



CAMDENCOUNTY

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**BOARD
OF
COMMISSIONERS**

**August 06, 2018
7:00 PM**

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
August 06, 2018
7:00 PM
Historic Courtroom, Courthouse Complex**

Welcome & Call to Order

Invocation & Pledge of Allegiance

Rev. Joseph Thompson - Open Door Christian Fellowship

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. Conflict of Interest Disclosure Statement

ITEM 3. Consideration of Agenda (For discussion and possible action)

ITEM 4. Presentations (For discussion and possible action)

1. Department Update - Jasmine Wilson

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

Reconvene Board of Commissioners

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

- A. Tax Report - Lisa Anderson
- B. Grant Application: Rural Ready Sites - County Manager

ITEM 6. Board Appointments (For discussion and possible action)

1. Nona Smith - Library Board
2. Mary Leigh Barrett - Library Board
3. Glenn Carey - ABC Board

ITEM 7. Consent Agenda

- A. BOC Minutes - June 4, 2018 (Corrected)
- B. BOC Minutes - July 9, 2018
- C. BOC/SMWA Joint Meeting Minutes - July 11, 2018
- D. FY 18-19 Budget Amendments
- E. Tax Collection Report - June 2018
- F. Pickups, Releases & Refunds
- G. Vehicle Refunds Over \$100.00
- H. DMV Monthly Report
- I. DOT Repair Agreement
- J. Home & Community Care Block Grant for Older Adults
- K. HMGP Acquisition
- L. Set Public Hearing - Ordinance 2018-07-02

ITEM 8. Information, Reports & Minutes From Other Agencies

- A. FY 17-18 Year to Date Finance Report
- B. FY 18-19 Year to Date Finance Report
- C. Albemarle Commission Senior Nutrition Contract
- D. Letter of Appreciation - E.C./Pasquotank Parks & Recreation

ITEM 9. County Manager's Report

ITEM 10. Commissioners' Reports

ITEM 11. Other Matters (For discussion and possible action)

ITEM 12. Adjourn



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Presentations

Item Number: 4.1
Meeting Date: August 06, 2018
Submitted By: Jasmine Wilson, Senior Center Director
Senior Center
Prepared by: Karen Davis

Item Title Department Update - Jasmine Wilson

Attachments:

Summary:
Jasmine Wilson will give a departmental update - Senior Center.



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 5.A
Meeting Date: August 06, 2018
Submitted By: Lisa Anderson, Tax Administrator
Taxes
Prepared by: Lisa Anderson

Item Title **June Monthly Report**

Attachments: 20180730153144978.pdf (PDF)

Summary: June Monthly Report

Recommendation: Review and Approve

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

OUTSTANDING TAX DELINQUENCIES BY YEAR

<u>YEAR</u>	<u>REAL PROPERTY</u>	<u>PERSONAL PROPERTY</u>
2017	159,791.18	4,793.10
2016	43,564.01	2,690.49
2015	19,506.62	1,225.23
2014	15,727.55	1,336.76
2013	11,237.46	5,177.01
2012	8,176.35	8,107.88
2011	5,227.02	6,581.46
2010	4,244.84	4,982.86
2009	3,978.27	4,664.47
2008	3,795.46	5,038.23

Attachment: 20180730153144978.pdf (2125 : Tax Report - Lisa Anderson)

TOTAL REAL PROPERTY TAX UNCOLLECTED	259,521.21
TOTAL PERSONAL PROPERTY UNCOLLECTED	39,614.63
TEN YEAR PERCENTAGE COLLECTION RATE	99.54%
COLLECTION FOR 2018 vs. 2017	14,253.86 vs. 45,683.88

LAST 3 YEARS PERCENTAGE COLLECTION RATE

2017	97.66%
2016	99.31%
2015	99.69%

THIRTY LARGEST UNPAID ACCOUNTS

SEE ATTACHMENT "A"

THIRTY OLDEST UNPAID ACCOUNTS

SEE ATTACHMENT "B"

Attachment: 20180730153144978.pdf (2125 : Tax Report - Lisa Anderson)

EFFORTS AT COLLECTION IN THE LAST 30 DAYSENDING June **2018****BY TAX ADMINISTRATOR**

37 NUMBER DELINQUENCY NOTICES SENT

7 FOLLOWUP REQUESTS FOR PAYMENT SENT

3 NUMBER OF WAGE GARNISHMENTS ISSUED

7 NUMBER OF BANK GARNISHMENTS ISSUED

6 NUMBER OF PERSONAL PHONE CALLS MADE BY TAX ADMINISTRATOR
TO DELINQUENT TAXPAYER

0 NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)

0 PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF
TAX ADMINISTRATOR

0 NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO
COUNTY ATTORNEY

23 NUMBER OF CASES TURNED OVER TO COUNTY ATTORNEY FOR
COLLECTION (I.D. AND STATUS)

1 REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS

0 NUMBER OF JUDGMENTS FILED

Attachment "A"
Real

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	02-8934-01-17-4778.0000	1,330.23	1	LARRY G. LAMB SR	CAMDEN	152 158 US W
R	01-7989-00-01-1714.0000	8,748.30	10	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	02-8934-01-18-6001.0000	5,706.01	1	LINDA SUE LAMB HINTON	CAMDEN	150 158 US W
R	03-8899-00-45-2682.0000	4,945.29	10	SEAMARK INC.	SHILOH	HOLLY RD
R	02-8937-00-50-8036.0000	4,530.96	1	CLEVELAND WALSTON LE	CAMDEN	187 HERMAN ARNOLD RD
R	01-7989-04-51-8805.0000	4,279.48	1	VARAHI PROPERTY MANAGEMENT LLC	SOUTH MILLS	202 MAIN ST
R	01-7998-01-08-6797.0000	3,740.89	1	EDWARD E. HARRIS JR.	SOUTH MILLS	1295 343 HWY N
R	03-8961-00-68-3593.0000	3,624.69	2	SECRETARY OF VETERANS AFFAIRS	SHILOH	169 RAYMONS CREEK RD
R	02-8935-04-63-0820.0000	3,522.65	1	BELCROSS PROPERTIES, LLC	CAMDEN	197 158 US E
R	03-8972-00-54-4332.0000	3,454.21	1	GILBERT WAYNE OVERTON &	SHILOH	1330 343 HWY S
R	01-7997-00-75-4235.0000	3,012.56	1	JACKIE E BAILEY	SOUTH MILLS	100 ROBIN CT W
R	01-7090-00-64-6040.0000	2,893.98	1	LINTON RIDDICK	SOUTH MILLS	129 LILLY RD
R	02-8923-00-19-3774.0010	2,823.66	16	WILLIAM CONOVER	CAMDEN	431 158 US W
R	02-8935-02-66-7093.0000	2,805.26	1	B. F. ETHERIDGE HEIRS	CAMDEN	158 US E
R	03-8962-00-05-0472.0000	2,730.38	1	FRANK McMILLIAN HEIRS	SHILOH	172 NECK RD
R	03-8899-00-16-2671.2425	2,573.28	1	SPRING LOTUS LLC	SHILOH	141 EDGEWATER DR
R	02-8934-01-18-8282.0000	2,582.04	1	BRIDGET CARTWRIGHT JOHNSON	CAMDEN	144 158 US W
R	02-8945-00-41-2060.0000	2,485.99	1	LASELLE ETHERIDGE SR. HEIRS	CAMDEN	168 BUSHELL RD
R	03-8971-00-54-7373.0000	2,422.25	1	DWAYNE HARRIS	SHILOH	125 ONE MILL RD
R	01-7080-00-53-1141.0000	2,405.60	1	EDWARD A ROSA SR	SOUTH MILLS	188 KEETER BARN RD
R	02-8934-01-29-4617.0000	2,265.26	1	JAMES B. SEYMOUR ETAL	CAMDEN	112 158 US W
R	01-7988-00-91-0179.0001	2,126.56	10	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	108 CAMDEN AVE
R	03-8943-04-93-8214.0000	2,116.86	10	L. P. JORDAN HEIRS	SHILOH	110 158 US W
R	02-8934-01-29-4776.5853	2,084.96	1	C. RUSSELL HASTINGS JR.	CAMDEN	144 CULPEPPER RD
R	01-7080-00-19-4673.0000	2,082.05	1	LEONARD UMBERGER	SOUTH MILLS	117 OTTERS PL
R	01-7080-00-62-1977.0000	2,062.78	8	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	379 OLD SWAMP RD
R	01-7999-00-78-4680.0000	1,968.82	2	BERTHA MARLENE GARRETT	SOUTH MILLS	171 NECK RD
R	03-8952-00-95-8737.0000	1,955.58	1	ADDREY TILLET	SHILOH	SANDY HOOK RD
R	03-8965-00-44-7228.0000	1,938.02	12	WHALON & KATHLEEN MCCULLEN	SHILOH	404 SLEEPY HOLLOW RD
R	02-8935-01-08-8786.0000	1,888.98	1	LINWOOD GREGORY	CAMDEN	253 SLEEPY HOLLOW RD

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Delinquencies Top-30 Unpaid

Attachment '13'
Real

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
R	01-7989-00-01-1714.0000	10	8,748.30	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8899-00-45-2682.0000	10	4,945.29	SEAMARK INC.	SHILOH	HOLLY RD
R	01-7988-00-91-0179.0001	10	2,125.56	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
R	03-8943-04-93-8214.0000	10	2,116.86	L. P. JORDAN HEIRS	SHILOH	
R	03-8952-00-95-8737.0000	10	1,955.58	AUDREY TILLET	SHILOH	108 CAMDEN AVE
R	01-7999-00-32-3510.0000	10	1,797.88	LEAH BARCO	SOUTH MILLS	171 NECK RD
R	01-7999-00-12-8596.0000	10	1,733.11	MOSES MITCHELL HEIRS	SOUTH MILLS	195 BUNKER HILL RD
R	01-7989-04-60-1568.0000	10	1,056.42	EMMA BRITE HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	01-7989-04-60-1954.0000	10	1,030.78	CHRISTINE RIDDICK	SOUTH MILLS	116 BLOODFIELD RD
R	03-8962-00-50-0273.0000	10	883.88	DAISEY WILLIAMS BURNHAM	SOUTH MILLS	105 BLOODFIELD RD
R	01-7090-00-60-5052.0000	10	757.21	JOE GRIFFIN HEIRS	SHILOH	RAYMONS CREEK RD
R	02-8955-00-13-7846.0000	10	592.68	MARIE MERCER	SOUTH MILLS	117 GRIFFIN RD
R	02-8936-00-24-7426.0000	10	576.45	BERNICE PUGH	CAMDEN	IVY NECK RD
R	03-8980-00-61-1968.0000	10	249.67	WILLIAMSBURG VACATION	CAMDEN	113 BOURBON ST
R	01-7090-00-95-5262.0000	10	244.56	JOHN F. SAWYER HEIRS	SOUTH MILLS	CAMDEN POINT RD
R	03-8909-00-45-1097.0000	10	202.56	MICHAEL OBER	SHILOH	OLD SWAMP RD
R	03-8899-00-37-0046.0000	10	157.01	ELIZABETH LONG	SHILOH	CENTERPOINT RD
R	01-7080-00-17-2462.0000	10	141.58	TODD ALLEN RIGGS	SHILOH	HIBISCUS
R	03-8909-00-24-6322.0000	9	2,062.78	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	LITTLE CREEK RD
R	03-8980-00-84-0931.0000	8	187.90	DAVID B. KIRBY	SHILOH	117 OTTERS PL
R	01-7998-01-08-6797.0000	7	3,740.89	CARL TEUSCHER	SHILOH	499 SAILBOAT RD
R	03-8962-00-04-2097.0000	7	1,856.31	EDWARD E. HARRIS JR.	SOUTH MILLS	218 BROAD CREEK RD
R	03-8990-00-64-8379.0000	7	1,792.39	CECIL BARNARD HEIRS	SHILOH	NECK RD
R	02-8935-01-07-0916.0000	7	574.95	CHRISTOPHER FROST-JOHNSON	SHILOH	LITTLE CREEK RD
R	03-8962-00-70-7529.0000	7	512.66	ROSETTA MERCER INGRAM	CAMDEN	227 SLEEPY HOLLOW RD
R	01-7989-04-90-0938.0000	7	453.61	MARY SNOWDEN	SHILOH	WICKHAM RD
R	03-8962-00-60-7648.0000	7	281.11	DORIS EASON	SOUTH MILLS	1352 343 HWY N
R	02-8954-00-97-4350.0000	7	280.89	FRANK WRIGHT ETAL	SHILOH	WICKHAM RD
R	02-8923-00-19-3774.0010	6	2,823.66	GEORGE SHAW	CAMDEN	TROTMAN RD N
R				WILLIAM CONOVER	CAMDEN	431 158 US W

Delinquencies Top-30 Oldest

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Attachment "A"
Personal

Roll	Parcel Number	Unpaid Amount	YrsDld	Taxpayer Name	City	Property Address
P	0001709	2,003.83	9	JOHN MATTHEW CARTER	CAMDEN	158 HWY
P	0001538	866.88	10	JEFFREY EDWIN DAVIS	HERTFORD	MIC MAC TRAIL
P	0001046	764.04	10	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0000738	748.98	7	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001476	706.41	1	MIKE TAYLOR	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0001072	648.76	9	PAM BUNDY	SHILOH	105 AARON DR
P	0002194	516.98	3	MORGAN ROBERSON	SHILOH	849 SANDY HOOK RD S
P	0001827	483.28	6	KAREN BUNDY	CAMDEN	431 158 US W
P	0000295	412.03	1	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0001230	411.11	6	JAMES NYE	CAMDEN	101 ROBIN CT W
P	0001681	312.08	6	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0001694	288.99	6	THOMAS B. THOMAS HEIRS	CAMDEN	158 HWY W
P	0001106	261.90	9	ALLIANCE NISSAN	CAMDEN	617 MAIN ST
P	0001693	253.06	10	JAMI ELIZABETH VANHORN	SOUTH MILLS	MAIN ST
P	0001104	242.20	1	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	0001952	238.91	6	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	319 PONDEROSA RD
P	0001638	210.76	1	ERIC JASON WOODARD	SOUTH MILLS	612 MAIN
P	0000466	205.60	1	LAMBS OF CAMDEN	CAMDEN	152 HWY 158 W
P	0000905	204.42	3	KEVIN & STACY ANDERSON	CAMDEN	111 AARON DR
P	0000846	201.12	2	TOAN TRINH	SHILOH	229 SAILBOAT RD
P	0002442	200.37	1	GERALD WHITE STALLS JR	SOUTH MILLS	116 CHRISTOPHERS WAY
P	0001546	189.57	1	GEORGE ROWLAND	CAMDEN	431 158 US W
P	000297	182.53	1	ADAM D. & TRACY J. W. JONES	CAMDEN	133 WALSTON LN
P	0001673	177.05	9	THOMAS PHILLIP WINSLOW	CAMDEN	158 HWY W
P	0002886	170.36	6	GEORGE LINWOOD POWELL	CAMDEN	177 SANDHILLS RD
P	0000248	159.99	10	ROBERT H. OWENS	CAMDEN	A STREET
P	0001250	157.47	1	MICHELE LEE TAYLOR-DUKE	SOUTH MILLS	108 BINGHAM RD
P	0000543	152.90	1	TRACK 1 OF CAMDEN	CAMDEN	143 158 US W
P	0000945	145.98	3	RAMONA F. TAZEWELL	CAMDEN	239 SLEEPY HOLLOW RD
P	0001722	140.55	7	JANET LEARY	SOUTH MILLS	LINTON ROAD

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Delinquencies Top-30 Unpaid

Attachment "B11"
Personal

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
P	0001538	10	866.88	JEFFREY EDWIN DAVIS	HERTFORD	MIC MAC TRAIL
P	0001046	10	764.04	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0000738	10	748.98	LESLIE ETHERIDGE JR	CAMDEN	
P	0001072	10	648.76	PAM BUNDY	SHILOH	105 AARON DR
P	0001106	10	253.06	JAMI ELIZABETH VANHORN	CAMDEN	617 MAIN ST
P	0000248	10	159.99	ROBERT H. OWENS	ELIZABETH CITY	A STREET
P	0001540	10	120.95	DAVID LUKE	CAMDEN	158 HWY
P	0001709	9	2,003.83	JOHN MATTHEW CARTER	CAMDEN	CAMDEN CAUSEWAY
P	0001693	9	177.05	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0001673	9	115.56	THOMAS PHILLIP WINSLOW	CAMDEN	158 HWY W
P	0000316	9	483.28	JAMES P. JONES	CAMDEN	142 SANDHILLS RD
P	0001827	8	140.55	KAREN BUNDY	CAMDEN	431 158 US W
P	0001722	7	123.29	JANET LEARY	CAMDEN	LINTON ROAD
P	0001639	7	411.11	CAREY FARMS, INCORPORATED	SOUTH MILLS	202 SHARON CHURCH
P	0001230	6	312.08	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001694	6	288.99	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0001681	6	238.91	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0001952	6	170.36	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	319 PONDEROSA RD
P	0002886	6	109.23	GEORGE LINWOOD POWELL	CAMDEN	177 SANDHILLS RD
P	0001740	5	516.98	JASON & KEVIN WORDEN	SOUTH MILLS	STILES LANE
P	0002194	3	210.76	MORGAN ROBERSON	SHILOH	849 SANDY HOOK RD S
P	0001638	3	204.42	ERIC JASON WOODARD	SOUTH MILLS	612 MAIN
P	0000905	3	157.47	KEVIN & STACY ANDERSON	SHILOH	111 AARON DR
P	0001250	3	145.98	MICHELE LEE TAYLOR-DUKE	SOUTH MILLS	108 BINGHAM RD
P	0000945	3	706.41	RAMONA F. TAZEWELL	CAMDEN	239 SLEEPY HOLLOW RD
P	0001476	2	412.03	MIKE TAYLOR	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0000295	2	205.60	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0000466	2	201.12	LAMBS OF CAMDEN	CAMDEN	152 HWY 158 W
P	0000846	2	121.17	TOAN TRINH	SHILOH	229 SAILBOAT RD
P	0000385	2		MARK SANDERS OVERMAN	SHAWBORO	116 GARRINGTON ISLAND

07/26/18 09:20:08

Delinquencies Top-30 Oldest



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 5.B
Meeting Date: August 06, 2018
Submitted By: Ken Bowman,
 Administration
 Prepared by: Stephanie Humphries

Item Title **Grant Application: Rural Ready Sites**

Attachments: Rural Ready Sites Project (PDF)
 Resolution to Apply for Grant Rural Ready Sites
 (DOCX)

Summary:

As previously reported in May 2018, County staff made a pre-application to NC Department of Commerce to show interest in being a candidate for the Rural Ready Sites Grant funding. Staff has been notified that we have been approved for funding. The funding amount has been approved at \$1.6 million with a 25% (\$400K) local match requirement. This grant will assist with upgrades to the Camden Commerce Park Site (map attached) to include road and water/wastewater improvements. We expect that a majority of the match would be met by the Lagoon Liner upgrades with any additional required match being met through planned public-private partnerships such as the upgrade to Opportunity Drive. Staff is currently solidifying cost estimates to include in the final application. After the full application has been completed, staff will submit to the board the final application as submitted to the Department of Commerce with any required budget amendments.

Recommendation: **Approve the attached resolution to submit the application for grant funding.**

RURAL READY SITES PROJECT



Commerce Park

US 17

County US 17 Property

Lagoon

McPherson Rd

Lake Dr



CAMDEN COUNTY

**RESOLUTION 2018-08-01
TO APPLY RURAL READY SITES GRANT**

BE IT RESOLVED, that a grant from the NC Department of Commerce through the County of Camden be made to assist the Camden Commerce Park project.

BE IT FURTHER RESOLVED, that Camden County will administer this grant in accordance with the rules and regulations of the NC Department of Commerce.

BE IT FURTHER RESOLVED, that the County will administer this grant through the County Finance Office.

BE IT FURTHER RESOLVED, that the grant will be monitored quarterly to assure compliance with this proposal and the NC Department of Commerce regulations.

BE IT FURTHER RESOLVED, that the amount of the grant application will be \$1,600,000 and requires a twenty-five percent match.

ADOPTED this 6th day of August, 2018.

Clerk to Board

Chairman

Attachment: Resolution to Apply for Grant Rural Ready Sites (2126 : Grant Application: Rural Ready Sites)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Board Appointments

Item Number: 6.1
Meeting Date: August 06, 2018

Submitted By: Karen Davis, Clerk to the Board
Administration
Prepared by: Karen Davis

Item Title **Nona Smith - Library Board**

Attachments: Library Board - Nona Smith (PDF)



Application for Citizen Service -Volunteer Form

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

Name: Nona Marie Smith

Mailing Address: 200 Valley Road, Camden NC 27921

Township you live in: Courthouse Township

Telephone (home): 912-659-3645 cell (business): retired/none

Email address: ncnona@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: Masters Degree from Geo. Washington Univ. in Human Resource Development meeting facilitator, retired U.S.C.G. Captain in Public/Governmental Affairs, avid reader

Boards or Commissions upon which you are interested in serving: Library 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: Nona M. Smith Date: July 18, 2018



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Board Appointments

Item Number: 6.2
Meeting Date: August 06, 2018
Submitted By: Karen Davis, Clerk to the Board
Library
Prepared by: Karen Davis

Item Title **Mary Leigh Barrett - Library Board**

Attachments:

Summary:

It is the request of staff to reappoint Mary Leigh Barrett to the Library Board for an additional three-year term to expire May, 2021.

Recommendation:

Approve reappointment.



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

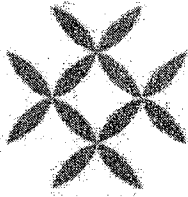
Board Appointments

Item Number: 6.3
Meeting Date: August 06, 2018

Submitted By: Karen Davis, Clerk to the Board
Administration
Prepared by: Karen Davis

Item Title **Glenn Carey - ABC Board**

Attachments: ABC Board - Glenn Carey (PDF)



Application for Citizen Service -Volunteer Form

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

Name: GLENN A. CAREY

Mailing Address: 202 SHARON CHURCH Rd

Township you live in: SOUTH MILLS

Telephone (home): 252-312-9433 (business): _____

Email address: GLENN.CAREY@HOTMAIL.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:
FIRE CHIEF 20 PLUS YEARS
~~ABC BOARD~~ AEMC 35 YEARS
ABC BOARD WHEN JACK LEARY THERE

Boards or Commissions upon which you are interested in serving: ABC 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: Glenn A. Carey Date: 7-11-18

Attachment: ABC Board - Glenn Carey (2112 : Glenn Carey - ABC Board)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 7.A
Meeting Date: August 06, 2018
Submitted By: Karen Davis, Clerk to the Board
 Administration
 Prepared by: Karen Davis

Item Title **BOC Minutes - June 4, 2018 (Corrected)**

Attachments: bocminutes_060418 (DOCX)

Summary:

The following correction was made to the previously approved June 4, 2018 minutes - page 64, line #1072. .

ARTICLE XXIII. TAX LEVY

SECTION 1 - There is hereby levied at the rate of ~~sixty-seven cents~~ seventy cents (70 cents) per One Hundred Dollar (\$100) valuation of property listed for taxes as of January 1, 2018, for the purpose of raising the revenue listed in the General Fund, Article II., Section 2, of this Ordinance.

Recommendation:

Review and approve.

Camden County Board of Commissioners

June 4, 2018

Regular Meeting – 7:00 PM

Historic Courtroom, Courthouse Complex

Camden, North Carolina

MINUTES

The regular meeting of the Camden County Board of Commissioners was held on June 4, 2018 in the Historic Courtroom, Camden, North Carolina.

CALL TO ORDER

The meeting was called to order by Chairman Clayton Riggs at 6:00 PM. Also Present: Vice Chairman Tom White, Commissioners Garry Meiggs, Randy Krainiak and Ross Munro.

Staff Present for 6:00 PM Closed Session: Manager Ken Bowman, County Attorney John Morrison, Clerk to the Board Karen Davis, Human Resources Specialist Stephanie Jackson.

Motion to go into closed session to confer with counsel in regard to litigation (*Camden County vs. William & Shirley Conover*) and to discuss matters pertaining to personnel.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Garry Meiggs, Commissioner
AYES:	White, Krainiak, Meiggs, Munro, Riggs

Motion to come out of closed session.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Garry Meiggs, Commissioner
AYES:	Meiggs, White, Krainiak, Munro, Riggs

WELCOME

Chairman Clayton Riggs reconvened the regular meeting of the Board of Commissioners at 7:05 PM. Additional staff present for Regular Meeting: Finance Officer Stephanie Humphries, Planning Director Dan Porter, Permit Officer Dave Parks, Public Works Director David Credle, Tax Administrator Lisa Anderson, Economic Development Director Charlie Bauman, Sheriff Rodney Meads, SRO Mike Lawrence, Register of Deeds Tammie Krauss.

Invocation and Pledge of Allegiance

Pastor Marc O’Neal gave the invocation and led in the Pledge of Allegiance.

Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))

40 **ITEM 1. PUBLIC COMMENTS**

41 None.

42
43 **ITEM 2. CONFLICT OF INTEREST DISCLOSURE STATEMENT**

44 Clerk to the Board Karen Davis read the Conflict of Interest Disclosure Statement.
45 In the previous meeting on May 7, 2018 the Board had granted Commissioner Krainiak’s request
46 to be recused from the Public Hearing – Special Use Permit (UDO 2017-02-28) Fairfax Major
47 Subdivision due to a conflict of interest. The public hearing was continued and the Board will
48 continue to allow Commissioner Krainiak to be recused.

49
50 **ITEM 3. CONSIDERATION OF AGENDA**

51
52 The agenda was amended to add the following items to the Consent Agenda:

- 53 1) Budget Amendment BA028
- 54 2) Budget Amendment BA031
- 55 3) Resolution Opposing the Elimination of a District Court Judge Position in the First
- 56 Judicial District

57
58 **Motion to approve the agenda as amended.**

59 RESULT:	PASSED [UNANIMOUS]
60 MOVER:	Ross Munro, Commissioner
61 AYES:	Meiggs, Riggs, White, Krainiak, Munro

62
63 **ITEM 4. PRESENTATIONS**

- 64
- 65 1. Jerry Jennings with North Carolina Department of Transportation presented to the Board
- 66 an update on ongoing and planned projects in the area.
- 67 2. Internet Feasibility Study – Donald Imhoff of Eastern Shore Communications presented
- 68 the results of the internet feasibility study.

69
70 **South Camden Water & Sewer District Board of Directors**

71 Chairman Riggs recessed the meeting of the Board of Commissioners and opened the South
72 Camden Water & Sewer District Board of Directors Meeting.

73
74 **Consideration of Agenda**

75

Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))

Camden County Board of Commissioners
South Camden Water & Sewer District Board of Directors
Regular Meeting
June 04, 2018
7:00 PM
Historic Courtroom, Courthouse Complex

AGENDA

CALL TO ORDER

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 THE AGENDA

ITEM 3. OLD BUSINESS (For discussion and possible action)

A. Wastewater Lagoon Liner Repair

ITEM 4. PUBLIC HEARINGS

1. Public Hearing: System Development Fee Analysis

ITEM 5. NEW BUSINESS (For discussion and possible action)

- A. Monthly Update
- B. Consideration of System Development Fees
- C. FY 2018-2019 Water & Sewer Rates

ITEM 6. CONSENT AGENDA

1. DOT Sawyer's Creek Bridge Water Line Repair

ITEM 7. OTHER

ITEM 8. ADJOURN

76

77

78 **Motion to approve the agenda as presented.**

79	RESULT:	PASSED [UNANIMOUS]
80	MOVER:	Garry Meiggs, Commissioner
81	AYES:	Meiggs, White, Krainiak, Munro, Riggs

82

83 **Old Business**

84

85 A. Wastewater Lagoon Liner

86

87 The 5.9 million gallon wastewater lagoon liner at McPherson Road has a 175-foot tear that must
88 be repaired or replaced. Public Works Director David Credle presented a proposal to the Board
89 for replacement.

90

91 **Motion to instruct Mr. Credle to move forward with the lagoon liner replacement.**

92	RESULT:	PASSED [UNANIMOUS]
93	MOVER:	Tom White, Vice Chairman
94	AYES:	Meiggs, White, Krainiak, Munro, Riggs

95

Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))

96 **Public Hearing**

- 97
- 98 1. System Development Fee Analysis
- 99

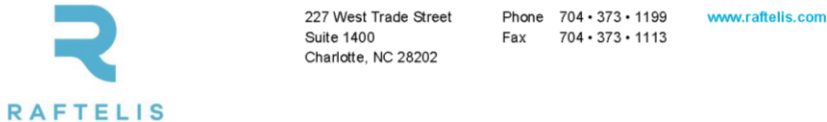
100 **Motion to open public hearing for discussion of System Development Fee Analysis.**

101

102 RESULT:	PASSED [UNANIMOUS]
103 MOVER:	Randy Krainiak, Commissioner
104 AYES:	Meiggs, White, Krainiak, Munro, Riggs

105

106 New legislation requires an analysis to be performed by a qualified professional on system
 107 development fees charged by Water and/or Sewer Districts/Associations. The
 108 District/Association must then give the public 45 days to review the proposed fee(s) then hold a
 109 Public Hearing for public comment. The analysis is complete and has been published as required
 110 by the statute. The analysis has been available for review and comment through our county
 111 website at www.camdencountync.gov and at our Administration office building since 8:00 AM,
 112 April 20, 2018. Raftelis presented the findings of the analysis.



April 19, 2018

Ms. Stephanie Humphries
 Finance Office
 Camden County
 117 N Carolina Hwy 343 S
 Camden, NC, 27921

Dear Ms. Humphries:

Raftelis has completed an evaluation to develop cost-justified water and wastewater system development fees for consideration by Camden County (County). This letter documents the results of the analysis, which is based on an approach for establishing system development fees set forth in North Carolina General Statute 162A Article 8 – “System Development Fees.” As one of the largest and most respected utility financial, rate, management, and operational consulting firms in the U.S., and having prepared system development fee calculations for utilities in North Carolina and across the U.S. since 1993, Raftelis is qualified to perform system development fee calculations for water and wastewater utilities in North Carolina.

Background

System development fees are one-time charges assessed to new water and/or wastewater customers, or developers or builders, to recover a proportional share of capital costs incurred to provide service availability and capacity for new customers. North Carolina General Statute 162A Article 8 (Article 8) provides for the uniform authority to implement system development fees for public water and wastewater systems in North Carolina, and was recently passed by the North Carolina General Assembly and signed into law on July 20, 2017. According to the statute, system development fees must be adopted in accordance with the conditions and limitations of Article 8, and must conform to the requirements set forth in the Article no later than July 1, 2018. In addition, the system development fees must also be prepared by a financial professional or licensed professional engineer, qualified by experience and training or education, who, according to the Article, shall:

113

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114

- Document in reasonable detail the facts and data used in the analysis and their sufficiency and reliability.
- Employ generally accepted accounting, engineering, and planning methodologies, including the buy-in, incremental cost or marginal cost, and combined cost approaches for each service, setting forth appropriate analysis to the consideration and selection of an approach appropriate to the circumstances and adapted as necessary to satisfy all requirements of the Article.
- Document and demonstrate the reliable application of the methodologies to the facts and data, including all reasoning, analysis, and calculations underlying each identifiable component of the system development fee and the aggregate thereof.
- Identify all assumptions and limiting conditions affecting the analysis and demonstrate that they do not materially undermine the reliability of conclusions reached.
- Calculate a final system development fee per service unit of new development and include an equivalency or conversion table for use in determining the fees applicable for various categories of demand.
- Consider a planning horizon of not less than 10 years, nor more than 20 years.

This letter report documents the results of the calculation of water and wastewater system development fees for the County in accordance with these requirements.

Article 8 references three methodologies that can be used to calculate system development fees. These include the buy-in method, the incremental cost method, and the combined cost method. A description of each of these methods follows:

Buy-In Approach

The System Buy-In Approach calculates a system development fee based upon the proportional cost of each user's share of existing system capacity, and is most appropriate in cases where the existing system assets provide adequate capacity to provide service to new customers. The cost of the facilities is based on fixed assets records and can include escalation of the depreciated value of those assets to current dollars, or "replacement costs" as identified in the general statute. The general statute also identifies adjustments to be made to the replacement cost such as "debt credits, grants, and other generally accepted valuation adjustments."

Incremental Cost Approach

The Incremental Cost (or Marginal Incremental) Approach calculates a system development fee based upon a new customer's proportional share of the incremental future cost of system capacity. This approach focuses on the cost of adding additional facilities to serve new customers. It is most appropriate when existing facilities do not have adequate capacity to provide service to new customers, and the cost for new capacity can be tied to an approved capital improvement plan (CIP) that covers at least a 10-year planning period. Per the general statute, a revenue credit must be applied "against the projected aggregate cost of water or sewer capital improvements."

Combined Approach

The Combined Approach is a combination of the Buy-In and Incremental Cost approaches, and is appropriate to be used when the existing assets provide some capacity to accommodate new customers, but where the capital improvement plan also identifies significant capital investment to add additional infrastructure to address future growth and capacity needs.

115

Summary of Results

Raftelis requested and was provided with the following data from County staff to complete the system development fee calculation:

- Water and wastewater fixed asset data, as of June 30, 2017;
- Outstanding utility debt and associated debt service;
- Contributed capital;
- Grant- funded assets;
- Capacity in plants, and
- History of system development fees collected

The Buy-In Approach was chosen as the method to calculate the system development fees. Adequate capacity currently exists in the water and wastewater treatment facilities and in the water transmission and wastewater collection lines to accommodate the anticipated growth in the near term. The County has identified several projects in its capital improvement plan to expand the wastewater system capacity to serve future development. However, the County currently only has a 5-year capital improvement plan, which does not meet the 10-year planning horizon requirement set forth in the General Statute.

Buy-In Calculation

Using the Buy-In approach, Raftelis calculated the estimated cost, or investment in, the current capacity available to provide water and wastewater utility services to existing and new customers. This analysis was based on a review of fixed asset records and other information as of June 30, 2017. The depreciated value of the assets is first adjusted to reflect an estimated replacement cost to determine the "replacement cost new less depreciation" (RCNLD) value for the assets. The asset values were adjusted using the Handy Whitman Index of Public Utility Construction Costs (South Atlantic Region).

As shown in Exhibit 1, several adjustments were then made to the estimated water and wastewater RCNLD values in accordance with Article 8, which included adjustments for contributed assets, non-core assets, and outstanding debt as described below.

- *Contributed Assets* - All assets contributed by or paid for by developers, or assets that were grant funded were excluded from the calculation since these costs were not ultimately "paid" by the existing customers. The County indicated that no assets were contributed by developers. Therefore, only grant funded assets were removed from the analysis.
- *Other Non-Core Assets* - Equipment, vehicles, and meters were excluded since they do not represent core assets.
- *Outstanding Principal Debt* - Utilities often borrow funds to construct assets, and revenues from retail rates and charges can be used to make the payments on these borrowed funds. To ensure that new customers are not being double charged for these assets, once through the system development fee and again through retail rates and charges, the proportion of the outstanding debt principal amount that is anticipated to be paid for through retail rates and charges is typically deducted from the system development fee calculation. Since the County makes debt service payments exclusively with retail rates and charges, and instead uses system development fee revenues to pay for capital projects, all outstanding principal debt was deducted.

Exhibit 1 – RCNLD Value and Adjustments¹

	Water	Wastewater	Total
Total RCNLD Value of Fixed Assets	\$ 19,671,494	\$ 14,530,562	\$ 34,202,056
<u>Adjustments</u>			
Contributed Capital	(11,275,146)	(12,377,496)	(23,652,642)
Outstanding Principal Debt	(2,145,962)		(2,145,962)
Equipment	(33,388)	-	(33,388)
Vehicles	(45,304)	-	(45,304)
Meter	(2,319)	-	(2,319)
Adjusted RCNLD	\$ 6,169,376	\$ 2,153,065	\$ 8,322,441

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Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))

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The adjusted RCNLD values for water and wastewater were then converted to a unit cost of system capacity as shown by dividing the RCNLD values by the water and wastewater capacities.

The cost per gallon per day (GPD) for water and wastewater capacity is shown below in Exhibit 2.

Exhibit 2 – Cost per GPD of Core Utility Assets for Buy-In Approach

	Water	Wastewater
Adjusted RCNLD	\$6,169,376	\$2,153,065
Total Capacity (GPD)	720,000	100,000
Cost per Gallon per Day	\$8.57	\$21.53

This measure becomes the basic building block or starting point for determining the *maximum cost-justified level* of the water and wastewater system development fees. Fees for different types of

¹ Additional details regarding the RCNLD calculation are provided in the Schedules from the System Development Fee Model in the Appendix.

customers are based on this cost of capacity multiplied by the amount of capacity needed to serve each type or class of customer.

Equivalent Residential Unit (ERU) Calculation and Assessment of Fee

The next step is to define the level of demand associated with a typical, or average, residential customer, often referred to as an Equivalent Residential Unit, or ERU. The County uses the wastewater design flow rates as specified by the North Carolina Administrative Code Title 15A (Department of Environment and Natural Resources) Subchapter 2T, which states that the sewage from dwelling units is 120 gallons per day per bedroom. The County uses a three-bedroom home (or 360 gallons per day) as the equivalent residential unit.

The calculation of the system development fee is based on the cost per gallon per day multiplied by the number of gallons per day required to serve each customer, as shown below in Exhibit 3.

Exhibit 3 – Calculated Maximum Residential System Development Fees

Single-Family	Water	Wastewater
Cost per GPD	\$8.57	\$21.53
GPD per ERU	360	360
Calculated System Development Fee per ERU	\$3,085	\$7,751
Existing System Development Fee per ERU	\$2,500	\$7,400

For non-residential customers with larger meters, the fees for the smallest residential meter are used and then scaled up by the flow ratios for each meter size, as specified in the AWWA M-1 Manual². Exhibit 4 shows the resulting system development fees by meter size for meters ranging from 3/4 inches to 12 inches. For these calculations, the system development fees have been rounded to the nearest dollar.

122

123

Exhibit 4 – Calculated Maximum System Development Fees for Non-Residential Customers

Calculated Fee				
Meter Size	Flow (gpm)	Ratio	Water	Wastewater
5/8"	20	1.0	\$ 3,085	\$ 7,751
1"	50	2.5	7,712	19,378
1.5"	100	5.0	15,423	38,755
2"	160	8.0	24,678	62,008
3"	320	16.0	49,355	124,017
4"	500	25.0	77,117	193,776
6"	1000	50.0	154,234	387,552
8"	1600	80.0	246,775	620,083
10"	4200	210.0	647,784	1,627,717
12"	5300	265.0	817,442	2,054,024

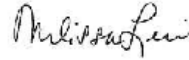
The County may elect to charge a cost per gallon that is less than the maximum cost-justified cost documented in this report. If the County elects to charge a fee that is less, all customers must be treated equally, meaning the same reduced cost per gallon per day must be used for all customers.

Please contact me at your convenience if you have any questions regarding this report. We appreciate the opportunity to assist Camden County with this important engagement.

Very truly yours,
RAFTELIS FINANCIAL CONSULTANTS, INC.



Keith Reading,
PE Executive Vice President



Melissa Levin,
Senior Manager

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Appendix

Supporting Schedules
From the
System Development Fee Model

143

Schedule 1 – Buy-In Approach for Water and Wastewater System

	Water	Sewer	Total
Fixed Assets (1)			
Water Equipment	21,281	-	21,281
Heavy Machinery	-	-	-
Other Moterized	6,458	-	6,458
Water Vehicles	38,846	-	38,846
Vehicles	-	-	-
R/O Plant/Sewer	-	937,839	937,839
Office Furniture	-	-	-
Sewer Plant	71,001	-	71,001
Radios	-	-	-
Plant & Distribution	19,003,607	-	19,003,607
Equipment	12,107	-	12,107
Collections/Lines	-	8,003,918	8,003,918
Treatment Plant	-	4,748,935	4,748,935
Sewer Buildings	-	770,575	770,575
R/O Plant	72,069	-	72,069
Water Construction	396,126	-	396,126
Sewer Construction	-	69,295	69,295
Office Machinery	-	-	-
Land	50,000	-	50,000
Total RCNLD Value of Fixed Assets	\$ 19,671,494	\$ 14,530,562	\$ 34,202,056
Adjustments (2)			
Contributed Capital	(11,275,146)	(12,377,496)	(23,652,642)
Outstanding Principal Debt	(2,145,962)	-	(2,145,962)
Equipment	(33,388)	-	(33,388)
Vehicles	(45,304)	-	(45,304)
Meter	(2,319)	-	(2,319)
Net RCNLD	\$ 6,169,376	\$ 2,153,065	\$ 8,322,441
Divided by:			
System Capacity (Gallons per Day) (3)	720,000	100,000	820,000
Net Cost per Gallon per Day	\$ 8.57	\$ 21.53	\$ 10.15
Multiplied by:			
Average Consumption per ERU	360	360	
Maximum System Development Fee per ERU	\$ 3,085	\$ 7,751	\$ 10,836
<i>Existing System Development Fee</i>	<i>\$ 2,500</i>	<i>\$ 7,400</i>	<i>\$ 9,900</i>

- (1) Fixed asset information was provided by the County and the net book value was escalated to 2017 to calculate the replacement cost new less depreciation (RCNLD)
(2) The RCNLD is adjusted to exclude contributed or grant funded or developer-contributed assets, outstanding principal debt, as well as vehicles, equipment, and meters
(3) This represents the rated capacity of the water and wastewater treatment plants
(4) The average daily consumption is based on NCAC 02T.0114, which states that the average wastewater permitted capacity design flow rates are 120 gallons per bedroom per day. A 3 bedroom ERU was assumed for this analysis

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Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))

Schedule 2 – Outstanding Principal Debt Adjustment

Outstanding Principal Debt	Water	Wastewater
Installation of Water Lines	\$ 1,047,537	\$ -
Phase II Water Lines	203,395	-
Reverse Osmosis Plant	404,770	-
Reverse Osmosis Upgrade	490,260	-
Total	\$ 2,145,962	\$ -

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150 Chairman Riggs opened the floor for public comment.

151

152 Dave [Smart?] of Camden Point addressed the Board. He requested clarification on payment of
153 water fees and to whom the fees apply and if this discussion will lead to additional projects in his
154 area.

155

156 Chairman Riggs explained that there are no further projects planned for that area.

157

158 Finance Officer Stephanie Humphries added that the system development fees only apply to new
159 sign-ons and in addition to the tap fee.

160

161 Planning Director Dan Porter questioned the methodology chosen for the study. Projected new
162 development that is anticipated to occur within the next five to ten years will require additional
163 sewer capacity. He questioned the use of the buy-in approach.

164

165 Raftelis representative Melissa Levin explained that the new legislation has a minimum 10-20
166 year capital plan. Although Camden County has a five-year Capital Plan, but outside of the five-
167 year window the project costs are not as cemented nor is the financing for those capital projects.
168 She added that the county has the capacity to serve new development.

169

170 Mr. Porter also questioned whether this supersedes the county’s ability to create development
171 agreements between a specific project and the county as far as the needed infrastructure.

172

173 Ms. Levin stated it will be important to be sure that the larger meter sizes at the correct
174 differentials are used for the larger meters which will ensure that customers are treated equally.

175

176 **Motion to close the public hearing on System Development Fee Analysis.**

177

RESULT:	PASSED [UNANIMOUS]
MOVER:	Tom White, Vice Chairman
AYES:	Meiggs, White, Krainiak, Munro, Riggs

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Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))

183 **New Business**

184
185 A. Monthly Update – Public Works Director David Credle presented the monthly report.
186

*South Camden Water & Sewer Board
Monthly Work Order Statistics Report
Period: April 2018*

	Submitted Work Orders	Completed Work Orders	Percentage Completed	Status of Uncompleted Work Orders
Water/Distribution	75	75	100%	0
Sewer/Collection	0	0	100%	0

Locates:

- Water Line: 86
- Sewer Line: 37
- Water & Sewer, same ticket: 1
- Hydrant flow tested: 3

Public Works Director Notes/Comments: Ten work orders have been checked for accuracy.

Gallons of water treated in April at the water plant: 9,922,000

Daily average gallons of water usage for April: 330,733

Current treatment capacity at the R/O WTP: 720,000 gallons per day.

187
188
189 **Motion to approve the monthly report as presented.**

190 **RESULT:** PASSED [UNANIMOUS]
 191 **MOVER:** Garry Meiggs, Commissioner
 192 **AYES:** Meiggs, White, Krainiak, Munro, Riggs

193
194 B. Consideration of System Development Fees

195
196 It was recommended by staff that the county keep the current system development fee and only
197 make the adjustments to the rate structure to match the current requirement.

198
199 **Motion to approve recommendation of staff to keep the current system development fee**
200 **and make the adjustments to the rate structure to match the current requirement.**

201 **RESULT:** PASSED [UNANIMOUS]
 202 **MOVER:** Tom White, Vice Chairman
 203 **AYES:** Meiggs, White, Krainiak, Munro, Riggs

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C. FY 2018-2019 Water & Sewer Rates

SOUTH CAMDEN WATER & SEWER DISTRICT
2018-2019 PROPOSED
WATER & SEWER FEE CHANGES

WATER RATES

MONTHLY BASE RATE:

No Change

ADDITIONAL MONTHLY USAGE:

<u>Gallons</u>	<u>Cost</u>	
2001-5000 gal.	\$5.50 per 1,000 gal	<u>No Change</u>
5001-10,000	\$6.20 per 1,000 gal	<u>Increased .20</u>
10,001-15,000	\$6.90 per 1,000 gal	<u>Increased .30</u>
15,001-20,000	\$7.60 per 1,000 gal	<u>Increased .40</u>
20,001 and up	\$8.30 per 1,000 gal	<u>Increased .50</u>
Bulk Water (except contracted sales)	\$6.91 per 1,000 gal	<u>Increased .27</u>

SEWER RATES

MONTHLY BASE RATE:

Residential*	\$29.00; 0 – 2,000 gallons	<u>Increased \$1</u>
Commercial	\$40.00; 0 – 2,000 gallons	<u>Increased \$2</u>

NEW USAGE TIER RATE STRUCTURE

MATCHES WATER USAGE TIERS & CREATES COMMERCIAL TIERS

ADDITIONAL MONTHLY USAGE:

	<u>RESIDENTIAL</u>	<u>COMMERCIAL</u>
2001-5000 gal.	\$7.50 per 1,000 gal	\$8.50 per 1,000 gal
5001-10,000	\$8.20 per 1,000 gal	\$9.20 per 1,000 gal
10,001-15,000	\$8.90 per 1,000 gal	\$9.90 per 1,000 gal
15,001-20,000	\$9.60 per 1,000 gal	\$10.60 per 1,000 gal
20,001 and up	\$10.30 per 1,000 gal	\$11.30 per 1,000 gal

Additional Changes

GOVERNMENTAL & SCHOOLS:

Will be charged 2 times Commercial Rate for Base Fee & Additional Usage

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Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))

CAMDEN COUNTY
South Camden Water & Sewer
Water Fee Schedule
(PROPOSED July 1, 2018)

WATER SERVICE FEES

MONTHLY BASE RATE:

<u>Gallons</u>	<u>Cost</u>
0-2,000	\$25.00 per month

ADDITIONAL MONTHLY USAGE:

<u>Gallons</u>	<u>Cost</u>
2001-5000 gal.	\$5.50 per 1,000 gal
5001-10,000	\$6.20 per 1,000 gal
10,001-15,000	\$6.90 per 1,000 gal
15,001-20,000	\$7.60 per 1,000 gal
20,001 and up	\$8.30 per 1,000 gal

Local Govt/Board of Education/Commercial	Same as above
Bulk Water (except contracted sales)	\$6.91 per 1,000 gal
Fire Service (sprinkler systems)	Base Rate per month

Deposits:

Rent deposit: \$200
Fire Hydrant Meter: \$300

Charges & Fees:

Open/reopen/transfer acct.	\$20.00
Reread meter/our read correct	\$15.00
Reread meter/our read incorrect:	No charge
Reconnection Fee:	\$35.00 7am-3:15pm
<i>(if not paid by 8am on disconnection day)</i>	\$60.00 3:16-5:00pm
Late payment penalty:	\$10.00
Non-Sufficient Funds:	\$25.00
Meter Tampering fee:	\$200.00
Turn off/Turn off fee:	\$15.00 <i>(per occurrence)</i>
Meter testing fee: if accurate	\$15.00 <i>(No chg if more than 2.5% inaccurate)</i>
Bacteriological	\$45.00

Water Capacity Fees:

(includes \$1,500 Tap Fee)

¾ inch	\$4,000.00	4 inch	\$7,000.00
1 inch	\$4,500.00	6 inch	\$8,000.00
2 inch	\$5,000.00	6 inch fire svc	\$4,000.00
3 inch	\$6,000.00	Hwy158/Bore	\$2,000.00

*County installs up to 2 inch lines. User hires Contractor if over 2 inches.

*South Camden Water Utility Fee Schedule
Revised June 4th, 2018
Page 1 of 1*

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Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))

CAMDEN COUNTY
South Camden Water & Sewer
Sewer Fee Schedule
(PROPOSED July 1, 2018)

SEWER SERVICE FEES

MONTHLY BASE RATE:

Residential* \$29.00; 0 – 2,000 gallons
Commercial \$40.00; 0 – 2,000 gallons

ADDITIONAL MONTHLY USAGE:

	<u>RESIDENTIAL *</u>	<u>COMMERCIAL</u>
2001-5000 gal.	\$7.50 per 1,000 gal	\$8.50 per 1,000 gal
5001-10,000	\$8.20 per 1,000 gal	\$9.20 per 1,000 gal
10,001-15,000	\$8.90 per 1,000 gal	\$9.90 per 1,000 gal
15,001-20,000	\$9.60 per 1,000 gal	\$10.60 per 1,000 gal
20,001 and up	\$10.30 per 1,000 gal	\$11.30 per 1,000 gal

*RESIDENTIAL: Includes Apartment & Townhouse Units

GOVERNMENTAL & SCHOOLS:

Will be charged 2 times Commercial Rate for Base Fee & Additional Usage

HIGH STRENGTH: \$11.50 each additional 1,000 gallons

Day Care, Hospitals, Nursing Homes, Laundromats, Restaurants, Doctors, Dentists, Beauty Shops, Grocery Store, Convenient Store, Funeral Homes, Car Washes, Dry Cleaners

CONNECTION FEES

SEWER CONNECTION FEE:

Low pressure main with ¾ inch water service: \$8,300
Gravity 4” connection: \$ 3,500

COMMERCIAL: Fees are based on water meter size

The cost of sewer connection with larger than ¾ inch water service will be the responsibility of the owner, with the possibility of capacity fee being paid over time of 3-5 yrs. with no interest.

SEWER CAPACITY FEE:

¾ inch	\$ 7,400	6 inch	\$42,000
1 inch	\$10,500	8 inch	\$48,000
2 inch	\$15,000	10 inch	\$54,000
3 inch	\$24,000	12 inch	\$60,000
4 inch	\$36,000		

South Camden Sewer Utility Fee Schedule
Revised June 4th, 2018
Page 1 of 2

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Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))

ADDITIONAL FEES/FINES

Parts and Labor:

For changing service size, location, or repairs for damage to the districts property.

Parts:

Calculated at current price of materials due to the fluctuation of the market plus 20%.

Labor:

\$35 per man per hour

\$75 per hour for backhoe

\$10 per foot for bores up 2”

Repairs requiring contracted labor will be charged at invoice cost.

Fines for Violation of Fats, Oil and Grease Control Ordinance

Minor Violations				
Offense	1st Offense	2nd Offense	3rd Offense	4th Offense & Up
Failure to submit records	Warning	\$100	\$150	\$500
Inspection hindrance	Warning	\$100	\$150	\$500
Failure to maintain on-site records	Warning	\$100	\$150	\$500
Failure to meet sample standards	Warning	\$100	\$150	\$500
Moderate Violations				
Offense	1st Offense	2nd Offense	3rd Offense	4th Offense & Up
Failure to maintain interceptors in proper working order	\$150	\$300	\$500	\$1,000
Failure to clean out interceptor every 30 days	\$150	\$300	\$500	\$1,000
Major Violations				
Source of sewer blockage (minimum)	\$500 and not more than \$10,000 plus cost of cleaning lines			
Source of sanitary sewer overflow(minimum)	\$1,000 plus cost of cleaning lines			
Falsification of records	\$1,000			
*updated August 2, 2010				

South Camden Sewer Utility Fee Schedule
 Revised June 4th, 2018
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SOUTH CAMDEN WATER & SEWER DISTRICT

System Development Fee Rate Table:

Meter Size	Cost-Justified		
	Meter Ratio	Water	Wastewater
3/4"	1.0	\$ 2,500	\$ 7,400
1"	1.7	4,167	12,333
1.5"	3.3	8,333	24,667
2"	5.3	13,333	39,467
3"	10.7	26,667	78,933
4"	16.7	41,667	123,333
6"	33.3	83,333	246,667
8"	53.3	133,333	394,667
10"	140.0	350,000	1,036,000
12"	176.7	441,667	1,307,333

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Motion to approve the rates as presented.

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RESULT:	PASSED [UNANIMOUS]
MOVER:	Garry Meiggs, Commissioner
AYES:	Meiggs, White, Krainiak, Munro, Riggs

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Consent Agenda

1. DOT Sawyer’s Creek Bridge Water Line Repair

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UTILITY PRELIMINARY ENGINEERING AGREEMENT

WBS ELEMENT: 17BP.1R.68

TRANSPORTATION IMPROVEMENT PROGRAM NO.: _____

COUNTY: Camden

This agreement made this _____ day of _____, _____, by and between the Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the DEPARTMENT, and _____ Camden County hereinafter referred to as the COMPANY:

WITNESSETH:

THAT WHEREAS, the DEPARTMENT will submit a project for construction as follows:

A waterline design plan showing plan and profile views of a proposed 8" directional bore will be developed using NCDOT cross section data provided for Sawyer's Creek. Design will be in accordance with the existing environmental permits that were obtained by NCDOT.

known as route SR 1200 in Camden County, North Carolina to be designated as N.C. State Highway Project and/or WBS Element 17BP.1R.68 and,

WHEREAS, the construction of said project will require certain engineering of plans for adjustments to be made to the existing facilities of the COMPANY;

NOW, THEREFORE, in order to facilitate the orderly and expeditious relocation of the said facilities of COMPANY, the DEPARTMENT and the COMPANY have agreed as follows:

- 1. That the DEPARTMENT has agreed to reimburse the COMPANY for preliminary engineering charges associated with certain adjustments to be made to the existing facilities of the COMPANY.
2. That any work performed under this agreement shall comply with DEPARTMENT's "POLICIES AND PROCEDURES FOR ACCOMMODATING UTILITIES ON HIGHWAY RIGHTS OF WAY" dated January 1, 1975, and such amendments thereto as may be in effect at the date of this agreement. The work to be performed by the COMPANY shall conform with Federal Highway Administration's Federal-Aid Policy Guide, Subchapter G, Part 645, Subpart A hereinafter referred to as FAPG dated December 9, 1991, and such amendments

thereto as may be in effect at the date of this agreement. The provisions of said FAPG and amendments thereto are incorporated in this agreement by reference as fully as if herein set out. Any work performed under this agreement not in compliance with FAPG shall constitute unauthorized work and the DEPARTMENT shall be relieved of participating in the costs of such unauthorized work unless such work is done pursuant to a supplemental agreement attached to and made a part hereof.

3. That the COMPANY or COMPANY Engineering firm will prepare an estimate, broken down as to estimated cost of preliminary engineering, overhead rate, job classification pay rate, indirect cost rates, cost of capital rate and estimated man-day hours all in sufficient detail to provide the DEPARTMENT a reasonable basis for analysis. The before mentioned estimate is attached hereto and made a part hereof. The DEPARTMENT will not reimburse the COMPANY for any preliminary engineering not necessitated by the construction of the highway project, nor for changes made solely for the benefit or convenience of the COMPANY.

4. That payment for all work done hereunder shall be made in accordance with the requirements of FAPG unless payment is being made pursuant to a supplemental agreement attached to and made a part of this agreement.

5. That the preliminary engineering work provided for in this agreement will be performed by the method or methods as specified below:

BY COMPANY'S REGULAR FORCE: The COMPANY proposes to use its regular personnel at its standard schedule of wages and working hours in accordance with the terms of its agreement with such employees.

BY EXISTING WRITTEN CONTINUING CONTRACT: The COMPANY proposes to use an existing written continuing contract under which certain work as shown by the COMPANY's estimate is regularly performed for the COMPANY and under which the lowest available costs are developed. The COMPANY shall submit a copy of the continuing contract (including rates) to the DEPARTMENT for review and approval.

BY CONTRACT: The COMPANY does not have adequate staff to perform the necessary engineering design with its own forces. The COMPANY submits to DEPARTMENT a draft advertisement for review and approval, and in accordance with NC General Statute 143-64.31 and 23 CFR 172, will select firms qualified to provide such service on the basis of demonstrated competence and qualification for the type of professional services and to negotiate a contract for those services at a fair and reasonable fee with the best qualified firm. The COMPANY shall submit overhead rates to the DEPARTMENT for review and approval in accordance with DEPARTMENT audit requirements. Refer to DEPARTMENT requirements at the following site:

<https://connect.ncdot.gov/projects/Roadway/Private%20Engineering%20Firm%20Resources/NC DOT%20Audit%20Requirements%20Fiscal%20Form.pdf>

6. a. It is contemplated by the parties hereto that the construction of this State Highway Project will begin on or about the Project Complete

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b. Based on the best information available at the present time to the COMPANY, indicate applicable paragraph below:

- Preliminary Engineering will be complete allowing adequate time for materials and completion of certain adjustments prior to highway construction.
- Preliminary Engineering will be complete prior to highway construction; however, certain adjustments are not expected to be complete prior to highway construction.
- Other (Specify)
Construction of bridge is complete, but during construction the waterline was damaged beyond repair and a design for a new bore is needed.

7. Indicate if (a) or (b) is applicable:

- a. That preliminary engineering is for the adjustments of existing facilities in conflict with said project.
- b. That the preliminary engineering involves COMPANY's request for new facilities in addition to adjustments of existing facilities in conflict with said project.

8. That the total estimated cost of the preliminary engineering proposed herein, including all cost to the DEPARTMENT and COMPANY, is estimated to be----- \$ 6,000.00

The estimated preliminary engineering cost to the DEPARTMENT, including all cost less any preliminary engineering for new facilities requested by the COMPANY.----- \$ 6,000.00

The estimated cost to the COMPANY for any additional preliminary engineering charges for new facilities requested by the COMPANY will be----- \$ 0

(The above costs shall be supported by attached estimate)

9. That in the event it is determined there are changes in the scope of work, extra work, or major changes from the statement of work covered by this agreement, reimbursement shall be limited to costs covered by a modification of this agreement or a written change or extra work order approved by the DEPARTMENT.

10. Periodic progress billings of incurred costs may be made by COMPANY to the DEPARTMENT not to exceed monthly intervals; however, total progress billing payments shall not exceed 95% of the approved non-betterment estimate. Progress billing forms may be obtained from the Area Utility Agent. One final and detailed complete billing of all costs shall be made by COMPANY to the DEPARTMENT at the earliest practicable date after completion of work and in any event within 6 months after completion of work. The statement of final billing shall

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follow as closely as possible the order of the items in the estimate portion of this agreement.

11. That the DEPARTMENT shall have the right to inspect all books, records, accounts and other documents of the COMPANY pertaining to the work performed by it under this agreement at any time after work begins and for a period of 3 years from the date final payment has been received by the COMPANY.

12. That in the future, it becomes necessary due to highway construction or improvement to adjust or relocate utilities covered under this agreement, the DEPARTMENT does not obligate itself to participate in future payments for preliminary engineering.

IN WITNESS WHEREOF, the parties hereby have affixed their names by their duly authorized officers the day and year first above written.

DEPARTMENT OF TRANSPORTATION

BY: _____
Division Utility Coordinator

ATTEST OR WITNESS

(TITLE)

(NAME OF COMPANY)

BY: _____

TITLE: _____

N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

Form UT 16.9
08/17/2016

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2017-18-BA029
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, 2018.

Section 1. To amend the South Camden Water & Sewer Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
30380720-433500	Miscellaneous (NC DOT Reimb)	\$6,000	
Expenses			
307200-503200	Engineering Fees	\$6,000	

This Budget Amendment is made to appropriate funds for Sawyer's Creek Bridge Water Line Engineering design plan and specifications.

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

Balance in Contingency \$15,350.00

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 4th day of June, 2018.

Karen M. Davis
Clerk to Board of Commissioners

Clayton D. Riggs
Chairman, Board of Commissioners



264
265 Motion to approve the consent agenda as presented.

266	RESULT:	PASSED [UNANIMOUS]
267	MOVER:	Tom White, Vice Chairman
268	AYES:	Meiggs, White, Krainiak, Munro, Riggs

269
270 Chairman Riggs adjourned the meeting of the South Camden Water & Sewer Board of Directors
271 and reconvened the meeting of the Camden County Board of Commissioners.
272

273 **ITEM 5. Public Hearings**

274
275 A. Special Use Permit (UDO 2017-02-28) Fairfax Major Subdivision
276

Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))

277 Commissioner Randy Krainiak, having been previously recused from this public hearing,
 278 removed himself from the dais prior to the continuation of the hearing and did not participate in
 279 any form in the hearing.

280

281 **Motion to reconvene public hearing on Special Use Permit (UDO 2017-02-28) Fairfax**
 282 **Major Subdivision.**

283	RESULT:	PASSED [4-0]
284	MOVER:	Garry Meiggs, Commissioner
285	AYES:	Meiggs, White, Munro, Riggs
286	RECUSED:	Krainiak

287

288 Permit Officer Dave Parks invited Sean Robey of Eastern Carolina Engineering to discuss the
 289 project. All those presenting evidence were previously sworn in at the June 4, 2018 meeting.

290

291 [As this is a quasi-judicial hearing, the following text is verbatim transcript.]

292

293 Sean Robey: Good evening, Sean Robey, Eastern Carolina Engineering. We're here tonight to
 294 represent the 16-lot subdivision known as The Fairfax, located on NC 343. The property has
 295 been permitted through all the state agencies. We have our permits back from erosion control,
 296 stormwater. We have a water main extension. And I'm here to answer any questions if you have
 297 any on the technical aspects of the subdivision.

298

299 Commissioner White: I was going to ask you one question and I can ask you I guess. On the
 300 Planning Board meeting it said something about lots 1 and 16 have to be revisited because of the
 301 setback along the highway. I think they needed to have another additional 25 feet, minimum 35
 302 feet. Has that been taken care of? Have those lots already been adjusted?

303

304 Sean Robey: Yes it has.

305

306 Commissioner White: Yeah, okay.

307

308 Sean Robey: And I think there was also one lot that was a few square feet under the required
 309 minimum. Those adjustments were made and that is represented by the plan you have.

310

311 Commissioner White: Yeah, okay.

312

313 Attorney Morrison: Mr. Parks, this Special Use hearing, was everybody sworn in?

314

315 Dave Parks: Yes, that's the one thing I did forget. If there was anybody else who was not sworn
 316 in at that last meeting who wants to speak on this matter tonight please step forward and be
 317 sworn in now.

318

319 Attorney Morrison: Yeah and Mr. Robey was sworn in at the last meeting, okay.

320

321 Chairman Riggs: Okay so then we need to open for a public comment.

322

323 Dave Parks: What staff would like to do now, Mr. Chairman, is the submission of evidence. In
324 your packet you will find the Special Use Permit and all supporting documents pertaining to this
325 application. Staff at this time would like to offer that into evidence in this matter.

326

327 Attorney Morrison: Mr. Chairman, you will need to make a ruling as to whether or not the Board
328 accepts in evidence the proffer.

329

330 Chairman Riggs: So all we have to do is accept as presented.

331

332 Attorney Morrison: You'll say accepted without objection. If anybody objects they've got to
333 speak up now.

334

335 Chairman Riggs: We're going to accept it.

336

337 Dave Parks: Thank you. The Finding of Facts is pretty standard. Staff is just going to go over
338 some highlights in there of items of relativity. The application went through all the technical
339 review. Everybody's approved it. Your impact on your schools...excuse me for one second.
340 This subdivision will generate ten students. Again, it went through the technical review. The
341 School Board approved it as sketch plan and they have no comment on preliminary plat. The
342 only two conditions that we'd like to highlight in the packet are the standard that every five years
343 that the development recertify their drainage in accordance with the approved plan. And the
344 other condition would be that the developer...prior to approval of the final plat property
345 indicated on the preliminary plat that is to be conveyed to Mr. Harrison shall be recorded along
346 with deed with the Camden County Register of Deeds. There is some property on the plat that is
347 to be conveyed to Mr. Harrison as stated and that's why this condition is in there. The others are
348 basic standard facts that we do throughout any subdivision. And staff is here if you have any
349 questions. If the commissioners would like they can open it up for public comment.

350

351 Chairman Riggs: So do we need a motion to open the floor for public comment?

352

353 Dave Parks: No, you just open it up for public comment.

354

355 Attorney Morrison: Yeah at this point...is that the case for the applicant? Is there any more
356 testimony coming from the applicant?

357

358 Dave Parks: No, sir.

359

360 Attorney Morrison: Okay. So at this time you would...yes.

361

362 Chairman Riggs: We just open the floor for public comment.

363 Attorney Morrison: Pro or con.

364

365 Chairman Riggs: Yes ma'am, you can come to the podium and...

366

367 Attorney Morrison: Have you been sworn ma'am?

368

369 Pam Smart: No.

370

371 Attorney Morrison: Okay. She'll have to be sworn in.

372

373 Pam Smart: It's just a question.

374

375 Chairman Riggs: We can handle that. Madam Clerk will handle that for you.

376

377 Pam Smart: My name is Pam Smart and I have really a question. I don't have evidence of sort.
378 But I go to the county web site to learn of the agenda, right. I see this, I have no idea what it
379 means. I don't see associated documents. Apparently the commissioners have been provided
380 something and there's been a hearing before but I didn't see a link on the agenda to this
381 document. But yet you're here asking for public comments and I guess my comment is without
382 being able to study it, that's not a reasonable...this is not a reasonable --- and I would request
383 that the rest of the documents if you really want public comment, should be on the web site;
384 unless I just totally missed it and then I apologize. But thank you.

385

386 Dave Parks: Not a problem. The requirement in our ordinance is for adjacent property owners
387 within so many feet of the property be notified. The application is on the county web site and it
388 can be reviewed. If you look under Planning Department it's on the web site there under Special
389 Use Permit Applications. So the documentation is on the web site. It's in the Board Packet on
390 the web site also, ma'am. The commissioners' board packet is on the web site. You'll see these
391 documentations in there also.

392

393 Pam Smart: Thank you.

394

395 Dave Parks: You're welcome.

396

397 Chairman Riggs: Is there anyone else that would like to speak?

398

399 Marc O'Neal: Good evening.

400

401 Chairman Riggs: Sir, have you already been sworn?

402

403 Marc O'Neal: Last time.

404

405 Chairman Riggs: Right.

406

407 Marc O'Neal: My name is Marc O'Neal. I'm here in my capacity as Pastor at Camden United
408 Methodist Church. I sent a letter out to the clerk's office last week about a concern that our
409 church and was told that it'd be better to present it to you guys in person. So what I was going to
410 do is just read the letter as it was prepared and sent.

411

412 *I write as Pastor of Camden United Methodist Church and as one given authority by our Board*
413 *of Trustees and Administrative Board to speak on the church's behalf. Our church has a*
414 *concern in regards to the above-referenced subdivision. That concern deals with our parking*
415 *lots. Our experience has been that any time construction or repair is conducted in our area,*
416 *whether by Dominion Power or the State of NC or whoever, that our parking lots become a*
417 *"staging area" or "base camp" from which operations are launched. That means that heavy*
418 *trucks and equipment run upon and cause considerable damage to our already damaged parking*
419 *areas. I write to inform the developer and wish that this be somehow added to the public record,*
420 *that unless they receive written approval from our Administrative Board, that we will not allow*
421 *any trucks, or equipment, or any other heavy duty vehicular necessity to be parked in either of*
422 *our parking lots, neither temporarily nor overnight. The developer will need to make other*
423 *arrangements from which to park their vehicles and equipment. Any questions or concerns can*
424 *be directed to me using the contact information below.*

425

426 Marc O'Neal: It's just a simple request.

427

428 Attorney Morrison: All right that's a no-brainer. I'm shocked.

429

430 Marc O'Neal: Well you would think. That has not been my experience though.

431

432 Commissioner White: I know what he's talking about. I go by there and everybody uses their
433 parking lot; log trucks. Everybody tears up...

434

435 Marc O'Neal: Everybody uses the parking lot. That's why we put signs to say you know...(cross
436 talk)

437

438 Attorney Morrison: Well you can have people arrested for trespassing. I know you're a church
439 and turn the other cheek and all that...

440

441 Marc O'Neal: Is that really a good witness for the Lord? (laughter)

442

443 Attorney Morrison: It's not a good witness for the Lord but it is an excellent remedy for a viable
444 parking lot.

445

446 Marc O'Neal: I agree you would think it would be common knowledge, but it has not been
447 common knowledge.

448
 449 Attorney Morrison: Okay but the Department of Transportation and nobody else you were
 450 talking about and certainly not Mr. Maurice, they have no right to go on your property.
 451
 452 Marc O'Neal: That's right.
 453
 454 Attorney Morrison: And I don't know that there's anything you can do other than say don't do it.
 455
 456 Marc O'Neal: It's more just to make sure that the information has been provided and that it's
 457 clear.
 458
 459 Attorney Morrison: Yeah everybody take notice it was done in open session.
 460
 461 Dave Parks: I did provide Mr. Maurice a copy of that letter, Mr. Chair.
 462
 463 Attorney Morrison: It is the advice of counsel that you not screw around with the Methodist
 464 Church. (laughter)
 465
 466 Chairman Riggs: I have noticed some pretty large pieces of equipment parked in that parking lot
 467 before.
 468
 469 Commissioner White: Oh yeah.
 470
 471 Commissioner Meiggs: Well you know I have seen it up my way to where some of the churches
 472 put a rope; just a thought.
 473
 474 Chairman Riggs: Yeah, a bright yellow piece of rope. Okay. Is there any more comments from
 475 the public? Mr. Harrison.
 476
 477 Tommy Harrison: Good evening. Tommy Harrison, 191 South 343. I'm the adjoining to the
 478 proposed subdivision; adjoining neighbor. Comments or concerns; I do have some concerns. On
 479 the preliminary I see that it's a 20-foot easement or 20-foot drainage along my property line and
 480 it's right on my property line. What's that mean, Sean? Is that on the side of the development
 481 side or is that right down the center? It looks to me like it's right down the center of my property
 482 and the proposed subdivision.
 483
 484 Commissioner White: It should be on their side.
 485
 486 Chairman Riggs: Can you zoom in on it a little bit?
 487
 488 Sean Robey: The 20-foot easement actually exists on the rear of lot 16. ---. (too low, cross talk)
 489 Once it hits the corner of lot 15, then there is an easement on both sides of that property.
 490

491 Tommy Harrison: ---. (too low) I assume that'll be my property that he purchased.

492

493 Sean Robey: There is a ditch that starts at the corner and does split both pieces of property all the
494 way down. So it will be centered on the property line of the property that you are shown to be
495 purchasing; from this point to here and to there, the ditch is shown centered on the property line.

496

497 Tommy Harrison: So we'll be maintaining both sides of the ditch.

498

499 Sean Robey: Who's we?

500

501 Tommy Harrison: The development and myself. The developer and myself will be maintaining
502 that ditch? The reason I'm asking, 'cause last year when...he's no longer with you,
503 Mizelle...Jason, when he went out there to pin that acre and --- I asked Jason about the ditch and
504 he said the ditch would be on the developer's side.

505

506 Sean Robey: And I don't think that we have any problems moving the ditch back onto the
507 developer's side if that is what Mr. Harrison wants to do.

508

509 Tommy Harrison: Yeah I got enough ditches to maintain on 343.

510

511 Sean Robey: That's not of consequence. That would be an accepted condition.

512

513 Tommy Harrison: All right, that's all. And one more; the 35-foot...this 35-foot easement that
514 you know was redone.

515

516 Sean Robey: The property off of 343?

517

518 Tommy Harrison: Yes, yeah. On the Planning Board meeting they talked about pushing up the
519 Isaac Court, I guess that's the street name, pushing that up 35 feet maybe to give me more
520 distance away from the house so I can have more space. They talked about that on the last
521 Planning Board meeting. And also coming out, that's my biggest concern because 343 in that
522 curve by the Methodist Church, people go flying through there. And when they have crops...I
523 realize when I built my house I knew there was a farm beside me. So I knew when crops came
524 and the corn grew I had to be extra cautious. Well now there's a subdivision and there's going to
525 be a permanent structure. I just want to make sure a 35-foot setback is ample you know for me
526 going out on 343. 'Cause it is dangerous 'cause that curve right there at the church. And that's
527 one of the reasons I built my house so close to that property line; because I want to get away
528 from that curve because people go flying around there like it's a racetrack and it's dangerous. So
529 that 35...I'm just concerned about that 35 setback. Should it be more so it'll give me more room
530 to see? Because anybody can build a fence and it'll be a permanent structure and you know there
531 you go, I'll have a problem. I'm a builder as well and when you get into a development people
532 don't read their setbacks. You know next thing you know they got fences that don't even belong

533 there. Then next thing you know you've got a fight on your hands. So that setback really
534 concerns me.

535

536 Attorney Morrison: What is your request, sir? Can you be specific as to what you think the
537 Board should do?

538

539 Tommy Harrison: I think it should be...I think it should be more of a setback so I'll give me a
540 ample...

541

542 Attorney Morrison: Well give us a number, please.

543

544 Tommy Harrison: Huh?

545

546 Attorney Morrison: Give us a number.

547

548 Tommy Harrison: I'd say...well it's 50 feet from the Isaac Court to the setback so why shouldn't
549 it be 50 feet from 343?

550

551 Attorney Morrison: All right, you're requesting a 50-foot setback there.

552

553 Tommy Harrison: Yes, sir.

554

555 Attorney Morrison: Okay, fine. They just need something to work with.

556

557 Tommy Harrison: Oh okay. All right. Thank you.

558

559 Attorney Morrison: I think Mr. Robey ought to be able to respond to the request for the 50-foot
560 setback.

561

562 Dave Parks: The setbacks that are provided do meet the requirements of your ordinance.

563

564 Sean Robey: We are severely limited with road frontage within the subdivision and in order to
565 keep these lots buildable we have elected to use the minimum setback that is in the ordinance of
566 the 35 feet and would request to continue to do so. Isaac Court is more favored towards lot 1
567 than it is towards lot 16. I draw your attention to the plat. Lot 1 has 245 feet of straight line
568 frontage on 343 and lot 16 has really about 280 feet. I know that the plat says 298 on the angle
569 there but it is a little more skewed towards lot 1 to make lot 16 deeper. I'm sure it's probably not
570 as deep as Mr. Harrison would like and I know we've talked about arranging the lots differently
571 but this allows us to keep the configuration that we have.

572

573 Commissioner Munro: I have a question for you.

574

575 Chairman Riggs: Mr. Munro.

576
577 Commissioner Munro: Let me ask my question real quick though. That 35-foot setback on lot
578 16, that's where the edge of the house could be built?
579
580 Dave Parks: That's the building setback.
581
582 Commissioner Munro: Building setback; 35 feet from 343 South.
583
584 Sean Robey: From the right-of-way of 343.
585
586 Commissioner Munro: From the right-of-way. Correct, okay.
587
588 Sean Robey: So 35 feet off the back of the ditch more or less if you will.
589
590 Commissioner Munro: Okay.
591
592 Sean Robey: Off the existing pole line along 343.
593
594 Commissioner Munro: And then how far is the setback from the edge of the property line to Mr.
595 Harrison's property line?
596
597 Sean Robey: There is a 20-foot drainage easement there that will govern that setback. I think the
598 county rear setback is only 10 feet. But that will be increased by another 10 because of the
599 drainage easement. So no structure within that 20 foot including a fence.
600
601 Commissioner Munro: And you're worried about a fence being built in the future?
602
603 Tommy Harrison: Well yes sir. Yes, sir. Mr. Robey said...
604
605 Commissioner Munro: Not so much the structure of the house but a fence that you can't see
606 around.
607
608 Tommy Harrison: Well a fence or a plant, shrubs; anything could be put there. You talk about...
609
610 Commissioner Munro: Is there any consideration that any fence built on the edge of that property
611 line from the 35-foot setback be at a low level and not a 6-foot high privacy fence; but a lower
612 three or four-foot fence that you can see over when you're in your vehicle; when you're in a
613 standard vehicle exiting your property?
614
615 Tommy Harrison: Now look how tall I am. (laughter)
616
617 Commissioner Munro: You would be in a vehicle, sir. You would be sitting...
618

619 Tommy Harrison: Wouldn't I be lower? Unless I'm in my pickup truck. But...
620
621 Commissioner Munro: I mean is that type of solution suitable to you, Mr. Harrison?
622
623 Tommy Harrison: Well Mr. Robey said the length of number 1 compared to 16...now keeping in
624 mind there's 50 feet of buffer on Randy's side. So Randy has no problem with a curve. And the
625 minimum...
626
627 Commissioner Munro: Well he's further down the road, too.
628
629 Tommy Harrison: Huh?
630
631 Commissioner Munro: He's further down the road.
632
633 Tommy Harrison: And further down the road.
634
635 Commissioner Munro: But he has what buffer?
636
637 Tommy Harrison: He has an open buffer; a 50-foot buffer. So you got to take that into account;
638 the length of lot number 1.
639
640 Commissioner Munro: Can I ask the developer a question then since you brought that up? That
641 50-foot buffer goes all the way around the property but just doesn't...it stops at the back of Mr.
642 Harrison's property?
643
644 Sean Robey: So the original design was completed by somebody within my office who is no
645 longer here. So this was inherited by me to take a look at this. That open space was there all the
646 way from what I understand the sketch plan. If I'm wrong, correct me.
647
648 Commissioner Munro: Well I'm just wondering why it's going all the way around the property
649 and stopping...I mean you're giving one..
650
651 Dave Parks: The buffer is there. The minimum buffer is required ---. (too low)
652
653 Commissioner Munro: I understand that but why is one neighbor to the north getting a 50-foot
654 buffer and one neighbor to the south not getting a 50-foot buffer between the property?
655
656 Sean Robey: The area along the back of lots 1, 2, 3, 4 and 5 is extremely low.
657
658 Commissioner Munro: Extremely low, okay.
659

660 Sean Robey: Yes and there are multiple ditches that are planned for that area. There is one that
 661 is adjacent to Mr. Krainiak's property as well as there is one fairly large ditch that is centered on
 662 the property lines of the rears of lots 1, 2, 3 and 4. As you get down to the end...

663

664 Commissioner Munro: Hold on a second, I'm getting...

665

666 Sean Robey: As you get down to lot 5, the width of that ditch...and I'm gonna make a stab. I'm
 667 don't have a scale here with me but the width of that ditch is probably approaching 30 feet wide
 668 total. So over 15, 17 feet of that ditch is actually into that buffer. There is actually an outlet, a
 669 drainage outlet off the end of lot 5. As we move down into lots 6, 7, 8, most of all that buffer is
 670 wetlands all the way around, all the way up to the piece of property being conveyed to Mr.
 671 Harrison.

672

673 Commissioner Munro: Okay.

674

675 Sean Robey: That buffer is in wetlands.

676

677 Chairman Riggs: In the back corner to the north there's a piece of wetland that comes up there by
 678 that slough. Is that what you're saying? Okay.

679

680 Sean Robey: There's wetlands all along the back.

681

682 Chairman Riggs: And that necessitates you having a wider buffer in that area anyway. Did you
 683 say it was going to be a 35-foot wide ditch back there?

684

685 Sean Robey: I would say that it is very close top of bank to top of bank to be 30 feet at the rear of
 686 lot 5.

687

688 Chairman Riggs: That's part of your drainage plan; to get that water off of that.

689

690 Sean Robey: We have multiple outlets, yes, that drain out.

691

692 Chairman Riggs: Okay.

693

694 Commissioner Meiggs: Mr. Chair, help me if I'm wrong but your concern is out on the road,
 695 right; being able to look and see, correct?

696

697 Tommy Harrison: Yes, sir. That's one of my concerns.

698

699 Commissioner Meiggs: Okay so all this other...this setback don't have nothing to do with that
 700 except out on the road, correct?

701

702 Tommy Harrison: Correct. That's one of my concerns, yes.

703
704 Commissioner Munro: You are correct. That was another question.
705
706 Commissioner Meiggs: Well how much from where the state right of way stops, how much more
707 setback is there that has been laid out by the developer?
708
709 Dave Parks: 35 feet.
710
711 Commissioner Meiggs: 35 feet plus whatever is left of the state right of way before you get to the
712 road...
713
714 Commissioner Munro: Correct.
715
716 Commissioner Meiggs: ...which that's going to give you what, about 50 feet?
717
718 Commissioner Munro: The right of way is a 60-foot right of way. I would get that the pavement
719 there is maybe 22 feet wide; so 22 to 24, let's take 12 away from 60. So 48.
720
721 Commissioner Munro: 48.
722
723 Commissioner Meiggs: I missed it by 2.
724
725 Sean Robey: I'm sorry, 12 from 30; excuse me, 12 from 30. So 18 and 35 is what is in shoulder,
726 ditch and open area; 18 and 35.
727
728 Commissioner Meiggs: 53.
729
730 Sean Robey: Yeah.
731
732 Commissioner Meiggs: Okay.
733
734 Commissioner Munro: And those two front lots, do they load onto Isaac?
735
736 Sean Robey: Yes.
737
738 Commissioner Munro: They load onto Isaac? They don't load onto 343?
739
740 Sean Robey: Yes.
741
742 Commissioner Munro: Okay.
743
744 Dave Parks: There is an NCDOT sight triangle of 10 x 70 along Isaac and 343. ---. (too low)
745

746 Tommy Harrison: Now the 35 setback from what I understand is from the ditch, correct?

747

748 Dave Parks: It's from the right of way.

749

750 Sean Robey: The right of way.

751

752 Tommy Harrison: That's my concern. You said that's the minimum you know far as the state or
753 whatnot. I'm not concerned about the minimum. I'm concerned about my safety getting out on
754 343. I've lived there for 26 years. I know what it's like especially when the crops are up. You
755 have to be very cautious June, July and August because somebody's gonna run you down quick.
756 And I foresee that being a problem down the road. I'm just worried about my safety getting out
757 on 343 'cause I know what the traffic is like. Thank you.

758

759 Dave Parks: Okay that'd be up to the Board if they want to increase that setback. The applicant
760 has met all the requirements of the ordinance as far as setbacks go.

761

762 Attorney Morrison: Let's address that if we could please, Mr. Parks. To refresh the Board, the
763 applicant has met the requirements of the Unified Development Ordinance with the setback,
764 correct?

765

766 Dave Parks: Yes, sir.

767

768 Attorney Morrison: However, the Unified Development Ordinance also says that the
769 commissioners can make further requirements for the health and safety of the community,
770 adjacent property. But safety is an issue they can take into account should they desire to do so.

771

772 Dave Parks: Yes, sir.

773

774 Attorney Morrison: Okay. So even though, and I'm not suggesting what you should do one way
775 or the other, I'm just saying it is within your authority if you find that safety requires a deviation
776 from your ordinance in some modest amount. You can't completely rewrite your ordinance but
777 you can tweak it a little bit, okay. All right now what's also confusing to me though is it sounds
778 like when you take into account the right of way plus the setback there's 53 feet of clearance. Is
779 that correct? Am I wrong or right?

780

781 Dave Parks: That's an estimate; it's pretty close.

782

783 Attorney Morrison: Okay and if I understood the gentleman that's objecting he was requesting
784 50 feet. I must be missing something here. I mean I'm not trying to be cute, I just don't
785 understand where I'm going wrong.

786

787 Chairman Riggs: Moot point, Mr. Attorney. It's one of those moot points; 50 feet, 52 feet. I
788 graduate from Camden but 18 and 35...

789
 790 Attorney Morrison: It's 53, right?
 791
 792 Chairman Riggs: Makes 53 to me.
 793
 794 Attorney Morrison: But anyway it's in excess of 50 feet is my point.
 795
 796 Commissioner Meiggs: Yes.
 797
 798 Chairman Riggs: So we need a motion to close the public hearing, right? You got something
 799 else you need to say?
 800
 801 Dave Parks: No, sir.
 802
 803 Chairman Riggs: Okay. I didn't know, you were looking at me like you wanted to talk some
 804 more. I was praying not.
 805
 806 **Motion to close the public hearing.**

807	RESULT:	PASSED [4-0]
808	MOVER:	Tom White, Vice Chairman
809	AYES:	Meiggs, White, Munro, Riggs
810	RECUSED:	Krainiak

811
 812 **Motion to add Special Use Permit (UDO 2017-02-28) to New Business as Item 6.C.**

813	RESULT:	PASSED [4-0]
814	MOVER:	Tom White, Vice Chairman
815	AYES:	Meiggs, White, Munro, Riggs
816	RECUSED:	Krainiak

817
 818 Upon conclusion of the public hearing on Special Use Permit (UDO 2017-02-28) Fairfax Major
 819 Subdivision, Commissioner Krainiak returned to his position on the dais.

820
 821 B. Camden Commerce Park Property Sale
 822

823 **Motion to open public hearing for the sale of property in Camden Commerce Park.**

824	RESULT:	PASSED [UNANIMOUS]
825	MOVER:	Garry Meiggs, Commissioner
826	AYES:	Meiggs, White, Krainiak, Munro, Riggs

827

828 Economic Development Director Charlie Bauman addressed the Board concerning the sale of
829 6.52 acres of property located in the Camden Commerce Park. Custom Homes LLC, operating
830 as WAO Garage plans to build an 8,000 square-foot facility where it will restore collectible
831 automobiles and offer related products. The company is expected to hire up to 10 skilled
832 employees and invest more than \$700,000 in the project.

833
834 Mr. Bauman introduced Mr. Randy Fink of Coastal Custom Homes, LLC. Mr. Fink expressed a
835 desire to work with students from local highs schools and colleges that have interest in the
836 industry and looks forward to working with the community.

837
838 Chairman Riggs opened the floor for public comment. There were no comments from the
839 public.

840
841 Attorney Morrison explained to the board that the restrictive covenants must be approved and
842 recorded before the lot is sold. Part of the approval process will be to instruct Dan Porter and the
843 attorney to finalize the restrictive covenants.

844
845 **Motion to close the public hearing on the sale of 6.42 acres in Camden Commerce Park**
846 **property.**

847	RESULT:	PASSED [UNANIMOUS]
848	MOVER:	Tom White, Vice Chairman
849	AYES:	Meiggs, White, Krainiak, Munro, Riggs

850
851 **Motion to add the sale of property in Camden Commerce Park to new business as Item**
852 **6.D.**

853	RESULT:	PASSED [UNANIMOUS]
854	MOVER:	Tom White, Vice Chairman
855	AYES:	Meiggs, White, Krainiak, Munro, Riggs

856
857 C. Proposed FY 2018-2019 Budget

858
859 County Manager Ken Bowman presented to the Board the FY 2018-2019 Budget and Budget
860 Message.

861

Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))



FY 2018-2019 Budget Message

May 11, 2018

To: The Camden County Board of Commissioners
 Clayton Riggs, Chairman
 Tom White, Vice Chairman
 Randy Krainiak, Commissioner
 Garry Meiggs, Commissioner
 Ross Munro, Commissioner

As Budget Officer, I submit to you this proposed annual operating budget for Camden County for Fiscal Year 2018-2019. This budget has been prepared in accordance with the provisions of General Statute 159-11, the Local Government Budget and Fiscal Control Act. Notice of this submission will be given to the news media and the public, and a public hearing will be scheduled at the Board of Commissioners monthly meeting on June 4th at 7:00 P.M. A copy of this proposed budget will be placed on file with the Clerk to the Board and will be available for public inspection during normal business hours within 10 days prior to the June 4th public hearing. A copy of this document is also available on Camden County's website. One of the critical purposes of this document is to encourage open dialogue, questions, and public deliberation as it relates to how citizen tax dollars can best be used to serve the community.

The FY 2018-2019 proposed budget was prepared in accordance with the North Carolina Local Government and Budget Fiscal Control Act. In addition, while developing the budget the following key activities were taken into consideration:

- Continue to minimize the financial impact of county operations on its citizens through mindful budgeting and frugal expenditures.
- Fund Capital goals as indicated in the Capital Improvement Plan.
- Maintain a reserve fund balance in accordance with the financial policies outlined and adopted in Resolution 2007-05-04.
- Continue to provide outstanding government services at all levels.

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Revenues

The above goals for 2018-2019 were balanced with expected revenues with the intent of minimizing the use of the General Fund Balance to support operating expenses. Revenues are generally related to expected economic growth within the County and the State. There are positive economic indicators including low unemployment and strong consumer confidence but the effects are often slow to affect Camden County due to our rural composition with minimal commercial activity. State economic growth is expected to increase 2.9% over 2017. However, local economic growth is predicted at only 1.0%. While slight growth is predicted, lower than expected sales tax revenues during 2017 has created a budget cut for those revenue sources for 2018-2019. Property Tax values appear to be just above the 1% expected growth minimizing the impact of reduced sales tax collections on total revenues for the 2018-2019 budget creating relatively flat revenues. Without an increase in revenue, additional funds such as increased tax rates or use of fund balance will be needed to meet the increase in expenditures.

Below is a listing of the major General Fund projected revenues.

Ad Valorem Tax	\$6,815,181
Local Option Sales Tax (Art. 39)	\$585,000
Vehicle Tax	\$595,524
Franchise Tax	\$760,000
Medicaid Hold Harmless	\$450,000
Article 40 Tax	\$295,000
Article 42 Tax	\$185,000
Special Revenue Fund (CRF for Debt Payment)	\$199,025
From School Reserve Fund (Debt Payments, Capital Outlay)	\$873,121

Expenditures

Due to the expectation of flat revenues, it was important to minimize expenditure increases in the 2018-2019 budget. With a few exceptions, departments had few increases in expenditures. However, non-departmental expenditures are increasing. Non-departmental contributions such as School Funding, Emergency Medical Services (EMS), Emergency Management and Health Services are major appropriations. One significant increase during the last two budget cycles was an increase of \$600,000 in contributions to the School Operating Budget. Last fiscal year, a three cent tax increase was initiated bringing in half of the needed revenue for that expenditure; fund balance was used to balance the shortfall for the increase in school funding. Other increased appropriations include Forestry, Social Services and EMS. These increases in annual expenditures continue to be higher than increases in annual revenues for 2018-2019. Continuing to fund operational expenditures with fund balance will quickly have a detrimental effect on general fund balance.

The County’s fund balance should be carefully invested within our county to foster economic

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growth and quality of life without burdening the taxpayers as available. While it is imperative to keep our responsible fiscal policies intact by supporting operational expenditures with operational revenues, we are in a position to use a portion of fund balances restricted for capital investment to address failing County buildings and critical infrastructure as well as community projects that are important to our citizens such as Community Parks and recreational projects. Funding Capital Improvement Plan projects is vital to the success of these goals.

Compared to the proposed FY 2017-2018 General Fund budget of \$12,638,283, the proposed FY 2018-2019 proposes \$12,566,599 which represents a decrease of \$71,684 through a reduction in debt payments. This reduction in debt payments is also reflected in an equal amount of reduced revenues since restricted revenues were used to make those payments. The 18-19 proposed general fund budget is balanced with \$553,724 in fund balance to finance County operational expenses. The 17-18 proposed general fund budget was balanced with \$367,941 in fund balance to finance County operational expenses. This increasing need to use fund balance to finance operational expenses illustrates a need to increase county property tax rates to assist with revenue generation.

Departmental Appropriations

Below is a list of some of the major Departmental expenditures proposed for FY 2018-2019.

Governing Body	\$111,647
County Administration	\$194,194
Elections	\$123,168
Finance Department	\$218,373
Personnel	\$73,432
Tax Department	\$452,883
Legal (including OLF)	\$20,000
Register of Deeds	\$240,877
Planning Department/Inspections	\$455,274
Public Works/Building & Grounds	\$457,965
Sheriff & SRO	\$1,838,995
Extension	\$143,000
Recreation	\$264,667
Senior Center	\$153,173
Solid Waste	\$684,267
Non-Departmental	\$207,300
Economic Development	\$124,288
Capital Outlay/Debt Service	\$1,102,147
Library	\$201,460
JCPC	\$62,288
Soil & Water Conservation	\$68,883

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Special Appropriations

In the FY 2018-2019 proposed budget, Special Appropriations expenditures total \$5,097,695 or 40.6% of total General Fund expenses.

While we are required by contract to commit the funds budgeted for EMS, Emergency Management and Forestry, finance staff recommends funding the School Board equal to the amount appropriated in 2017-2018. The School System is anticipated to have a continuing ADM from 2017-2018 levels.

The list below highlights some of the major Special Appropriation proposed for FY 2018-2019.

School Current Expense	\$2,600,000
School Capital Outlay	\$295,000
Pasquotank/Camden EMS	\$529,973
Central Communications/Emergency Mgmt.	\$304,173
College of the Albemarle	\$45,000
Albemarle District Jail	\$337,015
Department of Social Services	\$346,308
CH & S Fire Commission	\$253,421
South Mills Fire Commission	\$168,152

Major Concerns

In light of the slow economic recovery, the County must continue to explore ways to diversify its revenue streams through the attraction of commercial and industrial investment. For many years, the County has relied heavily upon residential property taxes as a means of meeting its operating expenses, and there is real concern that a decline in valuation will have a significant negative impact on revenues.

The County needs to remain focused on the area of economic development as a key to increasing revenues, expanding and diversifying the tax base, and making the wastewater system financially self-supporting. Significant progress and focus is needed on the HWY 158 corridor and the planned expansion of the water and wastewater system there to assist with increase sufficiency.

Attention must remain focused on revenue generation from the land transfer tax which is the major funding mechanism for the County Capital Reserve Fund. Without a steady flow of sustainable revenue the County will not be able to take on new Capital Improvement Projects (CIP) or adequately fund the debt service obligations for already completed projects.

Additionally, in order to continue to move the South Camden Water and Sewer District to a financial position closer to that of a true enterprise fund and enhance its self-sufficiency, a dollar

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increase in the monthly residential sewer rate and a two dollar increase in the monthly commercial sewer rates, as well as an increase in the tier rate structure for both water and sewer is proposed for 2018-2019. This option allows water users who use 2,000 gallons or less monthly in water to remain at the 2017-2018 rate. It is imperative to note that we are still significantly below the rates needed in sewer to create a self-sufficient system. We are hopeful that the new Wastewater Treatment Plant that is currently under construction will bring additional customers to moderate future rate increases.

In addition, during FY 2017-2018, the County contributed approximately \$295,000 to the School District for capital improvements and \$2,600,000 for operating expenses utilizing tax revenue and a significant contribution from fund balance. The proposed 2018-2019 budget continues to provide \$295,000 to the Board of Education for capital needs and \$2,600,000 for current operating expenses.

Other Major Program Goals

Community Park Trust Fund

The 2018-2019 CPTF budget includes funding for Park Maintenance Capital needs. Also included is funding for purchasing land in the South Mills Township for a Community Park in accordance with the goals of the 2018-2022 Capital Improvement Plan. The county will pursue grant funding for design/construction of the future community park once the land purchase of the identified location has been completed.

County Capital Reserve Fund

The money for this fund comes from the \$0.01 land transfer tax which is levied on all land sales. County appropriations also support this fund as it is a key function of county government to ensure resources for Capital expenditures. Due to outdated and failing County buildings, funds are included to continue planning for a new County Offices Building / Campus that would replace the current structures. These new buildings would combine the Administration, Tax, Planning, and Water/Sewer staff.

School Capital Reserve Fund

The School Capital Reserve Fund is currently funded by restricted sales tax. During 2017-2018 the County committed to supporting the school system's need for a new High School by submitting a joint application for \$15 million in grant funds. The grant request was only partially funded for \$2.7 million requiring a \$782,000 match. County Management is currently working with school officials to proceed toward being shovel ready in the hopes of obtaining additional grant funds in the 2018-2019 fiscal year. The cost of constructing a new High School will require debt financing and consideration should be given to the best possible route to bringing this project to fruition without undue burden on our taxpayers.

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RECOMMENDATION

The total of recommended General Fund expenditures is \$12,566,559.

The projected revenues total \$12,012,835 for the General Fund at the present tax rate of \$.72.

In order to get to a balanced budget we can:

- Increase the tax rate 5.5 cents to make up the \$553,724
- Reduce general fund expenditures by \$553,724.
- Use \$553,724 from the County reserve fund balance.
- Combination of increasing the tax rate 3 cents per hundred to \$.75 and use \$250,000 reserve fund balance.

After receiving departmental requests, budget & finance worked to cut general fund requests requiring \$749,652 in fund balance to \$553,724. The only way to reduce expenditures further without reducing services is by removing the personnel requests (i.e. Part Time and School Resource Officer), cost of living increase, the limited capital improvements (i.e. VOIP, updated desktop computers, park mower, Deputy vehicle) and the equipment requests (i.e. Sr. Center exercise equipment). The reality is that it is not practical to keep putting off capital expenditures and expect services to remain at current levels of efficiency.

Using funds from our unallocated General Fund Reserve to balance the budget is a practice that the county has tried to avoid in the past but has had to rely on in recent years. Paying for current operating expenses from a savings account meant for emergencies and strategic capital expenditures is not a good financial practice, and I would highly recommend against it.

Therefore, I am recommending a tax rate increase of three cents, from \$.72 to \$.75 per \$100 of valuation. What this means is that for the average homeowner (the average house in Camden is valued at approximately \$212,000), the tax bill would increase approximately \$63 a year. Our preference is that any tax increase should be avoided when possible, but given the options that we have at our disposal, this is the most fiscally responsible path for us to follow. While it is tempting to compare our tax rates to other localities, every local government provides a slightly different set of services with sometimes significantly different sources of revenue and community characteristics. We believe that investing in our strengths through sound fiscal management is imperative for our continued sustainability.

FY 2018-2019 Budget Summary

The Management Team brought me a conservative set of budget requests that allowed for the continuation of excellent services that have been provided in the past. This budget also provides for limited capital improvements and equipment that are necessary to continue services in a manner that is effective and safe. Finally, this budget provides for a plan this year while keeping in mind the challenges we face in future years. Challenges such as the construction of a new administration campus, a new high school, and a waste water treatment facility are planned for in the next year and while funds for their construction are not specifically allocated we are still mindful of them while putting together this year's budget.

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The strain on revenues and our desire to maintain our service level has made for very conservative budgets during the last several years, and our Management Team has once again done a great job keeping expenses down to all but the necessary in order to provide for a responsible and balanced budget. Again, I want to emphasize to you that Camden County is in good financial condition overall. Our fund balance in the General Fund continues to be healthy.

This budget reflects the intent of responsible use of taxpayer dollars by providing critical services and wisely investing the financial contributions of our citizens to become the best possible environment in which to work and live. I look forward to working with you to implement this budget and continue to serve the citizens of Camden County. As public officers, we have been given the task of protecting the rights, needs and desires of the constituents. The staff believes that this task has been achieved and respectfully submits to you the 2018-2019 Fiscal Year Budget.

Respectfully submitted,

Kenneth L. Bowman
Budget Officer/County Manager

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Chairman Riggs opened the floor for public comment. There were no public comments offered.

Motion to come out of public hearing on the proposed FY 2018-2019 Budget.

RESULT: PASSED [UNANIMOUS]
MOVER: Garry Meiggs, Commissioner
AYES: Meiggs, White, Krainiak, Munro, Riggs

Motion to add the proposed FY 2018-2019 Budget to New Business as Item 6.E.

RESULT: PASSED [UNANIMOUS]
MOVER: Tom White, Vice Chairman
AYES: Meiggs, White, Krainiak, Munro, Riggs

D. Public Hearing on Proposed 2019-2023 Capital Improvement Program.

Motion to open public hearing on Proposed 2019-2023 Capital Improvement Program.

RESULT: PASSED [UNANIMOUS]
MOVER: Garry Meiggs, Commissioner
AYES: Meiggs, White, Krainiak, Munro, Riggs

County Manager Bowman presented the proposed 2019-2023 Capital Improvement Program to the Board.

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June 4, 2018

Camden County Board of Commissioners

Clayton Riggs, Chair
 Tom White, Vice Chair
 Garry Meiggs
 Randy Krainiak
 Ross Munro

Re: Fiscal Year 2018-2022 Recommended Capital Improvement Program

Chairman Riggs and Commissioners:

The provision of adequate public infrastructure remains a top priority for the County. Being only the eighth year having a CIP process, the Board of Commissioners have undertaken significant thought, discussion and consideration to estimate critical facility needs and the costs therein for the County.

Financial policy specific to how the County governs the issues of debt, fees & user charges, fund balances, competitive employment, and the ad valorem tax rate are shown in the attached Resolution No. 2007-05-04. This Resolution puts in place measures to insure the financial strength of the County government as well as protecting the taxpayer. In addition, the Board of Commissioners created a Capital Reserve Fund as a mechanism with which to fund critical non-school county infrastructure projects.

A critical goal for the County is bringing new development and job creation to the Camden Commerce Park along U.S. 17. Further development along the HWY 158 and US 17 corridors will result in the generation of new tax revenues, lessening the County's reliance upon residential property taxes and creating new employment opportunities for our citizens.

With Camden County being a recipient of significant grant awards in furtherance of the Board of Commissioners capital improvement policy goals, key infrastructure projects are moving forward. In FY 16/17 the county was awarded approximately \$1.58 million in grants from the U.S. Economic Development Administration and the Golden LEAF Foundation for the construction of the Courthouse Area Wastewater Treatment Plant. The design framework for this project included a high-rate infiltration waste water treatment plant capable of treating 50,000 GPD and expandable to 100,000 GPD. In March 2018 the County awarded a contract to Hatchell Concrete for construction of the wastewater treatment plant at a cost of \$4.2M. This project is scheduled for completion in June 2019.

A significant project included in the 2018-2022 CIP is the engineering and design of a new Administration campus complex on the acquired site across from the Historic Courthouse. The ultimate goal of this project will be the centralization of County services into a "One Stop" method of service delivery which will allow our citizens to be served at a single County complex. Besides the immediate needs for administrative space, there is also significant interest for providing recreational and public meeting space which could house youth and adult programming.

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Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))

Another priority project included in the CIP is the acquisition of property for the development of an outdoor recreational facility in the South Mills Township in accordance with the Parks and Recreation Master Plan. One Mill Community Park and Boat Ramp, the county's newest park facility located in Shiloh Township, was officially opened for public use in August 2015.

While the Board of Commissioners moved forward eight years ago with the acquisition of property for a potential high school site, it is not yet clear when this new facility will be needed. The Adequate Public Facilities Coordinating Committee which is comprised of members of the Board of Commissioners, Board of Education, and county and school management staff began quarterly meetings in 2014 to continue to examine school capital needs pertaining to the construction of this new high school. A space-needs assessment for a new high school was performed in 2008. In 2015, this Committee recommended that a revised space-needs assessment be undertaken. Though unfunded, a new high school construction project is included in the county's 2018-2022 CIP.

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

Respectfully Submitted,


Kenneth L. Bowman
County Manager

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Chairman Riggs opened the floor for public comment. There were no public comments offered.

Motion to close public hearing on Proposed 2019-2023 Capital Improvement Program.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Ross Munro, Commissioner
AYES:	Meiggs, White, Krainiak, Munro, Riggs

Motion to add Proposed 2019-2023 Capital Improvement Program to New Business as Item 6.F.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Garry Meiggs, Commissioner
AYES:	Meiggs, White, Krainiak, Munro, Riggs

ITEM 6. New Business

A. Tax Report – Lisa Anderson presented the monthly tax report.

Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))

**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>
2017	191,360.93	4,887.88
2016	50,537.83	3,026.11
2015	22,702.17	1,327.26
2014	16,291.62	1,414.83
2013	11,402.00	5,455.53
2012	8,238.20	8,200.20
2011	5,481.71	6,587.17
2010	4,244.84	4,982.86
2009	3,978.27	4,678.37
2008	3,795.46	5,094.46
TOTAL REAL PROPERTY TAX UNCOLLECTED		318,033.03
TOTAL PERSONAL PROPERTY UNCOLLECTED		45,654.67
TEN YEAR PERCENTAGE COLLECTION RATE		99.51%
COLLECTION FOR 2018 vs. 2017		37,263.75 vs. 21,655.68

LAST 3 YEARS PERCENTAGE COLLECTION RATE

2017	97.21%
2016	99.20%
2015	99.64%

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Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))

EFFORTS AT COLLECTION IN THE LAST 30 DAYS
ENDING April 2018
BY TAX ADMINISTRATOR

- 15 NUMBER DELINQUENCY NOTICES SENT
47 FOLLOWUP REQUESTS FOR PAYMENT SENT
2 NUMBER OF WAGE GARNISHMENTS ISSUED
8 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)
0 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

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945 30 Largest Unpaid – Real

Table with 7 columns: Roll, Parcel Number, Unpaid Amount, YrsDlq, Taxpayer Name, City, Property Address. Lists 30 largest unpaid real property entries.

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Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))

951 30 Oldest Unpaid – Real

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
R	01-7989-00-01-1714.0000	10	8,748.30	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8899-00-45-2682.0000	10	4,945.29	SEAMARK INC.	SHILOH	HOLLY RD
R	01-7988-00-91-0179.0001	10	2,126.56	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
R	03-8943-04-93-8214.0000	10	2,116.86	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	03-8952-00-95-8737.0000	10	1,955.58	AUDREY TILLET	SHILOH	171 NECK RD
R	01-7999-00-32-3510.0000	10	1,797.88	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	01-7999-00-12-8596.0000	10	1,733.11	MOSES MITCHELL HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	01-7989-04-60-1568.0000	10	1,056.42	EMMA BRITE HEIRS	SOUTH MILLS	116 BLOODFIELD RD
R	01-7989-04-60-1954.0000	10	1,030.78	CHRISTINE RIDDICK	SOUTH MILLS	105 BLOODFIELD RD
R	03-8962-00-50-0273.0000	10	883.88	DAISY WILLIAMS BURNHAM	SHILOH	RAYMONS CREEK RD
R	01-7090-00-60-5052.0000	10	757.21	JOE GRIFFIN HEIRS	SOUTH MILLS	117 GRIFFIN RD
R	02-8955-00-13-7846.0000	10	592.68	MARIE MERCER	CAMDEN	IVY NECK RD
R	02-8936-00-24-7426.0000	10	576.45	BERNICE PUGH	CAMDEN	113 BOURSN ST
R	03-8980-00-61-1968.0000	10	249.67	WILLIAMSBURG VACATION	SHILOH	CAMDEN POINT RD
R	01-7090-00-95-5262.0000	10	244.56	JOHN F. SAWYER HEIRS	SOUTH MILLS	OLD SWAMP RD
R	03-9809-00-45-1097.0000	10	202.56	MICHAEL OBER	SHILOH	CENTERPOINT RD
R	03-8899-00-37-0046.0000	10	157.01	ELIZABETH LONG	SHILOH	HIBISCUS
R	03-9809-00-17-2462.0000	10	141.58	TODD ALLEN RIGGS	SHILOH	LITTLE CREEK RD
R	01-7080-00-17-1977.0000	9	2,062.78	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	03-9809-00-24-6322.0000	9	550.77	DAVID B. KIRBY	SHILOH	499 SAILBOAT RD
R	03-8980-00-84-0931.0000	8	187.90	CARL TEUSCHER	SHILOH	218 BROAD CREEK RD
R	01-7998-01-08-6797.0000	7	3,865.55	EDWARD E. HARRIS JR.	SOUTH MILLS	1295 343 HWY N
R	02-8945-00-41-2060.0000	7	2,681.96	LABELLE ETHERIDGE SR. HEIRS	CAMDEN	168 BUSHELL RD
R	03-8990-00-04-9097.0000	7	1,856.31	CECIL BUNDY	SHILOH	NECK RD
R	03-8990-00-64-8379.0000	7	792.39	CHRISTOPHER FROST-JOHNSON	SHILOH	LITTLE CREEK RD
R	02-8935-01-07-0916.0000	7	574.95	ROSETTA MERCER INGRAM	CAMDEN	227 SLEEPY HOLLOW RD
R	03-8962-00-70-7529.0000	7	512.66	MARY SNOWDEN	SHILOH	WICKHAM RD
R	01-7989-04-90-0938.0000	7	453.61	DORIS EASON	SOUTH MILLS	1352 343 HWY N
R	03-8962-00-60-7648.0000	7	281.11	FRANK WRIGHT ETAL	SHILOH	WICKHAM RD
R	02-8954-00-97-4350.0000	7	280.89	GEORGE SHAW	CAMDEN	TROTMAN RD N

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953 30 Largest Unpaid – Personal

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
P	0001709	2,003.83	9	JOHN MATTHEW CARTER	CAMDEN	158 HWY
P	0001538	866.88	10	JEFFREY EDWIN DAVIS	HERTFORD	MIC MAC TRAIL
P	0001046	764.04	10	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0000738	748.98	7	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001476	706.41	1	MIKE TAYLOR	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0001072	648.76	9	PAM BUNDY	SHILOH	105 AARON DR
P	0002194	516.98	3	MORGAN ROBERSON	SHILOH	849 SANDY HOOK RD S
P	0001952	483.28	6	KAREN BUNDY	CAMDEN	431 158 US W
P	0000295	412.03	6	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0001230	411.11	6	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001681	312.08	6	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0001694	288.99	6	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0001693	261.90	9	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0001106	253.06	10	JAMI ELIZABETH VANHORN	SOUTH MILLS	617 MAIN ST
P	0001304	242.20	1	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	0001638	238.91	6	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	319 PONDEROSA RD
P	0000466	210.76	1	ERIC JASON WOODARD	SOUTH MILLS	612 MAIN LOT 12
P	0000905	205.60	1	LAMBS OF CAMDEN	CAMDEN	152 HWY 158 W
P	0000905	204.42	3	KEVIN & STACY ANDERSON	SHILOH	111 AARON DR
P	0000846	201.12	2	TOAN TRINH	SHILOH	229 SAILBOAT RD
P	0002442	200.37	1	GERALD WHITE STALLS JR	SOUTH MILLS	116 CHRISTOPHERS WAY
P	0001250	194.43	1	MICHELE LEE TAYLOR-DUKE	SOUTH MILLS	108 BINGHAM RD
P	0001010	189.68	5	RAYBURN BURGESS	SHILOH	116 EDGEWATER DR
P	0001546	189.57	1	GEORGE ROWLAND	CAMDEN	431 158 US W
P	0000297	182.53	6	ADAM D. & TRACY J.W. JONES	CAMDEN	133 WALSTON LN
P	0001673	177.05	9	THOMAS PHILLIP WINSLOW	CAMDEN	158 HWY W
P	0002886	170.36	6	GEORGE LINWOOD POWELL	CAMDEN	177 SANDHILLS RD
P	0000248	159.99	10	ROBERT H. OWENS	CAMDEN	A STREET
P	0000543	152.90	1	TRACK 1 OF CAMDEN	CAMDEN	143 158 US W
P	0000945	145.98	3	RAMONA F. TAZEWELL	CAMDEN	239 SLEEPY HOLLOW RD

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955 30 Oldest Unpaid – Personal

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
P	0001538	866.88	10	JEFFREY EDWIN DAVIS	HERTFORD	MIC MAC TRAIL
P	0001046	764.04	10	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0000738	748.98	10	LESLIE ETHERIDGE JR	CAMDEN	
P	0001072	648.76	9	PAM BUNDY	SHILOH	105 AARON DR
P	0001106	253.06	10	JAMI ELIZABETH VANHORN	SOUTH MILLS	617 MAIN ST
P	0000248	159.99	10	ROBERT H. OWENS	CAMDEN	A STREET
P	0001540	120.95	10	DAVID LUKE	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0001709	2,003.83	9	JOHN MATTHEW CARTER	CAMDEN	158 HWY
P	0001693	261.90	9	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0001673	177.05	9	THOMAS PHILLIP WINSLOW	CAMDEN	158 HWY W
P	0000316	115.56	9	JAMES P. TONES	CAMDEN	142 SANDHILLS RD
P	0001827	483.28	8	KAREN BUNDY	CAMDEN	431 158 US W
P	0001722	140.55	7	JANET LEARY	SOUTH MILLS	LINTON ROAD
P	0001639	123.29	7	CAREY FARMS, INCORPORATED	SOUTH MILLS	202 SHARON CHURCH
P	0001230	411.11	6	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001681	312.08	6	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0001694	288.99	6	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0001952	238.91	6	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	319 PONDEROSA RD
P	0002846	170.36	6	GEORGE LINWOOD POWELL	CAMDEN	177 SANDHILLS RD
P	0001740	109.23	6	JASON & KEVIN WORDEN	SOUTH MILLS	STILES LANE
P	0002194	516.98	5	MORGAN ROBERSON	SHILOH	849 SANDY HOOK RD S
P	0001010	189.68	5	RAYBURN BURGESS	SHILOH	116 EDGEWATER DR
P	0001638	210.76	3	ERIC JASON WOODARD	SOUTH MILLS	612 MAIN LOT 12
P	0000905	204.42	3	KEVIN & STACY ANDERSON	SHILOH	111 AARON DR
P	0001250	194.43	3	MICHELE LEE TAYLOR-DUKE	SOUTH MILLS	108 BINGHAM RD
P	0000945	145.98	3	RAMONA F. TAZEWELL	CAMDEN	239 SLEEPY HOLLOW RD
P	0001476	706.41	2	MIKE TAYLOR	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0000295	412.03	2	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0000466	205.60	2	LAMBS OF CAMDEN	CAMDEN	152 HWY 158 W
P	0000846	201.12	2	TOAN TRINH	SHILOH	229 SAILBOAT RD

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Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))

960 **Motion to approve the tax report as presented.**

961	RESULT:	PASSED [UNANIMOUS]
962	MOVER:	Randy Krainiak, Commissioner
963	AYES:	Meiggs, White, Krainiak, Munro, Riggs

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 965 B. Resolution – Salaries & Compensation for Various Boards and Commissions FY 2018-
 966 2019
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Resolution No. 2018-06-01

**A RESOLUTION OF THE
 CAMDEN COUNTY BOARD OF COMMISSIONERS
 SALARIES AND COMPENSATION
 FOR VARIOUS BOARDS AND COMMISSIONS
 FISCAL YEAR 2018-2019**

Whereas, the Camden County Board of Commissioners desires to provide reasonable compensation for service on various boards and commissions of the County;

Now, Therefore, Be It Resolved that the Camden County Board of Commissioners meeting this 4th day of June 2018 in Camden Village, Camden County, North Carolina does hereby amend the following salaries and compensation for the stated boards and commissions for the period beginning July 1, 2018 and ending June 30, 2019,

Section 1: BOARD OF COMMISSIONERS

- Chairman \$550.00 per month plus mileage.
- Vice-chairman/
Board Member \$525.00 per month plus mileage

1. The monthly “salary” of the Board members shall be considered as compensation for regularly scheduled meetings of the board per the annual Meeting Calendar. Same day attendance at meetings would not be eligible for reimbursement – i.e., a closed session in advance of a board meeting.
2. Special meetings and budget work sessions in addition to the regularly scheduled Board of Commissioners meetings will be compensated at a rate of \$75 and up to \$75 for attendance at other board meetings that they have been appointed to and not already compensated for by those boards.
3. For purposes of reimbursement, eligible meetings would include those in which the board members serve and participate by virtue of their position and/or in representation of their position as a board member and/or are an invited “participant” by staff or agency/department and may include Association Ad Hoc Committee meetings, Ground Breakings and Ribbon Cuttings or any meeting at the request of the Board of Commissioners in the Commissioner’s official capacity.

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4. Eligible meetings shall not include attendance to social occasions (banquets, meals (except as part of a participatory meeting), entertainment, sports, galas, fundraisers, clubs, etc.), or informal or telephonic conversations. For any fundraisers that the board decides to attend, the County will pay for the ticket if the Commissioner’s agree that the event benefits Camden County residents and serves a public purpose but will not receive meeting pay for attendance. (Must be non-partisan and non-profit)
5. Attendance at Board appointed Board Meetings (ie. Library, DSS, ADJ) will not be reimbursable to Commissioners who are not appointed to those boards unless they are asked to attend by the appointee who is unable to attend or at the request of the Board of Commissioners in the Commissioner’s official capacity.
6. Commissioners shall receive a payment of \$150.00 per day for any meeting or day for travel to/from meeting, lasting more than four hours and out of the county (35 mile radius of the Courthouse).
7. Mileage will be reimbursed at the rate established by the Federal Mileage Reimbursement Rate for travel as allowed in IRS Publication 15.
8. Board members are required to submit in writing (via internal form) a voucher/request for reimbursement setting forth description of the meeting, date, time and place.
9. Special meeting reimbursement requests that exceed seven in a month will require Board approval.

Section 2: BOARD OF ELECTIONS

Chairman	Meeting compensation \$50 for meeting with Board. \$50 per day for Election Day, canvass day, and instruction day plus mileage.
Board Members	Meeting compensation \$40 per meeting with Board. \$40 per day on Election Day and canvass day plus mileage.
Chief Judge	\$40 per day for instruction day and canvass day plus mileage. \$150.00 per day for Election Day plus mileage. \$20 for pick-up day.
Judges	\$20 for instruction day. Election Day at \$120.00 per day.
Assistants	Election Day at \$100.00 per day. \$20 for instruction day.

Section 3: PLANNING BOARD AND ZONING BOARD OF ADJUSTMENTS
\$30.00 per meeting plus mileage.

Section 4: SOCIAL SERVICES BOARD

Chairman	\$35.00 per meeting plus mileage.
Board Members	\$30.00 per meeting plus mileage.

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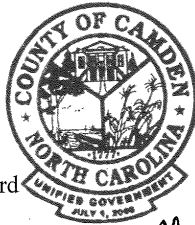
Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))

- Section 5: AGING ADVISORY COUNCIL**
\$30.00 per meeting, plus mileage and meal if required.
- Section 6: RECREATION BOARD**
\$30.00 per meeting, plus mileage.
- Section 7: JURY COMMISSION**
\$ 7.25 per hour for hours worked compiling jury list.
- Section 8: ECONOMIC DEVELOPMENT BOARD**
\$30.00 per meeting, plus mileage.
- Section 9: SENIOR CENTER BOARD**
\$30.00 per meeting. No travel
- Section 10: LIBRARY BOARD**
\$30.00 per meeting. No travel
- Section 11: AGRICULTURAL ADVISORY BOARD & FIRE COMMISSIONS**
No Compensation
- Section 12: TRAVEL & MILEAGE REIMBURSEMENT**
All Boards and Commissions are subject to the approved Camden County Travel Policy. Mileage will be reimbursed at the rate established by the Federal Mileage Reimbursement Rate for travel as allowed in IRS Publication 15 for all compensable meetings. Any volunteer or non-paid meetings will not qualify for travel or mileage reimbursement without Board of Commissioners approval.

ATTEST:

Karen M. Davis

 Karen M. Davis, Clerk to the Board



Clayton D. Riggs

 Clayton D. Riggs, Chairman
 Camden County Board of Commissioners

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Motion to adopt Resolution – Salaries & Compensations for Various Boards and Commissions.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Ross Munro, Commissioner
AYES:	Meiggs, White, Krainiak, Munro, Riggs

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C. Special Use Permit UDO 2017-02-28 Fairfax Major Subdivision

Motion to approve Special Use Permit UDO 2017-02-28 Fairfax Major Subdivision with the conditions stated in the Finding of Facts.

Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))

992 **RESULT:** PASSED [4-0]
 993 **MOVER:** Ross Munro, Commissioner
 994 **AYES:** Meiggs, White, Munro, Riggs
 995 **RECUSED:** Krainiak

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 997 D. Commerce Park Sale
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999 **Motion to approve the fee simple sale of 6.52 acres of property located in the Camden**
 1000 **Commerce Park for the proposed consideration of \$143,440.00 to Coastal Homes, LLC and**
 1001 **to approve the restrictive covenants in such form as deemed appropriate by the Planning**
 1002 **Director and the County Attorney.**
 1003

1004 **RESULT:** PASSED [UNANIMOUS]
 1005 **MOVER:** Tom White, Vice Chairman
 1006 **AYES:** Meiggs, White, Krainiak, Munro, Riggs

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 1008 E. Proposed FY 2018-2019

FY 2018-2019 Budget

Schedule of Changes Per Budget Work Sessions

The Budget Officer's Proposed Budget has been accepted by Board of Commissioners with the following exceptions:

General Fund

<u>Dept.</u>	<u>Item</u>	<u>Submitted</u>	<u>Change</u>	<u>Proposed</u>	
105000	Budget for Bldg Maintenance	32,000	3,000	35,000	Increase/Requested
105000	Budget for Cont Services/Maint	650	3,350	4,000	Increase/Requested
105450	Budget for Emergency Generator	0	1,500	1,500	Increase/Requested
	Tax Increase (rate includes Fire Tax)	.72	(315,493)	.75	Increase/.03 BOC
104000	Fund Balance Appropriated	553,724	(307,643)	246,081	Decrease/BOC

Other Funds

<u>Fund</u>	<u>Item</u>	<u>Submitted</u>	<u>Change</u>	<u>Proposed</u>	
CPT	Remove Parking Lot Upgrades	8,500	(8,500)	0	Decrease/BOC
SCRF	Remove Partial Grant Match	380,000	(380,000)	0	Decrease/BOC
DSGS	State Tax/Adjust other Lines	1,710	0	1,710	Correction
GF/DSS	Revenue Adjustments	24,850	0	24,850	Correction
RDT	Expense/Fund Balance Adjustment	10,525	(5,500)	5,025	Correction
CRF/CIP	County Complex Planning	350,000	0	350,000	No Change
CRF/CIP	SM Community Park/Land Purchase	100,000	0	100,000	No Change

GF: General Fund
 CPT: Community Park Trust
 SCRF: School Capital Reserve
 DSGS: Dismal Swamp Gift Shop
 CIP: Capital Improvement Plan

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Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))

SOUTH CAMDEN WATER & SEWER DISTRICT

**2018-2019 PROPOSED
WATER & SEWER FEE CHANGES**

WATER RATES

MONTHLY BASE RATE:

No Change

ADDITIONAL MONTHLY USAGE:

<u>Gallons</u>	<u>Cost</u>	
2001-5000 gal.	\$5.50 per 1,000 gal	<u>No Change</u>
5001-10,000	\$6.20 per 1,000 gal	<u>Increased .20</u>
10,001-15,000	\$6.90 per 1,000 gal	<u>Increased .30</u>
15,001-20,000	\$7.60 per 1,000 gal	<u>Increased .40</u>
20,001 and up	\$8.30 per 1,000 gal	<u>Increased .50</u>
Bulk Water (except contracted sales)	\$6.91 per 1,000 gal	<u>Increased .27</u>

SEWER RATES

MONTHLY BASE RATE:

Residential*	\$29.00; 0 – 2,000 gallons	<u>Increased \$1</u>
Commercial	\$40.00; 0 – 2,000 gallons	<u>Increased \$2</u>

NEW USAGE TIER RATE STRUCTURE

MATCHES WATER USAGE TIERS & CREATES COMMERCIAL TIERS

ADDITIONAL MONTHLY USAGE:

	<u>RESIDENTIAL</u>	<u>COMMERCIAL</u>
2001-5000 gal.	\$7.50 per 1,000 gal	\$8.50 per 1,000 gal
5001-10,000	\$8.20 per 1,000 gal	\$9.20 per 1,000 gal
10,001-15,000	\$8.90 per 1,000 gal	\$9.90 per 1,000 gal
15,001-20,000	\$9.60 per 1,000 gal	\$10.60 per 1,000 gal
20,001 and up	\$10.30 per 1,000 gal	\$11.30 per 1,000 gal

Additional Changes

GOVERNMENTAL & SCHOOLS:

Will be charged 2 times Commercial Rate for Base Fee & Additional Usage

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Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))



SOUTH CAMDEN WATER & SEWER DISTRICT

System Development Fee Rate Table:

Meter Size	Cost-Justified		
	Meter Ratio	Water	Wastewater
3/4"	1.0	\$ 2,500	\$ 7,400
1"	1.7	4,167	12,333
1.5"	3.3	8,333	24,667
2"	5.3	13,333	39,467
3"	10.7	26,667	78,933
4"	16.7	41,667	123,333
6"	33.3	83,333	246,667
8"	53.3	133,333	394,667
10"	140.0	350,000	1,036,000
12"	176.7	441,667	1,307,333

Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))

2018 System Development Fee Analysis
Approved 6/4/2018

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**Ordinance No. 2018-06-01
AN ORDINANCE OF
THE BOARD OF COUNTY COMMISSIONERS OF
CAMDEN COUNTY, NORTH CAROLINA,
RELATING TO THE FY 2018 – 2019 BUDGET**

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF CAMDEN COUNTY, NORTH CAROLINA:

ARTICLE I. BUDGET ORDINANCE

This Budget Ordinance per G.S. 159-13 hereby incorporates, in its entirety, this Budget for the County of Camden for FY 2018-2019, adopted by the Board of Commissioners on June 4, 2018. Said Ordinance may hereafter be referred to as the “Budget Ordinance”. The levy of the county-wide Tax Rate(s) and Fees affecting any and all county managed Funds will accompany and be adopted simultaneously with this Budget Ordinance unless amended per G.S. 159-15.

ARTICLE II. GENERAL FUND

SECTION 1 – Appropriations: The following amounts are hereby appropriated in the General Fund for the operation of county government and its activities for the fiscal year beginning July 1, 2018 and ending June 30, 2019 in accordance with the Budget Ordinance and the chart of accounts heretofore established for this county.

Governing Body	\$111,647
County Administration.....	194,194
Elections.....	123,168
Finance.....	218,373
Personnel.....	73,432
Tax Supervisor	452,883
Legals.....	60,000
Register of Deeds.....	240,877
Planning	279,291
Inspections	175,983
Economic Development Commission.....	124,288
Building & Grounds.....	347,070
Sheriff	1,702,046
School Resource Officer (SRO).....	136,949
Court Facilities.....	27,529
Public Works Administration	118,745
Fleet Vehicles.....	26,760
Traffic	2,060
Solid Waste	684,267
Public Health.....	120,683
Extension.....	143,000
County Public Library.....	201,460
Parks & Recreation	264,666

DDJP (JCPC)	62,288
Senior Center	153,173
Post-Employment Benefits	33,552
Non-Departmental.....	207,300
Soil/Water Conservation.....	68,883
Capital Outlay/Debt Service	1,102,147
Special Appropriations:	
Albemarle Commission	7,201
EMS	529,973
Conservation/Forestry.....	60,733
RC&D	750
Central Communications	274,519
Emergency Management	29,654
S. Camden Water & Sewer	89,665
MLK Funding	300
Special Funding	1,000
CH&S Fire Commission Four Cents	253,421
South Mills Fire Commission Four Cents	168,152
Social Services	346,308
Schools – Contribution to Capital Reserve.....	295,000
Schools – Current Expense	2,600,000
Albemarle Hopeline	2,000
College of the Albemarle.....	45,000
Camden Food Pantry.....	2,000
Albemarle Food Bank.....	2,000
Alb. Dist. Jail Operations.....	337,015
4-H Insurance.....	53,004
Contingency	40,000
TOTAL GENERAL FUND	\$12,594,409

SECTION 2 – Revenues: It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

Ad Valorem and Vehicle Taxes:	
Budget Year	\$7,726,198
Prior Years Summary.....	355,950
Penalties and Interest	60,000
House Bill 1779	50
Other Taxes and Licenses:	
State 1 cent Sales Tax	585,000
Local Sales Tax - Art. 40	295,000
Local Sales Tax - Art. 42	185,000
Unrestricted Intergovernmental:	
ABC Profits.....	36,000
Refuge Revenue Sharing.....	8,500
Beer and Wine Tax	46,000

Utilities Franchise Fees.....	690,000
Medicaid Hold Harmless	450,000
Restricted Intergovernmental:	
State Grants – JJDP.....	51,907
Soil/Water Funds	3,600
Capital Reserve & Transfer Tax for Capital Debt Service	199,025
Court Facilities Fees	21,000
Alb. Comm. Nutrition Site.....	6,840
School Resource Officer	37,838
School Capital Reserve Fund for School Debt Service	873,121
Senior Center Grants.....	7,388
Senior Center State Grants.....	1,000
Health & Wellness Grant.....	2,350
Fees and Permits:	
Register of Deeds Fees.....	150,500
Building Permits and Planning Fees	149,150
Land Use Fees.....	20,000
Leased Property	20,000
Tire Disposal Dist	20,000
White Goods Disposal Dist.....	4,500
Recyclables	6,000
Disposables Tax Distribution.....	5,000
Electronics Management.....	800
Cable Franchise Fee	70,000
Gun Permit Fees.....	15,000
Golf Cart Fees	200
Pet/Privilege Licenses	250
5 Cents Per Bottle Fees	3,600
Extension Fees	10,000
Library Fees	4,900
Recreation Fees.....	18,600
Senior Center Participation Fees.....	5,000
Sales and Services:	
Jail Fees.....	3,000
Sheriff's Officer Fees.....	20,000
Sale of Fixed Assets.....	4,500
LESO Sheriff's Equipment Disposal	30,000
Fines & Forfeitures	60,000
911 Fees for GIS	3,900
Other:	
Sheriff's Department Grants & Donations	2,700
Interest.....	46,000
Miscellaneous	11,660
Fund Balance Committed	1,301
Appropriated Fund Balance	266,081
TOTAL GENERAL FUND	\$12,594,409

Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))

ARTICLE III. SOUTH CAMDEN WATER/SEWER DISTRICT FUND

The following amounts are hereby appropriated in the South Camden Water/Sewer District Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

R/O Plant Operation Expenses.....	482,826
Waste Water Operation Expenses.....	239,665
Distribution Expenses	397,401
Debt Service.....	<u>481,609</u>
	\$1,601,501

It is estimated that the following revenues will be available in the South Camden Water/Sewer District Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

Sale of Water.....	1,040,000
Sewer Fees	140,000
Connection Fees.....	45,000
Miscellaneous	45,600
Fund Balance Appropriated	17,785
Capital Reserve Fund.....	223,451
General Fund Contribution	<u>89,665</u>
	\$1,601,501

ARTICLE IV. WATER/SEWER CAPITAL RESERVE FUND

The following amounts are hereby appropriated in the System Development Fee Capital Reserve Fund for the purpose of collecting funds from new construction projects which will have an impact on the infrastructure of Camden County and establishing Membrane Reserve for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

Fund Balance Reserve.....	51,750
Membrane Reserve	20,250
R/O Upgrade	<u>19,800</u>
	\$91,800

It is estimated that the following revenues will be available in the System Development Fee Capital Reserve Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

System Development Fees.....	50,750
Membrane Reserve Contribution.....	20,250
Interest.....	1,000
Fund Balance Appropriated	<u>19,800</u>
	\$91,800

Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))

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ARTICLE V. WATER/SEWER PROJECT FUND

The following amounts are hereby appropriated in the Water/Sewer Project Fund for the purpose of water/sewer infrastructure projects for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

Project Expenditures	4,554,770
Debt Service.....	<u>203,651</u>
	\$4,758,421

It is estimated that the following revenues will be available in the Water/Sewer Project Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

Fund Balance Appropriated	3,204,971
Golden LEAF Grant.....	200,000
Economic Development Administration	<u>1,353,450</u>
	\$4,758,421

ARTICLE VI. COURTHOUSE & SHILOH FIRE COMMISSION FUND

The following amounts are hereby appropriated in the Courthouse and Shiloh Fire Commission Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

General Expenses.....	209,662
Debt Service.....	<u>117,614</u>
	\$327,276

It is estimated that the following revenues will be available in the Courthouse and Shiloh Fire Commission Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

Fire Tax.....	63,355
4 Cent County Match.....	253,421
Leased Property	9,000
Interest Earnings	<u>1,500</u>
	\$327,276

ARTICLE VII. SOUTH MILLS FIRE COMMISSION FUND

The following amounts are hereby appropriated in the South Mills Fire Commission Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

General Expenses.....	137,370
Debt Service.....	<u>99,820</u>
	\$237,190

Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))

It is estimated that the following revenues will be available in the South Mills Fire Commission Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

Fire Tax	42,038
4 Cent County Match	168,152
Interest.....	2,000
Grant	<u>25,000</u>
	\$237,190

ARTICLE VIII. SOCIAL SERVICES

The following amounts are hereby appropriated in the Social Services Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

Public Assistance	335,605
Administrative Expenses	<u>1,029,231</u>
	\$1,364,836

It is estimated that the following revenues will be available in the Social Services Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

County Appropriations.....	346,308
State/Federal Funds.....	<u>1,018,528</u>
	\$1,364,836

ARTICLE IX. JOYCE CREEK DRAINAGE PROJECT FUND

The following amounts are hereby appropriated in the Joyce Creek Drainage Project Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

Watershed Projects & Expenses	\$42,835
-------------------------------------	----------

It is estimated that the following revenues will be available in the Joyce Creek Drainage Project Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

Watershed Improvement Fee	41,835
Miscellaneous	<u>1,000</u>
	\$42,835

ARTICLE X. REVALUATION RESERVE FUND

The following amounts are hereby appropriated in the Revaluation Reserve Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

Reserved for Revaluation Expenses.....	\$255,000
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Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))

It is estimated that the following revenues will be available in the Revaluation Reserve Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

Fund Balance Appropriated	253,000
Interest.....	<u>2,000</u>
	\$255,000

ARTICLE XI. CAPITAL RESERVE FUND

The following amounts are hereby appropriated in the Capital Reserve Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

Debt Service.....	199,025
Capital Projects	504,500
USDA Debt Reserve	<u>540,300</u>
	\$1,243,825

It is estimated that the following revenues will be available in the Capital Reserve Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

Land Transfer Tax Collections	450,000
Investment Earnings.....	15,000
County Contribution	325,000
Fund Balance Appropriated	<u>453,825</u>
	\$1,243,825

ARTICLE XII. SCHOOL CAPITAL RESERVE FUND

The following amounts are hereby appropriated in the School Capital Reserve Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

Debt Service.....	578,122
School Capital Outlay	295,000
Fund Reserves.....	99,878
Camden Plantation Funds for Capital Outlay	<u>150,000</u>
	\$1,123,000

It is estimated that the following revenues will be available in the School Capital Reserve Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

Local Option & Restricted Sales Tax	970,000
Investment Earnings.....	3,000
Camden Plantation	<u>150,000</u>
	\$1,123,000

Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))

ARTICLE XIII. DISMAL SWAMP VISITOR CENTER FUND

The following amounts are hereby appropriated in the Dismal Swamp Visitor Center Fund for the purpose of operating the Center with funds received from NCDOT for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

Center Operating Expenses.....	\$161,882
DOT Funds.....	142,857
Gift Shop Contribution	8,475
Miscellaneous	50
Tourism Authority Contribution.....	<u>10,500</u>
	\$161,882

The following amounts are hereby appropriated in the Dismal Swamp Gift Shop Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

Gift Shop Revenues	\$31,375
Gift Shop Expenses.....	\$31,375

ARTICLE XIV. FEREBEE COURTHOUSE TRUST FUND

For purposes of summary only, the following amounts are hereby appropriated in the Nancy M. & H. C. Ferebee, III Courthouse Trust for the restoration of the 1847 Camden County Courthouse for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

Fund Reserves.....	\$1,530
Trust Fund Balance	\$1,530

ARTICLE XV. COMMUNITY PARK TRUST FUND

The following amounts are hereby appropriated in the Community Park Trust Fund for the upkeep and maintenance of the Community Park, Senior Trail, Dismal Swamp Bike Trail, Shiloh Landing and One Mill Park for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

Park Operations.....	44,778
Mill Town Pier.....	<u>35,000</u>
	\$79,778

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It is estimate that the following revenues will be available in the Community Park Trust Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

County Contribution	\$54,500
Interest.....	500
Fund Balance Appropriated	<u>24,778</u>
	\$79,778

ARTICLE XVI. REGISTER OF DEEDS AUTOMATION ENHANCEMENT AND PRESERVATION FUND

The following amounts are hereby appropriated in the Register of Deeds Automation Enhancement and Preservation Fund for the purpose of funding for computer and imaging technology for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

Technology	\$5,025
Register of Deeds Technology Funds	5,000
Interest.....	<u>25</u>
	\$5,025

ARTICLE XVII. CODE ENFORCEMENT REVOLVING FUND

The following amounts are hereby appropriated in the Code Enforcement Revolving Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

Demolition Expenses	\$15,000
Fee Collection	5,000
Fund Balance Appropriated	<u>10,000</u>
	\$15,000

ARTICLE XVIII. STORMWATER MANAGEMENT UTILITY FUNDS

At the May 5, 2014 Board of Commissioners meeting Ordinance No. 2014-05-01 was approved. This Ordinance established the South Mills Watershed, the Sawyer’s Creek Watershed, the North River Watershed and the Shiloh Watershed and the parcel fee rates relating to each watershed. Any changes to the fee schedule will be adopted simultaneously with this budget ordinance. The billing and collection will be in the same manner as property taxes.

The following amounts are hereby appropriated for funding the programs designed to protect and manage water quality and quantity in the **South Mills Watershed Fund** (Fund 36) for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

Watershed Expenses & Reserve	\$51,125
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Estimated Revenue..... \$51,125

The following amounts are hereby appropriated for funding the programs designed to protect and manage water quality and quantity in the **Sawyer's Creek Watershed Fund** (Fund 37) for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

Watershed Expenses & Reserve \$20,050

Estimated Revenue..... \$20,050

The following amounts are hereby appropriated for funding the programs designed to protect and manage water quality and quantity in the **North River Watershed Fund** (Fund 38) for the fiscal year July 1, 2018 and ending June 30, 2019.

Watershed Expenses \$18,050

Estimated Interest & Fees Collected..... \$18,050

The following estimated revenues will be available for funding the programs designed to protect and manage water quality and quantity in the **Shiloh Watershed Fund** (Fund 39) for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

Watershed Expenses \$20,050

Estimated Interest & Fees Collected..... \$20,050

ARTICLE XIX. TOURISM DEVELOPMENT AUTHORITY

The following amounts are hereby appropriated in the Tourism Development Authority budget for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

General Expenses..... 31,000
Dismal Swamp Visitor Center 10,500
\$41,500

Donations 1,000
Occupancy Tax Collections 30,000
Interest Earnings 500
Appropriated Fund Balance 10,000
\$41,500

ARTICLE XX. TAX PENALTIES SCHOOL FUND

The following amounts are hereby appropriated in the Tax Penalties School Fund budget for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

School Current Expense..... \$8,100

1032 It is estimate that the following revenues will be available in the Tax Penalties School Fund for the fiscal year
1033 beginning July 1, 2018 and ending June 30, 2019.

1034		
1035	Tax Penalties	5,000
1036	Interest on Investments	100
1037	Fund Balance Appropriated	<u>3,000</u>
1038		\$8,100

1040 **ARTICLE XXI. EDC PROJECT FUND**

1041
1042 The following amounts are hereby appropriated in the EDC Project Fund for the purpose of developing the
1043 ECO Industrial Park in South Mills for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

1044		
1045		
1046	Economic Dev Incentive	<u>40,000</u>
1047		\$40,000
1048		
1049	Interest earned	500
1050	Fund Balance Appropriated	<u>39,500</u>
1051		\$40,000

1053 **ARTICLE XXII. SCHOOL APPROPRIATIONS**

1054
1055 **SECTION 1** – The appropriations to the Board of Education, first, shall be made from any such funds which
1056 are dedicated to the use of the schools, and secondly, shall be made from the general county fund revenues to the
1057 extent necessary to meet the approved appropriation.

1058
1059 **SECTION 2** – For purposes of summary only as the actual figures are contained in the Budget Ordinance,
1060 the total appropriation for Current Expense is \$2,600,000 and for Capital Expense is \$295,000.

1061
1062 **SECTION 3** – Except as otherwise provided in this Budget Ordinance, this Budget Ordinance hereby
1063 incorporates by reference in its entirety the “PROPOSED BUDGET OF THE CAMDEN COUNTY BOARD OF
1064 EDUCATION FOR THE FISCAL YEAR BEGINNING JULY 1, 2018 and ENDING JUNE 30, 2019” as presented
1065 to the Board of Commissioners, and all language in said Proposed Budget is incorporated into this Ordinance as if it
1066 were included within the body of this Ordinance. Said Proposed Budget may hereafter be referred to as the “School
1067 Budget”. The county budget does not include any special appropriation for the supplement for teachers’ salaries. This
1068 will have to be included in the school budget.

1070 **ARTICLE XXIII. TAX LEVY**

1071
1072 **SECTION 1** – There is hereby levied at the rate of ~~sixty seven cents~~ seventy (70 cents) per One Hundred
1073 Dollar (\$100) valuation of property listed for taxes as of January 1, 2018, for the purpose of raising the revenue listed
1074 in the General Fund, Article II., Section 2, of this Ordinance.

Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))

- (d) He will assign legal costs to departments based upon the legal issue involved.
- (e) He is authorized to approve expenditures up to ten thousand dollars.
- (f) He may approve acceptance and expenditure of emergency funding from state or federal sources (ie. LIEAP) up to \$10,000 with an official report on such funding at the next regular meeting of the Board of Commissioners.

SECTION 2 - The Budget Officer and Finance Officer are hereby directed to make any changes in the budget or fiscal practices that are required by the Local Government Budget and Fiscal Control Act.

- (a) As provided by G.S. 159-25(b), the Board has authorized dual electronic signatures for each check or draft that is made on County funds. The signatures on the County accounts have been approved by the Board of Commissioners.
- (b) All legal outstanding encumbrances at June 30, 2018 are hereby carried forward and re-appropriated as an amendment to the budget for the fiscal year beginning July 1, 2018 and ending June 30, 2019.
- (c) The Board authorizes one principal account as the central depository for funds received by the Finance Director. Other accounts authorized by the Board can be used for special purposes such as the enterprise fund and various trust accounts. Current accounting techniques shall be used to assure that all funds will be properly accounted for in the financial records of the County.
- (d) Amendments to this Budget Ordinance and any accompanying fee schedule, taxes or appropriations are allowed as provided herein or by board approval in accordance with G.S. 159-15.

SECTION 3 - The Budget Officer and Finance Officer are hereby authorized to enter into contracts/agreements, within funds included in the Budget Ordinance or other actions authorized by the Board of Commissioners for the following purposes:

1. Lease of routine business equipment;
2. Consultant, professional, or maintenance service agreements;
3. Purchase of supplies, materials, or equipment where formal bids are not required by law;
4. Applications for and agreements for the acceptance of grant funds from Federal, State, public, private and non-profit organizations sources, and other funds from other government units, for services to be rendered which have been approved by the Board of Commissioners;

- 5. Construction and repair projects within the budget limits or as approved by the Board of Commissioners;
- 6. Liability, health, life, disability, casualty, property or other insurance or performance bonds;
- 7. Other administrative contracts which include agreements approved by the Board of Commissioners.

All other contracts must be approved by the Board of Commissioners and signed by the Chairman of the Board. No other employees or officials may sign contracts on behalf of the County unless duly appointed to do so by the Board of Commissioners.

SECTION 4 -County funded agencies are required to submit an audit or other detailed financial reports to the County Finance Officer each year. Approved payments may be delayed pending receipt of financial information.

SECTION 5 -It is the policy of Camden County to not absorb any reduction in State or Federal grant funds. Any decrease shall be absorbed in the budget of the agency or department receiving funding by reducing personnel or department expenditures to stay within the County appropriations as approved.

SECTION 6 -Copies of this Budget Ordinance shall be furnished to the Clerk to the Board, the Budget Officer, Finance Director, and the Tax Administrator for direction in the carrying out of their duties.

A public hearing on this Budget Ordinance was held on June 4, 2018.

This Budget Ordinance was adopted on the 4th day of June, 2018

CAMDEN COUNTY BOARD OF COMMISSIONERS

Clayton D. Riggs
 Clayton D. Riggs, Chair

George T. White
 George T. White, Vice-Chairman

ATTEST:

Karen M. Davis
 Karen Davis
 Clerk to the Board

Kenneth Bowman
 Kenneth Bowman
 Budget Officer/County Manager



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Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))



SCHEDULE OF FEES

FY 2018-2019

Schedule adopted with Budget Ordinance June 4, 2018

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CAMDEN COUNTY
Fee Schedule

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CAMDEN COUNTY
Inspections & Planning
Building Permit Fee Schedule

BUILDING PERMIT FEES

RESIDENTIAL, MODULAR, & COMMERCIAL CONSTRUCTION (UP TO 20,000 SQ. FEET)

Minimal Required New Construction Permit Fees: (1) State Fee (Residential only) 10.00; (2) Base Building Fee 0.25 cents per square foot; (3) Electrical Fee 0.15 cents per square foot; (4) Plumbing Fee 75.00; (5) Mechanical Fee 100.00; (6) Insulation Fee 75.00. Optional Fees: Temporary Power Pole 75.00. Commercial buildings are subject to other fees listed here after.

Base Fee Up to 20,000 Sq. Ft.	\$0.25/Sq. Ft.	Each Sq. Ft. over 20,000	\$0.15/Sq. Ft.
Minimum Fee	\$100.00	State Fee	\$10.00

ELECTRICAL

Residential Over 500 SQFT	\$0.15/Sq. Ft.	Service Repair	\$75.00
Minimum Fee	\$75.00	Service Change	\$75.00
Temporary Service	\$75.00	Mfg. Home Service	\$75.00

PLUMBING

Plumbing (New Installs)	\$75.00	Plumbing (Repairs)	\$75.00
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MECHANICAL

Minimum Fee	\$100.00	Additional Units	\$25.00
Repair / Service Change	\$75.00	Same Size Change Out	\$0.00

INSULATION

Minimum Fee	\$75.00
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NATURAL GAS HOOKUP (RESIDENTIAL & COMMERCIAL STRUCTURES)

Fee Per Structure	\$50.00
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MANUFACTURED HOMES

Singlewide: \$250.00	Doublewide: \$350.00	Triplewide: \$400.00
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ADDITIONS - Includes Service Systems

Up to 400 Square Feet	\$150.00	Over 400 Square Feet	\$0.37/Sq. Ft.
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SWIMMING POOLS & SPAS

In-ground	\$150.00	Above-ground	\$50.00
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DETACHED GARAGES, STORAGE, AND UTILITY BUILDINGS

Minimum Fee/Under 400 Sq. Ft.	\$75.00	Over 400 Sq. Ft.	\$0.18/Sq. Ft.
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CARPORT / POLE BARN / POLE SHED

Minimum Fee	\$75.00	Over 834 Sq. Ft.	\$0.09/Sq. Ft.
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SINGLE UTILITY INSPECTION

Trade Permit Minimum Fee	\$50.00
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*Inspections & Planning Dept. Fee Schedule
Revised June 5th, 2017
Page 1 of 5*

Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))

SIGNS

16 Square Feet or Less	\$0.00	17 - 32 Sq. Ft.	\$50.00
Over 32 Sq. Ft.	\$100.00	Electrical on/for/around Sign	\$50.00

DEMOLITION

Fire, Safety, & EPA Regs

Pre-inspection required for safety and hazardous materials and referral to proper channels if found.	\$75.00
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ALTERATIONS / REPAIRS / IMPROVEMENTS

Up to \$5000 Gross Retail Price	\$75.00
Over \$5000 Gross Retail	50% Additions Fees

Alterations include work within existing structures and upgrading existing services and do NOT include Additions, New Construction, Proving Power to structures not previously having power or New Service to existing buildings.

Farm Buildings are exempt UNLESS:

- Any electrical installation is performed
- Any portion of building is used for sleeping quarters
- Building is used for business rather than personal use of farmer and immediate family

MOVING OF ANY BUILDING WITHIN OR INTO THE COUNTY

Minimum New Construction Fees

WIND ENERGY SYSTEMS

Turbines	\$2,000 each
Reinspections	\$100 each

SOLAR FARMS

Panels	\$.50 per panel (minimum \$250)
--------	---------------------------------

COMMERCIAL PERMIT PRICES (extras)

MECHANICAL:

Walk-in Cooler	\$40.00 ea.
Commercial Cooking Hood	\$40.00 ea.
HVAC Fire damper/smoke damper	\$5.00 ea.

PLUMBING:

Minimum Permit Fee	\$75.00
Per fixture, trap, or similar devices	\$5.00
Per sprinkler head	\$5.00

ELECTRICAL

Electric duct heater	\$10.00 ea.
Temporary Service w/ Trailer	\$100.00 ea.
0-100 Each Receptacle/Switch/Fixture	\$75.00
Each additional opening	\$0.10 ea.
Subpanel, transformer, generator	\$20.00 ea.
Fuel dispensers, "freestanding" parking lot light poles, manufactured home pedestals	\$5.00 ea.
Exhaust fans/water heater/RAC/Spa/Motors and machinery not specified	\$5.00 ea.

*Inspections & Planning Dept. Fee Schedule
Revised June 5th, 2017
Page 2 of 5*

Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))

COMMERCIAL PERMIT PRICES (extras - Continued)

GAS	
Minimum Permit Fee	\$50.00
Per outlet	\$5.00

NEGLIGENCE FEES

Inspection Negligence Fee (Applies To):	\$100.00
• Inspections called for but not ready	
• Skipping any applicable mandatory inspection	
• Re-Inspections called for without first correcting discrepancies noted by inspector	
• Wrong sub-contractor other than on Trade Affidavit	
No Permit Negligence Fee (Applies To):	\$Varies
• Building or Trade Related Activities performed without first obtaining and paying for a building permit. Shall result in overall doubling of permit fee.	

BUILDING PERMIT FEES DUE AT TIME OF ISSUANCE

- All Building Permit fees must be paid in full at time of permit issuance.
- Applicants will be notified within 3-5 days after building permit application has been processed, reviewed, and approved. At that time permit fees are due.
 - No building permit will be issued without payment of permit fees due.

LAND USE DEVELOPMENT FEES

LAND USE DEVELOPMENT FEES DUE AT TIME OF APPLICATION

- All fees for Land Use / Development MUST be paid in full at time of APPLICATION.

Zoning Permit	\$25.00	Temporary Use Permit	\$250.00
Conditional Use Permit	\$400.00	Variance	\$500.00
Special Use Permit	\$400.00	Ordinance Amendment Request	\$500.00
Rezoning Fee			
Up to 10 Acres	\$650.00		
Over 10 Acres	\$650.00	Plus \$10 Per Acre	
Interpretation Challenge / Appeal	\$250.00 *		
Subdivision Fee			
Major Subdivision			
Sketch Plan Level	\$150.00	Per Lot	
Preliminary Plan Level	\$200.00	Per Lot	
Final Plan Level	\$50.00	Per Lot **	
Minor Subdivision	\$200.00	Per Lot **	
Private Access Subdivision	\$200.00	Per Lot **	

*Inspections & Planning Dept. Fee Schedule
Revised June 5th, 2017
Page 3 of 5*

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Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))

Planned Unit Development

Concept Plan	<u>See Rezoning</u>	
Master Plan and Amendments	\$1,000.00	(Includes Conditional Use Permit Fee)
Preliminary Plat Level	\$200.00	Per Lot
Final Plat Level	\$50.00	Per Lot

Commercial Site Plan Review \$25.00

Stormwater Review Fees / Deposit

Major Subdivision (more than 5 acres)	\$6,000.00
Minor Commercial Site Plan Review (3 acres or less)	\$3,700.00
Major Commercial Site Plan Review *** (more than 3 acres)	\$5,400.00

LAND DISTURBING ACTIVITY

Fill Permit \$50.00

NOTES:

* Subject to refund in the case of a successful appeal if so ordered by the Board of Adjustment

**The County stormwater review deposit / fee will be set up as an escrow wherein the applicant recovers any deposits in excess of actual costs incurred, or replenishes the escrow if costs drop below \$1000 prior to project approval.

A refund of Land Use Development fees will be given if an application is withdrawn prior to commencement of the approval process (staff review for Zoning Permits; Board * agenda for all other items). No refund shall be given after any portion of the approval process has begun (e.g., zoning permit issued or item placed on Board agenda.)

* - Board of Adjustments, Planning Board, or Board of Commissioners

Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))

CAMDEN COUNTY
GIS
Fee Schedule for Sale of GIS Related Data

Xerox Copy

Size	Black & White Price	Color Price
8 ½ X 11	\$.50	\$1.00
8 ½ X 14	\$.75	\$1.50
11 X 17	\$1.00	\$5.00

Plotter

Size	Black & White Price	Color Price
Up to 36 X 48	\$5.00	\$10.00

Electronic Media

Data Layers

Price: \$5.00 per CD
\$25.00 for first layer (shape file)
\$10.00 for each additional layer (shape file)

MrSid Compressed Digital Orthophotography

The entire set of digital orthophotography for the County: \$10.00

Customized GIS Work

Any customized GIS projects will be charged a per hour fee of: \$60.00/hr.

Camden County Street Maps: \$3.00

CAMDEN COUNTY
Code Enforcement
Fees for Abatement of Property by County

Grass Cutting	\$300/acre
Grass Cutting	\$150/half acre
Debris Removal	\$500 plus tipping fees
Car Removal	All Cost Incurred by County
Administrative Cost <i>(This will be added to each Abatement)</i>	\$75.00
Removal of Structure	All Cost Incurred by County**

*Fees are for Chapter 94 for Public Nuisances and Chapter 90 for Abandoned and Junk Motor Vehicles

**This Fee Schedule is only if the County abates the property. If a contractor is hired to perform any abatement then the cost will be the contracted price plus an Administrative fee.

***Payment for abatement is due 30 days after the date of the abatement. If the fees are not paid a Tax Lien will be applied to the property.

Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))

**CAMDEN COUNTY
Parks & Recreation
Fee Schedule**

Recreation Youth Sports Registration Fees:

Youth Volleyball and Basketball	\$40.00
Maximum fee per household per season.....	\$70.00
Out of County additional registration fee	\$20.00

Recreation Youth Sports Sponsor Fee:

Team sponsor fee	\$200.00
(Fee pays for team Shirt and Individual Trophies)	

Saturday Night Open Gym for Basketball

County residents.....	\$1.00
Out of County residents	\$3.00

Thursday Night Open Gym for Adult Volleyball

County residents.....	\$1.00
Out of County residents	\$3.00

Amended June 4, 2018

Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))

CAMDEN COUNTY
Register of Deeds
Fee Schedule

Deeds of Trust & Mortgages	\$64 for 1 st 35 pages, \$4 for each additional page
Instruments in General Fee	\$26 for 1 st 15 pages, \$4 for each additional page + \$2.00 per party indexed above 20
Plats	\$21 per plat
Right of way/ Hwy Plat	\$21 for 1 st page, \$5 for each additional page
Multiple Instrument Fee	\$10 additional fee
UCC Recording	\$38 for 2 page document
UCC Recording	\$45 for documents over 2 pages
Non Standard Doc Fee	\$25
Certified Copy of Document	\$5 for 1 st page, \$2 for each additional page
Certified Copy Vital Record	\$10 each
Amended Birth & Death	\$10 ROD & \$15 NC Vital Record
Marriage License	\$60
Delayed Marriage or Birth	\$20 including 1 certified copy
Corrected Vital Record	\$10
Legitimation	\$10
Military Records	No Fee
Notary Oath	\$10
Photocopy Plat (18 x 24)	\$3 each
Photocopy legal or letter size	.20 each
Photocopy ledger size	.40 each

Register of Deeds Fee Schedule

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1099

Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))

CAMDEN COUNTY
Sheriff's Department
Fee Schedule

Office Fees

Carry Concealed Permit

New..... \$90.00

Renew \$75.00

Weapon Purchase Permit..... \$5.00

Fingerprints \$10.00

Civil Process Service

In-State..... \$30.00

Out of State \$50.00

Other

Out of County Mental Patient Transport \$150.00

Diskette Copy of Photos \$10.00

Dog/Cat Tag Fee

Annual..... \$5.00

Lifetime..... \$30.00

Kennel Fee \$20.00

*Sheriff Dept Fee Schedule
Revised June 12, 2015*

CAMDEN COUNTY
SENIOR CENTER
Center Fee Schedule

- 1. The Camden County Board of Commissioners permits the use of the Camden Center after 5:00 p.m. Monday through Friday to governmental agencies and civic clubs and other clubs benefiting the county without charge provided the meeting or gathering is to conduct business pertaining to that agency or club.
- 2. Other non-profit agencies, clubs (civic clubs, dance clubs, bridge clubs), individuals and associations are permitted to use the Center after 5:00 p.m. Monday through Friday by paying the following fees:

All Day	\$100.00
Evenings Only	50.00
Use of the Kitchen <i>(additional)</i>	50.00

- 3. For-profit firms, agencies, etc. are permitted to use the Center after 5:00 p.m. by paying the following fees. A for-profit agency and/or firm would be Tupperware Products, Mary Kay Cosmetics, Bank of Currituck, Weight-Watchers, etc. If an individual or group is attempting to make a profit from a service or item to be provided or sold at the Senior Center, it will be considered a for-profit situation.

Maximum of 2 hours use.....	\$50.00
Maximum of 4 hours use.....	65.00
Maximum of 6 hours use.....	100.00
Maximum of 8 hours use.....	120.00
Use of the Kitchen.....	50.00

- 4. Rental Fees will not include the use of the Senior Citizens Craft Room, Exercise Room or the office space in the Center.
- 5. Alcoholic beverages are not permitted in the Senior Center or elsewhere on County property.
- 6. No confetti or like material is allowed in the Center. No streamers or like objects are allowed to be hung from the ceiling of the Center. All trash and garbage must be removed by the user.
- 7. Individuals signing the Use Agreement form will be required to provide a deposit in the amount of \$150 (made payable to Camden County) for the use of the Center and an additional \$150 (made payable to Camden County) for the use of the kitchen when obtaining the key to the Center. Fees are to be waived for Volunteer Fire Departments, Social Services Dept., Cooperative Extension Service, Schools, Homemakers' Club, Lions Club, Junior Women's Club, Ruritans and similar organizations as well as county employees.
- 8. Deposits will be returned when the key to the Senior center is returned, providing the facilities are left in the condition in which they were found when the user arrived and nothing has been damaged or left improperly cleaned and all furnishings and furniture have been returned to their original places.

Senior Center Fee Schedule
Page 1 of 2

Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))

- 9. Additional fees will be assessed for the following items and charged to any and all parties using the facility.

Facility not left clean and orderly..... \$50.00
 Key not returned the next business day \$10.00 *per day*
 Key not returned within three business days..... *forfeit deposit*
 Damage of facility or contents* *forfeit deposit*
 *additional charges (legal and monetary) may apply depending on damage

- 10. Special use considerations not addressed in this policy require County Manager approval.

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**CAMDEN COUNTY
 SENIOR CENTER
 Trail Fee Schedule**

- 1. For events not requiring the provision of any chairs or other equipment, the fee shall be one hundred dollars (\$100.00) and such fee shall be in addition to any other fees required under this schedule.
- 2. For events requiring electricity, the fee shall be ten dollars (\$10.00) per hour and such fee shall be in addition to any other fee required under this schedule.

*Fee is required prior to Trail use.

Policy for Trail use can be obtained through the Camden County Senior Center.

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Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))

CAMDEN COUNTY
Tax Administration Office
Fee Schedule

Golf Cart Permits

Annual Fee.....	\$20.00
Late Listing Fee (for sticker).....	\$50.00
Non-Compliance.....	\$150.00

BEER AND WINE FEES

(License period: May 1 through April 30 each year)

Every person engaged in the business of selling beer and wine in the following amount:

Beer at retail:

Off premises.....	\$5.00
On premises	\$25.00
Beer "on and off premises"	\$30.00

Wine at retail:

Off premises.....	\$25.00
On premises	\$25.00
Wine "on and off premises"	\$50.00

Beer and Wine:

Beer & Wine "off premises"	\$30.00
Beer & Wine "on premises"	\$50.00
Beer & Wine "on and off premises"	\$80.00

Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))

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CAMDEN COUNTY
South Camden Water & Sewer
Water Fee Schedule
(PROPOSED July 1, 2018)

WATER SERVICE FEES

MONTHLY BASE RATE:

Gallons	Cost
0-2,000	\$25.00 per month

ADDITIONAL MONTHLY USAGE:

Gallons	Cost
2001-5000 gal.	\$5.50 per 1,000 gal
5001-10,000	\$6.20 per 1,000 gal
10,001-15,000	\$6.90 per 1,000 gal
15,001-20,000	\$7.60 per 1,000 gal
20,001 and up	\$8.30 per 1,000 gal

Local Govt/Board of Education/Commercial	Same as above
Bulk Water (except contracted sales)	\$6.91 per 1,000 gal
Fire Service (sprinkler systems)	Base Rate per month

Deposits:

Rent deposit: \$200
Fire Hydrant Meter: \$300

Charges & Fees:

Open/reopen/transfer acct.	\$20.00
Reread meter/our read correct	\$15.00
Reread meter/our read incorrect:	No charge
Reconnection Fee:	\$35.00 7am-3:15pm
<i>(if not paid by 8am on disconnection day)</i>	\$60.00 3:16-5:00pm
Late payment penalty:	\$10.00
Non-Sufficient Funds:	\$25.00
Meter Tampering fee:	\$200.00
Turn off/Turn off fee:	\$15.00 <i>(per occurrence)</i>
Meter testing fee: if accurate	\$15.00 <i>(No chg if more than 2.5% inaccurate)</i>
Bacteriological	\$45.00

Water Capacity Fees:

(includes \$1,500 Tap Fee)

¾ inch	\$4,000.00	4 inch	\$7,000.00
1 inch	\$4,500.00	6 inch	\$8,000.00
2 inch	\$5,000.00	6 inch fire svc	\$4,000.00
3 inch	\$6,000.00	Hwy158/Bore	\$2,000.00

*County installs up to 2 inch lines. User hires Contractor if over 2 inches.

*South Camden Water Utility Fee Schedule
Revised June 4th, 2018
Page 1 of 1*

Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))

CAMDEN COUNTY
South Camden Water & Sewer
Sewer Fee Schedule
(PROPOSED July 1, 2018)

SEWER SERVICE FEES

MONTHLY BASE RATE:

Residential* \$29.00; 0 – 2,000 gallons
Commercial \$40.00; 0 – 2,000 gallons

ADDITIONAL MONTHLY USAGE:

	<u>RESIDENTIAL*</u>	<u>COMMERCIAL</u>
2001-5000 gal.	\$7.50 per 1,000 gal	\$8.50 per 1,000 gal
5001-10,000	\$8.20 per 1,000 gal	\$9.20 per 1,000 gal
10,001-15,000	\$8.90 per 1,000 gal	\$9.90 per 1,000 gal
15,001-20,000	\$9.60 per 1,000 gal	\$10.60 per 1,000 gal
20,001 and up	\$10.30 per 1,000 gal	\$11.30 per 1,000 gal

*RESIDENTIAL: Includes Apartment & Townhouse Units

GOVERNMENTAL & SCHOOLS:

Will be charged 2 times Commercial Rate for Base Fee & Additional Usage

HIGH STRENGTH: \$11.50 each additional 1,000 gallons

Day Care, Hospitals, Nursing Homes, Laundromats, Restaurants, Doctors, Dentists, Beauty Shops, Grocery Store, Convenient Store, Funeral Homes, Car Washes, Dry Cleaners

CONNECTION FEES

SEWER CONNECTION FEE:

Low pressure main with ¾ inch water service: \$8,300
Gravity 4” connection: \$ 3,500

COMMERCIAL: Fees are based on water meter size

The cost of sewer connection with larger than ¾ inch water service will be the responsibility of the owner, with the possibility of capacity fee being paid over time of 3-5 yrs. with no interest.

SEWER CAPACITY FEE:

¾ inch	\$ 7,400	6 inch	\$42,000
1 inch	\$10,500	8 inch	\$48,000
2 inch	\$15,000	10 inch	\$54,000
3 inch	\$24,000	12 inch	\$60,000
4 inch	\$36,000		

South Camden Sewer Utility Fee Schedule
Revised June 4th, 2018
Page 1 of 2

ADDITIONAL FEES/FINES

Parts and Labor:

For changing service size, location, or repairs for damage to the districts property.

Parts:

Calculated at current price of materials due to the fluctuation of the market plus 20%.

Labor:

- \$35 per man per hour
- \$75 per hour for backhoe
- \$10 per foot for bores up 2”
- Repairs requiring contracted labor will be charged at invoice cost.

Fines for Violation of Fats, Oil and Grease Control Ordinance

Minor Violations				
Offense	1st Offense	2nd Offense	3rd Offense	4th Offense & Up
Failure to submit records	Warning	\$100	\$150	\$500
Inspection hindrance	Warning	\$100	\$150	\$500
Failure to maintain on-site records	Warning	\$100	\$150	\$500
Failure to meet sample standards	Warning	\$100	\$150	\$500
Moderate Violations				
Offense	1st Offense	2nd Offense	3rd Offense	4th Offense & Up
Failure to maintain interceptors in proper working order	\$150	\$300	\$500	\$1,000
Failure to clean out interceptor every 30 days	\$150	\$300	\$500	\$1,000
Major Violations				
Source of sewer blockage (minimum)	\$500 and not more than \$10,000 plus cost of cleaning lines			
Source of sanitary sewer overflow(minimum)	\$1,000 plus cost of cleaning lines			
Falsification of records	\$1,000			
*updated August 2, 2010				

Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))

CAMDEN COUNTY
Public Records
Fee Schedule

Copy Fees:

Public Records (Black/White)

8 ½ x 11 and 8 ½ x 14.....	\$.15/page
With printed pictures.....	\$.30/page
11 x 17.....	\$.35/page

Public Records (Color)

8 ½ x 11 with Pictures.....	\$.50/page
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*Counties are not required to create a public record that is not already in existence. However, the municipality may elect to create the record if it determines that the record will provide an ongoing benefit to the county and/or its citizens.

*Public Records Fee Schedule
Revised June 12, 2015*

CAMDEN COUNTY
Public Library
Fee Schedule

Copy Fees:

8 ½ x 11 and 8 ½ x 14 (Black /White).....	\$.10/page
8 ½ x 11 and 8 ½ x 14 (Color).....	\$.25/page
11 x 17 (Black /White).....	\$.20/page
11 x 17 (Color).....	\$.50/page
Fax: 10 page increments, no charge for cover page	
Local.....	\$1.00
Long Distance.....	\$1.25
Inter Library Loan.....	\$3.50
Proctoring.....	No Charge

Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))

Public Library Fee Schedule
Revised June 4, 2018

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CAMDEN COUNTY
Stormwater/Watersheds
Maintenance Fee Schedule

Rate Structure

	\$	1. FCPA
+	\$	2. ERU
+	\$	3. GA
=	\$	<i>Total Fee/Parcel</i>

1. **FCPA – Fixed Cost Per Account** = Currently Estimated at .64 per Parcel
2. **ERU – Impervious Area Rate -Equivalent Residential Units Rate**
 **Average Impervious Area of a Single Family Residence = 4,500 sq. ft. = 1 ERU (Equivalent Residential Unit) which is approximately 1/10 of an acre.
3. **GA – Gross Acreage Rate in \$/acre** - See Table Below

Rate Table

<u>Watersheds</u>	<u>FCPA</u>	<u>ERU Rate</u>	<u>GA Rate</u>	<u>Total Fee</u>
North River	\$.64/Parcel	\$10.00/ERU	\$.25/Acre	\$10.89
Sawyer's Creek	\$.64/Parcel	\$10.00/ERU	\$.25/Acre	\$10.89
Shiloh	\$.64/Parcel	\$10.00/ERU	\$.25/Acre	\$10.89
South Mills	\$.64/Parcel	\$12.80/ERU	\$.32/Acre	\$13.76

Per Single Family Home

**exemptions itemized in the stormwater ordinance.*



[Signature]

Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))

CAMDEN COUNTY
Approved Fee Schedule Certification

Continuing authority of commission

Nothing contained in the provisions of this schedule shall be construed to prevent the County Board of Commissioners from imposing, from time to time as it may see fit, such license taxes as are not specifically defined or included in this schedule, or from increasing or decreasing the amount of any fee when not in conflict with State or Federal law.

Same-False statements

Any person who willfully makes a false statement on any fee application shall be guilty of a misdemeanor.

The forgoing instrument was duly approved and adopted at a meeting of the Camden County Board of Commissioners, said meeting date June 4th, 2018.

Clayton D Riggs

Clayton D Riggs, Chair
Camden County Board of Commissioners

ATTEST:

Karen Davis

Karen Davis
Clerk to the Board



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1117

Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))

1118 **Motion to approve the proposed FY 2018-2019 budget was offered by Commissioner**
1119 **Garry Meiggs. After discussion of the lobbyist contract, Commissioner Meiggs amended**
1120 **his motion to approve the proposed budget and fee schedule with the inclusion of the**
1121 **lobbyist contract for an additional year.**
1122

1123 **RESULT: PASSED [4-1]**
1124 **MOVER:** Garry Meiggs, Commissioner
1125 **AYES:** Meiggs, White, Munro, Riggs
1126 **NAYS:** Krainiak

1127
1128 Chairman Riggs requested the clerk to the poll the board:

1129
1130 Vice Chairman White – Aye; Commissioner Meiggs – Aye; Chairman Riggs – Aye;
1131 Commissioner Krainiak – No; Commissioner Munro – Aye. The motion carried 4-1.

1132
1133 F. Proposed 2019-2023 Capital Improvement Plan

1134
1135 **Motion to approve the 2019-2023 Capital Improvement Plan as presented.**
1136

1137 **RESULT: PASSED [UNANIMOUS]**
1138 **MOVER:** Tom White, Vice Chairman
1139 **AYES:** Meiggs, White, Munro, Riggs, Krainiak

1140
1141 **ITEM 7. BOARD APPOINTMENTS**

1142
1143 1. College of the Albemarle Board of Trustees

1144
1145 **Motion to reappoint Dr. Roger Lambertson to the College of Albemarle Board of Trustees.**

1146 **RESULT: PASSED [UNANIMOUS]**
1147 **MOVER:** Ross Munro, Commissioner
1148 **AYES:** Meiggs, White, Munro, Riggs, Krainiak

1149
1150 2. Community Advisory Committee

1151
1152 **Motion to appoint Amber Jennings to the Adult Care Home Community Advisory**
1153 **Committee.**

Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))

1154 **RESULT:** PASSED [UNANIMOUS]
 1155 **MOVER:** Tom White, Vice Chairman
 1156 **AYES:** Meiggs, White, Munro, Riggs, Krainiak

1157
 1158 **ITEM 8. CONSENT AGENDA**

- 1159
 1160 A. BOC Minutes – May 7, 2018
 1161
 1162 B. FY 17-18 Budget Amendments
 1163

2017-18-BA028 AMENDED
 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, 2018.

Section 1. To amend the Community Grant Programs Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
14360525-402000	FEMA-Federal	\$684,683	
14360525-402005	FEMA-State	\$228,227	
Expenses			
145025-535010	Project Costs	\$843,910	
145025-598303	Administration	\$ 69,000	

This Budget Amendment is made to appropriate funds for FEMA Hazard Mitigation Grant.

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

Balance in Contingency \$15,350.00

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 4th day of June, 2018.

Karen M. Davis

 Clerk to Board of Commissioners

Clayton D. Riggs

 Chairman, Board of Commissioners



1164

Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))

2017-18-BA029
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, 2018.

Section 1. To amend the South Camden Water & Sewer Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
30380720-433500	Miscellaneous (NC DOT Reimb)	\$6,000	
Expenses			
307200-503200	Engineering Fees	\$6,000	

This Budget Amendment is made to appropriate funds for Sawyer's Creek Bridge Water Line Engineering design plan and specifications.

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

Balance in Contingency \$15,350.00

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 4th day of June, 2018.

Karen M. Davis
Clerk to Board of Commissioners

Clayton D. Pigg
Chairman, Board of Commissioners



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2017-18-BA030
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, 2018.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Expenses			
109990-500000	Contingency		\$8,500
105000-515000	Maintenance-Building	\$7,000	
105000-545000	Contracted Services	\$1,500	

This Budget Amendment is made to appropriate funds for Courthouse AC Unit Repair and Contracted Labor for Janitorial Services.

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

Balance in Contingency \$6,850.00

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 4th day of June, 2018.

Karen M. Davis
Clerk to Board of Commissioners

Clayton D. Pigg
Chairman, Board of Commissioners



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Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))

2017-18-BA031
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, 2018.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
10320400-4344702	5 Cent Per Bottle	\$850	
10301450-400017	2017 Ad Valorem Taxes	\$14,470	
Expenses			
106600-550400	5 Cent Per Bottle	\$850	
106900-568100	SM VFD 4 Cents	\$3,000	
105150-515000	Maintenance-Building	\$1,050	
104930-503000	Part Time Salaries (Inspections)	\$1,920	
104500-554310	Refund Expense	\$2,500	
104500-550520	Vehicle Collection Fees	\$6,000	

This Budget Amendment is made to appropriate funds for additional expenditures and End of Year Adjustments.

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

Balance in Contingency \$6,850.00

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 4th day of June, 2018.

Karen M. Davis
Clerk to Board of Commissioners

Clayton D. Pigg
Chairman, Board of Commissioners



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C. School Budget Amendments

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 May, 2018 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2018.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Programs	4,362.00	
5200	Special Instructional Programs	2,885.00	
5400	School Building Administration	213.00	
5800	School Based Support Services		27,240.00
6100	Regular Inst. Support Services		30.00
6500	Operational Support Services	20,128.00	
6900	Policy, Ldrshp, & Pub Relations		318.00
Explanation:			
Total Appropriation in Current Budget		\$ 2,815,470.00	
Amount of Increase/Decrease of Above Amendment			.00
Total Appropriation in Current Amended Budget		\$ 2,815,470.00	

Passed by majority vote of the Board of Education of Camden County on the 10th day of May 2018.
Chris White
Chairman, Board of Education
Jim Inwell
Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this 6 day of June 20 18.
Clayton D. Pigg
Chairman, Board of County Commissioners
Karen M. Davis
Clerk, Board of County Commissioners



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Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))

BUDGET AMENDMENT
May 10, 2018

2. Local Current Expense Fund

A. We have reviewed this program area and must transfer funds to other programs to cover expenses. We request your approval of the following amendment.

Transportation of Pupils

6550.056.326	Cont Repair & Maint – Equip	\$ -	100.00
6550.056.331	Contracted Transportation	+	100.00
6550.056.418	Computer Software & Supplies	-	<u>872.00</u>
Total – Transportation of Pupils		\$ -	872.00

B. We have reviewed this area of the budget and must transfer fund to other program areas to cover the cost of charter school funding requirements and insurance on the buildings. We request your approval of the following amendment.

Operation of Plant

6530.802.321...40	Utilities – Electric	\$ +	125.00
6530.802.322...40	Utilities – Natural Gas	+	4,500.00
6540.802.231...40	Emp Hosp Ins Costs	+	85.00
6540.802.323...40	Utilities – Water	-	6,000.00
6540.802.341...40	Telephone	-	1,500.00
6540.802.411...40	Supplies & Materials	+	9,000.00
6540.802.461...40	Pur of Non-Cap Equipment	-	<u>600.00</u>
Total – Operation of Plant		\$ +	5,610.00

C. We have reviewed this area of the budget and must transfer fund to other program areas to cover the costs within the program. We request your approval of the following amendment.

Maintenance of Plant

6580.802.175...50	Salaries – Mtce Workers	\$ -	1,000.00
6580.802.211...50	Emp Soc Sec Costs	-	500.00
6580.802.221...50	Emp Retirement Costs	-	400.00
6580.802.311...50	Contracted Services	+	12,000.00
6580.802.352...50	Professional Certification	-	500.00
6580.802.361...50	Membership Dues & Fees	-	490.00
6580.802.391...50	Storm Water Fees	+	500.00
6580.802.418...50	Comp Software & Supplies	-	120.00
6580.802.422...50	General Maintenance	+	6,100.00

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BUDGET AMENDMENT
Local Current Expense Fund
May 10, 2018, Page 2

6580.802.423...50	Gas – Mtce Vehicle	-	<u>200.00</u>
Total – Operation of Plant		\$ +	15,390.00

D. We have reviewed this program area and find that we must increase the funds in this program area to cover the cost within the program. We request your approval of the following amendment.

Classroom Teacher

5210.841.121	Salary – Teacher	\$ +	1,400.00
5210.841.211	Emp Soc Sec Costs	+	220.00
5210.841.221	Emp Retirement Costs	+	620.00
5210.841.231	Emp Hosp Ins Costs	+	<u>500.00</u>
Total – Office of Superintendent		\$ +	2,740.00

E. We have reviewed this area of the budget and find that we can transfer funds to cover other budgeted areas. We request your approval of the following amendment.

Classroom Support

5110.842.162	Substitute Pay	\$ +	10,240.00
5110.842.411.310	Instructional Supplies	-	800.00
5110.842.462.310	Pur of Non-Cap Comp Hdwe	+	800.00
5110.842.315.304	Reproduction Costs	-	3,000.00
5110.842.333.304	Field Trips	+	3,000.00
5110.842.315.350	Reproduction Costs	+	2,800.00
5110.842.333.350	Field Trips	-	1,800.00
5110.842.411.350	Instructional Supplies	-	1,000.00
5830.842.131	Salary – Guidance Counselor	-	20,850.00
5830.842.211	Emp Soc Sec Costs	-	6,600.00
5830.842.221	Emp Retirement Costs	+	1,710.00
5830.842.231	Emp Hosp Ins Costs	-	<u>1,500.00</u>
Total – Classroom Support		\$ -	17,000.00

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

Band Program

5110.844.121	Salary – Teacher	\$ +	120.00
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Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))

BUDGET AMENDMENT
Local Current Expense Fund
May 10, 2018, Page 3

5110.844.162	Substitute Pay	+	80.00
5110.844.181	Supplemental Pay	-	5,198.00
5110.844.211	Emp Soc Sec Costs	-	400.00
5110.844.221	Emp Retirement Costs	+	610.00
5110.844.231	Emp Hosp Ins Costs	-	1,000.00
5110.844.312	Workshop Expenses	-	80.00
Total – Band Program			\$ - 5,868.00

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

<u>Office of Superintendent</u>			
6940.865.113	Salary – Director	\$ -	9,752.00
6940.865.231	Emp Hosp Ins Costs	+	800.00
6940.865.311	Contracted Services	+	8,000.00
6940.865.315	Reproduction Costs	+	800.00
6940.865.361	Membership Dues & Fees	+	130.00
6940.865.415	Tires	+	22.00
6940.865.423	Gas	-	181.00
6940.865.424	Oil	+	20.00
6940.865.461	Pur of Non-Cap Equipment	+	161.00
Total – Office of Superintendent			\$ + .00

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


<u>Staff Development</u>			
5110.912.196	Salary – Workshop Participant	\$ -	310.00
5110.912.211	Emp Soc Sec Costs	-	150.00
5110.912.221	Emp Retirement Costs	-	300.00
5110.912.311	Contracted Services	+	90.00
5110.912.312	Workshop Expenses	+	960.00
5120.912.312	Workshop Expenses	-	300.00
5210.912.312	Workshop Expenses	+	145.00
5400.912.312	Workshop Expenses	+	113.00
5400.912.361	Membership Dues & Fees	+	100.00
6120.912.312	Workshop Expenses	-	30.00
6940.912.312	Workshop Expenses	-	318.00

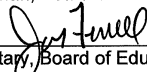
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BUDGET AMENDMENT
Local Current Expense Fund
May 10, 2018, Page 4

Total – Staff Development			\$ + .00
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Passed by majority vote of the Board of Education of Camden County on the 10th day of May, 2018.


Chairman, Board of Education


Secretary, Board of Education

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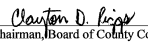


Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))

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 May, 2018 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2018.

Code Number	Description of Code	Amount	
		Increase	Decrease
Explanation:			
	Total Appropriation in Current Budget	\$	456,927.00
	Amount of Increase/Decrease of Above Amendment		.00
	Total Appropriation in Current Amended Budget	\$	456,927.00

Passed by majority vote of the Board of Education of Camden County on the 10 th day of May 2018.  Chairman, Board of Education  Secretary, Board of Education	We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this <u>6</u> day of <u>June</u> , 20 <u>18</u> .  Chairman, Board of County Commissioners  Clerk, Board of County Commissioners 
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1185

BUDGET AMENDMENT
 May 10, 2018

8. Other Local Current Expense Fund

A. We have reviewed this area of the budget and must funds within to meet the needs of the program. We request your approval of the following amendment.

<u>Afterschool Care</u>			
7100.701.188	Annual Leave Payoff	\$	+ 950.00
7100.701.211	Emp Soc Sec Costs		- 1,480.00
7100.701.221	Emp Retirement Costs		- 1,500.00
7100.701.312	Workshop Expenses		+ 30.00
7100.701.451	Pur of Snacks		+ 2,000.00


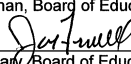
Total – Afterschool Care \$ + .00

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

<u>Activity Bus</u>			
6550.706.171	Salary - Driver	\$	+ 5,000.00
6550.706.211	Emp Soc Sec Costs		+ 500.00
6550.706.319	Drug Testing		- 700.00
6550.706.326	Cont Repair & Mtce Equip		+ 700.00
6550.706.422	Repair Parts		- 3,900.00
6550.706.423	Gas/Diesel		- 270.00
6550.706.461	Pur of Non-Cap Equipment		- 1,330.00

Total – Activity Bus \$ + .00

Passed by majority vote of the Board of Education of Camden County on the 10th day of May, 2018.


 Chairman, Board of Education

 Secretary, Board of Education

1186

Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))

1193 F. Refunds Over \$100
1194

REFUNDS OVER \$100.00

ACS Tax System 5/01/18 9:57:40 Refunds to be Issued by Finance Office CAMDEN COUNTY

Refund\$	Remit To:	Reference:	Drawer/Transaction Info:
214.16	DAVIS, JAMES 121 SHORE DRIVE SHILOH NC 27974	2015 R 03-8952-01-45-9440.0000 VALUE ADJUSTMENT #R92361/2015	20180430 99 239663
214.16	DAVIS, JAMES 121 SHORE DRIVE SHILOH NC 27974	2016 R 03-8952-01-45-9440.0000 VALUE ADJUSTMENT R99532/16	20180430 99 239664
223.47	DAVIS, JAMES 121 SHORE DRIVE SHILOH NC 27974	2017 R 03-8952-01-45-9440.0000 VALUE ADJUSTMENT R106754/17	20180430 99 239665
107.71	FERREER, TONIA BANKS PO BOX 304 CAMDEN NC 279210304	2015 R 02-8937-00-41-9024.0000 overpayment	20180312 1 239061
1,287.86	M & M ASSOCIATES LIMITED 3200 PACIFIC AVE, STE 101 VIRGINIA BEACH VA 23451	2017 R 01-7997-00-98-2023.0001 VALUE CORRECTION R102758/2017	20180430 99 239674
1,234.19	M & M ASSOCIATES LIMITED 3200 PACIFIC AVE, STE 101 VIRGINIA BEACH VA 23451	2016 R 01-7997-00-98-2023.0001 VALUE CORRECTION R95540/2016	20180430 99 239676
1,234.19	M & M ASSOCIATES LIMITED 3200 PACIFIC AVE, STE 101 VIRGINIA BEACH VA 23451	2015 R 01-7997-00-98-2023.0001 VALUE CORRECTION R88388/2015	20180430 99 239677
1,203.49	M & M ASSOCIATES LIMITED 3200 PACIFIC AVE, STE 101 VIRGINIA BEACH VA 23451	2014 R 01-7997-00-98-2023.0001 VALUE CORRECTION R81275/2014	20180430 99 239680
1,203.49	M & M ASSOCIATES LIMITED 3200 PACIFIC AVE, STE 101 VIRGINIA BEACH VA 23451	2013 R 01-7997-00-98-2023.0001 VALUE CORRECTION R69804/2013	20180430 99 239681
117.31	M & M ASSOCIATES LIMITED 3200 PACIFIC AVE, STE 101 VIRGINIA BEACH VA 23451	2014 R 01-7997-00-83-3321.0001 VALUE CORRECTION R81270/2014	20180430 99 239689
103.82	SAWYER, WAVERLY MEIGGS 117 HAVENWOOD DR CAMDEN NC 27921	2015 R 01-7997-00-98-2023.0000 VALUE CORRECTION R89035/2015	20180430 99 239684
103.82	SAWYER, WAVERLY MEIGGS 117 HAVENWOOD DR CAMDEN NC 27921	2016 R 01-7997-00-98-2023.0000 VALUE CORRECTION R96179/2016	20180430 99 239686
108.32	SAWYER, WAVERLY MEIGGS 117 HAVENWOOD DR CAMDEN NC 27921	2017 R 01-7997-00-98-2023.0000 VALUE CORRECTION R103407/2017	20180430 99 239687

1195

REFUNDS OVER \$100.00

ACS Tax System 5/01/18 9:57:40 Refunds to be Issued by Finance Office CAMDEN COUNTY Page 2

Refund\$	Remit To:	Reference:	Drawer/Transaction Info:
7,355.99	Total Refunds		***

Submitted by Lisa S. Anderson Date 5-1-18
 Lisa Anderson, Tax Administrator Camden County

Approved by Clayton D. Riggs Date 6-6-18
 Clayton D. Riggs, Chairman, Camden Co. Board of Commissioners

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G. DMV Monthly Report

STATE OF NORTH CAROLINA
 COUNTY OF CAMDEN
 TO: The Tax Administrator of Camden County July Renewals Due 8/15/18

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
24,506.50	23,782.72	14,400.28	62,689.50

Witness my hand and official seal this 6th day of June 2018

Clayton D. Riggs
 Chairman, Camden County Board of Commissioners

Attest:
Karen M. Davis
 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.

Lisa S. Anderson
 Tax Administrator of Camden County

1199

Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))

1200 H. Proclamation



Vulnerable Adult and Elder Abuse Awareness Months Proclamation 2018

WHEREAS, North Carolina joins the world in recognizing World Elder Abuse Awareness Day every June 15; and

WHEREAS, protecting North Carolina's vulnerable and older adults is a community responsibility, and all citizens are charged under state law to report suspected abuse, neglect, or exploitation to their local County Department of Social Services; and

WHEREAS, North Carolina's vulnerable and older adults of all social, economic, racial, and ethnic backgrounds may be targets of abuse, neglect, or exploitation which can occur in families, long-term care settings, and communities; and

WHEREAS, in state Fiscal Year 2017, there were 27,483 reports of abuse, neglect, or exploitation of vulnerable and older adults made to North Carolina's 100 County Departments of Social Services; and

WHEREAS, national and international research shows that abuse, neglect, and exploitation of vulnerable and older adults is grossly underreported; and

WHEREAS, the State of North Carolina enacted the nation's first elder abuse law, and recognizes the need for a comprehensive system of protection for vulnerable and older adults; and

WHEREAS, Mother's and Father's Days are national holidays intended to honor, respect, and promote the dignity and well-being of our older citizens;

NOW, THEREFORE, we, the Camden County Board of Commissioners, do hereby proclaim Mother's Day through Father's Day, May 13 – June 17, 2018, as "VULNERABLE ADULT AND ELDER ABUSE AWARENESS MONTHS" in Camden County, and commend observance to all citizens.

Adopt this the 4th day of June, 2018.

Clayton D Riggs
Clayton D. Riggs, Chairman
Camden County Board of Commissioners

ATTEST:

Karen M. Davis
Karen M. Davis
Clerk to the Board



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Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))

1212 I. Resolution
1213



**RESOLUTION OF THE CAMDEN COUNTY BOARD OF COMMISSIONERS
OPPOSING NORTH CAROLINA GENERAL ASSEMBLY PROPOSAL TO
ELIMINATE A DISTRICT COURT JUDGE POSITION IN THE FIRST JUDICIAL
DISTRICT**

WHEREAS, there is pending in the North Carolina General Assembly House Bill 717, with Options B and Option C, that if enacted would eliminate one of five district court judge positions in the First Judicial District; and

WHEREAS, the First Judicial District is a geographically sprawling district comprised of seven Northeastern North Carolina counties that are not easily reached due to separation by the Albemarle Sound; and

WHEREAS, twenty years ago, with support and justification established by the First Judicial District judiciary, attorneys, law enforcement and others that regularly have matters before the district court, the number of district judge positions was increased from four to five to respond to an ever increasing caseload and delayed resolution of cases; and

WHEREAS, the North Carolina General Assembly has also added to the burden of counties and the district court by requiring faster disposition of juvenile custody and placement matters, that are in the exclusive jurisdiction of the district court, with financial consequences to the counties for failure to meet deadlines established by the state; and

WHEREAS, the reduction in days that the district court is operational in the First Judicial District will delay justice for numerous parties seeking resolution to their legal issues and lend truth to the adage that "justice delayed is justice denied".

NOW, THEREFORE, BE IT RESOLVED, by the Camden County Board of Commissioners that:

Camden County opposes House Bill 717 with Options B and C, or any other legislation, which eliminates a district court judge position in the First Judicial District.

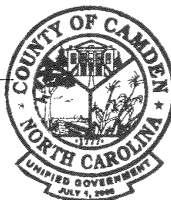
ADOPTED this the 4th day of June, 2018.

Clayton D. Riggs

Clayton D. Riggs, Chairman
Camden County Board of Commissioners

ATTEST:
Karen M. Davis

Karen M. Davis
Clerk to the Board of Commissioners



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1216 **Motion to approve the Consent Agenda as presented.**

1217	RESULT:	PASSED [UNANIMOUS]
1218	MOVER:	Randy Krainiak, Commissioner
1219	AYES:	Meiggs, White, Munro, Riggs, Krainiak

1220

Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))

1221 **ITEM 9. COUNTY MANAGER’S REPORT**

1222

1223 Manager Ken Bowman reported on the following:

- 1224 • Attended Rural Day in Raleigh – Much discussion on broadband, Medicaid expansion,
1225 increasing healthcare availability, the opioid crisis and affordable insurance.
- 1226 • Attended County Assembly Day – Met with Senator Cook and Representative Steinburg,
1227 requested support on legislation of broadband initiatives, public school building bond and
1228 reducing the tax break incentives for solar farms.
- 1229 • Flag Pole Ceremony & Dedication – Expressed appreciation for those in attendance, the
1230 maintenance department for installation, the U.S. Coast Guard cadets from Camden
1231 County High School and the bugler.
- 1232 • Expressed appreciation to all the departments for their part in preparing the budget and to
1233 the Board for its input, guidance and direction in regard to the budget.
- 1234 • Reminder – the next meeting of the Board of Commissioners will be held July 9, 2018.

1235

1236 **ITEM 10. COMMISSIONERS’ REPORTS**

1237

1238 Chairman Riggs – He and Commissioner Randy Krainiak attended County Assembly Day in
1239 Raleigh. One takeaway he wanted to share from the event - not to spend funds too quickly on
1240 broadband in that there may be funds available from the state.

1241

1242 **ITEM 11. OTHER MATTERS**

1243

1244 Code Enforcement – Chairman Riggs would like the Board and staff to explore the possibilities
1245 of placing code enforcement responsibilities under the Sheriff’s Office.

1246

1247

1248 **ITEM 12. ADJOURN**

1249

1250 There being no further business to come before the Board, Chairman Riggs adjourned the
1251 meeting of the Camden County Board of Commissioners at 10:05 PM.

1252

1253 **CAMDEN COUNTY BOARD OF EQUALIZATION & REVIEW**

1254

1255 Chairman Riggs reconvened the Camden County Board of Equalization & Review.

1256

1257 There were no cases to come before the Board of Equalization & Review.

1258

1259 **Motion to adjourn the Board of Equalization and Review until FY 2018-2019.**

1260	RESULT:	PASSED [UNANIMOUS]
1261	MOVER:	Ross Munro, Commissioner
1262	AYES:	Meiggs, White, Munro, Riggs, Krainiak

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ATTEST:

 Karen M. Davis, Clerk to the Board

 Clayton D. Riggs, Chairman
 Camden County Board of Commissioners

Attachment: bocminutes_060418 (2130 : BOC Minutes - June 4, 2018 (Corrected))



CAMDENCOUNTY
new energy. new vision.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 7.B
Meeting Date: August 06, 2018
Submitted By: Karen Davis, Clerk to the Board
Administration
Prepared by: Karen Davis
Item Title **BOC Minutes - July 9, 2018**
Attachments: bocminutes_070918 (DOCX)

Camden County Board of Commissioners

July 9, 2018

Regular Meeting – 7:00 PM

Historic Courtroom, Courthouse Complex

Camden, North Carolina

MINUTES

The regular meeting of the Camden County Board of Commissioners was held on July 9, 2018 in the Historic Courtroom, Camden, North Carolina.

WELCOME & CALL TO ORDER

The meeting was called to order by Chairman Clayton Riggs at 7:01 PM. Also Present: Vice Chairman Tom White, Commissioners Randy Krainiak and Ross Munro. Commissioner Garry Meiggs was absent.

Staff Present: Manager Ken Bowman, Clerk to the Board Karen Davis, Tax Administrator Lisa Anderson, Public Works Director David Credle. Present on behalf of County Attorney John Morrison was Megan Morgan of Twiford Law Firm.

Invocation and Pledge of Allegiance

Pastor Boyce Porter gave the invocation and led in the Pledge of Allegiance.

ITEM 1. PUBLIC COMMENTS

Dr. Robert Wynegar, President of College of the Albemarle, shared the following with the Board:

- Curriculum Head Count for 2017-2018 up by 5%.
- FTE up by 3.4%.
- Enrollment of Camden County students is on the rise.
- New Programs – Associate’s Degree in Agri-Business scheduled to open Fall 2018; Associate’s Degree in Emergency Medical Services under review;
- Construction Projects (Elizabeth City Campus) – Renovation of Performing Arts Center Lobby completed; Library Renovation Project in progress.
- Expressed appreciation for Camden County’s support of post-secondary education and College of the Albemarle

ITEM 2. CONFLICT OF INTEREST DISCLOSURE STATEMENT

Clerk to the Board Karen Davis read the Conflict of Interest Disclosure Statement.

ITEM 3. CONSIDERATION OF AGENDA

The agenda was amended to omit the presentation by Dwight Decoskey of Albemarle Hopeline.

Motion to approve the agenda as amended.

43 **RESULT:** PASSED [UNANIMOUS]
 44 **MOVER:** Tom White, Vice Chairman
 45 **AYES:** Riggs, White, Krainiak, Munro
 46 **ABSENT:** Meiggs

47
 48 **ITEM 4. PRESENTATIONS**

49
 50 1. Dwight Decoskey – Albemarle Hopeline, Inc. – [Omitted from the agenda as Mr.
 51 Decoskey was unable to attend the meeting.]

52
 53 **South Camden Water & Sewer District Board of Directors**

54 Chairman Riggs recessed the meeting of the Board of Commissioners and opened the South
 55 Camden Water & Sewer District Board of Directors Meeting.
 56

Agenda
 Camden County Board of Commissioners
 SCWSD - Regular Meeting
 July 09, 2018
 7:00 PM
 Historic Courtroom, Courthouse Complex

CALL TO ORDER

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 THE AGENDA

ITEM 3. NEW BUSINESS (For discussion and possible action)

A. Monthly Update

ITEM 4. OTHER

ITEM 5. ADJOURN

57
 58
 59 Public Comments – None

60
 61 Public Works Director David Credle presented the monthly update for May 2018.

	Submitted Work Orders	Completed Work Orders	Percentage Completed	Status of Uncompleted Work Orders
Water/Distribution	79	79	100%	0
Sewer/Collection	3	3	100%	0

Locates:

- Water Line: 63
- Sewer Line: 18
- Water & Sewer, same ticket: 13
- Hydrant flow test: 0

Public Works Director Notes/Comments: Ten work orders have been checked for accuracy.

Gallons of water treated in May at the Water Plant: 9,993,550

Daily average water usage for May: 322,373

62 Current treatment capacity at Water plant: 720,000 gallons per day.

Attachment: bocminutes_070918 (2120 : BOC Minutes - July 9, 2018)

63 **Motion to approve the monthly report.**

64	RESULT:	PASSED [UNANIMOUS]
65	MOVER:	Ross Munro, Commissioner
66	AYES:	Riggs, White, Krainiak, Munro
67	ABSENT:	Meiggs

68
69 With no further business for discussion for the South Camden Water & Sewer District, Chairman
70 Riggs reconvened the meeting of the Board of Commissioners.
71

72 **ITEM 5. OLD BUSINESS**

73
74 A. Opioid Litigation
75

76 **Motion that Camden County will enter into the Opioid Litigation based on previous**
77 **information presented by the County Attorney.**

78	RESULT:	PASSED [UNANIMOUS]
79	MOVER:	Tom White, Vice Chairman
80	AYES:	Riggs, White, Krainiak, Munro
81	ABSENT:	Meiggs

82
83 **ITEM 6. NEW BUSINESS**

84
85 A. Tax Administrator Lisa Anderson presented the tax report for May 2018.
86

OUTSTANDING TAX DELINQUENCIES BY YEAR

<u>YEAR</u>	<u>REAL PROPERTY</u>	<u>PERSONAL PROPERTY</u>
2017	171,912.19	4,812.05
2016	45,939.57	2,690.49
2015	20,048.75	1,327.26
2014	16,291.62	1,414.83
2013	11,307.87	5,381.75
2012	8,238.20	8,200.20
2011	5,324.82	6,587.17
2010	4,244.84	4,982.86
2009	3,978.27	4,678.37
2008	3,795.46	5,094.46

87

TOTAL REAL PROPERTY TAX UNCOLLECTED	291,081.59
TOTAL PERSONAL PROPERTY UNCOLLECTED	45,169.44
TEN YEAR PERCENTAGE COLLECTION RATE	99.52%
COLLECTION FOR 2018 vs. 2017	20,352.12 vs. 30,755.30

LAST 3 YEARS PERCENTAGE COLLECTION RATE

2017	97.49%
2016	99.27%
2015	99.68%

88
89

EFFORTS AT COLLECTION IN THE LAST 30 DAYS
ENDING May 2018
BY TAX ADMINISTRATOR

- 39 NUMBER DELINQUENCY NOTICES SENT
- 23 FOLLOWUP REQUESTS FOR PAYMENT SENT
- 0 NUMBER OF WAGE GARNISHMENTS ISSUED
- 9 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)
- 0 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

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Attachment: bocminutes_070918 (2120 : BOC Minutes - July 9, 2018)

96 Thirty Largest Unpaid – Real

Table with 7 columns: Roll, Parcel Number, Unpaid Amount, YrsDltg, Taxpayer Name, City, Property Address. Lists 30 real estate entries with unpaid amounts ranging from 1,959.03 to 11,330.23.

97
98 Thirty Oldest Unpaid - Real

Table with 7 columns: Roll, Parcel Number, YrsDltg, Unpaid Amount, Taxpayer Name, City, Property Address. Lists 30 real estate entries with unpaid amounts ranging from 187.90 to 8,748.30.

99
100 Thirty Largest Unpaid – Personal

Table with 7 columns: Roll, Parcel Number, Unpaid Amount, YrsDltg, Taxpayer Name, City, Property Address. Lists 30 personal entries with unpaid amounts ranging from 144.52 to 2,003.83.

102 **Thirty Oldest Unpaid - Personal**

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
P	0001538	10	866.88	JEFFREY EDWIN DAVIS	HERTFORD	MIC MAC TRAIL
P	0001046	10	764.04	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0000738	10	748.98	LESLIE ETHERIDGE JR	CAMDEN	
P	0001072	10	648.76	PAM BUNDY	SHILOH	105 AARON DR
P	0001106	10	253.06	JAMI ELIZABETH VANHORN	SOUTH MILLS	617 MAIN ST
P	0000248	10	159.99	ROBERT H. OWENS	CAMDEN	A STREET
P	0001540	10	120.95	DAVID LUKE	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0001709	9	2,003.83	JOHN MATTHEW CARTER	CAMDEN	158 HWY
P	0001693	9	261.90	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0001673	9	177.05	THOMAS PHILLIP WINSLOW	CAMDEN	158 HWY W
P	0000316	9	115.56	JAMES P. JONES	CAMDEN	142 SANDHILLS RD
P	0001827	8	483.28	KAREN BUNDY	CAMDEN	431 158 US W
P	0001722	7	140.55	JANET LEARY	SOUTH MILLS	LINTON ROAD
P	0001639	7	123.29	CAREY FARMS, INCORPORATED	SOUTH MILLS	202 SHARON CHURCH
P	0001230	6	411.11	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001681	6	312.08	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0001694	6	288.99	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0001952	6	238.91	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	319 PONDEROSA RD
P	0002886	6	170.36	GEORGE LINWOOD POWELL	CAMDEN	177 SANDHILLS RD
P	0001740	6	109.23	JASON & KEVIN WORDEN	SOUTH MILLS	STILLES LANE
P	0002194	5	516.98	MORGAN ROBERSON	SHILOH	849 SANDY HOOK RD S
P	0001638	3	210.76	ERIC JASON WOODARD	SOUTH MILLS	612 MAIN LOT 12
P	0000905	3	204.42	KEVIN & STACY ANDERSON	SHILOH	111 AARON DR
P	0001250	3	157.47	MICHELE LEE TAYLOR-DUKE	SOUTH MILLS	108 BINGHAM RD
P	0000945	3	145.98	RAMONA P. TAZEWELL	CAMDEN	239 SLEEPY HOLLOW RD
P	0001476	2	706.41	MIKE TAYLOR	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0000295	2	412.03	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0000466	2	205.60	LAMBS OF CAMDEN	CAMDEN	152 HWY 158 W
P	0000846	2	201.12	TOAN TRINH	SHILOH	229 SAILBOAT RD
P	0000385	2	121.17	MARK SANDERS OVERMAN	SHAWBORO	116 GARRINGTON ISLAND

103
104 **Motion to approve the tax report as presented.**

105 **RESULT:** PASSED [UNANIMOUS]
 106 **MOVER:** Randy Krainiak, Commissioner
 107 **AYES:** Riggs, White, Krainiak, Munro
 108 **ABSENT:** Meiggs

109
110 B. Resolution 2018-07-01 Regarding HB 360 Required Agreement Between the North
 111 Carolina Department of Health & Human Services and Camden County, North Carolina
 112 and the Camden County Department of Social Services
 113
 114

Attachment: bocminutes_070918 (2120 : BOC Minutes - July 9, 2018)



Resolution 2018-07-01
Regarding HB 630 Required Agreement
Between the North Carolina Department of Health and Human Services and
Camden County, North Carolina and the Camden County Department of Social Services

WHEREAS, pursuant to N.C. Gen. Stat., 108A-74, an Act of the North Carolina General Assembly, an agreement by the county and Department of Health and Human Services shall be entered into annually; and

WHEREAS, this agreement is officially considered a Memorandum of Understanding (aka MOU); and

WHEREAS, Camden County was not specifically involved in the drafting of this MOU, while other state-level and system-level entities were engaged; and

WHEREAS, this MOU is binding on our agency yet does not make meaningful allowances for performance standards based on the limitations of resources and other county specific facts that exist in Camden County; and

WHEREAS, N.C. Gen. Stat., 108A-74 (a1)(3) provides that the written agreement between the NC Department of Health and Human Services and counties be *“standardized or may be tailored to address issues in specific jurisdictions.”*; this MOU has not be subject to such tailoring for Camden County and each outcome measure and expectation is exactly the same for all 100 counties in North Carolina; and

WHEREAS, Camden County and Camden County Dept. of Social Services has great concern that this document is neither an MOU nor an Agreement but rather an “unconscionable contract as defined by case law in the state of North Carolina, specifically, N.C. Supreme Court in Brenner v. Little Red Sch. House Ltd., 302 N.C. 207,213,274 S.E.2nd, 210 (1981); and

WHEREAS, Camden County sees this MOU as an attempt to improve service delivery, it places a significant challenge to achieve these benchmarks in that Camden as a small county is greatly impacted by the slightest statistical error and therefore will require “perfection” to achieve these outcomes. While we strive for compliance, achieving these “best practice” outcomes places an increased and wholly negative burden upon the workers of Camden County DSS; and

WHEREAS, the Department of Health and Human Services has not considered the use of an impartial mediator to address disputes in and findings as the result of audits and monitorings, and has merely determined that a Division Head within DHHS will mediate any disagreements; and

WHEREAS, the Department of Health and Human Services relies significantly upon the NCFAST statewide system for both processing cases and data retrieval for determination of compliance; and

WHEREAS, resources available to the Camden County DSS are ever changing and are not consistent from fiscal year to fiscal year; and

WHEREAS, Camden County Dept. of Social Services is greatly influenced by situations that are completely out of the control of the Dept.;

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Attachment: bocminutes_070918 (2120 : BOC Minutes - July 9, 2018)

BE IT RESOLVED:

1. That the Camden County Manager and the Camden County Dept. of Social Services Director will sign the Memorandum of Understanding however wish to have this document as an addendum to the MOU.
2. As part of this amendment the following be made known to the Dept. of Health and Human Service:
 - a. While Camden DSS strives towards compliance, as a small county, one simple mistake within a case which would result in that case being out of compliance, can cause the county to not reach the outcome measure that is required. This places incredible stress upon workers, especially in light of the overall increasing mandates from DHHS.
 - b. That Camden County workers are generic and therefore, specifically for the Social Workers, work in all of the service programs. Again, the issue is one of perfection given the fact that the investigation and caseload numbers are much lower than other counties and one mistake can result in overall non-compliance.
 - c. That the time frames for review if there is non-compliance is too short (3 Months) and the county would most likely not generate enough cases, for an adequate review.
 - d. That the absence of an Impartial Third Party Mediator who would oversee any disputes in findings, places the County at an immediate disadvantage in resolving these disputes in the Counties favor.
 - e. That Camden County is significantly concerned with the ability of the NCFAST system to absorb and respond accurately with all the aspects and programs of Social Services. The County is specifically concerned with the inability of the NCFAST system for Child Welfare, to provide adequate service which does not require excessive amounts of time and effort by workers, thus keeping them in the office rather than in the field where families may be adequately served.
 - f. That Camden County and Camden County DSS, while working collaboratively with service partners, wish it to be known and acknowledged that many of the performance measures are too greatly influenced by an entity that the Dept. has absolutely no ability to influence, i.e. the Courts. The ability to meet outcome measures must be seen in this light, as again, it only takes one case to cause the statistics to show non-compliance, no matter what the agency does.
 - g. That the overall expectations for all aspects of Social Services are too great due to the fact that with these expectations comes continued changes on other programs and new mandates. Transition within agencies will begin and new/young workers will lack the overall ability to meet these requirements. DSS cannot control what parents do, what evidence can be gathered and what is delivered by clients. DSS cannot do anything but react to the current drug use issue and the consequences from people overdosing and often dying. Reactive services like CPS and APS cannot be mandated to achieve an unreasonable objective without careful consideration of the circumstances. This is what Camden County and Camden County DSS implores the N.C. DHHS to do.

ADOPTED this the 9th day of July, 2018.

Clayton D. Riggs
 Clayton D. Riggs, Chairman
 Camden County Board of Commissioners

ATTEST:

Karen M. Davis
 Karen M. Davis
 Clerk to the Board of Commissioners



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Motion to adopt Resolution 2018-07-01 Regarding HB 360.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Tom White, Vice Chairman
AYES:	Riggs, White, Krainiak, Munro
ABSENT:	Meiggs

Attachment: bocminutes_070918 (2120 : BOC Minutes - July 9, 2018)

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C. Ordinance 2018-07-01 Amending Chapter 70, Camden County Code of Ordinances

Ordinance No. 2018-07-01

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

Camden County, North Carolina

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

Article I: Purpose

The purpose of this Ordinance is to amend Chapter 70 of the Camden County Code of Ordinances of Camden County, North Carolina, which was originally adopted by the County Commissioners on December 7, 2009, and subsequently amended and as otherwise incorporated into the Camden County Code.

Article II. Construction

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

Article III. Amend Chapter 70 as amended of the Camden County Code which shall read as follows:

CHAPTER 70: REGULATING THE USE OF GOLF CARTS ON PUBLIC STREETS

§ 70.01 PURPOSE, INTENT AND FINDINGS.

(A) Pursuant to G.S. § 153A-245, Camden County may by ordinance regulate the operation of golf carts as defined in G.S. § 20-4.01(12a) on any public street, road or highway where the speed limit is 35 miles per hour or less within the county that is located in any unincorporated areas of the county or on any property owned or leased by the county.

(B) Further pursuant to G.S. § 153A-245, Camden County may by ordinance require the registration of golf carts, charge a fee for the registration, specify who is authorized to operate golf carts, and specify the required equipment, load limits, and the hours and methods of operation of golf carts.

(C) The Camden County Board of Commissioners desires to allow the use of golf carts within the county in accordance with state law and local law while at the same time preserve and address the interest of public safety associated with such use.

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(D) Camden County finds that unregulated use of golf carts on public streets and roads is detrimental to the safety of the citizens of Camden County. This chapter is intended to apply only to the Taylor's Beach *and Eddie's Acres* Area of Camden. The chapter may be expanded to other areas of the county at a later date or to the entire county.

Adopted by the Board of Commissioners for the County of Camden this 9th day of July, 2018.

County of Camden

Clayton D. Riggs
Clayton Riggs, Chairman
Board of Commissioners

ATTEST:

Karen Davis
Karen Davis
Clerk to the Board



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Mindy Skretts of 116 Wayland Court, South Mills, spoke in support of the amendment to allow golf cart usage in Eddie's Acres.
Motion to approve Ordinance 2018-07-01 Amending Chapter 70, Golf Cart Ordinance, to include Eddie's Acres Subdivision.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Tom White, Vice Chairman
AYES:	Riggs, White, Krainiak, Munro
ABSENT:	Meiggs

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ITEM 7. BOARD APPOINTMENTS

1. Library Board of Trustees

Motion to appoint Angel Boily to the Library Board of Trustees.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Randy Krainiak, Commissioner
AYES:	Riggs, White, Krainiak, Munro
ABSENT:	Meiggs

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2. NCACC Annual Conference Voting Delegate

Attachment: bocminutes_070918 (2120 : BOC Minutes - July 9, 2018)

163
164 **Motion to appoint Commissioner Garry Meiggs as Camden County’s official voting**
165 **delegate to the NCACC Annual Conference.**

RESULT: PASSED [UNANIMOUS]
MOVER: Tom White, Vice Chairman
AYES: Riggs, White, Krainiak, Munro
ABSENT: Meiggs

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171 **ITEM 8. CONSENT AGENDA**

173 A. BOC Minutes – June 4, 2018

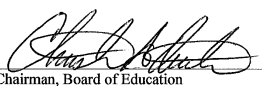
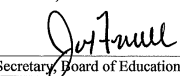
174
175 B. School Budget Amendments
176


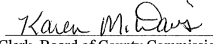
Budget Amendment
Camden County Schools Administrative Unit
Other Local Current Expense Fund

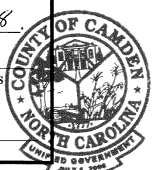
The Camden County Board of Education at a meeting on the 28th day of June, 2018 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2018.

Code Number	Description of Code	Amount	
		Increase	Decrease
5800	School Based Support Services.		1,100.00
6100	Regular Support Services		1,800.00
6400	Technology Support Services		8,595.00
6600	Financial/HR Support Services	11,495.00	
Explanation:			
Total Appropriation in Current Budget		\$	466,127.00
Amount of Increase/Decrease of Above Amendment			.00
Total Appropriation in Current Amended Budget		\$	466,127.00

Passed by majority vote of the Board of Education of Camden County on the 28th day of June 2018.

Chairman, Board of Education

Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this 9th day of July 2018.

Chairman, Board of County Commissioners

Clerk, Board of County Commissioners



Attachment: bocminutes_070918 (2120 : BOC Minutes - July 9, 2018)

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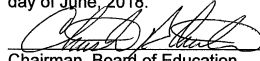
BUDGET AMENDMENT
June 28, 2018

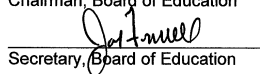
8. Other Local Current Expense Fund

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

<u>Computer Tech</u>			
5810.905.418	Comp Software & Supplies	\$ -	1,100.00
6110.905.311	Contracted Services	-	700.00
6110.905.332	Travel	-	1,100.00
6400.905.343	Telecommunication Services	-	5,900.00
6400.905.418	Comp Software & Supplies	-	2,695.00
6620.905.418	Comp Software & Supplies	+	11,495.00
Total – Computer Tech		\$ +	.00

Passed by majority vote of the Board of Education of Camden County on the 28th day of June, 2018.


Chairman, Board of Education


Secretary, Board of Education

178

Budget Amendment

Camden County Schools Administrative Unit

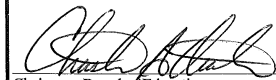
Other Local Current Expense Fund

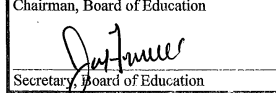
The Camden County Board of Education at a meeting on the 28th day of June, 2018 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2018.

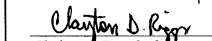
Code Number	Description of Code	Amount	
		Increase	Decrease
6400	Technology Support Services		40.00
6500	Operational Support Services	40.00	
Explanation:			
Total Appropriation in Current Budget		\$	466,127.00
Amount of Increase/Decrease of Above Amendment			.00
Total Appropriation in Current Amended Budget		\$	466,127.00

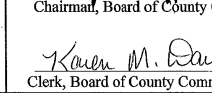
Passed by majority vote of the Board of Education of Camden County on the 28th day of June 2018.


Chairman, Board of Education


Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this 9th day of July 2018.


Chairman, Board of County Commissioners


Clerk, Board of County Commissioners



179

Attachment: bocminutes_070918 (2120 : BOC Minutes - July 9, 2018)

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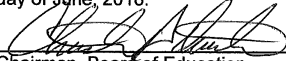
BUDGET AMENDMENT
June 28, 2018

8. Other Local Current Expense Fund

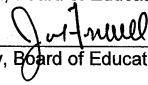
A. We have reviewed this area of the budget and must transfer funds within in the program to cover expenses. We request your approval of the following amendment.

<u>Computer Tech</u>			
6400.905.332	Travel	\$ -	40.00
6510.905.341	Telephone for Telecommunications	+ 40.00	
Total - Computer Tech		\$ +	.00

Passed by majority vote of the Board of Education of Camden County on the 28th day of June, 2018.



 Chairman, Board of Education



 Secretary, Board of Education

181

Budget Amendment

Camden County Schools Administrative Unit

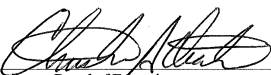
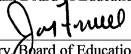
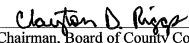
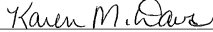
Capital Outlay Fund

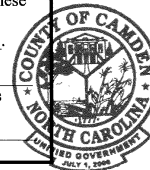
The Camden County Board of Education at a meeting on the 28th day of June, 2018, passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2018.

Code Number	Description of Code	Amount	
		Increase	Decrease
Explanation:			
	Total Appropriation in Current Budget	\$	515,595.71
	Amount of Increase / (Decrease) of Above Amendment		+ .00
	Total Appropriation in Current Amended Budget	\$	515,595.71

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Passed by majority vote of the Board of Education of Camden County Schools on the 28 th day of June 2018.  _____ Chairman, Board of Education  _____ Secretary, Board of Education	We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes in the minutes of said Board, this <u>9th</u> day of <u>July</u> 2018.  _____ Chairman, Board of County Commissioners  _____ Clerk, Board of County Commissioners
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Attachment: bocminutes_070918 (2120 : BOC Minutes - July 9, 2018)

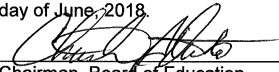
BUDGET AMENDMENT
June 28, 2018

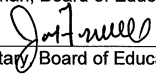
4. Capital Outlay Fund

A. We must adjust our budget to reflect funds transferred to cover the cost of within the various projects listed. We request your approval of the following amendment.

<u>Category I Projects</u>			
9111.077.529	Roof/Gutter Repair & Replacement	\$ -	960.00
9112.077.529	Painting & Floor Coverings	+	800.00
9115.077.529	Storage Building	+	130.00
9117.077.541	Pur of AC Replacement	+	1,700.00
9131.077.529	Doors & Locks Upgrades	-	1,700.00
9140.077.542	Pur of Comp Hdwe	+	30.00
Total – Category I Projects		\$ +	.00

Passed by majority vote of the Board of Education of Camden County on the 28th day of June, 2018.


Chairman, Board of Education


Secretary, Board of Education

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Budget Amendment

Camden County Schools Administrative Unit

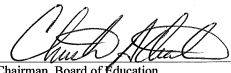
Local Current Expense Fund

The Camden County Board of Education at a meeting on the 28th day of June, 2018 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2018.


Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Programs		628.00
6900	Policy, Ldrshp & Pub Relations	533.00	
7200	Child Nutrition	95.00	
Explanation:			
Total Appropriation in Current Budget		\$	2,815,470.00
Amount of Increase/Decrease of Above Amendment			.00
Total Appropriation in Current Amended Budget		\$	2,815,470.00

Passed by majority vote of the Board of Education of Camden County on the 28th day of June 2018.

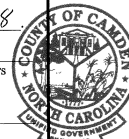

Chairman, Board of Education


Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this 9th day of July 2018


Chairman, Board of County Commissioners


Clerk, Board of County Commissioners



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Attachment: bocminutes_070918 (2120 : BOC Minutes - July 9, 2018)

BUDGET AMENDMENT
June 28, 2018

2. Local Current Expense Fund

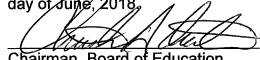
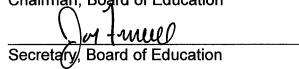
A. We have reviewed this program area and must transfer funds to other programs to cover expenses. We request your approval

<u>Additional Pay</u>		
5110.911.181	Supplementary Pay	\$ - 192.00
Total – Additional Pay		\$ - 192.00

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

<u>Staff Development</u>		
5110.912.312	Workshop Expenses	\$ - 715.00
5120.912.312	Workshop Expenses	+ 279.00
6940.912.312	Workshop Expenses	+ 533.00
7200.912.312	Workshop Expenses	+ 95.00
Total – Staff Development		\$ + 192.00

Passed by majority vote of the Board of Education of Camden County on the 28th day of June, 2018.


Chairman, Board of Education

Secretary, Board of Education

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Budget Amendment

Camden County Schools Administrative Unit

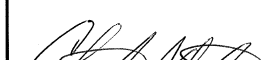
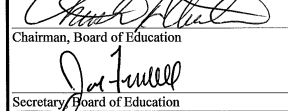
Local Current Expense Fund

The Camden County Board of Education at a meeting on the 28th day of June, 2018 passed the following resolution.

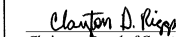
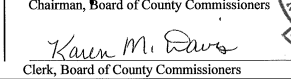
Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2018.

Code Number	Description of Code	Amount	
		Increase	Decrease
5200	Special Instructional Programs		25,654.00
8100	Pyments to Other Loc Gov Entities	25,654.00	
Explanation:			
Total Appropriation in Current Budget		\$	2,815,470.00
Amount of Increase/Decrease of Above Amendment			.00
Total Appropriation in Current Amended Budget		\$	2,815,470.00

Passed by majority vote of the Board of Education of Camden County on the 28th day of June 2018.


Chairman, Board of Education

Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this 9th day of July 20 18


Chairman, Board of County Commissioners

Clerk, Board of County Commissioners



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BUDGET AMENDMENT
June 28, 2018

2. Local Current Expense Fund

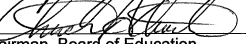
A. We have reviewed this program area and must transfer funds to other programs to cover expenses. We request your approval

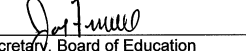
<u>Classroom Support</u>		
5210.849.311	Contracted Services	\$ - 25,654.00
Total – Classroom Support		\$ - 25,654 .00

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

<u>Transfers to Other Governmental Agencies</u>		
8100.990.715	Transfer to Child Nutrition Services	\$ + 25,654.00
Total – Transfer to Other Governmental Agencies		\$ + 25,654.00

Passed by majority vote of the Board of Education of Camden County on the 28th day of June, 2018.


Chairman, Board of Education


Secretary, Board of Education

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Budget Amendment

Camden County Schools Administrative Unit

Local Current Expense Fund

The Camden County Board of Education at a meeting on the 28th day of June, 2018 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2018.


Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Programs	7,015.00	
5200	Special Instructional Programs	529.00	
5400	School Building Administration		975.00
5500	Co-Curricular Inst. Programs		7,012.00
5800	School Based Support Services		517.00
6100	Regular Support Services		13.00
6500	Operational Support Services	28,867.00	
6600	Finance/Personnel Support Serv		450.00
6700	Accountability Services		250.00
6900	Policy, Ldrshp, & Pub Relations		26,564.00
7100	Community Services		2,400.00
7200	Nutrition Services	770.00	
8100	Pymts to Other Loc Gov Entities	1,000.00	
Explanation:			
Total Appropriation in Current Budget		\$	2,815,470.00
Amount of Increase/Decrease of Above Amendment			.00
Total Appropriation in Current Amended Budget		\$	2,815,470.00

Passed by majority vote of the Board of Education of Camden County on the 28th day of June 2018.


Chairman, Board of Education


Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this 9th day of July 20 18


Chairman, Board of County Commissioners


Clerk, Board of County Commissioners



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Attachment: bocminutes_070918 (2120 : BOC Minutes - July 9, 2018)

BUDGET AMENDMENT
June 28, 2018

2. Local Current Expense Fund

- A. We have reviewed this program area and must transfer funds to other programs to cover expenses. We request your approval of the following amendment.

<u>Transportation</u>		
6550.056.171	Salary - Driver	\$ + 20,529.00
6550.056.172	Salary – Driver Overtime	+ 410.00
6550.056.175	Salary -	+ 11,913.00
6550.056.196	Salary – Workshop Participant	- 1,638.00
6550.056.211	Emp Soc Sec Costs	+ 2,241.00
6550.056.221	Emp Retirement Costs	+ 2,421.00
6550.056.311	Contracted Srvcs	- 269.00
6550.056.312	Workshop Exp	- 34.00
6550.056.316	CDL Med Exam	+ 95.00
6550.056.326	Contract Repair Equip	- 2,144.00
6550.056.331	Contracted Transportation	- 1,317.00
6550.056.411	Supplies & Materials	- 173.00
6550.056.418	Comp Software & Supplies	- 4,128.00
6550.056.422	Repair Parts	- 2,000.00
6550.056.423	Gas/Diesel	+ 2,900.00
6550.056.425	Tires & Tubes	- 698.00
6550.056.461	Non-Cap Equip	- 500.00
6551.056.171	Salary	+ 930.00
6551.056.172	Salary	+ 154.00
6551.056.211	Emp Soc Sec Costs	+ 83.00
6551.056.221	Emp Emp Retirement Costs	+ 137.00
Total – Transportation of Pupils		\$ + 28,912.00

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

<u>Community Schools</u>		
7100.704.411	Supplies & Materials	\$ - 1,200.00
7100.704.418	Comp Software & Supplies	- 1,200.00
Total – Community Schools		\$ - 2,400.00

BUDGET AMENDMENT
Local Current Expense Fund
June 28, 2018, Page 2

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

<u>Classroom Support</u>		
5110.842.315.304	Reproduction Costs	\$ - 902.00
5210.842.162	Substitute Pay	+ 902.00
Total – Classroom Support		\$ + .00

- D. We have reviewed this program area and must transfer funds to other program areas to cover expenses within the Local Current Expense Budget. We request your approval of the following amendment.

<u>Athletics</u>		
5500.850.221	Emp Soc Sec Costs	\$ - 859.00
5500.850.231	Emp Hosp Ins Costs	- 957.00
5500.850.411	Supplies & Materials	- 640.00
5500.850.422	Repair Part	- 155.00
5500.850.423	Gas & Diesel Fuel	- 195.00
5500.850.461	Pur of Non-Cap Equipment	- 1,430.00
5500.850.181.304	Coaching Supplement	- 2,636.00
5500.850.211.304	Emp Soc Sec Costs	- 322.00
5500.850.221.304	Emp Retirement Costs	- 2,690.00
5500.850.231.304	Emp Hosp Ins Costs	+ 480.00
5500.850.311.304	Contracted Services	+ 693.00
5500.850.331.304	Contracted Transportation	+ 536.00
5500.850.181.312	Coaching Supplements	+ 469.00
5500.850.211.312	Emp Soc Sec Costs	- 15.00
5500.850.221.312	Emp Retirement Costs	- 391.00
5500.850.331.312	Contracted Transportation	- 962.00
5500.850.411.312	Supplies & Materials	+ 638.00
5500.850.461.312	Pur of Non-Cap Equipment	+ 1,424.00
Total – Athletics		\$ - 7,012.00

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

<u>School Health</u>		
5840.855.411	Supplies & Materials	\$ - 500.00

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BUDGET AMENDMENT
Local Current Expense Fund
June 28, 2018, Page 3

Total – School Health \$ - 500.00

- F. We have reviewed this program area and find that we must transfer funds to cover the expenses in other programs within the Local Current Expense Budget. We request your approval of the following amendment.

Board of Education
6910.860.192 Salary – BOE member \$ - 4,250.00
6910.860.311 Contracted Services - 2,350.00
6910.860.312 Workshop Expenses - 3,900.00
6910.860.332 Travel + 3,277.00
6910.860.411 Supplies & Materials - 3,277.00
Total – Board of Education \$ - 10,500.00

- G. We have reviewed this program area and find that we must transfer funds within the Local Current Expense Fund to cover expenses. We request your approval of the following amendment.

Office of the Superintendent
6940.865.113 Salary – Dir of Sec Education \$ - 5,500.00
6940.865.129 Salary – Pay Differential - 2,300.00
6940.865.184 Longevity Pay - 1,500.00
6940.865.211 Emp Soc Sec Costs - 1,500.00
6940.865.221 Emp Retirement Costs - 2,500.00
6940.865.311 Contracted Services + 3,260.00
6940.865.312 Workshop Expenses - 1,000.00
6940.865.313 Advertising Fees - 100.00
6940.865.314 Printing & Binding - 500.00
6940.865.327 Rental + 525.00
6940.865.332 Travel - 200.00
6940.865.341 Telephone + 200.00
6940.865.342 Postage - 1,800.00
6940.865.372 Vehicle Liability Insurance + 405.00
6940.865.375 Clerical Surety Bond - 100.00
6940.865.415 Tires & Tubes - 200.00
6940.865.418 Comp Software & Supplies - 180.00
6940.865.422 Repair Parts + 90.00
6940.865.423 Gas + 40.00
6940.865.424 Oil + 10.00
6940.865.459 Other Administrative Costs - 1,650.00
6940.865.462 Pur of Non-Cap Comp Hdwe - 50.00

BUDGET AMENDMENT
Local Current Expense Fund
June 28, 2018, Page 4

Total – Office of the Superintendent \$ - 14,550.00

- H. We have reviewed this program area and must transfer funds to other areas to cover expenses. We request your approval of the following amendment.

Office of the Principal
5400.870.411 Supplies & Materials \$ - 1,000.00
Total – Office of the Principal \$ - 1,000.00

- I. We have reviewed the testing area of the budget and must transfer funds to cover other program areas within the total budget. We request your approval of the following amendment.

Testing & Accountability
6720.890.332 Travel \$ - 200.00
6720.890.411 Supplies & Materials - 50.00
Total – Testing & Accountability \$ - 250.00

- J. We have reviewed this area of the budget and must transfer funds to cover other program areas within the budget. We request your approval of the following amendment.

Personnel
6620.895.184 Longevity Pay \$ - 140.00
6620.895.211 Emp Soc Sec Costs - 115.00
6620.895.221 Emp Retirement Costs - 11.00
6620.895.312 Workshop Expenses + 1,196.00
6620.895.319 Other Professional & Tech Services - 91.00
6620.895.399 Recruiting Costs - 300.00
6620.895.411 Supplies & Materials - 977.00
6620.895.418 Comp Software & Supplies - 73.00
6620.895.462 Pur of Non-Cap Comp Hdwe + 61.00
Total – Personnel \$ - 450.00

- K. We have reviewed this area of the budget and must transfer funds to cover other program areas within the budget. We request your approval of the following amendment.

BUDGET AMENDMENT
Local Current Expense Fund
June 28, 2018, Page 5

<u>Orientation/NBPTS/TOY/ILT</u>		
5110.896.163	Substitute Pay	\$ - 600.00
5110.896.181	Supplementary Pay	- 300.00
5110.896.311	Contracted Services	- 350.00
5110.896.312	Workshop Expenses	- 1,800.00
5110.896.411	Supplies & Materials	- 300.00
5110.896.459	Other Administrative Costs	- 200.00
Total – Orientation/NBPTS/TOY/ILT		\$ - 3,550.00

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

<u>Other Employee Benefits</u>		
5110.910.233	Emp Unemployment Ins Costs	\$ - 1,735.00
6940.910.239	Emp Unemployment Ins Costs	- 3,500.00
Total – Other Employee Benefits		\$ - 5,235.00

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

<u>Additional Pay</u>		
5110.911.181	Supplementary Pay	\$ + 10,699.00
5110.911.211	Emp Sec Costs	+ 789.00
5110.911.221	Emp Retirement Costs	+ 1,830.00
5260.911.181	Supplementary Pay	- 300.00
5260.911.211	Emp Soc Sec Costs	- 23.00
5260.911.221	Emp Retirement Costs	- 50.00
5410.911.181	Supplementary Pay	- 321.00
5410.911.211	Emp Soc Sec Costs	+ 1.00
5410.911.221	Emp Retirement Costs	+ 45.00
5420.911.181	Supplementary Pay	+ 300.00
5830.911.221	Emp Retirement Costs	- 17.00
6110.911.221	Emp Retirement Costs	- 13.00
6550.911.221	Emp Retirement Costs	- 45.00
6940.911.211	Emp Soc Sec Costs	- 55.00
Total – Additional Pay		\$ + 12,840.00

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BUDGET AMENDMENT
Local Current Expense Fund
June 28, 2018, Page 6

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

<u>Staff Development</u>		
5110.912.196	Salary – Workshop Participants	\$ + 650.00
5110.912.211	Emp Soc Sec Costs	+ 29.00
5110.912.221	Emp Retirement Costs	+ 34.00
5110.912.311	Contracted Services	- 98.00
5110.912.312	Workshop Expenses	+ 219.00
6940.912.312	Workshop Expense	+ 2,000.00
6940.912.451	Other Food Purchases	+ 41.00
7200.912.312	Workshop Expenses	+ 770.00
Total – Staff Development		\$ + 3,645.00

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

<u>Vocational Program Support</u>		
5120.922.332	Travel	\$ - 50.00
5120.922.411	Instructional Supplies	- 900.00
Total – Vocational Program Support		\$ - 950.00

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

<u>Transfers to Other Governmental Agencies</u>		
8100.990.715	Transfer to Child Nutrition Services	\$ + 1,000.00
Total – Transfer to Other Governmental Agencies		\$ + 1,000.00

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D. Pickups, Releases & Refunds

NAME	REASON	NO.
A. Gregory Buckley	Pick-up - Roll back taxes 2015, 2016 and 2017 \$1,418.12	Pick-up/20718 R-92131-15 R-99312-16 R-106551-17
A. Gregory Buckley	Pick-up - Roll back taxes 2015, 2016 and 2017 \$1,391.89	Pick-up/20717 R-92130-15 R-99311-16 R-106550-17
Judith Tillet	Release - Removed foreclosure fee. Added twice. \$217.50	Pick-up/20726 R-98835-16
Louise Robert Aguirre	Refund -Military Exempt \$104.98	Pick-up/20723 22731446
James Harrison Ferebee	Release - Should be in Currituck County Refund to be sent to Currituck County Tax Dept. \$153.10	Pick-up/20735 42675025
James R. Williams	Pick-up - Roll back taxes - calculated \$4,727.35	Pick-up/20757 R-94092-15 R-101275-16 R-108526-17
Claude D. & Linda B. Godfrey	Pick-up - Roll back taxes - 2015,2016, and 2017 \$285.77	Pick-up/20763 R-90347-15 R-974879-16 R-104714-17
Jeffrey B. Jennings	Pick-up - Roll back taxes - 2015,2016, and 2017 \$1,894.46	Pick-up/20764 R-90626-15 R-97780-16 R-105006-17
Claude Anthony Word, Jr.	Refund - turned in plates \$122.18	Pick-up/20772 40172129
Hollowell-Pugh Irrevocable Trust	Pick-up- Roll back taxes-2015,2016, and 2017 \$4.4498.83	Pick-up/20792 R-91176-15 R-97725-16 R-104952-17
Thomas Stanton Felck, Jr.	Release - Should be for Pasquotank County \$123.00	Pick-up/20798 V-30521-07
Donald Joseph Reasoner	Refund - Turned in plates \$176.61	Pick-up/20799 28433583

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E. Vehicle Refunds Over \$100

REFUNDS OVER \$100.00

North Carolina Vehicle Tax System

NCVTS Pending Refund report

MAY, 18 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 Description	Levy	Change	Interest	Total
AGUIRRE, LOUISE ROBERT	AGUIRRE, LOUISE ROBERT		106 S MILL DAM RD	CAMDEN, NC 27921	Adjustment	0022731446	CER9354	AUTHORIZED	8462494	Refund Generated due to adjustment on Bill #0022731446-2017	Military	06/07/2018	5/8/2018 8:45:44 AM	1943 Tax			\$0.00	(\$103.52)
CURRITUCK COUNTY TAX DEPT	FEREEBE, JAMES HARRISON JR		P.O. BOX 9	CURRITUCK, NC 27929	Adjustment	0042675025	H59037	AUTHORIZED	8722862	Refund Generated due to adjustment on Bill #0042675025-2017	Change of County	05/22/2018	02/20/2018 9:30:03 AM	1843 Tax			(\$7.19)	(\$150.97)

Refund check needs to be made out and mailed to Currituck Co. Tax Dept. To be made out as follows:

Currituck County Tax Dept
c/o Tracy Sample
P.O. Box 9
Currituck, NC 27929

Paid taxes to the wrong county.

Submitted by Lisa S. Anderson Date 6-1-18
Lisa S. Anderson, Tax Administrator Camden County

Approved by Clayton D. Riggs Date 7-11-18
Clayton D. Riggs, Chairman Camden County Board of Commissioners

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Attachment: bocminutes_070918 (2120 : BOC Minutes - July 9, 2018)

210 F. DMV Monthly Report

STATE OF NORTH CAROLINA

COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County August Renewals Due 9/15/18

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
24,104.65	27,045.41	15,821.46	66,971.52

Witness my hand and official seal this 9th day of July 2018

Clayton D. Rigg
Chairman, Camden County Board of Commissioners

Attest:

Karen Mc Davis
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.

Jpa S. Anderson
Tax Administrator of Camden County

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G. Surplus Property Request

Requested by: Sheriff Rodney Meads [Signature]
 Sell Dispose

Department: Sheriff's Office

Item: 2005 Chev Truck

Disposal Method: Donation

Suggested Value:

Reason for surplus:

Manager Approval [Signature]

Disposal Method:

Value:

Comments:

Board Approval Clayton D. Rigg

Approved/Denied: Approved

Date:

Final Disposition Date:

Method:

Amount:

Purchased by:

Item Description
 Albemarle District Jail has requested the truck to use in a program with the NCDOT on roadside clean up of litter. They are required to clean 30 miles twice a year in Camden County by the agreement with NCDOT. ADJ will be cleaning additional miles and roadway in Camden including any we requested. The Sheriff's Office has two roads with the NCOT Adpot - A - Highway program and ADJ will help us meet our requirements with cleanup of those roads.

We will sign over the truck to ADJ and they will be responsible for title, tags, insurance and all maintenance and gas cost. Camden County will not have any financial responsibility.

Truck is part of our LESO program and our agreement with LESO we can let ADJ use the truck .

2005 Chev truck
 Vin # 1GCHK23U65F912434
 Mileage 118,029

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Attachment: bocminutes_070918 (2120 : BOC Minutes - July 9, 2018)

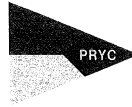
215 H. Yacht Club Lease

Pasquotank River Yacht Club

P.O. BOX 612
ELIZABETH CITY, NORTH CAROLINA 27907-0612

June 27, 2018

Camden County
PO Box 190
Camden, NC 27921



Dear Camden County Board of Commissioners,

The Pasquotank River Yacht Club Inc. would like to thank you for allowing us to lease the property located on U.S. 158 on the Camden Causeway and we look forward to many more years of use. We have made many improvements to the property and will continue to do so. We have also supported Camden's schools with donations and have supported the local businesses by purchasing supplies, services, food and catering for our club events. We have installed a sanitary Pump-Out system that, for a small fee, is offered to all boaters needing to pump out the on-board head systems helping to keep our waters clean.

The last several years we have seen less boats enjoy our facility. We can only guess the economy has been to blame for their boats were sold and not replaced which has had a negative impact on our wallet. This year however we are seeing many boats wanting to be a part of our club and they are bigger, newer and not only look nice in our waters but will bring more tax dollars to Camden County for this is where they are taxed. I hope you are as pleased with our lease as we are and with that we asking to keep the lease amount the same for the next five years. We appreciate the use of this property and have and will continue to keep it as pristine as possible. Thank you for your time and in granting us a continuing lease.

Sincerely,

Karen M. Askew

Past Commodore, P.R.Y.C

252-331-3355

216
217
218

I. Ten County Irrevocable Trust Amendment

AMENDMENT NO. ONE TO THE COUNTIES OF CAMDEN, CHOWAN, CURRITUCK, DARE, HYDE, MARTIN, PASQUOTANK, PERQUIMANS, TYRRELL and WASHINGTON OTHER POST-EMPLOYMENT BENEFITS TRUST AGREEMENT

As allowed by Section 7.2 of the Trust Agreement, the name of the Trust is changed from:

The Counties of Camden, Chowan, Currituck, Dare, Hyde, Martin, Pasquotank, Perquimans, Tyrrell and Washington Other Post-Employment Benefits Trust Agreement,

to:

Albemarle and Tideland Mental Health Retirees Health Insurance Trust.

AGREED TO AND ACCEPTED this 9th day of July, 2018.

TRUSTEES
 County Manager Camden County

County Manager Chowan County

County Manager Currituck County

County Manager Dare County

County Manager Hyde County

County Manager Martin County

County Manager Pasquotank County

County Manager Perquimans County

County Manager Tyrrell County

County Manager Washington County

COUNTIES
 Chairman Camden County

Chairman Chowan County


Chairman Currituck County

219

Attachment: bocminutes_070918 (2120 : BOC Minutes - July 9, 2018)

220 J. County Manager Contractual Pay Increase

Employee No. 315



Change of Status
Camden County, North Carolina

Please enter the following change (s) as of June 19, 2018

Name: Bowman, Kenneth Department: Administration

FROM

Job Title	Pay		
	Range	Step	Rate
County Manager	79		\$93,000

TO

Job Title	Pay		
	Range	Step	Rate
County Manager	79		\$95,790

REASON FOR CHANGE:

Hired

Probationary Period Completed--5%

Retirement

Promotion - Career Path Plan

Demotion

Cost of Living Adjustment - _____

Longevity- _____

Other reason or explanation - Increase of 3% per Contract and Evaluation completion at June 4th Board meeting

Authorized by _____ (Department Head)

Approved by Clayton D. Riggs (County Manager)
Chairman to the Board of Commissioners

"This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act. _____ (Signature of finance officer)."

NOTE: Fill in the following for New Employees:

Present Address _____

Phone _____ Date of Birth _____

All new employees must complete a Personnel Record File and the necessary Tax forms.

White: Personnel Folder Yellow: Employee

221
222 **Motion to approve the Consent Agenda as presented.**

RESULT: PASSED [UNANIMOUS]

MOVER: Randy Krainiak, Commissioner

AYES: Riggs, White, Krainiak, Munro

ABSENT: Meiggs

227
228 **ITEM 9. INFORMATION, REPORTS & MINUTES FROM OTHER AGENCIES**

229
230 The following items were provided to the commissioners for information purposes:

- 231 A. FY 17-18 Year-to-Date Finance Report
- 232 B. Register of Deeds Reports
- 233 C. Community Advisory Committee Quarterly Report

234
235
236 **ITEM 10. COUNTY MANAGER'S REPORT**

237
238 Station 12 Fire – County staff is working with the insurance adjusters in regard to the equipment
239 and the building. State Bureau of Investigation is working to determine the cause of the fire.

240

Attachment: bocminutes_070918 (2120 : BOC Minutes - July 9, 2018)

241 **ITEM 11. COMMISSIONERS' REPORTS**

242

243 Chairman Riggs announced that Vice Chairman Tom White will be presiding over the August
244 and September meetings in his absence.

245

246 **ADJOURN**

247 With no further matters for discussion Chairman Riggs adjourned the meeting at 7:27 PM.

248



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 7.C
Meeting Date: August 06, 2018

Submitted By: Karen Davis, Clerk to the Board
Administration
Prepared by: Karen Davis

Item Title **BOC/SMWA Joint Meeting Minutes - July 11, 2018**

Attachments: bocsmwa_minutes (DOCX)

**Camden County Board of Commissioners
 South Mills Water Association
 Joint Meeting
 July 11, 2018; 7:00 PM
 South Mills Ruritan Club
 South Mills, North Carolina**

MINUTES

9 The Camden County Board of Commissioners held a joint meeting with the South Mills Water
10 Association on July 11, 2018 at 7:00 PM at the South Mills Ruritan Club.
11

12 **WELCOME & CALL TO ORDER**

13 Manager Ken Bowman welcomed those in attendance. The meeting was called to order by
14 Chairman Clayton Riggs at 7:15 PM. Also Present: Vice Chairman Tom White, Commissioners
15 Randy Krainiak and Garry Meiggs. Absent: Commissioner Ross Munro
16

17 Staff Present: Manager Ken Bowman, Clerk to the Board Karen Davis, Finance Officer
18 Stephanie Humphries, Public Works Director David Credle.
19

20 **Motion to approve the agenda as presented.**

21	RESULT:	PASSED [UNANIMOUS]
22	MOVER:	Garry Meiggs, Commissioner
23	AYES:	Riggs, White, Krainiak, Munro
24	ABSENT:	Munro

25
26 Mr. Bowman led the discussion which included the following:
27

28 Background

- 29 ➤ The current Agreement was entered into on May 12, 2011
- 30 ➤ Two Meetings have taken place this year:
 - 31 • January 30th and June 13th
- 32 ➤ Recitals per Agreement
- 33 ➤ Areas of concern with the current Agreement
 - 34 • Reserve Capacity and Rates
 - 35 • Sales Price for Treated Water
 - 36 • Concern of not having the capacity for future growth
 - 37 • Providing water to the citizens / Camden Plantation / Commerce Park

38
39 Current Agreement

40 Water Purchasing Options

41 Section Fifteen:

- 42 ➤ Option 1: Reserve Capacity
- 43 • Purchase guaranteed Reserve Capacity at a reduced Bulk Water rate
- 44 ➤ Option 2: Purchase Water As Needed
- 45 • Purchase Bulk Water at the standard Bulk Water rate

46
47 Option 1: Reserve Capacity

48 Association may choose to reserve a specific level of capacity (Reserve Capacity) in 50,000 gpd
49 increments;

50 Requirements:

- 51 ➤ Association shall pay a reserve capacity recovery fee:
52 Required by State Statutes to be computed and charged uniformly to all reserve capacity
53 customers (residential, commercial, bulk) at time of commitment to reserve capacity.
- 54 ➤ The Capacity recovery fee shall be \$2,500
- 55 ➤ 50,000 gallons per day minimum Capacity Reserve requirement

56
57 Option 1: Calculated Costs

- 58 ➤ The Reserve Capacity fee shall be \$2,500 for 360 Gallons per Day to a single family
59 detached residence (Meter to residence)
60 Since water is billed at 1000 GPD:
61 $1000 / 360 \text{ GPD} = 2.777 \times \$2,500 = \$6,945$
- 62 ➤ 50,000 gallons minimum Capacity Reserve (138 Homes)
63 $\$6,945 \times 50 = \$347,250$
- 64 ➤ Reserve Capacity fee is recouped by charges to Association’s new connections
65 $\$4,000 \times 2.77 \times 50 = \$554,000$
- 66 ➤ Profit of \$206,750 stays with the Association

67
68 Option 2: Purchase Water As Needed

- 69 ➤ Association may choose to purchase Bulk Water as needed in cases of shortage in supply.

70 Requirements:

- 71 • Purchase treated water as needed using the Standard Rate
- 72 • There is no guarantee that this water will be available for future use
- 73 • Association keeps all collected connection fees

74
75 Option 2: Calculated Costs

- 76 • No Reserve Capacity fee
- 77 • No minimum purchase
- 78 • All connection fees charged by SMWA stays with the Association
- 79 • Association Pays the contracted Standard Bulk Water Rate

80
81 Considerations

82 Option 1: Reserve Capacity

83 Benefits

- 84 • Reserved capacity guarantees that this water will be available in the future
- 85 • Discounted rate

86 Disadvantage
87 • Requires Association to begin purchasing water after two years without bulk
88 water purchases.

91 Option 2: Purchase Water As Needed

92 Benefits

- 93 • No requirement for the Association to reserve capacity
- 94 • No requirement to begin purchasing water

95 Disadvantage

- 96 • No guarantee of water supply availability
- 97 • Slightly higher Bulk Rate for water purchased

98 Development

- 99 • Camden Plantation
- 100 • Commerce Park

102 Current Agreement

103 Sales Price of Treated Water

104 Section Sixteen:

- 105 ➤ Reserved Capacity Bulk Water Rate
- 106 Cost per 1,000 gallons includes:
- 107 • Annual Operating Cost of treatment plant
- 108 • Debt
- 109 • 50% of Depreciation
- 110 • 5% Overhead Fee

- 112 ➤ Standard Bulk Water Rate
- 113 Cost per 1,000 gallons includes:
- 114 • Annual Operating Cost of treatment plant
- 115 • Debt
- 116 • Depreciation
- 117 • 5% Overhead Fee

119 Meeting to be set for a later date to review suggested changes in agreement.

121 **Motion to adjourn.**

122	RESULT:	PASSED [UNANIMOUS]
123	MOVER:	Garry Meiggs, Commissioner
124	AYES:	Riggs, White, Krainiak, Munro
125	ABSENT:	Munro

126
127 Chairman Riggs adjourned the meeting at 7:58 PM.

128



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 7.D
Meeting Date: August 06, 2018

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

Item Title **FY 18-19 Budget Amendments**

Attachments: 18-19-BA003 Salaries corrections (DOC)
 18-19-BA004 Crisis Intervention (DOC)

Summary: BUA003 Salary Lines Correction
 BUA004 Crisis Intervention Funding

Recommendation: Approve

2018-19-BA003
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, 2019.

Section 1. To amend the General, Social Services & South Camden Water & Sewer Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
0030-439900	Fund Balance Appropriated	\$3,363	
Expenses			
104800-502000	Salaries	\$ 282	
104800-505000	FICA	\$ 22	
104800-532000	Supplies		\$ 304
105000-502000	Salaries	\$ 756	
105000-503000	Part Time Salaries	\$3,653	
105000-505000	FICA	\$ 336	
105000-515000	Building-Maintenance		\$4,745
106210-503000	Part Time Salaries	\$1,147	
106210-505000	FICA	\$ 88	
106600-545000	Contracted Services		\$1,235
307100-502000	Salaries	\$1,213	
307100-505000	FICA	\$ 93	
307200-502000	Salaries	\$1,751	
307200-505000	FICA	\$ 134	
307500-502000	Salaries	\$ 160	
307500-505000	FICA	\$ 12	
526100-502000	Salaries	\$ 116	
526100-505000	FICA	\$ 9	
526100-532000	Supplies		\$ 125

This Budget Amendment is made to appropriate funds for correction to budgeted Salaries; Longevities, Certifications, Performance changes, Part Time Hours.

This will result in no change to the Contingency of the General Fund.
 Balance in Contingency \$40,000.00

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 6th day of August, 2018.

 Clerk to Board of Commissioners

 Chairman, Board of Commissioners

Attachment: 18-19-BA003 Salaries corrections (2124 : FY 18-19 Budget Amendments)

2018-19-BA004
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, 2019.

Section 1. To amend the Social Services Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
52330610-434819	Crisis Intervention	\$4,899	
Expenses			
528000-520000	Crisis Intervention	\$4,899	

This Budget Amendment is made to appropriate funds approved by state for crisis intervention.

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

Balance in Contingency \$40,000.00

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 6th day of August, 2018.

 Clerk to Board of Commissioners

 Chairman, Board of Commissioners

Attachment: 18-19-BA004 Crisis Intervention (2124 : FY 18-19 Budget Amendments)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 7.E
Meeting Date: August 06, 2018

Submitted By: Lisa Anderson, Tax Administrator
Taxes
Prepared by: Karen Davis

Item Title **Tax Collection Report - June 2018**

Attachments: Tax Collection Report - June 2018 (PDF)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 7.F
Meeting Date: August 06, 2018

Submitted By: Lisa Anderson, Tax Administrator
Taxes
Prepared by: Karen Davis

Item Title **Pickups, Releases & Refunds**

Attachments: Pickups, Releases & Refunds (PDF)

NAME	REASON	NO.
Nelson Davila	Pick-up - Code Enforcement - grass \$550.00	Pick-up/20758 R-102139-17
Troy Edward Williams	Pick-up - Code Enforcement - grass \$175.00	Pick-up/20724 R-103860-17
Emily Forbes Crain	Pick-up - Code Enforcement - grass \$175.00	Pick-up/20825 R-104400-17
Gilbert Wayne and Geraldine Overton	Pick-up - Code Enforcement - grass \$125.00	Pick-up/20726 R-107725-17
Gilbert Wayne and Geraldine Overton	Pick-up - Code Enforcement - grass \$125.00	Pick-up/20727 R-107724-17
Abode of Camden, Inc.	Pick-up - Code Enforcement - grass \$150.00	Pick-up/20728 R-106320-17
Kiera Elise Clark	Refund - Turned in plates \$101.48	Pick-20860 39329075
William Kai Coffey	Refund - Military Exempt \$269.56	Pick-20862 41772789
Rosa Alice Ferebee Heirs	Pick-up - Roll Back taxes \$4,004.65	Pick-up/20865 R-90235-15 R-97389-16 R-104615-17

Attachment: Pickups, Releases & Refunds (2129 : Pickups, Releases & Refunds)

FROM: CAMDEN COUNTY ADMINISTRATOR OFFICE

No. 20758

(1) REQUEST THE FOLLOWING CHANGES BE MADE

(2) EXPLANATION: () OVERCHARGED () DOUBLE LISTING

() LATE LISTING () OTHER Code Enforcement
Crass

YEAR 2017 TOWNSHIP Sm

NAME Nelson Davila (#26350)

ADDRESS 109 Otter Place

South Mills, NC 27976

PIN # R-01-7080-00-53-8650 (combined 2) Dates 4-27-18 #275

RELEASE

6-13-18 #275

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

PICK UP

Code Enforcement

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____			<u>550.00</u>	<u>550.00</u>	
Total _____			<u>275.00</u>	<u>275.00</u>	<u>102139</u>

ADJUSTMENT/REFUND

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

Lisa S. Anderson
TAX ADMINISTRATOR

APPROVED _____ DAY OF _____ 20____

CHAIRMAN OF COMMISSIONERS COUNTY MANAGER

Attachment: Pickups, Releases & Refunds (2129 : Pickups, Releases & Refunds)

FROM: CAMDEN COUNTY ADMINISTRATOR OFFICE

No. 20824

(1) REQUEST THE FOLLOWING CHANGES BE MADE

(2) EXPLANATION: () OVERCHARGED () DOUBLE LISTING
() LATE LISTING () OTHER Code Enforcement
Grass

YEAR 2017 TOWNSHIP SM

NAME Troy Edward Williams (# 27124)

ADDRESS 1143 Hwy 343 N
South Mills, NC 27976

PIN # R-01-7998-00-52-3908

RELEASE

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

PICK UP

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____			<u>175.00</u>	<u>175.00</u>	<u>R-103</u>

ADJUSTMENT/REFUND

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

Lisa S. Anderson
TAX ADMINISTRATOR

APPROVED _____ DAY OF _____ 20____

CHAIRMAN OF COMMISSIONERS COUNTY MANAGER

Attachment: Pickups, Releases & Refunds (2129 : Pickups, Releases & Refunds)

FROM: CAMDEN COUNTY ADMINISTRATOR OFFICE

No. 20825

(1) REQUEST THE FOLLOWING CHANGES BE MADE

(2) EXPLANATION: () OVERCHARGED () DOUBLE LISTING
() LATE LISTING () OTHER Code Enforcement
Drass

YEAR 2017 TOWNSHIP CH

NAME Emily Forbes Crain (#6465)

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

PIN # R-02-8943-01-47-1120

RELEASE

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

PICK UP

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____			<u>175.00</u>	<u>175.00</u>	<u>R-1044</u>

ADJUSTMENT/REFUND

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

Lisa S. Anderson

TAX ADMINISTRATOR

APPROVED _____ DAY OF _____ 20 _____

CHAIRMAN OF COMMISSIONERS/COUNTY MANAGER

Attachment: Pickups, Releases & Refunds (2129 : Pickups, Releases & Refunds)

FROM: CAMDEN COUNTY ADMINISTRATOR OFFICE

No. 20826

(1) REQUEST THE FOLLOWING CHANGES BE MADE

(2) EXPLANATION: () OVERCHARGED () DOUBLE LISTING
() LATE LISTING (✓) OTHER Code Enforcement
Trash

YEAR 2017 TOWNSHIP SH

NAME Gilbert Wayne Overton & Geraldine (# 3602)

ADDRESS 187 Thomas Point Rd.
Shelton, NC 27974

PIN # R-03-8972-00-64-0923

RELEASE

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

PICK UP

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____			<u>125.00</u>	<u>125.00</u>	<u>R-1077</u>

ADJUSTMENT/REFUND

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

Risa S. Anderson
TAX ADMINISTRATOR

APPROVED _____ DAY OF _____ 20____

CHAIRMAN OF COMMISSIONERS/COUNTY MANAGER

Attachment: Pickups, Releases & Refunds (2129 : Pickups, Releases & Refunds)

FROM: CAMDEN COUNTY ADMINISTRATOR OFFICE

No. 20827

(1) REQUEST THE FOLLOWING CHANGES BE MADE

(2) EXPLANATION: () OVERCHARGED () DOUBLE LISTING

() LATE LISTING () OTHER Code Enforcement
grass

YEAR 2017 TOWNSHIP SH

NAME Milbert Wayne Overton & Geraldine (#3602)

ADDRESS 187 Thomas Point Rd.
Shiloh, NC

PIN # R-03-8972-00-64-0822

RELEASE

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

PICK UP

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____			<u>125.00</u>	<u>125.00</u>	<u>R-10776</u>

ADJUSTMENT/REFUND

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

Risa S. Anderson
TAX ADMINISTRATOR

APPROVED _____ DAY OF _____ 20____

CHAIRMAN OF COMMISSIONERS COUNTY MANAGER

Attachment: Pickups, Releases & Refunds (2129 : Pickups, Releases & Refunds)

FROM: CAMDEN COUNTY ADMINISTRATOR OFFICE

No. 20828

(1) REQUEST THE FOLLOWING CHANGES BE MADE

(2) EXPLANATION: () OVERCHARGED () DOUBLE LISTING

() LATE LISTING (✓) OTHER Code Enforcement
Grass

YEAR 2017 TOWNSHIP SH

NAME Abode of Camden, Inc. (#5542)

ADDRESS 187 Thomas Point Rd.
Shiloh, NC 27974

PIN # R-03-8972-00-64-2120

RELEASE

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

PICK UP

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____			<u>CE</u>	<u>CE</u>	
Total _____			<u>150⁰⁰</u>	<u>150⁰⁰</u>	<u>R-1063</u>

ADJUSTMENT/REFUND

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

Rita S. Anderson
TAX ADMINISTRATOR

APPROVED _____ DAY OF _____ 20____

CHAIRMAN OF COMMISSIONERS/COUNTY MANAGER

Attachment: Pickups, Releases & Refunds (2129 : Pickups, Releases & Refunds)

FROM: CAMDEN COUNTY ADMINISTRATOR OFFICE

No. 20860

(1) REQUEST THE FOLLOWING CHANGES BE MADE

(2) EXPLANATION: () OVERCHARGED () DOUBLE LISTING
 () LATE LISTING (✓) OTHER Turned in plates

YEAR 2017 TOWNSHIP SH
 NAME Kiera Elise Clark (15939545)
 ADDRESS 144 Milltown Rd.
Shiloh, NC 27974
 PIN # 0039329075

RELEASE

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

PICK UP

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

ADJUSTMENT/REFUND

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____		$202.97 \div 12 = 16.914$			
Real _____		$16.914 \times 6 = 101.49$			
Total _____				<u>101.48</u>	<u>393290</u>

Jeri Smith
 TAX ADMINISTRATOR Specialist

APPROVED _____ DAY OF _____ 20____

CHAIRMAN OF COMMISSIONERS/COUNTY MANAGER

Attachment: Pickups, Releases & Refunds (2129 : Pickups, Releases & Refunds)

FROM: CAMDEN COUNTY ADMINISTRATOR OFFICE

No. 20862

(1) REQUEST THE FOLLOWING CHANGES BE MADE

(2) EXPLANATION: () OVERCHARGED () DOUBLE LISTING
() LATE LISTING () OTHER Military exemp

YEAR 2017 TOWNSHIP SM

NAME William Kai Coffey (25562671)

ADDRESS 126 Dock Landing Loop
South Mills, NC 27976

PIN # 0041772789

RELEASE

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

PICK UP

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

ADJUSTMENT/REFUND

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal <u>DMV 37,440</u>					
Real _____					
Total _____	<u>265.82</u>	<u>3.74</u>		<u>269.56</u>	<u>4177278</u>

Jeri Smith
TAX ADMINISTRATOR Specialist

APPROVED _____ DAY OF _____ 20____

CHAIRMAN OF COMMISSIONERS COUNTY MANAGER

Attachment: Pickups, Releases & Refunds (2129 : Pickups, Releases & Refunds)

FROM: CAMDEN COUNTY ADMINISTRATOR OFFICE

No. 20865

(1) REQUEST THE FOLLOWING CHANGES BE MADE

(2) EXPLANATION: () OVERCHARGED () DOUBLE LISTING
() LATE LISTING () OTHER Roll back

YEAR 2015-2017 TOWNSHIP CH

NAME Rosa Alice Ferebee Heirs (1859)

ADDRESS 270 N Broadway Apt. 1J
Yonkers, NY 10701

PIN # R02-8944-00-36-1417-0000

RELEASE

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

PICK UP

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					R 90235/1
Real _____					R 97389/1
Total _____	<u>3421.50</u>	<u>49.59</u>	<u>533.56</u>	<u>4004.65</u>	<u>R 104615</u>

ADJUSTMENT/REFUND

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

Teri Smith
TAX ADMINISTRATOR Specialist

APPROVED _____ DAY OF _____ 20____

CHAIRMAN OF COMMISSIONERS COUNTY MANAGER

Attachment: Pickups, Releases & Refunds (2129 : Pickups, Releases & Refunds)



CAMDENCOUNTY

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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 7.G
Meeting Date: August 06, 2018

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

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

Attachments: 20180709123932342.pdf (PDF)

Summary: Vehicle Refunds Over \$100.00

Recommendation: Review and Approve

REFUNDS OVER \$100.00

North Carolina Vehicle Tax System

NCVTS Pending Refund report



REFUNDS OVER \$100.00 JUNE, 18

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
POWELL, EDWARD LEE	POWELL, EDWARD LEE		208 SMITH DR	CAMDEN, NC 27921	Proration	0042006597	PFT5682	AUTHORIZED	88832468	Refund Generated due to proration on Bill #0042006597-2017-2017-0000-00	Tag Surrender	06/19/2018	6/21/2018 9:22:12 AM	1843	Tax	(\$144.16)	\$0.00	(\$144.16)
WORD, CLAUD ANTHONY JR	WORD, CLAUD ANTHONY JR	WORD, IZELL YVONNE	2222 HUMPHREYS DR	SUFFOLK, VA 23435	Proration	0040172129	FBZ2921	AUTHORIZED	88742324	Refund Generated due to proration on Bill #0040172129-2017-2017-0000-00	Tag Surrender	06/18/2018	6/19/2018 9:17:12 AM	1843	Tax	(\$120.49)	\$0.00	(\$120.49)
														2	Tax	(\$1.69)	\$0.00	(\$1.69)
																	Refund	\$146.19
																	Refund	\$122.18

Submitted by Lisa S. Anderson Date 7-9-18
 Lisa S. Anderson, Tax Administrator Camden County

Approved by _____ Date _____
 Clayton D. Riggs, Chairman Camden County Board of Commissioners



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 7.H
Meeting Date: August 06, 2018

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

Item Title **DMV Monthly Report**

Attachments: 20180710102242775.pdf (PDF)

Summary: DMV Monthly Report September Renewals due 10/15/18

Recommendation: Review and Approve

STATE OF NORTH CAROLINA

COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County September Renewals Due 10/15/18

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
17,256.24	23,228.51	13,055.82	53,540.57

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.

Dora S. Anderson

Tax Administrator of Camden County

Attachment: 20180710102242775.pdf (2104 : DMV Monthly Report)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 7.I
Meeting Date: August 06, 2018

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

Item Title **DOT Repair Agreement**

Attachments: DOT 7-2018 URA Camden 7 (Bore) (PDF)

Summary: Agreement for repair of Sawyers Creek Bridge Water Line to be paid by DOT.

Recommendation: Approve

UTILITY RELOCATION AGREEMENT

NCDOT HIGHWAY WBS ELEMENT NO. _____

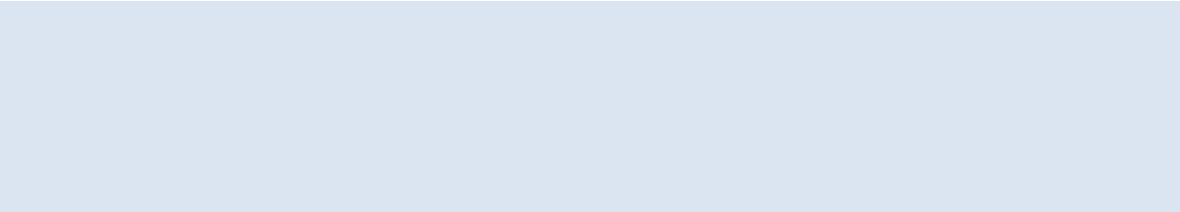
TRANSPORTATION IMPROVEMENT PROGRAM NO. _____

COUNTY _____

This agreement made this _____ day of _____, 2018, by and between the Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the DEPARTMENT, and _____ Inc. hereinafter referred to as the COMPANY:

WITNESSETH:

THAT WHEREAS, the DEPARTMENT will submit a project for construction as follows:



known as route _____ in _____ County, North Carolina to be designated as N.C. State Highway Project and/or WBS Element _____ and, WHEREAS, the construction of said project will require certain adjustments to be made to the existing facilities of the COMPANY;

Attachment: DOT 7-2018 URA Camden 7 (Bore) (2111 : DOT Repair Agreement)

NOW, THEREFORE, in order to facilitate the orderly and expeditious relocation of the said facilities of COMPANY, the DEPARTMENT and the COMPANY have agreed as follows:

1. That the scope, description, and location of work to be undertaken by the COMPANY are as follows

2. That any work performed under this agreement shall comply with DEPARTMENT's "POLICIES AND PROCEDURES FOR ACCOMMODATING UTILITIES ON HIGHWAY RIGHTS OF WAY" dated January 1, 1975, and such amendments thereto as may be in effect at the date of this agreement. The work to be performed by the COMPANY shall conform with Federal Highway Administration's Federal-Aid Policy Guide, Subchapter G, Part 645, Subpart A hereinafter referred to as FAPG dated December 9, 1991, and such amendments thereto as may be in effect at the date of this agreement. The provisions of said FAPG and amendments thereto are incorporated in this agreement by reference as fully as if herein set out. Any work performed under this agreement not in compliance with FAPG shall constitute unauthorized work and the DEPARTMENT shall be relieved of participating in the costs of such unauthorized work unless such work is done pursuant to a supplemental agreement attached to and made a part hereof.

3. That the COMPANY will prepare an estimate, broken down as to estimated cost of labor, construction overhead, materials and supplies, handling charges, transportation and equipment, rights of way, preliminary engineering and construction engineering, including an itemization of appropriate credits for salvage and betterments, and accrued depreciation all in sufficient detail to provide the DEPARTMENT a reasonable basis for analysis. Unit costs, such as broad gauge units of property, may be used for estimating purposes where the COMPANY uses such units in its own operations. The COMPANY will also prepare plans, sketches or drawings showing their existing facilities, temporary and permanent changes to be made with reference to the DEPARTMENT's new right of way using appropriate nomenclature, symbols, legend, notes, color coding or the like. The before mentioned estimate and plans are attached hereto and made a part hereof. The DEPARTMENT will not reimburse the COMPANY for any utility relocations or changes not necessitated by the construction of the highway project, nor for changes made solely for the benefit or convenience of the COMPANY, its contractor, or a highway contractor.

4. That the DEPARTMENT's authority, obligation, or liability to pay for relocations as set forth in this agreement is based on the COMPANY having a right of occupancy in its existing location by reason of the fee, an easement or other real property interest, the damaging or taking of which is compensable in eminent domain.

5. That payment for all work done hereunder shall be made in accordance with the requirements of FAPG unless payment is being made pursuant to a supplemental agreement attached to and made a part of this agreement.

6. That the construction work provided for in this agreement will be performed by the method or methods as specified below:

BY COMPANY'S REGULAR FORCE: The COMPANY proposes to use its regular construction or maintenance crews and personnel at its standard schedule of wages and working hours in accordance with the terms of its agreement with such employees.

BY EXISTING WRITTEN CONTINUING CONTRACT: The COMPANY proposes to use an existing written continuing contract under which certain work as shown by the COMPANY's estimate is regularly performed for the COMPANY and under which the lowest available costs are developed.

BY CONTRACT: The COMPANY does not have adequate staff or equipment to perform the necessary work with its own forces. The COMPANY proposes to award a contract to the lowest qualified bidder who submits a proposal in conformity with the requirements and specifications for the work to be performed as set forth in an appropriate solicitation for bids.

7. a. It is contemplated by the parties hereto that the construction of this State Highway Project will begin on or about the ___ day of _____, ____.

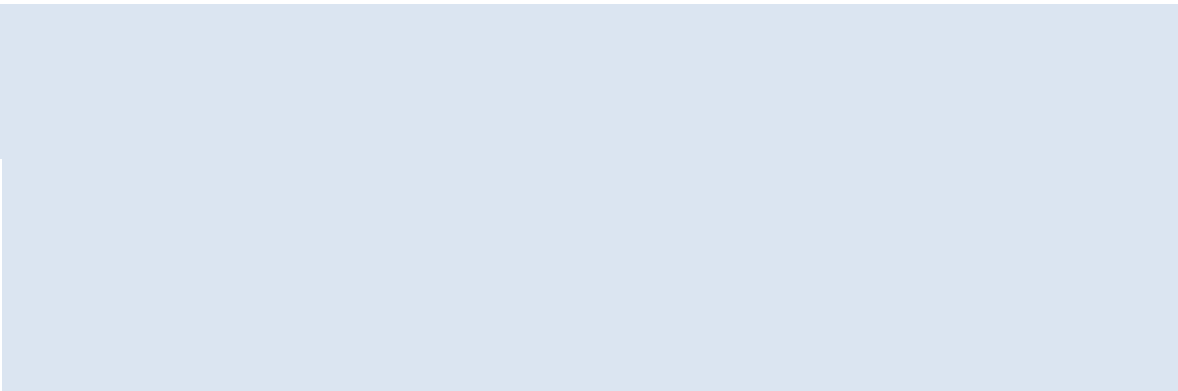
b. Based on the best information available at the present time to the COMPANY, indicate applicable paragraph below:

___ Materials are available and it is expected that work will be complete prior to highway construction.

___ All work will take place during highway construction and arrangements for said work will be coordinated with highway construction operations at preconstruction conference.

___ Work will begin promptly upon notification by DEPARTMENT; however, it is not expected to be complete prior to highway construction. Any remaining work will be coordinated with highway construction operations at preconstruction conference.

___ Other (Specify)



8. That the method used by the COMPANY in developing the relocation costs shall be as indicated by Paragraph (a), (b), or (c) as follows:

- a. Actual direct and related indirect costs accumulated in accordance with a work order accounting procedure prescribed by the applicable Federal or State regulatory body.
- b. Actual direct and related indirect costs accumulated in accordance with an established accounting procedure developed by the COMPANY and approved by the DEPARTMENT.
- c. On a lump-sum basis where the estimated cost to the DEPARTMENT does not exceed \$100,000.00. Except where unit costs are used and approved, the estimate shall show such details as man-hours by class and rate; equipment charges by type, size, and rate; materials and supplies by items and price; and payroll additives and other overhead factors.

9. Indicate if (a) or (b) is applicable:

- a. That the replacement facility is not of greater functional capacity or capability than the one it replaces, and includes no COMPANY betterments.
- b. That the replacement facility involves COMPANY betterments, or is of greater functional capacity or capability than the one it replaces.

10. That the total estimated cost of the work proposed herein, including all cost to the DEPARTMENT and COMPANY less any credit for salvage, is estimated to be ----- \$ _____

The estimated non-betterment cost to the DEPARTMENT, including all cost less any credits for salvage, betterments, accrued depreciation and additional work done by the COMPANY will be ----- \$ _____

The estimated cost to the COMPANY including betterments, and any additional work done by the COMPANY will be ----- \$ _____

(The above costs shall be supported by attached estimate and plans)

11. That in the event it is determined there are changes in the scope of work, extra work, or major changes from the statement of work covered by this agreement, reimbursement shall be limited to costs covered by a modification of this agreement or a written change or extra work order approved by the DEPARTMENT.

12. Periodic progress billings of incurred costs may be made by COMPANY to the DEPARTMENT not to exceed monthly intervals; however, total progress billing payments shall not exceed 95% of the approved non-betterment estimate. Progress billing forms may be obtained from the Area Utility Agent.

13. One final and detailed complete billing of all cost shall be made by COMPANY to the DEPARTMENT at the earliest practicable date after completion of work and in any event within six months after completion of work. The statement of final billing shall follow as closely as possible the order of the items in the estimate portion of this agreement.

14. That the DEPARTMENT shall have the right to inspect all books, records, accounts and other documents of the COMPANY pertaining to the work performed by it under this agreement at any time after work begins and for a period of 3 years from the date final payment has been received by the COMPANY.

15. That the COMPANY obligates itself to erect, service and maintain the facilities to be retained and installed over and along the highway within the DEPARTMENT right of way limits in accordance with the mandate of the Statute and such other laws, rules, and regulations as have been or may be validly enacted or adopted, now or hereafter.

16. That if, in the future, it becomes necessary due to highway construction or improvement to adjust or relocate utilities covered in this agreement being relocated at DEPARTMENT expense that are crossing or otherwise occupying highway right of way, the non-betterment cost of same will be that of the DEPARTMENT.

17. That if, at any time, the DEPARTMENT shall require the relocation of or changes in the location of the encroaching facilities covered in this agreement being relocated at COMPANY expense, the COMPANY binds itself, its successors and assigns, to promptly relocate or alter the facilities, in order to conform to the said requirements, without any cost to the DEPARTMENT.

18. That the COMPANY agrees to relinquish their rights in that portion of right of way vacated by their existing facilities now absorbed within DEPARTMENT right of way.

19. Proper temporary and permanent measures shall be used to control erosion and sedimentation in accordance with all local, State and Federal regulations.

20. The COMPANY agrees to comply with the environmental rules and regulations of the State of North Carolina. Violation to the NC Sedimentation Pollution Control Act, Clean Water Act, NC Coastal Management Act, or other environmental commitment outlined in the project permits may result in work stoppage, penalties and/or construction delays.

21. The COMPANY agrees to comply with Buy America. United States Codes (USC) 313 and Code of Federal Regulations 23 CFR 635.410: Requires the use of domestic steel and iron in all federally funded construction projects.

IN WITNESS WHEREOF, the parties hereby have affixed their names by their duly authorized officers the day and year first above written.

DEPARTMENT OF TRANSPORTATION

BY: _____

TITLE: Division Utility Coordinator

ATTEST OR WITNESS

(NAME OF COMPANY)

BY: _____

BY: _____

TITLE: _____

TITLE: _____

N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

Form UT 16.8
Rev.06/29/18

Attachment: DOT 7-2018 URA Camden 7 (Bore) (2111 : DOT Repair Agreement)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 7.J
Meeting Date: August 06, 2018

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

Item Title Home & Community Care Block Grant for Older Adults

Attachments: Home & Community Care Block Grant for Older
Adults(PDF)

Summary:
Annual HCCB Grant administered through Albemarle Commission benefiting older adults in Camden. Provides transportation, home health services and nutrition program.

Recommendation:
Review and approve.

DAAS-735
(revised 2/16)

July 1, 2018 through June 30, 2019

**Home and Community Care Block Grant for Older Adults
Agreement for the Provision of County-Based Aging Services**

This Agreement, entered into as of this 1st day of July, 2018, by and between the County of Camden (hereinafter referred to as the "County") and the Albemarle Commission Area Agency on Aging, (hereinafter referred to as the "Area Agency").

Witnesseth That:

WHEREAS, the Area Agency and the County agree to the terms and conditions for provision of aging services in connection with activities financed in part by Older Americans Act grant funds, provided to the Area Agency from the United States Department of Health and Human Services through the North Carolina Division of Aging and Adult Services (DAAS) and state appropriations made available to the Area Agency through the North Carolina Division of Aging and Adult Services, as set forth in a) this document, b) the County Funding Plan, as reviewed by the Area Agency and the Division of Aging and Adult Services, c) the Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers, d) the Division of Aging and Adult Services Service Standards Manual, Volumes I through IV, and, e) the Division of Aging and Adult Services Community Service Providers Monitoring Guidelines.

NOW THEREFORE, in consideration of these premises, and mutual covenants and agreements hereinafter contained, the parties hereto agree as follows:

1. As provided in the Area Plan, community service providers specified by the County to encourage maximum collocation and coordination of services for older persons are as follows:
 - Inter-County Public Transportation Authority
 - Quality Home Staffing, Inc
 - DayBreak Adult Day Health
 - Albemarle Commission Nutrition Program
- 1(a) The Community Service Provider(s), shall be those specified in the County Funding Plan on the Provider Services Summary format(s) (DAAS-732) for the period ending June 30 for the year stated above.
2. Availability of Funds. The terms set forth in this Agreement for payment are contingent upon the receipt of Home and Community Care Block Grant funding by the Area Agency.

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(revised 2/16)

3. Grant Administration. The grant administrator for the Area Agency shall be Laura Alvarico, Director, Area Agency on Aging (title). The grant administrator for the County shall be _____, _____ (title).

It is understood and agreed that the grant administrator for the County shall represent the County in the performance of this Agreement. The County shall notify the Area Agency in writing if the administrator changes during the grant period. Specific responsibilities of the grant administrator for the County are provided in paragraph seven (7) of this Agreement.

4. Services authorized through the County Funding Plan, as specified on the Provider Services Summary format(s) (DAAS-732) are to commence no later than July 1 of the state fiscal year and shall be undertaken and pursued in such sequence as to assure their expeditious completion. All services required hereunder shall be completed on or before the end of the Agreement period, June 30 of the state fiscal year.
5. Assignability and Contracting. The County shall not assign all or any portion of its interest in this Agreement. Any purchase of services with Home and Community Care Block Grant for Older Adults funding shall be carried out in accordance with the procurement and contracting policy of the community services provider or, where applicable, the Area Agency, which does not conflict with procurement and contracting requirements contained in 45 CFR Part 75, Subpart D-Post Federal Award Requirements, Procurement Standards. Federal funds shall not be awarded to any subrecipients who have been suspended or debarred by the Federal government. In addition, Federal funds may not be used to purchase goods or services costing over \$100,000 from a vendor that has been suspended or debarred from Federal grant programs.
6. Compensation and Payments to the County. The County shall be compensated for the work and services actually performed under this Agreement by payments to be made monthly by the Area Agency. Total reimbursement to the community service providers under this Agreement may not exceed the grand total of Block Grant funding, as specified on the Provider Services Summary format (DAAS-732).

(a) Interim Payments to the County

Upon receipt of a written request from the County, the Division of Aging and Adult Services, through the Area Agency, will provide the County Finance Officer with an interim payment equivalent to seventy percent (70%) of one-twelfth (1/12) of the County's Home and Community Care Block Grant allocation by the 22nd of each month.

(b) Reimbursement of Service Costs

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(revised 2/16)

Reimbursement of service costs are carried out as provided in Section 3 of the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers, revised February 17, 1997.

c) Role of the County Finance Director

The County Finance Director shall be responsible for disbursing Home and Community Care Block Grant Funding to Community Service Providers in accordance with procedures specified in the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Manual for Community Service Providers, revised February 17, 1997.

(d) Payment of Administration on Aging Nutrition Services Incentive Program (NSIP) Subsidy

NSIP subsidy for congregate and home delivered meals will be disbursed by the Division of Aging and Adult Services through the Area Agency to the County on a monthly basis, subject to the availability of funds as specified in Section 3 of the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Services Providers, revised February 17, 1997.

If through the US Department of Agriculture Area Agency on Aging Elections Project, the County elects to receive a portion of its USDA entitlement in the form of surplus commodity foods in lieu of cash, the Area Agency will notify the County in writing of its community valuation upon notification from the Division of Aging and Adult Services. The delivery of commodity and bonus foods is subject to availability. The County will not receive cash entitlement in lieu of commodities that are unavailable or undelivered during the Agreement period.

7. Reallocation of Funds and Budget Revisions. Any reallocation of Block Grant funding between counties shall be voluntary on the part of the County and shall be effective only for the period of the Agreement. The reallocation of Block Grant funds between counties will not affect the allocation of future funding to the County. If during the performance period of the Agreement, the Area Agency determines that a portion of the Block Grant will not be expended, the grant administrator for the County shall be notified in writing by the Area Agency and given the opportunity to make funds available for reallocation to other counties in the Planning and Service Area or elsewhere in the state.

The County may authorize community service providers to implement budget revisions which do not cause the County to fall below minimum budgeting requirements for access, in-home, congregate, and home delivered meals services, as specified in Division of Aging and Adult Services budget instructions issued to the County. If a budget revision will cause the County to

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(revised 2/16)

fall below minimum budgeting requirements for any of the aforementioned services, as specified in Division of Aging and Adult Services budgeting instructions issued to the County, the grants administrator for the County shall obtain written approval for the revision from the Area Agency prior to implementation by the community service provider, so as to assure that regional minimum budgeting requirements for the aforementioned services will be met.

Unless community services providers have been given the capacity to enter data into the Aging Resources Management System (ARMS), Area Agencies on Aging are responsible for entering amended service data into the Division of Aging and Adult Services Management Information System, as specified in the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers, revised February 17, 1997.

8. Monitoring. This Agreement will be monitored to assure that services are being provided as stated in the Division of Aging and Adult Service Monitoring Policies and Procedures at <http://www.ncdhhs.gov/aging/monitor/mpolicy.htm> .

The monitoring of services provided under this Agreement shall be carried out by the Area Agency on Aging in accordance with its Assessment Plan and as specified in Administrative Letter 12-08. As of July 1, 2012, DAAS Program Compliance Representatives (PCRs) are no longer monitoring HCCBG services provided through county departments of social services.

Counties and community service providers will receive a written report of monitoring findings in accordance with procedures established in Section 308 of the AAA Policies and Procedures Manual (<http://www.ncdhhs.gov/aging/monitor/mpolicy.htm>). Any areas of non-compliance will be addressed in a written corrective action plan with the community service provider.

9. Disputes and Appeals. Any dispute concerning a question of fact arising under this Agreement shall be identified to the designated grants administrator for the Area Agency. In accordance with Lead Regional Organization (LRO) policy, a written decision shall be promptly furnished to the designated grants administrator for the County.

The decision of the LRO is final unless within twenty (20) days of receipt of such decision the Chairman of the Board of Commissioners furnishes a written request for appeal to the Director of the North Carolina Division of Aging and Adult Services, with a copy sent to the Area Agency. The request for appeal shall state the exact nature of the complaint. The Division of Aging and Adult Services will inform the Chairman of the Board of Commissioners of its appeal procedures and will inform the Area Agency that an appeal has been filed. Procedures thereafter will be determined by the appeals process of the Division of Aging and Adult Services. The state agency address is as follows:

Director

North Carolina Division of Aging and Adult Services
2101 Mail Service Center
693 Palmer Drive
Raleigh, North Carolina 27699-2101

- 10. Termination for Cause. If through any cause, the County shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or the County has or shall violate any of the covenants, agreements, representations or stipulations of this Agreement, the Area Agency shall have the right to terminate this Agreement by giving the Chairman of the Board of Commissioners written notice of such termination no fewer than fifteen (15) days prior to the effective date of termination. In such event, all finished documents and other materials collected or produced under this Agreement shall at the option of the Area Agency, become its property. The County shall be entitled to receive just and equitable compensation for any work satisfactorily performed under this Agreement.
- 11. Audit. The County agrees to have an annual independent audit in accordance with North Carolina General Statutes, North Carolina Local Government Commission requirements, Division of Aging and Adult Services Program Audit Guide for Aging Services and Federal Office of Budget and Management (OMB) Uniform Guidance 2 CFR Part 200.

Community service providers, as specified in paragraph one (1), who are not units of local government or otherwise subject to the audit and other reporting requirements of the Local Government Commission are subject to audit and fiscal reporting requirements, as stated in NC General Statute 143C-6-22 and 23 and OMB Uniform Guidance CFR 2 Part 200, where applicable. Applicable community service providers must send a copy of their year-end financial statements, and any required audit, to the Area Agency on Aging. Home and Community Care Block Grant providers are not required to submit Activities and Accomplishments Reports. For-profit corporations are not subject to the requirements of OMB Uniform Guidance 2 CFR Part 200, but are subject to NC General Statute 143C-6-22 and 23 and Yellow Book audit requirements, where applicable. **Federal funds** may not be used to pay for a **Single or Yellow Book audit** unless it is a federal requirement. **State funds** will not be used to pay for a **Single or Yellow Book audit** if the provider receives less than \$500,000 in state funds. The Department of Health and Human Services will provide confirmation of federal and state expenditures at the close of the state fiscal year. Information on audit and fiscal reporting requirements can be found at <https://www.ncgrants.gov/NCGrants/PublicReportsRegulations.jsp>

The following provides a summary of reporting requirements under NCGS 143C-6-22 and 23 and OMB Uniform Guidance 2 CFR Part 200 based upon funding received and expended during the service provider's fiscal year.

<u>Annual Expenditures</u>	<u>Report Required to AAA</u>	<u>Allowable Cost for Reporting</u>
----------------------------	-------------------------------	-------------------------------------

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(revised 2/16)

- | | | |
|--|---|---|
| <ul style="list-style-type: none"> • Less than \$25,000 in State or Federal funds | <p>Certification form and State Grants Compliance Reporting <\$25,000 (item # 11, Activities and Accomplishments does <u>not</u> have to be completed)</p> <p style="text-align: center;">OR</p> <p>Audited Financial Statements in Compliance with GAO/GAS (i.e. Yellow Book)</p> | N/A |
| <ul style="list-style-type: none"> • Greater than \$25,000 and less than \$500,000 in State Funds or \$750,000 in Federal Funds | <p>Certification form and Schedule of Grantee Receipts >\$25,000 and Schedule of Receipts and Expenditures</p> <p style="text-align: center;">OR</p> <p>Audited Financial Statements in Compliance with GAO/GAS (i.e. Yellow Book)</p> | N/A |
| <ul style="list-style-type: none"> • \$500,000 + in State funds but Federal pass through in an amount less than \$750,000 | <p>Audited Financial Statement in compliance with GAO/GAS (i.e. Yellow Book)</p> | <p>May use State funds, but <u>not</u> Federal Funds</p> |
| <ul style="list-style-type: none"> • \$500,000+ in State funds <u>and</u> \$750,000+ in Federal pass through funds | <p>Audited Financial Statement in compliance with OMB Uniform Guidance 2 CFR Part 200 (i.e. Single Audit)</p> | <p>May use State and Federal funds</p> |
| <ul style="list-style-type: none"> • Less than \$500,000 in State funds <u>and</u> \$750,000+ in Federal pass through funds | <p>Audited Financial Statement in compliance with OMB Uniform Guidance 2 CFR Part (i.e. Single Audit)</p> | <p>May use Federal funds, but <u>not</u> State funds.</p> |
12. Audit/Assessment Resolutions and Disallowed Cost. It is further understood that the community service providers are responsible to the Area Agency for clarifying any audit exceptions that may arise from any Area Agency assessment, county or community service

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(revised 2/16)

provider single or financial audit, or audits conducted by the State or Federal Governments. In the event that the Area Agency or the Department of Health and Human Services disallows any expenditure made by the community service provider for any reason, the County shall promptly repay such funds to the Area Agency once any final appeal is exhausted in accordance with paragraph nine (9). The only exceptions are if the Area Agency on Aging is designated as a community service provider through the County Funding Plan or, if as a part of a procurement process, the Area Agency on Aging enters into a contractual agreement for service provision with a provider which is in addition to the required County Funding Plan formats. In these exceptions, the Area Agency is responsible for any disallowed costs. The County or Area Agency on Aging can recoup any required payback from the community service provider in the event that payback is due to a community service provider's failure to meet OMB Uniform Guidance CFR 2 Part 200, 45 CFR Part 1321 or state eligibility requirements as specified in policy.

13. Indemnity. The County agrees to indemnify and save harmless the Area Agency, its agents, and employees from and against any and all loss, cost, damages, expenses, and liability arising out of performance under this Agreement to the extent of errors or omissions of the County.
14. Equal Employment Opportunity and Americans With Disabilities Act Compliance. Both the County and community service providers, as identified in paragraph one (1), shall comply with all federal and state laws relating to equal employment opportunity and accommodation for disability.
15. Data to be Furnished to the County. All information which is existing, readily available to the Area Agency without cost and reasonably necessary, as determined by the Area Agency's staff, for the performance of this Agreement by the County shall be furnished to the County and community service providers without charge by the Area Agency. The Area Agency, its agents and employees, shall fully cooperate, with the County in the performance of the County's duties under this Agreement.
16. Rights in Documents, Materials and Data Produced. The County and community service providers agree that at the discretion of the Area Agency, all reports and other data prepared by or for it under the terms of this Agreement shall be delivered to, become and remain, the property of the Area Agency upon termination or completion of the work. Both the Area Agency and the County shall have the right to use same without restriction or limitation and without compensation to the other. For the purposes of this Agreement, "data" includes writings, sound recordings, or other graphic representations, and works of similar nature. No reports or other documents produced in whole or in part under this Agreement shall be the subject of an application for copyright by or on behalf of the County.

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17. Interest of the Board of Commissioners. The Board of Commissioners covenants that neither the Board of Commissioners nor its agents or employees presently has an interest, nor shall acquire an interest, direct or indirect, which conflicts in any manner or degree with the performance of its service hereunder, or which would prevent, or tend to prevent, the satisfactory performance of the service hereunder in an impartial and unbiased manner.
18. Interest of Members of the Area Agency, Lead Regional Organization, and Others. No officer, member or employee of the Area Agency or Lead Regional Organization, and no public official of any local government which is affected in any way by the Project, who exercises any function or responsibilities in the review or approval of the Project or any component part thereof, shall participate in any decisions relating to this Agreement which affects his personal interest or the interest of any corporation, partnership or association in which he is, directly or indirectly, interested; nor shall any such persons have any interest, direct or indirect, in this Agreement or the proceeds arising there from.
19. Officials not to Benefit. No member of or delegate to the Congress of the United States of America, resident Commissioner or employee of the United States Government, shall be entitled to any share or part of this Agreement or any benefits to arise here from.
20. Prohibition Against Use of Funds to Influence Legislation. No part of any funds under this Agreement shall be used to pay the salary or expenses of any employee or agent acting on behalf of the County to engage in any activity designed to influence legislation or appropriations pending before Congress.
21. Confidentiality and Security. Any client information received in connection with the performance of any function of a community service provider or its subcontractors under this Agreement shall be kept confidential. The community service provider acknowledges that in receiving, storing, processing, or otherwise handling any confidential information, the agency and any subcontractors will safeguard and not further disclose the information except as provided in this Agreement and accompanying documents.
22. Record Retention and Disposition. All state and local government agencies, nongovernmental entities, and their subrecipients, including applicable vendors, that administer programs funded by federal sources passed through the NC DHHS and its divisions and offices are expected to maintain compliance with the NC DHHS record retention and disposition schedule and any agency-specific program schedules developed jointly with the NC Department of Cultural Resources, Division of Archives and Records. Retention requirements apply to the community service providers funded under this Agreement to provide Home and Community Care Block Grant services. Information on retention requirements is posted at <http://www.ncdhhs.gov/control/retention/retention.htm> and updated semi-annually by the NC DHHS Controller's Office. By funding source and state fiscal year, this schedule lists the earliest date that grant records in any format may be destroyed. The Division of Archives and

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Records provides information about destroying confidential data and authorized methods of record destruction (paper and electronic) at <http://archives.ncdcr.gov/For-Government/Retention-Schedules/Authorized-Destruction>.

The NC DHHS record retention schedule is based on federal and state regulations and pertains to the retention of all financial and programmatic records, supporting documents, statistical records, and all other records supporting the expenditure of a federal grant award. Records legally required for ongoing official proceedings, such as outstanding litigation, claims, audits, or other official actions, must be maintained for the duration of that action, notwithstanding the instructions of the NC DHHS record retention and disposition schedule.

In addition to record retention requirements for records in any format, the long-term and/or permanent preservation of electronic records require additional commitment and active management by agencies. The community service provider will comply with all policies, standards, and best practices published by the Division of Aging and Adult Services regarding the creation and management of electronic records.

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23. Applicable Law. This Agreement is executed and is to be performed in the State of North Carolina, and all questions of interpretation and construction shall be construed by the laws of such State.

In witness whereof, the Area Agency and the County have executed this Agreement as of the day first written above.

_____ County

Attest:

_____ By: _____
Chairman, Board of Commissioners

Area Agency

Attest:

_____ By: _____
Area Agency Director Executive Director,
Lead Regional Organization

Provision for payment of the monies to fall due under this Agreement within the current fiscal year have been made by appropriation duly authorized as required by the Local Government Budget and Fiscal Control Act.

BY: _____
FINANCE OFFICER, Lead Regional Organization

Attachment: Home & Community Care Block Grant for Older Adults (2117 : Home & Community Care Block Grant for Older Adults)

DAAS-731 (Rev. 2/16) Home and Community Care Block Grant for Older Adults County <u>Camden</u> July 1, 2017 through June 30, 2018 County Funding Plan County Services Summary												
Services	A			B	C	D	E	F	G	H	I	
	Access	In-Home	Other									
			Total	Required Local Match	Net Service Cost	NSIP Subsidy	Total Funding	Projected HCCBG Units	Projected Reimbursement Rate	Projected HCCBG Clients	Projected Total Units	
In-Home Level I		10062		1118	11180		11180	799	14	4	799	
In-Home Level II		9128		1014	10142		10142	676	15	6	676	
In-Home Level III		8398		933	9331		9331	549	17	2	549	
Trans. Grl	16649			1850	18499		18499	1299	14.24	14	1299	
Trans. Medical	4162			462	4624		4624	325	14.24	10	325	
Adult Day Health Care			13551	1506	15057		15057	301	50	3	301	
Congregate Meals			18875	2097	20972	2170	23142	3192	7.25	57	3192	
Home Del. Meals			15972	1775	17747	1566	19313	2272	8.5	20	2272	
				0	0		0					
				0	0		0					
				0	0		0					
				0	0		0					
				0	0		0					
				0	0		0					
				0	0		0					
Total	20811	27588	48398	96797	107552	3736	111288	9413		116	9413	

Signature, Chairman, Board of Commissioners

Date



CAMDENCOUNTY

new energy. new vision.

Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 7.K
Meeting Date: August 06, 2018
Submitted By: Karen Davis, Clerk to the Board
 Administration
 Prepared by: Karen Davis

Item Title **HMGP Acquisition**

Attachments: Acquisition Application (PDF)
 SF-424 (PDF)
 Withdrawal Letter (PDF)

Summary:

FEMA grant assistance was awarded to applicant for elevation of property. The applicant has requested that their property be acquired instead of elevated. This application has been submitted to get the necessary approvals for this change. Any necessary change in funding at the state and federal level will not require additional financial commitment from the county.

Recommendation:

Approval.

North Carolina Division of Emergency Management
 Hazard Mitigation Branch: HMGP Application

Acquisition

THIS SECTION FOR STATE USE ONLY
 DISASTER: DR- NC 4285 (Hurricane Matthew)

NCEM Project Manager: Phyllis Courtney NCEM Point of Contact:
 State Hazard Mitigation Officer
 Date HM Branch Received Application: _____ NCEM Mitigation Branch
 4238 Mail Service Center
 Date Application Approved: _____ Raleigh, NC 27699-4238
 Office: 919-825-2356
 FEMA/NEMIS Application Submittal Date: _____

NOTE: Application must be submitted in duplicate.

PROJECT OVERVIEW

1. Applicant Legal Name: Camden County
 Organizational Unit: Local Government

2. Applicant Type: Local Government State Government Private Non-Profit (Attach copy of 501c3)

3. Is this a new or revised application? New Revised
 If revised, check appropriate box: Funding Change Timeline Extension
 Change in Scope of Work Other (specify below)

4. Project Title: Camden County: Acquisition of 1 Residential Structure

5. Proposed Project Total Cost: \$ 230,675.00
 Federal Share (75%): \$ 173,006.25
 Non-Federal Match (25%): \$ 57,668.75

6. **Certifications:**
 The undersigned assures fulfillment of all requirements of the Hazard Mitigation Grant Program as contained in the program guidelines and that all information contained herein is true and correct to the best of my knowledge. The governing body of the applicant has duly authorized the document, and hereby applies for the assistance documented in this application. Also, the applicant understands that the project may proceed ONLY AFTER FEMA APPROVAL is gained.

Christy C. Saunders Emergency Management Coordinator 252-335-4444
Typed Name of Authorized Representative/Applicant Agent *Title* *Telephone Number*

Christy C Saunders _____ 7-19-2018
Signature of Authorized Representative/Applicant Agent _____ *Date Signed*

Attachment: Acquisition Application (2115 : HMGP Acquisition)

APPLICANT INFORMATION

The answer to both 1 and 2 below must be "yes" to be considered eligible.

1. Does your community have a current FEMA approved multi-hazard mitigation plan? Yes No

Location of proposed project in mitigation plan strategies	Page	6	Section/Part	7
Title of Plan: Albemarle Regional Hazard Mitigation Plan				
2015-2020 Adoption Date June 12, 2015				
Is the project type covered in the State 322 Plan? <input type="checkbox"/> Yes	Page	8	Section/Part	Mitigation Strategy

2. Is the community a member of good standing with the National Flood Insurance Program? Yes No

3. Tax ID Number: 56-6000282 FIPS Code: 37029 DUNS Number: 80-454-0680

4. U.S. Congressional District: 3 Congressman Name: Walter Jones

5. State Senatorial District: 1 Senator Name: Bill Cook

6. State Legislative District: 1 Representative Name: Bob Steinburg

7. Primary Point of Contact:

The Primary Point of Contact is the person responsible for coordinating the implementation of this proposal, if approval is granted.

Ms. Mr. Mrs. First Name: Christy Last Name: Saunders

Title: Emergency Management Coordinator

Street Address: 200 E. Colonial Ave

City: Elizabeth City State: NC Zip Code: 27909

Telephone: 252-335-4444 Fax: 252-335-1777 Mobile: E-mail Address: saundersc@co.pasquotank.nc.us

8. Alternate Point of Contact:

The Alternate Point of Contact is the person that can address questions or concerns in the Primary Point of Contact's absence.

Ms. Mr. Mrs. First Name: Last Name:

Title:

Street Address:

City: State: Zip Code:

Telephone: Fax: Mobile: E-mail Address:

9. Application Prepared by:

Ms. Mr. Mrs. First Name: Phyllis Last Name: Courtney

Title: Hazard Mitigation Specialist

Street Address: 4105 Reedy Creek Rd.

Attachment: Acquisition Application (2115 : HMGP Acquisition)

City: **Raleigh** State: **NC** Zip Code: **27607**

Telephone: **9198252325** Fax: **9197159191** Mobile: E-mail Address: **Phyllis.courtney@ncdps.gov**

10. Authorized Applicant Agent:

The Authorized Applicant Agent MUST be the chief executive officer, mayor, etc. This person must be able to sign contracts, authorize funding allocations or payments, etc.

Ms. Mr. Mrs. First Name: **Stephanie** Last Name: **Humphries**

Title: **Finance Officer**

Street Address: **330 Highway 158 E**

City: **Camden** State: **NC** Zip Code: **27909**

Telephone: **252-338-6363** Fax: **252-331-7831** Mobile: E-mail Address: **shumphries@camdencounty.gov**

Attachment: Acquisition Application (2115 : HMGP Acquisition)

PROJECT DESCRIPTION

1. History of Hazards

Describe, in detail, the history of natural hazards in the proposed area. Include damage history, source and type of problem, frequency of event(s), severity of damage, etc.

Hurricane/Storm Surge:

According to the National Hurricane Center's historical storm track records, 83 hurricane or tropical storms have passed within 75 nautical miles of the Albemarle Region from 1850 to 2011. For the purposes of this graphic, the center of Albemarle Region was used as the search location. These tracks include 24 Category 1 Hurricanes, 15 Category 2 Hurricanes, 6 Category 3 Hurricanes, 1 Category 4 Hurricane and 52 Tropical Storms. North Carolina has had an extensive hurricane history dating back to colonial times. During the nineteenth century, storms occurred in 1821, 1837, 1846, 1856, 1879, 1883, and 1899. During the years 1960-1990, there was a decrease in land falling hurricanes, with the exception of Hurricane Donna in 1960. However, during the 1950's North Carolina was ravaged by several hurricanes including Hazel, Connie, Diane, and Ione. Recent history has included several hurricanes as well, with Hugo (1989), Emily (1993), Opal (1996), Fran (1996), Eduardo (1996), Bonnie (1998), Dennis (1999), Floyd (1999), Irene (1999), Isabel (2003), Alex (2004), Ophelia (2005), Ernesto (2006), Irene (2011), Sandy (2012) and Arthur (2014) all leaving a mark on North Carolina. However these storms had varying impacts across the Albemarle Region. Although storm surges typically occur during tropical events, several notable non-tropical storm surge events have occurred since 1960. For instance, the Ash Wednesday storm of 1962 affected over 620 miles of shoreline over 4 high tides. This storm caused \$300 million in damages. The Halloween Nor'easter of 1991 also caused severe flooding and coastal erosion along the entire East Coast.

Periodic Flooding

From 2004-2014, the Albemarle region experienced thirty-two (32) flooding events that were reported to the National Climatic Data Center (see Appendix E for a detailed description of these hazard events).

The significant events that impacted the area are listed below.

November 21-23, 2006

An intense low pressure system off the North Carolina coast combined with an upper level cutoff low to provide very strong winds, heavy rains, and moderate coastal flooding across portions of northeast North Carolina from late Tuesday November 21st into early Thursday morning November 23rd. Strong onshore winds resulted in moderate to severe coastal flooding during times of high tide. Tidal departures were 4 to 5 feet above normal during the event. Route 12 was flooded with over wash in many areas.

November 11-13, 2011

The remnants of Tropical Storm Ida interacted with a strong upper level disturbance to produce a deep, slow moving, low pressure system off the Carolina coast November 11th through the 13th. This system produced widespread heavy rain, gusty winds, and coastal flooding across portions of eastern North Carolina. By far, the most significant impact was coastal flooding over the northern Outer Banks where over five million dollars in damage was reported. The large waves from the storm continued to batter the Outer Banks for several days after the storm system moved away. Several streets, homes and businesses were flooded in low lying areas of the county close or directly exposed to the Currituck Sound. Moyock experienced the heaviest flooding due to rising Sound waters. Moyock area had 3 neighborhoods that flooded, and flood water going into some of the homes. Significant ocean over wash and coastal flooding developed over the northern Outer Banks during the early morning hours of November 12th and continued through the early morning hours of November 14th. Areas from Buxton north to Duck had several episodes of coastal flooding, mainly during the high tide cycle. Overall 4 homes were destroyed, 61 had major damage and 465 had minor damage. Highway 12 was severely flooded and destroyed near Rodanthe due to the ocean over-wash. Damage from the coastal flooding was estimated to be 5.8 million dollars.

October 28-29, 2012

Tropical Cyclone Sandy moving northward well off the Mid Atlantic Coast produced very strong northeast winds which caused moderate to severe coastal flooding across portions of northeast North Carolina. Water levels reached 3.0 feet to 4.0 feet above Atlantic Ocean resulting in moderate to severe coastal flooding. Duck reached a tide height of 6.98 feet MLLW. The combination of storm surge and extreme waves caused major damage to coastal dunes, and flooded areas in northern portions of the Currituck Outer Banks. Storm surge on the Currituck Sound was less than Irene, and mostly less than 2 feet above normal.

The dominant sources of flooding in the Albemarle Region are storm surge inundation, riverine flooding, and local ponding of stormwater runoff. Storm surge from the Atlantic Ocean moves into the Albemarle Sound, which further

then moves into rivers and creeks throughout the region; riverine flooding from heavy rainfall also occurs throughout the many creeks and streams within the region. Not all storms which pass through the Albemarle Region produce extremely high surge. Flooding extent varies throughout the region with most impacts coming from the combination of storm surge and rainfall. Flood heights ranging from 2 feet above normal tide to almost eight feet above have been recorded during events. Similarly, storms which produce flooding conditions in one area may not necessarily produce flooding conditions in other parts of the region.

2. Project Description / Protection Provided/Scope of Work Narrative

Describe, in detail, the proposed project. Explain how the proposed project will solve the problem(s) and provide the level(s) of protection described in Section D. Include a description of the desired outcome and methodology of the mitigation activity in terms of mitigation objectives to be achieved. The scope of work description must map to the line items in the NEMIS budget. Reference any unique property-specific issues. For acquisition, reference the FMV appraisal appeal process per NCEM HM Branch SOPs.

This HMGP application is for the acquisition and demolition of 1 residential structure located in Camden County. The property information is provided in the attached Property Site Inventory (PSI) spreadsheet with other applicable costs and relevant data. The property was damaged by flooding of the Pasquotank River and Albemarle Sound caused by Hurricane Matthew, and have been inundated by floodwaters during numerous events over several decades. This project was identified as a priority because the homeowners stated they are currently living in FEMA Temporary Housing Units or Transitional Housing.

The structure will be demolished, including complete removal of the existing foundations. If complete removal is not possible, then the existing foundations will be taken down to a depth of approximately 2 to 3 feet below the soil surface and adequately drilled to allow for drainage. Ground disturbance will be limited to the immediate area of the demolished property, and the staging areas will be located within the footprint of the existing property boundaries. Debris will be removed and the property will initially be stabilized with clean soils, and graded and seeded to prevent erosion.

Acquisition and demolition of this structure removes them from the 100 year floodplain and eliminates future losses. The deed to the property will be transferred to Camden County with restrictions imposed for the site to remain as open space in perpetuity as defined in the 44 CFR § 206.434 (d). Acquisition and demolition is by far the most effective solution for this important project and is the solution of choice for the homeowner of this specific property. Camden County will perform all maintenance on the parcels acquired.

The most recent flooding event occurred in October 2016, when Hurricane Matthew caused catastrophic flooding in Camden County. The health and welfare of the community were severely impacted including road closures, sanitary sewer collection system disruption, potable water distribution system problems, solid waste collection disruption, public school access and several other areas which affect the quality of life for area residents. The homeowners reported floodwater in their home.

Scope of Work Methodology – Timeline and Line Item Budget

In order to execute this activity, NCEM will:

- A. Execute a Grant Agreement Between NCEM and Camden County** - The grant Agreement is the official contract between the State of North Carolina and the County. It is an official attestation of the Scope of Work as portrayed in this application.
- B. Project Kick-off and Procurement** – Develop Bid Specifications and Bid Package for Services; Receive and Review Bids for Services. Camden County will bid out for services to procure: a) North Carolina-certified appraisers to determine pre-disaster Fair Market Value for structures in the Scope of Work; b) a licensed surveyor to conduct a “metes and bounds” survey of each property; c) research for the title opinion for each property; d) and potentially, a contractor to manage the activities and paperwork for this project.

- C. Conduct Title Work, Survey, and Appraisal Process** – The County’s selected contractors will: a) conduct a detailed title search for each property to ensure that the property owner has “clear title” and that no issues arise; b) conduct a “metes and bounds” survey of each property (not an Elevation Certificate) to determine the legal property lines for each parcel as a basis for resolving any potential encroachment issues; c) conduct an appraisal process to determine pre-disaster Fair Market Value (FMV) for each property according to NCEM Standard Operating Procedures. Pre-disaster FMV will be offered as an option to U.S. Citizens, as captured by the Homeowner Intake Application and UHMA Guidance. The HGMP grant pays for first appraisal to determine pre-disaster FMV. If a property owner wishes to appeal he/she can do so and procure a second appraisal at his/her expense. If the two appraisals are within 15% of each other, the higher value is determined to be the acceptable FMV. If the two appraisals are more than 15% of each other, the HGMP grant will pay for a third appraisal and the average of the three will be determined as final FMV. Duplication of benefits will be deducted from the FMV during closing. All appraisal summaries will be documented as FEMA closeout deliverables. For additional details on title work, surveys and the appraisal process, see NCEM Mitigation Standard Operating Procedures for Acquisition (Chapter 6) <https://www.ncdps.gov/document/standard-operating-procedures-hazard-mitigation>
- D. Property Acquisition/Closing** – Camden County will schedule the closing with owners of the property that were listed in the Scope of Work. The property will have a signed Voluntary Participation, by the owner, on file. A final HUD-1 will be executed between the property owner and the County per NCEM’s Acquisition SOP. <https://www.ncdps.gov/document/standard-operating-procedures-hazard-mitigation>
- E. Asbestos Inspections** – Camden County will procure and conduct an asbestos inspection for the structure in the Scope of Work which has been acquired and is on target to be demolished.
- F. Demolition (including procurement of demolition contracts, and asbestos abatement)** - Camden County will bid out for demolition contractual and asbestos abatement services to ensure that the final parcels meet the UHMA model deed restriction, UHMA Guidance, and 44 CFR definitions for “open space in perpetuity.” (Camden County will demolish each structure within 90 days of closing as required by 44 CFR Part 80. Camden County and NCEM will also closely explore the role of ICC in the demolition process, and coordinate with NFIP officials on ICC claim filing for demolition (as appropriate) to avoid any potential duplication of benefits. NCEM will also coordinate with FEMA’s Public Assistance 407 program for demolition activities/costs as appropriate. Camden County will follow NCEM Standard Operating Procedures for Demolition per NCEM Hazard <https://www.ncdps.gov/document/standard-operating-procedures-hazard-mitigation>
- G. Application of Deed Restriction to Acquired Parcel** – Camden County will apply a deed restriction to the property in the Scope of Work. The restrictive language will follow the UHMA Model Deed Restriction Guidance to be provided to the Camden County by NCEM during the project implementation (“kick-off”) meeting. The Deed Restriction will hold the acquired parcel as “open space in perpetuity,” and will be recorded in the County Register of Deeds. A copy of this deliverable will be provided at closeout.
- H. Closeout Process** – Camden County will notify NCEM once the Scope of Work for the project is complete. NCEM will then conduct a detailed site inspection of the parcel to verify UHMA compliance. NCEM will also inspect local files related to the project and also obtain copies of FEMA-required closeout deliverables referred to in the UHMA Guidance and FEMA award Letter. NCEM will not pay the final reimbursement request (“Cost Report”) from the County until the final site inspection is conducted and any corrective actions (if any) are addressed. A closeout request letter, FEMA closeout certification statement, and required deliverables will be submitted no later than the end of the 90 day administrative closeout (liquidation) period following the last day of the period of performance. Please note that any Period of Performance extension requests will be submitted to FEMA no later than 90 days prior to the end of the POP. Also, any potential re-uses of the parcel consistent with the UHMA Model Deed Restriction will be submitted by Camden County to the State Hazard Mitigation Officer for review and potential submission to FEMA as a request separate from the scope of this grant.

Notes on the Line Item Budget

- A. Expenses noted in the line item budget correlate to activities undertaken in the Scope of Work.

- B.** Project Management expenses are primarily related to Camden County's time to administer grant-related activities. The sum total of project management will not exceed 5% of the total soft cost and construction budget.
- C.** NCEM standard values are maintained as templates in the NCEM Hazard Mitigation Branch online library. Standard Values for acquisition and demolition projects have been determined based on statewide market conditions calibrated for each project cost type (i.e. first appraisal, title work, third appraisal, survey, demolition costs/square foot, closing/legal costs, deed preparation, and asbestos inspection and abatement). On an annual basis, these costs are recalibrated based on actual costs of these line items received statewide. The purpose of NCEM standard values is to determine reasonable project costs for *grant development purposes*. **Actual expenses are reimbursed on the "back end" of the project implementation process via the submission of Cost Reports by Camden County to NCEM. Cost Reports are analyzed for programmatic eligibility and costs by NCEM project managers per NCEM Hazard Mitigation Financial Management SOP's –Draw Downs page 2-20 <https://www.ncdps.gov/document/standard-operating-procedures-hazard-mitigation> Actual expenses will often reflect the post-award procurement outcomes and bid process in Step 2 of the Timeline.
- D.** Pre-Event Fair Market Value – Pre-Event Fair Market Value has been determined by Camden County tax department to be a tax multiplier of 1.50 over the tax value represented on the tax cards. Through its Standard Values, NCEM assigns a tax multiplier to tax value to come to a conservative but reasonable best estimate of what FMV is likely to be determined as per the appraisal process.

Cost Effectiveness

This project used pre-calculated benefits and best available data to determine the benefit-cost-ratio. According to the FEMA October 8, 2013 policy concerning Benefit Cost Analysis, pre-calculated benefits can be used to determine cost effectiveness for acquisitions located in a special flood hazard area where property costs are less than or equal to \$276,000. See the PSI Spreadsheet for more property specific BCR data.

3. Decision-Making Process

Describe the process you used to decide that this project is the best solution to the problem. Explain why this project is the best alternative. This should coincide with information supplied in VI. Alternative Actions.

Address questions such as:

Are you focusing on the area in your community that has the greatest potential for losses?

The structure selected for this grant application is located in the AE Zone and in the floodway. The structure that was selected for this acquisition grant identified as being displaced or they were determined to be significantly impacted based on local conditions.

Have you considered the risks to critical facilities and structures and benefits to be obtained by mitigating this vulnerability? N/A

Have you considered those areas or projects that present the greatest opportunities given the current situation and interest in your community?

Public meetings were held, where options were explained and the homeowner was given the option of no action, elevation, acquisition/demolition or reconstruction (if the structure could not feasibly be elevated).

Are you addressing a symptom or the source of the problem? Addressing the source of the problem is a long-term solution which provides the most mitigation benefits. Acquisition/demolition is a long-term solution to avoid further damage to impacted structures and was the mitigation choice of the homeowners.

If impacts to the environmental/historic preservation, natural, cultural or historic resources have been identified, explain how your alternatives and proposed project address, minimize, or avoid these impacts.

Acquisition provides a permanent solution by eliminating the risk of any further damage to the structure. The owners and their families identified as being displaced or they were determined to be significantly impacted based on local conditions. The homeowners have voluntarily opted for acquisition because their home is located in the floodway and significant improvement/elevation is not an option.

In addition to reducing the public cost of recovery and reconstruction, acquisition is a tool for accomplishing other community goals. The use of acquisition as a mitigation tool can help to increase floodplain storage capacity, preserve wetlands, maritime forests, estuaries and other natural habitats, and provide open space, parks and recreation areas.

4. Hazards to be Mitigated / Level of Protection

a. Select the primary hazard the proposed project will mitigate:

<input type="checkbox"/> Drought	<input checked="" type="checkbox"/> Flood	<input type="checkbox"/> Mud/Landslide	<input type="checkbox"/> Snow
<input type="checkbox"/> Earthquake	<input type="checkbox"/> Freezing	<input type="checkbox"/> Severe Ice Storm	<input type="checkbox"/> Tornado
<input type="checkbox"/> Fire	<input type="checkbox"/> Land Subsidence	<input type="checkbox"/> Severe Storm(s)	<input type="checkbox"/> Windstorms
<input type="checkbox"/> Other (list)			

b. Select all other hazards the proposed project will mitigate:

<input type="checkbox"/> Biological	<input type="checkbox"/> Earthquake	<input type="checkbox"/> Land Subsidence	<input type="checkbox"/> Special Events
<input type="checkbox"/> Chemical	<input type="checkbox"/> Fire	<input type="checkbox"/> Mud/Landslide	<input type="checkbox"/> Terrorist
<input type="checkbox"/> Civil Unrest	<input type="checkbox"/> Fishing Losses	<input type="checkbox"/> Nuclear	<input checked="" type="checkbox"/> Tornado
<input type="checkbox"/> Crop Losses	<input checked="" type="checkbox"/> Flood	<input type="checkbox"/> Severe Ice Storm	<input type="checkbox"/> Toxic Substances
<input type="checkbox"/> Dam/Levee Break	<input type="checkbox"/> Freezing	<input checked="" type="checkbox"/> Severe Storm(s)	<input checked="" type="checkbox"/> Windstorms
<input type="checkbox"/> Drought	<input type="checkbox"/> Human Caused	<input type="checkbox"/> Snow	<input type="checkbox"/> Other (list below)

5. Site

a. Physical Location/Community Information

As of the census[11] of 2010, there were 9,980 people, 2,662 households, and 2,023 families residing in the county. The population density was 29 people per square mile (11/km²). There were 2,973 housing units at an average density of 12/sq mi (5/km²). The racial makeup of the county was 82.1% White, 13.2% Black or African American, 0.3% Native American, 1.5% Asian, 0.1% Pacific Islander, 0.7% from other races, and 2.1% from two or more races. 2.2% of the population were Hispanic or Latino of any race.

There were 2,662 households out of which 31.60% had children under the age of 18 living with them, 62.20% were married couples living together, 9.40% had a female householder with no husband present, and 24.00% were non-families. 20.70% of all households were made up of individuals and 9.50% had someone living alone who was 65 years of age or older. The average household size was 2.58 and the average family size was 2.97.

In the county, the population was spread out with 24.50% under the age of 18, 6.30% from 18 to 24, 30.50% from 25 to 44, 25.20% from 45 to 64, and 13.60% who were 65 years of age or older. The median age was 39 years. For every 100 females there were 98.40 males. For every 100 females age 18 and over, there were 96.90 males.

The median income for a household in the county was \$39,493, and the median income for a family was \$45,387. Males had a median income of \$36,274 versus \$24,875 for females. The per capita income for the county was \$18,681. 10.10% of the population and 7.90% of families were below the poverty line. Out of the total people living in poverty, 12.60% are under the age of 18 and 20.30% are 65 or older.

b. Population Affected

Provide the percent of the population benefiting from this mitigation activity. Explain your response.

100% - By reducing the public cost of recovery for those affected by an incident.

6. Maps

Please attach the following maps with the project site and structures marked on the map. Use SAME ID number as in the property worksheet.

- Flood Insurance Rate Map (FIRM). If the FIRM for your area is not published, please attach a copy of the Flood Hazard Boundary Map (FHBM).
- City of county scale map (large enough to show the entire project area).

Attachment: Acquisition Application (2115 : HMGP Acquisition)

- USGS 1:24,000 topo map
- Overview photographs. The photographs should be representative of the project area, including any relevant streams, creeks, rivers, etc., and drainage areas affecting the project site, which will be affected by the project.

7. Additional Comments

Enter any additional comments related to the proposed project's description, if desired.

SCOPE OF WORK / BUDGET

In this section, provide the details of all costs of the project. For estimates, reasonable projections are essential.

1. Acquisition

a.	Estimated Pre-Event Fair Market Value	\$	198,828	
b.	Estimated Demolition Cost	\$	14,980	
c.	Estimated Pre-Mitigation Survey	\$	1,200	
d.	Estimated Appraisal Cost	\$	2,000	
e.	Estimated Asbestos Inspection/Removal	\$	2,500	
f.	Estimated Well/Septic/UST Cost	\$	2,600	
g.	Estimated Grading/Seeding	\$	1,500	
h.	Estimated Project Management	\$	1,517	
i.	Estimated Title Insurance/Recordings Fees	\$	550	
j.	Estimated Legal/Closing Cost	\$	1,500	
k.	Other (specify below)	\$	3,500	
Intake Interviews				
m.	Program Income	\$		
n.	Duplication of Benefits	\$		
p. Subtract o. from l. to determine Total Cost to Acquire Property				\$ 230,675
l. Total of a - k				\$ 230,675
o. Total of m - n				\$
				\$ 230,675

2. Total Project Cost

Proposed Project Total Cost:	\$	230,675.00
75% Federal Share:	\$	173,006.25
25% Non-Federal Match:	\$	57,668.75

NOTE: Round figures to the nearest dollar.

3. Non-Federal Funding Share (25% of Total Cost)

List all sources and amounts utilized in the non-federal share including all in-kind services. In-Kind services may not exceed the 25% non-federal share. If any portion of the non-Federal share will come from non-applicant sources (donated services, private donation, etc.), attach letters of funding commitment for each non-applicant source.

Source	Name of Source Agency	Type Funding	Amount	Commitment Letter Attached

State of NC	State of North Carolina	Cash	\$ 57,668.75	See Admin Plan
			\$	
			\$	
			\$	
			\$	

Source = State, Local, Private Non-Profit, Other

Source Agency = Specific entity providing match

Type Funding = Administration, Cash, Consulting Fees, Engineering Fees, Equipment Operation/Rental, Labor, Supplies, Other

4. Describe how you will manage the costs and schedule, and how you will ensure successful performance. (Must Reference Fiscal SOP regarding reimbursement of eligible expenses following award and procurement)

The North Carolina Department of Public Safety (DPS), Division of Emergency Management is the primary recipient of the funds processed through Smart-link and will follow FEMA’s regional requirements and procedures for processing and reporting disbursements of these funds to the sub-recipient. The state administers HMGP and will disburse funds in accordance with state and federal regulations. Cost Reports are analyzed for programmatic eligibility and costs by NCEM project managers per NCEM Hazard Mitigation Financial Management SOPs – Draw Downs, page 2-20. <https://www.ncdps.gov/document/standard-operating-procedures-hazard-mitigation>.

NCEM project managers will closely monitor programmatic and financial quarterly reports to ensure schedule/timeline and performance processes are on schedule and in conformance with federal and state requirements.

5. Maintenance

The following questions are to give assurance on the project’s maintenance over its useful life. Please answer each question and give a brief explanation.

a. **What is the proposed land use after acquisition? (i.e., Agriculture, Recreation, Vacant Land, Park, Wetlands, etc.)**

Camden County will assume responsibility for maintaining the acquired lot as “open space in perpetuity.”

b. **Will the project require periodic maintenance?**

If the individual parcel is among other homeowners, maintenance will be addressed in accordance with signed attached Maintenance Agreement.

c. **Who will provide the maintenance?**

Camden County will assume responsibility for maintenance of the acquired parcel.

d. **What is the cost of maintenance on an annual basis?**

Maintenance will be provided by the County at an estimated expense of \$500 annually.

6. Additional Comments

Enter any additional comments related to the proposed project’s funding, if desired.

TIMELINE / TASKS

1. Timeline / Tasks

Insert the proposed work schedule as tasks to accomplish the overall goal of the proposed activity, i.e., appraisals, title search, closing, etc., and provide a description of the task’s purpose. This timeline will be used as a measurement tool for progress in the project’s implementation and is included in the required Quarterly Reports.

The first and last entries are state requirements and have already been entered. The timeline ties into the narrative Scope of Work and the line-item budget.

Task 1:	Execute Grant Agreement between NCEM and Sub-recipient	Timeframe:	3 months
Task 2:	Project Kick off and Procurement: Develop Bid Specifications and Bid Package for Services; Receive and Review Bids for Services	Timeframe:	4 months
Task 3:	Conduct Title Work, Surveys, and Appraisal Process (up to 3 appraisals to determine Fair Market Value)	Timeframe:	4 months
Task 4:	Property Acquisition/Closing	Timeframe:	4 months
Task 5:	Asbestos Inspections	Timeframe:	2 months
Task 6:	*Demolition (including procurement of demolition contracts and asbestos abatement)	Timeframe:	12 months
Task 7:	Application of Deed Restriction to Acquired Parcels	Timeframe:	3 months
Task 8:	Closeout Process Camden County will notify NCEM once the Scope of Work is complete. NCEM will then conduct a final field inspection, inspect local files related to the project, and obtain copies of FEMA-required acquisition closeout deliverables that are referred to in UHMA Guidance and FEMA Award Letter.	Timeframe:	4 months
	Total Timeframe (must not exceed 1,095 days, 36 months, or 3 years) *Each structure will be demolished within 90 days of closing in accordance with 44 CFR 80.17(c)(6).	Timeframe:	36 months

Attachment: Acquisition Application (2115 : HMGP Acquisition)

- The start date for any proposed project begins upon FEMA approval. If a specific timeframe is needed, provide an explanation.

NA

ALTERNATIVE ACTIONS

List two feasible alternative projects to mitigate the hazard(s) in the project area. One alternative is the “No Action Alternative.”

1. No Action Alternative

Discuss the impacts on the project area if no action is taken.

- A. Not taking a mitigation action is an option, but not an acceptable one. The reasoning for rejecting the No Action Alternative is that doing so will not mitigate any risks. Most of the area is in the 100-year floodplain. Without any action of the impacted structures future 100-year or greater flood events would cause significant damages and the potential loss of life.

2. Other Feasible Alternative Project Title:

Elevation

A. Project Description and Scope of Work

Discuss a feasible alternative to the proposed project. This could be an entirely different mitigation method or a significant modification to the design of the current proposed project. Please include scope of work, engineering details (if applicable), estimated budget and the impacts of this alternative. Also, explain how the alternative project will solve the problem(s) and/or provide protection for the hazard(s).

1. Elevation is the only alternative for this structure other than no action. The home is located in the floodway. If the home were to be elevated this would be performing a substantial improvement, which is prohibited by 44CFR9.119d(1).

B. Other Feasible Project Location

- Attach a map or diagram showing the alternative site in relation to the proposed project site. (Same map as project submitted)
- Photographs of alternative site. (Same site as project submitted)

- C. **Funding Sources (round figures to the nearest dollar).** The maximum Federal share for all mitigation projects is 75%. The remaining 25% (non-Federal share) is the responsibility of the applicant. HMGP funds may be packaged with other Federal funds; however, on Federal funds which lose their Federal identity at the State level may be used for the non-Federal share. Please list below the funding amounts for the proposed alternative project.

Proposed Project Total Cost:	\$	175,000
75% Federal Share:	\$	131,250
25% Non-Federal Match:	\$	43,750

D. Impacts of Other Feasible Alternative Project

Discuss the impact of this alternative on the project area. Include comments on these issues: Environmental Justice; Endangered Species; Wetlands, Hydrology (Upstream and Downstream Impacts); Floodplain/Floodway; Historic Issues; Hazardous Materials.

No Known Impacts.

ENVIRONMENTAL REQUIREMENTS

The applicant *must* provide certain environmental documentation to the state before the State and FEMA can adequately review any proposed project. The Council on Environmental Quality (CEQ) has developed regulations to implement the National Environmental Policy Act (NEPA). These regulations, as set forth in Title 40, Code of the Federal Regulations (CFR) Parts 1500-1508, require an investigation of the potential environmental impacts of a proposed federal action, and an evaluation of alternatives as part of the environmental assessment process. The FEMA regulations that establish the agency-specific process for implementing NEPA are set forth in 44 CFR Subpart 10.

As any proposed project requires specific documentation relative to its potential effect on the physical, biological and built environment, the below sections will assist you in insuring proper documentation is submitted for your respective project. In some instances, additional documentation may be required prior to funding.

NOTE: In coordinating with the below listed agencies, please provide several original photographs of the project site and adjacent area/structures, a description of the project referencing structure/site addresses, and a map of sufficient scale and detail that show the project site and surrounding project area (area of potential effects).

Attach documentation (letters, permits, etc.) from coordination with the following Federal and State agencies. For region-specific contacts, addresses, and phone numbers, please refer to Appendix A of this handbook.

Environmental Requirement	Coordinating Agency	Attached to Application
National Historic Preservation Act: Historical Structures and Archeological Resources		
Does your project affect or is it in close proximity to any buildings or structures of any kind? Yes	State Historic Preservation Office	
Does your project involve disturbance of ground?		
Endangered Species Act and Fish and Wildlife Coordination Act		
Does your project remove vegetation?	U.S. Department of the Interior (Fish and Wildlife Service) & North Carolina Wildlife Resources	
Is your project in or near any type of waterway or body of water? (within ½ mile) Yes		
Is the project not contained within existing structures, or may it result in changes or potential effects to the natural environment? n/a		
Are there threatened or endangered species or their critical habitat present in the project area or within the county the project is located within?		
Will this activity require an Aquatic Resource Alteration Permit? No		
Clean Water Act, Rivers and Harbors Act, and Executive Order 11990 (Protection of Wetlands)		
Will the project involve work near or in a waterway, dredging or disposal of dredged material, excavation, adding fill material or result in any modification to water bodies or wetlands designed as "waters of the U.S." as identified by the US Army Corps of Engineers or on the National Wetland Inventory? No	U.S. Army Corps of Engineers & North Carolina Department of Environment and Conservation (Environmental Assistance Centers)	
Will the project require a National Pollutant Discharge Elimination System (NPDES) permit from the U.S. Environmental Protection Agency? No	North Carolina Department of Environment and Conservation (Environmental Assistance Centers)	N/A
Executive Order 11988 (Floodplain Management)		
Is the project located in a FEMA identified 100 or 500 year floodplain (on a FIRM map), in a FEMA identified floodway, or identified as a floodplain through some other source? Yes	National Flood Insurance Program	Yes
Does the project alter a watercourse, water flood patterns, or a drainage way, regardless of its floodplain designation? Will the activity require a CLOMR (Conditional Letter of Map Revision)? No	U.S. Army Corps of Engineers & National Flood Insurance Program	N/A
Farmland Protection Policy Act		
Will the project convert more than 5 acres of farmland outside community limits and require documentation from the USDA National Resource Conservation Service (Prime, Unique or other Important Farmlands)? No	U.S. Department of Agricultural (National Resources Conservation Service)	N/A
Hazardous and Toxic Materials		
Is there a reason to suspect there are contaminants from a current or past use on the property associated with the proposed project? No	Hazardous Materials Property Survey Individual Property Survey Form (In Appendix G of the Handbook) and/or North Carolina Department of Environment and Conservation (Environmental Assistance Centers)	
Are there any studies, investigations, or enforcement action related to the property associated with the proposed project?		
Do any project construction or operation activities involve the use of hazardous or toxic materials, i.e., asbestos, lead paint, heavy metals, etc.?		
Do you know what the current and past land-uses are of the property affected by the proposed project and the adjacent properties?		

Environmental Requirement	Coordinating Agency	Attached to Application
Executive Order 12898, Environmental/Historic Preservation Justice for Low Income and Minority Populations		
Is the project in an area of low income or minority populations and require documentation on Environmental Justice information (census, economics, housing, and employment)? Yes	North Carolina Department of Environment and Conservation (Environmental Assistance Centers)	
Will the project cause any changes that may affect nearby low income or minority populations, result in adverse effects, or change availability of services? Yes		
Other Environmental Laws or Issues		
Are there any controversial issues associated with this project? Yes	Local Applicant Narrative	Yes
Have you conducted any public meetings or solicited public input or comments on your specific proposed mitigation activity (ies)? Yes	Local Applicant Narrative	Yes
Will this activity require a Construction Storm water Permit? No	North Carolina Department of Environment and Conservation (Environmental Assistance Centers)	N/A

Additional Comments

Enter any additional comments related to environmental concerns for the proposed project if desired.

ASSURANCES – Part 80.13

As the authorized representative of this application, I certify that Camden County, hereinafter called the Applicant will:
Name of Applicant

1. Ensure that participation by property owners is voluntary. The prospective participants have been informed in writing that participation in the program is voluntary, that the Applicant will not use its eminent domain authority to acquire their property for the project purposes should negotiations fail;
2. Ensure each property owner will be informed, in writing, of what the Applicant considers to be the fair market value of the property. The Applicant will use the Model Statement of Voluntary Transaction to document this and will provide a copy for each property after award;
3. Accept all of the requirements of the FEMA grant and the deed restriction governing the use of the land, as restricted in perpetuity to open-space uses. The Applicant will apply and record a deed restriction on each property in accordance with the language in the FEMA Model Deed Restriction. The community will seek FEMA approval, via the State, for any changes in language differing from the Model Deed Restriction.
4. Ensure that the land will be unavailable for the construction of flood damage reduction levees and other incompatible purposes, and is not part of an intended, planned, or designated project area for which the land is to be acquired by a certain date;
5. Demonstrate that it has consulted with the US Army Corps of Engineers regarding the subject land’s potential future use for the construction of a levee system, and will reject future consideration of such use if it accepts FEMA assistance to convert the property to permanent open-space;
6. Demonstrate that it has coordinated with its State Department of Transportation to ensure that no future, planned improvements or enhancements to the Federal aid systems are under consideration that will affect the subject property;
7. Remove existing structures within 90 days of settlement;
8. Post grant award, ensure that if property interest is conveyed, it is only with the prior approval of the FEMA Regional Director, via the State, and only to another public entity or to a qualified conservation organization pursuant to 26 CFR 1.170A-14;

Attachment: Acquisition Application (2115 : HMGP Acquisition)

9. Submit every three years to the State, who will then submit to the FEMA Regional Director, a report certifying that it has inspected the subject property within the month preceding the report, and that the property continues to be maintained consistent with the provisions of the grant. If the subject property is not maintained according to the terms of the grant, the State and FEMA, its representatives, designated authorities, and assigns are responsible for taking measures to bring the property back into compliance; and
10. Not seek or accept the provision of, after settlement, disaster assistance for any purpose from any Federal entity with respect to the property, and FEMA will not distribute flood insurance benefits for that property for claims related to damage occurring after the date of the property settlement.
11. Assure the project will meet all national, state or local codes and standards applicable for the jurisdiction including, but not limited to, building, construction, public notification, floodplain development, etc.
12. Accept responsibility, at its own expense if necessary, for the routine maintenance of any real property, structures, or facilities acquired or constructed as a result of such Federal aid. Routine maintenance shall include, but not be limited to, such responsibilities as keeping vacant land clear of debris, garbage, and vermin; keeping stream channels, culverts, and storm drains clear of obstructions and debris; and keeping detention ponds free of debris, trees, and woody growth.

As the duly authorized representative of the Applicant, I hereby certify that the Applicant will comply with the identified assurances and certifications.

Christy Saunders

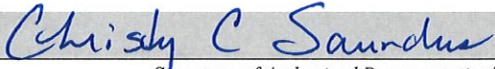
Typed Name of Authorized Representative/Applicant Agent

Emergency Management
Coordinator

Title

252-335-4444

Telephone Number



Signature of Authorized Representative/Applicant Agent

7-19-2018

Date Signed

ASSURANCES CONTINUED

Construction Programs SF424D

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability including funds sufficient to pay the non-Federal share of project costs to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.

4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or state.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of Sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federal-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction sub-agreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (PL. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

Christy C. Saunders
SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

Emergency Management Coordinator
TITLE

Camden County
APPLICANT ORGANIZATION

7-19-2018
DATE SUBMITTED

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ASSURANCES Government Wide Requirements for Drug Free Workplace 44CFR17

Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Section 17.630 of the regulations provide that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for FEMA funding. States and State agencies may elect to use a Statewide certification.

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 44 CFR Part 18, "New Restrictions on Lobbying; and 28 CFR Part 17, "Government-wide Debarment and suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Federal Emergency Management Agency (FEMA) determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

- A. As required by the section 1352, Title 31 of the US Code, and implemented at 44 CFR Part 18 for persons entering into a grant or cooperative agreement over \$100,000, as defined at 44 CFR Part 18, the applicant certifies that:
- No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement and extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
 - If any other funds than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities", in accordance with its instructions;
 - The undersigned shall require that the language of this certification be included in the award documents for all the sub awards at all tiers (including sub-grants, contracts under grants and cooperative agreements, and subcontract(s)) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 44 CFR Part 67, for prospective participants in primary covered transactions, as defined at 44 CFR Part 17, Section 17.510-A. The applicant certifies that it and its principals:

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
 - Have not within a three-year period preceding this application been convicted of or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or perform a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or locally) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and
- B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 44 CFR Part 17, Subpart F, for grantees, as defined at 44 CFR part 17, Sections 17.615 and 17.623:

- (A) The applicant certifies that it will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing an on-going drug free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c) Making it a requirement that each employee to be engaged in the performance of the grant to be given a copy of the statement required by paragraph (a);
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employee in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
 - (e) Notifying the agency, in writing within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the applicable FEMA awarding office, i.e. regional office or FEMA office.
 - (f) Taking one of the following actions against such an employee, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement or other appropriate agency.
 - (g) Making a good effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
- (B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance	Street	City	State	Zip Code
Camden County	200 E. Colonial Avenue	Camden	NC	27921

Attachment: Acquisition Application (2115 : HMGP Acquisition)

Christy C Saunders
SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

Emergency Management Coordinator
TITLE

Camden County
APPLICANT ORGANIZATION

7-19-2018
DATE SUBMITTED

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text"/>	4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>	
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
8. APPLICANT INFORMATION:		
* a. Legal Name: <input type="text" value="Camden County"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="56-6000282"/>	* c. Organizational DUNS: <input type="text" value="8045406800000"/>	
d. Address:		
* Street1: <input type="text" value="P.O. Box 190"/>	Street2: <input type="text" value="330 Highway 158 E"/>	
* City: <input type="text" value="Camden"/>	County/Parish: <input type="text" value="Camden County"/>	
* State: <input type="text" value="NC: North Carolina"/>	Province: <input type="text"/>	
* Country: <input type="text" value="USA: UNITED STATES"/>	* Zip / Postal Code: <input type="text" value="27909"/>	
e. Organizational Unit:		
Department Name: <input type="text"/>	Division Name: <input type="text"/>	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: <input type="text" value="Mrs."/>	* First Name: <input type="text" value="Christy"/>	
Middle Name: <input type="text"/>	* Last Name: <input type="text" value="Saunders"/>	
Suffix: <input type="text"/>	Title: <input type="text" value="Emergency Management Coordinator"/>	
Organizational Affiliation: <input type="text" value="Camden-Pasquotank Emergency Management Agency"/>		
* Telephone Number: <input type="text" value="252-335-4444"/>	Fax Number: <input type="text" value="252-335-1777"/>	
* Email: <input type="text" value="saundersc@co.pasquotank.nc.us"/>		

Application for Federal Assistance SF-424			
* 9. Type of Applicant 1: Select Applicant Type:			
<input type="text" value="B: County Government"/>			
Type of Applicant 2: Select Applicant Type:			
<input type="text"/>			
Type of Applicant 3: Select Applicant Type:			
<input type="text"/>			
* Other (specify):			
<input type="text"/>			
* 10. Name of Federal Agency:			
<input type="text" value="Federal Emergency Management Agency"/>			
11. Catalog of Federal Domestic Assistance Number:			
<input type="text" value="97.039"/>			
CFDA Title:			
<input type="text" value="Hazard Mitigation Grant Program"/>			
* 12. Funding Opportunity Number:			
<input type="text" value="FEMA DR-4285"/>			
* Title:			
<input type="text" value="Hurricane Matthew"/>			
13. Competition Identification Number:			
<input type="text"/>			
Title:			
<input type="text"/>			
14. Areas Affected by Project (Cities, Counties, States, etc.):			
<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
* 15. Descriptive Title of Applicant's Project:			
<input type="text" value="Camden County: Acquisition of 1 Residential Structure"/>			
Attach supporting documents as specified in agency instructions.			
<input type="button" value="Add Attachments"/>	<input type="button" value="Delete Attachments"/>	<input type="button" value="View Attachments"/>	

Attachment: SF-424 (2115 : HMGP Acquisition)

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date: * b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="173,006.25"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text" value="57,668.75"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="230,675.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative:  * Date Signed:

Attachment: SF-424 (2115 : HMGP Acquisition)

BOARD OF COMMISSIONERS

CLAYTON D. RIGGS
Chairman

TOM WHITE
Vice Chairman

GARRY W. MEIGGS
RANDY KRAINIAK
ROSS MUNRO



KEN BOWMAN
County Manager

KAREN DAVIS
Clerk to the Board

JOHN S. MORRISON
County Attorney

July 19, 2018

Reference: Project Grant Application for Elevation

Please accept this letter as a formal withdrawal request for the property located at 120 Stiles Road, South Mills, NC 27976 owned by Donna Stiles from the Elevation Hazard Mitigation Grant Program. We have been advised that this property is not eligible for elevation due to it being located in the floodway. We will be resubmitting an application for this to be an Acquisition Project Grant.

Thank you for your assistance in this mitigation project.

Sincerely,

Christy C. Saunders
Christy C. Saunders, Coordinator
Pasquotank-Camden Emergency Management Agency
Authorized Representative Applicant Agent

"New Energy. New Vision."

Attachment: Withdrawal Letter (2115 : HMGP Acquisition)



CAMDENCOUNTY

new energy. new vision.

Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 7.L
Meeting Date: August 06, 2018

Submitted By: Dave Parks, Permit Officer
 Planning & Zoning
 Prepared by: Karen Davis

Item Title **Set Public Hearing - Ordinance 2018-07-02**

Attachments: Agenda Summary Sheet Ordinance 2018-07-02
 (DOC)
 Smith Findings (PDF)
 2018-07-02 - Ordinance Amending the Official Zoning
 Map - Smith (DOC)

Summary:

Property owner has requested to rezone approximately 3 acres from Basic Residential (R3-2) to Basic Residential (R3-1) on property located at 101 Sharon Church Road in South Mills Township. Rezoning application was heard by the Planning Board on July 18, 2018 and after discussion with applicant and staff Planning Board made the following motions:

Consistency Statement: The requested Map Amendment is consistent with both the CAMA Land Use Plan and Comprehensive Plan as it allows for densities as low as one acre and is an expansion of an adjacent zoning. **Motion passed on a 6-0 vote.**

Recommendation: Motion made to recommend approval of this rezoning request from Basic Residential (R3-2) to Basic Residential (R3-1). **Motion passed on a 6-0 vote.**

Recommendation:

Set public hearing for September 10, 2018.

Camden County Board of Commissioners AGENDA ITEM SUMMARY SHEET

Item Number:

Meeting Date: August 6, 2018
Attachments: Ordinance/Findings/Planning Board Recommendation
Submitted By: Planning Department

ITEM TITLE: Set Public hearing - Ordinance 2018-07-02; Rezoning Application (UDO 2018-06-19) from Dana & Patrick Smith

SUMMARY:

Property owner has requested to rezone approximately 3 acres from Basic Residential (R3-2) to Basic Residential (R3-1) on property located at 101 Sharon Church Road in South Mills Township. Rezoning application was heard by the Planning Board on July 18, 2018 and after discussion with applicant and staff Planning Board made the following motions:

Consistency Statement: The requested Map Amendment is consistent with both the CAMA Land Use Plan and Comprehensive Plan as it allows for densities as low as one acre and is an expansion of an adjacent zoning. **Motion passed on a 6-0 vote.**

Recommendation: Motion made to recommend approval of this rezoning request from Basic Residential (R3-2) to Basic Residential (R3-1). **Motion passed on a 6-0 vote.**

RECOMMENDATION:

Set Public Hearing for September 10, 2018.

MOTION MADE BY:	
C. Riggs	_____
R. Munro	_____
G. Meiggs	_____
T. White	_____
R. Krainiak	_____
NO MOTION	_____
VOTE:	
C. Riggs	_____
R. Munro	_____
G. Meiggs	_____
T. White	_____
R. Krainiak	_____
ABSENT	_____
RECUSED	_____

Attachment: Agenda Summary Sheet Ordinance 2018-07-02 (2116 : Set Public Hearing - Ordinance 2018-07-02)

STAFF REPORT

**UDO 2018-06-19
Zoning Map Amendment**

PROJECT INFORMATION

File Reference:	UDO 2018-06-19	Application Received:	6/14/2018
Project Name;	N/A	By:	David Parks, Permit Officer
PIN:	01-7090-00-16-3805	Project Address/Location:	101 Sharon Church Road, South Mills
Applicant:	Dana & Patrick Smith	Application Fee paid:	\$650 Check #3120
Address:	101 Sharon Church South Mills, NC	Completeness of Application:	Application is generally complete
Phone:	(252) 698-0215	Documents received upon filing of application or otherwise included:	
Email:		A.	Rezoning Application
Agent for Applicant:		B.	Deed
Address:		C.	GIS Aerial, existing zoning, Comprehensive Plan future land use and CAMA Land Use Plan Suitability Maps
Phone:			
Email:			
Current Owner of Record:	Dana & Patrick Smith		
Meeting Dates:			
7/18/2018	Planning Board		

REQUEST: Rezone approximately 3 acres from Basic Residential (R3-2) to Basic Residential (R3-1)

From: Basic Residential (R3-2)

To: Basic Residential (R3-1)

The R3 Districts are designed to provide for low density residential development in areas that are adjacent to those areas primarily devoted to agriculture. Subdivision in the R3-2 district requires a minimum of two acres per lot.

The R3 Districts are designed to provide for low density residential development in areas that are adjacent to those areas primarily devoted to agriculture. Subdivision in the R3-1 district requires a minimum of one acre per lot.

Attachment: Smith Findings (2116 : Set Public Hearing - Ordinance 2018-07-02)

Vicinity Map:



Attachment: Smith Findings (2116 : Set Public Hearing - Ordinance 2018-07-02)

SITE DATA

Lot size: Approximately 2.98 acres

Flood Zone: Zone X

Zoning District(s): Basic Residential (R3-2)

Existing Land Uses: Residential

Adjacent Zoning & Uses:

	North	South	East	West
Zoning	Basic Residential (R3-1)	Basic Residential (R3-2)	Residential (R3-2)	Basic Residential (R3-2)
Use & size	55 acres – Mill Run Open Space Subdivision - Lot size 25,000 sf.	36 acres – Woodland/Wetlands	55 acres – Mill Run Subdivision	Woodland/Open Space Mill Run

Proposed Use(s):

The Uses will remain the same; just the density change is requested from two to one acre.

Description of property:

Property abuts Sharon Church and Keeter Barn roads. Property has house on it and at one time had a Singlewide. A second septic tank is located on the property.

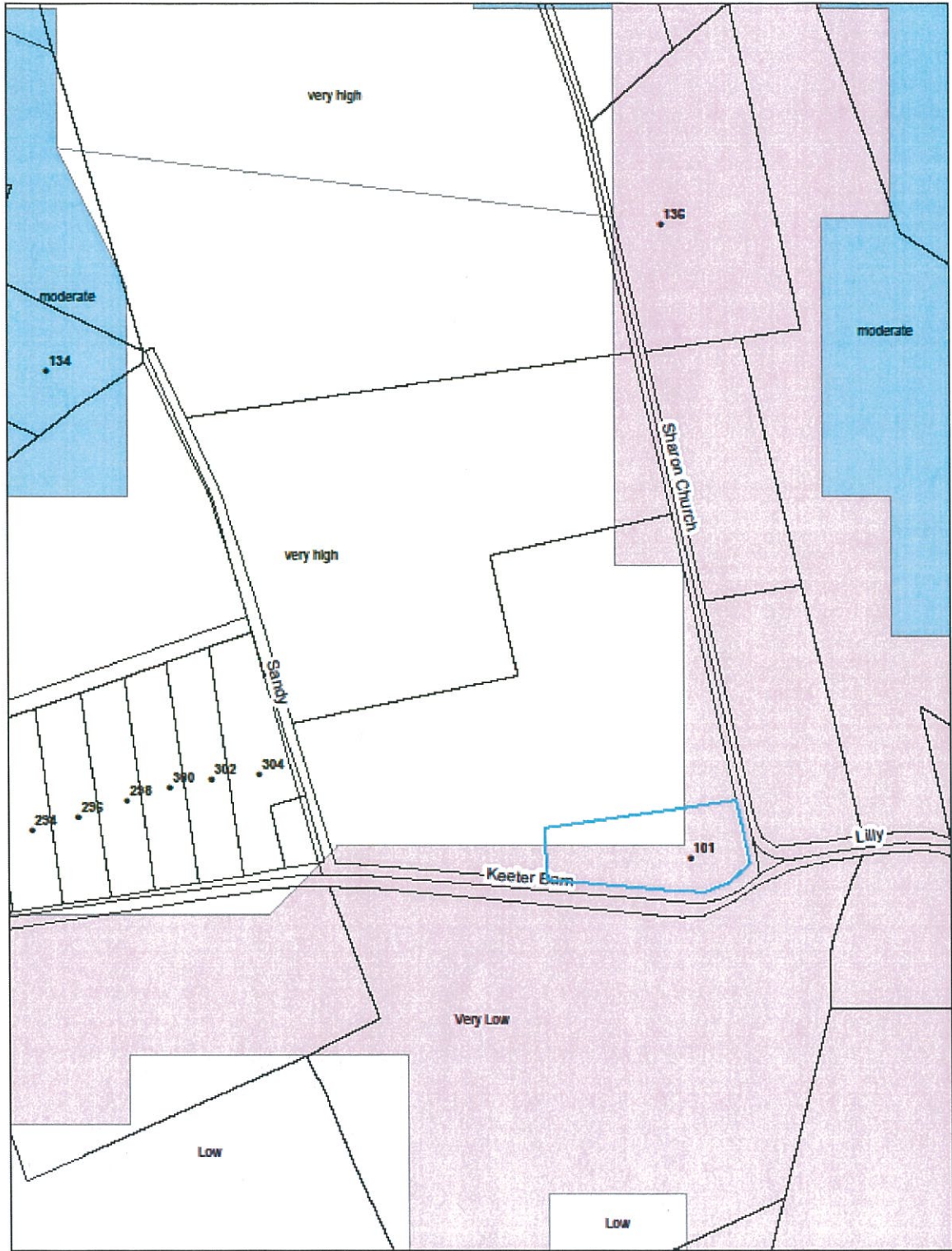
ENVIRONMENTAL ASSESSMENT

Streams, Creeks, Major Ditches: Mill Run Ditch.

Distance & description of nearest outfall: Less than 1 mile.

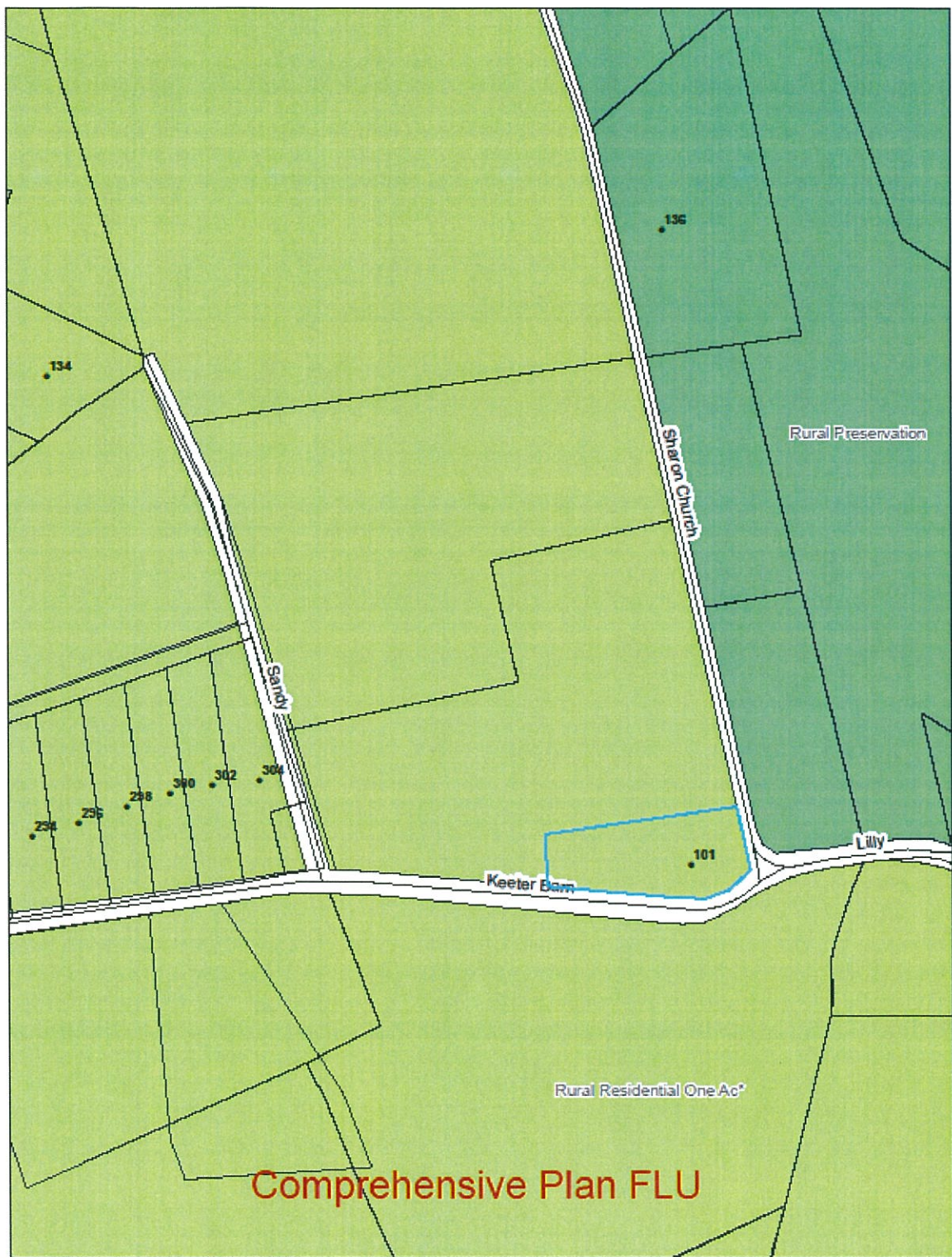
Attachment: Smith Findings (2116 : Set Public Hearing - Ordinance 2018-07-02)

CAMA Land Suitability:



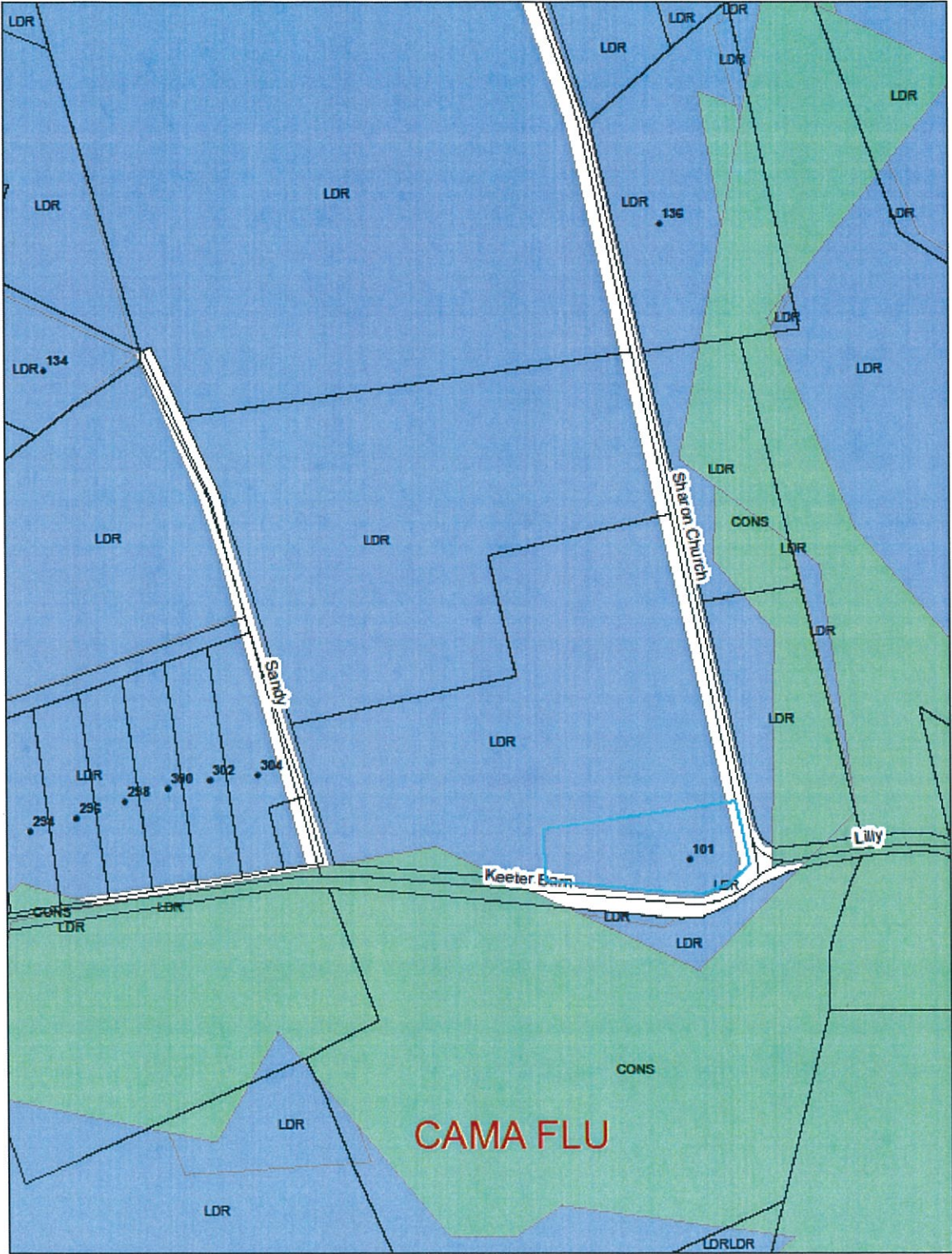
Attachment: Smith Findings (2116 : Set Public Hearing - Ordinance 2018-07-02)

Comprehensive Plan Future Land Use Map\



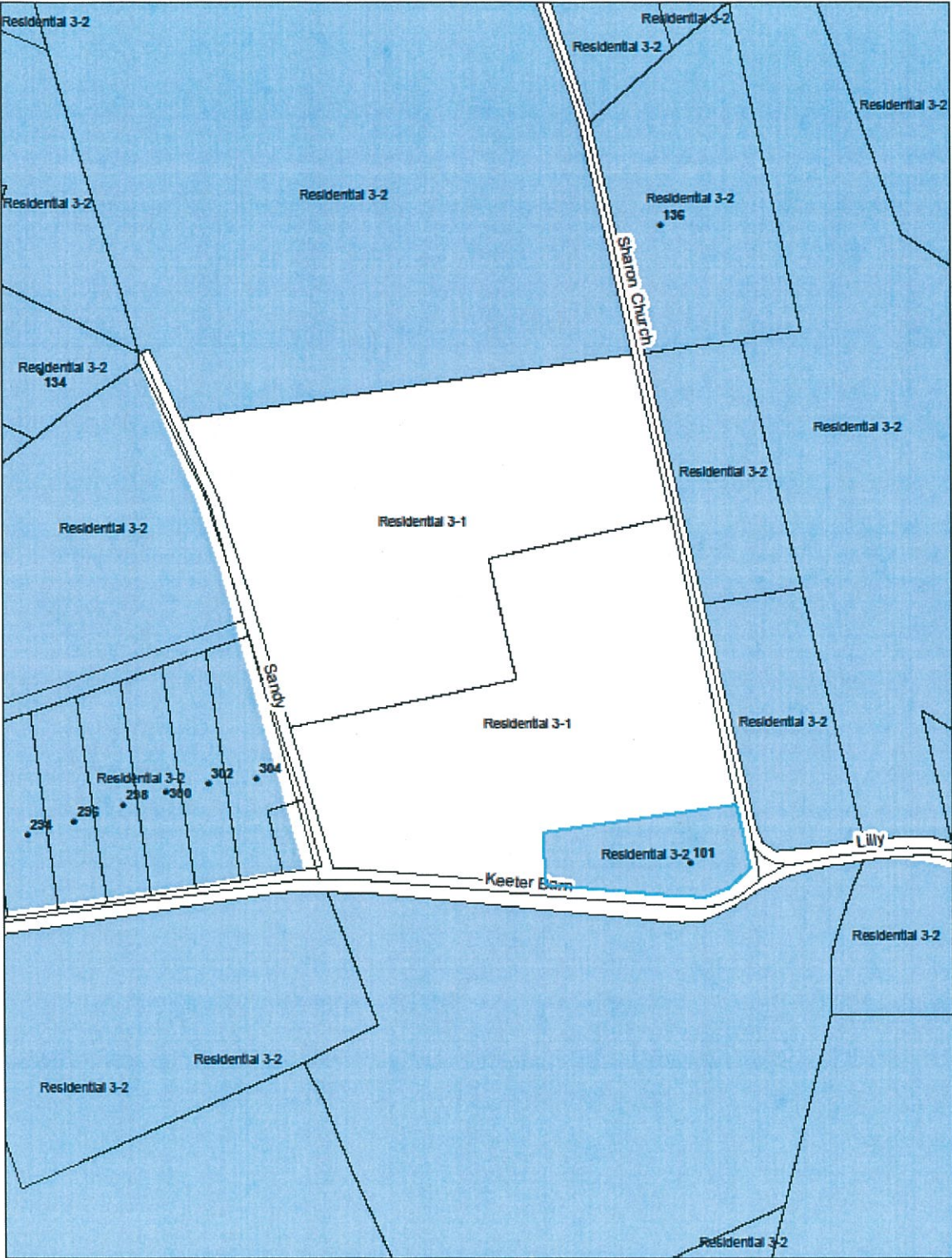
Attachment: Smith Findings (2116 : Set Public Hearing - Ordinance 2018-07-02)

CAMA Future Land Use Map



Attachment: Smith Findings (2116 : Set Public Hearing - Ordinance 2018-07-02)

Zoning Map:



Attachment: Smith Findings (2116 : Set Public Hearing - Ordinance 2018-07-02)

INFRASTRUCTURE & COMMUNITY FACILITIES

Water Water lines are located adjacent to property along Sharon Church and Keeter Barn roads.

Sewer There are 2 septic systems on property.

Fire District South Mills Fire District. Property located approximately 3 miles from Station on Keeter Barn Road.

Schools Impact calculated at subdivision.

Traffic Staffs opinion is traffic will not exceed road capacities.

PLANS CONSISTENCY

CAMA Land Use Plan Policies & Objectives:

Consistent Inconsistent

The proposed zoning change is consistent with the CAMA Land Use Plan which was adopted by the Camden County Board of Commissioners on April 4, 2005 in that the Future Land Use Maps has area as Low Density Residential 1-2 acres or greater.

PLANS CONSISTENCY – cont.

2035 Comprehensive Plan

Consistent Inconsistent

Consistent with Comprehensive Plan (Adopted 2012) as Future Land Use Maps reflect land identified as Rural Residential 1 acre lots.

Attachment: Smith Findings (2116 : Set Public Hearing - Ordinance 2018-07-02)

PLANS CONSISTENCY – cont.

Comprehensive Transportation Plan

Consistent Inconsistent

Property abuts Sharon Church and Keeter Barn Roads.

Other Plans officially adopted by the Board of Commissioners

N/A

FINDINGS REGARDING ADDITIONAL REQUIREMENTS:

Yes No **Will the proposed zoning change enhance the public health, safety or welfare?**

Reasoning: The proposed zoning change will neither enhance nor adversely affect the public health, safety, or welfare.

Yes No **Is the entire range of permitted uses in the requested classification more appropriate than the range of uses in the existing classification?**

N/A

Reasoning: The allowable uses in the R3 (Basic Residential) zoning will not change as the request is for higher density from two acres to one acre.

For proposals to re-zone to non-residential districts along major arterial roads:

Yes No **Is this an expansion of an adjacent zoning district of the same classification? N/A**

Reasoning:

Yes No **What extraordinary showing of public need or demand is met by this application? N/A**

Reasoning:

Attachment: Smith Findings (2116 : Set Public Hearing - Ordinance 2018-07-02)

Yes No **Will the request , as proposed cause serious noise, odors, light, activity, or unusual disturbances?**

Reasoning: All uses allowed in the requested zoning classification should not cause any serious noise, odors, light activity, or unusual disturbances.

Yes No **Does the request impact any CAMA Areas of Environmental Concern?**

Reasoning: Property is outside any CAMA Areas of Environmental Concern.

Yes No **Does the county need more land in the zoning class requested?**

Reasoning: Higher density development in areas identified in the Comprehensive and CAMA plans provides needed roof tops to support commercial development.

Yes No **Is there other land in the county that would be more appropriate for the proposed uses?**

N/A

Reasoning: Proposed uses will not change.

Yes No **Will not exceed the county’s ability to provide public facilities:**

Schools – The possible additional lot will have minimal impact on the school.

Fire and Rescue – Minimal impact.

Law Enforcement – Minimal impact.

Parks & Recreation – Minimal impact

Traffic Circulation or Parking – N/A

Other County Facilities – No.

Yes No **Is This A Small Scale “Spot” Rezoning Request Requiring Evaluation Of Community Benefits?**

If Yes (regarding small scale spot rezoning) – Applicants Reasoning:

	Personal Benefits/Impact	Community Benefits/Impact
With rezoning	Will allow owner to either create a lot for child or create a 1 lot minor subdivision.	Little to no Community Benefits
Without rezoning	Property owner will not be able to create lot for child as parcel is just under 3 acres and current zoning requires residual lot meet current zoning of 2 acres (lot is 2.98 acres).	No Change.

STAFF COMMENTARY:

The owner would like to do either a parent to child exempt subdivision or a one lot minor subdivision. Under the parent to child exempt residual would have to meet 2 acres under current zoning. This is an expansion of an adjacent zoning and is in conformity with adopted plans.

Attachment: Smith Findings (2116 : Set Public Hearing - Ordinance 2018-07-02)

Staff recommends the following:**Consistency Statement:**

The requested Map Amendment is consistent with both the CAMA Land Use Plan and Comprehensive Plan as it allows for densities as low as one acre and is an expansion of an adjacent zoning.

Recommendation:

Staff recommends approval of this rezoning request from Basic Residential (R3-2) to Basic Residential (R3-1).

Planning Board meet on July 18, 2018 and after discussion with staff, made the following motions:**Consistency Statement:**

The requested Map Amendment is consistent with both the CAMA Land Use Plan and Comprehensive Plan as it allows for densities as low as one acre and is an expansion of an adjacent zoning. **Motion passed on a 6-0 vote.**

Recommendation:

Motion made to recommended approval of this rezoning request from Basic Residential (R3-2) to Basic Residential (R3-1). **Motion passed on a 6-0 vote.**

Zoning Change Application
County of Camden, North Carolina

Please Do Not Write in this Box	
PIN:	<u>61-7090-00-16-3805</u>
UDO#	<u>2018-06-19</u>
Date Received:	<u>6/14/18</u>
Received by:	<u>wp</u>
Zoning District:	<u>R3-2</u>
Fee Paid: \$	<u>650.⁰⁰</u>

A rezoning may be obtained pursuant to Article 151.580 of Unified Development Ordinance (UDO) of Camden County and upon approval by the Board of Commissioners after a recommendation from the Planning Board.

Please consult the Planning Office (1-252-338-1919) with any questions about your application.

PLEASE PRINT OR TYPE

Applicant's Name: Dana & Patrick Smith

CK #
7120
wp

If the Applicant is acting as agent for another person (the "principal"), please give that person's name on the line below and submit a copy of the agency agreement/letter with this Application.

Applicant's Mailing Address: 101 SHARON CHURCH RD
SO. MILLS, NC 27976

Daytime Phone Number: (252) 698-0215 Direct dial office or (252) 305.7801 cell

Street Address Location of Property: 101 SHARON CHURCH ED. SO. MILLS NC 27976

General Description of Proposal: request rezone approx 3 ac from basic residential (R3-2) to (R3-1).

I swear or affirm that the foregoing information and all attachments hereto (now or subsequently provided as part of this application) are true and correct to the best of my knowledge.

Signed: Sarah Smith

Dated: 06/14/2018

Please include a site plan with this application and any other supporting documentation that the applicant feels would assist the Board of Commissioners and the Planning Board in determining the need for a zoning change.

* Information to be filled out by Planning Department

*Is the Property in a Watershed Protection area? _____

*Flood Zone (from FIRM Map): X _____ *Taxes paid? yes / no _____

Attachment: Smith Findings (2116 : Set Public Hearing - Ordinance 2018-07-02)

Zoning Change Application Questions

The UDO requires the Board to consider to principal issues when considering an application for a zoning change. Please respond to each issue in the space provided below or on a separate sheet.

(A) How will the proposed zoning change enhance the public health, safety or welfare? (Article 151.585)

The proposed zoning change request will allow us to subdivide an acre lot in an area that allows for higher density. Though not a significant impact like the residential subdivision next to us, it will provide needed roof tops for commercial development.

(B) Is the entire range of permitted uses in the requested classification more appropriate than the range of uses in the existing classification? (Article 151.585)

The range of permitted uses are the same (according to the Planning Department) as the zoning will not change, only the density.

(C) For proposals to re-zone to non-residential districts along major arterial roads (Article 151.586):

(1) Is this an expansion of adjacent zoning district of the same classification?

Not applicable.

(2) What extraordinary showing of public need or demand is met by this application?

Not applicable.

\$2.00 per 1000 value

NORTH CAROLINA GENERAL WARRANTY DEED

Excise Tax:

Parcel Identifier No. 01-7090-00-16-3805 Verified by Camden County on the 29 day of June, 2010
By: 18 239900.00 / 2399.00 pd by No delin tax

Mail/Box to: WILLIAM H. MORGAN, JR., 410 East Main Street, Elizabeth City, NC 27909

This instrument was prepared by: WILLIAM H. MORGAN, JR., 410 East Main Street, Elizabeth City, NC 27909

Brief description for the Index: HL 101 SHARON CHURCH ROAD, SOUTH MILLS, NC

THIS DEED made this 11th day of June, 2010, by and between

GRANTOR	GRANTEE
WILBER L HINES and wife, PAULA M. HINES 805 Windsor Point Chesapeake, VA 23320	PATRICK W. SMITH and wife, DANA M. SMITH 101 Sharon Church Road South Mills, NC 27976

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple, all that certain lot or parcel of land situated in the City of _____, South Mills Township, Camden County, North Carolina and more particularly described as follows:

SEE ATTACHED "EXHIBIT A" WHICH IS INCORPORATED HEREIN BY REFERENCE.

All or a portion of the property herein conveyed does include the primary residence of the Grantors.
The property hereinabove described was acquired by Grantor by instrument recorded in Book 258 page 275.

A map showing the above described property is recorded in Plat Book 4 Cabinet Slide page 77-A.

NC Bar Association Form No. L-3 © 1976, Revised © 1977, 2002
Printed by Agreement with the NC Bar Association - 1981 SofiPro Corporation, 333 E. Six Forks Rd., Raleigh, NC 27609

Attachment: Smith Findings (2116 : Set Public Hearing - Ordinance 2018-07-02)

Beginning at a point, said point being presently designated by an iron pin and located at the intersection of Lilly Road, State Road Number 1225, and Sharon Church Road, State Road Number 1231, and from said point of beginning thence continuing along State Road Number 1225 South 64° 58' 14" West 87.40 feet to a point; thence South 83° 44' 58" West 77.42 feet to a point; thence North 77° 41' 26" West 94.07 feet to a point; thence North 74° 51' 22" West 385 feet to a point, cornering; thence North 7° 59' 59" East 155.04 feet to a point; thence South 87° 37' 28" East 586 feet to a point, said point being located on the western right-of-way of State Road Number 1231; thence South 3° 23' 52" East 52.10 feet to a point; thence South 3° 34' 34" East 152.76 feet to a point, being the said POINT AND PLACE OF BEGINNING. Reference is made to that certain map or plat entitled "Brenda J. Hamilton", prepared by S. Elmo Williams, Registered Surveyor, dated May 22, 2003, recorded in Plat Cabinet 4, at Slide 77A, of the Camden County Registry, and said plat is incorporated herein by reference for a more particular description of the tract of land described herein. And being the same tract of land conveyed to Wilber L. Hines and wife, Paula M. Hines by Deed dated December 27, 2007, recorded December 27, 2007 in Deed Book 258, at Page 275, of the Camden County Registry.

the lawful claims of all persons whomsoever, other than the following exceptions:

7.L.b

IN WITNESS WHEREOF, the Grantor has duly executed the foregoing as of the day and year first above written.

(Entity Name)

Wilber L. Hines (SEAL)
WILBER L. HINES

By: _____
Title: _____

Paula M. Hines (SEAL)
PAULA M. HINES

By: _____
Title: _____

(SEAL)

By: _____
Title: _____

(SEAL)

State of North Carolina - County of Pasquotank

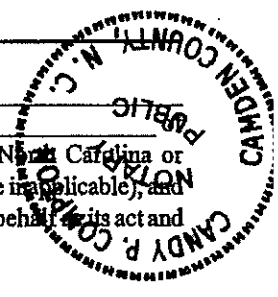
I, the undersigned Notary Public of the County and State aforesaid, certify that WILBER L HINES and wife, PAULA M. HINES personally appeared before me this day and acknowledged the due execution of the foregoing instrument for the purposes therein expressed. Witness my hand and Notarial stamp or seal this 28th day of June, 2010.

My Commission Expires: 09/18/2011

Candy P. Compton
Notary Public

State of North Carolina - County of _____

I, the undersigned Notary Public of the County and State aforesaid, certify that _____ personally came before me this day and acknowledged that he is the _____, a North Carolina or _____ corporation/limited liability company/general partnership/limited partnership (strike through the inapplicable), and that by authority duly given and as the act of such entity, he signed the foregoing instrument in its name on its behalf its act and deed. Witness my hand and Notarial stamp or seal, this _____ day of _____, 20____.



My Commission Expires: _____

Notary Public

State of North Carolina - County of _____

I, the undersigned Notary Public of the County and State aforesaid, certify that _____

Witness my hand and Notarial stamp or seal, this _____ day of _____, 20____.

My Commission Expires: _____

Notary Public

The foregoing Certificate(s) of _____ is/are certified to be correct. This instrument and this certificate are duly registered at the date and time and in the Book and Page shown on the first page hereof.

By: _____ Register of Deeds for _____ County
Deputy/Assistant - Register of Deeds

NC Bar Association Form No. L-3 © 1976, Revised © 1977, 2002
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Attachment: Smith Findings (2116 : Set Public Hearing - Ordinance 2018-07-02)

Plat Carb 4 Slide 77A

MINOR SUBDIVISION
BRENDA J HAMILTON
 CAMDEN COUNTY, NORTH CAROLINA
 SOUTH MILLS TOWNSHIP
 SCALE 1 INCH = 100 FEET MAY 22, 2003

Certificate of Approval:
 I, S. Elms Williams, certify that the Minor Subdivision shown on this plat does not involve the creation of new public streets or any change in existing public streets, that the subdivision shown is in all respects in compliance with the Camden County Unified Development Ordinance, and that therefore this plat has been approved by the Camden County Administrator, by subject to its being recorded in the office of the Camden County Register of Deeds within thirty (30) days of the date below.

9/24/03
 S. Elms Williams
 Administrator

Certificate of Ownership and Accuracy:
 I hereby certify that I am the owner of the property described herein, which property is located within the subdivision regulation jurisdiction of Camden County; that I hereby freely adopt this plat of subdivision, and dedicate to public use all areas shown on this plat as streets, alleys, walks, parks, open space, and easements, except those specifically indicated as private, and that I will maintain all such areas until the plat of dedication is accepted by the appropriate public authority. All property shown on this plat as dedicated for a public use shall be deemed to be dedicated for any other public use authorized by law when such use is approved by the appropriate public authority in the public interest.

9-23-03
 Brenda Hamilton by S. Elms Williams
 Owner/Brenda J. Hamilton
 Date

I, K. Allison Bony, a notary public of Camden County, North Carolina, do hereby certify that Brenda J. Hamilton personally appeared before me this date and acknowledged the due execution of the foregoing certificate.

Witness my hand and official seal this 23rd day of September, 2003.

My commission expires: 9-21-08
 K. Allison Bony
 Notary Public

Certificate of Survey and Accuracy:
 I, S. Elms Williams, certify that this plat was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Will File 01-E-87), that the boundaries not surveyed are clearly indicated as drawn from information found in Book Page, that the ratio of precision as calculated is 1/10000, that this plat was prepared in accordance with G.S. 47-30 as amended.

Witness my original signature, registration number, and seal this 22nd day of May, 2003.

S. Elms Williams
 Professional Land Surveyor License # 1415 W. Clancy Street Elizabeth City, N.C.

I hereby certify that this survey creates a subdivision of land within the area of a county that has an ordinance that regulates parcels of land.

9/17/03
 S. Elms Williams
 Date
 Surveyor

I hereby certify that the residential parcel(s), if any, meet or exceed the minimum lot size as specified within the Camden County Unified Development Ordinance.

9/17/03
 S. Elms Williams
 Date
 Surveyor

State of North Carolina
 County of Camden
 I, Brenda Parks, Review Officer of Camden County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

9/24/03
 Brenda Parks
 Date
 Review Officer

Filed and recorded in the Office of Register of Deeds, Camden County, North Carolina on 9/24/03 at 2:45 PM. General Public Access to this record is available at the Office of the Register of Deeds, 100 North Salisbury Street, Raleigh, NC 27603.

Site Data: 1) Acreage in total lots: 2.88 Acres
 2) Average lot size: 2.88 Acres
 3) Number of lots: 1.

Note: This property is in flood zone C.

John P. Jacobs Heirs
 5 87' 31" 28' E
 208.00' E
 2.98 Acres
 STATE ROAD 1231 (SHARON CHURCH ROAD 60' R/W)
 STATE ROAD 1225 (LILLY ROAD) 60' R/W
 STATE ROAD 1226
 152.76'
 5 33' 34" 34' E
 5 33' 34" 34' E
 174.85' N
 177' 48" 60" W 83° 44' 48" N
 94.00' W
 117' 48" 60" W 60' R/W

our existing home

estimated proposed lot division

\$2.00 per 1000 value

NORTH CAROLINA GENERAL WARRANTY DEED

Excise Tax:

Parcel Identifier No. 01-7090-00-16-3805 Verified by Camden County on the 29 day of June, 2010
By: J.S. 239900.00 / 2399.00 per lb No delinquent taxes

Mail/Box to: WILLIAM H. MORGAN, JR., 410 East Main Street, Elizabeth City, NC 27909

This instrument was prepared by: WILLIAM H. MORGAN, JR., 410 East Main Street, Elizabeth City, NC 27909

Brief description for the Index: HL 101 SHARON CHURCH ROAD, SOUTH MILLS, NC

THIS DEED made this 11th day of June, 2010, by and between

GRANTOR	GRANTEE
WILBER L HINES and wife, PAULA M. HINES 805 Windsor Point Chesapeake, VA 23320	PATRICK W. SMITH and wife, DANA M. SMITH 101 Sharon Church Road South Mills, NC 27976

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple, all that certain lot or parcel of land situated in the City of _____, South Mills Township, Camden County, North Carolina and more particularly described as follows:
SEE ATTACHED "EXHIBIT A" WHICH IS INCORPORATED HEREIN BY REFERENCE.

All or a portion of the property herein conveyed does include the primary residence of the Grantors.
The property hereinabove described was acquired by Grantor by instrument recorded in Book 258 page 275.

A map showing the above described property is recorded in Plat ~~Book~~ Cabinet 4 Slide page/ 77-A.

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Attachment: Smith Findings (2116 : Set Public Hearing - Ordinance 2018-07-02)

Ordinance No. 2018-07-02**An Ordinance
Amending the Camden County
Zoning Map
Camden County, North Carolina****Article I: Purpose**

The purpose of this Ordinance is to amend the Zoning Map of Camden County, North Carolina, which was originally adopted by the County Commissioners on December 20, 1993, and subsequently amended.

Article II. Amendment to Zoning Map

The Official Zoning Map of Camden County, North Carolina, which was adopted on December 20, 1993, and subsequently amended, is hereby amended as follows:

The property currently shown in the Camden County Tax Assessor's Office as PIN 01-7090-00-16-3805 is hereby re-zoned from Basic Residential (R3-2) to Basic Residential (R3-1).

Article III. Penalty

1. Violations of the provision of this Ordinance or failure to comply with any of its Requirements, including violations of any conditions and safeguards established in connection with grants of variances or Special Use or Conditional Use Permits, shall constitute a misdemeanor, punishable by a fine of up to five-hundred (\$500) dollars or a maximum thirty (30) days imprisonment as provided in G. S. 14-4.
2. Any act constituting a violation of the provisions of this Ordinance or a failure to comply with any of its requirements, including violations of any conditions and safeguards established in connection with the grants of variances or Special Use or Conditional Use Permits, shall also subject the offender to a civil penalty of one-hundred (\$100) dollars for each day the violation continues. If the offender fails to pay the penalty within ten (10) days after being cited for a violation, the penalty may be recovered by the county in a civil action in the nature of debt. A civil penalty may not be appealed to the Board of Adjustment if the offender was sent a final notice of violation in accordance with Article 151.568 and did not take an appeal to the Board of Adjustment within the prescribed time.
3. This Ordinance may also be enforced by any appropriate equitable action.

- 4. Each day that any violation continues after notification by the administrator that such violation exists shall be considered a separate offense for purposes of the penalties and remedies specified in this section.
- 5. Any one, all or any combination of the foregoing penalties and remedies may be used to enforce this Ordinance.

Article IV. Severability

If any language in this Ordinance is found to be invalid by a court of competent jurisdiction or other entity having such legal authority, then only the specific language held to be invalid shall be affected and all other language shall be in full force and effect.

Article V. Effective Date

This Ordinance is effective upon adoption.

Adopted by the Board of Commissioners for the County of Camden this day of 2018.

County of Camden

Tom White, Acting Chairman
Camden County Board of Commissioners

ATTEST:

Karen Davis
Clerk to the Board

(SEAL)

Attachment: 2018-07-02 - Ordinance Amending the Official Zoning Map - Smith (2116 : Set Public Hearing - Ordinance 2018-07-02)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 8.A
Meeting Date: August 06, 2018

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

Item Title **FY 17-18 Year to Date Finance Report**

Attachments: Sales tax collections FY 17-18 (PDF)
 6-2018 Revenues (PDF)
 6-2018 Expenditures (PDF)

Summary: Sales & Use Tax Report
 2017-2018 Revenues
 2018-2019 Expenditures

Recommendation: NA

SALES TAX REVENUE COLLECTION REPORT

FY 2017-2018

19-Jul-18

SALES TAX REVENUE - GENERAL FUND														
	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgeted
Art. 39	\$48,097	\$47,949	\$40,973	\$50,466	\$47,978	\$30,725	\$59,411	\$39,821	\$33,880	\$46,891	\$45,005		\$491,195	\$615,000
Art. 40	\$30,157	\$24,837	\$22,186	\$25,829	\$23,761	\$19,611	\$29,801	\$21,281	\$18,919	\$25,151	\$23,703		\$265,235	\$295,000
Art. 42	\$16,138	\$15,463	\$13,531	\$16,241	\$14,720	\$11,620	\$18,623	\$13,433	\$11,695	\$15,480	\$14,610		\$161,555	\$182,000
Art. 44	\$15	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$15	\$0
Total	\$94,407	\$88,249	\$76,689	\$92,537	\$86,460	\$61,956	\$107,835	\$74,534	\$64,493	\$87,522	\$83,318	\$0	\$917,999	\$1,092,000
													Total Budgeted	\$1,092,000

SALES TAX REVENUE- RESTRICTED SCHOOL CAPITAL RESERVE FUND														
	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgeted
Art. 40	\$14,231	\$15,143	\$14,931	\$15,105	\$14,002	\$15,978	\$17,310	\$12,920	\$12,694	\$16,367	\$15,115		\$163,795	\$185,000
Art. 42	\$28,462	\$30,286	\$29,863	\$30,209	\$28,004	\$31,956	\$34,620	\$25,840	\$25,388	\$32,733	\$30,231		\$327,591	\$360,000
Total	\$42,693	\$45,429	\$44,794	\$45,314	\$42,006	\$47,934	\$51,930	\$38,760	\$38,082	\$49,100	\$45,346	\$0	\$491,386	\$545,000
													Total Budgeted	\$545,000
TOTAL	\$137,100	\$133,677	\$121,483	\$137,850	\$128,466	\$109,890	\$159,764	\$113,294	\$102,574	\$136,622	\$128,664	\$0	\$1,409,385	\$1,637,000

SALES TAX REVENUE- SC/ED RESTRICTED														
	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgeted
GS 105-524	\$36,110	\$36,110	\$36,111	\$36,111	\$36,111	\$36,118	\$36,118	\$36,118	\$36,118	\$36,118	\$36,118		\$397,264	\$400,000
													Total Budgeted	\$400,000
Grand	\$173,210	\$169,788	\$157,595	\$173,961	\$164,577	\$146,008	\$195,883	\$149,412	\$138,693	\$172,741	\$164,783	\$0	\$1,806,650	\$2,037,000
														89%

FY 2016-2017

SALES TAX REVENUE - GENERAL FUND														
	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgeted
Art. 39	\$44,906	\$29,261	\$44,167	\$43,630	\$42,588	\$45,332	\$56,533	\$47,413	\$38,641	\$53,773	\$50,384	\$44,466	\$541,095	\$590,000
Art. 40	\$21,885	\$18,599	\$23,046	\$22,644	\$21,924	\$23,487	\$28,119	\$9,857	\$20,596	\$31,511	\$25,410	\$22,446	\$269,524	\$275,000
Art. 42	\$10,593	\$11,516	\$14,125	\$14,030	\$13,752	\$14,383	\$17,207	\$12,101	\$12,802	\$21,032	\$15,841	\$13,637	\$171,020	\$145,000
Art. 44	\$0	\$1	\$0	\$0	\$0	\$0	\$0	\$0	\$5	\$0	\$3	\$0	\$9	\$0
Total	\$77,384	\$59,378	\$81,339	\$80,304	\$78,264	\$83,202	\$101,859	\$69,371	\$72,044	\$106,316	\$91,638	\$80,549	\$981,647	\$1,010,000
													Total Budgeted	\$1,010,000

SALES TAX REVENUE- RESTRICTED SCHOOL CAPITAL RESERVE FUND														
	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgeted
Art. 40	\$17,986	\$13,725	\$14,801	\$14,062	\$14,970	\$14,970	\$17,189	\$17,189	\$13,005	\$13,005	\$14,971	\$14,231	\$180,103	\$185,000
Art. 42	\$35,972	\$27,449	\$29,601	\$28,123	\$28,123	\$29,941	\$34,377	\$34,377	\$26,010	\$26,010	\$29,941	\$28,462	\$358,389	\$360,000
Total	\$53,958	\$41,174	\$44,402	\$42,185	\$43,094	\$44,911	\$51,566	\$51,566	\$39,016	\$39,016	\$44,912	\$42,693	\$538,491	\$545,000
													Total Budgeted	\$545,000
TOTAL	\$131,342	\$100,552	\$125,741	\$122,488	\$121,358	\$128,113	\$153,425	\$120,937	\$111,059	\$145,331	\$136,550	\$123,242	\$1,520,139	\$1,555,000

SALES TAX REVENUE- SC/ED RESTRICTED														
	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgeted
GS 105-524	\$33,652	\$33,652	\$33,652	\$33,652	\$33,652	\$33,642	\$33,642	\$33,642	\$33,642	\$33,642	\$33,642	\$33,642	\$403,752	\$400,000
													Total Budgeted	\$400,000
Grand	\$164,994	\$134,204	\$159,393	\$156,140	\$155,010	\$161,754	\$187,067	\$154,579	\$144,701	\$178,973	\$170,192	\$156,884	\$1,923,891	\$1,955,000

Attachment: Sales tax collections FY 17-18 (2128 : FY 17-18 Year to Date Finance Report)

07/31/2018 12:30
shumphriesCamden County, NC LIVE
17-18 YEAR-TO-DATE REVENUE REPORTP 1
glytddb

FOR 2018 13

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
<u>0010 GENERAL FUND</u>							
4000 REVENUES	-4,298,840	-4,271,972.00	-3,560,818.00	-4,920.18	.00	-711,154.00	83.4%
4300 ELECTIONS	0	.00	-11,376.25	.00	.00	11,376.25	100.0%
4400 FINANCE	-660	-660.00	-603.12	.00	.00	-56.88	91.4%
4410 PERSONNEL DEPARTMENT	-2,350	-2,350.00	.00	.00	.00	-2,350.00	.0%
4500 TAX DEPARTMENT	-7,700,032	-7,720,502.00	-7,770,438.91	-65,045.58	.00	49,936.91	100.6%
4800 REGISTER OF DEEDS	-138,000	-138,000.00	-170,562.11	.00	.00	32,562.11	123.6%
4900 PLANNING DEPARTMENT	-44,150	-44,150.00	-36,616.29	-3,011.44	.00	-7,533.71	82.9%
4930 INSPECTIONS DEPARMENT	-68,000	-128,000.00	-152,990.49	.00	.00	24,990.49	119.5%
5100 SHERIFF	-97,300	-223,569.00	-223,911.82	-1,030.82	.00	342.82	100.2%
5110 SCHOOL RESOURCE OFFICERS	-37,838	-37,838.00	-37,836.00	.00	.00	-2.00	100.0%
5150 COURT FACILITIES	-24,000	-24,000.00	-19,864.16	-1,522.06	.00	-4,135.84	82.8%
5460 FLEET VEHICLES	-14,500	-14,500.00	-1,800.85	.00	.00	-12,699.15	12.4%
5800 SOLID WASTE	-28,400	-28,400.00	-36,228.14	-1,729.60	.00	7,828.14	127.6%
6050 EXTENSION	-1,150	-16,156.00	-7,473.20	.00	.00	-8,682.80	46.3%
6110 LIBRARY	-4,800	-5,000.00	-6,578.53	.00	.00	1,578.53	131.6%
6120 RECREATION DEPARTMENT	-17,300	-22,300.00	-20,108.00	.00	.00	-2,192.00	90.2%
6200 DDJP	-51,907	-52,761.00	-52,761.00	.00	.00	.00	100.0%
6210 SENIOR CENTER	-17,028	-24,028.00	-23,438.04	-16.00	.00	-589.96	97.5%
6500 POST EMPLOYMENT BENEFITS	-22,368	-22,368.00	.00	.00	.00	-22,368.00	.0%
6700 SOIL & WATER CONSERVATION	-32,079	-32,079.00	-29,380.57	.00	.00	-2,698.43	91.6%
6810 CAPITAL OUTLAY	0	-275,000.00	.00	.00	.00	-275,000.00	.0%
6900 SPECIAL APPROPRIATIONS	-37,581	-37,581.00	.00	.00	.00	-37,581.00	.0%
TOTAL GENERAL FUND	-12,638,283	-13,121,214.00	-12,162,785.48	-77,275.68	.00	-958,428.52	92.7%
<u>0012 CODE ENFORCEMENT REVOLVING</u>							
4900 PLANNING DEPARTMENT	-13,000	-13,000.00	-3,720.81	.00	.00	-9,279.19	28.6%
TOTAL CODE ENFORCEMENT REVOLVI	-13,000	-13,000.00	-3,720.81	.00	.00	-9,279.19	28.6%
<u>0013 R/D AUTO ENHANCEMENT FUND</u>							
4800 REGISTER OF DEEDS	-10,425	-10,425.00	-5,475.63	.00	.00	-4,949.37	52.5%
TOTAL R/D AUTO ENHANCEMENT FUN	-10,425	-10,425.00	-5,475.63	.00	.00	-4,949.37	52.5%
<u>0014 COMMUNITY GRANT PROGRAMS</u>							

Attachment: 6-2018 Revenues (2128 : FY 17-18 Year to Date Finance Report)



07/31/2018 12:30
shumphries

Camden County, NC LIVE
17-18 YEAR-TO-DATE REVENUE REPORT

P 2
glytdbud

FOR 2018 13

0014	COMMUNITY GRANT PROGRAMS	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
5025	FEMA HAZARD MITIGATION-PUR	0	-912,910.00	.00	.00	.00	-912,910.00	.0%
	TOTAL COMMUNITY GRANT PROGRAMS	0	-912,910.00	.00	.00	.00	-912,910.00	.0%
0015	TOURISM DEV AUTHORITY							
4000	REVENUES	-44,210	-44,210.00	-24,923.17	.00	.00	-19,286.83	56.4%
	TOTAL TOURISM DEV AUTHORITY	-44,210	-44,210.00	-24,923.17	.00	.00	-19,286.83	56.4%
0023	WATER&SEWER RESERVE FUND							
7100	R/O PLANT OPERATIONS	-104,000	-110,000.00	-20,000.00	.00	.00	-90,000.00	18.2%
7200	WATER DISTRIBUTION	-43,500	-49,500.00	-69,337.93	.00	.00	19,837.93	140.1%
7500	WASTE WATER OPERATIONS	0	-13,400.00	-7,400.00	.00	.00	-6,000.00	55.2%
	TOTAL WATER&SEWER RESERVE FUND	-147,500	-172,900.00	-96,737.93	.00	.00	-76,162.07	56.0%
0029	WATER & SEWER PROJECTS							
4000	REVENUES	-1,103,450	-1,103,450.00	.00	.00	.00	-1,103,450.00	.0%
7500	WASTE WATER OPERATIONS	0	.00	-2,815,696.89	.00	.00	2,815,696.89	100.0%
7600	CORE WASTE TREATMENT PROJ	-1,553,450	-1,553,450.00	.00	.00	.00	-1,553,450.00	.0%
	TOTAL WATER & SEWER PROJECTS	-2,656,900	-2,656,900.00	-2,815,696.89	.00	.00	158,796.89	106.0%
0030	SO CAMDEN WATER/SEWER DIST							
7100	R/O PLANT OPERATIONS	-41,613	-41,613.00	.00	.00	.00	-41,613.00	.0%
7200	WATER DISTRIBUTION	-1,089,000	-1,095,000.00	-1,176,183.77	.00	.00	81,183.77	107.4%
7500	WASTE WATER OPERATIONS	-231,233	-239,533.00	-136,681.59	-2,958.56	.00	-102,851.41	57.1%
	TOTAL SO CAMDEN WATER/SEWER DI	-1,361,846	-1,376,146.00	-1,312,865.36	-2,958.56	.00	-63,280.64	95.4%
0032	DISMAL SWAMP GIFT SHOP							

Attachment: 6-2018 Revenues (2128 : FY 17-18 Year to Date Finance Report)



07/31/2018 12:30
shumphries

Camden County, NC LIVE
17-18 YEAR-TO-DATE REVENUE REPORT

P 3
glytbdud

FOR 2018 13

0032	DISMAL SWAMP GIFT SHOP	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
6000	DISMAL SWAMP VISITORS CENT	-36,000	-36,000.00	-29,351.68	.00	.00	-6,648.32	81.5%
	TOTAL DISMAL SWAMP GIFT SHOP	-36,000	-36,000.00	-29,351.68	.00	.00	-6,648.32	81.5%
0036	SOUTH MILLS WATERSHED							
4720	DRAINAGE & WATERSHED PROTE	-51,125	-57,125.00	-15,089.54	.00	.00	-42,035.46	26.4%
	TOTAL SOUTH MILLS WATERSHED	-51,125	-57,125.00	-15,089.54	.00	.00	-42,035.46	26.4%
0037	SAWYERS CREEK WATERSHED							
4720	DRAINAGE & WATERSHED PROTE	-20,050	-20,050.00	-19,623.27	.00	.00	-426.73	97.9%
	TOTAL SAWYERS CREEK WATERSHED	-20,050	-20,050.00	-19,623.27	.00	.00	-426.73	97.9%
0038	NORTH RIVER WATERSHED							
4720	DRAINAGE & WATERSHED PROTE	-18,050	-18,050.00	-17,887.29	.00	.00	-162.71	99.1%
	TOTAL NORTH RIVER WATERSHED	-18,050	-18,050.00	-17,887.29	.00	.00	-162.71	99.1%
0039	SHILOH WATERSHED							
4720	DRAINAGE & WATERSHED PROTE	-15,050	-15,050.00	-19,912.92	.00	.00	4,862.92	132.3%
	TOTAL SHILOH WATERSHED	-15,050	-15,050.00	-19,912.92	.00	.00	4,862.92	132.3%
0040	CH & S FIRE COMMISSION							
5300	FIRE COMMISSION OPERATING	-346,545	-346,545.00	-347,162.01	-595.72	.00	617.01	100.2%
	TOTAL CH & S FIRE COMMISSION	-346,545	-346,545.00	-347,162.01	-595.72	.00	617.01	100.2%
0041	SOUTH MILLS FIRE COMMISSION							

Attachment: 6-2018 Revenues (2128 : FY 17-18 Year to Date Finance Report)



07/31/2018 12:30
shumphries

Camden County, NC LIVE
17-18 YEAR-TO-DATE REVENUE REPORT

P 4
glytbdud

FOR 2018 13

0041	SOUTH MILLS FIRE COMMISSION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
5300	FIRE COMMISSION OPERATING	-239,512	-239,512.00	-207,564.76	-315.02	.00	-31,947.24	86.7%
	TOTAL SOUTH MILLS FIRE COMMISS	-239,512	-239,512.00	-207,564.76	-315.02	.00	-31,947.24	86.7%
0050	SCHOOL FUND							
6900	SPECIAL APPROPRIATIONS	-11,411	-11,411.00	-9,112.08	.00	.00	-2,298.92	79.9%
	TOTAL SCHOOL FUND	-11,411	-11,411.00	-9,112.08	.00	.00	-2,298.92	79.9%
0051	DSS TRUST FUND							
8000	PUBLIC ASSISTANCE	-39,484	-68,284.00	-54,341.95	.00	.00	-13,942.05	79.6%
	TOTAL DSS TRUST FUND	-39,484	-68,284.00	-54,341.95	.00	.00	-13,942.05	79.6%
0052	SOCIAL SERVICES							
6100	DSS ADMINISTRATION	-1,358,365	-1,363,365.00	-1,135,246.27	-50,784.85	.00	-228,118.73	83.3%
	TOTAL SOCIAL SERVICES	-1,358,365	-1,363,365.00	-1,135,246.27	-50,784.85	.00	-228,118.73	83.3%
0053	JOYCE CREEK DRAINAGE PROJECT							
7210	PROJECT OPERATIONS	-44,680	-44,680.00	-35,056.06	.00	.00	-9,623.94	78.5%
	TOTAL JOYCE CREEK DRAINAGE PRO	-44,680	-44,680.00	-35,056.06	.00	.00	-9,623.94	78.5%
0055	ECONOMIC DEVELOPMENT PROJ FUND							
4940	ECONOMIC DEVELOPMENT COMM	-40,000	-40,000.00	-1,188.02	.00	.00	-38,811.98	3.0%
	TOTAL ECONOMIC DEVELOPMENT PRO	-40,000	-40,000.00	-1,188.02	.00	.00	-38,811.98	3.0%
0056	FEREBEE COURTHOUSE TRUST							

Attachment: 6-2018 Revenues (2128 : FY 17-18 Year to Date Finance Report)



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0056	FEREBEE COURTHOUSE TRUST	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
5000	BUILDINGS AND GROUNDS	-1,530	-1,530.00	-18.34	.00	.00	-1,511.66	1.2%
	TOTAL FEREBEE COURTHOUSE TRUST	-1,530	-1,530.00	-18.34	.00	.00	-1,511.66	1.2%
0060	DISMAL SWAMP VISITOR CENTER							
6000	DISMAL SWAMP VISITORS CENT	-166,000	-166,000.00	-160,009.59	.00	.00	-5,990.41	96.4%
	TOTAL DISMAL SWAMP VISITOR CEN	-166,000	-166,000.00	-160,009.59	.00	.00	-5,990.41	96.4%
0065	COMMUNITY PARK TRUST FUND							
6130	PARK OPERATIONS	-67,200	-70,700.00	-2,162.71	.00	.00	-68,537.29	3.1%
	TOTAL COMMUNITY PARK TRUST FUN	-67,200	-70,700.00	-2,162.71	.00	.00	-68,537.29	3.1%
0070	REVALUATION RESERVE FUND							
4000	REVENUES	-241,730	-241,730.00	-2,392.02	.00	.00	-239,337.98	1.0%
	TOTAL REVALUATION RESERVE FUND	-241,730	-241,730.00	-2,392.02	.00	.00	-239,337.98	1.0%
0071	UNRESTRICTED CAPITAL RESERVE							
6600	NON-DEPARTMENTAL	-1,250,300	-1,250,300.00	-889,592.41	.00	.00	-360,707.59	71.2%
	TOTAL UNRESTRICTED CAPITAL RES	-1,250,300	-1,250,300.00	-889,592.41	.00	.00	-360,707.59	71.2%
0075	SCHOOL CAPITAL RESERVE							
6820	DEBT SERVICE	-1,130,325	-1,130,325.00	-1,039,026.94	.00	.00	-91,298.06	91.9%
	TOTAL SCHOOL CAPITAL RESERVE	-1,130,325	-1,130,325.00	-1,039,026.94	.00	.00	-91,298.06	91.9%
	GRAND TOTAL	-21,949,521	-23,428,362.00	-20,406,943.13	-131,929.83	.00	-3,021,418.87	87.1%

** END OF REPORT - Generated by Stephanie Humphries **

Attachment: 6-2018 Revenues (2128 : FY 17-18 Year to Date Finance Report)



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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
0010 GENERAL FUND							
4100 GOVERNING BODY	113,019	113,019.00	96,996.63	11.07	.00	16,022.37	85.8%
4200 ADMINISTRATION	202,362	198,490.00	177,958.70	2,687.25	874.90	19,656.40	90.1%
4300 ELECTIONS	120,546	120,524.00	114,577.02	941.42	686.14	5,260.84	95.6%
4400 FINANCE	211,642	223,844.00	209,686.72	3,006.41	.00	14,157.28	93.7%
4410 PERSONNEL DEPARTMENT	72,090	72,068.00	69,692.51	752.40	.00	2,375.49	96.7%
4500 TAX DEPARTMENT	420,926	436,314.00	415,912.94	7,231.46	595.90	19,805.16	95.5%
4700 LEGALS	60,000	60,000.00	46,583.50	.00	.00	13,416.50	77.6%
4800 REGISTER OF DEEDS	234,381	234,415.00	228,679.98	8,805.08	689.99	5,045.03	97.8%
4900 PLANNING DEPARTMENT	358,521	358,521.00	314,336.77	4,188.43	.00	44,184.23	87.7%
4930 INSPECTIONS DEPARMENT	142,392	144,456.00	135,974.79	1,816.83	.00	8,481.21	94.1%
4940 ECONOMIC DEVELOPMENT COMM	119,677	119,923.00	102,661.38	1,304.19	560.00	16,701.62	86.1%
5000 BUILDINGS AND GROUNDS	337,798	357,282.00	353,635.77	5,893.59	609.00	3,037.23	99.1%
5100 SHERIFF	1,707,377	1,821,441.00	1,660,338.50	27,390.96	527.54	160,574.96	91.2%
5110 SCHOOL RESOURCE OFFICERS	73,718	73,454.00	73,209.29	1,066.42	.00	244.71	99.7%
5140 JURY COMMISSION	95	95.00	81.35	.00	.00	13.65	85.6%
5150 COURT FACILITIES	26,740	27,790.00	27,801.05	32.10	.00	-11.05	100.0%
5450 PUBLIC WORKS ADMINISTRATIO	115,271	115,478.00	101,087.47	1,427.37	.00	14,390.53	87.5%
5460 FLEET VEHICLES	14,504	14,504.00	1,590.59	-80.37	.00	12,913.41	11.0%
5500 TRAFFIC	3,060	3,060.00	974.89	.00	.00	2,085.11	31.9%
5800 SOLID WASTE	674,977	674,777.00	645,790.96	56,840.28	.00	28,986.04	95.7%
5900 PUBLIC HEALTH	130,290	130,221.00	123,052.23	426.93	.00	7,168.77	94.5%
6050 EXTENSION	131,116	146,122.00	117,586.01	258.37	48.98	28,487.01	80.5%
6060 CAMDEN COUNTY YOUTH COUNCI	1,850	1,850.00	.00	.00	.00	1,850.00	.0%
6110 LIBRARY	198,084	200,158.00	186,431.18	1,712.07	.00	13,726.82	93.1%
6120 RECREATION DEPARTMENT	250,128	254,225.00	250,632.56	4,282.34	500.00	3,092.44	98.8%
6200 DDJP	62,288	63,142.00	60,877.80	135.80	1,234.00	1,030.20	98.4%
6210 SENIOR CENTER	132,715	145,171.00	140,030.90	2,844.45	.00	5,140.10	96.5%
6500 POST EMPLOYMENT BENEFITS	22,368	10,252.00	.00	.00	.00	10,252.00	.0%
6600 NON-DEPARTMENTAL	169,400	168,840.00	150,494.07	3,663.68	.00	18,345.93	89.1%
6700 SOIL & WATER CONSERVATION	66,413	67,393.00	65,102.43	700.47	535.61	1,754.96	97.4%
6810 CAPITAL OUTLAY	325,000	611,000.00	611,000.00	11,000.00	.00	.00	100.0%
6820 DEBT SERVICE	1,043,095	1,043,095.00	1,043,000.27	.00	.00	94.73	100.0%
6900 SPECIAL APPROPRIATIONS	5,056,440	5,103,440.00	4,919,004.59	21,818.85	.00	184,435.41	96.4%
9990 CONTINGENCY	40,000	6,850.00	.00	.00	.00	6,850.00	.0%
TOTAL GENERAL FUND	12,638,283	13,121,214.00	12,444,782.85	170,157.85	6,862.06	669,569.09	94.9%

0012 CODE ENFORCEMENT REVOLVING

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0012	CODE ENFORCEMENT REVOLVING	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
4900	PLANNING DEPARTMENT	13,000	13,000.00	7,755.00	100.00	.00	5,245.00	59.7%
	TOTAL CODE ENFORCEMENT REVOLVI	13,000	13,000.00	7,755.00	100.00	.00	5,245.00	59.7%
0013 R/D AUTO ENHANCEMENT FUND								
4800	REGISTER OF DEEDS	10,425	10,425.00	10,425.00	.00	.00	.00	100.0%
	TOTAL R/D AUTO ENHANCEMENT FUN	10,425	10,425.00	10,425.00	.00	.00	.00	100.0%
0014 COMMUNITY GRANT PROGRAMS								
5025	FEMA HAZARD MITIGATION-PUR	0	912,910.00	.00	.00	.00	912,910.00	.0%
	TOTAL COMMUNITY GRANT PROGRAMS	0	912,910.00	.00	.00	.00	912,910.00	.0%
0015 TOURISM DEV AUTHORITY								
4200	ADMINISTRATION	44,210	44,210.00	37,393.46	.00	.00	6,816.54	84.6%
	TOTAL TOURISM DEV AUTHORITY	44,210	44,210.00	37,393.46	.00	.00	6,816.54	84.6%
0023 WATER&SEWER RESERVE FUND								
7100	R/O PLANT OPERATIONS	104,000	110,000.00	109,846.05	20.83	.00	153.95	99.9%
7200	WATER DISTRIBUTION	43,500	49,500.00	23,652.44	20.84	.00	25,847.56	47.8%
7500	WASTE WATER OPERATIONS	0	13,400.00	6,000.00	23.33	.00	7,400.00	44.8%
	TOTAL WATER&SEWER RESERVE FUND	147,500	172,900.00	139,498.49	65.00	.00	33,401.51	80.7%
0029 WATER & SEWER PROJECTS								
7600	CORE WASTE TREATMENT PROJ	2,656,900	2,656,900.00	529,618.94	466,012.21	.00	2,127,281.06	19.9%
	TOTAL WATER & SEWER PROJECTS	2,656,900	2,656,900.00	529,618.94	466,012.21	.00	2,127,281.06	19.9%

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0030	SO CAMDEN WATER/SEWER DIST	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
0030 SO CAMDEN WATER/SEWER DIST								
6820	DEBT SERVICE	280,963	280,963.00	280,962.95	.00	.00	.05	100.0%
7100	R/O PLANT OPERATIONS	413,805	413,805.00	385,430.65	14,400.12	735.00	27,639.35	93.3%
7200	WATER DISTRIBUTION	435,845	441,845.00	418,424.67	7,156.02	6,000.00	17,420.33	96.1%
7500	WASTE WATER OPERATIONS	231,233	239,533.00	207,815.40	3,800.57	2,842.50	28,875.10	87.9%
	TOTAL SO CAMDEN WATER/SEWER DI	1,361,846	1,376,146.00	1,292,633.67	25,356.71	9,577.50	73,934.83	94.6%
0032 DISMAL SWAMP GIFT SHOP								
6000	DISMAL SWAMP VISITORS CENT	36,000	36,000.00	32,632.78	622.53	.00	3,367.22	90.6%
	TOTAL DISMAL SWAMP GIFT SHOP	36,000	36,000.00	32,632.78	622.53	.00	3,367.22	90.6%
0036 SOUTH MILLS WATERSHED								
4720	DRAINAGE & WATERSHED PROTE	51,125	57,125.00	7,000.00	.00	.00	50,125.00	12.3%
	TOTAL SOUTH MILLS WATERSHED	51,125	57,125.00	7,000.00	.00	.00	50,125.00	12.3%
0037 SAWYERS CREEK WATERSHED								
4720	DRAINAGE & WATERSHED PROTE	20,050	20,050.00	1,395.88	.00	.00	18,654.12	7.0%
	TOTAL SAWYERS CREEK WATERSHED	20,050	20,050.00	1,395.88	.00	.00	18,654.12	7.0%
0038 NORTH RIVER WATERSHED								
4720	DRAINAGE & WATERSHED PROTE	18,050	18,050.00	1,000.00	.00	.00	17,050.00	5.5%
	TOTAL NORTH RIVER WATERSHED	18,050	18,050.00	1,000.00	.00	.00	17,050.00	5.5%
0039 SHILOH WATERSHED								

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0039	SHILOH WATERSHED	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
4720	DRAINAGE & WATERSHED PROTE	15,050	15,050.00	1,353.55	.00	.00	13,696.45	9.0%
	TOTAL SHILOH WATERSHED	15,050	15,050.00	1,353.55	.00	.00	13,696.45	9.0%
0040	CH & S FIRE COMMISSION							
5300	FIRE COMMISSION OPERATING	346,545	346,545.00	192,192.71	2,997.24	.00	154,352.29	55.5%
	TOTAL CH & S FIRE COMMISSION	346,545	346,545.00	192,192.71	2,997.24	.00	154,352.29	55.5%
0041	SOUTH MILLS FIRE COMMISSION							
5300	FIRE COMMISSION OPERATING	239,512	239,512.00	190,043.79	1,825.62	.00	49,468.21	79.3%
	TOTAL SOUTH MILLS FIRE COMMISS	239,512	239,512.00	190,043.79	1,825.62	.00	49,468.21	79.3%
0050	SCHOOL FUND							
6900	SPECIAL APPROPRIATIONS	11,411	11,411.00	.00	.00	.00	11,411.00	.0%
	TOTAL SCHOOL FUND	11,411	11,411.00	.00	.00	.00	11,411.00	.0%
0051	DSS TRUST FUND							
8000	PUBLIC ASSISTANCE	39,484	68,284.00	47,434.94	.00	.00	20,849.06	69.5%
	TOTAL DSS TRUST FUND	39,484	68,284.00	47,434.94	.00	.00	20,849.06	69.5%
0052	SOCIAL SERVICES							
6100	DSS ADMINISTRATION	1,020,211	1,020,211.00	961,105.86	15,029.69	201.63	58,903.51	94.2%
8000	PUBLIC ASSISTANCE	338,154	343,154.00	162,965.87	978.79	.00	180,188.13	47.5%
	TOTAL SOCIAL SERVICES	1,358,365	1,363,365.00	1,124,071.73	16,008.48	201.63	239,091.64	82.5%
0053	JOYCE CREEK DRAINAGE PROJECT							

Attachment: 6-2018 Expenditures (2128 : FY 17-18 Year to Date Finance Report)



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0053	JOYCE CREEK DRAINAGE PROJECT	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
7210	PROJECT OPERATIONS	44,680	44,680.00	10,727.23	.98	.00	33,952.77	24.0%
	TOTAL JOYCE CREEK DRAINAGE PRO	44,680	44,680.00	10,727.23	.98	.00	33,952.77	24.0%
0055 ECONOMIC DEVELOPMENT PROJ FUND								
4940	ECONOMIC DEVELOPMENT COMM	40,000	40,000.00	.00	.00	.00	40,000.00	.0%
	TOTAL ECONOMIC DEVELOPMENT PRO	40,000	40,000.00	.00	.00	.00	40,000.00	.0%
0056 FEREBEE COURTHOUSE TRUST								
5000	BUILDINGS AND GROUNDS	1,530	1,530.00	.00	.00	.00	1,530.00	.0%
	TOTAL FEREBEE COURTHOUSE TRUST	1,530	1,530.00	.00	.00	.00	1,530.00	.0%
0060 DISMAL SWAMP VISITOR CENTER								
6000	DISMAL SWAMP VISITORS CENT	166,000	166,000.00	163,836.50	2,432.72	.00	2,163.50	98.7%
	TOTAL DISMAL SWAMP VISITOR CEN	166,000	166,000.00	163,836.50	2,432.72	.00	2,163.50	98.7%
0065 COMMUNITY PARK TRUST FUND								
6130	PARK OPERATIONS	67,200	70,700.00	56,888.29	2,232.63	2,770.00	11,041.71	84.4%
	TOTAL COMMUNITY PARK TRUST FUN	67,200	70,700.00	56,888.29	2,232.63	2,770.00	11,041.71	84.4%
0070 REVALUATION RESERVE FUND								
4200	ADMINISTRATION	241,730	241,730.00	6,500.00	.00	.00	235,230.00	2.7%
	TOTAL REVALUATION RESERVE FUND	241,730	241,730.00	6,500.00	.00	.00	235,230.00	2.7%
0071 UNRESTRICTED CAPITAL RESERVE								

Attachment: 6-2018 Expenditures (2128 : FY 17-18 Year to Date Finance Report)



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Camden County, NC LIVE
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0071	UNRESTRICTED CAPITAL RESERVE	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
6600	NON-DEPARTMENTAL	1,250,300	1,250,300.00	317,315.22	.00	.00	932,984.78	25.4%
	TOTAL UNRESTRICTED CAPITAL RES	1,250,300	1,250,300.00	317,315.22	.00	.00	932,984.78	25.4%
0075	SCHOOL CAPITAL RESERVE							
6820	DEBT SERVICE	1,130,325	1,130,325.00	986,649.83	.00	.00	143,675.17	87.3%
	TOTAL SCHOOL CAPITAL RESERVE	1,130,325	1,130,325.00	986,649.83	.00	.00	143,675.17	87.3%
	GRAND TOTAL	21,949,521	23,428,362.00	17,601,149.86	687,811.97	19,411.19	5,807,800.95	75.2%

** END OF REPORT - Generated by Stephanie Humphries **

Attachment: 6-2018 Expenditures (2128 : FY 17-18 Year to Date Finance Report)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 8.B
Meeting Date: August 06, 2018

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

Item Title **FY 18-19 Year to Date Finance Report**

Attachments: 7-2018 Revenues (PDF)
7-2018 Expenditures (PDF)

Summary: YTD 18-19 Revenues
YTD 18-19 Expenditures

Recommendation: NA



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Camden County, NC LIVE
FY 18-19 YEAR-TO-DATE REVENUE REPORT

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FOR 2019 01

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
0010 GENERAL FUND							
4000 REVENUES	-3,845,877	-3,845,877.00	-83,088.49	-83,088.49	.00	-3,762,788.51	2.2%
4300 ELECTIONS	0	.00	-145.50	-145.50	.00	145.50	100.0%
4400 FINANCE	-660	-660.00	.00	.00	.00	-660.00	.0%
4410 PERSONNEL DEPARTMENT	-2,350	-2,350.00	.00	.00	.00	-2,350.00	.0%
4500 TAX DEPARTMENT	-8,142,198	-8,142,198.00	-708.77	-708.77	.00	-8,141,489.23	.0%
4800 REGISTER OF DEEDS	-150,500	-150,500.00	.00	.00	.00	-150,500.00	.0%
4900 PLANNING DEPARTMENT	-38,050	-38,050.00	-3,775.00	-3,775.00	.00	-34,275.00	9.9%
4930 INSPECTIONS DEPARMENT	-135,000	-135,000.00	-7,813.96	-7,813.96	.00	-127,186.04	5.8%
5100 SHERIFF	-70,100	-70,100.00	-1,157.11	-1,157.11	.00	-68,942.89	1.7%
5110 SCHOOL RESOURCE OFFICERS	-37,838	-37,838.00	-3,153.00	-3,153.00	.00	-34,685.00	8.3%
5150 COURT FACILITIES	-21,000	-21,000.00	.00	.00	.00	-21,000.00	.0%
5460 FLEET VEHICLES	-5,301	-5,301.00	.00	.00	.00	-5,301.00	.0%
5800 SOLID WASTE	-36,300	-36,300.00	.00	.00	.00	-36,300.00	.0%
6050 EXTENSION	-10,000	-10,000.00	-15.00	-15.00	.00	-9,985.00	.2%
6110 LIBRARY	-4,900	-4,900.00	-327.74	-327.74	.00	-4,572.26	6.7%
6120 RECREATION DEPARTMENT	-18,600	-18,600.00	-800.00	-800.00	.00	-17,800.00	4.3%
6200 DDJP	-51,907	-51,907.00	.00	.00	.00	-51,907.00	.0%
6210 SENIOR CENTER	-20,228	-20,228.00	-253.00	-253.00	.00	-19,975.00	1.3%
6700 SOIL & WATER CONSERVATION	-3,600	-3,600.00	.00	.00	.00	-3,600.00	.0%
TOTAL GENERAL FUND	-12,594,409	-12,594,409.00	-101,237.57	-101,237.57	.00	-12,493,171.43	.8%
0012 CODE ENFORCEMENT REVOLVING							
4900 PLANNING DEPARTMENT	-15,000	-15,000.00	.00	.00	.00	-15,000.00	.0%
TOTAL CODE ENFORCEMENT REVOLVI	-15,000	-15,000.00	.00	.00	.00	-15,000.00	.0%
0013 R/D AUTO ENHANCEMENT FUND							
4800 REGISTER OF DEEDS	-5,025	-5,025.00	.00	.00	.00	-5,025.00	.0%
TOTAL R/D AUTO ENHANCEMENT FUN	-5,025	-5,025.00	.00	.00	.00	-5,025.00	.0%
0014 COMMUNITY GRANT PROGRAMS							

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0014	COMMUNITY GRANT PROGRAMS	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
5025	FEMA HAZARD MITIGATION-PUR	0	-912,910.00	.00	.00	.00	-912,910.00	.0%
5026	FEMA HAZARD MITIGATION-CON	0	-327,143.00	.00	.00	.00	-327,143.00	.0%
	TOTAL COMMUNITY GRANT PROGRAMS	0	-1,240,053.00	.00	.00	.00	-1,240,053.00	.0%
<hr/>								
0015	TOURISM DEV AUTHORITY							
4000	REVENUES	-41,500	-41,500.00	.00	.00	.00	-41,500.00	.0%
	TOTAL TOURISM DEV AUTHORITY	-41,500	-41,500.00	.00	.00	.00	-41,500.00	.0%
<hr/>								
0023	WATER&SEWER RESERVE FUND							
7100	R/O PLANT OPERATIONS	-40,050	-40,050.00	.00	.00	.00	-40,050.00	.0%
7200	WATER DISTRIBUTION	-44,250	-44,250.00	.00	.00	.00	-44,250.00	.0%
7500	WASTE WATER OPERATIONS	-7,500	-7,500.00	.00	.00	.00	-7,500.00	.0%
	TOTAL WATER&SEWER RESERVE FUND	-91,800	-91,800.00	.00	.00	.00	-91,800.00	.0%
<hr/>								
0029	WATER & SEWER PROJECTS							
4000	REVENUES	-3,001,320	-3,001,320.00	.00	.00	.00	-3,001,320.00	.0%
6820	DEBT SERVICE	-203,651	-203,651.00	.00	.00	.00	-203,651.00	.0%
7600	CORE WASTE TREATMENT PROJ	-1,553,450	-1,553,450.00	.00	.00	.00	-1,553,450.00	.0%
	TOTAL WATER & SEWER PROJECTS	-4,758,421	-4,758,421.00	.00	.00	.00	-4,758,421.00	.0%
<hr/>								
0030	SO CAMDEN WATER/SEWER DIST							
7100	R/O PLANT OPERATIONS	-37,585	-37,585.00	.00	.00	.00	-37,585.00	.0%
7200	WATER DISTRIBUTION	-1,120,600	-1,120,600.00	.00	.00	.00	-1,120,600.00	.0%
7500	WASTE WATER OPERATIONS	-443,316	-443,316.00	.00	.00	.00	-443,316.00	.0%
	TOTAL SO CAMDEN WATER/SEWER DI	-1,601,501	-1,601,501.00	.00	.00	.00	-1,601,501.00	.0%
<hr/>								
0032	DISMAL SWAMP GIFT SHOP							

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0032	DISMAL SWAMP GIFT SHOP	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
6000	DISMAL SWAMP VISITORS CENT	-31,375	-31,375.00	.00	.00	.00	-31,375.00	.0%
	TOTAL DISMAL SWAMP GIFT SHOP	-31,375	-31,375.00	.00	.00	.00	-31,375.00	.0%
0036	SOUTH MILLS WATERSHED							
4720	DRAINAGE & WATERSHED PROTE	-51,125	-51,125.00	.00	.00	.00	-51,125.00	.0%
	TOTAL SOUTH MILLS WATERSHED	-51,125	-51,125.00	.00	.00	.00	-51,125.00	.0%
0037	SAWYERS CREEK WATERSHED							
4720	DRAINAGE & WATERSHED PROTE	-20,050	-20,050.00	.00	.00	.00	-20,050.00	.0%
	TOTAL SAWYERS CREEK WATERSHED	-20,050	-20,050.00	.00	.00	.00	-20,050.00	.0%
0038	NORTH RIVER WATERSHED							
4720	DRAINAGE & WATERSHED PROTE	-18,050	-18,050.00	.00	.00	.00	-18,050.00	.0%
	TOTAL NORTH RIVER WATERSHED	-18,050	-18,050.00	.00	.00	.00	-18,050.00	.0%
0039	SHILOH WATERSHED							
4720	DRAINAGE & WATERSHED PROTE	-20,050	-20,050.00	.00	.00	.00	-20,050.00	.0%
	TOTAL SHILOH WATERSHED	-20,050	-20,050.00	.00	.00	.00	-20,050.00	.0%
0040	CH & S FIRE COMMISSION							
5300	FIRE COMMISSION OPERATING	-327,276	-327,276.00	-46,167.07	-46,167.07	.00	-281,108.93	14.1%
	TOTAL CH & S FIRE COMMISSION	-327,276	-327,276.00	-46,167.07	-46,167.07	.00	-281,108.93	14.1%
0041	SOUTH MILLS FIRE COMMISSION							

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0041	SOUTH MILLS FIRE COMMISSION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
5300	FIRE COMMISSION OPERATING	-237,190	-237,190.00	.00	.00	.00	-237,190.00	.0%
	TOTAL SOUTH MILLS FIRE COMMISS	-237,190	-237,190.00	.00	.00	.00	-237,190.00	.0%
0050	SCHOOL FUND							
6900	SPECIAL APPROPRIATIONS	-8,100	-8,100.00	.00	.00	.00	-8,100.00	.0%
	TOTAL SCHOOL FUND	-8,100	-8,100.00	.00	.00	.00	-8,100.00	.0%
0051	DSS TRUST FUND							
8000	PUBLIC ASSISTANCE	-30,664	-30,664.00	-1,932.00	-1,932.00	.00	-28,732.00	6.3%
	TOTAL DSS TRUST FUND	-30,664	-30,664.00	-1,932.00	-1,932.00	.00	-28,732.00	6.3%
0052	SOCIAL SERVICES							
6100	DSS ADMINISTRATION	-1,364,836	-1,364,836.00	-375.00	-375.00	.00	-1,364,461.00	.0%
	TOTAL SOCIAL SERVICES	-1,364,836	-1,364,836.00	-375.00	-375.00	.00	-1,364,461.00	.0%
0053	JOYCE CREEK DRAINAGE PROJECT							
7210	PROJECT OPERATIONS	-42,835	-42,835.00	.00	.00	.00	-42,835.00	.0%
	TOTAL JOYCE CREEK DRAINAGE PRO	-42,835	-42,835.00	.00	.00	.00	-42,835.00	.0%
0055	ECONOMIC DEVELOPMENT PROJ FUND							
4940	ECONOMIC DEVELOPMENT COMM	-40,000	-40,000.00	.00	.00	.00	-40,000.00	.0%
	TOTAL ECONOMIC DEVELOPMENT PRO	-40,000	-40,000.00	.00	.00	.00	-40,000.00	.0%
0056	FEREBEE COURTHOUSE TRUST							

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0056	FEREBEE COURTHOUSE TRUST	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
5000	BUILDINGS AND GROUNDS	-1,530	-1,530.00	.00	.00	.00	-1,530.00	.0%
	TOTAL FEREBEE COURTHOUSE TRUST	-1,530	-1,530.00	.00	.00	.00	-1,530.00	.0%
0060	DISMAL SWAMP VISITOR CENTER							
6000	DISMAL SWAMP VISITORS CENT	-161,882	-161,882.00	.00	.00	.00	-161,882.00	.0%
	TOTAL DISMAL SWAMP VISITOR CEN	-161,882	-161,882.00	.00	.00	.00	-161,882.00	.0%
0065	COMMUNITY PARK TRUST FUND							
6130	PARK OPERATIONS	-79,778	-79,778.00	.00	.00	.00	-79,778.00	.0%
	TOTAL COMMUNITY PARK TRUST FUN	-79,778	-79,778.00	.00	.00	.00	-79,778.00	.0%
0070	REVALUATION RESERVE FUND							
4000	REVENUES	-255,000	-255,000.00	.00	.00	.00	-255,000.00	.0%
	TOTAL REVALUATION RESERVE FUND	-255,000	-255,000.00	.00	.00	.00	-255,000.00	.0%
0071	UNRESTRICTED CAPITAL RESERVE							
6600	NON-DEPARTMENTAL	-1,243,825	-1,243,825.00	.00	.00	.00	-1,243,825.00	.0%
	TOTAL UNRESTRICTED CAPITAL RES	-1,243,825	-1,243,825.00	.00	.00	.00	-1,243,825.00	.0%
0075	SCHOOL CAPITAL RESERVE							
6820	DEBT SERVICE	-1,123,000	-1,123,000.00	-81,464.18	-81,464.18	.00	-1,041,535.82	7.3%
	TOTAL SCHOOL CAPITAL RESERVE	-1,123,000	-1,123,000.00	-81,464.18	-81,464.18	.00	-1,041,535.82	7.3%
	GRAND TOTAL	-24,164,222	-25,404,275.00	-231,175.82	-231,175.82	.00	-25,173,099.18	.9%

** END OF REPORT - Generated by Stephanie Humphries **

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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
0010 GENERAL FUND							
4100 GOVERNING BODY	111,647	111,647.00	8,447.96	8,447.96	410.00	102,789.04	7.9%
4200 ADMINISTRATION	194,194	194,194.00	13,558.26	13,558.26	770.00	179,865.74	7.4%
4300 ELECTIONS	123,168	123,168.00	6,138.08	6,138.08	234.68	116,795.24	5.2%
4400 FINANCE	218,373	218,373.00	13,561.37	13,561.37	665.21	204,146.42	6.5%
4410 PERSONNEL DEPARTMENT	73,432	73,432.00	5,027.34	5,027.34	700.00	67,704.66	7.8%
4500 TAX DEPARTMENT	452,883	452,883.00	31,840.00	31,840.00	1,261.05	419,781.95	7.3%
4700 LEGALS	60,000	60,000.00	1,845.00	1,845.00	.00	58,155.00	3.1%
4800 REGISTER OF DEEDS	240,877	240,877.00	12,254.70	12,254.70	935.13	227,687.17	5.5%
4900 PLANNING DEPARTMENT	279,291	279,291.00	19,423.34	19,423.34	.00	259,867.66	7.0%
4930 INSPECTIONS DEPARMENT	175,983	175,983.00	8,407.87	8,407.87	748.05	166,827.08	5.2%
4940 ECONOMIC DEVELOPMENT COMM	124,288	124,288.00	8,355.72	8,355.72	.00	115,932.28	6.7%
5000 BUILDINGS AND GROUNDS	347,070	347,070.00	27,258.81	27,258.81	11,028.80	308,782.39	11.0%
5100 SHERIFF	1,702,046	1,702,046.00	90,979.18	90,979.18	34,505.01	1,576,561.81	7.4%
5110 SCHOOL RESOURCE OFFICERS	136,949	136,949.00	5,452.11	5,452.11	.00	131,496.89	4.0%
5150 COURT FACILITIES	27,529	27,529.00	1,849.00	1,849.00	.00	25,680.00	6.7%
5450 PUBLIC WORKS ADMINISTRATIO	118,745	118,745.00	7,115.50	7,115.50	210.00	111,419.50	6.2%
5460 FLEET VEHICLES	26,760	26,760.00	.00	.00	.00	26,760.00	.0%
5500 TRAFFIC	2,060	2,060.00	.00	.00	.00	2,060.00	.0%
5800 SOLID WASTE	684,267	684,267.00	220.97	220.97	.00	684,046.03	.0%
5900 PUBLIC HEALTH	120,683	120,683.00	7,256.20	7,256.20	1,700.00	111,726.80	7.4%
6050 EXTENSION	143,000	143,000.00	3,397.53	3,397.53	.00	139,602.47	2.4%
6110 LIBRARY	201,460	201,460.00	13,578.45	13,578.45	6,500.00	181,381.55	10.0%
6120 RECREATION DEPARTMENT	264,666	264,666.00	16,810.73	16,810.73	216.00	247,639.27	6.4%
6200 DDJP	62,288	62,288.00	.00	.00	.00	62,288.00	.0%
6210 SENIOR CENTER	153,173	153,173.00	9,119.98	9,119.98	.00	144,053.02	6.0%
6500 POST EMPLOYMENT BENEFITS	33,552	33,552.00	.00	.00	.00	33,552.00	.0%
6600 NON-DEPARTMENTAL	207,300	207,300.00	6,230.80	6,230.80	.00	201,069.20	3.0%
6700 SOIL & WATER CONSERVATION	68,883	68,883.00	4,097.69	4,097.69	.00	64,785.31	5.9%
6810 CAPITAL OUTLAY	325,000	325,000.00	.00	.00	.00	325,000.00	.0%
6820 DEBT SERVICE	777,147	777,147.00	.00	.00	.00	777,147.00	.0%
6900 SPECIAL APPROPRIATIONS	5,097,695	5,097,695.00	244,751.74	244,751.74	308,929.77	4,544,013.49	10.9%
9990 CONTINGENCY	40,000	40,000.00	.00	.00	.00	40,000.00	.0%
TOTAL GENERAL FUND	12,594,409	12,594,409.00	566,978.33	566,978.33	368,813.70	11,658,616.97	7.4%
0012 CODE ENFORCEMENT REVOLVING							
4900 PLANNING DEPARTMENT	15,000	15,000.00	.00	.00	.00	15,000.00	.0%

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0012	CODE ENFORCEMENT REVOLVING	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
	TOTAL CODE ENFORCEMENT REVOLVI	15,000	15,000.00	.00	.00	.00	15,000.00	.0%
0013	R/D AUTO ENHANCEMENT FUND							
4800	REGISTER OF DEEDS	5,025	5,025.00	.00	.00	.00	5,025.00	.0%
	TOTAL R/D AUTO ENHANCEMENT FUN	5,025	5,025.00	.00	.00	.00	5,025.00	.0%
0014	COMMUNITY GRANT PROGRAMS							
5025	FEMA HAZARD MITIGATION-PUR	0	912,910.00	.00	.00	.00	912,910.00	.0%
5026	FEMA HAZARD MITIGATION-CON	0	327,143.00	.00	.00	.00	327,143.00	.0%
	TOTAL COMMUNITY GRANT PROGRAMS	0	1,240,053.00	.00	.00	.00	1,240,053.00	.0%
0015	TOURISM DEV AUTHORITY							
4200	ADMINISTRATION	41,500	41,500.00	585.00	585.00	.00	40,915.00	1.4%
	TOTAL TOURISM DEV AUTHORITY	41,500	41,500.00	585.00	585.00	.00	40,915.00	1.4%
0023	WATER&SEWER RESERVE FUND							
7100	R/O PLANT OPERATIONS	40,050	40,050.00	.00	.00	.00	40,050.00	.0%
7200	WATER DISTRIBUTION	44,000	44,000.00	.00	.00	.00	44,000.00	.0%
7500	WASTE WATER OPERATIONS	7,750	7,750.00	.00	.00	.00	7,750.00	.0%
	TOTAL WATER&SEWER RESERVE FUND	91,800	91,800.00	.00	.00	.00	91,800.00	.0%
0029	WATER & SEWER PROJECTS							
6820	DEBT SERVICE	203,651	203,651.00	.00	.00	.00	203,651.00	.0%
7600	CORE WASTE TREATMENT PROJ	4,554,770	4,554,770.00	.00	.00	.00	4,554,770.00	.0%
	TOTAL WATER & SEWER PROJECTS	4,758,421	4,758,421.00	.00	.00	.00	4,758,421.00	.0%

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0030	SO CAMDEN WATER/SEWER DIST	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
0030 SO CAMDEN WATER/SEWER DIST								
6820	DEBT SERVICE	481,609	481,609.00	.00	.00	.00	481,609.00	.0%
7100	R/O PLANT OPERATIONS	482,826	482,826.00	15,353.96	15,353.96	12,616.00	454,856.04	5.8%
7200	WATER DISTRIBUTION	397,401	397,401.00	40,470.22	40,470.22	3,551.00	353,379.78	11.1%
7500	WASTE WATER OPERATIONS	239,665	239,665.00	10,457.87	10,457.87	.00	229,207.13	4.4%
	TOTAL SO CAMDEN WATER/SEWER DI	1,601,501	1,601,501.00	66,282.05	66,282.05	16,167.00	1,519,051.95	5.1%
0032 DISMAL SWAMP GIFT SHOP								
6000	DISMAL SWAMP VISITORS CENT	31,375	31,375.00	1,313.28	1,313.28	3,865.00	26,196.72	16.5%
	TOTAL DISMAL SWAMP GIFT SHOP	31,375	31,375.00	1,313.28	1,313.28	3,865.00	26,196.72	16.5%
0036 SOUTH MILLS WATERSHED								
4720	DRAINAGE & WATERSHED PROTE	51,125	51,125.00	.00	.00	.00	51,125.00	.0%
	TOTAL SOUTH MILLS WATERSHED	51,125	51,125.00	.00	.00	.00	51,125.00	.0%
0037 SAWYERS CREEK WATERSHED								
4720	DRAINAGE & WATERSHED PROTE	20,050	20,050.00	.00	.00	.00	20,050.00	.0%
	TOTAL SAWYERS CREEK WATERSHED	20,050	20,050.00	.00	.00	.00	20,050.00	.0%
0038 NORTH RIVER WATERSHED								
4720	DRAINAGE & WATERSHED PROTE	18,050	18,050.00	.00	.00	.00	18,050.00	.0%
	TOTAL NORTH RIVER WATERSHED	18,050	18,050.00	.00	.00	.00	18,050.00	.0%
0039 SHILOH WATERSHED								

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0039	SHILOH WATERSHED	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
4720	DRAINAGE & WATERSHED PROTE	20,050	20,050.00	.00	.00	.00	20,050.00	.0%
	TOTAL SHILOH WATERSHED	20,050	20,050.00	.00	.00	.00	20,050.00	.0%
0040	CH & S FIRE COMMISSION							
5300	FIRE COMMISSION OPERATING	327,276	327,276.00	10,739.61	10,739.61	.00	316,536.39	3.3%
	TOTAL CH & S FIRE COMMISSION	327,276	327,276.00	10,739.61	10,739.61	.00	316,536.39	3.3%
0041	SOUTH MILLS FIRE COMMISSION							
5300	FIRE COMMISSION OPERATING	237,190	237,190.00	1,491.98	1,491.98	.00	235,698.02	.6%
	TOTAL SOUTH MILLS FIRE COMMISS	237,190	237,190.00	1,491.98	1,491.98	.00	235,698.02	.6%
0050	SCHOOL FUND							
6900	SPECIAL APPROPRIATIONS	8,100	8,100.00	.00	.00	.00	8,100.00	.0%
	TOTAL SCHOOL FUND	8,100	8,100.00	.00	.00	.00	8,100.00	.0%
0051	DSS TRUST FUND							
8000	PUBLIC ASSISTANCE	30,664	30,664.00	3,854.49	3,854.49	.00	26,809.51	12.6%
	TOTAL DSS TRUST FUND	30,664	30,664.00	3,854.49	3,854.49	.00	26,809.51	12.6%
0052	SOCIAL SERVICES							
6100	DSS ADMINISTRATION	1,029,231	1,029,231.00	70,769.86	70,769.86	5,462.47	952,998.67	7.4%
8000	PUBLIC ASSISTANCE	335,605	335,605.00	1,723.16	1,723.16	.00	333,881.84	.5%
	TOTAL SOCIAL SERVICES	1,364,836	1,364,836.00	72,493.02	72,493.02	5,462.47	1,286,880.51	5.7%
0053	JOYCE CREEK DRAINAGE PROJECT							

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0053	JOYCE CREEK DRAINAGE PROJECT	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
7210	PROJECT OPERATIONS	42,835	42,835.00	107.65	107.65	.00	42,727.35	.3%
	TOTAL JOYCE CREEK DRAINAGE PRO	42,835	42,835.00	107.65	107.65	.00	42,727.35	.3%
0055 ECONOMIC DEVELOPMENT PROJ FUND								
4940	ECONOMIC DEVELOPMENT COMM	40,000	40,000.00	.00	.00	.00	40,000.00	.0%
	TOTAL ECONOMIC DEVELOPMENT PRO	40,000	40,000.00	.00	.00	.00	40,000.00	.0%
0056 FEREBEE COURTHOUSE TRUST								
5000	BUILDINGS AND GROUNDS	1,530	1,530.00	.00	.00	.00	1,530.00	.0%
	TOTAL FEREBEE COURTHOUSE TRUST	1,530	1,530.00	.00	.00	.00	1,530.00	.0%
0060 DISMAL SWAMP VISITOR CENTER								
6000	DISMAL SWAMP VISITORS CENT	161,882	161,882.00	11,799.70	11,799.70	.00	150,082.30	7.3%
	TOTAL DISMAL SWAMP VISITOR CEN	161,882	161,882.00	11,799.70	11,799.70	.00	150,082.30	7.3%
0065 COMMUNITY PARK TRUST FUND								
6130	PARK OPERATIONS	44,778	44,778.00	85.00	85.00	5,503.38	39,189.62	12.5%
6135	MILL TOWN BOAT RAMP & PIER	35,000	35,000.00	.00	.00	.00	35,000.00	.0%
	TOTAL COMMUNITY PARK TRUST FUN	79,778	79,778.00	85.00	85.00	5,503.38	74,189.62	7.0%
0070 REVALUATION RESERVE FUND								
4200	ADMINISTRATION	255,000	255,000.00	.00	.00	.00	255,000.00	.0%
	TOTAL REVALUATION RESERVE FUND	255,000	255,000.00	.00	.00	.00	255,000.00	.0%

Attachment: 7-2018 Expenditures (2127 : FY 18-19 Year to Date Finance Report)



07/31/2018 12:36
shumphries

Camden County, NC LIVE
FY 18-19 YEAR-TO-DATE EXPENDITURE REPORT

P 6
glytdbud

FOR 2019 01

0071	UNRESTRICTED CAPITAL RESERVE	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
0071 UNRESTRICTED CAPITAL RESERVE								
6600	NON-DEPARTMENTAL	1,243,825	1,243,825.00	.00	.00	.00	1,243,825.00	.0%
	TOTAL UNRESTRICTED CAPITAL RES	1,243,825	1,243,825.00	.00	.00	.00	1,243,825.00	.0%
0075 SCHOOL CAPITAL RESERVE								
6820	DEBT SERVICE	1,123,000	1,123,000.00	.00	.00	.00	1,123,000.00	.0%
	TOTAL SCHOOL CAPITAL RESERVE	1,123,000	1,123,000.00	.00	.00	.00	1,123,000.00	.0%
	GRAND TOTAL	24,164,222	25,404,275.00	735,730.11	735,730.11	399,811.55	24,268,733.34	4.5%

** END OF REPORT - Generated by Stephanie Humphries **

Attachment: 7-2018 Expenditures (2127 : FY 18-19 Year to Date Finance Report)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 8.C
Meeting Date: August 06, 2018

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

Item Title **Albemarle Commission Senior Nutrition Contract**

Attachments: Alb Comm Nutrition Contract 2018-19 (PDF)

**ALBEMARLE COMMISSION
SENIOR NUTRITION CONTRACT**

This Agreement entered into as of this first day of July, 2018 by and between **CAMDEN COUNTY** (hereinafter referred to as Contractor), and the **Albemarle Commission**, (hereinafter referred to as AC), with offices located at 512 South Church St., Hertford, North Carolina, WITNESSETH THAT;

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

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

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

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

1. Employment of Contractor: AC hereby agrees to engage the Contractor to perform the services hereinafter set forth.
2. Time of Performance: **The services of the Contractor are to commence on July 1, 2018, and shall be completed by June 30, 2019.**
3. Scope and location of Services: The Contractor shall do, perform, and carry out in a satisfactory and proper manner, as determined by AC, the agreements and assurances required in the Request for Proposal and the services specified in No. 35—Special Conditions.
4. Personnel: The Contractor represents that it has, or will secure at its own expenses, all personnel required in performing the services under this Agreement. Such personnel shall not be employees of, or have any contractual relationship with AC. All personnel engaged in the work shall be fully qualified.

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

5. Compensation: The Contractor and AC expressly understand and agree that in no event will the total compensation and reimbursement paid thereunder by the AC exceed the maximum of **Eight Thousand One Hundred and Eleven Dollars and 88 Cents (\$8,111.88) for 999 hours (4 hrs per day) of Nutrition Service** and shall constitute full and complete compensation for the Contractor's services hereunder. (This is a part-time position)

6. Reimbursement Rate Per Unit of Service: Albemarle Commission will reimburse the Contractor \$8.12 for each hour of Nutrition Service served to eligible clients, such units of service being defined in No. 35 – Special Conditions.
7. Reprogramming of Funds: It is understood and agreed that, in the event that the amount of funds received from the North Carolina Division of Aging is reduced, AC may in turn, decrease the total compensation and reimbursement to be paid hereunder and in accordance with Paragraph 14, changes in the Scope of Services.
8. Change of Reimbursement. At its sole discretion, AC may re-negotiate the reimbursement shown in Paragraph 6 of this Agreement. However, in no case will AC increase the overall amount shown in Paragraph 5.

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

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

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

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

clients; receipts for any supplies purchased for use on this contract; any applicable subcontract expenditures; and such other documentation necessary to substantiate overall costs of delivering the contracted service (including Contractor contribution as well as amounts reimbursed by AC).

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

Contractor shall post a notice in a conspicuous place, stating that no charge is Made for the service, but that contributions will be accepted. Contractor shall furnish envelopes to all clients for confidential contributions, Contractor shall offer a locked box in a convenient location for confidential deposit of envelopes.

12. Cost Sharing: Cost Sharing is any money received by Contractor as a direct result of contract activity. Contractor shall maintain daily records of activity, Contractor shall maintain daily records of activity. Program income shall be used in the same year it is received to provide additional services.
13. Monitoring, Auditing and Reporting: The Contractor agrees to submit to audit by AC, the State of North Carolina, or the federal government for a three year period following final payment under the terms of this Agreement. The Contractor agrees to permit monitoring by AC, its staff and appropriate representatives, and to comply with such reporting procedures as may be established by AC. The Contractor further agrees that all pertinent financial records shall be made available for copying upon request by AC, the state or federal government, or their agents.

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

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

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

funds that may be part of the audit exception.

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

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

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

16. Cancellation for Convenience of AC: AC may cancel this Agreement at any time by giving written notice to the Contractor of such cancellation and specifying the effective date of such cancellation. If the Agreement is canceled by AC as provided herein, the Contractor will be paid for work satisfactorily completed.
17. Disputes: Any disputes which arise in the interpretation of this contract shall be resolved in the following manner:
 - a) The Contractor shall submit a letter to AC specifying the nature of the dispute asking for resolution of the dispute.
 - b) The Executive Director of the AC will meet with the Contractor to resolve the dispute. The Executive Director of the AC will document the resolution in a letter to the Project Manager.
 - c) If the Contractor is dissatisfied with the resolution of the dispute decided by the AC Executive Director, the Contractor may appeal the Executive Director's decision in writing to the AC Budget and Personnel Committee.

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

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

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

It is further agreed by the Parties that the Contractor shall take affirmative action to solicit subcontractors with or purchases from minority business enterprises as defined in the Public Works Employment Act of 1977, 42 U.S.C. 6705 (f) (2),

where such subcontracting or purchasing, if any, is or may be undertaken under the terms of this Agreement.

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

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

24. Licenses and Permits: Contractor shall maintain all required licenses, permits, bonds, and insurance required for carrying out the services in Appendix A. the Contractor shall notify the AC immediately if any required licenses or other permits are canceled, suspended, or otherwise ineffective. Failure to maintain proper licenses permits, bonds and insurance shall be a basis for AC disallowing all or part of payments under this contract or for termination of this agreement for cause.
25. Insurance: Notwithstanding any other insurance requirements, Contractor shall, within ten (10) days of the effective date of this Agreement, provide AC with a certificate of insurance for public liability insurance in the minimum amount of One Hundred Thousand/Three Hundred Thousand Dollars (\$100,000/\$300,000). If Contractor uses a vehicle in fulfilling its duties under this Agreement, Contractor shall also provide evidence of automobile insurance in the minimum amount of Twenty-Five Thousand/Fifty Thousand Dollars (\$25,000/\$50,000 liability insurance and Fifty Thousand Dollars (\$50,000) property insurance. Failure to provide evidence of insurance shall be deemed an automatic violation of this Agreement and could therefore lead to termination of the Agreement by AC. The Contractor shall hold AC harmless for any damages to the person or property of any individual or organization as the result of the execution of the scope of service to be performed under this Agreement.
26. Conflict of Interest: The Contractor covenants that it presently has no interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. The Contractor further covenants that, in the performance of this Agreement, no person having any such interest shall be employed.

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

CONGREGATE NUTRITION

Service Definition:

The provision of a meal in a group setting.

Unit of Service:

One hour –four hours daily.

Service Objective:

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

Service Activities:

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

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

Food Service:

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

Coordinate Services:

- Arrange transportation to site for participants.
- Recruit and train volunteers.
- Provide grocery shopping assistance and/or education at least 2 times per month.
- Provide for nutrition education at least 2 times per month.
- Provide for health and social service information at least once per month.
- Provide an exercise program one time per week.
- Provide activities daily.
- Outreach activities will be conducted to identify and attract health impaired, socially and/or economically need persons in need of nutrition services.

Preferred Target Groups: Persons who are health impaired, and who are in need of nutritional supports or those older persons whose independent living arrangements lack

proper facilities for meal preparation. Those persons who are ambulatory, but lack sufficient health and/or motivation to prepare meals regularly.

Locale of Service:

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

Access to Services:

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

Delivery Characteristics:

- Meals shall be served at least 5 days per week at the site.
 - There shall be a feedback mechanism to obtain information on menu preference of participants, and other issues at site.
 - The approved menu shall be publicized one week in advance at the site and shall be identified as the Nutrition Program for the elderly menu and shall specify serving dates.
 - Each meal shall provide at least 1/3 of the current recommended daily dietary allowances Food and Nutrition boards of the National Research Council and shall meet the following meal pattern when plated for each participant.
- a) 2 ounces cooked edible portion of meat, fish, fowl, eggs; cooked dry beans or cheese may be used for a maximum of 4 times per month as substitute for one ounce of meat; textured vegetable protein may only be used as specified in the Division of Aging Manual.

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

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

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

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

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

Prohibited Services:

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

Administrative Requirements:

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

36. Home-Delivered

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

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

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

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

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

Camden County
(Contractor)
BY: [Signature]
(Authorized Official)
DATE: 27 JUN 2018

Albemarle Commission
BY: [Signature]
(Executive Director)
BY: [Signature]
(Area Agency on Aging Director)
DATE: 7/2/18

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

Camden County
This instrument has been preaudited
in the manner required by the
Local Government Budget and Fiscal Control Act.
[Signature]
Signature of Finance Officer

[Signature]
(Commission's Finance Officer)

Attachment: Alb Comm Nutrition Contract 2018-19 (2118 : Albemarle Commission Senior Nutrition Contract)



CAMDENCOUNTY

new energy. new vision.

Board of Commissioners AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 8.D
Meeting Date: August 06, 2018

Submitted By: Karen Davis, Clerk to the Board
Administration
Prepared by: Karen Davis

Item Title Letter of Appreciation - E.C./Pasquotank Parks & Recreation

Attachments: Elizabeth City Parks & Recreation (PDF)



Parks and Recreation...It's a Way of Life

7/16/18

County of Camden
PO Box 190 Camden, NC 27921

Dear County of Camden:

The Elizabeth City/Pasquotank County Parks and Recreation Department would like to thank you for your contribution of \$500.00 for the 2018 4th of July Fireworks Display and Celebration Event. The celebration was a great success and we sincerely thank you for assisting in making that possible!

We hope that you will consider doing the same next year! In the meantime, if you ever have any questions or simply want to contribute towards another program, special event, or our department, please don't hesitate to call me at 335-1424 Ext. 27 or email me at dsawyer@cityofec.com

Respectfully,

Darris Sawyer,
Superintendent of Recreation