**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, January 25, 2021 - Zoom Meeting due to the COVID-19 Pandemic
# Monthly Meeting

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**Call To Order**

**Roll Call**

**Agenda Approval**

**Public Comment**

**Project Updates**

**Items for Discussion and Consideration**

1. Minutes
2. Sewer Allocation Request 197 Rudolph Dr., Beaufort NC (Deerfield Shores Subdivision)
3. Case No. 20-13. Request for Special Use Permit for Accessory Dwelling Unit at 102 Carteret Ave.
4. 21-01 Rezoning from TR to CS-MU 508 & 510 Cedar St
5. Paid Parking
6. Lions Club 5k Bridge Run
7. Emergency Paid Sick Leave Policy
8. December Financial Report/Notes

**Mayor/Commissioner Comments**

**Adjourn**

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## Town of Beaufort Board of Commissioners Work Session
## 4:00 PM Monday, January 25, 2021 – Zoom Meeting due to COVID19 Pandemic

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

**SUBJECT:** Minutes

**BRIEF SUMMARY:**

In accordance with 153A-42 of the General Statutes, the Governing Board has the legal duty to approve all minutes that are entered into the official journal of the Board's proceedings.

The following draft minutes are included:

January 11, 2021 – Virtual Board of Commissioners (BOC) Regular Meeting

**REQUESTED ACTION:**

The Manager recommends the Board correct and/or recommend for approval the draft minutes as submitted by the Deputy Town Clerk. The draft minutes would then be included with the February 8, 2021, BOC Regular Meeting agenda, under consent.

**EXPECTED LENGTH OF PRESENTATION:**

2 minutes

**SUBMITTED BY:**

Allen Coleman, Town Clerk and Assistant to the Town Manager

Prepared by Kate Allen, Town Palnner

**BUDGET AMENDMENT REQUIRED:**

No

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# Town of Beaufort Board of Commissioners Regular Meeting
# 6:00 PM Monday, January 11, 2021 - Zoom due to COVID-19
# Minutes

## Call to Order

John Day, Town Manager, read a statement providing instruction to those wishing to speak during the Public Comment period.

Mayor Newton called the meeting to order at 6:03 p.m.

## Roll Call

Mayor Newton conducted roll call and declared a quorum present.

Members Present: Commissioner Hagle, Commissioner Hollinshed, Commissioner McDonald, Commissioner Harker, Commissioner Carter

## Agenda Approval

*Commissioner Hagle made a motion to approve the agenda as presented. The motion passed unanimously.*

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

## Calendar

Mayor Newton asked Rachel Johnson, Deputy Clerk, to go over the calendar. Ms. Johnson said that there is nothing scheduled outside of the regularly scheduled monthly meetings.

## Public Comment

There were none.

## Manager Report

John Day, Town Manager shared that the Cedar Street Utility Rehabilitation Project began today in the Moore Street area and is expected to take about four months to complete. Cedar Street will be closed in one block sections during construction. He said that NCDOT expects to begin replacing stormwater lines in Cedar Street in March.

Mr. Day shared that work is scheduled to begin on the Turner Street Pedestrian Improvements today, but the contractors did not show up. He added that staff is not satisfied with the contractor progress on the 100 block of Orange Street and that staff is working to get the contractor back on schedule. He said that Town Engineer, Greg Meshaw will provide additional information on these projects at an upcoming work session.

Mayor Newton asked the Board for any questions or comments regarding the Manager Report.

Commissioner Hollinshed said that she was going to bring up the Orange Street progress and noted that it is an inconvenience to residents.

Commissioner McDonald asked if there is a time limit for the project to be completed. Mr. Meshaw said that it is a part of a larger street project.

Commissioner Harker asked Mr. Meshaw why the contractors failed to start work on the Turner Street project. Mr. Meshaw said that he did not have an explanation at this time but said that it may be weather related given rain in the forecast. Commissioner Harker said that communication is key in a situation like this.

Commissioner Carter asked if this has been an issue before. Mr. Meshaw said that he could only recall one project that was in progress before he started with the Town. Commissioner Carter asked if there are any penalties for delays. Mr. Meshaw confirmed that there are liquidated damages if the project is not completed by a certain date, which he believes is in the amount of $250 per day.

**Items of Consent**

1. Draft Minutes for the Nov. 23 and Dec. 14, 16 and 21, 2020 BOC meetings

   Mayor Newton asked for a motion to approve the minutes and noted written public comments that were submitted after the meeting have been added to the minutes.

   *Commissioner Hagle made a motion to approve the minutes as presented. The motion passed unanimously.*

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

**Items for Discussion and Consideration**

1. Financing for Public Utilities Dump Truck

   Christi Wood, Finance Director, said that the item tonight is for consideration of financing a dump truck for Public Utilities. She said that she did receive quotes for financing, and the terms are 1.79% for 5 years with a total amount of $79,533.10. Mrs. Wood added that there was discussion at the last meeting about potentially paying cash for the vehicle, in which case a budget amendment is attached if the Board would like to go that route.

   John Day, Town Manager, explained the reasoning for financing the vehicle is to conserve as much cash as possible in the Enterprise Fund given expenses that will be coming up soon with future USDA funded projects.

   Commissioner Hollinshed said that she agrees with Commissioner Hagle and would like to pay cash for the vehicle, rather than making it a line item with payments.

   Commissioner McDonald clarified that the vehicle in question is a dump truck and asked what it will be used for. Mr. Meshaw said that Donovan Willis, Public Utilities Director, would be able to provide an answer to that question. Mr. Meshaw said that operationally, the dump truck is typically used when doing repairs, particularly moving materials back and forth.

   Donovan Willis explained that this is a replacement for an existing 1992 dump truck. Mr. Day added that he believes that is the vehicle that has some safety concerns. Mr. Willis confirmed, noting issues with brakes and other safety features.

Commissioner McDonald said that the Town needs to do a better job justifying these purchases. He added that every commissioner on the Board has the responsibility of explaining why the Town needs something.

Commissioner Harker said that the idea of paying for the truck with cash does sound appealing. She added that the manager may have a good point, noting that if there is the potential for issues with financing the USDA projects, financing would make sense. She said that she does not believe paying cash for the dump truck would interfere with the USDA projects. Commissioner Harker asked if the Town would get anything for the existing truck. Mr. Day explained that the Town tries to auction off anything that can be auctioned.

Commissioner Carter asked if the bed of the truck is a part of the purchase, or if it will be moved from the existing truck. Mr. Day said that this is a new truck, purchased and fully assembled.

Mayor Newton asked the Board how it would like to proceed.

*Commissioner Hollinshed made a motion to pay cash for the truck with the budget amendment included in the packet. The motion passed unanimously.* Voting Yea: Commissioner Hagle, Commissioner Hollinshed, Commissioner McDonald, Commissioner Harker, Commissioner Harker

2. Preservation North Carolina Request

Mayor asked if Commissioner McDonald wanted to recuse himself. Commissioner McDonald confirmed. Mayor Newton asked for a motion to recuse Commissioner McDonald from the discussion.

*Commissioner Hagle made a motion to recuse Commissioner McDonald from the discussion. The motion passed unanimously.*

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

John Day, Town Manager, said that this is a request from Preservation North Carolina to extend the deadline for reimbursing the Town for asbestos abatement on the 400 Pollock Street structure from December 31 to June 30, 2021 or when the property sells, whichever comes first. He added that Mr. Howard, President, Preservation North Carolina, is available to answer any questions.

Commissioner Hollinshed said that she cannot support the request as PNC has not furnished the Board with timely updates on the showing or customer interest on this property which was part of the agreement for the first extension which technically ended December 31, 2020. She said that a sheet of paper showing the number of inquiries and showings would suffice. She said that a bit of feedback would be nice and noted one report since the closing in September. She said that her other concern is that loaning unsecured money by the town is not good practice, and added that to her knowledge, the town's only recourse is to start over with the activation of the demolition order, which would cause additional fees and spending by the town as it puts a lien against the property. Finally, she said that there are other historic structures in the town that may require similar actions, at which point, the Board will be requested to offer the same deal to those property owners. She said that the letter states that PNC is in negotiations to acquire additional property. While she believes this is a good business plan, it is not a good plan to use town money. The property is no longer contributing to the tax base and will not until it is sold. She said that if PNC were to offer additional earnest money, she might reconsider her no vote. Discussion ensued.

Myrick Howard, Executive Director, only able to close on the property in November and were only allowed to start showing the property in the middle of December. Noted serious title issues that needed to be corrected, additional errors have been identified recently. He added that the issues are through no fault of Preservation NC. Noted that they were not allowed to begin showings without approval from the Town. The whole thing has been a challenge, and they are trying to do

the right thing, hoping that at the end of the day, we have a major rehab project. He said that he would be glad to answer additional questions. He explained that when you run into title issues and wills that were not probated decades ago, the process becomes more challenging.

Commissioner Hollinshed said that the Carteret County Property Data said the sale was completed October 2, 2020. She said that the adjoining property is not a part of the deal with the town. Mr. Howard explained that the neighboring property is necessary because the hotel is on the property line, work cannot be done without purchasing the neighboring property. Mr. Howard Said that both properties were a part of the plan from day 1.

Commissioner Harker said that the request today is to extend the cost for abatement until June or until the house sells. She asked how that would help them sell the property. Mr. Howard explained that the work was done before the property was purchased. He said that he received the invoice from the Town in December. Commissioner Carter said that it was part of the original agreement. Mr. Howard said that the invoice was received in December after requesting it from the Town.

Commissioner Carter said that she is inclined to agree with Commissioner Hollinshed, however, she said that the Town has some negligence here as the invoice was not provided in a timely manner. She added that the biggest issue she sees here is with communication and that her concern is that town money is tied up.

*Commissioner Hagle made a motion to approve as presented. The motion failed with one vote in favor and three against.*

Voting Yea: Commissioner Hagle

Voting Nay: Commissioner Hollinshed, Commissioner Harker, Commissioner Carter

Commissioner Carter said that she might reconsider if there was an interest rate attached to the invoice. Mr. Day said that the question goes to whether the demolition order is enforced if payment is not received. Mr. Day asked Arey Grady, Town Attorney, to speak on the matter.

Arey Grady said that is correct and noted that the motion that was originally adopted included two conditions: remediation of all violations of the exterior and reimbursement of the out of pocket costs for asbestos remediation, both of which were to occur prior to December 31, 2020. The question is whether the Town is going to execute the demolition which was recorded that the Town can act on if it is so inclined.

Mr. Howard said that the invoice was dated December 17 with a due date of December 31. Mr. Day said that he was aware of the due date with the original agreement and noted an email the previous month reminding PNC of the fees.

Commissioner Hagle said that he would extend the time. He said that he feels it is a reasonable request and not a significant amount of money. He said that he recognizes that these are taxpayer dollars, but believes that the money will be repaid and he feels it is worth extending a few more months. He said that he does not want to go back to consider demolition.

Commissioner Hollinshed asked if they would consider offering some earnest money or something to offset the outstanding balance and asked if that was permissible.

Arey Grady said that the Board could adjust the action taken last year on the extension if it wanted to request a small advance payment, or shorten the extension, whatever the Board wants to do. Commissioner Hollinshed asked if it could be split into payments over the next six months. Discussion ensued.

*Commissioner Hagle made a motion to grant an extension of three months starting February 1, 2021. The motion passed with 4 in favor and none opposed.*

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

*Commissioner Hagle made a motion to bring Commissioner McDonald back into the meeting. The motion passed unanimously.*

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

3. Sewer Allocation Policy

Greg Meshaw, Town Engineer/Director of Public Services, reminded the Board that the third draft was presented at the December 21st Work Session.

Page 4 –Commissioner Hagle requested that staff clarify that priority 2 projects.

Page 5 – Staff can only approve in-town projects up to 10,000 gpd in response to Commissioner Carter's concerns about Deerfield subdivision.

He said that he would be happy to answer any questions.

Commissioner Hagle said that he is still confused about Priority 2. He said that there are force mains that go along 101 to Deerfield, and out towards East Carteret High School. He asked if anything along those lines would be or would not be considered. Mr. Meshaw said that if they propose annexation to the town and provide plans to get the project approved, it would become a priority 3 request. If they say they would like some allocation and are planning a project, but not quite that far, would apply as a priority 4 request with a sketch plan, and would have to pay a reservation fee. Commissioner Hagle reiterated that he was asking about priority 2. Mr. Meshaw said anything served by a collection system outside of town, they would be a priority 2 request. Commissioner Hagle asked if Deerfield would fall in that category, Mr. Meshaw confirmed.

Commissioner Hollinshed thanked Mr. Meshaw for all his hard work on this.

Commissioner McDonald said that with projects on the horizon, what kind of impact would the sewer allocation policy have on it? Mr. Meshaw said that the Town is able to take on more. He said that the facility is running at 69-71% capacity. He said the policy sets forth the amount that can be allocated in bites, so the Town does not over commit, as well as provides the Board with flexibility in allocation in the form of discretionary allocations.

Commissioner Carter said that anyone out of the city limits that requests sewer must also request annexation. She said that there is no language indicating that the request for annexation remains valid until such time the Board wishes to act on it.

*Commissioner Hagle made a motion to approve with the added language of Commissioner Carter. The motion passed unanimously.*

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

John Day added that state annexation laws have a controlling factor over the discretion that the Board has in regard to timing. He said there could be some indication in the policy but understand that it would still be subject to statutory requirements.

4. NC League of Municipalities Legislative Goals - 2021-2022 Legislative Biennium

John Day, Town Manager, presented the item and explained that the NCLM Legislative Policy Committee has compiled and refined goals submitted by members. There was a list of 17 goals provided, and each municipality has been asked to provide ten from that list.

Mr. Day said that Commissioners were asked to provide their input on each of the 17 items. He said there were four respondents which agreed on four items, another three respondents agreed on another four items. He said that at this point there are eight that the majority agreed on, with five remaining to choose from for the remaining two:

9. Grant local governments the authority to build broadband infrastructure in orde to partner with private providers and provide additional funding to help close the digital divide.

a. The COVID-19 pandemic has demonstrated the need for additional steps to improve broadband access.

b. Slow and unreliable internet service threatens educational and professional opportunities, and the economic future of entire communities.

c. Failure to utilize local government assistance and assets will continue to create digital gaps that have real-world consequences for North Carolinians.

10. Secure federal and state aid directly to municipalities to offset all lost revenues due to the Covid-19 pandemic.

a. 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.

b. Earlier federal assistance to state and local governments was neither direct nor flexible, preventing revenue holes from being filled.

c. NC municipalities received only a fraction of the federal CARES Act state and local dollars allocated to North Carolina in March.

11. Revitalize vacant and abandoned properties with enhanced legal tools and funding.

a. Many towns and cities do not have the funding to address abandoned properties.

b. These properties affect surrounding home and business property values, economic development opportunities and crime rates.

c. 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.

12. Extend notification timeline for any changes to sales tax revenue disbursement.

a. 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.

b. 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.

c. County governments enjoy this power even though a majority of sales tax revenues are generated within municipal borders.

13. Improve processes and payments for moving utility lines located in the right-of-way during transportation projects.

a. NCDOT charges to cities to move utility lines for road projects can be costly.

b. Due to uncertain construction timelines, these charges often come with little notice or ability to budget.

c. Increased transparency and communication would allow cities to better plan for these projects.

Commissioner Hagle said he prefers 9 and 10. Commissioner Carter said she prefers 13. Commissioner Harker said she prefers 9 and 10 or 12. Commissioner Hollinshed said

9 and 13. Commissioner McDonald said he prefers 9. Commissioner Hagle recommend 9 and 13.

Mayor Newton said that two are in favor of item 10, Carter is in favor of 13 as well as Hollinshed.

Mr. Day said an example of option 9 would be if there is an area of town that does not have service, but needs it, the Town could pay to run fiber to that area. Commissioner Carter asked if there was an estimate of the cost associated. Mr. Day said that it depends on the distance and noted that he does not have a cost per linear foot readily available.

*Commissioner Hagle made a motion to select item 9 and 13. The motion passed unanimously.*

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

**Mayor/Commissioner Comments**

Commissioner Hagle thanked Greg Meshaw and Rachel Johnson for the information that has been going out regarding Turner Street. He said that there will be delays and detours that people will have to deal with for a while, but the end result is going to be great. He also thanked all the staff for the good things they are doing – the fire department and police department for keeping us safe, public works for keeping everything in order and taking care of parks. He also thanked Mr. Oliver for providing information regarding electric vehicle charging stations. He said that he feels this is something the town should not be involved in. His safety message encouraged everyone to be patient and pay attention when driving and wished a great new year to everyone

Hollinshed thanked Vic and Lora Fasolino for their Christmas light show. Extended condolences to David Wheatley's family

McDonald asked the board to start this year out on a good foot and asked how the board spends so much time discussing a $10,000 project or less (Godette hotel) but spent almost a half million dollars it should not have, and noted that the topic has not been discussed at all. He said that the Board spent all this time talking about $10,000 dollars but took part of a donation that shouldn't have been spent and spent that. He said there is something wrong with that picture and it needs to be straightened out.

Commissioner Harker encouraged everyone who is eligible to get the COVID-19 vaccine but added that there is still a need to wear masks until most of the population has been vaccinated. She congratulated Mr. and Mrs. Barnes who recently celebrated 64 years of marriage. She also extended condolences to the Wheatley family for the recent loss of Mr. David Wheatley. She thanked staff for all of their hard work and thanked the Board for the in-depth discussions regarding the Godette hotel.

Commissioner Carter extended her condolences to the family of David Wheatley and said that he was a great help to her in her early years with the Town. She also asked if there is a date set for opening Town Hall. Mr. Day said that work is nearing completion.

**Adjourn**

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

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

_____

Everette Newton, Mayor

_____

Allen Coleman, Town Clerk

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**Town of Beaufort Board of Commissioners Work Session**
**4:00 PM January 25, 2020**

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

**SUBJECT:** Sewer Allocation Request
197 Rudolph Dr., Beaufort NC (Deerfield Shores Subdivision)

**BRIEF SUMMARY:**

Mr. Don Butler of 197 Rudolph Drive in the Deerfield Shores Subdivision has requested permission to connect to the Town-owned low pressure sewer collection system that exists in part of the subdivision. This parcel is not among the 30 properties which the Town accepted as customers upon transfer of the collection system by the Deerfield Shores Utility Company, Inc. to the Town. It is understood from the engineer-of-record for the work to redirect wastewater from the utility's treatment facility to the Town, that 197 Rudolph Drive is one of three parcels adjacent to the collection system that were sold with access to offsite septic tank systems. It is further understood from the engineer that the easements associated with these systems were set to expire upon availability of "public sewer." As such, service lines were extended to the three properties because their access to offsite septic tank systems was to expire once the Town took over the collection system. (See attached January 18th memorandum to Commissioner Carter for more details.)

The request to connect to the Town's system infers a request for sewer allocation in the amount of 480 gallons per day to serve the 4-bedroom residence at the parcel. Staff recommends approval of this request given the circumstances surrounding the request, the existence of existing capacity at both the Deerfield pumping station and the Town's treatment plant, and receipt of the required fees from the requestor.

**REQUESTED ACTION:**

Consider approving the 480 gallons per day sewer allocation request.

**EXPECTED LENGTH OF PRESENTATION:**

10 minutes

**SUBMITTED BY:**

Greg Meshaw, PE, Town Engineer

**BUDGET AMENDMENT REQUIRED:**

No

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To: Ann Carter
Beaufort Town Commissioner

From: Gregory K. Meshaw, PE
Town Engineer

CC: John Day
Town Manager

Date: January 18, 2021

Re: Deerfield Shores Subdivision Sewer Collection System

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I have been working to untangle the history associated with the Deerfield Shores Subdivision sewer collection system. An electronic file of the graphical result of my efforts is attached as is a file of a tabular accounting based upon my new understanding. Upon opening the file named "Deerfield Sewer SITE AS-BUILT and CUSTOMER ACCOUNTING" you will see that it is a map of that part of the subdivision in which the collection system is located. I enhanced (hopefully) the map by color coding those properties which were part of the utility system transferred to the Town via an agreement. I also highlighted certain features of the map to help me understand other parts of the puzzle.

The other file is of a table that classifies the properties which abut the sewer into one of seven categories. I think this sorting of the properties provides a good overview as to which properties are and are not connected to the collection system as well as, those which are not connected but have a right to connect per agreement. It also conveys several other statistics which allows us to compare the capacity of the pump station that transfers wastewater to the Town relative to the number of parcels which could potentially seek to connect to the system.

Again, the two files are meant to convey that which I believe to be true regarding the Deerfield system as summarized in bullet form below.

- The Deerfield Shores Utility Company, Inc (DSUC) and the Town executed a "Sewer Agreement" dated June 9, 2014 which essentially formalized the Town's agreement to accept "the Deerfield Wastewater Collection and Conveyance System." The Town's agreement was given in return for DSUC performing a number of actions that would enable redirection of wastewater from the Deerfield treatment plant to the Town's existing collection system. The agreement also set other conditions by which ownership of the Deerfield collection system would be transferred to the Town.
- The parcels that were served by the Deerfield system at the time of the agreement are color coded green on the attached map. They number 29 residential lots and the marina/club.
- Not all of the residential parcels served by the system were developed at the time of the agreement. Unfortunately, I have been unable to locate records that lists the number of developed and undeveloped parcels at the time of the agreement. Records from 2011 show the number of undeveloped parcels as six. That number has been reduced to four as of today.

- The agreement covered only the thirty parcels noted above. In fact, the agreement stipulated that "any property owners not currently customers of Deerfield who desire to become Town of Beaufort sewer customers shall be required to seek separate agreements with the Town of Beaufort."
- The sewer capacity to be utilized by the thirty parcels served by the former utility system is factored into the capacity of the lift station that pumps wastewater from Deerfield to the Town. This means that capacity for the four, yet to be developed parcels has already been allocated.
- Five new connection points to the collection system were added as part of the work to affect the transfer of wastewater to the Town. Three of the connecting points are at developed residential lots while two are at undeveloped lots. According to the design engineer for the work, these three lots were among those sold with access to offsite septic tank systems. He also expressed a belief that the easements for residences sending wastewater to offsite septic tank systems expired upon availability of "public sewer." As such, service lines were added at the three developed parcels because their use of offsite septic tank systems was to expire once the Town took over the collection system. Since the other two lots are undeveloped and are still owned by the developer, one can only surmise they were added for the convenience of the developer.
- Given the information concerning the parcels served by offsite septic tank systems coupled with knowledge about the 30 parcels served by the collection system per the agreement, I am led to believe that all other developed parcels have their own onsite septic tank systems. The number of such parcels located adjacent to the collection system stands at 32.
- The number of undeveloped parcels immediately adjacent to the sewer collection system stands at 21 with 4 of those parcels being covered by the capacity allocated to the system previously served by the DSUC. This means that there are potentially 17 parcels for which sewer service could be requested.
- The pump station was designed to accommodate 15 residences (3-bedroom) on top of the club/marina and 29 residences (to include four undeveloped parcels) currently served.

I believe that all of the above means that the capacity of the pump station is more than adequate to serve all the parcels that were part of the prior Deerfield utility system to include the four parcels yet to be developed. Again, the station was oversized to accommodate this "baseline" customer base plus an additional 15 residences. This oversizing of the lift station could potentially be insufficient should sewer service be sought for all 17 of the undeveloped lots adjacent to the collection system that are not covered by the agreement. It is, however, quite possible that the permitted capacity of the station could prove to be sufficient if requests from the 17 lots are spaced out over a few years. This is because we would be able to use historical records from the station to track the actual flow it is receiving. Usually, the actual numbers are less than the design figures that must be used when seeking State-issued permits for pump stations. As such, we often "recapture" capacity by merely comparing the design flow estimate versus the actual figures.

I am hopeful that the above is helpful to you. To that end, I stand ready to go over all of this at your earliest convenience should you so desire. Just let me know.

## Categorization of Parcels adjacent to Deefield Shores Sewer Collection Sytem by Existing Land Use

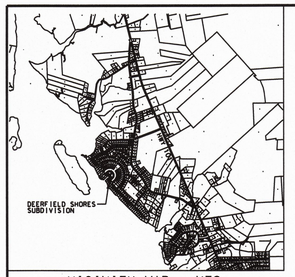
**January 15, 2021**

| Current Land Use | Number | Comments |
|---|---|---|
| Existing Residential Dwelling served per Agreement | 29 | The Town serves these parcels per the Agreement described by Note 1 below. The capacity needed to serve the vacant parcels is factored into the capacity of the pump station that transmits wastewater from the subdivision to the Town |
| Existing Marina/Club served per Agreement | 1 | |
| Vacant served per Agreement | 4 | |
| Existing Residential Dwelling not covered by Agreement served (*reportedly*) by offsite septic tank system | 3 | Easements associated with offsite septic tank systems were *reportedly* to expire upon availability of "public sewer." As such, service lines were added at these developed parcels because their right of access to offsite septic tank systems was to expire once the Town took over the collection system. |
| Existing Residential Dwelling not covered by Agreement no service line for future connection | 32 | It is believed that individually owned septic tank systems are located on these parcels. |
| Vacant (Residential) not covered by Agreement service lines extended to parcel for future connection | 2 | Since the lots are undeveloped and are still owned by the developer, it is reasonable to believe that the service lines were added for the convenience of the developer. Request for sewer allocation will be required. |
| Vacant (Residential) not covered by Agreement | 17 | Request for sewer allocation will be required. |

**Notes:**

1. The "Agreement" refers to a June 9, 2014 document titled "Sewer Agreement" between the Deerfield Shores Utility Company, Inc. and the Town which essentially formalized the Town's agreement to accept "the Deerfield Wastewater Collection and Conveyance System."

2. The pump station that transmits wastewater from the subdivision to the Town was designed to accommodate 15 residences (3-bedroom) in addition to the club/marina and 29 residences (to include four undeveloped parcels) currently served per the Agreement.




VICINITY MAP - NTS

MATCH LINE - THIS SHEET

MATCH LINE - THIS SHEET

RUSSELLS CREEK ROAD

PRANCER DRIVE

PRANCER CT.

DEERFIELD DRIVE

ISLAND DRIVE

DASHER DRIVE

DANCER CT.

RUDOLPH DRIVE

COMET DRIVE

WRIGHT FARM ROAD

N.C. HIGHWAY 101

EX. HOME

EX. MARINA CONNECTION

EX. 2" FORCE MAIN (TO REMAIN)

AS-BUILT 2" FORCE MAIN PRESSURE SEWER EXTENSION

AS-BUILT FUTURE SERVICE 1 OF 15

AS-BUILT FUTURE SERVICE 2 OF 15

AS-BUILT FUTURE SERVICE 3 OF 15

AS-BUILT FUTURE SERVICE 4 OF 15

AS-BUILT FUTURE SERVICE 5 OF 15

EX. 2" PVC FORCE MAIN

EX. 1 1/2" PVC FORCE MAIN

CAP EX. FORCE MAIN

(2) 2" GATE VALVE & 2X2 TEE

AS-BUILT 2" FORCE MAIN PRESSURE SEWER EXTENSION

AS-BUILT 4" FORCE MAIN

EXISTING SANITARY SEWER DRAIN FIELD

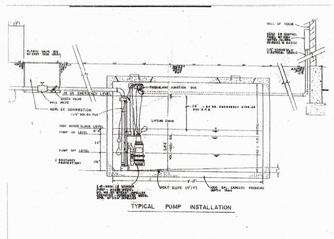
AS-BUILT LIFT STATION

EXISTING TREATMENT FACILITY TO BE DECOMMISSIONED AND REMOVED BY DEERFIELD SHORES UTILITY COMPANY

TIE INTO EXISTING 4" STUB OUT (TOWN OF BEAUFORT)

RUDOLPH DRIVE CONTINUES →

FUTURE SERVICE CONNECTIONS 6 THRU 15 ARE RESERVED FOR LATER USE.




EXISTING PUMP AND PUMP TANK DETAIL FOR EXISTING HOMES. FUTURE HOMES SHALL USE SIMILAR DESIGN AS PERMITTED IN 1988 UNDER PERMIT WQ0001869 AND SHALL MEET CURRENT 15A NCAC 02T RULES AT TIME OF CONSTRUCTION.

SHEET INDEX


C1 - OVERALL UTILITY PLAN
C2 - PLAN & PROFILE 'A'
C3 - PLAN & PROFILE 'B'
C4 - PLAN & PROFILE 'C'
C5 - PLAN & PROFILE 'D'
C6 - LIFT STATION DETAILS
C7 - DETAILS
E1 - ELECTRICAL PLAN & RISER
E2 - ELECTRICAL SCHEDULES & DETAILS


LEGEND

| | |
|---|---|
| STA. | STATION |
| TS&V | TAPPING SLEEVE & VALVE |
| POE | POINT OF END |
| POB | POINT OF BEGIN |
| MH | MANHOLE |
| LF | LINEAR FEET |
| WV | WATER VALVE |
| LP | LIGHT POLE |
| FH | FIRE HYDRANT |
| EX. SS | EX. SEWER CONNECTION |
| EX. PT | EX. PUMP TANK |
| SS | EX. SANITARY SEWER |
| W | EX. WATER |
| | EX. STORM |
| W W | PROPOSED WATER |
| | AS-BUILT FORCE MAIN |

DENOTES PROPERTIES WHICH THE TOWN OF BEAUFORT ACCEPTED AS CUSTOMERS PER THE JUNE 9, 2014 AGREEMENT WITH THE DEERFIELD SHORES UTILITY COMPANY, INC.

**LOCATION FOR 480 GPD ALLOCATION REQUEST**

SCALE: 1" = 100'

REVISIONS:

| NO. | BY | DATE | DESCRIPTION |
|---|---|---|---|
| | | | |

AS-BUILT PLANS

# DEERFIELD SHORES

## OVERALL UTILITY PLAN

BEAUFORT TOWNSHIP CARTERET COUNTY NORTH CAROLINA

CLIENT: DEERFIELD SHORES UTILITY CO., INC.

ADDRESS: 224 BRANDYWINE BLVD. MOREHEAD CITY, NC 28557

PHONE:

THE CULLIPHER GROUP, P.A.
ENGINEERING & SURVEYING SERVICES
151A HIGHWAY 24
MOREHEAD CITY, N.C. 28557
(252) 773-0090 LICENSE NO. C-4482

CHARLES M. CULLIPHER P.E.

SEAL 037378 ENGINEER CHARLES M. CULLIPHER 5/21/2020

DESIGNED: CMC
DRAWN: CMC
CHECKED: RDC
APPROVED: CMC
DATE: 5/21/2020
SCALE: 1" = 100'

SHEET #C1 OF 7
PROJECT #: PM108-1
DESIGN FILE #: 108-DEERFIELD/Septic Plans

**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, January 25, 2021 – Virtual Meeting via Zoom**

| | |
|---|---|
| **AGENDA CATEGORY:** | Items for Discussion and Consideration |
| **SUBJECT:** | Case No. 20-13. Request for Special Use Permit for Accessory Dwelling Unit at 102 Carteret Ave. |

**BRIEF SUMMARY:**

William Bell, on behalf of property owner Steve Carroll, is requesting a Special Use Permit for an Accessory Dwelling Unit at 102 Carteret Ave. The Planning Board reviewed the request at its regular meeting January 19, 2021 and recommends placing a condition on the SUP (if approved) limiting the use to family members only.

**REQUESTED ACTION:**

Set public hearing

**EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

**SUBMITTED BY:**

Kate Allen, Town Planner

**BUDGET AMENDMENT REQUIRED:**

N/A

# Staff Report

**To:** Board of Commissioners **Date:** 1/20/2021
**From:** Kate Allen **Meeting Date:** 2/8/2021

## Case Number 20-13

**Summary of Request:** Request for Special Use Permit for Accessory Dwelling Unit at 102 Carteret Ave.

## Background

**Location(s) & PIN** 102 Carteret Ave. (PIN 730619504853000)

**Owner** Steve Carroll
**Applicant** William Bell

**Current Zoning** R-8 Residential

**Lot(s) Size & Conformity Status** 0.275 acres or 12,000 $ft^2$
Conforming Lot of Record
Existing Nonconforming Structures
Road Frontage – Carteret Avenue 120.0'
Road Frontage – First Street 100.0'

**Existing Land Use** Residential

**CAMA Future Land Use Map**
Amendment Required ☐ Yes ☒ No Mixed Use

**Adjoining Land Use & Zoning**
**North** R-8; Residential
**South** B-1 & R-8; Residential
**East** B-1 & R-8; Residential
**West** R-8; Residential

**Special Flood Hazard Area** ☒ Yes ☐ No 0.2% Annual Chance & AE-6

**Public Utilities**
Water ☒ Available ☐ Not Available
Sewer ☒ Available ☐ Not Available

**Additional Information** See Staff Comments

**Requested Action** Conduct public hearing & consider request for Special Use Permit for Accessory Dwelling Unit

# Staff Comments

The Planning Board reviewed the request at its January 19, 2021 regular meeting and found the request consistent with the CAMA Core Land Use Plan. The Planning Board recommends adding a condition that the accessory dwelling unit be used only by family members.

The subject property is an existing conforming lot of record. There are two existing non-conforming structures on the property. The primary residence does not meet front or side (ROW) setback requirements. The existing garage is non-conforming due to the side (ROW) setback requirements. The proposed use, however, would not increase the amount of non-conformity on the subject property.

## Additional Information

The current **R-8 Residential District Standards**

| | | | |
|---|---|---|---|
| Minimum Lot Size | 8,000 Square Feet | Setbacks | |
| Minimum Lot Width | 60 Feet | Front | 25 Feet |
| Maximum Building Height | 40 Feet | Rear | 25 Feet |
| | | Side | 8 Feet |
| | | Side (ROW) | 20 Feet |

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

**Current: 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 200 Feet
2. Vicinity Map
3. Aerial Map
4. Current Zoning Map
5. Future Land Use Map
6. SFHA Map
7. LDO Excerpts – R-8 Residential District
8. LDO Excerpts – Special Use Permits
9. Application as Submitted

| OWNER | MAILING ADDRESS | CITY STATE ZIP |
|---|---|---|
| DOTY,SUSAN G | 100 NORTHBROOK DRIVE APT 304 | RALEIGH NC 27609 |
| ALPHIN,WILLIAM LEE ETUX JEAN C | 501 FIRETOWER ROAD | LAGRANGE NC 28561 |
| RAINS,NANCY ETAL ANN CULLEY | 310 MOORE ST | BEAUFORT NC 28516 |
| MULLINS,KIMBERLY A ETVIR C | 9366 SKIPWITH ROAD | SKIPWITH VA 23968 |
| PITTMAN,CLYDE D ETUX ANGELA J | 210 FIRST STREET | BEAUFORT NC 28516 |
| SPROWL,JONATHAN O ETUX ROBIN E | 1412 LAKESTONE VILLAGE LN | FUQUAY VARINA NC 27526 |
| PITTMAN,CLYDE D ETUX ANGELA J | 210 FIRST STREET | BEAUFORT NC 28516 |
| FOLLUM,CONNIE MARIE L/T | 214 FIRST STREET | BEAUFORT NC 28516 |
| CANOSA,CHRISTOPHER J ETUX K | 2 ANTHONY DRIVE | NEW PALTZ NY 12561 |
| MAGYAR,RODNEY P ETUX PATRICIA | 203 FIRST ST | BEAUFORT NC 28516 |
| POPE,DAVID W ETUX RENEE G | 1305 FAYETTEVILLE STREET | KNIGHTDALE NC 27545 |
| JONES,EARL B ETUX GLORIA | 207 FIRST ST | BEAUFORT NC 28516 |
| REECE,CLINTON B ETUX HOLLY H | 4904 WILLOWTREE LANE | CLAYTON NC 27520 |
| MANUEL,WILLIAM C ETUX ASHLEY S | 109 CARTERET AVENUE | BEAUFORT NC 28516 |
| MARSH STREET PROPERTIES LLC | PO BOX 643 | MT PLEASANT SC 29465 |
| CARROLL,STEVE RAYMOND TRUSTEE | 700 SWORDFISH RD | FRIPP ISLAND SC 29920 |
| CLARK,JOHN W | 103 LENNOXVILLE POINT RD | BEAUFORT NC 28516 |
| BONAVITO,JAMES ANDREW | 1107 LENNOXVILLE ROAD | BEAUFORT NC 28516 |
| YOU CAN FLY LLC | PO BOX 1839 | NAGS HEAD NC 27959 |
| WOODARD,ALAN | 1600 BRICES CREEK ROAD | NEW BERN NC 28562 |
| RAITER,PATRICK JACOBS | 103 CARTERET AVENUE | BEAUFORT NC 28516 |
| CARDINAL RULE HOLDINGS LLC | 112 S PITT STREET | GREENVILLE NC 27834 |
| ELLISON,WILLIAM L ETUX GRACE L | 1201 LENNOXVILLE ROAD | BEAUFORT NC 28516 |
| JAMES,BOOKER TOMMY SR HEIRS | PO BOX 52716 | DURHAM NC 27717 |
| FULFORD,MILTA DAVIS L/T | 3812 WINDY TRAIL | NEW BERN NC 28560 |
| F & G MANAGEMENT LLC | 4044 ARENDELL STREET | MOREHEAD CITY NC 28557 |
| BREUER,NELLIE ETAL CLOSE | 1112 LENNOXVILLE RD | BEAUFORT NC 28516 |
| MCCOLLUM,WARREN ETUX KITTY | 10 TREADWAY COURT | HILLSBOROUGH NC 27278 |
| CARTERET COURT LLC | PO BOX 25168 | WINSTON-SALEM NC 27114 |

# Vicinity Map
# 102 Carteret Ave.

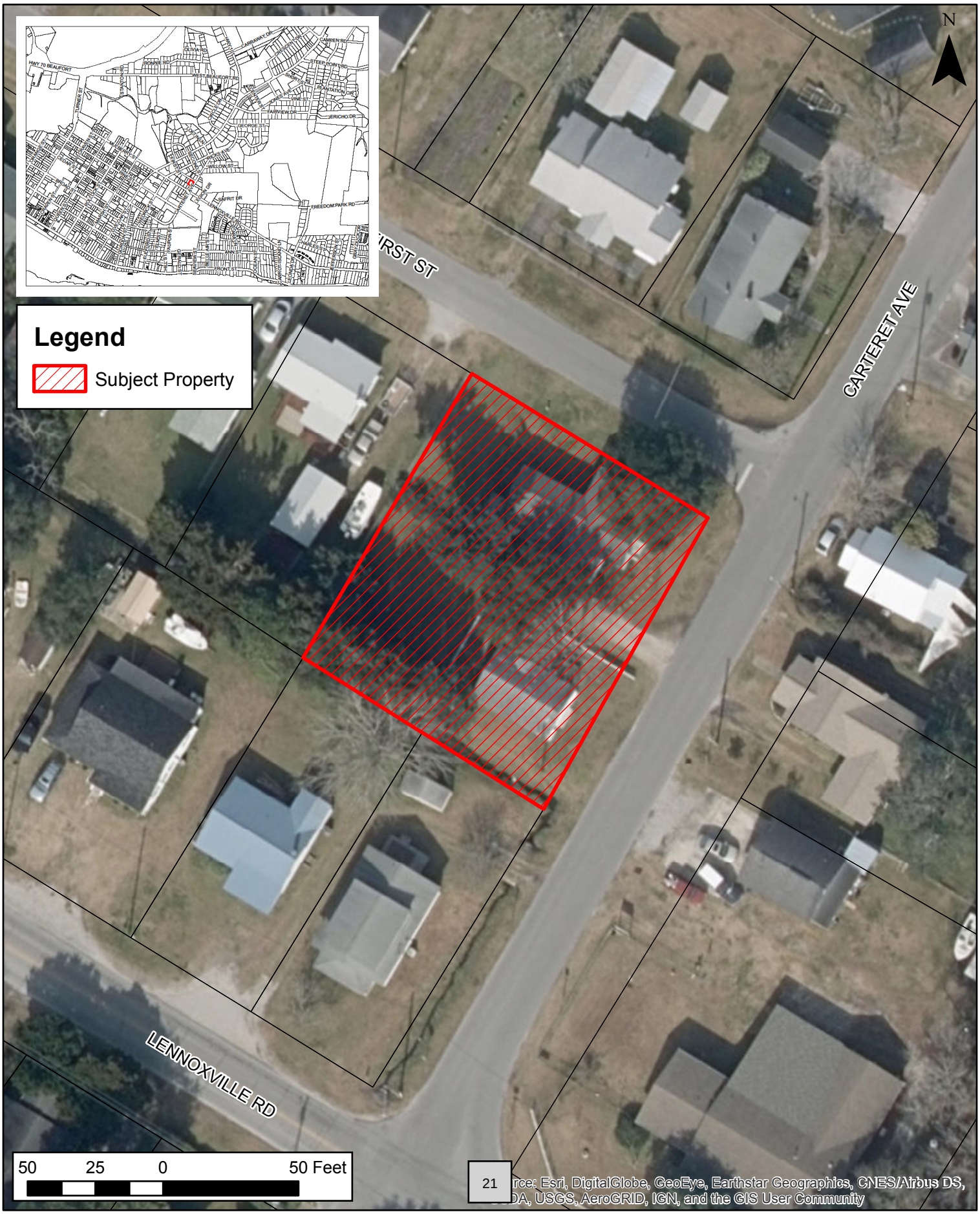




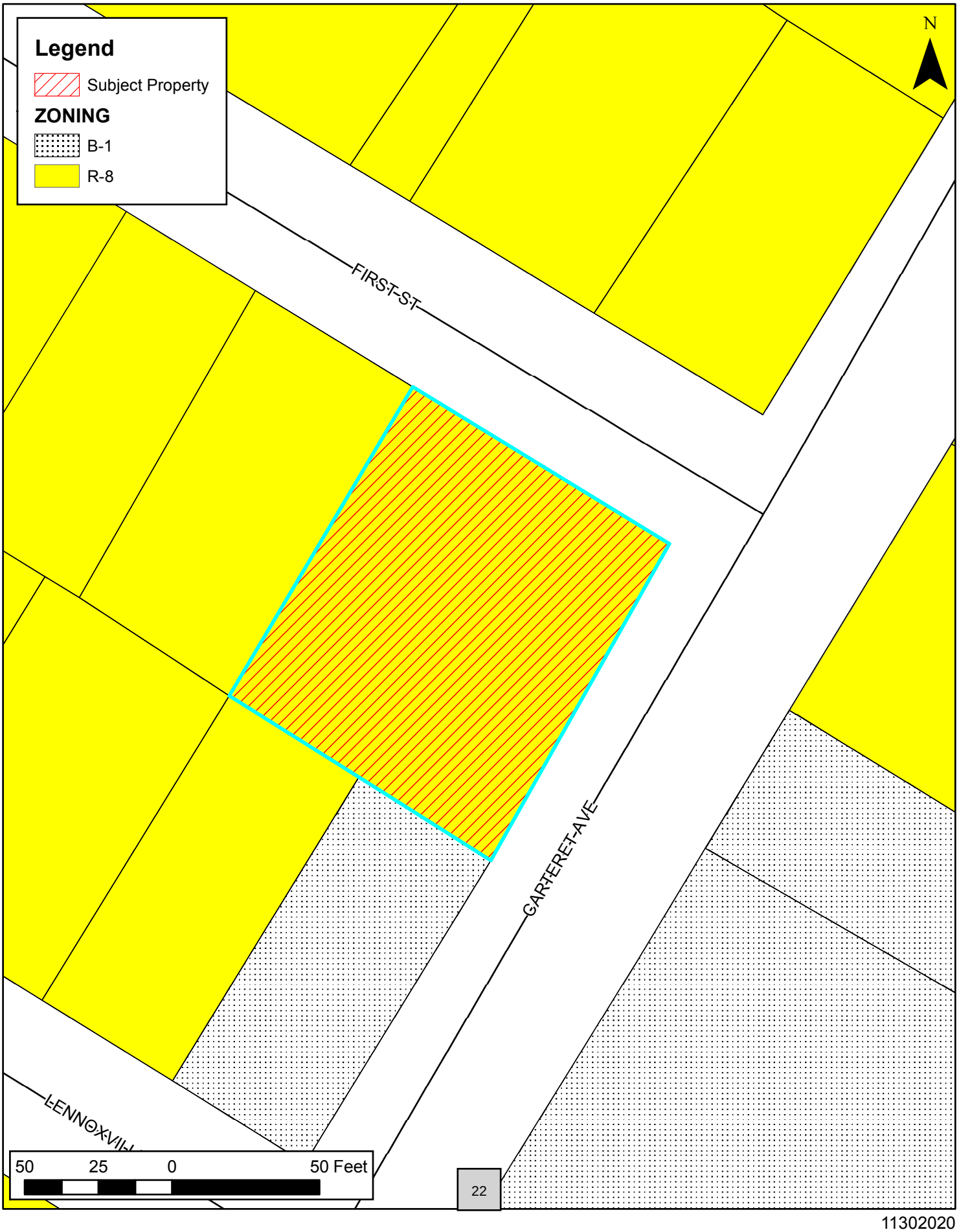



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# Vicinity Map
# 102 Carteret Ave.



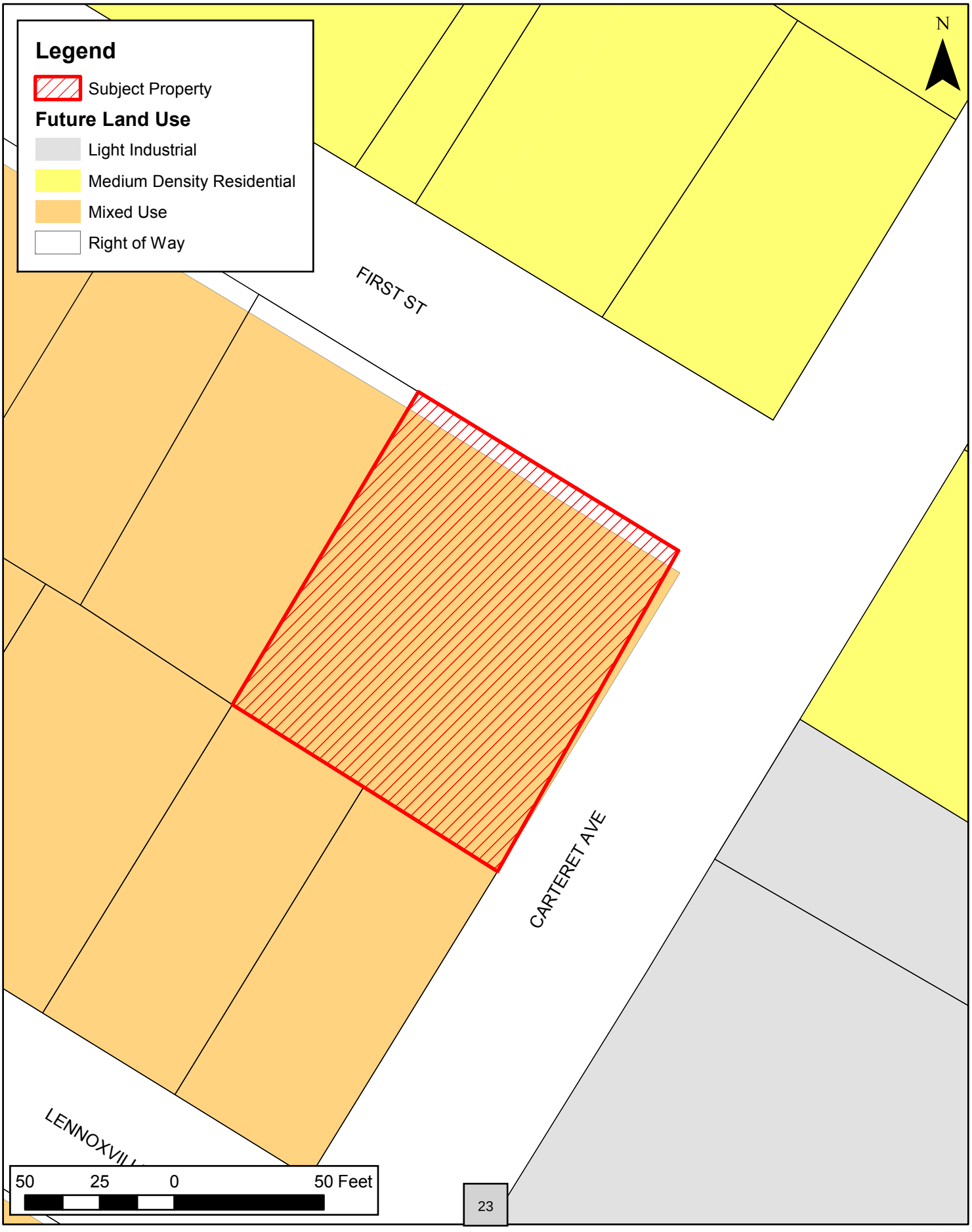
# Current Zoning
# 102 Carteret Ave.




11302020

# Future Land Use
# 102 Carteret Ave.

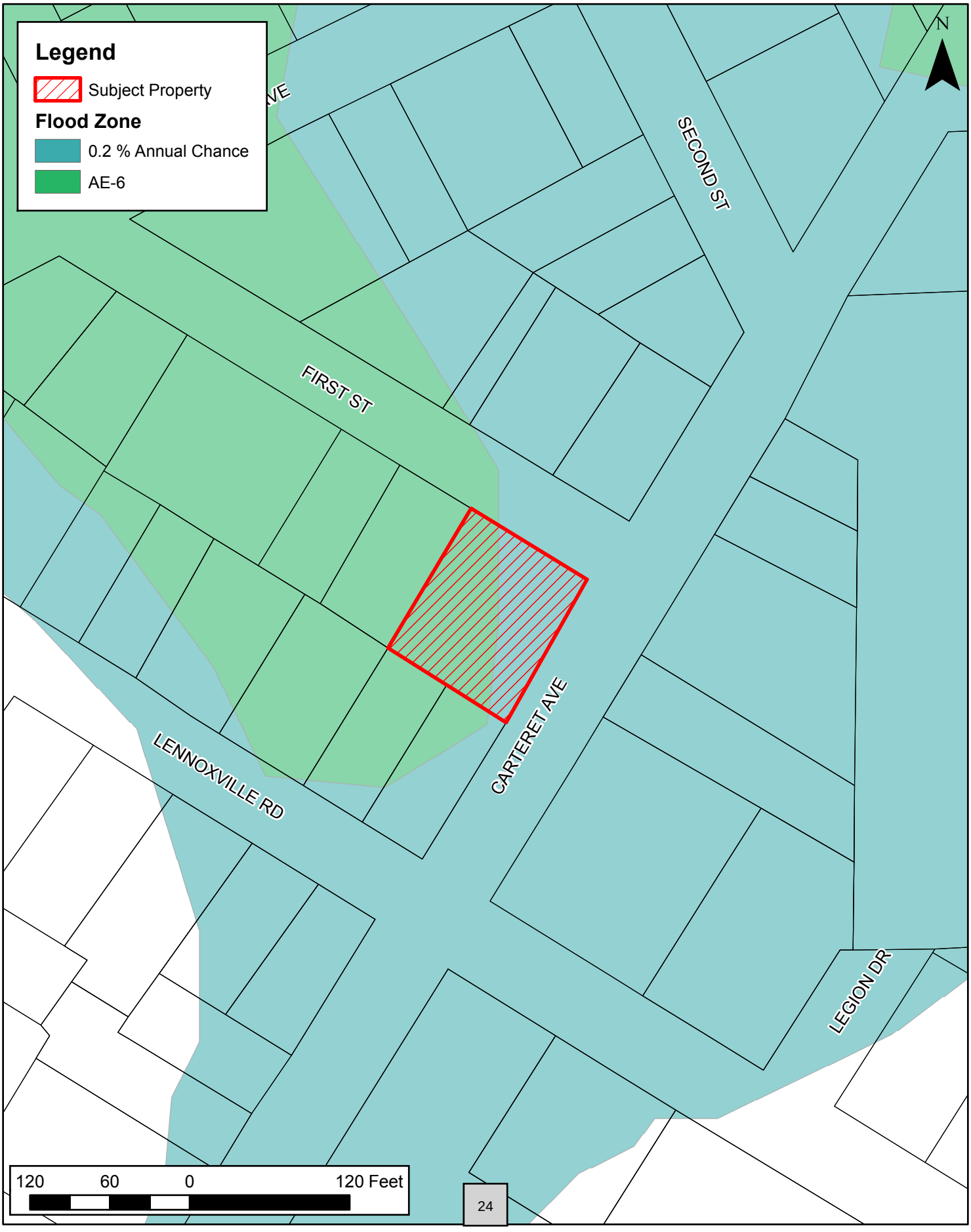





11302020

# Special Flood Hazard Areas
# 102 Carteret Ave.








11302020

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

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

1) Minimum Lot Size.

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

2) Minimum Lot Width.

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

3) Building Setback and Building Height Requirements and Limitations.

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

**Table 7-9 Interior Lot Requirements**

| *District* | *Front Setback (Right-of-Way)* | *Rear Setback* | *Side Setback* | *Building Height Limitation* |
|---|---|---|---|---|
| R-8 | 25 feet | 25 feet | 8 feet | 35 feet |

**Table 7-10 Corner Lot Requirements**

| *District* | *Designated Front (Right-of-Way) Setback* | *Designated Side (Right-of-Way) Setback* | *Rear Setback* | *Side Setback* | *Building Height Limitation* |
|---|---|---|---|---|---|
| R-8 | 25 feet | 20 feet | 25 feet | 8 feet | 35 feet |

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

| *District* | *Designated Front (Right-of-Way) Setback* | *Designated Rear (Right-of-Way) Setback* | *Side Setback* | *Building Height Limitation* |
|---|---|---|---|---|
| R-8 | 25 feet | 15 feet | 8 feet | 35 feet |

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

4) Accessory Building Setback Requirements.

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

5) Permitted Uses.

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

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

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

# SECTION 20 Special Use Permits

A) ***General.***

Special uses are practices which are not permitted by right in any zoning district in the Town of Beaufort, but may only be granted after due consideration by the Board of Commissioners (BOC). The consideration of a special use application is a quasi-judicial function requiring evidentiary hearings and specific findings of fact. Special use permits may only be granted by the BOC following a recommendation by the planning board and the quasi-judicial review process as stipulated in this section.

B) ***Special Use Permit Application Procedures.***

1) A written application for a special use permit in all zones shall be submitted to the Town's Planning and Inspections Department in accordance with the requirements of section 1-M of this Ordinance and all applicable administrative regulations. The application shall include:
   a) A proposed use site plan which contains information documented in section 18-C of this Ordinance and the specific information features below:
      i) A vicinity map and survey of the parcel which shall include the zoning and use of all adjacent properties;
      ii) A legend identifying all symbols on the map;
      iii) A North arrow and a scale;
      iv) A preliminary design of the proposed use which shows all existing and proposed structures, parking layouts, driveways, buffering, landscaping, points of ingress and egress, easements, minimum building lines, and street rights-of-way;
      v) A site data block of features which includes the proposed use(s), square footage of the proposed and existing structure(s), site zoning, total acreage, number of lots, minimum lot size, and average lot size;
      vi) The map book, page number, and deed book information;
      vii) A note stating whether any portion of the property is included in any adopted Town plan; and,
      viii) Any other related information requested by Town staff, the planning board, or the BOC.
      ix) All required environmental permit improvements needed for the property.
   b) The special use permit sought; and,
   c) Information supporting the existence of the required findings, and providing such plans or other relevant data as may be required by the Town.

2) Whenever an application is submitted for a special use permit in a residential zone, the applicant shall also include:
   a) A narrative which illustrates the appropriateness of the proposed use in a residential zone. This narrative shall also describe all the architectural design features which make the proposed use and associated building compatible with the urban character of the residential neighborhood;
   b) The submitted site plan shall also include all street front architectural elevation drawings to insure the building(s) compatibility with the surrounding residential structures; and,

c) Additionally, the BOC and town staff may require a professional rendering or any other graphic illustration of the proposed structure.

3) The application shall be reviewed by town staff and submitted with comments and recommendation to the planning board for review. After the planning board makes its recommendation, the application shall be forwarded to the BOC for consideration.

C) ***Public Hearing Notification Requirements.***

The Town shall schedule a public hearing for the application and BOC consideration after reasonable opportunity for staff and planning board review by providing public notice no more than thirty days after receipt of the completed application. The notice of a public hearing shall be given using the standards set forth is section 3-E of this Ordinance with the exception of the following:

1) The notice shall be given once a week for two successive calendar weeks and published in a newspaper having general circulation within Town. The first publishing shall not be less than ten days or not more than twenty-five days before the date affixed for the hearing. In computing such period, the day of publication is not to be included but the day of the hearing shall be included as documented.
2) All property owners within two hundred feet (200') of the lot boundaries on all sides of the subject lot as listed in the county tax records shall be mailed by the Town a notice of the public hearing on the proposed special use application by first class mail at the address listed for such owners on the county tax abstracts. The notice shall identify the location and briefly describe the proposed special use. Section 3-E (2) of this Ordinance gives direction on when the notices shall be mailed.
3) The Town shall prominently post a sign giving notice of the public hearing on or immediately adjacent to the subject area reasonably calculated to give public notice of the proposed special use public hearing not more than ten days prior to the hearing date. The wording of such sign should be similar to what is in section 3-E (4) of this Ordinance.

D) ***Procedures on Special Use Applications.***

In considering whether to approve an application for a special use permit, the BOC shall proceed as follows:

1) The BOC shall hold the public hearing and consider relevant information regarding whether the required findings under subsection E of this section exist and whether the special use is appropriate in the proposed location. The BOC shall hear relevant information from the applicant, adjoining property owners, the Town Manager, the planning board, planning officials, and any interested or affected members of the public. Parties may appear in person, by designee, or by attorney to present information relevant to the requirements of the Ordinance.
2) The BOC shall consider whether the application complies with each individual required finding specified in subsection E of this section. The BOC need not make the required findings at the time of the hearing and may call for additional information if needed. If the special use permit application is approved, the BOC motion shall contain language showing all the required findings under subsection E of this section have been met, and in the absence of specific findings, it shall be conclusively presumed the application complies with all the findings in subsection E of this section.
3) The BOC shall render a decision within a reasonable period of time not to exceed ninety days after holding the public hearing for the proposed special use application. The BOC

need not issue a decision at the time of the hearing if additional information is needed and may continue said hearing until a later date.

4) If the application is found not to be in compliance with one or more of the required findings of subsection E of this section or any other applicable section of this Ordinance, the application shall be denied. Such motion shall specify the particular findings the application fails to meet. It shall be conclusively presumed the application complies with all requirements not noted by the BOC in their motion to deny the application.
5) Notwithstanding the specific requirements of this Ordinance, the BOC may impose additional conditions and reasonable requirements upon the requested special use permit in order to ensure the use is consistent with the required findings as specified under subsection E of this section. The BOC may place an expiration date on the special use permit if a building permit is not secured within a certain period of time. If the special use permit is not renewed periodically by the recipient of the permit, it will expire on the date given to the permit by the BOC.
6) After the BOC renders its decision on the special use permit application, the reasons for granting or denying the application shall be made in writing. A written copy of the conclusion(s) of the BOC about the facts of the case and the board's corresponding decision shall be forwarded to the applicant within ten days.

E) ***Required Findings.***

1) In addition to any other findings or requirements as specified by any other section of this Ordinance, before any application for a special use may be granted or denied, the BOC shall make each of the following findings:
   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 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; 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.
2) The BOC shall make its findings based on "competent evidence" as described in N.C.G.S. 160A-393 (k) and will be cognizant the statute provides in part "competent evidence "shall not be deemed to include the opinion testimony of lay witnesses as to any of the following:
   a) The use of property in a particular way would affect the value of other property.
   b) The increase in vehicular traffic resulting from a proposed development would pose a danger to the public safety.

c) Matters about which only expert testimony would generally be admissible under the rules of evidence.

3) Compatibility Standards for Special Uses in Residential Zones:
In deciding whether the architectural elements of the proposed special use in a residential zone will be compatible with the adjoining buildings, the BOC shall review said proposal in reference to the following architectural elements:
   a) Size (footprint);
   b) Height;
   c) Proportion and scale;
   d) Roof shape(s);
   e) Setbacks;
   f) Location, size, and number of openings (doors and windows);
   g) Materials;
   h) Color; and,
   i) Texture.

F) ***Special Use Guidelines.***

1) Adult Establishments.
   a) No building, structure, or any portion thereof nor any portion of a lot or parcel or property shall be used for an adult establishment at a location closer than one thousand feet (1000') from any other adult establishment; or closer than one thousand feet (1000') from any residentially zoned property, pre-school, child care, nursery school, day care, K-12 school, public playground, or church situated within the Town limits or the ETJ.
   b) Plans are required and must show:
      i) Locations of buildings and signs and the size of the plan;
      ii) Proposed points of access and egress and patterns of circulation;
      iii) Layout of parking spaces;
      iv) Lighting plan inclusive of wattage and illumination; and,
      v) Landscape plan.

2) Day Care Centers (Including Kindergarten).
   a) One parking space shall be provided for each adult attendant and one parking space provided for every six children or fraction thereof.
   b) Section 19 of this Ordinance gives the screening/buffering and fencing guidelines required for this application.
   c) Plans are required and must show:
      i) Location and approximate size of all existing and proposed structures and buildings within the site and on the lots adjacent thereto;
      ii) Proposed points of access and egress and pattern of circulation;
      iii) Layout of parking spaces;
      iv) Location and extent of open play area(s);
      v) Day care center shall provide one hundred square feet (100 $ft^2$) of play area space per pupil.

vi) Outdoor play area shall be enclosed by a solid or open fence or wall at least four feet (4') in height. Where the outdoor play area is directly adjacent to a residentially used or zoned lot, a solid fence or wall at least six feet (6') high or the maximum applicable fence or wall height limitation for the district or an open fence at least four feet high (4') and a screen planting designed to grow three feet (3') thick and six feet (6') high shall be created. The BOC may at its discretion, require additional screening/buffering and/or fencing elements to be located adjacent to abutting nonresidential land uses.

vii) In residential districts, a day care center shall not be operated between the hours of 7:00 p.m. and 7:00 a.m. unless with written approval by the BOC.

viii) Landscape plan.

3) Radio or Television Transmitter.
   a) Minimum lot area – at least three acres in area.
   b) One parking space is required at the site.
   c) Plans are required and must show:
      i) Location and approximate size of all existing and proposed structures within the site and within one thousand linear feet in all directions;
      ii) Proposed points of access and egress;
      iii) Proposed off-street parking spaces; and,
      iv) Protective fencing at least six feet (6') high with three stands of barbed wire turned out and ten feet (10') from the perimeter of the antenna base shall be established.

4) Telecommunication Tower.
   a) Guy-wire towers shall not be permitted.
   b) Co-location towers shall be permitted.
   c) Height of communication towers shall be regulated by the Federal Aviation Administration (FAA).
   d) Communication towers are prohibited in front yards and shall be in compliance with the Telecommunication Act of 1996.
   e) Local governments have no ability to prohibit towers on the basis of environmental or health issues according to the Federal Radio Frequency Emission Standards.
   f) The BOC may deny a permit based upon a tower's influence on property value or aesthetics.
   g) A minimum lot size of one-half acre per tower shall be met; however, the Telecommunication Tower shall be placed on a lot of sufficient size, and in a position on the lot, if the tower falls, no part of it will fall onto adjacent property. Variances shall not be allowed.
   h) Landscaping and screening/buffering are required as approved by the planning board and according to section 15 and section 19 of this Ordinance.
   i) A six-foot (6') high protective barrier shall be required around the base of the tower. The barrier shall be a masonry wall, chain link fence, solid wood fence, or opaque barrier as described in section 19 of this Ordinance.
   j) Setback requirements shall be according to the district in which the tower is located.
   k) Towers shall be lighted to satisfy the FAA requirements.

l) Towers shall be removed within ninety days following abandonment of such towers.

m) Towers shall be removed by the property owner within one hundred eighty days following damage or termination of operation resulting in inoperable towers or towers where the owner of the tower shows no intent to repair said tower. Blown over towers shall also be removed by the owner of such tower under this guideline.

n) Any advertising signage is strictly prohibited on towers.

o) Towers shall be painted blue or gray if not otherwise required by the FAA.

p) The owner must provide adequate insurance coverage for any potential damage caused by or caused to the tower.

q) For permitting purposes, site plans are required as defined in section 18 of this Ordinance and shall show all of the following additional features:
   i) Identification of intended user of tower.
   ii) Documentation by registered engineer shows tower has sufficient structural integrity to accommodate more than one user.
   iii) Statement from owner indicating his intent to allow shared use of the tower and how others will be accommodated.
   iv) Evidence the property owners of residentially zoned/used property within three hundred feet of the base of the proposed tower, would be notified prior to the special use application being heard by the BOC.
   v) Documentation which shows towers over a certain height are absolutely necessary for the provision of service (i.e., a tower up to one hundred ninety-six feet (196') cannot provide a reasonable level of service).

r) The BOC shall determine if a tower is in harmony with the area and compatible with adjacent properties and may consider the aesthetic effects of the tower as well as mitigating factors concerning aesthetics. The BOC may disapprove a tower based on the grounds the aesthetic effects are unacceptable and a new site should be proposed. The following factors shall be considered:
   i) Protection of the view in scenic areas, unique natural features, scenic roadways, historic sites, etc.
   ii) Prevention of a concentration of towers in one certain area; and,
   iii) Height, design, placement, and other characteristics could be modified to have a less intrusive visual impact.

5) Marinas.

The requirements below are for marinas and for proper disposal of sewage from boats:

a) All slips over thirty feet (30') shall provide a permanent pump-out connection so a hose of not more than thirty feet (30') can reach the mid-point of the slip.

b) Any vessel with a permanently installed marine sanitation devise shall be located so the holding tank can be pumped-out using a hose not to exceed thirty feet (30').

c) Mobile pump-out equipment may not be used to meet the requirements of subsections 5a) and 5b) of this section.

d) A marina may not charge marina tenants an additional fee to pump-out their holding tanks.

e) When a T-head of a dock is unoccupied during regular business hours, the marina shall provide public access to the pump-out facility for a nominal fee.

6) Office: Small Business.
Property owners may be granted a special use permit for an Office: Small Business in a Residential Zoning District if identified as a *Small Business* as defined in section 4 of this Ordinance.

a) In addition to application requirements outlined in subsection B of this section, special use permit applications must include the following:
   i) Detailed narrative describing the activities associated with the requested use;
   ii) Number of employees requested to work on site;
   iii) Requested business hours of operation;
   iv) Estimated number of clients served on site per day; and,
   v) Detailed drawing or photographs, including measurements, of signage if requested.

b) Signage will be reviewed by the BOC at the time of the special use permit and will meet the following standards:
   i) Not more than one sign is permitted;
   ii) Sign will not exceed an area of two square feet (2 $ft^2$);
   iii) Colors will be compatible with those of the structure and will not detract from the residential characteristics of the structure;
   iv) Sign will be affixed flatly against the building; and,
   v) Directly lighted and/or neon signage is not permitted.

c) Conditions: The BOC may impose reasonable conditions as it deems necessary for the protection of the public health, general welfare, and public interest regarding:
   i) Compatibility. The compatibility of the proposal, regarding both use and appearance, with the surrounding neighborhood;
   ii) Hours of Operation. The frequency and duration of indoor/outdoor activities and the impact of the surrounding area;
   iii) Noise. The added noise level created by activities associated with the request;
   iv) Parking. The request will not generate a need for additional parking; and,
   v) Appearance. The general appearance will not be adversely affected by the location of the proposed use on the property.

# APPLICATION FOR A SPECIAL USE PERMIT

**Instructions:**

Please complete the form below including all required attachments, a **$400.00 application fee,** and return to the Beaufort Town Hall; 701 Front Street; P.O. Box 390; Beaufort, N.C.; 28516. Incomplete applications will not be processed but will be returned to the applicant. Please call Planning and Inspections at (252) 728-2142 if there are any questions.

## APPLICANT INFORMATION

Applicant Name: William Bell

Applicant Address: 110 Sherwood Blvd, Beaufort, NC. 28516

Phone Number: 252-725-0556 Email: williambell61065@gmail.com

Property Owner Name: Steve Carroll

Address of Property Owner: 700 Swordfish Rd., Fripp Island, S.C. 29920

Phone Number: 404-915-1034 Email: steve@jcomarketing.com

## PROPERTY INFORMATION

Property Address: 102 Carteret Avenue, Beaufort, NC. 28516

15-Digit PIN: 730619504853000 Lot/Block #: 10+11, Block 4

Size of Property (in square feet or acres): .275 acre Current Zoning: _____

Current Use of Property: Garage, Private Detached Requested Use: Accessory Dwelling Unit

An application fee of **$400.00**, either in cash, money order, or check made payable to the "*Town of Beaufort*" must accompany this application (a credit card payment can be made in person at Town Hall). The complete application, payment, and supporting materials must be received by Town Staff at least 15 working days prior to a regularly scheduled Planning Board meeting date.

Please refer to the Town's ***Land Development Ordinance***, Sections 20 & 27, and all other pertinent sections of the Ordinance for information required to accompany this application. Any plans or documents submitted should be submitted in an electronic or digital format and one printed color copy of such documents submitted with the application.

The town's website address is www.beaufortnc.org.

William D. Bell

Applicant Signature

11/30/20

Date of Applicant's Signature

Steve Carroll

Property Owner Signature (if different than above)

11-30-2020

Date of Owner's Signature

OFFICE USE ONLY Revised 8/2020

Date: _____ Reviewed for Completeness By: _____

Received by: _____ Date Deemed Complete and Accepted: _____

# Narrative

We are buying this property for 2 main reasons. The first is to provide myself and my husband with a home of our own and the second is to provide a safe place for my parents to live. The purpose of the garage conversion is to provide a living space for my parents that allows them privacy within their own space yet is close enough so we may be of assistance if needed. As to the future use of the "cottage", it remains to be seen, but the current thinking is when my parents no longer need it we would rent it on a long term basis, or, possibly, my mother-in-law would move in. We have no intention of dividing the property, now or in the future.

As to the proposed changes to the existing garage, the exterior will remain the same material and the footprint of the building remains the same. Changes include the addition of windows, relocation of entrance and the enclosing of the large roll up door. All trim will be in keeping with the main house on the property. There will be a small screened porch attached to the north-west corner, again keeping the style compatible with the main residence. A screened in porch, 8' by 16' will be added to the north-west corner of the garage/cottage.

- This property is included in the Cama Loop Land Use plan.

# Photograph Key and Explanation

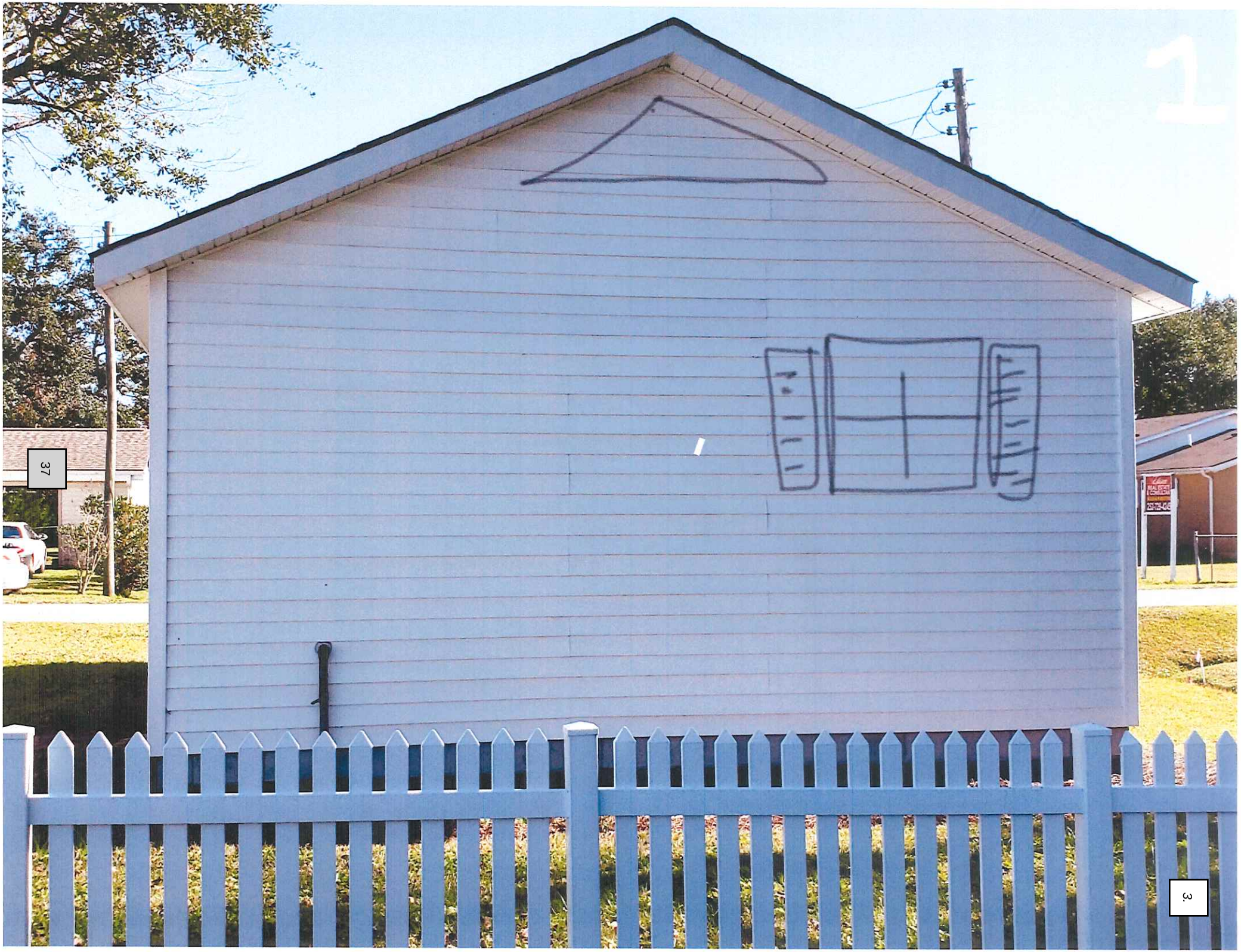
Picture 1: This is the west facing façade. There will be the addition of a window with louvered shutters* into the kitchen area and a triangular fixed pane window* at the peak of the rood line for added light.

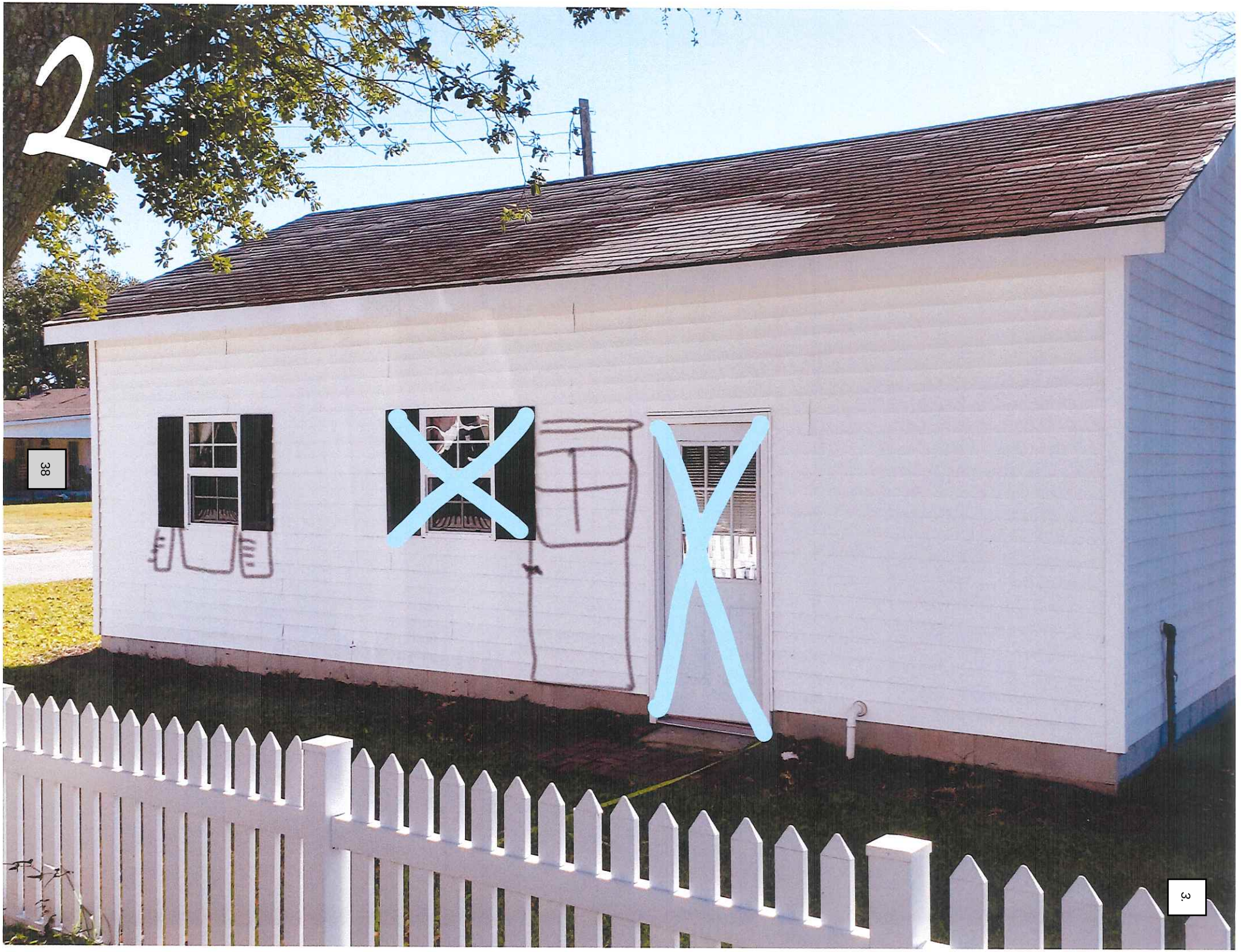
Picture 2: This is the north façade. The eastern most window* will be replaced with a larger version of the same style. The main entrance* will be relocated slightly east of the existing door and one window will be eliminated. There will be a basic covered entrance stoop*.

Picture 3: This is the south facing façade. The western most window* will remain the same. There will be a window* added, opening into the bath room, and the eastern most window* will be replaced with a larger version of the same style.

Picture 4: This is the eastern façade and the street view. The existing garage door will be removed and the space enclosed in keeping with the current siding color and style. There will be 2 windows* added, each opening into a bedroom. There will be a triangular, fixed pane window* added in the peak of the roof line to allow more light and to add balance to the overall aesthetic.

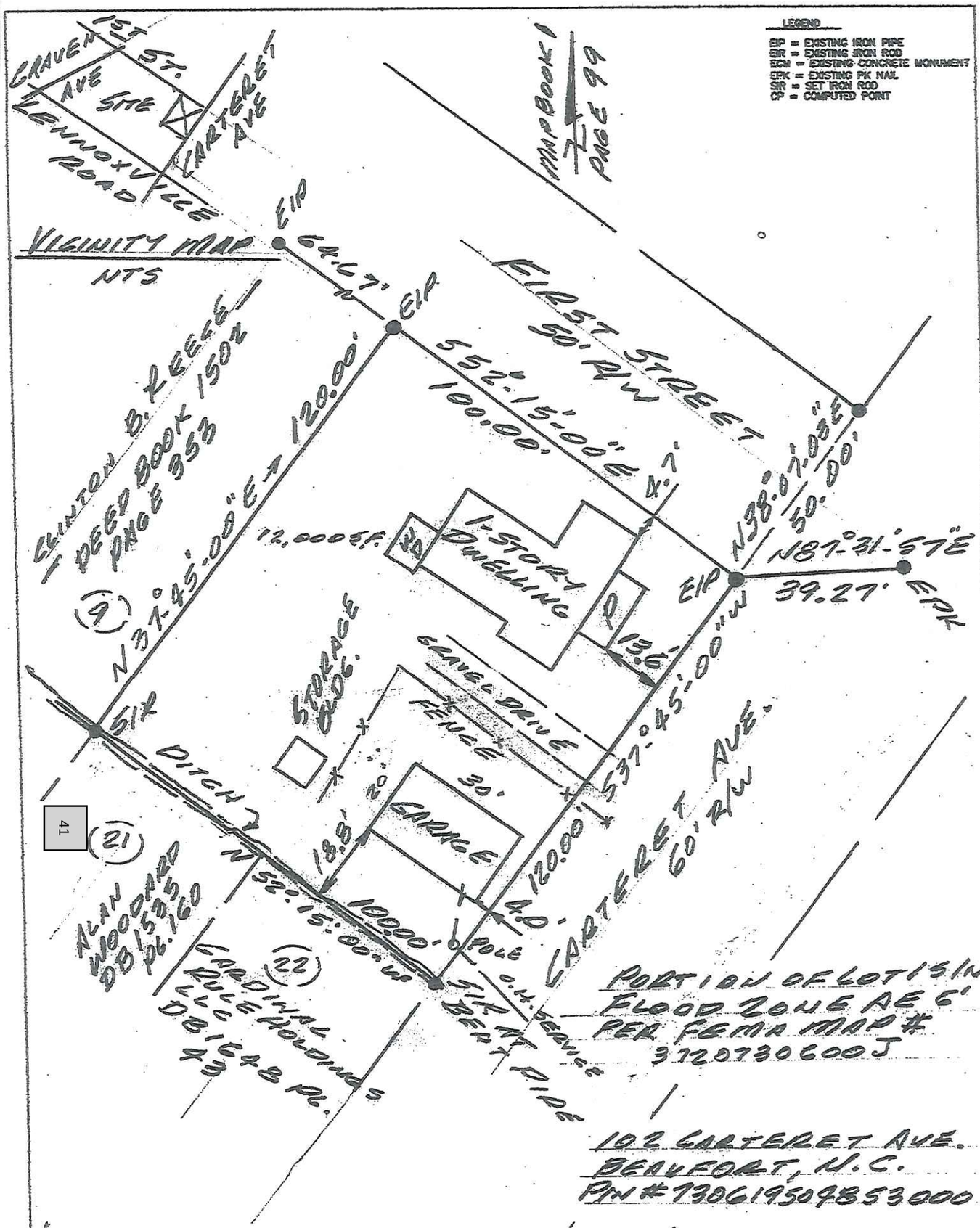
*All shutters, trim and color scheme will be in keeping with the neighborhood and will match the main residence on the property


1
37
3


2
38
3


3
39
3


4
40
3.




PORTION OF LOT IS IN FLOOD ZONE AE 6' PER FEMA MAP # 3720730600J

102 CARTERET AVE.
BEAUFORT, N.C.
PIN # 7306195098530000

LOT 10 & 11, BLOCK 4
HIGHLAND PARK
DEED BOOK 1323 PAGE 403
MAP BOOK 1 PAGE 99
CARTERET CO. REGISTRY

I, JAMES L. POWELL, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED REFERENCES AS SHOWN) THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN REFERENCES AS SHOWN; THAT THE RATIO OF PRECISION OR POSITIONAL ACCURACY AS CALCULATED IS 1/10,000; THAT THIS PLAT WAS NOT PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL THIS 16 DAY OF Nov. A.D. 2020

SEAL L-1531

PROFESSIONAL LAND SURVEYOR

L-1531

"THIS SURVEY MAY NOT BE A CERTIFIED SURVEY AND HAS NOT BEEN REVIEWED BY A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE LAND DEVELOPMENT REGULATIONS AND HAS NOT BEEN REVIEWED FOR COMPLIANCE WITH RECORDING REQUIREMENTS FOR PLATS."

SURVEY FOR

WILLIAM D. BELL, SR.
& CHRISTOPHER VINTON
BEAUFORT TOWNSHIP
CARTERET COUNTY, N.C.

| SCALE | JAMES L. POWELL, PROFESSIONAL LAND SURVEYOR |
|---|---|
| 1" = 30' | 3616 PLANTATION ROAD |
| DATE | MOREHEAD CITY, N.C. 28557 |
| 11-16-20 | (252) [redacted] 726-7077 |

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

**Town of Beaufort Board of Commissioners Workshop Meeting**
**4:00 PM Monday, January 25, 2021 – Virtual Meeting via Zoom**

**AGENDA CATEGORY:** Discussion & Consideration

**SUBJECT:** 21-01 Rezoning from TR to CS-MU 508 & 510 Cedar St

**BRIEF SUMMARY:**

These two lots were not included in the initial rezoning in 2019 however of late there has been a number of inquiries regarding these properties and if there zoning was mixed use like others along this corridor. In an effort to encourage the redevelopment of these properties Staff has submitted them for rezoning to the CS-MU.

At the January 19, 2021 meeting the Planning Board unanimously recommended approval rezoning from TR to CS-MU.

**REQUESTED ACTION:**

Place on the February 8th Board of Commissioners Meeting as a Public Hearing Item

**EXPECTED LENGTH OF PRESENTATION:**

10 Minutes

**SUBMITTED BY:**

Kyle Garner, AICP

Planning & Inspections Director

# Staff Report

**To:** Board of Commissioners
**From:** Kyle Garner, AICP

**Date:** 1/19/2021
**Meeting Date:** 1/25/2021

## Case Number 21-01

**Summary of Request:** Rezone two lots totaling 12,906 sq. ft. along Cedar Street from TR to CS-MU.

## Background

| | |
|---|---|
| **Location(s) & PIN** | 730618216055000, 730618217003000 – Southwest of the intersection of Queen & Cedar (See Attached Map) |
| **Owners** | ST STEPHENS CHURCH OF CHRIST & NELSON OWENS) |
| **Applicant** | Town of Beaufort – Staff Initiated |
| **Current Zoning** | TR Zoning |
| **Lot(s) Size & Conformity Status** | 12,906 Sq. ft. Total (based on GIS data)<br>Conforming & Non-conforming parcels |
| **Existing Land Use** | Vacant & Institutional - Church |
| **CAMA Future Land Use Map**<br>Amendment Required | Public & Institutional<br>☐ Yes ☒ No |
| **Adjoining Land Use & Zoning** | **North** See Attached Zoning Map of Area<br>**South** See Attached Zoning Map of Area<br>**East** See Attached Zoning Map of Area<br>**West** See Attached Zoning Map of Area |
| **Special Flood Hazard Area** | ☐ Yes ☒ No |
| **Public Utilities** | |
| Water | ☒ Available ☐ Not Available |
| Sewer | ☒ Available ☐ Not Available |
| **Additional Information** | See Staff Comments |
| **Requested Action** | Provide a consistency statement to the Board of Commissioners addressing the requested zoning amendment and the future land use plan.<br>Provide recommendation to the Board of Commissioners to:<br>• Approve the request; • Deny the request; or<br>• Recommend more restrictive zoning district |

## Comments

These two lots were not included in the initial rezoning in 2019 however of late there has been a number of inquiries regarding these properties and if there zoning was mixed use like others along this corridor. In an effort to encourage the redevelopment of these properties Staff has submitted them for rezoning to the CS-MU.

At the January 19, 2021 meeting the Planning Board unanimously recommended approval rezoning from TR to CS-MU.

It should be noted that this rezoning is **consistent** (see info below) with the existing CAMA Land Use Plan and thus will not require an 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**

**C. Mixed Use Classification**

The Mixed Use classification encompasses approximately 1.3 square miles (826 acres) or 17.4 percent of the total land area. The properties classified as Mixed Use are located adjacent to Town Creek (2 sites), at the former Beaufort Elementary School site, adjacent to the Cedar Street-Carteret Avenue area, and along Lennoxville Road at the site of the Atlantic Veneer Corporation and Beaufort Fisheries Industries.

The Mixed Use classification is intended to delineate areas where there is potential to redevelop the existing properties and adjoining vacant land, particularly for multiple land uses. The North Carolina Maritime Museum has proposed expanding the Maritime Museum to a portion of the Mixed Use-designated area located on the north side of Town Creek. An associated maritime village has also been proposed for this site. Mixed residential and commercial uses, including marine uses along waterfront areas, have potential at the other Mixed Use-designated sites.

The Cedar Street corridor is anticipated, with the proposed relocation of US Highway 70, to redevelop from a general commercial area into more of an office, light retail, professional services, institutional, and residential area.

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-3, Marina Business; O & I, Office and Institutional; RMF, Multifamily Residential; 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.

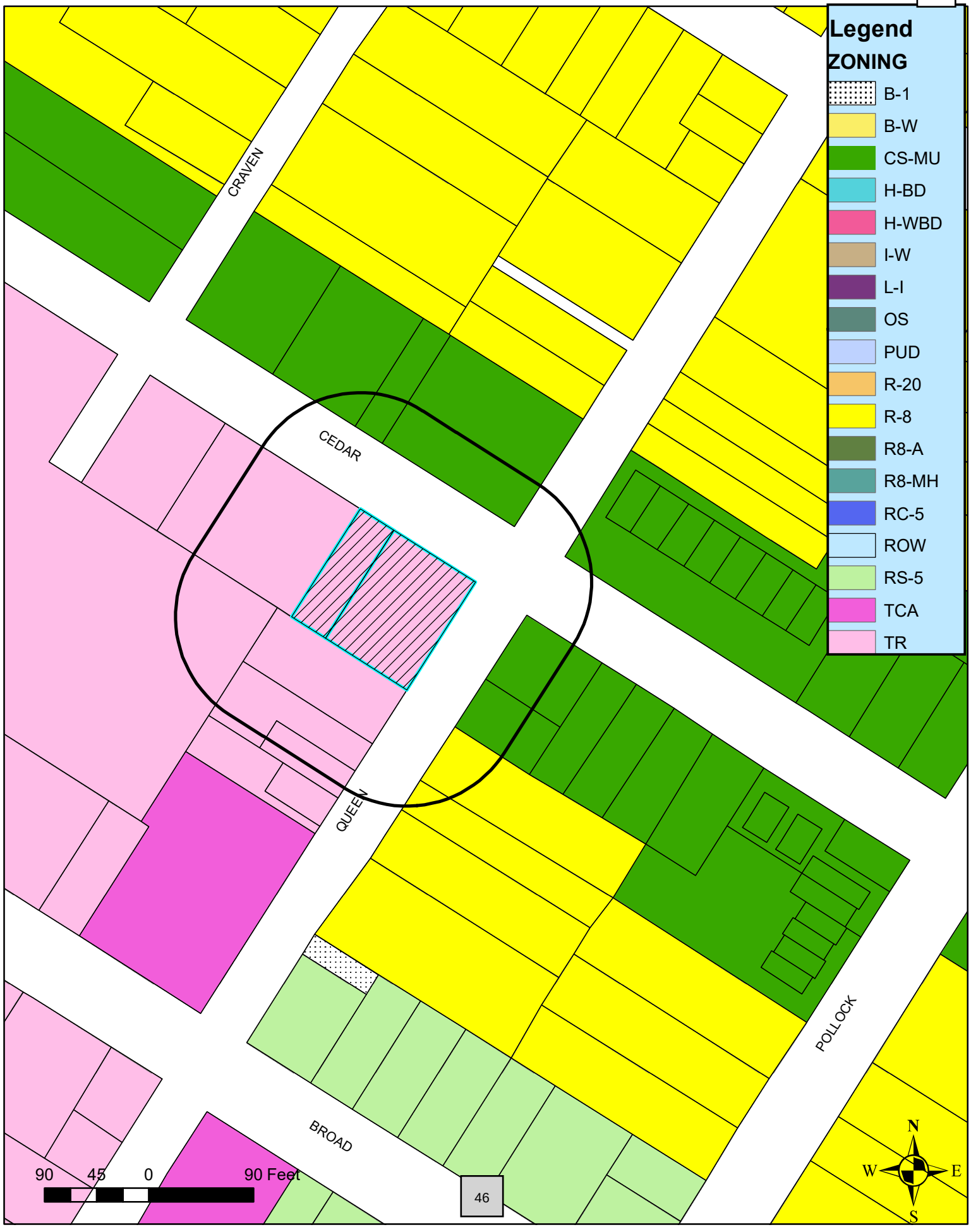
The Town's goals and policies support the use of land in Mixed Use-classified areas for a range of uses where adequate public utilities and streets are available or can be upgraded to support the intensity of development encouraged in this classification. Public and institutional land uses that support and that are compatible with this type of mixed development are also encouraged.

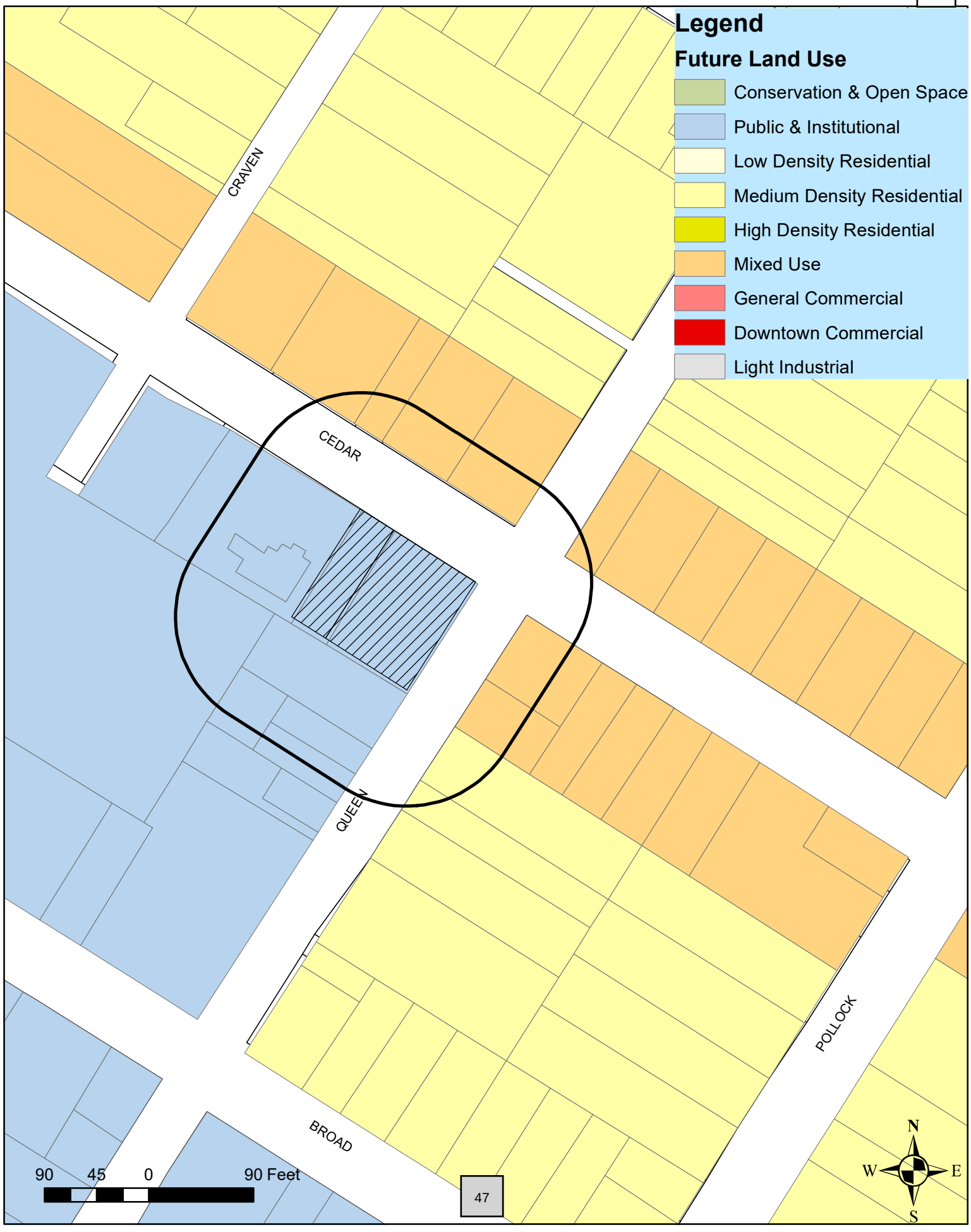
While the Mixed Use areas are expected to accommodate future growth and development, they may or may not actually be developed during the planning period. Critical factors that will determine the development potential of these areas include market demand and the provision of the necessary support infrastructure (particularly public water and sewer utilities). Consequently, the development potential of the some of the lands within the Mixed Use areas may be more long-term than short-term. In order to permit the type of mixed use development envisioned in this classification, the Town of Beaufort may have to prepare amendments to its existing zoning ordinance and subdivision ordinance to establish specific conditions and standards for such mixed use development.

**Attachments:**
Property Owners Within 100 Feet
Vicinity & Zoning Map with 100 Foot Notification Boundary
CAMA Future Land Use Map with 100 Foot Notification Boundary
TR & CS-MU Zone Information with Use Table
Consistency Statement "Draft"

# Rezoning - Case 21-01 - 508 & 510 Cedar Street - Fromt TR to CS-MU






Legend
Future Land Use
Conservation & Open Space
Public & Institutional
Low Density Residential
Medium Density Residential
High Density Residential
Mixed Use
General Commercial
Downtown Commercial
Light Industrial
CRAVEN
CEDAR
QUEEN
POLLOCK
BROAD
90 45 0 90 Feet
N
W
E
S
47

| OWNER | AIL_HOU | MAIL_ST | MAIL_CITY | AIL_STA | MAIL_ZIP | MAIL_ZI | MAIL_ADD2 |
|---|---|---|---|---|---|---|---|
| CARTERET COUNTY | 302 | COURTHOUSE SQUARE | BEAUFORT | NC | | 28516 | SUITE 200 |
| FIRST RUNG PROPERTIES LLC | 304 | ORANGE STREET | BEAUFORT | NC | 1821 | 28516 | |
| JACOBS,MAROLINE | 104 | BRUGG COURT | NEW BERN | NC | 8728 | 28562 | |
| JOHNSON,MARGARET L/T | | | MOUNT PLEASANT | SC | | 29465 | PO BOX 643 |
| JOHNSON-FERDINAND,AMY V | 18 | NYMPH RD | WEST ORANGE | NJ | | 07052 | |
| JONES,EDDIE M | 9328 | DANSFORESHIRE WAY | WAKE FOREST | NC | 5040 | 27857 | |
| LOUDEN,FLORA LEA | 101 | STURBRIDGE ROAD | RALEIGH | NC | 1551 | 27615 | C/O JAMES W ANKENY |
| OWENS,NELSON N ETUX PATRICIA A | 723 | COMET DRIVE | BEAUFORT | NC | | 28516 | |
| QUEEN ANNE'S QUARTERS LLC | 715 | COMET DRIVE | BEAUFORT | NC | | 28516 | |
| QUEEN ST PROPERTIES OF BFT LLC | | | MT PLEASANT | SC | | 29465 | PO BOX 643 |
| ST STEPHENS CHURCH OF CHRIST | 500 | CEDAR STREET | BEAUFORT | NC | | 28516 | |
| WILLIS,MAURICE M | | | BEAUFORT | NC | | 28516 | PO BOX 266 |
| YOST,MARK S | 2026 | SAINT ANDREWS ROAD | GREENBORO | NC | | 27408 | |

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

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

1) Minimum Lot Size.
All lots in the TR district shall be a minimum of eight thousand square feet (8,000 $ft^2$).

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

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

**Table 8-4 Lot Requirements**

| *District* | *Front Setback (Right-of-Way)* | *Rear Setback* | *Side Setbacks* | *Building Height Limitation* |
|---|---|---|---|---|
| TR | 25 feet | 25 feet | 15 feet | 35 feet |

**Table 8-5 Other Lot Requirements**

| *District* | *Front Setback (Right-of-Way)* | *Rear Setback* | *Side Setbacks* | *Building Height Limitation* |
|---|---|---|---|---|
| TR | 25 feet | 25 feet | 8 feet | 35 feet |

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

5) Permitted Uses.

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

Neighborhood Recreation Center Indoor/Outdoor, Private
Neighborhood Recreation Center, Public
Nursing Home
Office: Business, Professional, or Medical
Park, Public
Personal Service Establishment
Public Safety Station
Public Utility Facility
Religious Institution
Resource Conservation Area
Restaurant with Indoor Operation
Shed
Signs, Commercial Free-Standing
Swimming Pool (Personal Use)
Temporary Construction Trailer
Utility Minor
Vehicle Charging Station

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

Accessory Dwelling Unit
Aquaculture
Financial Institution
Cemetery/Graveyard
Concealed (Stealth) Antennae & Towers
Day Care Center
Day Care/Child Care Home
Dwelling, Duplex
Golf Course, Privately Owned
Golf Driving Range
Hotel or Motel
Kennel, Indoor/Outdoor Operation
Marina
Museum
Other Freestanding Towers
Outdoor Amphitheater, Public
Parking Lot
Preschool
Produce Stand/Farmers' Market
Retail Store
Satellite Dish Antenna
School, K-12
School, Post-Secondary
Tavern/Bar/ Pub with Indoor Operation
Utility Facility

D) ***Cedar Street Mixed-Use Zoning District (CS-MU)***

1) Purpose.
The purpose of this district is to protect, enhance and guide the redevelopment of the Cedar Street corridor by reducing visual clutter through the implementation of commercial design standards and selecting the appropriate type of uses for this district. These standards are designed to improve the aesthetics, traffic congestion and provide for a solid and vibrant tax base as well as promote the public health, safety and welfare of the town.

2) Adoption.
The Cedar Street Mixed Use Zoning District (CS-MU) for the Town of Beaufort, as set forth on a map so entitled and dated 07/08/2019, is hereby adopted by reference as an element of the *Land Development Ordinance* hereafter known as the *LDO*, and the Official Zoning Map of the Town of Beaufort.

3) Permitted Uses.
The uses listed here, with the exception of single-family residential uses, shall be subject to the Development Standards listed below.

Convenience Store
Dwelling, Single-family
Dwelling, Multi-family
Financial Institution
Hotel or Motel
Mixed Use
Office, Business, Professional, or Medical*
Outdoor Retail Display/Sales
Park, Public
Personal Service Establishment
Produce Stand/Farmers' Market
Public Utility Facility
Religious Institution
Restaurant with Indoor & Outdoor Operations
Retail Store
Utility Minor

*Includes Government Offices

4) Special Uses (*Special Use Requirements* may be found in Section 20 of the *LDO*).
Any commercial use which results in a structure or combination of structures with over 15,000 square feet.
Microbrewery
Tavern/Bar/Pub with Indoor Operation

5) Prohibited Uses.
Any use not listed in subsections 3 & 4 of this section is prohibited.Development Standards.
a) Design Criteria.
The intent of the following design criteria is to maintain and strengthen the unique character of Cedar Street by ensuring new development projects are architecturally compatible with the characteristics of the community. These characteristics include building forms, proportions, treatments, exterior materials, and architectural styles. It is intended that front elevations and overall massing of new structures shall be of human scale and related to the street. All design criteria will be reviewed and approved by Town Staff.

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

b) Site Plan Submission.
A detailed site plan, meeting all N.C. State Building Codes and Town Ordinances, shall be required for all commercial and mixed-use development within this zoning district.

c) Signage. Whenever the regulations made under the authority of this section are in conflict with any other provisions of this ordinance, the restrictions of this section shall supersede.
   i) Only attached wall or projecting type signs made of wood or substitute materials which have the appearance of wood are permitted.
   ii) The use of internally lit, flashing or free-standing signs of any kind is prohibited.
   iii) Subject to the provisions of this section, the maximum sign surface area permitted in this district shall not be more than 0.75 square feet per linear foot of total lot frontage.

d) Landscaping.
Any new commercial site plan with on-site parking shall provide a detailed landscape plan identifying all shrub and tree types as well as the number of such trees and shrubs as per section 14 and 19 of the *LDO*. Additionally if developing adjacent to a different type of land use, a screening and buffering plan shall also be required.

e) Exterior Siding Materials (Commercial & Mixed-Use Structures Only).
The primary siding material constituting a minimum of eighty percent (80%) of the exterior shall be one or a combination of two of the following materials:
   i) Brick;
   ii) Stone: Natural, Limestone or Granite;
   iii) Fiber Cement (Lap or Board & Batten Siding); and/or,
   iv) Treated Wood excluding plywood (Board & Batten or Clapboard Design only)
   v) Cedar Shake
   vi) Other materials or combinations thereof can be submitted to the Planning Board and Board of Commissioners for consideration. Detailed elevation drawings and product specifications shall be required.

f) Outside Walls (Commercial & Mixed-Use Structures Only).
   i) The total area of glass, windows, and/or any similar transparent areas for any side of a commercial structure shall not exceed thirty-five percent (35%) of the surface area for such side of the building, and must be positioned uniformly along the face of the structure. This percentage may be increased if it needs to meet the state fire code.

ii) Each exterior wall of a building viewable from any public or private right-of-way shall incorporate architectural design features to create a visual break at least every one hundred feet (100') along the exterior wall in order to avoid a box like appearance. All plans for exterior walls shall be approved by the Board of Commissioners as part of the site plan approval process.

f) Roof Forms. (Commercial & Mixed-Use Structures Only)
   i) The dominant shape of roof forms shall be gabled, hipped or parapet. If pitched, the minimum pitch shall be five over twelve (5/12).
   ii) All roof top mounted equipment shall be fully screened from view and the method of screening shall be integrated into the overall building design, for example within or behind pitched roofs. Hipped or gabled roofs with a mechanical element will not be considered mansard roofs when the roof appears to be a true hipped or gabled roof design.

g) Driveway Limitations. (Commercial & Mixed-Use Structures With Onsite Parking Only)
   i) Two driveways entering the same street from a single lot shall only be permitted if the minimum distance between the closest edges of the driveways equals to or exceeds one hundred feet (100').
   ii) In no case shall the total width of all driveways exceed fifty percent (50%) of the total property frontage.
   iii) No driveway shall be located within a hundred feet (100') of an intersection except in cases where no other access to a public street is available.

h) Parking Requirements.
   i) Mixed use, multi-family and single-family lots shall provide 1.5 onsite parking spaces/unit;
   ii) Commercial lots with an area less than 5000 $ft^2$ have no requirements for onsite parking; and,
   iii) Commercial lots with an area more than 5000 $ft^2$ shall provide 1 onsite parking space for every 600 $ft^2$ of gross floor area.

i) Exterior Elevation Drawings. (Commercial & Mixed-Use Structures Only)
   Exterior elevation drawings shall be submitted to determine the visual break of exterior walls for the structure or structures.

6) Minimum Lot Size.
   The Cedar Street Mixed-Use Zoning District will not have a minimum lot size.

7) Minimum Lot Width.
   No minimum lot width is required in the Cedar Street Mixed-Use Zoning District at the minimum building line.

8) Building Setback and Building Height Requirements and Limitations.
Subject to the exemptions of this Ordinance, each structure on said lot in this zoning district shall be set back from the boundary line of the lot at least the distance provided in the tables set forth in this section. The building height limitation in this district is also provided in the tables of this section.

**Table 8-6 Single Family Detached Setback Requirements**

| *District* | *Cedar Street Front Setback (Right-of-Way)* | *Rear Setback* | *Side Setback* | *Building Height Limitation* |
|---|---|---|---|---|
| | 15 feet minimum | 25 feet | 8 feet | 40 feet |
| | 20 feet maximum | 25 feet | 8 feet | 40 feet |

**Table 8-7 Corner Lot and Interior Lot Requirements for Commercial and Mixed Use**

| *District* | *Cedar Street Front Setback (Right-of-Way)* | *Designated Side (Right-of-Way) Setback* | *Rear Setback* | *Side Setback* | *Building Height Limitation* |
|---|---|---|---|---|---|
| | 10 feet minimum | 0 feet | 20 feet | 0 feet | 40 feet |
| | 20 feet maximum | 0 feet | 20 feet | 0 feet | 40 feet |

**Table 8-8 Transitional Zoning District Table of Uses**

| Land Development Ordinance Uses | | TCA | TR | PUD | CS-MU |
|---|---|---|---|---|---|
| **Residential Uses** | | | | | |
| **Group Living** | Assisted Living | P | P | S | |
| | Dormitory | P | P | S | |
| | Group Home | P | P | S | |
| | Nursing Home | P | P | S | |
| **Household Living** | Accessory Dwelling Unit | | S | S | |
| | Dwelling, Duplex/Townhome | P | S | S | |
| | Dwelling, Multi-Family | P | | S | P |
| | Dwelling, Single-Family | S | P | S | P |
| | Manufactured Home | | | S | |
| | Manufactured Home Park | | | S | |
| | Recreational Vehicle Park | | | S | |
| **Mixed Uses** | | | | | |
| | Mixed Use | S | P | S | P |
| **Public/Institutional Uses** | | | | | |
| **Aviation** | Airport/Landing Strip | | | S | |
| **Cemeteries/ Graveyards** | Cemetery/Graveyard | | S | S | |
| **Cultural Facilities** | Library | | P | S | |
| | Museum | | S | S | |
| **Day Care** | Day Care Center | | S | S | |
| | Day Care/Child Care Home | | S | S | |
| **Government Services** | Government/Non-Profit Owned/ Operated Facilities & Services | P | P | S | |
| | Public Safety Station | P | P | S | |
| | Public Utility Facility | P | P | S | P |
| **Hospitals** | Hospital | | | S | |
| **Park and Athletic Fields, Public Use** | Athletic Field, Public | | | S | |
| | Community Garden | P | P | S | |
| | Neighborhood Recreation Center, Public | P | P | S | |
| | Outdoor Amphitheater, Public | S | S | S | |
| | Park, Public | P | P | S | P |
| | Resource Conservation Area | P | P | S | |
| **Religious Uses** | Religious Institution | S | P | S | P |
| **Educational Uses** | Preschool | S | S | S | |
| | School, K-12 | | S | S | |
| | School, Post-Secondary | S | S | S | |
| **Non-Governmental Facilities** | Transportation Facility | S | | S | |
| | Utility Facility | S | S | S | P |
| | Utility Minor | P | P | S | P |
| **Agricultural Uses** | Agritourism | | | S | |
| | Aquaculture | | S | S | |
| | Farming, General | | | S | |
| | Forestry | | | S | |
| | Produce Stand/Farmers' Market | | S | S | P |

**Permitted Use** **Special Use**

**Table 8-8 Transitional Zoning District Table of Uses**

| Land Development Ordinance Uses | | TCA | TR | PUD | CS-MU |
|---|---|---|---|---|---|
| **Commercial Uses** | | | | | |
| **Animal Services** | Kennel, Indoor Operation Only | | S | S | |
| | Kennel, Indoor/Outdoor Operation | | | S | |
| **Assembly** | Club, Lodge, or Hall | | P | S | |
| **Financial Institutions** | Financial Institution | | S | S | P |
| **Food and Beverage Services** | Microbrewery | | | S | S |
| | Restaurant, with Drive-Thru Service | S | | S | |
| | Restaurant, with Indoor Operation | S | P | S | P |
| | Restaurant, with Outdoor Operation | S | | S | P |
| | Tavern/Bar/Pub with Indoor Operation | S | S | S | S |
| | Tavern/Bar/Pub with Outdoor Operation | S | | S | |
| **Offices** | Office: Business, Professional, or Medical | | P | S | P |
| | Office: Small Business | | | | |
| **Public Accommodations** | Bed & Breakfast | | P | S | |
| | Hotel or Motel | S | S | S | P |
| **Indoor Recreation & Entertainment, Privately Owned** | Adult Entertainment | | | S | |
| | Amusement Establishment | | | S | |
| | Commercial Indoor Recreation Facility | | P | S | |
| | Neighborhood Recreation Center Indoor/ Outdoor, Private | P | P | S | |
| | Pool Hall or Billiard Hall | | | S | |
| | Theater, Large | | | S | |
| | Theater, Small | S | | S | |
| **Outdoor Recreation & Entertainment, Privately Owned** | Athletic Field, Private | | | S | |
| | Commercial Outdoor Amphitheater | | | S | |
| | Commercial, Outdoor Recreation Facility | | | S | |
| | Golf Course, Privately-Owned | | S | S | |
| | Golf Driving Range | | S | S | |
| | Motor Vehicle Raceway | | | S | |
| **Retail Sales and Services** | Adult-Oriented Retail Establishment | | | S | |
| | Convenience Store | | | S | P |
| | Mortuary/Funeral Home/ Crematorium | | P | S | |
| | Liquor Store | | | S | |
| | Personal Service Establishment | S | P | S | P |
| | Retail Store | S | S | S | P |
| **Vehicle Storage Facilities** | Dry Boat Storage | | | S | |
| | Marina | S | S | S | |
| | Parking Lot | | S | S | |
| | Parking Structure | | | S | |

**Permitted Use** **Special Use**

**Table 8-8 Transitional Zoning District Table of Uses**

| Land Development Ordinance Uses | | TCA | TR | PUD | CS-MU |
|---|---|---|---|---|---|
| **Vehicles and Equipment Facilities** | Boat Sales/Rental | | | S | |
| | Car Wash | | | S | |
| | Gas/Service Station | | | S | |
| | Heavy Equipment Sales/Rental | | | S | |
| | Heavy Vehicle Repair | | | S | |
| | Moped/Golf Cart Sales/Rental | | | S | |
| | Motor Vehicle Sales/Rental | | | S | |
| | Towing & Vehicle Storage | | | S | |
| | Vehicle Service | | | S | |
| **Industrial Uses** | | | | | |
| **Industrial Service Uses** | General Industrial Service | | | S | |
| **Manufacturing and Production Uses** | Manufacturing, Heavy | | | S | |
| | Manufacturing, Light | | | S | |
| | Resource Extraction | | | S | |
| **Telecommunications Facilities** | Antenna Co-Location on Existing Tower | P | P | S | |
| | Concealed (Stealth) Antennae & Towers | P | S | S | |
| | Other Building-Mounted Antennae & Towers | | | S | |
| | Other Freestanding Towers | | S | S | |
| **Warehouse and Freight Movement Uses** | Commercial Waterfront Facility | | | S | |
| | Hazardous Material Storage | | | S | |
| | Mini-Storage | | | S | |
| | Outdoor Storage | | | S | |
| | Warehousing and Distribution Establishment | | | S | |
| | Wholesale Establishment | | | S | |
| **Waste-Related Uses** | Recycling & Salvage Operation | | | S | |
| **Accessory Uses and Structures** | | | | | |
| **Accessory Uses** | Carport | P | P | S | |
| | Dock | P | P | S | |
| | Garage, Private Detached | P | P | S | |
| | Home Occupation | P | P | S | |
| | Outdoor Retail Display/Sales | | | S | P |
| | Satellite Dish Antenna | | S | S | |
| | Shed | P | P | S | |
| | Signs, Commercial Free- Standing | P | P | S | |
| | Swimming Pool (Personal Use) | | P | S | |
| | Temporary Construction Trailer | P | P | S | |
| | Vehicle Charging Station | P | P | S | |

**Permitted Use** **Special Use**

**BEAUFORT BOARD OF COMMISSIONERS**
**AN ORDINANCE TO REZONE 508 & 510 Cedar Street FROM TR to CS-MU**
**ORDINANCE NO. 21-__**

| | |
|---|---|
| Applicant: | Town of Beaufort Staff |
| Location: | 508 & 510 Cedar Street |
| Parcel ID: | 730618216055000, 730618217003000 |
| Lot Size: | 12,906 Sq. ft. Total (based on GIS data) |
| Existing District: | TR (Transitional) |
| Meeting Date: | February 8, 2021 |
| Requested District: | CS-MU – Cedar Street – Mixed Use |

**WHEREAS**, the Town of Beaufort Planning Staff has submitted a request to rezone the above referenced property to CS-MU; and

**WHEREAS**, the Beaufort Planning Board has convened to consider and prepare a recommendation and consistency statement on the request at its meeting on January 19, 2021, at which time the Planning Board recommended approval of the request; and

**WHERAS**, the Beaufort Board of Commissioners conducted a public hearing on February 8, 2021 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 CS-MU is consistent with the spirit and intent of the ordinance and the CAMA Core Land Use Plan.

**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 508 & 510 Cedar Street to CS-MU 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 8th day of February 2021

TOWN OF BEAUFORT

_____
Everette (Rett) Newton, Mayor

_____
Allen Coleman, 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, January 25 – Zoom meeting due to Covid-19**

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

**SUBJECT:** Paid Parking

**BRIEF SUMMARY:**

The Board of Commissioners cancelled paid parking downtown in 2020 due to economic concerns related to the COVID-19 Pandemic. Despite the Pandemic, sales and occupancy tax collections set new records.

The Beaufort Development Association recently conducted a survey on paid parking downtown and has made a number of recommendations, which are attached.

Also attached are the parking regulations from the 2019 parking season and the 2019 parking season summary presentation.

**REQUESTED ACTION:**

Review and decide whether to reinstate paid parking (including applicable regulations)

**EXPECTED LENGTH OF PRESENTATION:**

10 minutes

**SUBMITTED BY:**

John Day, Town Manager

**BUDGET AMENDMENT REQUIRED:**

No

Beaufort, NC
Beautiful. Historic. Waterfront.
COME VISIT OUR TOWN
Beaufort Business Association
PO Box 56 Beaufort NC 28516



January 18, 2021

Dear Town of Beaufort Commissioners, Mayor, Town Administration:

For your review, we have attached the results of the Beaufort Business 2021 Pay for Parking Survey. We received an overwhelming response rate of 51% from the businesses. In 2019, we had a 41% survey response rate.

The business community is genuinely concerned about the pandemic and the affect the coronavirus will have on our summer season. Our "free" parking in 2020 was well received by locals and visitors. However, we continue to see excessive all-day parking by island goers who parked all up and down Front Street. They continue to arrive before most businesses are open and leave late in the day. We recognize that a large majority of these people do little shopping or dining. This is compounded by the fact many employees park wherever they want resulting extraordinarily little parking space turnover. The intention of paid parking was to create turnover.

We urge that consideration be given for all-day or 8-hour parking on Front Street from the docks of Lookout Cruises east to Live Oak Street. We recommend 4-hour paid parking on the rest of Front Street. Would this satisfy our obligation to the park service? What options do we have to control the "all day" parking of the ferry service customers to meet the goal of creating turnover with the parking spaces?

Thank you, in advance, for your consideration. We appreciate the feedback from our businesses participating in the survey.

BEAUFORT BUSINESS ASSOCIATION

Susan Sanders
President

SS/ss

Enclosure:

2021 Executive Summary
2021 Survey Downtown Beaufort Pay for Parking in 2021 Survey

Beaufort, NC
Beautiful. Historic. Waterfront.
COME VISIT OUR TOWN
Beaufort Business Association
PO Box 56, Beaufort, NC 28516

# Executive Summary Paid Parking Survey
# January 18, 2021

The 2021 Paid Parking Survey was sent to 154 businesses from Uptown to Downtown, with 78.5% being owners or managers.

Respondents:

- Total Respondents 79 (51% Response Rate)
- Downtown Beaufort Businesses 49 (62.0%)
- Uptown Beaufort Businesses 13 (16.5%)
- Neither Downtown or Uptown Businesses 17 (21.5%)

Of the 79 respondents:

- Business Owners 51 (64.6%)
- Managers 15 (18.9%)
- Employees 10 (12.7%)
- Other 3 ( 3.8%)

Business Mix:

- Retail 29 (36.7%)
- Service 12 (15.2%)
- Food & Beverage 11 (13.9%)
- Lodging 10 (12.7%)
- Attractions 7 ( 8.8%)
- Other 10 (12.7%)

We have highlighted some of the significant statistics below:

- 54.4% are in favor of paid parking for 2021, 46.6% are not in favor.
- 86.1% favored seasonal paid parking (Memorial Day thru Labor Day) and 13.9% favored year-round paid parking.
- 56.1% strongly agree about the importance of parking space turnover.
- 48.8% strongly agree that generating revenue for the town via paid parking was important.
- 56.6% strongly agree that paid parking on Front Street deters employee parking.
- 65.9% strongly agree that paid parking deters all-day island goers from parking on Front Street.
- 51.2% strongly agree the footprint of Downtown Paid Parking should be like 2019:

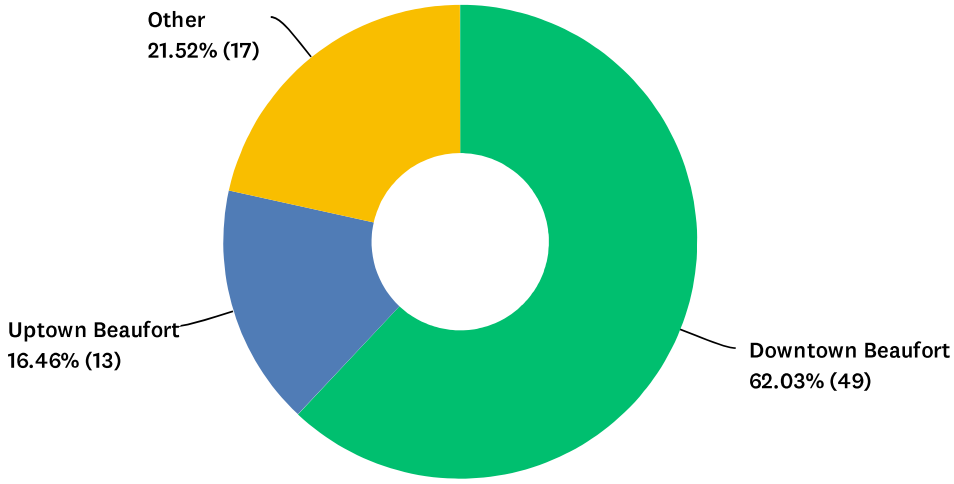
    1. Front Street Live Oak to Moore Street
    2. Front Street Parking Lots
    3. Side streets (Turner, Craven, and Queen (between Ann and Front Street)
    4. Queen Street Parking Lots

How businesses feel about the following services:

- Parking Meter Functionality Adequate 41.5%
- Availability of Parking Meters Adequate 56.1%
- Downtown Paid Parking Signage Adequate 48.8%
- Availability of Public Restrooms Not Adequate 47.3%
- Cleanliness of Public Restrooms Unacceptable 44.6%
- Availability of Picnic Tables in Downtown Parking Areas Good, Need to Add More 54.1%

# Q1 Where is your business located?

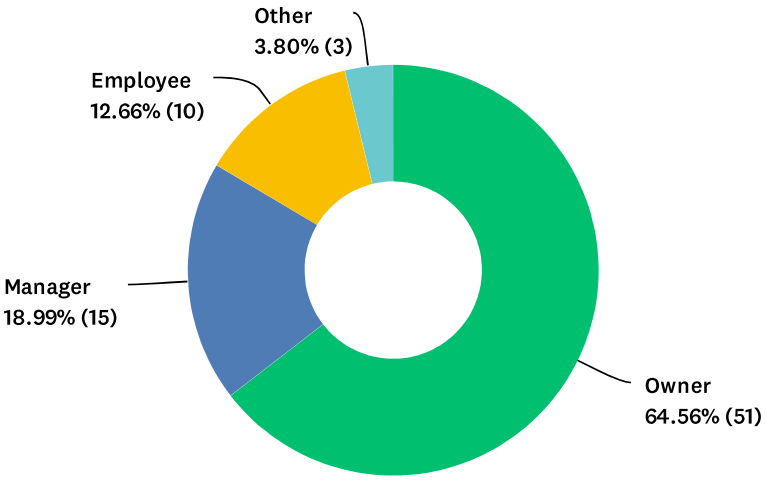
Answered: 79 Skipped: 0




| ANSWER CHOICES | RESPONSES | |
|---|---|---|
| Downtown Beaufort | 62.03% | 49 |
| Uptown Beaufort | 16.46% | 13 |
| Other | 21.52% | 17 |
| TOTAL | | 79 |

# Q2 What is your role with the business?

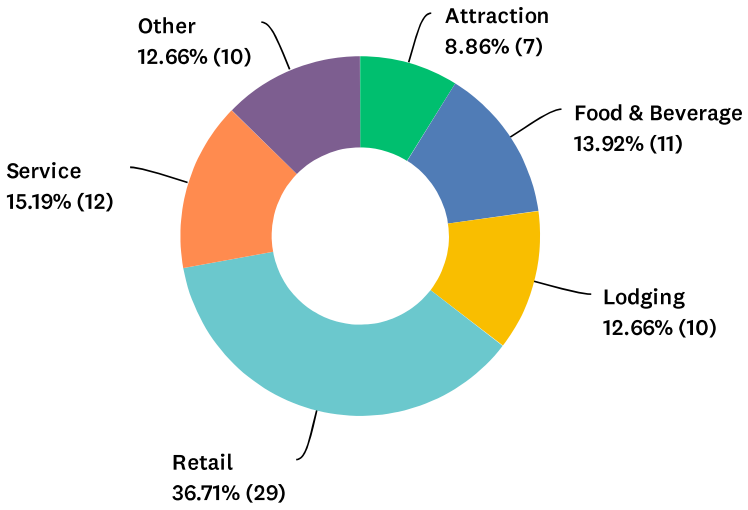
Answered: 79 Skipped: 0




| ANSWER CHOICES | RESPONSES | |
|---|---|---|
| Owner | 64.56% | 51 |
| Manager | 18.99% | 15 |
| Employee | 12.66% | 10 |
| Other | 3.80% | 3 |
| TOTAL | | 79 |

# Q3 Which best describes your business

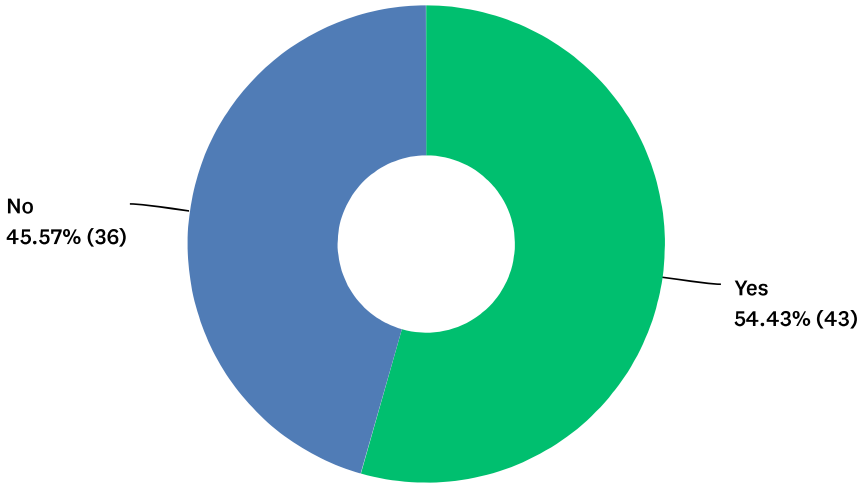
Answered: 79 Skipped: 0




| ANSWER CHOICES | RESPONSES | |
|---|---|---|
| Attraction | 8.86% | 7 |
| Food & Beverage | 13.92% | 11 |
| Lodging | 12.66% | 10 |
| Retail | 36.71% | 29 |
| Service | 15.19% | 12 |
| Other | 12.66% | 10 |
| TOTAL | | 79 |

# Q4 Are you in favor of Paid Parking in Downtown Beaufort in 2021?

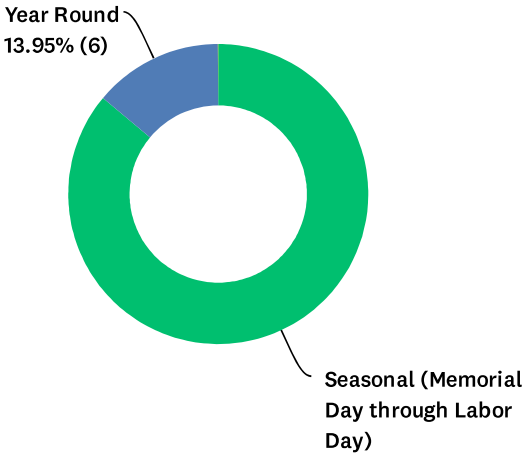
Answered: 79 Skipped: 0




| ANSWER CHOICES | RESPONSES | |
|---|---|---|
| Yes | 54.43% | 43 |
| No | 45.57% | 36 |
| TOTAL | | 79 |

# Q5 Should downtown paid parking be:

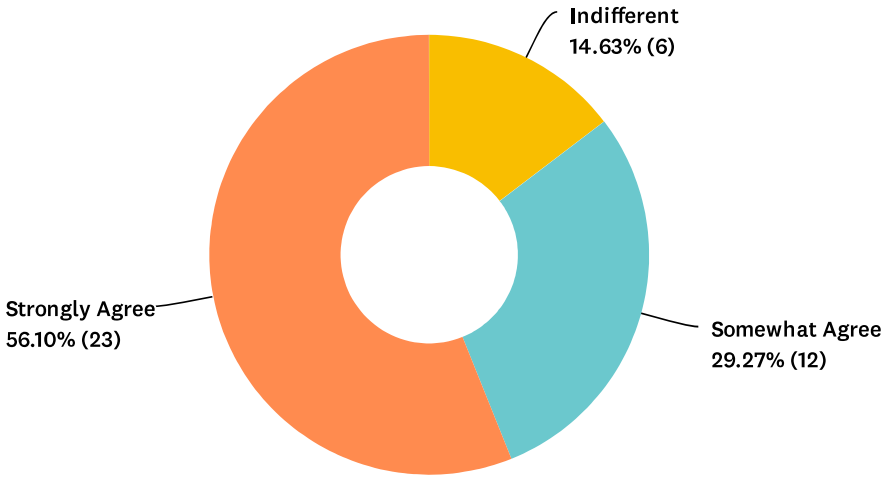
Answered: 43 Skipped: 36




| ANSWER CHOICES | RESPONSES | |
|---|---|---|
| Seasonal (Memorial Day through Labor Day) | 86.05% | 37 |
| Year Round | 13.95% | 6 |
| None of the above | 0.00% | 0 |
| TOTAL | | 43 |

# Q6 Creating parking space turnover via paid parking is important to me.

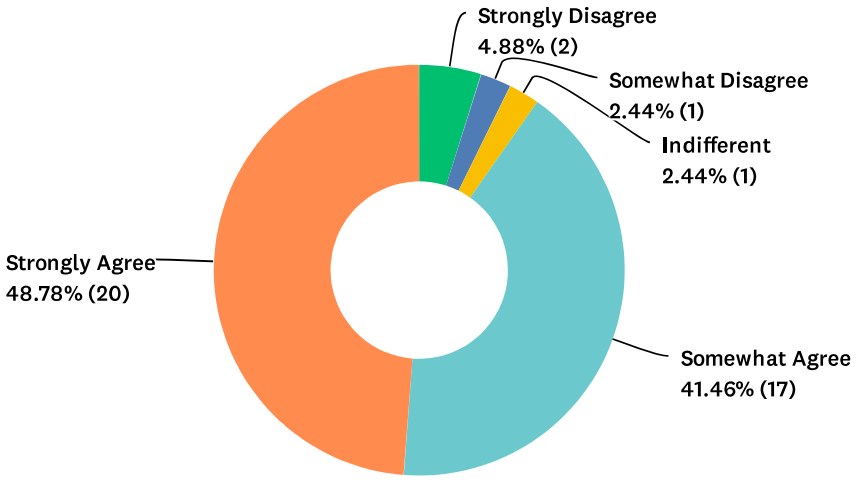
Answered: 41 Skipped: 38




| | STRONGLY DISAGREE | SOMEWHAT DISAGREE | INDIFFERENT | SOMEWHAT AGREE | STRONGLY AGREE | TOTAL | WEIGHTED AVERAGE |
|---|---|---|---|---|---|---|---|
| (no label) | 0.00%<br>0 | 0.00%<br>0 | 14.63%<br>6 | 29.27%<br>12 | 56.10%<br>23 | 41 | 4.41 |

# Q7 Generating revenue for the Town via paid parking is important to me.

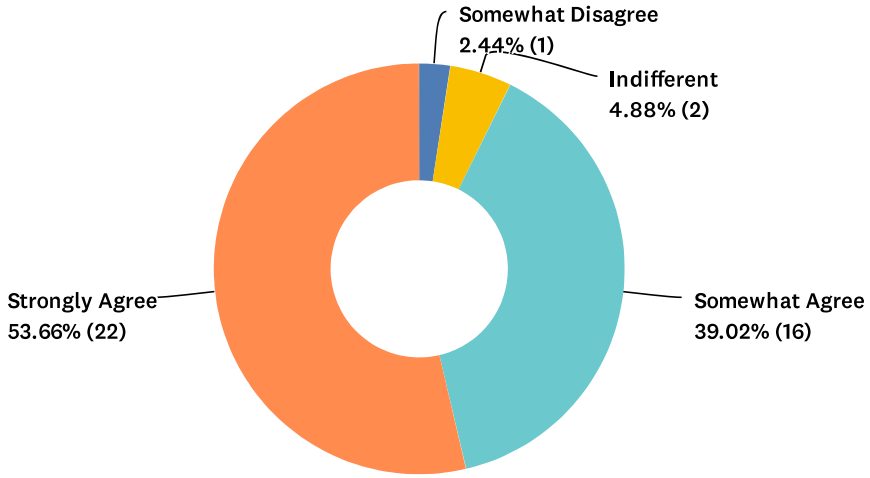
Answered: 41 Skipped: 38




| | STRONGLY DISAGREE | SOMEWHAT DISAGREE | INDIFFERENT | SOMEWHAT AGREE | STRONGLY AGREE | TOTAL | WEIGHTED AVERAGE |
|---|---|---|---|---|---|---|---|
| (no label) | 4.88%<br>2 | 2.44%<br>1 | 2.44%<br>1 | 41.46%<br>17 | 48.78%<br>20 | 41 | 4.27 |

# Q8 Paid parking deters employees from parking on Front Street is important to me.

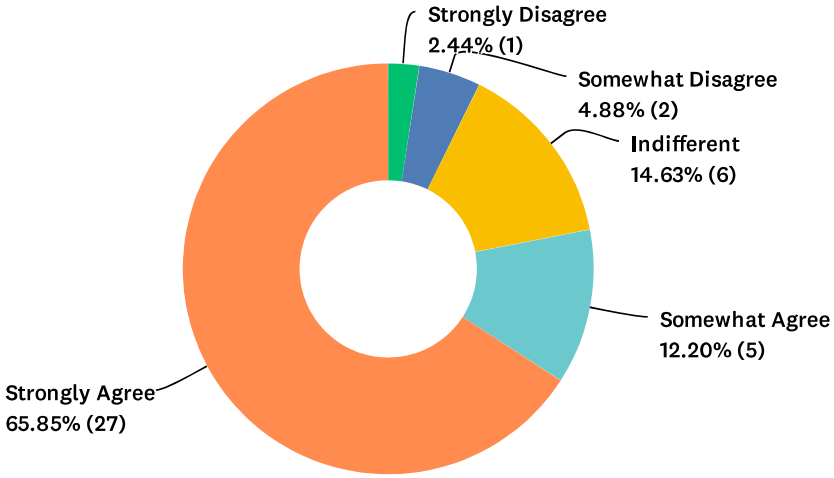
Answered: 41 Skipped: 38




| | STRONGLY DISAGREE | SOMEWHAT DISAGREE | INDIFFERENT | SOMEWHAT AGREE | STRONGLY AGREE | TOTAL | WEIGHTED AVERAGE |
|---|---|---|---|---|---|---|---|
| (no label) | 0.00%<br>0 | 2.44%<br>1 | 4.88%<br>2 | 39.02%<br>16 | 53.66%<br>22 | 41 | 4.44 |

# Q9 Paid parking deters all-day island goers from parking on Front Street all day is important to me.

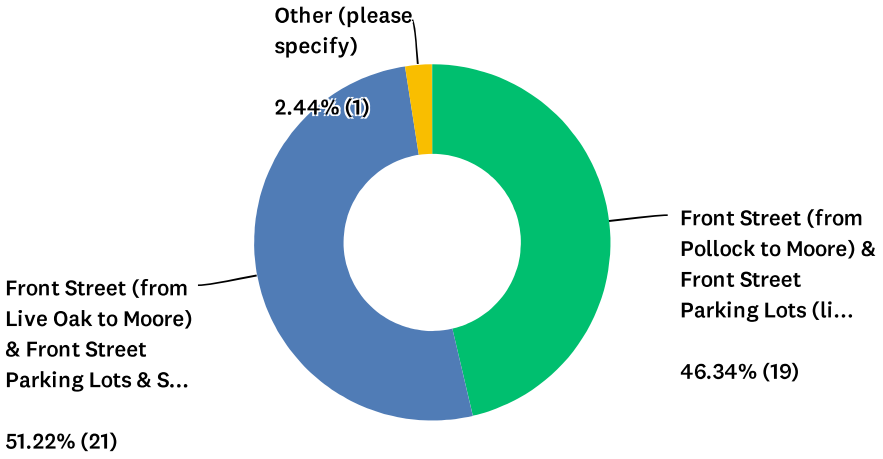
Answered: 41 Skipped: 38




| | STRONGLY DISAGREE | SOMEWHAT DISAGREE | INDIFFERENT | SOMEWHAT AGREE | STRONGLY AGREE | TOTAL | WEIGHTED AVERAGE |
|---|---|---|---|---|---|---|---|
| (no label) | 2.44%<br>1 | 4.88%<br>2 | 14.63%<br>6 | 12.20%<br>5 | 65.85%<br>27 | 41 | 4.34 |

# Q10 The footprint of Downtown Paid Parking should be:

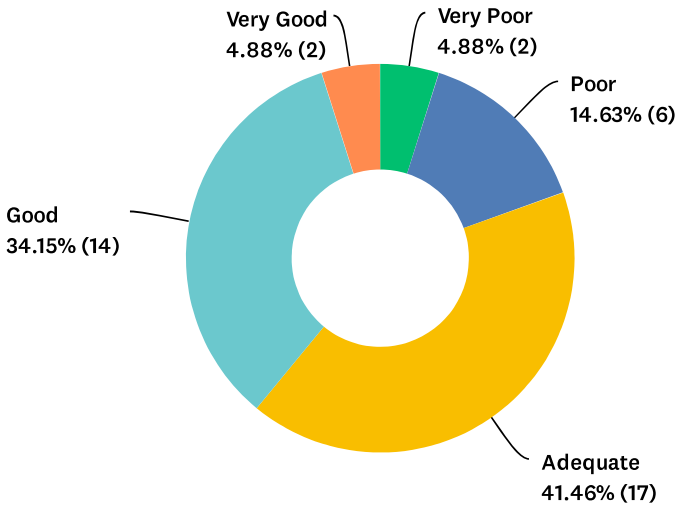
Answered: 41 Skipped: 38




| ANSWER CHOICES | RESPONSES | |
|---|---|---|
| Front Street (from Pollock to Moore) & Front Street Parking Lots (like 2018) | 46.34% | 19 |
| Front Street (from Live Oak to Moore) & Front Street Parking Lots & Side Streets (Turner, Craven, Queen between Ann & Front)& Craven & Queen Parking Lots (like 2019) | 51.22% | 21 |
| Other (please specify) | 2.44% | 1 |
| TOTAL | | 41 |

# Q11 How do you rate the functionality of the Parking meters?

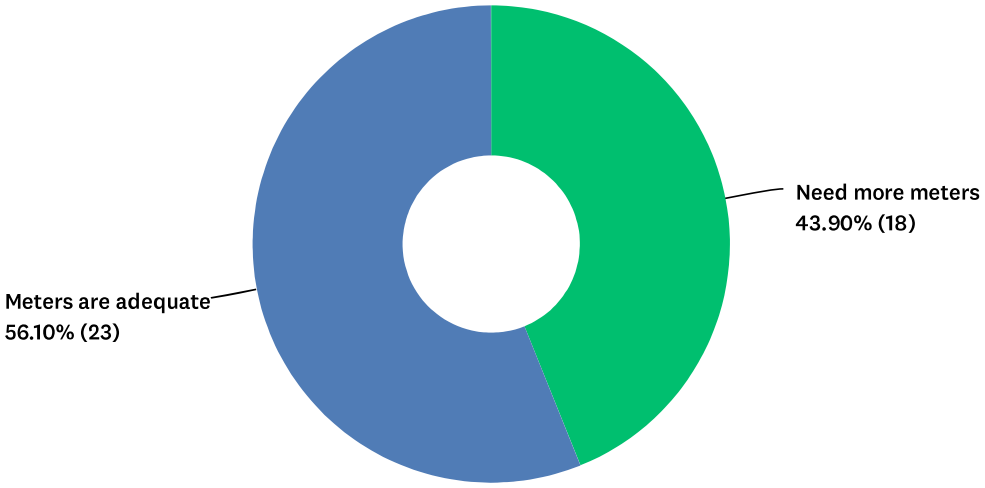
Answered: 41 Skipped: 38




| | VERY POOR | POOR | ADEQUATE | GOOD | VERY GOOD | TOTAL | WEIGHTED AVERAGE |
|---|---|---|---|---|---|---|---|
| (no label) | 4.88%<br>2 | 14.63%<br>6 | 41.46%<br>17 | 34.15%<br>14 | 4.88%<br>2 | 41 | 3.20 |

# Q12 How do you rate the availability of the Parking Meters?

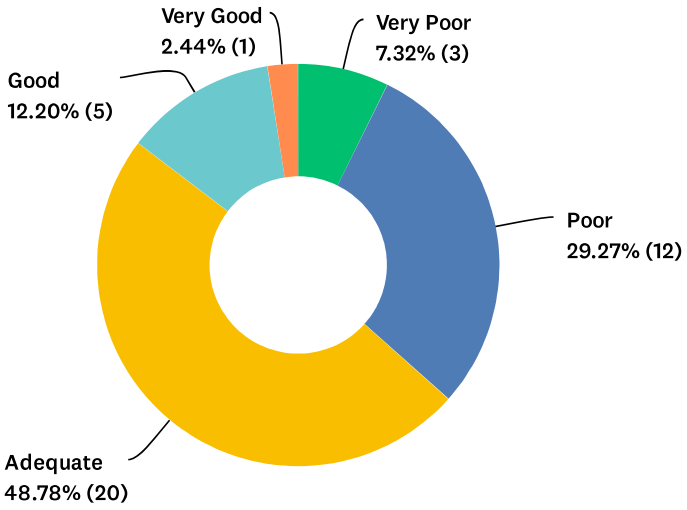
Answered: 41 Skipped: 38




| | NEED MORE METERS | METERS ARE ADEQUATE | TOTAL | WEIGHTED AVERAGE |
|---|---|---|---|---|
| (no label) | 43.90%<br>18 | 56.10%<br>23 | 41 | 1.56 |

# Q13 How do you rate the Downtown Paid Parking Signage?

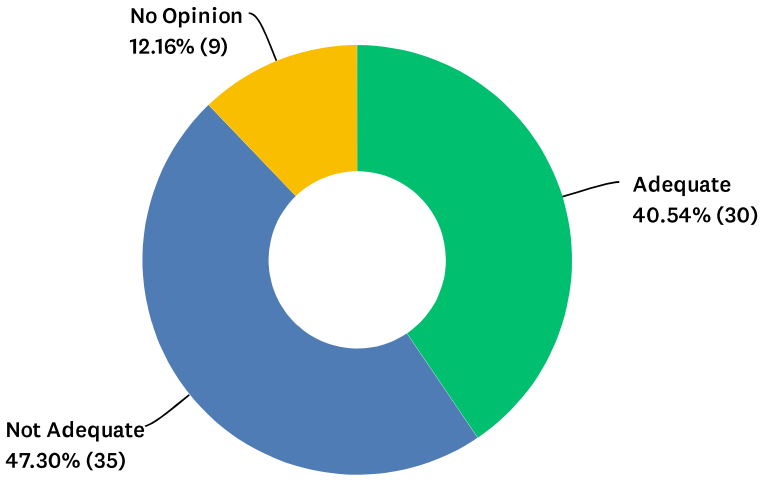
Answered: 41 Skipped: 38




| | VERY POOR | POOR | ADEQUATE | GOOD | VERY GOOD | TOTAL | WEIGHTED AVERAGE |
|---|---|---|---|---|---|---|---|
| (no label) | 7.32%<br>3 | 29.27%<br>12 | 48.78%<br>20 | 12.20%<br>5 | 2.44%<br>1 | 41 | 2.73 |

# Q14 What is you opinion of the availability of public restrooms downtown?

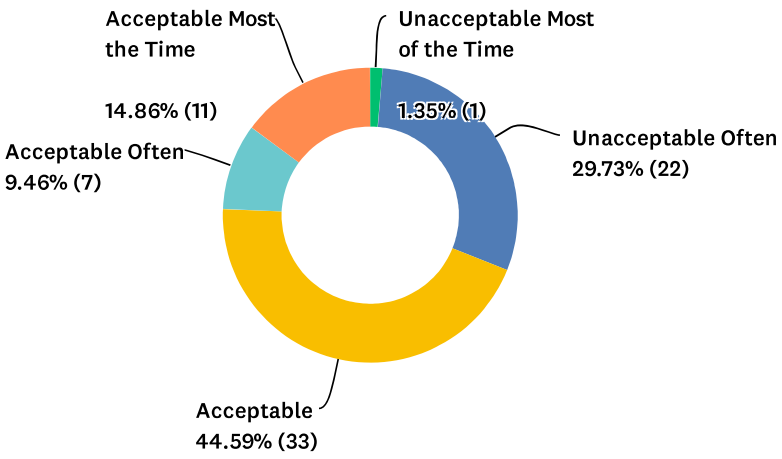
Answered: 74 Skipped: 5




| ANSWER CHOICES | RESPONSES | |
|---|---|---|
| Adequate | 40.54% | 30 |
| Not Adequate | 47.30% | 35 |
| No Opinion | 12.16% | 9 |
| TOTAL | | 74 |

# Q15 How would you rate the cleanliness of the public restrooms downtown?

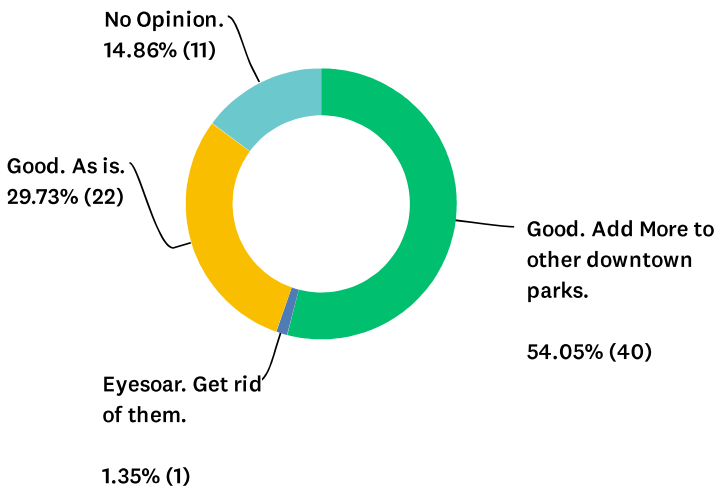
Answered: 74 Skipped: 5




| | UNACCEPTABLE MOST OF THE TIME | UNACCEPTABLE OFTEN | ACCEPTABLE | ACCEPTABLE OFTEN | ACCEPTABLE MOST THE TIME | TOTAL | WEIGHT AVERAG |
|---|---|---|---|---|---|---|---|
| (no label) | 1.35%<br>1 | 29.73%<br>22 | 44.59%<br>33 | 9.46%<br>7 | 14.86%<br>11 | 74 | 3 |

# Q16 How do you feel about the availability of picnic tables in downtown park areas?

Answered: 74 Skipped: 5




| ANSWER CHOICES | RESPONSES | |
|---|---|---|
| Good. Add More to other downtown parks. | 54.05% | 40 |
| Eyesoar. Get rid of them. | 1.35% | 1 |
| Good. As is. | 29.73% | 22 |
| No Opinion. | 14.86% | 11 |
| TOTAL | | 74 |

# Q17 Optional, but welcomed contact information

Answered: 23 Skipped: 56

| ANSWER CHOICES | RESPONSES | |
|---|---|---|
| Name | 95.65% | 22 |
| Company | 91.30% | 21 |
| Address | 91.30% | 21 |
| Address 2 | 0.00% | 0 |
| City/Town | 86.96% | 20 |
| State/Province | 86.96% | 20 |
| ZIP/Postal Code | 82.61% | 19 |
| Country | 73.91% | 17 |
| Email Address | 91.30% | 21 |
| Phone Number | 91.30% | 21 |

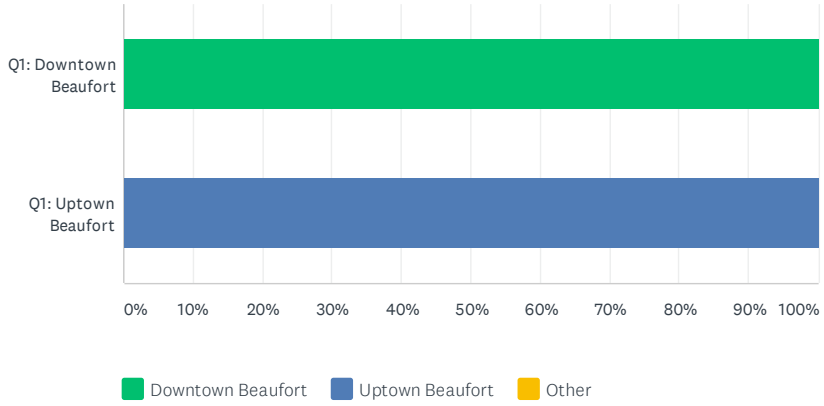
# Q18 We welcome your comments....

Answered: 21 Skipped: 58

5.

# Q1 Where is your business located?

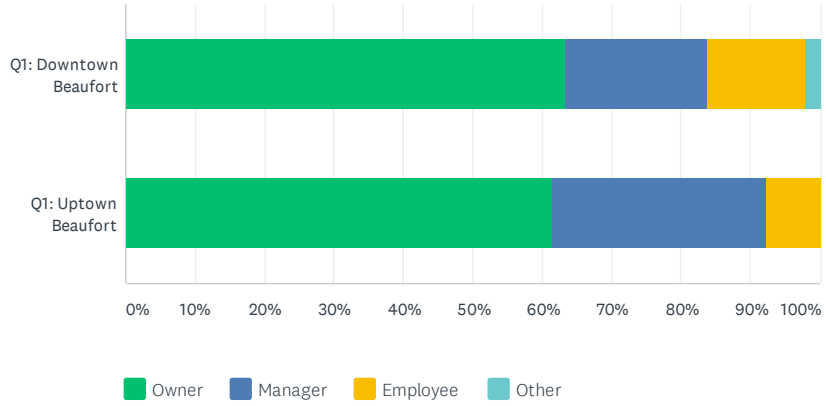
Answered: 62 Skipped: 0




| | DOWNTOWN BEAUFORT | UPTOWN BEAUFORT | OTHER | TOTAL |
|---|---|---|---|---|
| Q1: Downtown Beaufort | 100.00%<br>49 | 0.00%<br>0 | 0.00%<br>0 | 79.03%<br>49 |
| Q1: Uptown Beaufort | 0.00%<br>0 | 100.00%<br>13 | 0.00%<br>0 | 20.97%<br>13 |
| Total Respondents | 49 | 13 | 0 | 62 |

## Q2 What is your role with the business?

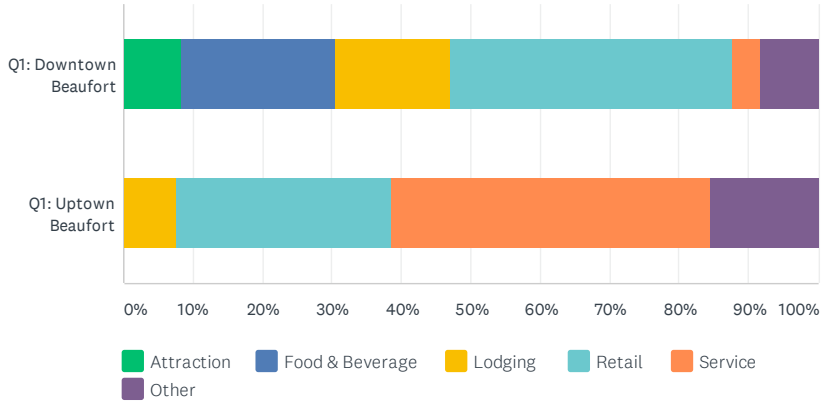
Answered: 62 Skipped: 0




| | OWNER | MANAGER | EMPLOYEE | OTHER | TOTAL |
|---|---|---|---|---|---|
| Q1: Downtown Beaufort | 63.27%<br>31 | 20.41%<br>10 | 14.29%<br>7 | 2.04%<br>1 | 79.03%<br>49 |
| Q1: Uptown Beaufort | 61.54%<br>8 | 30.77%<br>4 | 7.69%<br>1 | 0.00%<br>0 | 20.97%<br>13 |
| Total Respondents | 39 | 14 | 8 | 1 | 62 |

# Q3 Which best describes your business

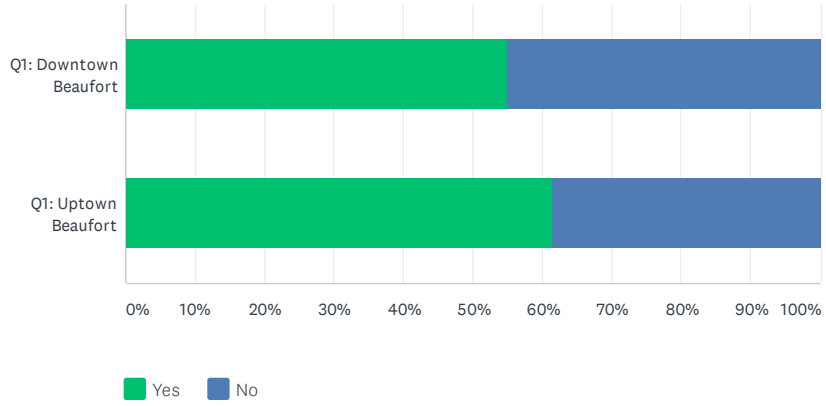
Answered: 62 Skipped: 0




| | ATTRACTION | FOOD & BEVERAGE | LODGING | RETAIL | SERVICE | OTHER | TOTAL |
|---|---|---|---|---|---|---|---|
| Q1: Downtown Beaufort | 8.16%<br>4 | 22.45%<br>11 | 16.33%<br>8 | 40.82%<br>20 | 4.08%<br>2 | 8.16%<br>4 | 79.03%<br>49 |
| Q1: Uptown Beaufort | 0.00%<br>0 | 0.00%<br>0 | 7.69%<br>1 | 30.77%<br>4 | 46.15%<br>6 | 15.38%<br>2 | 20.97%<br>13 |
| Total Respondents | 4 | 11 | 9 | 24 | 8 | 6 | 62 |

# Q4 Are you in favor of Paid Parking in Downtown Beaufort in 2021?

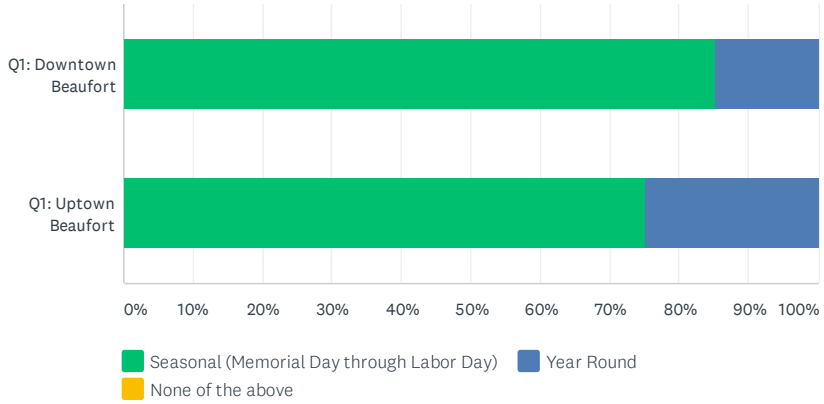
Answered: 62 Skipped: 0




| | YES | NO | TOTAL |
|---|---|---|---|
| Q1: Downtown Beaufort | 55.10%<br>27 | 44.90%<br>22 | 79.03%<br>49 |
| Q1: Uptown Beaufort | 61.54%<br>8 | 38.46%<br>5 | 20.97%<br>13 |
| Total Respondents | 35 | 27 | 62 |

# Q5 Should downtown paid parking be:

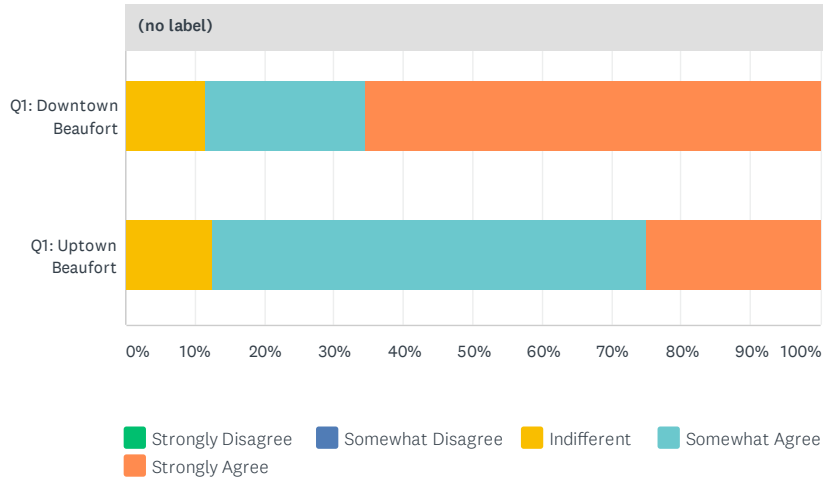
Answered: 35 Skipped: 27




| | SEASONAL (MEMORIAL DAY THROUGH LABOR DAY) | YEAR ROUND | NONE OF THE ABOVE | TOTAL |
|---|---|---|---|---|
| Q1: Downtown Beaufort | 85.19%<br>23 | 14.81%<br>4 | 0.00%<br>0 | 77.14%<br>27 |
| Q1: Uptown Beaufort | 75.00%<br>6 | 25.00%<br>2 | 0.00%<br>0 | 22.86%<br>8 |
| Total Respondents | 29 | 6 | 0 | 35 |

# Q6 Creating parking space turnover via paid parking is important to me.

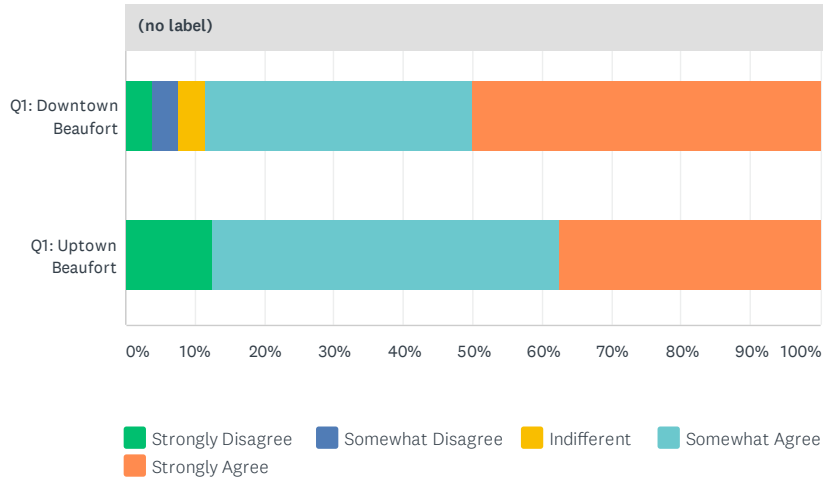
Answered: 34 Skipped: 28




| (no label) | STRONGLY DISAGREE | SOMEWHAT DISAGREE | INDIFFERENT | SOMEWHAT AGREE | STRONGLY AGREE | TOTAL | WEIGHTED AVERAGE |
|---|---|---|---|---|---|---|---|
| Q1: Downtown Beaufort | 0.00%<br>0 | 0.00%<br>0 | 11.54%<br>3 | 23.08%<br>6 | 65.38%<br>17 | 76.47%<br>26 | 4.54 |
| Q1: Uptown Beaufort | 0.00%<br>0 | 0.00%<br>0 | 12.50%<br>1 | 62.50%<br>5 | 25.00%<br>2 | 23.53%<br>8 | 4.13 |

# Q7 Generating revenue for the Town via paid parking is important to me.

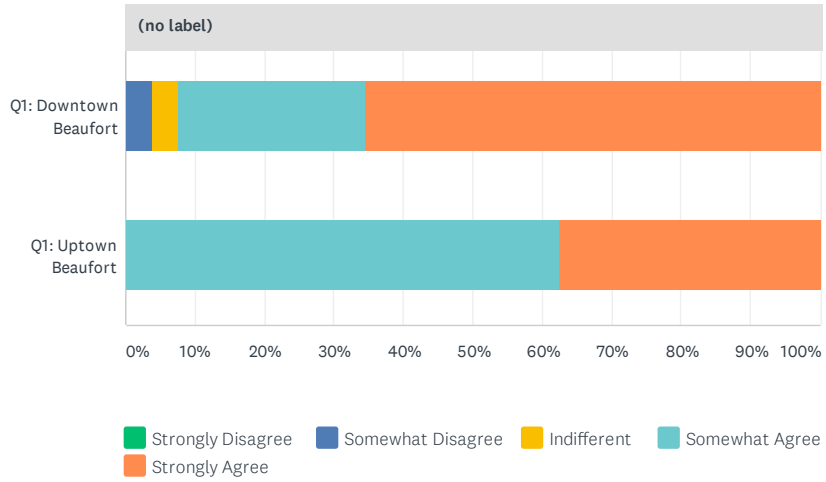
Answered: 34 Skipped: 28




| (no label) | STRONGLY DISAGREE | SOMEWHAT DISAGREE | INDIFFERENT | SOMEWHAT AGREE | STRONGLY AGREE | TOTAL | WEIGHTED AVERAGE |
|---|---|---|---|---|---|---|---|
| Q1: Downtown Beaufort | 3.85%<br>1 | 3.85%<br>1 | 3.85%<br>1 | 38.46%<br>10 | 50.00%<br>13 | 76.47%<br>26 | 4.27 |
| Q1: Uptown Beaufort | 12.50%<br>1 | 0.00%<br>0 | 0.00%<br>0 | 50.00%<br>4 | 37.50%<br>3 | 23.53%<br>8 | 4.00 |

# Q8 Paid parking deters employees from parking on Front Street is important to me.

Answered: 34 Skipped: 28

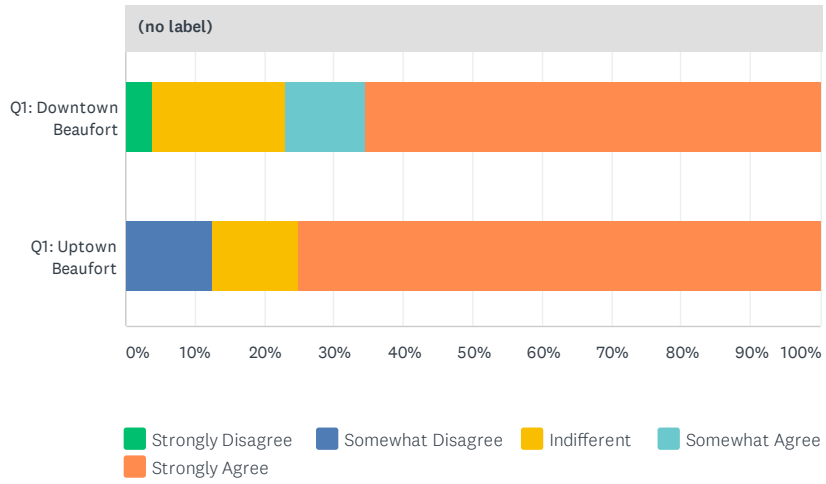



(no label)

| | STRONGLY DISAGREE | SOMEWHAT DISAGREE | INDIFFERENT | SOMEWHAT AGREE | STRONGLY AGREE | TOTAL | WEIGHTED AVERAGE |
|---|---|---|---|---|---|---|---|
| Q1: Downtown Beaufort | 0.00%<br>0 | 3.85%<br>1 | 3.85%<br>1 | 26.92%<br>7 | 65.38%<br>17 | 76.47%<br>26 | 4.54 |
| Q1: Uptown Beaufort | 0.00%<br>0 | 0.00%<br>0 | 0.00%<br>0 | 62.50%<br>5 | 37.50%<br>3 | 23.53%<br>8 | 4.38 |

# Q9 Paid parking deters all-day island goers from parking on Front Street all day is important to me.

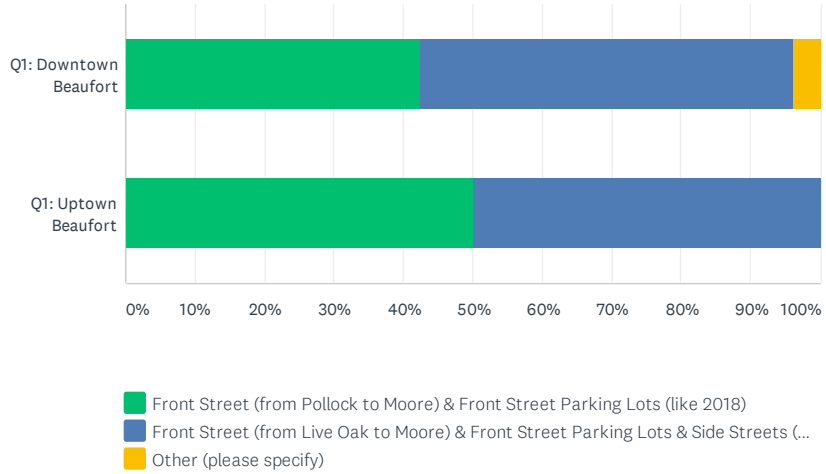
Answered: 34 Skipped: 28




| (no label) | STRONGLY DISAGREE | SOMEWHAT DISAGREE | INDIFFERENT | SOMEWHAT AGREE | STRONGLY AGREE | TOTAL | WEIGHTED AVERAGE |
|---|---|---|---|---|---|---|---|
| Q1: Downtown Beaufort | 3.85%<br>1 | 0.00%<br>0 | 19.23%<br>5 | 11.54%<br>3 | 65.38%<br>17 | 76.47%<br>26 | 4.35 |
| Q1: Uptown Beaufort | 0.00%<br>0 | 12.50%<br>1 | 12.50%<br>1 | 0.00%<br>0 | 75.00%<br>6 | 23.53%<br>8 | 4.38 |

# Q10 The footprint of Downtown Paid Parking should be:

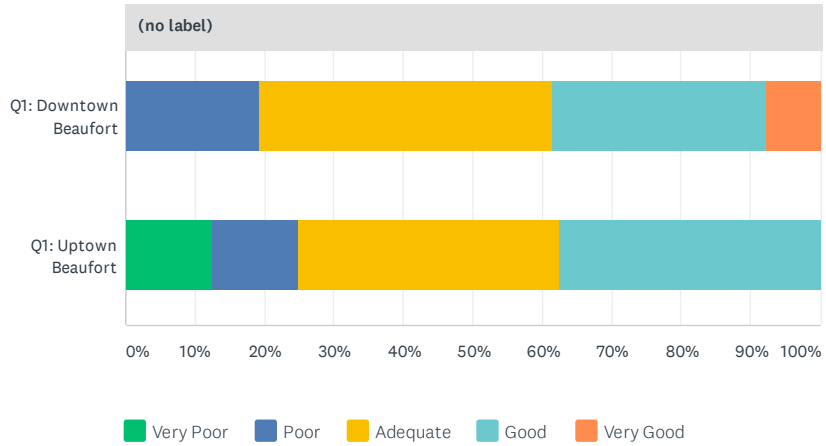
Answered: 34 Skipped: 28




| | FRONT STREET (FROM POLLOCK TO MOORE) & FRONT STREET PARKING LOTS (LIKE 2018) | FRONT STREET (FROM LIVE OAK TO MOORE) & FRONT STREET PARKING LOTS & SIDE STREETS (TURNER, CRAVEN, QUEEN BETWEEN ANN & FRONT)& CRAVEN & QUEEN PARKING LOTS (LIKE 2019) | OTHER (PLEASE SPECIFY) | TOTAL |
|---|---|---|---|---|
| Q1: Downtown Beaufort | 42.31%<br>11 | 53.85%<br>14 | 3.85%<br>1 | 76.47%<br>26 |
| Q1: Uptown Beaufort | 50.00%<br>4 | 50.00%<br>4 | 0.00%<br>0 | 23.53%<br>8 |
| Total Respondents | 15 | 18 | 1 | 34 |

# Q11 How do you rate the functionality of the Parking meters?

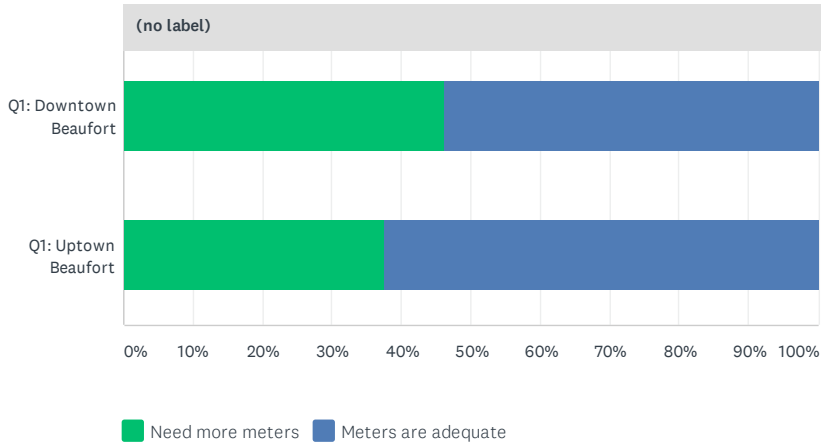
Answered: 34 Skipped: 28




| (no label) | VERY POOR | POOR | ADEQUATE | GOOD | VERY GOOD | TOTAL | WEIGHTED AVERAGE |
|---|---|---|---|---|---|---|---|
| Q1: Downtown Beaufort | 0.00%<br>0 | 19.23%<br>5 | 42.31%<br>11 | 30.77%<br>8 | 7.69%<br>2 | 76.47%<br>26 | 3.27 |
| Q1: Uptown Beaufort | 12.50%<br>1 | 12.50%<br>1 | 37.50%<br>3 | 37.50%<br>3 | 0.00%<br>0 | 23.53%<br>8 | 3.00 |

# Q12 How do you rate the availability of the Parking Meters?

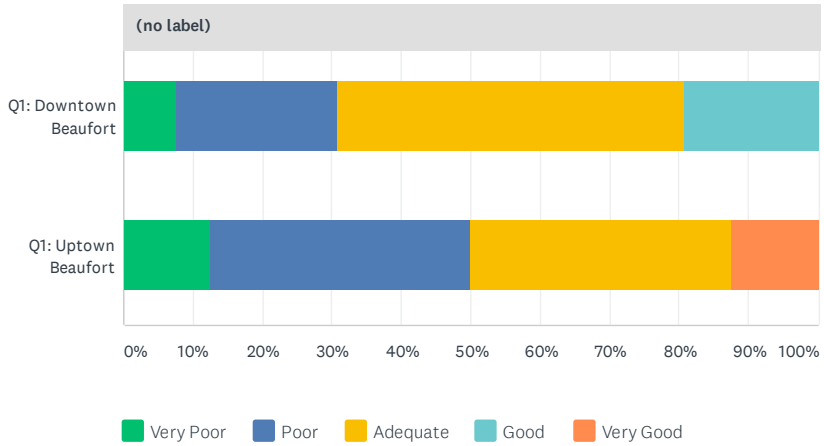
Answered: 34 Skipped: 28




| (no label) | | | | |
|---|---|---|---|---|
| | NEED MORE METERS | METERS ARE ADEQUATE | TOTAL | WEIGHTED AVERAGE |
| Q1: Downtown Beaufort | 46.15%<br>12 | 53.85%<br>14 | 76.47%<br>26 | 1.54 |
| Q1: Uptown Beaufort | 37.50%<br>3 | 62.50%<br>5 | 23.53%<br>8 | 1.63 |

# Q13 How do you rate the Downtown Paid Parking Signage?

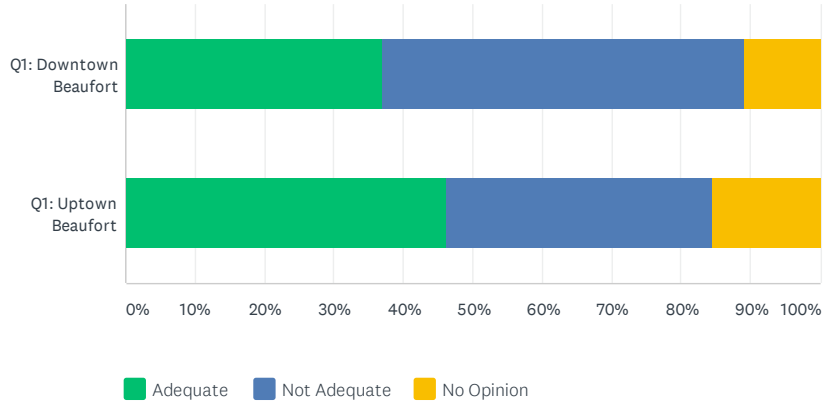
Answered: 34 Skipped: 28




| (no label) | VERY POOR | POOR | ADEQUATE | GOOD | VERY GOOD | TOTAL | WEIGHTED AVERAGE |
|---|---|---|---|---|---|---|---|
| Q1: Downtown Beaufort | 7.69%<br>2 | 23.08%<br>6 | 50.00%<br>13 | 19.23%<br>5 | 0.00%<br>0 | 76.47%<br>26 | 2.81 |
| Q1: Uptown Beaufort | 12.50%<br>1 | 37.50%<br>3 | 37.50%<br>3 | 0.00%<br>0 | 12.50%<br>1 | 23.53%<br>8 | 2.63 |

# Q14 What is you opinion of the availability of public restrooms downtown?

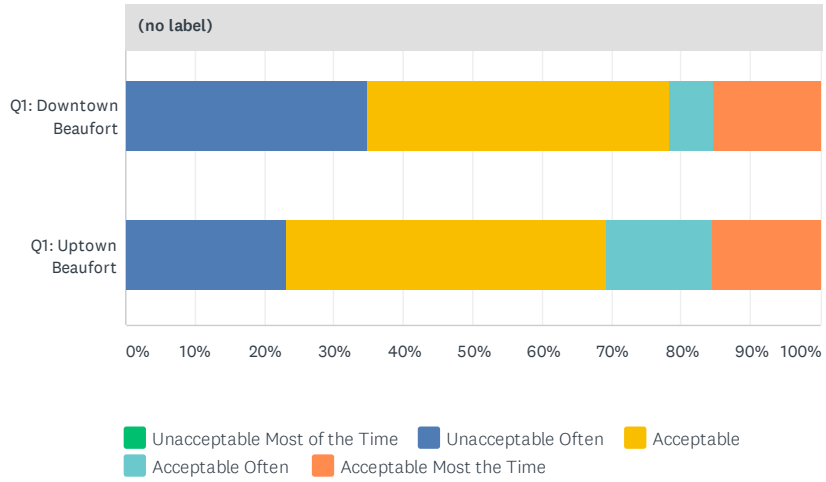
Answered: 59 Skipped: 3




| | ADEQUATE | NOT ADEQUATE | NO OPINION | TOTAL |
|---|---|---|---|---|
| Q1: Downtown Beaufort | 36.96%<br>17 | 52.17%<br>24 | 10.87%<br>5 | 77.97%<br>46 |
| Q1: Uptown Beaufort | 46.15%<br>6 | 38.46%<br>5 | 15.38%<br>2 | 22.03%<br>13 |
| Total Respondents | 23 | 29 | 7 | 59 |

# Q15 How would you rate the cleanliness of the public restrooms downtown?

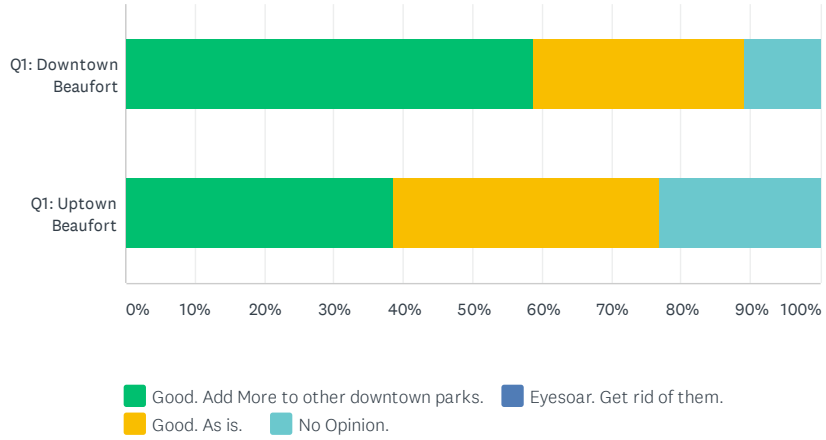
Answered: 59 Skipped: 3




| (no label) | UNACCEPTABLE MOST OF THE TIME | UNACCEPTABLE OFTEN | ACCEPTABLE | ACCEPTABLE OFTEN | ACCEPTABLE MOST THE TIME | TOTAL | WEIGHTED AVERAGE |
|---|---|---|---|---|---|---|---|
| Q1: Downtown Beaufort | 0.00%<br>0 | 34.78%<br>16 | 43.48%<br>20 | 6.52%<br>3 | 15.22%<br>7 | 77.97%<br>46 | 3.02 |
| Q1: Uptown Beaufort | 0.00%<br>0 | 23.08%<br>3 | 46.15%<br>6 | 15.38%<br>2 | 15.38%<br>2 | 22.03%<br>13 | 3.23 |

## Q16 How do you feel about the availability of picnic tables in downtown park areas?

Answered: 59 Skipped: 3




| | GOOD. ADD MORE TO OTHER DOWNTOWN PARKS. | EYESOAR. GET RID OF THEM. | GOOD. AS IS. | NO OPINION. | TOTAL |
|---|---|---|---|---|---|
| Q1: Downtown Beaufort | 58.70%<br>27 | 0.00%<br>0 | 30.43%<br>14 | 10.87%<br>5 | 77.97%<br>46 |
| Q1: Uptown Beaufort | 38.46%<br>5 | 0.00%<br>0 | 38.46%<br>5 | 23.08%<br>3 | 22.03%<br>13 |
| Total Respondents | 32 | 0 | 19 | 8 | 59 |

# Q17 Optional, but welcomed contact information

Answered: 18 Skipped: 44

| | NAME | COMPANY | ADDRESS | ADDRESS 2 | CITY/TOWN | STATE/PROVINCE | ZIP/POSTAL CODE | COUNTRY | EMAIL ADDRESS | PHONE NUMBER | TOT |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Q1: Downtown Beaufort | 93.33% 14 | 93.33% 14 | 86.67% 13 | 0.00% 0 | 80.00% 12 | 80.00% 12 | 73.33% 11 | 66.67% 10 | 86.67% 13 | 86.67% 13 | 622. |
| Q1: Uptown Beaufort | 100.00% 3 | 100.00% 3 | 100.00% 3 | 0.00% 0 | 100.00% 3 | 100.00% 3 | 100.00% 3 | 100.00% 3 | 100.00% 3 | 100.00% 3 | 150. |
| Total Respondents | 17 | 17 | 16 | 0 | 15 | 15 | 14 | 13 | 16 | 16 | |

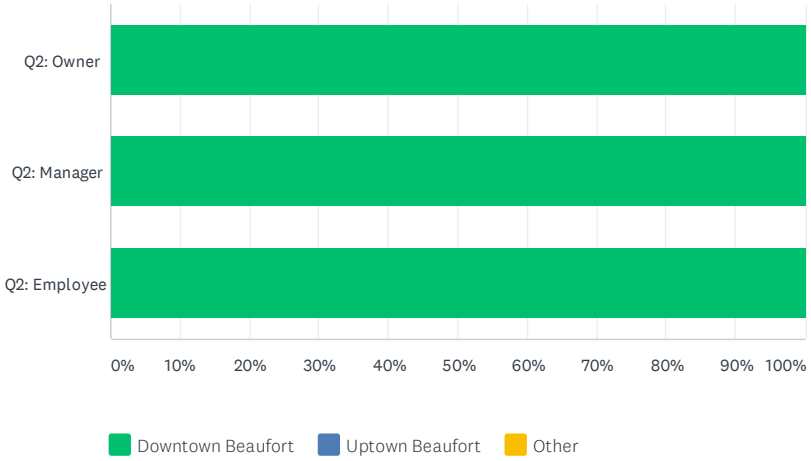
# Q18 We welcome your comments....

Answered: 17 Skipped: 45

| | WE WELCOME YOUR COMMENTS.... | TOTAL |
|---|---|---|
| Q1: Downtown Beaufort | 100.00%<br>15 | 88.24%<br>15 |
| Q1: Uptown Beaufort | 100.00%<br>2 | 11.76%<br>2 |
| Total Respondents | 17 | 17 |

# Q1 Where is your business located?

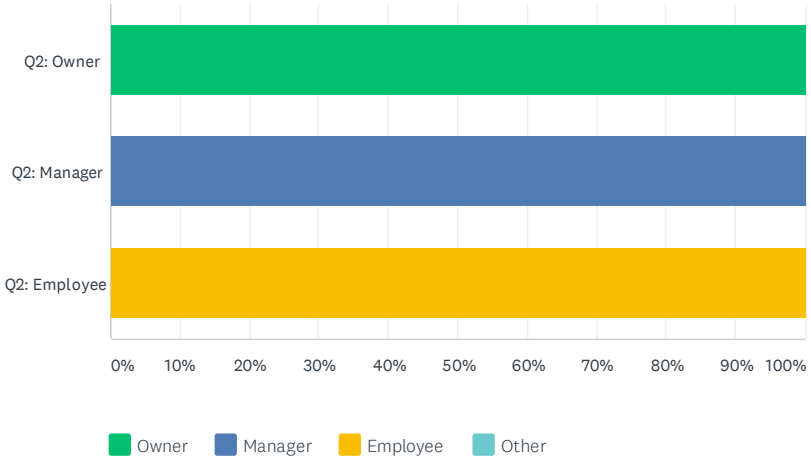
Answered: 48 Skipped: 0




| | DOWNTOWN BEAUFORT | UPTOWN BEAUFORT | OTHER | TOTAL |
|---|---|---|---|---|
| Q2: Owner | 100.00%<br>31 | 0.00%<br>0 | 0.00%<br>0 | 64.58%<br>31 |
| Q2: Manager | 100.00%<br>10 | 0.00%<br>0 | 0.00%<br>0 | 20.83%<br>10 |
| Q2: Employee | 100.00%<br>7 | 0.00%<br>0 | 0.00%<br>0 | 14.58%<br>7 |
| Total Respondents | 48 | 0 | 0 | 48 |

# Q2 What is your role with the business?

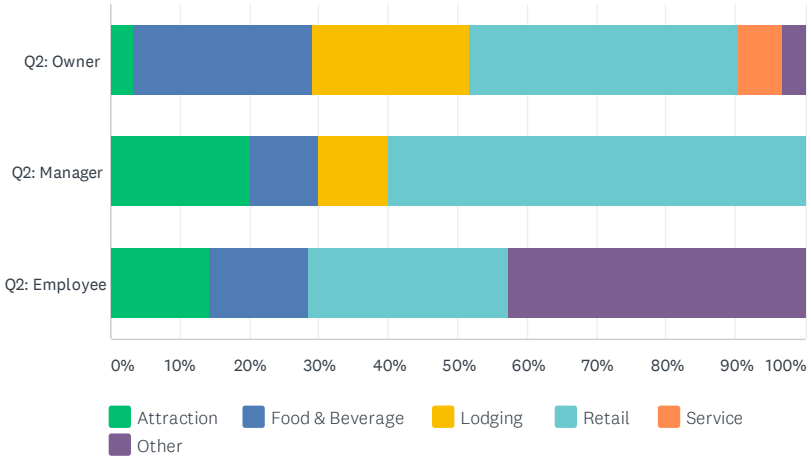
Answered: 48 Skipped: 0




| | OWNER | MANAGER | EMPLOYEE | OTHER | TOTAL |
|---|---|---|---|---|---|
| Q2: Owner | 100.00%<br>31 | 0.00%<br>0 | 0.00%<br>0 | 0.00%<br>0 | 64.58%<br>31 |
| Q2: Manager | 0.00%<br>0 | 100.00%<br>10 | 0.00%<br>0 | 0.00%<br>0 | 20.83%<br>10 |
| Q2: Employee | 0.00%<br>0 | 0.00%<br>0 | 100.00%<br>7 | 0.00%<br>0 | 14.58%<br>7 |
| Total Respondents | 31 | 10 | 7 | 0 | 48 |

# Q3 Which best describes your business

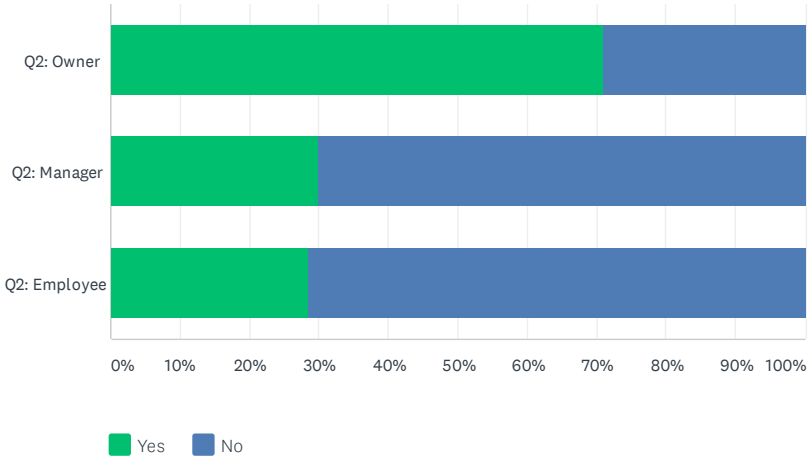
Answered: 48 Skipped: 0




| | ATTRACTION | FOOD & BEVERAGE | LODGING | RETAIL | SERVICE | OTHER | TOTAL |
|---|---|---|---|---|---|---|---|
| Q2: Owner | 3.23%<br>1 | 25.81%<br>8 | 22.58%<br>7 | 38.71%<br>12 | 6.45%<br>2 | 3.23%<br>1 | 64.58%<br>31 |
| Q2: Manager | 20.00%<br>2 | 10.00%<br>1 | 10.00%<br>1 | 60.00%<br>6 | 0.00%<br>0 | 0.00%<br>0 | 20.83%<br>10 |
| Q2: Employee | 14.29%<br>1 | 14.29%<br>1 | 0.00%<br>0 | 28.57%<br>2 | 0.00%<br>0 | 42.86%<br>3 | 14.58%<br>7 |
| Total Respondents | 4 | 10 | 8 | 20 | 2 | 4 | 48 |

# Q4 Are you in favor of Paid Parking in Downtown Beaufort in 2021?

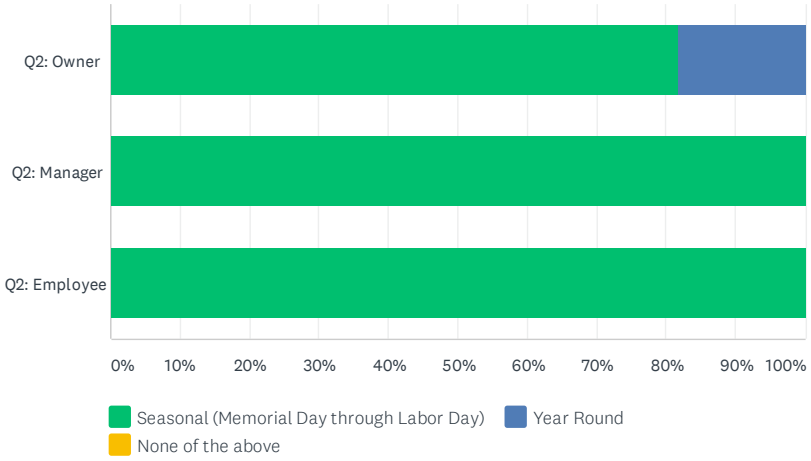
Answered: 48 Skipped: 0




| | YES | NO | TOTAL |
|---|---|---|---|
| Q2: Owner | 70.97%<br>22 | 29.03%<br>9 | 64.58%<br>31 |
| Q2: Manager | 30.00%<br>3 | 70.00%<br>7 | 20.83%<br>10 |
| Q2: Employee | 28.57%<br>2 | 71.43%<br>5 | 14.58%<br>7 |
| Total Respondents | 27 | 21 | 48 |

# Q5 Should downtown paid parking be:

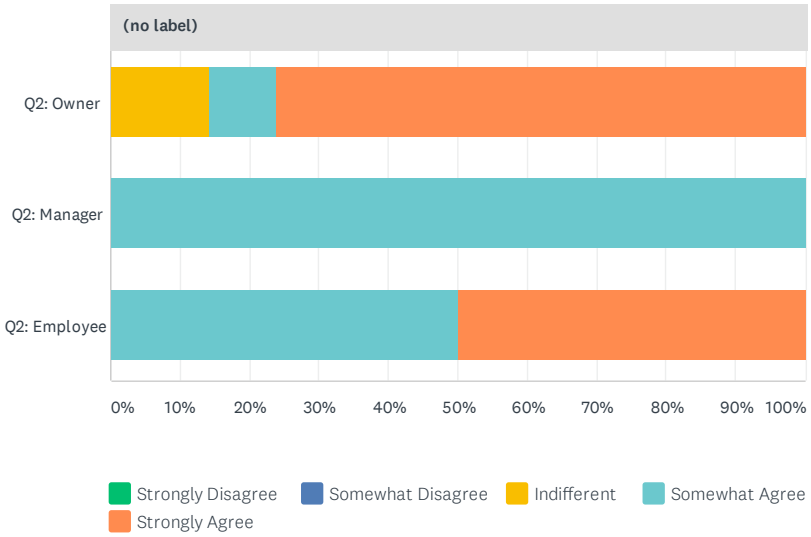
Answered: 27 Skipped: 21




| | SEASONAL (MEMORIAL DAY THROUGH LABOR DAY) | YEAR ROUND | NONE OF THE ABOVE | TOTAL |
|---|---|---|---|---|
| Q2: Owner | 81.82%<br>18 | 18.18%<br>4 | 0.00%<br>0 | 81.48%<br>22 |
| Q2: Manager | 100.00%<br>3 | 0.00%<br>0 | 0.00%<br>0 | 11.11%<br>3 |
| Q2: Employee | 100.00%<br>2 | 0.00%<br>0 | 0.00%<br>0 | 7.41%<br>2 |
| Total Respondents | 23 | 4 | 0 | 27 |

# Q6 Creating parking space turnover via paid parking is important to me.

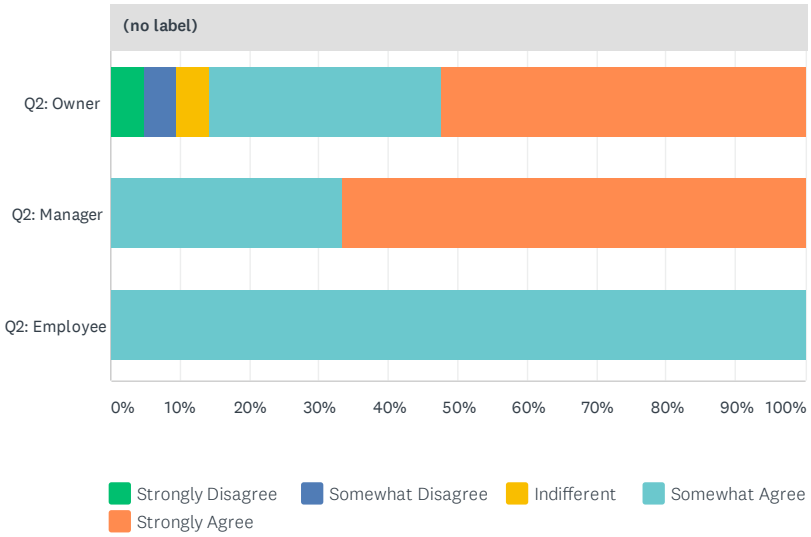
Answered: 26 Skipped: 22




| (no label) | STRONGLY DISAGREE | SOMEWHAT DISAGREE | INDIFFERENT | SOMEWHAT AGREE | STRONGLY AGREE | TOTAL | WEIGHTED AVERAGE |
|---|---|---|---|---|---|---|---|
| Q2: Owner | 0.00%<br>0 | 0.00%<br>0 | 14.29%<br>3 | 9.52%<br>2 | 76.19%<br>16 | 80.77%<br>21 | 4.62 |
| Q2: Manager | 0.00%<br>0 | 0.00%<br>0 | 0.00%<br>0 | 100.00%<br>3 | 0.00%<br>0 | 11.54%<br>3 | 4.00 |
| Q2: Employee | 0.00%<br>0 | 0.00%<br>0 | 0.00%<br>0 | 50.00%<br>1 | 50.00%<br>1 | 7.69%<br>2 | 4.50 |

# Q7 Generating revenue for the Town via paid parking is important to me.

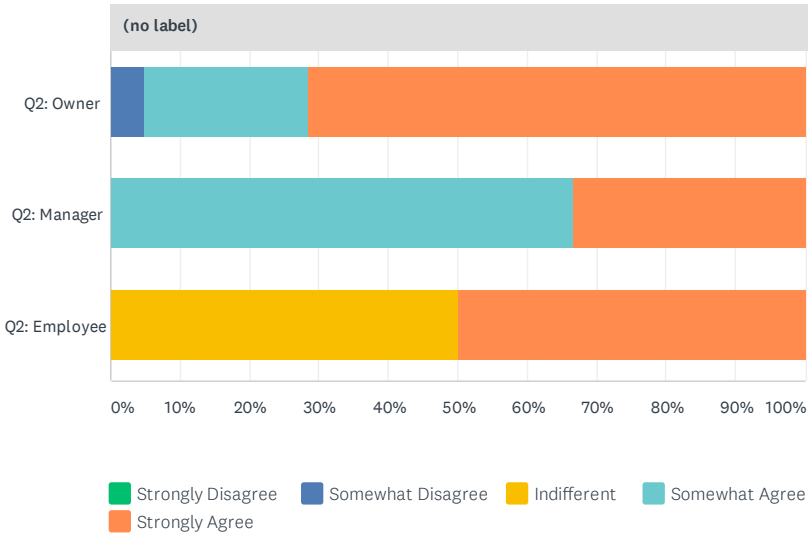
Answered: 26 Skipped: 22




| (no label) | STRONGLY DISAGREE | SOMEWHAT DISAGREE | INDIFFERENT | SOMEWHAT AGREE | STRONGLY AGREE | TOTAL | WEIGHTED AVERAGE |
|---|---|---|---|---|---|---|---|
| Q2: Owner | 4.76%<br>1 | 4.76%<br>1 | 4.76%<br>1 | 33.33%<br>7 | 52.38%<br>11 | 80.77%<br>21 | 4.24 |
| Q2: Manager | 0.00%<br>0 | 0.00%<br>0 | 0.00%<br>0 | 33.33%<br>1 | 66.67%<br>2 | 11.54%<br>3 | 4.67 |
| Q2: Employee | 0.00%<br>0 | 0.00%<br>0 | 0.00%<br>0 | 100.00%<br>2 | 0.00%<br>0 | 7.69%<br>2 | 4.00 |

# Q8 Paid parking deters employees from parking on Front Street is important to me.

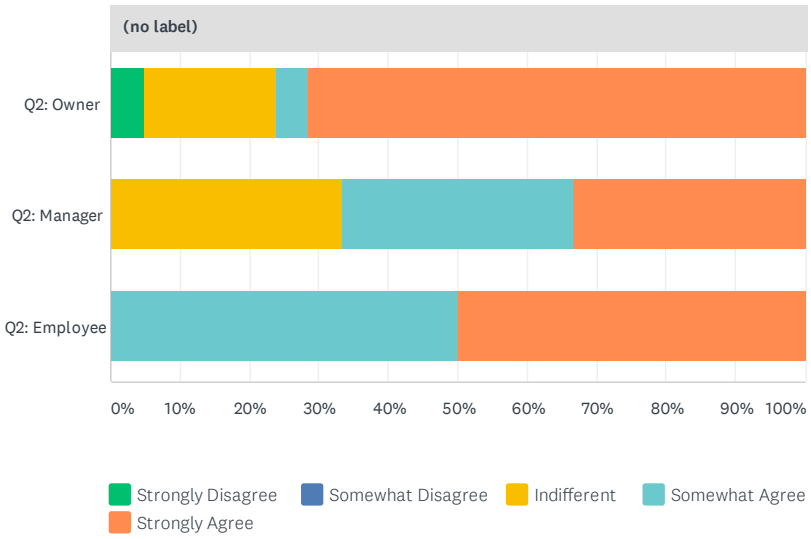
Answered: 26 Skipped: 22




| (no label) | STRONGLY DISAGREE | SOMEWHAT DISAGREE | INDIFFERENT | SOMEWHAT AGREE | STRONGLY AGREE | TOTAL | WEIGHTED AVERAGE |
|---|---|---|---|---|---|---|---|
| Q2: Owner | 0.00%<br>0 | 4.76%<br>1 | 0.00%<br>0 | 23.81%<br>5 | 71.43%<br>15 | 80.77%<br>21 | 4.62 |
| Q2: Manager | 0.00%<br>0 | 0.00%<br>0 | 0.00%<br>0 | 66.67%<br>2 | 33.33%<br>1 | 11.54%<br>3 | 4.33 |
| Q2: Employee | 0.00%<br>0 | 0.00%<br>0 | 50.00%<br>1 | 0.00%<br>0 | 50.00%<br>1 | 7.69%<br>2 | 4.00 |

# Q9 Paid parking deters all-day island goers from parking on Front Street all day is important to me.

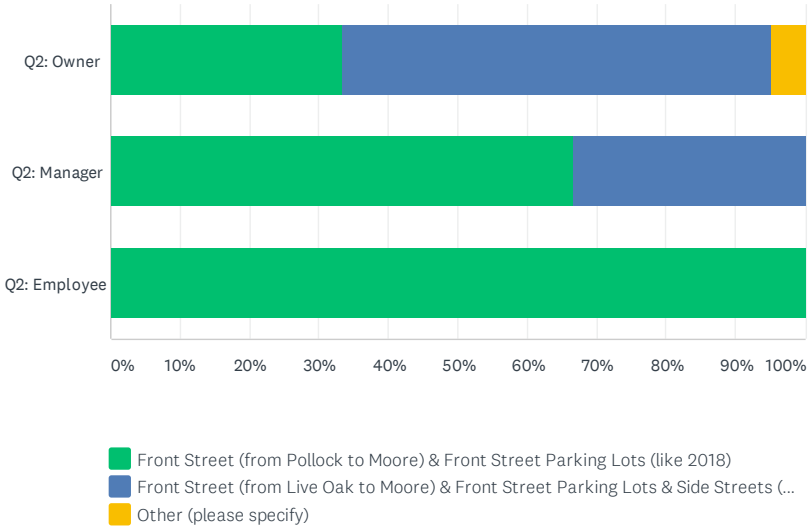
Answered: 26 Skipped: 22




| (no label) | STRONGLY DISAGREE | SOMEWHAT DISAGREE | INDIFFERENT | SOMEWHAT AGREE | STRONGLY AGREE | TOTAL | WEIGHTED AVERAGE |
|---|---|---|---|---|---|---|---|
| Q2: Owner | 4.76%<br>1 | 0.00%<br>0 | 19.05%<br>4 | 4.76%<br>1 | 71.43%<br>15 | 80.77%<br>21 | 4.38 |
| Q2: Manager | 0.00%<br>0 | 0.00%<br>0 | 33.33%<br>1 | 33.33%<br>1 | 33.33%<br>1 | 11.54%<br>3 | 4.00 |
| Q2: Employee | 0.00%<br>0 | 0.00%<br>0 | 0.00%<br>0 | 50.00%<br>1 | 50.00%<br>1 | 7.69%<br>2 | 4.50 |

# Q10 The footprint of Downtown Paid Parking should be:

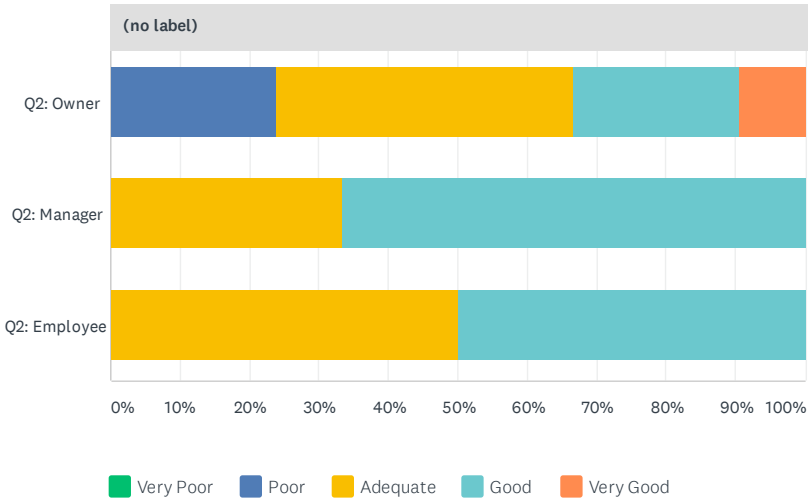
Answered: 26 Skipped: 22




| | FRONT STREET (FROM POLLOCK TO MOORE) & FRONT STREET PARKING LOTS (LIKE 2018) | FRONT STREET (FROM LIVE OAK TO MOORE) & FRONT STREET PARKING LOTS & SIDE STREETS (TURNER, CRAVEN, QUEEN BETWEEN ANN & FRONT)& CRAVEN & QUEEN PARKING LOTS (LIKE 2019) | OTHER (PLEASE SPECIFY) | TOTAL |
|---|---|---|---|---|
| Q2: Owner | 33.33%<br>7 | 61.90%<br>13 | 4.76%<br>1 | 80.77%<br>21 |
| Q2: Manager | 66.67%<br>2 | 33.33%<br>1 | 0.00%<br>0 | 11.54%<br>3 |
| Q2: Employee | 100.00%<br>2 | 0.00%<br>0 | 0.00%<br>0 | 7.69%<br>2 |
| Total Respondents | 11 | 14 | 1 | 26 |

# Q11 How do you rate the functionality of the Parking meters?

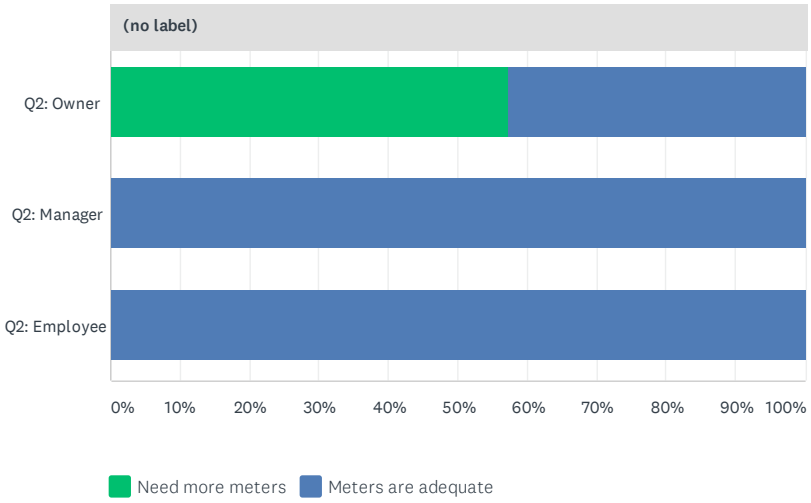
Answered: 26 Skipped: 22




| (no label) | VERY POOR | POOR | ADEQUATE | GOOD | VERY GOOD | TOTAL | WEIGHTED AVERAGE |
|---|---|---|---|---|---|---|---|
| Q2: Owner | 0.00%<br>0 | 23.81%<br>5 | 42.86%<br>9 | 23.81%<br>5 | 9.52%<br>2 | 80.77%<br>21 | 3.19 |
| Q2: Manager | 0.00%<br>0 | 0.00%<br>0 | 33.33%<br>1 | 66.67%<br>2 | 0.00%<br>0 | 11.54%<br>3 | 3.67 |
| Q2: Employee | 0.00%<br>0 | 0.00%<br>0 | 50.00%<br>1 | 50.00%<br>1 | 0.00%<br>0 | 7.69%<br>2 | 3.50 |

# Q12 How do you rate the availability of the Parking Meters?

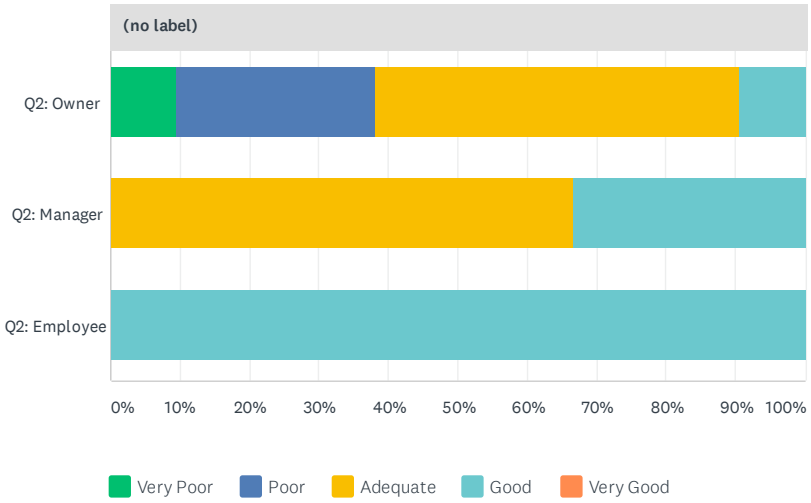
Answered: 26 Skipped: 22




| (no label) | NEED MORE METERS | METERS ARE ADEQUATE | TOTAL | WEIGHTED AVERAGE |
|---|---|---|---|---|
| Q2: Owner | 57.14%<br>12 | 42.86%<br>9 | 80.77%<br>21 | 1.43 |
| Q2: Manager | 0.00%<br>0 | 100.00%<br>3 | 11.54%<br>3 | 2.00 |
| Q2: Employee | 0.00%<br>0 | 100.00%<br>2 | 7.69%<br>2 | 2.00 |

# Q13 How do you rate the Downtown Paid Parking Signage?

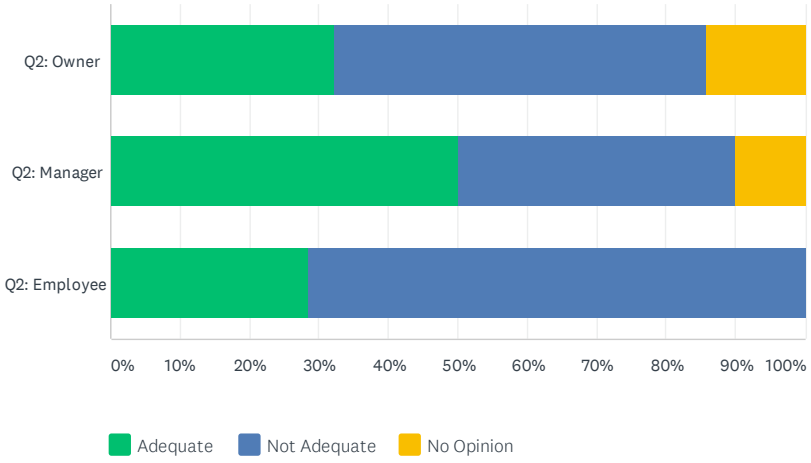
Answered: 26 Skipped: 22




| (no label) | VERY POOR | POOR | ADEQUATE | GOOD | VERY GOOD | TOTAL | WEIGHTED AVERAGE |
|---|---|---|---|---|---|---|---|
| Q2: Owner | 9.52%<br>2 | 28.57%<br>6 | 52.38%<br>11 | 9.52%<br>2 | 0.00%<br>0 | 80.77%<br>21 | 2.62 |
| Q2: Manager | 0.00%<br>0 | 0.00%<br>0 | 66.67%<br>2 | 33.33%<br>1 | 0.00%<br>0 | 11.54%<br>3 | 3.33 |
| Q2: Employee | 0.00%<br>0 | 0.00%<br>0 | 0.00%<br>0 | 100.00%<br>2 | 0.00%<br>0 | 7.69%<br>2 | 4.00 |

# Q14 What is you opinion of the availability of public restrooms downtown?

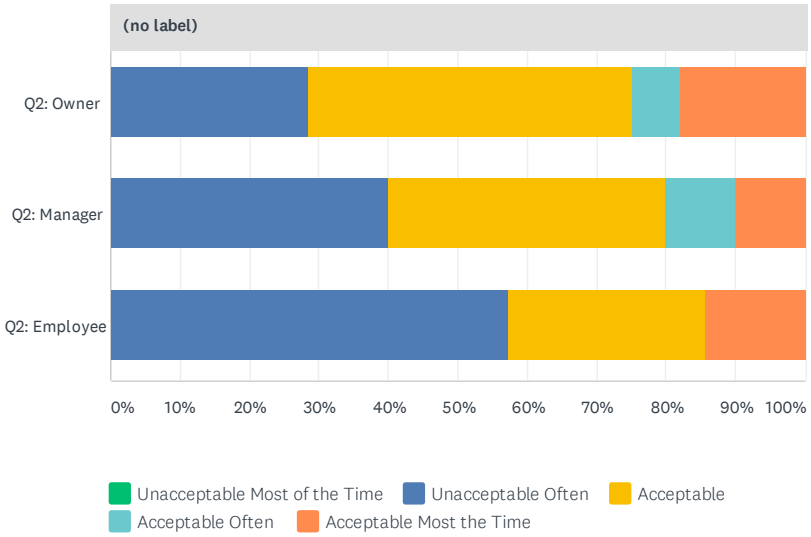
Answered: 45 Skipped: 3




| | ADEQUATE | NOT ADEQUATE | NO OPINION | TOTAL |
|---|---|---|---|---|
| Q2: Owner | 32.14%<br>9 | 53.57%<br>15 | 14.29%<br>4 | 62.22%<br>28 |
| Q2: Manager | 50.00%<br>5 | 40.00%<br>4 | 10.00%<br>1 | 22.22%<br>10 |
| Q2: Employee | 28.57%<br>2 | 71.43%<br>5 | 0.00%<br>0 | 15.56%<br>7 |
| Total Respondents | 16 | 24 | 5 | 45 |

# Q15 How would you rate the cleanliness of the public restrooms downtown?

Answered: 45 Skipped: 3

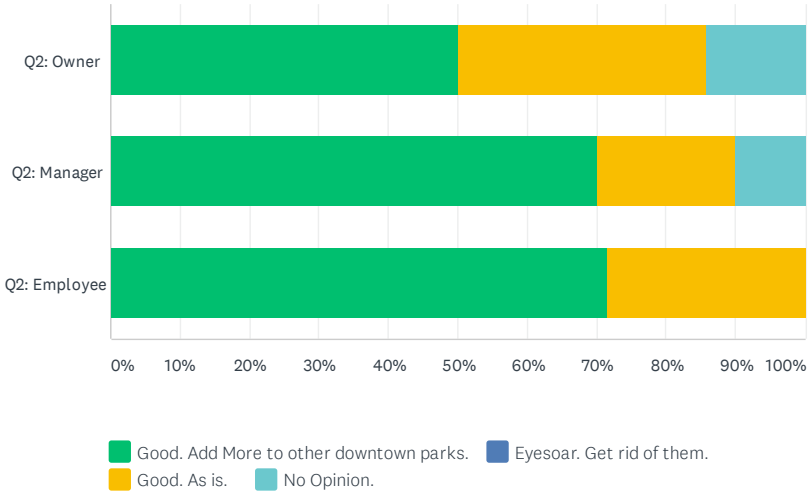



(no label)

| | UNACCEPTABLE MOST OF THE TIME | UNACCEPTABLE OFTEN | ACCEPTABLE | ACCEPTABLE OFTEN | ACCEPTABLE MOST THE TIME | TOTAL | WEIGHTED AVERAGE |
|---|---|---|---|---|---|---|---|
| Q2: Owner | 0.00%<br>0 | 28.57%<br>8 | 46.43%<br>13 | 7.14%<br>2 | 17.86%<br>5 | 62.22%<br>28 | 3.14 |
| Q2: Manager | 0.00%<br>0 | 40.00%<br>4 | 40.00%<br>4 | 10.00%<br>1 | 10.00%<br>1 | 22.22%<br>10 | 2.90 |
| Q2: Employee | 0.00%<br>0 | 57.14%<br>4 | 28.57%<br>2 | 0.00%<br>0 | 14.29%<br>1 | 15.56%<br>7 | 2.71 |

# Q16 How do you feel about the availability of picnic tables in downtown park areas?

Answered: 45 Skipped: 3




| | GOOD. ADD MORE TO OTHER DOWNTOWN PARKS. | EYESOAR. GET RID OF THEM. | GOOD. AS IS. | NO OPINION. | TOTAL |
|---|---|---|---|---|---|
| Q2: Owner | 50.00%<br>14 | 0.00%<br>0 | 35.71%<br>10 | 14.29%<br>4 | 62.22%<br>28 |
| Q2: Manager | 70.00%<br>7 | 0.00%<br>0 | 20.00%<br>2 | 10.00%<br>1 | 22.22%<br>10 |
| Q2: Employee | 71.43%<br>5 | 0.00%<br>0 | 28.57%<br>2 | 0.00%<br>0 | 15.56%<br>7 |
| Total Respondents | 26 | 0 | 14 | 5 | 45 |

# Q17 Optional, but welcomed contact information

Answered: 15 Skipped: 33

| | NAME | COMPANY | ADDRESS | ADDRESS 2 | CITY/TOWN | STATE/PROVINCE | ZIP/POSTAL CODE | COUNTRY | EMAIL ADDRESS | PHONE NUMBER | TOT |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Q2: Owner | 90.91% 10 | 90.91% 10 | 90.91% 10 | 0.00% 0 | 81.82% 9 | 81.82% 9 | 72.73% 8 | 72.73% 8 | 90.91% 10 | 90.91% 10 | 560. |
| Q2: Manager | 100.00% 3 | 100.00% 3 | 66.67% 2 | 0.00% 0 | 66.67% 2 | 66.67% 2 | 66.67% 2 | 33.33% 1 | 66.67% 2 | 66.67% 2 | 126. |
| Q2: Employee | 100.00% 1 | 100.00% 1 | 100.00% 1 | 0.00% 0 | 100.00% 1 | 100.00% 1 | 100.00% 1 | 100.00% 1 | 100.00% 1 | 100.00% 1 | 60. |
| Total Respondents | 14 | 14 | 13 | 0 | 12 | 12 | 11 | 10 | 13 | 13 | |

# Q18 We welcome your comments....

Answered: 15 Skipped: 33

| | WE WELCOME YOUR COMMENTS.... | TOTAL |
|---|---|---|
| Q2: Owner | 100.00%<br>12 | 80.00%<br>12 |
| Q2: Manager | 100.00%<br>2 | 13.33%<br>2 |
| Q2: Employee | 100.00%<br>1 | 6.67%<br>1 |
| Total Respondents | 15 | 15 |

# Parking 2019

## Parking in Downtown Beaufort

# BACKGROUND INFORMATION

# 2019 Parking Goals

- Create a friendly environment for Beaufort residents and visitors
- Successfully manage the transition from contractor to in-house parking program
- Emphasize safety of customers, residents, staff, visitors and their vehicles
- Provide friendly and responsive customer service to residents and visitors

# Considerations when Interpreting Parking Data

## 2017

- Season 5/26/17-9/5/17
- Monday-Sunday
- 9am-6pm
- 212 paid spaces

## 2018

- Season 6/1/18-9/10/18
- Monday-Sunday
- 8am -8pm
- 373 paid spaces
- Managed by Lanier
- Sold season and WBD passes

## 2019

- Season 5/20/19-9/2/19
- Monday-Sunday
- 8am-5pm
- 323 paid spaces
- Managed in-house
- Sold season, WBD, and weekly passes
- Added golf cart spaces, didn't use church lot

# REVENUES

5.

# What were net revenues?

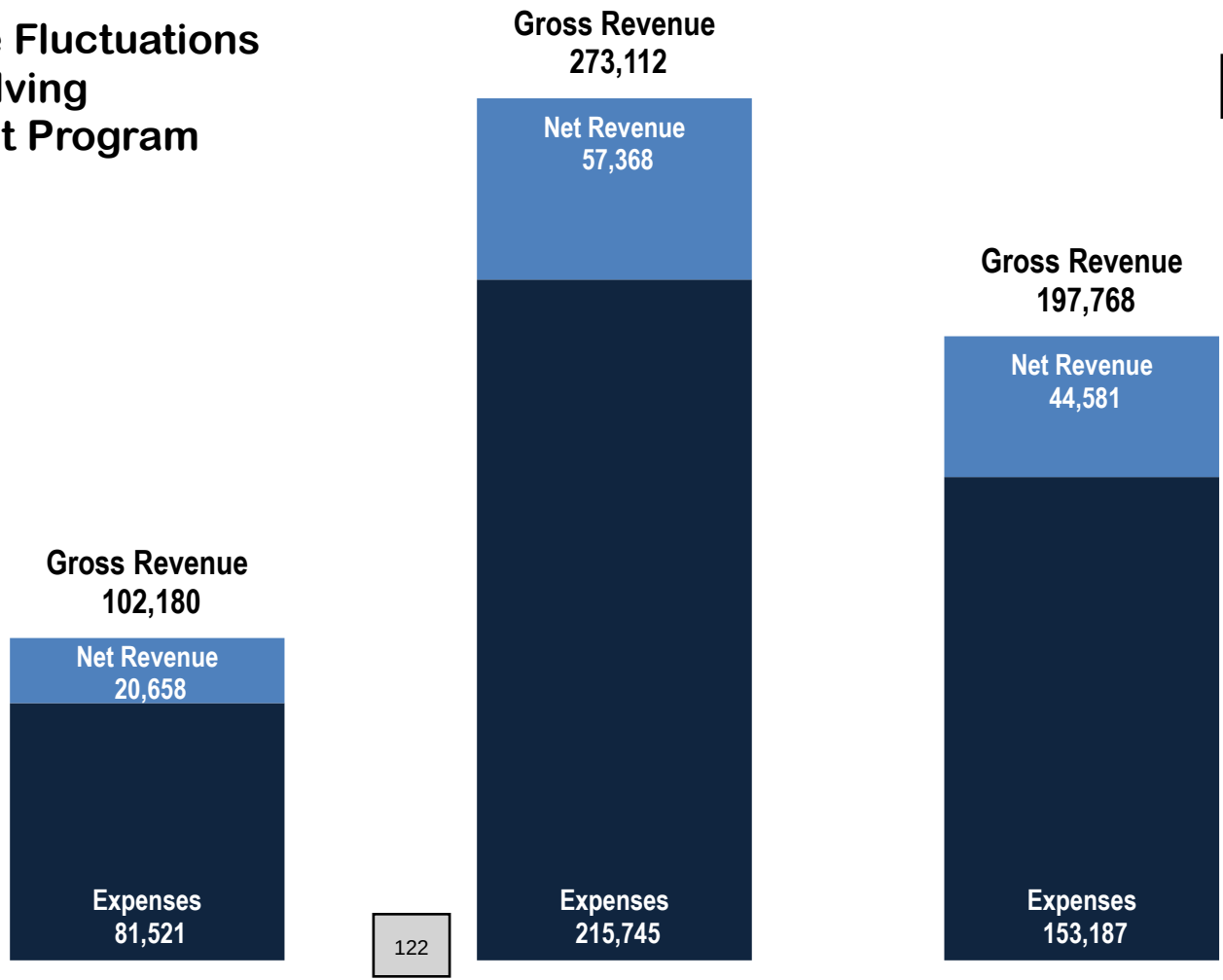
# Calendar Year Revenue Fluctuations Reflect an Evolving Parking Management Program



2017 - No Formal Management
Limited Hours

2018 - Contracted Lanier Parking
Expanded Hours
Shortened Season
One Escalating Lot

2019 - Management In-House
Reduced Hours
Expanded Season
Fewer Spaces



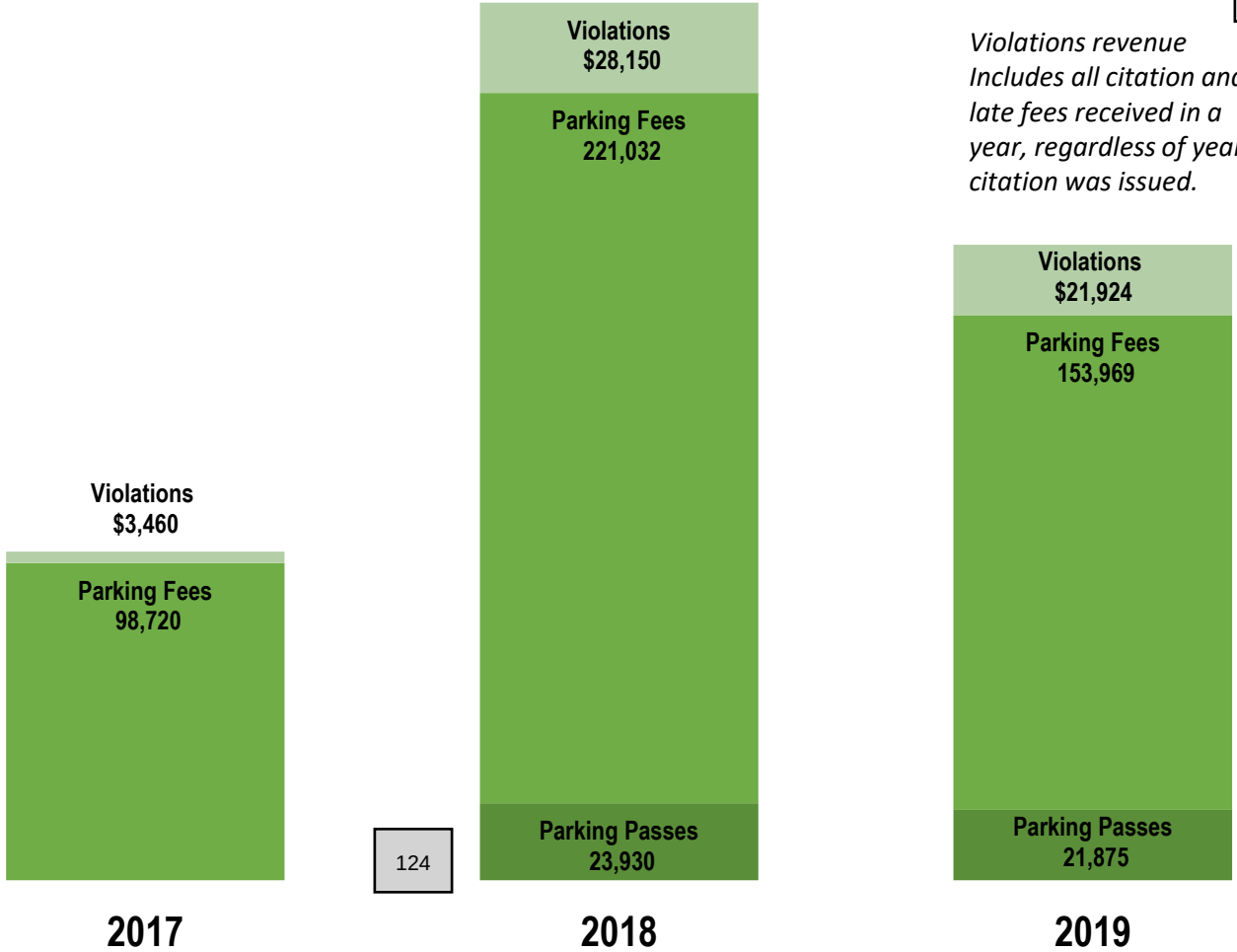
# How does revenue vary by channel?

# Parking Fees are the Largest Revenue Stream



*Violations revenue Includes all citation and late fees received in a year, regardless of year citation was issued.*

*Parking passes were introduced in 2018.*





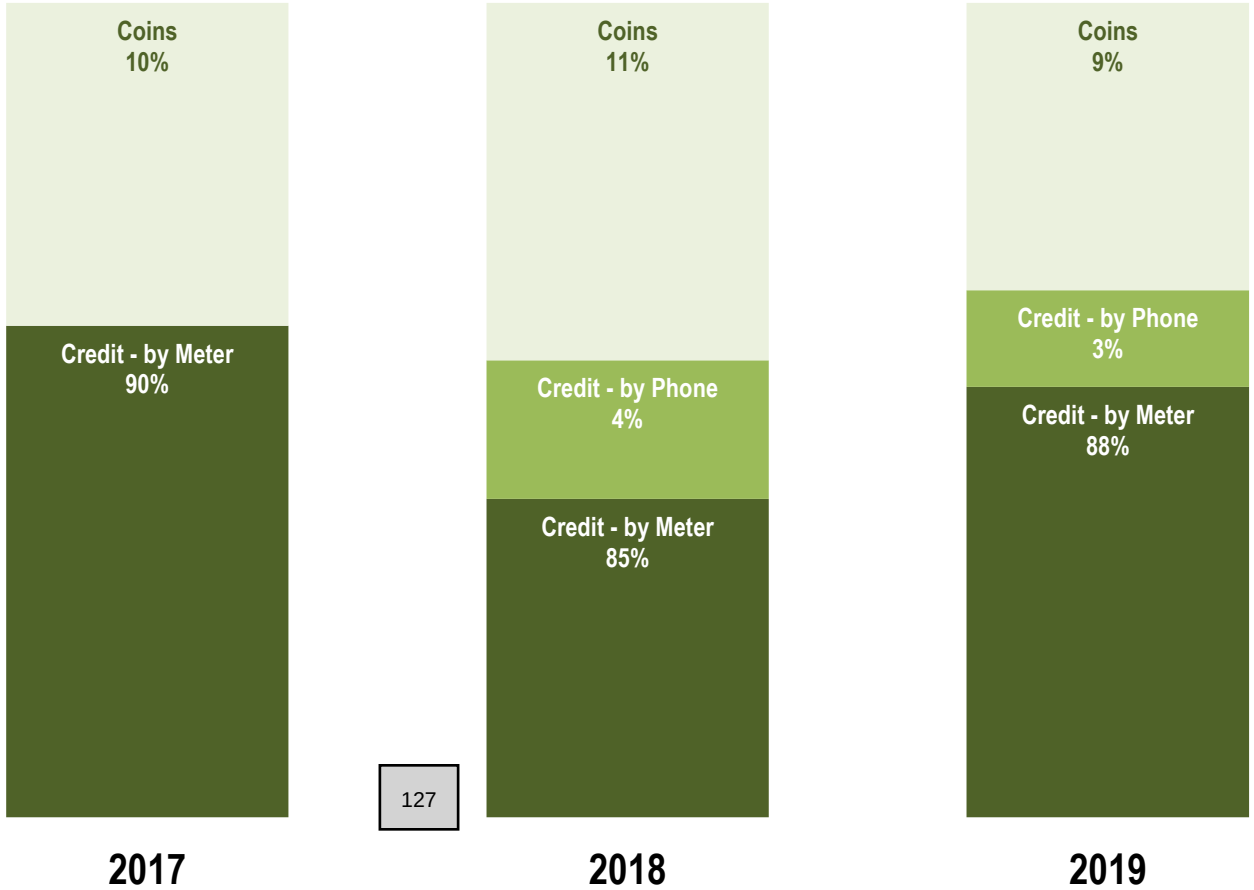

# What types of passes sell?

| 2018 | 2019 |
| --- | --- |
| • Season: 73 | • Season: 86 |
| • WBD Res: 6 | • WBD Res: 5 |
| | • Weekly: 27 |

# How do people pay for parking?

# Credit Cards at Meter Represent a Greater Portion of Daily Parking Fees in 2019

*Pay-by-Phone was introduced in 2018.*



# How do violations affect revenue?

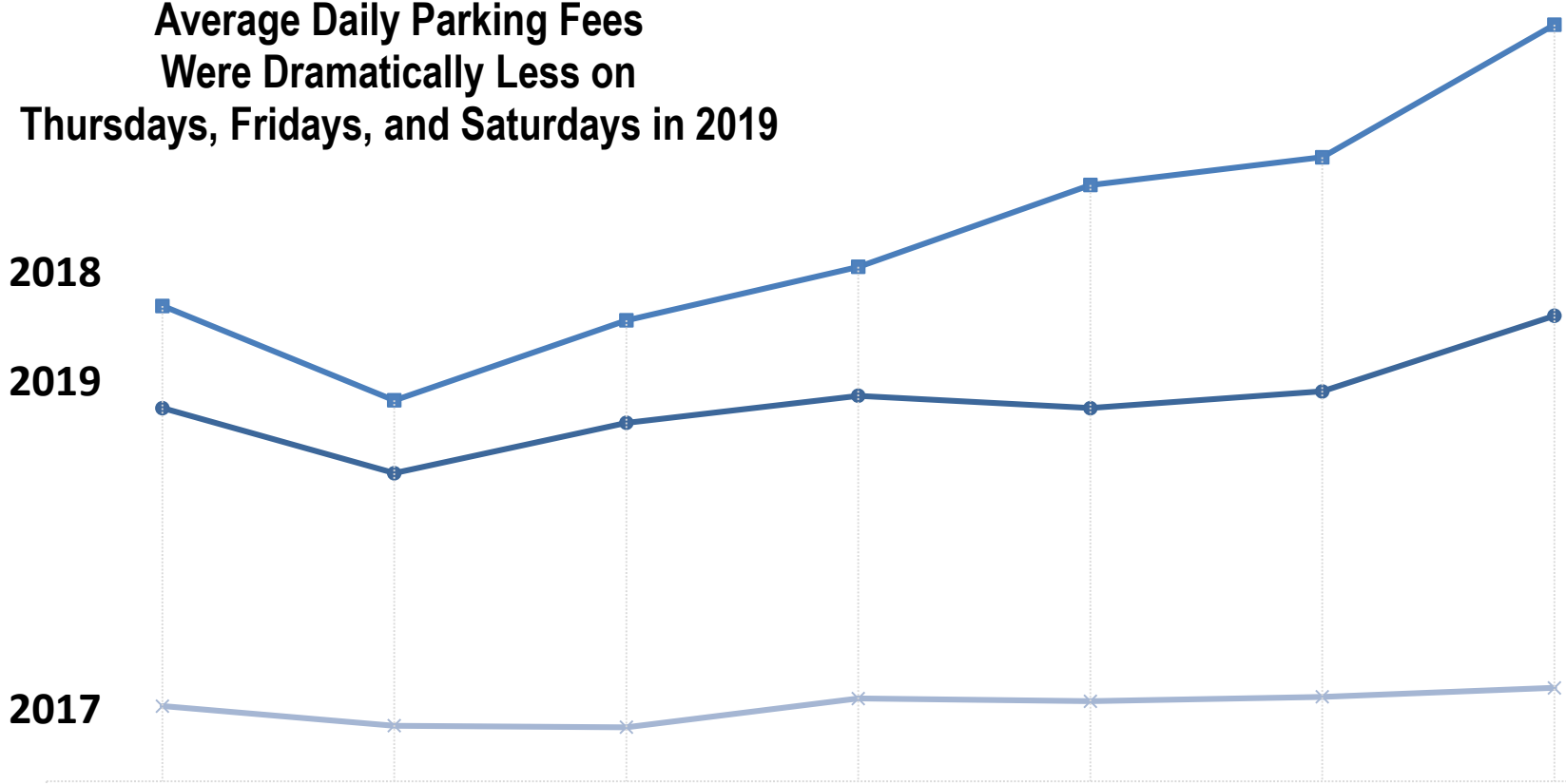
- Violations revenue includes all fines and late fees paid in a given calendar year, regardless of the year in which the citation was issued.

- 80% of 2018 citations were paid; outstanding revenue is $17,071.
- 75% of 2019 citations were paid; outstanding revenue is $11,472.
- On average, it takes 97 days for a citation to be paid in full.

# REVENUE PATTERNS

# How do *actual* revenues vary by day?

# Average Daily Parking Fees Were Dramatically Less on Thursdays, Fridays, and Saturdays in 2019



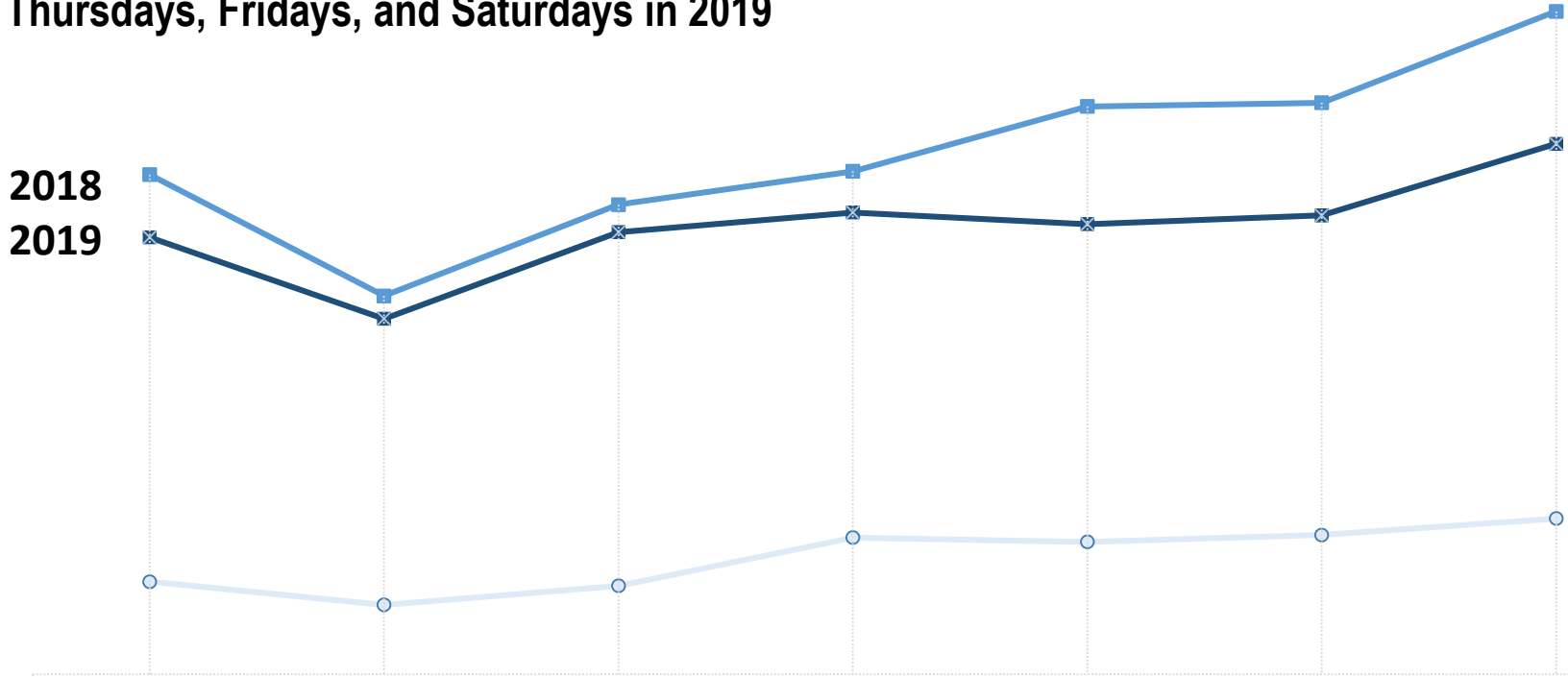

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|---|
| 2019 | $21,586 | $17,823 | $20,735 | $22,295 | $21,583 | $22,556 | $26,926 |
| 2018 | 27,500 | 22,037 | 26,660 | 29,763 | 34,496 | 36,107 | 43,766 |
| 2017 | 4,344 | 3,207 | 3,122 | 4,784 | 4,622 | 4,877 | 5,394 |

# How do *adjusted* revenues vary by day?

ADJUSTED
TO SHOW ONLY DATES / HOURLY
SPACES IN USE IN ALL YEARS

5.

# Average Daily Parking Fees Were Dramatically Less on Thursdays, Fridays, and Saturdays in 2019



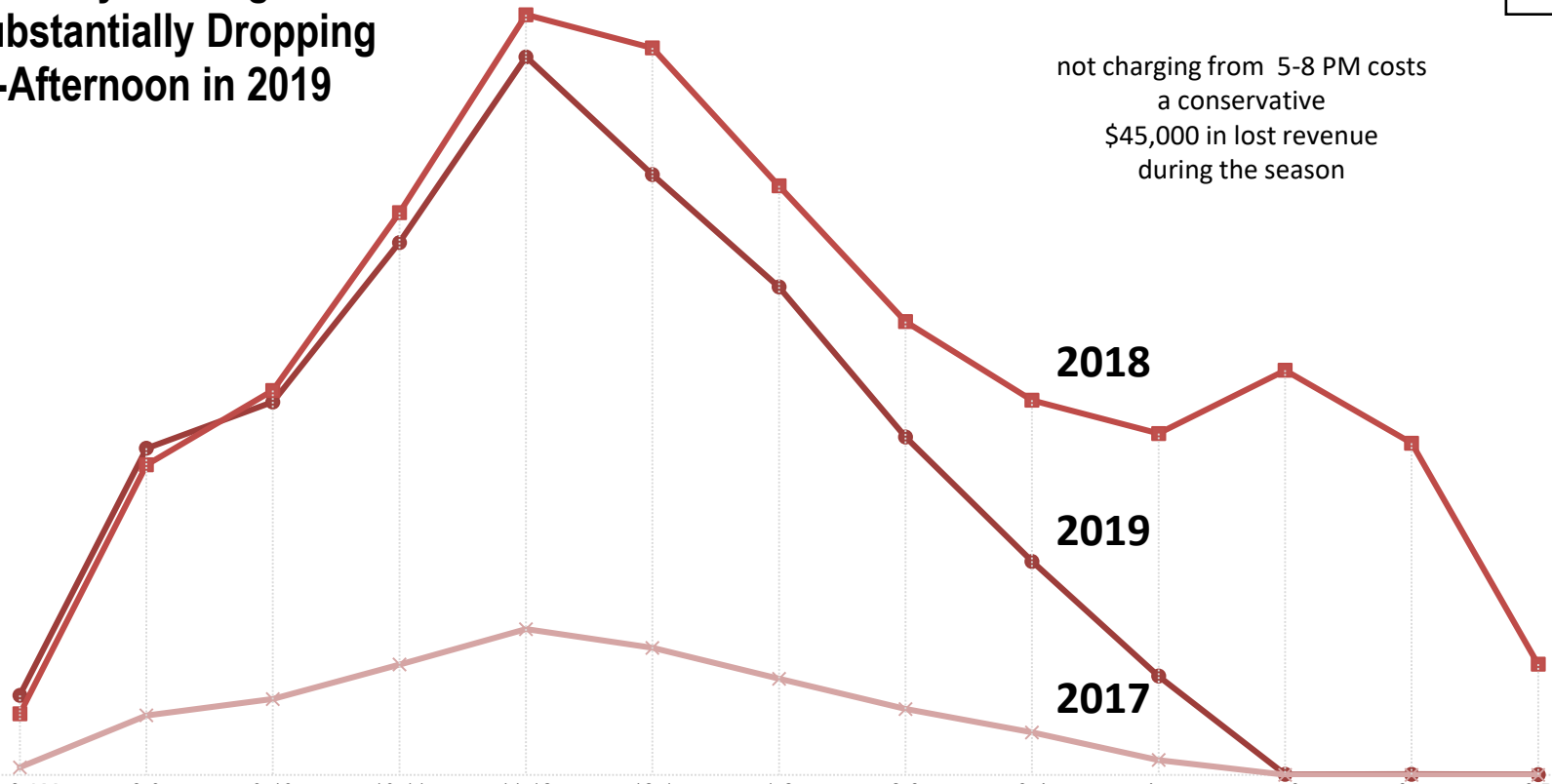

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|---|
| 2019 | $15,007 | $12,207 | $15,187 | $15,860 | $15,461 | $15,758 | $18,221 |
| 2018 | 17,157 | 12,992 | 16,132 | 17,278 | 19,501 | 19,630 | 22,768 |
| 2017 | 3,176 | 2,378 | 3,031 | 4,688 | 4,543 | 4,780 | 5,344 |

133

# How do *actual* revenues vary by hour?

# Average Hourly Parking Fees Began Substantially Dropping by Mid-Afternoon in 2019

not charging from 5-8 PM costs
a conservative
$45,000 in lost revenue
during the season




Amounts are in Thousands

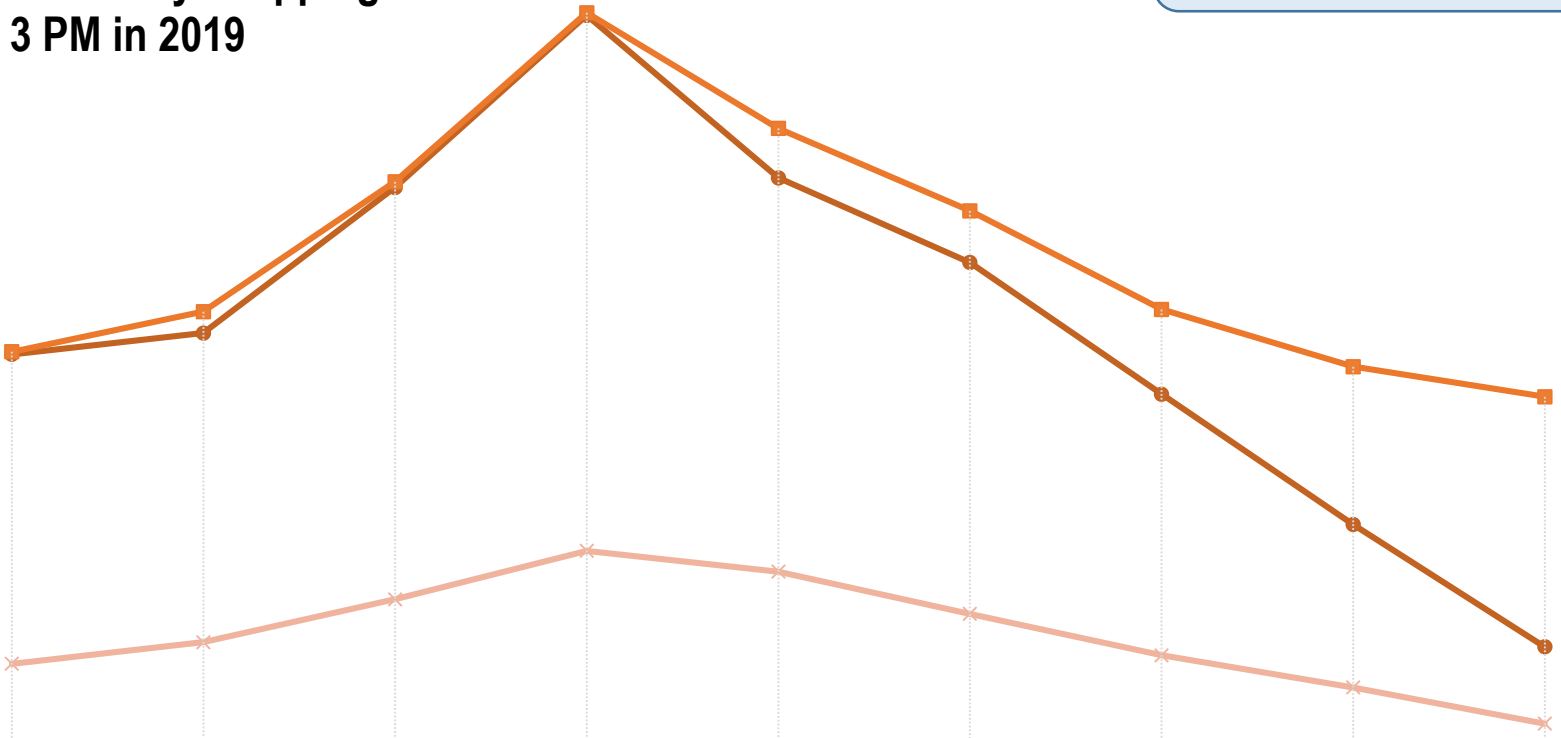
| | by 8 AM | 8-9 | 9-10 | 10-11 | 11-12 | 12-1 | 1-2 | 2-3 | 3-4 | 4-5 | 5-6 | 6-7 | 7-8 PM |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2019 | $3.24 | $13.30 | $15.19 | $21.68 | $29.24 | $24 | $19.87 | $13.76 | $8.69 | $4.03 | $0.02 | $0.03 | $0.01 |
| 2018 | 2.48 | 12.63 | 15.66 | 22.90 | 30.96 | 29. | 23.99 | 18.46 | 15.26 | 13.90 | 16.48 | 13.51 | 4.51 |
| 2017 | 0.30 | 2.42 | 3.09 | 4.50 | 5.93 | 5.18 | 3.91 | 2.68 | 1.73 | 0.60 | - | - | - |

# How do *adjusted* revenues vary by hour?

# Average Hourly Parking Fees Began Substantially Dropping by 3 PM in 2019

ADJUSTED
TO SHOW ONLY DATES / HOU
SPACES IN USE IN ALL YEARS

5.



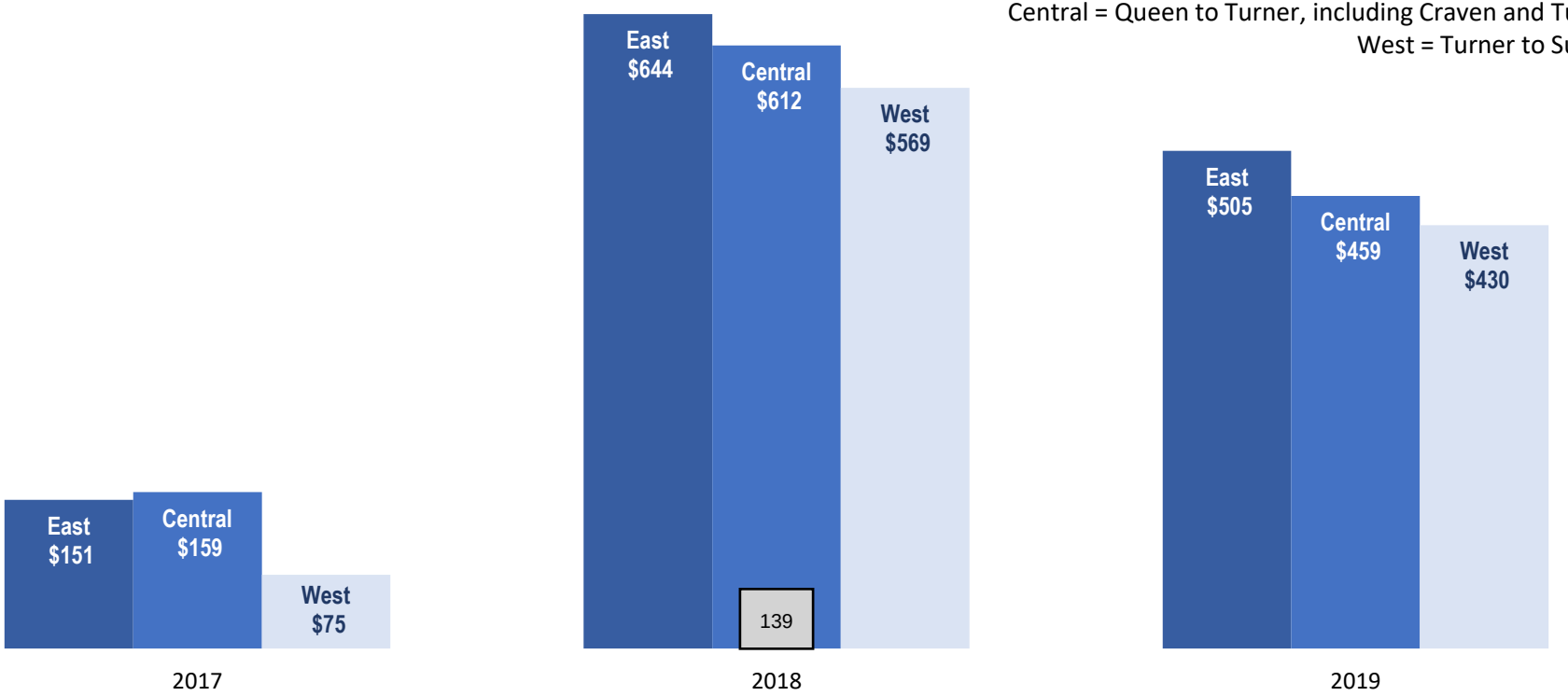
| | 8-9 | 9-10 | 10-11 | 11-12 | 12-1 | 1-2 | 2-3 | 3-4 | 4-5 |
|---|---|---|---|---|---|---|---|---|---|
| 2019 | $11,044 | $11,646 | $15,777 | $20,660 | 16,050 | $13,649 | $9,914 | $6,216 | $2,745 |
| 2018 | 11,114 | 12,253 | 15,939 | 20,732 | 17,452 | 15,114 | 12,320 | 10,694 | 9,840 |
| 2017 | 2,267 | 2,876 | 4,096 | 5,468 | 4,882 | 3,681 | 2,506 | 1,596 | 568 |

137

# How does actual revenue vary by on-street zone?

# Eastern On-Street Parking Averages Higher Revenue per Space than Other On-Street Parking in 2018 and 2019

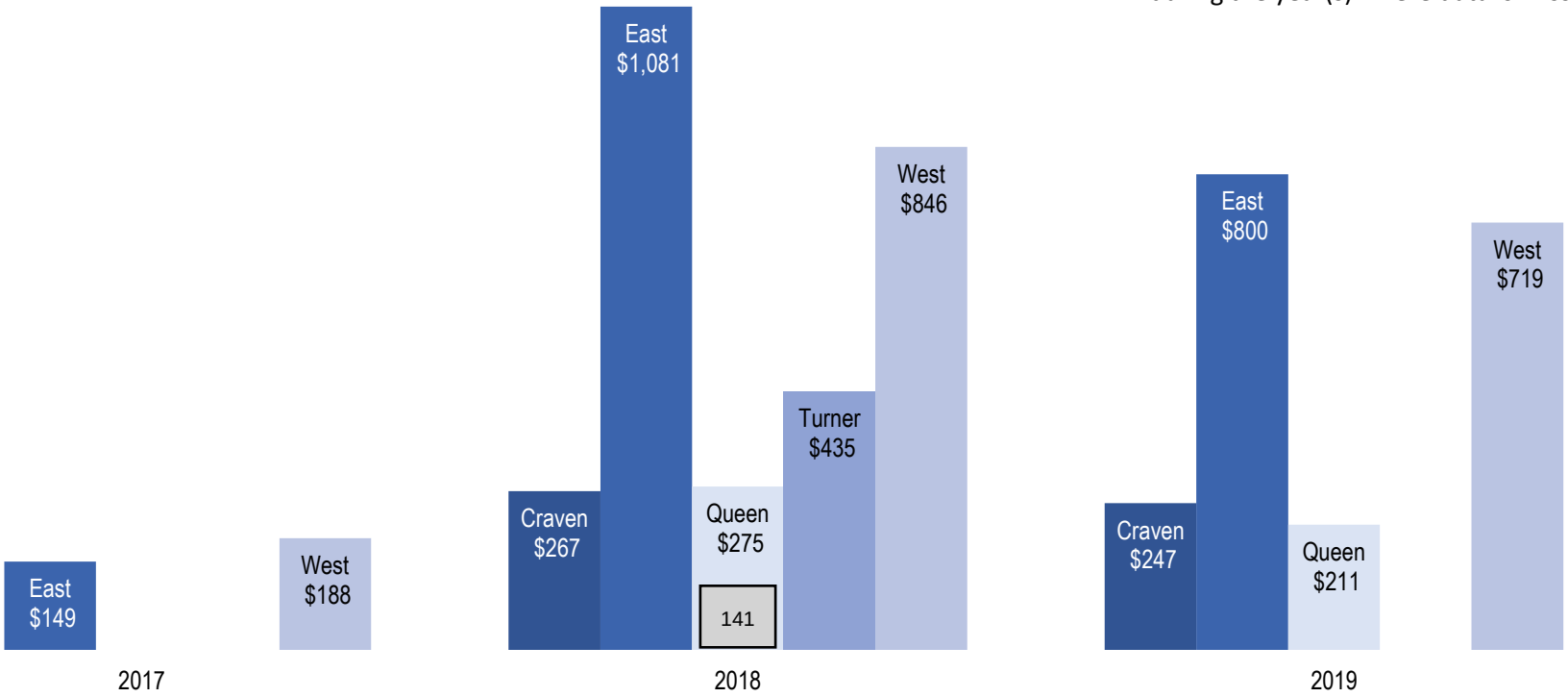
East = LIve Oak to Queen, including Pollock
Central = Queen to Turner, including Craven and Turner
West = Turner to Sunset



# How does actual revenue vary by parking lot?

# East & West Parking Lots Average Higher Revenue per Space than Other Lots in 2018 and 2019

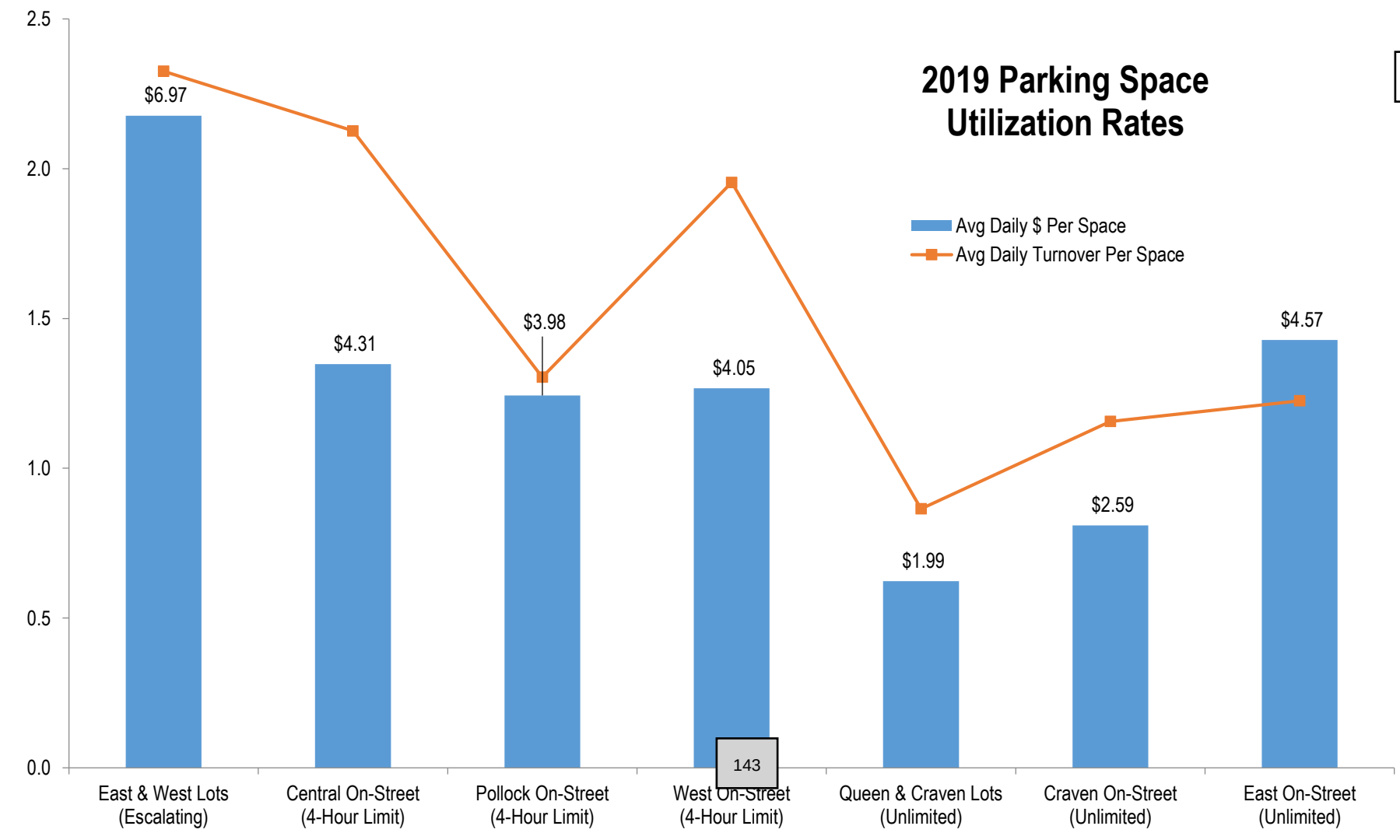
Lots without data were not in use during the year(s) where data is missing.



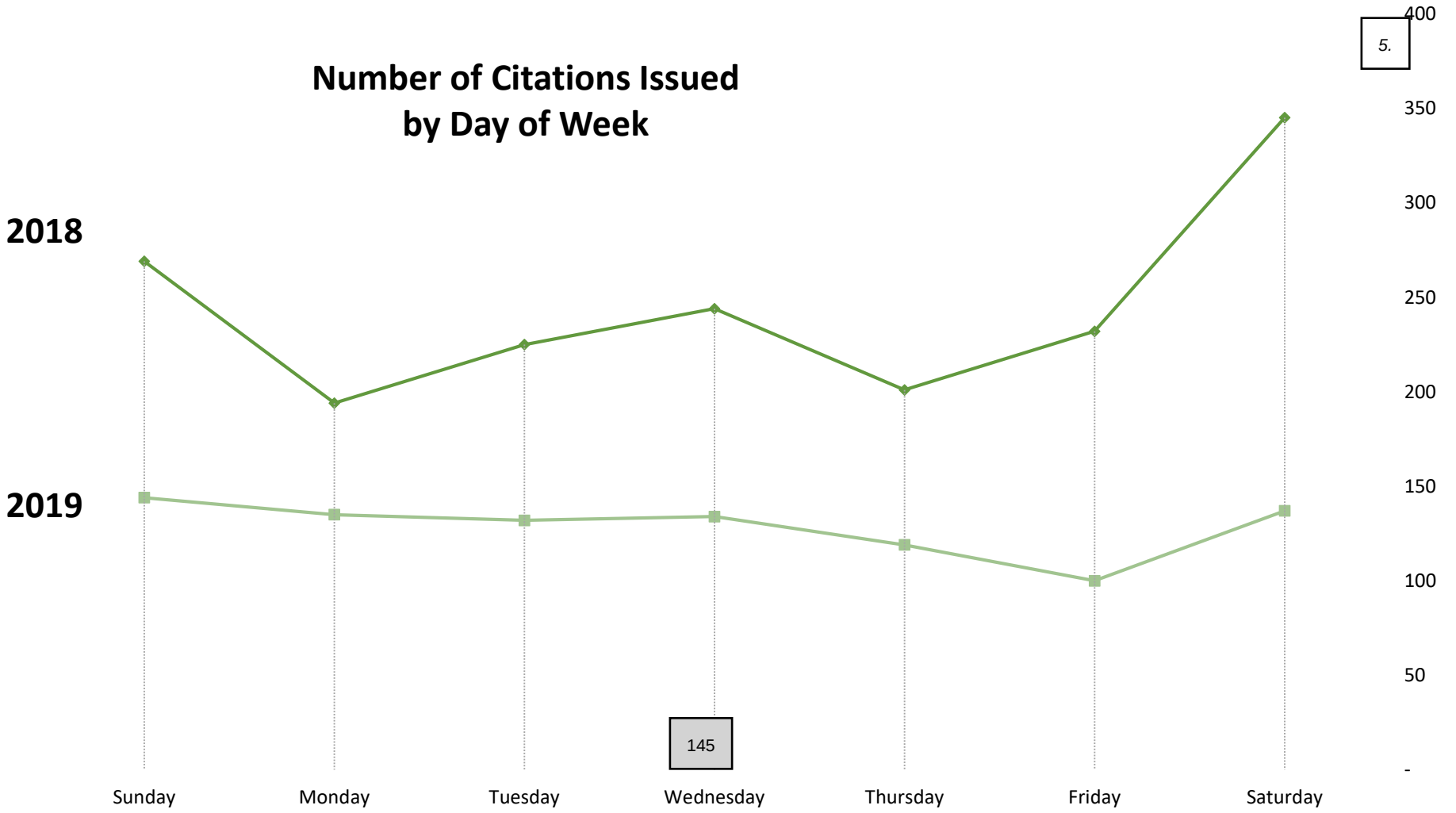



# How does turnover change by time limit?

# 2019 Parking Space Utilization Rates

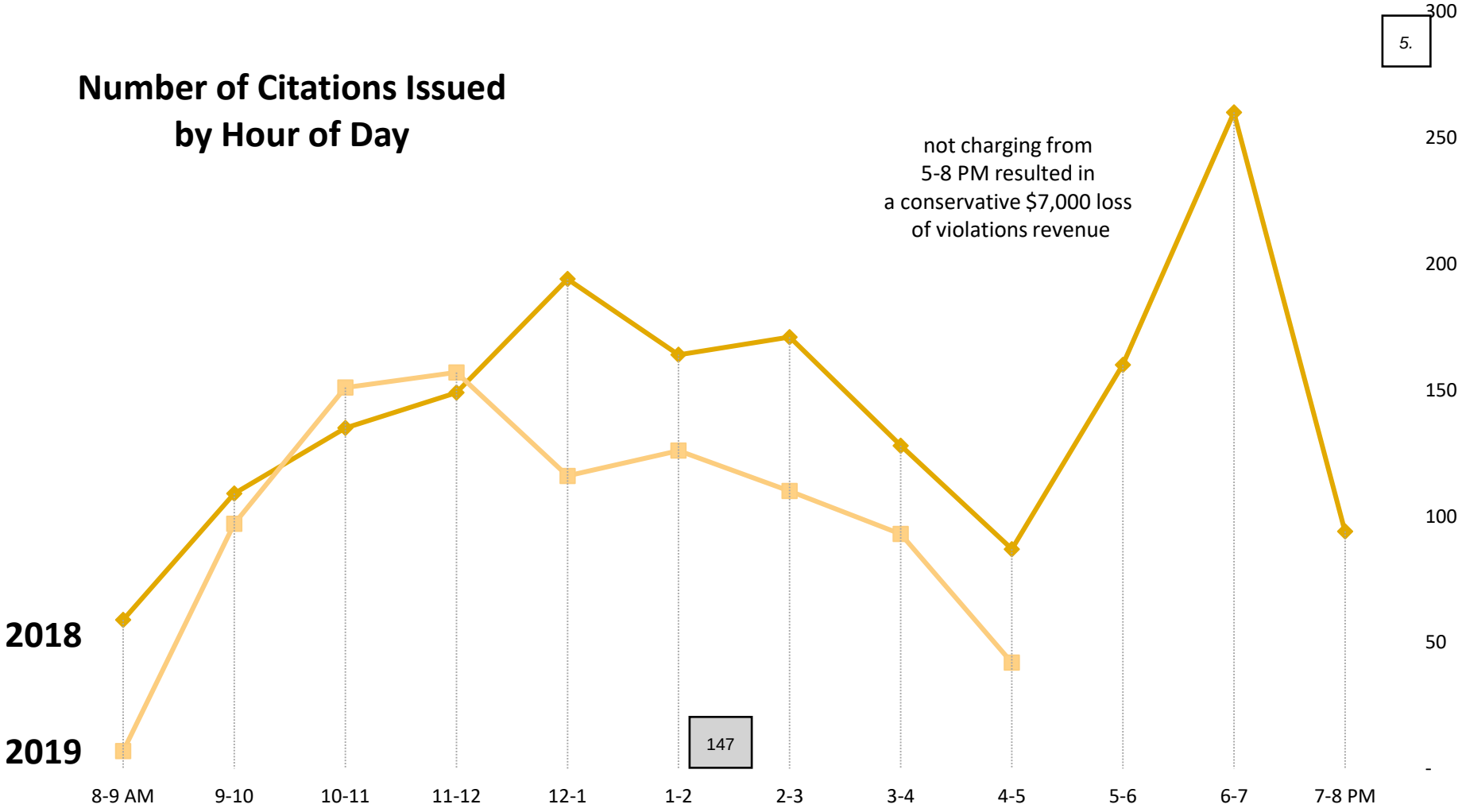


# How does enforcement vary by day of the week?


Number of Citations Issued
by Day of Week
2018
2019
400
350
300
250
200
150
100
50
-
145
Sunday
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday

# How does enforcement vary by hour of the day?

# Number of Citations Issued by Hour of Day



# NEXT STEPS

# Staff Does Not Recommend Any Policy Changes in 2020



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

# Implications of Policy Changes

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

# QUESTIONS?

## Parking Regulations – 2019 Season

**Dates: May 18, 2020 (Monday before Memorial Day) - Sept. 7, 2020 (Memorial Day)**
**Hours: 8 a.m. - 5 p.m.**
**Parking fee schedule:**

- Front Street parking lots (East & West lot): escalating fee beginning at $1/hour
- All other spaces: $1/hour.
- Overtime/improper parking violation: $20
- Handicap parking violation: $100
- Violation fee late payment (after 30 days): $30
- Weekly parking pass: $25
- Monthly parking pass: $100
- Seasonal parking pass: $200
- WBD Resident Premium parking pass: $800 (only available to Waterfront Business District Residents)

**Fee-Parking space locations (includes golf cart-only spaces):**

- On-street spaces on Front Street from Queen Street to Moore Street, 4 hour limit
- On-street spaces on Front Street from Live Oak to Queen Street, all-day
- Front Street parking lots (East and West), all-day with escalating rate
- Queen Street parking lot, all-day
- Craven Street parking lot, all-day
- 100 block of Turner Street, all-day
- 100 block of Craven Street to Middle Lane, all-day
- Pollock Street in front of Town Hall (6 spaces), 4 hour limit
- Golf cart spaces, 4 hour limit.

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

## Town of Beaufort Board of Commissioners Regular Meeting
## 4:00 PM Monday, Jan. 25, 2020 – Held Through Zoom Due to COVID19 Pandemic

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

**SUBJECT:** Lions Club 5k Bridge Run

**BRIEF SUMMARY:**

The Lions Club event organizer David Daly has submitted an application to garner approval to move forward with making plans for the 2021 event. The event requires procuring permissions from NCDOT.

The request is for the race route to be closed off on Saturday, Nov. 6 during the event as well as Middle Lane for the finish line. The event is anticipated to be complete and everything reopened by 9 a.m.

The applicant is aware that due to COVID-19 Pandemic this event may not be possible in the manner presented and that as the fall approaches, the Board would need to reevaluate the event to see if it is able to proceed.

They are seeking preliminary approval to begin moving forward.

**REQUESTED ACTION:**

Discussion/Approval

**EXPECTED LENGTH OF PRESENTATION:**

5 minutes

**SUBMITTED BY:**

Rachel Johnson, Parks & Events Coordinator

**BUDGET AMENDMENT REQUIRED:**

No




# BEAUFORT LIONS FOUNDATION

# TOWN OF BEAUFORT

# EVENT APPLICATION

## *For the 2021 Beaufort Bridge Run*

## *5K & 1+ Mile Dog Strut*

Date Application Received:

Permit Number:

TOWN of BEAUFORT
NORTH CAROLINA

# APPLICATION FOR SPECIAL EVENT PERMIT

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

Events Coordinator, Town of Beaufort
701 Front Street
P.O. Box 390
Beaufort, NC 28516
Phone: (252) 728-2141 Email: r.johnson@beaufortnc.org

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

## EVENT BASICS

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

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

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

Run by: BEAUFORT NC LIONS CLUB

Applicant (Organizer) Name: DAVID DALY Contact # 919.270.8071

Day of Event Contact #: 919.270.8071 Email: DAVIDRDALY@GMAIL.COM

Type of Event:

- ○ Festival
- ○ Parade
- ✓ 5K Race
- ○ 10K Race

- ○ Music Event
- ○ Other _____

Actual Event Date(s): 11-6-2021 Time of Event: 8:00AM

Set-Up Date: 11-6-2021 Start Time: 6:00 AM

Tear Down Date: 11-6-2021 End Time: 9:30AM

Estimated Attendance: 250-300 Admission Fees: $30.00-$35.00

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

## ORGANIZER/APPLICANT INFORMATION

Name of Organization: BEAUFORT NC LIONS CLUB

Primary Contact Person: DAVID DALY

Mailing Address: 218 GORDON STREET, BEAUFORT, NC 28516

Email: DAVIDRDALY@GMAIL.COM

Daytime Phone #: 919.270.8071 Cell Phone #: 919.270.8071

Alternate Contact Person: DOUG DOUBLEDAY Phone #: 607.761.0727

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

## SITE PLAN

Site Plan Attached

- ✓ Yes
- ○ No

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

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

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

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

## PARKS & PARKING LOTS REQUESTED

**Please mark all that apply:**

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

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

1-2 TRASH CANS

## OTHER EVENT DETAILS

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

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

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

## ALCOHOL

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

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

X _____ *(Applicant's Signature)*

## ROAD CLOSURES

Does your event require a road closure? ✓ YES _____ NO

Please provide specifics below:

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

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

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

## PARKING/PARKING LOTS

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

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

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

Bicycle Parking: Yes_____ No ✓

Additional Handicap Parking: Yes _____ No ✓ Location: _____

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

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

## PARADE/WALK INFORMATION

Parade Assembly Area: TURNER ST. & MIDDLE LANE Time: 7:45AM

Parade Dismissal Area: TURNER ST. & MIDDLE LANE Time: 9:00 - 9:30AM

Parade Start Time: 8:00AM

## EMERGENCY MANAGEMENT

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

Designated Emergency personal/liaison (onsite): DOUG DOUBLEDAY

Cell #: 607.761.0727 Other Contact: DAVID DALY

How will your event staff react to severe weather?
IN THE EVENT OF HAZARDOUS OR DANGEROUS WEATHER, THE 5K/DOG STUNT WILL BE RESCHEDULED OR CANCELLED.

How will you alert visitors to the event to evacuate the site? (If multiple sites are being requested, a plan must be submitted for each location)
A SOUND SYSTEM - MICROPHONE, SPEAKERS, BULLHORN - WILL BE USED TO ALERT PARTICIPANTS, VOLUNTEERS AND SPECTATORS.

**RISK ASSESSMENT**

It is important for Event Organizers to identify risks and hazards associated with their event and know how to prevent these risks. Please identify possible risks for your event and list below (weather, food, fire, etc.) Please provide details.
WEATHER IS OUR PRIMARY RISK. FORTUNATELY, NOVEMBER IS USUALLY MILD AND HAS BEEN FOR OUR PREVIOUS EVENTS. TRAFFIC IS ALSO A CONCERN. WE WILL HAVE PROFESSIONAL TRAFFIC CONTROL THROUGHOUT THE COURSE.

What training will you provide to your volunteers/staff/participants regarding emergencies?
DETAILED TRAINING WILL BE PROVIDED TO ALL LIONS CLUB MEMBERS AND VOLUNTEERS. THOSE TRAINED WILL BE READY TO INFORM ALL IN ATTENDANCE OF EVACUATION ROUTES AND SAFE HAVENS SHOULD AN EMERGENCY ARISE.

## TENTS

Will you have tents at your event? _____YES ✓NO

Please list the tent sizes: _____

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

## FOOD

Will there be food served at your event? _____YES ✓_____NO

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

If yes, have you contacted the Carteret County Health Department to set up inspections? _____YES _____NO

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

## VENDORS

Will there be vendors selling items at your event? _____Yes ✓ No

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

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

## CHECKLIST

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

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

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

Applicant's Signature _____ Date 11-18-2020

**Internal Use Only**

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

Permit Issue Date: _____

Authorized Signature: _____

Insurance Certificate: Yes____ No ____

Permit Fee: Yes ____ No ____

BOC Approval Date: _____

Police Chief Approval: _____

Fire Chief Approval:_____

9.

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

C2015 121 02071

# State of North Carolina
# Department of the Secretary of State

## ARTICLES OF INCORPORATION
## NONPROFIT CORPORATION

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

1. The name of the nonprofit corporation is: Beaufort Lions Club

2. X (Check only if applicable.) The corporation is a charitable or religious corporation as defined in NCGS §55A-1-40(4).

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

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

Number and Street: 108 Ricks Ave

City: Beaufort State: NC Zip Code: 28516 County: Carteret

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

Number and Street or PO Box: PO Box 876

City: Beaufort State: NC Zip Code: 28516 County: Carteret

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

Dot Crumley 108 Ricks Ave Beaufort NC 28516

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

7. Attached are provisions regarding the distribution of the corporation's assets upon its dissolution.

8. Any other provisions which the corporation elects to include are attached.

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 11/17/2020

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

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

| PRODUCER | CONTACT NAME: John Adams | |
|---|---|---|
| DSP Insurance<br>1900 E. Golf Road, Suite 650<br>Schaumburg, IL 60173 | PHONE (A/C, No, Ext): 1-800-316-6705 | FAX (A/C, No): 847-934-6186 |
| | E-MAIL ADDRESS: lionsclubs@dspins.com | |
| | INSURER(S) AFFORDING COVERAGE | NAIC # |
| | INSURER A : ACE American Insurance Company | 22667 |
| INSURED<br>Beaufort NC Lions Club<br>Beaufort North Carolina | INSURER B : | |
| | INSURER C : | |
| | INSURER D : | |
| | INSURER E : | |
| | INSURER F : | |

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

| INSR LTR | TYPE OF INSURANCE | ADDL INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | |
|---|---|---|---|---|---|---|---|---|
| A | GENERAL LIABILITY<br>X COMMERCIAL GENERAL LIABILITY<br>CLAIMS-MADE X OCCUR<br>X Agg. Per Named Insured is $2,000,000<br>GEN'L AGGREGATE LIMIT APPLIES PER<br>X POLICY PRO-JECT LOC | | | HDOG71445999 | 09/01/2020 | 09/01/2021 | EACH OCCURRENCE | $ 1,000,000 |
| | | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) | $ 1,000,000 |
| | | | | | | | MED EXP (Any one person) | $ 5,000 |
| | | | | | | | PERSONAL & ADV INJURY | $ 1,000,000 |
| | | | | | | | GENERAL AGGREGATE | $ 10,000,000 |
| | | | | | | | PRODUCTS - COMP/OP AGG | $ 2,000,000 |
| | | | | | | | | $ |
| A | AUTOMOBILE LIABILITY<br>ANY AUTO<br>ALL OWNED AUTOS<br>SCHEDULED AUTOS<br>X HIRED AUTOS<br>X NON-OWNED AUTOS | | | ISAH25314141 | 09/01/2020 | 09/01/2021 | COMBINED SINGLE LIMIT (Ea accident) | $ 1,000,000 |
| | | | | | | | BODILY INJURY (Per person) | $ |
| | | | | | | | BODILY INJURY (Per accident) | $ |
| | | | | | | | PROPERTY DAMAGE (Per accident) | $ |
| | | | | | | | | $ |
| | UMBRELLA LIAB OCCUR<br>EXCESS LIAB CLAIMS-MADE<br>DED RETENTION $ | | | | | | EACH OCCURRENCE | $ |
| | | | | | | | AGGREGATE | $ |
| | | | | | | | | $ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below | N / A | | | | | WC STATU-TORY LIMITS OTH-ER | |
| | | | | | | | E.L. EACH ACCIDENT | $ |
| | | | | | | | E.L. DISEASE - EA EMPLOYEE | $ |
| | | | | | | | E.L. DISEASE - POLICY LIMIT | $ |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Provisions of the policy apply to the named insured's participation in the following activity during the policy period shown above: Beaufort Bridge Run 5K & 1+ Mile Dog Strut, 11-06-2021
PROVISIONS OF THE POLICY DO NOT APPLY TO THE SALE OR SERVING OF ALCOHOLIC BEVERAGES.

**CERTIFICATE HOLDER**

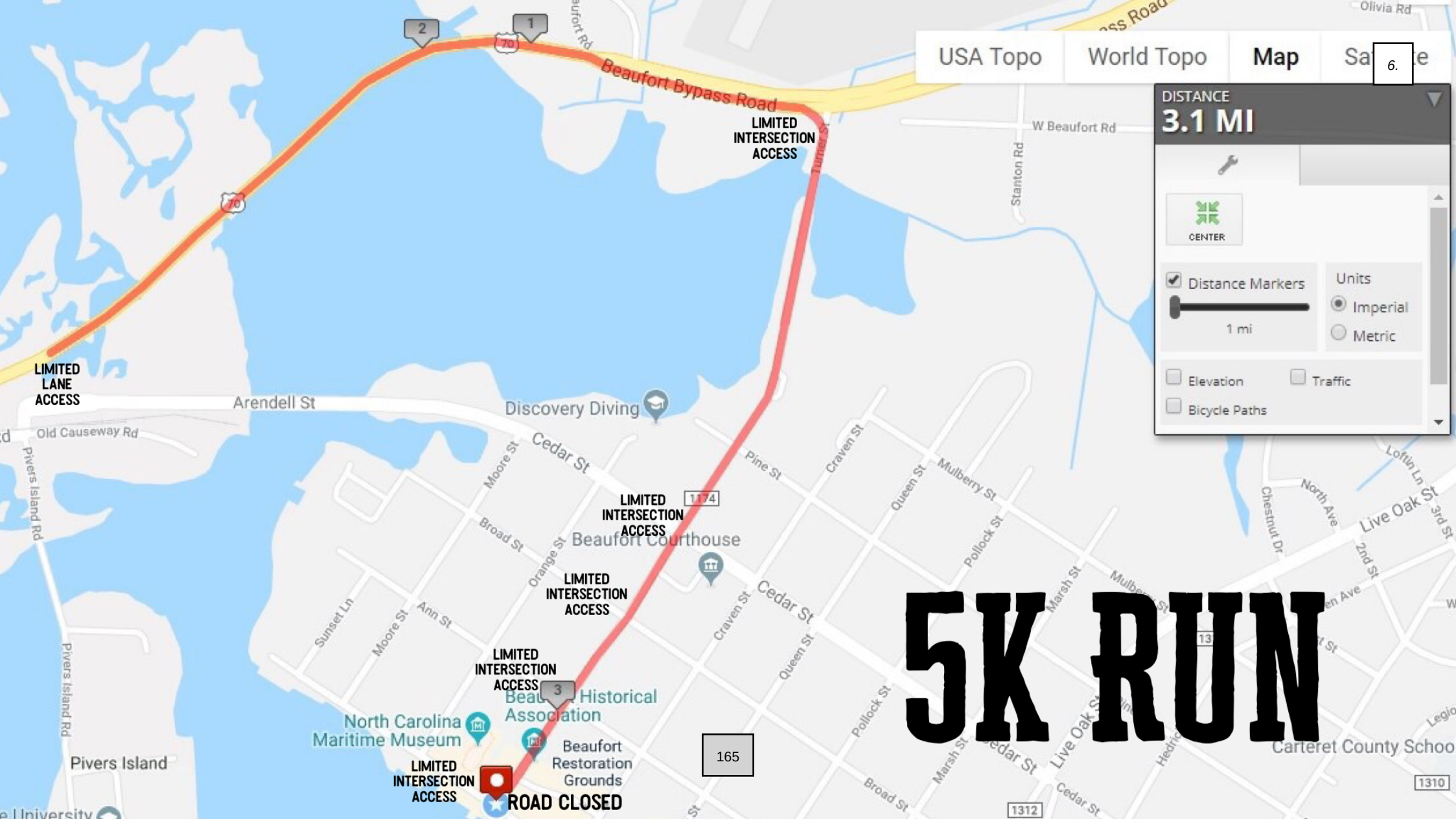
Town of Beaufort
701 Front Street
Beaufort North Carolina 28516

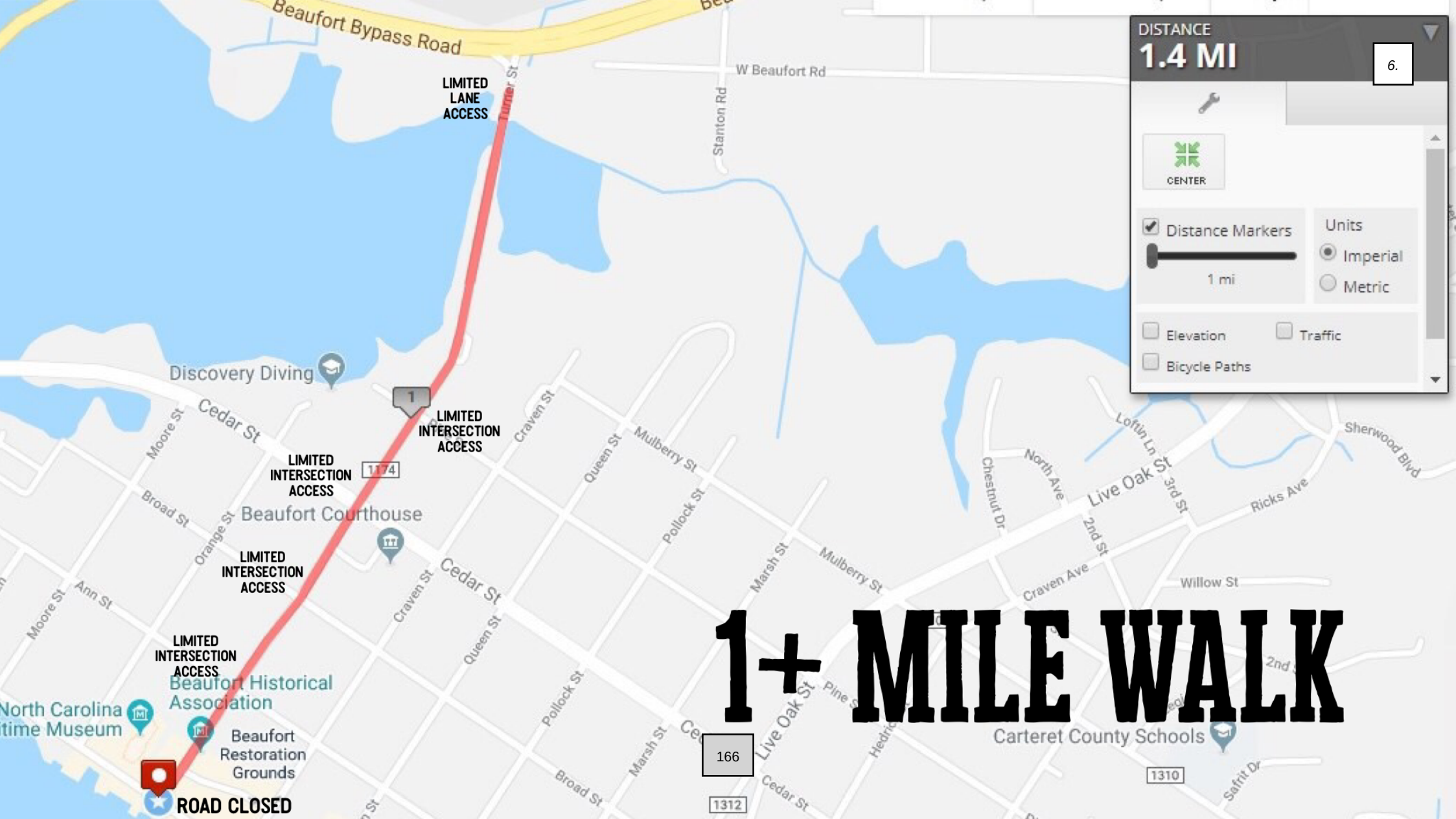
**CANCELLATION**

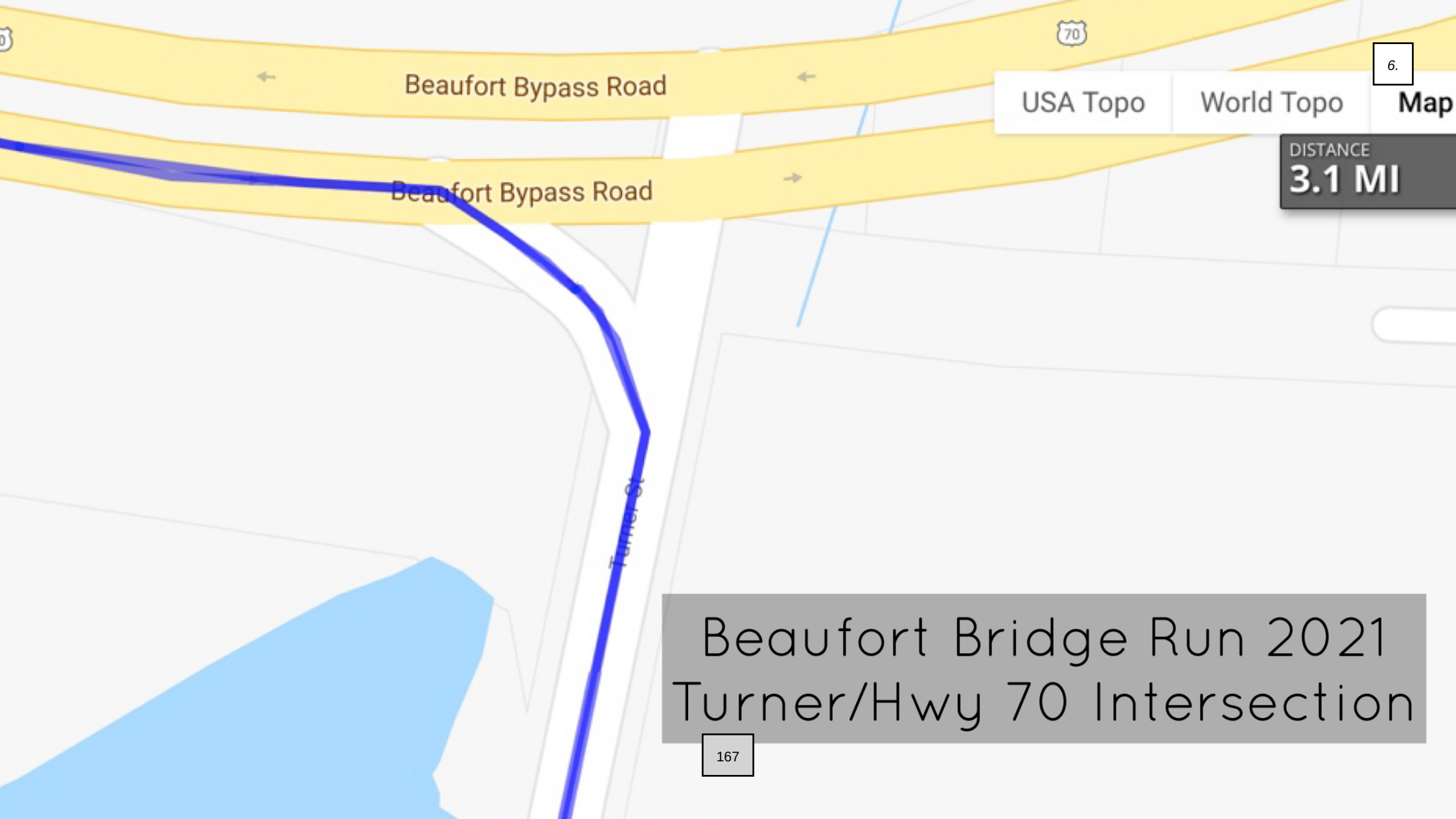
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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USA Topo
World Topo
Map
DISTANCE
3.1 MI
CENTER
Distance Markers
1 mi
Units
Imperial
Metric
Elevation
Traffic
Bicycle Paths
Beaufort Bypass Road
LIMITED INTERSECTION ACCESS
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LIMITED INTERSECTION ACCESS
ROAD CLOSED
5K RUN
Arendell St
Old Causeway Rd
Discovery Diving
Cedar St
Broad St
Beaufort Courthouse
Pivers Island Rd
Pivers Island
North Carolina Maritime Museum
Beaufort Restoration Grounds
Historical Association
Moore St
Ann St
Sunset Ln
Orange St
Craven St
Queen St
Pollock St
Mulberry St
Pine St
Marsh St
Live Oak St
Chestnut Dr
North Ave
2nd St
3rd St
Loftin Ln
Stanton Rd
W Beaufort Rd
Turner St
Olivia Rd
Carteret County Schoo
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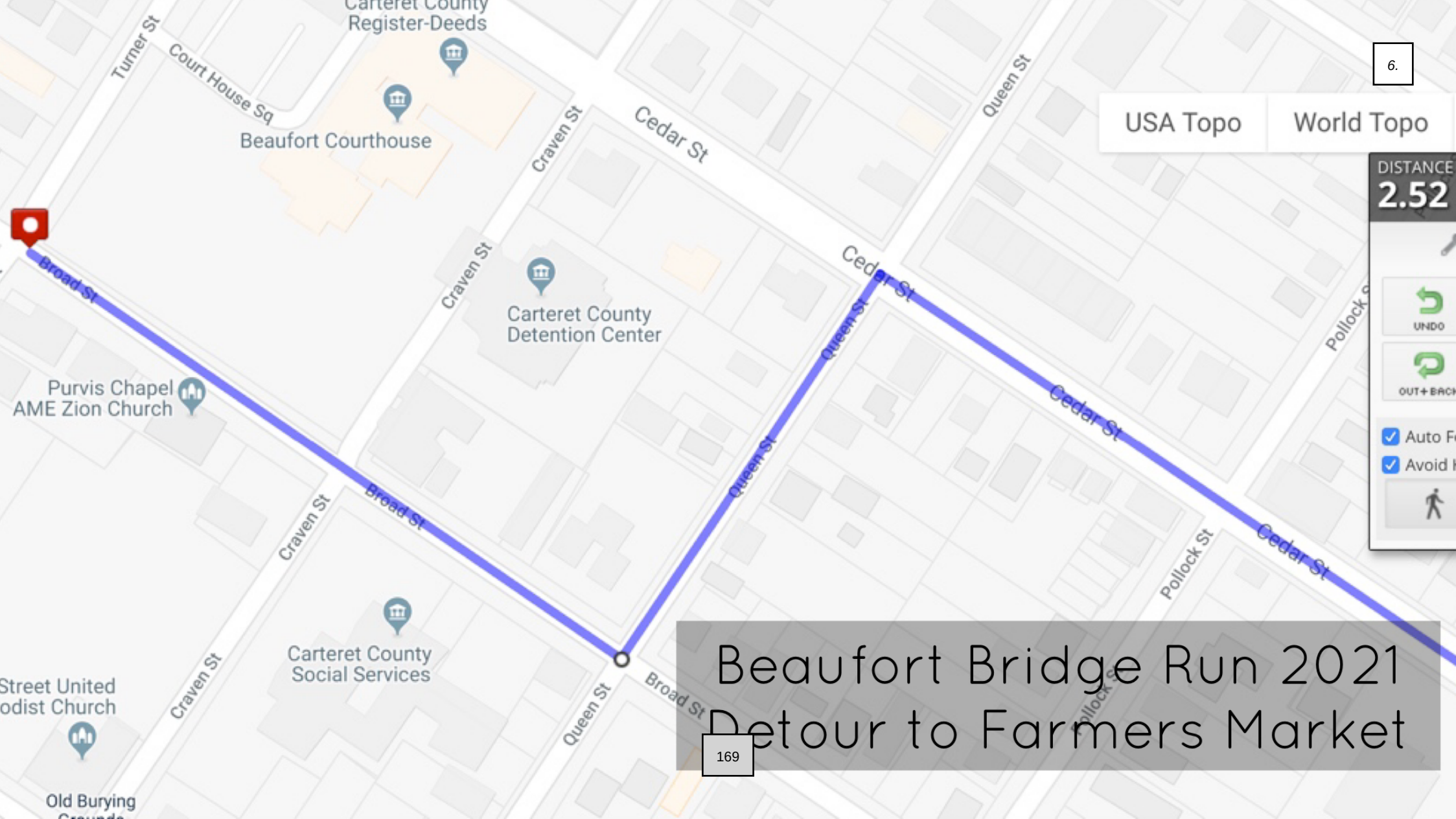

DISTANCE
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Units
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Metric
Elevation
Traffic
Bicycle Paths
Beaufort Bypass Road
W Beaufort Rd
Stanton Rd
Turner St
LIMITED LANE ACCESS
Discovery Diving
1
LIMITED INTERSECTION ACCESS
Cedar St
Moore St
Craven St
Queen St
Mulberry St
Pollock St
Marsh St
Chestnut Dr
North Ave
Loftin Ln
Live Oak St
3rd St
Sherwood Blvd
Ricks Ave
2nd St
Craven Ave
Willow St
LIMITED INTERSECTION ACCESS
1174
Broad St
Orange St
Beaufort Courthouse
LIMITED INTERSECTION ACCESS
Ann St
LIMITED INTERSECTION ACCESS
Beaufort Historical Association
North Carolina Maritime Museum
Beaufort Restoration Grounds
ROAD CLOSED
1+ MILE WALK
166
Carteret County Schools
1310
1312
Safrit Dr
Pine St
Hedrick St



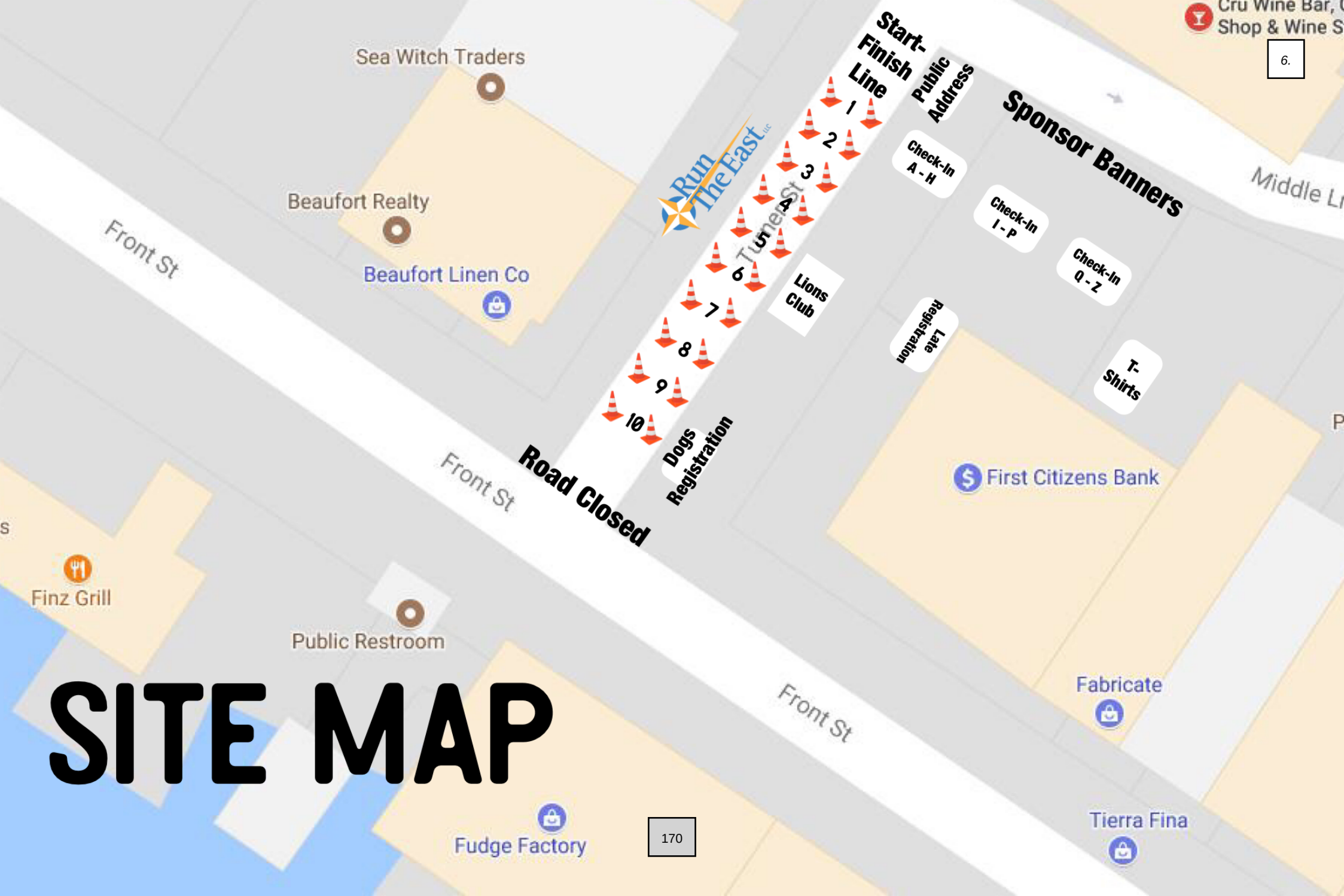

# Beaufort Bridge Run 2021
# Turner/Hwy 70 Intersection




# Beaufort Bridge Run 2021 Detour




# Beaufort Bridge Run 2021
# Detour to Farmers Market


Start-
Finish
Line
Public
Address
Sponsor Banners
Check-In
A - H
Check-In
I - P
Check-In
Q - Z
Late
Registration
T-
Shirts
Lions
Club
Dogs
Registration
Road Closed
1
2
3
4
5
6
7
8
9
10
Sea Witch Traders
Beaufort Realty
Beaufort Linen Co
Front St
Turner St
Middle L
First Citizens Bank
Finz Grill
Public Restroom
Fabricate
Tierra Fina
Fudge Factory

# SITE MAP

**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, January 25 – Zoom meeting due to Covid-19**

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

**SUBJECT:** Emergency Paid Sick Leave Policy

**BRIEF SUMMARY:**

The proposed Beaufort Emergency Paid Sick Leave (BEPSL) policy is a proactive step to protect town employees in the absence of the extension of the Families First Coronavirus Response Act (FFCRA), which expired on December 31, 2020.

This policy provides eligible employees with temporary emergency paid sick leave similar to that found in the FFCRA. The BEPSL policy is independent of the Town's existing sick leave policy.

Staff recommends this policy in the context of peak COVID-19 infection rates, hospitalizations, and deaths. The slow roll-out of vaccines suggests that significant improvement and the approach of "normalcy" may not materialize until this fall or even the end of 2021.

Board approval is requested as this policy is considered a change in employee benefits.

The policy has been reviewed by the Town Attorney.

**REQUESTED ACTION:**

Review and approve the Emergency Paid Sick Leave Policy

**EXPECTED LENGTH OF PRESENTATION:**

5 minutes

**SUBMITTED BY:**

Christi Wood – Finance Director

**BUDGET AMENDMENT REQUIRED:**

No

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# Emergency Paid Sick Leave Policy

## Background

The Town of Beaufort is taking proactive steps to protect our employees in the absence of the extension of the Families First Coronavirus Response Act (FFCRA), which expired on December 31, 2020. It is the Town's goal to continue to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

The Town of Beaufort is committed to provide accurate information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

The Town of Beaufort will provide eligible employees with temporary emergency paid sick leave under certain conditions.

## The Town of Beaufort Emergency Paid Sick Leave

The Town of Beaufort Emergency Paid Sick Leave (BEPSL) is independent of and in addition to the Town's existing sick leave policies. This policy is effective February 1, 2021.

The BEPSL allows an eligible employee to qualify for emergency paid sick leave as follows:

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. The employee has been advised by their healthcare provider to self-quarantine because they are infected with or have been exposed to COVID-19 or because they are at high risk of complications from COVID-19.
3. The employee is showing symptoms of COVID-19 and is actively seeking but has not yet received a medical diagnosis;
4. The employee is caring for an individual subject to a federal, state, or local quarantine or isolation order related to COVID-19 or who has been advised by their healthcare provider to self-quarantine for COVID-19 related reasons;
5. The employee is caring for his or her son or daughter because the child's school or childcare facility has been closed or the childcare provider is no longer available because of COVID-19 related reasons; or
6. The employee is experiencing substantially similar conditions as specified by the Federal Secretary of Health or Human Services, in consultation with the Federal Secretaries of Labor and Treasury.

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## Eligibility

All full-time employees who have been employed with the Town for at least 30 days are eligible for BEPSL in the event the employee is unable to work or telecommute because the employee meets one or more of the conditions stated above.

## Duration/Compensation

Full time employees are eligible for, on a one-time basis, or intermittently (if approved), a maximum of the following:

- 80 hours of pay at their regular hourly rate of pay. However, when caring for a family member, for reasons 4, 5 and 6 on page one, BEPSL is paid at two-thirds the employee's regular hourly rate of pay.

## General BEPSL Rules

- Employees may elect to use BEPSL prior to utilizing any accrued paid sick leave under the Town's sick leave policy.
- No leave provided by the Town under any governmental act prior to January 1, 2021, may be credited against the BEPSL eligibility.
- Unused BEPSL will be forfeited and will not be payable in the event of separation of employment.
- Employees are responsible for immediately notifying Human Resources of their intent to utilize this policy, so that the appropriate application paperwork may be given to the employee in a timely manner.
- Employees must successfully complete the necessary application paperwork and return it to Human Resources in a timely manner in order to receive compensation under this policy. Failure to return application paperwork and required supporting documentation in a timely manner may result in a delay in receiving compensation under this policy.
- Employees seeking compensation under this policy found to be fraudulently taking this leave will be subject to disciplinary action up to and including termination of employment.
- The Town will not retaliate against any employee who requests to take BEPSL in accordance with this policy.
- This policy expires on June 30, 2021. No BEPSL benefits will be paid for leave not taken by that date.

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## Definitions

### Child Care Provider Defined for the Purposes of BEPSL

For the purpose of this policy, the term “child care provider” is defined as one who provides child care services on a regular basis and receives compensation for those services, including an ‘eligible child care provider’ as defined in Section 658P of the Child Care & Development Block Grant Act of 1990 (42 USC 9858n).

### School Defined for Purposes of BEPSL

The term “school” means an ‘elementary school’ or ‘secondary school’ as such terms are defined in Section 8101 of the Elementary & Secondary Education Act of 1965 (20 USC 7801).

# Town of Beaufort Emergency Paid Sick Leave Application

In accordance with the Town of Beaufort policy on Emergency Paid Sick Leave, which goes into effect February 1, 2021, I hereby apply for **Town of Beaufort Emergency Paid Sick Leave** for the following reason:

- ☐ 1. I am subject to a federal, state or local quarantine or isolation order related to COVID-19;
- ☐ 2. I have been advised by my healthcare provider to self-quarantine because I am infected with or have been exposed to COVID-19 or because I am at high risk of complications from COVID-19;
- ☐ 3. I am showing symptoms of COVID-19 and am seeking, but have not yet received, a medical diagnosis;
- ☐ 4. I am caring for someone subject to a federal, state or local quarantine or isolation order related to COVID-19 or who has been advised by their healthcare professional to self-quarantine for COVID-19 related reasons;
- ☐ 5. I am caring for my minor son or daughter who is younger than age 18, because their school and/or day care is closed or the childcare provider is no longer available because of a COVID-19 related reason (proof related to closing is required.)
- ☐ 6. I am experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of Treasury and Secretary of Labor.

I am requesting **Town of Beaufort Emergency Paid Sick Leave** effective:_____.

By signing below, I understand and acknowledge all of the following:

1. **Emergency Paid Sick Leave** will pay me up to 80 hours of my regular rate of pay, or less if I am in a part-time employee, according to the following reasons:
   Reasons 1 – 3 as shown above – 100% of my regular rate of pay, capped at $511/day or $5,110 aggregate
   Reasons 4 – 6 as shown above - 2/3 of my regular rate of pay (66.67%) capped at $200/day or $2,000 aggregate

2. It is solely my responsibility to complete and submit in a timely manner the necessary documentation either in person or by email to my Department Head or Human Resources at (c.wood@beaufortnc.org), in order to certify my need for Town of Beaufort Emergency Paid Sick Leave. This is confidential information and will be treated as such.

3. I CANNOT supplement **Town of Beaufort Emergency Paid Sick Leave** with accrued leave of any kind.

**4. Town of Beaufort Emergency Paid Sick Leave may be taken intermittently if approved by my supervisor. I will coordinate my work and Town of Beaufort Emergency Paid Sick Leave schedule with my immediate supervisor. I am responsible for clearly noting my Town of Beaufort Emergency Paid Sick Leave time and my hours of work, if any, on my timesheet.**

5. All other provisions of the Town of Beaufort Personnel Policy and Procedures apply.

6. This policy is in effect for as long as a federal, state or local COVID-19 state of emergency is in effect, and in any event only through June 30, 2021.

8. My request for Town of Beaufort Emergency Paid Sick Leave is conditionally approved. Human Resources will write to me further regarding any clarification needed on my application and my approval status.

9. Requesting and taking Town of Beaufort Emergency Paid Sick Leave under fraudulent circumstances will subject me to disciplinary action up to and including termination of employment.

Name: _____Signature: _____
Date Signed: _____Best Phone Number : _____

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**Town of Beaufort Board of Commissioners Worksession Meeting**
**4:00 PM Monday, January 25 – Zoom meeting due to Covid-19**

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

**SUBJECT:** December Financial Report/Notes

**BRIEF SUMMARY:**

- Tax collections for November and December are listed below

| 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% |

| December | | |
|---|---|---|
| Tax Year | Balance Remaining | Collection Rate to Date |
| 2014 | $2,542 | 99.90% |
| 2015 | $7,868 | 99.69% |
| 2016 | $18,889 | 99.28% |
| 2017 | $22,579 | 99.23% |
| 2018 | $30,303 | 99.07% |
| 2019 | $69,748 | 98.19% |
| 2020 | $937,898 | 80.42% |

- Sales and Use tax distribution for January is $162,919 (November sales)

**REQUESTED ACTION:**

No action requested/ review

**EXPECTED LENGTH OF PRESENTATION:**

5 minutes

**SUBMITTED BY:**

Christi Wood – Finance Director

**BUDGET AMENDMENT REQUIRED:**

No

**TOWN OF BEAUFORT**
Statement of Revenue and Expenditures - Operating



*Revenue Account Range: 10-000-0000 to 40-999-9999*
*Expend Account Range: First to Last*
*Print Zero YTD Activity: No*
*Include Non-Anticipated: Yes*
*Include Non-Budget: No*
*Year To Date As Of: 12/31/20*
*Current Period: 12/01/20 to 12/31/20*
*Prior Year: 12/01/19 to 12/31/19*

| Revenue Account | Description | Prior Yr Rev | Anticipated | Curr Rev | YTD Rev | Excess/Deficit | % Real |
|---|---|---|---|---|---|---|---|
| 10-301-0000 | AD VALOREM TAX - CURRENT YEAR | $3,728,340.01 | $4,682,759.00 | $1,011,005.38 | $2,074,698.55 | -$2,608,060.45 | 44% |
| 10-301-0001 | AD VALOREM TAX PRIOR YEAR | $100,159.65 | $70,000.00 | $4,391.84 | $44,565.02 | -$25,434.98 | 64% |
| 10-301-0002 | PENALTIES AND INTEREST | $15,851.08 | $10,000.00 | $1,023.01 | $8,516.10 | -$1,483.90 | 85% |
| 10-301-0004 | MOTOR VEHICLE TAX | $190,805.01 | $168,158.00 | $0.00 | $84,052.20 | -$84,105.80 | 50% |
| 10-301-0006 | PAYMENT IN LIEU OF TAXES | $25,054.47 | $32,000.00 | $5,799.42 | $5,799.42 | -$26,200.58 | 18% |
| 10-303-0001 | LOCAL OPTION SALES TAX | $1,655,966.50 | $1,250,300.00 | $0.00 | $356,867.63 | -$893,432.37 | 29% |
| 10-303-0002 | UTILITIES FRANCHISE TAX | $379,277.71 | $385,000.00 | $0.00 | $0.00 | -$385,000.00 | 0% |
| 10-303-0003 | BEER AND WINE TAX | $18,154.77 | $18,872.00 | $0.00 | $0.00 | -$18,872.00 | 0% |
| 10-303-0004 | POWELL BILL | $118,908.16 | $120,000.00 | $0.00 | $56,777.00 | -$63,223.00 | 47% |
| 10-303-0012 | Grant from NC Natural $ Cultural Res. | $44,016.00 | $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 | $692,779.21 | $0.00 | $0.00 | $29,540.83 | $29,540.83 | 0% |
| 10-303-0016 | GRANTS - SRO, CAD, School Safety | $37,833.00 | $91,000.00 | $0.00 | $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% |
| 10-303-0018 | NCORR LOAN | $24,909.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 10-303-0019 | CARES RELIEF FUNDS | $0.00 | $94,768.00 | $4,335.60 | $51,545.60 | -$43,222.40 | 54% |
| 10-304-0001 | COUNTY ABC PROFIT DISTRIBUTION | $165,277.00 | $170,000.00 | $0.00 | $62,204.00 | -$107,796.00 | 37% |
| 10-304-0002 | FIRE DISTRICT AD VALOREM TAX | $322,940.04 | $334,081.00 | $27,840.09 | $167,040.54 | -$167,040.46 | 50% |
| 10-304-0003 | FIRE DISTRICT SALES TAX | $110,000.04 | $105,000.00 | $8,750.00 | $52,500.00 | -$52,500.00 | 50% |
| 10-304-0004 | HARLOWE DIST AD VALOREM TAX | $63,234.60 | $68,096.00 | $5,674.45 | $34,046.70 | -$34,049.30 | 50% |
| 10-304-0005 | HARLOWE FIRE DISTRCIT SALES TAX | $21,234.48 | $20,033.00 | $1,669.37 | $10,016.22 | -$10,016.78 | 50% |
| 10-304-0020 | MISC REVENUE-FIRE DEPARTMENT | $5,181.64 | $0.00 | $0.00 | $105.00 | $105.00 | 0% |
| 10-305-0001 | SOLID WASTE USER FEE ( RES ) | $542,007.11 | $555,000.00 | $47,353.06 | $283,270.88 | -$271,729.12 | 51% |
| 10-305-0002 | SOLID WASTE USER FEES ( COMM ) | $13,523.66 | $13,500.00 | $1,077.97 | $6,658.04 | -$6,841.96 | 49% |
| 10-305-0003 | STORMWATER RESIDENTIAL | $137,464.94 | $136,000.00 | $34,984.05 | $71,333.58 | -$64,666.42 | 52% |
| 10-305-0004 | SOLID WASTE USER FEE -WBD | $33,726.13 | $35,000.00 | $2,390.80 | $16,641.61 | -$18,358.39 | 48% |

**TOWN OF BEAUFORT**
Statement of Revenue and Expenditures - Operating



| Revenue Account | Description | Prior Yr Rev | Anticipated | Curr Rev | YTD Rev | Excess/Deficit | % Real |
|---|---|---|---|---|---|---|---|
| 10-305-0005 | BUILDING PERMITS | $143,653.74 | $175,000.00 | $28,049.85 | $126,070.79 | -$48,929.21 | 72% |
| 10-305-0006 | PARKING METER | $101,755.39 | $180,000.00 | $0.00 | $0.00 | -$180,000.00 | 0% |
| 10-305-0007 | PARKING VIOLATIONS/PENALTIES | $19,699.00 | $20,000.00 | $0.00 | $1,262.42 | -$18,737.58 | 6% |
| 10-305-0008 | COURT COSTS, FEES, CHARGES | $722.70 | $750.00 | $36.00 | $525.70 | -$224.30 | 70% |
| 10-305-0009 | ROAD RACE REGISTRATION | $0.00 | $1,500.00 | $0.00 | $0.00 | -$1,500.00 | 0% |
| 10-305-0010 | LATE FEES - SOLID WASTE | $32.25 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 10-305-0011 | SPECIAL EVENT FEES | $4,920.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 10-305-0013 | TRAIN DEPOT RENTAL | $1,380.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 10-306-0001 | PROPERTY LEASES | $218,050.74 | $224,301.00 | $20,496.77 | $123,715.12 | -$100,585.88 | 55% |
| 10-306-0002 | ANTENNA CONTRACT REVENUE | $68,583.51 | $54,000.00 | $0.00 | $44,105.37 | -$9,894.63 | 82% |
| 10-306-0003 | CEMETERY LOT SALES | $2,276.78 | $3,500.00 | $50.00 | $1,426.78 | -$2,073.22 | 41% |
| 10-306-0006 | SALE OF SURPLUS PROPERTY | $58,270.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 10-306-0010 | SURETY BOND | $12,320.00 | $0.00 | $0.00 | -$7,840.00 | -$7,840.00 | 0% |
| 10-307-0001 | INVESTMENT EARNINGS | $84,628.66 | $35,000.00 | $181.56 | $1,727.09 | -$33,272.91 | 5% |
| 10-307-0002 | MISCELLANEOUS REVENUE | $7,471.36 | $20,000.00 | $600.00 | $4,970.00 | -$15,030.00 | 25% |
| 10-307-0003 | MISCELLANEOUS REVENUE - PD | $9,317.05 | $0.00 | $0.00 | $4,207.00 | $4,207.00 | 0% |
| 10-307-0004 | DONATIONS | $15,000.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 10-307-0007 | PROCEEDS FROM LOAN | $1,001,687.05 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 10-307-0008 | REIMBURSEMENT FROM INSURANCE | $20,981.58 | $2,817.00 | $0.00 | $2,817.34 | $0.34 | 100% |
| 10-307-0009 | APPROPRIATED FUND BALANCE | $0.00 | $121,786.00 | $0.00 | $0.00 | -$121,786.00 | 0% |
| 10-307-0010 | UTILITY FUND ADMIN EXPENSE ALLOCATION | $511,000.00 | $600,000.00 | $0.00 | $0.00 | -$600,000.00 | 0% |
| 10-307-0011 | APP. REST. FUND BALANCE (PUBLIC SAFETY) | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 10-900-9000 | cancel revenue | $0.00 | $0.00 | $0.00 | $174.08 | $174.08 | 0% |
| | **General Fund Revenue Total** | **$10,742,683.02** | **$9,882,871.00** | **$1,205,709.22** | **$3,772,703.56** | **-$6,110,167.44** | **38%** |

| Expend Account | Description | Prior Yr Expd | Budgeted | Curr Expd | YTD Expd | Encumbered | Balance | % Expd |
|---|---|---|---|---|---|---|---|---|
| 10-410-0000 | GOVERNING BODY: | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 10-410-0200 | SALARIES AND WAGES | $46,300.08 | 179 47,226.08 | $3,935.50 | $23,613.00 | $0.00 | $23,613.08 | 50% |
| 10-410-0500 | FICA | $3,541.80 | $3,778.09 | $301.04 | $1,806.24 | $0.00 | $1,971.85 | 48% |

| Expend Account | Description | Prior Yr Expd | Budgeted | Curr Expd | YTD Expd | Encumbered | Balance | % Expd |
|---|---|---|---|---|---|---|---|---|
| 10-410-0800 | WORKERS COMPENSATION | $149.55 | $142.00 | $0.00 | $142.00 | $0.00 | $0.00 | 100% |
| 10-410-1140 | PUBLIC NOTICES/ADVERTISING | $3,141.53 | $4,500.00 | $172.80 | $2,123.45 | $0.00 | $2,376.55 | 47% |
| 10-410-1141 | NEWSLETTER | $4,246.47 | $4,000.00 | $346.50 | $1,753.10 | $0.00 | $2,246.90 | 44% |
| 10-410-1210 | OFFICE SUPPLIES | $0.00 | $1,000.00 | $0.00 | $0.00 | $0.00 | $1,000.00 | 0% |
| 10-410-1220 | OFFICE EQUIPMENT (NON-CAPITAL) | $1,158.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 10-410-1250 | DUES & SUBSCRIPTIONS | $11,656.74 | $11,300.00 | $10.66 | $8,370.65 | $405.66 | $2,523.69 | 78% |
| 10-410-1430 | TRAINING- REGISTRATION & CLASS MAT | $600.00 | $5,000.00 | $6,600.00 | $6,806.25 | $0.00 | -$1,806.25 | 136% |
| 10-410-1431 | TRAVEL MILEAGE | $0.00 | $750.00 | $0.00 | $0.00 | $0.00 | $750.00 | 0% |
| 10-410-1432 | MEALS | $838.70 | $1,500.00 | $0.00 | $0.00 | $0.00 | $1,500.00 | 0% |
| 10-410-1433 | LODGING | $470.08 | $2,000.00 | $0.00 | $0.00 | $0.00 | $2,000.00 | 0% |
| 10-410-4520 | CODIFICATION | $1,715.57 | $2,500.00 | $0.00 | $2,773.92 | $0.00 | -$273.92 | 111% |
| 10-410-5400 | INSURANCE | $3,931.79 | $3,500.00 | $0.00 | $3,500.00 | $0.00 | $0.00 | 100% |
| 10-410-5720 | ELECTIONS | $7,099.16 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| | **DEPARTMENT 410 Total** | **$84,849.47** | **$87,196.17** | **$11,366.50** | **$50,888.61** | **$405.66** | **$35,901.90** | **59%** |
| 10-420-0000 | ADMINISTRATION: | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 10-420-0200 | SALARIES AND WAGES | $436,908.71 | $263,899.82 | $29,319.15 | $145,980.28 | $0.00 | $117,919.54 | 55% |
| 10-420-0201 | OVERTIME | $2,086.78 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 10-420-0500 | FICA EXPENSE | $31,011.53 | $21,112.79 | $2,149.34 | $10,634.55 | $0.00 | $10,478.24 | 50% |
| 10-420-0600 | GROUP INSURANCE EXPENSE | $35,827.99 | $22,354.92 | $1,468.02 | $10,263.72 | $0.00 | $12,091.20 | 46% |
| 10-420-0700 | RETIREMENT EXPENSE | $60,214.37 | $40,140.68 | $4,393.56 | $22,137.81 | $0.00 | $18,002.87 | 55% |
| 10-420-0800 | WORKERS COMPENSATION | $2,193.70 | $2,148.00 | $0.00 | $1,804.30 | $0.00 | $343.70 | 84% |
| 10-420-0900 | UNEMPLOYMENT INSURANCE EXPENSE | $2,717.15 | $3,000.00 | $0.00 | $0.00 | $7,137.71 | -$4,137.71 | 238% |
| 10-420-1110 | TELEPHONE | $1,442.20 | $6,780.00 | $76.30 | $569.08 | $0.00 | $6,210.92 | 8% |
| 10-420-1120 | INTERNET/CABLE | $6,122.77 | $6,900.00 | $569.31 | $2,382.18 | $0.00 | $4,517.82 | 35% |
| 10-420-1130 | POSTAGE | $3,101.01 | $3,000.00 | $168.93 | $1,673.93 | $44.50 | $1,281.57 | 57% |
| 10-420-1210 | OFFICE SUPPLIES | $15,198.60 | $14,700.00 | $605.81 | $5,576.22 | $257.80 | $8,865.98 | 40% |
| 10-420-1220 | OFFICE EQUIPMENT (NON-CAPITAL) | $14,457.79 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 10-420-1221 | OFFICE EQUIPMENT LEASES | $6,610.48 | $7,800.00 | $452.76 | $2,956.60 | $0.00 | $4,843.40 | 38% |
| 10-420-1230 | OFFICE CONTRACT SERVICES | $61,964.53 | $6,000.00 | $2,576.68 | $2,791.02 | $0.00 | $3,208.98 | 47% |

| Expend Account | Description | Prior Yr Expd | Budgeted | Curr Expd | YTD Expd | Encumbered | Balance | % Expd |
|---|---|---|---|---|---|---|---|---|
| 10-420-1250 | DUES AND SUBSCRIPTIONS | $2,700.28 | $2,500.00 | $42.65 | $1,163.42 | $0.00 | $1,336.58 | 47% |
| 10-420-1310 | ELECTRIC | $11,841.64 | $16,800.00 | $749.89 | $6,541.18 | $0.00 | $10,258.82 | 39% |
| 10-420-1330 | WATER/SEWER/SOLID WASTE | $2,569.56 | $3,356.36 | $193.49 | $747.91 | $0.00 | $2,608.45 | 22% |
| 10-420-1430 | TRAINING-REGISTRATION & CLASS MAT' | $1,585.00 | $3,000.00 | $0.00 | $460.00 | $0.00 | $2,540.00 | 15% |
| 10-420-1431 | TRAVEL MILEAGE | $936.12 | $1,000.00 | $0.00 | $0.00 | $0.00 | $1,000.00 | 0% |
| 10-420-1432 | MEALS | $929.68 | $750.00 | $0.00 | $0.00 | $0.00 | $750.00 | 0% |
| 10-420-1433 | LODGING | $2,024.05 | $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% |
| 10-420-5400 | INSURANCE | $26,773.11 | $50,231.00 | $0.00 | $51,302.60 | $0.00 | -$1,071.60 | 102% |
| 10-420-7430 | CAPITAL OUTLAY - VEHICLES | $17,305.73 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| | **DEPARTMENT 420 Total** | **$746,522.78** | **$478,073.57** | **$42,765.89** | **$266,984.80** | **$7,440.01** | **$203,648.76** | **57%** |
| 10-430-0000 | FINANCE: | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 10-430-0200 | SALARIES AND WAGES | $266,974.32 | $267,914.94 | $32,748.88 | $149,826.50 | $0.00 | $118,088.44 | 56% |
| 10-430-0201 | OVERTIME | $148.21 | $0.00 | $0.00 | $7.83 | $0.00 | -$7.83 | 0% |
| 10-430-0500 | FICA EXPENSE | $18,783.55 | $21,436.08 | $2,373.52 | $10,725.93 | $0.00 | $10,710.15 | 50% |
| 10-430-0600 | GROUP INSURANCE EXPENSE | $36,143.20 | $37,258.20 | $2,978.10 | $17,645.85 | $0.00 | $19,612.35 | 47% |
| 10-430-0700 | RETIREMENT EXPENSE | $36,733.47 | $40,755.34 | $4,816.44 | $22,625.27 | $0.00 | $18,130.07 | 56% |
| 10-430-0800 | WORKERS COMPENSATION | $1,283.45 | $1,210.00 | $0.00 | $1,210.00 | $0.00 | $0.00 | 100% |
| 10-430-1210 | OFFICE SUPPLIES | $10.66 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 10-430-1230 | OFFICE CONTRACT SERVICES | $28,566.63 | $29,000.00 | $1,424.82 | $14,427.55 | $0.00 | $14,572.45 | 50% |
| 10-430-1250 | DUES & SUBSCRIPTIONS | $310.00 | $400.00 | $0.00 | $160.00 | $0.00 | $240.00 | 40% |
| 10-430-1430 | TRAINING-REGISTRATION & CLASS MATE | $475.00 | $5,500.00 | -$71.60 | $3,625.00 | $0.00 | $1,875.00 | 66% |
| 10-430-1431 | TRAVEL MILEAGE | $176.87 | $1,000.00 | $0.00 | $0.00 | $0.00 | $1,000.00 | 0% |
| 10-430-1432 | MEALS | $73.18 | $600.00 | $0.00 | $0.00 | $0.00 | $600.00 | 0% |
| 10-430-1433 | LODGING | $721.87 | $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 | $9,518.04 | $20,000.00 | $2,740.00 | $13,934.00 | $940.00 | $5,126.00 | 74% |
| 10-430-4520 | TAX COLLECTION ADMIN EXPENSE PROP. | $79,874.76 | $87,144.00 | $21,023.53 | $43,947.06 | $0.00 | $43,196.94 | 50% |
| 10-430-4525 | TAX COLLECTION ADMIN EXPENSE MVT | $10,715.46 | $10,000.00 | $3.41 | $4,625.15 | $0.00 | $5,374.85 | 46% |

| Expend Account | Description | Prior Yr Expd | Budgeted | Curr Expd | YTD Expd | Encumbered | Balance | % Expd |
|---|---|---|---|---|---|---|---|---|
| | **DEPARTMENT 430 Total** | **$490,508.67** | **$524,618.56** | **$68,037.10** | **$282,760.14** | **$940.00** | **$240,918.42** | **54%** |
| 10-450-0000 | PARKING DEPARTMENT: | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 10-450-0200 | SALARIES AND WAGES | $44,608.41 | $37,467.46 | $0.00 | $7,296.00 | $0.00 | $30,171.46 | 19% |
| 10-450-0201 | OVERTIME | $241.47 | $2,040.00 | $0.00 | $0.00 | $0.00 | $2,040.00 | 0% |
| 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 | $3,470.43 | $4,309.93 | $0.00 | $551.72 | $0.00 | $3,758.21 | 13% |
| 10-450-0600 | GROUP INSURANCE | $7,028.64 | $7,451.64 | $0.00 | $1,171.44 | $0.00 | $6,280.20 | 16% |
| 10-450-0700 | RETIREMENT EXPENSE | $5,250.38 | $6,021.94 | $0.00 | $1,109.73 | $0.00 | $4,912.21 | 18% |
| 10-450-0800 | WORKERS COMPENSATION | $1,278.52 | $1,343.00 | $0.00 | $1,343.00 | $0.00 | $0.00 | 100% |
| 10-450-1210 | OFFICE SUPPLIES | $1,107.53 | $2,000.00 | $0.00 | $22.23 | $0.00 | $1,977.77 | 1% |
| 10-450-1230 | OFFICE CONTRACT SERVICES - SOFTWARE | $11,039.00 | $12,144.00 | $912.00 | $5,472.00 | $0.00 | $6,672.00 | 45% |
| 10-450-1430 | TRAINING -REGISTRATION AND CLASS MAT'L | $140.00 | $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 | $42,900.97 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 10-450-1620 | EQUIPMENT RENTAL - HANDHELDS | $2,983.07 | $1,700.00 | $0.00 | $0.00 | $0.00 | $1,700.00 | 0% |
| 10-450-1630 | EQUIPMENT MAINTENANCE AND REPAIRS | $2,930.17 | $3,000.00 | $0.00 | $0.00 | $0.00 | $3,000.00 | 0% |
| 10-450-3901 | PARKING METER CREDIT CARD PROCESSING | $10,804.85 | $22,000.00 | $34.99 | $428.05 | $0.00 | $21,571.95 | 2% |
| 10-450-3902 | COLLECTION FEES | $2,564.51 | $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 | $7,630.35 | $7,903.00 | $0.00 | $0.00 | $0.00 | $7,903.00 | 0% |
| 10-450-8011 | DEBT SERVICE - INTEREST | $1,173.01 | $900.00 | $0.00 | $0.00 | $0.00 | $900.00 | 0% |
| | **DEPARTMENT 450 Total** | **$145,151.31** | **$142,915.97** | **$946.99** | **$17,394.17** | **$0.00** | **$125,521.80** | **12%** |
| 10-510-0000 | POLICE DEPARTMENT: | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 10-510-0200 | SALARIES AND WAGES | $991,986.86 | $1,025,644.54 | $129,162.85 | $555,119.22 | $0.00 | $470,525.32 | 54% |
| 10-510-0201 | OVERTIME | $27,015.68 | $28,000.02 | $2,351.98 | $13,699.88 | $0.00 | $14,300.14 | 49% |
| 10-510-0203 | SEPARATION PAY | $42,121.08 | $41,400.00 | $3,510.09 | $21,060.54 | $0.00 | $20,339.46 | 51% |

| Expend Account | Description | Prior Yr Expd | Budgeted | Curr Expd | YTD Expd | Encumbered | Balance | % Expd |
|---|---|---|---|---|---|---|---|---|
| 10-510-0205 | OTHER SALARIES-PARTTIME | $2,467.77 | $10,000.00 | $88.80 | $2,067.71 | $0.00 | $7,932.29 | 21% |
| 10-510-0500 | FICA EXPENSE | $77,197.04 | $89,021.32 | $10,090.25 | $43,833.94 | $0.00 | $45,187.38 | 49% |
| 10-510-0600 | GROUP INSURANCE EXPENSE | $131,680.44 | $141,581.16 | $11,316.78 | $65,840.73 | $0.00 | $75,740.43 | 47% |
| 10-510-0700 | RETIREMENT EXPENSE | $146,138.02 | $166,660.56 | $20,080.44 | $89,254.58 | $0.00 | $77,405.98 | 54% |
| 10-510-0800 | WORKERS COMPENSATION | $43,890.54 | $39,940.00 | $0.00 | $41,466.72 | $0.00 | -$1,526.72 | 104% |
| 10-510-1110 | TELEPHONE | $1,480.48 | $8,184.00 | $96.01 | $591.03 | $0.00 | $7,592.97 | 7% |
| 10-510-1111 | TELEPHONE-CELLULAR | $9,304.70 | $10,800.00 | $772.80 | $3,877.35 | $0.00 | $6,922.65 | 36% |
| 10-510-1120 | INTERNET/CABLE | $3,516.53 | $3,700.00 | $401.88 | $2,700.84 | $0.00 | $999.16 | 73% |
| 10-510-1130 | POSTAGE | $412.49 | $750.00 | $0.00 | $37.25 | $165.40 | $547.35 | 27% |
| 10-510-1210 | OFFICE SUPPLIES | $2,566.44 | $2,500.00 | $812.39 | $1,792.71 | $63.66 | $643.63 | 74% |
| 10-510-1220 | OFFICE EQUIPMENT (NON-CAPITAL) | $1,904.00 | $2,000.00 | $0.00 | $85.00 | $74.71 | $1,840.29 | 8% |
| 10-510-1221 | OFFICE EQUIPMENT LEASES | $4,164.78 | $4,100.00 | $328.25 | $2,321.08 | $0.00 | $1,778.92 | 57% |
| 10-510-1230 | OFFICE CONTRACT SERVICES | $28,726.36 | $22,600.00 | $391.23 | $13,076.86 | $0.00 | $9,523.14 | 58% |
| 10-510-1250 | DUES AND SUBSCRIPTIONS | $925.74 | $2,500.00 | $0.00 | $150.00 | $190.00 | $2,160.00 | 14% |
| 10-510-1260 | MISC. ADMIN. EXPENSE | $168.00 | $500.00 | $0.00 | $20.50 | $0.00 | $479.50 | 4% |
| 10-510-1310 | ELECTRIC | $5,958.93 | $6,300.00 | $421.99 | $3,758.45 | $0.00 | $2,541.55 | 60% |
| 10-510-1330 | WATER/SEWER/SOLID WASTE | $3,259.22 | $3,776.11 | $568.73 | $1,630.78 | $0.00 | $2,145.33 | 43% |
| 10-510-1420 | OSHA/SAFETY COMPLIANE | $0.00 | $1,310.00 | $228.98 | $316.62 | $0.00 | $993.38 | 24% |
| 10-510-1421 | SAFETY EQUIPMENT | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 10-510-1422 | SAFETY SUPPLIES & MATERIALS | $1,522.05 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 10-510-1430 | TRAINING- REGISTRATION &CLASS MAT' | $10,260.77 | $12,000.00 | $62.02 | $1,421.90 | $0.00 | $10,578.10 | 12% |
| 10-510-1431 | TRAVEL MILEAGE | $19.00 | $500.00 | $0.00 | $0.00 | $0.00 | $500.00 | 0% |
| 10-510-1432 | MEALS | $2,663.55 | $3,500.00 | $137.93 | $777.77 | $117.21 | $2,605.02 | 26% |
| 10-510-1433 | LODGING | $3,624.37 | $4,000.00 | $759.36 | $759.36 | $0.00 | $3,240.64 | 19% |
| 10-510-1440 | UNIFORMS | $19,403.70 | $15,000.00 | $1,364.48 | $3,630.65 | $257.26 | $11,112.09 | 26% |
| 10-510-1451 | EMPLOYEE WELLNESS | $6,259.00 | $18,060.00 | $240.00 | $3,159.00 | $0.00 | $14,901.00 | 17% |
| 10-510-1610 | NON-CAPITAL EQUIPMENT PURCHASE | $25,874.55 | $34,300.00 | $0.00 | $0.00 | $0.00 | $34,300.00 | 0% |
| 10-510-1630 | EQUIPMENT MAINT. & REPAIRS | $2,969.41 | $4,000.00 | $1,038.28 | $1,957.15 | $0.00 | $2,042.85 | 49% |
| 10-510-1710 | AUTO FUEL | $28,062.52 | $37,740.00 | $1,703.11 | $11,111.37 | $0.00 | $26,628.63 | 29% |

| Expend Account | Description | Prior Yr Expd | Budgeted | Curr Expd | YTD Expd | Encumbered | Balance | % Expd |
|---|---|---|---|---|---|---|---|---|
| 10-510-1730 | VEHICLE MAINT. & REPAIRS | $20,232.34 | $15,000.00 | $310.52 | $3,630.83 | $0.00 | $11,369.17 | 24% |
| 10-510-3310 | DEPARTMENT SUPPLIES & MATERIALS | $11,746.01 | $9,000.00 | $2,283.80 | $3,574.28 | $66.94 | $5,358.78 | 40% |
| 10-510-4510 | PROFESSIONAL SERVICES | $0.00 | $2,000.00 | $0.00 | $0.00 | $0.00 | $2,000.00 | 0% |
| 10-510-4560 | ABANDONED AND DERELICT VESSEL REMOVA | $16,375.00 | $12,000.00 | $0.00 | $0.00 | $0.00 | $12,000.00 | 0% |
| 10-510-4570 | MARINE OPERATIONS | $0.00 | $4,000.00 | $0.00 | $202.37 | $0.00 | $3,797.63 | 5% |
| 10-510-5400 | INSURANCE AND BONDS | $24,073.10 | $24,720.00 | $0.00 | $24,700.00 | $0.00 | $20.00 | 100% |
| 10-510-5791 | CRIMINAL INVESTIGATION | $9,392.82 | $10,000.00 | $0.00 | $0.00 | $0.00 | $10,000.00 | 0% |
| 10-510-5793 | CRIME PREVENTION | $4,567.60 | $5,000.00 | $0.00 | $0.00 | $1,215.44 | $3,784.56 | 24% |
| 10-510-7420 | CAPITAL OUTLAY - EQUIPMENT | $11,801.79 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 10-510-7430 | CAPITAL OUTLAY - VEHICLES | $45,164.18 | $124,000.00 | $0.00 | -$0.10 | $123,729.02 | $271.08 | 100% |
| 10-510-8010 | DEBT SERVICE - PRINCIPAL | $18,573.71 | $16,594.00 | $0.00 | $16,594.00 | $0.00 | $0.00 | 100% |
| 10-510-8011 | DEBT SERVICE - INTEREST | $931.03 | $626.00 | $0.00 | $662.25 | $0.00 | -$36.25 | 106% |
| 10-510-9003 | HURRICANE SUPPLIES & MATERIALS | $3,470.49 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 10-510-9020 | GRANT EXPENDITURES | $0.00 | $35,000.00 | $994.93 | $27,652.72 | $5,583.93 | $1,763.35 | 95% |
| | **DEPARTMENT 510 Total** | **$1,791,872.09** | **$1,998,307.71** | **$189,517.88** | **$962,535.34** | **$131,463.57** | **$904,308.80** | **55%** |
| 10-531-0000 | FIRE DEPARTMENT: | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 10-531-0200 | SALARIES & WAGES | $965,523.52 | $942,538.93 | $114,213.23 | $500,746.57 | $0.00 | $441,792.36 | 53% |
| 10-531-0201 | OVERTIME | $21,635.90 | $30,999.02 | $1,706.64 | $9,773.23 | $0.00 | $21,225.79 | 32% |
| 10-531-0205 | SALARIES-PARTIME/PRN | $49,375.02 | $43,080.58 | $6,085.63 | $27,513.34 | $0.00 | $15,567.24 | 64% |
| 10-531-0500 | FICA EXPENSE | $76,571.14 | $81,405.93 | $9,185.97 | $40,205.12 | $0.00 | $41,200.81 | 49% |
| 10-531-0600 | GROUP INSURANCE | $118,719.76 | $134,129.52 | $10,167.60 | $59,662.53 | $0.00 | $74,466.99 | 44% |
| 10-531-0700 | RETIREMENT EXPENSE | $135,881.19 | $148,284.71 | $17,038.50 | $77,057.21 | $0.00 | $71,227.50 | 52% |
| 10-531-0701 | FIREMAN'S PENSION FUND | $1,590.00 | $2,160.00 | $0.00 | $0.00 | $0.00 | $2,160.00 | 0% |
| 10-531-0800 | WORKERS COMPENSATION | $56,997.04 | $51,027.00 | $0.00 | $50,946.00 | $0.00 | $81.00 | 100% |
| 10-531-1110 | TELEPHONE | $2,726.50 | $5,768.00 | $126.61 | $704.78 | $0.00 | $5,063.22 | 12% |
| 10-531-1111 | TELEPHONE- CELLULAR | $1,602.89 | $2,500.00 | $114.03 | $682.18 | $0.00 | $1,817.82 | 27% |
| 10-531-1120 | INTERNET/CABLE | $4,022.79 | $4,420.00 | $324.43 | $1,622.15 | $0.00 | $2,797.85 | 37% |
| 10-531-1130 | POSTAGE | $33.55 | $200.00 | $8.70 | $41.15 | $0.00 | $158.85 | 21% |
| 10-531-1210 | OFFICE SUPPLIES | $1,163.93 | $1,200.00 | $51.30 | $137.53 | $0.00 | $1,062.47 | 11% |

| Expend Account | Description | Prior Yr Expd | Budgeted | Curr Expd | YTD Expd | Encumbered | Balance | % Expd |
|---|---|---|---|---|---|---|---|---|
| 10-531-1220 | OFFICE EQUIPMENT (NON-CAPITAL) | $5,413.25 | $1,500.00 | $0.00 | $693.86 | $0.00 | $806.14 | 46% |
| 10-531-1221 | OFFICE EQUIPMENT LEASES | $2,879.28 | $3,030.00 | $239.94 | $1,709.40 | $0.00 | $1,320.60 | 56% |
| 10-531-1230 | OFFICE CONTRACT SERVICES | $1,616.80 | $1,670.00 | $0.00 | $1,420.00 | $0.00 | $250.00 | 85% |
| 10-531-1250 | DUES & SUBSCRIPTIONS | $2,189.99 | $2,050.00 | $0.00 | $93.00 | $7.82 | $1,949.18 | 5% |
| 10-531-1310 | ELECTRIC | $20,093.70 | $23,460.00 | $1,622.89 | $9,546.24 | $0.00 | $13,913.76 | 41% |
| 10-531-1320 | LP GAS | $272.71 | $500.00 | $0.00 | $35.55 | $0.00 | $464.45 | 7% |
| 10-531-1330 | WATER/SEWER/SOLID WASTE | $3,736.04 | $5,080.03 | $577.75 | $1,653.95 | $0.00 | $3,426.08 | 33% |
| 10-531-1420 | OSHA/ SAFETY COMPLIANCE | $4,272.47 | $6,610.00 | $0.00 | $1,236.24 | $0.00 | $5,373.76 | 19% |
| 10-531-1421 | SAFETY EQUIPMENT | $29,643.26 | $31,310.00 | $0.00 | $6,434.66 | $14,810.00 | $10,065.34 | 68% |
| 10-531-1422 | SAFETY SUPPLIES & MATERIALS | $1,789.19 | $14,300.00 | $11,346.22 | $12,088.28 | $0.00 | $2,211.72 | 85% |
| 10-531-1430 | TRAINING- REGIST & CLASS MATERIAL | $3,502.85 | $5,500.00 | $0.00 | $1,337.03 | $812.49 | $3,350.48 | 39% |
| 10-531-1431 | MILEAGE | $237.01 | $800.00 | $87.26 | $308.46 | $0.00 | $491.54 | 39% |
| 10-531-1432 | MEALS | $1,710.49 | $2,700.00 | $123.82 | $631.74 | $0.00 | $2,068.26 | 23% |
| 10-531-1433 | LODGING | $1,444.96 | $3,000.00 | $223.52 | $231.65 | $0.00 | $2,768.35 | 8% |
| 10-531-1440 | UNIFORMS | $8,123.87 | $12,600.00 | $349.33 | $4,020.65 | $594.00 | $7,985.35 | 37% |
| 10-531-1510 | BUILDING MAINTENANCE | $9,991.94 | $6,357.00 | $280.14 | $1,688.28 | $823.67 | $3,845.05 | 40% |
| 10-531-1511 | GROUND MAINT | $4,302.30 | $3,500.00 | $69.87 | $69.87 | $0.00 | $3,430.13 | 2% |
| 10-531-1512 | JANITORIAL SUPPLIES | $1,544.95 | $1,800.00 | $114.00 | $978.31 | $119.60 | $702.09 | 61% |
| 10-531-1513 | CONTRACTED SERVICES | $6,176.00 | $8,500.00 | $106.00 | $2,554.50 | $0.00 | $5,945.50 | 30% |
| 10-531-1610 | NON-CAPITAL EQUIPMENT PURCHASE | $15,089.36 | $9,858.00 | $158.61 | $3,885.80 | $0.00 | $5,972.20 | 39% |
| 10-531-1630 | EQUIPMENT MAINT & REPAIRS | $9,530.18 | $15,600.00 | $8.38 | $393.17 | $0.00 | $15,206.83 | 3% |
| 10-531-1710 | AUTO FUEL | $13,880.28 | $23,000.00 | $809.92 | $4,842.52 | $591.48 | $17,566.00 | 24% |
| 10-531-1730 | VEHICLE MAINT & REPAIRS | $51,219.69 | $26,817.00 | $725.93 | $23,608.25 | $0.00 | $3,208.75 | 88% |
| 10-531-3310 | DEPARTMENT SUPPLIES & MATERIALS | $6,582.78 | $9,000.00 | $174.20 | $2,069.23 | $31.77 | $6,899.00 | 23% |
| 10-531-5400 | INSURANCE & BONDS | $33,509.00 | $34,710.00 | $0.00 | $36,681.00 | $0.00 | -$1,971.00 | 106% |
| 10-531-7430 | CAPITAL OUTLAY- VEHICLES | $1,056,225.09 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 10-531-8010 | DEBT SERVICE - PRINCIPAL | $211,952.45 | $255,437.00 | $100,000.00 | $200,000.00 | $0.00 | $55,437.00 | 78% |
| 10-531-8011 | DEBT SERVICE - INTEREST | $79,073.99 | 95,790.00 | $35,175.00 | $72,024.99 | $0.00 | $23,765.01 | 75% |
| 10-531-9001 | HURRICANE FUEL | $884.31 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |

| Expend Account | Description | Prior Yr Expd | Budgeted | Curr Expd | YTD Expd | Encumbered | Balance | % Expd |
|---|---|---|---|---|---|---|---|---|
| 10-531-9003 | HURRICANE SUPPLIES & MATERIALS | $5,005.84 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 10-531-9010 | COVID-19 RESPONSE | $2,399.62 | $1,410.00 | $145.47 | $5,100.74 | $69.43 | -$3,760.17 | 367% |
| | **DEPARTMENT 531 Total** | **$3,030,136.88** | **$2,053,602.72** | **$311,360.89** | **$1,164,429.16** | **$17,860.26** | **$871,313.30** | **58%** |
| 10-540-0000 | PLANNING & INSPECTIONS: | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 10-540-0200 | SALARIES AND WAGES | $313,507.08 | $311,420.48 | $38,207.96 | $173,155.65 | $0.00 | $138,264.83 | 56% |
| 10-540-0201 | OVERTIME | $975.07 | $1,530.00 | $330.11 | $671.83 | $0.00 | $858.17 | 44% |
| 10-540-0500 | FICA EXPENSE | $23,323.67 | $25,036.84 | $2,919.84 | $13,143.18 | $0.00 | $11,893.66 | 52% |
| 10-540-0600 | GROUP INSURANCE EXPENSE | $35,686.86 | $37,258.20 | $2,978.10 | $17,645.85 | $0.00 | $19,612.35 | 47% |
| 10-540-0700 | RETIREMENT EXPENSE | $43,402.70 | $47,611.85 | $5,696.95 | $26,274.56 | $0.00 | $21,337.29 | 55% |
| 10-540-0800 | WORKERS COMPENSATION | $6,137.78 | $5,773.00 | $0.00 | $5,682.79 | $0.00 | $90.21 | 98% |
| 10-540-1250 | DUES & SUBSCRIPTIONS | $2,235.59 | $2,500.00 | $29.00 | $1,066.00 | $0.00 | $1,434.00 | 43% |
| 10-540-1420 | OSHA/SAFETY COMPLIANCE | $0.00 | $300.00 | $0.00 | $0.00 | $0.00 | $300.00 | 0% |
| 10-540-1430 | TRAINING-REGISTRATION & CLASS MAT' | $2,297.55 | $2,400.00 | $0.00 | $1,720.00 | $385.00 | $295.00 | 88% |
| 10-540-1431 | TRAVEL MILEAGE | $1,979.45 | $1,500.00 | $0.00 | $0.00 | $0.00 | $1,500.00 | 0% |
| 10-540-1432 | MEALS | $384.95 | $800.00 | $0.00 | $0.00 | $0.00 | $800.00 | 0% |
| 10-540-1433 | LODGING | $3,188.14 | $2,400.00 | $0.00 | $0.00 | $0.00 | $2,400.00 | 0% |
| 10-540-1610 | NON-CAPITAL EQUIPMENT PURCHASE | $234.00 | $2,000.00 | $458.50 | $541.73 | $0.00 | $1,458.27 | 27% |
| 10-540-1710 | AUTO FUEL | $501.02 | $1,000.00 | $25.85 | $248.26 | $0.00 | $751.74 | 25% |
| 10-540-1730 | VEHICLE MAINT & REPAIRS | $305.45 | $500.00 | $0.00 | $0.00 | $0.00 | $500.00 | 0% |
| 10-540-1810 | PERMITS & FEES RECURRING | $710.00 | $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 | $7,500.00 | $22,500.00 | $0.00 | $7,500.00 | $15,000.00 | $0.00 | 100% |
| 10-540-5400 | INSURANCE & BONDS | $83.34 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 10-540-7420 | CAPITAL OUTLAY-PROFESSIONAL SERVICES | $0.00 | $180,000.00 | $5,500.00 | $9,912.00 | $170,088.00 | $0.00 | 100% |
| 10-540-7430 | CAPITAL OUTLAY- VEHICLES | $21,604.44 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 10-540-8010 | DEBT SERVICE - PRINCIPAL | $4,751.09 | $4,840.00 | $0.00 | $4,840.00 | $0.00 | $0.00 | 100% |
| 10-540-8011 | DEBT SERVICE - INTEREST | $271.55 | $183.00 | $0.00 | $183.00 | $0.00 | $0.00 | 100% |
| | **DEPARTMENT 540 Total** | **$469,079.73** | **$654,153.37** | **$56,146.31** | **$262,584.85** | **$185,473.00** | **$206,095.52** | **68%** |

| Expend Account | Description | Prior Yr Expd | Budgeted | Curr Expd | YTD Expd | Encumbered | Balance | % Expd |
|---|---|---|---|---|---|---|---|---|
| 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 | $24,020.66 | $102,524.60 | $0.00 | $97,704.36 | 51% |
| 10-550-0500 | FICA EXPENSE | $0.00 | $16,018.31 | $1,762.44 | $7,440.35 | $0.00 | $8,577.96 | 46% |
| 10-550-0600 | GROUP INSURANCE EXPENSE | $0.00 | $14,903.28 | $1,191.24 | $6,472.62 | $0.00 | $8,430.66 | 43% |
| 10-550-0700 | RETIREMENT | $0.00 | $30,454.82 | $3,587.65 | $15,528.05 | $0.00 | $14,926.77 | 51% |
| 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 MATERIAL | $0.00 | $1,800.00 | $0.00 | $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 | $0.00 | $38.24 | $0.00 | $961.76 | 4% |
| 10-550-1730 | VEHICLE MAINT. & REPAIRS | $0.00 | $500.00 | $0.00 | $67.21 | $0.00 | $432.79 | 13% |
| 10-550-4510 | PROFESSIONAL SERVICES | $0.00 | $10,000.00 | $0.00 | $7,371.63 | $7,681.66 | -$5,053.29 | 151% |
| | **DEPARTMENT 550 Total** | **$0.00** | **$288,215.37** | **$30,561.99** | **$139,603.36** | **$7,681.66** | **$140,930.35** | **51%** |
| 10-560-0000 | PUBLIC WORKS: | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 10-560-0200 | SALARIES AND WAGES | $521,962.17 | $544,713.11 | $59,350.99 | $285,143.89 | $0.00 | $259,569.22 | 52% |
| 10-560-0201 | OVERTIME | $4,423.77 | $5,100.00 | $887.59 | $5,232.42 | $0.00 | -$132.42 | 103% |
| 10-560-0500 | FICA EXPENSE | $38,084.39 | $44,019.50 | $4,730.99 | $21,428.88 | $0.00 | $22,590.62 | 49% |
| 10-560-0600 | GROUP INSURANCE EXPENSE | $87,940.17 | $96,871.32 | $7,147.44 | $42,935.76 | $0.00 | $53,935.56 | 44% |
| 10-560-0700 | RETIREMENT EXPENSE | $72,081.73 | $81,769.45 | $8,750.54 | $42,527.05 | $0.00 | $39,242.40 | 52% |
| 10-560-0800 | WORKERS COMPENSATION | $26,566.15 | $24,164.00 | $0.00 | $20,392.07 | $0.00 | $3,771.93 | 84% |
| 10-560-1110 | TELEPHONE | $1,499.80 | $2,500.00 | $120.05 | $632.88 | $0.00 | $1,867.12 | 25% |
| 10-560-1111 | TELEPHONE- CELLULAR | $409.14 | $350.00 | $80.83 | $408.31 | $0.00 | -$58.31 | 117% |
| 10-560-1120 | INTERNET\CABLE | $5,303.11 | $4,900.00 | $449.37 | $2,246.85 | $0.00 | $2,653.15 | 46% |
| 10-560-1130 | POSTAGE | $4,860.50 | $4,500.00 | $836.96 | $2,499.95 | $0.00 | $2,000.05 | 56% |

| Expend Account | Description | Prior Yr Expd | Budgeted | Curr Expd | YTD Expd | Encumbered | Balance | % Expd |
|---|---|---|---|---|---|---|---|---|
| 10-560-1210 | OFFICE SUPPLIES | $1,497.11 | $2,000.00 | $0.00 | $1,738.68 | $936.39 | -$675.07 | 134% |
| 10-560-1220 | OFFICE EQUIPMENT (NON-CAPITAL) | $759.48 | $2,000.00 | $0.00 | $16.48 | $872.00 | $1,111.52 | 44% |
| 10-560-1221 | OFFICE EQUIPMENT LEASE | $2,929.30 | $3,200.00 | $266.30 | $1,900.37 | $0.00 | $1,299.63 | 59% |
| 10-560-1230 | OFFICE CONTRACT SERVICES | $2,081.33 | $2,321.69 | $309.43 | $883.78 | $121.69 | $1,316.22 | 43% |
| 10-560-1250 | DUES AND SUBSCRIPTIONS | $358.30 | $750.00 | $37.34 | $429.70 | $0.00 | $320.30 | 57% |
| 10-560-1310 | ELECTRIC | $5,964.29 | $7,000.00 | $407.54 | $3,084.69 | $0.00 | $3,915.31 | 44% |
| 10-560-1320 | LP GAS | $2,142.29 | $3,150.00 | $7.75 | $130.99 | $0.00 | $3,019.01 | 4% |
| 10-560-1330 | WATER/SEWER/SOLID WASTE | $2,885.52 | $2,727.61 | $210.95 | $1,434.91 | $0.00 | $1,292.70 | 53% |
| 10-560-1420 | OSHA/SAFETY COMPLIANCE | $525.57 | $5,650.00 | $775.76 | $2,595.84 | $0.00 | $3,054.16 | 46% |
| 10-560-1421 | SAFETY EQUIPMENT | $277.62 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 10-560-1422 | SAFETY SUPPLIES & MATERIALS | $399.29 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 10-560-1430 | TRAINING -REGISTRATION & CLASS | $502.75 | $3,150.00 | $0.00 | $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 | $305.29 | $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 | $6,293.14 | $7,000.00 | $1,691.73 | $3,287.86 | $0.00 | $3,712.14 | 47% |
| 10-560-1610 | NON-CAPITAL EQUIPMENT PURCHASE | $7,587.31 | $18,500.00 | $1,173.55 | $13,410.38 | $0.00 | $5,089.62 | 72% |
| 10-560-1630 | EQUIPMENT MAINT. & REPAIRS | $13,604.11 | $10,500.00 | $9.21 | $2,565.28 | $117.15 | $7,817.57 | 26% |
| 10-560-1710 | AUTO FUEL | $11,914.52 | $15,000.00 | $603.43 | $5,966.06 | $0.00 | $9,033.94 | 40% |
| 10-560-1730 | VEHICLE MAINT. & REPAIRS | $11,784.41 | $11,000.00 | $135.57 | $4,473.13 | $0.00 | $6,526.87 | 41% |
| 10-560-1820 | PERMITS & FEES - ONE TIME | $100.00 | $500.00 | $0.00 | $0.00 | $0.00 | $500.00 | 0% |
| 10-560-3310 | DEPARTMENT SUPPLIES & MATERIAL | $6,176.08 | $8,000.00 | $582.64 | $2,434.31 | $11.16 | $5,554.53 | 31% |
| 10-560-3320 | STREETSCAPING MATERIALS | $0.00 | $74.58 | $0.00 | $0.00 | $74.58 | $0.00 | 100% |
| 10-560-3811 | STREET CONT. SERVICES | $131,861.15 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 10-560-3812 | STREET SUPPLIES & MAT'L | $7,809.91 | $10,000.00 | $0.00 | $73.75 | $0.00 | $9,926.25 | 1% |
| 10-560-3814 | SIDEWALKS & MULTI-MODAL | $40,946.91 | $10,000.00 | $8.59 | $6,996.30 | $3,000.00 | $3.70 | 100% |
| 10-560-4550 | CONTRACT SERVICES | $41,829.94 | $12,675.00 | $0.00 | $0.00 | $7,675.00 | $5,000.00 | 61% |
| 10-560-4552 | MOSQUITO CONTROL | $59.99 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 10-560-4590 | DREDGING EXPENSE | $103,200.00 | $85,000.00 | $0.00 | $0.00 | $0.00 | $85,000.00 | 0% |

| Expend Account | Description | Prior Yr Expd | Budgeted | Curr Expd | YTD Expd | Encumbered | Balance | % Expd |
|---|---|---|---|---|---|---|---|---|
| 10-560-5400 | INSURANCE | $13,312.39 | $13,373.00 | $0.00 | $13,372.78 | $0.00 | $0.22 | 100% |
| 10-560-5900 | STREET LIGHTS | $122,134.30 | $144,000.00 | $11,832.60 | $70,937.94 | $0.00 | $73,062.06 | 49% |
| 10-560-7420 | CAPITAL OUTLAY - EQUIPMENT | $0.00 | $78,036.00 | $78,035.10 | $78,035.10 | $0.00 | $0.90 | 100% |
| 10-560-7430 | CAPITAL OUTLAY - VEHICLES | $48,644.73 | $97,968.00 | $0.00 | $0.00 | $97,967.88 | $0.12 | 100% |
| 10-560-8010 | DEBT SERVICES-PRINCIPAL | $8,144.72 | $230,000.00 | $0.00 | $0.00 | $0.00 | $230,000.00 | 0% |
| 10-560-8011 | DEBT SERVICES-INTEREST | $465.52 | $85,934.17 | $0.00 | $41,098.75 | $0.00 | $44,835.42 | 48% |
| 10-560-9001 | HURRICANE FUEL | $285.04 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 10-560-9002 | HURRICANE RENTAL EQUIPMENT | $807.50 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 10-560-9003 | HURRICANE SUPPLIES & MATERIALS | $6,537.35 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 10-560-9004 | HURRICANE DEBRIS REMOVAL | $181,032.80 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 10-560-9010 | COVID-19 RESPONSE | $48,714.08 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| | **DEPARTMENT 560 Total** | **$1,597,004.97** | **$1,680,397.43** | **$178,442.25** | **$679,226.54** | **$110,775.85** | **$890,395.04** | **47%** |
| 10-570-0000 | SANITATION: | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 10-570-1310 | ELECTRIC FOR COMPACTOR | $474.93 | $1,000.00 | $43.13 | $260.53 | $0.00 | $739.47 | 26% |
| 10-570-1630 | EQUIPMENT MAINT. | $326.91 | $1,000.00 | $0.00 | $1,326.21 | $0.00 | -$326.21 | 133% |
| 10-570-1710 | AUTO FUEL | $6,553.39 | $15,000.00 | $342.43 | $3,617.27 | $0.00 | $11,382.73 | 24% |
| 10-570-1730 | VEHICLE MAINTENANCE | $58.97 | $1,000.00 | $39.80 | $785.05 | $0.00 | $214.95 | 79% |
| 10-570-4520 | COLLECTION CONTRACTED SV WBD ROLLOUT | $23,779.77 | $17,650.00 | $1,996.59 | $9,860.23 | $0.00 | $7,789.77 | 56% |
| 10-570-4521 | COLLECTION CONTRACTSVC RESROLLOUT SV | $389,992.98 | $385,044.00 | $37,127.69 | $188,002.75 | $0.00 | $197,041.25 | 49% |
| 10-570-4560 | RECYCLING DISPOSAL WBD CARDBOARD ONL | $7,356.15 | $7,354.20 | $626.67 | $3,120.45 | $0.00 | $4,233.75 | 42% |
| 10-570-4561 | SOLID WASTE DISPOSAL RES BULK SERVICE | $36,157.74 | $26,265.00 | $3,565.74 | $16,003.28 | $0.00 | $10,261.72 | 61% |
| 10-570-4562 | YARD DEBRIS DISPOSAL FEE DEE GARNER | $37,590.00 | $33,000.00 | $2,490.00 | $19,860.00 | $0.00 | $13,140.00 | 60% |
| 10-570-4563 | SOLID WASTE DISPOSAL WBD COMPACTOR FE | $24,940.40 | $26,265.00 | $2,789.29 | $15,099.13 | $0.00 | $11,165.87 | 57% |
| 10-570-8010 | DEBT SERVICES- PRINCIPAL (GRAPPLE TRUCK | $29,185.25 | $38,028.04 | $0.00 | $38,028.00 | $0.00 | $0.04 | 100% |
| 10-570-8011 | DEBT SERVICES - INTEREST (GRAPPLE TRUCK | $1,668.10 | $1,436.55 | $0.00 | $1,436.00 | $0.00 | $0.55 | 100% |
| | **DEPARTMENT 570 Total** | **$558,084.59** | **$553,042.79** | **$49,021.34** | **$297,398.90** | **$0.00** | **$255,643.89** | **54%** |
| 10-580-0000 | STORMWATER | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 10-580-1610 | NON-CAPITAL EQUIPMENT PURCHASES | $2,769.22 | 25,200.00 | $0.00 | $264.88 | $0.00 | $24,935.12 | 1% |
| 10-580-1630 | EQUIPMENT MAINT & REPAIRS | $0.00 | $0.00 | -$98.99 | $0.00 | $0.00 | $0.00 | 0% |

| Expend Account | Description | Prior Yr Expd | Budgeted | Curr Expd | YTD Expd | Encumbered | Balance | % Expd |
|---|---|---|---|---|---|---|---|---|
| 10-580-1710 | DEPARTMENT SUPPLIES AND MATERIALS | $11,118.72 | $25,000.00 | $31.28 | $12,642.11 | -$627.61 | $12,985.50 | 48% |
| 10-580-4550 | CONTRACT SERVICES | $15,920.46 | $79,570.00 | $0.00 | $48,451.48 | $0.00 | $31,118.52 | 61% |
| | **DEPARTMENT 580 Total** | **$29,808.40** | **$129,770.00** | **-$67.71** | **$61,358.47** | **-$627.61** | **$69,039.14** | **47%** |
| 10-620-0000 | FACILITIES & GROUND MAIN: | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 10-620-1510 | TOWN HALL BLDG MAINT | $40,556.56 | $77,600.00 | $2,058.70 | $22,257.82 | $46,499.47 | $8,842.71 | 89% |
| 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 | $703.80 | $1,500.00 | $21.96 | $138.61 | $0.00 | $1,361.39 | 9% |
| 10-620-1513 | TOWN HALL CONTRACTED SERVICES | $1,944.87 | $2,000.00 | $0.00 | $0.00 | $0.00 | $2,000.00 | 0% |
| 10-620-1520 | TRAIN DEPOT BLDG MAINT | $11,635.76 | $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 | $2,668.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 10-620-1530 | POLICE DEPT BLDG MAINT | $117,371.59 | $14,200.00 | $1,187.88 | $16,117.04 | $0.00 | -$1,917.04 | 114% |
| 10-620-1532 | POLICE DEPT JANITORIAL SUPPLIES | $41.70 | $1,500.00 | $0.00 | $48.57 | $0.00 | $1,451.43 | 3% |
| 10-620-1533 | POLICE DEPT CONTRACTED SERVICES | $945.72 | $2,000.00 | $0.00 | $0.00 | $0.00 | $2,000.00 | 0% |
| 10-620-1540 | PUBLIC WORKS BLDG MAINT | $9,012.64 | $10,700.00 | $0.00 | $2,990.43 | $0.00 | $7,709.57 | 28% |
| 10-620-1541 | PUBLIC WORKS GROUND MAINT | $2,039.21 | $750.00 | $0.00 | $0.00 | $0.00 | $750.00 | 0% |
| 10-620-1542 | PUBLIC WORKS JANITORIAL SUPPLIES | $602.58 | $500.00 | $0.00 | $232.64 | $0.00 | $267.36 | 47% |
| 10-620-1550 | CEMETERY MAINTENANCE | $11,458.99 | $19,646.18 | $1,666.91 | $7,988.98 | $0.00 | $11,657.20 | 41% |
| 10-620-1560 | PUBLIC RESTROOM BLDG MAINT | $5,215.84 | $6,419.77 | $502.76 | $3,139.15 | $0.00 | $3,280.62 | 49% |
| 10-620-1562 | PUBLIC RESTROOM JANITORIAL SUPPLY | $7,362.74 | $7,500.00 | $397.43 | $4,562.07 | $0.00 | $2,937.93 | 61% |
| 10-620-1570 | PARKS MAINTENANCE | $7,040.89 | $10,238.66 | $975.08 | $7,284.28 | $0.00 | $2,954.38 | 71% |
| 10-620-1571 | RJP PARK MAINTENANCE | $0.00 | $12,000.00 | $62.81 | $903.27 | $0.00 | $11,096.73 | 8% |
| 10-620-1572 | TOPSAIL PARK IMPROVEMENTS | $0.00 | $37,696.00 | $0.00 | $0.00 | $51,693.80 | -$13,997.80 | 137% |
| 10-620-1573 | PARKS CONTRACTED SERVICE | $1,678.34 | $1,500.00 | $81.91 | $573.37 | $81.91 | $844.72 | 44% |
| 10-620-1580 | DOCKS AND BOARDWALK MAINT | $1,362.57 | $5,250.00 | $0.00 | $385.99 | $0.00 | $4,864.01 | 7% |
| 10-620-1590 | PUBLIC R.O.W. MAINT | $12,425.10 | $15,000.00 | $3,015.24 | $12,773.95 | $367.93 | $1,858.12 | 88% |
| 10-620-1591 | TREES | $5,228.94 | $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 | $2,719.18 | $2,500.00 | $75.72 | $2,347.60 | $0.00 | $152.40 | 94% |

| Expend Account | Description | Prior Yr Expd | Budgeted | Curr Expd | YTD Expd | Encumbered | Balance | % Expd |
|---|---|---|---|---|---|---|---|---|
| 10-620-3310 | DEPARTMENTAL SUPPLIES & MATERIALS | $2,524.92 | $4,200.00 | $0.00 | $465.03 | $0.00 | $3,734.97 | 11% |
| 10-620-4550 | CONTRACT SERVICES | $42,820.32 | $1,000.00 | $0.00 | $0.00 | $0.00 | $1,000.00 | 0% |
| 10-620-7420 | CAPITAL OUTLAY/EQUIPMENT | $0.00 | $112,950.00 | $0.00 | $0.00 | $0.00 | $112,950.00 | 0% |
| | **DEPARTMENT 620 Total** | **$287,360.26** | **$372,650.61** | **$10,046.40** | **$82,987.36** | **$98,643.11** | **$191,020.14** | **49%** |
| 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 | $7,680.50 | $10,200.00 | $681.11 | $3,405.55 | $0.00 | $6,794.45 | 33% |
| 10-700-1130 | INFORMATION TECHNOLOGY SERVICES | $0.00 | $61,000.00 | $0.00 | $26,196.62 | $0.00 | $34,803.38 | 43% |
| 10-700-1250 | EURY'S LANDING CONDOMINIUM ANNUAL DUE | $800.00 | $800.00 | $0.00 | $0.00 | $0.00 | $800.00 | 0% |
| 10-700-1410 | HUMAN RESOURCES - EMPLOYMENT | $10,661.58 | $13,000.00 | $131.00 | $3,068.92 | $177.00 | $9,754.08 | 25% |
| 10-700-1420 | HUMAN RESOURCES - TRAINING | $6,218.52 | $16,500.00 | $500.00 | $1,500.00 | $0.00 | $15,000.00 | 9% |
| 10-700-1450 | EMPLOYEE ENGAGEMENT | $9,848.13 | $12,000.00 | $0.00 | $322.82 | $260.25 | $11,416.93 | 5% |
| 10-700-1592 | WBD PROJECTS | $0.00 | $64,583.00 | $119.94 | $9,196.12 | $844.08 | $54,542.80 | 16% |
| 10-700-4510 | PROFESSIONAL SERVICES | $63,590.90 | $96,534.00 | $4,192.00 | $18,114.60 | $12,936.00 | $65,483.40 | 32% |
| 10-700-4530 | LEGAL SERVICES | $133,407.67 | $125,000.00 | $13,000.00 | $69,453.56 | $57,000.00 | -$1,453.56 | 101% |
| 10-700-5600 | CONTRIBUTIONS TO OTHER AGENCIES | $4,600.00 | $4,600.00 | $0.00 | $2,100.00 | $0.00 | $2,500.00 | 46% |
| 10-700-5730 | CONTINGENCY | $0.00 | $27,358.72 | $0.00 | $0.00 | $0.00 | $27,358.72 | 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 | $1,100,000.00 | $100,000.00 | $0.00 | $100,000.00 | $0.00 | $0.00 | 100% |
| 10-700-8011 | DEBT SERVICE - INTEREST | $22,420.00 | $19,486.00 | $9,046.67 | $19,485.38 | $0.00 | $0.62 | 100% |
| 10-700-9003 | HURRICANE SUPPLIES & MATERIALS | $1,095.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 10-700-9010 | COVID-19 RESPONSE | $6,714.89 | $0.00 | $2,250.00 | $8,525.00 | $0.00 | -$8,525.00 | 0% |
| 10-700-9020 | CARES RELIEF FUNDS | $0.00 | $94,768.00 | $19,510.57 | $90,555.12 | $0.00 | $4,212.88 | 96% |
| | **DEPARTMENT 700 Total** | **$1,367,037.19** | **$737,397.72** | **$49,431.29** | **$351,923.69** | **$71,217.33** | **$314,256.70** | **57%** |
| 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 | $45,000.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 10-800-8000 | TRANSFER TO CAPITAL RESERVE | $528,999.00 | $185,000.00 | $0.00 | $0.00 | $0.00 | $185,000.00 | 0% |
| | **DEPARTMENT 800 Total** | **$573,999.00** | **$185,000.00** | **$0.00** | **$0.00** | **$0.00** | **$185,000.00** | **0%** |
| | **General Fund Expend Total** | **$11,171,415.34** | **$5,085,341.99** | **$997,577.12** | **$4,620,075.39** | **$631,272.84** | **$4,633,993.76** | **53%** |

| Expend Account | Description | Prior Yr Expd | Budgeted | Curr Expd | YTD Expd | Encumbered | Balance | % Expd |
|---|---|---|---|---|---|---|---|---|

**10 General Fund**

| | Prior | Current | YTD |
|---|---|---|---|
| **Revenue:** | **$10,742,683.02** | **$1,205,709.22** | **$3,772,703.56** |
| **Expended:** | **$11,171,415.34** | **$997,577.12** | **$4,620,075.39** |
| **Net Income:** | **-$428,732.32** | **$208,132.10** | **-$847,371.83** |

| Revenue Account | Description | Prior Yr Rev | Anticipated | Curr Rev | YTD Rev | Excess/Deficit | % Real |
|---|---|---|---|---|---|---|---|
| 40-303-0009 | GRANTS NC | $67,152.94 | $150,000.00 | $0.00 | $0.00 | -$150,000.00 | 0% |
| 40-303-0015 | FEMA REIMBURSEMENT | $57,313.46 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 40-305-0001 | REVENUE ACCOUNT REGULAR - WATER USAG | $1,230,930.38 | $1,194,324.00 | $97,069.09 | $753,362.81 | -$440,961.19 | 63% |
| 40-305-0002 | REVENUE ACCOUNT REGULAR - SEWER USAG | $3,074,526.93 | $3,072,274.00 | $260,340.56 | $1,872,747.83 | -$1,199,526.17 | 61% |
| 40-305-0003 | WATER TAP IN FEES | $43,975.00 | $35,000.00 | $7,800.00 | $53,600.00 | $18,600.00 | 153% |
| 40-305-0004 | SEWER TAP IN FEE | $27,000.00 | $15,000.00 | $7,500.00 | $36,750.00 | $21,750.00 | 245% |
| 40-305-0005 | ACCOUNT SERVICE CHARGES | $14,125.00 | $10,000.00 | $350.00 | $3,265.00 | -$6,735.00 | 33% |
| 40-305-0006 | WATER SERVICE CHARGES | $211.64 | $0.00 | $0.00 | $77.64 | $77.64 | 0% |
| 40-305-0007 | SEWER SERVICE CHARGES | $211.65 | $0.00 | $0.00 | $77.64 | $77.64 | 0% |
| 40-305-0008 | LATE FEES - WATER | $39,063.32 | $40,000.00 | $0.00 | -$18.04 | -$40,018.04 | -0% |
| 40-305-0009 | LATE FEES - SEWER/GREASE | $50.65 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 40-305-0010 | RETURNED CHECK FEES - WATER | $875.00 | $0.00 | $0.00 | $175.00 | $175.00 | 0% |
| 40-305-0012 | TEMPORARY UTILITY USE CHARGE | $1,937.62 | $1,000.00 | $225.00 | $825.00 | -$175.00 | 82% |
| 40-305-0013 | SPRINKLER FEES | $3,825.00 | $3,000.00 | $0.00 | $0.00 | -$3,000.00 | 0% |
| 40-306-0004 | SALE OF FIXED ASSETS- WATER | -$130,632.25 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 40-306-0005 | SALES OF FIXED ASSETS-SEWER | $6,050.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 40-307-0001 | INVESTMENT EARNINGS-WATER | $22,456.18 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 40-307-0003 | MISCELLANEOUS REVENUE - WATER | $1,001.63 | $0.00 | $0.00 | $0.00 | $0.00 | 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 | $109,048.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 40-307-0008 | REIMBURSEMENT FOR INSURANCE | $2,700.00 | $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% |

| Revenue Account | Description | Prior Yr Rev | Anticipated | Curr Rev | YTD Rev | Excess/Deficit | % Real |
|---|---|---|---|---|---|---|---|
| 40-329-0065 | TRANSFER FROM CRF | $0.00 | $194,000.00 | $0.00 | $0.00 | -$194,000.00 | 0% |
| | **Utility Fund Revenue Total** | **$4,571,822.15** | **$4,832,098.00** | **$373,284.65** | **$2,720,862.88** | **-$2,111,235.12** | **56%** |

| Expend Account | Description | Prior Yr Expd | Budgeted | Curr Expd | YTD Expd | Encumbered | Balance | % Expd |
|---|---|---|---|---|---|---|---|---|
| 40-800-0206 | MERIT AWARDS | $0.00 | $16,000.00 | $0.00 | $0.00 | $0.00 | $16,000.00 | 0% |
| 40-800-1240 | CONTRIBUTION TO GF FOR ADMIN SERVICES | $511,000.00 | $600,000.00 | $0.00 | $0.00 | $0.00 | $600,000.00 | 0% |
| 40-800-8000 | TRANSFER TO CAPITAL RESERVE | $428,426.00 | $350,000.00 | $0.00 | $0.00 | $0.00 | $350,000.00 | 0% |
| | **DEPARTMENT 800 Total** | **$939,426.00** | **$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 | $449,955.22 | $430,557.53 | $53,659.30 | $243,477.28 | $0.00 | $187,080.25 | 57% |
| 40-810-0201 | OVERTIME | $37,877.10 | $48,195.00 | $6,697.35 | $26,612.40 | $0.00 | $21,582.60 | 55% |
| 40-810-0500 | FICA EXPENSE | $35,144.91 | $38,318.57 | $4,857.24 | $20,289.06 | $0.00 | $18,029.51 | 53% |
| 40-810-0600 | GROUP INSURANCE EXPENSE | $56,229.12 | $59,613.12 | $4,764.96 | $28,233.36 | $0.00 | $31,379.76 | 47% |
| 40-810-0700 | RETIREMENT EXPENSE | $66,833.01 | $73,203.59 | $8,859.05 | $40,759.44 | $0.00 | $32,444.15 | 56% |
| 40-810-0800 | WORKERS COMPENSATION | $18,915.16 | $17,722.00 | $0.00 | $5,995.77 | $0.00 | $11,726.23 | 34% |
| 40-810-1110 | TELEPHONE | $7,486.65 | $8,400.00 | $768.93 | $3,779.83 | $82.69 | $4,537.48 | 46% |
| 40-810-1111 | TELEPHONE-CELLULAR | $714.71 | $741.00 | $58.84 | $292.32 | $0.00 | $448.68 | 39% |
| 40-810-1120 | INTERNET/CABLE | $4,886.46 | $5,200.00 | $374.42 | $1,872.10 | $0.00 | $3,327.90 | 36% |
| 40-810-1130 | POSTAGE | $5,733.25 | $4,600.00 | $1,018.42 | $2,966.50 | $10.94 | $1,622.56 | 65% |
| 40-810-1210 | OFFICE SUPPLIES | $1,030.48 | $1,951.88 | $16.00 | $212.36 | $16.00 | $1,723.52 | 12% |
| 40-810-1230 | OFFICE CONTRACT SERVICES | $2,271.83 | $2,000.00 | $309.43 | $917.62 | $0.00 | $1,082.38 | 46% |
| 40-810-1250 | DUES & SUBSCRIPTIONS | $871.16 | $1,300.00 | $33.84 | $831.72 | $196.38 | $271.90 | 79% |
| 40-810-1310 | ELECTRIC | $173,622.55 | $185,000.00 | $14,874.53 | $87,044.25 | $0.00 | $97,955.75 | 47% |
| 40-810-1330 | WATER/SEWER/SOLID WASTE | $658.55 | $1,042.17 | $127.56 | $376.38 | $0.00 | $665.79 | 36% |
| 40-810-1420 | OSHA/SAFETY COMPLIANCE | $1,010.97 | $3,100.00 | $568.64 | $1,102.75 | $74.71 | $1,922.54 | 38% |
| 40-810-1422 | SAFETY SUPPLIES & MATERIALS | $882.04 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 40-810-1430 | TRAINING - REGISTRATION & CLASS MA | $425.00 | $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 | $135.45 | $500.00 | $0.00 | $0.00 | $0.00 | $500.00 | 0% |

| Expend Account | Description | Prior Yr Expd | Budgeted | Curr Expd | YTD Expd | Encumbered | Balance | % Expd |
|---|---|---|---|---|---|---|---|---|
| 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 | $4,838.13 | $5,000.00 | $401.24 | $2,420.08 | $0.00 | $2,579.92 | 48% |
| 40-810-1510 | BUILDING MAINT | $7,120.52 | $8,000.00 | $0.00 | $760.36 | $0.00 | $7,239.64 | 10% |
| 40-810-1512 | JANITORIAL SUPPLIES | $541.10 | $1,000.00 | $189.14 | $272.23 | $0.00 | $727.77 | 27% |
| 40-810-1610 | NON-CAPITAL EQUIPMENT PURCHASE | $15,655.68 | $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 | $56,159.11 | $62,000.00 | $5,943.97 | $47,016.63 | $158.02 | $14,825.35 | 76% |
| 40-810-1710 | AUTO FUEL | $13,334.03 | $16,000.00 | $633.92 | $5,219.21 | $0.00 | $10,780.79 | 33% |
| 40-810-1730 | VEHICLE MAINT & REPAIRS | $4,409.29 | $6,000.00 | $608.29 | $2,455.14 | $210.09 | $3,334.77 | 44% |
| 40-810-1810 | PERMITS & FEES - RECCURING | $7,410.00 | $8,620.00 | $0.00 | $6,000.00 | $0.00 | $2,620.00 | 70% |
| 40-810-1830 | COMPLIANCE TESTING | $8,359.97 | $15,000.00 | $371.00 | $3,014.00 | $0.00 | $11,986.00 | 20% |
| 40-810-3310 | DEPARTMENT SUPPLIES & MATERIALS - SEWE | $15,372.26 | $19,000.00 | $204.49 | $4,929.28 | $192.15 | $13,878.57 | 27% |
| 40-810-3311 | DEPARTMENT SUPPLIES & MATERIALS -WWTP | $39,842.04 | $40,000.00 | $2,536.95 | $19,021.19 | $48.82 | $20,929.99 | 48% |
| 40-810-4510 | PROFESSIONAL SERVICES | $8,829.60 | $116,512.00 | $0.00 | $30,457.70 | $42,877.70 | $43,176.60 | 63% |
| 40-810-4550 | CONTRACT SERVICES | $114,830.08 | $252,000.00 | $19,188.23 | $86,047.39 | $46,900.00 | $119,052.61 | 53% |
| 40-810-4560 | STREET PATCHING FOR UTILITY REPAIRS | $7,387.80 | $17,000.00 | $0.00 | $0.00 | $0.00 | $17,000.00 | 0% |
| 40-810-5400 | INSURANCE | $53,418.33 | $62,880.00 | $0.00 | $43,933.70 | $0.00 | $18,946.30 | 70% |
| 40-810-7420 | CAPITAL OUTLAY - EQUIPMENT | $54,371.96 | $184,000.00 | $0.00 | $0.00 | $0.00 | $184,000.00 | 0% |
| 40-810-7430 | CAPITAL OUTLAY - VEHICLES | $126,704.36 | $90,000.00 | $0.00 | $0.00 | $0.00 | $90,000.00 | 0% |
| 40-810-8010 | DEBT SERVICE-PRINCIPAL | $1,122,672.99 | $1,051,316.60 | $0.00 | $4,840.00 | $0.00 | $1,046,476.60 | 0% |
| 40-810-8011 | DEBT SERVICE-INTEREST | $203,268.94 | $193,357.71 | $0.00 | $95,420.50 | $0.00 | $97,937.21 | 49% |
| 40-810-9001 | HURRICANE FUEL | $1,472.34 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| | **DEPARTMENT 810 Total** | **$2,730,682.15** | **$3,057,831.17** | **$127,065.74** | **$816,532.41** | **$90,767.50** | **$2,150,531.26** | **30%** |
| 40-811-0000 | WWTP DEPARTMENT | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 40-811-9010 | DEPRECIATION | $986,920.71 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| | **DEPARTMENT 811 Total** | **$986,920.71** | **$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 | $207,909.61 | $200,228.85 | $24,557.14 | $110,704.74 | $0.00 | $89,524.11 | 55% |

| Expend Account | Description | Prior Yr Expd | Budgeted | Curr Expd | YTD Expd | Encumbered | Balance | % Expd |
|---|---|---|---|---|---|---|---|---|
| 40-812-0201 | OVERTIME | $13,002.28 | $16,320.00 | $1,114.95 | $7,403.09 | $0.00 | $8,916.91 | 45% |
| 40-812-0500 | FICA EXPENSE | $16,279.56 | $17,336.12 | $1,957.44 | $8,996.40 | $0.00 | $8,339.72 | 52% |
| 40-812-0600 | GROUP INSURANCE EXPENSE | $28,114.56 | $29,806.56 | $2,382.48 | $14,116.68 | $0.00 | $15,689.88 | 47% |
| 40-812-0700 | RETIREMENT EXPENSE | $29,918.56 | $33,109.89 | $3,772.95 | $17,832.44 | $0.00 | $15,277.45 | 54% |
| 40-812-0800 | WORKERS COMPENSATION | $8,632.64 | $8,056.00 | $0.00 | $7,892.00 | $0.00 | $164.00 | 98% |
| 40-812-1110 | TELEPHONE | $1,157.83 | $2,000.00 | $44.92 | $257.14 | $0.00 | $1,742.86 | 13% |
| 40-812-1111 | TELEPHONE-CELLULAR | $781.58 | $600.00 | $65.67 | $327.38 | $0.00 | $272.62 | 55% |
| 40-812-1120 | INTERNET/CABLE | $4,173.00 | $3,600.00 | $324.43 | $1,622.15 | $0.00 | $1,977.85 | 45% |
| 40-812-1130 | POSTAGE | $4,922.41 | $4,500.00 | $836.96 | $2,499.95 | $0.00 | $2,000.05 | 56% |
| 40-812-1210 | OFFICE SUPPLIES | $74.93 | $1,000.00 | $0.00 | $24.37 | $0.00 | $975.63 | 2% |
| 40-812-1230 | OFFICE CONTRACT SERVICES | $4,170.14 | $3,000.00 | $309.43 | $1,705.27 | $0.00 | $1,294.73 | 57% |
| 40-812-1250 | DUES AND SUBSCRIPTIONS | $1,794.19 | $2,500.00 | $83.85 | $531.73 | $0.00 | $1,968.27 | 21% |
| 40-812-1310 | ELECTRIC | $37,409.20 | $42,000.00 | $3,304.63 | $22,543.51 | $0.00 | $19,456.49 | 54% |
| 40-812-1320 | LP GAS | $73.80 | $1,500.00 | $0.00 | $23.94 | $0.00 | $1,476.06 | 2% |
| 40-812-1330 | WATER/SEWER/SOLID WASTE | $809.57 | $809.17 | $116.72 | $351.97 | $0.00 | $457.20 | 43% |
| 40-812-1420 | OSHA/SAFETY COMPLIANCE | $622.58 | $1,519.99 | $407.29 | $546.82 | $19.99 | $953.18 | 37% |
| 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 | $1,070.00 | $1,500.00 | $255.00 | $255.00 | $0.00 | $1,245.00 | 17% |
| 40-812-1431 | TRAVEL MILEAGE | $0.00 | $100.00 | $0.00 | $0.00 | $0.00 | $100.00 | 0% |
| 40-812-1432 | MEALS | $85.93 | $400.00 | $0.00 | $0.00 | $0.00 | $400.00 | 0% |
| 40-812-1433 | LODGING | $0.00 | $1,000.00 | $0.00 | $0.00 | $0.00 | $1,000.00 | 0% |
| 40-812-1434 | EMPLOYEE DEVELOPMENT | $0.00 | $3,000.00 | $0.00 | $0.00 | $0.00 | $3,000.00 | 0% |
| 40-812-1440 | UNIFORMS | $1,791.05 | $2,600.00 | $134.48 | $848.48 | $0.00 | $1,751.52 | 33% |
| 40-812-1510 | BUILDING MAINT | $4,145.12 | $2,000.00 | $0.00 | $171.77 | $42.68 | $1,785.55 | 11% |
| 40-812-1512 | JANITORIAL SUPPLIES | $44.11 | $500.00 | $0.00 | $0.00 | $0.00 | $500.00 | 0% |
| 40-812-1610 | NON-CAPITAL EQUIPMENT PURCHASES | $2,105.86 | $9,000.00 | $3,075.00 | $3,993.00 | $0.00 | $5,007.00 | 44% |
| 40-812-1630 | EQUIPMENT MAINT. & REPAIRS | $6,954.74 | $20,000.00 | $3,015.80 | $9,458.56 | $0.00 | $10,541.44 | 47% |
| 40-812-1710 | AUTO FUEL | $2,834.46 | $5,000.00 | $218.75 | $1,592.77 | $0.00 | $3,407.23 | 32% |
| 40-812-1730 | VEHICLE MAINT. & REPAIRS | $2,776.24 | $4,000.00 | $0.00 | $1,784.80 | $0.00 | $2,215.20 | 45% |

| Expend Account | Description | Prior Yr Expd | Budgeted | Curr Expd | YTD Expd | Encumbered | Balance | % Expd |
|---|---|---|---|---|---|---|---|---|
| 40-812-1810 | PERMITS & FEES - REOCCURING | $2,855.00 | $4,000.00 | $0.00 | $2,855.00 | $0.00 | $1,145.00 | 71% |
| 40-812-1830 | COMPLIANCE TESTING | $10,730.55 | $13,000.00 | $0.00 | $3,725.00 | $0.00 | $9,275.00 | 29% |
| 40-812-3310 | DEPARTMENT SUPPLIES & MATERIALS - METEI | $120,228.48 | $85,020.97 | $206.82 | $31,259.40 | $10,052.97 | $43,708.60 | 49% |
| 40-812-3311 | DEPARTMENT SUPPLIES & MATERIALS -PLANT | $311.00 | $35,000.00 | $5,540.81 | $39,657.14 | $154.27 | -$4,811.41 | 114% |
| 40-812-4550 | CONTRACT SERVICES | $116,215.87 | $50,600.00 | $127.85 | $25,527.96 | $4,900.00 | $20,172.04 | 60% |
| 40-812-4560 | STREET PATCHING FOR UTILITY REPAIRS | $7,169.00 | $17,000.00 | $0.00 | $5,150.00 | $0.00 | $11,850.00 | 30% |
| 40-812-4570 | COUNTY WATER PURCHASE | $37,073.37 | $37,000.00 | $2,789.40 | $18,498.91 | $0.00 | $18,501.09 | 50% |
| 40-812-5400 | INSURANCE | $17,017.35 | $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 | $32,806.47 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| 40-812-8010 | DEBT SERVICE - PRINCIPAL | $102,061.49 | $102,150.33 | $0.00 | $4,840.00 | $0.00 | $97,310.33 | 5% |
| 40-812-8011 | DEBT SERVICE - INTEREST | $22,577.57 | $31,403.65 | $0.00 | $15,793.47 | $0.00 | $15,610.18 | 50% |
| 40-812-9001 | HURRICANE FUEL | $156.49 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |
| | **DEPARTMENT 812 Total** | **$850,856.59** | **$832,921.13** | **$54,642.77** | **$379,990.84** | **$15,169.91** | **$437,760.38** | **47%** |
| | **Utility Fund Expend Total** | **$5,507,885.45** | **$4,856,752.30** | **$181,708.51** | **$1,196,523.25** | **$105,937.41** | **$3,554,291.64** | **27%** |

**40** **Utility Fund**

| | Prior | Current | YTD |
|---|---|---|---|
| **Revenue:** | **$4,571,822.15** | **$373,284.65** | **$2,720,862.88** |
| **Expended:** | **$5,507,885.45** | **$181,708.51** | **$1,196,523.25** |
| **Net Income:** | **-$936,063.30** | **$191,576.14** | **$1,524,339.63** |

**Grand Totals**

| | Prior | Current | YTD |
|---|---|---|---|
| **Revenue:** | **$15,314,505.17** | **$1,578,993.87** | **$6,493,566.44** |
| **Expended:** | **$16,679,300.79** | **$1,179,285.63** | **$6,553,808.89** |
| **Net Income:** | **-$1,364** | **$399,708.24** | **-$60,242.45** |

| 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 | $162,919 | 24% |
| 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 | $150,652 | $202,009 | | |
| Total | | | $1,404,059 | $1,622,314 | $693,618 | |