

SUBJECT: FY 20 Budget Amendment #7

BRIEF SUMMARY:

General Fund - This amendment requests the appropriation of fund balance for the repayment of the NCORR loan. The loan was used to supplement cash flow, while awaiting the reimbursements from FEMA for Hurricane Florence. The loan requires repayment as the reimbursements are received from FEMA.

Utility Fund - This amendment requests the appropriation of the transfer from the Capital Reserve Fund to the Utility Fund for the contracts with Rivers and Associates for the wastewater and water rehab projects. The contracts were approved at the February 10, 2020 meeting.

REQUESTED ACTION:

Approve Budget Amendment #7

EXPECTED LENGTH OF PRESENTATION:

5 minutes

SUBMITTED BY:

Christi Wood – Finance Director

BUDGET AMENDMENT REQUIRED:

Yes



**TOWN OF BEAUFORT
FY 2020 BUDGET AMENDMENT #7**

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

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

BE IT THEREFORE ORDAINED that the Board of Commissioners amends the Fiscal Year 2020 Budget as follows:

SECTION I: GENERAL FUND

This amendment requests an appropriation of Fund Balance for the repayment of the NCORR loan.

A. REVENUE

INCREASE

APPROPRIATED FUND BALANCE\$ 1,000,000

TOTAL INCREASE.....\$ **1,000,000**

B. EXPENDITURES AUTHORIZED BY DEPARTMENT

INCREASE

NON- DEPARTMENTAL\$ 1,000,000

TOTAL INCREASE.....\$ **1,000,000**

SECTION III: UTILITY FUND

This amendment requests the appropriation of the transfer from the Capital Reserve Fund to the Utility Fund for the contracts with Rivers and Associates for the wastewater and water rehab projects. The contracts were approved at the February 10, 2020 meeting.

A. REVENUE

INCREASE

TRANSFER IN FROM CAPITAL RESERVE FUND.....\$ 87,000

TOTAL INCREASE.....\$ **87,000**

B. EXPENDITURES AUTHORIZED BY DEPARTMENT

INCREASE

SEWER DIVISION	\$ 44,000
WATER DIVISION	\$ 43,000
TOTAL INCREASE	\$ 87,000

SECTION VI: DISTRIBUTION

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

Adopted this 9th day of March 2020.

ATTEST:

Michele Davis
Town Clerk

Everette S. Newton
Mayor



Town of Beaufort, NC

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

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

AGENDA CATEGORY: Items for Discussion and Consideration
SUBJECT: January Financial Report

BRIEF SUMMARY:

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

REQUESTED ACTION:

Review the report.

EXPECTED LENGTH OF PRESENTATION:

5 minutes

SUBMITTED BY:

Christi Wood – Finance Director

BUDGET AMENDMENT REQUIRED:

No



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

January Financial Report

February 24, 2020

- Included in this packet is a key describing the heading of each column on the Statement of Revenues and Expenditure report.
- A Chart of Accounts, that provides a description of each account, is also provided.
- This report is for the month of December as noted in the report heading.
- The Fire Department is represented as a department within the General Fund. (10-531-xxxx)
- **NOTES:**
 Property Taxes collected by the County in December and January and distributed to the Town in February are included in the totals below.

Taxes

December		
Tax Year	Balance Remaining	Collection Rate to Date
2014	\$7,199	99.72%
2015	\$12,362	99.52%
2016	\$32,217	98.78%
2017	\$39,155	98.67%
2018	\$55,355	98.31%
2019	\$908,572	76.45%

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

TOWN OF BEAUFORT
Statement of Revenue and Expenditures - Operating

Revenue Account Range: First to Last Include Non-Anticipated: Yes Year To Date As Of: 01/31/20
Expend Account Range: First to Last Include Non-Budget: No Current Period: 01/01/20 to 01/31/20
Print Zero YTD Activity: No Prior Year As Of: 01/31/20

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
10-301-0000	AD VALOREM TAX - CURRENT YEAR	3,175,130.61	3,708,101.00	0.00	1,735,281.36	1,972,819.64-	47
10-301-0001	AD VALOREM TAX PRIOR YEAR	62,492.82	65,000.00	0.00	65,021.02	21.02	100
10-301-0002	PENALTIES AND INTEREST	19,529.07	9,000.00	0.00	10,528.23	1,528.23	117
10-301-0004	MOTOR VEHICLE TAX	167,578.08	151,159.00	0.00	80,251.30	70,907.70-	53
10-301-0006	PAYMENT IN LIEU OF TAXES	42,435.66	40,930.00	0.00	6,175.62	34,754.38-	15
10-303-0001	LOCAL OPTION SALES TAX	1,396,489.01	1,300,000.00	130,904.76	599,529.88	700,470.12-	46
10-303-0002	UTILITIES FRANCHISE TAX	376,203.34	385,000.00	0.00	119,048.81	265,951.19-	31
10-303-0003	BEER AND WINE TAX	18,174.47	18,685.00	0.00	0.00	18,685.00-	0
10-303-0004	POWELL BILL	119,202.33	120,000.00	0.00	118,908.16	1,091.84-	99
10-303-0008	EASTMAN'S CREEK COUNTY ASSESSMENT FEE	500.00	0.00	0.00	0.00	0.00	0
10-303-0009	NC DOT	8,339.00	0.00	0.00	0.00	0.00	0
10-303-0012	Grant from NC Natural \$ Cultural Res.	0.00	44,016.00	0.00	44,016.00	0.00	100
10-303-0013	NOAA GRANT	0.00	14,289.00	0.00	0.00	14,289.00-	0
10-303-0014	FEMA PD BOAT GRANT	55,290.00	0.00	0.00	0.00	0.00	0
10-303-0015	FEMA HURRICANE FLORENCE	6,361.18	0.00	211,674.84	747,926.93	747,926.93	0
10-303-0016	GRANTS - AED for PD,SRO. Duke Energy	53,866.00	4,500.00	0.00	37,833.00	33,333.00	841
10-303-0017	NOAA Grant - Taylor's Creek	53,600.00	0.00	0.00	14,289.00	14,289.00	0
10-303-0018	NCORR LOAN	975,091.00	0.00	0.00	24,909.00	24,909.00	0
10-304-0001	COUNTY ABC PROFIT DISTRIBUTION	155,779.00	130,181.00	46,970.00	96,866.00	33,315.00-	74
10-304-0002	FIRE DISTRICT AD VALOREM TAX	320,169.96	320,170.00	26,911.67	188,381.69	131,788.31-	59
10-304-0003	FIRE DISTRICT SALES TAX	114,999.96	115,000.00	9,166.67	64,166.69	50,833.31-	56
10-304-0004	HARLOWE DIST AD VALOREM TAX	62,277.00	62,275.00	5,269.55	36,886.85	25,388.15-	59
10-304-0005	HARLOWE FIRE DISTRICT SALES TAX	21,234.48	21,235.00	1,769.54	12,386.78	8,848.22-	58
10-304-0020	MISC REVENUE-FIRE DEPARTMENT	5,149.00	0.00	3,291.64	3,491.64	3,491.64	0
10-305-0001	SOLID WASTE USER FEE (RES)	477,092.36	523,740.00	45,031.89	316,892.79	206,847.21-	61
10-305-0002	SOLID WASTE USER FEES (COMM)	12,625.55	14,000.00	1,108.02	7,906.99	6,093.01-	56
10-305-0003	STORMWATER RESIDENTIAL	135,545.89	134,000.00	0.00	69,890.83	64,109.17-	52
10-305-0004	SOLID WASTE USER FEE -WBD	39,226.52	41,000.00	2,927.47	20,279.88	20,720.12-	49
10-305-0005	BUILDING PERMITS	124,656.01	153,000.00	15,891.05	92,535.97	60,464.03-	60
10-305-0006	PARKING METER	244,780.41	195,442.00	0.00	101,739.55	93,702.45-	52
10-305-0007	PARKING VIOLATIONS/PENALTIES	28,565.00	35,400.00	500.00	16,209.00	19,191.00-	46
10-305-0008	COURT COSTS, FEES, CHARGES	738.50	1,000.00	34.20	475.20	524.80-	48
10-305-0010	LATE FEES - SOLID WASTE	38.51	0.00	3.76	30.37	30.37	0
10-305-0011	SPECIAL EVENT FEES	6,612.83	0.00	25.00	345.00	345.00	0
10-305-0012	SPECIAL EVENT PARKING FEES	25.00	0.00	0.00	0.00	0.00	0
10-305-0013	TRAIN DEPOT RENTAL	1,180.00	0.00	285.00	945.00	945.00	0

TOWN OF BEAUFORT
Statement of Revenue and Expenditures - Operating

6.

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
10-306-0001	PROPERTY LEASES	239,372.64	220,194.00	16,684.94	147,702.96	72,491.04-	67
10-306-0002	ANTENNA CONTRACT REVENUE	59,892.96	54,000.00	0.00	44,086.40	9,913.60-	82
10-306-0003	CEMETERY LOT SALES	7,950.00	3,500.00	450.00	2,100.00	1,400.00-	60
10-306-0005	SALE OF PROPERTY	0.00	0.00	0.00	474,000.00	474,000.00	0
10-306-0010	SURETY BOND	0.00	0.00	0.00	12,320.00	12,320.00	0
10-307-0001	INVESTMENT EARNINGS	79,591.46	24,000.00	10,446.59	47,590.44	23,590.44	198
10-307-0002	MISCELLANEOUS REVENUE	105,634.40	2,700.00	75.00	5,175.86	2,475.86	192
10-307-0003	MISCELLANEOUS REVENUE - PD	20,828.92	33,000.00	1,690.31	7,605.59	25,394.41-	23
10-307-0004	DONATIONS	5,325.00	0.00	0.00	0.00	0.00	0
10-307-0007	PROCEEDS FROM LOAN	0.00	375,000.00	0.00	0.00	375,000.00-	0
10-307-0008	REIMBURSEMENT FROM INSURANCE	10,496.08	0.00	0.00	2,140.60	2,140.60	0
10-307-0009	APPROPRIATED FUND BALANCE	0.00	674,023.00	0.00	0.00	674,023.00-	0
10-307-0010	UTILITY FUND ADMIN EXPENSE ALLOCATION	350,000.00	511,000.00	0.00	0.00	511,000.00-	0
10-307-0011	APP. REST. FUND BALANCE (PUBLIC SAFETY)	0.00	75,000.00	0.00	0.00	75,000.00-	0
10-900-9000	cancel revenue	36.38	0.00	0.00	0.00	0.00	0
General Fund Revenue Total		9,160,106.39	9,579,540.00	531,111.90	5,375,870.39	4,203,669.61-	51

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
10-410-0000	GOVERNING BODY:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-410-0200	SALARIES AND WAGES	15,600.00	46,300.00	3,858.34	27,008.38	0.00	19,291.62	58
10-410-0500	FICA	1,193.41	3,704.00	295.15	2,066.05	0.00	1,637.95	56
10-410-0800	WORKERS COMPENSATION	96.49	105.00	0.00	149.55	0.00	44.55-	142
10-410-1140	PUBLIC NOTICES/ADVERTISING	2,603.36	4,500.00	0.00	938.98	0.00	3,561.02	21
10-410-1141	NEWSLETTER	4,262.01	4,000.00	0.00	2,115.00	0.00	1,885.00	53
10-410-1210	OFFICE SUPPLIES	427.24	1,000.00	0.00	0.00	0.00	1,000.00	0
10-410-1220	OFFICE EQUIPMENT (NON-CAPITAL)	0.00	1,158.00	0.00	1,158.00	0.00	0.00	100
10-410-1250	DUES & SUBSCRIPTIONS	2,931.00	11,300.00	0.00	10,960.13	0.00	339.87	97
10-410-1430	TRAINING- REGISTRATION & CLASS MAT	915.00	5,000.00	0.00	450.00	150.00	4,400.00	12
10-410-1431	TRAVEL MILEAGE	0.00	750.00	0.00	0.00	0.00	750.00	0
10-410-1432	MEALS	1,856.40	1,500.00	0.00	55.90	0.00	1,444.10	4
10-410-1433	LODGING	287.66	2,000.00	0.00	470.08	0.00	1,529.92	24
10-410-1450	EMPLOYEE ENGAGEMENT	80.88	0.00	0.00	0.00	0.00	0.00	0
10-410-4520	CODIFICATION	3,670.53	2,500.00	0.00	1,295.00	0.00	1,205.00	52
10-410-5400	INSURANCE	4,005.83	4,800.00	0.00	3,931.79	0.00	868.21	82
10-410-5600	CIVIC CONTRIBUTIONS	4,600.00	0.00	0.00	0.00	0.00	0.00	0
10-410-5720	ELECTIONS	0.00	6,783.00	0.00	7,099.16	0.00	316.16-	105
DEPARTMENT Total		42,529.81	95,400.00	4,153.49	57,698.02	150.00	37,551.98	61

38

TOWN OF BEAUFORT
Statement of Revenue and Expenditures - Operating

6.

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
10-420-0000	ADMINISTRATION:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-420-0200	SALARIES AND WAGES	306,992.45	424,293.00	52,141.37	251,179.10	0.00	173,113.90	59
10-420-0500	FICA EXPENSE	21,914.53	33,903.00	3,791.59	18,216.16	0.00	15,686.84	54
10-420-0600	GROUP INSURANCE EXPENSE	23,247.81	36,250.00	2,928.60	17,529.54	0.00	18,720.46	48
10-420-0700	RETIREMENT EXPENSE	39,422.06	59,416.00	7,305.04	35,190.38	0.00	24,225.62	59
10-420-0800	WORKERS COMPENSATION	933.35	1,600.00	0.00	2,193.70	0.00	593.70-	137
10-420-0900	UNEMPLOYMENT INSURANCE EXPENSE	760.64	1,430.00	0.00	2,717.15	0.00	1,287.15-	190
10-420-1110	TELEPHONE	656.59-	2,100.00	0.00	699.85	0.00	1,400.15	33
10-420-1120	INTERNET/CABLE	5,130.45	6,900.00	0.00	2,232.61	1,579.70	3,087.69	55
10-420-1130	POSTAGE	3,623.78	3,000.00	500.00	2,012.10	0.00	987.90	67
10-420-1210	OFFICE SUPPLIES	11,191.30	14,000.00	0.00	9,339.68	3,973.72	686.60	95
10-420-1220	OFFICE EQUIPMENT (NON-CAPITAL)	23,001.96	8,000.00	5,598.76	9,617.76	0.00	1,617.76-	120
10-420-1221	OFFICE EQUIPMENT LEASES	7,539.12	7,500.00	0.00	2,595.32	0.00	4,904.68	35
10-420-1230	OFFICE CONTRACT SERVICES	67,833.78	58,690.00	5,564.74	34,444.12	0.00	24,245.88	59
10-420-1250	DUES AND SUBSCRIPTIONS	2,880.34	2,500.00	0.00	1,262.60	75.00	1,162.40	54
10-420-1310	ELECTRIC	17,345.67	15,600.00	1,154.58	7,576.16	0.00	8,023.84	49
10-420-1330	WATER/SEWER/SOLID WASTE	2,855.89	2,500.00	102.20	2,109.79	0.00	390.21	84
10-420-1422	SAFETY SUPPLIES & MATERIALS	24.92-	0.00	0.00	0.00	0.00	0.00	0
10-420-1430	TRAINING-REGISTRATION & CLASS MAT'	3,364.20	4,400.00	0.00	1,335.00	0.00	3,065.00	30
10-420-1431	TRAVEL MILEAGE	1,322.88	1,850.00	0.00	812.00	0.00	1,038.00	44
10-420-1432	MEALS	583.82	1,000.00	0.00	327.13	0.00	672.87	33
10-420-1433	LODGING	594.23	3,200.00	0.00	2,248.92	0.00	951.08	70
10-420-1630	EQUIPMENT MAINT. & REPAIRS	0.00	100.00	0.00	0.00	0.00	100.00	0
10-420-5400	INSURANCE	29,402.47	36,005.00	0.00	39,023.11	0.00	3,018.11-	108
10-420-7430	CAPITAL OUTLAY - VEHICLES	0.00	19,500.00	0.00	17,305.73	0.00	2,194.27	89
DEPARTMENT Total		569,259.22	743,737.00	79,086.88	459,967.91	5,628.42	278,140.67	63
10-430-0000	FINANCE:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-430-0200	SALARIES AND WAGES	244,029.46	259,790.00	30,184.92	162,570.94	0.00	97,219.06	63
10-430-0201	OVERTIME	136.73	0.00	0.00	35.29	0.00	35.29-	0
10-430-0500	FICA EXPENSE	17,405.23	20,639.00	2,182.94	11,618.66	0.00	9,020.34	56
10-430-0600	GROUP INSURANCE EXPENSE	34,450.20	36,250.00	2,928.60	20,500.20	0.00	15,749.80	57
10-430-0700	RETIREMENT EXPENSE	31,217.69	36,171.00	4,228.93	22,570.98	0.00	13,600.02	62
10-430-0800	WORKERS COMPENSATION	837.01	900.00	0.00	1,283.45	0.00	383.45-	143
10-430-1230	OFFICE CONTRACT SERVICES	28,176.71	29,000.00	2,023.06	8,529.65	0.00	20,470.35	29
10-430-1250	DUES & SUBSCRIPTIONS	310.00	400.00	0.00	210.00	0.00	190.00	52
10-430-1430	TRAINING-REGISTRATION & CLASS MATE	1,801.35	3,000.00	0.00	425.00	0.00	2,575.00	14
10-430-1431	TRAVEL MILEAGE	1,091.31	1,500.00	0.00	176.87	0.00	1,323.13	12

TOWN OF BEAUFORT
Statement of Revenue and Expenditures - Operating

6.

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
10-430-1432	MEALS	263.18	1,200.00	0.00	30.77	0.00	1,169.23	3
10-430-1433	LODGING	1,088.90	2,800.00	0.00	320.07	0.00	2,479.93	11
10-430-1610	NON-CAPITAL EQUIPMENT PURCHASE	3,180.00	0.00	0.00	0.00	0.00	0.00	0
10-430-1630	EQUIPMENT MAINT & REPAIRS	0.00	500.00	0.00	0.00	0.00	500.00	0
10-430-3901	PARKING METER PROCESSING FEES	18,564.86	0.00	0.00	0.00	0.00	0.00	0
10-430-4510	PROFESSIONAL SERVICES	8,980.00	20,000.00	3,212.04	8,720.54	0.00	11,279.46	44
10-430-4520	TAX COLLECTION ADMIN EXPENSE PROP.	67,778.05	67,000.00	0.00	37,576.15	0.00	29,423.85	56
10-430-4525	TAX COLLECTION ADMIN EXPENSE MVT	9,409.33	11,186.00	0.00	4,454.94	0.00	6,731.06	40
DEPARTMENT Total		468,720.01	490,336.00	44,760.49	279,023.51	0.00	211,312.49	57
10-450-0000	PARKING DEPARTMENT:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-450-0200	SALARIES AND WAGES	16,981.01	50,555.00	4,296.10	32,020.39	0.00	18,534.61	63
10-450-0201	OVERTIME	499.82	2,000.00	0.00	241.47	0.00	1,758.53	12
10-450-0500	FICA EXPENSE	1,039.62	4,205.00	321.16	2,415.62	0.00	1,789.38	57
10-450-0600	GROUP INSURANCE	1,752.48	7,250.00	585.72	4,100.04	0.00	3,149.96	57
10-450-0700	RETIREMENT EXPENSE	1,170.10	5,114.00	601.90	3,250.04	0.00	1,863.96	64
10-450-0800	WORKERS COMPENSATION	0.00	1,000.00	0.00	1,278.52	0.00	278.52-	128
10-450-1210	OFFICE SUPPLIES	4,232.26	1,200.00	25.82	690.25	0.00	509.75	58
10-450-1230	OFFICE CONTRACT SERVICES - SOFTWARE	2,763.68	10,944.00	0.00	5,567.00	0.00	5,377.00	51
10-450-1430	TRAINING	1.00	3,000.00	0.00	0.00	0.00	3,000.00	0
10-450-1592	WBD PROJECTS	0.00	56,545.00	66.65	3,776.52	655.31	52,113.17	8
10-450-1620	EQUIPMENT RENTAL - HANDHELDS	1,810.08	2,200.00	100.00	2,483.07	0.00	283.07-	113
10-450-1630	EQUIPMENT MAINTENANCE AND REPAIRS	4,104.99	3,000.00	912.00	3,842.17	0.00	842.17-	128
10-450-3901	PARKING METER CREDIT CARD PROCESSING FEE	60.50	22,000.00	536.99	10,558.40	0.00	11,441.60	48
10-450-3902	COLLECTION FEES	0.00	0.00	0.00	576.54	0.00	576.54-	0
10-450-5730	CONTINGENCY	0.00	15,000.00	0.00	0.00	0.00	15,000.00	0
10-450-8010	DEBT SERVICE - PRINCIPAL	0.00	7,355.00	0.00	0.00	0.00	7,355.00	0
10-450-8011	DEBT SERVICE - INTEREST	0.00	1,448.00	0.00	0.00	0.00	1,448.00	0
DEPARTMENT Total		34,415.54	192,816.00	7,446.34	70,800.03	655.31	121,360.66	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	842,838.58	945,376.00	122,971.13	590,397.33	0.00	354,978.67	62
10-510-0201	OVERTIME	29,761.42	23,100.00	1,335.56	21,459.61	0.00	1,640.39	93
10-510-0203	SEPARATION PAY	42,121.08	41,400.00	3,510.09	24,570.63	0.00	16,829.37	59
10-510-0205	OTHER SALARIES-PARTTIME	13,523.08	16,500.00	0.00	2,177.96	0.00	14,322.04	13
10-510-0500	FICA EXPENSE	69,141.54	81,854.00	9,518.15	47,496.22	0.00	34,357.78	58
10-510-0600	GROUP INSURANCE EXPENSE	110,621.76	137,750.00	10,542.96	70,118.16	0.00	67,631.84	51
10-510-0700	RETIREMENT EXPENSE	117,098.51	141,470.00	17,731.93	89,216.14	0.00	52,260.86	63

TOWN OF BEAUFORT
Statement of Revenue and Expenditures - Operating

6.

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
10-510-0800	WORKERS COMPENSATION	30,613.28	30,800.00	0.00	42,551.42	0.00	11,751.42-	138
10-510-1110	TELEPHONE	999.62	1,700.00	0.00	731.73	0.00	968.27	43
10-510-1111	TELEPHONE-CELLULAR	10,091.98	10,500.00	105.99	3,880.04	2,701.60	3,918.36	63
10-510-1120	INTERNET/CABLE	2,653.41	3,600.00	0.00	1,269.53	942.00	1,388.47	61
10-510-1130	POSTAGE	165.76	1,000.00	0.00	151.52	153.18	695.30	30
10-510-1210	OFFICE SUPPLIES	2,471.66	2,499.53	0.00	568.36	148.43	1,782.74	29
10-510-1220	OFFICE EQUIPMENT (NON-CAPITAL)	5,543.67	2,000.00	0.00	872.00	315.00	813.00	59
10-510-1221	OFFICE EQUIPMENT LEASES	3,299.64	4,000.00	312.25	2,498.00	0.00	1,502.00	62
10-510-1230	OFFICE CONTRACT SERVICES	17,195.56	35,000.00	2,169.00	19,544.56	100.00	15,355.44	56
10-510-1250	DUES AND SUBSCRIPTIONS	658.00	2,500.00	0.00	150.00	435.00	1,915.00	23
10-510-1260	MISC. ADMIN. EXPENSE	154.00	650.00	0.00	0.00	0.00	650.00	0
10-510-1310	ELECTRIC	8,609.55	6,000.00	435.25	3,612.72	0.00	2,387.28	60
10-510-1330	WATER/SEWER/SOLID WASTE	3,405.08	3,500.00	257.67	1,932.06	0.00	1,567.94	55
10-510-1420	OSHA/SAFETY COMPLIANE	421.50	350.00	0.00	0.00	0.00	350.00	0
10-510-1421	SAFETY EQUIPMENT	17.18	100.00	0.00	0.00	0.00	100.00	0
10-510-1422	SAFETY SUPPLIES & MATERIALS	796.81	850.00	0.00	382.94	0.00	467.06	45
10-510-1430	TRAINING- REGISTRATION &CLASS MAT'	3,487.76	10,000.00	4,828.20	9,403.36	1,105.35	508.71-	105
10-510-1431	TRAVEL MILEAGE	212.21	500.00	0.00	19.00	0.00	481.00	4
10-510-1432	MEALS	5,720.61	3,000.00	0.00	1,831.67	363.48	804.85	73
10-510-1433	LODGING	4,312.43	3,000.00	0.00	2,746.33	371.16	117.49-	104
10-510-1440	UNIFORMS	14,553.33	20,000.00	836.42	9,445.73	8,224.18	2,330.09	88
10-510-1451	EMPLOYEE WELLNESS	8,843.00	11,800.00	472.00	5,215.00	0.00	6,585.00	44
10-510-1610	NON-CAPITAL EQUIPMENT PURCHASE	49,424.39	22,600.00	0.00	3,534.80	0.00	19,065.20	16
10-510-1630	EQUIPMENT MAINT. & REPAIRS	2,737.50	10,000.00	219.30	844.48	803.47	8,352.05	16
10-510-1710	AUTO FUEL	35,240.83	37,000.00	0.00	17,990.98	2,476.12	16,532.90	55
10-510-1730	VEHICLE MAINT. & REPAIRS	18,630.96	12,100.00	1,833.55	14,445.79	479.79	2,825.58-	123
10-510-3310	DEPARTMENT SUPPLIES & MATERIALS	14,263.53	11,000.00	592.30	2,937.64	1,494.84	6,567.52	40
10-510-4560	HARBOR MANAGEMENT	0.00	13,125.00	0.00	13,125.00	0.00	0.00	100
10-510-5400	INSURANCE AND BONDS	22,763.15	25,920.00	239.89	24,073.10	0.00	1,846.90	93
10-510-5791	CRIMINAL INVESTIGATION	1,499.43	10,000.00	0.00	2,130.90	0.00	7,869.10	21
10-510-5793	CRIME PREVENTION	5,389.89	4,000.00	1,457.00	1,920.16	2,647.44	567.60-	114
10-510-7420	CAPITAL OUTLAY - EQUIPMENT	63,932.28	13,850.00	0.00	11,801.79	0.00	2,048.21	85
10-510-7430	CAPITAL OUTLAY - VEHICLES	79,028.79	46,000.00	35,329.51	35,329.51	0.00	10,670.49	77
10-510-8010	DEBT SERVICE - PRINCIPAL	37,165.26	16,289.44	0.00	16,289.44	0.00	0.00	100
10-510-8011	DEBT SERVICE - INTEREST	2,087.43	931.03	0.00	931.03	0.00	0.00	100
10-510-9003	HURRICANE SUPPLIES & MATERIALS	968.86	0.00	0.00	3,470.49	0.00	3,470.49-	0
DEPARTMENT Total		1,682,464.31	1,763,622.00	214,698.15	1,101,067.13	22,761.04	639,793.83	64
10-531-0000	FIRE DEPARTMENT:	0.00	41	0.00	0.00	0.00	0.00	0

TOWN OF BEAUFORT
Statement of Revenue and Expenditures - Operating

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
10-531-0200	SALARIES & WAGES	794,328.21	933,000.00	110,512.89	575,737.78	0.00	357,262.22	62
10-531-0201	OVERTIME	14,897.57	30,788.00	1,902.86	13,212.62	0.00	17,575.38	43
10-531-0205	SALARIES-PARTIME/PRN	47,777.21	45,084.00	10,623.67	37,232.01	0.00	7,851.99	83
10-531-0500	FICA EXPENSE	62,895.38	78,734.00	9,247.00	46,806.97	0.00	31,927.03	59
10-531-0600	GROUP INSURANCE	118,016.64	130,500.00	9,371.52	66,102.24	0.00	64,397.76	51
10-531-0700	RETIREMENT EXPENSE	101,133.94	131,660.00	15,980.31	81,718.44	0.00	49,941.56	62
10-531-0701	FIREMAN'S PENSION FUND	1,870.00	2,160.00	0.00	0.00	0.00	2,160.00	0
10-531-0800	WORKERS COMPENSATION	33,836.96	38,010.00	0.00	53,930.23	0.00	15,920.23-	142
10-531-1110	TELEPHONE	3,119.32	3,170.00	134.64	1,731.29	0.00	1,438.71	55
10-531-1111	TELEPHONE- CELLULAR	1,661.38	1,660.00	0.00	660.06	396.06	603.88	64
10-531-1120	INTERNET/CABLE	5,420.48	4,040.00	35.31	1,720.13	987.81	1,332.06	67
10-531-1130	POSTAGE	189.86	200.00	0.00	12.20	0.00	187.80	6
10-531-1210	OFFICE SUPPLIES	688.02	1,200.00	0.00	598.88	0.00	601.12	50
10-531-1220	OFFICE EQUIPMENT (NON-CAPITAL)	2,536.96	5,500.00	0.00	806.12	0.00	4,693.88	15
10-531-1221	OFFICE EQUIPMENT LEASES	2,191.77	2,940.00	239.94	1,919.52	0.00	1,020.48	65
10-531-1230	OFFICE CONTRACT SERVICES	1,935.17	2,000.00	14.40	1,544.80	0.00	455.20	77
10-531-1250	DUES & SUBSCRIPTIONS	1,641.50	1,525.00	25.89	653.53	950.00	78.53-	105
10-531-1310	ELECTRIC	24,811.83	23,460.00	1,531.11	11,492.97	847.10	11,119.93	53
10-531-1320	LP GAS	425.91	500.00	0.00	99.93	0.00	400.07	20
10-531-1330	WATER/SEWER/SOLID WASTE	5,034.01	4,510.00	38.00	1,958.60	430.99	2,120.41	53
10-531-1420	OSHA/ SAFETY COMPLIANCE	5,789.30	5,860.00	0.00	1,400.97	0.00	4,459.03	24
10-531-1421	SAFETY EQUIPMENT	20,205.30	25,030.00	4,426.90	12,580.45	13,096.65	647.10-	103
10-531-1422	SAFETY SUPPLIES & MATERIALS	537.15	1,000.00	894.99	1,388.29	138.98	527.27-	153
10-531-1430	TRAINING- REGIST & CLASS MATERIAL	1,639.02	5,300.00	185.00	3,127.30	0.00	2,172.70	59
10-531-1431	MILEAGE	192.37	400.00	0.00	233.00	0.00	167.00	58
10-531-1432	MEALS	75.06	1,200.00	537.97	806.59	113.03	280.38	77
10-531-1433	LODGING	207.39	1,000.00	0.00	956.80	0.00	43.20	96
10-531-1440	UNIFORMS	6,073.11	6,500.00	1,774.20	6,683.64	501.15	684.79-	111
10-531-1510	BUILDING MAINTENANCE	1,828.77	17,950.00	74.26	6,679.70	0.00	11,270.30	37
10-531-1511	GROUND MAINT	2,917.30	3,500.00	0.00	2,615.09	0.00	884.91	75
10-531-1512	JANITORIAL SUPPLIES	1,144.33	1,600.00	43.52	887.69	450.00	262.31	84
10-531-1513	CONTRACTED SERVICES	4,648.70	7,660.00	0.00	3,027.50	0.00	4,632.50	40
10-531-1610	NON-CAPITAL EQUIPMENT PURCHASE	15,665.75	21,925.00	0.00	2,564.07	373.91	18,987.02	13
10-531-1630	EQUIPMENT MAINT & REPAIRS	16,812.08	15,600.00	1,423.69	5,834.62	270.92	9,494.46	39
10-531-1710	AUTO FUEL	20,211.03	23,000.00	204.30	9,178.47	944.09	12,877.44	44
10-531-1730	VEHICLE MAINT & REPAIRS	25,949.11	27,066.00	3,427.22	15,294.64	1,365.20	10,406.16	62
10-531-3310	DEPARTMENT SUPPLIES & MATERIALS	2,767.03	4,000.00	343.81	1,798.04	438.47	1,763.49	56
10-531-5400	INSURANCE & BONDS	31,473.00	33,050.00	326.00	32,703.00	0.00	347.00	99
10-531-7430	CAPITAL OUTLAY- VEHICLES	0.00	423,000.00	32,841.23	32,841.23	6,674.54	383,484.23	9
10-531-8010	DEBT SERVICE - PRINCIPAL	211,997.44	209,150.00	1,020.16	207,106.65	0.00	2,045.35	99

TOWN OF BEAUFORT
Statement of Revenue and Expenditures - Operating

6.

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
10-531-8011	DEBT SERVICE - INTEREST	85,749.00	78,799.00	4.96	78,794.19	0.00	4.81	100
10-531-9001	HURRICANE FUEL	2,268.71	884.00	0.00	884.31	0.00	0.31-	100
10-531-9003	HURRICANE SUPPLIES & MATERIALS	2,039.11	8,850.00	0.00	4,350.58	0.00	4,499.42	49
DEPARTMENT Total		1,684,602.18	2,362,967.00	207,185.75	1,329,675.14	27,978.90	1,005,312.96	57
10-540-0000	PLANNING & INSPECTIONS:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-540-0200	SALARIES AND WAGES	275,438.44	294,751.00	33,545.91	190,893.65	0.00	103,857.35	65
10-540-0201	OVERTIME	2,510.74	7,150.00	0.00	975.07	0.00	6,174.93	14
10-540-0500	FICA EXPENSE	20,668.30	24,084.00	2,496.70	14,272.38	0.00	9,811.62	59
10-540-0600	GROUP INSURANCE EXPENSE	34,450.20	36,250.00	2,928.60	21,043.86	0.00	15,206.14	58
10-540-0700	RETIREMENT EXPENSE	35,503.36	42,207.00	4,699.77	26,855.06	0.00	15,351.94	64
10-540-0800	WORKERS COMPENSATION	4,035.23	4,300.00	0.00	6,137.78	0.00	1,837.78-	143
10-540-1220	OFFICE EQUIPMENT (NON-CAPITAL)	872.00	0.00	0.00	0.00	0.00	0.00	0
10-540-1250	DUES & SUBSCRIPTIONS	2,689.46	2,550.00	1,164.59	2,135.59	0.00	414.41	84
10-540-1420	OSHA/SAFETY COMPLIANCE	0.00	200.00	0.00	0.00	0.00	200.00	0
10-540-1430	TRAINING-REGISTRATION & CLASS MAT'	1,627.97	2,425.00	380.00	1,977.55	438.00	9.45	100
10-540-1431	TRAVEL MILEAGE	1,664.27	2,438.00	0.00	1,888.97	100.00	449.03	82
10-540-1432	MEALS	187.75	1,100.00	0.00	377.15	37.80	685.05	38
10-540-1433	LODGING	2,232.66	4,175.00	0.00	2,667.21	609.06	898.73	78
10-540-1610	NON-CAPITAL EQUIPMENT PURCHASE	0.00	1,500.00	0.00	0.00	0.00	1,500.00	0
10-540-1710	AUTO FUEL	1,032.01	1,250.00	0.00	330.79	15.00	904.21	28
10-540-1730	VEHICLE MAINT & REPAIRS	595.22	1,000.00	25.00	172.54	0.00	827.46	17
10-540-1810	PERMITS & FEES RECURRING	920.00	1,500.00	220.00	510.00	0.00	990.00	34
10-540-1820	PERMITS & FEES - ONE TIME	50.00	0.00	0.00	0.00	0.00	0.00	0
10-540-3510	HISTORIC COMM.EXPENSE	347.22	15,100.00	0.00	0.00	30.00	15,070.00	0
10-540-3512	HISTORIC COMM-TRAVEL	0.00	100.00	0.00	0.00	0.00	100.00	0
10-540-5400	INSURANCE & BONDS	0.00	0.00	83.34	83.34	0.00	83.34-	0
10-540-7430	CAPITAL OUTLAY- VEHICLES	0.00	25,000.00	21,656.44	21,656.44	0.00	3,343.56	87
10-540-8010	DEBT SERVICE - PRINCIPAL	4,663.87	4,751.10	0.00	4,751.09	0.00	0.01	100
10-540-8011	DEBT SERVICE - INTEREST	358.77	271.90	0.00	271.55	0.00	0.35	100
DEPARTMENT Total		389,847.47	472,103.00	67,200.35	297,000.02	1,229.86	173,873.12	63
10-560-0000	PUBLIC WORKS:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-560-0200	SALARIES AND WAGES	467,954.87	508,368.00	58,571.14	325,503.11	0.00	182,864.89	64
10-560-0201	OVERTIME	3,652.15	4,400.00	566.43	2,284.92	0.00	2,115.08	52
10-560-0500	FICA EXPENSE	34,256.86	40,914.00	4,342.07	24,109.97	0.00	16,804.03	59
10-560-0600	GROUP INSURANCE EXPENSE	75,809.88	94,250.00	7,028.64	49,137.39	0.00	45,112.61	52
10-560-0700	RETIREMENT EXPENSE	58,777.09	71,700.00	8,285.20	44,816.04	0.00	26,883.96	62

TOWN OF BEAUFORT
Statement of Revenue and Expenditures - Operating

6.

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
10-560-0800	WORKERS COMPENSATION	17,021.88	18,000.00	0.00	25,566.15	0.00	7,566.15-	142
10-560-1110	TELEPHONE	384.13	1,750.00	0.00	729.64	0.00	1,020.36	42
10-560-1111	TELEPHONE- CELLULAR	0.00	350.00	0.00	45.42	67.86	236.72	32
10-560-1120	INTERNET\CABLE	2,454.93	4,900.00	0.00	2,252.53	1,219.88	1,427.59	71
10-560-1130	POSTAGE	4,542.26	4,500.00	0.00	2,382.45	22.00	2,095.55	53
10-560-1210	OFFICE SUPPLIES	1,292.73	2,000.00	0.00	820.75	206.03	973.22	51
10-560-1220	OFFICE EQUIPMENT (NON-CAPITAL)	2,186.94	1,875.00	0.00	385.85	0.00	1,489.15	21
10-560-1221	OFFICE EQUIPMENT LEASE	2,912.49	3,100.00	266.30	1,864.10	0.00	1,235.90	60
10-560-1230	OFFICE CONTRACT SERVICES	2,217.18	2,121.69	0.00	1,111.12	121.69	888.88	58
10-560-1250	DUES AND SUBSCRIPTIONS	574.96	650.00	0.00	136.96	93.32	419.72	35
10-560-1310	ELECTRIC	7,187.95	6,500.00	529.80	3,708.58	0.00	2,791.42	57
10-560-1320	LP GAS	3,456.99	3,150.00	0.00	368.83	771.66	2,009.51	36
10-560-1330	WATER/SEWER/SOLID WASTE	2,966.38	2,000.00	203.07	1,544.48	0.00	455.52	77
10-560-1420	OSHA/SAFETY COMPLIANCE	706.17	2,500.00	0.00	511.59	100.00	1,888.41	24
10-560-1421	SAFETY EQUIPMENT	0.00	750.00	0.00	277.62	0.00	472.38	37
10-560-1422	SAFETY SUPPLIES & MATERIALS	1,633.59	2,100.00	0.00	177.34	100.00	1,822.66	13
10-560-1430	TRAINING -REGISTRATION & CLASS	182.10	3,150.00	352.75	352.75	100.00	2,697.25	14
10-560-1431	TRAVEL MILEAGE	478.24	500.00	0.00	0.00	0.00	500.00	0
10-560-1432	MEALS	126.04	750.00	0.00	37.22	30.00	682.78	9
10-560-1433	LODGING	846.19	750.00	0.00	0.00	0.00	750.00	0
10-560-1440	UNIFORMS	7,433.50	7,000.00	310.45	3,854.57	805.66	2,339.77	67
10-560-1610	NON-CAPITAL EQUIPMENT PURCHASE	6,417.15	10,000.00	40.14	2,420.59	2,667.80	4,911.61	51
10-560-1630	EQUIPMENT MAINT. & REPAIRS	5,412.17	10,000.00	4,182.45	8,207.30	975.75	816.95	92
10-560-1710	AUTO FUEL	13,856.87	20,000.00	0.00	8,355.62	886.00	10,758.38	46
10-560-1730	VEHICLE MAINT. & REPAIRS	17,929.92	10,500.00	796.04	5,656.94	250.00	4,593.06	56
10-560-1820	PERMITS & FEES - ONE TIME	100.00	500.00	0.00	0.00	0.00	500.00	0
10-560-3310	DEPARTMENT SUPPLIES & MATERIAL	4,139.49	10,000.00	249.17	1,541.80	505.58	7,952.62	20
10-560-3320	STREETSCAPING MATERIALS	0.00	74.58	0.00	0.00	74.58	0.00	100
10-560-3811	STREET CONT. SERVICES	226,843.10	184,832.00	6,106.72	131,861.15	2,886.00	50,084.85	73
10-560-3812	STREET SUPPLIES & MAT'L	8,975.12	10,000.00	0.00	1,704.24	3,544.00	4,751.76	52
10-560-3814	SIDEWALKS & MULTI-MODAL	7,677.23-	40,575.00	0.00	40,350.91	0.00	224.09	99
10-560-3900	PARKING METERS	10,466.86	0.00	0.00	0.00	0.00	0.00	0
10-560-4550	CONTRACT SERVICES	67,778.20	62,289.00	1,175.00	40,988.17	7,875.00	13,425.83	78
10-560-4552	MOSQUITO CONTROL	395.96	750.00	0.00	59.99	0.00	690.01	8
10-560-4590	DREDGING EXPENSE	85,000.00	85,000.00	0.00	0.00	0.00	85,000.00	0
10-560-5400	INSURANCE	15,253.07	18,200.00	0.00	0.00	0.00	18,200.00	0
10-560-5900	STREET LIGHTS	150,011.09	125,000.00	10,820.68	64,626.73	0.00	60,373.27	52
10-560-7420	CAPITAL OUTLAY - EQUIPMENT	10,351.20-	0.00	0.00	0.00	0.00	0.00	0
10-560-7430	CAPITAL OUTLAY - VEHICLES	31,739.11	0.00	0.00	0.00	0.00	0.00	0
10-560-8010	DEBT SERVICES-PRINCIPAL	35,924.16	8,14	0.00	8,144.72	0.00	0.00	100

TOWN OF BEAUFORT
Statement of Revenue and Expenditures - Operating

6.

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
10-560-8011	DEBT SERVICES-INTEREST	2,764.65	69,032.19	0.00	465.52	0.00	68,566.67	1
10-560-9001	HURRICANE FUEL	0.00	0.00	0.00	285.04	0.00	285.04-	0
10-560-9002	HURRICANE RENTAL EQUIPMENT	4,072.63	0.00	0.00	807.50	0.00	807.50-	0
10-560-9003	HURRICANE SUPPLIES & MATERIALS	13,395.80	0.00	0.00	4,877.35	0.00	4,877.35-	0
10-560-9004	HURRICANE DEBRIS REMOVAL	760,239.72	0.00	0.00	181,032.80	51,011.00	232,043.80-	0
DEPARTMENT Total		2,141,742.14	1,452,926.18	103,826.05	993,365.75	74,313.81	385,246.62	73
10-570-0000	SANITATION:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-570-1310	ELECTRIC FOR COMPACTOR	582.90	1,000.00	43.52	260.20	0.00	739.80	26
10-570-1630	EQUIPMENT MAINT.	155.98	5,000.00	0.00	311.96	14.95	4,673.09	7
10-570-1710	AUTO FUEL	13,715.80	15,000.00	0.00	4,486.30	572.00	9,941.70	34
10-570-1730	VEHICLE MAINTENANCE	281.54	5,000.00	0.00	58.97	0.00	4,941.03	1
10-570-4520	COLLECTION CONTRACTED SV WBD ROLLOUT ONL	24,130.60	17,304.00	0.00	10,185.70	5,984.02	1,134.28	93
10-570-4521	COLLECTION CONTRACTSVC RESROLLOUT SW&RCY	401,081.39	377,495.00	0.00	158,684.15	96,519.36	122,291.49	68
10-570-4560	RECYCLING DISPOSAL WBD CARDBOARD ONLY	7,054.60	7,210.00	0.00	3,059.76	2,127.54	2,022.70	72
10-570-4561	SOLID WASTE DISPOSAL RES BULK SERVICE	19,688.32-	25,750.00	0.00	16,329.72	6,270.26	3,150.02	88
10-570-4562	YARD DEBRIS DISPOSAL FEE DEE GARNER	41,230.00	30,900.00	2,030.00	18,930.00	0.00	11,970.00	61
10-570-4563	SOLID WASTE DISPOSAL WBD COMPACTOR FEE	30,014.68	25,750.00	0.00	13,554.29	7,143.44	5,052.27	80
10-570-8010	DEBT SERVICES- PRINCIPAL (GRAPPLE TRUCK)	28,649.51	29,185.25	0.00	29,185.25	0.00	0.00	100
10-570-8011	DEBT SERVICES - INTEREST (GRAPPLE TRUCK)	2,203.84	1,668.09	0.00	1,668.10	0.00	0.01-	100
DEPARTMENT Total		529,412.52	541,262.34	2,073.52	256,714.40	118,631.57	165,916.37	69
10-580-0000	STORMWATER	0.00	0.00	0.00	0.00	0.00	0.00	0
10-580-1610	NON-CAPITAL EQUIPMENT PURCHASES	2,915.32	25,200.00	0.00	0.00	0.00	25,200.00	0
10-580-1710	DEPARTMENT SUPPLIES AND MATERIALS	2,130.92	14,910.00	31.98	5,317.90	0.00	9,592.10	36
10-580-4550	CONTRACT SERVICES	169,315.68	132,072.00	0.00	13,670.46	32,032.00	86,369.54	35
DEPARTMENT Total		174,361.92	172,182.00	31.98	18,988.36	32,032.00	121,161.64	30
10-620-0000	FACILITIES & GROUND MAIN:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-620-1310	ELECTRIC	1,365.03	0.00	0.00	203.25	0.00	203.25-	0
10-620-1510	TOWN HALL BLDG MAINT	11,177.71	94,000.00	0.00	38,070.92	170.18	55,758.90	41
10-620-1511	TOWN HALL GROUND MAINT	225.32	1,000.00	0.00	0.00	0.00	1,000.00	0
10-620-1512	TOWN HALL JANITORIAL SUPPLIES	2,149.93	1,500.00	33.30	546.21	0.00	953.79	36
10-620-1513	TOWN HALL CONTRACTED SERVICES	100.00	4,000.00	0.00	1,107.23	10.66	2,882.11	28
10-620-1520	TRAIN DEPOT BLDG MAINT	627.16	12,500.00	9.18	9,767.15	0.00	2,732.85	78
10-620-1522	TRAIN DEPOT JANITORIAL SUPPLIES	995.67	1,000.00	0.00	0.00	0.00	1,000.00	0
10-620-1523	TRAIN DEPOT CONTRACTED SERVICES	0.00	15,000.00	0.00	0.00	0.00	15,000.00	0

TOWN OF BEAUFORT
Statement of Revenue and Expenditures - Operating

6.

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
10-620-1530	POLICE DEPT BLDG MAINT	37,023.84	85,000.00	2,841.25	28,842.36	40,911.16	15,246.48	82
10-620-1531	POLICE DEPT GROUND MAINT	491.33	0.00	0.00	0.00	0.00	0.00	0
10-620-1532	POLICE DEPT JANITORIAL SUPPLIES	1,226.44	1,500.00	0.00	41.70	0.00	1,458.30	3
10-620-1533	POLICE DEPT CONTRACTED SERVICES	607.78	3,000.00	171.12	736.75	0.00	2,263.25	25
10-620-1540	PUBLIC WORKS BLDG MAINT	10,615.61	6,000.00	0.00	8,297.29	60.67	2,357.96-	139
10-620-1541	PUBLIC WORKS GROUND MAINT	43.54	500.00	0.00	0.00	0.00	500.00	0
10-620-1542	PUBLIC WORKS JANITORIAL SUPPLIES	224.89	400.00	0.00	416.11	0.00	16.11-	104
10-620-1550	CEMETERY MAINTENANCE	12,645.98	17,500.00	20.74	8,180.03	1,720.00	7,599.97	57
10-620-1560	PUBLIC RESTROOM BLDG MAINT	10,843.68	6,000.00	294.99	4,105.41	160.56	1,734.03	71
10-620-1562	PUBLIC RESTROOM JANITORIAL SUPPLY	5,637.90	7,875.00	223.28	4,501.12	162.61	3,211.27	59
10-620-1570	PARKS MAINTENANCE	6,554.28	15,000.00	404.45	4,003.98	0.00	10,996.02	27
10-620-1571	RJP PARK MAINTENANCE	0.00	8,000.00	0.00	0.00	0.00	8,000.00	0
10-620-1573	PARKS CONTRACTED SERVICE	1,868.44	10,000.00	0.00	1,246.25	78.91	8,674.84	13
10-620-1580	DOCKS AND BOARDWALK MAINT	1,443.70	5,250.00	26.54	1,204.38	0.00	4,045.62	23
10-620-1590	PUBLIC R.O.W. MAINT	13,285.80	17,155.95	0.00	6,873.53	4,750.00	5,532.42	68
10-620-1591	TREES	5,833.71	7,000.00	2,475.00	4,982.34	246.60	1,771.06	75
10-620-1592	WBD PROJECTS	32,152.33	0.00	0.00	0.00	0.00	0.00	0
10-620-1610	NON CAPITAL EQUIPMENT PURCHASE	1,945.13	3,150.00	0.00	0.00	0.00	3,150.00	0
10-620-1630	EQUIPMENT MAINT & REPAIRS	2,057.95	3,360.00	0.00	1,055.39	252.25	2,052.36	39
10-620-1730	VEHICLE MAINT. & REPAIRS	0.00	0.00	50.00	50.00	0.00	50.00-	0
10-620-1900	PROPERTY LEASES	30,000.00	0.00	0.00	0.00	0.00	0.00	0
10-620-3310	DEPARTMENTAL SUPPLIES & MATERIALS	4,894.56	4,200.00	0.00	929.52	917.47	2,353.01	44
10-620-4550	CONTRACT SERVICES	617.83	49,016.00	42,100.00	42,662.50	0.00	6,353.50	87
10-620-6000	SPECIAL EVENTS	79.00	0.00	0.00	0.00	0.00	0.00	0
10-620-7420	CAPITAL OUTLAY/EQUIPMENT	37,133.20	0.00	0.00	0.00	0.00	0.00	0
DEPARTMENT Total		233,867.74	378,906.95	48,649.85	167,823.42	49,441.07	161,642.46	57
10-700-0000	NON-DEPARTMENTAL:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-700-0206	MERIT AWARDS	0.00	60,338.00	0.00	0.00	0.00	60,338.00	0
10-700-1120	INTERNET- FIBER HUB CONNECTION	0.00	15,500.00	0.00	2,955.25	1,973.00	10,571.75	32
10-700-1250	EURY'S LANDING CONDOMINIUM ANNUAL DUES	800.00	0.00	0.00	0.00	0.00	0.00	0
10-700-1410	HUMAN RESOURCES - EMPLOYMENT	15,912.50	13,000.00	386.00	7,153.03	0.00	5,846.97	55
10-700-1420	HUMAN RESOURCES - TRAINING	0.00	24,437.00	500.00	6,058.52	0.00	18,378.48	25
10-700-1450	EMPLOYEE ENGAGEMENT	13,804.89	12,000.00	0.00	5,565.80	279.17	6,155.03	49
10-700-4510	PROFESSIONAL SERVICES	211,472.32	54,500.00	3,132.00	17,552.00	11,697.00	25,251.00	54
10-700-4530	LEGAL SERVICES	126,122.87	100,000.00	6,881.53	67,306.54	7,598.80	25,094.66	75
10-700-5600	CONTRIBUTIONS TO OTHER AGENCIES	0.00	4,600.00	0.00	4,600.00	0.00	0.00	100
10-700-5730	CONTINGENCY	0.00	46,250.00	0.00	0.00	0.00	46,250.00	0
10-700-5750	ZSR Grant	0.00		0.00	0.00	184.53	184.53-	0

TOWN OF BEAUFORT
Statement of Revenue and Expenditures - Operating

6.

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
10-700-8010	DEBT SERVICE - PRINCIPAL	100,000.00	100,000.00	0.00	100,000.00	0.00	0.00	100
10-700-8011	DEBT SERVICE - INTEREST	25,410.60	22,420.00	0.00	22,420.00	0.00	0.00	100
10-700-9003	HURRICANE SUPPLIES & MATERIALS	7,032.93	0.00	0.00	1,095.00	0.00	1,095.00-	0
DEPARTMENT Total		500,556.11	453,045.00	10,899.53	234,706.14	21,732.50	196,606.36	57
10-800-0000	GENERAL FUND TRANSFERS:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-800-0001	CONTRIBUTION TO FIRE DEPT FUND	98,421.87-	0.00	0.00	0.00	0.00	0.00	0
10-800-0064	TRANSFER TO CAPITAL PROJECTS	764,102.00	0.00	0.00	0.00	0.00	0.00	0
10-800-8000	TRANSFER TO CAPITAL RESERVE	0.00	460,433.00	0.00	0.00	0.00	460,433.00	0
DEPARTMENT Total		665,680.13	460,433.00	0.00	0.00	0.00	460,433.00	0
General Fund Expend Total		9,117,459.10	9,579,736.47	790,012.38	5,266,829.83	354,554.48	3,958,352.16	59

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
10	General Fund	9,160,106.39	531,111.90	5,375,870.39	9,117,459.10	790,012.38	5,621,384.31	245,513.92-

TOWN OF BEAUFORT
Statement of Revenue and Expenditures - Operating

6.

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

TOWN OF BEAUFORT
Statement of Revenue and Expenditures - Operating

6.

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

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
11	Fire Fund	0.00	0.00	0.00	95,453.44	0.00	0.00	0.00

TOWN OF BEAUFORT
Statement of Revenue and Expenditures - Operating

6.

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
	Fund 32 Revenue Total	0.00	0.00	0.00	0.00	0.00	0
	Fund 32 Expend Total	0.00	0.00	0.00	0.00	0.00	0.00 0

TOWN OF BEAUFORT
Statement of Revenue and Expenditures - Operating

6.

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

TOWN OF BEAUFORT
Statement of Revenue and Expenditures - Operating

6.

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
40-303-0009	GRANTS NC	59,674.00	0.00	0.00	67,152.94	67,152.94	0
40-303-0010	REIMBURSEMENT FROM NCDOT	0.00	218,096.00	0.00	0.00	218,096.00-	0
40-305-0001	REVENUE ACCOUNT REGULAR - WATER USAGE	1,139,652.76	1,170,906.00	93,155.32	728,552.69	442,353.31-	62
40-305-0002	REVENUE ACCOUNT REGULAR - SEWER USAGE	2,938,727.63	3,012,033.00	240,546.74	1,795,737.85	1,216,295.15-	60
40-305-0003	WATER TAP IN FEES	44,300.00	30,000.00	6,300.00	27,675.00	2,325.00-	92
40-305-0004	SEWER TAP IN FEE	14,250.00	12,000.00	6,000.00	21,000.00	9,000.00	175
40-305-0005	ACCOUNT SERVICE CHARGES	21,325.00	18,000.00	2,560.00	11,555.00	6,445.00-	64
40-305-0006	WATER SERVICE CHARGES	295.12	0.00	0.00	0.00	0.00	0
40-305-0007	SEWER SERVICE CHARGES	266.52	0.00	0.00	0.00	0.00	0
40-305-0008	LATE FEES - WATER	51,393.65	40,000.00	3,766.61	34,311.27	5,688.73-	86
40-305-0009	LATE FEES - SEWER/GREASE	212.05	0.00	6.12	44.53	44.53	0
40-305-0010	RETURNED CHECK FEES - WATER	1,525.00	0.00	75.00	625.00	625.00	0
40-305-0012	TEMPORARY UTILITY USE CHARGE	1,387.38	1,000.00	0.00	1,550.00	550.00	155
40-305-0013	SPRINKLER FEES	3,375.00	3,000.00	2,900.00	3,325.00	325.00	111
40-307-0001	INVESTMENT EARNINGS-WATER	19,226.44	0.00	0.00	0.00	0.00	0
40-307-0003	MISCELLANEOUS REVENUE - WATER	8,263.00	0.00	0.00	106.93	106.93	0
40-307-0007	REIMBURSEMENT FROM NCDOT	5,535.63	0.00	0.00	109,048.00	109,048.00	0
40-307-0008	REIMBURSEMENT FOR INSURANCE	22,578.11	0.00	2,700.00	2,700.00	2,700.00	0
40-307-0011	APP.UNRESTRICTED FUND BALANCE	0.00	276,864.00	0.00	0.00	276,864.00-	0
40-380-0000	DONATIONS	1,133,667.47	0.00	0.00	0.00	0.00	0
Utility Fund Revenue Total		5,465,654.76	4,781,899.00	358,009.79	2,803,384.21	1,978,514.79-	59

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
40-800-0206	MERIT AWARDS	0.00	16,000.00	0.00	0.00	0.00	16,000.00	0
40-800-1240	CONTRIBUTION TO GF FOR ADMIN SERVICES	350,000.00	511,000.00	0.00	0.00	0.00	511,000.00	0
40-800-8000	TRANSFER TO CAPITAL RESERVE	262,573.00	333,930.00	0.00	0.00	0.00	333,930.00	0
DEPARTMENT Total		612,573.00	860,930.00	0.00	0.00	0.00	860,930.00	0
40-810-0000	SEWER DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
40-810-0200	SALARIES AND WAGES	408,104.21	421,595.00	51,303.40	275,176.64	0.00	146,418.36	65
40-810-0201	OVERTIME	40,884.81	47,250.00	3,423.22	25,987.82	0.00	21,262.18	55
40-810-0500	FICA EXPENSE	31,908.29	37,172.00	4,059.04	22,203.28	0.00	14,968.72	60
40-810-0600	GROUP INSURANCE EXPENSE	55,120.32	58,000.00	4,685.76	32,800.32	0.00	25,199.68	57
40-810-0700	RETIREMENT EXPENSE	57,170.66	65,144.00	7,667.21	42,039.49	0.00	23,104.51	65
40-810-0800	WORKERS COMPENSATION	13,781.21	14,700.00	0.00	18,915.16	0.00	4,215.16-	129
40-810-1110	TELEPHONE	7,522.25	6,600.00	66.09	4,004.08	0.00	2,595.92	61
40-810-1111	TELEPHONE-CELLULAR	213.96		0.00	311.87	170.16	482.03-	0

TOWN OF BEAUFORT
Statement of Revenue and Expenditures - Operating

6.

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
40-810-1120	INTERNET/CABLE	3,441.90	3,600.00	0.00	2,289.53	1,091.98	218.49	94
40-810-1130	POSTAGE	5,752.43	4,600.00	0.00	2,777.72	25.00	1,797.28	61
40-810-1210	OFFICE SUPPLIES	904.63	1,950.00	48.03	383.75	81.12	1,485.13	24
40-810-1230	OFFICE CONTRACT SERVICES	1,862.54	2,000.00	0.00	972.98	0.00	1,027.02	49
40-810-1250	DUES & SUBSCRIPTIONS	1,281.71	1,300.00	63.84	586.14	50.00	663.86	49
40-810-1310	ELECTRIC	218,238.50	180,000.00	15,971.73	96,245.66	1,517.88	82,236.46	54
40-810-1330	WATER/SEWER/SOLID WASTE	1,294.84	1,000.00	117.20	446.47	0.00	553.53	45
40-810-1420	OSHA/SAFETY COMPLIANCE	763.38	2,000.00	0.00	752.34	0.00	1,247.66	38
40-810-1422	SAFETY SUPPLIES & MATERIALS	793.88	1,100.00	195.39	502.28	46.94	550.78	50
40-810-1430	TRAINING - REGISTRATION & CLASS MA	1,640.00	3,000.00	0.00	0.00	75.00	2,925.00	2
40-810-1431	TRAVEL MILEAGE	0.00	200.00	0.00	0.00	0.00	200.00	0
40-810-1432	MEALS	432.25	700.00	0.00	0.00	50.00	650.00	7
40-810-1433	LODGING	454.00	1,000.00	0.00	0.00	0.00	1,000.00	0
40-810-1434	EMPLOYEE DEVELOPMENT	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
40-810-1440	UNIFORMS	4,874.51	6,300.00	357.60	2,886.64	0.00	3,413.36	46
40-810-1510	BUILDING MAINT	14,314.38	8,000.00	0.00	6,873.16	75.00	1,051.84	87
40-810-1512	JANITORIAL SUPPLIES	547.12	1,100.00	92.77	291.14	63.98	744.88	32
40-810-1610	NON-CAPITAL EQUIPMENT PURCHASE	3,690.02	30,500.00	0.00	7,121.00	750.00	22,629.00	26
40-810-1630	EQUIPMENT MAINT & REPAIRS	53,360.22	86,400.00	10,195.19	44,864.78	4,567.38	36,967.84	57
40-810-1710	AUTO FUEL	15,010.82	26,000.00	0.00	9,859.78	1,143.00	14,997.22	42
40-810-1730	VEHICLE MAINT & REPAIRS	8,966.39	9,200.00	105.16	3,025.87	514.91	5,659.22	38
40-810-1810	PERMITS & FEES - RECCURING	7,010.00	8,620.00	0.00	6,000.00	0.00	2,620.00	70
40-810-1830	COMPLIANCE TESTING	12,715.90	16,000.00	386.00	3,302.00	0.00	12,698.00	21
40-810-3310	DEPARTMENT SUPPLIES & MATERIALS - SEWER	23,428.44	19,000.00	842.35	5,464.50	301.22	13,234.28	30
40-810-3311	DEPARTMENT SUPPLIES & MATERIALS -WWTP	32,384.62	40,000.00	1,576.29	23,770.97	116.95	16,112.08	60
40-810-4510	PROFESSIONAL SERVICES	90.00	2,000.00	0.00	0.00	100.00	1,900.00	5
40-810-4550	CONTRACT SERVICES	80,608.64	152,000.00	168.72	60,401.52	20,757.34	70,841.14	53
40-810-4560	STREET PATCHING FOR UTILITY REPAIRS	0.00	18,000.00	0.00	7,387.80	0.00	10,612.20	41
40-810-5400	INSURANCE	52,388.70	62,880.00	0.00	53,418.33	0.00	9,461.67	85
40-810-7410	CAPITAL OUTLAY - BLDG.	395.39	0.00	0.00	0.00	0.00	0.00	0
40-810-7420	CAPITAL OUTLAY - EQUIPMENT	3,690.00	45,081.00	0.00	54,371.96	23.33	9,314.29	121
40-810-7430	CAPITAL OUTLAY - VEHICLES	0.00	126,235.00	28,465.03	126,756.36	0.00	521.36	100
40-810-8010	DEBT SERVICE-PRINCIPAL	1,121,048.58	1,122,673.00	0.00	4,751.09	0.00	1,117,921.91	0
40-810-8011	DEBT SERVICE-INTEREST	238,253.51	214,470.00	0.00	106,588.46	0.00	107,881.54	50
40-810-9001	HURRICANE FUEL	13,636.19	0.00	0.00	1,472.34	0.00	1,472.34	0
40-810-9003	HURRICANE SUPPLIES & MATERIALS	2,502.23	0.00	0.00	0.00	0.00	0.00	0
40-810-9005	HURRICANE EQUIPMENT REPLACEMENT	46,962.96	0.00	0.00	0.00	0.00	0.00	0
DEPARTMENT Total		2,580,064.39	2,849,870.00	129,790.02	1,055,003.23	31,521.19	1,763,345.58	38

TOWN OF BEAUFORT
Statement of Revenue and Expenditures - Operating

6.

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
40-811-0000	WWTP DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
40-811-1110	TELEPHONE	96.10-	0.00	0.00	0.00	0.00	0.00	0
40-811-1440	UNIFORMS	54.02-	0.00	0.00	0.00	0.00	0.00	0
40-811-1610	NON-CAPITAL EQUIPMENT PURCHASE	1,998.00-	0.00	0.00	0.00	0.00	0.00	0
40-811-1630	EQUIPMENT MAINT & REPAIRS	2,079.10-	0.00	0.00	0.00	0.00	0.00	0
40-811-1730	VEHICLE MAINT & REPAIRS	9.67-	0.00	0.00	0.00	0.00	0.00	0
40-811-3310	DEPARTMENT SUPPLIES & MATERIALS	2,834.50-	0.00	0.00	0.00	0.00	0.00	0
40-811-4550	CONTRACT SERVICES	16,852.95-	0.00	0.00	0.00	0.00	0.00	0
40-811-9010	DEPRECIATION	972,354.03	0.00	0.00	0.00	0.00	0.00	0
DEPARTMENT Total		948,429.69	0.00	0.00	0.00	0.00	0.00	0
40-812-0000	WATER DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
40-812-0200	SALARIES AND WAGES	191,658.64	193,334.00	23,837.73	124,682.12	0.00	68,651.88	64
40-812-0201	OVERTIME	13,658.51	15,300.00	1,052.36	9,335.25	0.00	5,964.75	61
40-812-0500	FICA EXPENSE	15,157.44	16,663.00	1,897.61	10,206.93	0.00	6,456.07	61
40-812-0600	GROUP INSURANCE EXPENSE	27,479.16	29,000.00	2,342.88	16,400.16	0.00	12,599.84	57
40-812-0700	RETIREMENT EXPENSE	25,531.65	29,201.00	3,487.11	18,737.88	0.00	10,463.12	64
40-812-0800	WORKERS COMPENSATION	6,991.17	8,400.00	0.00	8,632.64	0.00	232.64-	103
40-812-1110	TELEPHONE	569.70	2,000.00	0.00	300.34	0.00	1,699.66	15
40-812-1111	TELEPHONE-CELLULAR	896.67	600.00	0.00	326.36	180.56	93.08	84
40-812-1120	INTERNET/CABLE	1,155.60	3,600.00	0.00	1,605.00	642.00	1,353.00	62
40-812-1130	POSTAGE	4,549.89	4,500.00	0.00	2,382.44	0.00	2,117.56	53
40-812-1210	OFFICE SUPPLIES	216.06	4,800.00	7.59	62.36	0.00	4,737.64	1
40-812-1230	OFFICE CONTRACT SERVICES	3,035.19	3,000.00	190.58	1,630.99	0.00	1,369.01	54
40-812-1250	DUES AND SUBSCRIPTIONS	1,366.72	1,100.00	367.86	1,625.16	0.00	525.16-	148
40-812-1310	ELECTRIC	48,254.43	42,000.00	3,601.64	21,623.98	0.00	20,376.02	51
40-812-1320	LP GAS	974.55	1,500.00	0.00	0.00	0.00	1,500.00	0
40-812-1330	WATER/SEWER/SOLID WASTE	851.03	750.00	60.27	419.59	0.00	330.41	56
40-812-1420	OSHA/SAFETY COMPLIANCE	902.61	1,000.00	0.00	510.82	0.98-	490.16	51
40-812-1421	SAFETY EQUIPMENT	494.84	500.00	0.00	0.00	0.00	500.00	0
40-812-1422	SAFETY SUPPLIES & MATERIALS	74.60	0.00	0.00	0.00	0.00	0.00	0
40-812-1430	TRAINING -REGISTRATION&CLASS MAT'L	920.00	1,500.00	0.00	730.00	0.00	770.00	49
40-812-1431	TRAVEL MILEAGE	0.00	100.00	0.00	0.00	0.00	100.00	0
40-812-1432	MEALS	0.00	400.00	0.00	85.93	0.00	314.07	21
40-812-1433	LODGING	1,193.28	1,000.00	0.00	0.00	0.00	1,000.00	0
40-812-1434	EMPLOYEE DEVELOPMENT	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0
40-812-1440	UNIFORMS	2,022.43	2,600.00	123.92	972.38	0.00	1,627.62	37
40-812-1510	BUILDING MAINT	2,933.54	900.00	0.00	88.32	4,114.79	3,303.11-	467
40-812-1512	JANITORIAL SUPPLIES	65.56	500.00	0.00	44.11	0.00	455.89	9

TOWN OF BEAUFORT
Statement of Revenue and Expenditures - Operating

6.

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
40-812-1610	NON-CAPITAL EQUIPMENT PURCHASES	747.17-	5,000.00	0.00	2,105.86	0.00	2,894.14	42
40-812-1630	EQUIPMENT MAINT. & REPAIRS	15,910.22	26,700.00	2,026.80	2,721.35	1,810.36	22,168.29	17
40-812-1710	AUTO FUEL	3,462.55	9,000.00	0.00	1,990.64	260.00	6,749.36	25
40-812-1730	VEHICLE MAINT. & REPAIRS	5,450.06	2,500.00	333.67	2,244.30	100.00	155.70	94
40-812-1810	PERMITS & FEES - REOCCURRING	3,665.00	5,000.00	0.00	1,995.00	860.00	2,145.00	57
40-812-1830	COMPLIANCE TESTING	11,917.40	14,000.00	1,125.55	7,455.55	0.00	6,544.45	53
40-812-3310	DEPARTMENT SUPPLIES & MATERIALS	107,175.14	94,875.00	11,211.21	85,920.71	1,147.54	7,806.75	92
40-812-4550	CONTRACT SERVICES	108,056.71	290,021.00	109,648.00	157,910.98	20,741.04	111,368.98	62
40-812-4560	STREET PATCHING FOR UTILITY REPAIRS	3,181.50	18,000.00	0.00	5,169.00	0.00	12,831.00	29
40-812-4570	COUNTY WATER PURCHASE	38,017.29	33,000.00	2,745.31	21,320.98	0.00	11,679.02	65
40-812-5400	INSURANCE	16,442.97	19,800.00	0.00	17,017.35	0.00	2,782.65	86
40-812-7410	CAPITAL OUTLAY - BLDG.	222,064.53	0.00	0.00	0.00	0.00	0.00	0
40-812-7420	CAPITAL OUTLAY - EQUIPMENT	222,064.53-	0.00	0.00	0.00	0.00	0.00	0
40-812-7430	CAPITAL OUTLAY-VEHICLES	0.00	50,000.00	32,562.89	32,562.89	295.58	17,141.53	66
40-812-7440	CAPITAL OUTLAY - CONT. SERVICES	8,000.00-	0.00	0.00	0.00	0.00	0.00	0
40-812-8010	DEBT SERVICE - PRINCIPAL	101,974.27	102,061.00	0.00	4,751.09	0.00	97,309.91	5
40-812-8011	DEBT SERVICE - INTEREST	36,382.91	33,894.00	0.00	17,082.83	0.00	16,811.17	50
40-812-9001	HURRICANE FUEL	569.89	0.00	0.00	156.49	0.00	156.49-	0
DEPARTMENT Total		794,412.01	1,071,099.00	196,622.98	580,807.78	30,150.89	460,140.33	57
Utility Fund Expend Total		4,935,479.09	4,781,899.00	326,413.00	1,635,811.01	61,672.08	3,084,415.91	36

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
40	Utility Fund	5,465,654.76	358,009.79	2,803,384.21	4,935,479.09	326,413.00	1,697,483.09	1,105,901.12

TOWN OF BEAUFORT
Statement of Revenue and Expenditures - Operating

6.

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
	Fund 42 Revenue Total	0.00	0.00	0.00	0.00	0.00	0
	Fund 42 Expend Total	0.00	0.00	0.00	0.00	0.00	0.00 0

TOWN OF BEAUFORT
Statement of Revenue and Expenditures - Operating

6.

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
60-305-0000	WATER CAPACITY FEES	31,200.00	0.00	0.00	3,013.00	3,013.00	0
60-305-0001	SEWER CAPACITY FEES	30,000.00	0.00	0.00	23,587.00	23,587.00	0
60-305-0002	WATER CAPACITY FEES (ACCRUED)	18,900.00	0.00	0.00	900.00	900.00	0
60-305-0003	SEWER CAPACITY FEES (ACCRUED)	18,000.00	0.00	0.00	0.00	0.00	0
60-307-0001	INVESTMENT EARNINGS	32,897.66	0.00	0.00	0.00	0.00	0
Impact Fee Fund Revenue Total		130,997.66	0.00	0.00	27,500.00	27,500.00	0

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

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
60	Impact Fee Fund	130,997.66	0.00	27,500.00	2,611,943.00	0.00	0.00	27,500.00

TOWN OF BEAUFORT
Statement of Revenue and Expenditures - Operating

6.

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

TOWN OF BEAUFORT
Statement of Revenue and Expenditures - Operating

6.

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
COMMUNITY IMPROVEMENT PROJ Revenue Total		0.00	0.00	0.00	0.00	0.00	0
COMMUNITY IMPROVEMENT PROJEC Expend Total		0.00	0.00	0.00	0.00	0.00	0.00 0

TOWN OF BEAUFORT
Statement of Revenue and Expenditures - Operating

6.

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
10	General Fund	9,160,106.39	531,111.90	5,375,870.39	9,117,459.10	790,012.38	5,621,384.31	245,513.92-
11	Fire Fund	0.00	0.00	0.00	95,453.44	0.00	0.00	0.00
32		0.00	0.00	0.00	0.00	0.00	0.00	0.00
33		0.00	0.00	0.00	0.00	0.00	0.00	0.00
40	Utility Fund	5,465,654.76	358,009.79	2,803,384.21	4,935,479.09	326,413.00	1,697,483.09	1,105,901.12
42		0.00	0.00	0.00	0.00	0.00	0.00	0.00
60	Impact Fee Fund	130,997.66	0.00	27,500.00	2,611,943.00	0.00	0.00	27,500.00
61		0.00	0.00	0.00	0.00	0.00	0.00	0.00
64	COMMUNITY IMPROVEMENT PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Final Total	14,756,758.81	889,121.69	8,206,754.60	16,760,334.63	1,116,425.38	7,318,867.40	887,887.20

Town of Beaufort - Chart of Accounts

Account #	Account Name	Account Description	6.
	GENERAL FUND REVENUE:		
10-301-0000	AD VALOREM TAX - CURRENT YEAR	Calculated from the Property Valuation determined by Carteret County multiplied by the tax rate set by the Beaufort Board of Commissioners multiplied by the percentage the Town anticipates collecting. Town receives a monthly check from the county.	
10-301-0001	AD VALOREM TAX PRIOR YEAR	Amount of outstanding Ad Valorem taxes anticipated to be collected from previous years. Town receives a monthly check from the county.	
10-301-0002	PENALTIES AND INTEREST	Late Listing and Interest collected on Ad Valorem and Motor Vehicle taxes for current and prior years. Town receives a monthly check from the county.	
10-301-0004	MOTOR VEHICLE TAX	Town portion of Motor Vehicle Taxes collected by the NCDMV through the Tax and Tag program. Town receives a monthly check from the county.	
10-301-0006	PAYMENT IN LIEU OF TAXES	Payments made by Beaufort Housing Authority and Inlet Inn "PILOT". An annual check is received.	
10-303-0001	LOCAL OPTION SALES TAX	Sales Tax (2%) collected by the state and distributed based on ad valorem tax base "LOST". Town receives a monthly electronic distribution from NCDOR.	
10-303-0002	UTILITIES FRANCHISE TAX	Utilities Tax collected by the state. Town receives a quarterly electronic credit from NCDOR.	
10-303-0003	BEER AND WINE TAX	Beer and Wine Tax collected by the state. Town received an annual electronic credit from NCDOR.	
10-303-0004	POWELL BILL	Funds received from the state restricted for street maintenance. Town received a semi-annual distribution from the Stae.	
10-303-0008	EASTMAN'S CREEK COUNTY ASSESSMENT FEE	Assessment Fee for new development at Eastman's Creek	
10-303-0014	FEMA PD BOAT GRANT	Grant received from FEMA Homeland Security for boat and lift	
10-303-0015	FEMA HURRICANE FLORENCE	Reimbursement for hurricane expenses	
10-303-0016	GCC GRANT	Governor's Crime Commission Grant	
10-303-0017	NOAA GRANT	Taylor's Creek Grant	
10-304-0001	COUNTY ABC PROFIT DISTRIBUTION	Town's portion of county ABC profit. Town receives a check quarterly from the ABC Board.	
10-304-0002	FIRE DISTRICT AD VALOREM TAX	Ad Valorem tax received from Carteret County for the fire district. Town received a monhtly electronic payment from the county.	
10-304-0003	FIRE DISTRICT SALES TAX	Sales tax received from Carteret County for the fire district	
10-304-0004	HARLOWE DIST. AD VALOREM TAX	Ad Valorem tax received from Carteret County for the Harlowe district	
10-304-0005	HARLOWE FIRE DISTRICT SALES TAX	61 s tax received from Cartet County for the Harlowe district	

Town of Beaufort - Chart of Accounts

Account #	Account Name	Account Description	6.
10-304-0020	MISC REVENUE- FIRE DEPARTMENT	Revenue received from tent inspections, etc	
10-305-0004	SOLID WASTE USER FEE -WBD	"WBD" Waterfront Business District - solid Waste User Fee billed monthly on the water bill	
10-305-0005	BUILDING PERMITS	Revenue from building permits	
10-305-0006	PARKING METER	Revenue collected from the Pay-To-Park Season. Credit Card and cash collections/weekly during the season.	
10-305-0007	PARKING VIOLATIONS/PENALTIES	Paid Parking Violations	
10-305-0008	COURT COSTS, FEES, CHARGES	Officer Fees. Town receives a monthly check from the county.	
10-305-0010	LATE FEES - SOLID WASTE	Late Fees of 10% are added after the 20th of the month	
10-305-0011	SPECIAL EVENT FEES	Fees associated with Special Events	
10-306-0001	PROPERTY LEASES	Revenue received from annual leases approved by the BOC	
10-306-0002	ANTENNA CONTRACT REVENUE	Revenue received from tower space leased to Sprint, AT&T and T-Mobile	
10-306-0003	CEMETERY LOT SALES	Receipts from the sale of lots at Ocenview Cemetery	
10-306-0004	SALE OF FIXED ASSETS	FY18 - Sale of Fire Station and land at Fulford and Broad	
10-306-0009	SETTLEMENTS	FY18 - Settlement received from Inlet Inn on PILOT for previous years	
10-307-0001	INVESTMENT EARNINGS	Interest	
10-307-0002	MISCELLANEOUS REVENUE	Revenue received from Golf Cart Registrations	
10-307-0003	MISCELLANEOUS REVENUE - PD	Revenue received from Police-For-Hire and various fundraisers	
10-307-0008	REIMBURSEMENT FROM INSURANCE	Receipts from insurance reimbursement	
10-307-0009	APPROPRIATED FUND BALANCE	Appropriated fund balance	
10-307-0010	UTILITY FUND ADMIN EXPENSE ALLOCATION	Allocation for administrative services provided to the Utility Fund	
10-410-0000	GOVERNING BODY:		
10-410-0200	SALARIES AND WAGES	Salaries paid bi-weekly (26 periods per year)	
10-410-0500	FICA	Federal Taxes for Social Security and Medicare withheld each pay period	
10-410-0800	WORKERS COMPENSATION	Allocation by department for Workers Comp premiums for the year, additional premiums may be paid during the year if a department has a claim	
10-410-1140	PUBLIC NOTICES/ADVERTISING	Public Notices, Job Vacancies, Board Vacancies	
10-410-1141	NEWSLETTER	Mailed monthly with the water bill	
10-410-1210	OFFICE SUPPLIES	Business cards, supplies for retreat	
10-410-1250	DUES & SUBSCRIPTIONS	Board member dues to professional organizations	
10-410-1430	TRAINING- REGISTRATION & CLASS MAT	Board member conference and class registration and materials	
10-410-1431	TRAVEL MILEAGE	Board member mileage for conferences and training	62

Town of Beaufort - Chart of Accounts

Account #	Account Name	Account Description	6.
10-410-1432	MEALS	Board member meals for conferences and training	
10-410-1433	LODGING	Board member lodging for conferences and training	
10-410-4520	CODIFICATION	Codification of Town ordinances	
10-410-5400	INSURANCE	Public Officials liability insurance	
10-410-5720	ELECTIONS	Payment to the county for 2017 Municipal Elections	
10-410-5800	LAND PURCHASE	Budgeted for the purchase of land associated with access to the compactor	
10-420-0000	ADMINISTRATION:		
10-420-0200	SALARIES AND WAGES	Salaries paid bi-weekly (26 periods per year)	
10-420-0201	OVERTIME	Overtime wages paid	
10-420-0205	OTHER SALARIES-PART TIME	Salaries paid to part-time employees- Seasonal Tourist Ambassadors	
10-420-0500	FICA EXPENSE	Federal Taxes for Social Security and Medicare withheld each pay period	
10-420-0600	GROUP INSURANCE EXPENSE	Allocation by department for employee medical insurance - Town pays 100% of employee medical insurance	
10-420-0700	RETIREMENT EXPENSE	Contribution by the Town to employees 401k (5%) and Town portion of NC Retirement (~7.5%)	
10-420-0800	WORKERS COMPENSATION	Allocation by department for Workers Comp premiums for the year, additional premiums may be paid during the year if a department has a claim	
10-420-0900	UNEMPLOYMENT INSURANCE EXPENSE	Amount paid to reimburse the Town's Unemployment Insurance account - required by the state to maintain the balance determined by the state	
10-420-1110	TELEPHONE	Telephone service for Town Hall	
10-420-1120	INTERNET/CABLE	Internet service for Town Hall and Train Dept	
10-420-1130	POSTAGE	Postage for Town business	
10-420-1150	MARKETING	Marketing events as needed	
10-420-1210	OFFICE SUPPLIES	Town Hall office supplies	
10-420-1220	OFFICE EQUIPMENT (NON-CAPITAL)	Office furniture, computers, computer equipment, camera	
10-420-1221	OFFICE EQUIPMENT LEASES	Copier lease	
10-420-1230	OFFICE CONTRACT SERVICES	Shredding service, IT support, website support, water cooler	
10-420-1250	DUES AND SUBSCRIPTIONS	Staff dues to professional organizations	
10-420-1310	ELECTRIC	Electricity for Town Hall and Train Depot	
10-420-1330	WATER/SEWER/SOLID WASTE	Water and Trash Service for Town Hall	
10-420-1420	OSHA/SAFETY COMPLIANCE	Required items for OSHA compliance	63

Town of Beaufort - Chart of Accounts

Account #	Account Name	Account Description	6.
10-420-1422	SAFETY SUPPLIES & MATERIALS	First Aid kit at Town Hall	
10-420-1430	TRAINING-REGISTRATION & CLASS MAT'	Staff conference and class registration and materials	
10-420-1431	TRAVEL MILEAGE	Staff mileage for conferences and training	
10-420-1432	MEALS	Staff meals for conferences and training	
10-420-1433	LODGING	Staff lodging for conferences and training	
10-420-1630	EQUIPMENT MAINT. & REPAIRS	Repairs to office equipment	
10-420-1710	AUTO FUEL	Fuel for Admin vehicles	
10-420-1730	VEHICLE MAINT & REPAIRS	Maintenance and Repair for Admin vehicles	
10-420-4550	CONTRACT SERVICES	Moving services, other outsourced services	
10-420-5400	INSURANCE	Administrative property and liability insurance	
10-430-0000	FINANCE:		
10-430-0200	SALARIES AND WAGES	Salaries paid bi-weekly (26 periods per year)	
10-430-0500	FICA EXPENSE	Federal Taxes for Social Security and Medicare withheld each pay period	
		Allocation by department for employee medical insurance - Town pays 100% of	
10-430-0600	GROUP INSURANCE EXPENSE	employee medical insurance	
		Contribution by the Town to employees 401k (5%) and Town portion of NC	
10-430-0700	RETIREMENT EXPENSE	Retirement (~7.5%)	
10-430-0800	WORKERS COMPENSATION	Allocation by department for Workers Comp premiums for the year, additional premiums may be paid during the year if a department has a claim	
		Support agreement for financial software, monthly bank fees, fees fro payroll	
10-430-1230	OFFICE CONTRACT SERVICES	service	
10-430-1250	DUES & SUBSCRIPTIONS	Staff dues to professional organizations	
10-430-1270	TAX REFUND	Tax refunds due prior to 2014 when Carteret County began collections	
10-430-1430	TRAINING-REGISTRATION & CLASS MATE	Staff conference and class registration and materials	
10-430-1431	TRAVEL MILEAGE	Staff mileage for conferences and training	
10-430-1432	MEALS	Staff meals for conferences and training	
10-430-1433	LODGING	Staff lodging for conferences and training	
10-430-1630	EQUIPMENT MAINT & REPAIRS	Repairs to office equipment	
10-430-3901	PARKING METER PROCESSING FEES	Credit card processing fees for parking meters	
10-430-4510	PROFESSIONAL SERVICES	Consulting services for year end audit prep	
10-430-4520	TAX COLLECTION ADMIN EXPENSE PROP.	2% Collection fee charged by the county for property tax collection	
10-430-4525	TAX COLLECTION ADMIN EXPENSE MVT	Credit card and billing fees for the Tax and Tag MVT program	

Town of Beaufort - Chart of Accounts

Account #	Account Name	Account Description	6.
10-510-0000	POLICE DEPARTMENT:		
10-510-0200	SALARIES AND WAGES	Salaries paid bi-weekly (26 periods per year)	
10-510-0201	OVERTIME	Overtime wages paid	
10-510-0203	SEPARATION PAY	Paid to retired Officers , who meet the state requirements	
10-510-0205	OTHER SALARIES-PARTTIME	Salaries paid to part-time employees- Reserve Officers	
10-510-0500	FICA EXPENSE	Federal Taxes for Social Security and Medicare withheld each pay period	
10-510-0600	GROUP INSURANCE EXPENSE	Allocation by department for employee medical insurance - Town pays 100% of employee medical insurance	
10-510-0700	RETIREMENT EXPENSE	Contribution by the Town to employees 401k (5%) and Town portion of NC Retirement (~7.5%)	
10-510-0800	WORKERS COMPENSATION	Allocation by department for Workers Comp premiums for the year, additional premiums may be paid during the year if a department has a claim	
10-510-1110	TELEPHONE	Telephone service for Police Department	
10-510-1111	TELEPHONE-CELLULAR	Cell phones for on duty officers	
10-510-1120	INTERNET/CABLE	Internet and cable service for the Police Department	
10-510-1130	POSTAGE	Postage for Police mail	
10-510-1210	OFFICE SUPPLIES	Police Department office supplies	
10-510-1220	OFFICE EQUIPMENT (NON-CAPITAL)	Office furniture, computers	
10-510-1221	OFFICE EQUIPMENT LEASES	Copier lease	
10-510-1230	OFFICE CONTRACT SERVICES	Police software contracts, IT support, water service	
10-510-1250	DUES AND SUBSCRIPTIONS	Staff dues to professional organizations	
10-510-1260	MISC. ADMIN. EXPENSE	Notary fee, Register if Deeds fee	
10-510-1310	ELECTRIC	Electricity for Police Department and Evidence/Storage Building	
10-510-1330	WATER/SEWER/SOLID WASTE	Water and Trash Service for Police Department (Water for Train Depot is on this meter)	
10-510-1420	OSHA/SAFETY COMPLIANCE	Required items for OSHA compliance	
10-510-1422	SAFETY SUPPLIES & MATERIALS	Safety and First Aid kits	
10-510-1430	TRAINING- REGISTRATION &CLASS MAT'	Staff conference and class registration and materials	
10-510-1431	TRAVEL MILEAGE	Staff mileage for conferences and training	
10-510-1432	MEALS	Staff meals for conferences and training	
10-510-1433	LODGING	Staff lodging for conferences and training	
10-510-1440	UNIFORMS	Police Officer uniforms	
10-510-1451	EMPLOYEE WELLNESS	Employee fitness program	
10-510-1610	NON-CAPITAL EQUIPMENT PURCHASE	65 tters, shields, service weapons	

Town of Beaufort - Chart of Accounts

Account #	Account Name	Account Description	6.
10-510-1630	EQUIPMENT MAINT. & REPAIRS	In Car equipment repairs	
10-510-1710	AUTO FUEL	Fuel for fleet vehicles	
10-510-1730	VEHICLE MAINT. & REPAIRS	Maintenance and Repair for Fleet Vehicles	
10-510-3310	DEPARTMENT SUPPLIES & MATERIALS	Narcan Kits, ammunition	
10-510-5400	INSURANCE AND BONDS	Police Department property and liability insurance	
10-510-5793	CRIME PREVENTION	Community awareness programs	
10-510-7420	CAPITAL OUTLAY - EQUIPMENT	New capital equipment purchases	
10-510-7430	CAPITAL OUTLAY - VEHICLES	New capital vehicle purchases	
10-510-8010	DEBT SERVICE - PRINCIPAL	Debt service on vehicles- principal	
10-510-8011	DEBT SERVICE - INTEREST	Debt service on vehicles- interest	
10-531-0000	FIRE DEPARTMENT:		
10-531-0200	SALARIES & WAGES	Salaries paid bi-weekly (26 periods per year)- Public Works employees	
100-531-0201	OVERTIME	Overtime wages paid	
10-531-0205	SALARIES-PARTIME/PRN	Salaries paid to Part-time employees	
10-531-0206	MERIT AWARDS	2.5% of Fire Fund salaries to be distributed based on employee evaluations	
10-531-0500	FICA EXPENSE	Federal Taxes for Social Security and Medicare withheld each pay period	
10-531-0600	GROUP INSURANCE	Allocation by department for employee medical insurance - Town pays 100% of employee medical insurance	
10-531-0700	RETIREMENT EXPENSE	Contribution by the Town to employees 401k (5%) and Town portion of NC Retirement (~7.5%)	
10-531-0701	FIREMAN'S PENSION FUND	Contribution to the Fireman's Pension Fund	
10-531-0800	WORKERS COMPENSATION	Allocation by department for Workers Comp premiums for the year, additional premiums may be paid during the year if a department has a claim	
10-531-1110	TELEPHONE	Landline service at Fire Station and Station 2	
10-531-1111	TELEPHONE - CELLULAR	Cellular service for department	
10-531-1120	INTERNET / CABLE	Internet and Cable service for Fire Station and Station 2	
10-531-1130	POSTAGE	Postage to mail outgoing mail	
10-531-1210	OFFICE SUPPLIES	Fire Department office supplies	
10-531-1220	OFFICE EQUIPMENT (NON-CAPITAL)	Computers	
10-531-1221	OFFICE EQUIPMENT LEASES	Copier Lease	
10-531-1230	OFFICE CONTRACT SERVICES	IT support, reporting software	
10-531-1250	DUES & SUBSCRIPTIONS	dues to professional organizations	

Town of Beaufort - Chart of Accounts

Account #	Account Name	Account Description	6.
10-531-1260	MISC ADMIN EXPENSE	Parking and toll fees	
10-531-1310	ELECTRIC	Electricity for Fire Station and Station 2	
10-531-1320	LP GAS	Propane to heat Station 2 and fuel for generator	
10-531-1330	WATER / SEWER / SOLID WASTE	Water and Trash Service for Fire Station and Station 2	
10-531-1410	HUMAN RESOURCE	Background checks, pre-employment physicals, drug screens, tuition reimbursements, employee assistance programs, employment ads	
10-531-1420	OSHA / SAFETY COMPLIANCE	Ladder testing, SCBA Flow test, boiler inspection, compressor air samples	
10-531-1421	SAFETY EQUIPMENT	PPE -SCBAs, turnout gear	
10-531-1422	SAFETY SUPPLIES & MATERIALS	water, batteries, and other supplies	
10-531-1430	TRAINING - REGIST & CLASS MATERIAL	Staff and employee conference and class registration and materials	
10-531-1432	MEALS	Staff and employee meals for conferences and training	
10-531-1433	LODGING	Staff and employee lodging for conference and training	
10-531-1440	UNIFORMS	Uniforms for Fire Department employees	
10-531-1510	BUILDING MAINTENANCE	Paint, Generator repairs, salt for water softener	
10-531-1511	GROUND MAINT	Insecticides, ice melt	
10-531-1512	JANITORIAL SUPPLIES	Toilet paper, paper towels, cleaning supplies	
10-531-1513	FIRE DEPT CONTRACTED SERVICES	Pest control, alarm control service	
10-531-1610	NON-CAPITAL EQUIPMENT PURCHASE	Radios, Computers	
10-531-1630	EQUIPMENT MAINT & REPAIRS	Pumps, ball valves, primer motors, generator repairs, chainsaw repairs, hydraulic tool repairs	
10-531-1710	AUTO FUEL	Fuel for fleet vehicles	
10-531-1730	VEHICLE MAINT & REPAIRS	Maintenance and Repair for Fleet Vehicles, tires, transmission repairs, brakes, alternator	
10-531-3310	DEPARTMENT SUPPLIES & MATERIALS	EMS supplies, garage supplies, boat supplies	
10-531-5400	INSURANCE & BONDS	Fire Department Property and Liability insurance	
10-531-8010	DEBT SERVICE - PRINCIPAL	Fire Station debt payment	
10-531-8011	DEBT SERVICE - INTEREST	Fire Station interest payment	
10-540-0000	PLANNING & INSPECTIONS:		
10-540-0200	SALARIES AND WAGES	Salaries paid bi-weekly (26 periods per year)	
10-540-0201	OVERTIME	Overtime wages paid	
10-540-0205	OTHER SALARIES-PART TIME	Salaries paid to part-time employees	
10-540-0500	FICA EXPENSE	Federal Taxes for Social Security and Medicare withheld each pay period	

Town of Beaufort - Chart of Accounts

Account #	Account Name	Account Description	6.
10-540-0600	GROUP INSURANCE EXPENSE	Allocation by department for employee medical insurance - Town pays 100% of employee medical insurance	
10-540-0700	RETIREMENT EXPENSE	Contribution by the Town to employees 401k (5%) and Town portion of NC Retirement (~7.5%)	
10-540-0800	WORKERS COMPENSATION	Allocation by department for Workers Comp premiums for the year, additional premiums may be paid during the year if a department has a claim	
10-540-1111	TELEPHONE - CELLULAR	*	
10-540-1250	DUES & SUBSCRIPTIONS	Staff dues to professional organizations	
10-540-1420	OSHA/SAFETY COMPLIANCE	Required items for OSHA compliance- work boots	
10-540-1430	TRAINING-REGISTRATION & CLASS MAT'	Staff conference and class registration and materials	
10-540-1431	TRAVEL MILEAGE	Staff mileage for conferences and training	
10-540-1432	MEALS	Staff meals for conferences and training	
10-540-1433	LODGING	Staff lodging for conferences and training	
10-540-1610	NON-CAPITAL EQUIPMENT PURCHASE	Computers	
10-540-1710	AUTO FUEL	Fuel for fleet vehicles	
10-540-1730	VEHICLE MAINT & REPAIRS	Maintenance and Repair for Fleet Vehicles	
10-540-1810	PERMITS & FEES RECURRING	Quartile Homeowner's Recover Fund dues	
10-540-3510	HISTORIC COMM.EXPENSE	Miscellaneous expenses	
10-540-3512	HISTORIC COMM-TRAVEL	Travel expense for Historic Commission	
10-540-4510	PROFESSIONAL SERVICES	moved to Non-Departmental	
10-540-8010	DEBT SERVICE - PRINCIPAL	Debt service on vehicles- principal	
10-540-8011	DEBT SERVICE - INTEREST	Debt service on vehicles- interest	
10-560-0000	PUBLIC WORKS:		
10-560-0200	SALARIES AND WAGES	Salaries paid bi-weekly (26 periods per year)	
10-560-0201	OVERTIME	Overtime wages paid	
10-560-0500	FICA EXPENSE	Federal Taxes for Social Security and Medicare withheld each pay period	
10-560-0600	GROUP INSURANCE EXPENSE	Allocation by department for employee medical insurance - Town pays 100% of employee medical insurance	
10-560-0700	RETIREMENT EXPENSE	Contribution by the Town to employees 401k (5%) and Town portion of NC Retirement (~7.5%)	
10-560-0800	WORKERS COMPENSATION	Allocation by department for Workers Comp premiums for the year, additional premiums may be paid during the year if a department has a claim	68

Town of Beaufort - Chart of Accounts

Account #	Account Name	Account Description	6.
10-560-1110	TELEPHONE	Telephone service for Public Works	
10-560-1111	TELEPHONE- CELLULAR	*	
10-560-1120	INTERNET\CABLE	Internet and cable service for the Public Works	
10-560-1130	POSTAGE	Postage to mail trash bills included with the monthly water bill	
10-560-1210	OFFICE SUPPLIES	Public Works office supplies	
10-560-1221	OFFICE EQUIPMENT LEASE	Copier Lease	
10-560-1230	OFFICE CONTRACT SERVICES	3rd party services for printing the Solid Waste/Utility Bill	
10-560-1250	DUES AND SUBSCRIPTIONS	Staff dues to professional organizations	
10-560-1310	ELECTRIC	Electricity for Public Works facility	
10-560-1320	LP GAS	Propane to heat shop garage	
10-560-1330	WATER\SEWER\ SOLID WASTE	Water and Trash Service for Public Works	
10-560-1420	OSHA/SAFETY COMPLIANCE	Required items for OSHA compliance	
10-560-1422	SAFETY SUPPLIES & MATERIALS	Rain gear, Safety and First Aid kits	
10-560-1430	TRAINING -REGISTRATION & CLASS	Staff conference and class registration and materials	
10-560-1432	MEALS	Staff meals for conferences and training	
10-560-1440	UNIFORMS	Uniforms for Public Works and Sanitation employees	
10-560-1610	NON-CAPITAL EQUIPMENT PURCHASE	Chainsaws, Hand Tools, Ladders	
10-560-1630	EQUIPMENT MAINT. & REPAIRS	Blades, Batteries and parts needed for equipment repair	
10-560-1710	AUTO FUEL	Fuel for fleet vehicles	
10-560-1730	VEHICLE MAINT. & REPAIRS	Maintenance and Repair for Fleet Vehicles, Tires	
10-560-1820	PERMITS & FEES - ONE TIME	Permits and Fees	
10-560-3310	DEPARTMENT SUPPLIES & MATERIAL	Shop supplies, barricades, brooms, mops, janitorial supplies	
10-560-3811	STREET CONT. SERVICES	Street Paving Repairs	
10-560-3812	STREET SUPPLIES & MAT'L	street repairs and road painting supplies	
10-560-3814	SIDEWALKS & MULTI-MODAL	Sidewalk Repairs	
10-560-3900	PARKING METERS	Parking Meter supplies, repairs, software support	
10-560-4550	CONTRACT SERVICES	Temporary Labor Service	
10-560-4552	MOSQUITO CONTROL	Mosquito Control Supplies	
10-560-4590	DREDGING EXPENSE	Funds wired to Army Corp for dredging	
10-560-5400	INSURANCE	Public Works Property and Liability insurance	
10-560-5900	STREET LIGHTS	Electricity for Streetlights	
10-560-7430	CAPITAL OUTLAY - VEHICLES	Capital Vehicle purchases	
10-560-8010	DEBT SERVICES-PRINCIPAL	Debt service on vehicles- principal	
10-560-8011	DEBT SERVICES-INTEREST	Debt service on vehicles- interest	
10-570-0000	SANITATION:		69

Town of Beaufort - Chart of Accounts

Account #	Account Name	Account Description	6.
10-570-0200	SALARIES AND WAGES	Salaries paid bi-weekly (26 periods per year)- Public Works employees	
10-570-0201	OVERTIME	Overtime wages paid	
10-570-0500	FICA EXPENSE	Federal Taxes for Social Security and Medicare withheld each pay period	
10-570-0600	GROUP INSURANCE EXPENSE	Allocation by department for employee medical insurance - Town pays 100% of employee medical insurance	
10-570-0700	RETIREMENT EXPENSE	Contribution by the Town to employees 401k (5%) and Town portion of NC Retirement (~7.5%)	
10-570-1310	ELECTRIC	Electric for the compactor on Queen Street	
10-570-1630	EQUIPMENT MAINT.	Items for compactor area, signage	
10-570-1710	AUTO FUEL	Fuel for fleet vehicles	
10-570-1730	VEHICLE MAINTENANCE	Maintenance and Repair for Fleet Vehicles, Tires	
10-570-4520	COLLECTION CONTRACTED SV WBD ROLLOUT ONL	Waste Industries Collection for WBD SW and Recycle	
10-570-4521	COLLECTION CONTRACTSVC RES ROLLOUT SW & RCY	Waste Industries Collection for Residential SW and Recycle	
10-570-4560	RECYCLING DISPOSAL WBD CARDBOARD ONLY	Waste Industries Collection for WBD Cardboard Only	
10-570-4561	SOLID WASTE DISPOSAL RES BULK SERVICE	Disposal of Bulk Items collected by the Town	
10-570-4562	YARD DEBRIS DISPOSAL FEE DEE GARNER	Disposal of Yard Debris collected by the Town	
10-570-4563	SOLID WASTE DISPOSAL WBD COMPACTOR FEE	Waste Industries Collection of Compactor	
10-570-7420	CAPITAL OUTLAY - EQUIPMENT	Capital Equipment purchases - Compactor and site prep	
10-570-7430	CAPITAL OUTLAY - VEHICLES	Capital Vehicle purchases	
10-570-8010	DEBT SERVICES- PRINCIPAL (GRAPPLE TRUCK)	Debt service on vehicles- principal	
10-570-8011	DEBT SERVICES - INTEREST (GRAPPLE TRUCK)	Debt service on vehicles- interest	
10-580-0000	STORMWATER		
10-580-1610	NON-CAPITAL EQUIPMENT PURCHASES	Small Tools and Equipment for Storm water Maintenance	
10-580-1710	DEPARTMENT SUPPLIES AND MATERIALS	Marking paint, pipes, seed	
10-580-4550	CONTRACT SERVICES	Storm water Plan	
10-620-0000	FACILITIES & GROUND MAIN:		
10-620-1111	TELEPHONE- CELLULAR		
10-620-1310	ELECTRIC	* Electricity at John Newton Park and "Special Event" receptacles	70

Town of Beaufort - Chart of Accounts

Account #	Account Name	Account Description	6.
10-620-1510	TOWN HALL BLDG MAINT	Windows, blinds, mold removal, bathroom repairs, carpet, paint	
10-620-1511	TOWN HALL GROUND MAINT	Tree trimming, ground clean-up, etc.	
10-620-1512	TOWN HALL JANITORIAL SUPPLIES	Toilet paper, paper towels, door mat service, cleaning supplies	
10-620-1513	TOWN HALL CONTRACTED SERVICES	Pest Control, cleaning service, fire extinguisher inspection	
10-620-1520	TRAIN DEPOT BLDG MAINT	Paint, wood, bulbs, keys, locks	
10-620-1522	TRAIN DEPOT JANITORIAL SUPPLIES	Toilet paper, paper towels, cleaning supplies	
10-620-1523	TRAIN DEPOT CONTRACTED SERVICES	Paint crew, building repair, fire extinguisher inspection	
10-620-1530	POLICE DEPT BLDG MAINT	Paint, bulbs, heating and air repair, new door for visitor entrance	
10-620-1532	POLICE DEPT JANITORIAL SUPPLIES	Toilet paper, paper towels, door mat service, cleaning supplies	
10-620-1533	POLICE DEPT CONTRACTED SERVICES	Pest Control, cleaning service, fire extinguisher inspection, security service	
10-620-1540	PUBLIC WORKS BLDG MAINT	Bulbs, building materials, heat and air service, pest control service	
10-620-1541	PUBLIC WORKS GROUND MAINT	Tree trimming, ground clean-up, etc.	
10-620-1542	PUBLIC WORKS JANITORIAL SUPPLIES	Toilet paper, paper towels, door mat service, cleaning supplies	
10-620-1550	CEMETERY MAINTENANCE	Lawn service for Oceanview and OBG, water service at Oceanview, electricity	
10-620-1560	PUBLIC RESTROOM BLDG MAINT	Water service for public bathrooms and water fountains, supplies needed to repair and maintain bathrooms	
10-620-1562	PUBLIC RESTROOM JANITORIAL SUPPLY	Toilet paper, paper towels, door mat service, cleaning supplies	
10-620-1570	PARKS MAINTENANCE	Water service at public parks, items needed to repair or maintain public parks (basketball goals, parts for Town clock, hoses)	
10-620-1573	PARKS CONTRACTED SERVICE	Port-A-John service, signs, Harborside Park (pass through to Friends of the Museum)	
10-620-1580	DOCKS AND BOARDWALK MAINT	Boardwalk materials	
10-620-1590	PUBLIC R.O.W. MAINT	Concrete, supplies for signs	
10-620-1591	TREES	Trees to be planted	
10-620-1592	WBD PROJECTS	Paint supplies for parking lots/spaces, signs, parking bollards	
10-620-1610	NON CAPITAL EQUIPMENT PURCHASE	Pressure washer, paint sprayer, etc	
10-620-1630	EQUIPMENT MAINT & REPAIRS	lawn mower repair. oil, filters, blades	
10-620-1900	PROPERTY LEASES	Lease for First Baptist Church parking lot	
10-620-3310	DEPARTMENTAL SUPPLIES & MATERIALS	mutt mitts, keys, flagging tape, flags, etc	
10-620-4550	CONTRACT SERVICES	Contracted work at OBG, Engineer services for Boardwalk	
10-620-6000	SPECIAL EVENTS	Tent for Memorial Day event, electric work for John Newton park	
10-620-7440	CAPITAL OUTLAY - OTHER STRUCTURES	Boardwalk repairs	
10-700-0000	NON-DEPARTMENTAL:		71

Town of Beaufort - Chart of Accounts

Account #	Account Name	Account Description	6.
10-700-0206	MERIT AWARDS	2.5% of General Fund salaries to be distributed among departments based on employee evaluations	
10-700-1410	HUMAN RESOURCES	Background checks, pre-employment physicals, drug screens, tuition reimbursements, employee assistance programs, employment ads	
10-700-1450	EMPLOYEE ENGAGEMENT	Employee recognition	
10-700-4510	PROFESSIONAL SERVICES	Surveys, engineer services, transportation plan, audit	
10-700-4530	LEGAL SERVICES	Attorney fees	
10-700-5730	CONTINGENCY	for unforeseen expenditures	
10-700-8010	DEBT SERVICE - PRINCIPAL	Town Hall debt payment	
10-700-8011	DEBT SERVICE - INTEREST	Town Hall interest payment	
10-800-0000	GENERAL FUND TRANSFERS:		
10-800-0001	CONTRIBUTION TO FIRE DEPT FUND	General Fund transfer to Fire Department	
	UTILITY FUND REVENUE		
40-303-0009	GRANTS NC	AIA Grant	
40-305-0001	REVENUE ACCOUNT REGULAR - WATER USAGE	Water usage	
40-305-0002	REVENUE ACCOUNT REGULAR - SEWER USAGE	Sewer usage	
40-305-0003	WATER TAP IN FEES	Water Taps	
40-305-0004	SEWER TAP IN FEE	Sewer Taps	
40-305-0005	ACCOUNT SERVICE CHARGES	Administrative service charge to open a new account (\$25.00 each)	
40-305-0006	WATER SERVICE CHARGES	Service fee for temporary usage	
40-305-0007	SEWER SERVICE CHARGES	Payments received through credit collection for old delinquent wrtie-off accounts	
40-305-0008	LATE FEES - WATER	Late fee of 10% added to utility bill, when balance isn't paid by the due date	
40-305-0009	LATE FEES - SEWER/GREASE	Late fee of 10% added to utility bill, when balance isn't paid by the due date (these accounts are sewer only)	
40-305-0010	RETURNED CHECK FEES - WATER	Fee of \$25.00 charged on returned checks	
40-305-0012	TEMPORARY UTILITY USE CHARGE	Temporary Services- service charges	
40-305-0013	SPRINKLER FEES	Annual fee charged to businesses with sprinkler systems	
40-307-0003	MISCELLANEOUS REVENUE - WATER	Temporary Services- on for cleaning water charges	
40-307-0004	MISCELLANEOUS REVENUE - SEWER	Temporary Services- on for cleaning sewer charges	
40-307-0009	APP. REST.FUND BALANCE-WATER	72 Appropriated Capacity Fee Fund Balance	

Town of Beaufort - Chart of Accounts

Account #	Account Name	Account Description	6.
40-307-0010	APP. RESTRICTED FUND BALANCE- SEWER	Appropriated Capacity Fee Fund Balance	
40-800-0000	UTILITY FUND TRANSFERS		
40-800-0206	MERIT AWARDS	2.5% of Utility Fund salaries to be distributed based on employee evaluations	
40-800-1240	CONTRIBUTION TO GF FOR ADMIN SERVICES	Transfer to the General Fund for administrative services provided by the General Fund	
40-800-8000	CONTRIBUTION TO CAPITAL RESERVE	Contribution to Capital Reserve	
40-810-0000	SEWER DEPARTMENT :		
40-810-0200	SALARIES AND WAGES	Salaries paid bi-weekly (26 periods per year)- Public Works employees	
40-810-0201	OVERTIME	Overtime wages paid	
40-810-0500	FICA EXPENSE	Federal Taxes for Social Security and Medicare withheld each pay period	
40-810-0600	GROUP INSURANCE EXPENSE	Allocation by department for employee medical insurance - Town pays 100% of employee medical insurance	
40-810-0700	RETIREMENT EXPENSE	Contribution by the Town to employees 401k (5%) and Town portion of NC Retirement (~7.5%)	
40-810-0800	WORKERS COMPENSATION	Allocation by department for Workers Comp premiums for the year, additional premiums may be paid during the year if a department has a claim	
40-810-1110	TELEPHONE	Landline service	
40-810-1111	TELEPHONE-CELLULAR	*	
40-810-1130	POSTAGE	Portion of the postage to mail utility bills	
40-810-1210	OFFICE SUPPLIES	Office Supplies	
40-810-1230	OFFICE CONTRACT SERVICES	3rd party services for printing the Utility Bill, NC 811 Locate Service	
40-810-1250	DUES & SUBSCRIPTIONS	Staff dues to professional organizations	
40-810-1310	ELECTRIC	Electricity for Lift Stations and sewer building	
40-810-1330	WATER/SEWER/SOLID WASTE	Water and Trash Service	
40-810-1420	OSHA/SAFETY COMPLIANCE	Gloves, safety vest	
40-810-1422	SAFETY SUPPLIES & MATERIALS	First aid and other safety materials	
40-810-1430	TRAINING - REGISTRATION & CLASS MA	Staff and employee conference and class registration and materials	
40-810-1432	MEALS	Staff and employee meals for conferences and training	
40-810-1433	LODGING	Staff and employee lodging for conference and training	

Town of Beaufort - Chart of Accounts

Account #	Account Name	Account Description	6.
40-810-1434	EMPLOYEE DEVELOPMENT /HUMAN RESOURCE	Background checks, pre-employment physicals, drug screens, tuition reimbursements, employee assistance programs, employment ads	
40-810-1440	UNIFORMS	Uniforms for Sewer Department employees	
40-810-1510	BUILDING MAINT	Building maintenance materials and repairs	
40-810-1512	JANITORIAL SUPPLIES	Toilet paper, paper towels, cleaning supplies	
40-810-1620	EQUIPMENT LEASE	Leased Backhoe	
40-810-1630	EQUIPMENT MAINT & REPAIRS	Parts needed for equipment repair	
40-810-1710	AUTO FUEL	Fuel for fleet vehicles	
40-810-1730	VEHICLE MAINT & REPAIRS	Maintenance and Repair for Fleet Vehicles, tires, transmission repairs, brakes, alternator	
40-810-1810	PERMITS & FEES - RECCURING	Permits and Fees	
40-810-3310	DEPARTMENT SUPPLIES & MATERIALS	Stone, marking tape, lines, flags, concrete	
40-810-4550	CONTRACT SERVICES	Fire Extinguisher inspection, credit checks for utility deposits, concrete repair, electrical services to trouble shoot lift stations as needed	
40-810-5400	INSURANCE	Property and Liability insurance for Sewer Department and Equipment	
40-810-7420	CAPITAL OUTLAY - EQUIPMENT	Generators for Lift Stations	
40-810-8010	DEBT SERVICE-PRINCIPAL	Sewer loans debt payment	
40-810-8011	DEBT SERVICE-INTEREST	Sewer loans interest payment	
40-811-0000	WWTP DEPARTMENT :		
40-811-0200	SALARIES AND WAGES	Salaries paid bi-weekly (26 periods per year)	
40-811-0201	OVERTIME	Overtime wages paid	
40-811-0500	FICA EXPENSE	Federal Taxes for Social Security and Medicare withheld each pay period	
40-811-0600	GROUP INSURANCE EXPENSE	Allocation by department for employee medical insurance - Town pays 100% of employee medical insurance	
40-811-0700	RETIREMENT EXPENSE	Contribution by the Town to employees 401k (5%) and Town portion of NC Retirement (~7.5%)	
40-811-0800	WORKERS COMPENSATION	Allocation by department for Workers Comp premiums for the year, additional premiums may be paid during the year if a department has a claim	
40-811-1110	TELEPHONE	Landline service	
40-811-1111	TELEPHONE - CELLULAR	*	
40-811-1120	INTERNET/CABLE	Internet service for WWTP	
40-811-1130	POSTAGE	Portion of the postage to mail utility bills	
40-811-1210	OFFICE SUPPLIES	Office Supplies	

Town of Beaufort - Chart of Accounts

Account #	Account Name	Account Description	6.
40-811-1230	OFFICE CONTRACT SERVICES	IT support	
40-811-1250	DUES & SUBSCRIPTIONS	Staff dues to professional organizations	
40-811-1310	ELECTRIC	Electricity for WWTP	
40-811-1330	WATER/SEWER/SOLID WASTE	Water and Trash Service	
40-811-1420	OSHA/SAFETY COMPLIANCE	Gloves, safety vest, safety glasses, work boots	
40-811-1422	SAFETY SUPPLIES & MATERIALS	First aid and other safety materials	
40-811-1430	TRAINING -REGISTRATION & CLASS MAT	Staff and employee conference and class registration and materials	
40-811-1431	TRAVEL MILEAGE	Staff and employee mileage for conferences and training	
40-811-1432	MEALS	Staff and employee meals for conferences and training	
40-811-1433	LODGING	Staff and employee lodging for conference and training	
40-811-1440	UNIFORMS	Uniforms for Sewer Department employees	
40-811-1510	BUILDING MAINT	Building maintenance materials and repairs	
40-811-1512	JANITORIAL SUPPLIES	Toilet paper, paper towels, cleaning supplies	
40-811-1610	NON-CAPITAL EQUIPMENT PURCHASE	Mixer, motor parts	
40-811-1630	EQUIPMENT MAINT & REPAIRS	Parts needed for equipment repair	
40-811-1710	AUTO FUEL	Fuel for fleet vehicles	
40-811-1730	VEHICLE MAINT & REPAIRS	Maintenance and Repair for Fleet Vehicles, tires, transmission repairs, brakes, alternator	
40-811-1810	PERMITS AND FEES - RECURRING	Permits and Fees	
40-811-1830	COMPLIANCE TESTING	Lab analysis and sample testing	
40-811-3310	DEPARTMENT SUPPLIES & MATERIALS	Lab supplies, chemicals, field supplies	
40-811-4510	PROFESSIONAL SERVICES	Electrical service for repairs	
40-811-4550	CONTRACT SERVICES	Pest control, fire extinguisher inspection, dumpster service, heat and air service	
40-811-5400	INSURANCE	Property and Liability insurance for WWTP Department and Equipment	
40-811-8010	DEBT SERVICE - PRINCIPAL	WWTP loans debt payment	
40-811-8011	DEBT SERVICE - INTEREST	WWTP loans interest payment	
40-812-0000	WATER DEPARTMENT :		
40-812-0200	SALARIES AND WAGES	Salaries paid bi-weekly (26 periods per year) - Public Works employees	
40-812-0201	OVERTIME	Overtime wages paid	
40-812-0500	FICA EXPENSE	Federal Taxes for Social Security and Medicare withheld each pay period	
40-812-0600	GROUP INSURANCE EXPENSE	Allocation by department for employee medical insurance - Town pays 100% of employee medical insurance	

Town of Beaufort - Chart of Accounts

Account #	Account Name	Account Description	6.
40-812-0700	RETIREMENT EXPENSE	Contribution by the Town to employees 401k (5%) and Town portion of Net Retirement (~7.5%)	
40-812-0800	WORKERS COMPENSATION	Allocation by department for Workers Comp premiums for the year, additional premiums may be paid during the year if a department has a claim	
40-812-1110	TELEPHONE	Landline service	
40-812-1111	TELEPHONE-CELLULAR	*	
40-812-1130	POSTAGE	Portion of the postage to mail utility bills	
40-812-1210	OFFICE SUPPLIES	Office Supplies	
40-812-1230	OFFICE CONTRACT SERVICES	IT support, 3rd party services to print the utility bill,, collection services for delinquent accounts	
40-812-1250	DUES AND SUBSCRIPTIONS	Staff dues to professional organizations	
40-812-1310	ELECTRIC	Electricity for Water Department	
40-812-1320	LP GAS	Lp gas for Water Department	
40-812-1330	WATER/SEWER/SOLID WASTE	Water and Trash Service	
40-812-1420	OSHA/SAFETY COMPLIANCE	Gloves, safety vest, safety glasses, work boots, first aid supplies	
40-812-1430	TRAINING -REGISTRATION&CLASS MAT'L	Staff and employee conference and class registration and materials	
40-812-1431	TRAVEL MILEAGE	Staff and employee mileage for conferences and training	
40-812-1432	MEALS	Staff and employee meals for conferences and training	
40-812-1434	EMPLOYEE DEVELOPMENT	Staff and employee lodging for conference and training	
40-812-1440	UNIFORMS	Uniforms for Water Department employees	
40-812-1510	BUILDING MAINT	Building maintenance materials and repairs	
40-812-1512	JANITORIAL SUPPLIES	Toilet paper, paper towels, cleaning supplies	
40-812-1610	NON-CAPITAL EQUIPMENT PURCHASES	Printers, scales, and other small equipment	
40-812-1630	EQUIPMENT MAINT. & REPAIRS	Parts needed for equipment repair	
40-812-1710	AUTO FUEL	Fuel for fleet vehicles	
40-812-1730	VEHICLE MAINT. & REPAIRS	Maintenance and Repair for Fleet Vehicles, tires, transmission repairs, brakes, alternator	
40-812-1810	PERMITS & FEES - REOCCURRING	Permits and Fees	
40-812-1830	COMPLIANCE TESTING	Lab analysis and sample testing	
40-812-3310	DEPARTMENT SUPPLIES & MATERIALS	Lab supplies, chemicals, field supplies	
40-812-4550	CONTRACT SERVICES	Southern Corrosion maintenance contract, Rivers and Assoc (AIA grant), fire extinguisher inspection, credit checks for utility deposits, heat and air service	
40-812-4570	COUNTY WATER PURCHASE	Water purchased from the County to service Eastman's Creek and other areas	76

Town of Beaufort - Chart of Accounts

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

Town of Beaufort
Statement of Revenue and Expenditures

Key for Column Headings

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

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

Below is a description of the headings for each column.

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

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

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

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

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

YTD Rev – total revenue collected to date

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

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

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

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

Prior Yr Expd – total expenditure for the prior fiscal year

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

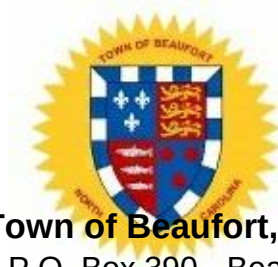
Current Expd – current amount of expenditures incurred for the current period
(current period – refer to date range on report header)

YTD Expended – total expenditures incurred to date

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

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

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



Town of Beaufort, 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 p.m. Monday, February 24, 2020 – Town Hall Conference Room, 701 Front Street, Beaufort

AGENDA CATEGORY: Discussion/Consideration
SUBJECT: Historic Beaufort Road Race

BRIEF SUMMARY:

Event organizers for the Historic Beaufort Road Race run by the Beaufort Ole Towne Rotary have submitted an event application to host the annual event on Saturday, July 18, 2020.

- * July 18, 2020
- * Set-up 6 a.m. - Finished by 10 a.m.
- * Request traditional 10K route
- * Request Turner Street be closed from Middle Lane to Front Street from 6 -10 a.m.
- * Request Front Street be closed from Orange to Queen Streets during race
- * Request closure of the West Parking lot to reopen by 10 a.m.
- * Request paid parking be suspended until 10:30 a.m.
- * Event will provide volunteers to help supplement public safety personnel at intersections along Front Street

REQUESTED ACTION:

Consideration & Discussion

EXPECTED LENGTH OF PRESENTATION:

5 Minutes

SUBMITTED BY:

Rachel Johnson, PIO/Parks & Events Coordinator

7.

BUDGET AMENDMENT REQUIRED:

No

Date Application Received:

11/10/20

7.

Permit Number:



TOWN of
BEAUFORT
NORTH CAROLINA

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: HISTORIC BEAUFORT ROAD RACE

Location of Event Site: FRONT STREET

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

RACES WILL START/END AT CORNER OF FRONT ST. AND TURNER STREET.

Run by: BEAUFORT OCEAN TOWNE ROTARY

Applicant (Organizer) Name: BOB TERWILLIGER Contact # 571-212-9345

Day of Event Contact #: 571-212-9345 Email: RTERWILLIG @ GMAIL. COM

Type of Event:

- ☐ Festival
- ☐ Parade
- ☒ 5K Race
- ☒ 10K Race
- ☒ 1 MILE RACE / WALK

05/01/1

☐ Music Event

☐ Other _____

Actual Event Date(s): July 18, 2020 Time of Event: 6 - 10 AM

Set-Up Date: July 28 Start Time: 6 AM

Tear Down Date: July 18 End Time: 10 AM

Estimated Attendance: 500 - 600 Admission Fees: N/A

Event Description:

CHARITY ROAD RACES
5K + 10K RACES
1 MILE RUN/WALK

ORGANIZER/APPLICANT INFORMATION

Name of Organization: BEAUFORT OLE TOWNE ROTARY

Primary Contact Person: BOB TERWILLIGER

Mailing Address: 815 ANN ST. BEAUFORT N.C. 28516

Email: BTERWILLIG @ GMAIL. COM

Daytime Phone #: 571-212-9345 Cell Phone #: 571-212-9345

Alternate Contact Person: _____ Phone #: _____

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)

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.

RUN THE EAST (RACE MANAGEMENT) JAMIE ORR (252) 902-9717

Will there be canon/re-enactment fire during your event? X If yes, please coordinate with the Beaufort Fire Department for safety procedures.

ALCOHOL

Alcohol at the event YES NO X 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 Robert Taylor (Applicant's Signature)

ROAD CLOSURES

Does your event require a road closure? X YES NO

Please provide specifics below:

Road	Set-Up Time	Event Start Time	Finish Time	Tear Down Time
* TURNER ST.	0600	0730	0900	1000
FRONT ST.	0600	0730	0900	1000

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.

* TURNER STREET CLOSED FROM MIDDLE LANE TO FRONT STREET

** FRONT STREET CLOSED FROM ORANGE STREET TO QUEEN STREET

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)

TRASH CANS	X 2	(\$20.00)
RECYCLE CARTS	X 2	(\$20.00)

PARKING/PARKING LOTS

7.

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.

*

WE ARE REQUESTING THAT PARKING FEE COLLECTION BE DELAYED UNTIL 10:30 THAT MORNING.

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.

N/A

Bicycle Parking: Yes _____ No X

Additional Handicap Parking: Yes _____ No X 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 TURNER ST., ANN ST. AND SIDE
STREETS ADJACENT TO FRONT ST.

PARADE/WALK INFORMATION

N/A

Parade Assembly Area: _____ Time: _____

Parade Dismissal Area: _____ Time: _____

Parade Start Time: _____

EMERGENCY MANAGEMENT

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

Designated Emergency personal/liaison (onsite): BOB TERWILLIGER

Cell #: 571-212-9345 Other Contact: _____

How will your event staff react to severe weather?

EVENT WILL BE CANCELED IN THE ADVENT OF SEVERE WEATHER.

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)

LOCAL ANNOUNCEMENTS VIA MEGAPHONE.

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.

PRIMARY RISKS: EXTREME HAZARDOUS WEATHER CONDITIONS
PARTICIPANT MEDICAL EMERGENCIES

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

MOST STAFF HAVE BEEN SUPPORTING RACE FOR SEVERAL YEARS AND ARE
EXPERIENCED. ADDITIONAL SAFETY TRAINING WILL BE CONDUCTED PRIOR TO
RACE.

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

7.

Will there be vendors selling items at your event? _____ Yes X 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 BEAUFORT OLE TOWNE ROTARY, on behalf of _____, 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 Robert T. [Signature] Date 1/10/2020

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: _____

88

Beaufort Waterfront 1 Mile 2019

Beaufort, NC

Brandon Wilson

Measured By: Brandon Wilson

USATF / RRTC Certifier

IAAF / AIMS Grade A

And Belinda King

USATF / RRTC Measurer

Measured: Mar 24, 2019

Course = 1-Mile

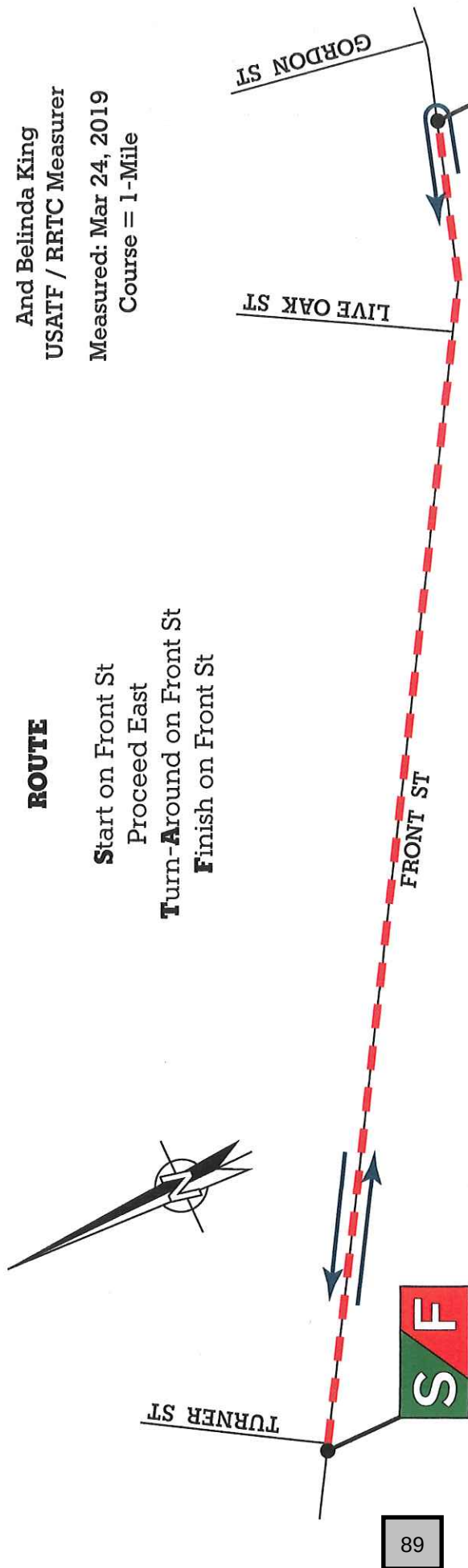
ROUTE

Start on Front St

Proceed East

Turn-Around on Front St

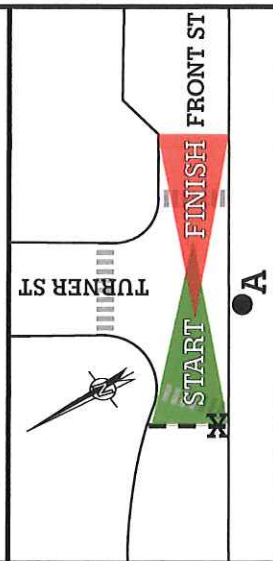
Finish on Front St



89

START FINISH DETAIL

The Start/Finish are collocated on Front St and form an imaginary line perpendicular to the roadway intersecting a mag nail and washer ("X"). The nail is 43' 10" West of Duke Energy Light Pole# N9D80 ("A") at the intersection of Turner St and Front St



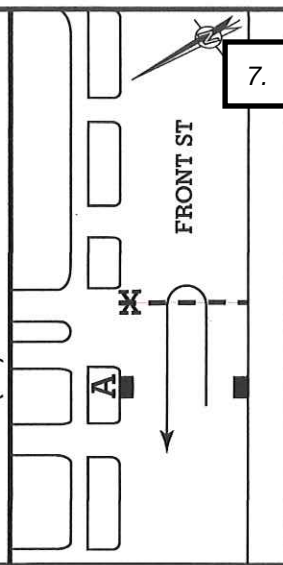
USATF Certificate #NC19004BW

Effective Apr 2, 2019 to Dec 31, 2029



TURN-AROUND DETAIL

The 1-Mile Turn-Around (TA) is located on Front St marked with a mag nail and washer ("X") at the northern road edge and is 23' 8" East of the iron storm drain ("A") in-front of 917 Front St

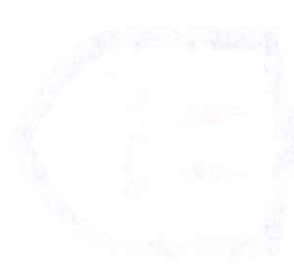


Handwritten notes in the top left corner, possibly describing a location or event.



Handwritten notes in the top right corner, continuing the descriptions from the left.

Additional handwritten notes in the top right corner, possibly a signature or date.



Handwritten notes in the middle left section, below the drawing.

Handwritten notes in the middle right section, above the large drawing.

A single line of handwritten text in the middle right section.

Handwritten notes in the bottom left corner, possibly a conclusion or summary.

A single line of handwritten text in the bottom left section.

Historic Beaufort Road Race 5k

Brandon Wilson

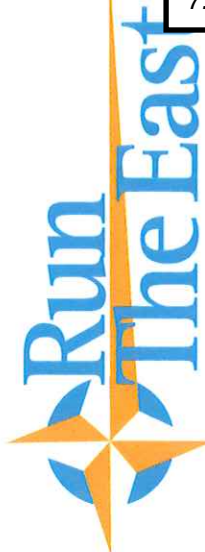
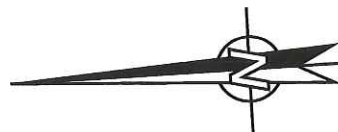
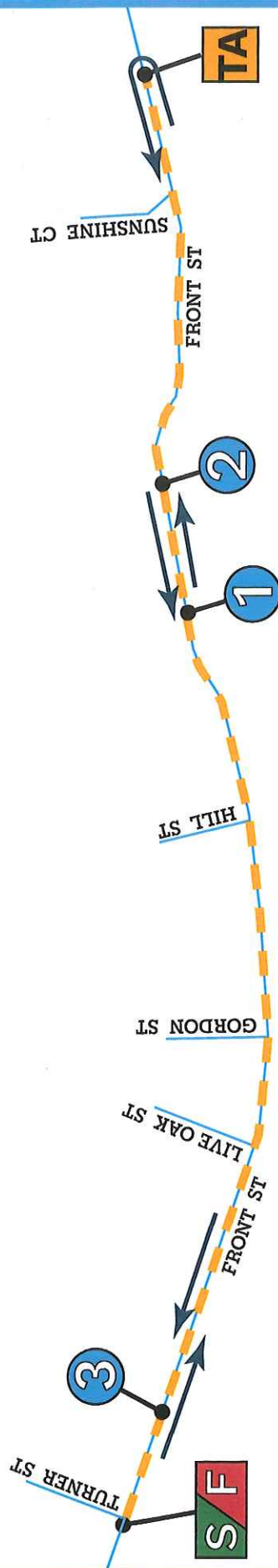
Measured By: Brandon Wilson
USATF / RRTC Certifier
IAAF / AIMS Grade A

And Belinda King
USATF / RRTC Measurer

Measured: Mar 24, 2019
Course = 5km

ROUTE

SStart on Front St
Proceed East
Turn-**A**round on Front St
Finish on Front St



Beaufort Waterfront 10k 2019

Beaufort, NC

SPLITS

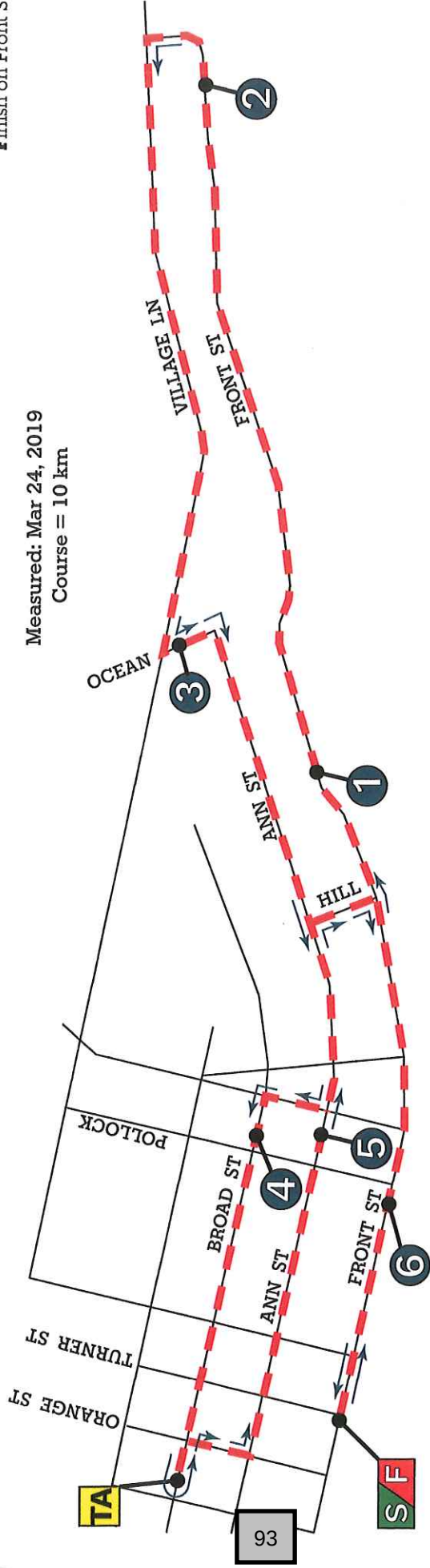
- Mile 1 - At 1506 Front St
- Mile 2 - 30' East of mailbox# 2505 Front St
- Mile 3 - On Ocean St 40' South of Village Ln
- Mile 4 - On Broad St 140' East of Pollock St
- Mile 5 - At Intersection of Ann St and Marsh St
- Mile 6 - on Front St 130' West of Pollock St

Brandon Wilson

Measured By: Brandon Wilson
USATF / RRTC Certifier
IAAF / AIMS Grade A

And Belinda King
USATF / RRTC Measurer

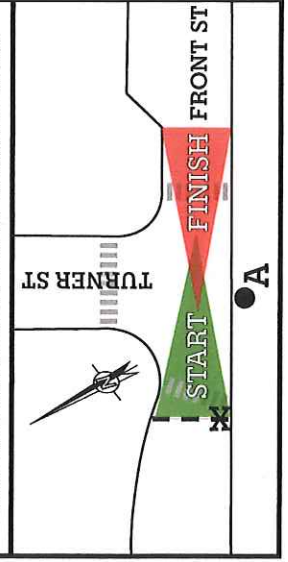
Measured: Mar 24, 2019
Course = 10 km



- ROUTE**
- Start on Front St
 - Proceed East
 - Left on Village Ln
 - Left on Ocean
 - Right on Ann
 - Right on Live Oak
 - Left on Broad
 - Turn-Around on Broad
 - Right on Orange
 - Left on Ann
 - Right on Hill
 - Right on Front St
 - Finish on Front St

START FINISH DETAIL

The Start/Finish are collocated on Front St and form an imaginary line perpendicular to the roadway intersecting a mag nail and washer ("X"). The nail is 43' 10" West of Duke Energy Light Pole# N9D80 ("A") at the intersection of Turner St and Front St

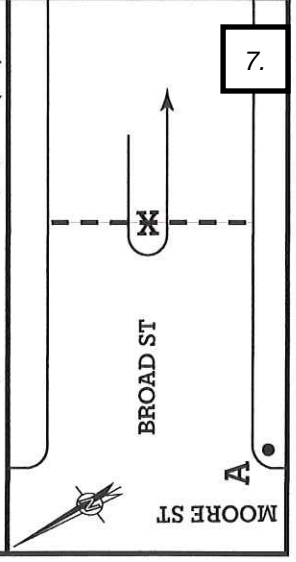


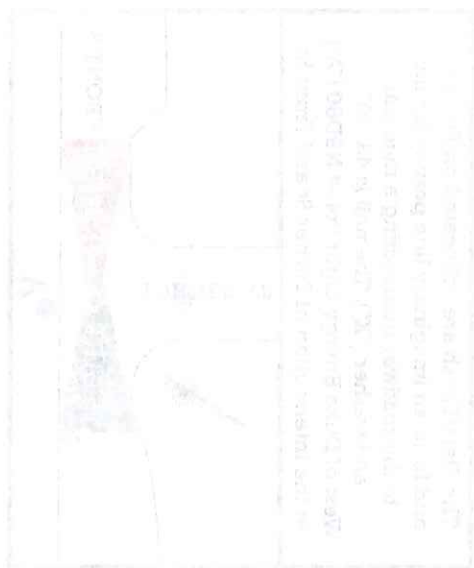
USATF Certificate #NC19006BW
Effective Apr 2, 2019 to Dec 31, 2029



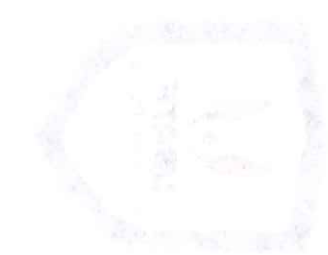
TURN-AROUND DETAIL

The Turn-Around (TA) is located on Broad St marked with a mag nail and washer ("X") center roadway and is 62' East of the Broad / Moore Street Sign post ("A")

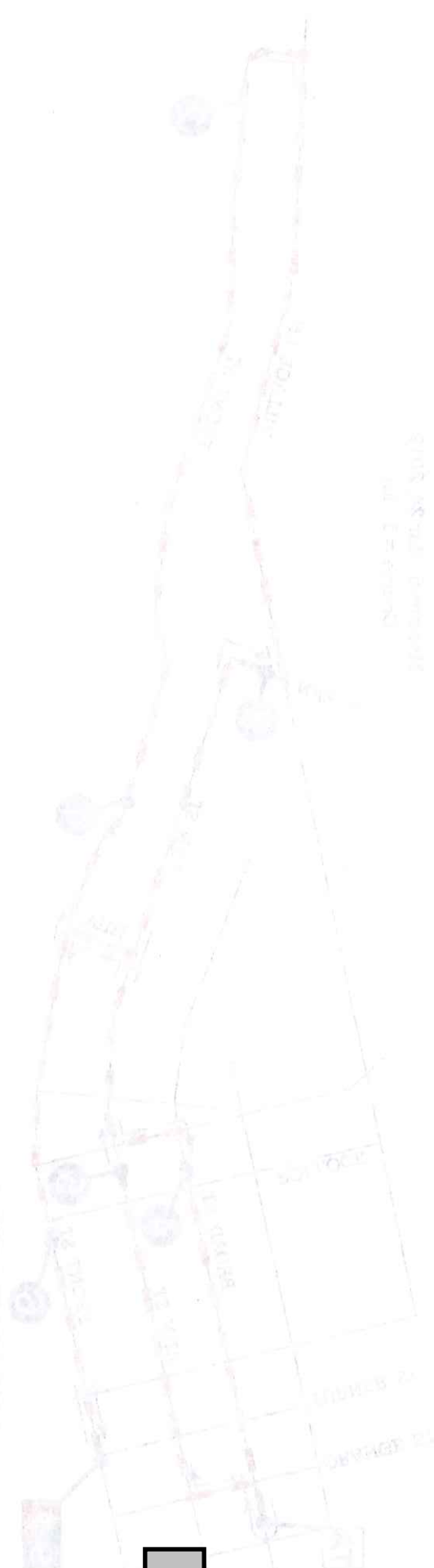




LATEO BEHIND BEACH



The map shows the area behind the beach. The area is divided into sections. The area is labeled "LATEO BEHIND BEACH".



The map shows the area behind the beach. The area is divided into sections. The area is labeled "LATEO BEHIND BEACH".

The map shows the area behind the beach. The area is divided into sections. The area is labeled "LATEO BEHIND BEACH".

The map shows the area behind the beach. The area is divided into sections. The area is labeled "LATEO BEHIND BEACH".



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 p.m. Monday, February 24, 2020 – Town Hall, 701 Front Street, Beaufort, NC

AGENDA CATEGORY: Discussion/Consideration

SUBJECT: Wooden Boat Show

BRIEF SUMMARY:

The NC Maritime Museum Wooden Boat Show is requesting the closure of the 300 block of Front Street from 6 a.m.-8 p.m. on Saturday, May 2, 2020 for the purpose of hosting their annual Wooden Boat Show.

This event occurs at the same time the Annual Boat Building Challenge takes place in the West parking lot.

REQUESTED ACTION:

Consideration

EXPECTED LENGTH OF PRESENTATION:

5 Minutes

SUBMITTED BY:

Rachel Johnson, PIO/Parks & Events Coordinator

BUDGET AMENDMENT REQUIRED:

No



TOWN of
BEAUFORT
NORTH CAROLINA

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: **NC Maritime Museum Wooden Boat Show**

Location of Event Site: **Watercraft Center, Museum, and 300 block of Front Street**

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

Run by: **NC Maritime Museum & Friends of the Museum**

Applicant (Organizer) Name: **Brent Creelman**

Contact #: **252 728-2762**

Day of Event Contact #: **Grant Caraway** Contact # **910 934-3792** Email: grant.caraway@ncdcr.gov

Type of Event:

- ☐ Festival
- ☐ Parade
- ☐ 5K Race
- ☐ 10K Race
- ☐ Music Event
- ☐ **Other: Exhibition**

Actual Event Date(s): **May 2, 2020**

Time of Event: **10 a.m. – 6 p.m.**

Set-Up Date: **May 2, 2020**

Start Time: **6 a.m.**

Tear Down Date: **May 2, 2020**

End Time: **8 p.m.**

Estimated Attendance: **2,000-3,000**

Admission Fees: **\$0**

Event Description:

Display of wooden boats, demonstrations

ORGANIZER/APPLICANT INFORMATION

Name of Organization: **Friends of the Museum**

Primary Contact Person: **Brent Creelman**

Mailing Address: **315 Front Street, Beaufort**

Email: **brent@maritimefriends.org**

Daytime Phone #: **252 728-2762**

Cell Phone #: **252 422-6452**

Alternate Contact Person: **Grant Caraway**

Contact # **910 934-3792**

Is your group a non-profit organization? **Yes** If yes, please provide documentation with your application.

Site Plan Attached

SITE PLAN

☒ **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

OTHER EVENT DETAILS

8.

- 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.

Please mark all that apply:

PARKS & PARKING LOTS REQUESTED

- ☐ 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: **300 block of Front Street**

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)

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.

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

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

Please provide specifics below: **300 block of Front Street between the Museum's east driveway and Orange Street with an access lane open for the Elizabeth Inn at 307 Front Street.**

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 \$32.50 per hour for the duration. At the discretion of the Police Chief, modifications may be made to staffing requirements. 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

Road	Set-Up Time	Event Start Time	Finish Time	Tear Down Time
300 block Front St	6-10 a.m.	10 a.m.	6 p.m.	6-8 p.m.

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 lots required for Event set-up: (Please mark on the site map if applicable) (Please note charges may apply. The rate is \$10 per 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.

300 block of Front Street to include parking spaces 173-183

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.

BB&T parking lot – Front & Pollock Streets

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):

Parade Assembly Area: _____ Time: _____

PARADE/WALK INFORMATION

Parade Dismissal Area: _____ Time: _____

Parade Start Time: _____

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

EMERGENCY MANAGEMENT

Designated Emergency personal/liaison (onsite): **Grant Caraway**

Cell #: **910 394-3792** Other Contact: **Brent Creelman 252 422-6452**

How will your event staff react to severe weather? **___Gather in the Watercraft Center & Museum**

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)

Bullhorn

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.

Severe weather – thunderstorms/high winds/lightening

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

Event volunteers & staff are seasoned. Volunteer orientation addresses pending threats.

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.

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 Bruce Creswell

on behalf of Hunting Museum, 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

Bruce Creswell

Date 7.13.2020



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 p.m. Monday, February 24, 2020 – Town Hall Conference Room, 701 Front Street, Beaufort

AGENDA CATEGORY: Discussion/Consideration

SUBJECT: Pirate Invasion

BRIEF SUMMARY: (Still in process of staff review)

The Beaufort Pirate Invasion has submitted an application to host their annual event with set-up beginning Aug. 6 – Aug. 10.

Staff is reviewing the request and will provide a detailed summary of requests to the BOC at the work session. The current list of closures requested include Front Street from the Town Hall parking lot entrance to Craven Street, the East Parking Lot, John Newton Park, Lynn Eury Park, Grayden Paul Park, Topsail Marine Park.

The large tent would be moved to the East lot to help with traffic flow. – Staff is discussing this and will present additional information.

REQUESTED ACTION:

Consideration & Discussion

EXPECTED LENGTH OF PRESENTATION:

5 Minutes

SUBMITTED BY:

Rachel Johnson, PIO/Parks & Events Coordinator

BUDGET AMENDMENT REQUIRED:

No

Feb. 3, 2020

Permit Number:



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 PIRATE INVASION 2020

Location of Event Site: EURY/GRAYDEN PAUL PARKS / BPT. HISTORIC SITE
 (If more than one site is being requested please be specific and list each one individually below)
EURY PARK / GRAYDEN PAUL PARK / ~~BEAUFORT~~ JOHN NEWTON
PARK / TOPSAIL PARK / EAST PARKING LOT + GRAVENST. TO POLLOCK ST.
HARBORSIDE PARK (MUSEUM) BEAUFORT HISTORIC SITE.

Run by: BEAUFORT PIRATE INVASION INC. 501 C3 CHARITABLE ORG.

Applicant (Organizer) Name: CAPT. CARL CANNON Contact # 252-241-9049

Day of Event Contact #: SAME Email: CARLCANNONJR@YAHOO.

Type of Event:
☒ INVASION!
☐ Festival
☐ Parade
☐ 5K Race
☐ 10K Race

- ☐ Music Event
- ☐ Other

Actual Event Date(s): AUGUST 7-9TH 2020 Time of Event: 10:AM - 11PM

Set-Up Date: AUGUST 6, 2020 Start Time: 8 AM

Tear Down Date: SUN 9TH & MON 10TH End Time: 11: PM

Estimated Attendance: 1500+ Admission Fees: N/A

Event Description:

ANNUAL PIRATE INVASION. LIVING HISTORY, ENTERTAINMENT
PARADE, RACE, VENDORS, 2 INVASIONS, MUSIC, FOOD,
FUN FOR ALL FAMILY.

Name of Organization: BEAUFORT PIRATE INVASION INC.

ORGANIZER/APPLICANT INFORMATION

Primary Contact Person: CAPT. CARL CANNON

Mailing Address: 103 LOFTIN LN. BFT. N.C. 28514

Email: CARL CANNON SR @ YAHOO.COM

Daytime Phone #: 252-247-9049 Cell Phone #: -

Alternate Contact Person: JO CANNON Phone #: 252-269-9191

Is your group a non-profit organization? YES If yes, please provide documentation with your application.

Site Plan Attached

SITE PLAN

- ☒ 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.

OTHER EVENT DETAILS

- 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)

TO BE DETERMINED WITH COORDINATION WITH
TOWN.

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.

Will there be canon/re-enactment fire during your event? YES If yes, please coordinate with the Beaufort Fire Department for safety procedures.

Does your event require a road closure? ✓ YES NO

Please provide specifics below:

FOR PIRATE PARADE FRIDAY AND POSSIBLE STREET CLOSURE FOR VENDORS AND FESTIVAL.

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 \$32.50 per hour for the duration. At the discretion of the Police Chief, modifications may be made to staffing requirements. 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

	Road	Set-Up Time	Event Start Time	Finish Time	Tear Down Time
7-20	TURNER TO POLLOCK	11:45 AM	12:00	12:15	←
7-9	CRAVEN TO 20		12, 7-20	5 PM, 9-20	—
	POLLOCK				

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 lots required for Event set-up: (Please mark on the site map if applicable) (Please note charges may apply. The rate is \$10 per 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.

TBD

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.

GALLANTS CHANNEL PARKING LOT.

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):

SAME AS LAST YEAR.

PARADE/WALK INFORMATION

Parade Assembly Area: BFT HISTORIC SITE Time: 11:45 AM

Parade Dismissal Area: TOWN HALL Time: 12:15

Parade Start Time: 12:00

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

EMERGENCY MANAGEMENT

Designated Emergency personal/liaison (onsite): BFT. RESCUE / FIRE

Cell #: _____ Other Contact: _____

How will your event staff react to severe weather?

SOME PRECAUTIONS AS USUAL. WARN VISITORS IF DANGEROUS CONDITIONS ARISE.

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)

PA. SYSTEMS AT EACH STAGE. ROAMING WARNING ON GOLF CARTS BY STAFF.

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.

WILL MEET WITH FIRE, POLICE, & EMERGENCY STAFF
TO UPDATE ANY CONCERNS OR NEW POLICY.

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

SAFETY MEETINGS

TENTS

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

Please list the tent sizes: MAIN TENT WILL BE SAME AS BEFORE, 40' X 120'

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

* WILL ADVISE HEALTH DEPARTMENT AND COORDINATE WITH ALL VENDORS

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 Carl Cameron Jr, on behalf of Beaufort Pirate Invasion Inc., 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

Carl M. Cameron Jr

Date

2-1-2020

Application Fee: \$25

Tent Inspection Fee: \$50 (Payable to the Beaufort Fire Department)

Hire Public Safety: \$32.50/hour

Electricity: \$50 per event

Town Parking Spaces: \$10 per space per day during Pay-to-Park season (not to be used for event organizers/vendor parking)

Public Works Service Fee: \$68/hour includes 2 employees for 1 hour

Trash/Recycling Containers: \$10 per cart

Electrician Fees: Subject to Electrician fees

Section 23: Application Checklist

23.1 Incomplete applications will not be considered. Please make sure the following documents are included with your special event application.

1. Event Application
2. Insurance
3. Site Plan
4. ABC Permits
6. 5K/10K Race Route
7. Hire a Police Officer Request Form
8. Non-profit documentation
9. Road Closure Map/Parade Route Map
10. Food vendor list
11. Vendor List
12. Tent Permit
13. Health Dept. Permit

MARSH

* ROAD CAN BE BLOCKED EITHER WAY TO ALLOW PROPER USE

ROAD DRIVERS

FOOD TRUCKS + VENDORS

* 5K RUN WILL START AT TOWN HALL IN FRONT OF FLAG.
* PIRATE PARADE WILL START AT HISTORIC SITE AND END AT TOWN HALL FLAG POLE.

COOPER'S DUMPSTER

BLANKET

TOWN HALL

EUCH PARK

GO PARK

POLLOCK

EMS

GOAT PARKING LOT

N
S
W
E

INLET INN

CRAB

QUEEN

→ →

* REQUEST TO MOVE ROAD CLOSURE TO GRAVES ST. ALL ELSE IS SAME AS LAST YEAR.

* WEST ROAD USE

← PARADE ROUTE

EAST PARKING LOT MAINTENANCE

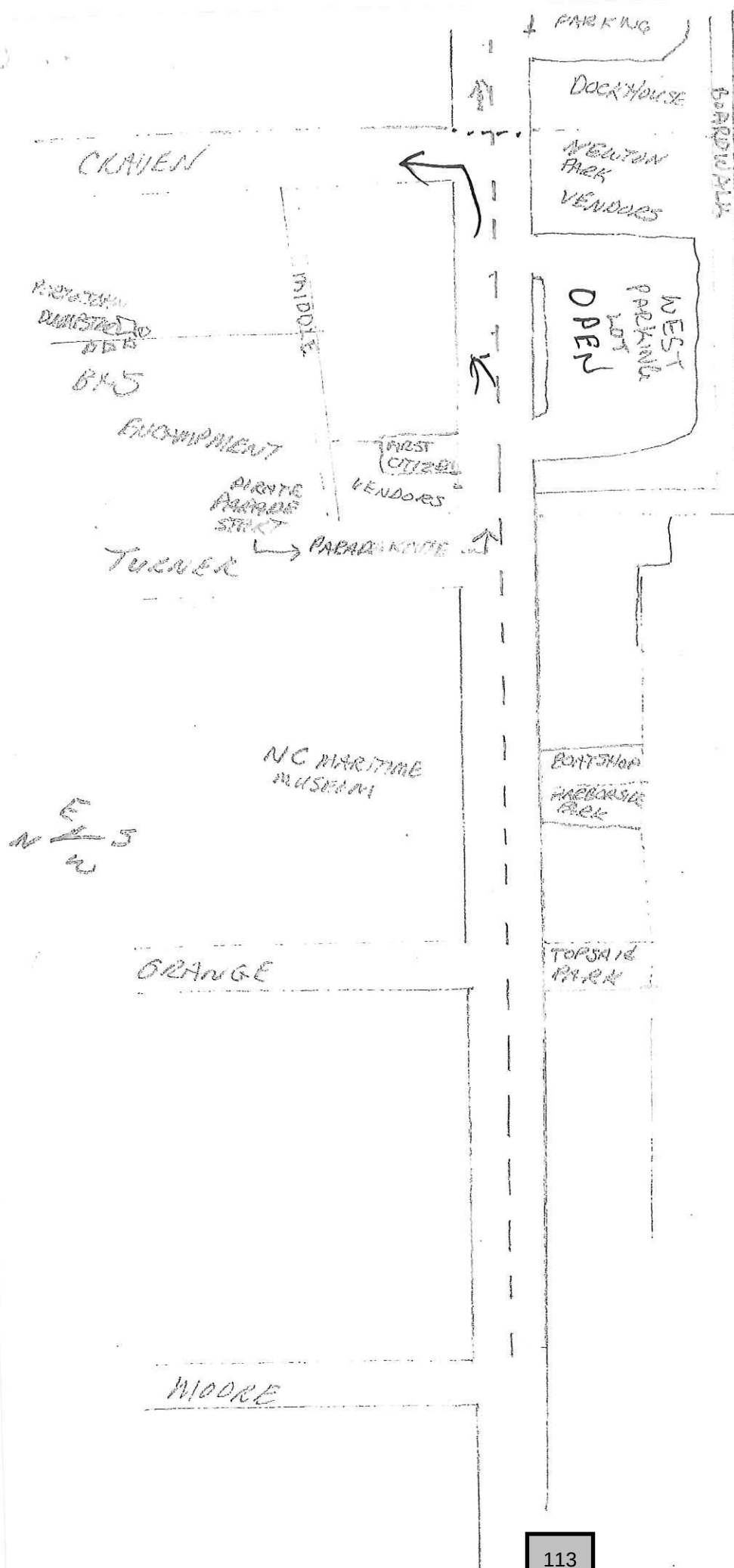
BOARDWALK

GRAVEN

← ←

LOCK ROUTE

NEWTON





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 4 p.m. Monday, February 24, 2020 – Town Hall Conference Room, 701 Front Street, Beaufort

AGENDA CATEGORY: Discussion/Consideration

SUBJECT: Lion's Club Bridge Run

BRIEF SUMMARY:

Event organizers have submitted an application to host the annual Lion's Club 5K run in the same manner as the 2019 event using the Bridge Route. Permission will need to be obtained from NCDOT for the bridge. The proposed date is Nov. 7, 2020. This coincides with the Beaufort Farmers Market. In 2019 event organizers worked closely with the Farmers Market to ensure things went smoothly. The feedback was very positive from the Farmers Market.

REQUESTED ACTION:

Discussion/Consideration

EXPECTED LENGTH OF PRESENTATION:

Five minutes

SUBMITTED BY:

Rachel Johnson, PIO/Parks & Events Coordinator

BUDGET AMENDMENT REQUIRED:

NO

Needs updated
TWS.

19-01853

Date Application Received:

10.

1/6/20

Permit Number:



TOWN of
BEAUFORT
NORTH CAROLINA

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 AND 1+ MILE DOG STRUT

Location of Event Site: TURNER STREET 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): 11-7-20 Time of Event: 8:00 AM
 Set-Up Date: 11-7-20 Start Time: 6:00 AM
 Tear Down Date: 11-7-20 End Time: 9:30 AM
 Estimated Attendance: 250-300 Admission Fees: \$30.00 - \$35.00

Event Description:

THE BEAUFORT BRIDGE RUN 5K + 14 MILE DOG STRUT 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 LANE Time: 7:45 AM

Parade Dismissal Area: TURNER ST. + MIDDLE LANE 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 DAW

How will your event staff react to severe weather?

IN THE EVENT OF HAZARDOUS OR DANGEROUS WEATHER, THE SKIDOG STRUT
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 - 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. FORTUNATELY, NOVEMBER IS USUALLY MILD
AND HAS BEEN FOR OUR PREVIOUS EVENTS. TRAFFIC IS ALSO 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 LINX 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 LIONS CLUB, 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 12-23-19

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)

12/23/2010 10.

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 DSP Insurance 1900 E. Golf Road, Suite 650 Schaumburg, IL 60173	CONTACT NAME: John Adams	FAX (A/C, No): 847-934-6186	
	PHONE (A/C, No, Ext): 1-800-316-6705	E-MAIL ADDRESS: lionsclubs@dspins.com	
INSURED Beaufort NC Lions Club Beaufort North Carolina	INSURER(S) AFFORDING COVERAGE		NAIC #
	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			HDOG71573448	09/01/2019	09/01/2020	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			ISAH25301754	09/01/2019	09/01/2020	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 ☐ RETENTIONS						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 ☐ OTHER ☐ 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)

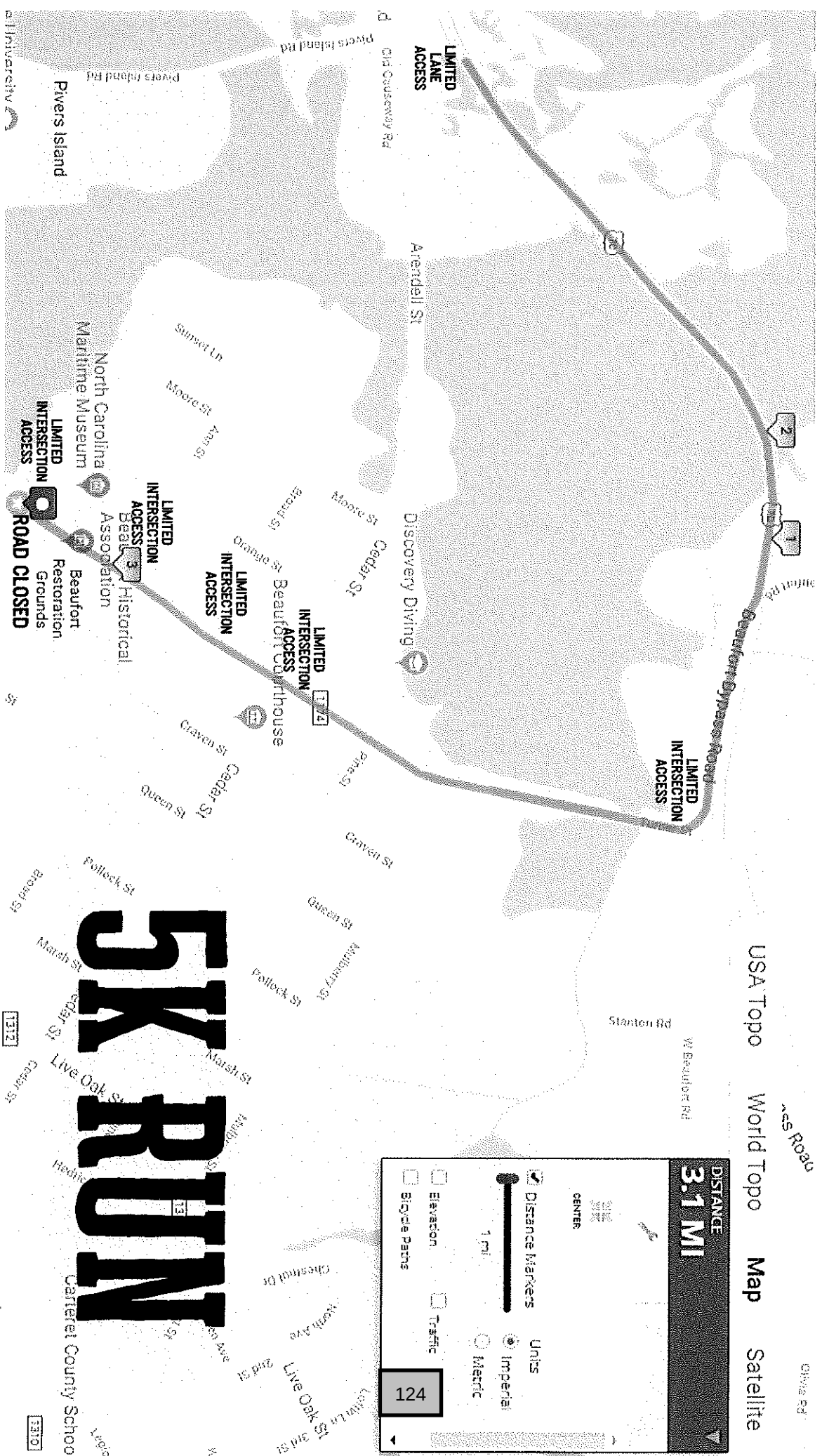
Provisions of the policy apply to the named insured's participation in the following activity during the policy period shown above: Beaufort Bridge Run 5K & 1+ Mile Dog Strut, 11-07-2020
PROVISIONS OF THE POLICY DO NOT APPLY TO THE SALE OR SERVING OF ALCOHOLIC BEVERAGES.

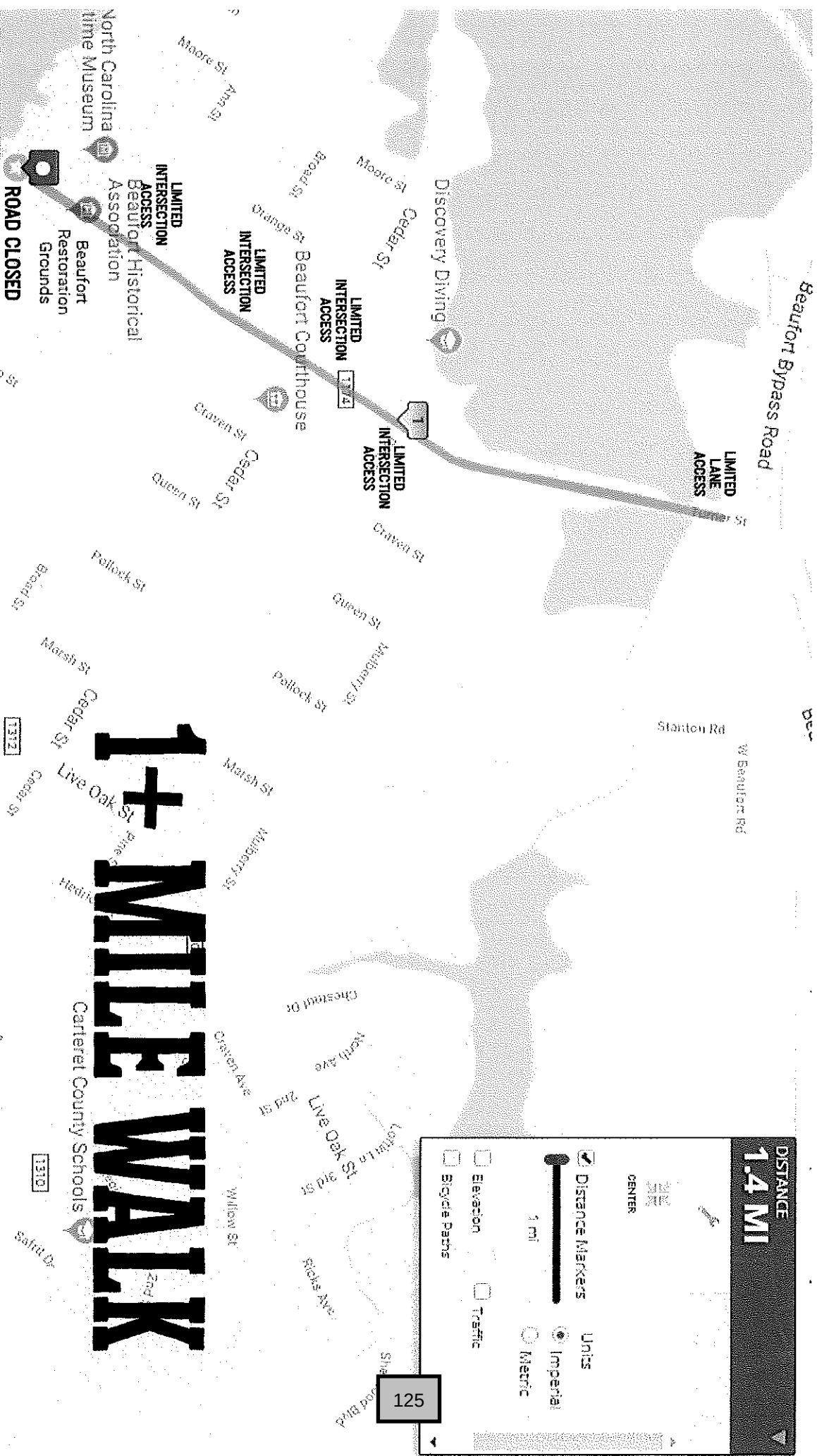
CERTIFICATE HOLDER**CANCELLATION**

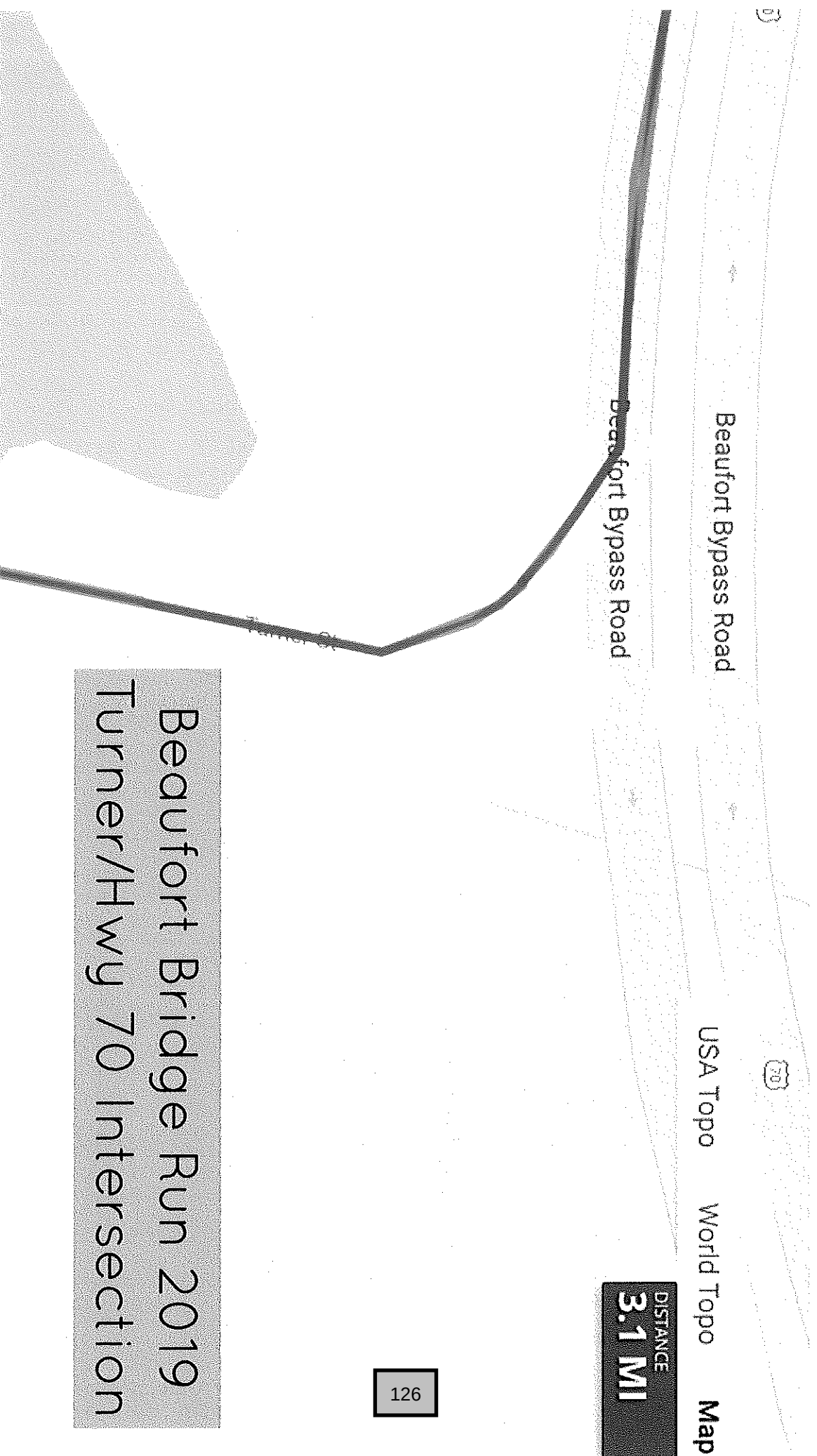
Town of Beaufort
701 Front Street
Beaufort North Carolina 28516

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 2019
Turner/Hwy 70 Intersection

Sea Witch Traders



Beaufort Realty



Beaufort Linen Co



Front St

Run The East
Trailer Turner St

Road Closed
Front St

Dogs
Registration Live Oak
(1)

Leader
Dog (2)

Water/
Fruit

Start/
Finish
Line
Public
Address

Lions
Club (3)

Registration
T-Shirts
(4,5,6)

Sponsor Banners

Prizes
Awards
(7)
(Backstreet)

Cru wine bar, t
Shop & Wine S

First Citizens Bank



Public Restroom



Finz Grill



SITE MAP

Fudge Factory



Front St

Fabricate



Tierra Fina



2020
Beaufort Bridge
Run
NOVEMBER 7, 2020



Beaufort Lions Club
Beaufort NC Lions Foundation (501c3)
BEAUFORT BRIDGE RUN/WALK 5K & 1+ MILE DOG STRUT
A Fundraiser for Lions Club International Diabetes for Awareness
November 2, 2019 | 8:00 am



10.

TESTIMONIALS & FEEDBACK

"Seriously, y'all did so well with setup, volunteers, the course, awards, shirts, and after party that it became the best 5K in the area! Looking forward to seeing it grow more."

-Tyler Pake, 2019 Beaufort Bridge Run 5K Winner

"THANK YOU for putting together such a well coordinated event from your volunteers to the cone company. While the route has its challenges, you did an amazing job coordinating and making sure everything was done properly. The Farmers Market expressed thanks to the Lions Club for helping promote them as well. While they experienced a few hiccups, they are supportive of future races during the off season months. I can't even begin to express my deep gratitude for this. I'm going to have you teach others!"

-Rachel Johnson, Town of Beaufort Public Information Officer

"I am glad it was such a successful event and you received the service we expect from our staff. That new route is fun and new and I hope others follow your lead to change things up a bit!"

-Paul Burdette, Town of Beaufort Chief of Police

"This 79-year-old placed 70th in the 5K. My time was 32:20:36. Happy to see that young guy, Clinton Hasty at 82 (years old), finishing in 93rd place, 36:12.12. This always gives us older guys hope. Congratulating and wishing him the best also in future endeavors. My reward is motivating others to run, which encompasses many health benefits, etc. Couldn't help but notice number of photographers during the race and Facebook photos are great. Good promotion for Lions Club 2020 race."

-Jim Murray, 2019 Beaufort Bridge Run 5K 70+ Age Group Winner

"The Bridge Run 5K was fabulous! I was, surprisingly, the only runner constantly stopping to take photos! Will do 2020 absolutely! Thanks for all you do for the community."

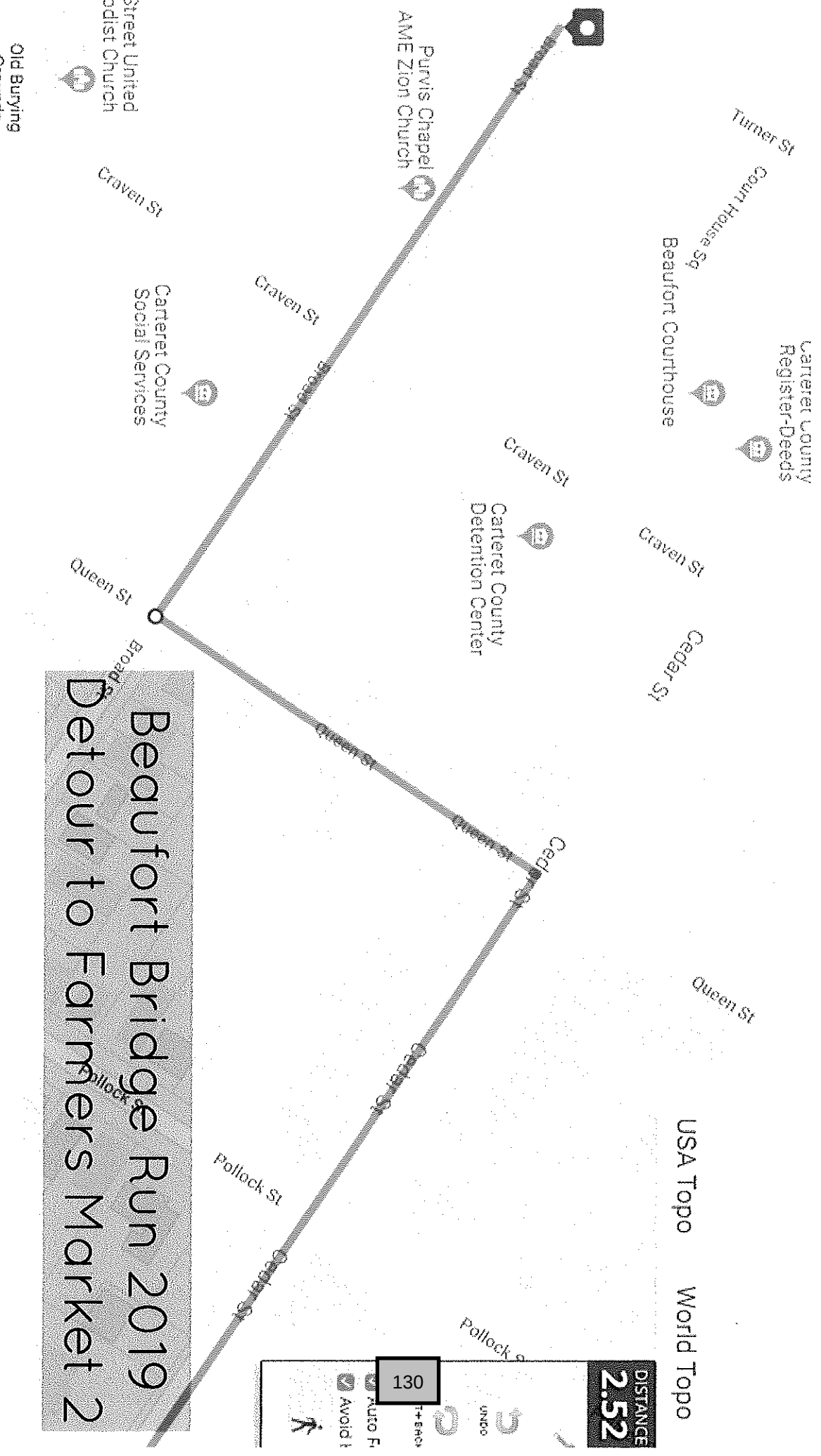
-Downton Antiques, Beaufort, NC

"I am so glad to hear that the event was a success and that our team did a good job for you. We were honored to be a part of it, and grateful for the chance to support the Beaufort Lions Club."

-Jaime Alberti, PSG Traffic Services

"Thanks for your reply to my concerns about the road closures to accommodate the Lions Club road race. The timing as you explained it should not have a big impact on the market and we do appreciate all the efforts you are making to mitigate the situation. The Lions Club is a very important organization and we appreciate our partnership with them all during the market season. In fact, they will be with us at the market this coming Saturday! Best of luck with your race and with the fundraising associated with it."

-Cindy Bunch, Olde Beaufort Farmers' Market





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, Feb. 24, 2020 – Town Hall Conference Room, 701 Front Street, Beaufort

AGENDA CATEGORY: Discussion and Consideration
SUBJECT: Crystal Coast Half Booty Triathlon

BRIEF SUMMARY: (Still in process of staff review)

Triathlon organizers have submitted an updated request to move the finish line for the 2020 event on Saturday, May 9. The original application requested the closure of the West Parking lot for the finish line activities. The amended application moves the finish line to Middle Lane. The BHA grounds will be used for activities.

The organizers request closing Middle Lane from 6 a.m. on May 9 until 8 p.m.

REQUESTED ACTION:
Consideration & Discussion

EXPECTED LENGTH OF PRESENTATION:
5 Minutes

SUBMITTED BY:
Rachel Johnson, PIO/Parks & Events Coordinator

BUDGET AMENDMENT REQUIRED:
No



TOWN of
BEAUFORT
NORTH CAROLINA

Date Application Received:

11.

Permit Number:

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: Crystal Coast Half Booty Triathlon

Location of Event Site: Maritime Museum Annex and Middle Lane/Turner St.
Beaufort Historic Site

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

Maritime Museum Annex = Swim Course and Transition Area
Middle Lane = Finish Line

Turner Street =

Beaufort Historic Site - POST RACE PARTY and Event Expo (May 8th)

Run by: Crystal Coast Triathlon Board of Directors

Applicant (Organizer) Name: Kaz Yahyapour Contact # 919-280-9737

Day of Event Contact #: 919-280-9737 Email: yahyapour5@aol.com

Type of Event:

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

- ☐ Music Event
☒ Other Half Triathlon

Actual Event Date(s): May 9, 2020 Time of Event: 4:00 AM to 6:00 PM
 Set-Up Date: May 9, 2020 12^{01A} to 5^{00A} Start Time: 7:00 AM
 Tear Down Date: May 9, 2020 End Time: 8:00 PM
 Estimated Attendance: 1,000 to 2,000 Admission Fees: Entry Free
 Event Description: 1.2 mile SWIM 56 MILE BIKE RIDE 13.1 mile RUN

ORGANIZER/APPLICANT INFORMATION

Name of Organization: Crystal Coast Half Booty Triathlon
 Primary Contact Person: Kaz Yahyapour
 Mailing Address: 6100 Crescent Knoll Dr. Raleigh, NC 27614
 Email: yahyapour5@aol.com
 Daytime Phone #: 919 280 9737 Cell Phone #: 919-280-9737
 Alternate Contact Person: Steve Tulavech Phone #: 252-211-3891
 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
- ☐ Topsall 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)

OTHER EVENT DETAILS

11.

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.

Grand Station Rentals
Blv Site Solutions

Will there be canon/re-enactment fire during your event? Yes If yes, please coordinate with the Beaufort Fire Department for safety procedures.

ALCOHOL

Alcohol at the event YES X 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 [Signature] (Applicant's Signature)

ROAD CLOSURES

Does your event require a road closure? X YES NO

Please provide specifics below:

Road	Set-Up Time	Event Start Time	Finish Time	Tear Down Time
CRAVEN ST.		10:00 AM	6:00 PM	6:00 P to 7:00 PM
MIDDLE LN	12:01 AM	12:00 AM	6:00 PM	6:00 P to 7:00 PM
TURNER ST. (Front St to Ann St)		10:00 AM	6:00 PM	6:00 P to 7:00 PM

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

11.

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 X

Additional Handicap Parking: Yes _____ No X 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):

Satellite Parking at Beaufort Middle School and
ACE Hardware

PARADE/WALK INFORMATION

Parade Assembly Area: _____ Time: _____

Parade Dismissal Area: _____ Time: _____

Parade Start Time: _____

EMERGENCY MANAGEMENT

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

Designated Emergency personal/liaison (onsite): Kaz Yahyapour

Cell #: 919 - 280 - 9737 Other Contact: _____

How will your event staff react to severe weather?

Event will be cancelled if severe weather is predicted.

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)

Announcements made on site at both Transition Area and FINISH LINE / POST RACE PARTY to evacuate the area.

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.

Risk of severe weather - actions as above.

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

All will know in advance that they are to seek cover in event of severe weather.

TENTS

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

Please list the tent sizes: 30x100

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. Papa Johns Pizza for participants

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

11.

Will there be vendors selling items at your event? _____ Yes X 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 Kaz Yahyapour, on behalf of Crystal Coast Half Booty Triathlon 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 [Signature] Date 2-5-2020

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: _____

Town of Beaufort

Tent Permit Application

11.

The NC Fire Prevention Code requires tents in excess of 800 square feet and other membrane structures to be evaluated for fire and life safety and a permit issued prior to the event. Applicants must submit completed application, attachments and permit fee to the Town of Beaufort Fire Department **three (3)** days prior to event.

Submit Permit Application, Attachments and Tent Permit Fee of \$50.00 to:

- Town of Beaufort Fire Department, Attention: Tammy Turek
- Located at: 506 Live Oak Street, Beaufort, NC 28516
- Fax: 252-728-2382
- Email: t.turek@beaufortnc.org

A Tent Permit is not required if all of the following conditions are meant:

- 1) Tent is less than 1,800 square feet
- 2) Tent is open on all sides
- 3) Tent has a minimum clearance of 12 feet from all structures.

If you have any questions regarding your tent, please contact Tammy Turek, Beaufort Fire Department: 252-728-4325

SECTION I. EVENT INFORMATION

APPLICANT'S NAME: Crystal Coast Half Booty Triathlon		
PHONE NUMBER: 919-280-9737	E-MAIL ADDRESS: yahyapour5@aol.com	
NAME OF PERSON HOLDING EVENT: Kaz Yahyapour	PHONE NO. 919-280-9737	
EVENT ADDRESS/LOCATION: Beaufort Historic Site		
NAME/TYPE OF EVENT: Expo and Post-Race Party - Crystal Coast Triathlon		
TENT SET UP DATE: May 7, 2020	EVENT DATE(S): May 8 + May 9, 2020	TIME OF EVENT: 5/8 - 10A - 8P 5/9 7A - 7P

SECTION II. TENT INFORMATION

Size of tent: 100 x 30	Sides? YES ☒ NO ☐	Estimated number of attendees: 400-600 (Not All at ONE Time)
Will there be electricity? ☒ YES ☐ NO / If so, Electrical Source: Existing power supply or Temporary power pole		
<i>*The Town's Building Inspector is required to inspect a new temporary power pole prior to the power company turning on the electricity. Existing power supplies, such as a residential or commercial outlet, have previously been inspected, and therefore do not require an inspection.</i>		
Will there be heaters? YES ☒ NO ☐		
<i>*Open flames or flammable liquids are not allowed in the tent, and all other heaters shall be approved by the Fire Inspector. Please contact Fire Inspector for approved heating devices.</i>		
Will you be cooking? YES ☒ NO ☐		
<i>*Warming trays and other similar devices shall be approved by the Fire Inspector. Cooking tents with sides shall be separated from the other tents by 20'.</i>		

SECTION III. REQUIRED ATTACHMENTS

If there is not a permanently affixed National Fire Protection Association (NFPA) 701 label located on the tent, the tent company will provide a Certificate of Flame Resistance to the Fire Inspector.

Site Plan showing the tent's location on the property. Beaufort Historic Site

The site plan is used to review whether there is adequate and safe access for fire trucks. Detailed site and floor plans are required for tents with an occupant load of 50 or more

Floor plan showing seating arrangements, exits, equipment being used, stage, etc.

Floor plans are used to determine the maximum number of people allowed in the tent and plans are reviewed for safety.

SECTION VI. FOR OFFICE USE BELOW THIS LINE:

Permit Fee Received: YES NO INV.#	Date: _____
Approved by: _____	Date: _____
FIRE INSPECTOR SIGNATURE	



Town of Beaufort, NC

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

Town of Beaufort Board of Commissioners Work Session

4:00 PM Monday, February 24, 2020 – Town Hall Conference Room, 701 Front Street, Beaufort

AGENDA CATEGORY: Items for Discussion and Consideration
SUBJECT: Request to NCDOT to Lower Speed Limit on Turner and Cedar Streets

BRIEF SUMMARY:

At its December, 2019 Regular Meeting, the Board adopted a resolution requesting that NCDOT lower the speed limit on Turner and Cedar Streets to 25mph.

Notice was received from NCDOT that its review concluded that the appropriate speed limit on Turner Street north of Cedar Street is 35 mph, and that Cedar Street should be reduced from 35 mph to 30 mph.

An email from NCDOT is attached, as well as a municipal certification permitting the lowering of the speed limit on Cedar Street to 30 mph.

REQUESTED ACTION:

Approve municipal certification.

EXPECTED LENGTH OF PRESENTATION:

5 minutes

SUBMITTED BY:

John Day, Town Manager

BUDGET AMENDMENT REQUIRED:

Yes

John Day

From: Hamilton, Steven J <shamilton@ncdot.gov>
Sent: Monday, February 3, 2020 5:25 PM
To: John Day
Cc: Hunter, Robert P; Cabaniss, Jeffrey D; Evans, James F
Subject: Request for lower speed limit in Beaufort
Attachments: Beaufort 30 mph on Cedar St SR1493.pdf

John,

I am writing to advise that I have completed our site review of Turner Street and Cedar Street for requested speed limit reductions and have the following recommendations.

With Regards to Turner Street (SR1174): based on the conditions along the roadway and roadway geometry we have determined that the reasonable and prudent speed limit should be 35 mph between US70 and Cedar Street. Once traffic crosses over Cedar Street the roadway narrows and is more constrictive so the current 25 mph on that section is reasonable. Based on this we will be revising the current signing to advise motorist turning off US70 that the speed limit is 35 mph and relocate the existing 35 mph sign for northbound traffic closer to Cedar Street. This should be completed by the end of this week.

Regarding Cedar Street (SR1493): as you are aware a road diet was conducted along Cedar Street between Gallants Channel and Live Oak Street. The travel way was reduced to 2 lane 2 way roadway. Conditions along this section of roadway would support a reduction from 35 mph to 30 mph. During our site review, free flow traffic (that we followed) tended to travel less than the current 35 mph limit. Typically the traffic traveled around 30 mph which supports our findings of the roadway conditions. Based on this information we recommend a 30 mph speed limit along Cedar Street. Attached for Town Council adoption is a municipal certificate to reduce the current 35 mph limit to 30 mph. Once council has approved this speed limit, have the attached form completed, sealed, and return the original signed document to me for further processing. Please mail the original to my address below.

Sincerely,

Steven J. Hamilton, PE, CPM
 Division Traffic Engineer
 Division Two

252 439 2816 office

NC Dept of Transportation
 1037 W. H. Smith Blvd.
 Greenville, NC 27834



Email correspondence to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties.

From: John Day <j.day@beaufortnc.org>
Sent: Friday, December 20, 2019 3:38 PM

To: Hamilton, Steven J <shamilton@ncdot.gov>
Cc: Hunter, Robert P <phunter@ncdot.gov>; Cabaniss, Jeffrey D <jcabaniss@ncdot.gov>
Subject: [External] RE: Request for lower speed limit in Beaufort

12.

CAUTION: External email. Do not click links or open attachments unless you verify. Send all suspicious email as an attachment to report.spam@nc.gov

Thank you, Steven. I look forward to hearing back from you next month.

Merry Christmas!
John

John Day
Beaufort Town Manager
252-728-2141, office
252-528-5623, mobile
www.beaufortnc.org

From: Hamilton, Steven J [<mailto:shamilton@ncdot.gov>]
Sent: Friday, December 20, 2019 3:36 PM
To: John Day <j.day@beaufortnc.org>
Cc: Hunter, Robert P <phunter@ncdot.gov>; Cabaniss, Jeffrey D <jcabaniss@ncdot.gov>
Subject: Request for lower speed limit in Beaufort

John,
Preston Hunter has forwarded the Town's request for 25 mph speed limits on Cedar and Turner Streets in Beaufort and asked for us to review. I plan to investigate this request in mid January and will advise of our findings and recommendations.

Sincerely,

Steven J. Hamilton, PE, CPM
Division Traffic Engineer
Division Two

252 439 2816 office

NC Dept of Transportation
1037 W. H. Smith Blvd.
Greenville, NC 27834



Email correspondence to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties.

Email correspondence to and from this sender is subject to the N.C. Public Records Law and may be disclosed to third parties.

**Certification of Municipal Declaration
To Enact Speed Limits and Request for Concurrence**

12.

Concurring State Ordinance Number: 1077233

Division: 2 **County:** CARTERET

Municipality: BEAUFORT

Type: Municipal Speed Zones

Road: SR 1493

Car: 30 MPH

Truck: 30 MPH

Description: Between 0.282 mile west of SR 1174 (Turner Street) and 0.412 mile east of SR 1174 (Turner Street).

Municipal Certification

I, _____, Clerk of _____, do hereby certify that the municipal governing body, pursuant to the authority granted by G.S. 20-141(f), determined upon the basis of an engineering and traffic investigation and duly declared, on the _____ day of _____, 20____, the speed limits as set forth above on the designated portion of the State Highway System, which shall become effective when the Department of Transportation has passed a concurring ordinance and signs are erected giving notice of the authorized speed limit.

The said municipal declaration is recorded as follows:

Minute Book: _____ Page: _____ Ordinance Number: _____

In witness whereof, I have hereunto set my
hand and the municipal seal this _____ day
of _____, 20_____.

(signature)

(municipal seal)

Department of Transportation Approval

Division: _____ Title: _____ Date: _____

Region: _____ Title: _____ Date: _____