



**CARTERET COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
SUPERIOR COURTROOM
MAY 18, 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 April 20, 2020 Minutes | |
| | 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 of Fiscal Year 2020 Audit Contract with RSM | |
| | 4. Approval of Memorandum of Understanding Between
Carteret County & Carteret Long-Term Recovery
Alliance for the Purchase of Two Moveable Living Units
("MLUs") for Recovery Efforts in Carteret County &
Approval of Corresponding Budget Amendment: \$10,000 | |
| | 5. Approval of Employee Medical Insurance Benefit
Plan Renewal for FY20-21 | |
| | 6. Approval of Resolution Honoring Judge George L.
Wainwright, Jr. | |
| | 7. Approval of Juvenile Crime Prevention Council ("JCPC")
Grant Fund Distributions for FY20-21 | |
| | a. Teen Court, Community Service & Restitution: \$57,959 | |
| | b. Structured Day Program: \$87,853 | |
| | c. Home-Based Services (Building Bridges): \$113,493 | |
| | d. Administration: \$7,562 | |
| | 8. Approval of Award of Bid for DSS Flooring Replacement
to Eastman's Carpets and Flooring: \$53,837.42 &
Authority for County Manager to Execute the Contract | |
| | 9. Advancement of Capital Funds to the Carteret County
Public School System: \$529,558 & Approval of
Corresponding Budget Amendment | |
| V. | Public Comment | |

- | | | |
|-------|--|--|
| VI. | Presentation of Resolution to Judge George L. Wainwright, Jr. | Chairman Smith |
| VII. | Public Hearing: Proposed Text Amendment to the Carteret County Manufactured Home, Manufactured Home Park, and Recreational Vehicle Park Ordinance, Article 6, Section 1.4 | Gene Foxworth |
| VIII. | Public Hearing to Consider a Request to Rezone Twenty-Five Properties Totaling 13.63 Acres Along Gales Shore Circle in Newport, NC from R-20 (Single-Family Residential) to R-15 (Single-Family Residential) | Gene Foxworth |
| IX. | Public Hearing: Proposed Major Rewrite of the Carteret County Flood Damage Prevention & Protection Ordinance | Gene Foxworth |
| X. | Presentation in Support of a School Bond Referendum <ul style="list-style-type: none"> • Adopt a County Resolution Directing Publication of Notice of Intent to Apply to the Local Government Commission ("LGC") • Adopt a County Resolution Authorizing the Finance Officer to Apply to the LGC and Making Certain Findings of Fact | Richie Paylor |
| XI. | Presentation Highlighting the Completed Merger/ Regionalization Feasibility Study for the Water System Merger with Beaufort & Approval of Corresponding Resolution | Danny Meadows |
| XII. | Discussion in Support of Local Sales Tax Referendum | Tommy Burns |
| XIII. | Review of Departmental Strategic Plans <ul style="list-style-type: none"> • Civic Center • Parks & Recreation • Senior Center • Rape Crisis • Veteran Services | Tommy Burns
Tina Purifoy
Tina Purifoy
Lakisha Williams
Gwen Roberts
Brenda DuBose |
| XIV. | Budget Presentation | Dee Meshaw &
Tommy Burns |
| XV. | Accept or Reject Bid to Purchase County-Owned Land at 151 Country Club Drive, Parcel #6490.01.06.0491000 | Tommy Burns |
| XVI. | Manager's Report | Tommy Burns |

XVII. Appointments

- Carteret County Nursing Home Advisory Committee
- Juvenile Crime Prevention Council ("JCPC")
- Rural Transportation Advisory Committee ("RTAC")

XVIII. Commissioners' Comments

- XIX. Closed Session Pursuant to NCGS 143-318.11 for the Permitted Purpose of Discussing (a) (1) Confidential Information (Approval of January 27, 2020 Closed Session Minutes); and (a) (3) Attorney-Client Privilege

XX. Adjournment

CARTERET COUNTY
Board of Commissioners



Agenda Item
I.

Meeting Date:
18-May-20

Presenter:
Chairman Smith

ITEM TO BE CONSIDERED

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

Brief Summary:

Pastor Scott Beierwaltes of Beaufort One Harbor Church 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**



Agenda Item
II.

Meeting Date:
18-May-20

Presenter:
Chairman Smith

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:
18-May-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

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
IV.

Meeting Date:
18-May-20

Presenter:
Chairman Smith

ITEM TO BE CONSIDERED

Title: Consent Agenda

Brief Summary:
 See attached consent agenda items.

If the Board of Commissioners approves of the agenda item as presented, the following motion(s) is (are) suggested:
 Motion to approve the consent agenda as presented (or amended).

BACKGROUND

Originating Department <u>County Manager's Office</u>	Attachments: 1 <u>Various Consent Agenda Items</u> 2 _____ 3 _____ 4 _____ 5 _____
Staff Contact: <u>Tommy Burns/Rachel Hammer</u>	

REVIEWED BY

County Manager _____ X Clerk to the Board _____ X	County Attorney _____ ACM/Finance Director _____ X
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- IV. Consent Agenda
 - 1. Approval of April 20, 2020 Minutes

**COUNTY OF CARTERET
BOARD OF COMMISSIONERS
REGULAR SESSION – 6:00 P.M.
ELECTRONIC MEETING
APRIL 20, 2020**

The Honorable Carteret County Board of Commissioners held their regular April 20, 2020 meeting via electronic session on Monday, April 20, 2020 at 6:00 p.m. Chairman Smith, along with Commissioners Comer, Cavanaugh, Mansfield, and Robinson, participated electronically. Commissioners Farrington and Wheatly were present in the Commissioners' Boardroom.

Others in attendance in the Commissioners' Boardroom were: County Manager Tommy Burns, Assistant County Managers Dee Meshaw and Gene Foxworth, County Clerk Rachel Hammer, County Attorney Rob Wheatly, IT Director Ray Hall, Health Director Stephanie Cannon, and Emergency Services Director Stephen Rea.

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

Chairman Smith called the meeting to order. All present recited the Pledge of Allegiance. Commissioner Mansfield provided the invocation.

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

Chairman Smith noted that item VIIa. Upset Bid Offer needed to be added to the agenda, with Mr. Burns presenting.

Commissioner Comer asked that item six on the Consent Agenda be removed.

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

The agenda was as follows:

**CARTERET COUNTY
BOARD OF COMMISSIONERS
ELECTRONIC MEETING
APRIL 20, 2020
6:00 P.M.**

- I. Meeting Called to Order/Pledge of Allegiance/Invocation
- II. Conflict of Interest/Cell Phone Statement

Chairman Smith
Chairman Smith

III. Adoption of the Agenda

Chairman Smith
Board

IV. Consent Agenda

1. Approval of Minutes
 - a. March 10, 2020
 - b. March 16, 2020
 - c. March 24, 2020
 - d. March 31, 2020
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
3. Approval of Budget Amendment for Hurricanes Florence & Dorian: \$81,940
4. Approval of Addition to Rules of Procedure for Commissioner Meetings Outlining Electronic Method Procedures
5. Approval of COVID-19 FEMA Resolution for Request of Reimbursement
- ~~6. Approval of Proclamation Declaring April 19-25, 2020 as National Library Week (*item removed as amended*)~~
7. Request to Accept Funding – Agreement Addendum #619 COVID-19 Crisis Response & Approval of Corresponding Budget Amendment: \$83,161
8. Approval of Budget Amendment in Support of the Community College for Repairs to Joslyn Hall Roof: \$97,600
9. Approval of \$82,000 Budget Amendment Releasing Otway Fire & EMS Reserve Funds for Repairs to the Building Caused by Hurricane Florence

V. Public Comment

VI. Update from Health Department

Stephanie Cannon

VII. Update: South River EMS

Stephen Rea

VIIa. *Upset Bid Offer (added as amended)*

Tommy Burns

VIII. Manager's Report

Tommy Burns

IX. Appointments

Board

- Juvenile Crime Prevention Council ("JCPC")

X. Commissioners' Comment

Board

XI. Adjournment

IV. CONSENT AGENDA

Motion: Commissioner Farrington made a motion to adopt the consent agenda as amended; seconded by Commissioner Cavanaugh. **Motion carried unanimously.**

The Consent Agenda was as follows:

1. Approval of March 10, March 16, March 24, March 31 Minutes
2. Tax Releases/Refunds/Collector's Report
 - a. Tax Releases Under \$100

04/01/20 09:20:18		RELEASE LESS THAN 100.00		PAGE 1		
Year	Roll Typ	Taxbill Number	Part Roll	Name Id Number	Name	Total Adjustment
2016	P	56353	P	525171	DAVID NEWSOM	94.16
2018	P	201387	P	494836	LEE BERTLEY MERRION	2.90
2017	P	112159	P	494836	LEE BERTLEY MERRION	3.16
2017	P	112159	P	494836	LEE BERTLEY MERRION	1.70
2017	P	211598	P	528648	MATT O'CONNELL	2.89
2017	P	124701	P	528648	MATT O'CONNELL	65.66
2015	P	111260	P	205080	WILLIAM J SR ETUX TERESA ORTON	65.90
2017	P	54116	P	205080	WILLIAM J SR ETUX TERESA ORTON	67.47
2017	P	118719	P	205080	WILLIAM J SR ETUX TERESA ORTON	66.33
2015	P	118150	P	521815	DRAGONFLY PARASAIL CONSULTATIO	29.97
2015	P	118150	P	521815	DRAGONFLY PARASAIL CONSULTATIO	25.23
2018	P	215170	P	147234	DAVID ETUX PATRICIA HORTON	25.03
2017	P	126242	P	147234	DAVID ETUX PATRICIA HORTON	37.60
2016	P	126242	P	147234	DAVID ETUX PATRICIA HORTON	30.20
2018	P	215170	P	147234	DAVID ETUX PATRICIA HORTON	15.00
2017	P	126242	P	147234	DAVID ETUX PATRICIA HORTON	15.00
2016	P	89280	P	147234	DAVID ETUX PATRICIA HORTON	9.64
2018	P	200115	P	333687	GREGORY SCOTT VOSS	9.47
2017	P	110711	P	333687	GREGORY SCOTT VOSS	17.29
2013	P	214345	P	49395	FRANCES ETUIR JAMES MEYERHOLTZ	15.00
2018	P	214145	P	49395	FRANCES ETUIR JAMES MEYERHOLTZ	5.00
2009	P	24752	P	278008	RITA JANE RIGGS TAYLOR	10.00
2009	P	24752	P	278008	RITA JANE RIGGS TAYLOR	10.00
2009	P	24752	P	278008	RITA JANE RIGGS TAYLOR	14.00
2009	P	21744	P	517093	CHARLIE LYNN BORNHOUTT	49.21
2018	P	108686	P	70876	DAVID KELLY ROBINSON	75.45
2015	P	108686	P	70876	DAVID KELLY ROBINSON	1.52
2015	P	108686	P	70876	DAVID KELLY ROBINSON	1.06
2014	R	631632	P	10521	ALWYN H ETUX BONNIE KING	19.37
2015	R	631632	P	10521	ALWYN H ETUX BONNIE KING	12.18
2015	R	251937	P	10521	ALWYN H ETUX BONNIE KING	13.22
2017	R	251937	P	10521	ALWYN H ETUX BONNIE KING	13.22
2018	R	429222	P	203743	BONNIE JEAN KING	13.20
2015	P	112997	P	502903	JENNIFER M WILLIAMS	25.12
2014	P	98617	P	502903	JENNIFER M WILLIAMS	39.22
2013	P	89424	P	502903	JENNIFER M WILLIAMS	39.42
2011	P	64467	P	502903	JENNIFER M WILLIAMS	40.71
2010	P	55748	P	502903	JENNIFER M WILLIAMS	43.96
2009	P	28453	P	502903	JENNIFER M WILLIAMS	37.20
2015	P	112997	P	502903	JENNIFER M WILLIAMS	39.05
2014	P	98617	P	502903	JENNIFER M WILLIAMS	15.00
2013	P	89424	P	502903	JENNIFER M WILLIAMS	15.00
2012	P	93462	P	502903	JENNIFER M WILLIAMS	15.00
2011	P	64467	P	502903	JENNIFER M WILLIAMS	10.00
2010	P	55748	P	502903	JENNIFER M WILLIAMS	10.00
2009	P	28453	P	502903	JENNIFER M WILLIAMS	10.00
2008	P	63848	P	502903	JENNIFER M WILLIAMS	10.00
FINAL TOTALS						1,178.11

04/01/20 09:20:18		RELEASE LESS THAN 100.00		PAGE 2		
Year	Roll Typ	Taxbill Number	Part Roll	Name Id Number	Name	Total Adjustment
2008	P	63848	P	502903	JENNIFER M WILLIAMS	10.00
2018	P	204047	P	519558	JOSEPH TODD FORTIN	28.57
2017	P	112202	P	519558	JOSEPH TODD FORTIN	27.46
2016	P	50149	P	519558	JOSEPH TODD FORTIN	31.36
2017	R	392470	R	458281	PONTIAC PLYWOOD INC	42.94
2017	R	392470	R	458281	PONTIAC PLYWOOD INC	133.69
2018	R	469861	R	458281	PONTIAC PLYWOOD INC	133.69
2012	P	85656	P	54087	RICHARD L BROADSTREET D/B/A	9.00
2012	P	85656	P	54087	RICHARD L BROADSTREET D/B/A	2.34
2012	P	85656	P	54087	RICHARD L BROADSTREET D/B/A	4.45
2012	P	85656	P	54087	RICHARD L BROADSTREET D/B/A	25.00
2012	P	85656	P	54087	RICHARD L BROADSTREET D/B/A	9.00
2012	P	85656	P	54087	RICHARD L BROADSTREET D/B/A	2.07
FINAL TOTALS						1,178.11

*** END OF REPORT ***

b. Tax Releases Over \$100

04/01/20 09:19:53		RELEASE OVER 100.00		PAGE 1	
Name Id Number	Name	Total Adjustment	Comment		
No records in query report.					
*** END OF REPORT ***					

c. Tax Refunds Under \$100

04/01/20 01:30:00		Refunds to be Issued by Finance Office - \$100.00 and Under		PAGE 1	
Resit To:	Address	City	St Zip Code	TransNo	Reference
BALPAME,CAROL	137 HANN BLVD	NEWPORT	NC 28557	0	2018 P 0000087
BECK,JOHN A ETUX JUDY	ALREADY PAID	LEXINGTON	NC 27292	2262222	2019 P 0016971
BORDEN,RICHARD W JR ETUX	OVER PAYMENT CHECK 4931	NEWPORT	NC 28570	0	2018 R 741504923896000
CALLIE G DANIELS	222 CLAYTON DR	CEDAR ISLAND	NC 28820	2262616	2019 R 8405.02.09.3069000
CARRON,ADAM GRAY	3613 MEADOW DRIVE	MORRISHEAD CITY	NC 28573039	2262701	2019 R 7317.01.15.68610087
CARLYLE,MARY	130 BROWN GOOSE LAKE	NEWPORT	NC 28570	0	2018 R 630503013128000
CERNE,ROGER JETUX COHEN	ALREADY PAID	WINTERTVILLE	NC 28590	2263636	2019 R 8395.04.00.7208000
COASTAL MULCH & MATERIALS	222 WATERFORD DR	NEWPORT	NC 28570	2263475	2019 R 8385.20.70.9884000
COLBERT,MICHAEL LYNN	LL 5516 HWY 34	NEWPORT	NC 28570	2262345	2019 P 0048494
CONNER,DAVID MARION	118 GREEN TREE LN	RALEIGH	NC 27608	2263333	2019 P 0029279
CURTIS,SHERAFFER	2219 OXFORD ROAD	CAPE CARTERET	NC 28584	2263672	2019 R 8348.10.25.8977000
DEBRA WHALEY ATTORNEY AT	OVER PAYMENT CHECK 4497	MORRISHEAD CITY	NC 28587	2262630	2019 R 8383.07.79.2732000
EDWARD L JONES	OVER PAYMENT CHECK 85797	MORRISHEAD CITY	NC 28587	2263678	2019 R 8366.01.48.0888000
FISHEL,SIDNEY AUGSTON	120 LUTHER ROAD	EMERALD ISLE	NC 28594	2262647	2019 R 8304.16.93.6285000
FREEDOM MORTGAGE	4010 LESLIE LANE	MT LAUREL	NC 28587	2262513	2019 R 8315.05.09.1074000
FREY,CRAIG MATTHEW	907 ELEGANT VALLEY AVE STE 3	MORRISHEAD CITY	NC 28587	0	2015 P 0036609
GARCIA,TIMOTHY RYAN	113 CHAMPION DR	NEWPORT	NC 28570	2263447	2019 R 8316.04.92.3969000
HAMM,TIMOTHY J	ALREADY PAID	CLAYTON	NC 27920	2262878	2019 P 0013880

04/01/20 01:30:00

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

Remit To:	Address	City	St Zip Code	TransNo	Reference
Refund					
HARVICK, ANDREW RAY	1016 MIZELLE LANE OVERPAYMENT STURGIS	RALEIGH	NC 27614	2263593	2019 P 0042048
HENDERSON, JERRY L	ETUX TERRY 675 BROADVIEW CIRCLE OVER PAYMENT CHECK 1051	EAST LIVERPOOL	OH 439204276	2262891	2019 R 7348.02.88.6932000
HONEYCUTT, CHARLIE LYNN	12491 BUFFALO RD OVERPAYMENT DEBT SETOFF	CLAYTON	NC 27527	2263307	2017 P 0027527
HORTON, DAVID ETUX PATRICIA	314 SNOW GOOSE LN M/H DOUBLE BILLED	NEWPORT	NC 285708071	2262879	2019 P 9066197
HORTON, DAVID ETUX PATRICIA	314 SNOW GOOSE LN M/H DOUBLE BILLED	NEWPORT	NC 285708071	2262880-28238	P 9066197
HORTON, DAVID ETUX PATRICIA	314 SNOW GOOSE LN M/H DOUBLE BILLED	NEWPORT	NC 285708071	2262881	2017 P 9066197
HORTON, DAVID ETUX PATRICIA	314 SNOW GOOSE LN M/H DOUBLE BILLED	NEWPORT	NC 285708071	2262883	2016 P 9066197
HUDOCK, DAVID NICHOLAS	412 CAPE EMERALD LOOP OVERPAYMENT DEBT SETOFF	EMERALD ISLE	NC 28594	2262741	2018 P 0033669
JONES, FRED D ETUX ELLA MAE	267 CANTON ST OVERPAYMENT CHECK 19053843340	NEWPORT	NC 28570	2263546	2019 R 6346.01.46.5623000
KENWORTHY, WILLIAM JUDSON	109 HOLLY LANE BOAT DOUBLE BILLED	BEAUFORT	NC 28516	2263192	2019 P 0046218
KING, ALWYN H ETUX BONNIE	121 S HANOVERS ST M/H DOUBLE BILLED	CARLISLE	PA 17013	2263193	2014 R 6305.04.52.1564000
KING, ALWYN H ETUX BONNIE	121 S HANOVERS ST M/H DOUBLE BILLED	CARLISLE	PA 17013	2263194	2015 R 6305.04.52.1564000
KING, ALWYN H ETUX BONNIE	121 S HANOVERS ST M/H DOUBLE BILLED	CARLISLE	PA 17013	2263195	2016 R 6305.04.52.1564000
KING, ALWYN H ETUX BONNIE	121 S HANOVERS ST M/H DOUBLE BILLED	CARLISLE	PA 17013	2263196	2017 R 6305.04.52.1564000
KING, BONNIE JEAN	4075 LINGLESTOWN RD #342 M/H DOUBLE BILLED	HARRISBURG	PA 171121020	2263197	2018 R 6305.04.52.1564000
KING, BONNIE JEAN	4075 LINGLESTOWN RD #342 M/H DOUBLE BILLED	HARRISBURG	PA 171121020	2263198	2019 R 6305.04.52.1564000
KNOTT, ARCHIE LEE JR	304 REECE AVE APT C OVER PAYMENT CHECK 1360	RANDLEMAN	NC 27317	2263385	2019 P 0038091
LANCASTER, BONNIE	388 LANCASTER RD OVERPAYMENT CHECK 14226	PIKEVILLE	NC 27863	2262615	2013 P 0021640

04/01/20 01:30:00

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

Remit To:	Address	City	St Zip Code	TransNo	Reference
Refund					
LEWIS, WILLIE F	2283 MILL CREEK RD OVER PAYMENT CHECK 2082	NEWPORT	NC 28570	2262743	2019 R 6378.00.40.9147000
LYNCG & EATMAN, L.L.F	PO BOX 30515 OVER PAYMENT CHECK 3316	RALEIGH	NC 27622	2262410	2019 R 6385.16.82.1708000
LYNCH & EATMAN, L.L.F	PO BAK 30515 OVER PAYMENT CHECK 3312	RALEIGH	NC 27622	2262413	2019 R 6385.16.72.9689000
MALONE, GERALD	1343 QUAKER WAY AVE M/H SOLD	KERNERSVILLE	NC 27284	2263337	2019 P 0530276
MASSITA, STEVEN ROBERT	2230 MILL CREEK ROAD ALREADY PAID	NEWPORT	NC 28570	0	2016 P 0044511
MESSER, MARTY A ETUX ANGELA	M 512 PEARSON CIRCLE OVERPAYMENT CHECK 0006947744	NEWPORT	NC 28570	2262505	2019 R 6333.16.72.9848000
PACE, ELDRIDGE V ETUX LINDA	233 TRACEWAY DOUBLE BILLED	SANFORD	NC 27330	2262339	2019 R 6334.06.28.6506000
PACE, ELDRIDGE V ETUX LINDA	233 TRACEWAY DOUBLE BILLED	SANFORD	NC 27330	2262341	2018 R 6334.06.28.6506000
PACE, ELDRIDGE V ETUX LINDA	233 TRACEWAY DOUBLE BILLED	SANFORD	NC 27330	2262342	2017 R 6334.06.28.6506000
PACE, ELDRIDGE V ETUX LINDA	233 TRACEWAY DOUBLE BILLED	SANFORD	NC 27330	2262343	2016 R 6334.06.28.6506000
PACE, ELDRIDGE V ETUX LINDA	233 TRACEWAY DOUBLE BILLED	SANFORD	NC 27330	2262344	2015 R 6334.06.28.6506000
PEDNEAU, MICHAEL ALEXANDER	4804 FAIRFIELD RD OVER PAYMENT CHECK 1041	NEW HILL	NC 27562	2262765	2019 P 0046380
POWELL CHRISTOPHER SHAWN	106 OSPREY CT ALREADY PAID	NEWPORT	NC 28570	0	2017 P 0036475
RICHARD A BAULCH	PO BOX 246 OVER PAYMENT CHECK 1777	SPEONK	NY 119720246	2263663	2019 R 5385.00.73.6966000
ROSE, CLARENCE T ETUX REGINA	112 WILD MAGNOLIA DRIVE PERSONAL PROPERTY DOUBLE BILL	BEAUFORT	NC 28516	2262877	2019 R 7315.11.57.2319000
ROSE, LESLIE R	293 BAYVIEW DRIVE OVER PAYMENT CHECK 11807	HARKERS ISLAND	NC 28531	2262228	2019 R 7335.15.63.7696000
SIMPSON, LILA H ETAL SWANN	2668 BROAD STREET OVERPAYMENT STURGIS	BEAUFORT	NC 299026343	2263582	2019 R 6376.15.72.0581000
SMITH, THOMAS ALAN	6308 WINDY RIDGE CT DOUBLE BILLED	RALEIGH	NC 27606	2263191	2019 P 0530846

04/01/20 01:30:00

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

Remit To:	Address	City	St Zip Code	TransNo	Reference
Refund					
STUBBS & PERDUE PA	PO BOX 1654 OVERPAYMENT CHECK 52800	NEW BERN	NC 28563	2262214	2019 R 6375.08.87.4673000
T. CHAD WOODALL	2000 SHAW RD OVER PAYMENT CHECK 2222	DURHAM	NC 27704	2263523	2019 R 7305.07.68.3671000
TAYLOR, JOSEPH ELLIOT	PO BOX 31 ALREADY PAID	SEA LEVEL	NC 28577	0	2017 P 0034963
WILLIAMS, DIANA	3308 BLENHEIM PL NW PAID TWICE STURGIS	WILSON	NC 27896	0	2019 P0041887
WILLIAMS, HAROLD	3308 BYRNHEIM PLACE OVERPAYMENT STURGIS	WILSON	NC 27896	2263357	2019 P 0040199
WILSON, DONALD W ETUX	8317 CROWDER RD OVER PAYMENT CHECK 1012	RALEIGH	NC 276038728	2262230	2019 R 6385.16.92.0690126

FINAL TOTALS
TOTAL 1,864.07

*** END OF REPORT ***

d. Tax Refunds Over \$100

04/01/20 00:30:00	Refunds to be Issued by Finance Office - Over \$100.00						PAGE
Remit To:	Address	City	St	Zip Code	Reference		
Refund							
DAUGHETY, ALLYSON	1760 JOSHUA MEMBORN RD	SNOW HILL	NC	28580	2018 P 0043122		
118.26	ALREADY PAID						
FLORES, MARK D	616 EDGEWOOD AVENUE	NEWPORT	NC	28570	2019 R 6347.02.66.4826		
139.80	VA EXEMPTION						
FLORES, MARK D	616 EDGEWOOD AVENUE	NEWPORT	NC	28570	2018 R 6347.02.66.4826		
139.50	VA EXEMPTION						
GILLIKIN LAND DEVELOPMENT LL	107 GLOUCESTER COURT	NEWPORT	NC	28570	2019 R 6326.04.92.9723		
180.00	S/W ADJUSTMENT/VACANT LAND						
JANECKE, DAVID A	788 STAPLEFORD TRACE	PRATTVILLE	AL	36066	2019 R 649402697311000		
232.86	PAID TWICE STURGIS						
JONES, TERESA DIANE	1804 CALICO DR	MOREHEAD CITY	NC	28557	2017 P 0023692		
109.00	ALREADY PAID						
MADES, ROBERT KEITH ETAL	1471 MERRIMON ROAD	BEAUFORT	NC	28516	2018 R 730506390922000		
111.00	WILL ALREADY PAID						
MORAN, JAMES S ETUX PEGGY E	2201 COUNTRY CLUB ROAD	MOREHEAD CITY	NC	28557	2019 R 6376.07.67.1753		
165.00	S/W ADJUSTMENT						
NET RETAIL PARTNERS LLC	4409 CITY OF OAKS WYND	RALEIGH	NC	27612	2019 P 0048563		
179.53	SOLD BOAT						
RIGGS, MARGARET TAYLOR	PO BOX 323	SMYRNA	NC	28579	2017 R 734702675981000		
312.00	ALREADY PAID						
ROSS, JAMES	2316 SHORE DRIVE	MOREHEAD CITY	NC	28557	2018 R 638709253264000		
196.51	ALREADY PAID						
WASTERVAL, JOHN R ETUX SANDRA	804 TRACE DRIVE	WILMINGTON	NC	284117326	2019 R 6490.01.37.2609		
169.00	S/W ADJUSTMENT/ONLY DOCK						
FINAL TOTALS	2,044.16						
TOTAL							
*** 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
 1-888-544-9433

Memorandum

To: Board of Commissioners
 Tommy Burns

From: Sarah Davis
 Tax Administrator

Re: BOC monthly collections report

Date: April 1, 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 \$667,154,100.82. The unpaid balance outstanding for the 10 year period is \$8,081,692.50 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				
***** Totals for Tax year 2008																		
# of Properties Processed	144,222																	
	Total	TAX	Spec Asmt	Deferred	CB Deferred	Interest	Fees											
Original Balances	54,275,640.20	51,222,930.51	2,363,295.00	198,232.09	.00	458,426.17	32,756.43											
Total Adjustments	681,403.98	456,084.73	39,564.24	198,232.09	.00	.00	12,477.08											
Total Collections	53,584,861.58	50,764,121.83	2,322,316.78	.00	.00	453,674.16	44,768.81											
Unpaid Balances	9,354.64	2,723.95	1,413.98	.00	.00	4,752.01	464.70											
***** Totals for Tax year 2009																		
# of Properties Processed	143,265																	
	Total	TAX	Spec Asmt	Deferred	CB Deferred	Interest	Fees											
Original Balances	54,948,854.30	51,809,907.51	2,372,968.00	193,267.34	.00	548,922.60	23,788.85											
Total Adjustments	393,467.70	184,904.70	27,687.41	193,267.34	.00	.00	12,391.75											
Total Collections	54,459,889.27	51,582,351.52	2,339,909.44	.00	.00	502,598.67	35,029.64											
Unpaid Balances	95,497.33	42,651.29	5,371.19	.00	.00	46,323.93	1,150.96											
***** Totals for Tax year 2010																		
# of Properties Processed	143,838																	
	Total	TAX	Spec Asmt	Deferred	CB Deferred	Interest	Fees											
Original Balances	55,564,673.04	52,424,638.58	2,351,083.00	229,599.63	.00	534,956.07	24,425.76											
Total Adjustments	311,349.72	70,438.27	22,747.25	227,888.51	.00	.00	9,724.31											
Total Collections	55,144,067.65	52,303,075.58	2,321,405.88	1,711.12	.00	484,722.73	33,152.34											
Unpaid Balances	109,255.67	51,124.73	6,899.87	.00	.00	50,233.34	997.73											
***** Totals for Tax year 2011																		
# of Properties Processed	144,282																	
	Total	TAX	Spec Asmt	Deferred	CB Deferred	Interest	Fees											
Original Balances	56,054,751.56	52,936,189.46	2,320,555.00	225,239.96	.00	547,674.55	25,092.59											
Total Adjustments	375,176.51	150,326.09	14,210.73	224,660.27	.00	.00	14,020.58											
Total Collections	55,432,656.27	52,658,610.21	2,295,616.99	379.69	.00	440,339.33	37,510.05											
Unpaid Balances	246,918.78	127,253.16	10,727.28	.00	.00	107,335.22	1,603.12											
***** Totals for Tax year 2012																		
# of Properties Processed	144,824																	
	Total	TAX	Spec Asmt	Deferred	CB Deferred	Interest	Fees											
Original Balances	55,148,220.72	51,997,993.51	2,359,242.00	218,866.12	.00	544,175.99	27,943.10											
Total Adjustments	359,898.79	117,067.36	31,579.38	217,258.56	.00	.00	6,006.51											

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				
Total Collections	54,481,007.12	51,719,069.87	2,309,382.07	944.57	.00	429,886.38	34,748.23											
Unpaid Balances	307,314.81	161,856.28	18,300.55	662.99	.00	124,289.61	2,205.38											
***** Totals for Tax year 2013																		
# of Properties Processed	112,175																	
	Total	TAX	Spec Asmt	Deferred	CB Deferred	Interest	Fees											
Original Balances	54,024,293.57	50,733,957.05	2,854,465.00	226,999.79	.00	481,921.55	23,850.08											
Total Adjustments	124,110.30	91,998.21	31,867.86	3,189.77	.00	.00	3,308.47											
Total Collections	53,365,181.42	50,475,399.68	2,496,374.53	224,187.83	.00	367,317.68	24,624.62											
Unpaid Balances	531,001.85	165,749.16	26,222.62	222,345.10	.00	114,603.97	2,081.00											
***** Totals for Tax year 2014																		
# of Properties Processed	68,381																	
	Total	TAX	Spec Asmt	Deferred	CB Deferred	Interest	Fees											
Original Balances	56,614,246.59	53,325,792.31	2,585,290.00	234,870.44	.00	443,985.96	24,307.88											
Total Adjustments	261,720.81	2,748.04	30,265.99	32,015.28	.00	.00	3,308.47											
Total Collections	56,012,949.23	53,136,024.98	2,517,907.17	202,855.16	.00	331,960.83	24,763.30											
Unpaid Balances	339,576.55	187,019.32	37,116.84	582.21	.00	112,025.13	2,833.05											
***** Totals for Tax year 2015																		
# of Properties Processed	74,037																	
	Total	TAX	Spec Asmt	Deferred	CB Deferred	Interest	Fees											
Original Balances	55,843,717.68	51,122,449.39	3,841,944.00	423,473.95	.00	411,153.23	44,697.11											
Total Adjustments	89,564.43	128,326.23	267,871.83	418,713.18	.00	.00	4,633.19											
Total Collections	54,605,101.46	50,787,575.86	3,516,886.29	4,760.77	.00	290,955.30	34,922.24											
Unpaid Balances	419,051.79	236,552.30	57,159.88	.00	.00	120,197.93	5,141.68											
***** Totals for Tax year 2016																		
# of Properties Processed	78,522																	
	Total	TAX	Spec Asmt	Deferred	CB Deferred	Interest	Fees											
Original Balances	57,566,530.45	52,998,419.93	3,626,611.00	450,647.88	.00	417,209.91	73,645.73											
Total Adjustments	38,704.28	295,389.00	81,611.00	3,468.86	.00	.00	17,160.49											
Total Collections	56,149,135.90	52,343,964.15	3,474,201.32	4,809.49	.00	279,489.45	46,671.49											
Unpaid Balances	3,032,688.92	359,066.78	70,800.68	455,294.25	.00	137,714.46	9,813.75											
***** Totals for Tax year 2017																		
# of Properties Processed	79,452																	
	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				
Original Balances	59,926,886.01	54,088,967.10	3,924,321.00	466,172.13	.00	346,035.71	101,390.07											
Total Adjustments	426,461.31	258,761.74	127,187.04	2,296.45	.00	214,647.16	55,980.73											
Total Collections	57,316,903.68	53,347,122.61	3,607,138.89	2,014.75	.00	131,388.55	7,203.26											
Unpaid Balances	1,183,521.02	483,082.75	99,985.57	461,860.89	.00	.00	.00											
***** Totals for Tax year 2018																		
# of Properties Processed	78,627																	
	Total	TAX	Spec Asmt	Deferred	CB Deferred	Interest	Fees											
Original Balances	59,968,326.93	55,341,527.56	3,833,311.00	486,352.01	.00	290,943.36	16,200.00											
Total Adjustments	162,645.39	121,540.58	35,973.89	1,065.81	.00	.00	65.11											
Total Collections	58,407,057.17	54,545,954.31	3,655,609.57	2,276.97	.00	183,707.38	5,509.14											
Unpaid Balances	1,398,624.17	674,032.67	127,720.54	483,009.23	.00	107,235.98	6,625.75											
***** Totals for Tax year 2019																		
# of Properties Processed	79,897																	
	Total	TAX	Spec Asmt	Deferred	CB Deferred	Interest	Fees											
Original Balances	60,947,882.82	56,481,324.44	3,827,703.00	485,872.13	.00	152,983.25	.00											
Total Adjustments	343,726.98	302,985.54	40,573.75	167.69	.00	.00	.00											
Total Collections	58,195,269.87	54,577,669.77	3,542,864.98	529.89	.00	74,205.53	.00											
Unpaid Balances	2,408,885.97	1,600,669.13	244,264.27	485,174.85	.00	78,777.72	.00											

North Carolina Vehicle Tax System														
NCVTS Pending Refund report														
Report Date 4/1/2020 11:27:39 AM														
HINSON, CONRAD CORNELY JR	HINSON, CONRAD CORNELY JR	VICK, RICHARD DEAN	311 ARENDSELL ST	APT 204	MOREHEAD CITY, NC 28557	Proration	0041648145	PCZ8462	Refund Generated due to proration on BR #0041648145-2019-2019-0000-00	Tag Surrender	03/06/2020	9010 Tax (\$8.83)	\$0.00	Refund (\$8.83)
												1351 Tax (\$8.97)	\$0.00	Refund (\$8.97)
														Refund \$78.90
HORNIE, RICHARD PAUL	HORNIE, RICHARD PAUL		1808 WESTBROOK DR		WILSON, NC 27596	Proration	0051960387	PAZ71659	Refund Generated due to proration on BR #0051960387-2019-2019-0000-00	Tag Surrender	03/04/2020	9010 Tax (\$40.78)	\$0.00	Refund (\$40.78)
												1656 Tax (\$20.36)	\$0.00	Refund (\$20.36)
														Refund \$01.17
HOWARD, BARRY EUGENE	HOWARD, BARRY EUGENE		PO BOX 6479	APT 512	EMERALD ISLE, NC 28594	Proration	0002956882	0221CF	Refund Generated due to proration on BR #0002956882-2019-2019-0000-00	Tag Surrender	03/05/2020	9010 Tax (\$25.98)	\$0.00	Refund (\$25.98)
												1558 Tax (\$12.54)	\$0.00	Refund (\$12.54)
														Refund \$37.82
JOHNER, WILLIAM CARL III	JOHNER, WILLIAM CARL III		200 WINDJAMMER W		EMERALD ISLE, NC 28594	Adjustment + \$100	0050454745	HDV5278	Refund Generated due to adjustment on BR #0050454745-2019-2019-0000-00	Military	03/03/2020	9010 Tax (\$22.26)	\$0.00	Refund (\$22.26)
												1666 Tax (\$11.13)	\$0.00	Refund (\$11.13)
														Refund \$55.39
LAWSON, HEATHER MICHELLE	LAWSON, HEATHER MICHELLE		601 ATLANTIC BEACH CAUSEWAY UNIT 106		ATLANTIC BEACH, NC 28512	Proration	0042161073	XXX8415	Refund Generated due to proration on BR #0042161073-2019-2019-0000-00	Tag Surrender	02/02/2020	9010 Tax (\$5.78)	\$0.00	Refund (\$5.78)
												1352 Tax (\$5.08)	\$0.00	Refund (\$5.08)
														Refund \$8.87
LEVLAND, THOMAS CHARLES	LEVLAND, THOMAS CHARLES		2296 EMERALD DR		EMERALD ISLE, NC 28594	Proration	0044700203	F1R9583	Refund Generated due to proration on BR #0044700203-2019-2019-0000-00	Tag Surrender	03/05/2020	9010 Tax (\$43.87)	\$0.00	Refund (\$43.87)
												1656 Tax (\$21.94)	\$0.00	Refund (\$21.94)
														Refund \$65.81
LIVENOOD, NORMAN BLACKWELL JR	LIVENOOD, NORMAN BLACKWELL JR		PO BOX 2626		ATLANTIC BEACH, NC 28512	Proration	0001081954	ALF1443	Refund Generated due to proration on BR #0001081954-2019-2019-0000-00	Tag Surrender	03/12/2020	9010 Tax (\$13.27)	\$0.00	Refund (\$13.27)
												1352 Tax (\$7.71)	\$0.00	Refund (\$7.71)
														Refund \$20.99
MAHONEY, WILLIAM ANJUS	MAHONEY, WILLIAM ANJUS		308 PINE VALLEY DR		MOREHEAD CITY, NC 28557	Adjustment + \$100	0040521781	PHR9738	Refund Generated due to adjustment on BR #0040521781-2019-2019-0000-00	Military	03/06/2020	9010 Tax (\$75.48)	\$0.00	Refund (\$75.48)
												32 Tax (\$8.43)	\$0.00	Refund (\$8.43)
														Refund \$84.91
MAYS, ROGER WILLIS	MAYS, ROGER WILLIS	MAYS, VIRGINIA LUTHER	316 ROCHELLE DR		MOREHEAD CITY, NC 28557	Proration	0010773261	CDP2805	Refund Generated due to proration on BR #0010773261-2019-2019-0000-00	Tag Surrender	03/18/2020	9010 Tax (\$34.58)	\$0.00	Refund (\$34.58)
												1351 Tax (\$42.39)	\$0.00	Refund (\$42.39)
														Refund \$79.97
MORRIS, PHILIP DARYL	POTEAU, KATH EDWARD		204 GREEN DOLPHIN CT		MOREHEAD CITY, NC 28557	Proration	0006673424	EKB1600	Refund Generated due to proration on BR #0006673424-2019-2019-0000-00	Tag Surrender	03/02/2020	9010 Tax (\$8.76)	\$0.00	Refund (\$8.76)
												1554 Tax (\$4.86)	\$0.00	Refund (\$4.86)
														Refund \$14.64
MORRIS, PHILIP DARYL	MORRIS, PHILIP DARYL		204 GREEN DOLPHIN ST		MOREHEAD CITY, NC 28557	Proration	0002000566	H9E9070	Refund Generated due to proration on BR #0002000566-2019-2019-0000-00	Tag Surrender	03/02/2020	9010 Tax (\$136.39)	\$0.00	Refund (\$136.39)
												30 Tax (\$22.00)	\$0.00	Refund (\$22.00)
												80 Tax (\$8.80)	\$0.00	Refund (\$8.80)
														Refund \$167.19

North Carolina Vehicle Tax System														
NCVTS Pending Refund report														
Report Date 4/1/2020 11:27:39 AM														
COHAM, ANDREW MACK	COHAM, ANDREW MACK	COHAM, ELIZABETH POLING	218 SANDHILLS DR		NEWPORT, NC 28570	Proration	0014402016	ZSD6995	Refund Generated due to proration on BR #0014402016-2019-2019-0000-00	Tag Surrender	03/09/2020	9010 Tax (\$10.26)	\$0.00	Refund (\$10.26)
												35 Tax (\$2.58)	\$0.00	Refund (\$2.58)
														Refund \$13.24
PEARSON, RONALD GENE	PEARSON, RONALD GENE		4621 CLOVE MEADOW CT		RALEIGH, NC 27604	Adjustment + \$100	0052111851	SHL5138	Refund Generated due to adjustment on BR #0052111851-2019-2019-0000-00	Situs error	03/19/2020	9010 Tax \$0.00	\$0.00	Refund \$0.00
												1480 Tax (\$8.72)	\$0.00	Refund (\$8.72)
												94 Tax (\$17.44)	\$0.00	Refund (\$17.44)
														Refund \$0.79
														Refund \$7.12
POPP, RENA LYNN	POPP, RENA LYNN		10217 CORREE DR		EMERALD ISLE, NC 28594	Adjustment + \$100	0051936513	HFZ3394	Refund Generated due to adjustment on BR #0051936513-2019-2019-0000-00	Situs error	03/11/2020	9010 Tax \$0.00	\$0.00	Refund \$0.00
												1480 Tax (\$3.07)	\$0.00	Refund (\$3.07)
												1668 Tax (\$10.38)	\$0.00	Refund (\$10.38)
														Refund \$13.36
RIVERA, ANTHONY	RIVERA, ANTHONY	RIVERA, AMY STARBUCK	124 LAKE ARTHUR DR		NEWPORT, NC 28570	Proration	0016794299	EA86482	Refund Generated due to proration on BR #0016794299-2019-2019-0000-00	Tag Surrender	03/18/2020	9010 Tax (\$3.98)	\$0.00	Refund (\$3.98)
												1628 Tax (\$1.61)	\$0.00	Refund (\$1.61)
												37 Tax (\$1.95)	\$0.00	Refund (\$1.95)
												19 Tax (\$1.01)	\$0.00	Refund (\$1.01)
														Refund \$14.13
RIVERA, REYNALDO	RIVERA, REYNALDO		3603 PLANTATION RD		MOREHEAD CITY, NC 28557	Proration	0042738311	PJY6125	Refund Generated due to proration on BR #0042738311-2019-2019-0000-00	Tag Surrender	03/05/2020	9010 Tax (\$1.41)	\$0.00	Refund (\$1.41)
												30 Tax (\$0.23)	\$0.00	Refund (\$0.23)
												50 Tax (\$0.09)	\$0.00	Refund (\$0.09)
														Refund \$1.73
SEEK, CHANDLER DAVID	SEEK, CHANDLER DAVID		800 OLD FASHIONED WAY 33		NEWPORT, NC 28570	Adjustment + \$100	0008896548	PKN4903	Refund Generated due to adjustment on BR #0008896548-2019-2019-0000-00	Military	03/12/2020	9010 Tax (\$30.97)	\$0.00	Refund (\$30.97)
												1480 Tax (\$34.66)	\$0.00	Refund (\$34.66)
														Refund \$64.30
SIMONDS, WALTER FREDERICK	SIMONDS, WALTER FREDERICK		127 NICKS AVE		NEWPORT, NC 28570	Adjustment + \$100	0052506838	HPT2880	Refund Generated due to adjustment on BR #0052506838-2019-2019-0000-00	Military	03/12/2020	9010 Tax (\$19.41)	\$0.00	Refund (\$19.41)
												31 Tax (\$2.90)	\$0.00	Refund (\$2.90)
												48 Tax (\$2.50)	\$0.00	Refund (\$2.50)
														Refund \$24.41
SMITH, DEVON MAXTON	SMITH, DEVON MAXTON	SMITH, CATHY MILLER	404 OCEAN SPRAY DR		CEDAR POINT, NC 28584	Proration	0014366809	DM83551	Refund Generated due to proration on BR #0014366809-2019-2019-0000-00	Tag Surrender	03/12/2020	9010 Tax (\$0.96)	\$0.00	Refund (\$0.96)
												37 Tax (\$0.02)	\$0.00	Refund (\$0.02)
												19 Tax (\$0.01)	\$0.00	Refund (\$0.01)
														Refund \$0.13
SMITH, GEORGE PATE	SMITH, GEORGE PATE		410 QUINCY CT		CAPE CARTERET, NC 28584	Adjustment + \$100	0051984990	CL14476	Refund Generated due to adjustment on BR #0051984990-2019-2019-0000-00	Over Assessment	03/03/2020	9010 Tax (\$0.21)	\$0.00	Refund (\$0.21)
												1480 Tax (\$8.00)	\$0.00	Refund (\$8.00)

North Carolina Vehicle Tax System														
NCVTS Pending Refund report														
Report Date 4/1/2020 11:27:39 AM														
TANNER, CATHERINE FAYE	TANNER, CATHERINE FAYE		148 MUNDEN FARMS RD		NEWPORT, NC 28570	Proration	0041316641	FDE1038	Refund Generated due to proration on BR #0041316641-2019-2019-0000-00	Vehicle Sold	03/26/2020	9010 Tax (\$3.09)	\$0.00	Refund (\$3.09)
												32 Tax (\$0.67)	\$0.00	Refund (\$0.67)
														Refund \$3.76
														Refund \$1486.90
														Total

3. Approval of Budget Amendment for Hurricanes Florence & Dorian: \$81,940

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 Finance
Date: April 20, 2020
Subject: Hurricanes Florence and Dorian Budget Amendment

Attached for your consideration is an \$81,590 budget amendment appropriating FEMA revenue and insurance proceeds related to Hurricanes Florence and Dorian. The related expenses are debris and buildings maintenance. Approval of the attached budget amendment is recommended.

Carteret County

Budget Amendment

Fiscal Year 2019-2020

Department: Solid Waste

Date: 4/20/2020

Justification: Appropriate funding for Hurricanes Dorian and Florence expenses

Fund	Description	Account Number	Increase
General Fund	Revenues		
	FEMA Hurricane Dorian	110.30.3472.302	3,040
	FEMA Hurricane Florence	110.30.3472.301	60,000
	Insurance Proceeds Dorian	110.00.3472.851	18,550
Total Increase in Revenues			<u>81,590</u>
Expenditures			
	Hurricane Dorian Debris	110.30.4724.44004	60,000
	Hurricane Florence Debris	110.30.4724.44003	3,040
	Hurricane Dorian Supplies	110.10.4330.21000	350
Buidling Maintenance	110.00.4260.35000	18,550	
Total Increase Expenditures			<u>81,940</u>

Approval Chairman, Board of Commissioners _____

Date: _____

4. Approval of Addition to Rules of Procedure for Commissioner Meetings Outlining Electronic Procedures

ADDENDUM TO RULES OF PROCEDURE FOR ELECTRONIC MEETINGS OF CARTERET COUNTY BOARD OF COMMISSIONERS

The Carteret County Board of Commissioners recognizes that Article 33C of Chapter 143 of the North Carolina General Statutes contemplates that official meetings of public bodies, such as the Carteret County Board of Commissioners may take place by electronic means. §143-318.10(d) of the North Carolina General Statutes states that an official meeting "means a meeting, assembly, or gathering together at any time or place or the simultaneous communication by conference telephone or other electronic means of a majority of the members of a public body for the purpose of conducting hearings, participating in deliberations, or voting upon or otherwise transacting the public business within the jurisdiction, real or apparent, of the public body."

The Rules of Procedure of the Carteret County Board of Commissioners are hereby amended as may be necessary to provide for such remote participation.

1. Meetings to Which These Rules Apply

These Rules of Procedure for Electronic Meetings ("Electronic Rules") shall apply only to meetings of the Carteret County Board of Commissioners, and not to any other public bodies existing under the authority of Carteret County. The Electronic Rules are supplemental to any Rules of Procedure approved by the Carteret County Board of Commissioners for its meetings. Electronic Meetings can take place for any regular, special, or emergency meeting of the Carteret County Board of Commissioners, subject to the conditions governing the use of Electronic Meetings.

2. Conditions Necessary for Electronic Meetings

The Carteret County Board of Commissioners agrees that Electronic Meetings will only be permitted when any of the following entities declare that a state of emergency or a disaster exists in an area including Carteret County: the Federal Government of the United States of America; the Government of the State of North Carolina through the Governor of the State of North Carolina or other method permitted by Chapter 166A of the North Carolina General Statutes; or the Carteret County Board of Commissioners or the Chairman thereof. The state of emergency declaration or disaster declaration must be related to a distinct event that reasonable persons can agree directly affects the County of Carteret.

3. Definition of an Electronic Meeting

An Electronic Meeting is any meeting where one or more members of the Carteret County Board of Commissioners participates through telephonic communication, or a telecommunications application which allows simultaneous communication by multiple parties, or other similar means that allows the members of the Carteret County Board of Commissioners to hold a meeting without all members being physically present in the same room.

4. Notice of Electronic Meeting

If an Electronic Meeting is necessary, a public notice of the Electronic Meeting shall be sent as part of any notice required by North Carolina General Statutes §143-318.12. The public notice, in addition to the information required by North Carolina General Statutes §143-318.12, shall provide:

- a. The location of the physical meeting; and
- b. The location of where a member of the public, member of the media, or others, may listen to the Electronic Meeting in accordance with § 143-318.13 of the North Carolina General Statutes.

The notice shall be provided in the manner required by Article 33C of Chapter 143 of the North Carolina General Statutes. If the Electronic Meeting is being used for any part of a regular meeting that is on the meeting schedule adopted by the Carteret County Board of Commissioners, then the information required above shall be provided in a separate notice to be provided in accordance with Article 33C of Chapter 143 of the North Carolina General Statutes. Any notice provided may also be posted on the County of Carteret's bulletin board, website and social media accounts, if possible.

5. Quorum

Commissioners present in person or electronically, shall be included in the calculation for determining if a quorum exists of the Carteret County Board of Commissioners. If a County Commissioner who participates electronically withdraws from the meeting, the rest of the meeting may be completed provided there is still a quorum of the Carteret County Board of Commissioners present either in person or electronically. Any Commissioner withdrawing from the meeting shall no longer be included for purposes of the quorum calculation.

6. Process of Opening Meeting

Immediately prior to opening the meeting, the Chairman or Vice Chairman, or other presiding officer shall communicate with the Commissioner(s) who is (are) participating electronically and ensure that he/she is prepared to go forward. From that time forward until the adjournment of the meeting, the communication line or application shall be kept open. At the start of the meeting, the Chairman or Vice Chairman, or presiding official shall state which Commissioners are participating electronically.

7. Voting and Discussion

Commissioners present for the meeting through electronic means are eligible to vote for all items considered by the Carteret County Board of Commissioners during the meeting. Also, a Commissioner voting must indicate verbally with a "yes," "no," "yea," "nay," such that the Clerk to the Board or her designee may record the vote. Prior to taking a vote on any issue, the Chairman, or other presiding officer shall inquire of the Commissioners participating electronically if he or she has been able to adequately monitor the discussion,

including comments from the public, if any, and shall allow those Commissioners to make any comments he or she desires, if they chose to not avail himself or herself of the opportunity to discuss the matter before the vote. However, it is the responsibility of the Commissioner to gain the attention of the Chairman or the presiding officer in order to be recognized for discussion. A Commissioner attending through electronic means that withdraws from the meeting without being excused from further attendance shall not be considered an affirmative vote on items before the Board of Commissioners. If a Commissioner attending through electronic means becomes disconnected from the meeting, the Commissioner will not be counted as an affirmative or negative vote.

8. Minutes

The minutes of the meeting shall designate the name of each Commissioner who participated electronically, the nature of the electronic communication, and the duration of the Commissioner's participation.

ADOPTED this the 20th day of April 2020.

William H. Smith, Chairman

Rachel Hammer
Clerk to the Board

5. Approval of COVID-19 FEMA Resolution for Request of Reimbursement

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 Finance
Date: April 20, 2020
Subject: COVID-19 FEMA Resolution

Attached for your consideration is a resolution required by FEMA for the County to request reimbursement from FEMA for COVID-19 expenses. Approval of the attached resolution is recommended.

**DESIGNATION OF APPLICANT'S AGENT
AND APPLICANT ASSURANCES
FOR PUBLIC ASSISTANCE**

ORGANIZATION NAME (HEREAFTER NAMED ORGANIZATION) Carteret County, NC	
PRIMARY AGENT	
AGENT'S NAME Kelly Woodruff	AGENT'S NAME Ashley Bennett
ORGANIZATION Carteret County	ORGANIZATION Carteret County
OFFICIAL POSITION Accounting Services Supervisor	OFFICIAL POSITION Purchasing Agent
MAILING ADDRESS 302 Courthouse Square Attn: Finance Dept	MAILING ADDRESS 302 Courthouse Square Attn: Finance Dept
CITY, STATE, ZIP Beaufort, NC, 28516	CITY, STATE, ZIP Beaufort, NC, 28516
DAYTIME TELEPHONE (252)728-8410	DAYTIME TELEPHONE (252)728-8410
FACSIMILE NUMBER (252)728-0133	FACSIMILE NUMBER (252)728-0133
PAGER OR CELLULAR NUMBER	PAGER OR CELLULAR NUMBER
THE ABOVE PRIMARY AND SECONDARY AGENTS ARE HEREBY AUTHORIZED TO EXECUTE AND FILE APPLICATION FOR PUBLIC 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 OTHERWISE AVAILABLE. THIS AGENT IS AUTHORIZED TO REPRESENT AND ACT FOR THE ORGANIZATION IN ALL DEALINGS WITH THE STATE OF NORTH CAROLINA, AND THE FEDERAL EMERGENCY MANAGEMENT AGENCY FOR MATTER PERTAINING TO SUCH DISASTER ASSISTANCE REQUIRED BY THE AGREEMENTS AND ASSURANCES PRINTED ON THE REVERSE SIDE HEREOF.	
CHIEF FINANCIAL OFFICER	
NAME Dee Meshaw	OFFICIAL'S NAME Rachel Hammer
ORGANIZATION Carteret County	ORGANIZATION Carteret County
OFFICIAL POSITION Finance Director/Assistant County Manager	OFFICIAL POSITION Clerk to County Commissioners
MAILING ADDRESS 302 Courthouse Square Attn: Finance Dept	MAILING ADDRESS 302 Courthouse Square
CITY, STATE, ZIP Beaufort, NC, 28516	CITY, STATE, ZIP Beaufort, NC, 28516
DAYTIME TELEPHONE (252)728-8410	DAYTIME TELEPHONE (252)728-8450
FACSIMILE NUMBER (252)728-0133	FACSIMILE NUMBER
PAGER OR CELLULAR NUMBER	PAGER OR CELLULAR NUMBER
APPLICANT'S STATE COGNIZANT AGENCY FOR SINGLE AUDIT PURPOSES (IF A COGNIZANT AGENCY IS NOT ASSIGNED, PLEASE INDICATE):	
APPLICANT'S FISCAL YEAR (F-Y) START	MONTH: 7 DAY: 01
APPLICANT'S FEDERAL EMPLOYER'S IDENTIFICATION NUMBER	56 - 6001522
APPLICANT'S STATE PAYEE IDENTIFICATION NUMBER	-
CERTIFYING OFFICIAL'S SIGNATURE	

ATTACHMENT D (PAGE 1 OF 2)

APPLICANT ASSURANCES

The applicant hereby assures and certifies that he 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:

- It possesses legal authority to apply for the grant, and to finance and construct the proposed facilities; that resolutions, 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.
- It will comply with the provisions of Executive Order 11988, relating to Floodplain Management and Executive Order 11990, relating to Protection of Wetlands.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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 A117.1-1991, as modified (41 CFR 101-17-7031). The applicant will be responsible for conducting inspections to insure compliance with these specifications by the contractor.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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-95, P.L. 93-288 as amended, and applicable Federal Regulations.
- It will comply with the provisions of the Hatch Act which limit the political activities of employees.
- 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.
- (To the best of his 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- It will defer funding of any projects involving flexible funding until FEMA makes a favorable environmental clearance, if this is required.
- 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.
- 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.

6. ~~Approval of Proclamation Declaring April 19-25, 2020 as National Library Week~~
(item removed as amended)
7. Request to Accept Funding – Agreement Addendum #619 COVID-19 Crisis Response & Approval of Corresponding Budget Amendment: \$83,161

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 Human Services Board

From: Stephanie Cannon
Health Director

Date: April 13, 2020

Subject: Request to Accept Funding – Agreement Addendum #619 COVID-19 Crisis Response \$83,161

The Division of Public Health, Public Health Preparedness & Response Branch, is allocating funds made available by the Centers for Disease Control and Prevention to carry out surveillance, epidemiology, laboratory capacity, infection control, mitigation, communications, and other preparedness and response activities. Agreement Addendum 619 will provide funding in the amount of \$83,161.

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

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

Page 1 of 6

Carteret County Health Department	Epidemiology / PH Preparedness & Response
Local Health Department Legal Name	DPH Section / Branch Name
619 COVID-19 Crisis Response	Wayne Mixon, (919) 546-1831
Activity Number and Description	wayne.mixon@dhhs.nc.gov
01/20/2020 – 05/31/2020	DPH Program Contact
Service Period	(name, phone number, and email)
02/01/2020 – 06/30/2020	DPH Program Signature
Payment Period	Date
<input checked="" type="checkbox"/> Original Agreement Addendum	(only required for a negotiable agreement addendum)
<input type="checkbox"/> Agreement Addendum Revision # _____	

I. **Background:**
On March 6, 2020, the President of the United States signed into law the Coronavirus Preparedness and Response Supplemental Appropriations Act, 2020 (P.L. 116-123) (Coronavirus Supplemental). This Act provides funding to prevent, prepare for, and respond to Coronavirus Disease 2019 (COVID-19).

To support governmental public health emergency response to COVID-19, the Centers for Disease Control and Prevention (CDC) has activated CDC-RFA-TP18-1802 Cooperative Agreement for Emergency Response: Public Health Crisis Response (www.cdc.gov/phpr/readiness/funding-crisis.htm). CDC is awarding funding, totaling \$569,822,380, under Components A and B to eligible jurisdictions that are on the approved but unfunded (ABU) list for CDC-RFA-TP18-1802 to provide resources to prevent, prepare for, and respond to COVID-19. This funding is intended for state, local, territorial, and tribal health departments to carry out surveillance, epidemiology, laboratory capacity, infection control, mitigation, communications, and other preparedness and response activities. These funds are in addition to funds CDC previously awarded to select jurisdictions for COVID-19 response activities.

The Division of Public Health (DPH), Public Health Preparedness & Response (PHP&R) Branch, is making an allocation of these funds available to all local health departments through the "CDC-RFA-TP18-1802, Cooperative Agreement for Emergency Response: Public Health Crisis Response, COVID-19 Crisis Response Cooperative Agreement – Components A and B Supplemental Funding" to carry out surveillance, epidemiology, laboratory capacity, infection control, mitigation, communications, and other preparedness and response activities.

	04/13/2020
Health Director Signature (use blue ink)	Date
Local Health Department to complete: (If follow-up information is needed by DPH)	LHD program contact name: <u>Kim Davis</u>
Phone number with area code: _____	252-728-8550 x 5744
Email address: _____	kimd@carteretcounty.nc.gov

Signature on this page signifies you have read and accepted all pages of this document. Revised July 2017

II. Purpose:

This Activity is for the Local Health Department to work to prevent, prepare for, and respond to Coronavirus Disease 2019 (COVID-19) by carrying out surveillance, epidemiology, laboratory capacity, infection control, mitigation, communications, and other preparedness and response activities.

III. Scope of Work and Deliverables:

All of the activities the Local Health Department performs under this Agreement Addenda shall be informed by the NC DHHS COVID-19 Guidance for Health Care Providers and Local Health Departments.¹ The Local Health Department (LHD) shall:

1. Implement and scale-up laboratory testing and data collection to enable identification and tracking of COVID-19 cases in the community with emphasis placed on priority populations as defined in NC DHHS guidance² to include health care workers, first responders, persons in high-risk congregate settings, and persons at a higher risk of severe illness, and immediate implementation of real-time reporting to PHP&R. This shall be accomplished by conducting one or more of the following activities:
 - a. Expand testing access in the community with a focus on persons who may expose vulnerable people.
 - b. Conducting surveillance to identify cases, report case data in a timely manner, identify contacts, characterize disease transmission, and track relevant epidemiologic characteristics including hospitalization and death.
 - c. Conducting surveillance to monitor virologic and disease activity in the community and healthcare settings, with emphasis on expanding contact tracing for high risk populations using traditional and non-traditional methods.
 - d. Implementing routine and enhanced surveillance to support the science base that informs public health interventions that mitigate the impact of COVID-19, including understanding of clinical characteristics; infection prevention and control practices; and other mitigation requirements.
 - e. Establishing or enhancing core epidemiological activities to support response such as risk assessment, case classification, analysis, visualization, and reporting.
 - f. Conduct surveillance to monitor disruption in the community caused by COVID-19 and related mitigation activities (e.g., school closures and cancellation of mass gatherings).
 - g. Conduct surveillance to monitor disruption in healthcare systems caused by COVID-19 (e.g., shortages of personal protective equipment).
2. Write a brief COVID-19 community intervention implementation plan and upload it by May 31, 2020 to the COVID-19/Agreement Addendum/County Submissions/CountyName folder at <https://ncconnect.sharepoint.com/sites/phpr/SitePages/PCForums.aspx>. The naming convention for this plan shall be, "CountyName-Community Plan" (for example: Wake-Community Plan).

This plan shall describe how the LHD will achieve the response's three mitigation goals: 1) Slow transmission of disease, 2) Minimize morbidity and mortality, and 3) Preserve healthcare, workforce, and infrastructure functions and minimize social and economic impacts. The LHD shall use its

¹ <https://www.ncdhhs.gov/divisions/public-health/covid19/covid-19-guidance/all-guidance-for-health-care-providers-and-local-health-departments>

² <https://files.nc.gov/ncdhhs/documents/files/covid-19/COVID-19-Provider-Guidance-Final.pdf>

Revised August 2018

current Pan Flu Plan as a template and create a COVID-19 Community Intervention Implementation Plan that shall address how the LHD will accomplish the following tasks, with emphasis on addressing high-risk congregate settings such as long-term care facilities, homeless shelters, correctional facilities, and migrant farmworker camps:

- a. Minimize potential spread and reduce morbidity and mortality of COVID-19 in communities.
- b. Plan and adapt for disruption caused by community spread and implement interventions to prevent further spread.
- c. Ensure healthcare system response is an integrated part of community interventions.
- d. Ensure integration of community mitigation interventions with health system preparedness and response plans and interventions.
3. Summarize the LHD's COVID-19 community intervention implementation plan into a COVID-19 community intervention executive summary and upload it by May 31, 2020 to the COVID-19/Agreement Addendum/County Submissions/CountyName folder at <https://ncconnect.sharepoint.com/sites/phpr/SitePages/PCForums.aspx>. The naming convention for this executive summary shall be, "CountyName-Executive Summary" (For example: Wake-Executive Summary).
This executive summary shall describe a brief statement of the problems or proposals covered, background information, analysis and conclusions regarding how the LHD will meet the response's three mitigation goals: 1) Slow transmission of disease, 2) Minimize morbidity and mortality, and 3) Preserve healthcare, workforce, and infrastructure functions and minimize social and economic impacts.
4. Identify and address additional response needs through one or more of the allowable activities from the list of Domains and Categories below, with examples of such activities provided in Appendix 2 of the attached "CDC-RFA-TP18-1802, Cooperative Agreement for Emergency Response: Public Health Crisis Response, COVID-19 Crisis Response Cooperative Agreement - Components A and B Supplemental Funding Interim Guidance" document dated March 15, 2020 ("CDC Interim Guidance document"):
 - a. Domain 1: Incident Management for Early Crisis Response.
 - i. Emergency Operations and Coordination
 - ii. Responder Safety and Health
 - iii. Identification of Vulnerable Populations
 - b. Domain 2: Jurisdictional Recovery.
 - c. Domain 3: Information Management.
 - i. Information Sharing, with emphasis on infection control policies and proper use of personal protective equipment (PPE)
 - ii. Emergency Public Information and Warning and Risk Communication, with emphasis on expanding communications and public education campaigns including digital platforms and call lines
 - d. Domain 4: Countermeasures and Mitigation.
 - i. Nonpharmaceutical Interventions
 - ii. Quarantine and Isolation Support, with emphasis on isolation and quarantine of identified cases in high risk populations
 - iii. Distribution and Use of Medical Material

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- e. Domain 5: Surge Management.
 - i. Surge Staffing
 - ii. Public Health Coordination with Healthcare Systems
 - iii. Infection Control
- f. Domain 6: Biosurveillance.
 - i. Public Health Surveillance and Real-time Reporting
 - ii. Public Health Laboratory Testing, Equipment, Supplies and Shipping
 - iii. Data Management

IV. Performance Measures/Reporting Requirements:

The Local Health Department shall:

1. Provide data as requested by PHP&R that supports reporting the performance measures and deliverables from the CDC-RFA-TP18-1802, Cooperative Agreement for Emergency Response: Public Health Crisis Response, COVID-19 Crisis Response Cooperative Agreement - Components A and B Supplemental Funding. The CDC will determine the essential data elements by April 15, 2020. Upon receiving this information from the CDC, PHP&R will communicate it to the LHDs via email with delivery/read verification.
2. Submit the following updates and reports to PHP&R:
 - a. Monthly updates to the COVID TP18-1802 Awardee Spend Plan (Excel spreadsheet).
 - i. These updates are to be uploaded in the COVID-19/Agreement Addendum/County Submissions/CountyName folder, located at <https://ncconnect.sharepoint.com/sites/phpr/SitePages/PCForums.aspx> at no later than thirty days after each month ends. The naming convention for these files shall be, "CountyName-MonthOfReport Spend Plan" (for example: Wake-April Spend Plan).
 - ii. This spreadsheet is available for download and it resides in the COVID-19/Agreement Addendum folder of the Preparedness Coordinator forum, located at <https://ncconnect.sharepoint.com/sites/phpr/SitePages/PCForums.aspx>
 - b. Monthly Expenditure Monitoring Reports (EMRs) are due via email (phpr.sgm@dhhs.nc.gov) to the PHP&R Program Manager no later than thirty days after the month ends.
3. Provide all plans and documents for review by PHP&R staff when requested. Plans and other documents must be consistent with state and federal requirements and must be specific to your local public health area.

V. Performance Monitoring and Quality Assurance:

PHP&R will provide technical support to the Local Health Department to meet the required and allowable activities defined in the CDC Interim Guidance document. Templates and best practices will be provided as needed on an ongoing basis. PHP&R staff will maintain open communication with the Local Health Department and will therefore, receive and respond to all questions related to the COVID-19 Crisis Response Cooperative Agreement.

PHP&R's Subrecipient Grants Monitor or PHP&R Program Manager's designees will review reports and may schedule and conduct on-site visits with the Local Health Department to assess compliance with CDC grant and Agreement Addendum requirements, financials, and/or provide consultative assistance.

Revised August 2018

Inadequate performance on the part of the Local Health Department directly impacts the capacity of North Carolina's ability in overall preparedness. In the event that performance is deemed inadequate or non-compliant, PHP&R reserves the right to identify the county as "high risk," which may result in a reduction or suspension of funds.

While not necessarily an indicator of inadequate performance, a Local Health Department's inability to spend allocated funds will result in an assessment and potential recall of funds for re-allocation to other local health departments.

VI. Funding Guidelines or Restrictions:

1. Requirements for pass-through entities: In compliance with 2 CFR §200.331 – *Requirements for pass-through entities*, the Division provides Federal Award Reporting Supplements to the Local Health Department receiving federally funded Agreement Addenda.
 - a. Definition: A Supplement discloses the required elements of a single federal award. Supplements address elements of federal funding sources only; state funding elements will not be included in the Supplement. Agreement Addenda (AAs) funded by more than one federal award will receive a disclosure Supplement for each federal award.
 - b. Frequency: Supplements will be generated as the Division receives information for federal grants. Supplements will be issued to the Local Health Department throughout the state fiscal year. For federally funded AAs, Supplements will accompany the original AA. If AAs are revised and if the revision affects federal funds, the AA Revisions will include Supplements. Supplements can also be sent to the Local Health Department even if no change is needed to the AA. In those instances, the Supplements will be sent to provide newly received federal grant information for funds already allocated in the existing AA.
2. Unallowable costs:
 - a. Research
 - b. Clinical care except as provided above in connection with Domain 4 activities.
 - c. Publicity and propaganda (lobbying). Other than for normal and recognized executive-legislative relationships, no funds may be used for:
 - i. publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body
 - ii. the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body

Detailed guidance on this prohibition and additional guidance on lobbying for CDC recipients can be found under Additional Requirement 12: https://www.cdc.gov/grants/documents/Anti-Lobbying_Restrictions_for_CDC_Grantees_July_2012.pdf
 - d. All unallowable costs cited in CDC-RFA-TP18-1802 remain in effect, unless specifically amended in the CDC Interim Guidance document, in accordance with 45 CFR Part 75 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards.
3. PHP&R will distribute funds to the Local Health Department in amounts based on a formula developed to maximize COVID-19 prevention and mitigation actions to protect the citizens of North Carolina. Funds will be distributed through the Controller's Office based on standard DPH procedures. It is anticipated that the level of funding provided through this Agreement Addendum

Revised August 2018

will not be enough to support all of the activities that a Local Health Department will undertake and that other resources may be necessary to meet the requirements.

4. Overlap in Projects, Budget Items, or Commitment of Effort
 - a. Funds cannot be used to supplant existing federal funds awarded by other federal sources.
 - b. Funds cannot be used to match funding on other federal awards.
5. PHP&R reserves the right to review any expenditure that is not in line with the purpose and scope of the funding source. After review of the expenditure PHP&R may reject the expenditure and then require the Local Health Department to further justify or to pay back the expense.

FY20 Activity: 619 COVID-19 Crisis Response

Supplement reason: 00 in AA+BE or AA+BE Rev -OR- no FAIN: NU90TP922104 Total amount of fed awd: \$ 13,820,519

CFDA #	Federal awd date:	3/16/20	is award R&D?	no	FAIN:	NU90TP922104	Total amount of fed awd:	\$ 13,820,519
CFDA name:	Public Health Emergency Response: Cooperative Agreement for Emergency Response: Public Health Crisis Response				Fed award project description:	North Carolina's Cooperative Agreement for Emergency Response: Public Health Crisis Response	Federal award indirect cost rate:	n/a
					Fed awarding agency:	DHHS, Centers for Disease Control and Prevention		%
Subrecipient	Subrecipient DUNS	Fed funds for This Supplement	Total of All Fed Funds for This Activity	Subrecipient	Subrecipient DUNS	Fed funds for This Supplement	Total of All Fed Funds for This Activity	%
Alamance	965194483	128,163	128,163	Jackson	019728518	70,554	70,554	
Albemarle	130537822	125,566	125,566	Johnston	097599104	143,714	143,714	
Alexander	030495105	67,966	67,966	Jones	095116935	54,783	54,783	
Anson	847163029	61,862	61,862	Lee	067439703	78,555	78,555	
Appalachian	780131541	95,074	95,074	Lenoir	042789748	76,669	76,669	
Beaufort	091567776	72,269	72,269	Lincoln	086869336	89,753	89,753	
Bladen	084171628	66,214	66,214	Macon	070626825	66,934	66,934	
Brunswick	091571349	114,310	114,310	Madison	831052873	60,489	60,489	
Buncombe	879203560	172,455	172,455	Montgomery	087204173	68,611	68,611	
Burke	883321205	92,873	92,873	Mecklenburg	074498353	560,503	560,503	
Cabarrus	143408289	148,104	148,104	Montgomery	025384603	62,956	62,956	
Caldwell	948113402	89,069	89,069	Moore	050988146	96,620	96,620	
Carteret	058735804	83,161	83,161	Nash	050425677	97,714	97,714	
Caswell	077846053	61,107	61,107	New Hanover	040029563	158,938	158,938	
Catawba	083677138	124,338	124,338	Northampton	097594477	59,671	59,671	
Chatham	131356607	84,834	84,834	Onslow	172663270	143,221	143,221	
Cherokee	130705072	63,732	63,732	Orange	139209659	118,283	118,283	
Clay	145058231	55,468	55,468	Pamlico	097600456	56,266	56,266	
Cleveland	879924850	96,503	96,503	Pender	100955413	79,161	79,161	
Columbus	040040016	76,466	76,466	Person	091563718	68,860	68,860	
Craven	091564294	98,592	98,592	Pitt	080889694	133,699	133,699	
Cumberland	123914376	205,618	205,618	Polk	079067930	60,101	60,101	
Dare	082358631	67,354	67,354	Randolph	027871332	117,585	117,585	
Davidson	077839744	128,846	128,846	Richmond	070621339	71,201	71,201	
Davie	076526651	70,158	70,158	Robeson	082367871	111,728	111,728	
Duplin	095124798	78,037	78,037	Rockingham	077847143	93,034	93,034	
Durham	083564075	195,954	195,954	Rowan	074494014	116,514	116,514	
Edgecombe	089125375	74,731	74,731	RPM	782359004	0	0	
Foothills	782359004	103,846	103,846	Sampson	825573975	80,061	80,061	
Forsyth	105316439	226,512	226,512	Scotland	091564146	66,766	66,766	
Franklin	084168632	81,902	81,902	Stanly	131060829	79,705	79,705	
Gaston	071062186	153,665	153,665	Stokes	085442705	71,798	71,798	
Graham	020952383	54,074	54,074	Surry	077821858	84,350	84,350	
Granville-Vance	063347626	99,938	99,938	Swain	146437553	56,774	56,774	
Greene	091564591	59,862	59,862	Toe River	113345201	74,267	74,267	
Guilford	071563613	300,641	300,641	Transylvania	030494215	66,471	66,471	
Hallfax	014305957	74,181	74,181	Union	079051637	159,040	159,040	
Harnett	091565986	112,466	112,466	Wake	019625961	551,988	551,988	
Haywood	070620332	79,475	79,475	Warren	030239953	59,512	59,512	
Henderson	085021470	104,813	104,813	Wayne	040036170	108,493	108,493	
Hoke	091563643	75,326	75,326	Wilkes	067439950	82,793	82,793	
Hyde	832526243	52,439	52,439	Wilson	075585695	88,439	88,439	
Iredell	074504507	133,835	133,835	Yadkin	089910624	67,871	67,871	

Federal Award Reporting Requirements for Pass-Through Agencies, 2 CFR § 200.331

DPH v3.1 5-9-19

WicGridPrint

DPH-Aid-To-Counties

For Fiscal Year: 19/20

Budgetary Estimate Number : 0

Activity 619	AA	1264 2680 CP	Proposed Total	New Total
Service Period			01/20-06/30	
Payment Period			02/20-07/31	
01 Alamance	*	1	128,163	128,163
01 Albemarle	*	1	125,566	125,566
02 Alexander	*	1	67,966	67,966
04 Anson	*	1	61,862	61,862
02 Appalachian	*	1	95,074	95,074
07 Beaufort	*	1	72,269	72,269
09 Bladen	*	1	66,214	66,214
10 Brunswick	*	1	114,310	114,310
11 Buncombe	*	1	172,455	172,455
12 Burke	*	1	92,873	92,873
13 Cabarrus	*	1	148,104	148,104
14 Caldwell	*	1	89,069	89,069
16 Carteret	*	1	83,161	83,161
17 Caswell	*	1	61,107	61,107
18 Catawba	*	1	124,338	124,338
19 Chatham	*	1	84,834	84,834
20 Cherokee	*	1	63,732	63,732
22 Clay	*	1	55,468	55,468
23 Cleveland	*	1	96,503	96,503
24 Columbus	*	1	76,466	76,466
26 Craven	*	1	98,592	98,592
28 Cumberland	*	1	205,618	205,618
28 Dare	*	1	67,354	67,354
29 Davidson	*	1	128,846	128,846
30 Davie	*	1	70,158	70,158
31 Duplin	*	1	78,037	78,037
32 Durham	*	1	195,954	195,954
33 Edgecombe	*	1	74,731	74,731
07 Foothills	*	1	103,846	103,846
34 Forsyth	*	1	226,512	226,512
36 Franklin	*	1	81,902	81,902
36 Gaston	*	1	153,665	153,665
38 Graham	*	1	54,074	54,074
03 Gran-Vance	*	1	99,938	99,938
40 Greene	*	1	59,862	59,862
41 Guilford	*	1	300,641	300,641
42 Halifax	*	1	74,181	74,181
43 Harnett	*	1	112,466	112,466
44 Haywood	*	1	79,475	79,475
45 Henderson	*	1	104,813	104,813
46 Hertford	*	1	0	0
47 Hoke	*	1	75,326	75,326
48 Hyde	*	1	52,439	52,439
49 Iredell	*	1	133,835	133,835
50 Jackson	*	1	70,554	70,554

<https://ato.dbhs.state.nc.us/WICGridPrint.aspx>

61 Johnston	* 1	143,714	143,714	143,714
62 Jones	* 1	54,783	54,783	54,783
63 Lee	* 1	78,555	78,555	78,555
64 Lenoir	* 1	76,669	76,669	76,669
65 Lincoln	* 1	89,753	89,753	89,753
66 Macon	* 1	66,934	66,934	66,934
67 Madison	* 1	60,489	60,489	60,489
D4 M-T-W	* 1	68,611	68,611	68,611
60 Mecklenburg	* 1	560,503	560,503	560,503
62 Montgomery	* 1	62,956	62,956	62,956
63 Moore	* 1	96,620	96,620	96,620
64 Nash	* 1	94,714	94,714	94,714
65 New Hanover	* 1	158,938	158,938	158,938
66 Northampton	* 1	59,671	59,671	59,671
67 Onslow	* 1	143,221	143,221	143,221
68 Orange	* 1	118,283	118,283	118,283
69 Pamlico	* 1	56,266	56,266	56,266
71 Pender	* 1	79,161	79,161	79,161
73 Person	* 1	68,860	68,860	68,860
74 Pitt	* 1	133,699	133,699	133,699
75 Polk	* 1	60,101	60,101	60,101
76 Randolph	* 1	117,585	117,585	117,585
77 Richmond	* 1	71,201	71,201	71,201
78 Robeson	* 1	111,728	111,728	111,728
79 Rockingham	* 1	93,034	93,034	93,034
80 Rowan	* 1	116,514	116,514	116,514
D5 R-P-M	* 1	0	0	0
82 Sampson	* 1	80,061	80,061	80,061
83 Scotland	* 1	66,766	66,766	66,766
84 Stanly	* 1	79,705	79,705	79,705
85 Stokes	* 1	71,798	71,798	71,798
86 Surry	* 1	84,350	84,350	84,350
87 Swain	* 1	56,774	56,774	56,774
D6 Toe River	* 1	74,267	74,267	74,267
88 Transylvania	* 1	66,471	66,471	66,471
90 Union	* 1	159,040	159,040	159,040
92 Wake	* 1	551,988	551,988	551,988
93 Warren	* 1	59,412	59,412	59,412
96 Wayne	* 1	108,493	108,493	108,493
97 Wilkes	* 1	82,793	82,793	82,793
98 Wilson	* 1	88,439	88,439	88,439
99 Yadkin	* 1	67,871	67,871	67,871
Totals		9,123,144	9,123,144	9,123,144

Sign and Date - DPH Program Administrator <i>W. Kim M. ...</i> 4/6/2020	Sign and Date - DPH Section Chief <i>JMK</i> 4/6/20
Sign and Date - DPH Contracts Officer <i>Sharon S. ...</i> 4/6/2020	Sign and Date - DPH Budget Officer <i>Patricia ...</i> 04/06/2020

<https://atc.dhhs.state.nc.us/WICGridPrint.aspx>

4/4/2020

Carteret County AS400

Budget Amendment

Fiscal Year 2019-2020

Department: Health

Date: 4/13/2020

Justification: To accept and move funds to cover employee time coded to COVID-19.

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	State PH Preparedness	110.50.3513.308	83,161	
Total Increase in Revenues				<u>83,161</u>	<u>-</u>
	Expenditures				
	Health Center	Salaries	110.50.5110.12100	64,734	
	Health Center	FICA	110.50.5110.18100	4,952	
	Health Center	Retirement Contribution	110.50.5110.18200	5,858	
	Health Center	Hospitalization Insurance	110.50.5110.18300	4,380	
	Health Center	401K Plan	110.50.5110.18700	3,237	
Total Increase Expenditures				<u>83,161</u>	<u>-</u>

Approval Chairman, Board of Commissioners _____

Date: _____

8. Approval of Budget Amendment in Support of the Community College for Repairs to Joslyn Hall Roof: \$97,600

CARTERET COUNTY FINANCE

Denise H. Meshaw, CPA
Assistant County Manager
Finance Department



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Fax: (252) 728-0133
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www.carteretcountync.gov

To: Board of Commissioners
From: Dee Meshaw, Assistant County Manager
Date: April 20, 2020
Subject: Community College Capital Budget Amendment

Attached for your consideration is a \$97,600 budget amendment appropriating funds for roof improvements. The Community College has capital funding to replace the McGee Building roof. In addition, the Community College request the funding to replace the Joslyn Hall roof. Staff recommends approving the budget amendment and reducing the Community College FY21 capital funding by the same amount. County staff and Community College staff agree with the recommendation. The Community College request and budget amendment are attached.

Carteret County
Budget Amendment
Fiscal Year 2019-2020

Department: General Fund
Date: 4/20/2020
Justification: Appropriate funding for Community College roof improvements

Fund	Description	Account Number	Increase
General Fund	Revenues	Fund Balance	110.00.3990.990
	Total Increase in Revenues		<u>97,600</u>
	Expenditures	CCC Capital	110.70.5900.59903
	Total Increase Expenditures		<u>97,600</u>

Approval Chairman, Board of Commissioners _____
Date: _____

9. Approval of \$82,000 Budget Amendment Releasing Otway Fire & EMS Reserve Funds for Repairs to the Building Caused by Hurricane Florence

CARTERET COUNTY FINANCE

Denise H. Meshaw, CPA
Assistant County Manager
Finance Department



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deem@carteretcountync.gov
www.carteretcountync.gov

To: Board of Commissioners
**From: Dee Meshaw, Assistant County Manager
Stephen Rea, Emergency Management Director**
Date: April 20, 2020
Subject: Otway Fire and EMS Hurricanes Florence Budget Amendment

Attached for your consideration is an \$82,000 budget amendment appropriating and releasing Otway Fire and EMS reserve funds. Otway Fire and EMS building was damaged by Hurricane Florence, and the building repair contract is approximately \$123,000. The contractor has completed two thirds of the repairs. Otway paid the first \$41,000 contractor invoice. The second \$41,000 invoice is due. Due to FEMA's and the State's required process, Otway must upfront the expense. Because of cash flow, Otway is requesting the County release the second and final invoice payments from the County held reserve funds. The Fire and EMS reserve balance is \$212,540. The reserves will be replenished when the FEMA funding is received. Staff recommends releasing the \$82,000 to Otway Fire and EMS, approving the attached budget amendment, and replenishing the \$82,000 in reserves when FEMA funding is received.

Carteret County
Budget Amendment
Fiscal Year 2019-2020
Fund: Fire and EMS
Date: 04/20/2020

Justification: To appropriate Otway Fire and EMS reserve funds for building repairs until FEMA reimburses

Fund	Description	Account Number	Increase
County Capital Fund	Revenues		
	Appr. Fund Balance: Otway Fire Res	280.10.3990.990	41,000
	Appr. Fund Balance: Otway EMS Res	270.10.3990.990	41,000
	Total Increase in Revenues		<u>82,000</u>
	Expenditures		
	Otway Fire Reserves	280.10.4390.69960	41,000
	Otway EMS Reserves	270.10.4390.69920	41,000
	Total Increase in Expenditures		<u>82,000</u>

Chairman Board of Commissioners _____

Date: _____

V. PUBLIC COMMENT

County Manager Tommy Burns shared that there were no public comments submitted.

VI. UPDATE FROM HEALTH DEPARTMENT

Ms. Stephanie Cannon, Health Director, provided an update related to COVID-19 and shared there were 24 confirmed cases in Carteret County. Ms. Cannon stated that they know this does not represent the true number of cases and acknowledged the nationwide testing shortage. Ms. Cannon shared this has been something emphasized from the onset and testing has been a challenge because of the limited supplies. She stated that while they are limited on what data they are able to share due to privacy concerns, they have been working with elected officials, municipalities, and local businesses, and have helped to inform their decision making during this outbreak.

Going forward, North Carolina officials are looking at three areas to help drive decisions concerning relaxing restrictions. One is testing; two is tracing and three is trends. Ms. Cannon described what the three areas look like. Right now, all of the medical providers, including the Health Department, follow State guidance related to testing. As of today, this has changed, medical providers can consider testing for any patient where COVID-19 is suspected. Testing criteria has been very strict during this pandemic for many reasons, including a shortage of testing supplies and PPE (Personal Protective Equipment). The supply chain issues for the testing supplies and the PPE is not anything unique to Carteret County. It is a widespread issue affecting the entire United States. Persons experiencing mild illness compatible with COVID-19 are encouraged to call their healthcare provider to determine if they need to be seen or tested. Any clinician who suspects that a person may have COVID-19 are now able to order that testing. However, if you go to the State lab, you have to comply with their testing criteria which is very strict. The State lab will accept specimens from those who have symptoms representative of COVID-19 and they meet one of five criteria: persons who are hospitalized, persons who

are healthcare workers and first responders, persons who have lived in or had regular contact with high-risk settings such as the jail or long-term care facility, persons who are at high-risk for severe illness and for whom a clinician has determined that a positive test result might inform the clinical management; and one that was added today, that you can test post-mortem specimens for patients that were not COVID-19 positive before their death, but their physician or the medical examiner thinks that might have played a role in their death. If you go through a private lab such as LabCorp, you can test anyone who has those symptoms. There's a lot of focus on doing antibody testing or rapid tests. We've reached out to the State about this; the State has some real concerns about the antibody testing at this time because they're not sure if the tests are reliable enough to give accurate results. On top of that, we don't know if the presence of antibodies in someone's blood confirms immunity.

The tracing piece of it is once we get confirmed cases in our County, and this has been happening since the very beginning, we do what we call contact tracing. Once we get that confirmed case, we call them and ask, "*Where were you during this time period?*" We go back two days prior to their symptoms and ask where they have been, who they have been around, and we determine who their close contacts were. Close contact is defined as six feet or less for more than ten minutes. This is a tried and true public health practice that we've been using for years when it comes to disease outbreaks. In order to prepare for a more robust testing strategy across the State, we've identified ten plus people in our department that we can get trained to do this contact tracing. The testing and the tracing go hand in hand. You can't do the contact tracing without the testing.

Thirdly, the State is looking at trends. They're not looking at percentages; if we get below this percentage, then this is the trigger for taking this action. They are looking at – are we moving in the right direction; are we seeing fewer infections; are we seeing fewer people going to the hospital; are we seeing fewer deaths? That is what they're looking at – are those figures trending down? In Carteret County and North Carolina, until we do robust testing, it's going to be very difficult to determine if the infection rate is going down in Carteret County or North Carolina – we don't have the testing data. However, we do have some metrics that the COVID-19 task force in Carteret County are using; we are reviewing them daily to determine where we are in the County. We are looking at whether our EMS calls are going up, going down, or staying flat? We're also looking at the hospital census; is it going up; is it going down; is it staying flat. We are looking at ICU beds and ventilators to determine if we have enough. These are all measures we are looking at in lieu of having the confirmed cases or really robust data related to testing and confirmed cases. It would be nice to have that big overall picture of the confirmed cases trending down, but at this point with twenty-four confirmed identified cases, we know there are more. We just don't have the data to back that up.

In closing, until we get a vaccine, robust testing, or contact tracing, some form of social distancing will be needed to keep this disease outbreak under control. Ms. Cannon responded to questions from Commissioners.

Commissioner Farrington inquired about the County's status on PPE and supplies. Ms. Cannon replied that it was still very difficult to get PPE through the normal supply chain, and shared that Emergency Services Director Stephen Rea and his group have been the logistic leads on getting those supplies for first responders and the hospital and have done a great job. Ms. Cannon shared that the Health Department fit-tests the nurses on N-95 masks to be sure there is a good seal and make sure those particles aren't getting around that seal. We are running very low on those and we are being very conservative in when we use those masks. If they are not available, we'll have to use surgical masks which do not provide quite as much protection and doesn't filter as much as an N-95 mask.

Commissioner Cavanaugh asked regarding the antibody testing; who is going to be doing that – do we get supplies from the Feds, or is the State going to do that, or will we do it locally. Ms. Cannon replied that the State is not impressed with the reliability of those tests, and shared that she has read several articles that share some of the same concerns of those we are hearing from the State about the reliability issues. Going forward, as we refine that technology and really get into the weeds more, she thinks we will see a tool that can be used to determine if somebody has been exposed to that virus and determine if they have the antibodies built up. The problem with the antibody tests at this point in time and is unknown, is that the State and the Federal Government does not know if you have antibodies for this particular virus confirms immunity. That adds a little confusion and makes it more complex. In a call with the State recently, they are looking at maybe a hybrid mix of the traditional testing that we are already doing and the antibody testing; they have not shared their strategy at this point.

Commissioner Cavanaugh inquired about the chain of information. Do you take your marching orders straight from the CDC or from the State Health Department and who has precedence? Ms. Cannon shared that the State is the one that provides the medical guidance to us on a day-to-day basis and during outbreaks. They obtain their information from the CDC and most of the time, they are in lock-step with the CDC, sometimes they will differ slightly, but we follow the State's guidance.

Commissioner Mansfield asked about the date of the first infection. Ms. Cannon replied March 20th. Commissioner Mansfield stated it has been a month and depending on how you count the numbers, we've had 24 or 25 people infected in 30 days and what's the most people we have had infected at one period of time? Ms. Cannon clarified – how many active cases have we had at one time? Ms. Cannon detailed how a case is reclassified from active to recovered. They have to meet the State's isolation guidance and they have to answer yes to three questions: has it been at least seven days since your symptoms began; have you had at least 72 hours without the use of fever-reducing medication, and have your symptoms improved. You have to answer yes to all three. It would look different for people with mild cases, or with some folks, it could be ten or 14 days; it depends on how their body is responding. Active and recovered cases are very fluid and it changes moment by moment. Commissioner Mansfield stated that the most that has been infected at any one given time is seven. Ms. Cannon stated that she does not have that information in front of her. Commissioner Mansfield said he wanted that

information out there for the public – and that there were about sixteen pending cases. Commissioner Mansfield stated that as stated, we have been monitoring the hospital situation and the occupancy rate at the hospital is over half of what it normally is in an effort to have capacity in case we were to have an outbreak and we need those beds, is that correct? Ms. Cannon stated that we have been looking at the hospital census every day, and have looked at the number of folks in the ICU and the number on ventilators. Based on the data Ms. Cannon has heard on the daily conference calls, we are in pretty decent shape as far as the hospital and the EMS calls go at this time. Commissioner Mansfield asked if she knew of any case where we had a shortage of ventilators for anyone that might have needed one; Ms. Cannon confirmed that she has not heard of such a need. Commissioner Mansfield stated that he wanted that information stated for the public and let them know that we have been monitoring the information. Commissioner Mansfield stated that from what he understands, the mortality rate throughout the world is probably somewhere between 0.5-2.5%. Ms. Cannon confirmed that is about what she has heard, but she is also hearing that there could be up to 25% of the people who are asymptomatic and are appearing healthy.

Commissioner Mansfield confirmed that there was no vaccine or cure at this current time. Ms. Cannon explained that testing has been prioritized for those that are severely ill, because most normal healthy people can recover at home. Commissioner Mansfield asked what more testing will produce, other than more data. Ms. Cannon stated it gives you a better picture of where you are in the outbreak – are we in the acceleration phase, are we at the peak, or are we at the deceleration phase; it would provide a big picture of where we are with this particular outbreak.

Commissioner Mansfield asked about the supply chain with PPE; really, there is no difference in the supply chain with what we are lacking in the hospitals and what we are lacking in our own houses with toilet paper and paper towels. Ms. Cannon responded that the traditional measures that we would use to get our N95 masks, we cannot get them through those traditional chains. Commissioner Mansfield stated that the point is that it is about the amount of people that are over-buying. Ms. Cannon confirmed that it is definitely a demand issue in that the providers want that higher-level of mask to give them the most protection.

Commissioner Robinson asked about contact tracing; if someone is exposed in another State or County and they are determined to be positive, what is turnaround time or what is in place to share that contact tracing to another area. Ms. Cannon stated that they have had that happen, where there were individuals that had contact with a confirmed case in another County. If it happens in North Carolina, it is very easy for us to pick up the phone and call the health department and let them know that we have a close contact that lives in your particular area and we need you to follow-up; those lines of communication are open. We work with everyone on a day-to-day basis. The other Counties have been doing that for us as well. Ms. Cannon shared that they only share information on lab-confirmed cases. Commissioner Robinson asked if that relationship existed between the various States as well. She stated that if it is another State, they pass the information up

to that State and let them handle it so the State can reach out to that particular health department.

Commissioner Wheatly stated that he had spoken with Ms. Cannon earlier in the day and appreciated her taking the time to answer his questions. Commissioner Wheatly asked if all of the doctors' offices are now able to do testing. Ms. Cannon said some doctors may not have the PPE to do testing, some may not have ever done specimen collection before, but they do know that there are a good amount of medical providers in the community that have been doing testing for their patients.

Commissioner Farrington asked if we had unlimited testing supplies, what would that look like; what would you do? Ms. Cannon discussed a potential partnership between medical providers who may not have the PPE or capacity to do the testing, and a partnership with the health department, the hospital and others in the community coming together to do a testing site – which would require a doctor's order.

Commissioner Cavanaugh discussed contact tracing and confirmed positives, and shared that as of this morning, we had 436 total tested and 24 of those were confirmed positive which is a 5.5% positive rate based on the number of people tested. Commissioner Cavanaugh asked if those tested were symptomatic or were any tests done as a result of contact tracing. Ms. Cannon reiterated that our State does not recommend testing for those that are asymptomatic, but when those supplies loosen up and we have the ability to do more tests, she would not be surprised to see some of the regulations loosen up as to who they can test. Commissioner Cavanaugh asked about a hypothetical situation in which a wife tests positive, is the husband told to remain in quarantine for 14 days or is he tested? Ms. Cannon replied he would have to be symptomatic to be tested; if that person were in close contact, they would be given a quarantine order and be told certain restrictions of what they could do during that time period. Following a general discussion around whether those who are asymptomatic could be tested, Commissioner Mansfield confirmed with Ms. Cannon that those asymptomatic can go to private labs – such as LabCorp – to get tested. Ms. Cannon stated that is why they are encouraging people if they become symptomatic, to call their health care provider; let them know if there are pre-existing conditions; their provider – under the new guidance that came out today – it basically states that if they suspect COVID-19, then they can test, but if going through the State lab, you have to go through their strict testing criteria.

Commissioner Robinson asked about those that tested positive in Carteret County; have you been able to determine that they came in contact with someone who had already tested positive or did they pick it up in the community. Ms. Cannon replied that initially, they had a lot of travel-related cases. As it became more widespread in the community, they started to see that they couldn't piece together any connection. Ms. Cannon shared that there have been a couple of instances where there have been some linkages as to other confirmed cases. For the most part, they cannot determine the source of where that person may have picked up the virus.

Chairman Smith thanked Ms. Cannon; asked that she pass along to her staff his thanks for doing a great job.

VII. UPDATE: SOUTH RIVER EMS

Mr. Stephen Rea, Emergency Services Director, apologized for not being at last month's meeting. Mr. Rea shared that South River EMS, last November, gave us a letter stating that they no longer wanted to continue with transport services for EMS in the South River area. Mr. Rea stated that he provided Commissioners with two options of the County doing the service for us; one was to remove the medic from Davis and the other was to leave the medic in place. The least expensive of those would be to remove the medic from Davis and put them in South River; that was at a budget total of \$393,130 per year. The other option provided was for Beaufort EMS to continue to contract with South River to provide EMS and Beaufort provided us with a budget of \$218,356. In the meeting where I provided the two options for the County to do it, I spoke of the price just for the building for Beaufort to do it; that was not having a budget from Beaufort EMS and what they were able to do. South River Fire has stated that they have a proposed budget into the Fire & EMS Commission for this year for a five-cent fire tax in South River. That five-cent fire tax is just to provide fire services for the South River area; they reduced their normal budget by one cent for coming off EMS. Beaufort EMS is able to provide EMS service in the South River area for \$218,356 annually. What is needed from that, would be a special tax from South River. There is going to be a need for a special tax in South River and it is necessary for the Commissioners to decide if it is actually needed in order to fund EMS in South River. Billing revenues on an average of \$450 per call, with an average of 20 calls per year, you are billing at about \$9,000 a year; however, if you only collect about 75% of that, that is a good number. With a budget in the \$200,000 range and billing only in the \$10,000 range, you still have a huge shortfall to provide EMS service in South River. Mr. Rea stated that one-cent of tax in South River, gets you approximately \$15,000.

Commissioner Comer stated that he was having trouble understanding him through the microphone, and asked if you contract with Beaufort, can you break down the numbers and the shortfall again. Mr. Rea stated that the numbers for Beaufort are \$218,000 which is mainly personnel cost for them in order to provide paramedic coverage in the South River District twenty-four hours a day, seven days a week at the station. The County would have to upgrade the building at South River and that is approximately \$75,000. For the first year, the total would be \$293,356 with \$218,000 of it going to Beaufort to run EMS.

Commissioner Comer stated that a special EMS tax would raise \$15,000 and confirmed that statutorily you can go up to fifteen cents. Mr. Rea confirmed that was correct; it was fifteen cents on a special tax, but Commissioners would have to vote on it and it would require Commissioners to decide on four factors in order to put it to a public hearing next month. Those are, (1) that it is a demonstratable need for providing one or more of the services in the district; (2) that it is impossible or impractical to provide the services on a County-wide basis; (3) that it is economically feasible to provide the proposed services in

the district without unreasonable or burdensome annual tax levies, and (4) that there is a demonstrable demand for the proposed services by persons residing in the proposed district.

Commissioner Comer asked Commissioner Robinson about South River contracting with Beaufort as that is his district; Commissioner Robinson stated that the community was aware that they were going to have to establish another tax district to generate revenues to provide the services. For the most part, they are all aware that additional taxes would be levied to provide that service.

Motion: Commissioner Robinson made a motion to have a public hearing regarding a special tax for South River; seconded by Commissioner Mansfield. **Motion passed unanimously.**

Mr. Rea stated that he would provide the necessary documents to Ms. Hammer to proceed. Mr. Rea stated that he feels we also may need a motion should we need to do a contract with Beaufort to start that process. Commissioner Comer stated that he did not have a problem, but wanted to confer with Commissioner Robinson and the County Attorney. Mr. Rea stated that we could do it after the hearing, but he felt that we need to give some direction to Beaufort EMS to start working towards what they need to look at as far as the next budget year; they are going to have to hire personnel in order to run the service there and EMS personnel is difficult to come by. Commissioner Mansfield stated that he did think that they needed a motion; Mr. Rea has their interest to go that direction, but wanted to be sure that County Attorney Rob Wheatly is involved in the process. Mr. Rea confirmed that would be done.

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: Monday April 20, 2020
TO: Board Commissioners
FROM: Stephen Rea, Emergency Services Director
SUBJECT: South River-Merrimon EMS

At the November 18, 2019 Board of Commissioners meeting, I presented to you that South River-Merrimon Fire and EMS decided that they would no longer provide EMS coverage for the South River-Merrimon EMS district. During that presentation, I provided three solutions to providing service to the district they are as follows:

1. Remove the County Medic at Davis and hire three (3) EMTs.
2. Continue with the County Medic at Davis. Hire three (3) Paramedics and three (3) EMTs.
3. Contract with Beaufort EMS.

Each of these are viable options with pros and cons as stated during my presentation.

At this time, my recommendation to the Board of Commissioners would be to contract with Beaufort EMS as this is the most economical means. Beaufort EMS has provided a budget of \$218,356 to provide EMS to the South River District. Carteret County EMS can provide EMS to the South River District for \$393,130 per year. With both options, Carteret County will need to spend \$75,000 to renovate the South River Fire/EMS station for 24-hour personnel. Along with this recommendation of contracting with Beaufort EMS, there needs to be a Special Tax District identified for South River EMS district.

PERSONNEL COST WITHOUT REMOVAL

Title	Hourly Rate	Annual Salary	Scheduled Overtime	FICA	NC Retirement	401K	Health Insurance	Total
EMT Basic	\$14.18	\$29,496.32	\$26,800.00	\$4,306.67	\$5,083.56	\$2,814.82	\$7,465.00	\$75,966.36
Paramedic	\$15.03	\$31,266.09	\$28,406.70	\$4,564.97	\$5,388.45	\$2,983.64	\$7,465.00	\$80,074.85
Total EMT Basic FT (3)								\$227,899.09
Total Paramedic FT (3)								\$240,224.55
EMT Basic PT	\$14.18							\$14,038.20
Paramedic PT	\$16.00							\$15,840.00
Total EMT Basic PT (3)								\$70,191.00
Total Paramedic PT (3)								\$47,520.00
Total EMT Basic Salary Budget								\$298,090.09
Total Paramedic Salary Budget								\$287,744.55
Total Increase to Budget for Personnel								\$585,834.64

PERSONNEL COST WITH REMOVAL

Title	Hourly Rate	Annual Salary	Scheduled Overtime	FICA	NC Retirement	401K	Health Insurance	Total
EMT Basic	\$14.18	\$29,496.32	\$26,800.00	\$4,306.67	\$5,083.56	\$2,814.82	\$7,465.00	\$75,966.36
Total EMT Basic FT (3)								\$227,899.09
EMT Basic PT	\$14.18							\$14,038.20
Paramedic PT	\$16.00							\$15,840.00
Total EMT Basic PT (5)								\$70,191.00
Total Paramedic PT (3)								\$47,520.00
Total EMT Basic Salary Budget								\$345,610.09
Total Paramedic Salary Budget								\$47,520.00
Total Increase to Budget for Personnel								\$393,130.09

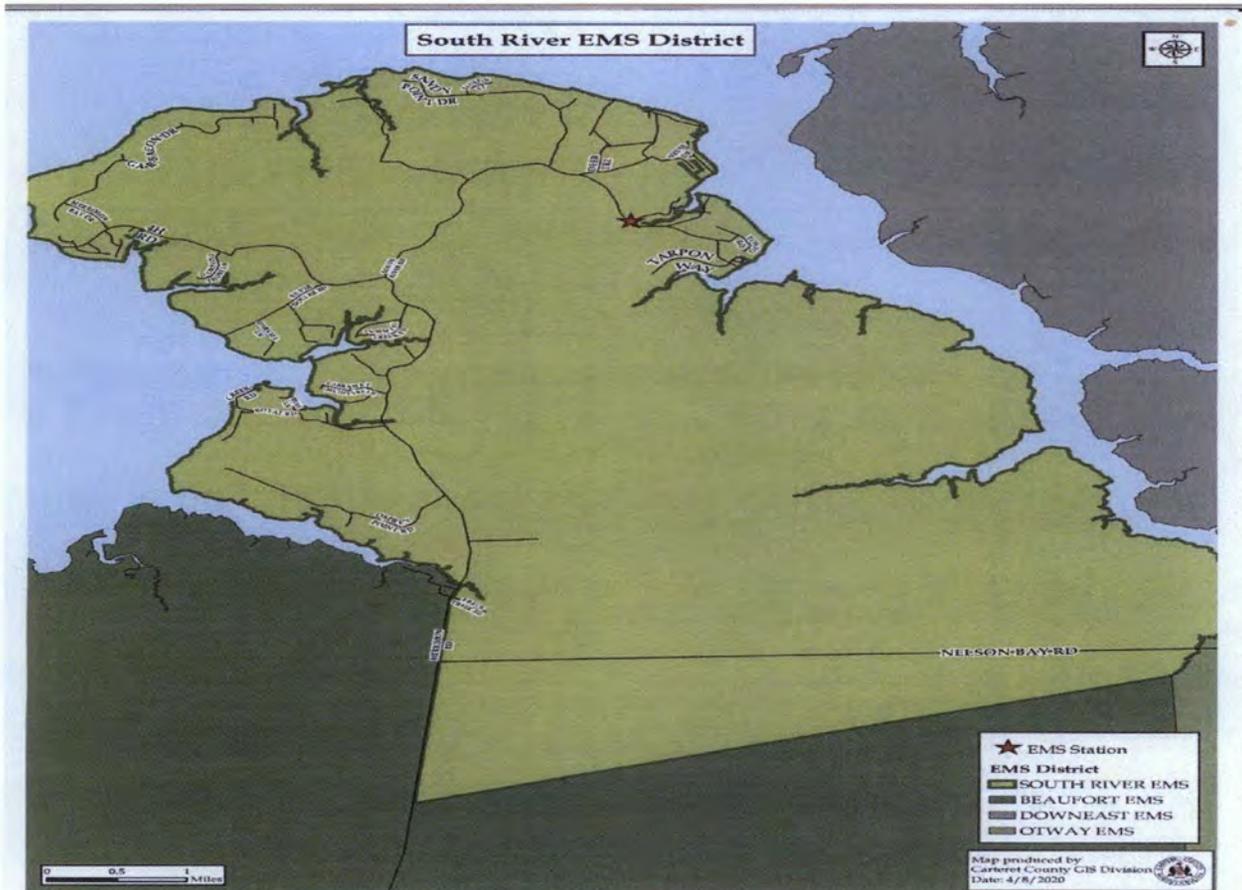
EQUIPMENT COSTS

Equipment	Cost
Monitor	\$30,000.00
IV Supplies	\$400.00
Airway Supplies	\$2,500.00
Cpap	\$200.00
ACS	\$25.00
EtCo2 Devices	\$100.00
Medications	\$1,800.00
Misc. Supplies	\$400.00
Total	\$35,425.00

INCREASE WITHOUT REMOVAL

Personnel	\$585,834.64
Building	\$75,000.00
Equipment	\$35,425.00
Total	\$696,259.64

INCREASE WITH REMOVAL	
Personnel	\$393,130.09
Building	\$75,000.00
Equipment	\$0.00
Total	\$468,130.09



VIIa. UPSET BID OFFER (added as amended)

County Manager Tommy Burns reported that back in 2015, the County acquired two lots of property in the Sea Gate subdivision – Lots #30 and #31 as the result of a property tax foreclosure sale. The County had approximately \$6,500 invested in that tax foreclosure; the property has been up for bids since December. The last bid that was received was \$3,200 and recommended that the Commissioners reject those bids and that they place the property back out to recoup as much of the cost as possible for the County. Also, it would provide greater accessibility for those that want to bid on the property since there has been some issue with people being able to get in and out of Beaufort the past few weeks to the Courthouse. Mr. Burns reiterated that his recommendation would be to reject the bid and put it back out at a later date.

Motion: Commissioner Comer stated he concurs with Mr. Burns and made a motion to reject the bid received for the Sea Gate property and put it back out at a later date when it is little more conducive for people to be interested; seconded by Commissioner Cavanaugh.

Commissioner Mansfield stated he wants to be sure that we are doing this due to lack of access to the Courthouse during the upset bid period with the restrictions getting in and out of Beaufort and to be fair to those interested in the property. Mr. Burns stated that it is part of it; the other part is that it is incumbent on the County to try to recoup as much as the taxpayers' cost as we can.

Chairman Smith called the motion. **Motion passed unanimously.**

Board of Commissioners
Bill Smith, Chair
Robln 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 *Tommy R. Burns*

SUBJECT: Offer to Purchase County Owned Property

DATE: April 20, 2020

An upset offer of \$3,200 has been submitted by Ms. Sandra Elledge for the purchase of certain property owned by Carteret County, more particularly described as follows: Tax Parcel #6490.01.06.0491000, Land/151 Country Club Lane, Lot 30 and 31, Block Y, Section 1, Sea Gate Subdivision, Newport, N.C.

Per N.C.G.S. 160A-269, an upset bid publication notice was published, and no upset bids were received within the ten days of initial publication of said notice.

Commissioners may accept or reject the current offer.

VIII. MANAGER'S REPORT

Mr. Burns stated that the County staff continues to work on the upcoming budget process. Given some of the revenue restraints that the latest economic forecast has placed upon us, we have had to go back and rework certain aspects of the budget. We are continuing to do that and evaluate each of those revenue streams as well as the effect that has on our expenses. As far as staffing, the County has stayed open for business during this entire time and part of that is because we were legally mandated to provide certain services. The Courthouse has been open in a limited capacity; the court system is still having some court cases heard though case numbers are greatly reduced. Mr. Burns shared that they had staggered some staffing schedules and anticipates opening those back up to normal working schedules very soon. One thing worth mentioning is that it has almost been impossible to police all of the information and lack of information that has been shared through the County's means and other websites. It goes back to what we said initially before this all began – it is incumbent upon all of us to contact reliable sources of data. Someone was saying the other day that not all of the cases were being reported to the Health Department - it is required by law that those cases have to be reported to

the Health Department and the Health Department in turn has been reporting those publicly to the extent that they are allowed to do so. The guidance that we have been given from the State and the CDC changes as much as the wind blows in Beaufort, and the County has tried to keep up with all of those changes. One thing I have tried to impress upon our staff is that as leaders and public servants, there's a certain aspect of fortitude that we have to show in our communities and that fortitude means that we've got to be a presence in this and that we have to show folks and put our cards on the table which we have done. We have made some tough decisions from the County level and we will continue to do that. I think the worst thing that a professional manager or a professional staff member can do is create fear and panic within their own organizations and unfortunately, some of that has gone on. We have tried to stay above that and we tried to do that with great intestinal fortitude; it takes guts to work during this time. A lot of our staff has worked seven days straight – we took a little bit of time off for Easter Sunday. They have been hard at it; they are all tired, but they've persevered. There's no playbook for something like this; there is no way to say we should have done this or we could have done that. Unlike a hurricane that comes and goes and we clean up afterwards and put our lives back together, this has certainly been nothing like that. Mr. Burns shared that he is proud of what we've done, the decisions that we've made, and the ones that we are going to make in the coming weeks about restarting our economy both at a County and State level and National level with keeping in mind the many things that have to get done to get through this process and this virus within our communities. He is proud of the job his team has done; they've certainly not had a lot of praise given to them in the last few weeks, more criticism than praise. I have been glad to be a part of this team and to lead through this time and I will continue to do so with fortitude and a concern for our overall community and with a concern for the individuals on our staff that are working to do the very best they can every day in our community.

Commissioner Comer stated that the staff has done a great job and appreciates the time that people have put in. Commissioner Comer shared that it does not come with a playbook and recommended to take what they have done, learn, make some notes, so we will be better prepared if we run across this again.

Commissioner Cavanaugh echoed the County Manager's comments about the County staff; they have done a superlative job. He stated that he thinks that the Commissioners have made timely decisions and he wants to commend all the citizens of Carteret County for taking the Resolution seriously. Commissioner Cavanaugh shared that it dawned on him yesterday that there are a lot of people that go to Alcoholics Anonymous, Narcotics Anonymous, and Al-Anon; these folks need to have their group meetings in order to maintain their sobriety and their sanity, and feels that is something that should be addressed soon.

Commissioners Farrington stated that he echoed everything said and commends the staff for what they have done.

Commissioner Mansfield thanked County Manager Tommy Burns for all that he has done; he has been available to them and they appreciate the communication, and all the

conference calls that he has participated in, and also thanked Mr. Burns for communicating to the managers of the local municipalities.

Commissioner Robinson commended all County staff on the job they're doing and stated that he certainly appreciates it.

IX. APPOINTMENTS

Juvenile Crime Prevention Council ("JCPC")

Commissioner Mansfield nominated Mr. Christopher Yeomans, nomination carried.

X. COMMISSIONERS' COMMENTS

Commissioner Wheatly commented that he couldn't have asked for a better group of people to be any better; they are eager to help and explain the situation; they have given good answers and have answered all of his questions. Commissioner Wheatly thanked and recognized the staff present. Commissioner Wheatly stated that he thinks the County's peak number of cases was eight, and only for a day or so before it went down to seven. He thanked staff again; it's been a tough time on the staff to get information out to everybody. Some people on the outside are a lot easier to work with than others. Commissioner Wheatly stated that he wanted to thank Mayor Newton and John Day (Beaufort Town Manager) for speaking with him and working with him in removing the street barriers and open up the traffic and allow the businesses on the east side of Beaufort to benefit from that traffic. Commissioner Wheatly stated that he also wants to encourage, without damaging or causing any danger to anyone from the virus, he wants to encourage the opening of businesses and trying to get things as close to normal as we can to try to salvage our economy and to salvage the small businesses which we definitely need and are the backbone of our County economy. Commissioner Wheatly commented that today, crude oil went down in price to -\$1.43 per barrel; that is a big deal; it is not due to COVID-19 as much as it is over-production of oil attributed by certain countries producing more than what the agreement was and they have flooded the market. It will take time for the market to straighten itself out; it could not have come at a worse time. We need to start bringing our things back on line as we can; we need to be careful. Commissioner Wheatly commented that elderly people, sick people, people with pre-existing conditions that feel threatened or could be possibly harmed by exposing themselves, if they would just stay home and stay out of circulation and let the people that can, able and willing to go back to work and get our economy moving. Commissioner Wheatly stated that he understands there has to be middle ground found so that people will not be put out of business. He stated that he knows that lives are more important than business, but there is a fine line that we need to find and operate from and would encourage that more than anything. Commissioner Wheatly spoke about Mr. Stephen Hardy, a friend who passed away a few days ago from COVID-19, and his mother and father who are very sick also. Commissioner Wheatly sent his regards to that family and thanked Chairman Smith.

Commissioner Robinson thought there was an element of optimism that exists now due to some of the measures that have been taken by the State and locally. Commissioner

Robinson thanked the first responders and stated that equally important is the way the community has responded and complied with social distancing. Commissioner Robinson encouraged an incremental approach and emphasized the importance to maintain social distancing, not to get complacent.

Commissioner Mansfield commented that we are living through some pretty historic times; almost 18 months to two years ago, we went through Hurricane Florence which was the hurricane of our lifetime. It is easy to armchair quarterback, and I read a lot of social media and see a lot of armchair quarterbacks and appreciate all the help. We are doing the best we can under the conditions we are in; I do not feel like that there is a right or wrong, but in some situations, you have to make the best choice that you have at the time. Commissioner Mansfield urged everyone to be respectful to one another and mindful and not instill fear or panic. He thanked the citizens of the County for their understanding and trust for us to lead you in this fight of this invisible enemy. Commissioner Mansfield thanked the great employees that continue to work as essential employees; he also thanked all the other essential employees who are out there every day putting their life on the line to serve our community – the grocery store workers, the hospital workers, fire fighters, the EMTs, police officers, utility workers, and all the others. He thanked the Board for all the time they've put into staying and fighting this epidemic and remaining steadfast, methodical, strong, and not panicking in the eyes of danger, and not spreading fear to our community. Commissioner Mansfield stated that he has read all of the emails that have come in – whether we should do more or those that thought we should do less; I want to remind you that we are not defeated by this enemy yet – we will not be cowards and hide. We will fight. We will open this country back in the manner that we closed it – slow, methodical, measured, and we still continue to monitor the numbers and situations to not be overrun in the healthcare industry and our hospitals and our doctors' offices. As we open back up, it will be imperative to follow the guidelines of social distancing and we may need to restrict the amount of people that go into certain businesses as we open back up these businesses to our County, our State and our Country. There are certain areas that may be able to open up faster, but it is imperative that you follow these guidelines to protect the people around you and to be respectful of social distancing; be patient and be kind. It's important as we open up these places partially that we eradicate this virus; the medically fragile and those over 65 should stay in place, stay safe and interact with as few people as possible until we have this virus on the run. I want God to bless the citizens of this County, this State, and this Country, and the United States of America as we are Carteret Strong, I want to remind you that we are united; as united, we are strong and divided, we are weak. Amen. God Bless.

Commissioner Farrington noted that Commissioners have touched on important subjects, but he wanted to thank those in this County that have stepped up and made some hard decisions – that popular or unpopular, they had to be made. Commissioner Farrington shared that he commends the Mayors, Commissioners, and Town Managers in this County that made those decisions. Commissioner Farrington shared that he has been going through the good emails and the bad emails. All the emails are important. I want to leave tonight off with some hope. We need hope. This County is the best place on earth and I want to make sure that we make very smart decisions, but I want to make

sure that we provide some hope for the citizens of this County, for the business owners of this County, for the second home owners in this County, for the tourists that enjoy this County, and anybody that comes to Carteret County. I want to make sure that they get the whole entire picture and after hearing from Ms. Cannon, there are several different ways that we are going to have to look at those different things that we're going to have to go through. Commissioner Farrington shared that he's sick of listening to the talking heads on TV and has tried to focus on the two specialists that know the most and that we cut the curve. Commissioner Farrington shared that he does things by barometer, and his barometer for the twenty-four employees that he has in his business that have been fortunate to work throughout this entire process – not one of them has wanted to go home. I want to start spreading hope; when the times comes and we can feel confident to do that, I want to peel some things back. Commissioner Farrington commended all the County employees and all of the people making these decisions. You have done an excellent job; it is going to take a long time, but let's look at some hope.

Commissioner Cavanaugh reiterated his praise for the citizens of Carteret County for abiding by the guidance that we have put out; reasonable guidance on how to move forward. God Bless to all.

Commissioner Comer reflected that this started out with a mandate on what the citizenry should do. Social distancing was important, basically stay in the house with sort of a strong shut down of business economy. I had an uneasy feeling about it because I felt like we were burning the village down and wasn't sure in the end that if the village was burnt down, where you could go from there. Things have been tough on folks and it's going to be tough for a while. We've got a few more days until the end of April which was kind of the first date set to start relaxing and opening things up. We have come through the phase of being mandated what to do; there should not be a citizen in the world right now that has access to information that does not know the social conformities they need to put in place for themselves to protect themselves. There are a lot of social media comments; they are all over the place – some do not want to leave their house and then some want to open everything back up. I think we all know that there needs to be some kind of blended version of that. As things relax, we have enough information that it is upon yourself to look after yourself. If you know you are in that at-risk sector, you know that underlying conditions are not good, it's incumbent upon yourself to protect yourself. You know what to avoid and what to stay away from. In the beginning, we did not know who, what, when, or where; we know where the hot spots are now. We know a little more about how it acts, tracks and reacts and how people are reacting to it. When we start relaxing, we will have a better wealth of knowledge than we had when we started. My opinion is, I'm ready to get back to normal as soon as possible; that is a generalized statement, whatever that soon as possible is. Commissioner Comer stated that the general public as a rule is very intelligent; we have to know what we're dealing with so when we start relaxing and things go back, we can be respectful of one another. Protect yourself if you think you are one of those that needs to be protected, whatever that takes. God Bless everyone and I'm glad it as not as bad as first predicted. We knew we could not save all lives; I think the goal was to minimize our impact and I think we have done a great job with that. God Bless all and let's hope for some better days.

Chairman Smith says he doesn't have much to say because it has been covered. Chairman Smith asked that Mr. Burns pass along to all the staff and those that have been working on this, his heartfelt thanks for a job well done. We are going to get through this because we are Carteret Strong.

XI. ADJOURNMENT

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

Bill Smith, Chairman

Rachel Hammer, Clerk

- 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	197106	P	526228	WILLIAM DONSON	15.00
2018	P	197106	P	526228	WILLIAM DONSON	44.50
2018	P	208018	P	512721	CHRISTOPHER MICHAEL RENIGAR	13.61
2018	P	208018	P	512721	CHRISTOPHER MICHAEL RENIGAR	20.37
2018	P	198696	P	532163	ATLANTIC ISLES MERCANTILE DBA	5.07
2018	P	198696	P	532163	ATLANTIC ISLES MERCANTILE DBA	1.71
2018	P	198696	P	532163	ATLANTIC ISLES MERCANTILE DBA	4.35
2018	P	198696	P	532163	ATLANTIC ISLES MERCANTILE DBA	39.04
2018	P	198696	P	532163	ATLANTIC ISLES MERCANTILE DBA	3.27
2018	P	202745	P	344219	MARK ANDREW PINGITORE	5.35
2018	P	202745	P	344219	MARK ANDREW PINGITORE	1.41
2018	P	198696	P	532163	ATLANTIC ISLES MERCANTILE DBA	1.05
2018	P	198696	P	532163	ATLANTIC ISLES MERCANTILE DBA	3.45
2018	P	198696	P	532163	ATLANTIC ISLES MERCANTILE DBA	11.23
2018	P	198696	P	532163	ATLANTIC ISLES MERCANTILE DBA	.62
2018	P	198696	P	532163	ATLANTIC ISLES MERCANTILE DBA	.21
2018	P	198696	P	532163	ATLANTIC ISLES MERCANTILE DBA	.70
2018	P	207465	P	523868	RANDY PREVETTE	28.96
2018	P	207465	P	523868	RANDY PREVETTE	15.00
2016	P	55021	P	523978	JUNE GOODING	62.00
2016	P	55021	P	523978	JUNE GOODING	15.00
2018	P	210385	P	527427	JEFFREY S GILLIE	1.82
2018	P	210385	P	527427	JEFFREY S GILLIE	1.25
2017	P	123103	P	527427	JEFFREY S GILLIE	1.89
2017	P	123103	P	527427	JEFFREY S GILLIE	1.37
2018	P	207533	P	523978	JUNE GOODING	62.00
2017	P	119469	P	523978	JUNE GOODING	62.00
2018	P	207533	P	523978	JUNE GOODING	15.00
2017	P	119469	P	523978	JUNE GOODING	15.00
2017	P	115215	P	459049	WILLIE EARL TUTT	15.53
2017	P	115215	P	459049	WILLIE EARL TUTT	2.31
2016	P	50119	P	459049	WILLIE EARL TUTT	15.39
2016	P	50119	P	459049	WILLIE EARL TUTT	2.28
2018	P	214951	P	532591	JESSEE MASON	52.28
2018	P	214951	P	532591	JESSEE MASON	15.00
2018	P	200622	P	404151	LEWIS CALVIN RIGSBEE	3.42
2017	P	111293	P	404151	LEWIS CALVIN RIGSBEE	3.45
2016	P	45745	P	404151	LEWIS CALVIN RIGSBEE	3.42
2017	P	110417	P	515225	ALBERT H JERNIGAN	58.53
2018	P	199854	P	515225	ALBERT H JERNIGAN	55.60
2018	P	199854	P	515225	ALBERT H JERNIGAN	15.00
2017	P	110417	P	515225	ALBERT H JERNIGAN	15.00
2018	P	205372	P	331108	PAULA DUNN GILLIKIN	55.08
2017	P	116779	P	331108	PAULA DUNN GILLIKIN	58.92
2016	P	51898	P	331108	PAULA DUNN GILLIKIN	61.39
2015	P	109882	P	331108	PAULA DUNN GILLIKIN	60.02
2014	P	100397	P	331108	PAULA DUNN GILLIKIN	71.95
2013	P	90378	P	331108	PAULA DUNN GILLIKIN	71.15
2012	P	90480	P	331108	PAULA DUNN GILLIKIN	69.40

Year	Roll Typ	Taxbill Number	Parc Roll	Name Id Number	Name	Total Adjustment
2011	P	55687	P	331108	PAULA DUNN GILLIKIN	BEAUFORT 34.79
2010	P	46853	P	331108	PAULA DUNN GILLIKIN	BEAUFORT 30.36
2018	P	205372	P	331108	PAULA DUNN GILLIKIN	BEAUFORT 15.00
2017	P	116779	P	331108	PAULA DUNN GILLIKIN	BEAUFORT 15.00
2016	P	51898	P	331108	PAULA DUNN GILLIKIN	BEAUFORT 15.00
2015	P	109882	P	331108	PAULA DUNN GILLIKIN	BEAUFORT 15.00
2014	P	100397	P	331108	PAULA DUNN GILLIKIN	BEAUFORT 15.00
2013	P	90378	P	331108	PAULA DUNN GILLIKIN	BEAUFORT 15.00
2012	P	90480	P	331108	PAULA DUNN GILLIKIN	BEAUFORT 10.00
2011	P	55687	P	331108	PAULA DUNN GILLIKIN	BEAUFORT 10.00
2013	P	87370	P	462457	DANNY K ETUX SANDRA J CONWAY	28.09
2012	P	87948	P	462457	DANNY K ETUX SANDRA J CONWAY	32.32
2013	P	87370	P	462457	DANNY K ETUX SANDRA J CONWAY	15.00
2018	P	209877	P	516046	CHARLES R JR KNOWLES	MOREHEAD CITY 2.48
2018	P	209877	P	516046	CHARLES R JR KNOWLES	MOREHEAD CITY .62
2017	P	122382	P	516046	CHARLES R JR KNOWLES	MOREHEAD CITY 2.48
2017	P	122382	P	516046	CHARLES R JR KNOWLES	MOREHEAD CITY .62
2018	P	204491	P	520181	JAN E KNELSON	MOREHEAD CITY 14.88
2018	P	204491	P	520181	JAN E KNELSON	MOREHEAD CITY 1.55
2017	P	115753	P	520181	JAN E KNELSON	MOREHEAD CITY 15.56
2017	P	115753	P	520181	JAN E KNELSON	MOREHEAD CITY 1.62
2016	P	50728	P	520181	JAN E KNELSON	MOREHEAD CITY 21.59
2016	P	50728	P	520181	JAN E KNELSON	MOREHEAD CITY 1.70
2018	P	200368	P	515732	WESLEY WAYNE CLAY	GLOUCESTER 3.92
2018	P	200368	P	515732	WESLEY WAYNE CLAY	GLOUCESTER .23
2017	P	111003	P	515732	WESLEY WAYNE CLAY	GLOUCESTER 3.79
2017	P	111003	P	515732	WESLEY WAYNE CLAY	GLOUCESTER .22
2016	P	45418	P	515732	WESLEY WAYNE CLAY	GLOUCESTER 3.56
2016	P	45418	P	515732	WESLEY WAYNE CLAY	GLOUCESTER .32
2018	P	204495	P	520189	GEORGE A TOOTLE	CAPE CARTERET 5.98
2016	P	50734	P	520189	GEORGE A TOOTLE	CAPE CARTERET 3.33
2018	P	204103	P	424321	SCOTT ALAN BENFORD	NEWPORT 3.81
2017	P	115269	P	424321	SCOTT ALAN BENFORD	NEWPORT 3.80
2016	P	50182	P	424321	SCOTT ALAN BENFORD	NEWPORT 2.94
2016	P	50182	P	424321	SCOTT ALAN BENFORD	NEWPORT 3.10
2018	P	210800	P	521438	RYAN HARMON BUCHER	HAVELOCK 9.71
2018	P	210800	P	521438	RYAN HARMON BUCHER	HAVELOCK 2.83
2017	P	123685	P	521438	RYAN HARMON BUCHER	HAVELOCK 9.39
2017	P	123685	P	521438	RYAN HARMON BUCHER	HAVELOCK 2.73
2018	P	200260	P	515643	VIRGIL BYRON SYKES	MIDWAY 17.47
2018	P	200260	P	515643	VIRGIL BYRON SYKES	MIDWAY 3.92
2017	P	110879	P	515643	VIRGIL BYRON SYKES	MIDWAY 17.64
2017	P	110879	P	515643	VIRGIL BYRON SYKES	MIDWAY 4.13
2016	P	45281	P	515643	VIRGIL BYRON SYKES	MIDWAY 22.09
2016	P	45281	P	515643	VIRGIL BYRON SYKES	MIDWAY 4.20
2018	P	202513	P	496021	SHAWN ALEXANDER SINGLETARY	MOREHEAD CITY 3.80
2017	P	113431	P	496021	SHAWN ALEXANDER SINGLETARY	MOREHEAD CITY 3.80
2016	P	48135	P	496021	SHAWN ALEXANDER SINGLETARY	MOREHEAD CITY 4.05
2016	P	48135	P	496021	SHAWN ALEXANDER SINGLETARY	MOREHEAD CITY .96

Year	Rol Typ	Taxbill Number	Parc Roll	Name Id Number	Name	Total Adjustment	
2016	P	48135	P	496021	SHAWN ALEXANDER SINGLETARY	MOREHEAD CITY	3.80
2017	P	108990	P	525240	BRIAN T FLANNERY	ATLANTIC BEACH	15.00
2016	P	43154	P	525240	BRIAN T FLANNERY	ATLANTIC BEACH	15.00
2016	P	43154	P	525240	BRIAN T FLANNERY	ATLANTIC BEACH	48.00
2017	P	126204	P	506323	CATHERINE KERR	ATLANTIC BEACH	1.94
2016	P	59240	P	506323	CATHERINE KERR	ATLANTIC BEACH	1.94
2015	P	118727	P	506323	CATHERINE KERR	ATLANTIC BEACH	1.88
2017	P	126204	P	506323	CATHERINE KERR	ATLANTIC BEACH	15.00
2016	P	59240	P	506323	CATHERINE KERR	ATLANTIC BEACH	15.00
2015	P	118727	P	506323	CATHERINE KERR	ATLANTIC BEACH	15.00
2017	P	119342	P	523813	SCOTT RIVERS		32.17
2016	P	54856	P	523813	SCOTT RIVERS		32.17
2017	P	119342	P	523813	SCOTT RIVERS		15.00
2016	P	54856	P	523813	SCOTT RIVERS		15.00
2018	P	202950	P	488197	CHARLES ROCCO DESTEFANO	BEAUFORT	16.20
2018	P	202950	P	488197	CHARLES ROCCO DESTEFANO	BEAUFORT	6.78
2017	P	113925	P	488197	CHARLES ROCCO DESTEFANO	BEAUFORT	16.98
2017	P	113925	P	488197	CHARLES ROCCO DESTEFANO	BEAUFORT	7.23
2016	P	48675	P	488197	CHARLES ROCCO DESTEFANO	BEAUFORT	18.83
2016	P	48675	P	488197	CHARLES ROCCO DESTEFANO	BEAUFORT	7.47
2017	P	118700	P	523001	KEN MASON		17.96
2016	P	54095	P	523001	KEN MASON		18.91
2015	P	117031	P	523001	KEN MASON		18.30
2017	P	112960	P	456678	DON GORDON FISHER	MOREHEAD CITY	4.66
2016	P	47604	P	456678	DON GORDON FISHER	MOREHEAD CITY	4.89
2016	P	47604	P	456678	DON GORDON FISHER	MOREHEAD CITY	5.44
2017	P	112272	P	516841	JAMES EDWARD SKINNER	NEWPORT	7.35
2017	P	112272	P	516841	JAMES EDWARD SKINNER	NEWPORT	10.99
2016	P	46838	P	516841	JAMES EDWARD SKINNER	NEWPORT	7.50
2016	P	46838	P	516841	JAMES EDWARD SKINNER	NEWPORT	7.56
2017	P	115620	P	520013	ROBERT W SAFRIT	BEAUFORT	14.17
2016	P	50569	P	520013	ROBERT W SAFRIT	BEAUFORT	9.76
2017	P	113260	P	517653	PAUL NICHOLAS DETTOR	BEAUFORT	44.61
2017	P	113260	P	517653	PAUL NICHOLAS DETTOR	BEAUFORT	2.39
2016	P	47942	P	517653	PAUL NICHOLAS DETTOR	BEAUFORT	43.11
2018	P	208695	P	525303	EREMIES JIMENEZ	NEWPORT	7.54
2017	P	120945	P	525303	EREMIES JIMENEZ	NEWPORT	7.54
2016	P	56836	P	525303	EREMIES JIMENEZ	NEWPORT	7.54
2018	P	208695	P	525303	EREMIES JIMENEZ	NEWPORT	15.00
2017	P	120945	P	525303	EREMIES JIMENEZ	NEWPORT	15.00
2016	P	56836	P	525303	EREMIES JIMENEZ	NEWPORT	15.00
2017	P	111880	P	516504	ALTON BROOKS VICK	BEAUFORT	2.97
2017	P	111880	P	516504	ALTON BROOKS VICK	BEAUFORT	2.44
2017	P	120219	P	524844	NORMAN CHRISTOPHER BAGLEY	MOREHEAD CITY	45.82
2017	P	120219	P	524844	NORMAN CHRISTOPHER BAGLEY	MOREHEAD CITY	27.05
2017	P	116258	P	520677	SCOTT ANTHONY MOODY	SWANSBORO	4.39
2017	P	117281	P	521663	MARY VOGEL	BEAUFORT	4.24
2017	P	117281	P	521663	MARY VOGEL	BEAUFORT	4.05
2017	P	114125	P	518481	OBIBIE C GODETTE	BEAUFORT	4.79

Year	Roll Typ	Taxbill Number	Parc Roll	Name Id Number	Name	Total Adjustment	
2017	P	114120	P	511074	JEREMY TYSON AYCOCK	NEWPORT	4.32
2017	P	114120	P	511074	JEREMY TYSON AYCOCK	NEWPORT	1.35
2017	P	119705	P	506279	THURMAN WILLIAMS III	NEWPORT	4.29
2017	P	119705	P	506279	THURMAN WILLIAMS III	NEWPORT	1.25
2017	P	110175	P	514965	RICK BARTS JR		5.87
2017	P	119794	P	524425	HIRAM JOHNSON LACHAPELLE	STELLA	17.04
2017	P	119794	P	524425	HIRAM JOHNSON LACHAPELLE	STELLA	12.58
2017	P	122264	P	526871	HILARY GLENN HARDEE	NEWPORT	40.76
2017	P	110948	P	14383	ALTON BRYANT DUDLEY	BEAUFORT	4.53
2017	P	110948	P	14383	ALTON BRYANT DUDLEY	BEAUFORT	9.18
2017	P	110966	P	381870	GEORGE DONNLEY GOLDEN	ATLANTIC	6.37
2017	P	110966	P	381870	GEORGE DONNLEY GOLDEN	ATLANTIC	1.40
2017	P	123076	P	527409	MICHAEL SCOTT THOMPSON	COVE CITY	3.57
2017	P	123076	P	527409	MICHAEL SCOTT THOMPSON	COVE CITY	2.88
2017	P	109202	P	490761	DANNY ALLEN HORNE	INDIAN BEACH	10.98
2017	P	109202	P	490761	DANNY ALLEN HORNE	INDIAN BEACH	22.38
2017	P	109202	P	490761	DANNY ALLEN HORNE	INDIAN BEACH	42.72
2017	P	109202	P	490761	DANNY ALLEN HORNE	INDIAN BEACH	15.00
2017	P	120252	P	524878	AMY MCCANTS PARNELL	HARKERS ISLAND	6.80
2017	P	124324	P	528346	JAMES TERRY LEARY	BEAUFORT	51.87
2017	P	124087	P	528148	MICHAEL DILLON HAYMORE	EMERALD ISLE	7.07
2017	P	124087	P	528148	MICHAEL DILLON HAYMORE	EMERALD ISLE	2.09
2017	P	123265	P	527536	JARED SEAN HAMMOND	RALEIGH	39.78
2017	P	123566	P	508032	RUDY JOHN TAITAGUE	NEWPORT	20.75
2017	P	123566	P	508032	RUDY JOHN TAITAGUE	NEWPORT	10.06
2017	P	122754	P	527208	JAMES C PIKE HIT N RUN	EDGEWATER	94.69
2016	P	51285	P	383752	ROBERT MICHAEL LAWRENCE	NEWPORT	21.39
2016	P	51285	P	383752	ROBERT MICHAEL LAWRENCE	NEWPORT	11.90
2016	P	51269	P	520645	LEONARD PAUL FAIRFIELD	CAPE CARTERET	35.86
2016	P	51269	P	520645	LEONARD PAUL FAIRFIELD	CAPE CARTERET	18.51
2016	P	59855	P	394217	OPEL STYRON		26.60
2016	P	49732	P	519239	CRISTA TATERSALL	STELLA	10.78
2016	P	49732	P	519239	CRISTA TATERSALL	STELLA	2.93
2016	P	50121	P	519566	DOUGLAS FLYNN WETSLER	MOREHEAD CITY	11.63
2016	P	50121	P	519566	DOUGLAS FLYNN WETSLER	MOREHEAD CITY	2.57
2016	P	53048	P	522134	MELISSA NICHOLE WILLIAMS	DAVIS	13.46
2016	P	53048	P	522134	MELISSA NICHOLE WILLIAMS	DAVIS	2.23
2016	P	57092	P	526086	JULIO CEZAR JUAREZ		12.97
2016	P	57092	P	526086	JULIO CEZAR JUAREZ		53.17
2016	P	57092	P	526086	JULIO CEZAR JUAREZ		15.00
2016	P	46746	P	516767	DAVID R LATIMER	GULF BREEZE	39.18
2016	P	46746	P	516767	DAVID R LATIMER	GULF BREEZE	47.10
2016	P	48985	P	518583	STEPHANIE LANCASTER JONES	PINE KNOLL SHORES	71.23
2016	P	48985	P	518583	STEPHANIE LANCASTER JONES	PINE KNOLL SHORES	13.74
2016	P	48985	P	518583	STEPHANIE LANCASTER JONES	PINE KNOLL SHORES	13.73
2016	P	53457	P	522464	MICHAEL PATRICK KAVANAUGH	BEAUFORT	8.41
2016	P	50626	P	520074	KEVIN RUDOLPH WILLIS	HUBERT	22.45
2016	P	50626	P	520074	KEVIN RUDOLPH WILLIS	HUBERT	8.62
2016	P	55623	P	524564	MARK ANTHONY MASSENGILL	SWANSBORO	7.13

Year	Roll Typ	Taxbill Number	Parc Roll	Name Id Number	Name	Total Adjustment	
2016	P	52151	P	483511	JAIME LEONARD SMITH	MOREHEAD CITY	29.48
2016	P	52151	P	483511	JAIME LEONARD SMITH	MOREHEAD CITY	25.70
2016	P	48407	P	518065	ANNE FUNAI PAGE	MOREHEAD CITY	4.49
2016	P	47150	P	517065	WILLIS LIVING TRUST MAY 14 200	MOREHEAD CITY	87.42
2016	P	47150	P	517065	WILLIS LIVING TRUST MAY 14 200	MOREHEAD CITY	14.32
2016	P	47150	P	517065	WILLIS LIVING TRUST MAY 14 200	MOREHEAD CITY	14.32
2016	P	47201	P	366956	TOWNLEY RODERICK REDFEARN	CEDAR POINT	9.01
2016	P	47201	P	366956	TOWNLEY RODERICK REDFEARN	CEDAR POINT	2.18
2016	P	51943	P	521187	SAMUEL LESTER TURNAGE	MOREHEAD CITY	19.10
2016	P	51943	P	521187	SAMUEL LESTER TURNAGE	MOREHEAD CITY	9.33
2016	P	47192	P	473236	TIMOTHY SCOTT RIVERS	NEWPORT	9.55
2016	P	47192	P	473236	TIMOTHY SCOTT RIVERS	NEWPORT	9.56
2016	P	51130	P	49643	RODGER DALE SANDERS	HARKERS ISLAND	20.90
2016	P	51130	P	49643	RODGER DALE SANDERS	HARKERS ISLAND	9.04
2016	P	59310	P	150664	PAMELA WHITE	BEAUFORT	23.29
2016	P	59310	P	150664	PAMELA WHITE	BEAUFORT	15.00
2016	P	56499	P	19059	SAMUEL ETUX DONNA WADE		8.40
2016	P	46437	P	516524	RICHARD C ETUC JEAN H LEMONS	HARKERS ISLAND	7.70
2016	P	46437	P	516524	RICHARD C ETUC JEAN H LEMONS	HARKERS ISLAND	12.42
2016	P	46437	P	516524	RICHARD C ETUC JEAN H LEMONS	HARKERS ISLAND	4.84
2016	P	46437	P	516524	RICHARD C ETUC JEAN H LEMONS	HARKERS ISLAND	1.95
2016	P	51221	P	398332	CLAYTON ELMORE BRADDDY	NEWPORT	27.09
2016	P	51221	P	398332	CLAYTON ELMORE BRADDDY	NEWPORT	11.02
2016	P	47274	P	360502	PATRICK DILEMMA	MOREHEAD CITY	14.72
2016	P	50217	P	519659	DAVID ELDON WHITMORE	MOREHEAD CITY	2.28
2016	P	50217	P	519659	DAVID ELDON WHITMORE	MOREHEAD CITY	1.55
2016	P	57088	P	462186	LOUISE LANDRETH UNDERWOOD		15.45
2016	P	57088	P	462186	LOUISE LANDRETH UNDERWOOD		12.98
2016	P	57088	P	462186	LOUISE LANDRETH UNDERWOOD		15.00
2016	P	55550	P	524505	JOSHUA ERIC MULL	ATLANTIC BEACH	6.20
2016	P	55556	P	524511	DONALD LEE JONES	NEWPORT	14.03
2016	P	55556	P	524511	DONALD LEE JONES	NEWPORT	2.96
2016	P	45587	P	515863	GARY MATSUSHIMA	KEY WEST	5.70
2016	P	45587	P	515863	GARY MATSUSHIMA	KEY WEST	.64
2016	P	57129	P	454739	ALEJANDRO REYES CONTRERAS		21.63
2016	P	57129	P	454739	ALEJANDRO REYES CONTRERAS		15.00
2016	P	52041	P	521271	BRIAN ROBERT FOWLER	BEAUFORT	35.76
2016	P	52041	P	521271	BRIAN ROBERT FOWLER	BEAUFORT	15.54
2016	P	57306	P	526198	JOHN VARNER		17.43
2016	P	57306	P	526198	JOHN VARNER		15.00
2016	P	56278	P	525092	ROBERT LESLIE BARNES	ATLANTIC BEACH	5.79
2016	P	56278	P	525092	ROBERT LESLIE BARNES	ATLANTIC BEACH	4.50
2016	P	55281	P	524306	JUDSON ROBERT SIMON	SMYRNA	4.63
2016	P	45515	P	460583	LIONEL JOEL DRIAN	CLAYTON	18.14
2016	P	56894	P	480364	ALBERT GODETTE		14.50
2016	P	56894	P	480364	ALBERT GODETTE		15.00
2016	P	57665	P	526530	CHRISTEN DIXON		57.00
2016	P	59853	P	492737	JERRY EUGENE HYATT		37.75
2016	P	52233	P	475100	RAYMOND LLOYD KENT	NEWPORT	3.83

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2016	P	49943	P	519429	CARIE OLSON	72.25
2016	P	48216	P	490730	BRANDON DEAN WILLIS	4.35
2016	P	48216	P	490730	BRANDON DEAN WILLIS	.43
2016	P	49186	P	484824	JONATHAN MICHAEL CHASE	24.77
2016	P	49286	P	506696	KELLY LEE JOHNSON	16.06
2016	P	49286	P	506696	KELLY LEE JOHNSON	3.71
2016	P	53479	P	522481	CHANDLER LENOIR	33.15
2016	P	53479	P	522481	CHANDLER LENOIR	5.55
2016	P	57006	P	525997	WILLIAM WHITE	19.57
2016	P	57006	P	525997	WILLIAM WHITE	15.00
2015	P	109813	P	519593	JAMES REDDING DIXON	2.50
2015	P	109813	P	519593	JAMES REDDING DIXON	12.03
2015	P	109813	P	519593	JAMES REDDING DIXON	8.18
2015	P	116825	P	521675	KEVIN JOSEPH ISAKSON	53.52
2015	P	123414	P	518225	RANDALL CRAIG MARTIN	8.09
2015	P	123414	P	518225	RANDALL CRAIG MARTIN	3.83
2015	P	123414	P	518225	RANDALL CRAIG MARTIN	.87
2015	P	112106	P	515680	TOMMY WAYNE HUNT	5.21
2015	P	112106	P	515680	TOMMY WAYNE HUNT	1.30
2015	P	112106	P	515680	TOMMY WAYNE HUNT	14.98
2015	P	112106	P	515680	TOMMY WAYNE HUNT	7.44
2015	P	115740	P	394970	MARVIN EARL SPENCER IV	20.38
2015	P	115740	P	394970	MARVIN EARL SPENCER IV	26.97
2015	P	123176	P	10100	HAROLD COMER	7.88
2015	P	110004	P	518063	SHERWOOD ALLEN LEWIS	4.92
2015	P	110004	P	518063	SHERWOOD ALLEN LEWIS	.74
2015	P	112371	P	344357	JAMES HOWARD MILLS JR	22.27
2015	P	108845	P	521169	MARK STEVEN LESTER	55.58
2015	P	115390	P	23573	JOSEPH HERBERT MASON	8.71
2015	P	115390	P	23573	JOSEPH HERBERT MASON	2.67
2015	P	108665	P	521759	SHANE ELLIOT MOLDENHAUER	9.60
2015	P	108693	P	518034	ROBIE ROSE	11.62
2015	P	109098	P	485622	JUDITH MARIE WILLIS	4.96
2015	P	109098	P	485622	JUDITH MARIE WILLIS	1.45
2015	P	113620	P	517697	KATHY LYNN VOGEL	10.76
2015	P	113620	P	517697	KATHY LYNN VOGEL	5.85
2015	P	120165	P	523108	TIM FELTS	4.12
2015	P	115610	P	467399	GEORGE THOMAS RICHARDS	9.20
2015	P	115610	P	467399	GEORGE THOMAS RICHARDS	1.62
2015	P	119891	P	521388	MITCHELL HARRISON STONE	8.52
2015	P	119891	P	521388	MITCHELL HARRISON STONE	6.48
2015	P	109128	P	516638	GEORGE A DAVIS	8.88
2015	P	109128	P	516638	GEORGE A DAVIS	8.93
2015	P	108878	P	386905	JAMES JUDSON DAVIS	24.25
2015	P	114898	P	515973	ALAN DODD BARTON	4.57
2015	P	113452	P	520240	WILLIAM A MEADOWS	52.50
2015	P	110935	P	523066	CHRISTIAN SKLUZACEK	30.24
2015	P	110640	P	38756	THOMAS ELFORD IV HOLDING	81.84
2015	P	115781	P	523223	JERRY SUTTON	54.30

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2015	P	108582	P	43753	JERRY LEE FAIRCLOTH	ATLANTIC	1.09
2015	P	108582	P	43753	JERRY LEE FAIRCLOTH	ATLANTIC	14.97
2015	P	108582	P	43753	JERRY LEE FAIRCLOTH	ATLANTIC	10.37
2015	P	118362	P	415581	GLORIA HAWLEY FLEMING	ATLANTIC BEACH	5.81
2015	P	118362	P	415581	GLORIA HAWLEY FLEMING	ATLANTIC BEACH	15.00
2015	P	118910	P	468812	MARLENE MILLS		2.40
2015	P	118910	P	468812	MARLENE MILLS		15.00
2015	P	120179	P	471349	EMILY O GARRIS	INDIAN BEACH	4.28
2015	P	120179	P	471349	EMILY O GARRIS	INDIAN BEACH	15.00
2015	P	113364	P	498012	CRYSTAL VICTORIA JOHNSON	NEWPORT	15.00
2015	P	113364	P	498012	CRYSTAL VICTORIA JOHNSON	NEWPORT	3.48
2015	P	113894	P	522998	ERIC DAVIS		21.60
2015	P	120588	P	468726	DAVID O JR WILLIAMS		2.99
2015	P	120588	P	468726	DAVID O JR WILLIAMS		15.00
2015	P	116629	P	521699	ROBERT GILLIS	CONCORD	66.87
2015	P	111493	P	54656	JAMES ETAL RICHARD BLOOMER	MOREHEAD CITY	2.14
2015	P	111493	P	54656	JAMES ETAL RICHARD BLOOMER	MOREHEAD CITY	15.00
2015	P	114352	P	41501	AVA G OVERTON REV LIVING TRUST	CAPE CARTERET	15.00
2015	P	114352	P	41501	AVA G OVERTON REV LIVING TRUST	CAPE CARTERET	17.99
2015	P	121318	P	523335	WALTER & JEAN JOHNSON	EMERALD ISLE	55.53
2015	P	121318	P	523335	WALTER & JEAN JOHNSON	EMERALD ISLE	55.52
2015	P	121318	P	523335	WALTER & JEAN JOHNSON	EMERALD ISLE	30.00
2018	P	200667	P	516037	LARRY R GRAY	HARKERS ISLAND	6.76
2018	P	200667	P	516037	LARRY R GRAY	HARKERS ISLAND	1.76
2018	P	196863	P	389606	JOHN ETUX SANDRA SEWELL	MOREHEAD CITY	12.98
2018	P	196863	P	389606	JOHN ETUX SANDRA SEWELL	MOREHEAD CITY	15.00
2018	P	210961	P	496873	JOHN ALFONZO JOHNSON	HARKERS ISLAND	5.42
2018	P	200958	P	516345	ROBERT EUGENE LEFEVERS	EMERALD ISLE	10.63
2017	P	111683	P	516345	ROBERT EUGENE LEFEVERS	EMERALD ISLE	10.14
2016	P	46180	P	516345	ROBERT EUGENE LEFEVERS	EMERALD ISLE	10.45
2018	P	210739	P	501577	TAYLOR ELIZABETH WYATT	CAPE CARTERET	54.65
2018	P	210739	P	501577	TAYLOR ELIZABETH WYATT	CAPE CARTERET	22.08
2018	P	204007	P	519517	BIG DADDYS AUTO	BEAUFORT	18.88
2018	P	204007	P	519517	BIG DADDYS AUTO	BEAUFORT	7.45
2017	P	115153	P	519517	BIG DADDYS AUTO	BEAUFORT	19.24
2017	P	115153	P	519517	BIG DADDYS AUTO	BEAUFORT	7.88
2016	P	50051	P	519517	BIG DADDYS AUTO	BEAUFORT	19.74
2016	P	50051	P	519517	BIG DADDYS AUTO	BEAUFORT	8.76
2018	P	212476	P	529942	JAMES MILTON HAWKINS	BEAUFORT	7.36
2018	P	210187	P	527248	JAMES ARTHUR GOODSON	STAMFORD	15.67
2018	P	203460	P	518905	ANDREW ALLEN HALL	HARKERS ISLAND	28.40
2018	P	203460	P	518905	ANDREW ALLEN HALL	HARKERS ISLAND	5.20
2018	P	210600	P	527645	EDWARD WAYNE SPAINHOWER	NEWPORT	22.04
2018	P	209779	P	526862	AMY COMER	MOREHEAD CITY	6.73
2018	P	209779	P	526862	AMY COMER	MOREHEAD CITY	2.99
2018	P	204476	P	376544	WILLIAM TIMOTHY VICKERS	MOREHEAD CITY	7.55
2018	P	212408	P	529880	BRANDY MICHELLE PIERCE	NEWPORT	3.74
2018	P	212408	P	529880	BRANDY MICHELLE PIERCE	NEWPORT	1.73

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RELEASE LESS THAN 100.00

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Year	Roll Typ	Taxbill Number	Parc Roll	Name Id Number	Name
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Total Adjustment

FINAL TOTALS
TOTAL

5,489.25

*** END OF REPORT ***

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

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RELEASE OVER 100.00

PAGE 1

Name Id
Number Name

Total Adjustment Comment

331108	PAULA DUNN GILLIKIN	BEAUFORT	165.00	REAL PROP
331108	PAULA DUNN GILLIKIN	BEAUFORT	165.00	REAL PROP
331108	PAULA DUNN GILLIKIN	BEAUFORT	162.00	REAL PROP
331108	PAULA DUNN GILLIKIN	BEAUFORT	162.00	REAL PROP
331108	PAULA DUNN GILLIKIN	BEAUFORT	162.00	REAL PROP

FINAL TOTALS
TOTAL 816.00

*** END OF REPORT ***

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

05/01/20 01:30:00

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

Remit To:	Address	City	St	Zip Code	TransNo	Reference
	Refund					
ANDERSON, BENJAMIN MICHAEL 75.47	1716 OLDE FARM RD OVERPAYMENT DEBT SETOFF	MOREHEAD CITY	NC	285573921	2264392	2018 P 0049729
BOSWELL, MELODY 44.61	206 LIVE OAK ST OVERPAYMENT DEBT SETOFF	EMERALD ISLE	NC	28594	2264022	2007 P 9069298
BUDDY L. BILLINGTON 3.91	15992 SW 15TH CT OVER PAYMENT CHECK 1025	OCALA	FL	344734038	2263719	2018 R 6334.08.88.7268119
CROOMS, CHARLIE JAMES 3.56	133 OLD NORTH RIVER ROAD OVER PAYMENT CHECK 26411953702	BEAUFORT	NC	28516	2264475	2019 R 7319.03.04.6755000
DONSON, WILLIAM 59.50	2717 PARKERTOWN RD M/H DOUBLE BILLED	FOUR OAKS	NC	27524	2264006	2018 P 0011390
DONSON, WILLIAM 57.48	2717 PARKERTOWN RD M/H DOUBLE BILLED	FOUR OAKS	NC	27524	2264007	2019 P 0011390
FULCHER, GLORIA GAYE ET VIR 97.62	500 HWY 70 BETTIE OVERPAYMENT DEBT SETOFF	BEAUFORT	NC	28516	2264398	2019 R 7328.01.25.2632000
GARDNER, CURTIS RONALD 61.48	1308 BILL POOLE RD OVERPAYMENT DEBT SETOFF	ROUEMONT	NC	37572	0	2016 P 0027897
GOODING, JUNE 84.32	P O BOX 4601 M/H SOLD 2016	EMERALD ISLE	NC	28594	2264679	2018 P 0040584
GOODING, JUNE 83.20	P O BOX 4601 M/H SOLD 2016	EMERALD ISLE	NC	28594	2264680	2017 P 0040584
GRANTHAM, BERNADETTE CAUDILL 6.97	151 OLD WINBERRY ROAD OVER PAYMENT CHECK 158	NEWPORT	NC	28570	2264120	2019 R 6378.00.30.8599000
GRANTHAM, BRYAN E 14.57	247 OLD AIRPORT RD LOT32 OVER PAYMEN CHECK 209032591405	NEWPORT	NC	28570	2264603	2019 P 0023420
GROTHAUS, GARY D 61.78	8717 EMERALD PLANTATION R OVERPAYMENT DEBT SETOFF	EMERALD ISLE	NC	28594	0	2018 P 0037777
HEDRICK, NICOLE KIRSTEN 2.52	2805 CARRIAGE MEADOWS DR ALREADY PAID	WAKE FOREST	NC	27587	0	P 0049619
JOE C BEAM JR 33.33	527 WHITE OAK XING OVER PAYMENT CHECK 747	SWANSBORO	NC	28584	2264532	2018 R 7306.15.63.5692000
KERR, JOHNNY B 83.48	1320 CAMERON VIEW COURT ALREADY PAID/DEBT SETOFF	RALEIGH	NC	27607	0	2017 P 0021854
KING, CHARLOTTE HARPER 9.71	658 NC 581 HWY S OVER PAYMETN CHECK 4408	GOLDSBORO	NC	27530	2264482	2019 R 5375.16.73.6333000
MEADOWS, ELIZABETH T 8.95	1003 BAY ST OVER PAYMENT CHECK 5774	MOREHEAD CITY	NC	28557	2264433	2019 R 6386.19.62.2380000

05/01/20 01:30:00

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

Remit To:	Address	City	St Zip Code	TransNo	Reference
	Refund				
MONROE, JOHN	1412 AVERY STREET ALREADY PAID	MOREHEAD CITY	NC 28557	0 2017 R	638615525802000
60.49					
MORIARITY, KRISTIN LICHTNER	2418 SAINT PAULS SQ OVER PAYMENT CHECK 236	RALEIGH	NC 276147424	2264325 2019 R	6344.05.19.4673114
13.79					
PILLUS, PATRICIA A	307 EMERYWOOD DR OVERPAYMENT STURGIS	MOREHEAD CITY	NC 28557	2264345 2019 P	0021947
4.57					
QUINN, JOSHUA WADDELL	174 VIRGIN RD OVERPAYMENT STURIGS	NEWPORT	NC 28570	2264383 2019 R	6319.04.61.3337000
9.96					
SAFRIT, ROBERT W	PO BOX 25 OVER PAYMENT CHECK 290	BEAUFORT	NC 28516	2263929 2017 P	0029398
3.18					
SPITAL, WILLIAM RAY	233 CORE CREEK ROAD ALREADY PAID	BEAUFORT	NC 28516	0 2017 P	0025978
45.00					
TEEL, JO ANN	500 EAST SALEM AVENUE OVER PAYMENT CHECK 1511	WINSTON SALEM	NC 27101	2264448 2019 R	7306.18.30.1695000
5.00					
WORTHAM, CYNTHIA A	PO BOX 611 OVER PAYMENT CHECK 4266	HARKERS ISLAND	NC 28531	2264453 2019 R	7345.17.01.2895000
1.65					

FINAL TOTALS
TOTAL 936.10

*** END OF REPORT ***

- 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					
BARKER, JOSEPH 161.00	PO BOX 39 BOAT SOLD 2018	NEW BERN	NC	28563	2019 P 0049526
BEBOUT, DAVID JOHN 288.46	16 HUNTER MOORE BILL ADJUSTED/CRAVEN CO	HAVELOCK	NC	28532	2016-2019 P0036454
BIBBINS, PAUL 151.00	926 EASTMAN CREEK DR OVERPAYMENT DEBT SETOFF	BEAUFORT	NC	28516	2018 R 7308.01.08.0034
BYRD, JAMES 408.00	183 OAK RD/C/O EURA LAWRENC FATHERS PROPERTY	BEAUFORT	NC	28516	2014 R 6387.13.24.050
CHADWICK, RONALD WAYNE 104.56	ETUX V 171 CHADWICK RD OVERPAYMENT DEBT SETOFF	NEWPORT	NC	28570	2019 R 6379.02.85.2351
CORELOGIC 100.00	3001 HACKBERRY ROAD OVER PAYMENT CHECK 450187964	IRVING	TX	75063	2019 R 5395.04.92.0407
LAWRENCE, GILBERT WAYNE 162.78	301 S BREEZE LANE ALREADY PAID/DEBT SETOFF	BEAUFORT	NC	28516	2017 R 7328.03.33.8911
LINTON, KEVIN C 111.00	211 HARBOUR VIEW DRIVE ALREADY PD	CHOCOWINITY	NC	27817	2017 P 0046849
PEEDIN, STACY LEE 102.38	408 SOUTH PEEDIN AVENUE ALREADY PAID/DEBT SETOFF	SELMA	NC	27576	2018 R 537504734572000
REILLY, JOANNA DIDICK 121.05	200 COLLEGE ST ALREADY PAID	OXFORD	NC	27565	2018 P 0041311
STONEROAD, LARRY 207.00	285 EAGLE RD ALREADY PAID/DEBT SETOFF	NEWPORT	NC	28570	2018 R 633601385217000

FINAL TOTALS
TOTAL 1,917.23

*** END OF REPORT ***

- 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
1-888-544-9433

Memorandum

To: Board of Commissioners
Tommy Burns

From: Sarah Davis
Tax Administrator

Re: BOC monthly collections report

Date: May 1, 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 \$667,457,280.77. The unpaid balance outstanding for the 10 year period is \$7,746,947.64 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			2008																							
# of Properties Processed			144,222																							
Original Balances	Total	TAX	Spec Asmt	Deferred	CB Deferred	Interest	Fees																			
54,275,640.20	51,222,930.51	2,363,295.00	198,232.09	.00	458,426.17	32,756.43																				
Total Adjustments	681,403.98-	456,084.73-	39,564.24-	198,232.09-	.00	.00	12,477.08																			
Total Collections	53,584,881.58	50,764,121.83	2,322,316.78	.00	.00	453,674.16	44,768.81																			
Unpaid Balances	9,354.64	2,723.95	1,413.98	.00	.00	4,752.01	464.70																			
* * * * Totals for Tax year			2009																							
# of Properties Processed			143,265																							
Original Balances	Total	TAX	Spec Asmt	Deferred	CB Deferred	Interest	Fees																			
54,948,851.83	51,809,907.51	2,372,968.00	193,267.34	.00	548,920.13	23,788.85																				
Total Adjustments	393,467.70-	184,904.70-	27,687.41-	193,267.34-	.00	.00	12,391.75																			
Total Collections	54,463,715.42	51,584,301.68	2,339,919.53	.00	.00	504,453.65	35,040.56																			
Unpaid Balances	91,668.71	40,701.13	5,361.06	.00	.00	44,466.48	1,140.04																			
* * * * Totals for Tax year			2010																							
# of Properties Processed			143,838																							
Original Balances	Total	TAX	Spec Asmt	Deferred	CB Deferred	Interest	Fees																			
55,564,644.66	52,424,638.58	2,351,053.00	229,599.63	.00	534,927.69	24,425.76																				
Total Adjustments	311,744.44-	70,498.99-	23,081.25-	227,888.51-	.00	.00	9,724.31																			
Total Collections	55,145,931.09	52,303,966.18	2,321,557.49	1,711.12	.00	485,533.99	33,162.31																			
Unpaid Balances	106,969.13	50,173.41	6,414.26	.00	.00	49,393.70	987.76																			
* * * * Totals for Tax year			2011																							
# of Properties Processed			144,282																							
Original Balances	Total	TAX	Spec Asmt	Deferred	CB Deferred	Interest	Fees																			
56,054,578.20	52,936,189.46	2,320,555.00	225,239.96	.00	547,501.19	25,092.59																				
Total Adjustments	375,383.30-	150,360.88-	14,382.73-	224,660.27-	.00	.00	14,020.58																			
Total Collections	55,449,977.35	52,667,816.02	2,296,194.64	579.69	.00	447,822.89	37,564.11																			
Unpaid Balances	229,217.55	118,012.56	9,977.63	.00	.00	99,678.30	1,549.06																			
* * * * Totals for Tax year			2012																							
# of Properties Processed			144,824																							
Original Balances	Total	TAX	Spec Asmt	Deferred	CB Deferred	Interest	Fees																			
55,148,024.76	51,997,993.51	2,359,242.00	218,866.12	.00	543,980.03	27,943.10																				
Total Adjustments	360,182.68-	117,169.08-	31,751.38-	217,258.56-	.00	.00	5,996.34																			

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 1,291,531

	Total	TAX	Spec Asmt	Deferred	CB Deferred	Interest	Fees
Original Balances	679,874,171.23	634,483,197.35	35,960,753.00	3,839,593.47	.00	5,172,529.81	418,097.60
Total Adjustments	4,669,942.82-	2,201,563.75-	759,222.25-	1,709,299.06-	.00	.00	142.24
Total Collections	667,457,280.77	628,439,573.38	34,533,485.15	21,364.89	.00	4,083,371.99	379,485.36
Unpaid Balances	7,746,947.64	3,842,060.22	668,045.60	2,108,929.52	.00	1,089,157.82	38,754.48

- 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 5/1/2020 11:14:09 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
BACHARA, GARY HENRY	BACHARA, GARY HENRY		PO BOX 278		WILSON, NC 27894	Proration	0050558596	GOLDNS	Refund Generated due to proration on Bill #0050558596-2019-2019-0000-00	Tag Surrender	04/20/2020	9010	Tax	(\$45.55)	\$0.00	(\$45.55)
												1556	Tax	(\$22.77)	\$0.00	(\$22.77)
															Refund	\$68.32
BAREFOOT, JAMES WADE	BAREFOOT, JAMES WADE	BAREFOOT, BRENDA MARTIN	211 FLORIDA AVE		MOREHEAD CITY, NC 28557	Proration	0025942208	HD1296E	Refund Generated due to proration on Bill #0025942208-2018-2018-0000-00	Tag Surrender	04/16/2020	9010	Tax	(\$4.88)	\$0.00	(\$4.88)
												1351	Tax	(\$5.51)	\$0.00	(\$5.51)
															Refund	\$10.39
BIERMANN, PAUL VOSGES	BIERMANN, PAUL VOSGES		140 CLAUDIA CT		ATLANTIC, NC 28511	Proration	0039455177	PFV5609	Refund Generated due to proration on Bill #0039455177-2019-2019-0000-00	Tag Surrender	04/28/2020	9010	Tax	(\$10.57)	\$0.00	(\$10.57)
												20	Tax	(\$2.73)	\$0.00	(\$2.73)
												47	Tax	(\$3.41)	\$0.00	(\$3.41)
			Refund	\$16.71												
BOULIA, WILLIAM PAUL	BOULIA, WILLIAM PAUL		6931A HWY 70 E		NEWPORT, NC 28570	Proration	0047219627	CK79318	Refund Generated due to proration on Bill #0047219627-2018-2018-0000-00	Vehicle Sold	04/03/2020	9010	Tax	(\$1.21)	\$0.00	(\$1.21)
												1460	Tax	(\$1.46)	\$0.00	(\$1.46)
															Refund	\$2.67
BRILEY, ALTON BRANTLEY	BRILEY, ALTON BRANTLEY		PO BOX 2306		ATLANTIC BEACH, NC 28512	Proration	0051922237	CK81071	Refund Generated due to proration on Bill #0051922237-2019-2019-0000-00	Tag Surrender	04/28/2020	9010	Tax	(\$16.41)	\$0.00	(\$16.41)
												1352	Tax	(\$9.52)	\$0.00	(\$9.52)
															Refund	\$25.93
COFER, JAMES BRANDON	COFER, JAMES BRANDON		104 NINE J DR		NEWPORT, NC 28570	Adjustment < \$100	0052434360	CM14446	Refund Generated due to adjustment on Bill #0052434360-2019-2019-0000-00	Over Assessment	04/15/2020	9010	Tax	(\$29.85)	\$0.00	(\$29.85)
												35	Tax	(\$8.67)	\$0.00	(\$8.67)
															Refund	\$38.52
EDWARDS, CLARKSON SOUTHWORTH	EDWARDS, CLARKSON SOUTHWORTH		106 CAROB CT		PINE KNOLL SHORES, NC 28512	Proration	0014385827	ZPV3943	Refund Generated due to proration on Bill #0014385827-2019-2019-0000-00	Tag Surrender	04/28/2020	9010	Tax	(\$6.56)	\$0.00	(\$6.56)
												1353	Tax	(\$4.17)	\$0.00	(\$4.17)
												94	Tax	(\$0.34)	\$0.00	(\$0.34)
			Refund	\$11.07												
FROST, MARY LOUISE	FROST, MARY LOUISE		489 SEASHORE DR		ATLANTIC, NC 28511	Proration	0044842639	FJT3755	Refund Generated due to proration on Bill #0044842639-2019-2019-0000-00	Vehicle Sold	04/16/2020	9010	Tax	(\$15.17)	\$0.00	(\$15.17)
												20	Tax	(\$3.91)	\$0.00	(\$3.91)
												47	Tax	(\$4.89)	\$0.00	(\$4.89)
			Refund	\$23.97												
KHALIL, REBECCA LYNN	KHALIL, REBECCA LYNN		1604 WEDGEWOOD CT		MOREHEAD CITY, NC 28557	Proration	0042788604	BAKIZA	Refund Generated due to proration on Bill #0042788604-2018-2018-0000-00	Tag Surrender	04/24/2020	9010	Tax	(\$22.00)	\$0.00	(\$22.00)
												30	Tax	(\$3.55)	\$0.00	(\$3.55)
												50	Tax	(\$1.42)	\$0.00	(\$1.42)
			Refund	\$26.97												
LANE, JOYCE DAVENPORT	LANE, JOYCE DAVENPORT		PO BOX 685		NEWPORT, NC 28570	Proration	0051994941	HFD8205	Refund Generated due to proration on Bill #0051994941-2019-	Tag Surrender	04/06/2020	9010	Tax	(\$72.67)	\$0.00	(\$72.67)
												1460	Tax	(\$83.68)	\$0.00	(\$83.68)



North Carolina Vehicle Tax System

NCVTS Pending Refund report

Report Date 5/1/2020 11:14:09 AM

										2019-0000-00					Refund	\$156.35	
LEYLAND, THOMAS CHARLES	LEYLAND, THOMAS CHARLES		2206 EMERALD DR	EMERALD ISLE, NC 28594	Proration	0044702992	FHK9582	Refund Generated due to proration on Bill #0044702992-2019-2019-0000-00	Tag Surrender	04/20/2020	9010	Tax	(\$28.74)	\$0.00	(\$28.74)		
											1556	Tax	(\$14.37)	\$0.00	(\$14.37)		
																Refund	\$43.11
LONG, KARLA JEAN	LONG, KARLA JEAN		305 WOODLAND DR	SWANSBORO, NC 28584	Proration	0042712161	PCW6093	Refund Generated due to proration on Bill #0042712161-2018-2018-0000-00	Tag Surrender	04/14/2020	9010	Tax	(\$2.95)	\$0.00	(\$2.95)		
											40	Tax	(\$0.95)	\$0.00	(\$0.95)		
											19	Tax	(\$0.48)	\$0.00	(\$0.48)		
																Refund	\$4.38
LONG, KARLA JEAN	LONG, KARLA JEAN	SMITH, JAMES EDWARD	305 WOODLAND DR	SWANSBORO, NC 28584	Proration	0023441868	CHASINU	Refund Generated due to proration on Bill #0023441868-2019-2019-0000-00	Tag Surrender	04/14/2020	9010	Tax	(\$10.92)	\$0.00	(\$10.92)		
											40	Tax	(\$3.52)	\$0.00	(\$3.52)		
											19	Tax	(\$1.77)	\$0.00	(\$1.77)		
																Refund	\$16.21
PHAM, QUAN TRUNG	PHAM, QUAN TRUNG		1928 SNOWY EGRET DR	MOREHEAD CITY, NC 28557	Proration	0038042076	EMK9383	Refund Generated due to proration on Bill #0038042076-2018-2018-0000-00	Tag Surrender	04/29/2020	9010	Tax	(\$6.94)	\$0.00	(\$6.94)		
											30	Tax	(\$1.12)	\$0.00	(\$1.12)		
											50	Tax	(\$0.45)	\$0.00	(\$0.45)		
																Refund	\$8.51
PHAM, QUAN TRUNG	PHAM, QUAN TRUNG		1928 SNOWY EGRET DR	MOREHEAD CITY, NC 28557	Proration	0047742315	FHK8176	Refund Generated due to proration on Bill #0047742315-2018-2018-0000-00	Tag Surrender	04/29/2020	9010	Tax	(\$16.38)	\$0.00	(\$16.38)		
											30	Tax	(\$2.64)	\$0.00	(\$2.64)		
											50	Tax	(\$1.06)	\$0.00	(\$1.06)		
																Refund	\$20.08
PHAM, QUAN TRUNG	PHAM, QUAN TRUNG		1928 SNOWY EGRET DR	MOREHEAD CITY, NC 28557	Proration	0039563238	FBH3420	Refund Generated due to proration on Bill #0039563238-2019-2019-0000-00	Tag Surrender	04/29/2020	9010	Tax	(\$9.39)	\$0.00	(\$9.39)		
											30	Tax	(\$1.51)	\$0.00	(\$1.51)		
											50	Tax	(\$0.60)	\$0.00	(\$0.60)		
																Refund	\$11.50
PHAM, QUAN TRUNG	PHAM, QUAN TRUNG		1928 SNOWY EGRET DR	MOREHEAD CITY, NC 28557	Proration	0045367165	PHW3317	Refund Generated due to proration on Bill #0045367165-2019-2019-0000-00	Tag Surrender	04/29/2020	9010	Tax	(\$31.15)	\$0.00	(\$31.15)		
											30	Tax	(\$5.02)	\$0.00	(\$5.02)		
											50	Tax	(\$2.01)	\$0.00	(\$2.01)		
																Refund	\$38.18
SMITH, JAMES EDWARD	SMITH, JAMES EDWARD		305 WOODLAND DR	SWANSBORO, NC 28584	Proration	0049379530	TAV7601	Refund Generated due to proration on Bill #0049379530-2019-2019-0000-00	Tag Surrender	04/14/2020	9010	Tax	(\$1.24)	\$0.00	(\$1.24)		
											40	Tax	(\$0.40)	\$0.00	(\$0.40)		
											19	Tax	(\$0.20)	\$0.00	(\$0.20)		
																Refund	\$1.84
SPELL, EDWARD CLAYTON	SPELL, EDWARD CLAYTON	SPELL, TAMMY LIPFORD	4915 ARENDELL ST STE J	PO BOX 251 MOREHEAD CITY, NC 28557	Proration	0051237668	TBK1191	Refund Generated due to proration on Bill #0051237668-2019-	Tag Surrender	04/24/2020	9010	Tax	(\$76.29)	\$0.00	(\$76.29)		
											31	Tax	(\$9.84)	\$0.00	(\$9.84)		



North Carolina Vehicle Tax System

NCVTS Pending Refund report

Report Date 5/1/2020 11:14:09 AM

2019-0000-00

VASQUEZ,
ELSY IVON

VASQUEZ,
ELSY IVON

10908
DEFENDER
TRL

AUSTIN, TX
78754

Proration

0047676853

EEK8956

Refund Generated due
to proration on Bill
#0047676853-2018-
2018-0000-00

Tag
Surrender

04/24/2020

48	Tax	(\$9.84)	\$0.00	(\$9.84)
			Refund	\$95.97
9010	Tax	(\$25.94)	\$0.00	(\$25.94)
1351	Tax	(\$29.28)	\$0.00	(\$29.28)
			Refund	\$55.22
9010	Tax	(\$5.67)	\$0.00	(\$5.67)
1561	Tax	(\$1.69)	\$0.00	(\$1.69)
37	Tax	(\$1.10)	\$0.00	(\$1.10)
19	Tax	(\$0.92)	\$0.00	(\$0.92)
			Refund	\$9.38
			Refund Total	\$685.28

VOSS,
VIRGINIA
ALICE

VOSS,
VIRGINIA
ALICE

VOSS,
MICHAEL
GEORGE

213 JONES ST

CEDAR POINT,
NC 28584

Proration

0050019191

A726CF

Refund Generated due
to proration on Bill
#0050019191-2019-
2019-0000-00

Tag
Surrender

04/30/2020

IV. Consent Agenda

3. Approval of Fiscal Year 2020 Audit Contract with RSM

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: May 18, 2020
Subject: Fiscal Year 2020 Audit Contract

Attached for your consideration is the audit contract with RSM for the County's annual audit. NC General Statute requires local governments to be independently audited each fiscal year. The base audit contract is \$78,800 including three required major single audit programs. Due to State and Federal grants this year, the County anticipates four additional single audit programs resulting in a total \$98,800 auditing contract.

Carteret County staff has a good working relationship with RSM and recommends approval of the attached contract for the year ending June 30, 2020.



April 6, 2020

RSM US LLP

Board of County Commissioners
Tommy Burns, County Manager
Dee Meshaw, Assistant County Manager
Carteret County
Beaufort, North Carolina

Attention: Chairman

The Objective and Scope of the Audit of the Financial Statements

You have requested that we audit the financial statements of Carteret County, North Carolina's (the "County"), governmental activities, business-type activities, aggregate discretely presented component units, each major fund, and aggregate remaining fund information, and the budgetary comparison as of and for the year ending June 30, 2020 which collectively comprise the basic financial statements. Our audit will include each major fund and aggregate remaining fund information and you acknowledge that we are the group auditor of Carteret County's basic financial statements as of and for the year ended June 30, 2020. We will not audit the financial statements of component units: Beaufort-Morehead City Airport Authority, Carteret County Tourism Development Authority, Carteret County Alcohol Beverage Control Board, and Carteret County General Hospital Corporation. Those financial statements will be audited by component auditors. We are pleased to confirm our acceptance subject to our final RSM firm acceptance procedures, and our understanding of this audit engagement by means of this letter.

Our audit will be conducted with the objective of our expressing an opinion on the financial statements.

We will also perform the audit of Carteret County as of June 30, 2020, so as to satisfy the audit requirements imposed by the Single Audit Act and Subpart F of Title 2 U.S. Code Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Programs* (Uniform Guidance), and the State Single Audit Implementation Act.

The Responsibilities of the Auditor

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (GAAS); *Government Auditing Standards* issued by the Comptroller General of the United States; the provisions of the Single Audit Act, Subpart F of Title 2 U.S. CFR Part 200, *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Programs*, and the U.S. Office of Management and Budget's Compliance Supplement, and the State Single Audit Implementation Act. Those standards, the *Uniform Guidance*, supplements and Act require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS. Also, an audit is not designed to detect errors

THE POWER OF BEING UNDERSTOOD
AUDIT | TAX | CONSULTING

or frauds that are immaterial to the financial statements. The determination of abuse is subjective; therefore, GAS does not expect us to provide reasonable assurance of detecting abuse.

In making our risk assessments, we consider internal control relevant to the County's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the County's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

We will also communicate to the Board of Commissioners (a) any fraud involving senior management and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements that becomes known to us during the audit, and (b) any instances of noncompliance with laws and regulations that we become aware of during the audit (unless they are clearly inconsequential).

The funds that you have told us are maintained by the County and that are to be included as parts of our audit are listed here:

- General Fund
- Special Revenue Funds
- Capital Project Funds
- Agency Funds
- Enterprise Fund
- General Capital Asset Account Group
- General Long Term Debt Account Group

The federal and state financial assistance programs that you have told us that the County participates in and that are to be included as part of the single audit are consistent with those included in the prior year's single audit and include the following:

Federal Assistance:

10.550	Food and Nutrition Service
10.557	Special Supplemental Nutrition Program for Women, Infants and Children
10.561	Food Stamps
11.419	Coastal Zone Management Awards
15.225	National Forest, Public Schools
20.509	Rural Operating Assistance Including Elderly and Disabled
20.513	Elderly Individuals and Individuals with Disabilities
20.527	FEMA Recovery
16.575	Bi-Lingual Victim Advocate/Interpreter & Basic SA Services
93.044	HCCBG In-Home Support Services Title III
93.043	HCCBG Preventive Health
93.045	HCCBG Congregate Nutrition Title III C1, Home Delivered Meals Title III C2
93.053	NSIP-Nutrition
93.667	HCCBG In-Home Support Services SSBG
93.558	Temporary Assistance for Needy Families (TANF) – Administration and Service
93.556	Family Preservation
93.560	AFDC Payments & Penalties
93.563	IV-D Administration, Offset Fees ESC and Offset Fees Federal
93.568	Low Income Home Energy Assistance – Benefit Payments, Administration and Crisis Intervention Payments
93.596	Child Care Development Fund - Administration
93.645	Permanency Planning - Special
93.658	IV-E CPS
93.659	IV-E Optional Adopt TRN 50%
93.658	IV-E Family Foster Care MAX
93.658	Foster Care Payments
93.658	IV-E Foster Care / OFF TRN

93.658	IV-E Foster Care TRN
93.658	IV-E Foster Care & Extended Max
93.658	IV-E Admin County Paid to CCI
93.658	IV-E Admin Foster Care
93.659	IV-E Adoption / OFF TRN
93.659	IV-E Adoption Subsidy and Vendor
N/A	IV-E Adopt
N/A	Foster Care
93.667	Social Services Block Grant – In Home Services, In Home Services over 60, In Home Services – SSBG Other Services & CPS TANF to SSBG
93.674	Independent Living Transitional
93.674	Links
93.778	Medical Assistance Program – MA Expansion, ADT CR HM CS Mgt/Spec & State County Special Assistance
93.778	Medical Assistance Administration
93.778	Transportation Administration
93.767	State Children's Insurance Program – NC Health Choice
93.778	Medical Assistance Program – Cost Settlement
93.074	Preparedness Aligned Cooperative Agreements
93.116	NC's Tuberculosis Elimination and Laboratory Project
93.268	Preventive Disease, Disability and Death From Vaccine Prevention
93.758	Preventive Health & Human Services Block Grant funded solely with PPHF
93.136	Prescription Drug Overdose (PDO) Prevention
93.270	Viral Hepatitis Prevention and Control
93.898	State Based Comprehensive B & CC Early Detection Programs
93.994	Maternal & Child Health Services Block Grant
93.217	Family Planning Service
93.071	Medicare Improvements for Patients and Providers Act "MIPPA"
93.324	Seniors' Health Insurance Information Program
97.042	Emergency Management Performance Grant Program "EMPG"
97.036	FEMA Disaster Grant Public Assistance

State Assistance:

Energy Assistance, Private Grants	Zika Virus Mosquito Control
County Funded Programs	Mosquito Abatement (Hurricane Florence)
Non-Allocating County Cost	School Nurse Funding Initiative
St Child Welfare/CPS/CS LD	White Goods Disposal
SAA/SAD HB 1030	Scrap Tire Disposal
Extended FC/MAC Non IV-E	Down East Electronics Recycling Program
Work First Non Reimbursable	NC Public Beach and Coast Waterfront Access
AFDC Incent/ Prog. Integrity	Merger/Regionalization Feasibility Study
CWS Adopt Subsidy	Waterway and Dredging Projects
SC/SA Domiciliary Care Payment	Bogue Banks Renourishment Project
SFHF Maximization	Post-Florence Topographic & Hydrographic Survey
CSE Disaster Non Reimbursable	Bogue Banks Coastal Storm Damage Reduction
State Foster Home	Boys and Girls Club Program
HCCBG – Access	Easter Seals Home Based Services
HCCBG – In Home Support	Juvenile Crime Prevention
HCCBG – Home Delivered Meals	Teen Court
Food and Lodging Fees	Veteran Services
General Aid to County	Sexual Assault Grant Crisis
Communicable Disease	Geodynamics/Project Sloan
Breast and Cervical Cancer Program	Lottery Proceeds Allocation
Child Health	North River VFD Paving
Maternal Health (HMHC)	Con CPT Coordination Operating Grant
Women's Health Service Fund	DOT ROAP RGP Grant
HIV/STD State	DOT ROAP Employment Grant
HIV/STD Prevention and Care	DOT Elderly and Disabled
Tuberculosis	

The component units whose financial statements you have told us are to be included as part of the County's basic financial statements are listed here:

- Beaufort-Morehead City Airport Authority (separate audit)
- Carteret County Tourism Development Authority (separate audit)
- County of Carteret Public Facilities Financing Corporation (blended component unit)
- Carteret County Alcohol Beverage Control Board (separate audit)
- Carteret County General Hospital Corporation (separate audit)

You have informed us that the County is not a component unit of any other local government and that there are no new or anticipated component units for the fiscal year ended June 30, 2020 whose financial statements are to be included as part of the County's basic financial statements.

We are responsible for the compliance audit of major programs under the Uniform Guidance, including the determination of major programs, the consideration of internal control over compliance, and reporting responsibilities.

Our reports on internal control will include any significant deficiencies and material weaknesses in controls of which we become aware as a result of obtaining an understanding of internal control and performing tests of internal control consistent with requirements of the standards and circulars identified above. Our reports on compliance matters will address material errors, fraud, abuse, violations of compliance requirements, and other responsibilities imposed by state and federal statutes and regulations or assumed by contracts; and any state or federal grant, entitlement of loan program questioned costs of which we become aware, consistent with requirements of the standards and circulars identified above.

The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework

Our audit will be conducted on the basis that management and when appropriate, those charged with governance, acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. To evaluate subsequent events through the date the financial statements are issued or available to be issued, and to disclose the date through which subsequent events were evaluated in the financial statements. Management also agrees that it will not evaluate subsequent events earlier than the date of the management representation letter referred to below.
3. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
4. For establishing and maintaining effective internal control over financial reporting and for informing us of all significant deficiencies and material weaknesses in the design or operation of such controls of which it has knowledge;
5. For report distribution; and
6. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, and other matters;
 - b. Additional information that we may request from management for the purpose of the audit;
 - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence;
 - d. When applicable, a summary schedule of prior audit findings for inclusion in the single audit reporting package; and
 - e. If applicable, responses to any findings reported on the schedule of findings and questioned costs.

As part of our audit process, we will request from management and when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit including among other items:

- a. That management has fulfilled its responsibilities as set out in the terms of this letter; and
- b. That it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.
- c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

Management is responsible for identifying and ensuring that the County complies with the laws and regulations applicable to its activities, and for informing us about all known material violations of such laws or regulations. In addition, management is responsible for the design and implementation of programs and controls to prevent and detect fraud or abuse, and for informing us about all known or suspected fraud or abuse affecting the entity involving management, employees who have significant roles in internal control, and others where the fraud or abuse could have a material effect on the financial statements or compliance. Management is also responsible for informing us of its knowledge of any allegations of fraud or abuse or suspected fraud or abuse affecting the entity received in communications from employees, former employees, analysts, regulators or others.

Management is responsible for the preparation of the required supplementary information (RSI) and supplementary information presented in relation to the financial statements as a whole in accordance with accounting principles generally accepted in the United States of America. Management agrees to include the auditor's report on the RSI and supplementary information in any document that contains the supplementary information and that indicates that the auditor has reported on such RSI and supplementary information. Management also agrees to present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance of the supplementary information and the auditor's report thereon.

Because the audit will be performed in accordance with the Single Audit Act and the Uniform Guidance, management is responsible for (a) identifying all federal awards received; (b) preparing the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with Uniform Guidance requirements; (c) internal control over compliance; (d) compliance with federal statutes, regulations, and the terms and conditions of federal awards; (e) making us aware of significant vendor relationships where the vendor is responsible for program compliance (f) following up and taking corrective action on audit findings, including the preparation of a summary schedule of prior audit findings and a corrective action plan; and (g) submitting the reporting package and data collection form.

The Board of Commissioners is responsible for informing us of its views about the risks of fraud or abuse within the County, and its knowledge of any fraud or abuse or suspected fraud or abuse affecting the County.

The County agrees that it will not associate us with any public or private securities offering without first obtaining our consent. Therefore, the County agrees to contact us before it includes our reports or otherwise makes reference to us, in any public or private securities offering.

Our association with an official statement is a matter for which separate arrangements will be necessary. The County agrees to provide us with printer's proofs or masters of such offering documents for our review and approval before printing and with a copy of the final reproduced material for our approval before it is distributed. In the event our auditor/client relationship has been terminated when the County seeks consent, we will be under no obligation to grant such consent or approval.

We agree that our association with any proposed offering is not necessary, providing Carteret County agrees to clearly indicate that we are not associated with the contents of any such official statement or memorandum. Carteret County agrees that the following disclosure will be prominently displayed in any such official statement or memorandum:

RSM US LLP, our independent auditor, has not been engaged to perform, and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. RSM US LLP also has not performed any procedures relating to this official statement or memorandum.

Records and Assistance

If circumstances arise relating to the condition of the County's records, the availability of appropriate audit evidence, or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting, or misappropriation of assets which in our professional judgment prevent us from completing the audit or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including declining to express an opinion, or issue a report, or withdrawal from the engagement.

During the course of our engagement, we may accumulate records containing data, which should be reflected in the County's books and records. The County will determine that all such data, if necessary, will be so reflected. Accordingly, the County will not expect us to maintain copies of such records in our possession.

The assistance to be supplied by County personnel, including the preparation of schedules and analyses of accounts has been discussed and coordinated with Dee Meshaw, Assistant County Manager. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report.

Other Relevant Information

From time to time and depending upon the circumstances, we may use third-party service providers to assist us in providing professional services to you. In such circumstances, it may be necessary for us to disclose confidential client information to them. We enter into confidentiality agreements with all third-party service providers and we are satisfied that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others.

In accordance with Government Auditing Standards, a copy of our most recent peer review report and applicable letter of comment is enclosed, for your information.

Fees, Costs, and Access to Workpapers

Our fees for the audit described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement, plus direct expenses. Our fee for the services described in this letter will not exceed \$78,800 which includes the testing of 3 major compliance programs, for the year ending June 30, 2020. Our fee estimate and completion of our work is based upon the following criteria:

- a. Anticipated cooperation from County personnel.
- b. Timely responses to our inquiries.
- c. Timely and accurate completion and delivery of the standard PBC (prepared by client) work papers requested each year that support the amounts, balances, and disclosures in the financial statements and schedule of expenditures of federal and state awards.
- d. Timely communication of all significant accounting and financial reporting matters.
- e. The assumption that unexpected circumstances will not be encountered during the engagement.

If any of the aforementioned criteria are not met, then fees may increase, however we would discuss this with you before proceeding with any additional required work. Additional major programs above the planned 3 major programs will be billed at \$5,000 each. The fees quoted above do not include the testing of Medical Assistance eligibility. We will submit billings accordingly. Interim billings will be submitted as work progresses and as expenses are incurred. Billings are due upon submission.

In the event you terminate this engagement, you will pay RSM US LLP for all services rendered (including deliverables and products delivered), expenses incurred and commitments made by RSM US LLP through the effective date of termination.

When an engagement has been suspended at the request of management or those charged with governance and work on that engagement has not recommenced within 120 days of the request to suspend our work, RSM US LLP may, at its sole discretion, terminate this arrangement letter without further obligation to Carteret County. Resumption of audit work following termination may be subject to our client acceptance procedures and, if resumed, will necessitate additional procedures not contemplated in this arrangement letter. Accordingly, the scope, timing and fee arrangement discussed in this arrangement letter will no longer apply. In order for RSM US LLP to recommence work, a new arrangement letter would need to be mutually agreed upon and executed.

Our professional standards require that we perform certain additional procedures, on current and previous years' engagements, whenever a partner or professional employee leaves the firm and is subsequently employed by or associated with a client in a key position. Accordingly, the County agrees it will compensate RSM US LLP for any additional costs incurred as a result of the County's employment of a partner or professional employee of RSM US LLP.

Review of audit documentation by a successor auditor or as part of due diligence will be agreed to, accounted for and billed separately.

In the event we are requested or authorized by Carteret County or are required by government regulation, subpoena, or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for Carteret County, Carteret County will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The documentation for this engagement is the property of RSM US LLP. However, you acknowledge and grant your assent that representatives of the cognizant or oversight agency or their designee, other government audit staffs, and the U.S. Government Accountability Office shall have access to the audit documentation upon their request; and that we shall maintain the audit documentation for a period of at least three years after the date of the report, or for a longer period if we are requested to do so by the cognizant or oversight agency. Access to requested documentation will be provided under the supervision of RSM US LLP audit personnel and at a location designated by our firm.

You have informed us that you intend to prepare a comprehensive annual financial report (CAFR) and submit it for evaluation by the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting Program. Our association with the CAFR is to consist of having the report reviewed by a person who has also performed reviews for the GFOA Certificate Program and have them involved in the resolution of any accounting or reporting issues that arise from this engagement.

Indemnification and Claim Resolution

Because RSM US LLP will rely on Carteret County and its management and Governing Board to discharge the foregoing responsibilities, Carteret County holds harmless and releases RSM US LLP and its partners and employees from all claims, liabilities, losses and costs arising in circumstances where there has been a knowing misrepresentation by a member of Carteret County's management that has caused, in any respect, RSM US LLP's breach of contract or negligence.

Carteret County and RSM US LLP agree that no claim arising out of services rendered pursuant to this arrangement letter shall be filed more than the earlier of two years after the date of the audit report issued by RSM US LLP or the date of this arrangement letter if no report has been issued. In no event shall either party be liable to the other for claims of punitive, consequential, special, or indirect damages. RSM US LLP's liability for all claims, damages and costs of Carteret County arising from this engagement is limited to the amount of fees paid by Carteret County to RSM US LLP for the services rendered under this arrangement letter.

These provisions shall survive the termination of this arrangement for services.

Information Security – Miscellaneous Terms

RSM US LLP is committed to the safe and confidential treatment of the County's proprietary information. RSM US LLP is required to maintain the confidential treatment of client information in accordance with relevant industry professional standards which govern the provision of services described herein. The County's agrees that it will not provide RSM US LLP with any unencrypted electronic confidential or proprietary information, and the parties agree to utilize commercially reasonable measures to maintain the confidentiality of the County's information, including the use of collaborate sites to ensure the safe transfer of data between the parties.

RSM US LLP may terminate this relationship immediately in its sole discretion if RSM US LLP determines that continued performance would result in a violation of law, regulatory requirements, applicable professional standards or RSM US LLP's client acceptance or retention standards, or if the County is placed on a verified sanctioned entity list or if any director or executive of, or other person closely associated with, the County or its affiliates is placed on a verified sanctioned person list, in each case, including but not limited to lists promulgated by the Office of Foreign Assets Control of the U.S. Department of the Treasury, the U.S. State Department, the United Nations Security Council, the European Union or any other relevant sanctioning authority.

If any term or provision of this arrangement letter is determined to be invalid or unenforceable, such term or provision will be deemed stricken and all other terms and provisions will remain in full force and effect.

Reporting

We will issue a written report upon completion of our audit of Carteret County's financial statements. Our report will be addressed to the Board of Commissioners of Carteret County. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In addition to our report on Carteret County's financial statements, we will also issue the following reports or types of reports:

- A report on the fairness of the presentation of the County's schedule of expenditures of federal and state awards for the year ending June 30, 2020.
- Reports on internal control related to the financial statements and major programs. These reports will describe the scope of testing of internal control and the results of our tests of internal controls.
- Reports on compliance with laws, regulations, and the provision of contracts or grant agreements. We will report on any noncompliance which could have a material effect on the financial statements and any noncompliance which could have a direct and material effect, as defined by Subpart F of Title 2 U.S. CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, on each major program;
- A schedule of findings and questioned costs.

This letter and contract constitutes the complete and exclusive statement of agreement between RSM US LLP and Carteret County, North Carolina, superseding all proposals oral or written and all other communications, with respect to the terms of the engagement between the parties.

Electronic Signatures and Counterparts

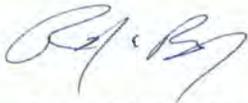
Each party hereto agrees that any electronic signature of a party to this agreement or any electronic signature to a document contemplated hereby (including any representation letter) is intended to authenticate such writing and shall be as valid, and have the same force and effect, as a manual signature. Any such electronically signed document shall be deemed (i) to be "written" or "in writing," (ii) to have been signed and (iii) to constitute a record established and maintained in the ordinary course of business and an original written record when printed from electronic files. Each party hereto also agrees that electronic delivery of a signature to any such document (via email or otherwise) shall be as effective as manual delivery of a manual signature. For purposes hereof, "electronic signature" includes, but is not

limited to, (i) a scanned copy (as a "pdf" (portable document format) or other replicating image) of a manual ink signature, (ii) an electronic copy of a traditional signature affixed to a document, (iii) a signature incorporated into a document utilizing touchscreen capabilities or (iv) a digital signature. This agreement may be executed in one or more counterparts, each of which shall be considered an original instrument, but all of which shall be considered one and the same agreement. Paper copies or "printouts," of such documents if introduced as evidence in any judicial, arbitral, mediation or administrative proceeding, will be admissible as between the parties to the same extent and under the same conditions as other original business records created and maintained in documentary form. Neither party shall contest the admissibility of true and accurate copies of electronically signed documents on the basis of the best evidence rule or as not satisfying the business records exception to the hearsay rule.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

Sincerely,

RSM US LLP



Robert E Bittner III, CPA, MBA
Senior Manager

Confirmed on behalf of Carteret County:

Chairman

Date

County Manager

Date

Assistant County Manager/Finance Officer

Date

The of and	Governing Board Board of Commissioners
	Primary Government Unit (or charter holder) Carteret County
	Discretely Presented Component Unit (DPCU) (if applicable)

Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)

and	Auditor Name RSM US LLP
	Auditor Address 3621 John Platt Drive, Morehead City, NC 28557

Hereinafter referred to as Auditor

for	Fiscal Year Ending	Audit Report Due Date
	06/30/20	10/31/20

Must be within four months of FYE

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).

2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit performed under the requirements found in Subpart F of the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Accounting Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC staff within four months of fiscal year end. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay shall be submitted to the Secretary of the LGC for approval.
7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's (Units') records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to

the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.

10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).

11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.

12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.

13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC along with an Audit Report Reissued Form (available on the Department of State Treasurer website). These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC staff.

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the

Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to charter schools or hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.

17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 28 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

18. Special provisions should be limited. Please list any special provisions in an attachment.

19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the parent government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.

20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to charter schools or hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.

21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.

22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and Governmental Auditing Standards, 2018 Revision (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. Applicable to charter school contracts only: No indebtedness of any kind incurred or created by the charter school shall constitute an indebtedness of the State or its political subdivisions, and no indebtedness of the charter school shall involve or be secured by the faith, credit, or taxing power of the State or its political subdivisions.

29. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 16 for clarification).

30. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>.

31. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

32. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

FEEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Governmental Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will not be approved.

Financial statements were prepared by: Auditor Governmental Unit Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

Name:	Title and Unit / Company:	Email Address:
<input type="text"/>	<input type="text"/>	<input type="text"/>

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees below. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year billings. Should the 75% cap provided below conflict with the cap calculated by LGC staff based on the prior year billings on file with the LGC, the LGC calculation prevails. All invoices for services rendered in an audit engagement as defined in 20 NCAC 3 .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

PRIMARY GOVERNMENT FEES

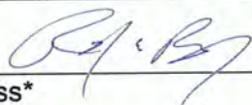
Primary Government Unit	Carteret County
Audit Fee	\$ 78800
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	\$ 5000 for any additional program over 3 major programs.
Writing Financial Statements	\$
All Other Non-Attest Services	\$
75% Cap for Interim Invoice Approval <i>(not applicable to hospital contracts)</i>	\$ 59,100.00

DPCU FEES (if applicable)

Discretely Presented Component Unit	
Audit Fee	\$
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	\$
Writing Financial Statements	\$
All Other Non-Attest Services	\$
75% Cap for Interim Invoice Approval <i>(not applicable to hospital contracts)</i>	\$

SIGNATURE PAGE

AUDIT FIRM

Audit Firm* RSM US LLP	
Authorized Firm Representative (typed or printed)* Robert Bittner	Signature* 
Date* 04/06/20	Email Address* robert.bittner@rsmus.com

GOVERNMENTAL UNIT

Governmental Unit* Carteret County	
Date Primary Government Unit Governing Board Approved Audit Contract* (G.S.159-34(a) or G.S.115C-447(a))	
Mayor/Chairperson (typed or printed)*	Signature*
Date	Email Address

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

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

Primary Governmental Unit Finance Officer* (typed or printed) Dee Meshaw	Signature*
Date of Pre-Audit Certificate*	Email Address* deem@carteretcountync.gov

**SIGNATURE PAGE – DPCU
(complete only if applicable)**

DISCRETELY PRESENTED COMPONENT UNIT

DPCU*	
Date DPCU Governing Board Approved Audit Contract* (Ref: G.S. 159-34(a) or G.S. 115C-447(a))	
DPCU Chairperson (typed or printed)*	Signature*
Date*	Email Address*

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

DPCU – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

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

DPCU Finance Officer (typed or printed)*	Signature*
Date of Pre-Audit Certificate*	Email Address*

Remember to print this form, and obtain all required signatures prior to submission.

PRINT

IV. Consent Agenda

4. Approval of Memorandum of Understanding Between Carteret County & Carteret Long-Term Recovery Alliance for the Purchase of Two Moveable Living Units ("MLUs") for Recovery Efforts in Carteret County & Approval of Corresponding Budget Amendment: \$10,000

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: Thursday April 30, 2020
TO: Board Commissioners
FROM: Stephen Rea, Emergency Services Director
SUBJECT: Travel Trailer Purchase

Carteret Long-term Recovery Alliance (CLTRA) contacted the Emergency Services office with a request to purchase two (2) travel trailers for citizens of Carteret County that were still recovering from Hurricane Florence. The travel trailers are being sold by FEMA, but can only be sold to a Local Government entity. The travel trailers are to be purchased by Carteret County and may be released to CLTRA with a MOU for a period of two (2) years. After the two (2) year period, Carteret County may relinquish the title to CLTRA.

CLTRA has secured the funding for the travel trailers through United Way. Per the MOU between Carteret County and CLTRA, all funds will be made available for purchase of the travel trailers, insurance for the trailers and all upkeep to the trailers by CLTRA and Carteret County will have no financial obligations for the travel trailers.

Memorandum of Understanding

Between
The County of Carteret, NC
&
Carteret Long Term Recovery Alliance

This document constitutes an agreement between The County of Carteret, an agent of the state of North Carolina serving the unincorporated portion of Carteret County and United Way of Coastal Carolina DBA Carteret Long Term Recovery Alliance (CLTRA), a Long Term Recovery Group, whose mission is to aid the citizens of Carteret County in their recovery from natural disasters.

1. Objective

The objective of this MOU is to express the willingness of both parties to work together to purchase two Moveable Living Units (MLU) to support the recovery efforts in Carteret County. Colloquially, the MLUs are travel trailers. They are not traditional mobile homes.

This memorandum reflects a unique opportunity. Nearly 20 months ago Hurricane Florence ravaged eastern North Carolina- and Carteret County in particular. Hurricane Dorian impacted the county as well. Despite the distance from these events, recovery efforts are ongoing. Much work has been done and much has been accomplished. As a result of negotiations between FEMA and the state of North Carolina, a number of MLUs have been made available for purchase by interested parties. CLTRA believes these units will significantly aid the group in their recovery efforts, providing flexibility and decent housing for those most drastically impacted by these storms.

The MLUs are being offered at a price drastically below market rate. The generous price comes with restrictions. Under the agreement reached between FEMA and the state, counties must be the direct purchasers of the MLUs. In addition, the counties must retain ownership of the units for a period of at least two years. After two years, ownership of the units can be transferred to another party. FEMA, along with the state, wants to ensure to the greatest extent possible that the units are being used in recovery efforts. This is the reason for the restrictions. So far, numerous counties have already taken advantage of this opportunity. The units are already being used across eastern North Carolina to aid in the recovery process. Their impact has been significant.

2. General Terms of the MOU

The County of Carteret agrees to purchase, with CLTRA funds, and maintain ownership of two MLUs for a period of two years. Furthermore, the County of Carteret agrees that CLTRA will be the only organization allowed to use the units to support recovery efforts. CLTRA, and not the county, will determine which survivors live in the units and the duration the survivors stay in the unit.

Additionally, the County of Carteret agrees to release the title, and therefore ownership, for both MLUs at the end of the two years. The County of Carteret and CLTRA agree that the two MLUs will remain in Carteret County and used solely for Carteret County residents.

The financial responsibility for the purchase, storage, insurance, tags and upkeep will be that of CLTRA. The agreement will resemble a reimbursement program. Carteret County will have no further financial obligation.

Furthermore, CLTRA will provide the lease agreement between CLTRA and homeowners. CLTRA agrees to only use the units for families whose homes are in the recovery process with CLTRA or their partners. CLTRA will provide the address of the MLUs to Carteret County at all times to include when occupied and stored. Additionally, CLTRA will be charged with storing the units in a safe place when not in use. CLTRA will not hold the County of Carteret responsible for any maintenance or upkeep fees involved in the use of the units.

3. Other Provisions

3.1 The two parties named in this agreement shall inform the other of any event, which could have a negative influence on or endanger the successful accomplishment of the purpose of the MLUs and the mission of CLTRA.

3.2 CLTRA shall pay the cost of any fees associated with the moving and set up of the two MLUs.

The terms and provisions in this MOU also apply to any subsequent Addendum to this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this MOU on this ___ day of ___, ___ (Date).

Name
The County of Carteret
Chairperson Carteret County Commissioners
Signature and date:

~~Name~~ Way of Coastal Carolina DBA CLTRA
Executive Director
Signature and date:

Sandra K. Phelps 4/15/2020

Sandra K. Phelps

Carteret County

Budget Amendment

Fiscal Year 2019-2020

Department: Emergency Management

Date: 5/18/2020

Justification: Appropriate pass through funding and donated equipment

Fund		Description	Account Number	Increase
General Fund	Revenues	Grant Funding	110.10.3433.323	<u>10,000</u>
	Total Increase in Revenues			<u><u>10,000</u></u>
	Expenditures	Donated Capital	110.10.4330.50000	<u>10,000</u>
	Total Increase Expenditures			<u><u>10,000</u></u>

Approval Chairman, Board of Commissioners _____

Date: _____

IV. Consent Agenda

5. Approval of Employee Medical Insurance Benefit Plan Renewal for FY20-21

Carteret County Human Resources Department

Jaime Long
Human Resources Director



Tel: (252) 728-8405
Fax: (252) 648-0267
Jaime.Long@carteretcountync.gov

DATE: 05/18/2020
TO: Carteret County Board of Commissioners
FROM: Jaime Long, Human Resources Director
RE: Employee Benefit Plan Renewal FY20 /21

Background & Summary

Historically, the CCG medical plan spending on claims has significantly exceeded the total premiums paid to BCBS. Last year, Carteret County made significant changes in order to level out the high claims spend and change the behaviors of employee claim spending. While it is apparent that our claims are below the premiums paid, unfortunately claims continue to run higher than the 80% loss ratio which would allow for a smaller increase to our renewal rate. The County engaged its contracted broker, McGriff (formerly BB&T), to aggressively negotiate with our current provider Blue Cross Blue Shield of North Carolina (BCBSNC) and were able to get the initial renewal increase of 19% down to a final 12.1%.

Recommendation

Staff recommends making no changes to our current plans, in hopes that the loss ratio will continue to decrease with the changes made last year. Under the guidance of our broker, bidding out our insurance to other vendors would have resulted in a higher annual rate increase. We request renewing our health insurance coverage with Blue Cross Blue Shield of North Carolina at a 12.1% premium rate increase. If approved, this will be effective August 1, 2020 through July 31, 2021. We also propose to offer a \$150 monthly stipend to employees who opt out of the health insurance plan due to having additional health insurance coverage. Lastly, we would recommend that employees be able to continue to have access to the defined wellness program this year through BCBS. It will include employee gift card incentives and provide us quantifiable employee health metrics.

Change in Premium Rates: \$ 3,195,232.68(current rate) / \$3,581,127.96 (renewal rate)

I will be available at your convenience to answer questions you may have regarding plan renewal.

Thank you,

Jaime Long
Human Resources Director

cc: Tommy Burns, County Manager
Dee Meshaw, Asst. County Manager/Finance Director
Rachel Hammer, Clerk to the Board

IV. Consent Agenda

6. Approval of Resolution Honoring Judge George L. Wainwright, 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
JUDGE GEORGE L. WAINWRIGHT, JR.**

WHEREAS, Judge George L. Wainwright, Jr. is an American Judge who recently retired as an Associate Justice of the North Carolina Supreme Court; and

WHEREAS, Judge Wainwright prepared for his duties and responsibilities with the Supreme Court through his diligent undergraduate studies as a Morehead Scholar earning a degree in political science from the University of North Carolina at Chapel Hill, and his law degree from Wake Forest University; and

WHEREAS, Judge Wainwright is also a veteran of the United States Coast Guard Reserve; and

WHEREAS, Judge Wainwright practiced law in Morehead City and in Beaufort, North Carolina at the firm of Wheatly, Wheatly, Nobles, & Weeks; and

WHEREAS, in 1991, Governor Jim Martin named Wainwright to a North Carolina District Court Judgeship; he became a Superior Court Judge in 1994, and was elected to the State Supreme Court in 1998; and

WHEREAS, Judge Wainwright chose not to run for re-election in 2006; and

WHEREAS, the Carteret County Board of Commissioners in cooperation with the Clerk of Superior Court, has determined that the portrait of Judge George L. Wainwright, 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 Wainwright's 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 George L. Wainwright, Jr.

ADOPTED this the 18th day of May 2020.

Bill Smith, Chairman

ATTEST

Rachel Hammer
Clerk to Commissioners

IV. Consent Agenda

7. Approval of Juvenile Crime Prevention Council ("JCPC") Grant Fund Distributions for FY20-21:
 - a. Teen Court, Community Service & Restitution: \$57,959
 - b. Structured Day Program: \$87,853
 - c. Home-Based Services (Building Bridges): \$113,493
 - d. Administration: \$7,562

April 2, 2020

Mr. Bill Smith
Chairman, Carteret County Commissioners
Courthouse Square
Beaufort, NC 28516

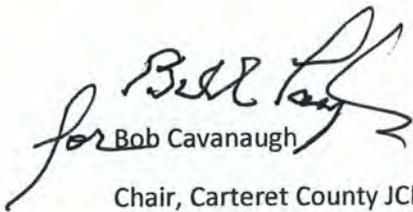
Dear Chairman Smith:

Attached is the necessary documentation to approve funding for Juvenile Crime Prevention Council's program for 2020-21. The Boys and Girls Club will continued to provide three services which are Teen Court, Community Service and Restitution and Structured Day. Easter Seals UCP provides services for our most difficult clients and their families through the Building Bridges program. It provides in-home counseling for such issues as domestic violence, substance abuse, insufficient parental supervision and behavioral problems. All services are provided 24/7.

The state will continued to provide 70% of the county's funding needs with the county providing 30% in-kind match. The Council is continuing our request of a County cash match of \$50,600 dedicated to the Building Bridges program. The state has implemented Raise the Age allowing offenders to be treated as juveniles instead of entering the adult system and acquiring an adult criminal record. The program was implemented December 1, 2019 with 2020-21 being the first year of full scale operation. Traditionally, the County has received \$168,736 for operations. This year the state will contribute \$208,110. The difference of \$39,374 represents the cost of Raise the Age in our county.

The JCPC Council appreciates your continued support for at-risk youth in our communities.

Sincerely,


for Bob Cavanaugh

Chair, Carteret County JCPC Council

Executive Summary

The Carteret County Juvenile Crime Prevention Council (JCPC), in fulfillment of the duties and responsibilities as set forth in the General Statutes of the State of North Carolina, has reviewed and updated the County Plan.

The JCPC has identified the issues and factors which have an influence and impact upon delinquent youth, at-risk youth, and their families in Carteret County. Further, the JCPC has identified the strategies and services most likely to reduce/prevent delinquent behavior.

JCPC Action Plan Progress:

The number of juveniles entering the system has continued to be relatively small; however, their needs appear greater requiring a collaborative effort among Program Coordinators, Court Counselors and treatment specialists. Each of the local programs continue to exceed program objectives with continued high performance the expectation of the local JCPC Council.

Priorities for Funding: Through a risk & needs assessment and a resource assessment, the JCPC has determined that the following services are needed to reduce/prevent delinquency Carteret County.

- 1 Restitution/Community Service
- 2 Teen Court (part time)
- 3 Vocational Skills
- 4 Juvenile Structured Day
- 5 Home Based Family Counseling
6. Substance Abuse Assessment and/or Treatment

Monitoring and Evaluation: Each program funded in the past year by the JCPC has been monitored. The monitoring results and program outcomes evaluations were considered in making funding allocation decisions. The JCPC continues to conduct implementation monitoring of its action plan and its funded programs on a quarterly basis. (Please see Attached Monitoring Reports)

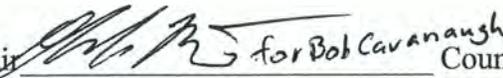
Funding Recommendations: Having published a Request for Proposals for these needed services for a minimum of thirty (30) days, the JCPC has screened the submitted proposals and has determined which proposals best meet the advertised needed services. As required by statute, the JCPC recommends allocation of the NC Department of Juvenile Justice and Delinquency Prevention (NC DJJDP) Funds to the following Programs in the amounts specified below for the upcoming fiscal year: (See JCPC Funding Allocations page) :

- 1 Teen Court, Community Service & Restitution - \$57,959
- 2 Structured Day - \$87,853

3 Home Based Services (Building Bridges) - \$113,493, including a Carteret County cash/in-kind match of \$50,600.
Please see attached program description pages)

The JCPC further recommends that the following amount be allocated from the NC DJJDP funds for the administrative costs of the Council for the upcoming fiscal year:
\$ 7,562.

Respectfully Submitted,

Chair  for Bob Cavanaugh
Bob Cavanaugh County Juvenile Crime Prevention Council

Date: _____

8. Approval of Award of Bid for DSS Flooring Replacement to Eastman's Carpets and Flooring: \$53,837.42 & Authority for the County Manager to Execute the Contract

GENERAL SERVICES

Aaron Elms
Director

Phone (252)648-7877



5231 Business Dr.
Newport, NC

MEMORANDUM

DATE: 4/30/2020
TO: Board of Commissioners
CC: Tommy Burns, County Manager
Gene Foxworth, Assistant County Manager
FROM: Aaron Elms, General Services Director
RE: Award of DSS Flooring Project

Carteret County DSS has requested replacement of flooring in the main office in Beaufort. The existing flooring has reached the end of its useful lifespan. DSS has sufficient funds in their current budget to complete this project and will seek reimbursement from the State for 50% of the total cost. The County solicited and received 3 bids for this project, the low bid was provided by Eastman's carpet at \$53,837.42. We recommend award of this project to the same.

Please let me know if you have any questions.

EASTMAN'S CARPETS and FLOORING, INC.

4044 ARENDELL STREET
MOREHEAD CITY, NC 28557
252-726-2737 FAX: 252-726-6990

pam@eastmancarpet.com

www.eastmancarpet.com

2-27-2020

DSS Hallways
Beaufort, NC

Ray Farnum
241-6913

Quote

Furnish and install Shaw Stone Master LVP in Phase I areas-----\$ 18,594.78
Furnish and install Shaw Stone Master LVP in Phase II areas-----\$ 19,550.39
Furnish and install Shaw Stone Master LVP in Phase III areas-----\$ 15,692.25

Notes: Removal/disposal of existing carpet included
Furniture moving in phase 1 rooms included
4" cove base included in all phases
New reducers in doorways are included
Work to be done nights and week-ends

Thank you,
Pam Moye

GENERAL CONDITIONS

GENERAL

- a) It is understood and agreed that by submitting a bid that the Contractor has examined these contract documents, drawings and specifications and has visited the site of the Work, and has satisfied himself relative to the Work to be performed.

MATERIALS, EQUIPMENT AND EMPLOYEES

- a) The contractor shall, unless otherwise specified, supply and pay for all labor, transportation, materials, tools, apparatus, lights, power, fuel, sanitary facilities and incidentals necessary for the completion of his work, and shall install, maintain and remove all equipment of the construction, other utensils or things, and be responsible for the safe, proper and lawful construction, maintenance and use of same, and shall construct in the best and most workmanlike manner, a complete job and everything incidental thereto, as shown on the plans, stated in the specifications, or reasonably implied there from, all in accordance with the contract documents.
- b) All materials shall be new and of quality specified, except where reclaimed material is authorized herein and approved for use. Workmanship shall at all times be of a grade accepted as the best practice of the particular trade involved, and as stipulated in written standards of recognized organizations or institutes of the respective trades except as exceeded or qualified by the specifications.
- c) No changes shall be made in the Work except upon written approval and change order by Director, Carteret County General Services.
- d) Products are generally specified by ASTM or other reference standard and/or by manufacturer's name and model number or trade name. When specified only by reference standard, the Contractor may select any product meeting this standard, by any manufacturer. When several products or manufacturers are specified as being equally acceptable, the Contractor has the option of using any product and manufacturer combination listed.
- e) However, the contractor shall be aware that the cited examples are used only to denote the quality standard of product desired and that they do not restrict bidders to a specific brand, make, manufacturer or specific name; that they are used only to set forth and convey to bidders the general style, type, character and quality of product desired; and that equivalent products will be acceptable. Substitution of materials, items or equipment of equal or equivalent design shall be submitted to the architect or engineer for approval or disapproval; such approval or disapproval shall be made by the architect or engineer prior to the opening of bids.
- f) If at any time during the construction and completion of the work covered by these contract documents, the conduct of any worker of the various crafts be adjudged a nuisance to the Owner or if any worker be considered detrimental to the work, the Contractor shall order such parties removed immediately from the site.
- g) The contractor shall designate a foreman/superintendent who shall direct the work.

CODES, PERMITS AND INSPECTIONS

- a) The Contractor shall obtain the required permits, if required, give all notices, and comply with all laws, ordinances, codes, rules and regulations bearing on the conduct of the work under this contract. If the Contractor observes that the drawings and specifications are at variance therewith, he shall promptly notify the Designer in writing. If the Contractor performs any work

knowing it to be contrary to such laws, ordinances, codes, rules and regulations, and without such notice to the Owner, he shall bear all cost arising from non-compliance with requirements.

- b) All work under this contract shall conform to the current North Carolina Building Code and other state and national codes as are applicable

SAFETY REQUIREMENTS

- a) The Contractor shall be solely responsible for the entire site and the construction of the same and provide all the necessary protections as required by laws or ordinances governing such conditions and as required by the Owner or Designer. He shall be responsible for any damage to the Owner's property or that of others on the job, by himself, his personnel or his subcontractors, and shall make good such damages. He shall be responsible for and pay for any claims against the Owner arising from such damages.
- b) The Contractor shall adhere to the rules, regulations and interpretations of the North Carolina Department of Labor relating to Occupational Safety and Health Standards for the Construction Industry (Title 29, Code of Federal Regulations, Part 1926 published in Volume 39, Number 122, Part 11, June 24, 1974 Federal Register), and revisions thereto as adopted by General Statutes of North Carolina 95-126 through 155.
- c) The Contractor shall provide all necessary safety measures for the protection of all persons on the work, including the requirements of the AGC Accident Prevention Manual in Construction as amended, and shall fully comply with all state laws or regulations and North Carolina Building Code requirements to prevent accident or injury to persons on or about the location of the work. He shall clearly mark or post signs warning of hazards existing, and shall barricade excavations and similar hazards. He shall protect against damage or injury resulting from falling materials and he shall maintain all protective devices and signs throughout the progress of the work.

TAXES

- a) Carteret County is not exempt from North Carolina State Sales and Use Taxes on labor, material and equipment to be incorporated in the Work. Said taxes shall be included in invoices submitted by Contractor. Contractor in submitting his invoices shall break out all sales taxes as a separate item and County where purchase was made.

EQUAL OPPORTUNITY

- a) The non-discrimination clause contained in Section 202 (Federal) Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex or national origin, and the implementing rules and regulations prescribed by the Secretary of Labor, are incorporated herein.
- b) The Contractors agree not to discriminate against any employees or applicant for employment because of physical or mental handicap about any position for which the employees or applicant is qualified. The Contractor agrees to take affirmative action to employ, advance in employment and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all employment practices.

INSURANCE

- (a) To the fullest extent permitted by laws and regulations, Contractor shall indemnify and hold harmless the County and its officials, agents, and employees from and against all claims, damages, losses, and expenses, direct, indirect, or consequential (including but not limited to fees and charges of engineers or architects, attorneys, and other professionals and costs related to court action or arbitration) arising out of or resulting from Contractor's performance of

this Contract or the actions of the Contractor or its officials, employees, or contractors under this Contract or under contracts entered into by the Contractor in connection with this Contract. This indemnification shall survive the termination of this Contract.

- (b) In addition, Contractor shall comply with the North Carolina Workers' Compensation Act and shall provide for the payment of workers' compensation to its employees in the manner and to the extent required by such Act. Additionally, Contractor shall maintain, at its expense, the following minimum insurance coverage:

\$1,000,000 per occurrence /\$2,000,000 aggregate-Bodily Injury Liability, and
\$100,000 --- Property Damage Liability or 1,000,000 per occurrence /\$2,000,000 aggregate-
Combined Single Limit Bodily Injury and Property Damage.

- (c) The Contractor upon execution of this Contract shall furnish to the County a Certificate of Insurance reflecting the minimum limits stated above. The Certificate shall provide for thirty-(30) days advance written notice in the event of a decrease, termination or cancellation of coverage. Providing and maintaining adequate insurance coverage is a material obligation of the Contractor. All such insurance shall meet all laws of the State of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. The Contractor shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing North Carolina laws or this Contract. The limits of coverage under each insurance policy maintained by the Contractor shall not be interpreted as limiting the Contractor's liability and obligations under the Contract.

INVOICE FOR PAYMENT

- a) Payment will be made in one lump sum within thirty (30) consecutive days after acceptance of the work and the submission both of notarized contractor's affidavit and four copies of invoices, which are to include the contract, account and job order numbers.
- b) Each invoice shall note the amount of Sales Tax paid by the Contractor, contain release of lien from subcontractors and vendors for prior invoices paid, and contain a notarized contractor's affidavit.
- c) The contractor's affidavit shall state, "This is to certify that all costs of materials, equipment, labor, and all else entering into the accomplishment of this contract, including payrolls, have been paid in full."
- d) Executed contract documents, insurance certifications and, upon completion and acceptance of the work, invoices and other information requested are to be sent to:

Ray Farnum
Project Manager
Carteret County Government
5231 Business Drive, Newport, NC 28570
252-241-6913

- e) It is imperative that contract documents, invoices, etc., be sent only to the above address in order to assure proper and timely delivery and handling.

CLEANING UP

- a) The Contractor shall keep the sites and surrounding area reasonably free from rubbish at all times and shall remove debris from the site from time to time or when directed to do so by the Owner. Before final inspection and acceptance of the project, the Contractor shall thoroughly clean the sites, and completely prepare the project and site for use by the Owner.

GUARANTEE

- a) The contractor shall unconditionally guarantee materials and workmanship against patent defects arising from faulty materials, faulty workmanship or negligence for a period of twelve (12) months following the final acceptance of the work and shall replace such defective materials or workmanship without cost to the owner.
- b) Where items of equipment or material carry a manufacturer's warranty for any period in excess of twelve (12) months, then the manufacturer's warranty shall apply for that particular piece of equipment or material. The contractor shall replace such defective equipment or materials, without cost to the owner, within the manufacturer's warranty period.
- c) Additionally, the owner may bring an action for latent defects caused by the negligence of the contractor, which is hidden or not readily apparent to the owner at the time of beneficial occupancy or final acceptance, whichever occurred first, in accordance with applicable law.

CONTRACTOR-SUBCONTRACTOR RELATIONSHIPS

The Contractor agrees that the terms of these contract documents shall apply equally to a subcontractor as to the Contractor, and that the subcontractor is bound by those terms as an employee of the Contractor.

SUPPLEMENTARY GENERAL CONDITIONS

TIME OF COMPLETION

The Contractor shall commence work to be under this Contract on a date to be specified in written order from the County and or shall fully complete all work **hereunder by June 3, 2020** as will be stated in the Notice to Proceed for this contract.

If the Contractor is delayed at any time in the progress of his work by any act or negligence of the Owner, his employees or his separate contractor, by changes ordered in the work; by abnormal weather conditions; by any causes beyond the Contractor's control or by other causes deemed justifiable by Owner, then the contract time may be reasonably extended in a written order from the Owner upon written request from the contractor within ten days following the cause for delay.

UTILITIES

Temporary utilities services are furnished at contractor's expense unless otherwise noted. (i.e.; power, water, sewer, steam, telephones, portable toilets, trash containers, etc.)

No temporary services required.

INSTRUCTIONS FOR WORKING ON COUNTY PROPERTY

- a) Parking & Traffic - Construction that will block facility traffic flow/close street requires one week written notice to the Public Building Manager.
- b) Decorum - It is illegal for any person to have firearms, alcoholic beverages, drugs (except those prescribed by a physician) on County property. Violators will be reported to local law enforcement.
- c) Behavior - Indecent language, harassing "cat" calls or whistles, etc., will not be tolerated. Violators will be removed from county property immediately; questions will be asked later. Proper dress is required, long pants and shirts will be worn at all times. Loud music is not permitted.
- d) Use of Building - Contractor personnel are not permitted to use Buildings/Facilities for restrooms, eating, or leisure activity. Unless prior approval is granted by County Representative.
- e) Locate for Utilities - When digging or trenching on or adjacent to County property, a 48-hour notice is required to locate existing underground utilities. Contractor must contact the Public Works Department (252-648-7878) as well as the NC One Call Center (1-800-632-4949) for public utilities.
- f) Disruption of Utilities - When any underground utilities or unusual conditions are damaged or encountered, contact the Public Works Department (252-648-7878) immediately. The Public Works Department will investigate and advise as needed. Contractor must have personnel available to effect immediate repair. If damage occurred due to failure of the County to properly locate utilities, the contractor will be reimbursed.
- g) Planned Outages - Outages needed to allow contractor to complete or perform work, must be scheduled with the Public Buildings Department (252-648-7877). One week written notice is required for all outages.
- h) Access to Buildings - Access to perform work in a building after normal working hours (8:00 a.m. to 5:00 p.m. Monday - Friday) must be coordinated through the Public Buildings Department with 24 hours in advance. Exterior work performed after normal working hours should also be reported to the Public Works Department 24 hours in advance.

ALTERNATE BIDS (ADD OR DEDUCT)

N/A

MINORITY BUSINESS PARTICIPATION

- a) It is the intent of the County to encourage Contractors in making every effort to utilize Minority Business Enterprises for subcontracted work. The County has established efforts to record participation of such Enterprises by the attached "Appendix E – MBE DOCUMENTATION FOR CONTRACT PAYMENTS". The Contractor shall include the attached Appendix E with each pay application.
- b) Bidders can use the Office for Historically Underutilized Business website <http://www.doa.state.nc.us/doa/hub/> to locate HUB contractors.
- c) Nothing in these guidelines shall be construed to require contractors or awarding authorities to award contracts or subcontracts to or to make purchases of materials or equipment from minority-business contractors or minority-business subcontractors who do not submit the lowest responsible, responsive bid or bids.

E-VERIFY EMPLOYER COMPLIANCE

The contractor represents and covenants that the contractor and its subcontractors comply with the requirement of Article 2 of Chapter 64 of the North Carolina General Statutes (NCGS). In this E-Verify Compliance section, "contractor" "its subcontractors" and "comply" shall have the meanings intended by NCGS 153A-499 (b). The County is relying on this section in entering into this contract. The parties agree to this section only to the extent authorized by law. If this section is held to be unenforceable or invalid in whole or in part, it shall be deemed amended to the extent necessary to make this contract comply with NCGS 153A-499 (b).

SUPERINTENDENT

The Contractor shall employ a competent superintendent who shall represent the Contractor and have the authority to make field decisions necessary for performing the work. Competency must be demonstrated by performing high quality construction work on time according to Contractor's approved schedule. County reserves the right to require replacement of the superintendent by Contractor without explanation from the County.

INDEMNIFICATION

The Contractor will indemnify and hold the County harmless from any and all liability, expense, judgment, suit, or cause of action for personal injury, death, or direct damage to tangible property which may accrue against the County to the extent it is caused by the negligence of Contractor, or its Sub-Contractors, or their employees or agents, while performing duties under this Agreement, provided that the County gives the Contractor prompt, written notice of any such claim or suit.

PERFORMANCE AND PAYMENT BONDS

A Performance Bond is not required.

A Payment Bond is not required.

PRE-CONSTRUCTION CONFERENCE

The owner requires a pre-construction conference to review project with contractor. Date will be set after award of contract.

PROJECT SCHEDULE

The owner may requires a project schedule to show dates for planned work phases and completion date.

SUMMARY OF PAPERWORK

Prior to Award

- 1 – Submit Certificate of Insurance for liability and Worker's Compensation.
- 2 – Submit Iran Divestment Act Certification.

After Award

- 1 – Submit Project Schedule
- 2 – Submit completed Sales Tax Summary and Detail forms, state "None" if applicable.

Final Payment

- 1 – Submit invoice only after work is complete.
- 2 – Submit completed Sales Tax Summary and Detail forms, state "None" if applicable.
- 3 – Submit Contractor's Warranty Letter, state date of acceptance agreed with owner.
- 3 – Submit Contractor's Affidavit Letter.

PROPOSAL AND CONTRACT

Carteret County Department of Social Services LVP

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

\$53,837.42

Contractor: **Eastman's Carpets and Flooring, INC.**

Federal ID#: _____

By: _____

Witness: _____

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

Address: _____

Attest: *(corporation)*

Email Address: _____

(Corporate Seal)

By: _____ License #: _____

Title: _____
(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

Bill Smith, Chairman

(Seal)

Eastman's Carpets and Flooring, INC.

Authorized Representative

(Seal)

Printed Name

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

**NORTH CAROLINA
COUNTY OF CARTERET GOVERNMENT**

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 _____, 2019

Notary Public

My Commission expires: _____

9. Advancement of Capital Funds to the Carteret County Public School System:
\$529,558 & Approval of Corresponding Budget Amendment

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: Additional School Capital Request

DATE: May 18, 2020

I received the attached email project budget from Interim Superintendent Richard Paylor. The Carteret County Board of Education is requesting to move forward on some additional capital projects while the schools are closed for the school year. I am in agreeance with this request and would ask you to approve the projects under the condition that the budget amounts be reduced form the upcoming capital budget requests from the schools for next fiscal year. The related budget amendment will also need to be approved.

From: Richard Paylor <richard.paylor@carteretk12.org>
Sent: Wednesday, May 6, 2020 11:26 AM
To: Tommy Burns <Tommy.Burns@carteretcountync.gov>; Commissioner Comer <robin.comer@carteretcountync.gov>; Commissioner Smith <wsmith@carteretcountync.gov>
Cc: John McLean <john.mclean@carteretk12.org>; Tabbie Nance <tabbie.nance@carteretk12.org>
Subject: Capital Projects

Gentlemen,

We really appreciate the advancement of Capital funds you gave us in April so that we could get started on those projects. All of them are under way and many are either complete, or almost complete. I am writing today to see if you would consider another advancement since the Governor shut our buildings down for the remainder of the year. We could get started on the remaining painting and flooring projects and complete them before students returned in August. Below are the projects we are considering:

PAINTING:

Morehead Middle-----\$199,370
Beaufort Middle-----\$147,688

FLOORING:

Morehead City Primary Dining-----\$35,000
Atlantic Elementary Kitchen-----\$21,000
White Oak Elementary Bathroom---\$6,500
Newport Middle 600 Hallway-----\$120,000

TOTAL: \$529,558

Again, thank you for your continued support. We value the relationship we have with you all. Please feel free to call me with any questions or concerns.

Richie

--

Regards,

Richard Paylor
Interim Superintendent
Assistant Superintendent of Strategic Improvement



Carteret County

Budget Amendment

Fiscal Year 2019-2020

Department: School Capital Fund

Date: 05/18/20

Justification: To transfer and appropriate funds for School capital project improvements

Fund		Description	Account Number	Increase
General Fund	Revenues	Appropriated Fund Balance	110.00.3990.990	<u>529,558</u>
		Total Increase in Revenues		<u><u>529,558</u></u>
	Expenditures	Transfer School Capital Fund	110.98.9800.90005	<u>529,558</u>
		Total Increase in Expenditures		<u><u>529,558</u></u>
School Capital Fund	Revenues	Transfer from General Fund	421.98.3980.900	529,558
		Total Increase in Revenues		<u><u>529,558</u></u>
	Expenses	Category I	421.70.8168.85200	<u>529,558</u>
		Total Increase in Expenditures		<u><u>529,558</u></u>

Chairman Board of Commissioners _____

Date: 05/18/20 _____

**CARTERET COUNTY
Board of Commissioners**

Meeting Date:

18-May-20

Presenter:



Agenda Item
V.

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

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 _____

**CARTERET COUNTY
Board of Commissioners**

Meeting Date:

18-May-20



Agenda Item
VI.

Presenter:

Chairman Smith

ITEM TO BE CONSIDERED

Title: Presentation of Resolution Honoring Judge George L. Wainwright, Jr.

Brief Summary:

Chairman Smith will read a Resolution honoring Judge George L. Wainwright, 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 _____
- 4 _____
- 5 _____

Staff Contact:

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
JUDGE GEORGE L. WAINWRIGHT, JR.**

WHEREAS, Judge George L. Wainwright, Jr. is an American Judge who recently retired as an Associate Justice of the North Carolina Supreme Court; and

WHEREAS, Judge Wainwright prepared for his duties and responsibilities with the Supreme Court through his diligent undergraduate studies as a Morehead Scholar earning a degree in political science from the University of North Carolina at Chapel Hill, and his law degree from Wake Forest University; and

WHEREAS, Judge Wainwright is also a veteran of the United States Coast Guard Reserve; and

WHEREAS, Judge Wainwright practiced law in Morehead City and in Beaufort, North Carolina at the firm of Wheatly, Wheatly, Nobles, & Weeks; and

WHEREAS, in 1991, Governor Jim Martin named Wainwright to a North Carolina District Court Judgeship; he became a Superior Court Judge in 1994, and was elected to the State Supreme Court in 1998; and

WHEREAS, Judge Wainwright chose not to run for re-election in 2006; and

WHEREAS, the Carteret County Board of Commissioners in cooperation with the Clerk of Superior Court, has determined that the portrait of Judge George L. Wainwright, 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 Wainwright's 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 George L. Wainwright, Jr.

ADOPTED this the 18th day of May 2020.

Bill Smith, Chairman

ATTEST

Rachel Hammer
Clerk to Commissioners

**CARTERET COUNTY
Board of Commissioners**

Meeting Date:
5/18/2020

Presenter:
Eugene Foxworth



Regular Item
VII.

ITEM TO BE CONSIDERED

Title:
Proposed text amendment to the Carteret County Manufactured Home, Manufactured Home Park, and Recreational Vehicle Park Ordinance, Article 6 Section 1.4.

Brief Summary:
The proposed text amendment would extend the approval of the preliminary recreational vehicle park plan from 12 months to 24 months and would allow the Planning Director or designee to grant a one-time one-year administrative preliminary plan extension. Any subsequent extension requests may be granted by the Planning Commission.

The Planning Commission heard this proposed text amendment at the March 9, 2020 meeting and voted unanimously to recommend approval of this proposed text amendment.

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 Resolution to amend Article 6 Section 1.4 of the Carteret County Manufactured Home, Manufactured Home Park, and Recreational Vehicle Park Ordinance

BACKGROUND

Originating Department
Planning and Development

Staff Contact:
Eugene Foxworth

- Attachments:**
- 1 Staff memo
 - 2 Proposed Text Amendment
 - 3 Resolution
 - 4 Excerpt from Planning Commission minutes
 - 5 Public hearing notice

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

MEMORANDUM

DATE: March 27, 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 6 Section 1.4.

Specifically, this text amendment would extend the approval of the preliminary recreational vehicle park plan from 12 months to 24 months and would allow the Planning Director or designee to grant a one-time one-year administrative preliminary plan extension. Any subsequent extension requests may be granted by the Planning Commission.

The Planning Commission heard this item at their March 9, 2020 meeting. The vote was unanimous to recommend approval of this text amendment. I am happy to answer any questions you may have.

~~TEXT~~ = To be Removed **TEXT** = To be Added

ARTICLE VI. APPROVAL AND PERMIT PROCEDURES FOR MANUFACTURED HOME/RECREATIONAL VEHICLE PARKS

1.4. The Planning Commission shall review the preliminary plan to insure that it complies with the requirements of this ordinance. Upon approval of said plan by the Planning Commission, the owner/developer may seek a building permit to construct and/or alter the MH/RV Park, as specified in the preliminary plan. All construction must conform to the preliminary plan and the requirements of this ordinance.

Approval of the preliminary plan shall become null and void after ~~12~~ **24** months if the park has not received the certificate of occupancy, or unless a request for extension has been granted ~~by the Planning Commission~~. After the initial 24-month preliminary plan approval, the Planning Director or designee may grant a one-time one-year administrative preliminary plan extension. Any subsequent extensions may be granted by the Planning Commission.

~~TEXT~~ = To be Removed **TEXT** = .To be Added

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
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 6 Section 1.4.

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 modifies the provisions of Article 6 Section 1.4 in the Manufactured Home and Recreational Vehicle Park Ordinance

ADOPTED, this the 18th day of May, 2020.

ATTEST:

Bill Smith, Chairman
Carteret County Board of Commissioners

Rachel Hammer
Clerk to the Board

Excerpt from Planning Commission 03-09-20 Meeting

- 1. Text Amendment:** A proposed text amendment to the Carteret County Manufactured Home and Recreational Vehicle Park Ordinance, Article 6 Section 1.4.

Mr. Brogden presented the request.

Specifically, a text amendment to extend the validity preliminary park plan approvals from 12 months to 24 months and an amendment to allow the Planning Department to grant preliminary park plan approval extensions instead of the Planning Commission.

~~TEXT~~ = To be Removed **TEXT** = To be Added

ARTICLE VI. APPROVAL AND PERMIT PROCEDURES FOR MANUFACTURED HOME/RECREATIONAL VEHICLE PARKS

1.4. The Planning Commission shall review the preliminary plan to insure that it complies with the requirements of this ordinance. Upon approval of said plan by the Planning Commission, the owner/developer may seek a building permit to construct and/or alter the MH/RV Park, as specified in the preliminary plan. All construction must conform to the preliminary plan and the requirements of this ordinance.

Approval of the preliminary plan shall become null and void after ~~12~~ **24** months if the park has not received the certificate of occupancy, or unless a request for extension has been granted by the ~~Planning Commission~~ **Planning Director or designee.**

~~TEXT~~ = To be Removed **TEXT** = To be Added

Chairman Graham, are there any questions for staff

Commissioner Heath, I am assuming the reason we are doing this is because you feel we are not adding anything to the process to bring it to the commission.

Mr. Foxworth explained, because most developers are not completing these projects in 12 months and in an effort to better serve our citizens and developers, the two year approval makes more sense. This is a way to streamline the process for those with vested interest in the projects. The second part of the equation is do you allow that to be an in-house approval or not, that should be the real point of

deliberation. After two years, should it be brought back to the commission or should there be an in-house/administrative approval for a 12 month extension.

Commissioner Eckholdt commented the board should focus on new development opportunities rather than approving multiple extensions on the same project. The residential development in Stella has come before the board three times and has been approved for extension every time. These developers could hit a snag in their initial 12-18 month plan and instead of an extension request coming back before the board for approval, give the Planning Department authority to approve one 12 month extension.

Commissioner Heath, I do not disagree, in the time I have been serving on the board there have been very few extensions ever questioned, but what would be the circumstance where we would not grant the extension.

Mr. Foxworth, if there are major change in regulations, the people have had 2 years and not completed anything or even started the process or vested interest is questionable and they are still asking for more time, we really need to look hard at that extension. In most cases, people are working to complete these projects but just need a little more time.

Commissioner Eckholdt, what happens if we deny the extension

Commissioner Myers, it would go to the county commissioners

Mr. Foxworth, no actually the extension stops with planning commission

Commissioner Heath, I think Scott had a good proposal and I would add this, if something is brought to us at the 3 year mark I would wish for staff to bring clarification to the board showing us what has and has not been completed and why.

Mr. Foxworth, it would be my desire to get the developer in here and ask why he has not done anything.

Commissioner Heath, we need an answer to that question if we get to the three-year mark and are asked to consider another extension.

Mr. Foxworth, I agree

Commissioner Eckholdt, made a motion to modify the text amendment to add that the Planning Department have the capability to approve one additional 12 month extension beyond the first 24 months and made the motion to approve it.

Commissioner Heath seconded the motion. Motion was carried by unanimous vote.

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 May 18, 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 6 Section 1.4. Specifically, this text amendment would extend the approval of the preliminary recreational vehicle park plan from 12 months to 24 months and would allow the Planning Director or designee to grant a one-time one-year administrative preliminary plan extension. Any subsequent extension requests may be granted by the Planning Commission

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, May 6, 2020
Wednesday, May 13, 2020

CARTERET COUNTY
Board of Commissioners



Regular Item VIII.

Meeting Date:
18-May-20

Presenter:
Eugene Foxworth

ITEM TO BE CONSIDERED

Title:
 Public hearing to consider a request to rezone twenty-five (25) properties totaling 13.63 acres along Gales Shore Circle in Newport, NC 28570 from R-20 (Single-Family Residential District) to R-15 (Single-Family Residential District).

Brief Summary:
 On behalf of 35th Street Professional Center, LLC, LocGov Navigators, LLC is requesting to rezone twenty-five (25) properties totaling 13.63 acres along Gales Shore Circle in Newport, NC 28570 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 and undeveloped properties to the north and west, residential properties and Bogue Sound to the south and Camp Albemarle to the east.
 The subject properties are bordered by R-20 zoning to the north, south and west, B-1, B-1A and R-20 zoning to the east. There is also R-15 and R-15M zoning further to the west across Gales Creek.
 The subject property is situated within the Limited Transition CAMA Land Use Plan classification.
 Thirty surrounding property owners have been notified and the properties has been posted. To date, staff has received three letters of no objection, and seven letters of objection.
 At their meeting on April 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 # REZ20-000004 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 twenty-five (25) properties totaling 13.63 acres along Gales Shore Circle in Newport, NC from R-20 to R-15.
4. Motion to approve/deny the Statement of Plan Consistency.

BACKGROUND

<p>Originating Department <u>Planning and Development</u></p>	<p>Attachments:</p> <ol style="list-style-type: none"> 1 <u>Staff Memo</u> 2 <u>Application and Maps</u> 3 <u>Statement of Plan Consistency</u> 4 <u>Excerpt from Planning Commission minutes</u> 5 <u>Public Hearing Notice</u>
<p>Staff Contact: <u>Eugene Foxworth</u></p>	

REVIEWED BY

<p>County Manager _____</p> <p>Clerk to the Board _____</p>	<p>County Attorney _____</p> <p>ACM/Finance Director _____</p>
---	--

PLANNING AND DEVELOPMENT

Eugene Foxworth
Director



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

MEMORANDUM

DATE: May 18, 2020

TO: Carteret County Board of Commissioners

CC: Tommy Burns, County Manager

FROM: Eugene Foxworth, Assistant County Manager

RE: Request to rezone twenty-five (25) properties totaling 13.63 acres along Gales Shore Circle in Newport, NC 28570 from R-20 (Single-Family Residential District) to R-15 (Single-Family Residential District).

- On behalf of 35th Street Professional Center, LLC, LocGov Navigators, LLC is requesting to rezone twenty-five (25) properties totaling 13.63 acres along Gales Shore Circle in Newport, NC 28570 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 and undeveloped properties to the north and west, residential properties and Bogue Sound to the south and Camp Albemarle to the east.
- The subject properties are bordered by R-20 zoning to the north, south and west, B-1, B-1A and R-20 zoning to the east. There is also R-15 and R-15M zoning further to the west across Gales Creek.
- 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 April 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 # REZ20-000004 is consistent with the goals, objectives and policies of the CAMA Land Use Plan."
- Thirty surrounding property owners have been notified and the properties has been posted. To date, staff has received three letters of no objection, and seven letters of objection.



REZONING APPLICATION

Applicant: LocGov Navigators, LLC
 Address: PO Box 1154
Morehead City, NC 28557
 Telephone: 252-241-9847
 E-mail: Lindastaab@gmail.com

Owner (If not Applicant): 35th Street Professional Center, LLC
 Address: _____
3800 Arendell St, Morehead City, NC
 Telephone: 252-342-5740
 E-mail: Michael@ec-ps.com
 Signature: *[Handwritten Signature]*
 Date: February 27, 2020

Property address/ location: Corner of Gales Shore Circle and Highway 24

PIN: See below Current Zoning: R20 Proposed Zoning: R15

Please explain why the rezoning that you are requesting is warranted: _____

Reconfigure lot lines

PIN#: 6336-0312-5425 6336-0312-3379 6336-0312-9473 6336-0311-9974
6336-0312-7801 6336-0312-4366 6336-0322-0881
6336-0312-7799 6336-0312-5352 6336-0322-1799
6336-0312-9401 6336-0312-6239 6336-0322-0115
6336-0312-6655 6336-0312-8002 6336-0322-0502
6336-0312-6526 6336-0312-9108 6336-0322-0621
6336-0312-5496 6336-0312-7281 6336-0311-7960
6336-0312-2473 6336-0312-9343 6336-0311-8999

For Staff Use Only:

Application Number: RE220-000004 Amt. Rec'd: \$350.00 Received by: EB Date: 02/28/2020

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

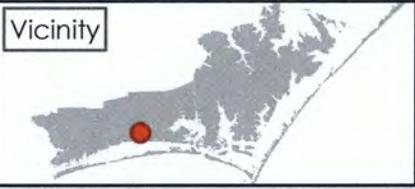
**35th Street Professional
Center, LLC**
Rezoning Request

R-20 to R-15

**25 Properties Along Gales Shore
Circle in Newport, NC 28570**

PIN Numbers:

- 633603221799000, 633603220881000,
- 633603220621000, 633603220502000,
- 633603220115000, 633603129473000,
- 633603129401000, 633603129343000,
- 633603129108000, 633603128002000,
- 633603127801000, 633603127799000,
- 633603127281000, 633603126655000,
- 633603126526000, 633603126239000,
- 633603125496000, 633603125425000,
- 633603125352000, 633603124366000,
- 633603123379000, 633603122473000,
- 633603119974000, 633603118999000,
- 633603117960000



 Subject Properties

Prepared By:
Carteret County Planning & Development



35th Street Professional Center, LLC

Rezoning Request

R-20 to R-15

25 Properties Along Gales Shore Circle in Newport, NC 28570

PIN Numbers:

633603221799000, 633603220881000,
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633603123379000, 633603122473000,
633603119974000, 633603118999000,
633603117960000

Vicinity



Carteret County Zoning Districts

- B1
- B1A
- R15
- R15M
- R20

Subject Properties

Prepared By:
Carteret County Planning & Development



35th Street Professional Center, LLC

Rezoning Request

R-20 to R-15

25 Properties Along Gales Shore Circle in Newport, NC 28570

PIN Numbers:

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Vicinity

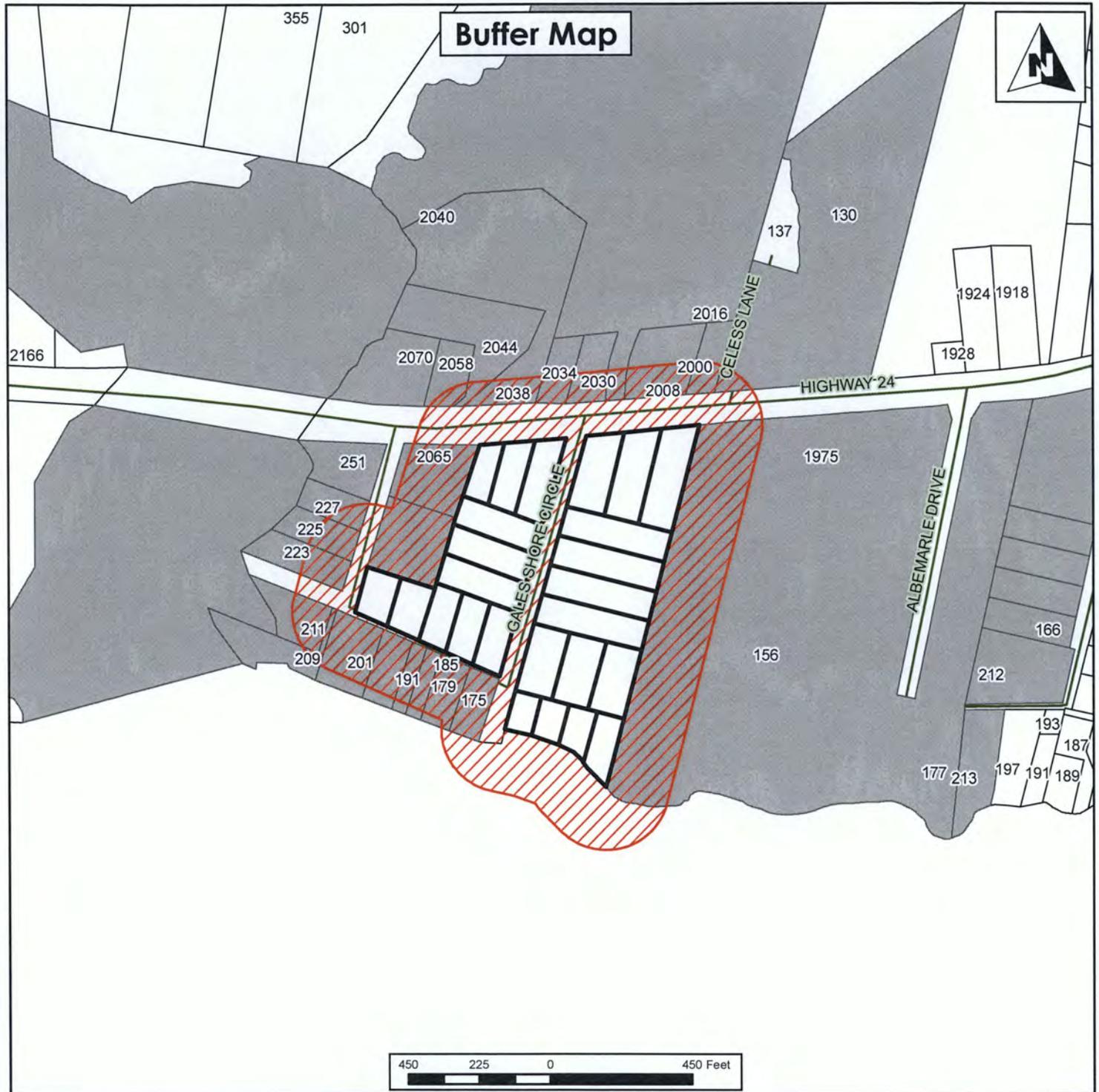


Surrounding Property Owners

Please see the attached property owner list.

 Subject Properties

Prepared By:
Carteret County Planning & Development



35th Street Professional Center, LLC

Rezoning Request

R-20 to R-15

25 Properties Along Gales Shore Circle in Newport, NC 28570

PIN Numbers:

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Vicinity



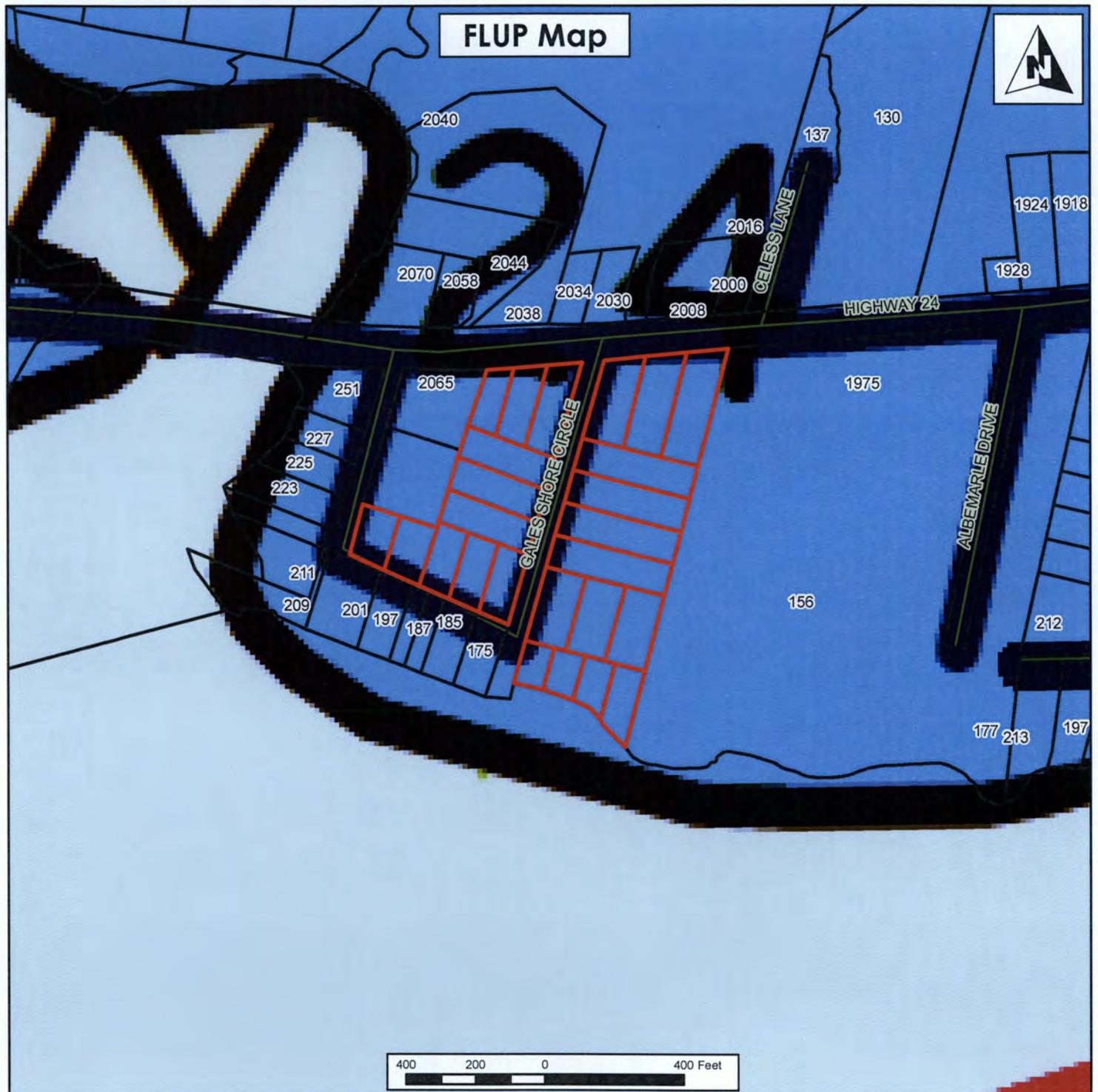
Future Land Use Classifications

- Developed
- Limited Transition
- Community
- Rural
- Rural With Services
- Protected Lands
- Conservation

Subject Properties

Prepared By:

Carteret County Planning & Development



Surrounding Property Owner List

- | | |
|-------------------------------------|------------------------|
| 1. BARTS, WILLIAM LINSTER JR ETAL | 130 CELESS LANE |
| 2. PIONEER HERITAGE FAMILY LLC | 2040 HIGHWAY 24 |
| 3. PIONEER HERITAGE FAMILY LLC | 2000 HIGHWAY 24 |
| 4. PIONEER HERITAGE FAMILY LLC | 2008 HIGHWAY 24 |
| 5. PIONEER HERITAGE FAMILY LLC | 2030 HIGHWAY 24 |
| 6. PIONEER HERITAGE FAMILY LLC | 2034 HIGHWAY 24 |
| 7. CAMP ALBEMARLE | 156 ALBEMARLE DRIVE |
| 8. HARDISON, KIMBERLY ET VIR GERALD | 2065 HIGHWAY 24 |
| 9. HARPER ENTERPRISES LLC | 251 GALES SHORE CIRCLE |
| 10. HOUSE, FAYE LUCAS | 227 GALES SHORE CIRCLE |
| 11. GARNER CEMETERY | PIN#: 633603123505000 |
| 12. TYSOR, GREG ETUX SUSAN | 225 GALES SHORE CIRCLE |
| 13. JOHNSTON, CARL A JR ETUX DEBORA | 223 GALES SHORE CIRCLE |
| 14. WILLIAMS, ROBERT A JR ETUX CATH | 211 GALES SHORE CIRCLE |
| 15. CHARLES M HILL FAM LIM PTNSP | 201 GALES SHORE CIRCLE |
| 16. WILLIAMS, ROBERT A JR ETUX CATH | 209 GALES SHORE CIRCLE |
| 17. BRADSHAW, JULIE B | 197 GALES SHORE CIRCLE |
| 18. MITCHELL, ROMA G | 191 GALES SHORE CIRCLE |
| 19. HILL, JERRY R SR | 187 GALES SHORE CIRCLE |
| 20. SLEDGE, JOHN K ETUX JENNIFER | 179 GALES SHORE CIRCLE |
| 21. HENDERSON, WILLIAM J ETUX BETH | 175 GALES SHORE CIRCLE |
| 22. BROWN, KAYLA WEST ET VIR DUANE | 2070 HIGHWAY 24 |
| 23. PIONEER HERITAGE FAMILY LLC | 2058 HIGHWAY 24 |
| 24. PETERS, DAVID S ETUX JUDITH F | 2040 HIGHWAY 24 |
| 25. PETERS, DAVID S ETUX JUDITH F | 2016 HIGHWAY 24 |
| 26. WADDELL, DON G ETAL JANE T TRUS | 213 HIBBS RD EXTENSION |
| 27. LIVINGSTON, DAVID MEARES | 166 HIBBS RD EXTENSION |
| 28. WADDELL, DON GRANVILLE | PIN#: 633603322373000 |
| 29. WADDELL, DON G ETAL JANE T TRUS | PIN#: 633603323581000 |
| 30. WADDELL, DON G ETAL JANE T TRUS | PIN#: 633603324601000 |

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: LocGov Navigators, LLC
Owner: 35th Street Professional Center, LLC
Address: 25 Properties along Gales Shore Circle
Tax Map and Parcel(s):
633603221799000, 633603220881000, 633603220621000, 633603220502000, 633603220115000,
633603129473000, 633603129401000, 633603129343000, 633603129108000, 633603128002000,
633603127801000, 633603127799000, 633603127281000, 633603126655000, 633603126526000,
633603126239000, 633603125496000, 633603125425000, 633603125352000, 633603124366000,
633603123379000, 633603122473000, 633603119974000, 633603118999000, & 633603117960000
Parcel Size: 13.63 Acres Total

REQUEST:

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

STATEMENT OF CONSISTENCY:

At their meeting on May 18, 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 REZ20-000004 **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

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: LocGov Navigators, LLC
Owner: 35th Street Professional Center, LLC
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633603123379000, 633603122473000, 633603119974000, 633603118999000, & 633603117960000

Parcel Size: 13.63 Acres Total

REQUEST:

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

STATEMENT OF CONSISTENCY & RECOMMENDATION:

At their meeting on April 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 REZ20-000004 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.

Excerpt from Planning Commission 04-13-20 Meeting

- 1. Rezoning Request:** On behalf of 35th Street Professional Center, LLC, LocGov Navigators, LLC is requesting to rezone twenty-five (25) properties totaling 13.63 acres along Gales Shore Circle in Newport, NC 28570 from R-20 (Single-Family Residential District) to R-15 (Single-Family Residential District).

Mr. Brogden presented the request.

Background:

On behalf of 35th Street Professional Center, LLC, LocGov Navigators, LLC is requesting to rezone twenty-five (25) properties totaling 13.63 acres along Gales Shore Circle in Newport, NC 28570 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 and undeveloped properties to the north and west, residential properties and Bogue Sound to the south and Camp Albemarle to the east.

The subject properties are bordered by R-20 zoning to the north, south and west, B-1, B-1A and R-20 zoning to the east. There is also R-15 and R-15M zoning further to the west across Gales Creek.

The subject properties are 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.

Thirty surrounding property owners have been notified and the properties has been posted. To date, staff has received three letters of no objection and seven letters of objection.

The letters of objection read as follows:

Carl A Johnston – 223 Gales Shore Circle

"There are ongoing survey disputes that need to be resolved and there has been no communication to residents as to why the subdivision needs rezoning."

Robert and Catherine Williams – 211 & 209 Gales Shore Circle

"There are disputed and unresolved issues caused by this group already that need to be resolved before any further action is taken. In this time of national emergency, no meetings should be held."

Paul and Susan Taylor – 225 Gales Shore Circle

"It is unclear where property lines lie; it has not been discussed with us. i.e road frontage, water run-off, and number of lots."

Roma Mitchell – 191 Gales Shore Circle

"No clear cut property lines from several surveys."

Faye House – 227 Gales Shore Circle

"My concern is the amount of traffic affiliated with R-15 single family homes. The entrance and path will only accommodate one vehicle at a time. I have personally spent thousands of dollars in the path."

Janet Hill - 201 Gales Shore Circle

"I am the general partner in Charles M. Hill Family Ltd Partnership, which owns 201 Gales Shore Circle. The properties for which rezoning is being requested are currently subdivided into 25 lots and the rezoning request would allow the lots be reduced in size and increased in number. We are concerned about the increase in traffic that would result by increased density. The intersection with Highway 24 is on a blind hill, which can make turning in and exiting difficult, especially without a deceleration lane. Gales Shore Circle is a private lane, which should be limited to 25 total driveways. This number will be exceeded if all lots are developed, and if the number of lots are increased would improperly increase the number of driveways on Gales Shore Circle. We are also concerned about adding 25 or more septic tanks in this area so close to Bogue Sound, as well as increased storm water run-off, if these lots are developed, especially if the density is increased. Since the owners have not submitted a plan on how they intend to reconfigure the lots, it is difficult to know exactly what the result would be if the lots are rezoned to R-15."

Mr. Brogden also read a letter submitted by 35th Street Professional Center, LLC. It reads as follows:

35th Street Professional Center, LLC does NOT have any plans to increase the number of lots.

They do plan to reconfigure lots to: Eliminate additional curb cuts on Highway 24 and increase the size of the waterfront lots along Bogue Sound, while preserving the existing lot width of 89 feet. They have worked with the Coastal Federation to create a living waterfront to preserve the shoreline to try to stabilize the shoreline without hardening it. The boundary line disputes are being resolved.

35th Street Professional Center, LLC has worked with the affected property owners, the majority of which have entered into contract to purchase lots 9-13 (Tax PINs: 633603122473000, 633603123379000, 633603124366000, 633603125352000, 633603126239000).

This results in the need for these lots to be reduced in size.

Mr. Brogden said that's all the comments we have at this point, staff is happy to answer any questions.

Chairman Graham asked if there were any questions for staff.

Commissioner Heath asked for clarification where the access is to some of the lots.

Mr. Brogden stated these lots are from an original sub-division plan that dates back to about 1940, when sub-division regulations were not in place yet.

Commissioner Heath asked if they will be coming back with plan later and are they going to be putting additional side roads in off Gail Shore Circle.

Mr. Brogden stated they have not provided any type of plan regarding access roads.

Commissioner Heath added the width of Gail Shore Circle seems to be an issue and should be considered while reviewing any development plan.

Commissioner Bruce Rogers asked if they go to reorganize these lots, would they have to bring them up to certain sub-division standards to allow EMS and other emergency vehicles access.

Mr. Brogden replied by saying they would be required to widen the roads.

Commissioner William Rogers commented, at this point they are just requesting a change in zoning which will allow the size of the lots to change, but they have multiple steps ahead before it is complete, giving us adequate time to review and obtain clarification about any questions.

Mr. Brogden said yes sir.

Commissioner William Rogers made a motion to approve the request.

Commissioner Bruce Rogers seconded the motion, followed by a unanimous vote from the committee.

Chairman Graham, we do have to do a 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: LocGov Navigators, LLC
Owner: 35th Street Professional Center, LLC
Address: 25 Properties along Gales Shore Circle

Tax Map and Parcel(s):

633603221799000, 633603220881000, 633603220621000, 633603220502000, 633603220115000,
633603129473000, 633603129401000, 633603129343000, 633603129108000, 633603128002000,
633603127801000, 633603127799000, 633603127281000, 633603126655000, 633603126526000,
633603126239000, 633603125496000, 633603125425000, 633603125352000, 633603124366000,
633603123379000, 633603122473000, 633603119974000, 633603118999000, & 633603117960000

Parcel Size: 13.63 Acres Total

REQUEST:

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

STATEMENT OF CONSISTENCY & RECOMMENDATION:

At their meeting on April 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 REZ20-000004 is consistent with the goals, objectives and policies of the CAMA Land Use Plan.*

Motion to approve by: Commissioner Eckhodt

Seconded by: Commissioner Bruce Rogers

Followed by a unanimous vote from the committee.

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 May 18, 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 twenty-five (25) properties totaling 13.63 acres along Gales Shore Circle in Newport, NC 28570 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 May 6, 2020
Wednesday May 13, 2020

CARTERET COUNTY
Board of Commissioners



Regular Item
IX.

Meeting Date:
5/18/2020

Presenter:
Eugene Foxworth

ITEM TO BE CONSIDERED

Title:
 Proposed major rewrite of the Carteret County Flood Damage Prevention and Protection Ordinance

Brief Summary:
 On 12/19/19 FEMA issued a Letter of Final Determination stating that preliminary flood insurance rate maps for a portion of Unincorporated Carteret County shall become effective on 6/19/20

The County is required to have an ordinance that meets or exceeds the floodplain management requirements of 44 CFR 60.3 in order to remain in good standing with the National Flood Insurance Program

This rewrite is required to adopt the new flood hazard data, adopt the new flood insurance study dated 6/19/20, and to ensure the County's Flood Ordinance meets or exceeds the minimum NFIP floodplain management requirements of 44 CFR 60.3

This rewrite incorporates changes to the 2018 NC Residential Building Code that shall be incorporated into the County's amended Flood Ordinance

Pending approval, this ordinance shall become effective on June 19, 2020

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 Resolution to adopt the amended and updated Carteret County Flood Damage Prevention and Protection Ordinance

BACKGROUND

Originating Department
 Planning and Development

Staff Contact:
 Eugene Foxworth

Attachments:

- 1 Staff memo
- 2 Proposed Amended Flood Ordinance
- 3 Resolution
- 4 Excerpt from Planning Commission minutes
- 5 Public hearing notice

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

MEMORANDUM

DATE: April 29, 2020
TO: Carteret County Board of Commissioners
CC: Tommy Burns, County Manager
FROM: Eugene Foxworth, Assistant County Manager & Planning Director
RE: Proposed Major Rewrite of the Carteret County Flood Damage Prevention and Protection Ordinance

Please see the attached proposed major rewrite of the Carteret County Flood Damage Prevention and Protection Ordinance.

On December 19, 2019, the Federal Emergency Management Agency released a Letter of Final Determination (LFD) for Unincorporated Carteret County. Specifically, this LFD mandates that the preliminary Flood Insurance Rate Maps for a portion of Unincorporated Carteret County shall become effective for flood insurance purposes on June 19, 2020.

The County must have a flood ordinance that meets the minimum National Flood Insurance Program (NFIP) floodplain management requirements as defined in Title 44 of the Code of Federal Regulations Section 60.3. This is necessary in order to remain in good standing with the NFIP to continue to offer federal flood insurance to our citizens, and to be eligible for federal or state disaster assistance to permanently repair structures in the special flood hazard area that have been damaged due to flooding.

This rewrite is required to adopt the new flood hazard data, to adopt the new Flood Insurance Study dated 6/19/20, and to ensure that the County's Flood Damage Prevention & Protection Ordinance meets or exceeds the minimum NFIP floodplain management requirements of 44 CFR 60.3.

This rewrite also reflects changes made to the 2018 NC Residential Building Code that shall be incorporated into the County's amended Flood Damage Prevention and Protection Ordinance.

Pending approval from the Carteret County Board of Commissioners, this amended ordinance shall become effective June 19, 2020.

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

CARTERET COUNTY FLOOD DAMAGE PREVENTION AND PROTECTION ORDINANCE

ARTICLE 1. STATUTORY AUTHORIZATION, FINDINGS OF FACT, PURPOSE AND OBJECTIVES.

SECTION A. STATUTORY AUTHORIZATION.

The Legislature of the State of North Carolina has in Part 6, Article 21 of Chapter 143; Article 6 of Chapter 153A; Article 8 of Chapter 160A; and Article 7, 9, and 11 of Chapter 160D (Effective January 1, 2021) of the North Carolina General Statutes, delegated to local governmental units the authority to adopt regulations designed to promote the public health, safety, and general welfare.

Therefore, the Board of Commissioners in the County of Carteret, North Carolina does ordain as follows:

SECTION B. FINDINGS OF FACT.

- (1) The flood prone areas within the jurisdiction of Carteret County are subject to periodic inundation, which results in loss of life, property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures of flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety, and general welfare.
- (2) These flood losses are caused by the cumulative effect of obstructions in floodplains causing increases in flood heights and velocities and by the occupancy in flood prone areas of uses vulnerable to floods or other hazards.

SECTION C. STATEMENT OF PURPOSE.

It is the purpose of this ordinance to promote public health, safety, and general welfare and to minimize public and private losses due to flood conditions within flood prone areas by provisions designed to:

- (1) Restrict or prohibit uses that are dangerous to health, safety, and property due to water or erosion hazards or that result in damaging increases in erosion, flood heights or velocities;
- (2) Require that uses vulnerable to floods, including facilities that serve such uses, be protected against flood damage at the time of initial construction;
- (3) Control the alteration of natural floodplains, stream channels, and natural protective barriers, which are involved in the accommodation of floodwaters;
- (4) Control filling, grading, dredging, and all other development that may increase erosion or flood damage; and
- (5) Prevent or regulate the construction of flood barriers that will unnaturally divert flood waters or which may increase flood hazards to other lands.

SECTION D. OBJECTIVES.

The objectives of this ordinance are to:

- (1) Protect human life, safety, and health;
- (2) Minimize expenditure of public money for costly flood control projects;
- (3) Minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
- (4) Minimize prolonged business losses and interruptions;
- (5) Minimize damage to public facilities and utilities (i.e. water and gas mains, electric, telephone, cable and sewer lines, streets, and bridges) that are located in flood prone areas;
- (6) Minimize damage to private and public property due to flooding;
- (7) Make flood insurance available to the community through the National Flood Insurance Program;
- (8) Maintain the natural and beneficial functions of floodplains;
- (9) Help maintain a stable tax base by providing for the sound use and development of flood prone areas; and
- (10) Ensure that potential buyers are aware that property is in a Special Flood Hazard Area.

ARTICLE 2. DEFINITIONS.

Unless specifically defined below, words or phrases used in this ordinance shall be interpreted so as to give them the meaning they have in common usage and to give this ordinance it's most reasonable application.

“Accessory Structure (Appurtenant Structure)” means a structure located on the same parcel of property as the principal structure and the use of which is incidental to the use of the principal structure. Garages, carports and storage sheds are common urban accessory structures. Pole barns, hay sheds and the like qualify as accessory structures on farms, and may or may not be located on the same parcel as the farm dwelling or shop building.

“Addition (to an existing building)” means an extension or increase in the floor area or height of a building or structure.

“Alteration of a watercourse” means a dam, impoundment, channel relocation, change in channel alignment, channelization, or change in cross-sectional area of the channel or the channel capacity, or any other form of modification which may alter, impede, retard or change the direction and/or velocity of the riverine flow of water during conditions of the base flood.

“Appeal” means a request for a review of the Floodplain Administrator's interpretation of any provision of this ordinance.

“Area of Shallow Flooding” means a designated Zone AO or AH on a community's Flood Insurance Rate Map (FIRM) with base flood depths determined to be from one (1) to three (3) feet. These areas are located where a clearly defined channel does not exist, where the path of flooding is unpredictable and indeterminate, and where velocity flow may be evident.

“Area of Special Flood Hazard” see “Special Flood Hazard Area (SFHA)”.

“Base Flood” means the flood having a one (1) percent chance of being equaled or exceeded in any given year.

“Base Flood Elevation (BFE)” means a determination of the water surface elevations of the base flood as published

in the Flood Insurance Study. When the BFE has not been provided in a “Special Flood Hazard Area”, it may be obtained from engineering studies available from a Federal, State, or other source using FEMA approved engineering methodologies. This elevation, when combined with the “Freeboard”, establishes the “Regulatory Flood Protection Elevation”.

“Basement” means any area of the building having its floor subgrade (below ground level) on all sides.

“Breakaway Wall” means a wall that is not part of the structural support of the building and is intended through its design and construction to collapse under specific lateral loading forces without causing damage to the elevated portion of the building or the supporting foundation system.

“Building” see “Structure”.

“Chemical Storage Facility” means a building, portion of a building, or exterior area adjacent to a building used for the storage of any chemical or chemically reactive products.

“Coastal Area Management Act (CAMA)” means North Carolina’s Coastal Area Management Act, this act, along with the Dredge and Fill Law and the Federal Coastal Zone Management Act, is managed through North Carolina Department of Environmental Quality (NCDEQ) Division of Coastal Management (DCM).

“Coastal A Zone (CAZ)” means an area within a special flood hazard area, landward of a V zone or landward of an open coast without mapped V zones. In a Coastal A Zone, the principal source of flooding must be astronomical tides, storm surges, seiches, or tsunamis, not riverine flooding. During the base flood conditions, the potential for wave heights shall be greater than or equal to 1.5 feet. Coastal A Zones are not normally designated on FIRMs. (see Limit of Moderate Wave Action (LiMWA))

“Coastal Barrier Resources System (CBRS)” consists of undeveloped portions of coastal and adjoining areas established by the Coastal Barrier Resources Act (CoBRA) of 1982, the Coastal Barrier Improvement Act (CBIA) of 1990, and subsequent revisions, and includes areas owned by Federal or State governments or private conservation organizations identified as Otherwise Protected Areas (OPA).

“Coastal High Hazard Area” means a Special Flood Hazard Area extending from offshore to the inland limit of a primary frontal dune along an open coast and any other area subject to high velocity wave action from storms or seismic sources. The area is designated on a FIRM, or other adopted flood map as determined in Article 3, Section B of this ordinance, as Zone VE.

“Design Flood”: See “Regulatory Flood Protection Elevation.”

“Development” means any man-made change to improved or unimproved real estate, including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials.

“Development Activity” means any activity defined as Development which will necessitate a Floodplain Development Permit. This includes buildings, structures, and non-structural items, including (but not limited to) fill, bulkheads, piers, pools, docks, landings, ramps, and erosion control/stabilization measures.

“Digital Flood Insurance Rate Map (DFIRM)” means the digital official map of a community, issued by the Federal Emergency Management Agency (FEMA), on which both the Special Flood Hazard Areas and the risk premium zones applicable to the community are delineated.

“Disposal” means, as defined in NCGS 130A-290(a)(6), the discharge, deposit, injection, dumping, spilling, leaking, or placing of any solid waste into or on any land or water so that the solid waste or any constituent part of the solid waste may enter the environment or be emitted into the air or discharged into any waters, including groundwaters.

“Elevated Building” means a non-basement building which has its lowest elevated floor raised above ground level by foundation walls, shear walls, posts, piers, pilings, or columns.

“Encroachment” means the advance or infringement of uses, fill, excavation, buildings, structures or development into a special flood hazard area, which may impede or alter the flow capacity of a floodplain.

“Existing building and existing structure” means any building and/or structure for which the “start of construction” commenced before the community entered the NFIP, dated May 15, 1980.

“Existing Manufactured Home Park or Manufactured Home Subdivision” means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) was completed before the community entered the NFIP, dated May 15, 1980.

“Flood” or “Flooding” means a general and temporary condition of partial or complete inundation of normally dry land areas from:

- (1) The overflow of inland or tidal waters; and/or
- (2) The unusual and rapid accumulation or runoff of surface waters from any source.

“Flood Boundary and Floodway Map (FBFM)” means an official map of a community, issued by the FEMA, on which the Special Flood Hazard Areas and the floodways are delineated. This official map is a supplement to and shall be used in conjunction with the Flood Insurance Rate Map (FIRM).

“Flood Hazard Boundary Map (FHBM)” means an official map of a community, issued by the FEMA, where the boundaries of the Special Flood Hazard Areas have been defined as Zone A.

“Flood Insurance” means the insurance coverage provided under the National Flood Insurance Program.

“Flood Insurance Rate Map (FIRM)” means an official map of a community, issued by the FEMA, on which both the Special Flood Hazard Areas and the risk premium zones applicable to the community are delineated. (see also DFIRM)

“Flood Insurance Study (FIS)” means an examination, evaluation, and determination of flood hazards, corresponding water surface elevations (if appropriate), flood hazard risk zones, and other flood data in a community issued by the FEMA. The Flood Insurance Study report includes Flood Insurance Rate Maps (FIRMs) and Flood Boundary and Floodway Maps (FBFMs), if published.

“Flood Prone Area” see “Floodplain”

“Flood Zone” means a geographical area shown on a Flood Hazard Boundary Map or Flood Insurance Rate Map that reflects the severity or type of flooding in the area.

“Floodplain” means any land area susceptible to being inundated by water from any source.

“Floodplain Administrator” is the individual appointed to administer and enforce the floodplain management regulations.

“Floodplain Development Permit” means any type of permit that is required in conformance with the provisions of this ordinance, prior to the commencement of any development activity.

“Floodplain Management” means the operation of an overall program of corrective and preventive measures for reducing flood damage and preserving and enhancing, where possible, natural resources in the floodplain, including, but not limited to, emergency preparedness plans, flood control works, floodplain management regulations, and

open space plans.

“Floodplain Management Regulations” means this ordinance and other zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances, and other applications of police power. This term describes federal, state or local regulations, in any combination thereof, which provide standards for preventing and reducing flood loss and damage.

“Floodproofing” means any combination of structural and nonstructural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitation facilities, structures, and their contents.

“Flood-resistant material” means any building product [material, component or system] capable of withstanding direct and prolonged contact (minimum 72 hours) with floodwaters without sustaining damage that requires more than low-cost cosmetic repair. Any material that is water-soluble or is not resistant to alkali or acid in water, including normal adhesives for above-grade use, is not flood-resistant. Pressure-treated lumber or naturally decay-resistant lumbars are acceptable flooring materials. Sheet-type flooring coverings that restrict evaporation from below and materials that are impervious, but dimensionally unstable are not acceptable. Materials that absorb or retain water excessively after submergence are not flood-resistant. Please refer to Technical Bulletin 2, *Flood Damage-Resistant Materials Requirements*, and available from the FEMA. Class 4 and 5 materials, referenced therein, are acceptable flood-resistant materials.

“Floodway” means the channel of a river or other watercourse, including the area above a bridge or culvert when applicable, and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one (1) foot.

“Floodway encroachment analysis” means an engineering analysis of the impact that a proposed encroachment into a floodway or non-encroachment area is expected to have on the floodway boundaries and flood levels during the occurrence of the base flood discharge. The evaluation shall be prepared by a qualified North Carolina licensed engineer using standard engineering methods and hydraulic models meeting the minimum requirement of the National Flood Insurance Program.

“Freeboard” means the height added to the BFE to account for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as wave action, blockage of bridge or culvert openings, storm surge or precipitation exceeding the base flood, and the hydrological effect of urbanization of the watershed. The BFE plus the freeboard establishes the “Regulatory Flood Protection Elevation”.

“Functionally Dependent Facility” means a facility which cannot be used for its intended purpose unless it is located in close proximity to water, limited to a docking or port facility necessary for the loading and unloading of cargo or passengers, shipbuilding, or ship repair. The term does not include long-term storage, manufacture, sales, or service facilities.

“Hazardous Waste Management Facility” means, as defined in NCGS 130A, Article 9, a facility for the collection, storage, processing, treatment, recycling, recovery, or disposal of hazardous waste.

“Highest Adjacent Grade (HAG)” means the highest natural elevation of the ground surface, prior to construction, immediately next to the proposed walls of the structure.

“Historic Structure” means any structure that is:

- (1) Listed individually in the National Register of Historic Places (a listing maintained by the US Department of Interior) or preliminarily determined by the Secretary of Interior as meeting the requirements for individual listing on the National Register;
- (2) Certified or preliminarily determined by the Secretary of Interior as contributing to the historical

significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;

- (3) Individually listed on a local inventory of historic landmarks in communities with a “Certified Local Government (CLG) Program”; or
- (4) Certified as contributing to the historical significance of a historic district designated by a community with a “Certified Local Government (CLG) Program.”

Certified Local Government (CLG) Programs are approved by the US Department of the Interior in cooperation with the North Carolina Department of Cultural Resources through the State Historic Preservation Officer as having met the requirements of the National Historic Preservation Act of 1966 as amended in 1980.

“Letter of Map Change (LOMC)” means an official determination issued by FEMA that amends or revises an effective Flood Insurance Rate Map or Flood Insurance Study. Letters of Map Change include:

- (1) Letter of Map Amendment (LOMA): An official amendment, by letter, to an effective National Flood Insurance Program map. A LOMA is based on technical data showing that a property had been inadvertently mapped as being in the floodplain, but is actually on natural high ground above the base flood elevation. A LOMA amends the current effective Flood Insurance Rate Map and establishes that a specific property, portion of a property, or structure is not located in a special flood hazard area.
- (2) Letter of Map Revision (LOMR): A revision based on technical data that may show changes to flood zones, flood elevations, special flood hazard area boundaries and floodway delineations, and other planimetric features.
- (3) Letter of Map Revision Based on Fill (LOMR-F): A determination that a structure or parcel of land has been elevated by fill above the BFE and is, therefore, no longer located within the special flood hazard area. In order to qualify for this determination, the fill must have been permitted and placed in accordance with the community’s floodplain management regulations.
- (4) Conditional Letter of Map Revision (CLOMR): A formal review and comment as to whether a proposed project complies with the minimum NFIP requirements for such projects with respect to delineation of special flood hazard areas. A CLOMR does not revise the effective Flood Insurance Rate Map or Flood Insurance Study; upon submission and approval of certified as-built documentation, a Letter of Map Revision may be issued by FEMA to revise the effective FIRM.

“Light Duty Truck” means any motor vehicle rated at 8,500 pounds Gross Vehicular Weight Rating or less which has a vehicular curb weight of 6,000 pounds or less and which has a basic vehicle frontal area of 45 square feet or less as defined in 40 CFR 86.082-2 and is:

- (1) Designed primarily for purposes of transportation of property or is a derivation of such a vehicle, or
- (2) Designed primarily for transportation of persons and has a capacity of more than 12 persons; or
- (3) Available with special features enabling off-street or off-highway operation and use.

“Limit of Moderate Wave Action (LiMWA)” means the boundary line given by FEMA on coastal map studies marking the extents of Coastal A Zones (CAZ).

“Lowest Adjacent Grade (LAG)” means the lowest elevation of the ground, sidewalk or patio slab immediately next to the building, or deck support, after completion of the building.

“Lowest Floor” means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access, or limited storage in an area other than a basement area is not considered a building’s lowest floor, provided that such an enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of this ordinance.

“Manufactured Home” means a structure, transportable in one or more sections, which is built on a permanent chassis and designed to be used with or without a permanent foundation when connected to the required utilities. The term “manufactured home” does not include a “recreational vehicle”.

“Manufactured Home Park or Subdivision” means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

“Map Repository” means the location of the official flood hazard data to be applied for floodplain management. It is a central location in which flood data is stored and managed; in North Carolina, FEMA has recognized that the application of digital flood hazard data products carry the same authority as hard copy products. Therefore, the NCEM’s Floodplain Mapping Program websites house current and historical flood hazard data. For effective flood hazard data the NC FRIS website (<http://FRIS.NC.GOV/FRIS>) is the map repository, and for historical flood hazard data the FloodNC website (<http://FLOODNC.GOV/NCFLOOD>) is the map repository.

“Market Value” means the building value, not including the land value and that of any accessory structures or other improvements on the lot. Market value may be established by independent certified appraisal; replacement cost depreciated for age of building and quality of construction (Actual Cash Value); or adjusted tax assessed values.

“New Construction” means structures for which the “start of construction” commenced on or after the effective date of the initial floodplain management regulations and includes any subsequent improvements to such structures.

“Non-Encroachment Area (NEA)” means the channel of a river or other watercourse, including the area above a bridge or culvert when applicable, and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one (1) foot as designated in the Flood Insurance Study report.

“Otherwise Protected Area (OPA)” see “Coastal Barrier Resources System (CBRS)”.

“Post-FIRM” means construction or other development for which the “start of construction” occurred on or after May 15, 1980, the effective date of the initial Flood Insurance Rate Map.

“Pre-FIRM” means construction or other development for which the “start of construction” occurred before May 15, 1980, the effective date of the initial Flood Insurance Rate Map.

“Primary Frontal Dune (PFD)” means a continuous or nearly continuous mound or ridge of sand with relatively steep seaward and landward slopes immediately landward and adjacent to the beach and subject to erosion and overtopping from high tides and waves during major coastal storms. The inland limit of the primary frontal dune occurs at the point where there is a distinct change from a relatively steep slope to a relatively mild slope.

“Principally Above Ground” means that at least 51% of the actual cash value of the structure is above ground.

“Public Safety” and/or “Nuisance” means anything which is injurious to the safety or health of an entire community or neighborhood, or any considerable number of persons, or unlawfully obstructs the free passage or use, in the customary manner, of any navigable lake, or river, bay, stream, canal, or basin.

“Recreational Vehicle (RV)” means a vehicle, which is:

- (1) Built on a single chassis;
- (2) 400 square feet or less when measured at the largest horizontal projection;
- (3) Designed to be self-propelled or permanently towable by a light duty truck;
- (4) Designed primarily not for use as a permanent dwelling, but as temporary living quarters for recreational, camping, travel, or seasonal use, and
- (5) Is fully licensed and ready for highway use.

For the purpose of this ordinance, “Tiny Homes/Houses” and Park Models that do not meet the items listed above are not considered Recreational Vehicles and should meet the standards of and be permitted as Residential Structures.)

“Reference Level” is the top of the lowest floor for structures within Special Flood Hazard Areas designated as Zones A, AE, AH, AO, A99. The reference level is the bottom of the lowest horizontal structural member of the lowest floor for structures within Special Flood Hazard Areas designated as Zone VE.

“Regulatory Flood Protection Elevation” means the “Base Flood Elevation” plus the “Freeboard”. In “Special Flood Hazard Areas” where Base Flood Elevations (BFEs) have been determined, this elevation shall be the BFE. In “Special Flood Hazard Areas” where no BFE has been established, this elevation shall be at least two (2) feet above the highest adjacent grade.

“Remedy a Violation” means to bring the structure or other development into compliance with state and community floodplain management regulations, or, if this is not possible, to reduce the impacts of its noncompliance. Ways that impacts may be reduced include protecting the structure or other affected development from flood damages, implementing the enforcement provisions of the ordinance or otherwise deterring future similar violations, or reducing federal financial exposure with regard to the structure or other development.

“Riverine” means relating to, formed by, or resembling a river (including tributaries), stream, brook, etc.

“Salvage Yard” means any non-residential property used for the storage, collection, and/or recycling of any type of equipment, and including but not limited to vehicles, appliances and related machinery.

“Sand Dunes” means naturally occurring accumulations of sand in ridges or mounds landward of the beach.

“Shear Wall” means walls used for structural support but not structurally joined or enclosed at the end (except by breakaway walls). Shear walls are parallel or nearly parallel to the flow of the water.

“Solid Waste Disposal Facility” means any facility involved in the disposal of solid waste, as defined in NCGS 130A-290(a)(35).

“Solid Waste Disposal Site” means, as defined in NCGS 130A-290(a)(36), any place at which solid wastes are disposed of by incineration, sanitary landfill, or any other method.

“Special Flood Hazard Area (SFHA)” means the land in the floodplain subject to a one percent (1%) or greater chance of being flooded in any given year, as determined in Article 3, Section B of this ordinance.

“Start of Construction” includes substantial improvement, and means the date the building permit was issued provided the actual start of construction, repair, reconstruction, rehabilitation, addition placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading, and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of the building, whether or not that alteration affects the external dimensions of the building.

“Structure” means a walled and roofed building, a manufactured home, or a gas, liquid, or liquefied gas storage tank that is principally above ground.

“Substantial Damage” means damage of any origin sustained by a structure during any one-year period whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred. See definition of “substantial improvement”.

“Substantial Improvement” means any combination of repairs, reconstruction, rehabilitation, addition, or other improvement of a structure, taking place during any one-year period for which the cost equals or exceeds 50 percent of the market value of the structure before the “start of construction” of the improvement. This term includes structures which have incurred “substantial damage”, regardless of the actual repair work performed. The term does not, however, include either:

- (1) Any correction of existing violations of state or community health, sanitary, or safety code specifications which have been identified by the community code enforcement official and which are the minimum necessary to assure safe living conditions; or
- (2) Any alteration of a historic structure, provided that the alteration will not preclude the structure's continued designation as a historic structure and the alteration is approved by variance issued pursuant to Article 4 Section E of this ordinance.

“Technical Bulletin and Technical Fact Sheet” means a FEMA publication that provides guidance concerning the building performance standards of the NFIP, which are contained in Title 44 of the U.S. Code of Federal Regulations at Section 60.3. The bulletins and fact sheets are intended for use primarily by State and local officials responsible for interpreting and enforcing NFIP regulations and by members of the development community, such as design professionals and builders. New bulletins, as well as updates of existing bulletins, are issued periodically as needed. The bulletins do not create regulations; rather they provide specific guidance for complying with the minimum requirements of existing NFIP regulations.

It should be noted that Technical Bulletins and Technical Fact Sheets provide guidance on the minimum requirements of the NFIP regulations. State or community requirements that exceed those of the NFIP take precedence. Design professionals should contact the community officials to determine whether more restrictive State or local regulations apply to the building or site in question. All applicable standards of the State or local building code must also be met for any building in a flood hazard area.

“Temperature Controlled” means having the temperature regulated by a heating and/or cooling system, built-in or appliance.

“Variance” is a grant of relief from the requirements of this ordinance.

“Violation” means the failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in Articles 4 and 5 is presumed to be in violation until such time as that documentation is provided.

“Water Surface Elevation (WSE)” means the height, in relation to NAVD 1988, of floods of various magnitudes and frequencies in the floodplains of coastal or riverine areas.

“Watercourse” means a lake, river, creek, stream, wash, channel or other topographic feature on or over which waters flow at least periodically. Watercourse includes specifically designated areas in which substantial flood damage may occur.

ARTICLE 3. GENERAL PROVISIONS.

SECTION A. LANDS TO WHICH THIS ORDINANCE APPLIES.

This ordinance shall apply to all Special Flood Hazard Areas within the jurisdiction of Carteret County

SECTION B. BASIS FOR ESTABLISHING THE SPECIAL FLOOD HAZARD AREAS.

The Special Flood Hazard Areas are those identified under the Cooperating Technical State (CTS) agreement between the State of North Carolina and FEMA in its FIS dated June 19, 2020 for Carteret County and associated DFIRM panels, including any digital data developed as part of the FIS, which are adopted by reference and declared a part of this ordinance, and all revisions thereto after January 1, 2021. Future revisions to the FIS and DFIRM panels that do not change flood hazard data within the jurisdictional authority of Carteret County are also adopted by reference and declared a part of this ordinance. Subsequent Letter of Map Revisions (LOMRs) and/or Physical Map Revisions (PMRs) shall be adopted within 3 months.

SECTION C. ESTABLISHMENT OF FLOODPLAIN DEVELOPMENT PERMIT.

A Floodplain Development Permit shall be required in conformance with the provisions of this ordinance prior to the commencement of any development activities within Special Flood Hazard Areas determined in accordance with the provisions of Article 3, Section B of this ordinance.

SECTION D. COMPLIANCE.

No structure or land shall hereafter be located, extended, converted, altered, or developed in any way without full compliance with the terms of this ordinance and other applicable regulations.

SECTION E. ABROGATION AND GREATER RESTRICTIONS.

This ordinance is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this ordinance and another conflict or overlap, whichever imposes the more stringent restrictions shall prevail.

SECTION F. INTERPRETATION.

In the interpretation and application of this ordinance, all provisions shall be:

- (1) Considered as minimum requirements;
- (2) Liberally construed in favor of the governing body; and
- (3) Deemed neither to limit nor repeal any other powers granted under State statutes.

SECTION G. WARNING AND DISCLAIMER OF LIABILITY.

The degree of flood protection required by this ordinance is considered reasonable for regulatory purposes and is based on scientific and engineering consideration. Larger floods can and will occur. Actual flood heights may be increased by man-made or natural causes. This ordinance does not imply that land outside the Special Flood Hazard Areas or uses permitted within such areas will be free from flooding or flood damages. This ordinance shall not create liability on the part of Carteret County or by any officer or employee thereof for any flood damages that result from reliance on this ordinance or any administrative decision lawfully made hereunder.

SECTION H. PENALTIES FOR VIOLATION.

Violation of the provisions of this ordinance or failure to comply with any of its requirements, including violation of conditions and safeguards established in connection with grants of variance or special exceptions, shall constitute a Class 1 misdemeanor pursuant to NC G.S. § 143-215.58. Any person who violates this ordinance or fails to comply with any of its requirements shall, upon conviction thereof, be fined not more than \$100.00 or imprisoned

for not more than thirty (30) days, or both. Each day such violation continues shall be considered a separate offense. Nothing herein contained shall prevent Carteret County from taking such other lawful action as is necessary to prevent or remedy any violation.

ARTICLE 4. ADMINISTRATION.

SECTION A. DESIGNATION OF FLOODPLAIN ADMINISTRATOR.

The Director of Planning and Development, hereinafter referred to as the “Floodplain Administrator”, or their designee, is hereby appointed to administer and implement the provisions of this ordinance. In instances where the Floodplain Administrator receives assistance from others to complete tasks to administer and implement this ordinance, the Floodplain Administrator shall be responsible for the coordination and community’s overall compliance with the National Flood Insurance Program and the provisions of this ordinance.

SECTION B. FLOODPLAIN DEVELOPMENT APPLICATION, PERMIT AND CERTIFICATION REQUIREMENTS.

(1) **Application Requirements.** Application for a Floodplain Development Permit shall be made to the Floodplain Administrator prior to any development activities located within Special Flood Hazard Areas. The following items shall be presented to the Floodplain Administrator to apply for a floodplain development permit:

- (a) A plot plan drawn to scale which shall include, but shall not be limited to, the following specific details of the proposed floodplain development:
 - (i) The nature, location, dimensions, and elevations of the area of development/disturbance; existing and proposed structures, utility systems, grading/pavement areas, fill materials, storage areas, drainage facilities, and other development;
 - (ii) The boundary of the Special Flood Hazard Area as delineated on the FIRM or other flood map as determined in Article 3, Section B, or a statement that the entire lot is within the Special Flood Hazard Area;
 - (iii) Flood zone(s) designation of the proposed development area as determined on the FIRM or other flood map as determined in Article 3, Section B;
 - (iv) The boundary of the floodway(s) or non-encroachment area(s) as determined in Article 3, Section B;
 - (v) The Base Flood Elevation (BFE) where provided as set forth in Article 3, Section B; Article 4, Section C; or Article 5, Section D;
 - (vi) The old and new location of any watercourse that will be altered or relocated as a result of proposed development; and
 - (vii) The boundary and designation date of the Coastal Barrier Resource System (CBRS) area or Otherwise Protected Areas (OPA), if applicable; and
 - (viii) The certification of the plot plan by a registered land surveyor or professional engineer may be requested at the discretion of the floodplain administrator.
- (b) Proposed elevation, and method thereof, of all development within a Special Flood Hazard Area

including but not limited to:

- (i) Elevation in relation to NAVD 1988 of the proposed reference level (including basement) of all structures;
 - (ii) Elevation in relation to NAVD 1988 to which any non-residential structure in Zones A, AE, AH, AO, A99 will be floodproofed; and
 - (iii) Elevation in relation to NAVD 1988 to which any proposed utility systems will be elevated or floodproofed.
- (c) If floodproofing, a Floodproofing Certificate (FEMA Form 086-0-34) with supporting data, an operational plan, and an inspection and maintenance plan that include, but are not limited to, installation, exercise, and maintenance of floodproofing measures.
- (d) A Foundation Plan, drawn to scale, which shall include details of the proposed foundation system to ensure all provisions of this ordinance are met. These details include but are not limited to:
- (i) The proposed method of elevation, if applicable (i.e., fill, solid foundation perimeter wall, solid backfilled foundation, open foundation on columns/posts/piers/piles/shear walls); and
 - (ii) Openings to facilitate automatic equalization of hydrostatic flood forces on walls in accordance with Article 5, Section B(4)(c)(i-vi) when solid foundation perimeter walls are used in Zones A, AE, AH, AO, A99.
 - (iii) The following, in Coastal High Hazard Areas, in accordance with the provisions of Article 5, Section B(4)(d) and Article 5, Section G and Article 5, Section H if applicable:
 - (1) V-Zone Certification with accompanying plans and specifications verifying the engineered structure and any breakaway wall designs; and
 - (2) Plans for open wood latticework or insect screening, if applicable; and
 - (3) Plans for non-structural fill, if applicable. If non-structural fill is proposed, it must be demonstrated through coastal engineering analysis that the proposed fill would not result in any increase in the BFE or otherwise cause adverse impacts by wave ramping and deflection on to the subject structure or adjacent properties.
- (e) Usage details of any enclosed areas below the lowest floor.
- (f) Plans and/or details for the protection of public utilities and facilities such as sewer, gas, electrical, and water systems to be located and constructed to minimize flood damage.
- (g) Certification that all other Local, State and Federal permits required prior to floodplain development permit issuance have been received.
- (h) Documentation for placement of Recreational Vehicles and/or Temporary Structures, when applicable, to ensure that the provisions of Article 5, Section B, subsections (6) and (7) of this ordinance are met.
- (i) A description of proposed watercourse alteration or relocation, when applicable, including an engineering report on the effects of the proposed project on the flood-carrying capacity of the watercourse and the effects to properties located both upstream and downstream; and a map (if not shown on plot plan) showing the location of the proposed watercourse alteration or relocation.

- (2) **Permit Requirements.** The Floodplain Development Permit shall include, but not be limited to:
- (a) A complete description of all the development to be permitted under the floodplain development permit (e.g. house, garage, pool, septic, bulkhead, cabana, pier, bridge, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials, etc.).
 - (b) The Special Flood Hazard Area determination for the proposed development in accordance with available data specified in Article 3, Section B.
 - (c) The Regulatory Flood Protection Elevation required for the reference level and all attendant utilities.
 - (d) The Regulatory Flood Protection Elevation required for the protection of all public utilities.
 - (e) All certification submittal requirements with timelines.
 - (f) A statement that no fill material or other development shall encroach into the floodway or non-encroachment area of any watercourse unless the requirements of Article 5, Section F have been met.
 - (g) The flood openings requirements, if in Zones A, AE, AH, AO, A99.
 - (h) Limitations of below BFE enclosure uses. (i.e., parking, building access and limited storage only).
 - (i) A statement, if in Zone VE, that there shall be no alteration of sand dunes which would increase potential flood damage.
 - (j) A statement, if in Zone VE, that there shall be no fill used for structural support.
 - (k) A statement, that all materials below BFE/RFPE must be flood resistant materials.)

(3) **Certification Requirements.**

(a) **Elevation Certificates**

- (i) An Elevation Certificate (FEMA Form 086-0-33) is required prior to the actual start of any new construction. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the elevation of the reference level, in relation to NAVD 1988. The Floodplain Administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder prior to the beginning of construction. Failure to submit the certification or failure to make required corrections shall be cause to deny a floodplain development permit.
- (ii) An Elevation Certificate (FEMA Form 086-0-33) is required after the reference level is established. Within seven (7) calendar days of establishment of the reference level elevation, it shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the elevation of the reference level, in relation to NAVD 1988. Any work done within the seven (7) day calendar period and prior to submission of the certification shall be at the permit holder's risk. The Floodplain Administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to further work being permitted to proceed. Failure to submit the certification or failure to make required corrections shall be cause to issue a stop-work order for the project.
- (iii) A final Finished Construction Elevation Certificate (FEMA Form 086-0-33) is required after construction is completed and prior to Certificate of Compliance/Occupancy issuance. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of final

as-built construction of the elevation of the reference level and all attendant utilities. The Floodplain Administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to Certificate of Compliance/Occupancy issuance. In some instances, another certification may be required to certify corrected as-built construction. Failure to submit the certification or failure to make required corrections shall be cause to withhold the issuance of a Certificate of Compliance/Occupancy. The Finished Construction Elevation Certificate certifier shall provide at least 2 photographs showing the front and rear of the building taken within 90 days from the date of certification. The photographs must be taken with views confirming the building description and diagram number provided in Section A. To the extent possible, these photographs should show the entire building including foundation. If the building has split-level or multi-level areas, provide at least 2 additional photographs showing side views of the building. In addition, when applicable, provide a photograph of the foundation showing a representative example of the flood openings or vents. All photographs must be in color and measure at least 3" × 3". Digital photographs are acceptable.

(b) Floodproofing Certificate

- (i) If non-residential floodproofing is used to meet the Regulatory Flood Protection Elevation requirements, a Floodproofing Certificate (FEMA Form 086-0-34), with supporting data, an operational plan, and an inspection and maintenance plan are required prior to the actual start of any new construction. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the floodproofed design elevation of the reference level and all attendant utilities, in relation to NAVD 1988. Floodproofing certification shall be prepared by or under the direct supervision of a professional engineer or architect and certified by same. The Floodplain Administrator shall review the certificate data, the operational plan, and the inspection and maintenance plan. Deficiencies detected by such review shall be corrected by the applicant prior to permit approval. Failure to submit the certification or failure to make required corrections shall be cause to deny a Floodplain Development Permit. Failure to construct in accordance with the certified design shall be cause to withhold the issuance of a Certificate of Compliance/Occupancy.
 - (ii) A final Finished Construction Floodproofing Certificate (FEMA Form 086-0-34), with supporting data, an operational plan, and an inspection and maintenance plan are required prior to the issuance of a Certificate of Compliance/Occupancy. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the floodproofed design elevation of the reference level and all attendant utilities, in relation to NAVD 1988. Floodproofing certificate shall be prepared by or under the direct supervision of a professional engineer or architect and certified by same. The Floodplain Administrator shall review the certificate data, the operational plan, and the inspection and maintenance plan. Deficiencies detected by such review shall be corrected by the applicant prior to Certificate of Occupancy. Failure to submit the certification or failure to make required corrections shall be cause to deny a Floodplain Development Permit. Failure to construct in accordance with the certified design shall be cause to deny a Certificate of Compliance/Occupancy.
- (c) If a manufactured home is placed within Zones A, AE, AH, AO, A99 and the elevation of the chassis is more than 36 inches in height above grade, an engineered foundation certification is required in accordance with the provisions of Article 5, Section B(3)(b).
 - (d) If a watercourse is to be altered or relocated, a description of the extent of watercourse alteration or relocation; a professional engineer's certified report on the effects of the proposed project on the flood-carrying capacity of the watercourse and the effects to properties located both upstream and downstream; and a map showing the location of the proposed watercourse alteration or relocation shall

all be submitted by the permit applicant prior to issuance of a floodplain development permit.

- (e) **Certification Exemptions.** The following structures, if located within Zones A, AE, AH, AO, A99, are exempt from the elevation/floodproofing certification requirements specified in items (a) and (b) of this subsection:
 - (i) Recreational Vehicles meeting requirements of Article 5, Section B(6)(a); and
 - (ii) Temporary Non-Residential Structures meeting requirements of Article 5, Section B(7); and
 - (iii) Accessory Structures that are less than one-hundred fifty (150) square feet and meeting the requirements of Article 5, Section B(8).
- (f) A V-Zone Certification with accompanying design plans and specifications is required prior to issuance of a Floodplain Development permit within coastal high hazard areas. It shall be the duty of the permit applicant to submit to the Floodplain Administrator said certification to ensure the design standards of this ordinance are met. A registered professional engineer or architect shall develop or review the structural design, plans, and specifications for construction and certify that the design and methods of construction to be used are in accordance with accepted standards of practice for meeting the provisions of this ordinance. This certification is not a substitute for an Elevation Certificate.

(4) **Determinations for Existing Buildings and Structures.**

For applications for building permits to improve buildings and structures, including alterations, movement, enlargement, replacement, repair, change of occupancy, additions, rehabilitations, renovations, substantial improvements, repairs of substantial damage, and any other improvement of or work on such buildings and structures, the Floodplain Administrator, in coordination with the Building Official, shall:

- (a) Estimate the market value, or require the applicant to obtain an appraisal of the market value prepared by a qualified independent appraiser, of the building or structure before the start of construction of the proposed work; in the case of repair, the market value of the building or structure shall be the market value before the damage occurred and before any repairs are made;
- (b) Compare the cost to perform the improvement, the cost to repair a damaged building to its pre-damaged condition, or the combined costs of improvements and repairs, if applicable, to the market value of the building or structure;
- (c) Determine and document whether the proposed work constitutes substantial improvement or repair of substantial damage; and
- (d) Notify the applicant if it is determined that the work constitutes substantial improvement or repair of substantial damage and that compliance with the flood resistant construction requirements of the NC Building Code and this ordinance is required.

SECTION C. DUTIES AND RESPONSIBILITIES OF THE FLOODPLAIN ADMINISTRATOR.

The Floodplain Administrator shall perform, but not be limited to, the following duties:

- (1) Review all floodplain development applications and issue permits for all proposed development within Special Flood Hazard Areas to assure that the requirements of this ordinance have been satisfied.
- (2) Review all proposed development within Special Flood Hazard Areas to assure that all necessary local, state and federal permits have been received, including Section 404 of the Federal Water Pollution Control Act

Amendments of 1972, 33 U.S.C. 1334.

- (3) Notify adjacent communities and the North Carolina Department of Public Safety, Division of Emergency Management, State Coordinator for the National Flood Insurance Program prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Emergency Management Agency (FEMA).
- (4) Assure that maintenance is provided within the altered or relocated portion of said watercourse so that the flood-carrying capacity is maintained.
- (5) Prevent encroachments into floodways and non-encroachment areas unless the certification and flood hazard reduction provisions of Article 5, Section F are met.
- (6) Obtain actual elevation (in relation to NAVD 1988) of the reference level (including basement) and all attendant utilities of all new and substantially improved structures, in accordance with the provisions of Article 4, Section B(3).
- (7) Obtain actual elevation (in relation to NAVD 1988) to which all new and substantially improved structures and utilities have been floodproofed, in accordance with the provisions of Article 4, Section B(3).
- (8) Obtain actual elevation (in relation to NAVD 1988) of all public utilities in accordance with the provisions of Article 4, Section B(3).
- (9) When floodproofing is utilized for a particular structure, obtain certifications from a registered professional engineer or architect in accordance with the provisions of Article 4, Section B(3) and Article 5, Section B(2).
- (10) Where interpretation is needed as to the exact location of boundaries of the Special Flood Hazard Areas, floodways, or non-encroachment areas (for example, where there appears to be a conflict between a mapped boundary and actual field conditions), make the necessary interpretation. The person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation as provided in this article.
- (11) When BFE data has not been provided in accordance with the provisions of Article 3, Section B, obtain, review, and reasonably utilize any BFE data, along with floodway data or non-encroachment area data available from a federal, state, or other source, including data developed pursuant to Article 5, Section D(2)(d), in order to administer the provisions of this ordinance.
- (12) When BFE data is provided but no floodway or non-encroachment area data has been provided in accordance with the provisions of Article 3, Section B, obtain, review, and reasonably utilize any floodway data or non-encroachment area data available from a federal, state, or other source in order to administer the provisions of this ordinance.
- (13) When the lowest floor and the lowest adjacent grade of a structure or the lowest ground elevation of a parcel in a Special Flood Hazard Area is above the BFE, advise the property owner of the option to apply for a Letter of Map Amendment (LOMA) from FEMA. However, if the property is to be removed from the V Zone it must not be located seaward of the landward toe of the primary frontal dune. Maintain a copy of the LOMA issued by FEMA in the floodplain development permit file.
- (14) Permanently maintain all records that pertain to the administration of this ordinance and make these records available for public inspection, recognizing that such information may be subject to the Privacy Act of 1974, as amended.
- (15) Make on-site inspections of work in progress. As the work pursuant to a floodplain development permit progresses, the Floodplain Administrator shall make as many inspections of the work as may be necessary to ensure that the work is being done according to the provisions of the local ordinance and the terms of the

permit. In exercising this power, the Floodplain Administrator has a right, upon presentation of proper credentials, to enter on any premises within the jurisdiction of the community at any reasonable hour for the purposes of inspection or other enforcement action.

- (16) Issue stop-work orders as required. Whenever a building or part thereof is being constructed, reconstructed, altered, or repaired in violation of this ordinance, the Floodplain Administrator may order the work to be immediately stopped. The stop-work order shall be in writing and directed to the person doing or in charge of the work. The stop-work order shall state the specific work to be stopped, the specific reason(s) for the stoppage, and the condition(s) under which the work may be resumed. Violation of a stop-work order constitutes a misdemeanor.
- (17) Revoke floodplain development permits as required. The Floodplain Administrator may revoke and require the return of the floodplain development permit by notifying the permit holder in writing stating the reason(s) for the revocation. Permits shall be revoked for any substantial departure from the approved application, plans, and specifications; for refusal or failure to comply with the requirements of State or local laws; or for false statements or misrepresentations made in securing the permit. Any floodplain development permit mistakenly issued in violation of an applicable State or local law may also be revoked.
- (18) Make periodic inspections throughout the Special Flood Hazard Areas within the jurisdiction of the community. The Floodplain Administrator and each member of his or her inspections department shall have a right, upon presentation of proper credentials, to enter on any premises within the territorial jurisdiction of the department at any reasonable hour for the purposes of inspection or other enforcement action.
- (19) Follow through with corrective procedures of Article 4, Section D.
- (20) Review, provide input, and make recommendations for variance requests.
- (21) Maintain a current map repository to include, but not limited to, historical and effective FIS Report, historical and effective FIRM and other official flood maps and studies adopted in accordance with the provisions of Article 3, Section B of this ordinance, including any revisions thereto including Letters of Map Change, issued by FEMA. Notify State and FEMA of mapping needs.
- (22) Coordinate revisions to FIS reports and FIRMs, including Letters of Map Revision Based on Fill (LOMR-Fs) and Letters of Map Revision (LOMRs).

SECTION D. CORRECTIVE PROCEDURES.

- (1) Violations to be corrected: When the Floodplain Administrator finds violations of applicable state and local laws; it shall be his or her duty to notify the owner or occupant of the building of the violation. The owner or occupant shall immediately remedy each of the violations of law cited in such notification.
- (2) Actions in Event of Failure to Take Corrective Action: If the owner of a building or property shall fail to take prompt corrective action, the Floodplain Administrator shall give the owner written notice, by certified or registered mail to the owner's last known address or by personal service, stating:
 - (a) That the building or property is in violation of the floodplain management regulations;
 - (b) That a hearing will be held before the Floodplain Administrator at a designated place and time, not later than ten (10) days after the date of the notice, at which time the owner shall be entitled to be heard in person or by counsel and to present arguments and evidence pertaining to the matter, and

- (c) That following the hearing, the Floodplain Administrator may issue an order to alter, vacate, or demolish the building; or to remove fill as applicable.
- (3) Order to Take Corrective Action: If, upon a hearing held pursuant to the notice prescribed above, the Floodplain Administrator shall find that the building or development is in violation of the Flood Damage Prevention Ordinance, he or she shall issue an order in writing to the owner, requiring the owner to remedy the violation within a specified time period of not less than sixty (60) calendar days nor more than one-hundred eighty (180) calendar days. Where the Floodplain Administrator finds that there is imminent danger to life or other property, he or she may order that corrective action be taken in such lesser period as may be feasible.
 - (4) Appeal: Any owner who has received an order to take corrective action may appeal the order to the Zoning Board of Adjustment by giving notice of appeal in writing to the Floodplain Administrator and the clerk within thirty (30) days following issuance of the final order. In the absence of an appeal, the order of the Floodplain Administrator shall be final. The local governing body shall hear an appeal within a reasonable time and may affirm, modify and affirm, or revoke the order.
 - (5) Failure to Comply with Order: If the owner of a building or property fails to comply with an order to take corrective action for which no appeal has been made or fails to comply with an order of the governing body following an appeal, the owner shall be guilty of a Class 1 misdemeanor pursuant to NC G.S. § 143-215.58 and shall be punished at the discretion of the court.

SECTION E. VARIANCE PROCEDURES.

- (1) The Zoning Board of Adjustment as established by Carteret County, hereinafter referred to as the “appeal board”, shall hear and decide requests for variances from the requirements of this ordinance.
- (2) Any person aggrieved by the decision of the appeal board may appeal such decision to the Court, as provided in Chapter 7A of the North Carolina General Statutes.
- (3) Variances may be issued for:
 - (a) The repair or rehabilitation of historic structures upon the determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and that the variance is the minimum necessary to preserve the historic character and design of the structure;
 - (b) Functionally dependent facilities if determined to meet the definition as stated in Article 2 of this ordinance, provided provisions of Article 4, Section E(9)(b), (c), and (e) have been satisfied, and such facilities are protected by methods that minimize flood damages during the base flood and create no additional threats to public safety; or
 - (c) Any other type of development provided it meets the requirements of this Section.
- (4) In passing upon variances, the appeal board shall consider all technical evaluations, all relevant factors, all standards specified in other sections of this ordinance, and:
 - (a) The danger that materials may be swept onto other lands to the injury of others;
 - (b) The danger to life and property due to flooding or erosion damage;
 - (c) The susceptibility of the proposed facility and its contents to flood damage and the effect of such

damage on the individual owner;

- (d) The importance of the services provided by the proposed facility to the community;
 - (e) The necessity to the facility of a waterfront location as defined under Article 2 of this ordinance as a functionally dependent facility, where applicable;
 - (f) The availability of alternative locations, not subject to flooding or erosion damage, for the proposed use;
 - (g) The compatibility of the proposed use with existing and anticipated development;
 - (h) The relationship of the proposed use to the comprehensive plan and floodplain management program for that area;
 - (i) The safety of access to the property in times of flood for ordinary and emergency vehicles;
 - (j) The expected heights, velocity, duration, rate of rise, and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site; and
 - (k) The costs of providing governmental services during and after flood conditions including maintenance and repair of public utilities and facilities such as sewer, gas, electrical and water systems, and streets and bridges.
- (5) A written report addressing each of the above factors shall be submitted with the application for a variance.
- (6) Upon consideration of the factors listed above and the purposes of this ordinance, the appeal board may attach such conditions to the granting of variances as it deems necessary to further the purposes and objectives of this ordinance.
- (7) Any applicant to whom a variance is granted shall be given written notice specifying the difference between the BFE and the elevation to which the structure is to be built and that such construction below the BFE increases risks to life and property, and that the issuance of a variance to construct a structure below the BFE may result in increased premium rates for flood insurance up to \$25 per \$100 of insurance coverage. Such notification shall be maintained with a record of all variance actions, including justification for their issuance.
- (8) The Floodplain Administrator shall maintain the records of all appeal actions and report any variances to the FEMA and the State of North Carolina upon request.
- (9) Conditions for Variances:
- (a) Variances shall not be issued when the variance will make the structure in violation of other federal, state, or local laws, regulations, or ordinances.
 - (b) Variances shall not be issued within any designated floodway or non-encroachment area if the variance would result in any increase in flood levels during the base flood discharge.
 - (c) Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
 - (d) Variances shall only be issued prior to development permit approval.
 - (e) Variances shall only be issued upon:

- (i) A showing of good and sufficient cause;
 - (ii) A determination that failure to grant the variance would result in exceptional hardship; and
 - (iii) A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, or extraordinary public expense, create nuisance, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.
- (10) A variance may be issued for solid waste disposal facilities or sites, hazardous waste management facilities, salvage yards, and chemical storage facilities that are located in Special Flood Hazard Areas provided that all of the following conditions are met.
- (a) The use serves a critical need in the community.
 - (b) No feasible location exists for the use outside the Special Flood Hazard Area.
 - (c) The reference level of any structure is elevated or floodproofed to at least the Regulatory Flood Protection Elevation.
 - (d) The use complies with all other applicable federal, state and local laws.
 - (e) Carteret County has notified the Secretary of the North Carolina Department of Public Safety of its intention to grant a variance at least thirty (30) calendar days prior to granting the variance.

ARTICLE 5. PROVISIONS FOR FLOOD HAZARD REDUCTION.

SECTION A. GENERAL STANDARDS.

In all Special Flood Hazard Areas the following provisions are required:

- (1) All new construction and substantial improvements shall be designed (or modified) and adequately anchored to prevent flotation, collapse, and lateral movement of the structure.
- (2) All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage in accordance with the FEMA Technical Bulletin 2, *Flood Damage-Resistant Materials Requirements*.
- (3) All new construction and substantial improvements shall be constructed by methods and practices that minimize flood damages.
- (4) All new electrical, heating, ventilation, plumbing, air conditioning equipment, and other service equipment shall be located at or above the RFPE or designed and installed to prevent water from entering or accumulating within the components during the occurrence of the base flood. These include, but are not limited to, HVAC equipment, water softener units, bath/kitchen fixtures, ductwork, electric/gas meter panels/boxes, utility/cable boxes, water heaters, and electric outlets/switches.
 - (a) Replacements part of a substantial improvement, electrical, heating, ventilation, plumbing, air conditioning equipment, and other service equipment shall also meet the above provisions.
 - (b) Replacements that are for maintenance and not part of a substantial improvement, may be installed at the original location provided the addition and/or improvements only comply with the standards for

new construction consistent with the code and requirements for the original structure.

- (5) All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of floodwaters into the system.
- (6) New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of floodwaters into the systems and discharges from the systems into flood waters.
- (7) On-site waste disposal systems shall be located and constructed to avoid impairment to them or contamination from them during flooding.
- (8) New solid waste disposal facilities and sites, hazardous waste management facilities, salvage yards, and chemical storage facilities shall not be permitted, except by variance as specified in Article 4, Section E(10). A structure or tank for chemical or fuel storage incidental to an allowed use or to the operation of a water treatment plant or wastewater treatment facility may be located in a Special Flood Hazard Area only if the structure or tank is either elevated or floodproofed to at least the Regulatory Flood Protection Elevation and certified in accordance with the provisions of Article 4, Section B(3).
- (9) All subdivision proposals and other development proposals shall be consistent with the need to minimize flood damage.
- (10) All subdivision proposals and other development proposals shall have public utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to minimize flood damage.
- (11) All subdivision proposals and other development proposals shall have adequate drainage provided to reduce exposure to flood hazards.
- (12) All subdivision proposals and other development proposals shall have received all necessary permits from those governmental agencies for which approval is required by federal or state law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.
- (13) When a structure is partially located in a Special Flood Hazard Area, the entire structure shall meet the requirements for new construction and substantial improvements.
- (14) When a structure is located in multiple flood hazard zones or in a flood hazard risk zone with multiple base flood elevations, the provisions for the more restrictive flood hazard risk zone and the highest BFE shall apply.

SECTION B. SPECIFIC STANDARDS.

In all Special Flood Hazard Areas where BFE data has been provided, as set forth in Article 3, Section B, or Article 5, Section D, the following provisions, in addition to the provisions of Article 5, Section A, are required:

- (1) Residential Construction. New construction and substantial improvement of any residential structure (including manufactured homes) shall have the reference level, including basement, elevated no lower than the Regulatory Flood Protection Elevation, as defined in Article 2 of this ordinance.
- (2) Non-Residential Construction. New construction and substantial improvement of any commercial, industrial, or other non-residential structure shall have the reference level, including basement, elevated no lower than the Regulatory Flood Protection Elevation, as defined in Article 2 of this ordinance. Structures located in Zones A, AE, AH, AO, A99 may be floodproofed to the Regulatory Flood Protection Elevation in lieu of elevation provided that all areas of the structure, together with attendant utility and sanitary facilities, below the Regulatory Flood Protection Elevation are watertight with walls substantially impermeable to the passage

of water, using structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effect of buoyancy. For AO Zones, the floodproofing elevation shall be in accordance with Article 5, Section I (2). A registered professional engineer or architect shall certify that the floodproofing standards of this subsection are satisfied. Such certification shall be provided to the Floodplain Administrator as set forth in Article 4, Section B(3), along with the operational plan and the inspection and maintenance plan.

(3) Manufactured Homes.

- (a) New and replacement manufactured homes shall be elevated so that the reference level of the manufactured home is no lower than the Regulatory Flood Protection Elevation, as defined in Article 2 of this ordinance.
- (b) Manufactured homes shall be securely anchored to an adequately anchored foundation to resist flotation, collapse, and lateral movement, either by certified engineered foundation system, or in accordance with the most current edition of the State of North Carolina Regulations for Manufactured Homes adopted by the Commissioner of Insurance pursuant to NCGS 143-143.15. Additionally, when the elevation would be met by an elevation of the chassis thirty-six (36) inches or less above the grade at the site, the chassis shall be supported by reinforced piers or engineered foundation. When the elevation of the chassis is above thirty-six (36) inches in height, an engineering certification is required.
- (c) All enclosures or skirting below the lowest floor shall meet the requirements of Article 5, Section B(4).
- (d) An evacuation plan must be developed for evacuation of all residents of all new, substantially improved or substantially damaged manufactured home parks or subdivisions located within flood prone areas. This plan shall be filed with and approved by the Floodplain Administrator and the local Emergency Management Coordinator.

(4) Elevated Buildings. Fully enclosed area, of new construction and substantially improved structures, which is below the lowest floor or below the lowest horizontal structural member in VE zones:

- (a) Shall not be designed or used for human habitation, but shall only be used for parking of vehicles, building access, or limited storage of maintenance equipment used in connection with the premises. Access to the enclosed area shall be the minimum necessary to allow for parking of vehicles (garage door) or limited storage of maintenance equipment (standard exterior door), or entry to the living area (stairway or elevator). The interior portion of such enclosed area shall not be finished or partitioned into separate rooms, except to enclose storage areas;
- (b) Shall be constructed entirely of flood resistant materials at least to the Regulatory Flood Protection Elevation; and
- (c) Shall include, in Zones A, AE, AH, AO, A99 flood openings to automatically equalize hydrostatic flood forces on walls by allowing for the entry and exit of floodwaters. To meet this requirement, the openings must either be certified by a professional engineer or architect or meet or exceed the following minimum design criteria:
 - (i) A minimum of two flood openings on different sides of each enclosed area subject to flooding;
 - (ii) The total net area of all flood openings must be at least one (1) square inch for each square foot of enclosed area subject to flooding;
 - (iii) If a building has more than one enclosed area, each enclosed area must have flood openings to allow floodwaters to automatically enter and exit;
 - (iv) The bottom of all required flood openings shall be no higher than one (1) foot above the higher

of the interior or exterior adjacent grade;

- (v) Flood openings may be equipped with screens, louvers, or other coverings or devices, provided they permit the automatic flow of floodwaters in both directions; and
 - (vi) Enclosures made of flexible skirting are not considered enclosures for regulatory purposes, and, therefore, do not require flood openings. Masonry or wood underpinning, regardless of structural status, is considered an enclosure and requires flood openings as outlined above.
- (d) Shall, in Coastal High Hazard Areas (Zone VE), meet the requirements of Article 5, Section G.

(5) Additions/Improvements.

- (a) Additions and/or improvements to pre-FIRM structures when the addition and/or improvements in combination with any interior modifications to the existing structure are:
 - (i) Not a substantial improvement, the addition and/or improvements must be designed to minimize flood damages and must not be any more non-conforming than the existing structure.
 - (ii) A substantial improvement, with modifications/rehabilitations/improvements to the existing structure or the common wall is structurally modified more than installing a doorway, both the existing structure and the addition must comply with the standards for new construction.
- (b) Additions to pre-FIRM or post-FIRM structures that are a substantial improvement with no modifications/rehabilitations/improvements to the existing structure other than a standard door in the common wall, shall require only the addition to comply with the standards for new construction.
- (c) Additions and/or improvements to post-FIRM structures when the addition and/or improvements in combination with any interior modifications to the existing structure are:
 - (i) Not a substantial improvement, the addition and/or improvements only must comply with the standards for new construction consistent with the code and requirements for the original structure.
 - (ii) A substantial improvement, both the existing structure and the addition and/or improvements must comply with the standards for new construction.
- (d) Any combination of repair, reconstruction, rehabilitation, addition or improvement of a building or structure taking place during a one (1) year period, the cumulative cost of which equals or exceeds 50 percent of the market value of the structure before the improvement or repair is started must comply with the standards for new construction. For each building or structure, the one (1) year period begins on the date of the first improvement or repair of that building or structure subsequent to the effective date of this ordinance. If the structure has sustained substantial damage, any repairs are considered substantial improvement regardless of the actual repair work performed. The requirement does not, however, include either:
 - (i) Any project for improvement of a building required to correct existing health, sanitary or safety code violations identified by the building official and that are the minimum necessary to assume safe living conditions.
 - (ii) Any alteration of a historic structure provided that the alteration will not preclude the structure's continued designation as a historic structure.

- (6) Recreational Vehicles. Recreational vehicles shall either:
- (a) Temporary Placement
 - (i) Be on site for fewer than 180 consecutive days; or
 - (ii) Be fully licensed and ready for highway use. (A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities, and has no permanently attached additions.)
 - (b) Permanent Placement. Recreational vehicles that do not meet the limitations of Temporary Placement shall meet all the requirements for new construction.
- (7) Temporary Non-Residential Structures. Prior to the issuance of a floodplain development permit for a temporary structure, the applicant must submit to the Floodplain Administrator a plan for the removal of such structure(s) in the event of a hurricane, flash flood or other type of flood warning notification. The following information shall be submitted in writing to the Floodplain Administrator for review and written approval:
- (a) A specified time period for which the temporary use will be permitted. Time specified may not exceed three (3) months, renewable up to one (1) year;
 - (b) The name, address, and phone number of the individual responsible for the removal of the temporary structure;
 - (c) The time frame prior to the event at which a structure will be removed (i.e., minimum of 72 hours before landfall of a hurricane or immediately upon flood warning notification);
 - (d) A copy of the contract or other suitable instrument with the entity responsible for physical removal of the structure; and
 - (e) Designation, accompanied by documentation, of a location outside the Special Flood Hazard Area, to which the temporary structure will be moved.
- (8) Accessory Structures. When accessory structures (sheds, detached garages, etc.) are to be placed within a Special Flood Hazard Area, the following criteria shall be met:
- (a) Accessory structures shall not be used for human habitation (including working, sleeping, living, cooking or restroom areas)
 - (b) Accessory structures shall be designed to have low flood damage potential;
 - (c) Accessory structures shall be constructed and placed on the building site so as to offer the minimum resistance to the flow of floodwaters;
 - (d) Accessory structures shall be firmly anchored in accordance with the provisions of Article 5, Section A(1);
 - (e) Accessory structures, regardless of the size or cost, shall not be placed below elevated buildings in V and VE Zones;
 - (f) All service facilities such as electrical shall be installed in accordance with the provisions of Article 5, Section A(4); and

- (g) Flood openings to facilitate automatic equalization of hydrostatic flood forces shall be provided below Regulatory Flood Protection Elevation in conformance with the provisions of Article 5, Section B(4)(c)(i-vi).

An accessory structure with a footprint less than one-hundred fifty (150) square feet and satisfies the criteria outlined above is not required to meet the elevation or floodproofing standards of Article 5, Section B(2). Elevation or floodproofing certifications are required for all other accessory structures in accordance with Article 4, Section B(3).

- (9) Tanks. When gas and liquid storage tanks are to be placed within a Special Flood Hazard Area, the following criteria shall be met:
 - (a) Underground tanks. Underground tanks in flood hazard areas shall be anchored to prevent flotation, collapse or lateral movement resulting from hydrodynamic and hydrostatic loads during conditions of the design flood, including the effects of buoyancy assuming the tank is empty;
 - (b) Above-ground tanks, elevated. Above-ground tanks in flood hazard areas shall be elevated to or above the Regulatory Flood Protection Elevation on a supporting structure that is designed to prevent flotation, collapse or lateral movement during conditions of the design flood. Tank-supporting structures shall meet the foundation requirements of the applicable flood hazard area;
 - (c) Above-ground tanks, not elevated. Above-ground tanks that do not meet the elevation requirements of Article 5, Section B(2) of this ordinance shall not be permitted in V or VE Zones. Tanks may be permitted in other flood hazard areas provided the tanks are designed, constructed, installed, and anchored to resist all flood-related and other loads, including the effects of buoyancy, during conditions of the design flood and without release of contents in the floodwaters or infiltration by floodwaters into the tanks. Tanks shall be designed, constructed, installed, and anchored to resist the potential buoyant and other flood forces acting on an empty tank during design flood conditions.
 - (d) Tank inlets and vents. Tank inlets, fill openings, outlets and vents shall be:
 - (i) At or above the Regulatory Flood Protection Elevation or fitted with covers designed to prevent the inflow of floodwater or outflow of the contents of the tanks during conditions of the design flood; and
 - (ii) Anchored to prevent lateral movement resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, during conditions of the design flood.
- (10) Other Development.
 - (a) Fences in regulated floodways and NEAs that have the potential to block the passage of floodwaters, such as stockade fences and wire mesh fences, shall meet the limitations of Article 5, Section F of this ordinance.
 - (b) Retaining walls, sidewalks and driveways in regulated floodways and NEAs. Retaining walls and sidewalks and driveways that involve the placement of fill in regulated floodways shall meet the limitations of Article 5, Section F of this ordinance.
 - (c) Roads and watercourse crossings in regulated floodways and NEAs. Roads and watercourse crossings, including roads, bridges, culverts, low-water crossings and similar means for vehicles or pedestrians to travel from one side of a watercourse to the other side, that encroach into regulated floodways shall meet the limitations of Article 5, Section F of this ordinance.
 - (d) Commercial storage facilities are not considered "limited storage" as noted in this ordinance, and shall

protected to the Regulatory Flood Protection Elevation as required for commercial structures.

SECTION C. RESERVED.

SECTION D. STANDARDS FOR FLOODPLAINS WITHOUT ESTABLISHED BASE FLOOD ELEVATIONS.

Within the Special Flood Hazard Areas designated as Approximate Zone A and established in Article 3, Section B, where no BFE data has been provided by FEMA, the following provisions, in addition to the provisions of Article 5, Section A, shall apply:

- (1) No encroachments, including fill, new construction, substantial improvements or new development shall be permitted within a distance of twenty (20) feet each side from top of bank or five times the width of the stream, whichever is greater, unless certification with supporting technical data by a registered professional engineer is provided demonstrating that such encroachments shall not result in any increase in flood levels during the occurrence of the base flood discharge.
- (2) The BFE used in determining the Regulatory Flood Protection Elevation shall be determined based on the following criteria:
 - (a) When BFE data is available from other sources, all new construction and substantial improvements within such areas shall also comply with all applicable provisions of this ordinance and shall be elevated or floodproofed in accordance with standards in Article 5, Sections A and B.
 - (b) When floodway or non-encroachment data is available from a Federal, State, or other source, all new construction and substantial improvements within floodway and non-encroachment areas shall also comply with the requirements of Article 5, Sections B and F.
 - (c) All subdivision, manufactured home park and other development proposals shall provide BFE data if development is greater than five (5) acres or has more than fifty (50) lots/manufactured home sites. Such BFE data shall be adopted by reference in accordance with Article 3, Section B and utilized in implementing this ordinance.
 - (d) When BFE data is not available from a Federal, State, or other source as outlined above, the reference level shall be elevated or floodproofed (nonresidential) to or above the Regulatory Flood Protection Elevation, as defined in Article 2. All other applicable provisions of Article 5, Section B shall also apply.

SECTION E. STANDARDS FOR RIVERINE FLOODPLAINS WITH BASE FLOOD ELEVATIONS BUT WITHOUT ESTABLISHED FLOODWAYS OR NON-ENCROACHMENT AREAS.

Along rivers and streams where BFE data is provided by FEMA or is available from another source but neither floodway nor non-encroachment areas are identified for a Special Flood Hazard Area on the FIRM or in the FIS report, the following requirements shall apply to all development within such areas:

- (1) Standards of Article 5, Sections A and B; and
- (2) Until a regulatory floodway or non-encroachment area is designated, no encroachments, including fill, new construction, substantial improvements, or other development, shall be permitted unless certification with supporting technical data by a registered professional engineer is provided demonstrating that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one (1) foot at any point.

SECTION F. FLOODWAYS AND NON-ENCROACHMENT AREAS.

Areas designated as floodways or non-encroachment areas are located within the Special Flood Hazard Areas established in Article 3, Section B. The floodways and non-encroachment areas are extremely hazardous areas due to the velocity of floodwaters that have erosion potential and carry debris and potential projectiles. The following provisions, in addition to standards outlined in Article 5, Sections A and B, shall apply to all development within such areas:

- (1) No encroachments, including fill, new construction, substantial improvements and other developments shall be permitted unless:
 - (a) It is demonstrated that the proposed encroachment would not result in any increase in the flood levels during the occurrence of the base flood discharge, based on hydrologic and hydraulic analyses performed in accordance with standard engineering practice and presented to the Floodplain Administrator prior to issuance of floodplain development permit; or
 - (b) A Conditional Letter of Map Revision (CLOMR) has been approved by FEMA. A Letter of Map Revision (LOMR) must also be obtained within six months of completion of the proposed encroachment.
- (2) If Article 5, Section F(1) is satisfied, all development shall comply with all applicable flood hazard reduction provisions of this ordinance.
- (3) Manufactured homes may be permitted provided the following provisions are met:
 - (a) The anchoring and the elevation standards of Article 5, Section B(3); and
 - (b) The encroachment standards of Article 5, Section F(1).

SECTION G. COASTAL HIGH HAZARD AREA (ZONE VE).

Coastal High Hazard Areas are Special Flood Hazard Areas established in Article 3, Section B, and designated as Zones VE. These areas have special flood hazards associated with high velocity waters from storm surges or seismic activity and, therefore, all new construction and substantial improvements shall meet the following provisions in addition to the provisions of Article 5, Sections A and B:

- (1) All new construction and substantial improvements shall:
 - (a) Be located landward of the reach of mean high tide;
 - (b) Comply with all applicable CAMA setback requirements.
- (2) All new construction and substantial improvements shall be elevated so that the bottom of the lowest horizontal structural member of the lowest floor (excluding pilings or columns) is no lower than the regulatory flood protection elevation. Floodproofing shall not be utilized on any structures in Coastal High Hazard Areas to satisfy the regulatory flood protection elevation requirements.
- (3) All new construction and substantial improvements shall have the space below the bottom of the lowest horizontal structural member of the lowest floor either be free of obstruction or constructed with breakaway walls, open wood latticework or insect screening, provided they are not part of the structural support of the

building and are designed so as to breakaway, under abnormally high tides or wave action without causing damage to the elevated portion of the building or supporting foundation system or otherwise jeopardizing the structural integrity of the building. The following design specifications shall be met:

- (a) Material shall consist of open wood or plastic lattice having at least 40 percent of its area open, or
 - (b) Insect screening; or
 - (c) Breakaway walls shall meet the following design specifications:
 - (i) Breakaway walls shall have flood openings that allow for the automatic entry and exit of floodwaters to minimize damage caused by hydrostatic loads, per Article 5, Section B(4)(c)(i-vi); and
 - (ii) Design safe loading resistance shall be not less than 10 nor more than 20 pounds per square foot; or
 - (iii) Breakaway walls that exceed a design safe loading resistance of 20 pounds per square foot (either by design or when so required by State or local codes) shall be certified by a registered professional engineer or architect that the breakaway wall will collapse from a water load less than that which would occur during the base flood event, and the elevated portion of the building and supporting foundation system shall not be subject to collapse, displacement, or other structural damage due to the effects of wind and water loads acting simultaneously on all building components (structural and non-structural). The water loading values used shall be those associated with the base flood. The wind loading values used shall be those required by the North Carolina State Building Code.
- (4) All new construction and substantial improvements shall be securely anchored to pile or column foundations. All pilings and columns and the structure attached thereto shall be anchored to resist flotation, collapse, and lateral movement due to the effect of wind and water loads acting simultaneously on all building components.
- (a) Water loading values used shall be those associated with the base flood.
 - (b) Wind loading values used shall be those required by the current edition of the North Carolina State Building Code.
- (5) For concrete pads, including patios, decks, parking pads, walkways, driveways, pool decks, etc. the following is required:
- (a) Shall be structurally independent of the primary structural foundation system of the structure and shall not adversely affect structures through redirection of floodwaters or debris; and
 - (b) Shall be constructed to breakaway cleanly during design flood conditions, shall be frangible, and shall not produce debris capable of causing damage to any structure. (The installation of concrete in small segments (approximately 4 feet x 4 feet) that will easily break up during the base flood event, or score concrete in 4 feet x 4 feet maximum segments is acceptable to meet this standard); and
 - (c) Reinforcing, including welded wire fabric, shall not be used in order to minimize the potential for concreted pads being a source of debris; and
 - (d) Pad thickness shall not exceed 4 inches; or
 - (e) Provide a Design Professional's certification stating the design and method of construction to be used meet the applicable criteria of this section.

- (6) For swimming pools and spas, the following is required:
- (a) Be designed to withstand all flood-related loads and load combinations.
 - (b) Be elevated so that the lowest horizontal structural member is elevated above the RFPE; or
 - (c) Be designed and constructed to break away during design flood conditions without producing debris capable of causing damage to any structure; or
 - (d) Be sited to remain in the ground during design flood conditions without obstructing flow that results in damage to any structure.
 - (e) Registered design professionals must certify to local officials that a pool or spa beneath or near a VE Zone building will not be subject to flotation or displacement that will damage building foundations or elevated portions of the building or any nearby buildings during a coastal flood.
 - (f) Pool equipment shall be located above the RFPE whenever practicable. Pool equipment shall not be located beneath an elevated structure.
- (7) All elevators, vertical platform lifts, chair lifts, etc., the following is required:
- (a) Elevator enclosures must be designed to resist hydrodynamic and hydrostatic forces as well as erosion, scour, and waves.
 - (b) Utility equipment in Coastal High Hazard Areas (VE Zones) must not be mounted on, pass through, or be located along breakaway walls.
 - (c) The cab, machine/equipment room, hydraulic pump, hydraulic reservoir, counter weight and roller guides, hoist cable, limit switches, electric hoist motor, electrical junction box, circuit panel, and electrical control panel are all required to be above RFPE. When this equipment cannot be located above the RFPE, it must be constructed using flood damage-resistant components.
 - (d) Elevator shafts/enclosures that extend below the RFPE shall be constructed of reinforced masonry block or reinforced concrete walls and located on the landward side of the building to provide increased protection from flood damage. Drainage must be provided for the elevator pit.
 - (e) Flood damage-resistant materials can also be used inside and outside the elevator cab to reduce flood damage. Use only stainless steel doors and door frames below the BFE. Grouting in of door frames and sills is recommended.
 - (f) If an elevator is designed to provide access to areas below the BFE, it shall be equipped with a float switch system that will activate during a flood and send the elevator cab to a floor above the RFPE.
- (8) Accessory structures, regardless of size or cost, shall not be permitted below elevated structures.
- (9) A registered professional engineer or architect shall certify that the design, specifications and plans for construction are in compliance with the provisions of Article 4, Section B and Article 5, Section G(3) and (4), on the current version of the North Carolina V-Zone Certification form or equivalent local version.
- (10) Fill/Grading
- (a) Minor grading and the placement of minor quantities of nonstructural fill may be permitted for landscaping and for drainage purposes under and around buildings and for support of parking slabs, pool decks, patios and walkways.

- (b) The fill material must be similar and consistent with the natural soils in the area.
 - (c) The placement of site-compatible, non-structural fill under or around an elevated building is limited to two (2) feet. Fill greater than two (2) feet must include an analysis prepared by a qualified registered design professional demonstrating no harmful diversion of floodwaters or wave runoff and wave reflection that would increase damage to adjacent elevated buildings and structures.
 - (d) Nonstructural fill with finished slopes that are steeper than five (5) units horizontal to one (1) unit vertical shall be permitted only if an analysis prepared by a qualified registered design professional demonstrates no harmful diversion of floodwaters or wave runoff and wave reflection that would increase damage to adjacent elevated buildings and structures.
- (11) There shall be no alteration of sand dunes or mangrove stands which would increase potential flood damage.
- (12) No manufactured homes shall be permitted except in an existing manufactured home park or subdivision. A replacement manufactured home may be placed on a lot in an existing manufactured home park or subdivision provided the anchoring and elevation standards of this Section have been satisfied.
- (13) Recreational vehicles may be permitted in Coastal High Hazard Areas provided that they meet the Recreational Vehicle criteria of Article 5, Section B(6)(a).
- (14) A deck that is structurally attached to a building or structure shall have the bottom of the lowest horizontal structural member at or above the Regulatory Flood Protection Elevation and any supporting members that extend below the Regulatory Flood Protection Elevation shall comply with the foundation requirements that apply to the building or structure, which shall be designed to accommodate any increased loads resulting from the attached deck. The increased loads must be considered in the design of the primary structure and included in the V-Zone Certification required under Article 4, Section B, (3)(f).
- (15) A deck or patio that is located below the Regulatory Flood Protection Elevation shall be structurally independent from buildings or structures and their foundation systems, and shall be designed and constructed either to remain intact and in place during design flood conditions or to break apart into small pieces to minimize debris during flooding that is capable of causing structural damage to the building or structure or to adjacent buildings and structures.
- (16) In coastal high hazard areas, development activities other than buildings and structures shall be permitted only if also authorized by the appropriate state or local authority; if located outside the footprint of, and not structurally attached to, buildings and structures; and if analyses prepared by qualified registered design professionals demonstrate no harmful diversion of floodwaters or wave runoff and wave reflection that would increase damage to adjacent buildings and structures. Such other development activities include but are not limited to:
- (a) Bulkheads, seawalls, retaining walls, revetments, and similar erosion control structures;
 - (b) Solid fences and privacy walls, and fences prone to trapping debris, unless designed and constructed to fail under flood conditions less than the design flood or otherwise function to avoid obstruction of floodwaters.
 - (c) Docks, piers, and similar structures.
- (17) No more than four (4) electrical outlets and no more than four (4) electrical switches may be permitted below RFPE unless required by building code.

SECTION H. STANDARDS FOR COASTAL A ZONES (ZONE CAZ) LiMWA

Structures in CAZs shall be designed and constructed to meet V Zone requirements, including requirements for breakaway walls. However, the NFIP regulations also require flood openings in walls surrounding enclosures below elevated buildings in CAZs (see Technical Bulletin 1, *Openings in Foundation Walls and Walls of Enclosures*). Breakaway walls used in CAZs must have flood openings that allow for the automatic entry and exit of floodwaters to minimize damage caused by hydrostatic loads. Openings also function during smaller storms or if anticipated wave loading does not occur with the base flood.

- (1) All new construction and substantial improvements shall be elevated so that the bottom of the lowest horizontal structural member of the lowest floor (excluding pilings or columns) is no lower than the regulatory flood protection elevation. Floodproofing shall not be utilized on any structures in Coastal A Zones to satisfy the regulatory flood protection elevation requirements.
- (2) All new construction and substantial improvements shall have the space below the bottom of the lowest horizontal structural member of the lowest floor either be free of obstruction or constructed with breakaway walls, open wood latticework or insect screening, provided they are not part of the structural support of the building and are designed so as to breakaway, under abnormally high tides or wave action without causing damage to the elevated portion of the building or supporting foundation system or otherwise jeopardizing the structural integrity of the building. The following design specifications shall be met:
 - (a) Material shall consist of open wood or plastic lattice having at least 40 percent of its area open, or
 - (b) Insect screening; or
 - (c) Breakaway walls shall meet the following design specifications:
 - (i) Breakaway walls shall have flood openings to automatically equalize hydrostatic flood forces on walls by allowing for the entry and exit of floodwaters. To meet this requirement, the openings must either be certified by a professional engineer or architect or meet or exceed the design criteria in Article 5, Section B(4)(c)(i-vi); and
 - (ii) Design safe loading resistance shall be not less than 10 nor more than 20 pounds per square foot; or
 - (iii) Breakaway walls that exceed a design safe loading resistance of 20 pounds per square foot (either by design or when so required by State or local codes) shall be certified by a registered professional engineer or architect that the breakaway wall will collapse from a water load less than that which would occur during the base flood event, and the elevated portion of the building and supporting foundation system shall not be subject to collapse, displacement, or other structural damage due to the effects of wind and water loads acting simultaneously on all building components (structural and non-structural). The water loading values used shall be those associated with the base flood. The wind loading values used shall be those required by the North Carolina State Building Code.
- (3) Concrete pads, including patios, decks, parking pads, walkways, driveways, etc. must meet the provisions of Article 5, Section G(5).
- (4) All new construction and substantial improvements shall meet the provisions of Article 5, Section G(3).
- (5) A registered professional engineer or architect shall certify that the design, specifications and plans for construction are in compliance with the provisions of Article 4, Section B and Article 5, Section G(3) and (4), on the current version of the North Carolina V-Zone Certification form or a locally developed V-Zone Certification form.

- (6) Recreational vehicles may be permitted in Coastal A Zones provided that they meet the Recreational Vehicle criteria of Article 5, Section B(6)(a).
- (7) Fill/Grading must meet the provisions of Article 5, Section G(10).
- (8) Decks and patios must meet the provisions of Article 5 Section G(14-15).
- (9) In coastal high hazard areas, development activities other than buildings and structures must meet the provisions of Article 5, Section G(16).

SECTION I. STANDARDS FOR AREAS OF SHALLOW FLOODING (ZONE AO).

Located within the Special Flood Hazard Areas established in Article 3, Section B, are areas designated as shallow flooding areas. These areas have special flood hazards associated with base flood depths of one (1) to three (3) feet where a clearly defined channel does not exist and where the path of flooding is unpredictable and indeterminate. In addition to Article 5, Sections A and B, all new construction and substantial improvements shall meet the following requirements:

- (1) The reference level shall be elevated at least as high as the depth number specified on the Flood Insurance Rate Map (FIRM), in feet, above the highest adjacent grade; or at least two (2) feet above the highest adjacent grade if no depth number is specified.
- (2) Non-residential structures may, in lieu of elevation, be floodproofed to the same level as required in Article 5, Section I(1) so that the structure, together with attendant utility and sanitary facilities, below that level shall be watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. Certification is required in accordance with Article 4, Section B(3) and Article 5, Section B(2).
- (3) Adequate drainage paths shall be provided around structures on slopes, to guide floodwaters around and away from proposed structures.

SECTION J. STANDARDS FOR AREAS OF SHALLOW FLOODING (ZONE AH).

Located within the Special Flood Hazard Areas established in Article 3, Section B, are areas designated as shallow flooding areas. These areas are subject to inundation by 1-percent-annual-chance shallow flooding (usually areas of ponding) where average depths are one (1) to three (3) feet. Base Flood Elevations are derived from detailed hydraulic analyses are shown in this zone. In addition to Article 5, Sections A and B, all new construction and substantial improvements shall meet the following requirements:

- (1) Adequate drainage paths shall be provided around structures on slopes, to guide floodwaters around and away from proposed structures.

ARTICLE 6. LEGAL STATUS PROVISIONS.

SECTION A. EFFECT ON RIGHTS AND LIABILITIES UNDER THE EXISTING FLOOD DAMAGE PREVENTION ORDINANCE.

This ordinance in part comes forward by re-enactment of some of the provisions of the Flood Damage Prevention Ordinance enacted May 15, 1980 as amended, and it is not the intention to repeal but rather to re-enact and continue to enforce without interruption of such existing provisions, so that all rights and liabilities that have accrued thereunder are reserved and may be enforced. The enactment of this ordinance shall not affect any action, suit or

proceeding instituted or pending. All provisions of the Flood Damage Prevention and Protection Ordinance of Carteret County enacted on May 15, 1980, as amended, which are not reenacted herein are repealed.

The date of the initial Flood Damage Prevention Ordinance for Carteret County is May 15, 1980.

SECTION B. EFFECT UPON OUTSTANDING FLOODPLAIN DEVELOPMENT PERMITS.

Nothing herein contained shall require any change in the plans, construction, size, or designated use of any development or any part thereof for which a floodplain development permit has been granted by the Floodplain Administrator or his or her authorized agents before the time of passage of this ordinance; provided, however, that when construction is not begun under such outstanding permit within a period of six (6) months subsequent to the date of issuance of the outstanding permit, construction or use shall be in conformity with the provisions of this ordinance.

SECTION C. SEVERABILITY.

If any section, clause, sentence, or phrase of the Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of this Ordinance.

SECTION D. EFFECTIVE DATE.

This ordinance shall become effective June 19, 2020.

SECTION E. ADOPTION CERTIFICATION.

I hereby certify that this is a true and correct copy of the Flood Damage Prevention & Protection Ordinance as adopted by the Board of Commissioners, County of Carteret, North Carolina, on the 18th day of May 2020

WITNESS my hand and the official seal of insert Name, Title, this the Day (number or text) day of Month, Year.

(signature)

Excerpt of the 4/13/20 Planning Commission Meeting Minutes:

Ordinance Rewrite: A proposed major rewrite to the Carteret County Flood Damage Prevention & Protection Ordinance to bring the ordinance into full compliance with 44 CFR 60.3 per the December 19, 2019 Letter of Final Determination issued by FEMA which states new Flood Insurance Rate Maps for portions of Unincorporated Carteret County shall become effective on June 19, 2020.

Mr. Hartman presented the request.

Background:

On December 19, 2019, the Federal Emergency Management Agency released a Letter of Final Determination (LFD) for Unincorporated Carteret County. Specifically, this LFD mandates that the preliminary Flood Insurance Rate Maps (FIRMs) for a portion of Unincorporated Carteret County shall become effective for flood insurance purposes on June 19, 2020.

The County must have a flood ordinance that meets the minimum NFIP floodplain management requirements as defined in Title 44 of the Code of Federal Regulations Section 60.3. This is necessary in order to remain in good standing with the National Flood Insurance Program (NFIP), to continue to offer federal flood insurance to our citizens, and to be eligible for federal or state disaster assistance to permanently repair structures in the special flood hazard area that have been damaged due to flooding.

This rewrite is required to adopt the new flood hazard data, to adopt the new Flood Insurance Study dated 6/19/20, and to ensure that the County's Flood Damage Prevention & Protection Ordinance meets or exceeds the minimum NFIP floodplain management requirements of 44 CFR 60.3.

This rewrite also reflects changes made to the 2018 NC Residential Building Code that must be incorporated into the County's amended Flood Damage Prevention and Protection Ordinance.

Pending approval from the Planning Commission and the Carteret County Board of Commissioners, this ordinance would become effective June 19, 2020.

Staff is happy to answer any additional questions that you may have.

Chairman Graham asked if there were any questions.

Commissioner Heath stated he was looking for an overview of what the proposed changes were.

Mr. Hartman explained there were some changes made to the North Carolina building code about venting properties in a V or VE flood zone that required flood venting. The rest of it is based off what the state has released, it ensures the minimum NFIP requirements are met and is very similar to the current flood damage prevention ordinance we currently have.

Chairman Graham asked if there were any other questions, if not is there a motion to approve.

Commissioner Heath made a motion to approve the rewrite. Commissioner William Rogers seconded the motion, followed by a unanimous vote from the committee.

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
BY THE
CARTERET COUNTY BOARD OF COMMISSIONERS**

WHEREAS, the Board of Commissioners adopted the Carteret County Flood Damage Prevention and Protection Ordinance on May 15, 1980; and

WHEREAS, the Board of County Commissioners on its own motion or by petition may amend, supplement, change or repeal the Carteret County Flood Damage Prevention and Protection Ordinance; and

WHEREAS, Carteret County is required to have a flood damage prevention ordinance that meets or exceeds the floodplain management requirements as defined in Title 44 of the Code of Federal Regulations Section 60.3 in order to remain in good standing with the National Flood Insurance Program; and

WHEREAS, all provisions of the Carteret County Flood Damage Prevention and Protection Ordinance enacted on May 15, 1980, as amended which are not reenacted herein this major rewrite are repealed effective June 19, 2020; and

WHEREAS, this major rewrite of the Carteret County Flood Damage Prevention and Protection Ordinance shall become effective on June 19, 2020.

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 major rewrite to the Carteret County Flood Damage Prevention and Protection Ordinance

ADOPTED, this the 18th day of May, 2020.

Bill Smith, Chairman
Carteret County Board of Commissioners

ATTEST:

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 of the North Carolina General Statutes the Carteret County Board of Commissioners will hold a public hearing on May 18, 2020 at 6:00 p.m. in the Board of Commissioners' Meeting Room (Courthouse Square, Administration Building, Beaufort, NC) to discuss a proposed major rewrite to the Carteret County Flood Damage Prevention & Protection Ordinance. Specifically, this major rewrite ensures the new ordinance will meet the minimum floodplain management requirements as defined in Title 44 of the Code of Federal Regulations Section 60.3. This is in anticipation of the release of new Flood Insurance Rate Maps for portions of Unincorporated Carteret County that shall become effective June 19, 2020 pursuant to FEMA's Letter of Final Determination dated December 19, 2019. A flood damage prevention ordinance that meets or exceeds the requirements of 44 CFR 60.3 is required in order to remain in good standing with the National Flood Insurance Program.

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 May 6, 2020
Wednesday May 13, 2020

CARTERET COUNTY
Board of Commissioners



Agenda Item
X.

Meeting Date:
18-May-20

Presenter:
Richie Paylor

ITEM TO BE CONSIDERED

Title: Presentation in Support of a School Bond Referendum

Brief Summary:

Mr. Richie Paylor, Interim School Superintendent, will provide a presentation on a proposed school bond referendum for the School System's Capital Needs in the amount of \$41,885,000.

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

Motion: In support of the School System's \$41,885,000 School Bond Referendum to fund capital needs by seeking voter approval for the general obligation bonds at the November 2020 general election via a referendum on the November 2020 ballot, approval of the Resolution authorizing the application to the Local Government Commission ("LGC") and approval of the Resolution directing the publication of the intent to apply.

BACKGROUND

Originating Department	Attachments:
Finance Department	1 Resolution Adopted by School Board
	2 Proposed Bond Referendum Projects
	3 Memo from Dee Meshaw
Staff Contact:	4 Clerk Certification & Resolution Authorizing Application to LGC
Tommy Burns/Dee Meshaw	5 Clerk Certification/Notice of Intent to Apply
	6 Resolution Directing Publication of Intent to Apply
	7 Notice of Intention to Apply for Approval of Bonds

REVIEWED BY

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

**CARTERET COUNTY BOARD OF EDUCATION
RESOLUTION REQUESTING THE COUNTY BOARD OF
COMMISSIONERS TO FUND THE SCHOOL SYSTEM'S CAPITAL NEEDS**

WHEREAS, the Carteret County Board of Education (the "Board of Education") has identified essential capital needs in schools across the county; and

WHEREAS, these identified needs focus on safety, expansion and efficiency; and

WHEREAS, the Board of Education has worked closely with law enforcement, school administrators and maintenance leaders to identify the top priority needs of our school system; and

WHEREAS, these needs have been discussed with the Carteret County Board of Commissioners; and

WHEREAS, it is the belief of the Board of Education that these needs represent a reasonable and conservative approach to meeting the education and instructional facility needs of the public school system; and

WHEREAS, to fund those capital needs, the Board of Education desires the Carteret County Board of Commissioners seek voter approval for general obligation bonds at the November 2020 general election;

NOW BE IT RESOLVED, as follows:

(1) The Board of Education formally requests that the Carteret County Board of Commissioners place a referendum on the ballot in November 2020 for the authorization of the issuance of general obligation school bonds in the amount of \$41,885,000 for the purpose of providing funds for the capital costs of improving, renovating, replacing and equipping school facilities, including without limitation school buildings, safety and security measures, maintenance/transportation facilities, athletic and physical education buildings and facilities, and acquiring land for future school needs, and other necessary rights-in-land for the Carteret County school system, and authorizing the levy of taxes in an amount sufficient to pay the principal and interest on said bonds.

(2) The Secretary of the Carteret County Board of Education is hereby directed to transmit a copy of this resolution to the Carteret County Board of Commissioners.

Adopted on May 5, 2020, by a vote of: ayes: 7, nays: 0.

CARTERET COUNTY BOARD OF EDUCATION

By: John McLean
Chairman

Attest: Richard Paylor
Secretary

**Carteret County Public School System
Proposed Bond Referendum Projects and Estimated Costs**

Atlantic Elementary School – \$45,000

- Replace interior classroom doors with new code compliant doors
(\$45,000)

Beaufort Middle School – \$755,000

- Enclose existing walkway from main building to 8th grade building with masonry and glass
(\$150,000)
- Replace ceilings in main building and renovate HVAC system and update lighting
(\$560,000)
- Construct covered walkway to car drop off/pick up area
(\$45,000)

Bogue Sound Elementary School – \$790,000

- Renovate HVAC system from 2 pipe to 4 pipe to improve dehumidification and efficiency
(\$675,000)
- Construct covered walkway from school to Croatan High School
(\$115,000)

Broad Creek Middle School – \$4,225,000

- Construct 14-classroom addition
(\$3,800,000)
- Remove curved walls in cafeteria to allow for more seating and improve security
(\$80,000)
- Construct covered walkway to bus parking lot
(\$30,000)
- Construct new entry/exit driveway
(\$175,000)
- Resurface track
(\$140,000)

Carteret Pre-School Center - \$300,000

- Replace old unusable house portion of facility with activity building
(\$300,000)

Croatan High School – \$8,825,000

- Construct 16-classroom addition
(\$4,500,000)
- Construct free-standing gym for school/community use with bleachers on one side, dressing area, restrooms, storage, office space; shelter ready - generator, showers and serving line
(\$3,050,000)
- Construct six new tennis courts
(\$340,000)

- Convert HVAC system from 2 pipe to 4 pipe to improve dehumidification and efficiency
(\$860,000)
- Replace football field press box
(\$75,000)

Down East Middle School / Smyrna Elementary School - \$699,000

- Enclose existing walkways from main building to elementary building and from elementary building to cafeteria
(\$450,000)
- Install new exhaust hood and renovate ceiling in kitchen
(\$154,000)
- Construct covered walkway to car drop off/pick up area
(\$45,000)
- Construct covered walkway to bus drop off/pick up area
(\$50,000)

East Carteret High School - \$5,640,000

- Upgrade/improve/modernize athletic facilities:
relocate fields on campus
construct six new tennis courts
rearrange and/or relocate band practice field
(\$1,300,000)
- Enclose existing walkways between two main buildings
(\$250,000)
- Construct auditorium addition with dressing rooms, prop storage, work space areas
(\$360,000)
- Construct free-standing gym for school/community use with bleachers on one side, dressing area, restrooms, storage, office space; shelter ready - generator, showers and serving line
(\$3,550,000)
- Resurface track
(\$140,000)
- Pave activity bus/auxiliary parking lot
(\$40,000)

Harkers Island Elementary School - \$106,000

- Construct front entry canopy and walkways
(\$31,000)
- Enclose existing walkway from main building to gym
(\$29,000)
- Replace interior classroom doors with new code compliant doors
(\$21,000)
- Construct covered walkway to bus lot
(\$25,000)

Maintenance/Transportation Building - \$720,000

- Renovate HVAC system for efficiency
(\$420,000)
- Construct storage building for equipment
(\$300,000)

Morehead City Elementary School - \$690,000

- Install security fence on north side of campus made of masonry and fencing
(\$53,000)
- Construct masonry entry corridor for outside classrooms
(\$175,000)
- Renovate main entry into office
(\$160,000)
- Install new exhaust hood and renovate ceiling in kitchen
(\$94,000)
- Pave faculty parking lot
(\$73,000)
- Construct covered walkway to bus parking lot
(\$135,000)

Morehead City Middle School - \$1,330,000

- Renovate HVAC system from 2 pipe to 4 pipe to improve dehumidification and efficiency
(\$975,000)
- Enclose walkway from main building to cafeteria/classroom building with masonry and fencing
(\$310,000)
- Construct covered walkway to car drop off/pick up area
(\$45,000)

Morehead City Primary School - \$45,000

- Pave employee parking lot and improve bus parking lot
(\$45,000)

Newport Elementary School - \$443,000

- Replace roof on cafeteria
(\$100,000)
- Construct covered walkway to the left of main entrance
(\$71,000)
- Renovate ceilings and exterior walls in kindergarten building
(\$68,000)
- Construct enclosed hallway from main building to kindergarten building with access to bus parking
(\$104,000)
- Construct enclosed hallway from kindergarten building to cafeteria
(\$100,000)

Newport Middle School - \$55,000

- Construct covered walkway to bus drop off/pick up area
(\$55,000)

West Carteret High School - \$10,245,000

- Expand existing locker rooms
(\$1,500,000)
- Construct new band room
(\$950,000)
- Replace interior doors with new code compliant doors and hardware
(\$145,000)
- Construct free-standing gym for school/community use with bleachers on one side, dressing area, restrooms, storage, office space; shelter ready - generator, showers and serving line
(\$3,050,000)
- Replace chilled water piping in HVAC system, and heat and air condition corridors
(\$560,000)
- Construct dining room addition with restrooms
(\$505,000)
- Install new exhaust hood and renovate ceiling/ventilation in kitchen
(\$75,000)
- Convert six existing science labs into regular classrooms
(\$405,000)
- Construct six-classroom addition with two complete science labs and restrooms, and connect to main building
(\$1,700,000)
- Upgrade/improve/modernize athletic facilities:
update three tennis courts and construct three new tennis courts
renovate band field; relocate girls' softball field; renovate practice fields
(\$665,000)
- Renovate/update auditorium
(\$250,000)
- Construct a new bus parking lot behind school
(\$300,000)
- Resurface track
(\$140,000)

White Oak Elementary School - \$2,255,000

- Renovate main entrance and office area for safety
(\$130,000)
- Replace existing gym with multi-purpose gymnasium including restrooms, storage areas, stage and bleachers; connected to existing corridor
(\$2,000,000)
- Renovate restrooms in two older classroom halls
(\$125,000)

Land Acquisition (\$2,500,000)

- Purchase land for a new elementary school in the western part of the county (\$2,500,000)

Safety and Security At All Sites - \$1,267,000

- Installation of security doors and access controls (\$765,000)
- Installation of new intercom systems to voice over IP for safety (\$502,000)

Bond Issuance Cost - \$350,000

Bond Construction Management Cost - \$600,000

Total - \$41,885,000

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: May 18, 2020
Subject: School Bond Referendum Resolutions

On May 6, 2020, the Carteret County Board of Education adopted a resolution requesting the Board of Commissioners have a School Bond Referendum in November 2020. The Board of Education has provided a list of capital improvements. In order to proceed with a November referendum, the Board of Commissioners must adopt two resolutions. The first resolution directs the Clerk to the Board to have the "Notice of Intention to Apply to the Local Government Commission for Approval of Bonds" published in a newspaper. The second resolution directs the LGC application to be filed, approves Parker Poe Adams & Bernstein LLP as bond counsel, and makes certain findings of fact for the referendum. Approval of the resolutions is recommended if the Board of Commissioners proceeds with a November referendum.

STATE OF NORTH CAROLINA)
)
COUNTY OF CARTERET) ss:

I, *Rachel Hammer*, Clerk to the Board of Commissioners of the County of Carteret, North Carolina **DO HEREBY CERTIFY** that the following is a true and exact copy of a resolution entitled **“RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE COUNTY OF CARTERET, NORTH CAROLINA AUTHORIZING THE APPLICATION TO THE LOCAL GOVERNMENT COMMISSION FOR APPROVAL OF THE COUNTY’S PROPOSED GENERAL OBLIGATION BOND FINANCING AND TO SUBMIT SUCH APPLICATION TO THE LOCAL GOVERNMENT COMMISSION AND MAKING CERTAIN STATEMENTS OF FACT CONCERNING PROPOSED BOND ISSUE”** adopted by the Board of Commissioners of the County of Carteret, North Carolina, at a meeting held on the 18th day of May, 2020.

WITNESS my hand and the corporate seal of the County of Carteret, North Carolina, this the 18th day of May, 2020.

Rachel Hammer
Clerk to the Board of Commissioners
County of Carteret, North Carolina

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE COUNTY OF CARTERET,
NORTH CAROLINA AUTHORIZING THE APPLICATION TO THE
LOCAL GOVERNMENT COMMISSION FOR APPROVAL OF THE COUNTY'S PROPOSED
GENERAL OBLIGATION BOND FINANCING AND TO SUBMIT SUCH
APPLICATION TO THE LOCAL GOVERNMENT COMMISSION AND MAKING
CERTAIN STATEMENTS OF FACT CONCERNING PROPOSED BOND ISSUE**

WHEREAS, the Board of Commissioners (the "*Board of Commissioners*") of the County of Carteret, North Carolina (the "*County*") is considering the issuance of bonds of the County which shall be for the following purpose and in the following maximum amount:

\$41,885,000 of bonds to pay the capital costs of improving, renovating, replacing and equipping school facilities, including without limitation school buildings, safety and security measures, maintenance/transportation facilities, athletic and physical education buildings and facilities, and acquiring land for future school needs and other necessary rights-in-land for the Carteret County school system (collectively, the "*2020 Projects*").

WHEREAS, it is necessary, as a condition to the consideration and adoption of the Bond Order, to submit an Application to the Local Government Commission for Approval of the Bonds, all in the manner required by The Local Government Bond Act.

WHEREAS, certain findings of fact by the Board of Commissioners must be presented to enable the Local Government Commission of the State of North Carolina to make certain determinations as set forth in Section 159-52 the North Carolina General Statutes, as amended.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners, meeting in open session on the 18th day of May, 2020, as follows:

1. The Board of Commissioners has made the following factual findings:

A. ***Facts Regarding Necessity of Proposed Financing.*** The proposed bonds are necessary and expedient to pay the capital costs of the 2020 Projects as requested by the Carteret County Board of Education.

B. ***Facts Supporting the Amount of Bonds Proposed.*** The sum estimated for these bonds is adequate and not excessive for the proposed purpose. Estimates for the proposed 2020 Projects to be financed with such bonds have been carefully analyzed and determined by persons knowledgeable about the proposed 2020 Projects.

C. ***Past Debt Management Procedures and Policies.*** The County's debt management procedures and policies are good and have been carried out in compliance with law. The County employs a finance director to oversee compliance with applicable laws relating to debt management. The Board of Commissioners requires annual audits of County finances. In connection with these audits, compliance with laws is reviewed. The County is not in default in any of its debt service obligations. The County Attorney reviews all debt-related documents for compliance with laws.

D. ***Past Budgetary and Fiscal Management Policies.*** The County's budgetary and fiscal management policies have been carried out in compliance with laws. Annual budgets are

closely reviewed by the Board of Commissioners before final approval of budget ordinances. Budget amendments changing a function total or between functions are presented to the Board of Commissioners at regular Board of Commissioners meetings. The finance director presents financial information to the Board of Commissioners which shows budget to actual comparisons annually and otherwise as the County Manager deems necessary or as a member of the Board of Commissioners may request.

E. ***Increase in Taxes; Retirement of Debt.*** The increase in taxes, if any, necessary to service the proposed debt will not be excessive. The schedule for issuance anticipates issuing all of the bonds in one or more series during the seven years following the adoption of the bond order.

F. ***Marketing of Bonds.*** The proposed bonds can be marketed at reasonable rates of interest.

2. The Assistant County Manager/Finance Director is hereby directed to file with the Local Government Commission an application for its approval of the general obligation bonds hereinbefore described, on a form prescribed by said Commission, and (1) to request in such application that said Commission approve the County's use of Parker Poe Adams & Bernstein LLP, as bond counsel for the County and (2) to state in such application such facts and to attach thereto such exhibits in regard to such general obligation bonds and to the County and its financial condition, as may be required by said Commission.

BE IT FURTHER RESOLVED that this Resolution shall become effective on the date of its adoption.

ADOPTED this 18th day of May, 2020.

Bill Smith, Chairman

Rachel Hammer
Clerk to Commissioners

STATE OF NORTH CAROLINA)
)
COUNTY OF CARTERET) ss:

I, *Rachel Hammer*, Clerk to the Board of Commissioners of the County of Carteret, North Carolina **DO HEREBY CERTIFY** that the following is a true and exact copy of a resolution entitled **“RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE COUNTY OF CARTERET, NORTH CAROLINA DIRECTING THE PUBLICATION OF NOTICE OF INTENTION TO APPLY TO THE LOCAL GOVERNMENT COMMISSION FOR APPROVAL OF BONDS”** adopted by the Board of Commissioners of the County of Carteret, North Carolina, at a meeting held on the 18th day of May, 2020.

WITNESS my hand and the corporate seal of the County of Carteret, North Carolina, this the 18th day of May, 2020.

Rachel Hammer
Clerk to the Board of Commissioners
County of Carteret, North Carolina

**RESOLUTION OF THE BOARD OF COMMISSIONERS
OF THE COUNTY OF CARTERET, NORTH CAROLINA
DIRECTING THE PUBLICATION OF NOTICE OF INTENTION
TO APPLY TO THE LOCAL GOVERNMENT
COMMISSION FOR APPROVAL OF BONDS**

WHEREAS, the Board of Commissioners (the "*Board of Commissioners*") of the County of Carteret, North Carolina (the "*County*") is considering the issuance of general obligation bonds of the County which shall be for the following purpose and in the following maximum amount:

\$41,885,000 of bonds to pay the capital costs of improving, renovating, replacing and equipping school facilities, including without limitation school buildings, safety and security measures, maintenance/transportation facilities, athletic and physical education buildings and facilities, and acquiring land for future school needs and other necessary rights-in-land for the Carteret County school system.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners that the Clerk to the Board of Commissioners is hereby directed to cause a copy of the "NOTICE OF INTENTION TO APPLY TO THE LOCAL GOVERNMENT COMMISSION FOR APPROVAL OF BONDS" to be published in a newspaper of general circulation in the County on or about May 20, 2020.

BE IT FURTHER RESOLVED that this Resolution shall become effective on the date of its adoption.

ADOPTED this 18th day of May, 2020.

Bill Smith, Chairman

Rachel Hammer
Clerk to Commissioners

**NOTICE OF INTENTION TO APPLY TO THE
LOCAL GOVERNMENT COMMISSION FOR APPROVAL OF BONDS**

NOTICE IS HEREBY GIVEN of intention of the undersigned to file an application with the Local Government Commission, Raleigh, North Carolina for its approval of the issuance of general obligation bonds of the County of Carteret, North Carolina which shall be for the following purpose and in the following maximum amount:

\$41,885,000 of bonds to pay the capital costs of improving, renovating, replacing and equipping school facilities, including without limitation school buildings, safety and security measures, maintenance/transportation facilities, athletic and physical education buildings and facilities, and acquiring land for future school needs and other necessary rights-in-land for the Carteret County school system.

Any citizen or taxpayer of the County of Carteret, North Carolina objecting to the issuance of said bonds in whole or in part, within seven (7) days from the date of publication of this notice, may file with the Local Government Commission, 3200 Atlantic Avenue, Longleaf Building, Raleigh, NC 27604, Attention: Secretary, and with the undersigned a written statement setting forth each objection to the proposed bond issue and such statement shall contain the name and address of the person filing it.

**BOARD OF COMMISSIONERS OF THE COUNTY
OF CARTERET, NORTH CAROLINA**

/s/ Rachel Hammer

Rachel Hammer

Clerk to the Board of Commissioners
County of Carteret, North Carolina

CARTERET COUNTY
Board of Commissioners



Agenda Item
XI.

Meeting Date:
18-May-20

Presenter:
Danny Meadows

ITEM TO BE CONSIDERED

Title: Presentation Highlighting the Completed Merger/Regionalization Feasibility Study for the Water System Merger with Beaufort & Approval of Corresponding Resolution

Brief Summary:

Danny Meadows will provide a presentation highlighting the completed merger/regionalization feasibility study

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

Motion: Approval of Resolution noting acceptance of the completed merger feasibility study and agreement to consider the findings of the study.

BACKGROUND

Originating Department

- Attachments:**
- 1 Copy of the Final Feasibility Study
 - 2 Copy of Recommended Resolution
 - 3 _____
 - 4 _____
 - 5 _____

Staff Contact:

REVIEWED BY

County Manager _____
Clerk to the Board _____

County Attorney _____
ACM/Finance Director _____

FEASIBILITY STUDY FOR WATER SYSTEM MERGER

Carteret County, NC



December 2019

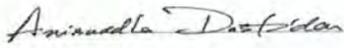
DAA Project Number: 18080125-010204



Draper Aden Associates
Engineering • Surveying • Environmental Services

3RD PARTY REVIEW

This Report has been subjected to technical and quality reviews by:

Andy Dastidar  12/5/2019
Name: Signature Date
Project Engineer

Aziz Ahmed  12/5/2019
Name: Signature Date
Project Manager

C. Tyrus Clayton, Jr  12/5/2019
Name: Signature Date
Quality Reviewer



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EXECUTIVE SUMMARY

Carteret County (the County) retained Draper Aden Associates (DAA) to evaluate the feasibility of a "merger" of the County's water systems with Town of Beaufort's (the Town) water system. The proposed "merger" would entail the Town of Beaufort taking over the ownership and operation of the County's water systems.

The following tasks were performed:

1. Evaluated the County's water systems assets and maintenance programs.
2. Developed estimated present value of the County's water systems.
3. Reviewed current staffing and potential impacts on the Town's water system staffing, if the merger were to occur.
4. Reviewed the County's water rates, revenues, operating expenses and debt service.
5. Analyzed the projected fiscal impact on the Town of Beaufort water system, if the merger occurs.
6. Developed recommendations for a win-win merger condition for both the Town and the County.

Major findings from the study include:

1. County's water infrastructure is well documented and in good condition.
2. Estimated present value of the County's water system is approximately \$12.3 million.
3. County's current water rate (\$55.10 / 5,000 gallons) is less than the Town's out of town water rate (\$58.79 / 5,000 gallons).
4. County has outstanding water debt of \$2,066,128 (principal only) which will be retired in Fiscal Year 2051-2052.
5. The operating expenses of the County's water system have exceeded revenues in recent years and the deficits have been subsidized by the tax revenues generated from the Special Water Tax District. FY 2019 is the first year where projected expenses will be lower than the revenue. The County believes that FY 2019 will be the new normal as the water system is in good condition now, and the County does not have any need for large capital investment in the foreseeable future.
6. Currently, the County has three (3) water staff and the Town has four (4) water staff. The merged system will need services of a full-time and part time County staff in addition to the four (4) Town staff. There will be a \$165,000 savings in staff compensation. These excess funds can be used for system upgrades or capital expenditures.

DAA's findings show that a merger will be beneficial for both the County and the Town, but to make it workable for the Town, DAA made some recommendations.



Recommendations:

1. The County transfers the water systems to the Town at a cost of \$1.
2. The County continues to pay off the current debt service (\$245,800 / per year) for next 11 years to retire the debt earlier and remove or modify the water tax district after debt retirement.
3. Based on the current tax rate, the County will have excess fund (difference between water district tax revenue and debt service fee, \$177,000 per year) after merger until the debt is retired. County will work in good faith with the Town utilizing these funds for upgrades and expansions to the system during the 11-years debt pay-down period. County may also continue to participate in extensions and upgrades beyond the 11 years, for specific county needs within the existing water district boundaries.
4. The Town will maintain the water rates for the special water district at a rate that is less than the County water rates at the merger date and can increase or decrease the rates in future by the same percentage change as the in-Town water rates.

Benefits for the Town:

1. Acquisition of \$12.3 million worth of infrastructure without any financial investment.
2. Expansion of Town's water system and customer base.
3. County's financial support for at least 11 years to address special capital and maintenance issues in the system previously owned by the County.
4. Potential opportunity for annexation.

The advantages of this potential merger outweigh the few economic and financial limitations. Prior to merger of these water systems, the County and Town will need to address all legal and financial aspects of the merger, which will require good-faith negotiations from both entities.

-- End of Section --



1.0 INTRODUCTION

Carteret County and the Town of Beaufort are interested in “merging” the water systems of the two entities – with the Town taking over ownership and operation of the County’s water system.

1.1 Objectives

The objective of this feasibility study is to determine the value of Carteret County’s water systems, understand the staffing needs to operate and maintain the County’s systems, evaluate the financial condition of the County’s water department, identify the potential impact of the proposed merger on the utilities, and develop recommendations to make the merger beneficial for the Town and the County. The findings and recommendations are documented in this DRAFT report for further discussions with the County and the Town staff. This report will be updated based on the discussions between the County and the Town to be facilitated by DAA.

1.2 Report Organization

This report is organized as outlined below:

- ◆ Chapter 2.0 (Carteret County Water System Assessment) describes the County’s water system including land, physical assets, maintenance programs, and near-term capital improvement program.
- ◆ Chapter 3.0 (Estimated Current Value of Carteret County’s Water System) describes the monetary value of the assets and how the values were calculated.
- ◆ Chapter 4.0 (Organization of Carteret County Water Department) describes the current staffing structure and responsibilities.
- ◆ Chapter 5.0 (Revenues and Expenses of Carteret County Water System) describes the water rates, debt service and current financial conditions.
- ◆ Chapter 6.0 (Feasibility of Merger) describes the Town of Beaufort system, advantages to the Town in taking over the Carteret County System, and recommendations to make the merger beneficial to both the County and the Town.
- ◆ Chapter 7.0 (Conclusion) describes the outcome of this feasibility study.

-- End of Section --



2.0 CARTERET COUNTY WATER SYSTEM ASSESSMENT

2.1 System Overview

Carteret County (the County) relies on two groundwater wells for water supply. Water from the first well is treated at the Laurel Road Water Treatment Plant before it is pumped to three (3) elevated storage tanks for distribution within the community. These storage tanks are located with water lines extending to the Craven County line along NC Highway 101 and into the Mill Creek area. There are also water lines extending from the Beaufort Town limits along Highway 70 to East Carteret High School and along Merrimon Road to Laurel Road. The system serves approximately 1,206 customers.

The County also owns and operates a small water system about 20 miles north of Laurel Rd and Merrimon Rd intersection. This small system known as Merrimon Water System (MWS), serves approximately 25 – 30 customers. MWS receives water from the Jonaquins Creek well that consists of a well and an above-ground storage tank.

A map showing Carteret County's water system (including its water district boundary) is shown in Figure 1 of Appendix A. The MWS is shown at the inset of Figure 1 and in Figure 2 of Appendix A.

MWS system is an integral part of the County's water system and should be included in any potential water system merger or transfer discussions. Legalities of such a merger / transfer will be agreed upon and processed by participating agencies prior to acceptance and completion of the merger process.

2.2 Special Water Tax District

The Board of Commissioners of Carteret County established the Special Water Tax District (SWTD) in 2010. Within this district, there is a special tax assessed to taxpayers for water supply and distribution services. The tax rate in the special water district has been 5.5 cents since 2012. In addition, sales tax revenues in the SWTD are used to support the water operations. Table 1 provides the revenue and expenditures for the SWTD for FY2018, FY2019 and FY2020.



Table 1. Revenue and Expenses for the Special Water Tax District

	FY 2018 (Actual) \$	FY 2019 (Amended Budget) \$	FY2020 (Budget) \$
Expenditure Category			
Fees	1,240	3,000	3,000
Transfer to Water Fund	433,600	400,000	420,000
Total	434,840	403,000	423,000
Revenue Sources			
Ad Valorem Taxes	299,136	292,000	292,000
Sales Tax	96,329	95,000	100,000
Interest	1,505	1,000	6,000
Appropriated Fund Balances	0	15,000	25,000
Total	396,969	403,000	423,000

2.3 Water System Assets

The County water system assets include water mains, valves, water meters, fire hydrants, tanks, booster pump stations, a Supervisory Control and Data Acquisition (SCADA) system and land parcels. These assets are listed in Table 2.

Table 2. Water System Assets of Carteret County

Items	Quantity		Description
Water Plant	1		
Land	8 Parcels	16.49 acres	
Pump Stations/Pump Houses	3		Booster Pumps 1, 2, and 3
Water Tanks	4		3 elevated tanks and one ground tank
Valves	599		
Water Meters	1,206		
Fire Hydrants	175		
Water Lines	5 miles	2 inches	
	0.25 miles	4 inches	



Items	Quantity	Description
	29.6 miles	6 inches
	20.4 miles	8 inches
	0.6 miles	10 inches
SCADA System	1	Management of elevated water tanks and Jonaquins Creek well house

2.3.1 Storage Tanks

Details for the three elevated storage tanks are provided in Table 3.

Table 3. Elevated Water Tanks

Types of Tanks	Capacity (gallons)	Manufacturer	Design Type	Year Constructed
Taylor Farm Road Tank	200,000	Caldwell	Torus Bottom	2012
Laurel Road Tank	200,000	Phoenix	Double Ellipsoidal	1988
Mayflower Drive Tank	200,000	Phoenix	Torus Bottom	2012

2.3.2 Pump Stations

The County has three booster pump stations. Details of these pump stations are shown in Table 4. Booster Pump 2 provides water at the emergency connection between the Town of Beaufort and the County.

Table 4. Pump Stations

Types of Pump	Cat No/Model Number	Manufacturer	Horsepower (HP)	Design Type (RPM)	Installation Date
Booster Pump #1	R5P 3D/H317	Emerson Motor Co.	5	1170	2012*
Booster Pump #2	EM3774T	Baldor Electric Co.	10	1760	2012
Booster Pump #3	EM3770T	Baldor Electric Co.	7.5	1770	2012

*Estimated, actual date of installation is not available.



2.3.3 Land

The total acreage utilized by the County's water system is approximately 16.49 acres. Table 5 summarizes the properties, the street address and the acreage.

Table 5. Carteret County Water System Property

Property	Address	Total Acres
Laurel Road Aerial Tank	524 Laurel Road	2.04
Laurel Road Treatment Plant	526 Laurel Road	8.12
Jonaquins Creek Water House	150 Jonaquins Creek Road	0.82
Taylor Farm Elevated Tank	209 Taylor Farm Road	1.01
Booster Pump Station #1	142 Shell Landing Road	0.47
Booster Pump Station #2	1109 Hwy 101	0.60
Booster Pump Station #3	3510 Hwy 101	2.56
Mayflower Drive Elevated Tank	104 Mayflower Drive	0.87
Total		16.49

2.4 Asset Maintenance

2.4.1 Pipeline Maintenance

The County's Public Works Department (PWD) performs system maintenance including, but limited to, the following:

- ◆ Detection and repair of leaks in the pipe lines
- ◆ Maintenance of booster pumps and other associated components of the water distribution system
- ◆ Maintenance and replacement of water meters, valves and fire hydrants
- ◆ Water service installations and / or inspections

2.4.2 Tank Maintenance

Southern Corrosion Inc (SCI) has an existing water tank management addendum to contract with the County until year 2030. Per contract, the tanks will be inspected every year and will be washed-out at five (5) year intervals. The tank interior will be recoated at fifteen (15) year intervals, and the exterior will be recoated at five (5) year intervals. The next wash-out is scheduled for year eight (8) of the service



(year 2023), repainting of the tank exterior is scheduled for year twelve (12) of the service (year 2027) repainting of tank interior is scheduled for year twelve (12) of the service (2027).

The contract does not include the complete abrasive blasting of tank exterior nor the pressure washing of tank exterior as a stand-alone apart from a surface preparation for painting.

SCI provides the following services to the County in accordance with the tank's maintenance program:

- ◆ Emergency services (tank leaks, tank failures, etc.)
- ◆ Scheduled cleaning/washout of tanks interiors
- ◆ Inspection of interior and exterior surfaces of tanks
- ◆ Application of protective coatings
- ◆ Maintenance, upkeep and long-term maintenance needs

Table 6 below indicates the scheduled maintenance activities that have taken place under this contract for the last four years. Based on the 2018 inspection results as shown in Table 6, all three tanks are in good condition without any serious deficiencies that require immediate attention.

2.5 Carteret County Water System Capital Improvement Plan

In 2013, the County completed a \$3.51 million water system improvement project. Since 2013, there has been little need for significant capital projects; there were no capital projects scheduled in FY2019 and the FY2020 budget does not include any. The County continues to fund "pay as you go" capital projects, as needed. Recent capital investments include:

- ◆ Fiscal Year 2011: WTP Telemetry Base Upgrade, Addition of 10-inch Color MMI, Replace Tank Level Meter/Digital DSP-MMI, Use Existing Probe Relays-Raw Well Control, and Replace Remotes /Upgrade Phone Line and Radio. Total cost for upgrade was \$27,998.
- ◆ Fiscal Year 2016: BPS Flow Meter and RTU Repair. Total cost for repair was \$4,697.
- ◆ Fiscal Year 2017: Discharge Pump Station SCADA TIE-IN. Total cost for this implementation was \$3,309.
- ◆ Fiscal Year 2018: Softener and filter refurbishment. The total cost was \$121,446

Overall, the water system is in good condition and the County is not expecting any major capital investment in the near future.



Table 6. Tank Maintenance Report (2015-2018)

Tank	Year Constructed	Year-2015	Year-2016	Year-2017	Year-2018
Taylor Farm Road Tank	2012	The tank, its components, and coating systems are in good condition. The interior coating system deficiencies ranged between 0% and 10%, whereas, the exterior coating deficiencies ranged between 0%-2%. Some of the exterior deficiencies included; Pin Point Rust, and Irregular Surface Deterioration. No visual deficiencies were observed pertaining to internal coating system. The safety inspection yielded satisfactory and compliant results pertaining to structural integrity of exterior, storage, safety, and other associated components	The tank, its components, and coating systems are in good condition. The interior coating system is free of any premature failure and provides adequate protection to the structure. The upper portions of the leg ladder, sway rods, and shell wall ladder are showing signs of premature coating failure causing surface corrosion. Repair and scheduled maintenance maybe required	There was no maintenance required during this time. The coating in the exterior and interior are in excellent condition	No deficiencies or touchups were noted, and the overall visual appearance of the water tank is satisfactory
Laurel Road Tank	1988	The tank, its components, and coating systems are in good condition. The interior coating system deficiencies ranged between 0% and 10%, whereas, the exterior coating deficiencies ranged between 0%-2%. Some of the exterior deficiencies included; Irregular Surface Deterioration, Mildew, Peeling Multiple Coats, and Undercutting. Deficiencies pertaining to internal coating system included Pin Point Rust, and Irregular Surface	There were no deficiencies or touch ups noted and the overall visual appearance of the water tank (internal and external) is satisfactory. The obstruction light on tank roof was repaired	Both exterior and interior protective coating seems to be in excellent condition. The interior and exterior coating systems are free of any serious deficiencies and provides adequate protection to the structure.	The water tank, its components, and coating systems are in good condition. The interior and exterior coating systems are free of any serious deficiencies and provides adequate protection to the structure.



		<p>Deterioration. The safety inspection yielded satisfactory and compliant results pertaining to structural integrity of exterior, safety, and other associated components. The side wall coating of the storage exterior needs to be monitored as per the report.</p>			
Mayflower Drive Tank	2010	<p>The tank, its components, and coating systems are in good condition. The interior coating system deficiencies ranged between 0% and 10%, whereas, the exterior coating deficiencies ranged between 0%-2%. Some of the exterior deficiencies included; Pin Point Rust, Irregular Surface Deterioration, etc. No visual deficiencies were observed pertaining to internal coating system. The safety inspection yielded satisfactory and compliant results pertaining to structural integrity of exterior, storage, safety, and other associated components</p>	<p>The tank, its components, and coating systems are in good condition. The interior coating system is free of any premature failure and provides adequate protection to the structure. On the exterior, such as the ladder and sway/spider rods, are showing signs of premature failure and surface corrosion. Repair and a scheduled maintenance may be required.</p>	<p>Exterior deficiencies included Mildew, Fading, Chalking, Irregular Surface Deterioration, Undercutting, Peeling Paint to Substrate. Adhesion failures and surface corrosion present on 20% of the surfaces. 10% Adhesion failures and surface corrosion observed on the rods and struts. And close to 2% adhesion failure and surface corrosion observed on the catwalk and handrails. The interior protective coating system seems to be in excellent condition</p>	<p>Structural wise, the tank is in good condition, but a planned renovation needs to be scheduled by the County Officials. A weathered and weakened coating system is nearing the end of its protective cycle</p>

-- End of Section --



3.0 ESTIMATED CURRENT VALUE OF THE CARTERET COUNTY WATER SYSTEM

3.1 Theory of Asset Valuation

DAA estimated the value of the County's water system using an asset evaluation approach as described below.

Book Value (BV) approach was used in estimating the value of the fixed assets. The BV approach uses equation (1) to estimate the present worth of an asset as stated below:

$$\text{Present BV of Asset (\$)} = \text{Historical Cost (\$)} - ((\text{Accumulated Depreciation (\$)} + \text{Current Depreciation (\$)}) \quad (1)$$

Traditionally, straight line depreciation (SLD) technique is used to estimate depreciated value of water system assets. Historical cost represents the cost of the assets on the day of acquisition. DAA was able to locate financial records pertaining to purchase prices on some of these assets from the County's finance department.

Accumulated depreciation is calculated using equation (2), and incorporates useful life of the water distribution system component:

$$\text{Accumulated depreciation (\$)} = (\text{Net Amount to be depreciated} / \text{Total useful life in months}) \times ((\text{Fiscal year beginning date} - \text{date of acquisition}) / 30.4167) \quad (2)$$

The value of 30.4167 is used for converting days to months.

Depreciation value (\$) for each asset for the current year is estimated using the following equation:

$$\text{Current Depreciation (\$)} = \text{Net amount to be depreciated (\$)} / \text{Total useful life (months)} \quad (3)$$

The equation (3) may be modified if the depreciation amount (\$) in equation (3) exceeds the difference of net amount to be depreciated and accumulated depreciation. The revised equation for Current Depreciation is stated below:

$$\text{Depreciation Current Year (\$)} = \text{Net Amount to be depreciated (\$)} - \text{Accumulated depreciation (\$)} \quad (4)$$



The Net amount to be depreciated (\$) is calculated using the equation (5)

$$\text{Net Amount to be depreciated (\$)} = \text{Historical Cost (\$)} - \text{Salvage Value (\$)} \quad (5)$$

For purpose of estimation, the salvage value of each system component was assumed at zero dollar (\$0). With this assumption, the net amount to be depreciated was equaled to the historical cost of the asset.

3.2 Estimated Value of the County's Water Systems

The County provided detailed asset data and historical costs for the pump stations and the water tanks. Book Value (BV) of these assets was calculated and is documented in Table 7. Historical cost data for other assets such as fire hydrants, the water treatment plant, water mains, and the SCADA system installed at Booster Pump 1 were not available, but the County provided financial data that detailed the present book value of the assets as listed in Table 8. Adding the total book values listed in the Tables 7 and 8, the net worth of the water system assets owned by the County was calculated to be approximately \$12,335,392.



Table 7. Estimated Book Value of Carteret County Water System

Assets	Date of Acquisition	Design Life (yrs)	Historical Cost (\$)	Total Useful life (months)	Net Amount to Be Depreciated (\$)	Accumulated Depreciation (\$)	Current Depreciation (\$)	Total Depreciation (\$)	Present Book value of Asset (\$)
Booster Pump 1	2012	50	174,284	600	174,284	19,462	3,486	22,947	151,337
Booster Pump 2	2012	50	253,111	600	253,111	28,264	5,062	33,326	219,785
Booster Pump 3	2012	50	<u>253,111</u>	600	253,111	28,264	5,062	<u>33,326</u>	<u>219,785</u>
			Subtotal				Subtotal	89,600	590,907
Water Tank 1	1988	50	619,263	600	619,263	366,397	12,385	378,783	240,480
Water Tank 2	2012	50	689,091	600	689,091	76,949	13,782	90,730	598,361
Water Tank 3	2012	50	<u>765,262</u>	600	765,262	85,454	15,305	<u>100,759</u>	<u>664,502</u>
			Subtotal		2,073,616		Subtotal	570,272	1,503,344
			Total		2,754,123		Total	659,872	2,094,250

See Section 3.1 for the equations used in BV calculations



Table 8. Present Book Value of Carteret County Water System

System No	Description	Present Book value of Asset (\$)
SCADA		
Booster Pump House1	SCADA System*	280,000
Land		
Laurel Road Aerial Tank	Land Property	25,428
Laurel Road Treatment Plant	Land Property	57,220
Jonaquins Creek Water House	Land Property	26,097
Aerial Tank	Land Property	130,312
Booster Pump Station-1	Land Property	40,578
Booster Pump Station-2	Land Property	35,312
Booster Pump Station-3	Land Property	34,160
Elevated Tank	Land Property	20,615
	Sub Total	369,722
Well House	Water withdrawal house*	200,000
Jonaquins Creek Well House and Storage	Merrimon Water System*	400,000
Fire Hydrants	Fire rescue purposes	300,000
Water Treatment Plants	Supply/Distribution*	1,500,000
Piping System		
2" PVC	(26,400 ft, \$10/ft)	264,000
4" PVC	(1,320 ft, \$16/ft)	21,120
6" PVC	(151,588 ft, \$24/ft)	3,638,112
6" Ductile	(4,700 ft, \$28/ft)	131,600
8 " PVC	(104,477 ft, \$28/ft)	2,925,356
8" Ductile	(3,235 ft, \$32/ft)	103,520
10" PVC	(3,168 ft, \$34/ft)	107,712
	Sub Total	7,191,420
	Total (\$)	10,241,142

*Estimated value

--End of Section --



4.0 ORGANIZATION OF CARTERET COUNTY WATER DEPARTMENT

The County's water system is managed by the Public Works Department (PWD) Director. Water operations are managed by a lead water plant operator and utilities technician who report to the PWD Director. The PWD Director reports to General Service Director who in turn is managed by the Assistant Manager of the County. The Assistant Manager reports to the County Manager. Billing and collection responsibilities for the systems are provided by the County Finance Office. An organizational chart for the Water Department is shown in Figure 1.

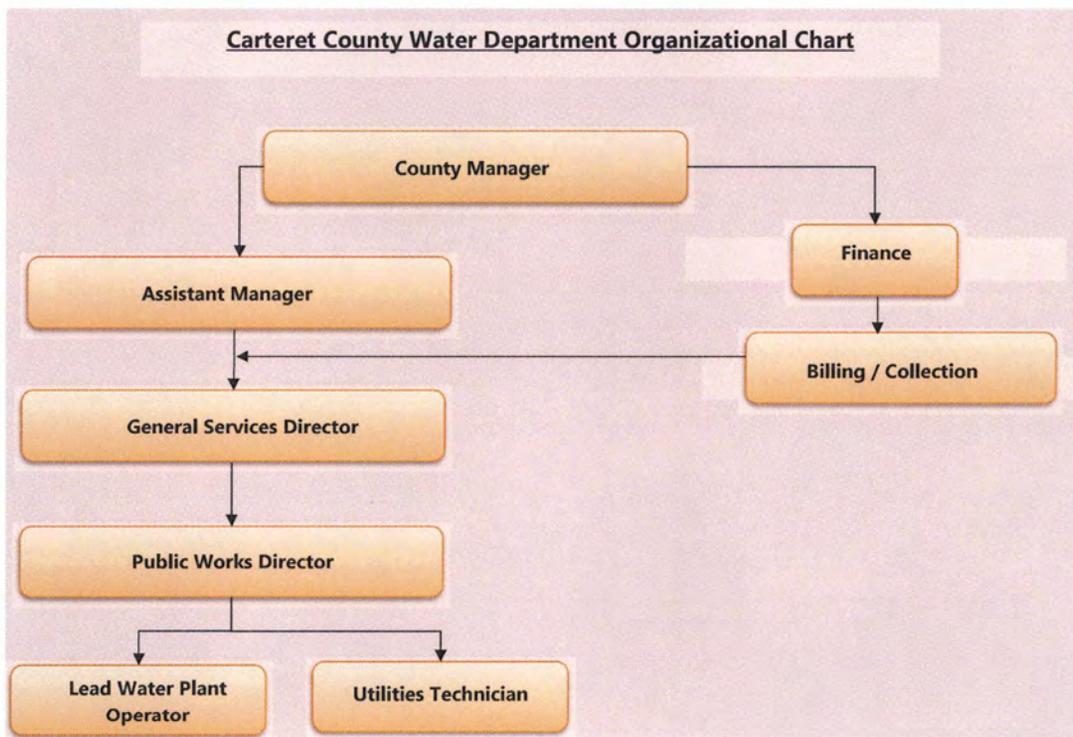


Figure 1. Carteret County Organizational Chart



5.0 REVENUES AND EXPENSES OF CARTERET COUNTY WATER SYSTEM

5.1 Water Rates

Currently, the County charges \$55.10 for every 5,000 gallons of water to customers who are billed per measurements recorded on a three-fourth (3/4) inch meter (See the County’s Water Rate Sheet in Appendix B). There is a separate water rate structure for customers served by 1, 2, and 4-inch meters. The County has also developed a specific readiness to serve rate for the Merrimon water system customers. For this study, only three-fourth (3/4) inch meter is used to conduct comparative analysis of the water rates for both the County and the Town system.

The Town charges \$35.72 for every 5,000 gallons to in-town customers using three fourth (3/4) inch meters (See the Town’s Water Rate Schedule in Appendix C). The comparative out-of-town water rate is \$58.79.

5.2 Outstanding Debts and Repayment Schedule

Current utility debt for the County is at \$2,066,128 with an estimated interest of \$619,319 until the loan amount is retired by the year 2052. Table 9 and Figure 2 below show the debt payment schedule for each year. The debt payment amount for each year will significantly lower after FY 2025-26 and the debt amount per year will remain relatively constant until the loans are completely retired.

Table 9. Water Utility Debt Payment Schedule for Carteret County

FY Year	Principal (\$)	Interest (\$)	Total Utility Debt (\$)	Years
FY 19-20	\$189,032	\$55,202	\$244,234	1
FY 20-21	\$190,032	\$49,835	\$239,867	2
FY 21-22	\$190,032	\$44,442	\$234,474	3
FY 22-23	\$191,032	\$39,047	\$230,079	4
FY 23-24	\$160,000	\$33,626	\$193,626	5
FY 24-25	\$161,000	\$29,989	\$190,989	6
FY 25-26	\$161,000	\$26,322	\$187,322	7
FY 26-27	\$22,000	\$22,660	\$44,660	8
FY 27-28	\$23,000	\$22,055	\$45,055	9
FY 28-29	\$23,000	\$21,423	\$44,423	10



FY Year	Principal (\$)	Interest (\$)	Total Utility Debt (\$)	Years
FY 29-30	\$24,000	\$20,790	\$44,790	11
FY 30-31	\$25,000	\$20,130	\$45,130	12
FY 31-32	\$25,000	\$19,443	\$44,443	13
FY 32-33	\$26,000	\$18,755	\$44,755	14
FY 33-34	\$27,000	\$18,040	\$45,040	15
FY 34-35	\$27,000	\$17,298	\$44,298	16
FY 35-36	\$28,000	\$16,555	\$44,555	17
FY 36-37	\$29,000	\$15,785	\$44,785	18
FY 37-38	\$30,000	\$14,988	\$44,988	19
FY 38-39	\$31,000	\$14,163	\$45,163	20
FY 39-40	\$31,000	\$13,310	\$44,310	21
FY 40-41	\$32,000	\$12,458	\$44,458	22
FY 41-42	\$33,000	\$11,578	\$44,578	23
FY 42-43	\$34,000	\$10,670	\$44,670	24
FY 43-44	\$35,000	\$9,735	\$44,735	25
FY 44-45	\$36,000	\$8,773	\$44,773	26
FY 45-46	\$37,000	\$7,783	\$44,783	27
FY 46-47	\$38,000	\$6,765	\$44,765	28
FY 47-48	\$39,000	\$5,720	\$44,720	29
FY 48-49	\$40,000	\$4,648	\$44,648	30
FY 49-50	\$42,000	\$3,548	\$45,548	31
FY 50-51	\$43,000	\$2,393	\$45,393	32
FY 51-52	\$44,000	\$1,210	\$45,210	33
Total	\$2,066,128	\$619,139	\$2,685,267	

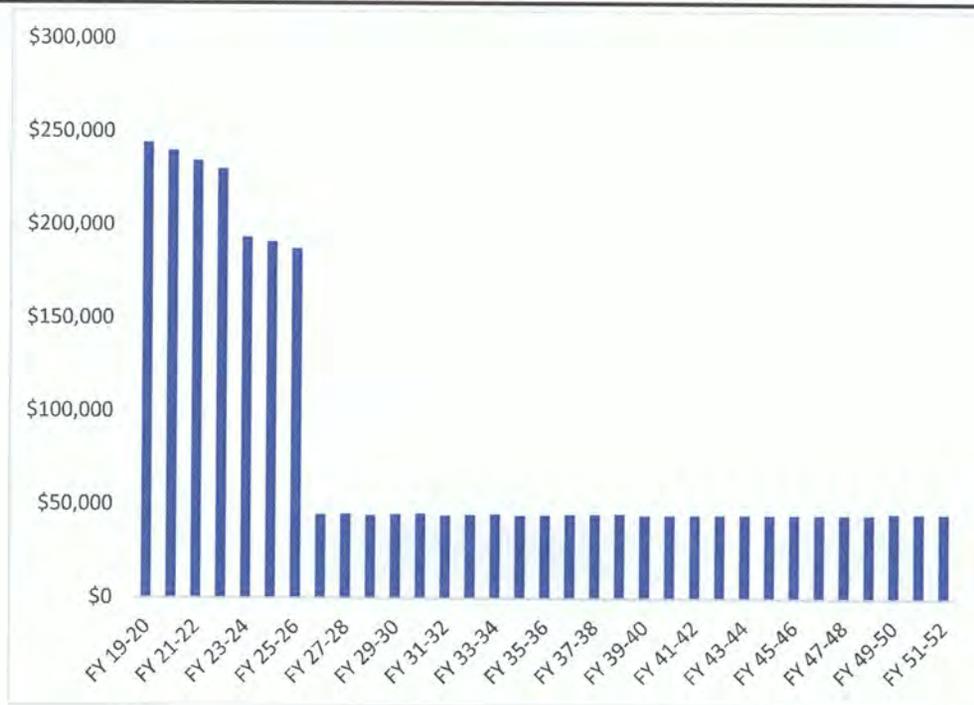


Figure 2. Carteret County Water Utility Debt Payment Schedule

5.3 Revenue and Expenses

5.3.1 Review of Historical Revenue and Expenses

A review of the County's historical water system budget (including the debt services) between FY 2016 and FY 2019 listed in Table 10 shows significant water system operating expenses beyond the revenue earned. This data indicates that the County has been losing money with the water system and needed to subsidize the system with the SWTD funds to keep the system solvent. The deficit margin widened in 2018 considering the additional capital improvement expense for that year. However, for 2019, there was a marginal decline in the water system operating expense which lead to the deficit being similar to that of 2016 and 2017 respectively.



Table 10. Budget for F2016-FY2019

Year	Water System Revenue	Water System Operating Expense	Water System Debt Service Fee	Water System Capital Outlay	Net Income (Deficit)
2016	\$576,598	\$554,733	\$263,589	-	(\$241,724)
2017	\$584,344	\$668,215	\$259,277	-	(\$343,148)
2018	\$678,879	\$828,412	\$253,939	\$37,898	(\$441,370)
2019	\$711,732	\$726,384	\$249,600	\$25,500	(\$289,752)
Total	\$2,551,553.00	\$2,777,744.00	\$1,026,405.00	\$63,398.00	(\$1,315,994)

5.3.2 Review of FY 2020 Finances

The projected fiscal budget for the County in the year 2020 is presented in Table 11. Per projected water fund revenue and water fund expenses for FY 2020, there is a net fiscal deficit of \$162,990. This deficit may be eliminated by using revenue generated from the SWTD. Using this fund to eliminate the deficit leaves a net balance of \$14,130 that may be used for other operational expenses.

Table 11. Projected Fiscal Budget for year 2020

Items Description	Budget
Water Distribution System Value ¹	\$12,335,392
Total Utility Debt (including interests) ²	\$2,685,267
Debt Pay Off Period	2051-2052
FY 2020 Debt Service Fee ³	\$245,880
Water Tax District Revenue (FY 2020 Projected) ⁴	\$423,000
Water Fund Revenue (FY 2020 Budget) ⁴	\$710,400
Water Fund Expense (FY 2020 Budget) ⁴	\$873,390
Water Fund Loss ⁵	(\$162,990)
Water Tax District Revenue Balance ⁶	\$14,130

Notes:

1. See Section 3.2 for reference
2. See Table 9 for reference
3. See Tables 9 for reference. The difference between the monetary value of \$245,880 in Table 11 compared to the fiscal value of \$244,234 in Table 9 for FY2020 may due to budgetary discretion
4. Projected FY 2020 Budget
5. Water Fund Loss/Deficit is estimated using the equation: Water Fund Revenue (\$710,400) - Water Fund Expense (\$873,390)
6. Water Tax District Revenue Balance is estimated using the equation: Water Tax District Revenue – (FY20 Debt Service Fee + Water Fund Loss)



5.4 Opportunity to Eliminate Deficit

The expense in 2019 shows significant reduction over the previous years and is expected to be the norm as the County's system does not anticipate significant capital investment in near future.

A moderate projection of 2% yearly increase in both water district tax revenue and water system expense may be adequate to run the system sustainably. Table 12 lists the yearly revenue and expenses from 2020 to 2025 using 2019 as the base year for projection. This projection shows a positive yearly cash flow. Thus, if the water system in its current condition (with a value of \$12.3 million) can be separated from the debt services, it would offer an attractive acquisition option for any utility.

Table 12. Fiscal and Projected Budget for FY 2019-FY 2025

Year	Water Tax District Revenue	Water System Expense	Cash Flow
2019	\$711,555	\$704,255	\$7,300
2020	\$725,786	\$718,340	\$7,446
2021	\$740,302	\$732,707	\$7,595
2022	\$755,108	\$747,361	\$7,747
2023	\$770,210	\$762,308	\$7,902
2024	\$785,614	\$777,554	\$8,060
2025	\$801,327	\$793,106	\$8,221

-- End of Section --



6.0 FEASIBILITY OF MERGER

6.1 Water System of Town of Beaufort

The Town of Beaufort provides water and sewer services to its residents through established water rates that covers existing financial debts and other operational costs pertaining to these enterprise funds. The Town purchases water from the County for distribution in Eastman Creek subdivision. Currently the Town provides limited sewer service to approximately 200 customers located within County's SWTD with water purchased from the District at its existing rate. The Town has sewer force mains along NC Highway 70 serving sewer needs to East Carteret High School, also extending along NC Highway 101 serving sewer needs to Eastman's Creek and Jarrets Bay Industrial Park. This existing layout of the sewer force mains provides an opportunity to serve sewer needs within a large area of the County's SWTD which could offer an attractive condition to grow the customer base for the Town's sewer system.

Current water and sewer rate for an out-of- town customer is approximately double the rate of in-town customer. Acquiring the County's water system would increase the Town's customer base by approximately 34% with no cost for infrastructure. The potential opportunity to grow both water and sewer services within the County, at a lower rate will encourage businesses and developers to seriously consider annexation when planning growth within the merged service area.

6.2 Organizational Impact of Merger

Currently, the County's PWD has three personnel who are directly responsible for water operations. The organizational responsibilities of these people have been described in Chapter 3. If a merger is executed, one and possibly two of these employees could be transferred to Town's Public Utilities Department, which now has a total of four (4) full time employees. For the purpose of this report we will calculate the Town's additional personnel needs to support the merger at service provided by a full-time and a part-time employees. The County would transfer the remaining employee to another area of need with their other operations. Based on 2020 budget, salaries for the County's 3 water staff are approximately \$330,000, including benefits. The merger could provide an opportunity to save a



minimum of half (\$165,000) that expense. With other redundancies within the budgets, this number could very well be higher.

Water billing, collection and customer service support would be completely transferred from the County to the Town. As the Town is already managing its own billing, it is assumed that no additional employee is needed for billing the merged system.

6.3 Key Advantages of Merger for Town of Beaufort

There are several advantages for the Town to acquire the County's water distribution system. Some of the key benefits are listed below:

- ◆ The Town will acquire approximately \$12.3 million worth of infrastructure from the County.
- ◆ The Town will be able to operate the system largely with existing personnel plus 1.5 additional staff and equipment.
- ◆ The merged water systems would provide an opportunity not only for system growth but could also spur business and residential growth in the Town's tax base through potential annexations.
- ◆ With the merger, a new rate structure may be proposed to attract developers and business that are near the existing sewer force mains to consider annexation to avoid out-of-town rates.

6.4 Recommendation for Carteret County

As shown in Table 9, the water district system has an existing debt of \$2,066,128 (principal only) that will be fully retired by the year 2052. This debt poses a liability and concern for the Town if they acquire the County's water distribution system. For a successful merger of the two water distribution systems, the following are recommended measures for the County:

- ◆ The County would maintain the SWTD for a minimum of eleven (11) years until FY 2031. The debt service for FY 2020 is \$245,800 (adopted by the County Commissioner) which will be paid using the revenue generated from special water district funds. The County should pay this same debt service fee amount for the next eleven (11) years to retire the debt. Once this existing debt is retired, the County may no longer need to maintain this special water tax district and can either eliminate the tax altogether or modify it for future needs within the district for health and safety.
- ◆ If the County transfers ownership of its water systems to the Town and agrees to continue pay \$245,880 per fiscal year toward the debt, there will be a net balance of \$177,120 (Table 11; \$423,000-\$245,880) every year, in the special water district funds. The County may use



these remaining funds to participate in capital improvement upgrades and replacements of the existing infrastructure transferred to the Town. However, capital improvements directly benefiting the Town would be subject to negotiation.

- ◆ The County would maintain the right to request upgrades to the existing system within the SWTD boundaries with mutual understanding that the cost for such an upgrade will be paid by the County for a negotiated number of years. A potential negotiated period may include the next 11 years when the County would continue to collect the SWTD revenue to pay off the debt service. It is also expected that both the Town and the County will work together to accomplish these projects through a fair assessment of capital project benefits to each entity.

6.5 Recommendation for Rate Modification

Existing out-of-town rates (Appendix C) established by the Town are currently seven percent (7%) higher than rates charged by the County (Appendix B). In exchange for the County’s commitment to transfer ownership of the system, participate in capital costs for a period of eleven (11) years and retire the existing debt, it is recommended that the Town adopts a readiness to serve charge for the SWTD that is the same as that for the out of town customers but keep the water use rate as that of in town customers, shown in Table 13.

Table 13. Proposed Out of Town Water Rates

Description	Amount (\$)
Readiness to Serve Charge ¹	\$20.74
Variable Rate for Water ²	\$5.07/1,000 gallons
Cost for 5,000 gallons ³	\$46.09

Notes:

1. Out of Town Readiness to Serve
2. Water Usage rate for in Town customers (Appendix c)
3. Cost = \$20.74 + (\$5.07*5) = \$46.09

This rate is a recommendation only that still keeps the water rate for the current County customers below their present water rate. For this report, only the rate for 3/4 inch meters was considered; the rates for other size meters serving customers within the water district boundary can be set using similar logic.



Accepting this water rate structure in addition to acquiring the County water system infrastructure, would not limit the Town's right to maintain another out-of-town rate for customers outside the County's current water district boundary.

6.6 Financial Advantages for Town

The proposed rate structure (for 3/4-inch meters) shown in Table 13 would save County customers an estimated \$9.01 per month compared to the existing county water rate of \$55.10 per month. Though the new rate structure would reduce water sales revenues generated from the County customers, the savings in operating expense through reductions in salaries (1.5 persons instead of 3 persons) and other redundant expenses needed for operation would more than compensate for any losses. As described in Section 6.2, the merger would save nearly \$165,000 per year in salaries and benefits. Considering that saving, water system revenues and expenses for before and after merger conditions are calculated and shown in Table 14.

Table 14. Comparison of Cash Flow - Before and After Merger

Year	Projected Special Water District Revenue (Before Merger) ¹	Projected Special Water District Revenue (After Merger) ²	Projected Water System Expense (Before Merger) ¹	Water System Expense (After Merger) ³
2020	\$725,786	\$606,757	\$718,340	\$553,340
2021	\$740,302	\$618,892	\$732,707	\$567,707
2022	\$755,108	\$631,270	\$747,361	\$582,361
2023	\$770,210	\$643,896	\$762,308	\$597,308
2024	\$785,614	\$656,773	\$777,554	\$612,554
2025	\$801,327	\$669,909	\$793,106	\$628,106
Total	\$4,578,346.51	\$3,871,471	\$3,827,121	\$3,3541,376

Notes:

1. From Table 12
2. 83.6% of Revenue (Before Merger); 83.6% is based on Current County rate of \$55.1 and proposed rate of \$46.09 as calculated in Table 13
3. Expense (Before Merger) minus savings in staff compensation (\$165,000)

Projected after-merger revenue and expense show positive cash flow for the County system that would be acquired by the Town. The higher out-of-town rate for the acquired system would encourage



customers and developers to strongly consider the option of annexation. The annexation would lead to lowering of utility rates and eventually increase tax base for the Town.

-- End of Section --



7.0 CONCLUSION

The merger of the two water systems will be beneficial for both the County and the Town. Acceptance of merger conditions would benefit the Town from acquiring \$12.3 million of water system assets. This would also lead to expansion of their customer base without the expenditure of major funds for years to come.

Acquiring the County's water system would require periodic upgrades and capital improvement investments, however, the capital associated with such an upgrade is not a concern due to the following reasons:

- ◆ Potential for growth in utility revenues and tax base.
- ◆ Recommended agreement for County participation in costs for a period of a minimum of eleven (11) years after transfer of the water distribution system for capital improvements to the existing system.
- ◆ County participation toward "county specific" upgrades and extensions within the district.

Considering the advantages and disadvantages of this potential merger, DAA recommends transfer of the County's water distribution system to the Town, for the sum of one dollar and other valuable considerations. The acceptance of the merger conditions by the Town will be based on refinement of these conditions and other concessions by both parties. All legal issues regarding such transfer will need to be addressed before the merger of the two water systems can be completed and executed.

-- End of Section --



8.0 REFERENCES

Blank Depreciation Worksheet Developed for City of Dogwood Depreciation Calculation Worksheet-Government Capital Assets.

Laurel Park / Hendersonville Water System Merger Feasibility Study, Town of Laurel Park, North Carolina, June 2017.

Jordan Lake Water Supply Storage Allocation Request, City of Raleigh and Merger Partners, January 13, 2015.

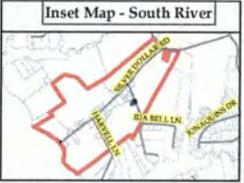


Appendix A
Carteret County Water System Maps

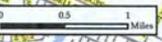
Figure 1

Carteret County's Water System

Carteret County Water District Infrastructure



- Legend**
- ▶ Water Plant
 - ☆ Pump Stations = 3 ct
 - Tanks = 4 ct
 - Valves = 599 ct
 - Water Meters = 249 ct
 - Fire Hydrants = 175 ct
- Water Line Sizes & Total Lengths**
- 2 in = 5 mi
 - 4 in = 0.25 mi
 - 6 in = 29.6 mi
 - 8 in = 20.4 mi
 - 10 in = 0.6 mi
- County Water District Boundary



Map Prepared by Carteret County
 GIS Division
 Date: 4/23/2019 252-728-8506

Figure 2

Merrimon Water System



Appendix B
Carteret County Water Rates

Tap Fees

Meter Size	Tap Fee**
3/4 "	\$1,000.00
1"	\$1,150.00
2"	Cost + 10%
4"	Cost + 10 %

****Additional \$900.00 Tap Fee for any meter requiring road bore work**

Any meter 2 inch or larger will be engineered by Mc David & Associates and County will charge cost of materials and installation, engineering fees and additional 10%.

Security Deposits

Property Owner	\$100.00
Renter/Lease holder	\$200.00

Damage and Tampering Fees

Tampering Fee - Meters	\$100.00
2 nd Offense (and Legal Action)	\$500.00
Damage Fee – Meters	\$135.00
Damage Fee – MXU Remote Unit	\$135.00

Other Fees

Non-Sufficient Check Fee	\$25.00
Bank Inspections	\$30.00
Late Charges	10% of balance
Service Fee*	\$30.00

*At the time of reconnection the deposit on account must be equal to the deposit amount required for new accounts as of that date.

*All accounts subject to disconnection that have not been paid by 5:00 pm on the day prior to disconnections will be charged the service fee.



Appendix C
Town of Beaufort Water Rates

Water & Sewer Rates & Fees

All water and sewer taps made outside Town limits are double in-town rates shown above. Water or sewer capacity fees outside Town limits are negotiable but will not exceed 2X rates shown above.

Upgrades in service, i.e., changing from a 3/4" meter to a 1" meter, are subject to a difference in the water tap, water capacity, and sewer capacity fees.

All taps larger than 2" shall be installed at developer's cost in accordance with Town of Beaufort standards and developers shall pay a tap-on fee as shown above.

► Tap & System Development Fees

TAP FEES			SYSTEM DEVELOPMENT FEES		
SIZE	WATER	SEWER	SIZE	WATER	SEWER
3/4"	\$ 700	\$ 750	3/4"	\$ 476	\$ 5,524
1"	800	750	1"	793	6,207
1 1/2"	1,075	750	1 1/2"	1,585	7,015
2"	1,375	750	2"	2,536	8,064
3"	575	750	3"	4,755	10,445
4"	625	750	4"	7,925	15,875
6"	850	750	6"	15,850	22,550
8"	1,175	750	8"	25,360	26,240

► **Water & Sewer Usage Rates**

WATER USAGE RATES

<u>TYPE</u>	<u>SIZE</u>	<u>IN TOWN</u>	<u>OUTSIDE</u>
<i>BASE</i>	¾"	\$ 10.37	\$ 20.74
	1"	17.32	37.33
	1 ½"	34.53	82.96
	2"	55.27	147.25
	3"	110.65	333.91
	4"	172.87	NA
	6"	345.63	1,327.36
<i>VARIABLE</i>	1000 gal	5.07	7.61

SEWER USAGE RATES

<u>TYPE</u>	<u>SIZE</u>	<u>IN TOWN</u>	<u>OUTSIDE</u>
<i>BASE</i>	¾"	\$ 21.17	\$ 42.34
	1"	35.85	70.01
	1 ½"	70.50	140.99
	2"	112.20	225.67
	3"	225.88	451.77
	4"	352.90	705.81
	6"	705.60	1,411.19
<i>VARIABLE</i>	1000 gal	16.80	33.60

► **Water & Sewer Service Charges**

WATER & SEWER SERVICE CHARGES

New Account Service Fee	\$20	Waived with bank draft
Application Fee	5	
<i>SECURITY DEPOSITS</i>		
3/4" meter	\$75-225,	based on credit score
1" meter	100	
1 1/2" meter	140	
2" meter	275	
Transfer Account	25	
Returned Check Fee	25	
Late Fees	10%	added to late portion
Reconnect Fee - Business Hours	25	
Reconnect Fee - After Hours	75	
After Hours Service Calls	75	
Temporary Connection (for cleaning, renovation inspection, etc.)	25	available for a 2-week period, plus water and sewer usage charges
Fire Hydrant Meters	75	mobilization, on site-employee, and 5,000 gal of water; additional \$.01/gal
Irrigation/Dock Meter	700	tap fee
Meter-Only Install	400	no new tap fee
Meter Testing	30	
Meter Tampering	100	

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



County Manager
Tommy R. Burns, II

Clerk to the Board
Rachel B. Hammer

RESOLUTION
ACCEPTANCE OF THE COMPLETED MERGER FEASIBILITY STUDY
FOR WATER AND SEWER UTILITIES

WHEREAS, the North Carolina Water Infrastructure Division provides grants for Merger Feasibility Studies for water and sewer utilities within North Carolina, and

WHEREAS, Carteret County in partnership with the Town of Beaufort, applied for and accepted a Merger Feasibility Study Grant to explore the possible merger of the Carteret County Water System with the Town of Beaufort Water System, and

WHEREAS, Carteret County selected Draper Aden Associates as the consultant for this study, and

WHEREAS, Draper Aden Associates has completed the study and prepared a report as to the feasibility of a merger of the two systems.

NOW THEREFORE BE IT RESOLVED BY THE CARTERET COUNTY BOARD OF COMMISSIONERS:

That the report of the study of a possible merger of the water system owned by Carteret County with the Town of Beaufort water system be accepted, and

That by the acceptance of this study, the County recognizes there is no obligation on its part to act on all or any aspects of its findings, but,

That the County does agree to give the findings of this study due consideration and if found to be in the best interests of the citizens of Carteret County, to act upon such findings, as may be found to benefit the County and might be acceptable to the Town of Beaufort, so long as the provision of quality water service to the effected customers of said water system is not compromised.

ADOPTED this the 18th day of May 2020.

Bill Smith, Chairman

ATTEST

Rachel Hammer
Clerk to Commissioners

CARTERET COUNTY
Board of Commissioners



Agenda Item XII.

Meeting Date:
18-May-20

Presenter:
Tommy Burns/Commissioners

ITEM TO BE CONSIDERED

Title: Discussion of a Potential Local Sales Tax Referendum

Brief Summary:

County Manager Tommy Burns and the Board of Commissioners will discuss a potential local sales tax referendum.

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

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 _____

CARTERET COUNTY
Board of Commissioners

Meeting Date:

18-May-20



Agenda Item XIII.

Presenter:

Tommy Burns/Department Heads

ITEM TO BE CONSIDERED

Title: Review of Departmental Strategic Plans

Brief Summary:

- (1) Tina Purifoy will provide an overview of the Strategic Plans 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 the 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 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 tradeshow, 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 tradeshow 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.

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.

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.

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

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

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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.

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.

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.

Crystal Coast Civic Center 5-7 Year Plan		Budgetary impact
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.

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.

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.

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

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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

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- 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.

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.

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

Parks and Recreation 5-7 Year Plan		Budgetary impact
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

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.

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.

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

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

TIMELINE

A target goal would be five years.

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.

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.
-

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.

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.

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.

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-imburement 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:

18-May-20



Agenda Item
XIV.

Presenter:

Dee Meshaw & Tommy Burns

ITEM TO BE CONSIDERED

Title: Budget Presentation

Brief Summary:

Mr. Burns & Ms. Meshaw will provide an overview of the proposed 2020-21 budget.

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 _____

MATERIALS WILL BE PROVIDED AT THE MEETING

CARTERET COUNTY
Board of Commissioners



Agenda Item XV.

Meeting Date:
18-May-20

Presenter:
Tommy Burns

ITEM TO BE CONSIDERED

Title: Accept/Reject Bid Offer for Purchase of County-Owned Land at 151 Country Club Drive, Newport, Tax Parcel 6490.01.06.0491000

Brief Summary:

Mr. Burns will provide an overview of the offer to purchase County-owned land at 151 Country Club Drive in Newport, NC. The Board of Commissioners can accept or reject the offer. If accepted, an upset bid publication notice will be published.

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

Motion: A motion to accept or reject the bid

BACKGROUND

Originating Department

Attachments:

- 1 Memo from Tommy Burns
- 2 Copy of Bid Offer
- 3 _____
- 4 _____
- 5 _____

Staff Contact:

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

MEMORANDUM

TO: Board of Commissioners

FROM: Tommy Burns, County Manager

SUBJECT: Offer to Purchase County-Owned Land

DATE: May 18, 2020

An offer of \$3,500.00 has been submitted by Jonathon and Janet Imhauser for the purchase of certain property owned by Carteret County, more particularly described as follows: Tax Parcel #6490.01.06.0491000, a .743-acre tract of land at 151 Country Club Lane, Lot 30 and 31, Block Y, Section 1, Sea Gate Subdivision, Newport, NC.

The County purchased the property as the result of a tax foreclosure in March of 2015 for \$6,500.00. The current tax value of the property is \$20,727.00.

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

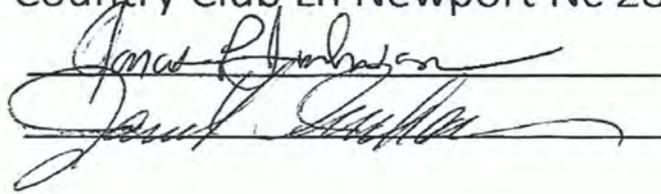
Commissioners may accept or reject the current offer.

We Jonathon and Janet Imhauser commit to purchase listed property 151 Country Club Ln lot 30 and 31 Tax Id 6490.01.06.0491000 With a bid of 3500⁰⁰/₁₀₀ Dollars Our current residence 153 Country Club Ln Newport Nc 28570

Jonathon P Imhauser

Janet F Imhauser

Sunday, March 15, 2020 8:01 AM



REC'D 04/27/20

CARTERET COUNTY
Board of Commissioners



Agenda Item
XVI.

Meeting Date:
18-May-20

Presenter:
Tommy Burns

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 _____

**CARTERET COUNTY
Board of Commissioners**

Meeting Date:

18-May-20



Agenda Item XVII.

Presenter:

Board

ITEM TO BE CONSIDERED

Title: Appointments

Brief Summary:

See attached memorandum highlighting appointments; applications attached as noted.

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

Nominations will be considered for the various vacancies.

BACKGROUND

Originating Department

County Manager's Office

Attachments:

1 Memorandum

2 Applications

3

4

5

Staff Contact:

Rachel Hammer

REVIEWED BY

County Manager

X

Clerk to the Board

X

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: May 18, 2020

The following appointments are noted for discussion at the May 18, 2020 meeting:

Carteret County Nursing Home Advisory Committee

Three-year term of Gurney Mizell expires May 20, 2020

- *Gurney Mizell; updated application attached*

No other active applications

Juvenile Crime Prevention Council ("JCPC")

Vacant two-year "Sheriff's Designee" Term (result of resignation of Mike Panzarella)

- *Joshua Phillips; application and letter of recommendation from Sheriff Buck attached*

No other active applications

Rural Transportation Advisory Committee ("RTAC")

Two-year term of Bill Taylor ("Municipal Elected Official Alternate") expires May 21, 2020

- *Bill Taylor; updated application attached*

No other active applications

Carteret County Nursing Home Advisory Committee

Three-year term of Gurney Mizell expires May 20, 2020

- *Gurney Mizell; updated application attached*

No other active applications

Received 04-28-20
Expires 10-28-21

Rachel Hammer

From: noreply@civicplus.com
Sent: Tuesday, April 28, 2020 3:52 PM
To: Ray Hall; Rachel Hammer
Subject: Online Form Submittal: Boards & Commissions - Community Advisory Committee Application

CAUTION: This email originated from outside of the organization. Do NOT click links or open attachments unless you recognize the sender and know the content is safe.

Boards & Commissions - Community Advisory Committee Application

Please check the committee interested in serving.	Nursing Home
First Name	Ulrich G
Last Name	Mizell Jr
Address	332 Deer Run
City	Newport
State	NC
Zip	28570
Home Phone	2522598108
Work Phone	<i>Field not completed.</i>
Fax Number	<i>Field not completed.</i>
E-Mail Address	umizelle@ec.rr.com
60 Years of age and better?	Yes
Occupation (Former or Present)	Dean Health Sciences
Please list any boards/committees/commissions presently serving:	Planning Board of Newport, NC
Please give a brief history of (interests, hobbies, attributes) that may help your service as a	Have served several years on this Board and enjoy the work

community advisory committee
member.

Email not displaying correctly? [View it in your browser.](#)

Juvenile Crime Prevention Council ("JCPC")

Vacant two-year "Sheriff's Designee" Term (result of resignation of Mike Panzarella)

- *Joshua Phillips; application and letter of recommendation from Sheriff Buck attached*

No other active applications

CARTERET COUNTY BOARD OF COMMISSIONERS
2015 APPLICATION FOR BOARDS/COMMISSIONS

Office Use Only

Date Received: 04-22-20

Date Application Expires: 10-22-21
(Applications are retained for 18 months)

NAME Joshua J Phillips

ADDRESS 304 Craven St.

CITY/STATE Beaufort NC ZIP _____

TELEPHONE-(HOME) _____ (CELL) 252-723-0915

(WORK) 728-8400 (FAX) _____

EMAIL ADDRESS joshua.phillips@carteretcountync.gov

1. COMMITTEES OF INTEREST

A. Juvenile Crime Prevention Council B.
(Please limit to two (2) boards/committees per application)

2. PLEASE DESCRIBE YOUR BACKGROUND, EXPERIENCE, EDUCATION OR TRAINING (WORK AND/OR LIFE EXPERIENCE) THAT RELATES TO YOUR INTEREST IN COUNTY GOVERNMENT.

School Intelligence Liaison and School Resource Officer
supervisor. serving with the Carteret County Sheriff's
office

3. OCCUPATION Detective Lieutenant EMPLOYER Carteret County Sheriff's office

4. ARE YOU CURRENTLY SERVING OR HAVE YOU EVER SERVED ON A PUBLIC BOARD OR COMMISSION? YES _____ NO X IF SO, PLEASE LIST BELOW.
(BOARD) (DATES)

5. PLEASE EXPLAIN ANY ANTICIPATED CONFLICT OF INTEREST OR SCHEDULING DIFFICULTIES YOU MAY HAVE, IF APPOINTED n/a

6. # OF YEARS LIVING IN CARTERET COUNTY 31

7. 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.)

Rachel Hammer

From: Asa Buck
Sent: Wednesday, April 22, 2020 12:23 PM
To: Rachel Hammer
Subject: Emailing: Detective Josh Phillips JCPC application
Attachments: Detective Josh Phillips JCPC application.pdf

Rachel,

Attached is an application for Sheriff's Office Detective Josh Phillips to be appointed to the Juvenile Crime Prevention Council (JCPC).

He will serve as my designee and will be filling the spot vacated by former detective Mike Panzarella.

Thank you very much.

Sheriff Asa Buck

Your message is ready to be sent with the following file or link attachments:

Detective Josh Phillips JCPC application

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

Rural Transportation Advisory Committee ("RTAC")

Two-year term of Bill Taylor ("Municipal Elected Official Alternate") expires May 21, 2020

- *Bill Taylor; updated application attached*

No other active applications

Received 04.28.20
Expires 10.28.21

Rachel Hammer

From: noreply@civicplus.com
Sent: Tuesday, April 28, 2020 5:15 PM
To: Ray Hall; Rachel Hammer
Subject: Online Form Submittal: Boards & Commissions Appointment Application

CAUTION: This email originated from outside of the organization. Do NOT click links or open attachments unless you recognize the sender and know the content is safe.

Boards & Commissions Appointment Application

First Name	Bill
Last Name	Taylor
Address	2104 Evans Street
City	Morehead City
State	NC
Zip	28557
Home Number	252-726-7826
Cell Number	252-725-3585
Fax Number	n/a
Work Number	n/a - Retired
E-Mail Address	billandjanietaylor@yahoo.com
Committees of Interest	Rural Transportation Advisory Committee (RTAC)
Committees of Interest (Second Choice)	<i>Field not completed.</i>
Experience	I have been affiliated with the Juvenile Crime Prevention effort in the county for 20 years serving in various paid and volunteer capacity. I serve on the East Carolina Council of Government Executive Committee with Bob Cavanaugh and am presently 1st Vice President. I am requesting renewal of my membership on the Downeast Rural Transportation Advisory Committee where I presently serve as Vice Chairman. I am also a member of the Carteret County Transportation Committee and have served on the MHC Council for almost 9 years. Therefore, I

come to this committee with deep experience in transportation issue, Council of Government activities and local government.

Occupation

Retired

Employer

Sr. Manager in Telecommunications industry

Are you currently serving or have you ever served on a public board or commission?

Yes

If so, please list below:

Noted under experience. More details available as needed.

Please explain any anticipated conflict of interest or scheduling difficulties you may have, if appointed:

I have no conflict of interests.

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.

Email not displaying correctly? [View it in your browser.](#)

OTHER OUTSTANDING VACANCIES

ADULT HOME COMMUNITY ADVISORY COMMITTEE

Two vacant (initial one-year) terms

AGING PLANNING BOARD

Vacant three-year at-large (60+) representative

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

One 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

One vacant four-year Nurse term

One vacant four-year Social Worker term

Two vacant four-year Consumer terms

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)

EASTERN CAROLINA COUNCIL REGIONAL AGING ADVISORY BOARD ("RAAC")

One vacant three-year term

JUVENILE CRIME PREVENTION COUNCIL ("JCPC")

One two-year "Juvenile Defense Attorney" term

One two-year "Business Community" term

NURSING HOME ADVISORY COMMITTEE

One vacant initial one-year term

PLANNING COMMISSION

One vacant three-year term

RURAL TRANSPORTATION ADVISORY COMMITTEE

Vacant two-year "Municipal Elected Official" term

TOWN OF CEDAR POINT

One vacant three-year 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

JUNE

CARTERET COUNTY ABC BOARD
CARTERET COUNTY AGING PLANNING BOARD
CARTERET COMMUNITY COLLEGE (CCC) BOARD OF TRUSTEES
CARTERET COUNTY CONSOLIDATED HUMAN SERVICES BOARD
CULTURAL & RECREATIONAL ADVISORY BOARD
EASTERN CAROLINA REGIONAL HOUSING AUTHORITY
EASTERN CAROLINA WORKFORCE DEVELOPMENT BOARD, INC. (ECWDB)
ECONOMIC DEVELOPMENT FOUNDATION BOARD
CARTERET COUNTY JUVENILE CRIME PREVENTION COUNCIL
PEER RECOVERY CENTER BOARD
CARTERET COUNTY SCENIC BYWAY COMMITTEE
WATERWAYS MANAGEMENT COMMITTEE

CARTERET COUNTY
Board of Commissioners



Agenda
XVIII.

Meeting Date:
18-May-20

Presenter:
Commissioners

ITEM TO BE CONSIDERED

Title: Commissioners' Comments

Brief Summary:

N/A

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 _____

**CARTERET COUNTY
Board of Commissioners**



Agenda Item
XIX.

Meeting Date:
18-May-20

Presenter:
Rob Wheatly, County Attorney

ITEM TO BE CONSIDERED

Title: Closed Session Pursuant to NCGS 143-318.11 for the Permitted Purpose of Discussing (a) (1) Confidential Information, Approval of the 01/27/20 Closed Session Minutes, and (a) (3) Attorney-Client Privilege

Brief Summary:

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

Motion: Motion to go into Closed Session Pursuant to NCGS 143-318.11 for the Permitted Purpose of Discussing (a) (1) Confidential Information, Approval of the 01/27/20 Closed Session Minutes and (a) (3) Attorney-Client Privilege.

Motion: Motion to return to regular session

BACKGROUND

Originating Department	Attachments:
_____	1 N/A
_____	2 _____
_____	3 _____
Staff Contact:	4 _____
Tommy Burns	5 _____

REVIEWED BY

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

CARTERET COUNTY
Board of Commissioners

Meeting Date:
18-May-20

Presenter:
Board



Agenda Item
XX.

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 _____