

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

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

Please turn Cell Phone ringers off during the meeting.

Agenda

**Camden County Board of Commissioners
BOC - Regular Meeting
March 21, 2016
6:00 P.M.
Historic Courtroom, Courthouse Complex**

Welcome & Call to Order

Invocation & Pledge of Allegiance

Boy Scout Troop 158

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 (For discussion and possible action)

- A. Space Needs Presentation
- B. NCDOT Traffic Safety Improvement: US17/Business 17
- C. Presentation by Sheriff Tony Perry
- D. Report to the People

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

ITEM 5. Public Hearings

ITEM 6. New Business (For discussion and possible action)

- A. Monthly Tax Report
- B. Noblitt S&E

C. Belcross Streetlighting Request

ITEM 7. Board Appointments (For discussion and possible action)

A. Camden County CAC's

ITEM 8. Consent Agenda

A. Budget Amendments

B. CCS Budget Amendments

C. Proclamation

D. Tax Collection Report - Feb

E. Vehicle Refunds Over \$100.00

F. DMV Monthly Report

G. Audit Contracts

H. Surplus Item-DSS

I. Set Hearing Date

ITEM 9. Commissioners' Report

ITEM 10. County Manager's Report

ITEM 11. Information, Reports & Minutes From Other Agencies

A. EMS Reports

B. Sales Tax, LTT, Utilities Report

C. Broadbandio Update

ITEM 12. Other Matters (For discussion and possible action)

ITEM 13. Adjourn



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Presentations

Item Number: 3.A

Meeting Date: March 21, 2016

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

Item Title **Space Needs Presentation**

Attachments: Camden County Space Needs Presentation (PDF)
Space Needs Study-Camden Complex 2016 (PDF)

Presentation by: Russell D. Pearlman, AIA
Architect

The Wooten Company
120 North Boylan Avenue
Raleigh, NC 27603

Summary:



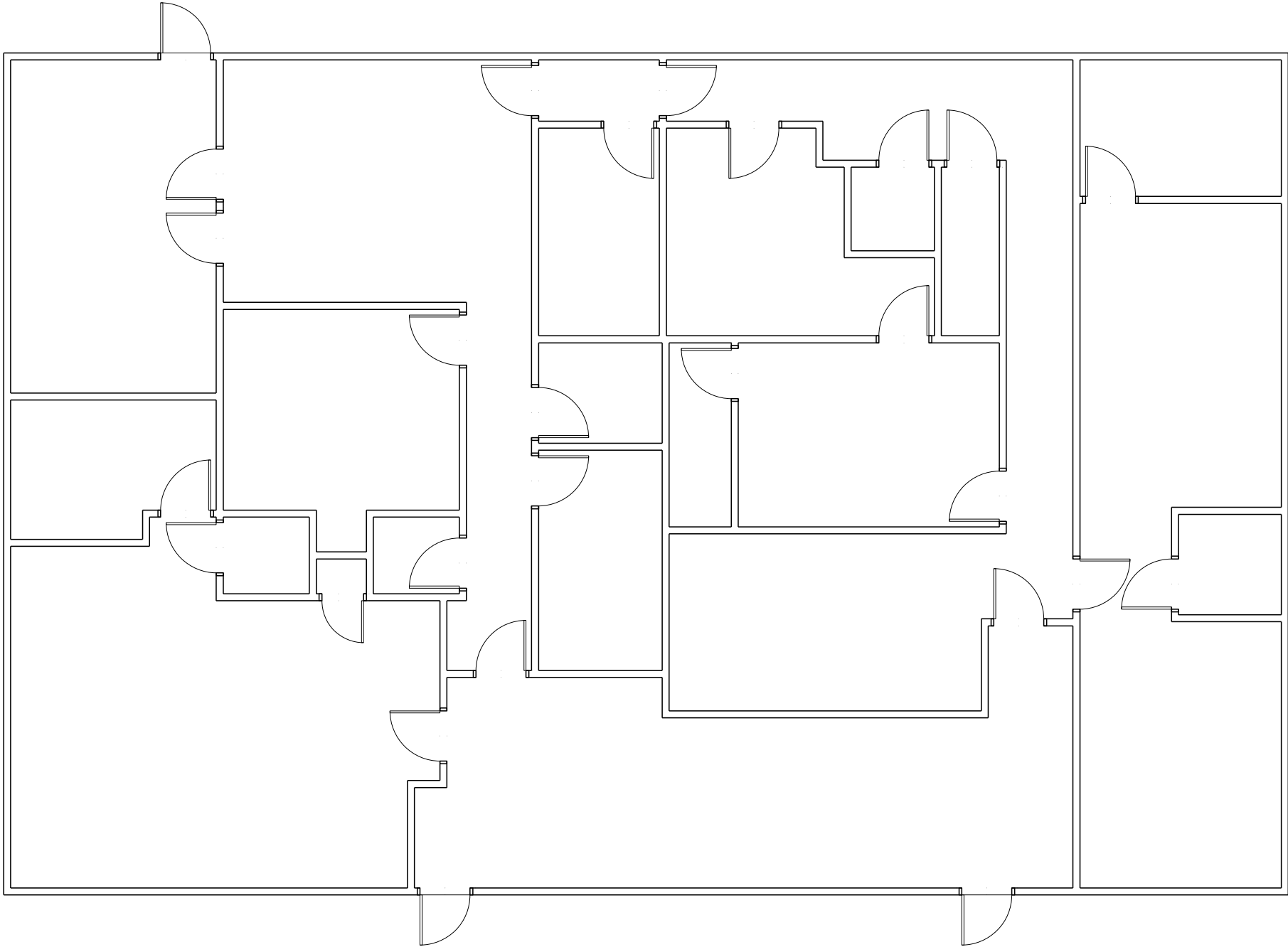
THE WOOTEN COMPANY

ENGINEERING | ARCHITECTURE
PLANNING | GEOMATICS

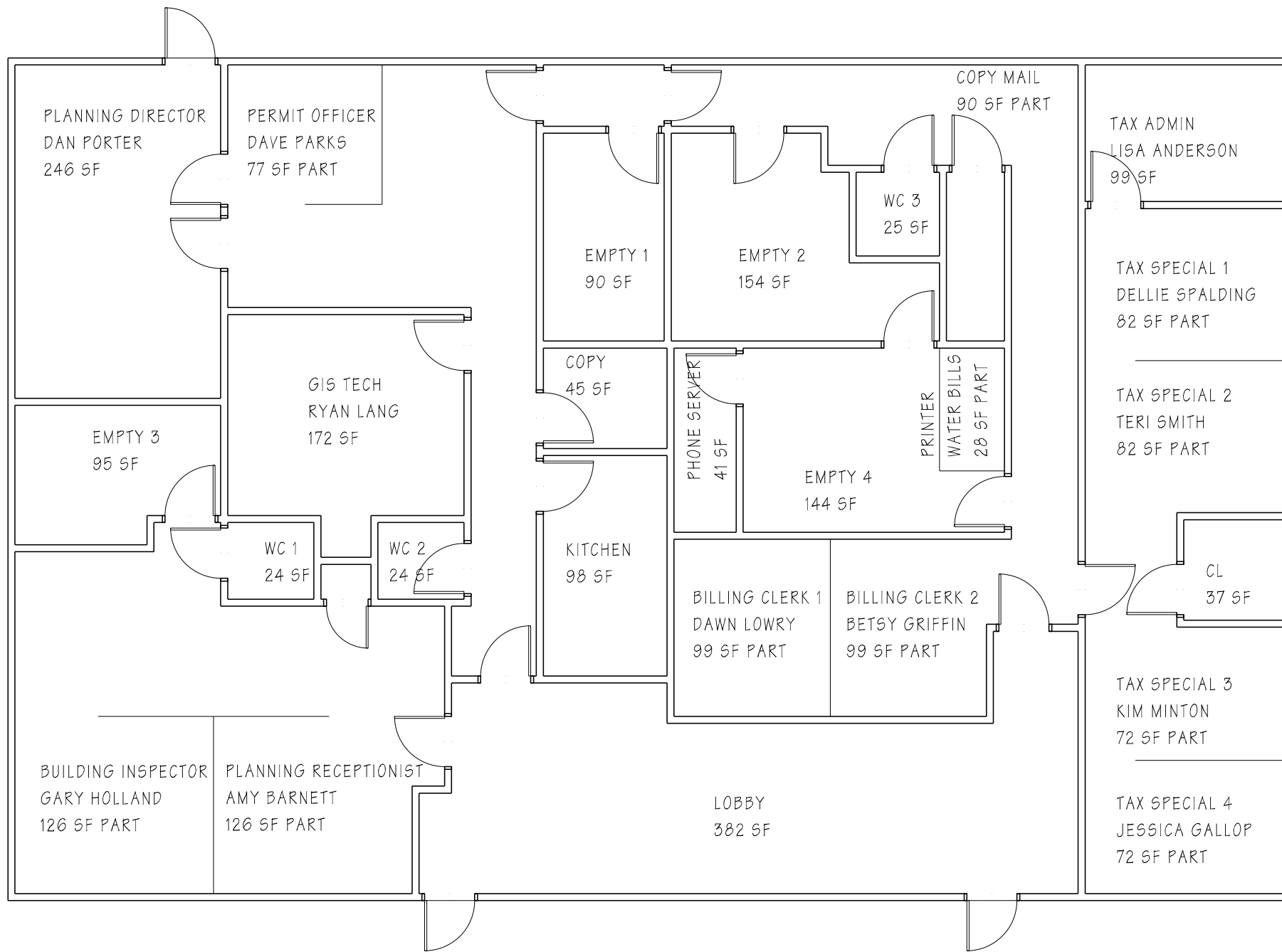
CAMDEN COUNTY COMMISSIONERS MEETING MARCH 21ST



Attachment: Camden County Space Needs Presentation (1145 : Space Needs Presentation)



 FIELD INVESTIGATION



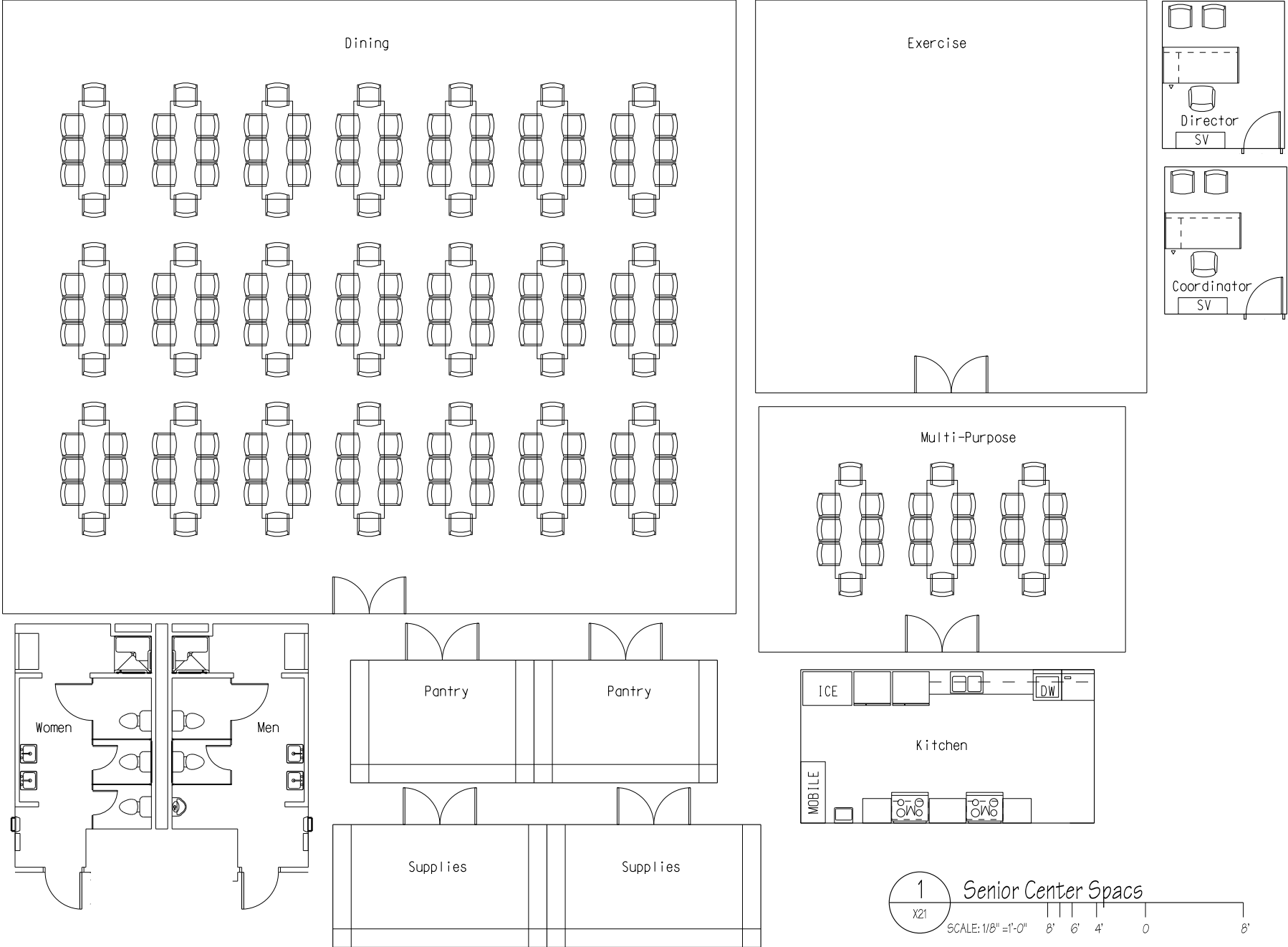
CAMDEN COUNTY INFORMATION

visit in peoples space - Ben Center

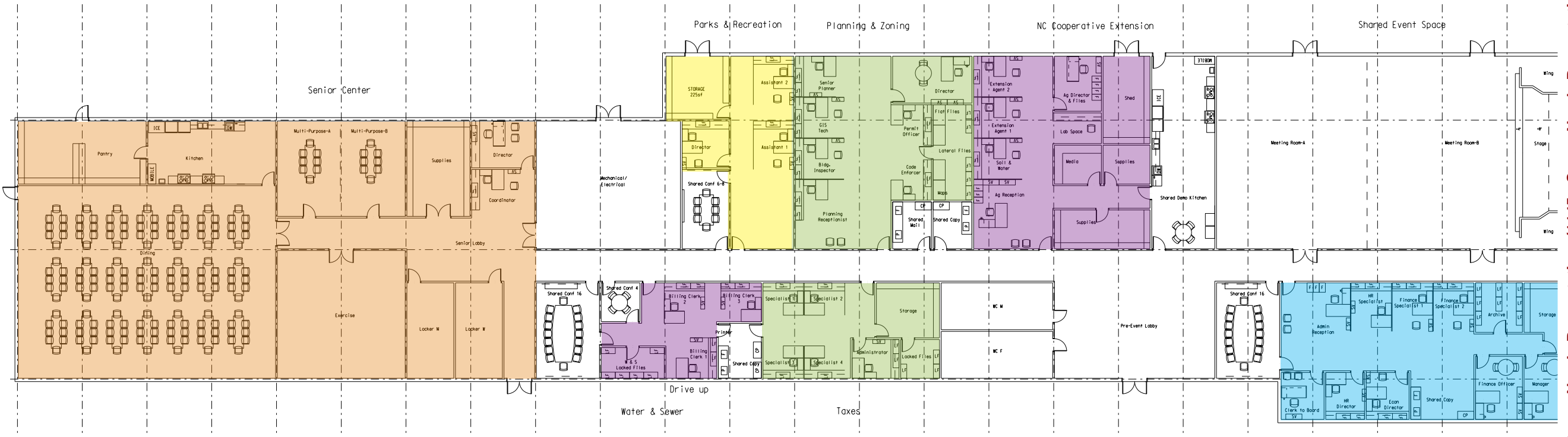
Camden County Space Needs						
X00 Senior Center						
Space	Employee	Current Size, SF	Part of a Room	Existing	Change Size +/-	Copies Needed
Parks & Recreation						
Parks & Rec Assistant	Brad Stafford	81	✓	✓		2
Parks & Rec Director	Tim White	81	✓	✓		
Meeting Space	None	225	✓	✓		
Copy	None	75	✓	✓		
Senior Center						
Closet	None	24		✓		
Dining Room	None	1566		✓	+ 1.5-2	
Exercise Room	None	646		✓	+ 1.5-2	
Kitchen	None	161		✓		
Pantry	None	145		✓		
Senior Activity Coordinator	Jasmine White	100	✓	✓		
Senior Center Director	Shana Trafton	129		✓		
Senior Supplies	None	228	✓	✓		
Storage	None	120		✓		
Shared						
Lobby	None	187		✓	2	
Water Closet 1	None	115		✓		
Water Closet 2	None	115		✓		
New (Include Copies)						
<p>Make in 5th Lunch for Public Mtg. (0-3000 meetings - District meetings 50-60 ppl. @ long conference tables - Need to have privacy for parents & coaches. Lack of accessible storage 225 Circulate air but not AF. interior access. Grants 30 ppl. / 10 ppl. / 20 ppl. Mud Room Entrance. 3536</p>						
General Notes: SC. - LOCKER SPACE 10-12 @ TABLE. CONT ED ROOM like 10-12 @ TABLE. Commercial Kitchen.						
COMMENTS (2) grouping of seniors from lobby. (2) staff to serve lobby.						

SENIOR CENTER NOTES

SPACE NEEDS INTERVIEW



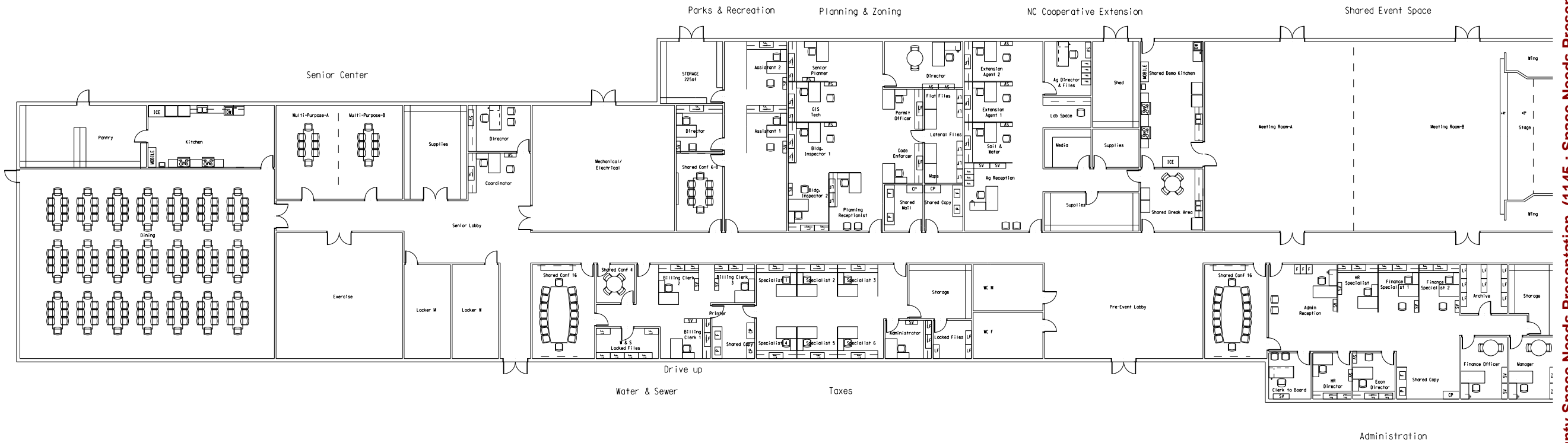
FURNISHED ROOMS



Attachment: Camden County Space Needs Presentation (1145 : Space Needs Presentation)

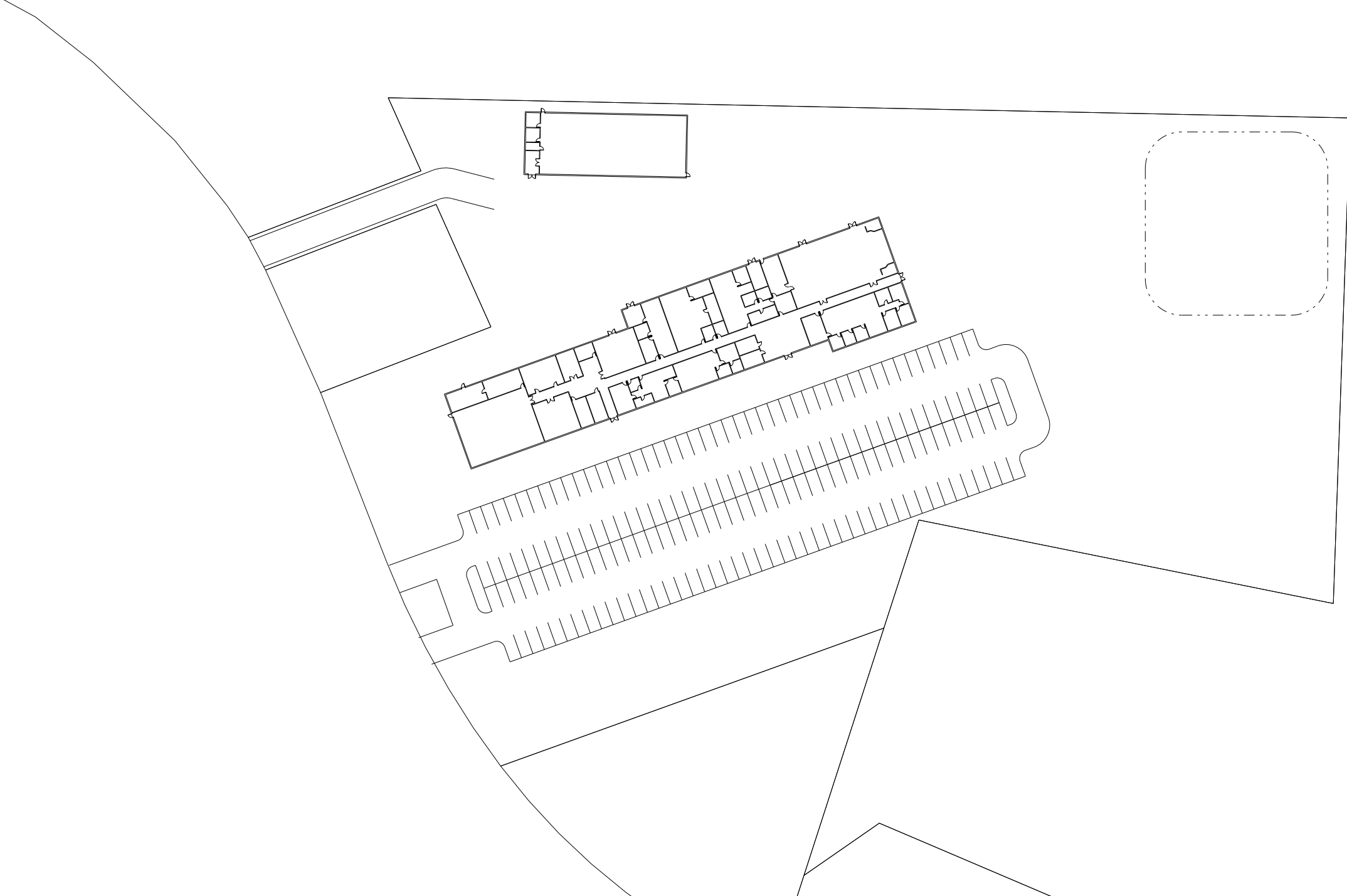


PRELIMINARY CAMDEN COUNTY OFFICE BUILDING



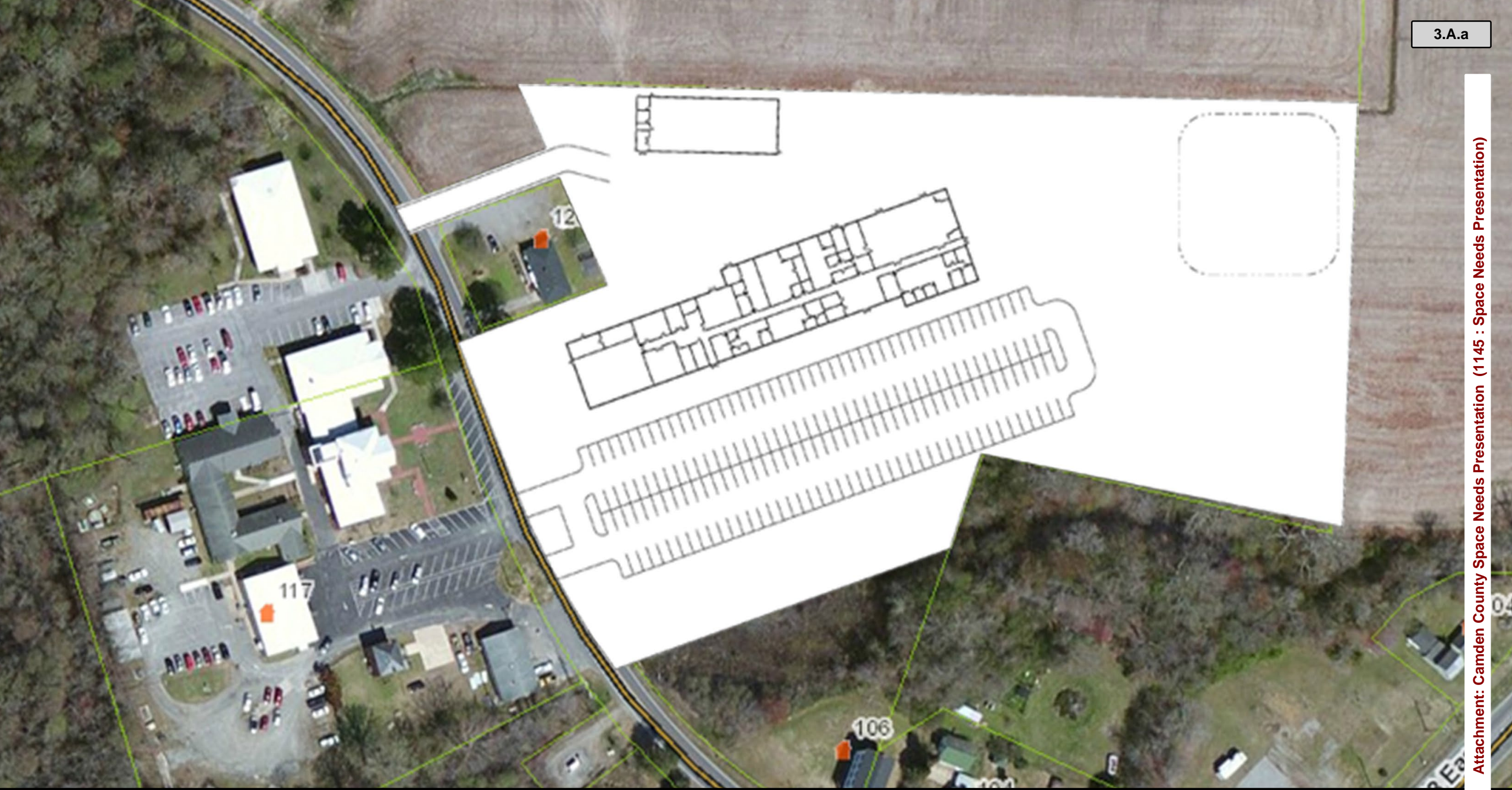
Attachment: Camden County Space Needs Presentation (1145 : Space Needs Presentation)

REFINED CAMDEN COUNTY OFFICE BUILDING



SITE FIT





CAMDEN COUNTY CONTEXT



THE WOOTEN COMPANY

ENGINEERING

ARCHITECTURE

PLANNING

GEOMATICS

**A PLAN IS ONLY AS GOOD AS THE
IMPLEMENTATION STRATEGY THAT
COMES BEHIND IT.**

Space Needs Study County of Camden



ENGINEERING

PLANNING

ARCHITECTURE

120 North Boylan Avenue

Raleigh NC 27603-1423

thewootencompany.com

Space Needs Study County of Camden

Outline/Structure

- 1.0. Introduction
 - 1.1. Methodology
 - 1.2. Costs
- 2.0 Analysis by Building
 - 2.1 Senior Center
 - 2.2 Planning Building
 - 2.3 NC Cooperative Extension Building
 - 2.4 Public Works Building
- 3.0 New Buildings
 - 3.1 County Office Building
 - 3.2 Public Works Building
- 4.0 New Site

1.0 Introduction

2015 Space Needs Study

The County of Camden, NC commissioned the current study for the purpose of determining the space requirements for the Senior Center, Parks & Recreation, Planning & Zoning, Water & Sewer, Tax, Public Works, County Administration, Economic Development, Finance, and Human Resources Departments, and for the County's NC Cooperative Extension office. The study also considers the suitability of the County's 7.69 acre site located at 118 HWY 343 N, across the street from the current main campus, for accommodating projected space needs.

This space needs study and preliminary site plan were developed with information gained through interviews with department directors and selected staff of County of Camden. The existing facilities were reviewed for their condition, size, functions, and suitability for use. In addition to the building analysis, vehicle parking requirements have been developed to meet the projected needs.

General Format of this Report

This report is comprised of four components: an introduction with cost estimates, square foot analysis, new building description and plans, and a concept site plan. Each section of this study advances the understanding of the anticipated space needs of Camden County over the next decade. Featured below are guidelines and processes that informed the development of the study.

1.1 Methodology

The findings presented in this report were synthesized through specific departmental analysis. Precedents from other County's or other means of analysis were not used to determine the space needs requirements for Camden. The departmental growth predictions are based County of Camden staff's projected departmental task assignments, and projected growth for the County. Analysis of each department addressed the following:

- Departmental responsibilities and foreseeable changes in responsibilities.
- Services provided to the public and location of services to serve the public.
- Existing space shortages or overcrowding.
- Current staffing levels and projected staffing levels for the next decade.
- Current amounts of departmental space and projected amounts of space required to serve departmental growth for the next decade.
- Floor plans for the departments noted in the introduction, grouping functions based on adjacency requirements and public and private access.
- Development of a conceptual site plan to incorporate the space requirements developed in the needs assessment.

1.2 Costs

Cost opinions in this report are approximate and are based upon the anticipated square foot construction costs for projected types of facilities. All prices are determined through the 2015 Means Construction Cost Data. A location cost adjustment for the Elizabeth City (279) area has been applied. These costs include required site work and utilities, but not landscaping. The following typical construction costs are provided for the development of Camden’s Facilities:

1. New construction of a City/Town Hall-Civic Office Building low rise of one story, exterior brick finish, would be built for \$156 per square foot. This applies to the new Administrative Building plan presented herein except as noted below.
2. New construction for a Community Center, low rise of one story, exterior brick finish, would be constructed at \$159 per square foot. This applies to the Senior Center and Shared Event Space portions of the new Administrative Building plan presented herein.
3. New construction of a pre-engineered metal building type Warehouse with Offices, one story, with metal panel outer shell, similar to the existing Public Works would be built for \$79 per square foot. This applies to the new Public Works building plan presented herein.

Cost Increases. Conservatively factor building cost increases due to inflation at 5% per year.

1.2.1 CONSTRUCTION COST OPINION			
Building	Square Feet	Cost per Square Foot	Cost
New Construction			
Civic Offices	16,244	\$156	\$2,534,064
Community Center	13,242	\$159	\$2,105,478
Warehouse w/Office	6,906	\$79	\$545,574
TOTAL			\$5,185,116

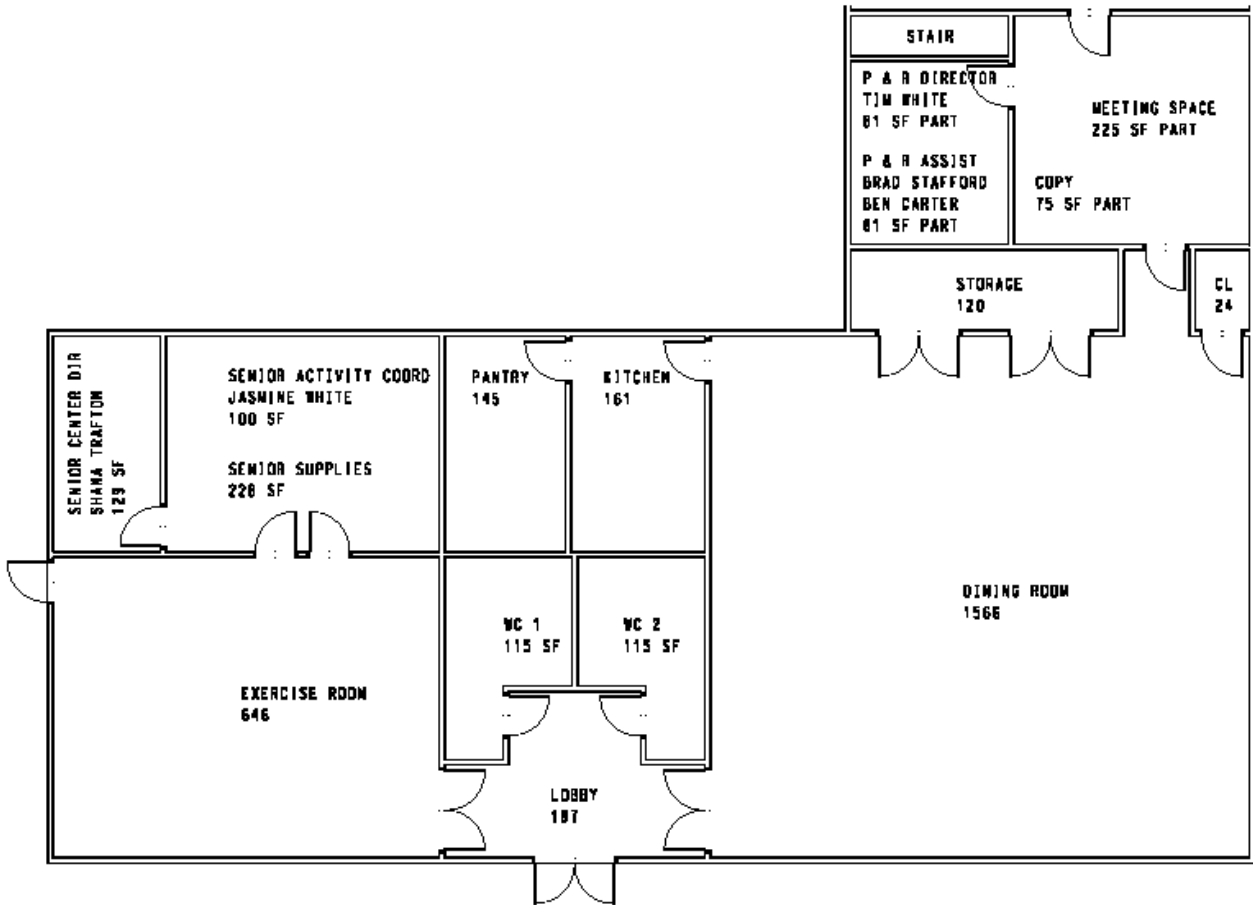
Attachment: Space Needs Study-Camden Complex 2016 (1145 : Space Needs Presentation)

2.0 Analysis by Building

Because of the age and condition of the existing buildings, and the unfavorable results of previous renovations, the client requested that we investigate the implications of moving the above noted departments into a new, purpose built facility. As a starting point in determining the needs of the new buildings, the spaces in the existing buildings were measured and their functions were recorded. User input regarding their future space needs has been integrated into tables that follow the building plans.

2.1 Senior Center

The Sheriff's Office & Senior Center building was built in 1955. Its last major renovation was in 1970. It is 8,254 square feet in size, of that 4,315 is occupied by two departments included in this report: the Senior Center, and Parks & Recreation.



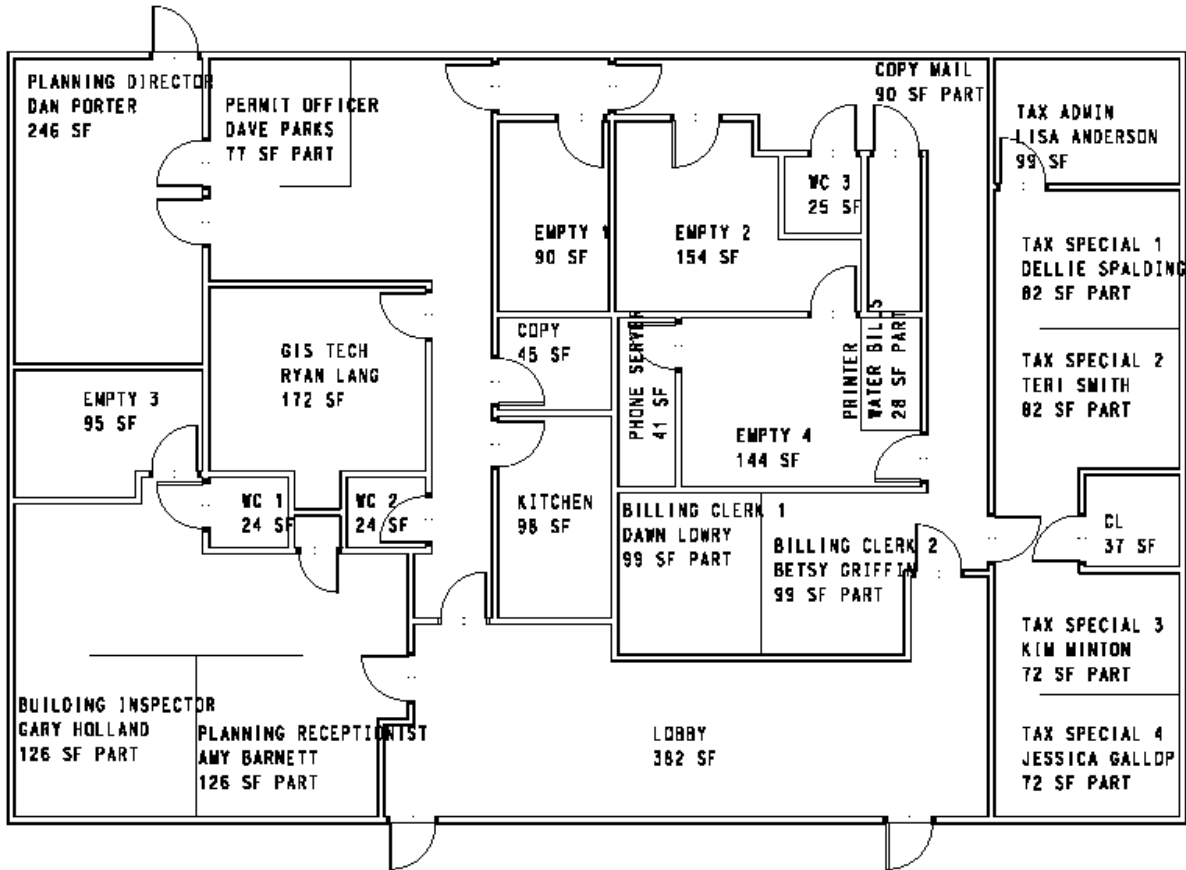
Attachment: Space Needs Study-Camden Complex 2016 (1145 : Space Needs Presentation)

Senior Center				
Space	Employee	Current Size, SF	Part of a Room	New Size, SF
Parks & Recreation				
Parks & Rec Assistant 01	Ben Carter	81	✓	81
Parks & Rec Assistant 02	Ben Carter	0	✓	81
Parks & Rec Assistant 03	Ben Carter	0	✓	81
Parks & Rec Employee	Brad Stafford	0	✓	0
Parks & Rec Director	Tim White	81	✓	81
Copy	None	75	✓	75
Accessible Storage	None	0		225
Senior Center				
Closet	None	24		24
Dining Room	None	1566		3000
Exercise Room	None	646		1000
Kitchen	None	161		300
Pantry	None	145		220
Senior Activity Coordinator	Jasmine White	100	✓	100
Senior Center Director	Shana Trafton	129		129
Senior Supplies	None	228	✓	350
Storage	None	120		120
Multi-purpose	None	0		600
Shared				
Lobby	None	187		375
Water Closet 1	None	115		115
Water Closet 2	None	115		115
Meeting Space	6-8 People	225	✓	225
	Total	3998		7072
COMMENTS				

Attachment: Space Needs Study-Camden Complex 2016 (1145 : Space Needs Presentation)

2.2 Planning Building

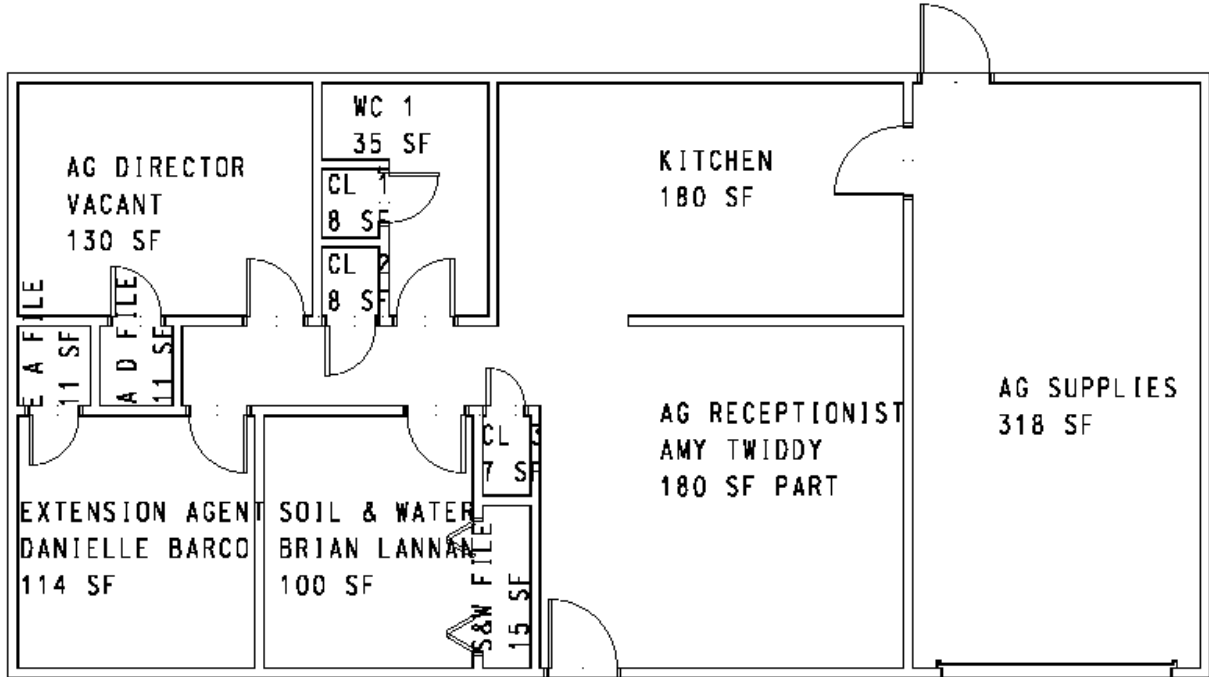
The Planning Building was built in 1960. Records do not indicate a renovation, but there has been at least one because it originally served as a garage. It is 3,878 square feet in size, of that all is occupied by three departments included in this report: the Tax Department, Water Sewer, and Planning & Zoning.



Attachment: Space Needs Study-Camden Complex 2016 (1145 : Space Needs Presentation)

2.3 NC Cooperative Extension Building

The NC Cooperative Extension Building was built in 1940 as a ranch style house with attached garage. Records indicate subsequent new construction or major rehabilitation ten years later. It is 1,040 square feet in size, of that all is occupied by the NC Cooperative Extension.



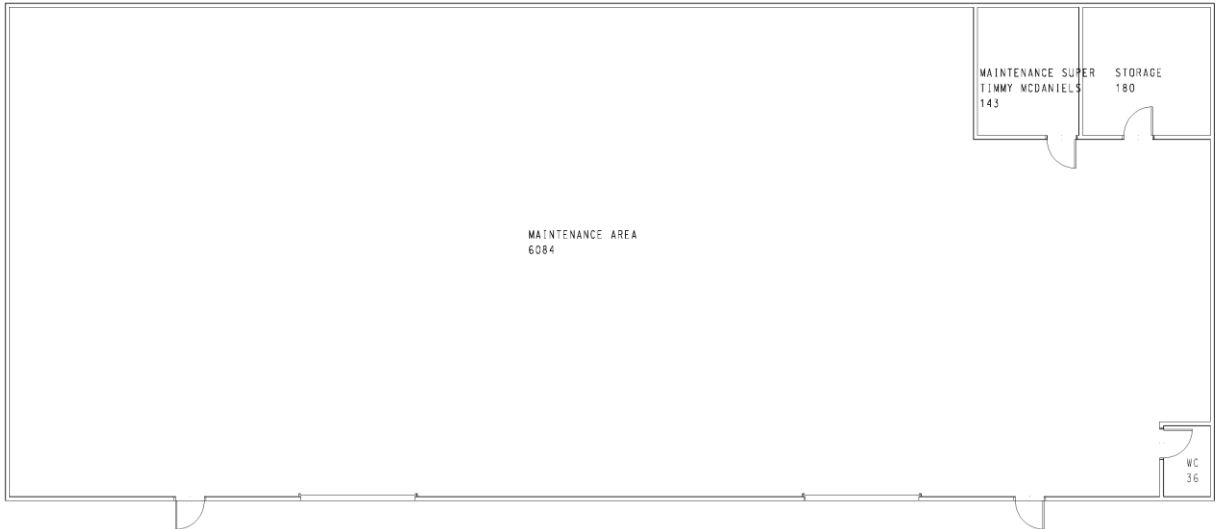
Attachment: Space Needs Study-Camden Complex 2016 (1145 : Space Needs Presentation)

Cooperative Extension Building				
Space	Employee	Current Size, SF	Part of a Room	New Size, SF
NC Cooperative Extension				100000
Ag Director	Cameron Lowe	130		130
Ag Director File	None	11		11
Ag Receptionist	Amy Twiddy	180	✓	180
Ag Supplies (Garage)	None	318		318
Closet 1	None	8		8
Closet 2	None	8		8
Closet 3	None	7		7
Extension Agent 1	Danelle Barco	114		114
Extension Agent 1	None	0		114
Extension Agent File	None	11		11
Kitchen	None	180		180
Soil & Water	Brian Lannan	100		100
Soil & Water File	None	15		15
Water Closet 1	None	35		35
Shed	None	225		225
Media Room	None	0		100
Demo Kitchen	None	0		200
Lab Space	None	0		65
	Total	1342		1821
Comments				
Climate Control the Ag Supply room. Climate Control Shed. Have Check Out System for Media Education Program, 2/month, 4-5 people; Farmers Ed 12-14 at tables; 4H, up to 50 at tables.				

Attachment: Space Needs Study-Camden Complex 2016 (1145 : Space Needs Presentation)

2.4 Public Works Building

The Public Works Building was built in 2008 as an outbuilding to the Administrative Building at 330 East Highway 158. It is 6,250 square feet in size, of that all is occupied by Public Works Department. Note that the Public Works Director's office is currently in the Administrative Building.

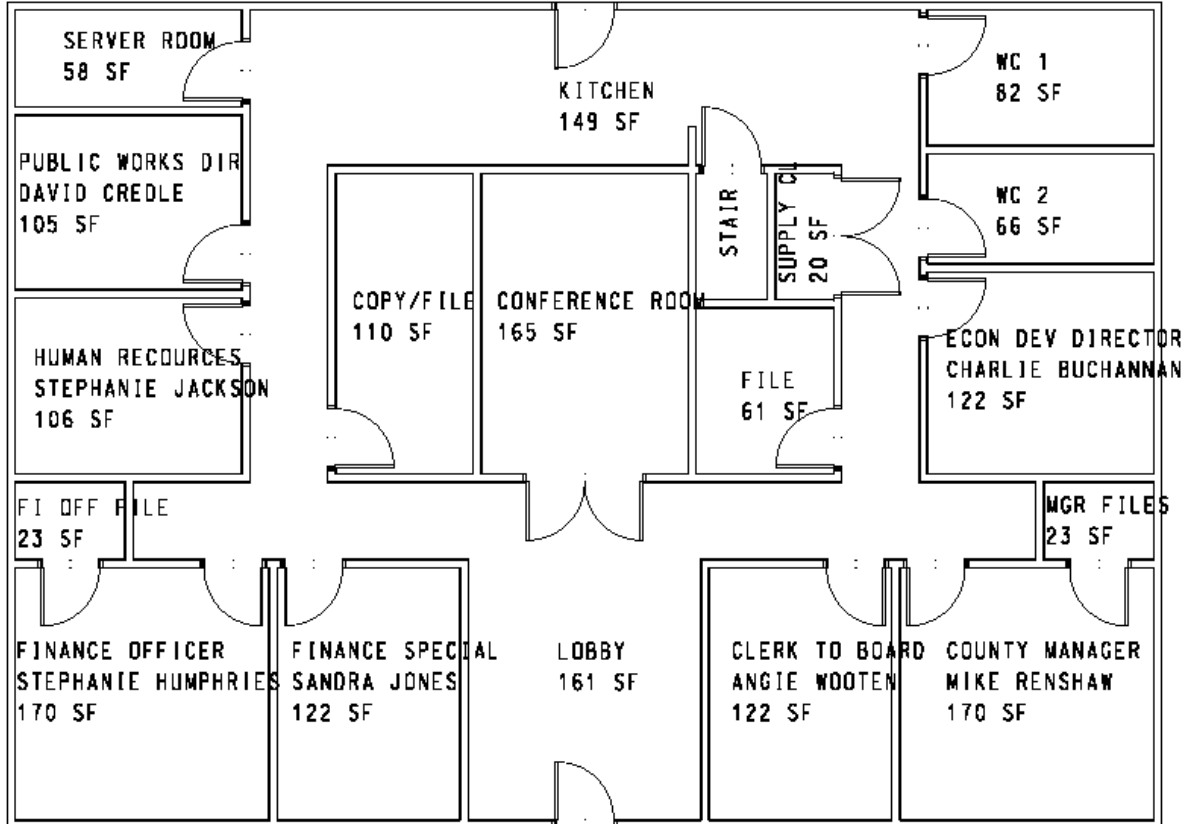


Public Works Building				
Space	Employee	Current Size, SF	Part of a Room	New Size, SF
Public Works				
Maintenance Area	None	6084		6084
Maintenance Director	David Credle	0		143
Maintenance Super	Timmy McDaniels	143		143
Storage	None	180		180
Water Closet	None	36		36
		Total		6586
COMMENTS				
Need 8 parking spaces dedicated to equipment. Have CO concerns regarding gasses.				

Attachment: Space Needs Study-Camden Complex 2016 (1145 : Space Needs Presentation)

2.5 Administrative Building

The Administrative Building was built in 2008. It is 5,317 square feet in size, and is entirely occupied by four departments included in this report: County Administration, Economic Development, Finance, and Human Resources departments.



Attachment: Space Needs Study-Camden Complex 2016 (1145 : Space Needs Presentation)

Administration Building				
Space	Employee	Current Size, SF	Part of a Room	New Size, SF
Administration				
County Manager	Mike Renshaw	170		170
County Manager File	None	23		23
Clerk to Board	Angie Wooten	122		122
Storage Space	None	0		180
Archive Space	None	0		120
Economic Development				
Econ Development Dir	Charlie Buchannan	122		122
Finance				
Finance Officer	Stephanie Humphries	170		170
Finance Officer File	None	23		23
Finance Specialist	Sandra Jones	122		122
Human Resources				
Human Resources	Stephanie Jackson	106		106
Public Works				
Public Works Director	David Credle	105		105
Shared				
Server Room	None	58		58
Lobby	None	161		161
Water Closet 1	None	82		82
Water Closet 2	None	66		66
Copy File	None	110		110
Conference Room	None	165		165
File	None	61		120
Supply Closet	None	20		20
Kitchen	None	149		149
	Total	1835		2194
Comments				
Finance Director needs locking files in File Room.				

Attachment: Space Needs Study-Camden Complex 2016 (1145 : Space Needs Presentation)

3.0 New Buildings

Floor plans are often developed in schematic design, after the creation of a Space Needs Study. We believe that the real proof of the space projections comes in making sure everything is accounted for in an actual floor plan: wall thickness, door swings, hallways, mechanical and electrical space, even the furniture. Two buildings are indicated for this project: a 29,486 square foot County Office Building which contains all functions except that housed in the 6,906 square foot Public Works Building.

3.1 County Office Building

Highlights from each department are described below:

Senior Center

- An independently buildable wing.
- Coordinator can direct visitors from lobby.
- Exercise area near lockers.
- Dining room directly at end of corridor.
 - Room for over 160 seated at tables.
- Multi-purpose near supplies, dining and kitchen.
- Pantry accessible from exterior.

Parks & Rec

- Conference for 8 which can be shared with other departments.
- Room to accommodate additional workspaces.
- Storage area accessible from exterior.

Planning & Zoning

- Building Inspectors near the Receptionist.
- Room to accommodate a variety of files.
- Meeting space in Director's office.

NC Cooperative Extension

- Lab area accessible to Agents.
- Variety of storage spaces.
- Storage area accessible from exterior.
- Quick access to demonstration kitchen.

Shared Event Space

- Room for over 200 seated at tables
- May be subdivided.
- Quick access to demonstration kitchen.
- Close to pre-event lobby and restrooms.
- Close to conference space for 16.

Water & Sewer

- Conference for 8 which can be shared with other departments.
- Conference for 4 which can be shared with other departments.
- Access to drive-up customers at exterior.
- Access to walk-up customers in corridor.
- Quick access to copy center.
- Quick access to locked file room.
- Can easily be combined with Tax department

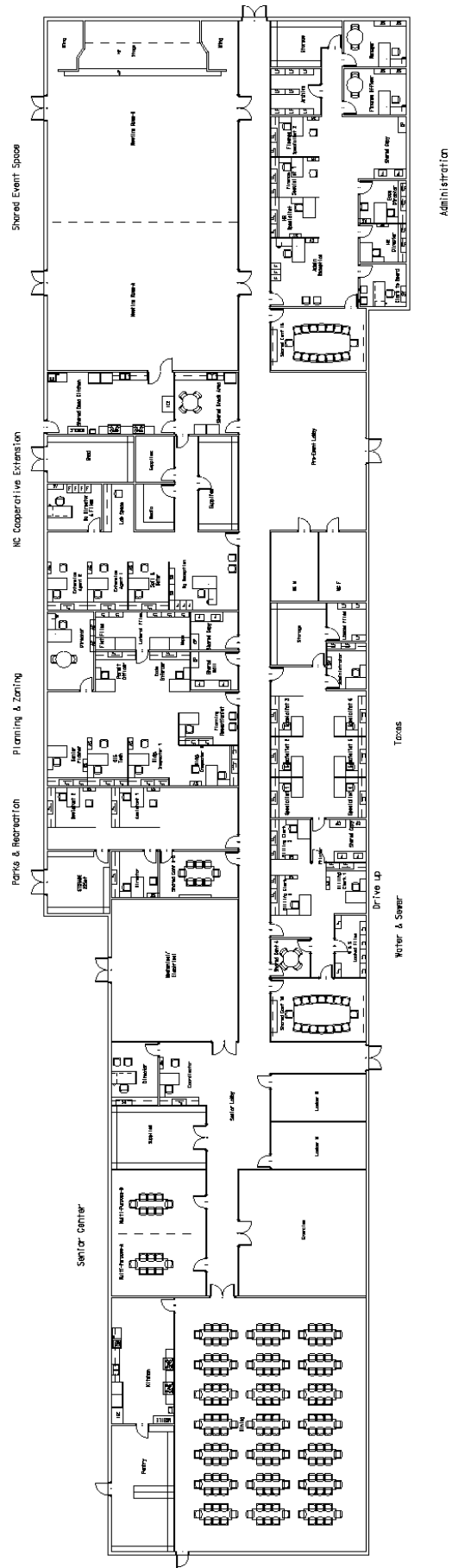
Taxes

- Room to accommodate additional employees than employed now.
- Access to walk-up customers in corridor.
- Quick access to copy center.
- Quick access to storage room.
- Can easily be combined with Water & Sewer department.

Administration

- Conference for 8 which can be shared with other departments.
- Generous reception area.
- Quiet location for Finance Manager.
- Quiet location for County Manager.

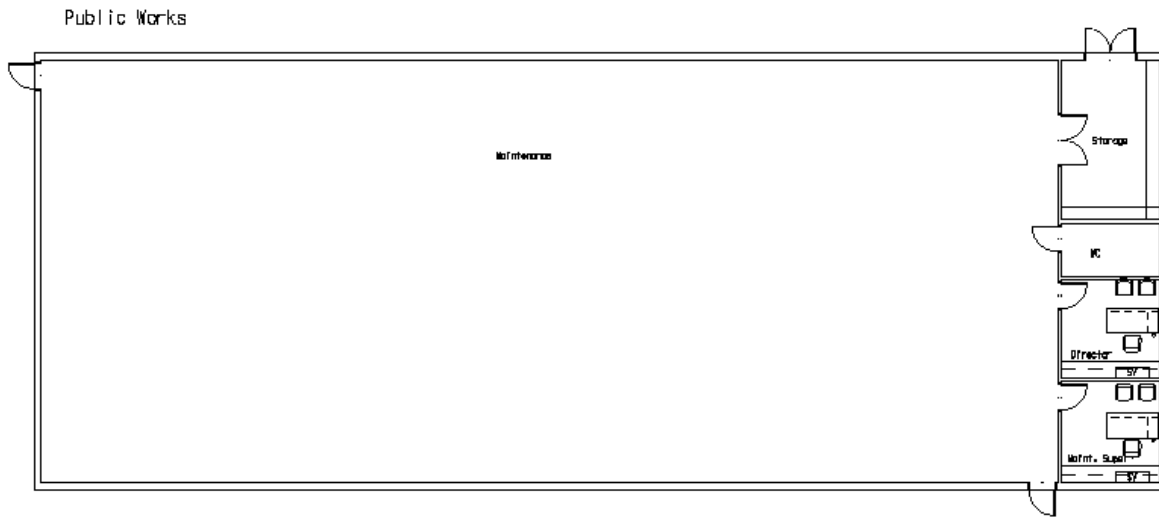
County Office Building



3.2 Public Works Building

Highlights this department are described below:

- Storage area accessible from exterior.
- Maintenance Supervisor may greet visitors at entrance.
- Maintenance area equal to existing.



4.0 New Site

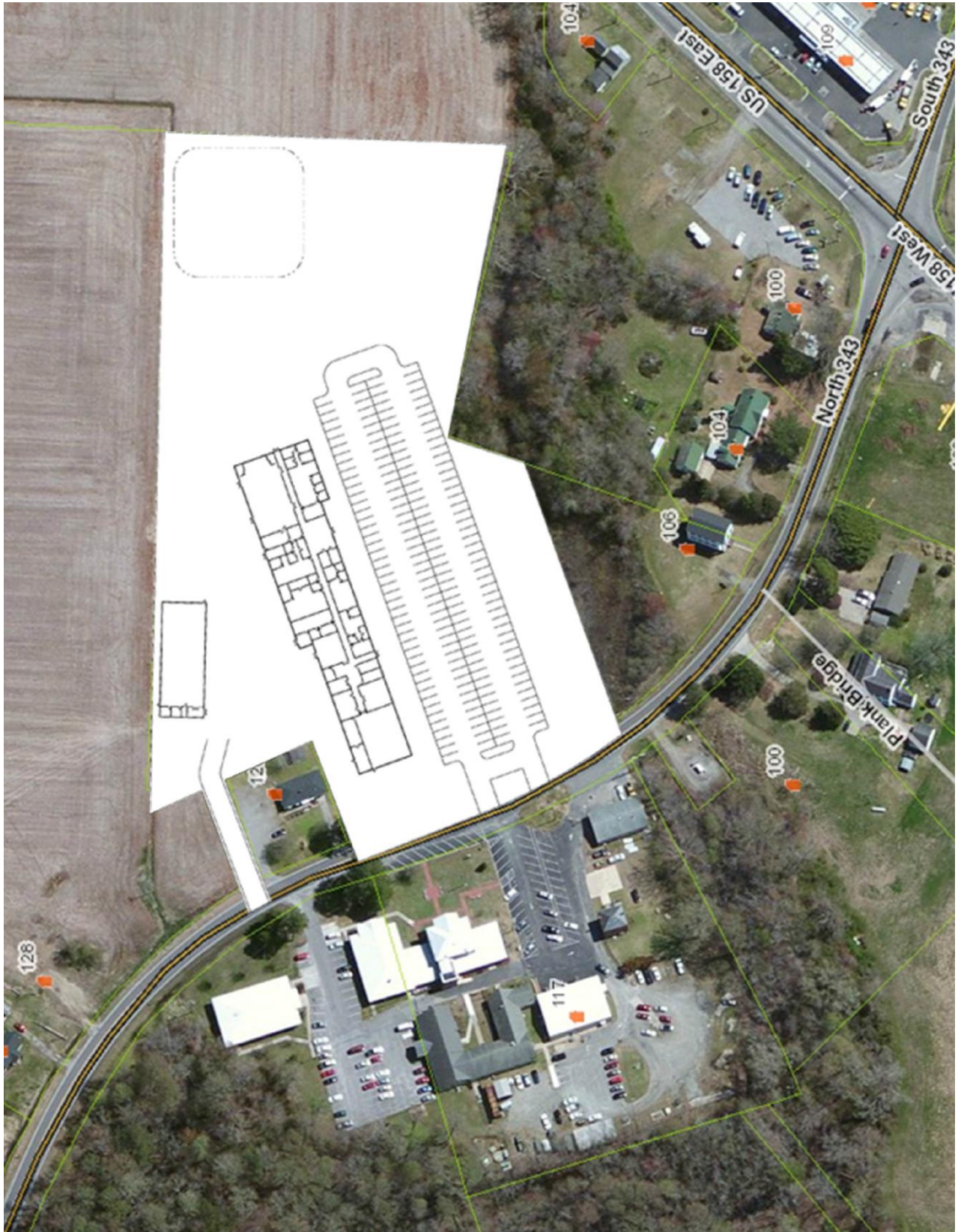
A site plan is often developed in Schematic Design, after the creation of a Space Needs Study. We feel more comfortable laying the proposed elements out within the site to verify an acceptable fit. The site for Camden County includes the two buildings are developed for this project: a County Office Building which contains all functions except that housed in the Public Works Building. More than the required number of parking spaces are shown. In Schematic Design, some of them will be repositioned to serve the Public Works Building.

We are showing a water retention area located in the direction of natural drainage. Likewise, vehicular access to the County Office Building is shown occurring where people already drive onto the site off of 343. We are indicating a second entrance to the north, dedicated to Public Works and County Office Building staff.

Site Details

- Zoned: Highway Commercial.
 - Government Offices and Buildings not a restricted use.
- Parking: Government Offices and Buildings.
 - 1 space per every 200 SF of Gross Floor Area.
 - 36,392 SF requires 182 Spaces.
- Stormwater Management.
 - 12.5% of impervious area reserved for retention.

New Site



Attachment: Space Needs Study-Camden Complex 2016 (1145 : Space Needs Presentation)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Presentations

Item Number: 3.B
Meeting Date: March 21, 2016

Submitted By: Michael Renshaw, County Manager
Administration
Prepared by: Michael Renshaw

Item Title NCDOT Traffic Safety Improvement: US17/Business 17

Attachments: Microsoft PowerPoint - US 17 US 17 Bus Camden.pdf
(PDF)

Summary:

Mr. Anthony Roper and Mr. Jason Davidson with NCDOT Traffic Safety Engineering will be providing a presentation to the Board of Commissioners regarding the results of a recent traffic safety study at the intersection of US 17 and Business 17 in the South Mills Township.

NCDOT recently conducted a safety study due to a number of injury accidents at this intersection. NCDOT is proposing intersection improvements and traffic pattern changes in an effort to improve highway safety at and near this intersection.

Recommendation:

Hear presentation. No Board action required.



Camden County Commissioners Meeting
March 21st, 2016



*Intersection Improvements for
US 17 & US 17 Bus. in South Mills*

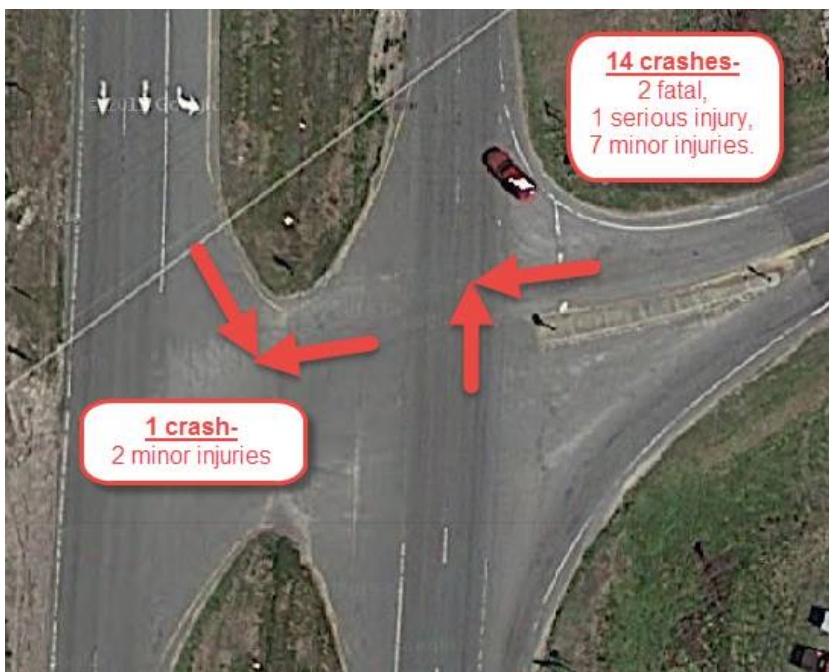
Anthony Roper, Division Maintenance Engineer
Jason Davidson, Division Traffic Engineer



Existing Intersection Configuration



Crash History



- 18 total crashes within the intersection of US 17 & US 17 Business.
- 15 total crashes are attributed to vehicles entering US 17 Southbound from US 17 Business. These crashes account for 2 fatal, 1 serious and 9 minor injuries.



Proposed US 17/US 17 Bus. Intersection Improvements

- 1. Dedicated offset right turn lane for US 17 northbound traffic turning onto US 17 Business.

- ü The offset separates right turns to prevent them from blocking the view of vehicles exiting US 17 Business.

- 2. Dedicated acceleration lane for vehicles exiting US 17 Business and heading south towards Elizabeth City

- 3. Eliminate left turns off of US 17 southbound onto US 17 Business.

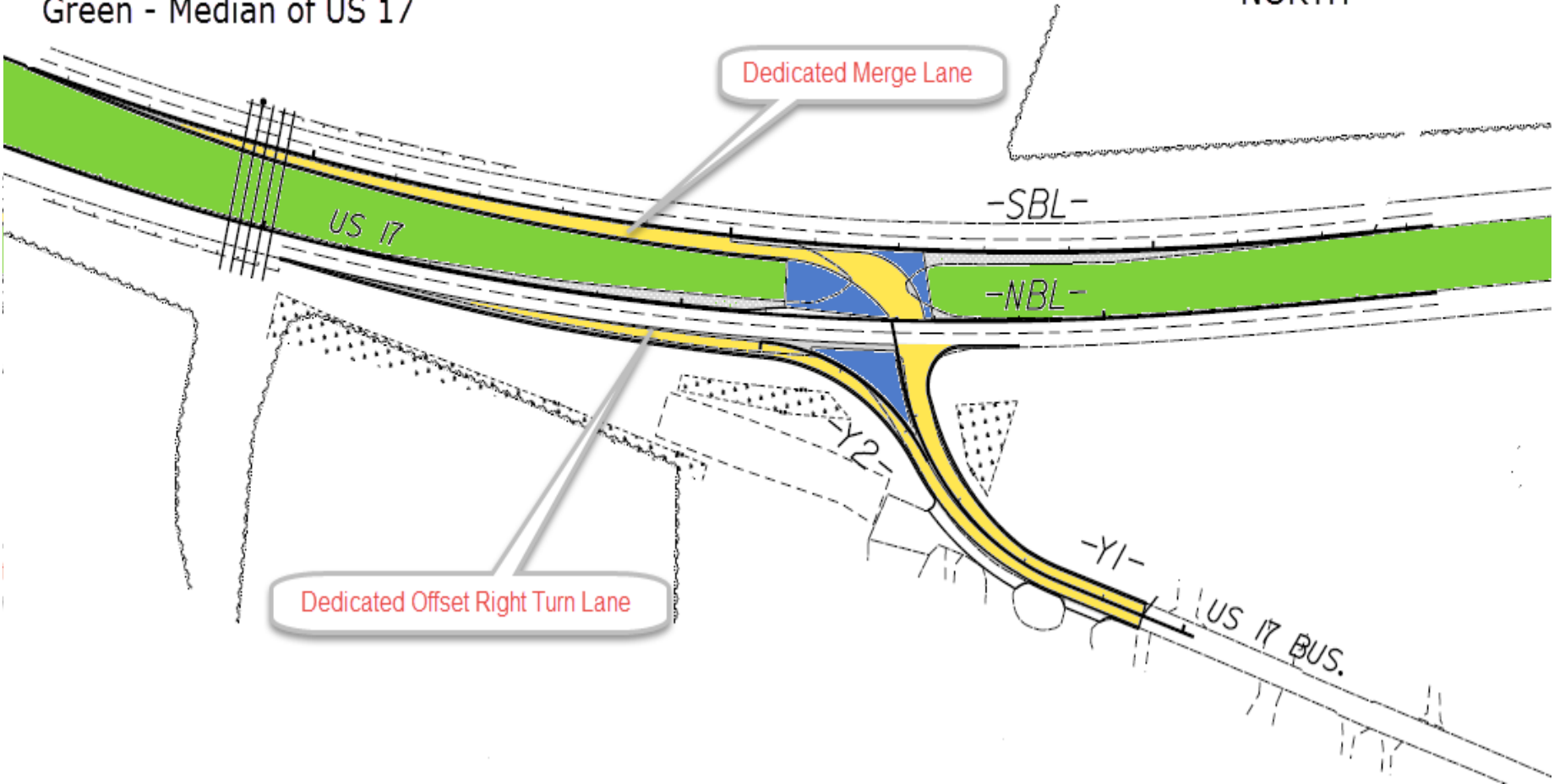
- ü Due to the low amount of vehicles making that movement they can be safely and easily distributed onto the northern intersections (Horseshoe Road and the northern intersection of US 17 & US 17 Business) into South Mills.



Attachment: Microsoft PowerPoint - US 17 US 17 Bus Camden.pdf (1144 : NCDOT Traffic Safety

Proposed Intersection Improvements

Yellow - New Pavement Alignment
Blue - Concrete Islands
Green - Median of US 17



Attachment: Microsoft PowerPoint - US 17 US 17 Bus Camden.pdf (1144 : NCDOT Traffic Safety

Distance From Horseshoe Road



Attachment: Microsoft PowerPoint - US 17 US 17 Bus Camden.pdf (1144 : NCDOT Traffic Safety

Project Status & Next Steps

1. Currently advertising project for bids. Bids opened March 30
2. Anticipating 90-120 days contract time
 - Availability date : May 16
 - Completion date: September 30
3. Working with local officials to notify community and affected businesses
4. Will utilize variable message signs as well as ground mounted signage to notify public of “New Traffic Pattern” when improvements are complete





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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Presentations

Item Number: 3.C
Meeting Date: March 21, 2016
Submitted By: Tony Perry, Sheriff
 Sheriff
 Prepared by: Angela Wooten

Item Title **Presentation by Sheriff Tony Perry**

Attachments:

Presentation by: Sheriff Tony Perry

Summary:

Sgt. Joseph C. Riggs, Jr., Patrol Division Supervisor

- Began work as a Patrol Deputy with Camden County Sheriff's Office in December 2008, promoted to Detective in October 2011 and promoted to Sergeant July 2015
- Worked for the Elizabeth City Police for 1 year and 3 months
- Prior to that worked at the Ford Plant for 12 ½ years
- Has a Bachelor of Science Degree from the University of the Cumberland
- Has a Associates Degree from Fort Hays State University
- Has an Advanced Law Enforcement Certificate from the NC Sheriff's Education and Training Standards Commission



- Has attended Elizabeth City State University and College of the Albemarle

On February 22, 2016, Sgt. Joe Riggs used CPR to save a life at 212 Sand Hills Road and I would like to present him a certificate in a frame for his heroic deed.



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Presentations

Item Number: 3.D
Meeting Date: March 21, 2016
Submitted By: Cameron Lowe, Cooperative Extension Director
NC Cooperative Extension
Prepared by: Angela Wooten

Item Title Report to the People

Attachments:

Summary:

Video Presentation - Giving county officials and the community a year in review of Extension programming and happenings in 2015.

Recommendation:

No Action



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 6.A
Meeting Date: March 21, 2016
Submitted By: Lisa Anderson, Tax Administrator
Taxes
Prepared by: Lisa Anderson

Item Title **Monthly Tax Report**

Attachments: Monthly February Report (PDF)

Summary: February Monthly Tax Report

Recommendation:
Review and approve

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

OUTSTANDING TAX DELINQUENCIES BY YEAR

<u>YEAR</u>	<u>REAL PROPERTY</u>	<u>PERSONAL PROPERTY</u>
2015	376,794.52	8,758.53
2014	105,465.70	4,880.43
2013	39,714.43	9,101.23
2012	22,676.10	11,748.38
2011	12,611.64	8,965.15
2010	9,842.67	6,284.76
2009	6,365.45	6,029.75
2008	6,034.95	6,033.06
2007	5,606.79	8,815.40
2006	1,996.46	14,224.89

Attachment: Monthly February Report (1141 : Monthly Tax Report)

TOTAL REAL PROPERTY TAX UNCOLLECTED 587,108.71

TOTAL PERSONAL PROPERTY UNCOLLECTED 84,841.58

TEN YEAR PERCENTAGE COLLECTION RATE 99.00%

COLLECTION FOR 2016 vs. 2015 62,876.74 vs. 142,644.37

LAST 3 YEARS PERCENTAGE COLLECTION RATE

2015 94.19%

2014 98.38%

2013 99.30%

THIRTY LARGEST UNPAID ACCOUNTS

SEE ATTACHMENT "A"

THIRTY OLDEST UNPAID ACCOUNTS

SEE ATTACHMENT "B"

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

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

Attachment: Monthly February Report (1141 : Monthly Tax Report)

Attachment "A"
Real

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	02-8923-00-19-3774.0000	14,280.01	2	HALSTEAD VENTURE PARTNERS, LLC	CAMDEN	158 US W
R	03-8943-04-74-3506.0000	10,923.68	2	ELLIOTT & DONNA JACOBS	SHILOH	SUNSET AVE
R	02-8934-01-17-4778.0000	10,563.66	1	LARRY G. LAMB SR	CAMDEN	158 US W
R	01-7989-00-01-1714.0000	10,157.02	2	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	01-8907-00-65-3412.0000	7,187.73	1	WAVERLY MERRIGS SAWYER	SOUTH MILLS	866 343 HWY N
R	01-7998-01-08-8621.0000	6,702.76	3	WILLIE L. TURNER ETAL	SOUTH MILLS	1289 343 HWY N
R	03-8899-00-45-2682.0000	6,669.45	2	SEAMARK INC.	SHILOH	HOLLY RD
R	01-7080-00-86-8982.0000	6,497.28	1	CAMDEN SQUARE ASSOCIATES	SOUTH MILLS	KEETER BARN RD
R	02-8935-02-76-5639.0000	6,318.62	1	SHEILA RIGGS EDWARDS	CAMDEN	255 158 US E
R	01-8000-00-36-9809.0000	6,001.52	2	EULA B. JOYNER	SOUTH MILLS	TROTTERS WAY
R	03-8953-04-81-9832.0000	5,926.96	4	MAIDIA S. CECIL HEIRS	SHILOH	113 TROTMAN RD
R	02-8944-00-87-7021.0000	5,856.35	1	MARK M. BRIGMAN SR & LISA L.	CAMDEN	175 MCKIMMEY RD
R	02-8945-00-54-1099.0000	5,494.05	1	GERTIE LEE & JONOLA T ROUNTREE	CAMDEN	263 BELCROSS RD
R	02-8943-01-26-9508.0000	5,460.92	1	FITZHERBERT, ADELL & BARBARA	CAMDEN	108 RIDGE RD
R	03-8972-00-51-8423.0000	4,884.14	2	BRITTON OVERTON	SHILOH	103 WESLEY RD
R	02-8934-01-06-3185.0000	4,510.23	1	WAVERLY SAWYER	CAMDEN	117 HAVENWOOD DR
R	03-8971-00-12-0477.0000	4,390.72	1	GILBERT WAYNE OVERTON &	SHILOH	187 THOMAS POINT RD
R	02-8934-04-61-9891.0000	4,300.71	1	WILLIAM EDGAR STAPLES	CAMDEN	244 COUNTRY CLUB RD
R	02-8935-04-63-0820.0000	4,218.15	1	BELCROSS PROPERTIES, LLC	CAMDEN	197 158 US E
R	02-8945-00-41-2060.0000	4,119.93	2	LASELIE ETHERIDGE SR.	CAMDEN	168 BUSHHELL RD
R	03-8952-01-49-1090.0000	4,087.99	1	DRACHMA, INC & SIMSON BAAI, LLC	SHILOH	343 HWY S
R	03-8965-00-44-7928.0000	4,046.28	1	WHALON & KATHLEEN MCCULLEN	SHILOH	404 SANDY HOOK RD
R	02-8934-01-18-6001.0000	3,917.80	1	LINDA SUE LAMB HINTON	SHILOH	150 158 US W
R	03-8943-04-83-8536.0000	3,814.55	2	JONES FAMILY CHILDRENS TRUST	CAMDEN	125 CAMDEN AVE
R	01-7998-01-08-6797.0000	3,772.70	1	EDWARD E. HARRIS JR.	SHILOH	1295 343 HWY N
R	03-8899-00-16-2671.2425	3,776.26	1	RAYBURN BURGESS	SHILOH	141 EDGEWATER DR
R	01-7080-00-62-1977.0000	3,482.14	9	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	03-8973-00-22-3033.0000	3,415.18	1	RICKY'S WELDING, INC.	SHILOH	RICKS WAY
R	01-7989-04-90-6715.0000	3,290.77	5	ANDREW FEREBEE HEIRS	SOUTH MILLS	1334 343 HWY N
R	03-8990-00-08-7291.0000		2	JAMES E RHODES	SHILOH	111 CATALAN DR

Delinquencies Top-30 Unpaid

03/01/16 08:32:30

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
R	01-7998-01-08-8621.0000	10	6,702.76	WILLIE L. TURNER ETAL	SOUTH MILLS	1289 343 NC N
R	03-8899-00-45-2682.0000	10	6,669.45	SEAMARK INC.	SHILOH	HOLLY RD
R	03-8943-04-93-8214.0000	10	2,369.36	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	03-8952-00-95-8737.0000	10	2,023.42	AUDREY TILLET	SHILOH	171 NECK RD
R	01-7999-00-32-3510.0000	10	1,948.43	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	01-7999-00-12-8596.0000	10	1,821.39	MOSES MITCHELL HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	01-7989-04-60-1954.0000	10	1,202.85	CHRISTINE RIDDICK	SOUTH MILLS	105 BLOODFIELD RD
R	01-7090-00-60-5052.0000	10	1,897.36	JOE GRIFFIN HEIRS	SOUTH MILLS	117 GRIFFIN RD
R	02-8955-00-13-7846.0000	10	664.80	MARIE MERCER	CAMDEN	IVY NECK RD
R	02-8936-00-24-7426.0000	10	633.37	BERNICE PUGH	CAMDEN	113 BOURBON ST
R	01-7090-00-95-5262.0000	10	263.32	JOHN F. SAWYER HEIRS	SOUTH MILL	OLD SWAMP RD
R	03-8909-00-45-1097.0000	10	244.85	MICHAEL OBER	SHILOH	CENTERPOINT RD
R	03-8980-00-61-1968.0000	10	242.00	WILLIAMSBURG VACATION	SHILOH	CAMDEN POINT RD
R	03-8899-00-37-0046.0000	10	177.16	ELIZABETH LONG	SHILOH	HIBISCUS
R	03-9809-00-17-2462.0000	10	151.19	TODD ALLEN RIGGS	SHILOH	LITTLE CREEK RD
R	01-7989-00-01-1714.0000	9	10,157.02	CHARLES MILLER HEIRS	SOUTH MILLS	LITTLE CREEK RD
R	02-8945-00-41-2060.0000	9	4,218.15	LASELLE ETHERIDGE SR.	CAMDEN	HORSESHOE RD
R	01-7080-00-62-1977.0000	9	3,776.26	SANDERS CROSSING OF CAMDEN CO	CAMDEN	168 BUSHELL RD
R	02-8934-04-71-8470.0000	9	2,958.09	JAMES MILTON JONES ETAL	SOUTH MILLS	117 OTTERS PL
R	01-7988-00-91-0179.0001	9	2,110.86	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	267 COUNTRY CLUB RD
R	02-8935-01-19-4055.0000	9	1,388.49	ANDERSON CARTWRIGHT SR.	CAMDEN	271 SLEEPY HOLLOW RD
R	03-8962-00-50-0273.0000	9	866.96	DAISEY WILLIAMS BURNHAM	SHILOH	RAYMONS CREEK RD
R	02-8935-03-40-3652.1000	9	853.81	HOWARD DAVENPORT	CAMDEN	117 GUMBERRY RD
R	01-7998-00-57-2800.1000	8	427.45	TINA RENEE LEARY	SOUTH MILLS	111 LINTON RD
R	01-7989-04-60-1568.0000	8	1,040.55	EMMA BRITE HEIRS	SOUTH MILLS	116 BLOODFIELD RD
R	01-7988-00-14-1370.0000	8	1,807.03	ISAAC COSTON	SOUTH MILLS	NORTH SIDE RD
R	03-8953-04-81-9832.0000	7	5,926.96	MAIDA S. CECIL HEIRS	SHILOH	113 TROTMAN RD
R	02-8936-00-00-8926.0000	7	2,363.06	ODELL TRAFTON	CAMDEN	215 SCOTLAND RD
R	03-9809-00-24-6322.0000	7	475.00	DAVID B. KIRBY	SHILOH	499 SAILBOAT RD
R	03-8952-01-49-1090.0000	6	4,119.93	DRACHMA, INC & SIMSON BAAL, LLC	SHILOH	343 HWY S

Attachment "B"
Real

Delinquencies Top-30 Oldest

03/01/16 08:32:33

Attachment "A"
Personal

1

Roll	Parcel Number	Unpaid Amount	YrsDltg	Taxpayer Name	City	Property Address
P	0001709	1,767.99	7	JOHN MATTHEW CARTER	CAMDEN	158 HWY
P	0002482	1,239.55	1	MASTEC NORTH AMERICA	CAMDEN	431 158 US W
P	0000738	1,004.21	5	LESLIE ETHERIDGE JR	CAMDEN	133 EDGEWATER DR
P	0001046	984.67	10	THIEN VAN NGUYEN	SHILOH	864 SANDY HOOK RD
P	0000659	875.41	1	RICKY S WELDING, INC.	HERTFORD	MIC MAC TRAIL
P	0001538	840.70	8	JEFFREY EDWIN DAVIS	SHILOH	105 AARON DR
P	0001072	697.13	9	PAM BUNDY	SHILOH	255 SALLEOAT ROAD
P	0001883	655.29	5	DUNG LE TRAN	SHILOH	158 US W
P	0001827	652.02	2	KAREN BUNDY	CAMDEN	431 HWY E
P	0001667	512.56	2	PETER L'ABBE	CAMDEN	158 SMALL DRIVE
P	0000352	443.65	10	ROBERT F. NERNEY	ELIZABETH CITY	107 ROBIN CT W
P	0001230	411.11	4	JAMES NYE	SOUTH MILLS	101 158 HWY W
P	0001116	409.86	5	AL JORDAN	CAMDEN	390 RIDGE ROAD
P	0001104	399.81	1	MICHAEL & MICHELLE STONE	CAMDEN	107 SANDY HOOK RD S
P	0002194	397.16	1	MORGAN ROBERSON	SHILOH	849 SALLEOAT RD
P	0001227	322.05	10	THUAN NGOC TRAN	SHILOH	257 BINGHAM RD
P	0001250	317.87	1	MICHELE LEE TAYLOR	SOUTH MILLS	108 EDGEWATER DR
P	0001010	304.99	3	RAYBURN BURGESS	SHILOH	116 158 HWY W
P	0001694	280.68	4	THOMAS B. THOMAS	CAMDEN	150 HAVENWOOD DR
P	0000688	277.38	1	WAVERLY SAWYER	CAMDEN	143 158 US W
P	0000543	273.95	1	TRACK 1 OF CAMDEN	CAMDEN	363 # 15
P	0000248	273.12	10	ROBERT H. OWENS	CAMDEN	812 TULLS CREEK RD
P	0001703	270.00	2	VAN ZANDER	MOYOCK	390 158 HWY
P	0001672	268.26	6	DAVE SILVA	CAMDEN	617 MAIN ST
P	0001106	263.99	9	JAMI ELIZABETH VANHORN	SOUTH MILLS	158 HWY W
P	0001693	261.90	7	ALLIANCE NISSAN	CAMDEN	150 158 HWY W
P	0001681	252.38	4	STEVE WILLIAMS	CAMDEN	MAIN ST
P	0001720	246.36	1	FREDERICK FEESER	SOUTH MILLS	115 OTTERS PL
P	0001602	242.75	2	ROBERT EUGENE SNOOK	SOUTH MILLS	319 PONDEROSA RD
P	0001952	238.91	4	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	

Delinquencies Top-30 Unpaid

03/01/16 08:32:53

A Hackman "B"
Personal
1

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
P	0000738	10	1,004.21	LESLIE ETHERIDGE JR	CAMDEN	133 EDGEWATER DR
P	0001046	10	984.67	THIEN VAN NGUYEN	SHILOH	107 SMALL DRIVE
P	0000352	10	443.65	ROBERT F. NERNEY	ELIZABETH CITY	257 SAILBOAT RD
P	0001237	10	322.05	THUAN NGOC TRAN	SHILOH	363 # 15
P	0000248	10	273.12	ROBERT H. OWENS	CAMDEN	617 MAIN ST
P	0001106	10	263.99	JAMI ELIZABETH VANHORN	SOUTH MILLS	172 KERTER BARN RD
P	0001220	10	107.86	KIMBERLY DIANE JOHNSON	SOUTH MILLS	105 AARON DR
P	0001072	9	697.13	PAM BUNDY	SHILOH	MIC MAC TRAILL
P	0001538	8	840.70	JEFFREY EDWIN DAVIS	HERTFORD	CAMDEN CAUSEWAY
P	0001545	8	160.66	LOUIS RUGGERI	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0001540	8	120.95	DAVID LUKE	ELIZABETH CITY	158 HWY
P	0001709	7	1,767.99	JOHN MATTHEW CARTER	CAMDEN	158 HWY
P	0001672	7	268.26	DAVE SILVA	CAMDEN	158 HWY W
P	0001693	7	261.90	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0001673	7	177.05	THOMAS PHILLIP WINSLOW	CAMDEN	142 SANDHILLS RD
P	0000316	7	115.56	JAMES P. JONES	CAMDEN	431 158 US W
P	0001827	6	552.02	KAREN BUNDY	CAMDEN	108 BINGHAM RD
P	0001250	6	317.87	MICHELE LEE TAYLOR	SOUTH MILLS	279 COUNTRY CLUB RD
P	0001910	6	228.46	JEFFREY GEGAN	SHILOH	235 SAILBOAT ROAD
P	0001883	5	655.29	DUNG LE TRAN	CAMDEN	390 158 HWY W
P	0001116	5	409.86	AL JORDAN	SHILOH	105 EDGEWATER DR
P	0000891	5	165.68	LAC VAN TU	CAMDEN	150 158 HWY W
P	0001697	5	144.00	RANDY BRICKHOUSE	SOUTH MILLS	LINTON ROAD
P	0001722	5	140.55	JANEI LEARY	CAMDEN	109 CANAL STREET
P	0000605	5	103.52	ROBERT L. & MACY O. WELSH	CAMDEN	101 ROBIN CT W
P	0001230	4	411.11	JAMES NYE	SOUTH MILLS	150 158 HWY W
P	0001694	4	280.68	THOMAS B. THOMAS	CAMDEN	150 158 HWY W
P	0001681	4	252.38	STEVE WILLIAMS	CAMDEN	319 PONDEROSA RD
P	0001952	4	238.91	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	124 SUMMER WAY
P	0001350	4	222.30	JOHN LARRY GAITHER	CAMDEN	

Delinquencies Top-30 Oldest

03/01/16 08:32:56



CAMDENCOUNTY

new energy. new vision.

Board of Commissioners AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 6.B
Meeting Date: March 21, 2016
Submitted By: Dan Porter, Planning Director
 Planning & Zoning
 Prepared by: Angela Wooten

Item Title Noblitt S&E

Attachments: Clearing and Grubbing Proposal (PDF)
 Camden County clearing sketch (PDF)

Summary:

Funding to clear the Noblitt property is included in this year's budget. In order to accomplish this we must obtain a Clearing and Grubbing Permit and a Stormwater Permit from the state. The attached proposal is to prepare the Soil & Erosion plan required for both permits. The proposal is to prepare the plan for \$4200 and stake out the property for silt fencing at a cost of \$2200.

Recommendation:

Motion:

To approve funding of \$6400 and authorize the County Manager to execute the attached contract with E T Hyman Surveying.



March 16, 2016

Mr. Dan Porter
 Planning Director, Planning Director
 Camden County NC 27921
 Sent via email to: dporter@camdencountync.gov

Subject: Clearing and Grubbing permit and clearing Limits Staking
 Noblitt Property on NC Highway 343

Dear Mr. Porter,

E.T. Hyman Surveying, PC is pleased to offer this proposal for surveying services to assist you in obtaining a Clearing and Grubbing Permit and Stake the Clearing Limits for the above referenced site.

SCOPE OF WORK:

Clearing and Grubbing Permit and Associated Stormwater Permit

Our scope of work is to prepare and submit a Clearing and Grubbing permit and the associated Stormwater permit for the above referenced site for the fee of \$4,200.00. Note this fee does not include Permit fees.

Construction Staking of the Clearing Limits

E.T. Hyman Surveying, PC will stake the clearing limit boundary and coordinate clearing activities for the above referenced site so encroachment will not occur on the joining properties or on site wetlands for the amount of \$2,200.00.

Design Work Outside of Proposal Items

Any design work performed outside of the above mentioned items or when budget estimates are given for work, the following hourly rates shall apply. Additional work is by written change order only.

Hourly Rates:

Principal Land Surveyor	\$140.00/hour
Surveying Project Manager	\$105.00/hour
CAD Designer	\$ 65.00/hour
Survey Party (2 man)	\$125.00/hour
Survey Party (3 man)	\$150.00/hour

Mr. Dan Porter
 Planning Director, Camden County, NC
 March 16, 2016

Survey Technician	\$ 65.00/hour
Robotic Station	\$ 60.00/hour
Administrative	\$ 65.00/hour
8.5 x 11" copies	\$.10/page
Plan copies	\$.50/sf

Permit Fees

The proposal fees are for our services only and do not include any taxes, permit fees, impact fees, application fees or any other such fees, taxes or impacts that may be necessary for the development of this project.

Billing

We will prepare invoices monthly for services performed during the previous month. Billings will be based on the percentage completion of the scope of work described previously. Reimbursable expenses for the period will also appear on the invoice. Services performed on an hourly basis will be identified separately on the invoice as "hourly" with a description of the work performed identified on the invoice.

Task Item	Scheduled Value
Clearing and Grubbing Permit – Stormwater Permit	\$ 4,200.00
Construction Staking	\$ 2,200.00

Invoices are due and payable upon presentation and are considered past due after 30 days. A late fee of 1.5% per month (18% per year) may be applied to past due invoices. We reserve the right to stop work on this project for non-payment of our invoices.

Terms

Our fees quoted in this proposal are offered for sixty days, after which time we reserve the right to revise the fees offered. Should our services on this project extend a year beyond the date of the authorization to proceed for reasons beyond our control, we reserve the right to renegotiate our fees for the work remaining to be completed.

Again, thank you for the opportunity to offer this proposal to you. If the proposal and scope of work is acceptable, please complete the agreement section attached and return one original copy to us. If you have any questions, please do not hesitate to call me at 252-338-2913.

Sincerely,

E.T. Hyman Surveying, P.C.



Edward T. Hyman, Jr. PLS

Mr. Dan Porter
Planning Director, Camden County, NC
March 16, 2016

AGREEMENT

The proposed scope of work, pricing and conditions for the engineering and surveying services are satisfactory and are hereby accepted. You are authorized to proceed with work as specified. We agree to pay all invoices within 30 days of receipt. Invoices not paid within 30 days are charged 1.5% per month (18% annually).

Project: Clearing and Grubbing Permit Noblitt Property

Location: Joining NC Highway 343 North of Camden_

ACCEPTANCE OF PROPOSAL:

BY: _____
Printed Name

SIGNATURE: _____

TITLE: _____

DATE: _____

BILLING INFORMATION:

COMPANY NAME: _____

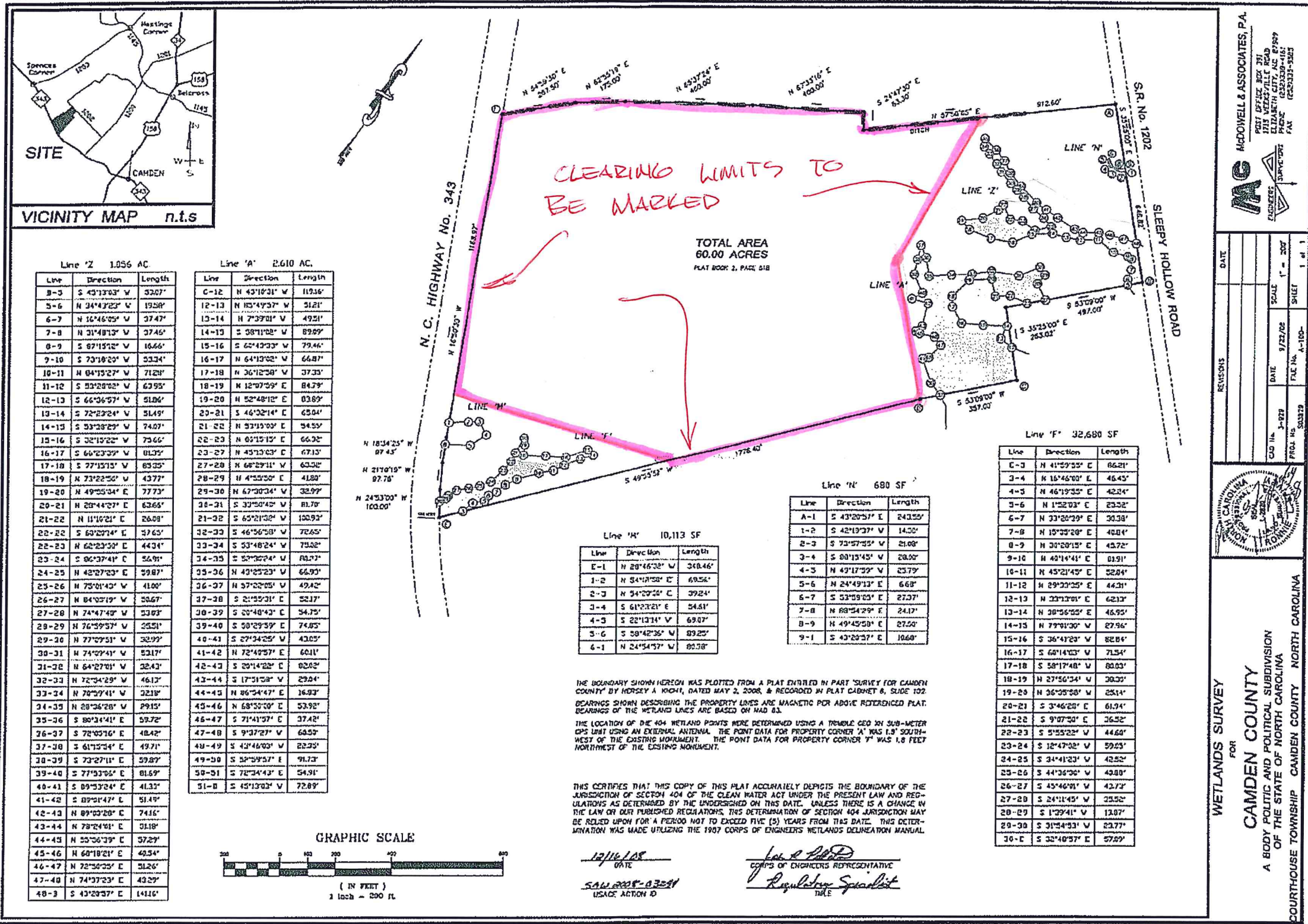
ADDRESS: _____

TELEPHONE: _____

FAX: _____

E-MAIL: _____

4.65 Acres





Board of Commissioners
AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 6.C
Meeting Date: March 21, 2016

Submitted By: Michael Renshaw, County Manager
Administration
Prepared by: Michael Renshaw

Item Title **Belcross Streetlighting Request**

Attachments: Belcross Intersection (PDF)
Camden County Village Core Streetlight Policy
(DOCX)

Summary:

On March 19, 2012 the Board of Commissioners adopted the Camden County Village Core Streetlight Funding Policy. A copy of this policy is attached to this proposal. The purpose of this policy is three-fold. First, to provide for the safety of nighttime vehicle traffic within defined village core areas, 2) to provide a sense of safety and security of the general public traveling along arterial transportation corridors and 3) to serve as a deterrence of criminal activity within village core areas.

The County Manager's Office was recently contacted by a local business owner (Mr. Scott Adlon of Belcross Bake Shoppe) requesting that the Board of Commissioners consider funding the monthly electricity cost of a street light to be installed at the business owner's expense. The light would be installed on an existing pole, located in the public right-of-way, at the intersection of US HWY 158 East and Belcross Road.

Mr. Anlon has reported that he and other businesses located along this local thoroughfare have experienced issues during the early morning and evening hours involving loitering, individuals sleeping in cars, and theft. Mr. Anlon is requesting that the Board consider his request to illuminate this intersection in the interest of enhancing public safety.



The existing Camden County Village Core Streetlight Funding Policy has been successfully implemented in the South Mills Village for over three years. The County currently funds the monthly electricity costs in this area for five (5) pole-mounted street lights for the average amount of approximately \$15 per light, per month. Under the existing policy, the following criteria must be met to qualify for funding of monthly electricity costs: 1) location of funded street lights must be within village core areas defined as those areas of the County containing population clusters of at least 250 residents within a one-quarter (1/4) mile radius and 2) four or more businesses must be located within that same radius. In addition, vehicle traffic count volumes along the local thoroughfare illuminated by the street lights must be equal to or greater than 400 vehicles per day.

Additionally, under the existing policy the Board of Commissioners may consider a request to fund monthly electric costs associated with the operation of street lighting only upon written request from at least two of the following three sources:

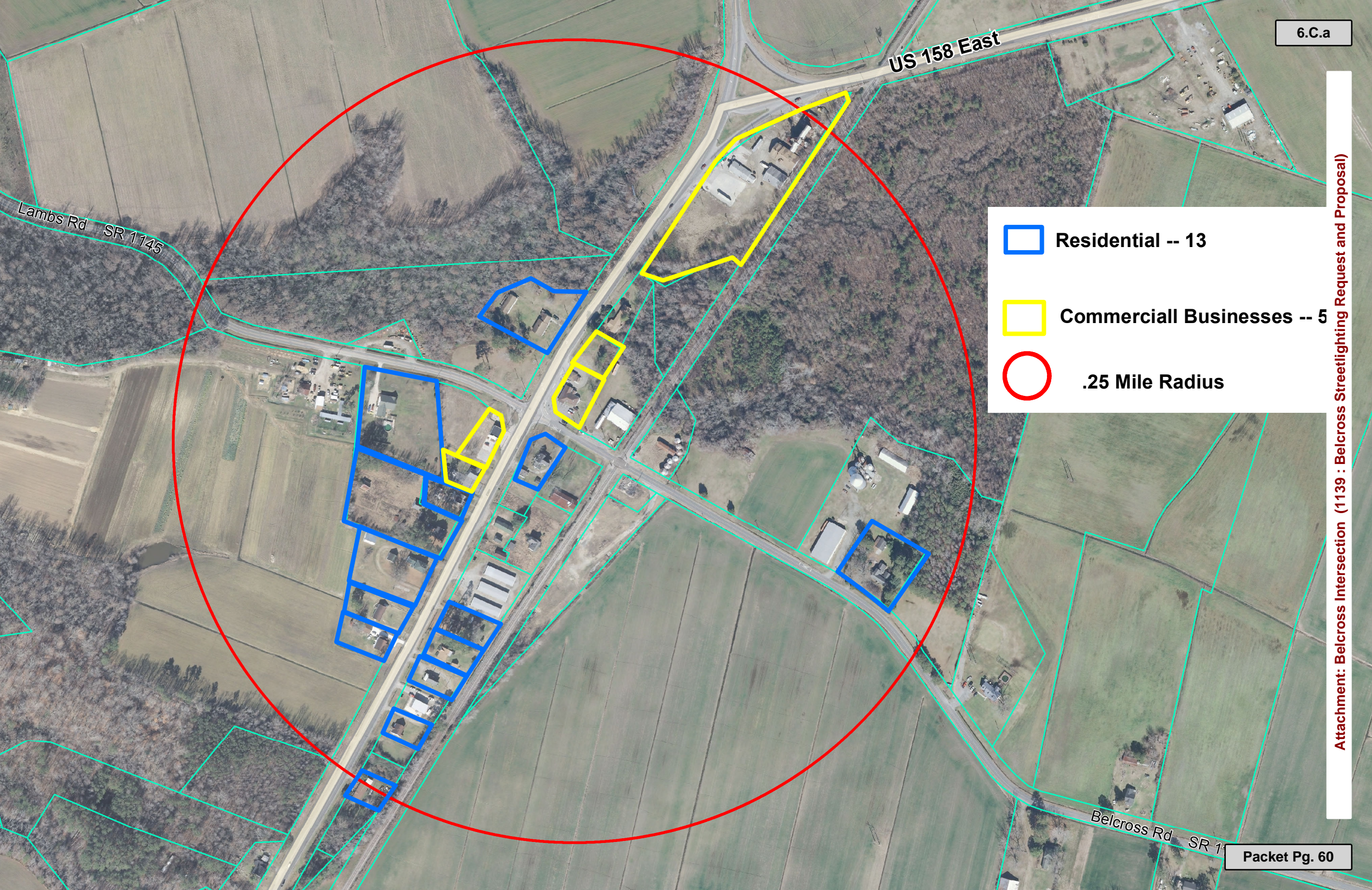
1. Petition signed by a minimum of twenty (20) adult residents living within the village core area being considered.
2. Written request of a tax exempt non-profit or faith-based organization serving within the village core area being considered.
3. Written request from two or more businesses located within the village core area being considered.

The County Manager has researched the area bounded by a 1/4 mile radius around the intersection of US HWY 158 East and Belcross Road and determined that there are five (5) active businesses and thirteen (13) occupied residences (refer to attached aerial map).

The County Manager has consulted with the Camden County Sheriff concerning the public safety-based justification for this request. The Sheriff stated that in his professional opinion that a street light operating from dusk to dawn at the intersection of US HWY 158 East and Belcross Road would act as a deterrent to criminal activity and enhance public safety.

Recommendation:

The County Manager recommends that the Board of Commissioners approve the application of the Camden County Village Core Streetlight Funding Policy to fund monthly electricity costs for a single street light at the intersection of US HWY 158 East and Belcross Road, provided that evidence is submitted to the County Manager's Office that all applicable funding criteria have been met.



Residential -- 13



Commercial Businesses -- 5



.25 Mile Radius

Camden County Village Core Streetlight Funding Policy

Adopted: March 19, 2012

Revised:

I. Purpose of Village Core Streetlight Policy

The Camden County Board of Commissioners recognizes the added value of having specific areas of the County illuminated at night through the use of street lighting. In recognition that a role of local government is to serve the public interest with regards to quality of life and public safety concerns, the Board further recognizes the following three goals which collectively act to serve that interest:

- a. To provide for the safety of nighttime traffic operations within village core areas.
- b. To provide a sense of safety and security of pedestrians travelling along arterial transportation corridors within village core areas.
- c. To serve as a deterrence for criminal activity within village core areas.

The purpose of this policy is to create a set of objective criteria which the Board may, at its sole discretion, consider when deciding to fund the operation of existing or future streetlights within village core areas of the County. County funding for such existing or future streetlights shall only provide for monthly electricity costs and fees paid to the provider/owner of such equipment and shall not include the installation or direct maintenance of such equipment.

Consistent with the public interest goals described above, the Board of Commissioners shall only consider the funding of electricity costs and associated fees for streetlights located along a local thoroughfare and within the public right-of-way. Under no circumstances will consideration be given for the funding of streetlights located on private property.

The existence of this policy shall not in any manner require the County to fund either the ongoing electricity costs and associated fees of existing street lights nor the funding of any future street light improvements within village core areas of the County.

II. Policy Implementation

Definitions and Minimum Qualifying Thresholds

For the purpose of this policy, the term *village core area* shall be defined as those areas of the County containing population clusters of at least 250 residents

within a one quarter (1/4) square mile radius and four (4) or more businesses within that same radius.

Local thoroughfare is defined according to North Carolina Department of Transportation (NCDOT) and American Association of State Highway and Transportation Officials (AASHTO) standards and shall include roadways with no controlled access restrictions serving a high access, moderate to low mobility functional purpose.

In addition, vehicle traffic count volumes along the local thoroughfare illuminated by the street lights must be equal to or greater than 400 vehicles per day. Data to be used for this determination shall be obtained through the North Carolina Department of Transportation.

The Board of Commissioners may consider a request to fund monthly electric costs and associated fees for street lighting only upon written request from at least two of the following three sources:

1. Petition signed by a minimum of twenty (20) adult residents living within the village core area being considered.
2. Written request of a tax exempt non-profit or faith-based organization serving within the village core area being considered.
3. Written request from two or more businesses located within the village core area being considered.

III. Fiscal Impact and Future Policy Modifications

Should the Board of Commissioners decide that it is in the public interest that the County should fund the monthly electric bills and associated fees of village core area streetlights, such funds as required shall be appropriated for the fiscal year or portion thereof.

Future funding shall be contingent upon budget availability. The County reserves the right to cancel funding at any time.

The Board of Commissioners shall periodically review this policy and reserves the right to modify its provisions at any time.



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Board Appointments

Item Number: 7.A
Meeting Date: March 21, 2016
Submitted By: Angela Wooten, Clerk to the Board
 Administration
 Prepared by: Angela Wooten

Item Title Camden County CAC's

Attachments: Vol-DSS-Mainsfield (PDF)
 Vol-CAC-Rabon (PDF)
 CAMDEN COUNTY CAC BY-LAWS (PDF)
 NC GS 131D-30-32 (PDF)

Summary:

Clarann Mainsfield and Dana Smith have graciously volunteered to serve on the Adult Home Care Community Advisory Committee.

Recommendation:

Appoint Clarann Mainsfield and Dana Smith to serve on the Adult Care Home Community Advisory Committee for one year terms to expire 3/20/2017.



Application for Citizen Service -Volunteer Form

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

Name: Clarann C. Mansfield

Mailing Address: 831 Hwy 343, North, Camden, NC.

Township you live in: South Mills

Telephone (home): (252) 771-2400 (business): -

Email address: -

Are you a registered voter? Yes No

Have you ever been convicted of a felony? Yes No

APPROVED on 3/7/2016
By the Board of Commissioners

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

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

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

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



Application for Citizen Service -Volunteer Form

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

Name: Dana Rabon Smith

Mailing Address: 108 Driftwood Drive, Shiloh, NC 27974

Township you live in: Shiloh

Telephone (home): 843-455-8050 (business): 252-331-2149

Email address: gracainc@gmail.com

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: Licensed pharmacist (NC & SC), Licensed NC Adult Care Home Admin, Certified Dementia Specialist (AFA), currently serve on the Rules Review Committee For Adult Care Homes licensed through NC DHSR

Boards or Commissions upon which you are interested in serving: County Nursing Home Board

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

Signature: DRSmith Date: 3-15-16

Attachment: Vol-CAC-Rabon (1127 : CAC Vacancy)

Boards and Commissions

- ABC Board
- Adult Care Home Community Advisory Committee
- Aging Advisory Board
- Albemarle Commission
- Albemarle Regional Health Board
- Albemarle Hospital Board
- Board of Adjustments
- Camden Economic Development Commission
- Coastal Resource Advisory Council
- Coastal Resource Commission
- COA Board of Trustees
- Social Services Advisory Board
- Dismal Swamp Park Advisory Committee
- Economic Improvement Council
- Fire District Commission (Shiloh/Courthouse)
- Fire District Commission (South Mills)
- Joyce Creek Watershed Commission
- Library Board
- Northeast Workforce Development Board
- Parks & Recreation Advisory Board
- Planning Board
- Senior Services Advisory Board
- Stormwater Management Advisory Committee (Shiloh, Courthouse, or South Mills)
- Senior Tar Heel Representative Delegate
- Tourism Development Authority

**CAMDEN COUNTY ADULT CARE HOME
COMMUNITY ADVISORY COMMITTEE**

BY-LAWS

ARTICLE I

Name, Purpose, and Duties

Section 1. Name.

The name of this committee shall be Camden County Adult Care Home Community Advisory Committee.

Section 2. Purpose and Duties.

The purpose of this committee shall be to maintain the spirit of the Nursing Home Bill of Rights within the long term care facilities in Camden County. In furtherance of this general purpose, the committee shall have the following specific duties:

- (a) The committee shall apprise itself of the general conditions under which the persons are residing in the homes, and shall work for the best interests of the persons in the homes. This may include assisting persons who have grievances with the home and facilitating the resolution of grievances at the local level.
- (b) The committee shall quarterly visit each adult care home it serves. For each such official visit, a majority of the committee members shall be present. In addition, each committee may visit the adult care home it serves whenever it deems it necessary to carry out its duties.
- © Each member of the committee shall have the right, between 10:00 a.m. and 8:00 p.m., to enter into the facilities the committee serves in order to carry out its duties.
- (d) Before entering into any facility, the committee or its members shall identify itself to the person present at the facility who is in charge of the facility at that time.
- (e) The committee may, at any time it deems necessary, communicate through its chairman with the Department of Human Resources, the Regional Ombudsman, or any other agency in relation to the interest of any resident. The names of all complaining persons shall remain confidential unless written permission is given for disclosure.

- (f) The committee shall serve as the nucleus for increased community Interaction with the adult care home and promote better community education and awareness of issues affecting the institutionalized elderly.
- (g) The committee shall prepare the following reports:
- (1) **Quarterly Visit Report** – The committee shall prepare this report following its official quarterly visit to each facility.
 - (2) **Case Record** – Part 1 – Confidential – This form shall be filled out whenever the committee or a member thereof receives a complaint or personally observes a violation of resident's rights in a facility.
- (h) The committee shall carry out any other duty specifically adopted by by the committee pursuant to its rules of order.

ARTICLE II

Members

State law defines the appointments, qualifications, and terms of office of the committee members as they are carried out by the Camden County Board of Commissioners.

ARTICLE III

If an appointee has unexcused absences which constitute more than twenty-five percent (25%) of the meetings and visits in any calendar year which he or she is required to attend pursuant to his or her appointment, he or she may be asked to resign by the Board of Commissioners. An unexcused absence is defined as an absence which is not excused by the chairman or the ombudsman.

ARTICLE IV

Section 1. Election of Officers

The Advisory Committee shall elect a chairperson and secretary annually at the regular meeting in the first quarter. All officers may succeed themselves.

Section 2. Chairperson

The Chairperson shall preside at all meetings. Except as otherwise authorized by the resolution of the committee, the chairperson shall execute all instruments of the committee. At each meeting, the chairperson shall submit such recommendations and information as she/he may consider proper concerning the business, affairs, and policies of the committee.

Section 3. Secretary

The secretary shall keep the records of the committee, shall act as secretary of the meetings, and record all votes, shall keep a record of all the proceedings, and shall perform all duties incident to this office. The minutes shall be forwarded to the Regional Ombudsman to be typed and copied and sent to the Camden County Commissioners following approval.

Section 4. Vacancy

Should any office become vacant, the committee shall appoint a new successor from among its membership at its next regular meeting.

ARTICLE V

Section 1. Regular Meetings *

Regular meetings of this committee shall be held quarterly.

Section 2. Special Meetings

The Chairperson or Regional Ombudsman, when deemed necessary, shall call a special meeting of the committee for the purpose of transacting any business designated in the call. The call for a special meeting must be received by each member of the committee at least twenty-four (24) hours prior to the date of such special meeting.

Section 3. Quorum

At all meetings of this committee, a majority of the members eligible for appointment shall constitute a quorum for the purpose of transacting business.

Section 4. Conduct of Meetings

All meetings shall be open to the public and shall be conducted in accordance with normally accepted parliamentary procedures except where

confidentiality is required or permitted by law. The order of business meetings shall be as follows:

- (1) Roll call;
- (2) Unfinished business;
- (3) Reports of committee members and quests;
- (4) New Business.

Section 5. Cancellation of Meetings

Whenever there is no business for the Advisory Committee, the chairperson may dispense with the regular meetings by giving notice to all members and to the Clerk of County Commissioners not less than 10 days prior to the time set for the meeting.

Section 6. Executive Sessions

Executive sessions may be held according to the North Carolina General Statutes.

* Regular meetings dates to be set by the committee

**North Carolina General Statutes Chapter 131D-30 & 131D-32
Adult Care Home Community Advisory Committees**

§ 131D-31. Adult care home community advisory committees.

(a) Statement of Purpose. - It is the intention of the General Assembly that community advisory committees work to maintain the intent of the Adult Care Home Residents' Bill of Rights within the licensed adult care homes in this State. It is the further intent of the General Assembly that the committees promote community involvement and cooperation with adult care homes to ensure quality care for the elderly and disabled adults.

(b) Establishment and Appointment of Committees. -

- (1) A community advisory committee shall be established in each county that has at least one licensed adult care home, shall serve all the homes in the county, and shall work with each of these homes for the best interests of the residents. In a county that has one, two, or three adult care homes with 10 or more beds, the committee shall have five members.
- (2) In a county with four or more adult care homes with 10 or more beds, the committee shall have one additional member for each adult care home with 10 or more beds in excess of three, and may have up to five additional members at the discretion of the county commissioners, not to exceed a maximum of 25 members. In each county with four or more adult care homes with 10 or more beds, the committee shall establish a subcommittee of no more than five members and no fewer than three members from the committee for each adult care home in the county. Each member must serve on at least one subcommittee.
- (3) In counties with no adult care homes with 10 or more beds, the committee shall have five members. Regardless of how many members a particular community advisory committee is required to have, at least one member of each committee shall be a person involved in the area of mental retardation.
- (4) The boards of county commissioners are encouraged to appoint the Adult Care Home Community Advisory Committees. Of the members, a minority (not less than one-third, but as close to one-third as possible) shall be chosen from among persons nominated by a majority of the chief administrators of adult care homes in the county. If the adult care home administrators fail to make a nomination

**North Carolina General Statutes Chapter 131D-30 & 131D-32
Adult Care Home Community Advisory Committees**

within 45 days after written notification has been sent to them requesting a nomination, these appointments may be made without nominations. If the county commissioners fail to appoint members to a committee by July 1, 1983, the appointments shall be made by the Assistant Secretary for Aging, Department of Health and Human Services, no sooner than 45 days after nominations have been requested from the adult care home administrators, but no later than October 1, 1983. In making appointments, the Assistant Secretary for Aging shall follow the same appointment process as that specified for the County Commissioners.

(c) Joint Nursing and Adult Care Home Community Advisory Committees. - Appointment to the Nursing Home Community Advisory Committees shall preclude appointment to the Adult Care Home Community Advisory Committees except where written approval to combine these committees is obtained from the Assistant Secretary for Aging, Department of Health and Human Services. Where this approval is obtained, the Joint Nursing and Adult Care Home Community Advisory Committee shall have the membership required of Nursing Home Community Advisory Committees and one additional member for each adult care home with 10 or more beds licensed in the county. In counties with no adult care homes with 10 or more beds, there shall be one additional member for every four other types of adult care homes in the county. In no case shall the number of members on the Joint Nursing and Adult Care Home Community Advisory Committee exceed 25. Each member shall exercise the statutory rights and responsibilities of both Nursing Home Committees and Adult Care Home Committees. In making appointments to this joint committee, the county commissioners shall solicit nominations from both nursing and adult care home administrators for the appointment of approximately (but no more than) one-third of the members.

(d) Terms of Office. - Each committee member shall serve an initial term of one year. Any person reappointed to a second or subsequent term in the same county shall serve a two- or three-year term at the county commissioners' discretion to ensure staggered terms of office.

(e) Vacancies. - Any vacancy shall be filled by appointment of a person for a one-year term. If this vacancy is in a position filled by an appointee nominated by the chief administrators of adult care homes within the county, then the county commissioners shall fill the vacancy from persons nominated by a majority of the chief administrators. If the adult care home administrators fail to make a nomination by

**North Carolina General Statutes Chapter 131D-30 & 131D-32
Adult Care Home Community Advisory Committees**

registered mail within 45 days after written notification has been sent to them requesting a nomination, this appointment may be made without nominations. If the county commissioners fail to fill a vacancy, the vacancy may be filled by the Assistant Secretary for Aging, Department of Health and Human Services no sooner than 45 days after the commissioners have been notified of the appointment or vacancy.

(f) Officers. - The committee shall elect from its members a chair, to serve a one-year term.

(g) Minimum Qualifications for Appointment. - Each member must be a resident of the county which the committee serves. No person or immediate family member of a person with a financial interest in a home served by the committee, or employee or governing board member of a home served by the committee, or immediate family member of a resident in a home served by the committee may be a member of that committee. Any county commissioner who is appointed to the committee shall be deemed to be serving on the committee in an ex officio capacity.

Members of the committee shall serve without compensation, but may be reimbursed for actual expenses incurred by them in the performance of their duties. The names of the committee members and the date of expiration of their terms shall be filed with the Division of Aging, Department of Health and Human Services.

(h) Training. - The Division of Aging, Department of Health and Human Services, shall develop training materials, which shall be distributed to each committee member. Each committee member must receive training as specified by the Division of Aging prior to exercising any power under G.S. 131D-32. The Division of Aging, Department of Health and Human Services, shall provide the committees with information, guidelines, training, and consultation to direct them in the performance of their duties.

(i) Any written communication made by a member of adult care home advisory committee within the course and scope of the member's duties, as specified in G.S. 131D-32, shall be privileged to the extent provided in this subsection. This privilege shall be a defense in a cause of action for libel if the member was acting in good faith and the statements and communications do not amount to intentional wrongdoing.

To the extent that any adult care home advisory committee or any member is covered by liability insurance, that committee or member shall be deemed to have waived the qualified immunity herein to the extent of indemnification by insurance. (1981, c. 923, s. 1; 1983, c. 88, s. 1; 1987, c. 682, s. 2; 1995, c. 535, s. 14; 1997-176, s. 2; 1997-443, s. 11A.118(a).)

**North Carolina General Statutes Chapter 131D-30 & 131D-32
Adult Care Home Community Advisory Committees**

§ 131D-32. Functions of adult care home community advisory committees.

(a) The committee shall serve as the nucleus for increased community involvement with adult care homes and their residents.

(b) The committee shall promote community education and awareness of the needs of aging and disabled persons who reside in adult care homes, and shall work towards keeping the public informed about aspects of long-term care and the operation of adult care homes in North Carolina.

(c) The committee shall develop and recruit volunteer resources to enhance the quality of life for adult care home residents.

(d) The committee shall establish linkages with the adult care home administrators and the county department of social services for the purpose of maintaining the intent of the Adult Care Home Residents' Bill of Rights.

(e) Each committee shall apprise itself of the general conditions under which the persons are residing in the homes, and shall work for the best interests of the persons in the homes. This may include assisting persons who have grievances with the home and facilitating the resolution of grievances at the local level. The identity of any complainant or resident involved in a complaint shall not be disclosed except as permitted under the Older Americans Act of 1965, as amended, 42 U.S.C. § 3001 et seq. The committee shall notify the enforcement agency of all verified violations of the Adult Care Home Residents' Bill of Rights.

(f) The committee or subcommittee may communicate through the committee chair with the Department of Health and Human Services, the county department of social services, or any other agency in relation to the interest of any resident.

(g) Each committee shall quarterly visit the adult care homes with 10 or more beds it serves. For each official quarterly visit, a majority of the committee members shall be present. A minimum of three members of the committee shall make at least one visit annually to each other type of adult care home licensed in the county. In addition, each committee may visit the adult care homes it serves whenever it deems it necessary to carry out its duties. In counties with subcommittees, the subcommittee assigned to a home shall perform the duties of the committee under this subsection, and a majority of the subcommittee members must be present for any visit. When visits are made to group homes for developmentally disabled adults, rules concerning confidentiality as adopted by the Commission

**North Carolina General Statutes Chapter 131D-30 & 131D-32
Adult Care Home Community Advisory Committees**

for Mental Health, Developmental Disabilities, and Substance Abuse Services shall apply.

(h) The individual members of the committee shall have the right between 10:00 a.m. and 8:00 p.m. to enter the facility the committee serves in order to carry out the members' responsibilities. In a county where subcommittees have been established, this right of access shall be limited to members of the subcommittee which serves that home. A majority of the committee or subcommittee members shall be present to enter the facility at other hours. Before entering any adult care home, the committee or members of the committee shall identify themselves to the person present at the facility who is in charge of the facility at that time.

(i) The committee shall prepare reports as required by the Department of Health and Human Services containing an appraisal of the problems of adult care homes facilities as well as issues affecting long-term care in general. Copies of the report shall be sent to the board of county commissioners, county department of social services and the Division of Aging.

(j) Nothing contained in this section shall be construed to require the expenditure of any county funds to carry out the provisions in this section. (1981, c. 923, s. 1; 1983, c. 88, s. 2; 1991, c. 636, s. 19(b); 1995, c. 254, s. 6; c. 535, s. 15; 1997-443, s. 11A.118(a).)



CAMDENCOUNTY

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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.A
Meeting Date: March 21, 2016
Submitted By: Stephanie Humphries, Finance Director
 Finance
 Prepared by: Stephanie Humphries

Item Title **Budget Amendments**

Attachments: 15-16-BA020 (DOC)
 Memo-LIA Transfer-Sidewalk (PDF)

Summary:

BA020: Request to budget for sale of LESO equipment
 Budget Memo: Transfer report

Recommendation:

Review & Approve

2015-16-BA020
CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2016.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Sheriff's Department			
Revenue			
10330510-402003	LESO Equipment Disposal	\$6,400	
Expenses			
105100-557003	LESO Equipment Expense	\$6,400	

This Budget Amendment is made to appropriate funds for pay plan adjustments, and vacation payouts for terminated employment.

This will result in no change to the Contingency of the General Fund.

Balance in Contingency \$22,500.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 21st day of March, 2016.

 Clerk to Board of Commissioners

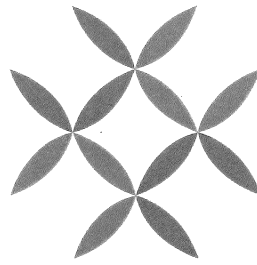
 Chairman, Board of Commissioners

BOARD OF COMMISSIONERS

P. MICHAEL McLAIN
Chairman

SANDRA J. DUCKWALL
Vice Chairman

GARRY W. MEIGGS
CLAYTON D. RIGGS
TOM WHITE



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MICHAEL RENSHAW
County Manager

ANGELA WOOTEN
Clerk to the Board

JOHN S. MORRISON
County Attorney

OFFICIAL REPORT

TO: Board of Commissioners

FROM: Budget Officer

DATE: March 21, 2016

SUBJECT: Budget transfers

According to Article XXIV, Section 1(b) of the approved FY 2015-2016 Camden County Budget Ordinance, the Budget Officer may transfer amounts up to \$5,000 between departments of the same fund with an official report on such transfers at the next regular meeting of the Board of Commissioners.

Attached are such transfers to adjust appropriations for the approved Sidewalk Installation cost sharing.

Attachment: Memo-LIA Transfer-Sidewalk (1128 : Budget Amendments)

03/15/2016 16:58
shumphries

Camden County, NC LIVE
BUDGET AMENDMENTS JOURNAL ENTRY PROOF

P 1
bgamdent

LN	ORG	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION LINE DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET	ERR
2016	09	43		03/15/2016 LIA	BUA LIA TRANSF					
1	105450	513335		PUBLIC WORKS ADMINISTRATION	SIDEWALKS		.00	3,297.00	3,297.00	
	0010.5450.0000.00.513335.				TownCtr/Hardees Sidewalk	03/15/2016				
2	106600	545000		NON-DEPARTMENTAL	CONTRACTED SERVICES		5,032.00	-3,297.00	1,735.00	
	0010.6600.0000.00.545000.				TownCtr/Hardees Sidewalk	03/15/2016				
** JOURNAL TOTAL								0.00		

Attachment: Memo-LIA Transfer-Sidewalk (1128 : Budget Amendments)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.B
Meeting Date: March 21, 2016
Submitted By: Angela Wooten, Clerk to the Board
Administration
Prepared by: Angela Wooten

Item Title CCS Budget Amendments

Attachments: CCS Budget Amendments (PDF)

Summary:

Camden County Schools - Budget Amendments

Recommendation:

Review & Approve

Budget Amendment

Camden County Schools Administrative Unit

Local Current Expense Fund

The Camden County Board of Education at a meeting on the 10th day of March, 2016 passed the following resolution.

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

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Programs		338.00
5200	Special Instructional Programs	200.00	
5800	School Based Support Services	138.00	
6600	Financial & Hum Resources	71.00	
6900	Policy, Ldrshp, & Pub Relations		71.00
Explanation:			
Total Appropriation in Current Budget		\$ 2,326,232.00	
Amount of Increase/Decrease of Above Amendment			.00
Total Appropriation in Current Amended Budget		\$ 2,326,232.00	

<p>Passed by majority vote of the Board of Education of Camden County on the 10th day of March 2016.</p> <p><i>Chris M. Wilson</i></p> <p>_____ Chairman, Board of Education</p> <p><i>[Signature]</i></p> <p>_____ Secretary, Board of Education</p>	<p>We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this ____ day of _____ 20__.</p> <p>_____ Chairman, Board of County Commissioners</p> <p>_____ Clerk, Board of County Commissioners</p>
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Attachment: CCS Budget Amendments (1146 : CCS Budget Amendments)

BUDGET AMENDMENT
March 10, 2016

2. Local Current Expense Fund

A. We have reviewed this are and the budget and must transfers funds within the budget to cover a bench for the playground, and subs for EC teachers. We request your approval of the following amendment.

Classroom Support

5110.842.162	Substitute Pay	\$ -	338.00
5110.842.333.308	Field Trips	-	926.00
5110.842.461	Pur of Non-Cap Equipment	+	926.00
5210.842.162	Substitute Pay	+	200.00
5810.842.162	Substitute Pay	+	<u>138.00</u>

Total – Classroom Support \$ + 0.00

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

Office of the Superintendent

6940.865.459	Other Administrative Costs	\$ -	<u>71.00</u>
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Total – Office of the Superintendent \$ - 71.00

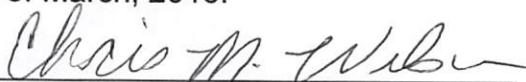
C. We have reviewed this area of the budget and must transfer funds in to cover the expenses within this program area. We request your approval of the following amendment.

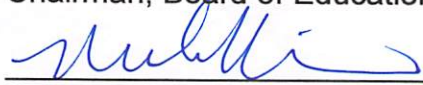
Fiscal Services

6610.875.312	Workshop Expenses	\$ +	507.00
6610.875.411	Supplies & Materials	-	420.00
6610.875.319	Other Professional/Tech Services	\$ -	<u>16.00</u>

Total – Fiscal Services \$ + 71.00

Passed by majority vote of the Board of Education of Camden County on the 10th day of March, 2016.


Chairman, Board of Education


Secretary, Board of Education

Attachment: CCS Budget Amendments (1146 : CCS Budget Amendments)

Budget Amendment

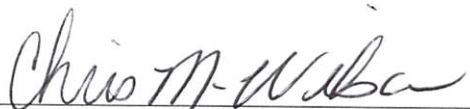
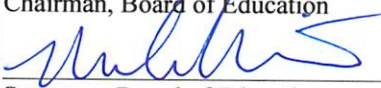
Camden County Schools Administrative Unit

Capital Outlay Fund

The Camden County Board of Education at a meeting on the 10th day of March, 2016, passed the following resolution.

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

Code Number	Description of Code	Amount	
		Increase	Decrease
9200	Category II Projects		306.00
9300	Category III Projects	306.00	
Explanation:			
	Total Appropriation in Current Budget	\$	393,339.00
	Amount of Increase / (Decrease) of Above Amendment		.00
	Total Appropriation in Current Amended Budget	\$	393,339.00

<p>Passed by majority vote of the Board of Education of Camden County Schools on the 10th day of March 2016 .</p> <p> _____ Chairman, Board of Education</p> <p> _____ Secretary, Board of Education</p>	<p>We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes in the minutes of said Board, this ____ day of _____ 2 ____.</p> <p>_____ Chairman, Board of County Commissioners</p> <p>_____ Clerk, Board of County Commissioners</p>
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Attachment: CCS Budget Amendments (1146 : CCS Budget Amendments)

Budget Amendment

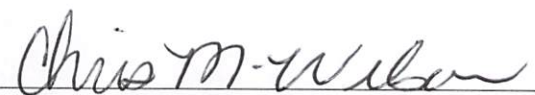
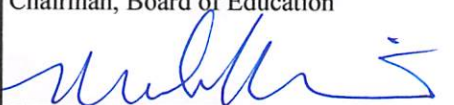
Camden County Schools Administrative Unit

Other Local Current Expense Fund

The Camden County Board of Education at a meeting on the 10th day of March, 2016 passed the following resolution.

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

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Programs	17,376.90	
5800	School Based Support Services		8.00
6100	Support & Dev Services		300.00
6400	Technology Support Services	300.00	
6500	Operational Support Services		11,692.00
6900	Policy, Leadership, Pub Relation	8.00	
Explanation:			
	Total Appropriation in Current Budget	\$	917,920.00
	Amount of Increase/Decrease of Above Amendment		5,684.90
	Total Appropriation in Current Amended Budget	\$	923,604.90

<p>Passed by majority vote of the Board of Education of Camden County on the 10th day of March 2016.</p> <p> _____ Chairman, Board of Education</p> <p> _____ Secretary, Board of Education</p>	<p>We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this ____ day of _____ 20__.</p> <p>_____ Chairman, Board of County Commissioners</p> <p>_____ Clerk, Board of County Commissioners</p>
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Attachment: CCS Budget Amendments (1146 : CCS Budget Amendments)

BUDGET AMENDMENT
March 10, 2016

8. Other Local Current Expense Fund

A. We have reviewed the code for the USCG Jr. Leadership Program revenue and must move it to the appropriate code for restricted revenue sources since it is a specific program within the Federal Guidelines. We request your approval of the transfer of revenue as well as the adjustment to actual revenue to be received for the 2015-16 fiscal year.

<u>USCG Jr. Leadership Program</u>		
5110.301.123	Salary – Instructor	\$ + 3,100.00
5110.301.211	Emp Soc Sec Costs	+ 250.00
5110.301.221	Emp Retirement Costs	+ 480.00
5110.301.231	Emp Hosp Ins Costs	+ <u>1,854.90</u>
3800.301	Revenue – USCG JLP	\$ - 5684.90
		=====

B. We have reviewed this program area and find that we must transfer funds to cover other areas within the other local current expense budget. We request your approval of the following amendment.

<u>Maintenance of Plant</u>		
6580.802.422	General Maintenance	\$ - 11,692.00
6580.802.423	Gas – Mtce Vehicle	- 542.00
6580.802.461	Pur of Non-Cap Equipment	+ <u>542.00</u>
Total – Maintenance of Plant		\$ - 11,692.00

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

<u>Classroom Teacher</u>		
5110.841.121	Salary – Teacher	\$ + 8,000.00
5110.841.211	Emp Soc Sec Costs	+ 612.00
5110.841.221	Emp Retirement Costs	+ 1,226.00
5110.841.231	Emp Hosp Ins Costs	+ <u>1,854.00</u>
Total – Classroom Teacher		\$ + 11,692.00

D. We have reviewed this area of the budget and must transfer funds within the program area for computer related purchases and workshop expenses. We request your approval of the following amendment.

Attachment: CCS Budget Amendments (1146 : CCS Budget Amendments)

BUDGET AMENDMENT
Other Local Current Expense Fund
March 10, 2016, Page 2

<u>Computer Tech</u>			
5810.905.418	Computer Software & Supplies	\$ -	8.00
6110.905.312	Workshop Expenses	-	300.00
6400.905.312	Workshop Expenses	+	300.00
6940.905.461	Pur of Non-Cap Equipment	+	3,559.00
6940.905.462	Pur of Non-Cap Comp Hdwe	-	<u>3,551.00</u>
		\$ +	.00
Total – Computer Tech			

Passed by majority vote of the Board of Education of Camden County on the 10th day of March, 2016.

Chris M. Wilson
Chairman, Board of Education

[Signature]
Secretary, Board of Education

Attachment: CCS Budget Amendments (1146 : CCS Budget Amendments)



CAMDENCOUNTY

new energy. new vision.

Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.C
Meeting Date: March 21, 2016

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

Item Title **Proclamation**

Attachments: County Gov Month - Proc (DOCX)

Summary: County Government Month

Recommendation:

PROCLAMATION
National County Government Month - April 2016

“Safe and Secure Counties”

WHEREAS, the nation’s 3,069 counties serving more than 300 million Americans provide essential services to create healthy, safe, vibrant and economically resilient communities; and

WHEREAS, Camden County takes pride in our responsibility to protect and enhance the health, well-being and safety of our residents in efficient and cost-effective ways; and

WHEREAS, through National Association of Counties (NACo) President Sallie Clark’s “Safe and Secure Counties” initiative, NACo is encouraging counties to focus on strengthening the safety and security of their communities; and

WHEREAS, in order to remain healthy, vibrant, safe, and economically competitive, America’s counties provide public health, justice, emergency management and economic services that play a key role in everything from residents’ daily health to disaster response; and

WHEREAS, each year since 1991 the National Association of Counties has encouraged counties across the country to actively promote programs and services to the public we serve; and

WHEREAS, Camden County continues host local events, such as, Kids Talk Government Day to connect with our local youth and encourage them to become active and responsible citizens. County staff will provide a tour of our Local Government facilities and demonstrate how departments function to provide the services needed to keep Camden County “Safe and Secure”; and

NOW, THEREFORE, BE IT RESOLVED THAT, the Camden County Board of Commissioners, does hereby proclaim April 2016 as National County Government Month and encourage all county officials, employees, schools and residents to participate in county government celebration activities.

Michael McLain, Chairman

ATTEST:

Angela Wooten, Clerk

Attachment: County Gov Month - Proc (1125 : County Government Month)



CAMDENCOUNTY

new energy. new vision.

Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.D
Meeting Date: March 21, 2016
Submitted By: Dellie Spaulding,
Taxes
Prepared by: Dellie Spaulding

Item Title **Tax Collection Report - Feb**

Attachments: Monthly Report - February 2016 (XLS)

Summary:
Tax Collection Report - Feb

Recommendation:

Approve



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.E
Meeting Date: March 21, 2016

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

Item Title **Vehicle Refunds Over \$100.00**

Attachments: NCVTS Pending Refund report (1).xlsx (PDF)

Summary: DMV Refunds Over \$100.00 for February

Recommendation: Review and Approve



North Carolina Vehicle Tax System

NCVTS Pending Refund report

Feb. 2016 Refunds Over \$100.00

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
ALBERTSON, MELVIN RAY JR	ALBERTSON, MELVIN RAY JR	ALBERTSON, TERRY GERBER	117 BASS LAKE RD	SOUTH MILLS, NC 27976	Proration	0023997593	BMM8250	AUTHORIZED	41665922	Refund Generated due to proration on Bill #0023997593-2015-2015-0000-00	Tag Surrender	02/04/2016	2/12/2016 1:46:26 PM	1843	Tax	(\$100.48)	\$0.00	(\$100.48)
														1	Tax	(\$1.48)	\$0.00	(\$1.48)
																	Refund	\$101.96

Attachment: NCVTS Pending Refund report (1).xlsx (1137 : Vehicle Refunds Over \$100.00)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.F
Meeting Date: March 21, 2016

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

Item Title **DMV Monthly Report**

Attachments: Microsoft Word - dmv monthly report.doc (PDF)

Summary: DMV monthly report. May Renewals Due 6/15/2016

Recommendation: Review and Approve

STATE OF NORTH CAROLINA

COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County May Ren. Due 06/15/16

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the office of the Tax Administrator and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon personal property of the respective taxpayers in the County of Camden, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell personal property of such taxpayers for and on account thereof, in accordance with the law.

SOUTH MILLS	COURTHOUSE	SHILOH	TOTAL
18,230.47	20,426.72	10,246.05	48,903.24

Witness my hand and official seal this _____ day of _____

Chairman, Camden County Board of Commissioners

Attest:

Clerk to the Board of Commissioners of Camden County

This is to certify that I have received the tax receipts and duplicates for collection in the amounts as listed herein.

Tax Administrator of Camden County

Attachment: Microsoft Word - dimv monthly report.doc (1138 : DMV Monthly Report)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.G
Meeting Date: March 21, 2016
Submitted By: Stephanie Humphries, Finance Director
Finance
Prepared by: Stephanie Humphries

Item Title **Audit Contracts**

Attachments: Audit Contract 15-16 (PDF)
Audit Contract-TDA 15-16 (PDF)

Summary:

FY 15-16 Audit Contracts for County & TDA

Recommendation:

Approve Contracts

CONTRACT TO AUDIT ACCOUNTS

Of Camden County
Primary Governmental Unit

Discretely Presented Component Unit (DPCU) if applicable

On this 25TH day of February, 2016,

Auditor: Thompson, Price, Scott, Adams & Co., PA Auditor Mailing Address: 4024 Oleander Dr. Suite 103

Wilmington, NC 28403

Hereinafter referred to as The Auditor

and Board of Commissioner (Governing Board(s)) of Camden County
(Primary Government)

and _____ : hereinafter referred to as the Governmental Unit(s), agree as follows:
(Discretely Presented Component Unit)

1. The Auditor shall audit all statements and disclosures required by generally accepted accounting principles (GAAP) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit (s) for the period beginning July 1, 2015, and ending June 30, 2016. The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion will be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with generally accepted auditing standards. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB Circular A-133 Audits of States, Local Governments, and Non-Profit Organizations and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated workpapers may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit and/or workpapers are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC CPA Board).

County and Multi-County Health Departments: The Office of State Auditor will designate certain programs that have eligibility requirements to be considered major programs in accordance with OMB Circular A-133 for the State of North Carolina. The LGC will notify the auditor and the County and Multi-Health Department of these programs. A County or a Multi-County Health Department may be selected to audit any of these programs as major.
3. If an entity is determined to be a component of another government as defined by the group audit standards - the entity's auditor will make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unqualified opinion being rendered. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in *Government*

Contract to Audit Accounts (cont.)

Camden County

Governmental Unit

Discretely Presented Component Units (DPCU) if applicable

Auditing Standards. The Auditor agrees to provide a copy of their most recent peer review report regardless of the date of the prior peer review report to the Governmental Unit and the Secretary of the LGC prior to the execution of the audit contract (See Item 22). **If the audit firm received a peer review rating other than pass**, the Auditor shall not contract with the Governmental Unit without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to Government Accounting Standards or if financial statements are not prepared in accordance with GAAP and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment..

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to the State and Local Government Finance Division (SLGFD) within four months of fiscal year end. Audit report is due on: October 31, 2016. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay must be submitted to the secretary of the LGC for approval.
7. It is agreed that generally accepted auditing standards include a review of the Governmental Unit's systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor will make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his findings, together with his recommendations for improvement. That written report must include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. **Invoices for services rendered under these contracts shall not be paid by the Governmental Unit until the invoice has been approved by the Secretary of the LGC.** (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work must be submitted by email in PDF format to the Secretary of the LGC for approval. The invoices must be sent via upload through the current portal address: <http://nctreasurer.slgfd.leapfile.net> Subject line should read "Invoice – [Unit Name]. The PDF invoice marked 'approved' with approval date will be returned by email to the Auditor to present to the Governmental Unit for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. In consideration of the satisfactory performance of the provisions of this contract, the Primary Governmental Unit shall pay to the Auditor, upon approval by the Secretary of the LGC, the fee, which includes any cost the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (Federal and State grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. (Note: **Fees listed on signature pages.**)
10. If the Governmental Unit has outstanding revenue bonds, the Auditor shall include documentation either in the notes to the audited financial statements or as a separate report submitted to the SLGFD along with the audit report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor should be aware that any other bond compliance statements or additional reports required in the authorizing bond documents need to be submitted to the SLGFD simultaneously with the Governmental Unit's audited financial statements unless otherwise specified in the bond documents.

Contract to Audit Accounts (cont.)

Camden County

Governmental Unit

Discretely Presented Component Units (DPCU) if applicable

11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the client or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board as soon as practical after the close of the accounting period.
12. If the audit firm is required by the NC CPA Board or the Secretary of the LGC to have a pre-issuance review of their audit work, there must be a statement added to the engagement letter specifying the pre-issuance review including a statement that the Governmental Unit will not be billed for the pre-issuance review. The pre-issuance review must be performed **prior** to the completed audit being submitted to the LGC. The pre-issuance report must accompany the audit report upon submission to the LGC.
13. The Auditor shall electronically submit the report of audit to the LGC as a text-based PDF file when (or prior to) submitting the invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the SLGFD by any interested parties. Any subsequent revisions to these reports must be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings, by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and other lawful purposes of the Governmental Unit without subsequent consent of the Auditor. If it is determined by the LGC that corrections need to be made to the Governmental Unit's financial statements, they should be provided within three days of notification unless another time frame is agreed to by the LGC.

If the OSA designates certain programs to be audited as major programs, as discussed in item #2, agreed-upon procedures report, a turnaround document and a representation letter addressed to the OSA shall be submitted to the LGC.

The LGC's process for submitting contracts, audit reports and invoices is subject to change. Auditors should use the submission process in effect at the time of submission. The most current instructions will be found on our website: <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>

14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be varied or changed to include the increased time and/or compensation as may be agreed upon by the Governing Board and the Auditor
15. If an approved contract needs to be varied or changed for any reason, the change must be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee. This amended contract needs to be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract, and then must be submitted through the audit contract portal to the Secretary of the LGC for approval. The portal address to upload your amended contract is <http://nctreasurer.slgfd.leapfile.net>. No change shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.
16. Whenever the Auditor uses an engagement letter with the Governmental Unit, Item #17 is to be completed by referencing the engagement letter and attaching a copy of the engagement letter to the contract to incorporate the engagement letter into the contract. In case of conflict between the terms of the engagement letter and the terms of

Contract to Audit Accounts (cont.)

Camden County

Governmental Unit

Discretely Presented Component Units (DPCU) if applicable

this contract, the terms of this contract will control. Engagement letter terms are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item #22 of this contract. Engagement letters containing indemnification clauses will not be approved by the LGC.

17. Special provisions should be limited. Please list any special provisions in an attachment.
18. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU must be named along with the parent government on this audit contract. Signatures from the DPCU Board chairman and finance officer also must be included on this contract.
19. The contract must be executed, pre-audited, physically signed by all parties including Governmental Unit and Auditor signatures and submitted in PDF format to the Secretary of the LGC. The current portal address to upload your contractual documents is <http://nctreasurer.slgfd.leapfile.net> Electronic signatures are not accepted at this time. Included with this contract are instructions to submit contracts and invoices for approval as of October 2015. These instructions are subject to change. Please check the NC Treasurer's web site at www.nctreasurer.com for the most recent instructions.
20. The contract is not valid until it is approved by the LGC Secretary. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. **The audit should not be started before the contract is approved.**
21. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.
22. **E-Verify.** Auditor **shall comply** with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor **shall require** such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.
23. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted: (See Item 16 for clarification).

SIGNATURE PAGES FOLLOW

Contract to Audit Accounts (cont.) Camden County
Governmental Unit

Discretely Presented Component Units (DPCU) if applicable

Camden County - FEES

Year-end bookkeeping assistance – [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards] If needed will be billed separately at standard rates

Audit \$23,500.00

Preparation of the annual financial Statements n/a

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.

The 75% cap for interim invoice approval for this audit contract is \$ 17,625.00

** NA if there is to be no interim billing

Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.

Audit Firm Signature:
Thompson, Price, Scott, Adams & Co., PA
Name of Audit Firm

By Gregory S. Adams, CPA
Authorized Audit firm representative name: Type or print

Signature of authorized audit firm representative

Date

Email Address of Audit Firm gsa@tpsa.co

Governmental Unit Signatures:
Camden County
Name of Primary Government

By Michael McLain, Chairman
Mayor / Chairperson: Type or print name and title

Signature of Mayor/Chairperson of governing board

Date

By
Chair of Audit Committee - Type or print name

 **
Signature of Audit Committee Chairperson

Date

** If Governmental Unit has no audit committee, mark this section "N/A"

Camden County

PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (a)

This instrument has been pre-audited in the manner required by **SIGN HERE** Government Budget and Fiscal Control Act of 2002 and School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

By Stephanie Humphries, Finance Officer

Primary Governmental Unit Finance Officer:
Type or print name

Primary Government Finance Officer Signature

Date
(Pre-audit Certificate **must be dated.**)

shumphries@camdencountync.org

Email Address of Finance Officer

Date Primary Government Governing Body Approved Audit Contract - G.S. 159-34(a)

Attachment: Audit Contract 15-16 (1134 : Audit Contracts)

CONTRACT TO AUDIT ACCOUNTS

Of Camden County Tourist Development Authority
Primary Governmental Unit

Discretely Presented Component Unit (DPCU) if applicable

On this 4th day of December, 2015,

Auditor: Thompson, Price, Scott, Adams & Co., P.A Auditor Mailing Address: 4024 Oleander Drive, Suite 3

Wilmington, NC 28403

Hereinafter referred to as The Auditor

and Board (Governing Board(s)) of Camden County Tourist Development Authority
 (Primary Government)

and _____ : hereinafter referred to as the Governmental Unit(s), agree as follows:
 (Discretely Presented Component Unit)

1. The Auditor shall audit all statements and disclosures required by generally accepted accounting principles (GAAP) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit (s) for the period beginning July 1, 2015, and ending June 30, 2016. The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion will be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with generally accepted auditing standards. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB Circular A-133 Audits of States, Local Governments, and Non-Profit Organizations and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated workpapers may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit and/or workpapers are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC CPA Board).

County and Multi-County Health Departments: The Office of State Auditor will designate certain programs that have eligibility requirements to be considered major programs in accordance with OMB Circular A-133 for the State of North Carolina. The LGC will notify the auditor and the County and Multi-Health Department of these programs. A County or a Multi-County Health Department may be selected to audit any of these programs as major.

3. If an entity is determined to be a component of another government as defined by the group audit standards - the entity's auditor will make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unqualified opinion being rendered. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in *Government*

Contract to Audit Accounts (cont.) Camden County Tourist Development Authority
 Governmental Unit

Discretely Presented Component Units (DPCU) if applicable

Auditing Standards. The Auditor agrees to provide a copy of their most recent peer review report regardless of the date of the prior peer review report to the Governmental Unit and the Secretary of the LGC prior to the execution of the audit contract (See Item 22). **If the audit firm received a peer review rating other than pass**, the Auditor shall not contract with the Governmental Unit without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to Government Accounting Standards or if financial statements are not prepared in accordance with GAAP and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment..

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to the State and Local Government Finance Division (SLGFD) within four months of fiscal year end. Audit report is due on: October 31, 2016. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay must be submitted to the secretary of the LGC for approval.
7. It is agreed that generally accepted auditing standards include a review of the Governmental Unit's systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor will make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his findings, together with his recommendations for improvement. That written report must include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. **Invoices for services rendered under these contracts shall not be paid by the Governmental Unit until the invoice has been approved by the Secretary of the LGC.** (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work must be submitted by email in PDF format to the Secretary of the LGC for approval. The invoices must be sent via upload through the current portal address: <http://nctreasurer.slgfd.leapfile.net> Subject line should read "Invoice – [Unit Name]. The PDF invoice marked 'approved' with approval date will be returned by email to the Auditor to present to the Governmental Unit for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. In consideration of the satisfactory performance of the provisions of this contract, the Primary Governmental Unit shall pay to the Auditor, upon approval by the Secretary of the LGC, the fee, which includes any cost the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (Federal and State grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. (Note: **Fees listed on signature pages.**)
10. If the Governmental Unit has outstanding revenue bonds, the Auditor shall include documentation either in the notes to the audited financial statements or as a separate report submitted to the SLGFD along with the audit report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor should be aware that any other bond compliance statements or additional reports required in the authorizing bond documents need to be submitted to the SLGFD simultaneously with the Governmental Unit's audited financial statements unless otherwise specified in the bond documents.

Contract to Audit Accounts (cont.) Camden County Tourist Development Authority
 Governmental Unit

Discretely Presented Component Units (DPCU) if applicable

11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the client or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board as soon as practical after the close of the accounting period.
12. If the audit firm is required by the NC CPA Board or the Secretary of the LGC to have a pre-issuance review of their audit work, there must be a statement added to the engagement letter specifying the pre-issuance review including a statement that the Governmental Unit will not be billed for the pre-issuance review. The pre-issuance review must be performed **prior** to the completed audit being submitted to the LGC. The pre-issuance report must accompany the audit report upon submission to the LGC.
13. The Auditor shall electronically submit the report of audit to the LGC as a text-based PDF file when (or prior to) submitting the invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the SLGFD by any interested parties. Any subsequent revisions to these reports must be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings, by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and other lawful purposes of the Governmental Unit without subsequent consent of the Auditor. If it is determined by the LGC that corrections need to be made to the Governmental Unit's financial statements, they should be provided within three days of notification unless another time frame is agreed to by the LGC.

If the OSA designates certain programs to be audited as major programs, as discussed in item #2, agreed-upon procedures report, a turnaround document and a representation letter addressed to the OSA shall be submitted to the LGC.

The LGC's process for submitting contracts, audit reports and invoices is subject to change. Auditors should use the submission process in effect at the time of submission. The most current instructions will be found on our website: <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>

14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be varied or changed to include the increased time and/or compensation as may be agreed upon by the Governing Board and the Auditor
15. If an approved contract needs to be varied or changed for any reason, the change must be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee. This amended contract needs to be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract, and then must be submitted through the audit contract portal to the Secretary of the LGC for approval. The portal address to upload your amended contract is <http://nctreasurer.slgfd.leapfile.net>. No change shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.
16. Whenever the Auditor uses an engagement letter with the Governmental Unit, Item #17 is to be completed by referencing the engagement letter and attaching a copy of the engagement letter to the contract to incorporate the engagement letter into the contract. In case of conflict between the terms of the engagement letter and the terms of

Contract to Audit Accounts (cont.) Camden County Tourist Development Authority
 Governmental Unit

Discretely Presented Component Units (DPCU) if applicable

this contract, the terms of this contract will control. Engagement letter terms are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item #22 of this contract. Engagement letters containing indemnification clauses will not be approved by the LGC.

17. Special provisions should be limited. Please list any special provisions in an attachment.
18. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU must be named along with the parent government on this audit contract. Signatures from the DPCU Board chairman and finance officer also must be included on this contract.
19. The contract must be executed, pre-audited, physically signed by all parties including Governmental Unit and Auditor signatures and submitted in PDF format to the Secretary of the LGC. The current portal address to upload your contractual documents is <http://nctreasurer.slgfd.leapfile.net> Electronic signatures are not accepted at this time. Included with this contract are instructions to submit contracts and invoices for approval as of October 2015. These instructions are subject to change. Please check the NC Treasurer's web site at www.nctreasurer.com for the most recent instructions.
20. The contract is not valid until it is approved by the LGC Secretary. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. **The audit should not be started before the contract is approved.**
21. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.
22. **E-Verify.** Auditor **shall comply** with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor **shall require** such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.
23. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted: (See Item 16 for clarification).

SIGNATURE PAGES FOLLOW

Contract to Audit Accounts (cont.) Camden County Tourist Development Authority
Governmental Unit

Discretely Presented Component Units (DPCU) if applicable

Camden County Tourist Development Authority - FEES

Year-end bookkeeping assistance – [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards] If needed will be billed separately at standard rates.

Audit \$1800.00

Preparation of the annual financial Statements

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.

The 75% cap for interim invoice approval for this audit contract is \$ 1350.00

** NA if there is to be no interim billing

Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.

Audit Firm Signature:

Thompson, Price, Scott, Adams & Co., P.A

Name of Audit Firm

By Gregory S. Adams, C.P.A

Authorized Audit firm representative name: Type or print

Signature of authorized audit firm representative

Date December 4, 2015

gsadams@tpsa.co

Email Address of Audit Firm

Governmental Unit Signatures:

Camden County Tourist Development Authority

Name of Primary Government

By Michael McLain, Chairman

Mayor / Chairperson: Type or print name and title

Signature of Mayor/Chairperson of governing board

Date _____

By _____

Chair of Audit Committee - Type or print name

**

Signature of Audit Committee Chairperson

Date _____

** If Governmental Unit has no audit committee, mark this section "N/A"

Camden County Tourist Development Authority

PRE-AUDIT CERTIFICATE: Required by G.S. 159-28

(a)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

By Stephanie Humphries, Finance Officer

Primary Governmental Unit Finance Officer:

Type or print name

Primary Government Finance Officer Signature

Date _____

(Pre-audit Certificate must be dated.)

shumphries@camdencountync.org

Email Address of Finance Officer

Date Primary Government Governing Body

Approved Audit Contract - G.S. 159-34(a)

Attachment: Audit Contract-TDA 15-16 (1134 : Audit Contracts)



CAMDENCOUNTY

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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.H
Meeting Date: March 21, 2016

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

Item Title **Surplus Item-DSS**

Attachments: Surplus-DSS 2000 Ford Taurus (PDF)

Summary:

2000 Ford Taurus needs to be placed for Surplus

Recommendation:

Approve Request

Surplus Property Request


Requested by: Sylvia Holley
 Sell Dispose

Department: Social Services

Item: 2000 Ford Taurus

Disposal Method: Sell

Suggested Value: \$1,267.00 Kelly Blue Book (fair condition)

Reason for surplus: *Aged Out -*
No longer needed; do not want to spend any more on i
Maintenance issues 

Manager Approval

Disposal Method: *Approved*
Value: *Approved*
Comments:

Board Approval

Approved/Denied:
Date:

Final Disposition Date:

Method:
Amount:
Purchased by:

Item Description

2000 Ford Taurus
VIN: 1FAFP5325YA257442

Attachment: Surplus-DSS 2000 Ford Taurus (1133 : Surplus Item-DSS)



CAMDENCOUNTY

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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.I
Meeting Date: March 21, 2016
Submitted By: Lisa Anderson, Tax Administrator
Taxes
Prepared by: Lisa Anderson

Item Title **Set Hearing Date**

Attachments:

Summary: Pursuant to G.S. 105-322(e), the hearing dates for the 2016 Board of Equalization and Review needs to be set in order to advertise at the appropriate time.

Recommendation: CONVENE-MAY 2, 2016
ADJOURN-JUNE 6, 2016



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**Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Information, Reports & Minutes From Other Agencies

Item Number: 11.A
Meeting Date: March 21, 2016
Submitted By: Angela Wooten, Clerk to the Board
 Administration
 Prepared by: Angela Wooten

Item Title **EMS Reports**

Attachments: EMS Reports (PDF)

Summary:

EMS Reports for January and February 2016

Recommendation:

Information Only

Emergency Medical Services Board Agenda

March 9, 2016

- Approval of Minutes
- EMS Nurse Liaison's Report
- Rescue Squad Report
- Medical Director's Report
- County Manager's Report
 - Pasquotank County
 - Camden County
- EMS Department Report
- New Business
- Closed Session
- Adjournment

**EMS Board Minutes
January 13, 2016**

The Pasquotank-Camden Emergency Medical Services Board meeting was held on Wednesday, January 13, 2016, at the Pasquotank-Camden EMS Administrative Building.

Ms. Sue Meads called the meeting to order at 2:02 p.m.

Members Present:

Frankie Meads
Tom White
Mike Straka
Jeff Dixon

Members Absent:

Chris Ayers (Exc.)
Garry Meiggs

Others Present:

Michael Renshaw
Rodney Bunch
Jerry Newell
Nettie Marshall
Deborah Holland
Walter Meads
Carla Godwin

Attachment: EMS Reports (1124 : EMS Reports)

The minutes from the December meeting were reviewed. Mr. Tom White made a motion to accept the minutes. Mr. Frankie Meads seconded the motion. The motion carried.

Sentara Albemarle Medical Center:

- Mr. Jerry Newell provided handouts that are also attached below showing current updates due to Ms. Schweers being absent.

Rescue Squad:

- Mr. Jerry Newell stated that they have been working on some grant opportunities with the Office of the State Fire Marshal.
- The grant is a 50/50 matching grant in the amount of a little over \$48,000.
- The Office of the State Fire Marshall and the State awarded \$24,030.89 leaving Pasquotank EMS to pay the other half of the grant.
- With this grant Pasquotank-Camden EMS would receive 12 new pagers, 12 new portable VHF hand-held radios, 2 elevating ambulance cots, and 2 stair chairs.
- A decision was not yet made as to where the funds for this grant will come from.
- Mr. Frankie Meads made a motion to discuss the grant funds at the next meeting so more information can be collected and reported, Mr. Jeff Dixon seconded the motion. Motion was carried.

Medical Director:

- None

County Managers:

- Mr. Rodney Bunch stated Pasquotank County paired with the approval of Camden and the City to move forward with the next step in regards to radio testing.

EMS Department:

- Mr. Jerry Newell provided the Financial Report along with the Expenditure/Revenue Report.
- Call volume has gone up more compared to last year as well as fewer write-offs.
- Ms. Carla Godwin reported that they have currently put together over 150 Emergency Care Packets.
- Ms. Godwin stated that they have put some of the care packets on all of the EMS Units, City Fire Units, Camden Sheriff's Office, and are currently waiting on how many are needed to be put in patrol cars and volunteer fire departments.
- Mr. Jerry Newell provided a slideshow on different options in replacing ambulances in the near future since Chevrolet is discontinuing the van cutaway diesel chassis.

- One option that they are leaning toward is replacing chassis with the Ford cutaway chassis since the maintenance cost will be reduced as well as using regular gas instead of diesel fuel.
- Mr. Newell also stated that with this chassis they can put it directly under our existing boxes if they remount them
- Replacing a diesel chassis back to a regular gasoline motor will be about 7-10,000 dollars in savings.

New Business:

- None

Closed Session:

- None

With no further business to discuss, Mr. Jeff Dixon made a motion to adjourn the meeting. Mr. Frankie Meads seconded the motion. The motion carried. The meeting was adjourned at 2:41 p.m. The next EMS Board Meeting is scheduled for Wednesday February 10, 2016 at 2:00 p.m. in the conference room of the EMS Administrative Building.



January 2016 EMS Update

	Dec 2014	Jan 2015	Feb 2015	Mar 2015	Apr 2015	May 2015	Jun 2015	Jul 2015	Aug 2015	Sep 2015	Oct 2015	Nov 2015	Dec 2015
Volume	4118	3709	3413	3826	3883	3938	3741	3979	3861	3922	3823	3669	3848
Admissions	434	448	420	465	407	435	395	410	417	408	405	389	419
LWBS	8.0%	4.5%	3.9%	2.5%	1.9%	2.1%	2.3%	1.7%	2.1%	1.2%	1.9%	0.8%	1.5%
Transfers	84	90	92	108	102	116	94	79	114	100	95	94	88
Length of Stay Admitted - median	353	358	321	346	292	304	309	296	291	304	296	278	281
Length of Stay- Discharged- median	158	161	147	142	132	126	130	132	135	125	123	109	120
Door to provider- median	33	24	25	20	16	15	14	16	17	13	14	12	16
In bed to provider- median	3	4	3	3	4	3	3	3	3	4	3	3	3
Initial contact until care complete- median	75	88	87	87	90	85	86	85	86	83	84	78	80
Top Box Patient Sat. for discharged patients	40.0%	57.1%	56.7%	30.8%	46.4%	54.5%	50.0%	57.9%	43.0%	54.2%	55.6%	58.6%	58.8%

Attachment: EMS Reports (1124 : EMS Reports)

*Incomplete Data

*Increased LWBS- Delays in service due to CT scanner being down... Thank you for your help with those patients. New CT is up and running.



We're pleased to announce that Sentara Urgent Care, Division of Albemarle Physician Services - Sentara, Inc., located on the campus of Sentara Kitty Hawk, is now open! This is our first urgent care location in Northeast North Carolina and we're excited to now offer quality urgent care services to families in the community.

We have integrated into the Sentara Wavenet computer system for scheduling, ordering supplies, payroll, recruitment, and HR. Many changes and new processes have begun since the beginning of the year.

We will start a new orientation and education program for the staff that mirrors the orientation process in the system.

SANE: Contacted Chesapeake Forensics to ask for help with our SANE cases. Jennifer Knowlton is the director and she is looking into cost vs. payment for services. We currently have 3 nurses that are interested in getting SANE certified but we will still have gaps in coverage with only 3 nurses.

HR and Recruitment have moved to the administrative suite. We are looking to put our outpatient services such as cardiac rehab and the infusion suite on the first floor. This will make it easier for the patients who receive those services and keeps us in line with our mission, vision, and goals as we make our services patient centered.

New furniture for in-patient rooms should start to arrive next week. Some of the furniture that is in the current in-patient rooms has been identified as being made prior to 1985.

Josh Hammond has presented information to the corporate team to expand cardiac services at SAMC. Currently SNGH and SAMC are system leaders in quality and patient satisfaction. We look forward to continue to meet quality benchmarks so we can expand this service. More to follow...

**Monthly Report
for
February 2016**

Ambulance Responses:	MTD	MTD	YTD	YTD	
	2015-2016	2014-2015	2015-2016	2014-2015	
Total Responses	858	876	7711	7613	
Camden County	41	53	497	468	
Blackwater		0	0	0	
Pasquotank County	621	654	5548	5626	
Albemarle Hospital	196	169	1666	1519	
Advanced Life Support	278	241	2423	2109	
Basic Life Support	404	444	3549	3905	
Treatment/No Tx	5	2	45	31	Inter-Facility
Patient Refusal	88	86	809	762	Transports
Cancelled Enroute	41	40	362	291	78
Standby-Event	0	1	41	42	Non-Emergency
Standby-Helo	0	0	0	0	Transports
Standby-Fire	8	15	73	81	210
Mutual Aid	2	0	7	5	
Miscellaneous	32	47	402	387	
	858	876	7711	7613	

Accounts Receivable:	MTD		YTD		LYYTD
A/R Beginning Balance	\$ 1,927,162.45	+			
Patient Billings	\$ 382,426.40	+	\$ 3,356,335.20		\$ 3,108,332.40
Refunds	\$ 2,235.14	+	\$ 17,938.94		\$ 11,698.32
Patient Credits	\$ 226,831.55	-	\$ 1,913,684.82		\$ 1,807,982.96
Ins. Contract Adj.	\$ 100,712.60	-	\$ 951,167.48		\$ 837,544.06
Write Off's	\$ 15,358.87	-	\$ 211,175.05		\$ 341,622.48
Late PCR's		+			
Adjustment	\$ (1,849.65)	+			
A/R Ending Balance	\$ 1,967,071.32			LYMTD	\$ 1,783,878.40
Deposits to Finance Office	\$ 142,523.20	+	\$ 133,732.65		
Recovery from Bad Debt	\$ 21.81	-			
Misc. Revenue	\$ 92.46	-			
A/R Payment to Finance	\$ 84,422.62	+			
Adjustment Added		+			
Adjustment Subtracted		-			
Total	\$ 226,831.55				

Notes:
Mileage, Ins Adj

Attachment: EMS Reports (1124 : EMS Reports)

Pasquotank-Camden EMS FY 2016 Projections

Month	FY 2016 Call Volume	FY 2016 Collections	FY 2016 Expenditures
July	1019	\$202,625	\$520,509
August	1065	\$235,353	\$355,308
September	942	\$285,146	\$445,030
October	935	\$253,499	\$365,071
November	979	\$224,514	\$426,222
December	986	\$255,614	\$333,128
January	927	\$227,624	\$316,231
February	858	\$226,832	\$367,903
March			
April			
May			
June			
Encumbrances			\$50,834
FY 2016 Actual Totals	7711	\$1,911,206	\$3,180,236
FY 2016 Projections	10080	\$2,730,600	\$4,290,350
<i>% of projections</i>	<i>76%</i>	<i>70%</i>	<i>74%</i>

Attachment: EMS Reports (1124 : EMS Reports)

**Monthly Report
for
January 2016**

Ambulance Responses:	MTD 2015-2016	MTD 2014-2015	YTD 2015-2016	YTD 2014-2015	
Total Responses	927	983	6853	6737	
Camden County	62	62	456	415	
Blackwater	0	0	0	0	
Pasquotank County	648	718	4927	4972	
Albermarle Hospital	217	203	1470	1350	
Advanced Life Support	295	277	2145	1868	Inter-Facility
Basic Life Support	411	494	3145	3461	<u>Transports</u>
Treatment/No Tx	5	5	40	29	97
Patient Refusal	104	108	721	676	
Cancelled Enroute	38	35	321	251	Non-Emergency
Standby-Event	1	1	41	41	<u>Transports</u>
Standby-Helo	0		0	0	225
Standby-Fire	7	17	65	66	
Mutual Aid	1	1	5	5	
Miscellaneous	65	45	370	340	
	<u>927</u>	<u>983</u>	<u>6853</u>	<u>6737</u>	

Accounts Receivable:	MTD		YTD		LYYTD
A/R Beginning Balance	\$ 1,872,582.89	+			
Patient Billings	\$ 412,797.30	+	\$ 2,973,908.80		\$ 2,760,968.80
Refunds	\$ 2,367.46	+	\$ 15,703.80		\$ 11,698.32
Patient Credits	\$ 227,623.50	-	\$ 1,686,853.27		\$ 1,592,744.37
Ins. Contract Adj.	\$ 115,552.47	-	\$ 850,454.88		\$ 755,082.30
Write Off's	\$ 22,529.51	-	\$ 195,816.18		\$ 329,600.08
Late PCR's	\$ 3,751.30	+			
Adjustment	\$ 1,368.98	+			
A/R Ending Balance	<u>\$ 1,927,162.45</u>			LYMTD	\$ 1,746,466.75
Deposits to Finance Office	\$ 157,520.02	+	\$ 181,979.00		
Recovery from Bad Debt	\$ 27.81	-			
Misc. Revenue	\$ 101.59	-			
A/R Payment to Finance	\$ 70,232.88	+			
Adjustment Added		+			
Adjustment Subtracted		-			
Total	<u>\$ 227,623.50</u>				

Notes:
Mileage/Ins Adj

Attachment: EMS Reports (1124 : EMS Reports)

Call Date	Location	En Route	On Scene	Response Time
1/1/2016	112 Wesley Rd	9:01	9:16	0:15
1/1/2016	2557 US Hwy 17	15:43	15:45	0:02
1/2/2016	111 Mercer Dr	16:17	16:32	0:15
1/2/2016	106 Holland Dr	18:30	18:36	0:06
1/2/2016	108 Community Dr	18:38	18:41	0:03
1/3/2016	396 N 343 Hwy	20:45	20:52	0:07
1/3/2016	142 Lauren Ln	13:24	13:33	0:09
1/3/2016	146 McKimmey Rd	13:56	14:01	0:05
1/3/2016	183 Lilly Rd	15:37	15:42	0:05
1/4/2016	654 N 343 Hwy	7:33	7:47	0:14
1/4/2016	130 Texas Rd	9:28	9:41	0:13
1/6/2016	Billets Bridge Rd/s 343 Hwy	8:12	8:22	0:10
1/6/2016	133 Cooks Landing Rd	15:18	15:36	0:18
1/7/2016	164 Neck Rd	8:25	8:41	0:16
1/8/2016	150 W US 158 Hwy	9:41	9:44	0:03
1/8/2016	720 N 343 Hwy	17:03	17:09	0:06
1/9/2016	103 E US 158 Hwy	8:39	8:47	0:08
1/10/2016	109 Bourbon St	18:09	18:15	0:06
1/11/2016	179 W US 158 Hwy	10:24	10:27	0:03
1/12/2016	123 Noblitt Dr	13:41	13:43	0:02
1/13/2016	1139 N 343 Hwy	13:19	13:25	0:06
1/14/2016	102 Edney Creek Ct	7:27	7:37	0:10
1/15/2016	1139 N 343 Hwy	12:08	12:17	0:09
1/16/2016	300 Bridge Ct	8:38	8:45	0:07
1/16/2016	916 Sandy Hook Rd	10:26	10:39	0:13
1/16/2016	164 Neck Rd	15:40	15:57	0:17
1/18/2016	274 Palmer Rd	20:31	20:42	0:11
1/18/2016	821 S 343 Hwy	17:14	17:21	0:07
1/19/2016	270 Trafion Rd	9:06	9:12	0:06
1/20/2016	139 Trafion Rd	18:30	18:41	0:11
1/20/2016	135 Taylors Ln	9:47	9:55	0:08
1/20/2016	210 Pond Rd	14:45	14:56	0:11
1/22/2016	214 Smith Corner Rd	16:52	17:05	0:13
1/22/2016	1262 N 343 Hwy	7:17	7:23	0:06
1/24/2016	253 Sleepy Hollow Rd	16:06	16:10	0:04
1/26/2016	187 Garrington Island Rd	7:21	7:39	0:18
1/28/2016	178 Culpepper Rd	12:01	12:05	0:04
1/28/2016	258 Wickham Rd	12:43	12:53	0:10
1/28/2016	123 Sawyers Creek Rd	14:07	14:11	0:04
1/30/2016	551 S 343 Hwy	17:50	17:57	0:07
1/30/2016	102 McCoy Rd	16:24	16:29	0:05

Pasquotank-Camden EMS Camden Response Times - January 2016
 Times measured are from 0700 to 2100 when at least one ambulance is stationed in Camden

Camden Average Response Times

0:08



March 9, 2016

Sentara Albemarle Medical Center March 2016

February

Total Patients: 3727

AMA (Against Medical Advice): 14 (0.4%)

LWOT (Left Without Treatment): 19 (0.5%)

LWBS (Left Without Being Seen): 33 (0.9%)

Emergency Department and Women's Services recognized in Daily advance

Treated staff and their family to a movie night at the local movie theatre

New Surgeon and Orthopedic Surgeon signed and starting in April/May

New Code Carts and Defibrillators to be obtained, staff education, and placed on units for use by June

Late Flu season with CDC noting North Carolina is one of 2 states that are labeled as flu activity being high

In April the ED will pilot a program for customer service that will allow for timely feedback by providing e-mailed surveys

2 more rooms opened on 3rd floor

Mike Gentry system Chief Operating Officer made a site visit on Feb. 24th and met with leadership

Genemarie McGee system Chief Nursing Officer made a site visit on March 8th and met with nursing leadership

Thank you for your continued support for SAMC



CAMDENCOUNTY

new energy. new vision.

Board of Commissioners AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 11.B
Meeting Date: March 21, 2016
Submitted By: Stephanie Humphries, Finance Director
 Finance
 Prepared by: Stephanie Humphries

Item Title **Sales Tax, LTT, Utilities Report**

Attachments: Sales tax collections PDF 15-16 (PDF)
 LTT, Franchise 2004-16 PDF (PDF)

Summary:

Report of YTD Collections: Sales Tax, Land Transfer Tax, Franchise Tax

Recommendation:

Information Only

														Finance	15-Mar-16		
2015-2016																	
SALES TAX - REVENUE COLLECTION REPORT																	
	July*	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgeted			
Art. 39	\$47,938	\$115,595	\$30,156	\$49,667	\$36,908	\$44,054	\$56,067						\$380,385	\$565,000			
Art. 40	\$22,581	\$38,611	\$16,843	\$22,402	\$18,396	\$20,726	\$25,735						\$165,294	\$425,000			
Art. 42	\$11,220	\$24,478	\$7,847	\$11,471	\$9,023	\$10,389	\$12,986						\$87,414	\$125,000			
Art. 44	\$2	\$20,549	\$2	\$6	\$0	\$0	\$0						\$20,560				
Totals	\$81,741	\$199,233	\$54,847	\$83,547	\$64,328	\$75,169	\$94,788	\$0	\$0	\$0	\$0	\$0	\$653,652				
Total Budgeted														\$1,115,000	59%		
SALES TAX REVENUE- SCHOOL CAPITAL RESERVE FUND																	
	July*	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgeted			
Art. 40	\$17,256	\$16,547	\$15,215	\$15,586	\$14,584	\$15,428	\$18,767						\$113,382	\$160,000			
Art. 42	\$34,511	\$36,716	\$30,430	\$31,171	\$29,167	\$30,856	\$37,533						\$230,385	\$190,000			
Totals	\$51,767	\$53,264	\$45,645	\$46,757	\$43,751	\$46,284	\$56,300	\$0	\$0	\$0	\$0	\$0	\$343,767				
Total Budgeted														\$350,000	98%		
Grand	\$133,508	\$252,497	\$100,492	\$130,304	\$108,079	\$121,453	\$151,088	\$0	\$0	\$0	\$0	\$0	\$997,420	\$1,465,000	68%		
<i>*Amended</i>																	
2014-2015																	
SALES TAX - REVENUE COLLECTION REPORT																	
	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgeted			
Art. 39	\$44,058	\$42,111	\$22,402	\$52,255	\$54,114	\$41,782	\$53,444	\$43,525	\$43,288	\$45,900	\$44,030	\$42,237	\$529,146	\$525,000			
Art. 40	\$38,988	\$34,814	\$35,370	\$33,479	\$35,220	\$34,201	\$41,563	\$31,886	\$30,973	\$32,613	\$34,850	\$37,517	\$421,476	\$360,000			
Art. 42	\$10,488	\$9,928	\$6,185	\$12,046	\$12,308	\$9,971	\$12,478	\$10,325	\$10,146	\$10,713	\$10,240	\$10,172	\$125,000	\$125,000			
Art. 44	\$53	\$2	\$2	\$3	-\$3	\$0	\$0	-\$11	\$36	-\$11	\$0	\$0	\$71				
Totals	\$93,587	\$86,855	\$63,959	\$97,783	\$101,639	\$85,954	\$107,484	\$85,725	\$84,444	\$89,214	\$89,121	\$89,927	\$1,075,692				
Total Budgeted														\$1,010,000			
SALES TAX REVENUE- SCHOOL CAPITAL RESERVE FUND																	
	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgeted			
Art. 40	\$16,709	\$14,920	\$15,158	\$14,348	\$15,094	\$14,658	\$17,813	\$13,666	\$13,274	\$13,977	\$14,936	\$16,079	\$180,631	\$150,000			
Art. 42	\$15,732	\$14,892	\$9,278	\$18,069	\$18,462	\$14,957	\$18,717	\$15,488	\$15,220	\$16,069	\$15,360	\$15,257	\$187,501	\$175,000			
Totals	\$32,441	\$29,812	\$24,436	\$32,417	\$33,556	\$29,615	\$36,529	\$29,153	\$28,494	\$30,046	\$30,296	\$31,336	\$368,132				
Total Budgeted														\$325,000			
Grand	\$126,029	\$116,668	\$88,395	\$130,200	\$135,196	\$115,569	\$144,014	\$114,879	\$112,938	\$119,260	\$119,417	\$121,263	\$1,443,824	\$1,335,000			
Notes: 8-2015 includes a lump sum payment for an audit creating a higher than usual sales tax payment.																	

Attachment: Sales tax collections PDF 15-16 (1129 : Finance Reports)

Camden Finance Office							3/15/16
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	\$32,046
AUGUST	\$13,070	\$18,410	\$37,269	\$28,457	\$43,170	\$39,751	\$48,177
SEPTEMBER	\$25,420	\$13,453	\$12,209	\$8,564	\$28,294	\$21,965	\$41,961
OCTOBER	\$25,424	\$21,006	\$19,661	\$16,791	\$24,097	\$36,354	\$27,915
NOVEMBER	\$19,925	\$25,972	\$15,938	\$27,741	\$21,670	\$17,671	\$42,455
DECEMBER	\$15,609	\$59,286	\$20,631	\$35,988	\$27,918	\$22,840	\$38,137
JANUARY	\$8,004	\$30,288	\$34,849	\$11,645	\$14,128	\$15,833	\$20,078
FEBRUARY	\$10,348	\$21,428	\$49,303	\$20,970	\$29,130	\$224,713	\$12,922
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	\$39,369	
TOTALS	\$282,334	\$300,298	\$327,952	\$267,889	\$407,233	\$587,694	\$263,691
BUDGET	\$100,000	\$100,000	\$200,000	\$200,000	\$175,000	\$250,000	\$300,000
						*GEORGE WOOD FARM 2/2015	
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	\$228,384
2ND QTR 12/31	\$94,076	\$95,253	\$90,205	\$101,038	\$98,552	\$172,237	\$158,083
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	\$171,648	
TOTALS	\$428,921	\$435,941	\$417,826	\$449,736	\$448,014	\$723,132	\$386,466
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	\$17,988
2ND QTR 12/31	\$11,869	\$11,135	\$11,835	\$11,172	\$19,130	\$19,752	\$17,946
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	\$18,538	
TOTALS	\$49,321	\$48,746	\$46,286	\$44,628	\$76,377	\$75,226	\$35,934
BUDGET	\$45,000	\$45,000	\$45,000	\$47,000	\$45,000	\$45,000	\$75,000



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

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Item Number: 11.C
Meeting Date: March 21, 2016

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

Item Title **Broadbandio Update**

Attachments: BROADBANDIO UPDATE (PDF)

Summary:

Recommendation:

Angela Wooten

From: Broadband Infrastructure Office <wes.king@nc.gov>
Sent: Monday, March 14, 2016 10:53 AM
To: awooten@camdencountync.gov
Subject: Your BroadbandIO update and information around broadband in NC

Follow Up Flag: Follow up
Flag Status: Completed

Here is your update from the Broadband Infrastructure Office within the Department of Information Technology.



BROADBANDIO UPDATE

As we begin to move toward the second quarter of the 2016, our office, under the leadership of Governor Pat McCrory, is continuing to work on the development of North Carolina's State Broadband Plan. This plan will be a guiding document intended to inform policy makers as they create, implement and impact policies on the deployment, adoption and use of broadband Infrastructure to enhance economic development, education, public safety and government efficiency across the state.

We have held a series of stakeholder listening sessions where we have spoken with elected officials, community leaders, many of our state's Internet service providers, agency leadership, economic developers, education leaders, tech companies, non-profits, national experts and many more so that they could advise our plan with what they see in their everyday life. Their valuable leadership and feedback to this process will support our mission and responsibility in building this plan which will provide a great opportunity to begin to improve our State's connectivity. Our next steps in this process will take us through the analysis and drafting stages to meet our goal of delivering the plan to the General Assembly by early Spring.

ICYMI : BRUNSWICK BROADBAND STILL ELUSIVE TO MANY

Attachment: BROADBANDIO UPDATE (1147 : Broadbandio Update)

Federal maps indicate that large swaths of Brunswick County's 847 square miles lack adequate Internet service.

The area between Bolivia and Boiling Spring Lakes is particularly sparse, as is much of the land between Bolivia and Oak Island. Broadband maps indicate that service on the western half of the county is also spotty.

[READ MORE](#)

FIRSTNETNC: MAKING PROGRESS

FirstNet is a new 4G LTE initiative to bring data about a data communications capability

unmet by commercial wireless carriers today.

A \$7 Billion (funded through RF spectrum auction) program that seeks out Commercial Partners to build,

operate, and maintain data communications for Police, Fire, EMS, and Emergency Management response across our state.



North Carolina received a \$3.1 million grant to perform education, outreach, and data collection - to assist both North Carolina responders in learning about FirstNet and also to gather requirements/needs from responders. The goal being to ensure FirstNet data communications best fits the needs of the North Carolina responder community. To date, FirstNetNC has had conversations with thousands of responders and hundreds of organizations - and FirstNetNC is available to any local government or response organization to continue the education, outreach, and data gathering effort.

After more than two years of work, FirstNet recently released their request for proposals (RFP) - for companies to bid to deliver a 4G LTE network for responders. Bids are due this spring, a vendor will be selected this summer, and an award is expected to be completed by the end of this year (2016). Early 2017 FirstNetNC expects to assist FirstNet in refining the details of their plan for North Carolina and by mid-2017 the FirstNet plan for North Carolina will be delivered for acceptance.

FirstNet plans to begin initial operations by 2018 with a commercial roaming partner and responders can expect a completion date of dedicated network within 60 months. Noteworthy in this schedule is that

rural North Carolina responders will concurrently receive dedicated 4G LTE service along with urban areas. Also of note is that there is no mandate to use the service. Though pricing has not been set, FirstNet clearly knows that they must offer a "compelling service at a competitive price".

To learn more about FirstNetNC you can text "FirstNetNC" to 22828 or you can visit our web site at FirstNet.NC.Gov - you can also visit the Federal website at www.FirstNet.gov.

LEARN MORE

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Broadband Infrastructure Office, 301 N. Wilmington St., Raleigh, NC 27601

[SafeUnsubscribe™](#) awooten@camdencountync.gov

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Sent by wes.king@nc.gov

Attachment: BROADBANDIO UPDATE (1147 : Broadbandio Update)