



**Town of Beaufort, NC**

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

**Board of Commissioners  
Virtual Work Session  
4:00 PM – Monday, April 26, 2021**

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**Call To Order**

**Roll Call**

**Agenda Approval**

**Public Comment**

**Project Updates**

**Items for Discussion and Consideration**

1. Resolution Honoring and Remembering the Life of Joyce Fulford Former Mayor of the Town of Beaufort N.C.
2. Minutes
3. Water Quality Research Proposal
4. Sewer Allocation Request  
201 Rudolph Dr., Beaufort NC (Deerfield Shores Subdivision)
5. Fourth of July Parade Event Application Request
6. Big Rock Event Request to Close Off Two Parking Spaces
7. Carteret County Art & Crafts Event Request to Close Off Three Parking Spaces
8. Navigable Water Ordinance Amendment
9. Amendment to Homer Smith Marina Covenant
10. March 2021 Financial Report-Notes
11. FY 2021 Budget Amendment No. 9

[12.](#) Police Department Body Cameras

[13.](#) Capital Reserve Fund Budget Amendment No.9 & Capital Project Fund Street & Pedestrian Improvement Budget Amendment No. 2

[14.](#) Appointment to the Parks and Recreation Advisory Board

[15.](#) Manager Evaluation Proposal

[16.](#) Beaufort Harbor and Waterways Master Plan Advisory Committee

**Mayor/Commissioner Comments**

**Adjourn**



**Town of Beaufort, NC**

**Board of Commissioners**

**Virtual Work Session**

**4:00 PM – Monday, April 26, 2021**

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

**SUBJECT:** Resolution Honoring and Remembering the Life of Joyce Fulford Former Mayor of the Town of Beaufort N.C.

**BRIEF SUMMARY:**

On April 19, 2021, Former Mayor Joyce Fulford passed away at her home in Beaufort, N.C. Ms. Fulford was elected as Mayor of the Town of Beaufort in 1980 and proudly served until 1986. She was the first female mayor to be elected as Beaufort Mayor.

Joyce served at First Citizens Bank in Beaufort for 38 years and retired as Vice President.. She was active in the early beginnings of the Beaufort Historic Association and was a devoted member of Ann Street United Methodist Church.

Joyce was also a very talented seamstress and enjoyed to needlepoint and any needle arts. She was a phenomenal cook and loved to garden and keep up her flowers. Joyce was a loving wife, devoted mother, and a loving grandmother, step-grandmother, and great-grandmother.

**REQUESTED ACTION:**

The Manager recommends that the Board adopt and authorize the Mayor to sign the resolution honoring and remembering Joyce Fulford for the joy and spirit she shared with others and for her service as Mayor of the Town of Beaufort.

**EXPECTED LENGTH OF PRESENTATION:**

5 minutes

**SUBMITTED BY:**

Mayor Newton and  
Allen Coleman, Town Clerk & Assistant to the Town Manager

**BUDGET AMENDMENT REQUIRED:**

No



**Resolution Honoring and Remembering the Life of  
Joyce Fulford  
Former Mayor of the Town of Beaufort**

**WHEREAS**, Joyce Fulford, Former Mayor of the Town of Beaufort passed away at her home in Beaufort on Monday, April 19, 2021; and

**WHEREAS**, Joyce Fulford was elected Mayor of the Town of Beaufort in 1980 and proudly served as Mayor until 1986; and

**WHEREAS**, Joyce fearlessly served as the first woman Mayor of the Town Beaufort; and

**WHEREAS**, she served at First Citizens Bank in Beaufort for 38 years and retired as Vice President, and

**WHEREAS**, Joyce very actively served her community and was involved in the early beginnings of the Beaufort Historic Association, and

**WHEREAS**, Joyce was a phenomenal cook and loved to garden and keep up her flowers, and

**WHEREAS**, she truly loved Beaufort’s long and rich history, unique culture, and community spirit; and

**NOW, THEREFORE, BE IT RESOLVED** that we, the Board of Commissioners of the Town of Beaufort on behalf of the Town residents, officials, and employees, honor and remember Joyce Fulford for her spirit, her energy, and her innumerable contributions to Beaufort and beyond; and

**BE IT FURTHER RESOLVED** that the Board extends condolences to her children Terry and Kay, and all of Joyce’s family and friends.

**ADOPTED**, this the 26<sup>th</sup> day of April 2021.

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Everette S. “Rett” Newton,  
Mayor

Attest:

---

Allen Coleman,  
Town Clerk



**Town of Beaufort, NC**

**Board of Commissioners  
Virtual Work Session**

**4:00 PM Monday, April 26, 2021**

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

**BRIEF SUMMARY:**

In accordance with 160A-72 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 not included** but are recommended to be included on the May 10, 2021 BOC Regular Meeting Agenda:

- February 22, 2021 – Virtual Board of Commissioners (BOC) Work Session
- March 1<sup>st</sup> – Virtual Board of Commissioners (BOC) Special Meeting
- March 8<sup>th</sup> – Virtual Board of Commissioners (BOC) Regular Meeting
- March 11<sup>th</sup> – Virtual Board of Commissioners (BOC) Annual Retreat Day 1
- March 12<sup>th</sup> – Virtual Board of Commissioners (BOC) Annual Retreat Day 2

**REQUESTED ACTION:**

The Manager recommends the Board consider the draft minutes on the May 10, 2021 Regular Meeting Agenda. The draft minutes will be included with the May 10, 2021, BOC Regular Meeting agenda package.

**EXPECTED LENGTH OF PRESENTATION:**

2 minutes

**SUBMITTED BY:**

Allen Coleman, Town Clerk and Assistant to the Town Manager

**BUDGET AMENDMENT REQUIRED:**

No



**Town of Beaufort, NC**

**Board of Commissioners**

**Virtual Work Session**

**4:00 PM – Monday, April 26, 2021**

**AGENDA CATEGORY:** Discussion and Consideration  
**SUBJECT:** Water Quality Research Proposal

**BRIEF SUMMARY:**

Professor Rachel Noble (UNC-IMS) has proposed water analysis at Town Creek that will help the Town prioritize the repair of specific sewage and storm water conduits that contribute to Town Creek. Previous unfunded work by her laboratory has demonstrated a measurable human fecal signal following rainfall events in the Town Creek area. This study would hone in on specific sites to prioritize a subset as key areas in Town Creek that have compromised infrastructure. The resulting effort will support the information available to guide infrastructure repairs in the Town of Beaufort. The overall cost estimate for this work is roughly \$35,000, with the effort leveraged by engagement of undergraduate and graduate students from UNC Chapel Hill to keep costs low.

The Noble Laboratory secured \$750,000.00 in funding to address stormwater issues in Beaufort, NC through detailed study of Taylors Creek. Since the Orange Street sewage system repairs exceeded the life of that project, Dr. Noble is also proposing a final sampling effort at the Orange Street stormwater outfall line in order to quantify the impacts of the Orange Street sewage system repairs. The benefits of including Orange Street would be to generate a quantitative set of molecular fecal marker data that can be used to compare to data that was generated prior to the sewage and stormwater pipe repairs on the 100 block of Orange Street. It is our hope that the human fecal contamination signal that we have chronically observed at the Orange Street outfall will have been remediated. A final Orange Street characterization would cost an additional \$6000.00 if built into the Town Creek work proposed above.

Additional funding would also be required if there are other locations in Beaufort that the Town would like to be gathering fecal contamination information on in order to guide the prioritization of repairs. Another component of research that could be included in this work is boat-based contamination at marinas, which would also require additional funding. Funding will be required beginning in July, 2021.

**REQUESTED ACTION:**

Consider proposal.

**EXPECTED LENGTH OF PRESENTATION:**

10 minutes

**SUBMITTED BY:**

John Day, Town Manager

**BUDGET AMENDMENT REQUIRED:**

N/A



**Town of Beaufort, NC**

**Board of Commissioners  
Virtual Work Session**

**4:00 PM Monday, April 26, 2021**

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

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

**BRIEF SUMMARY:**

Daniel and Amy Perry of Raleigh, NC have formally requested that 480 gallons per day (gpd) of sewer capacity be reserved for 201 Rudolph Drive in the Deerfield Shores 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. As such, granting of the requested allocation must be by the Board of Commissioners.

It is understood from Mr. Perry that he and his wife have been in the design process over the past 3 months for a house to be constructed on the parcel. In fact, the Perry's hope to have plans approved by Carteret County within the next 3 to 4 months. This of course, means that the Perrys are not currently ready to build the house. Nonetheless, they desire to **reserve** allocation so that it will be in place when they are ready to connect to the Town's collection system.

A request for reservation of sewer capacity for future use is deemed by the Town's Wastewater Allocation Policy to be a Level 4 priority when considering allocation requests. If approved, a non-refundable reservation fee equivalent to twenty percent of the applicable sewer system development fee must be paid. Additionally, Priority Level 4 projects have twenty-four months to receive all approvals, certifications, and/or permits to begin construction. Otherwise, the allocation reverts to the Town, provided that the Board of Commissioners does not grant an extension.

**REQUESTED ACTION:**

Consider approving the reservation of 480 gpd of sewer capacity subject to the payment of the reservation fee.

**EXPECTED LENGTH OF PRESENTATION:**

10 minutes

**SUBMITTED BY:**

Greg Meshaw, PE, Town Engineer

**BUDGET AMENDMENT REQUIRED:**

No



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

# WASTEWATER ALLOCATION REQUEST

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

**Wastewater Allocation Request Review Fee: \$50**

## SITE INFORMATION

Name of Project: PERRY RESIDENCE Acreage of Property: 0.4716  
County Tag Number: N/A NC PIN: 639702970896000  
Address/Location: 201 RUDOLPH DRIVE, BEAUFORT, NC 28516

Zoning District: \_\_\_\_\_

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

## APPLICANT INFORMATION

Applicant: DANIEL AND AMY PERRY  
Mailing Address: 2202 SAINT MARY'S STREET, RALEIGH, NC 27608  
Phone Number: 919-345-6416 Fax: \_\_\_\_\_  
Contact Person: DANIEL PERRY  
Email Address: DPERRY@SHELCOLLC.COM

## PROPERTY OWNER INFORMATION

Name: SAME AS ABOVE  
Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_

## FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_ File Number/Name: \_\_\_\_\_

# PROJECT INFORMATION

Use:  New  Expanded  Change Use Type:  Residential  Commercial

Proposed Use(s): SINGLE FAMILY Existing Use(s): \_\_\_\_\_

Developer Name: N/A

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

The following supplemental information is required:

- > Complete development proposal for Priority Levels 1, 2 or 3 allocation request
- > Preliminary plan or sketch plan for Priority Level 4 allocation request meeting requirements for site plans as established on the Town's Building Permit Application or as described for sketch plans by the Town's Subdivision Ordinance
- > If a phasing schedule is proposed, include as an attachment

Residential:

Gross Acreage: 0.4716

Single Family	# of Units	GPD per Unit	Total Requested GPD
1-2 Bedroom Units			
3 Bedroom Units			
>3 Bedroom Units	4	120	480
<b>Total</b>		-----	480

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

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

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

Gross Acreage: \_\_\_\_\_


Use	Measurement Unit	# of Units	GPD per Unit	Total Requested GPD
<b>Total</b>			-----	

TOTAL REQUESTED GALLONS PER DAY: 480

# APPLICANT AFFIDAVIT

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

DANIEL PERRY  
Print Name

  
Signature of Applicant

4-5-2021  
Date

# ENGINEER'S CERTIFICATION

*The allocation request data provided on page 2 of this form shall be provided by a Professional Engineer for all requests except single lot residential infill requests and commercial requests equal to or less than 360 gallons per day. The certification statement below shall be completed by the Professional Engineer providing the data.*

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

\_\_\_\_\_  
Signed and Dated Professional Engineer Seal

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Email Address

Approved by:  Town Engineer  
 Board of Comissioners

Allocation approved: \_\_\_\_\_ gallons per day

Date of Approval: \_\_\_\_\_

Confirmation signature by:

\_\_\_\_\_  
Town Manager

## APPENDIX A: DESIGN FLOW RATES

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

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

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

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

Per 15A NCAC 02t .0114 (b), in determining the volume of sewage from dwelling units, the flow rate shall be 120 gallons per day per bedroom. The minimum volume of sewage from each dwelling unit shall be 240 gallons per day and each additional bedroom above two bedrooms shall increase the volume by 120 gallons per day. Each bedroom or any other room or addition that can function as a bedroom shall be considered a bedroom for design purposes. When the occupancy of a dwelling unit exceeds two persons per bedroom, the volume of sewage shall be determined by the maximum occupancy at a rate of 60 gallons per person per day.



PRELIMINARY PLAN  
NOT FOR CONSTRUCTION



FRONT ELEVATION

50, 1/4" = 1'-0"

COPYRIGHT © 2021

S.M. Monette Residential Design
DATE: 1/13/21
REV: 2/15/21
5/24/21

This plan is the property of S. M. Monette Residential Design and may not be used or reproduced without their permission. Designer assumes no liability for construction errors or omissions. All dimensions must be verified on site. ALL DIMENSIONS must be verified with construction. Caution must be exercised in making any changes in this plan. Only qualified designer, architect, contractor, or structural engineer should attempt modifications, as even minor changes in one area of the house could lead to major problems in another area.

143 Fairview Dr., Unit D  
Emerald Isle, NC 28534  
(252) 724-8201

S. M. Monette  
Residential Design

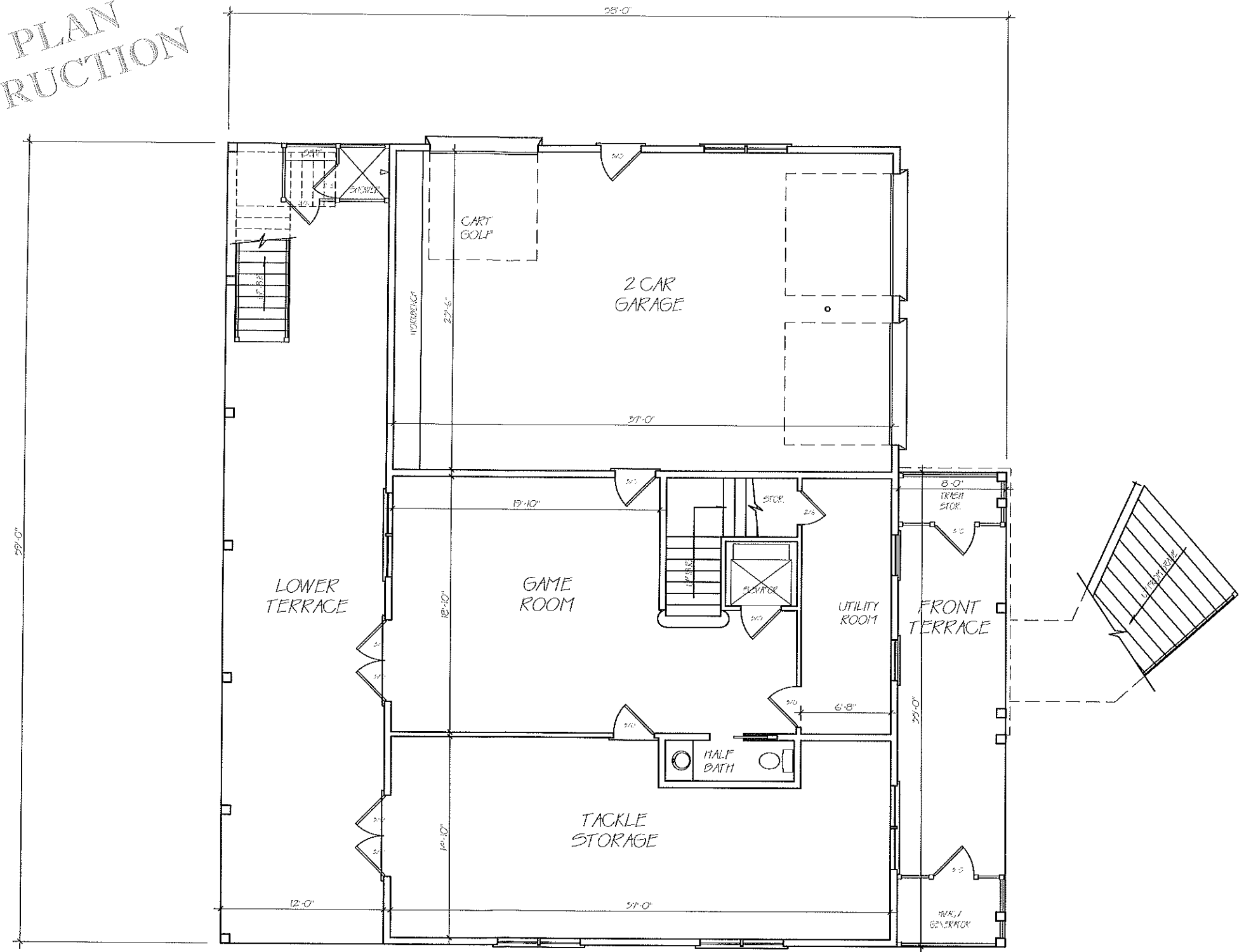
Dan & Amy Perry  
201 Rudolph Drive, Beaufort, NC

SHEET:  
12  
OF  
10



Monette Designs

PRELIMINARY PLAN  
NOT FOR CONSTRUCTION



- NOTES:
- 1) ALL DIMENSIONS ARE TO FRAMING.
  - 2) EXTERIOR WALLS FIGURED @ 6" U.N.O.
  - 3) INTERIOR WALLS FIGURED @ 4" U.N.O.
  - 4) ELEVATOR SIZE TO BE FIELD VERIFIED BY BUILDER.
  - \* 5) VERIFY PILING LOCATIONS WITH STRUCTURAL SHEETS.
  - 6) STRUCTURAL ENGINEERING BY OTHERS.

GROUND FLOOR PLAN

1330 HEATED SF.  
912 GARAGE SF.  
988 COVERED PORCHES SF.  
SC. 1/4" = 1'-0"

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S.M. Monette  
Residential Design

DATE: 1/12/21
REV: 2/15/21
2/28/21

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1443 Fairview Dr. Unit D  
Fayetteville, NC 28594  
(252) 424-8201

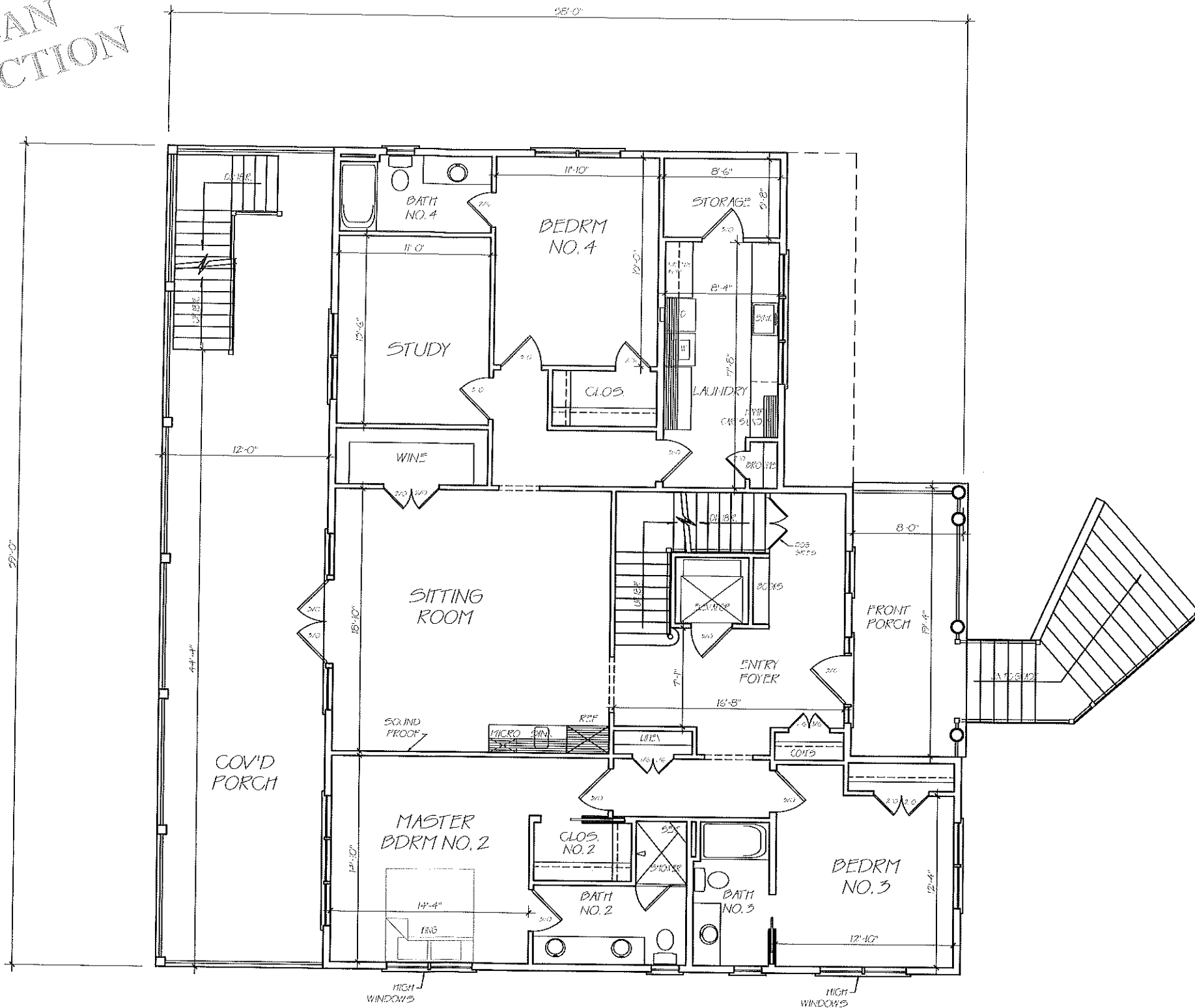
S.M. Monette  
Residential Design

Dan & Amy Perry  
201 Rudolph Drive, Beaufort, NC

SHEET:  
12  
OF  
10



PRELIMINARY PLAN  
NOT FOR CONSTRUCTION



- NOTES:
- 1) ALL DIMENSIONS ARE TO FRAMING.
  - 2) EXTERIOR WALLS FIGURED 6" UNO.
  - 3) INTERIOR WALLS FIGURED 4" UNO.
  - 4) ELEVATOR SIZE TO BE FIELD VERIFIED BY BUILDER.
  - 5) ALL DIMENSIONS TO BE FIELD VERIFIED BY BUILDER.
  - 6) STRUCTURAL ENGINEERING BY OTHERS.

FIRST FLOOR PLAN

2245 HEATED SF. 50.1/4" x 11'-0"  
865 COVID PORCHES SF.

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S.M. Monette  
Residential Design

DATE:	1/12/21
REV:	2/15/21
	3/24/21

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145 Fairview Dr. Unit D  
Emerald Isle, NC 28594  
(252) 424-8201

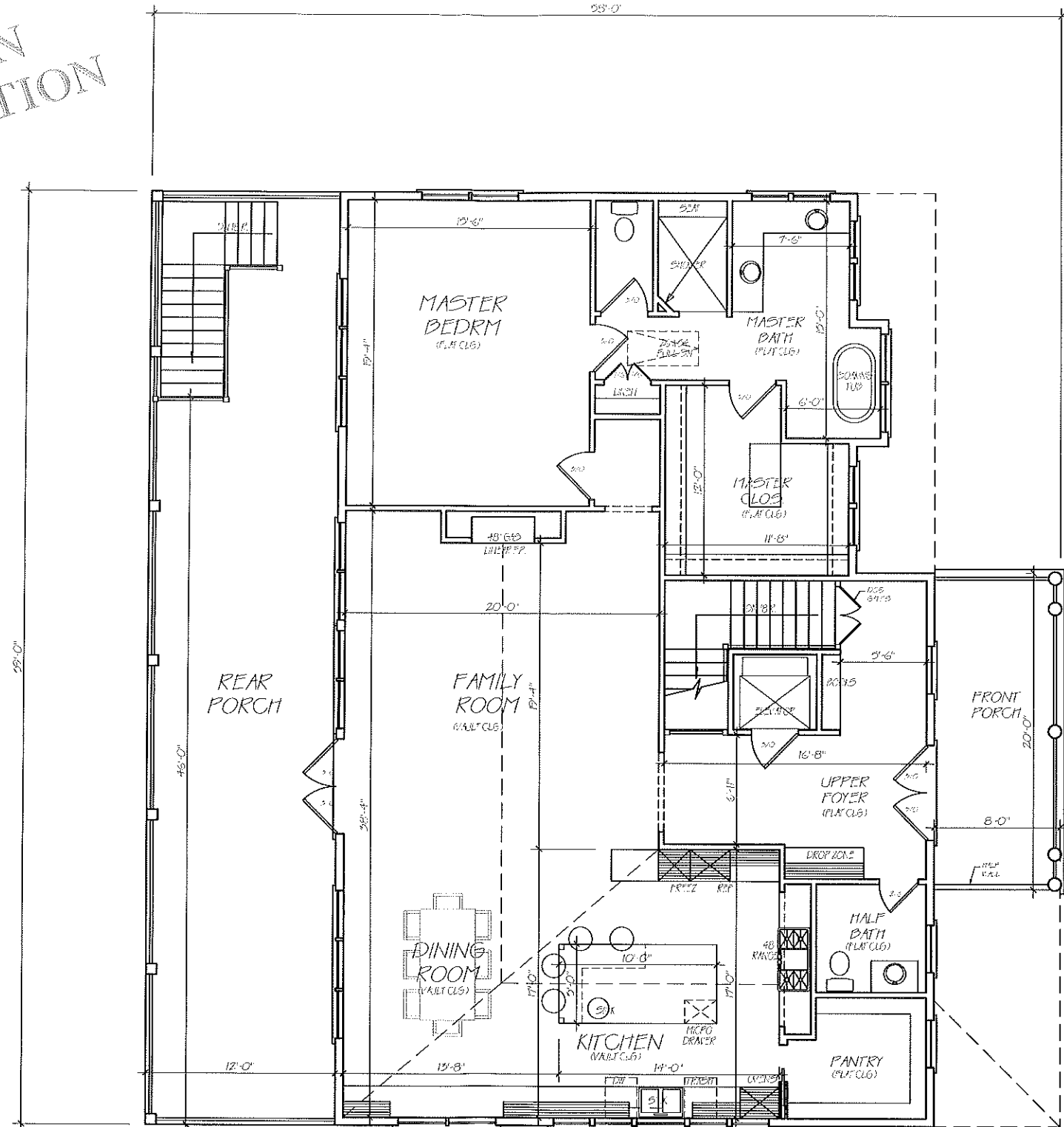
S. M. Monette  
Residential Design

Dan & Amy Perry  
201 Rudolph Drive, Beaufort, NC

SHEET:  
12  
OF  
10



PRELIMINARY PLAN  
NOT FOR CONSTRUCTION



- NOTES:
- 1) ALL DIMENSIONS ARE TO FRAMING.
  - 2) EXTERIOR WALLS FIGURED @ 6" UNO.
  - 3) INTERIOR WALLS FIGURED @ 4" UNO.
  - 4) ELEVATOR SIZE TO BE FIELD VERIFIED BY BUILDER.
  - 5) ALL DIMENSIONS TO BE FIELD VERIFIED BY BUILDER.
  - 6) STRUCTURAL ENGINEERING BY OTHERS.

SECOND FLOOR PLAN  
2138 HEATED SF.  
868 COVD PORCHES SF.  
SC. 1/4" = 1'-0"

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S.M. Monette  
Residential Design

DATE	1/12/21
REV.	2/15/21
	5/24/21

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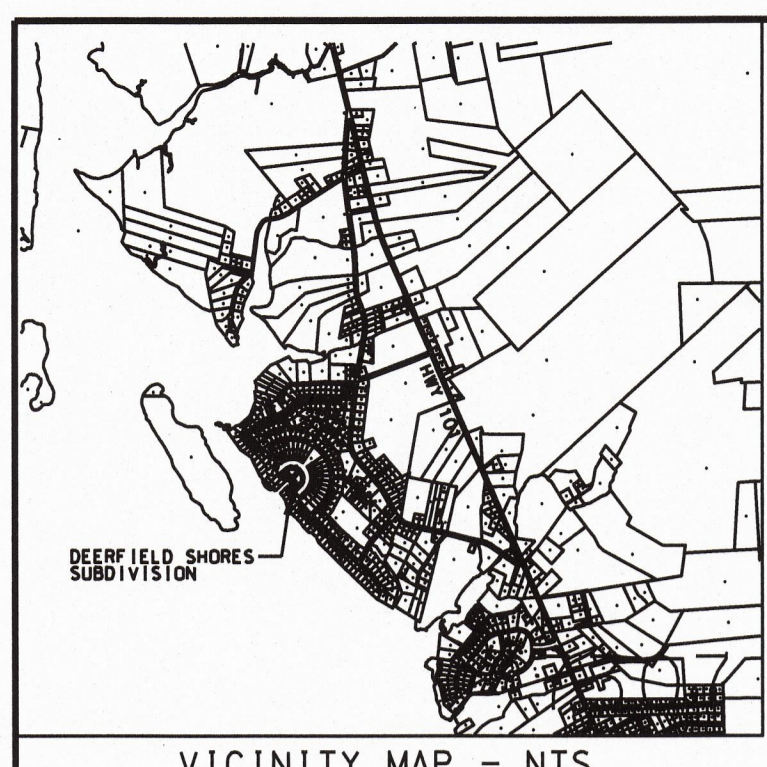
143 Fairview Dr. Unit D  
Emerald Isle, NC 28524  
(252) 425-8201

S.M. Monette  
Residential Design

Dan & Amy Perry  
201 Rudolph Drive, Beaufort, NC

SHEET:  
14  
OF  
10





VICINITY MAP - NTS

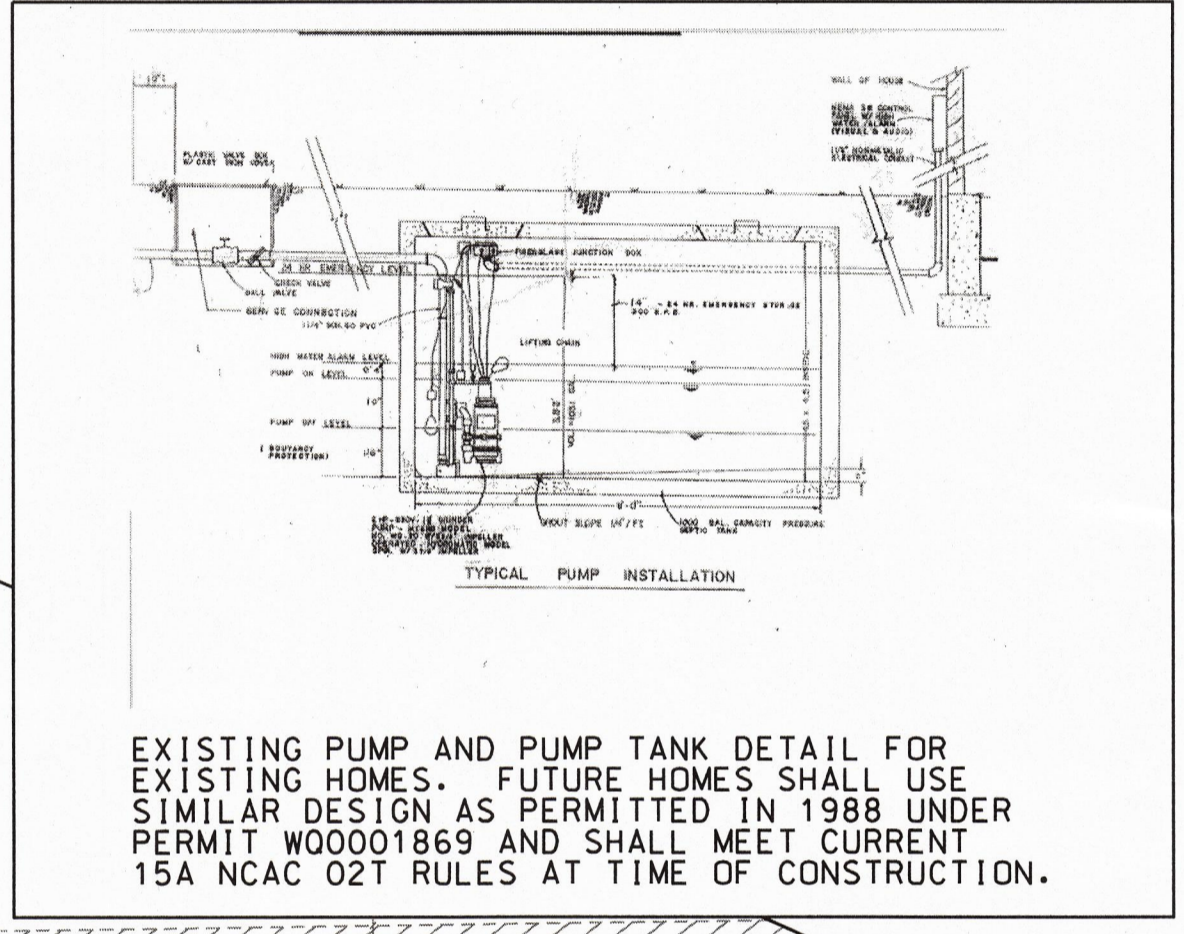
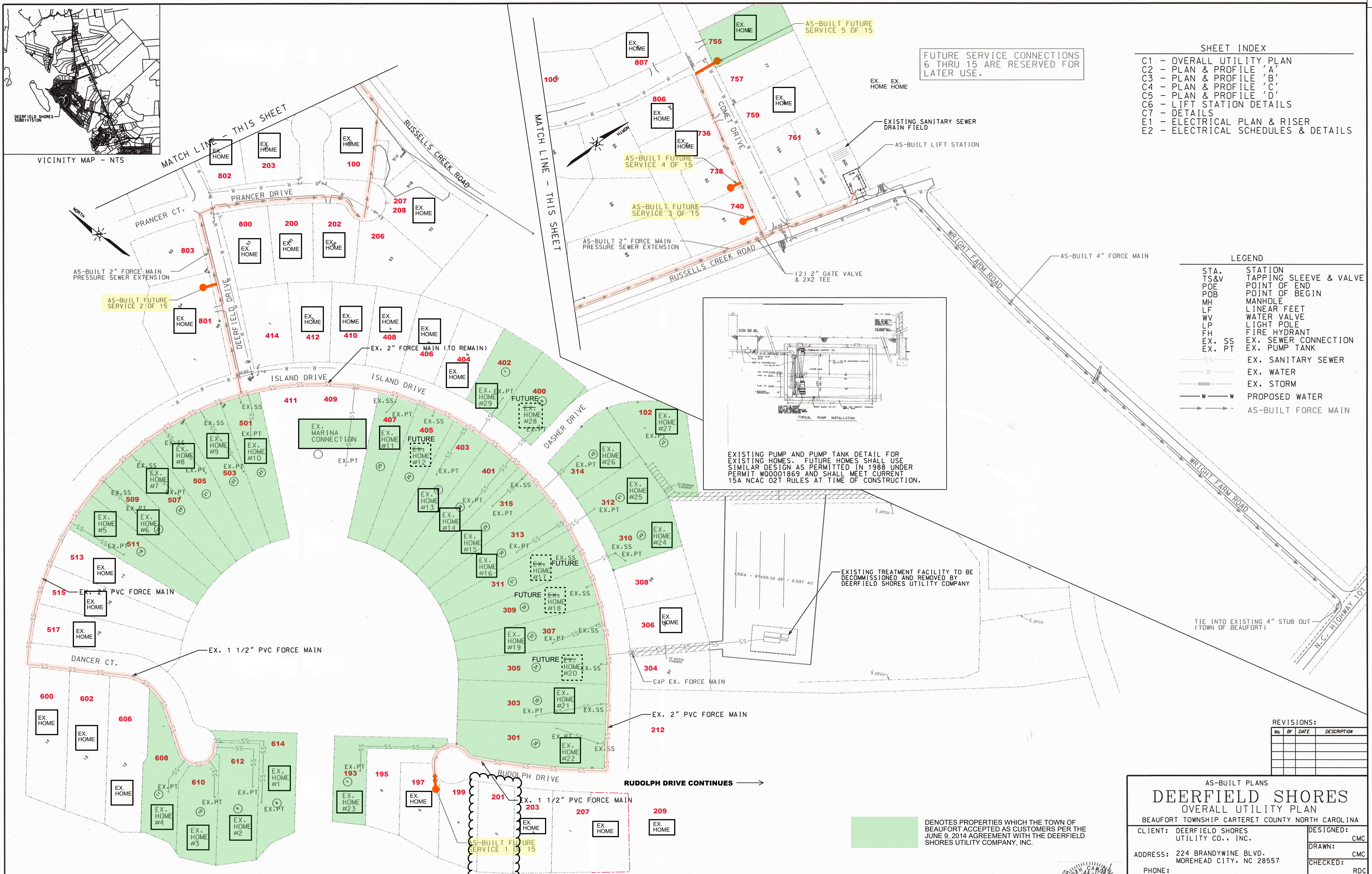
**SHEET INDEX**

- 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

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 W00001869 AND SHALL MEET CURRENT 15A NCAC 02T RULES AT TIME OF CONSTRUCTION.

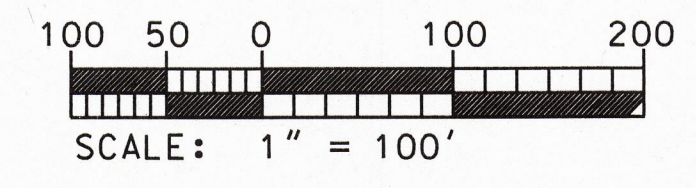
EXISTING TREATMENT FACILITY TO BE DECOMMISSIONED AND REMOVED BY DEERFIELD SHORES UTILITY COMPANY

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

**REVISIONS:**

NO.	BY	DATE	DESCRIPTION

LOCATION FOR 480 GPD ALLOCATION REQUEST



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

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

AS-BUILT PLANS  
**DEERFIELD SHORES**  
OVERALL UTILITY PLAN  
BEAUFORT TOWNSHIP CARTERET COUNTY NORTH CAROLINA

CLIENT: DEERFIELD SHORES UTILITY CO., INC.	DESIGNED: CMC
ADDRESS: 224 BRANDYWINE BLVD. MOREHEAD CITY, NC 28557	DRAWN: CMC
PHONE:	CHECKED: RDC
<b>THE CULLIPHER GROUP P.A.</b> ENGINEERING & SURVEYING SERVICES 151A HIGHWAY 24 MOREHEAD CITY, N.C. 28557 (252) 773-0090 LICENSE NO. C-4482	APPROVED: CMC
<b>CHARLES M. CULLIPHER P.E.</b>	DATE: 5/21/2020
	SCALE: 1" = 100'



**Town of Beaufort, NC**

**Board of Commissioners  
Virtual Work Session**

**4:00 PM – Monday, April 26, 2021**

**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** Fourth of July Parade Event Application Request

**BRIEF SUMMARY:**

The Beaufort Development Association has applied to host in conjunction with the Town the Annual Fourth of July parade.

The proposed time is 4 p.m. Sunday, July 4, 2021.

The parade would follow the traditional parade route. The BDA submitted an alternate route that was reviewed by staff and denied due to public safety concerns presented in the alternate route. Staff recommended that if a parade is to take place in July, that the traditional route be followed.

Parade line-up would begin at 3 p.m. with the parade anticipated to be complete by 5 p.m. Front Street and portions of Turner Street (from Front to Broad) would be closed to non-parade traffic for approximately an hour between 4-5 p.m. on the 4<sup>th</sup>.

It has also been requested that Paid Parking be suspended at 3 p.m. on the 4<sup>th</sup> of July to accommodate the event.

The BDA's COVID mitigation plan is to station a volunteer near each intersection to help keep crowds from gathering.

The Town traditionally partners with the BDA to provide Town Staff and Emergency Services personnel for the parade. As such the Town is an official sponsor of the parade and helps offset the costs. Six-7 Town employees from outside of the police and fire departments work overtime during the parades to block intersections. Police and Fire Staff also have extra staff who work the event.

Please consider if the COVID-19 climate is at a point where the Town feels comfortable moving forward with such a large event.

The BDA has indicated they plan to move forward with their annual fireworks display on the 4<sup>th</sup>. This event traditionally takes place at dusk and utilizes Gallants Channel.

**REQUESTED ACTION:**

Discussion/Direction

**EXPECTED LENGTH OF PRESENTATION:**

10 minutes

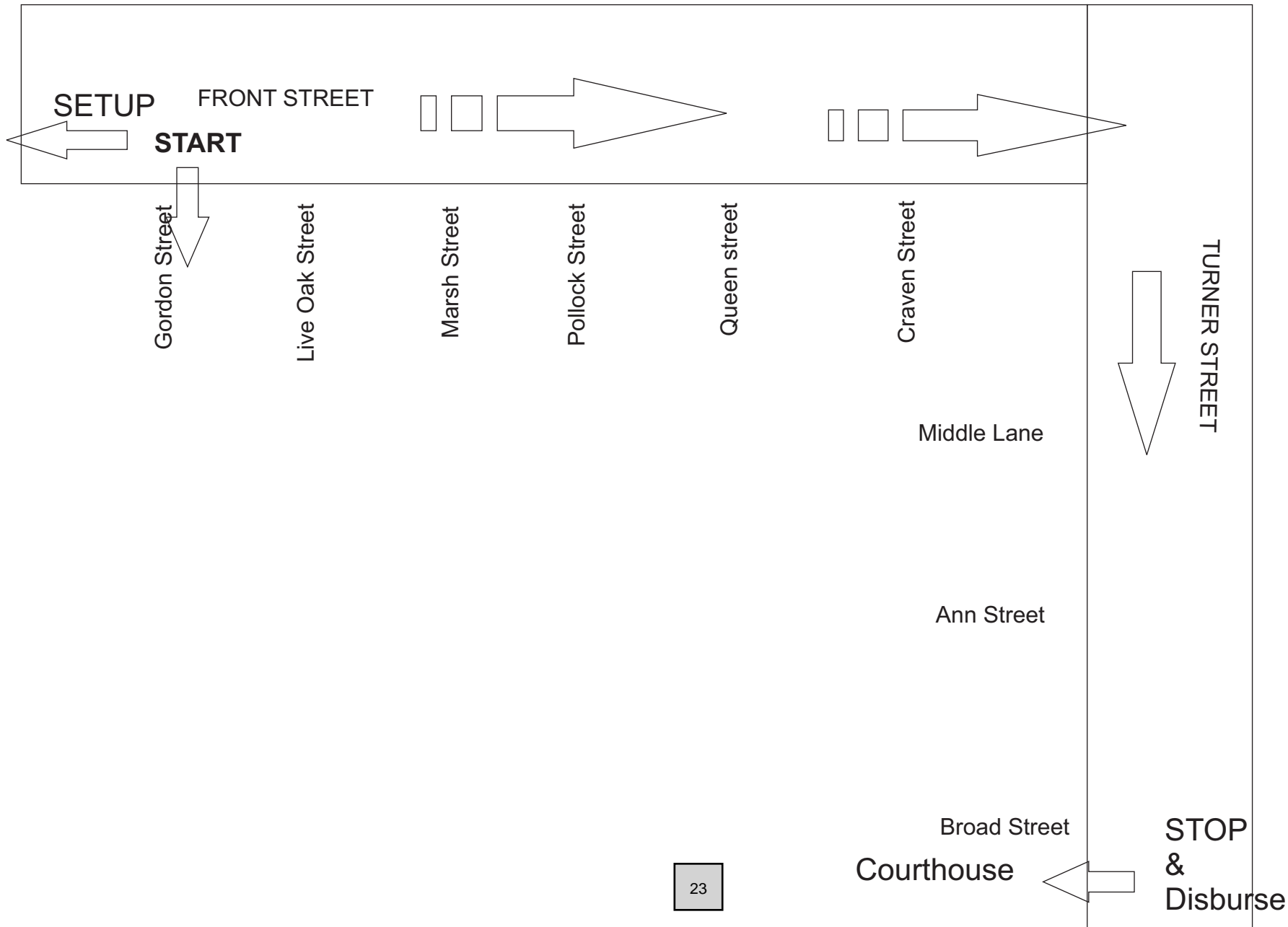
**SUBMITTED BY:**

Rachel Johnson, PIO/Events Coordinator

**BUDGET AMENDMENT REQUIRED:**

No

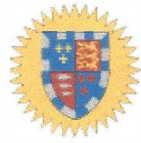
# 4th of JULY PARADE ROUTE



Date Application Received:

5.

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](mailto: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 4<sup>th</sup> OF JULY PARADE

Location of Event Site: ALONG FRONT STREET

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Run by: BEAUFORT DEVELOPMENT ASSOCIATION

Applicant (Organizer) Name: SUSAN SANDERS Contact # 252 241 4405

Day of Event Contact #: SAME Email: susanrsanders@gmail.com

Type of Event:

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

- Music Event
- Other \_\_\_\_\_

Actual Event Date(s): 4th of July, 2021 Time of Event: 4 pm  
 Set-Up Date: 7/4/21 Start Time: 3 pm  
 Tear Down Date: 7/4/21 End Time: 5 pm (approx)  
 Estimated Attendance: \_\_\_\_\_ Admission Fees: FREE

Event Description:  
Traditional parade route - Front Street from Gordon to Turner - end at Courthouse - Line up along Front Street starting East of Marsh Street -

**ORGANIZER/APPLICANT INFORMATION**

Name of Organization: BEAUFORT DEVELOPMENT ASSOCIATION  
 Primary Contact Person: SUSAN SANDERS  
 Mailing Address: PO BOX 56 BEAUFORT NC 28516  
 Email: susanr.sanders@gmail.com  
 Daytime Phone #: 252 241 4485 Cell Phone #: 252 241 4485  
 Alternate Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Is your group a non-profit organization? yes If yes, please provide documentation with your application.

**SITE PLAN**

Site Plan Attached

- Yes
- No

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

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)

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### 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.

\_\_\_\_\_

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 *Austin B. ...* (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
Front Street from		4 pm	5 pm	5 pm
Gordon to Turner St		4 pm	5 pm	5 pm
Turner Street from		4 pm	5 pm	5 pm
Front to Broad				

*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.

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*Request Paid Parking be suspended for the day at 3 p.m.*

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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.

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Bicycle Parking: Yes \_\_\_\_\_ No \_\_\_\_\_

Additional Handicap Parking: Yes \_\_\_\_\_ No \_\_\_\_\_ Location: \_\_\_\_\_

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

### PARADE/WALK INFORMATION

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Parade Assembly Area: ALONG FRONT EAST OF GORDON Time: 3 pm

Parade Dismissal Area: County Courthouse parking lot Time: 5 pm

Parade Start Time: 4 pm

### EMERGENCY MANAGEMENT

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

Designated Emergency personal/liaison (onsite): \_\_\_\_\_

Cell #: \_\_\_\_\_ Other Contact: \_\_\_\_\_

\_\_\_\_\_

How will your event staff react to severe weather?

CANCEL EVENT

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)

\_\_\_\_\_

**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.

\_\_\_\_\_

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

\_\_\_\_\_

**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](http://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

COVID PRECAUTIONS:  
 WE WILL HAVE VOLUNTEERS STATIONED  
 IN EACH BLOCK TO MONITOR  
 CROWD POTENTIALLY GETTING  
 TOO CLOSE OR CLUSTERING -

I/We the event organizer SUSAN SANDERS, on behalf of BDA, 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 Susan R Sanders Date 3-26-2021

**Internal Use Only**  
 Permission is granted to the applicant and/or sponsoring organization to use the streets/facilities/parks as listed in the application for the special event described.  
 Permit Issue Date: \_\_\_\_\_  
 Authorized Signature: \_\_\_\_\_

Insurance Certificate: Yes \_\_\_ No \_\_\_  
 Permit Fee: Yes \_\_\_ No \_\_\_  
 BOC Approval Date: \_\_\_\_\_  
 Police Chief Approval: \_\_\_\_\_  
 Fire Chief Approval: \_\_\_\_\_



**Town of Beaufort, NC**

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

**Board of Commissioners  
Virtual Work Session  
4:00 PM – Monday, April 26, 2021**

---

**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** Big Rock Event Request to Close Off Two Parking Spaces

**BRIEF SUMMARY:**

Tim Heaney operates a food truck for the Big Rock Fishing Tournament. During the 2020 Big Rock event, he was able to safely navigate a Covid-19 friendly way to serve food to participants in lieu of a traditional dinner gathering in Beaufort. He has requested to do the same in 2021.

He has requested to close two parking spaces adjacent to John Newton Park, in order to pull his food truck parallel to the park and create a pedestrian safe area for patrons participating in Big Rock to receive a meal and to use the park space for a one way entry and exit/access to the food window while using the park for distancing.

The two spaces include one handicap space with the loading zone and the space immediately next to it. The food truck would be serving after paid parking hours are complete but in order to ensure the space is available, he has asked the town to close the parking spaces for the day and is willing to pay the daily fee for the two spaces.

Staff is seeking the BOC approval to move forward with closing the two spaces beginning at 6 a.m. Thursday, June 17 with the spaces reopening by 10 p.m. or earlier on the 17. In past we have offered a daily rate to reserve spaces for similar activities and for contractors.

**REQUESTED ACTION:**

Discussion/Approval

**EXPECTED LENGTH OF PRESENTATION:**

5 minutes

**SUBMITTED BY:**

Rachel Johnson, PIO/Events Coordinator

**BUDGET AMENDMENT REQUIRED:**

No





**Town of Beaufort, NC**

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

**Board of Commissioners  
Virtual Work Session  
4:00 PM – Monday, April 26, 2021**

---

**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** Carteret County Art & Crafts Event Request to Close Off  
Three Parking Spaces

**BRIEF SUMMARY:**

Rachel Croom with Carteret County Art & Crafts has requested the Town reserve three parking spaces for vendor loading/unloading/parking for their Memorial Day weekend art show at the Beaufort Historic Site.

They are requesting spaces 241, 242 and 243 (the 3 in front of the bus parking spot on Turner Street) be blocked off by the Town starting Friday before Memorial Day and remain closed through the Memorial Day weekend.

They are aware once they remove Town barricades to permit a vendor to park, they are responsible for managing who parks in these spaces as the Town can not regulate the usage.

**REQUESTED ACTION:**

Discussion/Approval

**EXPECTED LENGTH OF PRESENTATION:**

5 minutes

**SUBMITTED BY:**

Rachel Johnson, PIO/Events Coordinator

**BUDGET AMENDMENT REQUIRED:**

No



**Town of Beaufort, NC**

**Board of Commissioners  
Virtual Work Session**

**4:00 PM – Monday, April 26, 2021**

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**AGENDA CATEGORY:** Discussion and Consideration  
**SUBJECT:** Navigable Water Ordinance Amendment

**BRIEF SUMMARY:**

Currently, the Navigable Water Ordinance requires that vessels may only remain anchored in Beaufort’s waters for 10 days in a 30 day period.

There are some vessels that have been moving just out of the Town’s jurisdiction after 10 days, and then returning after the 30 day period has ended, on a recurring basis.

One of these vessels recently drug anchor and ended up under a piling of the high rise bridge. Had some intrepid individuals not intervened, the Town would have needed to spend \$2,200 to remove the vessel.

To avoid this “gaming” of the system, an amendment is proposed that will increase the 30 day period to 75 days.

**REQUESTED ACTION:**

Motion to approve the amendment.

**EXPECTED LENGTH OF PRESENTATION:**

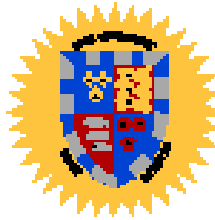
10 minutes

**SUBMITTED BY:**

John Day, Town Manager

**BUDGET AMENDMENT REQUIRED:**

N/A



**TOWN OF BEAUFORT BOARD OF COMMISSIONERS**  
ORDINANCE TO AMEND TITLE IX GENERAL REGULATIONS  
CHAPTER 97: NAVIGABLE WATER  
OF THE TOWN OF BEAUFORT CODE OF ORDINANCES

**WHEREAS**, The Board of Commissioners of the Town Beaufort has previously established a Code of Ordinances to ensure the health, safety, and welfare of its residents, and

**WHEREAS**, the Ordinance establishes the Board of Commissioners ability to regulate the navigable water within the Town, enforceable pursuant to G.S. 160A-175, and

**WHEREAS**, there are vessels anchoring in Beaufort waters for 10 days, and then returning after the 30 day period has ended, on a recurring basis, creating a potential for negative financial impact,

**WHEREAS**, the Board of Commissioners of the Town of Beaufort finds it necessary to amend the Code of Ordinances title IX General Regulations Chapter 97 Navigable Water to meet the town’s needs;

**NOW, THEREFORE BE IT RESOLVED AND ORDAINED**, that the Code of Ordinances, Town of Beaufort, North Carolina, Chapter 97, is hereby amended in section 97.03 as follows:

97.03 - Anchoring; docking; mooring: interference with navigation.  
*(C) For its first ten (10) days in Town waters in any ~~thirty-day~~ **seventy-five (75)** day period in any calendar year, any transient vessel legally anchored and attended shall be deemed to have anchorage permission for provisioning, repairs, tourism, and recreational use, unless such permission is revoked in writing by the Police Chief for any of the reasons given below*

This Amendment is effective upon Adoption.

Adopted by the Town of Beaufort Board of Commissioners this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Everette Newton  
Mayor

[SEAL]

\_\_\_\_\_  
Allen Coleman  
Town Clerk



**Town of Beaufort, NC**

**Board of Commissioners**

**Virtual Work Session**

**4:00 PM – Monday, April 26, 2021**

**AGENDA CATEGORY:** Discussion and Consideration  
**SUBJECT:** Amendment to Homer Smith Marina Covenant

**BRIEF SUMMARY:**

At the November 9, 2020 Regular Meeting, the Board approved an amendment to the covenant between the Town and Homer Smith Marina that would allow for additional boat slips to be constructed, and that called for the Town to endorse a request from the marina to NCDOT to abandon unused right-of-way (ROW) to the marina, which will then be used for additional parking. This portion of ROW was not needed by the Town for the adjacent and future Cedar Street Park. The endorsement was to be made after all state and local permits for the additional boat slips had been obtained by the marina, and after receipt of a donation from the marina to the Town of \$125,000 to be used to construct a restroom/kiosk facility for the park.

At the Board’s March retreat it was agreed that the process of ROW abandonment by NCDOT would be simpler and quicker if all the ROW were abandoned to the Town, and then the Town could abandon the portion it doesn’t need to the marina. This would also allow for construction of the park to begin sooner.

Homer Smith Marina has agreed to amending the covenant to that effect, and has also proposed a change that will cause the monetary donation to be made immediately, allowing for the restroom/kiosk facility to be built much earlier.

The marina has also agreed to construct the much needed additional parking even if the additional boat slips are not built.

The amended covenant is attached, along with the proposed, new amendment.

Approval is recommended.

**REQUESTED ACTION:**

Motion to approve the amended covenant.

**EXPECTED LENGTH OF PRESENTATION:**

10 minutes

**SUBMITTED BY:**

John Day, Town Manager

**BUDGET AMENDMENT REQUIRED:**

N/A

Prepared by:  
Grady Quattlebaum, PLLC  
244-A Craven Street  
New Bern, N.C.

Revenue Stamps: N/A  
Parcel ID #:  
Type of Instrument: S/INS  
Grantor's Primary Residence:  
NO

Return to: Grady Quattlebaum, PLLC, 244-A Craven St., New Bern, NC

Address of Town of Beaufort: c/o Grady Quattlebaum, PLLC, 244-A Craven St., New Bern, NC

Address of Homer Smith, LLC & Homer Smith's Docks and Marina Club, Inc.: P. O. Box 68,  
Salter Path, NC

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**AMENDMENT TO COVENANT**

**THIS AMENDMENT TO COVENANT** is made and entered into effective as of 11-9  
      , 2020, by and between **TOWN OF BEAUFORT, HOMER SMITH, LLC, and HOMER SMITH'S  
DOCKS and MARINA CLUB, INC.** as follows:

**WITNESSETH:**

**ARTICLE I**  
**Recitals**

**1.1** Beaufort and Homer Smith, LLC, previously executed a Covenant ("Covenant")  
recorded in Book 1402, Page 13 in the Office of the Register of Deeds of Carteret County, North  
Carolina.

**1.2** Section 3.3 of the Covenant provides that it may be amended by written instrument

approved by both Beaufort and Homer Smith, LLC.

1.3 The Homer Smith Marina currently contains 85 Wet Slips and 10 transient slips.

1.4 Homer Smith, LLC proposes to expand the Homer Smith Marina, and such expansion will bring the total number of Wet Slips to 141, the total number of transient slips to 33 and the total number of refueling/pump-out slips to 4.

1.5 In order to expand the Homer Smith Marina, Homer Smith desires to acquire from the North Carolina Department of Transportation +/-19,409 square feet of right-of-way ("ROW") of Cedar Street.

1.6 Homer Smith has requested Beaufort to agree to amend the Covenant to permit additional Wet Slips and to consent to the transfer of the ROW, and Beaufort has so agreed, provided certain terms and conditions as herein set forth are met.

1.7 Subsequent to the effective date of the Covenant, Homer Smith conveyed a portion of the Homer Smith Property to Homer Smith's Docks and Marina Club, Inc., which joins in the execution of this Amendment to acknowledge that this Amendment continues to bind the real property so conveyed.

1.8 The parties hereto execute this Amendment to covenant ("Amendment") to memorialize their agreements herein described.

**ARTICLE II**  
**Definitions**

All capitalized terms used herein shall have the same meaning set forth in the Covenant, provided any terms in this Amendment contained in quotes shall be defined as so designated.

**ARTICLE III**  
**Amendments**

Beaufort and Homer Smith, LLC, agree the Covenant shall be amended by restating and amending Section 3.2 of the Covenant to read as follows:

**3.2 (a) Limit on Numbers of Slips:** Homer Smith covenants and agrees with Beaufort that the number of Wet Slips in the Homer Smith Marina will not, without the written consent of Beaufort,

exceed 141 Wet Slips, 33 transient slips and 4 refueling/pump-out slips. In no event shall the Homer Smith Marina contain more than 141 Wet Slips, 33 transient slips and 4 refueling/pump out slips.

**3.2 (b) Other Legal Requirements for Expansion:** Any additional Wet Slips constructed for the Homer Smith Marina shall meet all federal, state and local laws, rules and regulations, including but not limited to the Land Development Ordinance of Beaufort and the North Carolina Coastal Management Act.

**3.2 (c) No Waiver:** This Amendment shall not be construed as an implicit or explicit approval by Beaufort under any ordinance or development regulation of Beaufort, including but not limited to the Land Development Ordinance of Beaufort.

**3.2 (d) Parking:** Homer Smith Marina employees, agents, guests, owners, tenants and invitees (collectively "Patrons") shall be prohibited while using the Homer Smith Marina from parking on Cedar Street or within any parking lot or area owned or operated by Beaufort. Homer Smith shall require all vehicles of all Patrons to display parking placard so that Beaufort may enforce this Section 3.2(e). Homer Smith shall construct a vegetative buffer and fence between its parking area, Cedar Street and Beaufort's real property described in Deed recorded in Book 333, Page 328, Office of the Register of Deeds of Carteret County, North Carolina, such vegetative buffer and fencing to meet with the written approval of Beaufort. The parking area for the Homer Smith Marina shall contain a separate locked entrance on the western side of same, and use of such entrance shall be restricted to (a) service providers and (b) law enforcement and other first responders.

**3.2 (e) Consent to transfer:** Beaufort shall execute such documents as may be reasonably necessary to demonstrate to the North Carolina Department of Transportation Beaufort's consent to the transfer of the ROW.

**3.2 (f) Donation:** Upon execution of this amendment, Homer Smith shall donate to Beaufort the sum of one hundred twenty-five and 00/100 (\$125,000.00). Beaufort shall designate such funds to be used exclusively for the benefit of Cedar Street Park.

**3.2(g) Amendment Runs with the Land:** This Covenant shall apply to the Homer Smith Property and the riparian area appurtenant to and/or adjacent to the Homer Smith Property and will run with the title to the Homer Smith Property and the riparian area appurtenant to and/or adjacent to the Homer Smith Property, including but not limited to that portion of the Homer Smith

Property heretofore conveyed to Homer Smith's Docks and Marina Club, Inc.

**3.2(h) Contingency to Effectiveness:** This Amendment's effectiveness, including specifically but not limited to the obligations set forth in 3.2(e) & 3.2(f), is contingent upon Homer Smith receiving a special use permit from Beaufort authorizing the expansion of the Homer Smith Marina as herein contemplated.

**ARTICLE IV**  
**Remaining Terms of Covenant**

Except as expressly herein modified and amended, all provisions of the Covenant shall remain in full force effect.

**IN WITNESS HEREOF,** Beaufort and Homer Smith, LLC have each executed this instrument in such form as to be binding.

**HOMER SMITH, LLC**

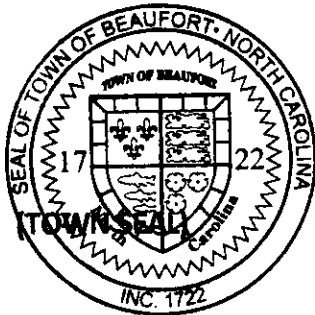
By: *Tony Frost*  
Tony Frost, Manager

**HOMER SMITH'S DOCKS AND MARINA CLUB, INC.**

By: *Tony Frost*  
Tony Frost, President

**TOWN OF BEAUFORT**

By: *Everette Newton*  
Everette Newton, Mayor



\_\_\_\_\_



*Jade Healy*  
Clerk to the Board of Commissioners

**ACKNOWLEDGEMENT**

The undersigned Notary Public does hereby certify that **TONY FROST** personally appeared before such Notary Public this day in the State of North Carolina and County of Carteret and acknowledged (i) that he is a Manager of **HOMER SMITH, LLC**, a limited liability company, and (ii) that by authority duly given and as the act of such limited liability company, he signed the foregoing instrument in the name of such limited liability company on such limited liability company's behalf as its act and deed.

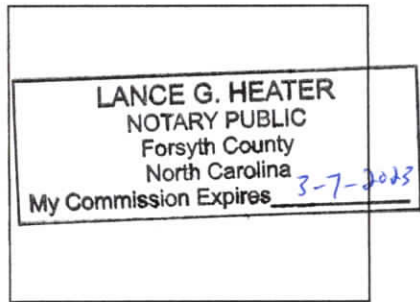
WITNESS my hand and notarial seal, this 30 day of December, 2020.

Lance G. Heater  
NOTARY PUBLIC

My Commission Expires:

3-7-2023

NOTARY SEAL/STAMP MUST APPEAR  
LEGIBLY IN BOX TO RIGHT



**ACKNOWLEDGEMENT**

The undersigned Notary Public does hereby certify that **TONY FROST** personally appeared before such Notary Public this day in the State of North Carolina and County of Carteret and acknowledged (i) that he is Pres.Dont of **HOMER SMITH'S DOCKS AND MARINA CLUB, INC.**, a corporation, and (ii) that by authority duly given and as the act of such corporation, he signed the foregoing instrument in the name of such corporation on such corporation's behalf as its act and deed.

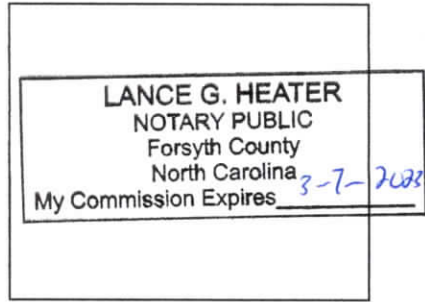
WITNESS my hand and notarial seal, this 3rd day of December, 2020.

My Commission Expires:

3-7-2023

Lance Heater  
NOTARY PUBLIC

NOTARY SEAL/STAMP MUST APPEAR  
LEGIBLY IN BOX TO RIGHT



**ACKNOWLEDGEMENT**

The undersigned Notary Public does hereby certify that on the 19<sup>th</sup> day of November, 2020, **EVERETTE NEWTON**, with whom I am personally acquainted, personally appeared before me in the State of North Carolina and the County of Carteret and, being by me duly sworn, says that he is the Mayor for the **TOWN OF BEAUFORT**, and that LANCE HEATER is the Clerk to the Board of Commissioners, the body politic and corporate described in and which executed the foregoing instrument; that she knows the common seal of said body politic and corporate; that the seal affixed to the foregoing instrument is said common seal; that the name of the body politic and corporate was subscribed thereto by the said Mayor that the said common seal was affixed, all by order of the Board of Commissioners of said body politic and corporate; and that the said instrument is the act and deed of said body politic and corporate.

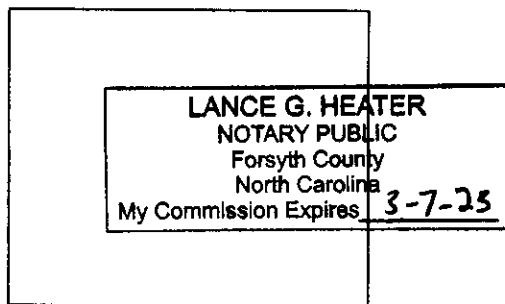
WITNESS my hand and official seal this the 19 day of November, 2020.

My Commission Expires:

3-7-2023

*Lance Heater*  
NOTARY PUBLIC

NOTARY SEAL/STAMP MUST APPEAR  
LEGIBLY IN BOX TO RIGHT



Prepared by:  
Grady Quattlebaum, PLLC  
244-A Craven Street  
New Bern, N.C.

Revenue Stamps: N/A  
Parcel ID #:  
Type of Instrument: S/INS  
Grantor’s Primary Residence:  
NO

Return to: Grady Quattlebaum, PLLC, 244-A Craven St., New Bern, NC

Address of Town of Beaufort: c/o Grady Quattlebaum, PLLC, 244-A Craven St., New Bern, NC

Address of Homer Smith, LLC & Homer Smith’s Docks and Marina Club, Inc.: P. O. Box 68,  
Salter Path, NC

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**RESTATED AMENDMENT TO COVENANT**

**THIS RESTATED AMENDMENT TO COVENANT** is made and entered into effective as of \_\_\_\_\_, 2021, by and between **TOWN OF BEAUFORT, HOMER SMITH, LLC, and HOMER SMITH’S DOCKS and MARINA CLUB, INC.** as follows:

**WITNESSETH:**

**ARTICLE I**

**Recitals**

**1.1** Beaufort and Homer Smith, LLC, previously executed a Covenant (“Covenant”) recorded in Book 1402, Page 13 in the Office of the Register of Deeds of Carteret County, North Carolina.

**1.2** Section 3.3 of the Covenant provides that it may be amended by written instrument

approved by both Beaufort and Homer Smith, LLC.

**1.3** The Homer Smith Marina currently contains 85 Wet Slips and 10 transient slips.

**1.4** Homer Smith, LLC proposes to expand the Homer Smith Marina, and such expansion will bring the total number of Wet Slips to 141, the total number of transient slips to 33 and the total number of refueling/pump-out slips to 4.

**1.5** In order to expand the Homer Smith Marina, Homer Smith desires to acquire from the North Carolina Department of Transportation +/-19,409 square feet of right-of-way (“ROW”) of Cedar Street.

**1.6** Homer Smith previously requested Beaufort to agree to amend the Covenant to permit additional Wet Slips and to consent to the transfer of the ROW, and Beaufort so agreed, provided certain terms and conditions were met. These agreements were memorialized in an Amendment to Covenant (“Original Amendment”) dated November 11, 2020, and executed by the parties on or about that date.

**1.7** Subsequent to the execution of the Original Amendment, the parties negotiated amendments to the Original Amendment, and in turn the parties execute this Restated Amendment to Covenant (“Amendment”) to memorialize their agreements herein described, the intent of the parties being that this Amendment supersede and replace the Original Amendment in full.

**1.8** Subsequent to the effective date of the Covenant, Homer Smith conveyed a portion of the Homer Smith Property to Homer Smith’s Docks and Marina Club, Inc., which joins in the execution of this Amendment to acknowledge that this Amendment continues to bind the real property so conveyed.

**ARTICLE II**  
**Definitions**

All capitalized terms used herein shall have the same meaning set forth in the Covenant, provided any terms in this Amendment contained in quotes shall be defined as so designated.

**ARTICLE III**  
**Amendments**

Beaufort and Homer Smith, LLC, agree the Covenant shall be amended by restating and amending Section 3.2 of the Covenant to read as follows:

**3.2 (a) Limit on Numbers of Slips:** Homer Smith covenants and agrees with Beaufort that the number of Wet Slips in the Homer Smith Marina will not, without the written consent of Beaufort, exceed 141 Wet Slips, 33 transient slips and 4 refueling/pump-out slips. In no event shall the Homer Smith Marina contain more than 141 Wet Slips, 33 transient slips and 4 refueling/pump out slips.

**3.2 (b) Other Legal Requirements for Expansion:** Any additional Wet Slips constructed for the Homer Smith Marina shall meet all federal, state and local laws, rules and regulations, including but not limited to the Land Development Ordinance of Beaufort and the North Carolina Coastal Management Act.

**3.2 (c) No Waiver:** This Amendment shall not be construed as an implicit or explicit approval by Beaufort under any ordinance or development regulation of Beaufort, including but not limited to the Land Development Ordinance of Beaufort.

**3.2 (d) Parking:** Homer Smith Marina employees, agents, guests, owners, tenants and invitees (collectively “Patrons”) shall be prohibited while using the Homer Smith Marina from parking on Cedar Street or within any parking lot or area owned or operated by Beaufort. Homer Smith shall require all vehicles of all Patrons to display parking placards so that Beaufort may enforce this Section 3.2(e). Homer Smith shall construct a vegetive buffer and fence between its parking area, Cedar Street and Beaufort’s real property described in Deed recorded in Book 333, Page 328, Office of the Register of Deeds of Carteret County, North Carolina, such vegetative buffer and fencing to meet with the written approval of Beaufort. The parking area for the Homer Smith Marina shall contain a separate locked entrance on the western side of same, and use of such entrance shall be restricted to (a) service providers and (b) law enforcement and other first responders.

**3.2 (e) Consent to transfer:** Upon the abandonment by the North Carolina Department of Transportation of +/-19,409 square feet of right-of-way (“ROW”) of Cedar Street, Beaufort shall execute such documents as may be reasonably necessary to convey same to Homer Smith . The parties understand and acknowledge that Beaufort must comply with various statutory procedures to effectuate the conveyance contemplated under this section, and such conveyance is expressly

subject thereto.

**3.2(f) Donation:** Simultaneously with the conveyance provided for in section 3.2(e) above, Homer Smith shall donate to Beaufort the sum of one hundred twenty-five and 00/100 (\$125,000.00). Beaufort shall designate such funds to be used exclusively for the benefit of Cedar Street Park. Beaufort reserves the right to denominate such sum as a “purchase price” for the purposes of compliance with the statutory procedures described in section 3.2(e) above.

**3.2(g) Amendment Runs with the Land:** This Covenant shall apply to the Homer Smith Property and the riparian area appurtenant to and/or adjacent to the Homer Smith Property and will run with the title to the Homer Smith Property and the riparian area appurtenant to and/or adjacent to the Homer Smith Property, including but not limited to that portion of the Homer Smith Property heretofore conveyed to Homer Smith’s Docks and Marina Club, Inc.

**3.2(h) Contingency to Effectiveness:** The obligations set forth in 3.2(e) & 3.2(f) shall become effective upon full performance thereof by the parties at a time mutually agreeable to them. The remainder of this Agreement is contingent upon Homer Smith receiving a special use permit from Beaufort authorizing the expansion of the Homer Smith Marina as herein contemplated.

**ARTICLE IV**  
**Remaining Terms of Covenant**

Except as expressly herein modified and amended, all provisions of the Covenant shall remain in full force effect.

**IN WITNESS HEREOF**, Beaufort and Homer Smith, LLC have each executed this instrument in such form as to be binding.

**HOMER SMITH, LLC**

**By:** \_\_\_\_\_  
**Tony Frost, Manager**

**HOMER SMITH’S DOCKS AND MARINA CLUB, INC.**

**By:** \_\_\_\_\_  
**Tony Frost, \_\_\_\_\_**

**TOWN OF BEAUFORT**

**By:** \_\_\_\_\_  
**Everette Newton, Mayor**

**(TOWN SEAL)**

\_\_\_\_\_

\_\_\_\_\_  
**Clerk to the Board of Commissioners**

**ACKNOWLEDGEMENT**

The undersigned Notary Public does hereby certify that **TONY FROST** personally appeared before such Notary Public this day in the State of North Carolina and County of Carteret and acknowledged (i) that he is a Manager of **HOMER SMITH, LLC**, a limited liability company, and (ii) that by authority duly given and as the act of such limited liability company, he signed the foregoing instrument in the name of such limited liability company on such limited liability company's behalf as its act and deed.

WITNESS my hand and notarial seal, this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

My Commission Expires:

\_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC



NOTARY SEAL/STAMP MUST APPEAR  
LEGIBLY IN BOX TO RIGHT

**ACKNOWLEDGEMENT**

The undersigned Notary Public does hereby certify that **TONY FROST** personally appeared before such Notary Public this day in the State of North Carolina and County of Carteret and acknowledged (i) that he is \_\_\_\_\_ of **HOMER SMITH'S DOCKS AND MARINA CLUB, INC.**, a corporation, and (ii) that by authority duly given and as the act of such corporation, he signed the foregoing instrument in the name of such corporation on such corporation's behalf as its act and deed.

WITNESS my hand and notarial seal, this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

My Commission Expires:

\_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC



NOTARY SEAL/STAMP MUST APPEAR  
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**ACKNOWLEDGEMENT**

The undersigned Notary Public does hereby certify that on the \_\_\_\_ day of \_\_\_\_\_, 2020, **EVERETTE NEWTON**, with whom I am personally acquainted, personally appeared before me in the State of North Carolina and the County of Carteret and, being by me duly sworn, says that he is the Mayor for the **TOWN OF BEAUFORT**, and that \_\_\_\_\_ is the Clerk to the Board of Commissioners, the body politic and corporate described in and which executed the foregoing instrument; that she knows the common seal of said body politic and corporate; that the seal affixed to the foregoing instrument is said common seal; that the name of the body politic and corporate was subscribed thereto by the said Mayor that the said common seal was affixed, all by order of the Board of Commissioners of said body politic and corporate; and that the said instrument is the act and deed of said body politic and corporate.

WITNESS my hand and official seal this the \_\_\_\_ day of \_\_\_\_\_, 2020.

My Commission Expires:

\_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC



NOTARY SEAL/STAMP MUST APPEAR  
LEGIBLY IN BOX TO RIGHT



**Town of Beaufort, NC**

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

**Board of Commissioners  
Virtual Work Session  
4:00 PM – Monday, April 26, 2021**

**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** March 2021 Financial Report/Notes

**BRIEF SUMMARY:**

- Tax balances remaining are listed for February and March 2021

February		
Tax Year	Balance Remaining	Collection Rate to Date
2014	\$2,400	99.91%
2015	\$7,267	99.72%
2016	\$16,674	99.37%
2017	\$21,834	99.26%
2018	\$28,834	99.12%
2019	\$60,221	98.43%
2020	\$150,799	96.85%
March		
Tax Year	Balance Remaining	Collection Rate to Date
2014	\$2,400	99.91%
2015	\$7,148	99.72%
2016	\$16,317	99.38%
2017	\$21,002	99.29%
2018	\$27,801	99.15%
2019	\$55,881	98.55%
2020	\$118,406	97.53%

- Sales and Use tax distribution for April is \$137,779 (January sales)

**REQUESTED ACTION:**

No action requested/ review

**EXPECTED LENGTH OF PRESENTATION:**

5 minutes

**SUBMITTED BY:**

Christi Wood – Finance Director

**BUDGET AMENDMENT REQUIRED:**

No

Comparison of FY 19,20, and 21 Sales and Use Tax Distributions						
Sales Month	Collection Month	Distribution Month	Distribution Amount FY 2019	Distribution Amount FY 2020	Distribution Amount FY 2021	% change from PY
July	August	October	\$102,279	\$154,624	\$198,338	28%
August	September	November	\$118,261	\$147,895	\$158,529	7%
September	October	December	\$104,910	\$132,455	\$173,832	31%
October	November	January	\$113,279	\$130,905	\$162,919	24%
November	December	February	\$118,047	\$116,991	\$155,965	33%
December	January	March	\$112,470	\$133,544	\$177,189	33%
January	February	April	\$91,523	\$110,330	\$137,779	25%
February	March	May	\$96,640	\$96,305		
March	April	June	\$127,685	\$127,868		
April	May	July	\$123,099	\$110,588		
May	June	August	\$145,214	\$158,801		
June	July	September	<u>\$150,652</u>	<u>\$202,009</u>		
<b>Total</b>			<u>\$1,404,059</u>	<u>\$1,622,314</u>	<u>\$1,164,551</u>	

## TOWN OF BEAUFORT

4/20/2021

10. AM

## Statement of Revenue and Expenditures - Operating

Revenue Account Range: 10-000-0000 to 60-999-9999

Include Non-Anticipated: Yes

Year To Date As Of: 03/31/21

Expend Account Range: First to Last

Include Non-Budget: No

Current Period: 03/01/21 to 03/31/21

Print Zero YTD Activity: No

Prior Year: 03/01/20 to 03/31/20

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
10-301-0000	AD VALOREM TAX - CURRENT YEAR	\$55,163.39	\$4,682,759.00	\$43,939.23	\$4,638,678.65	-\$44,080.35	99%
10-301-0001	AD VALOREM TAX PRIOR YEAR	\$9,041.65	\$70,000.00	\$6,751.09	\$61,134.32	-\$8,865.68	87%
10-301-0002	PENALTIES AND INTEREST	\$222.92	\$10,000.00	\$2,648.51	\$16,687.38	\$6,687.38	167%
10-301-0004	MOTOR VEHICLE TAX	\$13,340.44	\$168,158.00	\$16,086.19	\$153,528.66	-\$14,629.34	91%
10-301-0006	PAYMENT IN LIEU OF TAXES	\$0.00	\$32,000.00	\$78.54	\$5,877.96	-\$26,122.04	18%
10-303-0001	LOCAL OPTION SALES TAX	\$133,543.76	\$1,250,300.00	\$177,189.20	\$1,026,772.97	-\$223,527.03	82%
10-303-0002	UTILITIES FRANCHISE TAX	\$92,521.34	\$385,000.00	\$0.00	\$118,095.17	-\$266,904.83	31%
10-303-0003	BEER AND WINE TAX	\$0.00	\$18,872.00	\$0.00	\$0.00	-\$18,872.00	0%
10-303-0004	POWELL BILL	\$0.00	\$120,000.00	\$0.00	\$113,553.99	-\$6,446.01	95%
10-303-0012	Grant from NC Natural \$ Cultural Res.	\$0.00	\$13,998.00	\$0.00	\$0.00	-\$13,998.00	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	\$74,795.00	\$0.00	\$0.00	\$88,591.02	\$88,591.02	0%
10-303-0016	GRANTS - SRO, CAD, School Safety	\$0.00	\$91,000.00	\$2,959.00	\$56,321.95	-\$34,678.05	62%
10-303-0017	NOAA Grant - Taylor's Creek	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-303-0019	CARES RELIEF FUNDS	\$0.00	\$94,768.00	\$0.00	\$94,768.00	\$0.00	100%
10-304-0001	COUNTY ABC PROFIT DISTRIBUTION	\$0.00	\$170,000.00	\$0.00	\$112,397.00	-\$57,603.00	66%
10-304-0002	FIRE DISTRICT AD VALOREM TAX	\$26,911.67	\$334,081.00	\$27,840.09	\$250,560.81	-\$83,520.19	75%
10-304-0003	FIRE DISTRICT SALES TAX	\$9,166.67	\$105,000.00	\$8,750.00	\$78,750.00	-\$26,250.00	75%
10-304-0004	HARLOWE DIST AD VALOREM TAX	\$5,269.55	\$68,096.00	\$5,674.45	\$51,070.05	-\$17,025.95	75%
10-304-0005	HARLOWE FIRE DISTRICT SALES TAX	\$1,769.54	\$20,033.00	\$1,669.37	\$15,024.33	-\$5,008.67	75%
10-304-0020	MISC REVENUE-FIRE DEPARTMENT	\$50.00	\$0.00	\$100.00	\$205.00	\$205.00	0%
10-305-0001	SOLID WASTE USER FEE ( RES )	\$45,296.04	\$555,000.00	\$94,892.89	\$425,451.11	-\$129,548.89	77%
10-305-0002	SOLID WASTE USER FEES ( COMM )	\$1,120.74	\$13,500.00	\$2,117.30	\$9,808.24	-\$3,691.76	73%
10-305-0003	STORMWATER RESIDENTIAL	\$3,019.31	\$136,000.00	\$2,076.95	\$137,805.84	\$1,805.84	101%
10-305-0004	SOLID WASTE USER FEE -WBD	\$2,690.29	\$35,000.00	\$5,582.08	\$25,014.73	-\$9,985.27	71%

## TOWN OF BEAUFORT

4/20/2021

## Statement of Revenue and Expenditures - Operating

10:AM

<i>Revenue Account</i>	<i>Description</i>	<i>Prior Yr Rev</i>	<i>Anticipated</i>	<i>Curr Rev</i>	<i>YTD Rev</i>	<i>Excess/Deficit</i>	<i>% Real</i>
10-305-0005	BUILDING PERMITS	\$7,193.46	\$175,000.00	\$19,267.73	\$194,872.45	\$19,872.45	111%
10-305-0006	PARKING METER	\$0.00	\$180,000.00	\$0.00	\$0.00	-\$180,000.00	0%
10-305-0007	PARKING VIOLATIONS/PENALTIES	\$940.00	\$20,000.00	\$591.00	\$1,923.42	-\$18,076.58	10%
10-305-0008	COURT COSTS, FEES, CHARGES	\$58.50	\$750.00	\$36.00	\$644.50	-\$105.50	86%
10-305-0011	SPECIAL EVENT FEES	\$3,875.00	\$1,500.00	\$3,450.00	\$3,450.00	\$1,950.00	230%
10-305-0013	TRAIN DEPOT RENTAL	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-306-0001	PROPERTY LEASES	\$21,613.58	\$224,301.00	\$37,338.43	\$184,554.80	-\$39,746.20	82%
10-306-0002	ANTENNA CONTRACT REVENUE	\$0.00	\$54,000.00	\$0.00	\$44,105.37	-\$9,894.63	82%
10-306-0003	CEMETERY LOT SALES	\$25.00	\$3,500.00	\$205.34	\$4,957.12	\$1,457.12	142%
10-306-0006	SALE OF SURPLUS PROPERTY	\$14,882.00	\$0.00	\$2,619.00	\$2,619.00	\$2,619.00	0%
10-306-0010	SURETY BOND	\$0.00	\$0.00	\$0.00	-\$7,840.00	-\$7,840.00	0%
10-307-0001	INVESTMENT EARNINGS	\$7,262.95	\$35,000.00	\$267.21	\$3,166.53	-\$31,833.47	9%
10-307-0002	MISCELLANEOUS REVENUE	\$329.00	\$20,000.00	\$8,706.66	\$14,126.66	-\$5,873.34	71%
10-307-0003	MISCELLANEOUS REVENUE - PD	\$175.00	\$0.00	\$0.00	\$4,211.00	\$4,211.00	0%
10-307-0007	PROCEEDS FROM LOAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-307-0008	REIMBURSEMENT FROM INSURANCE	\$4,486.02	\$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	\$0.00	\$600,000.00	\$600,000.00	\$600,000.00	\$0.00	100%
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%
<b>General Fund Revenue Total</b>		<b>\$534,962.82</b>	<b>\$9,896,869.00</b>	<b>\$1,070,836.26</b>	<b>\$8,533,879.45</b>	<b>-\$1,362,989.55</b>	<b>86%</b>

<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
10-410-0000	GOVERNING BODY:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-410-0200	SALARIES AND WAGES	\$3,858.34	\$47,226.08	\$3,935.50	\$35,419.50	\$0.00	\$11,806.58	75%
10-410-0500	FICA	\$295.15	\$3,778.09	\$301.04	\$2,709.36	\$0.00	\$1,068.73	72%
10-410-0800	WORKERS COMPENSATION	\$0.00	\$142.00	\$0.00	\$142.00	\$0.00	\$0.00	100%
10-410-1140	PUBLIC NOTICES/ADVERTISING	\$0.00	\$4,500.00	\$279.48	\$3,340.21	\$0.00	\$1,159.79	74%

## TOWN OF BEAUFORT

4/20/2021

## Statement of Revenue and Expenditures - Operating

10. AM

<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
10-410-1141	NEWSLETTER	\$359.64	\$4,000.00	\$360.67	\$2,993.99	\$0.00	\$1,006.01	75%
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)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-410-1250	DUES & SUBSCRIPTIONS	\$66.61	\$11,300.00	\$30.00	\$9,038.71	\$540.00	\$1,721.29	85%
10-410-1430	TRAINING- REGISTRATION & CLASS MAT	\$0.00	\$5,000.00	\$0.00	\$7,706.25	\$135.00	-\$2,841.25	157%
10-410-1431	TRAVEL MILEAGE	\$0.00	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	0%
10-410-1432	MEALS	\$782.80	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0%
10-410-1433	LODGING	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
10-410-4520	CODIFICATION	\$0.00	\$2,500.00	\$0.00	\$2,773.92	\$0.00	-\$273.92	111%
10-410-5400	INSURANCE	\$0.00	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$0.00	100%
10-410-5720	ELECTIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
	<b>DEPARTMENT 410 Total</b>	<b>\$5,362.54</b>	<b>\$87,196.17</b>	<b>\$4,906.69</b>	<b>\$67,623.94</b>	<b>\$675.00</b>	<b>\$18,897.23</b>	<b>78%</b>
10-420-0000	ADMINISTRATION:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-420-0200	SALARIES AND WAGES	\$35,139.46	\$263,899.82	\$20,778.28	\$209,174.02	\$0.00	\$54,725.80	79%
10-420-0201	OVERTIME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-420-0500	FICA EXPENSE	\$2,514.44	\$21,112.79	\$1,513.16	\$15,241.66	\$0.00	\$5,871.13	72%
10-420-0600	GROUP INSURANCE EXPENSE	\$2,928.60	\$22,354.92	\$1,725.00	\$14,618.28	\$0.00	\$7,736.64	65%
10-420-0700	RETIREMENT EXPENSE	\$4,923.08	\$40,140.68	\$3,141.36	\$30,951.05	\$0.00	\$9,189.63	77%
10-420-0800	WORKERS COMPENSATION	\$0.00	\$2,148.00	\$0.00	\$1,804.30	\$0.00	\$343.70	84%
10-420-0900	UNEMPLOYMENT INSURANCE EXPENSE	\$0.00	\$3,000.00	\$0.00	\$7,137.71	\$0.00	-\$4,137.71	238%
10-420-1110	TELEPHONE	\$126.33	\$6,780.00	\$92.24	\$1,034.20	\$0.00	\$5,745.80	15%
10-420-1120	INTERNET/CABLE	\$550.88	\$6,900.00	\$544.88	\$4,601.70	\$0.00	\$2,298.30	67%
10-420-1130	POSTAGE	\$28.65	\$3,000.00	\$0.00	\$2,237.90	\$46.74	\$715.36	76%
10-420-1210	OFFICE SUPPLIES	\$3,572.00	\$14,700.00	\$458.13	\$8,065.38	\$1,078.36	\$5,556.26	62%
10-420-1220	OFFICE EQUIPMENT (NON-CAPITAL)	\$2,073.13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-420-1221	OFFICE EQUIPMENT LEASES	\$0.00	\$7,800.00	\$452.76	\$4,921.48	\$0.00	\$2,878.52	63%
10-420-1230	OFFICE CONTRACT SERVICES	\$12,811.98	\$6,000.00	\$352.31	\$3,591.30	\$0.00	\$2,408.70	60%
10-420-1250	DUES AND SUBSCRIPTIONS	\$0.00	\$2,500.00	\$84.79	\$1,305.83	\$31.34	\$1,162.83	53%

## TOWN OF BEAUFORT

4/20/2021

## Statement of Revenue and Expenditures - Operating

10. AM

<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
10-420-1310	ELECTRIC	\$1,019.44	\$16,800.00	\$1,133.69	\$10,016.04	\$911.81	\$5,872.15	65%
10-420-1330	WATER/SEWER/SOLID WASTE	\$96.25	\$3,356.36	\$208.61	\$1,116.32	\$0.00	\$2,240.04	33%
10-420-1430	TRAINING-REGISTRATION & CLASS MAT'	\$450.00	\$3,000.00	\$0.00	\$3,060.00	\$0.00	-\$60.00	102%
10-420-1431	TRAVEL MILEAGE	\$124.12	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
10-420-1432	MEALS	\$0.00	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	0%
10-420-1433	LODGING	\$0.00	\$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	\$0.00	\$50,231.00	\$0.00	\$51,302.60	\$0.00	-\$1,071.60	102%
10-420-7430	CAPITAL OUTLAY - VEHICLES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
	<b>DEPARTMENT 420 Total</b>	<b>\$66,358.36</b>	<b>\$478,073.57</b>	<b>\$30,485.21</b>	<b>\$370,179.77</b>	<b>\$2,068.25</b>	<b>\$105,825.55</b>	<b>78%</b>
10-430-0000	FINANCE:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-430-0200	SALARIES AND WAGES	\$20,068.28	\$267,914.94	\$18,069.89	\$205,606.58	\$0.00	\$62,308.36	77%
10-430-0201	OVERTIME	\$0.00	\$0.00	\$0.00	\$7.83	\$0.00	-\$7.83	0%
10-430-0500	FICA EXPENSE	\$1,421.57	\$21,436.08	\$1,281.15	\$14,681.97	\$0.00	\$6,754.11	68%
10-430-0600	GROUP INSURANCE EXPENSE	\$2,928.60	\$37,258.20	\$2,356.08	\$24,987.57	\$0.00	\$12,270.63	67%
10-430-0700	RETIREMENT EXPENSE	\$2,811.58	\$40,755.34	\$2,748.45	\$31,030.96	\$0.00	\$9,724.38	76%
10-430-0800	WORKERS COMPENSATION	\$0.00	\$1,210.00	\$0.00	\$1,210.00	\$0.00	\$0.00	100%
10-430-1210	OFFICE SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-430-1230	OFFICE CONTRACT SERVICES	\$8,567.37	\$29,000.00	\$9,081.25	\$25,624.12	\$0.00	\$3,375.88	88%
10-430-1250	DUES & SUBSCRIPTIONS	\$0.00	\$400.00	\$0.00	\$160.00	\$0.00	\$240.00	40%
10-430-1430	TRAINING-REGISTRATION & CLASS MATE	\$0.00	\$5,500.00	\$0.00	\$3,625.00	\$0.00	\$1,875.00	66%
10-430-1431	TRAVEL MILEAGE	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
10-430-1432	MEALS	\$0.00	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0%
10-430-1433	LODGING	\$401.80	\$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	\$797.50	\$20,000.00	\$1,670.20	\$16,544.20	\$0.00	\$3,455.80	83%
10-430-4520	TAX COLLECTION ADMIN EXPENSE PROP.	\$1,344.49	\$87,144.00	\$1,103.18	\$97,034.44	\$0.00	-\$9,890.44	111%
10-430-4525	TAX COLLECTION ADMIN EXPENSE MVT	\$797.07	\$10,000.00	\$821.67	\$8,134.30	\$0.00	\$1,865.70	81%

## TOWN OF BEAUFORT

4/20/2021

10. AM

## Statement of Revenue and Expenditures - Operating

<u>Expend Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Curr Expd</u>	<u>YTD Expd</u>	<u>Encumbered</u>	<u>Balance</u>	<u>% Expd</u>
<b>DEPARTMENT 430 Total</b>		<b>\$39,138.26</b>	<b>\$524,618.56</b>	<b>\$37,131.87</b>	<b>\$428,646.97</b>	<b>\$0.00</b>	<b>\$95,971.59</b>	<b>82%</b>
10-450-0000	PARKING DEPARTMENT:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-450-0200	SALARIES AND WAGES	\$2,873.59	\$37,467.46	\$0.00	\$7,296.00	\$0.00	\$30,171.46	19%
10-450-0201	OVERTIME	\$0.00	\$2,040.00	\$0.00	\$0.00	\$0.00	\$2,040.00	0%
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	\$212.34	\$4,309.93	\$0.00	\$551.72	\$0.00	\$3,758.21	13%
10-450-0600	GROUP INSURANCE	\$585.72	\$7,451.64	\$0.00	\$1,171.44	\$0.00	\$6,280.20	16%
10-450-0700	RETIREMENT EXPENSE	\$402.59	\$6,021.94	\$0.00	\$1,109.73	\$0.00	\$4,912.21	18%
10-450-0800	WORKERS COMPENSATION	\$0.00	\$1,343.00	\$0.00	\$1,343.00	\$0.00	\$0.00	100%
10-450-1210	OFFICE SUPPLIES	\$12.91	\$2,000.00	\$0.00	\$22.23	\$0.00	\$1,977.77	1%
10-450-1230	OFFICE CONTRACT SERVICES - SOFTWARE	\$0.00	\$12,144.00	\$1,824.00	\$8,208.00	\$0.00	\$3,936.00	68%
10-450-1430	TRAINING -REGISTRATION AND CLASS MAT'L	\$0.00	\$1,050.00	\$0.00	\$0.00	\$0.00	\$1,050.00	0%
10-450-1431	TRAVEL MILEAGE	\$0.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0%
10-450-1432	MEALS	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0%
10-450-1433	LODGING	\$0.00	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	0%
10-450-1592	WBD PROJECTS	\$12,091.76	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-450-1620	EQUIPMENT RENTAL - HANDHELDS	\$0.00	\$1,700.00	\$0.00	\$0.00	\$0.00	\$1,700.00	0%
10-450-1630	EQUIPMENT MAINTENANCE AND REPAIRS	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0%
10-450-3901	PARKING METER CREDIT CARD PROCESSING	\$34.99	\$22,000.00	\$182.74	\$696.27	\$0.00	\$21,303.73	3%
10-450-3902	COLLECTION FEES	\$425.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
10-450-4550	CONTRACT SERVICES	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0%
10-450-5730	CONTINGENCY	\$0.00	\$13,000.00	\$0.00	\$0.00	\$0.00	\$13,000.00	0%
10-450-8010	DEBT SERVICE - PRINCIPAL	\$0.00	\$7,903.00	\$0.00	\$0.00	\$0.00	\$7,903.00	0%
10-450-8011	DEBT SERVICE - INTEREST	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00	\$900.00	0%
<b>DEPARTMENT 450 Total</b>		<b>\$16,638.90</b>	<b>\$142,915.97</b>	<b>\$2,006.74</b>	<b>\$20,398.39</b>	<b>\$0.00</b>	<b>\$122,517.58</b>	<b>14%</b>
10-510-0000	POLICE DEPARTMENT:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-510-0200	SALARIES AND WAGES	\$74,591.38	\$1,025,644.54	\$79,677.87	\$796,312.40	\$0.00	\$229,332.14	78%
10-510-0201	OVERTIME	\$1,463.37	\$28,000.02	\$2,508.77	\$18,206.88	\$0.00	\$9,793.14	65%

## TOWN OF BEAUFORT

4/20/2021

## Statement of Revenue and Expenditures - Operating

10. AM

<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
10-510-0203	SEPARATION PAY	\$3,510.09	\$41,400.00	\$3,510.09	\$31,590.81	\$0.00	\$9,809.19	76%
10-510-0205	OTHER SALARIES-PARTTIME	\$0.00	\$10,000.00	\$0.00	\$2,320.55	\$0.00	\$7,679.45	23%
10-510-0500	FICA EXPENSE	\$5,802.77	\$89,021.32	\$6,337.24	\$62,782.05	\$0.00	\$26,239.27	71%
10-510-0600	GROUP INSURANCE EXPENSE	\$11,086.62	\$141,581.16	\$10,602.36	\$98,825.85	\$0.00	\$42,755.31	70%
10-510-0700	RETIREMENT EXPENSE	\$11,159.64	\$166,660.56	\$12,971.16	\$128,051.48	\$0.00	\$38,609.08	77%
10-510-0800	WORKERS COMPENSATION	\$0.00	\$39,940.00	\$0.00	\$41,466.72	\$0.00	-\$1,526.72	104%
10-510-1110	TELEPHONE	\$123.29	\$8,184.00	\$98.18	\$1,059.18	\$0.00	\$7,124.82	13%
10-510-1111	TELEPHONE-CELLULAR	\$732.24	\$10,800.00	\$774.41	\$6,306.72	\$0.00	\$4,493.28	58%
10-510-1120	INTERNET/CABLE	\$321.00	\$3,700.00	\$473.05	\$3,443.94	\$0.00	\$256.06	93%
10-510-1130	POSTAGE	\$0.00	\$750.00	\$0.00	\$342.40	\$7.70	\$399.90	47%
10-510-1210	OFFICE SUPPLIES	\$616.89	\$2,500.00	\$317.49	\$2,322.79	\$588.89	-\$411.68	116%
10-510-1220	OFFICE EQUIPMENT (NON-CAPITAL)	\$0.00	\$2,000.00	\$0.00	\$159.71	\$0.00	\$1,840.29	8%
10-510-1221	OFFICE EQUIPMENT LEASES	\$328.25	\$4,100.00	\$349.25	\$3,347.83	\$0.00	\$752.17	82%
10-510-1230	OFFICE CONTRACT SERVICES	\$1,150.00	\$32,600.00	\$391.23	\$15,819.28	\$10,000.00	\$6,780.72	79%
10-510-1250	DUES AND SUBSCRIPTIONS	\$159.00	\$2,500.00	\$36.26	\$621.26	\$35.00	\$1,843.74	26%
10-510-1260	MISC. ADMIN. EXPENSE	\$0.00	\$500.00	\$0.00	\$20.50	\$0.00	\$479.50	4%
10-510-1310	ELECTRIC	\$447.05	\$6,300.00	\$558.04	\$5,494.67	\$416.88	\$388.45	94%
10-510-1330	WATER/SEWER/SOLID WASTE	\$265.96	\$3,776.11	\$498.69	\$2,346.82	\$0.00	\$1,429.29	62%
10-510-1420	OSHA/SAFETY COMPLIANE	\$0.00	\$1,310.00	\$128.22	\$558.63	\$0.00	\$751.37	43%
10-510-1421	SAFETY EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-510-1422	SAFETY SUPPLIES & MATERIALS	\$817.61	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-510-1430	TRAINING- REGISTRATION &CLASS MAT'	\$0.00	\$12,000.00	\$860.00	\$2,281.90	\$210.31	\$9,507.79	21%
10-510-1431	TRAVEL MILEAGE	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
10-510-1432	MEALS	\$451.62	\$3,500.00	\$131.44	\$1,026.42	\$487.64	\$1,985.94	43%
10-510-1433	LODGING	\$371.16	\$4,000.00	\$0.00	\$877.84	\$339.10	\$2,783.06	30%
10-510-1440	UNIFORMS	\$12.81	\$15,000.00	\$1,063.24	\$5,748.65	\$269.51	\$8,981.84	40%
10-510-1451	EMPLOYEE WELLNESS	\$472.00	\$18,060.00	\$414.00	\$4,517.00	\$0.00	\$13,543.00	25%
10-510-1610	NON-CAPITAL EQUIPMENT PURCHASE	\$16,114.72	\$18,300.00	\$5,880.96	\$6,130.80	\$7,839.80	\$4,329.40	76%

## TOWN OF BEAUFORT

4/20/2021

## Statement of Revenue and Expenditures - Operating

10. AM

<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
10-510-1630	EQUIPMENT MAINT. & REPAIRS	\$0.00	\$4,000.00	\$131.32	\$3,350.03	\$0.00	\$649.97	84%
10-510-1710	AUTO FUEL	\$2,325.41	\$37,740.00	\$2,069.67	\$16,721.01	\$0.00	\$21,018.99	44%
10-510-1730	VEHICLE MAINT. & REPAIRS	\$968.41	\$15,000.00	\$757.70	\$6,775.09	\$217.20	\$8,007.71	47%
10-510-3310	DEPARTMENT SUPPLIES & MATERIALS	\$360.52	\$15,000.00	\$1,526.01	\$5,961.86	\$7,478.75	\$1,559.39	90%
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	\$3,250.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	0%
10-510-4570	MARINE OPERATIONS	\$0.00	\$4,000.00	\$165.00	\$367.37	\$0.00	\$3,632.63	9%
10-510-5400	INSURANCE AND BONDS	\$0.00	\$24,720.00	\$0.00	\$24,700.00	\$0.00	\$20.00	100%
10-510-5791	CRIMINAL INVESTIGATION	\$208.16	\$10,000.00	\$157.27	\$3,157.27	\$359.43	\$6,483.30	35%
10-510-5793	CRIME PREVENTION	\$0.00	\$5,000.00	\$700.00	\$1,915.44	\$25.00	\$3,059.56	39%
10-510-7420	CAPITAL OUTLAY - EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-510-7430	CAPITAL OUTLAY - VEHICLES	-\$52.00	\$123,963.00	\$102,147.26	\$102,147.16	\$24,746.72	-\$2,930.88	102%
10-510-8010	DEBT SERVICE - PRINCIPAL	\$0.00	\$16,594.00	\$0.00	\$16,594.00	\$0.00	\$0.00	100%
10-510-8011	DEBT SERVICE - INTEREST	\$0.00	\$663.00	\$0.00	\$662.25	\$0.00	\$0.75	100%
10-510-9003	HURRICANE SUPPLIES & MATERIALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-510-9010	COVID-19 RESPONSE	\$15.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-510-9020	GRANT EXPENDITURES	\$0.00	\$35,000.00	\$10,575.00	\$41,186.72	\$13,199.93	-\$19,386.65	155%
	<b>DEPARTMENT 510 Total</b>	<b>\$137,073.95</b>	<b>\$1,998,307.71</b>	<b>\$245,811.18</b>	<b>\$1,465,521.28</b>	<b>\$66,221.86</b>	<b>\$466,564.57</b>	<b>77%</b>
10-531-0000	FIRE DEPARTMENT:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-531-0200	SALARIES & WAGES	\$69,825.21	\$942,538.93	\$65,897.49	\$707,613.81	\$0.00	\$234,925.12	75%
10-531-0201	OVERTIME	\$2,085.91	\$30,999.02	\$2,028.21	\$13,622.55	\$0.00	\$17,376.47	44%
10-531-0205	SALARIES-PARTIME/PRN	\$1,616.34	\$43,080.58	\$2,542.06	\$34,172.77	\$0.00	\$8,907.81	79%
10-531-0500	FICA EXPENSE	\$5,471.11	\$81,405.93	\$5,189.42	\$56,234.06	\$0.00	\$25,171.87	69%
10-531-0600	GROUP INSURANCE	\$9,873.12	\$134,129.52	\$9,466.38	\$88,650.69	\$0.00	\$45,478.83	66%
10-531-0700	RETIREMENT EXPENSE	\$10,074.75	\$148,284.71	\$10,307.11	\$109,058.46	\$0.00	\$39,226.25	74%
10-531-0701	FIREMAN'S PENSION FUND	\$1,590.00	\$2,160.00	\$0.00	\$1,920.00	\$0.00	\$240.00	89%
10-531-0800	WORKERS COMPENSATION	\$0.00	\$51,027.00	\$0.00	\$50,946.00	\$0.00	\$81.00	100%
10-531-1110	TELEPHONE	\$145.17	\$5,768.00	\$126.83	\$1,404.93	\$0.00	\$4,363.07	24%

## TOWN OF BEAUFORT

4/20/2021

## Statement of Revenue and Expenditures - Operating

10. AM

<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
10-531-1111	TELEPHONE- CELLULAR	\$36.27	\$2,500.00	\$114.03	\$1,024.27	\$0.00	\$1,475.73	41%
10-531-1120	INTERNET/CABLE	\$336.10	\$4,420.00	\$324.85	\$2,596.28	\$0.00	\$1,823.72	59%
10-531-1130	POSTAGE	\$0.00	\$200.00	\$0.00	\$41.15	\$52.75	\$106.10	47%
10-531-1210	OFFICE SUPPLIES	\$49.08	\$1,200.00	\$103.01	\$578.86	\$0.00	\$621.14	48%
10-531-1220	OFFICE EQUIPMENT (NON-CAPITAL)	\$250.85	\$1,500.00	\$0.00	\$749.98	\$0.00	\$750.02	50%
10-531-1221	OFFICE EQUIPMENT LEASES	\$239.94	\$3,030.00	\$239.94	\$2,516.69	\$0.00	\$513.31	83%
10-531-1230	OFFICE CONTRACT SERVICES	\$28.80	\$1,670.00	\$0.00	\$1,420.00	\$0.00	\$250.00	85%
10-531-1250	DUES & SUBSCRIPTIONS	\$130.00	\$2,050.00	\$80.00	\$1,180.82	\$75.00	\$794.18	61%
10-531-1310	ELECTRIC	\$1,697.57	\$23,460.00	\$1,625.89	\$14,865.44	\$1,175.49	\$7,419.07	68%
10-531-1320	LP GAS	\$108.89	\$500.00	\$0.00	\$237.04	\$0.00	\$262.96	47%
10-531-1330	WATER/SEWER/SOLID WASTE	\$320.28	\$5,080.03	\$625.00	\$2,637.49	\$0.00	\$2,442.54	52%
10-531-1420	OSHA/ SAFETY COMPLIANCE	\$1,722.00	\$6,610.00	\$2,414.00	\$4,550.24	\$0.00	\$2,059.76	69%
10-531-1421	SAFETY EQUIPMENT	\$2,071.14	\$31,310.00	\$0.00	\$21,597.66	\$0.00	\$9,712.34	69%
10-531-1422	SAFETY SUPPLIES & MATERIALS	\$104.96	\$14,300.00	\$0.00	\$12,156.30	\$68.02	\$2,075.68	85%
10-531-1430	TRAINING- REGIST & CLASS MATERIAL	\$271.92	\$5,500.00	\$416.10	\$2,565.62	\$0.00	\$2,934.38	47%
10-531-1431	MILEAGE	\$0.00	\$800.00	\$0.00	\$762.86	\$0.00	\$37.14	95%
10-531-1432	MEALS	\$464.19	\$2,700.00	\$93.13	\$1,175.16	\$169.35	\$1,355.49	50%
10-531-1433	LODGING	\$488.16	\$3,000.00	\$0.00	\$622.11	\$724.53	\$1,653.36	45%
10-531-1440	UNIFORMS	\$0.00	\$12,600.00	\$120.00	\$5,257.36	\$54.00	\$7,288.64	42%
10-531-1510	BUILDING MAINTENANCE	\$297.69	\$6,357.00	\$419.22	\$3,015.62	\$0.00	\$3,341.38	47%
10-531-1511	GROUND MAINT	\$0.00	\$3,500.00	\$0.00	\$133.91	\$0.00	\$3,366.09	4%
10-531-1512	JANITORIAL SUPPLIES	\$255.06	\$1,800.00	\$218.67	\$1,471.10	\$0.00	\$328.90	82%
10-531-1513	CONTRACTED SERVICES	\$0.00	\$8,500.00	\$1,713.50	\$5,798.00	\$0.00	\$2,702.00	68%
10-531-1610	NON-CAPITAL EQUIPMENT PURCHASE	\$4,804.81	\$9,858.00	\$89.99	\$6,680.90	\$280.98	\$2,896.12	71%
10-531-1630	EQUIPMENT MAINT & REPAIRS	\$942.99	\$15,600.00	\$534.03	\$1,467.39	\$10.20	\$14,122.41	9%
10-531-1710	AUTO FUEL	\$1,280.78	\$23,000.00	\$1,068.11	\$7,136.44	\$222.23	\$15,641.33	32%
10-531-1730	VEHICLE MAINT & REPAIRS	\$1,967.09	\$26,817.00	\$350.71	\$24,612.36	\$631.48	\$1,573.16	94%
10-531-3310	DEPARTMENT SUPPLIES & MATERIALS	\$708.94	\$9,000.00	\$213.08	\$2,409.92	\$58.76	\$6,531.32	27%

## Statement of Revenue and Expenditures - Operating

10. AM

<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
10-531-5400	INSURANCE & BONDS	-335.00	\$34,710.00	\$0.00	\$36,681.00	\$0.00	-\$1,971.00	106%
10-531-7430	CAPITAL OUTLAY- VEHICLES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-531-8010	DEBT SERVICE - PRINCIPAL	\$1,023.67	\$255,437.00	\$0.00	\$200,000.00	\$0.00	\$55,437.00	78%
10-531-8011	DEBT SERVICE - INTEREST	\$1.45	\$95,790.00	\$0.00	\$72,024.99	\$0.00	\$23,765.01	75%
10-531-9001	HURRICANE FUEL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-531-9003	HURRICANE SUPPLIES & MATERIALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-531-9010	COVID-19 RESPONSE	\$210.03	\$1,410.00	\$0.00	\$5,170.17	\$0.00	-\$3,760.17	367%
	<b>DEPARTMENT 531 Total</b>	<b>\$120,159.27</b>	<b>\$2,053,602.72</b>	<b>\$106,320.76</b>	<b>\$1,506,760.40</b>	<b>\$3,522.79</b>	<b>\$543,319.53</b>	<b>74%</b>
10-540-0000	PLANNING & INSPECTIONS:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-540-0200	SALARIES AND WAGES	\$23,845.68	\$311,420.48	\$24,940.62	\$246,932.07	\$0.00	\$64,488.41	79%
10-540-0201	OVERTIME	\$0.00	\$1,530.00	\$0.00	\$1,243.47	\$0.00	\$286.53	81%
10-540-0500	FICA EXPENSE	\$1,772.24	\$25,036.84	\$1,883.48	\$18,757.34	\$0.00	\$6,279.50	75%
10-540-0600	GROUP INSURANCE EXPENSE	\$2,928.60	\$37,258.20	\$2,945.10	\$26,481.15	\$0.00	\$10,777.05	71%
10-540-0700	RETIREMENT EXPENSE	\$3,340.77	\$47,611.85	\$3,768.38	\$37,532.72	\$0.00	\$10,079.13	79%
10-540-0800	WORKERS COMPENSATION	\$0.00	\$5,773.00	\$0.00	\$5,682.79	\$0.00	\$90.21	98%
10-540-1230	OFFICE CONTRACT SERVICES	-\$234.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-540-1250	DUES & SUBSCRIPTIONS	\$0.00	\$2,500.00	\$38.13	\$1,868.11	\$270.00	\$361.89	86%
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'	\$0.00	\$3,400.00	\$0.00	\$2,655.00	\$0.00	\$745.00	78%
10-540-1431	TRAVEL MILEAGE	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
10-540-1432	MEALS	\$0.00	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	0%
10-540-1433	LODGING	\$111.87	\$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	\$0.00	\$541.73	\$170.65	\$1,287.62	36%
10-540-1710	AUTO FUEL	\$29.80	\$1,000.00	\$32.16	\$280.42	\$0.00	\$719.58	28%
10-540-1730	VEHICLE MAINT & REPAIRS	\$0.00	\$1,800.00	\$609.39	\$647.42	\$66.26	\$1,086.32	40%
10-540-1810	PERMITS & FEES RECURRING	\$0.00	\$1,800.00	\$0.00	\$610.00	\$0.00	\$1,190.00	34%
10-540-3310	DEPARTMENT SUPPLIES AND MATERIALS	\$0.00	\$0.00	\$0.00	\$0.00	\$36.84	-\$36.84	0%
10-540-3510	HISTORIC COMM.EXPENSE	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%

## TOWN OF BEAUFORT

4/20/2021

10. AM

## Statement of Revenue and Expenditures - Operating

<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
10-540-3512	HISTORIC COMM-TRAVEL	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
10-540-4510	PROFESSIONAL SERVICES	\$0.00	\$22,500.00	\$0.00	\$7,500.00	\$15,000.00	\$0.00	100%
10-540-5400	INSURANCE & BONDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-540-7420	CAPITAL OUTLAY-PROFESSIONAL SERVICES	\$0.00	\$180,000.00	\$12,000.00	\$47,555.25	\$132,444.75	\$0.00	100%
10-540-7430	CAPITAL OUTLAY- VEHICLES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-540-8010	DEBT SERVICE - PRINCIPAL	\$0.00	\$4,840.00	\$0.00	\$4,840.00	\$0.00	\$0.00	100%
10-540-8011	DEBT SERVICE - INTEREST	\$0.00	\$183.00	\$0.00	\$183.00	\$0.00	\$0.00	100%
	<b>DEPARTMENT 540 Total</b>	<b>\$32,028.96</b>	<b>\$654,153.37</b>	<b>\$46,217.26</b>	<b>\$403,310.47</b>	<b>\$147,988.50</b>	<b>\$102,854.40</b>	<b>84%</b>
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	\$16,229.78	\$150,277.74	\$0.00	\$49,951.22	75%
10-550-0500	FICA EXPENSE	\$0.00	\$16,018.31	\$1,169.43	\$10,877.02	\$0.00	\$5,141.29	68%
10-550-0600	GROUP INSURANCE EXPENSE	\$0.00	\$14,903.28	\$1,178.04	\$10,006.74	\$0.00	\$4,896.54	67%
10-550-0700	RETIREMENT	\$0.00	\$30,454.82	\$2,451.81	\$22,757.82	\$0.00	\$7,697.00	75%
10-550-1230	OFFICE CONTRACT SERVICES	\$0.00	\$8,500.00	\$0.00	\$5,020.77	\$105.68	\$3,373.55	60%
10-550-1250	DUES AND SUBSCRIPTIONS	\$0.00	\$1,800.00	\$36.26	\$36.26	\$0.00	\$1,763.74	2%
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	\$105.00	\$1,545.00	14%
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	\$45.89	\$0.00	\$704.11	6%
10-550-1710	AUTO FUEL	\$0.00	\$1,000.00	\$0.00	\$81.89	\$0.00	\$918.11	8%
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	\$8.74	\$7,780.37	\$0.00	\$2,219.63	78%
	<b>DEPARTMENT 550 Total</b>	<b>\$0.00</b>	<b>\$288,215.37</b>	<b>\$21,074.06</b>	<b>\$207,101.71</b>	<b>\$210.68</b>	<b>\$80,902.98</b>	<b>72%</b>
10-560-0000	PUBLIC WORKS:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-560-0200	SALARIES AND WAGES	\$38,234.03	\$44,713.11	\$39,268.21	\$402,964.96	\$0.00	\$141,748.15	74%

## TOWN OF BEAUFORT

4/20/2021

10. AM

## Statement of Revenue and Expenditures - Operating

<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
10-560-0201	OVERTIME	\$581.70	\$5,100.00	\$629.06	\$7,275.95	\$0.00	-\$2,175.95	143%
10-560-0500	FICA EXPENSE	\$2,786.39	\$44,019.50	\$2,877.42	\$30,074.34	\$0.00	\$13,945.16	68%
10-560-0600	GROUP INSURANCE EXPENSE	\$7,614.36	\$96,871.32	\$7,068.24	\$64,140.48	\$0.00	\$32,730.84	66%
10-560-0700	RETIREMENT EXPENSE	\$5,438.08	\$81,769.45	\$6,021.24	\$60,664.20	\$0.00	\$21,105.25	74%
10-560-0800	WORKERS COMPENSATION	\$0.00	\$24,164.00	\$0.00	\$20,442.53	\$0.00	\$3,721.47	85%
10-560-1110	TELEPHONE	\$128.82	\$2,500.00	\$120.05	\$1,163.72	\$0.00	\$1,336.28	47%
10-560-1111	TELEPHONE- CELLULAR	\$5.53	\$350.00	\$81.34	\$651.78	\$0.00	-\$301.78	186%
10-560-1120	INTERNET\CABLE	\$430.94	\$4,900.00	\$449.85	\$3,596.20	\$0.00	\$1,303.80	73%
10-560-1130	POSTAGE	\$0.00	\$4,500.00	\$0.00	\$3,368.13	\$0.00	\$1,131.87	75%
10-560-1210	OFFICE SUPPLIES	\$288.73	\$2,000.00	\$58.76	\$1,819.68	\$0.00	\$180.32	91%
10-560-1220	OFFICE EQUIPMENT (NON-CAPITAL)	\$0.00	\$2,000.00	\$0.00	\$16.48	\$872.00	\$1,111.52	44%
10-560-1221	OFFICE EQUIPMENT LEASE	\$266.30	\$3,200.00	\$266.30	\$2,805.87	\$0.00	\$394.13	88%
10-560-1230	OFFICE CONTRACT SERVICES	\$0.00	\$2,321.69	\$0.00	\$1,146.63	\$121.69	\$1,053.37	55%
10-560-1250	DUES AND SUBSCRIPTIONS	\$16.00	\$750.00	\$39.47	\$526.78	\$21.34	\$201.88	73%
10-560-1310	ELECTRIC	\$485.04	\$7,000.00	\$703.19	\$4,635.10	\$457.02	\$1,907.88	73%
10-560-1320	LP GAS	\$304.83	\$3,150.00	\$1,062.98	\$2,122.85	\$0.00	\$1,027.15	67%
10-560-1330	WATER/SEWER/SOLID WASTE	\$208.67	\$2,727.61	\$0.00	\$1,434.91	\$0.00	\$1,292.70	53%
10-560-1420	OSHA/SAFETY COMPLIANCE	\$0.00	\$5,650.00	\$179.11	\$3,049.84	\$0.00	\$2,600.16	54%
10-560-1421	SAFETY EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-560-1422	SAFETY SUPPLIES & MATERIALS	\$148.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-560-1430	TRAINING -REGISTRATION & CLASS	\$0.00	\$3,150.00	\$0.00	\$722.20	\$200.00	\$2,227.80	29%
10-560-1431	TRAVEL MILEAGE	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
10-560-1432	MEALS	\$60.05	\$750.00	\$0.00	\$283.96	\$12.81	\$453.23	40%
10-560-1433	LODGING	\$0.00	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	0%
10-560-1440	UNIFORMS	\$222.70	\$7,000.00	\$513.25	\$4,634.89	\$0.00	\$2,365.11	66%
10-560-1610	NON-CAPITAL EQUIPMENT PURCHASE	\$401.01	\$18,500.00	\$235.49	\$15,460.27	\$0.00	\$3,039.73	84%
10-560-1630	EQUIPMENT MAINT. & REPAIRS	\$2,327.65	\$10,500.00	\$228.08	\$4,029.04	\$1,084.50	\$5,386.46	49%
10-560-1710	AUTO FUEL	\$832.44	\$15,000.00	\$711.34	\$8,150.32	\$0.00	\$6,849.68	54%

## TOWN OF BEAUFORT

4/20/2021

10. AM

## Statement of Revenue and Expenditures - Operating

<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
10-560-1730	VEHICLE MAINT. & REPAIRS	\$3,048.22	\$11,000.00	\$136.61	\$4,959.79	\$279.77	\$5,760.44	48%
10-560-1820	PERMITS & FEES - ONE TIME	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
10-560-3310	DEPARTMENT SUPPLIES & MATERIAL	\$474.84	\$8,000.00	\$153.04	\$3,464.17	\$73.66	\$4,462.17	44%
10-560-3320	STREETSCAPING MATERIALS	\$0.00	\$74.58	\$0.00	\$0.00	\$74.58	\$0.00	100%
10-560-3811	STREET CONT. SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-560-3812	STREET SUPPLIES & MAT'L	\$2,759.68	\$10,000.00	\$0.00	\$3,771.95	\$0.00	\$6,228.05	38%
10-560-3814	SIDEWALKS & MULTI-MODAL	\$0.00	\$10,000.00	\$1,117.75	\$8,710.05	\$0.00	\$1,289.95	87%
10-560-4550	CONTRACT SERVICES	\$0.00	\$12,675.00	\$0.00	\$5,690.52	\$7,675.00	-\$690.52	105%
10-560-4552	MOSQUITO CONTROL	\$0.00	\$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%
10-560-5400	INSURANCE	\$0.00	\$13,373.00	\$427.78	\$13,978.78	\$0.00	-\$605.78	105%
10-560-5900	STREET LIGHTS	\$10,751.58	\$144,000.00	\$11,624.81	\$105,951.25	\$11,626.93	\$26,421.82	82%
10-560-7420	CAPITAL OUTLAY - EQUIPMENT	\$0.00	\$78,036.00	\$0.00	\$78,035.10	\$0.00	\$0.90	100%
10-560-7430	CAPITAL OUTLAY - VEHICLES	\$570.84	\$97,968.00	\$57,152.06	\$57,152.06	\$42,492.09	-\$1,676.15	102%
10-560-8010	DEBT SERVICES-PRINCIPAL	\$0.00	\$230,000.00	\$245,000.00	\$245,000.00	\$0.00	-\$15,000.00	107%
10-560-8011	DEBT SERVICES-INTEREST	\$0.00	\$85,934.17	\$44,834.99	\$85,933.74	\$0.00	\$0.43	100%
10-560-9001	HURRICANE FUEL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-560-9002	HURRICANE RENTAL EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-560-9003	HURRICANE SUPPLIES & MATERIALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-560-9004	HURRICANE DEBRIS REMOVAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-560-9010	COVID-19 RESPONSE	\$18,850.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
	<b>DEPARTMENT 560 Total</b>	<b>\$200,437.85</b>	<b>\$1,680,397.43</b>	<b>\$420,960.42</b>	<b>\$1,257,828.52</b>	<b>\$64,991.39</b>	<b>\$357,577.52</b>	<b>79%</b>
10-570-0000	SANITATION:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-570-1310	ELECTRIC FOR COMPACTOR	\$42.90	\$1,000.00	\$161.34	\$505.54	\$42.02	\$452.44	55%
10-570-1630	EQUIPMENT MAINT.	\$0.00	\$1,000.00	\$88.89	\$1,415.10	\$0.00	-\$415.10	142%
10-570-1710	AUTO FUEL	\$760.82	\$15,000.00	\$387.50	\$5,001.90	\$0.00	\$9,998.10	33%
10-570-1730	VEHICLE MAINTENANCE	\$0.00	\$1,000.00	\$0.00	\$785.05	\$0.00	\$214.95	79%
10-570-4520	COLLECTION CONTRACTED SV WBD ROLLOUT	\$1,942.01	\$17,650.00	\$1,996.59	\$15,850.00	\$0.00	\$1,800.00	90%

## TOWN OF BEAUFORT

4/20/2021

10. AM

## Statement of Revenue and Expenditures - Operating

<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
10-570-4521	COLLECTION CONTRACTSVCS RES ROLLOUT SV	\$33,073.48	\$385,044.00	\$37,636.10	\$304,919.12	\$0.00	\$80,124.88	79%
10-570-4560	RECYCLING DISPOSAL WBD CARDBOARD ONL	\$613.77	\$7,354.20	\$626.67	\$5,000.46	\$0.00	\$2,353.74	68%
10-570-4561	SOLID WASTE DISPOSAL RES BULK SERVICE	\$1,708.10	\$26,265.00	\$1,789.92	\$24,183.26	\$0.00	\$2,081.74	92%
10-570-4562	YARD DEBRIS DISPOSAL FEE DEE GARNER	\$3,430.00	\$33,000.00	\$5,660.00	\$29,040.00	\$0.00	\$3,960.00	88%
10-570-4563	SOLID WASTE DISPOSAL WBD COMPACTOR FE	\$1,990.68	\$26,265.00	\$1,580.11	\$20,917.49	\$0.00	\$5,347.51	80%
10-570-8010	DEBT SERVICES- PRINCIPAL (GRAPPLE TRUCK	\$0.00	\$38,028.04	\$0.00	\$38,028.00	\$0.00	\$0.04	100%
10-570-8011	DEBT SERVICES - INTEREST (GRAPPLE TRUCK	\$0.00	\$1,436.55	\$0.00	\$1,436.00	\$0.00	\$0.55	100%
	<b>DEPARTMENT 570 Total</b>	<b>\$43,561.76</b>	<b>\$553,042.79</b>	<b>\$49,927.12</b>	<b>\$447,081.92</b>	<b>\$42.02</b>	<b>\$105,918.85</b>	<b>81%</b>
10-580-0000	STORMWATER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-580-1610	NON-CAPITAL EQUIPMENT PURCHASES	\$0.00	\$25,200.00	\$333.32	\$2,100.95	\$1,727.00	\$21,372.05	15%
10-580-1710	DEPARTMENT SUPPLIES AND MATERIALS	\$12.99	\$25,000.00	\$0.00	\$13,543.58	\$0.00	\$11,456.42	54%
10-580-4550	CONTRACT SERVICES	\$2,250.00	\$79,570.00	\$0.00	\$48,451.48	\$1,750.00	\$29,368.52	63%
	<b>DEPARTMENT 580 Total</b>	<b>\$2,262.99</b>	<b>\$129,770.00</b>	<b>\$333.32</b>	<b>\$64,096.01</b>	<b>\$3,477.00</b>	<b>\$62,196.99</b>	<b>52%</b>
10-620-0000	FACILITIES & GROUND MAINT:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-620-1510	TOWN HALL BLDG MAINT	\$118.32	\$77,600.00	\$4,428.31	\$71,121.41	\$5,489.76	\$988.83	99%
10-620-1511	TOWN HALL GROUND MAINT	\$0.00	\$500.00	\$0.00	\$63.96	\$424.81	\$11.23	98%
10-620-1512	TOWN HALL JANITORIAL SUPPLIES	\$16.65	\$1,500.00	\$0.00	\$367.01	\$0.00	\$1,132.99	24%
10-620-1513	TOWN HALL CONTRACTED SERVICES	\$605.66	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
10-620-1520	TRAIN DEPOT BLDG MAINT	\$853.55	\$15,000.00	\$246.85	\$879.42	\$0.00	\$14,120.58	6%
10-620-1522	TRAIN DEPOT JANITORIAL SUPPLIES	\$0.00	\$1,000.00	\$12.00	\$722.43	\$0.00	\$277.57	72%
10-620-1523	TRAIN DEPOT CONTRACTED SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-620-1530	POLICE DEPT BLDG MAINT	\$19,814.10	\$14,200.00	\$142.78	\$16,432.21	\$0.00	-\$2,232.21	116%
10-620-1532	POLICE DEPT JANITORIAL SUPPLIES	\$0.00	\$1,500.00	\$9.98	\$58.55	\$203.84	\$1,237.61	17%
10-620-1533	POLICE DEPT CONTRACTED SERVICES	\$53.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
10-620-1540	PUBLIC WORKS BLDG MAINT	\$0.00	\$10,700.00	\$177.77	\$10,487.15	\$0.00	\$212.85	98%
10-620-1541	PUBLIC WORKS GROUND MAINT	\$0.00	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	0%
10-620-1542	PUBLIC WORKS JANITORIAL SUPPLIES	\$0.00	\$500.00	\$0.00	\$232.64	\$0.00	\$267.36	47%
10-620-1550	CEMETERY MAINTENANCE	\$52.04	\$19,646.18	\$430.64	\$8,847.78	\$246.71	\$10,551.69	46%

## TOWN OF BEAUFORT

4/20/2021

10. AM

## Statement of Revenue and Expenditures - Operating

<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
10-620-1560	PUBLIC RESTROOM BLDG MAINT	\$228.99	\$6,419.77	\$245.66	\$3,528.22	\$0.00	\$2,891.55	55%
10-620-1562	PUBLIC RESTROOM JANITORIAL SUPPLY	\$260.78	\$7,500.00	\$444.40	\$5,928.25	\$0.00	\$1,571.75	79%
10-620-1570	PARKS MAINTENANCE	\$353.41	\$10,238.66	\$1,210.33	\$9,325.01	\$465.81	\$447.84	96%
10-620-1571	RJP PARK MAINTENANCE	\$0.00	\$12,000.00	\$329.42	\$3,087.46	\$0.00	\$8,912.54	26%
10-620-1572	TOPSAIL PARK IMPROVEMENTS	\$0.00	\$51,694.00	\$0.00	\$45,354.01	\$7,539.79	-\$1,199.80	102%
10-620-1573	PARKS CONTRACTED SERVICE	\$0.00	\$1,500.00	\$81.91	\$901.01	\$0.00	\$598.99	60%
10-620-1580	DOCKS AND BOARDWALK MAINT	\$0.00	\$5,250.00	\$0.00	\$961.87	\$0.00	\$4,288.13	18%
10-620-1590	PUBLIC R.O.W. MAINT	\$100.00	\$15,000.00	\$293.83	\$14,371.12	\$1,095.33	-\$466.45	103%
10-620-1591	TREES	\$0.00	\$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	\$1,317.93	\$1,461.05	\$0.00	\$1,038.95	58%
10-620-1630	EQUIPMENT MAINT & REPAIRS	\$245.00	\$2,500.00	\$18.97	\$2,983.25	\$123.30	-\$606.55	124%
10-620-3310	DEPARTMENTAL SUPPLIES & MATERIALS	\$0.00	\$4,200.00	\$721.00	\$1,326.97	\$280.69	\$2,592.34	38%
10-620-4550	CONTRACT SERVICES	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
10-620-7420	CAPITAL OUTLAY/EQUIPMENT	\$0.00	\$112,950.00	\$0.00	\$0.00	\$0.00	\$112,950.00	0%
	<b>DEPARTMENT 620 Total</b>	<b>\$22,701.50</b>	<b>\$386,648.61</b>	<b>\$10,111.78</b>	<b>\$198,540.78</b>	<b>\$15,870.04</b>	<b>\$172,237.79</b>	<b>55%</b>
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	\$675.00	\$10,200.00	\$6,725.29	\$5,996.79	\$0.00	\$4,203.21	59%
10-700-1130	INFORMATION TECHNOLOGY SERVICES	\$0.00	\$61,000.00	\$10,066.58	\$44,965.20	\$0.00	\$16,034.80	74%
10-700-1250	EURY'S LANDING CONDOMINIUM ANNUAL DUE	\$800.00	\$800.00	\$800.00	\$800.00	\$0.00	\$0.00	100%
10-700-1410	HUMAN RESOURCES - EMPLOYMENT	\$84.20	\$13,000.00	\$259.75	\$3,800.17	\$1,800.00	\$7,399.83	43%
10-700-1420	HUMAN RESOURCES - TRAINING	\$0.00	\$16,500.00	\$0.00	\$1,500.00	\$0.00	\$15,000.00	9%
10-700-1450	EMPLOYEE ENGAGEMENT	\$357.73	\$12,000.00	\$0.00	\$583.07	\$0.00	\$11,416.93	5%
10-700-1592	WBD PROJECTS	\$0.00	\$64,583.00	\$681.37	\$13,190.54	\$1,518.00	\$49,874.46	23%
10-700-4510	PROFESSIONAL SERVICES	\$17,069.60	\$96,534.00	\$0.00	\$25,248.10	\$12,540.00	\$58,745.90	39%
10-700-4530	LEGAL SERVICES	\$10,951.98	\$125,000.00	\$12,637.92	\$107,298.38	\$28,500.00	-\$10,798.38	109%
10-700-5600	CONTRIBUTIONS TO OTHER AGENCIES	\$0.00	\$4,600.00	\$0.00	\$2,100.00	\$0.00	\$2,500.00	46%
10-700-5730	CONTINGENCY	\$0.00	\$27,358.72	\$0.00	\$0.00	\$0.00	\$27,358.72	0%

TOWN OF BEAUFORT

Statement of Revenue and Expenditures - Operating

<u>Expend Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Curr Expd</u>	<u>YTD Expd</u>	<u>Encumbered</u>	<u>Balance</u>	<u>% Expd</u>
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	\$829,083.11	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	100%
10-700-8011	DEBT SERVICE - INTEREST	\$0.00	\$19,486.00	\$0.00	\$19,485.38	\$0.00	\$0.62	100%
10-700-9003	HURRICANE SUPPLIES & MATERIALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-700-9010	COVID-19 RESPONSE	\$0.00	\$0.00	\$0.00	\$8,675.00	\$0.00	-\$8,675.00	0%
10-700-9020	CARES RELIEF FUNDS	\$0.00	\$94,768.00	\$0.00	\$93,117.13	\$0.00	\$1,650.87	98%
	<b>DEPARTMENT 700 Total</b>	<b>\$859,021.62</b>	<b>\$737,397.72</b>	<b>\$31,170.91</b>	<b>\$426,759.76</b>	<b>\$44,358.00</b>	<b>\$266,279.96</b>	<b>64%</b>
10-800-0000	GENERAL FUND TRANSFERS:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-800-0064	TRANSFER TO CAPITAL PROJECTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-800-8000	TRANSFER TO CAPITAL RESERVE	\$0.00	\$185,000.00	\$0.00	\$0.00	\$0.00	\$185,000.00	0%
	<b>DEPARTMENT 800 Total</b>	<b>\$0.00</b>	<b>\$185,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$185,000.00</b>	<b>0%</b>
	<b>General Fund Expend Total</b>	<b>\$1,544,745.96</b>	<b>\$9,899,339.99</b>	<b>\$1,006,457.32</b>	<b>\$6,863,849.92</b>	<b>\$349,425.53</b>	<b>\$2,686,064.54</b>	<b>73%</b>

10

General Fund

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenue:	\$534,962.82	\$1,070,836.26	\$8,533,879.45
Expended:	\$1,544,745.96	\$1,006,457.32	\$6,863,849.92
Net Income:	-\$1,009,783.14	\$64,378.94	\$1,670,029.53

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
40-303-0009	GRANTS NC	\$0.00	\$150,000.00	\$0.00	\$0.00	-\$150,000.00	0%
40-305-0001	REVENUE ACCOUNT REGULAR - WATER USAG	\$83,252.51	\$1,194,324.00	\$176,717.58	\$1,027,526.44	-\$166,797.56	86%
40-305-0002	REVENUE ACCOUNT REGULAR - SEWER USAG	\$220,495.78	\$3,072,274.00	\$466,653.90	\$2,602,117.40	-\$470,156.60	85%
40-305-0003	WATER TAP IN FEES	\$4,000.00	\$35,000.00	\$6,750.00	\$75,000.00	\$40,000.00	214%
40-305-0004	SEWER TAP IN FEE	\$750.00	\$15,000.00	\$750.00	\$51,750.00	\$36,750.00	345%
40-305-0005	ACCOUNT SERVICE CHARGES	\$290.00	\$10,000.00	\$575.00	\$4,755.00	-\$5,245.00	48%
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	-\$271.19	\$40,000.00	\$0.00	-\$37.00	-\$40,037.00	-0%

## TOWN OF BEAUFORT

4/20/2021

10. AM

## Statement of Revenue and Expenditures - Operating

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
40-305-0010	RETURNED CHECK FEES - WATER	\$50.00	\$0.00	\$25.00	\$225.00	\$225.00	0%
40-305-0012	TEMPORARY UTILITY USE CHARGE	\$25.00	\$1,000.00	\$575.00	\$1,600.00	\$600.00	160%
40-305-0013	SPRINKLER FEES	\$0.00	\$3,000.00	\$0.00	\$4,375.00	\$1,375.00	146%
40-305-0014	SEWER ALLOCATION REQUEST FEE	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00	0%
40-307-0003	MISCELLANEOUS REVENUE - WATER	\$894.70	\$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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
40-307-0011	APP.UNRESTRICTED FUND BALANCE	\$0.00	\$107,100.00	\$0.00	\$0.00	-\$107,100.00	0%
40-329-0065	TRANSFER FROM CRF	\$0.00	\$227,000.00	\$0.00	\$0.00	-\$227,000.00	0%
<b>Utility Fund Revenue Total</b>		<b>\$309,910.09</b>	<b>\$4,944,698.00</b>	<b>\$652,046.48</b>	<b>\$3,767,567.12</b>	<b>-\$1,177,130.88</b>	<b>76%</b>

<u>Expend Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Curr Expd</u>	<u>YTD Expd</u>	<u>Encumbered</u>	<u>Balance</u>	<u>% Expd</u>
40-800-0206	MERIT AWARDS	\$0.00	\$16,000.00	\$0.00	\$0.00	\$0.00	\$16,000.00	0%
40-800-1240	CONTRIBUTION TO GF FOR ADMIN SERVICES	\$0.00	\$600,000.00	\$600,000.00	\$600,000.00	\$0.00	\$0.00	100%
40-800-8000	TRANSFER TO CAPITAL RESERVE	\$0.00	\$350,000.00	\$0.00	\$0.00	\$0.00	\$350,000.00	0%
<b>DEPARTMENT 800 Total</b>		<b>\$0.00</b>	<b>\$966,000.00</b>	<b>\$600,000.00</b>	<b>\$600,000.00</b>	<b>\$0.00</b>	<b>\$366,000.00</b>	<b>62%</b>
40-810-0000	SEWER DEPARTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
40-810-0200	SALARIES AND WAGES	\$32,894.64	\$430,557.53	\$33,011.26	\$348,357.76	\$0.00	\$82,199.77	81%
40-810-0201	OVERTIME	\$2,819.16	\$48,195.00	\$2,948.57	\$35,609.90	\$0.00	\$12,585.10	74%
40-810-0500	FICA EXPENSE	\$2,612.78	\$38,318.57	\$2,612.99	\$28,594.51	\$0.00	\$9,724.06	75%
40-810-0600	GROUP INSURANCE EXPENSE	\$4,685.76	\$59,613.12	\$4,712.16	\$42,033.27	\$0.00	\$17,579.85	71%
40-810-0700	RETIREMENT EXPENSE	\$5,003.50	\$73,203.59	\$5,449.68	\$57,840.56	\$0.00	\$15,363.03	79%
40-810-0800	WORKERS COMPENSATION	\$0.00	\$17,722.00	\$0.00	\$5,995.77	\$0.00	\$11,726.23	34%
40-810-1110	TELEPHONE	\$687.09	\$8,400.00	\$774.57	\$6,330.54	\$87.12	\$1,982.34	76%
40-810-1111	TELEPHONE-CELLULAR	\$57.58	\$741.00	\$59.60	\$470.36	\$0.00	\$270.64	63%
40-810-1120	INTERNET/CABLE	\$370.99	\$5,200.00	\$374.90	\$2,996.26	\$0.00	\$2,203.74	58%
40-810-1130	POSTAGE	\$259.81	\$4,600.00	\$0.00	\$4,115.89	\$0.00	\$484.11	89%
40-810-1210	OFFICE SUPPLIES	\$0.00	\$1,951.88	\$30.79	\$753.06	\$177.19	\$1,021.63	48%

## TOWN OF BEAUFORT

4/20/2021

## Statement of Revenue and Expenditures - Operating

10. AM

<u>Expend Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Curr Expd</u>	<u>YTD Expd</u>	<u>Encumbered</u>	<u>Balance</u>	<u>% Expd</u>
40-810-1230	OFFICE CONTRACT SERVICES	\$0.00	\$2,000.00	\$0.00	\$1,180.49	\$349.99	\$469.52	77%
40-810-1250	DUES & SUBSCRIPTIONS	\$33.84	\$1,300.00	\$44.28	\$1,174.67	\$55.00	\$70.33	95%
40-810-1310	ELECTRIC	\$15,541.95	\$185,000.00	\$17,021.66	\$138,351.57	\$14,755.44	\$31,892.99	83%
40-810-1330	WATER/SEWER/SOLID WASTE	\$63.78	\$1,042.17	\$109.73	\$561.57	\$0.00	\$480.60	54%
40-810-1420	OSHA/SAFETY COMPLIANCE	\$177.71	\$3,100.00	\$49.32	\$1,434.16	\$0.00	\$1,665.84	46%
40-810-1422	SAFETY SUPPLIES & MATERIALS	\$55.17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
40-810-1430	TRAINING - REGISTRATION & CLASS MA	\$0.00	\$2,000.00	\$107.50	\$107.50	\$229.00	\$1,663.50	17%
40-810-1431	TRAVEL MILEAGE	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0%
40-810-1432	MEALS	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
40-810-1433	LODGING	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
40-810-1434	EMPLOYEE DEVELOPMENT	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0%
40-810-1440	UNIFORMS	\$235.89	\$5,000.00	\$646.56	\$3,839.84	\$0.00	\$1,160.16	77%
40-810-1510	BUILDING MAINT	\$0.00	\$8,000.00	\$333.63	\$3,428.23	\$10.68	\$4,561.09	43%
40-810-1512	JANITORIAL SUPPLIES	\$53.51	\$1,000.00	\$0.00	\$401.62	\$0.00	\$598.38	40%
40-810-1610	NON-CAPITAL EQUIPMENT PURCHASE	\$8,266.78	\$13,000.00	\$0.00	\$0.00	\$0.00	\$13,000.00	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	\$3,120.11	\$72,000.00	\$6,255.46	\$61,834.63	\$302.55	\$9,862.82	86%
40-810-1710	AUTO FUEL	\$697.14	\$16,000.00	\$671.36	\$6,904.55	\$0.00	\$9,095.45	43%
40-810-1730	VEHICLE MAINT & REPAIRS	\$0.00	\$6,000.00	\$19.25	\$2,894.90	\$0.00	\$3,105.10	48%
40-810-1810	PERMITS & FEES - RECCURING	\$1,310.00	\$8,620.00	\$0.00	\$7,807.75	\$0.00	\$812.25	91%
40-810-1830	COMPLIANCE TESTING	\$1,858.00	\$15,000.00	\$1,445.00	\$5,759.00	\$0.00	\$9,241.00	38%
40-810-3310	DEPARTMENT SUPPLIES & MATERIALS - SEWE	\$1,874.95	\$19,000.00	\$507.35	\$7,583.72	\$1,180.07	\$10,236.21	46%
40-810-3311	DEPARTMENT SUPPLIES & MATERIALS -WWTP	\$1,053.86	\$40,000.00	\$2,100.90	\$33,044.64	\$0.00	\$6,955.36	83%
40-810-4510	PROFESSIONAL SERVICES	\$815.00	\$116,512.00	\$2,345.87	\$44,991.74	\$28,433.66	\$43,086.60	63%
40-810-4550	CONTRACT SERVICES	\$53,217.67	\$252,000.00	\$23,210.04	\$183,387.97	\$9,930.00	\$58,682.03	77%
40-810-4560	STREET PATCHING FOR UTILITY REPAIRS	\$0.00	\$17,000.00	\$0.00	\$0.00	\$5,425.00	\$11,575.00	32%
40-810-5400	INSURANCE	\$0.00	\$62,880.00	\$0.00	\$43,933.70	\$0.00	\$18,946.30	70%
40-810-7420	CAPITAL OUTLAY - EQUIPMENT	\$0.00	\$84,000.00	\$0.00	\$0.00	\$138,266.31	\$45,733.69	75%

## TOWN OF BEAUFORT

4/20/2021

## Statement of Revenue and Expenditures - Operating

10. AM

<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
40-810-7430	CAPITAL OUTLAY - VEHICLES	\$0.00	\$169,600.00	\$0.00	\$0.00	\$79,533.10	\$90,066.90	47%
40-810-8010	DEBT SERVICE-PRINCIPAL	\$0.00	\$1,051,316.60	\$0.00	\$4,840.00	\$0.00	\$1,046,476.60	0%
40-810-8011	DEBT SERVICE-INTEREST	\$0.00	\$193,357.71	\$0.00	\$95,420.50	\$0.00	\$97,937.21	49%
40-810-9001	HURRICANE FUEL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
	<b>DEPARTMENT 810 Total</b>	<b>\$137,766.67</b>	<b>\$3,137,431.17</b>	<b>\$104,842.43</b>	<b>\$1,181,942.49</b>	<b>\$278,735.11</b>	<b>\$1,676,753.57</b>	<b>47%</b>
40-811-0000	WWTP DEPARTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
40-811-9010	DEPRECIATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
	<b>DEPARTMENT 811 Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0%</b>
40-812-0000	WATER DEPARTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
40-812-0200	SALARIES AND WAGES	\$15,194.80	\$200,228.85	\$16,839.88	\$161,364.37	\$0.00	\$38,864.48	81%
40-812-0201	OVERTIME	\$1,128.29	\$16,320.00	\$0.00	\$7,403.09	\$0.00	\$8,916.91	45%
40-812-0500	FICA EXPENSE	\$1,242.22	\$17,336.12	\$1,281.76	\$12,852.41	\$0.00	\$4,483.71	74%
40-812-0600	GROUP INSURANCE EXPENSE	\$2,342.88	\$29,806.56	\$2,356.08	\$21,184.92	\$0.00	\$8,621.64	71%
40-812-0700	RETIREMENT EXPENSE	\$2,286.87	\$33,109.89	\$2,544.61	\$25,504.31	\$0.00	\$7,605.58	77%
40-812-0800	WORKERS COMPENSATION	\$0.00	\$9,056.00	\$0.00	\$7,892.00	\$0.00	\$1,164.00	87%
40-812-1110	TELEPHONE	\$44.92	\$2,000.00	\$59.63	\$607.91	\$0.00	\$1,392.09	30%
40-812-1111	TELEPHONE-CELLULAR	\$65.05	\$600.00	\$66.29	\$525.35	\$0.00	\$74.65	88%
40-812-1120	INTERNET/CABLE	\$321.00	\$3,600.00	\$324.91	\$2,596.34	\$0.00	\$1,003.66	72%
40-812-1130	POSTAGE	\$0.00	\$4,500.00	\$0.00	\$3,357.13	\$0.00	\$1,142.87	75%
40-812-1210	OFFICE SUPPLIES	\$0.00	\$1,000.00	\$0.00	\$43.43	\$0.00	\$956.57	4%
40-812-1230	OFFICE CONTRACT SERVICES	\$1,226.66	\$3,000.00	\$641.22	\$2,646.81	\$0.00	\$353.19	88%
40-812-1250	DUES AND SUBSCRIPTIONS	\$33.85	\$1,925.00	\$26.14	\$660.16	\$0.00	\$1,264.84	34%
40-812-1310	ELECTRIC	\$3,028.34	\$42,000.00	\$3,139.44	\$32,536.85	\$3,279.76	\$6,183.39	85%
40-812-1320	LP GAS	\$0.00	\$1,500.00	\$286.81	\$561.00	\$0.00	\$939.00	37%
40-812-1330	WATER/SEWER/SOLID WASTE	\$57.97	\$809.17	\$117.73	\$527.96	\$0.00	\$281.21	65%
40-812-1420	OSHA/SAFETY COMPLIANCE	\$0.00	\$1,519.99	\$0.00	\$660.40	\$19.99	\$839.60	45%
40-812-1421	SAFETY EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
40-812-1430	TRAINING -REGISTRATION&CLASS MAT'L	\$0.00	\$1,500.00	\$0.00	\$255.00	\$0.00	\$1,245.00	17%

## TOWN OF BEAUFORT

4/20/2021

10. AM

## Statement of Revenue and Expenditures - Operating

<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
40-812-1431	TRAVEL MILEAGE	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0%
40-812-1432	MEALS	\$0.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0%
40-812-1433	LODGING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	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	\$125.25	\$2,600.00	\$168.10	\$1,285.54	\$0.00	\$1,314.46	49%
40-812-1510	BUILDING MAINT	\$0.00	\$2,000.00	\$426.23	\$1,135.73	\$0.00	\$864.27	57%
40-812-1512	JANITORIAL SUPPLIES	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
40-812-1610	NON-CAPITAL EQUIPMENT PURCHASES	\$0.00	\$9,000.00	\$0.00	\$4,091.25	\$0.00	\$4,908.75	45%
40-812-1630	EQUIPMENT MAINT. & REPAIRS	\$2,506.39	\$20,000.00	\$178.98	\$9,951.70	-\$219.42	\$10,267.72	49%
40-812-1710	AUTO FUEL	\$132.40	\$5,000.00	\$245.07	\$2,449.36	\$0.00	\$2,550.64	49%
40-812-1730	VEHICLE MAINT. & REPAIRS	\$131.47	\$4,000.00	\$96.31	\$2,019.08	\$0.00	\$1,980.92	50%
40-812-1810	PERMITS & FEES - REOCCURRING	\$0.00	\$4,575.00	\$0.00	\$4,575.00	\$0.00	\$0.00	100%
40-812-1830	COMPLIANCE TESTING	\$300.00	\$13,000.00	\$300.00	\$5,100.54	\$0.00	\$7,899.46	39%
40-812-3310	DEPARTMENT SUPPLIES & MATERIALS - METEI	\$11,123.29	\$55,020.97	\$222.43	\$39,872.83	\$5,036.97	\$10,111.17	82%
40-812-3311	DEPARTMENT SUPPLIES & MATERIALS -PLANT	\$0.00	\$70,000.00	\$8,733.47	\$62,266.79	\$1,119.41	\$6,613.80	91%
40-812-4550	CONTRACT SERVICES	\$4,833.93	\$91,700.00	\$28,107.90	\$56,130.80	\$2,500.00	\$33,069.20	64%
40-812-4560	STREET PATCHING FOR UTILITY REPAIRS	\$2,000.00	\$17,000.00	\$0.00	\$5,150.00	\$5,425.00	\$6,425.00	62%
40-812-4570	COUNTY WATER PURCHASE	\$2,674.24	\$37,000.00	\$2,823.18	\$28,169.05	\$0.00	\$8,830.95	76%
40-812-5400	INSURANCE	\$0.00	\$19,800.00	\$0.00	\$17,200.00	\$0.00	\$2,600.00	87%
40-812-5730	CONTINGENCIES	\$0.00	\$2,859.60	\$0.00	\$0.00	\$0.00	\$2,859.60	0%
40-812-7420	CAPITAL OUTLAY - EQUIPMENT	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0%
40-812-7430	CAPITAL OUTLAY-VEHICLES	-\$52.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
40-812-8010	DEBT SERVICE - PRINCIPAL	\$0.00	\$102,150.33	\$0.00	\$4,840.00	\$0.00	\$97,310.33	5%
40-812-8011	DEBT SERVICE - INTEREST	\$0.00	\$31,403.65	\$0.00	\$15,793.47	\$0.00	\$15,610.18	50%
40-812-9001	HURRICANE FUEL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
	<b>DEPARTMENT 812 Total</b>	<b>\$50,747.82</b>	<b>\$865,921.13</b>	<b>\$68,986.17</b>	<b>\$541,210.58</b>	<b>\$17,161.71</b>	<b>\$307,548.84</b>	<b>64%</b>
	<b>Utility Fund Expend Total</b>	<b>\$188,514.49</b>	<b>\$4,969,352.30</b>	<b>\$773,828.60</b>	<b>\$2,323,153.07</b>	<b>\$295,896.82</b>	<b>\$2,350,302.41</b>	<b>53%</b>

Statement of Revenue and Expenditures - Operating

<u>Expend Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Curr Expd</u>	<u>YTD Expd</u>	<u>Encumbered</u>	<u>Balance</u>	<u>% Expd</u>
<b>40</b>	<b>Utility Fund</b>							
			<u>Prior</u>	<u>Current</u>	<u>YTD</u>			
		<b>Revenue:</b>	<b>\$309,910.09</b>	<b>\$652,046.48</b>	<b>\$3,767,567.12</b>			
		<b>Expended:</b>	<b>\$188,514.49</b>	<b>\$773,828.60</b>	<b>\$2,323,153.07</b>			
		<b>Net Income:</b>	<b>\$121,395.60</b>	<b>-\$121,782.12</b>	<b>\$1,444,414.05</b>			

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
60-305-0000	WATER CAPACITY FEES	\$952.00	\$0.00	\$0.00	\$5,712.00	\$5,712.00	0%
60-305-0001	SEWER CAPACITY FEES	\$11,048.00	\$0.00	\$1,104.80	\$187,392.80	\$187,392.80	0%
	<b>Impact Fee Fund Revenue Total</b>	<b>\$12,000.00</b>	<b>\$0.00</b>	<b>\$1,104.80</b>	<b>\$193,104.80</b>	<b>\$193,104.80</b>	<b>0%</b>

<b>60</b>	<b>Impact Fee Fund</b>		<u>Prior</u>	<u>Current</u>	<u>YTD</u>			
		<b>Revenue:</b>	<b>\$12,000.00</b>	<b>\$1,104.80</b>	<b>\$193,104.80</b>			
		<b>Expended:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>			
		<b>Net Income:</b>	<b>\$12,000.00</b>	<b>\$1,104.80</b>	<b>\$193,104.80</b>			

**Grand Totals**

			<u>Prior</u>	<u>Current</u>	<u>YTD</u>			
		<b>Revenue:</b>	<b>\$856,872.91</b>	<b>\$1,723,987.54</b>	<b>\$12,494,551.37</b>			
		<b>Expended:</b>	<b>\$1,733,260.45</b>	<b>\$1,780,285.92</b>	<b>\$9,832,325.34</b>			
		<b>Net Income:</b>	<b>-\$876,387.54</b>	<b>-\$56,298.38</b>	<b>\$2,662,226.03</b>			





**Town of Beaufort, NC**

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

**Board of Commissioners  
Virtual Work Session  
4:00 PM – Monday, April 26, 2021**

---

**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** FY 2021 Budget Amendment No. 9

**BRIEF SUMMARY:**

This amendment requests This amendment requests the following appropriations:

**General Fund**

- Property Tax Revenue – Tax collections are higher than budgeted; therefore, tax collection expense is more than budgeted. An additional appropriation is requested \$17,000.
- Fund Balance –
  - Police Department Grants- currently there are two open grants that are funded by reimbursement requests. It is like that expenditure will exceed the reimbursements received as year-end approaches. A fund balance appropriation is requested to cover the expenditures until the reimbursements are received, \$35,000.
  - Debt Service Street and Pedestrian Improvement - The first principal payment was due on the loan this year. The preliminary payment schedule that was used for budgeting purposes varied from the final schedule. An additional \$15,000 is requested.
  - Legal Services- Due to current litigation an additional \$40,000 is requested.
  - Contingency – As year-end approaches \$60,000 is requested for any unforeseen expenditures that may arise.

**Utility Fund**

- This amendment requests the decrease in loan proceeds for the F-250 Dump Truck for Public Utilities, that was purchased with cash, approved at the January 2021 meeting, \$90,000.
- An increase in Unrestricted Fund Balance is requested for any unforeseen expenditures that may arise prior to year-end, \$50,000.

**REQUESTED ACTION:**

Approve BA # 9

**EXPECTED LENGTH OF PRESENTATION:**

5 minutes

**SUBMITTED BY:**

Christi Wood – Finance Director

**BUDGET AMENDMENT REQUIRED:**

Yes



**TOWN OF BEAUFORT  
FY 2021 BUDGET AMENDMENT #9**

WHEREAS, the Town of Beaufort adopted its Fiscal Year 2021 Budget through Ordinance on June 25, 2020, and

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

BE IT THEREFORE ORDAINED that the Board of Commissioners amends the Fiscal Year 2021 Budget as follows:

**SECTION I: GENERAL FUND**

This amendment requests the following appropriations:

- Property Tax Revenue – Tax collections are higher than budgeted; therefore, tax collection expense is more than budgeted. An additional appropriation is requested \$17,000.
- Fund Balance –
  - Police Department Grants- currently there are two open grants that are funded by reimbursement requests. It is like that expenditure will exceed the reimbursements received as year-end approaches. A fund balance appropriation is requested to cover the expenditures until the reimbursements are received, \$35,000.
  - Debt Service Street and Pedestrian Improvement - The first principal payment was due on the loan this year. The preliminary payment schedule that was used for budgeting purposes varied from the final schedule. An additional \$15,000 is requested.
  - Legal Services- Due to current litigation an additional \$40,000 is requested.
  - Contingency – As year-end approaches \$60,000 is requested for any unforeseen expenditures that may arise.

**A. REVENUE**

<b><u>INCREASE</u></b>	
PROPERTY TAXES.....	\$ 17,000
APPROPRIATED FUND BALANCE.....	\$ 150,000
<b>TOTAL INCREASE.....</b>	<b>\$ 167,000</b>

**B. EXPENDITURES AUTHORIZED BY DEPARTMENT**

<b><u>INCREASE</u></b>	
FINANCE.....	\$ 17,000
POLICE.....	\$ 35,000
PUBLIC WORKS.....	\$ 15,000
NON-DEPARTMENTAL.....	\$ 100,000
<b>TOTAL INCREASE.....</b>	<b>\$ 167,000</b>

**SECTION III: UTILITY FUND**

- This amendment requests the decrease in loan proceeds for the F-250 Dump Truck for Public Utilities, that was purchased with cash, approved at the January 2021 meeting, \$90,000.
- An increase in Unrestricted Fund Balance is requested for any unforeseen expenditures that may arise prior to year-end, \$50,000.

**A. REVENUE**

<b><u>DECREASE</u></b>	
LOAN PROCEEDS.....	\$ 90,000
<b>TOTAL DECREASE.....</b>	<b>\$ 90,000</b>
<b><u>INCREASE</u></b>	
FUND BALANCE.....	\$ 50,000
<b>TOTAL INCREASE.....</b>	<b>\$ 50,000</b>

**B. EXPENDITURES AUTHORIZED BY DEPARTMENT**

<b><u>DECREASE</u></b>	
SEWER DIVISION.....	\$ 90,000
<b>TOTAL DECREASE.....</b>	<b>\$ 90,000</b>
<b><u>INCREASE</u></b>	
WATER DIVISION.....	\$ 50,000
<b>TOTAL INCREASE.....</b>	<b>\$ 50,000</b>

**SECTION VI: DISTRIBUTION**

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

Adopted this 10th day of May, 2021

ATTEST:

\_\_\_\_\_  
 Allen Coleman  
 Town Clerk

\_\_\_\_\_  
 Everette S. Newton  
 Mayor



**Town of Beaufort, NC**

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

**Board of Commissioners  
Virtual Work Session  
4:00 PM – Monday, April 26, 2021**

---

**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** Police Department Body Cameras

**BRIEF SUMMARY:**

The ability of the Beaufort Police Department to maintain a video record of law enforcement interactions will further support the foundation of trust and transparency we have built with our community. Recent events across the country have proven communities both need and deserve authorized access to accurate, unbiased accounts of our enforcement actions. The funding requested will provide a WatchGuard camera, cloud storage, and back-end support for all sworn personnel. This system will integrate with the WatchGuard in-car video system currently deployed in all marked patrol vehicles.

**REQUESTED ACTION:**

Approve Budget Amendment # 10

**EXPECTED LENGTH OF PRESENTATION:**

10 minutes

**SUBMITTED BY:**

Paul Burdette -Chief of Police

Christi Wood – Finance Director

**BUDGET AMENDMENT REQUIRED:**

Yes



**TOWN OF BEAUFORT  
FY 2021 BUDGET AMENDMENT #10**

WHEREAS, the Town of Beaufort adopted its Fiscal Year 2021 Budget through Ordinance on June 25, 2020, and

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

BE IT THEREFORE ORDAINED that the Board of Commissioners amends the Fiscal Year 2021 Budget as follows:

**SECTION I: GENERAL FUND**

This amendment requests the following appropriations:

- Fund Balance – Police Department Body Cameras \$70,000  
Funds will provide body-worn cameras, cloud storage, and support for all sworn staff.

**A. REVENUE**

<b><u>INCREASE</u></b>	
APPROPRIATED FUND BALANCE.....	\$ 70,000
<b>TOTAL INCREASE.....</b>	<b>\$ 70,000</b>

**B. EXPENDITURES AUTHORIZED BY DEPARTMENT**

<b><u>INCREASE</u></b>	
POLICE.....	\$ 70,000
<b>TOTAL INCREASE.....</b>	<b>\$ 70,000</b>

**SECTION VI: DISTRIBUTION**

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

Adopted this 10th day of May, 2021

ATTEST:

---

Allen Coleman  
Town Clerk

---

Everette S. Newton  
Mayor



**Town of Beaufort, NC**

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

**Town of Beaufort Board of Commissioners Worksession Meeting  
4:00 PM Monday, April 26 – Held via zoom due to COVID-19**

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**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** Capital Reserve Fund Budget Amendment #9 & Capital Project Fund Street & Pedestrian Improvement Budget Amendment #2

**BRIEF SUMMARY:**

This amendment requests a transfer from the Capital Reserve Fund to the Capital Project Fund Street and Pedestrian Improvement to replace the curb and gutter on the west side of the 100 block of Turner Street. The amount of the request is \$7,000.

**REQUESTED ACTION:**

Approve Capital Reserve Fund Budget Amendment # 9& Capital Project Fund Street & Pedestrian Improvement Budget Amendment #2

**EXPECTED LENGTH OF PRESENTATION:**

5 minutes

**SUBMITTED BY:**

Christi Wood – Finance Director

**BUDGET AMENDMENT REQUIRED:**

Yes



## TOWN OF BEAUFORT CAPITAL RESERVE FUND AMENDMENT #9

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

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

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

- Transfer funds from Capital Reserve Fund to Capital Project Fund Street and Pedestrian Improvement for replacing the curb and gutter in the west side of the 100 block of Turner Street.

### SECTION II: EXPENDITURES

**DECREASE**

FUTURE CAPITAL OUTLAY FOR STREETS/STORMWATER.....\$ 7,000

**TOTAL DECREASE.....\$ 7,000**

**INCREASE**

TRANSFER TO CAPITAL PROJECT FUND STREET AND PEDISTRIAN IMPROVEMNT.....\$ 7,000

**TOTAL INCREASE.....\$ 7,000**

### SECTION III: DISTRIBUTION

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

Adopted this 10th day of May 2021

ATTEST:

\_\_\_\_\_  
Allen Coleman  
Town Clerk

\_\_\_\_\_  
Everette S. Newton  
Mayor



**TOWN OF BEAUFORT  
CAPITAL PROJECT BUDGET AMENDMENT #2  
STREET REHABILITATION AND PEDISTRIAN IMPROVEMENTS**

BE IT ORDAINED by the Board of Commissioners by the Town of Beaufort that the following Capital Project Budget Ordinance is adopted in accordance with Section 13.2 of Chapter 159 of the General Statutes of North Carolina for street rehabilitation and pedestrian improvements.

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

BE IT THEREFORE ORDAINED that the Board of Commissioners of the Town of Beaufort amends the Capital Project Fund for street rehabilitation and pedestrian improvements as follows:

**SECTION I: REVENUE**

Receive funds from the Capital Reserve Fund for replacing the curb and gutter in the west side of the 100 block of Turner Street.

**INCREASE**

TRANSFER FROM CAPITAL RESERVE FUND.....\$7,000  
**TOTAL REVENUE.....\$ 7,000**

**SECTION II: EXPENDITURES**

**INCREASE**

CONSTRUCTION.....\$ 7,000  
**TOTAL EXPENDITURES.....\$ 7,000**

**SECTION III: DISTRIBUTION**

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

Adopted this 10<sup>th</sup> day of May 2021.

ATTEST:

\_\_\_\_\_  
Allen Coleman  
Town Clerk

\_\_\_\_\_  
Everette S. Newton  
Mayor



### Town of Beaufort, NC

### Board of Commissioners Virtual Work Session 4:00 PM Monday, April 26, 2021

**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** Appointment to the Parks and Recreation Advisory Board

**BRIEF SUMMARY:**

One major way residents can have a positive impact on the future of the Town of Beaufort is volunteering to serve on various Town advisory boards and commissions.

Position(s) requested to be filled:

Board/ Commission/ Committee	# of Positions	Term Length	Reason
Parks and Recreation Advisory Board	1	Partial Term Expiring 9/24/2024	Resignation

Active recruitment and advertisement of the vacant Parks and Recreation Advisory Board position began on March 24, 2021 with an application deadline of Friday, April 16, 2021.

In an effort to increase public participation and awareness, Town staff used the Carteret County News Times, Facebook, and the Sunshine List to advertise the position vacancy and to encourage a diverse group of applicants.

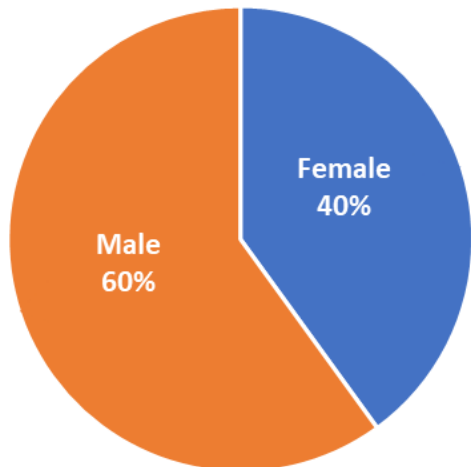
As of Monday, April 19, 2021, five applications were received, and they are:

Applicant	Re-Appointment Or New
Elizabeth Bertram	NEW
Charlie Deaton	NEW
Sheresa Elliot	NEW
Sony Haynes	NEW
Zeb Schobernd	NEW

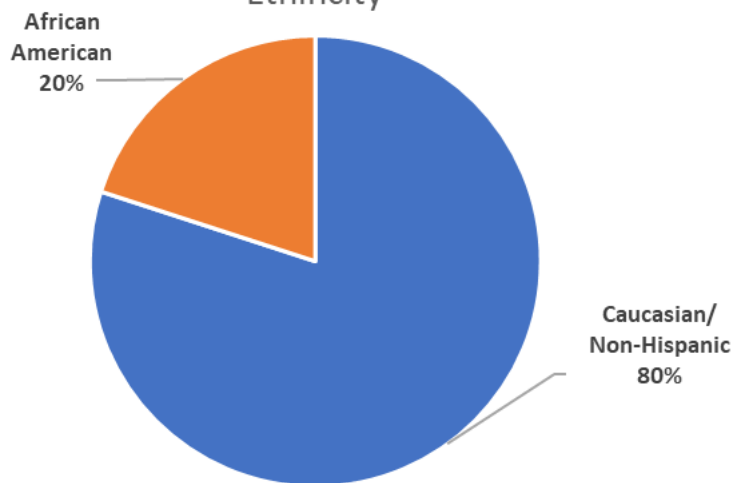
Each applicant's submitted application is included as part of this agenda item.

A couple of statistics based on the above applications:

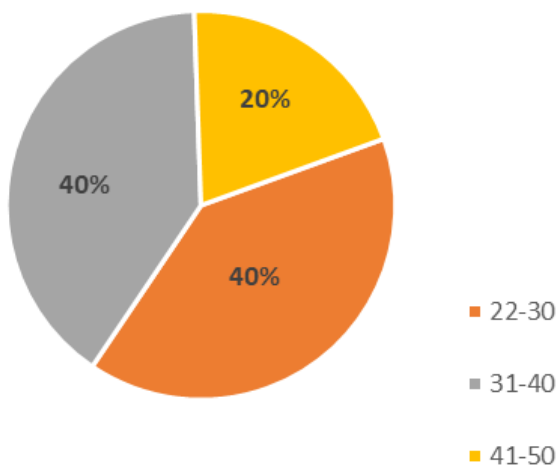
### Gender



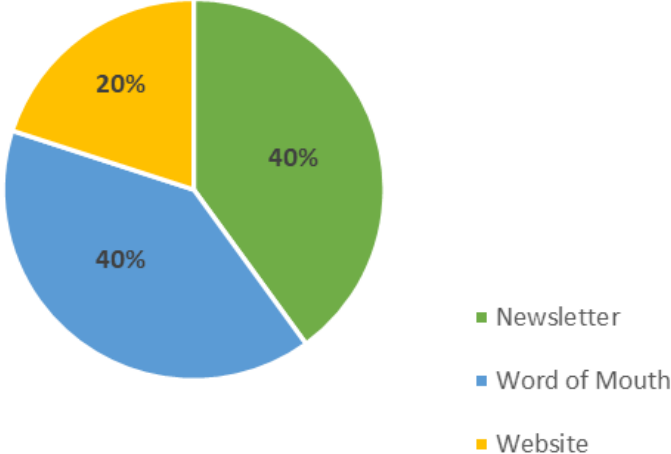
### Ethnicity



### Age Groups



How did you hear about this opportunity?



**REQUESTED ACTION:**

The Manager recommends the Board consider appointing an applicant to the vacant Parks and Recreation Advisory Board position which is a partial term expiring September 24, 2024. The official appointment would be effective after the May 10, 2021 BOC Regular Meeting.

**EXPECTED LENGTH OF PRESENTATION:**

10 min

**SUBMITTED BY:**

Allen Coleman,  
Town Clerk & Assistant to the Town Manager

**BUDGET AMENDMENT REQUIRED:**

N/A

# Volunteer Boards, Commissions, and/or Committees' Application

On behalf of the Beaufort Commissioners, Town Manager, and Town staff, we are pleased you are interested in becoming a member of one of the Town's vital Boards, Committees, or Commissions.

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If you wish to be considered for appointment to an advisory board, please complete this application. Once you click submit, your application will be routed to the TOWN CLERK. For more information about this application or it's process, you may contact the Town Clerk Allen Coleman, at [a.coleman@beaufortnc.org](mailto:a.coleman@beaufortnc.org) or 252-728-2141 ext. 233

## Board (s) / Commission (s) Selection

Please select in order of preference:

### CHOICE 1 \*

Advisory Board(s) / Commission (s) Interested in:

Parks and Recreation Advisory Board ▼

### CHOICE 2

Advisory Board(s) / Commission (s) Interested in:

Planning Board ▼

### CHOICE 3

Advisory Board(s) / Commission (s) Interested in:

Beaufort Harbor & Waterways Master Plan Advisory Committee ▼

### Contact Information

First Name \*

Elizabeth

Last Name \*

Bertram

Email Address \*

Elizabeth.bertram1@gmail.com

Home Address \*

314 Orange St. Beaufort NC 28516

Is your mailing address the same as your home address? \*

Yes

No

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter N/A \*

NA

Are you a full-time resident of the Town of Beaufort? \*

Yes

No

Are you a part-time resident of the Town of Beaufort? \*

Yes

No

If you are a part-time resident of Beaufort, please provide your other address. If you are a full-time resident of Beaufort, please put N/A below. \*

NA

Telephone Number \*

9199000032

## Employment/Education/Volunteer Experience

Please summarize your education, work and volunteer experience in the spaces below OR submit a cover letter and/or resume to [a.coleman@beaufortnc.org](mailto:a.coleman@beaufortnc.org) and request this to be included to your application.

Please select your highest level of COMPLETED education: \*

- Less than a High School Diploma or Equivalent (GED)
- High School Diploma or Equivalent (GED)
- Associates Degree
- Bachelor's Degree
- Master's Degree

Who is your current Employer? \*

Self Employed Yoga Teacher and Consultant

What is your current Job Title? \*

Consultant

Years in your current position: \*

3 years but less than 7 years ▼

Please provide a brief description of your duties: \*

After running my family's adventure outfitter shop for six years, I decided to go back to school to pursue a degree in elementary education with the dream of starting an outdoor education programs. I am a consultant and yoga instructor in addition to being a student. I have worked with many different clients and served various roles as a consultant. Most recently, I served as the interim Economic Development Director for the Town of Carrboro. I am now working with a client on marketing, business strategy and events. As a consultant, student and mom, my duties are diverse depending on the day.

Please briefly describe your community activities and/or volunteer experience: \*

In Carrboro N.C. where I grew up and ran my family's adventure outfitter business in my early 20s, I helped found the Carrboro Business Alliance (CBA). The CBA supported locally owned businesses in our town and planned community events that benefited the town as a whole. I also served on the Economic Sustainability Commission. Additionally I served on the board of Chapel Hill based non-profit, Learning Outside. After my father's death, I established a scholarship in his honor through Learning Outside and helped to raise \$12,000 to make their education programs more accessible to underprivileged children. I also partnered with the Haw River Assembly every year to do trash pick-ups on local trails in the Carrboro/Chapel Hill area. Weekly I hosted a free yoga class in the community to make the practice I love accessible to a wider audience. I hope to offer community yoga in Beaufort one day.

## Background

Please tell us more about you. You must be a Town of Beaufort resident to serve on one of the Town's boards and commissions.

How long have you lived in the Town of Beaufort? \*

<2 years ▼

What is your connection to Beaufort? \*

I grew up coming to Beaufort as a child and have always loved this town. My parents bought a house in 2012 and I dreamed of moving here one day. We spent the last year of my father's life here in Beaufort. After he died, I continued to dream of moving here but didn't know how it would be possible given the circumstances of my life. However, when COVID-19 shifted my education to virtual, I realized there was nothing holding me back from moving to my favorite place on the planet. In August I moved full-time to Beaufort after spending most of the summer here. My partner, two young boys and I love calling Beaufort home.

Are you currently serving on a Town Advisory Board/Commission? \*

Yes

No

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? \*

Yes

No

Background Continued

List any Boards you have served on in the past. If this is your first time, please enter N/A \*

Economic Sustainability Commission for the Town of Carrboro, Carrboro Business Alliance and Learning Outside

Why are you interested in serving on this board(s)/commission(s)? \*

I have a dream of having an outdoor education program in Beaufort and feel drawn to the Parks and Recreation board so that I can be an active participant engaged in the future of Beaufort's outdoor spaces.

Please describe any background or abilities that qualify you to serve on these board(s)/commission(s): \*

My experience serving as the Interim Economic Development Director for the Town of Carrboro gave me excellent experience in how town government works and why it is so important for community members to be involved in their town's development. Furthermore, my experience serving on the Economic Sustainability Commission and the board for Learning Outside developed my skills to work with diverse board members to achieve goals and objectives. Lastly, I also served as the Vice President of the board for the Skip Yowell Future Leadership Academy through the Outdoor Industry Association and think my experience will translate well to the Parks and Recreation board.

Diversity/General Questions (Optional)

▼

▼

# Volunteer Boards, Commissions, and/or Committees' Application

On behalf of the Beaufort Commissioners, Town Manager, and Town staff, we are pleased you are interested in becoming a member of one of the Town's vital Boards, Committees, or Commissions.

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## Board (s) / Commission (s) Selection

Please select in order of preference:

### CHOICE 1 \*

Advisory Board(s) / Commission (s) Interested in:

Parks and Recreation Advisory Board ▼


### CHOICE 2

Advisory Board(s) / Commission (s) Interested in:

Choose ▼

### CHOICE 3

Advisory Board(s) / Commission (s) Interested in:

Choose 

### Contact Information

First Name \*

Charlie

Last Name \*

Deaton

Email Address \*

cddeaton2@gmail.com

Home Address \*

617 Broad St, Beaufort, NC 28516

Is your mailing address the same as your home address? \*

Yes

No

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter N/A \*

N/A

Are you a full-time resident of the Town of Beaufort? \*

Yes

No

Are you a part-time resident of the Town of Beaufort? \*

Yes

No

If you are a part-time resident of Beaufort, please provide your other address. If you are a full-time resident of Beaufort, please put N/A below. \*

N/A

Telephone Number \*

5404481222

## Employment/Education/Volunteer Experience

Please summarize your education, work and volunteer experience in the spaces below OR submit a cover letter and/or resume to [a.coleman@beaufortnc.org](mailto:a.coleman@beaufortnc.org) and request this to be included to your application.

Please select your highest level of COMPLETED education: \*

- Less than a High School Diploma or Equivalent (GED)
- High School Diploma or Equivalent (GED)
- Associates Degree
- Bachelor's Degree
- Master's Degree

Who is your current Employer? \*

NC Coastal Reserve (Rachel Carson Reserve)

What is your current Job Title? \*

Research associate

Years in your current position: \*

1 year but less than 3 years ▼

Please provide a brief description of your duties: \*

Responsible for providing research support for policy-making by NCDEQ, as well as water quality monitoring, GIS mapping, data analysis, and field support for academic partners working at the the Rachel Carson Reserve.

Please briefly describe your community activities and/or volunteer experience: \*

-W&M Bike Alliance: advocated for improved bike/pedestrian transportation in Williamsburg, VA in coordination with city government, college administration, and local businesses  
-Carteret for Science: participated in a network of marine scientists to promote science-based policy and citizen engagement in science education  
-Led field trips in coastal environmental change for students and general public with Beaufort Paddle and UNC-CH in the Rachel Carson Reserve

## Background

Please tell us more about you. You must be a Town of Beaufort resident to serve on one of the Town's boards and commissions.

How long have you lived in the Town of Beaufort? \*

5 years but less than 10 years ▼

What is your connection to Beaufort? \*

I've lived here for 5+ years (and been coming here for work for longer) and work for the NCDEQ's Coastal Reserve program, which manages the Rachel Carson Reserve

Are you currently serving on a Town Advisory Board/Commission? \*

Yes

No

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? \*

Yes

No

### Background Continued

List any Boards you have served on in the past. If this is your first time, please enter N/A \*

N/A

Why are you interested in serving on this board(s)/commission(s)? \*

I'm a cyclist and runner, and I primarily commute by bicycle, and I helped start a volunteer organization that advocated for improved bicycle and pedestrian infrastructure in Williamsburg, VA. I'm also an avid kayaker (and work part-time with Beaufort Paddle), and I'm passionate about protecting and expanding public access to the our town's incredible waterways. I want to advocate for the equitable use of our resources, making sure that our parks are accessible to all, rather than catering primarily toward small subsections of residents or tourists.

Please describe any background or abilities that qualify you to serve on these board(s)/commission(s): \*

- Helped start the W&M Bike Alliance, advocating for improved alternative transportation in Williamsburg, VA coordinating with city government, college administration, and local businesses
- Work with Beaufort Paddle and the Rachel Carson Reserve regularly use and understand the value of our waterway accesses
- Extensive GIS experience

### Diversity/General Questions (Optional)

# Volunteer Boards, Commissions, and/or Committees' Application

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## Board (s) / Commission (s) Selection

Please select in order of preference:

### CHOICE 1 \*

Advisory Board(s) / Commission (s) Interested in:

Parks and Recreation Advisory Board ▼

### CHOICE 2

Advisory Board(s) / Commission (s) Interested in:

Planning Board ▼

## CHOICE 3

Advisory Board(s) / Commission (s) Interested in:

Choose

## Contact Information

First Name \*

Sheresa

Last Name \*

Elliot

Email Address \*

iamsheresaelliot@gmail.com

Home Address \*

803 Pine street

Is your mailing address the same as your home address? \*

 Yes No

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter N/A \*

N/a

Are you a full-time resident of the Town of Beaufort? \*

Yes

No

Are you a part-time resident of the Town of Beaufort? \*

Yes

No

If you are a part-time resident of Beaufort, please provide your other address. If you are a full-time resident of Beaufort, please put N/A below. \*

N/a

Telephone Number \*

3366027121

## Employment/Education/Volunteer Experience

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Please select your highest level of COMPLETED education: \*

- Less than a High School Diploma or Equivalent (GED)
- High School Diploma or Equivalent (GED)
- Associates Degree
- Bachelor's Degree
- Master's Degree

Who is your current Employer? \*

Easter Seals UCP-New Bern

What is your current Job Title? \*

Mental Health Clinician

Years in your current position: \*

1 year but less than 3 years ▼

Please provide a brief description of your duties: \*

As a Clinician for the Child First program, I engage with families in their homes or community for play based therapy to address the impact of trauma; develop comprehensive clinician formulations and detailed Child and Family plan of care; provide Child and Parent Psychotherapy using psychotherapeutic services; help increase caregivers reflective capacity; provide mental health and developmental consultations with early education providers and other early intervention programs; crisis intervention when needed.

Please briefly describe your community activities and/or volunteer experience: \*

I have been a mentor in Eastern North Carolina through my nonprofit organization, I Am Her, INC., for adolescents for 6 years. I am a member of Faith Tabernacle of Praise, Beaufort, NC. I have lead and organized successful, peaceful and impactful Black Lives Matter protest in Beaufort, NC. I participate and engage in Beaufort Culture Club meetings. I have organized Voter Registration drives in Carteret County. I have also volunteered at shelters during hurricane season.

## Background

Please tell us more about you. You must be a Town of Beaufort resident to serve on one of the Town's boards and commissions.

How long have you lived in the Town of Beaufort? \*

5 years but less than 10 years ▼

What is your connection to Beaufort? \*

I have lived in Beaufort for 5 years. My ex husband was in the military. I loved the uniqueness and character in Beaufort and decided to begin my own family here! I am drawn to history of Beaufort, the hometown-welcoming feel and opportunities to have an impact on my community!

Are you currently serving on a Town Advisory Board/Commission? \*

Yes

No

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? \*

Yes

No

### Background Continued

List any Boards you have served on in the past. If this is your first time, please enter N/A \*

N/A

Why are you interested in serving on this board(s)/commission(s)? \*

I am interested in using my voice to represent the residents of Beaufort! I would love to have an opportunity to be a part of planning events and activities for our residents. I am interested in identifying what the needs are for our community and taking necessary actions to make our community better!

Please describe any background or abilities that qualify you to serve on these board(s)/commission(s): \*

Mentoring programs/Coordinating and organizing educational and self sufficiency events and meetings  
Director of Youth program  
Ability to plan, lead and organize successful events for targeted populations  
Marketing/social media skills

Diversity/General Questions (Optional)

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### CHOICE 1 \*

Advisory Board(s) / Commission (s) Interested in:

Parks and Recreation Advisory Board ▼

### CHOICE 2

Advisory Board(s) / Commission (s) Interested in:

Planning Board ▼

## CHOICE 3

Advisory Board(s) / Commission (s) Interested in:

Beaufort Harbor &amp; Waterways Master Plan Advisory Committee ▼

## Contact Information

First Name \*

Sonny

Last Name \*

Haynes

Email Address \*

sonnyhaynes8@gmail.com

Home Address \*

314 Orange Street

Is your mailing address the same as your home address? \*

 Yes No

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter N/A \*

N/A

Are you a full-time resident of the Town of Beaufort? \*

Yes

No

Are you a part-time resident of the Town of Beaufort? \*

Yes

No

If you are a part-time resident of Beaufort, please provide your other address. If you are a full-time resident of Beaufort, please put N/A below. \*

N/A

Telephone Number \*

9107249051

## Employment/Education/Volunteer Experience

Please summarize your education, work and volunteer experience in the spaces below OR submit a cover letter and/or resume to [a.coleman@beaufortnc.org](mailto:a.coleman@beaufortnc.org) and request this to be added to your application.

Please select your highest level of COMPLETED education: \*

- Less than a High School Diploma or Equivalent (GED)
- High School Diploma or Equivalent (GED)
- Associates Degree
- Bachelor's Degree
- Master's Degree

Who is your current Employer? \*

Durham Technical Community College

What is your current Job Title? \*

Instructor

Years in your current position: \*

7 years or more

Please provide a brief description of your duties: \*

Plan and teach 5 -6 sections of English classes each semester. Classes include freshman composition level courses as well as higher level literature courses; serve on committees and work groups to ensure the college is achieving its mission; work on maintaining accreditation compliance in various areas of the college.

Please briefly describe your community activities and/or volunteer experience: \*

some work with my kids sports programs through the parks and rec department of the town we lived in previously; some volunteer experience with local projects around Durham Tech in both Durham and Hillsborough (community garden and some event planning)

## Background

Please tell us more about you. You must be a Town of Beaufort resident to serve on one of the Town's boards and commissions.

How long have you lived in the Town of Beaufort? \*

<2 years

What is your connection to Beaufort? \*

My two sons (8 and 13) moved here this January to move in with my partner/their stepmom who was already living here.

Are you currently serving on a Town Advisory Board/Commission? \*

Yes

No

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? \*

Yes

No

### Background Continued

List any Boards you have served on in the past. If this is your first time, please enter N/A \*

N/A

Why are you interested in serving on this board(s)/commission(s)? \*

As we settle our family into Beaufort, we are really excited about rooting into the community and taking volunteer opportunities, both to serve the community we live in and to model this behavior for our sons.

Please describe any background or abilities that qualify you to serve on these board(s)/commission(s): \*

A handful of background experiences here are helpful: my time in the military working with different groups of people and working to get them all on the same page (sometimes to varying degrees of success!); my work with my sons in our previous town of plugging into our community as much as we were able to at the time; my work at my current college on compliance and assessment and the need to have grand plans that are ultimately achievable and my function in a lot of these teams as a go-between communicator trusted by both administration and faculty as someone who listens to the concerns of those around me.

### Diversity/General Questions (Optional)

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Please select in order of preference:

### CHOICE 1 \*

Advisory Board(s) / Commission (s) Interested in:

Parks and Recreation Advisory Board ▼

### CHOICE 2

Advisory Board(s) / Commission (s) Interested in:

Choose ▼

## CHOICE 3

Advisory Board(s) / Commission (s) Interested in:

Choose

## Contact Information

First Name \*

Zeb

Last Name \*

Schobernd

Email Address \*

zeb.schobernd@gmail.com

Home Address \*

502 Professional Park Dr.

Is your mailing address the same as your home address? \*

 Yes No

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter N/A \*

N/A

Are you a full-time resident of the Town of Beaufort? \*

Yes

No

Are you a part-time resident of the Town of Beaufort? \*

Yes

No

If you are a part-time resident of Beaufort, please provide your other address. If you are a full-time resident of Beaufort, please put N/A below. \*

N/A

Telephone Number \*

541-961-5491

## Employment/Education/Volunteer Experience

Please summarize your education, work and volunteer experience in the spaces below OR submit a cover letter and/or resume to [a.coleman@beaufortnc.org](mailto:a.coleman@beaufortnc.org) and request this to be included to your application.

Please select your highest level of COMPLETED education: \*

- Less than a High School Diploma or Equivalent (GED)
- High School Diploma or Equivalent (GED)
- Associates Degree
- Bachelor's Degree
- Master's Degree

Who is your current Employer? \*

NOAA

What is your current Job Title? \*

Biological Science Technician

Years in your current position: \*

7 years or more

Please provide a brief description of your duties: \*

I help run a project that monitors reef fish population offshore of NC, SC, GA, and FL. I serve as chief scientist on several research cruises every year, and I am in charge of training employees how to "read" underwater videos to identify and count reef fish species from videos collected on research cruises.

Please briefly describe your community activities and/or volunteer experience: \*

I am a Guardian ad Litem for the county court system, representing foster children in their court hearings. I have also been president of Beaufort Little League since 2019, and I have coached youth soccer since 2014.

## Background

Please tell us more about you. You must be a Town of Beaufort resident to serve on one of the Town's boards and commissions.

How long have you lived in the Town of Beaufort? \*

5 years but less than 10 years ▼

What is your connection to Beaufort? \*

I moved to Beaufort in 2010 for my job at NOAA, and after a few years living in Morehead City I moved permanently to Beaufort in 2015. My child goes to school here and I very much consider Beaufort my home.

Are you currently serving on a Town Advisory Board/Commission? \*

Yes

No

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? \*

Yes

No

### Background Continued

List any Boards you have served on in the past. If this is your first time, please enter N/A \*

N/A

Why are you interested in serving on this board(s)/commission(s)? \*

I have been personally involved in youth sports in Beaufort for many years, and my son has played on the fields and playgrounds since he was very little. I have a strong personal connection to the parks in our town, and my time with Beaufort Little League has given me some insight into how the parks department functions. I feel like I have a vision for what our parks need to match the changing needs of the youth in our community.

Please describe any background or abilities that qualify you to serve on these board(s)/commission(s): \*

As I mentioned before, my background in youth sports (and especially with Beaufort Little League) gives me some insight into how our parks are used and what they may need into the future. Those experiences, as well as those as a Guardian ad Litem, have connected me to the families with kids in our community, and I believe I have a consensus-building temperament that will be an asset to the committee advising on issues regarding our parks.

### Diversity/General Questions (Optional)



**Town of Beaufort, NC**

**Board of Commissioners  
Virtual Work Session**

**4:00 PM – Monday, April 26, 2021**

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

**SUBJECT:** Manager Evaluation Proposal

**BRIEF SUMMARY:**

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

Donna Warner made a presentation at the December, 2020 Work Session explaining the proposed evaluation process. The Board received a presentation, a proposal, and list of evaluation principles at their Virtual Work Session on December 21<sup>st</sup>, 2020, and again at their Virtual Work Session on March 22, 2021.

In February 2021, Commissioners Carter, McDonald, Hagle, and Hollinshed attended an Evaluating Manager and Board Performance course offered by UNC's School of Government.

During the March 22, 2021 Virtual BOC Work Session, the Board directed the Town Clerk to compile feedback received from Commissioners on their preferred evaluation template and evaluation schedule. Based on Commissioners responses, a sample evaluation template and evaluation schedule is attached.

**REQUESTED ACTION:**

The Board is asked to consider and discuss the sample evaluation template and evaluation schedule, and provide direction to staff.

**EXPECTED LENGTH OF PRESENTATION:**

15 minutes

**SUBMITTED BY:**

Commissioner Sharon Harker &  
Allen Coleman, Town Clerk

**BUDGET AMENDMENT REQUIRED:**

No



# TOWN OF BEAUFORT

## Town Manager Performance Planning and Evaluation Program Instructions and Timeline

**Background:** The City/Town Manager powers and duties are specified in North Carolina’s General Statutes § (160a-148). According to NCGS 160a-148, *the manager shall be the chief administrator of the city. He [or she] shall be responsible to the council for administering all municipal affairs placed in his [or her] charge by them.*

Town Managers are responsible for a variety of things, such as carrying out governing board’s directives, managing the local government organization, working with the public, coordinating activities with local business and community groups, and responding to unexpected crises as they occur

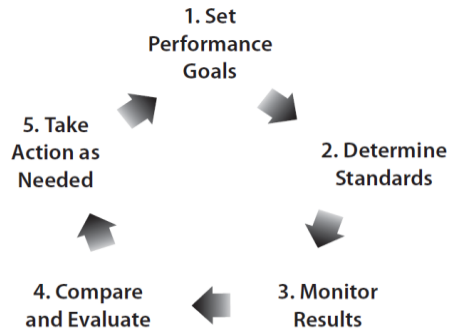
In North Carolina, all one hundred counties have professional managers, and almost half of the state’s cities employ full-time managers. Although North Carolina statues do not require city councils and town boards to evaluate their city/town managers, best practices suggests that governing boards should evaluate their professional managers at least once a year.

**Instructions:** The Board of Commissioners is responsible for the appointment of the Town Manager and it is a best practice for the governing body to evaluate the Town Manager on a regular basis. Below provides an outline of the Performance Planning and Evaluation Program phases with incorporated goals and desired outcomes.

### Evaluation Goals and Desired Outcomes:

The purpose of this evaluation process is for the Mayor, the Board of Commissioners, and the Manager to:

- Better build collaboration and transparency
- Define expectations of the Manager and Board throughout the evaluation process and set both operational and strategic performance objectives
- Recognize and reward effective manager performance
- Gain better understanding of manager challenges, particularly those outside his or her direct control.
- Acknowledge it is ok to disagree, respectfully.



**PERFORMANCE PLANNING:** Prior to the start of the evaluation period, the Board of Commissioners (BOC) and the Manager shall review plans, objectives, goals, and priorities.

- Town Manager completes a draft of the form with proposed behaviors, objectives, measures, and standards to be evaluated and consistent with the overall goal of the Town Plan and Objectives.
- BOC reviews draft plan with the Town Manager, suggests changes, or additions to performance plan content and discusses relevant factors that couple be considered in evaluating overall performance.
- Town Manager completes a final draft of the performance plan and forwards to the Town Board for final approval.

**PERFORMANCE MONITORING:** The Board systematically observes and notes performance behaviors and results, note critical incidents and provide ongoing feedback and coaching.

- Town Manager should keep the Board informed of progress toward achieving performance expectations.
- If necessary, the Board may agree to modify the performance plan in response to changing circumstances or priorities.

**PERFORMANCE EVALUATION:**

- Town Manager completes a draft of the evaluation components of the performance plan for Board review.
- BOC review performance documentation and Town Manager’s self-evaluation, and notes areas of agreement or disagreement with draft evaluation.
- BOC (or designees) and Town Manager meet to discuss draft evaluation and reach consensus on performance outcomes.
- Performance Evaluation is completed in final form, returned to the BOC for signatures (not required). The Town Manager may sign and date as well, but signature is only to indicate that the evaluation information has been discussed with him/her.
- At the conclusion of the appraisal meeting, the BOC and the Town Manager should agree on a schedule for preparing a performance plan for the next performance period. This can be done annually or biannually.



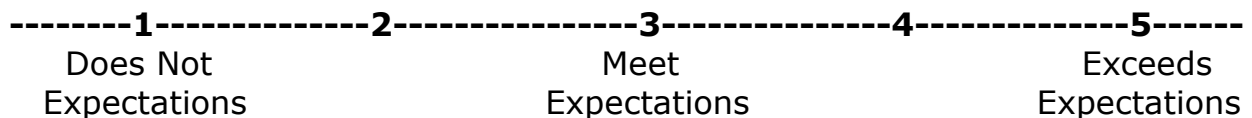
# TOWN OF BEAUFORT

## Town Manager Evaluation Template July, 2021

This performance planning and evaluation model takes into account the various job dimensions of the role of a Town Manager.

Below are 10 practices used to measure how well the Town Manager carries out tasks for which he/she is responsible. These practices generally reflect the knowledge and skills the Town Manager brings to the job he does for the Mayor, the Town Commissioners, and the residents. They should reflect, for the most part, what the Board of Commissioners would expect of the Town Manager no matter what specific tasks it gave her/him in a given year.

For each performance factor, please rate the Town Manager on a scale from (1) to (5), according to how well he/she met your expectations for that factor.



There are three reference points on the scale, defined as follows:

**Exceeds Expectations (5):** The Town Manager’s performance clearly exceeds your expectations in this area, even of someone fully qualified to do the job of Beaufort Town Manager. The Town Manager’s performance and contributions produce a positive impact on the performance of others and the operation of the Town Manager.

**Meets Expectations (3):** The Town Manager’s performance meets your expectations of someone fully qualified to do the job of Beaufort Town Manager. This does not mean a perfect job on everything. For the most part, he/she did the job the way it should be done and would not need to improve in order for her performance to be fully acceptable.

**Does Not Meet Expectations (1):** The Town Manager’s performance does not meet your expectations of someone fully qualified to do the job of Beaufort Town Manager and needs to improve significantly in order to satisfy you in this area.

- 1. Board Communication and Relations with Town Commissioners:** Makes an effort to be accessible to Council members and regularly has an open-door policy. Handles issues that are brought by the Board in a consistent and timely manner. Maintains an honest, truthful and professional relationship with each Board member and communicates with the Board on a regularly basis. Facilitates open two-way communication and encourages mutual honesty and respect with Council, staff and the community. Keeps a positive attitude and approach to new ideas, issues and complaints raised by Board members.

**What is working well?**

**What could be done to improve this area?**

**Additional General Comments:**

- |                            |                          |                          |                          |                          |                          |
|----------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>1</b>                   | <b>2</b>                 | <b>3</b>                 | <b>4</b>                 | <b>5</b>                 | <b>Unable to Rate</b>    |
| Does Not Meet Expectations |                          | Meets Expectations       |                          | Exceeds Expectations     |                          |

**2. Staff Effectiveness/Management of the Organization:** Effectively runs the operations of the organization by promoting the development and performance of senior management staff. Creates a collaborative, team building environment for staff as a Workplace of Choice. Recognizes the accomplishments of staff and other agencies working on behalf of the Town. Supports a commitment to diversity/inclusion, professional growth, succession planning, and opportunity within the organization. Accepts full accountability for staff and the outcome of Town projects or decisions. Actively addresses mission critical services, identifies organizational problems, and takes remedial action.

**What is working well?**

**What could be done to improve this area?**

**Additional General Comments:**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Unable to Rate</b>
Does Not Meet Expectations		Meets Expectations		Exceeds Expectations	

**3. Policy Facilitation and Execution:** Understands and compiles with ordinances, policies, and procedures governing the City including Federal and State legislation and directives. Helping elected officials and other community actors identify, work toward, and achieve common goals and objectives by building cooperation and consensus among and within diverse groups, helping elected officials develop a policy agenda that can be implemented effectively and that serves the best interests of the community and acting as a neutral party in the resolution of policy disputes.

**What is working well?**

**What could be done to improve this area?**

**Additional General Comments:**

- |   |                                      |   |                                      |   |   |
|---|--------------------------------------|---|--------------------------------------|---|---|
| <input type="checkbox"/><br><b>1</b><br>Does Not Meet<br>Expectations | <input type="checkbox"/><br><b>2</b> | <input type="checkbox"/><br><b>3</b><br>Meets<br>Expectations | <input type="checkbox"/><br><b>4</b> | <input type="checkbox"/><br><b>5</b><br>Exceeds<br>Expectations | <input type="checkbox"/><br>Unable to<br>Rate |
|---|--------------------------------------|---|--------------------------------------|---|---|

**4. Community Relations and Engagement:** Makes an effort to understand issues, concerns, and the values of the community. Meets with and listens to members of the community to discuss concerns and strives to understand their interests. Leverages public engagement and community interactions to educate and advocate on Town initiatives and services. Represents the Town well and in a professional and positive manner. Works proactively and maintains a nonpartisan professional approach with the media and press. Professionally leverages social media. Works effectively and synergizes collaboration with partner agencies, neighboring jurisdictions, and community organizations.

**What is working well?**

**What could be done to improve this area?**

**Additional General Comments:**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Unable to Rate</b>
<b>Does Not Meet Expectations</b>		<b>Meets Expectations</b>		<b>Exceeds Expectations</b>	

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

**What is working well?**

**What could be done to improve this area?**

**Additional General Comments:**

- |   |                                      |   |                                      |   |   |
|---|--------------------------------------|---|--------------------------------------|---|---|
| <input type="checkbox"/><br><b>1</b><br>Does Not Meet<br>Expectations | <input type="checkbox"/><br><b>2</b> | <input type="checkbox"/><br><b>3</b><br>Meets<br>Expectations | <input type="checkbox"/><br><b>4</b> | <input type="checkbox"/><br><b>5</b><br>Exceeds<br>Expectations | <input type="checkbox"/><br>Unable to<br>Rate |
|---|--------------------------------------|---|--------------------------------------|---|---|

**6. Budgeting and Financial Management:** Properly prepares and manages the budget. Demonstrates ingenuity and creativity in approaching budgetary matters, including long-range financial needs, monitoring and adaptation for the organization. Incorporates evolving role of technology in service provision. Actively works to sustain cost-competitive government and utility services. Actively apprises the Board of financial and budgetary concerns.

**What is working well?**

**What could be done to improve this area?**

**Additional General Comments:**

- |                               |                          |                          |                          |                          |                          |
|-------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/>      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>1</b>                      | <b>2</b>                 | <b>3</b>                 | <b>4</b>                 | <b>5</b>                 | <b>Unable to Rate</b>    |
| Does Not Meet<br>Expectations |                          | Meets<br>Expectations    |                          | Exceeds<br>Expectations  |                          |

**7. Communications and Media Relations:** Ensures that Council members receive important information in a timely and effective manner. Provides regular updates to the Council, keeping them informed about current and critical issues. Communicating information to the media in a way that increases public understanding of local government issues and activities and builds a positive relationship with the press. Presents the Council and community with clear and accurate reports and correspondence. Responds to correspondence, requests and complaints, timely and appropriately.

**What is working well?**

**What could be done to improve this area?**

**Additional General Comments:**

- |                                   |                          |                           |                          |                             |                          |
|-----------------------------------|--------------------------|---------------------------|--------------------------|-----------------------------|--------------------------|
| <input type="checkbox"/>          | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/> |
| <b>1</b>                          | <b>2</b>                 | <b>3</b>                  | <b>4</b>                 | <b>5</b>                    | <b>Unable to Rate</b>    |
| <b>Does Not Meet Expectations</b> |                          | <b>Meets Expectations</b> |                          | <b>Exceeds Expectations</b> |                          |

**8. Leadership:** Provides the Board and the organization with real solutions and creative alternatives to issues and problems that reflect the values of the community. Anticipates and responds to issues. Assures that Board decisions are thought out, objective, consistent with best practices and are legal and ethical. Makes use of sound administrative practices. Positively leads through collaboration, mentoring, coaching and motivational techniques. Represents the organization as a positive Town ambassador.

**What is working well?**

**What could be done to improve this area?**

**Additional General Comments:**

- |   |                                      |   |                                      |   |   |
|---|--------------------------------------|---|--------------------------------------|---|---|
| <input type="checkbox"/><br><b>1</b><br>Does Not Meet<br>Expectations | <input type="checkbox"/><br><b>2</b> | <input type="checkbox"/><br><b>3</b><br>Meets<br>Expectations | <input type="checkbox"/><br><b>4</b> | <input type="checkbox"/><br><b>5</b><br>Exceeds<br>Expectations | <input type="checkbox"/><br>Unable to<br>Rate |
|---|--------------------------------------|---|--------------------------------------|---|---|

**9. Technological Literacy:** Demonstrating an understanding of information technology and ensuring that it is incorporated appropriately in plans to improve service delivery, information sharing, organizational communication, and citizen access.

**What is working well?**

**What could be done to improve this area?**

**Additional General Comments:**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Unable to Rate</b>
<b>Does Not Meet Expectations</b>		<b>Meets Expectations</b>		<b>Exceeds Expectations</b>	

**10. Professionalism and Integrity:** Deals effectively and appropriately with the public and other organizations. Devotes time and energy to the job. Demonstrates high ethical standards and integrity. Demonstrating fairness, honesty, and ethical and legal awareness in personal and professional relationships and activities. Conducting personal and professional relationships and activities fairly, honestly and legally.. Fostering ethical behavior throughout the organization through personal example, management practices, and training.

**What is working well?**

**What could be done to improve this area?**

**Additional General Comments:**

- |   |                                      |   |                                      |   |   |
|---|--------------------------------------|---|--------------------------------------|---|---|
| <input type="checkbox"/><br><b>1</b><br>Does Not Meet<br>Expectations | <input type="checkbox"/><br><b>2</b> | <input type="checkbox"/><br><b>3</b><br>Meets<br>Expectations | <input type="checkbox"/><br><b>4</b> | <input type="checkbox"/><br><b>5</b><br>Exceeds<br>Expectations | <input type="checkbox"/><br>Unable to<br>Rate |
|---|--------------------------------------|---|--------------------------------------|---|---|

**NARRATIVE EVALUATION**

What would you identify as the Town Manager's strengths, expressed in terms of principal results achieved during the rating period?

What performance areas would you identify as most critical for improvement?

What suggestions or assistance can you offer the Town Manager?

What other comments do you have for the Town Manager (for example, about priorities, expectations, or specific objectives for the next year)?



**Town of Beaufort, NC**

**Board of Commissioners**

**Virtual Work Session**

**4:00 PM – Monday, April 26, 2021**

**AGENDA CATEGORY:** Discussion and Consideration

**SUBJECT:** Beaufort Harbor and Waterways Master Plan Advisory Committee

**BRIEF SUMMARY:**

As discussed at the February 2020 Town Board retreat, a comprehensive harbor and waterways master plan is needed to address water quality, harbor management, the expiration of the current Beaufort Docks and National Park Service leases in 2024, the possible development of a mooring field, and how such items impact the timing of the replacement of the Front Street bulkhead and boardwalk.

At this year’s Town Board retreat it was decided that an advisory committee should be appointed to assist in the effort. This committee will engage the public and work with the town’s staff and consultant to advise the Board of Commissioners during the formation of a Beaufort Harbor & Waterways Master Plan.

The Board also discussed preparation of an updated application for appointments to boards and committees, including a question related to applicants’ “connection” to Beaufort. There was consensus that there should not be a residency requirement for all appointees to this committee, and that there should be full disclosure of any potential financial implications for members.

At the March 22, 2021 Virtual Work Session, the Board recommended the Beaufort Harbor & Waterways Master Plan Advisory Committee be comprised of six members, with the term limits being set for the duration of the project. The Board unanimously agreed to follow the normal process for advertisement, recruitment, and appointment of the six new/vacant positions. In addition, the Board directed staff to begin working with Moffit and Nichols on a consulting contract.

At the April 12 Regular Meeting, the Board agreed to add an ex officio seat for a Commissioner and require monthly progress reports. Also, it was suggested there should be a prioritization of the scope elements, and there seemed to be consensus that the task should be completed by the end of the end of FY22.

A revised description of the committee’ background, charge, and composition is attached (changes are highlighted in yellow).

**REQUESTED ACTION:**

The Manager recommends that the Board discuss and review the draft charge/composition document for the Beaufort Harbor and Waterways Master Plan Advisory Committee and provide direction to staff.

**EXPECTED LENGTH OF PRESENTATION:**

15 minutes

**SUBMITTED BY:**

John Day, Town Manager &

Allen Coleman, Town Clerk-Assistant to the Town Manager

**BUDGET AMENDMENT REQUIRED:**

N/A

# Beaufort Harbor & Waterways Master Plan Advisory Committee

Beaufort is largely defined by the waters around it – Beaufort Inlet, Taylors Creek, Town Creek, Turner Creek, Back Sound. Beaufort’s economy has been dependent on these waters for its economy ever since its founding. At first for merchants and fishing, and now mostly for tourism, travel, and recreation.

Because of the town’s dependence on these waters, it is important that it manage this resource, and the infrastructure in and around them, in a sustainable fashion that supports the town’s economy.



Beaufort, NC Harbor

To effectively address the many issues coming to bear on the town’s waters over the next few years in a coordinated fashion that supports a positive outcome for Beaufort’s residents and visitors, the Beaufort Board of Commissioners establishes the *Beaufort Harbor & Waterways Master Plan Advisory Committee*.

This committee will engage the public and work with the town’s staff and consultant to advise the Board of Commissioners during the formation of a Beaufort Harbor & Waterways Master Plan.

The following elements, **listed in priority order**, among others that may be identified during the process, should be addressed, coordinated, and integrated in the Master Plan:

1. Disposition of the Beaufort Docks (the current lease expires in 2024)
2. Reconstruction of the Front Street bulkhead between Turner and Queen Streets.
3. Reconstruction of the Front Street boardwalk
4. Consideration of establishing mooring fields in Taylors Creek and Town Creek (harbor of refuge)
5. Disposition of the National Park Service lease for the Town Hall Information Center and ferry concessionaire docks (the lease expires in 2024)
6. A dredging plan (which includes plans for the necessary environmental assessments required for dredging of Taylors Creek and Town Creek)
7. Suggested amendments to the Navigable Waters Ordinance
8. Opportunities for public access
9. Water quality and environmentally sensitive areas (examples follow)
  - a. Best practices for reduction of black water and grey water
  - b. Best practices for reduction of marine debris
  - c. Protection of the Rachel Carson Reserve

The Beaufort Harbor & Waterways Master Plan Advisory Committee will be comprised of **at least** six members selected by the Board of Commissioners from applications submitted to the Town Clerk by

interested people. Additionally, there will be an ex officio seat for a Commissioner. The Committee will meet at least monthly, with a goal of holding its first meeting, including staff and consultant, within three weeks of appointments. Monthly progress reports will be presented to the Board of Commissioners, with a goal of completing the Beaufort Harbor & Waterways Master Plan by the end of FY21.

The town has \$40,000 appropriated in FY2021 to hire a consulting firm to assist in preparation of the Beaufort Harbor & Waterways Master Plan and expects to contract with Moffatt and Nichol.

### Committee Timeline – Proposed

