



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, December 21, 2020 - Zoom due to COVID-19 Monthly Meeting

Call To Order

Roll Call

Agenda Approval

Public Comment

Project Updates

Items for Discussion and Consideration

- [1.](#) Draft Minutes for the Nov. 23 and Dec. 14, 16 and 21 2020 Work Session
- [2.](#) Sewer Allocation Policy
- [3.](#) Case No. 20-11 – Request to Rezone 1205 Lennoxville Road
- [4.](#) Financing for Public Utilities Dump Truck
- [5.](#) November Financial Report/Notes
- [6.](#) Manager and Board Evaluation Proposal
- [7.](#) Preservation North Carolina Request
- [8.](#) NC League of Municipalities Legislative Goals - 2021-2022 Legislative Biennium

Mayor/Commission Comments

Adjourn



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**Town of Beaufort Board of Commissioners Work Session
4:00 PM Monday, Dec. 21, 2020 – Zoom Meeting due to COVID19 Pandemic**

AGENDA CATEGORY: Items for Discussion and Consideration
SUBJECT: Draft Minutes for the Nov. 23 and Dec. 14, 16 and 21 2020 Work Session

BRIEF SUMMARY:

Draft minutes for the Nov. 23 Work Session, the Dec. 14 Regular Meeting and the Dec. 16 Special Meeting, and the Dec. 21 Work Session. Dec. 14, 16, and 21 minutes are still being prepared and will be ready prior to the January 11, 2021 Regular Meeting.

REQUESTED ACTION:

Move to Consent Agenda for January Regular Meeting

EXPECTED LENGTH OF PRESENTATION:

2 minutes

SUBMITTED BY:

Rachel Johnson, Deputy Clerk

Nov. 23 minutes prepared by Lance Heater, Dec. 14 and 16 minutes prepared by Kate Allen, Town Planner

BUDGET AMENDMENT REQUIRED:

No



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**Town of Beaufort Board of Commissioners Work Session Meeting
4:00 PM Monday, November 23, 2020 – Zoom Meeting Due to COVID-19 Pandemic
Minutes**

Call to Order

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

Roll Call

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

Present

- Ann Carter
- John Hagle
- Sharon Harker
- Marianna Hollinshed
- Charles McDonald

Agenda Approval

Commissioner Hagle asked to amend order of the agenda by switching items #9 and #10.

Commissioner Harker made a motion to approve the agenda as amended. The motion passed unanimously.

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

Public Comment

None

Project Updates

Town Engineer, Greg Meshaw provided an update on current projects.

- Randolph Johnson Park: Mr. Meshaw stated the project was substantially complete, with final inspection scheduled for the week of 11/30.

- Topsail Park: Mr. Meshaw stated that the start date had been pushed back to 11/30. Work is expected to be completed within seven weeks.
- Street Construction: Mr. Meshaw showed a list of street rehabilitation and construction projects. Paving has been completed on Live Oak Street (100 block), Gordon Street, Laurel Lane, Safrit Drive, Craven Avenue, Carteret Avenue, Pollock Street and Olivia Road. Still to be completed are Live Oak Street (300 block), Marsh Street, Taylors Creek Road and Campen Road. New street construction is complete on Howard Jr. Lane. New street construction is scheduled for the Souza Development Access Street.
- Turner Street 100 Block Street Improvements: Start date on the project has been delayed until January, due to concerns about the impact on retail businesses during the holiday season.
- Cedar Street Water & Sewer Rehabilitation & Replacements: The contract was awarded 11/9 with a preconstruction meeting scheduled for 12/9.
- First Street Culvert Relocations: Work has been completed.
- Wastewater System Inventory Asset Assessment: Mr. Meshaw reported that, through grant funding, the Town would be developing a 10-year Wastewater Capital Improvement Plan. Tasks involved in the development include CCTV inspection of sewers, inspection of wastewater pumping stations, and preparing cost estimates. Inspection has begun, with a 45-day contract period.
- First Street Culvert Relocations: Work completed on 10/27.
- Town Hall Reception Area Renovation: Work is slated to be complete at the end of 1/21.

In response to a question from Commissioner McDonald, Town Manager John Day stated that once lobby renovations are complete and a new handicap-accessible public entrance is complete, the lobby will be reopened for those who wish to conduct utility transactions. In response to a question from Commissioner Harker, Mr. Meshaw stated that the Turner Street project would begin the first week of 1/21, with work lasting approximately 6 weeks. Also in response to a question from Commissioner Harker, Mr. Day stated that a locked door would be installed between the public area and the rest of the building during Town Hall renovations. In response to a question from Commissioner Hollinshed, Mr. Day stated that citizens had access to Town Hall employees by appointment. In response to a question from Commissioner Hagle, Parks & Events Coordinator/P.I.O. Rachel Johnson stated that a dedication ceremony for Randolph Johnson park would be held in the spring of 2021. In response to a question from Mayor Newton, Mr. Meshaw stated that improvements to Howard Jr. Lane would help to mitigate flooding in the area.

Items for Discussion and Consideration

1. Draft Minutes for the Oct. 26 Work Session, Nov. 4 Special Meeting, and Nov. 9, 2020 Regular Meeting

This item was placed on the agenda under Items of Consent

2. Case #20-12 Special Use Permit for a Kennel, Indoor/Outdoor Operation for 102 Professional Park Drive & 1975 Live Oak Street

Mayor Newton declared the evidentiary hearing open and reviewed the rules for conducting a quasi-judicial evidentiary hearing.

Town Clerk Lance Heater administered the oath to Kyle Garner, Planning and Inspections Director and Sam Barnes, representative of the applicant, Austin Veterinary Clinic.

In response to an inquiry from Mayor Newton, each Board member affirmed that they had no ex parte communication, bias or conflicts of interest regarding the case.

Mr. Garner provided an overview of the case, noting the following: 1) location of 102, Professional Park Drive & 1975 Live Oak Street, request for a kennel indoor/outdoor operation, 1.90 acres; 2) notice having been provided to adjacent property owners; 3) property is zoned TR, Transitional; 3) CAMA land use plan indicating the property as general commercial; 4) site plan showing the existing structure, parking, and proposed privacy fence; 5) interior layout design showing location of kennel areas; 6) 10%

of the square footage of the interior space would be used as kennel space; 7) use of a kennel requires a Special Use Permit per section 8-B-5 of the LDO; 8) existing structure is 7,800 square feet and is not to be extended; 9) parking requirement is 31 spaces and 34 spaces are shown on the site plan; 10) area to serve as the kennel is approximately 10% of the total internal operational footprint; 11) proposed boarding area would accommodate 10 felines and approximately 10-15 canines; and 12) outside play area would only be used between 9am and 5pm.

Mr. Garner outlined staff comments as follows: 1) the application is for the outside kennel portion of the vet operation; the other use is considered as permitted use and the existing site meets all standards; 2) at their 10/19/2020 meeting, the Planning Board recommended approval of the Special Use Permit with the following conditions: that the indoor kennel area have sound proofing to dampen the sound of animals and that the vegetative buffer be designed and installed by an arborist to provide sound dampening between the outside area and the residents of Pearl Drive; 3) the LDO Section 20-B, Special Use Permits, requires a complete application to include a site plan; and 4) a written narrative has been by the applicant as to how the required findings of the Special Use Permit meet the requirements of Section 20-E-1.

Mr. Garner outlined the required findings of the Board of Commissioners before any application for a Special Use Permit may be granted or denied and staff's review of them as follows:

- a. The proposed use is an allowable special use in the zoning district it is being located within—staff testifies that it is an allowable special use.
- b. The application is complete—staff testifies that it is complete.
- c. The location and character of the use will be in conformity with the Town's land use plan and other comprehensive planning elements—staff testifies that it is in compliance with the CAMA future land use plan identifying this area as conducive to business commercial property.
- d. Streets, driveways, parking lots, traffic control, and any other traffic circulation features shall be designed and provided in accordance with the current traffic engineering standards and Town regulations and found to be adequate for the proposed special use—staff testifies that it is.
- e. The proposed special use will not substantially injure the value of adjoining or abutting properties—staff has not been provided with any information that the use would be harmful to the value of adjacent properties.
- f. The proposed special use will be compatible and in harmony with adjoining land uses and the development patterns of the immediate area (for residential zones, this includes size; height; proportion and scale; roof shape; setbacks; location, size, and number of openings [doors and windows]; materials; color; and texture)—staff testifies that it would be compatible; and
- g. The proposed use will not materially endanger the public health or safety of the community if located where proposed and developed according to the submitted and approved plan—staff has not been presented with any evidence or testimony to the contrary.

Mr. Garner asked that the materials presented in the Board's agenda packet be entered into the record of the proceeding as Exhibit A.

Mr. Barnes, representing the applicant, testified that although the use is described as a kennel, it is in fact a boarding facility for a veterinary hospital. Mr. Barnes stated that the outside dog area would only be used during business hours while the facility is staffed.

In response to a question from Commissioner Carter, Mr. Barnes stated that the facility would be regularly cleaned to limit any odors that might be generated from the facility and that the sound-proofing and vegetative buffer recommended by Planning Board have been incorporated into the facility's design. In response to a question from Commissioner McDonald, Mr. Barnes stated that the facility would employ 5-7 staff members. In response to a question from Commissioner Harker, Mr. Barnes stated that, although the facility would not be staffed 24 hours per day, personnel would be on call should an

emergency or problem with the facility arise. Commissioner Hagle spoke positively about the applicants' current operation and stated that he had heard no complaints regarding it.

Mayor Newton asked the Board if there were other materials not in evidence which would prevent the Board from determining the case. Each Commissioner stated that there were none.

Mayor Newton conducted a roll call vote on whether a consensus to approve or deny could be obtained:

Voting to approve: Commissioner Carter, Commissioner McDonald, Commissioner Harker, Commissioner Hollinshed, and Commissioner Hagle.

Commissioner Hagle made a motion as follows: Having reviewed the record and having considered all evidence submitted and oral testimony for Case # 20-12, I move that the Board of Commissioners conclude the pending application meets the following location standards under the Land Development Ordinance for the Town of Beaufort and is appropriate in the proposed location:

- a. *The proposed use is an allowable special use in the zoning district it is being located within;*
- b. *The application is complete;*
- c. *The location and character of the use will be in conformity with the Town's land use plan and other comprehensive planning elements;*
- d. *Streets, driveways, parking lots, traffic control, and any other traffic circulation features shall be designed and provided in accordance with the current traffic engineering standards and Town regulations and found to be adequate for the proposed special use;*
- e. *The proposed special use will not substantially injure the value of adjoining or abutting properties;*
- f. *The proposed special use will be compatible and in harmony with adjoining land uses and the development patterns of the immediate area (for residential zones, this includes size; height; proportion and scale; roof shape; setbacks; location, size, and number of openings [doors and windows]; materials; color; and texture); and*
- g. *The proposed use will not materially endanger the public health or safety of the community if located where proposed and developed according to the submitted and approved plan.*

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

3. Case No. 20-11 – Request to Rezone 1205 Lennoxville Road

Kate Allen, Town Planner, asked the Board to schedule a public hearing on the request to rezone property located at 1205 Lennoxville Road from B-1 General Business to TCA Townhomes, Condominiums and Apartments.

This item was placed on the agenda under Public Hearing.

4. Sewer Allocation Policy

Mr. Meshaw presented an amended Sewer Allocation Policy, which reflected comments received from the Board since the last meeting. Mr. Meshaw noted that language had been added in Section 7 which required that applicants outside of the Town limits request annexation as part of the application process. Requests would be considered only after the site had been annexed or an agreement for out-of-Town services had been approved. In response to a question from Commissioner Carter, Mr. Meshaw stated that under the policy either an individual property owner or a group of owners within a subdivision would need to petition for annexation prior to

consideration of any request for sewer service. Commissioner Carter suggested that the Board could also choose to extend sewer service but to defer the request for annexation until a future time of the Town's choosing. In response to a question from Commissioner McDonald, Mr. Meshaw stated that if adopted, the Sewer Allocation Policy would be a policy and not an agreement. Commissioner Harker stated that she would support language in the policy which incorporated thresholds of capacity. In response to a question from Commissioner Harker, Mr. Meshaw stated that the wastewater system inventory assessment would assist with regard to decisions about growth. Commissioner Hollinshed asked that the language in Section 7-B-1 allowing for allocation requests without annexation be deleted from the policy or that it be made clear that such requests would only be approved by the Board. Commissioner Hollinshed also asked that Section 3-A Extensions be removed or the wording "at the sole discretion of staff" be removed. In response to a question from Commissioner Hagle, Mr. Meshaw stated that the tier system applied to all requests. Also in response to a question from Commissioner Hagle, Mr. Day stated that the term "infill" as used in the policy only applied to properties within the Town limits. Commissioner Hagle stated that he would prefer language be added which would set a cap on when the Board would not allow further out-of-Town service based on plant capacity, perhaps at 70-75%. Mr. Day asked if the Board wanted to impose limits on the Board's discretion to approve requests at some threshold.

It was the consensus of the Board that they would like to see a draft of the policy reflecting the comments of the Commissioners as well as information regarding the potential capacity for in-Town expansion prior to further consideration at a future work session.

5. Short Term Rental Regulations

Mayor Newton suggested that these regulations be included in the UDO and not be considered as a separate set of regulations. In response to a question from Commissioner Carter, Town Attorney Arey Grady stated that the proposed regulations, although based upon those developed by the City of Wilmington which are currently in litigation, do not contain items that are the subject of that litigation. Commissioner Carter suggested that the Town consider postponing adoption of the regulations until the Wilmington case was adjudicated. Commissioners McDonald and Harker concurred with Mayor Newton on incorporating the regulations into the UDO. Commissioner Hollinshed suggested that the Board develop a consensus on issues regarding parking, noise, and trash which would then be incorporated into the UDO. Commissioner Hagle noted that these regulations concern a business operating in a residential area and that B&Bs are required to obtain Special Use Permits in the current LDO. Mr. Grady stated that incorporating the regulations into the UDO was perhaps the safest method to pursue.

6. Turner Street Traffic Calming

Mr. Day stated that a request had been made to add a traffic calming device in the 200 block of Turner Street in the form of a raised crosswalk such as the one planned for the 100 block of Turner Street. The estimated cost is \$10,000. Commissioner Hollinshed expressed support for installing devices on all corners of the intersection of Broad and Turner and asking the County to support it.

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

7. October Financial Report/Notes

Christi Wood, Finance Director, provided the October Financial Report. Ms. Wood reported on property tax collections and sales & use tax distributions. Ms. Wood noted that Budget transfers from Non-Departmental Capital Outlay- Vehicles were made during October to the Police Department and Public Works for vehicles and equipment. During the budget process staff had not finished prioritizing the vehicle needs of each department. A lump sum amount was budgeted in the Non-Departmental account to be disbursed once needs were reviewed and prioritized with

each department. In response to a question from Commissioner Hollinshed, Ms. Wood stated that 3 police vehicles, 2 pickup trucks, 1 dump truck and a backhoe had been purchased.

8. FY 21 Budget Amendment #4

Ms. Wood stated that in the prior year Town moved to a purchase card program that allowed for rewards to be earned on purchases. As of November 5, 2020, rewards available were \$16,125. The reward dollars were not budgeted in the annual budget. Ms. Wood recommended approval of Budget Amendment #4 which would allow for these funds to be appropriated to the Public Works budget to fund renovations to the Town Hall lobby area. In response to a question from Commissioner Harker, Mr. Day stated that these funds would cover the cost of the project.

This item was placed on the agenda under Items of Consent

9. Harbor Master Plan Committee

Commissioner Carter stated that a number of citizens had requested to have input in the process of developing a Master Plan for the Harbor and suggested the formation of a Harbor Committee to act as a steering committee to work with the consultants in the development of the Plan. Commissioner Carter suggested that applications be taken and considered by the Board. Commissioner McDonald suggested the matter be tabled, as it may be too soon to consider it. Commissioner Harker concurred. Commissioner Hollinshed spoke in favor of forming the Committee, noting that government often moves slowly and that the Board should form a vision to direct how the Committee should be structured. Commissioner Hagle concurred. Mayor Newton voiced opposition, stating that input could be obtained in a transparent manner involving all stakeholders without formation of a committee. Mayor Newton stated the proposal contained in the agenda packet for development of a Harbor Master Plan included engagement with stakeholder meetings as a part of the process. Mayor Newton also expressed concern regarding the additional workload of staff resources to support the committee. Commissioner Hagle suggested the Board hold a special called meeting in January to address the issue. Mayor Newton stated that he would email the Board to determine an appropriate time to schedule such a meeting.

10. Capital Project Street Rehabilitation and Pedestrian Improvement Budget Amendment #1

Ms. Wood stated that during the October 12, 2020 meeting the Board approved Capital Reserve Fund Budget Amendment #5 to transfer funds to the Capital Project Street Rehabilitation and Pedestrian Improvement for Turner Street improvements. Budget Amendment #5 transferred the funds out of the Capital Reserve Fund. Ms. Wood stated that Budget Amendment #1 is needed to receive the funds in the Street Rehabilitation and Pedestrian Improvement Capital Project.

This item was placed on the agenda under Items of Consent

Mayor/Commission Comments

Commissioner Carter had none.

Commissioner McDonald stated that whatever is decided regarding the Harbor Master Plan, input should be solicited from the current leaseholder.

Commissioner Harker wished everyone a happy Thanksgiving and thanked those who were going to be feeding those in need during the holiday. She also encouraged use of the three “W”s to prevent COVID and encouraged getting the flu vaccine.

Commissioner Hollinshed also wished everyone a happy Thanksgiving and expressed appreciation for those who would be helping others during the holiday.

Commissioner Hagle wished everyone a great Thanksgiving and asked that everyone pay attention and focus on driving and to wear their masks.

Adjourn

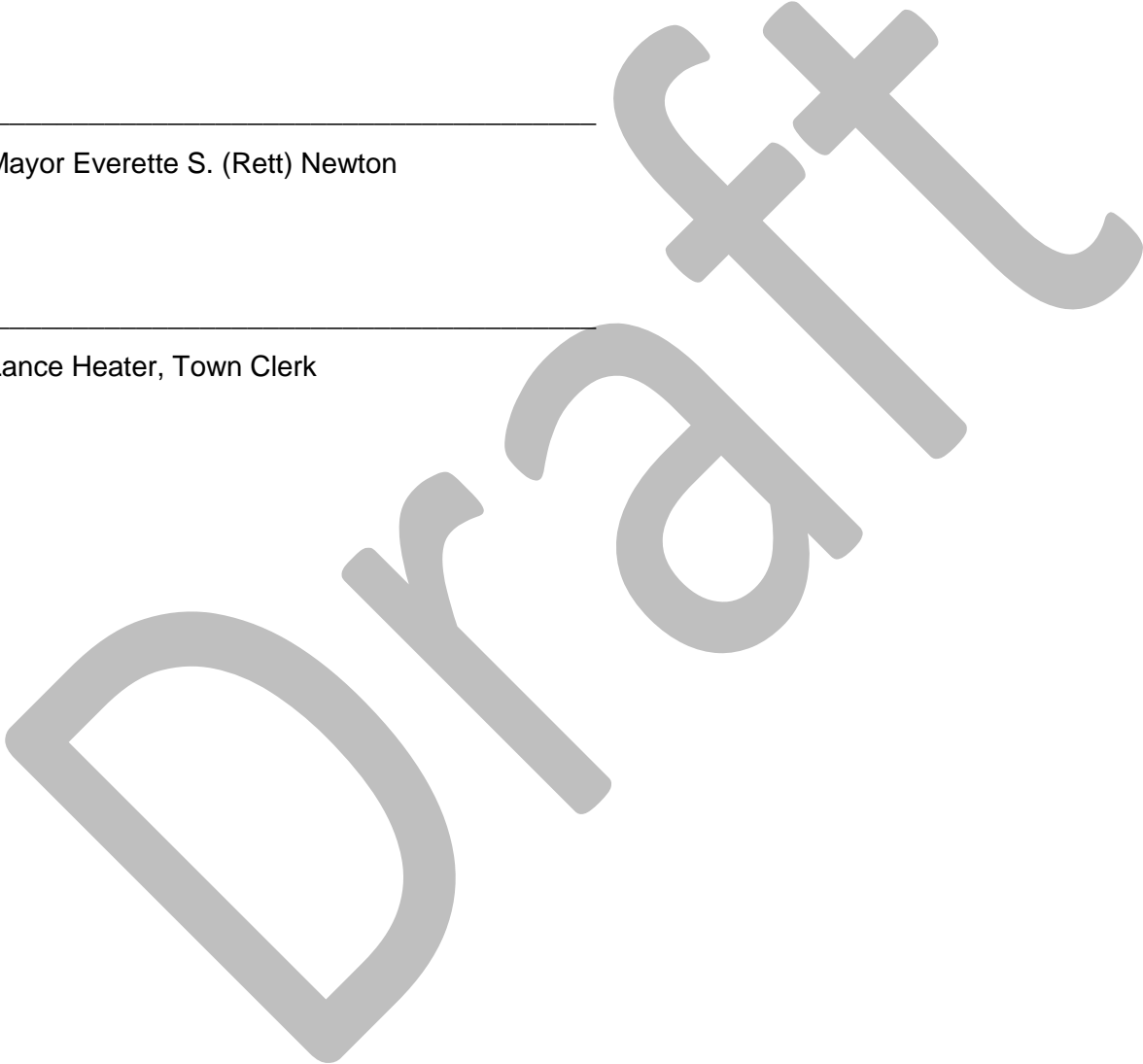
Commissioner Hagle made a motion to adjourn. The motion passed unanimously.

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

The meeting was adjourned at 6:19pm.

Mayor Everette S. (Rett) Newton

Lance Heater, Town Clerk





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**Town of Beaufort Board of Commissioners Work Session
4:00 PM December 21, 2020**

AGENDA CATEGORY: Items for Discussion and Consideration
SUBJECT: Sewer Allocation Policy

BRIEF SUMMARY:

A proposed sewer allocation policy was first presented to the Board of Commissioners during their October 26, 2020 work session. Additions to the proposed policy were subsequently made based upon Commissioner comments. The resulting draft was presented to the Commissioners during their November 9, 2020 regular meeting whereupon additional crafting of the policy’s language was requested.

The attached draft policy is presented for consideration as it is intended to incorporate the additions, deletions, and rewording requested by various Board members.

REQUESTED ACTION:

Consider approving the Sewer Allocation Policy as presented.

EXPECTED LENGTH OF PRESENTATION:

15 minutes

SUBMITTED BY:

Greg Meshaw, PE, Town Engineer

BUDGET AMENDMENT REQUIRED:

No



TOWN OF BEAUFORT POLICY

Department:
Public Services

Effective Date:

Policy Title:
Wastewater Allocation Policy

Supersedes:

Version No.:
001

Additions made after the October 26, 2020 work session meeting are highlighted in yellow.

Proposed revisions made after the November 9, 2020 regular are shown in red font.

Prepared By:
Gregory K. Meshaw, PE
Town Engineer/Public Services Director

Approved By:

Approval Date:

1. Purpose

The Town of Beaufort (“Town”) has made a significant public investment in improvements and increased capacity to the Town’s sewage treatment and disposal facilities (“Plants”) and sewage collection and transmission system (“Sewers”) in order to avoid the environmental damage and danger to the public health caused by limited or inadequate collection and treatment of wastewater. Recognizing that the capacity of the treatment and disposal facilities is finite and adding additional capacity is expensive, this Sewer Allocation Policy has been established to direct growth to areas most appropriate for the efficient provision of municipal sewer service while also establishing a plan for tracking this limited resource. Accordingly, the purpose of this policy is to effectively allocate available sewer capacity to new developments as a means of maintaining a reasonable balance of land-uses in a fair and equitable manner.

2. Definitions

The following words will have the meanings below when used in this ordinance:

- (A) Allocation: A conditional designation of estimated sewer treatment capacity to a specific owner and project, subject to the provisions of this policy and any document of approval.
- (B) Allocation Phase: A provision included as part of an allocation to a specific development that defines the amount of the total allocation which may be used at a specified time.
- (C) Applicant: Any individual, firm, partnership, company, association, corporation, governmental entity, or any other legal entity whose development or improvement of land requires sewer allocation under this policy. The Town may require disclosure of the names of all persons who have a financial interest in any project requesting or having been granted an allocation.

- (D) Application Requirements: All approvals, permits, and/or certifications required for an applicant to begin construction of the infrastructure necessary to serve a proposed development.
- (E) Development: An undertaking involving real property improvement put forth for consideration or acceptance for which Town and/or State approvals, authorizations, or permits are required. A division of real property improvements by phase and/or section lines does not constitute separate developments.
- (F) Development Proposal: An application for approval of a specific plan, subdivision, conditional use permit, site plan, parcel map, or any other discretionary development permit or entitlement application which has been filed with and is pending consideration by the Town.
- (G) DWR: The Division of Water Resources which is part of the North Carolina Department of Environmental Quality, or its successors, ensures safe drinking water in accordance with federal requirements, issues pollution control permits, monitors permit compliance, evaluates environmental water quantity and quality, and carries out enforcement actions for violations of environmental regulations.
- (H) GPD: Typical measurement of the flow or discharge of wastewater in gallons per day.
- (I) Infill Development: Development within a previously developed area that is served by existing the Town's infrastructure existing sewer collection and does not require a permit or permit modification from Division of Water Quality for new or existing sewer main(s) to serve the development.
- (J) Infrastructure: The facilities and installations needed to support a proposed development such as transportation, water, sewer, recreation, and other improvements.
- (K) NCDEQ: The North Carolina Department of Environmental Quality or its successors.
- (L) Plat: A map, generally of a subdivision, showing the location, boundaries, and ownership of individual properties. A Plat may simply be the device for officially recording ownership changes, new lot divisions, or new rezonings.
- (M) PWS: The Public Water Supply Section, which is part of the North Carolina Department of Environmental Quality, or its successors, regulates public water systems within the state under the statutory authority of North Carolina General Statute 130A Article 10.
- (N) Redevelopment: Converting an existing built property into another use. Ideally, redevelopment aims for better use of the property that provides an economic return to the community.
- (ON) Reservation Fee: A fee for the allocation of sewage treatment capacity, specified as dollars per gpd, as established by the adopted fee schedule.

(~~PC~~) Reserve Capacity: The permitted sewer treatment capacity minus the actual wastewater flow being discharged to the treatment facility averaged over the preceding twelve months expressed in gallons per day or similar unit of measurement.

(~~QA~~) Sewer Allocation: A specified amount of sewage treatment capacity (typically measured in gallons per day, gpd) committed to a specific project through action by City staff or Board. An allocation may or may not include allocation phasing.

(~~RP~~) Site Plan: A plan, drawn to scale and showing the scale for which it is drawn, showing uses and structures proposed for a parcel of land as required by the regulations involved. It includes lot lines, streets, building sites, reserved open space, existing structures, natural and man-made landscaping features and, depending on requirements, the location of proposed utility lines.

(~~SR~~) Sketch Plan: An illustrative plan or model that shows the maximum densities for residential and non-residential development, including building massing and height, locations of public use and other spaces, and the relationship to existing and proposed buildings and properties.

(~~TS~~) Uncommitted Reserve Capacity: Is that portion of the reserve capacity remaining after subtracting the development wastewater flow of all projects for which sewer allocation has been granted but have not yet begun discharging to the sewer collection system.

- i. Where applicable, the rated capacity of pump stations and interceptors shall also be taken into account. The most restrictive volume prevails where rated capacities for various components of the collection system differ. For example, an allocation request for 10,000 gpd cannot be granted if the a pump station through which this flow would be routed has an uncommitted reserve capacity of only 6,000 gpd despite the wastewater treatment plant reserve capacity being on the order of tens or even hundreds of thousand gallons. The 10,000-gallon request could only be granted if plans for upgrading the capacity of the station have been approved for construction; the upgrade project has been bonded for construction; or the upgrade project is under construction.

3. Allocation Plan

A. The approval of any Final Plat, Site Plan or Building Permit shall be contingent upon approval of sewer allocation adequate for the sewage flows expected to result from development. Under this policy, an approved allocation shall be a prerequisite to the approval of all Final Plats and Site Plans and the issuance of all building permits for those structures that are not part of a development with a previous allocation that has not reverted back to the Town through revocation or expiration.

B. All sewer allocation requests shall be considered on a prioritized basis ~~by category~~. Projects shall be grouped into one of the ~~tiers~~ priority levels below to determine the level of priority and level of consideration needed.

Tier-Priority Level 1 –

- Priority 1 projects include the following classes of development provided all permitting and approval application requirements by the Town and other regulatory agencies having jurisdiction have been satisfied:
 - Infill development located within the Town’s corporate limits
 - Redevelopment located within the Town’s corporate limits;
 - New development located within the Town’s corporate limits.
- Developments approved prior to effective date of this policy, and,
- Town-funded projects.

Priority Level Tier 2 – Requests that meet all Town application requirements.

- Priority 2 projects include the two classes of development listed immediately below provided all permitting and approval application requirements by the regulatory agencies having jurisdiction have been satisfied except that it does not include development or redevelopment to be located within an area or along a corridor in which the Town’s sewer infrastructure consists of a transmission force main.
 - Infill development located outside of the Town’s corporate limits.
 - Redevelopment to occur within an area located outside of the Town’s corporate limits that is served by a Town-owned sewer collection system.

Priority Level Tier 3 – Requests that do not meet all Town application requirements.

- Development and redevelopment that is volunteered for annexation and have satisfied all permitting and approval application requirements by the Town and other regulatory agencies having jurisdiction. Generally, such development and redevelopment will also incorporate into the overall project the new mains, collection lines, pressure mains, and pump stations necessary to affect extension of service to and at the development/redevelopment.

Priority Level 4 – Requests that do not meet all Town permitting and approval application requirements

- C. Sewer allocation necessary to serve proposed developments shall be based on use capacities as identified in Section 15A of the North Carolina Administrative Code 02T .0114. All sewer capacity shall be considered, allocated, and tracked through the following categories.
- Residential
 - Commercial
 - Discretionary

4. Residential Allocation

- A. Residential Allocation will be considered for all single family, duplex, townhome, and apartment projects and shall be allocated over two categories. These categories are Single Family Developments which includes single family and duplexes; and Multi-Family Developments such as triplexes, quadplexes, townhomes, and apartments.

1. Single Family Development: Single family and duplex developments shall be eligible for a maximum allocation per development phase of 36,000 gpd per 12-month period or the equivalent of one hundred (100) three-bedroom units.

2. Multi-Family Development: Developments such as triplex, quadplex, townhomes, and apartment projects shall be eligible for a maximum allocation per development phase of 48,000 gpd per 12-month period. For example, an applicant would be eligible for up to 200 two-bedroom units per phase.

B. Residential Allocation shall be considered “used” when the Town Engineering Division as well as, the DWR and PWS Divisions of NCDEQ receive and approve the “Engineer’s Certification of Construction” and “As-Built Record Drawings” for the water and sanitary sewer improvements serving the project development phase that was granted the sewer allocation. Release of allocation for a subsequent phase of the development will not occur until the allocation for the prior phase has been used.

5. Commercial Allocation

A. The Commercial Category shall include all developments that are commercial or industrial in nature. The maximum allocation per development phase for projects in the Commercial Category is 15,000 gpd per 12-month period.

B. Sewer allocation granted from the Commercial Category shall be considered “used” when the water meter is installed for the structure to which the allocation was committed.

6. Discretionary Allocation

The Discretionary Category shall include all municipal projects and any other development as approved by Town Board. There is no maximum allocation per development phase; however, Board reserves the right to set a maximum allocation available per phase if deemed appropriate.

7. Procedure

A. All sewer allocation requests shall be made in writing on the Town’s standard form.

B. All applicants requesting water and/or sewer service outside Town limits shall file a petition for annexation with the Town accompanied by the applicable processing fee. The Town will generally consider annexation and extension of utilities to areas within growth areas, though areas outside of a growth area may be considered.

1. Sewer allocation requests shall be considered for a proposed development only after the project site has been annexed or an agreement for out-of-Town services has been approved.

C. ~~Tier 1 projects may be reviewed and approved by Town Staff if application requirements have been satisfied and all applicable conditions have been met.~~ Town Staff shall have the authority to grant allocations of no more than 10,000 gpd to infill developments located within the Town’s corporate limits, plans eligible for approval by Town staff that do not require consideration by the Board, and Town-funded projects requiring allocation of no more than 10,000 gpd. In addition, staff may grant additional allocation to serve subsequent phases of developments approved prior to the effective date of this policy if:

1. the approved plan is still valid;
2. previous allocations have been used; and
3. the allocation being requested does not exceed the allocation limits per development phase as prescribed by this Policy.

D. Sewer allocation requests for ~~Tier~~Priority Level 1 projects that do not meet the criteria of paragraph 7.~~CB~~ must be reviewed and approved by Town Board.

E. ~~Tier 2 projects shall include development proposals that have met all applicable Town application requirements.~~ Approval of allocation for ~~these~~Priority Level 2 and 3 projects shall follow the same final approval process as required for development proposal. For example, site plans or subdivisions requiring Town Board consideration shall require allocation to also be considered by Board. If a plan is eligible for approval by Town staff, then the allocation may also be granted at a staff level

F. ~~Tier 3~~Priority Level 4 projects are the lowest priority in consideration for reserving sewer allocation. Typically, these projects are speculative in nature since the applicant has not made a significant investment in the proposed project. Board will consider reserving allocation for these projects upon submittal of a preliminary plan or sketch plan and a reservation fee in accordance with this policy.

1. The preliminary plan or sketch plan for a ~~Tier 3~~Priority Level 4 allocation request shall meet the minimum requirements for site plans as established on the Town's standard "Building Permit Application" or in the case of subdivisions, the minimum requirements for sketch plans as described by the Town's Subdivision Ordinance.
2. The reservation fee shall be a nonrefundable per gallon charge based on twenty percent (20%) of the sewer system development fees in effect at the time the allocation request is made. If, for any reason, the applicant fails to meet the milestones, as stated in this section, the reservation fee shall be forfeited, and the allocation shall automatically revert to the Town. If the applicant meets the prescribed milestones, the reservation fee shall be credited to the sewer system development fee required for the proposed project.
3. ~~Tier 3~~Priority Level 4 projects shall have twenty-four (24) months to receive all approvals, certifications, and/or permits to begin construction of the water and sewer infrastructure. Once the development has received all approvals and final sewer allocation, the allocation shall be used in accordance with the timeframe as established in the Expiration section of this Policy or the reservation fee and allocation shall be forfeited.

G. An applicant may request allocation sufficient to serve two phases of a development. Such request shall be for the initial phase and reservation of allocation for the successive phase. A request for phased allocation shall be accompanied by a development phasing schedule that clearly shows the planned phases of the development together with the allocations desired per phase.

1. A request to release allocation for a subsequent phase may be made once an allocation for a previous phase has been used.

- 2. Staff may release an approved allocation phase once the prior phase has been used and all provisions of this policy have been satisfied.

H. An applicant is only eligible to reserve allocation to serve the equivalent of two developments, for use per 12-month period, in any one category.

8. Expiration

A. Sewer allocation granted to a development shall be “used”, as defined herein, within twenty-four (24) months of approval. Thereafter, any allocation reserved for a subsequent phase of development must be used within 12 months of the allocation being released for that phase. If allocation has not been used within the stipulated time periods it shall automatically revert to the Town.

- 1. An allocation will not be granted until the plans have been approved or the review has been completed whenever a development proposal is part of a project.

9. Extensions

A. The Town staffBoard may grant a 6-month first extension to a development unable to use the initial allocation within the 24-month period. The request for such extension must be accompanied by documentation demonstrating use of allocation before the expiration date is unavoidable due to factors beyond the applicant’s control. The six-month extension may be granted if, at the sole discretion of staffthe Board, the delay is a result of factors beyond the applicant’s control.

B. The Town Board may consider additional extensions for developments with valid plans in 12-month increments. Extension requests made to Board shall be accompanied by a non-refundable processing fee as identified in the adopted Fee Schedule.

10. Appeal Process

Staff decisions may be appealed to Town Board. Appeal requests must be in writing and include a detailed description of the proposed development, allocation requested, and reason for the appeal. All decisions rendered by Board shall be final.

11. Reversion and Revocation

- A. Sewer allocation is granted to a specific development to be located on a specific parcel or parcels of land and based on the approved development which received sewer allocation. Upon completion of the development or permit expiration, the unused allocation (adjusted to the actual development constructed, if necessary), will automatically revert to the Town. Further, allocation granted to a development may be immediately revoked and the Reservation Fee forfeited immediately upon written notice to the applicant that Town staff has determined the allocation was granted based on false or misleading information.
- B. Town Board reserves the right to revoke allocation, if deemed necessary, on projects (or portions thereof) with excess capacity or where system development fees have not been paid within thirty-six (36) months of the original allocation.
- C. Any sewer allocation granted outside the provisions of this Policy from the effective date forward shall be null and void unless granted by Town Board pursuant to Section 13, Policy Review.

12. Transferability

Sewer Allocation may only be used for the specific development on the parcel(s) for which it was originally granted. Unused sewer allocation for a development may only be transferred from the individual, firm, partnership, company, association, corporation, governmental entity, or other legal entity owning the development to another only after receiving written authorization from the Town. Under no circumstances shall allocation be used for any other development.

13. 15A NCAC 02T .0118 Acknowledgement – Capacity Limitations and Future Demands

- A. This Policy acknowledges the requirements of Title 15A of the North Carolina Administrative Code, Chapter 02, Subchapter T, Section .0118 titled “Demonstration of Future Wastewater Treatment Capacities” (15A NCAC 02T .0118) and the purpose of those requirements which is to ensure that treatment facilities to not exceed their hydraulic treatment capabilities. This section of the administrative code also details the actions that must be taken when treatment plants reach average flows of 80 percent and 90 percent of their permitted capacity.
- B. Realizing that the Town must submit to the North Carolina Division of Water Quality (NC DEQ) specific plans for meeting future wastewater treatment or disposal needs prior to exceeding 80 percent of the Town’s wastewater treatment capacity and that granting of sewer allocation requires the approval by the NC DEQ Director once the average flows to the Town’s wastewater treatment facility exceeds 80 percent, the Town Board may elect to consider only high priority level projects for granting of sewer allocation once flows to the facility approach 80 percent of permitted capacity. The Board may also elect to modify or deviate from this policy. Generally, implementation of these and/or other actions will be considered by the Board when the average flows to the Town’s wastewater treatment plant reach 75 percent of the permitted capacity.

13-14. Policy Review

Town Board hereby reserves all rights to review, modify, or deviate from this policy at the sole discretion of the Board. This shall include, but is not limited to:

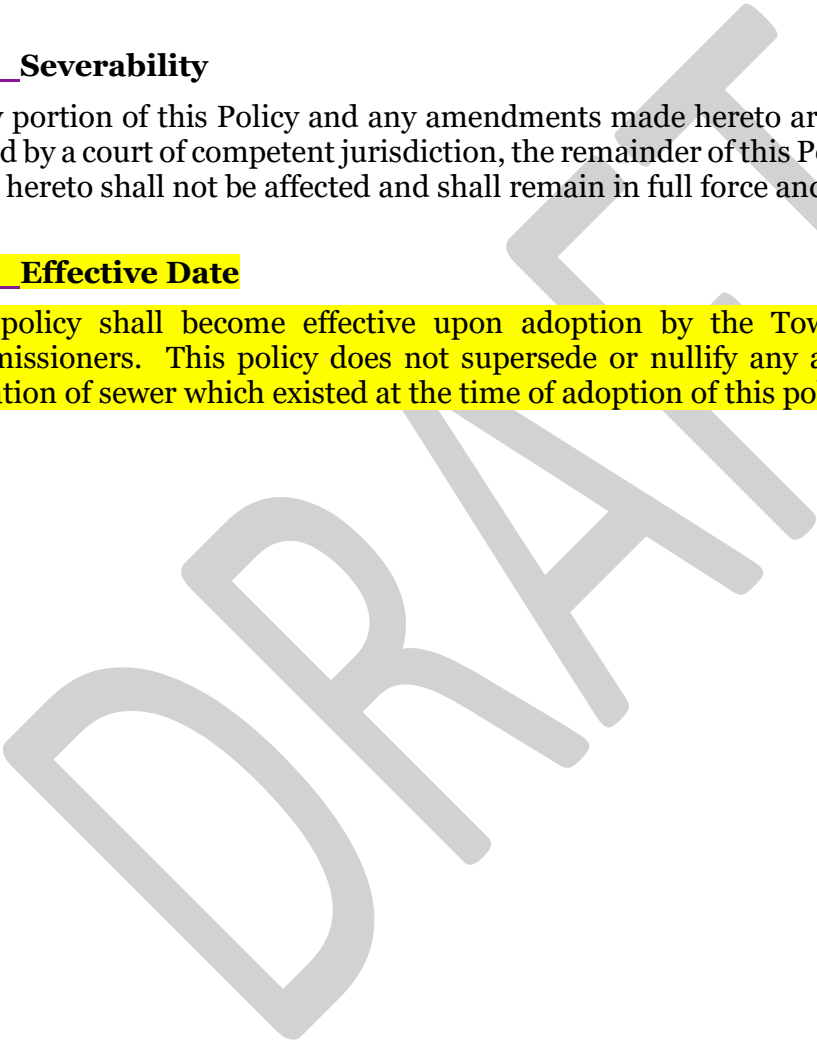
- granting variances to the policy;
- determining sewer capacity available per category to maintain a fair and equitable balance between categories and to promote growth deemed in the best interest of the Town;
- the release of additional allocation recaptured through the Town’s Inflow and Infiltration (I&I) detection and elimination program; and
- other relevant factors as determined by Board.

14.15. Severability

If any portion of this Policy and any amendments made hereto are held unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Policy and any amendments made hereto shall not be affected and shall remain in full force and effect.

15.16. Effective Date

This policy shall become effective upon adoption by the Town of Beaufort Board of Commissioners. This policy does not supersede or nullify any agreement concerning the allocation of sewer which existed at the time of adoption of this policy.



WASTEWATER ALLOCATION REQUEST



2.

TOWN OF Beaufort

Public Services Department
701 Front Street, Beaufort, NC 2816
P.O. Box 390, Beaufort, NC 28516
Phone: 252-728-2141

WASTEWATER ALLOCATION REQUEST

The Town of Beaufort, in an effort to manage and maintain the sewer and water capacity for the Town, requires that this application be completed and submitted to the Town for consideration of a utility allocation. Review fee is due upon submittal of request.

Wastewater Allocation Request Review Fee: \$50

SITE INFORMATION

Name of Project: _____ Acreage of Property: _____

County Tag Number: _____ NC PIN: _____

Address/Location: _____

Zoning District: _____

Location Status: Town Limits Existing Out-of-Town Service Area
 Out-of-Town Service Approval/Agreement

APPLICANT INFORMATION

Applicant: _____

Mailing Address: _____

Phone Number: _____ Fax: _____

Contact Person: _____

Email Address: _____

PROPERTY OWNER INFORMATION

Name: _____

Mailing Address: _____

Phone Number: _____ Fax: _____

Email Address: _____

FOR OFFICE USE ONLY

Date Received: _____

File Number/Name: _____

PROJECT INFORMATION

Use: New Expanded Change

Use Type: Residential Commercial

Proposed Use(s): _____ Existing Use(s): _____

Developer Name: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

ALLOCATION REQUEST (See instructions on page 3 regarding use of Professional Engineer)

The following supplemental information is required:

- Complete development proposal for Tier 1 or Tier 2 allocation request
- Preliminary plan or sketch plan for Tier 3 allocation request meeting requirements for site plans as established on the Town's Building Permit Application or as described for sketch plans by the Town's Subdivision Ordinance
- If a phasing schedule is proposed, include as an attachment

Residential:

Gross Acreage: _____

Single Family	# of Units	GPD per Unit	Total Requested GPD
1-2 Bedroom Units			
3 Bedroom Units			
>3 Bedroom Units			
Total		-----	

Multi-Family	# of Units	GPD per Unit	Total Requested GPD
1-2 Bedroom Units			
3 Bedroom Units			
>3 Bedroom Units			
Total		-----	

Non-Residential: (Design Flow Guideline provided as Appendix A)*

**If design flow deviates from the flow rates presented in Appendix A, provide supporting documentation/justification as an attachment in the form of 12 months of water bills demonstrating gallons per day utilized.*

Gross Acreage: _____

Use	Measurement Unit	# of Units	GPD per Unit	Total Requested GPD
Total			-----	

TOTAL REQUESTED GALLONS PER DAY: _____

APPLICANT AFFIDAVIT

I/We, the undersigned, do hereby make application and petition to the Town of Beaufort to approve the subject Wastewater Allocation. I hereby certify that I have full legal right to request such action and that the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Planning Department of the Town of Beaufort, North Carolina, and will not be returned.

Print Name

Signature of Applicant

Date

ENGINEER'S CERTIFICATION

The allocation request data provided on page 2 of this form shall be provided by a Professional Engineer for all requests except single lot residential infill requests and commercial requests equal to or less than 250 gallons per day. The certification statement below shall be completed by the Professional Engineer providing the data.

I, _____ hereby attest that the total requested allocation and the values used to derive the total are to the best of my knowledge, accurate and complete having been prepared in accordance with the instructions of this form while also adhering to applicable State laws, regulations, and rules, concerning the determination of design daily wastewater flows from facilities served by public wastewater collection and treatment systems.

Signed and Dated Professional Engineer Seal

Firm Name

Address

Telephone No.

Email Address

Approved by: Town Engineer
 Board of Comissioners

Allocation approved: _____ gallons per day

Date of Approval: _____

Confirmation signature by:

Town Manager

APPENDIX A: DESIGN FLOW RATES

The following table from the North Carolina Administrative Code 02T.0114 shall be used to determine the minimum allowable design daily flow of wastewater facilities. Alternatively, the Town in its sole and absolute discretion may calculate the customer's initial average daily wastewater flow based on data from the customer's operations (or from similarly situated customers) with a comparable sanitary sewer system, where such data are available and reasonably current.

Establishment Type	Daily Flow Rate
Barber and Beauty Shops	
Barber Shops	50 gal/chair
Beauty Shops	125 gal/booth or bowl
Businesses, Offices and Factories	
General business and office facilities	25 gal/employee/shift
Factories, excluding industrial waste	25 gal/employee/shift
Factories or businesses with showers or food preparation	35 gal/employee/shift
Warehouse	100 gal/loading bay
Warehouse – self storage (not including caretaker residence)	1 gal/unit
Churches	
Churches without kitchens, day care or camps	3 gal/seat
Churches with kitchen	5 gal/seat
Churches providing day care or camps	25 gal/person (child & employee)
Fire, Rescue and Emergency Response	
Fire or rescue stations without on-site staff	25 gal/person
Fire or rescue stations with on-site staff	50 gal/person/shift
Food and Drink Facilities	
Banquet, dining hall	30 gal/seat
Bars, cocktail lounges	20 gal/seat
Caterers	50 gal/100 sq. ft. floor space
Restaurant, full Service	40 gal/seat
Restaurant, single service articles	20 gal/seat
Restaurant, drive-in	50 gal/car space
Restaurant, carry out only	50 gal/100 sq. ft. floor space
Institutions, dining halls	5 gal/meal
Deli	40 gal/100 sq. ft. floor space
Bakery	10 gal/100 sq. ft. floor space
Meat department, butcher shop or fish market	75 gal/100 sq. ft. floor space
Specialty food stand or kiosk	50 gal/100 sq. ft. floor space
Hotels and Motels	
Hotels, motels and bed & breakfast facilities, without in-room cooking facilities	120 gal/room
Hotels and motels, with in-room cooking facilities	175 gal/room
Resort hotels	200 gal/room
Cottages, cabins	200 gal/unit
Self-service laundry facilities	500 gal/machine
Medical, Dental and Veterinary Facilities	
Medical or dental offices	250 gal/practitioner/shift
Veterinary offices (not including boarding)	250 gal/practitioner/shift
Veterinary hospitals, kennels, animal boarding facilities	20 gal/pen, cage, kennel or stall
Hospitals, medical	300 gal/bed
Hospitals, mental	150 gal/bed
Convalescent, nursing, rest homes without laundry facilities	60 gal/bed
Convalescent, nursing, rest homes with laundry facilities	120 gal/bed
Residential care facilities	60 gal/person
Parks, Recreation, Camp Grounds, R-V Parks and other Outdoor Activity Facilities	
Campgrounds with comfort station, without water or sewer hookups	75 gal/campsite

Establishment Type	Daily Flow Rate
Campgrounds with water and sewer hookups	100 gal/campsite
Campground dump station facility	50 gal/space
Construction, hunting or work camps with flush toilets	60 gal/person
Construction, hunting or work camps with chemical or portable toilets	40 gal/person
Parks with restroom facilities	250 gal/plumbing fixture
Summer camps without food preparation or laundry facilities	30 gal/person
Summer camps with food preparation and laundry facilities	60 gal/person
Swimming pools, bathhouses and spas	10 gal/person
Public access restrooms	325 gal/plumbing fixture
Schools, Pre-school and Day Care	
Day care and preschool facilities	25 gal/person (child & employee)
Schools with cafeteria, gym and showers	15 gal/student
Schools with cafeteria	12 gal/student
Schools without cafeteria, gym or showers	10 gal/student
Boarding schools	60 gal/person (student & employee)
Service Stations and Car Wash Facilities	
Service stations, gas stations	250 gal/plumbing fixture
Car wash facilities	1200 gal/bay
Sports Centers	
Bowling center	50 gal/lane
Fitness, exercise, karate or dance center	50 gal/100 sq. ft.
Tennis, racquet ball	50 gal/court
Gymnasium	50 gal/100 sq. ft.
Golf course with only minimal food service	250 gal/plumbing fixture
Country clubs	60 gal/member or patron
Mini golf, putt-putt	250 gal/plumbing fixture
Go-kart, motocross	250 gal/plumbing fixture
Batting cages, driving ranges	250 gal/plumbing fixture
Marinas without bathhouse	10 gal/slip
Marinas with bathhouse	30 gal/slip
Video game arcades, pool halls	250 gal/plumbing fixture
Stadiums, auditoriums, theaters, community centers	5 gal/seat
Stores, Shopping Centers, Malls and Flea Markets	
Auto, boat, recreational vehicle dealerships/showrooms with restrooms	125 gal/plumbing fixture
Convenience stores, with food preparation	60 gal/100 sq. ft.
Convenience stores, without food preparation	250 gal/plumbing fixture
Flea markets	30 gal/stall
Shopping centers and malls with food service	130 gal/1000 sq. ft.
Stores and shopping centers without food service	100 gal/1000 sq. ft.
Transportation Terminals	
Air, bus, train, ferry, port and dock	5 gal/passenger

Source: North Carolina Administrative Code 02T.0114, January 1, 2007



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, December 21 – Zoom meeting due to Covid-19**

AGENDA CATEGORY: Discussion & Consideration
SUBJECT: Case No. 20-11 – Request to Rezone 1205 Lennoxville Road

BRIEF SUMMARY:

This is a request to rezone 1205 Lennoxville Road from B-1 General Business to TCA Townhomes, Condominiums and Apartments.

A public hearing was conducted on Dec. 14, 2020, no additional public comments were received in the required 24-hour period following the meeting.

REQUESTED ACTION:

Make a final determination on the request to rezone.

EXPECTED LENGTH OF PRESENTATION:

5 minutes

SUBMITTED BY:

Kate Allen, Town Planner

BUDGET AMENDMENT REQUIRED:

No



Staff Report

To: Board of Commissioners
From: Kate Allen

Date: 10/22/2020
Meeting Date: 12/14/2020

Case Number 20-11

Summary of Request:

Request to Rezone 1205 Lennoxville Road from B-1 General Business District to TCA – Townhomes, Condominiums & Apartments District

Background

Location(s) & PIN

1205 Lennoxville Road (PIN 730619506568000)

**Owner
Applicant**

F & G Management, LLC
F & G Management, LLC

Current Zoning

B-1 General Business District

Lot(s) Size & Conformity Status

0.42 acres or 18,234 ft²
Conforming Lot of Record
Road Frontage – Lennoxville Road 112.71’
Road Frontage – Legion Drive 116.18’

Existing Land Use

Residential

**CAMA Future Land Use Map
Amendment Required**

Yes No Light Industrial to Mixed Use

Adjoining Land Use & Zoning

North TCA; Beaufort Housing Authority
South B-1 & L-I; Beaufort Storage Stables, LLC
East L-I; Storage Plus, Safrit’s Building Supply
West B-1 & R-8; Residential

Special Flood Hazard Area

Yes No 0.2% Annual Chance Flood Hazard

Public Utilities

Water Available Not Available
Sewer Available Not Available

Additional Information

Please see Staff Comments

Requested Action

- Conduct public hearing
- Schedule date of decision following required 24-hour comment period

Staff Comments

The Planning Board considered the request at the October 19, 2020 meeting. The board unanimously recommended approval of the request as submitted. The consistency statement is included in the attachments of this report.

Approval of the request would require a simultaneous amendment to the CAMA Core Land Use Plan – Future Land Use Map.

District Standards

The current B-1 General Business

Minimum Lot Size	5,000 Square Feet	Setbacks
Minimum Lot Width	60 Feet	Front 30 Feet
Maximum Building Height	40 Feet	Rear 15 Feet
		Side 15 Feet

The requested TCA Townhomes, Condominiums & Apartments

Minimum Lot Size	2,750 Square Feet	Setbacks
Minimum Lot Width	80 Feet	Front 25 Feet
Maximum Building Height	35 Feet	Rear 30 Feet
		Side (ROW) 15 Feet
		Side 8 Feet

Consistency Statement & CAMA Core Land Use Plan Amendment

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

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

CAMA Core Land Use Plan – Future Land Use Classifications

Current: Light Industrial

The Industrial classification is intended to delineate lands that can accommodate industrial and manufacturing establishments. Some heavy commercial uses as well as services and businesses which support industrial land uses are also appropriate land uses within the Industrial classification. The minimum lot size typically is 8,000 square feet unless a larger minimum lot

area is required by the health department for land uses utilizing septic systems. Maximum floor area ratios range from 0.36 to 0.57. Land uses within the Industrial-designated areas are generally compatible with the L-I, Light Industrial and the I-W, Industrial Warehouse zoning districts. Public water and sewer service is needed to support the land uses characteristic of this classification. Streets with the capacity to accommodate higher traffic volumes are necessary to support the intensity of development expected within the Industrial Classification.

Requested: Mixed Use

The anticipated residential density within this classification ranges from medium to high density. Multifamily densities are consistent with the current requirements of the Town’s zoning ordinance which allows a density range of up to 16 dwellings per acre for planned developments. Residential building types encouraged within this classification include single-family attached dwellings, condominiums, cluster developments, and multifamily dwellings. Commercial uses include a variety of retail, office, business services, and personal services. Minimum lot sizes are generally dependent upon the specific nature and characteristics of the land use but typically range from 2,750 to 20,000 square feet for residential land uses and 3,000 to 8,000 square feet for nonresidential land uses. Maximum floor area ratios for nonresidential land uses range from 0.57 to 2.13. Land uses within the Mixed Use-designated areas are generally compatible with B-1, General Business; B-W, Business Waterfront; TR, Transitional; TCA, Townhomes, Condominiums, Apartments; and PUD, Planned Unit Development Zoning Districts. Public water and sewer service is needed to support the land uses characteristic of this classification. Streets with the capacity to accommodate higher traffic volume are necessary to support the intensity of development expected within the Mixed Use Classification.

Attachments:

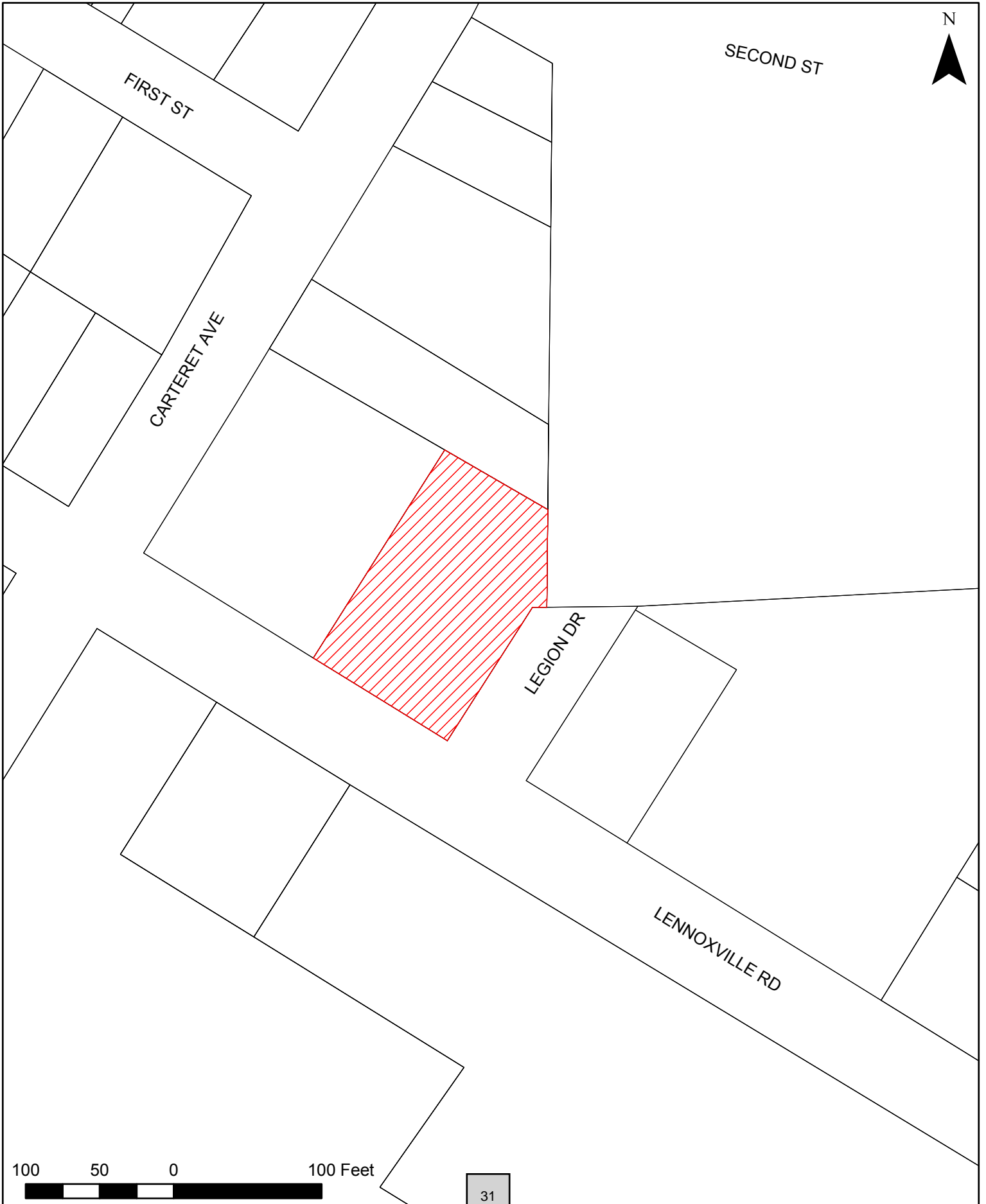
1. Property Owners Within 100 Feet
2. Vicinity Map
3. Aerial Map
4. Current Zoning Map
5. Future Land Use Map
6. SFHA & Contours Map
7. LDO Excerpts – B-1 General Business District
8. LDO Excerpts – TCA Townhomes, Condominiums & Apartments District
9. Application as Submitted
10. Letter of Support
11. Planning Board Consistency Statement
12. Resolution Amending CAMA Core Land Use Plan Future Land Use Map
13. Ordinance Amending Town of Beaufort Zoning Map

CASE NO. 20-11 PROPERTY OWNERS WITHIN 100 FEET

PIN	OWNER	MAILING ADDRESS	CITY	STATE	ZIP
730619603873000	UNITED STATES OF AMERICA		WASHINGTON	DC	20240
730619506861000	CLARK,JOHN W	103 LENNOXVILLE POINT RD	BEAUFORT	NC	28516
730619506734000	RAITER,PATRICK JACOBS	103 CARTERET AVENUE	BEAUFORT	NC	28516
730619505665000	ELLISON,WILLIAM L ETUX GRACE L	1201 LENNOXVILLE ROAD	BEAUFORT	NC	28516
730619507590000	MERCER,GARY A ETUX JUDITH S	106D PROFESSIONAL PARK DR	BEAUFORT	NC	28516
730619504243000	CARTERET COURT LLC	PO BOX 25168	WINSTON-SALEM	NC	27114
730619505423000	BEAUFORT STORAGE STABLES LLC; C/O JOE NEWELL	225 BRYANT ST	DENVER	CO	80219
730619508002000	SAFEWOOD LLC	PO BOX 388	BEAUFORT	NC	28516
730619509448000	MERCER,GARY A ETUX JUDITH S	106D PROFESSIONAL PARK DR	BEAUFORT	NC	28516

Vicinity Map

3.



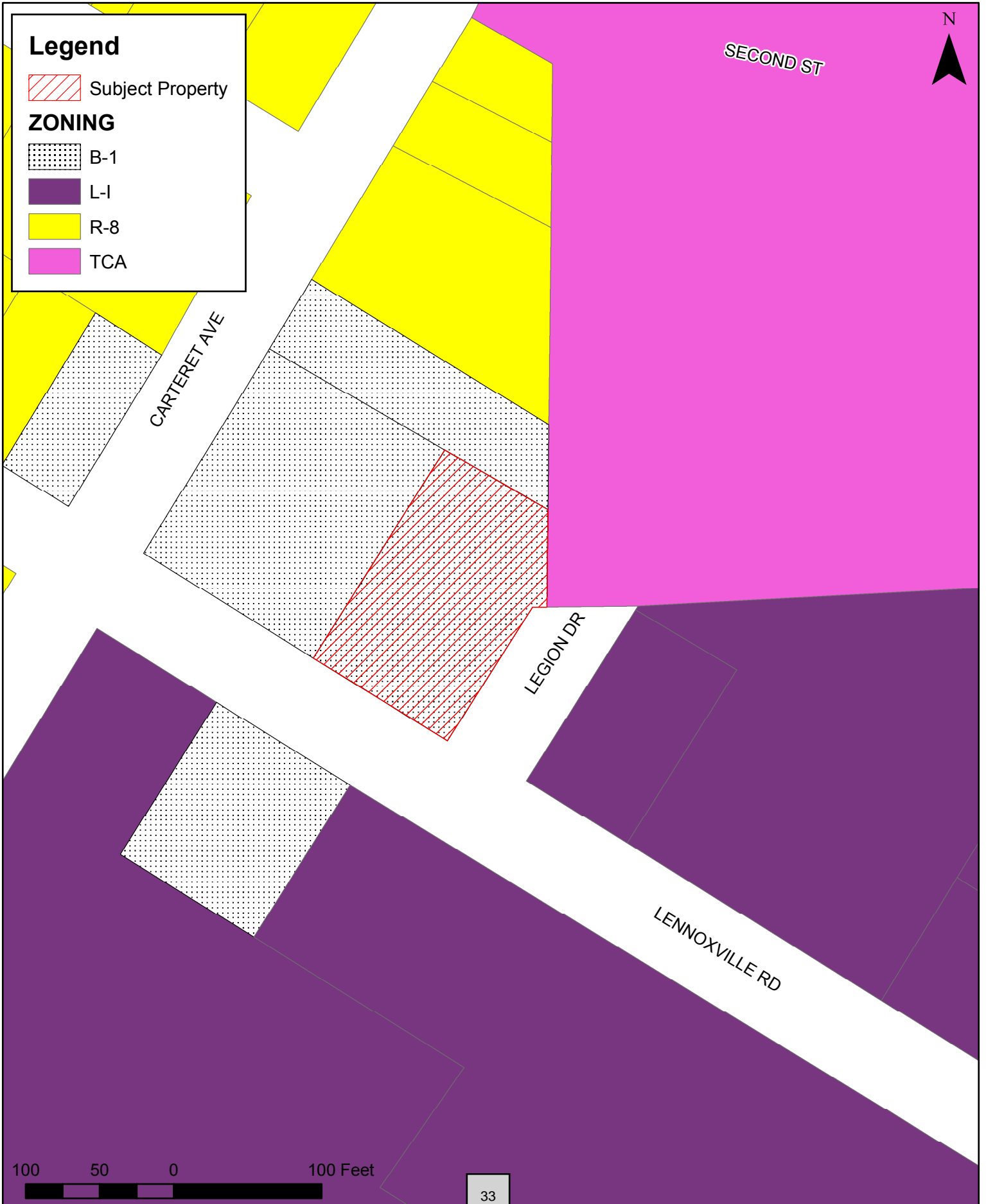
100 50 0 100 Feet

31

Aerial



Current Zoning







Legend

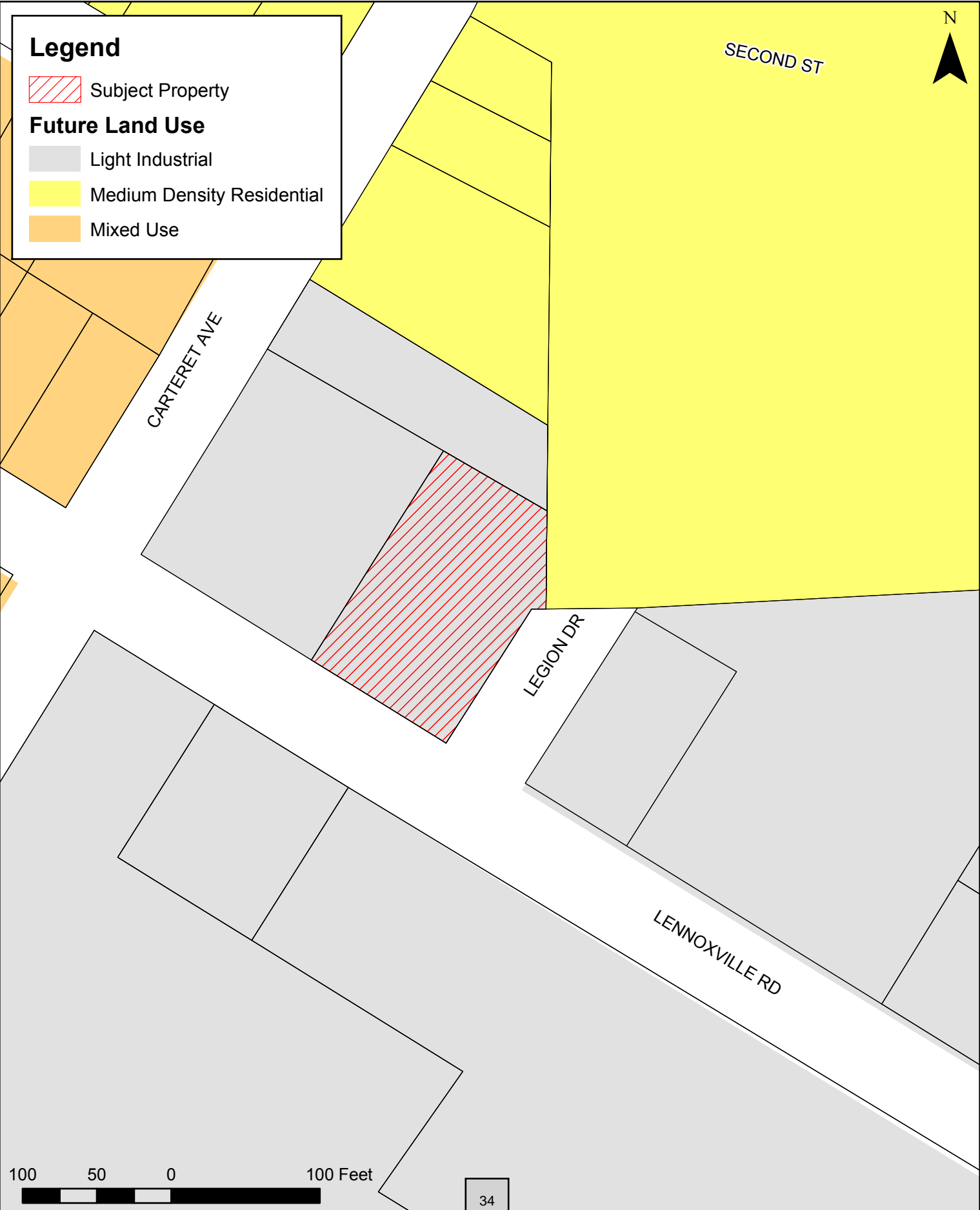
- Subject Property
- ZONING**
- B-1
- L-I
- R-8
- TCA



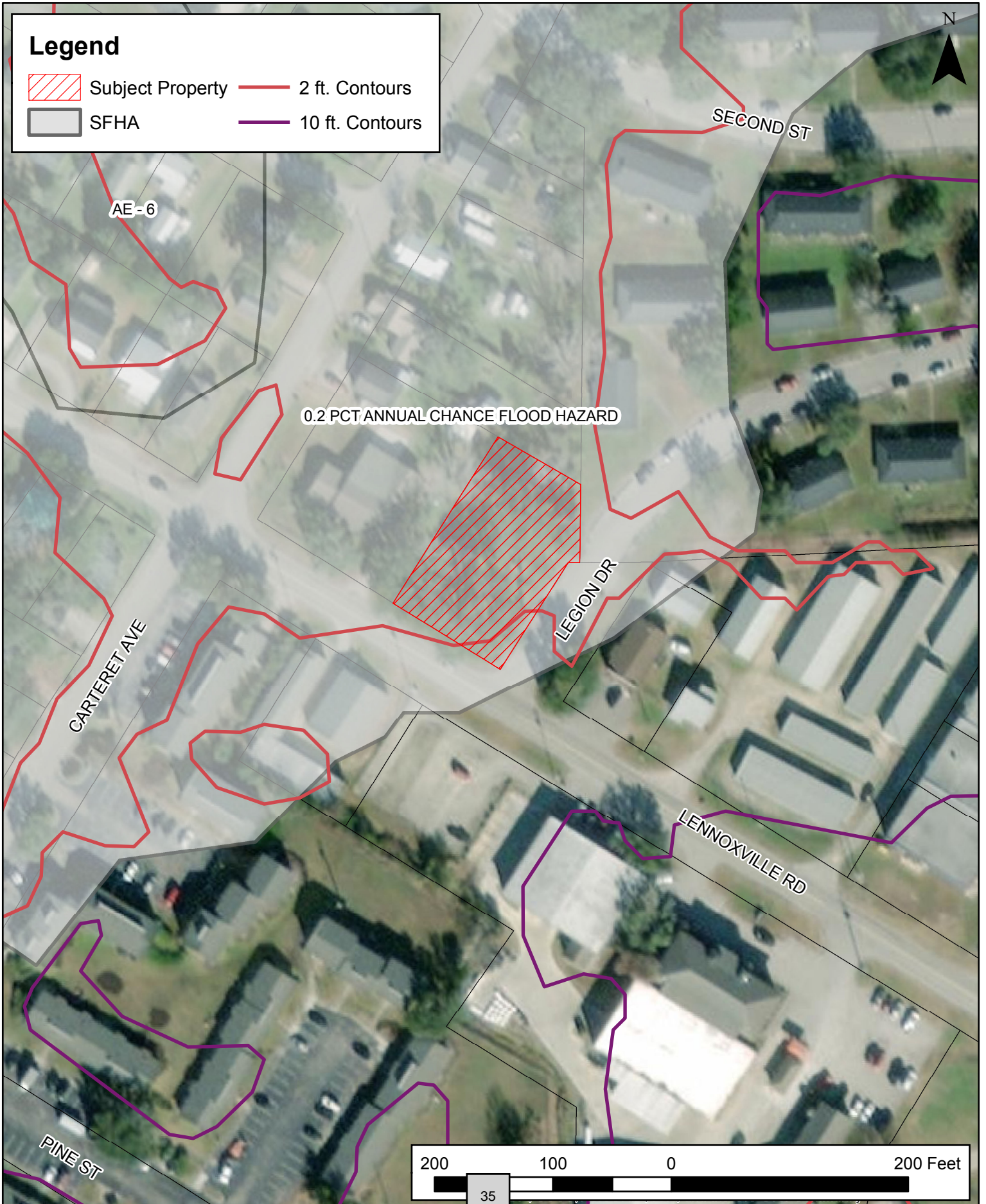
Future Land Use

Legend

-  Subject Property
- Future Land Use**
-  Light Industrial
-  Medium Density Residential
-  Mixed Use



Flood Hazard Areas & Contours



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

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

1) Minimum Lot Size.

All lots in the B-1 district shall be a minimum of five thousand square feet (5,000 ft²).

2) Minimum Lot Width.

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

3) Building Setback and Building Height Requirements and Limitations.

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

Table 9-5 Lot Requirements

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

4) Accessory Building Setback Requirements.

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

5) Permitted Uses.

- | | |
|---------------------------------------|--|
| Amusement Establishment | Dock |
| Antenna Co-Location on Existing Tower | Dry Boat Storage |
| Aquaculture | Financial Institution |
| Assisted Living | Government/Non-Profit Owned/Operated Facilities & Services |
| Athletic Field, Public | Hospital |
| Bed & Breakfast | Hotel or Motel |
| Boat Sales/Rentals | Kennel, Indoor Operation Only |
| Car Wash | Library |
| Club, Lodge, or Hall | Liquor Store |
| Commercial Indoor Recreation Facility | Moped/Golf Cart Sales/Rentals |
| Community Garden | Mortuary/Funeral Home/Crematorium |
| Concealed (Stealth) Antennae & Towers | Motor Vehicle Sales/Rentals |
| Convenience Store | Museum |
| Day Care Center | Neighborhood Recreation Center, Public |

Nursing Home
Office: Business, Professional, or
Medical
Other Building-Mounted Antennae &
Towers
Outdoor Retail Display/Sales
Park, Public
Parking Lot
Parking Structure
Personal Service Establishment
Pool Hall or Billiard Hall
Produce Stand/Farmers' Market
Public Safety Station
Public Utility Facility

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

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

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

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

SECTION 8 Transitional Zoning Districts

A) TCA Townhomes, Condominiums, Apartments District.

This district is established to provide a high density district in which the primary uses are multi-family residences and duplexes. Uses in this district which require potable water or sanitary sewer must be connected to both municipal water and municipal sewer.

1) Maximum Overall Density.

The TCA district shall have a maximum density of twelve units per acre.

2) Minimum Lot Size.

All lots in the TCA district shall be a minimum of two thousand, seven hundred, and fifty square feet (2,750 ft²) per dwelling unit.

3) Minimum Lot Width.

All lots in the TCA district shall have a minimum lot width of eighty feet (80') at the minimum building line.

4) Building Setback and Building Height Requirements and Limitations.

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

Table 8-1 Interior Lot Requirements

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

Table 8-2 Corner Lot Requirements

<i>District</i>	<i>Designated Front (Right-of-Way) Setback</i>	<i>Designated Side (Right-of-Way) Setback</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
TCA	25 feet	15 feet	30 feet	8 feet	35 feet

Table 8-3 Double Frontage Lot Requirements

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

5) Accessory Building Setback Requirements.

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

6) Covenants.

In any development proposing common areas, jointly-used structures, or private streets, restrictive and protective covenants which provide for party wall rights, harmony of external design, continuing maintenance of building exteriors, grounds, or other general use improvements and similar matters, shall be submitted to the Town and approved by

the BOC. Condominium development must submit evidence of compliance with the North Carolina Condominium Act.

7) Permitted Uses.

Antenna Co-Location on Existing Tower	Home Occupation
Assisted Living	Neighborhood Recreation Center Indoor/Outdoor, Private
Athletic Field, Public	Neighborhood Recreation Center, Public
Carport	Nursing Home
Community Garden	Park, Public
Concealed (Stealth) Antennae & Towers	Public Safety Station
Dock	Public Utility Facility
Dormitory	Resource Conservation Area
Dwelling, Duplex/Townhome	Shed
Dwelling, Multi-Family	Signs, Commercial Free-Standing
Garage, Private Detached	Temporary Construction Trailer
Government/Non-Profit Owned/ Operated Facilities & Services	Utility Minor
Group Home	Vehicle Charging Station

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

Athletic Field, Private	Restaurant with Indoor Operation
Dwelling, Single-Family	Restaurant with Outdoor Operation
Golf Course, Privately-Owned	Retail Store
Golf Driving Range	Satellite Dish Antennas
Hotel or Motel	School, Post-Secondary
Marina	Tavern/Bar/ Pub with Indoor Operation
Mixed Use	Tavern/Bar/ Pub with Outdoor Operation
Outdoor Amphitheater, Public	Theater, Small
Personal Service Establishment	Transportation Facility
Preschool	Utility Facility
Religious Institution	
Restaurant with Drive-Thru Service	



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

**APPLICATION FOR AN AMENDMENT TO THE
BEAUFORT ZONING MAP**

Instructions:

Please complete the application below, include all the required attachments and the **\$300.00** for Rezoning request with no Land Use Plan Change or **\$400.00** for Rezoning Request with Land Use Plan Change and return to the Beaufort Town Hall, 701 Front Street or P.O. Box 390, Beaufort, N.C., 28516. Incomplete applications will not be processed and **will be** returned to the applicant. Please contact Planning and Inspections at 252-728-2142 if there are any questions.

APPLICANT INFORMATION

Applicant Name: Fand G Management
Applicant Address: 4044 Arendell Street, Morehead City, NC 28557
Phone Number: 252-241-3747 Email: frank@eastmancarpet.com

Property Owner Name: Fand G Management
Address of Property Owner: 4044 Arendell Street, Morehead City, NC 28557
Phone Number: 252-241-3747 Email: frank@eastmancarpet.com

PROPERTY INFORMATION

Property Address: 1205 Lennoxville Road, Beaufort, NC 28516
15-Digit PIN: 7306.19.506568000 Lot/Block Number: 4.5 PTL 6.7/B9
Size of Property (in square feet or acres): .4186
Current Zoning: B-1 Requested Zoning: TCA

Current Use of Property: Residential Vacant Commercial Other: _____

[Signature]
Applicant Signature

9/23/2020
Date of Applicant's Signature

Property Owner Signature (if different than applicant)

Date of Owner's Signature

An application fee of **\$300.00** for Rezoning request with no Land Use Plan Change or **\$400.00** for Rezoning Request with Land Use Plan Change, either in cash, money order, or check made payable to the "Town of Beaufort," should accompany this application. Payments can be made in person on the day of submittal and at such time, a credit card can be used to make the payment. Credit card payments are subject to a 3% extra fee.

Please refer to the *Land Development Ordinance*, Section 3 and all other pertinent sections for the information required to accompany this application.

**REQUIRED ATTACHMENTS FOR AN AMENDMENT TO THE
BEAUFORT ZONING MAP**

Please provide the following as attachments to the zoning map amendment form:

1. A statement as to whether or not the proposed zoning amendment is consistent with the Beaufort Land Use Plan.
2. A statement as to how the zoning amendment will promote the public health, safety or general welfare of the Town of Beaufort.
3. Proof of ownership (For example: a copy of the deed or city tax statement).
If a property is owned by more than one individual or if multiple properties under different ownership are applying under one request, attach a statement and signatures indicating that all owners have given consent to request the zoning change.
4. An area map of property to scale which includes:
 - North Arrow;
 - All Property lines and accurate property line dimensions;
 - Adjacent streets and names;
 - Location of all easements;
 - Location of all structures;
 - Zoning classifications of all abutting properties.
5. Please submit one digital/electronic copy of any drawings or plans associated with the amendment. At least one paper copy of the drawings or plans should also be submitted.
6. A TYPED list all property owners (with addresses) within 100 feet of the boundary lines of all properties requested to be rezoned (notification of adjacent property owners by the Town is required by North Carolina law).

**THE COMPLETE APPLICATION WITH SUPPORTING
DOCUMENTATION IS DUE TO TOWN STAFF AT LEAST 15 WORKING
DAYS PRIOR TO A SCHEDULED PLANNING BOARD MEETING.**

The Town's website is www.beaufortnc.org.

OFFICE USE ONLY

Revised 08/2020

Received by: _____

Reviewed for Completeness By: _____

Date: _____

Date Deemed Complete and Accepted: _____

F and G Management
4044 ARENDELL STREET
MOREHEAD CITY, NC 28557
252-726-2737 FAX: 252-726-6990

September 23, 2020

To: Town of Beaufort
RE: Amendment Rezoning Map

Thank you for accepting our application for rezoning the property at 1205 Lennoxville Road. Current zoning of this property is B-1 with past/current use as residential. The future Land Use Map states proposed usage as Light Industrial. We request an amendment to revise zoning to the TCA district. The "Mixed Use Classification" is intended to delineate areas where there is potential to redevelop the existing properties and adjoining vacant land for multiple land uses".

After much consideration and reviewing all the surrounding property zoning, we feel this change would be beneficial to the area providing an opportunity for workforce housing. Finally, in this area there are several other properties zoned as TCA. With the lot location and size, we feel this would be the highest and best use solution for this property to conform to the area as well as the positive area growth in Beaufort.

We greatly appreciate your consideration.



Frank Eastman

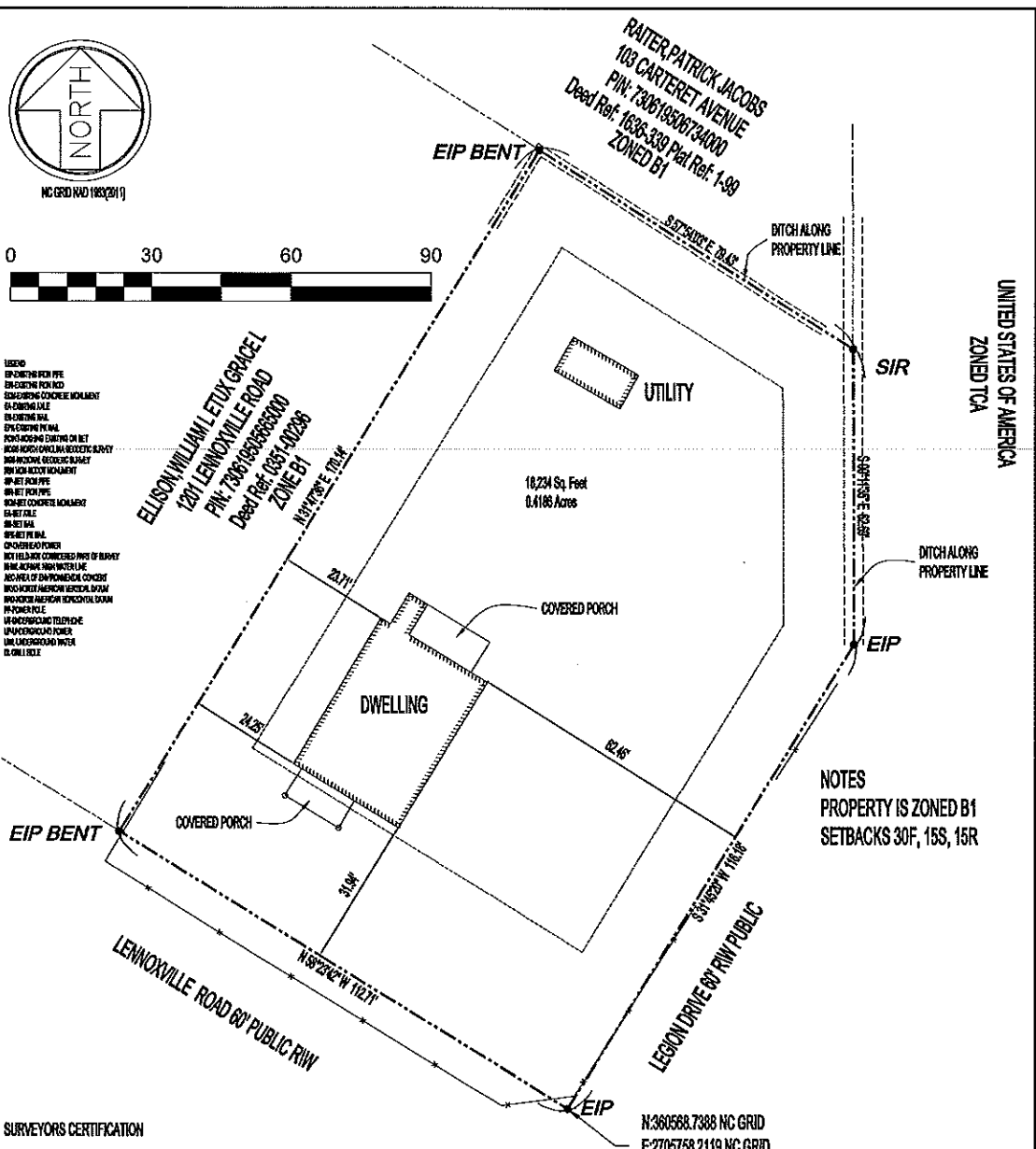
Frank Eastman and George Eastman
Managers of F and G Management



- LEGEND**
- EP CURBING FOR PIPE
 - EP CURBING FOR R/W
 - EP CURBING CONCRETE MONUMENT
 - EP CURBING DILE
 - EP CURBING WALL
 - EP CURBING TYPICAL
 - POST HOLED CONCRETE ON SET
 - WOOD HOLED CONCRETE ON SET
 - MANHOLE, GEODESIC CURB
 - POST HOLED MONUMENT
 - EP SET FOR PIPE
 - EP SET FOR PIPE
 - CONCRETE MONUMENT
 - EP SET WALL
 - EP SET WALL
 - CONCRETE POWER
 - NOT HELD AS CONCRETE PART OF MARKET
 - MARK, ACROSS HIGH WATER LINE
 - ADJUSTED BY ENVIRONMENTAL CONSENT
 - WOOD HOLED AMERICAN LEGAL SYSTEM
 - WOOD HOLED AMERICAN LEGAL SYSTEM
 - FR POWER POLE
 - UNDERGROUND TELEPHONE
 - UNDERGROUND POWER
 - UNDERGROUND WATER
 - TO CONDUIT

ELISSON WILLIAM L ETUX GRACIEL
 1207 LENNOXVILLE ROAD
 PIN: 7306180668000
 Dead Ref: 1636-339 Plat Ref: 1-89
 ZONE B1

RAITER, PATRICK JACOBS
 103 CARTERET AVENUE
 PIN: 730618066734000
 Dead Ref: 1636-339 Plat Ref: 1-89
 ZONED B1



UNITED STATES OF AMERICA
 ZONED TOA

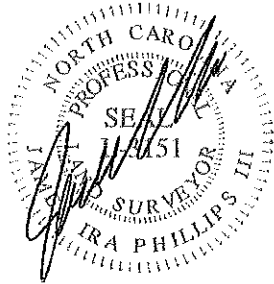
NOTES
 PROPERTY IS ZONED B1
 SETBACKS 30F, 15S, 15R

SURVEYORS CERTIFICATION

I, JAMES I. PHILLIPS III, CERTIFY THAT THIS PLAT WAS DRAWN BY ME (X), DRAWN UNDER MY SUPERVISION (), FROM AN ACTUAL SURVEY MADE BY ME (X), MADE UNDER MY SUPERVISION (); THAT THE RATIO OF PRECISION AS CALCULATED BY COORDINATE METHOD IS 1:10,000; REGISTRATION NUMBER, AND SEAL THIS 11TH DAY OF AUGUST, A.D. 2020.

JAMES I. PHILLIPS III RLS NO. L-3151

THIS IS AN EXISTING PARCEL OF LAND



N:360568.7388 NC GRID
 E:2705758.2119 NC GRID
 2

BOUNDARY RETRACEMENT & PHYSICAL SURVEY FOR
ALICIA A. NELSON
 1205 LENNOXVILLE RD
 PART OF LOT 3&7 ALL OF LOTS 4,5,9 BLK9
 HIGHLAND PARK S/D
 TOWN OF BEAUFORT, BEAUFORT TOWNSHIP
 CARTERET COUNTY, N.C.
 SCALE 1"=30'

PRESENT OWNER: GILKIN/ROCKY LAKE		REVISIONS	
DEED REF: BOOK PAGE 867/860	MAP REF: BOOK PAGE 158	6-17-2020 ADDED ZONING	
PIN: 7306180668000			
SHEET: 1 OF 1			
JOB #20-134			
DATE OF FIELD SURVEY: 8-10-2020		DATE OF MAPPING: 8-11-2020	
SURVEY BY: JP	DRAWN BY: JP	CHECKED BY: JP	
JAMES I. PHILLIPS LAND SURVEYING PO BOX 2103, 379 Arrington Rd., Beaufort, N.C. 28516 252-728-5848 phone jip3@coastalnet.com			

Karen S. Hardesty
Carteret County, NC

September 8, 2020 12:11:22 PM

DEED # Pages: 3

Fee: \$26.00

NC Revenue Stamp: \$308.00

FILE # 1686335

Karen S. Hardesty

WARRANTY DEED

PREPARED BY: JULIE G. WICKIZER, PLLC, 3110 ARENDELL STREET, SUITE 2, MOREHEAD CITY, NC 28557
RETURN TO: JULIE G. WICKIZER, PLLC, 3110 ARENDELL STREET, SUITE 2, MOREHEAD CITY, NC 28557

STATE OF NORTH CAROLINA
COUNTY OF CARTERET

Excise Tax: \$308.00
Parcel# 730619506568000

THIS WARRANTY DEED made and entered into this 18th day of August 2020, by and between:

Rocky Gillikin and wife, Katherine Gillikin
156 Elnora Jones Rd
Beaufort, NC 28516
(GRANTOR)

and

F & G Management, LLC
4044 Arendell St
Morehead City, NC 28557
(GRANTEE)

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

WITNESSETH:

That the GRANTOR, for a valuable consideration paid by the GRANTEE, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the GRANTEE in fee simple, all that certain lot, tract or parcel of land situated in CARTERET COUNTY, North Carolina and more particularly described as follows:

See Exhibit A

This being the same property conveyed to Grantors in Book 857, Page 550, Carteret County Registry.

This IS ___ NOT_X ___ the primary residence of the Grantor.

The above-described property is conveyed and accepted subject to such easements, restrictions and rights of way as appear of record in the Carteret County Registry.

TO HAVE AND TO HOLD the aforesaid lot, tract or parcel of land and all privileges and appurtenances thereto belonging to the GRANTEE in fee simple.

And the GRANTOR covenants with the GRANTEE, that GRANTOR is seized of the premises in fee simple, has the right to convey the same in fee simple, is marketable and free and clear of all encumbrances, and that GRANTOR will warrant and defend the title against the lawful claims of all persons whomsoever excluding the exceptions stated herein and designated on the map referred to above.

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

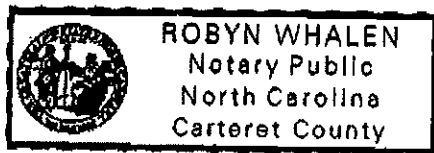
BY: *Rocky Gillikin* (SEAL)
Rocky Gillikin

BY: *Katherine Gillikin* (SEAL)
Katherine Gillikin

STATE OF NORTH CAROLINA
COUNTY OF CARTERET

I, a Notary Public of the county and state aforesaid, certify that Rocky Gillikin and Katherine Gillikin, personally appeared before me this day and acknowledged the execution of the foregoing instrument.

Witness my hand and official stamp or seal, this 31st day of August 2020.



Robyn Whalen
Notary Public

My commission expires:
August 23, 2021

Robyn Whalen
Printed Name of Notary

Exhibit "A"

Beginning at an existing iron pipe said point of beginning being located at the intersection of the northern right of way of Lennoxville Road and the western right of way of Legion Drive; thence running from said point and place of beginning and with the northern right of way of Lennoxville Road N 52-27-50 W 112.83 feet to an existing iron pipe; thence running with the Ellison line N 37-45-00 E 169.72 feet to an existing iron pipe; thence running S 52-15-00 E 79.30 feet to a point in the center of a ditch; thence running with said ditch S 05-38-41 W 62.57 feet to an existing iron pipe in the western right of way of Legion Drive; thence running with the western right of way of Legion Drive S 37-37-43 W 116.32 feet to the point and place of beginning.

This being a part of Lots Three (3) and Seven (7); and All of Lots Four (4) and Five (5) in Block Nine (9), of the Highland Park Subdivision as the same is shown on map recorded in Plat Book 1, Page 99, of the Carteret County Registry.

**1205 Lennoxville Road
Boundary Property Owners**

William and Grace Ellison
1201 Lennoxville Road
Beaufort, NC 28516

Patrick J. Raitner
103 Carteret Avenue
Beaufort, NC 28516

John W. Clark (105 Carteret Avenue)
103 Lennoxville Point Road
Beaufort, NC 28516

United States of America (100-400 Legion Drive)
Washington, DC 20240

Gary and Judy Mercer
1301 Lennoxville Road
Beaufort, NC 28516

Safewood, LLC (1304 & 1308 Lennoxville Road)
Post Office Box 388
Beaufort, NC 28516

Beaufort Storage Stables, LLC (1202 Lennoxville Road)
c/o Joe Newell
225 Bryant Street
Denver, CO 80219-1636

Carteret Court, LLC (500 Block Carteret Avenue)
Post Office Box 25168
Winston-Salem, NC 27114-5168

10/10/2020

William Ellison
1201 Lennoxville Road
Beaufort NC 28516

To: Whom it my Concern

I would like to state my support of the efforts of F and G Management to rezone the property at 1205 Lennoxville. Mr. Eastman has been open about his plans with this property with me and before going to the you to ask for rezoning. I would appreciate your approval of this rezoning request as F and G Management (Mr. Eastman) has my full support.

Thank You



William Ellison



**TOWN OF BEAUFORT
PLANNING BOARD**

RZ 20-11

**RESOLUTION ADVISING THAT PROPOSED AMENDMENTS
TO THE ZONING MAP AND COMPREHENSIVE FUTURE LAND USE PLAN
ARE IN ACCORDANCE WITH ALL OFFICIALLY ADOPTED PLANS; ARE
REASONABLE; AND ARE IN THE PUBLIC INTEREST.**

WHEREAS, the North Carolina General Assembly has given the Town of Beaufort (“Town”) the authority to adopt and amend zoning and development regulation ordinances for the purpose of promoting the health, safety, morals, and general welfare of its citizens;

WHEREAS, N.C.G.S. §160A-383 requires the Town of Beaufort Planning Board (“Board”) to advise the Town of Beaufort Board of Commissioners by written statement describing whether the proposed amendments to the Town’s Land Development Ordinance (“Ordinance”) and Core Land Use Plan are consistent with all officially adopted plans;

WHEREAS, the Board has in fact met to consider and evaluate the proposed amendments to the Ordinance; and

NOW THEREFORE, BE IT HEREBY RESOLVED, that the Planning Board finds that the proposed amendments to the Ordinance are in accordance with all officially adopted Town plans for the reasons stated in Exhibit A attached hereto and incorporated herein by reference, and therefore recommends adoption by the Board of Commissioners. Specifically the Planning Board finds that the proposed amendments are in furtherance of the Town plans, ordinances and regulations; and better clarify all the Ordinance regulations.

This Resolution is effective upon its adoption this 19th day of October, 2020.

**TOWN OF BEAUFORT
PLANNING BOARD**

Ryan Neve
Ryan Neve, Chairman

ATTEST:

Dominic J. Durr
Secretary

Vice Chair Merrill made a motion to approve the request as presented. Although inconsistent with the CAMA Core Land Use Plan Future Land Use Map, the Board considered the adjoining property zoned TCA and found the request to be consistent with development patterns and consistent with the spirit and intent of the ordinance. Member Meelheim seconded the motion. 5/5 members present for the meeting voted in favor of the request.



**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWN OF BEAUFORT,
NORTH CAROLINA, AUTHORIZING AN AMENDMENT TO THE CAMA LAND USE PLAN**

WHEREAS, the Town of Beaufort desires to amend its CAMA Land Use Plan, specifically the map related to Future Land Use, and

WHEREAS, the CAMA Land Use Plan currently shows Industrial at 1205 Lennoxville Road (PIN 730619506568000); and,

WHEREAS, the Town of Beaufort desires to amend the CAMA Land Use Plan to Mixed Use for the aforementioned area; and

WHEREAS, on October 19, 2020 the Planning Board recommended approval of the draft amendment to the CAMA Land Use Plan; and

WHEREAS, the Town of Beaufort conducted a duly advertised public hearing on the draft amendment to the CAMA Land Use Plan at the Regular Meeting of the Board of Commissioners on December 14, 2020; and

WHEREAS, at the Work Session Meeting on December 21, 2020 the Board of Commissioners of The Town of Beaufort, North Carolina found the draft amendment to be consistent with the Town of Beaufort’s desired vision for the future and approved to adopt the draft amendment; and

WHEREAS, the adopted Plan will be submitted as required by state law to the District Planner for the Division of Coastal Management under the North Carolina Department of Environmental Quality and forwarded to the Division Director; and

WHEREAS, a review of the adopted draft amendment by the Director of the NC Division of Coastal Management will be undertaken; and the Director will then certify the Town’s land use plan amendment;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Beaufort, North Carolina, that the Future Land Use Map in the CAMA Land Use Plan be amended as follows:

1205 Lennoxville Road identified as Mixed Use on the CAMA Core Land
Use Plan Future Land Use Map

BE IT FURTHER RESOLVED that the Board of Commissioners of Beaufort, North Carolina, has adopted the draft amendment; and

BE IT FURTHER RESOLVED that the Town Planner of the Town of Beaufort is hereby authorized to submit the adopted CAMA Land Use Plan draft amendment to the State for certification as described above.

Adopted this 21st day of December, 2020.

Everette (Rett) Newton, Mayor

Rachel Johnson, Deputy Town Clerk



**BEAUFORT BOARD OF COMMISSIONERS
AN ORDINANCE TO REZONE 1205 LENNOXVILLE ROAD FROM B-1 to TCA
ORDINANCE NO. 20-__**

Applicant: F & G Management
Location: 1205 Lennoxville Road
Parcel ID: 730619506568000
Lot Size: 0.42 acres
Existing District: B-1 General Business District
Meeting Date: November 18, 2019
Requested District: TCA Townhomes, Condominiums & Apartments District

WHEREAS, the Applicant has submitted a request to rezone the above referenced property to TCA; and

WHEREAS, the Beaufort Planning Board has convened to consider and prepare a recommendation and consistency statement on the request at its meeting on October 19, 2020, at which time the Planning Board recommended approval of the request; and

WHEREAS, the Beaufort Board of Commissioners conducted a public hearing on December 14, 2020 at which time the applicant and/or applicant’s representative was given the opportunity to present arguments, and Town staff was given the opportunity to comment on the application; and

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

1. The request is consistent with surrounding land use patterns and zoning in the area.
2. The proposed zoning of TCA is consistent with the spirit and intent of the ordinance and the CAMA Core Land Use Plan - Future Land Use Map will be amended to reflect a change from Industrial to Mixed Use.

NOW, THEREFORE, IT IS HEREBY ORDAINED by the Board of Commissioners on the basis of the foregoing findings and conclusions that the request to rezone 1205 Lennoxville Road to TCA Townhomes, Condominiums and Apartments is approved and the Town’s Zoning Map is amended accordingly.

Enacted on motion of Commissioner _____ and carried on a vote of ___ in favor and ___ against.

This, the 23rd day of December 2020

TOWN OF BEAUFORT

Everette (Rett) Newton, Mayor

Rachel Johnson, Deputy Town Clerk



Town of Beaufort, NC

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

**Town of Beaufort Board of Commissioners Worksession Meeting
4:00 PM Monday, December 21 – Zoom meeting due to Covid-19**

AGENDA CATEGORY: Items for Discussion and Consideration
SUBJECT: Financing for Public Utilities Dump Truck

BRIEF SUMMARY:

The FY 21 budget appropriated loan proceeds for the purpose of purchasing an F-750 dump truck for Public Utilities. Attached are the quote for the truck and the financing proposal from Truist for the loan. Terms are 1.79% for 5 years, amount \$79,533.10

REQUESTED ACTION:

Review and approve the financing proposal

EXPECTED LENGTH OF PRESENTATION:

5 minutes

SUBMITTED BY:

Christi Wood – Finance Director

BUDGET AMENDMENT REQUIRED:

No

Governmental Finance

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

December 16, 2020

Ms. Christi Wood
Town of Beaufort, NC
PO Box 390
Beaufort, NC 28516

Dear Ms. Wood:

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

PROJECT: 2021 F-750 Dump Truck

AMOUNT: \$79,533.10

TERM: 5 years

INTEREST RATE: 1.79%

TAX STATUS: Tax Exempt – Bank Qualified

PAYMENTS: Interest: Annual
Principal: Annual

**INTEREST RATE
CALCULATION:** 30/360

SECURITY: Vehicles and Equipment

**PREPAYMENT
TERMS:** Prepayable in whole at any time without penalty

**RATE
EXPIRATION:** January 29, 2021

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

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

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

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

REPORTING

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

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

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

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

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

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

Sincerely,

Truist Bank



Andrew G. Smith
Senior Vice President

Resolution Approving Financing Terms

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

BE IT THEREFORE RESOLVED, as follows:

1. The Borrower hereby determines to finance the Project through Truist Bank (“Lender”) in accordance with the proposal dated December 16, 2020. The amount financed shall not exceed \$79,533.10, the annual interest rate (in the absence of default or change in tax status) shall not exceed 1.79%, and the financing term shall not exceed five (5) years from closing.

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

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

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

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

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

Approved this _____ day of _____, 2020

By: _____

By: _____

Title: _____

Title: _____

SEAL

Town of Beaufort (DRAFT} Dump Truck

Compounding Period: Annual

Nominal Annual Rate: 1.790%

Cash Flow Data - Loans and Payments

	Event	Date	Amount	Number	Period	End Date
1	Loan	12/16/2020	79,533.10	1		
2	Payment	12/16/2021	16,770.91	5	Annual	12/16/2025

TValue Amortization Schedule - Normal, 360 Day Year

	Date	Payment	Interest	Principal	Balance
Loan	12/16/2020				79,533.10
2021 Totals		0.00	0.00	0.00	
1	12/16/2021	16,770.91	1,423.64	15,347.27	64,185.83
2022 Totals		16,770.91	1,423.64	15,347.27	
2	12/16/2022	16,770.91	1,148.93	15,621.98	48,563.85
2023 Totals		16,770.91	1,148.93	15,621.98	
3	12/16/2023	16,770.91	869.29	15,901.62	32,662.23
2024 Totals		16,770.91	869.29	15,901.62	
4	12/16/2024	16,770.91	584.65	16,186.26	16,475.97
2025 Totals		16,770.91	584.65	16,186.26	
5	12/16/2025	16,770.91	294.94	16,475.97	0.00
2026 Totals		16,770.91	294.94	16,475.97	
Grand Totals		83,854.55	4,321.45	79,533.10	

Prepared for: , Town of Beaufort

2022 F-750 Diesel Regular Cab Base (F7D)

Price Level: 215



Client Proposal

Prepared by:

Jeff Williams

Office: 828-693-4281

Email: jeff.williams@fourseasonsford.com

Quote ID: 1208202002

Date: 12/08/2020



Prepared for:

Town of Beaufort

Prepared by: Jeff Williams

12/08/2020



Four Seasons Ford Inc. | 601 Duncan Hill Rd Hendersonville North Carolina |

287922722

2022 F-750 Diesel Regular Cab Base (F7D)

Price Level: 215 | Quote ID: 1208202002

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Prepared for:

Town of Beaufort

Prepared by: Jeff Williams

12/08/2020



Four Seasons Ford Inc. | 601 Duncan Hill Rd Hendersonville North Carolina |

287922722

2022 F-750 Diesel Regular Cab Base (F7D)

Price Level: 215 | Quote ID: 1208202002

As Configured Vehicle

Code	Description
Base Vehicle	
F7D	Base Vehicle Price (F7D)
Engines	
99C	6.7L Power Stroke V8 Turbo Diesel - 270 HP @ 2400 RPM Includes Engine Exhaust Brake and manual regen capability. Torque: 700 ft.lbs. @ 1500 rpm. <i>Governed RPM: 3200. Includes CARB clean idle label - may be removed if un-necessary.</i>
425	50-State Emissions
Transmissions	
44G	Ford TorqShift HD 6-Speed Automatic - Double Overdrive, less PTO Provision, less Park Pawl
41A	Transmission Power Take-Off Provision w/LiveDrive Capability and Tow/Haul
Front Wheels & Tires	
643	Wheels, Front 22.5x8.25 White Powder Coated Steel, 10-Hole <i>(285.75MM BC) hub piloted, flanged nut, metric mount, 8.25 DC rims; with steel hubs.</i>
TCH	Tires, Front Two 255/70R22.5H Goodyear Endurance RSA (566 rev/mile)
Rear Wheels & Tires	
663	Wheels, Rear 22.5x8.25 White Powder Coated Steel, 10-Hole <i>(285.75MM BC) hub piloted, flanged nut, metric mount, 8.25 DC rims; with steel hubs.</i>
RCH	Tires, Rear Four 255/70R22.5H Goodyear Fuel Max RSA (563 rev/mile)
Brakes	

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Note: .

Prepared for:

Town of Beaufort

Prepared by: Jeff Williams

12/08/2020



Four Seasons Ford Inc. | 601 Duncan Hill Rd Hendersonville North Carolina |

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2022 F-750 Diesel Regular Cab Base (F7D)

Price Level: 215 | Quote ID: 1208202002

As Configured Vehicle (cont'd)

Code	Description
67H	<p>Hydraulic Brake System - Bosch HydroMax w/Traction Control</p> <p><i>Full power with automatic adjustment, 4-channel ABS antilock brake system. Includes 12" x 3" (Bosch) DSSA type rear axle mounted parking brake, Orscheln lever control, right of driver and hand operated park brake lever.</i></p>
154	<p>Trailer Connection Socket - 7-Way, Wired for Turn Signals, Separate of Stop</p> <p><i>Mounted at rear of frame, for separate trailer stop, tail, turn, marker light circuits. Includes electric trailer brake accommodation package with cab connections for mounting customer installed electric brake unit.</i></p>

Front Axle and Suspension

43N	10,000 lb. Cap. Non-Driving - Dana E-1002I - I-Beam Type
61C	<p>Taper-Leaf Springs, Parabolic - 10,000 lb. Cap</p> <p><i>2-leaf, 62" x 3.15". Also includes, standard duty, dual, double acting shock absorbers.</i></p>
60A	Lube, Front Axle, EmGard 50W, Synthetic Oil

Rear Axle and Suspension

475	<p>21,000 lb. Single Reduction - Open - Dana / Spicer 21060S</p> <p><i>NOTE: When specifying an axle ratio, check performance guidelines for startability and gradeability.</i></p>
18P	<p>Driveshaft Upgrade</p> <p><i>A heavy duty drive line is optional. Heavy duty drive line components are required in more demanding applications, such as higher torque engines or deep reduction low gear(s). The heavier SPL-140 driveshaft is powertrain dependent and should be used when more durability is required by the vocation or customer.</i></p>
68P	<p>Multi-Leaf Springs - 21,000 lb. Cap</p> <p><i>11-leaf. Includes 2,000 lb auxiliary springs for load stabilization.</i></p>
607	Lube, Rear Axle, EmGard 75W-90, Synthetic Oil
X5D	5.57 Axle Ratio

Wheelbase

176WB	176" Wheelbase/102" CA/70" AF/285" OAL
-------	--

Frame

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2022 F-750 Diesel Regular Cab Base (F7D)

Price Level: 215 | Quote ID: 1208202002

As Configured Vehicle (cont'd)

Code	Description
535	Single Channel - Straight 'C' 15.14 SM, 80,000 PSI <i>1,211,200 RBM. High strength low alloy steel. 10.250" x 3.092" x 0.375" (260.4mm x 78.5mm x 9.5mm).</i>
18D	Special Rating GVWR - Limited to 25,999 lb. GVWR

Exhaust

91G	Under Cab, Right Side Outlet, Switchback-Style <i>Single, horizontal muffler, right side, under cab, outside of frame rail with rear discharge.</i>
-----	--

Fuel Tanks

65B	Fuel Tank - LH 50 Gallon Rectangular - Aluminum
12	12 Gal. Single Tank Fuel Fill. Mandatory Charge Applied, Based On Tank Selection

Electrical / Alternator / Battery

STDALT	Extra Heavy Duty Alternator - 12-Volt, 200 Amp Denso SC5
55M	Jump Start Stud - Remote Mounted
STDBAT	Battery - Two 750 CCA, 1500 Total, Includes Steel Battery Box <i>12Volt, Motorcraft.</i>
59E	Body Builder Wiring - At End of Frame, Separate - (ILO Standard - Back of Cab Combined) <i>Includes sealed connectors for 2 ground circuits, with separate left/stop, separate right/stop, back up lamps. Also includes 2 additional pass through wires to cab.</i>
17M	Back-Up Alarm - Electric, 102 dBA
16V	Voltmeter <i>Available in message center.</i>

Seats

88A	30/0/30 Fixed Driver & Fixed Passenger w/Console - Vinyl
-----	--

Cab Interior

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2022 F-750 Diesel Regular Cab Base (F7D)

Price Level: 215 | Quote ID: 1208202002

As Configured Vehicle (cont'd)

Code	Description
600A	<p>Preferred Equipment Package 600A</p> <p><i>Includes:</i></p> <ul style="list-style-type: none">- Bumper, Front - Black, Full Width- Wheel Seals, Front - Oil lubricated, SKF ScotSeal PlusXL Seals- Wheel Seals, Rear - Oil lubricated, SKF ScotSeal PlusXL Seals- Manual Regen Initiation - Driver Interface in Message Center- Engine Exhaust Brake- Extra Heavy Duty Alternator - 12-Volt, 200 Amp Denso SC5- Painted Grille - Plastic- Lights - Roof Marker/Clearance - Amber Lenses, 5 Lights- Tow Hooks, Front (2) - Frame-Mounted, Painted Black- Four Body Builder Switches - Mounted in Center Instrument Panel With connector access located in engine compartment. Amperages vary by switch: 10, 15, 25, 25.- Floor Covering - Black Vinyl- Intelligent Oil Life Monitor- Steering Column - Tilt / Telescoping- Steering Wheel - Black PVC w/Integral Cruise Control Switches, includes Audio Controls
90P	<p>Power Equipment Group - (Included in (90A) Appearance Group)</p> <p><i>Includes power front side windows, power door locks and door trim panel.</i></p>
588	<p>Radio: AM/FM Stereo w/2 Speakers, USB input, Clock Display and Bluetooth</p>
85A	<p>SecuriLock Passive Anti-Theft System</p> <p><i>The SecuriLock Passive Anti-Theft System is designed to help prevent the engine from being started unless a coded key, programmed to the vehicle, is used. It helps protect against drive-away theft through an electronically coded ignition key, its electronically coded ignition key features billions of possible codes to start the vehicle and is not compatible with non-OEM aftermarket remote start systems.</i></p>

Cab Exterior

85K	Remote Keyless Entry w/2 Key Fobs
54R	<p>Mirrors, Dual - Heated & Motorized Rectangular, XL2020 - 102" Width</p> <p><i>Integral spot mirror, sail type, solid black finish.</i></p>

Ship-Thru

21A	<p>Pre-Delivery Inspection</p> <p>Selection requires that you also choose either (314) or (31F) or (31V) to have the Inspection performed. Required with any final Ship-To that is not a dealer.</p>
31V	Ship-Thru - Fontaine Vocational Services for Tractors

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12/08/2020



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287922722

2022 F-750 Diesel Regular Cab Base (F7D)

Price Level: 215 | Quote ID: 1208202002

As Configured Vehicle (cont'd)

Code	Description
	MAY be selected w/o adding (21A). For MODIFICATIONS ONLY, Dealer must make arrangements directly with Fontaine (please use CVT Resources for add. Info).
Miscellaneous	
PAINT	Paint Type - Environmentally Friendly, "3 - Wet System"
Fleet Options	
B4A	Net Invoice Fleet Option
Interior Colors	
E_01	Gray
Primary Colors	
YZ_01	Oxford White
Upfit Options	
300U	Godwin 300U 12' Dump Bed BODY 300U 12 X 30 SIDES 10GA HOIST 820SF DA 12 FT P22-8S OAK SIDE BOARD 12' CAB PROTECTOR HALF SMALL BODY INSTALL CAB PROTECTOR LIGHT HOLES IN CP, RA, RCP ASPHALT CHUTE 300U AND T BOLT INSTALL ASPHALT CHUTE HIDE A STEP OUTSIDE HANDLES ON DUMP BODY OUTSIDE STEPS ON DUMP BODY INSIDE STEPS ON DUMP BODY WALK ROD GRIP STRUT 12 ALUMINUM 4 SPRING TARP SYSTEM IDLER BAR FOR TARP TAILGATE AIR CONTROL ZINC PRIME & BLACK POWDER COAT INSTALL SNGL AXLE BDY UP/DOWN HITCH PINTLE HOOK RIGID PH20 GLAD HANDS LICENSE PLATE BRACKET GLOVE LABOR TO INSTALL ATG INSTALL 6-PIN ELECTRIC PLUG ADAPT 7-PIN FACTORY ELECT PLUG PAINT UNDER COATING 11' BODY RUSTPROOF 11' BODY OR MORE INSTALL SEALED WIRING HARNESS INSTALL STT AND BACK-UP LED 97db BACK UP ALARM - STANDARD INSTALL 6-HEAD FLASHING LED PTO FORD AUTOMATIC

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12/08/2020



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287922722

2022 F-750 Diesel Regular Cab Base (F7D)

Price Level: 215 | Quote ID: 1208202002

Pricing Summary - Single Vehicle

	MSRP
<i>Vehicle Pricing</i>	\$98,033.50
<i>Pre-Tax Adjustments</i>	
Code	Description
Ford Gvmnt GPC	Government GPC
	-\$6,800.00
Discount	Dealer Discount
	-\$11,700.40
<hr/>	
Total	\$79,533.10

Customer Signature

Acceptance Date

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Note: .



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, December 21 – Zoom meeting due to Covid-19**

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

BRIEF SUMMARY:

- Tax collections for October and November are listed below

October		
Tax Year	Balance Remaining	Collection Rate to Date
2014	\$3,156	99.88%
2015	\$7,972	99.69%
2016	\$19,687	99.25%
2017	\$25,089	99.15%
2018	\$32,202	99.02%
2019	\$76,697	98.00%
2020	\$3,736,240	22.11%
November		
Tax Year	Balance Remaining	Collection Rate to Date
2014	\$2,871	99.89%
2015	\$7,913	99.69%
2016	\$19,081	99.28%
2017	\$23,111	99.21%
2018	\$30,662	99.06%
2019	\$72,984	98.10%
2020	\$2,723,163	43.21%

- Sales and Use tax distribution for December is \$173,831 (October sales)

REQUESTED ACTION:

No action requested/ review

EXPECTED LENGTH OF PRESENTATION:

5 minutes

SUBMITTED BY:

Christi Wood – Finance Director

BUDGET AMENDMENT REQUIRED:

No

Comparison of FY 19,20, and 21 Sales and Use Tax Distributions						
Sales Month	Collection Month	Distribution Month	Distribution Amount FY 2019	Distribution Amount FY 2020	Distribution Amount FY 2021	% change from PY
July	August	October	\$102,279	\$154,624	\$198,338	28%
August	September	November	\$118,261	\$147,895	\$158,529	7%
September	October	December	\$104,910	\$132,455	\$173,832	31%
October	November	January	\$113,279	\$130,905		
November	December	February	\$118,047	\$116,991		
December	January	March	\$112,470	\$133,544		
January	February	April	\$91,523	\$110,330		
February	March	May	\$96,640	\$96,305		
March	April	June	\$127,685	\$127,868		
April	May	July	\$123,099	\$110,588		
May	June	August	\$145,214	\$158,801		
June	July	September	<u>\$150,652</u>	<u>\$202,009</u>		
Total			<u>\$1,404,059</u>	<u>\$1,622,314</u>	<u>\$530,699</u>	

Statement of Revenue and Expenditures - Operating

Revenue Account Range: 10-301-0000 to 60-305-0002

Include Non-Anticipated: Yes

Year To Date As Of: 11/30/20

Expend Account Range: First to Last

Include Non-Budget: No

Current Period: 11/01/20 to 11/30/20

Print Zero YTD Activity: No

Prior Year: 11/01/19 to 11/30/19

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
10-301-0000	AD VALOREM TAX - CURRENT YEAR	\$334,176.52	\$4,682,759.00	\$306,312.25	\$1,063,693.17	-\$3,619,065.83	23%
10-301-0001	AD VALOREM TAX PRIOR YEAR	\$10,116.27	\$70,000.00	\$14,658.20	\$40,173.18	-\$29,826.82	57%
10-301-0002	PENALTIES AND INTEREST	\$1,510.50	\$10,000.00	\$3,329.87	\$7,493.09	-\$2,506.91	75%
10-301-0004	MOTOR VEHICLE TAX	\$0.00	\$168,158.00	\$22,501.65	\$84,052.20	-\$84,105.80	50%
10-301-0006	PAYMENT IN LIEU OF TAXES	\$0.00	\$32,000.00	\$0.00	\$0.00	-\$32,000.00	0%
10-303-0001	LOCAL OPTION SALES TAX	\$147,894.89	\$1,239,000.00	\$0.00	\$198,338.50	-\$1,040,661.50	16%
10-303-0002	UTILITIES FRANCHISE TAX	\$0.00	\$385,000.00	\$0.00	\$0.00	-\$385,000.00	0%
10-303-0003	BEER AND WINE TAX	\$0.00	\$18,872.00	\$0.00	\$0.00	-\$18,872.00	0%
10-303-0004	POWELL BILL	\$0.00	\$120,000.00	\$0.00	\$56,777.00	-\$63,223.00	47%
10-303-0012	Grant from NC Natural \$ Cultural Res.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-303-0014	FEMA MITIGATION GRANT	\$0.00	\$84,650.00	\$0.00	\$0.00	-\$84,650.00	0%
10-303-0015	FEMA HURRICANE REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$29,540.83	\$29,540.83	0%
10-303-0016	GRANTS - SRO, CAD, School Safety	\$0.00	\$91,000.00	\$33,333.00	\$53,362.95	-\$37,637.05	59%
10-303-0017	NOAA Grant - Taylor's Creek	\$14,289.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-303-0019	CARES RELIEF FUNDS	\$0.00	\$94,768.00	\$0.00	\$47,210.00	-\$47,558.00	50%
10-304-0001	COUNTY ABC PROFIT DISTRIBUTION	\$0.00	\$170,000.00	\$0.00	\$62,204.00	-\$107,796.00	37%
10-304-0002	FIRE DISTRICT AD VALOREM TAX	\$26,911.67	\$334,081.00	\$0.00	\$111,360.36	-\$222,720.64	33%
10-304-0003	FIRE DISTRICT SALES TAX	\$9,166.67	\$105,000.00	\$0.00	\$35,000.00	-\$70,000.00	33%
10-304-0004	HARLOWE DIST AD VALOREM TAX	\$5,269.55	\$68,096.00	\$0.00	\$22,697.80	-\$45,398.20	33%
10-304-0005	HARLOWE FIRE DISTRCIT SALES TAX	\$1,769.54	\$20,033.00	\$0.00	\$6,677.48	-\$13,355.52	33%
10-304-0020	MISC REVENUE-FIRE DEPARTMENT	\$0.00	\$0.00	\$0.00	\$105.00	\$105.00	0%
10-305-0001	SOLID WASTE USER FEE (RES)	\$45,810.85	\$555,000.00	\$47,053.12	\$235,141.51	-\$319,858.49	42%
10-305-0002	SOLID WASTE USER FEES (COMM)	\$1,126.80	\$13,500.00	\$1,089.24	\$5,580.07	-\$7,919.93	41%
10-305-0003	STORMWATER RESIDENTIAL	\$14,133.61	\$136,000.00	\$11,996.21	\$36,349.53	-\$99,650.47	27%
10-305-0004	SOLID WASTE USER FEE -WBD	\$2,927.47	\$35,000.00	\$2,871.42	\$14,250.81	-\$20,749.19	41%
10-305-0005	BUILDING PERMITS	\$13,270.75	\$175,000.00	\$10,525.50	\$98,020.94	-\$76,979.06	56%
10-305-0006	PARKING METER	\$0.00	\$180,000.00	\$0.00	\$0.00	-\$180,000.00	0%

Statement of Revenue and Expenditures - Operating

10:40 AM

5.

<u>Expend Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Curr Expd</u>	<u>YTD Expd</u>	<u>Encumbered</u>	<u>Balance</u>	<u>% Expd</u>
10-410-1250	DUES & SUBSCRIPTIONS	\$0.00	\$11,300.00	\$110.66	\$8,359.99	\$10.66	\$2,929.35	74%
10-410-1430	TRAINING- REGISTRATION & CLASS MAT	\$450.00	\$5,000.00	\$0.00	\$206.25	\$0.00	\$4,793.75	4%
10-410-1431	TRAVEL MILEAGE	\$0.00	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	0%
10-410-1432	MEALS	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0%
10-410-1433	LODGING	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
10-410-4520	CODIFICATION	\$0.00	\$2,500.00	\$0.00	\$2,773.92	\$0.00	-\$273.92	111%
10-410-5400	INSURANCE	\$0.00	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$0.00	100%
10-410-5720	ELECTIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
	DEPARTMENT 410 Total	\$4,965.30	\$87,196.17	\$4,404.46	\$39,337.72	\$183.46	\$47,674.99	45%
10-420-0000	ADMINISTRATION:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-420-0200	SALARIES AND WAGES	\$33,587.92	\$263,899.82	\$15,822.98	\$116,661.13	\$0.00	\$147,238.69	44%
10-420-0201	OVERTIME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-420-0500	FICA EXPENSE	\$2,447.07	\$21,112.79	\$1,136.00	\$8,485.21	\$0.00	\$12,627.58	40%
10-420-0600	GROUP INSURANCE EXPENSE	\$2,342.88	\$22,354.92	\$1,181.34	\$8,795.70	\$0.00	\$13,559.22	39%
10-420-0700	RETIREMENT EXPENSE	\$4,705.69	\$40,140.68	\$2,406.68	\$17,744.25	\$0.00	\$22,396.43	44%
10-420-0800	WORKERS COMPENSATION	\$148.07	\$2,148.00	\$0.00	\$1,804.30	\$0.00	\$343.70	84%
10-420-0900	UNEMPLOYMENT INSURANCE EXPENSE	-\$1,482.85	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0%
10-420-1110	TELEPHONE	\$96.09	\$6,780.00	\$122.05	\$492.78	\$0.00	\$6,287.22	7%
10-420-1120	INTERNET/CABLE	\$550.88	\$6,900.00	\$569.31	\$1,812.87	\$0.00	\$5,087.13	26%
10-420-1130	POSTAGE	\$455.40	\$3,000.00	\$479.60	\$1,505.00	\$1.20	\$1,493.80	50%
10-420-1210	OFFICE SUPPLIES	\$783.87	\$14,700.00	\$0.00	\$4,970.41	\$805.81	\$8,923.78	34%
10-420-1220	OFFICE EQUIPMENT (NON-CAPITAL)	\$2,667.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-420-1221	OFFICE EQUIPMENT LEASES	\$365.76	\$7,800.00	\$457.29	\$2,503.84	\$0.00	\$5,296.16	32%
10-420-1230	OFFICE CONTRACT SERVICES	\$219.22	\$6,000.00	\$107.17	\$214.34	\$0.00	\$5,785.66	4%
10-420-1250	DUES AND SUBSCRIPTIONS	\$552.50	\$2,500.00	\$92.65	\$1,120.77	\$42.65	\$1,336.58	45%
10-420-1310	ELECTRIC	\$1,010.23	\$16,800.00	\$801.03	\$5,791.29	\$0.00	\$11,008.71	34%
10-420-1330	WATER/SEWER/SOLID WASTE	\$179.51	\$3,356.36	\$106.90	\$554.42	\$0.00	\$2,801.94	17%
10-420-1430	TRAINING-REGISTRATION & CLASS MAT'	\$435.00	\$3,000.00	\$0.00	\$460.00	\$6,600.00	-\$4,060.00	15%
10-420-1431	TRAVEL MILEAGE	\$330.60	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%

Statement of Revenue and Expenditures - Operating

12:10 AM

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<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
10-420-1432	MEALS	\$0.00	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	0%
10-420-1433	LODGING	\$559.23	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0%
10-420-1630	EQUIPMENT MAINT. & REPAIRS	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0%
10-420-1730	VEHICLE MAINT & REPAIRS	-\$19.07	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-420-5400	INSURANCE	\$0.00	\$50,231.00	\$0.00	\$51,302.60	\$0.00	-\$1,071.60	102%
10-420-7430	CAPITAL OUTLAY - VEHICLES	-\$82.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
	DEPARTMENT 420 Total	\$49,853.00	\$478,073.57	\$23,283.00	\$224,218.91	\$7,449.66	\$246,405.00	47%
10-430-0000	FINANCE:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-430-0200	SALARIES AND WAGES	\$22,061.58	\$267,914.94	\$23,610.68	\$117,077.62	\$0.00	\$150,837.32	44%
10-430-0201	OVERTIME	\$0.00	\$0.00	\$0.00	\$7.83	\$0.00	-\$7.83	0%
10-430-0500	FICA EXPENSE	\$1,574.05	\$21,436.08	\$1,688.01	\$8,352.41	\$0.00	\$13,083.67	39%
10-430-0600	GROUP INSURANCE EXPENSE	\$2,928.60	\$37,258.20	\$2,953.35	\$14,667.75	\$0.00	\$22,590.45	39%
10-430-0700	RETIREMENT EXPENSE	\$3,090.84	\$40,755.34	\$3,591.22	\$17,808.83	\$0.00	\$22,946.51	44%
10-430-0800	WORKERS COMPENSATION	\$132.78	\$1,210.00	\$0.00	\$1,210.00	\$0.00	\$0.00	100%
10-430-1210	OFFICE SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-430-1230	OFFICE CONTRACT SERVICES	\$1,103.03	\$29,000.00	\$524.94	\$12,464.73	\$0.00	\$16,535.27	43%
10-430-1250	DUES & SUBSCRIPTIONS	\$0.00	\$400.00	\$160.00	\$160.00	\$0.00	\$240.00	40%
10-430-1430	TRAINING-REGISTRATION & CLASS MATR	\$425.00	\$5,500.00	\$71.60	\$3,696.60	-\$71.60	\$1,875.00	67%
10-430-1431	TRAVEL MILEAGE	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
10-430-1432	MEALS	\$0.00	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0%
10-430-1433	LODGING	\$0.00	\$1,900.00	\$0.00	\$0.00	\$0.00	\$1,900.00	0%
10-430-1630	EQUIPMENT MAINT & REPAIRS	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
10-430-4510	PROFESSIONAL SERVICES	\$0.00	\$20,000.00	\$0.00	\$11,194.00	\$2,740.00	\$6,066.00	56%
10-430-4520	TAX COLLECTION ADMIN EXPENSE PROI	\$7,193.19	\$87,144.00	\$6,718.70	\$22,923.53	\$0.00	\$64,220.47	26%
10-430-4525	TAX COLLECTION ADMIN EXPENSE MVT	\$3.41	\$10,000.00	\$1,155.56	\$4,621.74	\$0.00	\$5,378.26	46%
	DEPARTMENT 430 Total	\$38,512.48	\$524,618.56	\$40,474.06	\$214,185.04	\$2,668.40	\$307,765.12	41%
10-450-0000	PARKING DEPARTMENT:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-450-0200	SALARIES AND WAGES	\$2,885.61	\$7,467.46	\$0.00	\$7,296.00	\$0.00	\$30,171.46	19%
10-450-0201	OVERTIME	\$0.00	\$2,040.00	\$0.00	\$0.00	\$0.00	\$2,040.00	0%

Statement of Revenue and Expenditures - Operating

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<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
10-450-0205	OTHER SALARIES - PART TIME	\$0.00	\$14,085.00	\$0.00	\$0.00	\$0.00	\$14,085.00	0%
10-450-0500	FICA EXPENSE	\$213.26	\$4,309.93	\$0.00	\$551.72	\$0.00	\$3,758.21	13%
10-450-0600	GROUP INSURANCE	\$585.72	\$7,451.64	\$0.00	\$1,171.44	\$0.00	\$6,280.20	16%
10-450-0700	RETIREMENT EXPENSE	\$404.28	\$6,021.94	\$0.00	\$1,109.73	\$0.00	\$4,912.21	18%
10-450-0800	WORKERS COMPENSATION	\$0.00	\$1,343.00	\$0.00	\$1,343.00	\$0.00	\$0.00	100%
10-450-1210	OFFICE SUPPLIES	\$21.42	\$2,000.00	\$0.00	\$22.23	\$0.00	\$1,977.77	1%
10-450-1230	OFFICE CONTRACT SERVICES - SOFTWARE	\$0.00	\$12,144.00	\$912.00	\$4,560.00	\$0.00	\$7,584.00	38%
10-450-1430	TRAINING -REGISTRATION AND CLASS M	\$0.00	\$1,050.00	\$0.00	\$0.00	\$0.00	\$1,050.00	0%
10-450-1431	TRAVEL MILEAGE	\$0.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0%
10-450-1432	MEALS	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0%
10-450-1433	LODGING	\$0.00	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	0%
10-450-1592	WBD PROJECTS	\$608.82	\$0.00	\$11.89	\$11.89	\$119.94	-\$131.83	0%
10-450-1620	EQUIPMENT RENTAL - HANDHELDS	\$0.00	\$1,700.00	\$0.00	\$0.00	\$0.00	\$1,700.00	0%
10-450-1630	EQUIPMENT MAINTENANCE AND REPAIR	\$912.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0%
10-450-3901	PARKING METER CREDIT CARD PROCES	\$38.65	\$22,000.00	\$28.00	\$358.07	\$0.00	\$21,641.93	2%
10-450-3902	COLLECTION FEES	\$39.62	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
10-450-4550	CONTRACT SERVICES	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0%
10-450-5730	CONTINGENCY	\$0.00	\$13,000.00	\$0.00	\$0.00	\$0.00	\$13,000.00	0%
10-450-8010	DEBT SERVICE - PRINCIPAL	\$0.00	\$7,903.00	\$0.00	\$0.00	\$0.00	\$7,903.00	0%
10-450-8011	DEBT SERVICE - INTEREST	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00	\$900.00	0%
	DEPARTMENT 450 Total	\$5,709.38	\$142,915.97	\$951.89	\$16,424.08	\$119.94	\$126,371.95	11%
10-510-0000	POLICE DEPARTMENT:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-510-0200	SALARIES AND WAGES	\$74,761.74	\$1,025,644.54	\$84,270.22	\$425,956.37	\$0.00	\$599,688.17	42%
10-510-0201	OVERTIME	\$4,762.32	\$28,000.02	\$4,995.75	\$11,347.90	\$0.00	\$16,652.12	41%
10-510-0203	SEPARATION PAY	\$3,510.09	\$41,400.00	\$3,510.09	\$17,550.45	\$0.00	\$23,849.55	42%
10-510-0205	OTHER SALARIES-PARTTIME	\$473.74	\$10,000.00	\$850.16	\$1,978.91	\$0.00	\$8,021.09	20%
10-510-0500	FICA EXPENSE	\$6,205.72	\$89,021.32	\$6,921.52	\$33,743.69	\$0.00	\$55,277.63	38%
10-510-0600	GROUP INSURANCE EXPENSE	\$10,458.84	\$41,581.16	\$11,222.73	\$54,523.95	\$0.00	\$87,057.21	39%
10-510-0700	RETIREMENT EXPENSE	\$11,674.60	\$166,660.56	\$14,121.55	\$69,174.14	\$0.00	\$97,486.42	42%

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<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
10-510-0800	WORKERS COMPENSATION	\$4,513.97	\$39,940.00	\$1,539.61	\$41,466.72	\$0.00	-\$1,526.72	104%
10-510-1110	TELEPHONE	\$115.72	\$8,184.00	\$121.55	\$495.02	\$0.00	\$7,688.98	6%
10-510-1111	TELEPHONE-CELLULAR	\$788.94	\$10,800.00	\$772.74	\$3,104.55	\$0.00	\$7,695.45	29%
10-510-1120	INTERNET/CABLE	\$321.00	\$3,700.00	\$401.88	\$2,298.96	\$0.00	\$1,401.04	62%
10-510-1130	POSTAGE	\$53.14	\$750.00	\$1.20	\$37.25	\$0.00	\$712.75	5%
10-510-1210	OFFICE SUPPLIES	\$43.27	\$2,500.00	\$220.02	\$980.32	\$812.39	\$707.29	39%
10-510-1220	OFFICE EQUIPMENT (NON-CAPITAL)	\$0.00	\$2,000.00	\$85.00	\$85.00	\$0.00	\$1,915.00	4%
10-510-1221	OFFICE EQUIPMENT LEASES	\$312.25	\$4,100.00	\$328.25	\$1,992.83	\$0.00	\$2,107.17	49%
10-510-1230	OFFICE CONTRACT SERVICES	\$176.00	\$22,600.00	\$6,575.00	\$12,685.63	\$0.00	\$9,914.37	56%
10-510-1250	DUES AND SUBSCRIPTIONS	\$0.00	\$2,500.00	\$150.00	\$150.00	\$0.00	\$2,350.00	6%
10-510-1260	MISC. ADMIN. EXPENSE	\$0.00	\$500.00	\$0.00	\$20.50	\$0.00	\$479.50	4%
10-510-1310	ELECTRIC	\$489.33	\$6,300.00	\$503.95	\$3,336.46	\$0.00	\$2,963.54	53%
10-510-1330	WATER/SEWER/SOLID WASTE	\$140.26	\$3,776.11	\$236.57	\$1,062.05	\$0.00	\$2,714.06	28%
10-510-1420	OSHA/SAFETY COMPLIANE	\$0.00	\$1,310.00	\$87.64	\$87.64	\$228.98	\$993.38	7%
10-510-1421	SAFETY EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-510-1422	SAFETY SUPPLIES & MATERIALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-510-1430	TRAINING- REGISTRATION &CLASS MAT'	\$370.00	\$12,000.00	\$370.00	\$1,359.88	\$49.11	\$10,591.01	11%
10-510-1431	TRAVEL MILEAGE	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
10-510-1432	MEALS	\$641.04	\$3,500.00	\$206.59	\$639.84	\$137.93	\$2,722.23	18%
10-510-1433	LODGING	\$714.76	\$4,000.00	\$0.00	\$0.00	\$759.36	\$3,240.64	0%
10-510-1440	UNIFORMS	\$2,459.09	\$15,000.00	\$776.81	\$2,147.70	\$82.95	\$12,769.35	14%
10-510-1451	EMPLOYEE WELLNESS	\$472.00	\$18,060.00	\$704.00	\$2,919.00	\$0.00	\$15,141.00	16%
10-510-1610	NON-CAPITAL EQUIPMENT PURCHASE	\$415.31	\$34,300.00	\$0.00	\$0.00	\$0.00	\$34,300.00	0%
10-510-1630	EQUIPMENT MAINT. & REPAIRS	\$234.32	\$4,000.00	\$76.69	\$918.87	\$182.52	\$2,898.61	23%
10-510-1710	AUTO FUEL	\$0.00	\$37,740.00	\$1,532.65	\$9,408.26	\$0.00	\$28,331.74	25%
10-510-1730	VEHICLE MAINT. & REPAIRS	\$2,915.61	\$15,000.00	\$79.87	\$3,320.31	\$26.88	\$11,652.81	22%
10-510-3310	DEPARTMENT SUPPLIES & MATERIALS	\$28.95	\$9,000.00	\$588.24	\$1,290.48	\$0.00	\$7,709.52	14%
10-510-4510	PROFESSIONAL SERVICES	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
10-510-4560	ABANDONED AND DERELICT VESSEL RE	\$13,125.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	0%

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<u>Expend Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Curr Expd</u>	<u>YTD Expd</u>	<u>Encumbered</u>	<u>Balance</u>	<u>% Expd</u>
10-510-4570	MARINE OPERATIONS	\$0.00	\$4,000.00	\$62.40	\$202.37	\$0.00	\$3,797.63	5%
10-510-5400	INSURANCE AND BONDS	\$0.00	\$24,720.00	\$0.00	\$24,700.00	\$0.00	\$20.00	100%
10-510-5791	CRIMINAL INVESTIGATION	\$2,067.66	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0%
10-510-5793	CRIME PREVENTION	-\$2,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0%
10-510-7420	CAPITAL OUTLAY - EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-510-7430	CAPITAL OUTLAY - VEHICLES	\$0.00	\$124,000.00	\$0.00	-\$0.10	\$123,729.02	\$271.08	-0%
10-510-8010	DEBT SERVICE - PRINCIPAL	\$0.00	\$16,594.00	\$0.00	\$16,594.00	\$0.00	\$0.00	100%
10-510-8011	DEBT SERVICE - INTEREST	\$0.00	\$626.00	\$0.00	\$662.25	\$0.00	-\$36.25	106%
10-510-9003	HURRICANE SUPPLIES & MATERIALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-510-9020	GRANT EXPENDITURES	\$0.00	\$35,000.00	\$6,627.79	\$26,657.79	\$5,583.93	\$2,758.28	76%
	DEPARTMENT 510 Total	\$140,244.67	\$1,998,307.71	\$147,940.47	\$772,898.99	\$131,593.07	\$1,093,815.65	39%
10-531-0000	FIRE DEPARTMENT:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-531-0200	SALARIES & WAGES	\$77,136.72	\$942,538.93	\$76,476.77	\$386,533.34	\$0.00	\$556,005.59	41%
10-531-0201	OVERTIME	\$1,768.03	\$30,999.02	\$1,852.77	\$8,066.59	\$0.00	\$22,932.43	26%
10-531-0205	SALARIES-PARTIME/PRN	\$1,827.76	\$43,080.58	\$1,738.75	\$21,427.71	\$0.00	\$21,652.87	50%
10-531-0500	FICA EXPENSE	\$6,013.82	\$81,405.93	\$5,980.02	\$31,019.15	\$0.00	\$50,386.78	38%
10-531-0600	GROUP INSURANCE	\$9,957.24	\$134,129.52	\$10,083.45	\$49,494.93	\$0.00	\$84,634.59	37%
10-531-0700	RETIREMENT EXPENSE	\$11,054.58	\$148,284.71	\$11,913.95	\$60,018.71	\$0.00	\$88,266.00	40%
10-531-0701	FIREMAN'S PENSION FUND	\$0.00	\$2,160.00	\$0.00	\$0.00	\$0.00	\$2,160.00	0%
10-531-0800	WORKERS COMPENSATION	\$5,333.76	\$51,027.00	\$0.00	\$50,946.00	\$0.00	\$81.00	100%
10-531-1110	TELEPHONE	\$261.72	\$5,768.00	\$147.68	\$578.17	\$0.00	\$5,189.83	10%
10-531-1111	TELEPHONE- CELLULAR	\$132.00	\$2,500.00	\$114.03	\$568.15	\$0.00	\$1,931.85	23%
10-531-1120	INTERNET/CABLE	\$356.31	\$4,420.00	\$324.43	\$1,297.72	\$0.00	\$3,122.28	29%
10-531-1130	POSTAGE	\$6.85	\$200.00	\$0.00	\$32.45	\$8.70	\$158.85	16%
10-531-1210	OFFICE SUPPLIES	\$245.72	\$1,200.00	\$86.23	\$86.23	\$51.30	\$1,062.47	7%
10-531-1220	OFFICE EQUIPMENT (NON-CAPITAL)	\$0.00	\$1,500.00	\$693.86	\$693.86	\$0.00	\$806.14	46%
10-531-1221	OFFICE EQUIPMENT LEASES	\$239.94	\$3,030.00	\$239.94	\$1,469.46	\$0.00	\$1,560.54	48%
10-531-1230	OFFICE CONTRACT SERVICES	\$0.00	\$1,670.00	\$0.00	\$1,420.00	\$0.00	\$250.00	85%
10-531-1250	DUES & SUBSCRIPTIONS	\$71.05	\$2,050.00	\$0.00	\$93.00	\$0.00	\$1,957.00	5%

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10-540-0200	SALARIES AND WAGES	\$26,269.01	\$311,420.48	\$25,602.05	\$134,947.69	\$0.00	\$176,472.79	43%
10-540-0201	OVERTIME	\$239.20	\$1,530.00	\$281.79	\$341.72	\$0.00	\$1,188.28	22%
10-540-0500	FICA EXPENSE	\$1,973.98	\$25,036.84	\$1,955.62	\$10,223.34	\$0.00	\$14,813.50	41%
10-540-0600	GROUP INSURANCE EXPENSE	\$3,472.26	\$37,258.20	\$2,953.35	\$14,667.75	\$0.00	\$22,590.45	39%
10-540-0700	RETIREMENT EXPENSE	\$3,713.80	\$47,611.85	\$3,936.94	\$20,577.61	\$0.00	\$27,034.24	43%
10-540-0800	WORKERS COMPENSATION	\$640.15	\$5,773.00	\$418.44	\$5,682.79	\$0.00	\$90.21	98%
10-540-1250	DUES & SUBSCRIPTIONS	\$0.00	\$2,500.00	\$0.00	\$1,037.00	\$0.00	\$1,463.00	41%
10-540-1420	OSHA/SAFETY COMPLIANCE	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0%
10-540-1430	TRAINING-REGISTRATION & CLASS MAT'	\$750.00	\$2,400.00	\$125.00	\$1,720.00	\$0.00	\$680.00	72%
10-540-1431	TRAVEL MILEAGE	\$702.64	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0%
10-540-1432	MEALS	\$195.25	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	0%
10-540-1433	LODGING	\$1,103.58	\$2,400.00	\$0.00	\$0.00	\$0.00	\$2,400.00	0%
10-540-1610	NON-CAPITAL EQUIPMENT PURCHASE	\$0.00	\$2,000.00	\$0.00	\$83.23	\$0.00	\$1,916.77	4%
10-540-1710	AUTO FUEL	\$0.00	\$1,000.00	\$52.05	\$222.41	\$0.00	\$777.59	22%
10-540-1730	VEHICLE MAINT & REPAIRS	\$100.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
10-540-1810	PERMITS & FEES RECURRING	\$0.00	\$1,800.00	\$0.00	\$0.00	\$0.00	\$1,800.00	0%
10-540-3510	HISTORIC COMM.EXPENSE	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
10-540-3512	HISTORIC COMM-TRAVEL	\$0.00	\$1,800.00	\$0.00	\$0.00	\$0.00	\$1,800.00	0%
10-540-4510	PROFESSIONAL SERVICES	\$0.00	\$22,500.00	\$0.00	\$7,500.00	\$15,000.00	\$0.00	33%
10-540-5400	INSURANCE & BONDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-540-7420	CAPITAL OUTLAY-PROFESSIONAL SERVI	\$0.00	\$180,000.00	\$0.00	\$0.00	\$180,000.00	\$0.00	0%
10-540-7430	CAPITAL OUTLAY- VEHICLES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-540-8010	DEBT SERVICE - PRINCIPAL	\$0.00	\$4,840.00	\$0.00	\$4,840.00	\$0.00	\$0.00	100%
10-540-8011	DEBT SERVICE - INTEREST	\$0.00	\$183.00	\$0.00	\$183.00	\$0.00	\$0.00	100%
	DEPARTMENT 540 Total	\$39,159.87	\$654,153.37	\$35,325.24	\$202,026.54	\$195,000.00	\$257,126.83	31%
10-550-0000	PUBLIC SERVICE ADMINISTRATION:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-550-0200	SALARIES AND WAGES	\$0.00	\$200,228.96	\$15,761.68	\$78,503.94	\$0.00	\$121,725.02	39%
10-550-0500	FICA EXPENSE	\$0.00	\$16,018.31	\$1,133.62	\$5,677.91	\$0.00	\$10,340.40	35%
10-550-0600	GROUP INSURANCE EXPENSE	\$0.00	\$14,903.28	\$1,181.34	\$5,281.38	\$0.00	\$9,621.90	35%

Statement of Revenue and Expenditures - Operating

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<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
10-550-0700	RETIREMENT	\$0.00	\$30,454.82	\$2,397.34	\$11,940.40	\$0.00	\$18,514.42	39%
10-550-1230	OFFICE CONTRACT SERVICES	\$0.00	\$8,500.00	\$0.00	\$10.66	\$0.00	\$8,489.34	0%
10-550-1250	DUES AND SUBSCRIPTIONS	\$0.00	\$1,800.00	\$0.00	\$0.00	\$0.00	\$1,800.00	0%
10-550-1420	OSHA/SAFETY COMPLIANCE	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
10-550-1430	TRAINING - REGISTRATION & CLASS MAT	\$0.00	\$1,800.00	\$150.00	\$150.00	\$0.00	\$1,650.00	8%
10-550-1431	TRAVEL MILEAGE	\$0.00	\$230.00	\$0.00	\$0.00	\$0.00	\$230.00	0%
10-550-1432	MEALS	\$0.00	\$330.00	\$0.00	\$0.00	\$0.00	\$330.00	0%
10-550-1433	LODGING	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00	\$900.00	0%
10-550-1440	UNIFORMS	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0%
10-550-1610	NON-CAPITAL EQUIPMENT PURCHASE	\$0.00	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	0%
10-550-1710	AUTO FUEL	\$0.00	\$1,000.00	\$18.64	\$38.24	\$0.00	\$961.76	4%
10-550-1730	VEHICLE MAINT. & REPAIRS	\$0.00	\$500.00	\$67.21	\$67.21	\$0.00	\$432.79	13%
10-550-4510	PROFESSIONAL SERVICES	\$0.00	\$10,000.00	\$7,371.63	\$7,371.63	\$2,128.37	\$500.00	74%
	DEPARTMENT 550 Total	\$0.00	\$288,215.37	\$28,081.46	\$109,041.37	\$2,128.37	\$177,045.63	38%
10-560-0000	PUBLIC WORKS:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-560-0200	SALARIES AND WAGES	\$41,801.70	\$544,713.11	\$40,838.83	\$225,792.90	\$0.00	\$318,920.21	41%
10-560-0201	OVERTIME	\$399.60	\$5,100.00	\$793.21	\$4,344.83	\$0.00	\$755.17	85%
10-560-0500	FICA EXPENSE	\$3,068.20	\$44,019.50	\$3,005.54	\$16,697.89	\$0.00	\$27,321.61	38%
10-560-0600	GROUP INSURANCE EXPENSE	\$7,007.61	\$96,871.32	\$7,088.04	\$35,788.32	\$0.00	\$61,083.00	37%
10-560-0700	RETIREMENT EXPENSE	\$5,871.46	\$81,769.45	\$6,332.25	\$33,776.51	\$0.00	\$47,992.94	41%
10-560-0800	WORKERS COMPENSATION	\$2,552.82	\$24,164.00	\$0.00	\$20,392.07	\$0.00	\$3,771.93	84%
10-560-1110	TELEPHONE	\$118.84	\$2,500.00	\$128.07	\$512.83	\$0.00	\$1,987.17	21%
10-560-1111	TELEPHONE- CELLULAR	\$0.00	\$350.00	\$80.81	\$327.48	\$0.00	\$22.52	94%
10-560-1120	INTERNET\CABLE	\$430.94	\$4,900.00	\$449.37	\$1,797.48	\$0.00	\$3,102.52	37%
10-560-1130	POSTAGE	\$397.23	\$4,500.00	\$0.00	\$1,662.99	\$0.00	\$2,837.01	37%
10-560-1210	OFFICE SUPPLIES	\$9.98	\$2,000.00	\$123.37	\$1,738.68	\$0.00	\$261.32	87%
10-560-1220	OFFICE EQUIPMENT (NON-CAPITAL)	\$0.00	\$2,000.00	\$0.00	\$16.48	\$872.00	\$1,111.52	1%
10-560-1221	OFFICE EQUIPMENT LEASE	\$266.30	\$3,200.00	\$266.30	\$1,634.07	\$0.00	\$1,565.93	51%
10-560-1230	OFFICE CONTRACT SERVICES	\$178.50	\$2,321.69	\$0.00	\$574.35	\$121.69	\$1,625.65	25%

Statement of Revenue and Expenditures - Operating

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<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
10-560-1250	DUES AND SUBSCRIPTIONS	\$35.99	\$750.00	\$37.34	\$392.36	\$37.34	\$320.30	52%
10-560-1310	ELECTRIC	\$510.18	\$7,000.00	\$457.74	\$2,677.15	\$0.00	\$4,322.85	38%
10-560-1320	LP GAS	\$250.86	\$3,150.00	\$0.00	\$123.24	\$0.00	\$3,026.76	4%
10-560-1330	WATER/SEWER/SOLID WASTE	\$208.57	\$2,727.61	\$216.39	\$1,223.96	\$0.00	\$1,503.65	45%
10-560-1420	OSHA/SAFETY COMPLIANCE	\$511.59	\$5,650.00	\$40.80	\$1,820.08	\$228.98	\$3,600.94	32%
10-560-1421	SAFETY EQUIPMENT	\$16.26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-560-1422	SAFETY SUPPLIES & MATERIALS	\$16.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-560-1430	TRAINING -REGISTRATION & CLASS	\$0.00	\$3,150.00	\$141.10	\$722.20	\$0.00	\$2,427.80	23%
10-560-1431	TRAVEL MILEAGE	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
10-560-1432	MEALS	\$37.22	\$750.00	\$0.00	\$189.20	\$0.00	\$560.80	25%
10-560-1433	LODGING	\$0.00	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	0%
10-560-1440	UNIFORMS	\$313.43	\$7,000.00	\$357.55	\$1,596.13	\$0.00	\$5,403.87	23%
10-560-1610	NON-CAPITAL EQUIPMENT PURCHASE	\$492.95	\$18,500.00	\$1,260.43	\$12,236.83	\$1,173.55	\$5,089.62	66%
10-560-1630	EQUIPMENT MAINT. & REPAIRS	\$68.53	\$10,500.00	\$1,038.64	\$2,556.07	\$0.00	\$7,943.93	24%
10-560-1710	AUTO FUEL	\$0.00	\$15,000.00	\$656.93	\$5,362.63	\$0.00	\$9,637.37	36%
10-560-1730	VEHICLE MAINT. & REPAIRS	\$1,940.49	\$11,000.00	\$259.56	\$4,337.56	\$0.00	\$6,662.44	39%
10-560-1820	PERMITS & FEES - ONE TIME	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
10-560-3310	DEPARTMENT SUPPLIES & MATERIAL	\$371.41	\$8,000.00	\$171.01	\$1,851.67	\$391.77	\$5,756.56	23%
10-560-3320	STREETSCAPING MATERIALS	\$0.00	\$74.58	\$0.00	\$0.00	\$74.58	\$0.00	0%
10-560-3811	STREET CONT. SERVICES	\$34,963.28	\$0.00	\$0.00	\$0.00	\$562.00	-\$562.00	0%
10-560-3812	STREET SUPPLIES & MAT'L	\$445.49	\$10,000.00	\$0.00	\$73.75	\$0.00	\$9,926.25	1%
10-560-3814	SIDEWALKS & MULTI-MODAL	\$449.00	\$5,500.00	\$617.70	\$6,987.71	\$3,000.00	-\$4,487.71	127%
10-560-4550	CONTRACT SERVICES	\$2,350.00	\$12,675.00	\$0.00	\$0.00	\$7,675.00	\$5,000.00	0%
10-560-4552	MOSQUITO CONTROL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-560-4590	DREDGING EXPENSE	\$0.00	\$85,000.00	\$0.00	\$0.00	\$0.00	\$85,000.00	0%
10-560-5400	INSURANCE	\$0.00	\$13,373.00	\$0.00	\$13,372.78	\$0.00	\$0.22	100%
10-560-5900	STREET LIGHTS	\$10,802.38	\$144,000.00	\$11,822.99	\$59,105.34	\$0.00	\$84,894.66	41%
10-560-7420	CAPITAL OUTLAY - EQUIPMENT	\$0.00	\$78,036.00	\$0.00	\$0.00	\$78,035.10	\$0.90	0%
10-560-7430	CAPITAL OUTLAY - VEHICLES	\$0.00	\$97,968.00	\$0.00	\$0.00	\$97,967.88	\$0.12	0%

Statement of Revenue and Expenditures - Operating

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<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
10-620-1510	TOWN HALL BLDG MAINT	\$30,302.72	\$60,300.00	\$5,064.84	\$20,199.12	\$47,479.01	-\$7,378.13	33%
10-620-1511	TOWN HALL GROUND MAINT	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
10-620-1512	TOWN HALL JANITORIAL SUPPLIES	\$35.90	\$1,500.00	\$0.00	\$116.65	\$21.96	\$1,361.39	8%
10-620-1513	TOWN HALL CONTRACTED SERVICES	\$100.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
10-620-1520	TRAIN DEPOT BLDG MAINT	\$4,454.14	\$15,000.00	\$0.00	\$632.57	\$0.00	\$14,367.43	4%
10-620-1522	TRAIN DEPOT JANITORIAL SUPPLIES	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
10-620-1523	TRAIN DEPOT CONTRACTED SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-620-1530	POLICE DEPT BLDG MAINT	\$55.00	\$14,200.00	\$1,175.51	\$14,929.16	\$0.00	-\$729.16	105%
10-620-1532	POLICE DEPT JANITORIAL SUPPLIES	\$0.00	\$1,500.00	\$0.00	\$48.57	\$0.00	\$1,451.43	3%
10-620-1533	POLICE DEPT CONTRACTED SERVICES	\$111.23	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
10-620-1540	PUBLIC WORKS BLDG MAINT	\$390.57	\$10,700.00	\$34.16	\$2,990.43	\$0.00	\$7,709.57	28%
10-620-1541	PUBLIC WORKS GROUND MAINT	\$0.00	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	0%
10-620-1542	PUBLIC WORKS JANITORIAL SUPPLIES	\$46.46	\$500.00	\$0.00	\$232.64	\$0.00	\$267.36	47%
10-620-1550	CEMETERY MAINTENANCE	\$924.76	\$19,646.18	\$2,055.67	\$6,322.07	\$0.00	\$13,324.11	32%
10-620-1560	PUBLIC RESTROOM BLDG MAINT	\$353.46	\$6,419.77	\$243.64	\$2,636.39	\$0.00	\$3,783.38	41%
10-620-1562	PUBLIC RESTROOM JANITORIAL SUPPLY	\$394.45	\$7,500.00	\$663.99	\$4,164.64	\$59.63	\$3,275.73	56%
10-620-1570	PARKS MAINTENANCE	\$481.64	\$10,238.66	\$623.64	\$6,309.20	\$0.00	\$3,929.46	62%
10-620-1571	RJP PARK MAINTENANCE	\$0.00	\$12,000.00	\$835.28	\$840.46	\$934.46	\$10,225.08	7%
10-620-1572	TOPSAIL PARK IMPROVEMENTS	\$0.00	\$37,696.00	\$0.00	\$0.00	\$51,693.80	-\$13,997.80	0%
10-620-1573	PARKS CONTRACTED SERVICE	\$78.91	\$1,500.00	\$491.46	\$491.46	\$81.91	\$926.63	33%
10-620-1580	DOCKS AND BOARDWALK MAINT	\$217.86	\$5,250.00	\$0.00	\$385.99	\$154.45	\$4,709.56	7%
10-620-1590	PUBLIC R.O.W. MAINT	\$11.06	\$15,000.00	\$4,036.88	\$11,277.15	\$0.00	\$3,722.85	75%
10-620-1591	TREES	\$2,507.34	\$7,000.00	\$0.00	\$100.00	\$0.00	\$6,900.00	1%
10-620-1610	NON CAPITAL EQUIPMENT PURCHASE	\$0.00	\$2,500.00	\$0.00	\$45.99	\$0.00	\$2,454.01	2%
10-620-1630	EQUIPMENT MAINT & REPAIRS	\$9.86	\$2,500.00	\$0.00	\$2,271.88	\$0.00	\$228.12	91%
10-620-3310	DEPARTMENTAL SUPPLIES & MATERIALS	\$0.00	\$4,200.00	\$0.00	\$465.03	\$0.00	\$3,734.97	11%
10-620-4550	CONTRACT SERVICES	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
10-620-7420	CAPITAL OUTLAY/EQUIPMENT	\$0.00	\$12,950.00	\$0.00	\$0.00	\$0.00	\$112,950.00	0%
	DEPARTMENT 620 Total	\$40,475.36	\$355,350.61	\$15,225.07	\$74,459.40	\$100,425.22	\$180,465.99	21%

Statement of Revenue and Expenditures - Operating

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<u>Expend Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Curr Expd</u>	<u>YTD Expd</u>	<u>Encumbered</u>	<u>Balance</u>	<u>% Expd</u>
10-700-0000	NON-DEPARTMENTAL:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-700-0206	MERIT AWARDS	\$0.00	\$55,000.00	\$0.00	\$0.00	\$0.00	\$55,000.00	0%
10-700-1120	INTERNET- FIBER HUB CONNECTION	\$680.25	\$10,200.00	\$681.11	\$2,724.44	\$0.00	\$7,475.56	27%
10-700-1130	INFORMATION TECHNOLOGY SERVICES	\$0.00	\$61,000.00	\$8,947.75	\$26,196.62	\$0.00	\$34,803.38	43%
10-700-1250	EURY'S LANDING CONDOMINIUM ANNUA	\$0.00	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	0%
10-700-1410	HUMAN RESOURCES - EMPLOYMENT	\$813.75	\$13,000.00	\$886.00	\$2,937.92	\$0.00	\$10,062.08	23%
10-700-1420	HUMAN RESOURCES - TRAINING	\$950.00	\$16,500.00	\$0.00	\$1,000.00	\$0.00	\$15,500.00	6%
10-700-1450	EMPLOYEE ENGAGEMENT	\$552.70	\$12,000.00	\$288.03	\$322.82	\$0.00	\$11,677.18	3%
10-700-1592	WBD PROJECTS	\$0.00	\$64,583.00	\$409.04	\$9,134.28	-\$69.99	\$55,518.71	14%
10-700-4510	PROFESSIONAL SERVICES	\$0.00	\$96,534.00	\$2,451.00	\$11,546.60	\$21,880.00	\$63,107.40	12%
10-700-4530	LEGAL SERVICES	\$10,561.18	\$125,000.00	\$9,500.00	\$56,453.56	\$67,500.00	\$1,046.44	45%
10-700-5600	CONTRIBUTIONS TO OTHER AGENCIES	\$0.00	\$4,600.00	\$0.00	\$2,100.00	\$0.00	\$2,500.00	46%
10-700-5730	CONTINGENCY	\$0.00	\$34,716.72	\$0.00	\$0.00	\$0.00	\$34,716.72	0%
10-700-7430	CAPITAL OUTLAY - VEHICLES	\$0.00	\$36,568.00	\$0.00	\$0.00	\$0.00	\$36,568.00	0%
10-700-8010	DEBT SERVICE - PRINCIPAL	\$0.00	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	100%
10-700-8011	DEBT SERVICE - INTEREST	\$0.00	\$19,486.00	\$0.00	\$10,438.71	\$0.00	\$9,047.29	54%
10-700-9003	HURRICANE SUPPLIES & MATERIALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-700-9010	COVID-19 RESPONSE	\$0.00	\$0.00	\$0.00	\$6,275.00	\$0.00	-\$6,275.00	0%
10-700-9020	CARES RELIEF FUNDS	\$0.00	\$94,768.00	\$4,335.60	\$65,732.05	\$10,625.00	\$18,410.95	69%
	DEPARTMENT 700 Total	\$13,557.88	\$744,755.72	\$27,498.53	\$294,862.00	\$99,935.01	\$349,958.71	40%
10-800-0000	GENERAL FUND TRANSFERS:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-800-0064	TRANSFER TO CAPITAL PROJECTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-800-8000	TRANSFER TO CAPITAL RESERVE	\$0.00	\$185,000.00	\$0.00	\$0.00	\$0.00	\$185,000.00	0%
	DEPARTMENT 800 Total	\$0.00	\$185,000.00	\$0.00	\$0.00	\$0.00	\$185,000.00	0%
	General Fund Expend Total	\$675,846.53	\$9,856,741.99	\$611,854.20	\$3,611,072.35	\$746,135.19	\$5,499,534.45	37%

10 General Fund

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenue:	\$666,829	\$485,985.44	\$2,363,599.69
Expended:	\$675,846.53	\$611,854.20	\$3,611,072.35
Net Income:	-\$9,105.84	-\$125,868.76	-\$1,247,472.66

Statement of Revenue and Expenditures - Operating

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<u>Expend Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Curr Expd</u>	<u>YTD Expd</u>	<u>Encumbered</u>	<u>Balance</u>	<u>% Expd</u>
<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>		<u>% Real</u>
40-303-0009	GRANTS NC	\$0.00	\$150,000.00	\$0.00	\$0.00	-\$150,000.00		0%
40-305-0001	REVENUE ACCOUNT REGULAR - WATER	\$93,801.54	\$1,194,324.00	\$52,767.87	\$656,293.72	-\$538,030.28		55%
40-305-0002	REVENUE ACCOUNT REGULAR - SEWER	\$218,726.12	\$3,072,274.00	\$261,197.84	\$1,612,407.27	-\$1,459,866.73		52%
40-305-0003	WATER TAP IN FEES	\$3,900.00	\$35,000.00	\$2,100.00	\$45,800.00	\$10,800.00		131%
40-305-0004	SEWER TAP IN FEE	\$3,750.00	\$15,000.00	\$750.00	\$29,250.00	\$14,250.00		195%
40-305-0005	ACCOUNT SERVICE CHARGES	\$1,325.00	\$10,000.00	\$395.00	\$2,915.00	-\$7,085.00		29%
40-305-0006	WATER SERVICE CHARGES	\$0.00	\$0.00	\$0.00	\$77.64	\$77.64		0%
40-305-0007	SEWER SERVICE CHARGES	\$0.00	\$0.00	\$0.00	\$77.64	\$77.64		0%
40-305-0008	LATE FEES - WATER	\$5,239.03	\$40,000.00	\$0.00	-\$18.04	-\$40,018.04		-0%
40-305-0009	LATE FEES - SEWER/GREASE	\$2.12	\$0.00	\$0.00	\$0.00	\$0.00		0%
40-305-0010	RETURNED CHECK FEES - WATER	\$25.00	\$0.00	\$0.00	\$175.00	\$175.00		0%
40-305-0012	TEMPORARY UTILITY USE CHARGE	\$25.00	\$1,000.00	\$0.00	\$600.00	-\$400.00		60%
40-305-0013	SPRINKLER FEES	\$0.00	\$3,000.00	\$0.00	\$0.00	-\$3,000.00		0%
40-307-0006	PROCEEDS FROM LOAN - SEWER	\$0.00	\$90,000.00	\$0.00	\$0.00	-\$90,000.00		0%
40-307-0007	REIMBURSEMENT FROM NCDOT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0%
40-307-0011	APP.UNRESTRICTED FUND BALANCE	\$0.00	\$27,500.00	\$0.00	\$0.00	-\$27,500.00		0%
40-329-0065	TRANSFER FROM CRF	\$0.00	\$194,000.00	\$0.00	\$0.00	-\$194,000.00		0%
Utility Fund Revenue Total		\$326,793.81	\$4,832,098.00	\$317,210.71	\$2,347,578.23	-\$2,484,519.77		49%

<u>Expend Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Curr Expd</u>	<u>YTD Expd</u>	<u>Encumbered</u>	<u>Balance</u>	<u>% Expd</u>
40-800-0206	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 SERV	\$0.00	\$600,000.00	\$0.00	\$0.00	\$0.00	\$600,000.00	0%
40-800-8000	TRANSFER TO CAPITAL RESERVE	\$0.00	\$350,000.00	\$0.00	\$0.00	\$0.00	\$350,000.00	0%
DEPARTMENT 800 Total		\$0.00	\$966,000.00	\$0.00	\$0.00	\$0.00	\$966,000.00	0%
40-810-0000	SEWER DEPARTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
40-810-0200	SALARIES AND WAGES	\$37,563.19	\$30,557.53	\$38,349.34	\$189,817.98	\$0.00	\$240,739.55	44%
40-810-0201	OVERTIME	\$2,241.49	\$48,195.00	\$4,351.18	\$19,915.05	\$0.00	\$28,279.95	41%
40-810-0500	FICA EXPENSE	\$2,925.74	\$38,318.57	\$3,147.48	\$15,431.82	\$0.00	\$22,886.75	40%

Statement of Revenue and Expenditures - Operating

12:40 AM

5.

<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
40-810-0600	GROUP INSURANCE EXPENSE	\$4,685.76	\$59,613.12	\$4,725.36	\$23,468.40	\$0.00	\$36,144.72	39%
40-810-0700	RETIREMENT EXPENSE	\$5,576.66	\$73,203.59	\$6,494.77	\$31,900.39	\$0.00	\$41,303.20	44%
40-810-0800	WORKERS COMPENSATION	\$2,038.72	\$17,722.00	\$0.00	\$5,995.77	\$0.00	\$11,726.23	34%
40-810-1110	TELEPHONE	\$653.61	\$8,400.00	\$752.11	\$3,010.90	\$149.37	\$5,239.73	36%
40-810-1111	TELEPHONE-CELLULAR	\$79.78	\$741.00	\$58.84	\$233.48	\$0.00	\$507.52	32%
40-810-1120	INTERNET/CABLE	\$370.99	\$5,200.00	\$374.42	\$1,497.68	\$0.00	\$3,702.32	29%
40-810-1130	POSTAGE	\$415.85	\$4,600.00	\$0.00	\$1,948.08	\$181.46	\$2,470.46	42%
40-810-1210	OFFICE SUPPLIES	\$28.92	\$1,951.88	\$16.00	\$196.36	\$16.00	\$1,739.52	10%
40-810-1230	OFFICE CONTRACT SERVICES	\$178.50	\$2,000.00	\$53.00	\$608.19	\$0.00	\$1,391.81	30%
40-810-1250	DUES & SUBSCRIPTIONS	\$38.90	\$1,300.00	\$383.84	\$797.88	-\$50.00	\$552.12	61%
40-810-1310	ELECTRIC	\$15,032.73	\$185,000.00	\$14,191.10	\$72,169.72	\$0.00	\$112,830.28	39%
40-810-1330	WATER/SEWER/SOLID WASTE	\$63.78	\$1,042.17	\$74.72	\$248.82	\$0.00	\$793.35	24%
40-810-1420	OSHA/SAFETY COMPLIANCE	\$0.00	\$3,100.00	\$283.42	\$534.11	\$31.89	\$2,534.00	17%
40-810-1422	SAFETY SUPPLIES & MATERIALS	\$218.06	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
40-810-1430	TRAINING - REGISTRATION & CLASS MA	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
40-810-1431	TRAVEL MILEAGE	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0%
40-810-1432	MEALS	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
40-810-1433	LODGING	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
40-810-1434	EMPLOYEE DEVELOPMENT	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0%
40-810-1440	UNIFORMS	\$368.40	\$5,000.00	\$527.65	\$2,018.84	\$0.00	\$2,981.16	40%
40-810-1510	BUILDING MAINT	\$0.00	\$8,000.00	\$0.00	\$760.36	\$0.00	\$7,239.64	10%
40-810-1512	JANITORIAL SUPPLIES	\$126.30	\$1,000.00	\$4.49	\$83.09	\$152.58	\$764.33	8%
40-810-1610	NON-CAPITAL EQUIPMENT PURCHASE	\$0.00	\$23,000.00	\$0.00	\$0.00	\$0.00	\$23,000.00	0%
40-810-1620	EQUIPMENT LEASE	\$0.00	\$0.00	\$0.00	-\$38.14	\$0.00	\$38.14	0%
40-810-1630	EQUIPMENT MAINT & REPAIRS	\$4,904.96	\$62,000.00	\$1,335.41	\$41,072.66	\$7,424.79	\$13,502.55	66%
40-810-1710	AUTO FUEL	\$0.00	\$16,000.00	\$422.44	\$4,585.29	\$0.00	\$11,414.71	29%
40-810-1730	VEHICLE MAINT & REPAIRS	\$472.68	\$6,000.00	\$572.83	\$1,846.85	\$0.00	\$4,153.15	31%
40-810-1810	PERMITS & FEES - RECCURING	\$3,440.00	\$8,620.00	\$3,440.00	\$6,000.00	\$0.00	\$2,620.00	70%
40-810-1830	COMPLIANCE TESTING	\$721.00	\$15,000.00	\$446.00	\$2,643.00	\$0.00	\$12,357.00	18%

Statement of Revenue and Expenditures - Operating

12:40 AM

5.

<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
40-810-3310	DEPARTMENT SUPPLIES & MATERIALS -	\$362.87	\$19,000.00	\$225.45	\$4,724.79	\$0.00	\$14,275.21	25%
40-810-3311	DEPARTMENT SUPPLIES & MATERIALS -A	\$1,620.96	\$40,000.00	\$2,643.26	\$16,484.24	\$0.00	\$23,515.76	41%
40-810-4510	PROFESSIONAL SERVICES	\$0.00	\$116,512.00	\$0.00	\$30,457.70	\$42,877.70	\$43,176.60	26%
40-810-4550	CONTRACT SERVICES	\$3,869.79	\$252,000.00	\$9,791.13	\$66,859.16	\$65,660.00	\$119,480.84	27%
40-810-4560	STREET PATCHING FOR UTILITY REPAIR	\$1,001.00	\$17,000.00	\$0.00	\$0.00	\$0.00	\$17,000.00	0%
40-810-5400	INSURANCE	\$0.00	\$62,880.00	\$0.00	\$43,933.70	\$0.00	\$18,946.30	70%
40-810-7420	CAPITAL OUTLAY - EQUIPMENT	\$1,500.00	\$184,000.00	\$0.00	\$0.00	\$0.00	\$184,000.00	0%
40-810-7430	CAPITAL OUTLAY - VEHICLES	\$345.82	\$90,000.00	\$0.00	\$0.00	\$0.00	\$90,000.00	0%
40-810-8010	DEBT SERVICE-PRINCIPAL	\$0.00	\$1,051,316.60	\$0.00	\$4,840.00	\$0.00	\$1,046,476.60	0%
40-810-8011	DEBT SERVICE-INTEREST	\$0.00	\$193,357.71	\$0.00	\$95,420.50	\$0.00	\$97,937.21	49%
40-810-9001	HURRICANE FUEL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
	DEPARTMENT 810 Total	\$90,846.46	\$3,057,831.17	\$92,664.24	\$689,466.67	\$116,443.79	\$2,251,920.71	23%
40-811-0000	WWTP DEPARTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
40-811-9010	DEPRECIATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
	DEPARTMENT 811 Total	\$0.00	\$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	\$15,940.67	\$200,228.85	\$16,192.56	\$86,147.60	\$0.00	\$114,081.25	43%
40-812-0201	OVERTIME	\$1,104.21	\$16,320.00	\$739.47	\$6,288.14	\$0.00	\$10,031.86	39%
40-812-0500	FICA EXPENSE	\$1,297.45	\$17,336.12	\$1,288.83	\$7,038.96	\$0.00	\$10,297.16	41%
40-812-0600	GROUP INSURANCE EXPENSE	\$2,342.88	\$29,806.56	\$2,362.68	\$11,734.20	\$0.00	\$18,072.36	39%
40-812-0700	RETIREMENT EXPENSE	\$2,365.24	\$33,109.89	\$2,575.35	\$14,059.49	\$0.00	\$19,050.40	42%
40-812-0800	WORKERS COMPENSATION	\$961.54	\$8,056.00	\$0.00	\$7,892.00	\$0.00	\$164.00	98%
40-812-1110	TELEPHONE	\$42.80	\$2,000.00	\$53.48	\$212.22	\$0.00	\$1,787.78	11%
40-812-1111	TELEPHONE-CELLULAR	\$65.34	\$600.00	\$65.67	\$261.71	\$0.00	\$338.29	44%
40-812-1120	INTERNET/CABLE	\$321.00	\$3,600.00	\$324.43	\$1,297.72	\$0.00	\$2,302.28	36%
40-812-1130	POSTAGE	\$0.00	\$4,500.00	\$0.00	\$1,662.99	\$0.00	\$2,837.01	37%
40-812-1210	OFFICE SUPPLIES	\$0.00	\$1,000.00	\$8.37	\$24.37	\$0.00	\$975.63	2%
40-812-1230	OFFICE CONTRACT SERVICES	\$125.50	\$3,000.00	\$231.12	\$1,395.84	\$0.00	\$1,604.16	47%
40-812-1250	DUES AND SUBSCRIPTIONS	\$38.90	\$2,500.00	\$33.85	\$447.88	\$50.00	\$2,002.12	18%

Statement of Revenue and Expenditures - Operating

12:40 AM

5.

<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
40-812-1310	ELECTRIC	\$3,253.97	\$42,000.00	\$3,306.79	\$19,238.88	\$0.00	\$22,761.12	46%
40-812-1320	LP GAS	\$0.00	\$1,500.00	\$0.00	\$23.94	\$0.00	\$1,476.06	2%
40-812-1330	WATER/SEWER/SOLID WASTE	\$61.70	\$809.17	\$58.39	\$235.25	\$0.00	\$573.92	29%
40-812-1420	OSHA/SAFETY COMPLIANCE	\$0.00	\$1,519.99	\$0.00	\$139.53	\$19.99	\$1,360.47	9%
40-812-1421	SAFETY EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
40-812-1430	TRAINING -REGISTRATION&CLASS MAT'L	\$0.00	\$1,500.00	\$0.00	\$0.00	\$255.00	\$1,245.00	0%
40-812-1431	TRAVEL MILEAGE	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0%
40-812-1432	MEALS	\$0.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0%
40-812-1433	LODGING	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
40-812-1434	EMPLOYEE DEVELOPMENT	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0%
40-812-1440	UNIFORMS	\$123.92	\$2,600.00	\$198.72	\$714.00	\$0.00	\$1,886.00	27%
40-812-1510	BUILDING MAINT	\$25.99	\$2,000.00	\$0.00	\$171.77	\$0.00	\$1,828.23	9%
40-812-1512	JANITORIAL SUPPLIES	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
40-812-1610	NON-CAPITAL EQUIPMENT PURCHASES	\$0.00	\$9,000.00	\$918.00	\$918.00	\$3,075.00	\$5,007.00	10%
40-812-1630	EQUIPMENT MAINT. & REPAIRS	\$0.00	\$20,000.00	\$193.65	\$6,442.76	\$1,515.80	\$12,041.44	32%
40-812-1710	AUTO FUEL	\$0.00	\$5,000.00	\$288.90	\$1,374.02	\$0.00	\$3,625.98	27%
40-812-1730	VEHICLE MAINT. & REPAIRS	\$1,615.17	\$4,000.00	\$0.00	\$1,784.80	\$0.00	\$2,215.20	45%
40-812-1810	PERMITS & FEES - REOCCURRING	\$0.00	\$4,000.00	\$0.00	\$2,855.00	\$0.00	\$1,145.00	71%
40-812-1830	COMPLIANCE TESTING	\$300.00	\$13,000.00	\$750.00	\$3,725.00	\$0.00	\$9,275.00	29%
40-812-3310	DEPARTMENT SUPPLIES & MATERIALS -	\$9,882.22	\$85,020.97	\$3,028.14	\$31,052.58	\$10,052.97	\$43,915.42	37%
40-812-3311	DEPARTMENT SUPPLIES & MATERIALS -I	\$0.00	\$35,000.00	\$8,096.14	\$34,116.33	\$0.00	\$883.67	97%
40-812-4550	CONTRACT SERVICES	\$7,256.32	\$50,600.00	\$57.75	\$25,400.11	\$2,574.75	\$22,625.14	50%
40-812-4560	STREET PATCHING FOR UTILITY REPAIR	\$3,669.00	\$17,000.00	\$0.00	\$5,150.00	\$0.00	\$11,850.00	30%
40-812-4570	COUNTY WATER PURCHASE	\$3,031.66	\$37,000.00	\$0.00	\$12,804.91	\$0.00	\$24,195.09	35%
40-812-5400	INSURANCE	\$0.00	\$19,800.00	\$0.00	\$17,200.00	\$0.00	\$2,600.00	87%
40-812-5730	CONTINGENCIES	\$0.00	\$10,959.60	\$0.00	\$0.00	\$0.00	\$10,959.60	0%
40-812-7420	CAPITAL OUTLAY - EQUIPMENT	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0%
40-812-7430	CAPITAL OUTLAY-VEHICLES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
40-812-8010	DEBT SERVICE - PRINCIPAL	\$0.00	\$102,150.33	\$0.00	\$4,840.00	\$0.00	\$97,310.33	5%

Statement of Revenue and Expenditures - Operating

12/16/2020
5.

<u>Expend Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Curr Expd</u>	<u>YTD Expd</u>	<u>Encumbered</u>	<u>Balance</u>	<u>% Expd</u>
40-812-8011	DEBT SERVICE - INTEREST	\$0.00	\$31,403.65	\$0.00	\$15,793.47	\$0.00	\$15,610.18	50%
40-812-9001	HURRICANE FUEL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
	DEPARTMENT 812 Total	\$53,825.48	\$832,921.13	\$40,772.29	\$322,443.47	\$17,543.51	\$492,934.15	39%
	Utility Fund Expend Total	\$144,671.94	\$4,856,752.30	\$133,436.53	\$1,011,910.14	\$133,987.30	\$3,710,854.86	21%

40	Utility Fund		<u>Prior</u>	<u>Current</u>	<u>YTD</u>
		Revenue:	\$326,793.81	\$317,210.71	\$2,347,578.23
		Expended:	\$144,671.94	\$133,436.53	\$1,011,910.14
		Net Income:	\$182,121.87	\$183,774.18	\$1,335,668.09

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
60-305-0000	WATER CAPACITY FEES	\$0.00	\$0.00	\$476.00	\$4,284.00	\$4,284.00	0%
60-305-0001	SEWER CAPACITY FEES	\$0.00	\$0.00	\$5,524.00	\$169,716.00	\$169,716.00	0%
60-305-0002	WATER CAPACITY FEES (ACCRUED)	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
	Impact Fee Fund Revenue Total	\$150.00	\$0.00	\$6,000.00	\$174,000.00	\$174,000.00	0%

60	Impact Fee Fund		<u>Prior</u>	<u>Current</u>	<u>YTD</u>
		Revenue:	\$150.00	\$6,000.00	\$174,000.00
		Expended:	\$0.00	\$0.00	\$0.00
		Net Income:	\$150.00	\$6,000.00	\$174,000.00

Grand Totals

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenue:	\$993,684.50	\$809,196.15	\$4,885,177.92
Expended:	\$820,518.47	\$745,290.73	\$5,503,104.98
Net Income:	\$173,166.03	\$63,905.42	-\$617,927.06



Town of Beaufort, NC

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**Town of Beaufort Board of Commissioners Work Session
4:00 PM December 21, 2020**

AGENDA CATEGORY: Items for Discussion and Consideration

SUBJECT: Manager and Board Evaluation Proposal

BRIEF SUMMARY:

Donna Warner and Peg Carlson of the UNC School of Government have been working with Commissioner Harker, Mayor Newton, and the Town Manager to develop a process for manager and board evaluation.

A proposal and list of evaluation principles is attached. Donna Warner will make a presentation explaining the proposal.

REQUESTED ACTION:

Consider the presentation.

EXPECTED LENGTH OF PRESENTATION:

30 minutes

SUBMITTED BY:

Commissioner Sharon Harker

BUDGET AMENDMENT REQUIRED:

No

December 16, 2020

Recommendations for Enhancing the Town of Beaufort’s Manager/Board Evaluation Process

Earlier this year Mayor Rett Newton, contacted the School of Government (SOG) with a request for recommendations to the Beaufort town board for a “do-over” of the town manager’s performance assessment. Peg Carlson, the SOG expert on manager assessment; Sharon Harker, mayor pro-tem; John Day, town manager; and Donna Warner, an SOG adjunct instructor; met on multiple occasions and make the following recommendations for the board to consider.

Summary

1. Revise what is assessed

- a. Expand the evaluation to reflect the manager’s achievements of both operational and strategic goals and initiatives. We recommend identifying and agreeing upon these items and how they relate to accomplishing the town’s vision for the upcoming year in each annual evaluation session.
- b. Include elements reflecting the complexity of the manager’s role recommended by the International City/County Management Association (ICMA). See attached draft form with options.
- c. Enrich the assessment to include the board’s impact on the manager’s ability to administer the town and meet strategic objectives. The evaluation process would consider how the board’s working relationships, decision making processes, and actions impact the manager’s ability to meet operating and strategic goals. Adding the following question, “how is the way the board is functioning impacting the manager’s work performance” is recommended.

2. Change the form and the process

- a. The evaluation form would be used by commissioners initially as a guide for personal reflection, followed by a facilitated discussion among the board members and the manager. The manager would complete the same form as the board and share it with the mayor and commissioners in advance in order to provide them with information they may not have.
- b. The actual evaluation would be performed by the board and manager working together. Instead of compiling and sharing board members’ individual assessments, the board as a body, with the manager, would address each element of the evaluation form and discuss how well the manager and the board contributed to achieving agreed upon goals for the town. An outside facilitator should guide the process. Mayor Newton, Mayor Pro Tem Harker, and the Town Manager agreed the facilitator should be from the SOG
- c. Move the evaluation time to the beginning of the fiscal year in July to coincide with the budget.

Donna Warner, School of Government, warner@sog.unc.edu or 919.623.6852

Next steps: Gain clarity about expectations

Conflict is about thwarted expectations. It is important the board and manager are clear about what they expect of themselves and each other.

We recommend the board have a meeting led by a facilitator to answer the following questions:

1. What do you expect of yourself as a commissioner? What will be your legacy?
2. What do you expect of your fellow commissioners?
3. What do you expect of the mayor?
4. What do you expect of the manager?
5. What does the manager expect of you?
6. What do you expect of the relationship between the board and the manager?
7. What do you expect of the relationship between the board, the manager and town staff?

December 16, 2020

LIST OF PRINCIPLES FOR MANAGER EVALUATION

This document combines the assessment items from the Durham County manager evaluation (which was reviewed by the group) with those recommended by the International City/County Management Association (ICMA). Items in red are found in the Durham County manager evaluation.

Board members can use the list below as a way to discuss and select elements upon which to evaluate the manager’s performance. Elements are grouped in four core areas: principles, leadership, purpose and skill.

To create the actual evaluation form, the mayor, commissioners, and manager will select any or all of the 18 following elements, and for each one answer the following questions:

What is working well?

What could be done to improve in this area?

How is the way the board functions impacting the manager’s work performance?

Additional comments:

Summary rating:

- 1 Needs improvement
- 2 Meets expectations
- 3 Exceeds expectations

GUIDED BY THE PRINCIPLES OF

1. **Personal and Professional Integrity:** Demonstrating fairness, honesty, and ethical and legal awareness in personal and professional relationships and activities. Conducting personal and professional relationships and activities fairly, honestly and legally; and conforming to the ICMA Code of Ethics. Fostering ethical behavior throughout the organization through personal example, management practices, and training.
2. **Community Engagement:** Ensuring and managing community involvement in local government to support good decision making. Building relationships among local, state, and federal elected and appointed officials to advocate for the community. Ensuring robust public outreach in the policy-making process. Respecting the governing body’s role in setting direction and vision as well as helping staff and the community understand the governing body’s role in the democratic process. Working to promote civility in public discourse. Advocating for diverse viewpoints to be considered.

- 3. **Equity and Inclusion.** Creating an environment of involvement, respect, and connection of diverse ideas, backgrounds, and talent throughout the organization and the community. Authentically bringing everyone, including traditionally excluded individuals and groups, into processes, activities, and decision making. Taking a proactive approach to service delivery and decision making that accounts for underlying differences in opportunities, burdens, and needs, in order to equitably improve the quality of life for all.

- 4. **Staff Effectiveness:** Promoting the development and performance of senior management staff, making sure senior level administrative personnel are capable of assisting the governing board with special requests and serving as interim manager as needed. Facilitating teamwork and creating a work environment that encourages responsibility and decision making and ensuring policies and procedures for hiring, promotion performance appraisal, and discipline are equitable, legal, and current.

- 5. **Personal Resiliency and Development.** Demonstrating a commitment to a balanced life through ongoing self-renewal and development in order to increase personal capacity. Modeling healthy work habits and a healthy lifestyle to your employees. Actively encouraging a personal and professional growth and development mindset throughout the organization. Seeking and providing support when career setbacks occur.

LEADING THROUGH

- 6. **Strategic Leadership: Initiative, Vision, Creativity, and Innovation:** Setting an example that urges the organization and the community toward innovation, change, creative problem solving, and prompt action while demonstrating a personal orientation toward action and accepting responsibility for the results; resisting the status quo and removing stumbling blocks that delay progress toward goals and objectives. Envisioning an ideal future state and communicating it to the organization and the community while also developing new ideas or practices; applying existing ideas and practices to new situations.

- 7. **Strategic Leadership.** Defining and communicating a vision and leveraging all resources and tools to achieve it. Creating, conveying, and instilling a unified vision and purpose by illustrating and providing examples of what the future will look like. Fostering a safe place to take risks and initiative; serving as an example to others by applying lessons learned to future initiatives, decision making, and risk taking. Examining the full scope of factors that influence an issue, determining calculated risks, and developing and using relationships and interpersonal skills to build consensus. Implementing integrated solutions to complex problems that address the needs of all stakeholders. Creating new and innovative strategies to deal with rapid change by assessing the environment, synthesizing strategies and plans, ensuring organizational direction and alignment, generating excitement in the workforce, and celebrating new ideas. Thinking and acting to instill a culture of continuous improvement; moving the organization forward through consistent examination of methods and integration of new and innovative business trends. Demonstrating high interpersonal

competence and educating yourself on fundamental concepts such as self-awareness, judgment, emotions, power, resistance to change, and trust.

- 8. **Strategic Planning.** Developing a plan of action that brings the community together, provides clarity of purpose and priorities, and guides the organization’s actions in achieving its goals and objectives.
- 9. **Policy Facilitation:** Helping elected officials and other community actors identify, work toward, and achieve common goals and objectives by building cooperation and consensus among and within diverse groups, helping elected officials develop a policy agenda that can be implemented effectively and that serves the best interests of the community and acting as a neutral party in the resolution of policy disputes.

WITH A PURPOSE OF

- 10. **Citizen Service:** COMMUNITY AND RESIDENT SERVICE. Determining citizen needs and providing responsive, equitable services to the community (requires skill in assessing community needs and allocating resources; knowledge of information gathering techniques).
- 11. **Service Delivery.** Understanding the basic principles of service delivery, using strategic decision making and continuous improvement to serve the organization and community, and influencing the components and relationships between operational areas. Championing and supporting comprehensive plans and quality standards for service delivery and efficiency. Anticipating the probability and impact of external influences on the organization, community, and individual service levels; initiating change to harness positive impacts and mitigate negative impacts. Identifying strategic decisions required to pivot current resources and policies to achieve a desired future state. Holding managers and staff accountable for measuring performance, using data to improve services, sharing data with other communities, and using data to communicate with constituents and tell a story. Building a culture that values high performance and continuous improvement.

USING THE FOLLOWING SKILLS

- 12. **Technological Literacy:** Demonstrating an understanding of information technology and ensuring that it is incorporated appropriately in plans to improve service delivery, information sharing, organizational communication, and citizen access.
- 13. **Budgeting and Financial Management:** Preparing and administering the budget as well as interpreting financial information to assess the short-term and long-term fiscal condition of the community, determining the cost- effectiveness of programs, and comparing alternative strategies.

14. Human Resources Management and Workforce Engagement: Ensuring that the policies and procedures of the organization are applied consistently and fairly, and motivating and engaging the workforce to its highest potential. Encouraging each employee to be focused on personal growth; proactively providing professional and leadership development opportunities for staff. Modeling the organization’s values. Building a culture of trust and inclusiveness in which employees understand the big picture and how their positions fit within it. Ensuring that hiring practices are open and transparent and that diversity goals are acted upon. Actively engaging employees in the development of a high-performance organization. Forecasting the needs of the workforce and institutionalizing succession planning.

15. Communication and information. Effectively facilitating the flow of ideas, information, and understanding. Articulating personal support for policies, programs, or ideas that advance organizational and community objectives. Practicing emotional intelligence, including understanding and managing your own and others’ emotions and harnessing emotions to apply them to tasks like thinking and problem solving. Using verbal and nonverbal communication and cues to inspire and motivate. Effectively communicating with elected officials. Maintaining poise and composure while presenting in emotionally charged and crisis situations. Understanding your environment; knowing when to engage and when not to engage. Building a culture of transparency in the organization that facilitates effective information sharing across the entire organization and community. Strategically supplementing the organization’s communication tools to provide the most effective outreach opportunities.

16. Board Communication: Having an open-door policy with elected officials, communicating with members of the board on a regular basis, providing consistent information to all members of the governing board, assuring elected officials get information as soon as possible about controversial issues and crisis situations.

17. Presentation Skills: Conveying ideas or information effectively to others.

18. Media Relations: Communicating information to the media in a way that increases public understanding of local government issues and activities and builds a positive relationship with the press.



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, Dec. 21, 2020 – Zoom Meeting due to COVID19 Pandemic**

AGENDA CATEGORY: Items for Discussion and Consideration
SUBJECT: Preservation North Carolina Request

BRIEF SUMMARY:

Earlier this year the Town entered into an agreement with Preservation North Carolina whereby the demolition order for 400 Pollock Street would be rescinded if certain conditions were met, including reimbursing the town for asbestos abatement costs.

Attached is a letter from Myrick Howard of Preservation North Carolina requesting an extension of the deadline for reimbursing the town for asbestos abatement from December 31 to June 30, 2021, or when the property is sold, whichever comes first.

REQUESTED ACTION:

Consider request.

EXPECTED LENGTH OF PRESENTATION:

5 minutes

SUBMITTED BY:

John Day, Town Manager

BUDGET AMENDMENT REQUIRED:

No

Preservation North Carolina

The Historic Preservation Foundation of North Carolina, Inc.

Saving historic places that matter to the diverse people of North Carolina.



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J. Myrick Howard, President

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910-251-3700

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252-689-6678

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919-401-8540

Western Office, Shelby
704-482-3531

December 18, 2020

John Day
Town Manager
Town of Beaufort
PO Box 390
Beaufort NC 28516-0390

Dear John,

Yesterday we received by email an invoice for \$8,600 for Asbestos Abatement at the Godette Hotel. We have not yet received the invoice by USPS. The invoice states that it is due on December 31, only a few workdays from now. The work was actually done in the spring of 2020, and the town was invoiced on April 13, 2020.

We respectfully request that the Town of Beaufort allow us to pay this invoice upon the earlier of 1) the sale of the property or 2) June 30, 2021, the end of the Town's fiscal year. Our nonprofit group has taken a significant risk in borrowing the necessary funds to purchase this highly significant landmark of African-America history in Beaufort (as well as the house next door, which we will be acquiring early in 2021). In the meanwhile, we will have major carrying costs (interest, insurance, marketing, staff time, etc.) for this property.

We are actively looking for a purchaser who will make a major investment in the property. The Town will benefit from our work in increased tax base and in positive publicity.

We shall be most grateful for the Town's continued cooperation with Preservation North Carolina on this project.

Sincerely,

Myrick

Myrick Howard
President

Cc: Maggie Gregg, PNC Eastern Office
Everette S. (Rett) Newton, Mayor

Headquarters

Mail: P.O. Box 27644, Raleigh NC 27611-7644

Street: 814 Oberlin Rd, Raleigh, NC 27605

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Town of Beaufort, NC

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

**Town of Beaufort Board of Commissioners Work Session
4:00 PM Monday, Dec. 21, 2020 – Zoom Meeting due to COVID19 Pandemic**

AGENDA CATEGORY: Items for Discussion and Consideration
SUBJECT: NC League of Municipalities Legislative Goals - 2021-2022
Legislative Biennium

BRIEF SUMMARY:

The NCLM Legislative Policy Committee has compiled and refined goals submitted by members, and from those the NCLM Board of Directors has reviewed and approved 17 proposed advocacy goals for consideration.

Each member municipality may now review and vote on the proposed goals so that cities and towns have a focused state and federal advocacy agenda for the 2021-2022 legislative biennium, which begins in January at the N.C. General Assembly.

REQUESTED ACTION:

Select a delegate and select 10 of the 17 possible legislative goals.

EXPECTED LENGTH OF PRESENTATION:

15 minutes

SUBMITTED BY:

John Day, Town Manager

BUDGET AMENDMENT REQUIRED:

No

LEGISLATIVE GOAL STATEMENTS

RECOMMENDED BY THE NCLM BOARD OF DIRECTORS

The following goal statements are NOT listed in any particular order.

- Grant local governments the authority to build broadband infrastructure in order to partner with private providers, and provide additional funding to help close the digital divide.
 - The COVID-19 pandemic has demonstrated the need for additional steps to improve broadband access.
 - Slow and unreliable internet service threatens educational and professional opportunities, and the economic future of entire communities.
 - Failure to utilize local government assistance and assets will continue to create digital gaps that have real-world consequences for North Carolinians.
- Secure federal and state aid directly to municipalities to offset all lost revenues due to the Covid-19 pandemic.
 - Municipalities saw large drops in sales and occupancy taxes and utility revenues last spring; the current surge in the virus is likely to produce more economic disruption and further erosion in revenues.
 - Earlier federal assistance to state and local governments was neither direct nor flexible, preventing revenue holes from being filled.
 - NC municipalities received only a fraction of the federal CARES Act state and local dollars allocated to North Carolina in March.
- Expand incentives and funding for local economic development.
 - Funding is simply inadequate in many cities and towns to encourage job growth.
 - A lack of state funding is seen in grants or incentives for major job creation projects as well as programs to boost small business growth.
 - Among the needs are restoring cuts or additional funding for film tax credits, major industrial site development, downtown development and renewable energy tax credits.

- Refine economic tier designation system to more accurately reflect conditions at sub-county level.
 - The existing criteria does not seem to reflect the status of many communities.
 - The current tier designations fail to take into account the disparate levels of wealth within individual counties.
 - The county-focused system means that municipalities can lose out on state grants and other types of funding when they fail to adequately reflect community's wealth.

- Revitalize vacant and abandoned properties with enhanced legal tools and funding.
 - Many towns and cities do not have the funding to address abandoned properties.
 - These properties affect surrounding home and business property values, economic development opportunities and crime rates.
 - With funding and additional legal tools, such as those allowing for properties to be more easily condemned and to address multiple heirs, these properties could serve to addressing local housing needs.

- Increase state and federal funding for affordable housing.
 - Ongoing revenue sources to meet affordable housing needs is extremely limited; the two primary state programs to meet those needs – the N.C. Housing Trust Fund and the Workforce Housing Loan Program – have received less than \$30 million annually in recent years.
 - More than one-in-four North Carolina households are considered “cost-burdened” when it comes to paying for housing, meaning they pay at least 30 percent of their income in housing costs.
 - Affordable housing is not an issue only in larger cities; a growing number of smaller cities and towns have recognized a lack of affordable housing as major problem facing residents and an impediment to workforce recruitment.

- Create a permanent and adequate funding stream for local infrastructure needs.
 - Infrastructure – including roads, water, sewer, stormwater, parks and beaches – are critical to economic development and job creation.
 - Many cities in the state are growing, creating a constant need for investment to keep pace with population growth; many cities and towns also have aging infrastructure that must be replaced.
 - Creating a more permanent funding stream for local infrastructure, such as a dedicated tax source, would allow for better planning to meet needs.
- Provide funding to keep aging water and sewer systems financially solvent today and viable for the future.
 - According to a state study, North Carolina will need at least \$17 billion to meet water and wastewater infrastructure needs over the next two decades.
 - Several dozen towns in the state have financially distressed water or sewer operations, threatening the towns' overall financial viability.
 - These stresses to water and sewer operations have coincided with population and job losses in rural areas, leading to an erosion of taxpayer and ratepayer bases.
- Ensure state funding for any new, state-mandated benefits for municipal employees.
 - In recent years, legislators have considered additional post-retirement benefits for certain classes of municipal employees.
 - Often, proposed legislation would act as an unfunded mandate on municipalities, as it fails to include a state-funding source.
 - Proposals, many focused on firefighter benefits, fail to consider that municipalities already enjoy the authority to provide these benefits individually without legislative action.
- Improve state-wide funding and support for LEO training focused on use of force, mental health and de-escalation skills.
 - Highly-publicized incidents of police use of force in 2020 have underscored the need for enhanced and expanded law enforcement training.
 - Improved training is needed to build trust and legitimacy in the community while serving the public in a professional and equitable manner.
 - Numerous studies show that additional and effective training focused on conflict de-escalation can significantly reduce police use of force.

- Permit all cities to establish a police department citizen review board.
 - Current state law requires cities to seek local legislation approved by the General Assembly to establish a police citizen review board.
 - A statewide law providing cities and towns the option of establishing such boards would allow more flexibility to meet local needs.
 - Establishing these review boards, when sought by and supported by local residents, can create another avenue to build trust with the community.
- Allow a short grace period for online posting of local emergency declarations while allowing them to take effect immediately.
 - Current state law requires immediate online posting of local emergency declarations in order to take effect.
 - Recent disasters and emergencies have demonstrated the difficulties meeting the requirement.
 - Weather issues and power outages are among the problems that can hamper compliance.
- Increase public safety grant funding and expand allowable uses.
 - Improving policing will require additional public safety grant funding and more flexibility in its uses.
 - More effective and equitable policing can be achieved by additional funding of community policing programs, as well as putting more dollars toward alternative programs that seek to address mental health calls and other issues through non-uniformed personnel.
 - Additional funding is also needed to meet public safety communication needs.
- Extend notification timeline for any changes to sales tax revenue disbursement.
 - Under current law, counties are able to shift the method of local sales tax disbursement in April, providing notice to municipalities just two months ahead of the new fiscal year.
 - These shifts, from per-capita to ad valorem distribution methods, or vice versa, can mean significant losses of sales tax revenue for municipalities, with little time to consider the budget implications.
 - County governments enjoy this power even though a majority of sales tax revenues are generated within municipal borders.

- Reduce pressure on property tax payers by expanding locally-controlled options for revenue generation.
 - Property taxes remain the primary revenue stream over which municipal governments exercise control.
 - Cities have little or no authority to raise significant revenue in other ways.
 - A lack of diverse, local tax options can affect economic growth, as well as cause large swings in revenue based on economic changes.

 - Increase in state funding to support public transportation development and operations.
 - Growing areas require public transportation options to effectively allow people to work, live and play.
 - When quality of life suffers due to traffic congestion, areas lose their attractiveness as places to live and work; that can affect the larger economic growth of the entire state.
 - The state needs to be a full partner in public transit solutions.

 - Improve processes and payments for moving utility lines located in the right-of-way during transportation projects.
 - NCDOT charges to cities to move utility lines for road projects can be costly.
 - Due to uncertain construction timelines, these charge often come with little notice or ability to budget.
 - Increased transparency and communication would allow cities to better plan for these projects.
-