



**CARTERET COUNTY BOARD OF COMMISSIONERS  
REGULAR SESSION  
COMMISSIONERS' BOARDROOM  
MARCH 16, 2020  
6:00 P.M.**

- |      |   |          |
|------|---|----------|
| I.   | Meeting Called to Order/Pledge of Allegiance/Invocation   | Chairman |
| II.  | Conflict of Interest/Cell Phone Statement   | Chairman |
| III. | Adoption of Agenda  | Board    |
| IV.  | Consent Agenda  | Board    |
|      | 1. Approval of Minutes  |          |
|      | a. February 4, 2020   |          |
|      | b. February 17, 2020  |          |
|      | 2. Tax Releases and Refunds   |          |
|      | a. Tax Releases Under \$100   |          |
|      | b. Tax Releases Over \$100  |          |
|      | c. Tax Refunds Under \$100  |          |
|      | d. Tax Refunds Over \$100   |          |
|      | e. Tax Collector's Monthly Report   |          |
|      | f. NCVTS Motor Vehicle Refund Report  |          |
|      | 3. Approval to Accept Grant Funding from the State of North Carolina to Enhance Internet & Cellular Capabilities and Approval of Corresponding Budget Amendment: \$11,136     |          |
|      | 4. Approval to Execute Permit from the North Carolina Department of Environmental Quality & Coastal Resources Commission in Support of the Wainwright Slough Dredging Project |          |
|      | 5. Approval of the Release of SRO Contingency Funding to Morehead City & Approval of Corresponding Budget Amendment: \$32,100   |          |
|      | 6. Approval to Reclassify the Environmental Health Specialist Intern to a Registered Environmental Health Specialist <i>"In-Work Against Certification Status"</i>            |          |
|      | 7. Approval of Library Budget Amendment Transferring Contingency Funding: \$37,300  |          |
|      | 8. Approval of Budget Amendment in Support of the Cherry Point Regional Joint Land Use Study: \$49,500  |          |
|      | 9. Approval of Resolution of Appreciation in Honor of Retiring Judge John E. Nobles, Jr.  |          |
|      | 10. Approval to Hire a Commercial Appraiser for the Real Estate Division of the Tax Office  |          |

11. Approval to Apply for a \$10,000 Grant from the Carolina East Foundation in Support of the Hepatitis C Program
12. Approval of Extension of the Farmers' Market Contract
13. Approval of Proclamation Designating the Month of April 2020 as North Carolina 811 Safe Digging Month
14. Approval of the 2019 CDBG-NR Program Compliance Plans and Policies
15. Approval of Designation of Agent for DR-4393 (Hurricane Florence) Hazard Mitigation Grant Program
16. Approval of Reclassification of Administrative Roles
17. Approval of Resolution Awarding Badge & Service Sidearm to Retiring Detective Lieutenant Michael Panzarella
18. Award of Contract for Atlantic Harbor Dredging Project
19. Approval of Contract with East Carolina Builders for the Watershed Protection Project in the Amount of \$255,000, Authority for the County Manager to Execute the Contract & Approval to Enter into the Corresponding Contract with the N.C. Department of Agriculture & Consumer Services, Division of Soil & Water Conservation for the Project and Authority for the County Manager to Execute the Contract
20. Approval of Contract with Sunland Builders, Inc. in the Amount of \$565,000 for the Hibbs Acres Subdivision Road Repairs and Approval for County Manager to Execute the Contract

V. Public Comment

- |       |  |                                     |
|-------|--|-------------------------------------|
| VI.   | Presentation of Resolution Honoring Retiring Judge John E. Nobles, Jr.   | Chairman Smith                      |
| VII.  | Overview/Presentation – Veterans Coalition of the Crystal Coast  | Jim Nelson, Bo Kirk & Kevin Daniels |
| VIII. | Public Hearing to Consider a Request to Rezone a .99-Acre Property Located Approximately 1,400 Feet South of the Highway 101 and Laurel Road Intersection in Beaufort from I-W (Industrial & Wholesale District) to B-1A (General Business District) | Eugene Foxworth                     |
| IX.   | Public Hearing to Consider a Request to Rezone a 57.63-Acre Property Located at the Highway 24 and Marietta Lane Intersection in Newport, NC from R-20 (Single-Family Residential District) to R-15 (Single Family Residential District)             | Eugene Foxworth                     |

- X. Approval to Authorize Two New Detention Officer Positions and One Detention Shift Supervisor for the Jail Sheriff Asa Buck
- XI. Review of Departmental Strategic Plans Tommy Burns  
Tina Purifoy  
Tina Purifoy  
Lakisha Williams  
Gwen Roberts  
Brenda DuBose
- Civic Center
  - Parks & Recreation
  - Senior Center
  - Rape Crisis
  - Veteran's Services
- XII. Update: South River EMS Stephen Rea
- XIII. Manager's Report Tommy Burns
- XIV. Appointments Board
- Beaufort Board of Adjustment (County ETJ)
  - Board of Equalization & Review
  - Fireman's Relief Fund Board
  - Marine Fisheries Advisory Board
  - Waterways Management Committee
- XV. Commissioners' Comments
- XVI. Adjournment

**CARTERET COUNTY**  
**Board of Commissioners**



Agenda Item
I.

**Meeting Date:**  
16-Mar-20

**Presenter:**  
Chairman Smith

**ITEM TO BE CONSIDERED**

**Title:** Meeting Called to Order/Pledge of Allegiance/Invocation

**Brief Summary:**

Pastor Taylor Mills of Ann Street United Methodist Church in Beaufort will provide the invocation.

**If the Board of Commissioners approves of the agenda item as presented, the following motion(s) is (are) suggested:**

**BACKGROUND**

**Originating Department**

**Attachments:**

\_\_\_\_\_

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_

**Staff Contact:**

\_\_\_\_\_

**REVIEWED BY**

County Manager \_\_\_\_\_  
Clerk to the Board \_\_\_\_\_

County Attorney \_\_\_\_\_  
ACM/Finance Director \_\_\_\_\_

**CARTERET COUNTY**  
**Board of Commissioners**

**Meeting Date:**  
16-Mar-20

**Presenter:**  
Chairman Smith



Agenda Item
II.

**ITEM TO BE CONSIDERED**

**Title:** Conflict of Interest Statement

**Brief Summary:**

The Chairman will call for any conflicts of interest, based on the following statement:

"In accordance with the State Government Ethics Act, it is the duty of every Board member to avoid both conflicts of interest and appearances of conflict. Does any Board member have any known conflict of interest or appearance of conflict with respect to any matter coming before the Board this evening? If so, please identify the conflict and refrain from any undue participation in the particular matter involved."

The Chairman will also remind everyone to turn off their cell phones.

**If the Board of Commissioners approves of the agenda item as presented, the following motion(s) is (are) suggested:**

If Commissioners have a conflict of interest with any agenda items, they will make it known at this time. If so, The Board will need to vote to allow a Commissioner to recuse himself from voting on a particular matter.

**BACKGROUND**

**Originating Department**

\_\_\_\_\_

**Attachments:**

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_

**Staff Contact:**

\_\_\_\_\_

**REVIEWED BY**

County Manager \_\_\_\_\_  
Clerk to the Board \_\_\_\_\_

County Attorney \_\_\_\_\_  
ACM/Finance Director \_\_\_\_\_

**CARTERET COUNTY**  
**Board of Commissioners**



Agenda Item III.
------------------------

**Meeting Date:**  
16-Mar-20

**Presenter:**  
Chairman Smith

**ITEM TO BE CONSIDERED**

**Title:** Adoption of the Agenda

**Brief Summary:**

The Chairman will call for a motion to adopt the agenda as presented (or amended).

**If the Board of Commissioners approves of the agenda item as presented, the following motion(s) is (are) suggested:**

Motion to adopt the agenda as presented (or amended).

**BACKGROUND**

<b>Originating Department</b>	<b>Attachments:</b>
_____	1 _____
	2 _____
	3 _____
<b>Staff Contact:</b>	4 _____
_____	5 _____

**REVIEWED BY**

County Manager _____	County Attorney _____
Clerk to the Board _____	ACM/Finance Director _____



- IV. Consent Agenda
  - 1. Approval of Minutes
    - a. February 4, 2020

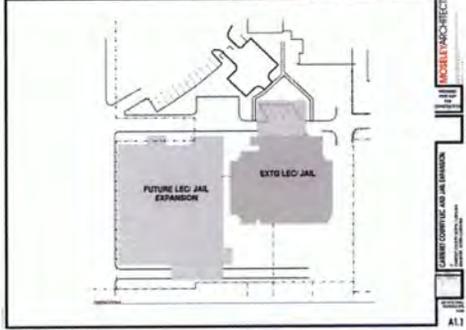
**COUNTY OF CARTERET  
BOARD OF COMMISSIONERS  
BOARD SEMINAR  
BEAUFORT HOTEL, 2440 LENNOXVILLE ROAD, BEAUFORT, NC  
FEBRUARY 4, 2020**

The Honorable Carteret County Board of Commissioners held their 2020 Board Seminar on Tuesday, February 4, 2020 at 9:00 a.m. at the Beaufort Hotel, 2440 Lennoxville Road, Beaufort, North Carolina. Present were: Chairman Bill Smith, Commissioners Robin Comer, Bob Cavanaugh, Jimmy Farrington, Mark Mansfield, Jonathan Robinson, and Ed Wheatly.

**UPDATE: JAIL**

Sheriff Buck provided an update on the jail project that is ongoing, provided a recap of when the project began and shared information regarding the need for additional jail space. Sheriff Buck shared that a decision needs to be made of whether to expand on-site at the current facility or possibly building off-site.

Mr. Dan Mace of Moseley Architects, provided an overview of the presentation and shared information regarding the design concepts/options.

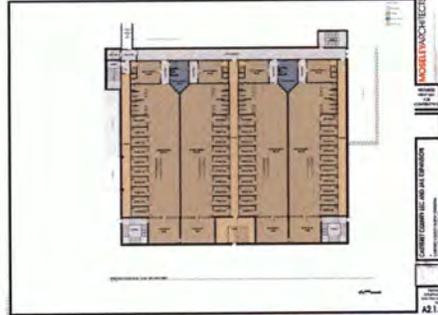
 <p><b>CARTERET COUNTY, NORTH CAROLINA</b></p> <p>Public Safety Needs Assessment and Feasibility Study Update February 4, 2020 Board of Commissioners Board Seminar</p> <p style="text-align: right;"><b>MOSELEYARCHITECTS</b></p>	<h3 style="text-align: center;">Projected Detention Population</h3> <p style="text-align: center;">Table VI Carteret County Forecasted Population using the Highest Admission Rate</p> <table border="1"> <thead> <tr> <th>YEAR</th> <th>FORECASTED ADP</th> <th>CLASSIFIED ADP (+30 %)</th> <th>PEAKED ADP</th> <th>CLASSIFIED &amp; PEAKED</th> </tr> </thead> <tbody> <tr> <td>2020</td> <td>185.47</td> <td>223.56</td> <td>136</td> <td>289.28</td> </tr> <tr> <td>2025</td> <td>192.83</td> <td>235.39</td> <td>126</td> <td>291.99</td> </tr> <tr> <td>2030</td> <td>200.30</td> <td>240.35</td> <td>126</td> <td>302.66</td> </tr> <tr> <td>2035</td> <td>197.77</td> <td>245.52</td> <td>126</td> <td>311.98</td> </tr> <tr> <td>2040</td> <td>207.88</td> <td>248.68</td> <td>126</td> <td>314.16</td> </tr> </tbody> </table> <p style="text-align: right;"><b>MOSELEYARCHITECTS</b></p>	YEAR	FORECASTED ADP	CLASSIFIED ADP (+30 %)	PEAKED ADP	CLASSIFIED & PEAKED	2020	185.47	223.56	136	289.28	2025	192.83	235.39	126	291.99	2030	200.30	240.35	126	302.66	2035	197.77	245.52	126	311.98	2040	207.88	248.68	126	314.16
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2040	207.88	248.68	126	314.16																											
<h3 style="text-align: center;">Observations / Recommendations</h3> <ul style="list-style-type: none"> <li>The existing jail was opened in 1995 and is rated for 116 inmates. Currently the Average Daily population is typically over 140. A jail facility is considered operationally overcrowded when it reaches 80% of its rated capacity (93 inmates).</li> <li>The 116 beds consist of 64 single male cells, a 38 bed minimum custody male dormitory, and 10 female cells. There are 4 holding cells in the intake / booking area.</li> <li>Female housing as a percent of total population has been rising in NC as in other states – we recommend at least 20% of beds be allocated for female use.</li> <li>The study recommends a need for 305 total beds with "core" spaces sized for 400 for future expansion needs.</li> <li><b>Option 1</b> – Construct a new jail "core" and approximately 172 new beds adjacent to the existing facility. Renovate the interior of the existing jail and sheriff's offices to update and integrate electronics and expand the Magistrate's and Sheriff's office space. This will net a total of 286 beds and be difficult to expand on site.</li> <li><b>Option 2a</b> – Construct a new 315 bed replacement Jail Facility on a remote site with "core" spaces for 400. The existing jail beds could serve as court holding area. This option would allow for future expansion and/or replacement Sheriff's offices.</li> <li><b>Option 2b</b> – Construct a new 203 bed Jail Facility on a remote site with "core" spaces for 400. Design for easy housing expansion and maintain existing jail facility as-is.</li> </ul> <p style="text-align: right;"><b>MOSELEYARCHITECTS</b></p>	<h3 style="text-align: center;">Site Plan – Existing Site Option 1</h3>  <p style="text-align: right;"><b>MOSELEYARCHITECTS</b></p>																														

### First Floor Plan – Existing Site Option 1



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### Second Floor Plan – Existing Site Option 1



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### Existing Site Option 1 Estimate

OPINION OF PROBABLE TOTAL PROJECT COST

MOSELEYARCHITECTS

Client: Calaveras County, CA Date: January 18, 2018  
 Project Name: New Detention Center - Existing Site Location: Calaveras County, CA  
 Prepared By: Moseley Architects, Inc. Drawn By: Moseley Architects, Inc.  
 Project No: 18-001 Date: 1/18/2018

Item	Description	Area	Unit	Unit Cost	Total Cost
<b>Administrative Costs</b>					
1	Site Preparation (Grading, Erosion Control, Fencing)	20,000	SF	\$10.00	\$200,000.00
2	Site Work (Site Office, Restrooms, etc.)	1,000	SF	\$100.00	\$100,000.00
3	Site Work (Site Office, Restrooms, etc.)	1,000	SF	\$100.00	\$100,000.00
4	Site Work (Site Office, Restrooms, etc.)	1,000	SF	\$100.00	\$100,000.00
5	Site Work (Site Office, Restrooms, etc.)	1,000	SF	\$100.00	\$100,000.00
6	Site Work (Site Office, Restrooms, etc.)	1,000	SF	\$100.00	\$100,000.00
7	Site Work (Site Office, Restrooms, etc.)	1,000	SF	\$100.00	\$100,000.00
8	Site Work (Site Office, Restrooms, etc.)	1,000	SF	\$100.00	\$100,000.00
<b>Subtotal</b>					
<b>Administrative Construction Cost - Building and Structure</b>					
<b>Project Costs</b>					
1	Construction & Installation of all building materials	100,000	SF	\$100.00	\$10,000,000.00
2	Site Work (Site Office, Restrooms, etc.)	1,000	SF	\$100.00	\$100,000.00
3	Site Work (Site Office, Restrooms, etc.)	1,000	SF	\$100.00	\$100,000.00
4	Site Work (Site Office, Restrooms, etc.)	1,000	SF	\$100.00	\$100,000.00
5	Site Work (Site Office, Restrooms, etc.)	1,000	SF	\$100.00	\$100,000.00
6	Site Work (Site Office, Restrooms, etc.)	1,000	SF	\$100.00	\$100,000.00
7	Site Work (Site Office, Restrooms, etc.)	1,000	SF	\$100.00	\$100,000.00
8	Site Work (Site Office, Restrooms, etc.)	1,000	SF	\$100.00	\$100,000.00
<b>Subtotal</b>					
<b>TOTAL ESTIMATED PROJECT BUDGET - 100,000,000</b>					

Notes: This estimate is based on the information provided. It is not intended to be a final estimate. All costs are in US dollars. All costs are based on current market prices. All costs are based on current market prices. All costs are based on current market prices.

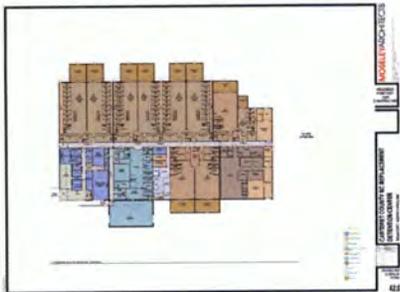
MOSELEYARCHITECTS

### Site Plan – Remote Site Option 2a



MOSELEYARCHITECTS

### First Floor Plan – Remote Site Option 2a



MOSELEYARCHITECTS

### Remote Site Jail Option 2a Estimate

OPINION OF PROBABLE TOTAL PROJECT COST

MOSELEYARCHITECTS

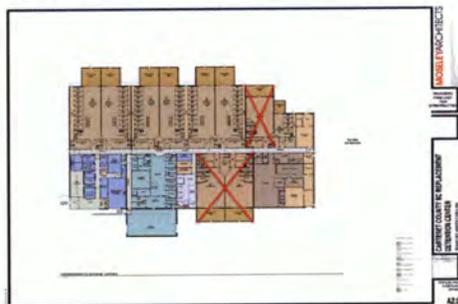
Client: Calaveras County, CA Date: January 18, 2018  
 Project Name: New Detention Center - Remote Site Location: Calaveras County, CA  
 Prepared By: Moseley Architects, Inc. Drawn By: Moseley Architects, Inc.  
 Project No: 18-002 Date: 1/18/2018

Item	Description	Area	Unit	Unit Cost	Total Cost
<b>Administrative Costs</b>					
1	Site Preparation (Grading, Erosion Control, Fencing)	20,000	SF	\$10.00	\$200,000.00
2	Site Work (Site Office, Restrooms, etc.)	1,000	SF	\$100.00	\$100,000.00
3	Site Work (Site Office, Restrooms, etc.)	1,000	SF	\$100.00	\$100,000.00
4	Site Work (Site Office, Restrooms, etc.)	1,000	SF	\$100.00	\$100,000.00
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8	Site Work (Site Office, Restrooms, etc.)	1,000	SF	\$100.00	\$100,000.00
<b>Subtotal</b>					
<b>Administrative Construction Cost - Building and Structure</b>					
<b>Project Costs</b>					
1	Construction & Installation of all building materials	100,000	SF	\$100.00	\$10,000,000.00
2	Site Work (Site Office, Restrooms, etc.)	1,000	SF	\$100.00	\$100,000.00
3	Site Work (Site Office, Restrooms, etc.)	1,000	SF	\$100.00	\$100,000.00
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7	Site Work (Site Office, Restrooms, etc.)	1,000	SF	\$100.00	\$100,000.00
8	Site Work (Site Office, Restrooms, etc.)	1,000	SF	\$100.00	\$100,000.00
<b>Subtotal</b>					
<b>TOTAL ESTIMATED PROJECT BUDGET - 100,000,000</b>					

Notes: This estimate is based on the information provided. It is not intended to be a final estimate. All costs are in US dollars. All costs are based on current market prices. All costs are based on current market prices. All costs are based on current market prices.

MOSELEYARCHITECTS

### First Floor Plan – Remote Site Option 2b



MOSELEYARCHITECTS

### Remote Site Jail Option 2b Estimate

OPINION OF PROBABLE TOTAL PROJECT COST

MOSELEYARCHITECTS

Client: Calaveras County, CA Date: January 18, 2018  
 Project Name: New Detention Center - Remote Site Location: Calaveras County, CA  
 Prepared By: Moseley Architects, Inc. Drawn By: Moseley Architects, Inc.  
 Project No: 18-003 Date: 1/18/2018

Item	Description	Area	Unit	Unit Cost	Total Cost
<b>Administrative Costs</b>					
1	Site Preparation (Grading, Erosion Control, Fencing)	20,000	SF	\$10.00	\$200,000.00
2	Site Work (Site Office, Restrooms, etc.)	1,000	SF	\$100.00	\$100,000.00
3	Site Work (Site Office, Restrooms, etc.)	1,000	SF	\$100.00	\$100,000.00
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<b>Subtotal</b>					
<b>Administrative Construction Cost - Building and Structure</b>					
<b>Project Costs</b>					
1	Construction & Installation of all building materials	100,000	SF	\$100.00	\$10,000,000.00
2	Site Work (Site Office, Restrooms, etc.)	1,000	SF	\$100.00	\$100,000.00
3	Site Work (Site Office, Restrooms, etc.)	1,000	SF	\$100.00	\$100,000.00
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<b>Subtotal</b>					
<b>TOTAL ESTIMATED PROJECT BUDGET - 100,000,000</b>					

Notes: This estimate is based on the information provided. It is not intended to be a final estimate. All costs are in US dollars. All costs are based on current market prices. All costs are based on current market prices. All costs are based on current market prices.

MOSELEYARCHITECTS

### Option 1 Existing Site Option Observations

- Allows the Jail to remain in its historic location and connection to the Courthouse.
- Has the smallest capital cost of the two options (\$27.4m).
- Keeps the Sheriff and Magistrate at current location and proximity to the Jail function.
- Creates a more severe lack of available parking.
- Can't be easily expanded in the future – only nets 286 beds of an anticipated 300-400+ need.
- Sheriff's offices will still be lacking in needed space and storage.
- Court expansion will be made more difficult.
- Inability for an inmate containment yard.
- Core jail areas are located underneath inmate housing pods – more likely to attempt flooding of cells.
- Elevators and stairs create less staff efficiency of operation.
- Requires more staff per inmate for safe operations = higher staff cost per year.
- Existing Jail space will require more maintenance to keep operational as systems wear out.

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### Options 2a & b Observations

- Has enough property (15+ acres needed) for future expansions and additional functions (Sheriff's Offices, etc.).
- Single level of operation is the safest and most staff efficient layout. More staff able to safely supervise more inmates at a time.
- Allows existing parking to remain at Court site and potentially easier court needs expansion area.
- An inmate containment yard to keep the public away from the housing walls and recreation yards is provided.
- Has the largest initial capital cost of the options (\$34 - \$40m).
- New property may have to be purchased by the County – may create a NIMBY issue.
- Requires the Magistrate to relocate to the new location and inmates must be transported to and from court.

MOSELEYARCHITECTS

### Thank You

for this opportunity to meet with you and present the Carteret County Jail Study Update



MOSELEYARCHITECTS

Mr. Mace responded to questions from Commissioners about his recommendation of Option 2a or 2b for Carteret County – and clarified that Option 1 would require about 10-11 additional staff members.

Commissioner Robinson commented that Option 2b, as outlined, is still going to require running the existing jail and asked if Mr. Mace had considered the cost to the staff as a result. Mr. Mace responded that the replacement jail could be operated at much less staff cost annually. Mr. Mace shared that Option 2a would accommodate the County's entire needs for a 15-20-year projection. Commissioner Mansfield shared that if we are going to add people, regardless of where they are added, it is going to take a certain amount per prisoner to staff the facility – whether it is the old jail or a new jail. Mr. Mace stated that his recommendation for the County to consider is Option 2a as the best course of action. Commissioner Comer wanted to clarify that the information provided earlier regarding going offsite did include the people it would take to run functions at the Courthouse. Mr. Mace stated that Option 1 requires about ten to eleven more staff annually to operate than Option 2a.

Commissioner Wheatly asked if Mr. Mace was recommending Option 2b; Mr. Mace stated that he was recommending Option 2a.

Commissioner Farrington confirmed that 'current location' means expanding the jail where it is and regardless of the renovations to the old jail, it will take more people to manage that current location.

## UPDATE: CARTERET COUNTY PUBLIC SCHOOL SYSTEM

Mr. Richie Paylor, Interim Superintendent of the Carteret County Public School System, provided an overview of the presentation shown below.

### CARTERET COUNTY PUBLIC SCHOOL SYSTEM SYSTEM ACCOMPLISHMENTS

Through local support ...

- CCPS showed "exceptional improvement" with 88.2 percent of schools in the district receiving an A or B rating from the state.
- CCPS is ranked *fourth* out of NC school systems for Grade Level Proficiency based upon all summative test scores.
- CCPS high schools ranked *first* out of NC high schools for Grade Level Proficiency
- Out of the 115 public school systems in the state, Carteret County's public high schools ranked *third* on the 2019 SAT and ACT.
- Currently *expanding* our take-home availability of the Chromebooks you provided to sixth and seventh grades this month.
- Awarded competitive *grants* for computer science and coding two years in a row from NC Department of Public Instruction

#### Grant-Funded

#### Opportunities

### CARTERET COUNTY PUBLIC SCHOOL SYSTEM STATE ALLOTTED TEACHERS

Year	State Allotted Teachers
2011-2012	406.65
2018-2019	376.7
2019-2020	374.5
Projection 2020-2021	378.5

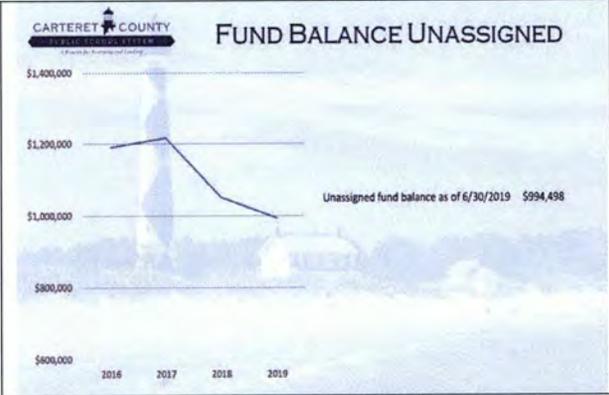
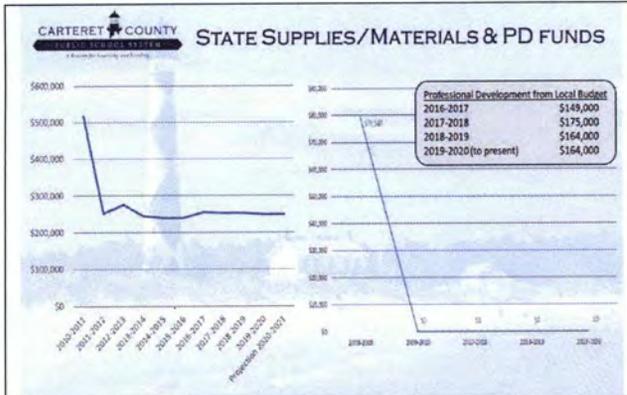
### CARTERET COUNTY PUBLIC SCHOOL SYSTEM POSITION CHANGES FROM STATE/FEDERAL

<p><u>State Changes</u></p> <p>House Bill 90 teacher allotment increase</p> <p>House Bill 90 teachers required for student to teacher ratio</p> <p>Net state funded teachers</p> <p><u>Federal Changes</u></p> <p>Federal Staff Cut (estimated)</p>	<p><u>Position Changes</u></p> <p>4 positions</p> <p>4 positions</p> <p>No positions added</p> <p><u>Position Changes</u></p> <p>2 Exceptional Children positions</p>
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### CARTERET COUNTY PUBLIC SCHOOL SYSTEM STATE BENEFIT COSTS

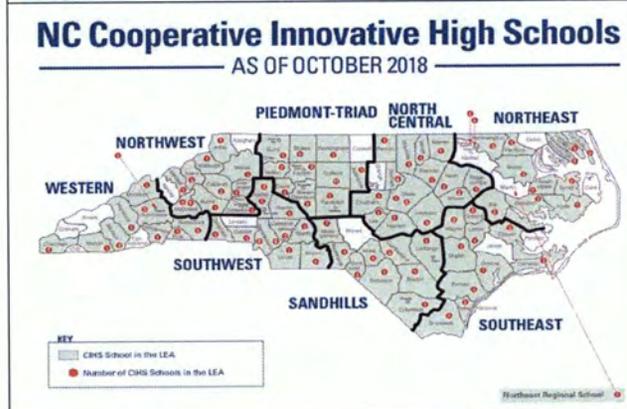
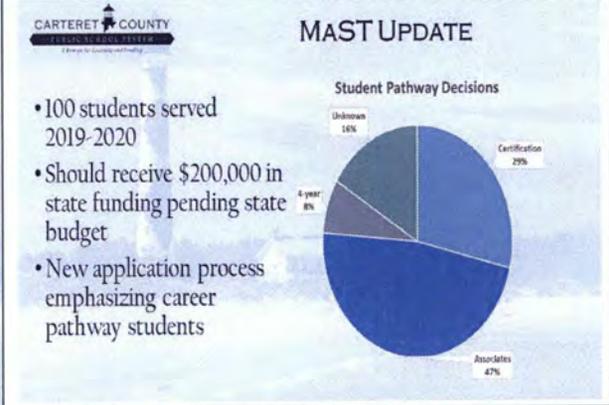
#### Employer Retirement Contribution

#### Employer Health Insurance Contribution



### CARTERET COUNTY PUBLIC SCHOOL SYSTEM 2020-2021 BUDGET IMPACT ITEMS

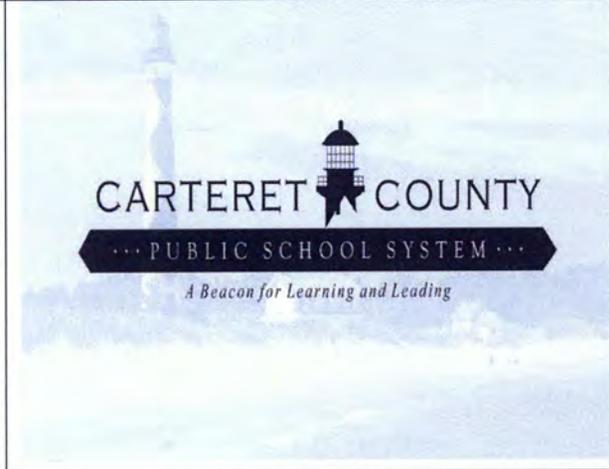
Items	Cost Estimates
Compensation Alignment (Year 3 of 3) <small>(Bookkeepers, Secretaries, Data Managers, Maintenance, Transportation)</small>	\$123,000
MaST-Year 3 <small>Year 1 \$168,338 Year 2 \$247,958 Year 3 \$139,713 Year 4 \$43,981 Year 5 \$421,485</small>	\$93,755
Mandated State Benefit Increases <small>Retirement Increase from 19.7% to 20.3% Health Insurance from \$6,306 to \$6,313 Certified Salary Increase 3% Non-Certified Salary Increase 2%</small>	\$500,000 to \$530,000



- ### CARTERET COUNTY PUBLIC SCHOOL SYSTEM MENTAL HEALTH SERVICES
- Trillium is providing support for two mental health professional agencies
- Two therapists through ACCESS Family Services
    - Total of 38 students currently being served
    - Schools served: Bridges, BCMS, BSES, CHS, MCPS, NES, NMS, WOES
  - Two therapists through Integrated Family Services
    - Total of 41 students currently being served (17 currently in process)
    - Schools served: MCES, MCMS, WCHS, BES, BMS, ECHS, SES/DEMS

### CARTERET COUNTY PUBLIC SCHOOL SYSTEM CAPITAL PROJECTS

Project	Cost	Status
Activity Bus	\$91,479.00	Complete
Playground Mulch at all elementary schools	\$32,000.00	Complete
Replace Defibrillator Pads at all sites	\$11,696.06	On Order
Red Button Alarm at all school sites	\$91,495.42	In Progress
Schools moving to Voice over IP phones	\$56,244.18	Complete
Water Heater at Croatan High School	\$6,444.50	In Progress
Installation of Heat Pump at Carteret Preschool Center	\$29,164.75	In Progress
Chiller Replacement at Bogue Sound Elementary	\$138,380.01	Complete
Security Fencing at Beaufort Middle School	\$4,960.00	In Progress
Water Heater at Broad Creek High School	\$4,556.09	In Progress
Chiller Replacement atarkers Island Elementary	\$115,658.00	Complete
HVAC Equipment in the 600 Building at Newport Elementary	\$45,608.00	Complete
Lead Abatement at Newport Elementary	\$77,094.90	Complete
Condensing Units at West Carteret High School	\$161,300.00	In Progress
HVAC Equipment in the Gym at White Oak Elementary	\$82,500.00	Complete
Replace PreK Playground at Smyrna Elementary	\$21,821.84	Complete
Maintenance Vehicle	\$30,409.01	On Order
Painting at Carteret Preschool Center	\$48,300.00	Complete
Painting at West Carteret High School	\$441,240.00	In Progress
Flooring at Newport Middle School	\$110,140.11	Complete
Floor Replacement at West Carteret High School	\$75,467.90	Complete
Modular Lease Payment at Croatan High School	\$43,675.00	In Progress



Mr. Paylor responded to questions from Commissioners regarding retirement benefits to teachers who are hired currently. Mr. Paylor clarified that current hires will not be eligible for health benefits upon retirement, a directive that comes from State Legislation.

Commissioner Farrington inquired about the distribution of the Supplies and Materials line item monies within the School's budget; Ms. Kathy Carswell, the School's Finance Officer, explained that the money is distributed according to the school's Average Daily Membership ("ADM"). Commissioner Comer asked what it is supplemented for this expense at the local level; Ms. Carswell shared that we provide approximately \$300K.

Commissioner Comer asked about losing some teachers: was it the result of less ADM. Mr. Paylor shared that last year, with the drop of ADM, we lost \$300K and \$300K this year; we lost six or seven teaching positions as a result of that ADM drop. Ms. Carswell explained that there was a loss of three teachers in the first year, then three teachers in the second year, and a loss of 150 students after Hurricane Florence. Commissioner Farrington asked how many students they had gotten back; Ms. Carswell replied that they had probably gained back approximately 50 of those students.

Commissioner Wheatly asked Mr. Paylor why they were losing two special education teachers; Mr. Paylor stated that it was due to a decrease in Federal funding and Ms. Carswell elaborated that it was also due to a loss in their ADM numbers.

Mr. Paylor provided an update on the MaST Program; they started the year with 100 students and are at 92 now due to some going other places. Mr. Paylor stated the State is supposed to fund them with \$200,000 in the pending budget. Mr. Paylor shared that they have created a new application process that is going to emphasize more of the trades, with a goal of getting 75% trades and 25% other. Commissioner Wheatly asked if there was any penalty from any of the agencies for having less than 100 students in enrollment. Mr. Paylor stated there has to be 100 students in attendance in order for the principal to be funded. Mr. Paylor shared that they were waiting to hear from the State Finance Department on whether the ADM needed to be 100 on December 31st or at the end of the school year.

Mr. Paylor shared with Commissioners that due to good local funding, they have had good teacher/student ratios for years. Commissioner Comer stated that historically, Carteret County has been in the top ten or better in funding for ADM; are we still doing well. Ms. Carswell confirmed that we are still doing well, and shared that the last time she checked, we were twelfth.

Chairman Smith thanked Mr. Paylor for his presentation.

\*\*\*RECESS\*\*\*

# UPDATE/CARTERET CARES/BOTVIN LIFESKILLS PROGRAM

Dr. Sue Kreuser provided an overview of the presentation shown below, highlighting changes and updates since her last review with Commissioners.

<h2 style="text-align: center;">Substance Abuse Prevention</h2> <p style="text-align: center;">The Implementation of Botvin LifeSkills Training</p> <p style="text-align: center;">Dr. Sue Kreuser, Director of Student Support Services February 4, 2020</p> 	<h2 style="text-align: center;">Botvin LifeSkills Training Implementation</h2> <ul style="list-style-type: none"> <li>• Initial meeting with Commissioners was February 5, 2019</li> <li>• Training for staff members took place in April, 2019</li> <li>• Materials were purchased in July, 2019</li> <li>• New teachers were trained in August, 2019</li> <li>• LifeSkills Training lessons were implemented beginning September, 2019</li> <li>• High School 9<sup>th</sup> grade lessons will be taught for second semester beginning in February, 2020</li> </ul> 
<h2 style="text-align: center;">Moving Forward</h2> <ul style="list-style-type: none"> <li>• High School 9<sup>th</sup> grade lessons will be taught for second semester beginning in February, 2020</li> <li>• The PRIDE surveys will be administered to eighth, tenth, and twelfth grade students in February-March, 2020</li> <li>• Follow up with all teachers will take place at the end of the school year in preparation for year two of implementation</li> </ul> 	<h2 style="text-align: center;">The Best Mental Health Programs...</h2> <ul style="list-style-type: none"> <li>• start with ALL students.</li> <li>• are most effective when all staff members are involved in delivering them at one level or another.</li> <li>• include a well-organized approach to teaching students how to stay mentally healthy and how to cope with problems before they begin to dominate their lives.</li> </ul> <p style="text-align: center;">Kappan, January 2015</p> 
 	<h2 style="text-align: center;">Year One Feedback</h2> <p><u>Jenny Bell, Bogue Sound Elementary School Principal:</u></p> <p>“The LifeSkills Program has been a great way to introduce decision-making skills for all of our students. In today’s world when dealing with stress or high-anxiety situations, it is comforting in knowing that our teachers have a common language through materials and resources that provide a framework for students to reflect on their options and make the best choices.”</p> 
<h2 style="text-align: center;">An Elementary Teacher’s Perspective</h2> <p style="text-align: center;">Wesley Pearson, Bogue Sound Elementary School</p>  	<h2 style="text-align: center;">Parent Involvement</h2>  

## A Middle School Perspective

Christy Propst, Assistant Principal Morehead City Middle School:

"Physical Education & Health teachers have embraced the role of educating students on total health and wellness. They have long been actively engaging students in physical health aspects, but now it is evident in the health classroom that students are becoming more in tune with what it means to be mentally and emotionally healthy. Students have been engaged in the classroom lessons. I have witnessed students defining self image and ways to increase self image through goal setting. The teachers have embraced the opportunity to 'coach' students on becoming the best version of themselves."



## A Counselor's Perspective on the Parent Program

Stacey Brake, Beaufort Elementary Counselor:

"Using the Botvin LifeSkills Training program for parents has been a delightful opportunity to connect with our parents in a new, intimate way. Many of our meetings evolve into group counseling sessions. Parents share personal anecdotes about their children's struggles with anxiety, concerns about transitioning to middle school, and some of their own struggles as parents. These parent sessions have provided a safe space for parents to connect, support, and encourage each other. The feedback from parents who attend has been positive. Parents who have not yet attended one of our monthly sessions have shared with me that they are hearing great things about the program in the community and want to attend future sessions."



## A High School Perspective

Beverly Jones, East Carteret High School Counselor:

"The LifeSkills program provides high school students with the opportunity to review social skills taught at an earlier age. Students are very engaged and enjoy learning about finances, communication skills, and time management. Investing in our youth is never a mistake. Thank you for your support of our students"



## It Takes A Village...And We are Grateful!



## Predicted Expenses for 2020-2021

- Training \$4,000
- Student Workbooks \$26,105
- Classroom Materials \$2,000
- Teacher Materials Grade 3 \$700
- Total Predicted 2020-2021 Expenses: \$32,805



## Questions?



Dr. Kreuser anticipated the results of her student pride surveys. She shared that she recently learned that questions about vaping would be added to the survey; vaping appears to be the drug of choice, and it is very difficult to determine if someone is vaping. Commissioner Wheatly confirmed that initially, vaping was intended to reduce cigarette smoking, but has now become more of a problem than cigarettes.

Commissioner Cavanaugh asked about the results of the pride survey at other schools; when did they start to see a statistical decrease in reporting substance abuse. Dr. Kreuser responded that she is not aware of any other district that uses the pride survey. Craven County may, but she does not feel that Craven has implemented such a strong program as Botvin LifeSkills. Dr. Kreuser shared that she is told by DPI (Department of Public

Instruction), that we are the frontrunners in this; we are doing a lot of things really well; others are watching us.

Dr. Kreuser thanked the Commissioners for their support of the students. Dr. Kreuser discussed some budgetary adjustments for next year, sharing that she anticipates costs to be about the same as last year. Commissioner Comer asked if the workbooks were included in the budget. Commissioner Mansfield shared that the County funds that portion of the program separately.

Commissioner Wheatly commented that Dr. Kreuser had shared that vaping seems to be the number one drug of choice now, and asked what she thought the number two would be; Dr. Kreuser shared that she would guess it to be alcohol.

Commissioner Cavanaugh complimented the program and Dr. Kreuser; can't think of a better program to incorporate into the school system. He shared that he eagerly anticipates the results of the survey and the statistical analysis.

Commissioner Comer commented that this program came out of Carteret **Cares**, and the whole goal was to start young. He asked that school administrators remain aware of things around them that could improve the program and anything Commissioners could do to help, would be money well spent.

Commissioner Mansfield asked what would be the additional cost to add the parental piece in all of the schools. Dr. Kreuser shared that it would not be much, possibly around \$300 per school; it may also be that all the schools can use the same materials we are already invested in, but use it at different times.

Chairman Smith thanked the School Board and the administrative staff for coming out and sharing information.

## FINANCIAL PRESENTATION

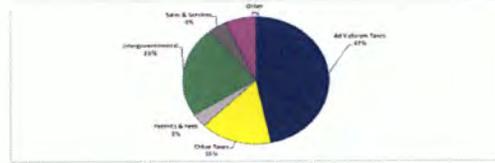
Ms. Dee Meshaw, Finance Director, shared that she will provide an overview of her presentation which provides information on the fiscal year that ended June 30, 2019, and provided highlights of her presentation.

 <p>Financial Update</p> <p>Presented to Carteret County Commissioners</p> <p>February 4, 2020</p>	<p>Financial Update</p> <ul style="list-style-type: none"><li>• Fiscal Year Ending June 30, 2019 (Audited)</li><li>• Fiscal Year Ending June 30, 2020 Estimated (Unaudited)</li><li>• Fiscal Year Ending June 30, 2021 Budget</li></ul>
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### General Fund FY19

- General Fund ended the fiscal year in a strong financial position.
- Some major revenue sources exceeded the budget as well as expenditures were less than the budget.
- Hurricane Florence had a significant impact on FY19 financial statements.

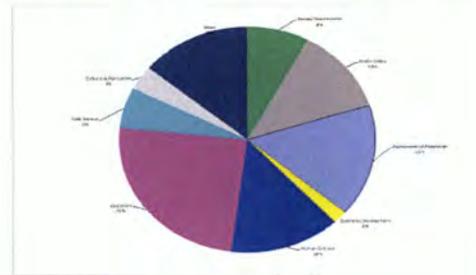
### General Fund Revenue FY19



### General Fund FY19 Revenue Budget to Actual Comparison

	Amended Budget FY19	Actual Revenue FY19	Variance with Budget
Ad Valorem	\$46.62 Million	\$47.22 Million	
Sales & Other Taxes	15.24 Million	16.04 Million	
Permits and Fees	3.41 Million	3.43 Million	
Intergovernmental	28.79 Million	23.28 Million	
Sales and Services	4.18 Million	4.24 Million	
Other Revenue	5.66 Million	6.88 Million	
Appropriated Fund Balance	19.35 Million	0.00 Million	
<b>Total</b>	<b>\$123.25 Million</b>	<b>\$101.09 Million</b>	<b>\$(22.16) Million</b>

### General Fund Expenditures FY19



### General Fund FY19 Expenditures Budget to Actual Comparison

	Amended Budget FY19	Actual FY19	Variance with Budget
General Government	\$9.78 Million	\$9.04 Million	
Public Safety	14.77 Million	14.11 Million	
Transportation	1.57 Million	1.54 Million	
Environmental Protection	18.67 Million	18.50 Million	
Economic & Physical Development	2.82 Million	2.10 Million	
Human Services	18.25 Million	16.11 Million	

### General Fund FY19 Expenditures Budget to Actual Comparison

	Amended Budget FY19	Actual FY19	Variance with Budget
Education: Public Schools	\$25.46 Million	\$25.46 Million	
Education: Community College	3.42 Million	2.92 Million	
Cultural & Recreation	4.22 Million	4.02 Million	
Debt Service	6.79 Million	6.67 Million	
Non Departmental (Transfer to other funds and non department expenses)	17.50 Million	14.47 Million	
<b>Total</b>	<b>\$123.25 Million</b>	<b>\$114.94 Million</b>	<b>\$8.31 Million</b>

### General Fund Summary FY19

	Amended Budget	Actual
Total Revenue and Other Sources	\$123.25 Million	\$101.09 Million
Total Expenditures and Other Uses	123.25 Million	114.94 Million
Revenues and Other Sources Over Expenditures and Other Uses		\$(13.85) Million

### Hurricane Florence Reimbursement and Expenses

	Through 06/30/19
Expenses Submitted to FEMA and the State	\$15.58 Million
Amount Reimbursed to the County	9.31 Million
Amount Outstanding Due to the County	6.27 Million
Amount Approved by FEMA, but not remitted to County by the State	6.10 Million
Amount to be approved by FEMA	0.17 Million

### Change in Fund Balance FY19

Decrease In Total Fund Balance	\$(13.85) Million
<b>Decrease in Total Fund Balance Analysis:</b>	
Restricted Fund Balance: Net Restricted reserves spent (Occupancy Tax)	\$(6.58) Million
Assigned Fund Balance (Appropriated FY19 Budget decreased from adopted FY18 budgeted fund balance)	(0.02) Million
Unassigned Fund Balance	(7.25) Million
<b>Total Decrease in Total Fund Balance 06/30/19</b>	<b>\$(13.85) Million</b>
<b>Unassigned Fund Balance Analysis:</b>	
Unassigned Fund Balance 06/30/18	\$29.05 Million
Unassigned Fund Balance Decrease FY19	(7.25) Million
<b>Ending Unassigned Fund Balance 06/30/19</b>	<b>\$21.80 Million</b>
Unassigned Fund Balance as Percentage of GF Expenditures	22.18%

### General Fund Balance: IF ALL Hurricane Florence Reimbursements Had Been Received by 06/30/19

Decrease In Total Fund Balance	\$(7.57) Million
<b>Decrease in Total Fund Balance Analysis:</b>	
Restricted Fund Balance: Net Restricted reserves spent	\$(6.70) Million
Assigned Fund Balance (Appropriated FY19 Budget decreased from adopted FY18 budgeted fund balance)	(0.02) Million
Unassigned Fund Balance	(0.85) Million
<b>Total Decrease in Fund Balance 06/30/19</b>	<b>\$(7.57) Million</b>
<b>Unassigned Fund Balance Analysis:</b>	
Unassigned Fund Balance 06/30/18	\$29.05 Million
Unassigned Fund Balance Decrease FY19	(0.85) Million
<b>Ending Unassigned Fund Balance 06/30/19 if Hurricane Florence Reimbursements Received</b>	<b>\$28.20 Million</b>
Unassigned Fund Balance as a Percentage of GF Expenditures if Reimbursements were Received	28.68%

### General Fund FY20 Revenue Budget to Estimated Comparison

	Amended Budget FY20 01/31/20	Estimated Revenue 06/30/20	Variance with Budget
Ad Valorem Taxes	\$47.73 Million	\$47.69 Million	
Sales & Other Taxes	16.55 Million	17.45 Million	
Permits and Fees	3.33 Million	3.47 Million	
Intergovernmental	13.31 Million	16.24 Million	
Sales and Services	4.12 Million	4.22 Million	
Other Revenue	5.28 Million	5.27 Million	
Appropriated Fund Balance	6.73 Million	0.00 Million	
<b>Total</b>	<b>\$97.05 Million</b>	<b>\$94.34 Million</b>	<b>(\$2.71) Million</b>

### General Fund FY20 Expenditures Budget to Estimated Comparison

	Amended Budget FY20 01/31/20	Estimated Expenditures 06/30/20	Variance with Budget
General Government	\$9.01 Million	\$8.56 Million	
Public Safety	14.99 Million	14.71 Million	
Transportation	1.45 Million	1.42 Million	
Environmental Protection	4.28 Million	4.43 Million	
Economic & Physical Development	2.42 Million	2.40 Million	
Human Services	18.64 Million	16.57 Million	

### General Fund FY20 Expenditures Budget to Estimated Comparison

	Amended Budget FY20 01/31/20	Estimated Expenditures 06/30/20	Variance with Budget
Education: Public Schools	\$26.51 Million	\$26.63 Million	
Education: Community College	3.94 Million	3.94 Million	
Cultural & Recreation	3.81 Million	3.68 Million	
Debt Service	5.77 Million	5.65 Million	
Non Departmental (Transfer to other funds and non department expenses)	6.23 Million	6.25 Million	
<b>Total</b>	<b>\$97.05 Million</b>	<b>\$94.24 Million</b>	<b>\$2.81 Million</b>

### General Fund Summary FY20

	Amended Budget	Estimated
Total Revenue and Other Sources	\$97.05 Million	\$94.34 Million
Total Expenditures and Other Uses	97.05 Million	94.24 Million
Revenues and Other Sources Over Expenditures and Other Uses		\$0.10 Million

### Carteret County Unassigned Fund Balance

	FY 2019 Audited	FY 2020 (Estimated)
Unassigned Fund Balance, Beginning Balance 7/1	\$29.05 Million	\$21.80 Million
Unassigned FB Increase (Decrease) in FY	(7.25) Million	0.10 Million
Ending Unassigned Fund Balance 06/30	\$21.80 Million	\$21.90 Million
Unassigned FB as Percentage of General Fund Expenditures	22.18%	25.76%
If Receive Outstanding Hurricane Florence Reimbursement Revenue		3.59 Million
If Receive Up Fronted Hurricane Dorian Reimbursement Revenue		.26 Million
<b>Revised Estimated Ending Fund Balance June 30</b>		<b>\$25.75 Million</b>
Unassigned FB as Percentage of General Fund Expenditures		30.29%

### Hurricane Florence Reimbursement and Expenses

	Year Ending 06/30/19	07/01/19 - 01/31/20
Expenses Submitted to FEMA and the State	\$15.58 Million	
Amount Reimbursed to the County	9.31 Million	\$2.68 Million
Amount Outstanding Due to the County	6.27 Million	3.59 Million
Amount Approved by FEMA, but not remitted to County by the State	6.10 Million	3.46 Million
Amount to be approved by FEMA	.17 Million	.13 Million

<h3 style="text-align: center;">County Budget FY21</h3> <ul style="list-style-type: none"> <li>• Developing budget priorities</li> <li>• Revenues <ul style="list-style-type: none"> <li>• Ad Valorem Taxes <ul style="list-style-type: none"> <li>• Based on Tax Department Net Assessed Values estimate</li> <li>• 1 cent = \$1.6 million</li> </ul> </li> <li>• Sales tax has strong growth. But too early to project for upcoming budget</li> <li>• Permits and fees have modest growth, and tracking with trends of ~1%</li> <li>• Maintain a strong, healthy fund balance</li> </ul> </li> <li>• Expenditures: <ul style="list-style-type: none"> <li>• Departments are preparing budget request</li> <li>• Capital and large maintenance items are currently being compiled by General Services</li> </ul> </li> </ul>	<h3 style="text-align: center;">General Fund Balance</h3> <p style="text-align: center;">Total Fund Balance and Unassigned Fund Balance</p> <table border="1"> <caption>Estimated Data from General Fund Balance Chart</caption> <thead> <tr> <th>Fiscal Year</th> <th>Total Fund Balance (Millions)</th> <th>Unassigned Fund Balance (Millions)</th> </tr> </thead> <tbody> <tr><td>2011</td><td>45</td><td>20</td></tr> <tr><td>2012</td><td>48</td><td>25</td></tr> <tr><td>2013</td><td>45</td><td>30</td></tr> <tr><td>2014</td><td>50</td><td>30</td></tr> <tr><td>2015</td><td>52</td><td>30</td></tr> <tr><td>2016</td><td>55</td><td>30</td></tr> <tr><td>2017</td><td>58</td><td>30</td></tr> <tr><td>2018</td><td>62</td><td>30</td></tr> <tr><td>2019</td><td>48</td><td>25</td></tr> <tr><td>2020</td><td>48</td><td>25</td></tr> </tbody> </table> <p>Years 2011-2019 Actual 2020 Unavailable, estimated</p>	Fiscal Year	Total Fund Balance (Millions)	Unassigned Fund Balance (Millions)	2011	45	20	2012	48	25	2013	45	30	2014	50	30	2015	52	30	2016	55	30	2017	58	30	2018	62	30	2019	48	25	2020	48	25
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<h3 style="text-align: center;">Potential Capital Projects and Major Initiatives Over Multiple Years</h3> <ul style="list-style-type: none"> <li>• The expense, uncertainty, and timing of projects makes planning and budgeting challenging</li> <li>• Cash flow and funding source management is challenging <ul style="list-style-type: none"> <li>• Former Library Building Renovation for Administrative Offices</li> <li>• Detention Center Expansion</li> <li>• School Capital Improvements Bond Project</li> <li>• Airport EDA grant match if funded</li> <li>• Waterway Maintenance Dredging (State &amp; Local match)</li> <li>• Water Access Property (Grant Reimbursed)</li> <li>• Phase II Beach Nourishment (Federal, State, and Restricted Funds)</li> <li>• Emergency Operations Center</li> <li>• Significant routine facility maintenance / improvements</li> </ul> </li> </ul>																																		

Ms. Meshaw called attention to the Environmental Protection budget and explained that there was a significant change in this budgeted line item due to hurricane debris. Commissioner Comer asked about the hold up on State monies release for Hurricane Florence reimbursement. Ms. Meshaw shared that she did not know if it was inefficiencies or cash flow management.

Commissioner Comer inquired about Human Services, if you don't spend the money, you don't get the money; did they not spend that money because no one qualified for that money? Ms. Meshaw stated that they are so heavily regulated, it depends on who qualifies; the State also has oversight. While the State does not fund much on Social Services, they get to make decisions on the various programs for the 100 Counties. Commissioner Comer asked if the reason we are leaving those monies on the table is the result of not having sufficient County staff. Ms. Meshaw shared that she will get with Ms. Cindy Holman, Consolidated Human Services Director, and share information with Commissioners.

Commissioner Mansfield referenced a letter to the editor in the paper this week; the estimated expenditure on public schools is going to be over a million dollars more than we spent last year. We are trying our best to get the money out there; there is some misinformation somewhere.

Commissioner Comer asked that Ms. Meshaw provide a review of the Debt set-off account.

**Finance Strategic Plan – Ms. Meshaw**

Ms. Meshaw provided a high-level overview of the Finance Department’s Strategic Plan as shown below.

<p style="text-align: center;"><b>Finance Department Strategic Plan</b></p>	<p style="text-align: center;"><b>Mission Statement</b></p> <p>To deliver accurate and timely financial services to support customer needs and for sound decision making</p>
<p style="text-align: center;"><b>Finance Focus over Next 5 Years</b></p> <ul style="list-style-type: none"> <li>• Long term financial planning             <ul style="list-style-type: none"> <li>• Multiple year operations and capital financial planning</li> <li>• Success occurs when strategic planning is accomplished</li> </ul> </li> <li>• Comply and implement accounting standards and governmental compliance</li> <li>• Assist and broaden departments understanding of accounting and NCGS requirements</li> </ul>	<p style="text-align: center;"><b>Successes and Current / Long Term Challenges</b></p> <ul style="list-style-type: none"> <li>• Long term capital and operational financial planning</li> <li>• Cash Flow Management</li> <li>• Short term and long term market and economic impacts</li> <li>• Fraud and Technology threats</li> <li>• Implementation and compliance of accounting standards and government regulation</li> </ul>

**GENERAL DISCUSSION/POSSIBLE SALES TAX REFERENDUM**

County Manager Tommy Burns discussed Sales Tax and Article 46, the local option for a quarter-cent sales tax. In the last Legislative session, House Bill 667 was introduced that would allow Counties to spell out specifically on the ballot question what the funds are going to be designated for. That Bill passed in the House and failed in the Senate. Commissioner Comer asked if it failed or was it held in Committee. Mr. Burns clarified that they called it Serial Deferral, but basically the same thing.

Mr. Burns shared that there was some substitute language that was inserted into House Bill 681 and that Bill did not pass either. The options are to put the same generic ballot question on the ballot that we have in years past- quarter-cent local option sales tax, for or against; that is all you can say. Mr. Burns stated that the question is whether the County puts another option on the ballot and if so, how do we market to the public on how those funds are going to be used. We can’t advocate for the Sales Tax Referendum – we can only say if it passes, these are some of the ways in which we may use those funds. Mr. Burns shared that in another County he worked in, it took five times for it to pass, and it passed that time because they had gotten civic groups and parents and so forth involved.

Commissioner Comer stated that the last time we attempted this, we were estimating about \$2.4 or \$2.5 million dollars per quarter cent sales tax – have you got a number on what a quarter-cent would be today? Mr. Burns replied that he thought it would be about \$3.6 or \$3.7 million, based on projections from the sales tax over the last couple of years.

Commissioner Comer wanted to share his perspective. He explained that the idea of the previous quarter-cent sales tax, was to put that money aside for waterways management. Commissioner Comer shared that the County has been managing it out of the General Fund and have been able to match through the State 2:1. Commissioner Comer shared that these are worthwhile projects to maintain. Commissioner Comer shared that we have tried it twice, and he thinks on the second time, we lost 54 to 46 or something similar in getting the referendum passed. Commissioner Comer shared that by Statute, we cannot specifically state how the money will be used. Commissioner Comer shared that with the possibility of raising \$3.6 million, a proposal he has thought of is to tie a school-share and a waterway-share into this quarter-cent. If we had a 50/50 share on the quarter-cent; meaning the first year, if we raise \$3.6 million; \$1.8 million would go into waterway management and \$1.8 million would go into the schools. He does not feel that the money should be things that could fluctuate, but does not lock you in – such as facilities, capital improvements. At the same time, \$1.8 million on the waterway side, he would suggest putting a cap on that because he thinks that number could get to a point that it does not make sense to keep sitting there. Commissioner Comer stated that he is talking off the cuff, but maybe cap it at \$8 million; at \$3.6 million in five years, it would be about touching on the cap. As soon as you hit that cap, basically all that money will be sliding over to the school side. If we had some big geological event or weather event that causes problems in the waterways, we could take a couple of years and build the fund back up and then slide back over to the schools. Commissioner Comer shared that by getting the schools involved, they can advocate where we cannot. Long story short, by raising that kind of money another benefit would be there was a study done years ago, more than 50% of that quarter-cent came from people out of County; they are coming down here using our waterways and all the resources in the County. They would share in that expense; essentially the people in the County would only be coming up with about 50% or less of that quarter-cent sales tax. Commissioner Comer stated some of the public trust waterways or right-of-ways have a lot of private creeks that could also use some help. Commissioner Comer stated that he would like to see it go back to a vote in the fall. County Manager Tommy Burns shared that if Commissioners did that, you could put that allocation language within the body of the Resolution.

Commissioner Robinson added that the needs will not be going away; any amount of money we can get would be helpful. Commissioner Robinson shared that we are relying now on State and Federal funding, and we have no guarantee that the funding will stay there; the demand will be more and more on the local level. Commissioner Robinson agreed that it is something that we should look into.

Commissioner Wheatly agreed with the need to maintain our waterways, and reiterated that with the sales tax referendum, everybody that visits the County pays it. He stated that he also thought a potential cap would make sense.

Commissioner Farrington stated that he agrees and stated that the school costs are not going away; with the upcoming Legislative mandates, he does not see those costs going away. He discussed the increasing costs of sending a child to school here due to factors beyond their control. Commissioner Farrington shared that everybody he has talked to is thrilled about the work done on behalf of the County's waterways.

Commissioner Cavanaugh commented that you would have more widespread support of the sales tax increase if you included the schools on the receiving end of the revenues.

Commissioner Comer asked that the County Manager develop an official timeline; he stated that he would like to involve the schools before the Commissioners come to an official consensus.

**\*\*\*RECESS\*\*\***

## **DEPARTMENTAL STRATEGIC PLANS**

County Manager Tommy Burns described the process of creating the Strategic Plans and noted that it encourages Department Heads to plan for the future. He mentioned that it should also provide some insight into the budgeting process for each department. Mr. Burns stated that some of the departmental Strategic Plan presentations will be during upcoming Board Meetings; they will not all be presented today.

### **Consolidated Human Services – Cindy Holman**

Ms. Holman thanked Commissioners for the opportunity; her department has placed a lot of emphasis on their strategic plan and have been keeping the plan updated.

Ms. Holman shared information as shown within the plan and reviewed the total number of employees within the Consolidated Human Services Department. Ms. Holman shared that the plan forecasts what will happen, but so much depends on Legislation and policies and procedures that are sent down from the State.

Ms. Holman shared that their biggest concern at this point is turnover and provided an overview of the turnover within Consolidated Human Services.

Ms. Holman answered questions from the Commissioners regarding applying for more grant money, and described some future projects for which she foresees needing funding. Ms. Holman shared that she would like to see more positions within her department. Commissioner Comer asked if Ms. Holman could bring more money to the County if she had more steady help. She said she believed that we could. Commissioner Mansfield asked how many vacant positions they had at DSS; Ms. Holman believed it was around

a total of ten. Commissioner Wheatly complimented Ms. Holman on the job she does for the County.

### Emergency Services – Stephen Rea

Mr. Rea described the four different divisions within his department and discussed the projected needs for each of these divisions as shown in the presentation below.

 <p><b>Carteret County Emergency Services Strategic Plan</b></p>	<p><b>Overview</b></p> <ul style="list-style-type: none"> <li>• 911 Communications Center</li> <li>• Emergency Management</li> <li>• Fire Marshal's Office</li> <li>• Paramedic Operations</li> </ul>
<p><b>911 Communications Center</b></p> <ul style="list-style-type: none"> <li>• Top needs for 911 Communications Center in the Strategic Plan are             <ul style="list-style-type: none"> <li>• Increasing of personnel by 4 telecommunicators</li> <li>• New radio system for entire county</li> </ul> </li> </ul>	<p><b>Increase in Personnel</b></p> <ul style="list-style-type: none"> <li>• Current Staffing and Capacity</li> <li>• Need for the increase in personnel from 7 full-time per shift to 8 full-time per shift.             <ul style="list-style-type: none"> <li>• Need to have this year</li> <li>• Cost associated with addition to budget</li> </ul> </li> </ul>
<p><b>New Radio System</b></p> <ul style="list-style-type: none"> <li>• Current System</li> <li>• Need for System             <ul style="list-style-type: none"> <li>• Justification of system</li> <li>• Consideration of systems</li> <li>• Timeline for system</li> <li>• Estimated Cost for System</li> </ul> </li> </ul>	<p><b>Emergency Management</b></p> <ul style="list-style-type: none"> <li>• Top needs for Emergency Management in the Strategic Plan are             <ul style="list-style-type: none"> <li>• Increasing of personnel by 2 EM staff</li> <li>• New Emergency Services Building to include EOC and 911 Center</li> </ul> </li> </ul>
<p><b>Increase in Personnel</b></p> <ul style="list-style-type: none"> <li>• Current Staffing</li> <li>• Need for the increase in personnel             <ul style="list-style-type: none"> <li>• Need to have this year</li> <li>• Cost associated with addition to budget</li> </ul> </li> </ul>	<p><b>Emergency Services Building</b></p> <ul style="list-style-type: none"> <li>• Current Emergency Services</li> <li>• Need for Building             <ul style="list-style-type: none"> <li>• Timeline for Building</li> <li>• Estimated Cost for Building</li> </ul> </li> </ul>

<p><b>Fire Marshal</b></p> <ul style="list-style-type: none"> <li>• Top needs for Fire Marshal Office in the Strategic Plan are <ul style="list-style-type: none"> <li>• Vehicle for Full-time Assistant Fire Marshal</li> </ul> </li> </ul> 	<p><b>Vehicle</b></p> <ul style="list-style-type: none"> <li>• Fire Marshal Inspection/Investigation Data</li> <li>• Equipment necessary for inspection/investigation</li> <li>• Extra duties during EOC activation <ul style="list-style-type: none"> <li>• Need to have this year</li> <li>• Cost associated with addition to budget</li> </ul> </li> </ul> 
	<p><b>Paramedic Operations</b></p> <ul style="list-style-type: none"> <li>• Top needs for Paramedic Operations in the Strategic Plan are <ul style="list-style-type: none"> <li>• Vehicle replacement for Paramedic Operations</li> <li>• Increasing of personnel by 1 Community Paramedic</li> </ul> </li> </ul> 
<p><b>Vehicle</b></p> <ul style="list-style-type: none"> <li>• Current Vehicle</li> <li>• Need for replacement <ul style="list-style-type: none"> <li>• Need to have this year</li> <li>• Cost associated with addition to budget</li> </ul> </li> </ul> 	<p><b>Increase in Personnel</b></p> <ul style="list-style-type: none"> <li>• Current Staffing</li> <li>• Need for the increase in personnel <ul style="list-style-type: none"> <li>• Timeline for addition of personnel</li> <li>• Cost associated with addition to budget</li> </ul> </li> </ul> 
	

Mr. Rea discussed a few of the logistical challenges during hurricane response as it related to the facility. He discussed the limited space for the EOC staff and the challenges of sharing office space with a municipal police department. Mr. Rea shared that during the last two activations for hurricanes, the ceiling leaked and telecommunicators were covering their workstations with trash bags. During Hurricane Dorian, the air conditioner went out in the telecommunications center causing the temperature to stay above 80 degrees. The wind during Florence was so strong it caused issues for viewing screens around the room. Mr. Rea discussed the need for additional office space at the Emergency Services office in the Health Department building.

Commissioners did not have any questions.

## Human Resources – Jaime Long

Ms. Jaime Long provided an overview of the Human Resources Strategic Plan, and shared information shown in the presentation below:

<div data-bbox="305 457 672 667"> <h3>Human Resources</h3> <p>2020-2024 Strategic Plan</p>  </div>	<div data-bbox="831 407 1386 701"> <h3>HR Focus for Next 5 Years</h3> <ul style="list-style-type: none"> <li>• Deploy Innovative Recruitment and Retention Strategies</li> <li>• Procure Competitive Health Care Coverage</li> <li>• Drive HR Excellence through Education, Technology and Compliance</li> <li>• Invest in Employee Development</li> <li>• Enhance the Employee Experience</li> <li>• Revamp Employee Safety Program</li> </ul> </div>														
<div data-bbox="228 764 753 1087"> <h3>Completed Projects</h3> <ul style="list-style-type: none"> <li>• Strengthened Longevity</li> <li>• Employee Appreciation week</li> <li>• Employee Managed Health Plan</li> <li>• Employee Wellness Incentive</li> <li>• Streamlined Recruiting Process</li> <li>• Expand Marketing of Job Opportunities</li> <li>• Reduced Cost for Background Screenings</li> <li>• Updated Policies</li> </ul> </div>	<div data-bbox="831 764 1386 1087"> <h3>Challenges</h3> <table border="1"> <thead> <tr> <th>Current FY21</th> <th>Future</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> <li>• Low Unemployment Rate (National and Local)</li> <li>• Competitive Job Market</li> <li>• Increased Employee Turnover</li> <li>• Health Care Cost</li> <li>• Compensation</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>• Increased Competition for Specialized Jobs</li> <li>• Leadership Changes</li> <li>• Revised State or Federal Laws</li> <li>• Changes to Health Care</li> <li>• Unclear Career Path</li> </ul> </td> </tr> </tbody> </table> </div>	Current FY21	Future	<ul style="list-style-type: none"> <li>• Low Unemployment Rate (National and Local)</li> <li>• Competitive Job Market</li> <li>• Increased Employee Turnover</li> <li>• Health Care Cost</li> <li>• Compensation</li> </ul>	<ul style="list-style-type: none"> <li>• Increased Competition for Specialized Jobs</li> <li>• Leadership Changes</li> <li>• Revised State or Federal Laws</li> <li>• Changes to Health Care</li> <li>• Unclear Career Path</li> </ul>										
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<div data-bbox="228 1499 753 1730"> <h3>THANK YOU!</h3> </div>															

Ms. Long shared that the Human Resources Department is fully staffed; programs and initiatives are in place to decrease turnover. The recruiting process has been shortened and streamlined and the department is reaching out further than Carteret County to recruit

candidates. Employees everywhere, not just in Carteret County, are moving on faster and not staying in positions so it's important to stay competitive. Ms. Long shared in calendar year 2019, there was a 24% turnover. Commissioner Comer asked if this was a normal number. She stated that she would get back to the Commissioners about what turnover numbers were like elsewhere.

She shared that the department is working with Administrative staff to make competitive compensation plans and making sure they were in line with surrounding municipalities and Counties because they are losing staff to these agencies. Ms. Long described implementing a process to update job classifications annually, and to continue with employee recognition programs and professional development opportunities.

Chairman Smith inquired about exit interview data and expressed a desire to see results, doesn't need to see names, just the reasons for departure; Ms. Long will send information to Commissioners. Chairman Smith asked about the feasibility of doing a two- or three-year hiring contract with employees; Ms. Long stated that she would not recommend it.

#### **Tax Department – Sarah Davis**

Ms. Davis shared information on the Tax Department's Strategic Plan.

Ms. Davis highlighted the process of filing for delinquent taxes and shared that the department recently received upwards of 13,000 calls in two days, shutting the system down. She was able to work with the IT Department to re-route the phone lines to be able to handle a larger volume of calls.

Ms. Davis shared that the Tax Department would like to use the next few years to modernize the department to better serve the public.

Commissioner Wheatly asked what interest rate was associated with the vouchers that were sent for making payments. Ms. Davis explained there was no interest for vouchers that went out from August to January, and explained the interest charged for past due taxes.

Commissioner Cavanaugh asked about the age of the software they were using. Ms. Davis replied that it was implemented in 1999, and she is currently testing software and plans to have a recommendation in her upcoming budget.

#### **Economic Development – Don Kirkman**

Mr. Kirkman shared information shown within his five-year Strategic Plan for the Economic Development Department and highlighted information shown within his Executive Summary below.

Mr. Kirkman expressed that labor retention was a consistent challenge for employers and highlighted that they will continue to focus on attracting full-time residents, emphasize the

strength of our public schools, as well as raise awareness of Carteret County as a retirement County. Mr. Kirkman shared information regarding the partnership with WRAL Digital Solutions and shared some results of the program.

Mr. Kirkman shared that he is spending a lot of time preparing for I-42 (the transformation of Highway 70 to Interstate 42); it will unquestionably drive a lot of economic activity in Carteret County. Mr. Kirkman shared that it does not come without challenges like increased traffic congestion.

Mr. Kirkman provided information on the use of the Economic Development funds and suggested that we look at how to strengthen that fund to provide for continued County support and/or incentives.

Commissioner Cavanaugh asked about wage stagnation; asked if that figure has moved in the past year. Mr. Kirkman replied that it has, employers are having to raise wages and consider employees with varied backgrounds that they may not have considered in the past.

Commissioner Comer stated that they would like to continue on for several years with the WRAL campaign segments. He also mentioned that he would like Mr. Kirkman to reach out to the TDA to see if they can assist with funding.

Commissioner Wheatly asked about the timeline for I-42. Mr. Kirkman stated that they have already seen some effects from the Goldsboro bypass, and will continue to see effects with each segment that is completed. Improvements to I-17 will also bring more people to our area.

#### **Economic Development Department 2020-2025 Strategic Plan Executive Summary**

The Economic Development Department ("Department") supports the Board of Commissioners mission ("to enhance the future health, safety and quality of life in the County by ensuring the delivery of superior service to all residents through courteous customer service, provided in a *cost-effective* and compassionate manner"). The Department provides this support by: (i) expanding the County's tax base and growing tax revenues by generating additional capital investment; (ii) helping make the County more attractive to permanent residents, new investors, existing and new businesses, entrepreneurs, second home owners and visitors by effectively marketing the Crystal Coast as an attractive place to live, work and vacation and by supporting expanded infrastructure, workforce training, and quality of life enhancements; and (iii) working to decrease the demands on County-provided social services by incrementally increasing jobs, wages and income-producing opportunities for Carteret County citizens. The County's appropriation to the Department is an *investment* in economic growth—not an expense.

Over the next 5 years, the Department will prioritize 6 programmatic objectives in support of this goal:

1. **Leveraging Allies and Resources.** Department staff will work collaboratively with local, regional and state partners to support and grow the Carteret County economy.
2. **Existing Business Retention and Expansion.** Department staff will continue to call on and assist existing businesses. Workforce is consistently the number one challenge faced by existing businesses, and the Department will expand its engagement with workforce development partners.
3. **Advocacy.** Federal and state regulations and policies often have significant impacts on the Carteret County economy, and Department staff will continue to be an advocate on public policy issues.
4. **"People Attraction" Marketing.** The county's tight labor market and lack of building and sites for large employers, has caused the Carteret County Economic Development Foundation ("Foundation") to fund a campaign to market the Crystal Coast as a destination for full-time residents through a new partnership with WRAL Digital Solutions. Department staff will continue to coordinate this effort.
5. **Business and Capital Investment Attraction.** The Department will continue to provide assistance to (i) representatives of companies seeking to locate in Carteret County, (ii) entrepreneurs interested in opening new Carteret County enterprises, and (iii) developers/investors seeking information about capital investment opportunities in the county.
6. **Infrastructure Enhancements.** Power, water, sewer, gas, roads and broadband are all essential to economic growth. Department staff will continue to support county infrastructure expansion, and staff will continue to actively promote I-42 and work with local governments to prepare for its anticipated impacts, including staffing the Carteret County Transportation Committee and MSEP.

The Strategic Plan contains a SWOT analysis that specifically targets the new "people attraction" strategy. Key strengths are the county's quality of life and natural resources, best-in-state public schools, excellent healthcare system, and low (state's lowest) property taxes.

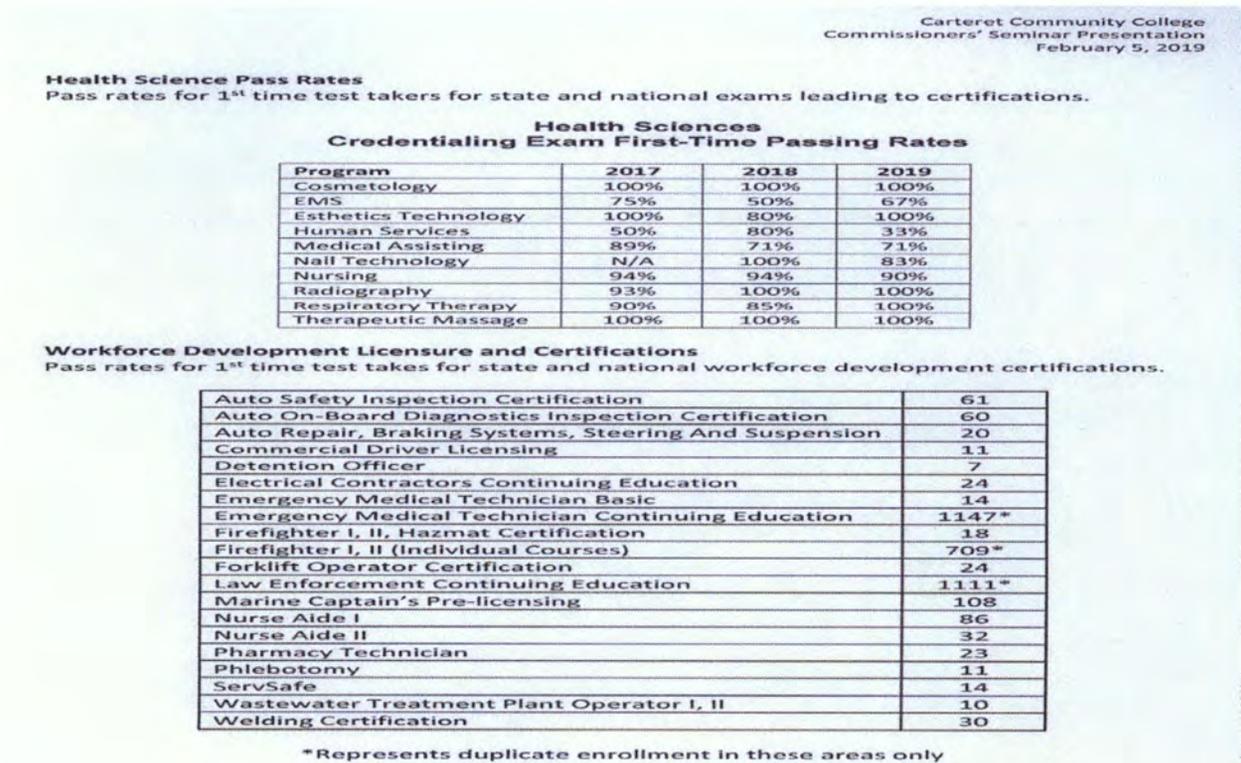
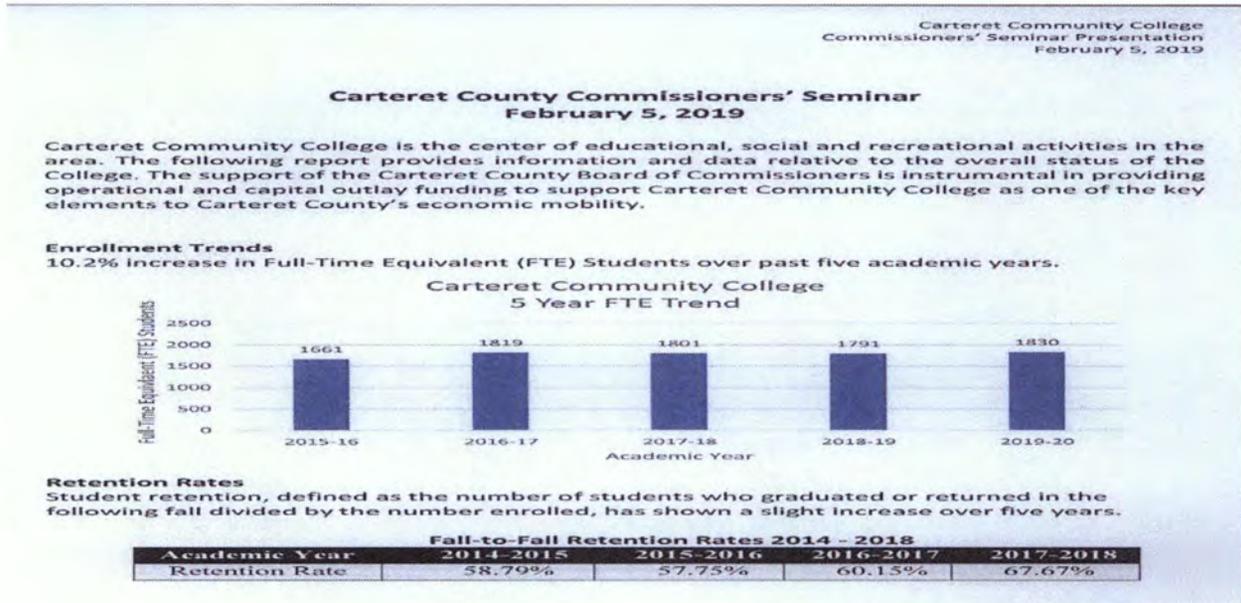
The addition of Michele Query as Administrative Officer has provided new opportunities and capabilities for the Department and the Foundation. Query's marketing expertise, particularly in digital and social media, has been invaluable to help promote Carteret County and the Crystal Coast as a residential destination, and she is undertaking training to develop skills that will enable her to assume additional Departmental responsibilities.

The Board of Commissioners should consider allocating additional funds to the Economic Development Reserve fund, which will likely be substantially depleted during the 2021 fiscal year.

\*\*\*RECESS\*\*\*

## UPDATE/COMMUNITY COLLEGE

Dr. John Hauser provided an update on Carteret Community College as shown in his presentation below.



**Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)**

Carteret CC was required to submit a compliance certification document in February 2019 as part of the rigorous reaccreditation process. The 331-page document was an evaluation assessing how well the College was complying with 14 Principles of Accreditation or core requirements, 73 comprehensive standards and federal regulations required by SACSCOC.

- No compliance issues or recommendations on the 14 Principles of Accreditation
- No compliance issues or recommendations on the 73 Comprehensive Standards
- No financial compliance issues or recommendations
- No financial deficiencies in internal control from the Office of the State Auditor of NC
  
- June 8 – 11, 2020 Final Review by SACSCOC Board of Trustees and Reaffirmation of Accreditation

**New Associate Degree Programs (Fall 2019 and Spring 2020)**

- Horticulture Technology (2-year Associate in Applied Science Degree)
  - Started Fall 2019
- Automotive Systems Technology (2-year Associate in Applied Science Degree)
  - Started Fall 2019
- Building Construction Technology (2-year Associate in Applied Science Degree)
  - Start-up Spring 2020 (waiting approval by SACSCOC)

**Career and College Promise Programs**

- East Carteret High School – (welding 2019-2020, CJC, College Transfer)
- West Carteret High School – (Aquaculture, College Transfer)
- Croatan High School - (College Transfer and other courses on CCC Campus)
- 350 students total from Carteret County Schools enrolled in Career and College Promise Courses – Spring 2019

**Marine Science and Technologies (MaST) Early College High School**

2019 National Designation by Maritime for Primary and Secondary Education Coalition

Course Name	Enrolled 2018 – 19	Enrolled 2019 - 2020
College Academic Success	47	45
Health	47	46
Physical Education	13	53
Computer Information Systems	28	19
Intro to Engineering	3	2
Intro to Welding	3	11
Marine Propulsion	5	4
Geography	2	
Sociology	3	10
Aquaculture	13	30
Automotive/Diesel		18
Intro to Business		2
Intro to Criminal Justice		6
Culinary	1	
Childhood Education		1
Medical Assisting		1
Photography	3	3
Art	1	5
Communication		3
English		25
History	6	74
Physics		1
Psychology	19	18
Spanish		42

**Culinary and Hospitality Arts Center**

- Contract Completion Date 08/09/2020
- Percentage of Work Completed through 01/14/2020 25%
- Percentage of Budget Expended through 01/26/2020 19%

**Big Rock Career Center**

- Value Engineered Bid Amount \$ 836,637
- Estimated Construction Period 18 Weeks
- No contract agreement has been reached as of 01/31/2020

**Master Facilities Plan**  
Oakley Collier Architects  
\$48,750 Supported by Carteret County Capital Outlay Budget

Facilities Master Plan finalized and will be present to Board of Trustees in late February. Project included long range (ten-year) needs to show the following items:

- Overall campus goals
- Overall campus growth projections
- Campus connectivity with community and regional partners
- New and expanded facilities for anticipated growth in program needs
- Recommendations for existing facility conditions upgrades, including deferred maintenance costs
- Recommended site circulation patterns (both vehicular & pedestrian), including primary and secondary entrances to campus
- Recommended enhancements / changes to campus wayfinding and arrival
- Recommended parking patterns (new and existing)
- Prepare construction cost estimates for associated work recommended in updated campus-wide Facilities Master Plan
- Prepare Priority Recommendations Summary in Executive Summary format, including project budget costs

**Grant Sources and Supplemental Funding**

Grantor	Purpose	Amount Requested	Pending	Awarded	Not Awarded
Lenovo Foundation	Computers	\$ 35,000	\$ -	\$ -	\$ 35,000
Golden Leaf Foundation	Shoreline Mitigation	\$ 395,749	\$ -	\$ 395,749	\$ -
National Fish and Wildlife Foundation	Shoreline Mitigation	\$ 817,457	\$ 817,457	\$ -	\$ -
FIRST Robotics Grant	Robotics Team	\$ 10,000	\$ -	\$ 10,000	\$ -
Cannon Foundation	Culinary Building	\$ 150,000	\$ -	\$ 150,000	\$ -
Aspen Institute	Welding Program	\$ 50,000	\$ 50,000	\$ -	\$ -
Aspen Institute	Nursing Program	\$ 50,000	\$ 50,000	\$ -	\$ -
Atlantic State Marine Fisheries Commission	Aquaculture Program	\$ 84,750	\$ 84,750	\$ -	\$ -
Beaufort women's Club Grant	Students trip to France	\$ 1,280	\$ -	\$ 1,280	\$ -
<b>TOTALS</b>		<b>\$ 1,594,236</b>	<b>\$ 1,002,207</b>	<b>\$ 557,029</b>	<b>\$ 35,000</b>

**Current County Budget (2019 – 2020)**

Operating Budget: \$2,615,000  
Capital Budget: \$ 825,000

**Proposed County Budget (2020 – 2021)**

Operating Budget: \$2,728,608 Proposed increase: \$ 113,607  
\*Capital Budget: \$1,000,000 Proposed increase: \$ 175,000

\*Capital Budget increase agreed upon in 2018 – 2019 budget meetings with County Manager and County Finance Director.

**Carteret Community College  
County Budget Request  
Summary**

Budget Item	2019 - 2020		2020 - 2021	
	Budget	Actual To Date	Budget Request	Percent Change
Salaries & Benefits	1,427,089	652,917	1,564,423	9.6%
Contracted Services	41,500	24,038	41,500	0.0%
Utilities	532,400	271,027	527,000	-1.0%
Service Agreements and Contracts	90,000	35,239	90,000	0.0%
General Institution and Administration	122,778	48,891	122,068	-0.6%
Insurance and Bonding	232,691	194,234	218,875	-5.9%
Supplies	62,500	21,131	55,500	-11.2%
Repairs	95,142	38,809	95,142	0.0%
Trustee Expenses	10,900	9,083	14,100	29.4%
<b>Operating Budget Request</b>	<b>\$ 2,615,000</b>	<b>\$ 1,295,367</b>	<b>\$ 2,728,608</b>	<b>4.3%</b>
Facilities Infrastructure	811,421	70,250	765,755	-5.6%
Equipment	13,579	22,013	234,245	1625.1%
<b>Capital Budget Request</b>	<b>\$ 825,000</b>	<b>\$ 92,263</b>	<b>\$ 1,000,000</b>	<b>21.2%</b>
<b>TOTAL COUNTY BUDGET REQUEST</b>	<b>\$ 3,440,000</b>	<b>\$ 1,387,630</b>	<b>\$ 3,728,608</b>	<b>8.4%</b>

Dr. Hauser responded to questions from Commissioners.

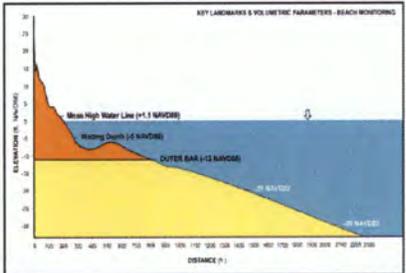
# SHORE PROTECTION PLANNING, MONITORING AND PROJECTS UPDATE, REVIEW OF SHORE PROTECTION STRATEGIC PLAN

Mr. Gregory Rudolph provided an overview of his presentation shown below. Mr. Rudolph provided pre- and post-Florence images of several shorelines along Bogue Banks and discussed ongoing projects.

Mr. Rudolph discussed the after effects of Hurricane Dorian and provided details on State and Federal grant monies.



**VOLUME vs. SHORELINE**



**CUBIC YARD**  
(3ft x 3ft x 3ft = 27 cubic ft)

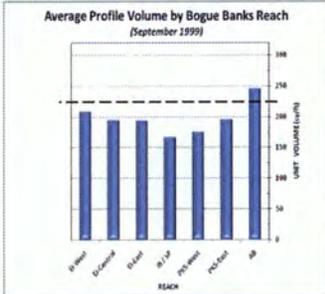


$\times 12 =$

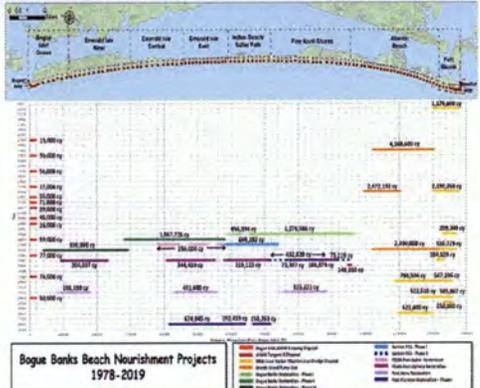
Beach Nourishment = millions of cubic yards (cy)  
1,000,000 cy = 83,333 dump trucks!!!!



**VOLUME vs. SHORELINE**



**HISTORICAL PROJECTS**



**Bogue Banks Beach Nourishment Projects 1978-2019**

### Cumulative Costs and Volume



### Cumulative Costs and Volume



Project	Local (\$)	State (\$)	Federal (\$)	Total (\$)	cubic yards
Phase I ('02)	\$11,700,000	\$900,000	\$0	\$12,600,000	1,733,590
Phase II ('03)	\$11,800,000	\$0	\$0	\$11,800,000	1,867,728
Phase III ('05)	\$7,100,000	\$3,800,000	\$0	\$10,900,000	862,868
S13 Phase I ('04)	\$400,000	\$1,200,000	\$3,900,000	\$5,400,000	899,282
Pump-Out ('04-'05)	\$0	\$1,000,000	\$9,600,000	\$10,600,000	2,920,728
S13 Phase II ('07)	\$678,000	\$2,000,000	\$7,600,000	\$10,278,000	507,939
Harbor ('10-'11)	\$0	\$0	\$12,762,429	\$12,762,429	1,346,700
Harbor ('14)	\$0	\$0	\$8,415,774	\$8,415,774	1,107,568
Harbor ('15)	\$0	\$0	\$0	\$0	150,000
Harbor ('17)	\$0	\$0	\$8,435,825	\$8,435,825	621,000
Isabel ('04)	\$0	\$0	\$1,956,175	\$1,956,175	156,000
Cynthia ('07)	\$0	\$0	\$13,773,768	\$13,773,768	1,229,836
Innoc ('13)	\$7,875,810	\$0	\$7,076,155	\$14,951,965	965,011
Florence Phase I ('19)	\$15,280,043	\$5,000,000	\$0	\$20,280,043	975,647
<b>TOTALS</b>	<b>\$54,823,853</b>	<b>\$13,900,000</b>	<b>\$75,428,126</b>	<b>\$144,153,979</b>	<b>14,971,903</b>
	<b>% 38%</b>	<b>10%</b>	<b>52%</b>	<b>100%</b>	

### WHERE ARE WE NOW?



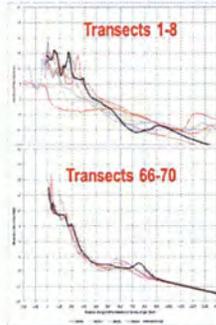
$$\text{INTEREST} \propto \frac{1}{\text{BEACH WIDTH}}$$



### MASTER PLAN



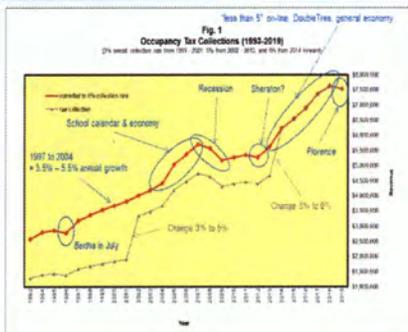
- Reviewed transects and selected similar profiles. Grouped together based on dune/berms shape and height to determine reaches.
- Run models to provide protection for a 25-year storm event.
- Result = different triggers but same level of protection for each reach.



### Where are we now (circa pre-Florence 2018)?

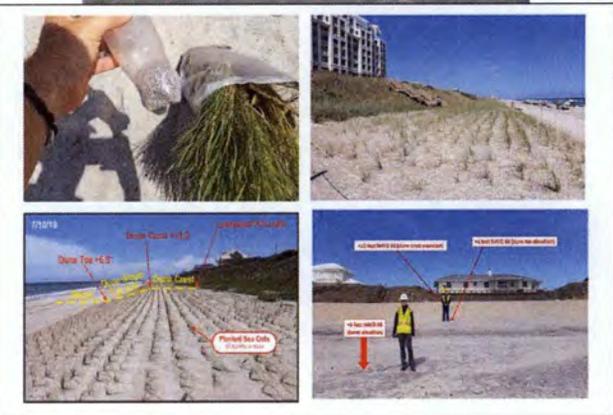
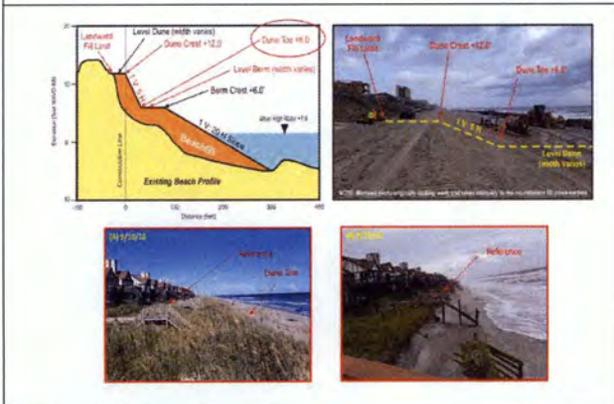
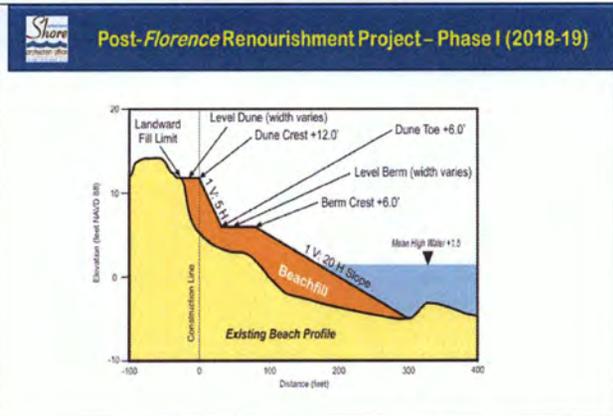
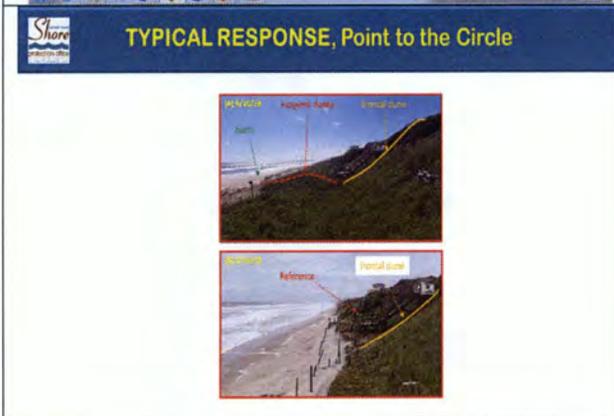
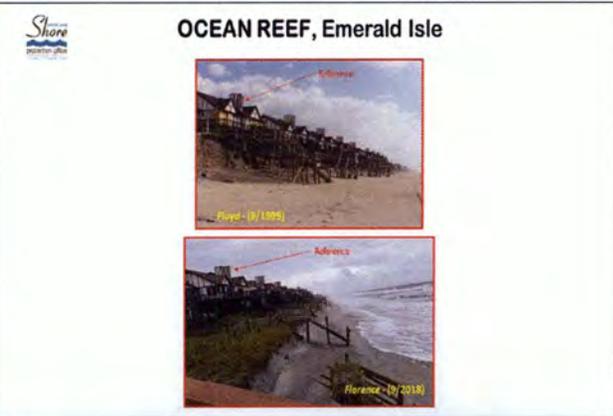


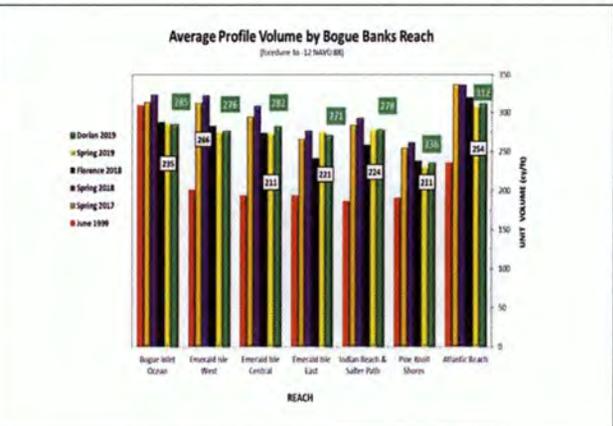
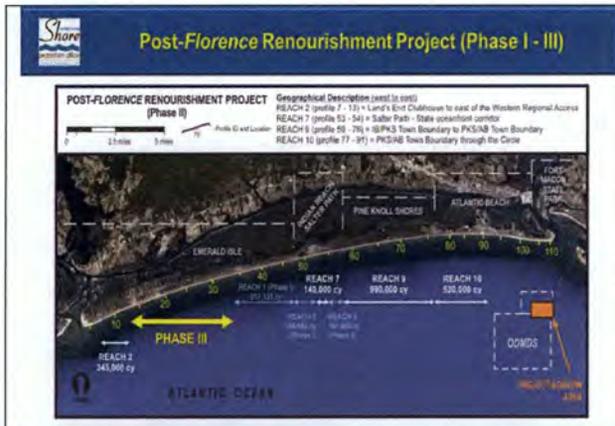
### REVENUE (1993 - 2019)



### FY 2019-20

Municipality	Oceanfront rate (per \$100 valuation)	Non-oceanfront rate (per \$100 valuation)	Transfers from General Fund/Other	Estimated total revenue
Atlantic Beach	\$0.0000	\$0.0000	\$0	\$0
Pine Knoll Shores	\$0.0600	\$0.0160	\$99,500	\$395,000
Indian Beach	\$0.0300	\$0.0100	\$0	\$86,061
Salter Path (county)	\$0.0550	NA	\$0	\$4,907
<b>Emerald Isle</b>	<b>\$0.0400</b>	<b>\$0.0000</b>	<b>\$400,000</b>	<b>\$681,539</b>
<b>Average or Total</b>	<b>\$0.04</b>	<b>\$0.01</b>	<b>\$499,500</b>	<b>\$1,167,527</b>





### Federal and State Funding (Post-Florence)

**\$65,056,627 - FEMA Fixed Cost Funds**  
**\$20,342,632 - State Funding (\$15,342,632 + \$5,000,000\*)**  
**\$44,500,000 - U.S. Army Corps of Engineers**  
**\$129,899,259 Total (\$114,324,259)**

**\$10,171,316 – compulsory for State (50%)**  
**\$15,575,000 – compulsory for U.S. Army Corps of Engineers (35%)**

TOWNS	VALUES	% OF COUNTY
ATLANTIC BEACH OCEAN FRONT	\$541,292,531	3.54%
ATLANTIC BEACH NON-OCEAN FRONT	\$254,473,892	6.95%
AB TOTAL	\$1,495,464,429	10.50%
PINE KNOLL SHORES OCEAN FRONT	\$397,936,590	2.90%
PINE KNOLL SHORES NON-OCEAN FRONT	\$488,272,034	3.54%
PKS TOTAL	\$886,198,624	6.44%
EMERALD ISLE OCEAN FRONT	\$687,864,196	5.05%
EMERALD ISLE NON-OCEAN FRONT	\$1,491,141,572	11.51%
EI TOTAL	\$2,679,445,768	19.52%
INDIAN BEACH OCEAN FRONT	\$736,221,273	1.72%
INDIAN BEACH NON-OCEAN FRONT	\$170,038,606	1.24%
IB TOTAL	\$466,259,959	2.96%
OCEAN FRONT TOTAL	\$1,862,744,930	13.67%
NON-OCEAN FRONT TOTAL	\$3,601,626,181	26.24%
BOGUE BANKS TOTAL	*\$5,464,370,771	39.81%
COUNTY TOTAL	\$13,724,761,548	

Source: Carteret Co. Tax Office, 5/1/18 \*does not include incorporated areas

### BEACH TOURISM (2018) in millions

County	Payroll 2018	State & Local Taxes 2018	Domestic Tourism 2018	Payroll x 75%	State & Local x 75%	Domestic Tourism x 75%
CURRITUCK	\$45.1	\$25.3	\$243.81	\$33.84	\$18.96	\$182.86
DARE	\$263.4	\$109.9	\$1,187.4	\$197.73	\$82.46	\$895.54
HYDE	\$6.1	\$4.9	\$29.3	\$4.58	\$3.68	\$22.45
CARTERET	\$72.4	\$35.1	\$377.1	\$54.26	\$26.35	\$282.79
ONSLOW	\$49.3	\$22.5	\$249.2	\$36.98	\$16.85	\$188.89
PENDER	\$18.8	\$11.9	\$101.7	\$14.11	\$8.96	\$76.26
NEW HANOVER	\$148.1	\$54.3	\$672.9	\$111.86	\$40.70	\$499.69
BRUNSWICK	\$120.3	\$66.1	\$588.1	\$90.25	\$48.10	\$449.33
Total =	\$726.56	\$331.15	\$3,410.43	\$544.92	\$248.36	\$2,557.82

STATE ==> 1 Mecklenburg  
 2 Wake  
 3 Guilford  
 4 Buncombe  
 5 Dare  
 6 Forsyth  
 7 Durham  
 8 New Hanover  
 9 Brunswick  
 10 Cumberland

COASTAL ==> Currituck (23rd)  
 Dare (5th)  
 Hyde (72nd)  
 Carteret (13th)  
 Onslow (22nd)  
 Pender (44th)  
 New Hanover (8th)  
 Brunswick (9th)

**STATE TOURISM**

Mr. Rudolph responded to questions from Commissioners.

### STRATEGIC PLAN: Planning & Inspections – Gene Foxworth

Mr. Gene Foxworth provided Commissioners with an overview of his department's Strategic Plan. Mr. Foxworth shared how his office manages ordinances, the inspections process and the increase in numbers of inspections his office is performing. The past two hurricane seasons have contributed to that increase and he expects to continue to see the growth trend in the area.

Commissioner Comer asked if his software was helping to alleviate their workload. Mr. Foxworth confirmed that it was.

## UPDATE/FACILITY PLANS – Gene Foxworth

Mr. Eugene Foxworth provided a presentation on Facility Plans as shown below, and discussed the various ongoing projects in County-maintained buildings.

### Carteret County Government Proposed Projects For FY 20-21

In an effort to more efficiently plan for construction and space renovation the General Services Department has ventured to propose a list of project base on the needs of the County Departments. This list will grow and change as emerging needs become apparent. The list below is numbered for convenience not priority.

**1. Replace Admin/Annex Windows**

The General Services Department requests this project. The windows currently in place have been in the building since its original construction. With the last two hurricanes the multiple components of the windows themselves have failed causing damage to the sheetrock, carpet and other county contents.

• \$415,000

**2. Update Admin/Annex 12 Public Restrooms**

The General Services Department requests this project. The project will repair tile floors, walls, metal partitions and convert existing vanity fixtures to ADA compliant fixtures.

• \$95,000

**3. New Records Storage Facility**

The General Services Department requests this project. Construct a storage facility on county owned property to store documents and other materials from multiple departments. This is a rollover from last year. Continuing efforts to maximize habitable space.

• \$250,000

**4. Repairs / Renovations at Various Parks**

This project is requested by the Parks and Recreation Department. Fencing needs to be repaired and additions made at Swinson, Eastern and Western Parks due to age and use.

• \$85,000

**5. Retrofit Health Department Roof**

The Health Department requests this project. The Health Department roof has been repaired numerous times in multiple locations and is in need of a permanent repair due to the hurricanes and age. We would like to have the roof coated with a latex material that offers a 10 year warranty. This would be the most cost effective option at this time.

• \$185,000

**6. Administration, Annex and Old Courthouse 2<sup>nd</sup> Floor Carpet Replacement**

The General Services Department requests this project. The existing carpet is worn and does not provide good ascetics to the public and staff. This will be replaced with carpet squares as with the other portions of the Courthouse to allow for simple maintenance and repair.

• \$170,000

**7. Replace TWO RTU HVAC Units at Health Department**

The General Services Department requests this project. There are two HVAC roof top units that have met their useful life and need to be replaced.

• \$45,000

**9. Repair Rear Exterior Metal Structure at Health Department**

The Health Department requests this project. With concerns to safety, the steel overhang structure needs to be prepared, repaired, sealed and painted.

• \$15,000

**10. Revamp Courthouse Landscaping**

The General Services Department requests this project. Remove red brick around parameter of courthouse complex and islands. Replaced shrubbery with low maintenance vegetation. Replace sod for better ground cover.

• \$25,000

**11. Repave Humane Society Parking Lot**

The Humane Society requests this project. Due to age and disrepair they are requesting to funds to patch, repair and seal the current parking surface.

• \$35,000

**12. Paint 1<sup>st</sup> Story Offices in Admin Building**

The General Services Department requests this project. Due to age and heavy usage the wall surfaces need to be repainted for maintenance and aesthetics.

• \$27,000

**13. Earl & Lillian Davis Park Improvements**

The General Services Department requests this project. Requesting funds to repair the bulkheads, remove debris and backfill park area.

• \$7,500



## ADJOURNMENT

**Motion:** Commissioner Farrington made a motion to adjourn; seconded by Commissioner Wheatly; **motion carried.**

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Bill Smith, Chairman

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Rachel Hammer, Clerk to the Board

- IV. Consent Agenda
  - 1. Approval of Minutes
  - b. February 17, 2020

**COUNTY OF CARTERET  
BOARD OF COMMISSIONERS  
REGULAR SESSION – 6:00 P.M.  
COMMISSIONERS' BOARDROOM  
FEBRUARY 17, 2020**

The Honorable Carteret County Board of Commissioners sat in regular session on Monday, February 17, 2020 at 6:00 p.m. Present were: Chairman Bill Smith, Commissioners Robin Comer, Bob Cavanaugh, Jimmy Farrington, Jonathan Robinson, and Ed Wheatly. Commissioner Mansfield was on excused absence.

**I. MEETING CALLED TO ORDER/PLEDGE OF ALLEGIANCE/INVOCATION**

Chairman Smith called the meeting to order. Dr. Nate Leonard of First Baptist Church in Morehead City provided the invocation. All present recited the Pledge of Allegiance.

**II. CONFLICT OF INTEREST/CELL PHONE STATEMENT**

Chairman Smith called for any conflicts of interest by the Board and asked that all cell phones be turned off.

**III. ADOPTION OF AGENDA**

**Motion:** Commissioner Comer made a motion to adopt the agenda as presented; seconded by Commissioner Farrington. **Motion carried unanimously.**

The agenda was as follows:

**CARTERET COUNTY  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
COMMISSIONERS' BOARDROOM  
FEBRUARY 17, 2020  
6:00 P.M.**

- I. Meeting Called to Order/Pledge of Allegiance/Invocation
- II. Conflict of Interest/Cell Phone Statement
- III. Adoption of the Agenda
- IV. Consent Agenda
  1. Approval of January 27, 2020 Minutes
  2. Tax Releases/Refunds/Collector's Report
    - a. Tax Releases Under \$100
    - b. Tax Releases Over \$100
    - c. Tax Refunds Under \$100
    - d. Tax Refunds Over \$100
    - e. Tax Collector's Monthly Report
    - f. NCVTS Motor Vehicle Refund Report

Chairman Mansfield  
Chairman Mansfield  
Chairman Mansfield  
Board

3. Approval to Enter into the North Carolina Statewide Mutual Aid Agreement Between N.C. Emergency Management and Carteret County
  4. Approval of Budget Amendment for the Appropriation of \$22,200 in State Drug Revenue for the Purchase of Small Equipment for the Sheriff's Department
  5. Approval of the Contract for the Salter's Creek Maintenance Dredging Event & Approval of Corresponding Budget Amendment: \$105,000
  6. Approval of the Contract Agreement for the Straits Landing Channel Maintenance Dredging Event & Approval of Corresponding Budget Amendment: \$63,000
  7. Approval of Rental Agreement Between the Mill Creek Fire & EMS and Carteret County Emergency Services for a One-Bedroom House & Authority for the County Manager to Execute the Agreement
  8. Approval of the Carteret County Volunteer Policy & Application Process
  9. Approval of Tax Penalty Waivers:
    - Bruce G. Lynch: \$18.54
    - Kellie Chappell/Avalara MyLodge: \$211.87 & \$78.07
    - Karen Cercone: \$130.60
  10. Approval to Accept Additional Funding – Agreement Addendum #452 Breast and Cervical Cancer Program, Revision 2, \$9,750, & Approval of Corresponding Budget Amendment
  11. Approval of Budget Amendment to Appropriate Grant Funding for Waterway Property Purchase: \$7,900,000
  12. Approval of Request from Marshallberg Fire Department to Release \$40,000 in Reserves to Purchase a Used 1992 E-One Pumper Tanker Fire Apparatus & Approval of Corresponding Budget Amendment
  13. Approval of Request from Mill Creek Fire Department to Release \$7,166 in Reserves for the Annual Audit and Repairs of Basic LifePak Monitor & Approval of Corresponding Budget Amendment
  14. Approval of Request from Broad & Gales Creek Fire Department to Release \$80,227 in Reserves to Purchase Ten (10) New Self-Contained Breathing Units & Approval of Corresponding Budget Amendment
  15. Approval to Appropriate Funds for the Purchase of a New Animal Control Vehicle due to Accident & Approval of Corresponding Budget Amendment: \$26,695
  16. Approval of a Resolution Declaring Carteret County's Support of Second Amendment Rights
  17. Approval of Easement Agreement with Duke Energy Progress, LLC for Access to Property Owned by the County at Carteret Community College
- V. Public Comment
- VI. Public Hearing to Consider a Request by Salt Creek Holdings to Rezone 63.40 Acres Located at the
- Eugene Foxworth

Highway 24 and Cagle Road Intersection from R-20 (Single-Family Residential) to R-15 (Single-Family Residential)

- VII. Public Hearing to Consider a Proposed Text Amendment to the Manufactured Home, Manufactured Home Park, and Recreational Vehicle Park Ordinance, Article 3, Section 1.18 Eugene Foxworth
- VIII. Review of Departmental Strategic Plans Tommy Burns
  - Carteret County Area Transportation System ("CCATS") Randy Cantor
  - Cooperative Extension Shawn Banks
  - Information Technology Ray Hall
- IX. Accept/Reject Bid for Purchase of County Property Tommy Burns
- X. Manager's Report Tommy Burns
- XI. Appointments Board
  - Board of Equalization & Review
  - Consolidated Human Services
  - Harbor Authority
  - Juvenile Crime Prevention Council ("JCPC")
  - Nursing Home Advisory Committee
- XII. Commissioners' Comments Board
- XIII. Adjournment

#### IV. CONSENT AGENDA

**Motion:** Commissioner Robinson made a motion to approve the consent agenda; seconded by Commissioner Cavanaugh. **Motion carried unanimously.**

The Consent Agenda was as follows:

1. Approval of January 27, 2020 Minutes
2. Tax Releases/Refunds/Collector's Report
  - a. Tax Releases Under \$100

01/29/20 08:26:52		RELEASE LESS THAN 100.00		PAGE 1		Total Adjustment	
Year	Roll Typ	Taxbill Number	Parc Roll	Name Id Number	Name		
2018	P	206617	P	522554	CLIFF ALVIE SANFORD	NEWPORT	4.53
2017	P	115854	P	522554	CLIFF ALVIE SANFORD	NEWPORT	4.50
2016	P	115668	P	522554	CLIFF ALVIE SANFORD	NEWPORT	5.27
2018	P	208977	P	369940	ROBIN HANCOCK EASTERS		70.68
2017	P	121262	P	369940	ROBIN HANCOCK EASTERS		74.40
2018	P	208977	P	369940	ROBIN HANCOCK EASTERS		15.00
2017	P	121262	P	369940	ROBIN HANCOCK EASTERS		15.00
2018	P	197833	P	452133	BROOKS CULLKEDGE		41.15
2018	P	204106	P	249727	DENNIS C ETUX GAY GARNER	BEAUFORT	4.16
2016	P	50130	P	519572	FERRI J TOSTO	BEAUFORT	7.55
2017	P	15224	P	52852	FERRI J TOSTO	BEAUFORT	5.69
2018	P	197613	P	416626	JESSE W ETAL TRUSTEE CHAPPELL	NEWPORT	7.15
2017	P	107892	P	416626	JESSE W ETAL TRUSTEE CHAPPELL	NEWPORT	7.15
2016	P	41952	P	416626	JESSE W ETAL TRUSTEE CHAPPELL	NEWPORT	7.15
2015	P	111597	P	416626	JESSE W ETAL TRUSTEE CHAPPELL	NEWPORT	6.61
2018	P	197613	P	416626	JESSE W ETAL TRUSTEE CHAPPELL	NEWPORT	15.00
2016	P	137083	P	416626	JESSE W ETAL TRUSTEE CHAPPELL	NEWPORT	15.00
2017	P	107892	P	416626	JESSE W ETAL TRUSTEE CHAPPELL	NEWPORT	15.00
2016	P	41952	P	416626	JESSE W ETAL TRUSTEE CHAPPELL	NEWPORT	15.00
2017	P	115330	P	322547	HOPE MCLAWHORNE	EMERALD ISLE	12.40
2016	P	47405	P	517262	CURTIS RONALD GARDNER	ROUCEMONT	43.84
2018	P	204007	P	204007	KENNETH CHARLES KNAPP	NEWPORT	5.00
2018	P	111209	P	204007	KENNETH CHARLES KNAPP	NEWPORT	4.75
2015	P	111825	P	430620	NICHOLAS RAY FARISH	NEWPORT	10.63
2018	P	124437	P	430620	NICHOLAS RAY FARISH	NEWPORT	1.15
2015	P	46187	P	430620	NICHOLAS RAY FARISH	NEWPORT	10.53
2017	P	111690	P	430620	NICHOLAS RAY FARISH	NEWPORT	10.23
2015	P	8851	P	430620	NICHOLAS RAY FARISH	NEWPORT	1.51
2013	R	601795	R	32125	SANDS INVESTMENT 2	NEWPORT	15.00
2018	P	211413	P	377344	JAMES DEAN LEWIS		3.53
2018	P	124437	P	377344	JAMES DEAN LEWIS		4.83
2017	P	124465	P	377344	JAMES DEAN LEWIS		2.20
2018	P	202016	P	516405	ETHAN HARMON KLANANSKY	BEAUFORT	51.35
2018	P	8851	P	469635	MCQUEENS INTERIORS LLC		2.50
2017	P	113191	P	434076	SILAS WYATT DEXTER	BEAUFORT	1.34
2017	P	113191	P	434076	SILAS WYATT DEXTER	BEAUFORT	9.31
2017	P	113191	P	434076	SILAS WYATT DEXTER	BEAUFORT	5.33
2016	P	114075	P	516405	ETHAN HARMON KLANANSKY	BEAUFORT	1.55
2018	P	46262	P	516405	ETHAN HARMON KLANANSKY	BEAUFORT	5.07
2018	P	206705	P	522595	WKFAL INC	MOREHEAD CITY	1.27
2018	P	87373	P	522595	WKFAL INC	MOREHEAD CITY	3.91
2017	P	118364	P	522595	WKFAL INC	MOREHEAD CITY	1.59
2017	P	118364	P	522595	WKFAL INC	MOREHEAD CITY	5.07
2016	P	50333	P	519795	LAWRENCE JAY JOHANN	BOGUE	3.91
2015	P	120068	P	462455	PATSY CHAPPELL		1.59
2014	P	96838	P	462455	PATSY CHAPPELL		13.29
2013	P	87373	P	462455	PATSY CHAPPELL		13.24
2012	P	87951	P	462455	PATSY CHAPPELL		15.00
2015	P	120068	P	462455	PATSY CHAPPELL		
2014	P	96838	P	462455	PATSY CHAPPELL		



01/29/20 08:26:52

RELEASE LESS THAN 100.00

PAGE 5

Year	Roll Typ	Taxbill Number	Parc Roll	Name Id Number	Name	Total Adjustment
2018	R	433803	R	324297	NORMAN R ETUX DEBORAH R WORDEN	10.48
2016	P	53003	P	522101	JOSEPH GORMAN JR O'BRIEN	27.37
2009	R	213109	R	324297	NORMAN R ETUX DEBORAH R WORDEN	10.00
2017	P	117747	P	522101	JOSEPH GORMAN JR O'BRIEN	10.00
2010	R	385755	R	324297	NORMAN R ETUX DEBORAH R WORDEN	10.00
2011	R	328363	R	324297	NORMAN R ETUX DEBORAH R WORDEN	10.00
2012	R	474698	R	324297	NORMAN R ETUX DEBORAH R WORDEN	10.00
2013	R	578113	R	324297	NORMAN R ETUX DEBORAH R WORDEN	10.00
2014	R	636205	R	324297	NORMAN R ETUX DEBORAH R WORDEN	15.00
2015	R	636204	R	324297	NORMAN R ETUX DEBORAH R WORDEN	15.00
2016	R	139549	R	324297	NORMAN R ETUX DEBORAH R WORDEN	15.00
2018	P	206183	P	522101	JOSEPH GORMAN JR O'BRIEN	24.95
2018	R	433803	R	324297	NORMAN R ETUX DEBORAH R WORDEN	15.00
2017	R	256510	R	519419	BRADLEY JAMES ROBERTS	52.58
2017	P	122271	P	515614	FRED E DECKER	74.63
2017	P	115057	P	519419	BRADLEY JAMES ROBERTS	53.44
2018	P	203925	P	519419	BRADLEY JAMES ROBERTS	67.90
2016	P	49935	P	519419	BRADLEY JAMES ROBERTS	5.79
2016	P	92601	P	158144	JANICE HENLEY	8.36
2012	P	92601	P	158144	JANICE HENLEY	24.23
2012	P	92601	P	158144	JANICE HENLEY	16.07
2012	P	92601	P	158144	JANICE HENLEY	36.82
2018	P	210854	P	521744	DAVID MARK PIERCE	36.44
2018	P	123771	P	521744	DAVID MARK PIERCE	3.80
2016	P	48781	P	463578	FRED HENRY ETUX LISA HAMPTON	5.07
2018	P	203033	P	463578	FRED HENRY ETUX LISA HAMPTON	5.04
2017	P	114751	P	516358	SANDRA M CARR	4.89
2015	P	46195	P	516358	SANDRA M CARR	28.93
2017	P	111697	P	516358	SANDRA M CARR	5.42
2018	P	200966	P	516358	SANDRA M CARR	27.96
2017	P	123178	P	527473	SANDRA M CARR	5.18
2018	P	208362	P	527473	SANDRA M CARR	10.00
2018	P	210439	P	527473	SANDRA M CARR	3.80
2018	P	210439	P	527473	SANDRA M CARR	3.80
2011	P	55111	P	14760	JIMMY DALE WILLIS	10.00
2011	P	56511	P	14760	JIMMY DALE WILLIS	32.40
2012	P	86272	P	422581	DONNA IVEY	28.56
2016	P	50846	P	330630	BRIAN ALISON DEANER	12.32
2016	P	50846	P	330630	BRIAN ALISON DEANER	22.71
2016	P	50846	P	330630	BRIAN ALISON DEANER	15.23
2016	P	50846	P	330630	BRIAN ALISON DEANER	23.99
2016	P	56280	P	525093	ROBERT THOMAS ANIELSKI	13.58
2017	P	56280	P	525093	ROBERT THOMAS ANIELSKI	21.38
2017	P	120480	P	525093	ROBERT THOMAS ANIELSKI	12.73
2018	P	120480	P	525093	ROBERT THOMAS ANIELSKI	8.15
2018	P	208362	P	525093	ROBERT THOMAS ANIELSKI	15.00
2017	P	121091	P	525335	C T VALLIS II	15.00
2017	P	121091	P	525335	C T VALLIS II	3.80
2016	P	148680	P	518305	JOHN DARIOUS JR BALLOU	3.80
2018	P	202953	P	518305	JOHN DARIOUS JR BALLOU	3.80

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RELEASE LESS THAN 100.00

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Year	Roll Typ	Taxbill Number	Parc Roll	Name Id Number	Name	Total Adjustment
2013	P	87129	P	101464	MICHAEL ANTHONY FARRELL	59.26
2013	P	87129	P	101464	MICHAEL ANTHONY FARRELL	15.00
2016	P	43622	P	55575	CAROLYN CULPEPER	14.86
2016	P	43622	P	55575	CAROLYN CULPEPER	15.00
2009	P	19316	P	430248	JANET GILLIKIN CANNON	6.93
2018	P	210906	P	511471	TRACIE ROSE BRYANT	18.75
2018	P	210906	P	511471	TRACIE ROSE BRYANT	20.31
2018	P	209540	P	516257	JEREMY SCOTT BRADY	8.70
2018	P	209540	P	516257	JEREMY SCOTT BRADY	2.31
2016	P	46315	P	516446	DUKE UNIVERSITY MARINE LABORAT	.00
2016	P	46315	P	516446	DUKE UNIVERSITY MARINE LABORAT	.00
2016	P	46315	P	516446	DUKE UNIVERSITY MARINE LABORAT	.00
2016	P	46315	P	516446	DUKE UNIVERSITY MARINE LABORAT	.00
2016	P	46315	P	516446	DUKE UNIVERSITY MARINE LABORAT	.00
2018	P	199728	P	479721	GREGORY ALLEN SKRABACZ	15.00
2017	P	54971	P	523930	JIMMY HARELL	8.55
2016	P	85772	P	213134	LINDA SIMS MASON	10.00
2017	P	122795	P	527241	TAYLOR BROS MARINE CONST	45.45
2018	P	206318	P	511489	LONNIE RICHARD KING	39.04
2018	P	207749	P	404371	JASON CHERONE WARREN	4.48
2018	P	207749	P	404371	JASON CHERONE WARREN	1.16
2017	P	119748	P	404371	JASON CHERONE WARREN	4.77
2017	P	119748	P	404371	JASON CHERONE WARREN	1.21
2017	P	210467	P	527505	HERBERT ROGER QUEEN	9.56
2018	P	210467	P	527505	HERBERT ROGER QUEEN	2.74
2017	P	123226	P	527505	HERBERT ROGER QUEEN	0.09
2017	P	123226	P	527505	HERBERT ROGER QUEEN	1.65
2011	P	62419	P	55214	EMERALD ISLE AMUSEMENTS INC D/	2.56
2011	P	62419	P	55214	EMERALD ISLE AMUSEMENTS INC D/	4.17
2011	P	62419	P	55214	EMERALD ISLE AMUSEMENTS INC D/	5.55
2011	P	62419	P	55214	EMERALD ISLE AMUSEMENTS INC D/	3.02
2011	P	62419	P	55214	EMERALD ISLE AMUSEMENTS INC D/	3.57
2011	P	62419	P	55214	EMERALD ISLE AMUSEMENTS INC D/	4.85
2011	P	62419	P	55214	EMERALD ISLE AMUSEMENTS INC D/	.11
2011	P	62419	P	55214	EMERALD ISLE AMUSEMENTS INC D/	3.40
2011	P	62419	P	55214	EMERALD ISLE AMUSEMENTS INC D/	.96
2011	P	62419	P	55214	EMERALD ISLE AMUSEMENTS INC D/	.00
2011	P	62419	P	55214	EMERALD ISLE AMUSEMENTS INC D/	3.36
2011	P	62419	P	55214	EMERALD ISLE AMUSEMENTS INC D/	4.93
2018	P	202182	P	501449	SAMUEL RICHARD SWINDELL	3.21
2018	P	202182	P	501449	SAMUEL RICHARD SWINDELL	42.68
2018	P	202182	P	501449	SAMUEL RICHARD SWINDELL	4.63
2018	P	202182	P	501449	SAMUEL RICHARD SWINDELL	5.75
2018	P	202182	P	501449	SAMUEL RICHARD SWINDELL	4.93
2018	P	207258	P	40777	JERRY D ETUX SUZANNE GUTHRIE	34.09
2018	P	207258	P	40777	JERRY D ETUX SUZANNE GUTHRIE	34.09
2018	R	470601	P	31349	ANNE MARIE WILLIS	21.34

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RELEASE LESS THAN 100.00

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Year	Roll Typ	Taxbill Number	Parc Roll	Name Id Number	Name	Total Adjustment
2018	P	205905	P	521784	DARICE D DEFOGGI	21.53
2017	P	122987	P	527356	DAVID ALAN JONES	82.72
2012	P	83870	P	147109	THOMAS M ETUX JUDI FARLOW	90.09
2012	P	83870	P	147109	THOMAS M ETUX JUDI FARLOW	10.00
2016	P	57118	P	526102	SANTAS JIMENEZ	14.22
2016	P	57118	P	526102	SANTAS JIMENEZ	15.00
2015	P	113341	P	516780	DOREEN WELCH YATES	38.09
2015	P	113341	P	516780	DOREEN WELCH YATES	34.09
2016	P	44012	P	508166	JEFFREY NUNN	89.82
2016	P	44012	P	508166	JEFFREY NUNN	8.90
2016	P	44012	P	508166	JEFFREY NUNN	8.90
2016	P	44012	P	508166	JEFFREY NUNN	86.92
2017	P	115161	P	453878	LARRY ALLEN INGRAM	13.57
2017	P	115161	P	453878	LARRY ALLEN INGRAM	36.82
2018	P	203063	P	468175	LINDA DIANN JOHNSON	3.02
2017	P	114060	P	468175	LINDA DIANN JOHNSON	7.84
2017	P	121747	P	103559	HATHERLY C ETUX CAROL PADBRICK	7.88

FINAL TOTALS TOTAL 5,577.17

\*\*\* END OF REPORT \*\*\*

b. Tax Releases Over \$100

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RELEASE OVER 100.00

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Name Id Number	Name		Total Adjustment	Comment
140228	COUNTY OF CARTERET	BEAUFORT	645.51	COUNTY EXEMPTION PROPERTY
140228	COUNTY OF CARTERET	BEAUFORT	162.00	SW ERROR ON COUNTY EXEMPT PROPERTY
477910	JOHN EDEN	BEAUFORT	122.16	COUNTY PROPERTY RELEASED PER S DAVIS
477910	JOHN EDEN	BEAUFORT	119.69	COUNTY PROPERTY RELEASED PER S DAVIS
477910	JOHN EDEN	BEAUFORT	119.69	COUNTY EXEMPT RELEASED PER S DAVIS
345098	GEORGE KILPATRICK		150.00	SW ERROR
345098	GEORGE KILPATRICK		162.00	SW ERROR
243691	ST LUKE MISSIONARY BAPTIST CH	MOREHEAD CITY	111.85	PARCEL SHOULD HAVE BEEN EXEMPT
213134	LINDA SIMS MASON		113.34	DECEASED, NO ESTATE
147109	THOMAS M ETUX JUDI FARLOW		162.00	SW ERROR
FINAL TOTALS				
TOTAL			1,878.24	

\*\*\* END OF REPORT \*\*\*

c. Tax Refunds Under \$100

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Refunds to be Issued by Finance Office - \$100.00 and Under

Remit To:	Address	City	St Zip Code	TransNo	Reference
	Refund				
BAKER, LYN BELL	2822 HWY 70 EAST OVERPAYMENT CHECK 6724002279	BEAUFORT	NC 28516	2254989	2019 R 7317.01.38.8729000
BAREFOOT, JAIME LYNN	3404 PINE STREET PAID TWICE/STURGIS	MOREHEAD CITY	NC 28557	0	2019 R 637615542259000
BERNHARDT, STEVEN D ETUX JES	936 WETHERINGTON LND RD ALREADY PAID	STELLA	NC 28582	0	R 5367.01.47.5061000 (201
BRIAN DANIEL CONSTRUCTION	IN 224 FLORIDA PARK RD OVERPAYMENT CHECK 8804	NEWPORT	NC 28570	2258054	2014 P 0018425
BROTHERS, TIMOTHY ANDREW	1280 SEA GATE DR OVERPYMT CK 594	NEWPORT	NC 28570	2246594	2018 P 0050250
CAROLINA MARICULTURE CO	115 LONGLEAF DR OVERPAYMENT CHECK 2080	WILMINGTON	NC 28401	2245023	2019 R 8406.04.63.0623000
CAWTHORNE, WALLACE GRAHAM	6112 CRESCENT KNOLL DR BILLED IN WAKE COUNTY	RALEIGH	NC 27614	2258685	2019 P 0023961
CHAPPELL, JESSE W ETAL TRUSTE	704 HIGHWAY 58 M/H DOUBLE BILLED	SWANSBORO	NC 28584	2254942	2019 P 0014915
CHAPPELL, JESSE W ETAL TRUSTE	704 HIGHWAY 58 M/H ADJUSTMENT	SWANSBORO	NC 28584	2254943	2018 P 0014915
CHAPPELL, JESSE W ETAL TRUSTE	704 HIGHWAY 58 M/H ADJUSTMENT	SWANSBORO	NC 28584	2254944	2017 P 0014915
CHAPPELL, JESSE W ETAL TRUSTE	704 HIGHWAY 58 M/H ADJUSTMENT	SWANSBORO	NC 28584	2254945	2016 P 0014915
CHAPPELL, JESSE W ETAL TRUSTE	704 HIGHWAY 58 M/H ADJUSTMENT	SWANSBORO	NC 28584	2258648	2015 P 0039991
CHAPPELL, JESSE W ETAL TRUSTE	704 HIGHWAY 58 M/H BILLED ON REAL PROPERTY	SWANSBORO	NC 28584	2258654	2015 P 0014915
CLARK, JAMIE	4814 CUTSTONE COURT PAID TWICE/STURGIS	PALEIGH	NC 27610	0	2018 P 0039607
COMBES, MARY CHARLOTTE ET VIR	117 CLAYTON DRIVE OVERPYMT CK 149	NEWPORT	NC 28570	2253031	2019 R 6357.03.14.0551000
COOKE, ANGELA DUDLEY	101 DUVAL LN OVERPAYMENT STURGIS	NEW BERN	NC 285603856	2257812	2019 R 5385.17.01.9154000
COONS, CLINT TRUSTEE	11816 INWOOD DRIVE STE 10 OVERPYMT CK 91655999	DALLAS	TX 752448011	2252836	2019 R 6334.05.07.7614301
DANIEL, JOSEPH ROME	104 EMERALD DR OVERPAYMENT MASSPAY	EMERALD ISLE	NC 28594	2252397	2019 R 6324.12.76.8319000

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Refunds to be Issued by Finance Office - \$100.00 and Under

Remit To:	Address	City	St Zip Code	TransNo	Reference
	Refund				
DAVIS, JOHN R L/T	102 MIRAMAR ROAD OVERPAYMENT CHECK 1530	GLOUCESTER	NC 28528	2253037	2019 R 7336.04.64.6884000
FAITHFUL, MARK FRANKLIN	116 PINE NEEDLE CIR OVERPAYMENT CHECK 1192	CAPE CARTERET	NC 28584	2256225	2015 P 0037359
FULCHER, EMMA J ETAL FULCHER	PO BOX 74 OVERPAYMENT CHECK # 1252	ATLANTIC	NC 28511	2247497	2019 R 7492.20.72.5196000
FULCHER, HARRY MICHAEL	PO BOX 85 OVER PAYMENT CHECK 4455	ATLANTIC	NC 28511	2257308	2019 P 0028700
FULCHER, STACY K	932 HWY 70 E PAID TWICE STURGIS	STACY	NC 28581	0	2019 P 0045523
GARDNER, RAMEY ELEANOR	3620 MANSFIELD DR DOUBLE PAID ON STURGIS	ROCKY MOUNT	NC 27803	0	P 0017622
GARNER, DENNIS C ETUX GAY	704 LAUREL ROAD M/H SOLD	BEAUFORT	NC 28516	2258686	2018 P 0032672
GASKILL, CHARLES DUPREE	804 ALLIGATOR CREEK DR BILLED IN PAMLICO COUNTY	MERRITT	NC 28556	2258688	2017 P 0021754
GASKILL, NINA YVETTE	155 NORTH HARBOR DRIVE TAX OVERPAYMENT	BEAUFORT	NC 28516	2258661	2019 R 7307.02.97.1603000
GILLIKIN, LAURA M ETAL	PO BOX 605 OVERPAYMENT STURGIS	HARKERS ISLAND	NC 28531	2257552	2019 R 7335.13.13.8586000
GROGAN, STEVEN	100 OLDE TOWNE YACHT CLUB RD AGE EXEMPTION	BEAUFORT	NC 285168949	2253145	2019 P 0047354
GUPTON, BENNIE	6355 NC HWY 561 OVERPAYMENT STURGIS	LOUISBURG	NC 27549	2254523	2019 P 0021158
GUPTON, BENNIE	6355 NC HWY 561 ALREADY PAID	LOUISBURG	NC 27549	0	2015 P 0021158
GUTHRIE RESTAURANT INC	144 SHORE DR OVERPAYMENT CHECK 4489	SALTIER PATH	NC 28575	2257336	2019 R 6334.07.58.2733000
HAMILTON, PRESTON NEIL	125 ROSS LANE OVER PAYMENT CHECK 513	ATLANTIC	NC 28511	2257605	2019 R 7492.16.94.5613000
HAMMOND, MYRA DEZERN	PO BOX 223 OVERPAYMENT CHECK 3400	NEWPORT	NC 285700223	2247453	2019 R 6328.01.15.8308000
HARPER, DAVID KEITH	119 OLE FIELD CIR OVERPAYMENT MASSPAY	NEWPORT	NC 28570	2253959	2019 P 0532526
HARRISON, KEVIN HARDY	237 HAZELNUT LN OVERPAYMENT MASSPAY	SMITHFIELD	NC 27577	2254324	2019 P 0532025

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## Refunds to be Issued by Finance Office - \$100.00 and Under

Remit To:	Address	City	St Zip Code	TransNo	Reference
Refund					
HENSON, MARK L	509 HOLLYWOOD BLVD OVERPAYMENT CHECK #41	HAVELOCK	NC 28532	225360	2019 R 6339.20.81.1069000
HERRING, GUY W JR	4156 LIDAS FARM ROAD OVERPAYMENT STURGIS	LAGRANGE	NC 28551	2247387	2019 R 6347.01.45.1324000
HOLLAND, EDWARD E JR	515 SPRING RUN RD ALREADY PD/NC REAL ESTATE LAW	WINTERTVILLE	NC 28590	0	2019 P 0049274
HORSLEY, BRIAN ETUX SARAH G	PO BOX 387 OVERPAYMENT CK 880098	NAGS HEAD	NC 27959	2253007	2019 R 7325.12.75.5953000
HOWARD, JAMES DICKEY	15 ROBERT FIELD COURT OVERPAYMENT CHECK 7957	CEDAR POINT	NC 28584	2256601	2016 P 0038269
JAMES DOSTER	1500 MARSH POINT OVERPAYMENT CHECK 0000044177	MOREHEAD CITY	NC 28557	2253538	2019 R 6386.07.59.4068000
JEFFREY NUNN	PO BOX 51 CAMPUS HAS TAGS	PINNACLE	NC 27043	2258694	2015 P 0021727
JOHNSON PROPERTIES	PO BOX 310 OVERPAYMENT CK 27959	ANGIER	NC 27501	2246622	2019 R 6494.02.77.1719000
KINSEY, ROBERT BROWN	260 PENE KESSAY RD OVERPAYMENT MASSPAY	GOLDSBORO	NC 27534	2254326	2019 P 0041430
LAWRENCE, SUSAN TYLER	284 ROBERTS ROAD OVERPAYMENT MASSPAY	NEWPORT	NC 28570	2250289	2019 R 6338.20.90.9875000
LEAHY, SCOTT ERIK	6642 RES HAVEN DRIVE OVERPAYMENT STURGIS	CAPE CARTERET	NC 28584	2256176	2019 P 0037887
LEE, LINDA R ETIVIR ROBERT E	103 ROANOKE LANE DOUBLED BILLED	CHOCOWINITY	NC 27817	2253988	2019 P 0536567
LEMAY, CHARLES WAYNE	PO BOX 66 OVERPAYMENT CK 80252	ATLANTIC	NC 28511	2253142	2019 P 0025690
LEWIS, KEITH ARNELL	516 FIRETOWER RD OVERPAYMENT CHECK # 7748	BEAUFORT	NC 28516	2256260	2019 R 7338.00.37.1437000
LITTLE, CECIL J JR ETUX KATHY	PO BOX 92 OVERPAYMENT MASSPAY	CLINTON	NC 28329	2250352	2019 R 7492.15.63.9410000
MANN, STERLING M TRU ETUX	MAR 5416 BRUSHY MEADOWS DRIVE OVERPAYMENT CK 1273313	FUQUAY-VARINA	NC 27526	2250198	2019 R 6339.15.63.6644000
MAURER, JILL LEWIS	6642 RES HAVEN DRIVE OVERPAYMENT STURGIS	RALEIGH	NC 276122167	2257554	2019 R 6304.17.20.1400000
MAY, JOHNNIE E ETUX ETAL	102 QUEEN ANNS RD OVERPAYMENT 8375	GREENVILLE	NC 27858	2257541	2019 R 6355.18.30.8518015

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## Refunds to be Issued by Finance Office - \$100.00 and Under

Remit To:	Address	City	St Zip Code	TransNo	Reference
Refund					
MCFETERS, RICHARD SCOTT	308 LU LANE SOLD JET SKI	EMERALD ISLE	NC 28594	2258671	2019 P 0050546
MCGUIGAN, FRANK E	193 CANTON ST OVERPAYMENT CHECK #177	NEWPORT	NC 285708174	2255871	2019 R 6346.01.37.9483000
MCKESSON, MARVIN C ETUX LITI	2507 WARWICK DRIVE ALREADY PAID	GREENVILLE	NC 27858	0	R 6305.04.74.2694000 (201
MCKINNEY, RAYMOND	1555 GRANTHAM SCHOOL RD ALREADY PD	MT OLIVE	NC 28365	0	2019 R 649001060761000
MILLINDER, KIMBERLY GRENE ETU	237 BRROKSIDE DR NW OVERPAYMENT CK 4188	WILSON	NC 27893	2252995	2019 R 7306.14.43.4838000
MITCHELL, LAMONTE ETUX KATHI	3605 WHITE DR OVERPAYMENT CK 3482	MOREHEAD CITY	NC 28557	2252799	2019 R 6376.05.29.0052000
NARRON, JUSTIN W ETUX AMY L	207 VINE ST OVERPAYMENT STURGIS	BEAUFORT	NC 28516	2256651	2019 R 6376.15.53.2145000
NINKE, THOMAS WILLIAM	190 SHELL LANDING RD PAID TWICE/STURGIS	BEAUFORT	NC 28516	0	2018 P 0032138
O'BRIEN, JOSEPH GORMAN JR	9706 POSSIDON RD MILITARY EXEMPTION	EMERALD ISLE	NC 28594	2256789	2019 P 0037516
OLD NORTH STATE TRUST LLC	ET PO BOX 1380 OVERPAYMENT CHECK 064172	GREENSBORO	NC 27402	2254931	2019 R 6386.20.90.1980000
OVERBY, KIMBERLY RAPER	PO BOX 265 OVERPAYMENT MASSPAY	DAVIS	NC 28524	2250311	2019 R 7348.02.87.0214000
OVERBY, MACK D ETUX KIMBERLY	PO BOX 265 OVERPAYMENT MASSPAY	DAVIS	NC 28524	2250312	2019 R 7369.03.20.4772000
OXFORD, DENNIS	4856 LOT 8 ARNDELL ST OVERPAYMENT CHECK 19063469693	MOREHEAD CITY	NC 28557	2254026	2019 P 0534360
PARNELL, AUDREY GILLIKIN	367 GILLIKIN ROAD OVERPAYMENT MASSPAY	BEAUFORT	NC 28516	2254800	2019 R 7337.01.29.3164000
PARRISH, JOHNNY B ETUX SUSAN	241 PARRISH MEMORIAL RD BOAT ADJUSTMENT	SELMA	NC 27576	2254941	2019 R 6315.01.27.2022000
PHILIPS, JONATHAN ETUX EVA C	3009 CYPRESS KNEE CT OVERPAYMENT CHECK 1003	RALEIGH	NC 27607	2255401	2019 R 6386.14.32.9696000
PITTMAN, JAN N	311 ARNDELL ST U #401 OVERPAYMENT CHECK 1241	MOREHEAD CITY	NC 28557	2250458	2019 P 0015409
PITTMAN, TAYLOR ETUX MELISSA	206 OAK ISLAND CT OVERPAYMENT CHECK # 5236	GARNER	NC 27529	2255083	2019 P 0038625

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## Refunds to be Issued by Finance Office - \$100.00 and Under

Remit To:	Address	City	St Zip Code	TransNo	Reference
Refund					
FLISKO, MICHAEL J ETAL	PO BOX 1178 ALREADY PAID	NEWPORT	NC 28570	0	2019 P 00530743
POWELL, KATHY	2937 15TH AVE NE	CONOVER	NC 28613	2259044	2019 P 0531691
PREVATT, DAVID L JR ETUX ANGE	7515 FARWOOD ROAD OVERPAYMENT MASSPAY	GIBSONVILLE	NC 27249	2254804	2019 R 6336.04.83.3427000
REGISTER, BROOKIE S	P O BOX 533 OVERPAYMENT CHECK 1474	FOUR OAKS	NC 27524	2255086	2019 R 7345.17.01.2241000
REISE, CHRISTINE A	101 OLGA RD BOAT SOLD	BEAUFORT	NC 28516	0	2019 P 0031770
REMBERT INVESTMENTS LLC	517 EAST FORT MACON ROAD OVERPAYMENT MASSPAY	ATLANTIC BEACH	NC 28512	2250347	2019 R 6385.13.23.4711000
RICH, DONALD L SR ETUX LINDA	3327 GROOMTOWN RD UNIT D OVER PAYMENT CHECK 2205	GREENSBORO	NC 274076537	2257506	2019 R 5375.20.90.2532000
ROGERS, CAROLYN K	217 GORDON STREET OVERPAYMENT MASSPAY	BEAUFORT	NC 28516	2250290	2019 R 7305.06.39.7722000
RUDDIMAN, PATRICIA ANN	315 STAR HILL DR ALREADY PAID	CAPE CARTERET	NC 28584	0	P 0026623 (2019)
SAILFISH PROPERTIES & RNTLS	L 238 SEA GATE DRIVE S/W ADJUSTMENT	NEWPORT	NC 28570	2256778	2017 R 6490.03.22.7051000
SANCHEZ, CELSO J ETUX ETAL	102 HIGHLAND AVE OVERPAYMENT CHECK 0091841360	HIGHLAND PARK	NJ 08904	2252453	2019 R 5383.12.96.6844000
SCOGGINS, SUSAN G	200 SOUTH DAWSON ST #405 OVERPYMT CK 2400662	RALEIGH	NC 27601	2252878	2019 R 5373.16.84.5151000
SHELDON, DAISY STANLEY	703 DOMINION HILL DR OVERPAYMENT CHECK 3783	CARY	NC 275199325	2258542	2019 R 5384.09.05.9937000
SITE PLAN LLC	1700-D ARLINGTON BLVD OVERPAYMENT CHECK 6987	GREENVILLE	NC 27858	2258678	2019 R 6375.12.96.4908000
SMALL, ERNEST WAYNE	3254 MILL CREEK RD OVERPAYMENT CHECK 2273	NEWPORT	NC 28570	2258580	2019 P 0024605
SMART, JAMES G ETUX GENEVA	4136 GEORGE TAYLOR RD OVERPAYMENT MASSPAY	SPENCER	VA 24165	2253975	2019 R 6376.12.97.9432000
SMITH, TENA M	3680 HIGHWAY 58 OVERPAYMENT MASSPAY	STELLA	NC 28582	2254806	2019 P 0093686
STUBBS, RONDA P	PO BOX 185 OVER PAYMENT CHECK 4882	BYNUM	NC 27228	2258450	2019 R 7335.20.92.9450000

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Refunds to be Issued by Finance Office - \$100.00 and Under

Remit To:	Refund	Address	City	St	Zip Code	TransNo	Reference
SWARTZ, DONALD R ETUX JANE	39.43	3295 HORIZON DRIVE PERSONAL PROPERTY RELEASED	LANCASTER	PA	17601	2253989 2019 R	5393.08.79.5854000
TANNERY, JAMES JEFFERY	1.95	1717 BENNETT STREET PAID TWICE STURGIS	RALEIGH	NC	27604	0 2018 R	638801191968000
TAYLOR, RUSTY DARREN	20.85	410 CAPE LOOKOUT DR OVERPAYMENT CK 7365	HARKERS ISLAND	NC	28531	2254116 2019 R	7345.17.01.1807000
TIMEPAYMENT CORP	13.77	16 NW EXECUTIVE PK #200 OVERPAYMENT CK 15356	BURLINGTON	MA	01803	2254416 2019 P	0043952
TROYER, GERALD V ETUX GAYLE	2.00	3715 W HEDRICK BLVD OVERPAYMENT CHECK 3334	MOREHEAD CITY	NC	28557	2250435 2019 R	6376.05.08.8476000
UTZ, CHARLES M IV	5.15	404 WINDWARD LN OVERPAYMENT MASSPAY	MOREHEAD CITY	NC	28557	2254300 2019 P	0050693
VANDERBILT MORTGAGE AND FIN	2.32	P O BOX 9800 OVERPAYMENT CHECK # 3120324	MARYVILLE	TN	37802	2256208 2019 P	0016868
VICKI E KLOMPARENS	2.95	320 STEAMSHIRE LANE OVERPAYMENT CHECK 9779	NEWPORT	NC	28570	2246660 2019 R	6490.01.08.8885000
WARREN, ROBERT L	27.40	545 SALTER PATH RD J6 OVERPAYMENT CHECK 7760	PINE KNOLL SHORES	NC	28512	2255358 2019 R	6344.07.69.3496006
WATSON, GAIL MERRITT ETAL	2.57	RAN 557 PINEVIEW CEMETERY RD OVER PAYMENT CHECK 968	MOUNT OLIVE	NC	28365	2258438 2019 P	0534298
WHITE, ZACHARY A	1.20	30 WINTERGREEN DR OVERPAYMENT STURGIS	BEAUFORT	SC	299068987	2256178 2019 P	0050151
WILKO HOLDINGS LLC	75.02	801 PLAZA BOULEVARD DOUBLE BILLED	KINSTON	NC	28501	2253144 2019 P	0044018
WILLIS, MALCOLM R ETUX AVIS	41.74	L P O BOX 2051 OVERPAYMENT CHECK 2553	NEWPORT	NC	28570	2252503 2019 R	6357.04.80.3041000
WINBOURNE, MARSHA BAREFOOT	38.46	108 C WILLIS AVE. OVERPAYMENT CHECK 1036	ATLANTIC BEACH	NC	28512	2258086 2019 P	0531672
WRIGHT, JOHN BRYAN	1.69	144 WINCHESTER DR OVER PAYMENT CHECK 4183	WENDELL	NC	27391	2257335 2019 P	0018417
FINAL TOTALS							
TOTAL		2,587.28					

\* \* \* END OF REPORT \* \* \*

## d. Tax Refunds Over \$100

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Refunds to be Issued by Finance Office - Over \$100.00

PAGE

Remit To:	Refund	Address	City	St	Zip Code	Reference
ABEE, JUDY C	294.66	3108 EATON ROAD PAID TWICE STURGIS	RALEIGH	NC	27608	2019 R 630504831845000
ANDERSON, RHONDA	130.89	1702 WESTBROOK DR NW ALREADY PAID	WILSON	NC	27896	P 0048721 (2018)
ANDREWS, ADRIANE	109.98	PO BOX 6026 OVERPAYMENT CHECK 130	KINSTON	NC	28501	2019 R 6305.03.01.7404
AVENI, JOSEPH F JR	1,571.57	112 MYRTLE STREET ALREADY PAID	EMERALD ISLE	NC	28594	2019 R 538312972486000
AYERS, VERONICA STARR	180.00	121 PINTAIL LANE VACANT LAND NO S/W	HARKERS ISLAND	NC	285319531	2019 R 7335.14.32.9871
BALDWIN, SHARON L	224.22	6 SPRUCE DRIVE OVERPAYMENT CHECK 6343	BROOKFIELD	CT	06804	2019 R 5375.08.89.6363
BARBARE CONCRETE COMPANY INC	412.68	301 LOBINGER CT OVERPAYMENT CHECK 0002111780	NEWPORT	NC	28570	2019 P 0536775
BARRINGTON, J FRANKLIN JR	670.55	2214 LANDINGS WAY ALREADY PD/CORRECT	RALEIGH	NC	27615	2019 R 637516735454000
BASS, BRIAN E ETUX SUZANNE C	180.85	319 PENNSYLVANIA AVE ALREADY PAID	RALEIGH	NC	27609	2019 R 638513233809000
BATTLESON, KRISTAL ETVIR CHRI	284.63	134 BOBWHITE CIRCLE VA EXEMPTION	CAPE CARTERET	NC	28584	2019 R 5385.00.84.7511
BELL, CLIFFORD AMERICAS JR	165.00	102 PEARL DRIVE S/W ADJUSTMENT	BEAUFORT	NC	285169324	2019 R 7316.05.08.6150
BEST, EMILY G	805.63	319 CHANNEL DRIVE PD	EMERALD ISLE	NC	28594	2019 R 539412758467000
BLAND, ROBERT E	41.30	7877 HIGHWAY 70 WEST PD	LAGRANGE	NC	28551	2019 R 6385.14.23.5797
BOUDREAU, CHRISTOPHER ETUX LA	165.00	514 CAPE LOOKOUT DRIVE S/W ADJUSTMENT	HARKERS ISLAND	NC	28531	2019 R 7335.13.13.9637
BOUDREAU, CHRISTOPHER J ETAL	165.00	PO BOX 69 S/W ADJUSTMENT	HARKERS ISLAND	NC	28531	2019 R 7335.09.05.8407
BOUDREAU, CHRISTOPHER JOSH	165.00	PO BOX 69 S/W ADJUSTMENT	HARKERS ISLAND	NC	28531	2019 R 7335.13.04.8563

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Refunds to be Issued by Finance Office - Over \$100.00

PAGE

Remit To:	Refund	Address	City	St	Zip Code	Reference
BOUDREAU, LARA S ETAL CHRISTO	165.00	PO BOX 69 S/W ADJUSTMENT	HARKERS ISLAND	NC	28531	2019 R 7335.14.34.3768
BRAWLEY, EDWARD T SR ETUX L/T	888.60	209 NORTH 10TH ST ALREADY PAID	MOREHEAD CITY	NC	28557	2019 R 638619622091000
BRAY, SANDRA D M ETVIR PHILLI	329.50	247 RUDOLPH DR BOAT DOUBLE BILLED	BEAUFORT	NC	28516	2016 P 0044404
BRAY, SANDRA D M ETVIR PHILLI	309.23	247 RUDOLPH DR BOAT DOUBLE PAID	BEAUFORT	NC	28516	2017 P 0044404
BRAEDA, FRANK D ETUX CASANDRA	1,147.16	110 BRANDYWINE BLVD ALREADY PAID	MOREHEAD CITY	NC	28557	2019 R 635614249893000
BRICKHOUSE, LINDA TEW	433.50	109 OLEANDER COURT ALREADY PD	MOREHEAD CITY	NC	28557	2019 R 636614248825000
CANNON, JEREMY E ETUX CHRISTI	536.41	927 CHURCH STREET ALREADY PD	NEWPORT	NC	28570	2019 R 633820910029000
CANNON, JEREMY E ETUX CHRISTI	465.10	927 CHURCH STREET ALREADY PAID	NEWPORT	NC	28570	2019 R 633820902918000
CARTER, CHARLES M ETUX CADE	652.57	628 DYKING ROAD ALREADY PAID	LOUISBURG	NC	27849	2019 R 538307794458000
CARTERET COUNTY TAX OFFICE	888.00	302 COURTHOUSE SQUARE PAY ON ABOVE PARCEL	BEAUFORT	NC	28516	2019 R 634406396563024
CARTERET COUNTY TAX OFFICE	1,233.35	302 COURTHOUSE SQUARE PAY MULTIPLE BILLS	BEAUFORT	NC	28516	2019 R 6397.02.98.2312
CARTERET COUNTY TAX OFFICE	1,456.52	302 COURTHOUSE SQUARE PAY BILLS/SEE PATTY	BEAUFORT	NC	28570	2019 R 6346.03.02.7742
CARTERET COUNTY TAX OFFICE	394.91	302 COURTHOUSE SQUARE PAY TO ABOVE PARCEL	BEAUFORT	NC	28570	2019 R 638803244606000
CRYSTAL COAST BREWING COMPAN	363.54	PO BOX 651	ATLANTIC BEACH	NC	28512	2019 P 0534010
DUCHARME, MCMILLEN S ASSOCIAT	111.38	828 S HARRISON STREET, STE OVER PAYMENT CHECK 001911	FORT WAYNE	IN	46802	2019 R 6338.20.80.0183
EASTERS, ROBIN HANCOCK	111.38	1317 HICKORY HOLLOW LN DOUBLE BILLED	RALEIGH	NC	27610	2017 P 0043416

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## Refunds to be Issued by Finance Office - Over \$100.00

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Remit To:	Address	City	St	Zip Code	Reference
Refund					
EATMON, RICHARD THOMAS 444.52	ALREADY PD 4500 BAR HARBOUR DR NW	WILSON	NC	27896	2019 P 0041927
EDWARD N NASTASE 650.00	OVERPAYMENT CHECK 0000995803 1603 WATERS EDGE DR	NEWARK	DE	19702	2019 R 6365.20.82.3332
FAULKNER, SAMUEL ALFORD JR 313.12	OVERPYMT CK 2238 101 WEST COURT	CEDAR POINT	NC	28584	2019 R 5385.13.14.4445
GILLIKIN, HOWARD F ETUX 142.14	OVERPYMT CK 110 167 ELMORA JONES RD	BEAUFORT	NC	28516	2019 R 7337.02.57.9233
GRAHAM, GEORGE W 168.46	OVERPAYMENT CHECK 6227 PO BOX 1082	KINSTON	NC	28501	2010 P 0010329
GRIFFITH, SUSAN GAY CROWELL 1,694.31	ALREADY PD/CORELOGIC 202 NOTTINGHAM LANE	MOREHEAD CITY	NC	28557	2019 R 635615629974000
HARDY, DAVID L 165.00	S/W ADJUSTMENT 3005 FAIRWAY RD	MOREHEAD CITY	NC	28557	2019 R 6376.08.79.9091
HESTER, DORA 370.39	ALREADY PD BOX 1763 PO BOX 1763	MOREHEAD CITY	NC	28557	2019 R 638618429068000
JOHNSON, HORACE MANN 700.00	OVERPAYMENT CHECK # 96832870 805 KIMBERLY RD	BURLINGTON	NC	27215	2016 P 0032295
JOHNSON, OGDEN H ETAL JONES 948.09	OVERPAYMENT CHECK 1872 PO BOX 15014	NEW BERN	NC	28560	2019 R 7348.04.72.4069
JONES, GEORGE C JR ETUX REBEC 165.00	S/W ADJUSTMENT 404 SAILVIEW COURT	BEAUFORT	NC	28516	2019 R 6398.02.79.6776
JONES, LEE C SR 316.99	ALREADY PAID 140 PLANTATION DR	SWANSBORO	NC	28584	2019 R 637616846005000
K B L INVESTMENTS LLC 1,119.50	ALREADY PAID PO DRAWER 12346	NEW BERN	NC	28561	2019 R 636520729362101
KING, CAROLYN BRIGGS TRUSTEE 1,546.48	OVERPYMT CK 4251 8408 SOUND DRIVE	EMERALD ISLE	NC	28594	2019 R 5393.05.18.9059
KING, WALTER W IV ETUX MARY 917.01	ALREADY PAID 126 CAMP MOREHEAD DRIVE	MOREHEAD CITY	NC	28557	2019 R 632604713983000
LARCADE, LEE ETUX JODEE S 464.50	ALREADY PD/CORELOGIC 1430 CHESTER ROAD	RALEIGH	NC	27608	2019 R 637517124472207

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## Refunds to be Issued by Finance Office - Over \$100.00

PAGE

Remit To:	Address	City	St	Zip Code	Reference
Refund					
LEE, TIM 156.20	LISTED IN NASH COUNTY 10949 SKREET RD	RAILEY	NC	27807	2019 P 0533395
LITTLE, STEVEN C ETUX FAYE 419.43	ALREADY PAID 3314 NC 33 W	GREENVILLE	NC	27834	2019 R 637516837470000
LOVE, DAVID LAWRENCE ETUX LOR 163.00	S/W ADJUSTMENT 275 SANDHILLS DRIVE	NEWPORT	NC	28516	2019 R 6326.02.78.0949
LOWRY HOLDINGS LLC 1,916.58	ALREADY PAID 244 SALTER PATH ROAD	PINE KNOLL SHORES	NC	28512	2019 R 636615542612000
LUTHERAN, DREW 403.08	ALREADY PAID PO BOX 1797	SWANSBORO	NC	28584	2019 R 536703424794000
MACRIE, JAMES S JR ETUX DEBOR 1,497.89	OVERPAYMENT MASSPAY 1001 CEDARHURST DR	RALEIGH	NC	27609	2019 P 0049188
MARK HANNULA CONSTRUCTION IN 283.50	OVERPAYMENT MASSPAY PO BOX 1201	MOREHEAD CITY	NC	28557	2019 R 6356.15.73.1422
MAYS, CURTIS R ETUX MARGARET 1,358.14	ALREADY PD 1740 TREDEGAR ROAD	KERNERSVILLE	NC	27284	2019 R 630415626612000
MCDONALD, PAUL EDWART 1,238.00	ALREADY PAID 209 WINGATE DRIVE	NEW BERN	NC	28562	2019 R 634407697568003
MCLEOD, TAYLOR R ETUX ALICIA 125.22	ALREADY PD 244 INDEPENDENCE BLVE	NEWPORT	NC	28570	2019 R 633807390605000
MCMILLAN, VICKY S/LOUIS C 100.00	OVERPAYMENT CHECK # 1073 706 BECKWICH DRIVE	GREENSBORO	NC	27410	2019 R 5383.07.79.1273
MERCER BUILDING & DESIGN INC 1,603.81	OVERPAYMENT CHECK 7472 106D PROFESSIONAL PARK DR	BEAUFORT	NC	28516	2019 R 6348.05.29.2201
MICHAEL C DAVIS 197.50	TAXPAYER DECEASED 139 VAIL RD	PIKEVILLE	NC	27863	2019 P 0049777
MICHAEL, KASSIE ETVYR TRAVIS 147.58	PAID TWICE STURGIS 710 MORRIS ROAD	CLAYTON	NC	27520	2019 R 73280152247000
MOSHIER, ROBERT G ETUX NANCY 218.75	DEBT SETOFF PAID WRONG PARCEL 122 RICKSHA COURT	NEWPORT	NC	28570	2012/2013 P0016395
MURPHREE, TIMOTHY M TRUSTEE 631.38	OVERPAYMENT CHECK 309 1250 CAROLINA DRIVE	TRYON	NC	28782	2019 R 6356.13.14.2972

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## Refunds to be Issued by Finance Office - Over \$100.00

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Remit To:	Address	City	St	Zip Code	Reference
Refund					
NASTASE, EDWARD N 348.25	OVERPAYMENT CHECK 0000995804 1603 WATERS EDGE DRUE	NEWARK	DE	19702	2019 R 6376.15.64.3478
NELON, ROBERT D 168.45	ALREADY PD 6216 PLUM THICKET RD	OKLAHOMA CITY	OK	73162	2019 R 635519505709000
NOTNEB LLC 144.17	OVERPYMT CK 2492 5030 MATTIE STREET	MOREHEAD CITY	NC	28557	2019 R 6366.01.28.6925
PAGE, PENNY 263.32	PAID TWICE/STURGIS 12204 CEDAR POINT BLVD #131	CEDAR POINT	NC	28584	2019 R 632603206222000
PALCO INVESTMENTS LLC 2,670.14	OVERPAYMENT CHECK 2739 905 E ARLINGTON BLVD STE A	GREENVILLE	NC	27858	2019 R 6386.19.50.1795
PDL BEACH PROPERTIES LLC 1,644.34	ALREADY PD 15 RAWLS ROAD SUITE 100	ANGIER	NC	27501	2019 R 637619722235000
PINNACLE BANK 126.48	OVERPAYMENT CHECK 855545 205 MILLER SPRINGS COURT	FRANKLIN	TN	37064	2019 R 6386.19.60.9930
PLATINUM HOTEL GROUP LLC 1,964.84	PAID TWICE STURGIS 3410 BRIDGES STREET	MOREHEAD CITY	NC	28557	2019 R 638516738365000
PLISKO, MICHAEL J ETAL 472.22	ALREADY PAID PO BOX 1178	NEWPORT	NC	28570	2019 R 633916835460000
PLISKO, MICHAEL J ETAL 210.76	ALREADY PAID PO BOX 1178	NEWPORT	NC	28570	2019 R 633916835460000
PLISKO, MICHAEL J ETAL 193.57	ALREADY PD PO BOX 1178	NEWPORT	NC	28570	2019 R 63391683551800
PLISKO, MICHAEL J ETAL 230.13	ALREADY PAID PO BOX 1178	NEWPORT	NC	28570	2019 R 633916834316000
PLISKO, PEGGY HILL 388.78	ALREADY PAID PO BOX 1178	NEWPORT	NC	28570	2019 P 0079995
POLAKOWSKI, JOSEPH P ETUX JED 175.50	VA EXEMPTION 205 TIDEWATER DRIVE	NEWPORT	NC	28570	2018 R 5395.04.92.2734
POLAKOWSKI, JOSEPH PETER 175.50	VA EXEMPTION 205 TIDEWATER DRIVE	NEWPORT	NC	285705564	2019 R 5395.04.92.2734
POLLARD, DAVID S 468.86	ALREADY PD 5500 YORKTOWN DRIVE	RALEIGH	NC	27616	2019 R 638515621846000

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Remit To:	Address	City	St	Zip Code	Reference		
Refund							
REMBERT INVESTMENTS LLC	517 E FORT MACON ROAD OVERPYMT CK 2348	ATLANTIC BEACH	NC	28512	2019 R 6385.13.23.4820		
RICH, SHAWN	2404 CHELMSFORD COURT SOLD CAMPER	CARY	NC	27518	2019 P 0043582		
RUARK MAXWELL DEACOCK LIMITE	204 SILVER CREEK LDNG RD OVERPAYMENT STURGT	SWANSBORO	NC	28584	2019 R 5395.02.95.8278		
SEAGIRT PROPERTIES LLC	812 ARENDELL STREET ALREADY PD/DEBRA WHLEY ATTY	MOREHEAD CITY	NC	28557	2019 R 638609159640000		
SEAGIRT PROPERTIES LLC	812 ARENDELL STREET ALREADY PD/DEBORAH WHALEY ATTY	MOREHEAD CITY	NC	28557	2019 R 638609159640000		
SEAGIRT PROPERTIES LLC	812 ARENDELL STREET ALREADY PD/DEBRA WHLEY ATTY	MOREHEAD CITY	NC	28557	2019 R 638609159640000		
SMITH, ROBERT LEE JR ETUX MAR	612 HARKERS ISLAND ROAD ALREADY PD/ATLANTIS TITLE CO	BEAUFORT	NC	28516	2019 R 733701254136000		
STREAMLINE DVLPEERS HLD	PO BOX 2385 OVERPAYMENT CHECK 2535	KINSTON	NC	28502	2019 R 6356.13.24.3048		
TAYLOR PHILLIP	135 BAYSHORE DR ALREADY PD/COROLOGIC	PARKTON	NC	28371	2019 R 730508892357000		
TAYLOR, DAVID RONALD	PO BOX 66 ALREADY PAID	BEAUFORT	NC	28516	2019 R 637720901930000		
TROYER, G V JR	348 OLD CAUSEWAY RD S/W ADJUSTMENT	BEAUFORT	NC	28516	2019 R 6396.20.81.0770		
TYSON, CECIL H ETUX ETAL	1206 WEST RD OVERPAYMENT MASSFAY	KINSTON	NC	28501	2019 R 6375.12.87.3424		
WADE, LOUIS MANN	40 COTTONWOOD TRAIL WRONG DISTRICT	LEASBURG	NC	27291	2019 P 0533275		
WATKINS, RACHEL MARIA	2515 SAINT PAULS SQUARE ALREADY PD/SCU	RALEIGH	NC	27614	2019 R 638514436103000		
WEEKS, NEIL S	2006 O'BERRY CENTER ROAD ALREADY PAID/STANLEY/PARKER AT	GOLDSBORO	NC	27530	2019 R 537411556009000		
WEEKS, NEIL S	2006 O'BERRY CENTER ROAD ALREADY PD/STANLEY/PARKER ATTY	GOLDSBORO	NC	27530	2019 R 537411556541000		

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Remit To:	Address	City	St	Zip Code	Reference		
Refund							
2000 WEM INC	PO BOX 7 ALREADY PD/WHITE & ALLEN PA	ATLANTIC BEACH	NC	28512	2019 R 636515624643000		
FINAL TOTALS							
TOTAL	\$5,982.06						
* * * END OF REPORT * * *							

## e. Tax Collector's Monthly Report

### Carteret County Tax Department

Appraisal: (252) 728-8485  
 Personal Property: (252) 728-8535  
 Business Personal: (252) 728-8483  
 Collections: (252) 728-8525  
 Mapping/GIS: (252) 728-8490



Sarah T. Davis  
 Tax Administrator  
 Tel: (252) 728-8535  
 Fax: (252) 728-8588  
 CC Payments Online or by Phone  
[www.carteretcountytax.com](http://www.carteretcountytax.com)  
 1-888-544-9433

#### Memorandum

To: Board of Commissioners  
 Tommy Burns

From: Sarah Davis  
 Tax Administrator

Re: BOC monthly collections report

Date: February 4, 2020

Attached is the monthly collection's report to the Board of Commissioners as required by North Carolina General Statute 105-350. No action is required by the Board. It is presented for information purposes only. The collection report shows the total levy, collection, and unpaid balance for each year of the past ten years, beginning with 2009 and coming forward to 2019. This report is presented each month in your agenda package. The total collections for the ten years are \$611,907,524.67. The unpaid balance outstanding for the 10 year period is \$9,699,207.07 including deferred taxes. The Tax Department will continue to pursue collection of unpaid taxes as authorized by North Carolina Statutes.

Typ Bill	Year	Property Number	Dist Code	Twn	Sch	Special Districts									User Codes									Deferred Flag	Defer Inelig	MV Batch
						1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9			
***** Totals for Tax year																										
# of Properties Processed 143,265																										
2009																										
Total TAX Spec Asmt Deferred CB Deferred Interest Fees																										
Original Balances	54,948,285.51	51,809,907.51	2,372,968.00	193,287.34														548,353.81	23,788.89							
Total Adjustments	393,278.50	184,750.94	27,675.82	193,287.34														.00	3,745.42							
Total Collections	54,456,016.89	51,880,606.16	2,339,673.62	.00														500,732.34	35,004.77							
Unpaid Balances	98,990.12	44,550.41	5,618.56	.00														47,621.47	1,199.68							
***** Totals for Tax year																										
# of Properties Processed 143,838																										
2010																										
Total TAX Spec Asmt Deferred CB Deferred Interest Fees																										
Original Balances	55,563,936.64	52,424,628.58	2,351,953.00	229,599.63														534,219.67	24,425.76							
Total Adjustments	313,169.96	70,284.67	22,737.25	227,888.51														.00	4,052.24							
Total Collections	55,136,073.57	52,299,321.77	2,320,888.41	1,713.12														461,079.80	33,072.87							
Unpaid Balances	116,693.11	55,032.14	7,427.34	.00														53,140.27	1,093.36							
***** Totals for Tax year																										
# of Properties Processed 144,282																										
2011																										
Total TAX Spec Asmt Deferred CB Deferred Interest Fees																										
Original Balances	56,052,743.43	52,936,189.46	2,320,555.00	225,239.96														545,666.42	25,092.59							
Total Adjustments	55,379,014.91	52,651,914.48	2,294,778.94	579.69														.00	14,034.37							
Total Collections	55,583,862.97	52,651,914.48	2,307,944.14	579.69														434,572.09	37,369.71							
Unpaid Balances	258,511.46	134,084.55	11,575.33	.00														111,094.33	1,757.25							
***** Totals for Tax year																										
# of Properties Processed 144,824																										
2012																										
Total TAX Spec Asmt Deferred CB Deferred Interest Fees																										
Original Balances	55,149,326.56	51,997,993.51	2,351,953.00	215,866.12														541,708.83	27,943.10							
Total Adjustments	359,812.34	116,847.64	33,559.38	217,258.56														.00	6,052.24							
Total Collections	54,461,986.11	51,709,122.40	2,307,944.14	344.57														412,398.80	31,576.60							
Unpaid Balances	324,155.11	172,023.47	19,738.48	662.99														129,310.43	2,419.74							
***** Totals for Tax year																										
# of Properties Processed 112,175																										
2013																										
Total TAX Spec Asmt Deferred CB Deferred Interest Fees																										
Original Balances	54,017,622.93	50,733,057.05	2,554,465.00	226,999.79														479,251.02	23,850.08							
Total Adjustments	123,839.70	91,702.64	31,807.83	3,189.77														.00	2,660.54							

Typ Bill	Year	Property Number	Dist Code	Twn	Sch	Special Districts									User Codes									Deferred Flag	Defer Inelig	MV Batch
						1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9			
***** Totals for Tax year																										
# of Properties Processed 68,381																										
2014																										
Total TAX Spec Asmt Deferred CB Deferred Interest Fees																										
Original Balances	56,613,219.14	53,325,792.31	2,588,290.00	234,870.54														440,958.51	24,307.88							
Total Adjustments	85,983,154.70	53,117,891.39	2,516,121.03	418,713.18														.00	3,313.47							
Total Collections	56,749,892.85	50,794,831.00	2,813,402.07	4,760.77														322,321.37	24,547.73							
Unpaid Balances	367,198.17	205,942.42	36,962.98	582.21														118,637.14	3,073.42							
***** Totals for Tax year																										
# of Properties Processed 74,037																										
2015																										
Total TAX Spec Asmt Deferred CB Deferred Interest Fees																										
Original Balances	55,837,201.20	51,122,449.39	3,841,944.00	423,473.95														406,937.75	44,697.11							
Total Adjustments	825,625.05	127,480.00	267,837.83	418,713.18														.00	4,594.24							
Total Collections	54,244,892.85	50,794,831.00	3,813,402.07	4,760.77														280,308.13	34,435.94							
Unpaid Balances	453,694.90	260,654.05	60,704.10	.00														126,629.62	5,667.13							
***** Totals for Tax year																										
# of Properties Processed 78,522																										
2016																										
Total TAX Spec Asmt Deferred CB Deferred Interest Fees																										
Original Balances	57,560,589.02	52,998,413.93	3,624,613.00	450,347.88														411,262.39	73,645.73							
Total Adjustments	56,095,824.49	52,306,995.99	3,470,670.59	4,942.08														.00	17,083.17							
Total Collections	57,249,892.85	50,794,831.00	3,813,402.07	4,760.77														267,574.07	46,043.76							
Unpaid Balances	1,081,277.82	397,158.54	74,346.41	458,561.66														143,688.41	10,522.80							
***** Totals for Tax year																										
# of Properties Processed 79,451																										
2017																										
Total TAX Spec Asmt Deferred CB Deferred Interest Fees																										
Original Balances	58,918,067.87	54,088,967.10	3,924,321.00	465,172.12														337,217.57	101,390.07							
Total Adjustments	425,127.37	257,596.78	39,578.57	34.00														.00	38,200.78							
Total Collections	57,249,892.85	53,297,453.47	3,692,256.87	1,747.38														202,811.64	55,413.45							
Unpaid Balances	1,244,247.69	533,906.85	109,897.09	462,261.99														134,405.93	7,775.83							
***** Totals for Tax year																										
# of Properties Processed 78,626																										
2018																										
Total TAX Spec Asmt Deferred CB Deferred Interest Fees																										

Typ Bill	Year	Property Number	Dist Code	Twn	Sch	Special Districts									User Codes									Deferred Flag	Defer Inelig	MV Batch
						1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9			
***** Totals for Tax year																										
# of Properties Processed 79,888																										
2019																										
Total TAX Spec Asmt Deferred CB Deferred Interest Fees																										
Original Balances	59,956,004.96	55,341,527.56	3,833,304.00	486,352.01														278,622.39	16,200.00							
Total Adjustments	159,390.03	118,468.91	39,528.89	932.12														.00	60.11							
Total Collections	58,276,316.65	54,444,561.41	3,651,501.03	2,009.56														169,618.41	8,626.24							
Unpaid Balances	1,520,298.28	778,497.24	141,874.08	483,410.33														109,002.98	7,513.65							
***** Totals for Tax year																										
# of Properties Processed 79,888																										
2019																										
Total TAX Spec Asmt Deferred CB Deferred Interest Fees																										
Original Balances	60,919,780.58	56,481,324.44	3,827,703.00	485,872.13														124,881.11	.00							
Total Adjustments	316,361.21	276,748.64	39,578.57	34.00														.00	.00							
Total Collections	56,917,097.33	53,432,098.56	3,445,767.88	262.18														38,968.71	.00							
Unpaid Balances	3,686,322.14	2,772,477.24	342,356.55	485,575.95														85,912.40	.00							

Typ Bill	Year	Property Number	Dist Code	Twn	Sch	Special Districts									User Codes									Deferred Flag	Defer Inelig	MV Batch
						1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9			
***** Totals for FINAL TOTALS																										
# of Properties Processed 1,147,289																										
Total TAX Spec Asmt Deferred CB Deferred Interest Fees																										
Original Balances	625,533,505.94	583,260,266.84	33,597,458.00	3,641,361.38														4,649,078.55	385,241.17							
Total Adjustments	3,926,374.20	1,690,294.55	716,295.33	1,510,665.90														.00	11,515.42							
Total Collections	611,907,524.67	576,039,121.97	32,046,782.28	20,295.25														3,470,792.93	330,562.19							
Unpaid Balances	9,699,207.07	5,530,850.32	836,410.39	2,110,400.23														1,178,285.57	43,260.56							

# f. NCVTS Motor Vehicle Refund Report

North Carolina Vehicle Tax System														
NCVTS Pending Refund report														
Report Date 2/3/2020 2:14:58 PM														
Agency	Owner	Address	County	Zip	Rating Type	Rate	Plate Number	Vehicle Description	Reason	Owner Date	Year	Rate Type	Amount	Refund
BILL BOULIA ENTERPRISES INC	BILL BOULIA ENTERPRISES INC	5901 A LIS HWY 706	NEWPORT, NC	28570	Promotion	0014391295	DY5690	Refund Generated due to promotion on Bill #0014391295-2018-2018-0000-00	Vehicle Sold	01/13/2020	9010	Tax	(\$1.87)	\$0.00 (\$1.87)
BRITTON KEARFA NICOLE DEOSSHA	BRITTON KEARFA NICOLE DEOSSHA	105 EAGLE TRL	NEW BERN, NC	28562	Adjustment	0051558258	TAV8071	Refund Generated due to adjustment on Bill #0051558258-2019-2019-0000-00	Military	01/23/2020	9010	Tax	(\$34.38)	\$0.00 (\$34.38)
BROWN, KENT OLIVER	BROWN, KENT OLIVER	1301 HIGHWAY 24	NEWPORT, NC	28570	Promotion	0018790484	CB42766	Refund Generated due to promotion on Bill #0018790484-2018-2018-0000-00	Tag Surrender	01/26/2020	9010	Tax	(\$0.57)	\$0.00 (\$0.57)
BURKE, PEGGY SUE	BURKE, PEGGY SUE	201 S DURHAM ST	ATLANTIC BEACH, NC	28512	Adjustment	0048392043	HAR7688	Refund Generated due to adjustment on Bill #0048392043-2018-2018-0000-00	Site error	01/02/2020	9010	Tax	\$0.00	\$0.00 \$0.00
BURKE, WALTER MICHAEL II	BURKE, WALTER MICHAEL II	BURKE, PEGGY SUE 201 S DURHAM ST	ATLANTIC BEACH, NC	28512	Adjustment	0049387369	CL51061	Refund Generated due to adjustment on Bill #0049387369-2019-2019-0000-00	Site error	01/02/2020	9010	Tax	\$0.00	\$0.00 \$0.00
BURKE, WALTER MICHAEL II	BURKE, PEGGY SUE	250 CEDAR SWAMP RD	NEWPORT, NC	28570	Adjustment	0048537909	AX0386	Refund Generated due to adjustment on Bill #0048537909-2018-2018-0000-00	Site error	01/02/2020	9010	Tax	\$0.00	\$0.00 \$0.00
BURKE, WALTER MICHAEL II	BURKE, WALTER MICHAEL II	201 S DURHAM ST	ATLANTIC BEACH, NC	28512	Adjustment	0050009906	PD446E	Refund Generated due to adjustment on Bill #0050009906-2018-2018-0000-00	Site error	01/07/2020	9010	Tax	\$0.00	\$0.00 \$0.00
BYRD, KINNEY WALLACE	BYRD, KINNEY WALLACE	1820 LATHRS LN	RALEIGH, NC	27613	Promotion	0014411268	ZPV3058	Refund Generated due to promotion on Bill #0014411268-2019-2019-0000-00	Vehicle Sold	01/14/2020	9010	Tax	(\$13.18)	\$0.00 (\$13.18)
CARPENTER, HEATHER SMITH	CARPENTER, HEATHER SMITH	1721 OLDE FARM RD	MOREHEAD CITY, NC	28557	Promotion	0040549116	Y8B7744	Refund Generated due to promotion on Bill #0040549116-2019-2019-0000-00	Tag Surrender	01/27/2020	9010	Tax	(\$63.88)	\$0.00 (\$63.88)
CHAFFIN, BLAKE MATTHEW	CHAFFIN, BLAKE MATTHEW	161 BROOKS ST	NEWPORT, NC	28570	Adjustment	0045996446	HCD7906	Refund Generated due to adjustment on Bill #0045996446-2018-2018-0000-00	Military	01/07/2020	9010	Tax	(\$27.23)	\$0.00 (\$27.23)
COASTAL PREGNANCY CARE CENTER	COASTAL PREGNANCY CARE CENTER	4000 ARENELLS ST STE 1	MOREHEAD CITY, NC	28557	Adjustment	0051128647	RAH017	Refund Generated due to adjustment on Bill #0051128647-2019-2019-0000-00	Property	01/02/2020	9010	Tax	(\$306.03)	\$0.00 (\$306.03)

North Carolina Vehicle Tax System														
NCVTS Pending Refund report														
Report Date 2/3/2020 2:14:58 PM														
Agency	Owner	Address	County	Zip	Rating Type	Rate	Plate Number	Vehicle Description	Reason	Owner Date	Year	Rate Type	Amount	Refund
COLEMAN, FRANKIE	MALLER, EARL NIVEN	307 WILLOWBROOK K CT	NEW BERN, NC	28562	Promotion	0018782849	ZVL6303	Refund Generated due to promotion on Bill #0018782849-2018-2018-0000-00	Tag Surrender	01/22/2020	9010	Tax	(\$8.34)	\$0.00 (\$8.34)
COTTEN, DEREK AUSTIN	COTTEN, MELANIE SHALER	25 WHISPERING PINES DR	LOT 13 B NEWPORT, NC	28570	Adjustment	0051394502	J34986	Refund Generated due to adjustment on Bill #0051394502-2019-2019-0000-00	Site error	01/15/2020	9010	Tax	\$0.00	\$0.00 \$0.00
COTTEN, MELANIE SHALER	COTTEN, DEREK AUSTIN	25 WHISPERING PINES DR	LOT 13 B NEWPORT, NC	28570	Adjustment	005202324	TAV7781	Refund Generated due to adjustment on Bill #005202324-2018-2018-0000-00	Site error	01/15/2020	9010	Tax	\$0.00	\$0.00 \$0.00
DAVENPORT, PATRICK SINCLAIR	DAVENPORT, PATRICK SINCLAIR	178 OUTHRICE DR	NEWPORT, NC	28570	Promotion	0047360161	XSK7793	Refund Generated due to promotion on Bill #0047360161-2018-2018-0000-00	Tag Surrender	01/08/2020	9010	Tax	(\$32.86)	\$0.00 (\$32.86)
DAVIS, KENNETH MAX	DAVIS, KENNETH MAX	136 BACKFIELD RD	DAVIS, NC	28524	Promotion	0015999200	RRC8427	Refund Generated due to promotion on Bill #0015999200-2018-2018-0000-00	Tag Surrender	01/18/2020	9010	Tax	(\$2.47)	\$0.00 (\$2.47)
DONOGHUE, RICHARD ANDREW	DONOGHUE, RICHARD ANDREW	252 CARLEAF DR	PKE, NC	28612	Promotion	0049023580	RA4VJV	Refund Generated due to promotion on Bill #0049023580-2018-2018-0000-00	Tag Surrender	01/20/2020	9010	Tax	(\$74.42)	\$0.00 (\$74.42)
EASTERN PROTECTION LLC	EASTERN PROTECTION LLC	300 LOBLOLLY ST	EMERALD ISLE, NC	28594	Promotion	0032564244	DHF6196	Refund Generated due to promotion on Bill #0032564244-2019-2019-0000-00	Tag Surrender	01/07/2020	9010	Tax	(\$24.67)	\$0.00 (\$24.67)
EATMON, ASHLEY NICOLE	EATMON, ASHLEY NICOLE	300 COURT HOUSE SQ	BEAUFORT, NC	28516	Promotion	0048671714	HAW4867	Refund Generated due to promotion on Bill #0048671714-2018-2018-0000-00	Tag Surrender	01/07/2020	9010	Tax	(\$19.37)	\$0.00 (\$19.37)
EATMON, KATHERINE ROOPER	EATMON, KATHERINE ROOPER	133 LIVE OAK RD	NEWPORT, NC	28570	Promotion	0014409440	D095CF	Refund Generated due to promotion on Bill #0014409440-2018-2018-0000-00	Tag Surrender	01/23/2020	9010	Tax	(\$1.22)	\$0.00 (\$1.22)

North Carolina Vehicle Tax System														
NCVTS Pending Refund report														
Report Date 2/3/2020 2:14:58 PM														
Agency	Owner	Address	County	Zip	Rating Type	Rate	Plate Number	Vehicle Description	Reason	Owner Date	Year	Rate Type	Amount	Refund
ERRICO, BRENDA WHITAKER	ERRICO, BRENDA WHITAKER	178 WACHENA WAY	BEAUFORT, NC	28516	Promotion	0043454059	TYR647	Refund Generated due to promotion on Bill #0043454059-2019-2019-0000-00	Tag Surrender	01/07/2020	9010	Tax	(\$6.83)	\$0.00 (\$6.83)
ETHRIDGE, ANTHONY QUINN	ETHRIDGE, ANTHONY QUINN	160 E SOUTHWINDS DR	NEWPORT, NC	28070	Promotion	0050192859	EPB5198	Refund Generated due to promotion on Bill #0050192859-2018-2018-0000-00	Vehicle Sold	01/16/2020	9010	Tax	(\$4.87)	\$0.00 (\$4.87)
EVANS, GEORGE HENRY	EVANS, GEORGE HENRY	PO BOX 1445	EDGEWATER, MD	21037	Promotion	0049922173	DWNECS	Refund Generated due to promotion on Bill #0049922173-2018-2018-0000-00	Tag Surrender	01/20/2020	9010	Tax	(\$7.49)	\$0.00 (\$7.49)
FOSTER, HAZEL FRANKS	FOSTER, HAZEL FRANKS	201 CEDAR ST	EMERALD ISLE, NC	28594	Promotion	0033116864	EDR9329	Refund Generated due to promotion on Bill #0033116864-2019-2019-0000-00	Tag Surrender	01/26/2020	9010	Tax	(\$4.56)	\$0.00 (\$4.56)
GARRETT, WILLIAM CLARSON JR	GARRETT, WILLIAM CLARSON JR	810 OAK DR	MOREHEAD CITY, NC	28557	Promotion	0039456570	BE8LH50	Refund Generated due to promotion on Bill #0039456570-2019-2019-0000-00	Tag Surrender	01/29/2020	9010	Tax	(\$16.93)	\$0.00 (\$16.93)
HALL, BRADLEY TREV	HALL, BRADLEY TREV	247 SHELL HILL RD	SEALEVEL, NC	28577	Adjustment	0050790286	CL78531	Refund Generated due to adjustment on Bill #0050790286-2019-2019-0000-00	Site error	01/28/2020	9010	Tax	\$0.00	\$0.00 \$0.00
HARMAN, THELMA ELLEN	HARMAN, THELMA ELLEN	106 E114E DR	EMERALD ISLE, NC	28594	Adjustment	0051494895	YZC7879	Refund Generated due to adjustment on Bill #0051494895-2019-2019-0000-00	Site error	01/15/2020	9010	Tax	\$0.00	\$0.00 \$0.00
HENRY, RICHARD BRUCE	HENRY, RICHARD BRUCE	164 BECKS LN	CEDAR ISLAND, NC	28520	Adjustment	0028260508	H3M620A	Refund Generated due to adjustment on Bill #0028260508-2019-2019-0000-00	Clear Assessment	01/22/2020	9010	Tax	(\$19.28)	\$0.00 (\$19.28)
HOLBERT, RACHEL ANGELA	HOLBERT, RACHEL ANGELA	PO BOX 126	TRE RIVILLE, SC	29588	Adjustment	0051336782	TB8120	Refund Generated due to adjustment on Bill #0051336782-2019-2019-0000-00	Site error	01/17/2020	9010	Tax	\$0.00	\$0.00 \$0.00
HOWARD, PHILIP	HOWARD, PHILIP	2840 EASY ST	NEWPORT, NC	28570	Adjustment	0051733681	CL78137	Refund Generated due to adjustment on Bill #0051733681-2019-2019-0000-00	Clear Assessment	01/28/2020	9010	Tax	(\$27.29)	\$0.00 (\$27.29)



North Carolina Vehicle Tax System

NCVTS Pending Refund report

Report Date 2/3/2020 2:14:58 PM

OWNER	ADDRESS	CITY	STATE	ZIP	ADJUSTMENT	AMOUNT	TYPE	DATE	STATUS	DATE	TAX	REFUND	TOTAL
CLARENCE IV	CLARENCE IV												
184 STEPHEN WILLIS RD	SMYRNA, NC 28579	Adjustment + \$100	0051822683	HFT2053	Refund Generated due to adjustment on Bill #001732881-2019-2019-0000-00	1460	Tax				(\$31.43)	\$0.00	(\$31.43)
184 STEPHEN WILLIS RD	SMYRNA, NC 28579	Adjustment + \$100	0051822683	HFT2053	Refund Generated due to adjustment on Bill #001732881-2019-2019-0000-00	9010	Tax	01/28/2020	Situs error		\$0.00	\$0.00	\$0.00
208 ASACO DR	CEDAR POINT, NC 28544	Adjustment + \$100	0043368602	TAV1860	Refund Generated due to adjustment on Bill #004930802-2019-2019-0000-00	25	Tax				\$3.02	\$0.00	\$3.02
208 ASACO DR	CEDAR POINT, NC 28544	Adjustment + \$100	0043368602	TAV1860	Refund Generated due to adjustment on Bill #004930802-2019-2019-0000-00	17	Tax				\$2.55	\$0.00	\$2.55
208 ASACO DR	CEDAR POINT, NC 28544	Adjustment + \$100	0043368602	TAV1860	Refund Generated due to adjustment on Bill #004930802-2019-2019-0000-00	9010	Tax	01/06/2020	Military		(\$7.07)	\$0.00	(\$7.07)
208 ASACO DR	CEDAR POINT, NC 28544	Adjustment + \$100	0043368602	TAV1860	Refund Generated due to adjustment on Bill #004930802-2019-2019-0000-00	37	Tax				(\$2.11)	\$0.00	(\$2.11)
208 ASACO DR	CEDAR POINT, NC 28544	Adjustment + \$100	0043368602	TAV1860	Refund Generated due to adjustment on Bill #004930802-2019-2019-0000-00	27	Tax				(\$1.37)	\$0.00	(\$1.37)
208 ASACO DR	CEDAR POINT, NC 28544	Adjustment + \$100	0043368602	TAV1860	Refund Generated due to adjustment on Bill #004930802-2019-2019-0000-00	19	Tax				(\$1.14)	\$0.00	(\$1.14)
208 ASACO DR	CEDAR POINT, NC 28544	Adjustment + \$100	0043368602	TAV1860	Refund Generated due to adjustment on Bill #004930802-2019-2019-0000-00	9010	Tax	01/29/2020	Vehicle Sold		(\$53.60)	\$0.00	(\$53.60)
208 ASACO DR	CEDAR POINT, NC 28544	Adjustment + \$100	0043368602	TAV1860	Refund Generated due to adjustment on Bill #004930802-2019-2019-0000-00	1561	Tax				(\$10.82)	\$0.00	(\$10.82)
208 ASACO DR	CEDAR POINT, NC 28544	Adjustment + \$100	0043368602	TAV1860	Refund Generated due to adjustment on Bill #004930802-2019-2019-0000-00	37	Tax				(\$10.38)	\$0.00	(\$10.38)
208 ASACO DR	CEDAR POINT, NC 28544	Adjustment + \$100	0043368602	TAV1860	Refund Generated due to adjustment on Bill #004930802-2019-2019-0000-00	19	Tax				(\$8.86)	\$0.00	(\$8.86)
208 ASACO DR	CEDAR POINT, NC 28544	Adjustment + \$100	0043368602	TAV1860	Refund Generated due to adjustment on Bill #004930802-2019-2019-0000-00	9010	Tax	01/23/2020	Reg. Out of state		(\$44.94)	\$0.00	(\$44.94)
208 ASACO DR	CEDAR POINT, NC 28544	Adjustment + \$100	0043368602	TAV1860	Refund Generated due to adjustment on Bill #004930802-2019-2019-0000-00	1361	Tax				(\$9.00)	\$0.00	(\$9.00)
208 ASACO DR	CEDAR POINT, NC 28544	Adjustment + \$100	0043368602	TAV1860	Refund Generated due to adjustment on Bill #004930802-2019-2019-0000-00	37	Tax				(\$8.64)	\$0.00	(\$8.64)
208 ASACO DR	CEDAR POINT, NC 28544	Adjustment + \$100	0043368602	TAV1860	Refund Generated due to adjustment on Bill #004930802-2019-2019-0000-00	19	Tax				(\$7.30)	\$0.00	(\$7.30)
208 ASACO DR	CEDAR POINT, NC 28544	Adjustment + \$100	0043368602	TAV1860	Refund Generated due to adjustment on Bill #004930802-2019-2019-0000-00	9010	Tax	01/22/2020	Vehicle Totaled		(\$12.73)	\$0.00	(\$12.73)
208 ASACO DR	CEDAR POINT, NC 28544	Adjustment + \$100	0043368602	TAV1860	Refund Generated due to adjustment on Bill #004930802-2019-2019-0000-00	1566	Tax				(\$8.13)	\$0.00	(\$8.13)
208 ASACO DR	CEDAR POINT, NC 28544	Adjustment + \$100	0043368602	TAV1860	Refund Generated due to adjustment on Bill #004930802-2019-2019-0000-00	9010	Tax	01/09/2020	Tag Surrender		(\$49.49)	\$0.00	(\$49.49)
208 ASACO DR	CEDAR POINT, NC 28544	Adjustment + \$100	0043368602	TAV1860	Refund Generated due to adjustment on Bill #004930802-2019-2019-0000-00	1352	Tax				(\$28.10)	\$0.00	(\$28.10)
208 ASACO DR	CEDAR POINT, NC 28544	Adjustment + \$100	0043368602	TAV1860	Refund Generated due to adjustment on Bill #004930802-2019-2019-0000-00	9010	Tax	01/07/2020	Tag Surrender		(\$47.92)	\$0.00	(\$47.92)
208 ASACO DR	CEDAR POINT, NC 28544	Adjustment + \$100	0043368602	TAV1860	Refund Generated due to adjustment on Bill #004930802-2019-2019-0000-00	20	Tax				(\$12.37)	\$0.00	(\$12.37)
208 ASACO DR	CEDAR POINT, NC 28544	Adjustment + \$100	0043368602	TAV1860	Refund Generated due to adjustment on Bill #004930802-2019-2019-0000-00	47	Tax				(\$15.46)	\$0.00	(\$15.46)
208 ASACO DR	CEDAR POINT, NC 28544	Adjustment + \$100	0043368602	TAV1860	Refund Generated due to adjustment on Bill #004930802-2019-2019-0000-00	9010	Tax	01/15/2020	Tag Surrender		(\$15.05)	\$0.00	(\$15.05)
208 ASACO DR	CEDAR POINT, NC 28544	Adjustment + \$100	0043368602	TAV1860	Refund Generated due to adjustment on Bill #004930802-2019-2019-0000-00	1353	Tax				(\$8.89)	\$0.00	(\$8.89)
208 ASACO DR	CEDAR POINT, NC 28544	Adjustment + \$100	0043368602	TAV1860	Refund Generated due to adjustment on Bill #004930802-2019-2019-0000-00	94	Tax				(\$0.80)	\$0.00	(\$0.80)
208 ASACO DR	CEDAR POINT, NC 28544	Adjustment + \$100	0043368602	TAV1860	Refund Generated due to adjustment on Bill #004930802-2019-2019-0000-00	9010	Tax	01/21/2020	Tag Surrender		(\$12.75)	\$0.00	(\$12.75)
208 ASACO DR	CEDAR POINT, NC 28544	Adjustment + \$100	0043368602	TAV1860	Refund Generated due to adjustment on Bill #004930802-2019-2019-0000-00	1352	Tax				(\$7.98)	\$0.00	(\$7.98)



North Carolina Vehicle Tax System

NCVTS Pending Refund report

Report Date 2/3/2020 2:14:58 PM

OWNER	ADDRESS	CITY	STATE	ZIP	ADJUSTMENT	AMOUNT	TYPE	DATE	STATUS	DATE	TAX	REFUND	TOTAL
PARKER, KATHERINE HALL	PARKER, KATHERINE HALL												
910 OAK DR	MOREHEAD CITY, NC 28557	Provision	0027861961	NW19336	Refund Generated due to provision on Bill #0027861961-2019-2019-0000-00	9010	Tax	01/21/2020	Tag Surrender		(\$39.60)	\$0.00	(\$39.60)
910 OAK DR	MOREHEAD CITY, NC 28557	Provision	0027861961	NW19336	Refund Generated due to provision on Bill #0027861961-2019-2019-0000-00	30	Tax				(\$0.79)	\$0.00	(\$0.79)
910 OAK DR	MOREHEAD CITY, NC 28557	Provision	0027861961	NW19336	Refund Generated due to provision on Bill #0027861961-2019-2019-0000-00	80	Tax				(\$2.30)	\$0.00	(\$2.30)
910 OAK DR	MOREHEAD CITY, NC 28557	Provision	0027861961	NW19336	Refund Generated due to provision on Bill #0027861961-2019-2019-0000-00	9010	Tax	01/09/2020	Tag Surrender		(\$9.83)	\$0.00	(\$9.83)
910 OAK DR	MOREHEAD CITY, NC 28557	Provision	0027861961	NW19336	Refund Generated due to provision on Bill #0027861961-2019-2019-0000-00	40	Tax				(\$2.45)	\$0.00	(\$2.45)
910 OAK DR	MOREHEAD CITY, NC 28557	Provision	0027861961	NW19336	Refund Generated due to provision on Bill #0027861961-2019-2019-0000-00	19	Tax				(\$1.42)	\$0.00	(\$1.42)
910 OAK DR	MOREHEAD CITY, NC 28557	Provision	0027861961	NW19336	Refund Generated due to provision on Bill #0027861961-2019-2019-0000-00	9010	Tax	01/29/2020	Tag Surrender		(\$17.08)	\$0.00	(\$17.08)
910 OAK DR	MOREHEAD CITY, NC 28557	Provision	0027861961	NW19336	Refund Generated due to provision on Bill #0027861961-2019-2019-0000-00	40	Tax				(\$7.11)	\$0.00	(\$7.11)
910 OAK DR	MOREHEAD CITY, NC 28557	Provision	0027861961	NW19336	Refund Generated due to provision on Bill #0027861961-2019-2019-0000-00	19	Tax				(\$3.50)	\$0.00	(\$3.50)
910 OAK DR	MOREHEAD CITY, NC 28557	Provision	0027861961	NW19336	Refund Generated due to provision on Bill #0027861961-2019-2019-0000-00	9010	Tax	01/02/2020	Tag Surrender		(\$9.55)	\$0.00	(\$9.55)
910 OAK DR	MOREHEAD CITY, NC 28557	Provision	0027861961	NW19336	Refund Generated due to provision on Bill #0027861961-2019-2019-0000-00	16	Tax				(\$3.03)	\$0.00	(\$3.03)
910 OAK DR	MOREHEAD CITY, NC 28557	Provision	0027861961	NW19336	Refund Generated due to provision on Bill #0027861961-2019-2019-0000-00	9010	Tax	01/13/2020	Tag Surrender		(\$9.60)	\$0.00	(\$9.60)
910 OAK DR	MOREHEAD CITY, NC 28557	Provision	0027861961	NW19336	Refund Generated due to provision on Bill #0027861961-2019-2019-0000-00	1856	Tax				(\$4.42)	\$0.00	(\$4.42)
910 OAK DR	MOREHEAD CITY, NC 28557	Provision	0027861961	NW19336	Refund Generated due to provision on Bill #0027861961-2019-2019-0000-00	9010	Tax	01/04/2020	Tag Surrender		(\$1.57)	\$0.00	(\$1.57)
910 OAK DR	MOREHEAD CITY, NC 28557	Provision	0027861961	NW19336	Refund Generated due to provision on Bill #0027861961-2019-2019-0000-00	1531	Tax				(\$1.29)	\$0.00	(\$1.29)
910 OAK DR	MOREHEAD CITY, NC 28557	Provision	0027861961	NW19336	Refund Generated due to provision on Bill #0027861961-2019-2019-0000-00	9010	Tax	01/10/2020	Situs error		\$0.00	\$0.00	\$0.00
910 OAK DR	MOREHEAD CITY, NC 28557	Provision	0027861961	NW19336	Refund Generated due to provision on Bill #0027861961-2019-2019-0000-00	1460	Tax				(\$48.77)	\$0.00	(\$48.77)
910 OAK DR	MOREHEAD CITY, NC 28557	Provision	0027861961	NW19336	Refund Generated due to provision on Bill #0027861961-2019-2019-0000-00	31	Tax				\$5.24	\$0.00	\$5.24
910 OAK DR	MOREHEAD CITY, NC 28557	Provision	0027861961	NW19336	Refund Generated due to provision on Bill #0027861961-2019-2019-0000-00	56	Tax				\$5.24	\$0.00	\$5.24
910 OAK DR	MOREHEAD CITY, NC 28557	Provision	0027861961	NW19336	Refund Generated due to provision on Bill #0027861961-2019-2019-0000-00	9010	Tax	01/18/2020	Military		(\$12.31)	\$0.00	(\$12.31)
910 OAK DR	MOREHEAD CITY, NC 28557	Provision	0027861961	NW19336	Refund Generated due to provision on Bill #0027861961-2019-2019-0000-00	1557	Tax				(\$8.44)	\$0.00	(\$8.44)
910 OAK DR	MOREHEAD CITY, NC 28557	Provision	0027861961	NW19336	Refund Generated due to provision on Bill #0027861961-2019-2019-0000-00	1547	Vehicle				(\$9.00)	\$0.00	(\$9.00)
910 OAK DR	MOREHEAD CITY, NC 28557	Provision	0027861961	NW19336	Refund Generated due to provision on Bill #0027861961-2019-2019-0000-00	37	Tax				(\$2.36)	\$0.00	(\$2.36)
910 OAK DR	MOREHEAD CITY, NC 28557	Provision	0027861961	NW19336	Refund Generated due to provision on Bill #0027861961-2019-2019-0000-00	19	Tax				(\$1.50)	\$0.00	(\$1.50)
910 OAK DR	MOREHEAD CITY, NC 28557	Provision	0027861961	NW19336	Refund Generated due to provision on Bill #0027861961-2019-2019-0000-00	9010	Tax	01/15/2020	Tag Surrender		(\$10.51)	\$0.00	(\$10.51)
910 OAK DR	MOREHEAD CITY, NC 28557	Provision	0027861961	NW19336	Refund Generated due to provision on Bill #0027861961-2019-2019-0000-00	32	Tax				(\$3.65)	\$0.00	(\$3.65)
910 OAK DR	MOREHEAD CITY, NC 28557	Provision	0027861961	NW19336	Refund Generated due to provision on Bill #0027861961-2019-2019-0000-00	9010	Tax	01/07/2020	Tag Surrender		(\$18.55)	\$0.00	(\$18.55)
910 OAK DR	MOREHEAD CITY, NC 28557	Provision	0027861961	NW19336	Refund Generated due to provision on Bill #0027861961-2019-2019-0000-00	1507	Tax				(\$12.73)	\$0.00	(\$12.73)



North Carolina Vehicle Tax System

NCVTS Pending Refund report

Report Date 2/3/2020 2:14:58 PM

OWNER	ADDRESS	CITY	STATE	ZIP	ADJUSTMENT	AMOUNT	TYPE	DATE	STATUS	DATE	TAX	REFUND	TOTAL
STARNE, JEFFREY GLENN	STARNE, JEFFREY GLENN												
729 N FORTY RD	MOREHEAD CITY, NC 28557	Adjustment + \$100	0046047049	CL11546	Refund Generated due to adjustment on Bill #0046047049-2019-2019-0000-00	1567	Vehicle				\$0.00	\$0.00	\$0.00
729 N FORTY RD	MOREHEAD CITY, NC 28557	Adjustment + \$100	0046047049	CL11546	Refund Generated due to adjustment on Bill #0046047049-2019-2019-0000-00	37	Tax				(\$3.59)	\$0.00	(\$3.59)
729 N FORTY RD	MOREHEAD CITY, NC 28557	Adjustment + \$100	0046047049	CL11546	Refund Generated due to adjustment on Bill #0046047049-2019-2019-0000-00	16	Tax				(\$2.98)	\$0.00	(\$2.98)
729 N FORTY RD	MOREHEAD CITY, NC 28557	Adjustment + \$100	0046047049	CL11546	Refund Generated due to adjustment on Bill #0046047049-2019-2019-0000-00	9010	Tax	01/21/2020	Over Assessment		(\$7.		



North Carolina Vehicle Tax System

NCVTS Pending Refund report

Report Date 2/3/2020 2:14:58 PM

Taxpayer		Address	County	Adjustment	Amount	Bill #	Refund Reason	Category	Date	Vehicle ID	Type	Amount	Refund	Total
WADDELL, JONATHAN TAYLOR	WADDELL, JONATHAN TAYLOR	1188 INCHON RD	NORFOLK, VA 23511	Adjustment <	\$100	0035841517	Refund Generated due to adjustment on Bill #0035841517-2018-2017-0000-00	Military	01/23/2020	9010	Tax	(\$15.75)	\$0.00	(\$15.75)
										1480	Tax	(\$18.14)	\$0.00	(\$18.14)
														Refund
														\$33.89
WADDELL, JONATHAN TAYLOR	WADDELL, JONATHAN TAYLOR	1188 INCHON RD	NORFOLK, VA 23511	Adjustment <	\$100	0019967078	Refund Generated due to adjustment on Bill #0019967078-2017-2017-0000-00	Military	01/23/2020	9010	Tax	(\$35.90)	\$0.00	(\$35.90)
										1480	Tax	(\$41.34)	\$0.00	(\$41.34)
														Refund
														\$77.24
WADDELL, JONATHAN TAYLOR	WADDELL, JONATHAN TAYLOR	1188 INCHON RD	NORFOLK, VA 23511	Adjustment <	\$100	0043835822	Refund Generated due to adjustment on Bill #0043835822-2018-2018-0000-00	Military	01/23/2020	9010	Tax	(\$31.47)	\$0.00	(\$31.47)
										1480	Tax	(\$38.06)	\$0.00	(\$38.06)
														Refund
														\$69.53
WADDELL, JONATHAN TAYLOR	WADDELL, JONATHAN TAYLOR	1188 INCHON RD	NORFOLK, VA 23511	Adjustment <	\$100	0035841517	Refund Generated due to adjustment on Bill #0035841517-2018-2018-0000-00	Military	01/23/2020	9010	Tax	(\$14.29)	\$0.00	(\$14.29)
										1480	Tax	(\$17.29)	\$0.00	(\$17.29)
														Refund
														\$31.58
WADDELL, JONATHAN TAYLOR	WADDELL, JONATHAN TAYLOR	1188 INCHON RD	NORFOLK, VA 23511	Adjustment <	\$100	0019967078	Refund Generated due to adjustment on Bill #0019967078-2018-2018-0000-00	Military	01/23/2020	9010	Tax	(\$7.64)	\$0.00	(\$7.64)
										1480	Tax	(\$9.25)	\$0.00	(\$9.25)
														Refund
														\$16.89
WADDELL, JONATHAN TAYLOR	WADDELL, JONATHAN TAYLOR	1188 INCHON RD	NORFOLK, VA 23511	Adjustment <	\$100	0047122192	Refund Generated due to adjustment on Bill #0047122192-2018-2018-0000-00	Military	01/23/2020	9010	Tax	(\$28.24)	\$0.00	(\$28.24)
										1480	Tax	(\$34.16)	\$0.00	(\$34.16)
														Refund
														\$62.40
WEBER, BRUCE WILLIAM	WEBER, BRUCE WILLIAM	188 OLD FERRY DOCK RD	HARKERS ISLAND, NC 28531	Proration		0043783331	Refund Generated due to proration on Bill #0043783331-2019-2019-0000-00	Vehicle Sold	01/02/2020	9010	Tax	(\$11.07)	\$0.00	(\$11.07)
										16	Tax	(\$3.92)	\$0.00	(\$3.92)
														Refund
														\$14.99
WINSTEAD, RONALD JACKSON	WINSTEAD, RONALD JACKSON	202 CLAM DOGGER CT	EMERALD ISLE, NC 28554	Proration		0004121117	Refund Generated due to proration on Bill #0004121117-2019-2019-0000-00	Tag Surrender	01/28/2020	9010	Tax	(\$30.85)	\$0.00	(\$30.85)
										1556	Tax	(\$15.43)	\$0.00	(\$15.43)
														Refund
														\$46.28
														Refund Total
														\$2973.87

### 3. Approval to Enter into the North Carolina Statewide Mutual Aid Agreement Between N.C. Emergency Management and Carteret County

#### COUNTY OF CARTERET DEPARTMENT OF EMERGENCY SERVICES

Jen Sawyer  
Emergency Management  
Coordinator/ Planner



Office 252-222-5841  
Mobile 252-732-6121  
jen.sawyer@carteretcountync.gov

To: Bill Smith, Chairman  
From: Jen Sawyer, EM Coordinator/ Planner  
Date: January 22, 2020  
Subj: Statewide Mutual Aid Agreement

Attached is the North Carolina Statewide Mutual Aid Agreement and Assistance Agreement between North Carolina Emergency Management and Carteret County. We are submitting an updated signed copy as part of our Emergency Management Performance Grant universal work activities. The previous Statewide Mutual Aid Agreement was signed in March, 2016 by Robin Comer as Chairman of the Board of Commissioners.

Continuing to participate in the Mutual Aid System provides efficient and effective assistance among governments, as well as faster reimbursement from the Federal Emergency Management Agency.

The document requires your signature in order to be submitted to the state. As soon as you have signed the document, I will ensure that it is delivered to the appropriate state representative.

If you have any questions, please don't hesitate to call.

Thank you

3820 Bridges St., Suite D  
Morehead City, NC 28557  
www.facebook.com/CCES7

Due to the size of the supporting documentation, it is being incorporated into these minutes by reference. A full copy will be retained in the County Manager's Office.

4. Approval of Budget Amendment for the Appropriation of \$22,200 in State Drug Revenue for the Purchase of Small Equipment for the Sheriff's Department

**Office of the Sheriff**

**ASA B. BUCK, III**  
SHERIFF



304 CRAVEN STREET  
BEAUFORT, NC 28516

PH: 252.728.8400  
FAX: 252.504.4818

To: Carteret County Board of Commissioners

From: Sheriff Asa Buck *AS*

Subject: Appropriation of State drug revenue.

Date: February 19, 2020

Requesting the appropriation of \$22,200 in State drug revenue for undercover equipment & Sheriff App purchases.

Carteret County  
 Budget Amendment  
 Fiscal Year 2019-2020  
 Department: Sheriff's Office - SD Criminal  
 Date: 2/19/2020  
 Justification: Appropriation of State drug funds to purchase small equipment.

Fund	Description	Account Number	Increase	
General Fund	Revenues	State drug fund	110.10.3431.303	22,200
Total Increase in Revenues				
General Fund	Expenditures	Small Equipment	110.10.4310.23700	7,200
		Capital	110.10.4310.53800	15,000
Total Increase Expenditures			22,200	

Approval Chairman, Board of Commissioners \_\_\_\_\_

Date: \_\_\_\_\_

5. Approval of the Contract for the Salter's Creek Maintenance Dredging Event & Approval of Corresponding Budget Amendment: \$105,000

Shore Protection Manager

Greg L. Rudolph  
 Tel: (252) 222.5835  
 Fax: (252) 222.5826  
 grudolph@carteretcountync.gov



**Memorandum**

To: Carteret County Board of Commissioners (CBOC)  
 From: Greg "rudl" Rudolph  
 Date: February 17, 2020  
 Re: **Salters Creek and The Straits Landing Channel Maintenance Dredging Events**  
 - Proposal and Contract Award (2)  
 - Budget Amendment (2)

The CBOC is respectfully requested to consider and approve two contract awards for the above referenced waterway dredging projects, and two accompanying budget amendments. In December the CBOC approved a series of documents pertaining to Salters Creek and The Straits Landing Channel, which are both located Down East and serviced by regional N.C. Wildlife Resources Commission (NCWRC) Boat Ramps that are very popular with our citizenry and to those abroad. Since then we have been awarded reimbursement grants stemming from the State's Shallow Draft Navigation Channel Dredging & Aquatic Weed Fund to provide 2/3 of the project's costs (NCDEQ Contracts #8104 and #8105), and the NCWRC has returned a fully executed Memorandum of Agreement enabling the NCWRC to provide the County the remaining 1/3 of the project's costs via federal funding this agency receives specifically for dredging purposes. We are essentially serving in a project administrator/manager capacity in terms of bid procurement, construction oversight, and payment for both projects. In return, all funding will ultimately be born from non-County sources.

BID ABSTRACT – SALTERS CREEK				
February 7, 2020				
CONTRACTOR	ITEM 1 Mobilization (\$)	ITEM 2 Dredge/Disposal 1,200 cy (\$/cy)	ITEM 3 Demobilization & Restoration (\$)	TOTAL (1 + 2 + 3)
Brooks Dredging	\$11,000	\$75,600 (\$60/cy)	\$11,000	\$97,600
Coastal Marine Structures	\$145,000	\$22,680 (\$18/cy)	\$18,000	\$185,680
County Estimate	\$25,200	\$63,000 (\$50/cy)	\$16,800	\$105,000

BID ABSTRACT – THE STRAITS LANDING CHANNEL					
February 7, 2020					
CONTRACTOR	ITEM 1 Mobilization (\$)	ITEM 2 Material Site (\$)	ITEM 3 Dredge/Disposal 920 cy (\$/cy)	ITEM 4 Demobilization & Restoration (\$)	TOTAL (1 + 2 + 3 + 4)
Brooks Dredging	\$6,000	\$4,600	\$41,400 (\$45/cy)	\$6,000	\$58,000
Coastal Marine Structures	\$145,000	\$26,940	\$32,200 (\$35/cy)	\$15,000	\$219,140
County Estimate	\$15,720	\$2,620	\$36,800 (\$40/cy)	\$7,860	\$63,000

Shore Protection Office • P.O. Box 4297 • Emerald Isle, North Carolina 28594  
 www . protect the beach . com

Bid solicitations were posted on the County's website and five contractors were contacted directly by County staff regarding both projects (four of which were Carteret County-based). We also hosted a voluntary pre-bid meeting on January 24<sup>th</sup> - two weeks before the bid opening date of February 7<sup>th</sup>. Ultimately two bids per project were received via an informal contracting process for both channel dredging events, which were furnished by Brooks Dredging & Marine Construction, Inc. from Harker's Island, N.C. and Coastal Marine Structures from Powells Point, N.C. (see bid abstracts above).

Brooks Dredging is the low-bidder for both projects and the contract dollar amounts are well within budgets. Accordingly, for Salters Creek we can expect a \$65,067 State reimbursement and a \$32,533 reimbursement from NCWRC (\$97,600 total), and for The Straits Landing Channel we can expect a \$38,667 State reimbursement and a \$19,333 reimbursement from NCWRC (\$58,000 total). The attached **Budget Amendments** reflect these transactions and our ability to accept funding from these two entities. And obviously, the attached **PROPOSAL AND CONTRACT** documents also have to be approved/executed by the CBOC before we provide a Notice to Proceed to Brooks Dredging to begin these two dredging projects that will greatly benefit the County's fishing and boating communities. The NCWRC is permit holder for both projects that include an April 1<sup>st</sup> deadline for dredging and we anticipate both projects can be completed within the next month and a half.

I'll be glad to review the projects or answer any questions the CBOC may have either at your February 17<sup>th</sup> meeting or in the interim leading up to this date - please don't hesitate to call or email if needed in this latter regard.

Carteret County

Budget Amendment

Fiscal Year 2019-2020

Department: Capital Improvement Fund

Date: 2/17/2020

Justification: State matching funds for Salter's Creek dredging project

Fund	Description	Account Number	Increase
Capital Improvement	Revenues	NCDEQ State Matching funds	400.20.3811.300 70,000
		NC Wildlife Matching funds	400.20.3811.302 35,000
Total Increase in Revenues			<u>105,000</u>
	Expenditures	Salter's Creek Dredging	400.80.8110.83200 105,000
Total Increase Expenditures			<u>105,000</u>

Approval Chairman, Board of Commissioners \_\_\_\_\_

Date: \_\_\_\_\_

### PROPOSAL AND CONTRACT Carteret County Department

The undersigned, as bidder, proposes and agrees if this proposal is accepted to contract with the County of Carteret for the furnishing of all materials, equipment, and labor necessary to complete the construction of the work described in these documents in full and complete accordance with plans, specifications, and contract documents, and to the full and entire satisfaction of the County of Carteret for the sum of:

Item	Quantity	Unit	Unit Price	Total
1.0 Mobilization	1	LS	11,000.00	\$11,000.00
2.0 Dredging & Material Placement	1,260	CY	60.00	\$75,600.00
3.0 Demobilization & Site Restoration	1	LS	11,000.00	\$11,000.00
Total				\$97,600.00

Total Bid based on estimated quantities above \$ ninety-seven thousand-six hundred dollars (Use words) no/100's

Respectively submitted this 17<sup>th</sup> day of February, 2020

Brooks Dredging and Marine Construction Inc.  
Contractor

Federal ID#: 56-2012212

By: Donnetta Brooks

Witness \_\_\_\_\_

Title: President/secretary  
(Owner, partner, corp. Pres. or Vice President)

(Proprietorship or Partnership)

Address: 507 Bayview Drive  
Harkers Ln, NC 28531

Attest: (corporation)

Email: dbrooks62@cc.rr.com

(Corporation Seal)

By: Donnetta Brooks License #: 49758

Title: Secretary Note: Provide three original signed documents after selection.  
(Corporation Secretary)



NORTH CAROLINA  
COUNTY OF CARTERET GOVERNMENT

Tommy Burns, County Manager

(Seal)

Contractor: Brooks Dredging and Marine Const. Inc.

Charles Bentley Brooks  
Authorized Representative

(Seal)

Bentley Brooks  
Printed Name

v-president  
Title

This instrument has been pre-audited  
in the manner required by the  
Local Government Budget and Fiscal  
Control Act.

Approved as to form:

Dee Meshaw, County Finance Officer

Rob Wheatly, County Attorney

I, \_\_\_\_\_ a Notary Public of the State and County aforesaid  
certify that Tommy Burns acknowledged that he is the County Manager of County of Carteret, and that  
authority duly given as the act of the Board signed the foregoing instrument signed in its name by the  
County Manager, sealed with its corporate seal.

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

Notary Public

My Commission expires: \_\_\_\_\_

6. Approval of the Contract Agreement for the Straits Landing Channel Maintenance  
Dredging Event & Approval of Corresponding Budget Amendment: \$63,000

Carteret County

Budget Amendment

Fiscal Year 2019-2020

Department: Capital Improvement Fund

Date: 2/17/2020

Justification: State matching funds for Straits Landing Channel dredging project

Fund	Description	Account Number	Increase
Capital Improvement	Revenues	NCDEQ State Matching funds	400.20.3811.300 42,000
		NC Wildlife	400.20.3811.302 21,000
	Total Increase in Revenues		<u>63,000</u>
	Expenditures	Salter's Creek Dredging	400.80.8110.83200 <u>63,000</u>
	Total Increase Expenditures		<u>63,000</u>

Approval Chairman, Board of Commissioners \_\_\_\_\_

Date: \_\_\_\_\_

**PROPOSAL AND CONTRACT**  
Carteret County Department

The undersigned, as bidder, proposes and agrees if this proposal is accepted to contract with the County of Carteret for the furnishing of all materials, equipment, and labor necessary to complete the construction of the work described in these documents in full and complete accordance with plans, specifications, and contract documents, and to the full and entire satisfaction of the County of Carteret for the sum of:

1. Item	Quantity	Unit	Unit Price	Total
1.0 Mobilization	1	LS	6,000.00	6,000.00
2.0 Dredged Material Disposal Site	1	LS	4,600.00	4,600.00
3.0 Dredging & Material Placement	920	CY	45.00	41,400.00
4.0 Demobilization & Site Restoration	1	LS	6,000.00	6,000.00
<b>Total</b>				<b>58,000.00</b>

Total Bid based on estimated quantities above \$ fifty-eight thousand no/100's (Use words)

Respectively submitted this 17<sup>th</sup> day of February, 2020

Brooks Dredging and Marine Construction Inc.  
Contractor

Federal ID#: 56-2012218

Witness \_\_\_\_\_

(Proprietorship or Partnership)

Attest: (corporation)

(Corporation Seal)

By: Dannetta Brooks

Title: president / secretary  
(Owner, partner, corp. Pres. or Vice President)

Address: 507 Bayview Drive  
Harkers Landing, NC 28531

Email: dbrooks62@ec.rr.com

By: Dannetta Brooks

License #: 49758

Title: secretary  
(Corporation Secretary)

Note: Provide three original signed documents after selection.



**NORTH CAROLINA  
COUNTY OF CARTERET GOVERNMENT**

\_\_\_\_\_  
Tommy Burns, County Manager

(Seal)

Contractor: Brooks Dredging and Marine Construction Inc.

Beutley Brooks  
Authorized Representative

(Seal)

Beutley Brooks  
Printed Name

v-president  
Title

This instrument has been pre-audited  
in the manner required by the  
Local Government Budget and Fiscal  
Control Act.

Approved as to form:

\_\_\_\_\_  
Dee Meshaw, County Finance Officer

\_\_\_\_\_  
Rob Wheatly, County Attorney

I, \_\_\_\_\_, a Notary Public of the State and County aforesaid  
certify that Tommy Burns acknowledged that he is the County Manager of County of Carteret, and that  
authority duly given as the act of the Board signed the foregoing instrument signed in its name by the  
County Manager, sealed with its corporate seal.

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

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_

- Approval of Rental Agreement Between the Mill Creek Fire & EMS and Carteret County Emergency Services for a One-Bedroom House & Authority for the County Manager to Execute the Agreement

COUNTY OF CARTERET  
DEPARTMENT OF EMERGENCY SERVICES

Stephen Rea  
Emergency Services Director



Office 252-222-5841  
Mobile 252-241-1630  
stephen.rea@carteretcountync.gov

DATE: February 17, 2020  
TO: Carteret County Commissioners  
FROM: Stephen Rea, Emergency Services Director  
SUBJECT: Lease Agreement

Currently Carteret County Emergency Medical Services (CEMS) is residing at Beaufort Fire Station 2. Beaufort Fire Department was generous to allow CEMS to reside at their station during the time Mill Creek Fire and EMS department constructed living quarters. CEMS provides paramedic coverage for Mill Creek Fire and EMS. The new living quarters at Mill Creek are within all regulatory standards.

The lease agreement with Mill Creek Fire and EMS will provide a month to month lease for accommodations that include a bunk room for the staff, use of kitchen, and a lounge area. This lease is for \$600 per month and includes all utilities. This will also allow for increase collaboration with providers of Mill Creek Fire and EMS.

Rental Agreement  
2370 Mill Creek Rd  
(Mill Creek) Newport, NC 28570

THIS AGREEMENT made this first day of February 2020, by and between Mill Creek Fire and EMS, herein called "Landlord," and Carteret County Emergency Services herein called "Tenants." Landlord hereby agrees to rent to Tenant the real property located in the City of Newport, State of NC, described as follows: 1 bd of house on 2370 Mill Creek Rd. Commencing on the first day of February, 2020 and thereafter on a month to month basis until 60 day notice is given by landlord or tenants, at which time this agreement is terminated.

Landlord (Mill Creek Fire and EMS) rents one bedroom with shared bathroom to Tenant (Carteret County Emergency Services) on the following terms and conditions:

1. Rent

Tenant agrees to pay Landlord as base rent the sum of \$600 per month, due and payable monthly in advance on the fourth day of each month, during the term of this agreement starting February 1, 2020.

2. Payment of Rent

Monthly rent payments may be paid by check or direct deposited. Rent shall be made payable to Mill Creek Fire and EMS. If check is used, Mail to P.O Box 1296 Newport, NC 28570.

3. Appliances and furniture.

The room is rented with no appliances. No appliances shall be permitted in the room. This room is for sleeping quarters only. Bed with mattress set, dresser, and floor lamp are provided. No other furniture is permitted.

4. Rental Collection Charge

Tenant hereby acknowledges that late payment will cause Landlord to incur costs not contemplated by this Rental Agreement, the exact amount of which will be extremely difficult to ascertain. In the event rent is not received prior to 5:00 P.M. on the 4th of the month, regardless of cause including dishonored checks, Tenant further agrees to pay a late charge to Landlord equal to twenty-five dollars (\$25) each week the rent is late.

5. Use

The Tenant agrees to use the premises only as a residence for themselves, and those persons identified below.

Emergency Services Personnel that are on duty for Mill Creek Fire and EMS.

By no means may Tenant allow any additional persons to occupy the premises. Landlord will hold Tenant solely responsible for all damages to property or for violations against this rental agreement.

6. Legal Obligations

Tenant hereby acknowledges that they have a legal obligation to pay their rent on time each and every month regardless of any other debts or responsibilities they may have. They agree that they will be fully liable for any back rent owed. They also acknowledge that defaulting on this Rental Agreement could result in a judgment being filed against them and a lien being filed against their current and future assets.

7. Attorney's Cost

If court action is sought by either party to enforce the provisions of the Rental agreement, attorney's fees and costs may be awarded to the prevailing party in the court action.

#### 8. Repair policy

The Tenant shall use customary diligence in care of the Premises. The Tenant is encouraged to treat this as their home. Landlord agrees that all repairs are expected to be performed by the landlord. All repairs shall be done in compliance with all applicable codes and regulations. The Tenant acknowledges responsibility for any damages caused by their negligence.

#### 9. Occupancy

Tenant to Maintain dwelling unit as follows:

1. Comply with all obligations primarily imposed upon tenant by applicable provisions of building codes materially affecting health and safety.
2. Keep that part of the premises that he/she occupies and uses as clean and safe as the condition of the premises permit.
3. Dispose from his dwelling unit all rubbish, garbage, and other waste in a clean and safe manner.
4. Keep all plumbing fixtures in a dwelling unit or used by the tenant as clean as its condition permits.
5. Use in a reasonable manner all electrical, plumbing, sanitary, heating, ventilating, air-conditioning, and other facilities and appliances.
6. Not deliberately or negligently destroy, deface, damage, impair, or remove any part of the premises or knowingly permit any person to do so.
7. Conduct himself/herself in a manner that will not disturb his neighbor's peaceful enjoyment of the premises.

Resident warrants that he/she will meet above conditions in every respect, and acknowledges that failure to perform the obligations herein stipulated will be considered grounds for termination of this agreement and loss of any or all deposits.

#### 10. Cleaning Fee

Tenant hereby agrees to accept the property in its present state of cleanliness. They agree to return the property in the same condition or better, and a \$300 cleaning fee may be charged to cover Landlord costs for having the premises professionally cleaned.

#### 11. Plumbing and Electricity

Tenant agrees not to put or pour any debris, grease, paper towels, cigarettes, Q-tips, tampons, newspaper, food, or any other matter in the sink drain or toilets. Tenant will not be required to pay any bills for all sewer cleaning services resulting from clogged pipes/sewer back-up. Please remember this is a septic system home. No feminine hygiene products should be flushed. Please dispose in trash.

Tenant must not overload electrical circuits. Only two electrically operated items may be plugged in any electrical receptacle.

#### 12. Tenant's use of shared space, EMS day room, meeting hall, and kitchen.

Tenant has full access to these spaces and agrees to use these common areas responsibly and clean up after themselves.

#### 13. Removal of Landlord's Property

If anyone removes any property belonging to Landlord without the express written consent of Landlord, this will constitute abandonment and surrender of the premises by Tenant and termination by them of this Rental Agreement. Landlord may also take further legal action.

#### 14. Tenant Insurance

No rights of storage are given by this Lease Agreement. The Tenant agrees to hold the Landlord harmless from any liability by reason of personal injury to any person and for property damage occurring on or about or connected with the Premises or resulting from the Tenant use thereof. The Tenant hereby acknowledges this and agrees to make no such claims for any losses or damages against the Landlord. Renters insurance is the sole responsibility of the Tenant. Landlord is not responsible for lost, stolen, or damaged items.

#### 15. Abandonment

If Tenant leaves the premises unoccupied for 15 days without paying rent in advance for that month, or while owing any back rent from previous months, which has remained unpaid, the Landlord and/or his representatives have the right to take immediate possession of the property and to bar the Resident from returning. Landlord will also have the right to remove any property that the Residents have left behind and store it at Tenant's expense.

#### 16. Lock Policy

No additional locks will be installed on any door without the written permission of Landlord

#### 17. Condition of Premises

The Tenant acknowledges that the said property is in good condition. If there is anything about the condition of the property that is not good, they agree to report it to Landlord within 3 days of taking possession of the property. They agree that failure to file any written notice of defects will be legally binding proof that the property is in good condition at the time of occupancy.

#### 18. Tenant Responsibility

Good housekeeping is expected of everyone. Tenant agrees to keep quarters clean and in sanitary condition. The Tenant agrees not to permit any deterioration or destruction to occur while they are occupying the property. They agree to maintain the walls, woodwork, floors, furnishings, fixtures and appliances, windows, screens, doors, fences, plumbing, air-conditioning and heating, electrical and mechanical systems as well as the general structure and appearance of the property. Tenant agrees to follow all Landlord instructions, especially where posted.

#### 19. Alterations

Tenant shall make no alterations, decorations, additions or improvements in or to the premises without the Landlord's prior written consent, and then only by contractors or mechanics approved by Landlord. All alterations, additions, or improvements upon the premises, made by either party, shall become the property of Landlord and shall remain upon, and be surrendered with said premises, as a part thereof, at the end of the term hereof.

The Tenant specifically agrees that no tacks, nails, screws, etc., will be driven into the walls, nor will they be marred or torn by glue or tape. They also acknowledge that they will be responsible for and pay for any damage done by rain, wind, hail, tornadoes, hurricanes, etc., if this damage is caused by leaving windows open, allowing stoppage and/or overflow of water and/or sewage pipes, broken windows or doors, torn screens, broken door and window locks, etc. or any damage caused while Tenant has occupancy.

#### 20. Maintenance of Lawns

The Tenant acknowledges that they are NOT responsible for maintaining the lawns and landscaping.

#### 21. Utilities

Tenant will NOT be responsible for payment of any utilities, garbage, water and sewer charges, gas or other bills incurred during their residency.

#### 22. Roof and Termite Alert

Tenant agrees to notify Landlord immediately if roof leaks, water spots appear on ceiling, or at the first sign of termite activity.

#### 23. Validity of Lease Provisions

Any provision set forth in this Rental Agreement which is contrary to the state Residential Landlord and Tenant laws shall be treated by Landlord and Tenant as void and as if it were not set forth herein, but all other provision of the Rental Agreement shall remain in full force and effect.

24. Pest-Control Policy

This will be done as needed and done by a company paid by the Landlord.

25. Waiver

All rights given to Landlord by this agreement shall be cumulative in addition to any laws that exist or might come into being. Any exercise of any rights by Landlord or failure to exercise any rights shall not act as a waiver of those or any other rights. No statement or promise by Landlord, its agents or employees, as to tenancy, repairs, amount of rent to be paid, or other terms and conditions shall be binding unless it is put in writing and made a specific part of this agreement.

26. Legally Binding

Tenant hereby states that they have the legal rights to sign for any and all other residents and to commit them to abide by this contract.

27. Terms

In this agreement the singular number where used will include the plural, the masculine gender will include the feminine, the term Owner will include Landlord, Lessor; and the term Resident will include Tenant, Lessee.

28. Full Disclosure

The Tenant signing this Rental Contract hereby state that all questions about this Rental Agreement have been answered, that they fully understand all the provisions of the agreement and the obligations and responsibilities of each party, as spelled out herein. They further state that they agree to fulfill their obligations in every respect or suffer the full legal and financial consequences of their actions or lack of action in violation of this agreement. Signature by the Tenant on this Rental Agreement is acknowledgment and he/she has received a signed copy of the Rental Agreement.

Accepted this \_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_, Landlord

\_\_\_\_\_, Tenant

8. Approval of the Carteret County Volunteer Policy & Application Process



**MEMORANDUM**

**TO:** Board of Commissioners  
**FROM:** Jaime Long, Human Resources Director  
**RE:** Volunteer Policy  
**DATE:** January 27, 2020

**Action Requested:**

The Human Resources Department request approval of the attached CCG Volunteer Policy and Application process.

**Background:**

Carteret County currently does not have a policy for volunteers who work with the County. This policy will assist County Departments in applying consistent procedures and policy to those citizens volunteering with the County.

Thank you for your time in reviewing this request.

*Due to the size of the supporting documentation, it is being incorporated into these minutes by reference. A full copy will be retained in the County Manager's Office.*

9. Approval of Tax Penalty Waivers:

- Bruce G. Lynch: \$18.54
- Kellie Chappell/Avalara MyLodge: \$211.87 & \$78.07
- Karen Cercone: \$130.60

## CARTERET COUNTY FINANCE

Denise H. Meshaw, CPA  
Assistant County Manager  
Finance Department



Tel: (252) 728-8410  
Fax: (252) 728-8424  
deem@carteretcountync.gov  
www.carteretcountync.gov

**To:** Board of Commissioners  
**From:** Dee Meshaw, Assistant County Manager Finance  
**Date:** February 17, 2020  
**Subject:** Occupancy Tax Penalty Waiver

For your consideration, is a request to waive several occupancy tax late paying and late filing penalties. Bruce G. Lynch has requested that \$18.54 in penalties be waived; the property owner was unaware that the occupancy tax report was due by the 20<sup>th</sup> of the following month. Mr. Lynch has never requested a waiver and has always paid on time.

Kellie Chappell/Avalara MyLodgeTax is respectively requesting a waiver for two of her properties located at 107 W Bogue Drive Unit 2 in Atlantic Beach and 1006 W Ocean Drive in Emerald Isle for the months of May 2019 through October 2019. Kellie Chappell/Avalara MyLodgeTax was unaware that occupancy tax is to be reported on a monthly basis. For the property located at 107 W Bogue Drive Unit 2, Ms. Chappell/Avalara MyLodgeTax is requesting that \$211.87 in late paying and late filing penalties be waived. For the property located at 1006 W Ocean Drive, Ms. Chappell/Avalara MyLodgeTax is requesting \$78.07 in late paying and late filing penalties be waived. Ms. Chappell/Avalara MyLodgeTax has paid in full and now understands to report occupancy tax on a monthly basis.

Karen Cercone began renting her home at 102-A Asbury Avenue in July 2018 and was unaware that she had to collect and pay occupancy tax. Ms. Cercone has paid all her occupancy tax in full and is requesting to have \$130.60 in late paying and late filing penalties be waived from the months rented since July 2018. Under the provisions of N.C.G.S. 153-A-155 (e) and 105-237, the Board of Commissioners has discretion to waive penalties.

10. Approval to Accept Additional Funding – Agreement Addendum #452 Breast and Cervical Cancer Program, Revision 2, \$9,750, & Approval of Corresponding Budget Amendment

## CARTERET COUNTY DEPARTMENT OF HUMAN SERVICES

Cindy P. Holman  
Consolidated Human Services Director  
cindy.holman@carteretcountync.gov



Clinton W. Lewis  
DSS Director  
Consolidated Human Services Deputy Director  
clint.lewis@carteretcountync.gov

Stephanie M. Cannon, MPA  
Health Director  
Consolidated Human Services Deputy Director  
stephanie.cannon@carteretcountync.gov

**To:** Carteret County Board of Commissioners  
**From:** Stephanie Cannon  
Health Director  
**Date:** February 17, 2020  
**Subject:** Request to Accept Additional Funding – Agreement Addendum #452 Breast and Cervical Cancer Program, Revision 2, \$9,750

The North Carolina Breast and Cervical Cancer Control Program (BCCCP) provides services to underserved women in North Carolina. The goal of the North Carolina BCCCP is to reduce morbidity and mortality due to breast and cervical cancers in North Carolina women by providing breast and cervical cancer screening services. The Health Department is reimbursed at a rate of \$325 per enrolled woman during the Agreement Addendum period. Agreement Addendum 452, Revision 2 provides funding in the amount of \$9,750 to enable the Health Department to offer these services to an additional 30 eligible women.

We request the Board's approval to accept this funding. Should you have any questions, please contact me. Copy of the budget amendment and Agreement Addendum are attached.

## Division of Public Health Agreement Addendum FY 19-20

Carteret County Health Department  
Local Health Department Legal Name

452 Breast and Cervical Cancer  
Activity Number and Description

06/01/2019 – 05/31/2020  
Service Period

07/01/2019 – 06/30/2020  
Payment Period

CDI / Cancer Prevention and Control  
DPH Section/Branch Name

Debi Nelson, 919-707-5155  
Debi.Nelson@dhhs.nc.gov

DPH Program Contact  
(name, telephone number with area code, and email)

DPH Program Signature \_\_\_\_\_ Date \_\_\_\_\_  
(only required for a negotiable agreement addendum)

- Original Agreement Addendum  
 Agreement Addendum Revision # 2

- I. **Background:** No change.
- II. **Purpose:**  
This Agreement Addendum Revision #2 provides additional funds to increase the screening targets as listed in Section III. Scope of Work and Deliverables below.
- III. **Scope of Work and Deliverables:**  
*As of February 1, 2020, this Agreement Addendum Revision #2 replaces Paragraph A. in its entirety with the following:*
- A. Provided Services. The Local Health Department (LHD) shall provide breast and cervical cancer screening services or screening and/or diagnostic services to NC BCCCP-enrolled women according to the following table:

Breast and Cervical Cancer Screening and/or Diagnostic Services Provided by Service Period	Number of NC BCCCP-Enrolled Women		
	State Funded	Federally Funded	Total
June 1, 2019–May 31, 2020	40	—	40
July 1, 2019–May 31, 2020	—	40	40
<b>Change as of February 1, 2020, Agreement Addendum Revision #2</b>	<b>30</b>	<b>0</b>	<b>30</b>
<b>New Total</b>	<b>70</b>	<b>40</b>	<b>110</b>

- IV. **Performance Measures/ Reporting Requirements:** No change.
- V. **Performance Monitoring and Quality Assurance:** No change.
- VI. **Funding Guideline or Restrictions:** No change.

Health Director Signature \_\_\_\_\_ (use blue ink) \_\_\_\_\_ Date \_\_\_\_\_

Local Health Department to complete: LHD program contact name: \_\_\_\_\_  
(If follow-up information is needed by DPH) Phone number with area code: \_\_\_\_\_  
Email address: \_\_\_\_\_

Signature on this page signifies you have read and accepted all pages of this document. Revised July 2018

DPH-Aid-To-Counties For Fiscal Year: 19/20 Budgetary Estimate N

Activity 452	AA	1320 310C D7	1320 3355 04	1320 5599 00	Proposed Total	New Total
Service Period		07/01-05/31	06/01-05/31	06/01-05/31		
Payment Period		08/01-06/30	07/01-06/30	07/01-06/30		
01 Alamance		0	0	0	0	0
01 Albemarle	* 2	0	32,500	0	32,500	132,715
02 Alexander		0	0	0	0	0
04 Anson		0	0	0	0	0
D2 Appalachian	* 2	0	14,625	0	14,625	31,325
07 Beaufort	* 2	0	4,875	0	4,875	39,800
09 Bladen		0	0	0	0	0
10 Brunswick		0	0	0	0	72,780
11 Buncombe		0	0	0	0	355,250
12 Burke		0	0	0	0	0
13 Cabarrus		0	0	0	0	56,670
14 Caldwell	* 2	0	26,000	0	26,000	64,150
16 Carteret	* 2	0	9,750	0	9,750	32,950
17 Caswell		0	0	0	0	0
18 Catawba		0	0	0	0	48,080
19 Chatham		0	0	0	0	5,850
20 Cherokee	* 2	0	4,875	0	4,875	14,500
22 Clay		0	0	0	0	8,350
23 Cleveland	* 2	0	4,875	0	4,875	49,105
24 Columbus		0	0	0	0	15,425
25 Craven		0	0	0	0	33,400
26 Cumberland		0	0	0	0	43,850
28 Dare		0	0	0	0	33,750
29 Davidson	* 2	0	6,500	0	6,500	67,525
30 Davie		0	0	0	0	25,175
31 Duplin		0	0	0	0	8,125
32 Durham	* 2	0	6,500	0	6,500	26,750
33 Edgecombe		0	0	0	0	7,100
D7 Foothills	* 2	0	12,025	0	12,025	104,125
34 Forsyth		0	0	0	0	101,375
35 Franklin		0	0	0	0	0
36 Gaston	* 2	0	24,375	0	24,375	72,700
38 Graham		0	0	0	0	6,750
D3 Gran-Vance		0	0	0	0	0
40 Greene		0	0	0	0	7,075
41 Guilford		0	0	0	0	0
42 Halifax		0	0	0	0	0
43 Harnett		0	0	0	0	0
44 Haywood		0	0	0	0	13,085
45 Henderson		0	0	0	0	28,425
46 Hertford		0	0	0	0	0
47 Hoke	* 2	0	3,250	0	3,250	14,175
48 Hyde	* 2	0	1,625	0	1,625	9,975
49 Iredell		0	0	0	0	0
50 Jackson		0	0	0	0	25,610
51 Johnston		0	0	0	0	61,500
52 Jones	* 2	0	1,625	0	1,625	9,050

53 Lee		0	0	0	0	7,055
54 Lenoir		0	0	0	0	10,025
55 Lincoln		0	0	0	0	58,585
56 Macon	* 2	0	2,275	0	2,275	28,725
57 Madison	* 2	0	4,875	0	4,875	21,485
04 M-T-W		0	0	0	0	15,500
60 Mecklenburg	* 2	0	113,750	0	113,750	321,185
62 Montgomery		0	0	0	0	0
63 Moore		0	0	0	0	0
64 Nash		0	0	0	0	71,000
65 New Hanover		0	0	0	0	24,250
66 Northampton		0	0	0	0	0
67 Onslow		0	0	0	0	16,250
68 Orange		0	0	0	0	16,125
69 Pamlico		0	0	0	0	11,325
71 Pender	* 2	0	3,250	0	3,250	14,200
73 Person		0	0	0	0	0
74 Pitt		0	0	0	0	49,225
75 Polk		0	0	0	0	0
76 Randolph		0	0	0	0	0
77 Richmond		0	0	0	0	18,450
78 Robeson		0	0	0	0	0
79 Rockingham		0	0	0	0	46,750
80 Rowan		0	0	0	0	16,250
D5 R-P-M		0	0	0	0	0
82 Sampson		0	0	0	0	11,625
83 Scotland		0	0	0	0	0
84 Stanly	* 2	0	4,875	0	4,875	13,320
85 Stokes		0	0	0	0	9,260
86 Surry	* 2	0	13,000	0	13,000	79,800
87 Swain		0	0	0	0	7,425
D6 Toe River	* 2	0	5,200	0	5,200	22,600
88 Transylvania		0	0	0	0	7,075
90 Union		0	3,250	0	3,250	21,925
92 Wake	* 2	0	0	0	0	117,750
93 Warren	* 2	0	2,600	0	2,600	10,375
96 Wayne		0	0	0	0	60,100
97 Wilkes	* 2	0	8,125	0	8,125	26,225
98 Wilson	* 2	0	8,125	0	8,125	27,150
99 Yadkin		0	0	0	0	0
Totals		0	322,725	0	322,725	2,787,435

Sign and Date - DPH Program Administrator <i>[Signature]</i> 1/6/2020	Sign and Date - DPH Section Chief <i>[Signature]</i> 1/6/2020
Sign and Date - DPH Contracts Office <i>Marlene Anderson</i> 1/7/2020	Sign and Date - DPH Budget Officer <i>Jamela Fall</i> 1/7/2020

Carteret County

AS400

Budget Amendment

Fiscal Year 2019-2020

Department: Health

Date: 2/17/2020

Justification: The Health Department has received additional BCCCP funding. This will be used to cover the costs of providing BCCCP services to our citizens.

NOTE: Whole dollars only, no cents

Fund	Revenue or Expense	Description: Account Name	Account Number (County General Ledger)	Increase	Decrease
General Fund	Revenues				
	Health Center	St Breast Cervical Cancer	110.50.3515.304	9,750	
		Total Increase in Revenues		<u>9,750</u>	<u>-</u>
	Expenditures				
	Health Center	Professional Services Medical	110.50.5110.19300	9,750	
		Total Increase Expenditures		<u>9,750</u>	<u>-</u>

Approval Chairman, Board of Commissioners \_\_\_\_\_

11. Approval of Budget Amendment to Appropriate Grant Funding for Waterway Property Purchase: \$7,900,000

PLANNING AND DEVELOPMENT

Eugene Foxworth  
Director



Beaufort Office Phone 252-728-8545  
Western Office Phone 252-222-5833

**MEMORANDUM**

DATE: February 10, 2020  
TO: Carteret County Board of Commissioners  
CC: Tommy Burns, County Manager  
FROM: Eugene Foxworth, Assistant County Manager  
RE: Budget Amendment in support of the Stroud Tract Acquisition

In anticipation of a March 2020 closing on the Stroud Tract that we have been discussing, please find attached a budget amendment in support of this acquisition. Please let me know if you have any questions.

Carteret County

Budget Amendment

Fiscal Year 2019-2020

Department: Capital Improvement Fund

Date: 2/17/2020

Justification: Appropriate grant funding for waterway property purchase

Fund	Description	Account Number	Increase
Capital Improvement	Revenues		
	NC PARTF Grant	400.80.3811.303	500,000
	NC Legislative Grant	400.80.3811.304	3,300,000
	Coastal Federation	400.80.3811.304	1,000,000
	Coastal Water Management Trust Fund	400.80.3811.304	1,200,000
	US Navy	400.80.3811.304	1,900,000
	Total Increase in Revenues		7,900,000
	Expenditures		
	Waterway Property Purchase	400.80.8170.57000	7,900,000
	Total Increase Expenditures		7,900,000

Approval Chairman, Board of Commissioners \_\_\_\_\_

Date: \_\_\_\_\_

- Approval of Request from Marshallberg Fire Department to Release \$40,000 in Reserves to Purchase a Used 1992 E-One Pumper Tanker Fire Apparatus & Approval of Corresponding Budget Amendment

COUNTY OF CARTERET  
DEPARTMENT OF EMERGENCY SERVICES

Eddie Lewis  
Fire Marshal



Office 252-222-5841  
Mobile 252-241-6152  
eddie.lewis@carteretcountygov.org

To: Stephen Rea, Director  
From: Eddie Lewis  
Date: Wednesday January 29, 2020  
Subj: Request for County Reserve Funds to be released to the Marshallberg Fire Department

The Carteret County Fire and EMS Commission met on Tuesday January 28, 2020. A request was presented before the commission by Marshallberg Fire Chief Bryan Blake to purchase a used 1992 E-One pumper-tanker for the department.

This vehicle will replace a fire apparatus that is 36 years old and beyond economical repair. The cost of the vehicle plus fire hose and self-contained breathing equipment (SCBA) units is \$ 40,000.00

After discussion, commission member Frank Jarvis made the motion and a second was made by commission member Mike Lewis to approve the release of Marshallberg Fire Department County Reserve Funds in the amount of \$ 40,000.00 to purchase the 1992 E-One pumper-tanker, fire hose, and SCBA Units. The motion carried unanimously.

Please review the attached documents and forward as you deem appropriate.

Should you have any further questions, please feel free to contact my office.

From: Bryan Blake [mailto:jbryanblake@gmail.com]  
 Sent: Friday, January 24, 2020 10:50 AM  
 To: Eddie Lewis <Eddie.Lewis@careretcountync.gov>  
 Subject: fire and ems agenda

Marshallberg VFD is proposing the purchase of a used fire truck to replace Eng 5 as a first out pumper/tanker. This truck is a 1992 E-1 with 39,000 mi, Cummings diesel, Allison transmission. It is basically the same truck as our E-3. 1250 GPM pump 1,000 gal tank. Just passed pump test and ladder test. The truck was recommended to us by Jay Howell (VFIS). Reggie Lewis our Captain has experience with the truck through classes he taught while in Fayetteville. Their BOD wants \$30,000, there Chief said \$25,000 will get the truck. Reason for selling is they are getting a new truck that will arrive next week. In the used truck world this is a pretty good deal. We have been talking about the need to replace E-5 for a while now. This would be a good candidate. E-5 could remain as a back-up pumper, which is recommended by ISO. We do have room to house them all.

Their Board and our Board have agreed on the price of \$27,500.00.

We estimate we will need an additional \$11,000.00 for hose and appliances and \$2,000.00 for 4 re-manufactured air packs and PASS devices, for a total of \$40,000.00

We are asking that this amount be released and transferred from our county held reserves to our operation's account so we can finalize this transaction. Our Board of Directors minutes are attached.

Thanks,

Bryan Blake

Chief Marshallberg VFD

**Board Meeting  
 December 19, 2019**

Meeting called to order at 8:18pm with John Day, Mark Hooper, Bryan Blake, Tom Waller and Margaret Riggs in attendance.

Discussion and presentation on a 1992 E-One tanker/pumper that Bryan Blake and Reggie Lewis went to look at in Carolina Trace. It has a 1000 gallon tank and pumps 1250 gallons per minute. The truck comes with ladders. The front seats are not in good shape. That is the only thing wrong with this truck. Reggie looked into the cost of having the seats replaced. He received one estimate of \$600 per seat BOTTOM to replace. He also got an estimate of \$469 from CC Interiors to recover BOTH seat bottoms.

Carolina Trace was asking \$30,000 for the truck. MVFD offered \$25,000. The departments came to an agreed price of \$27,500.

Mark Hooper made a motion to purchase the truck as well as have seat covers redone by CC Interiors, 2<sup>nd</sup> by Bryan Blake

Motion carried

There was a discussion on buying hose for new vehicle.

Tom Waller made a motion to buy the hose, 2<sup>nd</sup> by Mark Hooper

Motion carried

There was discussion on the rest of the equipment needed to get the new truck in service: Air packs for the truck (4) reconditioned @ \$400 per pack plus \$30 each for pass devices. Other equipment needed to outfit the truck will be purchased as needed

Mark Hooper made the motion to accept, 2<sup>nd</sup> by Bryan Blake, motion carried

Motion made at 850 to adjourn by Tom Waller 2<sup>nd</sup> by Margaret Riggs

Carteret County

Budget Amendment

Fiscal Year 2019-2020

Department: Marshallberg Fire Department

Date: 28-Jan-20

Justification: To appropriate funds for the purchase of a used fire truck, fire hose and SCBA Units

Fund	Description	Account Number	Increase
Revenues	Appropriated Fund Balance	280.10.3990.990	\$ 40,000
Total Increase in Revenues			<u>40,000</u>
Expenditures	Marshallberg District Reserves	280.10.4390.69935	40,000
Total Increase Expenditures			<u>\$ 40,000</u>

Approval Chairman, Board of Commissioners \_\_\_\_\_

Date:

13. Approval of Request from Mill Creek Fire Department to Release \$7,166 in Reserves for the Annual Audit and Repairs of Basic LifePak Monitor & Approval of Corresponding Budget Amendment

COUNTY OF CARTERET  
DEPARTMENT OF EMERGENCY SERVICES

Eddie Lewis  
Fire Marshal



Office 252-222-5841  
Mobile 252-241-6152  
eddie.lewis@carteretcountygov.org

To: Stephen Rea, Director  
From: Eddie Lewis  
Date: Wednesday January 29, 2020  
Subj: Request for County Reserve Funds to be released to the Mill Creek Fire Dept.

The Carteret County Fire and EMS Commission met on Tuesday January 28, 2020 and a request was presented before the commission by Mill Creek Fire Chief Kerry Jenkins to release \$ 7,166 in the Mill Creek County Reserve Funds to the Mill Creek Fire Department for the following:

1. Estimated cost of an annual audit at \$ 4000.00 (Fire Reserves)
2. Replace broken Life Pack Monitor (basic model) at \$ 3166.00 (EMS Reserves)

After discussion, the motion was made by commission member Frank Jarvis, and a second was made by commission member James Bristle to approve the release of Mill Creek Fire Department County Reserve Funds in the amount of \$ 7,166.00 to the Mill Creek Fire Department for Items 1 and 2 as stated above.  
The motion carried unanimously.

Please review the attached documents and forward as you deem appropriate.

Should you have any further questions, please feel free to contact my office.



**Mill Creek Fire and EMS**

2370 Mill Creek Rd  
Newport, NC 28570  
252-247-4777



1/22/2020

To whom it may concern,

We would like to request funding from our reserve account for;

1. Yearly audit required by the county. Estimated cost \$4000 to Rodgers & Company.
2. Two AED's to replace broken Life pack 12 monitor. Cost \$3166.60.

Thank you for your consideration and support.

VR,

Kerry Jenkins

Chief

Mill Creek Fire and EMS

252-342-0592 kdjenkins2013@aol.com

Carteret County

Budget Amendment

Fiscal Year 2019-2020

Department: Mill Creek Fire Department

Date: 29-Jan-20

Justification: Release \$ 7,166 in the Counties Mill Creek Fire Reserve Fund to the Mill Creek Fire Department the cost of an annual audit and repair of a broken life-pak monitor

Fund	Description	Account Number	Increase
Revenues	Appropriated Fund Balance FD	280.10.3990.990	4,000
	Appropriated Fund Balance EMS	270.10.3990.990	\$ 3,166
Total Increase in Revenues			<u>7,166</u>
Expenditures	Mill Creek FD Fund Balance	280.10.4345.69940	4,000
	Mill Creek EMS Fund Balance	270.10.4390.69910	\$ 3,166
Total Increase Expenditures			<u>\$ 7,166</u>

Approval Chairman, Board of Commissioners \_\_\_\_\_

Date:

14. Approval of Request from Broad & Gales Creek Fire Department to Release \$80,227 in Reserves to Purchase Ten (10) New Self-Contained Breathing Units & Approval of Corresponding Budget Amendment

COUNTY OF CARTERET  
DEPARTMENT OF EMERGENCY SERVICES

Eddie Lewis  
Fire Marshal



Office 252-222-5841  
Mobile 252-241-6152  
eddie.lewis@carteretcountygov.org

To: Stephen Rea, Director  
From: Eddie Lewis  
Date: Wednesday January 29, 2020  
Subj: Request for County Reserve Funds to be released to the Broad and Gales Creek Fire Department

The Carteret County Fire and EMS Commission met on Tuesday January 28, 2020. The request was presented before the commission by Broad and Gales Creek Fire Chief Tony Matthews to purchase ten (10) new self-contained breathing apparatus (SCBA) units for their department. The SCBA units being replaced are in excess of 20 years old and are beyond economical repair.

The total request for replacement of the SCBA Units is \$ 80,227.

After discussion, the motion was made by commission member Mike Lewis, and a second was made by commission member Frank Jarvis to approve the release of Broad and Gales Creek Fire Department County Reserve Funds in the amount of \$ 80,227 to the Broad and Gales Creek Fire Department. The motion carried unanimously. Commission Member Tony Matthews and Melinda Ward recused themselves self from the vote.

Please review the attached documents and forward as you deem appropriate.

Should you have any further questions, please feel free to contact my office.



**Quote**

Date 01/21/2020  
Quote # QT1329913  
Expires 01/31/2020  
Sales Rep Vann, Joshua  
PO #  
Shipping Method FedEx Ground

**Bill To:**  
BOARD AND GALES CREEK FIRE AND EMS  
3010 HWY 24 W  
Newport NC 28570  
United States

**Ship To:**  
BOARD AND GALES CREEK FIRE AND EMS  
3010 HWY 24 W  
Newport NC 28570  
United States

Item	Alt Item #	Units	Description	Qty	Unit Sales Price	Amount
X8814021305304			Air-Pak 23 Pro SCBA (2018 Edition) with CGA Cylinder Connection, 4.5, Standard Harness with Breathing Buckles, Standard Belt with No Escape Rope, 6.7 Flo Regulator with Standard Hose, Universal EBSS Accessory Hose, No Airline Connection, No Spare Harness Kit, Pak-Tracker, No Case, Packaged 2 SCBA Per Box (Black)	10	5,420.00	54,200.00
604721-01		20	CYL&VLV ASSY CARB,30MIN,4500		835.00	16,700.00
201215-02		10	AV-3000 HT (M), KVLR		248.00	2,480.00
200266-04		1	HHR ASSEMBLY,PAK-TRACKER		1,299.00	1,299.00
200433-01		1	Hand-Held Receiver Truck Charging Systems, 12V DC		475.00	475.00

Chief Tony Matthews  
252-726-0084  
t.matthews1301@gmail.com

Shipping Cost (FedEx Ground) 0.00  
Subtotal 75,154.00  
Tax Total 5,072.89  
Total \$80,226.89

This Quotation is subject to any applicable sales tax and shipping & handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current local tax information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee. Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.



**Carteret County**

**Budget Amendment**

**Fiscal Year 2019-2020**

**Department:** Broad and Gales Creek Fire Department

**Date:** 29-Jan-20

**Justification:** Release of Broad and Gales Creek Fire Department County Reserve Funds in the amount of \$ 80,227 to the Broad and Gales Creek Fire Department

Fund	Description	Account Number	Increase
Revenues	Appropriated Fund Balance	280.10.3990.990	80,227
<b>Total Increase in Revenues</b>			<b>80,227</b>
Expenditures	Broad Creek FD Fund Balance	280.10.4390.69910	80,227
<b>Total Increase Expenditures</b>			<b>\$ 80,227</b>

Approval Chairman, Board of Commissioners \_\_\_\_\_

Date:

15. Approval to Appropriate Funds for the Purchase of a New Animal Control Vehicle due to Accident & Approval of Corresponding Budget Amendment: \$26,695

**CARTERET COUNTY DEPARTMENT OF HUMAN SERVICES**

**Cindy P. Holman**  
 Consolidated Human Services Director  
 cindy.holman@carteretcountync.gov



**Clinton W. Lewis**  
 DSS Director  
 Consolidated Human Services Deputy Director  
 clint.lewis@carteretcountync.gov  
**Stephanie M. Cannon, MPA**  
 Health Director  
 Consolidated Human Services Deputy Director  
 stephanie.cannon@carteretcountync.gov

To: Carteret County Board of Commissioners  
 From: Stephanie Cannon  
 Health Director  
 Date: February 17, 2020  
 Subject: Request for Approval of Appropriation of Funds to Purchase Animal Control Vehicle

In December 2019, one of the Animal Control trucks was involved in an accident. The vehicle has been deemed a total loss by the insurance company. We are requesting the Board's approval of the appropriation of funds to purchase a new vehicle to replace the damaged vehicle. A budget amendment is attached.

If you have any questions, please contact me.

Carteret County AS400

**Budget Amendment**

Fiscal Year 2019-2020

Department: Animal Control

Date: 2/17/2020

Justification: To move funds to replace damaged Animal Control truck.

NOTE: Whole dollars only, no cents

Fund	Revenue or Expense	Description: Account Name	Account Number (County General Ledger)	Increase	Decrease
General Fund	Revenues General	Insurance Proceeds	110.00.3472.851	26,695	
Total Increase in Revenues				26,695	-
	Expenditures				
	Animal Control	Capital Outlay - Vehicle	110.10.4380.51000	26,695	
Total Increase Expenditures				26,695	-

Approval Chairman, Board of Commissioners \_\_\_\_\_

Date: \_\_\_\_\_

16. Approval of a Resolution Declaring Carteret County's Support of Second Amendment Rights

**Board of Commissioners**  
Bill Smith, Chair  
Robin Comer, Vice-Chair  
Bob Cavanaugh  
Jimmy Farrington  
Mark Mansfield  
Jonathan Robinson  
Ed Wheatly



**County Manager**  
Tommy R. Burns  
**Clerk to the Board**  
Rachel B. Hammer

**RESOLUTION  
CARTERET COUNTY  
DECLARING SUPPORT OF SECOND AMENDMENT RIGHTS**

**WHEREAS**, the Carteret County Board of Commissioners recognizes that the Constitution of the United States of America is the supreme law of our nation; and

**WHEREAS**, the Carteret County Board of Commissioners supports the United States Bill of Rights which enforces guarantees of individuals' rights and limitations of Federal and State Governments; and

**WHEREAS**, it is further recognized that the Second Amendment to the Constitution guarantees individuals have the right to keep and bear arms in a manner that shall not be infringed; and

**WHEREAS**, the Supreme Court of the United States has, through multiple rulings, upheld an individual's right to keep and bear arms when Federal, State, and local laws have sought to restrict this right; and

**WHEREAS**, the Carteret County Board of Commissioners is concerned about any effort by the North Carolina General Assembly or United States Congress to enact legislation infringing upon a citizen's individual right to possess a firearm and to use a firearm for traditionally lawful purposes as the United States Supreme Court has interpreted the Constitution; and

**NOW THEREFORE BE IT RESOLVED** by the Carteret County Board of Commissioners, that through working with Sheriff Asa Buck and the Carteret County Sheriff's Office, within its powers, duties and responsibilities, the Carteret County Board of Commissioners shall respect, protect, and defend the Second Amendment Rights of the citizens of Carteret County; and

**BE IT FURTHER RESOLVED** that the Carteret County Board of Commissioners will oppose, within the limits of the Constitution of the United States and the State of North Carolina, any efforts to unconstitutionally restrict such rights, and to use such constitutional means at its disposal to protect the rights of its citizens to keep and bear arms.

**ADOPTED**, this the 17<sup>th</sup> day of February 2020.

\_\_\_\_\_  
Bill Smith, Chairman  
Carteret County Board of Commissioners

\_\_\_\_\_  
Rachel Hammer  
Clerk to the Board of Commissioners

**17. Approval of Easement Agreement with Duke Energy Progress, LLC for Access to Property Owned by the County at Carteret Community College**

**EASEMENT**

NORTH CAROLINA  
CARTERET COUNTY

No Excise Tax

Return To:

Duke Energy Progress, LLC  
270 Arthur Farm Road  
Newport, NC 28570

THIS EASEMENT ("Easement") is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ ("Effective Date"), from COUNTY OF CARTERET, a body politic and corporate, ("GRANTOR," whether one or more), to Duke Energy Progress, LLC, a North Carolina limited liability company ("DEP"); its successors, licensees, and assigns.

**WITNESSETH:**

THAT GRANTOR, for and in consideration of the sum of ONE DOLLAR (\$1.00), the receipt and sufficiency of which are hereby acknowledged, does hereby grant unto DEP, its successors, licensees, and assigns, the perpetual right, privilege, and easement to go in and upon the land of GRANTOR situated in Morehead Township, described as follows: being 1.92 acres, more or less and being described in a Deed from State of North Carolina to County of Carteret, recorded August 14, 1985 in Book 522 at Page 471 Carteret County Registry (the "Property"), . LESS AND EXCEPT any prior out-conveyances, and to construct, maintain, and operate electric and/or communication facilities thereon consisting of poles, cables, wires, underground conduits, and other pertinent facilities within an easement area ten (10) feet wide, with the right to do all things necessary, including, but not being limited to, the right: (a) to enter said easement area at all times over the adjacent land to inspect, repair, maintain, and alter said facilities; and (b) to keep said easement area cleared of trees, shrubs, undergrowth, buildings, structures, and obstructions. DEP shall not install facilities outside of said easement area without obtaining another EASEMENT.

TO HAVE AND TO HOLD said rights, privilege, and easement unto DEP, its successors, licensees, and assigns, forever, and GRANTOR, for itself, its heirs, executors, administrators, successors, and assigns, covenants to and with DEP that GRANTOR is the lawful owner of the Property and the Easement Area in fee and has the right to convey said rights and Easement.

IN WITNESS WHEREOF, this EASEMENT has been executed by GRANTOR and is effective as of the Effective Date herein.

**COUNTY OF CARTERET**

By: \_\_\_\_\_

**WILLIAM SMITH**, CHAIRMAN,  
BOARD OF COMMISSIONERS

ATTEST:

\_\_\_\_\_

**RACHEL HAMMER**, Clerk

(Affix Official Seal)

NORTH CAROLINA, \_\_\_\_\_ COUNTY

I, \_\_\_\_\_, a Notary Public of \_\_\_\_\_ County, North Carolina, certify that **Rachel Hammer** personally appeared before me this day and acknowledged that he/she is \_\_\_\_\_ Clerk of the **COUNTY OF CARTERET, a body politic and corporate**, and that by authority duly given and as the act of said **COUNTY**, the foregoing **EASEMENT** was signed in its name by its Chairman, sealed with its official seal, and attested by \_\_\_\_\_ self as its \_\_\_\_\_ Clerk.

Witness my hand and notarial seal, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.



Notary Public

My commission expires: \_\_\_\_\_

**NOTES**

1. UTILITY LINES ARE BASED ON COMMUNITY (ASTEROID) LAYOUT FOR SERVICE ALONG THE FRONTAGE OF A CERTAIN COMMUNITY CENTER.
2. ALL UTILITIES WILL BE THE STANDARD TYPE, 100% RECTANGULAR PATTERNS WITH PROTECTIBLE AND BUILT-UP, RATED 600 LUMENS DAY.
3. ALL UTILITIES WITH UNDERGROUND SERVICE WILL BE INSTALLED ON STABLE SUBSTRATE POLES LOCATED INSIDE AND OUTSIDE OF DOWNS AND ROAD R/W.
4. AVOIDANCE OF SERVICE FOR LIGHTING FIXTURES, IF NOW COVERED BY STYLE IN POLES.
5. MINIMUM BACK-UP OF NEW LIGHTING POLES IS 4' BACK OF TRAVEL LANE AND OTHER EXISTING DESIGN BACK TO COMMUNITY CENTER PROPERTY. SEE DRAWINGS FOR DETAILS.
6. ALL POWER SOURCES WILL BE PROVIDED ENERGY PROGRAMS FACILITIES.
7. ALL CONSTRUCTION WILL COMPLY WITH NEC REQUIREMENTS AND DUKES ENERGY PROGRAMS SPECIFICATIONS. REFER TO THE DUKES ENERGY PROGRAM DRAWINGS LISTED EARLIER IN THIS DOCUMENT FOR REQUIREMENTS.

**UTILITY SPECIFICATIONS**

ITEM	TYPE	SIZE	DEPTH	SPACING	OTHER
1	100% RECTANGULAR	12"	18"	12"	600 LUMENS DAY
2	100% RECTANGULAR	12"	18"	12"	600 LUMENS DAY
3	100% RECTANGULAR	12"	18"	12"	600 LUMENS DAY

**VICINITY MAP**

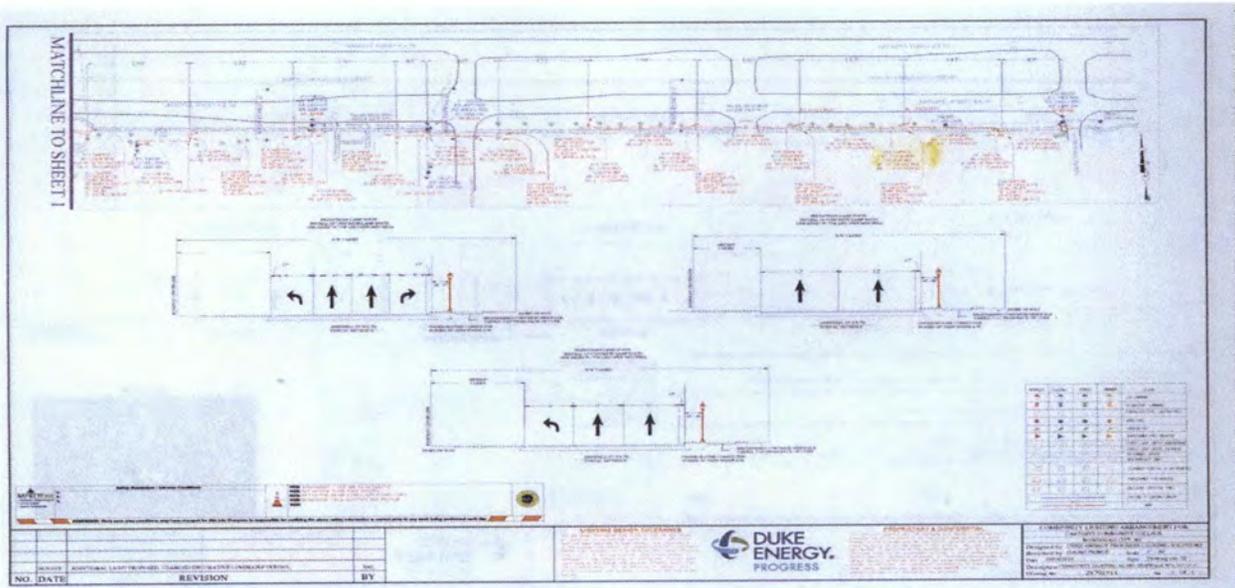
**DUKE ENERGY PROGRESS**

**PROPERTY & COMMENTS**

**UTILITY LAYOUT - ASHLEY CENTER FOR COMMUNITY CENTER**

Designed by: \_\_\_\_\_  
Reviewed by: \_\_\_\_\_  
Date: \_\_\_\_\_  
Drawing Number: \_\_\_\_\_

NO.	DATE	REVISION	BY



WR # 28701914

GENE FOXWORTH  
ASST MANGER/CART

**Details** **Layers**

NC1Map\_Parcels:Parcels

OBJECTID 35178050

Parcel Number **637618319945000**

Alternate Parcel Number 63761830

Owner Name **CARTERET COUNTY**

Improved Value 103124

Land Value 322340

Parcel Value 438998

Mailing Address 302 COURTHOUSE SQUARE

Mailing Address City BEAUFORT

Mailing Address State NC

Mailing Address Zip 28516-

Full Site Address **3615 ARENDELL ST**

Site Address City MOREHEAD CITY

GIS Acres **1.919**

Structure Indicator Y

Multiple Structures U

Last Sale Date Null

Full Legal Description **CARTERET CO ECONOMIC DEVELOP TOWN OF MOREHEAD CITY**

Second Tax Parcel Use Code 1400

Second Tax Parcel Use Description SCHOOLS

Type of Value Reported Market

Record Area Number 0

Revised Date Null

Source Document Reference Deed Book/Page **522/471**

Source Document Date Null

Source Document Date Text 0

National Parcel Number 37031\_637618319945000

County Name Carteret

County FIPS Code 031

State FIPS Code 37

Navigation icons: Home, Print, Refresh, Stop, Back, Forward, Search, DIBP, Help.

## V. PUBLIC COMMENT

**Ms. Deborah Krusz, 400 Crow Hill Road, Beaufort:** Ms. Krusz stated she was here to talk to Commissioners about a long-term facility for the drug problem in Carteret County. Ms. Krusz shared that it has become an epidemic; we are losing our young children, week to week. Ms. Krusz shared some statistics with Commissioners and noted that in 2015, we had 27 overdoses – 22 survived, 5 died. In 2016, we had 54 overdoses – 43 survived, 11 died. In 2017, we had 61 overdoses – 50 survived, 11 died. In 2018, we had 72 overdoses – 62 survived, 10 died. In 2019, we had 52 overdoses – 41 recovered and 11 died. She stated that she believed there were 66 incarcerated in our jail due to drugs. Short-term care is not working. What we have done so far, we are showing progress because numbers are coming down a little bit. The main thing now is we have 'bad' drugs – not alcohol or marijuana – drugs where one little piece will kill you. We are leaving it up to our deputies and rescues to save these children. Most of the children are young, and most are from lower-income families. We have got to come together as a County and work; we can set up a think tank. We have a facility now that has been sitting there for years that is not being used – behind the hospital; it was an old rest home facility. We can put these facilities to use for the people that have drug problems; let's give him some help. Their problem is deeper than a band-aid. They're back in the jail every week. Ms. Krusz believed if we could build a long-term facility it would help. Let's put these facilities to use for these children.

Chairman Smith thanked Ms. Krusz for sharing the information and asked if she had any information she could forward to the Clerk so that Commissioners could review it – along with her telephone number and email address.

## VI. PUBLIC HEARING TO CONSIDER A REQUEST BY SALT CREEK HOLDINGS TO REZONE 63.40 ACRES LOCATED AT THE HIGHWAY 24 AND CAGLE ROAD INTERSECTION FROM R-20 (SINGLE-FAMILY RESIDENTIAL) TO R-15 (SINGLE-FAMILY RESIDENTIAL)

Mr. Gregg Hartman discussed the request by Salt Creek Holdings, LLC to rezone three properties totaling a 63.40-acre tract of land located at the Highway 24 and Cagle Road intersection in Newport from R-20 single family residential district to R-15 single family residential district; currently there are no structures on the properties. Mr. Hartman continued that the properties are bordered by residential properties to the east, west, and south and undeveloped property to the north being the Croatan National Forest; supported by R-20 zone to the northeast and west, MC, B1 and R15-M to the west, and R-15, B-1 and B-1A to the east. Mr. Hartman shared that 38 surrounding property owners have been notified and the property has been posted; staff has received one letter of objection and four letters of no objection. At their meeting on January 13<sup>th</sup>, the Planning Commission voted unanimously to recommend approval of the proposed rezoning.

**Motion:** Commissioner Cavanaugh made a motion to go into public hearing regarding the rezoning of this property; seconded by Commissioner Farrington. **Motion carried unanimously.**

**Paul Duclos, 203 Cagle Road, Newport:** Mr. Duclos stated that he has concerns about this change, specifically around the drainage situation with heavy rain. This area sustained a lot of flood damage and runoff from Florence. His concern is the individual septic runoff coming on to his property. Mr. Duclos stated that there was sufficient drainage at one time running off Cagle Road across 24 before the highway was built to what it is today. He believed water would be backing up on properties. Mr. Duclos shared that the concern is the homes going in with City water and individual septic, he feels there will be septic runoff coming to their properties, not just rain water. Mr. Duclos stated that he feels it is a health hazard, which he would like to note. He is also concerned about the speed limit through the Board Creek area. It was raised years back to 55; we have had numerous deaths and accidents in that area as a result. With more homes going in, we would like to see the speed limit reduced back to 45 at least. His concerns are sewage runoff on their properties and speed limits in their area. He thanked the Commissioners for their time.

Commissioner Wheatly asked if this was his first meeting. Mr. Duclos stated he was also at the Planning Board Meeting last month. He has lived on Cagle Road for 28 years. Commissioner Wheatly asked if he spoke at Planning Board meeting; Mr. Duclos shared that he did.

Commissioner Cavanaugh asked about a property Commissioners rezoned last month off of Highway 24, the Dixon property, and asked if the property in question near Cagle Road was adjacent to the Dixon property on the back. Mr. Hartman stated it was a little bit northeast of the intersection of Cagle Road and Highway 24. Commissioner Wheatly asked what is a little bit. Mr. Hartman replied a quarter of a mile. Commissioner Wheatly asked if the Planning Board had approved this. Mr. Hartman confirmed and stated that the Planning Board had been made aware of some of the concerns. The storm water permit would deal with storm water once they applied for that.

Commissioner Cavanaugh asked if they had submitted a plat plan yet; Mr. Hartman said no plan has been submitted, that this was a rezoning to reduce the lot size to 15,000 square feet as opposed to 20,000 square feet.

Commissioner Comer stated that he would like to share some information; on the storm water rules, when you breach 12 or 12½% coverage, you have to retain the first four inches of rain on the property; it is usually directed toward whatever the water flow is for that area, which may be a benefit. Secondly the road issue – Highway 24 has been an issue for a while with traffic accidents. Commissioner Comer shared that we are currently winding up a study, which is actually in planning now for Highway 24 to help steer and direct the traffic better, and should be a real help.

*A citizen from the audience shared that it is right across the street from schools; they put up those barricades in the middle of the road; are they going to be allowed to make a left turn.* Commissioner Comer shared that he is not sure, he has not seen down the whole corridor, but is sure the information could be found on the DOT website.

Commissioner Comer confirmed that the citizen was speaking of Croatan and Bogue Sound Elementary. Commissioner Farrington stated that this was a different subdivision, a different property. Mr. Brogden shared information on the location of the property.

**Larry Rider, Cagle Road:** Mr. Rider stated that he agreed with Mr. Duclos; he feels that they are taking the land and trying to jam too many houses on it; he would like to keep it the same.

Commissioner Cavanaugh asked about the process for laying out the houses; Commissioner Comer shared that you would not know at this point.

**Paul Duclos** stated that he has not seen a plan about how many homes are going to go in; he has been told an estimate of 40-50 homes. It's going to put all the septic tanks washing through his front yard – he does not want septic washing through his front yard. It's a health issue. Area sustained a lot of flooding and damage during Florence. Goes back to improper drainage that was not set up properly years ago to keep water off of these properties. With this development, I'm not against progress, but we need to keep it clean. Commissioner Comer asked Mr. Duclos if his septic runs out when it floods. He said no, it doesn't. Commissioner Comer asked if his neighbors' septic runs out in the street. Mr. Duclos said that yes, the ones who are on lower property, yes, their septic tanks flood out.

Commissioner Wheatly asked if the Health Department had ever been out there and investigated. Mr. Duclos said he did not know if they had been notified or not; he does not own the property. He again stated that it goes back to improper drainage installed years ago.

**Motion:** Commissioner Wheatly made a motion to go out of public hearing; seconded by Commissioner Cavanaugh. **Motion carried unanimously.**

**Motion:** Commissioner Comer made a motion to change the zoning on the 63 acres from R-20 to R-15. Commissioner Comer recommended the people here tonight attend the Planning meeting to voice their concerns. Commissioner Farrington seconded the motion. **Motion carried;** Commissioner Cavanaugh abstained.

**Motion:** Commissioner Comer made a motion to approve the Statement of Plan Consistency; seconded by Commissioner Farrington. **Motion carried.**

PLANNING AND DEVELOPMENT

Eugene Foxworth  
Director



Beaufort Office Phone 252-728-8545  
Western Office Phone 252-222-5833

**MEMORANDUM**

DATE: January 22, 2020  
TO: Carteret County Board of Commissioners  
CC: Tommy Burns, County Manager  
FROM: Eugene Foxworth, Assistant County Manager  
RE: Request to rezone three properties totaling 63.40-acres located at the Highway 24 and Cagle Road intersection in Newport, NC 28570 (PIN #: 632603234395000, 632603237359000 & 632603330578000) from R-20 (Single-Family Residential District) to R-15 (Single-Family Residential District).

- Salt Creek Holdings, LLC is requesting to rezone three properties totaling 63.40-acres located at the Highway 24 and Cagle Road intersection in Newport, NC from R-20 (Single-Family Residential District) to R-15 (Single-Family Residential District).
- Currently, there are no structures on the properties. The subject properties are bordered by residential properties to the east, west and south, and an undeveloped property to the north.
- The subject properties are bordered by R-20 zoning to the north, east and west. The subject properties are also bordered by MC, B-1 and R-15M zoning to the west, and R-15, B-1 and B-1A zoning further to the east.
- The subject properties are situated within two CAMA Land Use Plan classifications, Limited Transition and Protected Lands. Areas included within the Limited Transition classification are areas that will experience increasing development during the next five to ten years. Areas included within the Protected Lands classification are lands that are not under Carteret County or municipal planning or regulatory jurisdiction. Included in this category are federal, state, local, and non-profit property and easements that are managed for conservation and open space (i.e. Croatan National Forest).
- As the future land use map is currently drawn, this request is not consistent with the CAMA Land Use Plan because it does not meet any of the Protected Lands classification requirements. It is staff's belief that the classification line should follow the property lines, which would make the subject properties Limited Transition and the Croatan National Forest Protected Land.
- At their meeting on January 13, 2020, the Planning Commission voted unanimously to recommend approval of the proposed rezoning map amendment stating, "The Planning Commission finds and determines that Case # REZ19-000006 is consistent with the goals, objectives and policies of the CAMA Land Use Plan."
- Twenty-three surrounding property owners have been notified and the properties have been posted. To date, staff has received one letter of objection and four letters of no objection.



**REZONING APPLICATION**

Applicant: SALT CREEK HOLDINGS LLC  
Address: 505 CREEKWOOD DR.  
NEWPORT NC 28570  
Telephone: 252-725-1226  
E-mail: EMUDOCK@SCLC.COM

Owner (if not Applicant): \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Signature: DAVID LINDSAY  
Date: 12-5-19

Property address/ location: 63 ACRES HWY 24 WEST NEWPORT  
PIN: 3 PARCELS SEE BELOW Current zoning: R-20 Proposed Zoning: R-15  
Please explain why the rezoning that you are requesting is warranted: WILL BE PROPOSED AS RESIDENTIAL SUBDIVISION. PUBLIC WATER AVAILABLE. INDIVIDUAL SEPTIC.

PEN #'S 63260 3234395000  
63260 3237359000  
63260 3305780000

**For Staff Use Only:**

Application Number: REL17-0006 Amt. Rec'd: 1350.00 Received by: EP Date: 12/12/2019

Main Office: Courthouse Square  
Beaufort, NC 28516-1690  
Tel: (252) 728-8545  
Fax: (252) 726-8643

Carteret County Department of Planning and Development  
Eugene Foxworth, Director

Western Office: 701 Cedar Point Blvd.  
Cedar Point, NC 28524-8013  
Tel: (252) 222-5833  
Fax: (252) 222-8826

**Surrounding Property Owner List**

- |                                     |                           |
|-------------------------------------|---------------------------|
| 1. PROCTOR, WILLIAM RANDALL         | PIN #: 632603146863000    |
| 2. NC COASTAL LAND TRUST INC        | PIN #: 632604644607000    |
| 3. DIXON, CURTIS S                  | PIN #: 632603339643000    |
| 4. BALLANTINE, HERTHA M ETAL JONES  | PIN #: 632603330578000    |
| 5. MIMAR RENTALS LLC                | 231 CAGLE ROAD            |
| 6. DEFLORIO, MICHAEL G ETUX HELEN   | 188 GALES DRIVE           |
| 7. RITER, LARRY J                   | 221 CAGLE ROAD            |
| 8. BELL, GAYLE E ETUX CINDY         | 187 GALES DRIVE           |
| 9. LAWRENCE, GORDON G               | 215 CAGLE ROAD            |
| 10. DIXON, CURTIS S                 | PIN #: 632603423707000    |
| 11. DUCLOS, PAUL ETUX MARY          | 203 CAGLE ROAD            |
| 12. DIXON, CURTIS S                 | 2628 HIGHWAY 24           |
| 13. PEARSON, CURTIS M ETAL PEARSON  | 189 CAGLE ROAD            |
| 14. BROWN, STEVEN D                 | PIN #: 632603222879000    |
| 15. WRIGHT, JAMES A                 | 157 CAGLE ROAD            |
| 16. SKIBA, TRACY LEE                | 104 MARIETTA LANE         |
| 17. FLOYD, LARRY ETUX ETHEL         | 153 CAGLE ROAD            |
| 18. FLOYD, LARRY                    | 2774 HIGHWAY 24           |
| 19. MEYERS, DENISE ETVIR            | PIN #: 632603224201000    |
| 20. OWENS, DOROTHY TAYLOR L/T       | 2770 HIGHWAY 24           |
| 21. GAVISK, DONALD L                | 2668 HIGHWAY 24           |
| 22. INMAN, WAYNE ODELL              | 2676 HIGHWAY 24           |
| 23. MEYERS, DENISE CAGLE            | 145 CAGLE ROAD            |
| 24. MEYERS, DENISE CAGLE            | 2756 HIGHWAY 24           |
| 25. CASSIANO, FRANK A SR ETAL       | 2762 HIGHWAY 24           |
| 26. PRICE, WILLIAM G IV             | 2685 HIGHWAY 24           |
| 27. CANNON, CLAYTON L ETUX SANDRA O | 2689 HIGHWAY 24           |
| 28. JONES, CHARLES A                | 354 BROAD CREEK LOOP ROAD |
| 29. CARTERET COUNTY                 | 2733 HIGHWAY 24           |
| 30. REED, BILLY JOE JR              | 117 CENTER STREET         |
| 31. TAYLOR, CECILIA A L/T           | 2749 HIGHWAY 24           |
| 32. MHC WHISPERING PINES NC LLC     | 2791 HIGHWAY 24           |
| 33. JONES, CHARLES A                | PIN #: 632603311643000    |
| 34. GARNER, HARLEY PRIMROSE         | 124 CENTER STREET         |
| 35. BROAD & GALES CK COMM ASSO INC  | PIN #: 632603219556000    |
| 36. MCKAMEY, LOUISE J ETAL          | PIN #: 632603316073000    |
| 37. UNITED STATES OF AMERICA        | PIN #: 630800456189000    |
| 38. GARNER, HARLEY PRIMROSE         | 127 CENTER STREET         |

**Salt Creek Holdings, LLC**  
Rezoning Request

**R-20 to R-15**

PIN #: 632603234395000,  
632603237359000  
& 632603330578000  
Newport, NC 28570

Vicinity



Subject Properties

Prepared By:  
Carteret County Planning & Development



**Salt Creek Holdings, LLC**  
Rezoning Request

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**Salt Creek Holdings, LLC**  
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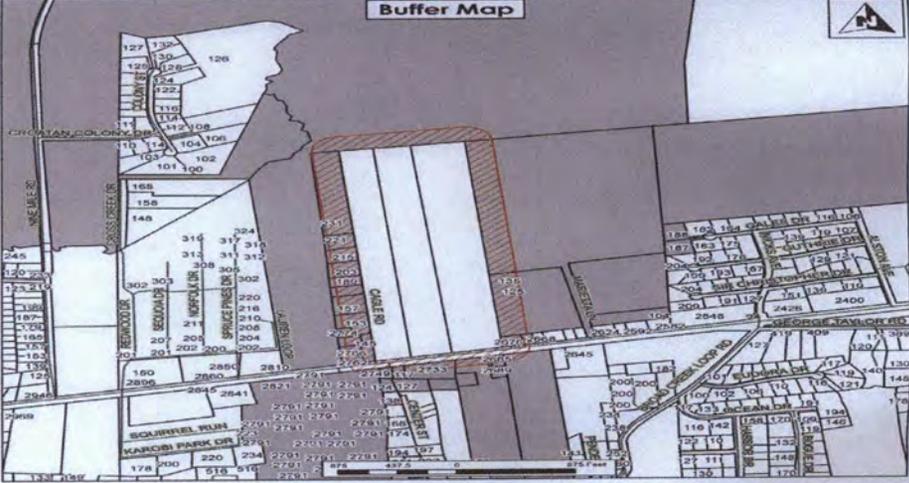
Vicinity

Surrounding Property Owners

Please see the attached property owner list.

Subject Properties

Prepared By:  
 Carteret County Planning & Development



**PLANNING AND DEVELOPMENT**

**Eugene Foxworth**  
 Director



**Beaufort Office**  
 Phone: 252-728-8545  
 Fax: 252-728-6643

*Prior to adopting or rejecting any zoning amendment, the governing board shall adopt a statement describing whether its action is consistent with an adopted comprehensive plan and explaining why the board considers the action taken to be reasonable and in the public interest. The planning board shall advise and comment on whether the proposed amendment is consistent with any comprehensive plan that has been adopted and any other officially adopted plan that is applicable. The planning board shall provide a written recommendation to the board of county commissioners that addresses plan consistency and other matters as deemed appropriate by the planning board, but a comment by the planning board that a proposed amendment is inconsistent with the comprehensive plan shall not preclude consideration or approval of the proposed amendment by the governing board. (NCGS 153A-341)*

**REZONING MAP AMENDMENT:**

Applicant: Salt Creek Holdings, LLC  
 Owner: Salt Creek Holdings, LLC  
 Address: N/A  
 Tax Map and Parcel(s): 632603234395000, 632603237359000 & 632603330578000  
 Parcel Size: 63.40 Acres

**REQUEST:**

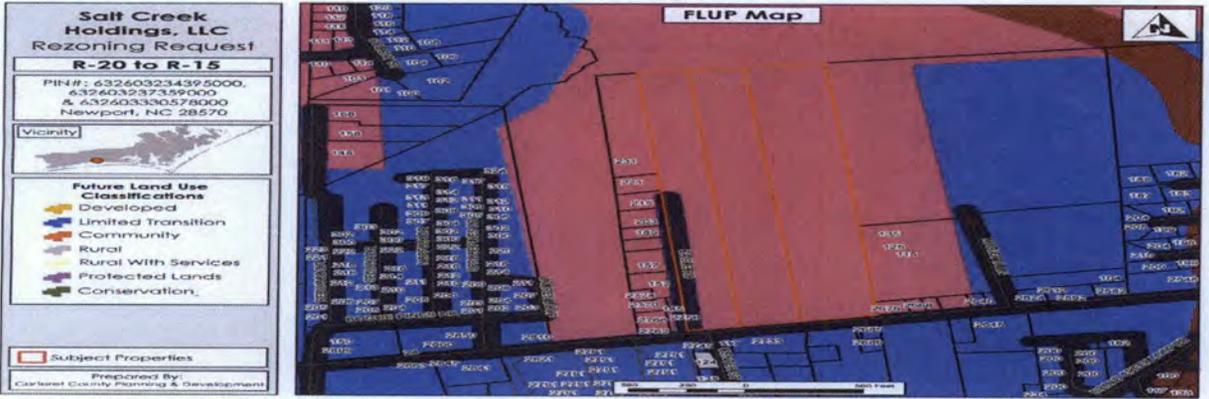
Rezone from R-20 (Single-Family Residential District) to R-15 (Single-Family Residential District)

**STATEMENT OF CONSISTENCY & RECOMMENDATION:**

At their meeting on January 13, 2020, the Planning Commission voted to recommend **approval** of the proposed rezoning map amendment and stated, "The Planning Commission finds and determines that case number REZ19-000006 is consistent with the goals, objectives and policies of the CAMA Land Use Plan.

Motion to approve/deny by: Commissioner Bruce Rogers

Seconded by: Commissioner Scott Eckholdt



PLANNING AND DEVELOPMENT

Eugene Foxworth  
Director



Beaufort Office  
Phone: 252-728-8545  
Fax: 252-728-6643

Prior to adopting or rejecting any zoning amendment, the governing board shall adopt a statement describing whether its action is consistent with an adopted comprehensive plan and explaining why the board considers the action taken to be reasonable and in the public interest. The planning board shall advise and comment on whether the proposed amendment is consistent with any comprehensive plan that has been adopted and any other officially adopted plan that is applicable. The planning board shall provide a written recommendation to the board of county commissioners that addresses plan consistency and other matters as deemed appropriate by the planning board, but a comment by the planning board that a proposed amendment is inconsistent with the comprehensive plan shall not preclude consideration or approval of the proposed amendment by the governing board. (NCGS 153A-341)

**REZONING MAP AMENDMENT:**

Applicant: Salt Creek Holdings, LLC  
 Owner: Salt Creek Holdings, LLC  
 Address: N/A  
 Tax Map and Parcel(s): 632603234395000, 632603237359000 & 632603330578000  
 Parcel Size: 63.40 Acres

**REQUEST:**

Rezone from R-20 (Single-Family Residential District) to R-15 (Single-Family Residential District)

**STATEMENT OF CONSISTENCY:**

At their meeting on February 17, 2020 the Board of Commissioners voted to **approve / deny** the rezoning map amendment and made the following statements:

- The Commissioners find and determine that case number REZ19-000006 is consistent / is not consistent with the goals, objectives and policies of the CAMA Land Use Plan because:  
\_\_\_\_\_
- is / is not reasonable and in the public interest because:  
\_\_\_\_\_

Motion to approve/deny by:

Seconded by:

PLANNING AND DEVELOPMENT

Eugene Foxworth  
Director



Beaufort Office  
Phone: 252-728-8545  
Fax: 252-728-6643

PUBLIC NOTICE

Pursuant to Chapter 153A-323 of the North Carolina General Statutes, the Carteret County Board of Commissioners will hold a public hearing on February 17, 2020 at 6:00 p.m. in the Board of Commissioners Meeting Room (302 Courthouse Square, Administration Building, Beaufort, NC) to discuss a rezoning application for three properties totaling 63.40-acres located at the Highway 24 and Cagle Road intersection in Newport, NC 28570 (PIN#: 632603234395000, 632603237359000 & 632603330578000) to rezone the properties from R-20 (Single-Family Residential District) to R-15 (Single-Family Residential District).

A copy of the proposed request is available for public inspection in the Carteret County Planning and Development Department, 402 Broad Street, Beaufort, NC.

Eugene Foxworth  
Planning Director

Advertise: Carteret County News-Times  
 Wednesday January 29, 2020  
 Wednesday February 05, 2020

Due to the size of the supporting documentation, it is being incorporated into these minutes by reference. A full copy will be retained in the County Manager's Office.

**VII. PUBLIC HEARING TO CONSIDER A PROPOSED TEXT AMENDMENT TO THE MANUFACTURED HOME, MANUFACTURED HOME PARK, AND RECREATIONAL VEHICLE PARK ORDINANCE, ARTICLE 3, SECTION 1.18**

Mr. Gregg Hartman explained that this proposed text amendment would remove Article 3, Section 1.18 from the Manufactured Home and Recreation Vehicle Park Ordinance; it would move the 300 square foot maximum size requirement for screened porches, rooms, decks, sunrooms, and other enclosures in approved recreational vehicle parks. The Planning Commission heard this proposed text amendment at its January 13<sup>th</sup> meeting last month and voted unanimously to vote for its approval.

**Motion:** Commissioner Comer made a motion to go into public hearing; seconded by Commissioner Wheatly. **Motion carried unanimously.**

No one wished to speak in public hearing.

**Motion:** Commissioner Comer made a motion to go out of public hearing; seconded by Commissioner Smith. **Motion carried unanimously.**

Commissioner Cavanaugh commented about the last issue they addressed, the 63.40 acres, he had asked if it was adjacent to the Dixon property which Commissioners rezoned last month. Commissioner Cavanaugh stated that he is looking at the map and it is directly adjacent to it; there is no quarter-mile separation between them. The two pieces of land, collectively, would be about 110 acres; The Dixon land has the ten-acre man-made pond on it. Mr. Hartman apologized, noting that the Salt Creek Holdings have done a number of rezonings the last couple of months. Commissioner Cavanaugh asked why Mr. Hartman thought it was a quarter of a mile between that piece of property and the Dixon property. Mr. Hartman commented that he meant a quarter of a mile from the intersection of Cagle Road and Highway 24. Commissioner Cavanaugh stated that he had asked if it was adjacent; Mr. Hartman again apologized.

**Motion:** Commissioner Comer made a motion to approve the resolution to amend Section 3 Article 1.18 of the Carteret County Manufactured Home, Manufactured Home Park, and Recreational Vehicle Park Ordinance proposed text amendment; seconded by Commissioner Farrington.

Commissioner Robinson stated that he understands if somebody wants a bigger porch, but isn't there a minimum lot size you have to have in the mobile home and RV parks. Commissioner Comer confirmed. Commissioner Robinson stated this goes beyond a 300-foot porch, would they be able to cover the whole lot size with a porch or a deck? Commissioner Comer stated it would be up to the park manager. Commissioner Robinson stated there is no stop on this; there is nothing prohibiting someone from building a porch the size of the whole lot; said there should be a threshold.

Mr. Hartman shared that staff did consider about limiting the size and went back and looked at the ordinance back to the 70's when it was 300 square feet; we thought about 400 or 500 feet; we decided that the number was subjective and decided to remove it all together. Commissioner Robinson shared that he does not feel that it is subjective if it takes in the whole lot.

Commissioner Cavanaugh asked if this tied in with the previous items Commissioners were talking about – is this going to be great big giant mobile home park in Broad Creek? Mr. Hartman stated, no; mobile homes would not be permitted in the R-15 zone.

Commissioner Wheatly asked if this was unanimously approved at the Planning Board meeting. Mr. Hartman confirmed that it was.

**Chairman Smith called the motion** stating that there had been a motion to approve and a second. Commissioner Robinson stated that he was opposed. **Motion carried.**

## PLANNING AND DEVELOPMENT

Eugene Foxworth  
Director



Beaufort Office Phone 252-728-8545  
Western Office Phone 252-222-5833

## MEMORANDUM

DATE: January 22, 2020  
TO: Carteret County Board of Commissioners  
CC: Tommy Burns, County Manager  
FROM: Eugene Foxworth, Assistant County Manager & Planning Director  
RE: Proposed Text Amendment to the Carteret County Manufactured Home, Manufactured Home Park, and Recreational Vehicle Park Ordinance

Please see the attached proposed text amendment to the Carteret County Manufactured Home, Manufactured Home Park, and Recreational Vehicle Park Ordinance, Article 3 and Section 1.18. Specifically, this text amendment is to remove Article 3 Section 1.18 from the Manufactured Home and Recreational Vehicle Park Ordinance. This proposed amendment would remove the 300 square foot maximum size requirement for screen porches/rooms, decks, sunrooms, and/or other enclosures in approved recreational vehicle parks.

The Planning Commission heard this item at their January 13, 2020 meeting. The vote was unanimous to recommend approval of this text amendment. I am happy to answer any questions you may have.

## PLANNING AND DEVELOPMENT

Eugene Foxworth  
Director



Beaufort Office  
Phone: 252-728-8545  
Fax: 252-728-6643

~~TEXT~~ = To Be Removed **TEXT** = To Be Added

~~1.18. Screen porches/rooms, decks, sunrooms and/or other enclosures: Screen porches/rooms, decks, sunrooms, and/or other enclosures not exceeding 300 square feet shall be allowed within approved recreational vehicle parks.~~

~~TEXT~~ = To Be Removed **TEXT** = To Be Added

**RESOLUTION  
BY THE  
CARTERET COUNTY BOARD OF COMMISSIONERS**

**WHEREAS**, the Board of Commissioners adopted the Manufactured Home, Manufactured Home Park, and Recreational Vehicle Park Ordinance on the 13th day of September, 1999;

**WHEREAS**, the Board of County Commissioners on its own motion or by petition may amend, supplement, change or repeal the Manufactured Home, Manufactured Home Park, and Recreational Vehicle Park Ordinance; and

**WHEREAS**, Carteret County Planning & Development Department requested a text amendment to the Manufactured Home, Manufactured Home Park, and Recreational Vehicle Park Ordinance, Article 3 Section 1.18.

**NOW, THEREFORE**, be it hereby resolved that the Carteret County Board of Commissioners based upon the affirmative recommendation of the Carteret County Planning Commission adopt this text amendment to the Manufactured Home, Manufactured Home Park, and Recreational Vehicle Park Ordinance, that removes Article 3 Section 1.18 from the Manufactured Home and Recreational Vehicle Park Ordinance

**ADOPTED**, this the 17th day of February, 2020.

ATTEST:

\_\_\_\_\_  
Bill Smith, Chairman  
Carteret County Board of Commissioners

\_\_\_\_\_  
Rachel Hammer  
Clerk to the Board

**PLANNING AND DEVELOPMENT**

**Eugene Foxworth**  
Director



**Beaufort Office**  
Phone: 252-728-8545  
Fax: 252-728-6643

**PUBLIC NOTICE**

Pursuant to 153A-323 of the North Carolina General Statutes the Carteret County Board of Commissioners will hold a public hearing on February 17, 2020 at 6:00 p.m. in the Board of Commissioners' Meeting Room (Courthouse Square, Administration Building, Beaufort, NC) to discuss a proposed text amendment to the Carteret County Manufactured Home and Recreational Vehicle Park Ordinance, Article 3 Section 1.18. Specifically, a text amendment to Article 3 Section 1.18 that would remove the 300 square foot maximum size requirement for screen porches/rooms, decks, sunrooms, and/or other enclosures in approved recreational vehicle parks.

A copy of the proposed request is available for public inspection in the Carteret County Planning and Development Department, 402 Broad Street, Beaufort, NC.

Eugene Foxworth  
Planning Director

Advertise: Carteret County News-Times  
Wednesday, January 29, 2020  
Wednesday, February 5, 2020

*Due to the size of the supporting documentation, it is being incorporated into these minutes by reference. A full copy will be retained in the County Manager's Office.*

*Chairman Smith stated that before moving on, he would like to thank everyone who came out tonight. If you look at our Consent Agenda, we passed the Second Amendment Resolution on our Consent Agenda so it has been passed by the Carteret County Board of Commissioners.*

**VIII. REVIEW OF DEPARTMENTAL STRATEGIC PLANS**

**STRATEGIC PLAN/CARTERET COUNTY AREA TRANSPORTATION SYSTEM  
("CCATS")**

Mr. Randy Cantor provided an overview of his department's five-year Strategic Plan. Mr. Cantor shared ridership had been over 75,000 trips, or right at it; we are back down to 66,000. Mr. Cantor stated that this could be contributed to Hurricane Florence; we lost a month and half of ridership; with Dorian, we lost another three weeks. We had anticipated that we would be over 80,000 trips by year-end prior to these storms. Mr. Cantor provided information as shown within his plan on the need to grow additional vehicles; he also shared that they converted their fleet to propane. In the first six months of this year, we saved over \$30,000 as a result, and have also seen a decrease in the service and maintenance on the vehicles. Mr. Cantor relayed that the biggest change or question mark is the Census. If the Census says the population has grown enough, the State will want us to move into what is called a small, urban system similar to what Craven County has. Mr. Cantor stated that the population cut-off for that is 60,000 in one populous area; that change would mean that more than half of our funds would come straight from the Federal Government, which would be more regulations and scrutiny. Mr. Cantor stated that he would see a surplus again this year; revenue streams have grown; contracted services have grown and we are going to begin looking at advertisements on our vehicles next year as another revenue source.

Chairman Smith thanked Mr. Cantor for doing a good job.

## **STRATEGIC PLAN/COOPERATIVE EXTENSION**

Mr. Shawn Banks shared the mission of the North Carolina Cooperative Extension and shared that they also house the Carteret Soil & Water Conservation District; their responsibility is to protect our natural resources by providing technical assistance to individuals and groups and to inform and educate the public on the best use of conservation practices. He shared that the Cooperative Extension also houses the Carteret Big Sweep, which is to engage the public in protecting the environment through educational programming and scheduled clean-ups, and shared information on the need for additional part-time assistance in that department.

Commissioner Cavanaugh asked how often the big sweep projects are done. Mr. Banks shared that they had two to three cleanups every month last year; in April, there were 10 and in October, there were 22. Mr. Banks responded to Commissioner Cavanaugh's question about where the sweeps took place; the areas they were concentrating on were mostly rivers and waterways and roadside areas that DOT was not cleaning up before their mowing. Mr. Banks shared that efforts to clean up Hibbs Road was difficult because of all the traffic along Hibbs Road and how close the traffic would be to those attempting to clean up that area.

Commissioner Wheatly asked if the Big Sweep program director was flexible with moving people from place to place; Mr. Banks replied that she was. Commissioner Wheatly commented that Hibbs Road was probably the worst place in the County with regards to litter. Mr. Banks shared that Ms. Smith has been working with folks to cover up the back of their vehicles to prevent accidental litter blow-out.

Commissioner Cavanaugh asked Mr. Foxworth about machinery repairs on the machine that sprays adhesive on truck loads going out of the landfill to cut back on litter blow-out. Mr. Foxworth reported that the machine was not working for a short period of time, but has been operational again for a while and only applies to loads that are going out from the landfill. Commissioner Cavanaugh inquired about enforcement for those vehicles that are allowing trash to blow off the back of their trucks, etc. Mr. Foxworth replied that the Sheriff's Department would enforce that. Sheriff Buck explained the difficulty involved in catching someone in the act of littering.

Commissioner Cavanaugh commented that we have got to do something in this County about the litter problem; spent additional money on additional pick-ups last year, and it doesn't appear to be any improvement.

Commissioner Wheatly commented that we need to make an effort to address this; understands Sheriff's standpoint about not being able to enforce this law; we still need to do something.

Chairman Smith requested that County Manager Tommy Burns set up a meeting with Mr. Banks to further discuss the trash issue and how to improve the situation.

Mr. Banks stated that he has seen a large increase in the number of programs they have which is why he had brought up the possibility of needing more personnel to help out with these programs. Mr. Banks hoped to see an increase in positions within his department. Commissioner Cavanaugh asked how many were on his staff at the moment; Mr. Banks replied that he has a staff of six.

#### Strategic Plan 2020 – 2024

##### NC Cooperative Extension Carteret Count Office Including:

##### Carteret Soil and Water Conservation District and Carteret Big Sweep

###### MISSION:

**NC Cooperative Extension:** NC Cooperative Extension helps create prosperity for North Carolina through programs and partnerships focused on agriculture and food, health and nutrition and 4-H youth development.

**Carteret Soil and Water Conservation District:** Is a governmental subdivision of the state. The District's responsibilities are to protect our natural resources by providing technical assistance to individuals and groups, and to inform and educate the public on the best use of conservation practices.

**Carteret Big Sweep:** The mission of Carteret Big Sweep is to engage the public in protecting the environment through educational programming and scheduled clean-ups.

###### PROGRAMMATIC OBJECTIVES

###### Agriculture

- Commercial agriculture crops will become more profitable and sustainable.
- Agricultural producers and consumers will adopt safe food and agriculture production, handling and distribution practices.
- Consumers will enhance the value of plants, animals and landscapes, while conserving valuable natural resources and protecting the environment.

###### Family and Consumer Science (FCS)

- Empower people to make healthier, better informed decisions about food safety, nutrition and promote healthy living.
- Educate consumers and commercial food handlers to be better equipped for safe food handling and storage practices.
- Cooking classes will be offered to all audiences to teach basic cooking techniques for preparing healthy and nutritious meals on a budget.
- Educational programs will be offered to help participants make healthier eating choices and increase physical activity.

###### 4-H Youth Development

- Empower youth and families to lead healthier lives through educational programming that enlightens participants on the benefits of smart choices.
- Youth will participate in learning opportunities that develop their sense of conservation and protection of natural resources.

- Provide opportunities for youth to develop life skills that will prepare them for college, adulthood and the workforce.

#### **Carteret Big Sweep**

- Deliver educational programs about marine debris, roadside litter, recycling and reduction of plastics to the public and school groups.
- Schedule clean-ups with volunteer groups to remove litter along roadsides and waterways throughout the year in designated areas.
- Work with municipalities and other agencies to increase impacts through cooperation.

#### **District Objectives for Soil and Water Conservation are:**

- Continue to meet its responsibility to provide technical assistance to all land users for the protection and conservation of our soil and water resources.
- Implement the North Carolina Agricultural Cost – Share Program for non-point source pollution control in Carteret County.
- Continue to participate and cooperate in programs, plans and needs of local, state and federal agencies.
- Continue to provide assistance to schools, groups, clubs, organizations, and the general public on soil and water conservation.
- Continue to implement the Community Conservation Assistance Program to install storm water practices.

#### **NEXT FOUR YEARS**

##### **Agriculture Staff**

- Increase volunteer base to help with programming for home gardening.

##### **Family and Consumer Science (FCS) Staff**

- Change this position from a two county agent to a single county agent or hire a part-time program assistant.
- Increase volunteer base to help with program development and delivery

##### **4-H Youth Development**

- Consider hiring a part-time program assistant to help with 4-H programming

##### **Carteret Big Sweep Coordinator**

- Possibly make this a full time position

##### **Soil and Water Conservation**

- No Change

## **STRATEGIC PLAN/INFORMATION TECHNOLOGY**

Mr. Ray Hall provided an overview of his Departmental Strategic Plan and provided additional information as shown below.

### **IT Strategic Outlook**

Security Controls, Implementations, and Policies  
Vulnerability Assessments & Patching, MFA, Training

Customer Service

Windows 7 & 2008 Server Replacements

Virtual Desktop Deployments

NG911 GIS Implementation & Maintenance

New Positions:

IT Specialist (Library Merger)

Helpdesk Technician w/ Network & Security Specialist Reclassification



Mr. Hall stated that IT is a constantly changing department and it can be difficult to plan for five years in advance. He shared that he plans to take the goals of the County into account; security is their primary focus and will continue to be well into the future in order to protect the County as well as they can. Mr. Hall shared information on some recent

security issues in local Counties. Mr. Hall shared that he appreciates the support that the Commissioners give to fight off any security attacks. He shared that bond ratings will be affected as it comes with dealing with cyber attacks and security posture. Mr. Hall discussed some upcoming plans for future projects and the need to potentially add positions to his department with the addition of the new library machines.

Commissioner Cavanaugh asked roughly how often we were exposed to cyber attacks. Mr. Hall replied that it was by the hour; they block an unbelievable amount of emails coming in. Mr. Hall explained that his department focuses on training, monthly testing, and now require all employees do annual IT testing.

Chairman Smith thanked the Department Heads for sharing information from their Strategic Plans.

### IX. ACCEPT/REJECT BID FOR PURCHASE OF COUNTY PROPERTY

County Manager Tommy Burns stated that in February of 2012, the County acquired a property as a result of a tax foreclosure at 118 Tradewinds Road, Lot 24 in Sea Gate. He shared that the County had received an offer from Mr. Chris Jenkins for \$1,500 for the property; if accepted, this offer would initiate the Upset Bid process. Mr. Burns stated that the Tax Department did conduct a market analysis on the property and it is brought before the Board to accept or reject the offer.

Commissioner Cavanaugh asked what the Tax Department's assessment was. Mr. Burns answered that they made a value determination; they did not give a suggestion. Mr. Burns shared that the current tax value of the property is \$14,985.

**Motion:** Commissioner Robinson made a motion to reject the bid; seconded by Commissioner Smith. **Motion carried unanimously.**

Board of Commissioners  
Bill Smith, Chair  
Robin Comer, Vice Chair  
Bob Cavanaugh  
Jimmy Farrington  
Mark Mansfield  
Jonathan Robinson  
Ed Wheatly



County Manager  
Tommy R. Burns  
Clerk to the Board  
Rachel B. Hammer

#### MEMORANDUM

TO: Board of Commissioners

FROM: Tommy Burns, County Manager

SUBJECT: Offer to Purchase County-Owned Land

DATE: February 17, 2020

An offer of \$1,500.00 was submitted by Mr. Christopher Jenkins & Ms. Tronnie Miller for the purchase of certain property owned by Carteret County, more particularly described as follows: Tax Parcel #6490.01.07.7086000, 118 Tradewinds Road, Lot 24, Block P, Section I, Sea Gate, Newport, NC.

The County purchased the property as the result of a tax foreclosure in February of 2012 for \$3,354.64. The current tax value of the property is \$14,985.

Per N.C.G.S. 160A-269, if accepted, an upset bid publication notice will be published.

A market analysis of the property provided by the Tax Department is attached.

Commissioners may accept or reject the current offer.

Christopher Jenkins and Tronnie Miller  
3129 Reservoir Road  
Bedford, PA 15522  
540-538-8737 and 301-573-1575

December 2, 2019

Carteret County  
302 Courthouse Square  
Beaufort, NC 28516  
Attention: Carl Tillman

Re: I\*P\* 024 - 118 Tradewinds Road

Dear Mr. Carl Tillman:

We are a married couple from Bedford, PA who have family in the Sea Gate Community. We are currently in the process of purchasing the 120 Tradewinds Road property in the Sea Gate Community. We would like to purchase the 118 Tradewinds property that the county has for sale. We would like to combine both the 118 and 120 properties for a double lot to build a home on.

We plan to pay for the property in cash and would like to put a bid of \$1,500 in for the 118 Tradewinds Road property. Please let us know what the next steps would be.

Thank you for your time concerning this matter. We can be reached at the phone numbers above.

Sincerely,

  
Christopher Jenkins  
  
Tronnie Miller

*Due to the size of the supporting documentation, it is being incorporated into these minutes by reference. A full copy will be retained in the County Manager's Office.*

## X. MANAGER'S REPORT

Mr. Tommy Burns, County Manager, reported that he and the Assistant County Manager/Finance Director met with the Board of Education to discuss some potential Bond Referendum material that may be coming up. Mr. Burns shared that they will conduct a planned joint meeting between the Commissioners and the Board of Education on March 10, 2020 at 10:00 a.m. at the Board of Education's office where we can go in more in depth about the timeline and process of some of the projects on that list. Mr. Burns shared that at a recent jail committee meeting, they discussed the jail expansion plans. We are all in agreement that we are looking at something that is going to be economical and feasible for the County and also a good, long-term efficient strategy to address the jail overcrowding. Mr. Burns announced that the new Library Director started today. He stated that if anyone had questions about the library merger, everything on the County end is still in process. Mr. Burns reiterated that Mr. Hall mentioned the Library merger and the effect it will have on the IT Department, and shared that they had planned that it may happen, and would probably be including that in the upcoming budget cycle on his request.

Commissioner Cavanaugh asked about the meeting with the Jail Committee and questioned if they had come to an agreement. Mr. Burns shared that the Jail Committee consists of representation from the Sheriff's Office, the Manager's Office, and a couple of Commissioners. He feels that the consensus was they had to look at something economical and affordable that will address the overcrowding issues.

Commissioner Comer shared that they have been looking at the different options; in doing that, we have learned a little bit about operations and we have a better idea of the number of people it is going to take. There are options that will reduce staff versus options where you cannot; we are trying to get all that collected, so that we will have the information laid

out. Commissioner Comer felt that the committee would have the facts laid out within a 60-day timeframe. Commissioner Wheatly described the 11 different plans that were presented to Commissioners over the last several months and commented that they had looked at them pretty extensively. Commissioner Wheatly stated that within the last ten days, they brought in a competitor to give us a comparative pricing.

Commissioner Robinson added that they were exploring all of the options; they should have the information in a reasonable amount of time as noted by Commissioners Comer and Wheatly. Commissioner Robinson stated that any decision to move forward would require participation from all the County Commissioners.

## **XI. APPOINTMENTS**

### **Board of Equalization & Review**

Chairman Smith recommended the appointment of Mr. Robert Caldwell for an initial one-year term. Commissioner Cavanaugh made a recommendation to reappoint Ms. Lavonda Daniels for an additional one-year term. Commissioner Wheatly recommended the reappointment of Mr. Roy "Dean" Graham for an additional one-year term. Commissioner Farrington recommended the reappointment of Mr. Stephen Finch for an additional one-year term. Commissioner Mansfield's appointee was tabled. Commissioner Robinson recommended the reappointment of Mr. Charles Mason for an additional one-year term. Commissioner Comer recommended the reappointment of Mr. Jeffrey Nelson for an additional one-year term. Nominations carried as recommended.

### **Nursing Home Advisory Committee**

Commissioner Cavanaugh recommended the reappointment of Ms. Paige Taylor-Ward for an additional three-year term; nomination carried.

### **Consolidated Human Services Board**

Commissioner Cavanaugh nominated Ms. Lindsay Creech for an initial four-year term; seconded by Commissioner Farrington. Nomination carried.

### **Harbor Authority**

Commissioner Robinson recommended the reappointment of Mr. Richard Gillikin and Mr. Thomas McArthur for additional two-year terms. Nominations carried.

### **Juvenile Crime Prevention Council ("JCPC")**

Commissioner Cavanaugh recommended the initial appointment of Ms. Morgan Mason. Nomination carried.

Commissioner Wheatly asked the Clerk if Commissioners were overlooking an appointment for an alternate seat on the Beaufort ETJ; Ms. Hammer shared that the recommendation would be placed for approval at the Commissioners' March meeting.

## **XII. COMMISSIONERS' COMMENTS**

Commissioner Wheatly stated that he was listening with great interest to what Ms. Krusz had to say about the drug problem and shared that he is very sympathetic to what she says. The drug problem is not just a problem in the eastern part of County; it is all over North Carolina. Commissioner Wheatly shared that the Sheriff and his team, the Schools, and everyone he knows is aimed and ready to do whatever they can to see how they can deter this epidemic that is so costly to so many families. Commissioner Wheatly shared that he feels that we need to give Ms. Krusz the information that is available about the Trillium program which is also a long-term and a short-term project and something that we have been contributing to as a County. Commissioner Wheatly shared that they are very much aware of the opioids, the heroin; we deal with it and talk about it every day. Nobody wants to do more about it or as much about it as Commissioners do; it is a horrible thing. It is not just in the lower income; it is in all levels of income and it is a deadly, deadly roulette. Commissioner Wheatly noted that he does want to make her aware of the Trillium program. That is not enough and it is not the total answer, but it is a good place to start and for us to learn from. Commissioner Wheatly shared that the main thing that he can say is keep your eyes open and ears open and don't be scared to step out in front; don't be scared to say no; don't be scared to pick up the telephone and call somebody. When they are dead and gone, you do not have that opportunity anymore; do something about it while you can.

Commissioner Cavanaugh shared that one of his side jobs in the Marine Corps was a Drug and Alcohol Abuse Program Control Officer. I had to deal with marines with substance abuse issues and would evaluate them and send them off to rehabilitation. One of the most prominent things that he got out of it was that you cannot help these people unless they want help. You could put them in a treatment facility, but if they are just there because the Judge told them to be there and not there to help themselves, then no good is going come out of it. Commissioner Cavanaugh shared that in the last budget cycle, we approved funding for a new program called Botvin LifeSkills training program which has been incorporated into the school curriculum starting in the elementary level and going all the way through high school. They advertise a 70-80% success rate in lowering substance abuse among the individuals who went through the training course. We will not see the results of that for years to come as these kids make their way through the program. Help is on the way for the future; for the present, unless these people are willing to be helped, you can't help them. He shared that substance abuse in Carteret County is at the forefront of their thoughts every day. Commissioner Cavanaugh commented that the Sheriff is doing an outstanding job in arresting folks that are dealing and selling and using narcotics, but we can only hold them for so long; they get bailed out or released and two weeks later, they are back in jail. It is a vicious cycle and costs us a lot of money. Commissioner Cavanaugh shared that it would cost a lot of money to rehab the facility behind the hospital; he does not know what physical condition it is in, but felt that if it was habitable, they would be using it. We cannot get into the business to providing habitation for substance abusers; there are jails for that. It would be an enormous expense to have hundreds of people in there long-term; you have to feed them, provide medical care, along with the administrative overhead. It is not a solution that we

can handle at the County level. If the Federal Government wanted to pick up the tab, it would be different. Substance abuse in Carteret County is at the forefront of our thoughts every day; we are doing what we can within our means. We participated with Onslow, Craven, Jacksonville and others and opened up a crisis center in Jacksonville to alleviate the burden on the hospital. It saves the hospital an enormous amount of money; they contributed \$100,000; they are saving at least twice that.

Commissioner Farrington shared that the Dix Crisis Center, as of about 15 days ago, is able to take IVCs (involuntary commitments); they had been waiting for that to come through and feel that it will make a difference. Commissioner Farrington shared that it is being well used and shared a couple of programs; he would like to speak with Ms. Krusz and let her know what we are doing. Commissioner Farrington shared that as part of our advisory group for the Dix Crisis Center, they have set up a program to try to get some scholarships for people that go to the Dix Crisis Center or people that go in to recovery; it is usually about a \$400 fee that people do not have. They are going through faith-based organizations and realtors are also helping in Onslow County. We are asking people in Carteret County to do it as well. Commissioner Farrington shared that they were also working with Trillium on the different programs so it is not just a revolving door with the jail system. The Sheriff has a great program going where people are being placed on electronic monitoring and are able to go into a program where they are going to get treatment. If they do not do the treatment, then they go back to jail – court ordered by the Judge. Commissioner Farrington shared that he feels they are doing all that they can, but we have to do more. When Ms. Krusz brings up these numbers, it really opens your eyes to what is going on. It needs to get a lot better and it's not - it's an endless battle that we've got to keep fighting. Commissioner Farrington thanked folks for coming out; we did pass the Resolution on the 2<sup>nd</sup> Amendment.

Commissioner Robinson thanked the Clerk, Ms. Hammer, for compiling a list of providers that support families and individuals in need of services regarding addiction. Commissioner Robinson shared that he provided the information to Ms. Krusz. Commissioner Robinson stated that if it is not, the information should be included on the Website. Ms. Krusz was very appreciative of the information; Commissioner Robinson advised that if you know of anyone involved in the manufacture, sell, or distribution of these narcotics, the Sheriff has reminded him that the best investigators rely on information from the public. Commissioner Robinson provided the number to CrimeStoppers, 726-INFO, and stated that these reports are anonymous. Commissioner Robinson stated that the Sheriff can be reached at 728-8400 and they will transfer you immediately to a detective. Commissioner Robinson stated that there is a war on drugs; it is going to take all of us getting involved. Commissioner Robinson closed noting that he appreciates the Sheriff's efforts, as well as those in mental health, and social services. Commissioner Robinson asked the Clerk to make sure the information is posted on our Website.

Commissioner Farrington mentioned the Peer Recovery Center in Morehead City can be reached at 252-222-3888; this information is on the County website. There are folks there that can help you if you are in a crisis and you need help. Commissioner Farrington

mentioned that Trillium is also available as a resource, and a program called Mobile Crisis is available and ready to help in two hours' time. Commissioner Farrington reiterated Commissioner Robinson's comments; if you know of someone of need, contact someone to help. There is a program called Mobile Crisis that if someone is in need, they will actually send someone out to the site and will be there in less than two hours. That has been proven here in Carteret County; they are available and ready if you need help. There is such a great number of people that do not ask for the help; sometimes you have to ask for help for somebody.

Commissioner Comer provided a summation of what other Commissioners have said and shared that Carteret County has invested and continues to invest from the get-go; i.e., we are trying to hit it early in the schools and prevent someone from getting on a path that will lead them in the wrong direction. We have invested County resources on the acute end of things with the Crisis Center in Onslow County. We have invested a tremendous amount of County resources in the Peer Recovery Center, Trillium and others; we are working on it. We have invested resources and will continue to do so.

Chairman Smith stated that there is not too much more to say; he appreciates everyone coming out.

### **XIII. ADJOURNMENT**

**Motion:** Commissioner Robinson made a motion to adjourn; seconded by Commissioner Wheatly; **motion carried.**

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Bill Smith, Chairman

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Rachel Hammer, Clerk to the Board

- IV. Consent Agenda
  - 2. Tax Releases/Refunds/Collector's Report
    - a. Tax Releases Under \$100

Year	Roll Typ	Taxbill Number	Parc Roll	Name Id Number	Name	Total Adjustment
2018	P	202922	P	518258	CHARLES KEITH WILLIS	BEAUFORT 7.84
2017	P	113888	P	518258	CHARLES KEITH WILLIS	BEAUFORT 7.58
2016	P	48636	P	518258	CHARLES KEITH WILLIS	BEAUFORT 7.13
2018	P	200187	P	515561	DOUGLAS TAFT LEWIS	BEAUFORT 34.39
2018	P	200187	P	515561	DOUGLAS TAFT LEWIS	BEAUFORT 7.53
2017	P	110792	P	515561	DOUGLAS TAFT LEWIS	BEAUFORT 35.31
2017	P	110792	P	515561	DOUGLAS TAFT LEWIS	BEAUFORT 7.72
2016	P	45186	P	515561	DOUGLAS TAFT LEWIS	BEAUFORT 38.63
2016	P	45186	P	515561	DOUGLAS TAFT LEWIS	BEAUFORT 7.69
2015	P	122609	P	320115	ATM USA LLC	10.45
2018	P	199313	P	528666	CHARLES DUPREE GASKILL	BEAUFORT 77.75
2017	P	109773	P	528666	CHARLES DUPREE GASKILL	BEAUFORT 81.84
2018	P	199313	P	528666	CHARLES DUPREE GASKILL	BEAUFORT 15.00
2017	P	109773	P	528666	CHARLES DUPREE GASKILL	BEAUFORT 15.00
2015	R	674831	R	478999	SEA LEVEL INN HOMEOWNR ASS INC	77.47
2016	R	178283	R	478999	SEA LEVEL INN HOMEOWNR ASS INC	79.04
2017	R	295419	R	478999	SEA LEVEL INN HOMEOWNR ASS INC	79.04
2018	R	472805	R	478999	SEA LEVEL INN HOMEOWNR ASS INC	79.04
2018	P	201950	P	71258	RICHARD THOMAS MURDOCH	NEWPORT 33.41
2017	P	112796	P	71258	RICHARD THOMAS MURDOCH	NEWPORT 31.35
2017	P	112796	P	71258	RICHARD THOMAS MURDOCH	NEWPORT 6.28
2018	P	208106	P	524808	RODNEY WAYNE FLETCHER	STELLA 87.92
2018	P	208106	P	524808	RODNEY WAYNE FLETCHER	STELLA 52.02
2018	P	199766	P	403307	CURTIS M ETUX CHARLA W JONES	25.50
2017	P	110315	P	403307	CURTIS M ETUX CHARLA W JONES	25.50
2016	P	44643	P	403307	CURTIS M ETUX CHARLA W JONES	26.85
2015	P	121699	P	403307	CURTIS M ETUX CHARLA W JONES	25.98
2014	P	100093	P	403307	CURTIS M ETUX CHARLA W JONES	28.17
2016	P	49712	P	519224	IHC LLC	CEDAR POINT 4.46
2015	P	115727	P	516329	THURMAN LEE SMITH	NEW SMYRNA BEACH 10.40
2015	P	115727	P	516329	THURMAN LEE SMITH	NEW SMYRNA BEACH 2.88
2017	P	121420	P	526299	ROBERT ROUSE	58.82
2018	P	203273	P	341968	CHARLES THOMAS KELLY JR	NEWPORT 7.84
2018	P	203273	P	341968	CHARLES THOMAS KELLY JR	NEWPORT 2.66
2018	P	203273	P	341968	CHARLES THOMAS KELLY JR	NEWPORT 4.72
2018	P	210238	P	518460	ANDREW F KOZIK	RALEIGH 3.10
2017	P	122899	P	518460	ANDREW F KOZIK	RALEIGH 3.10
2016	P	42516	P	462756	MERVIN CRAIG FULCHER	BEAUFORT 23.13
2015	P	109847	P	462756	MERVIN CRAIG FULCHER	BEAUFORT 21.31
2016	P	42516	P	462756	MERVIN CRAIG FULCHER	BEAUFORT 15.00
2015	P	109847	P	462756	MERVIN CRAIG FULCHER	BEAUFORT 15.00
2015	R	633707	P	416626	JESSE W ETAL TRUSTEE CHAPPELL	NEWPORT 15.00
2015	P	111597	P	416626	JESSE W ETAL TRUSTEE CHAPPELL	NEWPORT 15.00
2015	P	123939	P	416626	JESSE W ETAL TRUSTEE CHAPPELL	NEWPORT 6.97
2015	P	123939	P	416626	JESSE W ETAL TRUSTEE CHAPPELL	NEWPORT 15.00
2017	P	126331	P	6843	PAUL E SHIPTENKO FAMILY LT	3.82
2017	P	126331	P	6843	PAUL E SHIPTENKO FAMILY LT	.72
2017	P	126331	P	6843	PAUL E SHIPTENKO FAMILY LT	.45
2017	P	126331	P	6843	PAUL E SHIPTENKO FAMILY LT	.35

Year	Roll Typ	Taxbill Number	Parc Roll	Name Id Number	Name	Total Adjustment
2017	P	126331	P	6843	PAUL E SHIPTENKO FAMILY LT	.08
2017	P	126331	P	6843	PAUL E SHIPTENKO FAMILY LT	.05
2017	P	126331	P	6843	PAUL E SHIPTENKO FAMILY LT	.12
2017	P	126331	P	6843	PAUL E SHIPTENKO FAMILY LT	.12
2017	P	126331	P	6843	PAUL E SHIPTENKO FAMILY LT	.93
2017	P	126331	P	6843	PAUL E SHIPTENKO FAMILY LT	7.29
2017	P	126331	P	6843	PAUL E SHIPTENKO FAMILY LT	.72
2018	P	209654	P	521652	JASON HERSHAL JOHNSON	32.55
2017	P	126331	P	6843	PAUL E SHIPTENKO FAMILY LT	.03
2017	P	126331	P	6843	PAUL E SHIPTENKO FAMILY LT	.48
2017	P	126331	P	6843	PAUL E SHIPTENKO FAMILY LT	.15
2017	P	126331	P	6843	PAUL E SHIPTENKO FAMILY LT	3.34
2017	P	126331	P	6843	PAUL E SHIPTENKO FAMILY LT	1.19
2017	P	126331	P	6843	PAUL E SHIPTENKO FAMILY LT	2.58
2017	P	126331	P	6843	PAUL E SHIPTENKO FAMILY LT	2.36
2017	P	126331	P	6843	PAUL E SHIPTENKO FAMILY LT	1.15
2017	P	126331	P	6843	PAUL E SHIPTENKO FAMILY LT	5.03
2014	P	97286	P	470359	WILLIAM J SALTER NEWPORT	26.60
2015	P	112675	P	470359	WILLIAM J SALTER NEWPORT	15.00
2014	P	97286	P	470359	WILLIAM J SALTER NEWPORT	15.00
2015	P	112675	P	470359	WILLIAM J SALTER NEWPORT	15.08
2017	P	122905	P	527302	JONATHAN LEE PINER BEAUFORT	53.80
2017	P	122905	P	527302	JONATHAN LEE PINER BEAUFORT	21.51
2018	P	215023	P	532700	AVONTE NEWTON NEWPORT	15.00
2018	P	215023	P	532700	AVONTE NEWTON NEWPORT	17.10
2017	P	122395	P	526956	CHARLES L GILLIKIN NEWPORT	51.95
2018	P	209886	P	526956	CHARLES L GILLIKIN NEWPORT	50.15
2011	P	63203	P	387897	BARBARA VANG	16.69
2018	P	205270	P	414156	JASON MICHAEL CURL NEWPORT	48.40
2018	P	205270	P	414156	JASON MICHAEL CURL NEWPORT	21.08
2017	P	116666	P	414156	JASON MICHAEL CURL NEWPORT	47.92
2017	P	116666	P	414156	JASON MICHAEL CURL NEWPORT	22.00
2016	P	51775	P	414156	JASON MICHAEL CURL NEWPORT	30.81
2016	P	51775	P	414156	JASON MICHAEL CURL NEWPORT	11.44
2016	P	51775	P	414156	JASON MICHAEL CURL NEWPORT	53.32
2016	P	51775	P	414156	JASON MICHAEL CURL NEWPORT	25.99
2018	P	207896	P	524544	JOSEPH M RIVENBARK MOREHEAD CITY	10.79
2017	P	116863	P	521228	TYLER MATHEW WIGGINS VANCEBORO	19.96
2016	P	51994	P	521228	TYLER MATHEW WIGGINS VANCEBORO	25.44
2017	P	110326	P	515129	JOEY FROST	76.21
2018	P	199774	P	515129	JOEY FROST	81.75
2015	P	112077	P	515872	THOMAS H HINSON NEWPORT	2.77
2015	P	112077	P	515872	THOMAS H HINSON NEWPORT	.61
2011	R	330042	R	9563	JAMES C JR BROWN SWANSBORO	77.64
2012	R	465272	R	9563	JAMES C JR BROWN SWANSBORO	75.81
2013	R	568609	R	9563	JAMES C JR BROWN SWANSBORO	75.81
2014	R	626707	R	9563	JAMES C JR BROWN SWANSBORO	77.64
2015	P	113063	P	468846	ROGER YOUNG	12.69
2014	P	97235	P	468846	ROGER YOUNG	22.93

Year	Roll Typ	Taxbill Number	Parc Roll	Name Id Number	Name	Total Adjustment
2013	P	87831	P	468846	ROGER YOUNG	23.97
2012	P	88460	P	468846	ROGER YOUNG	25.11
2015	P	113063	P	468846	ROGER YOUNG	15.00
2014	P	97235	P	468846	ROGER YOUNG	15.00
2013	P	87831	P	468846	ROGER YOUNG	15.00
2017	P	123993	P	528074	JERRY CHRISTOPHER WILLIAMS	80.07
2018	P	211016	P	528074	JERRY CHRISTOPHER WILLIAMS	77.49
2012	P	87555	P	240409	JENNIFER LYNN FRENCH	39.03
2013	P	87021	P	240409	JENNIFER LYNN FRENCH	37.03
2014	P	96528	P	240409	JENNIFER LYNN FRENCH	36.89
2015	P	112415	P	240409	JENNIFER LYNN FRENCH	42.47
2012	P	87555	P	240409	JENNIFER LYNN FRENCH	10.00
2013	P	87021	P	240409	JENNIFER LYNN FRENCH	15.00
2014	P	96528	P	240409	JENNIFER LYNN FRENCH	15.00
2015	P	112415	P	240409	JENNIFER LYNN FRENCH	15.00
2011	P	55845	P	50103	WILLIS UPHOLSTERY INC	1.64
2011	P	55845	P	50103	WILLIS UPHOLSTERY INC	2.51
2011	P	55845	P	50103	WILLIS UPHOLSTERY INC	.39
2011	P	55845	P	50103	WILLIS UPHOLSTERY INC	.34
2011	P	55845	P	50103	WILLIS UPHOLSTERY INC	1.35
2011	P	55845	P	50103	WILLIS UPHOLSTERY INC	.39
2011	P	55845	P	50103	WILLIS UPHOLSTERY INC	1.15
2011	P	55845	P	50103	WILLIS UPHOLSTERY INC	2.01
2011	P	55845	P	50103	WILLIS UPHOLSTERY INC	.52
2011	P	55845	P	50103	WILLIS UPHOLSTERY INC	.41
2011	P	55845	P	50103	WILLIS UPHOLSTERY INC	.20
2011	P	55845	P	50103	WILLIS UPHOLSTERY INC	.20
2011	P	55845	P	50103	WILLIS UPHOLSTERY INC	.64
2011	P	55845	P	50103	WILLIS UPHOLSTERY INC	.95
2011	P	55845	P	50103	WILLIS UPHOLSTERY INC	1.23
2011	P	55845	P	50103	WILLIS UPHOLSTERY INC	.13
2016	P	45514	P	32395	FRED MICHAEL WHITE	50.30
2018	P	201873	P	517204	WILLIAM JOSEPH III KENNEDY	6.57
2018	P	201873	P	517204	WILLIAM JOSEPH III KENNEDY	2.03
2018	P	212802	P	530228	JOHN L FUGATE	7.27
2018	P	212802	P	530228	JOHN L FUGATE	1.87
2017	P	110251	P	515047	EDWINA WILLIS	15.81
2017	P	110251	P	515047	EDWINA WILLIS	15.00
2018	P	199714	P	515047	EDWINA WILLIS	15.00
2018	P	199714	P	515047	EDWINA WILLIS	15.81
2017	P	123902	P	464874	JAMES CHRISTOPHER FORE	9.80
2018	P	200392	P	515763	JEFFERY MATSON	11.78
2017	P	111035	P	515763	JEFFERY MATSON	11.78
2017	P	123479	P	520550	JOHNNY EDWARD OSHALL	11.28
2018	P	210647	P	520550	JOHNNY EDWARD OSHALL	11.27
2018	P	210639	P	527686	BARBOURS FERRY SERVICE LLC	39.10
2018	P	210639	P	527686	BARBOURS FERRY SERVICE LLC	19.11
2017	P	123467	P	527686	BARBOURS FERRY SERVICE LLC	40.90
2017	P	123467	P	527686	BARBOURS FERRY SERVICE LLC	21.60

Year	Roll Typ	Taxbill Number	Parc Roll	Name Id Number	Name	Total Adjustment
2013	P	89310	P	499671	ANGELA BAKER WILLIAMS	11.26
2014	P	98536	P	499671	ANGELA BAKER WILLIAMS	11.51
2015	P	111035	P	499671	ANGELA BAKER WILLIAMS	15.00
2014	P	98536	P	499671	ANGELA BAKER WILLIAMS	15.00
2013	P	89310	P	499671	ANGELA BAKER WILLIAMS	15.00
2018	R	433806	P	42527	ELDRIDGE V ETUX LINDA PACE	15.72
2017	R	256513	P	42527	ELDRIDGE V ETUX LINDA PACE	17.53
2016	R	139552	P	42527	ELDRIDGE V ETUX LINDA PACE	19.34
2015	R	636207	P	42527	ELDRIDGE V ETUX LINDA PACE	35.13
2016	P	50290	P	519745	SHEILA M EASON	3.08
2017	P	115368	P	519745	SHEILA M EASON	4.80
2016	P	50189	P	519633	JOHNNY GRAIG EASON	4.08
2017	P	115275	P	519633	JOHNNY GRAIG EASON	6.34
2018	P	204109	P	519633	JOHNNY GRAIG EASON	6.34
2016	P	48982	P	518580	CRAIG EASON	23.10
2016	P	48982	P	518580	CRAIG EASON	23.10
2017	P	114203	P	518580	CRAIG EASON	92.98
2017	P	114203	P	518580	CRAIG EASON	16.49
2017	P	114203	P	518580	CRAIG EASON	16.50
2018	P	203182	P	518580	CRAIG EASON	88.86
2018	P	203182	P	518580	CRAIG EASON	15.66
2018	P	203182	P	518580	CRAIG EASON	15.67
2015	P	111031	P	36751	SUSAN S WHITE	10.41
2016	P	46912	P	36751	SUSAN S WHITE	10.26
2016	P	46912	P	36751	SUSAN S WHITE	9.35
2017	P	115539	P	54286	VIRGINIA A GARNER	32.64
2017	P	123242	P	413582	DAVID MARTIN GOODWIN	4.91
2018	P	210479	P	413582	DAVID MARTIN GOODWIN	5.13
2017	P	123785	P	413582	DAVID MARTIN GOODWIN	75.07
2017	P	123785	P	413582	DAVID MARTIN GOODWIN	37.12
2018	P	210865	P	413582	DAVID MARTIN GOODWIN	77.65
2018	P	210865	P	413582	DAVID MARTIN GOODWIN	38.39

FINAL TOTALS  
TOTAL

3,974.04

\* \* \* END OF REPORT \* \* \*

- IV. Consent Agenda
  - 2. Tax Releases/Refunds/Collector's Report
    - b. Tax Releases Over \$100

02/26/20 08:37:53

RELEASE OVER 100.00

PAGE 1

Name Id Number	Name	Total Adjustment	Comment
478999	SEA LEVEL INN HOMEOWNR ASS INC	110.04	SHOULD HAVE BEEN COMMON AREA
478999	SEA LEVEL INN HOMEOWNR ASS INC	103.09	SHOULD HAVE BEEN A COMMON AREA
478999	SEA LEVEL INN HOMEOWNR ASS INC	103.09	SHOULD HAVE BEEN A COMMON AREA
478999	SEA LEVEL INN HOMEOWNR ASS INC	114.68	SHOULD HAVE BEEN A COMMON AREA
9563	JAMES C JR BROWN SWANSBORO	114.71	COUNTY PROPERTY/PER SARAH DAVIS
9563	JAMES C JR BROWN SWANSBORO	116.35	COUNTY PROPERTY/PER SARAH DAVIS
67035	TRAVIS PAUL SMITH CEDAR ISLAND	581.98	FAILED TO RECEIVE EXEMPTION
FINAL TOTALS			
TOTAL		1,243.94	

\* \* \* E N D O F R E P O R T \* \* \*

- IV. Consent Agenda
  - 2. Tax Releases/Refunds/Collector's Report
    - c. Tax Refunds Under \$100

03/01/20 01:30:00

Refunds to be Issued by Finance Office - \$100.00 and Under

Remit To:	Address	City	St Zip Code	TransNo	Reference
Refund					
ADAMS, CARLTON F JR	ETUX GERA 805 FAIRWAY DR 28.68 OVERPAYMENT CHECK 608177	CLAYTON	NC 27520	2259840	2019 R 5373.18.32.1172000
ALMANY, JEFFREY SCOTT	199 SALTY SHORES RD 30.57 PAID TWICE STURGIS	NEWPORT	NC 28570	0	2019 P 0031579
APPLEWHITE, JAMES W	ETUX MART 608 AUSTIN AVE 1.79 OVER PAYMENT CHECK 988	GARY	NC 27511	2260690	2019 R 5373.14.32.2904000
BLOMGREN, BRUCE V	3662 WINGFOOT DR 47.77 PAID TWICE/STURGIS	SOUTHPORT	NC 28461	0	2019 R 630418404909000
CARTER, MATTHEW STEPHEN	5201 WEBB CT. 30.24 BOAT SOLD 2018	MOREHEAD CITY	NC 28557	2261353	2019 P 0051153
CARTERET INTERLA	MEDICINE CA 212 PENNY LANE 32.27 OVERPAYMENT CHECK 2067	MOREHEAD CITY	NC 28557	2260461	2013 P 0009904
CHAPPELL, JESSE W ETAL	TRUSTE 704 HIGHWAY 58 15.00 S/W DOUBLE BILLED	SWANSBORO	NC 28584	2260645	2015 R 6316.04.80.4974000
CHASAK, ERWIN THOMAS JR	4521 MIDDLETOWN DRIVE 70.00 OVERPAYMENT CHECK 37071	WAKE FOREST	NC 27587	2261454	2018 R 6355.19.50.7830000
CLARKE, LEWIS	1701 GLEN EDEN DRIVE 44.33 OVERPAYMENT CHECK 0002113960	RALEIGH	NC 27612	2260531	2019 P 0537034
CLINE, TALFORD R ETUX	SANDRA 290 FIRETOWER ROAD 1.07 OVER PAYMENT CHECK 0000985200	BEAUFORT	NC 28516	2260497	2018 R 7338.03.34.7870000
CORELOGIC TAX SERVICES LLC	3001 HACKBERRY ROAD 12.59 OVER PAYMENT CHECK 410328633	IRVING	TX 75063	2260839	2019 R 6378.04.71.8716000
CRANFORD, GEORGE ETAL	ESTELL 2 BLUFF RIDGE COURT 90.47 OVERPAYMENT STURGIS	GREENSBORO	NC 274552296	2261563	2019 R 5373.18.41.9939307
DALTON FAMILY INVESTMENTS	LL 400 LEE ROAD 62.49 OVER PAYMENT CHECK 240116	CLAYTON	NC 27520	2261324	2019 R 6388.03.24.4066000
DANIELS, CALLIE G ETVIR	LARRY 130 GOODWIN RIDGE ROAD 9.08 OVER PAYMENT CHECK 091063	CEDAR ISLAND	NC 28520	2261436	2019 R 8406.00.02.3171000
DANIELS, MICHAEL N	108 W. BAYSHORE LN PO BOX 600 2.91 OVER PAYMENT CHECK 8816	CEDAR ISLAND	NC 28520	2261394	2019 R 8406.04.52.6778000
DANIELS, MICHAEL N	108 W. BAYSHORE LN PO BOX 600 41.72 OVER PAYMENT CHECK 8817	CEDAR ISLAND	NC 28520	2261395	2019 R 8406.04.52.4876000
DAVIS, ANGELA W	1780 COUNTRY CLUB RD 2.93	MOREHEAD CITY	NC 28557	2261158	2018 R 6387.14.34.8405000
DAVIS, JOSHUA S	510 FONTANA DR 3.83 OVER PAYMENT CHECK 1118	CLAYTON	NC 27527	2261613	2019 P 0033487

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Refunds to be Issued by Finance Office - \$100.00 and Under

Remit To:	Address	City	St Zip Code	TransNo	Reference
	Refund				
EDMONDS, DAVID BRIAN	125 SILVER CREEK DR SOLD BOAT PER BOS	SWANSBORO	NC 28584	2260650	2019 P 0050810
FARRUGIA, KAREN	PO BOX 1060 DRAFT ALREADY PAID OFF	BEAUFORT	NC 28516		0 R 7336.01.05.0576000
FENNELL, TODD W ETAL	MONK TR 100 N MAIN STREET 5TH FLOOR OVER PAYMENT CHECK 31421039	WINSTON SALEM	NC 27101	2260749	2019 R 6376.20.91.4484000
FREMAUX, FREDERICK ETUX	PHYLL 113 TIDEWATER DRIVE OVERPAYMENT CHECK 0099285848	NEWPORT	NC 28570	2259685	2019 R 6305.03.03.5269000
GERALD PELLETIER MD	413 HAYWOOD CREEK DR OVER PAYMENT CHECK 1759	TRENT WOODS	NC 28562	2260894	2019 P 0045014
GILLIKIN, NORMA J	1043 CROW HILL RD OVERPAYMENT CHECK 765177	BEAUFORT	NC 28516	2259500	2017 R 7326.02.87.5641000
GRIFFIS, DANIEL B III ETUX	TI 3506 WALLINGFORD ROAD OVER PAYMENT CHECK 240113	GREENVILLE	NC 27858	2261325	2019 R 6344.06.39.6563024
GUTHRIE, LETTIE ETAL	JEREMY 1170 SALTER PATH RD PO BOX 161 OVERPAYMENT CHECK 5059	SALTER PATH	NC 28575	2259024	2019 R 7338.04.51.0653000
HANEY, JEANNE W	1680 CONCRETE WORKS RD OVER PAYMENT CHECK 3079	WINSTON SALEM	NC 27107	2259773	2019 R 5384.11.76.1882000
HARWARD, CHRIS	3215 RIDGESTONE PK OVERPAYMENT CHECK 0005309205	DURHAM	NC 27712	2261240	2019 P 0036436
INDUSTRIAL PARK LLC	848 N RAINBOW BLVD #5038 OVERPAYMENT STURGIS	LAS VEGAS	NV 89107	2260990	2015 R 6339.15.52.0779000
LAKEVIEW LOAN SERVICING LLC	PO BOX 8068 OVER PAYMENT CHECK 5004785686	VIRGINIA BEACH	VA 23450	2260842	2019 R 6348.06.39.1080000
LASSITER, CHASE	PO BOX 1850 PAID TWICE	ATLANTIC BEACH	NC 28512		0 2016 R 635704517515000
LASSITER, CHASE	PO BOX 1850 PAID TWICE	ATLANTIC BEACH	NC 28512		0 2019 R 635514442161000
LASSITER, CHASE	PO BOX 1850 PAID TWICE	ATLANTIC BEACH	NC 28512		0 2019 R 635514442212000
LASSITER, DENNIS	2029 TERRI CREEK DR OVERPAYMENT CHECK 5439	FUQUAY VARINA	NC 27526	2259081	2019 P 0017724
LLOYD, KEITH	4708 COUNTRY CLUB DR N OVER PAYMENT CHECK 2611	WILSON	NC 27896	2261604	2019 P 0043040
MAILLET, DONALD E ETUX	JOANNE 90 RIDGEWOOD LN APT 1 OVER PAYMENT CHECK 750	GARDNER	MA 01440	2261599	2019 R 8407.03.32.1459000

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Refunds to be Issued by Finance Office - \$100.00 and Under

Remit To:	Address	City	St Zip Code	TransNo	Reference
	Refund				
MATARAZZO, GARY	127 SOMERVILLE ROAD OVERPAYMENT STURGIS	BEDMINSTER	NJ 07921	2259594	2019 R 7424.01.05.6905000
METTS, PATRICIA M	114 MISTYWOOD DR OVER PAYMENT CHECK 6820	FUQUAY VARINA	NC 27526	2261465	2009 R 5367.01.35.3173000
MILLER, THOMAS RYAN	733 N FORTY RD OVERPAYMENT STURGIS	MOREHEAD CITY	NC 28557	2260639	2019 P 0045613
MOSS, BENJAMIN	1303 HEALTH DR OVERPAYMENT CHECK # 3508	NEW BERN	NC 285604371	2259450	2018 R 5383.07.79.4332000
MYERS, FAYE	8186 LAMBS CREEK CHURCH OVER PAYMENT CHECK 955	KING GEORGE	VA 22485	2261575	2009 P 0008141
NIXON, RONNIE E ETUX SANDRA	126 LONGLEAF DR OVER PAYMENT CHECK 5762	NEWPORT	NC 28570	2259844	2019 R 6379.04.71.9603000
PAUL E SHIPTENKO FAMILY LT	499 PINEBROOKE LN SOLD CONDO/NO RENTAL	WESTERVILLE	OH 43082	2260644	2017 P 9067181
PELICAN'S ROOST OWNERS ASS	I PO BOX 5359 OVERPAYMENT CHECK 5671	EMERALD ISLE	NC 28594	2261280	2013 R 6385.16.72.9934000
PINER, BETTY LOU L/T	260 CHANNEL ROCK ROAD OVERPAYMENT CHECK 0006344865	BEAUFORT	NC 28516	2261874	2017 R 7368.01.19.6351000
FUGSLEY, ELIZABETH INEZ	2312 FISHER STREET OVER PAYMENT CHECK 419	MOREHEAD CITY	NC 28557	2259734	2018 R 6386.13.02.4528000
REID, PHILIP M	1756 MOOREFIELD RD OVERPAYMENT STURGIS	DANBURY	NC 27016	2261351	2019 R 7425.03.13.4007000
RIMMER, DANIEL ETUX SUSAN	414 AUSTIN RD OVERPAYMENT CHECK # 1682	BEAUFORT	NC 28516	2259346	2019 R 7307.03.43.0521000
ROLLS, WALTER	PO BOX 704 OVER PAYMENT CHECK 1116	WAKE FOREST	NC 27588	2260248	2019 P 0534303
SMITH, BARBARA NEWCOMB	229 HICKORY SHORES DR OVER PAYMENT CHECK 9404	NEWPORT	NC 28570	2260763	2019 P 0038018
SOUTHLAND PROPERTIES INC OF	PO BOX 146 DRAFT ALREADY PAID OFF	BEAUFORT	NC 28516		0 R 7306.17.22.1282000
STANBACK, JOHN WILLIAM ETUX	M 736 FRANKLIN STREET OVER PAYMENT CHECK 7786669	CHAPEL HILL	NC 27514	2260757	2019 R 7346.19.52.6187000
SYKES, TANYA S ETAL TRUSTEES	3009 ROCK RIDGE PASS OVERPAYMENT CHECK 5279	MATTHEWS	NC 28104	2261488	2019 R 5373.15.63.4653000
TAYLOR, MARIAN H	PO BOX 898 OVER PAYMENT CHECK 0000880110	WAYNESVILLE	NC 28786	2260521	2019 R 7336.04.83.8811000

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Refunds to be Issued by Finance Office - \$100.00 and Under

Remit To:	Address	City	St Zip Code	TransNo	Reference
Refund					
THOMPSON, SHARON Y	ETVIR L/T 133 MADISON BAY DRIVE 13.25 OVER PAYMENT CHECK 613054	BEAUFORT	NC 28516	2260879	2019 R 6398.02.79.2471000
TUCKER, RICHARD LEE	ETAL DILL 1908 SNOWY EGRET DRIVE 2.99 OVER PAYMENT CHECK 3079	MOREHEAD CITY	NC 28557	2259882	2019 R 6387.18.32.8280000
U.S. DEPT OF AGRICULTURE	4300 GOODFELLOW BLVD BLDG 105E 3.89 OVERPAYMENT CHECK 10569274	ST LOUIS	MO 63120	2259793	2019 R 6316.04.92.9403000
WEAR, CINDY MICHELE	113 QUEEN ANNES LN 1.41 OVERPAYMENT CHECK 0000985319	BEAUFORT	NC 28516	2260523	2019 P 0532762
WILDT, FREDERTCK ERNEST	150 NORTH MAIN ST 9.66 OVERPAYMENT CHECK 3516	ROCHESTER	VT 05767	2260211	2019 R 7306.16.82.5730000
WILKINS, SARAH CULLER	768 ROBERTS CHAPEL RD 2.06 OVER PAYMENT CHECK 6157	STEM	NC 27581	2260092	2012 P 0017904
WILLIAMS, JERRY CHRISTOPHER	107 TRELIS LANE 80.07 PAYS TAX IN CRAVEN CO	VANCEBORO	NC 28586	2260654	2017 P 0048036
WILLIAMS, SCOTT J	ETUX MARY 1306 N HERRITAGE ST 9.17 OVER PAYMENT CHECK 8147	KINSTON	NC 28501	2259755	2016 R 6375.16.82.4569000
WRIGHT, JAMES E	ETUX ANN 523 FAYETTEVILLE STREET 3.18 OVERPAYMENT CHECK 3346	KNIGHTDALE	NC 27545	2259048	2013 R 7306.18.41.1044000
FINAL TOTALS					
TOTAL 1,398.34					
* * * E N D O F R E P O R T * * *					

- IV. Consent Agenda
  - 2. Tax Releases/Refunds/Collector's Report
    - d. Tax Refunds Over \$100

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Refunds to be Issued by Finance Office - Over \$100.00

PAGE

Remit To:	Address	City	St	Zip Code	Reference
Refund					
ALLEN, GARRY L ETUX CYNTHIA L	114 WATERSEDGE DRIVE 100.15 OVER PAYMENT CHECK 8686	NEWPORT	NC	28570	2019 R 6357.01.26.6722
ATTORNEY DONNA J BOGGS PLLC	5276 HIGHWAY 24 316.23 OVER PAYMENT CHECH 2996	NEWPORT	NC	28570	2013 R 6336.04.54.0057
FENNELL, TODD W ETAL MONK TR	100 N MAIN STREET 5TH FLOOR 135.15 OVER PAYMENT CHECK 31421036	WINSTON SALEM	NC	27101	2019 R 6356.16.84.5243
FREMAUX, FREDERICK ETUX PHILL	114 TIDEWATER DRIVE 113.12 ALREADY PAID	NEWPORT	NC	28570	2019 R 630503035269000
HAMILTON, WANDA SUE	225 INGRAM RD 164.12 ELDERLY EXEMPTION	BEAUFORT	NC	28516	2019 R 7482.17.20.2854
QUIDLEY, MONICA ELMA ROBINSON	104 DARBY COURT 111.93 OVER PAYMENT CHECK 5843	TAYLORS	SC	29687	2018 R 7316.09.05.7211
SCHEU, GREG	621 PENDLETON LAKE ROAD 237.55 ALREADY PD	RALEIGH	NC	27614	2016 P 0035695
SOUND ESCAPE LLC	208 MEADOWS LANE 452.53 OVERPAYMENT CHECK 1001	NEWPORT	NC	28570	2018 R 6304.18.42.0058
STMCC LLC	4838 ARENDELL STREET 165.00 S/W ADJUSTMENT	MOREHEAD CITY	NC	28557	2019 R 6377.20.90.6777
TURNER, ROY W ETUX PATRICIA	300 CLEARWATER DR 146.06 S/W ADJUSTMENT	NEWPORT	NC	28570	2019 R 6305.03.23.4556
WENTWORTH CONSTRUCTION LLC	1029 AUGUSTA LANE 259.85 OVERPAYMENT CHECK 6449	GREENVILLE	NC	27858	2019 R 6375.15.74.1075
WICKIZER, ALAN T ETUX SHARON	373 GILLIKIN ROAD 180.26 M/H PROCESSED AS REAL PROPERTY	BEAUFORT	NC	28516	2019 R 7337.01.29.4099
WICKIZER, ALAN T ETUX SHARON	373 GILLIKIN ROAD 182.30 M/H PROCESS AS REAL PROPERTY	BEAUFORT	NC	28516	2018 R 7337.01.29.4099
WICKIZER, ALAN T ETUX SHARON	373 GILLIKIN ROAD 186.32 M/H PROCESSED AS REAL PROPERTY	BEAUFORT	NC	28516	2017 R 7337.01.29.4099
FINAL TOTALS					
TOTAL	2,750.57				

\* \* \* E N D O F R E P O R T \* \* \*

- IV. Consent Agenda
  - 2. Tax Releases/Refunds/Collector's Report
    - e. Tax Collector's Monthly Report

# Carteret County Tax Department

Appraisal: (252) 728-8485  
Personal Property: (252) 728-8535  
Business Personal: (252) 728-8483  
Collections: (252) 728-8525  
Mapping/GIS: (252) 728-8490



Sarah T. Davis  
Tax Administrator  
Tel: (252) 728-8535  
Fax: (252) 728-8588  
CC Payments Online or by Phone  
[www.carteretcountytax.com](http://www.carteretcountytax.com)  
1-888-544-9433

## Memorandum

To: Board of Commissioners  
Tommy Burns

From: Sarah Davis  
Tax Administrator

Re: BOC monthly collections report

Date: February 28, 2020

Attached is the monthly collection's report to the Board of Commissioners as required by North Carolina General Statute 105-350. No action is required by the Board. It is presented for information purposes only. The collection report shows the total levy, collection, and unpaid balance for each year of the past ten years, beginning with 2009 and coming forward to 2019. This report is presented each month in your agenda package. The total collections for the ten years are \$612,966,370.77. The unpaid balance outstanding for the 10 year period is \$8,608,682.63 including deferred taxes. The Tax Department will continue to pursue collection of unpaid taxes as authorized by North Carolina Statutes.

Typ Bill	Year	Property Number	Dist Code	Twn	Sch	Special Districts									User Codes									Deferred Flag	Defer Inelig	MV Batch								
						1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9											
* * * * Totals for Tax year																		2009																
# of Properties Processed																		143,265																
		Total				TAX					Spec Asmt					Deferred				CB Deferred			Interest			Fees								
Original Balances	54,948,168.22	54,948,168.22	51,809,907.51	2,372,968.00		2,372,968.00	193,267.34									193,267.34				.00		548,236.52			23,788.85									
Total Adjustments	393,403.03-	393,403.03-	184,865.65-	27,677.41-		27,677.41-														.00		.00			12,407.37									
Total Collections	54,457,653.78	54,457,653.78	51,581,334.27	2,339,786.16		2,339,786.16	.00									.00				.00		501,518.75			35,014.60									
Unpaid Balances	97,111.41	97,111.41	43,707.59	5,504.43		5,504.43	.00									.00				.00		46,717.77			1,181.62									
* * * * Totals for Tax year																		2010																
# of Properties Processed																		143,838																
		Total				TAX					Spec Asmt					Deferred				CB Deferred			Interest			Fees								
Original Balances	55,563,824.91	55,563,824.91	52,424,638.58	2,351,053.00		2,351,053.00	229,599.63									229,599.63				.00		534,107.94			24,425.76									
Total Adjustments	311,291.36-	311,291.36-	70,401.07-	22,737.25-		22,737.25-														.00		.00			9,735.47									
Total Collections	55,141,103.81	55,141,103.81	52,301,707.68	2,321,189.34		2,321,189.34	1,711.12													.00		483,365.93			33,129.74									
Unpaid Balances	111,429.74	111,429.74	52,529.83	7,126.41		7,126.41	.00									.00				.00		50,742.01			1,031.49									
* * * * Totals for Tax year																		2011																
# of Properties Processed																		144,282																
		Total				TAX					Spec Asmt					Deferred				CB Deferred			Interest			Fees								
Original Balances	56,052,668.36	56,052,668.36	52,936,189.46	2,320,555.00		2,320,555.00	225,239.96									225,239.96				.00		545,591.35			25,092.59									
Total Adjustments	375,113.76-	375,113.76-	150,282.13-	14,200.73-		14,200.73-														.00		.00			14,029.37									
Total Collections	55,423,537.97	55,423,537.97	52,654,049.48	2,295,074.17		2,295,074.17	579.69													.00		436,418.90			37,415.73									
Unpaid Balances	254,016.63	254,016.63	131,857.85	11,280.10		11,280.10	.00									.00				.00		109,172.45			1,706.23									
* * * * Totals for Tax year																		2012																
# of Properties Processed																		144,824																
		Total				TAX					Spec Asmt					Deferred				CB Deferred			Interest			Fees								
Original Balances	55,145,510.54	55,145,510.54	51,997,993.51	2,359,242.00		2,359,242.00	218,866.12									218,866.12				.00		541,465.81			27,943.10									
Total Adjustments	359,781.51-	359,781.51-	116,987.59-	31,569.38-		31,569.38-														.00		.00			6,034.02									
Total Collections	54,470,719.31	54,470,719.31	51,713,785.62	2,308,536.13		2,308,536.13	944.57													.00		415,781.34			31,671.65									
Unpaid Balances	315,009.72	315,009.72	167,220.30	19,136.49		19,136.49	662.99									.00				.00		125,684.47			2,305.47									
* * * * Totals for Tax year																		2013																
# of Properties Processed																		112,175																
		Total				TAX					Spec Asmt					Deferred				CB Deferred			Interest			Fees								
Original Balances	54,017,369.33	54,017,369.33	50,733,057.05	2,554,465.00		2,554,465.00	226,999.79									226,999.79				.00		478,997.41			23,850.08									
Total Adjustments	124,055.88-	124,055.88-	91,868.79-	31,852.86-		31,852.86-														.00		.00			2,855.54									





Typ Bill	Year	Property Number	Dist Code	Twn	Sch	Special Districts									User Codes									Deferred Flag	Defer Inelig	MV Batch
						1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9			

\* \* \* \* Totals for FINAL TOTALS

# of Properties Processed 1,147,295

	Total	TAX	Spec Asmt	Deferred	CB Deferred	Interest	Fees
Original Balances	625,528,954.94	583,260,266.84	33,597,458.00	3,641,361.38	.00	4,644,527.55	385,341.17
Total Adjustments	3,953,901.54-	1,716,699.96-	714,878.34-	1,510,665.90-	.00	.00	11,657.34-
Total Collections	612,966,370.77	576,961,070.02	32,118,330.97	20,295.25	.00	3,534,096.34	332,578.19
Unpaid Balances	8,608,682.63	4,582,496.86	764,248.69	2,110,400.23	.00	1,110,431.21	41,105.64

- IV. Consent Agenda
  - 2. Tax Releases/Refunds/Collector's Report
    - f. NCVTS Motor Vehicle Refund Report



# North Carolina Vehicle Tax System

## NCVTS Pending Refund report

Report Date 3/2/2020 11:38:05 AM

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Refund Description	Refund Reason	Create Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
AUGUST, EUGENE	AUGUST, EUGENE		232 TAYLORWOOD DR		BEAUFORT, NC 28516	Adjustment < \$100	0051986117	CM14329	Refund Generated due to adjustment on Bill #0051986117-2019-2019-0000-00	Over Assessment	02/28/2020	9010	Tax	(\$5.95)	\$0.00	(\$5.95)
												1159	Tax	(\$8.83)	\$0.00	(\$8.83)
												46	Tax	(\$1.15)	\$0.00	(\$1.15)
															Refund	\$15.93
BARROW, RICHARD DOWELL II	BARROW, RICHARD DOWELL II		105 KEY WEST LN		NEWPORT, NC 28570	Proration	0030461112	DMZ2479	Refund Generated due to proration on Bill #0030461112-2018-2018-0000-00	Tag Surrender	02/25/2020	9010	Tax	(\$0.60)	\$0.00	(\$0.60)
												31	Tax	(\$0.08)	\$0.00	(\$0.08)
												48	Tax	(\$0.08)	\$0.00	(\$0.08)
															Refund	\$0.76
BRAGG, DAVID STEVEN	BRAGG, DAVID STEVEN		180 NORRIS LANDING RD		PELETIER, NC 28584	Adjustment < \$100	0052010502	DA1430	Refund Generated due to adjustment on Bill #0052010502-2019-2019-0000	Situs error	02/24/2020	9010	Tax	\$0.00	\$0.00	\$0.00
												1460	Tax	(\$13.03)	\$0.00	(\$13.03)
												1523	Tax	\$2.01	\$0.00	\$2.01
												37	Tax	\$2.19	\$0.00	\$2.19
												19	Tax	\$1.83	\$0.00	\$1.83
			Refund	\$7.00												
BRUGGER, JOYCE PAMELA	BRUGGER, JOYCE PAMELA		1111 HEDRICK BLVD		MOREHEAD CITY, NC 28557	Proration	0001082951	YZP6853	Refund Generated due to proration on Bill #0001082951-2019-2019-0000-00	Tag Surrender	02/10/2020	9010	Tax	(\$12.13)	\$0.00	(\$12.13)
												30	Tax	(\$1.96)	\$0.00	(\$1.96)
												50	Tax	(\$0.78)	\$0.00	(\$0.78)
			Refund	\$14.87												
BUNDY, SAMUEL DAVID JR	BUNDY, SAMUEL DAVID JR		904 LANGFORD PL		RALEIGH, NC 27609	Proration	0020472465	ZYP4192	Refund Generated due to proration on Bill #0020472465-2018-2018-0000-00	Tag Surrender	02/13/2020	9010	Tax	(\$2.15)	\$0.00	(\$2.15)
												1353	Tax	(\$1.37)	\$0.00	(\$1.37)
												93	Tax	(\$0.42)	\$0.00	(\$0.42)
			Refund	\$3.94												
CARPENTER, TIMOTHY JAMES II	CARPENTER, TIMOTHY JAMES II		219 BOGUE CARRIER CT		NEWPORT, NC 28570	Proration	0039760369	CBM5473	Refund Generated due to proration on Bill #0039760369-2019-2019-0000-00	Tag Surrender	02/19/2020	9010	Tax	(\$22.76)	\$0.00	(\$22.76)
												31	Tax	(\$2.94)	\$0.00	(\$2.94)
												48	Tax	(\$2.94)	\$0.00	(\$2.94)
			Refund	\$28.64												
CARPENTER, TIMOTHY JAMES II	CARPENTER, TIMOTHY JAMES II		219 BOGUE CARRIER CT		NEWPORT, NC 28570	Proration	0045684832	PKT1190	Refund Generated due to proration on Bill #0045684832-2019-2019-0000-00	Tag Surrender	02/19/2020	9010	Tax	(\$13.90)	\$0.00	(\$13.90)
												31	Tax	(\$1.79)	\$0.00	(\$1.79)
												48	Tax	(\$1.79)	\$0.00	(\$1.79)
			Refund	\$17.48												
CHRISTMAN, SUSAN SCHIRM	CHRISTMAN, SUSAN SCHIRM	CHRISTMAN, WILLIAM ALBERT JR	150 LANDS END RD	APT A43	MOREHEAD CITY, NC 28557	Proration	0028773564	BJF7323	Refund Generated due to proration on Bill #0028773564-2019-2019-0000-00	Vehicle Sold	02/12/2020	9010	Tax	(\$44.83)	\$0.00	(\$44.83)
												1351	Tax	(\$54.95)	\$0.00	(\$54.95)
			Refund	\$99.78												
CIESLINSKI, DAVID TODD	CIESLINSKI, DAVID TODD		333 STARKE DR		ROANOKE RAPIDS, NC 27870	Adjustment < \$100	0051993401	SNW6268	Refund Generated due to adjustment on Bill #0051993401-2019-2019-0000	Situs error	02/20/2020	9010	Tax	\$0.00	\$0.00	\$0.00
												1460	Tax	(\$10.39)	\$0.00	(\$10.39)
												41	Tax	\$2.62	\$0.00	\$2.62
			Refund	\$7.77												
COLE, DAVID EDWARD	COLE, DAVID EDWARD		106 VELLINES AVE		NEWPORT, NC 28570	Proration	0050867658	PKS9818	Refund Generated due to proration on Bill #0050867658-2019-	Tag Surrender	02/24/2020	9010	Tax	(\$2.39)	\$0.00	(\$2.39)
												32	Tax	(\$0.52)	\$0.00	(\$0.52)



North Carolina Vehicle Tax System

NCVTS Pending Refund report

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										2019-0000-00		Refund		\$2.91	
CONNOR, MELYNIE BROWN	CONNOR, MELYNIE BROWN		PO BOX 2119	ATLANTIC BCH, NC 28512	Proration	0038475397	SZA4421	Refund Generated due to proration on Bill #0038475397-2019-2019-0000-00	Vehicle Sold	02/10/2020	9010	Tax	(\$33.67)	\$0.00	(\$33.67)
											1352	Tax	(\$19.54)	\$0.00	(\$19.54)
														Refund	\$53.21
CORNETT, JOHN MORRIS	CORNETT, JOHN MORRIS		PO BOX 1087	NEWPORT, NC 28570	Proration	0037934580	BDZ8064	Refund Generated due to proration on Bill #0037934580-2019-2019-0000-00	Tag Surrender	02/10/2020	9010	Tax	(\$28.39)	\$0.00	(\$28.39)
											35	Tax	(\$8.25)	\$0.00	(\$8.25)
														Refund	\$36.64
CULPEPPER, NORMAN GARRY	CULPEPPER, NORMAN GARRY		3347 MILL CREEK RD	NEWPORT, NC 28570	Adjustment < \$100	0051859217	CL78774	Refund Generated due to adjustment on Bill #0051859217-2019-2019-0000-00	Over Assessment	02/10/2020	9010	Tax	(\$45.76)	\$0.00	(\$45.76)
											28	Tax	(\$8.11)	\$0.00	(\$8.11)
											39	Tax	(\$11.81)	\$0.00	(\$11.81)
											78	Tax	(\$8.11)	\$0.00	(\$8.11)
														Refund	\$73.79
DIXON, JOHN BRYANT V	DIXON, JOHN BRYANT V	DIXON, DEBRA ANN	125 BRICKHOUSE LN	BEAUFORT, NC 28516	Proration	0020325357	CE30234	Refund Generated due to proration on Bill #0020325357-2018-2018-0000-00	Tag Surrender	02/18/2020	9010	Tax	(\$0.20)	\$0.00	(\$0.20)
											27	Tax	(\$0.05)	\$0.00	(\$0.05)
											17	Tax	(\$0.04)	\$0.00	(\$0.04)
														Refund	\$0.29
EHLER, KIMBERLY MICHELLE MANN	EHLER, KIMBERLY MICHELLE MANN		310 APPALOOSA CT	SWANSBORO, NC 28584	Proration	0049755456	TAV7088	Refund Generated due to proration on Bill #0049755456-2019-2019-0000-00	Tag Surrender	02/25/2020	9010	Tax	(\$5.70)	\$0.00	(\$5.70)
											40	Tax	(\$1.84)	\$0.00	(\$1.84)
											19	Tax	(\$0.92)	\$0.00	(\$0.92)
														Refund	\$8.46
ELLIOTT, DAVID DENVER	ELLIOTT, DAVID DENVER	ELLIOTT, KAREN TAYLOR	301 DEER TRL	EMERALD ISLE, NC 28594	Proration	0027923906	PTW9338	Refund Generated due to proration on Bill #0027923906-2019-2019-0000-00	Tag Surrender	02/20/2020	9010	Tax	(\$6.07)	\$0.00	(\$6.07)
											1556	Tax	(\$3.03)	\$0.00	(\$3.03)
														Refund	\$9.10
GAESSER, CLAYTON DAVID THOMAS	GAESSER, CLAYTON DAVID THOMAS	GAESSER, KEITH H	130 ANDREW CIR	PELETIER, NC 28584	Adjustment < \$100	0051815010	TBK1765	Refund Generated due to adjustment on Bill #0051815010-2019-2019-0000-00	Situs error	02/05/2020	9010	Tax	\$0.00	\$0.00	\$0.00
											1460	Tax	(\$31.49)	\$0.00	(\$31.49)
											1523	Tax	\$4.85	\$0.00	\$4.85
											37	Tax	\$5.29	\$0.00	\$5.29
											19	Tax	\$4.41	\$0.00	\$4.41
														Refund	\$16.94
GORDON, JANE ALETHIA	GORDON, JANE ALETHIA		241 RUDOLPH DR	BEAUFORT, NC 28516	Adjustment < \$100	0051784390	FLS5925	Refund Generated due to adjustment on Bill #0051784390-2019-2019-0000-00	Over Assessment	02/21/2020	9010	Tax	(\$5.21)	\$0.00	(\$5.21)
											42	Tax	(\$1.05)	\$0.00	(\$1.05)
											46	Tax	(\$1.01)	\$0.00	(\$1.01)
											75	Tax	(\$0.93)	\$0.00	(\$0.93)
														Refund	\$8.20
HARDIN, BETTY ELAINE	HARDIN, BETTY ELAINE		334 SHORESIDE DR	SWANSBORO, NC 28584	Proration	0041769869	EML1841	Refund Generated due to proration on Bill #0041769869-2018-2018-0000-00	Tag Surrender	02/07/2020	9010	Tax	(\$18.39)	\$0.00	(\$18.39)
											37	Tax	(\$3.56)	\$0.00	(\$3.56)
											19	Tax	(\$2.97)	\$0.00	(\$2.97)
														Refund	\$24.92
HARKLEY, ERIN GRAY MITCHELL	HARKLEY, ERIN GRAY MITCHELL		127 CEDARWOOD	HAVELOCK, NC 28532	Proration	0045832037	FKT8505	Refund Generated due to proration on Bill #0045832037-2019-2019-0000-00	Tag Surrender	02/26/2020	9010	Tax	(\$64.78)	\$0.00	(\$64.78)
											30	Tax	(\$10.45)	\$0.00	(\$10.45)
											50	Tax	(\$4.18)	\$0.00	(\$4.18)



# North Carolina Vehicle Tax System

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											Refund		\$79.41			
HASTINGS, BROOKE ELIZABETH	HASTINGS, BROOKE ELIZABETH	PIPA, BONNIE JENNIFER	220 CALIBRE CHASE DR APT 105		RALEIGH, NC 27609	Proration	0046509613	FFS4719	Refund Generated due to proration on Bill #0046509613-2018-2018-0000-00	Tag Surrender	02/04/2020	9010	Tax	(\$58.12)	\$0.00	(\$58.12)
												1460	Tax	(\$70.31)	\$0.00	(\$70.31)
											Refund		\$128.43			
HESSELMAN, DONALD MARTIN	HESSELMAN, DONALD MARTIN		500 WESTOVER DR	UNIT 11928	SANFORD, NC 27330	Proration	0050559644	VXH2089	Refund Generated due to proration on Bill #0050559644-2019-2019-0000-00	Tag Surrender	02/06/2020	9010	Tax	(\$10.54)	\$0.00	(\$10.54)
												1159	Tax	(\$15.64)	\$0.00	(\$15.64)
												46	Tax	(\$2.04)	\$0.00	(\$2.04)
											Refund		\$28.22			
INSCOE, MICHAEL COY	INSCOE, MICHAEL COY		4425 UNIT 304 ARENDELL ST		MOREHEAD CITY, NC 28557	Proration	0044930659	EEC4070	Refund Generated due to proration on Bill #0044930659-2019-2019-0000-00	Tag Surrender	02/19/2020	9010	Tax	(\$54.34)	\$0.00	(\$54.34)
												1351	Tax	(\$66.61)	\$0.00	(\$66.61)
											Refund		\$120.95			
JOHNSTON, CATHERINE ELAINE	JOHNSTON, CATHERINE ELAINE		PO BOX 491		MOREHEAD CITY, NC 28557	Proration	0033840625	YZP2494	Refund Generated due to proration on Bill #0033840625-2018-2018-0000-00	Tag Surrender	02/06/2020	9010	Tax	(\$14.24)	\$0.00	(\$14.24)
												32	Tax	(\$3.10)	\$0.00	(\$3.10)
											Refund		\$17.34			
KDS VENTURES INC	KDS VENTURES INC		1822-6 S GLENBURNIE ROAD	#380	NEW BERN, NC 28562	Adjustment < \$100	0051832432	FLW7539	Refund Generated due to adjustment on Bill #0051832432-2019-2019-0000	Situs error	02/05/2020	9010	Tax	\$0.00	\$0.00	\$0.00
												1352	Tax	\$13.82	\$0.00	\$13.82
												1460	Tax	(\$27.42)	\$0.00	(\$27.42)
											Refund		\$13.60			
KELLY, DANIELLE RENE	KELLY, DANIELLE RENE		1108 PINNACLE CT		MOREHEAD CITY, NC 28557	Proration	0037219686	ELJ5910	Refund Generated due to proration on Bill #0037219686-2018-2018-0000-00	Tag Surrender	02/19/2020	9010	Tax	(\$15.62)	\$0.00	(\$15.62)
												1351	Tax	(\$17.64)	\$0.00	(\$17.64)
											Refund		\$33.26			
LAURA LEWIS ENTERPRISE INC	LAURA LEWIS ENTERPRISE INC		PO BOX 88		ATLANTIC BEACH, NC 28512	Proration	0049395641	DHC8794	Refund Generated due to proration on Bill #0049395641-2018-2018-0000-00	Tag Surrender	02/24/2020	9010	Tax	(\$42.16)	\$0.00	(\$42.16)
												42	Tax	(\$7.48)	\$0.00	(\$7.48)
												46	Tax	(\$8.16)	\$0.00	(\$8.16)
												75	Tax	(\$7.48)	\$0.00	(\$7.48)
											Refund		\$65.28			
LAURA LEWIS ENTERPRISES INC	LAURA LEWIS ENTERPRISES INC		PO BOX 88		ATLANTIC BEACH, NC 28512	Proration	0050300648	NZA2135	Refund Generated due to proration on Bill #0050300648-2018-2018-0000-00	Tag Surrender	02/24/2020	9010	Tax	(\$16.13)	(\$0.79)	(\$16.92)
												42	Tax	(\$2.86)	(\$0.15)	(\$3.01)
												46	Tax	(\$3.12)	(\$0.16)	(\$3.28)
												75	Tax	(\$2.86)	(\$0.15)	(\$3.01)
											Refund		\$26.22			
MACFARLAND, RYAN EARL	MACFARLAND, RYAN EARL		111 COUNTRYSIDE CT		NEWPORT, NC 28570	Adjustment < \$100	0046447062	PLP2158	Refund Generated due to adjustment on Bill #0046447062-2019-2019-0000-00	Military	02/19/2020	9010	Tax	(\$34.41)	\$0.00	(\$34.41)
												35	Tax	(\$9.99)	\$0.00	(\$9.99)
											Refund		\$44.40			
MACFARLAND, RYAN EARL	MACFARLAND, RYAN EARL		111 COUNTRYSIDE CT		NEWPORT, NC 28570	Adjustment < \$100	0050467390	PLP2157	Refund Generated due to adjustment on Bill #0050467390-2019-2019-0000-00	Military	02/19/2020	9010	Tax	(\$21.05)	\$0.00	(\$21.05)
												35	Tax	(\$6.11)	\$0.00	(\$6.11)
											Refund		\$27.16			
MACFARLAND, RYAN EARL	MACFARLAND, RYAN EARL		111 COUNTRYSIDE CT		NEWPORT, NC 28570	Adjustment < \$100	0046446036	HV9357	Refund Generated due to adjustment on Bill #0046446036-2019-2019-0000-00	Military	02/19/2020	9010	Tax	(\$16.49)	\$0.00	(\$16.49)
												35	Tax	(\$4.79)	\$0.00	(\$4.79)
											Refund		\$21.28			
MARLOWE, CHARLES	MARLOWE, CHARLES		5235 PETERBURG		CONCORD, NC 28027	Adjustment < \$100	0051792212	BF13707	Refund Generated due to adjustment on Bill	Situs error	02/04/2020	9010	Tax	\$0.00	\$0.00	\$0.00



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OWNER	OWNER	OWNER	ADDRESS	UNIT	CITY	STATE	ZIP	PLAT	PKT	REASON	DATE	TAX	TAX	AMOUNT	AMOUNT	AMOUNT		
CHARLES ALAN	CHARLES ALAN		PETERSBURG DR							to adjustment on Bill #0051792212-2019-2019-0000		1460	Tax	(\$1.07)	\$0.00	(\$1.07)		
												16	Tax	\$0.33	\$0.00	\$0.33		
																Refund \$0.74		
MICHAUX, MARTHA PATTON	MICHAUX, MARTHA PATTON	MICHAUX, MACON WARFIELD	2129 WOODLAND AVE	UNIT 18	RALEIGH, NC		27608	Proration	0047788034	PKP6513	Refund Generated due to proration on Bill #0047788034-2018-2018-0000-00	Tag Surrender	02/10/2020	9010	Tax	(\$28.85)	\$0.00	(\$28.85)
														41	Tax	(\$8.38)	\$0.00	(\$8.38)
																	Refund \$37.23	
MOODY, ROBERT STEVEN	MOODY, ROBERT STEVEN	MOODY, SHIRLEY LAWS	1441 POHATON DR		MYRTLE BEACH, SC		29577	Proration	0041694636	TYR2023	Refund Generated due to proration on Bill #0041694636-2018-2018-0000-00	Tag Surrender	02/27/2020	9010	Tax	(\$34.84)	\$0.00	(\$34.84)
														1556	Tax	(\$17.42)	\$0.00	(\$17.42)
																	Refund \$52.26	
MOORE, ELWOOD DANIEL JR	MOORE, ELWOOD DANIEL JR		2551 ASKEW RD		FARMVILLE, NC		27828	Adjustment < \$100	0051897641	WSK6719	Refund Generated due to adjustment on Bill #0051897641-2019-2019-0000	Situs error	02/12/2020	9010	Tax	\$0.00	\$0.00	\$0.00
														1352	Tax	\$8.55	\$0.00	\$8.55
														1460	Tax	(\$16.96)	\$0.00	(\$16.96)
																	Refund \$8.41	
MOORE, ELWOOD DANIEL JR	MOORE, ELWOOD DANIEL JR	TIDERUNNER CHARTERS	2551 ASKEW RD		FARMVILLE, NC		27828	Adjustment < \$100	0051929052	SSNDRK	Refund Generated due to adjustment on Bill #0051929052-2019-2019-0000	Situs error	02/14/2020	9010	Tax	\$0.00	\$0.00	\$0.00
														1352	Tax	\$83.68	\$0.00	\$83.68
														1460	Tax	(\$165.97)	\$0.00	(\$165.97)
																	Refund \$82.29	
NAUSE, JONATHAN RICHARD	NAUSE, JONATHAN RICHARD		2 CEDAR CREEK CIR		BEAUFORT, SC		29906	Proration	0040485898	BKJ3072	Refund Generated due to proration on Bill #0040485898-2018-2018-0000-00	Reg. Out of state	02/12/2020	9010	Tax	(\$10.92)	\$0.00	(\$10.92)
														35	Tax	(\$3.17)	\$0.00	(\$3.17)
																	Refund \$14.09	
RANDELL, SARAH DLUGOZIMA	RANDELL, SARAH DLUGOZIMA	RANDELL, PAUL JOSEPH	125 CEDAR RD		PINE KNOLL SHORES, NC		28512	Proration	0029983588	ABECHTRK	Refund Generated due to proration on Bill #0029983588-2018-2018-0000-00	Tag Surrender	02/03/2020	9010	Tax	(\$58.42)	\$0.00	(\$58.42)
														1353	Tax	(\$37.13)	\$0.00	(\$37.13)
														94	Tax	(\$3.01)	\$0.00	(\$3.01)
																	Refund \$98.56	
RAPER, WILLIAM KENNETH	RAPER, WILLIAM KENNETH	RAPER, PATRICIA HARRELL	109 DEERFIELD CT		CEDAR POINT, NC		28584	Proration	0001086392	BER2849	Refund Generated due to proration on Bill #0001086392-2019-2019-0000-00	Vehicle Sold	02/04/2020	9010	Tax	(\$19.84)	\$0.00	(\$19.84)
														1561	Tax	(\$5.92)	\$0.00	(\$5.92)
														37	Tax	(\$3.84)	\$0.00	(\$3.84)
														19	Tax	(\$3.20)	\$0.00	(\$3.20)
																	Refund \$32.80	
SARRA, BERNARD ROMEO	SARRA, BERNARD ROMEO		8711 PLANTATION DR	APT 305	EMERALD ISLE, NC		28594	Adjustment < \$100	0051962139	HFT2755	Refund Generated due to adjustment on Bill #0051962139-2019-2019-0000-00	Military	02/18/2020	9010	Tax	(\$16.34)	\$0.00	(\$16.34)
														1556	Tax	(\$8.17)	\$0.00	(\$8.17)
																	Refund \$24.51	
SHACKELFORD, WILLIAM CREECH II	SHACKELFORD, WILLIAM CREECH II		367 VFW RD		SWANSBORO, NC		28584	Proration	0047925222	CL33498	Refund Generated due to proration on Bill #0047925222-2018-2018-0000-00	Tag Surrender	02/20/2020	9010	Tax	(\$0.39)	\$0.00	(\$0.39)
														37	Tax	(\$0.07)	\$0.00	(\$0.07)
														19	Tax	(\$0.06)	\$0.00	(\$0.06)
																	Refund \$0.52	
SHACKELFORD, WILLIAM CREECH II	SHACKELFORD, WILLIAM CREECH II		367 VFW RD		SWANSBORO, NC		28584	Proration	0048683891	CL51148	Refund Generated due to proration on Bill #0048683891-2018-2018-0000-00	Tag Surrender	02/20/2020	9010	Tax	(\$1.03)	\$0.00	(\$1.03)
														37	Tax	(\$0.20)	\$0.00	(\$0.20)
														19	Tax	(\$0.17)	\$0.00	(\$0.17)
																	Refund \$1.40	
SHACKELFORD, WILLIAM	SHACKELFORD, WILLIAM		367 VFW RD		SWANSBORO, NC		28584	Proration	0050559915	CL78445	Refund Generated due to proration on Bill	Tag Surrender	02/20/2020	9010	Tax	(\$2.07)	\$0.00	(\$2.07)



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Owner	Address	City	State	Zip	County	Vehicle ID	Registration	Proration	Refund Reason	Effective Date	Tag No	Category	Amount	Refund	Total
D. WILLIAM CREECH II	D. WILLIAM CREECH II		NC	28504					to proration on Bill #0050559915-2019-2019-0000-00				37 Tax (\$0.40) \$0.00 (\$0.40)		
													19 Tax (\$0.33) \$0.00 (\$0.33)		
														Refund	\$2.80
SHREVE, LEE PORTER JR	SHREVE, LEE PORTER JR	111 SANDPIPER DR	NEWPORT, NC	28570			Proration	0018800729	0565BR			Tag Surrender	02/06/2020	9010 Tax (\$2.78) \$0.00 (\$2.78)	
													32 Tax (\$0.60) \$0.00 (\$0.60)		
														Refund	\$3.38
SOUTHERLAN D, MARGARET RENEE	SOUTHERLAN D, MARGARET RENEE	SOUTHERLAN D, WARREN CHASE	NEWPORT, NC	28570			Proration	0048949545	JP7063			Tag Surrender	02/11/2020	9010 Tax (\$28.83) \$0.00 (\$28.83)	
													31 Tax (\$3.72) \$0.00 (\$3.72)		
													48 Tax (\$3.72) \$0.00 (\$3.72)		
														Refund	\$36.27
SOUTHERLAN D, WARREN CARLTON	SOUTHERLAN D, WARREN CARLTON	WARNER LANDSCAPES INC	NEWPORT, NC	28570			Proration	0041419099	DMZ2273			Tag Surrender	02/11/2020	9010 Tax (\$0.62) \$0.00 (\$0.62)	
													31 Tax (\$0.08) \$0.00 (\$0.08)		
													48 Tax (\$0.08) \$0.00 (\$0.08)		
														Refund	\$0.78
STEGALL, KEITH MONTGOMERY	JR CATES PROPERTIES LLC	509 QUAILWOOD CT	CAPE CARTERET, NC	28584			Proration	0044310977	FEY6580			Tag Surrender	02/24/2020	9010 Tax (\$74.08) \$0.00 (\$74.08)	
													1561 Tax (\$14.94) \$0.00 (\$14.94)		
													37 Tax (\$14.34) \$0.00 (\$14.34)		
													19 Tax (\$11.95) \$0.00 (\$11.95)		
														Refund	\$115.31
STEGALL, KEITH MONTGOMERY	STEGALL, KEITH MONTGOMERY	STEGALL, LINDA SANDERLIN	CAPE CARTERET, NC	28584			Proration	0044669281	CK79483			Tag Surrender	02/24/2020	9010 Tax (\$119.74) (\$5.99) (\$125.73)	
													1557 Tax (\$82.08) (\$4.10) (\$86.18)		
													1557 Vehicle \$0.00 \$0.00 \$0.00		
													37 Tax (\$23.17) (\$1.16) (\$24.33)		
													19 Tax (\$19.31) (\$0.97) (\$20.28)		
														Refund	\$256.52
STONE, JON THOMAS	STONE, JON THOMAS	7020 OCEAN DR	EMERALD ISLE, NC	28594			Proration	0032925527	YPW2764			Tag Surrender	02/11/2020	9010 Tax (\$38.67) \$0.00 (\$38.67)	
													1556 Tax (\$19.33) \$0.00 (\$19.33)		
														Refund	\$58.00
THOMASSON, GREGORY BERTRAM	THOMASSON, GREGORY BERTRAM	1901 EVANS ST	MOREHEAD CITY, NC	28557			Proration	0043504133	CAK6161			Tag Surrender	02/28/2020	9010 Tax (\$34.70) \$0.00 (\$34.70)	
													1351 Tax (\$42.53) \$0.00 (\$42.53)		
														Refund	\$77.23
THORNE, LORETTA ANN	THORNE, LORETTA ANN	3316A WHITLOCK DR N	WILSON, NC	27896			Adjustment < \$100	0051994689	PJB8645			Situs error	02/20/2020	9010 Tax \$0.00 \$0.00 \$0.00	
													1460 Tax (\$29.02) \$0.00 (\$29.02)		
													1523 Tax \$4.47 \$0.00 \$4.47		
													37 Tax \$4.88 \$0.00 \$4.88		
													19 Tax \$4.07 \$0.00 \$4.07		
														Refund	\$15.60
TRIPP, TONY BURTON	TRIPP, TONY BURTON	TRIPP, SARAH WEST	5899 MANTE DR	GRIFTON, NC	28530		Proration	0050662244	FKT3067			Vehicle Sold	02/14/2020	9010 Tax (\$43.15) \$0.00 (\$43.15)	
													1354 Tax (\$35.50) \$0.00 (\$35.50)		
													99 Tax (\$1.39) \$0.00 (\$1.39)		
														Refund	\$80.04



IV. Consent Agenda

3. Approval to Accept Grant Funding from the State of North Carolina to Enhance Internet & Cellular Capabilities and Approval of Corresponding Budget Amendment: \$11,136

COUNTY OF CARTERET  
DEPARTMENT OF EMERGENCY SERVICES

**Stephen Rea**  
Emergency Services Director



Office 252-222-5841  
Mobile 252-241-1630  
stephen.rea@carteretcountync.gov

To: Tommy Burns, County Manager  
From: Stephen Rea  
Date: Thursday, February 13, 2020  
Subj: Request for acceptance of grant funding from State of North Carolina and subsequent release of funding to Emergency Services

Carteret County Communications and Emergency Management recognized a need for enhanced internet and cellular capabilities in the event of a large scale service degradation. Based on this recognition, Carteret Emergency Communications requested consideration for DPR (Domestic Preparedness Region) funding to support the purchase of a Plum Case, otherwise known as a multi-vendor cradle point router device.

This device will allow access to multiple wireless vendors services in order to sustain internet and wireless connectivity in the event of a single or multiple carrier outage.

Carteret County was notified of their selection to receive the grant money in late January of 2020 via MOA from the State of North Carolina. This is a no match grant from the State, with the state reimbursing Carteret County for the full purchase price of the Plum Case as soon as procurement has been completed.

The total purchase price of the Plum case and associated accessories is \$11,135.71. Carteret County has been advised that the State will award the County funds in this same amount should this be approved.

Copies of the MOA and equipment quotes are attached.

Thank you,  
Stephen Rea  
Emergency Services Director  
Carteret County



# North Carolina Department of Public Safety

## Emergency Management

Roy Cooper, Governor  
Erik A. Hooks, Secretary

Michael A. Sprayberry, Director

### Homeland Security Grant Program (HSGP)

Fiscal Year 2017

CFDA#: 97.067

Grant#: EMW-2017-SS-00085

#### SUBAWARD NOTIFICATION

Brandy Osborne  
Carteret County  
3820 Bridges Street Suite D  
Morehead City, NC 28557-4341

**Period of Performance:** September 1, 2017 to February 28, 2020  
**Project Title:** Plum Cases  
**Total Amount of Award:** \$11,135.71  
**MOA #:** 1763

North Carolina Emergency Management (NCEM) is pleased to inform you that the federal Fiscal Year (FY) 2017 Homeland Security Grant Program (HSGP) has been approved for funding. In accordance with the provisions of FY 2017 HSGP award, NCEM hereby awards to the foregoing subrecipient a grant in the amount shown above.

**Payment of Funds:** The grant shall be effective upon final approval by NCEM of the grant budget and program narrative and the execution of the forthcoming Memorandum of Agreement. Grant funds will be disbursed (according to the approved project budget) upon receipt of evidence that funds have been invoiced and products received and/or that funds have been expended (i.e., invoices, contracts, itemized expenses, etc.).

**Conditions:** The subrecipient shall understand and agree that funds will only be expended for those projects outlined in the funding amounts as individually listed above. Subrecipient shall also certify the understanding and agreement to comply with the general and fiscal terms and conditions of the grant including special conditions; to comply with provisions of the 2 CFR 200 and all applicable laws governing these funds and all other federal, state and local laws; that all information is correct; that there has been appropriate coordination with affected agencies; that subrecipient is duly authorized to commit the applicant to these requirements; that costs incurred prior to grant application approval will result in the expenses being absorbed by the subrecipient; and that all agencies involved with this project understand that federal funds are limited to the period of performance. Subrecipient must read and sign forthcoming Memorandum of Agreement for acceptance of the award.

**For projects involving construction or the installation of equipment:**

Prior to funds being expended from this award the subrecipient must complete and submit an Environmental Planning and Historical Preservation form to NCEM for approval. On receipt of the approval letter from NCEM the subrecipient may begin to expend grant funds.

**Supplanting:** The subrecipients confirm that sub-grant funds will not be used to supplant or replace local or state funds or other resources that would otherwise have been available for homeland security activities. In compliance with that mandate, the subrecipient will certify that the receipt of federal funds through NCEM shall in no way supplant or replace state or local funds or other resources that would have been made available for homeland security activities.

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GRANT AWARD NOTICE: THIS AWARD IS SUBJECT TO THE GRANT SPECIAL CONDITIONS AND FINAL APPROVAL BY THE DEPARTMENT OF PUBLIC SAFETY, NORTH CAROLINA EMERGENCY MANAGEMENT GRANT PROGRAM BUDGET AND NARRATIVE



**MAILING ADDRESS**  
4236 Mail Service Center  
Raleigh NC 27699-4236  
[www.readync.org](http://www.readync.org)  
[www.ncdps.gov](http://www.ncdps.gov)

**OFFICE LOCATION**  
1636 Gold Star Drive  
Raleigh, NC 27607-3371  
Telephone: (919) 825-2500  
Fax: (919) 825-2685



North Carolina Department of Public Safety

Emergency Management

Roy Cooper, Governor  
Erik A. Hooks, Secretary

Michael A. Sprayberry, Director

## Homeland Security Grant Program (HSGP)

Fiscal Year 2017

CFDA #: 97.067

Grant #: EMW-2017-SS-00085

### Memorandum of Agreement (MOA)

between

**Recipient:**

State of North Carolina  
Department of Public Safety  
Emergency Management

**Subrecipient:**

Carteret County  
Tax ID/EIN #: 56-6001522  
Duns #: 058735804

**MOA #:** 1763

**Award amount:** \$11,135.71

**Period of performance:**

September 1, 2017 to February 28, 2020

**DPS fund code:** 1502-7A38-3H17

**1. Purpose**

The purpose of this Memorandum of Agreement is to establish responsibilities and procedures to implement the terms of the US Department of Homeland Security (DHS) HSGP Grant Program. A copy of the complete Federal grant instructions is available at [www.fema.gov](http://www.fema.gov). This agreement is to set forth terms by which the State of North Carolina, Department of Public Safety, North Carolina Emergency Management (Recipient), shall provide HSGP funding to the Subrecipient to fund projects related to Homeland Security Planning, Operations, Equipment purchases, Training and Exercises. For a more detailed description of the approved Scope of Work, please see Attachment 1.

**2. Program Authorization and Regulations**

This Agreement is authorized under the provisions of (1) Department of Homeland Security Appropriations Act, 2019 (Pub. L. No. 116-6); (2) The 9/11 Commission Act of 2007; (3) Public Law 107-56, (6 U.S.C. § 101 et seq.), the USA Patriot Act of 2001; (4) Public Law 107-296 as amended, the Homeland Security Act of 2002; (5) Public Law 109-295, The Post-Katrina Emergency Management Reform Act of 2006, 6 U.S.C. 752(c); (6) the implementing recommendations or regulations of each Act or Law, if any; (7) the FY 2019 HSGP Notice of Funding Opportunity Announcement (NOFOA) available at [www.fema.gov](http://www.fema.gov) (8) applicable Grants Programs Directorate (GPD) Information Bulletins available at [www.fema.gov](http://www.fema.gov); and (9) the NC Emergency Management Act, Chapter 166A of the North Carolina General Statutes. The funds awarded under this grant must be used in compliance with all applicable state and federal laws to include compliance with N.C.G.S. §143C-6-23 and 09 NCAC 03M. By accepting this award, the Subrecipient agrees to use these funds in a manner consistent with state laws and regulations.

**3. Projects managed by the Recipient (State) on behalf of Subrecipient (Only)**

By checking this Box I request that the Recipient retain funds effective September 1, 2019. Subrecipient has agreed to receive grant funds from Recipient. Subrecipient desires for the North Carolina Emergency Management to conduct activities described in Attachment 1 of this MOA, on its behalf with its allocation of \$11,135.71 awarded through the FY 2019 HSGP. Subrecipient authorizes Recipient to provide the funds to the State of North Carolina, Department of Public Safety, North Carolina Emergency Management to conduct Planning, make Equipment Purchases, and conduct

Training and Exercise activities to improve prevention, protection, preparedness, response, and recovery capabilities. See Attachment 1 for detailed Scope of Work.

#### 4. Compensation

Recipient agrees that it will pay the Subrecipient complete and total compensation for the services to be rendered by the Subrecipient. Payment to the Subrecipient for expenditures under this Agreement will be reimbursed after the Subrecipient's cost report is submitted and approved for eligible scope of work activity. The original signed copy of this Award and MOA must be signed by the Official(s) authorized to sign below and returned to North Carolina Emergency Management no later than 45 days after award date. The grant shall be effective upon return of the executed Grant Award and MOA and final approval by North Carolina Emergency Management of the grant budget and program narrative. Grant funds will be disbursed (according to the approved project budget) upon receipt of evidence that funds have been invoiced and products received and/or that funds have been expended (i.e., invoices, contracts, itemized expenses, etc.) and/or that all work activities are completed.

Subrecipients must meet all reimbursement requirements contained herein. Non-compliance may result in denial of reimbursement request(s) or revocation of equipment and/or grant funds awarded for this project.

#### 5. Funding Eligibility Criteria

Federal funds administered through the State are available to local governments to assist in the cost of developing and maintaining a "Comprehensive Homeland Security Response" program. Continued HSGP funding is contingent upon completion of all HSGP funding requirements. The following eligibility criteria must be adhered to during the Grant Program:

##### A. Every participant must:

- i. Be established as a State, Local, or Non-Profit agency by appropriate resolution/ordinance.
- ii. Complete any procurement(s) and expenditures no later than February 28, 2022.
- iii. Provide quarterly progress reports to NCEM Grant Managers, Training and Exercise Officer(s), and Field Branch Staff, as applicable using the latest Grant Quarterly Report form by the following dates: January 15<sup>th</sup>, April 15<sup>th</sup>, July 15<sup>th</sup> and October 15<sup>th</sup>.
- iv. Submit request for reimbursement with all required documentation attached.

##### B. File Retention:

Subrecipient is required to maintain records and (invoices) of this grant for three years after termination of the grant, or audit if required, or longer where required by law, as outlined below, attached and incorporated by reference. Recipient must meet the financial administration requirements in 2 CFR Part 200 and must maintain a file for each HSGP grant award. The files must be available for review by North Carolina Emergency Management staff for site visits, project closeout and future audits.

However, if a litigation, claim or audit has been initiated prior to the expiration of the three-year period and extends beyond the five-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved. The following files must be available for review by North Carolina Emergency Management staff for site visits, project closeout and future audits:

- i. Resolution/ordinance establishing Subrecipient a State, Local, or Non-Profit
- ii. Grant award and memorandum of agreement/memorandum of understanding and supporting appendices
- iii. Completed appropriate reports with specifications, solicitations, competitive quotes or proposals, basis for selection decisions, purchase orders, contracts, invoices and proof(s) of payment
- iv. Audit findings and corrective action plans
- v. Equipment inventory records with photo documentation of labeling

##### C. The political subdivision must have an acceptable local travel regulation plan or accept the state travel regulations.

#### 6. Conditions

The Subrecipient certifies that it understands and agrees that funds will only be expended for those projects outlined in the funding amounts as individually listed in the FY 2019 HSGP Application Packet, incorporated by reference herein. The Recipient certifies that it understands and agrees to comply with the general and fiscal terms and conditions of the grant including special conditions; to comply with provisions of the applicable laws, rules and policies governing these

funds; that all information is correct; that there has been appropriate coordination with affected agencies; that it is duly authorized to commit the Subrecipient to these requirements; that costs incurred prior to grant application approval will result in the expenses being absorbed by the Subrecipient; and that all agencies involved with this project understand that all Federal funds are limited to the Federal period of performance.

## 7. Supplantation

Subrecipients are required to provide assurance that grant funds will not be used to supplant or replace local or state funds or other resources that would otherwise have been available for homeland security activities. In compliance with that mandate, the Subrecipient certifies that the receipt of Federal funds through North Carolina Emergency Management shall in no way supplant or replace state or local funds or other resources that would have been made available for homeland security activities.

## 8. Compliance

Subrecipient shall comply with the applicable statutes, ordinances, regulations, licensing requirements, policies, guidelines and requirements, reporting requirements and certifications and other regulatory matters that are applicable to the conduct of its business and purchase requirements performed under this MOA, including those of Federal requirements and State and local agencies having appropriate jurisdiction and found in the applicable FY 2019 HSGP NOFO announcement. Subrecipient shall be wholly responsible for the purchases to be made under this MOA and for the supervision of its employees and assistants. Failure to comply with the specified conditions of this MOA will result in the return of funds and/or items to North Carolina Emergency Management.

## 9. Responsibilities

Recipient:

- A. The Recipient shall provide funding to the Subrecipient to perform the work activities as described herein.
- B. The Recipient shall conduct a review of the project to ensure that it is in accordance with HSGP requirements.
- C. The Federal award date is September 1, 2019. Funds allocated for the performance of the work activities must be encumbered and invoices received by the North Carolina, Department of Public Safety, and North Carolina Emergency Management by February 28, 2022.
- D. The recipient shall directly monitor the completion of this project.

Subrecipient:

- A. The Subrecipient shall expend FY 2019 HSGP Grant Program funds in accordance with the applicable DHS and HSGP NOFO announcement, the Grant Application Package, and the Grant Award and Special Conditions documents, incorporated by reference herein, of this MOA for the performance of the work activities.
- B. The Subrecipient shall utilize State of North Carolina and/or local procurement policies and procedures for the expenditure of funds, and conform to applicable State and Federal law and the standards identified in the Procurement Standards Sections of 44 Code of Federal Regulations (CFR) 2 CFR Part 200. Subrecipient must follow procurement procedures and policies as outlined in the applicable DHS and HSGP NOFO announcement and the DHS Financial Management Guide. Subrecipient shall comply with all applicable laws, regulations and program guidance. Subrecipient must comply with the most recent version of the funding administrative requirements, cost principles, and audit requirements. Administrative and procurement practices must conform to applicable Federal requirements. A non-exclusive list of regulations commonly applicable to DHS grants are listed below, codified in the following guidance: 2 CFR 215; 2 CFR Parts 225, 220, and 230; 15 CFR Part 24; Federal Acquisition Regulations (FAR), Part 31.2; and 2 CFR 200 Sub-part F and 44 CFR Part 14; 28 CFR Part 23 "Criminal Intelligence Systems Operating Policies"; 49 CFR Part 1520 "Sensitive Security Information"; Public Law 107-296, The Critical Infrastructure Act of 2002; Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000 et. seq.; Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et. seq.; Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794; The Age Discrimination Act of 1975, as amended, 20 U.S.C. 6101 et. seq.; Cash Management Improvement Act (CMIA) and its implementing regulations at 31 CFR Part 205; FEMA Grant Programs Directorate, Grants Management Division, Match Guidance; Certifications and Assurances regarding Lobbying 31 U.S.C. 1352, Drug-Free Workplace Act, as amended, 41 U.S.C. 701 et. seq. and Certification Regarding Drug-Free Workplace Requirements, Debarment and Suspension Executive Orders 12549

and 12689 and 44 CFR Part 17 and Certification Regarding Debarment, Suspension and Other Responsibility Matters; Assurances as listed in SF 424B and SF 424D, 28 CFR Parts 66, 67, 69, 70 and 83; 2 C.F.R. Part 200, including 2 C.F.R. §§ 200.310, 200.313, and 200.316; and Grant Award and Special Conditions documents.

- C. Submit invoice(s) requesting reimbursement for item(s) received to the NCEM Grants Management Branch. Recipient will reimburse Subrecipient for eligible costs as outlined in the applicable DHS Program Guidelines and NOFO announcements. Subrecipient must take possession of all purchased equipment and receive any grant-eligible service prior to seeking reimbursement from the Recipient. Subrecipient must submit request for reimbursement within 60 days of payment of invoice.
- D. Complete the procurement(s) process not later than February 28, 2022.
- E. Provide quarterly progress reports to NCEM Grant Managers, Training and Exercise Officer(s), and Field Branch Staff, as applicable using the latest Grant Quarterly Report form by the following dates: January 15th, April 15th, July 15th and October 15<sup>th</sup>. (Attachment 2)
- F. Maintain a grant management filing system as required in this MOA.
- G. Provide a list at project completion phase to the Grants Manager, DPR chair, and/or Branch Office listing all items purchased through the grant.
- H. Comply with the applicable Federal statutes, regulations, policies, guidelines and requirements, reporting requirements and certifications as outlined in the applicable FY 2019 HSGP NOFO announcement and Grant Award and Special Conditions documents.
- I. Comply with current Federal laws, suspension and debarment regulations pursuant to 2 CFR 200 Sub-part F and OMB which states in pertinent part that “effective November 26, 2003, when a non-Federal entity enters into a covered transaction with an entity at a lower tier, the non-Federal entity must verify that the entity is not suspended or debarred or otherwise excluded. Subrecipient shall be responsible to ensure that it has checked the Federal System for Awards Management (SAM) <https://www.sam.gov/portal/public/SAM/> and the State Debarred Vendors Listing, <http://www.pandc.nc.gov/actions.asp> to verify that contractors or subrecipients have not been suspended or debarred from doing business with the Federal government”.
- J. Ensure that HSGP funds are not used to support the hiring of any personnel for the purposes of fulfilling traditional public safety duties or to supplant traditional public safety positions and responsibilities.
- K. Non-supplanting Requirement. Federal grant funds shall be used to supplement existing funds, and shall not replace (supplant) funds that have been appropriated for the same purpose.
- L. All materials publicizing or resulting from award activities shall contain this acknowledgement: “This project was supported by a Federal award from the US Department of Homeland Security, Department of Public Safety, North Carolina Emergency Management.” Use of the Federal program logo must be approved by DHS. Printed as a legend, either below or beside the logo shall be the words “Funded by US Department of Homeland Security.
- M. Subrecipient shall have sole responsibility for the maintenance, insurance, upkeep, and replacement of any equipment procured pursuant to this Agreement unless hand receipted or transferred.
- N. Maintain an effective property management system that complies with the following requirements:
  - i. Recipient and Subrecipient shall take an initial physical inventory of any equipment. Equipment is defined as tangible, non-expendable property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Subrecipient may have property management guidelines that are more restrictive, requiring a unit of equipment with a value of less than \$5,000 to be inventoried. If so, such equipment purchased under this award allocation shall be included on the report submitted to Recipient. The grant summary, cost reports with backup documentation, certificate of title, and any other Subrecipient reports or inventory reports that include information regarding the grant, vendor, invoice number, cost per item, number of items, description, location, condition and identification number may be used to meet this requirement.
  - ii. Subrecipient must ensure a control system exists to ensure adequate safeguards to prevent loss, damage or theft. Subrecipient shall be responsible for replacing or repairing equipment which is willfully or negligently lost, stolen, damaged, or destroyed. Any loss, damage or theft of the property must be investigated and fully documented, and made part of the official project records.

- iii. Subrecipient or equipment owner must ensure adequate maintenance procedures exist to keep the equipment in good condition.
  - iv. Disposition Procedures. Subrecipient may dispose of the equipment when the original or replacement equipment acquired under the grant award is no longer needed for the original project or program. Items with a fair market value of less than \$5,000 may be retained, transferred or otherwise disposed of with prior approval of Recipient and in accordance with disposition requirements in 2 CFR Part 200. Items with a current per unit standard Federal or fair market value in excess of \$5,000 may be retained, transferred or otherwise disposed of with prior Recipient approval in accordance with disposition requirements in 2 CFR Part 200. Subrecipient must provide documentation that includes the method used to determine current fair market value.
  - v. Only allowable equipment listed in the Authorized Equipment List (AEL) for HSGP are eligible for purchases from this grant. For more guidance visit [www.fema.gov](http://www.fema.gov).
- O. No indirect or administrative costs will be charged to this allocation award.
- P. Subrecipient must utilize equipment as intended in their project application to NCEM. Any variation from this intended use must be requested in writing and approved by NCEM. Any equipment purchased under the HSGP is subject to use as a regional asset to be utilized by the DHS, North Carolina Emergency Management, or Domestic Preparedness Region partners and statewide as needed. Failure to adhere to this policy might result in revocation of funds allocated for the purchase of said equipment.
- Q. Subrecipient must have a DUNS number, prior to any funds being released. DUNS numbers may be obtained from either of the following web links: [www.dnb.com](http://www.dnb.com) or <http://fedgov.dnb.com/webform>.
- R. Each subrecipient shall ensure their organization is registered with the System for Award Management (SAM). It is required for all applicants name, address, DUNS number and EIN are up to date in SAM and that the DUNS number used in SAM is the same one used to apply for all FEMA awards. SAM information can be found at <http://www.sam.gov>. Future payments will be contingent on the information provided in SAM; therefore it is imperative that the information is correct.
- S. The purchase or acquisition of any additional materials, equipment, accessories or supplies, or the provision of any training, exercise or work activities beyond that identified in this MOA shall be the sole responsibility of Subrecipient, and shall not be reimbursed under this MOA.

## 10. Funding

All terms and conditions of this MOA are dependent upon and subject to the allocation of funds from the DHS and NCEM for the purpose set forth, and the MOA shall automatically terminate if funds cease to be available. Allowable costs shall be determined in accordance with the applicable DHS Program Guidelines, which include, but may not be limited to, the FY 2019 HSGP NOFO announcement, available at: [www.fema.gov](http://www.fema.gov). 2 CFR Parts 200 Sub-part F, 215, 220, 225, and 230, Federal Acquisition Regulations (FAR) Part 31.2, OMB Circulars A-21 and the DHS Financial Management Guide available at [www.dhs.gov](http://www.dhs.gov). Allowable costs are also subject to the approval of the State Administrative Agent for the State of North Carolina, the Secretary of the Department of Public Safety.

Allowable costs are also subject to the approval of the State Administrative Agent for the State of North Carolina, the Secretary of the Department of Public Safety.

## 11. Taxes

Subrecipient shall be considered to be an independent subrecipient and as such shall be responsible for all taxes.

## 12. Warranty

As an independent subrecipient, the Subrecipient will hold the Recipient harmless for any liability and personal injury that may occur from or in connection with the performance of this Agreement to the extent permitted by the North Carolina Tort Claims Act. Nothing in this Agreement, express or implied, is intended to confer on any other person any rights or remedies in or by reason of this Agreement. This Agreement does not give any person or entity other than the parties hereto any legal or equitable claim, right or remedy. This Agreement is intended for the sole and exclusive benefit of the parties hereto. This Agreement is not made for the benefit of any third person or persons. No third party may enforce any part of this Agreement or shall have any rights hereunder. This Agreement does not create, and shall

not be construed as creating, any rights enforceable by any person not a party to this Agreement. Nothing herein shall be construed as a waiver of the sovereign immunity of the State of North Carolina.

### **13. Audit Requirements**

For all DHS grant programs, Subrecipient is responsible for obtaining audits in accordance with 2 CFR 200 Subpart F.

### **14. State Property**

Subrecipient shall be responsible for the custody and care of any property purchased with HSGP funds furnished for use in connection with the performance of this Agreement and shall reimburse the Recipient for any loss or damage to said property until the property is disposed of in accordance with HSGP Program requirements. Recipient will not be held responsible for any property purchased under this MOU/MOA. Title to the property purchased with HSGP funds shall be in the Subrecipient unless noted in Section 8 of the MOA.

### **15. Points of Contact**

To provide consistent and effective communication between Subrecipient and the North Carolina Department of Public Safety, North Carolina Emergency Management, each party shall appoint a Principal Representative(s) to serve as its central point of contact responsible for coordinating and implementing this MOA. The North Carolina Department of Public Safety, North Carolina Emergency Management contact shall be, Assistant Director - Administration, the NCEM Grants Management Branch Staff, and the NCEM Field Branch Staff. The Subrecipient point of contact shall be the HSGP Program Manager or the person designated by the Subrecipient. All confidential information of either party disclosed to the other party in connection with the services provided hereunder will be treated by the receiving party as confidential and restricted in its use to only those uses contemplated by the terms of this MOA. Any information to be treated as confidential must be clearly marked as confidential prior to transmittal to the other party. Neither party shall disclose to third parties, the other party's confidential information without written authorization to do so from the other party. Specifically excluded from such confidential treatment shall be information that:

- A. As of the date of disclosure and/or delivery, is already known to the party receiving such information.
- B. Is or becomes part of the public domain, through no fault of the receiving party.
- C. Is lawfully disclosed to the receiving party by a third party who is not obligated to retain such information in confidence.
- D. Is independently developed at the receiving party by someone not privy to the confidential information.

### **16. Public Records Access**

While this information under Federal control is subject to requests made pursuant to the Freedom of Information Act (FOIA), 5 U.S.C. §552 et. seq., all determinations concerning the release of information of this nature are made on a case-by-case basis by the FEMA FOIA Office. This agreement may be subject to the North Carolina Public Records Act, Chapter 132 of the North Carolina General Statutes.

### **17. Subcontracting**

If Subrecipient subcontracts any or all purchases or services required under this Agreement, then Subrecipient agrees to include in the subcontract that the sub is bound by the terms and conditions of this MOA. Subrecipient and any subcontractor agree to include in the subcontract that the subcontractor shall hold Recipient harmless against all claims of whatever nature arising out of the subcontractor's performance of work under this MOA. If Subrecipient subcontracts any or all purchases or services required under this MOA, a copy of the executed subcontract Agreement must be forwarded to Recipient. A contractual arrangement shall in no way relieve Subrecipient of its responsibilities to ensure that all funds issued pursuant to this grant be administered in accordance with all state and Federal requirements. Subrecipient is bound by all special conditions of this grant award as set out in the Grant Application Package and the Grant Award and Special Conditions documents, incorporated by reference herein, as well as all terms, conditions and restrictions of the applicable HSGP NOFO announcement referenced herein.

### **18. Situs**

This Agreement shall be governed by the laws of North Carolina and any claim for breach or enforcement shall be filed in State Court in Wake County, North Carolina.

**19. Antitrust Laws**

This Agreement is entered into in compliance with all State and Federal antitrust laws.

**20. Other Provisions/Severability**

Nothing in this Agreement is intended to conflict with current laws or regulations of the State of North Carolina, Department of Public Safety, North Carolina Emergency Management, or the Subrecipient. If a term of this agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this agreement shall remain in full force and effect.

**21. Compliance with the law**

Subrecipient shall be wholly responsible for the purchases to be made under this MOA and for the supervision of its employees and assistants. Subrecipient shall be responsible for compliance with all laws, ordinances, codes, rules, regulations, licensing requirements and other regulatory matters that are applicable to the conduct of its business and purchase requirements performed under this MOA, including those of Federal requirements and State and local agencies having appropriate jurisdiction and found in the FY 2019 HSGP NOFO announcement.

**22. Entire Agreement**

This Agreement and any annexes, exhibits and amendments annexed hereto and any documents incorporated specifically by reference represent the entire agreement between the parties and supersede all prior oral and written statements or agreements.

**23. Modification**

This Agreement may be amended only by written amendments duly executed by the Recipient and the Subrecipient.

**24. Certification of eligibility--Under the Iran Divestment Act**

Pursuant to G.S. 147-86.59, any person identified as engaging in investment activities in Iran, determined by appearing on the Final Divestment List created by the State Treasurer pursuant to G.S. 147-86.58, is ineligible to contract with the State of North Carolina or any political subdivision of the State. The Iran Divestment Act of 2015, G.S. 147-86.55 et seq.\* requires that each vendor, prior to contacting with the State certifies, and the undersigned on behalf of the Vendor does hereby certify, to the following:

- A. That the vendor is not identified on the Final Divestment List of entities that the State Treasurer has determined engages in investment activities in Iran
- B. That the vendor shall not utilize on any contract with the State agency any subcontractor that is identified on the Final Divestment List
- C. That the undersigned is authorized by the Vendor to make this Certification

The State Treasurer's Final Divestment List can be found on the State Treasurer's website at the address: <https://www.nctreasurer.com/inside-the-department/OpenGovernment/Pages/Iran-divestment-Act-resources.aspx> , and is updated every 180 days. For questions about the Department of State Treasurer's Iran Divestment Policy, please call (919) 814-3852.

**25. Termination**

The terms of this agreement, as modified with the consent of all parties, will remain in effect until February 28, 2022. Either party upon thirty days advance written notice to the other party may terminate this agreement. Upon approval by DHS, FEMA and the issuance of the Grant Adjustment Notice, if this MOA is extended, the termination date for the extension will be the date listed in the applicable DHS, FEMA Grant Adjustment Notice, incorporated by reference herein. If DHS suspends or terminates funding in accordance with 2 CFR 200 and the 2019 HSGP NOFO, incorporated by reference herein, the Subrecipient shall reimburse North Carolina Emergency Management for said property and/or expenses.

**26. Scope of Work**

Subrecipient shall implement the HSGP project summarized below and as described in the approved project application. That application is hereby incorporated by reference into this Agreement:

- A. Scope of Work Summary
  - i. Completed appropriate report forms with invoices and proof(s) of payment
  - ii. Audit findings and corrective action plans
  - iii. Equipment inventory records with photo documentation of labeling
- B. Documentation to be provided throughout the Period of Performance of the grant:
  - i. Quarterly project progress reports
  - ii. Subrecipient involved legal action that pertains to Planning, Organization, Training, Exercise and Equipment purchased with HSGP
  - iii. After-action report from exercise
  - iv. Training course roster and description
  - v. Any other documentation that would be pertinent
  - vi. All legible and complete invoices and receipts detailing the expenses associated with the project.

Receipts must contain the following information:

- Name and address of the vendor or establishment providing the product or service.
- Vendor/Payee invoice number, account number, and any other unique meaningful identifying number
- Date the product or service was provided.
- Itemized description of all products or services.
- Unit price of products or services (if applicable).
- Total amount charged.

- vii. Proof of payment of expenses associated with the project

## 27. Lobbying Prohibition

The Subrecipient certifies, to the best of its knowledge and belief, that:

- A. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person or employee of any state or Federal agency, a member of the NC General Assembly, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- B. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- C. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representative of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

## 28. Assurance of Compliance with Title VI of the Civil Rights Act of 1964 - procurement

During the performance of this contract, the subrecipient, for itself, its assignees and successors in interest (hereinafter referred to as the "subrecipient") agrees as follows:

- A. **Compliance with Regulations:** The subrecipient shall comply with the Regulations relative to nondiscrimination in Federally-Assisted Programs of the 2 CFR. 200 and North Carolina regulation as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
- B. **Nondiscrimination:** The subrecipient, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, sex, or national origin in the selection and retention of subrecipients, including procurements of materials and leases of equipment. The subrecipient shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- C. **Solicitation for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the subrecipient for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subrecipient or supplier shall be notified by the subrecipient of the subrecipients obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, sex, or national origin.
- D. **Information and Reports:** The subrecipient shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Research and Special Programs Administration (RSPA) to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a subrecipient is in the exclusive possession of another who fails or refuses to furnish this information the subrecipient shall so certify to the Recipient or the Research and Special Programs Administration as appropriate, and shall set forth what efforts it has made to obtain such information.
- E. **Sanctions for Noncompliance:** In the event of the subrecipients noncompliance with nondiscrimination provisions of this contract, the Recipient shall impose contract sanctions as it or the Research and Special Programs Administration may determine to be appropriate, including, but not limited to:
  - i. Withholding of payments to the subrecipient under the contract until the subrecipient complies.
  - ii. Cancellation, termination, or suspension of the contract, in whole or in part.
- F. **Incorporation of Provisions:** The subrecipient shall include the provisions of every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contract shall take such action with respect to any subcontract or procurements as the Recipient or the Research and Special Programs Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: Provide, however, that in the event a subrecipient becomes involved in, or is threatened with, litigation with a subcontract or supplier as a result of such direction, the subrecipient may request the Recipient to enter into such litigation to protect the of the Recipient and, in addition the subrecipient may request the United States to enter such litigation to protect the interests of the United States.

## **29. Assurance of Compliance with Title VI of the Civil Rights Act of 1964 - regulations**

Subrecipient hereby agrees that as a condition to receiving any Federal financial assistance from the DHS it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-42 U.S.C. 2000d-4 (hereinafter referred to as the Act) and all requirements imposed by or pursuant to 2 CFR Sub Part F, Nondiscrimination in Federally-Assisted Programs of the DHS - Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the Regulations) and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color, sex or national origin, be excluded from participation in, be denied the benefits of, or be otherwise discrimination under any program or activity for which the Subrecipient receives Federal financial assistance from the DHS, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by subsection 21.7(a) (1) of the Regulations. More specifically and without limiting the above general assurance, the Subrecipient hereby gives the following specific assurance with respect to the project:

- A. Agrees that each "program" and each "facility" as defined in subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to ("facility")) operated in compliance with

all requirements imposed by, or pursuant to, the Regulations.

- B. Insert the following notification in all solicitations for bids for work or material subject to the Regulations and, in adapted form in all proposals for negotiated agreements:

In accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and 2 CFR Sub Part F issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in regard to any contract entered into pursuant to this advertisement, minority, business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex or national origin in consideration for an award.

- C. Insert the clauses of this agreement in every contract subject to the Act and the Regulations.
- D. This assurance obligates the Recipient for the period during which Federal financial assistance is extended to the project.
- E. Provide for such methods of administration for the program as are found by the Secretary of DHS or the official to whom he delegates specific authority to give reasonable guarantee that is, other recipients, subrecipients, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this assurance.
- F. Agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, and Regulations, and this assurance.

This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Recipient by the DHS and is binding on it, other recipients, subrecipients, contractors, subcontractors, transferees, successors in interest and other participants in the DHS Program. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the recipients.

**30. Assurance of Compliance with Title VI of the Civil Rights Act of 1964 – deeds, licenses, permits, leases**

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by Subrecipient executed in expending these grant funds:

- A. The [Subrecipient, licensee, lessee, permittee, etc., as appropriate] for itself, herself/himself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this [deed, license, lease, permit, etc.] for a purpose for which a DHS program or activity is extended or for another purpose involving the provision of similar services or benefits, the Subrecipient [licensee, lessee, permittee, etc.] shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to 2 CFR Sub Part F and as said Regulations may be amended.
- B. That in the event of breach of the above nondiscrimination covenants, Subrecipient shall have the right to terminate the [license, lease, permit, etc.] and to re-enter and repossess said land and the facilities thereon, and hold the same as if said [licenses, lease, permit, etc.] had never been made or issued.
- C. That in the event of breach of any of the above nondiscrimination covenants, Subrecipient shall have the right to re-enter said lands and facilities thereon, and the above-described lands and facilities shall thereupon revert to and vest in and become the absolute property of Subrecipient and its assigns.

The following shall be included in all deeds, licenses, leases, permits, or similar agreements entered into by Subrecipient:

- A. The [Subrecipient, licensee, lessee, permittee, etc., as appropriate] for herself/himself, his/her personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in case of deeds, and leases add "as a covenant running with the land"] that (1) no person on the grounds of race, color, sex, or national origin shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over or under such land and the furnishing services thereon, no person on the grounds of race, color, sex, or national origin shall be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination, and (3) that the [Subrecipient, licensee, lessee, permittee, etc.] shall use the premises in compliance with all other requirements imposed by or pursuant 2 CFR Sub Part F Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.
  - B. That in the event of breach of any of the above nondiscrimination covenants, Subrecipient shall have the right to terminate the [license, lease, permit, etc.] and to re-enter and repossess said land and the facilities thereon, and hold the same as if said [license, lease, permit, etc.] had never been made or issued.
  - C. That in the event of breach of any of the above nondiscrimination covenants, Subrecipient shall have the right to re-enter said land and facilities thereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of Subrecipient and its assigns.
- \* Reverted clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of the Civil Rights Act of 1964.

### **31. Assurance of Compliance with Privacy Act**

The Subrecipient agrees:

- A. To comply with the provisions of the Privacy Act of 1974, 5 U.S.C. §552A and regulations adopted there under, when performance under the program involves the design, development, or operation of any system or records on individuals to be operated by the Subrecipient, its third-party subrecipients, contractors, or their employees to accomplish a DHS function.
- B. To notify DHS when the Subrecipient or any of its third-party contractors, subcontractors, subrecipients, or their employees anticipate a system of records on behalf of DHS in order to implement the program, if such system contains information about individuals name or other identifier assigned to the individual. A system of records subject to the Act may not be used in the performance of this Agreement until the necessary and applicable approval and publication requirements have been met.
- C. To include in every solicitation and in every third-party contract, sub-grant, and when the performance of work, under that proposed third-party contract, sub-grant, or sub-agreement may involve the design, development, or operation of a system of records on individuals to be operated under that third-party contract, sub grant, or to accomplish a DHS function, a Privacy Act notification informing the third party contractor, or subrecipient, that it will be required to design, develop, or operate a system of records on individuals to accomplish a DHS function subject to the Privacy Act of 1974, 5 U.S.C. §552a, and applicable DHS regulations, and that a violation of the Act may involve the imposition of criminal penalties; and
- D. To include the text of Sections 30 part A through C in all third party contracts, and sub grants under which work for this Agreement is performed or which is award pursuant to this Agreement or which may involve the design, development, or operation of a system of records on behalf of the DHS.

### **32. Certification Regarding Drug-Free Workplace Requirements (Subrecipients Other Than Individuals)**

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988, 44 CFR Part 17, Sub Part F. The regulations, published in the January 31, 1989 Federal Register, require certification by sub- Recipient, prior to award, that they will maintain a drug-free workplace. The certification set out below is a material representation of the act upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension of debarment, (See 2 CFR Part 200).

- A. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Subrecipient's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- B. Establish a drug-free awareness program to inform employees about:
  - i. The dangers of drug abuse in the workplace
  - ii. The Subrecipient's policy of maintaining a drug-free workplace
  - iii. Any available drug counseling, rehabilitation, and employee assistance programs
  - iv. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace
- C. Require that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph A. .
- D. Notifying the employee in the statement required by paragraph (A) that, as a condition of employment under the grant, the employee will:
  - i. Abide by the terms of the statement.
  - ii. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- E. Notifying the agency within ten days after receiving notice under subparagraph (D) (ii), from an employee or otherwise receiving actual notice of such conviction.
- F. Taking one of the following actions, within 30 days of receiving notice under subparagraph (D)(ii), with respect to any employee who is convicted:
  - i. Taking appropriate personnel action against such an employee, up to and including termination.
  - ii. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by federal, state, local health, law enforcement, or other appropriate agency.
- G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A), (B), (C), (D), (E), and (F).

**33. Execution and Effective Date**

This grant shall become effective upon return of this original Grant Award and MOA, properly executed on behalf of the Subrecipient, to North Carolina Emergency Management and will become binding upon execution of all parties to the Agreement. The terms of this Agreement will become effective September 1, 2019. The last signature shall be that of Erik A. Hooks, Secretary for the North Carolina Department of Public Safety.

**34. Term of this Agreement**

This agreement shall be in effect from September 1, 2019 to February 28, 2022.

IN WITNESS WHEREOF, the parties have each executed this Agreement and the parties agree that this Agreement will be effective as of September 1, 2019

N.C. DEPARTMENT OF PUBLIC SAFETY  
DIVISION OF EMERGENCY MANAGEMENT  
1636 GOLD STAR DR  
RALEIGH, NC 27607

CARTERET COUNTY  
3820 BRIDGES STREET SUITE D  
MOREHEAD CITY, NC 28557-4341

DocuSigned by:  
BY: Michael A. Sprayberry  
MICHAEL A. SPRAYBERRY, DIRECTOR  
NORTH CAROLINA EMERGENCY MANAGEMENT

DocuSigned by:  
BY: Tommy Burns  
6EA5E0A974DB4A6...

APPROVED AS TO PROCEDURES:

DocuSigned by:  
BY: Darlene Langston  
DARLENE LANGSTON, CONTROLLER  
DEPARTMENT OF PUBLIC SAFETY

BY: \_\_\_\_\_

DocuSigned by:  
BY: William Polk  
WILLIAM POLK, ASSISTANT GENERAL COUNSEL  
REVIEWED FOR THE DEPARTMENT OF  
PUBLIC SAFETY, BY WILLIAM POLK,  
DPS ASSISTANT GENERAL COUNSEL, TO FULFILL THE  
PURPOSES OF THE US DEPARTMENT OF  
HOMELAND SECURITY GRANT PROGRAMS

DocuSigned by:  
BY: Erik A. Hooks  
ERIK A. HOOKS, SECRETARY  
DEPARTMENT OF PUBLIC SAFETY

THIS MOA WAS PREVIOUSLY APPROVED AS TO FORM BY THE NORTH CAROLINA DEPARTMENT OF JUSTICE FOR THE FY 2019 HOMELAND SECURITY GRANT PROGRAM ONLY AND IS SUBJECT TO EXECUTION BY ERIK A. HOOKS, SECRETARY OF THE DEPARTMENT OF PUBLIC SAFETY. THIS MOU/MOA SHOULD NOT BE USED FOR OTHER MOUs/MOAs FOR THE HSGP FOR OTHER FISCAL YEARS.

# **Attachment 1**

North Carolina FY 2017 HSGP Sub-Recipient Application  
Due: 3/3/17

This application and budget for FY 2017 Homeland Security Grant Program funds must be submitted by email to Meghan Brown, NCEM Homeland Security Planner ([Meghan.brown@ncdps.gov](mailto:Meghan.brown@ncdps.gov)) no later than **Friday, March 3<sup>rd</sup>, 2017**.

### Part 1: Basic Information

<b>1.) Project Name</b>
<b>Carteret County Plum Case</b>
Project Version ( <i>Choose Version 1 unless resubmitting application with changes</i> )
Version 1

<b>2.) Project Description</b>
<i>This project would provide Carteret County to extend wifi and wireless coverage to the area in the event of a disaster or terrorist event as well as large scale planned events. Carteret County and surrounding areas lack resources to improve or sustain communications in the event of systems failures. The enhanced plum case can work in command locations, on street locations, or as a supplement to the local wireless networks when coverage degradations exist in the area.</i>

<b>3.) State, Local (DPR), or Local Non-DPR Project</b>	<i>Local</i>
If Local, select DPR number	<b>DPR 3</b>

<b>4.) Total Funding Requested</b>
<b>\$11,135.71</b>

#### A. Applicant Information

*(When awarded a grant, the applicant will be referred to as the sub-recipient)*

<b>Applicant</b>	
<b>County of Carteret</b>	
<b>DUNS Number</b>	<b>058735804</b>
<b>Tax ID Number</b>	<b>56-6001522</b>
<b>Registered in SAM?</b> <i>(Registration is required)</i>	<b>Yes</b>
<b>Type of Organization</b>	<b>Government Entity</b> <i>(Nonprofits must provide proof of status)</i>

#### B. Applicant Point of Contact Information

*(Primary point of contact for all communication regarding the grant, if more than one, add another box)*

<b>Name</b>	Brandy Osborne		
<b>Agency</b>	Carteret Emergency Communications		
<b>Title</b>	Communications Director		
<b>Phone Work</b>	252-222-5841	<b>Phone Mobile</b>	252-732-6901
<b>Mailing Address</b>	3820 Bridges Street Suite D		
<b>City</b>	Morehead City	<b>ZIP + 4</b>	28557
<b>Email</b>	Brandy.osborne@carteretcountync.gov		

North Carolina FY 2017 HSGP Sub-Recipient Application  
Due: 3/3/17

**C. MOA Signatory Information:**

(Individual who has the authority to sign the grant agreement, add another box if more than one is required)

Name	Stephen Rea		
Agency:	Carteret County Emergency Services		
Title	Emergency Services Director		
Phone Work	252-222-5841	Phone Mobile	252-241-1630
Mailing Address (must be physical address, not PO Box)	3820 Bridges Street Suite D		
City	Morehead City	ZIP + 4	28557
Email	Stephen.rea@carteretcountync.gov		

**Part 2: Budget Information**

In addition to completing this section, applicants will need to submit at least one **Budget Sheet** attachment for every solution area in which they request funding.

1.) Proposed Funding		
Solution Area	Amount of Funding \$	Funds Dedicated to LETP*
Planning	\$	\$
Equipment	\$11,135.71	\$
Training	\$	\$
Exercises	\$	\$
<b>Total Proposed Funding:</b>	<b>\$</b>	<b>\$</b>

\*If applicable, provide the proposed funding amount that will be spent on Law Enforcement Terrorism Prevention (LETP).

**Part 3: Grant Proposal Information****A. Historical Information**

1.) Does this project support a previously awarded investment?	No
2.) If yes, from which year?	Choose an item.
3.) Project name?	
4.) How much funding was awarded?	\$
5.) Last completed milestone?	

**B. Baseline: New or Ongoing Project**

1.) Is this project new or ongoing?	New
<b>2.) This project will</b>	
<input type="checkbox"/>	Sustain or continue current capabilities
<input type="checkbox"/>	Complete a current project
<input checked="" type="checkbox"/>	Build or increase current capabilities (Only select if the project will <u>significantly</u> increase capacity)

## North Carolina FY 2017 HSGP Sub-Recipient Application

Due: 3/3/17

**C. Project Information**

<b>1.) Which of the following State Priorities does the project address?</b>	
<input type="checkbox"/> Cyber Security	<input type="checkbox"/> Threats and Hazard Identification
<input type="checkbox"/> Economic Recovery	<input type="checkbox"/> Risk/Disaster Resiliency Assessment
<input type="checkbox"/> Fatality Management Services	<input type="checkbox"/> Mass Search and Rescue Operations
<input type="checkbox"/> Intelligence and Information Sharing	<input type="checkbox"/> Public Information and Warning
<input checked="" type="checkbox"/> Community Resilience	<input type="checkbox"/> Health and Social Services
<input type="checkbox"/> Mass Care Services	<input type="checkbox"/> Planning
<input type="checkbox"/> Public Health and Medical Services	<input type="checkbox"/> Long-term Vulnerability Reduction
<input type="checkbox"/> Risk Management for Protection Programs and Activities	<input type="checkbox"/> Interdiction and Disruption
<input type="checkbox"/> Other (Only select this option if this project does not fit in any other category)	
If other, please explain:	

<b>2.) Environmental and Historic Preservation</b>	
Does this project require new construction, renovation, retrofitting, or modification of existing structures?	No

<b>3.) Regionalization</b>	
<i>The enhanced plum case will be deployable throughout the DPR, the Eastern Region, and the state when needed.</i>	
Deployable? Can the project be deployed to other jurisdictions?	Yes
Sharable? If the asset cannot be moved, can it be shared with other jurisdictions?	Yes

<b>4.) Project Management</b>
<i>This project will be managed by Carteret County Emergency Communications with oversight from NCEM Field Staff as required.</i>

<b>5.) Project Milestones:</b> Describe the major steps that will occur over the process of completing the project and include the estimated date of those steps. Project plan should be no longer than 36 months.	
Milestone	Date (mm/yyyy)
<b>Initial Request for Funding</b>	<b>October 2019</b>
<b>Vetting of request by SRC</b>	<b>October 2019</b>
<b>Project Funded</b>	<b>4<sup>th</sup> quarter 2019</b>
<b>Grant monitoring and Close out</b>	<b>Upon Purchase</b>

North Carolina FY 2017 HSGP Sub-Recipient Application  
Due: 3/3/17

7.) Fusion Center	
Does this proposal contribute to development and operation of the fusion center?	<b>No</b>
<i>If "Yes", please explain.</i>	

**Certification: I certify that:**

- This application includes the following:
  - Completed application
  - Completed budget sheet(s)
  - If applying as a nonprofit, documentation demonstrating nonprofit status
- This project will be submitted by email to [meghan.brown@ncdps.gov](mailto:meghan.brown@ncdps.gov) on or before Wednesday, March 3, 2017.
- No project (supported through federal and/or matching funds) having the potential to impact Environmental or Historical Preservation (EHP) can be started without the prior approval of FEMA, including but not limited to communications towers, physical security enhancements, new construction, and modifications to buildings, structures and objects that are 50 years old or greater. Applicant must comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project scope of work will require re-evaluation for compliance with these EHP requirements. Any activities that have been initiated without the necessary EHP review and approval will result in a non-compliance finding and will not be eligible for FEMA funding.
- In accordance with HSPD-5, the adoption of the National Incident Management System (NIMS) is a requirement to receive Federal preparedness assistance through grants, contracts, and other activities. By submitting this project proposal you and all participating entities are certifying that your locality/state agency is NIMS compliant.
- Submission of the project proposal does not guarantee funding.
- Any projects allocated funds will be required to check all purchases against the Allowable Equipment Lists <https://www.fema.gov/media-library/assets/documents/101566>
- Any changes made to this project after the submission deadline must be approved by the Homeland Security Section Grants Branch Manager and an updated application must be submitted.



# Attachment 2

## Quarterly Progress Report

**FY 2017 HSGP**

**Subrecipient:** Carteret County

**MOA #:** 1763

**Grant award amount:** \$ 11,135.71

*Select a quarter and complete the funds-expended blanks, activities status, and submission information. Return the completed report to the grants manager.*

Quarter	<input type="checkbox"/> October – December (due January 15) <input type="checkbox"/> January – March (due April 15) <input type="checkbox"/> April – June (due July 15) <input type="checkbox"/> July – September (due October 15)	
Funds expended prior quarters	Click or tap here to enter text.	
Funds expended this quarter	Click or tap here to enter text.	
Activities	Metric	Current Status
Equipment	Dates, current status. For examples, list identified needs, items in vendor negotiation, purchased, placed in service, etc.	
Planning	Dates, current status. For examples, list identified needs, updates or revisions made to plans, or those to be made.	
Training	Dates, status of training. For example, list identified needs, training planned, in progress, or conducted. Attach agenda and roster.	
Exercise	Dates, status of exercise. For example, list identified needs, exercise(s) planned, in progress, or conducted. Attach after action report.	
Submitted by	Click or tap here to enter text.	
Date	Click or tap here to enter text.	

## **Attachment 3**

**Grant-Funded Typed Resource Report**

it purchased with or training held using grant funds for current reporting period. **Only report purchases and trainings that have already been completed and**

line is for equipment or training, the NIMS Typed Discipline, NIMS Typed Resource and NIMS Type #, as published by FEMA's National Integration Center (NIC) that

oose "State/Local Other" in drop-down menu and provide State/Local typing or Community of Interest information in the Comments.

ing is to "Sustain Current" existing capabilities or will increase or "Add New" capability .

he Typed Resource supports. If more than one Core Capability is applicable, expand the columns by clicking the '+' above the 'Cost of Purchase' column to show

including a brief description of whether the training or equipment purchased sustains existing capabilities; adds or improves an existing capability; or builds a new  
 d at [www.fema.gov/media-library/assets/documents/28973?id=6432](http://www.fema.gov/media-library/assets/documents/28973?id=6432)

PROJECT:									
I-13xx Generators & Generator Switches									
ce	NIMS Type #	State/Local Typed Resource Supported (if applicable)	Typed Equipment Purchased	# of Personnel Trained for Typed Teams	# of Typed Teams Trained	Sustain Current Capability/Add New Capability	Core Capability Supported	Cost of Purchase	Comments
n	I	N/A	WMD Liquid Splash-Protective CPC	N/A	N/A	Add New	Environmental Response / Health and Safety	\$ 90,000.00	This new PPE will increase a Type II to a Type I HazMat Entry Team by fulfilling the PPE requirements for a Type I team. This investment completes the upgrade of this team.
n	III	N/A	N/A	55	3	Sustain Current	Operational Coordination	\$ 150,000.00	This Training sustained policy awareness for a State and two Regional IMTs. This training maintains emergency staff awareness that would have otherwise been out-of-date within 3 months of the training.
r i)	State / Local Other	Water Ambulance	ALS Rescue Boat	N/A	N/A	Add New	Mass Care Services	\$ 100,000.00	The ALS Rescue Boat meets State typing for Water Ambulance. This equipment purchase adds a new capability to the local EMS. Teams will begin training to complete the resource.
s	II	N/A	N/A	63	23	Sustain Current	Mass Search and Rescue Operations	\$ 75,000.00	63 Responders were trained in structural collapse to support 23 Type II USAR Teams. This training sustained current levels of staffing in anticipation of current staff retiring.





## **Attachment 4**

## The Department of Homeland Security Standard Terms and Conditions 2017

The FY 2017 DHS Standard Terms and Conditions apply to all new federal financial assistance awards funded in FY 2017. The DHS financial assistance awards terms and conditions flow down to subrecipients, unless a particular award term or condition specifically indicates otherwise.

### Assurances, Administrative Requirements, Cost Principles, and Audit Requirements

DHS financial assistance recipients must complete either the OMB Standard Form [424B Assurances – Non-Construction Programs, or OMB Standard Form 424D Assurances – Construction Programs as applicable](#). Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances applicable to their program as instructed by the awarding agency. Please contact the DHS FAO if you have any questions.

DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at [2 C.F.R. Part 200](#), and adopted by DHS at [2 C.F.R. Part 3002](#).

### DHS Specific Acknowledgements and Assurances

All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

1. Recipients must cooperate with any compliance reviews or compliance investigations conducted by DHS.
2. Recipients must give DHS access to, and the right to examine and copy, records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations *and* other applicable laws or program guidance.
3. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.
4. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. If, during the past three years, recipients have been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency (LEP)), sex, age, disability, religion, or familial status, recipients must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements to the DHS FAO and the [DHS Office of Civil Rights and Civil Liberties](#) (CRCL) by e-mail at [crcl@hq.dhs.gov](mailto:crcl@hq.dhs.gov) or by mail at U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties Building 410, Mail Stop #0190 Washington, D.C. 20528.
6. In the event courts or administrative agencies make a finding of discrimination on grounds of race, color, national origin (including LEP), sex, age, disability, religion, or familial status against the recipient, or recipients settle a case or matter alleging such discrimination, recipients must forward a copy of the complaint and findings to the DHS FAO and the CRCL office by e-mail or mail at the addresses listed above.

The United States has the right to seek judicial enforcement of these obligations.

#### **Acknowledgment of Federal Funding from DHS**

All recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

#### **Activities Conducted Abroad**

All recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

## The Department of Homeland Security Standard Terms and Conditions 2017

### ***Age Discrimination Act of 1975***

All recipients must comply with the requirements of the *Age Discrimination Act of 1975* ([Title 42 U.S. Code, § 6101 et seq.](#)), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

### ***Americans with Disabilities Act of 1990***

All recipients must comply with the requirements of Titles I, II, and III of the *Americans with Disabilities Act*, which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities. ([42 U.S.C. §§ 12101–12213](#)).

### **Best Practices for Collection and Use of Personally Identifiable Information (PII)**

DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. All recipients who collect PII are required to have a publically-available privacy policy that describes standards on the usage and maintenance of PII they collect. Recipients may also find the DHS Privacy Impact Assessments: [Privacy Guidance](#) and [Privacy template](#) as useful resources respectively.

### ***Civil Rights Act of 1964 – Title VI***

All recipients must comply with the requirements of Title VI of the *Civil Rights Act of 1964* ([42 U.S.C. § 2000d et seq.](#)), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at [6 C.F.R. Part 21](#) and [44 C.F.R. Part 7](#).

### ***Civil Rights Act of 1968***

All recipients must comply with [Title VIII of the Civil Rights Act of 1968](#), which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (See [42 U.S.C. § 3601 et seq.](#)), as implemented by the Department of Housing and Urban Development at [24 C.F.R. Part 100](#). The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units—i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)—be designed and constructed with certain accessible features. (See [24 C.F.R. § 100.201](#).)

### **Copyright**

All recipients must affix the applicable copyright notices of [17 U.S.C. §§ 401 or 402](#) and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.

### **Debarment and Suspension**

All recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) [12549](#) and [12689](#), and [2 C.F.R. Part 180](#). These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

### **Drug-Free Workplace Regulations**

All recipients must comply with the *Drug-Free Workplace Act of 1988* ([41 U.S.C. § 701 et seq.](#)), which requires all organizations receiving grants from any federal agency agree to maintain a drug-free workplace. DHS has adopted the Act's implementing regulations at [2 C.F.R. Part 3001](#).

## The Department of Homeland Security Standard Terms and Conditions 2017

<b>Duplication of Benefits</b>	Any cost allocable to a particular federal financial assistance award provided for in <a href="#">2 C.F.R. Part 200, Subpart E</a> may not be charged to other federal financial assistance awards to overcome fund deficiencies, to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions, or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.
<b>Education Amendments of 1972 (<i>Equal Opportunity in Education Act</i>) – Title IX</b>	All recipients must comply with the requirements of Title IX of the Education Amendments of 1972 ( <a href="#">20 U.S.C. § 1681 et seq.</a> ), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at <a href="#">6 C.F.R. Part 17</a> and <a href="#">44 C.F.R. Part 19</a>
<b>Energy Policy and Conservation Act</b>	All recipients must comply with the requirements of <a href="#">42 U.S.C. § 6201</a> which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.
<b>False Claims Act and Program Fraud Civil Remedies</b>	All recipients must comply with the requirements of <a href="#">31 U.S.C. § 3729- 3733</a> which prohibits the submission of false or fraudulent claims for payment to the federal government. (See <a href="#">31 U.S.C. § 3801-3812</a> which details the administrative remedies for false claims and statements made.)
<b>Federal Debt Status</b>	All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See <a href="#">OMB Circular A-129</a> .)
<b>Federal Leadership on Reducing Text Messaging while Driving</b>	All recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in <a href="#">E.O. 13513</a> , including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.
<b>Fly America Act of 1974</b>	All recipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under <a href="#">49 U.S.C. § 41102</a> ) for international air transportation of people and property to the extent that such service is available, in accordance with the <i>International Air Transportation Fair Competitive Practices Act of 1974</i> ( <a href="#">49 U.S.C. § 40118</a> ) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981 <a href="#">amendment</a> to Comptroller General Decision B-138942.
<b>Hotel and Motel Fire Safety Act of 1990</b>	In accordance with Section 6 of the <i>Hotel and Motel Fire Safety Act of 1990</i> , <a href="#">15 U.S.C. § 2225a</a> , all recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the <i>Federal Fire Prevention and Control Act of 1974</i> , as amended, <a href="#">15 U.S.C. § 2225</a> .
<b>Limited English Proficiency (<i>Civil Rights Act of 1964</i>, Title VI)</b>	All recipients must comply with the <i>Title VI of the Civil Rights Act of 1964</i> (Title VI) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance <a href="https://www.dhs.gov/guidance-published-help-department-">https://www.dhs.gov/guidance-published-help-department-</a>

## The Department of Homeland Security Standard Terms and Conditions 2017

[supported-organizations-provide-meaningful-access-people-limited](#) and additional resources on <http://www.lep.gov>.

### Lobbying Prohibitions

All recipients must comply with [31 U.S.C. § 1352](#), which provides that none of the funds provided under an federal financial assistance award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action concerning the award or renewal.

### National Environmental Policy Act

All recipients must comply with the requirements of the [National Environmental Policy Act](#) (NEPA) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which requires recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

### Nondiscrimination in Matters Pertaining to Faith-Based Organizations

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. All recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

### Non-supplanting Requirement

All recipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

### Notice of Funding Opportunity Requirements

All of the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO.

### Patents and Intellectual Property Rights

Unless otherwise provided by law, recipients are subject to the [Bayh-Dole Act](#), [Pub. L. No. 96-517](#), as amended, and codified in [35 U.S.C. § 200](#) et seq. All recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at [37 C.F.R. Part 401](#) and the standard patent rights clause located at 37 C.F.R. § 401.14.

### Procurement of Recovered Materials

All recipients must comply with Section 6002 of the [Solid Waste Disposal Act](#), as amended by the [Resource Conservation and Recovery Act](#). The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at [40 C.F.R. Part 247](#) that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

### Rehabilitation Act of 1973

All recipients must comply with the requirements of Section 504 of the [Rehabilitation Act of 1973](#), [29 U.S.C. § 794](#), as amended, which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

## The Department of Homeland Security Standard Terms and Conditions 2017

<b>Reporting of Matters Related to Recipient Integrity and Performance</b>	If the total value of the recipient's currently active grants, cooperative agreements, and procurement contracts from all federal assistance offices exceeds \$10,000,000 for any period of time during the period of performance of this federal financial assistance award, you must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at <a href="#">2 C.F.R. Part 200, Appendix XII</a> , the full text of which is incorporated here by reference in the award terms and conditions.
<b>Reporting Subawards and Executive Compensation</b>	All recipients are required to comply with the requirements set forth in the government-wide Award Term on Reporting Subawards and Executive Compensation located at <a href="#">2 C.F.R. Part 170, Appendix A</a> , the full text of which is incorporated here by reference in the award terms and conditions.
<b>SAFECOM</b>	All recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the <a href="#">SAFECOM</a> Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.
<b>Terrorist Financing</b>	All recipients must comply with <a href="#">E.O. 13224</a> and U.S. law that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the Order and laws.
<b>Trafficking Victims Protection Act of 2000</b>	All recipients must comply with the requirements of the government-wide award term which implements Section 106(g) of the <i>Trafficking Victims Protection Act of 2000</i> , (TVPA) as amended by <a href="#">22 U.S.C. § 7104</a> . The award term is located at <a href="#">2 C.F.R. § 175.15</a> , the full text of which is incorporated here by reference in the award terms and conditions.
<b>Universal Identifier and System of Award Management (SAM)</b>	All recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at <a href="#">2 C.F.R. Part 25, Appendix A</a> , the full text of which is incorporated here by reference in the terms and conditions.
<b>USA Patriot Act of 2001</b>	All recipients must comply with requirements of the <a href="#">Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT Act)</a> , which amends <a href="#">18 U.S.C. §§ 175–175c</a> .
<b>Use of DHS Seal, Logo and Flags</b>	All recipients must obtain permission from their DHS FAO, prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.
<b>Whistleblower Protection Act</b>	All recipients must comply with the statutory requirements for whistleblower protections (if applicable) at <a href="#">10 U.S.C § 2409</a> , <a href="#">41 U.S.C. 4712</a> , and <a href="#">10 U.S.C. § 2324</a> , <a href="#">41 U.S.C. §§ 4304</a> and <a href="#">4310</a> .

## Attachment 5

### **Required Sub-Recipient File Documentation**

Sub-grantee or sub-recipient must meet the financial administration requirements in 2 C.F.R Part 200 and must maintain records for a homeland security grant award. The files must be available for review by the North Carolina Division of Emergency Management and Homeland Security Branch Staff for site visits, project closeout and future audits.

Sub-grantee or sub-recipient must include appropriate documentation in the file, including but not limited to the following:

1. Grant Award and Memorandum of Agreement/ Memorandum of Understanding and Supporting Appendices
2. Completed appropriate cost report forms with invoices and proof(s) of payment
3. Audit Findings and Corrective Action Plans
4. Equipment Inventory records with photo documentation of labeling



Company Address 329 N. Main St.  
Springfield, TN 37172  
US

Phone (855) 537-9990

Prepared By John Deering  
Phone (615) 484-7255  
Email jdeering@plumcases.com

Bill To Name Kristen Janes  
Bill To 3820 Bridges Street  
Suite D  
Morehead City, NC 28557  
United States

Created Date 10/16/2019  
Date of Expiration 11/30/2019  
Quote Number 00000444

Contact Name Kristen Janes  
Phone 252-222-5841  
Email kristen.janes@carteretcountync.gov

Ship To Name Kristen Janes  
Ship To 3820 Bridges Street  
Suite D  
Morehead City, NC 28557  
United States

Quantity	Product Code	Product	Includes	Sales Price	Subtotal	Discount	Total Price
1.00	PLM-ENH 452	Plum Case Enhanced 5G Ready First Net Ready	Plum Case Enhanced 5G Ready with 4x4 Cellular MiMo & tri-band WiFi	\$10,728.01	\$10,728.01	10.00%	\$9,655.21

Quote Details

The above quotation for all Plum Case products (not including the Accessory Case, accessories, or services) includes the license for the Cloud Management Platform – as stated above, as well as a warranty on all parts, labor and training (as stated above); and, all required SIM cards installed, configured as well as ground shipping (CONUS). Should you decide to purchase, Plum Laboratories will provide you the IMEI and ICC-ID numbers for your cellular activations. In addition, Plum Laboratories will test your Plum Case so it is completely ready for use upon receipt. Plum Laboratories accepts Net 30 terms or credit cards payments with an additional 3% convenience fee added to the total price.

We appreciate the opportunity to quote and welcome any questions.

If you are sales tax exempt please enclose a copy of your sales tax exemption certificate in with your payment should you purchase. Otherwise, by law, we are required to collect sales tax. Thank you.

Total Price	\$9,655.21
Tax	\$0.00
Shipping and Handling	\$0.00
Grand Total	\$9,655.21



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Ship To Name Kristen Janes  
Ship To 3820 Bridges Street  
Suite D  
Morehead City, NC 28557  
United States

Quantity	Product Code	Product	Includes	Sales Price	Subtotal	Discount	Total Price
1.00	PLM-ACC-190	Plum Accessory Case	Contains accessories for the Plum Cases and Plum Paks for the Basic & Extended. Includes a 32,000 mAh power bank with charger, a 60W high-efficiency solar panel charger, car or cigarette lighter charger, adaptors for charging i-phones, i-pads, notebooks,	\$1,645.00	\$1,645.00	10.00%	\$1,480.50

**Quote Details**

The above quotation for all Plum Case products (not including the Accessory Case, accessories, or services) includes the license for the Cloud Management Platform – as stated above, as well as a warranty on all parts, labor and training (as stated above); and, all required SIM cards installed, configured as well as ground shipping (CONUS). Should you decide to purchase, Plum Laboratories will provide you the IMEI and ICC-ID numbers for your cellular activations. In addition, Plum Laboratories will test your Plum Case so it is completely ready for use upon receipt. Plum Laboratories accepts Net 30 terms or credit cards payments with an additional 3% convenience fee added to the total price.

We appreciate the opportunity to quote and welcome any questions.

If you are sales tax exempt please enclose a copy of your sales tax exemption certificate in with your payment should you purchase. Otherwise, by law, we are required to collect sales tax. Thank you.

Total Price	\$1,480.50
Tax	\$0.00
Shipping and Handling	\$0.00
<b>Grand Total</b>	<b>\$1,480.50</b>

Carteret County

Budget Amendment

Fiscal Year 2019-2020

Department: Consolidated Communications

Date: 03/16/2020

Justification: Receipt of grant funding from State of NC for Communications Equipment.

Fund	Description	Account Number	Increase
Revenues	State EM Grant Fund for Communications Equipment	110.10.3433.323	11,136
Total Increase in Revenues			<u>11,136</u>
Expenditures	Maint and repair for plum case	110.10.4350.35200	11,136
Total Increase Expenditures			<u>11,136</u>

Approval Chairman, Board of Commissioners \_\_\_\_\_

Date: \_\_\_\_\_

IV. Consent Agenda

4. Approval to Execute Permit from the North Carolina Department of Environmental Quality & Coastal Resources Commission in Support of the Wainwright Slough Dredging Project

Shore Protection Manager

Greg L. Rudolph  
Tel: (252) 222.5835  
Fax: (252) 222.5826  
grudolph@carteretcountync.gov



**Memorandum**

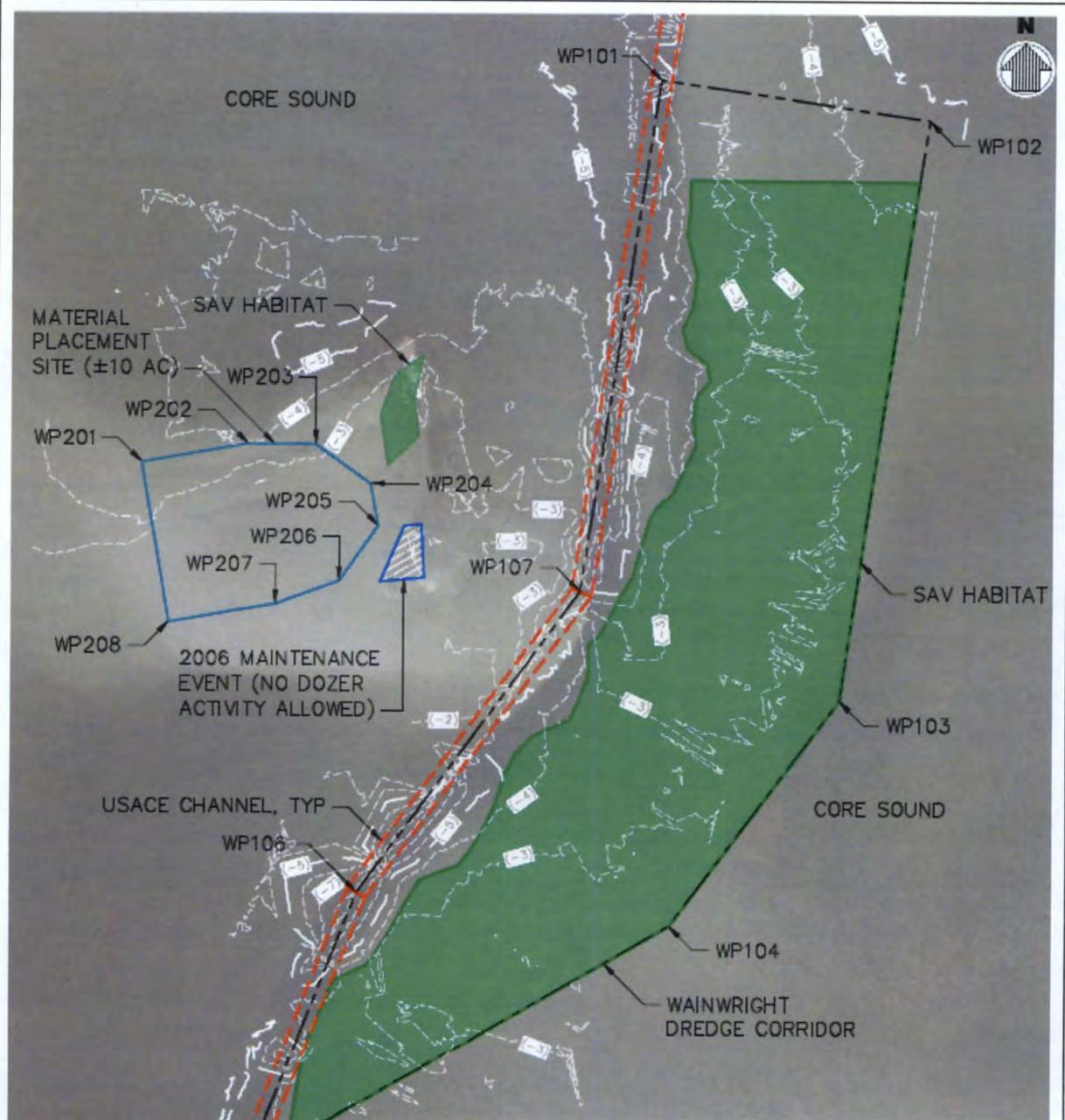
To: Carteret County Board of Commissioners (CBOC)  
From: Greg "rudi" Rudolph  
Date: March 16, 2020  
**Re: Wainwright Slough - Approval to Execute Permit from the North Carolina Department of Environmental Quality & Coastal Resources Commission**

The CBOC is respectfully requested to approve the attached Major Modification to CAMA Permit #29-17 associated with our efforts at the Wainwright Slough Navigation Channel.

The CBOC is aware of our 2017 dredging project at Wainwright Slough when for the sake of expediency; we were required stay within the U.S. Army Corps of Engineers authorized fixed-channel alignment. This provision prevented us from "following the deep water", which would have resulted in less dredging material excavated from the channel and would have kept the channel further away from the disposal site - Wainwright Island. The closer the channel is to the disposal site, the more likely any material eroding from the Island will find its way to shoal the channel. Thus as a proactive measure, in 2018 we started pursuing the concept of a dredging corridor whereby we could follow the deep water the next time channel depths reached unsafe levels. As a visual aid, the attached figure immediately below provides a depiction of both the fixed channel (red hashed line) and the dredging corridor (black hashed line). Of course this required significant federal and State regulatory coordination, and I'm pleased to report the final approval has been codified as a major modification to our existing permit (CAMA Permit #29-17), which requires the CBOC's approval and execution as attached.

Please note the CBOC is just being requested to approve the permit - any determinations related to actual dredging can be made at a later date (note: permit expires on December 31, 2022). This is a similar approach we have taken at Atlantic Harbor, East Taylors Creek, and the Old Ferry Channel - i.e., secure the permits first and prioritize construction later. We have also been utilizing the State's Shallow Draft Navigation Channel Dredging & Aquatic Weed Fund ("Shallow Draft Fund") in a similar manner - secure a 2/3 reimbursement grant for the permitting phase, and subsequently secure a separate 2/3 reimbursement grant for construction. For the Wainwright Slough permitting initiative, our NCDEQ Grant Contract is #7447 and includes a maximum total cost of \$235,454 (\$156,969 State and \$78,485 County). However, our actual cost is going to be closer to \$150,000 total, or \$100,000 State and \$50,000 County.

Thank you for considering this approval request and I'll be glad to answer any questions the CBOC may have either at your March 16th meeting or in the interim leading up to this date - please don't hesitate to call or email if needed in this latter regard.



**LEGEND**

- - - USACE AUTHORIZED CHANNEL
- - - PROPOSED WAINWRIGHT SLOUGH DREDGE CORRIDOR
- (-1) EXISTING 1 FOOT INTERVAL CONTOUR
- SAV HABITAT

- NOTES:**
1. SEE FIGURE 3 FOR DREDGE CORRIDOR TYPICAL SECTION.
  2. SEE FIGURE 4 FOR MATERIAL PLACEMENT SITE TYPICAL SECTION.
  3. SEE FIGURE 5 FOR WORK POINT TABLES.

**WAINWRIGHT DREDGE CORRIDOR – PLAN**

**FIGURE 2**  
 250' 0' 250' 500'  
 SCALE 1"=500'



NORTH CAROLINA  
*Environmental Quality*

ROY COOPER  
*Governor*

MICHAEL S. REGAN  
*Secretary*

BRAXTON C. DAVIS  
*Director*

February 7, 2020

Carteret County Board of Commissioners  
302 Courthouse Square  
Beaufort NC 28516

The enclosed permit constitutes authorization under the Coastal Area Management Act, and where applicable, the State Dredge and Fill Law, for you to proceed with your project proposal. The original (buff-colored form) is retained by you and it must be available on site when the project is inspected for compliance. Please sign both the original and the copy and return the copy to this office in the enclosed envelope. Signing the permit and proceeding means you have waived your right of appeal described below.

If you object to the permit or any of the conditions, you may request a hearing pursuant to NCGS 113A-121.1 or 113-229. Your petition for a hearing must be filed in accordance with NCGS Chapter 150B with the Office of Administrative Hearings, 6714 Mail Service Center, Raleigh, NC 27611-6714, (919) 733-2698 within twenty (20) days of this decision on your permit. You should also be aware that another qualified party may submit an objection to the issuance of this permit within twenty (20) days.

The project plan is subject to those conditions appearing on the permit form. Otherwise, all work must be carried out in accordance with your application. Modifications, time extensions, and future maintenance requires additional approval. Please read your permit carefully prior to starting work and review all project plans, as approved. If you are having the work done by a contractor, it would be to your benefit to be sure that he fully understands all permit requirements.

From time to time, Department personnel will visit the project site. To facilitate this review, we request that you complete and mail the enclosed Notice Card just prior to work initiation. However, if questions arise concerning permit conditions, environmental safeguards, or problem areas, you may contact Department personnel at any time for assistance. By working in accordance with the permit, you will be helping to protect our vitally important coastal resources.

Sincerely,

A handwritten signature in black ink that reads "Jonathan Howell".

Jonathan Howell  
Major Permits Coordinator  
N.C. Division of Coastal Management

Enclosure



Permit Class

**MODIFICATION/MAJOR**

Permit Number

**29-17**

STATE OF NORTH CAROLINA  
Department of Environmental Quality  
and  
Coastal Resources Commission

# Permit

for

Major Development in an Area of Environmental Concern  
pursuant to NCGS 113A-118

Excavation and/or filling pursuant to NCGS 113-229

Issued to **Carteret County Board of Commissioners, 302 Courthouse Square, Beaufort, NC 28516**

Authorizing development in Carteret County Wainwright Slough, at conflux of Pamlico and Core Sounds, as requested in the permittee's application dated 6/20/19 (MP-1) and 9/16/19 (MP-2), including the attached workplan drawings (5) Figures 1-5 all dated "Received MP Section MHD 10/2/19".

This permit, issued on **February 7, 2020**, is subject to compliance with the application (where consistent with the permit), all applicable regulations, special conditions and notes set forth below. Any violation of these terms may be subject to fines, imprisonment or civil action; or may cause the permit to be null and void.

### **Channel Realignment**

- 1) In order to protect juvenile finfish resources and seasonal migrations of fish and protected species (i.e. sturgeon and sea turtles), no excavation or filling activities shall be permitted between April 1 and November 15 of any year without prior approval from the Division of Coastal Management and the U.S. Army Corps of Engineers, in consultation with appropriate resource agencies.
- 2) The excavation footprint shall be located entirely within the "dredge corridor", as depicted on the attached workplan titled "Figure 2 Wainwright Dredge Corridor - Plan".
- 3) Excavation shall not exceed -9' MLLW (excavation depth of -7 MLLW with a 2' overdredge allowance).

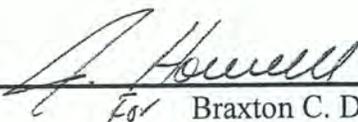
**(See attached sheet for additional conditions)**

This permit action may be appealed by the permittee or other qualified persons within twenty (20) days of the issuing date.

Signed by the authority of the Secretary of DEQ and the Chair of the Coastal Resources Commission.

This permit must be accessible on-site to Department personnel when the project is inspected for compliance.

Any maintenance work or project modification not covered hereunder requires further Division approval.

  
For **Braxton C. Davis, Director**  
Division of Coastal Management

All work must cease when the permit expires on

This permit and its conditions are hereby accepted.

**December 31, 2022**

In issuing this permit, the State of North Carolina agrees that your project is consistent with the North Carolina Coastal Management Program.

\_\_\_\_\_  
Signature of Permittee

**ADDITIONAL CONDITIONS**

- 4) This major modification was issued based upon a determination that while the area to be excavated is immediately adjacent to areas containing actively growing submerged aquatic vegetation (SAV) beds, the area of proposed excavation would not directly impact actively growing SAV beds. During all authorized excavation events, the permittee shall implement all available precautions to ensure that damage to SAV beds does not occur. The permittee is further advised that Rules of the Coastal Resources Commission prohibit new dredging within SAV beds.

**USACE Conditions**

- 5) Best management practices identified as field marking the existing SAV population, wetland grasses, oyster reefs and any shell bottom locations at low-tide shall be implemented in order to prevent construction and dredging equipment from negatively impacting those resources.
- 6) Monitor all in-water line and materials regularly to ensure nothing has become entangled.
- 7) If lines or cables are used (e.g., to mark floating buoys or for turbidity curtains), in-water lines (rope, chain, and cable) must be stiff, taut, and non-looping. Examples of such lines are heavy metal chains or heavy cables that do not readily loop and tangle. Flexible in-water lines, such as nylon rope or any lines that could loop or tangle, must be enclosed in a plastic or rubber sleeve/tube to add rigidity and to prevent the line from looping or tangling. In all instances, no excess line is allowed in the water.
- 8) Cables or lines with loops used to move pipes will not be left in the water unattended.
- 9) Turbidity curtains will be used during dredging. Turbidity curtains will be made of material in which listed species cannot become entangled (i.e. reinforced impermeable polycarbonate vinyl fabric (PVC)), and shall be monitored to ensure listed species are not entangled or trapped in the action area. Turbidity curtains will be removed promptly when the work is complete and the water quality in the action area has returned to background conditions.

**Bird Nesting Restoration**

- 10) Unless specifically altered herein, the in-water disposal of dredge materials for the creation of bird nesting and foraging habitat shall be conducted in accordance with the attached permit drawings, and in a manner consistent with the procedures described in the attached project narrative dated "Revised October 2019".
- 11) This permit does not authorize the fill of any coastal wetlands.

**General**

- 12) This permit shall not be assigned, transferred, sold, or otherwise disposed of to a third party without the written approval of the Division of Coastal Management.

**ADDITIONAL CONDITIONS**

- 13) In order to satisfy concerns of the resource agencies and ensure compliance with the conditions of this Permit, and in order to ensure that each proposed excavation event follows the limits of the natural deep water channel, the permittee and his contractor shall schedule a pre-construction conference with the Division of Coastal Management, the U.S. Army Corps of Engineers, the National Marine Fisheries Service, the N.C. Wildlife Resources Commission, N.C. Division of Marine Fisheries and N.C. Division of Water Resources at least 30 days prior to the initiation of any dredging or mobilization activities. In order to facilitate these discussions a complete set of project plans including an updated SAV survey with current bathymetry and proposed channel alignment shall be provided to all listed agencies at the time of each request for a pre-construction conference.
- 14) This Major Modification shall be attached to the original Permit No. 29-17, which was issued to the permittee on 2/23/17, and copies of both documents must be readily available on site when Division personnel inspect the project for compliance.
- 15) All conditions and stipulations of the active permit remain in force, under this Major Modification, unless specifically altered herein.

**NOTE:** The U.S. Army Corps of Engineers assigned the proposed project COE Action Id. No. SAW-2016-01676 reissued 2/6/20.

**NOTE:** The Division of Water Resources assigned the proposed project DWR Project No. 2019-1032.

**NOTE:** A major modification application processing fee of \$250 was received by DCM for this project

Permit Class

**MODIFICATION/MAJOR**

Permit Number

**29-17**

STATE OF NORTH CAROLINA  
Department of Environmental Quality  
and  
Coastal Resources Commission

# Permit

for

Major Development in an Area of Environmental Concern  
pursuant to NCGS 113A-118

Excavation and/or filling pursuant to NCGS 113-229

Issued to **Carteret County Board of Commissioners, 302 Courthouse Square, Beaufort, NC 28516**

Authorizing development in Carteret County Wainwright Slough, at conflux of Pamlico and Core Sounds, as requested in the permittee's application dated 6/20/19 (MP-1) and 9/16/19 (MP-2), including the attached workplan drawings (5) Figures 1-5 all dated "Received MP Section MHD 10/2/19".

This permit, issued on **February 7, 2020**, is subject to compliance with the application (where consistent with the permit), all applicable regulations, special conditions and notes set forth below. Any violation of these terms may be subject to fines, imprisonment or civil action; or may cause the permit to be null and void.

### Channel Realignment

- 1) In order to protect juvenile finfish resources and seasonal migrations of fish and protected species (i.e. sturgeon and sea turtles), no excavation or filling activities shall be permitted between April 1 and November 15 of any year without prior approval from the Division of Coastal Management and the U.S. Army Corps of Engineers, in consultation with appropriate resource agencies.
- 2) The excavation footprint shall be located entirely within the "dredge corridor", as depicted on the attached workplan titled "Figure 2 Wainwright Dredge Corridor - Plan".
- 3) Excavation shall not exceed -9' MLLW (excavation depth of -7 MLLW with a 2' overdredge allowance).

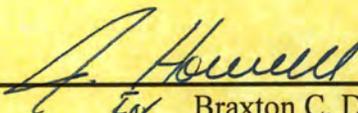
**(See attached sheet for additional conditions)**

This permit action may be appealed by the permittee or other qualified persons within twenty (20) days of the issuing date.

Signed by the authority of the Secretary of DEQ and the Chair of the Coastal Resources Commission.

This permit must be accessible on-site to Department personnel when the project is inspected for compliance.

Any maintenance work or project modification not covered hereunder requires further Division approval.

  
For **Braxton C. Davis, Director**  
Division of Coastal Management

All work must cease when the permit expires on

This permit and its conditions are hereby accepted.

**December 31, 2022**

In issuing this permit, the State of North Carolina agrees that your project is consistent with the North Carolina Coastal Management Program.

\_\_\_\_\_  
Signature of Permittee

**ADDITIONAL CONDITIONS**

- 4) This major modification was issued based upon a determination that while the area to be excavated is immediately adjacent to areas containing actively growing submerged aquatic vegetation (SAV) beds, the area of proposed excavation would not directly impact actively growing SAV beds. During all authorized excavation events, the permittee shall implement all available precautions to ensure that damage to SAV beds does not occur. The permittee is further advised that Rules of the Coastal Resources Commission prohibit new dredging within SAV beds.

**USACE Conditions**

- 5) Best management practices identified as field marking the existing SAV population, wetland grasses, oyster reefs and any shell bottom locations at low-tide shall be implemented in order to prevent construction and dredging equipment from negatively impacting those resources.
- 6) Monitor all in-water line and materials regularly to ensure nothing has become entangled.
- 7) If lines or cables are used (e.g., to mark floating buoys or for turbidity curtains), in-water lines (rope, chain, and cable) must be stiff, taut, and non-looping. Examples of such lines are heavy metal chains or heavy cables that do not readily loop and tangle. Flexible in-water lines, such as nylon rope or any lines that could loop or tangle, must be enclosed in a plastic or rubber sleeve/tube to add rigidity and to prevent the line from looping or tangling. In all instances, no excess line is allowed in the water.
- 8) Cables or lines with loops used to move pipes will not be left in the water unattended.
- 9) Turbidity curtains will be used during dredging. Turbidity curtains will be made of material in which listed species cannot become entangled (i.e. reinforced impermeable polycarbonate vinyl fabric (PVC)), and shall be monitored to ensure listed species are not entangled or trapped in the action area. Turbidity curtains will be removed promptly when the work is complete and the water quality in the action area has returned to background conditions.

**Bird Nesting Restoration**

- 10) Unless specifically altered herein, the in-water disposal of dredge materials for the creation of bird nesting and foraging habitat shall be conducted in accordance with the attached permit drawings, and in a manner consistent with the procedures described in the attached project narrative dated "Revised October 2019".
- 11) This permit does not authorize the fill of any coastal wetlands.

**General**

- 12) This permit shall not be assigned, transferred, sold, or otherwise disposed of to a third party without the written approval of the Division of Coastal Management.

**ADDITIONAL CONDITIONS**

- 13) In order to satisfy concerns of the resource agencies and ensure compliance with the conditions of this Permit, and in order to ensure that each proposed excavation event follows the limits of the natural deep water channel, the permittee and his contractor shall schedule a pre-construction conference with the Division of Coastal Management, the U.S. Army Corps of Engineers, the National Marine Fisheries Service, the N.C. Wildlife Resources Commission, N.C. Division of Marine Fisheries and N.C. Division of Water Resources at least 30 days prior to the initiation of any dredging or mobilization activities. In order to facilitate these discussions a complete set of project plans including an updated SAV survey with current bathymetry and proposed channel alignment shall be provided to all listed agencies at the time of each request for a pre-construction conference.
- 14) This Major Modification shall be attached to the original Permit No. 29-17, which was issued to the permittee on 2/23/17, and copies of both documents must be readily available on site when Division personnel inspect the project for compliance.
- 15) All conditions and stipulations of the active permit remain in force, under this Major Modification, unless specifically altered herein.

**NOTE:** The U.S. Army Corps of Engineers assigned the proposed project COE Action Id. No. SAW-2016-01676 reissued 2/6/20.

**NOTE:** The Division of Water Resources assigned the proposed project DWR Project No. 2019-1032.

**NOTE:** A major modification application processing fee of \$250 was received by DCM for this project

IV. Consent Agenda

5. Approval of the Release of SRO Contingency Funding to Morehead City &  
Approval of Corresponding Budget Amendment: \$32,100

# CARTERET COUNTY FINANCE

Denise H. Meshaw, CPA  
Assistant County Manager  
Finance Department



Tel: (252) 728-8410  
Fax: (252) 728-0133  
deem@carteretcountync.gov  
www.carteretcountync.gov

**To: Board of Commissioners**  
**From: Dee Meshaw, Assistant County Manager**  
**Date: March 16, 2020**  
**Subject: SRO Funding Match Budget Amendment**

Attached for your consideration is a \$32,100 budget amendment releasing SRO contingency funding to Morehead City. As you recall, the Commissioners funded SRO matches in contingency waiting for SRO State grants awards. Morehead City received one state grant; however, the Town hired three SROs for the three schools in town limits. The County set aside funding for a portion of two SROs positions. The Town is requesting the County release its matching funds for the two positions. Attached is an email from the Morehead City Town Manager and the necessary budget amendment to release the funds.

Carteret County

Budget Amendment

Fiscal Year 2019-2020

Department: Non Departmental

Date: 3/16/2020

Justification: Transfer Town of Morehead City SRO contingency funds to department

Fund	Description	Account Number	Increase	Decrease
General Fund	Expenditures	SRO (MHC)	110.50.5200.69909	32,100
		SRO Contingency (MHC)	110.99.9900.90020	<u>32,100</u>
	Total Increase Expenditures		<u>-</u>	<u></u>

Approval Chairman, Board of Commissioners \_\_\_\_\_

Date: \_\_\_\_\_

**From:** [Ryan Eggleston](#)  
**To:** [Dee Meshaw](#); [Tommy Burns](#)  
**Cc:** [Jewel Lasater](#)  
**Subject:** Re: SRO Funding FY20  
**Date:** Tuesday, February 11, 2020 5:41:31 PM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[image004.png](#)

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Hi Tommy and Dee:

I just wanted to follow up on the note below. With the fact that only one grant was given to the whole county, and as the County has graciously agreed to allow that to go to Morehead, can you please confirm that the \$16,050 County match for the one grant received from the state will be released by the County? Secondly, is there an opportunity to ask the County for release of the second officer County match as referenced below even though we did not receive the additional grant funding?

Sincerely,

Ryan

**Ryan T. Eggleston, ICMA-CM**

City Manager

Town of Morehead City

252.726.6848 ext. 110

[www.moreheadcitync.org](http://www.moreheadcitync.org)



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**From:** Dee Meshaw <deem@carteretcountync.gov>

**Date:** Monday, June 24, 2019 at 9:22 AM

**To:** Ryan Eggleston <Ryan.Eggleston@moreheadcitync.org>

**Cc:** Finance Lasater <Jewel.Lasater@moreheadcitync.org>

**Subject:** SRO Funding FY20

Good morning Ryan and Jewel,

I hope you had a good weekend. Monday, June 17, the Board of Commissioners adopted it FY20 budget. The budget includes 2 SRO position matching funds. The Board funded \$16,050 for each position, and release of the funding is contingent upon the State funding the SRO grants. In addition, the Board approved the same funding for the Webb Library, \$53,075. Please let me know if you need any additional information.

Thanks

Dee

Dee Meshaw, CPA  
Assistant County Manager  
Carteret County Finance Department  
302 Courthouse Square  
Beaufort, NC 28516

252-728-8410  
deem@carteretcountync.gov

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IV. Consent Agenda

6. Approval to Reclassify the Environmental Health Specialist Intern to a Registered Environmental Health Specialist *"In-Work Against Certification Status"*

# CARTERET COUNTY HUMAN RESOURCES DEPARTMENT

Jaime Long  
Director of Human Resources



Tel: (252) 728.8454  
Fax: (252) 728-5845  
[jaime.long@carteretcountync.gov](mailto:jaime.long@carteretcountync.gov)

## MEMORANDUM

**TO:** Board of Commissioners  
**FROM:** Jaime Long, Human Resources Director  
**RE:** Position Reclassification Request  
**DATE:** March 16, 2020

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This memorandum is to request approval to reclassify the Environmental Health Specialist (“EHS”) intern to a Registered Environmental Health Specialist (“REHS”) *in work against status*. This *in work against status* structure would have a novice EHS employee start at the REHS minimum rate with a condition that would include that they acquire the Registered EHS certification within a two-year period. The REHS is a grade 68 with a minimum salary of \$41,841.09.

For the EHS position, there continues to be higher attrition rates within the department due to State imposed regulations of specific education requirements and long training periods before the intern becomes a Registered Environmental Health Specialist (REHS). Changes are needed to recruit new REHS employees with and without experience.

A survey was conducted by the HR Department. Surrounding County Environmental Health salaries for the most part have increased since our last review. The County continues to receive rejections from experienced REHS candidates due to salary and has difficulty recruiting and retaining new EHS employees due to the education and training requirements mandated by the State.

In order to not cause inequity with the current staff of Environmental Health, HR recommends a 3% increase to the salaries of the current REHS and Program Managers. These salaries would reflect a comparable market to the surrounding counties. Also, in order for this structure to be successful in retaining staff, the merit system will need to continue to increase pay in the future to keep salaries competitive with the market.

Please do not hesitate to contact me if there are questions.

Jaime Long  
Human Resources Director

IV. Consent Agenda

7. Approval of Library Budget Amendment Transferring Contingency Funding:  
\$37,300

# CARTERET COUNTY FINANCE

**Denise H. Meshaw, CPA**  
Assistant County Manager  
Finance Department



Tel: (252) 728-8410  
Fax: (252) 728-0133  
[deem@carteretcountync.gov](mailto:deem@carteretcountync.gov)  
[www.carteretcountync.gov](http://www.carteretcountync.gov)

**To: Board of Commissioners**  
**From: Dee Meshaw, Assistant County Manager**  
**Date: March 16, 2020**  
**Subject: Library Budget Amendment**

Attached for your consideration is a \$37,300 budget amendment transferring contingency funding to the County Library Department. This transfer is needed to pay the new director through June 30, 2020 for the county library transition from the regional system. Approval of the attached budget amendment is recommended.

Carteret County

Budget Amendment

Fiscal Year 2019-2020

Department: Library

Date: 3/16/2020

Justification: Transfer contingency funds for library expenses

Fund	Description	Account Number	Increase	Decrease
General Fund	Expenditures	Contingency		37,300
		Salaries	25,780	
		Part time	1,000	
		Fica	1,970	
		Retirement	2,200	
		401K	1,300	
		Health Insurance	3,050	
		Supplies	2,000	
	Total Increase Expenditures		<u>37,300</u>	<u>37,300</u>

Approval Chairman, Board of Commissioners \_\_\_\_\_

Date: \_\_\_\_\_

IV. Consent Agenda

8. Approval of Budget Amendment in Support of the Cherry Point Regional Joint Land Use Study: \$49,500

# PLANNING AND DEVELOPMENT

**Eugene Foxworth**  
Director



**Beaufort Office** Phone 252-728-8545  
**Western Office** Phone 252-222-5833

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## **MEMORANDUM**

DATE: February 6, 2020  
TO: Carteret County Board of Commissioners  
CC: Tommy Burns, County Manager  
FROM: Eugene Foxworth, Assistant County Manager  
RE: CPR JLUS Implementation Project - Budget Amendment

In 2018, Carteret County was awarded a \$49,500 grant from the US DOD Office of Economic Adjustment to implement several projects that were identified in the Cherry Point Regional Joint Land Use Study. With that said, the funds were recently received and the project is underway. The attached budget amendment is necessary to move forward with payment to the contractor for the project.

Please let me know if you have any questions

Carteret County

Budget Amendment

Fiscal Year 2019-2020

Department: Planning

Date: 3/16/2020

Justification: To appropriate federal grant funding for Joint Land Use study

Fund		Description	Account Number	Increase
General Fund	Revenues	Joint Land Use Study Grant	110.40.3491.302	49,500
		Total Increase in Revenues		<u>49,500</u>
General Fund		Joint Land Use Study	110.40.4910.69905	49,500
		Total Increase Expenditures		<u>49,500</u>

Approval Chairman, Board of Commissioners \_\_\_\_\_

Date:

IV. Consent Agenda

9. Approval of Resolution of Appreciation in Honor of Retiring Judge John E. Nobles, Jr.

Board of Commissioners  
Bill Smith, Chair  
Robin Comer, Vice-Chair  
Bob Cavanaugh  
Jimmy Farrington  
Mark Mansfield  
Jonathan Robinson  
Ed Wheatly



County Manager  
Tommy R. Burns

Clerk to the Board  
Rachel B. Hammer

**RESOLUTION HONORING RETIRING JUDGE  
JOHN E. NOBLES, JR.**

**WHEREAS**, Judge John E. Nobles, Jr. has served as a Superior Court Judge for Judicial District 3B of the Second Division of the Superior Court, serving Carteret, Craven and Pamlico Counties since his initial appointment in 2005; and

**WHEREAS**, Judge Nobles prepared for his duties and responsibilities with the Superior Court through his diligent undergraduate studies at the University of North Carolina at Chapel Hill and receipt of his Juris Doctor Degree from Wake Forest University; and

**WHEREAS**, Judge Nobles has been a dedicated public servant, serving the people of Carteret, Craven and Pamlico Counties with honor and distinction; and

**WHEREAS**, Judge Nobles performed his judicial role with compassion, dedication, wisdom, integrity, and respect for the law throughout his tenure; and

**WHEREAS**, Judge Nobles will bring his judicial labors to a close on March 31, 2020, after 15 years of service; and

**WHEREAS**, the Carteret County Board of Commissioners in cooperation with the Clerk of Superior Court, has determined that the portrait of Judge John E. Nobles, Jr. should be hung in Superior Courtroom 1 of the Carteret County Courthouse in conformity with the hanging of portraits of previous judges; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Carteret County Board of Commissioners, in recognition and appreciation of Judge Nobles' many contributions to the community and to the legal profession, resolve that this Resolution be spread upon the minutes of the Carteret County Board of Commissioners in testimony thereof and that a copy hereof be presented to Judge John E. Nobles, Jr.; and

**BE IT FURTHER RESOLVED**, that the Carteret County Board of Commissioners, wishes Judge Nobles a long, happy and rewarding retirement.

**ADOPTED** this the 16<sup>th</sup> day of March 2020.

\_\_\_\_\_  
Bill Smith, Chairman

ATTEST

\_\_\_\_\_  
Rachel Hammer  
Clerk to Commissioners

IV. Consent Agenda

10. Approval to Hire a Commercial Appraiser for the Real Estate Division of the Tax Office



**Sarah T. Davis**  
**Tax Administrator**

**MEMORANDUM**

**TO:** Board of Commissioners  
**FROM:** Sarah Davis, Tax Administrator  
**SUBJECT:** Budget Request – Commercial Appraiser  
**DATE:** February 26, 2020

---

I would like to hire a Commercial Appraiser to join the Real Estate Division of the Tax Office.

The tax office is beginning their preparations for the 2024 Revaluation and in doing so has found there is a need for a commercial appraiser on the revaluation team. We are planning to complete a full list and measure of all 61,000 real estate parcels and of those 61,000 real estate parcels about 10% are commercial properties.

Commercial real estate is valued using different valuation methods than residential properties and often requires more appraisal knowledge to reach an appropriate value. Also, valuing commercial property is often more complex and requires more data analysis than used in valuing residential properties.

I recommend approving this position with a salary grade of 66 and starting salary of \$45,750. I am requesting this position be approved prior to the new budget being finalized so we can begin the job posting and interviewing process and have this employee ready to onboard and join our team once the budget is approved.



## COMMERCIAL PROPERTY APPRAISER

### General Statement of Duties

Performs complex and skilled technical work appraising, assessing and reassessing commercial and industrial real property for tax purposes, conducting field investigations, assisting citizens with real property appraisal and tax matters.

### Distinguishing Features of the Class

An employee in this class is responsible for performing the revaluation and appraisal of commercial and industrial real estate and related property for tax purposes. The employee appraises new construction and establishes values. Work involves heavy public contact and may involve controversial and appealable decisions. Work is performed under general supervision of the Tax Administrator and evaluated through conferences, quality of work, review of records and documents and feedback from citizens.

### Duties and Responsibilities

#### Essential Job Functions

- Measures and lists new commercial and industrial building improvements and alterations to existing commercial and industrial building improvements for property tax purposes
- Visits commercial and industrial properties to collect physical and economic characteristics of property in order to analyze their potential income, expenses, sales and cost to determine real estate values for property tax purposes
- Analyzes data including replacement costs, comparable sales and income potential to determine property values.
- Communicates with property managers, realtors and developers to establish equitable market values
- Provides customer service to professionals and general public; provides property values and responds to tax inquiries and concerns; schedules site visits and reviews as requested; advises taxpayers of their right to appeal.
- Reviews and works with taxpayers to reach a resolution and defends tax appraisals before Board of Equalization and Review and state Property Tax Commission
- Performs appraisal duties in association with 4 year revaluation cycle
- Uses GIS and other technological systems to assist with appraisal activities.
- Visits properties damaged by man-made and natural causes and assigns adjustments to value in accordance with the General Statutes.
- Reviews, verifies, and updates parcel information.
- Keeps abreast of local property trends of modern appraisal methods and techniques.
- Compiles data and conducts sampling and statistical projections of property values and for other special projects

## Recruitment and Selection Guidelines

### Knowledge, Skills, and Abilities

- Considerable knowledge in preparing a variety of correspondence and complex reports.
- Considerable knowledge of current construction costs and materials, current property values and future real estate and property issues.
- Considerable knowledge of the application of information technology to property appraisal and revaluation.
- Thorough knowledge of the North Carolina Machinery Act and other laws governing the administration of tax on real estate and related property.
- Thorough knowledge of the procedures and standards for appraising residential, commercial, and industrial properties.
- Thorough knowledge in the use of standard office equipment and other related equipment.
- General knowledge of the geographic layout of the County.
- General knowledge of the tax listing procedures.
- General knowledge of supervisory principles and practices.
- Ability to read and interpret land descriptions and tax maps; to sketch construction projects; to use various types of maps.
- Ability to make computations accurately based on fair market value and the available data base.
- Ability to make arithmetic computations using whole numbers, fractions and decimals.
- Ability to apply the General Statutes to statistical computations.
- Ability to apply the Income Approach to property valuation.
- Ability to apply Market Data Approach to property valuation.
- Ability to apply Cost Approach to property valuation.
- Ability to understand and use various computer applications in the appraisal process and in the data base applications.
- Ability to coordinate and work effectively in appeals and controversial tax evaluation situations.
- Ability to establish and maintain effective working relationships with peers, supervisors, employees in other County departments and the general public.

### Physical Requirements

- Work requires the exertion of up to 25 pounds of force occasionally and a negligible amount of force constantly to move objects.
- Work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, and fingering.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires visual acuity for close vision, distance vision, ability to adjust focus, depth perception and peripheral vision.

- Visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, operating machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- Worker is subject to outside environmental conditions.
- Work is performed in a moderate noise environment (e.g. business office with typewriters and/or computer printers, light traffic).

Desirable Education and Experience

Four Year Bachelor's Degree and at least 5 years' experience in real estate, tax evaluation, or business administration dealing with real property; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina driver's license upon hire.

Possession of Real Property Appraiser Certification from the N.C. Dept. of Revenue within one year of employment.

Carteret County  
2014

Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a completed job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.

IV. Consent Agenda

11. Approval to Apply for a \$10,000 Grant from the Carolina East Foundation in Support of the Hepatitis C Program

# CARTERET COUNTY DEPARTMENT OF HUMAN SERVICES

**Cindy P. Holman**  
Consolidated Human Services Director  
cindy.holman@carteretcountync.gov



**Clinton W. Lewis**  
DSS Director  
Consolidated Human Services Deputy Director  
clint.lewis@carteretcountync.gov

**Stephanie M. Cannon, MPA**  
Health Director  
Consolidated Human Services Deputy Director  
stephanie.cannon@carteretcountync.gov

TO: Carteret County Board of Commissioners  
Carteret County Consolidated Human Services Board

FROM: Stephanie Cannon, Health Director

SUBJECT: Request to apply for Carolina East Foundation funding

DATE: March 16, 2020

The Health Department would like to request approval to apply for Carolina East Foundation funding. If approval is granted, the Health Department would request \$10,000. If awarded, funds would be used to assist uninsured patients with lab costs accrued through the Hepatitis C program at the Health Department.

Since June 2018, the Health Department has provided Hepatitis C treatment to uninsured and Medicaid patients. While the Health Department has partnered with several pharmacies to cover the cost of the medications for uninsured patients, uninsured patients are still required to pay for the required labs and office visits\*. For the past year and a half, the Health Department has received funding from the state to offset the costs of labs/office visits for uninsured patients. However, at this point, we have expended all state funding allotted for this program and have been made aware there is not any future funding available.

This funding does not require a county match and the program will continue when the funding is spent.

***\*Medicaid pays for the medication, labs, and office visits for their beneficiaries.***



Department of Social Services — 210 Craven Street • PO Box 779 • Beaufort, NC 28516  
Tel (252) 728-3181 / Main Fax (252) 648-7462 / Legal Unit Fax (252) 648-7463

Public Health Department — 3820-A Bridges Street • Morehead City, NC 28557  
Tel (252) 728-8550 / Fax (252) 222-7739



IV. Consent Agenda

12. Approval of Extension of the Farmers' Market Contract

## AGREEMENT

This Agreement (the "Agreement") is made this \_\_\_ day of March in the year 2020, by and between Carteret County ("the County") and Olde Beaufort Farmer's Market ("Olde Beaufort") for Olde Beaufort to use the property in and around the Carteret County Courthouse that is owned by the County, including, but not limited to use of the semi-circular parking lot ("the Property"), for the 2020 market season, which will take place every Saturday from April 11, 2020 until November 21, 2020, as well as the Holiday Market that will take place on December 19, 2020. Use of the Property during this time will occur from 6:30 am until 3:00 pm on each day a market is held.

Olde Beaufort will run the market professionally and maintain the neat and clean appearance of the grounds during each farmer's market. Olde Beaufort is accepting the property as is, where is, with all defects. Olde Beaufort has no ownership in the Property.

Olde Beaufort agrees that it will clean up and remove from the Property any and all trash and debris created by the operation of its farmer's markets. This shall include, but not be limited to, emptying the outdoor trash cans on the Property that are used by the vendors of, and the visitors to, the markets at the conclusion of each market.

Olde Beaufort agrees to pay the County the sum of ten dollars (\$10.00) for use of electricity each time a farmer's market is held during 2020 market season. This payment does not constitute rent.

Olde Beaufort shall provide and maintain, during the life of the Agreement, a Comprehensive Commercial General Liability Insurance Policy with no less than a combined single limit of \$1,000,000.00. The County shall be named as an additional insured on Olde Beaufort's Comprehensive Commercial General Liability Insurance Policy. The County shall specifically be considered the "insured" under the language of the above-referenced insurance policy. The insurance policy (where the County is to be named as an additional insured and considered the "insured" under the language of the policy) shall be primary and non-contributory. Olde Beaufort's failure to comply with the terms of this Section constitutes a breach of this Agreement.

Old Beaufort will adhere to all applicable state, local and federal rules and regulations.

To the fullest extent permitted by law, Olde Beaufort Farmer's Market shall defend, indemnify and hold harmless Carteret County and their respective officers, directors, shareholders, agents, members, managers and employees (collectively, the "Indemnitees") from and against any damage, injury, loss, liability or expense (including, but not limited to, attorney and expert witness fees and other costs of litigation) incurred by any of the Indemnitees as a direct or indirect result of willful misconduct, or Olde Beaufort Farmer's Market's negligent operation of the farmer's market(s). However, Olde Beaufort Farmer's Market shall not be obligated to indemnify any Indemnitee for or hold any Indemnitee harmless from any portion of the damage, injury, loss, liability or expense incurred by the Indemnitee to the extent that such damage, injury, loss, liability or expense results from the negligence or willful misconduct of such Indemnitee.

If either party breaches its obligations under this Agreement, the non-breaching party shall give the breaching party written notice of such breach, and the opportunity to cure such breach for a period of fifteen (15) business days after delivery of written notice of breach. For the County, written notice shall be provided to Tommy Burns, Carteret County Manager. For Olde Beaufort, written notice shall be provided to Cindy Bunch, Executive Market Manager.

This Agreement shall be governed by and construed in accordance with the laws of the State of North Carolina without regard to conflict of laws provisions thereof.

The partial or complete invalidity of any one or more provisions of this Agreement shall not affect the validity or continuing force and effect of any other provisions.

The failure of either party to insist, in any one or more instances, upon the performance of any of the terms, covenants or conditions of this Agreement or to exercise any of its rights, shall not be construed as a waiver or relinquishment of term, covenant, condition or right with respect to further performance.

The parties expressly agree that this Agreement was jointly drafted, and that they both had opportunity to negotiate its terms and to obtain the assistance of counsel in reviewing its terms prior to execution. Therefore, this Agreement shall be construed neither against nor in favor of either party, but shall be construed in a neutral manner.

**IN WITNESS HEREOF**, the parties hereto have caused this Agreement to be executed.

\_\_\_\_\_  
Tommy Burns, Carteret County Manager

Date: \_\_\_\_\_

\_\_\_\_\_  
Cindy Bunch, Executive Market Manager

Date: \_\_\_\_\_

IV. Consent Agenda

13. Approval of Proclamation Designating the Month of April 2020 as North Carolina 811 Safe Digging Month

Board of Commissioners

Bill Smith, Chair  
Robin Comer, Vice-Chair  
Bob Cavanaugh  
Jimmy Farrington  
Mark Mansfield  
Jonathan Robinson  
Ed Wheatly



County Manager  
Tommy R. Burns

Clerk to the Board  
Rachel B. Hammer

**PROCLAMATION  
DESIGNATING THE MONTH OF APRIL 2020 AS  
NORTH CAROLINA 811 SAFE DIGGING MONTH**

**WHEREAS**, as utility owners, excavators, designers, and homeowners work to keep pace with North Carolina's economic development, it is important to minimize damages to underground utility lines, danger to workers and the general public, environmental impact, and loss of utility services to the citizens of North Carolina; and

**WHEREAS**, North Carolina 811, a utility service notification center and leader in education celebrates its 42<sup>nd</sup> year of continuous service to the State, is key to preventing injuries and damages when excavating; and

**WHEREAS**, this unique service provides easy, one-call notification about construction and excavation projects that may endanger workers and jeopardize utility lines while promoting workplace and public safety, reducing underground utility damage, minimizing utility service interruptions and protecting the environment; and

**WHEREAS**, this vital service, which began in 1978 serves the citizens of North Carolina from the mountains to the coast, educates stakeholders about the need for excavation safety whether the project is as small as planting a tree to designing and beginning construction on a new interstate; and

**WHEREAS**, in 2019, the North Carolina one call system received 2.2 million notification requests and transmitted over 12.2 million requests, providing protection to utility companies infrastructure, their employees, excavators, and customers;

**NOW, THEREFORE, BE IT RESOLVED**, that the Carteret County Board of Commissioners have designated the month of April 2020 as "North Carolina 811 Safe Digging Month" to encourage all excavators and homeowners of Carteret County to contact 8-1-1 either by dialing 8-1-1 or contacting NC811 via the webpage of NC811.org at least three working days prior to digging in order to "Know What's Below," avoid injury, protect the environment, prevent millions of dollars in damages and to remind excavators that three working days' notice is the law; more information may be obtained by visiting [www.nc811.org](http://www.nc811.org).

**ADOPTED**, this the 16<sup>th</sup> day of March 2020.

---

Bill Smith, Chairman  
Carteret County Board of Commissioners

**Attest:**

---

Rachel Hammer, Clerk to the Board

IV. Consent Agenda

14. Approval of the 2019 CDBG-NR Program Compliance Plans and Policies

# PLANNING AND DEVELOPMENT

**Eugene Foxworth**  
Director



**Beaufort Office** Phone 252-728-8545  
**Western Office** Phone 252-222-5833

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## MEMORANDUM

DATE: March 2, 2020

TO: Carteret County Board of Commissioners

CC: Tommy Burns, County Manager

FROM: Eugene Foxworth, Assistant County Manager

RE: Approval of the 2019 CDBG-NR Program Compliance Plans and Policies

- Carteret County has received a \$750,000 2019 CDBG-NR Grant from the NC Department of Commerce Rural Economic Development Division (REDD) to provide housing replacement assistance initially to four low-moderate income homeowners in Carteret County.
- The County has accepted and budgeted the grant funding. The Board needs to adopt the Program Compliance Plans and Policies for the program to address requirements of the funding agency and to make management and execution of the program more efficient by County Staff.
- Attached is a copy of the recommended Program Compliance Plans and Policies for the Board's consideration. The Board can adopt as presented or make revisions as desired. Staff recommends the Board approve the 2019 CDBG-NR Program Compliance Plans and Policies.

**Carteret County**  
**Program Compliance Plans and Policies**  
**2019 CDBG-NR (“Program”)**

This document approved by Carteret County on March 16, 2020

\_\_\_\_\_  
Bill Smith, Chairman

# Contents

Program Contact and Signature Policy

Equal Opportunity Plan

Section 3 Plan

Procurement Plan & Code of Conduct

Language Access Plan

Citizen Participation Plan

Fair Housing Plan

Excessive Force Policy

Anti-displacement and Relocation Assistance Plan

Section 504 Grievance Procedure

General Complaint Procedure

Record Review Policy

## Program Contact and Signature Policy:

The approved *Program Contact* effective for all plans contained in the Program Plans and Policies shall be:

Gregg Hartman, Assistant Planning Director  
Carteret County  
302 Courthouse Square  
Beaufort, NC 28516  
(252) 728-8545  
Gregg.Hartman@carteretcountync.gov

Any successors to this position shall be the approved *Program Contact*.

The County Manager shall be authorized to approve/sign the following:

- Administration & Program Management service contract
- Miscellaneous Service Delivery contracts
- Housing Rehabilitation/Demolition contracts
- Funding Approval condition release information
- Floodplain Certification
- Compliance Plans and Policies revisions and updates
- Fair Housing Assessment and revisions as needed on behalf of the Board
- Closeout Package information

The *Program Contact* shall be authorized to approve/sign the following:

- Miscellaneous correspondence with the funding agency
- Annual Performance Reports
- Quarterly, Monthly or other reports required the funding agency
- 504 Plan

# Equal Opportunity

## **Equal Employment Opportunity Plan**

Carteret County maintains the policy of providing equal employment opportunities for all persons regardless of race, color, religion, sex, national origin, handicap, age, political affiliation, or any other non-merit factor, except where religion, sex, national origin, or age are bona fide occupation qualifications for employment.

Carteret County prohibits any retaliatory action of any kind taken by any employee of the locality against any other employee or applicant for employment because that person made a charge, testified, assisted or participated in any manner in a hearing, proceeding or investigation of employment discrimination.

Carteret County will strive for greater utilization of all persons by identifying previously underutilized groups in the workforce, such as minorities, women, and the handicapped, and making special efforts toward their recruitment, selection, development and upward mobility and any other term, condition, or privilege of employment.

Responsibility for implementing equal opportunities and affirmative action measures is hereby assigned to the *Program Contact* to assist in the implementation of this policy statement.

Carteret County will develop a self-evaluation mechanism to provide for periodic examination and evaluation. Every 2 years the program will present a report to the CEO reporting on the progress of EEO and any affirmative actions. The Carteret County will maintain this information in the program files and provide to the funding agency as needed.

Carteret County will place the EEO phrase on all CDBG documents intended to be shared with the public to include but not limited to employment outreach, publications, posters, outreach and applicable distributions.

Carteret County will secure a contractual obligation contractors will not discriminate against any employee or applicant for employment due to race, color, religion, sex or national origin.

Carteret County will secure a contractual obligation contractors will take affirmative action to ensure employees and applicants for employment will be treated without regard to race, color, religion, sex or national origin. Such actions may include but are not limited to employment promotion, demotion, transfer; recruitment or recruitment advertising; layoff or termination; pay rates or other compensation; and selection for training including apprenticeship. This obligation shall also all solicitations or advertisements for employment state all qualified applicants will receive consideration without regard to race, color, religion, sex, or national origin.

## **Equal Housing Opportunity Plan**

Reference: Civil Rights Act of 1964, Fair Housing Act & EO 12892

Carteret County will place the EHO logo on all CDBG documents intended to be shared with the public to include but not limited to employment outreach, publications, posters, outreach and applicable distributions.

Carteret County will, to the greatest extent possible, eliminate housing discrimination and achieve diverse, inclusive communities by the enforcement, administration, and public understanding of fair housing laws and policies.

Carteret County will post Equal Housing Opportunity posters and/or additional information in public buildings and other public places.

# Section 3 Plan - Local Jobs Initiative

## Local Economic Benefit for Low- and Very Low-Income Persons

### APPLICATION AND COVERAGE OF PLAN

*Carteret County will endeavor to provide opportunities for training and employment for lower income residents of the CDBG project area and award contracts for work in connection with Program to business concerns located or owned in substantial part by persons residing in the Section 3 covered area. Therefore Carteret County, has developed the following Plan:*

Carteret County will comply with all applicable provisions of Section 3 of the HUD Act of 1968, as amended (24 CFR Part 135), all regulations issued pursuant thereto by the HUD Secretary, and all applicable rules and orders of the Department issued thereunder

This Section 3 covered project area for the purposes of this grant program shall include Carteret County and portions of the immediately adjacent area.

Carteret County will be responsible for implementation and administration of the Section 3 plan. Carteret County will follow this Section 3 Plan to provide increased opportunities for local residents and businesses

This Section 3 Plan shall apply to services needed in connection with the grant including, but not limited to, businesses in the fields of planning, consulting, design, building construction/renovation, maintenance and repair, etc.

Carteret County will place a display advertisement in the local newspaper containing Section 3 job opportunities.

Carteret County will provide opportunities to inform and educate low income residences and businesses of employment and procurement opportunities where applicable

Carteret County will identify suppliers, contractors, or subcontractors located in the Section 3 area when in need of a service. Resources will include NC Department of Administration Minority Business Directory, local directories, SBA local offices and word of mouth.

Carteret County will include a Section 3 Plan in all contracts executed under Program. Where necessary, listings from any agency noted above deemed shall be included as well as sources of subcontractors and suppliers. The Section 3 Plan shall be mentioned in the pre bid meetings and preconstruction meetings.

Carteret County will require the prime contractor selected for major public works facility or public construction work submit a Section 3 Plan which will outline work needs in connection with the project and refer the Contractor to the local Employment Security Commission office should a need exist to hire any additional personnel.

Carteret County will require the contractor for any housing rehabilitation contract in excess of \$100,000 submit a Section 3 Plan will outline the work needs in connection with the project.

Carteret County will develop a listing of jobs, supplies and contracts likely to be utilized during Program prior to any construction and related contracting, major purchases, or hiring , advertise the pertinent information as outlined below, and provide information the same information to the funding agency (for additional outreach).

***Carteret County will make a best faith effort to meet the funding agency required Section 3 minimum numerical goals and will provide an explanation and describe efforts to meet the funding agency required Section 3 goals in the Annual Section 3 report submitted with the APR during the life of the grant.***

Section 3 minimum goals:

- 30% of the aggregate number of new hires shall be Section 3 residents
- 10% of the total dollar amount of all covered construction shall be awarded to Section 3 business concerns
- 3% of the total dollar amount of all covered non-construction contracts shall be awarded to Section 3 business concerns

A Section 3 business concern is defined as a business where:

- 51% or more of the business is owned by a Section 3 resident, or
- 30% or more employed staff are Section 3 residents, or
- 25 % of subcontracts are committed to Section 3 businesses

**AFFIRMATIVE ACTIONS FOR RESIDENT AND BUSINESS PARTICIPATION**

***Carteret County will take the following steps to assure low income residents and businesses within the Program project area and within Carteret County are used whenever possible.***

Maintain a list of qualified residents and businesses and notify persons on the list of any upcoming contracting and service opportunities

Divide total requirements into smaller tasks or quantities to permit maximum participation by Section 3 residents and businesses where economically feasible

Where feasible establish delivery schedules to allow participation of Section 3 residents and businesses

Place a display advertisement in the local newspaper containing the following information:

- A brief description of the project
- A listing of jobs, contracts and supplies likely to be utilized in carrying out the project.
- An acknowledgement that under Section 3 of Housing and Community Development Act, local residents and businesses will be utilized for jobs, contract and supplies in carrying out the project to the greatest extent feasible.
- A location where individuals interested in jobs or contracts can register for consideration
- A statement all hiring will be done through the local office of the North Carolina Employment Security Commission
- A statement all contracts will be listed with the North Carolina Division of Purchase and Contracts
- A statement potential employees and businesses may seek development and training assistance through local educational institutions

Refer Section 3 individuals and business to the local community college, JTPA and other available job training and technical assistance programs provided in the local community for low income residents requiring job training skills.

Post the Section 3 Plan on the public notice bulletin board other appropriate local public places.

Utilize lower income area residents as trainees and employees to the greatest extent feasible,

Encourage public works and rehabilitation contractors to hire local area residents

Encourage all contractors to subcontract with local Section 3 businesses

Encourage all contractors to purchase supplies and materials from local merchants

### **RECORDS AND REPORTS**

Carteret County will maintain and furnish records, accounts, and reports as required under the Section 3 regulations, and permit authorized representatives of THE FUNDING AGENCY, and federal agencies access to books, records, and premises for purposes of investigation in connection with a grievance or to ascertain compliance with this Section 3 Plan.

Carteret County shall report to THE FUNDING AGENCY Section 3 numbers annually using form HUD 60002 in the Annual Performance Report.

### **MONITORING COMPLIANCE**

Carteret County will require each applicable contractor provide a Section 3 Plan, and will monitor compliance during the performance of the work, and maintain copies of all advertisements, notices, and published information necessary to document implementation of this Plan.

### **COMPLAINTS CONTACT**

Any complaints involving this Section 3 Plan should be directed to the *Program Contact*.

HUD PORTAL SECTION 3:

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/fair\\_housing\\_equal\\_opp/section3/section3](http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/section3/section3)

# Procurement Policy

*This policy was developed upon the advice of James Höemann, Deputy Director of the HUD State and Small Cities Program, to replace Subpart D of 2 Part 200, which does not apply to the CDBG State programs, per 2 Part 200.101(d). This policy takes the more stringent of the two procurement requirements, either state or federal, and applies them to Carteret County government's procurement. Included by reference is the document "Comparison of Federal and State Procurement Requirements for North Carolina Local Governments" from the UNC School of Government.*

## **MICRO-PURCHASE PROCEDURE:**

Applies to:

- All purchases of goods and services, including construction
- Up to the micro-purchase threshold of \$10,000.00

Process:

- Can award contract without competition if price is fair and reasonable
- Must distribute micro-purchases equitably among qualified suppliers to the extent practicable
- Cannot divide contract to lower cost below micro-purchase threshold to avoid competitive bidding requirements.
- If using this method for services, check for eligibility at SAMS.gov and at the NC Department of Administration Debarred Vendors listing prior to finalizing the service contract.
- Must document decision process for the purchase.

*(Cite 2 CFR §§ 200.67; 200.320(a)). There is no comparable method in State law. Purchase and service contracts costing less than 30,000 are not subject to state competitive bidding requirements.*

## **SMALL PURCHASE PROCEDURE:**

Applies to:

- All purchases of goods and services, including construction
- \$10,001 up to the limits listed below
  - Construction/Repair: Cost up to the Simplified Acquisition Threshold \$150,000
  - Goods and Purchase contracts: Cost up to \$89,999
- Fixed price, unit price, or not-to-exceed contract types

Process:

- Obtain price or rate quotes from at least three sources.
- Document quotes, with dates and names of those giving quotes, and maintain them in the files.
- Standard of award: To lowest cost responsible bidder.
- Cannot divide contract to bring contract cost under the threshold; changes to the contract must fall within the original scope.
- If using this method for services, check for eligibility at SAMS.gov and at the NC Department of Administration Debarred Vendors listing prior to finalizing the service contract.
- **Documentation:** Quotes, with dates and names of those giving quotes, and maintain them in the files.

*(Cite 2 CFR §§ 200.88; 200.320(b); PDAT Supplement at II-6, V-8; NCGS 143-131)*

## **SEALED BID PROCEDURE:** ("Formal Bidding" is rough equivalent in State law)

Applies to:

- All purchases of goods and services, including construction
  - Construction/Repair: (Above the Simplified Procurement Threshold )\$150,001 and over;
  - Goods and Purchase contracts: \$90,000 and over.

- Preferred method for construction contracts above the simplified acquisition threshold

Process:

- A pre-bid meeting must be held involving all interested contractors, the funding agency appropriate representatives and the grant program manager. Meeting must be scheduled to give contractors sufficient time to factor in the additional work required of complying with Davis-Bacon and Section 3 regulations.
- Public advertisement of at least thirty (30) days prior to bid opening;
- A complete, adequate, and realistic set of plans/specifications or purchase description is available to bidders;
- The Carteret County must receive at least two bids for the purchase of goods and at least three bids for construction/repair to accept bids on the first attempt.
- Carteret County will not accept bids if the minimum number of bids are not received on the first attempt.
- If a minimum number of bids are not received, Carteret County must publically advertise in a newspaper with a larger distribution than the initial advertisement for at least seven days (NCGS 143-129).
- Carteret County will open any bids received as a result of the second solicitation for bids.
- If Carteret County receives only one bid, Carteret County will conduct a price analysis to insure the bid is reasonable and send a letter sent to the funding agency requesting approval to move forward with a sole source procurement.
- Solicit bids from an adequate number of known suppliers. Carteret County will send at least three direct solicitations, in addition to the public advertisement, and where required, publication on the state IPS website. Direct solicitations must include qualified MBE, WBE and small businesses in the area to comply with direct solicitation requirements. Section 3 businesses/firms must be located in the project area, or the town, county, or adjoining county to be fully qualified as a Section 3 business for a particular project.
- Public bid opening at date and time advertised.
- Contract awarded on a firm-fixed-price basis in writing.
- Determination of lowest price must include factors such as discounts, transportation costs, and lifecycle costs.
- Can reject any and all bids for “sound documented reasons”.
- Check for eligibility to receive federal funds at SAMS.gov and at the NC Department of Administration Debarred Vendors listing prior to finalizing the construction contract.
- Documentation: pre-bid meeting minutes, advertisement(s) with an affidavit(s) of publication, copy of each solicitation, copy of the IPS posting, bid tabs, documentation of lowest price determination.

Standard of award:

- Lowest responsive, responsible bidder.

*(Cite 2 CFR §200.320(c); NCGS 143-129)*

**COMPETITIVE PROPOSAL PROCEDURE:** (No similar procedure in state statute that generally applies to procurement)

Applies to:

- Procurement of grant administrators, lawyers, planners, accountants, etc. for the project, regardless of the size of the contract;
- Any contract costing more than the simplified acquisition threshold (\$150,000 as of 3/21/17);
- Situations where conditions are not appropriate for the use of sealed bids.

Process:

- The Request for Proposals (RFP) must be publically advertised in a newspaper of general circulation. In addition, the RFP must be published in the IPS system where required by the funding agency.
- Evaluation criteria and relative importance is identified in the RFP.
- Any responses to the publicized RFP must be considered to the maximum extent practical
- Proposals must be directly solicited from at least three sources.
- Must have written method for conducting technical evaluations of proposals and selecting a contractor.
- Evaluations of each proposal must be in writing, and dated. Those evaluations must be maintained in the project files.
- The author of the RFP may not respond to the same RFP. They are ineligible for consideration due to conflict of interest.
- Must have a minimum of two respondents to move forward with a contract.
- If there is only one respondent, the RFP must be republished in a newspaper of wider distribution for fifteen business days.
- If only one firm responds again, request permission in writing from the DEQ CDBG Supervisor to use sole source procurement.
- Check for eligibility to receive federal funds at SAMS.gov and at the NC Department of Administration Debarred Vendors listing prior to finalizing the administrative services (grant administrative services, accounting, planning, legal services, etc.) contract.
- Documentation: advertisement(s) of RFP, affidavit of publication(s) of RFP, evaluation criteria, evaluations of every candidate, responses to proposal received, reason for final selection, council/commission meeting minutes of award.

Standard of award:

- Responsible firm with the most advantageous proposal, taking into account price and other factors identified in the RFP.

*(Cite 2 CFR §200.320(d))*

**COMPETITIVE PROPOSALS PROCEDURE FOR SOLICITING ARCHITECTURAL AND ENGINEERING(A/E) SERVICES:**

Applies to:

- Procurement of architectural, engineering, construction management at-risk services and surveying services for the project, regardless of the size of the contract;
- Process may only be used for architectural and engineering services, no other services. This process may not be used for procurement of grant administrators.

Process:

- The Request for Qualifications (RFQ) must be published in a newspaper of general circulation (publically advertised).
- The RFQ must also be directly solicited from at least three sources, in addition to the publication in a newspaper of general circulation. Direct solicitations must include qualified M/WBEs and small businesses in the area to comply with direct solicitation requirements. Section 3 businesses/firms must be located in the project area, or the town, county, or adjoining county to be fully qualified as a Section 3 business for a particular project.
- Evaluation criteria and relative importance must be identified in the RFQ; however, *price is not a factor in the initial selection of the most qualified firm.*
- The author of the RFQ may not respond to the same RFQ. They are ineligible for consideration due to conflict of interest.

- Must have a written method for conducting technical evaluations of proposals and selecting a consultant.
- Must have a minimum of two respondents to move forward with the process.
- If there is only one respondent, the RFQ must be republished in a newspaper of wider distribution for at least 15 business days.
- If only one firm responds the second time, request permission in writing from the DEQ CDBG Supervisor to use sole source procurement.
- Any responses to the publicized RFQ must be considered to the maximum extent practical.
- Qualifications of respondents are evaluated to select the most qualified firm.
- Once the most qualified firm is selected, fair and reasonable compensation can then be negotiated.
- State licensure requirements apply.
- Check for the firm's eligibility to receive federal funds at SAMS.gov and at the NC Department of Administration Debarred Vendors listing prior to finalizing the engineering contract.
- May use local geographic preferences for the procurement of these specific services, provided that this leaves an appropriate number of qualified firms (three) given the nature and size of the project, to compete for the contract.
- Documentation: advertisement of RFQ, affidavit of publication of RFQ, evaluation criteria, evaluations of every candidate, responses to the request for qualifications received, reason for final selection, council/commission meeting minutes of award.

*(Cite 2 CFR §§200.319(b); 200.320(d)(5); NCGS 143-64.31)*

#### **NON-COMPETITIVE PROPOSAL PROCEDURE:**

Applies to:

- Solicitation from just one source and fit within one of the following four exceptions:

Applies when:

- Item is available from only one source;
- Public exigency or emergency will not permit a delay that would result from competitive process;
- Competition deemed inadequate after soliciting from a number of sources using one of the other procurement methods identified in 2 CFR Part 200.320(a)-(d) – that is micro-purchase procedures, small purchase procedures, sealed bidding, or competitive proposals.
- Carteret County will send a letter to the funding agency to request approval of non-competitive procurement for the services needed.

Process:

- Perform cost or price analysis if procurement is above the simplified acquisition threshold (\$150,000 as of 3/21/17) or the equivalent local/state threshold if more restrictive.
- If after the initial solicitation of proposals/qualifications only one response was received, the unit of local government is required to broaden their initial publication and direct solicitation by republishing in a larger circulation newspaper and expanding direct solicitation efforts. If after the second attempt only one response is received:
  - Submit procurement documentation to DEQ CDBG Supervisor to use sole-source procurement.
  - Negotiate profit as a separate element of the contract price.
- Documentation: All required documentation as listed above, plus a copy of the letter to the DEQ CDBG Supervisor requesting permission to use sole source procurement and the response from the DEQ. Also, a copy of the price analysis performed.

*(Cite 2 CFR §200.320(f); NCGS 143-129(e)(2))*

### **Code of Conduct**

This Code shall govern the performance of officers, employees, and agents engaged in the award and administration of contracts supported by Federal funds.

No employee, officer or agent of Carteret County shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

1. The employee, officer or agent,
2. Any member of his immediate family,
3. His or her partner, or
4. Any organization which employs or is about to employ any of the above has a financial or other interest in the firm selected for award.

Officers, employees or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors or parties to sub-agreements.

Carteret County, at its discretion may make determinations of minimum rules where financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.

All violations of these standards deemed by the Governing Board of to be in excess of minimum levels determined above., will result in penalties, sanctions or disciplinary action as required by State and Local laws and regulations or as deemed appropriate by the Carteret County Governing Board.

# Language Access Plan

*Providing meaningful communication with persons with limited English proficiency*

*The purpose of this Policy and Plan is to ensure compliance with Title VI of the Civil Rights Act of 1964, and other applicable federal and state laws and their implementing regulations with respect to persons with limited English proficiency (LEP). Title VI of the Civil Rights Act of 1964 prohibits discrimination based on the ground of race, color or national origin by any entity receiving federal financial assistance. Administrative methods or procedures, which have the effect of subjecting individuals to discrimination or defeating the objectives of these regulations, are prohibited.*

## **POLICY:**

Carteret County will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in benefits and services for which such persons qualify in order to avoid discrimination on the grounds of national origin, all programs or activities administered by Carteret County.

## **DEFINITIONS:**

***Limited English Proficient (LEP) individual*** – Any prospective, potential, or actual recipient of benefits or services from Carteret County who cannot speak, read, write or understand the English language at a level that permits them to interact effectively with health care providers and social service agencies.

***Vital Documents*** – These forms include, but are not limited to, applications, consent forms, all compliance plans, bid documents, fair housing information, citizen participation plans, letters containing important information regarding participation in a program; notices pertaining to the reduction, denial, or termination of services or benefits, the right to appeal such actions, or that require a response from beneficiary notices advising LEP persons of the availability of free language assistance, and other outreach materials.

***Title VI Compliance Officer:*** The person or persons responsible for administering compliance with the Title VI LEP policies. For the purposes of this program this position shall be filled by the *Program Contact*.

***Substantial number of LEP:*** 5% or 1,000 people, whichever is smaller, are potential applicants or recipients of the agency and speak a primary language other than English and have limited English proficiency.

## **IDENTIFYING LEP PERSONS AND THEIR LANGUAGE**

Carteret County will promptly identify the language and communication needs of the LEP person. Staff will use a language identification card (or “I speak cards,” <http://www.lep.gov/resources/ISpeakCards2004.pdf>) and LEP posters to determine the language. In addition, when records are kept of past interactions with individuals or family members, the language used to communicate with the LEP person will be included as part of the record. Carteret County will post signs at intake areas and point of entry such as main lobbies and waiting rooms which share information about interpreters, translators and other aids available.

## **OBTAINING A QUALIFIED INTEPRETER**

Carteret County will use the methods checked below to obtain a qualified interpreter:

Maintain an accurate and current list showing the language, phone number and hours of availability of bilingual staff

Contact the appropriate bilingual staff member to interpret, in the event an interpreter is needed, if an employee who speaks the needed language is available and is qualified to interpret;

Obtain an outside interpreter if a bilingual staff or staff interpreter is not available or does not speak the needed language. John Andrews and Maria Andrews are local resources who can provide phone interpretation for Spanish.

Other: Carteret County will secure online interpreter services which are readily available when needed

Carteret County will provide all pertinent staff who may have direct contact with LEP individuals with a copy of this policy and procedure, and will train staff who may have direct contact with LEP individuals in effective communication techniques including the effective use of an interpreter. Family members or friends of the LEP person will not be used as interpreters unless specifically requested by the LEP person and only after the LEP person understands an independent interpreter is available at no charge to the LEP person. If the LEP person chooses a family member or friend as an interpreter, Carteret County will consider issues of competency, confidentiality, privacy and conflict of interest. If the LEP selected interpreter is not competent or appropriate for any of these reasons, Carteret County will provide competent interpreter services. Carteret County will not allow children and other residents to interpret, in order to ensure confidentiality of information and accurate communication

### **PROVIDING WRITTEN TRANSLATIONS**

Carteret County will set benchmarks for translation of vital documents into additional languages.

- When translation of vital documents is needed, Carteret County will submit documents for translation into frequently-encountered languages.
- Carteret County will provide translation of other written materials, if needed, as well as written notice of the availability of translation, free of charge, for LEP individuals.

### **PROVIDING NOTICE TO LEP PERSONS**

Carteret County will inform LEP persons of the availability of language assistance by providing written notice in languages LEP persons will understand and provide all interpreters, translators and other aids needed to copy with this policy with CBDG funds and at no cost to the LEP individuals. Carteret County will notify the LEP individual and their families of the availability of assistance free of charge and will post notices and signs at intake areas and points of entry such as main lobbies and waiting rooms. Carteret County will also provide notification through outreach documents, public places postings, local newspapers, other local media, or community based organizations.

### **MONITORING LANGUAGE NEEDS AND IMPLEMENTATION**

Carteret County will assess changes in demographics and changes in the types of services needed due to demographic changes and will assess the effectiveness of procedures contained in this Plan, the mechanisms needed for securing interpreter services, complaints filed by LEP individuals, feedback from residents and community organizations, etc.

### ***Compliance Procedures, Reporting and Monitoring***

**Reporting:** Carteret County will complete an annual compliance report and send this report to the funding agency.

**Monitoring:** Carteret County will complete a self-monitoring report on a semi-annual basis, using a standardized reporting system proposed by the local government. These reports will be maintained and stored by the Title VI Compliance Officer and will be provided to the funding agency upon request.

The agency will cooperate, when requested, with special review by the funding agency.

***Applicant/Recipient Complaints of Discriminatory Treatment***

Complaints: Carteret County will provide assistance to LEP individuals who do not speak or write in English if they indicate that they would like to file a complaint. A complaint will be filed in writing, contain the name and address of the person filing it or his/her designee and briefly describe the alleged violation of this policy. Carteret County will maintain records of any complaints filed, the date of filing, actions taken and resolution and will notify the funding agency of complaints filed, the date of filing, actions taken and resolution within 30 days of resolution.

Resolution of Matter: If Carteret County cannot resolve a complaint by informal means, Carteret County will inform the LEP individual, in their primary language of their right to appeal further to the funding agency. The funding agency Compliance Office will conduct an investigation of the allegations of the complaint and will afford all interested persons and their representatives an opportunity to submit evidence relevant to the complaint. The investigation will not exceed 30 days, absent a 15-day extension for extenuating circumstances. If the investigation indicates a failure to comply with the Act, the local unit of government, agency Director or his/her designee will so inform the recipient and the matter will be resolved by informal means whenever possible within 60 days. If the matter cannot be resolved by informal means, then the individual will be informed of his or her right to appeal further to the Department of Justice. This notice will be provided in the primary language of the individual with Limited English Proficiency. If not resolved by the funding agency, then complaint will be forwarded to Department of Justice (DOJ), Department of Housing and Urban Development (HUD) Field Office.

HUD PORTAL LEP:

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/fair\\_housing\\_equal\\_opp/promotingfh/lep-faq](http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/promotingfh/lep-faq)

# CITIZEN PARTICIPATION PLAN

## INTRODUCTION

Carteret County has developed to comply with requirements of the CDBG program as administered by the funding agency and HUD. Citizens are encouraged to participate in all stages parts of the CDBG process.

## SCOPE OF PARTICIPATION

Carteret County will make reasonable efforts to provide for citizen participation throughout the process to include but not limited to identification and assessment of CDBG needs and changes to any approved CDBG program. Carteret County will conduct all phases of the CDBG process in an open manner, provide full access to all public program information, and encourage citizens to participate at all phases of the CDBG process.

## CITIZEN PARTICIPATION CONTACT PERSON

Carteret County has designated the *Program Contact* listed above to monitor all matters involving citizen participation activities. The Program Contact shall insure the following activities take place.

- Dissemination of information concerning proposed projects and current project activities
- Coordination of groups which may be participating in the community development process
- Receipt of written comments and informal ideas and comments and transmitting information on to appropriate officials or staff
- Monitor the overall citizen participation process and recommend Plan revisions as needed

Citizens may contact the *Program Contact* during regular business hours at the address and/or phone number first listed above.

## TECHNICAL ASSISTANCE

Carteret County staff shall provide technical assistance upon request to individuals or groups as needed to adequately provide for citizen participation in all phases of the CDBG program. Technical assistance may include but not be limited to the following.

- Interpret CDBG program rules, regulations, procedures and/or requirements
- Provide information and/or materials concerning the CDBG program
- Assist low-moderate income citizens communicate views and needs statements and develop activity proposes to addresses stated needs

Citizens should contact the *Program Contact* to coordinate Technical assistance activities.

## **PUBLIC HEARINGS**

Carteret County will conduct public hearings to allow citizens to voice opinions and offer proposals concerning CDBG programs. Local officials will respond to non-complaint questions and proposals from citizens at each public hearing. Local officials will respond to any complaint questions and comments through the approved Complaint Procedure. Citizens may also voice opinions and offer proposals during the public comment agenda item at any regularly scheduled meeting.

### ***Public Hearing Times and Locations***

Carteret County will conduct public hearings as follows with respect to time and location at a:

- locations accessible to all citizens, especially LMI persons
- convenient times
- locations which provide adequate access for citizen participation
- locations accessible to persons with disabilities
- locations other than the routine location if adequately publicized in the public hearing notice.
- 

### ***Application Public Hearing***

Carteret County will conduct at least one public hearing or more as required by the funding agency application requirements prior to submission of a funding request application and may present multiple applications at one hearing. The purpose of the public hearing will be as follows.

- Assess community needs and problems
- Discuss items regarding community development needs, the CDBG program, and the application process
- Entertain proposals and comments from citizens
- Present activities selected for an application for public comment and review
- Solicit public comment concerning activities proposed for an application

Carteret County will provide the following information at a public hearing.

- goals and objectives of the CDBG program
- total amount of CDBG funds available in the application intake round and fiscal year
- role of the public in program planning, implementation and assessment
- eligible activities
- application development process
- statement all funds will be used to benefit LMI people
- projects proposed for submission to include activities
- schedule of meetings and hearings
- locations where the public can review applications
- programs/activities funded through previous CDBG approved applications
- an identification of projects which could result in relocation of residences or businesses and what actions will be taken if such relocation is necessary
- contact information of complaints or grievances
- projects proposed for submission to include activities, location, estimated cost, local match, project impact especially for LMI persons, and application submittal date

Carteret County may conduct a community meeting in addition to the public hearing to solicit comments prior to submission of the proposed or other applications.

### ***Amendment Public Hearings***

Carteret County will hold one public hearing for all formal amendments which require approval of the funding agency and involve changes in dollars spent on any activity, changes in program beneficiaries, changes in location of activities, changes in project activities and require approval of the funding agency. Carteret County will receive public input for any changes or amendments not requiring approval of the funding agency at their regular scheduled meetings.

***Assessment of Performance Public Hearings***

Carteret County will hold one public hearing at the conclusion of every CDBG project to allow public comment on the performance of local officials, local staff, consultants, engineers, contractors and the actual use of CDBG funds. The hearing will also solicit performance in addressing community development needs, goals and objectives. Carteret County will conduct this hearing prior to submitting the final Annual Performance Report and other closeout documents

***Additional Hearings***

Carteret County may conduct additional public hearings to inform the public and solicit public input. Such hearings will comply with the other requirements of this Plan.

***Limited English Proficiency Citizens***

Carteret County will take all reasonable actions necessary, to include an interpreter and/or materials in the appropriate language or format, to allow LEP citizens to participate in the community development process.

***Public Hearing Notice***

Carteret County will provide notice of all public hearing in the non-legal section of a newspaper of local circulation at least 10 days and not more than 25 days prior to the hearing. The notice shall include the time, date, and location of the hearing along with items proposed for discussion.

***Accessibility to Low and Moderate Income Persons***

Carteret County may take additional steps to promote participation by persons or groups which may otherwise be excluded. Additional steps may include but are not limited to posting of notices in LMI neighborhoods or places frequented by LMI persons, holding public hearing in LMI neighborhoods or holding public hearings in areas proposed for CDBG project activities.

***Accessibility to Persons with Disabilities***

Carteret County will make the following provisions when the *Program Contact* is notified of the need for accessibility a minimum of 48 hours prior to the hearing.

- Sign language interpreter for the hearing impaired
- Qualified reader for the visually impaired
- Reasonable accommodations for persons with mobility or developmental disabilities

**PROGRAM INFORMATION**

Carteret County will keep all documents related to the CDBG program in the office of the *Program Contact* and make CDBG program information available to the public, especially the LMI and LEP populations. The public may examine or duplicate available information in accordance with the Record Review Policy and available information will include but not be limited to information surrounding Grant Contract and condition release details, Program Plans & Policies, public hearing minutes, miscellaneous correspondence, environmental review record, procurement records, financial information, service Agreements, construction contract documents, Davis-Bacon compliance, performance reports, evaluation reports, other required reporting, CDBG applications, miscellaneous correspondence, and written complaints or comments with responses where applicable.

Carteret County will have appropriate information available at the regular scheduled meetings when the CDBG program is discussed.

Carteret County shall not disclose any program beneficiary financial status information of any information which may, in the opinion of the CEO confidential in nature.

## **PROCEDURES FOR COMMENTS, OBJECTIONS AND COMPLAINTS**

Any citizen or citizen's group desiring to comment, object or have a complaint during any phase of a CDBG application or program, should submit such comments, objections, or complaints in writing to the *Program Contact*. The Carteret County shall respond in writing to any written comment, objection or complaint within 10 calendar days and will attempt to resolve the comment, objection or complaint.

Citizens are encouraged to attempt to resolve issues at the local level. However, if citizen feels the Carteret County has not adequately addressed the comment, objection or complaint, the citizen may submit the comment, objection or complaint in writing to the funding agency or HUD at the following address.

*NC Department of Commerce  
Rural Economic Development Division  
4346 Mail Service Center  
Raleigh, NC 27699-4346*

Or:

*U.S. Department of Housing and Urban Development  
Community Planning and Development Division  
Greensboro Field Office  
1500 Pinecroft Road  
Greensboro, NC 27407*

Carteret County will maintain records of comments, objections and/or complaints by citizens along with resolution efforts and will be made available for review in accordance with the Record Review Policy.

## **AMENDMENTS**

Carteret County will periodically evaluate this Citizen Participation Plan to insure this Plan is effectively allowing Citizen Participation in the CDBG process and program and make revision as needed.

## Recipient's Plan to Further Fair Housing

Indicate if the Recipient will be affirmatively furthering fair housing for the first time or has implemented specific activities in the past.

*First Time*   x                        *Past Activities* \_\_\_\_\_

Identify and analyze obstacles to affirmatively furthering fair housing in recipient's community.

*Lack of knowledge among citizens of fair housing laws*

Will the above activities apply to the total municipality or county?

Yes   x   No \_\_\_\_\_

*Listed below the quarterly activities the grant recipient will undertake over the active period of the grant to affirmatively further fair housing in their community to include an estimated cost of each activity.*

<i>Quarterly Fair Housing Activity</i>	<i>Months</i>	<i>Year</i>	<i>Estimated Cost</i>	<i>Actual Cost</i>
Place or Insure Fair Housing Posters and similar notices are in placed in the Carteret County Administrative office	Jan-March	2020	\$70	
Publish a Fair Housing Complaint Procedure	April-June	2020	\$200	
Publish a General Fair Housing Information Notice	July-Sept	2020	\$200	
Deliver Fair Housing information concerning general fair housing law and complaint process to the business contact, lay leader group, and/or minister of three local churches with a request to help increase the congregation's awareness and understanding of fair housing issues.	Oct-Dec	2020	\$70	
Place Fair Housing handouts in the Carteret County Administrative office	Jan-March	2021	\$70	
Deliver Fair Housing information concerning general fair housing law and complaint process to local executive and/or head of the loan department of local lending institutions to help increase the institution's awareness and understanding of fair housing law as it relates to the local lending market.	April-June	2021	\$70	
Place Fair Housing handouts and posters in the local library, post office, and/or Social Services office	July-Sept	2021	\$70	
Deliver Fair Housing information concerning general fair housing law and complaint process to the manager of local real estate offices to help increase the realtor's awareness and understanding of fair housing law as it relates to the local housing market.	Oct-Dec	2021	\$70	
Restock/place Fair Housing handouts in the Carteret County Administrative Office	Jan-March	2022	\$70	

Deliver Fair Housing information concerning general fair housing law and complaint process to the manager of local property management offices to help increase the property manager's awareness and understanding of fair housing law as it relates to the local rental housing market.	April-June	2022	\$70	
Deliver Fair Housing information concerning general fair housing law and complaint process to the business contact, lay leader group, and/or minister of three local churches not already receiving this information with a request to help increase the congregation's awareness and understanding of fair housing issues.	July-Sept	2022	\$70	
Restock Fair Housing handouts in the local library, post office, and/or Social Services office	Oct-Dec	2022	\$70	
Insure Fair Housing posters are in place in the Carteret County administrative office and other locations receiving posters during the execution of this Fair Housing Plan	Jan-March	2023	\$70	

Carteret County will conduct one community outreach activity which includes a fair housing discussion prior to the end of the final quarter in the form of a workshop, public forum, fair housing information booth, fair housing fair, or similar event. This activity will serve as the quarterly activity in lieu of the above listed activity for the respective quarter.

Describe recipient's method of receiving and resolving housing discrimination complaints

- Any person or persons wishing to file a complaint of housing discrimination may do so by informing the *Program Contact* of the facts and circumstance of the alleged discriminatory acts or practice.
- The *Program Contact* shall acknowledge the complaint in writing within 10 calendar days after receipt of the complaint and inform the funding agency and the NC Human Relations Commission of the complaint.
- The *Program Contact* shall offer assistance to the Commission in the investigation and reconciliation of all housing discrimination complaints which are based on events occurring in Carteret County
- The *Program Contact* shall publicize in the local newspaper who is the local contact to contact concerning housing discrimination complaints. Publications will include TDD (711 – Relaync.com).

HUD PORTAL FH: [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/fair\\_housing\\_equal\\_opp](http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp)

## Excessive Force Policy

Carteret County hereby adopts an Excessive Force Policy that is in accordance with the applicable State of North Carolina and Federal Regulations, i.e., Section 519 of Public Law 101-144, (1990 HUD Appropriations Act) requiring units of government receiving CDBG funds to adopt and enforce Excessive Force Provision.

Carteret County, as the recipient of Federal and/or State CDBG Grant Funds, acknowledges its responsibility to and will adhere to the aforesaid NC State and Federal Excessive Force Regulations. Carteret County adopts and will enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any and all individuals engaged in non-violent civil rights demonstrations, and is adopting and will enforce a policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstration within the Carteret County.

# RESIDENTIAL ANTI-DISPLACEMENT & RELOCATION ASSISTANCE PLAN

Carteret County has prepared this Residential Anti-displacement & Relocation Assistance Plan in accordance with the Housing and Community Development Act of 1974, as amended; and HUD regulations at 24 CFR 42.325 and applies to all current CDBG projects.

## **Minimize Displacement**

Carteret County will take the following steps to minimize the direct and indirect displacement of persons from their homes as a result of Program:

- Assist family units temporarily displaced by Program to locate temporary housing locations and provide Optional Coverage Plan financial assistance through the grant program.
- Make all reasonable efforts to select design and construction alternatives which will minimize demolition of occupied and vacant occupiable housing units.

## **Relocation Assistance to Displaced Persons**

Carteret County will provide Relocation assistance for any family unit involuntarily and permanently displaced as a result of Program. Relocation assistance will be as outlined in the URA and regulations at 49CFR24 or section 104(d) as appropriate for the family units and shall be funded with Program funds.

## **One-for-One Replacement of Lower-Income Dwelling Units**

*Carteret County anticipates the voluntary demolition of four housing units and does not anticipate the conversion of lower-income housing units or the permanent, involuntary displacement of any family units. However, the Carteret County will take the following actions if these unanticipated situations occur.*

Carteret County will replace all occupied and vacant occupiable lower-income dwelling units demolished or converted to a use other than lower-income housing in connection with a Grant in accordance with 24 CFR 42.375.

Carteret County will make public by posting at three public local locations the information listed below before entering into a contract which will provide funds to demolish or convert lower-income to other uses.

1. A description of the proposed assisted project
2. The address, number of bedrooms, and location on a map of the affected housing units
3. A time schedule for the demolition or conversion
4. The number of dwelling units needed by size (number of bedrooms), location, source of funding and time schedule for the replacement lower-income housing
5. The basis for concluding each replacement dwelling unit will remain a lower-income dwelling unit for at least 10 years after the date of initial occupancy
6. If applicable, information demonstrating replacement unit of a different size than original existing is appropriate with the HUD approved Consolidated Plan and 24 CFR 42.375(b)

If the information contained in items 4-6 is not known at the time of demolition, the Carteret County will identify the general location of the dwellings on a map and publicize the remaining information as soon as the information is available.

**One-for-One Waiver Request**

Carteret County may request the funding agency waive the one-for-one requirement based on the fact an adequate supply of standard condition, vacant lower-income housing is available within the areas.

## Section 504 Grievance Procedure

Any Citizen or Citizen's group should submit any Complaint concerning Section 504 or accessibility issues to the *Program Contact* in written form. The *Program Contact* shall respond in writing to the inquiring party within 15 working days and provide due process to equitably and promptly resolve the Complaint at the local level.

However, if the inquiring party feels Carteret County has not adequately address their Complaint, the inquiring party may submit the Complaint to the funding agency at the following address;

*NC Department of Commerce  
Rural Economic Development Division  
4346 Mail Service Center  
Raleigh, NC 27699-4346*

Carteret County shall document all situations involving complaints to include the initial complaint though resolution of the complaint. Carteret County will take the following proactive measures provide information concerning Section 504.

- Notify beneficiaries and program participants of the Section 504 Grievance Procedure and that Carteret County does not discriminate on the basis of handicap by providing handouts to these parties
- Notify staff of the Section 504 Grievance Procedure and that Carteret County does not discriminate on the basis of handicap in the workplace by posting information on workplace public notice bulletin boards
- Will notify the public of the Section 504 Grievance Procedure and that Carteret County does not discriminate on the basis of handicap by posting information on the Carteret County public information website.

## General Complaint Procedure

Any Citizen or Citizen's group should submit any Complaint to the *Program Contact* in written form.

- A. The *Program Contact* shall respond in writing to the inquiring party within 10 Calendar days and provide due process to equitably and promptly resolve the Complaint at the local level.
- B. If resolution is not obtained, the *County Manager* shall review the complainant's statement. The *County Manager* shall make a decision which will be final.
- C. The *County Manager's* decision will provide a written decision to the complainant along with the mailing and phone information of the *REDD Project Representative* for program.

## Records Review Policy

- A. Anyone wishing to review records must submit a written request to Carteret County at least 2 days prior to the desired date for reviewing. The request must include an accurate name, address, phone no. and affiliation of the person or organization making the request.
- B. Carteret County shall verify in writing to the address listed in item A above and a date and time to review program records.
- C. A Carteret County employee or agent designated by Carteret County shall be present at all times when records are being reviewed.
- D. Copying shall be \$0.35 per page and shall be payable before copying.
- E. No records shall be removed without permission of Carteret County.

IV. Consent Agenda

15. Approval of Designation of Agent for DR-4393 (Hurricane Florence) Hazard Mitigation Grant Program

# PLANNING AND DEVELOPMENT

**Eugene Foxworth**  
Director



**Beaufort Office** Phone 252-728-8545  
**Western Office** Phone 252-222-5833

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## **MEMORANDUM**

DATE: March 2, 2020

TO: Carteret County Board of Commissioners

CC: Tommy Burns, County Manager

FROM: Eugene Foxworth, Assistant County Manager

RE: Designation of Applicant's Agent for DR-4393 (Hurricane Florence) Hazard Mitigation Grant Program

- In February 2019, Carteret County acted as sub-applicant for the entire County and submitted a letter of interest for DR-4393 (Hurricane Florence) HMGP funding to elevate single-family dwellings throughout Carteret County.
- As a part of the application, it is required that the County designate who will serve the role of the primary and secondary agent.
- Staff expects to receive an award letter for DR-4393 (Hurricane Florence) HMGP funding in the near future and this designation is required as a part of the application to FEMA and the State of North Carolina.
- Attached is a copy of the Designation of Applicant's Agent form assigning the primary and secondary agent. Staff recommends the Board approve the resolution assigning the primary and secondary agent as indicated on the attached form.

**RESOLUTION  
DESIGNATION OF APPLICANT'S AGENT**  
North Carolina Division of Emergency Management

Organization Name (hereafter named Organization) Carteret County	Disaster Number: DR-4393 (Hurricane Florence)
Applicant's State Cognizant Agency for Single Audit purposes (If Cognizant Agency is not assigned, please indicate):	
Applicant's Fiscal Year (FY) Start FY 2021	Month: July Day: 1
Applicant's Federal Employer's Identification Number 56 - 6023932	
Applicant's Federal Information Processing Standards (FIPS) Number 37 - 031 -	

PRIMARY AGENT	SECONDARY AGENT
Agent's Name Eugene Foxworth	Agent's Name Gregory Hartman
Organization Carteret County	Organization Carteret County
Official Position Assistant County Manager	Official Position Assistant Planning Director
Mailing Address 302 Courthouse Square <input type="checkbox"/>	Mailing Address 302 Courthouse Square <input type="checkbox"/>
City, State, Zip Beaufort, NC 28516	City, State, Zip Beaufort, NC 28516
Daytime Telephone (252) 728-8545	Daytime Telephone (252) 728-8545
Facsimile Number (252) 732-2065	Facsimile Number (252) 732-2065
Pager or Cellular Number	Pager or Cellular Number

BE IT RESOLVED BY the governing body of the Organization (a public entity duly organized under the laws of the State of North Carolina) that the above-named Primary and Secondary Agents are hereby authorized to execute and file applications for federal and/or state assistance on behalf of the Organization for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief & Emergency Assistance Act, (Public Law 93-288 as amended) or as otherwise available. BE IT FURTHER RESOLVED that the above-named agents are authorized to represent and act for the Organization in all dealings with the State of North Carolina and the Federal Emergency Management Agency for all matters pertaining to such disaster assistance required by the grant agreements and the assurances printed on the reverse side hereof. BE IT FINALLY RESOLVED THAT the above-named agents are authorized to act severally. PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

GOVERNING BODY	CERTIFYING OFFICIAL
Name and Title	Name
Name and Title	Official Position
Name and Title	Daytime Telephone

**CERTIFICATION**

I, \_\_\_\_\_, (Name) duly appointed and \_\_\_\_\_ (Title) of the Governing Body, do hereby certify that the above is a true and correct copy of a resolution passed and approved by the Governing Body of \_\_\_\_\_ (Organization) on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

## APPLICANT ASSURANCES

The applicant hereby assures and certifies that it will comply with the FEMA regulations, policies, guidelines and requirements including OMB's Circulars No. A-95 and A-102, and FMC 74-4, as they relate to the application, acceptance and use of Federal funds for this Federally assisted project. Also, the Applicant gives assurance and certifies with respect to and as a condition for the grant that:

1. It possesses legal authority to apply for the grant, and to finance and construct the proposed facilities; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with the provisions of: Executive Order 11988, relating to Floodplain Management and Executive Order 11990, relating to Protection of Wetlands.
3. It will have sufficient funds available to meet the non-Federal share of the cost for construction projects. Sufficient funds will be available when construction is completed to assure effective operation and maintenance of the facility for the purpose constructed.
4. It will not enter into a construction contract(s) for the project or undertake other activities until the conditions of the grant program(s) have been met.
5. It will provide and maintain competent and adequate architectural engineering supervision and inspection at the construction site to insure that the completed work conforms with the approved plans and specifications; that it will furnish progress reports and such other information as the Federal grantor agency may need.
6. It will operate and maintain the facility in accordance with the minimum standards as may be required or prescribed by the applicable Federal, State and local agencies for the maintenance and operation of such facilities.
7. It will give the grantor agency and the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
8. It will require the facility to be designed to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by the Physically Handicapped," Number A117.1-1961, as modified (41 CFR 101-17-7031). The applicant will be responsible for conducting inspections to insure compliance with these specifications by the contractor.
9. It will cause work on the project to be commenced within a reasonable time after receipt of notification from the approving Federal agency that funds have been approved and will see that work on the project will be prosecuted to completion with reasonable diligence.
10. It will not dispose of or encumber its title or other interests in the site and facilities during the period of Federal interest or while the Government holds bonds, whichever is the longer.
11. It agrees to comply with Section 311, P.L. 93-288 and with Title VI of the Civil Rights Act of 1964 (P.L. 83-352) and in accordance with Title VI of the Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement. If any real property or structure is provided or improved with the aid of Federal financial assistance extended to the Applicant, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.
12. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
13. It will comply with the requirements of Title II and Title III of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and Federally assisted programs.
14. It will comply with all requirements imposed by the Federal grantor agency concerning special requirements of law, program requirements, and other administrative requirements approved in accordance with OMB Circular A-102, P.L. 93-288 as amended, and applicable Federal Regulations.
15. It will comply with the provisions of the Hatch Act which limit the political activity of employees.
16. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.
17. (To the best of his/her knowledge and belief) the disaster relief work described on each Federal Emergency Management Agency (FEMA) Project Application for which Federal Financial assistance is requested is eligible in accordance with the criteria contained in 44 Code of Federal Regulations, Part 206, and applicable FEMA Handbooks.
18. The emergency or disaster relief work therein described for which Federal Assistance is requested hereunder does not or will not duplicate benefits received for the same loss from another source.
19. It will (1) provide without cost to the United States all lands, easements and rights-of-way necessary for accomplishments of the approved work; (2) hold and save the United States free from damages due to the approved work or Federal funding.
20. This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, reimbursements, advances, contracts, property, discounts of other Federal financial assistance extended after the date hereof to the Applicant by FEMA, that such Federal Financial assistance will be extended in reliance on the representations and agreements made in this assurance and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear on the reverse as authorized to sign this assurance on behalf of the applicant.
21. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1973. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Director, Federal Emergency Management Agency as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
22. It will comply with the insurance requirements of Section 314, PL 93-288, to obtain and maintain any other insurance as may be reasonable, adequate, and necessary to protect against further loss to any property which was replaced, restored, repaired, or constructed with this assistance.
23. It will defer funding of any projects involving flexible funding until FEMA makes a favorable environmental clearance, if this is required.
24. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966, as amended, (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
25. It will, for any repairs or construction financed herewith, comply with applicable standards of safety, decency and sanitation and in conformity with applicable codes, specifications and standards; and, will evaluate the natural hazards in areas in which the proceeds of the grant or loan are to be used and take appropriate action to mitigate such hazards, including safe land use and construction practices.

## STATE ASSURANCES

The State agrees to take any necessary action within State capabilities to require compliance with these assurances and agreements by the applicant or to assume responsibility to the Federal government for any deficiencies not resolved to the satisfaction of the Regional Director.

IV. Consent Agenda

16. Approval of Reclassification of Administrative Roles



## MEMORANDUM

**TO:** Board of Commissioners  
**FROM:** Jaime Long, Human Resources Director  
**RE:** Classification of Administrative Roles  
**DATE:** March 16, 2020

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This memorandum is to request a reclassification of the County's administrative roles. Over time, the County has realized the work completed in many of the administrative functions within the Departments no longer match the County's current position titles and duties. In an effort to rectify this, Human Resources has reviewed Position Analysis Questionnaires (PAQ's) completed by the administrative staff across the County and we divided the roles into position groups based on the core competencies described in each questionnaire. Each position group was then assigned a grade and range based on these qualifications.

The results of this study concluded the need for eight core categories of administrative positions (6 administrative and 2 finance classifications), which encompass the duties of each individual position. Attached for your consideration are the duties and functions of each administrative category.

Being that staff in these administrative roles are vital in the success of each County department, we would like to request approval of the County's current administrative positions to be classified within the attached list of categories (Attachment A). This should also assist the County in retaining employees and recruiting new employees within the correct job classification of duties.

Please do not hesitate to contact me if there are questions. Thank you for the consideration of our request.



**ADMINISTRATIVE LEVEL I**  
**(Grade 59: Salary Minimum- \$24,765.67)**

Performs basic administrative support work greeting, assisting and directing visitors; answering telephone; providing general information; typing documents; preparing and maintaining files and records. Job duties include:

- Answers telephone and routes calls to appropriate parties.
- Greets visitors and provides general information or check in procedures.
- Assists public with completion of standard records or documents.
- Data entry and document preparation.
- Maintains files.
- Receives citizen inquiries or complaints.
- Receives, sorts, processes and distributes incoming and outgoing mail.
- Work is performed under direct supervision of a supervisor in the assigned department.
- Requires high school diploma or equivalent and less than one year working in an office environment; or equivalent.

**ADMINISTRATIVE LEVEL II**  
**(Grade 60: Salary Minimum- \$26,251.62)**

Performs intermediate administrative support work assisting and directing visitors; screening applications for service; and processing of payments. Job duties include:

- Answers telephone and routes calls to appropriate parties; often handles inquiries independently.
- Greets visitors and schedules appointments for clients.
- Screens citizens for service eligibility and explains benefits.
- Operates departmental electronic record system.
- Reviews applications and issues permits, licenses, and vouchers.
- Collects fees and processes payments.
- Prepare and scan paperwork for electronic filing.
- May process data or timesheets for assigned department.
- Work is performed under direct supervision of a supervisor in the assigned department.
- Requires high school diploma or equivalent and less than one year working in an office environment; or equivalent.



**ADMINISTRATIVE LEVEL III**  
**(Grade 63: Salary Minimum- \$31,266.09)**

Performs intermediate, skilled administrative work providing administrative and technical support to department staff. Job duties include:

- Procurement card purchasing and allocation to the appropriate budget line; purchase orders; travel reimbursement for department.
- Payment collection and processing; reconciliation of payments.
- Prepares and maintains a variety of office files, accounts and other records.
- Reconciles invoices and facilitates payment of bills.
- Handles sensitive and confidential information.
- Compiles information and prepares documents and reports.
- Processes forms or applications and enters data into computer system with limited oversight.
- May answer telephone for department and route calls as necessary.
- May assist with scheduling of department personnel.
- May assist with budget process.
- Work is performed under the general supervision of a supervisor in the assigned department.
- Requires high school diploma or equivalent and one to three years of experience working within an office environment; or equivalent.

**ADMINISTRATIVE SUPERVISOR**  
**(Grade 65: Salary Minimum-\$35,130.58)**

Performs difficult, skilled administrative support work providing supervision and accountability of a unit within a department. Provides oversight to a diverse range of support activities for assigned clerical staff. Job duties include:

- Oversees reception, public relations, and other departmental transactions of the department.
- Supervises subordinate employees engaged in customer service and clerical duties.
- Interprets policies, procedures, laws and regulations within assigned department.
- Responds to complaints or escalated inquiries.
- Makes decisions on operational problems within unit.
- Develops and/or revises work procedures and methods, including necessary forms design; trains employees in work procedures.
- May be responsible for leading a program or unit within a department.
- Work is performed under the general supervision of a supervisor in the assigned department.
- Requires high school diploma or equivalent and one to three years of experience in a supervisory role within an office environment; or equivalent.



**ADMINISTRATIVE LEVEL IV**  
**(Grade 66- Salary Minimum \$37,238.42)**

Provides difficult, skilled administrative support to Department Head, Director, or Deputy Director of the department. Job duties include:

- Schedules and maintains appointment calendar.
- Produces department correspondence such as memos, letters, emails, faxes, and forms.
- Receives visitors and telephone calls and makes appropriate disposition of inquiries which involve interpretation of departmental or institutional policies and programs.
- Works with vendors to purchase equipment and supplies.
- Enters data in to computer system and compiles reports.
- Ensures compliance with State and Federal regulations.
- Prepares and completes daily bank deposit.
- Resolves issues with the public and/or service partners.
- Audits financial transactions within department's scope of work.
- May supervise one to three subordinates within the department.
- Work is performed under the limited supervision of the Department Head, Director, or Deputy Director of the department.
- Requires Associate's degree in Business Administration or related field and one to three years of experience working in an office environment; or equivalent.

**ADMINISTRATIVE LEVEL V**  
**(Grade 69- Salary Minimum \$44,351.55)**

Provides complex, skilled administrative work with primary responsibility for planning and directing the department's internal operations under the direction and thorough delegation of the Director or Department Head. Job duties include:

- Directs and coordinates the annual budget proposal under the direction of the Department Head or Director.
- Manages assigned departmental budget and monitors expenditures and revenue.
- Processes accounts payable and requests requisitions.
- Prepares financial statements, compiles fiscal information.
- Assists with division's long and short range planning.
- Responsible for grant management and contracts.
- Secures information for use of higher-level officials in preparing speeches, articles, and reports, or marketing content.
- Interacts with persons of importance and influence using considerable tact and discretion.
- Work is performed under the limited supervision of the Department Head or Director.
- Requires Bachelor's degree in Business Administration or a related field and one to three years management experience; or equivalent.



**FINANCE LEVEL I**  
**(Grade 63-Salary Minimum \$31,266.09)**

Performs intermediate, skilled administrative work involving the preparation and maintenance of financial records. Job duties include:

- Approves and enters payments to various clients or vendors and verifies accuracy.
- Prepares and maintains financial files and records and reviews reports.
- Receives and processes travel requests for assigned departments.
- Monitors billing statements and completes corrections, as necessary.
- Receives and balances revenue received.
- Performs, scanning, filing, printing and mailing correspondence, such as, but not limited to accounts payable checks, occupancy tax, and water bills.
- Answers telephone; receives and responds to customer inquiries or complaints and other collectibles in person or via telephone.
- Work is performed under the regular supervision of a unit supervisor.
- Requires high school diploma or equivalent and one to three years of experience in a bookkeeping or accounting environment; or equivalent.

**FINANCE LEVEL II**  
**(Grade 65-Salary Minimum \$35,130.58)**

Performs difficult, skilled administrative support work preparing and assisting with the maintenance of financial records, entering and verifying data, and preparing reports. Completes duties assigned to Finance Level I position in addition to the job duties below:

- Processes accounts payable and maintains associated records.
- Prepares variety of monthly, quarterly, and annual reports.
- Processes check requests and may make daily bank deposits.
- Analyzes, audits and researches outstanding items, such as financial statements.
- Processes requisitions for purchase orders for multiple divisions.
- Work is performed under the limited supervision of a unit supervisor.
- Requires Associate's degree in Business Administration, Finance, or a related field and one to three years of experience in a fiscal or accounting environment; or equivalent.

IV. Consent Agenda

17. Approval of Resolution Awarding Badge & Service Sidearm to Retiring Detective Lieutenant Michael Panzarella

Board of Commissioners  
Bill Smith, Chair  
Robin Comer, Vice-Chair  
Bob Cavanaugh  
Jimmy Farrington  
Mark Mansfield  
Jonathan Robinson  
Ed Wheatly



County Manager  
Tommy R. Burns

Clerk to the Board  
Rachel B. Hammer

**RESOLUTION**  
**AWARDING BADGE AND SERVICE SIDEARM TO**  
**RETIRING DEPUTY SHERIFF,**  
**DETECTIVE LT. MICHAEL PANZARELLA**

**WHEREAS**, Detective Lt. Michael Panzarella has accumulated 30 years of creditable law enforcement service and has served 21 years as a deputy sheriff with the Carteret County Sheriff's Office; and

**WHEREAS**, Detective Lt. Michael Panzarella has dedicated his life and career to law enforcement and public service in Carteret County; and

**WHEREAS**, NCGS 20-187.2 provides that retiring members of County law enforcement agencies may receive, at the time of their retirement, the badge worn or carried by them during their service with the County; and

**WHEREAS**, NCGS 20-187.2 further provides that the governing body of the County may, at its discretion, award to a retiring member the service sidearm of such retiring member; and

**WHEREAS**, in accordance with NCGS 20-187.2 the attached permit has been issued on the following weapon: Smith & Wesson Shield 40 caliber, *Serial #HWP5432* and this weapon is officially declared as surplus.

**NOW, THEREFORE, BE IT RESOLVED** by the Carteret County Board of Commissioners that, in accordance with the provisions of NCGS 20-187.2, that the badge and above referenced service sidearm of Detective Lt. Michael Panzarella be transferred to him in honor of his retirement from the Carteret County Sheriff's Office.

**ADOPTED**, this the 16<sup>th</sup> day of March 2020.

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William Smith, Chairman  
Carteret County Board of Commissioners

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Rachel Hammer  
Clerk to the Board of Commissioners

PERMIT TO PURCHASE/RECEIVE A HANDGUN

State of North Carolina

CARTERET County

Permit Number C4FLNRPZK-1

I, SHERIFF ASA B. BUCK, III, Sheriff of said County, do hereby certify that I have conducted a criminal background check of the applicant, MICHAEL ANTHONY PANZARELLA, whose place of residence is 126 RUSSELL RD in NEWPORT (or) in \_\_\_\_\_ Township, CARTERET County, North Carolina, and have received no information to indicate that it would be a violation of State or federal law for the applicant to purchase, transfer, receive, or possess a handgun. The applicant has further satisfied me as to his, her (or) their good moral character. Therefore, a permit is issued to MICHAEL ANTHONY PANZARELLA to purchase one pistol from any person, firm or corporation authorized to dispose of the same.

This permit expires five years from its date of issuance listed below.

Issued this the 5TH day of MARCH, 2020.

Expires the 5TH day of MARCH, 2025.



Asa B. Buck III

Sheriff of CARTERET County

**§ 20-187.2. Badges and service side arms of deceased or retiring members of State, city and county law-enforcement agencies; weapons of active members.**

(a) Surviving spouses, or in the event such members die unsurvived by a spouse, surviving children of members of North Carolina State, city and county law-enforcement agencies killed in the line of duty or who are members of such agencies at the time of their deaths, and retiring members of such agencies shall receive upon request and at no cost to them, the badge worn or carried by such deceased or retiring member. The governing body of a law-enforcement agency may, in its discretion, also award to a retiring member or surviving relatives as provided herein, upon request, the service side arm of such deceased or retiring members, at a price determined by such governing body, upon determining that the person receiving the weapon is not ineligible to own, possess, or receive a firearm under the provisions of State or federal law, or if the weapon has been rendered incapable of being fired. Governing body shall mean for county and local alcohol beverage control officers, the county or local board of alcoholic control; for all other law-enforcement officers with jurisdiction limited to a municipality or town, the city or town council; for all other law-enforcement officers with countywide jurisdiction, the board of county commissioners; for all State law-enforcement officers, the head of the department.

(b) Active members of North Carolina State law-enforcement agencies, upon change of type of weapons, may purchase the weapon worn or carried by such member at a price which shall be the average yield to the State from the sale of similar weapons during the preceding year.

(c) For purposes of this section, certified probation and parole officers shall be considered members of a North Carolina State law enforcement agency. (1971, c. 669; 1973, c. 1424; 1975, c. 44; 1977, c. 548; 1979, c. 882; 1987, c. 122; 2013-369, s. 19; 2016-77, s. 9(b).)

IV. Consent Agenda

18. Approval of Contract for Atlantic Harbor Dredging Project

**THE BID OPENING IS NOT SCHEDULED UNTIL MARCH 13, 2020; MATERIALS  
WILL BE PROVIDED AT THE MEETING**

IV. Consent Agenda

19. Approval of Contract with East Carolina Builders for the Watershed Protection Project in the Amount of \$255,000, Authority for the County Manager to Execute the Contract & Approval to Enter into the Corresponding Contract with the N.C. Department of Agriculture & Consumer Services, Division of Soil & Water Conservation for the Project and Authority for the County Manager to Execute the Contract

# PLANNING AND DEVELOPMENT

**Eugene Foxworth**  
Director



**Beaufort Office** Phone 252-728-8545  
**Western Office** Phone 252-222-5833

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## **MEMORANDUM**

DATE: March 5, 2020

TO: Carteret County Board of Commissioners

CC: Tommy Burns, County Manager

FROM: Eugene Foxworth, Assistant County Manager

RE: Emergency Watershed Protection Project – Bid Award

The US Department of Agriculture and the State of North Carolina awarded Carteret County two grants for an Emergency Watershed Protection Stream Clearing Project. Staff subsequently produced and posted a Request for Proposal and received two bids for the project. East Carolina Builders was the lower cost proposal with an amount of \$255,000.00. Please see the attached proposal.

Board of Commissioners

Bill Smith, Chair  
Robin Comer, Vice-Chair  
Bob Cavanaugh  
Jimmy Farrington  
Mark Mansfield  
Jonathan Robinson  
Ed Wheatly

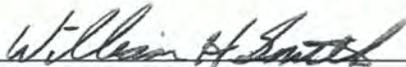


County Manager  
Tommy Burns

Clerk to the Board  
Rachel B. Hammer

**SPECIAL MEETING NOTICE**

The Carteret County Board of Commissioners will hold a Joint Planning Workshop with the Carteret County Board of Education to hear an update from the Health Department and to discuss future capital project needs of the school system. The meeting will be held at 10:00 a.m. on March 10, 2020 and the School System's Central Services Office, 107 Safrit Drive, Beaufort, NC.

  
\_\_\_\_\_  
Bill Smith, Chairman  
Carteret County Board of Commissioners

**PROPOSAL AND CONTRACT**

<<Submit two copies of this page with your bid>>  
Emergency Watershed Protection – Stream Clearing

The undersigned, as bidder, proposes and agrees if this proposal is accepted to contract with the County of Carteret for the furnishing of all materials, equipment, and labor necessary to complete the construction of the work described in these documents in full and complete accordance with plans, specifications, and contract documents, and to the full and entire satisfaction of the County of Carteret for the sum of:

**BASE BID:** \_\_\_\_\_ Dollars \$ 255,000.00

Respectively submitted this 31<sup>st</sup> day of December 2019

East Carolina Builders  
(Contractor)

Federal ID#: 56-1575895

By: William Boyd II

Witness: Sharon Boyd

Title: President  
(Owner, partner, corp. Pres. Or Vice President)

(Proprietorship or Partnership)

Address: PO Box 1300 Newport NC 28570

Attest: (corporation)

Email Address: ecbincc@centurylink.net

**(Corporate Seal)**

By: William P Boyd III / William P Boyd III License #: 24254

Title: Corporate Secretary  
(Corporation, Secretary, Ass't Secretary.)

IN TESTIMONY WHEREOF, the parties have expressed their agreement to these terms by causing this Contract to be executed by their duly authorized office or agent.

**COUNTY OF CARTERET**

(Seal)

\_\_\_\_\_  
County Manager

\_\_\_\_\_  
Printed Name



Steve Troxler  
Commissioner

## North Carolina Department of Agriculture and Consumer Services

N. David Smith  
Chief Deputy Commissioner

February 28, 2020

Mr. Todd Kelly  
Carteret County  
303 College Circle  
Morehead City, NC 28557

### NOTIFICATION OF FUNDING OFFER

Dear Mr. Kelly

On behalf of Commissioner Steve Troxler and the North Carolina Department of Agriculture and Consumer Services – Division of Soil & Water Conservation, I am pleased to inform you that \$133,006.00 for your project, Watershed Restoration Project, was approved under the Hurricane Florence Emergency Response Act.

Two original contract packets must be completed and returned to the NCDA&CS, making sure that the contracts and certain forms have been signed, dated, and witnessed, as applicable, before they are returned to the address provided below. By completing these documents, you are agreeing to the specific stipulations, the general terms and conditions and specific reporting requirements. Please return the two completed packets to:

Heather Reichert  
NC Department of Agriculture & Consumer Services, Division of Soil & Water Conservation  
1614 Mail Service Center  
Raleigh, NC 27699-1614

All authorized representative signatures must be in blue ink. Use the Contract Check Off List to ensure all attachments are included and are in the correct order for each contract packet.

One fully executed, original contract will be returned to you for your records. If you have any questions about your contract or any of the forms contained in your offer packet, please call Heather Reichert at 919-707-3768, or feel free to send an email to [Heather.Reichert@ncagr.gov](mailto:Heather.Reichert@ncagr.gov).

I would like to take this opportunity to thank you for participating in the Watershed Restoration Project for restoring drainage and securing streambanks following recent storms.

Sincerely,

N. David Smith  
Chief Deputy Commissioner

Enclosures  
cc: Tara Tyson, Grants Administrator



**NORTH CAROLINA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**

Steven W. Troxler, Commissioner

**Contract Check Off List for Grantee (Government/University)**

**INSTRUCTIONS:** Check the "Yes" boxes in the left column for the document titles that are being returned with the two signed, dated and witnessed copies of the contract, with signatures in blue ink. Be sure to include all the other documents specified in your contract package. If "No" has been checked off for you, that document is not required for this grant program or project.

**GRANTEE ORGANIZATION NAME:** Carteret County

**PROJECT TITLE/NAME:** Watershed Restoration Project

**CONTRACT #:** 19-091-4036

<i>GO Entities Only Check One Box</i>			<i>Document Title</i>	<i>Department Use – Documents Attached or On File</i>		<i>Grants and Contracts- Documents Attached or On File</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractual "Check Off List for Grantee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contract Cover (To be signed, dated & witnessed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attachment A – General Terms and Conditions – Government/University	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attachment B – Scope of Work (includes Timeline and Line Item Budget)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attachment C – Certifications and Assurances Section	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attachment D – NC OpenBook Supplemental Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attachment E – Signature Card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attachment F – W-9 Tax Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attachment G – Vendor Electronic Payment Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attachment H – FFATA Data Reporting Requirements (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attachment I – Federal Regulations (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

STATE OF NORTH CAROLINA  
COUNTY OF WAKE



Departmental Use Only	
CENTER:	<u>2985-1803</u>
ACCOUNT:	<u>536502</u>
AMOUNT:	<u>\$133,006</u>
CENTER:	_____
ACCOUNT:	<u>536502</u>
AMOUNT:	_____

**North Carolina Department of Agriculture and Consumer Services  
Division of Soil & Water Conservation**

**Watershed Restoration Project - Governmental**

CONTRACT # \_\_\_\_\_ 19-091-4036 \_\_\_\_\_

This Contract is hereby entered into by and between the **North Carolina Department of Agriculture and Consumer Services, Division of Soil & Water Conservation** (the "Agency") and **Carteret County** ("Grantee"), and referred to collectively as the "Parties". The Grantee's federal tax identification number is 56-6023932 and is physically located in Carteret County, and is further located at 303 College Circle Morehead City, NC 28557.

The purpose of this Contract is to implement needed repairs to streams and drainage ways resulting from Hurricane Florence and subsequent flooding. The Grantee's project title is Watershed Restoration Project. This Contract is funded by state appropriations from the Hurricane Florence Emergency Response Act. Funds awarded under this Contract must be used for the purposes for which they are intended.

The Grantee's fiscal year ends June 30.

**Contract Documents:**

This Contract consists of the Grant Contract and its attachments, all of which are identified by name as follows:

1. This Contract
2. General Terms and Conditions (Attachment A)
3. Scope of Work, including Timeline, Line Item Budget and Budget Narrative (Attachment B)
4. Certifications and Assurances Section (Attachment C)
5. NC Openbook Supplemental Information (Attachment D)
6. Signature Card (Attachment E)
7. W-9 Tax Information (Attachment F)
8. Vendor Electronic Payment Form (Attachment G)
9. FFATA Data Reporting Requirements (Attachment H)
10. Federal Regulations (Attachment I)

These documents constitute the entire agreement between the Parties and supersede all prior oral or written statements or agreements.

**I. Precedence Among Contract Documents:**

In the event of a conflict between or among the terms of the Contract Documents, the terms in the Contract Document with the highest relative precedence shall prevail. The order of precedence shall be the order of documents as listed in Paragraph 1, above, with the first-listed document having the highest precedence and the last-listed document having the lowest precedence. If there are multiple Contract Amendments, the most recent amendment shall have the highest precedence and the oldest amendment shall have the lowest precedence.

**II. Effective Period:**

This Contract shall be effective on **July 1, 2019** and shall terminate on **June 30, 2022** with the option to extend, if mutually agreed upon, through a written amendment as provided for in the General Terms and Conditions as described in Attachment A.

**III. Grantee's Duties:**

The Grantee shall provide the services as described in the Attachment **B**: Scope of Work.

**IV. Agency's Duties:**

The Agency shall pay the Grantee in the manner and in the amounts specified in the Contract Documents. The total amount paid by the Agency to the Grantee under this Contract shall not exceed **\$133,006.00**. This amount consists of: **\$133,006.00** in State funds.

a. There are no matching requirements from the Grantee.

b. There are no matching requirements from the Grantee; however, the Grantee has committed the following match to this project:

In Kind	\$
Cash	\$
Cash and In-kind	\$
Cash and/or In-kind	\$
Other/Specify:	\$

c. The Grantee's matching requirement is \$403,047.00, which consists of:

In Kind	\$
Cash	\$
USDA Funds	\$403,047.00
Cash and/or In-kind	
Other/Specify:	\$

d. The Grantee has committed to an additional \$ \_\_\_\_\_ to complete the project as described in Attachment B.

The total contract amount with matching funds is **\$536,053.00**.

**V. Conflict of Interest Policy:**

The Agency has determined that the Grantee is a governmental agency and is not subject to N.C.G.S. § 143C-6-23(b). Therefore, the Grantee is not required to file a Conflict of Interest Policy with the Agency prior to disbursement of funds.

**VI. Statement of No Overdue Tax Debts:**

The Agency has determined that Grantee is a governmental agency and is not subject to N.C.G.S. § 143C-6-23(c). Therefore, the Grantee is not required to file a Statement of No Overdue Tax Debts with the Agency prior to disbursement of funds.

**VII. Reversion of Unexpended Funds:**

Any unexpended grant funds shall revert to the Agency upon termination of this Contract.

## VIII. Reporting Requirements:

### (1) State [N.C.G.S. 143C-6-23]:

The Agency has determined that the Grantee is a governmental entity and is not subject to the State reporting requirements mandated by N.C.G.S. § 143C-6-23. Therefore, the Grantee does not have to file annual electronic reports with the NC Office of State Budget & Management.

### (2) Agency Reporting Requirements:

- a) The Grantee shall submit quarterly progress reports, with each report due on or before the last day of January, April, July, and October, continuing until the project is complete and final project report is approved. The quarterly progress report is required even if no activity has occurred for the quarter and no reimbursement is requested for the quarter.
- b) The quarterly and final report shall include a narrative summary of the work completed each quarter and for the project to date and a summary of cash and in-kind expenditures for the quarter and total project.
- c) Grantee shall submit a Final Financial report and Final Invoice not later than 60 days after the expiration or termination of this Contract.

## IX. Payment Provisions:

Upon execution of this Contract the Grantee shall submit to the Agency Contract Administrator a completed Request for Payment form, to be provided by the Agency. All Request for Payment forms should be received no more than monthly, with an invoice showing expenditures and matching funds, if applicable, for the current period and cumulatively for the entire project. Upon approval by the Agency, payment shall be made within 30 days. Twenty percent (20%) of the total funds awarded under this Contract shall be retained by the Agency until both the final performance and financial reports are submitted by the Grantee and approved by the Agency.

For sites for which this contract is supplementing USDA Emergency Watershed Protection Program (EWPP) funding, completed work must also satisfy EWPP requirements prior to payment being authorized.

Up to 16 percent (16%) of the funds awarded to the Grantee may be used to reimburse actual documented engineering, technical assistance, and administrative expenses for the project, excluding any expenses pledged by the Grantee as match for this project and salary, benefits, and operating expenses that would normally have been paid by the Grantee.

The Grantee shall expend funds in accordance with G.S. 143C-6-23 (f1)(f2)(j). The Grantee shall account for any income earned, which may result from any funds awarded under this Contract, on the Agency "Request for Reimbursement" form. Eligible uses of income earned are:

- a) Expanding the project or program;
- b) Continuing the project or program after grant ends; or
- c) Supporting other projects or programs that further the broad objectives of the grant program.

If this Contract is terminated prior to the original end date, the Grantee may submit a final Request for Payment form. All unexpended funds shall be returned by the Grantee to the Agency within 60 days of the Contract termination date with a complete final financial report, accompanied by either a final invoice or a refund of any funds received but not expended. The Agency shall have no obligation to honor requests for payment based on expenditure reports submitted later than 60 days after termination or expiration of the contract period.

Reimbursement requests shall be completed on a "Request for Reimbursement" form furnished to the Grantee by the Agency. All reimbursement forms must include support documentation, including but not limited to; copies of invoices, individual time sheets and travel logs that have been signed by the employee and supervisor; salary registers or payrolls that include fringe benefits, hourly rates of pay, and signature of the Grantee's responsible financial person, cancelled checks and lease agreements.

Eligible expenditures for payment must be within the effective period noted in the Contract. Reimbursement may not be considered prior to the submission and final execution of the Contract.

All travel reimbursement shall be made in accordance with the current State rates, at the time of the expenditure, and shall be made in accordance with the "State Budget Manual".

Staff from the Division of Soil and Water Conservation or its designated agent will conduct a site visit and approve the work completed and submitted for reimbursement prior to releasing any payment to the Grantee. The Agency must determine that all work has been completed satisfactorily in accordance with the Best Management Practices for Selective Clearing and Snagging.

All matching funds, including in-kind and cash, must be spent concurrently with funds provided by the Contract. Both types of matching funds expended shall be accounted for on the monthly invoices.

Indirect costs are not allowable expenditures under this Contract, except as described in paragraph two of this section.

**X. Contract Administrators:**

All notices permitted or required to be given by one Party to the other and all questions about the Contract from one Party to the other shall be addressed and delivered to the other Party's Contract Administrator. The name, post office address, street address, telephone number, fax number, and email address of the Parties' respective initial Contract Administrator are set out below. Either Party may change the name, post office address, street address, telephone number, fax number, or email address of its Contract Administrator by giving timely written notice to the other Party.

**For the Agency:**

IF DELIVERED BY US POSTAL SERVICE	IF DELIVERED BY ANY OTHER MEANS
David B. Williams, Deputy Director Division of Soil & Water Conservation 1614 Mail Service Center Raleigh, NC 27699-1614 Telephone: 919-715-6103 Email: David.B.Williams@ncagr.gov	David B. Williams, Deputy Director Division of Soil & Water Conservation 512 N. Salisbury Street, Room 417D Raleigh, NC 27604-1170

**For the Grantee:**

Grantee Contract Administrator	Grantee Principal Investigator or Key Personnel
Todd Kelly Carteret County 303 College Circle Morehead City, NC 28557  Telephone: 252-222-6360 Fax: 252-222-6361 Email: todd.kelly@carteretcountync.gov	Same

**XI. Supplementation of Expenditure of Public Funds:**

The Grantee assures that funds received pursuant to this Contract shall be used only to supplement, not to supplant, the total amount of federal, state and local public funds that the Grantee otherwise normally expends for salary and benefits for activities involved with specialty services and related programs. Funds received under this Contract shall be used to provide additional public funding for such services. The funds shall not be used to reduce the Grantee's total expenditure of other public funds for such services.

**XII. Disbursements:**

As a condition of this Contract, the Grantee acknowledges and agrees to make disbursements in accordance with the following requirements:

- a. Will implement or already have implemented adequate internal controls over disbursements
- b. Pre-audit all invoices presented for payment to determine:
  - Validity and accuracy of payment
  - Payment due date
  - Adequacy of documentation supporting payment
  - Legality of disbursement
- c. Assure adequate control of signature stamps/plates
- d. Assure adequate control of negotiable instruments; and
- e. Have procedures in place to ensure that account balance is solvent and to reconcile the account monthly.
- f.

**XIII. Outsourcing:**

The Grantee certifies that it has identified to the Agency all jobs related to the Contract that have been outsourced to other countries, if any. Grantee further agrees that it will not outsource any such jobs during the term of this Contract without providing prior notice to the Agency.

**XIV. N.C.G.S. § 133-32 and Executive Order 24:**

N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State employee of any gift from anyone with a Contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement or Contract, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employee of your organization.

[This Contract is continued on the next page]

**XV. Signature Warranty:**

The undersigned represent and warrant that they are authorized to bind their principals to the terms of this Contract.

IN WITNESS WHEREOF, the Grantee and the Agency execute this contract in **two (2)** originals, one (1) of which is retained by the Grantee and one (1) which are retained by the Agency, the day and year first above written.

Grantee: Carteret County

\_\_\_\_\_  
Signature of Authorized Representative Date

\_\_\_\_\_  
Printed Name Title

**Witness:**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name Title



**North Carolina Department of Agriculture and Consumer Services**

\_\_\_\_\_  
Signature of Authorized Representative Date

N. David Smith, Chief Deputy Commissioner

**ATTACHMENT B  
SCOPE OF WORK  
WATERSHED RESTORATION PROJECT**

Carteret County (the “GRANTEE”) will complete watershed restoration activities including cutting and removing downed trees, broken tops, woody/vegetative debris and sediment that impede or potentially impede water flow in the streams and tributaries included in Table B1 below (taken from the application submitted by the GRANTEE). For sites for which this contract is supplementing USDA Emergency Watershed Protection Program (EWPP) funding, completed work must also satisfy EWPP requirements prior to payment being authorized.

TABLE B1: Stream/Ditch Segments to be repaired

	Segment Name	Description of Planned Treatment	EWP DSR Number (Project No.)	Linear Feet Planned
A	Deep Creek (Carteret 3)	Clearing and Snagging	37-03-18-5038-096	4000
B	Tribs to Crab Point Bay	Clearing and Snagging, Obstruction Removal	37-03-18-5038-097	5240
C	Milldam Branch	Clearing and Snagging	37-03-18-5038-098	800
D	NW & SW Prongs to Newport	Clearing and Snagging	37-03-18-5038-099	1500
E	Hull Swamp	Clearing and Snagging, Spoil Spreading	37-03-18-5038-100	2200
F	Clubfoot Creek & Newport River (Harlowe Canal)	Clearing and Snagging, Obstruction Removal	37-03-18-5038-197	10560

The GRANTEE will ensure that all required permits are secured for each site before any work proceeds for that site.

The GRANTEE will ensure that it follows the Best Management Practices for Selective Clearing and Snagging to manage all woody debris removed from streams. These guidelines can be downloaded at <http://www.ncagr.gov/SWC/disasterresponse/documents/BestManagementPracticesforSelectiveClearingandSnagging.pdf>

In the event the Grantee completes the work specified in the Scope of Work without exhausting the funds in the Contract, the Agency Contract Administrator may issue a Work Authorization to approve stream debris removal work for additional stream segments requested by the Grantee, not to exceed the funds available in the Contract.

**PUBLIC SECTOR CONTRACTS (Including Local Governments)****General Terms and Conditions****DEFINITIONS**

Unless indicated otherwise from the context, the following terms shall have the following meanings in this Contract. All definitions are from 9 NCAC 3M.0102 unless otherwise noted. If the rule or statute that is the source of the definition is changed by the adopting authority, the change shall be incorporated herein:

- (1) "Agency" (as used in the context of the definitions below) shall mean and include every public office, public officer or official (State or local, elected or appointed), institution, board, commission, bureau, council, department, authority or other unit of government of the State or of any county, unit, special district or other political subagency of government. For other purposes in this Contract, "Agency" shall mean the entity identified as one of the parties hereto.
- (2) "Audit" means an examination of records or financial accounts to verify their accuracy.
- (3) "Certification of Compliance" means a report provided by the Agency to the Office of the State Auditor that states that the Grantee has met the reporting requirements established by this Subchapter and included a statement of certification by the Agency and copies of the submitted grantee reporting package.
- (4) "Compliance Supplement" refers to the North Carolina State Compliance Supplement, maintained by the State and Local Government Finance Agency within the North Carolina Department of State Treasurer that has been developed in cooperation with agencies to assist the local auditor in identifying program compliance requirements and audit procedures for testing those requirements.
- (5) "Contract" means a legal instrument that is used to reflect a relationship between the agency, grantee, and subgrantee.
- (6) "Fiscal Year" means the annual operating year of the non-State entity.
- (7) "Financial Assistance" means assistance that non-State entities receive or administer in the form of grants, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance. Financial assistance does not include amounts received as reimbursement for services rendered to individuals for Medicare and Medicaid patient services.
- (8) "Financial Statement" means a report providing financial statistics relative to a given part of an organization's operations or status.
- (9) "Grant" means financial assistance provided by an agency, grantee, or subgrantee to carry out activities whereby the grantor anticipates no programmatic involvement with the grantee or subgrantee during the performance of the grant.
- (10) "Grantee" has the meaning in G.S. 143C-6-23(a)(2): a non-State entity that receives a grant of State funds from a State agency, department, or institution but does not include any non-State entity subject to the audit and other reporting requirements of the Local Government Commission. For other purposes in this Contract, "Grantee" shall mean the entity identified as one of the parties hereto.
- (11) "Grantor" means an entity that provides resources, generally financial, to another entity in order to achieve a specified goal or objective.
- (12) "Non-State Entity" has the meaning in N.C.G.S. 143C-1-1(d)(18): Any of the following that is not a State agency: an individual, a firm, a partnership, an association, a county, a corporation, or any other organization acting as a unit. The term includes a unit of local government and public authority.
- (13) "Public Authority" has the meaning in N.C.G.S. 143C-1-1(d)(22): A municipal corporation that is not a unit of local government or a local governmental authority, board, commission, council, or agency that (i) is not a municipal corporation and (ii) operates on an area, regional, or multiunit basis, and the budgeting and accounting systems of which are not fully a part of the budgeting and accounting systems of a unit of local government.
- (14) "Single Audit" means an audit that includes an examination of an organization's financial statements, internal controls, and compliance with the requirements of federal or State awards.
- (15) "Special Appropriation" means a legislative act authorizing the expenditure of a designated amount of public funds for a specific purpose.
- (16) "State Funds" means any funds appropriated by the North Carolina General Assembly or collected by the State of North Carolina. State funds include federal

financial assistance received by the State and transferred or disbursed to non-State entities. Both federal and State funds maintain their identity as they are subgranted to other organizations. Pursuant to N.C.G.S. 143C-6-23(a)(1), the terms "State grant funds" and "State grants" do not include any payment made by the Medicaid program, the Teachers' and State Employees' Comprehensive Major Medical Plan, or other similar medical programs.

- (17) "Subgrantee" has the meaning in G.S. 143C-6-23(a)(3): a non-State entity that receives a grant of State funds from a grantee or from another subgrantee but does not include any non-State entity subject to the audit and other reporting requirements of the Local Government Commission.
- (18) "Unit of Local Government" has the meaning in G.S. 143C-1-1(d)(29): A municipal corporation that has the power to levy taxes, including a consolidated city-county as defined by G.S. 160B-2(1), and all boards, agencies, commissions, authorities, and institutions thereof that are not municipal corporations.

### **Relationships of the Parties**

**Independent Contractor:** The Grantee is and shall be deemed to be an independent Contractor in the performance of this Contract and as such shall be wholly responsible for the work to be performed and for the supervision of its employees. The Grantee represents that it has, or shall secure at its own expense, all personnel required in performing the services under this agreement. Such employees shall not be employees of, or have any individual contractual relationship with, the Agency.

**Subcontracting:** The Grantee shall not subcontract any of the work contemplated under this Contract without prior written approval from the Agency. Any approved subcontract shall be subject to all conditions of this Contract. Only the subcontractors or subgrantees specified in the Contract documents are to be considered approved upon award of the Contract. The Agency shall not be obligated to pay for any work performed by any unapproved subcontractor or subgrantee. The Grantee shall be responsible for the performance of all of its subgrantees and shall not be relieved of any of the duties and responsibilities of this Contract.

**Subgrantees:** The Grantee has the responsibility to ensure that all subgrantees, if any, provide all information necessary to permit the Grantee to comply with the standards set forth in this Contract.

**Assignment:** No assignment of the Grantee's obligations or the Grantee's right to receive payment hereunder shall be permitted. However, upon written request approved by the issuing purchasing authority, the State may:

- (a) Forward the Grantee's payment check(s) directly to any person or entity designated by the Grantee, or
- (b) Include any person or entity designated by Grantee as a joint payee on the Grantee's payment check(s).

In no event shall such approval and action obligate the State to anyone other than the Grantee and the Grantee shall remain responsible for fulfillment of all Contract obligations.

**Beneficiaries:** Except as herein specifically provided otherwise, this Contract shall inure to the benefit of and be binding upon the parties hereto and their respective successors. It is expressly understood and agreed that the enforcement of the terms and conditions of this Contract, and all rights of action relating to such enforcement, shall be strictly reserved to the Agency and the named Grantee. Nothing contained in this document shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of the Agency and Grantee that any such person or entity, other than the Agency or the Grantee, receiving services or benefits under this Contract shall be deemed an incidental beneficiary only.

### **Indemnity**

**Indemnification:** The Grantee agrees to indemnify and hold harmless the Agency, including any of its Divisions, and any of its officers, agents and employees, from liability of any kind, and from any claims of third parties arising out of any act or omission of the Contractor in connection with the performance of this Contract to the extent permitted by law.

### **Default and Termination**

**Termination by Mutual Consent:** The Parties may terminate this Contract by mutual consent with 60 days notice to the other party, or as otherwise provided by law.

**Termination for Cause:** If, through any cause, the Grantee shall fail to fulfill its obligations under this Contract in a timely and proper manner, the Agency shall have the right to terminate this Contract by giving written notice to the Grantee and specifying the effective date thereof.

In that event, all finished or unfinished deliverable items prepared by the Grantee under this Contract

shall, at the option of the Agency, become its property and the Grantee shall be entitled to receive just and equitable compensation for any satisfactory work completed on such materials, minus any payment or compensation previously made.

Notwithstanding the foregoing provision, the Grantee shall not be relieved of liability to the Agency for damages sustained by the Agency by virtue of the Grantee's breach of this agreement, and the Agency may withhold any payment due the Grantee for the purpose of setoff until such time as the exact amount of damages due the Agency from such breach can be determined. The filing of a petition for bankruptcy by the Grantee shall be an act of default under this Contract.

**Waiver of Default:** Waiver by the Agency of any default or breach in compliance with the terms of this Contract by the Grantee shall not be deemed a waiver of any subsequent default or breach and shall not be construed to be modification of the terms of this Contract unless stated to be such in writing, signed by an authorized representative of the Agency and the Grantee and attached to the Contract.

**Availability of Funds:** The parties to this Contract agree and understand that the payment of the sums specified in this Contract is dependent and contingent upon and subject to the appropriation, allocation, and availability of funds for this purpose to the Agency.

**Force Majeure:** Neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by any act of war, hostile foreign action, nuclear explosion, riot, strikes, civil insurrection, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.

**Survival of Promises:** All promises, requirements, terms, conditions, provisions, representations, guarantees, and warranties contained herein shall survive the Contract expiration or termination date unless specifically provided otherwise herein, or unless superseded by applicable federal or State statutes of limitation.

### **Intellectual Property Rights**

**Copyrights and Ownership of Deliverables:** All deliverable items produced pursuant to this Contract are the exclusive property of the Agency. The Grantee shall not assert a claim of copyright or other property interest in such deliverables.

### **Compliance with Applicable Laws**

**Compliance with Laws:** The Grantee shall comply with all laws, ordinances, codes, rules, regulations,

and licensing requirements that are applicable to the conduct of its business, including those of federal, State, and local agencies having jurisdiction and/or authority.

**Equal Employment Opportunity:** The Grantee shall take affirmative action in complying with all federal and State statutes and all applicable requirements concerning fair employment of people with disabilities, and concerning the treatment of all employees without regard to discrimination by reason of race, color, religion, sex, national origin or disability. For additional information see Title VI of the Civil Rights Act of 1964 (42 U.S.C., 2000d, 2000e-16), Title XI of the Education amendments of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686), and section 504 of the Rehabilitation Act of 1973 as amended (29 U.S.C. 794).

**Executive Order 24:** In accordance with Executive Order 24, issued by Governor Perdue, and N.C.G.S. § 133-32, a vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, vendor, or grantee), is prohibited from making gifts or giving favors to any employee of the Agency of Agriculture and Consumer Services. This prohibition covers those vendors, contractors, and/or grantees who:

- (a) have a Contract with a governmental Agency; or
- (b) have performed under such a Contract within the past year; or
- (c) anticipate bidding on such a Contract in the future.

For additional information regarding the specific requirements and exemptions, vendors, contractors, and/or grantees are encouraged to review Executive Order 24 and N.C.G.S. § 133-32.

### **Confidentiality**

**Confidentiality:** Any information, data, instruments, documents, studies or reports given to or prepared or assembled by the Grantee under this agreement shall be kept as confidential and not divulged or made available to any individual or organization without the prior written approval of the Agency. The Grantee acknowledges that in receiving, storing, processing or otherwise dealing with any confidential information it will safeguard and not further disclose the information except as otherwise provided in this Contract.

### **Oversight**

**Access to Persons and Records:** The State Auditor and the using agency's internal auditors shall have

access to persons and records as a result of all Contracts or grants entered into by State agencies or political subdivisions in accordance with General Statute 147-64.7 and Session Law 2010-194, Section 21 (i.e., the State Auditors and internal auditors may audit the records of the contractor during the term of the Contract to verify accounts and data affecting fees or performance).

**Record Retention:** Records shall not be destroyed, purged or disposed of without the express written consent of the Agency. State basic records retention policy requires all grant records to be retained for a minimum of five years or until all audit exceptions have been resolved, whichever is longer. If the Contract is subject to federal policy and regulations, record retention may be longer than five years since records must be retained for a period of three years following submission of the final Federal Financial Status Report, if applicable, or three years following the submission of a revised final Federal Financial Status Report. Also, if any litigation, claim, negotiation, audit, disallowance action, or other action involving this Contract has been started before expiration of the five-year retention period described above, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular five-year period described above, whichever is later.

### **Miscellaneous**

**Choice of Law:** The validity of this Contract and any of its terms or provisions, as well as the rights and duties of the parties to this Contract, are governed by the laws of North Carolina. The Grantee, by signing this Contract, agrees and submits, solely for matters concerning this Contract, to the exclusive jurisdiction of the courts of North Carolina and agrees, solely for such purpose, that the exclusive venue for any legal proceedings shall be Wake County, North Carolina. The place of this Contract and all transactions and agreements relating to it, and their situs and forum, shall be Wake County, North Carolina, where all matters whether sounding in Contract or tort, relating to the validity, construction, interpretation, and enforcement shall be determined.

**Headings:** The Section and Paragraph headings in these General Terms and Conditions are not material parts of the agreement and should not be used to construe the meaning thereof.

**Time of the Essence:** Time is of the essence in the performance of this Contract.

**Care of Property:** The Grantee agrees that it shall be responsible for the proper custody and care of any property furnished to it for use in connection with the performance of this Contract and will reimburse the

Agency for loss of, or damage to, such property. At the termination of this Contract, the Grantee shall contact the Agency for instructions as to the disposition of such property and shall comply with these instructions.

**Amendment:** This Contract may not be amended orally or by performance. Any amendment must be made in written form and executed by duly authorized representatives of the Agency and the Grantee.

**Severability:** In the event that a court of competent jurisdiction holds that a provision or requirement of this Contract violates any applicable law, each such provision or requirement shall continue to be enforced to the extent it is not in violation of law or is not otherwise unenforceable and all other provisions and requirements of this Contract shall remain in full force and effect.

**Travel Expenses:** Reimbursement to the Grantee for travel mileage, meals, lodging and other travel expenses incurred in the performance of this Contract shall be reasonable and supported by documentation. State rates shall be used. International travel shall not be reimbursed under this Contract.

**Sales/Use Tax Refunds:** If eligible, the Grantee and all subgrantees shall: (a) ask the North Carolina Department of Revenue for a refund of all sales and use taxes paid by them in the performance of this Contract, pursuant to G.S. 105-164.14; and (b) exclude all refundable sales and use taxes from all reportable expenditures before the expenses are entered in their reimbursement reports.

**Advertising:** The Grantee shall not use the award of this Contract as a part of any news release or commercial advertising.

**Indirect Costs Policy:** The Agency has adopted a "Zero" policy that indirect costs are unallowable expenditures in all State funded grant applications and/or grant guidance, informational or directional documents.

**Allowable Uses of State Funds:** Expenditures of State funds by any grantee shall be in accordance with the Cost Principles outlined in the Office of Management and Budget (OMB) CFR Title 2, Part 200 Uniform Administrative Requirements, as applicable. If the grant funding includes federal sources, the grantee shall ensure adherence to the cost principles established by the Federal Office of Management and Budget. [09 NCAC 03M.020]

## Certifications and Assurances

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### CERTIFICATIONS REGARDING LOBBYING, NONPROCUREMENT, DEBARMENT, SUSPENSION AND DRUG-FREE WORKPLACE

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Signature of this form provides for compliance with certification requirements under 2 CFR, Subtitle B, Chapter IV, Part 417, "Nonprocurement Debarment and Suspension," Part 418, "New Restrictions on Lobbying," and Part 421, "Requirements for Drug-Free Workplace (Financial Assistance)," and 2 CFR Part 180. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Agriculture & Consumer Services determines to award the covered transaction, grant, or cooperative agreement.

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#### 1. LOBBYING

As required by authority: 31 U.S.C. 1352 and U.S.C. 301 and implemented at 2 CFR Part 180, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 2 CFR Section 418.110, the applicant certifies that to the best of their knowledge and belief, that:

- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal contract, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions.
- 3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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#### 2. NONPROCUREMENT DEBARMENT AND SUSPENSION

As required by Executive Order 12549, Debarment and Suspension, and implemented at 2 CFR Part 180 and 2CFR Part 417, for prospective participants in primary covered transactions, as defined at 2 CFR 180.435 and Subpart C, 417.332, the applicant certifies that it and its principals:

- a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

- c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph 2. (a) (b) of this certification.
- d) Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default.
- e) Agree to include a term or condition in lower tier covered transactions requiring lower tier participants to comply with subpart C of the OMB guidance in 2 CFR part 180, as supplemented by subpart C of Part 417.

Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this certification.

**3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 2 CFR Part 182, Subparts B, and C, for grantees:

The applicant certifies that it will:

- a) Make a good faith effort, on a continuing basis, to maintain a drug-free workplace. You must agree to do so as a condition for receiving any award covered by this part.
- b) Publish a drug-free workplace statement and establish a drug-free awareness program for your employees (see Sections 182.205 through 182.220); and
- c) Take actions concerning employees who are convicted of violating drug statutes in the workplace (see Section 182.225), including notification to any Federal agency on whose award the convicted employee was working and within 30 days take appropriate personnel action against the employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended; or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a Federal, State or local health, law enforcement, or other appropriate agency.
- d) You must identify all known workplaces under your Federal awards (see Section 182.230).

The grantee must provide the location site(s) for the performance of work done in connection with the specific grant.

Place(s) of Performance (Street address, city, county, state, zip code)


**DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 2 CFR Part 182:

- A. As a condition of the grant, I certify that I will comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of part 421, which adopts the Government-wide implementation (2 CFR part 182) of sec. 5152-5158 of the Drug Free Workplace Act of 1988 (Pub.L100-690, Title V, Subtitle D; 41 U.S.C. 701-707).

B. I agree to notify the agency as required by 2 CFR 182.300(b) of any conviction for a criminal drug offense within ten days.

Notice shall include the identification number(s) of each affected grant.

**As the duly authorized representative of the Grantee, I hereby certify and state to the best of my knowledge and belief, that the Grantee will comply with the above certifications.**

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Grantee Organization Name

---

Signature of Authorized Representative Date

---

Printed Name of Authorized Representative Title

NC OpenBook Supplemental Information

**Instructions:** Complete the information below and return it to the Contract Administrator identified in your original contract. This information must be submitted as part of your contract. If you have questions, please contact the Contract Administrator or the Alternate Contact as reflected in your contract.

DUNS Number: \_\_\_\_\_  
 Contract Number: \_\_\_\_\_ Amendment Number: \_\_\_\_\_  
 Grantee Name: \_\_\_\_\_  
 TAX ID Number: \_\_\_\_\_  
 Fiscal Year Ends: \_\_\_\_\_

1. Brief Description and Background/History of your Organization.

Be sure to include the number of years in existence, number of employees, mission and goals of your organization.

2. Current project timeline: Begin \_\_\_\_\_ End \_\_\_\_\_

3. Expected outcomes and specific deliverables.

(Example: Expected Outcome: Aquaculture operation will remain in business. Deliverable: Healthy food made available for human consumption.)

4. The Grantee's WEB URL: \_\_\_\_\_

5. \* Grantee County of Residence: \_\_\_\_\_ Congressional District#: \_\_\_\_\_  
 (CONGRESSIONAL DISTRICT # MUST BE IDENTIFIED)

6. \*\*County of Benefit: Single County:  Yes  No County Name: \_\_\_\_\_  
 Statewide:  Yes  No  
 Regional:  Yes  No

7. If the answer to question number 6 is more than one county or "Regional", list the counties receiving benefit.

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

\*Grantee County of Residence: County in which grantee is located.

\*\*County of Benefit: List only county or counties in which funding will be spent and/or food commodities will be received.

## Signature Card



### CONTRACT & FINANCIAL DOCUMENTS

**INSTRUCTIONS:** Please read and fill in the required information to the right of each field where applicable. Signatures must match the Contract signatures. In the event the affixed signature(s) are no longer valid, a revised form must be submitted prior to processing any contractual documents or submitting "Request for Payments" or any other financial documents. If more than two people will sign for the organization, this form may be duplicated.

#### SECTION I.

Date:	
Legal Applicant Organization/Agency Name:	
Federal Tax Identification Number:	

#### SECTION II.

**Certification:**

By affixing my signature below, I certify that person(s) identified are designated having legal authorization to sign on behalf of the organization named in Section I., above, for purposes of executing contractual documents and preparing, approving and executing all financial documents; including "Requests for Payments." I understand the legal implications of any and all misrepresentation, which include but are not limited to defrauding the State of North Carolina, and certify that the person signing below has full authority to execute this Agreement on behalf of the named organization.

#### NON-GOVERNMENTAL ORGANIZATIONS ONLY (Must match Contract signature)

<b>Board Chair, Executive Director, etc.</b>	<b>Financial Representative, Treasurer, etc.</b>
Print Name & Title:	Print Name & Title:
Signature:	Signature:

#### GOVERNMENTAL ENTITIES (Must match Contract signature)

<b>Authorized Governmental Official</b>	<b>Chief Fiscal Officer</b>
Print Name & Title:	Print Name & Title:
Signature:	Signature:

IV. Consent Agenda

20. Approval of Contract with Sunland Builders, Inc. in the Amount of \$565,000 for the Hibbs Acres Subdivision Road Repairs and Approval for County Manager to Execute the Contract

# PLANNING AND DEVELOPMENT

**Eugene Foxworth**  
Director



**Beaufort Office** Phone 252-728-8545  
**Western Office** Phone 252-222-5833

---

## MEMORANDUM

DATE: March 5, 2020  
TO: Carteret County Board of Commissioners  
CC: Tommy Burns, County Manager  
FROM: Eugene Foxworth, Assistant County Manager  
RE: Hibbs Acres Road Assessment – Bid Award

As you are aware, Carteret County is undertaking a road assessment for the streets within the Hibbs Acres Subdivision. Staff subsequently produced and posted a Request for Proposal and received two bids for the project. Sunland Construction was the lower cost proposal with an amount of \$565,000.00. Please see the attached proposal.

**PROPOSAL AND CONTRACT**

<<Submit two copies of this page with your bid>>  
Reconstruction of Hibbs Acres Subdivision Streets

*see attached proposal*

The undersigned, as bidder, proposes and agrees if this proposal is accepted to contract with the County of Carteret for the furnishing of all materials, equipment, and labor necessary to complete the construction of the work described in these documents in full and complete accordance with plans, specifications, and contract documents, and to the full and entire satisfaction of the County of Carteret for the sum of:

**BASE BID:** ~~Seven hundred and twenty-five thousand~~ 725,000 Dollars \$ 725,000<sup>00</sup>

**ALTERNATE #1:** NIA - SEE # Dollars \$ \_\_\_\_\_

Respectively submitted this 13<sup>th</sup> day of September 2019

Sunland Builders Inc  
(Contractor)

Federal ID#: 56-1594467

By: [Signature]

Witness: \_\_\_\_\_

Title: VICE PRESIDENT  
(Owner, partner, corp. Pres. Or Vice President)

\_\_\_\_\_  
(Proprietorship or Partnership)

Address: 4846 A Hwy 27E, Norwood, NJ 08570

Attest: (corporation)

Email Address: Sunland2504@yandex.com

(Corporate Seal)

By: [Signature] License #: 24641

Title: Corporate Secretary  
(Corporation Secretary/Ass't Secretary.)

\* Undercut, BACKFILL UNSUITABLE SOILS w/ GEPG RD @ 35' day

IN TESTIMONY WHEREOF, the parties have expressed their agreement to these terms by causing this Contract to be executed by their duly authorized office or agent.

COUNTY OF CARTERET

(Seal)

\_\_\_\_\_  
County Manager

\_\_\_\_\_  
Printed Name



**Sunland Builders, Inc.**

4846-A HWY 24 EAST P.O. BOX 1436 SWANSBORO, NC 28584  
P 252-393-2504 F 252-393-7070 ANNEX 252-764-2829

**CONTRACT PROPOSAL**

March 4, 2020

Mr. Ethan Brogden  
Carteret County Planning  
302 Courthouse Square  
Beaufort, NC 28516  
Ph: 252-728-8545  
Ethan.brogden@carteretcountync.gov.

Subject: Hibbs Acres Subdivision, Newport, NC

Sunland Builders, Inc., dba Sunland Development & Construction, herein after called the Company, proposes to furnish all material, labor, equipment and supervision to complete the following described work at the price quoted herein:

**SCOPE:**

See attached spreadsheet dated 2/19/2020

NOTE: Undercut, backfill of unsuitable soils with Geogrid @ \$35.00/CY.

Check one:

This is a unit based contract. For purposes of final payment, in place measurements will be taken upon completion of job.

This is a lump sum contract based on the scope and exclusions as stated.

The prices quotes herein are based upon the site being available for completion of the Company's work within Contract schedule, and is firm until that date. Unless a lump sum price is paid for the foregoing work, and is clearly stated, it is understood and agreed that the quantities referred to above are estimates only and that payment shall be made at the stated unit prices on the actual quantities of work performed by the Company. If the foregoing meets with your acceptance, sign and return both copies of this proposal. Upon its receipt, it is understood and agreed that the terms and conditions set forth in this Contract will constitute the full and complete agreement between us.

The following information is required upon acceptance of this contract to comply with the North Carolina Lien Laws for projects in excess of \$30,000: (1) Property Owner Information (2) Physical Address of the Property (3) Lien Agent Contact Information.

This proposal expires thirty (30) days from the date hereof, but may be accepted later at the sole option of the Company.

Terms and Conditions and the Specific Exclusions for this Contract are listed in this Proposal & Contract.

#### Terms and Conditions

Payment in full for all work performed hereunder during any month shall be made according to the terms stated herein, but not later than thirty (30) days from the date of our invoice. Final and complete payment for all work shall be made not later than fifteen (15) days from the date of our invoice. Final and complete payment for all work shall be made not later than fifteen (15) days after completion of such work. Payment shall not be contingent upon payment to you by owner or any other person. Interest of one and one half percent (1 ½%) per month shall be charged and paid on all unpaid balances from the date of our invoice until payment is received. You agree to pay in full all costs and expenses incurred by Sunland Builders, Inc., dba Sunland Development & Construction, in collecting the amounts owed by you on any unpaid invoices. Any monies paid to you for our work shall be held in trust for our benefit, including, but not limited to reasonable attorney fees.

We shall not be obligated to perform the work called for under this contract until your credit has been checked and approved by our Credit Department. If credit conditions become unsatisfactory at any time prior to our completion of the work hereunder, we shall be furnished adequate security upon our request.

This document is the full agreement between us, regardless of any prior proposals or communications. Any deviations from this contract and any incidental work, or reductions in work, shall be set forth in writing and signed by both parties prior to the making of such change.

We shall be provided with suitable access to the work area. If our work is dependent upon, or must be undertaken in conjunction with the work of others, such work shall be so performed and completed as to permit us to perform our work in a normal uninterrupted manner. It will be your responsibility to coordinate the work of others.

Unless a time limit is imposed for completion of work, we shall undertake it in the course of our normal operating schedule. We shall not be liable for any failure to undertake or complete the work for reasons beyond our control, including, but not limited to fire, flood, hurricane or other casualty, labor disputes or other disagreements, and accidents or other mishaps, whether affecting this work or other operations, in which we are involved directly or indirectly. You shall not interfere with the progress of our work. Any delay damages we incur, including attorney fees, resulting from your breach of this or any other provision of this contract, shall be paid by you.

If for any reason beyond our control, our work is not completed by the date stated in the contract, we may cancel this agreement at any time thereafter on ten (10) day notice. In such event, we shall be relieved of any further obligations with respect to the balance of the work, and we shall be entitled to receive final and complete payment for all work performed by us to the date of cancellation within fifteen (15) days thereafter.

We shall not be responsible for, and you agree to hold us harmless from any liability resulting from damages to utilities or other facilities or objects buried beneath our work area or designated areas of access when the existence or location of these utilities, facilities or objects is unknown to the Company.

We shall not be responsible for any damage to or deterioration of any of our work, whether completed or in progress, resulting from any cause beyond our control, including, but not limited to, failure or inadequacy of labor or materials not furnished and installed by us, whether or not such failure or inadequacy was or could have been known at the time our work was undertaken. You agree that the proper jurisdiction and venue for adjudication concerning the Contract is in Carteret County, North Carolina, and you waive the right to jurisdiction and venue in any other place. You are responsible for all expenses incurred in the cost of collecting sums due on this Contract, or as a result of your breach of its terms by you, your agents, other contractors and their subcontractors and other persons directly or indirectly under your control, including but not limited to, reasonable attorney fees.

You agree to hold us harmless for all expenses, including but not limited to, attorney and expert fees arising from your breach of this Contract or any of its provisions, or any other claims, injuries or damages resulting from your acts or omissions and those of your employees, agents, other contractors and their subcontractors and other persons directly or indirectly under your control.

When the Company contracts to work dependent on grade prepared by others, the Company will not be responsible for repair or replacement of work performed by us because of failure of that grade to meet specifications of this Contract.

The following items are specifically excluded from this contract unless listed within the Scope of Work on the front side of this Proposal & Contract: engineering & staking; testing; as-built survey; GIS survey; permits & fees; bonds; undercut & backfill of unsuitable material; landscaping; permanent seeding; hazardous material removal; hazardous waste removal; capillary water barrier; unless otherwise specified storm drainage and water and sewer utilities are to 5' of building or structure; traffic control; excavation and/or backfill of footings; temporary utilities or facilities; adjustment, removal or relocation of new or existing utilities; soil treatment, soil poisoning or vegetative preventatives; obtaining approval or inspections by third parties; work in plans of other trades not specifically included in this Contract.

ACCEPTED:

---

Individual/Firm Name (Printed)

---

Signature of Authorized Representative

---

Title of Authorized Representative (Printed)

**Hibbs Acres Subdivision**

**2/19/2020**

As Bid 09/13/2019	\$ 725,000
NCDOT Changes per January 16, 2020 e-mail	
Reduce Storm Drain Crossing to two (total)	\$ (10,200)
Reduce Outfall Ditch Work to 1641.66' (total)	\$ (13,500)
Concessions from Asphalt Paving Subcontractor	\$ (8,800)
Sunland Reductions	\$ (127,500)
Reduced Sunland Markup and Profit	
Adjust to Minimum Erosion Control Requirments (Sunland Risk)	
Adjust to Minimum NCDOT S/D Design (Sunland Risk)	
	<hr/>
	\$ 565,000

CARTERET COUNTY  
Board of Commissioners



Agenda Item
V.

Meeting Date:  
16-Mar-20

Presenter:

**ITEM TO BE CONSIDERED**

Title: Public Comment

**Brief Summary:**  
Citizens will be provided three minutes to speak during Public Comment.

If the Board of Commissioners approves of the agenda item as presented, the following motion(s) is (are) suggested:

**BACKGROUND**

<b>Originating Department</b>	<b>Attachments:</b>
_____	1 N/A _____
_____	2 _____
_____	3 _____
<b>Staff Contact:</b>	4 _____
_____	5 _____

**REVIEWED BY**

County Manager _____	County Attorney _____
Clerk to the Board _____	ACM/Finance Director _____

**CARTERET COUNTY**  
**Board of Commissioners**



Agenda Item
VI.

Meeting Date:  
16-Mar-20

Presenter:  
Chairman Smith

**ITEM TO BE CONSIDERED**

Title: Presentation of Resolution Honoring Retiring Judge John E. Nobles, Jr.

**Brief Summary:**

Chairman Smith will read a Resolution honoring retiring Judge John E. Nobles, Jr.

If the Board of Commissioners approves of the agenda item as presented, the following motion(s) is (are) suggested:

**BACKGROUND**

Originating Department \_\_\_\_\_

**Attachments:**

1 Copy of Resolution \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

Staff Contact: \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

**REVIEWED BY**

County Manager \_\_\_\_\_  
Clerk to the Board \_\_\_\_\_

County Attorney \_\_\_\_\_  
ACM/Finance Director \_\_\_\_\_

Board of Commissioners  
Bill Smith, Chair  
Robin Comer, Vice-Chair  
Bob Cavanaugh  
Jimmy Farrington  
Mark Mansfield  
Jonathan Robinson  
Ed Wheatly



County Manager  
Tommy R. Burns

Clerk to the Board  
Rachel B. Hammer

**RESOLUTION HONORING RETIRING JUDGE  
JOHN E. NOBLES, JR.**

**WHEREAS**, Judge John E. Nobles, Jr. has served as a Superior Court Judge for Judicial District 3B of the Second Division of the Superior Court, serving Carteret, Craven and Pamlico Counties since his initial appointment in 2005; and

**WHEREAS**, Judge Nobles prepared for his duties and responsibilities with the Superior Court through his diligent undergraduate studies at the University of North Carolina at Chapel Hill and receipt of his Juris Doctor Degree from Wake Forest University; and

**WHEREAS**, Judge Nobles has been a dedicated public servant, serving the people of Carteret, Craven and Pamlico Counties with honor and distinction; and

**WHEREAS**, Judge Nobles performed his judicial role with compassion, dedication, wisdom, integrity, and respect for the law throughout his tenure; and

**WHEREAS**, Judge Nobles will bring his judicial labors to a close on March 31, 2020, after 15 years of service; and

**WHEREAS**, the Carteret County Board of Commissioners in cooperation with the Clerk of Superior Court, has determined that the portrait of Judge John E. Nobles, Jr. should be hung in Superior Courtroom 1 of the Carteret County Courthouse in conformity with the hanging of portraits of previous judges; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Carteret County Board of Commissioners, in recognition and appreciation of Judge Nobles' many contributions to the community and to the legal profession, resolve that this Resolution be spread upon the minutes of the Carteret County Board of Commissioners in testimony thereof and that a copy hereof be presented to Judge John E. Nobles, Jr.; and

**BE IT FURTHER RESOLVED**, that the Carteret County Board of Commissioners, wishes Judge Nobles a long, happy and rewarding retirement.

**ADOPTED** this the 16<sup>th</sup> day of March 2020.

\_\_\_\_\_  
Bill Smith, Chairman

ATTEST

\_\_\_\_\_  
Rachel Hammer  
Clerk to Commissioners

**CARTERET COUNTY**  
**Board of Commissioners**



Agenda Item
VII.

**Meeting Date:**  
16-Mar-20

**Presenter:**  
Jim Nelson, Bo Kirk & Kevin Daniels

**ITEM TO BE CONSIDERED**

**Title:** Overview/Presentation - Veterans Coalition of the Crystal Coast

**Brief Summary:**

Mr. Nelson, Mr. Kirk & Mr. Daniels will share information regarding the Veterans Coalition of the Crystal Coast.

If the Board of Commissioners approves of the agenda item as presented, the following motion(s) is (are) suggested:

**BACKGROUND**

**Originating Department**  
 \_\_\_\_\_

- Attachments:**
- 1 Copy of Presentation \_\_\_\_\_
  - 2 \_\_\_\_\_
  - 3 \_\_\_\_\_
  - 4 \_\_\_\_\_
  - 5 \_\_\_\_\_

**Staff Contact:**  
 \_\_\_\_\_

**REVIEWED BY**

County Manager \_\_\_\_\_  
 Clerk to the Board \_\_\_\_\_

County Attorney \_\_\_\_\_  
 ACM/Finance Director \_\_\_\_\_

# Together With Veterans

Carteret County Working Together to Serve Veterans





## Veteran Suicide Rates

- According to VA statistics, 17 veterans die by suicide every day.
- Annually that loss of life is over 6,000 veterans – almost equal to the total loss of U.S. soldiers in the last 18 years in the Global War on Terrorism.



# Together With Veterans

- ▶ Together With Veterans (TWV), an evidenced-based Veteran suicide prevention intervention, is a community partnership with the US Department of Veterans Affairs, Rocky Mountain Mental Illness Research and Clinical Center (MIRECC), the Western Interstate Commission for Higher Education Mental Health Program (WICHE MHP) and local organizations run by or serving veterans.
- ▶ VCCC TWV Carteret County:
  - Local Veterans Services Organizations
  - Count Veterans Services Office
  - VA mental health/health care personnel
  - NC Works, NC4Me, NC Serves
  - Integrated Family Services
  - Hope Mission
  - Law Enforcement Representatives
  - First Responder Representatives
  - Local businesses
  - Individual volunteers
  - and many others.
  - (your name/organization here)?



## Together With Veterans Mission



Enlists rural Veterans and their local partners to join forces to reduce Veteran suicide in their community.



## Together With Veterans Programs

- ▶ San Louis Valley, Colorado\*
- ▶ North West Montana\*
- ▶ Carteret County, North Carolina
- ▶ North East Montana\*
- ▶ Franklin, Macon County, North Carolina\*

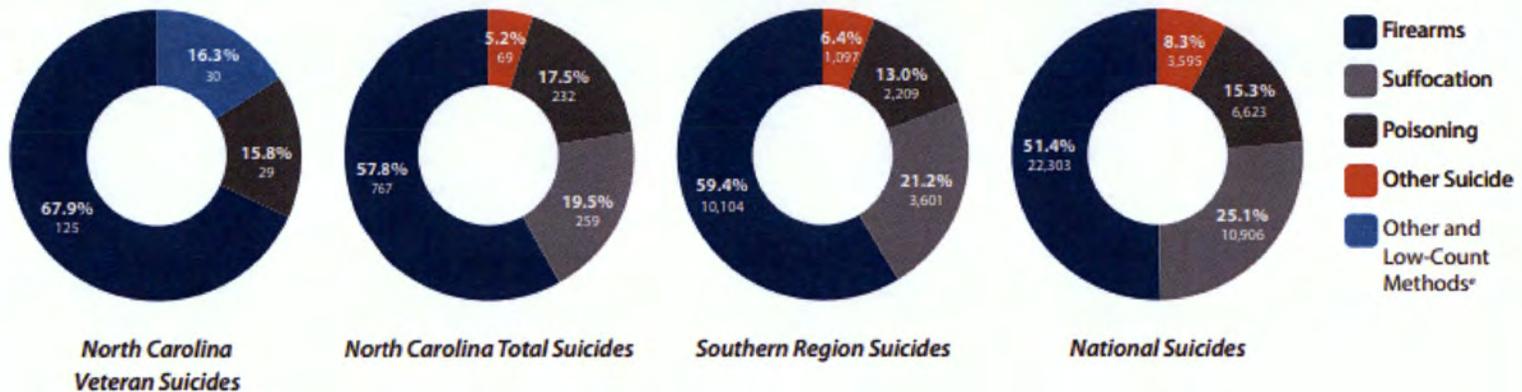
WICHE has a goal of 22 sites by the end of 2020

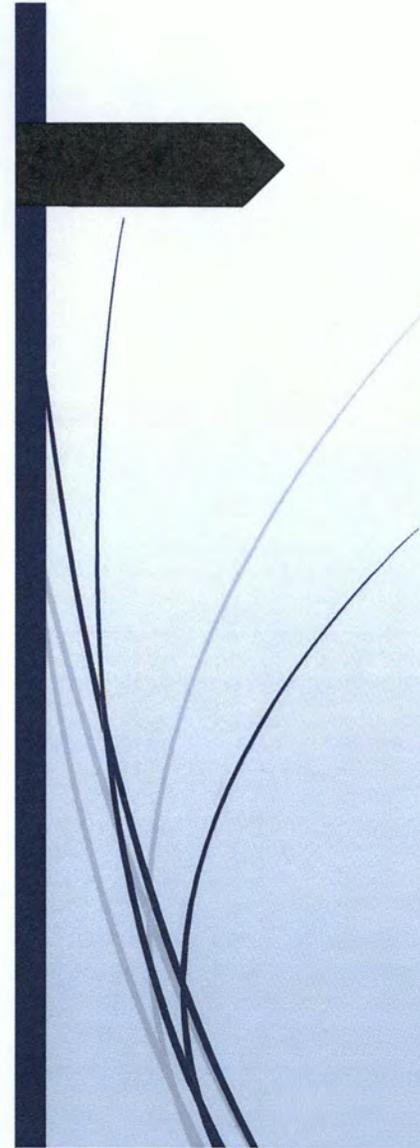
**\*We have met with and interacted with these organizations**

# North Carolina Veteran Suicides

- After accounting for age differences, the Veteran suicide rate in North Carolina (25.2 per 100,000) was significantly higher than the national suicide rate (17.5 per 100,000)
- Almost 70% of Veterans who die by suicide in NC use firearms as the means of suicide

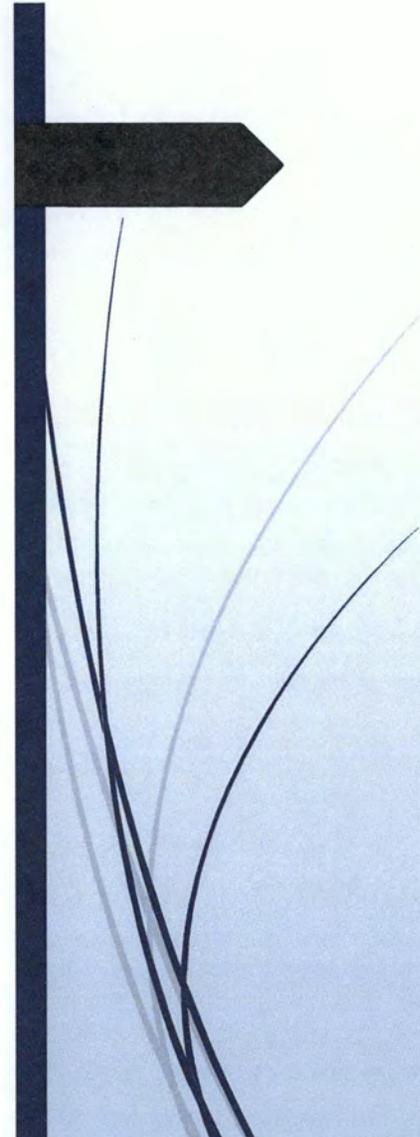
**North Carolina Veteran and Total North Carolina, Southern Region, and National Suicide Deaths by Method,<sup>4</sup> 2016**





## Why Carteret County?

- ▶ Suicide is the 7<sup>th</sup> leading cause of death from 2010-2014 in Carteret County
- ▶ Carteret County has a rate of suicide death of 17.8 per 100,000
- ▶ Suicide rates from 2005-2009 were 16.8 per 100,000 and increased to 17.8 in 2010-2014
- ▶ Carteret County saw decreased rates in 11 leading causes of death throughout 2010-2014 with the exception of suicide which increased.



## Total calls to the Veterans Crisis hot Line 10/1/18 – 9/30/19 from area code 252

<u>Volume</u>	<u>Consults</u>	<u>Emergency Dispatches (ED)</u>	<u>Facility Transport Plans (FTP)</u>
2066	642	87	55

**ED:** Sending first responders out to Veteran

**FTP:** Ensuring Veteran is transported to facility through this plan

**Consults:** Referrals to Suicide Prevention Coordinator or other POC



# Veterans Coalition of the Crystal Coast

## **Mission Statement**

Prevent Veteran suicides in our local community, in North Carolina, and nationwide.

## **Vision Statement**

Honor and serve Veterans and active duty military and their families by building and maintaining a coalition of concerned groups and people dedicated to detecting Veteran mental health issues and preventing suicide.



## VCCC TWV Team Accomplishments

- Completed a SWOT Analysis to identify gaps in service, communication, resources available, etc.
- Out of that Analysis:
  - Group completed Signs, Ask, Validate, Encourage(SAVE) training
  - Group completed Columbia Suicide Severity Rating Scale (CSSRS) training
  - A few attended off-site training for Question, Persuade, and Refer (QPR) training
  - TWV Summit held in Boulder CO. (February 2019)
    - Met with three other sites Montana and 2 from Colorado to learn from their mistakes/success
    - Network
  - Created a brochure and logo with help from Montana TWV, established Veterans Coalition of Crystal Coast(VCCC), including our mission and vision statements
  - Article in MIRECC Newsletter (March 2019), Certificate of Appreciation from VA Office of Rural Health/Office of Suicide Prevention/MIRECC (February 2019), VISN 6 Newsletter



## Accomplishments Cont'd

- ▶ Presentation at the Governor's Working Group. Invitation to return and continue to work with other groups/counties in Raleigh, NC
- ▶ Invitation to Present at DOD Suicide Prevention Summit in Nashville, TN
- ▶ Invitation to VA Substance Abuse and Mental health Services Administration (SAMHSA) conference in Washington, DC, 2019 & 2020
- ▶ Developed Action Plan:
  - ▶ Establishing VCCC as a 501(c)(3)
  - ▶ Searching for strong leadership for BOD
  - ▶ Searching for office location
  - ▶ Reaching out to individuals, organizations, businesses to join/advocate
- ▶ VA Office of Rural Health funding through WICHE (4 years)
- ▶ Combining Carteret County Veterans Council & VCCC



## Goals

1. Provide Veterans and their families with information about benefits and referrals to the Veteran Administration.  
**Operation Veteran Strong: Resource Website**
2. Assist Veterans and their families with registration, transportation, care-givers, equipment, lodging, and other essentials related to services provided through the Veteran Administration.  
**County VSO, Veteran Service Organizations**
3. Identify at-risk Veterans specifically regarding suicide and post-traumatic stress (PTSD).  
**Training, Community Outreach Events, Coordinating Efforts with local health care organizations**
4. Improve delivery of assistance for at-risk Veterans in our community.  
**Training, Community Outreach Events, Coordinating Efforts with local health care organizations**
5. Motivate Veterans and families of Veterans to participate in recreational, therapeutic, and economic activities to promote the healing process.  
**VCCC augment local events**



## Suicide Prevention Strategies

- Reduce Stigma and Promote Help Seeking
- Promote Lethal Means Safety
- Provide Suicide Prevention Training
- Enhance Primary Care Suicide Prevention
- Improve Access to Quality Care

“No one can do  
**EVERYTHING**  
but everyone can do  
**SOMETHING**”

-Author Unknown

Together With  
Veterans

Carteret County Working Together to Serve Veterans



P.O. Box 95

Morehead City, NC 28557

[vccctwv2019@gmail.com](mailto:vccctwv2019@gmail.com)

252-528-8610

**CARTERET COUNTY**  
**Board of Commissioners**



Regular Item
VIII.

**Meeting Date:**  
 16-Mar-20

**Presenter:**  
 Eugene Foxworth

**ITEM TO BE CONSIDERED**

**Title:**

Public hearing to consider a request to rezone a 0.99-acre property located approximately 1,400 feet south of the Highway 101 and Laurel Road intersection in Beaufort, NC from I-W (Industrial & Wholesale District) to B-1A (General Business District).

**Brief Summary:**

Derek G. & Cherie P. Walker are requesting to rezone a 0.99-acre property located approximately 1,400 feet south of the Highway 101 and Laurel Road intersection in Beaufort, NC from I-W (Industrial & Wholesale District) to B-1A (General Business District).

Currently, there are no structures on the property. The subject property is bordered by residential properties to the north, south, east and west.

The subject property is bordered by R-15M zoning to the north, south and west, I-W zoning to the east, and B-1A zoning to the northeast.

The subject property is situated within the Limited Transition CAMA Land Use Plan classification.

Twenty-six surrounding property owners have been notified and the property has been posted. To date, staff has received three letters of no objection.

At their meeting on February 10, 2020, the Planning Commission voted unanimously to recommend approval of the proposed rezoning map amendment stating, "The Planning Commission finds and determines that Case # REZ20-000001 is consistent with the goals, objectives and policies of the CAMA Land Use Plan."

**If the Board of Commissioners approves of the agenda item as presented, the following motion(s) is (are) suggested:**

1. Motion to open the public hearing.
2. Motion to close the public hearing.
3. Motion to approve/deny the rezoning of one property totaling 0.99-acres located at the Highway 101 and Laurel Road intersection in Beaufort, NC from I-W to B-1A
4. Motion to approve/deny the Statement of Plan Consistency.

**BACKGROUND**

**Originating Department**  
 Planning and Development

- Attachments:**
- 1 Staff Memo
  - 2 Application and Maps
  - 3 Statement of Plan Consistency
  - 4 Excerpt from Planning Commission minutes
  - 5 Public Hearing Notice

**Staff Contact:**  
 Eugene Foxworth

**REVIEWED BY**

County Manager \_\_\_\_\_  
 Clerk to the Board \_\_\_\_\_

County Attorney \_\_\_\_\_  
 ACM/Finance Director \_\_\_\_\_

# PLANNING AND DEVELOPMENT

**Eugene Foxworth**  
Director



**Beaufort Office** Phone 252-728-8545  
**Western Office** Phone 252-222-5833

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## MEMORANDUM

DATE: February 18, 2020

TO: Carteret County Board of Commissioners

CC: Tommy Burns, County Manager

FROM: Eugene Foxworth, Assistant County Manager

RE: Request to rezone a 0.99-acre property located approximately 1,400 feet south of the Highway 101 and Laurel Road intersection in Beaufort, NC (PIN#: 639904815933000) from I-W (Industrial & Wholesale District) to B-1A (General Business District).

- Derek G. & Cherie P. Walker are requesting to rezone a 0.99-acre property located approximately 1,400 feet south of the Highway 101 and Laurel Road intersection in Beaufort, NC from I-W (Industrial & Wholesale District) to B-1A (General Business District).
- Currently, there are no structures on the property. The subject property is bordered by residential properties to the north, south, east and west.
- The subject property is bordered by R-15M zoning to the north, south and west, I-W zoning to the east, and B-1A zoning to the northeast.
- The subject property is situated within the Limited Transition CAMA Land Use Plan classification. Areas included in the Limited Transition classification are areas that will experience increasing development during the next five to ten years. This request is consistent with the Land Use Plan.
- At their meeting on February 10, 2020, the Planning Commission voted unanimously to recommend approval of the proposed rezoning map amendment stating, "The Planning Commission finds and determines that Case # REZ20-000001 is consistent with the goals, objectives and policies of the CAMA Land Use Plan."
- Twenty-six surrounding property owners have been notified and the property has been posted. To date, staff has received three letters of no objection.



# REZONING APPLICATION

Applicant: Derek Grant Walker  
 Address: 490 Glenn Ruth Lane  
Erwin, NC 28339  
 Telephone: 919.418.1736  
 E-mail: grant.ncsu@gmx.com

<sup>Joint</sup>  
 Owner (if not Applicant): Cherie P. Walker  
 Address: 490 Glenn Ruth Ln  
Erwin, NC 28339  
 Telephone: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Signature: [Signature]  
 Date: 1/3/2020 / 1/3/2020

Property address/ location: 1 acre strip between NC101 and Tottles Grove Rd  
 PIN: 639904815933000 Current Zoning: IW Proposed Zoning: B1A

Please explain why the rezoning that you are requesting is warranted: Due to setback requirements, it is difficult to see how any structure could be built on this lot. The most suitable uses for this lot which would not require a structure are permitted under B1A. Also, most of the surrounding properties are residences. The reduced impact of B1A permitted uses would be much more appropriate than those permitted under IW. I own a lot diagonally across Tottles Grove Rd., and plan to build a house on it. I suspect that none of the surrounding residences would welcome any of the IW permitted uses, and would support the change to B1A.

### For Staff Use Only:

Application Number: RE220-0000 Amt. Rec'd: \$350.00 Received by: EB Date: 01/09/2020

Carteret County Department of Planning and Development  
 Eugene Foxworth, Director

Main Office: Courthouse Square  
 Beaufort, NC 28516-1896  
 Tel: (252) 728-8545  
 Fax: (252) 728-6643

Western Office: 701 Cedar Point Blvd.  
 Cedar Point, NC 28584-8013  
 Tel: (252) 222-5833  
 Fax: (252) 222-5825

**Derek G. & Cherie P.  
Walker**  
Rezoning Request

**I-W to B-1A**

PIN#: 639904815933000  
Beaufort, NC 28516

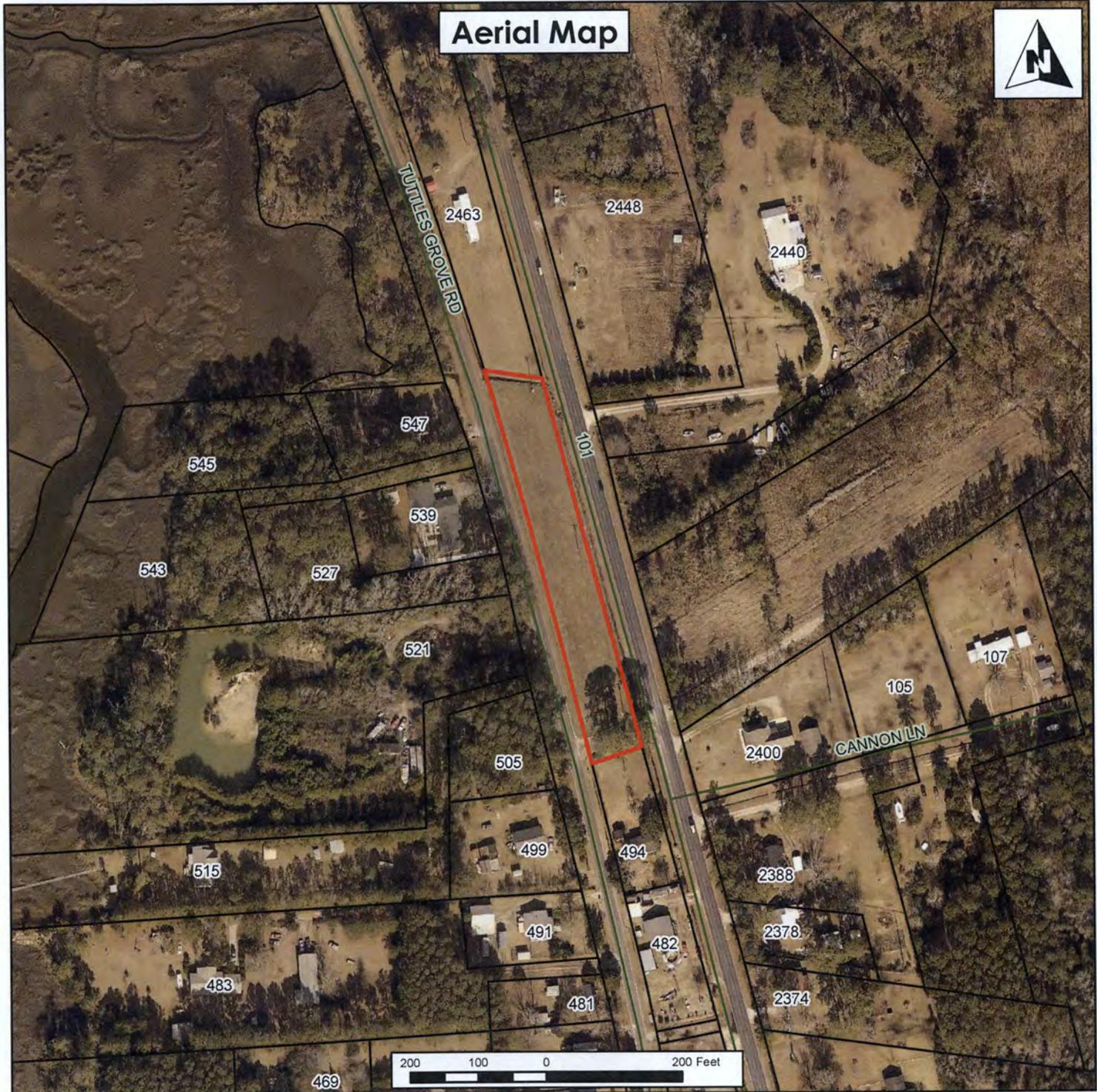
Vicinity



 Subject Property

Prepared By:  
Carteret County Planning & Development

**Aerial Map**



Derek G. & Cherie P.  
Walker  
Rezoning Request

**I-W to B-1A**

PIN#: 639904815933000  
Beaufort, NC 28516

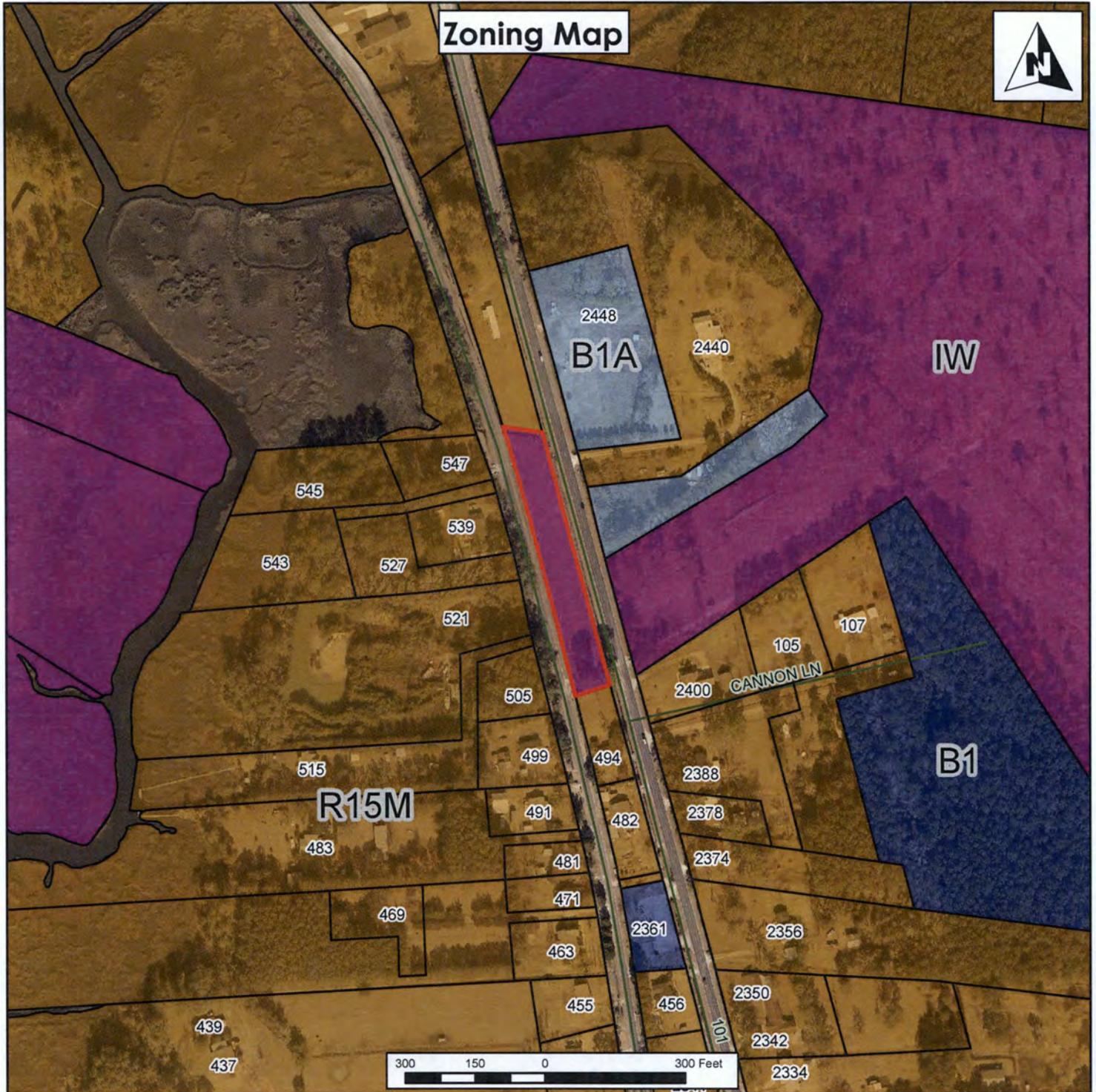
Vicinity



 Subject Property

Prepared By:  
Carteret County Planning & Development

# Zoning Map



**Derek G. & Cherie P.  
Walker**

Rezoning Request

**I-W to B-1A**

PIN#: 639904815933000  
Beaufort, NC 28516

Vicinity

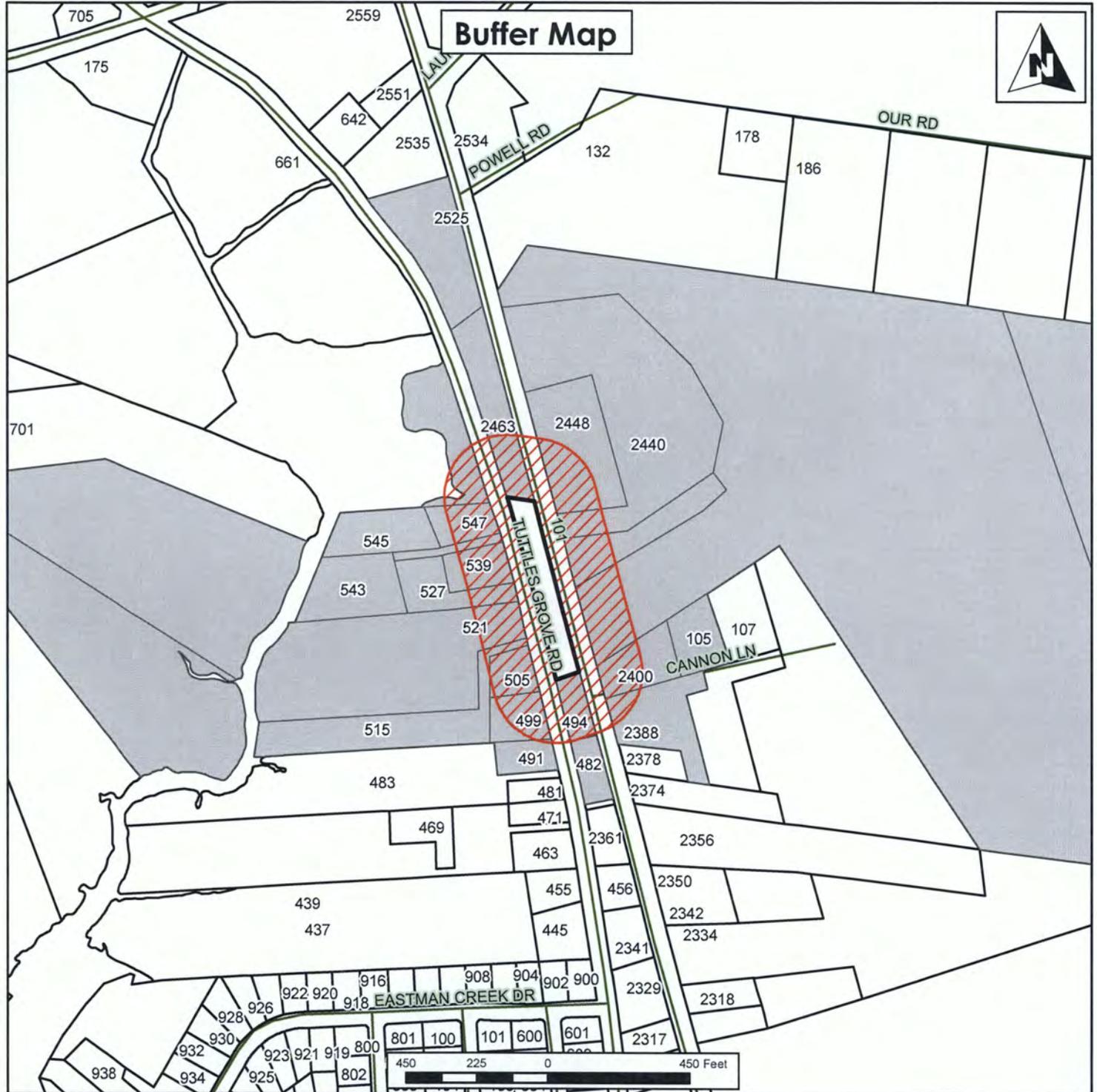


**Surrounding Property Owners**

Please see the attached  
property owner list.

 Subject Property

Prepared By:  
Carteret County Planning & Development

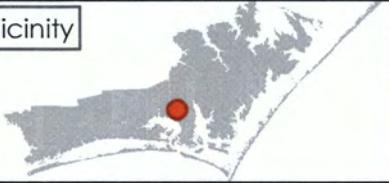


**Derek G. & Cherie P. Walker**  
Rezoning Request

**I-W to B-1A**

PIN#: 639904815933000  
Beaufort, NC 28516

Vicinity

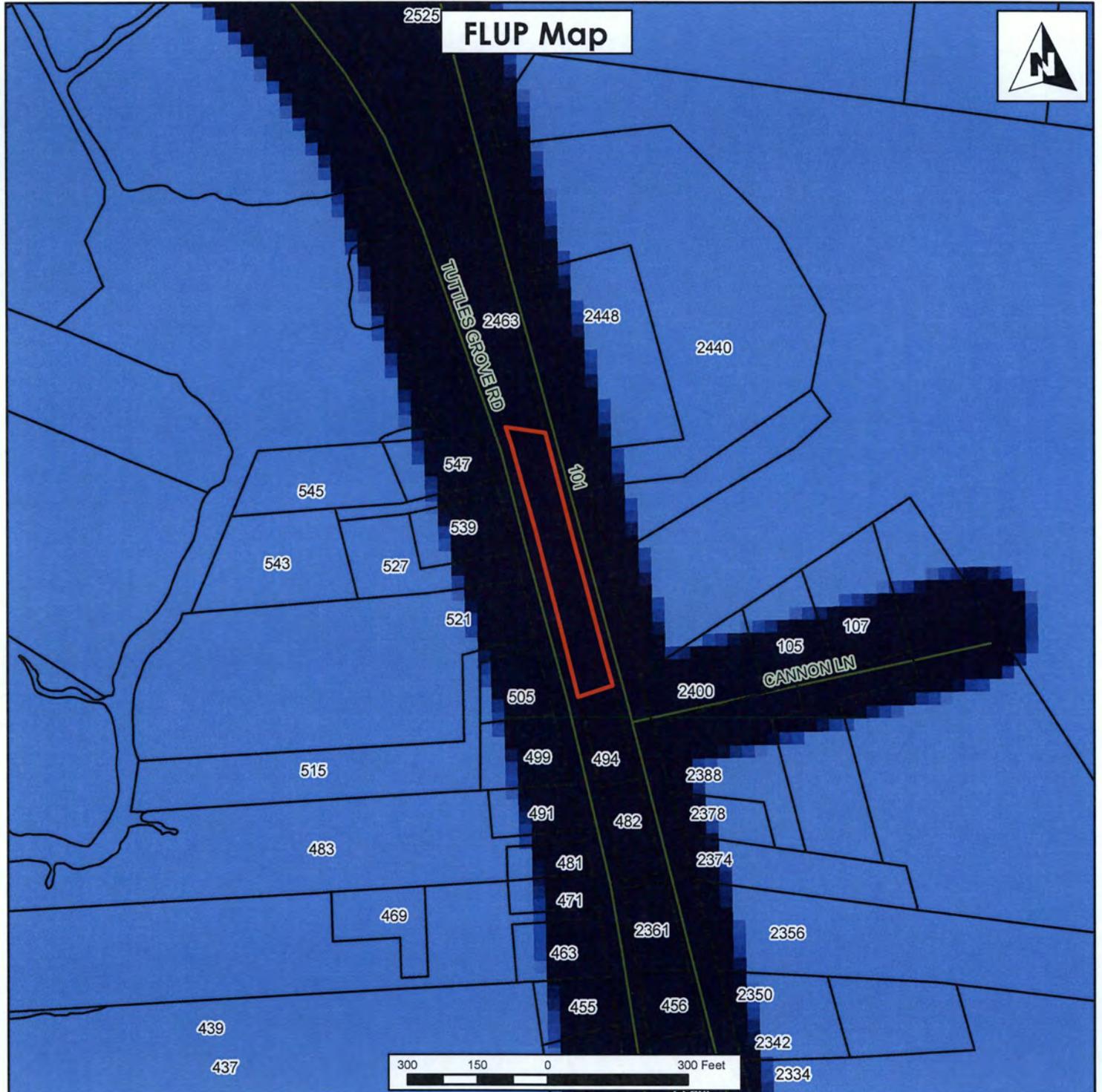


**Future Land Use Classifications**

-  Developed
-  Limited Transition
-  Community
-  Rural
-  Rural With Services
-  Protected Lands
-  Conservation

 Subject Property

Prepared By:  
Carteret County Planning & Development



## Surrounding Property Owner List

- |                                     |                        |
|-------------------------------------|------------------------|
| 1. THE CAMPEN FAMILY LLC            | PIN #: 639904821936000 |
| 2. WEYERHAEUSER COMPANY             | PIN #: 730903117708000 |
| 3. SPICKETT, WILLIAM S ETUX HEATHE  | 2440 HIGHWAY 101       |
| 4. LEWIS, JANICE L                  | 2463 HIGHWAY 101       |
| 5. WILLIS, MALCOLM R JR ETUX AVIS   | PIN #: 639904822407000 |
| 6. VANGUARD VENTURES LLC            | PIN #: 639904825351000 |
| 7. 950 CAPITAL GROUP LLC            | 801 SENSATION WEIGH    |
| 8. SPICKETT, WILLIAM S ETUX HEATHE  | PIN #: 639904816927000 |
| 9. LIGHTNING INVESTMENTS LLC        | 901 SENSATION WEIGH    |
| 10. GRIFFIN, SHERMAN                | 547 TUTTLES GROVE ROAD |
| 11. SLOCOMB, JENNIE C               | 545 TUTTLES GROVE ROAD |
| 12. SLOCOMB, JENNIE C               | PIN #: 639904811918000 |
| 13. SLOCOMB, ROBERT ETUX            | 543 TUTTLES GROVE ROAD |
| 14. HENDERSON, ROSENA M             | PIN #: 639904812942000 |
| 15. GORGES, WILLIAM D               | 527 TUTTLES GROVE ROAD |
| 16. CANNON, JOEL O ETUX LOIS B L/T  | 105 CANNON LANE        |
| 17. RIFFE, WILLIAM J ETUX ANN       | 521 TUTTLES GROVE ROAD |
| 18. CANNON, JOEL O ETUX LOIS B L/T  | 2400 HIGHWAY 101       |
| 19. WHITEHEAD, RICHARD A ETUX SHELL | 515 TUTTLES GROVE ROAD |
| 20. HENNINGER, KENNETH G ETUX DOLLI | 505 TUTTLES GROVE ROAD |
| 21. LITTLETON, GRACE                | 494 TUTTLES GROVE ROAD |
| 22. CANNON, BENJAMIN CALVIN         | 2388 HIGHWAY 101       |
| 23. HENNINGER, KENNETH              | 499 TUTTLES GROVE ROAD |
| 24. HALL, MELODIE BELLAMY           | 482 TUTTLES GROVE ROAD |
| 25. SHAW, JOANN MOZINGO             | 491 TUTTLES GROVE ROAD |
| 26. WOOD 543 LLC                    | PIN #: 639904922399000 |

# PLANNING AND DEVELOPMENT

**Eugene Foxworth**  
Director



**Beaufort Office**  
Phone: 252-728-8545  
Fax: 252-728-6643

*Prior to adopting or rejecting any zoning amendment, the governing board shall adopt a statement describing whether its action is consistent with an adopted comprehensive plan and explaining why the board considers the action taken to be reasonable and in the public interest. The planning board shall advise and comment on whether the proposed amendment is consistent with any comprehensive plan that has been adopted and any other officially adopted plan that is applicable. The planning board shall provide a written recommendation to the board of county commissioners that addresses plan consistency and other matters as deemed appropriate by the planning board, but a comment by the planning board that a proposed amendment is inconsistent with the comprehensive plan shall not preclude consideration or approval of the proposed amendment by the governing board.*  
(NCGS 153A-341)

## REZONING MAP AMENDMENT:

Applicant: Derek G. & Cherie P. Walker  
Owner: Derek G. & Cherie P. Walker  
Address: N/A  
Tax Map and Parcel(s): 639904815933000  
Parcel Size: 0.999 Acres

## REQUEST:

Rezone from I-W (Industrial & Wholesale District) to B-1A (General Business District)

## STATEMENT OF CONSISTENCY & RECOMMENDATION:

At their meeting on February 10, 2020, the Planning Commission voted to recommend **approval** of the proposed rezoning map amendment and stated, "The Planning Commission finds and determines that case number REZ20-000001 **is** consistent with the goals, objectives and policies of the CAMA Land Use Plan.

Motion to approve/deny by: Bruce Rogers, Jr.

Seconded by: Scott Eckholdt

# PLANNING AND DEVELOPMENT

**Eugene Foxworth**  
Director



**Beaufort Office**  
Phone: 252-728-8545  
Fax: 252-728-6643

*Prior to adopting or rejecting any zoning amendment, the governing board shall adopt a statement describing whether its action is consistent with an adopted comprehensive plan and explaining why the board considers the action taken to be reasonable and in the public interest. The planning board shall advise and comment on whether the proposed amendment is consistent with any comprehensive plan that has been adopted and any other officially adopted plan that is applicable. The planning board shall provide a written recommendation to the board of county commissioners that addresses plan consistency and other matters as deemed appropriate by the planning board, but a comment by the planning board that a proposed amendment is inconsistent with the comprehensive plan shall not preclude consideration or approval of the proposed amendment by the governing board.  
(NCGS 153A-341)*

## REZONING MAP AMENDMENT:

Applicant: Derek G. & Cherie P. Walker  
Owner: Derek G. & Cherie P. Walker  
Address: N/A  
Tax Map and Parcel(s): 639904815933000  
Parcel Size: 0.999 Acres

## REQUEST:

Rezone from I-W (Industrial & Wholesale District) to B-1A (General Business District)

## STATEMENT OF CONSISTENCY:

At their meeting on March 16, 2020 the Board of Commissioners voted to **approve / deny** the rezoning map amendment and made the following statements:

- *The Commissioners find and determine that case number REZ20-000001 **is consistent / is not consistent** with the goals, objectives and policies of the CAMA Land Use Plan because:*

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- ***Is / Is not** reasonable and in the public interest because:*

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Motion to approve/deny by:

Seconded by:

## Excerpt from Planning Commission 02-10-20 Meeting

1. **Rezoning Request:** Derek G. & Cherie P. Walker are requesting to rezone a 0.99-acre property located approximately 1,400 feet south of the Highway 101 and Laurel Road intersection in Beaufort, NC from I-W (Industrial & Wholesale District) to B-1A (General Business District).

Mr. Hartman presented the request.

### **Background:**

Derek G. & Cherie P. Walker are requesting to rezone a 0.99-acre property located approximately 1,400 feet south of the Highway 101 and Laurel Road intersection in Beaufort, NC from I-W (Industrial & Wholesale District) to B-1A (General Business District).

Currently, there are no structures on the property. The subject property is bordered by residential properties to the north, south, east and west.

The subject property is bordered by R-15M zoning to the north, south and west, I-W zoning to the east, and B-1A zoning to the northeast.

The subject property is situated within the Limited Transition CAMA Land Use Plan classification. Areas included in the Limited Transition classification are areas that will experience increasing development during the next five to ten years. This request is consistent with the Land Use Plan.

Twenty-six surrounding property owners have been notified and the property has been posted. To date, staff has received no written comments.

Chairman Graham asked the board if there were questions for staff regarding the request.

Commissioner Myers asked about proposed boat storage on the lot and inquired about easement on driveway access and through traffic.

Mr. Hartman stated if property owners did take this course of action and wanted access off Highway 101 they would have to get a permit and approval from NCDOT.

Commissioner Rogers asked about the B-1A district and setback requirements.

Mr. Hartman acknowledged the proposed idea of a boat storage on the property and explained because it is a through lot, there would have to be a 50-foot front and 50-foot rear setback. The lot is

not 100-foot wide, so it is rendered unbuildable while there would still be a little bit of a building envelope for any use permitted in the B1-A district.

Chairman Graham asked if there was anyone in the audience that would like to speak. If so, please come to the podium stating your name and address for the record.

Ms. Joann Shaw, 491 Tuttle's Grove Road, Beaufort, NC 28516. Ms. Shaw had questions regarding what the future plans were for the property, asking if it was going to be a boat storage or something else that caused an eyesore to the community. Ms. Shaw also expressed concerns regarding fencing, appropriate lighting and potential vandalism in the area if things were not secured properly. Ms. Shaw was speaking for herself and surrounding residents in the area.

Chairman Graham asked if anyone had questions for Ms. Shaw. He asked if staff could answer any of Ms. Shaw's questions.

Mr. Hartman stated it was unsure what the plans were for the property but boat storage has been mentioned. The general rezoning would allow any use B-1A district. The sides would have buffering requirements for any use that is adjacent to a non-residential use.

Ms. Shaw asked what would be allowed to be on the property.

Mr. Hartman offered to provide Ms. Shaw with a table of listed use permitted in B-1A district and stated current zoning is IW.

Chairman Graham asked if there was anyone else who would like to speak.

Mr. Derek Walker, 490 Glenn Ruth Lane in Erwin, NC 28339. Mr. Walker stated he was happy to answer any questions and explain he owned an adjoining property beside the discussed area, he recently bought both pieces. Mr. Walker stated he respects it is a residential area and wants to keep it safe and looking nice. Mr. Walker is trying to figure out what to do with the lot, as the setback requirements would not allow any structure to be built on the property. Mr. Walker has had an idea to use the property as a boat parking lot, as for the fencing and lighting he has not thought that far ahead but does respect surrounding property owners concerns regarding fencing/lighting. Mr. Walker does want a boundary but has not decided about a fence yet. Mr. Walker stated the lighting from Dollar General is bright, he is not sure if more lightening is need. If there is a strong desire by neighbors to have it lit, he is open to that.

Commissioner B. Rogers asked what the address was to the adjoining residential lot.

Mr. Walker stated it does not have an address, it is a small diagonal lot that is north west to the discussed property.

Chairman Graham asked staff about the setbacks in B-1A district.

Vice Chairman Hunt asked how wide and deep the lot is.

Mr. Walker stated 75 feet, it never gets to 80 feet either way.

Mr. Hartman responded by stating the front and rear would both have 40-foot setbacks, because it is a through lot. IW is 50 foot in front and 50 foot in rear. Structure would not require any kind of variances to the setbacks. They could fence or do vegetation buffer.

Chairman Graham asked if anybody else had questions for Mr. Walker or if anybody else had anything else to add regarding this issue.

Ms. Shaw explained the Dollar General lights go off at 10 pm and again expressed her concerns about security in the area as well as appropriate lighting.

Chairman Graham asked if anybody else would like to speak. There were no more comments regarding.

Commissioner W. Rogers made a motion to approve the request. Commissioner Eckholdt seconded the motion. Motion carried with a unanimous vote.

Chairman Graham read the Statement of Consistency.

*Prior to adopting or rejecting any zoning amendment, the governing board shall adopt a statement describing whether its action is consistent with an adopted comprehensive plan and explaining why the board considers the action taken to be reasonable and in the public interest. The planning board shall advise and comment on whether the proposed amendment is consistent with any comprehensive plan that has been adopted and any other officially adopted plan that is applicable. The planning board shall provide a written recommendation to the board of county commissioners that addresses plan consistency and other matters as deemed appropriate by the planning board, but a comment by the planning board that a proposed amendment is inconsistent with the comprehensive plan shall not preclude consideration or approval of the proposed amendment by the governing board.  
(NCGS 153A-341)*

**REZONING MAP AMENDMENT:**

Applicant: Derek G. & Cherie P. Walker  
Owner: Derek G. & Cherie P. Walker

Address: N/A  
Tax Map and Parcel(s): 639904815933000  
Parcel Size: 0.999 Acres

**REQUEST:**

Rezone from I-W (Industrial & Wholesale District) to B-1A (General Business District)

**STATEMENT OF CONSISTENCY & RECOMMENDATION:**

At their meeting on February 10, 2020, the Planning Commission voted to recommend **approval** of the proposed rezoning map amendment and stated, *"The Planning Commission finds and determines that case number REZ20-000001 **is** consistent with the goals, objectives and policies of the CAMA Land Use Plan.*

Motion to approve/deny by: Commissioner Bruce Rogers

Seconded by: Commissioner Scott Eckholdt

Motion carried with a unanimous vote.

# PLANNING AND DEVELOPMENT

**Eugene Foxworth**  
Director



**Beaufort Office**  
Phone: 252-728-8545  
Fax: 252-728-6643

## PUBLIC NOTICE

Pursuant to Chapter 153A-323 of the North Carolina General Statutes, the Carteret County Board of Commissioners will hold a public hearing on March 16, 2020 at 6:00 p.m. in the Board of Commissioners' Meeting Room (302 Courthouse Square, Administration Building, Beaufort, NC) to discuss a rezoning application for a 0.99-acre property located approximately 1,400 feet south of the Highway 101 and Laurel Road intersection in Beaufort, NC 28516 (PIN#: 639904815933000) to rezone the property from I-W (Industrial & Wholesale District) to B-1A (General Business District).

A copy of the proposed request is available for public inspection in the Carteret County Planning and Development Department, 402 Broad Street, Beaufort, NC.

Eugene Foxworth  
Planning Director

Advertise: Carteret County News-Times  
Wednesday February 26, 2020  
Wednesday March 04, 2020

**CARTERET COUNTY**  
**Board of Commissioners**

**Meeting Date:**

16-Mar-20

**Presenter:**

Eugene Foxworth



Regular Item
IX.

**ITEM TO BE CONSIDERED**

**Title:**

Public hearing to consider a request to rezone a 57.63-acre property located at the Highway 24 and Marietta Lane intersection in Newport, NC from R-20 (Single-Family Residential District) to R-15 (Single-Family Residential District).

**Brief Summary:**

On behalf of Curtis S. Dixon, Salt Creek Holdings, LLC is requesting to rezone a 57.63-acre property located at the Highway 24 and Marietta Lane intersection in Newport, NC from R-20 (Single-Family Residential District) to R-15 (Single-Family Residential District).

Currently, there are no structures on the property. The subject property is bordered by residential properties to the east and south, and undeveloped properties to the north and west.

The subject property is bordered by R-20 zoning to the north, south and east. The subject property is also bordered by R-15 zoning to the east, B-1 zoning to the south and B-1A zoning further to the south.

The subject property is situated within two CAMA Land Use Plan classifications, Limited Transition and Protected Lands.

Twenty-five surrounding property owners have been notified and the property has been posted. To date, staff has received two letters of objection and six letters of no objection

At their meeting on February 10, 2020, the Planning Commission voted unanimously to recommend approval of the proposed rezoning map amendment stating, "The Planning Commission finds and determines that Case # REZ20-000002 is consistent with the goals, objectives and policies of the CAMA Land Use Plan."

**If the Board of Commissioners approves of the agenda item as presented, the following motion(s) is (are) suggested:**

1. Motion to open the public hearing.
2. Motion to close the public hearing.
3. Motion to approve/deny the rezoning of one property totaling 57.63-acres located at the Highway 24 and Marietta Lane intersection in Newport, NC from R-20 to R-15.
4. Motion to approve/deny the Statement of Plan Consistency.

**BACKGROUND**

**Originating Department**

Planning and Development

**Attachments:**

- 1 Staff Memo
- 2 Application and Maps
- 3 Statement of Plan Consistency
- 4 Excerpt from Planning Commission minutes
- 5 Public Hearing Notice

**Staff Contact:**

Eugene Foxworth

**REVIEWED BY**

County Manager \_\_\_\_\_  
Clerk to the Board \_\_\_\_\_

County Attorney \_\_\_\_\_  
ACM/Finance Director \_\_\_\_\_

# PLANNING AND DEVELOPMENT

**Eugene Foxworth**  
Director



**Beaufort Office** Phone 252-728-8545  
**Western Office** Phone 252-222-5833

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## MEMORANDUM

DATE: February 18, 2020

TO: Carteret County Board of Commissioners

CC: Tommy Burns, County Manager

FROM: Eugene Foxworth, Assistant County Manager

RE: Request to rezone to a 57.63-acre property located at the Highway 24 and Marietta Lane intersection in Newport, NC (PIN#: 632603339643000) from R-20 (Single-Family Residential District) to R-15 (Single-Family Residential District).

- On behalf of Curtis S. Dixon, Salt Creek Holdings, LLC is requesting to rezone a 57.63-acre property located at the Highway 24 and Marietta Lane intersection in Newport, NC from R-20 (Single-Family Residential District) to R-15 (Single-Family Residential District).
- Currently, there are no structures on the property. The subject property is bordered by residential properties to the east and south, and undeveloped properties to the north and west.
- The subject property is bordered by R-20 zoning to the north, south and east. The subject property is also bordered by R-15 zoning to the east, B-1 zoning to the south and B-1A zoning further to the south.
- The subject property is situated within two CAMA Land Use Plan classifications, Limited Transition and Protected Lands. Areas included within the Limited Transition classification are areas that will experience increasing development during the next five to ten years. Areas included within the Protected Lands classification are lands that are not under Carteret County or municipal planning or regulatory jurisdiction. Included in this category are federal, state, local, and non-profit property and easements that are managed for conservation and open space (i.e. Croatan National Forest).
- As the future land use map is currently drawn, this request is not consistent with the CAMA Land Use Plan because it does not meet any of the Protected Lands classification requirements. It is staff's belief that the classification line should follow the property line, which would make the subject property Limited Transition and the Croatan National Forest Protected Land.
- At their meeting on February 10, 2020, the Planning Commission voted unanimously to recommend approval of the proposed rezoning map amendment stating, "The Planning Commission finds and determines that Case # REZ20-000002 is consistent with the goals, objectives and policies of the CAMA Land Use Plan."
- Twenty-five surrounding property owners have been notified and the property has been posted. To date, staff has received two letters of objection and six letters of no objection.



# REZONING APPLICATION

Applicant: SALT CREEK HOLDINGS LLC  
 Address: 505 CRESTWOOD DR.  
NEWPORT NC 28570  
 Telephone: 252-725-1226  
 E-mail: smurdoch002@cc.nc.com

Owner (if not Applicant): CURTIS DIXON  
 Address: 115 MARIETTA LN  
NEWPORT NC 28570  
 Telephone: 252-247-2643  
 E-mail: \_\_\_\_\_  
 Signature: Curtis J. Dixon  
 Date: 1-13-2020

Property address/ location: Hwy 24 W NEWPORT NC.  
 PIN: 6032603339643000 Current Zoning: R-20 Proposed Zoning: R-15

Please explain why the rezoning that you are requesting is warranted: PROPOSING NEW  
SUBDIVISION, PROPERTY HAS ACCESS TO PUBLIC  
WATER TO WARRANT R-15 ZONING.

**For Staff Use Only:**

Application Number: 2020-00002 Amt. Rec'd: \$350.00 Received by: EB Date: 01/15/2020

Carteret County Department of Planning and Development  
 Eugene Foxworth, Director

Main Office: Courthouse Square  
 Beaufort, NC 28516-1896  
 Tel: (252) 728-8545  
 Fax: (252) 728-6643

Western Office: 701 Cedar Point Blvd.  
 Cedar Point, NC 28584-8013  
 Tel: (252) 222-5833  
 Fax: (252) 222-5825

# Salt Creek Holdings, LLC

## Rezoning Request

**R-20 to R-15**

PIN#: 632603339643000  
Newport, NC 28570

Vicinity



 Subject Property

Prepared By:  
Carteret County Planning & Development

### Aerial Map



**Salt Creek Holdings, LLC**  
Rezoning Request

**R-20 to R-15**

PIN#: 632603339643000  
Newport, NC 28570

Vicinity



**Zoning Map**



 Subject Property

Prepared By:  
Carteret County Planning & Development

# Salt Creek Holdings, LLC

## Rezoning Request

### R-20 to R-15

PIN#: 632603339643000  
Newport, NC 28570

Vicinity



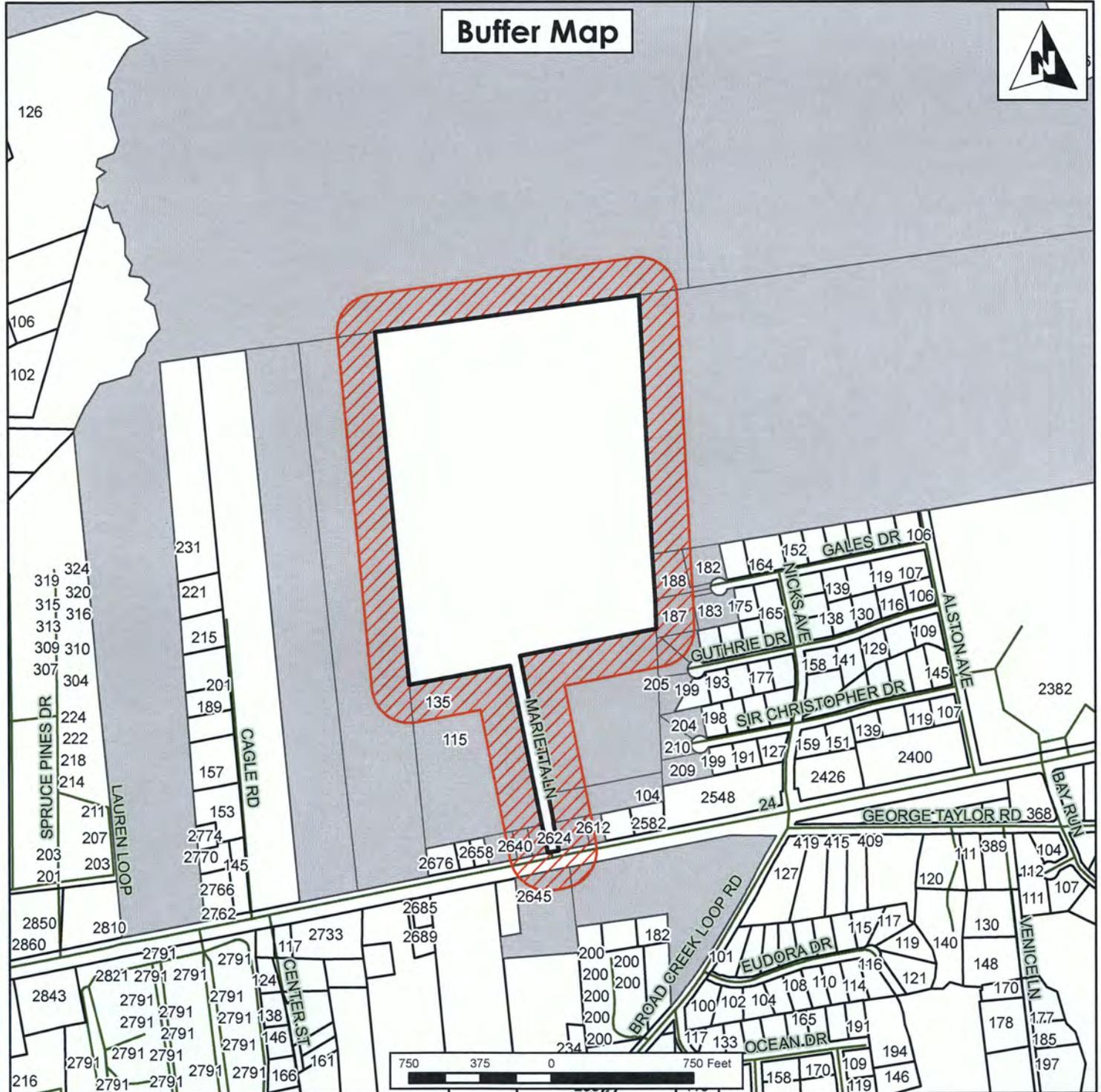
### Surrounding Property Owners

Please see the attached property owner list.

 Subject Property

Prepared By:  
Carteret County Planning & Development

## Buffer Map



## Surrounding Property Owner List

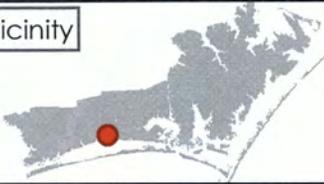
- |                                       |                           |
|---------------------------------------|---------------------------|
| 1. NC COASTAL LAND TRUST INC          | PIN#: 632604644607000     |
| 2. SALT CREEK HOLDINGS LLC            | PIN#: 632603330578000     |
| 3. SALT CREEK HOLDINGS LLC            | PIN#: 632603237359000     |
| 4. SNUDDEN,ROBERT A                   | 182 GALES DRIVE           |
| 5. DEFLORIO,MICHAEL G ETUX HELEN      | 188 GALES DRIVE           |
| 6. BELL,GAYLE E ETUX CINDY            | 187 GALES DRIVE           |
| 7. HARTH,ZACHARY J ETUX KAYLA E       | 183 GALES DRIVE           |
| 8. DIXON,CURTIS S                     | PIN#: 632603423707000     |
| 9. GREENE,THOMAS L ETUX DONNA G       | 198 GUTHRIE DRIVE         |
| 10. FEARNOW,JOHN D ETUX SHIRLEY I     | 204 GUTHRIE DRIVE         |
| 11. DIXON,CURTIS S                    | 2628 HIGHWAY 24           |
| 12. BRUSH,DOUGLAS F                   | 205 GUTHRIE DRIVE         |
| 13. MORGAN,ERIC J ETUX HELEN E        | 204 SIR CHRISTOPHER DRIVE |
| 14. MULLEN,DANIEL F ETUX BARBARA      | 210 SIR CHRISTOPHER DRIVE |
| 15. JONES,DONNA MARIE RAND            | 209 SIR CHRISTOPHER DRIVE |
| 16. SKIBA,TRACY LEE                   | 104 MARIETTA LANE         |
| 17. HUNTER,SHIRLEY T TRUSTEE          | 2612 HIGHWAY 24           |
| 18. ABC TRANSLATING SERVICES LLC      | 2624 HIGHWAY 24           |
| 19. DIXON,CURTIS S                    | PIN#: 632603329293000     |
| 20. CAVANAUGH,ROBERT W JR             | 2640 HIGHWAY 24           |
| 21. VELTMAN,TJERK                     | PIN#: 632603327280000     |
| 22. MCKAMEY,LOUISE J ETAL             | 181 BROAD CREEK LOOP ROAD |
| 23. BRAZDA,FRANK D ETUX CASANDRA      | PIN#: 632603410803000     |
| 24. UNITED STATES OF AMERICA          | PIN#: 630800456189000     |
| 25. NORTH CAROLINA COASTAL LAND<br>TR | PIN#: 632602773170000     |

**Salt Creek Holdings, LLC**  
Rezoning Request

**R-20 to R-15**

PIN#: 632603339643000  
Newport, NC 28570

Vicinity



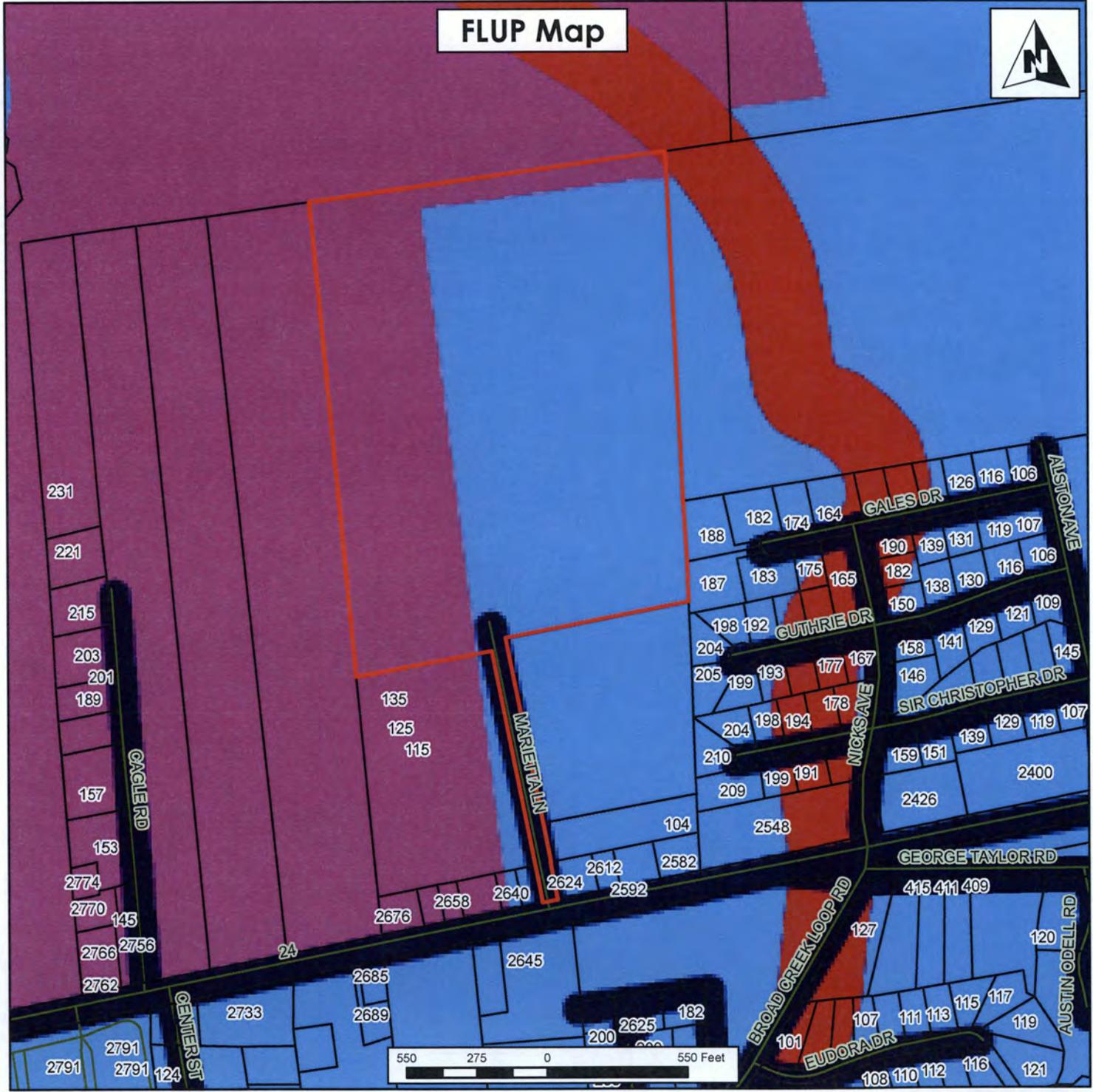
**Future Land Use Classifications**

- Developed
- Limited Transition
- Community
- Rural
- Rural With Services
- Protected Lands
- Conservation

Subject Property

Prepared By:  
Carteret County Planning & Development

**FLUP Map**



# PLANNING AND DEVELOPMENT

**Eugene Foxworth**  
Director



**Beaufort Office**  
Phone: 252-728-8545  
Fax: 252-728-6643

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(NCGS 153A-341)*

## REZONING MAP AMENDMENT:

Applicant: Salt Creek Holdings, LLC  
Owner: Curtis S. Dixon  
Address: N/A  
Tax Map and Parcel(s): 632603339643000  
Parcel Size: 57.63 Acres

## REQUEST:

Rezone from R-20 (Single-Family Residential District) to R-15 (Single-Family Residential District)

## STATEMENT OF CONSISTENCY & RECOMMENDATION:

At their meeting on February 10, 2020, the Planning Commission voted to recommend **approval** of the proposed rezoning map amendment and stated, "The Planning Commission finds and determines that case number REZ20-000002 **is** consistent with the goals, objectives and policies of the CAMA Land Use Plan.

Motion to approve/deny by: Scott Eckholdt

Seconded by: Bruce Rogers, Jr.

# PLANNING AND DEVELOPMENT

**Eugene Foxworth**  
Director



**Beaufort Office**  
Phone: 252-728-8545  
Fax: 252-728-6643

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(NCGS 153A-341)

## REZONING MAP AMENDMENT:

Applicant: Salt Creek Holdings, LLC  
Owner: Curtis S. Dixon  
Address: N/A  
Tax Map and Parcel(s): 632603339643000  
Parcel Size: 57.63 Acres

## REQUEST:

Rezone from R-20 (Single-Family Residential District) to R-15 (Single-Family Residential District)

## STATEMENT OF CONSISTENCY:

At their meeting on March 16, 2020 the Board of Commissioners voted to **approve / deny** the rezoning map amendment and made the following statements:

- *The Commissioners find and determine that case number REZ20-000002 **is consistent / is not consistent** with the goals, objectives and policies of the CAMA Land Use Plan because:*

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- ***Is / Is not** reasonable and in the public interest because:*

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Motion to approve/deny by:

Seconded by:

## Excerpt from Planning Commission 02-10-20 Meeting

1. **Rezoning Request:** On behalf of Curtis S. Dixon, Salt Creek Holdings, LLC is requesting to rezone a 57.63-acre property located at the Highway 24 and Marietta Lane intersection in Newport, NC from R-20 (Single-Family Residential District) to R-15 (Single-Family Residential District).

Mr. Brogden presented the request.

### **Background:**

On behalf of Curtis S. Dixon, Salt Creek Holdings, LLC is requesting to rezone a 57.63-acre property located at the Highway 24 and Marietta Lane intersection in Newport, NC from R-20 (Single-Family Residential District) to R-15 (Single-Family Residential District).

Currently, there are no structures on the property. The subject property is bordered by residential properties to the east and south, and undeveloped properties to the north and west.

The subject property is bordered by R-20 zoning to the north, south and east. The subject property is also bordered by R-15 zoning to the east, B-1 zoning to the south and B-1A zoning further to the south.

The subject property is situated within two CAMA Land Use Plan classifications, Limited Transition and Protected Lands. Areas included within the Limited Transition classification are areas that will experience increasing development during the next five to ten years. Areas included within the Protected Lands classification are lands that are not under Carteret County or municipal planning or regulatory jurisdiction. Included in this category are federal, state, local, and non-profit property and easements that are managed for conservation and open space (i.e. Croatan National Forest).

As the future land use map is currently drawn, this request is not consistent with the CAMA Land Use Plan because it does not meet any of the Protected Lands classification requirements. It is staff's belief that the classification line should follow the property line, which would make the subject property Limited Transition and the Croatan National Forest Protected Land.

Twenty-five surrounding property owners have been notified and the properties have been posted. To date, staff has received one written comment.

Chairman Graham asked if there was anyone who wished to speak. If so, please come to the podium stating your name and address for the record.

Ray Murdoch, one of partners of Salt Creek Holdings shared a little background about the request. Last month the board approved a connected piece. Mr. Murdoch said this property has very limited amount of development potential because of wetlands. There is a 5-acre lake, which they hope to provide some type of walking trail or other nice amenity for the adjoining community. Their goal is to get 10-15 lots on this piece. There should be no worry about joining subdivision next door; there is 500 feet of wetlands between the two areas.

Commissioner Eckholdt asked if will it create any safer access between properties?

Mr. Murdoch responded by stating they were in the early design stages with the engineer, but did not foresee the use of the 1,000-foot gravel driveway next to the lot as part of the development, except for maybe emergency vehicles. But again, there are no set plans in place.

Commissioner W. Rogers asked what the two letters of objections entailed.

Mr. Brogden informed the board that the objections were mainly traffic concerns regarding future congestion.

Mr. Murdoch stated this is not going to add a lot to density to other project they are starting as wetlands prohibits it.

Chairman Graham asked if anybody else would like to speak. There were no more comments regarding this request.

Commissioner Eckholdt made a motion to approve the request. Commissioner W. Rogers seconded the motion. Motion carried with a unanimous vote.

Chairman Graham read the Statement of Consistency.

*Prior to adopting or rejecting any zoning amendment, the governing board shall adopt a statement describing whether its action is consistent with an adopted comprehensive plan and explaining why the board considers the action taken to be reasonable and in the public interest. The planning board shall advise and comment on whether the proposed amendment is consistent with any comprehensive plan that has been adopted and any other officially adopted plan that is applicable. The planning board shall provide a written recommendation to the board of county commissioners that addresses plan consistency and other matters as deemed appropriate by the planning board, but a comment by the planning board that a proposed amendment is inconsistent with the comprehensive plan shall not preclude consideration or approval of the proposed amendment by the governing board.  
(NCGS 153A-341)*

**REZONING MAP AMENDMENT:**

Applicant: Salt Creek Holdings, LLC

Owner: Curtis S. Dixon  
Address: N/A  
Tax Map and Parcel(s): 632603339643000  
Parcel Size: 57.63 Acres

**REQUEST:**

Rezone from R-20 (Single-Family Residential District) to R-15 (Single-Family Residential District)

**STATEMENT OF CONSISTENCY & RECOMMENDATION:**

At their meeting on February 10, 2020, the Planning Commission voted to recommend **approval** of the proposed rezoning map amendment and stated, "*The Planning Commission finds and determines that case number REZ20-000002 is consistent with the goals, objectives and policies of the CAMA Land Use Plan.*"

Motion to approve/deny by: Commissioner Scott Eckholdt

Seconded by: Vice Chairman Jeff Hunt

Motion carried with a unanimous vote.

# PLANNING AND DEVELOPMENT

**Eugene Foxworth**  
Director



**Beaufort Office**  
Phone: 252-728-8545  
Fax: 252-728-6643

## PUBLIC NOTICE

Pursuant to Chapter 153A-323 of the North Carolina General Statutes, the Carteret County Board of Commissioners will hold a public hearing on March 16, 2020 at 6:00 p.m. in the Board of Commissioners' Meeting Room (302 Courthouse Square, Administration Building, Beaufort, NC) to discuss a rezoning application for a 57.63-acre property located at the Highway 24 and Marietta Lane intersection in Newport, NC 28570 (PIN #: 632603339643000) to rezone the property from R-20 (Single-Family Residential District) to R-15 (Single-Family Residential District).

A copy of the proposed request is available for public inspection in the Carteret County Planning and Development Department, 402 Broad Street, Beaufort, NC.

Eugene Foxworth  
Planning Director

Advertise: Carteret County News-Times  
Wednesday February 26, 2020  
Wednesday March 04, 2020

CARTERET COUNTY  
Board of Commissioners

Meeting Date:  
16-Mar-20

Presenter:  
Sheriff Asa Buck



Agenda Item
X.

**ITEM TO BE CONSIDERED**

**Title:** Approval to Authorize Two New Detention Officer Positions and One Detention Shift Supervisor for the Jail

**Brief Summary:**

Sheriff Buck will provide information on the needs for three additional detention officer positions.

If the Board of Commissioners approves of the agenda item as presented, the following motion(s) is (are) suggested:

**BACKGROUND**

Originating Department \_\_\_\_\_

**Attachments:**

- 1 Memo from Sheriff Buck
- 2 Personnel Position Request Forms
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_

Staff Contact: \_\_\_\_\_

**REVIEWED BY**

County Manager \_\_\_\_\_  
Clerk to the Board \_\_\_\_\_

County Attorney \_\_\_\_\_  
ACM/Finance Director \_\_\_\_\_

# Office of the Sheriff



ASA B. BUCK, III  
SHERIFF

304 CRAVEN STREET  
BEAUFORT, NC 28516

PH: 252.728.8400  
FAX: 252.504.4818

To: Carteret County Board of Commissioners  
From: Sheriff Asa Buck *AB*  
Date: March, 16 2020  
Subject: Jail Positions

Attached please see information concerning my request for the Board to authorize three (3) new detention officer positions for the jail. We are in need of adding one detention officer to each of the 4 shifts to ensure proper jail operations with the increased numbers of inmates we are housing. Over the past few months finding bed space in other county jails has become almost impossible as other jails are full. Our staff are making daily calls trying to find bed space but with very limited success.

Beaufort, Nash and Lenoir county jails collectively have in recent months had to house 100-150 inmates in other jails due to various issues with their jails. Johnston County has around 100 inmates being housed in Wayne County. All of these other jails housing inmates in outside facilities affects our ability to find bed space. If we cannot find bed space to house inmates in other jails we will continue to have to house higher numbers in our jail which requires more jail staff. Even when we are able to house higher numbers of our inmates in other facilities we still have to hold these inmates in our jail when we bring them back for court which requires more staff.

On March 3, 2020 the total inmate population was 186 inmates; with only 19 inmates being housed in other jails due to limited available bed space. This resulted in the in-house population being 166 inmates on this date; which is 50 inmates in excess of the rated capacity of 116. It should also be noted that on this date we had 36 inmates who had been released from jail and were being monitored in the community on our Pre-Trial Release/Electronic Monitoring Program.

My staff and I have looked at our existing staffing and we feel that we can add one detention officer to each of the 4 shifts with the addition of only 3 new positions. We have one current position we plan to re-classify and add to one of the shifts as a sergeant.

The impact on the FY 19/20 budget is estimated at \$44,599.19 if all 3 positions were filled on March 30<sup>th</sup>. According to our budget projections it looks as if we will come in under budget on jail salaries for the current fiscal year approximately \$38,978 which would significantly offset the cost of this request.

**Personnel Position Request (Form D)  
Fiscal Year 2020 - 2021**

Department: SD- Detention

Program: \_\_\_\_\_

Requested Effective Date (If Other Than 07/01): \_\_\_\_\_

- Addition of New Position (Complete 2 & 4)
- Change in Hours and/or Job Status (Complete 1, 3 & 4)
- Deletion of Position (Complete 1 & 4)
- Reclassification (Complete 1, 2 & 4)

<b>1.</b>	<b>Current Position</b>		
	Job Classification:		
	Grade:		_____ Hours/Week
	Yearly Salary:		
	Occupant:		
	Brief Description of Expected Job Duties:		

<b>2.</b>	<b>Requested Position (New or Reclassification)</b>		
	Job Classification:	Detention Officer (2)	
	Grade:	61	__40__ Hours/Week
	Yearly Salary:	32,000.72	
	Brief Description of Expected Job Duties:		
	<p>Perform inmate detention, care security in accordance with established policies and procedures. Work includes the observation and accompaniment of inmates inside the jail, transporting inmates, and related care and record keeping requirements. Employees must exercise independent initiative and judgement in making decisions regarding inmates and their custody, with suicidal, violent, or mentally unstable tendencies, and in dealing with attorneys, families, and others. Work involves exercising tact, firmness, and decisiveness in handling routine and emergency situations. Employees perform various other tasks relating to overall operations of jail facility and jail programs.</p>		

<b>3.</b>	<b>Change (Increase/Decrease) Hours/Job Status:</b>		
	Yearly Salary:		_____ Hours/Week
	Comments:		

**Personnel Position Request (Form D)  
Fiscal Year 2020 - 2021**

Department: SD- Detention

Program: \_\_\_\_\_

4.	<b>Brief Justification of Request:</b>	
	<p>The Carteret County Sheriff's Office is requesting the addition of two Detention Officer Positions. These positions are needed in order to alleviate conditions due to long-term overcrowding in the jail.</p> <p>The jail is designed to have a maximum capacity of 116 inmates. Inmate population is routinely and consistently over populated by % to % percent or more. While we have housed as many as 60 inmates in other jails to get close to rated capacity in recent months the availability of bed space in other jails has become extremely limited and we have only been able to find bed space for 20-30 inmates leaving us with a population running from 140-160 or more physically housed in the jail roughly 30%-50% over rated capacity.</p> <p>The increase percentage in capacity results in an equal increase percentage wise of work and burdens placed upon the jail staff in all areas of jail operations including booking, bonding, release, change-out, classification, housing, inmate searches, cell searches, property storage and management, food service, laundry, commissary, phones, medical, tele-psych, inmate movement, transports to court and outside facilities, visitation, attorney visits, security rounds, increase numbers of inmates on special watch (medical, suicide, behavioral), grievances, responding to incidents such as fights, conducting investigations resulting from inmate misconduct and so on.</p> <p>The design of our jail and the population makes it difficult to keep certain inmates separated, to properly classify and monitor inmates.</p> <p>Overpopulated jails, while remaining understaffed causes current staff to be outnumbered and overworked. Jail overcrowding poses greater risk to inmates and our detention officers. It is essential that</p>	
	<p>Due to staffing limitations our regular training is affected and employee development suffers. Without sufficient man-power all operations are limited. Shifts constantly running at the bare minimum eliminates the peripherals that are needed to run a safe and secure facility. Adequate staff is also needed to help alleviate overtime-related fatigue &amp; burnout. Tired officers reduces the level of alertness needed to perform the functions of the job safely.</p> <p>Detention officer's work is dangerous, high stress, low pay and low reward, which leads to a high turnover rate. With personnel shortages, routine vacation, sick days, training days, officer certification schools and the like, it is a constant challenge to maintain adequate staffing. Shortages create additional burden upon already overworked staff. Without the proper amount of staff available, safety, security and efficiency is jeopardized.</p> <p>Increased inmate population affects all aspects of the day-to-day operations of the facility. Detention officers are at greater risk performing security checks and counts in overcrowded jails due to the staff being outnumbered and more inmates housed in areas designated for less capacity. Increasing staffing levels will create safer conditions for inmates and officers.</p> <p>Overcrowding is a statewide issue, which proves difficult to find bed space in other jails to house our excess capacity. That being the case more inmates will be housed in our jail which requires more staff to operate the jail.</p>	

## Personnel Position Request (Form D) Fiscal Year 2020-2021

Department: SD- Detention

Program: \_\_\_\_\_

Requested Effective Date (If Other Than 07/01): \_\_\_\_\_

- Addition of New Position (Complete 2 & 4)
- Change in Hours and/or Job Status (Complete 1, 3 & 4)
- Deletion of Position (Complete 1 & 4)
- Reclassification (Complete 1, 2 & 4)

<b>1.</b>	<b>Current Position</b>		
	Job Classification:		
	Grade:		_____ Hours/Week
	Yearly Salary:		
	Occupant:		
	Brief Description of Expected Job Duties:		

<b>2.</b>	<b>Requested Position (New or Reclassification)</b>		
	Job Classification:	DO Sergeant (1)	
	Grade:	65	__40__ Hours/Week
	Yearly Salary:	40400.17	
	Brief Description of Expected Job Duties:		
<p>An employee in this class supervises and participates in inmate detention, care, security, and release work on an assigned shift in accordance with established policies and procedures. Work involves training and supervising staff; investigating and recommending actions relating to employee and inmate requests and complaints; inspecting facilities for cleanliness and adherence to regulations and policies; making daily assignments and coordinating the transportation of inmates. The employee must exercise independent initiative and judgment in making decision regarding inmates in their custody, with suicidal, violent, or mentally unstable tendencies, and in dealing with attorneys, families and others. Work involves exercising tact, firmness, and decisiveness in handling routine and emergency situations. Work is performed under the general supervision of the 1st Sergeant and evaluated through observation, review of reports, periodic discussions concerning how particular incidents were handled, adherence to Detention Center policies and procedures and decision-making in dealing with inmates and staff</p>			

<b>3.</b>	<b>Change (Increase/Decrease) Hours/Job Status:</b>		
	Yearly Salary:		_____ Hours/Week
	Comments:		

**Personnel Position Request (Form D)  
Fiscal Year 2020-2021**

Department: SD- Detention

Program: \_\_\_\_\_

4.	Brief Justification of Request:
	<p>The Carteret County Sheriff's Office requests one Detention Center Shift Supervisor (Sergeant) position due to the increasing demands currently placed upon the jail to ensure adequate supervision of inmates and oversight of staff.</p> <p>The demand for the supervisors to become more hands on has increased with the increase in inmate population. The growth of the jail population has required additional complex management of inmates, staff and jail operations.</p> <p>Complications arising from overcrowding can exacerbate mental health problems; increase the rate of violence and combative inmates that causes increased strain and burden on inmates, staff, supervisors and resources.</p> <p>Inmate overcrowding has increased the demands placed upon the detention center staff regarding jail operations, inmate control and care and affects all aspects of the day-to-day operations and that jail rules and regulations are followed.</p> <p>The Sergeant position is needed in order to place a sergeant on all four day and night shifts to oversee all aspects of the shift operations.</p> <p>These positions are needed in order to coordinate, direct and provide oversight for all aspects of various jail operations including, inmate booking (which includes receiving, searching, fingerprinting, photographing, medical and mental health screening, taking custody of inmate property and documentation, inputting arrest and other information in to the jail information management system), processing bail bonds, setting court dates, inmate classification, making housing assignments, maintaining various log records, processing court/commitment papers.</p>
	<p>Inmates must be continually monitored and observed in all housing areas, this is accomplished by officers performing state mandated round twice per hours for all inmates and 4 times per hour for inmates who are on increased watch. Inspection of inmate's quarters for contraband, sanitary condition and orderliness, conducting clothing exchanges and commissary. Distribution of meals to inmates, escorting inmates to visiting areas, to the law library, to the infirmary and other assigned activities. Overseeing the dispensing of medicine; administering first aid; make recommendations and changes to inmate classification for housing when warranted.</p> <p>Conducting head counts at the beginning and at the end of every shift assignment and accounting for every inmate. Assuring that new inmates are oriented to the rules and procedures of the facility; change duty assignments and replace absent subordinates as required. Supervise the preparation and/or prepare a variety of written and computer inputted reports and records. Investigate infractions, violations of jail rules and state laws, suspicious behavior and taking appropriate actions; brief oncoming shift concerning problems and activities. Assist in evaluating subordinate staff; provide training for correctional officers and conduct performance evaluations.</p> <p>Additionally supervisory personnel are needed to manage and support the greater demand for and the increase in jail/inmate programs such as and mental health, substance abuse recovery, mentoring and pre-trial release programs.</p> <p>Supervisory staff are needed in order to provide direction and guidance to staff to perform all of these duties and ensure that all activities are done with professionalism, accuracy, efficiency, and according to the laws and jail regulations of the State of North Carolina and the policies of the Carteret County Sheriff's Office.</p>

**FY 19/20 Request**

<u>New position request</u>	<u>Hourly</u>	<u>Yearly</u>	<u>Holiday</u>	<u>FICA</u>	<u>401K</u>	<u>Non-LEOB Retirement</u>	<u>Hospitalization</u>	<u>Total</u>	<u>End of FY19/20 estimate</u>
DETENTION OFFICER	\$15.39	\$32,001.00	\$1,476.97	\$2,561.06	\$1,673.90	\$3,398.01	\$10,510.00	\$51,620.95	13,897.95
DETENTION OFFICER	\$15.39	\$32,001.00	\$1,476.97	\$2,561.06	\$1,673.90	\$3,398.01	\$10,510.00	\$51,620.95	13,897.95
DETENTION CTR SHIFT SUP	\$19.42	\$40,401.00	\$1,864.66	\$3,233.32	\$2,113.28	\$4,289.96	\$10,510.00	\$62,412.23	16,803.29
Total								\$165,654.12	44,599.19

CARTERET COUNTY  
Board of Commissioners

Meeting Date:  
16-Mar-20

Presenter:  
Tommy Burns & Department Heads



Agenda Item XI.
-----------------------

**ITEM TO BE CONSIDERED**

Title: Review of Departmental Strategic Plans

**Brief Summary:**

- (1) Tina Purifoy will provide an overview of the Strategic Plan for the Civic Center & Parks & Recreation
- (2) Lakisha Williams will provide an overview of the Strategic Plan for the Senior Center
- (3) Gwen Roberts will provide an overview of the Strategic Plan for Rape Crisis
- (4) Brenda DuBose will provide an overview of Strategic Plan for Veteran Services

If the Board of Commissioners approves of the agenda item as presented, the following motion(s) is (are) suggested:

**BACKGROUND**

Originating Department \_\_\_\_\_

Attachments:

- 1 Copies of Individual Strategic Plans \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_

Staff Contact: \_\_\_\_\_

**REVIEWED BY**

County Manager \_\_\_\_\_  
Clerk to the Board \_\_\_\_\_

County Attorney \_\_\_\_\_  
ACM/Finance Director \_\_\_\_\_

CIVIC CENTER



# CRYSTAL COAST CIVIC CENTER

2020-2024 Strategic Plan

## CIVIC CENTER

### MISSION

The Crystal Coast Civic Center's mission is to provide a professional facility for public, private and commercial use and contribute to the local economy by attracting groups to plan events in Carteret County.

The Crystal Coast Civic Center was completed and opened for business in 1983. The building is located on property owned by Carteret Community College and operated by Carteret County Government. The overall objective is to promote the facility and book events, generate revenue and provide excellent customer service to all clients. We promote the facility by making solicitation calls, attending tradeshows, working closely with the Tourism Development Authority staff to sell not only the facility but the Crystal Coast as a whole. We conduct research to insure we are advertising on all the correct platforms, social media outlets and keep marketing and promotional material fresh and new.

Our staff works with each client from the beginning of the booking process until the event is fully executed. We host over 200 events per year including several large community events that generate tourism dollars such as Big Rock Blue Marlin events, Chocolate Festival and Wedding Expos just to name a few and over 80% of our business is repeat groups. We provide a community service to many local non-profit organizations as well as assist other County departments and the Community College with meetings and conference space. We also produce several tradeshows and expos throughout the year. The center is approximately 12,000 square feet of flexible meeting space and can accommodate up to 1,000 people. The Crystal Coast Civic Center has been producing quality events and providing superior service to the citizens and visitors of Carteret County for 35 years.

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### OVERVIEW

This strategic plan will be used as a guide for setting goals and priorities for the future development of the Civic Center. As new conference facilities open around the County that will be in direct competition with the Civic Center, it is important that we stay relative in the market and focus our efforts and resources towards achieving that goal. Utilizing a 5-7 year strategic plan will help guide us on future upgrades, equipment purchases, staffing needs and other operational decisions as well as ensure all staff members and key stakeholders are working toward the same goal. The method for developing this plan was through meetings with key personnel as well as facility assessments and trends in the meetings, convention and wedding industries.

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### TIMELINE

All programs and services are evaluated on a regular basis and adjusted to current situations (client needs, market supply and demand, historical data and booking projections). Future projections discussed in this plan are based on a 5-7 year timeline and can be adjusted based on internal and external factors.

## CIVIC CENTER

### **PROGRAMMATIC OBJECTIVES**

Overall objectives for the below listed programs and services are expected to continue as stated for the foreseeable future. However, there are external factors expected to impact particular clients currently utilizing services - Carteret Community College plans to open a Hospitality and Culinary Arts Center that will undoubtedly move some of the CCC fundraiser and general meetings and events away from the Civic Center. Beaufort Hotel opened in Summer 2019, Merrell Estates and Gardens open in the Spring of 2019, Carolina Home & Garden opened an event venue in Spring 2019 and 213 West Wedding and Event Center will open in the Summer of 2020 – all these new venues will affect the wedding market in this area.

### **Department Programs and Services**

#### **Sales & Marketing**

Solicit groups to bring their events to Carteret County through participation in state wide trade shows, phone solicitation, outside personal sales calls to potential clients, community networking, partnerships with local hotels, caterers, attractions, businesses, and meeting venues. Advertising and marketing the center on a variety of platforms including digital marketing, social media promotions, print, digital and direct mail to ensure our facility is in the forefront for event venues on the coast of North Carolina. Generate revenue through sales including facility rental, linen rental, coffee breaks, food concessions, equipment rental, catering commissions and decoration rental.

#### **Event Execution**

The booking process includes: site visit with potential clients, writing proposals and contracts for space rental, collecting the proper permits, insurance and license. Event logistics - planning & recording every detail for all functions. Set up for each event including tables, chairs, stage, pipe & drape, table linen and décor. Preparing the kitchen facilities for use by caterers / customers. Ensure clean and working order of kitchen equipment (6 burner gas range, all ovens, fryers, ice machine, dish washing machine, coffee maker, walk-in refrigerator cooler, freezer). Monitoring each event to insure safety and security of facility and customers. After events, break down tables, chairs, etc. and set up for next function. Billing & collecting rental fees from clients and 15% catering fee from all caterers. Maintenance and upkeep of building and all equipment.

#### **Coordinate logistics for large public events**

Such as Bridal Fair, Carolina Chocolate Festival, Big Rock Blue Marlin Tournament events, Quilt Show, Beaufort Antique Show, Chamber of Commerce events, Allies for Cherry Point, Dancing with our Stars, Friends of Aging, Hospice House Christmas Tree Show, etc.

#### **Coordinate Non-Profit Organizations Events**

Provide a community service by working with a number of local agencies to produce fundraising events that benefit organizations in the County such as Empty Bowls for Hope Mission Soup Kitchen, Boys & Girls Club, Domestic Violence, Take a Kid Fishing, Salvation Army, Ducks Unlimited, Rotary Clubs, Partnership for Children Smart Start, etc.

**Government Agencies Events:** Organize and execute countless events and meetings for government agencies such as our own County department events, Carteret Community College, Carteret Co. Schools, Marine Fisheries, Carteret County Library, Co-operative extension,

## CIVIC CENTER

Economic Development Council, Tourism Development Authority, NC Dept. of Transportation, etc.

**Produce two consumer tradeshows:** The Civic Center hosts two annual public events; Holiday Gift Show in November, and the Home & Garden Show in March. Organize every aspect, vendor solicitation, marketing, set up, etc.

### **Personnel Responsibilities in services provided**

**Director:** Coordinates marketing efforts for conference and event space; establishes fee schedule; participates in trade shows, sales events and consumer shows to promote the Center. Creates and implements revenue producing services, programs and special events; conducts sight tours, public presentation, media interviews, and outside sales calls. Actively participates with the Tourism Development Authority Board, hospitality association and chamber of commerce to solicit events to generate Occupancy Tax Revenue. Promotes programs and facility through press releases, monthly newsletter, website management and information flow on social media outlets, etc.

**Manager:** Responsible for all aspects of departmental operations and event coordination, planning, and managing the activities of the Civic Center. Promotes and handles logistics for the Civic Center for group events, public tradeshows and various civic events; negotiates contracts and fees, books events; secures required permits and liability insurance. Supervises facility maintenance and staff. Ensures the provision of technical support for shows and rentals in regards to lighting, sound, multi-media, etc. Coordinates staff schedules; oversees various functions such as managing caterers to ensure collection of fees. Coordinates third-party services (caterers, AV technicians, equipment rental and delivery and event planners). Prepares invoices for clients/vendors. Designs and sends information packages to potential clients. Participates in trade shows as needed for promotion of weddings and other social events. Participates in the business community to maintain facility visibility and market the facility and programs. Insures proper maintenance of facility and equipment; oversees the set-up of rooms for events. Handles all aspects of tradeshow planning and execution.

**Event Services Supervisor:** Plans, coordinates, organizes, schedules and supervises staff in managing the operation of events at the Civic Center facilities. Sets up for events, cleans up before and after events, and provides direction and support during the events. Coordinates technical equipment including lighting, sound, multi-media, general set-up and general operations of the facilities. Sets up stages, tables, chairs, and associated equipment to client specifications for events and functions; cleans floors, walls, windows, kitchen, bathrooms, walkways, and other facility components. Provides monitoring and technical support during events; sets up public address system, makes coffee, re-arranges room as needed, makes copies, hangs banners and provides other assistance to clients and customers. Conducts site visits to potential customers, assists Manager in floor plans, diagrams event logistics.

**Operations Assistant:** Building provides support in accomplishing the smooth operation of events at the Civic Center. Work involves setting up for events, cleaning up before and after events, and assisting during the events. Provides monitoring and technical support for events; sets up public address system, makes coffee, re-arranges room as needed, makes copies, hangs banners and provides other assistance to clients and customers. Sets up stages, tables, chairs, and associated equipment to client specifications for events and functions; cleans floors, walls, windows, kitchen, bathrooms, walkways, and other facility components. Assists with load-ins and load-outs of equipment for events.

## CIVIC CENTER

**Part-time staff:** office assistant works two days per week to assist with administrative duties, event planning, paperwork, logistics, etc. Maintenance assistants work on-call to help set-up, monitor and clean the facility during and after events.

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### SWOT ANALYSIS

#### Strengths

- Size, Largest facility in the County to accommodate events
- Flexibility to adapt space for small and large events
- Staff, high retention rate, track record for exemplary customer service
- Location, waterfront view
- Affordable rental rates
- County officials' commitment to improve the aging facility
- Ability to execute successful tradeshow

#### Weaknesses

- Aging facility and equipment
- Lack of adjacent hotel
- Inability to walk to restaurants and entertainment venues
- Customers must hire outside vendors for services such as catering, equipment rental, etc.
- Location on college campus limits sales opportunities (specifically ABC license)
- Parking issues on campus during week day events
- Lack of storage space for extensive equipment that could increase sales (i.e., outside wedding furniture, décor, etc.)
- Appearance of the exterior of the Civic Center building and grounds
- Antiquated audio visual technology

#### Opportunities

- Recent upgrades to facilities
- Explore creative options to obtain an ABC retail permit (County take over property the building sits on, exclusive catering agreement with profit share, etc.)
- Positive tourism and economic impact for the County
- Partnership with local businesses and service providers

#### Threats

- Competition – new meeting/event centers opening in the County
  - Community College owns the building, limits abilities for exterior improvements, creates parking issues
  - Location – possible storm damage, salt water causes corrosion of equipment
  - Lease agreement between the Community College and the County for operations of the Civic Center will expire in 2024
- 

### MAJOR GOALS

#### Increase revenue / Book more events

- Hire a full-time sales manager responsible for sales only

## CIVIC CENTER

- Create storage space for rental equipment (white chairs, arbor, benches, etc.) / purchase rental equipment
- Explore creative ways to obtain ABC retail license to sell alcohol
- Increase awareness and continue to improve our two tradeshow

### **Continue to make improvements that will enhance aesthetics and marketability of the facility - Appearance is everything when trying to sell the venue to potential clients, especially weddings**

- Paint all interior walls / exterior of the center
- Replace lobby interior doors
- Improve building exterior and grounds
  - landscaping, outdoor furniture, and patio aesthetics
  - Install shade structure on the waterfront patio
  - Repair patio concrete and enhance wedding area with concrete coating and design

### **Modernize and general upkeep of aging equipment and building**

- Upgrade AV technology (new sound system, automatic ceiling screens and projectors / install sound system upstairs)
- Repair/Replace kitchen floor
- Replace aged kitchen equipment as it begins to fail
- Replace windows on the cat walk

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## **STAFFING / PERSONNEL IMPACTS**

Current staffing levels consist of 3.5 full-time positions:

- Director [split half time between Civic Center and Parks and Recreation]
- Manager
- Event Services Supervisor
- Operations assistant
- Part-time staff: one regular office assistant at 999 hours per year; various on-call set-up/maintenance assistants that work when warranted by events.

The dual role of the Director requires office hours be split in half between the two office locations.

### **Additional staffing needs**

A full-time sales manager's main responsibility would be to solicit and book substantial, profitable events into the Civic Center, achieve revenue goals and provide economic impact to Carteret County by bringing out-of-County groups to the Crystal Coast. This person would be responsible for direct sales efforts for new customers in assigned market segments: corporate meetings, association conferences and conventions.

### **Justification for this position**

The Civic Center Manager is often over-extended when it comes to meeting with clients, detailing events, and other duties that require one-on-one attention with customers. In short, the operation is often more than one and a half staff members can handle effectively, which leaves the dedicated direct sales effort falling short. In order to take the Civic Center revenue

## CIVIC CENTER

production to the next level, we need someone that can travel on a regular basis, prospecting new leads by cold calling, attending trade shows, conducting site tours, making outside sales calls and presentations to potential clients ...essentially 100% of their time would be selling the County as 'THE PLACE' to hold an event.

The County has completed many upgrades to modernize the Crystal Coast Civic Center. These improvements position the facility as a premier venue for waterfront events on the Crystal Coast. The idea of hiring a dedicated sales person was presented in 2013-14. At that time, it was the desire of the Board to update the facility, improve the condition and then revisit the idea of adding a new position.

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### SUCCESSION PLANNING

#### **Department Director**

The current director has been in the position since 2012 and has over fifteen years before retirement age with no intentions of changing employment.

#### **Department Manager**

The current department manager has been with the County since 2003, promoted from Administrative Assistant to Manager in 2012. The current manager has at least ten years before retirement and has no plan for changing employment. This employee brings an extensive amount of knowledge to the position and could easily transition into a higher management role. Should the director position become available, the current manager may be required to obtain a Bachelor's Degree, however it would be recommended that years of experience and job knowledge be taken into consideration in lieu of the degree.

#### **Event Services Supervisor**

The event services supervisor was on staff as a part-time set-up assistant from 2012, hired as full-time Supervisor in September 2015. Currently no plans for change of employment and has at least 15 years before being eligible for retirement. Promotion plan consists of cross training with Manager on a regular basis, budget and finance training occurs as well as customer service continued education and equipment operation certification.

#### **Operations Assistant**

The operations assistant has been in current position since 2008, has plans to retire within 5-7 years. The current employee is not seeking any type of promotion, is happy at the current level for the remainder of his career. The recruitment process for this position will be technical in nature, requiring someone who is maintenance oriented, willing to work late hours and on weekends. Given the starting salary for this position (\$27K), recruiting a candidate with the extensive knowledge of current employee may be difficult. It is possible an internal County employee could be interested in the position.

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### BUDGETARY IMPACTS

Hiring a full-time sales manager in the next one to two years would require a salary of approximately \$30,000 plus benefits. However, revenue would increase due to the focused efforts on increasing sales. Adding this position at would benefit the County by increased traffic in local businesses, increase occupancy tax as well as increased sales tax revenue.

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Large maintenance and capital improvement items listed below would add significant budgetary commitments but expenses would be spread out over the next 5 to 7+ years.

<b>Crystal Coast Civic Center 5-7 Year Plan</b>		<b>Budgetary impact</b>
1-2 years	Hire full time sales manager	30,000+ benefits
	Paint interior walls	20,000
	Increase awareness and continue to improve consumer tradeshow	
2-3 years	Create storage space for rental equipment	5,000
	Upgrade AV technology – new sound system, automatic ceiling screens & projectors, sound system upstairs	20,000
	Replace lobby interior doors	6,000
3-4 years	Improve building exterior and grounds	
	*landscaping, outdoor furniture, patio aesthetics	20,000
	*Repair patio concrete, enhance wedding area with coating and design	20,000
	*Install shade structure on patio	
4-5 years	Repair/replace kitchen floor	10,000
	Replace windows on cat walk	15,000
5-7 years	Obtain ABC license to sell alcohol – license \$3,000 + staff/inventory/insurance??	
	Replace aged kitchen equipment as it begins to fail	TBD

### SUMMATION

The Crystal Coast Civic Center’s main objective is to generate revenue, provide meeting and conference services to county citizens and visitors in a friendly, hospitable manner. We have very seasoned and stable staff with only one employee planning to retire in the next 5 to 7 year timeframe. Although the Civic Center/Parks and Recreation Department has a unique set up with a split department head, the existing staff is adequate to handle the current level of services provided.

In order to grow our business and increase awareness and sales revenue, an additional staff member is needed to focus solely on new group sales. To compete for market share, a consistent sales-oriented staff is vital.

There have been numerous updates and improvements made to the facility over the last five years, making the interior of the Civic Center appearance more contemporary and marketable to potential customers. Owning and maintaining an old building comes with constant issues of failing equipment and needed upgrades. Over the next 5 to 7 years it is feasible to expect kitchen

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equipment to need replacing, antiquated audiovisual technology to be updated and other repairs will be inevitable. With the upswing in the economy, the Crystal Coast is experiencing growth in new home construction as well as commercial facilities, specifically hotels, new conference center and renovated meeting and event space. With new and improved venues entering the market, the Civic Center will strive to remain relevant in the meetings and event industry. We must continue to make improvements to the building, modernize technology and give a much-needed facelift to the exterior of the property.

Increased sales focus and facility improvements will not only benefit the Civic Center but all County entities that provide meetings and event services. All stakeholders are working together to increase tourism revenue for the County as a whole.

PARKS AND RECREATION



# PARKS AND RECREATION

2020-2024 Strategic Plan

## PARKS AND RECREATION

### **MISSION**

The mission of Carteret County Parks and Recreation is to enhance the quality of life and encourage healthy lifestyles for our citizens and visitors.

The objective of department is to provide a variety of leisure, educational, sports, and recreation programs; maintain and schedule a system of 14 parks and facilities and acquire land for preservation, park development and open space. Develop and enforce policies and procedures for all parks, water/beach/pier accesses, and community centers. Facility management of two community recreation centers (Western Park and Fort Benjamin) including booking group events, collecting rental fees and maintaining the building.

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### **OVERVIEW**

This strategic plan will be used as a guide for setting goals and priorities for the future development of the Parks and Recreation Department. In addition, the 2019 adopted Comprehensive Parks and Recreation Master Plan will direct efforts for park projects and land acquisition.

Parks are essential to making Carteret County an attractive place to live, work, and visit. Our parks offer a broad range of outdoor leisure and recreation opportunities and places for residents and visitors to interact with nature and with one another. Parks also provide important economic benefits such as attracting tourists and businesses and help to build a healthy workforce. Utilizing a five to seven-year strategic plan will help guide and develop future programs, evaluate current programs, assess current and future staffing levels, equipment needs, and other programming decisions. In addition to creative and engaging programming, planning for the future of parks is vital to the economy. We will use this plan to continue to improve in areas that require greater focus and build on our strengths. This plan will ensure all staff members, park maintenance department and other key stakeholders are working toward the same goals. The method for developing this plan was through meetings with key personnel; research obtained through community needs surveys as well as facility assessments and trends in the parks and recreation industry.

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### **TIMELINE**

All programs and services are evaluated on a regular basis and adjusted based on citizen requests, staff and space availability, seasonal events, etc. Future projections discussed in this plan are based on a 5-7 year timeline and can be adjusted based on internal and external factors.

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### **PROGRAMMATIC OBJECTIVES**

Overall outlook for the listed programs and services are expected to continue as stated for the near future. CCPR has very limited space that we “own” so our programs must be tailored around the schedules of those facilities that partner with us. In our youth basketball program for instance - we service over 500 youth players from Cedar Island to Cedar Point (without our own gym). This puts us at the mercy of County schools which already have very tight gym schedules. This sometimes makes it difficult to find adequate space to run the program effectively. With this many participants, we are maxed out based on staff and space availability, which limits the

## PARKS AND RECREATION

ability to increase revenue numbers for this program. All indoor sports such as volleyball, Senior Games activities and Special Olympics are also held in partnering facilities. Programs such as the Beach Run Series and adult beach volleyball is held in cooperation with the Town of Atlantic Beach.

Recreation programs are ever changing to adapt to community interest, trends in fitness classes, program space availability, etc. These programs are offered at Fort Benjamin Recreation Center, Western Park Community Center, the program room at Beaufort Square and the Civic Center – all based on availability.

The department is divided into three service areas: Athletics, Recreation, and Facility Management. Staff involvement in areas of operation is as follows:

### **Athletic Division**

Manages and oversees all county sponsored Athletic programs and sports leagues including; youth basketball, youth volleyball, adult kickball, beach run series, adult beach volleyball, adult indoor volleyball, adult and youth tennis and archery. Manage co-sponsored athletic programs.

- **Senior Games Programs:** Lead agency and staff for state sanctioned NC Senior Games. Over 60 athletic events, cheerleading, silver arts and performing arts programs.
- **Special Olympics Programs:** Lead agency and staff for state sanctioned NC Special Olympics. Manage 5 athletic programs as well as young athlete program.

### **Recreation Division**

Manages all youth camps, dance classes, daddy/daughter dances, teen programs, monthly dances and summer camp for special needs population, crochet and quilting classes, karate, exercise and fitness classes [senior classes, yoga, Pilates, high intensity, dance fitness classes], summer movie series and family and young children events.

**Facility Services:** Manages all aspects of building usage, equipment rentals, public recreation, staffing, cleaning, etc. at Fort Benjamin Recreation Center and Western Park Community Center. Inspect all County park playgrounds on a quarterly basis. Liaison between all sports leagues and park maintenance for field schedules, light schedules, maintenance and park improvement request. Coordinates all picnic shelter reservations around the County.

### **Personnel Responsibilities in service areas**

- **Athletic Supervisor**  
Manages and oversees all county sponsored athletic and sports programs including; staffing, supervising, hiring officials, hiring and training coaches, securing and scheduling locations for practice and competition, equipment, uniforms, etc.
- **Recreation Program Supervisor**  
Serves as the Carteret County Special Olympics local coordinator; plans & implements all events and training, secures locations for practice and competition for track and field, soccer, bowling, basketball and bocce ball. Also serves as the local coordinator for Carteret County Senior Games; promotes & recruits athletes, secures locations for over 60 events for practice and competition, staffs and supervises all events. Liaison for contracted fitness instructors. Directs all programs for the special needs population.
- **Recreation Program Coordinator**

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Plans and oversees all programs at Fort Benjamin Recreation Center including our popular 10-week youth summer camp, spring break and holiday camps, monthly teen programs, fitness classes and archery training.

- **Western Park Community Center Supervisor**  
Coordinates and facilitates all rentals and public recreation programs at Western Park. Also coaches tennis youth and adults and manages the archery program.
- **Facility Manager**  
Coordinates usage of all sports fields, park improvement requests, disseminates schedules and requests to park maintenance technicians, schedules all ball field light usage, liaison for all the independent sports leagues that utilize county park property, certified playground inspector – inspects all playgrounds on regular basis and conducts park inspections on a monthly/quarterly basis to report deficiencies to P&R Director and Public Works Manager.
- Part-time staffing levels are very seasonal in nature and at peak could reach as many as 35+ part-time employees to handle the workload.

In addition to all athletic and recreation programs, the Carteret County park system consists of 14 facilities. All usage is scheduled through the Parks and Recreation Department; all properties are maintained by the Park Maintenance Division of the Public Works Department. A list of facilities is below ~ with a map showing the County distribution of park/recreation properties.

### ***County Park Facilities (6 District Parks, 3 Neighborhood Parks, 1 Boat Access, 3 Beach Accesses, 1 Fishing Pier)***

1. **Western Park** - 35 Acres (Cedar Point) / Community Center, lighted adult & youth fields, lighted soccer fields, lighted tennis courts, basketball, playground, picnic shelter, walking trail, concession stand, restrooms
2. **Salter Path Beach Access** - 2.5 Acres / Picnic tables, restrooms, outdoor showers, beach boardwalk
3. **Salter Path Park** - 3 Acres / Ball field / playground / picnic shelter
4. **Fort Benjamin Park** - 11 Acres (Newport) / Recreation Center, lighted ball fields, lighted soccer fields, lighted basketball courts, lighted tennis courts, band shell, croquet/bocce lawn, shuffleboard, playground, walking trail, fitness stations, 2 picnic shelters, concession stand and restrooms.
5. **Swinson Park** - 34.5 Acres (Morehead City) / Adult & youth fields, lighted tennis courts, lighted soccer field, lighted basketball court, 2 playgrounds (1 accessible), picnic shelters, restrooms
6. **Radio Island Beach Access** - 12 Acres (Beaufort) / Picnic area, restrooms
7. **West Beaufort Water Access** – 6 Acres (Beaufort) / Boat Ramps (ADA accessible), Canoe / Kayak ramp (ADA accessible), floating dock, picnic shelter, restrooms
8. **Freedom Park** - 26 Acres (Beaufort) / Adult & youth fields, lighted soccer fields, basketball court, playground, picnic areas, restrooms
9. **Straits Fishing Pier** – 3 acres

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10. **Harker's Island Beach Access** - 1.5 Acres / Beach access, no restroom
11. **Marshallberg Picnic Area** - 1 Acre / Picnic Shelter (no restroom facilities)
12. **Eastern Park** - 31 Acres (Smyrna) / Lighted adult & youth fields, soccer field, basketball court, lighted tennis courts, playground, walking trail, picnic area, 2 concession stands and restrooms
13. **Mariners Park** - 20 Acres (Sea Level) / Lighted adult field, youth fields, tennis courts, basketball court, playground, restrooms
14. **South River Park** - 1.5 Acres / Picnic area, basketball court, playground, restrooms



## SWOT ANALYSIS

### Strengths

- Longevity and knowledge of staff
- Variety of affordable recreational and athletic programs
- Committed staff and engaged stakeholders with a desire to make a difference and take pride in their work
- Recent upgrades and improvements to park facilities
- Wide spread locations of parks / proximity to a majority of residents

### Weaknesses

- Lack of space for programs (no gymnasium or central location to offer multiple programs)
- Lack of county wide trail access / connectivity / walking, biking, hiking, etc.
- Long list of park maintenance needs

## PARKS AND RECREATION

- Excessive field usage, lack of field space to allow for rest periods and rotation, drainage issues, lots of rain out dates
- No county dog parks
- Lack of multi-sports complex to draw in tourism dollars with athletic tournaments
- Lack of ADA compliant facilities in parks

### **Opportunities**

- Improved marketing outreach to inform the public of program offerings and park amenities
- High childhood and adult obesity rate in Carteret County (higher than state average)
- Active senior citizen population
- Focus on Economic Development using recreation, cultural, and sports as an economic driver
- Increased communications between departments
- Influx of seasonal residents and visitors
- Expected increase in county population – increase in park usage and program participation

### **Threats**

- Aging facilities
  - Expected increase in county population – limited staff and facilities to accommodate growth
  - Increase in school activities threatens the future ability of shared usage of gym facilities
  - State and federal dedicated grant funding for parks and recreation is always at risk
  - Other vital county departments/services quest for increased funding with a limited pool of available funds
- 

## **MAJOR GOALS**

The number one need for the department is more land/space for a substantial sports complex; additional athletic fields to accommodate the ever-growing requests for more space.

Improve water access, boat ramps, and parking (development of Stroud property, Harkers Island water access and Straits pier).

Long-term goal – County owned gymnasium and recreation center.

Implement use of technology with a new playground inspection software to be used by playground inspectors and park maintenance technicians in an effort to extend life span of playground equipment and ensure safety across the county.

Increase joint efforts with Park Maintenance Department to maintain facilities to a higher standard providing attractive, safe places for citizens to use and enjoy. Continue to make needed park improvements.

Continue to be creative with recreation and athletic programming and keep citizens engaged. Focus on gaps in location of services, demographics and trends.

## PARKS AND RECREATION

Increase promotion of wellness programs and physical activity opportunities – help combat the high obesity rate and health issue in our county. Install outdoor fitness equipment in parks, new trails and other outdoor activities.

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### STAFFING / PERSONNEL IMPACTS

#### **Current staffing levels consist of 7.5 full-time positions**

- Director [split half time between Civic Center and Parks and Recreation]
- Manager
- Facility Manager
- Athletic Supervisor
- Recreation Supervisor
- Program Coordinator
- Western Park Community Center Supervisor
- Senior Administrative Support Specialist

At the current service level, no additional staff needs are expected within the next 5 to 7 years. Should the County embark on a new recreation facility, staffing needs would increase.

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### SUCCESSION PLANNING

The current staff is a relatively young group with no retirement plans foreseen within the next 5 to 7 years.

#### **Department Director**

The current Director has been in the position since 2012 and has over fifteen years before retirement age with no intentions of changing employment.

#### **Department Manager**

The current Department Manager has been with the County since 2004, promoted to Manager in 2012. The current manager has over fifteen years before retirement and is not planning a change of employment. Currently holds a Bachelor's degree in Parks and Recreation Management as well as Certified Park and Recreation Professional designation. This employee brings an extensive amount of knowledge to the position and could easily transition into a higher management role. Training and professional development is on-going and includes all areas of higher management.

#### **Facilities Manager**

The Facilities Manager has been with the County since 2007, has over fifteen years before retirement with no immediate plans for a career change. Currently holds a Bachelor's degree in Parks and Recreation Management and is a Certified Playground Inspector. This employee brings an extensive amount of knowledge regarding park management and field maintenance. Could easily transition into a higher management role within the Parks and Recreation Department or the Parks Maintenance Department. Training and professional development is on-going and includes all areas of higher management, including customer service.

#### **Athletic Supervisor**

## PARKS AND RECREATION

The Athletic Supervisor has been in this current position since 2012, after many years as part-time athletic coordinator. This employee has fifteen to twenty years before retirement, no immediate plans for a career change. Extensive amount of experience and knowledge regarding parks, sports, ball fields and a longtime resident of the County. Employee would need to acquire a Bachelor's degree before being considered for promotion to higher-level management position. Continued education and professional development is ongoing. Current CDL license.

### **Recreation Supervisor**

The Recreational Supervisor has been in this position since 2010. No immediate plans for retirement but could possibly be within the 5 to 7 year plan. This position would be easily recruited for and possibly a stepping-stone for the current recreation coordinator.

### **Recreation Coordinator**

The Recreational Coordinator was hired in the fall of 2019. This entry-level position averages a turn-over every two years. This high turnover rate can be attributed to the low salary, typical candidates are just out of college and looking to grow their career. With such a stable staff, there is not a lot of opportunity for upward movement in this department. The current coordinator has a Bachelor's degree in Parks and Recreation Management, substantial amount of experience and will be promotable if a higher-level management position opens. An extensive amount of training has been conducted since the start date and will continue over the coming months.

### **Senior Administrative Support Specialist**

The Senior Administrative Support Specialist has been in current role since 2012 after serving several years on a part-time basis. No retirement plans for twenty plus years. Individual is very knowledgeable about parks, sports, ball fields and operations of the department. Was recently given more duties and is excelling. Employee would need to obtain a Bachelor's degree before consideration for promotion to higher-level management position. Continued education and professional development is ongoing.

## **BUDGETARY IMPACTS**

<b>Parks and Recreation 5-7 Year Plan</b>		<b>Budgetary impact</b>
1-2 years	Develop Stroud property	
	Replace playground at Eastern Park through grant funding	
	Utilize technology for playground and park inspections	1,500/yr.
	Continue to be creative with recreation and athletic programming, improving offerings and keeping citizens engaged.	
	Promote wellness programs and increase engagement in physically active recreation opportunities	
	Continue to work with Park Maintenance Department to improve condition of parks,	

## PARKS AND RECREATION

	facilities and ballfields around the County.	
2-3 years	Build Dog Park are at Freedom Park	10,000
	Improve ADA compliance in parks – wheelchair accessibility (paved walk ways) to fields and playgrounds	5-7,000/park
3-4 years	Improve trail access and connectivity from neighborhoods to parks (possible grants)	TBD
	Install outdoor exercise equipment at major parks (Western , Swinson, and Freedom)	10,000/park
4-5 years	Install outdoor exercise equipment at remaining district parks (Fort Benjamin and Eastern)	10,000/park
	Build additional basketball court at Fort Benjamin	25,000
	Install a disc golf course at Freedom Park	9,000
5-7 years	Install a disc golf course at Western Park	9,000
7+ years	Build gymnasium / recreation center	TBD

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### SUMMATION

Carteret County Parks and Recreation is dedicated to providing safe, healthy, accessible and affordable recreational opportunities to serve County residents and visitors. Recreation is an essential community component that contributes to the health, welfare, and quality of life within the county. Parks, recreation programs and sufficient water access also adds to the economic vitality of our community. As the population of Carteret County continues to grow, it is essential for us to recognize the value and importance of creating, maintaining, and enhancing recreation opportunities as well as the upkeep of aging facilities within the county.

The department strives to keep up with trends in the industry, listen to what the citizens want in the way of programs and meet the many needs for athletic programs around the County. We accomplish this goal through providing a variety of programs covering as many interests as possible with a limited staff and sparse program and athletic field space.

The department is currently solid and energetic. Over the next 5 to 7 years, our staffing level should be adequate to continue at the current level of service and there are no plans for retirement in the near future. If new programming space were to become a reality (additional park land and a recreation center), staff needs would increase.

A lot of national, state and local focus is placed on increasing physical activity among youth and adults. As usage increases in parks, so does wear and tear. We must continue to upgrade park amenities and improve maintenance of outdoor recreation space. Investing in new park amenities such as trails, outdoor exercise equipment, disc golf courses, dog parks and water

## PARKS AND RECREATION

access locations – will keep County citizens and visitors engaged and excited to return to Carteret County Parks and Recreation facilities.

AGING SERVICES



# AGING SERVICES

2020-2024 Strategic Plan

## AGING SERVICES

### OVERVIEW / MISSION

At the Carteret County Department of Aging Services, helping older adults remain independent is our number one priority. We strive to support, assist, and advocate for seniors and their families by offering programs and services that ultimately allow them to age in place and remain at home.

Our mission is to enhance the quality of life for older adults in Carteret County by providing services, programs, and activities that will maintain or improve level of independence, encourage personal growth and development, promote community participation, and address current and future needs. Special emphasis is placed on serving the socially and economically disadvantaged, low income, minorities, and the frail elderly.

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### CONCEPTS OF STRATEGIC PLANNING

Yogi Berra once said “if you don’t know where you are going, you’ll end up someplace else.” Strategic planning is important to our department because it provides a sense of direction and goals to where we want to be. This strategic plan will be useful for guiding day-to-day decisions as well as evaluating progress. As a recognized North Carolina Senior Center of Excellence, our goals align with the requirements set forth for this designation. As a recipient of funds through the Home & Community Care Block Grant, we will continue to meet the requirements set by the North Carolina Division of Aging and Adult Services to receive these funds and provide much needed services to older adults in Carteret County. This plan will be a working document projecting over the next 5 years. Input will be gathered each year from key stakeholders to include Carteret County Aging Services staff, members of the Carteret County Senior Center Advisory Board and participants of the senior center.

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### PROGRAMMATIC OBJECTIVES

The Leon Mann, Jr. Enrichment Center is a welcoming place for older adults over 50, caregivers, and the community at large. We place a strong emphasis on offering quality, no cost health and wellness programming, social events, seminars, and many other educational and recreational activities. Available to those aged 60 or better, nutrition services (congregate lunch) and transportation to and from the Center are available to participants at no cost through the Home & Community Care Block Grant. Services provided to those aged 50+ include information and assistance, health screenings, legal services and many health & wellness programs. Additionally, we offer Medicare insurance counseling and tax assistance available to all ages.

### SWOT ANALYSIS

#### Strengths

- A North Carolina *Center of Excellence*
- Outstanding customer service
- Provides a sense of community

## AGING SERVICES

- Provides a safe, caring environment for older adults
- Provides a variety of activities (recreational to educational)
- Works with other agencies to help accomplish our mission
- Provides a wide variety of services
- Collaborates with Friends of Aging non-profit organization for fundraising efforts
- Large, up-to-date facility
- Large fitness room with commercial grade equipment
- Caring staff that works well together
- Knowledgeable staff, all staff are kept up to date on training and stay abreast of issues facing older adults

### **Weaknesses**

- Not enough grant funding to provide home delivered meals for all that are in need
- Because of location, mainly serve participants from Morehead City and Newport area
- Because of high usage, cleanliness of fitness room could be improved
- Can sometimes be difficult to accommodate a wide variety of physical and mental abilities
- Hours do not accommodate working seniors
- More instructor lead fitness classes
- Quality of food served through nutrition program needs improvement
- No mental health services

### **Opportunities**

- Senior population growing (baby boomers)
- Potential partnerships with independent/assisted living facilities
- Situated in a growing retirement area
- As the Friends of Aging non-profit grows, an increased opportunity for funding
- Older adult mental health resources

### **Threats**

- Growth of independent/assisted living facilities in the area
- Grant funds are not increasing, while the senior population is growing
- Older adults are working longer
- “Aging out” of our older generation
- Baby boomers have different interests than the older generations

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## MAJOR GOALS

- Obtaining a new and improved caterer for nutrition programs; Home Delivered Meals and Congregate Nutrition
- Improve outreach into the community – especially with local churches. Increase speaking opportunities with area service organizations.

## AGING SERVICES

- Incorporate extended operating hours to accommodate working older adults (for example, 7am to 6pm)
- Increase participant and non-participant surveys to ensure we are offering programs and services of interest.
- Extend services to include Eastern and Western areas of Carteret County – create partnerships with those in Eastern and Western communities to help provide services needs to older adults.
- Collaborate with other agencies to establish a mental health support group for older adults and/or caregivers of older adults whom are mentally ill.
- Increase use of rental facility to generate more revenues.

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### STAFFING / PERSONNEL IMPACTS

Carteret County Aging Services currently consists of seven full-time employees and five part-time employees. As a small department, there will be a need for additional staff in the next three to five years. As the number of older adults increase, so will our participation. Extending the operating hours of the center and increasing our facility rentals will increase the need for at least an additional part-time staff member.

We currently have one retirement on the horizon. Professional development will be important to keep current employees engaged and motivated in their current roles. As of summer 2019, three out of the seven full-time employees will have less than 12 months of Carteret County Government experience. Carteret County based trainings will be imperative. Securing local county governmental training opportunities will be essential. Trainings will include but are not limited to the North Carolina Association on Aging Conference, North Carolina Department of Aging and Adult Services trainings, Senior Health Insurance Information Program trainings and UNC School of Government courses.

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### SUCCESSION PLANNING

The Director, Assistant Director and Senior Administrative Assistant all work very closely together and are kept up to date on each position's duties. Should one of these positions become available, the other two should be able to either temporarily fill-in or step into the new position. The remaining four full-time employees are all cross-trained and able to fill in each other's absence. Since we are such a small department, it is imperative that we work together as a team and are able to cover multiple roles.

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### BUDGETARY IMPACTS

Projecting growth and extension of hours, the biggest impact to our budget would be to hire an additional part-time employee. This employee would work approximately 16 hours per week with an average expense of \$10,000 per year. Additionally, if our Home & Community Care Block Grant funding was to decrease or required to be re-allocated and decrease Senior Center Operations, we would have to decide if the county would cover the lack of funds or if we would

## AGING SERVICES

have a reduction in services. With the exception of sequestration in 2013, reduction of funds has not been an issue for the past five or so years and we are hopeful that it will remain that way.

### **SUMMATION**

With the increase in number of older adults and baby boomers, this proves to be an exciting time for our department. Baby boomers constitute more than two-thirds of the 50+ population. With the rise in population, we will also face many challenges. Baby boomers, who have different interests as compared to our older generation, will require slightly different activities than our older population. With an increasing amount of seniors retiring later in life, we will need to adjust our operating hours and programs accordingly. It is our hope that we will have something to offer each and every older adult in Carteret County.

RAPE CRISIS PROGRAM



# RAPE CRISIS PROGRAM

2020-2024 Strategic Plan

## RAPE CRISIS PROGRAM

### MISSION

The Mission of the Carteret County Rape Crisis Program is to be committed to healing and empowering survivors of sexual victimization; challenging people and institutions to be more responsive and responsible to all survivors; and eliminating sexual assault and abuse from our community and our society.

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### OVERVIEW

The importance of this strategic plan for the Rape Crisis Department is to provide guidance to program planners for future growth or non-growth in this area. As stated in our mission statement our primary purpose is to eliminate sexual assault and abuse from our community and our society. Within the next five years the Rape Crisis Program will undoubtedly see an increase in people seeking services, as it is now easier for those who have been assaulted to report and be believed. Crisis intervention may decrease; however, as males and females find the courage to reveal long-term secrets about their abuse, therapeutic interventions will undoubtedly increase. It will be imperative to have trained qualified staff to meet the needs of emerging clients as they reveal lifelong abuse.

The importance of competitive salaries will continue to be an issue as salaries are substantially less than in other fields of advocacy and therapy. Unfortunately, as with other social issues, sexual assault is dependent upon the urgency of the issues with Federal, State and local funding. The availability of grants and philanthropic giving is still the underlying sources of funding for sexual assault programs.

The Carteret County Rape Crisis program relies on grant funding to support or partially support four of its five positions (two full-time advocates, one full-time and one part-time therapist).

County funding supports the Director's position. The County also supplies other amenities such as longevity, vacation and sick leave for all qualified positions.

The Rape Crisis Department is a member of the North Carolina Coalition for Sexual Assault (NCCASA), this membership keeps us abreast of emerging and longtime issues within the sexual assault movement. Their advocacy and our involvement gives us an edge on Federal and State budget increases and/or decreases as it relates to this issue. Prisons, Jails, college campus education, By-Stander, Human Trafficking, LBGTQ issues, and community education are just a few of their initiatives. Continuing to be a part of this organization permits us to stay abreast of emerging issues and funding opportunities. Annual membership dues of \$300.00.

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### TIMELINE

Due to the nature of the type of work that the Rape Crisis Program performs, a budgetary time line is hard to narrow down.

**In the Next Year:** We hope to renew our grant-funding source and continue to obtain county funding for benefits and director's salary.

## RAPE CRISIS PROGRAM

**Two Years:** We look forward to having an experienced staff, thereby, allowing programmatic enhancements and new ideas easier to implement. Looking and apply for grants to financially continue the program is an ongoing endeavor.

**Three Years:** Staff will be consistent and program changes will be easier to develop and implement. Increased services to Hispanic, LGBTQ, PREA, Human Trafficking, School presence; and other services will increase, as funding is available.

**Four Years:** Should County have a county complex, we hope to have a location that is inconspicuous with a name change that does not include "Rape". Continued grant applications for funding

**Five Years:** Continued grant funding to sustain the program with the aid of county funds. Grow or maintain program as funding sources dictate.

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### PROGRAMMATIC OBJECTIVES

#### Currently the Rape Crisis Program provides following services:

- Victim Advocates: Provide interpretation services as well as, Crisis intervention, advocacy during investigation and legal procedures, counseling, transportation, volunteer training, financial claims through NCVC, confidentially concealment of identity
- Prevention, planning and presenting educational programs, and awareness programs for children and adults.
- Licensed Therapist: Provide therapy for victims and their families, as well as any of the combination of services listed above.
- Volunteers: provide office services, carry crisis phone, and assist with community presentations, workshops, and/or health fairs.

#### We Endeavor to:

- Provide Advance Training for therapist and advocate
  - Connect therapist with higher education facilities for continued intern placement
  - Develop PSA's that are inclusive
  - Include more for males
  - Develop a certificate training program for advocates
- 

### SWOT ANALYSIS

#### Internal Strengths

- Longevity of the program (began in 1986), good rapport with other programs locally and across the state, good leadership and professional staff, ongoing SART teams, both county and with military.

#### Weaknesses

- Program growth limited by county constraints unable to apply for some grants because of county designation. Staff needs clerical support.

## RAPE CRISIS PROGRAM

### **Opportunities**

- Internal Strengths - Exposure to a variety of situations and cultures increases knowledge and skills.
- Internal Weaknesses – little to no opportunity for advancement.

### **Internal Threats**

- Loss of experienced personnel, keeping staff morale high, and the struggle to replace qualified staff when there is an opening. County salary levels are far below the market rate for licensed therapist.
- 

### **MAJOR GOALS**

The Major goals for this program are to educate the community about the effects of sexual assault and to provide services, free of charge, to citizens and their families.

Increase our ability to reach and serve those affected by sexual assault.

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### **SUCCESSION PLANNING**

Currently there are four full-time positions in Rape Crisis, Department Director, Therapists (2) and Advocates (2). In the absence of the department head, the senior therapist or full-time therapist will assume the lead role in the department. The director will continually train the senior therapist in handling grant requirements, credit card, reimbursements and personnel matters. In the absence of a full-time therapist, the senior most individual with at least a four-year degree will assume departmental responsibilities. In the event of no qualified staff in the department, the County Manager or his designee will oversee the program.

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### **BUDGETARY IMPACTS**

Currently, the Rape Crisis Center has an operating cost of ~250,000 of which ~43% are obtained through grants. One victim advocate is funded by the Council for Women, the two therapist (one full-time one part-time), and other operating expenses are funded by the Governor's Crime Commission. Should these grants cease, our program would not be able to continue without full funding from the County. Donations from churches and/or private groups account for less than 1% of the program costs. Because we are a governmental agency, we cannot fundraise to supplement any revenue losses.

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### **SUMMATION**

We hold to our mission to provide free and confidential services to all victims of sexual assault, and we further endeavor to educate our citizens about its impact and ramifications. Looking for available grant funds, new treatment methods, and community partners to help traumatized victims and their families are the cornerstones upon which we operate. Someday, we hope, there will be no need for this program; however, until that day, we are committed to the fight for however long it takes.

VETERANS SERVICES



# VETERANS SERVICES

2020-2024 Strategic Plan

## VETERANS SERVICES

### MISSION

The mission of Veterans Services is to assist county Veterans and their families in understanding and obtaining the VA benefits they have earned. This involves counseling and interviewing Veterans and their dependents about various regulations, benefits, and assisting them throughout the application process. The Veterans Services staff assists in completing and submitting claims for benefits, enrolling Veterans in the healthcare system, and applying for ancillary benefits to which they are entitled. The staff cooperates and works in coordination with other government entities at the federal, state, and local level to serve our Veterans. The department strives to keep county Veterans informed of opportunities and changes in VA regulations and policies. The Veterans Services department's mission is to serve the Veterans and their families with respect and dignity that they have earned.

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### OVERVIEW

The Veterans Services department is under the umbrella of the North Carolina Division of Military and Veterans Affairs (NC DMVA) and is financed by the County of Carteret. The department takes direction from the Carteret County Board of Commissioners and the County Manager. The department aims to help Veterans and their families with VA benefits, and also assists them with their Department of Defense benefits, SBP, direct deposit, tax info and last check if Veteran is retired.

More and more young Veterans from Iraq and Afghanistan are utilizing Veterans Services, and these types of Veterans require more services from the department. Specifically, it is necessary to check to see if their Department of Defense disabilities are correct, and if they are not, make corrections to their records. The Veterans Services staff ensures that Veterans are covered by health care of some kind.

There will always new benefits that are approved by the VA. Staff members attend a couple of County trainings a year. The department provides services to officers belonging to the NC County Veterans Service Officers Organizations. We also must attend a couple of NC State Military & Veterans Affairs Meetings a year. This information is passed on to the staff.

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### TIMELINE

A target goal would be five years.

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### PROGRAMMATIC OBJECTIVES

Veterans Services work is complex and exacting because of the numerous state and federal laws which apply. The County VS Office is in the business of filing claims. These statutes cover various benefits to include:

- Compensation, Pension, DIC (Widows/Widower benefits), Insurance, Aid and Attendance, Health Care, Burial, Home Loan Guaranty, Disagreements, Appeals, Education Benefits, and Debt Reduction for Overpayments by the VA. These services are provided by 2 Service Officers, who meet with the Veterans or the family members. One claim can take up to one hour to process, or longer. Patience

## VETERANS SERVICES

is definitely needed as member has lost a loved one. Service Officers talk with each member getting information for the claim.

- MVRA Military/Veteran's Registration Plate Appreciation: Veterans are entitled to one free disabled tag for their vehicle.
- NCDVA-9: This form exempts \$45,000 if the Veteran owns property in their county. (Also 100% P & T)
- Hunting & Fishing licenses are for Veterans who are 50% service connected.

All these services and more are provided to the Veterans Services Officer in our county. We have implemented a letter to the 100% P & T Veterans to explain all the benefits their families are entitled to.

### **Other services provided:**

- Van Transportation System. This service is managed by an assigned Office Assistant for transportation for our Veterans who need transportation to the VA Medical Hospital in Durham and the Health Care Center in Greenville, NC.
- ROMEO Luncheons (WWII gatherings which now include Korean and Vietnam Era Veterans. This service is provided by our Office and managed by an assigned Office Assistant.
- Carteret County Memorial Day Service in Beaufort. Veterans Coalition of the Crystal Coast which is a group of volunteers including office personnel who coordinate all activities to honor the memories of our Veterans.
- Carteret County Veterans Day Parade in Morehead City. Crystal Coast Veterans Coalition presents a day to honor all of our Veterans in the County. The County Veterans Services department will include all its staff members to assist with whatever is needed.
- PTSD Group. Every Thursday, 20 to 25 Veterans meets at the Veterans Services office in the conference area. A certified counselor comes from the Greenville VA office to meet with the Veterans, first individually then to the group session.
- Vet Center. The current director wants to include counseling for family members of PTSD Veterans and for Sexual Trauma Veterans also.

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## SWOT ANALYSIS

- **Strengths**
  - Internal: Serving one Veteran (or Veteran's family member) at a time and to treat that Veteran or Veteran's family member with the respect

## VETERANS SERVICES

and dignity that he/she has earned. Our staff strive to file a fully developed claim.

- External: We maintain a can do attitude to help the Veteran.
- **Opportunities**
  - Internal: To serve all Veterans who walk through our doors.
  - External: To participate in all community activities as the Veterans Stand Down, Memorial Day Services, Veterans Day Parade, Senior Life Expo Presentations, and Veterans Coalition of the Crystal Coast. The office has started sending out sympathy cards to family members so they know to come in and apply for benefits. We also sponsored an adult for Christmas. We want to help in our community.
- **Threats**
  - Internal: Sometimes the County Veterans Services office is mistaken for the VA Clinic that is located on Highway 70 and Veterans call or come by and vent their anger if they are unhappy with the clinic. When we explain who we are and what we do, they generally apologize.
  - External: We did have the police call the Director some time back when a person had called in a threat to our office saying that he was with ISIS and was going to blow up the building. We had to evacuate the building. It was later found that it was a man on a CB radio.

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### MAJOR GOALS

- Goal: Death notification for Veterans and their families out of the newspaper. Send a sympathy card to family to notify them of possible benefits.

Measurement:

1. Stop overpayment for the survivor
2. Save the VA money from checks that are cashed illegally or money taken out of the bank accounts
3. Possible benefits, grave marker, Presidential Memorial Certificate, DIC, or death pension (Death & Indemnity compensation)

- Goal: Attend classes offered by State and County Veterans organizations to maintain certifications and keep abreast of changes for Veterans and their families.

Measurement: For Veteran Services Officers more knowledgeable about County & Veterans operations for the betterment of self and best possible service to the County and Veterans.

- Goal: Maintain accuracy, attention to detail, when completing a claim.

Measurement: Have claims adjusted quicker to get money in Veterans pockets.

- Goal: Help homeless Veterans.

## VETERANS SERVICES

Measurement: Get placed in a home, working, start receiving medical benefits, and file a claim.

- Goal: Scan all files in our computer.

Measurement: To have all files scanned. To make more room in office. Prevent HIPPA violations. This will be a year-long process.

- Goal: Utilize Vet Center. Start a class for spouses of Veterans with PTSD.

Measurement: Help them understand what their spouses are going through.

- Goal: Utilize Vet Center to start a class for sexual trauma veterans.

Measurement: Help those Veterans start living their lives and being able to cope with what has happened to them.

- Goal: All staff to start using SEP (Stakeholders Electronic Portal).

Measurement: To upload claims directly into the VA system. Claims will be adjudicated quicker.

- Goal: Provide transportation to the VA Medical Center in Durham and to the Health Care Clinic in Greenville.

Measurement: Make sure Veterans keep their appointments for health care.

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### STAFFING / PERSONNEL IMPACTS

At this time, there are three (3) Veteran Service Officers, the Director and two (2) service officers and additionally two (2) Administrative Assistants and one (1) Senior Administrative Assistant. No new personnel requested at this time.

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### SUCCESSION PLANNING

Should the present Director retire, this position would probably be an external hiring and not an internal promotion. At this time our staff is trained and ready to work.

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### BUDGETARY IMPACTS

Veterans Services is unique in that it is in the business of filing claims. It should not be adding or reducing staff any time in the near future.

## VETERANS SERVICES

### SUMMATION

In summary, the purpose of Veterans Services is to assist Veterans and their family in understanding and obtaining the VA benefits they have earned. Our staff counsels and interviews the veterans and their dependents, assisting them through the process. Veterans Services works in coordination with the Department of Defense, the VA Health Care System, Education program, insurance, burial benefits, markers for grave sites, Presidential Memorial Program, Vocational Rehabilitation/Employment, Debt Management, the big benefit is compensation and pension. We also assist widows or widowers for the Death Indemnity Claim (DIC) or pension for war time. We are active in the community with CCC; Work First, Homeless Program. Champ VA is another program we administer.

The Veterans Services department assists in re-imbusement of medical expenses for pension Veterans and spouses as well as assists Veterans with HISA Grants; Special Adoptive Housing and vehicles. In addition, the department is heavily involved with the Crystal Coast Veterans Coalition on the Veterans Parade for Veterans Day and the Memorial Day Program.

Veterans Services staff are working to convert all file to electronics. I plan to have this conversion done in 2 years. We will be able to get rid of VIMS System and save the county money.

Our staff members will assist all Veterans and family members with a caring attitude by listening to them and answering their questions. Our staff files claims, and enrolls Veterans in health care. When the time comes, the Veterans Services staff takes care of the family members with assisting them with burial benefits. The staff is here to take care of them from the beginning to the end.

CARTERET COUNTY  
Board of Commissioners

Meeting Date:  
16-Mar-20

Presenter:  
Stephen Rea



Agenda Item XII.
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**ITEM TO BE CONSIDERED**

Title: Update: South River EMS

**Brief Summary:**

Mr. Rea will provide an update on the financial impact regarding South River EMS.

If the Board of Commissioners approves of the agenda item as presented, the following motion(s) is (are) suggested:

**BACKGROUND**

Originating Department \_\_\_\_\_

Attachments:

- 1 Financial impact documents \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_

Staff Contact: \_\_\_\_\_

**REVIEWED BY**

County Manager \_\_\_\_\_  
Clerk to the Board \_\_\_\_\_

County Attorney \_\_\_\_\_  
ACM/Finance Director \_\_\_\_\_

DEPARTMENT: South River-Merrimon Fire Dept

FY 2020-2021 BUDGET REQUEST  
CARTERET COUNTY

Rev./Expend. Year to Date As of 12/31/19 Acct. # Actual 7/1/18-6/30/19 Approved 19/20 Budget Proposed 20/21 Budget Amt. Change 19/20-20/21 % Change 19/20-20/21 Fire & EMS Comm. Recom. Budget

Section 1 REVENUES & EXPENSES

A. ESTIMATED REVENUE

-	10101	1. FireDistrict Ad Valorem Tax	-	-	77,410	77,410	0.0%
-	10102	2. Fire District Sales Tax	-	-	37,000	37,000	0.0%
-	10201	3. EMS District Ad Valorem Tax	-	-	-	-	0.0%
-	10202	4. EMS District Sales Tax	-	-	-	-	0.0%
-	10001	5. Other County Revenue	-	-	-	-	0.0%
-	10002	6. Lease Revenues	-	-	-	-	0.0%
-	10003	7. Grant Revenues	-	-	-	-	0.0%
-	10004	8. Interest Income	-	-	25	25	0.0%
-	10005	9. Income Fundraisers	-	-	-	-	0.0%
-	10006	10. Donations	-	-	1,500	1,500	0.0%
-	10007	11. Insurance Proceeds	-	-	-	-	0.0%
-	10008	12. Income-Sales Tax Refunded	-	-	-	-	0.0%
-	10009	13. Income-Fuel Tax Refunded	-	-	-	-	0.0%
-	10010	14. Miscellaneous Income	-	-	-	151	0.0%
-	10011	15. Transfer from(to) Fund Balance	-	-	-	-	0.0%
-	10203	16. EMS Billing Proceeds	-	-	-	-	0.0%
-	10012	17. Loan Proceeds	-	-	-	-	0.0%
-		18. Sale of Asset	-	-	-	-	0.0%
-		19. County Reserve Funds	-	-	-	-	0.0%
-		20. Other	-	-	-	-	0.0%

\$ - TOTAL REVENUE \$ - \$ - \$ 115,935 \$ 115,935 undefined

B. ESTIMATED EXPENDITURE SUMMARY

Do not enter any numbers in this section

-	11000	1. Compensation	-	-	23,720	23,720	0.0%
-	12000	2. Administration	-	-	15,323	15,323	0.0%
-	13000	3. Insurance	-	-	31,617	31,617	0.0%
-	14000	4. Vehicles	-	-	9,675	9,675	0.0%
-	15000	5. Buildings & Grounds	-	-	5,100	5,100	0.0%
-	16000	6. Medical Expenses	-	-	4,600	4,600	0.0%
-	17000	7. Fire Expenses	-	-	4,850	4,850	0.0%
-	18000	8. Utilities	-	-	10,500	10,500	0.0%
-	19000	9. Communications	-	-	10,550	10,550	0.0%
-	20000	10. Capital Purchases	-	-	-	-	0.0%
-	21000	11. Capital Reserves	-	-	-	-	0.0%
-	22000	12. Debt Service	-	-	-	-	0.0%

TOTAL: \$ - \$ - \$ 115,935 \$ 115,935 0.0%

Amount needed to balance the budget: -

		DEPARTMENT:	South River-Merrimon Fire Dept							
		FY 2020-2021 BUDGET REQUEST CARTERET COUNTY								
Rev./Expend. Year to Date As of 12/31/19	Acct. #		Actual 7/1/18-6/30/19	Approved 19/20 Budget	Proposed 20/21 Budget	Amt. Change 19/20-20/21	% Change 19/20-20/21	Fire & EMS Comm. Recom. Budget		
<b>C. COMPENSATION</b>										
-	11001	1. Base Pay	-	-	-	-	0.0%			
-	11002	2. Scheduled O/T	-	-	-	-	0.0%			
-	11003	3. Call Back O/T	-	-	-	-	0.0%			
-	11004	4. Overtime @ 1.5	-	-	-	-	0.0%			
-	11005	5. Vac./Sick/Holiday Pay	-	-	-	-	0.0%			
-	11006	6. PRN Expenses	-	-	-	-	0.0%			
-	11007	7. Volunteer Compensation	-	-	21,000	21,000	0.0%			
-	11008	8. Taxes - Payroll (FICA & Medicare @.0765)	-	-	1,607	1,607	0.0%			
-	11009	9. Taxes - FUTA @.008	-	-	168	168	0.0%			
-	11010	10. Taxes - SUTA	-	-	105	105	0.0%			
-	11011	11. Medical Injury & physicals	-	-	-	-	0.0%			
-	11012	12. IRA Contribution	-	-	-	-	0.0%			
-	11013	13. NC Firemen's Assn. Pension Program	-	-	840	840	0.0%			
-	11014	14. Salary Adjustment	-	-	-	-	0.0%			
\$	-	<b>SUBTOTAL - Compensation</b>	\$	\$	\$ 23,720	\$ 23,720	0.0%			
<b>D. ADMINISTRATIVE</b>										
-	12001	1. Advertising	-	-	-	-	0.0%			
-	12002	2. Bank Charges	-	-	100	100	0.0%			
-	12003	3. Dues and Subscriptions	-	-	1,341	1,341	0.0%			
-	12004	4. Fundraising Expense	-	-	-	-	0.0%			
-	12005	5. Legal & Prof. Fees	-	-	9,149	9,149	0.0%			
-	12006	6. Office Equipment	-	-	-	-	0.0%			
-	12007	7. Office Supplies	-	-	460	460	0.0%			
-	12008	8. Postage	-	-	-	-	0.0%			
-	12009	9. Training & Seminars	-	-	1,500	1,500	0.0%			
-	12010	10. Uniforms and Laundry	-	-	500	500	0.0%			
-	12011	11. Rehab Expense	-	-	300	300	0.0%			
-	12012	12. Flowers, Bereavement, Socials etc.	-	-	-	-	0.0%			
-	12013	13. Sales Tax Paid & Refundable	-	-	-	-	0.0%			
-	12014	14. EMS Billing expense	-	-	-	-	0.0%			
-	12015	15. Fire Prevention expense	-	-	-	-	0.0%			
-	12016	16. Miscellaneous expense	-	-	525	525	0.0%			
-	12017	17. Contracted Services	-	-	1,448	1,448	0.0%			
-	12018	18. Taxes-other	-	-	-	-	0.0%			
-	12019	19. Penalties	-	-	-	-	0.0%			
-	12020	20. Prior period taxes, penalty, interest	-	-	-	-	0.0%			
\$	-	<b>SUBTOTAL - Administrative</b>	\$	\$	\$ 15,323	\$ 15,323	0.0%			

DEPARTMENT: South River-Merrimon Fire Dept

FY 2020-2021 BUDGET REQUEST  
CARTERET COUNTY

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<b>E. INSURANCE EXPENSES</b>								
-	13001	1. Insurance	-	-	24,506	24,506	0.0%	
-	13002	2. Employee Insurance - Group Health	-	-	-	-	0.0%	
-	13003	3. Employee Insurance - Accident & Sickness	-	-	2,069	2,069	0.0%	
-	13004	4. Employee Insurance - Workmans Comp	-	-	-	-	0.0%	
-	13005	5. Employee Insurance - Dental	-	-	-	-	0.0%	
-	13006	6. Employee Insurance - Life	-	-	5,042	5,042	0.0%	
-		7. Employee Insurance - Disability	-	-	-	-	0.0%	
-	13007	8. Insurance-Liability	-	-	-	-	0.0%	
-	13008	9. Insurance-Property	-	-	-	-	0.0%	
-	13009	10. Insurance Vehicle (Fire)	-	-	-	-	0.0%	
-	13010	11. Insurance Vehicle (EMS)	-	-	-	-	0.0%	
\$ -		<b>SUBTOTAL - Insurance</b>	\$ -	\$ -	\$ 31,617	\$ 31,617	0.0%	
<b>F. VEHICULAR</b>								
-	14101	1. Motor Fuel & Oil - Fire	-	-	4,000	4,000	0.0%	
-	14102	2. R & M - Vehicle-Fire	-	-	5,675	5,675	0.0%	
-	14201	3. Motor Fuel & Oil -EMS	-	-	-	-	0.0%	
-	14202	4. R & M - Vehicle-EMS	-	-	-	-	0.0%	
-	14002	5. R & M - Rescue-Boat	-	-	-	-	0.0%	
-	14001	6. Taxes & Licenses	-	-	-	-	0.0%	
\$ -		<b>SUBTOTAL - Vehicular</b>	\$ -	\$ -	\$ 9,675	\$ 9,675	0.0%	
<b>G. BUILDINGS &amp; GROUNDS</b>								
-	15001	1. R & M Buildings	-	-	1,500	1,500	0.0%	
-	15002	2. Buildings - Supplies	-	-	-	-	0.0%	
-	15003	3. Buildings - Housekeeping Contract	-	-	1,800	1,800	0.0%	
-	15004	4. Grounds Keeping Contract	-	-	1,800	1,800	0.0%	
-	15005	5. Grounds Keeping Supplies/Maint.	-	-	-	200	0.0%	
-	15006	6. R & M Generator and Fuel	-	-	-	400	0.0%	
-	15007	7. Pest Control	-	-	-	450	0.0%	
-	15008	8. Small Equipment	-	-	-	150	0.0%	
\$ -		<b>SUBTOTAL - Buildings &amp; Grounds</b>	\$ -	\$ -	\$ 5,100	\$ 5,100	0.0%	

DEPARTMENT: South River-Merrimon Fire Dept

FY 2020-2021 BUDGET REQUEST  
CARTERET COUNTY

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<b>H. MEDICAL EXPENSES</b>								
-	16201	1. R & M Medical Equipment	-	-	3,600	3,600	0.0%	
-	16202	2. Medical Supplies (incl. drugs)	-	-	1,000	1,000	0.0%	
-	16203	3. Oxygen	-	-	-	-	0.0%	
-	16204	4. Linen Expense	-	-	-	-	0.0%	
-	16205	5. Medical Equip. Purchases (specify below)	-	-	-	-	0.0%	
-			-	-	-	-	0.0%	
-			-	-	-	-	0.0%	
-			-	-	-	-	0.0%	
\$		<b>SUBTOTAL - Medical Expenses</b>	\$ -	\$ -	\$ 4,600	\$ 4,600	0.0%	
<b>I. FIRE EXPENSES</b>								
-	17101	1. R & M Fire Equipment	-	-	3,350	3,350	0.0%	
-	17102	2. Fire Supplies	-	-	1,500	1,500	0.0%	
-	17103	3. Fire Equip. Purchases (specify below)	-	-	-	-	0.0%	
-			-	-	-	-	0.0%	
-			-	-	-	-	0.0%	
-			-	-	-	-	0.0%	
\$		<b>SUBTOTAL - Fire Expenses</b>	\$ -	\$ -	\$ 4,850	\$ 4,850	0.0%	
<b>J. UTILITIES</b>								
-	18002	1. Heating Fuel-LP Gas	-	-	5,000	5,000	0.0%	
-	18003	2. Electricity	-	-	5,050	5,050	0.0%	
-	18004	3. Water	-	-	-	-	0.0%	
-	18005	4. Cable TV	-	-	450	450	0.0%	
-	18006	5. Refuse Removal	-	-	-	-	0.0%	
-	18001	6. Utilities	-	-	-	-	0.0%	
\$		<b>SUBTOTAL -Utilities</b>	\$ -	\$ -	\$ 10,500	\$ 10,500	0.0%	
<b>K. COMMUNICATIONS</b>								
-	19201	1. Telephone - Station	-	-	2,450	2,450	0.0%	
-	19202	2. Telephone - Cellular	-	-	1,550	1,550	0.0%	
-	19203	3. Internet Service	-	-	1,800	1,800	0.0%	
-	19204	4. R & M Communications Equipment	-	-	750	750	0.0%	
-	19205	5. Comm.Equip. Purchases	-	-	4,000	4,000	0.0%	
-			-	-	-	-	0.0%	
\$		<b>SUBTOTAL - Communications</b>	\$ -	\$ -	\$ 10,550	\$ 10,550	0.0%	

DEPARTMENT: South River-Merrimon Fire Dept

FY 2020-2021 BUDGET REQUEST  
CARTERET COUNTY

Rev./Expend. Year to Date As of 12/31/19	Acct. #		Actual 7/1/18-6/30/19	Approved 19/20 Budget	Proposed 20/21 Budget	Amt. Change 19/20-20/21	% Change 19/20-20/21	Fire & EMS Comm. Recom. Budget
<b>L. CAPITAL PURCHASES</b>			<i>(Specify in Section VI)</i>					
-	20001	1. Real Estate	-	-	-	-	0.0%	
-	20002	2. Building	-	-	-	-	0.0%	
-	20003	3. Vehicle-Fire	-	-	-	-	0.0%	
-	20004	4. Vehicle-EMS	-	-	-	-	0.0%	
-	20005	5. Other (specify below)	-	-	-	-	0.0%	
-			-	-	-	-	0.0%	
-			-	-	-	-	0.0%	
\$ -		<b>SUBTOTAL - Capital Purchases</b>	\$ -	\$ -	\$ -	\$ -	0.0%	
<b>M. CAPITAL RESERVES</b>			<i>(Specify in Section VII if applicable)</i>					
-	21001	1. Property fund	-	-	-	-	0.0%	
-	21002	2. Building Fund	-	-	-	-	0.0%	
-	21101	3. Truck Fund	-	-	-	-	0.0%	
-	21201	4. Ambulance fund	-	-	-	-	0.0%	
-	21103	5. Equipment Fund-Fire	-	-	-	-	0.0%	
-	21203	6. Equipment Fund-EMS	-	-	-	-	0.0%	
-	21003	7. Other	-	-	-	-	0.0%	
\$ -		<b>SUBTOTAL - Capital Reserves</b>	\$ -	\$ -	\$ -	\$ -	0.0%	
<b>N. DEBT SERVICE</b>			<i>(Include existing and proposed debt service)</i>					
-	22001	1. Real Estate	-	-	-	-	0.0%	
-	22002	2. Building	-	-	-	-	0.0%	
-	22101	3. Vehicle-Fire	-	-	-	-	0.0%	
-	22201	4. Vehicle-EMS	-	-	-	-	0.0%	
-	22003	5. Other-Interest	-	-	-	-	0.0%	
\$ -		<b>SUBTOTAL - DEBT SERVICE</b>	\$ -	\$ -	\$ -	\$ -	0.0%	
\$ -		<b>TOTAL:</b>	\$ -	\$ -	\$ 115,935	\$ 115,935	0.0%	

Recommendation of Fire & EMS Commission:

Yes

No

Date:

Ayes:

Nays

DEPARTMENT:		Beaufort EMS							
		FY 2020-2021 BUDGET REQUEST							
		CARTERET COUNTY							
Rev./Expend.			Actual	Approved	Proposed	Amt. Change	% Change	Fire & EMS Comm.	
Year to Date			7/1/18-6/30/19	19/20 Budget	20/21 Budget	19/20-20/21	19/20-20/21	Recom. Budget	
As of 12/31/19	Acct. #								
Section 1	<b>REVENUES &amp; EXPENSES</b>								
	<b>A. ESTIMATED REVENUE</b>								
-	10101	1. Fire District Ad Valorem Tax	-	-	-	-	0.0%		
-	10102	2. Fire District Sales Tax	-	-	-	-	0.0%		
-	10201	3. EMS District Ad Valorem Tax	-	-	-	-	0.0%		
-	10202	4. EMS District Sales Tax	-	-	-	-	0.0%		
-	10001	5. Other County Revenue	-	-	-	-	0.0%		
-	10002	6. Lease Revenues	-	-	-	-	0.0%		
-	10003	7. Grant Revenues	-	-	-	-	0.0%		
-	10004	8. Interest Income	-	-	-	-	0.0%		
-	10005	9. Income Fundraisers	-	-	-	-	0.0%		
-	10006	10. Donations	-	-	-	-	0.0%		
-	10007	11. Insurance Proceeds	-	-	-	-	0.0%		
-	10008	12. Income-Sales Tax Refunded	-	-	-	-	0.0%		
-	10009	13. Income-Fuel Tax Refunded	-	-	-	-	0.0%		
-	10010	14. Miscellaneous Income	-	-	-	-	0.0%		
-	10011	15. Transfer from(to) Fund Balance	-	-	-	-	0.0%		
-	10203	16. EMS Billing Proceeds	-	-	-	-	0.0%		
-	10012	17. Loan Proceeds	-	-	-	-	0.0%		
-		18. Sale of Asset	-	-	-	-	0.0%		
-		19. County Reserve Funds	-	-	-	-	0.0%		
-		20. Other	-	-	-	-	0.0%		
\$		<b>TOTAL REVENUE</b>	\$ -	\$ -	\$ -	\$ -	0.0%		
		<b>B. ESTIMATED EXPENDITURE SUMMARY</b>	<i>Do not enter any numbers in this section</i>						
-	11000	1. Compensation	-	-	165,021	165,021	0.0%		
-	12000	2. Administration	-	-	2,250	2,250	0.0%		
-	13000	3. Insurance	-	-	44,985	44,985	0.0%		
-	14000	4. Vehicles	-	-	-	-	0.0%		
-	15000	5. Buildings & Grounds	-	-	1,000	1,000	0.0%		
-	16000	6. Medical Expenses	-	-	400	400	0.0%		
-	17000	7. Fire Expenses	-	-	-	-	0.0%		
-	18000	8. Utilities	-	-	4,100	4,100	0.0%		
-	19000	9. Communications	-	-	600	600	0.0%		
-	20000	10. Capital Purchases	-	-	-	-	0.0%		
-	21000	11. Capital Reserves	-	-	-	-	0.0%		
-	22000	12. Debt Service	-	-	-	-	0.0%		
\$		<b>TOTAL:</b>	\$ -	\$ -	\$ 218,356	\$ 218,356	0.0%		
		<b>Amount needed to balance the budget:</b>				218,356			

		DEPARTMENT:									
				FY 2020-2021 BUDGET REQUEST		CARTERET COUNTY					
Rev./Expend.	Year to Date			Actual	Approved	Proposed	Amt. Change	% Change	Fire & EMS Comm.		
As of 12/31/19	Acct. #			7/1/18-6/30/19	19/20 Budget	20/21 Budget	19/20-20/21	19/20-20/21	Recom. Budget		
<b>C. COMPENSATION</b>											
-	11001	1.	Base Pay	-	-	126,424	126,424	0.0%			
-	11002	2.	Scheduled O/T	-	-	19,968	19,968	0.0%			
-	11003	3.	Call Back O/T	-	-	-	-	0.0%			
-	11004	4.	Overtime @ 1.5	-	-	-	-	0.0%			
-	11005	5.	Vac./Sick/Holiday Pay	-	-	1,000	1,000	0.0%			
-	11006	6.	PRN Expenses	-	-	2,500	2,500	0.0%			
-	11007	7.	Volunteer Compensation	-	-	-	-	0.0%			
-	11008	8.	Taxes - Payroll (FICA & Medicare @.0765)	-	-	11,000	11,000	0.0%			
-	11009	9.	Taxes - FUTA @.008	-	-	-	-	0.0%			
-	11010	10.	Taxes - SUTA	-	-	500	500	0.0%			
-	11011	11.	Medical Injury & physicals	-	-	-	-	0.0%			
-	11012	12.	IRA Contribution	-	-	2,929	2,929	0.0%			
-	11013	13.	NC Firemen's Assn. Pension Program	-	-	480	480	0.0%			
-	11014	14.	Salary Adjustment	-	-	220	220	0.0%			
\$	-	<b>SUBTOTAL - Compensation</b>		\$	-	\$	165,021	\$	165,021	0.0%	
<b>D. ADMINISTRATIVE</b>											
-	12001	1.	Advertising	-	-	-	-	0.0%			
-	12002	2.	Bank Charges	-	-	-	-	0.0%			
-	12003	3.	Dues and Subscriptions	-	-	-	-	0.0%			
-	12004	4.	Fundraising Expense	-	-	-	-	0.0%			
-	12005	5.	Legal & Prof. Fees	-	-	-	-	0.0%			
-	12006	6.	Office Equipment	-	-	-	-	0.0%			
-	12007	7.	Office Supplies	-	-	-	-	0.0%			
-	12008	8.	Postage	-	-	-	-	0.0%			
-	12009	9.	Training & Seminars	-	-	-	-	0.0%			
-	12010	10.	Uniforms and Laundry	-	-	2,250	2,250	0.0%			
-	12011	11.	Rehab Expense	-	-	-	-	0.0%			
-	12012	12.	Flowers, Bereavement, Socials etc.	-	-	-	-	0.0%			
-	12013	13.	Sales Tax Paid & Refundable	-	-	-	-	0.0%			
-	12014	14.	EMS Billing expense	-	-	-	-	0.0%			
-	12015	15.	Fire Prevention expense	-	-	-	-	0.0%			
-	12016	16.	Miscellaneous expense	-	-	-	-	0.0%			
-	12017	17.	Contracted Services	-	-	-	-	0.0%			
-	12018	18.	Taxes-other	-	-	-	-	0.0%			
-	12019	19.	Penalties	-	-	-	-	0.0%			
-	12020	20.	Prior period taxes, penalty, interest	-	-	-	-	0.0%			
\$	-	<b>SUBTOTAL - Administrative</b>		\$	-	\$	2,250	\$	2,250	0.0%	

		DEPARTMENT:									
				FY 2020-2021 BUDGET REQUEST		CARTERET COUNTY					
Rev./Expend.											
Year to Date				Actual	Approved	Proposed	Amt. Change	% Change	Fire & EMS Comm.		
As of 12/31/19	Acct. #			7/1/18-6/30/19	19/20 Budget	20/21 Budget	19/20-20/21	19/20-20/21	Recom. Budget		
<b>E. INSURANCE EXPENSES</b>											
-	13001	1. Insurance		-	-	-	-	0.0%			
-	13002	2. Employee Insurance - Group Health		-	-	40,985	40,985	0.0%			
-	13003	3. Employee Insurance - Accident & Sickness		-	-	-	-	0.0%			
-	13004	4. Employee Insurance - Workmans Comp		-	-	4,000	4,000	0.0%			
-	13005	5. Employee Insurance - Dental		-	-	-	-	0.0%			
-	13006	6. Employee Insurance - Life		-	-	-	-	0.0%			
-		7. Employee Insurance - Disability		-	-	-	-	0.0%			
-	13007	8. Insurance-Liability		-	-	-	-	0.0%			
-	13008	9. Insurance-Property		-	-	-	-	0.0%			
-	13009	10. Insurance Vehicle (Fire)		-	-	-	-	0.0%			
-	13010	11. Insurance Vehicle (EMS)		-	-	-	-	0.0%			
\$	-	<b>SUBTOTAL - Insurance</b>		\$	-	\$	44,985	\$	44,985	0.0%	
<b>F. VEHICULAR</b>											
-	14101	1. Motor Fuel & Oil - Fire		-	-	-	-	0.0%			
-	14102	2. R & M - Vehicle-Fire		-	-	-	-	0.0%			
-	14201	3. Motor Fuel & Oil -EMS		-	-	-	-	0.0%			
-	14202	4. R & M - Vehicle-EMS		-	-	-	-	0.0%			
-	14002	5. R & M - Rescue-Boat		-	-	-	-	0.0%			
-	14001	6. Taxes & Licenses		-	-	-	-	0.0%			
\$	-	<b>SUBTOTAL - Vehicular</b>		\$	-	\$	-	\$	-	0.0%	
<b>G. BUILDINGS &amp; GROUNDS</b>											
-	15001	1. R & M Buildings		-	-	-	-	0.0%			
-	15002	2. Buildings - Supplies		-	-	1,000	1,000	0.0%			
-	15003	3. Buildings - Housekeeping Contract		-	-	-	-	0.0%			
-	15004	4. Grounds Keeping Contract		-	-	-	-	0.0%			
-	15005	5. Grounds Keeping Supplies/Maint.		-	-	-	-	0.0%			
-	15006	6. R & M Generator and Fuel		-	-	-	-	0.0%			
-	15007	7. Pest Control		-	-	-	-	0.0%			
-	15008	8. Small Equipment		-	-	-	-	0.0%			
\$	-	<b>SUBTOTAL - Buildings &amp; Grounds</b>		\$	-	\$	1,000	\$	1,000	0.0%	

		DEPARTMENT:									
				FY 2020-2021 BUDGET REQUEST							
				CARTERET COUNTY							
Rev./Expend.				Actual	Approved	Proposed	Amt. Change	% Change	Fire & EMS Comm.		
Year to Date				7/1/18-6/30/19	19/20 Budget	20/21 Budget	19/20-20/21	19/20-20/21	Recom. Budget		
As of 12/31/19	Acct. #										
		<b>H. MEDICAL EXPENSES</b>									
-	16201	1.	R & M Medical Equipment	-	-	-	-	0.0%			
-	16202	2.	Medical Supplies (incl. drugs)	-	-	-	-	0.0%			
-	16203	3.	Oxygen	-	-	400	400	0.0%			
-	16204	4.	Linen Expense	-	-	-	-	0.0%			
-	16205	5.	Medical Equip.Purchases (specify below)	-	-	-	-	0.0%			
-				-	-	-	-	0.0%			
-				-	-	-	-	0.0%			
\$	-	<b>SUBTOTAL - Medical Expenses</b>		\$	-	\$	400	\$	400	0.0%	
		<b>I. FIRE EXPENSES</b>									
-	17101	1.	R & M Fire Equipment	-	-	-	-	0.0%			
-	17102	2.	Fire Supplies	-	-	-	-	0.0%			
-	17103	3.	Fire Equip. Purchases (specify below)	-	-	-	-	0.0%			
-				-	-	-	-	0.0%			
-				-	-	-	-	0.0%			
-				-	-	-	-	0.0%			
\$	-	<b>SUBTOTAL - Fire Expenses</b>		\$	-	\$	-	\$	-	0.0%	
		<b>J. UTILITIES</b>									
-	18002	1.	Heating Fuel-LP Gas	-	-	1,400	1,400	0.0%			
-	18003	2.	Electricity	-	-	2,700	2,700	0.0%			
-	18004	3.	Water	-	-	-	-	0.0%			
-	18005	4.	Cable TV	-	-	-	-	0.0%			
-	18006	5.	Refuse Removal	-	-	-	-	0.0%			
-	18001	6.	Utilities	-	-	-	-	0.0%			
\$	-	<b>SUBTOTAL -Utilities</b>		\$	-	\$	4,100	\$	4,100	0.0%	
		<b>K. COMMUNICATIONS</b>									
-	19201	1.	Telephone - Station	-	-	600	600	0.0%			
-	19202	2.	Telephone - Cellular	-	-	-	-	0.0%			
-	19203	3.	Internet Service	-	-	-	-	0.0%			
-	19204	4.	R & M Communications Equipment	-	-	-	-	0.0%			
-	19205	5.	Comm.Equip. Purchases	-	-	-	-	0.0%			
-				-	-	-	-	0.0%			
\$	-	<b>SUBTOTAL - Communications</b>		\$	-	\$	600	\$	600	0.0%	

Rev./Expend. Year to Date		Actual 7/1/18-6/30/19		Approved 19/20 Budget	Proposed 20/21 Budget	Amt. Change 19/20-20/21	% Change 19/20-20/21	Fire & EMS Comm. Recom. Budget
As of 12/31/19		Acct. #						
<b>DEPARTMENT:</b>								
<b>FY 2020-2021 BUDGET REQUEST CARTERET COUNTY</b>								
<b>L. CAPITAL PURCHASES</b>			<i>(Specify in Section VI)</i>					
-	20001	1. Real Estate	-	-	-	-	0.0%	
-	20002	2. Building	-	-	-	-	0.0%	
-	20003	3. Vehicle-Fire	-	-	-	-	0.0%	
-	20004	4. Vehicle-EMS	-	-	-	-	0.0%	
-	20005	5. Other (specify below)	-	-	-	-	0.0%	
-			-	-	-	-	0.0%	
-			-	-	-	-	0.0%	
\$	-	<b>SUBTOTAL - Capital Purchases</b>	\$ -	\$ -	\$ -	\$ -	0.0%	
<b>M. CAPITAL RESERVES</b>			<i>(Specify in Section VII if applicable)</i>					
-	21001	1. Property fund	-	-	-	-	0.0%	
-	21002	2. Building Fund	-	-	-	-	0.0%	
-	21101	3. Truck Fund	-	-	-	-	0.0%	
-	21201	4. Ambulance fund	-	-	-	-	0.0%	
-	21103	5. Equipment Fund-Fire	-	-	-	-	0.0%	
-	21203	6. Equipment Fund-EMS	-	-	-	-	0.0%	
-	21003	7. Other	-	-	-	-	0.0%	
\$	-	<b>SUBTOTAL - Capital Reserves</b>	\$ -	\$ -	\$ -	\$ -	0.0%	
<b>N. DEBT SERVICE</b>			<i>(Include existing and proposed debt service)</i>					
-	22001	1. Real Estate	-	-	-	-	0.0%	
-	22002	2. Building	-	-	-	-	0.0%	
-	22101	3. Vehicle-Fire	-	-	-	-	0.0%	
-	22201	4. Vehicle-EMS	-	-	-	-	0.0%	
-	22003	5. Other-Interest	-	-	-	-	0.0%	
\$	-	<b>SUBTOTAL - DEBT SERVICE</b>	\$ -	\$ -	\$ -	\$ -	0.0%	
\$	-	<b>TOTAL:</b>	\$ -	\$ -	\$ 218,356	\$ 218,356	0.0%	
<b>Recommendation of Fire &amp; EMS Commission:</b>			Yes	No				
			Date:					
			Ayes:	Nays				

CARTERET COUNTY  
Board of Commissioners

Meeting Date:  
16-Mar-20

Presenter:  
Tommy Burns



Agenda Item
XIII.

ITEM TO BE CONSIDERED

Title: Manager's Report

Brief Summary:

Mr. Burns will provide a manager's report.

If the Board of Commissioners approves of the agenda item as presented, the following motion(s) is (are) suggested:

N/A

BACKGROUND

Originating Department

County Manager's Office

Attachments:

- 1 N/A
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_

Staff Contact:

Tommy Burns

REVIEWED BY

County Manager \_\_\_\_\_  
Clerk to the Board \_\_\_\_\_

County Attorney \_\_\_\_\_  
ACM/Finance Director \_\_\_\_\_



Board of Commissioners  
Bill Smith, Chair  
Robin Comer, Vice-Chair  
Bob Cavanaugh  
Jimmy Farrington  
Mark Mansfield  
Jonathan Robinson  
Ed Wheatly



County Manager  
Tommy R. Burns

Clerk to the Board  
Rachel B. Hammer

**TO:** Board of Commissioners  
**FROM:** Rachel Hammer  
**SUBJECT:** Appointments  
**DATE:** March 16, 2020

---

The following appointments are noted for discussion at the March 16, 2020 meeting:

**Beaufort Board of Adjustment (County ETJ)**

*One vacant three-year alternate term*

- Cynthia Long; application attached

**Board of Equalization & Review**

*One-year term of the Larry Land expired February 16, 2020; also need to appoint a Chairman; currently, Mr. Land is Chairman*

- Larry Land (Commissioner Mansfield's appointee); updated application attached

**Fireman's Relief Fund Board**

*Two-year terms of the following expired January 1, 2020*

- Stuart Gilgo ("Atlantic"); updated application attached
- Justin Gilgo ("Atlantic"); updated application attached
- Shelby Freeman ("Broad & Gales Creek"/replaces Melinda Ward) application attached
- William Stavenger ("Cedar Island"); updated application attached
- Michael Goodwin ("Cedar Island"); updated application attached
- Alfred Linden ("Western Carteret"); updated application attached
- Mike Lewis ("Harkers Island"); updated application attached
- Karl Bohmuller ("Mill Creek"); updated application attached
- Juanita Gaskill ("South River-Merrimon"); updated application attached
- Margaret Riggs ("Marshallberg"); updated application attached

Other active applications:

- ✓ Merle Hunt; application attached

**Marine Fisheries Advisory Board**

*Three-year terms of the following expire March 17, 2020*

- Allyn B. Powell ("Technical Representative"); updated application attached
- John T. Salter ("Finfish Representative"); updated application attached

No other active applications

**Waterways Management Committee**

*Two-year term of Bruce Rogers, Jr. (Commissioner Farrington's representative) expires  
March 21, 2020*

- *Bruce Rogers, Jr.; updated application attached*

No other active applications within that District

**Beaufort Board of Adjustment (County ETJ)**

*One vacant three-year alternate term*

- *Cynthia Long; application attached*

Received 03-04-20  
Expires 09-04-21

**Rachel Hammer**

---

**From:** noreply@civicplus.com  
**Sent:** Wednesday, March 4, 2020 5:09 PM  
**To:** Ray Hall; Rachel Hammer  
**Subject:** Online Form Submittal: Boards & Commissions Appointment Application

**Boards & Commissions Appointment Application**

First Name                      Cynthia  
Last Name                        Long  
Address                          120 Madison Bay Drive  
City                                Beaufort  
State                                NC  
Zip                                 28516  
Home Number                    2523425398  
Cell Number                     2523425398  
Fax Number                      *Field not completed.*  
Work Number                    *Field not completed.*  
E-Mail Address                 [allisonblong@hotmail.com](mailto:allisonblong@hotmail.com)  
Committees of Interest        Zoning Board of Adjustment <Beaufort ETJ>  
Committees of Interest  
(Second Choice)                *Field not completed.*  
Experience                      Served on the Tiller School Board for 2 years. I have grown up in Carteret County and would like to have a small hand in the direction of the future growth of our County. I am vested in this area as my family has been long term residents over multiple generations. I would like to continue to serve my community in any way possible.  
Occupation                      Clinical Systems Analyst  
Employer                         Carteret Health Care  
Are you currently serving or  
have you ever served on a    No

public board or  
commission?

If so, please list below:

*Field not completed.*

Please explain any  
anticipated conflict of  
interest or scheduling  
difficulties you may have, if  
appointed:

No conflict of interest. Available any weekday after 1730.

Number of Years Living in  
Carteret County:

36

Are you a registered voter  
in Carteret County?

Yes

Applicants may attach a  
resume' or additional  
information about your  
interests for the Board of  
Commissioners to consider.  
Also, note that this  
document is considered a  
public document.)

*Field not completed.*

Email not displaying correctly? [View it in your browser.](#)

**Board of Equalization & Review**

*One-year term of the Larry Land expired February 16, 2020; also need to appoint a Chairman; currently, Mr. Land is Chairman*

- *Larry Land (Commissioner Mansfield's appointee); updated application attached*

Received 02-10-20  
Expires 08-10-21

**Rachel Hammer**

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**From:** noreply@civrcpius.com  
**Sent:** Friday, February 02, 2018 12:51 PM  
**To:** Ray Hall; Rachel Hammer  
**Subject:** Online Form Submittal: Boards & Commissions Appointment Application

### Boards & Commissions Appointment Application

First Name	Larry
Last Name	Land
Address	700 Lands Pointe Road
City	Morehead City
State	N.C.
Zip	28557
Home Number	
Cell Number	252-504-1486
Fax Number	<i>Field not completed.</i>
Work Number	<i>Field not completed.</i>
E-Mail Address	<u>llabd5@ec.rr.com</u>
Committees of Interest	Board of Equalization & Review
Committees of Interest (Second Choice)	Harbor Authority
Experience	Have served on the Equalization and review board for 12+ years. Most of the time as chairman.
Occupation	retired/real estate
Employer	Self
Are you currently serving or have you ever served on a public board or commission?	Yes
If so, please list below:	E&R Board Chairman, Harbour Authority

Please explain any anticipated conflict of interest or scheduling difficulties you may have, if appointed:

None

Number of Years Living in Carteret County:

32+

Are you a registered voter in Carteret County?

Yes

Applicants may attach a resume' or additional information about your interests for the Board of Commissioners to consider. Also, note that this document is considered a public document.)

*Field not completed.*

Email not displaying correctly? [View it in your browser.](#)

### **Fireman's Relief Fund Board**

*Two-year terms of the following expired January 1, 2020*

- *Stuart Gilgo ("Atlantic"); updated application attached*
- *Justin Gilgo ("Atlantic"); updated application attached*
- *Shelby Freeman ("Broad & Gales Creek"/replaces Melinda Ward) application attached*
- *William Stavenger ("Cedar Island"); updated application attached*
- *Michael Goodwin ("Cedar Island"); updated application attached*
- *Alfred Linden ("Western Carteret"); updated application attached*
- *Mike Lewis ("Harkers Island"); updated application attached*
- *Karl Bohmuller ("Mill Creek"); updated application attached*
- *Juanita Gaskill ("South River-Merrimon"); updated application attached*
- *Margaret Riggs ("Marshallberg"); updated application attached*

Other active applications:

- ✓ *Merle Hunt; application attached*

Received 03-03-20  
Expires 09-03-21

**Rachel Hammer**

---

**From:** noreply@civicplus.com  
**Sent:** Tuesday, March 3, 2020 3:35 PM  
**To:** Ray Hall; Rachel Hammer  
**Subject:** Online Form Submittal: Boards & Commissions Appointment Application

**Boards & Commissions Appointment Application**

First Name	Stuart
Last Name	Gilgo
Address	260 Lee Daniels Drive
City	Atlantic
State	N.C.
Zip	28511
Home Number	252-241-1193
Cell Number	<i>Field not completed.</i>
Fax Number	<i>Field not completed.</i>
Work Number	<i>Field not completed.</i>
E-Mail Address	<u><a href="mailto:downeastfire15@hotmail.com">downeastfire15@hotmail.com</a></u>
Committees of Interest	Fireman's Relief Fund Board
Committees of Interest (Second Choice)	N/A
Experience	Fire department for 30 years. Chief for 15
Occupation	Fire Captain
Employer	Emerald Isle FD
Are you currently serving or have you ever served on a public board or commission?	Yes
If so, please list below:	Relief Fund Board

Please explain any anticipated conflict of interest or scheduling difficulties you may have, if appointed: None

Number of Years Living in Carteret County: 45

Are you a registered voter in Carteret County? Yes

Applicants may attach a resume' or additional information about your interests for the Board of Commissioners to consider. Also, note that this document is considered a public document.) *Field not completed.*

Email not displaying correctly? [View it in your browser.](#)

Received 03.04.20  
Expires 09.04.21

**Rachel Hammer**

---

**From:** noreply@civicplus.com  
**Sent:** Wednesday, March 4, 2020 3:05 PM  
**To:** Ray Hall; Rachel Hammer  
**Subject:** Online Form Submittal: Boards & Commissions Appointment Application

## Boards & Commissions Appointment Application

First Name	Justin
Last Name	Gilgo
Address	141 Cedar Creek Road
City	Sealevel
State	North Carolina
Zip	28577
Home Number	2527230849
Cell Number	2527230849
Fax Number	<i>Field not completed.</i>
Work Number	<i>Field not completed.</i>
E-Mail Address	<a href="mailto:jjgilgo@hotmail.com">jjgilgo@hotmail.com</a>
Committees of Interest	Fireman's Relief Fund Board
Committees of Interest (Second Choice)	N/A
Experience	Have been the Deputy Fire Chief of the DownEast Fire Department for the last 10 years. Now acting roll of a Board Member.
Occupation	Fire Inspector
Employer	Town of Emerald Isle
Are you currently serving or have you ever served on a public board or commission?	No

If so, please list below: *Field not completed.*

Please explain any anticipated conflict of interest or scheduling difficulties you may have, if appointed: None

Number of Years Living in Carteret County: 35

Are you a registered voter in Carteret County? Yes

Applicants may attach a resume' or additional information about your interests for the Board of Commissioners to consider. Also, note that this document is considered a public document.) *Field not completed.*

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Received 03-04-20  
Expires 09-04-21

**Rachel Hammer**

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**From:** noreply@civicplus.com  
**Sent:** Wednesday, March 4, 2020 6:46 PM  
**To:** Ray Hall; Rachel Hammer  
**Subject:** Online Form Submittal: Boards & Commissions Appointment Application

**Boards & Commissions Appointment Application**

First Name	Shelby
Last Name	Freeman
Address	622 Ocean Spray Drive
City	Swansboro
State	NC
Zip	28584
Home Number	9103303785
Cell Number	<i>Field not completed.</i>
Fax Number	<i>Field not completed.</i>
Work Number	<i>Field not completed.</i>
E-Mail Address	<a href="mailto:shellshell897@yahoo.com">shellshell897@yahoo.com</a>
Committees of Interest	Fireman's Relief Fund Board
Committees of Interest (Second Choice)	Fire & EMS Commission
Experience	Broad & Gales Creek Fire Dept member since 2017
Occupation	Craftsman
Employer	Sweet Carolina Collective
Are you currently serving or have you ever served on a public board or commission?	No
If so, please list below:	<i>Field not completed.</i>

Please explain any anticipated conflict of interest or scheduling difficulties you may have, if appointed: n/a

Number of Years Living in Carteret County: 6

Are you a registered voter in Carteret County? Yes

Applicants may attach a resume' or additional information about your interests for the Board of Commissioners to consider. Also, note that this document is considered a public document.) *Field not completed.*

Email not displaying correctly? [View it in your browser.](#)

Received 02-13-20  
Expires 08-13-21

**Rachel Hammer**

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**From:** noreply@civicplus.com  
**Sent:** Thursday, February 13, 2020 9:02 PM  
**To:** Ray Hall; Rachel Hammer  
**Subject:** Online Form Submittal: Boards & Commissions Appointment Application

### Boards & Commissions Appointment Application

First Name	William
Last Name	Stavenger
Address	2543 Cedar Island Rd
City	Cedar Island
State	North Carolina
Zip	28520-9612
Home Number	2522259970
Cell Number	<i>Field not completed.</i>
Fax Number	<i>Field not completed.</i>
Work Number	<i>Field not completed.</i>
E-Mail Address	<u><a href="mailto:stavengerws@gmail.com">stavengerws@gmail.com</a></u>
Committees of Interest	Fireman's Relief Fund Board
Committees of Interest (Second Choice)	N/A
Experience	Retired Civil Servant Electrician / Electrical Engineering Technician with over 40 years experience in job planning, job execution, task management, budget planning and employee supervision..
Occupation	Retired
Employer	Naval Surface Warfare Center
Are you currently serving or have you ever served on a public board or commission?	Yes

If so, please list below: Fireman Relief Fund, Current President of the Cedar Island Volunteer Fire Department and Community Center

Please explain any anticipated conflict of interest or scheduling difficulties you may have, if appointed: None anticipated at this time.

Number of Years Living in Carteret County: 8

Are you a registered voter in Carteret County? Yes

Applicants may attach a resume' or additional information about your interests for the Board of Commissioners to consider. Also, note that this document is considered a public document.) *Field not completed.*

Email not displaying correctly? [View it in your browser.](#)

Received 03-07-20  
Expires 09-07-21

**Rachel Hammer**

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**From:** noreply@civicplus.com  
**Sent:** Saturday, March 7, 2020 4:51 PM  
**To:** Ray Hall; Rachel Hammer  
**Subject:** Online Form Submittal: Boards & Commissions Appointment Application

## Boards & Commissions Appointment Application

First Name	Michael
Last Name	Goodwin
Address	2501 Cedar Island rd
City	Cedar Island
State	North Carolina
Zip	28520
Home Number	2523420870
Cell Number	<i>Field not completed.</i>
Fax Number	<i>Field not completed.</i>
Work Number	<i>Field not completed.</i>
E-Mail Address	<a href="mailto:Fireboy1706@gmail.com">Fireboy1706@gmail.com</a>
Committees of Interest	Fireman's Relief Fund Board
Committees of Interest (Second Choice)	911 Communications Advisory Board
Experience	14 years as a firefighter, 2 years as a EMT Basic, 11 years as a EMT-Intermediate
Occupation	Composite Fabricator
Employer	FRC East
Are you currently serving or have you ever served on a public board or commission?	Yes
If so, please list below:	Fireman Relief Fund

Please explain any anticipated conflict of interest or scheduling difficulties you may have, if appointed:

Week days until 3pm I'm working

Number of Years Living in Carteret County:

30

Are you a registered voter in Carteret County?

Yes

Applicants may attach a resume' or additional information about your interests for the Board of Commissioners to consider. Also, note that this document is considered a public document.)

*Field not completed.*

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Received 03-04-20  
Expires 09-04-21

**Rachel Hammer**

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**From:** noreply@civicplus.com  
**Sent:** Wednesday, March 4, 2020 1:53 PM  
**To:** Ray Hall; Rachel Hammer  
**Subject:** Online Form Submittal: Boards & Commissions Appointment Application

## Boards & Commissions Appointment Application

First Name	Alfred
Last Name	Linden
Address	521 Deer Creek Dr.
City	Cape Carterer
State	NC
Zip	28584
Home Number	252-241-1001
Cell Number	252-241-1001
Fax Number	<i>Field not completed.</i>
Work Number	<i>Field not completed.</i>
E-Mail Address	<a href="mailto:alellen1@gmail.com">alellen1@gmail.com</a>
Committees of Interest	Fireman's Relief Fund Board
Committees of Interest (Second Choice)	<i>Field not completed.</i>
Experience	Vol. Fireman 60 years
Occupation	County Planning Director
Employer	Union County, NJ
Are you currently serving or have you ever served on a public board or commission?	Yes
If so, please list below:	Fire/EMS Commission; County Transportation Comm.

Please explain any anticipated conflict of interest or scheduling difficulties you may have, if appointed: No conflicts

Number of Years Living in Carteret County: 23

Are you a registered voter in Carteret County? Yes

Applicants may attach a resume' or additional information about your interests for the Board of Commissioners to consider. Also, note that this document is considered a public document.) *Field not completed.*

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**Rachel Hammer**

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Received 03-04-20  
Expires 09-01-21

**From:** noreply@civicplus.com  
**Sent:** Wednesday, March 4, 2020 9:53 AM  
**To:** Ray Hall; Rachel Hammer  
**Subject:** Online Form Submittal: Boards & Commissions Appointment Application

**Boards & Commissions Appointment Application**

First Name                      Mike  
Last Name                        Lewis  
Address                            1219 Island rd  
City                                Harkers Island  
State                                NC  
Zip                                 28531  
Home Number                    2527326552  
Cell Number                     *Field not completed.*  
Fax Number                      *Field not completed.*  
Work Number                    *Field not completed.*  
E-Mail Address                 [cmann4102@gmail.com](mailto:cmann4102@gmail.com)  
Committees of Interest        Fireman's Relief Fund Board  
Committees of Interest  
(Second Choice)                *Field not completed.*  
Experience                        Serves as Board President of Department  
Occupation                        Captain  
Employer                         Harkers Island Fire & Rescue  
Are you currently serving or  
have you ever served on a  
public board or  
commission?                    Yes  
If so, please list below:        Relief Fund and Fire Commission

Please explain any anticipated conflict of interest or scheduling difficulties you may have, if appointed: n/a

Number of Years Living in Carteret County: United States

Are you a registered voter in Carteret County? Yes

Applicants may attach a resume' or additional information about your interests for the Board of Commissioners to consider. Also, note that this document is considered a public document.) *Field not completed.*

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Received 02-14-20  
Expires 08-14-21

**Rachel Hammer**

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**From:** noreply@civicplus.com  
**Sent:** Friday, February 14, 2020 11:13 PM  
**To:** Ray Hall; Rachel Hammer  
**Subject:** Online Form Submittal: Boards & Commissions Appointment Application

**Boards & Commissions Appointment Application**

First Name Karl

Last Name Bohmuller

Address 120 Point Rd., PO Box 1030

City Newport

State North Carolina

Zip 28570

Home Number 2526224526

Cell Number 2526224526

Fax Number 2522401478

Work Number *Field not completed.*

E-Mail Address [Lighthouseclaimsinc@gmail.com](mailto:Lighthouseclaimsinc@gmail.com)

Committees of Interest Fireman's Relief Fund Board

Committees of Interest (Second Choice) ABC Board

Experience I have been an insurance adjuster for thirty years. I have diverse handling of the general public, organizational skills, along with public relations. My profession has made me keenly aware of public/individual devastation and need. I am involved in my community as a baseball coach attempting to provide an organized setting for our youth. I have always been active in my community (Mill Creek) in recreation projects for our youth. My interest in Carteret County, including government, is due to my lifelong residency here in Carteret County. My education included business management and electronics as well as all additional education, throughout my career, in insurance, insurance adjusting, FEMA , Real Estate and the NCDOL.

Occupation	Insurance Adjuster/President
Employer	Lighthouse Claims, Inc.
Are you currently serving or have you ever served on a public board or commission?	Yes
If so, please list below:	If Fireman's Relief Fund Board is considered in this topic, then yes, for several years. I served on the Newport Little League Board and currently involved in the Newport Babe Ruth League Board.
Please explain any anticipated conflict of interest or scheduling difficulties you may have, if appointed:	Other than normal work schedule or coaching responsibilities, none that I can foresee.
Number of Years Living in Carteret County:	56
Are you a registered voter in Carteret County?	Yes
Applicants may attach a resume' or additional information about your interests for the Board of Commissioners to consider. Also, note that this document is considered a public document.)	<i>Field not completed.</i>

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Received 03-05-20  
Expires 09-05-21

**Rachel Hammer**

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**From:** noreply@civicplus.com  
**Sent:** Thursday, March 5, 2020 8:15 PM  
**To:** Ray Hall; Rachel Hammer  
**Subject:** Online Form Submittal: Boards & Commissions Appointment Application

**Boards & Commissions Appointment Application**

First Name	Juanita
Last Name	Gaskill
Address	201 Big Creek Road
City	Beaufort
State	NC
Zip	28516
Home Number	252 728-5574
Cell Number	<i>Field not completed.</i>
Fax Number	<i>Field not completed.</i>
Work Number	<i>Field not completed.</i>
E-Mail Address	<u><a href="mailto:juanitagaskill@aol.com">juanitagaskill@aol.com</a></u>
Committees of Interest	Fireman's Relief Fund Board
Committees of Interest (Second Choice)	<i>Field not completed.</i>
Experience	40 years with South River Merrimon Fire and EMS. Member of Relief Fund Board since SRM became involved.
Occupation	retired
Employer	n/a
Are you currently serving or have you ever served on a public board or commission?	Yes
If so, please list below:	Relief Fund Board

Please explain any anticipated conflict of interest or scheduling difficulties you may have, if appointed:

no

Number of Years Living in Carteret County:

65

Are you a registered voter in Carteret County?

No

Applicants may attach a resume' or additional information about your interests for the Board of Commissioners to consider. Also, note that this document is considered a public document.)

*Field not completed.*

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**Rachel Hammer**

---

Received 02-17-20  
Expires 08-17-21

**From:** noreply@civicplus.com  
**Sent:** Monday, February 17, 2020 11:47 AM  
**To:** Ray Hall; Rachel Hammer  
**Subject:** Online Form Submittal: Boards & Commissions Appointment Application

## Boards & Commissions Appointment Application

First Name	Margaret
Last Name	Riggs
Address	PO BOX 323
City	Smyrna
State	North Carolina
Zip	28579
Home Number	2527295111
Cell Number	2522694163
Fax Number	<i>Field not completed.</i>
Work Number	<i>Field not completed.</i>
E-Mail Address	<a href="mailto:femalefirechief@yahoo.com">femalefirechief@yahoo.com</a>
Committees of Interest	Fireman's Relief Fund Board
Committees of Interest (Second Choice)	Fireman's Relief Fund Board
Experience	Several terms of appointment on the committee
Occupation	disabled/firefighter
Employer	Marshallberg VFD
Are you currently serving or have you ever served on a public board or commission?	Yes
If so, please list below:	Fireman's Relief Fund

Please explain any anticipated conflict of interest or scheduling difficulties you may have, if appointed: none

Number of Years Living in Carteret County: 50

Are you a registered voter in Carteret County? Yes

Applicants may attach a resume' or additional information about your interests for the Board of Commissioners to consider. Also, note that this document is considered a public document.) *Field not completed.*

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Received 02-18-19  
Expires 08-18-20

**Rachel Hammer**

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**From:** noreply@civicplus.com  
**Sent:** Monday, February 18, 2019 11:55 AM  
**To:** Ray Hall; Rachel Hammer  
**Subject:** Online Form Submittal: Boards & Commissions Appointment Application

**Boards & Commissions Appointment Application**

First Name                      MERLE

Last Name                        HUNT

Address                          105 CONCH CT

City                                GLOUCESTER

State                              NC

Zip                                 28528

Home Number                    2527235260

Cell Number                     2527235260

Fax Number                      *Field not completed.*

Work Number                    *Field not completed.*

E-Mail Address                 [EMTHUNT@YAHOO.COM](mailto:EMTHUNT@YAHOO.COM)

Committees of Interest        Fireman's Relief Fund Board

Committees of Interest  
(Second Choice)                Fireman's Relief Fund Board

Experience                      10 YEARS OF FIRE AND EMS SERVICE. FIRE AND EMS  
BOARD OF DIRECTOR MEMBER. NCOEMS LEVEL ONE  
INSTRUCTOR.

Occupation                      PARAMEDIC

Employer                         CARTERET COUNTY

Are you currently serving or  
have you ever served on a  
public board or  
commission?                    Yes

If so, please list below: HARKERS ISLAND FIRE AND EMS

Please explain any anticipated conflict of interest or scheduling difficulties you may have, if appointed: N/A

Number of Years Living in Carteret County: 29

Are you a registered voter in Carteret County? Yes

Applicants may attach a resume' or additional information about your interests for the Board of Commissioners to consider. Also, note that this document is considered a public document.) *Field not completed.*

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**Marine Fisheries Advisory Board**

*Three-year terms of the following expire March 17, 2020*

- *Allyn B. Powell ("Technical Representative"); updated application attached*
- *John T. Salter ("Finfish Representative"); updated application attached*

No other active applications

Received 02-19-20  
Expires 08-19-21

**Rachel Hammer**

---

**From:** noreply@civicplus.com  
**Sent:** Friday, February 21, 2020 9:35 AM  
**To:** Ray Hall; Rachel Hammer  
**Subject:** Online Form Submittal: Boards & Commissions Appointment Application

## Boards & Commissions Appointment Application

First Name	ALLYN
Last Name	POWELL
Address	P.O. BOX 16 151 PIPER LANE
City	GLOUCESTER
State	NC
Zip	28528
Home Number	252 729 6681
Cell Number	252 725 7099
Fax Number	<i>Field not completed.</i>
Work Number	<i>Field not completed.</i>
E-Mail Address	<a href="mailto:apowell66@ec.rr.com">apowell66@ec.rr.com</a>
Committees of Interest	Marine Fisheries Advisory Board
Committees of Interest (Second Choice)	<i>Field not completed.</i>
Experience	fishery biologist (NMFS Beaufort Lab), served as science appointee on the NC Marine Fisheries Commission, member of Carteret County Marine Fisheries Advisory Board
Occupation	Fishery Biologist
Employer	NMFS Beaufort Lab (retired)
Are you currently serving or have you ever served on a public board or commission?	Yes

If so, please list below: Marine Fisheries Advisory Board

Please explain any anticipated conflict of interest or scheduling difficulties you may have, if appointed: None

Number of Years Living in Carteret County: 48

Are you a registered voter in Carteret County? Yes

Applicants may attach a resume' or additional information about your interests for the Board of Commissioners to consider. Also, note that this document is considered a public document.) *Field not completed.*

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Received 03.03.20  
Expires 08-03-21

**Rachel Hammer**

---

**From:** noreply@civicplus.com  
**Sent:** Tuesday, March 3, 2020 11:26 AM  
**To:** Ray Hall; Rachel Hammer  
**Subject:** Online Form Submittal: Boards & Commissions Appointment Application

### Boards & Commissions Appointment Application

First Name	John
Last Name	Salter
Address	P. O. Box 152
City	Atlantic
State	NC
Zip	28511
Home Number	252-225-6101
Cell Number	252-225-6101
Fax Number	<i>Field not completed.</i>
Work Number	<i>Field not completed.</i>
E-Mail Address	<i>N/A</i>
Committees of Interest	Marine Fisheries Advisory Board
Committees of Interest (Second Choice)	<i>Field not completed.</i>
Experience	Commercial fishery
Occupation	retired
Employer	retired
Are you currently serving or have you ever served on a public board or commission?	Yes
If so, please list below:	Marine Fisheries Advisory Board

Please explain any anticipated conflict of interest or scheduling difficulties you may have, if appointed: None

Number of Years Living in Carteret County: 73

Are you a registered voter in Carteret County? Yes

Applicants may attach a resume' or additional information about your interests for the Board of Commissioners to consider. Also, note that this document is considered a public document.) *Field not completed.*

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**Waterways Management Committee**

*Two-year term of Bruce Rogers, Jr. (Commissioner Farrington's representative) expires March 21, 2020*

- *Bruce Rogers, Jr.; updated application attached*

No other active applications within that District

Received 02-19-20  
Expires 08-19-21

**Rachel Hammer**

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**From:** noreply@civicplus.com  
**Sent:** Wednesday, February 19, 2020 11:21 AM  
**To:** Ray Hall; Rachel Hammer  
**Subject:** Online Form Submittal: Boards & Commissions Appointment Application

## Boards & Commissions Appointment Application

First Name	N Bruce
Last Name	Rogers Jr
Address	10205 Corree Cove Dr
City	Emerald Isle
State	NC
Zip	28594
Home Number	2522414271
Cell Number	<i>Field not completed.</i>
Fax Number	<i>Field not completed.</i>
Work Number	<i>Field not completed.</i>
E-Mail Address	<a href="mailto:ccc@ec.rr.com">ccc@ec.rr.com</a>
Committees of Interest	Planning Commission
Committees of Interest (Second Choice)	Waterways Management Committee
Experience	27 year in construction and 16 years running my own construction company in Carteret County
Occupation	General Contractor
Employer	Crystal Coast Construction Unlimited LLC
Are you currently serving or have you ever served on a public board or commission?	Yes

If so, please list below: Carteret County Planning Commission, Carteret County Waterways Management Committee

Please explain any anticipated conflict of interest or scheduling difficulties you may have, if appointed: none

Number of Years Living in Carteret County: 28

Are you a registered voter in Carteret County? Yes

Applicants may attach a resume' or additional information about your interests for the Board of Commissioners to consider. Also, note that this document is considered a public document.) *Field not completed.*

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### **OTHER OUTSTANDING VACANCIES**

#### **ADULT HOME COMMUNITY ADVISORY COMMITTEE**

Two vacant (initial one-year) terms

#### **AGING PLANNING BOARD**

Vacant three-year at-large (60+) representative

#### **BEAUFORT BOARD OF ADJUSTMENT (COUNTY ETJ)**

One vacant alternate three-year term

#### **BOARD OF EQUALIZATION & REVIEW**

Two vacant alternate one-year terms

#### **CARTERET COUNTY AREA TRANSPORTATION ADVISORY BOARD (“CCATS”)**

Vacant two-year “General Public” term

#### **CEDAR POINT PLANNING AND ZONING BOARD (COUNTY ETJ)**

Vacant three-year term

#### **CONSOLIDATED HUMAN SERVICES BOARD**

Two vacant four-year Consumer/Human Services terms

One vacant four-year Psychiatrist term

One vacant four-year Optometrist term

One vacant four-year General Public term

#### **CULTURAL & RECREATIONAL ADVISORY BOARD**

Vacant three-year term (Commissioner Farrington’s District)

Vacant three-year term (Commissioner Mansfield’s District)

Vacant three-year term (Commissioner Cavanaugh’s District)

#### **JUVENILE CRIME PREVENTION COUNCIL (“JCPC”)**

One two-year “Juvenile Defense Attorney” term

One two-year “Business Community” term

One two-year “At-Large” term

#### **RURAL TRANSPORTATION ADVISORY COMMITTEE**

Vacant two-year “Municipal Elected Official” term

#### **TOWN OF PELETIER PLANNING BOARD**

One vacant three-year term

#### **ZONING BOARD OF ADJUSTMENT**

One vacant three-year term

Two vacant alternate three-year terms

### **APRIL**

**EASTERN CAROLINA COUNCIL REGIONAL AGING ADVISORY COMMITTEE (RAAC)**

**FIREMAN’S RELIEF FUND BOARD**

CARTERET COUNTY  
Board of Commissioners

Meeting Date:  
16-Mar-20

Presenter:  
Commissioners



Agenda
XV.

**ITEM TO BE CONSIDERED**

Title: Commissioners' Comments

**Brief Summary:**

**N/A**

**BACKGROUND**

<b>Originating Department</b>	<b>Attachments:</b>
_____	1 N/A _____
	2 _____
	3 _____
<b>Staff Contact:</b>	4 _____
_____	5 _____

**REVIEWED BY**

County Manager _____	County Attorney _____
Clerk to the Board _____	ACM/Finance Director _____

**CARTERET COUNTY**  
**Board of Commissioners**

**Meeting Date:**  
16-Mar-20

**Presenter:**  
Board



Agenda Item
XVI.

**ITEM TO BE CONSIDERED**

**Title:** Adjournment

**Brief Summary:**

If the Board of Commissioners approves of the agenda item as presented, the following motion(s) is (are) suggested:

Motion to adjourn.

**BACKGROUND**

**Originating Department**

**Attachments:**

- 1 N/A
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_

**Staff Contact:**

**REVIEWED BY**

County Manager \_\_\_\_\_  
Clerk to the Board \_\_\_\_\_

County Attorney \_\_\_\_\_  
ACM/Finance Director \_\_\_\_\_