



CAMDENCOUNTY
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**BOARD
OF
COMMISSIONERS**

**June 06, 2016
7:00 PM
Regular Meeting**

**Historic Courtroom
Courthouse Complex**

This agenda is only a tentative schedule of matters the Commissioners may address at their meeting and all items found on it may be deleted, amended or deferred. The Commissioners may also, in their absolute discretion, consider matters not shown on this agenda.

Special accommodations for the disabled who attend public meetings can be made by contacting the Clerk to the Board 24 hours in advance at 252-338-6363, Ext. 100.

Please turn Cell Phone ringers off during the meeting.

Agenda

**Camden County Board of Commissioners
BOC - Regular Meeting
June 06, 2016
7:00 PM
Historic Courtroom, Courthouse Complex**

Welcome & Call to Order

Invocation & Pledge of Allegiance

Commissioner Tom White

ITEM 1. Public Comments

It is requested that comments be limited to (2-3) minutes. The length and number of comments may be limited upon the Chairman's discretion due to scheduling and other issues.

ITEM 2. Consideration of Agenda (For discussion and possible action)

Motion to accept the Agenda

ITEM 3. Public Hearings

Motion to Enter Public Hearings

- A. 1192 :Public Hearing - FY 2016- 2017 Budget
- B. 1176 : Public Hearing - CIP

Motion to come out of Public Hearings

ITEM 4. New Business (For discussion and possible action)

- A. April Monthly Tax Report
- B. Hiring of County Manager

C. Clearing Noblitt Property

ITEM 5. Board Appointments (For discussion and possible action)

1. Board of Social Services

ITEM 6. Consent Agenda

Motion to accept the Consent Agenda

- A. Board of Commissioners - BOC - Regular Meeting - Jan 4, 2016 7:00 PM
- B. Board of Commissioners - BOC - Regular Meeting - Feb 1, 2016 7:00 PM
- C. Board of Commissioners - BOC - Regular Meeting - Mar 7, 2016 7:00 PM
- D. Board of Commissioners - BOC - Regular Meeting - Mar 21, 2016 7:00 PM
- E. Board of Commissioners - BOC - Work Session - Apr 4, 2016 3:00 PM
- F. Board of Commissioners - BOC - Work Session - Apr 4, 2016 5:00 PM
- G. Board of Commissioners - BOC - Regular Meeting - Apr 4, 2016 7:00 PM
- H. CCS Budget Amendments
- I. Tax Collection Report
- J. Refunds Over \$100.00
- K. Copy Fee for Map Copies-Amended

ITEM 7. Commissioners' Report

Recess to South Camden Water & Sewer District Board of Directors Meeting

Reconvene Commissioners' Meeting

ITEM 8. Information, Reports & Minutes From Other Agencies

A. May 2016 Library Statistics

ITEM 9. Other Matters (For discussion and possible action)

ITEM 10. Adjourn



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Item Number: 3.A
Meeting Date: June 06, 2016

Submitted By: Stephanie Humphries, Finance Director
Finance
Prepared by: Angela Wooten

Item Title **Public Hearing - FY 2016- 2017 Budget**

Attachments: FY 2016-2017 Budget Message (DOCX)
16-17 schedule of board adjustments (PDF)

Summary:

Recommendation:



FY 2016-2017 Budget Message

May 16, 2016

To: The Camden County Board of Commissioners
 Mike McLain, Chairman
 Garry Meiggs, Vice Chairman
 Sandy Duckwall, Commissioner
 Clayton Riggs, Commissioner
 Tom White, Commissioner

In accordance with General Statute 159-11, I hereby submit to you for your consideration the proposed FY 2016-2017 budget for Camden County. A copy of the recommended budget has been filed with the Clerk to the Board and is available for public review and comment. One of the critical purposes of this document is to encourage open dialogue, questions, and public deliberation as it relates to how citizen tax dollars can best be used to serve the community.

The FY 2016-2017 budget was prepared in accordance with the North Carolina Local Government and Budget Fiscal Control Act. In addition, while developing the budget the following key activities were taken into consideration:

- Continue to minimize the financial impact of county operations on its citizens through mindful budgeting and frugal expenditures.
- Fund Capital goals as indicated in the Capital Improvement Plan.
- Invest in the 911 Communications upgrade identified by the Mission Critical Partners study.
- Fund the required 911 Backup Center required by state mandate.
- Implement a structure to incentivize employees to perform to their highest potential.
- Maintain a healthy reserve fund balance in accordance with the financial policies outlined and adopted in Resolution 2007-05-04.
- Continue to provide outstanding government services at adequate levels.

General Fund Revenues

The above goals for 2016-2017 were balanced with expected revenues with the intent of minimizing the use of General Fund Balance. Revenues are generally related to expected

economic growth within the County and the State. Consumer confidence has been up and down due to continued economic uncertainty. Economic growth is expected to continue at minimal levels into 2016-2017. The state growth is expected to be equal to 2014 and 2015 levels at 3% for 2016. Local level of growth is predicted at only 1.5%. The expected 5% growth predicted for 2015 was only 3% at year end. A balance between expected growth and realized 2015 growth was used to estimate revenues for 2016-2017

During the months leading up to the budget process various state funding streams have declined for a variety of local services, especially in respect to recycling mandates. We have also been asked to contribute a larger portion of salaries of the NC State Extension staff that previously has been significantly supported with state funds. We are now funding those positions with a 50% contribution.

A redistribution of Sales Tax is expected in the 2016-2017 Fiscal Year. The redistribution is required to be earmarked for School Capital and Economic Development. These funds come at an opportune time as we embark on the Camden Core Wastewater Treatment Plant that is needed to support identified growth and job creation that is expected to result from that project. The expected capital investment by the County for that project is significant but minimized by the expected redistribution.

Below is a listing of the major General Fund revenue sources.

Ad Valorem Tax	\$6,281,863
Local Option Sales Tax (Art. 39)	\$600,000
Vehicle Tax	\$636,250
Franchise Tax	\$625,000
Medicaid Hold Harmless	\$500,000
Article 40 Tax	\$275,000
Article 42 Tax	\$145,000
Special Revenue Fund (CRF for Debt Payment)	\$353,864
From School Reserve Fund (Debt Payments, Capital Outlay)	\$991,602

General Fund Expenditures

Due to falling short of the 2015 goal of 5% growth and the local expectations of only 1.5% growth in 2016, it was important to minimize expenditure increases in the 2016-2017 budget. Considering the expectation of minimal revenue growth, budget staff recommends minimizing operational budget increases while continuing to invest in the infrastructure that is critical to future economic development within the County. Level operational expenses in 2016-2017 partnered with prudent financial management policies adhered to by the Board of Commissioners and Budget staff, the County is well positioned to fund the critical infrastructure needed to foster growth within the county as well as invest in capital projects, such as the 911 Communications System, without a tax increase.

The County’s healthy fund balance should be invested within our county to foster economic growth and quality of life without burdening the taxpayers. While it is imperative to keep our responsible fiscal policies intact, we are in a position to use a portion of the fund balance to address failing County buildings and critical infrastructure as well as community projects that are important to our citizens such as Community Parks and recreational projects. Funding Capital Improvement Plan projects is vital to the success of these goals. While fund balance has been appropriated for Capital projects in 16-17, no fund balance was needed to balance general fund operating expenses.

Compared to the current (FY 2015-2016) adopted budget of \$12,192,459, the proposed FY 2016-2017 budget of \$12,219,979 represents an increase of only \$27,520. While we had an increase in Capital Improvements for 2016-2017, we were able to implement the next fiscal year’s goals with a very small overall increase in the budget. The 16-17 general fund budget uses no fund balance to finance operational expenses. The fund balance appropriated for 16-17 is solely for capital improvements, specifically, the \$275,000 in capital improvement for the 911 Communication upgrade and backup center. Even with the appropriating of fund balance for capital outlay, we expect general fund balance to stay at or above 50% of operating expenses. Well above the 25% general fund balance fiscal policy adopted in 2007.

In addition to capital our employees are also an important asset. It is important to recognize when staff salaries are falling behind in market rates and next years’ budget includes funding for positions that have been identified as being below market. As we move into future budget years, we must recognize that it will be harder and harder to keep quality, qualified staff as more and more of the working class retires. Keeping salaries current and competitive will be important to keep ahead of this issue. To help with retaining quality staff, a major goal of management was to implement a pay for performance plan in 16-17 that would provide incentive and improve moral of our highest performing staff members. While several departments are addressing staff salaries, most budgets were kept at little to no increase in overall expenditures.

Departmental Appropriations

Below is a list of some of the major Departmental expenditures proposed for FY 2016-2017.

Governing Body	\$117,384
County Administration	\$200,251
Elections	\$116,851
Finance Department	\$213,767
Personnel	\$71,085
Tax Department	\$414,567
Legal (including OLF)	\$67,500
Register of Deeds	\$221,055
Planning Department/Inspections	\$474,017
Public Works/Building & Grounds	\$474,304
Sheriff & SRO	\$1,718,210
Extension	\$117,443
Recreation	\$245,441

Senior Center	\$125,719
Solid Waste	\$632,996
Non-Departmental	\$181,400
Economic Development	\$156,002
Capital Outlay/Debt Service	\$1,046,708
Library	\$195,866
JCPC	\$62,288
Soil & Water Conservation	\$62,620

Special Appropriations

In the FY 2016-2017 budget, Special Appropriations expenditures total \$4,728,870 or 39% of total General Fund expenses. The percentage of the overall Special Operations budget is equal to 2015-2016, however, there are requests that would put a significant burden on the current operating budget. Camden has already committed to investing in the upgrade to the 911 Communications system and backup. In addition to that unexpected expense, there was a significant increase in requests from Emergency Management, the School Board and Forestry and the expected 3% increase in the EMS contribution.

While we are required by contract to commit the funds budgeted for EMS, Emergency Management and Forestry, management recommends funding the School Board at the same amount appropriated in 2015-2016. The School System continues to see a decline in ADM which would normally relate to a decline in funding as well. We believe committing the same amount of funding in 2016-2017 is reasonable.

The list below highlights some of the major Special Appropriation proposed for FY 2016-2017.

School Current Expense	\$2,079,726
Pasquotank/Camden EMS	\$499,550
Central Communications/Emergency Mgmt.	\$537,681
College of the Albemarle	\$45,000
Albemarle District Jail	\$416,068
Department of Social Services	\$325,000
CH & S Fire Commission	\$245,095
South Mills Fire Commission	\$147,859
School Capital Outlay	\$298,758

Major Concerns

A major concern for Camden County continues to be encouraging economic development while maintaining responsible residential growth. As development occurs, the burden on County services is increased. Balancing growth and development with the quality of life enjoyed in Camden County is imperative.

Additionally, in order to move the South Camden Water and Sewer District to a financial position closer to that of a true enterprise fund and enhance its self-sufficiency, the remainder of the increase requested in FY 2015-2016 is proposed for 2016-2017. The remaining increase would add \$2.00 to the base-rate fee for water and \$3.00 for sewer with an additional .50 cents for each 1,000 gallons beyond the first 2,000 gallons. The partial increase approved in 2015-2016 was the first base-rate fee increase since 2010. We are hopeful that the new Wastewater Treatment Plant that is currently in the beginning stages of an approximately 18 month project, will bring additional customers that would avoid future rate increases.

Other Major Program Goals

Community Park Trust Fund

The 2016-2017 CPTF budget includes funding for Community Park Lighting and other Park Maintenance Capital needs. Also included is funding for purchasing land in the South Mills Township for a Community Park in accordance with the goals of the 2017-2021 Capital Improvement Plan. The county will pursue grant funding for design/construction of the future community park once the location has been identified.

County Capital Reserve Fund

The funding for this fund comes from the \$0.01 land transfer tax which is levied on all land sales. County appropriations also support this fund as it is a key function of county government to ensure resources for Capital expenditures. Due to failing County building, we are including funds to continue planning for a new County Offices Building that would replace the current building that houses the Tax, Planning and Water/Sewer Billing staff. The new building would combine the Administrative staff and free up the current property which could be sold to help fund the project or replace funds in reserve for capital needs.

School Capital Reserve Fund

A redistribution of Sales Tax is expected in 2016-2017 that will be earmarked for Economic Development or School Capital needs. The majority of the redistribution will be directed to this fund for restricted use.

FY 2016-207 Budget Summary

This budget reflects the intent of responsible use of taxpayer dollars by providing critical services and wisely investing the financial contributions of our citizens to become the best possible environment in which to work and live. As public officers, we have been given the task of protecting the rights, needs and desires of the constituents. The budget staff believes that this task has been achieved and respectfully submits to you the 2016-2017 Fiscal Year Budget.

Attachment: FY 2016-2017 Budget Message (1192 : Public Hearing - FY 2016- 2017 Budget)



FY 2016-2017 Budget

Schedule of Changes Per Board Discussion

	<u>Item</u>	<u>Proposed</u>	<u>Change</u>	<u>Approved</u>	
105100	Sheriff-Range Maint	-	6,000	6,000	Increase
106050	10% Ext Director	71,730	8,969	80,699	Increase
106700	Soil & Water Dues	200	750	950	Increase
104100	Currituck Chamber Increase	8,500	1,750	10,250	Increase
106210	Sr Ctr Position Increase	78,184	2,754	80,938	Increase
106210	Sr. Ctr Vehicle Exp	250	800	1,050	Increase
105900	Public Health-Mosquitos	2,500	1,500	4,000	Increase
106900	Museum of the Albemarle			1,000	Net \$0
106900	RCDC Camden Homes		1028	2,028	Increase (\$1,028)
106900	SCWSD Contribution	-	72,403	72,403	Increase
106900	School Appropriation	2,079,726	<u>220,274</u>	2,300,000	Increase
104000	Fund Balance Appropriated		306,169		Increase
CSVFD	Radios	75,750	10,750	86,500	Adjust for no grant
SMVFD	Radios	30,000	12,000	42,000	Adjust for no grant
SCWSD	Remove Fee Increase-W	(1,056,000)	66,000	(990,000)	No rate increase
SCWSD	Remove Fee Increase-S	(113,000)	6,403	(106,597)	No rate increase



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Item Number: 3.B
Meeting Date: June 06, 2016

Submitted By: Stephanie Humphries, Finance Director
Finance
Prepared by: Angela Wooten

Item Title **Public Hearing - CIP**

Attachments: Capital Improvement Program (PDF)

Summary:

Capital Improvement Plan was updated, adding new projects and removing completed projects at the CIP work session

Recommendation:

Open to public for comments



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Capital Improvement Program 2017-2021

Public Hearing Date Set Monday, May 2, 2016
Public Hearing Monday, June 6, 2016, 7:00pm

Attachment: Capital Improvement Program (1176 : Public Hearing - CIP)

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June 6, 2016

Camden County Board of Commissioners

Michael McLain, Chair
Garry Meiggs, Vice Chair
Sandra Duckwall
Clayton Riggs
Tom White

Re: Fiscal Year 2017-2021 Recommended Capital Improvement Program

Chairman McLain and Commissioners:

Due to the current slow economic recovery, local governments remain challenged with regards to identifying funding mechanisms for capital improvement projects. The provision of adequate public infrastructure should remain a top priority for the County. The County has made great strides in developing its capital planning over the past few years when you consider this is actually only the sixth year the Board of Commissioners have gone through a CIP process. With this annual routine in place, even though adequate funding may not be available for each listed capital project, there will be significant thought and consideration given to the facility needs by the elected officials and the County staff.

Again this year it is important for you to refer to the two resolutions adopted by the Board of Commissioners several years ago. The first set financial policy governing how the County deals with the issues of debt, fees & user charges, fund balances, competitive employment, and the ad valorem tax rate. This resolution put in place measures to insure the financial strength of the County government as well as protecting the taxpayer. The second resolution adopted the CIP and directed the staff to use it as the official policy of the County and directed the implementation of the first year of projects in the program. A major component of the resolution was the creation of the County Capital Reserve Fund, a mechanism with which to fund non-school county facilities.

There are many positive developments taking place now in the County and it is important to continue the momentum we have achieved through fiscally conservative budgeting and proper long range capital improvement planning for our future needs. Over the past two fiscal years, Camden County has been the recipient of several significant grant awards in furtherance of the Board of Commissioners capital improvement policy goals. In FY 15/16, the county received over \$350,000 in grant funding from a funding partnership with PARTF, CAMA Access, and the NC Wildlife Commission for the construction of the new One Mill

Park waterfront project in the Shiloh Township. Also in FY 15/16 the county has been awarded approximately \$1.58 million in grants from the U.S. Economic Development Administration and the Golden LEAF Foundation for the construction of the Courthouse Area Wastewater Treatment Plant.

Following the installation of water and sewer improvements at the Camden Eco-Industrial Park in 2011-2012, construction of the main entrance boulevard and first phase interior roads of the Park began in October 2012 and was completed in December 2013. This phase of development in the Park was critical as the County continues to aggressively market the many economic opportunities and advantages to locating new business interests in Camden. On May 9, 2014 the County was joined by many federal and state dignitaries in celebrating the formal dedication and ribbon cutting of the Eco-Industrial Park. The success of the Eco-Industrial Park and further development along the HWY 158 and US 17 corridors will result in the generation of new tax revenues, lessening the County's reliance upon residential property taxes and creating new employment opportunities for our citizens.

A significant project included in the 2017-2021 CIP is the engineering and design of a new county administration complex on the acquired site across from the Historic Courthouse. A formal space-needs assessment was programmed in the FY15/16 Annual Budget and was completed in March 2016. The ultimate goal of this project will be the centralization of County services into a "One Stop" method of service delivery which will allow our customers to be served at a single County complex. Besides the immediate needs for administrative space, there is also significant interest for providing recreational and public meeting space which would house youth and adult programming.

Also included are infrastructure projects such as the extension of wastewater service along the US HWY 158 planned business corridor to include the Belcross area. In FY15/16 the county identified a 35 acre site located adjacent to the Camden Business Park and, following successful geohydrology testing and Phase 1 Environmental Assessment, intends to close on the purchase of this site for the future construction of a high-rate infiltration waste water treatment plant capable of treating 50,000 GPD and expandable to 100,000 GPD. Another important infrastructure project being advanced in the 2017-2021 CIP is the completion of the Seymour Drive well site to increase fresh water production capacity within the South Camden Water & Sewer District. In 2013 the County acquired a 5 acre parcel on Seymour Drive in Courthouse Township for the purpose of constructing an additional well site in close proximity to the Water Treatment Plant. Hydrology testing was completed on the site in late 2013, and the county proceeded with obtaining engineering design and construction cost estimates for the well site in FY 2014/2015. The Seymour Drive Well Site project is scheduled to go out for bid in April 2016, with construction planned to commence in July 2016.

Other priority projects included in the CIP are the extension of the Dismal Swamp Multi-Use Trail to the state border to promote Eco Tourism and the acquisition of property for the development of an outdoor recreational facility in the South Mills Township in accordance with the Parks and Recreation Master Plan. One Mill Community Park and Boat Ramp, the county's newest park facility located in Shiloh Township, was officially opened for public use in August 2015.

While the Board of Commissioners moved forward seven years ago with the acquisition of property for a potential high school site, with the current state of the economy and declining numbers in the school population, it is not yet clear when this new facility will be needed. The Adequate Public Facilities Coordinating Committee which is comprised of members of the Board of Commissioners, Board of Education, and county and school management staff began quarterly meetings in 2014 to continue to examine school capital needs pertaining to the construction of this new high school. This Committee recommended funding be included in the FY 15/16 annual budget for a revised high school space-needs assessment and architectural design of the campus to include construction cost estimates. The Committee felt this new study was needed due to the previous study having been performed in 2008. The new high school construction project is now included in the county's 2017-2021 CIP.

The future for Camden County is extremely bright as we continue working together to make the County a better community in which to live, work, and recreate. It will take all of our collective skills along with wise and thoughtful decisions to have the necessary vision to continue to advance the critical capital projects identified in this document.

Respectfully Submitted,

Michael R. Renshaw
County Manager

Introduction

The Capital Improvements Program (CIP) is a multi-year plan that proposes projects which improve the county's infrastructure and enhance community quality of life. The Camden County CIP is a five-year plan that consists of capital projects for various departments/agencies of the county government. These projects are major non-recurring expenditures for large items such as schools, parks & recreational facilities, administrative facilities, water & sewer improvements, and the Eco-Industrial Park. This plan is only the sixth year in which Camden County has endeavored to develop a CIP. This is mainly due to the fact that the county has only begun experiencing growth in recent years which has created the need for a much more defined and thorough capital planning process. This document will be used as a directive for staff in the coming year as well as future years. The CIP will be reviewed and adjusted accordingly on an annual basis depending on the changing needs and the strengthening financial condition of the county.

Planning Process

Planning for the Capital Improvements Program usually begins in January each year prior to the beginning of the county budget process. Department heads are requested to submit to the Manager a packet of information relating to items submitted that will cost in excess of \$300,000 in at least one year of the CIP planning period. The CIP does not include the acquisition of motor vehicles. These are included in the operational budgets of each department. The County Manager will review and study all items submitted by the department heads and will develop a recommended plan that will be forwarded to the Board of Commissioners. After a recommended plan has been developed by the Board, a public hearing is held to receive citizen input. Then the recommended plan is finalized by a resolution of the Board with the intent to include the first year projects in the annual budget.

Financial Policy

The following financial guidelines were adopted by the Board of Commissioners on June 4, 2007:

Debt service should be equal to or less than 15% of General Fund expenditures.

The county will strive to pay outstanding principal debt within 15-20 years.

The county will strive to maintain its debt at no greater level than 2% of the assessed valuation of taxable property in the county.

The county will strive to maintain an available fund balance equal to 25% of the General Fund budget at the end of each fiscal year which is substantially higher than the minimum recommended by the Local Government Commission.

General Fund balances in excess of targeted levels may be transferred to the County's Special Capital Reserve Fund.

Adoption of these policies will further ensure the county's financial strength and future success in capital planning.

For the past six years Camden County has embarked on a very conservative fiscal policy working to

ensure growth in the fund balance and a stronger financial position for the county government. The total unreserved and undesignated general fund balance has grown from approximately \$2.7 million to approximately \$7.2 million at the end of FY14. The maintenance of a healthy fund balance must be continued if the County will be able to arrange financing for the large capital improvement projects that will be needed in the future years.

Project Evaluation

During FY11, project evaluation was done through interaction and discussion between the Manager and the Commissioners as well as input from the Department Heads. Once projects are put into the CIP, the entire plan is reviewed and studied annually by the Board of Commissioners to review the merits of each project.

Project Evaluation Criteria

Sections	Questions Considered When Evaluating Projects
Department Ranking	What is the departmental priority/ranking for project?
Legal Mandates/Safety	Does the project enable the County to fulfill a new or existing state of federal mandate? Does the project eliminate an immediate safety hazard for County citizens or employees?
Demonstrated Need/Timing	When does the project need to be completed? Is the project related to another priority project?
Impact on Operating & Maintenance Costs	Will the project save the County future operating costs? Will the project improve operating efficiency? Will maintenance cost be reduced if the project were undertaken? Will the project generate additional operating revenue or will it generate additional expense?
Impact on Quality of Life	Will the project improve the quality of life of the County's citizens?
Addresses a deficiency in provision of public services	Is the County unable to provide basic services if the project is not completed? Are current services in the project area inadequate? Does the project improve County services?
Linkage to Board of Commissioners' Vision Statement, other Long Range Plans, or Community Support	Does the project help to meet the priorities established by the Vision Statement/goals or other long-range plans? How will the project help further these priorities? Does the project have citizen or community support? Does the project service a special need of the community?

Attachment: Capital Improvement Program (1176 : Public Hearing - CIP)

Funds/grants available from state, federal, and other sources	Besides County general fund revenues, what funding sources are available to fund this project? Can fees or revenues other than taxes be raised to cover this project's cost?
Extent of secondary benefits	Are there intangible benefits to completing the project? Are there benefits to the project that are not otherwise considered in the evaluation?
Comments	What comments do you have about the project that needs to be considered by the Board of Commissioners?

Revenue Sources & Debt Service

There are several funding sources that will be used in the CIP. The sources are dependent on the type of project and the financial impact on the taxpayers of the county:

1. General Fund Revenues - may be used to fund smaller pay as you go capital projects such as those that fall under \$300,000.
2. General Obligation (GO) Bonds - the county may issue general obligation bonds for larger projects such as schools. These bonds are legally binding and are a pledge of the county's full faith, credit and taxing power.
3. Installment Financing Agreements - in exchange for financing funds.
4. Certificates of Participation (COP) - basically a large installment financing agreement (banks are limited on how much they can lend). COPs are usually rated on step below a GO rating.
5. State and Federal Revenues - projects may be financed through low interest federal loans from USDA Rural Development such as the completed Camden Intermediate School Project. Additionally several projects have been financed by the use of state and federal grants such as the wastewater treatment and collection system.
6. Private Contributions - private contributions from developers or adjoining landowners that will become a part of a larger project the county is working on.

One of the most important factors of financing a major project is the county's ability to pay the debt service or the annual costs of the financing. There are some limited recurring revenues that are to be used for debt service purposes. Portions of the Article 40 and 42 sales taxes are restricted for the purpose of school-related debt service or school capital outlay. The county also receives funds from the state Public School Building Capital Fund (these funds are generated by the state corporate income taxes) that can be used for debt service, however the status of these funds is unsure due to the uncertainty of the NC Education Lottery proceeds and other economics.

Revenue Sources:

- Restricted portions of Article 40 & 42 sales taxes
- Annual contributions to the Special Capital Reserve Fund per proposed policies
- Accumulated funds in the Special Capital Reserve Fund & School Capital Reserve Fund

Revenue Sources & Debt Service

Resources	Project Types	Advantages	Disadvantages
Pay As You Go	Assets with short useful lives, or where most of benefit is achieved early	Saves interest and other costs of issuance	Limits funding for capital needs
	Assets for which matching local funds are required	Preserves financial flexibility	Creates an uneven flow of expenditures
	Assets that are not expensive to acquire and relative to the total Pay As You Go plan	Protects borrowing capacity	
	Projects can be phased with reasonable annual expenditures	Enhances credit quality	
General Obligation Bonds	Assets with long useful lives	Permits governments to acquire assets as needed	Adds financial and administrative costs of procuring capital assets
	Projects that are expensive to acquire or that exceed the capacity of the Pay As You Go plan	Levels out capital expenditures	Limits flexibility by committing revenues for life of the bond issue Requires voter approval
Certificates of Participation	Projects that are expensive to acquire or that exceed the capacity of the Pay As You Go plan	Permits governments To acquire assets as needed	Interest cost may be higher relative to issuing debt
	Used frequently for purchases of equipment, buildings and real property	No voter approval	
Grants	Assets qualifying for grant assistance	Expands size of capital program with little or no cost to local taxpayers	Limited amount of unrestricted grants availability Added administrative or compliance costs
Private Contributions	Facilities adjacent to private properties	Lowers government capital and/or operating costs	Added staff time required to identify contributors and coordinate activities

Attachment: Capital Improvement Program (1176 : Public Hearing - CIP)

Funding Method for County Capital Reserve Fund

The land transfer tax is placed in a County Capital Reserve fund to fund the capital improvement plan and transfers from General Fund balance when it is in excess of targeted levels (Resolution No. 2007-0504).

It is projected that the Land Transfer tax will generate approximately \$300,000 in FY 2016-2017. These funds will go towards approved capital projects and debt service. Currently \$.01 of the county-wide tax rate generates approximately \$96,112 in Ad Valorem taxes collected by Camden County.

School Capital Reserve Fund

The School Capital Reserve Fund will continue to be the primary vehicle with which the county uses to fund school capital projects. Currently it is funded by that portion of the Article 40 & 42 sales tax that is earmarked for school construction by the state. The county also may request funds through the State Public School Building Capital Fund. Lottery proceeds are annually appropriated to this Fund and reserved for School Capital projects. Articles 40 & 42 Sales Tax will generate approximately \$350,000 annually that goes into the School Capital Reserve Fund. Additional Sales Tax revenue is expected to be realized beginning in FY17 with a redistribution mandated by legislative action. Restricted funds will be placed in the School Capital Reserve for School Capital Projects.

South Camden Water & Sewer District

The South Camden Water & Sewer District is an enterprise fund that provides water and sewer to residents of Camden County who live in the Courthouse and Shiloh Townships. Water service is available throughout the two townships and sewer service is available only in a smaller area that is along the US158/NC343 corridor. This fund has been in operation since 1996.

A reverse osmosis water treatment plant was constructed and became operational in 2002 along the Pasquotank River near the central area of the county. This facility was built with assistance of funding from the NC Rural Center.

County Fire Districts

There are two fire districts in the county, the South Mills Fire District and the Courthouse-Shiloh Fire District. Residents in both currently pay a total of .05 tax (.01 fire tax plus a .04 general fund contribution). These revenues fund the operation and capital needs of the fire departments. The county has contracts with both volunteer fire departments detailing how the fire commissions will oversee the operation of the fire departments which includes special approval of all expenditures of \$5,000 or more. The South Mills Fire Department has recently completed construction of a new fire station on donated property on Keeter Bam Road near South Mills. The South Camden Fire Department has a fire station that is located on Sawyers Creek Road near the Courthouse and their second station is located in the Shiloh Community along NC343 South. With the additional revenue generated from the county-wide revaluation of property, it is expected both departments will have adequate funds to provide for their operational needs and debt service for capital needs for the next five years.

Adoption of Unified County Government

In May of 2006 the voters of Camden County approved the adoption of Unified County Government. Effective July 1, 2006 the change was implemented granting Camden County both the powers of a county as well as those of municipal government (excluding the creation of a police department). Although this change in form of government has brought about no real visible change in appearance for the Camden County Government, the most important impact is that it restricts the creation of any other municipal governments within the county. Therefore, the county citizens will be assured of only one layer of local government and one layer of taxation. Ideally this form of government will provide for additional efficiencies by eliminating the potential for duplication of services. A major benefit of the change in form of government is that it allows the County to receive a quarterly allocation of the Utility Franchise Taxes which are typically only received by municipalities. The County receives this revenue annually and estimates of \$400,000 in 2014 were surpassed by over \$200,000. As the County continues to grow and develop additional commercial tax base this allocation increases.

Capital Project Narratives:

The capital project narratives are organized in the following categories:

1. **Approved/Funded** - approved and funded by vote of the Camden County Board of Commissioners;
2. **Recommended/Unfunded** - recommended projects by the Camden County Manager but currently unfunded; and
3. **Identified/Unfunded** - projects that have been identified by management but currently not funded.

1. Approved/Funded:

A. CONSTRUCTION OF ADDITIONAL WELL SITE (SEYMOUR DRIVE)

IN PROGRESS FY16

Well Site: Seymore Drive		Priority Level						
		1						
Department: Water Distribution								
<i>Scope/Description</i>								
Build Well at Seymore Drive property								
<i>Justification:</i>								
Forecasted residential and commercial growth will require additional sources of fresh water.								
<i>Funding</i>								
Water/Sewer Upgrade Fund Balance								
		Capital Cost	FY 16	FY 17	FY 18	FY 19	FY 20	Year Complete
Cost		\$487,000						
Construction			487,000					
Funding								
WS Fund Balance			487,000					

Attachment: Capital Improvement Program (1176 : Public Hearing - CIP)

Project Description:

Define Problem: Forecasted residential and commercial growth will require additional sources of fresh water.

Recommended Solution: In FY 2014-2015 obtain engineering design plans and construction cost estimate. Construct additional operational well site at the Seymour Drive site.

The water plant has a current capacity of .72 MGD and an average use of .3 MGD. The State allows 80% use of capacity, which amounts to 576,000 GPD. Subtracting the average use of 300,000 GPD provides only 276,000 GPD for additional development use.

Alternatives: None

Stage of the Project: Planning and Engineering Design was completed in FY15/16 utilizing the engineering services of Diehl and Phillips Engineering. The project will advance to construction in July 2016.

Relation to Other Projects: This project is required to attract and support new and existing businesses in Camden County.

Description of Land Needs: Land has been purchased. In FY13-14, the county purchased an additional well site in close proximity to existing water treatment plant.

Professional Design Work Detail: In FY 2014-2015 the engineering services of Diel and Phillips Engineering were retained to finalize site plan and provide a detailed construction cost.

Operating Impact: Additional utilities and equipment maintenance costs.

B. CORE AREA WASTEWATER TREATMENT PLANT

Camden Core WWTP	Priority Level 1						
Department: Waste Water							
<i>Scope/Description</i>							
Increase wastewater disposal capacity to prepare for increased flows from sanitary sewer expansions.							
<i>Justification</i>							
The increased wastewater flow as a result of increased residential and commercial development will require added wastewater disposal capacity.							
<i>Funding Source</i>							
EDA, Golden LEAF, Capital Fund Balance							
	Capital Cost	FY 17	FY 18	FY 19	FY 20	FY 21	Year Complete
Cost	\$2,706,900						
Engineering & Construction		2,040,900	366,000				2018
Line Extension (See "Business Park Ext")		300,000					
Funding							
Economic Development Grant		1,170,450	183,000				
Golden Leaf		200,000					
County Fund Balance		970,450	183,000				

Project Description: Increase wastewater disposal capacity to prepare for increased flows from sanitary sewer expansions.

Define Problem: The increased wastewater flow as a result of increased residential and commercial development will require added wastewater disposal capacity.

Recommended Solution: Study the feasibility of High Rate Infiltration Ponds for wastewater disposal using the proven Amphidrome technologies. The benefits of this method include using less land (primarily large amounts of spray field acreage) and lower operations and maintenance costs.

Alternatives: Continue to utilize spray fields similar to the existing wastewater treatment plant in South Mills Township.

Stage of the Project: An engineering study was completed in FY 15-16 which provided data concerning the soil and hydrologic feasibility of siting a high-rate infiltration wastewater treatment plant within the core area of Courthouse Township. The site selected is a 35 acre parcel in close vicinity to the Camden Business Park. U.S. EDA and Golden LEAF grant funding has been secured, and the county will close on the site purchase in April 2016. Site work and plant construction will commence in May 2016.

Relation to Other Projects: This project is required to attract and support new and existing businesses in Camden County as well as supporting additional residential growth.

Description of Land Needs: Based upon preliminary engineering reports, the county will be required to purchase 25-35 acres of land deemed suitable for high-rate infiltration pond operation. Site identification and, if necessary land acquisition, will be completed in FY 15/16.

Professional Design Work Detail: No formal engineering design work has been completed. In FY 14-15 Hyman Robey Engineering was retained to prepare a Preliminary Engineering Report (PER) in conjunction with the county's submittal of an Economic Development Administration construction grant. The county issued an RFQ for engineering, design services, and construction administration in March 2016.

Operating Impact: Anticipated reduction in operational costs due to efficiency of plant operation.

C. CAMDEN BUSINESS PARK – WASTEWATER EXTENSION

ESTIMATED COST: *Included in cost of Camden Core WTP (above)*

Priority Level: 1

Project Description: Extension of sanitary sewer lines to the Camden Business Park - this will include servicing the State Employees Credit Union and emerging commercial/retail development along the US HWY 158 corridor. This sewer extension

project is related to and will be constructed in conjunction with the Core Area Wastewater Treatment Plant project.

Define Problem: Sewer infrastructure is needed to support economic development and commercial growth along the US HWY 158/Camden Business Park corridor.

Recommended Solution: Extend sanitary sewer lines to the Camden Business Park. County will seek federal and state grant funds for a portion of the project.

Alternatives: Future commercial development will be adversely affected without this extension

Stage of the Project: Construction cost estimates have been prepared by Eastern Carolina Engineering in conjunction with the Core Area WTP project. County has issued an RFQ for engineering, design, and construction administration. Construction is planned to commence in May 2016.

Relation to Other Projects: This project is required to attract and support new and existing businesses in Camden County.

Description of Land Needs: These water and sewer lines will run on the DOT right-of-ways.

Professional Design Work Detail: None completed. Funding for engineering and design recommended in FY 16/17.

Operating Impact: The operating impact will be minimal with the exception of normal wear and tear.

2. Recommended/Unfunded:

D. ADMINISTRATIVE COMPLEX

Administrative Complex	Priority Level 1						
Department: General Government							
<i>Scope/Description</i> Construction of an administrative complex in order to service the county residents in a safe and efficient manner.							
<i>Justification</i> Immediate overcrowding addressed with multiple facilities; need for bringing offices to central location to optimize customer service. Will facilitate drive-thru payments preference of citizens. Building will be ADA compliant for citizen access to services.							
<i>Funding Source</i> County Funds and Installment Financing							
	Capital Cost	FY 16	FY 17	FY 18	FY 19	FY 20	Year Complete
Cost	\$3,160,000						
Space Needs, Engineering & Design		57,500					
Construction			1,500,000	2,000,000			2018
Funding <i>projected</i>							
County Contribution		57,500	325,000				
Capital Reserve Fund			125,000				
Installment Financing			1,000,000	2,000,000			

Project Description: Construction of an administrative complex in order to service the county residents in a safe and efficient manner.

Project Definition and Justification

Define Problem: With the addition of the new County facility at 330 East Hwy 158, immediate overcrowding concerns at the Courthouse Complex have been addressed with the movement of Administration, Finance, Economic Development, and Public Works to the new facility.

However, to optimize customer service and provide a “One Stop” approach to service delivery, the County should consider the construction of a centralized County complex. Multipurpose conference/training rooms are needed and can be used by all departments, county committees as well as by the community. This building will house the following departments: Manager's Office, Human Resources, Finance Office, Tax Administration, Water & Sewer Department, Planning & Community Development Department, Camden County Extension Center, Senior Center and the Board of Elections.

Construction of the building to facilitate a drive-thru window to accommodate payments would be preferable for the county citizens. Finally, this building will be ADA compliant which will allow all the county citizens of Camden County to have access to its services.

Recommended Solution: The construction of a building on the acreage already purchased across the road from the Courthouse Complex. Demolition of existing structure and repaving of entire lot would provide additional parking which is greatly needed when court is in session and to accommodate Board of Elections and the Camden Heritage Museum.

Alternatives: Continue business in current structure.

Stage of Project: County purchased 7.69 acres across the road from the Courthouse Complex. A formal space-needs study was conducted by Wooten Company in March 2016.

Relation to Other Projects: County needs to confer with Camden County Schools as to the possible re-purposing of the Camden High School campus to accommodate elements of the county's programs such as Senior Center and Parks & Recreation.

Professional Design Work Detail: A complete facilities study of the Camden High School facility is needed prior to retaining services for architectural and engineering design of the Courthouse Complex. This study should include a cost-benefit analysis examining potential use of the Camden High School to house county offices and programs.

Operating Impact: The operating costs may be higher than the current facility although the existing building is very energy inefficient and cost savings might be realized due to efficiency improvements.

E. COUNTRY CLUB AREA – US 158 SEWER SERVICE EXPANSION

Country Club/158 Wastewater Ext	Priority Level						
	2						
Department: Waste Water							
<i>Scope/Description</i>							
Extension of the water and sewer lines to the County Club Area including a 200-300 acre potential mixed-use development as well as available parcels along US 158.							
<i>Justification:</i>							
Sanitary sewer infrastructure is needed to support economic development and commercial/retail growth.							
<i>Funding</i>							
CRF & Seeking grant funds/matching (EDA, IDF) & Developers/Cost Sharing							
	Capital Cost	FY 16	FY 17	FY 18	FY 19	FY 20	Year Complete
Cost	\$1,171,000						
Engineering Study/Cost Estimate			60,000				
Bidding & Design				75,000			
Construction					1,036,000		
Funding	est						
County Contribution & Builder Share			60,000	75,000			
Capital Reserve Fund					1,036,000		

Project Description: Extension of the water and sewer lines to the County Club Area including a 200-300 acre potential mixed-use development as well as available parcels along US 158.

Define Problem: Sanitary sewer infrastructure is needed to support economic development and commercial/retail growth.

Recommended Solution: Extend existing sanitary sewer line. Estimated cost of \$1,171,000 to be funded by County contributions, grants and developers via cost sharing formula.

Alternatives: Commercial development would be adversely affected without the extension.

Stage of the Project: McGill Associates has prepared a feasibility study to include construction cost estimates. An estimate has been prepared by McGill Associates. Project material costs (i.e. pipe) is increasing with petroleum price increases, however the installation costs have decreased with the economy. The County applied for Golden LEAF CBGI funding in January 2014 however the project was not funded in that grant cycle.

Relation to Other Projects: This project is required to attract and support new and existing businesses in Camden County. Wastewater service would help develop the area adjacent to Shell Station and residents in the Pine Street area have expressed interest in wastewater service due to failures with septic systems. The extension would also increase the pipe size of the existing force main from Lamb’s Marina to the Courthouse Pump Station.

Description of Land Needs: The sanitary sewer lines will run on the DOT right-of-ways. A small parcel of land will have to be purchased for a proposed lift station.

Professional Design Work Detail: None. Feasibility study completed October 2013.

Operating Impact: The operating impact will be minimal with the exception of normal wear and tear.

Attachment: Capital Improvement Program (1176 : Public Hearing - CIP)

3. Identified/Unfunded:

F. DISMAL SWAMP CANAL PEDESTRIAN AND BICYCLE PATH COMPLETION

ESTIMATED COST: \$1,300,000

Priority Level: 3

Project Description: Connect the existing trail route to the Virginia State line.

Project Definition and Justification

Define Problem: Improved safety is needed for pedestrians and bicyclists living in the residential areas along the trail route. This project provides safe alternative transportation between the Eco-Industrial Park, the NCDOT Visitor's Center, several residential subdivisions and the Dismal Swamp State Park. The project would also serve to enhance eco-tourism within the County.

Recommended Solution: Connect the existing trail route to the Virginia State line. The total project's estimated cost is \$1,300,000 of which the County will pursue federal and state funds and/or grants.

Alternatives: None

Stage of Project: An estimate has been prepared by McGill Associates. McGill Associates has also completed 30% design work for the project. Initial stakeholder meeting was held in October 2011. A follow-up stakeholder meeting was held in May 2012, at which time the City of Chesapeake advised that funding for the design of the Virginia portion of the trail extension was not approved. The City intends to reapply in 2013.

Relation to Other Projects: This project has been coordinated with several planning and regional projects. These include the following: 1993 Camden County Land Use Plan, The Dismal Swamp Trail Special Trust Fund, and The Northeast North Carolina Regional Economic Development Partnership Thoroughfare plan for Camden County (NCDOT, November 1997).

Description of Land Needs: Proposed project will be located within the NCDOT right-of-way. No land acquisition will be required.

Professional Design Work Detail: Conceptual development, preliminary layout and environmental review have been completed by McGill Associates.

Operating Impact: It is anticipated that the completion of this trail will promote eco-tourism, safely accommodate bicyclists, pedestrians, joggers and birdwatchers. In addition, it will provide interpretive and educational elements for nature and history enthusiasts.

G. RECREATIONAL & COMMUNITY CENTER

ESTIMATED COST: To be Determined

Priority Level: 3

Project Description: Construction of a new recreational and community center to serve as the primary place for the recreational and social needs of the county residents.

Project Definition and Justification

Define Problem: There is currently no recreational nor community center for the county residents. This limits the ability of the County to attract businesses and families to its area.

Recommended Solution: The construction of a building to include the following: the County's Parks & Recreation Department, gymnasium, large multi-purpose rooms, and an expanded Senior Center facility.

Alternatives: Continue to utilize the county's existing recreational space.

Stage of Project: Future planning.

Relation to Other Projects: N/A

Professional Design Work Detail: A complete facilities study is needed.

Operating Impact: To be Determined.

H. SOUTH MILLS COMMUNITY PARK

ESTIMATED COST: To be Determined

Priority Level: 1

Project Description: Obtain property and construct a small community park in the South Mills Township area.

Project Definition and Justification

Define Problem: As the County's population grows, demand for recreation space and activities will increase. Parks are an integral element of strong communities and promote healthy living activities, especially when located in or in close proximity to residential areas. Currently all county park facilities are located in the courthouse township at Grandy Elementary School. The distance from South Mills to the one central community park is an obstacle to pursuing both organizational and independent recreation, and the existing community park has little if any room

for expansion of park or parking areas.

Recommended Solution: Purchase 10 to 20 acres for construction of a community park with both active and passive recreation areas including baseball/soccer fields, playground equipment, and picnic shelter. Limited funding may be generated from requiring fees in lieu of land dedications for new residential subdivisions.

Alternatives: N/A

Stage of Project: Site selection and land acquisition is scheduled for FY 17/18.

Relation to Other Projects: Allows expansion of outdoor recreational offerings.

Professional Design Work Detail: None started at this time. Will need a general park design to identify land requirements, prior to locating alternative sites possibilities.

Operating Impact: The project will increase Parks and Recreation operations and maintenance budget.

I. SCHOOL CAPITAL IMPROVEMENTS-CAMDEN COUNTY HIGH SCHOOL

ESTIMATED COST: \$20,000,000-\$30,000,000

Priority Level: 2

Project Description: Construction of new Camden County High School facility to include site improvements and adequate athletic fields.

Project Definition and Justification

Define Problem: As the County's population grows, demand for a larger high school facility will increase. The Adequate Public Facilities Ordinance (APFO) approved in 2008 requires that both the County and Board of Education perform long-range planning in order to meet the demand of increased student enrollment.

Recommended Solution: APFO Committee will meet regularly to examine school space needs. Funding is appropriated in FY 15/16 to clear proposed school/athletic campus site along HWY 343 North.

Alternatives: Construct new athletic fields and bleachers on the Noblitt site and renovate existing high school campus (HWY 343/US 158) by constructing additional classroom space on the current athletic field.

Stage of Project: Approximately 60 acres of property was purchased by the county in 2008. In 2008 the Board of Education commissioned HBA Architects to draw a conceptual site plan and develop preliminary construction cost estimates. In 2016, the APFO Committee decided to re-examine space needs based upon more current and

accurate enrollment projection data and have new plans and cost estimates developed.

Relation to Other Projects: This project is related to the Courthouse Administration Complex project in that the county needs to examine possible re-purposing of the Camden High School campus for potentially housing one or more county programs.

Professional Design Work Detail: None completed at this time. HBA Architects have completed conceptual site plan and preliminary construction cost estimates were provided in 2008. Funding is appropriated in FY 15/16 for a new school design and cost estimate.

Operating Impact: Impact will be seen in Camden County Public Schools operating expenses due to the larger facility. Increases in utilities expenses may be reduced due to improved energy efficiency measures and design engineering of the facility.

J. MOBILE COMMAND CENTER-SHERIFF'S DEPARTMENT

ESTIMATED COST: \$279,487

Priority Level: 1

Project Description: See "Sheriff's Mobile Command Center Proposal" ATTACHED

Resolution No. 2007-05-04

A Resolution of the Camden County Board of Commissioners Regarding Setting Financial Policies

Whereas, stability in fiscal affairs is a desirable objective, but a difficult goal for counties to attain because many factors some of which are the relationship of the various units of government, mandates, the changing economies and the limited authority of local government; and

Whereas, the Board of Commissioners is of the opinion that the statement of minimum standards of fiscal policy would help present and future boards and staff to adapt to the changes that occur and help them to attain a reasonable measure of fiscal stability;

Now, Therefore Be It Resolved, that the Camden County Board of Commissioners does hereby adopt the following financial policies:

Debt-

Debt service will not exceed 15% of general fund expenditures. In any year where debt service is less than or equal to 14% of general fund expenditures at least 1% of the operating budget may be transferred to capital reserve.

The county will strive to pay outstanding principle debt within 15-20 years.

The county will strive to maintain its debt at no greater level than 2% of the assessed valuation of taxable property in the county.

Fees & User Charges -

As part of the annual budget process the County shall review the fees and user charges. All changes to the schedule of fees must be approved by the Board of Commissioners.

The County should charge fees if allowable, when a specific group of beneficiaries can be identified, when it is feasible to charge the beneficiaries, and when there is no reason to subsidize the service wholly or in part. Fee levels should be set to recover the full costs of the services provided, unless it is deemed necessary to partially subsidize the services.

Factors to consider in deciding whether a subsidy is appropriate include the burden on property tax payers, the degree to which the service benefits a particular segment of the population, whether beneficiaries can pay the fee, and whether the service provides a broader benefit to the community.

Fund Balance -

The county will strive to maintain an available fund balance equal to 25% of the General Fund budget at the end of each fiscal year which is substantially higher than the minimum recommended by the Local Government Commission.

General Fund balances in excess of targeted levels may be transferred to the County's capital improvement plan.

Competitive Employment -

The county will strive to maintain competitive pay rates by making annual cost of living adjustments when economically feasible for the county based on the consumer price index.

Tax Rate -

In an effort to stabilize the county's tax rate, the Board of Commissioners will adopt a tax rate that considers the succeeding four years anticipated expenditures and will strive not to change the tax rate prior to the next revaluation.

The Board of Commissioners will seek to limit the growth of the annual operating budget to an amount that can be accommodated by growth in the tax base as well as other state and federal revenues, without a tax increase wherever possible.

The County will strive to annually review and develop revenue projections, expenditures, and the fund balance for the next five years.

Adopted this _4th_day of June, 2007.

Jeffrey Jennings, Chairman

Attest:

Ava Gurganus, Clerk to the Board

County of Camden
2016-2017 Debt/Debt Service

Date Issued	Type	Loan Amt	Rate	Term	Purpose	Beginning	Yearly Payment	
						16-17		
Infrastructure						Loan Balance	Principle	Interest
South Camden Water/Sewer District								
1994	Refi Installment Laon	\$1,274,000	3.890%	40/2032	Installation of Water Lines	\$1,098,306.21	\$50,769.00	\$42,724.00
2001	Loan	\$406,790.50	2.19%	20/2022	Phase II Water Lines	\$244,074.30	\$40,679.05	\$5,346.00
2002	Loan R/O Plant	\$910,732.26	2.09%	19/2021	Reverse Osmosis Plant	\$505,962.38	\$101,192.00	\$10,574.00
2010	Loan-H-LRX-F-08-1278	\$653,680.00	0.00%	20/2032	Reverse Osmosis Upgrade	\$522,944.00	\$32,684.00	
	Infrastructure Total					\$2,371,286.89	\$225,324.05	\$58,644.00
Facilities								
2002	Lease/Purchase	\$264,000.00	4.50%	20/2026	Renovations of Courthouse	\$160,571.00	\$13,071.00	7,226.00
2008	Noblitt Property	\$1,350,000.00	0.00%	10/2018	Facilities	\$300,000.00	\$150,000.00	
	Facilities Total					\$460,571.00	\$163,071.00	\$7,226.00
Health & Safety								
SM VFD								
2008	Refinancing	\$453,000.00	2.09%	12 Years	2000 Pierce/2007 Peterbilt	\$171,868.27	\$41,643.27	3,592.05
2010	BB&T	\$725,000.00	3.89%	20/2031	Keeter Barn Fire Station	\$543,750.00	\$36,250.00	21,151.88
Jail								
2006	Lease: Jail/Pasquotank	\$3,040,000.00	3.75&4.32%	13 yr/37yr	Tri County Jail	\$2,392,521.79	\$183,566.72	
	Health & Safety Total					\$3,108,140.06	\$261,459.99	\$24,743.93
Schools								
2013/2003A	BB & T	\$572,000.00	2.29%	18/2023	CCHS Vital Upgrade	\$365,052.50	\$52,150.00	\$8,360.00
2013/2003B	QZAB II	\$2,000,000.00	0%	12/2018	CCHS Vital Upgrade	\$651,992.00	\$112,334.00	
2006A	USDA	\$10,000,000.00	4.25%	40/2046	Intermediate School	\$9,022,654.54	\$148,542.00	\$371,458.00
	Schools Total					\$10,039,699.04	313,026.00	379,818.00

Attachment: Capital Improvement Program (1176 : Public Hearing - CIP)



**Capital Improvement Program
2017-2021**

Planning Appendix

HEALTH & SAFETY
(Sheriff, Fire & Rescue, Public Health/DSS Services)

INFRASTRUCTURE
(Water & Sewer)

FACILITIES
(Offices, Parks, Service Bldgs except Health & Safety)

SCHOOLS
(Kindergarten through 12th Grade)

Attachment: Capital Improvement Program (1176 : Public Hearing - CIP)

Capital Improvement Program
2017-2021

HEALTH & SAFETY
(Sheriff, Fire & Rescue, Public Health/DSS Services)

DEBT PAYMENTS

Equipment Debt

Department: SM Volunteer Fire Department
Scope/Description
Provide VFD Fire Truck
Justification:
Equipment needed for SM station
Funding
Installment Financing

	Capital Cost	FY 17	FY 18	FY 19	FY 20	FY 21	Year Complete
Cost							
Pumper Truck	453,000						2008
Funding							
Installment - BB&T		45,235	45,235	45,235	45,235	45,235	2020

Capital Debt

Department: SM Volunteer Fire Department
Scope/Description
Provide VFD Station in SM; 3 Bay Truck Station
Justification:
Keeter Barn Road Station
Funding
Installment Financing

	Capital Cost	FY 17	FY 18	FY 19	FY 20	FY 21	Year Complete
Cost							
VFD-Station	725,000						2010
Funding							
Installment - BB&T		58,812	57,402	55,992	54,582	53,172	2023

Capital Debt

Department: Public Safety
Scope/Description
Provide Jail Facility - Albemarle District Jail
Justification:
County facility for detainees in partnership with Camden, Pasquotank and Perquimans.
Funding
Installment Financing-Lease

	Capital Cost	FY 17	FY 18	FY 19	FY 20	FY 21	Year Complete
Cost							
Jail Facility Construction	3,040,000						
Funding							
Lease		176,644	174,225	171,806	169,387	166,968	2051

Attachment: Capital Improvement Program (1176 : Public Hearing - CIP)

Capital Improvement Program
2017-2021

INFRASTRUCTURE
(Water, Sewer)

CAPITAL PROJECTS 2017-2021

Camden Core WWTP	Priority Level 1						
Department: Waste Water							
<i>Scope/Description</i>							
Increase wastewater disposal capacity to prepare for increased flows from sanitary sewer expansions.							
<i>Justification</i>							
The increased wastewater flow as a result of increased residential and commercial development will require added wastewater disposal capacity.							
<i>Funding Source</i>							
EDA, Golden LEAF, Capital Fund Balance							
	Capital Cost	FY 17	FY 18	FY 19	FY 20	FY 21	Year Complete
Cost	\$2,706,900						
Engineering & Construction		2,040,900	366,000				2018
Line Extension (See "Business Park Ext")		300,000					
Funding							
Economic Development Grant		1,170,450	183,000				
Golden Leaf		200,000					
County Fund Balance		970,450	183,000				

Business Park Extension	Priority Level 1						
Department: Waste Water							
<i>Scope/Description</i>							
Extension of sanitary sewer lines to the Camden Business Park - this will include servicing the newly constructed State Employees Credit Union							
<i>Justification:</i>							
Infrastructure is needed to support economic development and commercial growth.							
<i>Funding</i>							
EDA, Golden LEAF, Capital Fund Balance							
	Capital Cost	FY 17	FY 18	FY 19	FY 20	FY 21	Year Complete
Cost	\$300,000						
Included in Camden Core WTP							
Funding							

Well Site: Seymore Drive	Priority Level 1						
Department: Water Distribution							
<i>Scope/Description</i>							
Build Well at Seymore Drive property							
<i>Justification:</i>							
Forecasted residential and commercial growth will require additional sources of fresh water.							
<i>Funding</i>							
Water/Sewer Upgrade Fund Balance							
<u>Completion Expected 2016</u>	Capital Cost	FY 16	FY 17	FY 18	FY 19	FY 20	Year Complete
Cost	\$487,000						
Construction							
Funding							
WS Fund Balance							

Attachment: Capital Improvement Program (1176 : Public Hearing - CIP)

Capital Improvement Program
2017-2021

INFRASTRUCTURE
(Water, Sewer)

Country Club/158 Wastewater Ext Priority Level
2

Department: Waste Water

Scope/Description
Extension of the water and sewer lines to the County Club Area including a 200-300 acre potential mixed-use development as well as available parcels along US 158.

Justification:
Sanitary sewer infrastructure is needed to support economic development and commercial/retail growth.

Funding
CRF & Seeking grant funds/matching (EDA, IDF) & Developers/Cost Sharing

	Capital Cost	FY 17	FY 18	FY 19	FY 20	FY 21	Year Complete
Cost	\$1,171,000						
Engineering Study/Cost Estimate				60,000			
Bidding & Design				75,000			
Construction					1,036,000		
Funding	est						
County Contribution & Builder Share				135,000			
Capital Reserve Fund					1,036,000		

	Capital Cost	FY 17	FY 18	FY 19	FY 20	FY 21
2017-2021 Capital Projects	4,664,900	2,040,900	366,000	135,000	1,036,000	-

Attachment: Capital Improvement Program (1176 : Public Hearing - CIP)

Capital Improvement Program
2017-2021

FACILITIES

(Offices, Parks, Service Bldgs except Health & Safety)

CAPITAL PROJECTS 2017-2021

Administrative Complex

Priority Level
1

Department: General Government

Scope/Description

Construction of an administrative complex in order to service the county residents in a safe and efficient manner.

Justification

Immediate overcrowding addressed with multiple facilities; need for bringing offices to central location to optimize customer service. Will facilitate drive-thru payments preference of citizens. Building will be ADA compliant for citizen access to services.

Funding Source

County Funds and Installment Financing

	Capital Cost	FY 17	FY 18	FY 19	FY 20	FY 21	Year Complete
Cost	\$3,857,500						
Engineering & Design		57,500					
Construction			3,500,000	300,000			2018
Funding <i>projected</i>							
County Contribution		57,500	150,000	150,000			
Capital Reserve Fund			150,000	150,000			
Installment Financing			3,200,000				

South Mills Community Park

Priority Level
2

Department: Parks & Recreation

Scope/Description

Obtain property and construct a small community park in the South Mills Township area.

Justification

Increasing demand for recreation space and activities. Parks are an integral element of strong communities and promote healthy living activities. Currently no county park facilities in South Mills Township. Distance is an obstacle to recreational activity.

Funding Source

County Funding

	Capital Cost	FY 17	FY 18	FY 19	FY 20	FY 21	Year Complete
Cost	\$500,000						
Land Purchase/Design			175,000				
Construction				325,000			
Funding <i>projected</i>							
County Contribution			175,000				
PARTF?				325,000			

DSC Bike & Ped Completion

Priority Level
3

Department: Parks & Recreation

Scope/Description

Connect the existing trail route to the Virginia State line.

Justification

Improved safety is needed for pedestrians and bicyclists living in the residential areas along the trail route. Provides alternative transportation. The project would also serve to enhance eco-tourism within the County.

Funding Source

Possible State Funding

	Capital Cost	FY 17	FY 18	FY 19	FY 20	FY 21	Year Complete
Cost	\$1,300,000						
Complete Trail Engineering & Design							
Construction					50,000	1,250,000	2020
Funding <i>projected</i>							
State Grant					50,000	1,250,000	

Attachment: Capital Improvement Program (1176 : Public Hearing - CIP)

Capital Improvement Program
2017-2021

FACILITIES
(Offices, Parks, Service Bldgs except Health & Safety)

Recreational & Community Center	Priority Level 3																					
Department: Parks & Recreation																						
<i>Scope/Description</i>																						
<i>Justification</i>																						
<i>Funding Source</i>																						
County Funds and Installment Financing																						
	<table border="1"> <thead> <tr> <th>Capital Cost</th> <th>FY 17</th> <th>FY 18</th> <th>FY 19</th> <th>FY 20</th> <th>FY 21</th> <th>Year Complete</th> </tr> </thead> <tbody> <tr> <td colspan="7">TBD</td> </tr> <tr> <td>Space Needs, Desgin</td> <td></td> <td></td> <td></td> <td></td> <td>50,000</td> <td></td> </tr> </tbody> </table>	Capital Cost	FY 17	FY 18	FY 19	FY 20	FY 21	Year Complete	TBD							Space Needs, Desgin					50,000	
Capital Cost	FY 17	FY 18	FY 19	FY 20	FY 21	Year Complete																
TBD																						
Space Needs, Desgin					50,000																	
Funding																						
<i>Unidentified</i>																						

	Capital Cost	FY 17	FY 18	FY 19	FY 20	FY 21
2016-2020 Capital Projects	\$5,657,500	\$57,500	\$3,675,000	\$625,000	\$50,000	\$1,300,000

Attachment: Capital Improvement Program (1176 : Public Hearing - CIP)

Capital Improvement Program
2017-2021

FACILITIES

(Offices, Parks, Service Bldgs except Health & Safety)

DEBT PAYMENTS

General Government Debt

Department: General Government

Scope/Description

Debt Payments on County Capital Expenditures

Funding

Installments

	Capital Cost	FY 16	FY 17	FY 18	FY 19	FY 20	Year Complete
Courthouse	264,000	20,297	20,297	20,297	20,297	20,297	2020
Morrisette Property	600,000						2015
Noblitt Property	1,350,000	150,000	150,000				2017
		170,297	170,297	20,297	20,297	20,297	

Attachment: Capital Improvement Program (1176 : Public Hearing - CIP)

Capital Improvement Program
2017-2021

SCHOOLS
(Kindergarten through 12th Grade)

LONG RANGE PLANNING

High School Construction	Priority Level																																										
Department: School Capital																																											
<i>Scope/Description</i>																																											
Construction of new Camden County High School facility to include site improvements and adequate athletic fields.																																											
<i>Justification:</i>																																											
As the County's population grows, demand for a larger high school facility will increase. The Adequate Public Facilities Ordinance (APFO) approved in 2008 requires that both the County and Board of Education perform long-range planning in order to meet the demand of increased student enrollment.																																											
This project is related to the Courthouse Administration Complex project in that the county needs to examine possible re-purposing of the Camden High School campus for potentially housing one or more county programs.																																											
<i>Funding</i>																																											
Pending																																											
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Construction						2032																																					
Funding																																											
GOB, LOB, USDA																																											

School Building Improvements	Priority Level																																			
Department: School Capital																																				
<i>Scope/Description</i>																																				
Pending project determination above.																																				
<i>Justification:</i>																																				
Pending																																				
<i>Funding</i>																																				
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Funding																																				
Unidentified																																				

	Capital Cost	FY 16	FY 17	FY 18	FY 19	FY 20
Long Range Capital Projects	\$43,020,274	\$170,000	\$0	\$0	\$0	\$0

Attachment: Capital Improvement Program (1176 - Public Hearing - CIP)

Capital Improvement Program
2017-2021

SCHOOLS
(Kindergarten through 12th Grade)

DEBT PAYMENTS

School Capital

Department: Schools							
<i>Scope/Description</i>							
Debt Payments on School Capital Expenditures							
<i>Funding</i>							
<i>Installments</i>							
	Capital Cost	FY 17	FY 18	FY 19	FY 20	FY 21	Year Complete
QZABII 0%	2,000,000	112,334	112,334				2018
Loan 2.29%	572,000	60,510	59,315	56,927			2023
Int.Sch. USDA 4.25%	10,000,000	520,000	520,000	520,000	520,000		2046
		692,844	691,649	576,927	520,000	-	

Attachment: Capital Improvement Program (1176 : Public Hearing - CIP)

CAMDEN COUNTY SHERIFF'S OFFICE

Post Office Box 57

Camden, North Carolina 27921

Tony E. Perry, Sheriff



Voice: 252-338-5046
 Fax: 252-335-4300
 24 Hours: 252-331-7445

LETTER OF REQUEST

TO: Camden County Board of Commissioners

FROM: Sheriff Tony Perry

A handwritten signature in black ink, appearing to read "T. Perry", written over a horizontal line.

DATE: March 18, 2016

RE: Mobile Command Center – Potential Designation under Capital
 Improvement Plan or other funding source

I have attached a proposal and specifications from Matthews Specialty Vehicles for a Mobile Command Center for a cost of \$279,487.00. This is with the supplied bus we have on hand to build it. I toured the Matthews plant on Monday March 14, 2016 and the cost to completely build a mobile command center with a new chassis would be around \$400,000.00. With the bus we have on hand saves Camden County around \$120,000.00.

I know this is a large amount of funding requested but there is a plan to help supplement the costs and that is through the sale of the military surplus property obtained to build the shooting range. After the range is completed and 12 months has passed from the day the equipment was obtained, this equipment can be sold and the funding can be used to pay for the partial cost of the mobile command center. I expect to get at least half of the costs of the mobile command center from the sale. At that time after the sale, we could re-visit the amount outstanding to see about other funding sources.

The only available mobile command center is stationed in Elizabeth City and is utilized by both county entities and the city. We use it for traffic checkpoints and there have been times it was being used by another agency rendering it unavailable to Camden County.

Attachment: Capital Improvement Program (1176 : Public Hearing - CIP)

You may question the need for such an expensive piece of equipment for this agency. There have been numerous times we could have used it in the past. The missing crabbers in Camden Point were a three day event. Along the same time was a murder in Avery Shores that was a 6 hour event (in investigation). It will be utilized at football games and any other large games or events at the high school. It will be utilized at traffic checkpoints that are conducted on major highways in Camden County during the day and night. It will be used to set up for trainings at the schools to prepare us for major events.

It is an office on wheels with a generator, four workstations, a restroom, conference table and meeting room and a refrigerator and microwave for long term events. It will be equipped with our Viper Radios and a base station on board. It can be utilized during major disasters as a point of meetings with law enforcement and county staff.

There are many opportunities it can be used and I believe this is a worthwhile project that could become realization within the next 3 years if you support it. As the county continues to grow, we need to prepare for growth of the population, traffic volume increases, more businesses and the potential for increased crime and emergency incidents with a professional response.

I am not sure how you will want to plan for this either through designation under the Capital Improvement Plan (CIP) or wait at a later date after the sale of the equipment. Also, we would just be upgrading a vehicle designated for emergency use. I am available if you wish to discuss this further.



101 S. Swing Rd. Greensboro, North Carolina 27409
Phone (877) 905-4678 (336) 297-9600 FAX (336) 297-4674
www.msvehicles.com

Proposal-Acceptance

Camden County Sheriffs' Office
117 North NC 343
Camden, NC 27921

Proposal Date: March 15, 2016
Mobile Command Center
Brandon L. Blount

One (1) Mobile Command Center (Customer supplied vehicle)..... **\$279,487.00**

Approximate Production Time.....280 days ARO

TERMS AND CONDITIONS:

- 1. Our detailed proposal does not include taxes, tags or fees.
- 2. Payment Terms: 50% upon award; 50% upon completion and acceptance
- 3. This proposal is valid for 30 days.

Customer _____

Name: _____

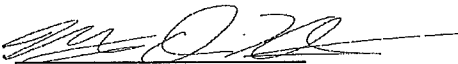
Signature: _____

Title: _____

Date: _____

Matthews Specialty Vehicles

Name: David Austin

Signature 

Title: Senior Project Coordinator

Date: March 15, 2016

Attachment: Capital Improvement Program (1176 : Public Hearing - CIP)

BODY SPECIFICATIONS

DEMOLITION

Customer supplied vehicle will be delivered to MSV. MSV will remove existing seating, windows, ceiling, underbody air conditioning system and interior ducting, and fuel cell. New side sheeting will be installed along the driver, passenger, and rear sides. A new 60-gallon fuel cell will be installed behind the rear axle and between the frame rails. Underbody of vehicle will be sandblasted to remove rust. Exterior of vehicle will be prepped, primed and repainted a base solid white.

DOORS

Remove existing bode front door and replace with a manually operated outward opening, aluminum sedan door, located at the forward right side. Door includes slider glass mounted in the upper section of the door: laminated, tinted to 70% light transmission, 28.95" wide x 41.61" high. Tinted stationary glass mounted in the lower section of the door.

Door to be equipped with Parker or equal door closer. Paddle Slam type latches and lock to be provided with an additional built-in deadbolt lock (Add-on additional residential deadbolt locks are not acceptable). Stainless steel grab handles to be provided on the interior and exterior of the door.

FLOOR COVERING

Remove existing floor and install new ½" subfloor and commercial-grade Altro floor covering. Customer will select from a selection of colors upon award.

INSULATION

Ceiling, sides, rear panels, and under floor shall be insulated with spray-foam insulation to properly deaden sound, reduce vibration, and provide a thermal barrier. NCFI 362 is a two component, one-to-one by volume, self-adhering, seamless, high insulating efficiency spray applied, and rigid polyurethane foam system. NCFI 362 has been designed for use where Building Codes specify 25 Flame Spread and less than 450 Smoke Density per ASTM E-84 at thickness up to and including two inches. This NCFI system has been formulated with HCFC 141b as the blowing agent. Meets ASTM E-84, FS_≤25, SD_≤450 at 2 inch thickness.

LEVELING SYSTEM

A Bigfoot Quadra QE2 extension leveling system with remote automatic control will be installed. This option includes 4 leveling jacks with pumps, 2 support cross bars, ignition warning system and automatic remote control. Jacks will be attached to chassis frame rails in accordance with jack and chassis manufacturer instructions.

This system includes an ignition warning system. The leveling system control panel will beep when ignition is on. Leveling system can still be operated when the vehicle ignition is on although the control has an audible warning.

RAISED HEADROOM

86" Interior Headroom: Upper exterior lateral 16 gauge side sheet will be removed. Each hat-shaped roof bow will be extended an additional eight inches; each hat-shaped roof bow will also have additional strength added by 1" x 1" square steel tubing incorporated into the hat shaped bow that will extend above and below

the added 8" extension to maximize strength. Exterior 42.5" high, 16 gauge side sheets will be installed laterally the full length of both sides of the vehicle. Side sheets will be full width from drip rail to the lower side sheet (8" side strips will not be accepted). The bus will be painted one solid white.

SEATING

Remove and replace existing drivers' seat with a new CE white seat with 6-way electric controls and right side arm rest. Customer will select color from a selection of materials upon award.

STEPWELL

Stepwell shall consist of three (3) steps covered with non-skid rubber treads with white nosing bonded to 22-gauge steel backing and applied to steps. Diamond plate step-well sides will be installed. 12-volt lighting to be provided in stepwell and activated by condition of the door.

STORAGE COMPARTMENTS

Compartments to be installed for storage of generator, batteries, and shoreline. One (1) additional storage compartment will be installed with slide-out tray and electric cooler. All compartment doors and entrance doors will include aluminum ball and socket hold-backs.

UNDERCOATING

Entire underside of the apparatus will be undercoated including chassis, floor extrusions, step wells, and aluminum compartment.

WHEEL WELLS

Rear two (2) wheel wells will be cut down to provide a 4" height.

CONVERSION PACKAGE

APPLIANCES

Install one (1) Norcold 2.7 cu. Ft. AC/DC refrigerator.

Install one (1) 120 VAC microwave.

AUDIO/VIDEO

One (1) AM/FM/CD player installed in cab with six (6) interior ceiling mounted speakers.

Two (2) 22" LCD HDTV or equivalent will be installed in the rear conference room. One (1) on each side of the bulkhead door entering the room.

One (1) 42" Interactive Touchscreen display will be installed on the rear wall in the conference room.

One (1) Winegard Omni-directional Local TV Access Antenna will be installed on the roof.

One (1) Kramer 8x8 High Performance full HDMI matrix routing switcher.

One (1) exterior A/V box with one (1) A/V inlet, one (1) CATV inlet, and one (1) CAT6 mounted inside the box. The box will be located on the driver side behind the IT cabinet.

One (1) Crest DVR – CDR-3304 Channel embedded DVR installed in IT rack and tied into A/V matrix.

One (1) 19" rack mount with slide and rotation features shall be installed. Custom shelves with fan and mounting plates shall be provided. Wiring for equipment in this rack shall be of sufficient length for easy mobility of the rack system.

Install six (6) radio preps for customer installed radios.

Install one (1) 20 foot roof top antenna rail and six (6) NMO antenna bases for customer installed antennas.

AWNING (ELECTRIC)

A Dometic A&E WeatherPro electric awning will be installed on the curbside of the vehicle according to final floorplan. Designed to out-think the elements, the WeatherPro is the great looking A&E awning you've always wanted--with the ease and convenience of self-operation by remote control, and A&E's "smart technology" that automatically closes the awning in hazardous wind conditions. Customer will choose color from manufacturer's selections after award of bid. The Dometic A&E WeatherPro electric awning features:

- With just the touch of a button, from either the handy remote control or the switch mounted inside the coach, the WeatherPro extends and tensions the fabric.
- Another touch and it stows away securely locked for travel.
- Completely effortless shade and shelter A&E offers the largest selection of configurations, colors, and sizes of any awning supplier. Solid-state sensor automatically closes awning after detecting sustained winds.
- Exclusive Knee-Action Design prevents damage from sudden wind gusts and prevents annoying false retractions. Heavy duty motor is fully contained in the roller tube, self-locks awning in travel position. Unique spring-arm mechanism automatically dumps accumulating rain water.

CABINETY - FINISH

All interior cabinetry shall be finished using a High Impact laminate finish, and all countertops to be constructed using Wilsonart material or approved equal. All color selections to be chosen by customer upon final award of contract.

CABINETY – CONSTRUCTION

All interior cabinets shall be constructed using cabinet grade, hardwood veneer plywood. Plywood shall be constructed using cross-grain and long-grain Poplar and Fir core layers, sanded to ensure maximum smoothness.

Interior cabinetry **must** be constructed from pre-engineered components produced by a CNC router, with accuracy to design of $\pm .0001"$. Component design files must be kept by the vendor for a minimum of 15 years to allow for identical field replacement should such become necessary. (NO EXCEPTIONS)

All exposed edges shall have a 3mm, hardened PVC edgeband applied to ensure durability and superior aesthetical qualities. Banding shall be applied using AD-20, EVA Ethylene – Vinylacetate based adhesive and using only machinery.

CEILING

Remove existing TBB metal ceiling and install a padded vinyl ceiling throughout the body of the vehicle.

COMMUNICATIONS

Install a DiGi cellular phone booster antenna to work with customers' cellular service

Install six (6) radio preps for customer installed radios.

Install one (1) 20 foot roof top antenna rail and six (6) NMO antenna bases for customer installed antennas.

DELIVERY

A full-time staffed and qualified driver shall inspect and deliver vehicle. Representative will train staff on vehicle, bumper to bumper, to operate every component on vehicle and train other staff, if necessary. Drive-away and part-time drivers **are not** acceptable. (NO EXCEPTIONS)

ELECTRICAL SYSTEM

AC Electrical System:

Shall be a 120/240 VAC system rated for anticipated conversion load. System shall include a 125A rated distribution panel configured with UL listed type magnetic/hydraulic circuit breakers with LED indicators to show activation. Circuit breakers shall be sized per component manufacturer's recommendation or to 125% of anticipated load.

System shall be wired using EPM 12 gauge, 3-conductor (12/3), 600V rated, UL approved, multi-stranded boat cable. All wiring shall be color-coded: black = hot, white = neutral and green = ground. Additionally, wiring shall be labeled with machine-generated, self-laminating labels, listing circuit number and/or designation at all termination points. All wiring shall adhere to applicable NEC and FMVSS regulations.

Wiring shall be supported on 12" centers with insulated, non-conductive clamps. Wire bundles shall be tied with trimmed nylon ties. Extreme care shall be taken to prevent chafing, abrasion, and exposure to high heat. Wiring run in external areas shall be encased in conduit to further protect against damage.

Thirteen (13) interior receptacles shall be installed. Locations to be determined during the pre-construction meeting. Two (2) in-floor GFCI duplex receptacles with aluminum covers to be installed under conference table in rear conference room. One (1) quad receptacle will be installed in the IT cabinet. Three (3) exterior 120 VAC duplex GFCI receptacles will be installed. Locations to be determined after award of bid.

DC Electrical System:

Shall be a 12VDC system rated for anticipated conversion load. System shall include a distribution panel configured with UL listed type magnetic/hydraulic circuit breakers with LED indicators to show activation. System will include a 12V voltmeter. Circuit breaker functions shall be clearly designated by printed labels. Wiring shall be labeled with machine-generator, self-laminating labels, listing circuit number and/or designation at all termination points.

Auxiliary battery system shall include one (1) Group 8D deep cycle batteries and one (1) Group 31 deep cycle generator dedicated battery, and one (1) 100A, three-stage, fully regulated battery charger wired to the

generator and/or shore cord mounted in an exterior compartment (or suitable alternative). Battery charger must be fully regulated to prevent battery overcharging.

Charging system shall include provisions for automatic and manual battery bank merging to provide redundant battery power for vehicle and generator starting. System shall provide battery isolation during operation periods when the vehicle engine is not running to prevent depletion of both battery systems. System will also include an auxiliary battery disconnect switch mounted at the dash.

Wiring Requirements:

All high-current battery cabling shall utilize full-length cable runs sized to load; splices are not acceptable. Terminal ends shall be crimped with manufacturer recommended tooling and sealed using color-coded wrap.

All added wiring for 12VDC load runs shall be AWG 8, 10, 12 and 14, and conform to MIL-W-1678D type D. Wire terminals used shall conform to MIL-T-7928. Terminals shall be insulated with insulation grip, Type II, Class 2, and crimped with tooling recommended by manufacturer.

All added wiring shall be supported on 12" centers and bundles shall be tied with trimmed nylon ties. Entire system shall be installed to modern US automotive standards using best practices available at time of installation. Plastic grommets and/or dielectric sealants shall be used to protect wiring and/or looms where they pass through sheet metal, bulkheads or structural supports. Convoluted polyethylene tubing shall be used to protect against chafing and abrasion where required. Extreme care shall be exercised to provide for easy serviceability of the system in future years. Extreme care shall be taken to avoid the engine manifold, engine exhaust, muffler or any high-heat items that may subject the wiring to severe overheating during long periods of operation. These shall be the minimum acceptable wiring standards.

FLOORPLAN

Custom floorplan designed and engineered using Computer Aided Drafting (CAD) technology. Floorplan will be provided on Size B paper and designed in 3/8" scale. CAD technology will be capable of both two-dimensional line drawings as well as computer simulated three-dimensional renderings. Electrical (as built) schematics/drawings will be provided upon delivery of vehicle.

GENERATOR

20 kW Diesel Generator to be installed. Generator fuel line will be tied into the existing chassis fuel tank. This fuel line will be installed approximately 1/4 off the bottom of the fuel tank. This is to assure the chassis fuel tank cannot be run out of fuel totally. Exhaust to be routed to the rear of the vehicle.

The generator shall be mounted beneath the vehicle utilizing a "slide-out tray" mounting frame system with a front access door set. Access to the sides and rear of the generator shall be via removable sound attenuation panels. General generator installation shall be in full accordance with manufacturer's recommendations including any air flow restrictions associated with the installation method.

GENERATOR COMPARTMENT

An aluminum compartment will be designed and built to accommodate the required generator. The compartment will be securely tied into body framework to avoid damage to the compartment and the equipment by road vibration and road surface faults. Generator shall have double swing-out doors for ease

of access. The doors will have ventilation panels of louvered metal installed as required to move air over and around the generator, away from air inlets, and meeting manufacturer's requirements. The generator compartment must be insulated to maximum possible for elimination of heat, noise, and fumes to the coach area through walls and/or flooring without interfering with necessary airflow. Insulation will surround all possible areas of the generator compartment. The latches will be locking Southco latches, keyed alike.

GENERATOR CONTROLS

Generator start, water and oil meter, stop preheat switch and hour meter shall be located in the front interior of vehicle.

GRAPHICS

All graphics shall be completed "in-house" and without the use of subcontractors and vendor shall be 3M and UASG Certified so the full warranty will apply.

Graphics package/allowance will cover graphic patches, badges or logos on all four sides, reflective striping and basic lettering based on Camden County Sheriff's Office design.

HVAC

Air Conditioning:

Two (2) 14,800 BTU (each) roof mounted Coleman air conditioners, 110 volt. The roof section shall be reinforced where air conditioners are to be mounted. Forward air conditioner will include ducting to cab area of vehicle.

Heaters:

Two (2) 1500 watt Q-Mark base heaters with remote thermostat will be installed.

LAYOUT

A forward bulkhead will be installed behind the drivers' seat with a side-swing door.

Forward area will include two (2) driver side facing desks and two (2) passenger side facing desks. Desks will be separated by a base cabinet. Each desk will include a steno chair (customer to select material), one (1) grommet in countertop, and one (1) pencil tray. 120 VAC, CAT6, and HDMI connections will be included at each desk for customer supplied equipment. Three (3) upper cabinets will be installed on the driver side above the desks and three (3) upper cabinets will be installed on the passenger side above the desks. Each upper cabinet will include a dry erase flip-up door and undercabinet LED light.

An IT cabinet with pull out/swivel rack will be installed on the driver side between desks and rear conference room.

A bathroom will be installed on the passenger side between desks and rear conference room.

Rear conference room will include a bulkhead wall with side swing door. Interior of conference room will include a U-shaped bench seating area with storage included under bench seats, removable conference table with 120 VAC, CAT6 and HDMI mounted in the floor under the table, a storage slot in the back of the bench seating for storing the table, driver side workstation by bulkhead wall, and passenger side base cabinet.

LIGHTING

Interior:

Twelve (12) 12 VDC ROM DuroLumen V3 red/white LED recessed ceiling light fixtures installed the length of both sides. Cabinets and interior design could alter the amount or location of lights.

Five (5) Tecniq Siloh 4" LED red/white under upper cabinet lighting will be installed. One (1) under each of the upper cabinets. Controlled by DC switch mounted on wall at each location.

Exterior:

Six (6) Tecniq K90-SW00-1 scene lights will be mounted on the exterior of the vehicle. Two (2) will be mounted on the driver side, two (2) mounted on the passenger side, and two (2) mounted on the rear of the vehicle. Rear scene lights will be controlled by TouchTek as well as by putting the transmission in reverse.

Eight (8) Whelen 900 Series LED (Blue/Red) lights installed on the exterior of the command center. Two (2) will be mounted on the driver side, two (2) mounted on the passenger side, two (2) on the rear, and two (2) on the front above the windshield. Chrome flange package installed with lights.

Two (2) Whelen 500 Series LED (Blue/Red) lights will be installed on the front grill.

A Wig-wag controller will be installed to control headlights and brake lights.

One (1) flush mount green strobe beacon on the roof shall be installed according to final floor plan.

One (1) TouchTek panel with six (6) switches and labeling shall be installed according to final floor plan.

NETWORKING/IT

Two (2) 6-port wall mounted patch panels supplied and installed in IT closet.

Twelve (12) CAT6 outlets shall be installed within the vehicle, locations to be determined upon final floor plan.

PLUMBING

- The following plumbing and accessories will be installed according to final floorplan:
- 12V water pump
- Fresh/Waste Water System 20ft
- One (1) 6-gallon instant hot water heater (installed in restroom under sink)
- One (1) 10 ft. dump hose with adapter
- Fresh water tank with heater and monitor
- Black water tank with heater and monitor

RESTROOM

A restroom will be constructed according to final floorplan. The restroom will include the following:

- 12V exhaust vent
- Sealand #510 toilet
- Toilet paper dispenser

- Vanity cabinet
- Stainless steel sink with gooseneck faucet
- Paper towel dispenser
- Hand soap dispenser

SAFETY/SECURITY

Backing Camera & Monitor:

One (1) color back-up camera will be installed on the rear of the vehicle with LCD monitor located at the dash within easy view of the driver.

Fire Extinguisher:

One (1) 5 lb. fire extinguisher shall be provided.

First Aid Kit:

One (1) First Aid Kit shall be provided.

Triangle Flares:

One (1) set of Triangle Flares shall be provided.

Carbon Monoxide Detector:

One (1) Carbon Monoxide detector will be included.

SHORELINE CORD

Heavy-duty rubber covered 120/240-volt, 50 amp, 25ft. hardwired, shoreline cord with angled plug will be installed in exterior electrical compartment. Manual transfer switch to prevent simultaneous use of generator and shoreline cord will be located in interior front of vehicle.

SIREN/PA

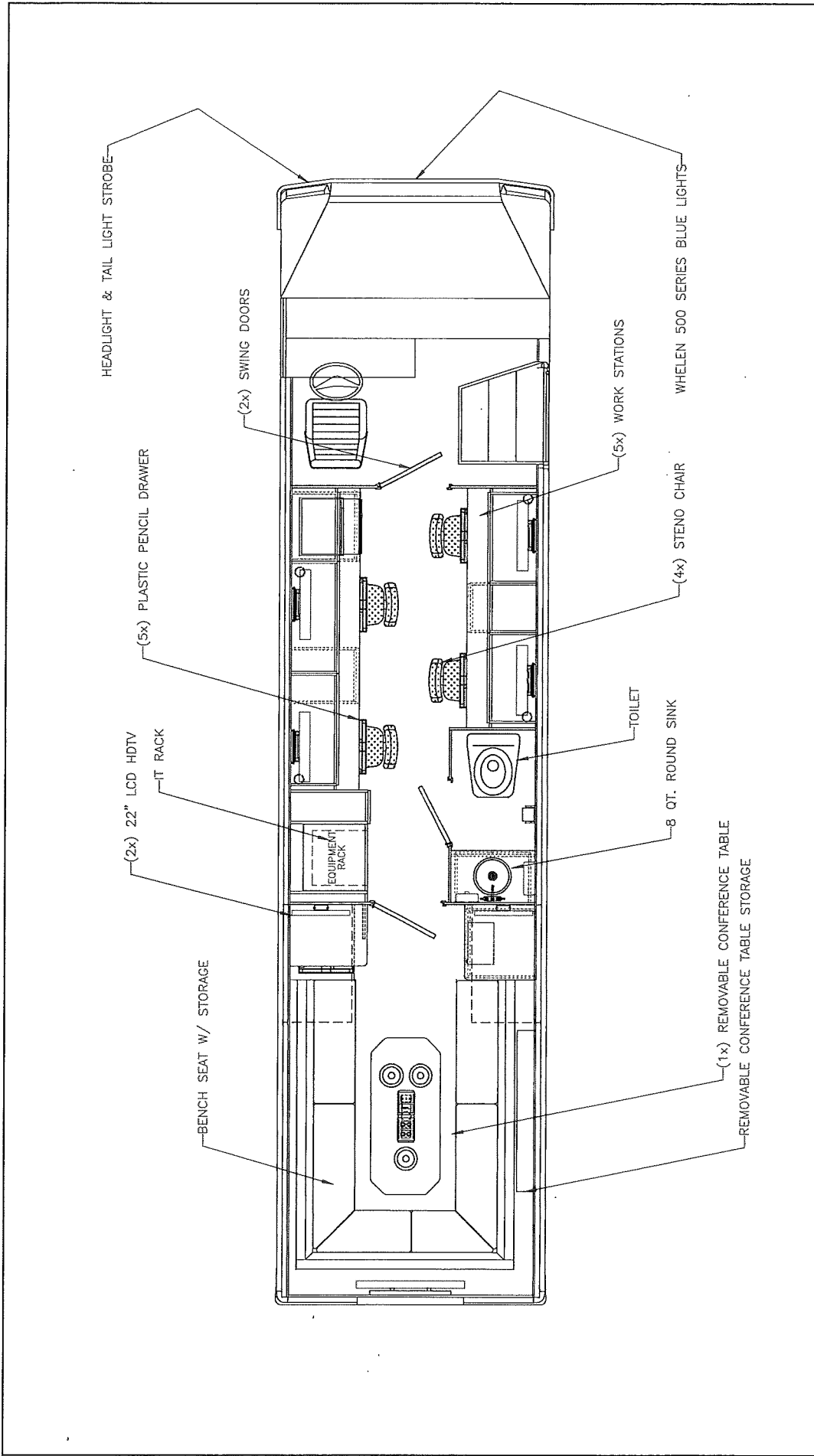
One (1) Federal Signal Touchmaster Delta Siren Controller will be installed at the dash with easy reach of the driver. One (1) 200 watt Federal Signal siren speaker will be installed behind the front bumper.

WALLS

Install laminate walls. Color to be determined by customer after award of bid. All electrical outlets, light switches must be flush mounted in wall. The use of raceways and wire mold is not acceptable.

WARRANTY

1 year limited warranty/unlimited miles on all conversion completed by Matthews Specialty Vehicles. Other warranties as determined by manufacturer's specifications. (Details available upon request)



All dimensions are approximate. The physical measurements of your shell, upon arrival at our facility, could affect the design layout of your vehicle including, but not limited to: interior height, interior width, interior depth, interior floor, ceiling height, underbody obstruction, and all dimensions. You will be notified of substantial changes in design layout by a revised drawing for your review before production begins. Modifications to this document must be in writing and approved by an authorized representative of MATTHEWS SPECIALTY VEHICLES.

PLAN VIEW

Approved as drawn with NO changes
 Approved as drawn with noted changes

Signature _____ Date _____

CAMDEN COUNTY SHERIFFS' OFFICE

174 S. SWING ROAD
 CAMDEN, NC 29020
 347-995-4678
 www.camvehicles.com

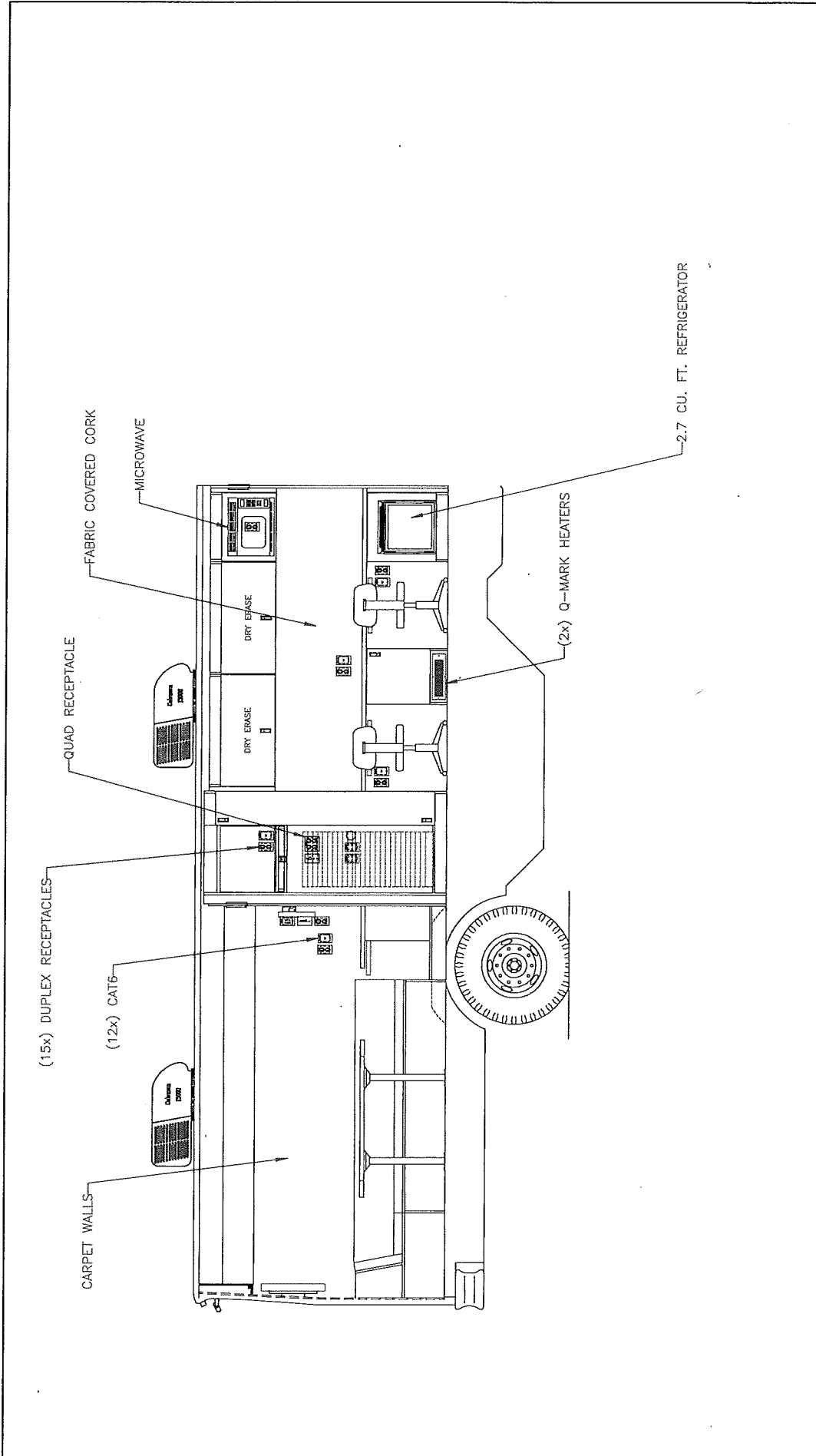
MATTHEWS SPECIALTY VEHICLES

SHEET: 2002 THOMAS BUILT BUS DRAWING NUMBER:
 DRAWN BY: MDA DATE: 3/16/16 SCALE: 3/8" = 1'

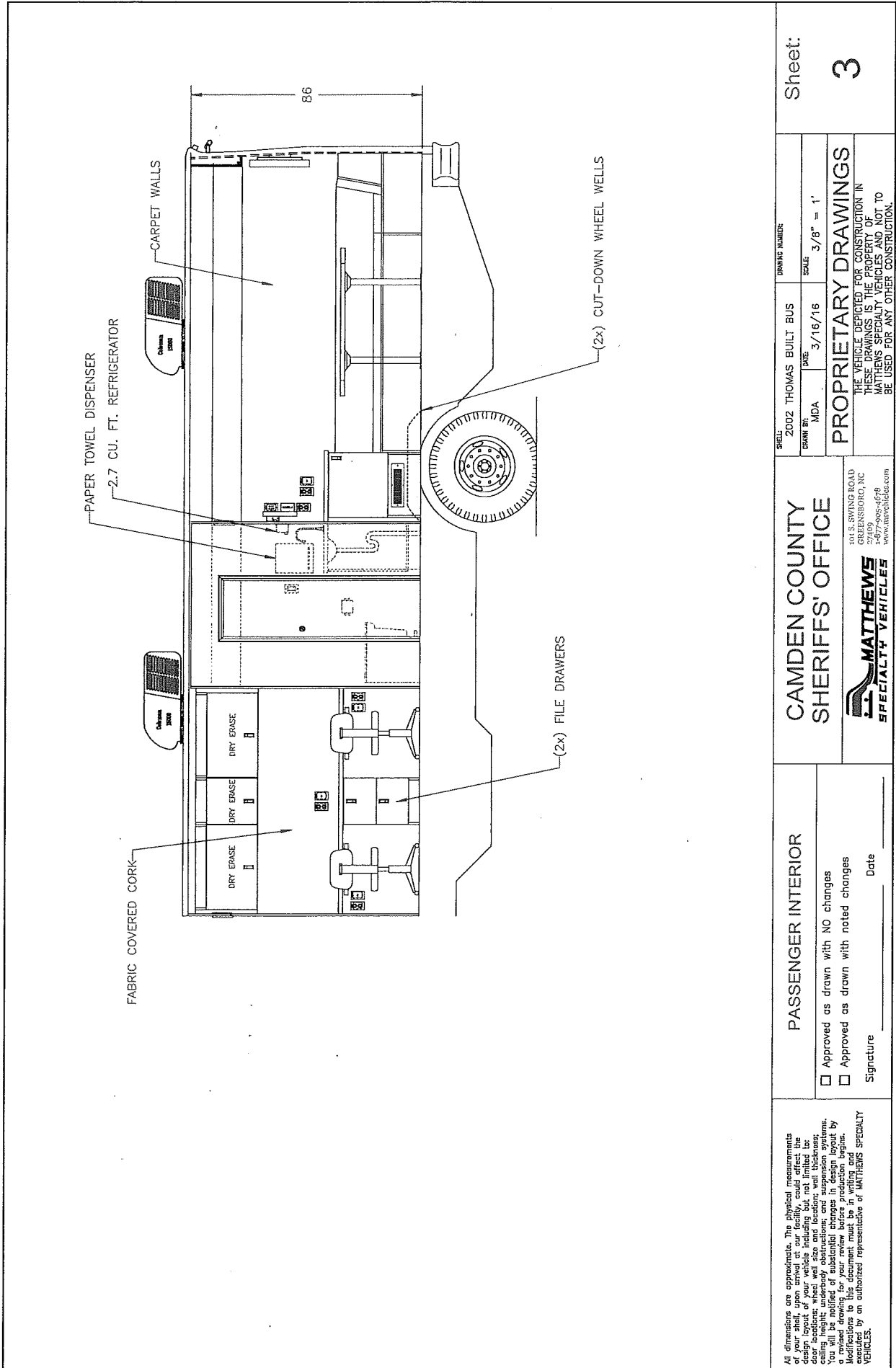
PROPRIETARY DRAWINGS

THE VEHICLE DESIGNED FOR CONSTRUCTION IN THESE DRAWINGS IS THE PROPERTY OF MATTHEWS SPECIALTY VEHICLES AND NOT TO BE USED FOR ANY OTHER CONSTRUCTION.

Sheet: **1**



<p>Sheet: 2002 THOMAS BUILT BUS DRAWN BY: MDA DATE: 3/15/16 SCALE: 3/8" = 1'</p>		<p>Sheet: 2</p>
<p>CAMDEN COUNTY SHERIFFS' OFFICE</p> <p>104 S. SWING ROAD GREENSBORO, NC 1-877-495-4698 www.mavvehicles.com</p> <p>MATTHEWS SPECIALTY VEHICLES</p>		<p>PROPRIETARY DRAWINGS</p> <p>THIS VEHICLE DESIGNED FOR CONSTRUCTION IN THESE DRAWINGS IS THE PROPERTY OF MATTHEWS SPECIALTY VEHICLES AND NOT TO BE USED FOR ANY OTHER CONSTRUCTION.</p>
<p>DRIVER INTERIOR</p> <p><input type="checkbox"/> Approved as drawn with NO changes <input type="checkbox"/> Approved as drawn with noted changes</p> <p>Signature _____ Date _____</p>		<p>All dimensions are approximate. The physical measurements of your shell, upon arrival at our facility, could affect the design layout of your vehicle including but not limited to: wheelbase, axle location, door location, wall thickness, ceiling height, and deck height. You will be notified of substantial changes in design layout by a revised drawing for your review before production begins. Modifications to this document must be in writing and approved by an authorized representative of MATTHEWS SPECIALTY VEHICLES.</p>



Sheet: **3**

SHEET 2002 THOMAS BUILT BUS

DRIVING NUMBER

DATE 3/16/16 SCALE 3/8" = 1'

PROPRIETARY DRAWINGS

THE VEHICLE DESCRIBED HEREIN IS THE PROPERTY OF MATTHEWS SPECIALTY VEHICLES AND NOT TO BE USED FOR ANY OTHER CONSTRUCTION.

CAMDEN COUNTY SHERIFFS' OFFICE

101 S. SWING ROAD
GREENSBORO, NC
1-877-998-6678
www.msvehicles.com

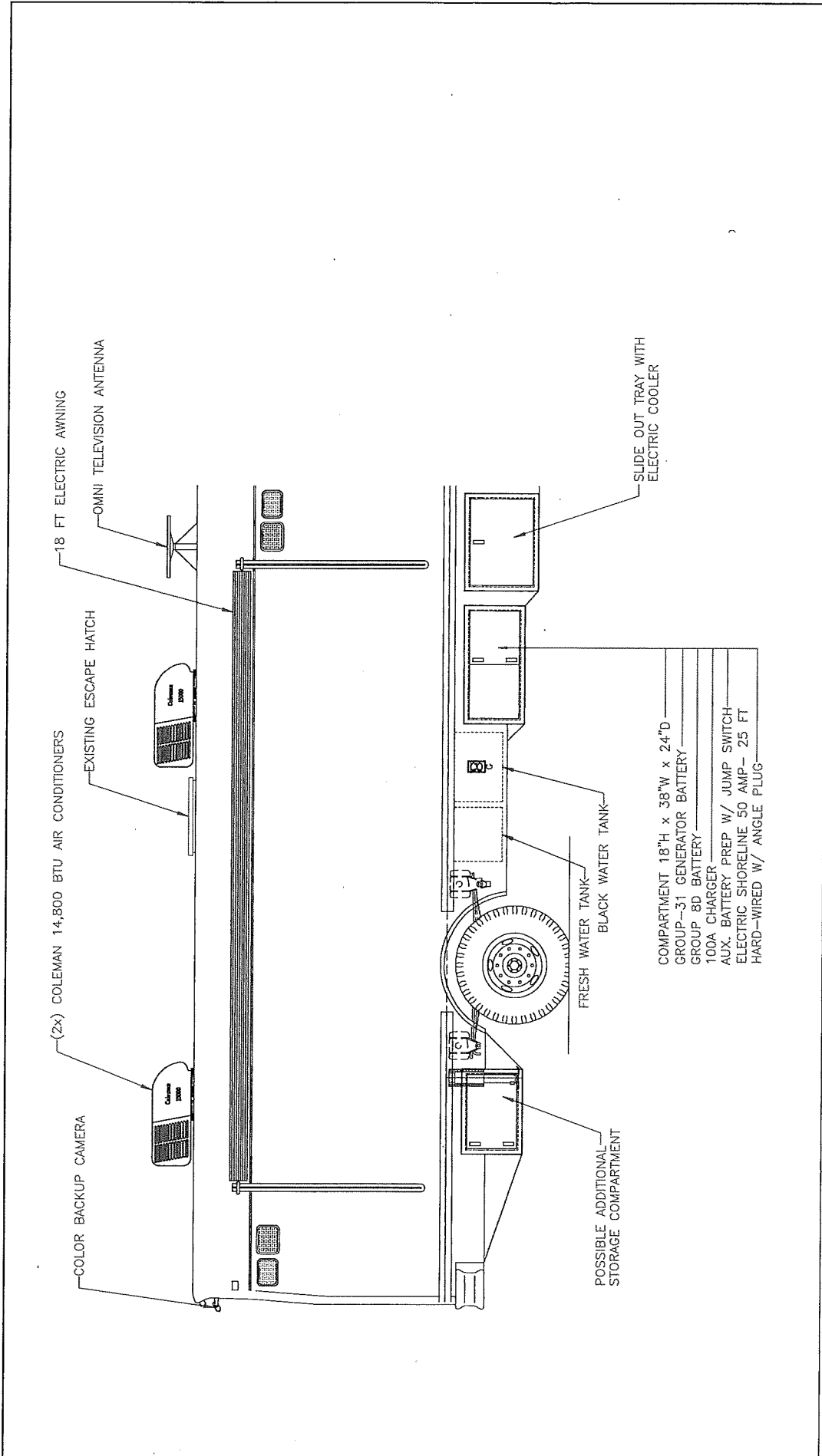


PASSENGER INTERIOR

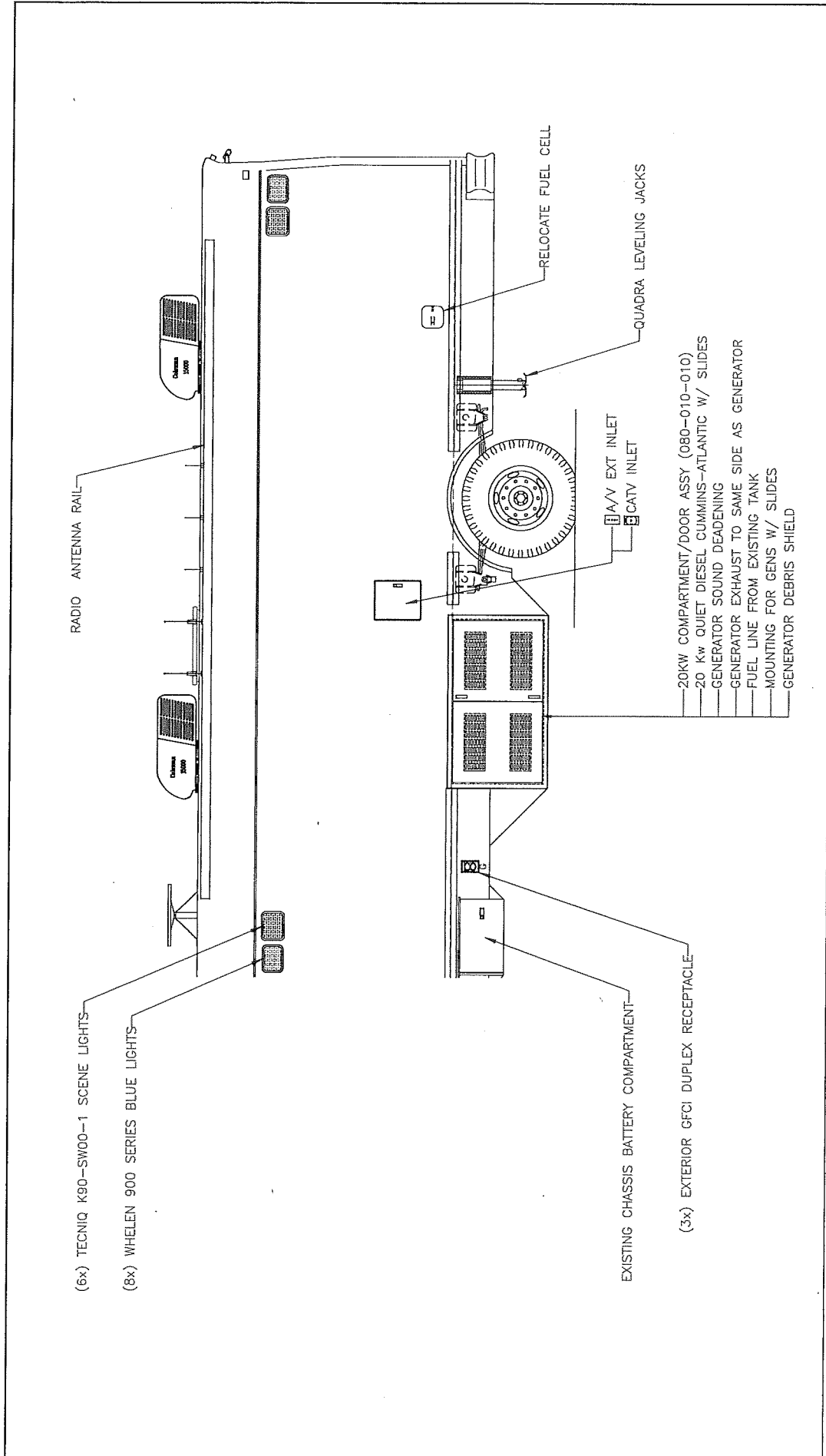
- Approved as drawn with NO changes
- Approved as drawn with noted changes

Signature _____ Date _____

All dimensions are approximations. The physical measurements of your shell, upon arrival at our facility, could affect the design layout of your vehicle including but not limited to: door locations, wheel well size and location, wall thickness, etc. You will be notified of substantial changes in design layout by a revised drawing for your review before production begins. Modifications to this document must be in writing and approved by an authorized representative of MATTHEWS SPECIALTY VEHICLES.



<p>Sheet: 5</p>	<p>SHELL: 2002 THOMAS BUILT BUS DRAWN BY: MDA DATE: 3/16/19 SCALE: 3/8" = 1'</p>
	<p>PROPRIETARY DRAWINGS THE VEHICLE DEPICTED FOR CONSTRUCTION IN THESE DRAWINGS IS THE PROPERTY OF MATTHEWS SPECIALTY VEHICLES AND NOT TO BE USED FOR ANY OTHER CONSTRUCTION.</p>
<p>CAMDEN COUNTY SHERIFFS' OFFICE</p> <p>101 S. SAWING ROAD GREENSBORO, NC 336-7405-4678 www.matthews.com</p> <p>MATTHEWS SPECIALTY VEHICLES</p>	<p>PASSENGER EXTERIOR</p> <p>Approved as drawn with NO changes Approved as drawn with noted changes</p> <p>Signature _____ Date _____</p>
<p>All dimensions are approximate. The physical measurements of your shell upon arrival at our facility, could affect the design layout of your vehicle including but not limited to: ceiling height, window size and location, wall thickness, etc. You will be notified of substantial changes in design layout by a revised drawing for your review before production begins. Modifications to this document must be in writing and approved by an authorized representative of MATTHEWS SPECIALTY VEHICLES.</p>	<p>COMPARTMENT 18"H x 38"W x 24"D GROUP-31 GENERATOR BATTERY GROUP 8D BATTERY 100A CHARGER AUX. BATTERY PREP W/ JUMP SWITCH ELECTRIC SHORELINE 50 AMP - 25 FT HARD-WIRED W/ ANGLE PLUG</p>



Sheet:

6

DRAWING NUMBER	2002 THOMAS BUILT BUS
DRAWN BY	MDA
DATE	3/15/16
SCALE	3/8" = 1'

PROPRIETARY DRAWINGS
 THE VEHICLE SPECIFIED FOR CONSTRUCTION IN THESE DRAWINGS IS THE PROPERTY OF MATTHEWS SPECIALTY VEHICLES AND NOT TO BE USED FOR ANY OTHER CONSTRUCTION.

CAMDEN COUNTY SHERIFFS' OFFICE
 101 S. SWING ROAD
 GREENSBORO, NC
 336-853-4678
 www.camdenvehicles.com

DRIVER EXTERIOR
 Approved as drawn with NO changes
 Approved as drawn with noted changes
 Signature _____ Date _____

All dimensions are approximate. The physical measurements of your shell, upon arrival at our facility, could affect the design layout of your vehicle including but not limited to: ceiling heights, underbody obstruction, wheel clearance, etc. You will be notified of substantial changes in design layout by a revised drawing for your review before production begins. Modifications to this document must be in writing and approved by an authorized representative of MATTHEWS SPECIALTY VEHICLES.

CAPITAL IMPROVEMENTS DETAIL

FISCAL YEAR 2016-2017

DEPARTMENT NUMBER	DEPARTMENT NAME	SHERIFF	3. Requested		4. Recommended by County Manager	
			No.	Amount	No.	Amount
5100						
1. Description and Justification	2. Unit Cost					
MOBILE COMMAND CENTER	\$279,487.00		1	\$279,487.00		
See attached letter.						
Totals				\$279,487.00		



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 4.A
Meeting Date: June 06, 2016
Submitted By: Lisa Anderson, Tax Administrator
Taxes
Prepared by: Lisa Anderson
Item Title **April Monthly Tax Report**
Attachments: 20160602120442405.pdf (PDF)
Summary: April Monthly Report
Recommendation: Review and approve

**MONTHLY REPORT OF THE TAX ADMINISTRATOR TO THE
CAMDEN COUNTY BOARD OF COMMISSIONERS**

OUTSTANDING TAX DELINQUENCIES BY YEAR

<u>YEAR</u>	<u>REAL PROPERTY</u>	<u>PERSONAL PROPERTY</u>
2015	230,310.84	7,807.44
2014	90,267.68	4,829.00
2013	33,453.08	8,749.45
2012	18,271.42	11,452.42
2011	11,086.01	8,941.12
2010	9,424.10	6,189.75
2009	6,295.53	5,947.68
2008	6,016.71	5,959.81
2007	5,204.19	8,747.79
2006	1,544.50	14,057.14

Attachment: 20160602120442405.pdf (1268 : Monthly Tax Report)

TOTAL REAL PROPERTY TAX UNCOLLECTED	411,874.06
TOTAL PERSONAL PROPERTY UNCOLLECTED	82,681.60
TEN YEAR PERCENTAGE COLLECTION RATE	99.27%
COLLECTION FOR 2016 vs. 2015	69,336.61 vs. 71,608.48

LAST 3 YEARS PERCENTAGE COLLECTION RATE

2015	96.41%
2014	98.60%
2013	99.40%

THIRTY LARGEST UNPAID ACCOUNTS

SEE ATTACHMENT "A"

THIRTY OLDEST UNPAID ACCOUNTS

SEE ATTACHMENT "B"

Attachment: 20160602120442405.pdf (1268 : Monthly Tax Report)

EFFORTS AT COLLECTION IN THE LAST 30 DAYS
ENDING April 2016
BY TAX ADMINISTRATOR

- 149 NUMBER DELINQUENCY NOTICES SENT
- 40 FOLLOWUP REQUESTS FOR PAYMENT SENT
- 7 NUMBER OF WAGE GARNISHMENTS ISSUED
- 11 NUMBER OF BANK GARNISHMENTS ISSUED
- 0 NUMBER OF PERSONAL PHONE CALLS MADE BY TAX ADMINISTRATOR TO DELINQUENT TAXPAYER
- 0 NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)
- 15 PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF TAX ADMINISTRATOR
- 0 NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO COUNTY ATTORNEY
- 0 NUMBER OF CASES TURNED OVER TO COUNTY ATTORNEY FOR COLLECTION (I.D. AND STATUS)
- 0 REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS
- 0 NUMBER OF JUDGMENTS FILED

Attachment: 20160602120442405.pdf (1268 : Monthly Tax Report)

Real Attachment "A"

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	02-8923-00-19-3774.0000	14,280.01	2	HALSTEAD VENTURE PARTNERS, LLC	CAMDEN	431 158 US W
R	03-8943-04-74-3506.0000	10,923.68	2	ELLIOTT & DONNA JACOBS	SHILOH	117 SUNSET AVE
R	01-7989-00-01-1714.0000	10,157.02	2	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8999-00-45-2682.0000	6,669.45	2	SEAMARK INC.	SHILOH	HOLLY RD
R	01-7998-01-08-8621.0000	5,932.45	3	WILLIE L. TURNER ETAL	SOUTH MILLS	1289 343 HWY N
R	03-8953-04-81-9832.0000	5,926.96	4	MAIDIA S. CECIL HEIRS	SHILOH	113 TROTMAN RD
R	01-8000-00-36-9809.0000	5,779.57	2	EULA B. JOINER	SOUTH MILLS	TROTTERS WAY
R	02-8944-00-87-7021.0000	5,569.90	1	MARK M. BRIGMAN SR & LISA L.	CAMDEN	175 MCKIMMEY RD
R	03-8971-00-12-0477.0000	4,510.23	1	GILBERT WAYNE OVERTON &	SHILOH	187 THOMAS POINT RD
R	02-8934-04-61-9891.0000	4,390.72	1	WILLIAM EDGAR STAPLES	CAMDEN	244 COUNTRY CLUB RD
R	03-8972-00-51-8423.0000	4,144.85	2	BRITTON OVERTON	SHILOH	103 WESLEY RD
R	02-8945-00-41-2060.0000	4,133.90	2	LASELLE ETHERIDGE SR.	CAMDEN	168 BUSHHELL RD
R	03-8952-01-49-1090.0000	4,119.93	2	DRACHMA, INC & SIMSON BAAI, LLC	SHILOH	343 HWY S
R	03-8943-04-83-8536.0000	3,917.80	2	JONES FAMILY CHILDRENS TRUST	SHILOH	125 CAMDEN AVE
R	01-7080-00-62-1977.0000	3,776.26	9	SANDERS CROSSING OF CAMDEN CO	SHILOH	117 OTTERS PL
R	01-7998-01-08-6797.0000	3,680.50	1	EDWARD E. HARRIS JR.	SOUTH MILLS	1295 343 HWY N
R	02-8925-04-63-0820.0000	3,560.81	1	BELCROSS PROPERTIES, LLC	CAMDEN	197 158 US E
R	02-8945-00-54-1099.0000	3,474.59	1	GERTIE LEE & JONOLA T ROUNTREE	CAMDEN	263 BELCROSS RD
R	03-8973-00-22-3033.0000	3,280.35	1	TAYLOR LEIGH PROPERTIES LLC	SHILOH	RICKS WAY
R	02-8935-02-66-7093.0000	3,177.06	2	B. F. ETHERIDGE HEIRS	CAMDEN	158 US E
R	02-8925-01-08-8786.0000	2,958.43	2	LINWOOD GREGORY	CAMDEN	253 SLEEPY HOLLOW RD
R	03-8953-03-12-6266.0000	2,950.33	1	R. VERNON BRAY, JR.	SHILOH	120 LAUREN LN
R	03-8965-00-13-1025.0000	2,940.36	2	SHARON EVANS MUNDEN	SHILOH	TROTMAN RD
R	03-8965-00-44-7928.0000	2,924.23	1	WHALON & KATHLEEN MCCULLEN	SHILOH	556 TROTMAN RD
R	02-8934-04-71-8470.0000	2,908.06	2	JAMES MILTON JONES ETAL	SHILOH	404 SANDY HOOK RD
R	01-7989-04-90-6715.0000	2,900.35	5	ANDREW FEREBEE HEIRS	CAMDEN	267 COUNTRY CLUB RD
R	03-8953-03-12-3791.0000	2,873.32	2	KIMBERLEE SAWYER	SOUTH MILLS	1334 343 HWY N
R	03-8962-00-05-0472.0000	2,850.43	1	FRANK MCMILLIAN HEIRS	SHILOH	113 GLEN DR
R	02-8937-00-50-8036.0000	2,777.00	1	CLEVELAND WALSTON LE	SHILOH	NECK RD
R	03-8964-00-40-9957.0000	2,751.36	2	LASALLE SEARS HEIRS	CAMDEN	187 HERMAN ARNOLD RD
R					SHILOH	291 BARTLETT RD

Delinquencies Top-30 Unpaid

Real Attachment "B"

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
R	03-8899-00-45-2682.0000	10	6,669.45	SEAWARK INC.	SHILOH	HOLLY RD
R	03-8943-04-93-8214.0000	10	2,369.36	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	03-8952-00-95-8737.0000	10	2,023.42	AUDREY TILLET	SHILOH	171 NECK RD
R	01-7999-00-32-3510.0000	10	1,948.43	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	01-7999-00-12-8596.0000	10	1,821.39	MOSES MITCHELL HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	01-7989-04-60-1954.0000	10	1,202.85	CHRISTINE RIDDICK	SOUTH MILLS	105 BLOODFIELD RD
R	01-7090-00-60-5052.0000	10	897.36	JOE GRIFFIN HEIRS	SOUTH MILLS	117 GRILFFIN RD
R	02-8936-00-24-7426.0000	10	664.80	MARIE MERCER	CAMDEN	IVY NECK RD
R	01-7090-00-95-5262.0000	10	263.37	JOHN F. SAWYER HEIRS	CAMDEN	113 BOURBON ST
R	03-9809-00-45-1097.0000	10	244.85	MICHAEL OBER	SOUTH MILL	OLD SWAMP RD
R	03-8980-00-61-1968.0000	10	242.00	WILLIAMSBURG VACATION	SHILOH	CENTERPOINT RD
R	03-8899-00-37-0046.0000	10	177.16	ELIZABETH LONG	SHILOH	CAMDEN POINT RD
R	03-9809-00-17-2462.0000	10	151.19	TODD ALLEN RIGGS	SHILOH	HIBISCUS
R	01-7989-00-01-1714.0000	9	10,157.02	CHARLES MILLER HEIRS	SOUTH MILLS	LITTLE CREEK RD
R	01-7998-01-08-8621.0000	9	5,932.45	WILLIE L. TURNER ETAL	SOUTH MILLS	HORSESHOE RD
R	01-7080-00-62-1977.0000	9	3,776.26	SANDERS CROSSING OF CAMDEN CO	CAMDEN	1289 343 HWY N
R	02-8934-04-71-8470.0000	9	2,908.06	JAMES MILTON JONES ETAL	SOUTH MILLS	117 OTTERS PL
R	01-7988-00-91-0179.0001	9	2,110.86	THOMAS L. BROTHERS HEIRS	CAMDEN	267 COUNTRY CLUB RD
R	02-8935-01-19-4055.0000	9	1,388.49	ANDERSON CARTWRIGHT SR.	SHILOH	271 SLEEPY HOLLOW RD
R	03-8982-00-50-0273.0000	9	866.96	DAISEY WILLIAMS BURNHAM	SHILOH	RAYMONS CREEK RD
R	02-8935-03-40-3652.1000	9	853.81	HOWARD DAVENPORT	CAMDEN	117 GUMBERRY RD
R	01-7998-00-57-2800.1000	9	427.45	TINA RENEE LEARY	SOUTH MILLS	111 LINTON RD
R	02-8945-00-41-2060.0000	8	4,133.90	LASELLE ETHERIDGE SR.	CAMDEN	168 BUSHELL RD
R	01-7989-04-60-1568.0000	8	1,040.55	EMMA BRITE HEIRS	SOUTH MILLS	116 BLOODFIELD RD
R	03-8953-04-81-9832.0000	7	5,926.96	MAIDIA S. CECIL HEIRS	SHILOH	113 TROTMAN RD
R	02-8936-00-00-8926.0000	7	2,363.06	ODELL TRAFTON	CAMDEN	215 SCOTLAND RD
R	03-9809-00-24-6322.0000	7	475.00	DAVID B. KIRBY	SHILOH	499 SAILBOAT RD
R	03-8952-01-49-1090.0000	6	4,119.93	DRACHMA, INC & SIMSON BAAI, LLC	SHILOH	343 HWY S
R	01-7999-01-08-6797.0000	6	3,680.50	EDWARD E. HARRIS JR.	SOUTH MILLS	1295 343 HWY N

05/02/16 08:11:00

Delinquencies Top-30 Oldest

Personal Attachment "A"

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
P	0001709	1,767.99	7	JOHN MATTHEW CARTER	CAMDEN	158 HWY
P	0002482	1,239.55	1	MASTEC NORTH AMERICA	CAMDEN	
P	0000738	1,004.21	5	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001046	984.67	10	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0000659	875.41	1	RICKY'S WELDING, INC.	SHILOH	864 SANDY HOOK RD
P	0001538	840.70	8	JEFFREY EDWIN DAVIS	HERTFORD	MIC MAC TRAIL
P	0001072	697.13	9	PAM BUNDY	SHILOH	105 AARON DR
P	0001883	655.29	5	DUNG LE TRAN	SHILOH	255 SAILBOAT ROAD
P	0001827	652.02	2	KAREN BUNDY	CAMDEN	431 158 US W
P	0001657	512.56	1	PETER L'ABBE	CAMDEN	158 HWY E
P	0000352	443.65	10	ROBERT F. NERNEY	ELIZABETH CITY	107 SMALL DRIVE
P	0001230	411.11	4	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001116	409.86	5	AL JORDAN	CAMDEN	390 158 HWY W
P	0001104	399.81	1	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	0002194	397.16	1	MORGAN ROBERSON	SHILOH	849 SANDY HOOK RD S
P	0001227	322.05	10	THUAN NGOC TRAN	SOUTH MILLS	257 SAILBOAT RD
P	0001250	317.87	1	MICHELE LEE TAYLOR	SOUTH MILLS	108 BINGHAM RD
P	0001010	304.99	3	RAYBURN BURGESS	SHILOH	116 EDGEWATER DR
P	0001694	280.68	4	THOMAS B. THOMAS	CAMDEN	150 158 HWY W
P	0000543	273.95	4	TRACK 1 OF CAMDEN	CAMDEN	143 158 US W
P	0000248	273.12	10	ROBERT H. OWENS	CAMDEN	363 # 15
P	0001703	270.00	2	VAN ZANDER	MOYOCK	812 TULLS CREEK RD
P	0001672	268.26	6	DAVE SILVA	CAMDEN	158 HWY
P	0001106	263.99	9	JAMI ELIZABETH VANHORN	SOUTH MILLS	617 MAIN ST
P	0001693	261.90	7	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0001681	252.38	4	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0001720	246.36	1	FREDERICK FEESER	SOUTH MILLS	MAIN ST
P	0001602	242.75	2	ROBERT EUGENE SNOOK	SOUTH MILLS	115 OTTERS PL
P	0001952	238.91	4	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	319 PONDEROSA RD
P	0001910	228.46	2	JEFFREY GEGAN	CAMDEN	379 COUNTRY CLUB RD

Delinquencies Top-30 Unpaid

Personal Attachment "B"

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
P	0000738	10	1,004.21	LESLIE ETHERIDGE JR	CAMDEN	
P	0001046	10	984.67	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0000352	10	443.65	ROBERT F. NERNEY	ELIZABETH CITY	107 SMALL DRIVE
P	0001237	10	322.05	THUAN NGOC TRAN	SHILOH	257 SAILBOAT RD
P	0000248	10	273.12	ROBERT H. OWENS	CAMDEN	363 # 15
P	0001106	10	263.99	JAMI ELIZABETH VANHORN	SOUTH MILLS	617 MAIN ST
P	0001220	10	107.86	KIMBERLY DIANE JOHNSON	SOUTH MILLS	172 KEETER BARN RD
P	0001072	9	697.13	PAM BUNDY	SHILOH	105 AARON DR
P	0001538	8	840.70	JEFFREY EDWIN DAVIS	HERTFORD	MIC MAC TRAIL
P	0001545	8	160.66	LOUIS RUGGERI	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0001540	8	120.95	DAVID LUKE	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0001709	7	1,767.99	JOHN MATTHEW CARTER	CAMDEN	158 HWY
P	0001672	7	268.26	DAVE SILVA	CAMDEN	158 HWY
P	0001693	7	261.90	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0001673	7	177.05	THOMAS PHILLIP WINSLOW	CAMDEN	158 HWY W
P	0000316	7	115.56	JAMES P. JONES	CAMDEN	142 SANDHILLS RD
P	0001827	6	652.02	KAREN BUNDY	CAMDEN	158 US W
P	0001250	6	317.87	MICHELE LEE TAYLOR	SOUTH MILLS	108 BINGHAM RD
P	0001910	6	228.46	JEFFREY GEGAN	CAMDEN	379 COUNTRY CLUB RD
P	0001883	5	655.29	DUNG LE TRAN	SHILOH	255 SAILBOAT ROAD
P	0001116	5	409.86	AL JORDAN	CAMDEN	390 158 HWY W
P	0000891	5	165.68	LAC VAN TU	SHILOH	105 EDGEWATER DR
P	0001697	5	144.00	RANDY BRICKHOUSE	CAMDEN	150 158 HWY W
P	0001722	5	140.55	JANET LEARY	CAMDEN	LLINTON ROAD
P	0000605	5	103.52	ROBERT L. & MACY O. WELSH	SOUTH MILLS	109 CANAL STREET
P	0001230	4	411.11	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001694	4	280.68	THOMAS B THOMAS	CAMDEN	150 158 HWY W
P	0001681	4	252.38	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0001952	4	238.91	SANDY BOTTOM MATERIALS, INC	CAMDEN	319 PONDEROSA RD
P	0001350	4	222.30	JOHN LARRY GAITHER	CAMDEN	124 SUMMER WAY

05/02/16 08:11:28

Delinquencies Top-30 Oldest



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 4.B
Meeting Date: June 06, 2016

Submitted By: Stephanie Humphries, Finance Director
Finance
Prepared by: Stephanie Humphries

Item Title **Hiring of County Manager**

Attachments:

Summary: Consideration of finalist Michael Brillhart
for County Manager Position

Recommendation: Vote on selection of finalist



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 4.C
Meeting Date: June 06, 2016

Submitted By: Amy Barnett, Planning Clerk
 Board of Commissioners
 Prepared by: Amy Barnett

Item Title **Clearing Noblitt Property**

Attachments: AISS_Clearing Contract Noblitt PProperty (PDF)
 Noblitt Contact Attachments (PDF)

Summary:

Funding to clear the Noblitt property is included in this year's budget. The request for proposals was direct mailed to a list of 22 contractors in mid-May and due by May 31. The county received the attached response from Reuben E. Sawyer Construction Co. Under North Carolina law the purchase of services such as this does not prescribe specific bidding regulation and therefore does not require receipt of a specific number of bids.

The budget for the project is \$150,000.

- Alternative 1 of proposal (leaving wind rows) would total \$124,365 plus \$4.00 per foot for silt fencing.
- Alternative 2 (burning debris on site) would total \$153,690 plus the silt fencing.

The length of required silt fencing is unknown until S&E Permit is approved. Estimates range from

- \$0.00 (no fencing due to planned buffers from wetland and property boundaries)
- \$7100 (fence wetlands only)
- \$19,900 (fence wetlands and buffers)



Recommendation:

Motion:

To approve and authorize execution of contract with Reuben Sawyer construction for Alternative 1:

- 124,365 plus \$4.00 per foot for silt fencing.

Camden County Board of Commissioners AGENDA ITEM SUMMARY SHEET

MOTION MADE BY:	
G. Meiggs	_____
M. McLain	_____
S. Duckwall	_____
T. White	_____
C. Riggs	_____
NO MOTION	_____
VOTE:	
G. Meiggs	_____
M. McLain	_____
S. Duckwall	_____
T. White	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

Item Number:

Meeting Date: June 6, 2016
Attachments: 2
Submitted By: Planning Department

ITEM TITLE: Clearing Noblitt Property

SUMMARY:

Funding to clear the Noblitt property is included in this year’s budget. The request for proposals was direct mailed to a list of 22 contractors in mid-May and due by May 31. The county received the attached response from Reuben E. Sawyer Construction Co. Under North Carolina law the purchase of services such as this does not prescribe specific bidding regulation and therefore does not require receipt of a specific number of bids.

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Estimates range from

- \$0.00 (no fencing due to planned buffers from wetland and property boundaries)
- \$7100 (fence wetlands only)
- \$19,900 (fence wetlands and buffers)

RECOMMENDATION:

Motion:

To approve and authorize execution of contract with Reuben Sawyer construction for Alternative 1

- 124,365 plus \$4.00 per foot for silt fencing.

Attachment: AISS_Clearing Contract Noblitt Property (1267 : Clearing Noblitt Property)

May 30, 2016

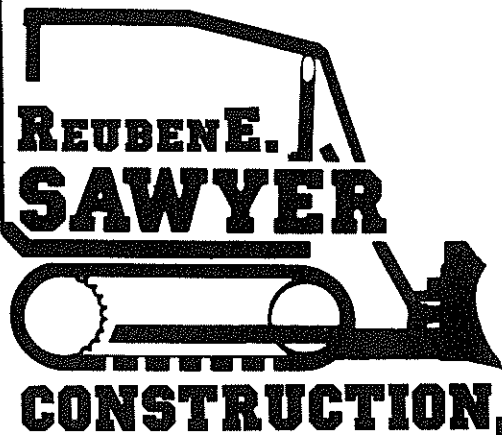
Camden County Administration Offices
ATTN: County Manager
330 USHWY 158 East, Camden, NC 27921

Bid for clearing 42.5 acres located south of address
256 North NC 343, Camden County, NC

- | | | | |
|----|-------------------------------|------------------------|--------------------|
| 1. | Wind rowing with 100' spacing | \$2,588.00 per acre | |
| | | | Total \$109,990.00 |
| 2, | Burning | \$3,278.00 per acre | |
| | | | Total \$139,315.00 |
| 3. | Silt Fencing | \$4.00 per linear foot | |
| 4. | Construction Entrance | \$14,375.00 | |

Approximate Start Time: July 1, 2016

Approximate Completion Time: September 1, 2016



P.O. BOX 310, MANNS HARBOR NC 27953 PHONE (252) 473-2902

Attachment: Noblitt Contact Attachments (1267 : Clearing Noblitt Property)

STATE OF NORTH CAROLINA
E-VERIFY AFFIDAVIT
COUNTY OF CAMDEN

NOW COMES Affiant, first being sworn, deposes and says as follows:

1. I have submitted a bid for contract or desire to enter into a contract with the **COUNTY OF CAMDEN**;

2. As part of my duties and responsibilities pursuant to said bid and/or contract, I attest that I am aware of and in compliance with the requirements of E-Verify, Article 2 of Chapter 64 of the North Carolina General Statutes, to include (mark which applies):

After hiring an employee to work in the United States I verify the work authorization of said employee through E-Verify and retain the record of the verification of work authorization while the employee is employed and for one year thereafter; or

I employ less than twenty-five (25) employees in the State of North Carolina.


3. As part of my duties and responsibilities pursuant to said bid and/or contract, I attest that to the best of my knowledge any subcontractors employed as a part of this bid and/or contract are in compliance with the requirements of E-Verify, Article 2 of Chapter 64 of the North Carolina General Statutes, to include (mark which applies):

After hiring an employee to work in the United States the subcontractor verifies the work authorization of said employee through E-Verify and retain the record of the verification of work authorization while the employee is employed and for one year thereafter; or

Employ less than twenty-five (25) employees in the State of North Carolina.

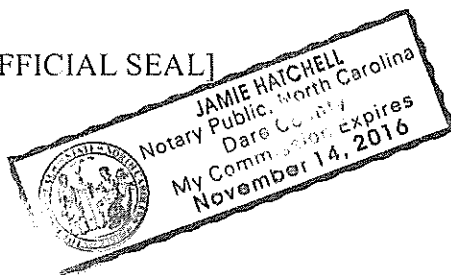
Specify subcontractor: Sawyer Land Developing

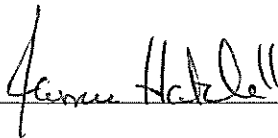
This the 31 day of May, 2014.


Phil Sawyer
Affiant

Sworn to and subscribed before me, this the 31 day of May, 2014.

[OFFICIAL SEAL]




_____, Notary Public
My Commission Expires: 11.14.2016

Attachment: Noblitt Contact Attachments (1267 : Clearing Noblitt Property)


Name of Counterparty: Reuben E Sawyer Construction Co, Inc

PO Box 310 Manns Harbor, NC 27953

**IRAN DIVESTMENT ACT CERTIFICATION
REQUIRED BY N.C.G.S. 143C-6A-5(a)**

As of the date listed below, the entity listed above is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4.

The undersigned hereby certifies that he or she is authorized by the entity listed above to make the foregoing statement.

<hr/>	
	<u>5-31-16</u>
Signature	Date
<u>Phil Sawyer</u>	<u>Owner</u>
Printed Name	Title

Attachment: Noblitt Contact Attachments (1267 : Clearing Noblitt Property)

Clearing contractors

Contractor Name	Address	City	State	Zip
Parks Land Development Inc.	1252 Florida Road	Elizabeth City	NC	27909
Bear Garden Inc.	P. O. Box 2232	Elizabeth City	NC	27909
RD Excavating	1816 Fearing Avenue	Elizabeth City	NC	27909
Sanders G & E Corp	680 Pitts Chapel Rd	Elizabeth City	NC	27909
S & S Group	740 US Highway 158	Elizabeth City	NC	27909
Albemarle Sand & Excavating	577 Ownley Road	Elizabeth City	NC	27909
Mcpherson Enterprizes Plumbing & Excavatin	1349 Salem Church Road	Elizabeth City	NC	27909
Barnhill Contracting Co	800 Tiffany Blvd, Suite 200	Rocky Mount	NC	27804
Barnhill Contracting Co	260 Knobbs Creek Drive	Elizabeth City	NC	27909
Eastern Drainage Co Inc.	122 Culpepper Lane	Elizabeth City	NC	27909
Owens Landscaping & Demolition	1059 Perkins Lane	Elizabeth City	NC	27909
J T Payne Excavating	229 Bullyard Road	Moyock	NC	27958
Atlantic Excavating Inc.	6408 S. Croatan Hwy	Nags Head	NC	27959
Bray's House Moving	420 US Hwy 158 East	Camden	NC	27921
Francis Tractor Svc	126-C Mill Dam Road	Camden	NC	27921
Albemarle Equipment Service	707 Woodville Road	Hertford	NC	27944
Countryscapes Inc.	366 Gregory Street	Elizabeth City	NC	27909
Brown's Land Developing Inc.	182 Winfall Blvd	Hertford	NC	27944-8827
Sawyer Reuben E Construction Co Inc.	6367 US 64-264 Hwy	Manns Harbor	NC	27953
Twine & Sons Septic Service	1029 Perkins Lane	Elizabeth City	NC	27909
D & D Clearing	1262 Turnpike Road	Elizabeth City	NC	27909
East Coast Demolition & Abatement	176 Windchaser Way	Moyock	NC	27958
Groundwerks By Seymore	107 Chatman Etheridge Road	Moyock	NC	27958



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Board Appointments

Item Number: 5.1
Meeting Date: June 06, 2016

Submitted By: Angela Wooten, Clerk to the Board
Administration
Prepared by: Angela Wooten

Item Title **Board of Social Services**

Attachments: Vol-DSS-Mansfield (PDF)



Application for Citizen Service -Volunteer Form

If you are a citizen of Camden County and would like to serve on one of the County's boards or commissions, please complete this application and return it to the County Manager's Office, 330 East HWY 158, and mail to: P.O. Box 190, Camden, North Carolina 27921 or e-mail mrenshaw@camdencountync.gov.

Name: Clarann C. Mansfield
 Mailing Address: 831 Hwy 343, North, Camden, NC.
 Township you live in: South Mills
 Telephone (home): (252) 771-2400 (business): -
 Email address: -

Are you a registered voter? Yes No

Have you ever been convicted of a felony? Yes No

Please identify any talent, interest, skill, experience or educational preparation which might be helpful to a board or commission: County Finance Officer - 32 years

Boards or Commissions upon which you are interested in serving: Social Services Advisory Board

As a member of a Board or Commission, you will be expected to attend at least 75% of the meetings. Please note the by-laws of some Boards and Commissions limit the number of terms served. This application is a notification of your interest to serve on a Board or Commission to be considered by the Board of Commissioners when a vacancy occurs. Thanks for your interest in Camden County Government

Signature: Clarann C. Mansfield Date: 3-2-2016



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 6.H
Meeting Date: June 06, 2016

Submitted By: Angela Wooten, Clerk to the Board
Administration
Prepared by: Angela Wooten

Item Title **CCS Budget Amendments**

Attachments: CCS Budget Amendments (PDF)

Summary:

Recommendation:

Review & Approve

Budget Amendment

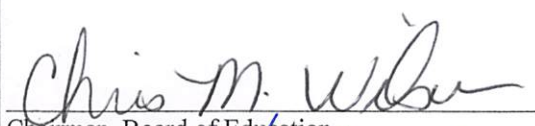

Camden County Schools Administrative Unit

Capital Outlay Fund

The Camden County Board of Education at a meeting on the 12th day of May, 2016, passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2016.

Code Number	Description of Code	Amount	
		Increase	Decrease
6500	Category III Projects	20,856.00	
Explanation:			
	Total Appropriation in Current Budget	\$	368,339.00
	Amount of Increase / (Decrease) of Above Amendment		+20,856.00
	Total Appropriation in Current Amended Budget	\$	389,195.00

<p>Passed by majority vote of the Board of Education of Camden County Schools on the 12th day of May 2016.</p> <p> _____ Chairman, Board of Education</p> <p> _____ Secretary, Board of Education</p>	<p>We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes in the minutes of said Board, this ____ day of _____ 2 ____.</p> <p>_____ Chairman, Board of County Commissioners</p> <p>_____ Clerk, Board of County Commissioners</p>
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Attachment: CCS Budget Amendments (1249 : CCS Budget Amendments)

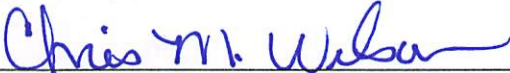
BUDGET AMENDMENT
May 12, 2016

4. Capital Outlay Fund

A. We must increase our budget for the funds received for the purchase of a yellow bus from an allotment from NCDPI. We request your approval of the following amendment.

<u>Category III Projects</u>	
6550.120.551 Purchase of School Bus	\$ + <u>20,856.00</u>
Total – Category III Projects	\$ + 20,856.00 =====
4.3400.120 Revenue – State Allocation Funds	\$ - 20,856.00
Total – Revenue	\$ - 20,856.00 =====

Passed by majority vote of the Board of Education of Camden County on the 12th day of May, 2016.



Chairman, Board of Education



Secretary, Board of Education

Attachment: CCS Budget Amendments (1249 : CCS Budget Amendments)

Budget Amendment

Camden County Schools Administrative Unit

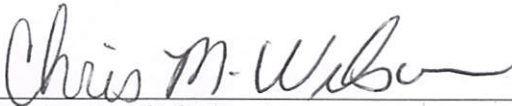
Other Local Current Expense Fund

The Camden County Board of Education at a meeting on the 12th day of May, 2016 passed the following resolution.


Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2016.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Programs	4,919.00	
5200	Special Instructional Programs		4,919.00
Explanation:			
Total Appropriation in Current Budget		\$	912,325.10
Amount of Increase/Decrease of Above Amendment		+	.00
Total Appropriation in Current Amended Budget		\$	912,235.10

Passed by majority vote of the Board of Education of Camden County on the 12th day of May 2016.



 Chairman, Board of Education



 Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this ____ day of _____ 20__.

 Chairman, Board of County Commissioners

 Clerk, Board of County Commissioners

Attachment: CCS Budget Amendments (1249 : CCS Budget Amendments)

BUDGET AMENDMENT
May 12, 2016

8. Other Local Current Expense Fund

A. We have reviewed this area of the budget and find that we must transfer funds into this program area to cover expenses. We request your approval of the following amendment.

Classroom Teacher

5110.841.121	Salary – Teacher	\$	+	4,000.00
5110.301.211	Emp Soc Sec Costs		+	306.00
5110.301.221	Emp Retirement Costs		+	<u>613.00</u>
Total – Classroom Teacher		\$	+	4,919.00

B. We have reviewed this area of the budget and find that we must transfer funds from this program area to cover expenses. We request your approval of the following amendment.

Children with Special Needs

5210.849.311	Contracted Services	\$	-	<u>4,919.00</u>
Total – Children with Special Needs		\$	-	4,919.00

Passed by majority vote of the Board of Education of Camden County on the 12th day of May, 2016.

Chris M. Wilson
Chairman, Board of Education

[Signature]
Secretary, Board of Education

Attachment: CCS Budget Amendments (1249 : CCS Budget Amendments)

Budget Amendment



Camden County Schools Administrative Unit

Local Current Expense Fund

The Camden County Board of Education at a meeting on the 12th day of May, 2016 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2016.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Programs		840.00
6500	Operational Support Services		1,550.00
6600	Financial & Human Resources	750.00	
6900	Policy, Ldrshp & Pub Relations	1,640.00	
Explanation:			
	Total Appropriation in Current Budget	\$ 2,326,232.00	
	Amount of Increase/Decrease of Above Amendment		.00
	Total Appropriation in Current Amended Budget	\$ 2,326,232.00	

<p>Passed by majority vote of the Board of Education of Camden County on the 12th day of May 2016.</p> <p> _____ Chairman, Board of Education</p> <p> _____ Secretary, Board of Education</p>	<p>We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this ____ day of _____ 20 ____.</p> <p>_____ Chairman, Board of County Commissioners</p> <p>_____ Clerk, Board of County Commissioners</p>
--	---

Attachment: CCS Budget Amendments (1249 : CCS Budget Amendments)

BUDGET AMENDMENT
May 12, 2016

2. Local Current Expense Fund

A. We have reviewed this area of the budget and must transfer funds to the Office of the Superintendent to cover expenses within that budget. We request your approval to transfer these funds.

Operation of Plant

6530.802.321...40 Electrical Service \$ - 1,550.00

Total – Operation of Plant \$ - 1,550.00

B. We have reviewed this area of the budget and must transfer funds out to cover expenses within this part of the budget. We request your approval of the following amendment.

Office of the Superintendent

6940.865.199 Overtime Pay \$ + 50.00

6940.865.231 Emp Hosp Ins Costs + 1,346.00

6940.865.314 Printing & Binding + 285.00

6940.865.327 Rentals - 200.00

6940.865.332 Travel - 200.00

6940.865.341 Telephone + 50.00

6940.865.342 Postage + 815.00

6940.865.411 Instructional Supplies + 100.00

6940.865.418 Comp Software & Supplies - 200.00

6940.865.422 Repair Parts – County Car - 300.00

6940.865.424 Oil + 100.00

6940.865.459 Other Administrative Costs \$ - 296.00

Total – Office of the Superintendent \$ + 1,550.00

C. We have reviewed this area of the budget and must transfer funds out to cover expenses within this part of the budget. We request your approval of the following amendment.

Staff Development

5110.912.211 Emp Soc Sec Costs \$ + 50.00

5110.912.221 Emp Retirement Costs + 100.00

5110.912.312 Workshop Expenses - 990.00

6610.912.312 Workshop Expenses + 750.00

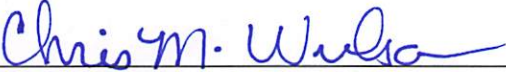
6940.912.312 Workshop Expenses + 90.00

Total – Staff Development \$ + .00

Attachment: CCS Budget Amendments (1249 : CCS Budget Amendments)

BUDGET AMENDMENT
Local Current Expense Fund
May 12, 2016, Page 2

Passed by majority vote of the Board of
Education of Camden County on the 12th
day of May, 2016.



Chairman, Board of Education



Secretary, Board of Education

Attachment: CCS Budget Amendments (1249 : CCS Budget Amendments)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 6.I
Meeting Date: June 06, 2016
Submitted By: Lisa Anderson, Tax Administrator
 Taxes
 Prepared by: Angela Wooten

Item Title **Tax Collection Report**

Attachments: May Tax Collection Report (PDF)
 April Tax Collection Report (PDF)

Summary:

Tax Collection Report - April 2016
 Tax Collection Report - May 2016

Recommendation:

Review and Approve



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 6.J
Meeting Date: June 06, 2016

Submitted By: Terri Smith,
Taxes
Prepared by: Terri Smith

Item Title Refunds Over \$100.00

Attachments: 20160601095133248.pdf (PDF)

Summary: Refunds Over \$100.00 for May, 2016

Recommendation: Review and Approve

Refunds Over \$100.00

North Carolina Vehicle Tax System

NCVTS Pending Refund report

Refunds Over \$100.00 May, 2016

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason Tag	Create Date	Authorization Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change	
BUSSARD, JOHN DAVID	BUSSARD, JOHN DAVID		PO BOX 165		SHAWBORO, NC 27873	Proration	0025287875	CHD1182	AUTHORIZED	47750236	Refund Generated due to proration on Bill #0025287875-2014-2014-0000-00	Surrender	05/02/2016	5/9/2016 8:56:38 AM	1843	Tax	(\$323.86)	\$0.00	(\$323.86)	
GRAY, JENINE ESTELLE	GRAY, JENINE ESTELLE	GRAY, DOMINIC ANTONIO	123 CULPEPPER RD		SOUTH MILLS, NC 27976	Adjustment >= \$100	0027379195	BK77819	AUTHORIZED	49116454	Refund Generated due to adjustment on Bill #0027379195-2015-2015-0000-00	Military	05/26/2016	5/27/2016 9:10:14 AM	1843	Tax	(\$250.04)	\$0.00	(\$250.04)	
																		Refund	\$29.35	\$29.35
																		Refund	\$0.00	(\$3.69)
																		Refund	\$0.00	\$253.72

Submitted by Lisa S. Anderson Date 6-1-16
 Lisa S. Anderson, Tax Administrator Camden County

Approved by P. Michael McLain Date _____
 P. Michael McLain, Chairman Camden County Board of Commissioners



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 6.K
Meeting Date: June 06, 2016
Submitted By: Stephanie Humphries, Finance Director
Finance
Prepared by: Stephanie Humphries

Item Title Copy Fee for Map Copies-Amended

Attachments:

Summary: Register of Deeds requests ability to charge fee for Map Copies
ROD will now be able to make map size copies for which no fee
has been established. ROD requests the approval of the board to
charge \$3 per 24x18 map copy.

Recommendation:

Approve Amendment to reflect map copy size is 24x18 not 11x17



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 8.A
Meeting Date: June 06, 2016

Submitted By: Krystal Lancaster, Librarian
Library
Prepared by: Krystal Lancaster

Item Title **May 2016 Library Statistics**

Attachments: May 2016 Library Statistics (PDF)

Summary:

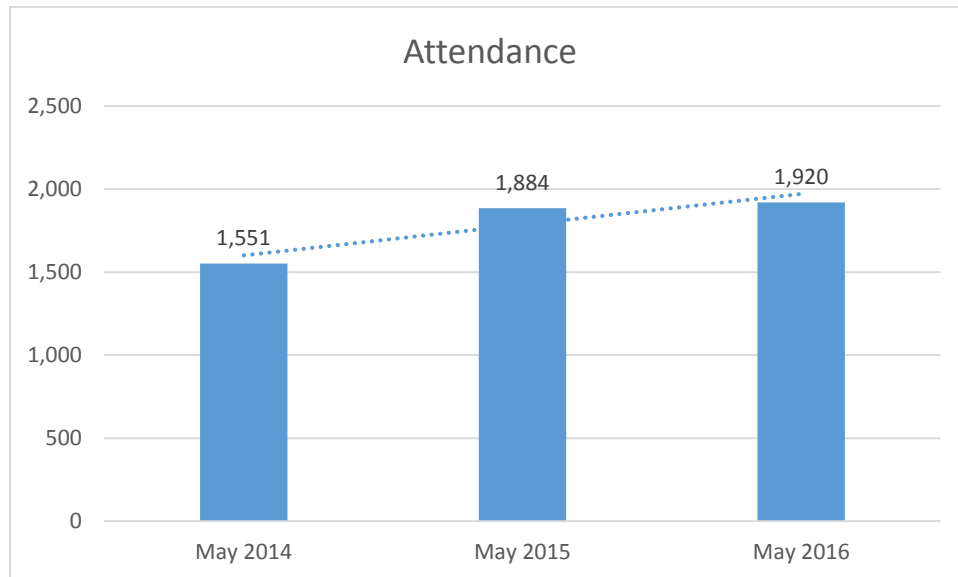
Recommendation:

Camden County Public Library May 1-30, 2016 Statistics

- **Visitor Count:** 1920
- **Days/Hours Open:** 29/256
- **# Items in Collection:** 13,017 (Opening Day Collection # Items = 4,755)
- **Total Check Outs/Renewals:** 3189
- **Library Card Holders:** 2,576
- **Computer/ Wireless Use:** 1054/592
- **Juvenile Programs :** 13 programs /125 attendance
- **Adult Programs :** 2 programs / 8 attendance
- **Meeting Room:** 11 reservations /95 attendance

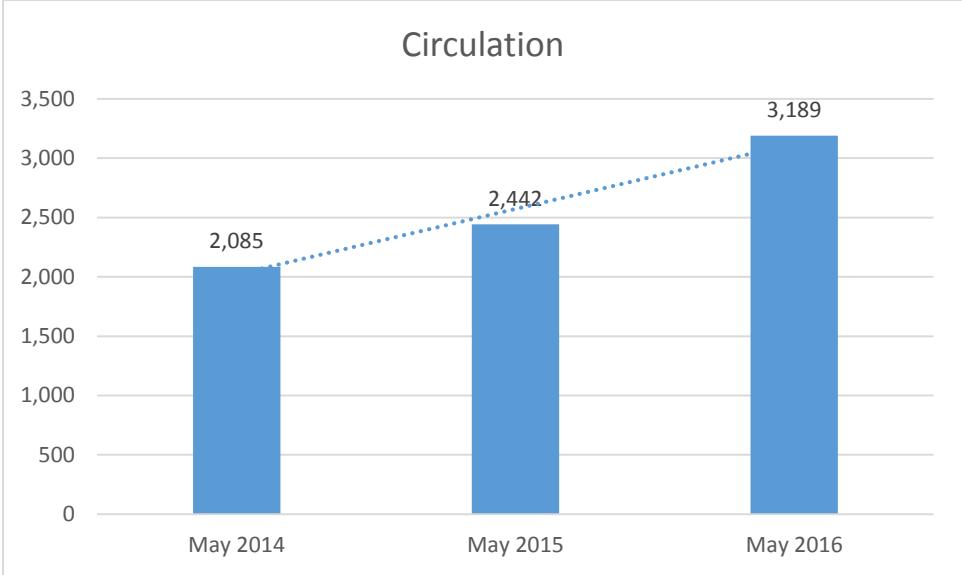
Comparison by Year

*Please note that 2016 numbers are only for May 1-30th whereas 2014 and 2015 statistics take into account the month as a whole.



Daily attendance for May compared by year (2014-2016).

Attachment: May 2016 Library Statistics (1259 : May 2016 Library Statistics)



Number of library materials checked out for May compared by year (2014-2016).

Attachment: May 2016 Library Statistics (1259 : May 2016 Library Statistics)