



CAMDENCOUNTY
new energy. new vision.

**BOARD
OF
COMMISSIONERS**

July 6th, 2015

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.

Please turn Cell Phone ringers off during the meeting.

Agenda

Camden County Board of Commissioners Regular Meeting

July 6th, 2015

7:00 P.M. - Regular Meeting

Historic Courtroom, Camden, North Carolina

7:00 P.M. **Call to Order** - Chairman P. Michael McLain

Welcome

Invocation & Pledge of Allegiance – Commissioner Garry Meiggs

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)**

ITEM 3 **Presentations**

A. Gwen Wescott – Senior Tar Heel Delegate (Pg. 4)

B. Carolyn J. Self - American Red Cross (Pg. 5)

ITEM 4. **Public Hearings**

A. Request for Water and Sewer Betterment Improvements Related to Camden Town Center Commercial Development (Pg. 6-10)

B. Ordinance No. 2015-06-03 –
Proposed amendments to Chapter 151 (Unified Development Ordinance) of the Camden County Code Ordinances (Pg. 11-18)

ITEM 5. **New Business (For discussion and possible action)**

A. Pasquotank River Yacht Club Lease Agreement (Pg. 19-25)

B. Monthly Tax Report – May (Pg. 26-33)

C. Amendment to Camden County Parks & Recreation and Camden County Schools Facilities Use Memorandum of Understanding (Pg. 34-43)

D. UDO Update Contract (Pg. 44-70)

E. ECHB Grant..... (Pg. 71-78)

F. Vehicle Use Policy - Draft..... (Pg. 79-83)

ITEM 6 Board Appointments (For discussion and possible action)

- A. Planning Board (Pg. 84-86)
- B. Economic Improvement Council (Pg. 87-91)

ITEM 7 Consent Agenda (All items listed below are routine and will be approved by one motion. Separate discussion of an item(s) will be held by request of a member of the Board.)

- A. Draft Minutes –..... (Attachment A)
- B. Camden Senior Nutrition Contract (Pg. 93-107)
- C. School Budget Amendments (Pg. 108-123)
- D. Volunteer Forms (Pg. 124-125)
- E. NCACC Voting Delegate (Pg. 126-127)

ITEM 8 Commissioner's Report (For discussion and possible action)

ITEM 9 County Manager's Report (For discussion and possible action)

Recess Commissioner's Meeting

SOUTH CAMDEN WATER & SEWER DISTRICT
BOARD OF DIRECTORS

- 1. Call to Order
- 2. Public Comments
- 3. Consideration of Agenda
- 4. Consent Agenda
- 5. New Business (For Discussion and Possible Approval)
 - A. Monthly Update to the Board (Pg. 128-129)
- 6. Other Matters (For Discussion and possible action.)
- 7. Adjourn

Reconvene Commissioner's Meeting

ITEM 10 Information, Reports & Minutes From Other Agencies (Pg. 130-217)

- A. Library Monthly Report - June (Pg. 131)
- B. Register of Deeds Monthly Report - June..... (Pg. 132-134)
- C. South Camden Fire Department..... (Pg. 135-140)
- D. Land Transfer Tax Collections (Pg. 141)
- E. ECBH - Meeting (Pg. 142-148)
- F. NWDB 2014 Data Book. (Pg. 149-211)
- G. 2014_Child Health Report Card (Pg. 212-217)

ITEM 11 Other Matters (For discussion and possible action)

ITEM 12 Adjourn

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 3.A

PRESENTATIONS

Meeting Date: July 6th, 2015

Attachments:

Submitted By: Clerk to the Board

ITEM TITLE: Senior Tar Heel Delegate

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

SUMMARY:

Mrs. Gwen Wescott, Senior Tar Heel Delegate for Camden County comes before the Camden County Board of Commissioners Board to provide Senior Tar Heel updates.

RECOMMENDATION:

Information only

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 3.B

PRESENTATIONS

Meeting Date: July 6th, 2015

Attachments:

Submitted By: Clerk to the Board

ITEM TITLE: American Red Cross

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

SUMMARY:

Mrs. Carolyn J. Self of the American Red Cross comes before the Camden County Board of Commissioners Board to give a presentation concerning disaster preparations.

RECOMMENDATION:

Information only

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 4.A

Public Hearing

Meeting Date: July 6, 2015
Attachments: 3 (3 Pages)
Submitted By: Michael Renshaw, County Manager

ITEM TITLE: Request for Water and Sewer Betterment Improvements Related to Camden Town Center Commercial Development

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

SUMMARY:

The principals of Camden Realty Group LLC, in conjunction with their intended development of the Camden Town Center commercial development project, met with the County Manager and staff for the purpose of discussing water and sewer infrastructure site improvements. Initial site plans for Phase 1 of the Camden Town Center Development called for a single sewer lift station, however further development would then require additional pump stations for each new building resulting in possibly 4-5 total lift stations. The Public Works Department made a formal request of the development group to revise these site plans for a single sewer lift station sized so that it would service the Phase 1 development as well as projected future development.

Under Chapter 52 (G) (3) of the Unified Development Ordinance, the county may make such a request if the betterment or improvement is in the best interest of the county. In regards to the Public Works Department's request to have a single lift station serve the entire site, the direct benefits include reduced maintenance costs to the county (maintaining and servicing one station versus multiple stations) as well as having the station sited in a more easily accessible location on the site. Camden Realty Group LLC's engineer prepared a revised site plan and construction costs associated with this request. The additional cost associated with a single sewer lift station is \$20,000. This

additional cost is based upon the need for a deeper lift station and additional gravity sewer main.

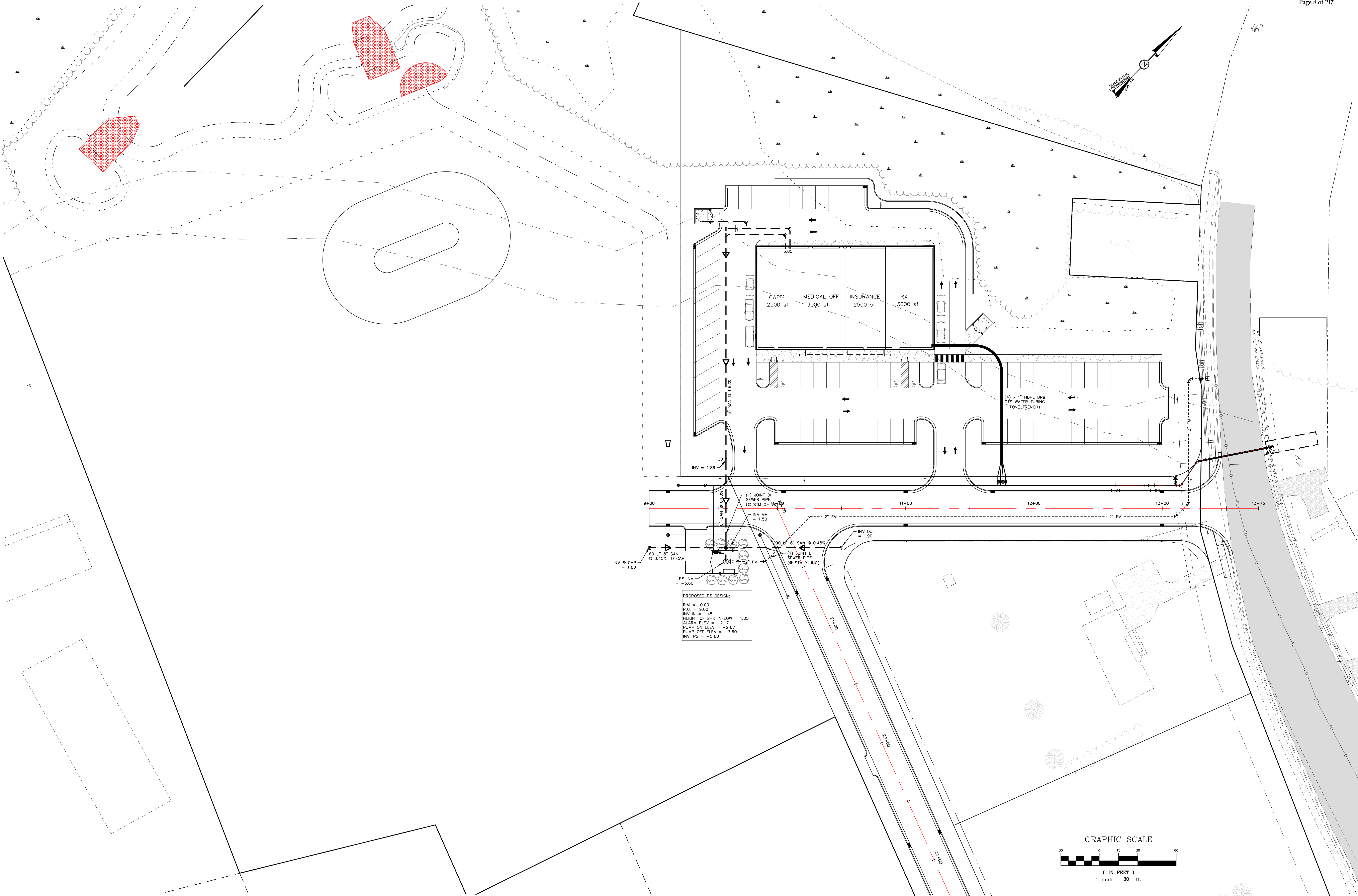
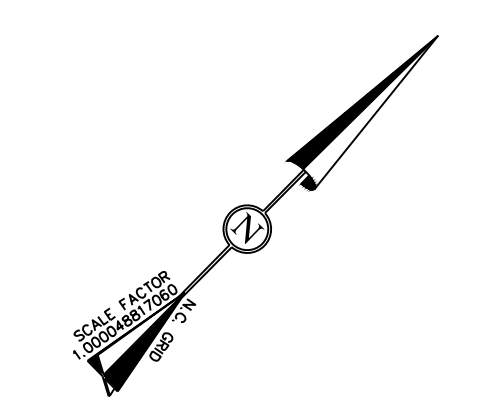
The principals of Camden Realty Group LLC, with guidance of their professional engineer, have also made a formal request that the County Board of Commissioners also consider reimbursement of construction expenses related to a water line extension which will service future phases of development within the Camden Town Center project. Specifically, the request is for construction costs associated with extending the 8” diameter water line approximately 300 feet. The total amount of funding assistance associated with this water line improvement is \$19,000.

The Camden County Attorney has given his legal opinion that the Board of Commissioners may offer this particular 100% reimbursement of construction costs related to the proposed water line extension if such an improvement is in the long-term future economic interest of the County. The extension of the water line to service future phases of development within Camden Town Center’s site could potentially aid in accelerating the recruitment of a large retail presence in that the required water line infrastructure would already be installed, therefore reducing capital costs associated with future phase construction and minimizing construction impacts (i.e. boring under existing roadways).

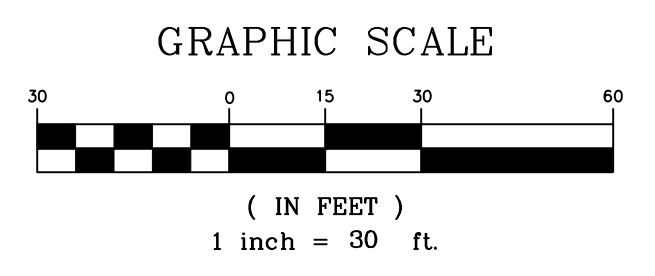
RECOMMENDATION:

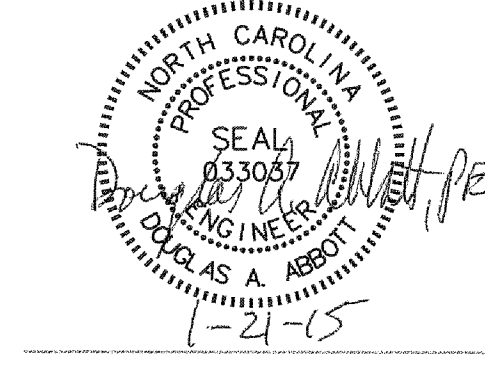
Hear details on requested improvements and hear public comment during the Public Hearing.

Should the Board of Commissioners opt to consider funding of one or both improvement requests, the Board may at its discretion place the matter on the New Business regular agenda through a motion to amend the agenda.



PROPOSED PS DESIGN:
 RIM = 10.00
 P.C. = 9.00
 INV IN = 1.45
 HEIGHT OF 2HR INFLOW = 1.05
 ALARM ELEV = -2.17
 PUMP ON ELEV = -2.67
 PUMP OFF ELEV = -3.60
 INV. PS = -5.60





SITE PLAN DESIGN

FOR
CAMDEN TOWNE CENTER
LOT 3

PERMIT SET
 DO NOT USE FOR CONSTRUCTION.
 SALES OR REPRODUCTION.

RELEASED
01/21/2015

COURTSHIP TOWNSHIP
 CAMDEN COUNTY
 NORTH CAROLINA



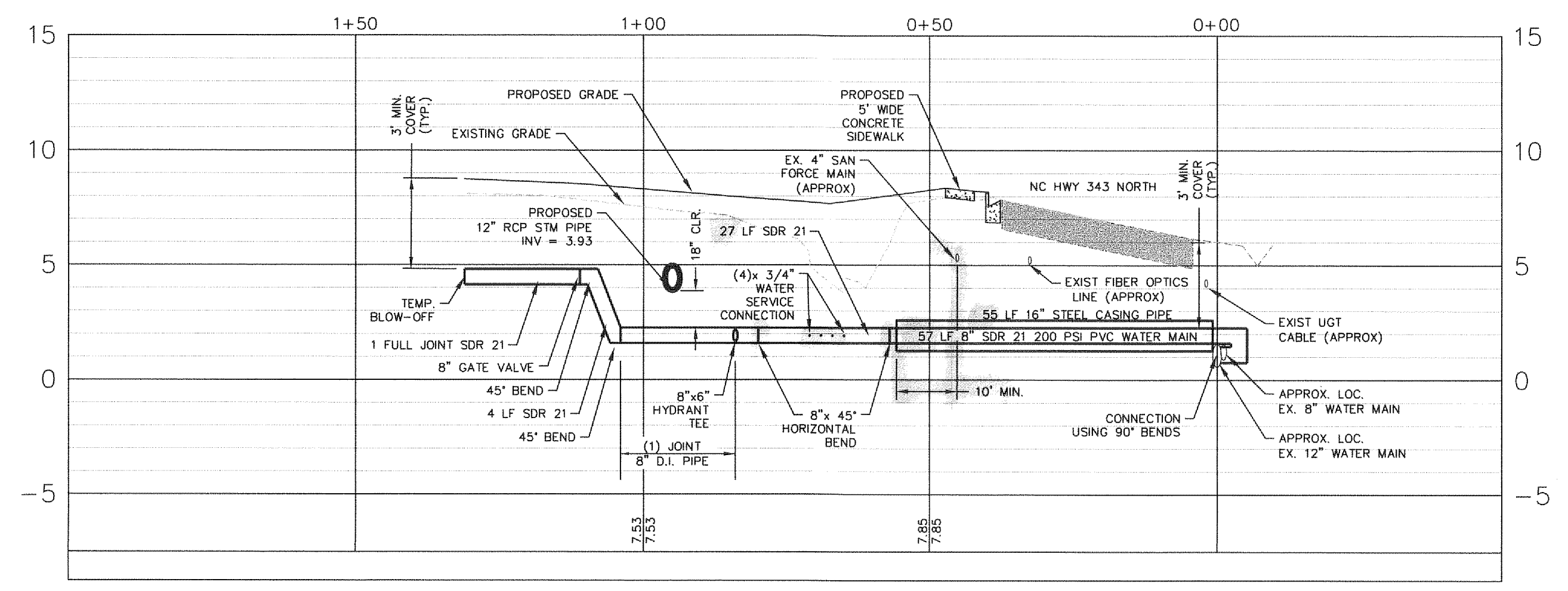
Know what's below.
 Call before you dig.

Project #: 140050
 Drawing #: 140050 - SITE.dwg
 Drawn: RLH
 Checked: KDH
 Approved: SCR
 Date: 10/23/2014
 Sheet #: 15/23
 Scale: 1:20

REVISIONS	NUM.	DATE	DESCRIPTION
1	10/23/2014	DENR Submissions	
2	11/26/2014	PWS Submission	
3	11/26/2014	DOT Submission	
4	12/18/2014	Label roads Private & Address 2nd HD parking sp	
5	01/21/2015	Extended 16" casing pipe for min. crossing length past exist. sewer PM.	

SHEET TITLE:
 UTILITY PLAN

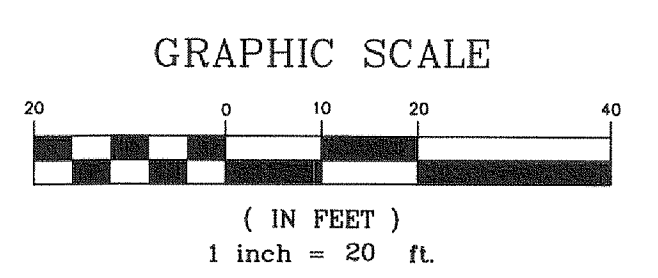
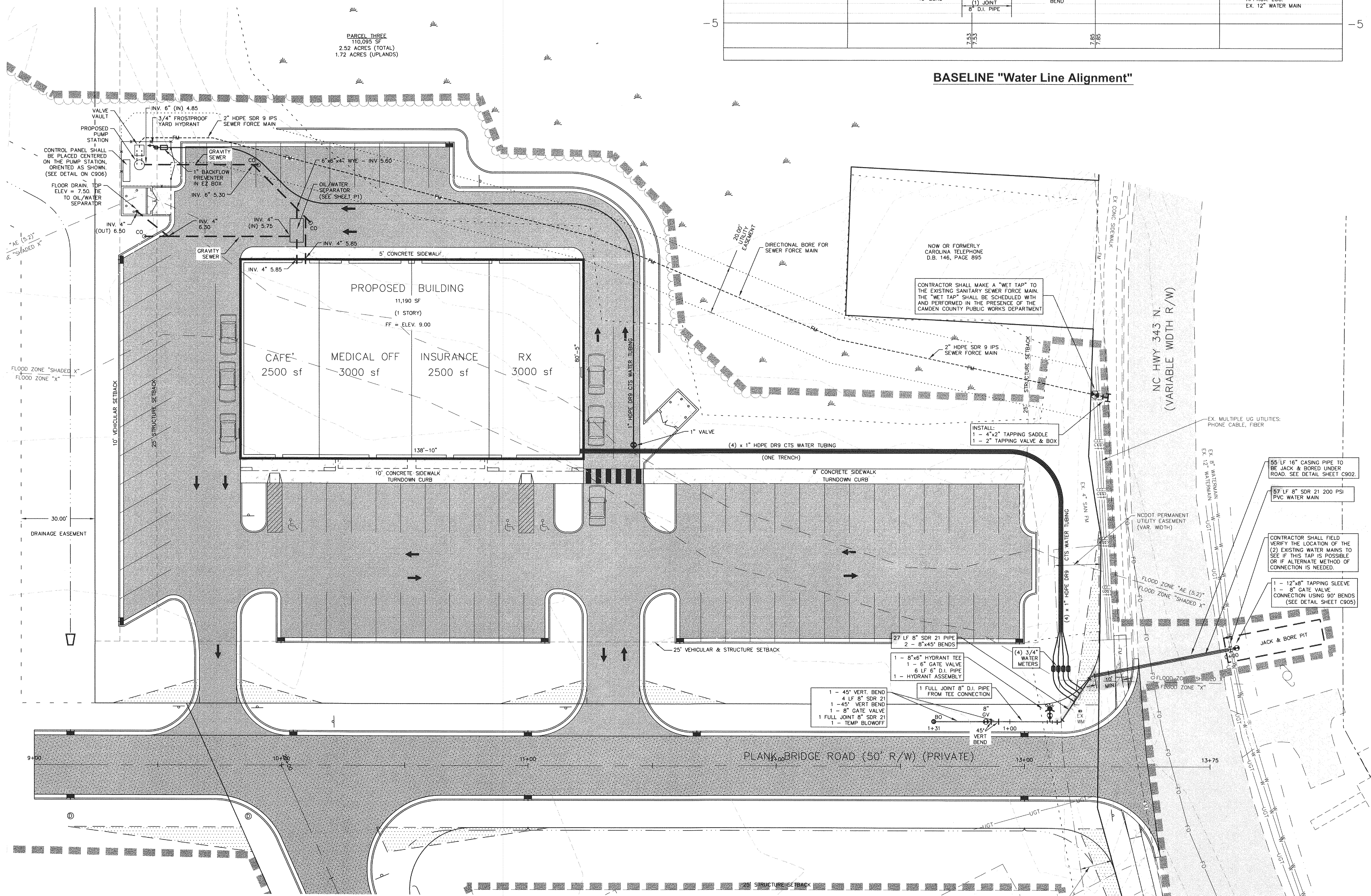
SHEET NUMBER:
C400

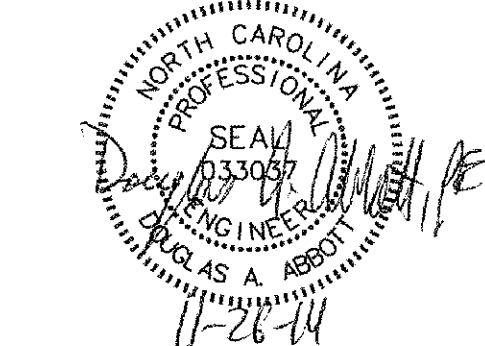


BASELINE "Water Line Alignment"

- LEGEND**
- BENCHMARK
 - BOUNDARY LINE
 - R/W LINE
 - PROPERTY EXTENSION
 - PROJECT LIMITS
 - EXISTING DITCH/SWALE
 - PROPOSED DITCH/SWALE
 - EXISTING TOP OF BANK
 - PROPOSED TOP OF BANK
 - EXISTING DRAINAGE PIPE
 - PROPOSED DRAINAGE PIPE
 - EXISTING WATER MAIN
 - PROPOSED PVC WATER LINE
 - EXISTING FORCE MAIN
 - PROPOSED FORCE MAIN
 - EXISTING FIBER OPTICS LINE
 - PROPOSED TELEPHONE LINE
 - EXISTING NATURAL GAS LINE
 - PROPOSED NATURAL GAS LINE
 - EXISTING PAVEMENT
 - EXISTING GRAVEL
 - EXISTING CONCRETE
 - PROPOSED LIGHT DUTY ASPHALT PAVEMENT
 - PROPOSED HEAVY DUTY ASPHALT PAVEMENT
 - PROPOSED CONCRETE
 - EXISTING UTILITY POLE
 - PROPOSED SANITARY MANHOLE
 - PROPOSED SANITARY CLEANOUT
 - EXISTING DROP INLET
 - EXISTING CURB INLET
 - PROPOSED STORM MANHOLE
 - PROPOSED DROP INLET
 - PROPOSED CURB INLET
 - EXISTING FIRE HYDRANT
 - PROPOSED FIRE HYDRANT
 - PROPOSED WATER METER
 - PROP. TEE OR TAPPING SLEEVE
 - EXISTING WATER VALVE
 - PROPOSED WATER VALVE

SANITARY SEWER DESIGN HAS NOT BEEN FINALIZED AS OF THIS PLAN SET.





SITE PLAN DESIGN

FOR

CAMDEN TOWNE CENTER

LOT 3

PERMIT SET
 DO NOT USE FOR CONSTRUCTION, SALES, OR RECORDATION.

RELEASED
 11/26/2014

COURTHOUSE TOWNSHIP
 CAMDEN COUNTY
 NORTH CAROLINA



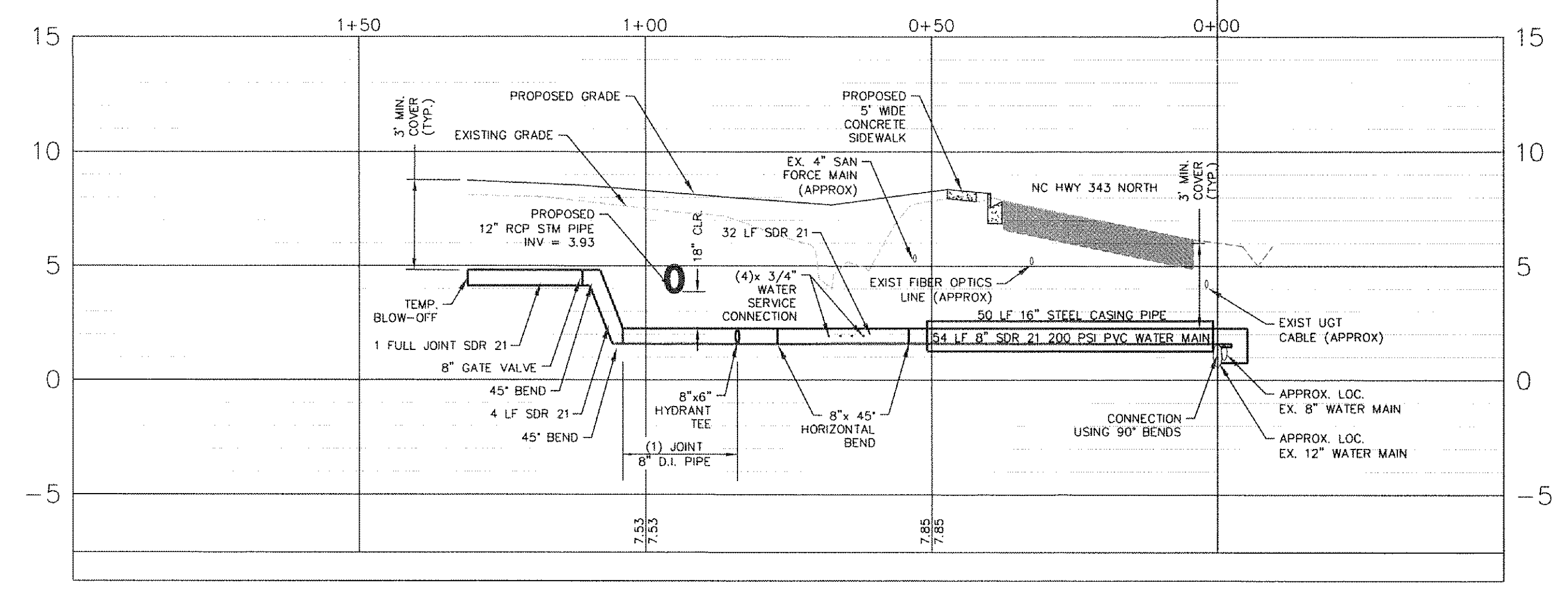
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 Drawn: RLH
 Checked: KDH
 Approved: SCR
 Date: 10/23/2014
 Sheet #: 15/23
 Scale: 1:20

REVISIONS:	NUM	DATE	DESCRIPTION
	1	10/23/2014	CDM Submissions
	2	11/20/2014	PWS Submission

SHEET TITLE:
 UTILITY PLAN

SHEET NUMBER:
C400



BASELINE "Water Line Alignment"

- LEGEND**
- BENCHMARK
 - BOUNDARY LINE
 - R/W LINE
 - PROPERTY EXTENSION
 - PROJECT LIMITS
 - EXISTING DITCH/SWALE
 - PROPOSED DITCH/SWALE
 - EXISTING TOP OF BANK
 - PROPOSED TOP OF BANK
 - EXISTING DRAINAGE PIPE
 - PROPOSED DRAINAGE PIPE
 - EXISTING WATER MAIN
 - PROPOSED PVC WATER LINE
 - EXISTING FORCE MAIN
 - PROPOSED FORCE MAIN
 - EXISTING FIBER OPTICS LINE
 - PROPOSED TELEPHONE LINE
 - EXISTING NATURAL GAS LINE
 - PROPOSED NATURAL GAS LINE
 - EXISTING PAVEMENT
 - EXISTING GRAVEL
 - EXISTING CONCRETE
 - PROPOSED LIGHT DUTY ASPHALT PAVEMENT
 - PROPOSED HEAVY DUTY ASPHALT PAVEMENT
 - PROPOSED CONCRETE
 - EXISTING UTILITY POLE
 - PROPOSED SANITARY MANHOLE
 - PROPOSED SANITARY CLEANOUT
 - EXISTING DROP INLET
 - PROPOSED DROP INLET
 - EXISTING CURB INLET
 - PROPOSED CURB INLET
 - EXISTING FIRE HYDRANT
 - PROPOSED FIRE HYDRANT
 - PROPOSED WATER METER
 - PROP. TEE OR TAPPING SLEEVE
 - EXISTING WATER VALVE
 - PROPOSED WATER VALVE

SANITARY SEWER DESIGN HAS NOT BEEN FINALIZED AS OF THIS PLAN SET.

PARCEL THREE
 110,095 SF
 2.52 ACRES (TOTAL)
 1.72 ACRES (UPLANDS)

PROPOSED BUILDING
 11,190 SF
 (1 STORY)
 FF = ELEV. 9.00

CAFE 2500 sf
 MEDICAL OFF 3000 sf
 INSURANCE 2500 sf
 RX 3000 sf

NOW OR FORMERLY CAROLINA TELEPHONE D.B. 146, PAGE 895

CONTRACTOR SHALL MAKE A "WET TAP" TO THE EXISTING SANITARY SEWER FORCE MAIN. THE "WET TAP" SHALL BE SCHEDULED WITH AND PERFORMED IN THE PRESENCE OF THE CAMDEN COUNTY PUBLIC WORKS DEPARTMENT

CONTRACTOR SHALL FIELD VERIFY THE LOCATION OF THE (2) EXISTING WATER MAINS TO SEE IF THIS TAP IS POSSIBLE OR IF ALTERNATE METHOD OF CONNECTION IS NEEDED.

1 - 12"x8" TAPPING SLEEVE
 1 - 8" GATE VALVE
 CONNECTION USING 90° BENDS (SEE DETAIL SHEET C905)

30 LF 8" SDR 21 PIPE
 2 - 8'x45° BENDS

1 - 8"x6" HYDRANT TEE
 1 - 8" GATE VALVE
 6 LF 6" D.I. PIPE
 1 - HYDRANT ASSEMBLY

1 - 45° VERT. BEND
 4 LF 8" SDR 21
 1 - 45° VERT. BEND
 1 - 8" GATE VALVE
 1 FULL JOINT 8" SDR 21
 1 - TEMP BLOWOFF

1 FULL JOINT 8" D.I. PIPE FROM TEE CONNECTION

1 - 8" VERT. BEND
 45° VERT. BEND

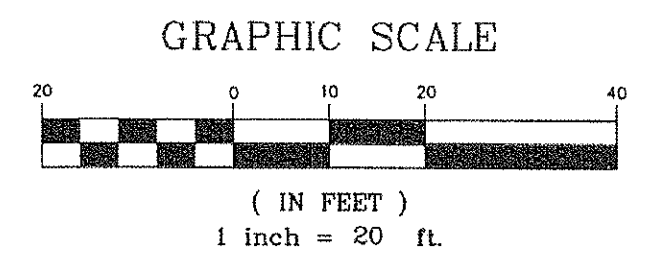
1 - 8" VERT. BEND
 45° VERT. BEND

1 - 8" VERT. BEND
 45° VERT. BEND

1 - 8" VERT. BEND
 45° VERT. BEND

1 - 8" VERT. BEND
 45° VERT. BEND

1 - 8" VERT. BEND
 45° VERT. BEND



Hyman & Robey, PC, 150 US Hwy 158 E., Camden, NC 27921, (252) 338-2913, www.hymanrobey.com

Camden County Board of Commissioners AGENDA ITEM SUMMARY SHEET

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

Item Number: 4.B

Meeting Date: July 6, 2015
Attachments: Findings/Planning Board Recommendation
Submitted By: Planning Department

ITEM TITLE: Public Hearing - Ordinance No. 2015-06-03 - Proposed amendments to Chapter 151 (Unified Development Ordinance) of the Camden County Code Ordinances

SUMMARY:

Proposed amendments to additional Specific Standards (Article 151.347) for Solar Farms and amendments to Floodplain Management language (Article 151.380 thru 151.387)

Planning Board met on June 17, 2015 and after presentation from staff and discussion, Ordinance 2015-06-03 was approved on a 6-0 vote.

RECOMMENDATION:

Hold Public Hearing and possible consideration.

Ordinance No. 2015-06-03

**An Ordinance
Amending the Camden County
Code of Ordinances**

Camden County, North Carolina

BE IT ORDAINED BY THE CAMDEN COUNTY BOARD OF COMMISSIONERS as follows:

Article I: Purpose

The purpose of this Ordinance is to amend Chapter 151 of the Camden County Code of Ordinances of Camden County, North Carolina, which was originally adopted by the County Commissioners on December 15, 1997, and subsequently amended and as otherwise incorporated into the Camden County Code.

Article II. Construction

For purposes of this Ordinance, underlined words (underline) shall be considered as additions to existing Ordinance language and strikethrough words (~~strikethrough~~) shall be considered deletions to existing language. New language of proposed ordinance shall be shown in italics (*italics*) and underlined.

Article III. Amend Chapter 151 as amended of the Camden County Code which shall read as follows:

CHAPTER 151: UNIFIED DEVELOPMENT

§ 151.347 SPECIFIC STANDARDS.

(V) The following standards shall apply to all solar farms located in Camden County:

- (1) The minimum lot size for all solar farms shall be five acres.
- (2) All structures shall meet the minimum setback for the zoning in which located.
- (3) There shall be 50 foot buffer from routine view from public rights of way or adjacent residentially zoned property.
- (4) Solar power electric generation structures shall not exceed a height of 25 feet.
- (5) The solar farm shall conform to the NAICS 22119 description of a ground mounted solar powered energy system.

48 (6) The solar farm shall have 12 months to complete decommissioning of the solar
 49 facility if no electricity is generated for a continuous period of 12 months. For purposes of this
 50 section, this 12-month period shall not include delay resulting from force majeure.

51
 52 (7) Decommissioning shall include removal of solar panels, buildings, cabling, electrical
 53 components, roads, and any other associated facilities down to 36 inches below grade.

54
 55 (8) Applicant shall provide prior to approval of building permits, an irrevocable letter of
 56 credit in favor of the county in an amount equal to the estimated removal cost of the solar
 57 facility, less the salvage value of the equipment, which shall be issued by a federally chartered
 58 bank with a branch office in northeastern North Carolina at which the letter of credit may be
 59 drawn and paid in full in immediately available funds in the event the solar facility owner fails to
 60 decommission the solar facility pursuant to the requirements of this section. The estimated cost
 61 of removal shall be updated every five (5) years from date of approval for solar farm.

62
 63 (9) Disturbed earth shall be graded and re-seeded, unless the landowner requests in
 64 writing that the access roads or other land surface areas not be restored.

65
 66 (6 10) Solar farms located within FEMA's 100 year flood shall elevate all electrical
 67 connections one foot above the base flood elevation (BFE).

68
 69 (7 11) All collectors shall be surrounded by a lockable minimum height six foot
 70 fence.

71
 72
 73 **§ 151.380 FLOOD DAMAGE PREVENTION.**

74
 75 **§ 151.382 GENERAL PROVISIONS.**

76
 77 (A) *Lands to which this subchapter applies.* This subchapter shall apply to all special flood
 78 hazard areas within the county.

79
 80 ~~(B) *Basis for establishing the special flood hazard areas.* The special flood hazard areas~~
 81 ~~are those identified by the Federal Emergency Management Agency (FEMA) or produced under~~
 82 ~~the Cooperating Technical State (CTS) agreement between the State of North Carolina and~~
 83 ~~FEMA in its Flood Hazard Boundary Map (FHBM) or Flood Insurance Study (FIS) and its~~
 84 ~~accompanying flood maps such as the Flood Insurance Rate Map(s) (FIRM) and/or the Flood~~
 85 ~~Boundary Floodway Map(s) (FBFM), for Camden County dated October 5, 2004, which, with~~
 86 ~~accompanying supporting data, and any revision thereto, including letters of map amendment or~~
 87 ~~revision, are adopted by reference and declared to be a part of this subchapter. The special flood~~
 88 ~~hazard areas also include those defined through standard engineering analysis for private~~
 89 ~~developments or by governmental agencies, but which have not yet been incorporated in the~~
 90 ~~FIRM. This includes, but is not limited to:~~

91
 92 ~~———— (1) Detailed flood data generated as a requirement of § 151.383 of this subchapter;~~
 93

94 ~~————(2) Preliminary FIRMs where more stringent than the effective FIRM; or~~

95
96 ~~————(3) Post-disaster flood recovery maps.~~

97
98 (C) *Establishment of Floodplain Development Permit.* A Floodplain Development Permit
99 shall be required in conformance with the provisions of this subchapter prior to the
100 commencement of any development activities within special flood hazard areas as determined in
101 § 151.382(B).
102

103 § 151.384 GENERAL STANDARDS.

104
105
106 (B) *Specific standards.* In all Special Flood Hazard Areas where Base Flood Elevation
107 (BFE) data has been provided, as set forth in § 151.382(B), or § 151.383, the following
108 provisions are required:
109

110 (1) *Residential construction.* New construction or substantial improvement of any
111 residential structure (including manufactured homes) shall have the reference level, including
112 basement, elevated no lower than the regulatory flood protection elevation, as defined in §
113 151.600, Definitions.
114

115 (2) *Non-residential construction.* New construction or substantial improvement of any
116 commercial, or industrial, ~~or other non-residential~~ structure shall have the reference level,
117 including basement, elevated no lower than the regulatory flood protection elevation. Structures
118 located in A and AE Zones may be floodproofed to the regulatory flood protection elevation in
119 lieu of elevation provided that all areas of the structure below the required flood protection
120 elevation are watertight with walls substantially impermeable to the passage of water, using
121 structural components having the capability of resisting hydrostatic and hydrodynamic loads and
122 the effect of buoyancy. A registered professional engineer or architect shall certify that the
123 standards of this subsection are satisfied. Such certification shall be provided to the official as
124 set forth in § 151.383(B)(3).
125

126 (3) *Manufactured homes.*

127
128 (a) New or replacement manufactured homes shall be elevated so that the
129 reference level of the manufactured home is no lower than the regulatory flood protection
130 elevation, as defined in § 151.600, Definitions.
131

132 (b) Manufactured homes shall be securely anchored to an adequately anchored
133 foundation to resist flotation, collapse, and lateral movement in accordance with the State of
134 North Carolina Regulations for Manufactured/Mobile Homes, 1995 Edition, and any revision
135 thereto adopted by the Commissioner of Insurance pursuant to G.S. § 143-143.15 or a certified
136 engineered foundation. Additionally, when the elevation would be met by an elevation of the
137 chassis 36 inches or less above the grade at the site, the chassis shall be supported by reinforced
138 piers or other foundation elements of at least equivalent strength. When the elevation of the
139 chassis is above 36 inches in height, an engineering certification is required.

140
141 (c) All foundation enclosures or skirting shall be in accordance with §
142 151.383(B)(4).

143
144 (d) An evacuation plan must be developed for evacuation of all residents of all
145 new, substantially improved or substantially damaged manufactured home parks or subdivisions
146 located within flood prone areas. This plan shall be filed with and approved by the Floodplain
147 Administrator and the local emergency management coordinator.

148
149 (4) *Elevated buildings.* Enclosed areas, of new construction or substantially improved
150 structures, which are below the regulatory flood protection.

151
152 (a) Shall not be designed or used for human habitation, but shall only be designed
153 and used for parking of vehicles, building access, or limited storage of maintenance equipment
154 used in connection with the premises. Access to the enclosed area shall be the minimum
155 necessary to allow for parking of vehicles (garage door) or limited storage of maintenance
156 equipment (standard exterior door), or entry to the living area (stairway or elevator). The interior
157 portion of such enclosed area shall not be partitioned or finished into separate rooms, except to
158 enclose storage areas;

159
160 (b) Shall be constructed entirely of flood resistant materials below the regulatory
161 flood protection elevation;

162
163 (c) Shall include measures to automatically equalize hydrostatic flood forces on
164 exterior walls by allowing for the entry and exit of floodwaters. To meet this requirement, the
165 foundation must either be certified by a professional engineer or architect or meet the following
166 minimum design criteria:

167
168 1. Provide a minimum of two openings on different sides of each enclosed
169 area subject to flooding;

170
171 2. The total net area of all openings must be at least one square inch for each
172 square foot of each enclosed area subject to flooding;

173
174 3. If a building has more than one enclosed area, each area must have
175 openings on exterior walls to allow floodwater to enter directly;

176
177 4. The bottom of all required openings shall be no higher than one foot above
178 the adjacent grade;

179
180 5. Openings may be equipped with screens, louvers, or other opening
181 coverings or devices, provided they permit the automatic flow of floodwaters in both directions.

182
183 6. Foundation enclosures:

184
185 a. Made of vinyl or other flexible skirting are not considered an

186 enclosure for regulatory purposes, and, therefore, does not require openings.

187

188 b. Made of masonry or wood underpinning, regardless of structural
189 status, are considered an enclosure and therefore require openings as outlined above.

190

191 (5) *Additions/improvements.*

192

193 (a) Additions and/or improvements to pre-FIRM structures whereas the addition
194 and/or improvements in combination with any interior modifications to the existing structure:

195

196 1. Are not a substantial improvement, the addition and/or improvements
197 must be designed to minimize flood damages and must not be any more non-conforming than the
198 existing structure.

199

200 2. Are a substantial improvement, both the existing structure and the addition
201 and/or improvements must comply with the standards for new construction.

202

203 (b) Additions to post-FIRM structures with no modifications to the existing
204 structure shall require only the addition to comply with the standards for new construction.

205

206 (c) Additions and/or improvements to post-FIRM structures whereas the addition
207 and/or improvements in combination with any interior modifications to the existing structure:

208

209 1. Are not a substantial improvement, the addition and/or improvements only
210 must comply with the standards for new construction.

211

212 2. Are a substantial improvement, both the existing structure and the addition
213 and/or improvements must comply with the standards for new construction.

214

215 (d) Where a fire wall or independent perimeter load-bearing wall is provided
216 between the addition and the existing building, the addition(s) shall be considered a separate
217 building and only the addition must comply with the standards for new construction.

218

219 (6) *Recreational vehicles.* Recreational vehicles placed on sites within a Special Flood
220 Hazard Area shall either:

221

222 (a) Be on site for fewer than 180 consecutive days and be fully licensed and ready
223 for highway use (a recreational vehicle is ready for highway use if it is on its wheels or jacking
224 system, is attached to the site only by quick disconnect type utilities and has no permanently
225 attached additions); or

226

227 (b) Meet all the requirements for new construction, including anchoring and
228 elevation requirements of § 151.383(B) and § 151.384(A) and (B)(3).

229

230 (7) *Temporary non-residential structures.* Prior to the issuance of a floodplain
231 development permit for a temporary structure, applicants must submit to the Floodplain

232 Administrator a plan for the removal of such structure(s) in the event of a hurricane, flash flood
233 or other type of flood warning notification. The following information shall be submitted in
234 writing to the Floodplain Administrator for review and written approval:

235
236 (a) A specified time period for which the temporary use will be permitted. Time
237 specified should be minimal with total time on site not to exceed one year;

238
239 (b) The name, address, and phone number of the individual responsible for the
240 removal of the temporary structure;

241
242 (c) The time frame prior to the event at which a structure will be removed (i. e.
243 minimum of 72 hours before landfall of a hurricane or immediately upon flood warning
244 notification);

245
246 (d) A copy of the contract or other suitable instrument with a trucking company to
247 insure the availability of removal equipment when needed; and

248
249 (e) Designation, accompanied by documentation of a location outside the Special
250 Flood Hazard Area, to which the temporary structure will be moved.

251
252 (8) *Accessory structures.* When accessory structures (sheds, detached garages, etc.) are
253 to be placed within a Special Flood Hazard Area, the following criteria shall be met:

254
255 (a) Accessory structures shall not be used for human habitation (including work,
256 sleeping, living, cooking or restroom areas);

257
258 (b) Accessory structures shall be designed to have low flood damage potential;

259
260 (c) Accessory structures shall be constructed and placed on the building site so as
261 to offer the minimum resistance to the flow of floodwaters;

262
263 (d) Accessory structures shall be firmly anchored in accordance with this
264 subchapter or by bolting the building to a concrete slab or by over the top ties. When bolting to a
265 concrete slab, one-half inch bolts six feet on center with a minimum of two per side shall be
266 required. If over the top ties are used a minimum of two ties with a force adequate to secure the
267 building is required; and

268
269 (e) All service facilities such as electrical and heating equipment shall be installed
270 in accordance with § 151.384(A)(4); and

271
272 (f) Openings to relieve hydrostatic pressure during a flood shall be provided
273 below regulatory flood protection elevation in conformance with § 151.384(B)(4)(a).

274
275 (g) An accessory structure with a footprint less than ~~150~~ 1000 square feet that
276 satisfies the criteria outlined above. Structures less than 150 square feet that satisfy the criteria
277 above does not require an elevation or floodproofing certificate. Elevation or floodproofing

278 certifications are required for all other accessory structures in accordance with §151.383(B)(3).

279

280

281 Adopted by the Board of Commissioners for the County of Camden this of , 2015.

282

283

284

285

County of Camden

286

287

288

P. Michael McLain, Chairman

289

Board of Commissioners

290 ATTEST:

291

292

293

Angie Wooten

294

Acting Clerk to the Board

295

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 5.A

New Business

Meeting Date: July 1, 2015
Attachments: 1 (5 Pages)
Submitted By: Michael Renshaw, County Manager

ITEM TITLE: Pasquotank River Yacht Club Lease Agreement Extension

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

SUMMARY:

Representatives of the Pasquotank River Yacht Club (Club) have contacted the County Manager's Office to inquire about the possibility of extending the current lease agreement which was executed in 2013 (see attached).

The Club has recently made renovations and improvements on the Causeway site including improvements to the septic system and a substantial cost to the Club. The Club has developed a strategic plan which will provide a framework for additional Club-funded improvements to the site in the coming years.

Mr. Kevin Smith, Club treasurer, will be discussing this strategic plan to include details about future site improvements. Mr. Smith has also been authorized by the Club's board of directors to request an extension of the existing lease agreement between the County and Club.

The terms of the existing lease call for an initial lease of five (5) years with an option to extend an additional five (5) year period upon notification/request from the Club/Lessee.

RECOMMENDATION:

The County Manager recommends that the Board of Commissioners approve an extension of the existing lease agreement between the County and the Pasquotank River Yacht Club.

Pasquotank River Yacht Club, Inc. Lease Agreement

NORTH CAROLINA
CAMDEN COUNTY

The Lease Agreement is entered into on this the 20 day of August, 2013, by and between Camden County, a body politic and political subdivision of the State of North Carolina, hereinafter referred to as "Lessor" or "County," and the Pasquotank River Yacht Club, Inc., a North Carolina non-profit corporation, with its principal offices being located in Elizabeth City, North Carolina, hereinafter referred to as "Lessee" or "Club."

RECITALS

1. Since at least 1977, Lessee has leased from County a tract of real estate, situate in Courthouse Township on the Pasquotank River, adjacent to the Causeway which tract of property is more particularly described hereinafter.
2. In the course of this leasehold arrangement, Lessee has made significant improvements to the property, and by virtue of subleasing space to vessel owners has added to the tax base of Lessor.
3. All pre-existing written lease arrangements have expired although Lessee has continued to occupy the premises, with the permission of Lessor, and paid rent under the terms of a lease under date of July 16, 1990.
4. Both parties desire to continue the lease arrangement, as in their best interest, and to memorialize the same in this written agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants hereinafter expressed, it is agreed between the parties as follows:

SECTION ONE
TERM

Lessor does lease to Lessee for a term of five (5) years from date that certain tract of real property, including riparian access, located in Courthouse Township, and more particularly described as follows:

That certain tract of land containing .77 acres, more or less, and known as Lot 15, of the Division of the C.H. Robinson - Camden County land made amongst the grandchildren of C.H. Robinson under and by virtue of his Will, which was admitted to probate in Pasquotank County, North Carolina, on December 4, 1930, and lying on the northerly side of and abutting the state highway leading from Elizabeth City to Camden County (U.S. 158) and bounding on the north and west by the Pasquotank River; bounded on the east lands of now or formerly belonging to Elizabeth H. Strubing; bounded on the south by the aforesaid highway; and also bounded on the west by Lot No. 14 of said division, and being particularly described according to a survey made thereof by J.E. McGowan, under date of May 1956, a copy of which survey entitled "Map showing O.S. right - part Lot No. 15, C.H. Robinson Land of Camp Mfg. Co., Inc., Camden County - North Carolina," which is attached to the deed from Union Camp Corporation, to the Board of Camden County Commissioners, recorded in the Public Registry of Camden County.

The above described land is the same as that tract of land conveyed to Union Bag - Camp Paper Corporation, a predecessor to Union Camp Corporation, by deed dated June 27, 1956, recorded in the Public Registry of Camden County, in Deed Book 36, at Page 250.

SECTION TWO
RENT

For the exclusive use and occupancy of the above described premises, Lessee shall pay to Lessor an annual lease payment on or before May 1st of 2014 and each subsequent calendar year thereafter the sum of \$3,600, until the expiration of this lease and any amendments thereto.

SECTION THREE
QUIET ENJOYMENT

Lessee, upon payment of the rental obligation, and subject to all other terms and covenants of this lease, on Lessee's part to be kept, shall quietly have and enjoy the leased premises during the term of this lease without hinderance or interference by any person. Lessee, for its self, successors and assigns, agrees that Lessee shall have continuance, peaceful, uninterrupted and exclusive possession and quiet enjoyment of the entire premises during the term of this lease.

At present, the property is properly zoned for the use being made of the same by Lessee and Lessor has no immediate or foreseeable plans to rezone the property in such

manner as to impair or destroy the current use. However, in the event the property is rezoned, Lessee shall have the benefit of the Camden County ordinances, and the law of North Carolina, relating to non-conforming uses, which will, if complied with, allow use to the same extent as is now enjoyed.

To this end, Lessor shall have no control or influence over the corporate structure of Lessee.

SECTION FOUR
SUBLETTING OR ASSIGNMENT

Lessee shall not sublet or assign any rights in and to this lease without the specific written permission of Lessor. Provided, however, Lessee may sublet vessel berths with any income being derived therefrom remaining its sole and exclusive property. Such rentals shall not be deemed a violation of this lease, provided Lessee shall remain responsible to Lessor for any violation of law or damaged caused by such boat berthing arrangements.

SECTION FIVE
TERMINATION PRIOR TO EXPIRATION OF TERM

Lessor, may at its sole election, terminate this lease in its entirety and have no further responsibility to Lessee should the Lessee's corporate charter be suspended or dissolved, Lessee petitions for bankruptcy, execution on a judgment is made against Lessee, or a receiver is appointed. Likewise, the lease may be terminated in its entirety for any material violation of the terms of this lease, which shall include, but not be limited to, failure to timely pay rent.

Lessor shall give Lessee written notice of any material violation and Lessee shall have ten (10) days from the date of said notification to cure the violation complained of. Thereafter, if the violation has not been remedied, the lease shall cease.

SECTION SIX
INSURANCE AND INDEMNIFICATION

Lessee shall maintain insurance, both hazard and liability, on the leased premises in such fashion as to make Lessor a co-insured. Upon request, Lessee shall properly furnish to Lessor proof of the same. The amounts of coverage shall be subject to approval by Lessor. Failure to maintain insurance is a material and substantial breach of this agreement.

Regardless of the insurance requirements, Lessee does hereby agree to indemnify and hold harmless Lessor from any and all claims, demands, and judgments, arising from its leasehold, including reasonable attorney's fees in defense.

SECTION SEVEN
CONDEMNATION

In the event of condemnation, all proceeds paid by the condemning body shall be paid to the Lessor unless the condemnation results in the destruction or rendering useless of any improvements made to the property by Lessee. In such event, the proceeds shall be prorated between Lessee and Lessor in such manner as to fairly compensate Lessee for its loss. In the event of condemnation, which in Lessee's discretion impairs its use, Lessee may immediately terminate this lease without further obligation.

SECTION EIGHT
OPTION TO RENEW

Lessee is granted with this lease the option to renew for an additional term of five (5) years provided written notice is given to Lessor not less than ninety (90) days prior to the expiration of this lease. A renewal shall be on the same terms and conditions set forth herein, except that the annual lease payment shall be renegotiated between Lessee and Lessor following submission of a request to renew by Lessee. Additionally, an option to renew shall be void if at the time Lessee seeks to renew there is any existing breach of any of the terms of the existing lease.

SECTION NINE
MAINTENANCE AND IMPROVEMENTS

All maintenance of the leased premises is the sole and exclusive responsibility, at its expense, of Lessee. This includes but is not limited to parking, access, driveways, buildings, piers, boat slips, steps, decks, pilings, and the like. At the termination of this lease, for any reason, or at its normal expiration, all permanent improvements shall be the sole and exclusive property of the county.

SECTION TEN
LAWFUL COMPLIANCE

Lessee shall at all times occupy and use the subject premises in strict compliance with all local, state and federal laws, ordinances and regulations. This includes environmental laws and regulations. In the event any lawful authority imposes a fine, penalty, or sanction, it shall be the sole and exclusive responsibility of Lessee to promptly pay the same and to undertake such remedies as are necessary to come in full

compliance. Failure to abide this provision is a material and substantial breach of this agreement.

In the event Lessor is also cited, as the result of Lessee's activities or inactivity in this regard, Lessee shall be solely responsible for defense of Lessor and the payment any fines, fees, or sanctions imposed.

SECTION ELEVEN
SIGNATURES

Camden County, by and through its duly elected Board of Commissioners has approved this lease and open session and authorized its execution by the County Manager, Michael R. Renshaw. The Pasquotank River Yacht Club, Inc., has likewise approved this lease by action of its Board of Directors and has authorized its execution by Timothy Askew, its President.



CAMDEN COUNTY

BY: Michael Renshaw (SEAL)
MICHAEL R. RENSHAW
COUNTY MANAGER

PASQUOTANK RIVER YACHT CLUB, INC.

BY: Timothy L. Askew (SEAL)
PRESIDENT
Commodore

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 5.B

New Business

Meeting Date: July 6, 2015
Attachments: 7
Submitted By: Lisa S. Anderson
 Tax Administrator

ITEM TITLE: May Monthly Tax Report

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

SUMMARY:

May Monthly Reports

RECOMMENDATION:

Review & 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>
2014	244,083.73	10,280.19
2013	87,225.34	8,627.83
2012	33,421.59	10,980.32
2011	18,073.00	8,086.79
2010	17,942.85	6,405.84
2009	7,304.80	6,069.27
2008	6,133.35	6,354.62
2007	6,133.10	9,813.87
2006	2,119.03	14,493.82
2005	1,690.71	26,510.12

TOTAL REAL PROPERTY TAX UNCOLLECTED	424,127.50
TOTAL PERSONAL PROPERTY UNCOLLECTED	107,622.67
TEN YEAR PERCENTAGE COLLECTION RATE	99.21%
COLLECTION FOR 2015 vs. 2014	40,015.16 vs. 22,967.35

LAST 3 YEARS PERCENTAGE COLLECTION RATE

2014	96.25%
2013	98.63%
2012	99.38%

THIRTY LARGEST UNPAID ACCOUNTS

SEE ATTACHMENT "A"

THIRTY OLDEST UNPAID ACCOUNTS

SEE ATTACHMENT "B"

EFFORTS AT COLLECTION IN THE LAST 30 DAYS

ENDING May 2015
BY TAX ADMINISTRATOR

- 62 NUMBER DELINQUENCY NOTICES SENT
- 23 FOLLOWUP REQUESTS FOR PAYMENT SENT
- 12 NUMBER OF WAGE GARNISHMENTS ISSUED
- 4 NUMBER OF BANK GARNISHMENTS ISSUED
- 5 NUMBER OF PERSONAL PHONE CALLS MADE BY TAX ADMINISTRATOR
TO DELINQUENT TAXPAYER
- 0 NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)
- 7 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

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	03-8971-00-12-0477.0000	18,253.49	1	GILBERT WAYNE OVERTON & CAMDEN SQUARE ASSOCIATES	SHILOH	187 THOMAS POINT RD
R	01-7080-00-17-0129.0000	17,465.12	1	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	02-8923-00-19-3774.0000	9,070.52	1	HALSTEAD VENTURE PARTNERS, LLC	SOUTH MILLS	431 158 US W
R	02-8944-00-31-2148.0000	7,239.15	1	CARL HARRINGTON	CAMDEN	150 SAND HILLS RD
R	03-8899-00-45-2682.0000	7,095.06	1	SEAMARK INC.	SHILOH	HOLLY RD
R	01-7998-01-08-8621.0000	6,199.91	2	WILLIE L. TURNER ETAL	SOUTH MILLS	1289 343 HWY N
R	03-8961-00-58-4506.0000	5,953.06	1	WARREN DEAN RIGGS	SHILOH	110 DRIFTWOOD DR
R	03-8972-00-51-8423.0000	5,904.26	1	BRITTON OVERTON	SHILOH	103 WESLEY RD
R	02-8945-00-54-1099.0000	5,705.20	1	GERTIE LEE & JONOLA T ROUNTREE	CAMDEN	263 BELCROSS RD
R	03-8943-04-74-3506.0000	5,428.11	1	ELLIOTT & DONNA JACOBS	SHILOH	117 SUNSET AVE
R	03-8953-04-81-9832.0000	5,259.29	3	MAIDIA S. CECIL HEIRS	SHILOH	113 TROTMAN RD
R	01-8000-00-36-9596.0000	5,065.42	1	EULA B. JOYNER	SOUTH MILLS	TROTTERS WAY
R	02-8945-00-41-2060.0000	4,405.88	1	LASELLE ETHERIDGE SR.	CAMDEN	168 BUSHELL RD
R	03-8990-00-08-7291.0000	4,066.47	1	JAMES E RHODES	SHILOH	111 CATALAN DR
R	03-8943-04-83-8536.0000	3,973.23	1	JONES FAMILY CHILDRENS TRUST	SHILOH	125 CAMDEN AVE
R	03-8889-00-48-0580.0000	3,863.73	1	HECTOR C. PALALAY & MILAGROS O	SHILOH	113 SAILBOAT RD
R	03-8952-01-49-1090.0000	3,621.40	1	DRACHMA, INC & SIMSON BAAL, LLC	SHILOH	343 HWY S
R	02-8936-00-21-4428.0000	3,559.30	2	CAROLYN MCDANIEL	CAMDEN	SCOTLAND RD
R	01-7080-00-62-1977.0000	3,495.60	8	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	03-8965-00-44-7928.0000	3,198.72	1	WHALON & KATHLEEN MCCULLEN	SHILOH	404 SANDY HOOK RD
R	01-7998-01-08-6797.0000	3,131.98	4	EDWARD E. HARRIS JR.	SOUTH MILLS	1295 343 HWY N
R	03-8971-00-23-2253.0000	3,016.38	1	ABODE OF CAMDEN, INC.	SHILOH	187 C THOMAS POINT RD
R	03-8964-00-40-9957.0000	3,000.55	1	LASALLE SEARS HEIRS	SHILOH	291 BARTLETT RD
R	02-8935-04-63-0820.0000	2,999.75	1	BELCROSS PROPERTIES, LLC	CAMDEN	197 158 US E
R	01-7989-04-60-3728.0000	2,942.77	1	TONYA R. & SHIRLEY GRIFFIN	SOUTH MILLS	208 CANAL DR
R	03-8962-00-56-7217.0000	2,914.53	1	TONYAS HUGHES HARRIS	SHILOH	253 WICKHAM RD
R	02-8935-02-66-7093.0000	2,910.57	1	B. F. ETHERIDGE HEIRS	CAMDEN	158 US E
R	01-7989-04-90-6715.0000	2,900.35	4	ANDREW FEREBEE HEIRS	SOUTH MILLS	1334 343 HWY N
R	03-8952-02-59-1490.0000	2,885.65	1	CPM DEVELOPMENT, LLC	SHILOH	104 APPLEWOOD CT

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
R	03-8899-00-45-2682.0000	10	7,095.06	SEAMARK INC.	SHILOH	HOLLY RD
R	01-7998-01-08-8621.0000	10	6,199.91	WILLIE L. TURNER ETAL	SOUTH MILLS	1289 343 NC N
R	03-8943-04-93-8214.0000	10	2,287.69	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	01-7999-00-32-3510.0000	10	1,928.53	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	03-8952-00-95-8737.0000	10	1,908.86	AUDREY TILLET	SHILOH	171 NECK RD
R	01-7090-00-60-5052.0000	10	962.62	JOE GRIFFIN HEIRS	SOUTH MILLS	117 GRIFFIN RD
R	02-8955-00-13-7846.0000	10	633.65	MARIE MERCER	CAMDEN	IVY NECK RD
R	02-8936-00-24-7426.0000	10	633.65	BERNICE PUGH	CAMDEN	113 BOURBON ST
R	03-9809-00-45-1097.0000	10	260.40	MICHAEL OBER	SHILOH	CENTERPOINT RD
R	01-7090-00-95-5262.0000	10	255.08	JOHN F. SAWYER HEIRS	SOUTH MILL	OLD SWAMP RD
R	03-8980-00-61-1968.0000	10	218.26	WILLIAMSBURG VACATION	SHILOH	CAMDEN POINT RD
R	03-9809-00-17-2462.0000	10	141.61	TODD ALLEN RIGGS	SHILOH	LITTLE CREEK RD
R	02-8945-00-41-2060.0000	9	4,405.88	LASELLE ETHERIDGE SR.	SHILOH	168 BUSHELL RD
R	01-7999-00-12-8596.0000	9	1,623.08	MOSES MITCHELL HEIRS	CAMDEN	165 BUNKER HILL RD
R	01-7989-04-60-1954.0000	9	1,129.11	CHRISTINE RIDDICK	SOUTH MILLS	105 BLOODFIELD RD
R	03-8899-00-37-0046.0000	9	162.23	ELIZABETH LONG	SHILOH	HIBISCUS
R	01-7989-00-01-1714.0000	9	9,660.86	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	01-7080-00-62-1977.0000	8	3,495.60	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	02-8934-04-71-8470.0000	8	2,700.25	JAMES MILTON JONES ETAL	CAMDEN	267 COUNTRY CLUB RD
R	01-7988-00-91-0179.0001	8	1,918.10	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
R	02-8935-01-19-4055.0000	8	1,219.71	ANDERSON CARTWRIGHT SR.	CAMDEN	
R	01-7988-00-14-1370.0000	8	847.10	ISAAC COSTON	SOUTH MILLS	271 SLEEPY HOLLOW RD
R	02-8935-03-40-3652.1000	8	782.56	HOWARD DAVENPORT	CAMDEN	NORTH SIDE RD
R	03-8962-00-50-0273.0000	8	764.31	DAISEY WILLIAMS BURNHAM	SHILOH	117 GUMBERRY RD
R	01-7998-00-57-2800.1000	8	427.45	TINA RENEE LEARY	SOUTH MILLS	RAYMONS CREEK RD
R	01-7989-04-60-1568.0000	7	965.01	EMMA BRITE HEIRS	SOUTH MILLS	111 LINTON RD
R	03-8971-00-12-0477.0000	6	18,253.49	GILBERT WAYNE OVERTON &	SHILOH	116 BLOODFIELD RD
R	02-8945-00-54-1099.0000	6	5,705.20	GERTIE LEE & JONOLA T ROUNTREE	CAMDEN	187 THOMAS POINT RD
R	03-8953-04-81-9832.0000	6	5,259.29	MAIDIA S. CECIL HEIRS	SHILOH	263 BELCROSS RD
R	03-8990-00-08-7291.0000	6	4,066.47	JAMES E RHODES	SHILOH	113 TROTMAN RD
						111 CATALAN DR

Delinquencies Top-30 Oldest

Roll	Parcel Number	Unpaid Amount	YrsDltg	Taxpayer Name	City	Property Address
P	0000640	2,525.31	1	AMERICAN TOWER CORP	CAMDEN	158 HWY
P	0001709	1,531.32	6	JOHN MATTHEW CARTE	CAMDEN	
P	0002482	1,349.80	1	MASTEC NORTH AMERICA	CAMDEN	
P	0001046	1,110.60	10	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0000738	1,092.13	4	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001538	798.61	7	JEFFREY EDWIN DAVIS	HERTFORD	MIC MAC TRAIL
P	0002342	789.69	1	ASSOCIATED TAX APPRAISERS		
P	0001072	778.93	10	PAM BUNDY	SHILOH	105 AARON DR
P	0001883	655.29	4	DUNG LE TRAN	SHILOH	255 SAILBOAT ROAD
P	0001739	655.07	4	COAST TO COAST POWDER COATING	CAMDEN	330 158 HWY E
P	0001827	652.02	1	KAREN BUNDY	CAMDEN	431 158 US W
P	0001695	547.68	3	GARY STEWART ELKINS	CAMDEN	150 158 HWY W
P	0000659	479.52	1	RICKY'S WELDING INC.	SHILOH	864 SANDY HOOK RD
P	0000352	443.65	9	ROBERT F. NERNEY	ELIZABETH CITY	107 SMALL DRIVE
P	0001230	411.11	3	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001116	409.86	4	AL JORDAN	CAMDEN	390 158 HWY W
P	0000846	405.20	4	TOAN TRINH	SHILOH	229 SAILBOAT RD
P	0001905	340.08	3	AAR CORPORATION ETAL	SOUTH MILLS	211 FLYING TIGER RD
P	0000248	326.53	10	ROBERT H. OWENS	CAMDEN	363 # 15
P	0001227	322.05	9	THUAN NGOC TRAN	SHILOH	257 SAILBOAT RD
P	0000956	314.49	10	HUNG PHI LE	SHILOH	103 EDGEWATER DR
P	0000010	278.61	8	SPRINT NEXTEL CORPORATION	OVERLAND PARK	
P	0000295	273.70	2	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0000256	270.00	8	JAMES E. NASH	SOUTH MILLS	1097 343 HWY N
P	0001703	270.00	1	VAN ZANDER	MOYOCK	812 TULLS CREEK RD
P	0001672	268.26	5	DAVE SILVA	CAMDEN	390 158 HWY
P	0001693	261.90	6	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0002194	251.03	1	MORGAN ROBERSON	SHILOH	849 SANDY HOOK RD S
P	0001250	247.91	5	MICHELE LEE TAYLOR	SOUTH MILLS	108 BINGHAM RD
P	0001010	243.13	2	RAYBURN BURGESS	SHILOH	116 EDGEWATER DR

Roll	Parcel Number	YrsDltg	Unpaid Amount	Taxpayer Name	City	Property Address
P	0001046	10	1,110.60	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0000738	10	1,092.13	LESLIE ETHERIDGE JR	CAMDEN	
P	0001072	10	778.93	PAM BUNDY	SHILOH	105 AARON DR
P	0000248	10	326.53	ROBERT H. OWENS	CAMDEN	363 # 15
P	0000956	10	314.49	HUNG PHI LE	SHILOH	103 EDGEWATER DR
P	0001220	10	219.05	KIMBERLY DIANE JOHNSON	SOUTH MILLS	172 KEETER BARN RD
P	0000837	10	139.42	DUC MINH LE	CAMDEN	
P	0000316	10	122.12	JAMES P. JONES	ELIZABETH CITY	142 SANDHILLS RD
P	0000352	9	443.65	ROBERT F. NERNEY	SHILOH	107 SMALL DRIVE
P	0001227	9	322.05	THUAN NGOC TRAN	SHILOH	257 SAILBOAT RD
P	0001106	9	239.24	JAMI ELIZABETH VANHORN	SOUTH MILLS	617 MAIN ST
P	0000010	8	278.61	SPRINT NEXTEL CORPORATION	OVERLAND PARK	
P	0000256	8	270.00	JAMES E. NASH	SOUTH MILLS	
P	0001538	7	798.61	JEFFREY EDWIN DAVIS	HERTFORD	1097 343 HWY N
P	0001545	7	160.66	LOUIS RUGGERI	ELIZABETH CITY	MIC MAC TRAIL
P	0001540	7	120.95	DAVID LUKE	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0001709	6	1,531.32	JOHN MATTHEW CARTE	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0001672	6	268.26	DAVE SILVA	CAMDEN	158 HWY
P	0001693	6	261.90	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0001673	6	177.05	THOMAS PHILLIP WINSLOW	CAMDEN	158 HWY W
P	0001827	5	652.02	KAREN BUNDY	CAMDEN	431 158 US W
P	0001250	5	247.91	MICHELE LEE TAYLOR	SOUTH MILLS	108 BINGHAM RD
P	0001910	5	155.91	JEFFREY GEGAN	CAMDEN	379 COUNTRY CLUB RD
P	0001883	4	655.29	DUNG LE TRAN	SHILOH	255 SAILBOAT ROAD
P	0001739	4	655.07	COAST TO COAST POWDER COATING	CAMDEN	330 158 HWY E
P	0001116	4	409.86	AL JORDAN	CAMDEN	390 158 HWY W
P	0001905	4	340.08	AAR CORPORATION ETAL	SOUTH MILLS	211 FLYING TIGER RD
P	0000421	4	227.73	CLARENCE MUNDEN	CAMDEN	120 LAUREN LANE
P	0002081	4	217.24	ROBERT VERNON BRAY	CAMDEN	105 EDGEWATER DR
P	0000891	4	165.68	LAC VAN TU	SHILOH	

Delinquencies Top-30 Oldest

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 5.C

New Business

Meeting Date: July 6, 2015
Attachments: 1 (9 Pages)
Submitted By: Tim White, Parks & Recreation Director

ITEM TITLE: Amendment to Camden County Parks & Recreation and Camden County Schools Facilities Use Memorandum of Understanding

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

SUMMARY:

Due to recent youth recreation programming changes and changes in Category II permit use listings of recognized sports organizations, it has become necessary to amend the existing Memorandum of Understanding between Camden County Parks & Recreation and Camden County Schools.

On June 24 the County Manager submitted a request to Camden County Schools Superintendent Hawkins for review of the proposed changes and requested that he place the proposed MOU amendments on the next Board of Education meeting agenda for their consideration and adoption.

RECOMMENDATION:

The Parks & Recreation Department and the County Manager recommends that the Board of Commissioners adopt the proposed text language changes as presented.

Camden County Parks & Recreation and Camden County Schools

Memorandum of Understanding

I. Purpose

This document embodies the policies and procedures which govern facility use and users in order to insure optimal maintenance of athletic fields and other recreational facilities, owned by Camden County and by the Camden County Board of Education (BOE) and to assure fair and efficient access to those facilities.

The primary use of county recreation areas and facilities is for public recreation activities. The primary uses of school recreational facilities are (a) during school hours for school use exclusively (generally 8:30 a.m. to 5:35 p.m. on days school is in session and (b) during non-school hours, and on non-school days, for school and community use.

Factors to be considered in determining permission for use, as well as permission for type of use, are: current capital improvements or rehabilitation, regular maintenance, facility condition, extent of wear and tear to be caused by use, coordination of uses, efficient scheduling, location of facility, and availability of services at a facility.

All parties must comply with Federal and State anti-discrimination laws. All facility users shall comply with all applicable federal, state and local laws; such user shall pay all the costs, expenses, fines, penalties, and damages which may be imposed upon the owner of the property by reason of, or arising out of, the user's failure to fully and promptly comply with all legal requirements and observe all the provisions of this policy.

II. List of Facilities Governed

The outdoor athletic fields and outdoor and indoor facilities within Camden County are legally controlled as follows:

A. Board of Education Athletic Fields and Recreational Facilities

<u>School</u>	<u>Field/Facility</u>
Grandy Primary/Intermediate	Gymnasium
Camden County Middle School	Baseball Field Basketball Courts (outdoor) Football/Soccer Field Gymnasium Softball Field
Camden County High School	Baseball Field Football Field Gymnasium Softball Field (Central Office Complex)

B. Camden County Recreation Areas

<u>Locations</u>	<u>Field/Facility</u>
Camden Community Park	Baseball/Softball Field 1 Baseball/Softball Field 2 Baseball/Softball Field 3 Baseball/Softball Field 4 Baseball/Softball Field 5 Baseball/Softball Field 6 Baseball/Softball Field 7 Basketball Court (outdoor) Football/Soccer (existing) Football/Soccer (expansion) Pavilion Open Space Tennis Court Track and Field Walking Trail
Great Dismal Swamp	Walking/Biking Trail

III. Priority of Use by Category

Permits for field/facility use are issued by category in which the organization or event is placed. Category I user/event has priority over Category II and lower user/event. Within a category; Subcategory A has a priority over B, B over C, etc. If there is a dispute within a category, the facility representative will decide priority.

Category I Permit UseBOE Public School Activities for grades Pre-K – 12

These activities include physical education and academic activities, Camden County Schools' extra-curricular and co-curricular programs as well as school parent/teacher athletic organization.

Category II Permit Use**A. Parks and Recreation Directly Sponsored Activities**

These activities include programs run by the Recreation Department, such as day camps, after school programs, program offerings and special events.

B. Recognized sports organizations comprised of 100% Camden County Participants**C. Recognized sports organization comprised of highest number of Camden County Participants****D. Recognized Sports Organizations**

The following volunteer sports organizations are recognized by Camden County Parks and Recreation Department, according to the rules noted below:

~~Camden Babe Ruth Youth League~~ Baseball, Softball, and Soccer
~~Camden Bears Youth Football and Cheerleading~~
Coastal Carolina Shiloh Sharks American Youth Football League, Inc.

- E. A written roster, copy of the registration forms and proof of insurance (Section IV (A) below) must be submitted annually at the time of application to the issuing entity. No permits will be issued unless this criterion is met.

Category III Permits

- A. Camden County Service Agencies/Community Partners
 These groups include Camden 4-H, Boy Scouts and Girl Scouts. ~~Northeastern Community Development Corporation (NCDCC) and Albemarle Hospital.~~
- B. Other volunteer sports organizations requesting use of field space and/or facilities. Such volunteer sports organizations must also provide to the Camden County Parks and Recreation Department (and Camden County Public Schools when requesting use of School fields and/or facilities) written rosters, copies of registration forms, and proof of insurance as required in Section IV (A).

Category IV Permits

- A. Private Group Field/Facility Requests
 These groups are made up of citizens of Camden County, or businesses based in Camden County, who request the use of facilities on an occasional basis when space is available.
- B. Privately Operated Programs
 Camden County Parks and Recreation Department and BOE facilities will not be made available for organizations, entities, individuals or groups for the purpose of providing recreational services to youth or adults if the event to be operated is on a for-profit basis.

NOTE: All "Category II through IV permits will provide the notice that a program carried on by a "Category I" organization can claim priority in unusual circumstances. The Parks & Recreation Department and BOE reserve the right to request written copies of all team rosters, and registration forms complete with names, addresses, places of employment and insurance requirements.

IV. Procedure and Criteria for Parks and Recreation Recognized Status

- A. A county organization, whose primary function is to provide recreational activities within the community, may seek to obtain recognized status with the Recreation Department and where applicable Camden County Public Schools by satisfactorily fulfilling the following requirements:
- A demonstrated need for providing the activity is evidenced and capacity/field space exists to meet that need.
 - Activity is provided strictly on a non-profit basis. In support of such, each organization shall provide written documentation in the form of either a Determination Letter issued by the Internal Revenue Service and a copy of its non-profit corporation Articles of Incorporation filed with the Corporations Division of the Secretary of State's Office.
 - All participants must reside in either Camden County or Pasquotank County.
 - All participants, including instructors, coaches, officials and players are covered under a liability and accident insurance plan approved by the Recreation Department and by the Camden County Public Schools Superintendent or his/her designee where Camden County School facilities are requested. The approved insurance plan shall list the County, and Camden County Public Schools where School facilities are used, as additional co-insured and a copy will be maintained on file with the Recreation Department and Camden County Public Schools where applicable. The amounts of such insurance shall not be less than ONE MILLION DOLLARS (\$1,000,000.00) bodily injury each occurrence/aggregate and ONE MILLION DOLLARS (\$1,000,000) property damage each occurrence/aggregate or ONE MILLION DOLLARS (\$1,000,000) bodily injury and property damage combined single limits each occurrence/aggregate. Further, such policy shall provide that any termination, cancellation, or reduction in coverage shall immediately be reported by the insurer to the County.
 - All coaches training, screening and certification programs, which are required by organizations affiliation, are properly enforced.
 - The organization is a member of, or affiliated with a local, state, regional or national organization recognized as such, which provides rules and regulations governing play and organization requirements.
- B. If an organization, other than those listed, seeks recognized status, it must complete the required form and explain its compliance with the above criteria. The organization must be approved by the Recreation Department, Recreation Advisory Board, BOE, and Board of Commissioners (BOC).

V. Allocation of Fields and Facilities

A. Supervision

The Camden County Schools' Athletic Director and the Parks and Recreation Coordinator will collaborate, coordinate and schedule the allocation of the fields and facility for Category 1 – 2 uses.

The primary responsibility of Camden County Schools' Athletic Director will be to oversee the athletic facilities of the schools and coordinate the

allocation of such with their respective principal and the County Parks and Recreation Coordinator. The primary responsibility of the Parks and Recreation Coordinator will be to oversee the County's park facilities and will coordinate with the School System's Athletic Director and principal. All applicable user groups will receive a copy of the Facilities Use Application and fee schedule. A copy will be posted on the Parks and Recreation Department website and a hard copy will be made available to any resident who requests one from the Parks and Recreation Department and/or at the school the request is being made. It is recognized that each group may further subdivide the time among its entity; conflicts among such teams and groups are not addressed by this policy. For users other than Category 1 and 2, a formal application and permit are required signed by both the County Parks Director and the County's Schools' Athletic Director and Principal.

B. Priority Assignment

Priority of assignment within Category 3/4 permits will be granted equitably to applicants who have submitted all required information and paperwork on dates of assignment. Requests for the same facility at the same time will be scheduled on a first come/first serve basis.

Certain field users maintain an "affiliation" with recognized organizations. Each recognized organization may determine whether it will provide fields from its allotted time to affiliated programs. Affiliated users may not gain a priority over other recognized organizations by virtue of such affiliation.

Any assigned user must notify the Recreation Coordinator and/or Athletic Director of expected non-use of a particular athletic facility, at a particular time. Every effort should be made to do so at least seven (7) calendar days in advance. This non-use does not apply to weather cancellations.

Notes Concerning Scheduling

Scheduling assignments will be made based upon the categories established in section III above.

C. Game Delays

CCHS, CCMS and Camden youth sports activities are often subject to delays due to late arriving opponents and/or officials, or emergencies. In such cases, use may extend beyond the normal time. Likewise, overtime and extra innings can require additional time. Other users take their starting time subject to CCHS, CCMS sports' right to complete their games.

D. Makeup Schedule

Under unusual circumstances, CCHS and CCMS sports, including makeup games, have the right to bump a previously scheduled activity. Every effort should be made to limit such late rescheduling. Other school

system use (for example, elementary school fairs, campouts, intramurals, etc.) are known well in advance and have priority provided at least 30 days notice is given of the event. Parks and Recreation Director and Athletic Director will make every effort to notify affected users as soon as possible of all cancellations.

E. Field Closings Due to Weather

All users of athletic fields are subject to the determination of field playing conditions on a daily basis. The school system Athletic Director will make all decisions concerning CCHS and CCMS athletic events. For all other user groups, determination is made on week-days at 2 pm by the Recreation Coordinator, or his designee, for both Camden County and BOE fields; the Recreation Coordinator will consult with the school system Athletic Director or principal concerning the impact upon CCHS and CCMS athletics and any special consideration to be given. Generally, all users are subject to the same standard for closure. Nevertheless, determination will be made on a field-by-field basis, as well as a user-by-user basis where conditions are such that some fields may be playable while others are not, and some users may do less damage by use than others. At later times and weekends, each organization is required to close its fields if injury may result to participants or if damage to the playing surface, affecting not only its continued use by this user but also use by others in this season and in the following season, will occur. If in doubt, the field will be closed. Users must notify the Recreation Coordinator, or designee, if they have closed the field so other users questioning whether to close their fields can be so advised.

F. Athletic Camps/Clinics

This category will include instructional activities that extend beyond one day and for which a separate fee or tuition is charged. Camps must be open to all youth regardless of skill level. Sports camps will be limited to one week (five days) duration for any given age group or similar category (gender, ability, etc.). Camps may be scheduled at Camden County and BOE facilities. All sports camps are limited to two camps per organization each year. Organizations may only conduct programs within their sport. All camps, no matter on which facility, must be scheduled through the Parks and Recreation Director and comply with facility owners other requirements. This regulation only applies to non-school sponsored activities.

G. Special Events

Every effort should be made to accommodate such events (for example, sports tournaments, parades, fireworks, festivals, Relay for Life, etc.) no matter what priority is assigned. Exceptions to stated policy may be granted for such special events.

VI. Field Modification

Modifications are prohibited unless expressly authorized in writing by the owner. Any substantial proposed changes to fields or parks should be submitted to the school system's Athletic Director, principal and Parks and Recreation Director to consider the impact upon facility use. Those requested changes, along with a recommendation, will then be forwarded to the BOE, and or BOC for consideration.

This would include the development of active recreation areas from property not currently used for this purpose. It would include the installation of fences, structures, scoreboards, permanent stands and permanent lighting.

It would not include the replacement of any current structure (an old backstop with a new one of roughly the same size) or the repair or replacement of existing fencing. These types of items will be the responsibility of the Recreation Coordinator, Athletic Director, or a designee.

The placement location of all movable items (portable stands, port-a-johns, soccer goals, batting cages, blocking sleds, temporary fencing, etc.) will be the responsibility of the Recreation Coordinator, Athletic Director, or a designee. They may delegate seasonal authority to co-sponsored organizations regarding the management of these items.

VII. Facility Use Rules and Regulations

- A. Use of any active recreation area by a group of more than ten (10) participants is authorized by permit only.
- B. Please have a copy of the permit with you at all times while on the field or at the facility.
- C. User groups may not give their permitted time to another group. All changes must be made through the Recreation Coordinator, Athletic Director, or a designee.
- D. Use of alcoholic beverages or controlled substances of any kind, use of profane, loud, threatening, insulting, indecent and abusive language is prohibited.
- E. Any user who abuses the fields/facilities shall have the privilege revoked, pay for any damages and/or fees incurred and may have future requests denied. The fields/facilities will be carefully monitored for proper usage.
- F. The Parks and Recreation Coordinator, Athletic Director, School administrator reserves the right to cancel or restrict the use of fields and facilities by any user group should we determine it is in the best interest of the county, schools, citizens of the county, or our fields and facilities.
- G. Use of amplifiers for music, announcements or otherwise is not permitted to be unreasonably loud. The limit to such volume must be so that it is

barely audible 30 yards from the limits of the playing area. No loudspeaker use is permitted before 8:00 a.m.

- H. Athletic fields/facilities may not be used before 8:00 a.m. or after dusk, except where lights are utilized. Practices and games should be scheduled to end by 10:00 pm with the lights to be turned off as soon as clean up and pick up of participants allow.
- I. Use of portable lighting by any group shall require an on-site meeting at the beginning of every season to determine the placement of the portable lights. Those locations shall be recorded by the Parks and Recreational Coordinator and the user group. It will be the User Groups responsibility to ensure the lights are maintained in the correct locations. Every effort shall be made that the lights used will only light the playing surface and not exceed the field area.
- J. All trash must be placed in proper receptacles. Users are expected to leave the facility in the same condition in which it was found, or better.
- K. Only temporary signs or banners may be posted during events and must be removed at the conclusion of the use of the facility.
- L. No one shall drive a motorized vehicle of any kind onto recreational fields.
- M. Parking is allowed in designated areas only. It is the responsibility of the user group to enforce all parking regulations and to make sure vehicles are parked properly.
- N. No concession privilege will be extended by virtue of facility use. Concession privileges must have the approval of the Parks and Recreation Coordinator and Athletic Director.
- O. There will be no open fires on Camden County and BOE property.
- P. Warm-ups for the next scheduled event must be performed so as not to interfere with existing event and so as not to endanger the welfare of all participants, spectators and facilities.
- Q. All managers, coaches, or persons in charge of a group using the fields will be responsible for the conduct of all participants, spectators and others connected with the activity, including visiting teams and opponents. It is the responsibility of the user group to inform all parents, spectators, and coaches of the field/facility rules.
- R. In the event of problems with the equipment or facilities, the Recreation Coordinator, and or Athletic Director, or designees must be contacted immediately.
- S. No public urination or defecation. Any user group that desires a "port-o-john" at a site must gain approval from the Park and Recreational/Athletic Director for it. They will also be responsible for the site location and screening of the facility if appropriate.

- T. Clothes must be changed in rest rooms and/or locker rooms only.
- U. No first aid or medical supplies are available at fields; they should be provided by the user group. The user must have communication for emergency situations or law enforcement.
- V. No animals except those which are trained to assist the disabled will be allowed on or inside Camden County and BOE property.

VIII. Memorandum Renewal/Amendment

This memorandum of understanding will be renewed annually at the joint meeting between the Camden County Board of Education and Camden County Board of Commissioners. If either party wishes to change this policy they must give written notification to the other party 30 days prior to this date. Amendments to this memorandum require written approval by both parties.

P. Michael McLain, Chair
Camden County Board of Commissioners

Date: _____

Christian Overton, Chair
Camden County Board of Education

Date: _____

Melvin Hawkins
Superintendent of Schools

Date: _____

Michael R. Renshaw
County Manager

Date: _____

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 5.D

New Business

Meeting Date: July 6, 2015

Attachments: 2

Submitted By: Dan Porter, Planning Director

ITEM TITLE: UDO Update Contract

SUMMARY:

Following Board of Commissioners' approval to prepare and distribute Request for Proposals to update the Unified Development Ordinance a selection committee of 2 Commissioners, 2 Planning Board members, the County Manager, Planning Director, and Permit Officer reviewed 3 qualified responses the RFP. The response from Codewright was selected based on their qualifications, experience, knowledge of the area, proposed comprehensive scope of work, and budget. The attached contract and exhibits presents the details of the work and a budget of \$89,000.

RECOMMENDATION:

Motion:

To approve the contract with Codewright to update the Camden Unified Development Ordinance at a cost of \$89,000.

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

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT, effective as of the 7th day of July, 2015, by and between the Camden County, North Carolina (hereinafter referred to as the Client), and CodeWright Planners, LLC, a North Carolina Limited Liability Company doing business at 9 Blue Bottle Lane Durham, NC 27705 (hereinafter referred to as the Contractor).

WHEREAS, the Client desires to have its unified development ordinance (UDO) updated to better implement its 2035 Comprehensive Plan and in recognition of its status as a North Carolina unified government; and

WHEREAS, the Client desires to engage the Contractor to render these professional services in connection with this project; and

WHEREAS, the Contractor desires to undertake the project.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. Scope of Services.

The Contractor agrees to provide professional services to update the Client's current UDO. The services to be performed are described in Exhibit A attached hereto and incorporated herein (Exhibit A is titled "Scope of Services"). The Client agrees to provide supporting services to the Contractor as described in Exhibit A.

2. Time of Performance. The services of the Contractor are to commence on the date of execution of this Agreement by both Client and Contractor, and will be undertaken and completed consistent with the Tasks set out in Exhibit A. The project will be completed over the period from July 7, 2015 through March 30, 2017 (total time = 21 months). The time of performance may be extended beyond the schedule set out in Exhibit A by mutual written agreement of the parties.

3. Method of Payment & Total Project Amount. The Client shall compensate Contractor for its services in accordance with the Compensation Schedule set out in Exhibit B. It is understood and agreed that the total compensation and reimbursement to be paid for the professional services rendered under this Agreement is \$89,000. Contractor may invoice Client on a monthly basis for the percent of work completed on each task, and Client will pay Contractor within 30 days of receipt of the invoice, as long as the work is satisfactorily

completed. By mutual written agreement, the Client and Contractor may reallocate the budget among project tasks if the total budget amount remains unchanged.

4. General Terms and Conditions.

- A. Termination of Agreement. The Client shall have the right to terminate this Agreement, with or without cause, by giving written notice to the Contractor of such termination and specifying the effective date thereof. Notice shall be given at least 30 days before the effective date of such termination. In such event all finished or unfinished documents, data, studies and reports prepared by the Contractor pursuant to this Agreement shall become the Client's property. Contractor shall be entitled to receive compensation in accordance with the Agreement for any satisfactory work completed pursuant to the terms of this Agreement prior to the date of termination.
- B. Changes. The Client may, from time to time, request changes in the scope of services of the Contractor to be performed hereunder. Such changes, including the increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon between the Client and the Contractor, shall be in writing and upon execution shall become part of the Agreement.
- C. Assignability. Any assignment or attempted assignment of this Agreement by Contractor without the prior written consent of the Client shall be void; provided, however, that claims for money due or to become due to the Contractor from the Client under this Agreement may be assigned to a bank, or other financial institution, without such approval. Notice of any such assignment or transfer shall be furnished to the Client.
- D. Audit. The Client or any of its duly authorized representatives shall have access to any books, documents, papers, and records of Contractor which are pertinent to Contractor's performance under this Agreement, for the purposes of making an audit, examination, or excerpts. The Contractor shall maintain records for three (3) years after the Agreement ends.
- E. Ownership of Documents. Drawings, specifications, guidelines and other documents prepared by Contractor in connection with this

Agreement shall be property of the Client. However, Contractor shall have the right to utilize such documents in the course of its marketing, professional presentations, and for other business purposes.

- F. Use of Work. Contractor assigns to Client the right to: 1) reproduce the work prepared under this Agreement; 2) distribute copies to the public; and 3) display the work publicly. Contractor shall have the right to use materials produced in the course of this contract for marketing purposes and professional presentations, articles, speeches and other business purposes.
- G. Governing Law. This Agreement has been executed by the parties hereto on the day and year first above written and shall be governed by the laws of the State of North Carolina. Contractor shall also comply with all applicable state and federal laws and regulations and resolutions of Client, and shall commit no trespass on any public or private property in the performance of any of the work embraced by this Agreement.
- H. Notices. Any notice concerning the terms and conditions of this Agreement from Contractor to the Client shall be in writing and delivered, either personally or by mail (postage prepaid), by telegram or facsimile transmission and shall be addressed as follows:

Dan Porter, Director
Camden County Planning and Community Development
Department
P.O. Box 190
Camden, NC 27921
Facsimile number: 252 333 1603
Email: dporter@camdencountync.gov

Notices to Contractor from Client shall be in writing and delivered, either personally or by mail (postage prepaid), by telegram or facsimile transmission and shall be addressed to:

Chad Meadows, Principal
CodeWright
9 Blue Bottle Lane
Durham, North Carolina 27705

Facsimile number: 888.255.7920
Email: chad@codewright.info

Notices shall be deemed effective upon delivery in the event of personal delivery, and after three (3) days when mailed, postage prepaid; if transmitted by facsimile or telegram, upon verified receipt of the electronic transmission. Either party may change its address in reference to notices by written notification to the other party.

5. **Indemnification.** The Contractor agrees to protect, defend, indemnify and hold the Client and its officers, employees, and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind and character in connection with or arising directly or indirectly out of this Agreement and/or the performance hereof and caused by the negligence of the Contractor or subcontractors.
6. **Independent Contractor.** Contractor is an independent contractor. Notwithstanding any provision appearing in this Agreement, all personnel assigned by Contractor to perform work under the terms of the Agreement shall be and remain at all times, employees of the Contractor for all purposes. The Contractor, its agents and employees, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees of Client.
7. **Certificate of Insurance.** Contractor agrees to procure all of the insurance specified below and shall submit a Certificate of Insurance, from an insurer duly authorized to do business in North Carolina, naming Camden County, North Carolina, as an additional insured:
 - A. **Workers' compensation insurance.** Workers' Compensation insurance for all employees who are engaged in the work under the Agreement.
 - B. **Motor vehicle liability insurance.** Contractor shall take out and maintain during the life of this Agreement, such motor vehicle liability insurance as shall protect Contractor while performing work covered by this Agreement from claims for damages which may arise from operations by Contractor or by any other persons directly or indirectly

employed by Contractor and the amounts of such insurance shall be as follows:

1. Motor vehicle liability insurance. On all motor vehicles owned, leased or otherwise used by Contractor in an amount not less than \$1,000,000.00 (combined single limit) for bodily injury including death and property damage combined.
- C. Professional liability insurance. Contractor shall procure and maintain professional liability insurance in the amount of not less than \$1,000,000.00.
- D. Insurance Company. The insurance company(ies) used by Contractor must be licensed to do business in the State of North Carolina.

8. Inquiries Regarding Payment. All inquiries regarding payment of invoices are to be directed to:

Dan Porter, Director
Camden County Planning and Community Development
Department
P.O. Box 190
Camden, NC 27921
Facsimile number: 252 333 1603
Email: dporter@camdencountync.gov

9. Anti-discrimination Clause. Client does not discriminate against any person because of race, color, religion, national origin, or handicap in employment or service provided.

10. Extent of Agreement. This Agreement represents the entire and integrated agreement between the Client and the Contractor and supersedes all prior negotiations, representations or agreement, either written or oral. This Agreement may be amended only by written agreement signed by both the Client and the Contractor.

11. Mediation. All claims, disputes, and other matters in question between the parties to this Agreement arising out of or relating to this Agreement concerning a breach thereof, may be submitted to non-binding mediation upon agreement of the parties. The cost of said mediation shall be split equally between the

parties. Mediation conducted under this Agreement shall occur in Raleigh, North Carolina.

12. E-Verification of Employees. The Contractor represents and warrants that it has ensured and will ensure for itself and each subcontractor that it uses to perform obligations under this Agreement, that the Contractor employs fewer than 25 employees who are employed for 9 months or more during a 12-consecutive-month period, and that the Contractor has used the E-Verify program, as defined in NCGS §64-25(5), to verify the work authorization of each employee.

13. Severability. In the event that any provision of this Agreement shall be held to be invalid or unenforceable, the remaining provisions of this Agreement shall remain valid and binding upon the parties hereto.

CODEWRIGHT PLANNERS, LLC

CAMDEN COUNTY

BY: _____
Chad Meadows

BY: _____
Michael Renshaw

Title: Principal

Title: County Manager

Date: _____

Date: _____

ATTEST:

BY: _____

Printed Name: Angela Wooten

Title: Clerk to the Board

(SEAL):

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

County Attorney

PRE-AUDIT CERTIFICATION:

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

Finance Director

EXHIBIT A:

SCOPE OF SERVICES

This scope of services includes the following seven tasks:

TASK 1: PROJECT INITIATION

The main purpose for the project initiation task is to establish a common background and understanding of the project and the current conditions in the County. Task 1 includes the following four subtasks:

1.A Background Review

After execution of the contract (estimated to be July 7, 2015) and delivery of the following documents to the project Basecamp site by County staff, the consulting team will review the background documents. At a minimum, the documents are anticipated to include:

- The County Code of Ordinances;
- The CAMA Land Use Plan;
- The 2035 Comprehensive Plan;
- The current UDO;
- The Official Zoning Map; and
- Other documents as identified by County staff.

1.B Initial Trip

Following completion of the background review, two or three members of the consulting team will travel to Camden County for two days of meetings. The following activities are anticipated during the trip:

- A kick-off meeting with key project staff to finalize the project scope and schedule;
- A discussion of the public engagement strategy;
- A discussion about how project information will be posted to the Internet;
- A meeting with staff from other County departments to introduce the project and collect input;
- Staff-led reconnaissance of Camden County based on an annotated route map provided by County staff;
- A kick-off meeting with the Planning Board and the public to introduce the project and provide a general project overview.

1.C Stakeholder Interviews

On the second day of the trip, as appropriate, the consulting team will conduct a series of one-on-one interviews with project stakeholders identified by County staff (e.g., representatives from the development community, real estate professionals, engineers, economic development professionals, elected officials, and other persons familiar with the development process in Camden County). It is anticipated that up to 12 interview sessions can be conducted between the hours of 9:00am and 4:00pm on the second day of the trip. Up to three additional or follow-up interviews can be conducted via telephone after the project initiation trip. While individual responses will be maintained as confidential, summary results of the stakeholder meetings will be provided to County staff approximately two weeks after the interviews are conducted.

1.D Communication Protocol

Prior to departure, the consulting team and County staff will determine the date and time of on-going bi-weekly status update meetings as well as the mode of communication (whether via telephone or webcam). The team will also answer any remaining questions about the internal Basecamp project management tool.

Timing

July 7, 2015 through July 31, 2015 (1 month)

Trips

One two-day trip to the County by up to three members of the consulting team

Staff Responsibilities

Organize and participate in staff meetings, organize and advertise meeting with Planning Board, conduct tour, provide background documents and resources, organize stakeholder interviews.

TASK 2: EVALUATION REPORT

The main purpose for the evaluation report task is to conduct a technical analysis of the county's current UDO in light of the policy goals established in the 2035 Comprehensive Plan, input from the community collected in Task 1, and national best practices. Task 2 includes the following four subtasks:

2.A Staff Draft

Following collection of data and input in Task 1, the consulting team will prepare a staff draft version of the evaluation report. The staff draft of the evaluation report is intended for staff review only and is expected to include five main sections:

1. A written technical analysis and evaluation of the current UDO and other development-related provisions;
2. A review of key community goals for change to the UDO based on the 2035 Comprehensive Plan and input collected during Task 1;
3. A consistency analysis between the County's long range policy guidance (as indicated in the comprehensive plan and input collected in Task 1) and the existing development regulations (the UDO and any related development regulations);
4. A series of recommendations for change based upon the consistency analysis and national best practices from similar communities; and
5. An appendix that includes supporting information and examples from other areas (as appropriate).

Prior to delivery to staff, the consulting team will conduct a legal review of the evaluation report to ensure recommendations are consistent with state and federal laws. Following drafting, the consulting team will deliver a digital version of the staff review draft version of the document to County staff for internal review and comment.

2.B Revision

Within three weeks of delivery, it is anticipated the County staff will provide a digital copy of written consensus comments on the staff draft version to the consulting team. Following receipt of comments, the consulting team will conduct a web-based meeting with County staff to discuss the comments and identify areas in need of revision. Following revision, a public review draft version of the evaluation report will be forwarded to County staff for distribution to the Planning Board and posting on the project website. In addition to posting of the report, the website will also preview the time, location, and agenda for the public forum to be conducted in Task 2.D.

2.C Planning Board Meeting

Approximately three weeks after delivery of the public review draft, up to two members of the consulting team will travel to Camden County to conduct a meeting with the Planning Board to review each of the five sections of the evaluation report in detail.

2.D Public Forum

During, or in addition to the Planning Board meeting (at the County's discretion), the consulting team will also conduct a public forum to overview the public review draft of the evaluation report. Emphasis will be placed the key regulatory changes necessary to implement the 2035 Comprehensive Plan and primary recommendations for modifications to the UDO embraced by the Planning Board. At the County's discretion, the consulting team can conduct a visual survey of community preferences and anticipated outcomes of the

recommended UDO changes during the public forum. County staff will be responsible for securing a venue and advertising the public forum.

Timing

August 1, 2015 through October 30, 2015 (3 months)

Trips

One one-day trip to the County by up to two members of the consulting team

Staff Responsibilities

Review and comment on draft evaluation report, organize and participate in the Planning Board meeting, organize and advertise the public forum

TASK 3: ANNOTATED OUTLINE

The main purpose for the annotated outline task is to provide the County with the form, contents, and structure of the updated UDO for review and comment prior to the commencement of drafting. Task 3 includes the following five subtasks:

3.A Staff Draft

Following the public forum and any follow-up comments from County staff on the evaluation report in Task 2, the consulting team will then prepare an annotated outline of the updated UDO. The annotated outline is intended to be a graphical representation of the updated UDO structure, layout, and content organization. At a minimum, the annotated outline will include the following elements:

- New cover and acknowledgement pages;
- Summary table of contents;
- The proposed chapter names and sequence of the UDO;
- The anticipated key section titles for each chapter;
- The proposed text numbering scheme and appearance;
- A detailed example of the proposed page layout and text nesting scheme (that will carry forward one or two agreed-upon sections of the current regulations that are not in need of substantive modification); and
- An example of the proposed summary table structure.

As with the evaluation report in Task 2, the initial draft of the annotated outline is for internal staff review. Prior to delivery to staff, the consulting team will conduct a legal review of the annotated outline to ensure consistency with state and federal laws. Following drafting, the consulting team will deliver a digital version of the staff review draft version of the document to County staff for internal review and comment.

3.B Revision

Within three weeks of delivery, it is anticipated the County staff will provide a digital copy of written consensus comments on the staff draft version to the consulting team. Following receipt of comments, the consulting team will conduct a web-based meeting with County staff to discuss the comments and identify areas in need of revision. Following revision, a public review draft version of the annotated outline will be forwarded to County staff for distribution to the Planning Board and posting on the project website. In addition to posting of the annotated outline, the website will also preview the time, location, and agenda for the presentation to be conducted in Task 3.D.

3.C Planning Board Meeting

Approximately three weeks after delivery of the public review draft, up to two members of the consulting team will travel to Camden County to conduct a meeting with the Planning Board to review the annotated outline in detail.

3.D Presentation to County Officials

During this trip, the consulting team will also conduct a detailed presentation of the annotated outline and key recommendations of the evaluation report to the County's elected officials and the public. Emphasis will be placed on the updated document format and the key recommendations presented in Task 2.

3.E Follow Up

After presenting the annotated outline to the elected officials and the public, the consulting team will conduct a web-based meeting to discuss the input received and any necessary modifications to the proposed structure

or contents. Minutes from this discussion will be prepared and summarized in a memorandum delivered to County staff. The memorandum will identify all the suggested changes to the proposed UDO structure and contents, and will include an area for County staff to confirm the notice to proceed with drafting the updated UDO text.

Timing

November 1, 2015 through January 31, 2016 (3 months)

Trips

One two-day trip to the Town by up to two members of the consulting team

Staff Responsibilities

Review and comment on draft annotated outline, organize Planning Board meeting, organize and advertise the presentation to County officials, review the follow-up memorandum, signify the notice to proceed with drafting

TASK 4: CODE DRAFTING

The main purpose for the Task 4 is to prepare the draft of the updated UDO in two groups of related chapters or modules. The sequence of module drafting is at the County staff's discretion. Task 4 includes the following four subtasks:

4.A Staff Draft

Following receipt of the notice to proceed from County staff in Task 3, the consulting team will begin drafting the updated UDO. The new regulations will be consistent with the structure, contents, and layout described in the annotated outline, and will be developed in Microsoft Word (illustrations will be provided as .jpegs). The new regulations will be written in plain English and supplemented with summary tables, illustrations, flow charts, and page layout techniques that make the document easy to navigate. It will include footnotes and other annotations about new standards, items for additional consideration, and chapter-based summary lists of the key changes between the current regulations and the draft provisions.

Because the new regulations will likely include a substantial amount of new information, it will be difficult to digest in a single review or meeting. Therefore, this scope of services anticipates dividing the drafting process into two modules or groups of related chapters, each module to be reviewed separately. The proposed module structure is as follows:

- Module 1: Introductory provisions, procedures, districts, and uses; and
- Module 2: Development and design standards, environmental provisions, definitions, and illustrations.

As with the annotated outline in Task 3, the initial draft of each of the two modules is for internal staff review. Prior to delivery to staff, the consulting team will conduct a legal review of each module to ensure consistency with state and federal laws. Following drafting, the consulting team will deliver a digital version of the staff review draft version of each module to County staff for internal review and comment.

To the maximum extent possible, the updated UDO will be structured to translate all existing zoning districts into a set of new zoning districts without the need for a comprehensive County-wide rezoning. New zoning districts will be set out in the draft text, and made available for landowners to request following adoption of the updated UDO. This scope of services does not anticipate consulting team participation in the preparation of a new zoning map or in any County-initiated rezonings associated with the updated UDO. The consulting team is willing to assist the County in this effort following additional discussion and amendment of this scope of services.

4.B Graphics

This scope of services anticipates \$9,000 dollars to be applied toward the completion of graphics. Concurrent with the delivery of the staff draft of Module 2, the consulting team will provide a list that will identify a wide range of potential graphics that could be included and then work with County staff to prioritize this list based on the available budget. Graphics will be prepared and inserted as part of the adoption version of the UDO prepared in Task 6.

4.C Revision

Within eight weeks of delivery of each module, it is anticipated the County staff will provide a digital copy of written consensus comments on the staff draft version to the consulting team. Following receipt of comments on a module, the consulting team will conduct a web-based meeting with County staff to discuss the

comments and identify areas in need of revision. Following revision, a public review draft version of each module will be forwarded to County staff for distribution to the Planning Board and posting on the project website.

4.D Planning Board Meeting

Approximately three weeks after delivery of the public review draft of each module, up to two members of the consulting team will travel to Camden County to conduct a meeting with the Planning Board to review the module in detail and answer questions. This scope of services anticipates that County staff will attend each Planning Board meeting and record the input and recommendations provided by Board members. This information will be provided, in writing, to the consulting team within three weeks of the meeting. As an alternative, County staff may provide audio or video of the meeting to the consulting team for the team's use in documenting Planning Board input.

Timing

February 1, 2016 through August 31, 2016 (7 months)

Trips

Two one-day trips to the County by up to two members of the consulting team

Staff Responsibilities

Review and comment on each draft module, organize Planning Board meetings, provide written meeting notes summarizing Planning Board recommendations or video or audio recordings of the meetings

TASK 5: TESTING

The main purpose for the Task 5 is to test the draft UDO provisions through side-by-side comparisons of recently-approved development with hypothetical new development prepared in accordance with the draft standards. The testing exercise helps to measure the impact of the proposed regulations and to minimize any unanticipated consequences that could result from application of the draft standards to sites in the County. Task 5 includes the following five subtasks:

5.A Site Selection

Following presentation of the second module of the draft UDO in Task 4, the consulting team will initiate a web-based meeting with County staff to identify a range of three potential sites or site features that demonstrate the interaction of the draft regulations under real-world conditions. At the County staff's discretion, members of the Planning Board or the development community may also participate in this meeting. Potential sites could include a new mixed-use development, a townhome development prepared in accordance with design incentives, a conservation subdivision, or a stand-alone large retail site. As an alternative, the testing scenarios could include a series of generic site configuration features such as: the interaction of dimensional standards with parking or landscaping; how open space, landscaping, and stormwater management regulations combine to impact site configuration; how neighborhood compatibility features function to protect existing single-family development from adjacent nonresidential development; or other features as determined by County staff and the consulting team during the meeting.

5.B Diagram Preparation

Following identification of the sites or site features to be tested, the consulting team will prepare a series of digital draft site layout diagrams in accordance with the draft UDO provisions. The drawings will be general and will include a series of notes or callouts that identify how the draft provisions differ from the County's current regulations. Following completion of the draft digital diagrams, they will be forwarded to County staff for internal review and comment.

5.C Revision

Within three weeks of delivery, the consulting team will conduct a web-based meeting with County staff to discuss staff comments and concerns regarding the draft site layouts diagrams. Following any necessary revisions, a public review draft version of the layout diagrams will be forwarded to County staff for distribution to the Planning Board and the development community (if appropriate) and posting on the project website.

5.D Planning Board Meeting

Approximately one week after delivery of the public review draft version of the layout diagrams, up to three members of the consulting team will travel to Camden County to conduct a meeting with the Planning Board to discuss the testing exercise, the diagrams, and observations about potential adjustments to the draft UDO language based upon the findings of the testing exercise.

5.E Follow Up

Approximately one week after the meeting with the Planning Board to discuss the testing results the consulting team will prepare a follow-up memorandum detailing the results of the testing exercise, input from the Planning Board and members of the development community, and the range of suggested revisions to the draft UDO text.

Timing

September 1, 2016 through September 30, 2016 (1 month)

Trips

One one-day trip to the County by up to three members of the consulting team

Staff Responsibilities

Organize and participate in the site selection process, review and comment on the draft diagrams, participate in comment discussion, public hearings, organize the meeting with the Planning Board, receive the follow up memorandum

TASK 6: ADOPTION VERSION

The main purpose for the Task 6 is to consolidate the two UDO modules prepared in Task 4, revise the text in accordance with the input received, insert the graphics, and prepare the document for adoption. Task 6 includes the following two subtasks:

6.A Staff Draft

Following completion of the follow-up memo in Task 5, the consulting team will assemble the two draft UDO modules, finalize the graphics to be included with County staff, prepare the graphics, and make any revisions identified during discussions in Task 4 and 5.

This scope of services allocates \$9,000 to the preparation of graphics. The exact number and type of graphics will be discussed during review of each public review draft. Graphics will likely be a blend of three-dimensional sketch-up drawings, annotated photographs, and line drawings. The exact number of graphics will be determined based on the complexity of the illustrations discussed and agreed to during module review.

The adoption draft will be prepared in Microsoft Word, will include dynamic headers and footers, hyperlinked cross references, and dynamic tables of contents. It will consolidate the material from Modules 1 and 2, include a consolidated table of contents, illustrations, and an index for ease of use by reviewers. The document will be configured to retain its hyperlinking capabilities, searchability, and page layout characteristics during the process of conversion to a ".pdf" document format for posting on the County's webpage. Use of Microsoft Word and Adobe Distiller to create a dynamic pdf will allow County staff to easily update and post fully functional versions of the UDO as the text is subsequently modified over time.

Following drafting, the consulting team will deliver a digital version of the staff review draft version of the document to County staff for internal review and comment.

6.B Revision

Within three weeks of delivery of staff review draft, it is anticipated the County staff will provide a digital copy of written consensus comments on the staff draft version to the consulting team. Following receipt of comments on a the staff review draft, the consulting team will conduct a web-based meeting with County staff to discuss the comments and identify areas in need of revision. Following revision, adoption draft version of the UDO will be forwarded to County staff for distribution to the Planning Board and posting on the project website.

Additional discussion with staff is necessary to determine if the UDO will continue to be located within the body of the County Code or if it will become a stand-alone appendix. In either instance, American Legal, the County's codification contractor, can use the Microsoft Word version for codification purposes. Retention of the page layout and hyperlinking capabilities is possible within the officially codified version, but will require further discussion with American Legal in terms of the codification costs.

Timing

October 1, 2016 through November 30, 2016 (two months)

Trips

None

Staff Responsibilities

Review and comment on the draft version of the UDO

TASK 7: UDO ADOPTION

The main purpose for the Task 7 is to conduct the public hearings associated with adoption of the new UDO and prepare the final adopted version of the document. Task 7 includes the following two subtasks:

7.A Public Hearing I

Following posting of the adoption version of the UDO on the project website, the public notification by County staff, the consulting team will travel to Camden County to participate in the first of three public hearings with the Planning Board or County Commissioners, as appropriate. The consulting team will present the document, key changes from the current provisions, and summarize the results of the testing process in Task 5.

Following the hearing, the consulting team will prepare a list of input received and an overview of the necessary edits to the adoption draft of the UDO to address comments received. This scope of services does not anticipate further edits to the UDO text until after adoption. Recommendations for change will be tracked in an accompanying document.

7.B Public Hearing II

Following notification by County staff of the second public hearing, the consulting team will travel to Camden County to participate in the second public hearing with the Planning Board or County Commissioners, as appropriate. The consulting team will present the document and the edits to the adoption draft necessary to respond to the input provided during Task 7.A.

Following the hearing, the consulting team will prepare a list of input received and an overview of the necessary edits to the adoption draft of the UDO to address comments received.

The County staff may wish to conduct additional work sessions, meetings, or public hearings. In the case that additional meetings are conducted, County staff will need to maintain a list of recommended edits to the adoption draft.

7.C Public Hearing III

Following notification by County staff of the third public hearing, the consulting team will travel to Camden County to participate in the third public hearing with the County Commissioners. The consulting team will present the document and the edits to the adoption draft necessary to respond to the input provided during Task 7.B.

Consulting team attendance at additional hearings or meetings beyond the ones identified in Tasks 7.A and 7.B is available in accordance with Appendix C of this Agreement.

7.D Final Document Assembly

Following adoption of the UDO by the County Commissioners, the consulting team will make all necessary modifications to the document and deliver the following to County staff:

- A final version of the UDO in Microsoft Word format;
- A final version of the UDO in a searchable, dynamic PDF document;
- Jpeg versions of all graphics used in the document; and
- An unbound paper version of the document (in color) suitable for reproduction.

Timing

December 1, 2016 through March 30, 2017 (four months)

Trips

Three half-day trips to the County by up to two members of the consulting team

Staff Responsibilities

Organize and advertise public hearings, conduct additional meetings (as appropriate), maintain list of comments from meetings not attended by consulting team

At the County's option, CodeWright will conduct a pro-bono follow-up evaluation of the UDO with County staff at six months or a year following adoption. This review is to ensure the regulations are functioning as intended and to make any additional revisions necessary. At the request of County staff, CodeWright team members will travel to Camden County for a half-day of meetings to discuss the operational aspects of the UDO, identify areas where revisions are necessary, and then work with staff to prioritize revisions. It is anticipated that CodeWright staff members will expend 30 to 40 hours of effort drafting revisions to the adopted UDO standards. This effort could also include participation in a work session or meeting to discuss the issues to be addressed or the revisions proposed to address them. There are no costs to the County for this effort.

EXHIBIT B:

COMPENSATION SCHEDULE

TASK	COMPENSATION
Task 1: Project Initiation	\$8,000
Task 2: Evaluation Report	\$8,000
Task 3: Annotated Outline	\$8,000
Task 4: Code Drafting	\$33,500
Task 5: Testing	\$6,500
Task 6: Adoption Version	\$2,500
Task 7: Adoption	\$4,000
Legal Review	\$8,000
Graphics:	\$9,000
Webpage:	\$1,500
PROJECT TOTAL	\$89,000

EXHIBIT C: **ADDITIONAL SERVICES**

The following CodeWright professionals will be compensated at the following rate, for the following professional services:

1. Attendance at additional meetings or hearings not included in this scope of services:
2. Preparation of additional graphics and illustrations not included in this scope of services;
3. Preparation of additional text not included in this scope of services;
4. Preparation of any additional services not included in this scope of services.

Chad Meadows -- \$115 per hour, plus material expenses (no travel expenses charged)

Jason Epley -- \$115 per hour, plus travel expenses between Charlotte and Camden County

Vagn Hansen -- \$115 per hour, plus travel expenses between Charlotte and Camden County

Brian Starkey -- \$150 per hour, plus travel expenses between Raleigh and Camden County

Nathaniel Parker -- \$200 per hour, plus material expenses



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/22/2015

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

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

PRODUCER Scott Ethridge & Associates, Inc 4946 WINDY HILL DR RALEIGH NC 27609-5187	CONTACT NAME: _____ PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____																				
	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A :</td> <td>NATIONWIDE MUTUAL FIRE INSURANCE COMP</td> <td>23779</td> </tr> <tr> <td>INSURER B :</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>INSURER C :</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>INSURER D :</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>INSURER E :</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>INSURER F :</td> <td>_____</td> <td>_____</td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A :	NATIONWIDE MUTUAL FIRE INSURANCE COMP	23779	INSURER B :	_____	_____	INSURER C :	_____	_____	INSURER D :	_____	_____	INSURER E :	_____	_____	INSURER F :	_____
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INSURER D :	_____	_____																			
INSURER E :	_____	_____																			
INSURER F :	_____	_____																			

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			ACP GLGO 3016619476	04/08/2015	04/08/2016	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: _____							MED EXP (Any one person)
	AUTOMOBILE LIABILITY						PERSONAL & ADV INJURY	\$ 1,000,000
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS		<input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				GENERAL AGGREGATE	\$ 2,000,000
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB		<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE				PRODUCTS - COMP/OP AGG	\$ 2,000,000
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N <input type="checkbox"/> N/A				PER STATUTE	OTHER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

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

CERTIFICATE HOLDER CANCELLATION

Camden County, North Carolina c/o Dan Porter, Planning Director Camden County Camden NC 27921	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Sonya Mckraig
--------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/22/2015

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PRODUCER Scott Ethridge & Associates, Inc 4946 Windy Hill Drive Raleigh, NC 27609	CONTACT NAME: _____	
	PHONE (A/C, No, Ext): 919-877-1212	FAX (A/C, No): _____
E-MAIL ADDRESS: _____		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Liberty Mutual Insurance Company		16586
INSURER B: _____		
INSURER C: _____		
INSURER D: _____		
INSURER E: _____		
INSURER F: _____		

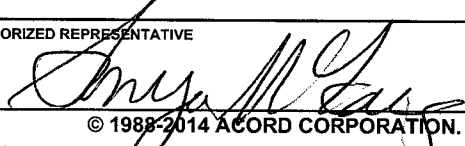
COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: _____						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ _____ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ _____ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ _____ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	WC2-31S-603225-015	04/08/2015	04/08/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

CERTIFICATE HOLDER **CANCELLATION**

Camden County, North Carolina c/o Dan Porter, Planning Director Camden County Camden, NC 27921	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/23/2015

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

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

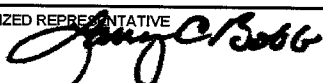
PRODUCER Insurance Intermediaries, Inc. PO Box 182500 Columbus, OH 43218	CONTACT NAME: _____
	PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____
INSURED Chad Brian Meadows 801 Merrie Road Raleigh, NC 27606	INSURER(S) AFFORDING COVERAGE
	INSURER A: Markel Insurance Company
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:

COVERAGES **CERTIFICATE NUMBER:** _____ **REVISION NUMBER:** _____

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			MG842835	04/08/2015	04/08/2016	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$1,000,000 PRODUCTS - COMP/OP AGG \$ Deductible \$1,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ _____ RETENTION \$ _____						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				WC STATUTORY LIMITS _____ OTH-ER _____ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

CERTIFICATE HOLDER Camden County, North Carolina c/o Dan Porter, Planning Director Camden County Camden, NC 27921	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 5.E

New Business

Meeting Date: July 6th, 2015
Attachments: 6 Pages
Submitted By: Dan Porter, Planning Director

ITEM TITLE: ECHB Grant

SUMMARY:

The East Coast behavioral Health organization is offering a “Play Together Construction Grant” for the purpose of providing handicap accessible play opportunities. The attached application, site location map, and resolution outline the program. Also attached are letters from various organizations supporting the application.

RECOMMENDATION:

Motion:

To approve the attached resolution applying for Play Together Construction Grant for Accessible Playgrounds

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



Empowering Change. Building Hope.

April 20, 2015

City and/or County Recreation & Park Departments:

East Carolina Behavioral Health is proud to announce to City and/or County Recreation and Park Departments in Beaufort, Bertie, Camden, Craven, Chowan, Currituck, Dare, Gates, Hertford, Hyde, Jones, Martin, Northampton, Pamlico, Pasquotank, Perquimans, Pitt, Tyrrell and Washington counties, the opportunity to apply for the **Play Together Construction Grant for Accessible Playgrounds**. Accessible Playgrounds are fully functional and accessible to individuals with special needs and individuals in wheelchairs. The funding will be applied to the construction of accessible playgrounds and playground equipment for up to 8 parks of various sizes depending on population. ECBH will also consider accessible playground equipment request during this application cycle.

To be considered, applicants must meet the following qualifications:

1. The playground will have to be on City or County-owned land.
2. The playgrounds will be maintained by current City or County maintenance staff.
3. Ability to start construction within six months of the approval notification.
4. If the request is only for a piece of equipment, such as a wheelchair swing, then the swing must be located in a County or City owned-public park.

Grants cannot be used to fund playgrounds on school property. The playgrounds must be open to the public.

To be considered for the **Play Together Construction Grant for Accessible Playgrounds**, please complete the attached application form and submit it with the requested attachments by July 31, 2015, to acorbitt@ecbhme.org using "Play Together Construction Grants" in the subject line. Grantees will be notified of award by August 31, 2015.

Sincerely,

Amy Corbett

Community Resource Development Manager



"PLAY TOGETHER CONSTRUCTION GRANT"
APPLICATION - Deadline July 31, 2015



East Carolina Behavioral Health is offering construction grants to be used toward the purchase of inclusive playgrounds and/or playground equipment.

Applicant must complete and submit the following information.

If additional sheets/information are required or needed, please attach to the application when submitted.

- 1) Please check which project grant you will be applying for.
 We propose to build an inclusive playground.
 We propose to add universally inclusive equipment to existing playground(s).

- 2) Provide information about the location identified that is suitable for construction. Submit permission from the local governing authority in the form of a **signed resolution**.
See attachment A for resolution; attachment B for site plan with Camden Community Park

- 3) Complete the following statement:
I/We, Parks & Recreation Department of Camden County
agree to work willingly with the vendor selected by East Carolina Behavioral Health in the building process of the playground.

- 4) Provide an explanation or list of the staff resources you will designate to the project to ensure its completion within 12 months of the awarding of the grant. Attach additional sheet as needed.
The Parks & Recreation department includes a staff of full time employees as well as part time Personell

- 5) Complete the following statements:
I/We, _____ of Camden County
agree to provide the ongoing upkeep of the inclusive playground beyond the initial start-up funding to assure the playground is a safe environment for participants.
I/We, _____ of Camden County
agree that the playground will be open to the public the same operating hours of all other playgrounds in the area.

- 6) Submit **letters of support** with your application for the accessible playground project from three (3) organizations that serve or support people with disabilities in the community.
I/We certify that this grant application and its attachments have been completed and submitted to East Carolina Behavioral Health with truthful and accurate information.

SUBMITTED BY: Mike Renshaw, county Manager DATE _____

If you have questions about the application process, please email acorbitt@ecbhme.org with "Play Together Construction Grants" in the subject line.

Please submit completed Application Form and all requested attachments by July 31, 2015 to acorbitt@ecbhme.org with "Play Together Construction Grants" in the subject line.

Grantees will be notified of the award by August 31, 2015.

Sylvia E. Holley
Director

Telephone: 252-331-4787
Fax: 252-335-1009
Courier: 10-41-10

Camden County Department of Social Services
P.O. Box 70
Camden, NC 27921

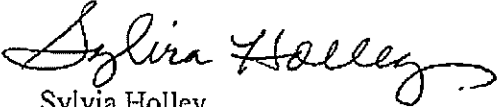
May 19, 2015

Dan B. Porter, Planning Director
Camden County
Camden, NC 27921

Dear Dan:

This letter is written in support of your grant request through East Carolina Behavioral Health to purchase handicapped accessible playground equipment for use at the Camden County Community Park. This is truly a need for our community that would accommodate various handicapped children and enable them to enjoy the play area more safely as well as getting some exercise. I am sure the parents of these children would love to see this addition to the playground also.

Sincerely,


Sylvia Holley

Grandy Primary School

175 NC Highway 343 N
Camden, North Carolina 27921
Phone (252) 331-4838 ° Fax (252) 338-5449

Timothy T. Lazar
Principal

Lisa A. Byrum
Assistant Principal

April 21, 2015

To Whom it May Concern;

My name is Timothy Lazar and I am the Principal of Grandy Primary School in Camden County, North Carolina. I am writing you regarding the solid relationship that our school has with our county's Parks and Recreation Department. Tim White, the director of our county's Parks and Recreation Department, and I have always worked together to enhance the environment and provide programs for every student, Pre-K through 12th grade, as well as adults through the senior years.

I was very excited today to receive a phone call from Tim White regarding the grant that he is applying for to enhance the playground that we have for our special needs students. We believe that all kids are created equal and that is why we are striving to provide safe play environments that welcome kids and families of all abilities to learn and play together. That's why it is so important for playgrounds to provide a variety of developmental options for kids to choose from.

Mr. Melvin Hawkins, Camden County's Superintendent, was equally excited to hear that we have this opportunity to increase our special needs access and participation. He knows that all kids benefit from exploring all areas of developmental skills when at play. Playgrounds should be a place for play and learning, where kids develop physical and cognitive skills and build social relationships. However, not all playgrounds are welcoming to people with varying abilities. With the expansion of the facilities that we already have, we will be able to continue our dedication to our community.

Play should be a universal right of all children. There are many lessons learned on the playground. There is give and take, sharing, thrill of accomplishment, strengthening of gross motor skills, and maybe most importantly making and developing friendships. Let us not forget having fun! What child does not want to have fun?

Also, studies have shown that overall gross body movement every two hours enhances every student's ability to focus and learn in the classroom. Being able to play on a playground contributes to a child's physical, emotional and social wellbeing. It is a place where imagination can run wild (pun intended).

The choice of ground coverage can be a barrier for a child in a wheelchair, or who uses a walker to gain entrance to the play area. Items such as slides and swings need to be in various sizes for children of all sizes, big and small, so they can be enjoyed. A variety of activities need to be available so all can be successful and engaged with other children on the playground.

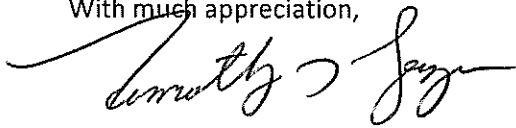
Here at Grandy Primary School, we have focused in the past 3 years on obtaining appropriate equipment so that all children can actively participate during their physical education classes. We

have developed a sensory room that offers many activities for our occupational therapists and any teacher to utilize when working with students with fine motor and sensory needs. We have been able to purchase a number of adaptive bicycles which our physical therapists use to teach our children with physical challenges the motor skills so they can ride a bike like everyone else.

Now our focus is to provide an ' inclusive play environment. That is why we need to be awarded this grant for our students and community.

Thank you for your time and consideration. If you have any questions or concerns that you would like to address with me, please contact me at (252) 331-4838 ext. 225

With much appreciation,

A handwritten signature in black ink, appearing to read "Timothy T. Lazar". The signature is fluid and cursive, with a large initial "T" and a long, sweeping underline.

Timothy T. Lazar
Principal, Grandy Primary School

cc: Tim White

cc: Melvin Hawkins



Proposed Handicap Playground Site Location
10,000 SQ FT

PIN: 028935030116070000

Camden County

Resolution No. 2015-07-06

**A RESOLUTION OF THE CAMDEN COUNTY BOARD OF COMMISSIONERS
REGARDING
East Coast Behavioral Health
Play Together Construction Grant for Accessible Playgrounds**

WHEREAS, East Coast Behavioral Health (ECBH) organization has funding available to provide equipment accessible to individuals with special needs or wheel chairs through their “Play Together Construction Grant for Accessible Playgrounds”; and

WHEREAS, Camden County does not currently have handicap accessible playground equipment within the Camden Community Park; and

WHEREAS, Camden County owns the Camden Community Park property and has identified a location on which to install handicap accessible playground equipment; and

WHEREAS, Camden County has a number handicapped individuals as reflected by the 250 special needs children rolled in the public school system;

NOW THEREFORE BE IT RESOLVED,

The Camden County Board of Commissioners approves submittal of an application to East Coast Behavioral Health for installation of handicap accessible play equipment through the “Play Together Construction Grant for Accessible Playground”, and agrees to comply with the conditions set forth in the application.

Mike McClain, Chairman
Camden County Board of Commissioners

Angela Wooten, Clerk to the Board

(SEAL)

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 5.F

Consent Agenda Meeting Date: July 6, 2015
Attachments: 1
Submitted By: Finance Officer

ITEM TITLE: Approve a Vehicle Use Policy

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

SUMMARY:

Having a written vehicle use policy is recommended to assist with enforcing consistent, safe, and proper vehicle use.

RECOMMENDATION:

Motion to approve the Vehicle Use Policy for County owned vehicles.

Use of County Owned Vehicles Policy

Section 1. Background and Purpose

It is the policy of Camden County to provide employee access to county-owned vehicles. This policy works in conjunction with the Camden County Personnel Policy, Article VI. Conditions of Employment, Section 8. Use of County Time, Equipment, Supplies and Vehicles as found on the county's website at: www.camdencountync.gov on the Human Resources page.

It is the policy of Camden County to utilize the county vehicles to provide safe transportation and decrease costs and expenses related to travel for county purposes. Priority for vehicle usage will be out of town workshops and local meetings, in respective order. If any employee chooses not to use a county vehicle when it is available, travel will not be reimbursed.

This policy establishes a clear directive on when vehicles are to be utilized by staff and the procedure which will be used in this process.

Section 2. Scope

This policy covers all county employees, whether or not they are probationary, permanent, or temporary employees of the county.

Section 3. Policy

This policy and procedure shall be followed for all county owned vehicles.

County vehicles are not personal vehicles and are not for personal use. County vehicles should be viewed as belonging to the citizens of Camden County and are assigned solely for purposes consistent with providing services to those citizens.

Section 4. Assignment of County Vehicles

The assignment of County vehicles to employees is based upon job description. Department Heads who have County vehicles available for this purpose may assign such vehicles in a manner consistent with departmental workload and employee function.

Sheriff Staff

Sheriff staff shall be assigned individual vehicles to be used for county travel throughout the day as deemed necessary for the purpose of fulfilling their job duties. Because these positions require twenty-four (24) hour coverage, staff is allowed to drive their vehicles home at night in case of emergency situations. Use of these vehicles is addressed by their operating procedure (Policy # 2.10).

Public Works Staff

Public Works staff shall be assigned vehicles to be used for county travel throughout the day as deemed necessary for the purpose of fulfilling their job duties. Vehicles will remain in the parking lot at the end of the day unless the employee is required to attend overnight or out of town meetings with the exception of the Public Works Manager.

Building Inspections Staff

Building Inspections staff shall be assigned vehicles to be used for county travel throughout the day as deemed necessary for the purpose of fulfilling their job duties. Vehicles will remain in the parking lot at the end of the day unless the employee is required to attend overnight or out of town meetings.

Soil and Water Staff

Soil and Water Staff shall be assigned vehicles to be used for county travel throughout the day as deemed necessary for the purpose of fulfilling their job duties. Vehicles will remain in the parking lot at the end of the day unless the employee is required to attend overnight or out of town meetings.

Social Services Staff

Social Services Staff shall be assigned vehicles to be used for county travel throughout the day as deemed necessary for the purpose of fulfilling their job duties. Vehicles will remain in the parking lot at the end of the day unless the employee is required to attend overnight or out of town meetings.

Senior Center Staff

Senior Center Staff shall be assigned vehicles to be used for county travel throughout the day as deemed necessary for the purpose of fulfilling their job duties. Vehicles will remain in the parking lot at the end of the day unless the employee is required to attend overnight or out of town meetings.

General Staff

All other staff have access to a pool of vehicles for incidental travel and for meetings and trainings as well as overnight travel. These vehicles must be reserved and signed out for use.

Approved:

Use of County Owned Vehicles Policy

Section 5. Procedure for Procuring Use of Pool Vehicles

Vehicle usage will be scheduled as far in advance as possible. Scheduling will include approximate time of occupancy.

All pool vehicles will be signed out through the Permit Planning Clerk located in the Planning Department. A requesting party may ask for special consideration to use his/her personal vehicle for travel for long distance travel and be reimbursed if approved by the County Manager.

A clip board with the mileage log is kept for each vehicle and must be maintained in the vehicle when in use. The clip board, along with the key & gas card for the vehicle, shall be returned to the Permit Planning Clerk in the Planning Department at the end of each use. Beginning and ending mileage along with purpose shall be documented. Employee will be responsible for returning the clip board, key & gas card at the end of the trip.

A notation must be made on the log regarding the program that should be charged for the travel being provided.

Smoking is not permitted in agency vehicles.

All trash must be removed from the vehicle after usage.

Texting while driving is prohibited. Employees should wait until they are in a safe place to pull off of the road to text. Utilize best professional judgment when making or receiving calls.

It is the responsibility of the employee using the vehicle to check the fuel level at the end of their usage. If the fuel registers less than $\frac{3}{4}$ full per tank, employee will be responsible for securing fuel for the vehicle.

Using the fuel card for personal use will result in disciplinary action leading up to or including termination.

Please inform the Maintenance Department if vehicle needs servicing (i.e. oil change, inspection, tires) and let them also know if the vehicle needs washing and vacuuming.

Situations may occur in which the County Manager or his/her designee assigns a vehicle to someone other than an employee who had previously requested a vehicle. This will be done on a case by case situation.

Section 6. Maintenance and Upkeep of Vehicles

Maintenance department keeps a maintenance log for all General and Senior Center Vehicles. Each vehicle has reminder dates on the dash that show when the vehicle is due an oil change or inspection. Assigned vehicles to individuals in a department are responsible for maintaining their own maintenance logs and maintenance on the vehicles.

If a pool vehicle has other issues that may appear, the driver of the pool vehicle must personally contact the Maintenance Department regarding the issue that needs to be addressed. They are also to place a note on the individual travel log assigned to the vehicle for record keeping.

Section 7. Fuel Maintenance

It is the responsibility of each driver to make sure the fuel gauge is checked after use of the vehicle. If the vehicle fuel gauge registers at $\frac{3}{4}$ tank or below, the driver is responsible for making sure the vehicle is filled up, using the fuel card issued to that car.

Section 8. Authorization to Drive & Driving Record

All employees will have a Motor Vehicle Background Check completed prior to employment.

Employees who operate county vehicles must have a valid motor vehicle license issued by the state of their current residence and be considered an insurable risk by the county's automobile liability insurance carrier.

On at least an annual basis, the county will request a copy of all employees driver's license and may obtain from the Department of Motor Vehicles, or authorized vendor for DMV records, the driving record of every driver of county vehicles to determine his/her ability to drive safely.

Employees driving county vehicles shall obey all applicable traffic and parking regulations, ordinances, and laws.

Use of County Owned Vehicles Policy

Employees who incur parking or other fines in county vehicles will generally be personally responsible for payment of such fines unless the payment of such fines by the county is approved by the County Manager.

Employees who are issued citations for any offense while using a county vehicle must notify their supervisor and the Department Head immediately when practicable, but in no case later than 24 hours or the start of the next business day, whichever is later. Failure to provide such notice will be grounds for disciplinary action.

An employee who is assigned a county vehicle and who is arrested for or charged with a motor vehicle offense for which the punishment includes suspension or revocation of the motor vehicle license, whether in his or her personal vehicle or in a county vehicle, must notify his or her supervisor and Department Head immediately when practicable; but in no case later than 24 hours or the start of the next business day, whichever is later. Failure to provide such notice will be grounds for disciplinary action.

Any motor vehicle accident while operating a county vehicle must be reported to your Supervisor and the Human Resources office immediately when practicable, but in no case later than 24 hours or the start of the next business day, whichever is later.

All accidents can be reviewed by the Safety Committee (recommendations submitted to the County Manager). Such review may result in a recommendation to the department head for disciplinary action of the employee, if such accident was a result of a violation of the county's safety policy.

A violation of an applicable traffic parking regulation, ordinance, and law may be grounds for loss of County vehicle privileges.

For employees whose job responsibilities require that they possess an active, valid driver's license, a suspension or revocation of the motor vehicle license may result in termination from employment.

Section 9. General Rules Defining Appropriate Use of County Owned Vehicles

Except as otherwise noted, use of county-owned vehicles is restricted to official county business. Official county business is defined as travel to and from any function, event or location that is visited as part of the employee's official duties.

The county vehicle may be used during non-duty hours on overnight assignments away from the employee's workplace or residence when other forms of transportation are not available. Use is limited to the immediate vicinity of the assignment area with department approval.

The employee may use the county vehicle for necessary personal business when the following conditions exist:

- The employee is in route between locations visited for official county business or when in route between home and the workplace; and;
- The use is "de minimus" in time and value. Personal use is bound to the limits of reasonableness and to public responsibility.

County vehicles should be driven over the most economically, direct route taking into account exceptions due to safety needs, road conditions and traffic considerations.

Section 10. General Rules Governing Use of County Owned Vehicles

County vehicles should be driven only by County employees. However, nonemployees may drive County vehicles, under the direct approval of the County Manager.

Passengers in County vehicles must be county employees or others whose presence is justified by official county business (non-county employees must fill out a form in order to be in the vehicle). No hitchhikers may be passengers in any county vehicle. Any special circumstances requiring deviation from this policy must be requested by written justification and receive advance written authority from the County Manager.

All areas of county-owned vehicles, inside and out, are open to inspection at all times by County Authority, including the employee's supervisor, Department Head, the Human Resources Director, the County Manager or a designee of the County Manager. Random inspections shall be conducted by these authorized personnel who may also be assisted by Law Enforcement. No expectation of privacy exists except for items expressly permitted.

Use of County Owned Vehicles Policy

Vehicles should contain only those items designed for use with the vehicle, items installed by the county or items assigned by the county for transportation on the vehicle. Personal items in county vehicles shall be prohibited except for items of clothing, items of general purpose used such as purses, wallets, cell phones, and office related items. County is not responsible for the loss of personal items employee had with them while operating a county vehicle.

Vehicles shall not contain items such as weapons; alcohol for consumption, non-prescribed drugs, obscene materials and other items whose possession would be deemed "Gross Personal Misconduct."

Employees are expected to keep County vehicles clean, and to report any malfunction or damage to Maintenance immediately.

Employees who are assigned vehicles for commuting purposes are expected to park such vehicles in safe locations.

Seatbelts, shoulder harnesses and other appropriate restraint systems must be used by both the driver and passengers of County vehicles. Failure to do so constitutes a misuse of a County vehicle.

Employees may not operate County vehicles under the influence of alcohol, illegal drugs, or prescription drugs or other medications, such as over the counter medications that may interfere with effective and safe operation.

No employee may use a County vehicle for out of state use without advanced approval of the Department Head and the County Manager.

Employees shall not alter or change any operational aspect of a County vehicle. Any such alterations or changes must be approved by the Department Head.

Animals may not be transported in a County vehicle, with the exception of service animals accompanying official passengers or animals transported by Animal Control personnel and canines to assist Law Enforcement (i.e. drug dogs, etc.). Exceptions may be made for the safety of the animal or the general public.

County vehicles may be equipped with a GPS monitoring device. This device provides data on the physical location of the vehicle as a function of time. Any employee who tampers with the device, who attempts to prevent the device from functioning properly, or who attempts to affect the accuracy of the information collected, will be subject to disciplinary action, up to and including termination. The employee responsible for the County vehicle is equally accountable for preventing others from tampering with the device.

Section 11. Misuse of County Vehicles and Policy Violations

Failure to comply with any and all provisions of this policy, as specified above, or misuse of a vehicle may result in:

- Denial to the employee for further use of vehicles;
- Reimbursement by the employee to the County for any resultant damage or cost; and/or
- Disciplinary action, up to and including termination.

Section 12. Special Circumstances

This policy is intended to provide a basic framework governing the use of County vehicles, and as such, cannot contain procedures governing every situation that might arise. Employees seeking clarification of or an exemption from the provisions of this policy should contact Human Resources who will provide such clarification and with County Manager approval may authorize exceptions to the policy under mitigating circumstances.

Additional clarification may be procured through the office of the County Manager and/or the County Attorney.

Forms: Certain forms may be used to track the use of vehicles.

Camden County Board of Commissioners AGENDA ITEM SUMMARY SHEET

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

Item Number: 6.A

Meeting Date: July 6, 2015

Attachments: (1) List of Planning Board Members
(2) Article 151.445 – Appointments/Terms of Planning Board Members

Submitted By: Planning Department

ITEM TITLE: Planning Board Appointments

SUMMARY:

Planning Board Members:

Michael Etheridge (Courthouse)
Fletcher Harris (South Mills)
Patricia A. Delano

terms have expired (June 30, 2015) (see attached list). All members wish to continue to serve as a member of the Planning Board.

RECOMMENDATION:

Planning Staff recommends re-appointment Michael Etheridge, Fletcher Harris and Patricia A. Delano to an additional term to expire June 30, 2018.

Camden County Planning Board Members

<u>Name, Address, & Phone(s):</u>	<u>Term Expires:</u>
Rodney Needham** - <i>Chairman</i> - Shiloh Township 916 Sandy Hook Road, Shiloh, NC 27974 NEW PHONE # 336-2700	June 30, 2016
Calvin Leary* - Shiloh Township – <i>Vice Chairman</i> 156 Perkins Road, Camden, NC 27921 336-4227 (home)	June 30, 2016
Michael Etheridge* - Courthouse Township 109 Shannon Lane, Camden, NC 27921 339-1889 (cell)	June 30, 2015
Ray Albertson* - South Mills Township 117 Bass Lake Road, South Mills, NC 27976 771-2479 (home), 207-3790 (cell)	June 30, 2017
Fletcher A. Harris* – South Mills Township 258 Culpepper Road, South Mills, NC 27976 252-771-2549 or 757-619-7101 (Fax 252-771-5982)	June 30, 2015
Patricia A. Delano* - Courthouse Township 100 Whitehall Road, Camden, NC 27921 338-6988 (home), 331-4768 (work), 333-5497 (cell) email: pdelano60@hotmail.com	June 30, 2015
Rick McCall*** - Camden Township 103 Sunset Ave, Camden, NC 27921 610-952-5850 (cell)	June 30, 2017

*Regular Member **Officer on Board ***At-Large Member

Members serve a three (3) year staggered term. The Camden County Planning Board is established by authority of General Statute 153-321. The Statute leaves the membership (as long as there are at least three members) organization, powers and duties to the Commissioners discretion. Members should serve no more than two consecutive terms following the fall, 2001.

The Planning Board meets the third Wednesday of each month.

Camden County, NC Code of Ordinances

TITLE XV: LAND USAGE / CHAPTER 151: UNIFIED DEVELOPMENT / PLANNING BOARD / § 151.445 APPOINTMENT AND TERMS OF PLANNING BOARD MEMBERS.

§ 151.445 APPOINTMENT AND TERMS OF PLANNING BOARD MEMBERS.

(A) (1) There shall be a planning board consisting of seven members appointed by the Board of Commissioners, one of whom shall be an at-large member.

(2) The Board of Commissioners will make every attempt to appoint at least two members from each of the county's three townships (South Mills, Courthouse and Shiloh), and the remaining member shall be designated as an at-large appointee and shall reside within the county.

(B) Planning Board members shall be appointed for three-year staggered terms, but members may continue to serve until their successors have been appointed. Terms shall be on a yearly basis (July 1 through June 30). Vacancies shall be filled by the Board of Commissioners for the unexpired terms only.

(C) Members may be appointed to a maximum of two successive terms or may continue to serve at the pleasure of the Board of Commissioners.

(D) Planning Board members may be removed by the Board of Commissioners, at any time, for failure to attend three consecutive meetings or for failure to attend 30% or more of the meetings within any 12-month period or for any other cause. Upon request of the member proposed for removal, the Board of Commissioners shall hold a hearing on the removal before it becomes effective.

(E) If a Planning Board member changes his or her residence to a location outside the township that the member represents or outside the county, that shall constitute a resignation from the Planning Board, effective upon the date a replacement is appointed by the Board.

Camden County Board of Commissioners AGENDA ITEM SUMMARY SHEET

Item Number: 6.B

Meeting Date: July 6, 2015
Attachments: (1) Volunteer Form
(2) ByLaws
Submitted By: Clerk to the Board

ITEM TITLE: EIC Appointment

SUMMARY:

William Sawyer has volunteered to serve on the EIC.

RECOMMENDATION:

Appoint Mr. William Sawyer to serve on the Economic Improvement Council for a term of 2 years expiring July 5th, 2017.

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



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, mail to P.O. Box 190, Camden, North Carolina 27921 or e-mail mrenshaw@camdencountync.gov.

Name, _____

Mailing Address _____

Township you live in:

Telephone (home) _____ (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:

Board or Commissions upon which you are interested in serving: (List on opposite side)

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 _____ Date _____

BY-LAWS
ECONOMIC IMPROVEMENT COUNCIL, INC.
EDENTON, NORTH CAROLINA

Revised

July 2014

Voting

1. Secret ballots may be used in voting to: (a) remove a Board member for cause; (b) hire or fire an Executive Director of the Corporation; or (c) elect any officer of this Corporation.
2. Proxy voting is prohibited. Each member of the Board shall be entitled to one (1) vote.
3. Should an urgent matter arise in any of the agency's departments where an approval is needed before the next Board meeting, such as the approval of a large purchase prior to purchasing, the Executive Director shall contact the Board Chair for permission to seek approval from Board members through telephone calls or e-mails. A majority vote shall consider the matter approved.

Removal

1. Any member of the Board may be removed from membership for misconduct. Removal for cause must be supported by a two-thirds vote at a meeting which a quorum is present.
2. Any member of the Board who, without just cause, is absent three (3) consecutive regularly scheduled meetings of the Board shall no longer be a member of the Board.
3. Any member of the Board who ceases to be a member of the target area group or private community organization, which he represents on the Board, or any public official who ceases to hold the office which entitles him a seat on the Board, shall no longer be a member of the Board.

Conflict of Interest

1. The Economic Improvement Council, Inc. shall prohibit business contracts or transactions with any firm in which a member of the Board of Directors, other policy-making body, or employee has a substantial business interest, or may directly or indirectly benefit from such transactions. Any member of the Board of Directors or other policy making body or employee having any interest shall promptly make such interest known in writing to the Chairperson of the Board of Directors. This does not preclude conducting business with such firms when there is no other convenient source of supply. If it is necessary to conduct transactions with such firms, a written statement of justification shall be furnished.
2. No reward, favor, gift or other form of remuneration may be accepted by any member of the Board of Directors, other policy-making body, or employee for performance or non-performance from any vendor, contractor, individual or firm, or any other source having or proposing to have a business relationship with the agency.

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 7.A

CONSENT AGENDA

Meeting Date: July 6th, 2015
Attachments: (Attachment A)
Submitted By: Clerk to the Board

ITEM TITLE: Draft Meeting Minutes

SUMMARY:

2015-03-16 BOC CIP WS

RECOMMENDATION:

Motion to approve the 2015-03-16 BOC CIP WS Meeting Minutes

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

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 7.B

CONSENT AGENDA

Meeting Date: July 6th, 2015
Attachments: 1 (14 Pages)
Submitted By: Clerk to the Board

**ITEM TITLE: Senior Nutrition Program
Contracts**

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

SUMMARY:

To: Stephanie Humphries
Subject: RE: Senior Nutrition Program Contracts

Stephanie, attached is the contract for FY 2016. Please have the appropriate parties sign and return to me as soon as possible.

Thanks! Have a great 4th!

Laura Alvarico
Director, Area Agency on Aging
Albemarle Commission
PO Box 646
Hertford, NC 27944
252-426-5753 ext 224
www.albemarlecommission.org

RECOMMENDATION:

Motion to approve the Senior Nutrition Program Contracts

**ALBEMARLE COMMISSION
SENIOR NUTRITION CONTRACT**

This Agreement entered into as of this first day of July, 2015 by and between **CAMDEN COUNTY** (hereinafter referred to as Contractor), and the **Albemarle Commission**, (hereinafter referred to as AC), with offices located at 220D Ocean Highway South, Hertford, North Carolina, WITNESSETH THAT;

WHEREAS, AC wishes to make available certain services to elderly residents within a service area hereafter described; and,

WHEREAS, the Contractor warrants that it is capable of providing the services hereafter described; and,

WHEREAS, the Contractor desires to assist AC in this endeavor;

NOW, THEREFORE, the parties hereto do agree as follows:

1. Employment of Contractor: AC hereby agrees to engage the Contractor to perform the services hereinafter set forth.
2. **Time of Performance: The services of the Contractor are to commence on July 1, 2015, and shall be completed by June 30, 2016.**
3. Scope and location of Services: The Contractor shall do, perform, and carry out in a satisfactory and proper manner, as determined by AC, the agreements and assurances required in the Request for Proposal and the services specified in No. 35—Special Conditions.
4. Personnel: The Contractor represents that it has, or will secure at its own expenses, all personnel required in performing the services under this Agreement. Such personnel shall not be employees of, or have any contractual relationship with AC. All personnel engaged in the work shall be fully qualified.

It is understood and agreed that **SHANA TRAFTON** shall represent the Contractor as Project Manager in the performance of this Agreement. Any change in such Project Managers shall be subject to the written approval of AC.

5. Compensation: The Contractor and AC expressly understand and agree that in no event will the total compensation and reimbursement paid thereunder by the AC exceed the maximum of **Seven Thousand Eight Hundred and Seventy Two Dollars and Twelve Cents (\$7,872.12) for 999 hours (4 hrs per day) of Nutrition Service** and shall constitute full and complete compensation for the Contractor's services hereunder. (This is a part-time position)

6. Reimbursement Rate Per Unit of Service: Albemarle Commission will reimburse the Contractor **\$7.88** for each hour of Nutrition Service served to eligible clients, such units of service being defined in No. 35 – Special Conditions.
7. Reprogramming of Funds: It is understood and agreed that, in the event that the amount of funds received from the North Carolina Division of Aging is reduced, AC may in turn, decrease the total compensation and reimbursement to be paid hereunder and in accordance with Paragraph 14, changes in the Scope of Services.
8. Change of Reimbursement. At its sole discretion, AC may re-negotiate the reimbursement shown in Paragraph 6 of this Agreement. However, in no case will AC increase the overall amount shown in Paragraph 5.

The parties agree they will consider increasing the reimbursement rate only under two circumstances:

- a) Upon a showing by Contractor that actual costs have increased due to factors beyond Contractor's control (e.g., increases in gasoline costs, union settlement on wages, etc.); or
- b) Upon a showing by Contractor that actual costs have increased due to a sudden increase in client load (e.g., due to a disaster). In the event that the reimbursement rate is increased, the total units of service to be delivered will be correspondingly decreased.

The parties further agree that AC shall have the right to decrease the reimbursement rate under any circumstances which show that actual costs are less than projected; including, but not limited to, circumstances in which:

- a) Overall costs of providing service are shown to be less than forecast in the Contractor's original bid for this service; or
 - b) The Contractor fails to document the required cost-sharing, such that the AC reimbursement rate exceeds 100 percent of service costs. In the event The reimbursement rates are decreased, AC may, at its option, increase The total number of units of service to be delivered.
9. Method of Payment: After the first month, Contractor shall submit a monthly report to AC on the number of service units delivered and capital cost through the end of prior month for reimbursement.
 10. Documentation of Expenses: Contractor shall maintain full and complete documentation of all expenses associated with performing the scope of work under the contract. Expenses documentation shall include: time sheets for AC clients; receipts for any supplies purchased for use on this contract; any applicable

subcontract expenditures; and such other documentation necessary to substantiate overall costs of delivering the contracted service (including Contractor contribution as well as amounts reimbursed by AC).

11. Payment by Service Recipient: No individual receiving services under the terms of this Agreement shall be required to pay any part of the cost of the service. However, recipients shall be given the opportunity by the Contractor to make some contribution for the service in a manner approved by the AC.

Contractor shall post a notice in a conspicuous place, stating that no charge is Made for the service, but that contributions will be accepted. Contractor shall furnish envelopes to all clients for confidential contributions. Contractor shall offer a locked box in a convenient location for confidential deposit of envelopes. All envelopes shall be collected daily by the Project Manager in the presence of another person, the money shall be counted and the total recorded. The money shall be deposited in accordance with the usual procedures of the Contractor, with a separate receipt.

12. Cost Sharing: Cost Sharing is any money received by Contractor as a direct result of contract activity. Contractor shall maintain daily records of activity, Contractor shall maintain daily records of activity. Contractor shall maintain daily records of voluntary contributions by (or on behalf of) service recipients, interest received on AC advances before disbursement, and any other program income. Contractor shall not withhold any cost sharing as an offset to AC reimbursement. Program income shall be used in the same year it is received to provide additional services.

13. Monitoring, Auditing and Reporting: The Contractor agrees to submit to audit by AC, the State of North Carolina, or the federal government for a three year period following final payment under the terms of this Agreement. The Contractor agrees to permit monitoring by AC, its staff and appropriate representatives, and to comply with such reporting procedures as may be established by AC. The Contractor further agrees that all pertinent financial records shall be made available for copying upon request by AC, the state or federal government, or their agents.

It is understood and agreed that the report procedures established by AC may include, but not be limited to, the names and addresses of individuals receiving services under the terms of this contract, with the understanding that no personal information obtained from any individual will be disclosed by AC in a form which allows identification of the individual, without the written consent of the individual.

It is understood and agreed that the report procedures established by AC may also include actual costs incurred per unit of service including both AC costs and contractor contributions.

It is further understood that the agency is responsible to AC for clarifying any audit exceptions that may arise from AC independent audit, the Department of Human Resources audit, or any federally conducted audit. AC requires the Contractor to send a copy of their audit when received from the independent auditors. In addition, contractors are responsible for paying any governmental funds that may be part of the audit exception.

14. Changes: AC may, from time to time, require changes in the Scope of Services to be performed. Such changes, including any increase or decrease in the amount of the Contractor's compensation which is mutually agreed upon between AC and the Contractor, shall be incorporated in written amendments to this Agreement.
15. Termination of Agreement for Cause: If through any cause the Contractor shall fail to fulfill in timely and proper manner its obligations under this Agreement, or if the Contractor shall violate any of the covenants, agreements or stipulations of this Agreement, AC shall thereupon have the right to terminate this Agreement by giving written notice to the Contractor of such termination and specifying the effective date thereof. The date of notice shall be at least five (5) days before the AC effective date of such termination.

In the event of termination, such data, studies, surveys, drawings, maps and reports prepared by the Contractor shall, at the option of AC, become its property and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials. Client files of the agency, developed under this contract shall become the property of the AC upon completion and/or termination of this contract.

Notwithstanding the above, the Contractor shall not be relieved of liability to AC by virtue of any breach of the Agreement by the Contractor, and AC may withhold any payments to the Contractor for the purpose of set-off until such time as the exact amount of damages due AC from the Contractor is determined.

16. Cancellation for Convenience of AC: AC may cancel this Agreement at any time by giving written notice to the Contractor of such cancellation and specifying the effective date of such cancellation. If the Agreement is canceled by AC as provided herein, the Contractor will be paid for work satisfactorily completed.
17. Disputes: Any disputes which arise in the interpretation of this contract shall be resolved in the following manner:
 - a) The Contractor shall submit a letter to AC specifying the nature of the dispute asking for resolution of the dispute.

- b) The Executive Director of the AC will meet with the Contractor to resolve the dispute. The Executive Director of the AC will document the resolution in a letter to the Project Manager.
- c) If the Contractor is dissatisfied with the resolution of the dispute decided by the AC Executive Director, the Contractor may appeal the Executive Director's decision in writing to the AC Budget and Personnel Committee.
- d) The AC Budget and Personnel Committee will consider the appeal at its next scheduled meeting, which shall occur no less than 10 days following receipt of the written appeal request. The decision of the Budget and Personnel Committee is final.
18. Subcontracting: None of the work or service covered by this Agreement shall be subcontracted without the prior written approval of AC. All approved subcontracts must conform to the applicable requirements set forth in this Agreement and must attach and include by reference Appendix A - Scope of Services.
19. Compliance with Service Standards and Required Procedures: Contractor shall perform the services set forth in this Agreement in compliance with applicable standards and procedures specified in Appendix A – Scope of Services. Contractor further agrees to comply with applicable standards for this service which are, or may be, specified by the North Carolina Division of Aging, any other State of North Carolina agency, the Division of Aging Policy Manual, and the AC Policy Manual.
20. Service Priorities: Contractor shall give priority for service to those older people with the greatest social and economic need. Where the nature of the service allows, Contractor shall make special efforts to serve the moderately impaired, isolated and homebound elderly on a priority basis, as set out in the proposal and as indicated in the service standards established by the Division of Aging.
21. Equal Opportunity and Affirmative Action: In carrying out this contract, Contractor shall deny none of the benefits or services of the program to any eligible recipient on the grounds of age, sex, religion, race, color, handicap, or national origin.

The Contractor also agrees not to discriminate against any employee or applicant for employment because of age, race, color, religion, sex, handicap or national origin. The Contractor shall take affirmative action to insure that applicants are employed, and that employees are treated during employment without regard to their age, race, color, religion, sex, handicap, or national origin. Such action shall include, but not be limited to: employment or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

The Contractor shall, in all solicitations or advertisements for employees placed by, or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, handicap, or national origin.

It is further agreed by the Parties that the Contractor shall take affirmative action to solicit subcontractors with or purchases from minority business enterprises as defined in the Public Works Employment Act of 1977, 42 U.S.C. 6705 (f) (2), where such subcontracting or purchasing, if any, is or may be undertaken under the terms of this Agreement.

22. Confidentiality: Any reports, recipient information, data, or other materials given to, or prepared or assembled by the Contractor under this Agreement which AC requests to be kept confidential, shall not be made available to any individual or organization by the Contractor without prior written approval of AC.
23. Identification of Documents: All reports, maps, and other documents completed as part of this Agreement, other than documents exclusively for internal use within AC, shall carry the following statement on the front cover, or a title page containing the name of AC.

THE PREPARATION OF THIS (Report, Document, Etc.) WAS FINANCED IN PART THROUGH A FEDERAL GRANT BY THE NORTH CAROLINA DEPARTMENT OF HUMAN RESOURCES, DIVISION OF AGING, UNDER THE PROVISIONS OF TITLE III, OLDER AMERICANS ACT OF 1965, AS AMENDED.

24. Licenses and Permits: Contractor shall maintain all required licenses, permits, bonds, and insurance required for carrying out the services in Appendix A. the Contractor shall notify the AC immediately if any required licenses or other permits are canceled, suspended, or otherwise ineffective. Failure to maintain proper licenses permits, bonds and insurance shall be a basis for AC disallowing all or part of payments under this contract or for termination of this agreement for cause.
25. Insurance: Notwithstanding any other insurance requirements, Contractor shall, within ten (10) days of the effective date of this Agreement, provide AC with a certificate of insurance for public liability insurance in the minimum amount of One Hundred Thousand/Three Hundred Thousand Dollars (\$100,000/\$300,000). If Contractor uses a vehicle in fulfilling its duties under this Agreement, Contractor shall also provide evidence of automobile insurance in the minimum amount of Twenty-Five Thousand/Fifty Thousand Dollars (\$25,000/\$50,000 liability insurance and Fifty Thousand Dollars (\$50,000) property insurance. Failure to provide evidence of insurance shall be deemed an automatic violation of this Agreement and could therefore lead to termination of the Agreement by AC. The Contractor shall hold AC harmless for any damages to the person or

- property of any individual or organization as the result of the execution of the scope of service to be performed under this Agreement.
26. Conflict of Interest: The Contractor covenants that it presently has no interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. The Contractor further covenants that, in the performance of this Agreement, no person having any such interest shall be employed.
 27. Interest of Members of AC and Others: No officer, member, or employee of AC and no member of its governing body, and no other public official of the governing body of the locality or localities in which the project is situated or being carried out who exercises any functions or responsibilities in the review or approval of this project, shall participate in any decision relating to this Agreement which affects his or her personal interest or have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.
 28. Officials not to Benefit: No member of or delegate to Congress, or resident commissioner, shall be admitted to any share or part of this contract, or to any benefit that may arise therefrom.
 29. Assignability: The Contract shall not assign, sublet, or transfer all or any portion of its interest in this Agreement without the prior written approval of the Agency's Executive Director or his authorized agent.
 30. Resources Development: The Contractor shall investigate other agencies and resources providing services to the elderly and shall coordinate its own services to minimize overlap and duplication.
 31. Disaster Assistance: In the event that elderly individuals are endangered by the occurrence of a tornado, fire, flood, severe temperature extremes, or other disaster-related situation, the Contractor shall cooperate with requests for assistance from AC on behalf of the elderly individuals.
 32. **Attendance at AC Meetings: The Contractor, upon request of AC, shall attend any committee or special meeting relating to the project, or staff development training.**
 33. Participant Input: The Contractor shall, with the assistance of AC, develop a procedure for providing elderly service recipients with an opportunity to assess and evaluate the program. This assessment shall be performed on a regular basis.
 34. Applicable Laws, Rules, and Regulations: This contract shall be deemed to have been executed and performed in the State of North Carolina, and all questions of interpretation and construction shall be construed by the laws of such State. In

addition, Contractor shall be governed by all applicable Federal, State, and Local rules, regulations and policies.

35. Special Conditions:

CONGREGATE NUTRITION

Service Definition:

The provision of a meal in a group setting.

Unit of Service:

One hour –four hours daily.

Service Objective:

To promote the health and well being of older people through the provision of nutritious meals and opportunities for social and recreational services and access to other services.

Service Activities:

Prepare specific congregate meal site(s) at least 5 days per week for dining.

- Set up tables, chairs, place settings, and table condiments.
- Clean up after meals, washing non-disposable items and dispose of litter and garbage.
- Welcome participants to site.
- Station staff, both paid and volunteers, to keep attendance records and to encourage donations to program.

Food Service:

- Receive meals from caterer or central kitchen, take and record temperatures of all hot and cold food items.
- Prepare food service line for serving meals.
- Supervise portioning of food onto plate by donated and volunteer staff, take food temperatures again immediately before portioning.
- Provide assistance to participants who have difficulty walking or carrying trays.
- Review and maintain records on food quality and quantity.

Coordinate Services:

- Arrange transportation to site for participants.
- Recruit and train volunteers.
- Provide grocery shopping assistance and/or education at least 2 times per month.
- Provide for nutrition education at least 2 times per month.
- Provide for health and social service information at least once per month.
- Provide an exercise program one time per week.
- Provide activities daily.

- Outreach activities will be conducted to identify and attract health impaired, socially and/or economically need persons in need of nutrition services.

Preferred Target Groups: Persons who are health impaired, and who are in need of nutritional supports or those older persons whose independent living arrangements lack proper facilities for meal preparation. Those persons who are ambulatory, but lack sufficient health and/or motivation to prepare meals regularly.

Locale of Service:

- At an approved public or private community facility with the following characteristics.
- Has been approved by the local health department.
- Has been inspected by the local fire department and meets all local and state fire codes.
- Has been approved in writing by the Area Agency on Aging prior to opening.
- Is in compliance with 504 Regulations.
- Is located near concentrations of preferred target group persons.
- Must have at least 12-14 square feet per person excluding halls, bathrooms, kitchen areas.
- Must be a facility where all eligible persons feel free to visit and will not offend their cultural and ethnic preferences.
- Must have adequate number of tables and chairs appropriate for older adults.
- Must have at least 2 exits which are unlocked during hours of operation.
- Must have adequate parking.
- Must have a safe and appropriate place to mount and dismount from vans or other group transportation vehicles.
- Must be heated during colder months to at least 72° F. while participants are present.
- There must be a “termination of services” policy on file for each participant.

Access to Services:

- Participants will be referred to service by self, friend, neighbor, or a community resource.

Delivery Characteristics:

- Meals shall be served at least 5 days per week at the site.
- There shall be a feedback mechanism to obtain information on menu preference of participants, and other issues at site.
- The approved menu shall be publicized one week in advance at the site and shall be identified as the Nutrition Program for the elderly menu and shall specify serving dates.
- Each meal shall provide at least 1/3 of the current recommended daily dietary allowances Food and Nutrition boards of the National Research Council and shall meet the following meal pattern when plated for each participant.

- a) 2 ounces cooked edible portion of meat, fish, fowl, eggs; cooked dry beans or cheese may be used for a maximum of 4 times per month as substitute for one ounce of meat; textured vegetable protein may only be used as specified in the Division of Aging Manual.
- b) Two, one-half cup servings of vegetables, fruits, and full strength fruit/vegetable juices. There must be one cold source of Vitamin C which provides at least 1/3 RDA of Vitamin C daily.
- c) One serving enriched or whole grain bread, biscuits, rolls, muffins, sandwich buns, cornbread, other hot breads or enriched or whole grain cereals or cereal products such as rice, macaroni, dumplings, pancakes, and waffles.
- d) One teaspoon of butter or fortified margarine in a packaged chip.
- e) One, one-half cup serving of dessert which may be fruit, full strength fruit juice, pudding, gelatin, ice cream, ice milk, sherbet, cake, pie, cookies and similar foods.
- f) One-half pint of fortified whole, skim, or low-fat milk, buttermilk, yogurt, or cheese (3 ozs.).
- g) Fruit or juice used as a dessert may not be counted toward the two servings of vegetables and fruits.
 - Contractor shall tell the participants about agency procedures for service, confidentiality, waiting lists, service priorities, complaint and grievance, and other matters germane to the participants' decision to accept service, and about his opportunity to make a voluntary contribution to the program.
 - Every effort shall be made to make the dining room and meals attractive.
 - A completed calendar of site activities and programs must be posted at the beginning of the month.
 - Emergency plans must be developed for each site for medical emergencies and to evacuate the site in case of fire or explosion.
 - The contractor shall provide adequate staff to operate the program including a paid contract manager and a paid site manager for the site.
 - The site manager may be paid from Title III funds for no more than 4 hours per day and shall be responsible for site operations.
 - Must be able to work well with older adults.
 - Must be able to keep accurate records.
 - Must be able to supervise volunteers.
 - The contractor must develop a plan to recruit, orient, train, and recognize volunteers.
 - Minimum orientation and training shall include:

Contract Manager: Administrative procedures, record keeping systems, reporting, food safety.

Site Managers: Site procedures, orientation and training for specific volunteer activities.

All Staff: First aid, cardio-pulmonary resuscitation, physiology of aging, fire/disaster evacuation, shall attend all training required for specific staff categories provided by the Division of Aging and/or Area Agency on Aging.

- All foods must be stored, prepared, held and served in a manner to preserve optimum flavor and appearance, while retaining nutrients and food value.
- Staff serving food must use hygienic techniques and practices in all handling of the food.
- Food temperatures must be maintained at safe levels (hot 140° +, cold 45°-) throughout all processes from storage through serving.
- Contractor must abide by food safety practices required in 10NCAC Section of .0400.

Prohibited Services:

- Cannot provide meals to residents of long-term care facilities, guests, handicapped persons under age 60, adult day care participants and paid staff under age 60 without reimbursement of the full cost of the meal.
- Except on emergency basis, nutrition site(s) may not be closed or combined on a temporary or permanent basis without prior written approval from the Area Agency on Aging.
- May not enter into contracts with profit making organizations without prior written approval from the Area Agency on Aging.

Administrative Requirements:

- Adequate records shall be maintained to document program activities and shall include:
 - participants' intake record
 - participants' attendance records
 - meals served records
 - menu served with substitutions, dates, and justification noted
 - meal receipt/delivery slips
 - program income record
 - fiscal records
 - employment records including affirmative action documentation
- Shall follow general recognized accounting procedures outlined in CRF Part 74 of all funds including participant contributions.
- All participants' records shall be treated as confidential.
- File all required reports on time.

- Train staff to make appropriate referrals.

36. Home-Delivered

In administering the Home-Delivered Meals Program, Contractor agrees to appoint or employ a person to do the following duties:

- 1) Recruit, maintain, schedule, and supervise volunteers to deliver meals.
- 2) Order, receive, and check meals received.
- 3) Keep daily records, which will include, but not be limited to:
 - a) Daily Nutrition Service Record
 - b) Required Temperature Reports
 - c) Volunteer Hours Reports
- 4) Receive requests for meals from potential clients.
- 5) Collect, record, and submit (to the Albemarle Commission) all project income.
- 6) Report all legitimate complaints to the Albemarle Commission's Home-Delivered Meals Coordinator.

The Albemarle Commission's Home Delivered Meals Coordinator/Volunteer Administrator will be responsible for:

- a) Supervising in the daily operation of home-delivered meals activities.
- b) Providing whatever assistance and support is necessary to recruit and maintain volunteers, i.e., making presentations to civic or community groups, etc., providing printed material, etc.
- c) Processing all requests for meals, determining eligibility, and making all placements to the program.
- d) Revising and updating delivery routes to reflect additions, deletions, or other changes.

IN WITNESS WHEREOF, AC and the Contractor have executed this Agreement as of the date first above written.

(Contractor)

Albemarle Commission

BY: _____
(Authorized Official)

BY: _____
(Executive Director)

DATE: _____

BY: _____
(Area Agency on Aging Director)

DATE: _____

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

(Commission's Finance Officer)

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 7.C

CONSENT AGENDA

Meeting Date: July 6th, 2015
Attachments: (15 Pages)
Submitted By: School Administration

ITEM TITLE: School Budget Amendments

SUMMARY:

RECOMMENDATION:

Review & Approve

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

Budget Amendment

Camden County Schools Administrative Unit

Local Current Expense Fund

The Camden County Board of Education at a meeting on the 11th day of June 2015 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2015.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Programs		1,350.00
5800	School Based Support Services	1,305.00	
6100	Support & Development Service	12.00	
6300	Alt Prog & Serv & Dev Services	6.00	
6500	Operational Support Services	10.00	
6600	Financial & Human Res. Serv.	9.00	
7100	Community Services	3.00	
7200	Nutrition Services	5.00	
Explanation:			
	Total Appropriation in Current Budget	\$	2,329,452.00
	Amount of Increase/Decrease of Above Amendment		.00
	Total Appropriation in Current Amended Budget	\$	2,329,452.00

Passed by majority vote of the Board of Education of Camden County on the 11th day of June 2015.


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

BUDGET AMENDMENT

June 11, 2015

2. Local Current Expense Fund

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

Classroom Support

5110.842.182	Employee Travel Allowance	\$ -	100.00
5110.842.311	Contracted Services	-	280.00
5110.842.315	Reproduction Costs	+	5,746.00
5110.842.311	Contracted Services	-	280.00
5110.842.332	Travel Reimbursement	+	100.00
5110.842.333	Field Trips	-	3,300.00
5110.842.333.304	Field Trips	+	992.00
5110.842.333.308	Field Trips	-	1,300.00
5110.842.333.310	Field Trips	-	1,000.00
5110.842.333.312	Field Trips	+	1,752.00
5110.842.333.700	Field Trips	-	500.00
5110.842.411	Instructional Supplies	+	<u>192.00</u>
Total – Classroom Support		\$ +	2,022.00

- B. We have reviewed this program area and find that we must transfer funds to cover the band program costs within our schools. We request your approval of the following amendment.

Band Program

5110.844.312	Workshop Expenses	\$ -	500.00
5110.844.326.304	Cont Repair & Mtce – Equip	+	1.00
5110.844.326.310	Cont Repair & Mtce – Equip	-	150.00
5110.844.326.312	Cont Repair & Mtce – Equip	-	7.00
5110.844.333.304	Field Trips	+	2,329.00
5110.844.333.310	Field Trips	+	36.00
5110.844.333.312	Field Trips	-	2,760.00
5110.844.411.304	Instructional Supplies	-	423.00
5110.844.411.310	Instructional Supplies	-	750.00
5110.844.411.312	Instructional Supplies	-	343.00
5110.844.461.304	Pur of Non-Cap Equipment	-	215.00
5110.844.461.310	Pur of Non-Cap Equipment	-	500.00
5110.844.461.312	Pur of Non-Cap Equipment	+	<u>4,050.00</u>
Total – Classroom Support		\$ +	768.00

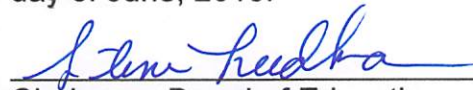
Budget Amendment
 Local Current Expense Fund
 June 11, 2015, Page 2

- C. We have reviewed this program area and find that we must transfer funds to cover supplements and benefits. We request your approval of the following amendment.

Additional Pay

5110.911.181	Supplementary Pay	\$ -	6,600.00
5120.911.181	Supplementary Pay	+	1,975.00
5120.911.211	Emp Soc Sec Costs	+	151.00
5120.911.221	Emp Retirement Costs	+	334.00
5810.911.181	Supplementary Pay	+	1,050.00
5810.911.211	Emp Soc Sec Costs	+	80.00
5810.911.221	Emp Retirement Costs	+	171.00
5860.911.221	Emp Retirement Costs	+	4.00
6110.911.221	Emp Retirement Costs	+	12.00
6300.911.221	Emp Retirement Costs	+	6.00
6550.911.221	Emp Retirement Costs	+	5.00
6580.911.221	Emp Retirement Costs	+	5.00
6610.911.221	Emp Retirement Costs	+	6.00
6620.911.221	Emp Retirement Costs	+	3.00
7100.911.221	Emp Retirement Costs	+	3.00
7200.911.221	Emp Retirement Costs	+	<u>5.00</u>
Total – Additional Pay		\$ -	2,790.00

Passed by majority vote of the Board of Education of Camden County on the 11th day of June, 2015.



Chairman, Board of Education



Secretary, Board of Education

Budget Amendment

Camden County Schools Administrative Unit

Other Local Current Expense Fund

The Camden County Board of Education at a meeting on the 11th day of June 2015 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2015.

Code Number	Description of Code	Amount	
		Increase	Decrease
6500	Operational Support Services	8,200.00	
6600	Financial & Human Res. Serv.	1,200.00	
6900	Policy, Ldrshp & Pub Relations.		200.00
7200	Nutrition Services		1,000.00
Explanation: Additional revenue for Activity Bus Operations			
	Total Appropriation in Current Budget	\$	1,480,069.59
	Amount of Increase /Decrease of		
	Above Amendment		+8,200.00
	Total Appropriation in Current Amended Budget	\$	1,488,069.59

Passed by majority vote of the Board of Education of Camden County on the 11th day of June 2015.



 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

BUDGET AMENDMENT
June 11, 2015

8. Other Local Current Expense Fund

- A. We have reviewed this area of the budget and find that we must increase the allotment to cover the cost of salaries and benefits for the remainder of the year. We request your approval of the following amendment.

Operation of Activity Bus

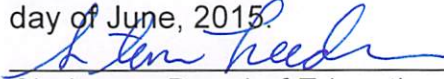
6550.706.171	Salary – Bus Driver	\$	+	3,000.00
6550.706.221	Emp Retirement Costs		+	400.00
6550.706.231	Emp Hosp Ins Costs		+	300.00
6550.706.326	Contracted Rep & Mtce - Equipment		+	<u>4,500.00</u>
Total – Operation of Activity Bus		\$	+	8,200.00


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

School Technology

5110.905.311	Contracted Services	\$	-	200.00
5110.905.462	Pur of Non-Cap Comp Hdwe		+	200.00
6110.905.418	Computer Software & Supplies		-	170.00
6110.905.462	Pur of Non-Cap Comp Hdwe		+	170.00
6400.905.312	Workshop Expenses		+	87.00
6400.905.341	Telephone		-	87.00
6610.905.462	Pur of Non-Cap Comp Hdwe		+	1,200.00
6940.905.461	Pur of Non-Cap Equipment		+	140.00
6940.905.462	Pur of Non-Cap Comp Hdwe		-	340.00
7200.905.462	Pur of Non-Cap Comp Hdwe		-	<u>1,000.00</u>
Total – School Technology		\$	+	.00
4890.706	Revenue – Operation of Activity Bus	\$	-	8,200.00

Passed by majority vote of the Board of
Education of Camden County on the 11th
day of June, 2015.


Chairman, Board of Education


Secretary, Board of Education

Budget Amendment



Camden County Schools Administrative Unit

Other Local Current Expense Fund

The Camden County Board of Education at a meeting on the 25th day of June 2015 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2015.

Code Number	Description of Code	Amount							
		Increase	Decrease						
5100	Regular Instructional Programs	1,997.00							
5200	Special Instructional Programs		462.00						
5800	School Based Support Services	257.00							
6100	Regular Instructional Support		972.00						
6400	Technology Support Services		1,119.00						
6500	Operational Support Services		405.00						
6900	Policy, Ldrshp & Pub Relations.	5,654.00							
7100	Community Support Programs		110.00						
8100	Pmts to Other Gov. Entities		25,175.00						
<p>Explanation: Additional revenue for Driver's Ed Funding & Day Care Reduction</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Total Appropriation in Current Budget</td> <td style="text-align: right;">\$ 1,488,269.59</td> </tr> <tr> <td>Amount of Increase/Decrease of Above Amendment</td> <td style="text-align: right;">- 20,335.00</td> </tr> <tr> <td>Total Appropriation in Current Amended Budget</td> <td style="text-align: right;">\$ 1,467,934.59</td> </tr> </table>				Total Appropriation in Current Budget	\$ 1,488,269.59	Amount of Increase/Decrease of Above Amendment	- 20,335.00	Total Appropriation in Current Amended Budget	\$ 1,467,934.59
Total Appropriation in Current Budget	\$ 1,488,269.59								
Amount of Increase/Decrease of Above Amendment	- 20,335.00								
Total Appropriation in Current Amended Budget	\$ 1,467,934.59								

<p>Passed by majority vote of the Board of Education of Camden County on the 25th day of June 2015.</p> <div style="text-align: center;">  </div> <p>_____ Chairman, Board of Education</p> <div style="text-align: center;">  </div> <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>
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Budget Amendment



Camden County Schools Administrative Unit

Other Local Current Expense Fund

The Camden County Board of Education at a meeting on the 25th day of June 2015 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2015.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Programs	444.00	
6100	Regular Instructional Support		244.00
6600	Fiscal & Human Res Services		80.00
7200	Nutrition Support Services		120.00
Explanation:			
	Total Appropriation in Current Budget	\$	1,467,934.59
	Amount of Increase/Decrease of Above Amendment	+	.00
	Total Appropriation in Current Amended Budget	\$	1,467,934.59

<p>Passed by majority vote of the Board of Education of Camden County on the 25th day of June 2015.</p>  _____ Chairman, Board of Education	<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> _____ Chairman, Board of County Commissioners
 _____ Secretary, Board of Education	_____ Clerk, Board of County Commissioners

Budget Amendment


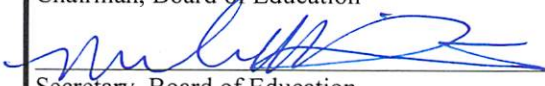
Camden County Schools Administrative Unit

Capital Outlay Fund

The Camden County Board of Education at a meeting on the 25th day of June, 2015, passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2015.

Code Number	Description of Code	Amount	
		Increase	Decrease
9100	Category I Projects	2882.00	
Explanation:			
	Total Appropriation in Current Budget	\$	656,973.40
	Amount of Increase / (Decrease) of Above Amendment		+ 2,882.00
	Total Appropriation in Current Amended Budget	\$	659,855.40

<p>Passed by majority vote of the Board of Education of Camden County Schools on the 25th day of June 2015.</p> <p></p> <p>_____ Chairman, Board of Education</p> <p></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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Budget Amendment



Camden County Schools Administrative Unit

Local Current Expense Fund

The Camden County Board of Education at a meeting on the 25th day of June 2015 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2015.

Code Number	Description of Code	Amount							
		Increase	Decrease						
4110 4890.441	County Appropriation Revenue – Band Trailer	4,650.00	45,000.00						
<p>Explanation: Correct adopted Budget Resolution revenues to match actual revenues.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Total Appropriation in Current Budget</td> <td style="text-align: right;">\$ 2,369,802.00</td> </tr> <tr> <td>Amount of Increase/Decrease of Above Amendment</td> <td style="text-align: right;">- 40,350.00</td> </tr> <tr> <td>Total Appropriation in Current Amended Budget</td> <td style="text-align: right;">\$ 2,329,452.00</td> </tr> </table>				Total Appropriation in Current Budget	\$ 2,369,802.00	Amount of Increase/Decrease of Above Amendment	- 40,350.00	Total Appropriation in Current Amended Budget	\$ 2,329,452.00
Total Appropriation in Current Budget	\$ 2,369,802.00								
Amount of Increase/Decrease of Above Amendment	- 40,350.00								
Total Appropriation in Current Amended Budget	\$ 2,329,452.00								

<p>Passed by majority vote of the Board of Education of Camden County on the 25th day of June 2015.</p> <div style="text-align: center;">  _____ Chairman, Board of Education </div> <div style="text-align: center;">  _____ Secretary, Board of Education </div>	<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> <div style="text-align: center;"> _____ Chairman, Board of County Commissioners </div> <div style="text-align: center;"> _____ Clerk, Board of County Commissioners </div>
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Budget Amendment

Camden County Schools Administrative Unit

Local Current Expense Fund

The Camden County Board of Education at a meeting on the 25th day of June 2015 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2015.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Programs	28,871.00	
5200	Special Instructional Programs	243.00	
5300	Alternative Instr. Programs		3,054.00
5800	School Based Support Services	636.00	
6500	Operational Support Services		22,689.00
6900	Policy & Leadership Services		3,718.00
7100	Community Services		289.00
Explanation:			
Total Appropriation in Current Budget		\$	2,329,452.00
Amount of Increase/Decrease of Above Amendment			.00
Total Appropriation in Current Amended Budget		\$	2,329,452.00

Passed by majority vote of the Board of Education of Camden County on the 25th day of June 2015.


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

BUDGET AMENDMENT
June 25, 2015

2. Local Current Expense Fund

- A. We have reviewed our budget and find that we must transfer funds from this area of the budget to cover other programs within the Local Current Expense budget. We request your approval of the following amendment.

Operation of Plant

6530.802.321...40 Utilities – Electric	\$ - 4,689.00
6530.802.322...40 Utilities – Natural Gas	- 10,000.00
6540.802.323...40 Utilities – Water	<u>- 8,000.00</u>

Total – Operation of Plant \$ - 22,689.00

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

Classroom Support

5110.842.162 Substitute Pay	\$ + 15,819.00
5110.842.196 Salary – Workshop Participant	+ 1,350.00
5110.842.211 Emp Soc Sec Costs	+ 1,313.00
5110.842.221 Emp Retirement Costs	+ 206.00
5110.842.311 Contracted Services	+ 273.00
5110.842.319 Drug Testing	+ 1,967.00
5110.842.333 Field Trips	- 121.00
5110.842.333.304 Field Trips	- 19.00
5110.842.333.308 Field Trips	+ 723.00
5110.842.333.310 Field Trips	- 22.00
5110.842.333.700 Field Trips	- 136.00
5110.842.411 Instructional Supplies	+ 225.00
5110.842.411.304 Instructional Supplies	- 24.00
5110.842.411.308 Instructional Supplies	- 537.00
5110.842.411.310 Instructional Supplies	+ 454.00
5110.842.411.312 Instructional Supplies	- 298.00
5110.842.411.700 Instructional Supplies	+ 673.00
5110.842.462.310 Pur of Non-Comp Hdwe	- 36.00
5210.842.162 Substitute Pay	+ 225.00
5210.842.211 Emp Soc Sec Costs	+ 18.00
5810.842.162 Substitute Pay	+ 590.00
5810.842.211 Emp Soc Sec Costs	<u>+ 46.00</u>

Total – Classroom Support \$ + 22,689.00

Budget Amendment
 Local Current Expense Fund
 June 25, 2015, Page 2

- C. We have reviewed this program area and find that we must transfer funds to cover the band program costs within our schools. We request your approval of the following amendment.

Band Program

5110.844.121	Salary – Teacher	\$	+	2,355.00
5110.844.181	Supplementary Pay		+	1,875.00
5110.844.211	Emp Soc Sec Costs		+	221.00
5110.844.221	Emp Retirement Costs		+	526.00
5110.844.231	Emp Hosp Ins Costs		-	1,525.00
5110.844.333	Field Trips		-	<u>394.00</u>
Total – Band Program		\$	+	3,058.00

- D. We have reviewed this area of the budget and find that we must transfer funds to cover the cost of other programs within the Local Current Expense Budget. We request your approval.

At Risk Programs

5330.847.121	Salary – Teacher	\$	-	108.00
5330.847.198	Salary – Tutor		-	2,160.00
5330.847.211	Emp Soc Sec Costs		-	1,504.00
5330.847.221	Emp Retirement Costs		-	2,500.00
5330.847.411	Instructional Supplies		+	200.00
5350.847.121	Salary – Ext School Year Teacher		+	2,451.00
5350.847.211	Emp Soc Sec Costs		+	188.00
5350.847.221	Emp Retirement Costs		+	<u>375.00</u>
Total – At Risk Programs		\$	-	3,058.00

- E. We have reviewed the athletic portion of our budget and find that we must transfer funds to cover the cost of coaching supplements and benefits. We request your approval of the following amendment,

Athletics

5500.850.192	Coaching Supplements	\$	+	6,580.00
5500.850.211	Emp Soc Sec Costs		+	499.00
5500.850.221	Emp Retirement Costs		-	2,400.00
5500.850.311	Contracted Services		-	4,679.00
5500.850.331.304	Contracted Transportation		+	6.00
5500.850.331.312	Contracted Transportation		-	<u>6.00</u>

Budget Amendment
 Local Current Expense Fund
 June 25, 2015, Page 3

Total – Athletics \$ + .00

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

Other Employee Benefits

6940.910.239	Hrt/Stroke/Vision/Emp Ins Costs	\$ +	289.00
7100.910.233	Emp Unemployment Ins Costs	-	<u>289.00</u>

Total – Other Employee Benefits \$ + .00

- G. We have reviewed this program area and find that we must transfer funds to cover supplements and benefits. We request your approval of the following amendment.

Additional Pay

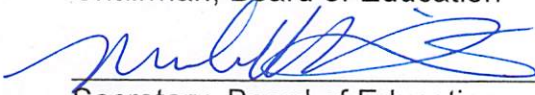
5110.911.181	Supplementary Pay	\$ +	4,003.00
5310.911.221	Emp Retirement Costs	+	4.00
6940.911.181	Supplementary Pay	-	<u>4,007.00</u>

Total – Additional Pay \$ + .00

Passed by majority vote of the Board of Education of Camden County on the 25th day of June, 2015.



 Chairman, Board of Education



 Secretary, Board of Education

Budget Amendment

Camden County Schools Administrative Unit

Local Current Expense Fund

The Camden County Board of Education at a meeting on the 25th day of June 2015 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2015.

Code Number	Description of Code	Amount	
		Increase	Decrease
8100	Pmts to Other Govt Units/Txfs		12,076.00
Explanation: Reduce Fund Balance Appropriated to match reduction in Child Nutrition Budget			
Total Appropriation in Current Budget		\$	2,329,452.00
Amount of Increase/Decrease of Above Amendment			12,076.00
Total Appropriation in Current Amended Budget		\$	2,317,376.00

Passed by majority vote of the Board of Education of Camden County on the 25th day of June 2015.


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

BUDGET AMENDMENT
June 25, 2015

2. Local Current Expense Fund

- A. We have reduced the amount of funds to be transferred to Child Nutrition for the current fiscal year to match the revised budget for Child Nutrition. We request your approval of the following amendment.

<u>Child Nutrition Transfer Funds</u>		
8100.990.715	Transfer to Child Nutrition	\$ - <u>12,076.00</u>
Total – Additional Pay		\$ - 12,076.00 =====
4910.000	Fund Balance Appropriated	\$ + 12,076.00 =====

Passed by majority vote of the Board of Education of Camden County on the 25th day of June, 2015.



Chairman, Board of Education



Secretary, Board of Education

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 7.D

CONSENT AGENDA

Meeting Date: July 6th, 2015
Attachments: (1 Page)
Submitted By: Clerk to the Board

ITEM TITLE: Volunteer Form

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

SUMMARY:

William Sawyer has submitted a citizen volunteer form to fill the Vacancy on the Economic Improvement Council.

RECOMMENDATION:

Review & Approve



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, mail to P.O. Box 190, Camden, North Carolina 27921 or e-mail mrenshaw@camdencountync.gov.

Name, _____

Mailing Address _____

Township you live in:

Telephone (home) _____ (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:

Board or Commissions upon which you are interested in serving: (List on opposite side)

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 _____ Date _____

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 7.E
New Business
Meeting Date: July 6th, 2015
Attachments: 1 (1 Pages)
Submitted By: County Manager

ITEM TITLE: NCACC Annual Conference
Voting Delegate form

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

SUMMARY:

Greetings all,

Attached is a voting delegate form for the 2015 NCACC Annual Conference (not the NACo Conference). Please return it by Friday, Aug. 7.

Thanks,



Todd McGee
Public Relations Director
North Carolina Association of County Commissioners
Phone (919) 715-7336 | Fax (919) 733-1065
www.ncacc.org
www.welcometoyourcounty.org

RECOMMENDATION:

Motion to appoint Chairman McLain as the NCACC Annual Conference Delegate



Designation of Voting Delegate to NCACC Annual Conference

I, _____, hereby certify that I am the duly designated voting delegate for _____ County at the 108th Annual Conference of the North Carolina Association of County Commissioners to be held in Pitt County, N.C., on August 20-23, 2015.

Signed: _____

Title: _____

Article VI, Section 2 of our Constitution provides:

“On all questions, including the election of officers, each county represented shall be entitled to one vote, which shall be the majority expression of the delegates of that county. The vote of any county in good standing may be cast by any one of its county commissioners who is present at the time the vote is taken; provided, if no commissioner be present, such vote may be cast by another county official, elected or appointed, who holds elective office or an appointed position in the county whose vote is being cast and who is formally designated by the board of county commissioners. These provisions shall likewise govern district meetings of the Association. A county in good standing is defined as one which has paid the current year's dues.”

Please return this form to Sheila Sammons by: **Friday, August 7, 2015:**

NCACC
215 N. Dawson St.
Raleigh, NC 27603
Fax: (919) 719-1172
sheila.sammons@ncacc.org
(p) (919) 715-4365

**Camden County
South Camden Water & Sewer District**

AGENDA ITEM SUMMARY SHEET

Item Number **5.A**

Meeting Date: **7/6/15**

Attachments: **1 (1 Pages)**

Submitted By: **David Credle, Public Works
Manager**

ITEM TITLE: **Monthly Update to the Board**

SUMMARY:

**Report to the Board about the work orders, locates and general
maintenance water / sewer items for the month of June**

RECOMMENDATION:

Information only.

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

South Camden Water & Sewer Board
Monthly Work Order Statistics Report
Period: June 2015

	Submitted Work Orders	Completed Work Orders	Percentage Completed	Status of Uncompleted Work Orders
Water Collection/Distribution	137	137	100%	0
Sewer	1	1	100%	0

Locates:

Water Line: 102 total

Sewer Line:

Public Works Director Notes/Comments:

(Outstanding maintenance issues, staffing issues, etc.)

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 10

INFORMATION

Meeting Date: July 6th, 2015
Attachments:
Submitted By: Clerk to the Board

ITEM TITLE: Information

SUMMARY:

- A. Library Monthly Report - June**
- B. Register of Deeds Monthly Report – June**
- C. South Camden Fire Department**
- D. Land Transfer Tax Collections**
- E. ECBH - Meeting**
- F. NWDB 2014 Data Book.**
- G. 2014_Child Health Report Card**

RECOMMENDATION:

Information Only

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

Camden County Public Library
Report to Board of County Commissioners
June 1-29, 2015

- **Visitor Count:** 2054
- **Days/Hours Open:** 25/ 217
- **# Items in Collection:** 11, 730 (Opening Day Collection # Items = 4,755)
- **Total Check Outs/Renewals:** 3, 707
- **Library Card Holders:** 2,155
- **Computer/ Wireless Use:** 918
- **Juvenile Programs :** 11 programs /147 attendance
- **Adult Programs :** 1 program / 4 attendance
- **Meeting Room:** 5 reservations / 58 attendance

6/24/2015

Account Number	Account Description	Cash/Check/Change	Charge	Other Pay Method	Total
01-06	State Treasurer Fund	\$651.00	\$0.00	\$0.00	\$651.00
01-07	Excise Stamps	\$7,503.00	\$0.00	\$0.00	\$7,503.00
01-09	Retirement Fund	\$66.02	\$0.00	\$0.00	\$66.02
01-10	Additional Index	\$0.00	\$0.00	\$0.00	\$0.00
01-11	Automation Fund	\$407.53	\$0.00	\$0.00	\$407.53
88-88	Credit On Account	\$0.00	\$0.00	\$0.00	\$0.00
03-01	Copies	\$38.55	\$0.00	\$0.00	\$38.55
03-02	Certified Copies	\$0.00	\$0.00	\$0.00	\$0.00
03-03	Fax	\$0.00	\$0.00	\$0.00	\$0.00
03-04	Laminations	\$0.00	\$0.00	\$0.00	\$0.00
***** Account Group COPIES Total *****		\$38.55	\$0.00	\$0.00	\$38.55
04-01	Notary Oaths	\$17.72	\$0.00	\$0.00	\$17.72
***** Account Group MISCELLANEOUS Total *****		\$17.72	\$0.00	\$0.00	\$17.72
01-01	Recording Fees	\$2,838.85	\$0.00	\$0.00	\$2,838.85
01-02	Non Standard Fees	\$25.00	\$0.00	\$0.00	\$25.00
01-03	Probate	\$0.00	\$0.00	\$0.00	\$0.00
01-04	Cultural Resources	\$0.00	\$0.00	\$0.00	\$0.00
01-05	Floodplain Mapping	\$0.00	\$0.00	\$0.00	\$0.00
01-08	Uccs	\$0.00	\$0.00	\$0.00	\$0.00
***** Account Group RECORDINGS Total *****		\$2,863.85	\$0.00	\$0.00	\$2,863.85
02-01	County Marriages	\$66.48	\$0.00	\$0.00	\$66.48
02-02	Domestic Violence Fund	\$90.00	\$0.00	\$0.00	\$90.00
02-03	Childrens Trust Fund	\$15.00	\$0.00	\$0.00	\$15.00
02-04	Vital Certificates	\$354.40	\$0.00	\$0.00	\$354.40
02-05	Legitimations	\$0.00	\$0.00	\$0.00	\$0.00
***** Account Group VITALS Total *****		\$525.88	\$0.00	\$0.00	\$525.88
Final Totals :		\$12,073.55	\$0.00	\$0.00	\$12,073.55

Account Number	Account Description	Cash/Check/Change	Charge	Other Pay Method	Total
----------------	---------------------	-------------------	--------	------------------	-------

Counts/Totals From 6/1/2015 Through 6/30/2015

Cash Total :	\$519.55 +
Check Total :	\$11,604.00 +
Other Pay Total:	\$0.00 +
Change Total :	\$50.00 -
<hr/>	
Subtotal :	\$12,073.55
Charge Total :	\$0.00 +
<hr/>	
Grand Total :	\$12,073.55

Number of Cash Payments :	58
Number of Check Payments :	83
Number of Change Payments :	5
Number of Charge Payments :	0
Number of Other Payments :	0
<hr/>	
Number of Receipts :	132
Number of Voids :	0

Charge Information	
Open Item Information	
Number of Payments on Account :	0
Total Paid on Account :	\$0.00

Ledger Report - Fee Distribution

TAMMIE KRAUSS, REGISTER OF DEEDS

Camden County, NC

6/25/2015 - 6/30/2015

Page 134 of 217
COURTHOUSE
computer
system

NC Children's Trust Fund	\$5.00
NC Domestic Violence Fund	\$30.00
State Revenue Stamp	\$181.30
County Revenue Stamp	\$188.70
Land Transfer Fee	\$0.00
Floodplain Map Fund	\$0.00
Supplemental Retirement	\$10.38
ROD Automation Fund	\$60.27
Dept Of Cultural Resources	\$0.00
Vital Records Fund	\$0.00
State General Fund	\$0.00
State Treasurer Amount	\$80.60
ROD General Fund	\$503.60
Total Distribution For Period	\$1,059.85
Cash Total	\$156.85
Check Total	\$903.00
Pay Account Total	\$0.00
Overpayment Total	\$0.00
Total Deposit For Period	\$1,059.85
Total Escrow Change	\$0.00

Training & Inspections

Wayne Goodwin | Commissioner of Insurance

June 25, 2015

Kirk Jennings
Fire Chief
156 McKimmy Rd.
Camden, NC 27921

Re: South Camden Fire Department, Inc.

Dear Chief Jennings:

Congratulations on your recent improvement to your fire suppression rating!

I commend you and your department for your dedication and commitment to making your community a safer place to live.

I know you are proud of your department's achievement and would like to share this news with the members of your community. I also know that the majority of citizens may not be aware that the rating of their responding fire department directly impacts their property insurance calculations. So I'd like to provide you the enclosed news release to offer to your local media. Feel free to add to it or use it as an example in creating your own. You deserve to brag a little about the expertise of your personnel, which saves homeowners money and, most importantly, makes their lives safer.

It was the pleasure of my staff to work with you and members of your staff during the recent survey of your department. Chief Jennings, I hope that you will take a few minutes to review our rating process and offer any suggestions that you feel may help us to improve our inspections program. Working together, we can continue to make North Carolina a safer place to live and work.

With warmest personal regard, I remain,

Very truly yours,



Wayne Goodwin
Insurance Commissioner, State Fire Marshal

WG/sl

Enclosure

Training & Inspections

Wayne Goodwin | Commissioner of Insurance

For Immediate Release

Contact: Kerry Hall

(919)807-6011

June 25, 2015

Camden-Shiloh Fire District Receives New Rating After Inspection

State Officials Award District a 5/9E Rating

RALEIGH - North Carolina Insurance Commissioner and State Fire Marshal Wayne Goodwin announced today that the Camden-Shiloh Fire District completed its routine inspection and received a 5/9E rating, effective Thursday, October 1, 2015. The inspection, conducted by officials with the Department of Insurance Office of State Fire Marshal (OSFM), is required on a regular basis as part of the North Carolina Response Rating System (NCRRS). Among other things, the routine inspections look for proper staffing levels, sufficient equipment, proper maintenance of equipment, communications capabilities and availability of a water source.

The NCRRS rating system ranges from one (highest) to 10 (not recognized as a certified fire department by the state), with most rural departments falling into the 9S category. While lower ratings do not necessarily indicate poor service, a higher rating does suggest that a department is overall better equipped to respond to fires in its district. Higher ratings can also significantly lower homeowners insurance rates in that fire district.

"I'd like to congratulate Chief Jennings for his department's performance and for the hard work of all the department members," said Commissioner Goodwin. "The citizens in the Camden-Shiloh Fire District should rest easy knowing they have a fine group of firefighters protecting them and their property in case of an emergency."

State law requires OSFM officials to inspect departments serving districts of 100,000 people or less, which makes up all but six of the state's fire districts.

-NCDOI-

Training & Inspections

Wayne Goodwin | Commissioner of Insurance

June 25, 2015

Mr. Barry Overman
Camden County Fire Marshal
Post Office Box 347
Elizabeth City, NC 279070347

Re: Camden-Shiloh Fire District

Mr. Overman:

We wish to thank you, Chief Jennings, and others for the cooperation given to our representative during our recent survey. We have completed our evaluation of the fire insurance classification for Camden-Shiloh Fire Insurance District and advise that the protection class is a Class 5/9E.

Formerly class 7/9E applied. Rates on dwellings (including those insured under Homeowners Policies) are established by the North Carolina Rate Bureau. We are advising them of the change. The rate will be effective on Thursday, October 1, 2015.

The purpose of our visit was to gather information needed to determine a fire insurance classification, which may be used in the calculations of property insurance premiums. This survey was not conducted for property loss prevention of life safety purposes, and no life safety or property loss prevention recommendations will be made.

Class 5 applies to properties with a fire flow of 3500 gpm or less and within a 1000' of a fire hydrant. Class 9E applies to all other over 5 miles but no more than 6 miles from fire station. The private and public protection at properties with larger needed flows are individually evaluated, and may vary from the 5/9E Classification.

We are attaching a copy of our Grading Sheet and the results of the hydrant flow test witnessed during our survey.

If you have any questions concerning the new classification, or the resulting change in fire insurance rates, please let us know.

Sincerely yours,



Rick McIntyre
Senior Deputy Commissioner

RM/sl

Enclosure

CC: Kirk Jennings, Fire Chief
Danny Cartwright, Board of Directors President

Training & Inspections

Wayne Goodwin | Commissioner of Insurance

June 25, 2015

Mr. Barry Overman
Camden County Fire Marshal
Post Office Box 347
Elizabeth City, NC 279070347

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We are attaching a copy of our Grading Sheet and the results of the hydrant flow test witnessed during our survey.

If you have any questions concerning the new classification, or the resulting change in fire insurance rates, please let us know.

Sincerely yours,



Rick McIntyre
Senior Deputy Commissioner

RM/sl

Enclosure

CC: Kirk Jennings, Fire Chief
Danny Cartwright, Board of Directors President

North Carolina Office of State Fire Marshal

Class 1 - 8 Summary Sheet

Fire Protection Area: Camden Shiloh FD Survey PPC: 05/09
 State: NORTH CAROLINA (32)
 County: NORTH CAROLINA(camden),
 Population: 6,670
 Field Rep: Ward, John Vernon Survey Date: 4/27/2015
 Previous Survey Date: _____

Emergency Communications	
Credit for Emergency Reporting (CER):	2.85
Credit for Telecommunicators (CTC):	2.93
Credit for Dispatch Circuits (CDC):	1.95
Points for ECC:	7.73
Fire Department	
Evaluation of Engine Companies (CEC):	6.00
Credit Reserve Pumpers (CRP):	0.43
Pump Capacity (CPC):	3.00
Credit Ladder/Service (CLS):	1.30
Equipment on Reserve Ladder-Service (CRLS):	0.00
Deployment (CD):	1.47
Company Personnel (CCP):	5.69
Training (CTC):	2.59
Texas State Training Credit (CTT):	0.00
Operational Considerations (COC):	2.00
Points for FD:	22.48
Water Department	
Capability of Water System (CSS):	18.70
Credit for Hydrants (CH):	2.25
Credit for Flow Testing (CFT):	0.80
Points for WD:	21.75
Community Risk Reduction	
Fire Prevention Code and Enforcement (CPCE):	1.57
Public Fire Safety Education (CFSE):	1.03
Fire Investigation (CIP):	0.92
Points for CRR:	3.52

$$0.5 * [21.75 - (0.8 * 22.48)] = -1.88$$

Show full calculation = 0.00

Summary	
Emergency Communications:	7.73
Fire Department:	22.48
Water Supply:	21.75
Divergence:	-1.88
Texas Compressed Air Foam System (CTX):	0.00
Extra Credit - Community Risk Reduction:	3.52
Total Creditable Points:	53.60

North Carolina Office of State Fire Marshal
HYDRANT FLOW DATA SUMMARY

City Camden Shiloh Fd

NORTH
CAROLINA

Witnessed by: NC Office of State Fire Marshal

County North Carolina(Camden),

State (32)

Date: Apr 29, 2015

TEST NO.	TYPE DIST.*	TEST LOCATION	SERVICE	FLOW - GPM $Q=(29.83(C(d^2)p^{0.5}))$			PRESSURE PSI		FLOW -AT 20 PSI		REMARKS***	MODEL TYPE
				INDIVIDUAL HYDRANTS	TOTAL		STATIC	RESID.	NEEDED **	AVAIL.		
1		Hydrant 86A NC 158 West	South Camden Water and Sewer Department, Main	950	0	0	950	60	36	2250	1300	
10		Hydrant 44 131 Texas Road	South Camden Water and Sewer Department, Main	580	0	0	580	54	16	1000	550	
11		Hydrant 67 345 Trotman Road	South Camden Water and Sewer Department, Main	920	0	0	920	50	34	1500	1300	
12		Hydrant 36 1061 NC 343 Highway	South Camden Water and Sewer Department, Main	1010	0	0	1010	54	40	1000	1600	
2		Hydrant 86A 133 US 158 West	South Camden Water and Sewer Department, Main	950	0	0	950	56	40	2500	1500	
3		Hydrant 198 105 Investors Way	South Camden Water and Sewer Department, Main	920	0	0	920	56	36	2500	1300	
4		Hydrant 139 210 Maddrey Road	South Camden Water and Sewer Department, Main	860	0	0	860	52	30	750	1100	
5		Hydrant 127 241 Sawyers Creek Road	South Camden Water and Sewer Department, Main	950	0	0	950	50	34	3000	1300	
6		Hydrant 24 192 S. NC 343 Highway	South Camden Water and Sewer Department, Main	1010	0	0	1010	52	40	3000	1700	(A)-(1500.0 gpm)
7		Hydrant 208 133 McKimney road	South Camden Water and Sewer Department, Main	750	0	0	750	50	24	500	800	
8		Hydrant 32 NC 343 and Milltown Road	South Camden Water and Sewer Department, Main	1030	0	0	1030	48	38	2250	1800	(A)-(1500.0 gpm)
9		Hydrant 50 887 Sandy Hook Road	South Camden Water and Sewer Department, Main	820	0	0	820	52	26	1250	900	

THE ABOVE LISTED NEEDED FIRE FLOWS ARE FOR PROPERTY INSURANCE PREMIUM CALCULATIONS ONLY AND ARE NOT INTENDED TO PREDICT THE MAXIMUM AMOUNT OF WATER REQUIRED FOR A LARGE SCALE FIRE CONDITION.

THE AVAILABLE FLOWS ONLY INDICATE THE CONDITIONS THAT EXISTED AT THE TIME AND AT THE LOCATION WHERE TESTS WERE WITNESSED.

*Comm = Commercial; Res = Residential.

**Needed is the rate of flow for a specific duration for a full credit condition. Needed Fire Flows greater than 3,500 gpm are not considered in determining the classification of the city when using the Fire Suppression Rating Schedule.

*** (A)-Limited by available hydrants to gpm shown. Available facilities limit flow to gpm shown plus consumption for the needed duration of (B)-2 hours, (C)-3 hours or (D)-4 hours.

Camden Finance Office							June 15, 2015	
LAND TRANSFER TAX COLLECTIONS								
	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	
JULY	\$33,237	\$25,322	\$9,295	\$18,612	\$23,219	\$53,446		
AUGUST	\$13,070	\$18,410	\$37,269	\$28,457	\$43,170	\$39,751		
SEPTEMBER	\$25,420	\$13,453	\$12,209	\$8,564	\$28,294	\$21,965		
OCTOBER	\$25,424	\$21,006	\$19,661	\$16,791	\$24,097	\$36,354		
NOVEMBER	\$19,925	\$25,972	\$15,938	\$27,741	\$21,670	\$17,671		
DECEMBER	\$15,609	\$59,286	\$20,631	\$35,988	\$27,918	\$22,840		
JANUARY	\$8,004	\$30,288	\$34,849	\$11,645	\$14,128	\$15,833		
FEBRUARY	\$10,348	\$21,428	\$49,303	\$20,970	\$29,130	\$224,713	*	
MARCH	\$39,984	\$15,667	\$17,390	\$24,564	\$33,438	\$34,876		
APRIL	\$8,699	\$17,909	\$29,848	\$31,529	\$17,822	\$31,129		
MAY	\$32,182	\$35,766	\$32,857	\$12,107	\$34,428	\$49,747		
JUNE	\$50,432	\$15,791	\$48,702	\$30,921	\$109,919	\$32,000	est	
TOTALS	\$282,334	\$300,298	\$327,952	\$267,889	\$407,233	\$580,325		
BUDGET	\$100,000	\$100,000	\$200,000	\$200,000	\$175,000	\$250,000	\$300,000	
						*GEORGE WOOD FARM		
UTILITIES FRANCHISE FEES								
<i>Excise Tax on Natural Gas and Franchise tax on Power</i>								
	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	
1ST QTR 9/30	\$115,506	\$122,404	\$122,198	\$126,001	\$118,154	\$149,771		
2ND QTR 12/31	\$94,076	\$95,253	\$90,205	\$101,038	\$98,552	\$172,237		
3RD QTR 3/31	\$124,734	\$118,837	\$110,045	\$120,030	\$130,723	\$229,476		
4TH QTR 6/30	\$94,605	\$99,447	\$95,378	\$102,667	\$100,585	\$149,000	est	
TOTALS	\$428,921	\$435,941	\$417,826	\$449,736	\$448,014	\$700,484		
BUDGET	\$375,000	\$400,000	\$400,000	\$415,000	\$400,000	\$400,000	\$625,000	
CABLE FRANCHISE FEES								
<i>Sales Tax on Video Program, Direct-to-Home Satellite, PEG Channel Support and Telecommunications Service</i>								
	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	
1ST QTR 9/30	\$12,830	\$11,986	\$12,217	\$10,990	\$19,118	\$18,769		
2ND QTR 12/31	\$11,869	\$11,135	\$11,835	\$11,172	\$19,130	\$19,752		
3RD QTR 3/31	\$12,249	\$11,897	\$9,814	\$11,053	\$19,085	\$18,166		
4TH QTR 6/30	\$12,373	\$13,728	\$12,420	\$11,413	\$19,044	\$18,000	est	
TOTALS	\$49,321	\$48,746	\$46,286	\$44,628	\$76,377	\$74,687		
BUDGET	\$45,000	\$45,000	\$45,000	\$47,000	\$45,000	\$45,000	\$75,000	

----- Original message -----

From: "Patricia Porter (Rep. Nelson Dollar)" <Patricia.Porter@ncleg.net>
Date: 06/29/2015 1:20 PM (GMT-09:00)
To: 'Mike McLain' mmclain@camdencountync.gov
Subject: RE: Meeting Regarding ECBH

Hello Mr. McLain,

I have researched this and found the following:

1. Pitt County gives MORE than the \$2/capita that most of the rest of the counties give. Secondly, how much the counties contribute must be in accordance with GS 122C-115 but is not subject to Board approval. If a county reduced their funding in a manner not in compliance with the statute, certainly the Board could take action. In 2010, prior to the conversion to LME/MCOs the ECBH Board did request that counties fund at either their historical level or \$2/capita, but the counties were not under any obligation to comply with that request but every county agreed. Pitt County had some one-time appropriations in their contribution at one point, which is a permissible reason for reducing contributions. Apparently this issue has not come up at a Board meeting or other venue since 2010. My guess is that this may be because all of the counties receive services the cost of which far exceeds their contributions.
2. The Pitt County Finance Officer is on the Board and is the Board's designated Treasurer and because the contributions being made by his and all other counties are within statutory guidelines there is no apparently conflict of interest.

Certainly any member of the Board may pose these questions and expect to receive satisfactory answer and the majority of the Board can vote to make changes in operations should they find that a process is not in keeping with the desires of the Board.

Hope this is helpful.

Pat Porter

From: Mike McLain [mailto:mmclain@camdencountync.gov]
Sent: Wednesday, June 17, 2015 6:28 AM
To: Patricia Porter (Rep. Nelson Dollar)
Subject: Re: Meeting Regarding ECBH

I have been researching an ecbh question. Both board policy and state law 122c-115 state counties cannot reduce contributions to ecbh. The Finance Officer from Pitt County serves as chairman of the finance committee. In reviewing Pitt County contributions they have gone from 600000 to 500000 to 487500. From a governance stand point the Board of Directors was never informed. This was a decision made by the Pitt County Commissioners. No report or other indication to the Board was ever made by

any finance person of ecbh. The auditors did not catch this violation of State Law nor lack of any internal control violation this issue created.

From a governance and control stand point who should be held accountable and terminated.

Should Pitt County be forced to pay their under payment?

Why did the accounting department at ecbh not bring this to the attention of management and to the Board of Directors? We are reminded at every meeting that we the counties are not permitted to reduce our contributions. The Pitt County Finance Officer sits on the Board and hears the same lecture.

Michael McLain, CPA, DBA, CGFM

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On Jun 16, 2015, at 9:42 AM, Patricia Porter (Rep. Nelson Dollar) <Patricia.Porter@ncleg.net> wrote:

Hello Mr. McLain,

I am listening to the Senate Budget proposal for health and human services. They are proposing that significant percentage of the fund balances and risk reserves be taken from the LME/MCOs to be used by the General Assembly to support their plan for Medicaid Reform.

You understand that if this happens, the LME/MCO Boards nor the County Commissioners will have any say over that money.

From: Mike McLain [mailto:mmclain@camdencountync.gov]

Sent: Friday, June 12, 2015 4:07 PM

To: Patricia Porter (Rep. Nelson Dollar)

Subject: Re: Meeting Regarding ECBH

It is all about good corporate governance. Maybe greater oversight. But I was researching previous year's contributions. The ECBH policy is to give the greater of \$2 or previous contribution amount. Also Leza reminds us every meeting that you may not reduce your contribution by state law. If that is correct, why can some counties reduce their contributions and not have it reported to the Board and if in fact it was done by one or more employees why did they not report or be fired.

P. Michael McLain, CPA, DBA, CGFM

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Patricia Porter (Rep. Nelson Dollar) <Patricia.Porter@ncleg.net> , 6/11/2015 4:18 PM:

OK. I see what you mean. I didn't know that ECBH had requested a rate increase from the counties. Yes, I believe you should have input into that. I was suggesting that this might be accomplished with having Leza meet with all your county commissioners.

Pat

From: Mike McLain [mailto:mmclain@camdencountync.gov]

Sent: Thursday, June 11, 2015 4:19 PM

To: Patricia Porter (Rep. Nelson Dollar)

Subject: Re: Meeting Regarding ECBH

We, the counties, will have no say in any rate increases that ecbh can simply charge to us. We will not have any input. Each county should have input on any rate and ecbh should have to request, not demand, public funds.

Michael McLain, CPA, DBA, CGFM

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On Jun 11, 2015, at 4:05 PM, Patricia Porter (Rep. Nelson Dollar) <Patricia.Porter@ncleg.net> wrote:

Hi Mike, Thanks for this message. I understand that all the counties voted in support of the resolution to have representatives appointed to the ECBH Board by region, is that correct? It surely would not provide for every county to have a county commissioner on the Board since that would make the Board too large but it is representation. By taxation without representation do you mean that ECBH can use the county contribution without there being a Camden County Commissioner on the Board?

I think Leza would be willing to meet with the Camden County Commissioners to have them let her know how they would like the county contribution to be spent. That seems to make sense to me...tell me what you think.

Pat Porter

From: Mike McClain [mailto:mmclain@camdencountync.gov]

Sent: Thursday, June 11, 2015 3:22 PM

To: Patricia Porter (Rep. Nelson Dollar)

Subject: Re: Meeting Regarding ECBH

I have concerns about how they will be able to tax without representation. There was mention of increasing county funding, but we have no governance. The statute that permits them to tax without representation should be changed.

Michael McLain, CPA, DBA, CGFM

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On Jun 3, 2015, at 1:13 PM, Patricia Porter (Rep. Nelson Dollar) <Patricia.Porter@ncleg.net> wrote:

Hello,

I did have a conversation with Ms. Leza Wainwright and she let me know that she had planned to present additional and more specific information to the ECBH Board regarding the Budget. In addition, she noted that the issue regarding employee retirement that you included in our discussion had been tabled at the last Board meeting and would not be considered again without the approval of the Board.

There is increased scrutiny being provided to the fund balances and risk reserves of all of the LME/MCOs for a number of reasons to include your expressed concerns.

The Dept. of Health and Human Services has authority for the oversight of these funds and assurance that they are used properly within state and federal Medicaid managed care law.

Ms. Wainwright provided me with the list of services that will be supported with the unrestricted fund balance. Many of these will expand the services available to residents of Camden County. This list will be provided to the ECBH Board at the next meeting. Per the requirements of their contracts with DHHS, each of the LME/MCOs must do a gap analysis to determine the service gaps per county and per population and to design expansion of services to address those needs.

Finally, Ms. Wainwright gave me a chart demonstrating the contribution of each of the counties in the ECBH catchment area along with the expenditures made to support services in each of the counties.

I was impressed to see that your \$20,000 investment yielded \$1,878,983 in services specifically to citizens in need in your county.

In our discussion you had questions about how county commissioners are represented on the ECBH Board. I am attaching a copy of H191, a bill that defines the composition and size of the LME/MCO Governing Boards. As you can see, there is no mechanism for each of the constituent counties to have their own Commissioner on the Board. This is true for all of the LME/MCOs. There is direction that each county must be represented by some mechanism. I understand that the merger of Coastal Care and

ECBH became official at the beginning of this month and that a resolution was prepared to describe the mechanism for county representation on the Board. This resolution must be presented to each of the counties and a majority of the counties must vote to approve the mechanism provided. Then, the provision must be approved by the Secretary of the DHHS.

I related to Ms. Wainwright that the leadership in Camden County felt ill-informed about budget and service decisions made on behalf of their citizens by ECBH and encouraged her to set up regular meetings with the County Commissioners to provide updates and to answer all questions. She agreed to that and, I understand, she had contacted you in order to set up a first meeting with you.

I hope you find this information useful. As officials elected to represent the citizens of your county you have a right and responsibility to be informed and to have meaningful input into how public money is spent on their behalf.

Please let me know if you have any questions or if I can be of any additional assistance to you.

Pat Porter

From: Patricia Porter (Rep. Nelson Dollar)
Sent: Wednesday, May 13, 2015 6:35 PM
To: 'mmclain@camdencountync.gov'; 'tomwhite@camdencountync.gov'; 'criggs@camdencountync.gov'
Subject: Meeting Regarding ECBH

Hello,

I am following up on the issues we discussed in our meeting. I feel I can move to a more thorough resolution by speaking to Ms. Leza Wainwright, the ECBH CEO regarding the budget, use of fund balance, service coverage in Camden County etc. I plan to let her know that I have spoken to you and wanted to advise you of this and request that you let me know if you have objection to this.

I also wanted to let you know that I am not neglecting to communicate with the others who attended our meeting....I just do not have their contact information. If you can pass our communication on to them, that would be much appreciated.

Thank you!

Pat Porter

From: Patricia Porter (Rep. Nelson Dollar)
Sent: Thursday, May 07, 2015 4:19 PM
To: 'mmclain@camdencountync.gov'; 'tomwhite@camdencountync.gov'; 'criggs@camdencountync.gov'
Subject: Meeting Yesterday

Hello!

I wanted to let you know that it was a pleasure to meet with you yesterday. I appreciated the frank discussion we had regarding your concerns about ECBH, particularly related to management of the budget, county representation on the ECBH Board and service access in your county.

As I told you yesterday, I will relay your concerns to Rep. Dollar and, at his direction, I will initiate a process to follow-up on each of your concerns.

Once again, thank you for the meeting. I will be contacting you again as soon as I can.

All best,

Pat Porter

Patricia B. Porter, Ph.D.

Health and Human Services Consultant

NC General Assembly

301H Legislative Office Building

300 North Salisbury Street

Raleigh, North Carolina 27603-5925

(919) 301-1982

patriciap@ncleg.net

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Sound Workforce Solutions

2014 Data Book Northeastern Workforce Development Board

Labor and Economic Analysis Division
North Carolina Department of Commerce



Table of Contents

The Regional Labor Force

Age of the Labor Force	p. 8-9
Employment by Age Group	p. 10
Percentage of Employment Share, 55 and Over	p. 11-12
Percentage of Employment Share, 24 and Under	p. 13-14
Income and Earnings	p. 15
Commuting Patterns	p. 16-28
Educational Attainment	p. 29-30
Community College Enrollment Trends	p. 31
High School Graduation Rates	p. 32
High School Graduation Rate Trends	p. 33
Unemployment Rates by Educational Attainment	p. 34

Changes in Employment and Jobs

The Severity of the Most Recent Recession	p. 36
Recessionary Impacts on the Employed	p. 37-43
Recessionary Impacts on the Number of Jobs	p. 44-45
Area Unemployment Rates	p. 46-47
Labor Force and Population Growth Rates	p. 48-49

Current Job Opportunities

Area New Hires by Industry	p. 51
Job Openings Advertised Online	p. 52
Occupations with Most Online Job Ads	p. 53
Rise and Fall of the Self-Employed	p. 54
Area Jobs by Industry	p. 55
Top Tourism Counties	p. 56

Projected Job Opportunities

Industries with Highest Projected Job Growth	p. 58
Growth Occupations	p. 59
Growth Occupations Requiring a Bachelors Degree	p. 60
Growth Occupations Requiring an Associate's Degree	p. 61
Growth Occupations Requiring a High School Diploma	p. 62

Introduction

This is the inaugural Northeastern Workforce Development Board Data Book as prepared from data collected by the North Carolina Department of Commerce's Labor and Economic Analysis Division.

The NWDB Data Book was developed to collect and disseminate timely and reliable data on the regional workforce in the Northeast North Carolina Counties of Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrell, and Washington. NWDB's partners include the Region's school districts, and our secondary education and training agencies, our economic developers, as well as current and future businesses in the Albemarle Region.

The need to track labor statistics is important to our education partners, allowing them to align their program offerings to the regional job trends and projected labor market needs. Economic Developers will be able to recruit new businesses and assist existing business by utilizing the labor projections and trends.

The Data Book is divided into four sections.

The Regional Labor Force which includes the demographic data of the Region's workforce

Overall, more than 20% of the Region's labor force is nearing retirement which provides industry a pool of experienced workers in which to hire from for vacant positions. As the Region is primarily rural, the age of the labor force continues to rise as more workers are forced to stay in the job market longer in order to sustain their quality of life. This section also looks at the commuting patterns of those employed living in the region and working here, as well as those living outside of the region, but working here. Further, the section looks at those living in the region and working outside the region; showcasing that the majority of those individuals living in the region are employed in the region. Additionally, this section analyses the education levels and educational needs of the region in order to meet the current and future industry job trends.

Introduction

Changes in Employment and Jobs focusing on the impact of the 2008 recession on the Region's labor force, including the unemployment rates and population growth rates

The recession of 2008 had a large impact on the region. The decline in the labor market was longer and larger than anticipated, as was the recovery. The data of this section illustrates that the region has yet to rebound completely to prerecession levels. The data does show that the region continues to lag in employment growth compared to the rest of the state. This section also looks at the number of jobs in the region, as well as the need for more employees as the job growth has steadily improved since 2011.

Current Job Opportunities focusing on the job opportunities in the region based on current industries

This section looks at the trends in current job opportunities. Currently, the majority of job opportunities are in two sectors those being retail trade and hospitality which have lower than average wages. The real estate industry, including rental and leases, as well as construction remain major sources for current job opportunities. While there are needs within the health care, manufacturing and professional and technical service areas, these industries had very low percentages for new hires. Labor needs of employers vary depending on the season, however, the available jobs posted online throughout the region has steadily increased. It should be noted that in the Northeast Region, tourism is an economic driver and supports many local industries including: construction, retail trade, real estate, and leisure and hospitality.

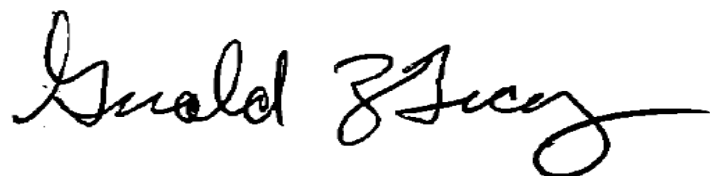
Projected Job Opportunities with a focus on those industries with the highest project job growth potential, as well as those job opportunities requiring different levels of training and education.

The future on labor in the Region is important to retain, attract and assist with the expansion of local industry. This section projects the occupations with the highest growth over the next six years. As no surprise, the retail trade and hospitality industries continue to grow, along with health care services. It should be noted that professional, scientific and technical services increase as well. The region shows future needs for professionals with either an Associate's or Bachelor's Degree in order to support current and future industry, with smaller increases for job opportunities in those industry segments that require a high school diploma or equivalent.

Introduction

Thank you for the opportunity to share this important labor information with you. As always, the Northeastern Workforce Development Board is proud to continue its strong partnership with our educational stakeholders, industry and of course, the Region's labor force.


Zach Bray, Chairman
Northeastern Workforce Development Board



David Whitmer, Director
Northeastern Workforce Development Board



Cathy Davison, Executive Director
Albemarle Commission Regional Council of Government



State of the Workforce

- 1. Who is the Regional Labor Force?**
- 2. How has the Region Fared Since the Recession?**
- 3. Where are the Current Job Opportunities?**
- 4. Where are the Future Job Opportunities?**



Characteristics of the Regional Labor Force

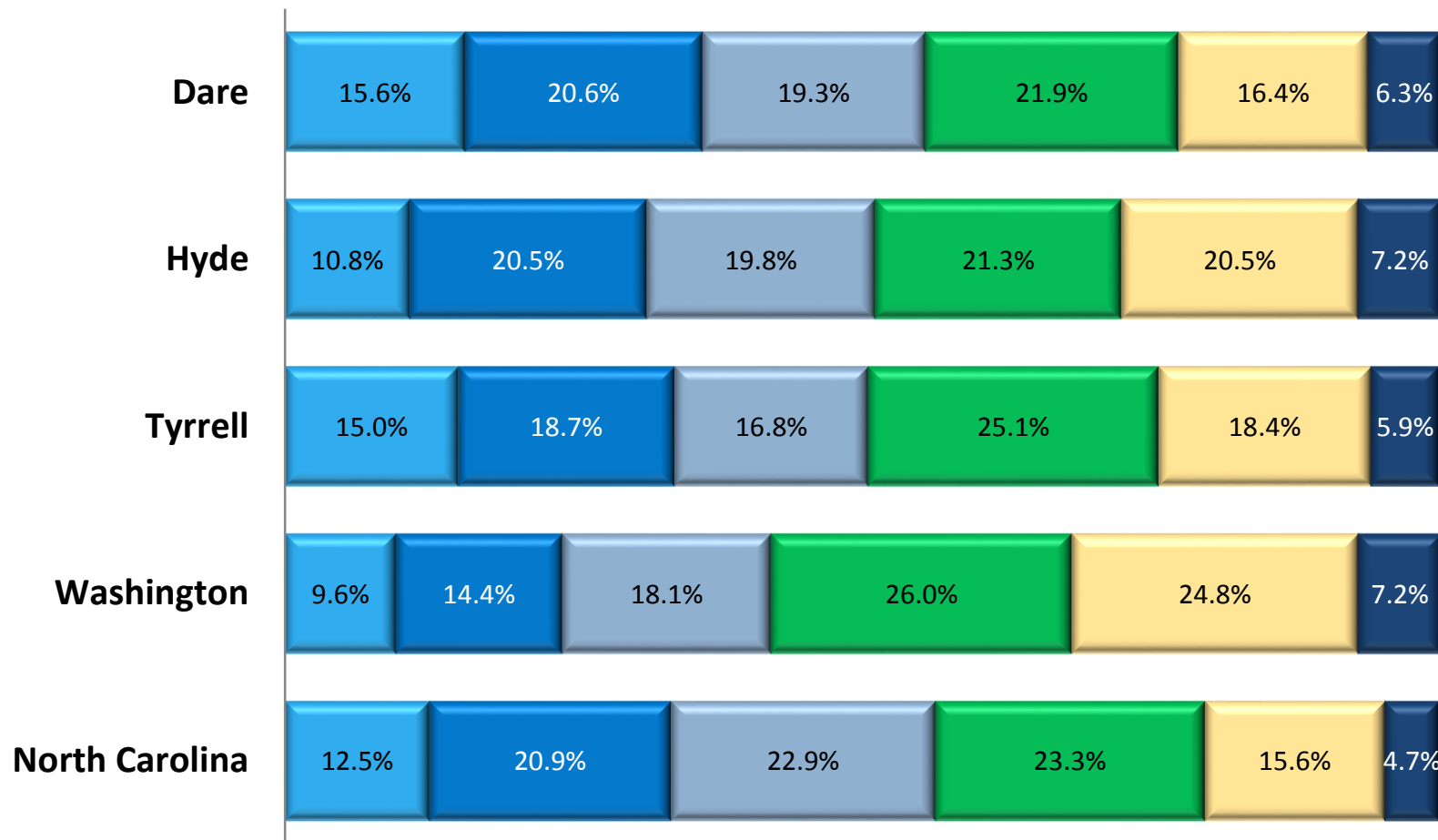


The Northeastern Workforce Development Board region includes: Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington Counties

Age of the Labor Force, 2012

Counties South of Albemarle Sound

■ 14-24 Years
 ■ 25-34 Years
 ■ 35-44 Years
 ■ 45-54 Years
 ■ 55-64 Years
 ■ 65 & Over



Over 20 Percent Nearing Retirement

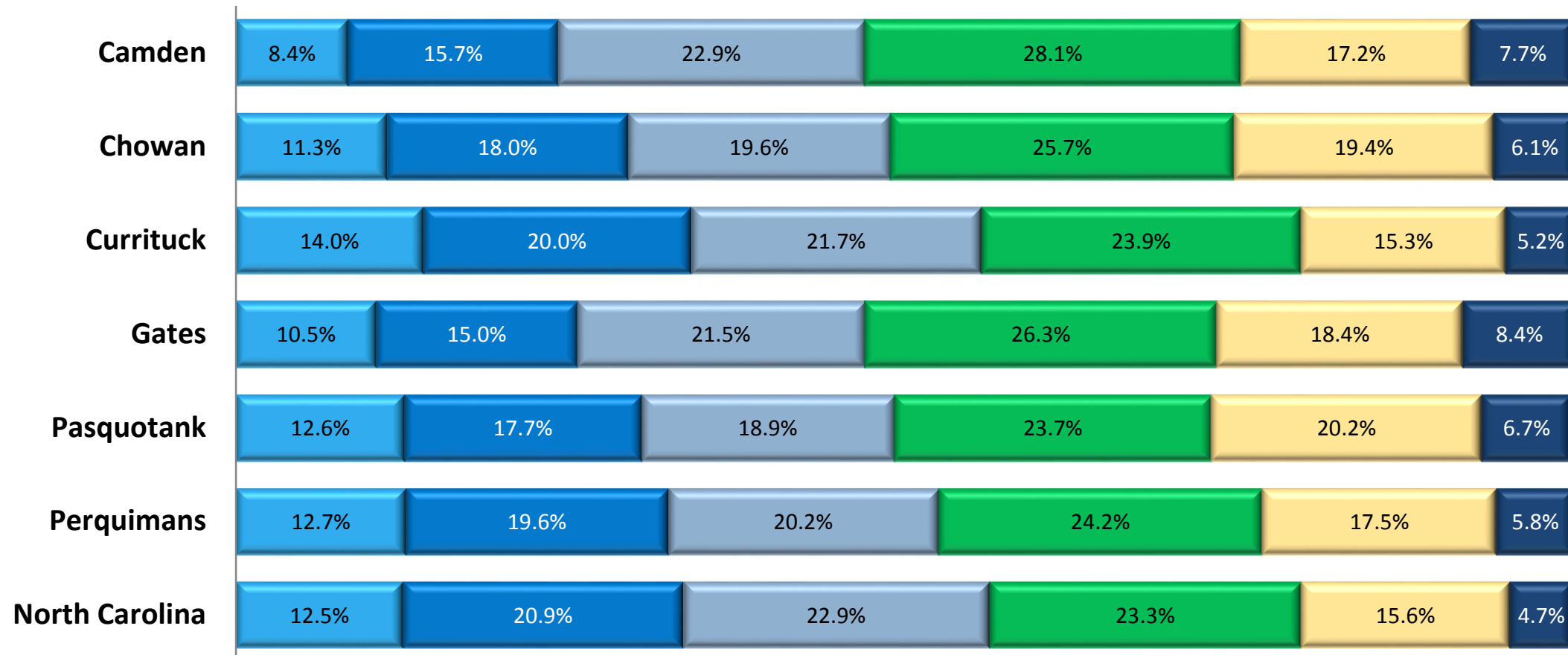
Statewide, the labor force in the early half of their careers is about equal to the number in the later half. For most counties in the Northeastern WDB region, the labor force is noticeably older than that of the State. This offers employers a large supply of experienced workers to hire. However, there may be difficulty filling positions when more people retire than there are to replace them. Dare County has a slightly higher percentage of young labor force participants while nearly a third of Washington County's labor is 55 or older.

Source: Quarterly Workforce Indicators (QWI), US Census Bureau

Age of the Labor Force, 2012

Counties North of Albemarle Sound

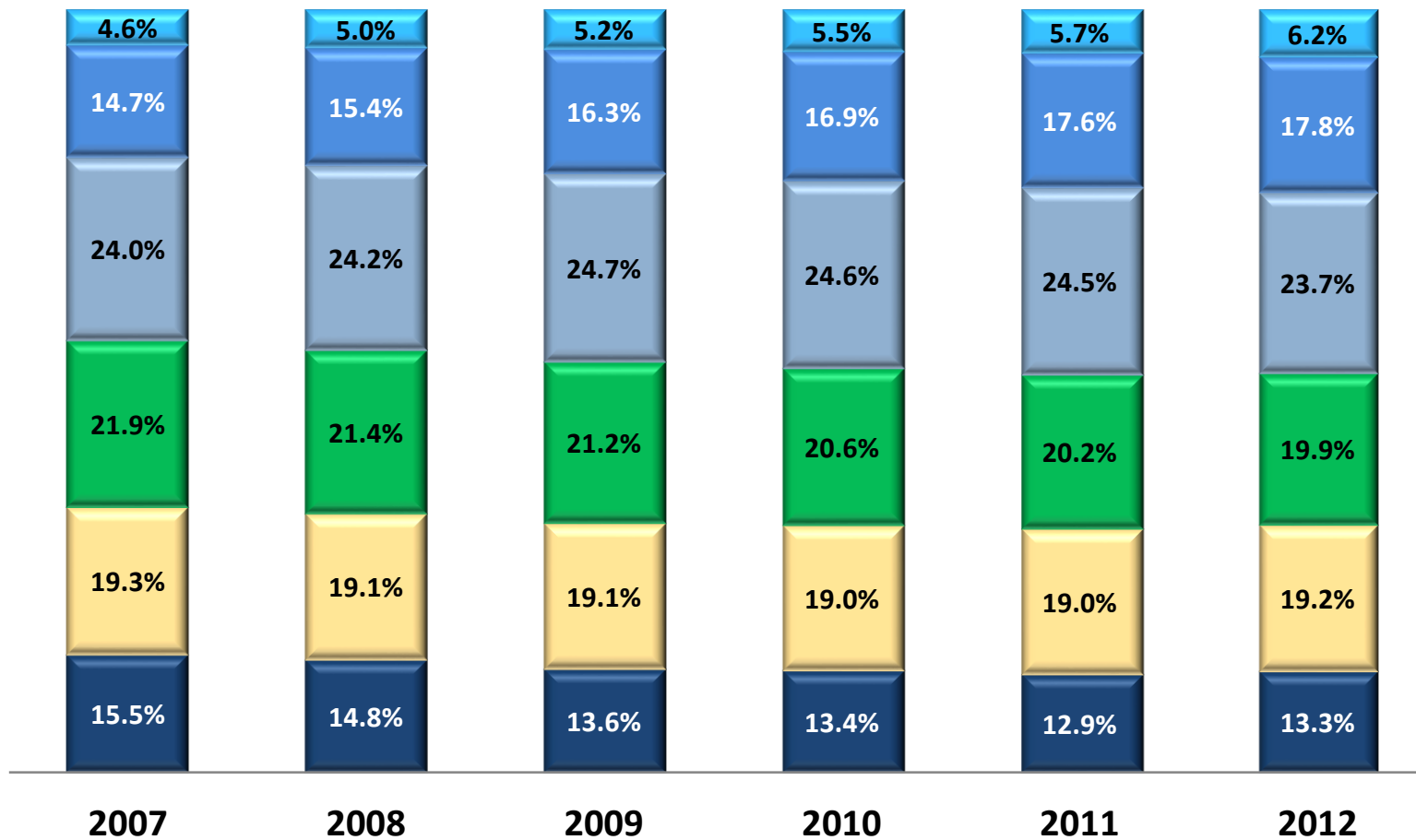
■ 14-24 Years
 ■ 25-34 Years
 ■ 35-44 Years
 ■ 45-54 Years
 ■ 55-64 Years
 ■ 65 & Over



Source: Quarterly Workforce Indicators (QWI), US Census Bureau

Employment by Age Group Northeastern WDB Area

■ 14-24 ■ 25-34 ■ 35-44 ■ 45-54 ■ 55-64 ■ 65-99



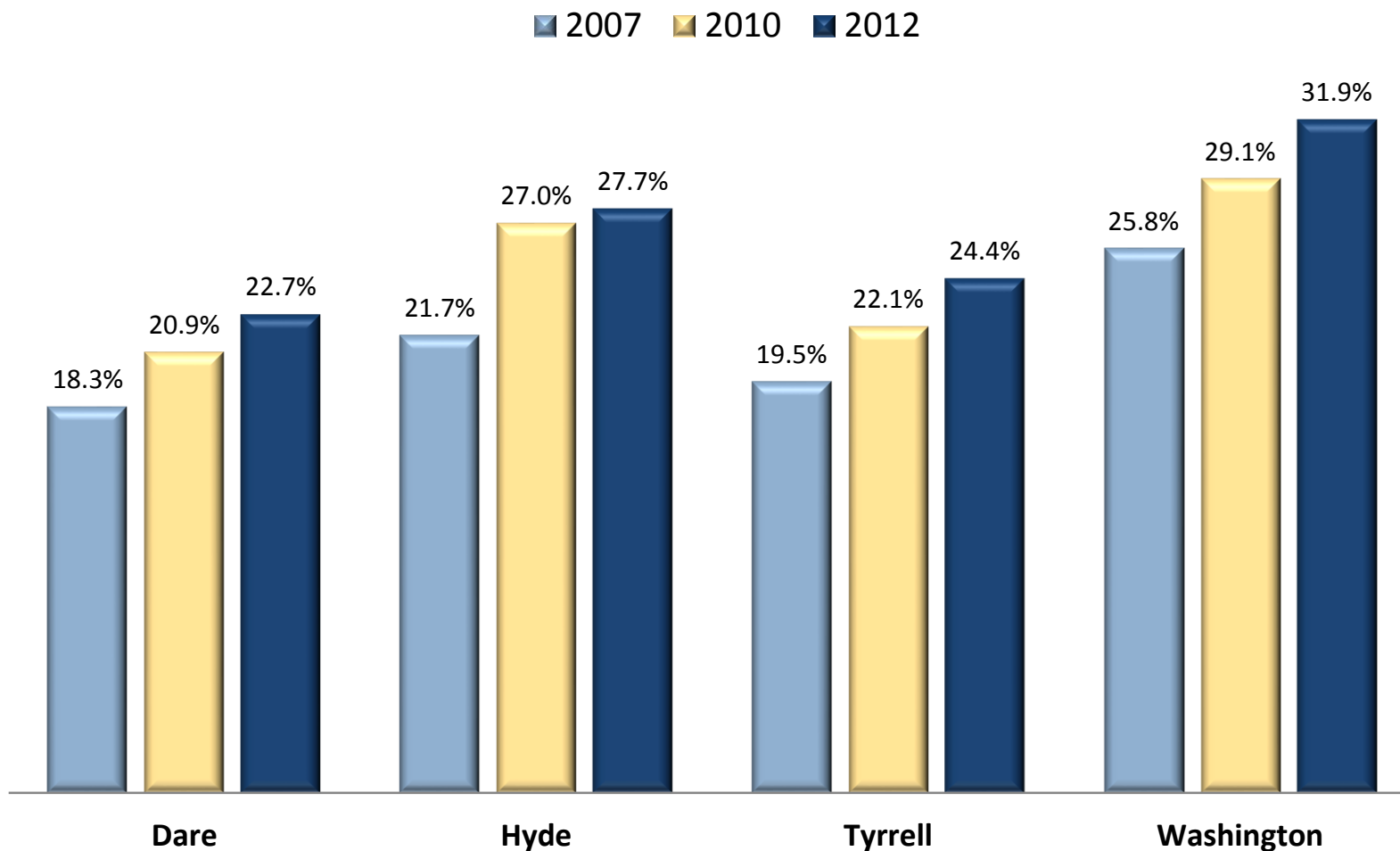
Aging of the Baby Boomers

Demographics of the employed in the Northeastern area are steadily changing. The number of later-career workers has risen while the proportion of workers between 25 and 54 has been in decline.

In 2012, 24% of all jobs were occupied by someone aged 55 or older – up from 19.3% in 2007. Conversely, during the same period, workers between 25 and 55 fell from 65.2% to 62.8%. The percentage of workers between 14 and 24 has also declined.

Source: Quarterly Workforce Indicators (QWI), US Census Bureau

Percentage of Employment Share, 55 and Over Counties South of Albemarle Sound



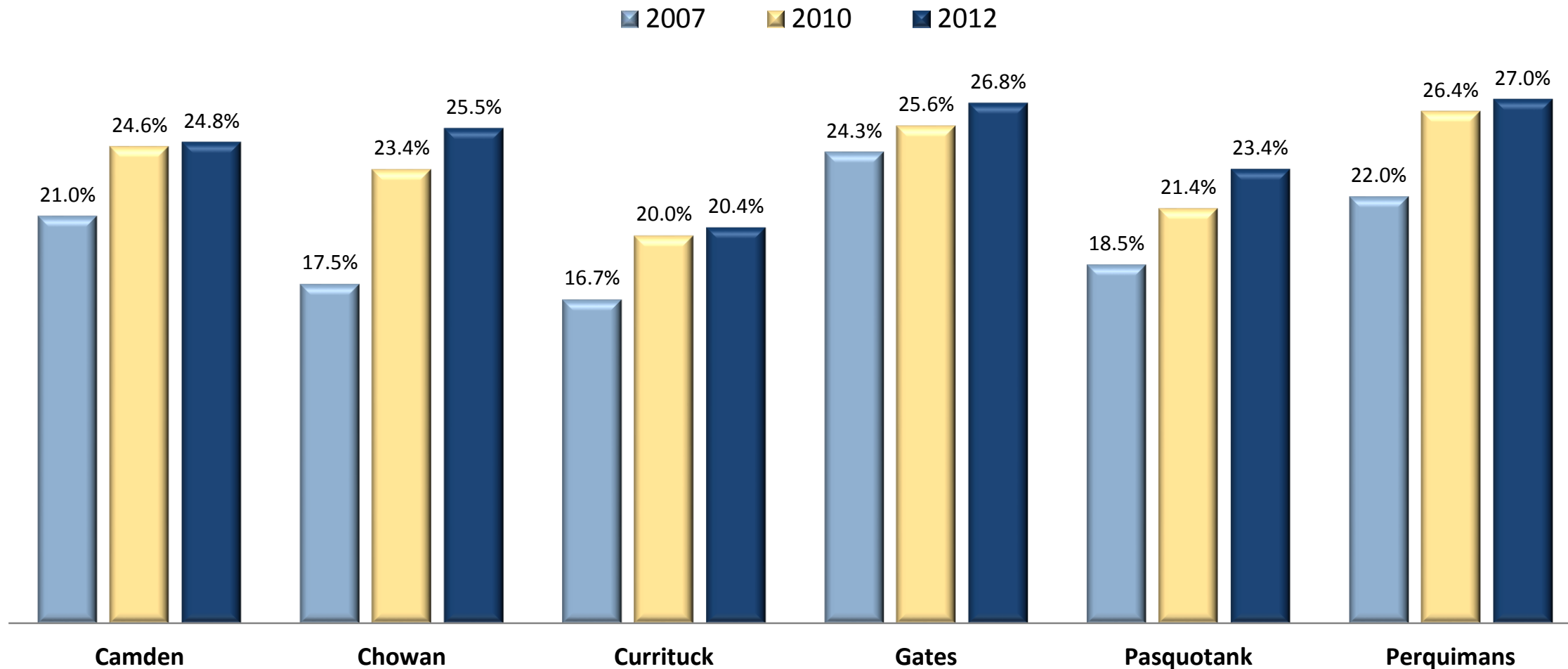
Rural Areas Getting Older

The proportion of jobs staffed by older workers has grown sharply since the middle of last decade driven in part by the aging of the Baby Boomers. Other factors playing into this phenomenon include, but are not limited to:

- The growing attraction of the region and state to older individuals;
- A need or desire by near-retirees to recover or grow their retirement savings after the recession;
- An improved healthcare system that allows people to work longer;
- Changing lifestyle decisions where many are choosing to work later into life than previous generations.

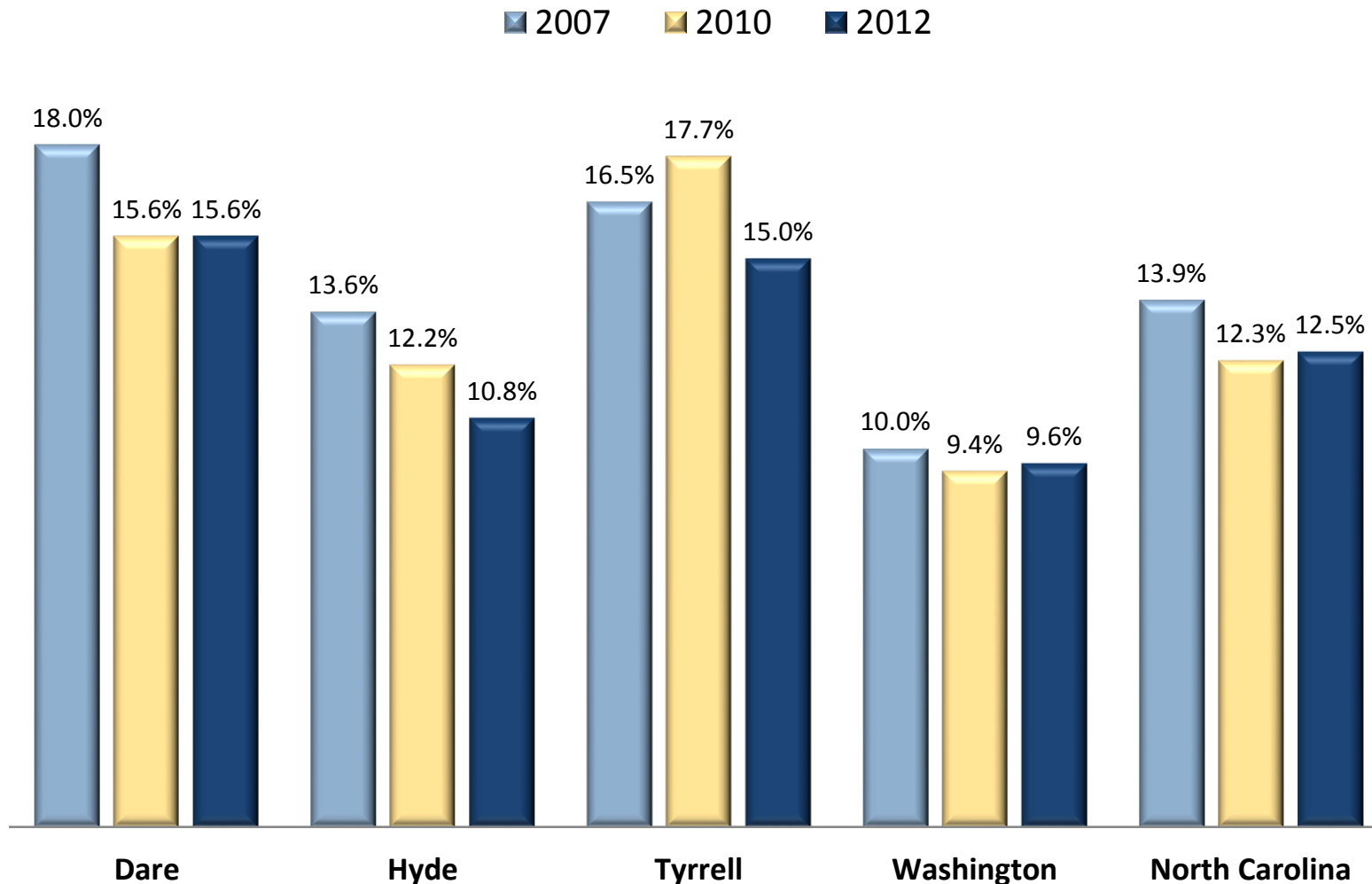
Source: Quarterly Workforce Indicators (QWI), US Census Bureau

Percentage of Employment Share, 55 and Over Counties North of Albemarle Sound



Source: Quarterly Workforce Indicators (QWI), US Census Bureau

Percentage of Employment Share, 24 and Under Counties South of Albemarle Sound



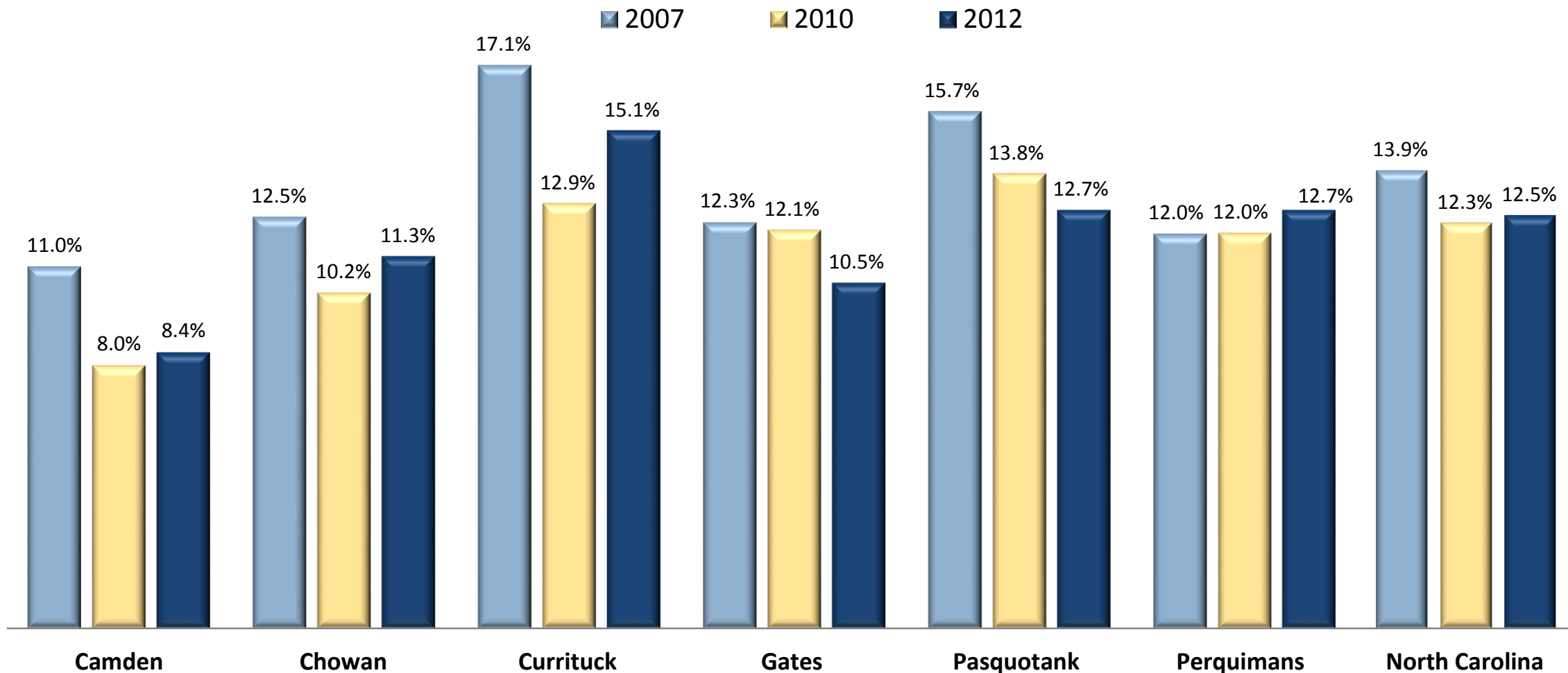
Youth and Employment

Youth employment is important for building job skills and credentials as well as for growing wealth. Northeastern youth employment has declined since 2007. Some potential reasons for this may include:

- Difficulties finding employment due to the recession.
- Rising educational attainment delaying employment.
- Increase in older workers making it difficult for youth to compete for jobs.

Source: Quarterly Workforce Indicators (QWI), US Census Bureau

Percentage of Employment Share, 24 and Under Counties North of Albemarle Sound



Source: Quarterly Workforce Indicators (QWI), US Census Bureau

Northeastern Area Earnings, 2012

	Median Household Income	% of North Carolina	Average Weekly Wage	% of North Carolina
Camden	\$56,315	121.2%	\$828	99.9%
Chowan	\$36,385	78.3%	\$613	73.9%
Currituck	\$57,446	123.7%	\$554	66.8%
Dare	\$55,780	120.1%	\$556	67.1%
Gates	\$45,136	97.2%	\$577	69.6%
Hyde	\$43,608	93.9%	\$551	66.5%
Pasquotank	\$46,032	99.1%	\$649	78.3%
Perquimans	\$42,410	91.3%	\$537	64.8%
Tyrrell	\$33,605	72.3%	\$496	59.8%
Washington	\$33,718	72.6%	\$562	67.8%
North Carolina	\$46,450		\$829	

Money Troubles

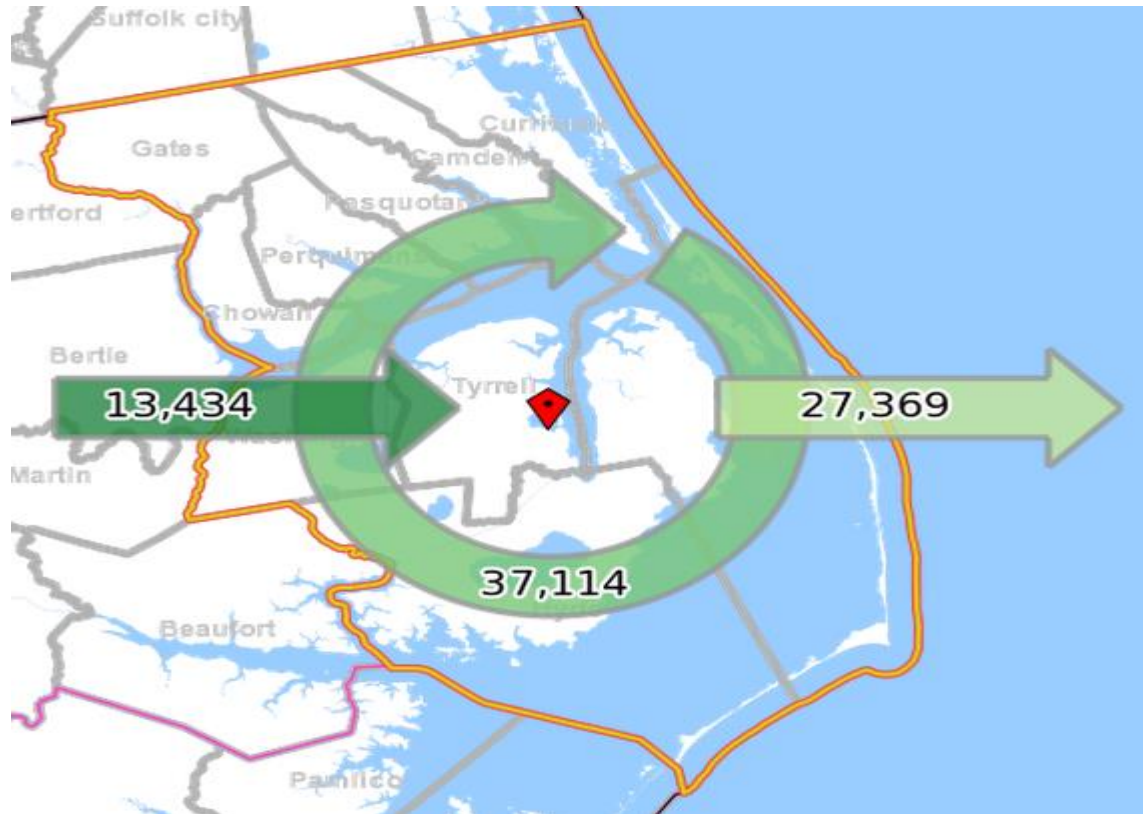
Most counties in the Northeastern WDB region (including Dare, Currituck, and Camden) are close to the median household income statewide while the average wage is considerably lower.

Possible explanations for this may include:

- Incomes may be bolstered by alternative forms of income other than wages;
- 40% commute to work outside of the area, perhaps for more money;
- The prevalence of retail or food service jobs may lead people to hold more than one job.

2012 3-year estimates US Census American Community Survey
 2012 Quarterly Census of Employment & Wages LEAD, NC Dept. of Commerce

Commuting Patterns






Quality of Life and Commuting

In 2011, twice as many people in the Northeastern area commuted out of the area for private sector jobs than commuted in.

Inflow/Outflow Job Counts (Primary Jobs), 2011

	Count	Pct.
Employed in Region	50,548	100%
Employed in Region but Living Outside	13,434	27%
Employed and Living in Region	37,114	73%
Living in Region	64,483	100%
Living in Region but Employed Outside	27,369	42%
Living and Employed in Region	37,114	58%

-  Employed and Live in Extended Region
-  Employed in Extended Region, Live Outside
-  Live in Extended Region, Employed Outside

Source: OnTheMap, Longitudinal Employer-Household Dynamics (LEHD), US Census

Note: Overlay arrows do not indicate direction of worker flow between home and employment locations.

Working and Living in the County: South of Albemarle Sound

% of Private Sector Jobs in their Home County, 2011

Growth of Commuters

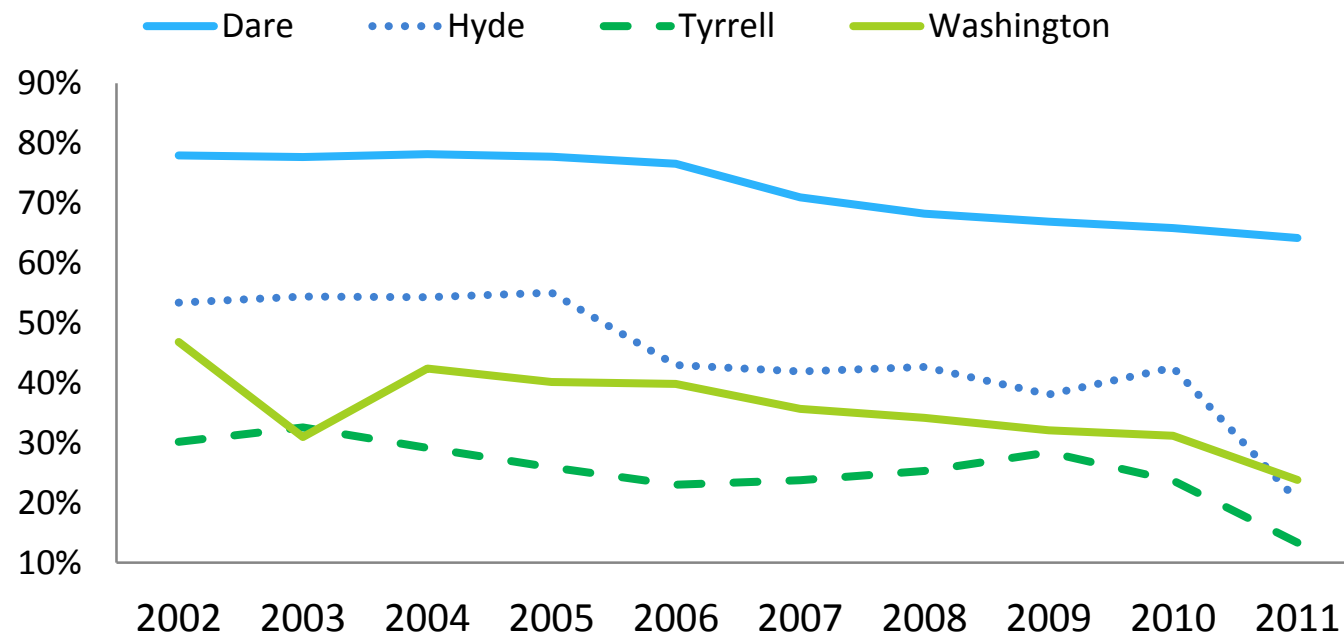
Significantly more people in the region commute outside of their home county than a decade ago. This trend is likely part of a greater trend and acceptance of commuting greater distances for work. However, this also may be reflective of current economic conditions. In the middle 2000's when the economy expanded, the percentage of people living and working in the same county stabilized but during and following the 2001 and 2008 recessions, out-commuting accelerated.

Dare – 64.2%

Hyde – 20.4%

Tyrrell – 13.3%

Washington – 23.8%



Source: Longitudinal Employer-Household Dynamics (LEHD), US Census

Working and Living in the County: North of Albemarle Sound

% of Private Sector Jobs in their Home County, 2011

Camden – 34.8%

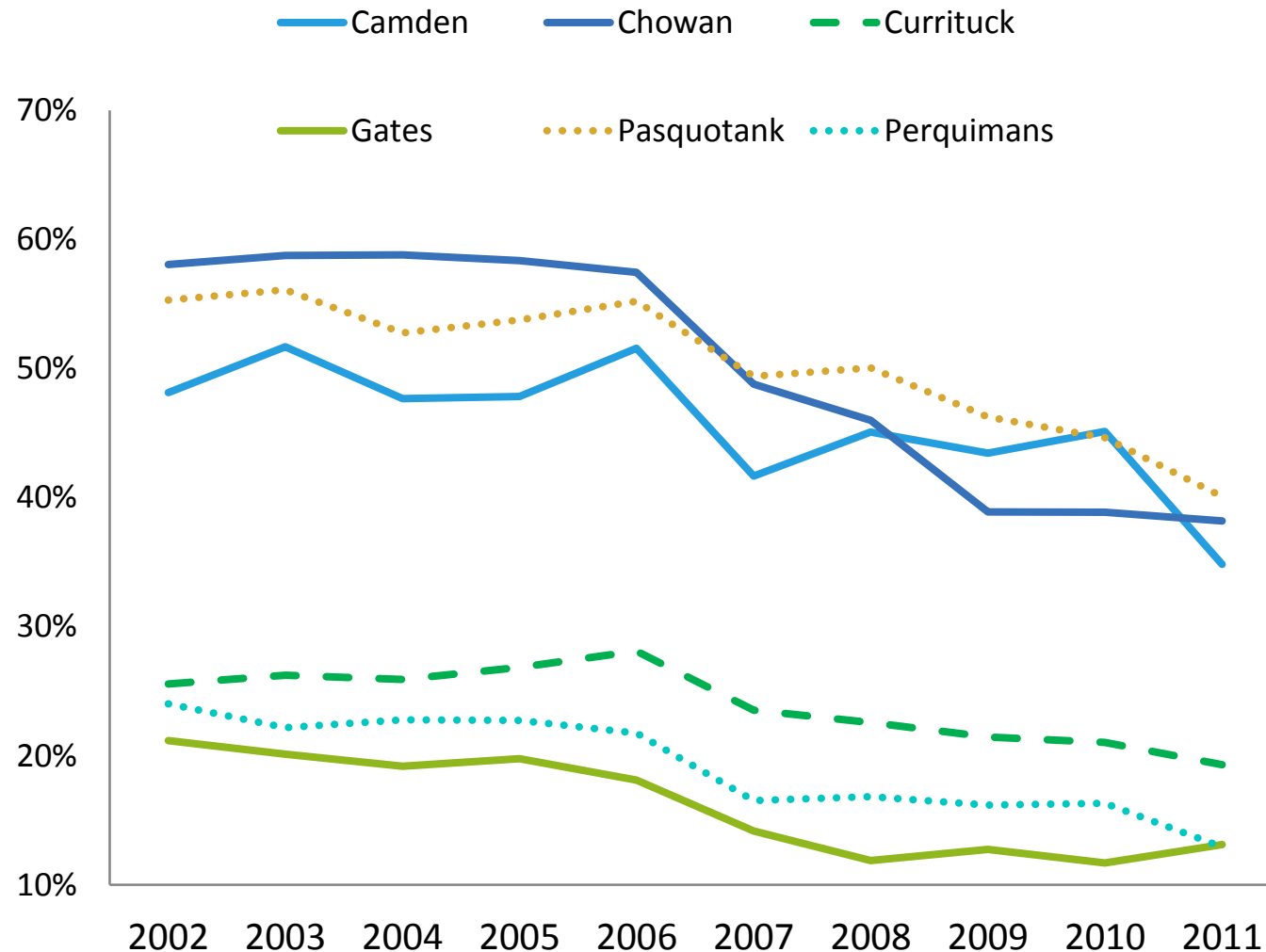
Chowan – 38.2%

Currituck – 19.3%

Gates – 13.1%

Pasquotank – 40.1%

Perquimans – 12.9%



Source: Longitudinal Employer-Household Dynamics (LEHD), US Census

Where Camden County Works, 2011

Private Sector

	Camden Residents Working in	% of All Camden Residents
Camden County, NC	248	34.8%
Pasquotank County, NC	227	31.9%
Perquimans County, NC	52	7.3%
Currituck County, NC	41	5.8%
Dare County, NC	28	3.9%
Virginia Beach city, VA	25	3.5%
Chesapeake city, VA	9	1.3%

Source: OnTheMap, Longitudinal Employer-Household Dynamics (LEHD), US Census

Where Chowan County Works, 2011

Private Sector

	Chowan Residents Working in	% of Chowan Residents
Chowan County, NC	1,468	38.2%
Pasquotank County, NC	280	7.3%
Hertford County, NC	239	6.2%
Bertie County, NC	162	4.2%
Perquimans County, NC	157	4.1%
Dare County, NC	142	3.7%
Pitt County, NC	108	2.8%
Wake County, NC	102	2.7%

Source: on the Map, Longitudinal Employer-Household Dynamics (LEHD), US Census

Where Currituck County Works, 2011

Private Sector

	Currituck Residents Working in	% of All Currituck Residents
Currituck County, NC	1,414	19.3%
Dare County, NC	1,146	15.6%
Chesapeake city, VA	1,046	14.3%
Virginia Beach city, VA	932	12.7%
Norfolk city, VA	641	8.8%
Pasquotank County, NC	438	6.0%
Wake County, NC	216	2.9%
Portsmouth city, VA	175	2.4%

Source: on the Map, Longitudinal Employer-Household Dynamics (LEHD), US Census

Where Dare County Works, 2011

Private Sector

	Dare Residents Working in	% of All Dare Residents
Dare County, NC	7,394	64.2%
Currituck County, NC	748	6.5%
Pasquotank County, NC	449	3.9%
Wake County, NC	268	2.3%
Virginia Beach city, VA	247	2.1%
Pitt County, NC	244	2.1%
Hertford County, NC	195	1.7%
Chowan County, NC	167	1.4%

Source: on the Map, Longitudinal Employer-Household Dynamics (LEHD), US Census

Where Gates County Works, 2011

Private Sector

	Gates Residents Working in	% of All Gates Residents
Gates County, NC	463	13.1%
Suffolk city, VA	354	10.0%
Hertford County, NC	298	8.4%
Chesapeake city, VA	274	7.8%
Virginia Beach city, VA	257	7.3%
Newport News city, VA	244	6.9%
Norfolk city, VA	222	6.3%
Pasquotank County, NC	156	4.4%

Source: on the Map, Longitudinal Employer-Household Dynamics (LEHD), US Census

Where Hyde County Works, 2011

Private Sector

	Hyde Residents Working in	% of All Hyde Residents
Hyde County, NC	382	20.4%
Dare County, NC	352	18.8%
Beaufort County, NC	177	9.5%
Hertford County, NC	87	4.6%
Bertie County, NC	75	4.0%
Currituck County, NC	73	3.9%
Pitt County, NC	69	3.7%
Pasquotank County, NC	63	3.4%

Source: on the Map, Longitudinal Employer-Household Dynamics (LEHD), US Census

Where Pasquotank County Works, 2011

Private Sector

	Pasquotank Residents Working in	% of All Pasquotank Residents
Pasquotank County, NC	4,904	40.1%
Dare County, NC	594	4.9%
Chesapeake city, VA	538	4.4%
Virginia Beach city, VA	483	3.9%
Norfolk city, VA	456	3.7%
Currituck County, NC	413	3.4%
Wake County, NC	358	2.9%
Pitt County, NC	346	2.8%

Source: OnTheMap, Longitudinal Employer-Household Dynamics (LEHD), US Census

Where Perquimans County Works, 2011

Private Sector

	Perquimans Residents Working in	% of All Perquimans Residents
Pasquotank County, NC	860	19.6%
Perquimans County, NC	567	12.9%
Dare County, NC	277	6.3%
Chowan County, NC	252	5.7%
Currituck County, NC	121	2.8%
Hertford County, NC	116	2.6%
Chesapeake city, VA	112	2.6%
Pitt County, NC	109	2.5%

Source: OnTheMap, Longitudinal Employer-Household Dynamics (LEHD), US Census

Where Tyrrell County Works, 2011

Private Sector

	Tyrrell Residents Working in	% of All Tyrrell Residents
Dare County, NC	401	23.4%
Tyrrell County, NC	229	13.3%
Hertford County, NC	71	4.1%
Washington County, NC	68	4.0%
Currituck County, NC	58	3.4%
Hyde County, NC	56	3.3%
Pasquotank County, NC	54	3.1%
Bertie County, NC	47	2.7%

Source: OnTheMap, Longitudinal Employer-Household Dynamics (LEHD), US Census

Where Washington County Works, 2011

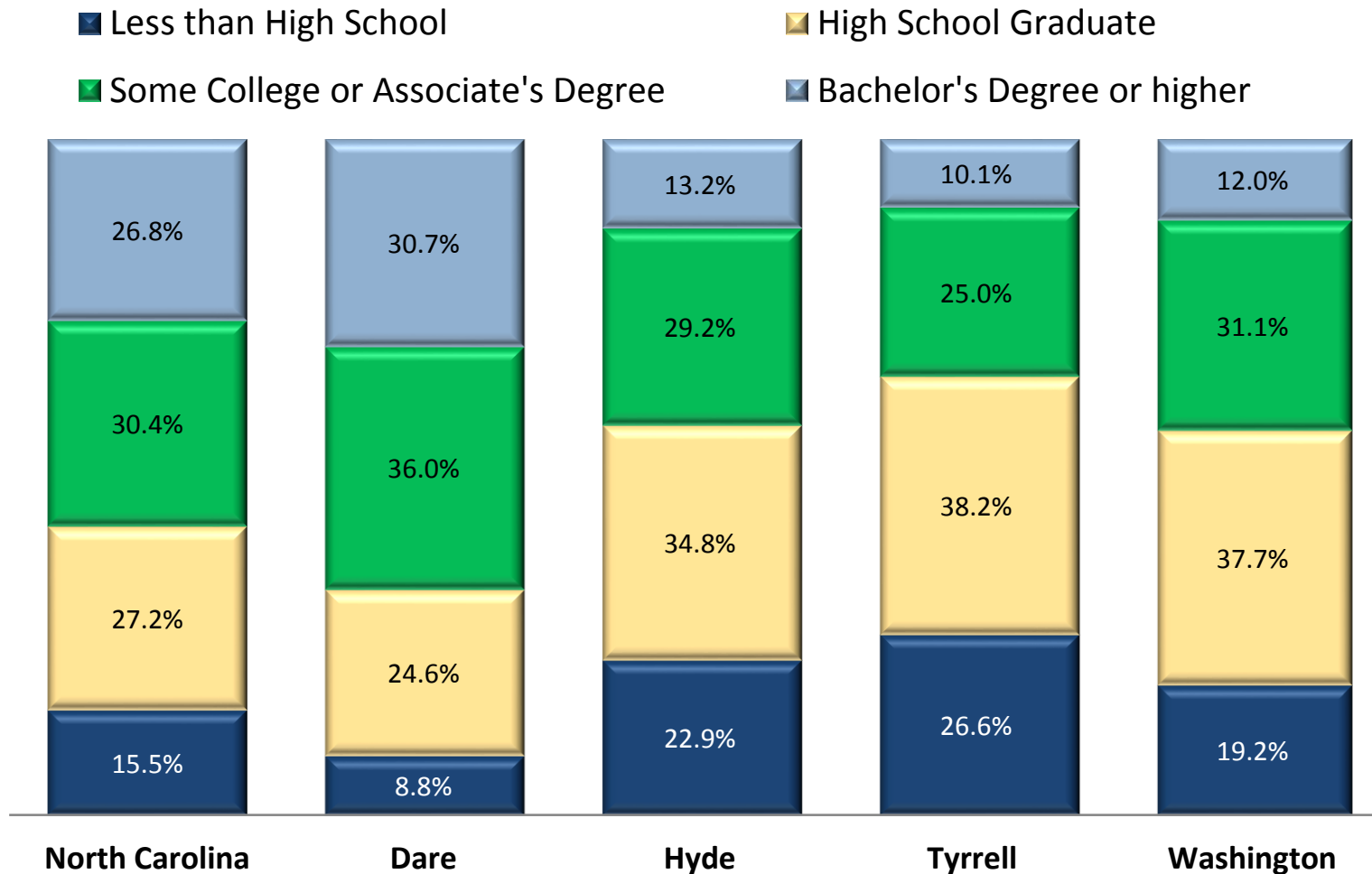
Private Sector

	Washington Residents Working in	% of All Washington Residents
Washington County, NC	923	23.8%
Beaufort County, NC	269	6.9%
Dare County, NC	203	5.2%
Martin County, NC	167	4.3%
Chowan County, NC	156	4.0%
Wake County, NC	124	3.2%
Pitt County, NC	123	3.2%
Guilford County, NC	117	3.0%

Source: OnTheMap, Longitudinal Employer-Household Dynamics (LEHD), US Census

Educational Attainment, 2012

Counties South of Albemarle Sound



Education Differences

Significant differences exist between counties in the region in terms of educational attainment. Dare County has a higher proportion of residents with a bachelor's degree than the State. In the rest of the region, bachelor degrees are far less prevalent.

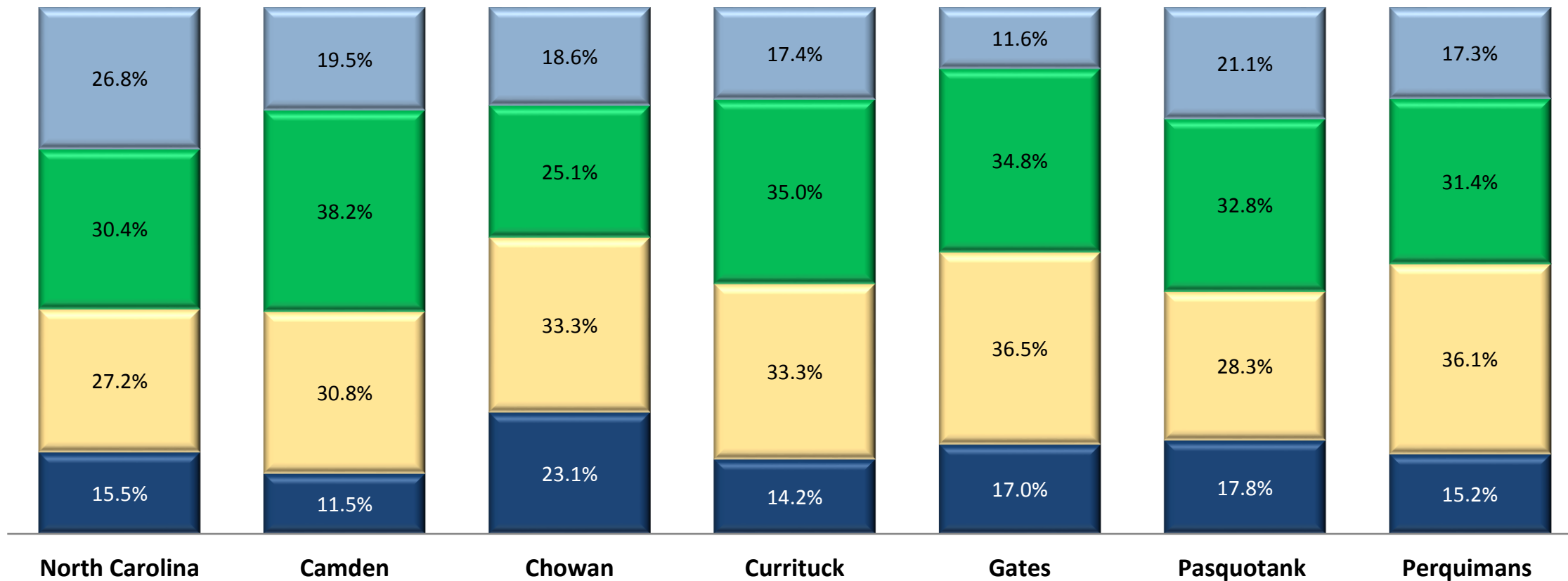
Similarly, Dare County's representative populations without a high school degree are smaller than NC overall. In most counties in the area, populations without a high school degree are larger.

2012 5-year estimates US Census American Community Survey

Educational Attainment, 2012

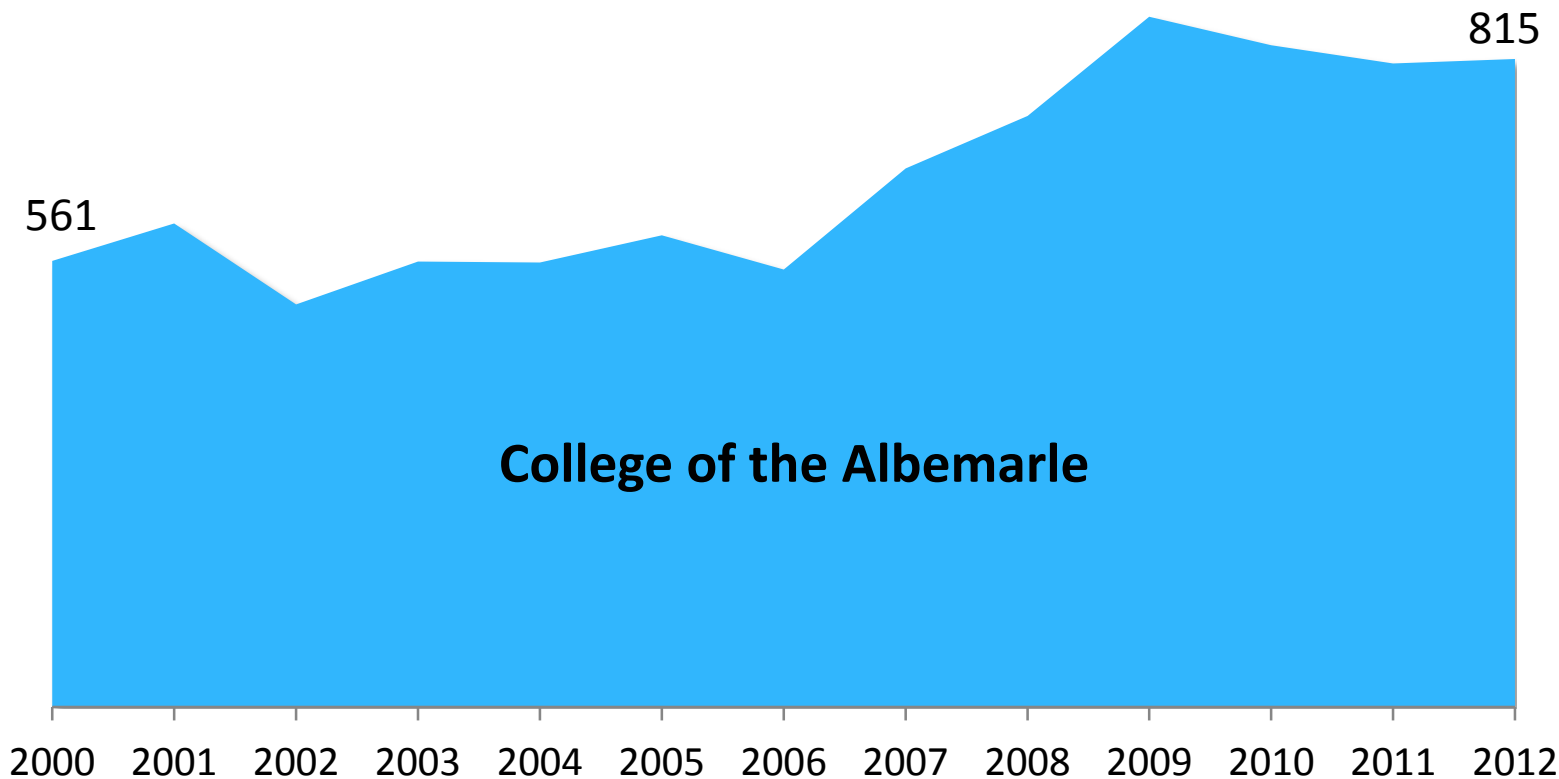
Counties North of Albemarle Sound

- Less than High School
- High School Graduate
- Some College or Associate's Degree
- Bachelor's Degree or higher



2012 5-year estimates US Census American Community Survey

Community College Enrollment Trends, 2000 through 2012



College of the Albemarle

Education Advancements

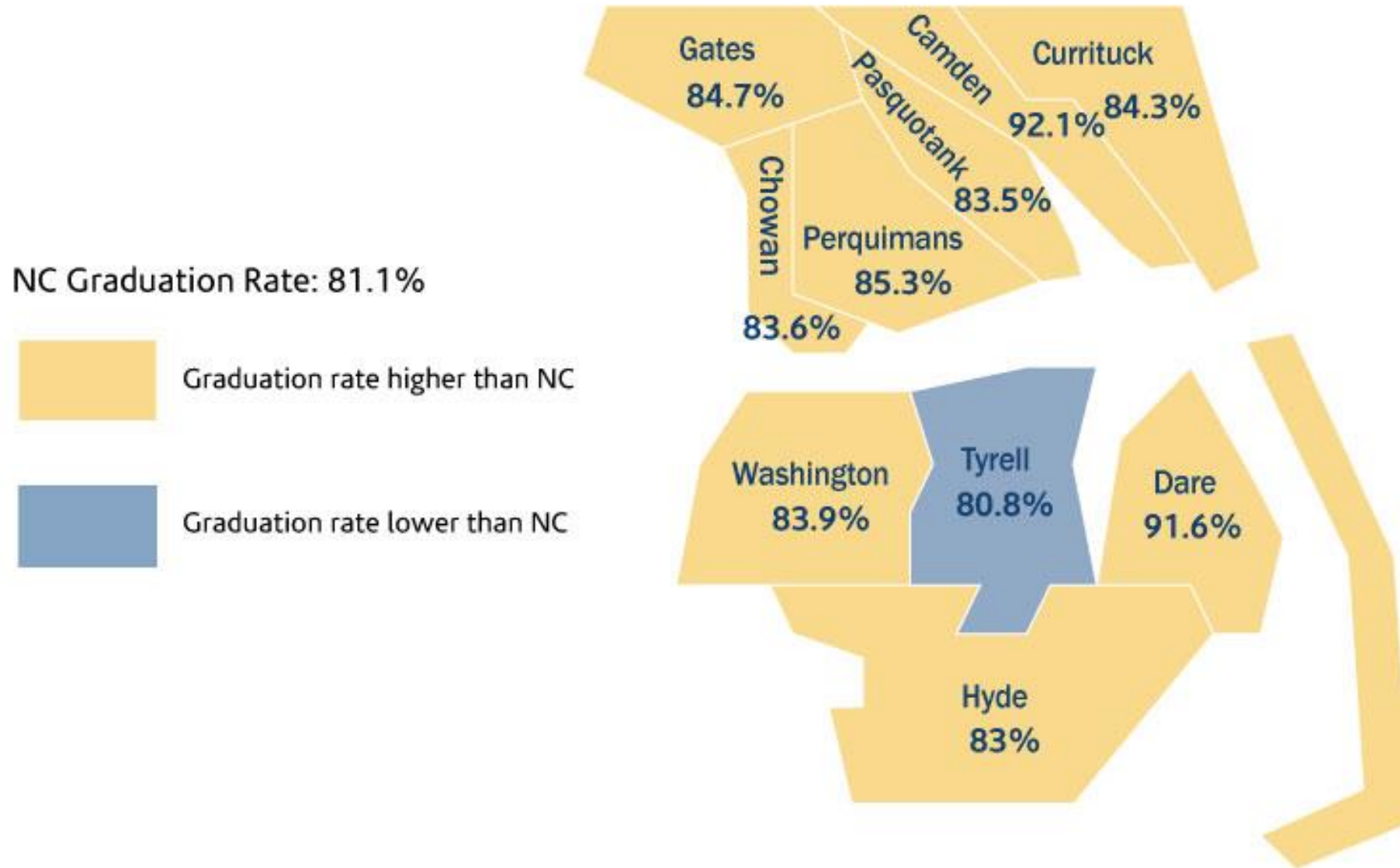
Residents in the region have made significant strides to advance their education and skills over the past decade.

Community college enrollments have risen in the region's community college, College of the Albemarle.

Additionally, recent high school graduation rates are higher in most local schools districts than the State overall; and dropout rates are lower.

Source: *The Statistical Abstract of Higher Education in North Carolina*

High School Graduation Rates, 2012



Chowan County includes Edenton City Schools. Graduation and Dropout data: DPI Statistical Profile Table 15. Graduation rates were based on 5-year cohort graduation rates. <http://www.dpi.state.nc.us/fbs/resources/data/>.

High School Graduation Rate Trends

	2007/2008 Graduation Rate	2011/2012 Graduation Rate	Percentage Point Change
Camden	76.8%	92.1%	15.3%
Chowan	75.1%	83.6%	8.5%
Currituck	76.9%	84.3%	7.4%
Dare	83.3%	91.6%	8.3%
Gates	81.5%	84.7%	3.2%
Hyde	79.5%	83.0%	3.5%
Pasquotank	65.1%	83.5%	18.4%
Perquimans	73.8%	85.3%	11.5%
Tyrrell	93.9%	80.8%	-13.1%
Washington	81.4%	83.9%	2.5%
North Carolina	71.8%	81.1%	9.3%

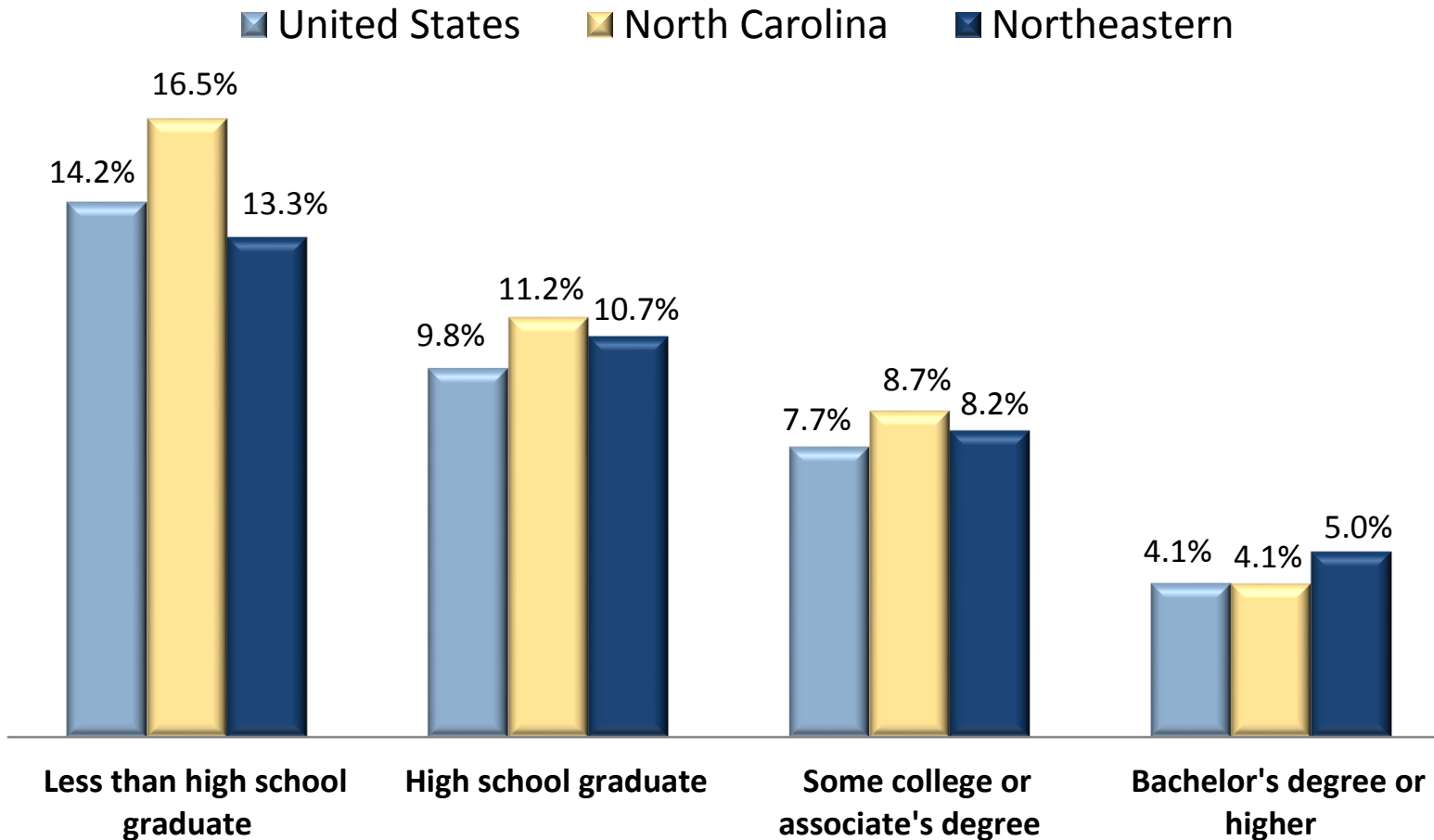
Rising Graduation Rates

The percentage of students graduating from high school within five years has risen overall in the Northeastern region. Statewide, graduation rates have steadily improved over the decade and have come alongside changes that have led to more challenging standards and assessments and increased graduation requirements.

Chowan County includes Edenton City Schools. Graduation data: DPI Statistical Profile Table 15.
Graduation rates were based on 5-year cohort graduation rates.
<http://www.dpi.state.nc.us/fbs/resources/data/>.

Better off Educated

Unemployment Rates by Educational Attainment, 2012



Source: American Community Survey, US Census

Education Matters

While still high, unemployment rates among those with less than a high school diploma are lower than the national and state rates. Those in the area and statewide with higher degrees of education have had greater opportunities at employment.

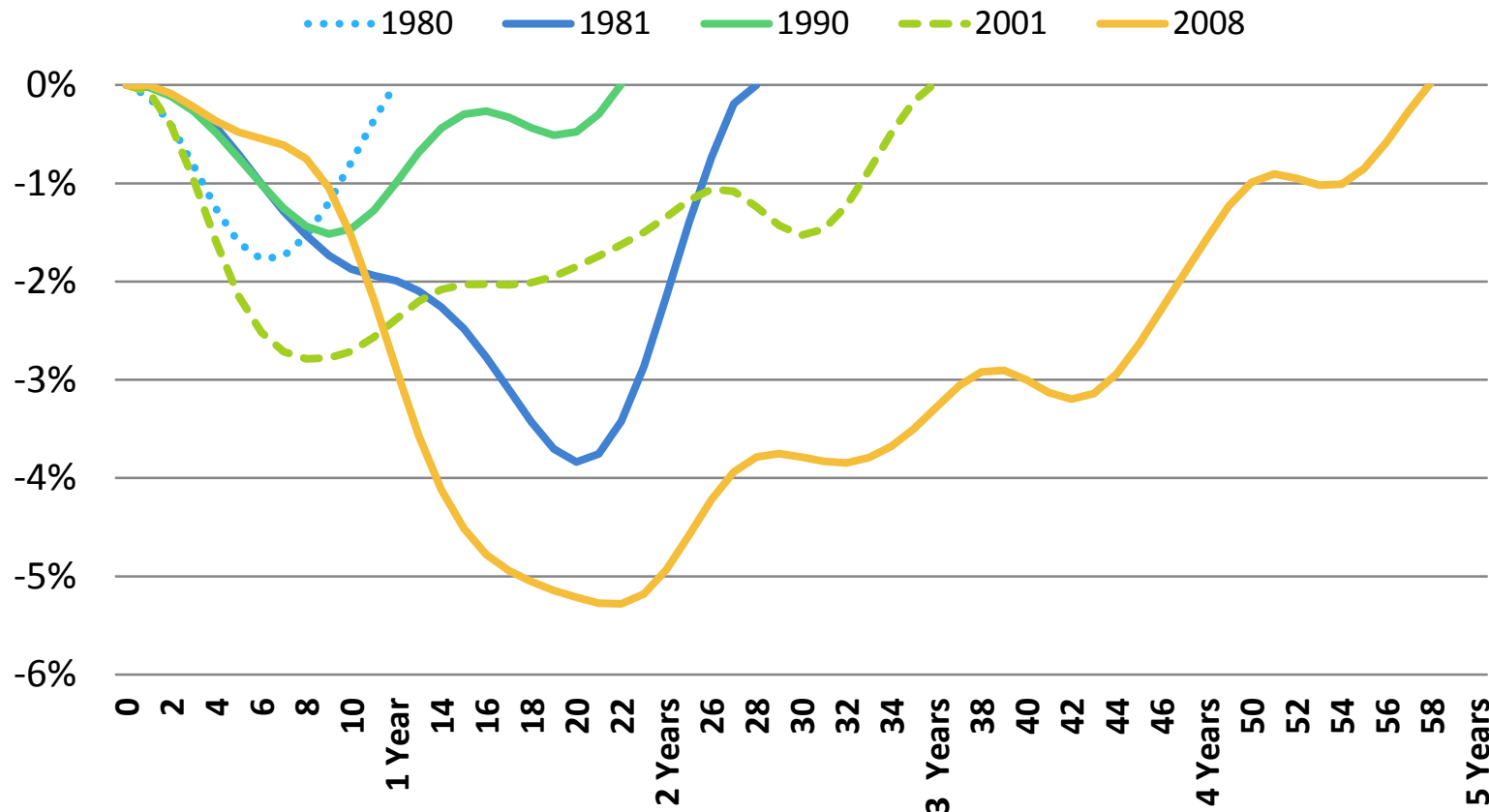
These unemployment rates are derived from five year averages of ACS data and are not comparable to other unemployment rate data referenced elsewhere in this publication.

Changes in Employment and Jobs



A Painfully Long Recession

Employment Losses & Length of Recovery for North Carolina

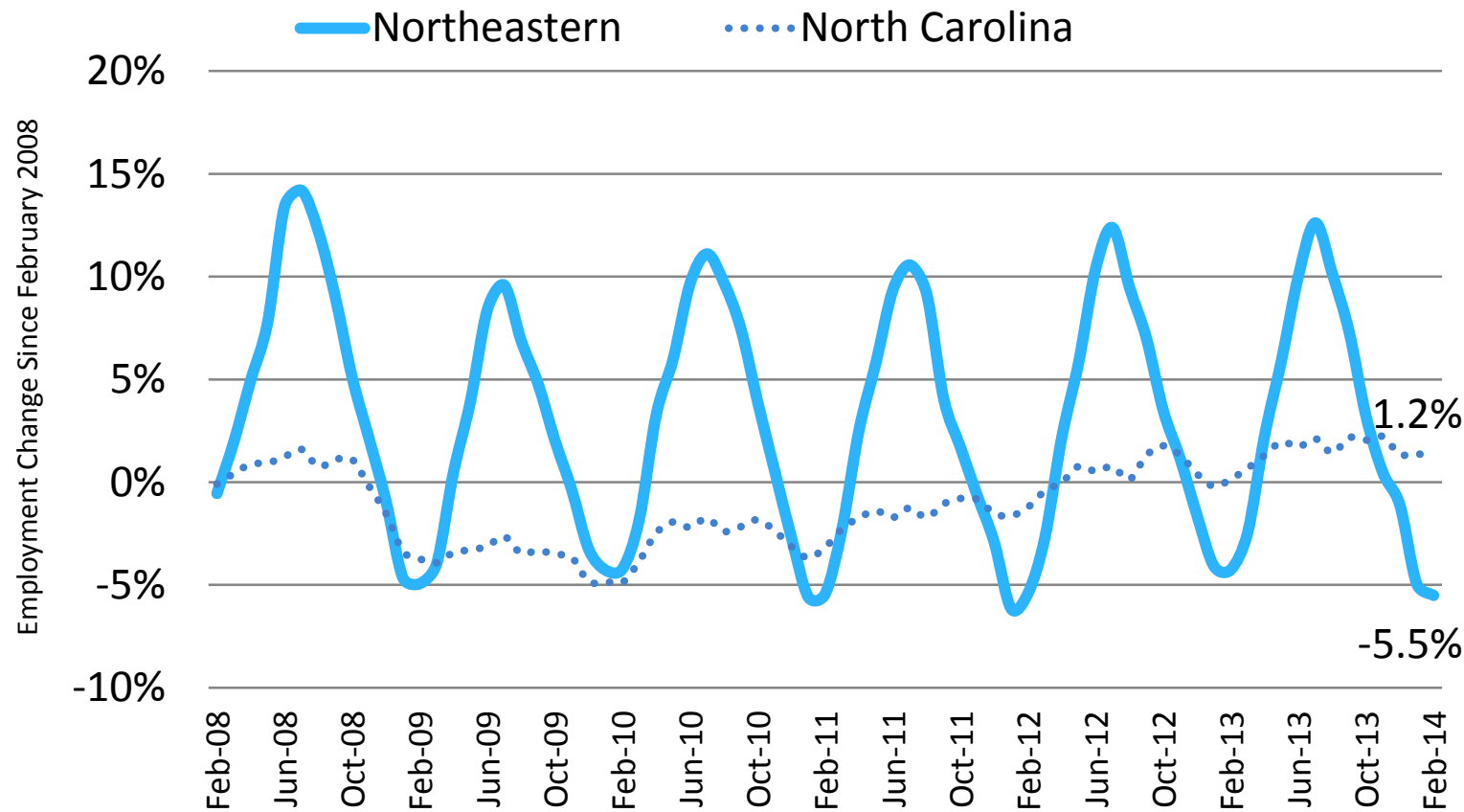


Deeper, Longer Recession

The latest recession in North Carolina is unlike those of the past three decades. Not only did the number of employed people decline much more during the Great Recession, but the recovery was much longer. The long and bumpy employment recovery is a trend that has existed and become more pronounced over the past three recessions. The recessions of the 1980's were more v-shaped in their decline and recovery as employment declined and recovered more quickly

Local Area Unemployment Statistics (LAUS)
NC Dept. of Commerce

Employment Change: Northeastern WDB Recession Impacts

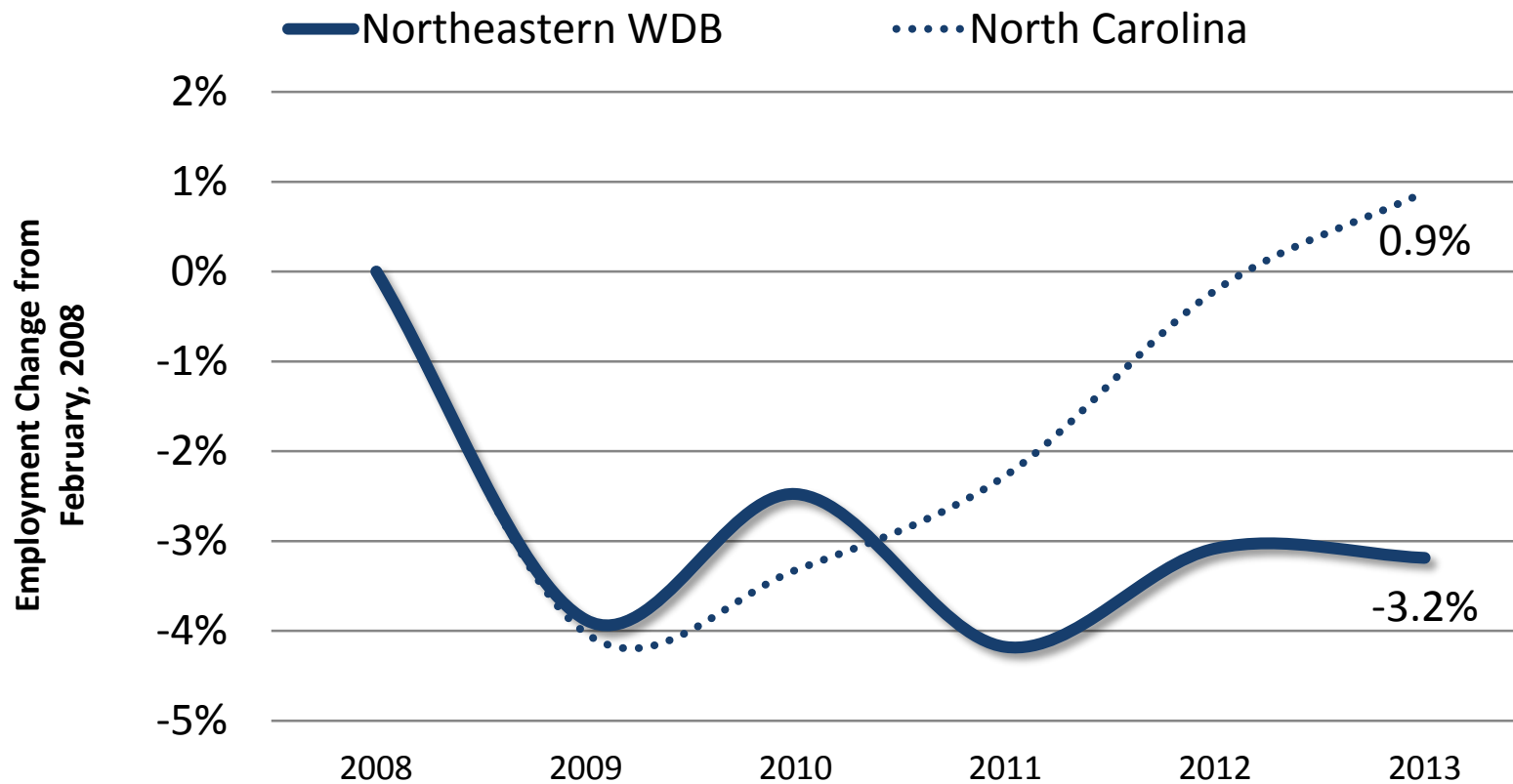


Slow Paced Recovery

Employment in the Northeastern WDB region fared worse during the recession than the State as a whole. Comparing employment changes in the chart to the left may be difficult to interpret due to seasonal fluctuations in employment on the Northeastern area economy. However, the data indicates that Northeastern area employment has yet to rebound to prerecession levels like the State as a whole has.

Local Area Unemployment Statistics (LAUS)
NC Dept. of Commerce

Impact of the Recession on the Employed: Northeastern WDB and North Carolina



Different Growth Trends

North Carolina employment has rebounded to exceed prerecession levels but employment growth has stalled in recent years in the Northeastern WDB area.

The Northeastern WDB area had 3.2% fewer employed residents in 2013 than in 2008. This is up from where employment was in 2011 (when it had fallen to -4.2%), but down slightly from 2012.

*Local Area Unemployment Statistics (LAUS)
NC Dept. of Commerce*

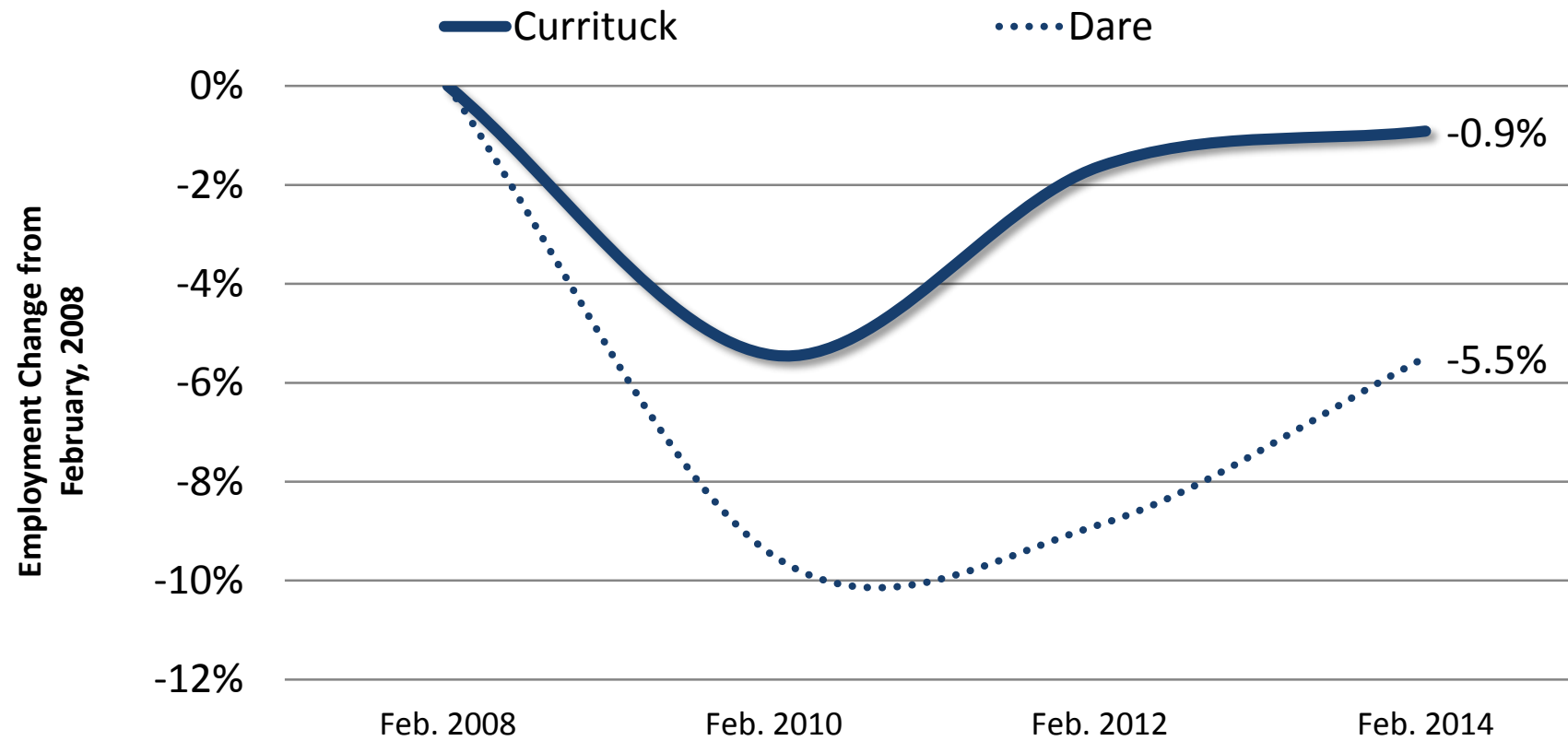
Employment Change

Northeastern County Recession Impacts

	February 2008 Employment	February 2010 Employment	February 2012 Employment	February 2014 Employment	Percent Change, 2008 - 2014
Washington	5,602	6,446	5,400	6,187	10.4%
Tyrrell	1,798	1,882	1,933	1,957	8.8%
Hyde	1,996	2,255	2,118	1,995	-0.1%
Currituck	12,025	11,370	11,829	11,915	-0.9%
Perquimans	4,865	4,828	4,776	4,638	-4.7%
Gates	4,513	4,460	4,509	4,294	-4.9%
Dare	17,286	15,644	15,753	16,337	-5.5%
Camden	4,230	4,134	4,093	3,983	-5.8%
Pasquotank	16,467	15,445	15,253	14,691	-10.8%
Chowan	6,159	5,718	5,623	5,208	-15.4%

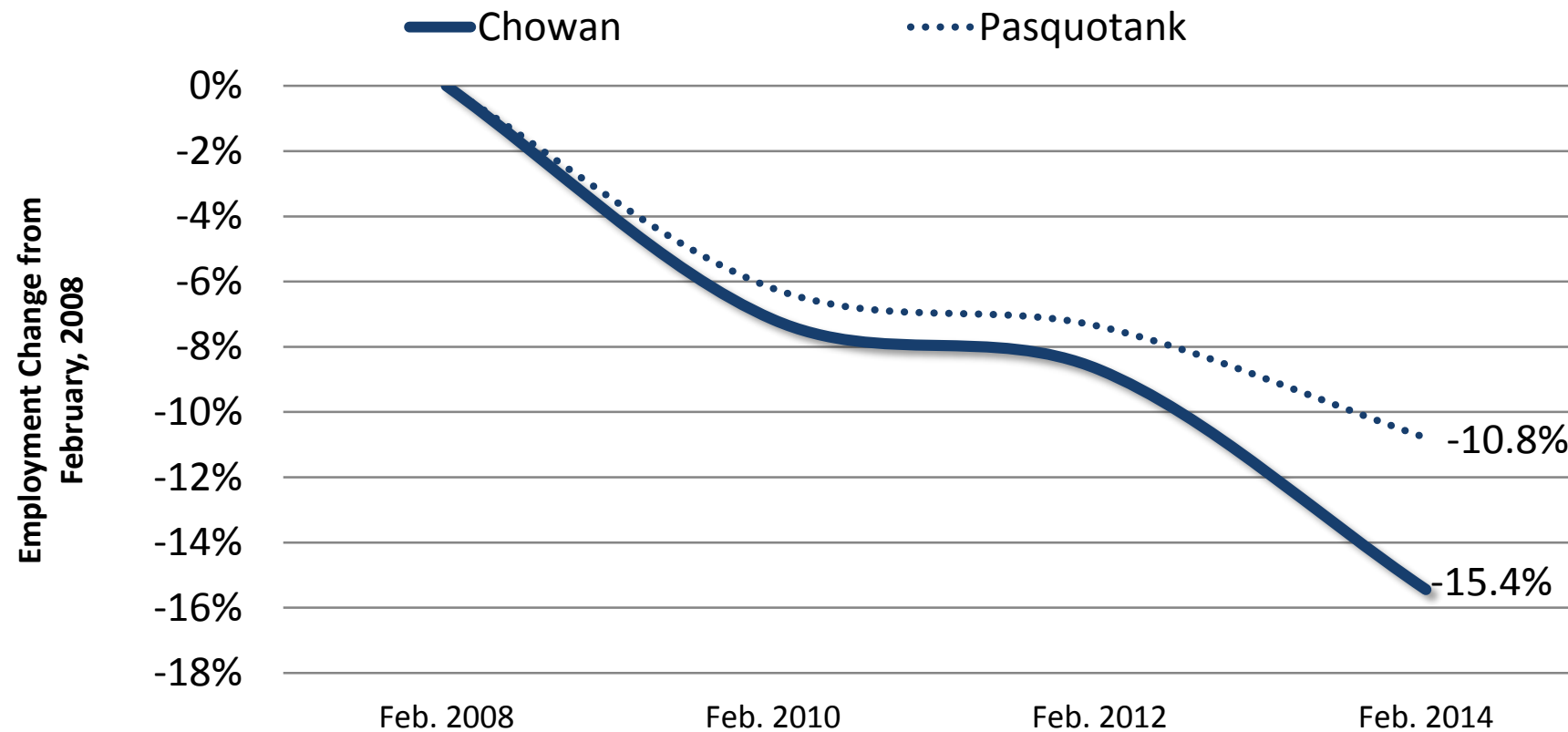
Local Area Unemployment Statistics (LAUS), NC Dept. of Commerce

Impact of the Recession on Employment: Northeastern WDB Coastal Counties



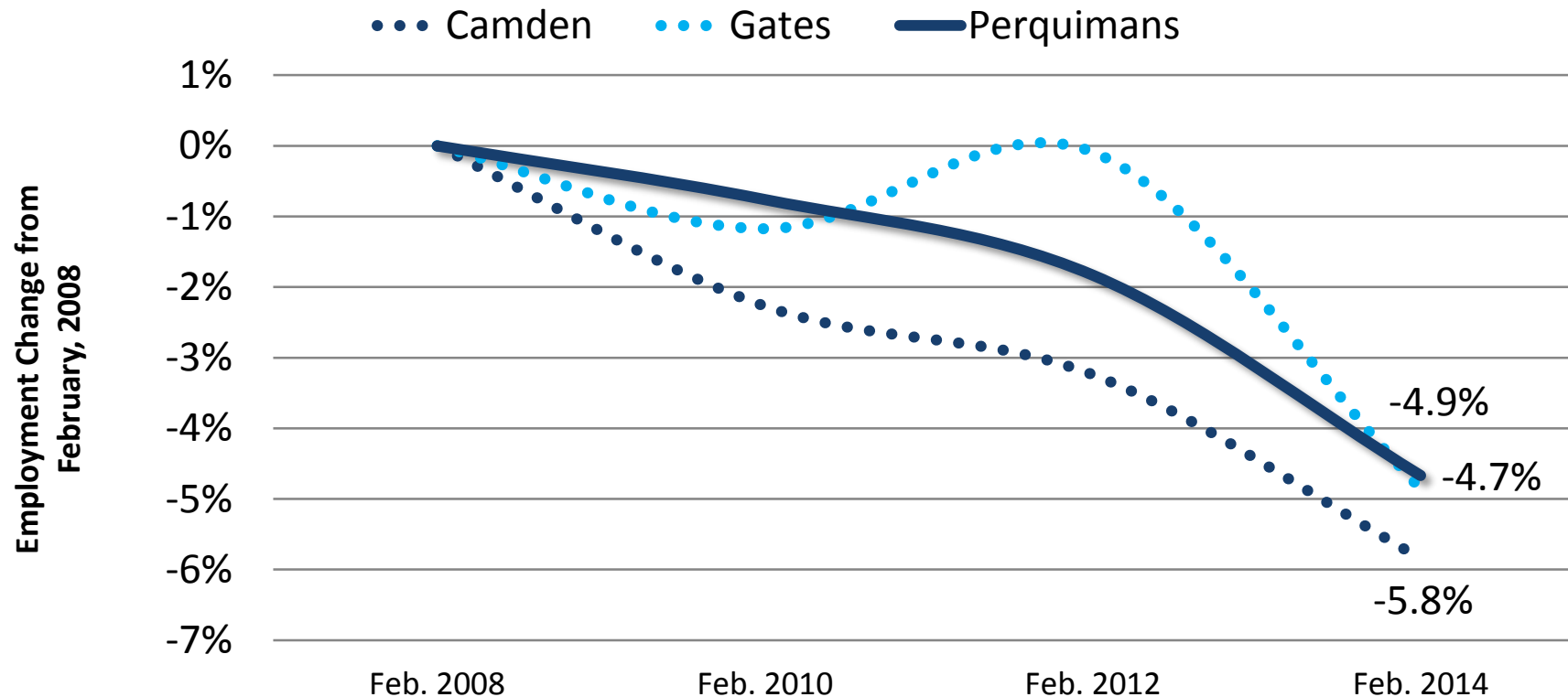
Local Area Unemployment Statistics (LAUS) NC Dept. of Commerce

Impact of the Recession on Employment: Counties with the Greatest Employment Loss



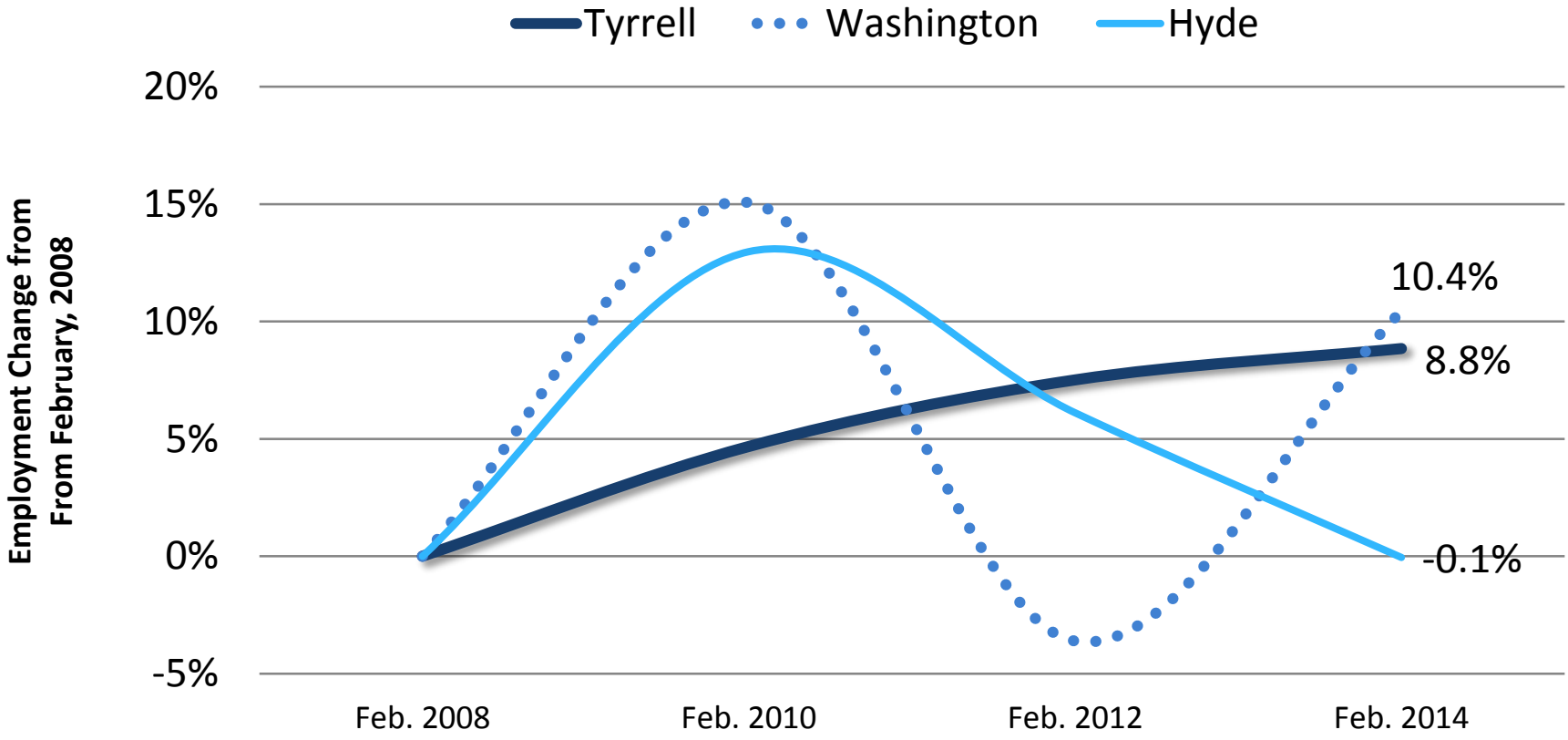
Local Area Unemployment Statistics (LAUS), NC Dept. of Commerce

Impact of the Recession on Employment: Employment Loss in Camden, Gates and Perquimans Counties from February 2008



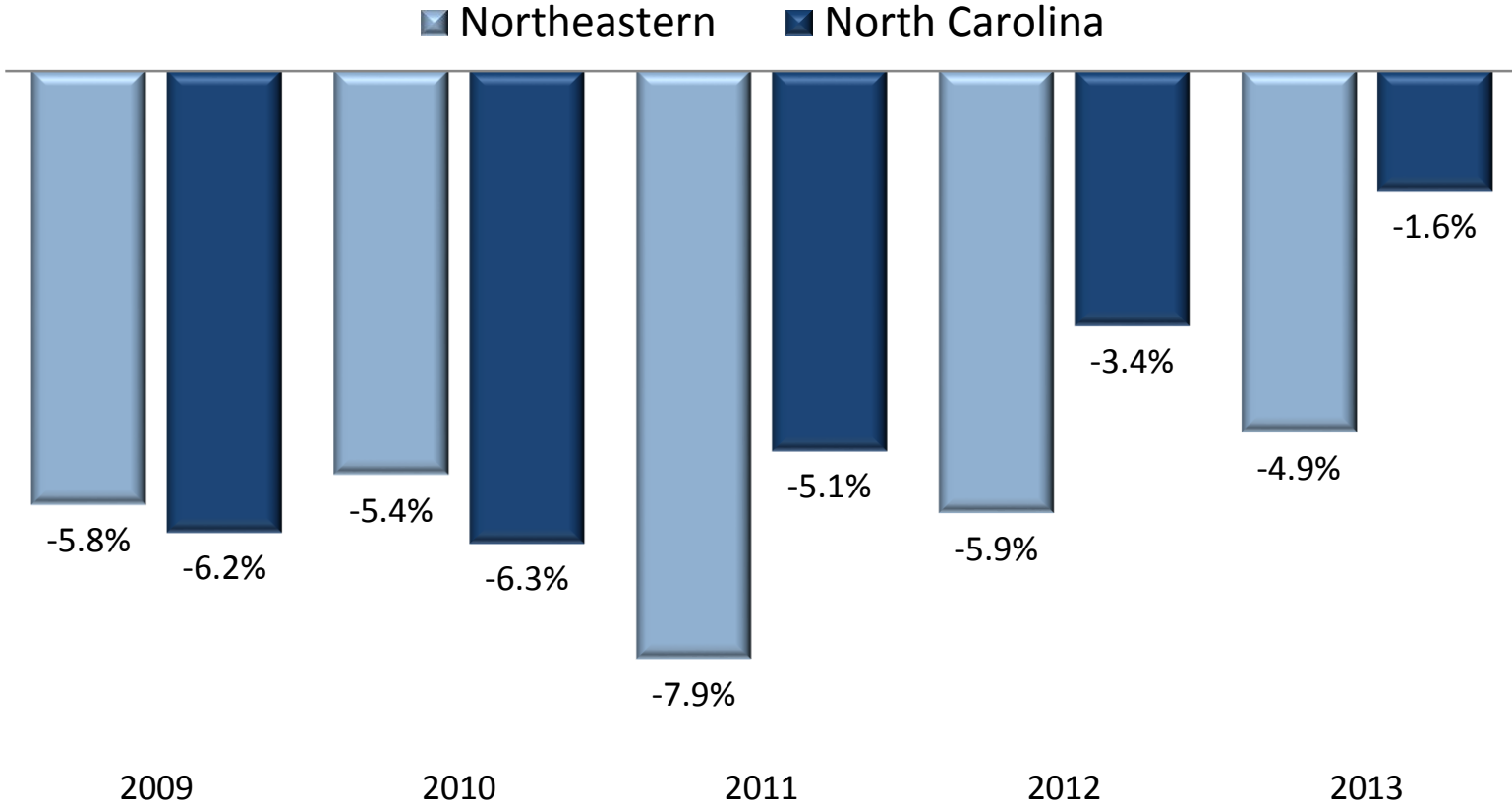
Local Area Unemployment Statistics (LAUS), NC Dept. of Commerce

Impact of the Recession on Employment: Counties that Saw Growth Since the Recession



Local Area Unemployment Statistics (LAUS), NC Dept. of Commerce

Rebound in Number of Jobs Percent Change Compared to 3Q 2008



More Jobs Still Needed

The number of people employed in the region remains below pre-recession levels and the number of jobs in the region has performed similarly. 3,126 fewer jobs (-4.9%) existed in the Northeastern WDB during the 3rd Quarter of 2013 than in the same quarter of 2008.

However, the growth in jobs since 2011 has been steadily improving – although still growing slightly slower in the Northeastern region than the in state overall.

LEAD, North Carolina Department of Commerce, Quarterly Census of Employment and Wages, 3rd Quarter 2008 to 3rd Quarter 2013

Northeastern WDB Jobs

	3 rd Qtr. 2008 Employment	3 rd Qtr. 2013 Employment	Change Since 3 rd Qtr. 2008
Accommodation and Food Services	9,717	10,034	317
Retail Trade	10,103	9,858	-245
Public Administration	6,700	6,604	-96
Health Care and Social Assistance	6,777	6,009	-768
Educational Services	6,026	5,573	-453
Real Estate and Rental and Leasing	4,244	4,337	93
Manufacturing	2,680	2,919	239
Administrative and Waste Services	1,839	2,411	572
Construction	3,148	2,213	-935
Other Services, Ex. Public Admin	2,180	2,064	-116
Wholesale Trade	2,014	1,633	-381
Agriculture, Forestry, Fishing & Hunting	1,541	1,549	8
Professional and Technical Services	1,636	1,500	-136
Finance and Insurance	1,433	1,366	-67
Transportation and Warehousing	1,719	1,216	-503
Arts, Entertainment, and Recreation	1,350	1,126	-224

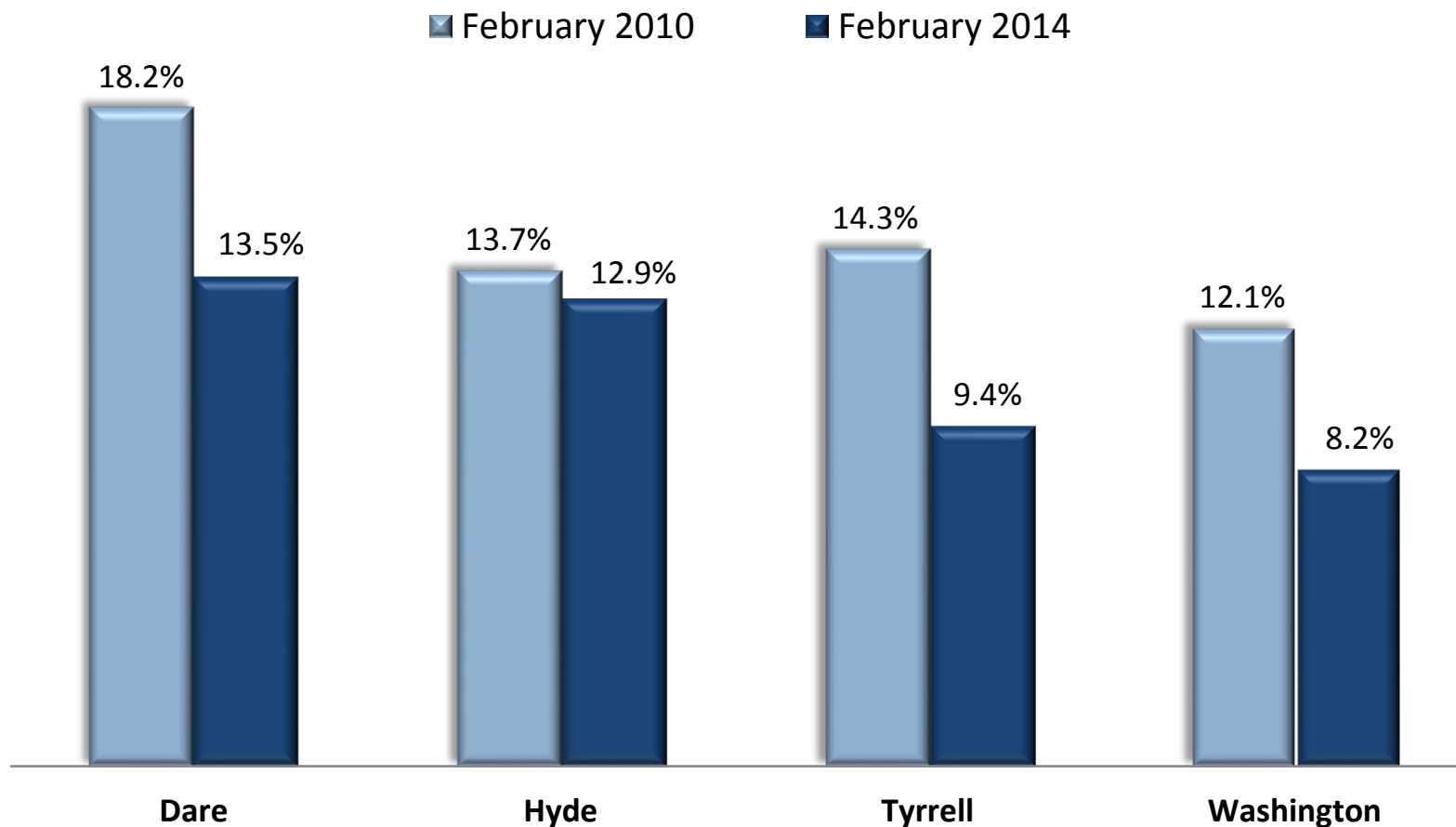
Service Oriented Economy

Accommodation & Food Services, Retail Trade, Public Administration, and Health Care and Social Assistance accounted for over half (53%) of all jobs in the Northeastern area during the 3rd quarter of 2013.

The Construction industry was particularly hard hit in the Northeastern WDB region during the recession. Industry employment was down nearly 1,000 jobs (30%) from 3Q 2008.

Source: LEAD, NC Dept. of Commerce, Quarterly Census of Employment and Wages

Area Unemployment Rates: Counties South of Albemarle Sound



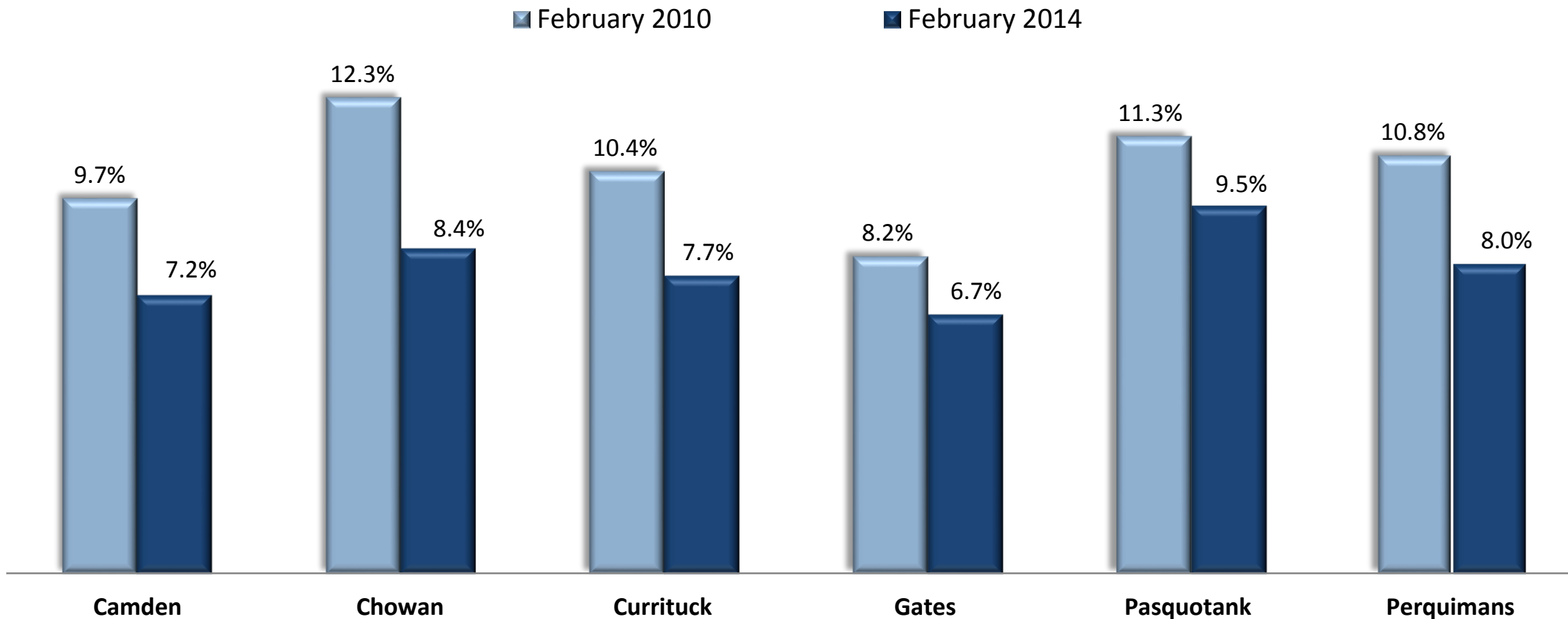
Sharp Declines

The growth in employment and jobs is reflected in an area's unemployment rate. Northeastern unemployment rates have significantly declined from the peak of the recession.

Compared to the state as a whole in 2013, the Northeastern WDB area had higher annual average unemployment rate – 9.0% compared to 8.0% for NC.

Source: LAUS, Labor & Economic Analysis Division, North Carolina Department of Commerce. Note: Not seasonally adjusted. February 2014 data are preliminary, while January, 2014 data are revised.

Area Unemployment Rates: Counties North of Albemarle Sound

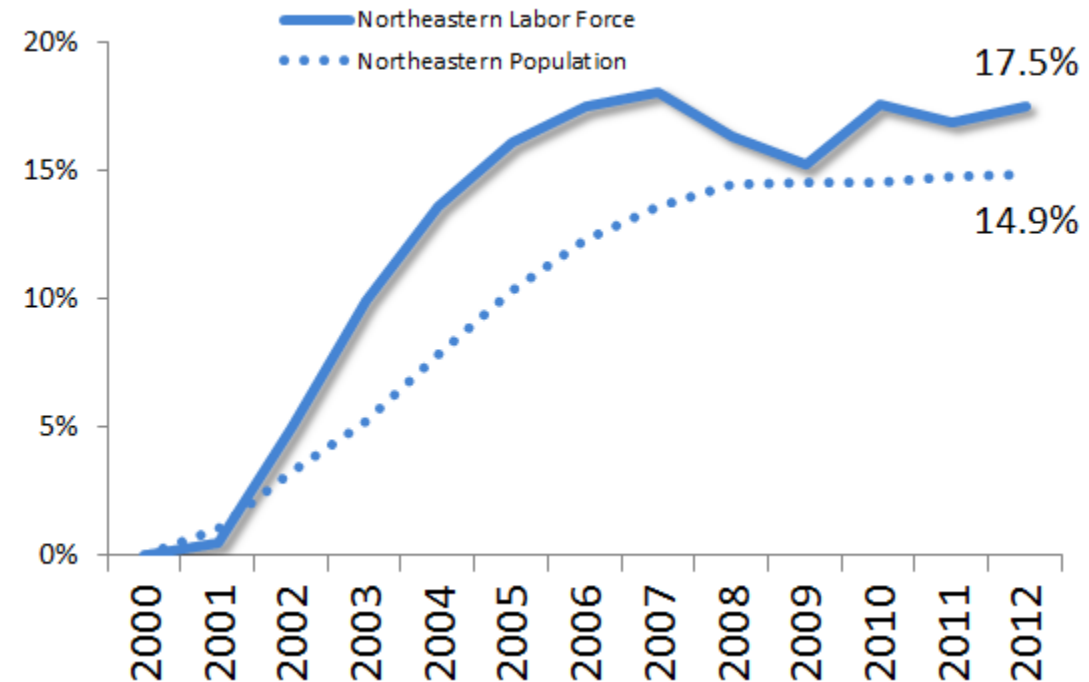
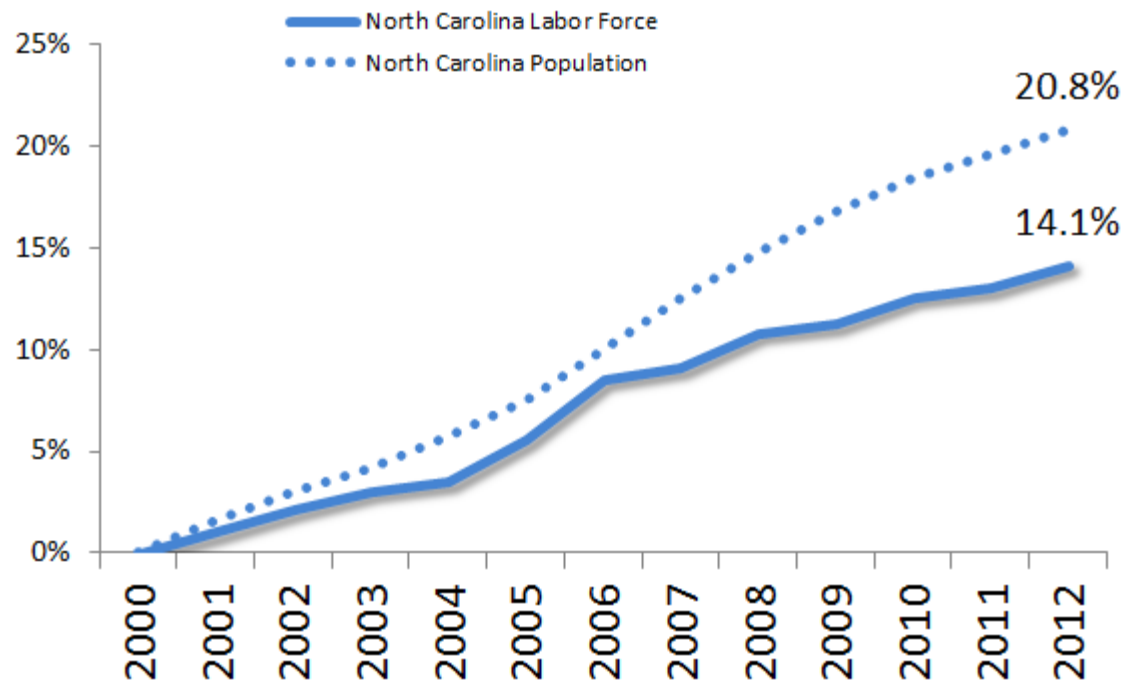


Source: LAUS, Labor & Economic Analysis Division, North Carolina Department of Commerce. Note: Not seasonally adjusted. February 2014 data are preliminary, while January, 2014 data are revised.

State and Northeastern Area Labor Force and Population Growth Rates, 2000-2012

Growing Together

North Carolina’s labor force growth has not kept pace with its rise in population – meaning that a smaller percentage of the civilian population were either employed or looking for work in 2012 than before the recession began. This has not been the case in the Northeastern area where the labor force has grown faster than population growth.



LEAD, NC Dept. of Commerce, Local Area Unemployment Statistics (LAUS)
 North Carolina Office of State Budget and Management

Northeastern County Labor Force and Population Growth Rates, 2000-2012

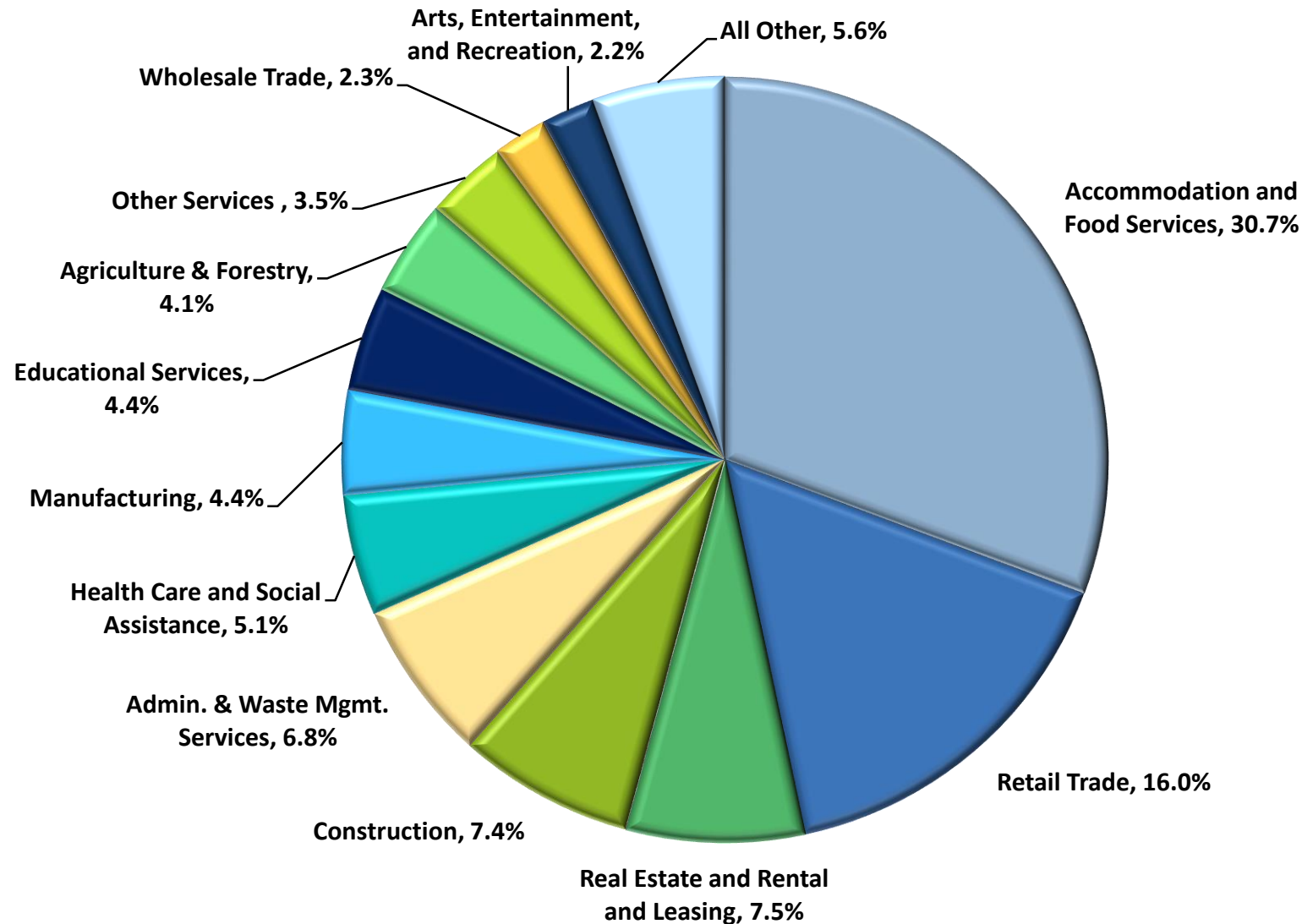
	2000 Labor Force	2012 Labor Force	2000 Population	2012 Population	Labor Force Change, 2000 - 2012	Population Change, 2000 - 2012
Camden	3,314	4,531	6,924	10,076	36.7%	45.5%
Chowan	6,484	6,243	14,447	14,836	-3.7%	2.7%
Currituck	9,213	12,985	18,290	24,165	40.9%	32.1%
Dare	18,771	23,193	30,170	34,816	23.6%	15.4%
Gates	4,651	4,864	10,506	11,957	4.6%	13.8%
Hyde	2,867	2,820	5,826	5,718	-1.6%	-1.9%
Pasquotank	15,421	17,411	34,882	40,179	12.9%	15.2%
Perquimans	4,774	5,405	11,401	13,692	13.2%	20.1%
Tyrrell	1,882	2,421	4,115	4,188	28.6%	1.8%
Washington	5,963	6,313	13,668	12,920	5.9%	-5.5%
Northeastern WDB	73,340	86,186	150,229	172,547	17.5%	14.9%
North Carolina	4,123,812	4,706,645	8,081,986	9,765,229	14.1%	20.8%

*Local Area Unemployment Statistics (LAUS), NC Dept. of Commerce
North Carolina Office of State Budget and Management*

Current Job Opportunities



Northeastern Area New Hires by Industry 2012



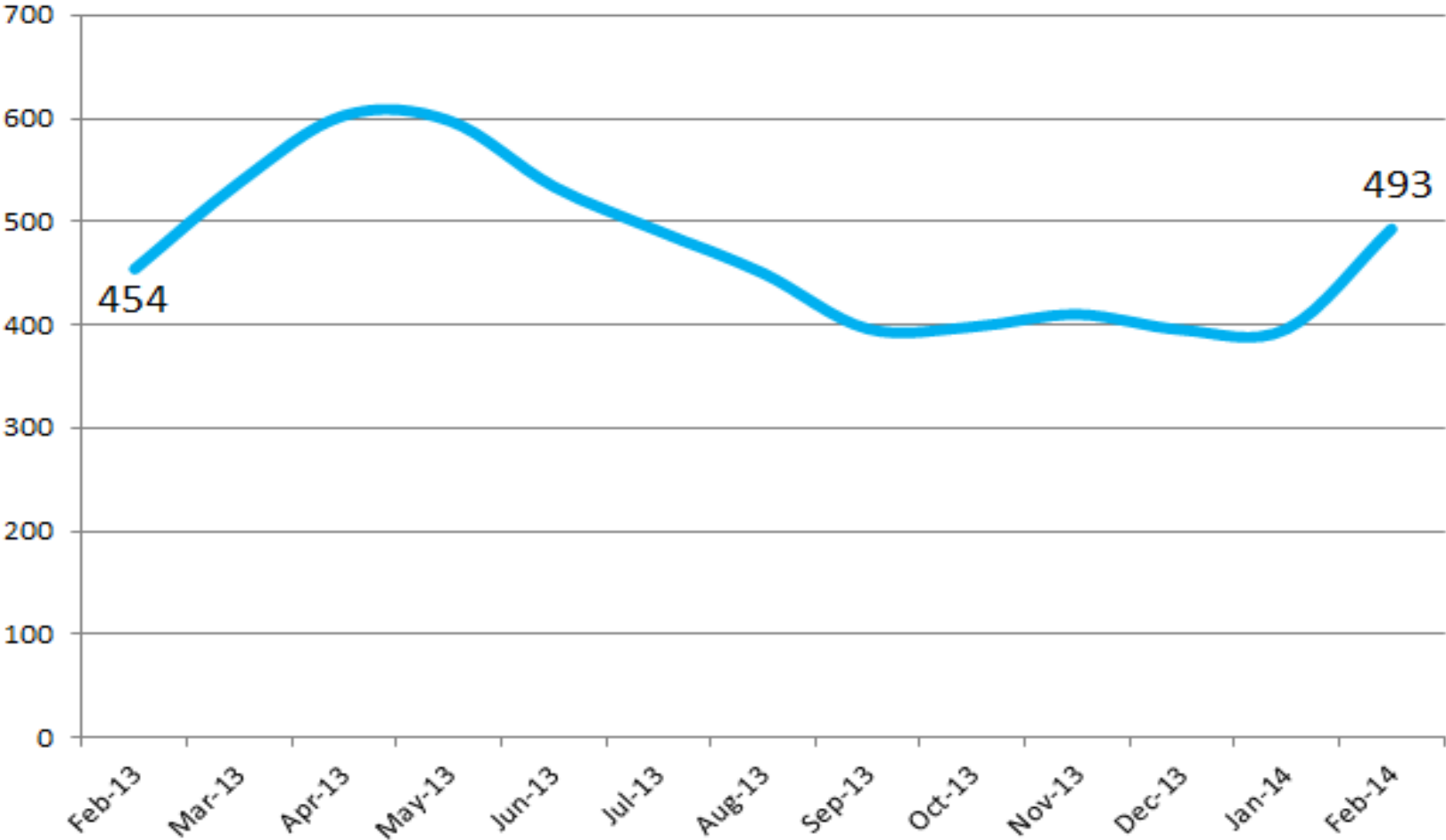
47% of New Hires to 2 Industries

47% of all new hires in 2012 (the latest data available) went to jobs in Retail Trade and Hospitality (accommodations and food) – two sectors with lower than average wages. Real Estate, Rental and Leasing and Construction also remain major sources of new jobs.

Higher paying industries like Health Care, Manufacturing, and Professional & Technical Services accounted for a comparatively small percentage of new hires in the WDB in 2012.

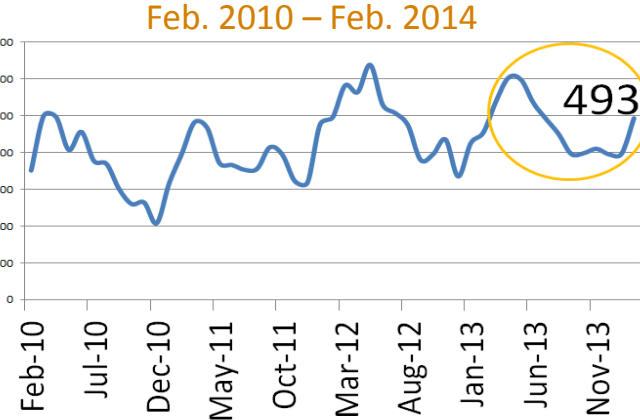
Source: Quarterly Workforce Indicators (QWI), US Census Bureau. All Ownership New Hires.

Advertised Online, Northeastern WDB, Feb. 2013 – Feb. 2014



Signs of Future Employment Growth?

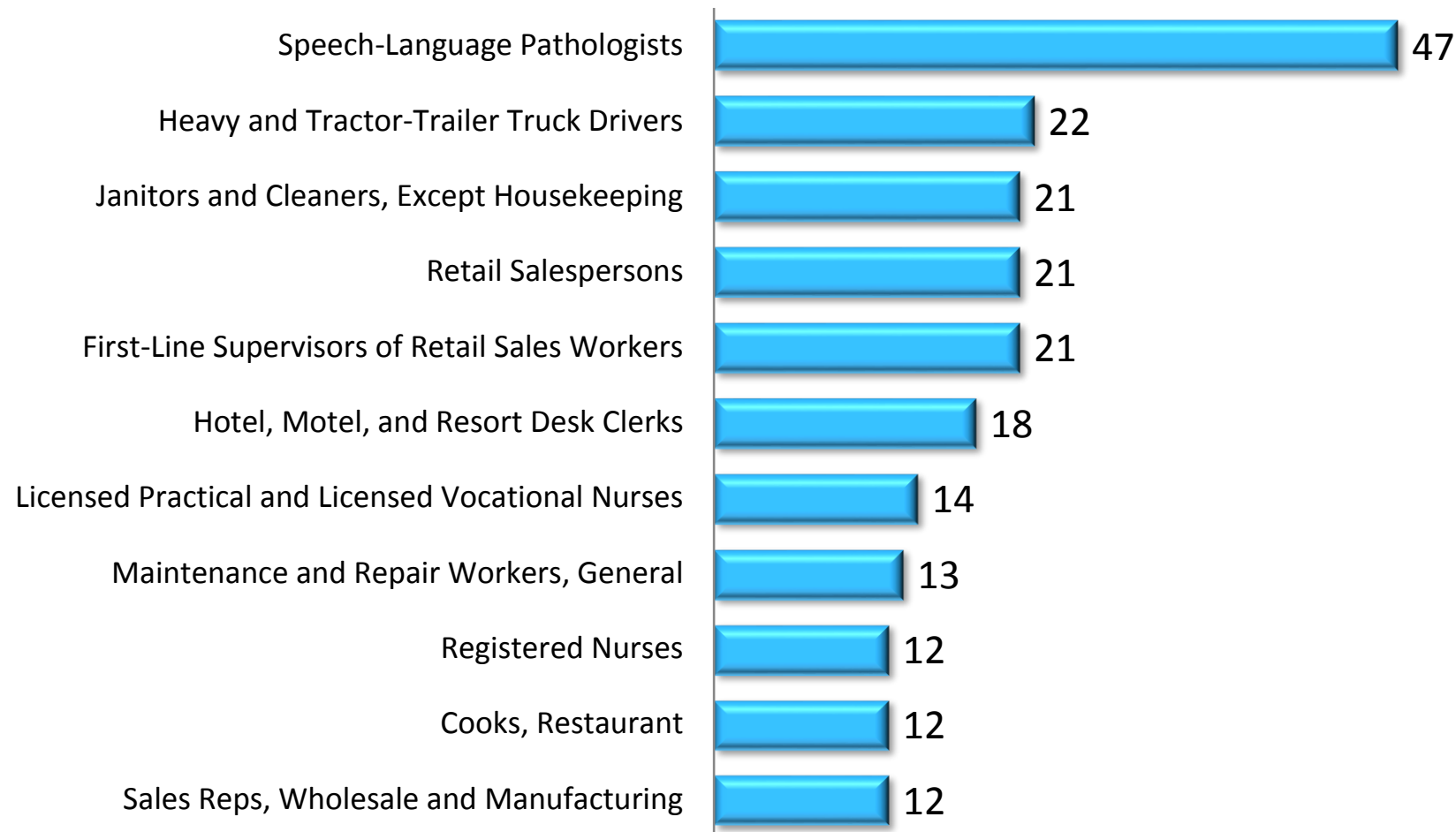
The labor needs of employers often vary by season as well as economic opportunity. But looking over the year, the number of available jobs posted online in the Northeastern WDB region increased 8.6% from February 2013. This mirrors the long-term trend for the region – with the number of available positions posted online rising over 40% since February 2010.



Source: The Conference Board Help Wanted Online, February 2014

Occupations with Most Online Job Ads

Most Recent 90 Day Period (12/2/13 -2/28/14)



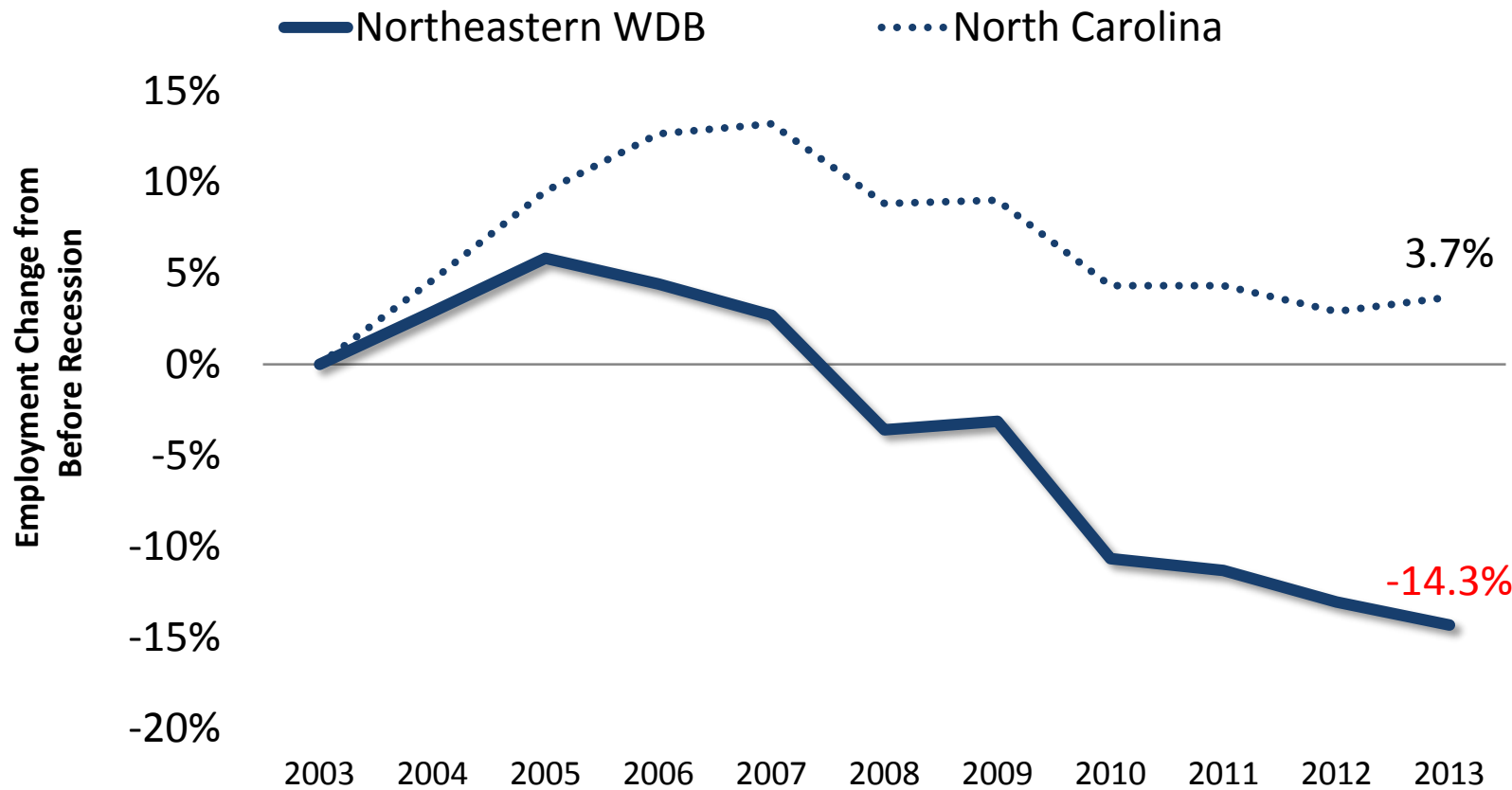
Service Industry Jobs In Demand

Recent online job postings resemble other 2012 occupational demand data for the area. Low-skill service jobs dominate recent openings. Some higher paying skilled positions like Wholesale and Manufacturing Sales Reps are few while others like health care postings are in demand, relatively.

Employers are known to keep some jobs posted even when they're not currently hiring – like Tractor-Trailer Drivers which have high turnover rates and high growth, respectively. The number of ads for these jobs may be slightly inflated.

Source: *The Conference Board Help Wanted Online, February 2014*

Rise & Fall of the Self-Employed Compared to 2003



Fewer Self-Employed

Self-employment in North Carolina has been slow to fully rebound – not bottoming out from the recession until 2012.

Self-employment fared much worse in the Northeastern area with a 14.3% decrease between 2003 and 2013. All counties except Hyde declined in self-employment.

Source: Economic Modeling Specialists Incorporated

Northeastern WDB Area Jobs by Industry

Changes 2007-2012



Most Industries Provide Fewer Jobs

While the numbers of jobs have begun to recover, most industries are providing fewer jobs in the area than before the recession.

Public Administration fared better than other industries in the region (with a slight 1.3% increase between 2003 and 2013). Manufacturing, Transportation and Warehousing, and Wholesale-Trade all declined by more than 20 percent while Construction jobs dropped by 38%.

Source: LEAD, Quarterly Census of Employment and Wages

Top Northeastern Tourism Counties, 2012

	Tourism Generated Employment	Tourism Employment Rank Among NC Counties	Tourism Spending In \$millions	Tourism Spending Rank Among NC Counties
Dare	11,590	4	\$926.3	4
Currituck	1,450	25	\$131.2	31
Pasquotank	470	53	\$54.7	51
Hyde	380	72	\$32.0	55
Chowan	140	85	\$18.1	81
Northeastern	14,200		\$1,197	
North Carolina	193,580		\$19,410.6	

Tourism is an economic driver

Dare County ranked fourth in state tourism impacts in 2012 while Currituck, Pasquotank and other Northeastern counties sustained a sizable tourism industry. Tourism supports many local area industries including:

- **Construction:** homes and businesses are being built to meet the needs of the growing visitor population;
- **Retail trade:** ranging from souvenir shops to clothing and grocery stores;
- **Real estate:** renting, leasing, and selling of beach houses and second homes;
- **Leisure and hospitality:** meeting the recreation, accommodation, and food service needs of visitors.

Source: Travel Economic Impact Model (TEIM)
The North Carolina Division of Tourism, Film and Sports Development

Projected Job Opportunities



Industries with Highest Projected Job Growth Northeastern WDB, 2010 - 2020

	2010 Employment	2020 Employment	Change 2010-2020
Food Services and Drinking Places	6,390	7,270	880
Educational Services	6,550	7,400	850
Real Estate	2,790	3,470	680
Local Government, Excluding Education and Hospitals	4,220	4,800	580
Specialty Trade Contractors	1,380	1,830	450
Administrative and Support Services	1,600	2,040	440
Ambulatory Health Care Services	1,990	2,430	440
Total Self-Employed and Unpaid Family Workers, All Jobs	6,010	6,440	430
Professional, Scientific, and Technical Services	1,510	1,900	390
Motor Vehicle and Parts Dealers	920	1,150	230
Merchant Wholesalers, Nondurable Goods	850	1,060	210
Food and Beverage Stores	1,690	1,900	210
Building Material and Garden Equipment and Supplies Dealers	840	1,030	190
Accommodation	1,340	1,520	180

Source: LEAD, North Carolina Dept. of Commerce, Occupational Projections Program

Projected Growth Occupations Northeastern Area, 2010 - 2020

General Occupational Categories	2010 Employment	2020 Employment	Change 2010-2020
Sales and Related Occupations	9,060	10,220	1,160
Food Preparation and Serving Related Occupations	7,250	8,270	1,020
Office and Administrative Support Occupations	8,750	9,750	1,000
Education, Training, and Library Occupations	4,570	5,220	650
Food and Beverage Serving Workers	4,370	5,020	650
Retail Sales Workers	5,250	5,840	590
Construction and Extraction Occupations	2,290	2,830	540
Transportation and Material Moving Occupations	3,600	4,140	540
Installation, Maintenance, and Repair Occupations	2,780	3,300	520
Healthcare Practitioners and Technical Occupations	2,980	3,440	460
Business and Financial Operations Occupations	2,090	2,530	440
Healthcare Support Occupations	2,010	2,450	440

Source: LEAD, North Carolina Dept. of Commerce, Occupational Projections Program

Northeastern Projected Growth Occupations that Require a Bachelor's Degree

Occupations that Require a Bachelor's Degree	2010 Employment	2020 Employment	Change 2010-2020
Elementary School Teachers, Except Special Education	670	780	110
Accountants and Auditors	360	430	70
Teachers and Instructors, All Other	440	500	60
Market Research Analysts and Marketing Specialists	100	140	40
Software Developers, Applications	120	160	40
Child, Family, and School Social Workers	220	260	40
Recreation Workers	180	220	40
Financial Managers	180	210	30
Cost Estimators	60	90	30
Human Resources, Training, and Labor Relations Specialists, All Other	140	170	30
Management Analysts	100	130	30
Computer Systems Analysts	130	160	30

Source: LEAD, North Carolina Dept. of Commerce, Occupational Projections Program

Northeastern Area Projected Growth Occupations that Require an Associate's Degree

Occupations Requiring an Associate's Degree	2010 Employment Estimate	2020 Employment Estimate	Net Change 2010-2020
Registered Nurses	1,080	1,260	180
Construction Managers	280	330	50
General and Operations Managers	640	680	40
Preschool Teachers, Except Special Education	190	220	30
Radiologic Technologists and Technicians	80	100	20
Architectural and Civil Drafters	20	30	10
Engineering Technicians, Except Drafters, All Other	10	20	10
Chemical Technicians	10	20	10
Forest and Conservation Technicians	10	20	10
Cardiovascular Technologists and Technicians	10	20	10
Veterinary Technologists and Technicians	30	40	10
Physical Therapist Assistants	20	30	10

Source: LEAD, North Carolina Dept. of Commerce, Occupational Projections Program

Northeastern Projected Growth Occupations that Require a High School Diploma or Equivalent

Occupations that Require a High School Diploma or Equivalent	2010 Employment	2020 Employment	Change 2010-2020
Maintenance and Repair Workers, General	940	1,120	180
Office Clerks, General	960	1,130	170
Customer Service Representatives	810	970	160
Real Estate Brokers	860	990	130
Bookkeeping, Accounting, and Auditing Clerks	770	890	120
Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	410	520	110
FirstLine Supervisors of Retail Sales Workers	1,260	1,360	100
Real Estate Sales Agents	530	630	100
Executive Secretaries and Executive Administrative Assistants	600	700	100
FirstLine Supervisors of Food Preparation and Serving Workers	640	730	90
FirstLine Supervisors of Construction Trades and Extraction Workers	330	420	90

Source: LEAD, North Carolina Dept. of Commerce, Occupational Projections Program



LABOR AND ECONOMIC ANALYSIS DIVISION

North Carolina Department of Commerce

301 N. Wilmington Street * 4329 Mail Service Center * Raleigh, NC 27699

www.nccommerce.com

NC Child



North Carolina Institute of Medicine
shaping policy for a healthier state

North Carolina

2014

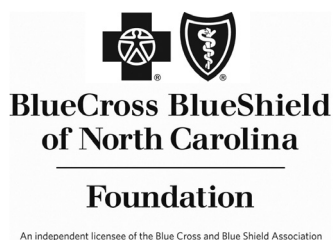


2014

Child Health Report Card

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Annie E. Casey Foundation



Access to Care and Preventive Health

North Carolina's future growth and prosperity depends on our ability to foster the health and well-being of our children. Health during childhood impacts not only children's daily life, but also their future health, educational outcomes, employment, and economic status. Having access to affordable health care is critical to ensuring the health and well-being of children and families in North Carolina.

North Carolina has reason to celebrate as more children today have access to health insurance, providing them the opportunity to receive needed medical care. In 2013, the percentage of uninsured children in North Carolina declined to 6.2%. One of the most effective strategies to cover children is to have affordable health insurance options available to their parents. North Carolina policymakers should consider the effect of changes to the Medicaid program and the private insurance market on both children and parents.

Although having health care coverage is necessary for gaining access to affordable health care services, having health insurance does not guarantee that a child will receive preventive primary care services. Preventive care is critical to ensuring children's health needs are met. Well-child visits provide opportunities for immunizations, developmental and health screenings, early detection of emerging concerns, and a chance to offer parents health education and advice for their children. Preventive dental care visits allow for professional cleanings, treatment of tooth decay, and the application of sealants or other necessary care. Although preventive visits are covered under private and public insurance, data from Medicaid and Health Choice show that many children do not receive the recommended levels of preventive care. North Carolina measures well compared to other states for rates of preventive medical and dental visits, but there is still room for substantial progress. As more children in North Carolina have access to affordable care, it is critical to continue efforts to ensure that families utilize their preventive care benefits.

Grade	Health Indicator	Current Year	Benchmark Year	Percent Change	Trend
Insurance Coverage		2013	2009		
B	Percent of all children (ages 0-17) uninsured ⁺	6.2%	8.1%	-23.5%	Better
	Percent of children below 200% of poverty uninsured ⁺	8.2%	11.7%	-29.9%	Better
	Number of children covered by public health insurance (Medicaid or Health Choice) (in December)	1,172,855	1,020,317	15.0%	Better
	Percent of Medicaid-enrolled children receiving periodic well-child screening assessments ⁺	2012 57.1%	2009 -	-	-
School Health		2012-2013	2008-2009		
D	School nurse ratio	1: 1,177	1: 1,207	-	-
Breastfeeding		2011	2006		
B	Percent of infants ever breastfed	77.2	*	*	*
	Percent of infants breastfed at least six months	48.3	*	*	*
Immunization Rates		2013	2009		
C	Percent of children with appropriate immunizations:				
	Ages 19-35 months ¹	76.6%	-	-	-
	At school entry ⁺	97.2%	96.5%	0.7%	No Change
Environmental Health					
A	Asthma:	2012	2008		
	Percent of children ever diagnosed	17.5%	-	-	-
	Hospital discharges per 100,000 children (ages 0-14)	2013 148.9	2009 171.7	-13.3%	Better
Dental Health		2013	2009		
A	Percent of children: ⁺				
	With untreated tooth decay (kindergarten)	13.0%	17.0%	-23.5%	Better
	With one or more sealants (grade 5)	45.0%	44.0%	2.3%	No Change
	Receiving fluoridated water	2012 87.5%	2008 85.6%	2.2%	No Change
	Percent of Medicaid children enrolled for at least 6 months who use dental services:	2013	2009		
	Ages 1-5	67.0%	55.0%	21.8%	Better
	Ages 6-14	71.0%	62.0%	14.5%	Better
	Ages 15-20	52.0%	48.0%	8.3%	Better

Health Risk Behaviors

Children's health and well-being are impacted by their family's income, educational achievement, race, ethnicity, and other environmental factors. Children living in families with low incomes are restricted in their opportunities for health through reduced access to healthy and safe living conditions, healthy food, exercise, and good schools. Growing up in a family living in poverty or near poverty negatively impacts a child's health throughout his or her life. Education and health outcomes are also tightly intertwined; success in school and the number of years of schooling impact health across the lifespan. Policies to reduce poverty and improve educational outcomes also positively impact child health.

During adolescence, new health behaviors emerge and many health habits that affect life outcomes are established. Unfortunately, data show that many North Carolina youth engage in behaviors that compromise their health. North Carolina had made tremendous gains in reducing cigarette use among youth over the past twenty-five years, however, emerging tobacco products, including e-cigarettes, hookahs, and flavored cigars, are quickly erasing those gains. More than one in five high school students reported current use of an emerging tobacco product in 2013. Use of other illegal substances also remains quite high. North Carolina's past success in implementing a multifaceted, evidence-based approach to reduce youth smoking, including implementing educational, clinical, regulatory, economic and social strategies, provides examples of policies that could be implemented to reduce youth substance use in other areas.

Grade	Health Indicator	Current Year	Benchmark Year	Percent Change	Trend
	High School Graduation	2012-2013	2008-2009		
B	Percent of high school students graduating on time with their peers ⁺	82.5%	71.8%	14.9%	Better
	Child Poverty	2013	2009		
D	The percent of children in poverty				
	Under age 5	28.0%	26.7%	4.9%	No Change
	Under age 18	25.2%	22.5%	12.0%	Worse
	Teen Pregnancy	2013	2009		
B	Number of pregnancies per 1,000 girls (ages 15-17):	16.6	30.1	-44.9%	Better
	Weight and Physical Activity	2012	2008		
	Percent of Children:				
	Meeting the recommended guidelines of 60 minutes or more of exercise 6 or 7 days a week				
	Ages 2-9	36.7%	*	*	*
	Ages 10-17	26.7%	*	*	*
D	Meeting the recommended guidelines of less than two hours of screen time every day ²				
	Ages 2-9	43.2%	*	*	*
	Ages 10-17	13.8%	*	*	*
	Ages 10-17 who are overweight or obese ³	36.3%	*	*	*
	Tobacco Use	2013	2009		
D	Percent of students (grades 9-12) who used the following in the past 30 days:				
	Cigarettes	13.5%	16.7%	-19.2%	Better
	Smokeless tobacco	8.3%	8.5%	-2.4%	No Change
	Emerging Tobacco Product ⁴	22.4%	-		
	Mental Health, Alcohol and Substance Abuse	2013	2011		
	Percent of Middle School students who have ever tried to kill themselves	10.5%	9.5%	10.5%	Worse
	Percent of High School students who required medical treatment during the past 12 months due to a suicide attempt by injury, poisoning, or overdose	5.3%	5.0%	6.0%	Worse
D	Percent of students (grades 9-12) who used the following:	2013	2009		
	Marijuana (past 30 days)	23.2%	19.8%	17.2%	Worse
	Alcohol (including beer) (past 30 days)	32.2%	35.0%	-8.0%	Better
	Cocaine (lifetime)	4.9%	5.5%	-10.9%	Better
	Prescription drugs without a doctor's prescription (lifetime)	17.2%	20.5%	-16.1%	Better

Death and Injury

Children thrive when they are healthy and supported by safe, stable, and nurturing relationships and environments. Child maltreatment is a significant public health problem that negatively impacts North Carolina's future. Child maltreatment impacts health across an individual's lifespan and is associated with a broad range of health problems including substance abuse, intimate partner violence, teenage pregnancy, anxiety, depression, suicide, diabetes, heart disease, sexually transmitted diseases, smoking and obesity. Significant adversity during childhood, such as child maltreatment, can cause toxic stress which can disrupt a child's brain development. In the absence of protective factors, such as nurturing relationships with caregivers, these disruptions produce changes in the brain that can lead to difficulty learning and lifelong impairments in both physical and mental health. Child maltreatment is a problem that can be prevented, if communities take steps to promote positive development of children and families and prevent family violence. Research has shown that safe, stable, nurturing relationships and environments are fundamental to healthy child development, reduce the occurrence of child maltreatment, and can help protect children against the negative effects of child maltreatment and other adversity.

While North Carolina has taken many steps to prevent maltreatment and promote healthy families, more could be done to promote children's positive development. Children spend the vast majority of their time at home, in early care and education settings, and in school. North Carolina's child care star rating system has helped to increase the quality and safety of early care and education environments. Incorporating measures of learning environments that support children's social and emotional development, language skills, and health could further raise the quality of child care settings. Schools, like early care and education settings, should be free of violence. The implementation of Positive Behavior Intervention and Support, an evidence-based program which all schools in North Carolina use, to support student performance and reduce behavior problems can help ensure safer schools. Eliminating corporal punishment in schools is another step towards ensuring North Carolina schools provide safe and supportive learning environments. North Carolina should continue to take steps to ensure that all children are able to grow up with the safe, stable, and nurturing relationships and environments they need to thrive.

Grade	Health Indicator	Current Year	Benchmark Year	Percent Change	Trend
Birth Outcomes		2013	2009		
B	Number of infant deaths per 1,000 live births	7.0	7.9	-11.4%	Better
	Percent of infants born weighing less than 5 lbs., 8 ozs (2,500 grams)	8.8	9.1	-3.3%	No Change
	Percent of preterm births (before 37 weeks of pregnancy)	11.4	13.2	-13.6%	Better
Maternal Risk Factors		2013	2009		
C	Percent of babies born to women who smoke	10.7	*	*	*
	Percentage of births to mothers receiving late or no prenatal care	6.6	*	*	*
Child Fatality		2013	2009		
B	Number of deaths (ages 0-17) per 100,000	56.5	65.4	-13.6%	Better
	Number of deaths:				
	Motor Vehicle-related	87	114	-	-
	Drowning	23	28	-	-
	Fire/Burn	8	8	-	-
	Bicycle	0	1	-	-
	Suicide	34	35	-	-
	Homicide	41	36	-	-
	Firearm	42	46	-	-
	Poisoning (ages 10-17)	7	15	-	-
All Other Injury Deaths	49	33			
Child Abuse and Neglect		2013	2009		
C	Number of children: ⁴				
	Children investigated for child abuse or neglect	129,842	126,187	-	-
	Substantiated as victims of abuse or neglect ⁵	10,255	11,301	-	-
	Recommended services ⁵	20,052	23,479	-	-
	Confirmed child deaths due to abuse	19	16	-	-

Twenty years ago, NC Child and the North Carolina Institute of Medicine partnered to produce and disseminate the first North Carolina Child Health Report Card. The goal was to compile the latest data on leading indicators of child health and safety into an easy-to-understand document that highlights trends, enhances discussions about child well-being in North Carolina, and informs public policy decisions about investment to support a North Carolina in which every child can live a healthy, productive life.

By many measures, North Carolina's 2.2 million children are safer and healthier than they were a generation ago. A child born today is half as likely to die before his or her first birthday as a child born in the 1990s. Health insurance coverage has reached a historic high, providing more children access to the care they need to achieve and maintain good health. Teens are less likely to engage in behaviors that endanger their lives and their future health: after peaking in 1990, teen pregnancy rates have fallen to just one-third of previous levels; 86 percent of high school students report they do not smoke; and the percentage of students graduating on time from high school continues to climb.

“What gets measured gets done, what gets measured and fed back gets done well, what gets rewarded gets repeated.” —John E. Jones

This long-term progress in child well-being is not accidental, it is the direct result of intentional commitments by policymakers, advocates, practitioners, and local communities to strengthen critical services and implement policies that bolster child well-being. The data are clear: public policy decisions can profoundly affect children's chances of growing up healthy, safe, and educated. Enhanced safety measures like seatbelts and helmet regulations, expanded access to health insurance through NC Health Choice, and targeted prenatal care for women at risk of poor birth outcomes offer concrete evidence of the significant returns on investment generated for children and our state by data-informed public policy solutions.

Even as we celebrate the hard-earned improvements of the past two decades, we acknowledge this year's report contains disturbing trends that foreshadow future threats to children's development and their ability to lead healthy, productive lives. The percent of children living in poverty, a bellwether for current and future health, remains above the U.S. average at one in every four children (25 percent). More than one-third of adolescents and teens report being overweight or obese (36 percent), and sobering gaps in health outcomes by race and ethnicity persist across indicators.

At the time of the first report card, research linking the complex influence of social and demographic factors (income, education, and environments) with child health was still emerging. Today, a substantial body of evidence shows the communities and homes where children live, learn, and grow have a profound effect on lifelong health. Children thrive in safe, stable, and nurturing relationships and environments. Children born into poverty are more likely to experience developmental and other health problems, to accumulate health risks as they age, and to live in poverty as adults. Education and health outcomes are tightly intertwined, with success in school and the number of years of schooling impacting health throughout one's life. These links between health and other factors have expanded our understanding of how investments in health, education and family well-being are intertwined. Wise investments in children and families can lead to better health, future savings, and increased productivity.

Tackling the next generation of child health and safety challenges will require both a continued commitment to investing in safe, stable families and communities, as well as new strategies to address emerging threats to children's health and well-being. There's reason to be encouraged; North Carolina has a history of making investments to improve the health and well-being of children. Today we have a strong body of evidence on the types of programs and policies that are effective, which can be used to inform decision making. As decision-makers evaluate policies and practices to improve child health and well-being, the North Carolina Child Health Report Card will remain a resource to help inform key policy debates.

Data Sources 2014 Child Health Report Card

Access to Care and Preventive Health

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Health Risk Behaviors

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Death and Injury

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Data Notes 2014 Child Health Report Card

1. Immunization is measured for children 19-35 months of age using the 4:3:1:3:3:1 measure. 4:3:1 plus full series Haemophilus influenzae type b (Hib-FS) vaccine, ≥3 doses of hepatitis B (HepB) vaccine, and ≥1 dose of varicella (Var) vaccine.
 2. Screen time includes TV, videos, or DVDs OR playing video games, computer games or using the Internet.
 3. Overweight is defined as a body mass index equal to or greater than the 85th percentile using federal guidelines; obese is defined as a body mass index equal to or greater than the 95th percentile.
 4. Emerging tobacco products include electronic cigarettes, clove cigars, dissolvable tobacco products, flavored cigarettes or little cigars, hookahs or waterpipes, roll-your-own cigarettes, and snus.
 5. Findings represent exclusive counts of reports investigated in a state fiscal year. The number substantiated includes those substantiated of abuse, neglect, or abuse and neglect.
- + Data for indicators followed by a + sign are fiscal or school year data ending in the year given. For example, immunization rates at school entry labeled 2010 are for the 2009-2010 school year.
- * Data years are not comparable over time.

Grades and Trends

Grades are assigned by a panel of health experts to bring attention to the current status of North Carolina children in salient indicators of health and safety. Grades are a subjective measure of how well children in North Carolina are faring in a particular area, and are not meant to judge the performance of the state agency or agencies providing the data or the service. Please note that several agencies have made a great deal of progress in recent years, which may not be reflected in these grades.

Data trends are described as "Better," "Worse," or "No Change." Indicators with trends described as "Better" or "Worse" experienced a change of more than 5% during the period. A percentage change of 5% or less is described as "No Change." Percent change and trends have not been given for population count data involving small numbers of cases. Due to data limitations, only the indicators for alcohol and drug use have been tested for statistical significance. Grades and trends are based on North Carolina's performance year-to-year and what level of child health and safety North Carolina should aspire to, regardless of how we compare nationally.

Laila A. Bell from NC Child and Berkeley Yorkery and Adam Zolotor, MD from the North Carolina Institute of Medicine led the development of this publication, with valuable input from colleagues, child health experts, and many staff members of the North Carolina Department of Health and Human Services.

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CAMDEN COUNTY BOARD OF COMMISSIONERS
CIP Work Session– March 16th, 2015

1 Camden County Board of Commissioners
2 CIP Work Session
3 March 16th, 2015
4 6:00 P.M.
5 Historic Courtroom, Courthouse Complex
6 Camden, North Carolina
7

8 MINUTES
9

10
11 The Camden County Board of Commissioners held a CIP Work Session on March 16th, 2015
12 in the Public Library, Camden, North Carolina. The following Commissioners were present:
13

14 Chairman Michael McLain, Vice Chair Sandra Duckwall
15 Commissioners Garry Meiggs, Clayton Riggs and Tom White;
16

17 Commissioner Clayton Riggs was not present.
18

19 Also attending were County Manager Michael Renshaw, Clerk to the Board Angela Wooten
20 and Finance Officer Stephanie Humphries. Present for purposes of making a presentation(s)
21 or providing supporting information for agenda items were the following persons: Planning
22 Director Dan Porter, Public Works Director David Credle and Economic Director Charlie
23 Bauman.
24

25
26 **Board Work Session, 6:00 P.M.**
27

28 Chairman Michael McLain called to order the March 16th, 2015 Board Work Session at 6:00
29 P.M.
30
31

32
33 **CIP Overview**
34

35 The Camden County Board of Commissioners adopted the county's first Capital
36 Improvement Program in 2007. The County Manager Mike Renshaw states his goal is to
37 enhance the current static document created in 2007 to more of a usable document that will
38 ensure the county is in the best position 5 years from now.
39
40

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CAMDEN COUNTY BOARD OF COMMISSIONERS
CIP Work Session– March 16th, 2015

47

48 County Capital Needs Discussion

49

50 Mr. Renshaw advises the board that within the next 3 to 5 years the county will exceed the
51 current 100,000 GPD wastewater treatment capacity.

52

53 Public Works director David Credle states the county is currently pushing about 85,000 GPD
54 on paper (35,000 GPD actual) with a maximum 100,000 GPD capacity wastewater treatment
55 plant. “On paper” is a projected flow from the project engineer based on a state formula of
56 360 GPD for a 3 bedroom house. The county can apply for a variance to adjust the “On paper”
57 GPD to represent the actual usage flow.

58

59 Planning Director Dan Porter gives an update on current residential and commercial
60 development projects within the county.

61

62

63

64 Project Priority Review

65

66 Mr. Renshaw reviews the projects that are currently listed in the CIP and their priority level
67 status. To simplify the discussion, he put together the following table using data from the
68 current FY2015-2019 CIP document.

69

70

71

*Camden County CIP FY2015-2019
Project Priority Listing*

72

73

Priority Level	Cost Assumption	Est Cost	Est Cost County	Project
1		1,171,000	1,171,000	US 158 Sewer Service Expansion
2		649,400	649,400	Enhance Wastewater Trtmt Plant
2		780,000	780,000	Wastewater Ext-Camden Bus Park
3		1,300,000	1,300,000	DSC Bike & Ped Completion
2		TBD		Construction of Well Site
3	3,000,000	TBD	3,000,000	Recreational & Community Center
2	3,000,000	TBD	3,000,000	Admin Complex
Active		665,000	85,000	One Mill Community Park
3	665,000	TBD	665,000	South Mills Community Park

74

75

76 There was an in depth discussion between the board members and staff regarding the
77 county’s current needs and how the projects should be prioritized. After much discussion,
78 the board’s general project priority consensus is;

79

80

CAMDEN COUNTY BOARD OF COMMISSIONERS
CIP Work Session– March 16th, 2015

81

Project	Action
US 158 Sewer Service Expansion - <i>run through Belcross</i>	Keep as 1
Enhance Wastewater Treatmentt Plant - <i>Completed</i>	Remove
Wastewater Ext-Camden Bus Park	
DSC Bike & Ped Completion	Remove
Construction of Well Site – <i>In Progress</i>	Remove
Rec & Comm Center – <i>possibly use old school if new school is built</i>	Remove
Admin Complex – <i>Space needs study</i>	
One Mill Community Park – <i>will be completed in June 2015</i>	Remove
South Mills Community Park	2
Camden Core WWTP	Add as 1
South Mills Street Landscaping	Add as 2
New High School	Add as 2

82

83

84

85 School Facilities/APFO

86

87 Dan Porter, Planning Director joined the discussion. As the county already has a 60 acre site
88 for a new school, the next step toward a new school will be site preparation. Site preparation
89 costs should be added into the Budget for Commissioners approval.

90

91 There was discussion pertaining to the maintenance of the land once cleared.

92

93

94

95 Current CIP - Debt service obligations

96

97 The County Manager Mike Renshaw and Finance Officer Stephanie Humphries led a
98 discussion refreshing the board of current CIP debt service obligations.

99

100

1) Infrastructure

101

- a. SCWSD carries most of the counties infrastructure debt

102

2) Facilities

103

- a. Courthouse renovations

104

- b. Noblett Property – School Site

105

3) Health & Safety

106

- a. South Mills Fire department - BB&T Loan

107

- b. Schools

108

- c. Jail 19% actually belongs to Pasquotank

CAMDEN COUNTY BOARD OF COMMISSIONERS
CIP Work Session– March 16th, 2015

109		
110	Long Term Debt Obligations	
111	Non Debt=Jail debt	
112	Total Debt	\$14, 835,203

113

114

115 Even though the statues would allow the county to carry up to 8% of the ad valorem tax
116 value, Camden's debt limitation policy states 2% of the ad valorem tax value. According to
117 the current county policy, that leaves \$5,527,000 available to fund these projects.

118

119

120	Capital Reserve Fund (Facilities and Health & Safety)	\$3,908,000
121	School Capital Reserve Fund	\$10,000,000
122	Proprietary debt SCWSD	\$2,660,000

123

124

125 Capital Reserve Fund Balance Policy

126

127 1) Capital Funding Options

128

a. Must be spent on capital projects

129

b. Must update and approve a CFR Ordinance yearly

130

c. Can only change which capital project to allocate money to at that time

131

132

133 **Proposed CIP Enhancement: Programmed Funding**

134

135 Staff will amend the current CIP into 4 main categories

136

- 137 • Health & Safety (Sheriff, Fire & Rescue, Public Health/DSS)
- 138 • Infrastructure (Water & Sewer)
- 139 • Facilities (Offices, Parks, Service Bldgs.)
- 140 • Schools (K-12)

141

142 Camden's 2007 policy states the county will maintain 25% of general operating funds in the
143 reserve fund, making the fund almost \$6,000,000. Although the county is not obligated to
144 this, staff does recommend we keep it.

145

146

147

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152

CAMDEN COUNTY BOARD OF COMMISSIONERS
CIP Work Session– March 16th, 2015

153

154 Next Steps

155

156 Staff will amend the current CIP document per the information discussed today. There will
157 be a public hearing on June 16th, 2015, before the board approval.

158

159

160

161 Meeting Adjourned

162

163 At 7:45 P.M., Chairman McLain asked if there were any other matters to come before the
164 Board of Commissioners, hearing none, and by acclamation the meeting was adjourned.

165

166

167

168

Chairman McLain

169

Camden County Board of Commissioners

170

ATTEST:

171

172

173

174

Angela L. Wooten

175

Clerk to the Board