



CAMDENCOUNTY

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**BOARD
OF
COMMISSIONERS**

**November 05, 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
November 05, 2018
7:00 PM
Historic Courtroom, Courthouse Complex**

Welcome & Call to Order

Invocation & Pledge of Allegiance

Pastor Joe Brock - Harmony Baptist Church

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. Grant Award Presentation - Ken Bowman
2. Waste Industries - Recyclables Rate Increase
3. Department Update - Donna Stewart (Dismal Swamp Welcome Center)

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. Part-Time Salary Funds and Expenses Request - Dismal Swamp Welcome Center
- C. Library Scheduling Proposal - Kim Perry
- D. Construction Management Agreement
- E. McClees Consulting, Inc. - Contract

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

- 1. Voting Delegate Designation - Legislative Goals Conference

ITEM 7. Consent Agenda

- 1. BOC Minutes - October 1, 2018
- 2. FY 18-19 Budget Amendments
- 3. Tax Collection Report
- 4. DMV Monthly Report
- 5. Vehicle Refunds Over \$100.00 - July 2018
- 6. Vehicle Refunds Over \$100.00 - September 2018
- 7. Pickups, Releases & Refunds
- 8. Grant Agreement - Rural Ready Grant
- 9. Grant Applications - Sheriff's Office
- 10. Revised Meeting Schedule - Board of Commissioners
- 11. Resolution Regarding Opioid Crisis

ITEM 8. Information, Reports & Minutes From Other Agencies

- A. FY 18-19 YTD Finance Report
- B. Attorney Fee-Contingent Contract in Opioid Litigation
- C. Library Report - September 2018
- D. Register of Deeds Report
- E. Community Advisory Committee

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: November 05, 2018
Submitted By: Charlie Bauman, Director
Economic Development
Prepared by: Karen Davis

Item Title **Grant Award Presentation**

Attachments:

Summary:
Presentation of grant award through the NC Department of Commerce.



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Presentations

Item Number: 4.2
Meeting Date: November 05, 2018
Submitted By: Karen Davis, Clerk to the Board
Administration
Prepared by: Karen Davis

Item Title **Waste Industries - Recyclables Rate Increase**

Attachments:

Summary:

Ronnie Elliott of Waste Industries will give the Board information on the rate increase.



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Presentations

Item Number: 4.3

Meeting Date: November 05, 2018

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

Item Title Department Update - Donna Stewart (Dismal Swamp
Welcome Center)

Attachments:

Summary:

Donna Stewart will give a department update.



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 5.A
Meeting Date: November 05, 2018
Submitted By: Lisa Anderson, Tax Administrator
Taxes
Prepared by: Lisa Anderson

Item Title **September Monthly Report**

Attachments: 20181029120317322.pdf (PDF)

Summary: September 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	117,094.38	4,498.91
2016	34,903.36	2,689.86
2015	16,571.48	1,238.04
2014	14,059.06	1,380.50
2013	9,803.90	5,123.84
2012	6,926.60	7,953.76
2011	5,041.04	6,518.36
2010	4,244.84	4,977.01
2009	3,978.27	4,557.76
2008	3,795.46	5,038.23

Attachment: 20181029120317322.pdf (2193 : Tax Report - Lisa Anderson)

TOTAL REAL PROPERTY TAX UNCOLLECTED	216,418.39
TOTAL PERSONAL PROPERTY UNCOLLECTED	43,976.27
TEN YEAR PERCENTAGE COLLECTION RATE	99.63%
COLLECTION FOR 2018 vs. 2017	10,078.25 vs. 10,458.57

LAST 3 YEARS PERCENTAGE COLLECTION RATE

2017	98.28%
2016	99.44%
2015	99.73%

THIRTY LARGEST UNPAID ACCOUNTS

SEE ATTACHMENT "A"

THIRTY OLDEST UNPAID ACCOUNTS

SEE ATTACHMENT "B"

Attachment: 20181029120317322.pdf (2193 : Tax Report - Lisa Anderson)

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

<u>95</u>	NUMBER DELINQUENCY NOTICES SENT
<u>15</u>	FOLLOWUP REQUESTS FOR PAYMENT SENT
<u>6</u>	NUMBER OF WAGE GARNISHMENTS ISSUED
<u>10</u>	NUMBER OF BANK GARNISHMENTS ISSUED
<u>4</u>	NUMBER OF PERSONAL PHONE CALLS MADE BY TAX ADMINISTRATOR TO DELINQUENT TAXPAYER
<u>0</u>	NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)
<u>0</u>	PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF TAX ADMINISTRATOR
<u>0</u>	NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO COUNTY ATTORNEY
<u>0</u>	NUMBER OF CASES TURNED OVER TO COUNTY ATTORNEY FOR COLLECTION (I.D. AND STATUS)
<u>0</u>	REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS
<u>0</u>	NUMBER OF JUDGMENTS FILED

Attachment "A"
Real

1

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	5,229.91	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	01-7998-01-08-6797.0000	3,555.75	1	EDWARD E. HARRIS JR.	SOUTH MILLS	1295 343 HWY N
R	01-7090-00-64-6040.0000	2,893.98	1	LINTON RIDDICK	SOUTH MILLS	129 LILLY RD
R	02-8935-02-66-7093.0000	2,805.26	1	B. F. ETHERIDGE HEIRS	CAMDEN	158 US E
R	01-7997-00-75-4295.0000	2,586.86	1	JACKIE E BAILEY	SOUTH MILLS	100 ROBIN CT W
R	02-8944-00-36-1417.0000	2,518.60	1	ROSA ALICE FEREBEE HEIRS	CAMDEN	165 IVY NECK RD
R	03-8899-00-16-2671.2425	2,485.01	1	SPRING LOTUS LLC	SHILOH	141 EDGEWATER DR
R	02-8935-04-63-0820.0000	2,411.96	1	BEICROSS PROPERTIES, LLC	CAMDEN	197 158 US E
R	01-7080-00-53-1141.0000	2,405.66	1	EDWARD A ROSA SR	SOUTH MILLS	188 KEETER BARN RD
R	02-8934-01-29-4617.0000	2,265.20	1	JAMES B. SEYMOUR ETAL	CAMDEN	112 158 US W
R	02-8945-00-41-2050.0000	2,192.51	1	LASHLE ETHERIDGE SR HEIRS	CAMDEN	168 BUSHHELL RD
R	01-7988-00-91-0179.0001	2,126.56	10	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
R	03-8943-04-93-8214.0000	2,116.86	10	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	01-7080-00-19-4673.0000	2,082.05	1	LEONARD UMBERGER	SOUTH MILLS	144 CULPEPPER RD
R	01-7080-00-62-1977.0000	2,062.78	8	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	03-8952-00-95-8737.0000	1,955.58	1	AUDREY TILLET	SHILOH	171 NECK RD
R	02-8935-01-08-8786.0000	1,888.98	1	LINWOOD GREGORY	CAMDEN	253 SLEEPY HOLLOW RD
R	03-8962-00-67-1021.0000	1,856.31	1	CECIL BARNARD HEIRS	SHILOH	WICKHAM RD
R	01-7999-00-78-4680.0000	1,850.24	2	BERTHA MARLENE GARRETT	SOUTH MILLS	379 OLD SWAMP RD
R	01-7999-00-32-3510.0000	1,797.88	1	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	01-7999-00-12-8596.0000	1,733.11	1	MOSES MITCHELL HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	03-8962-00-55-2255.0000	1,704.16	1	VERNON L & EDITH W. SYLVESTER	SHILOH	453 NECK RD
R	03-9809-00-23-8838.0000	1,690.12	1	WILLIAM DAVID BYRUM	SHILOH	112 HIGH RD
R	03-8990-00-18-6042.0000	1,651.61	1	LARRY MOTLEY	SHILOH	SECOND CREEK RD
R	02-8923-00-19-3774.0010	1,636.85	1	WILLIAM CONOVER	CAMDEN	431 158 US W
R	03-8971-00-54-7373.0000	1,619.09	1	DWAYNE HARRIS	SHILOH	125 ONE MILL RD

10/29/18 10:29:39

Delinquencies Top-30 Unpaid

Attachment "B"
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	01-7999-00-12-8536.0000	10	1,733.11	MOSES MITCHELL HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	01-7989-04-60-1568.0000	10	1,056.42	ENMA 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	DAISEY WILLIAMS BURNHAM	SHILOH	RAYMONS CREEK RD
R	01-7090-00-60-5032.0000	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 BOURBON 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	03-8909-00-45-1097.0000	10	202.56	MICHAEL OBER	SHILOH	CENTERPOINT RD
R	03-8899-00-37-0046.0000	10	157.01	ELIZABETH LONG	SHILOH	HIBISCUS
R	03-8909-00-17-2462.0000	10	141.58	TODD ALLEN RIGGS	SHILOH	LITTLE CREEK RD
R	01-7080-00-62-1977.0000	9	2,062.78	STANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	03-8909-00-24-6322.0000	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	3,555.75	EDWARD E. HARRIS JR.	SOUTH MILLS	1295 343 HWY N
R	03-8962-00-04-9097.0000	7	1,856.31	CECIL BARNARD HEIRS	SHILOH	NECK RD
R	03-8990-00-64-8379.0000	7	1,792.39	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
R	02-8945-00-41-2060.0000	6	2,192.51	LASELLE ETHERIDGE SR. HEIRS	CAMDEN	168 BUSHELL RD

10/29/18 10:29:40

Delinquencies Top-30 Oldest

Attachment "A"
Personal

1

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
P	0001709	2,003.83	9	JOHN MATTHEW CARTER	CAMDEN	158 HWY
P	0002966	1,662.20	1	SWAIN & TEMPLE INC	SOUTH MILLS	149 LILLY RD
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	CAMDEN	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	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	0000772	288.86	3	COSBY BAKER	SOUTH MILLS	114 BINGHAM RD
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	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	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	0000297	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	0000248	159.99	10	ROBERT H. OWENS	CAMDEN	A STREET
P	0000945	145.98	3	RAMONA F. TAZEWELL	CAMDEN	239 SLEEPY HOLLOW RD
P	0001722	140.55	7	JANET LEARY	SOUTH MILLS	LINTON ROAD
P	0002972	128.74	1	ROUNTREE FARMS	SOUTH MILLS	127 CARTWRIGHT RD
P	0001639	123.29	4	CAREY FARMS, INCORPORATED	SOUTH MILLS	202 SHARON CHURCH

10/29/18 10:29:54

Delinquencies Top-30 Unpaid

Attachment "B"
Personal
1

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 W
P	0001693	9	2,261.90	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0001673	9	177.05	THOMAS PHILLIP WINSLOW	CAMDEN	142 SANDHILLS RD
P	0000316	9	115.56	JAMES P. JONES	CAMDEN	431 158 US W
P	0001827	8	483.28	KAREN BUNDY	CAMDEN	LINTON ROAD
P	0001722	7	140.55	JANET LEARY	SOUTH MILLS	202 SHARON CHURCH
P	0001639	7	123.29	CAREY FARMS, INCORPORATED	SOUTH MILLS	101 ROBIN CT W
P	0001230	6	411.11	JAMES NYE	SOUTH MILLS	150 158 HWY 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	0001740	6	109.23	JASON & KEVIN WORDEN	SOUTH MILLS	STILES LANE
P	0002194	5	516.98	MORGAN ROBERSON	SHILOH	849 SANDY HOOK RD S
P	0000772	5	288.86	COSBY BAKER	SOUTH MILLS	114 BINGHAM RD
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	0000945	3	145.98	RAMONA F. 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
P	0002921	2	120.68	CYNTHIA MAE BLAIN	SOUTH MILLS	122 DOCK LANDING LOOP

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Delinquencies Top-30 Oldest



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 5.B

Meeting Date: November 05, 2018

Submitted By: Donna Stewart, Visitor Center Director
Dismal Swamp Welcome Center
Prepared by: Karen Davis

Item Title **Part-Time Salary Funds and Expenses Request - Donna Stewart**

Attachments: 18-19-BA016 DSGS PT Hours (DOC)

Summary:

Donna Stewart is requesting additional part-time (\$2400) and related payroll funds (\$200) to be added to the current fiscal budget. Staff changes and training will be necessary stressing an already challenged budget. Gift Shop proceeds are predicted to cover additional funding request.

2018-19-BA016
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 Dismal Swamp Gift Shop and DS Visitor Center Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
32	Fund Balance	\$2,600	
60	Contribution from DSGS	\$2,600	
Expenses			
60	Part Time Salaries	\$2,400	
60	FICA	\$ 200	
32	Contribution to DSVC	\$2,600	

This Budget Amendment is made to appropriate funds for additional Part Time hours for staff at Visitor Center/Gift Shop.

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 5th day of November, 2018.

Clerk to Board of Commissioners

Chairman, Board of Commissioners



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 5.C
Meeting Date: November 05, 2018
Submitted By: Kim Perry,
Library
Prepared by: Karen Davis

Item Title **Proposed Library Schedule**

Attachments: Camden County Library Scheduling Proposal - Final
(DOCX)
Q1 2018-19 Library Attendance Graphs (PDF)

Summary:

Upon review of Camden patron usage and the operating hours of the libraries in the EARL system, the attached schedule is being presented for your consideration.

Recommendation:

Approve proposed schedule.

Camden County Library Scheduling

Library Staffing and Operation Schedule

With community service and employee safety as our standard, coverage by two employees is always required.

When working an 8-hour shift, Camden County Library employees have a 1-hour unpaid lunch/dinner break. During that time, the library must be covered by 2 staff members.

CURRENT

Camden County Library Schedule

Sunday	1:00 p. m. - 5:00 p. m.
Monday	9:00 a. m. - 8:00 p. m.
Tuesday	9:00 a. m. - 8:00 p. m.
Wednesday	9:00 a. m. - 6:00 p. m.
Thursday	9:00 a. m. - 6:00 p. m.
Friday	9:00 a. m. - 6:00 p. m.
Saturday	9:00 a. m. - 6:00 p. m.

COMPARISON

Pasquotank County Library Schedule

Sunday	CLOSED
Monday	8:30 a. m. – 6:30 p. m.
Tuesday	8:30 a. m. – 7:00 p. m.
Wednesday	8:30 a. m. – 6:30 p. m.
Thursday	8:30 a. m. – 7:00 p. m.
Friday	8:30 a. m. – 6:30 p. m.
Saturday	10:00 a. m. - 2:00 p. m.

Current Staffing Requirements

Standard days/No special programming or outreach

- **Sunday** - 2 part-time employees (4 hrs./shift)
- **Monday & Tuesday** - 3 full-time employees and 2 part-time employees (4 hrs./shift)
- **Tuesday-Friday** - 3 full-time employees
- **Saturday** - 2 part-time employees (8 hrs./shift), 2 hours covered by one staff member

Attachment: Camden County Library Scheduling Proposal - Final (2207 : Proposed Schedule - Camden County Library)

Proposal (Effective January 1, 2019)

Upon review of Camden patron usage and the operating hours of the libraries in the EARL system, the following schedule is presented.

Of the ten (10) members on the library board 7 Concurred; 1 Concurred with changes; 2 had no comment (no comment means Concur)

Camden County Library Schedule

Sunday	CLOSED
Monday	9:00 a. m. – 6:00 p. m.
Tuesday	9:00 a. m. – 6:00 p. m.
Wednesday	9:00 a. m. – 6:00 p. m.
Thursday	9:00 a. m. – 6:00 p. m.
Friday	9:00 a. m. – 6:00 p. m.
Saturday	10:00 a. m. – 4:00 p. m.

Part-time staff will continue to be utilized as follows:

- Weekend hours
- Evening hours
- To cover full-time staff vacation, sick leave, and absences – planned and unplanned
- During Community Outreach Events
- During In-Library Program Events

Considerations

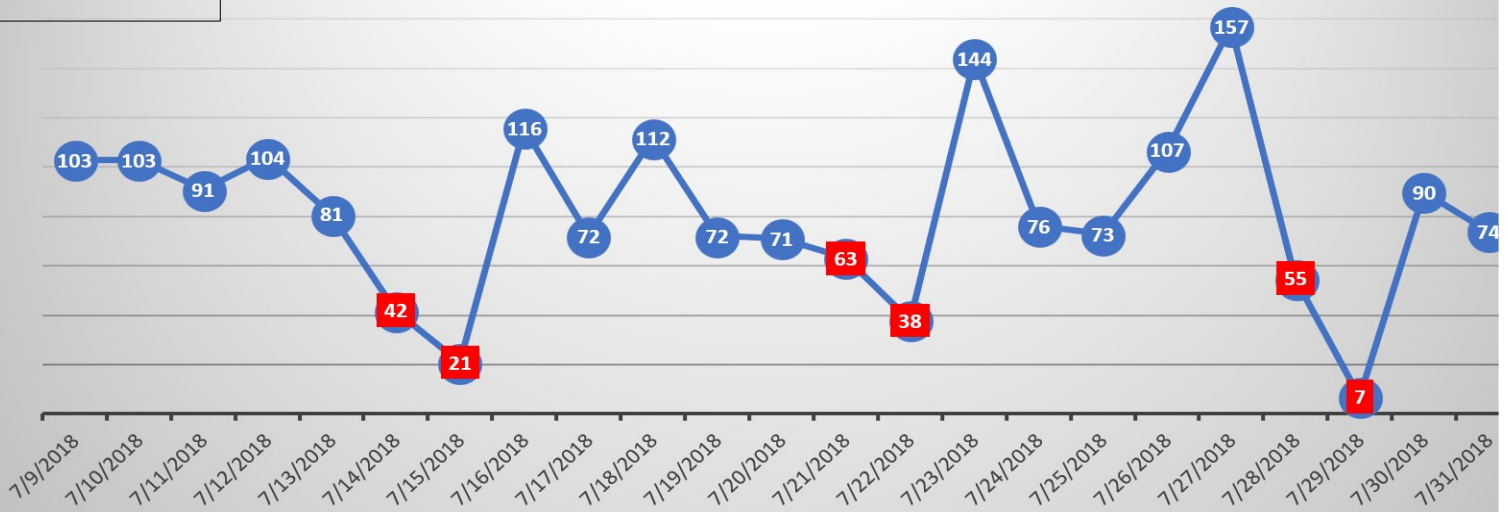
- The Camden County Library is a member of the East Albemarle Regional Library (EARL).
- If these changes are implemented, the Camden County Public Library will continue to serve the public and appropriately staff the library using the current part-time staff budget allocation.

Attachment: Camden County Library Scheduling Proposal - Final (2207 : Proposed Schedule - Camden County Library)

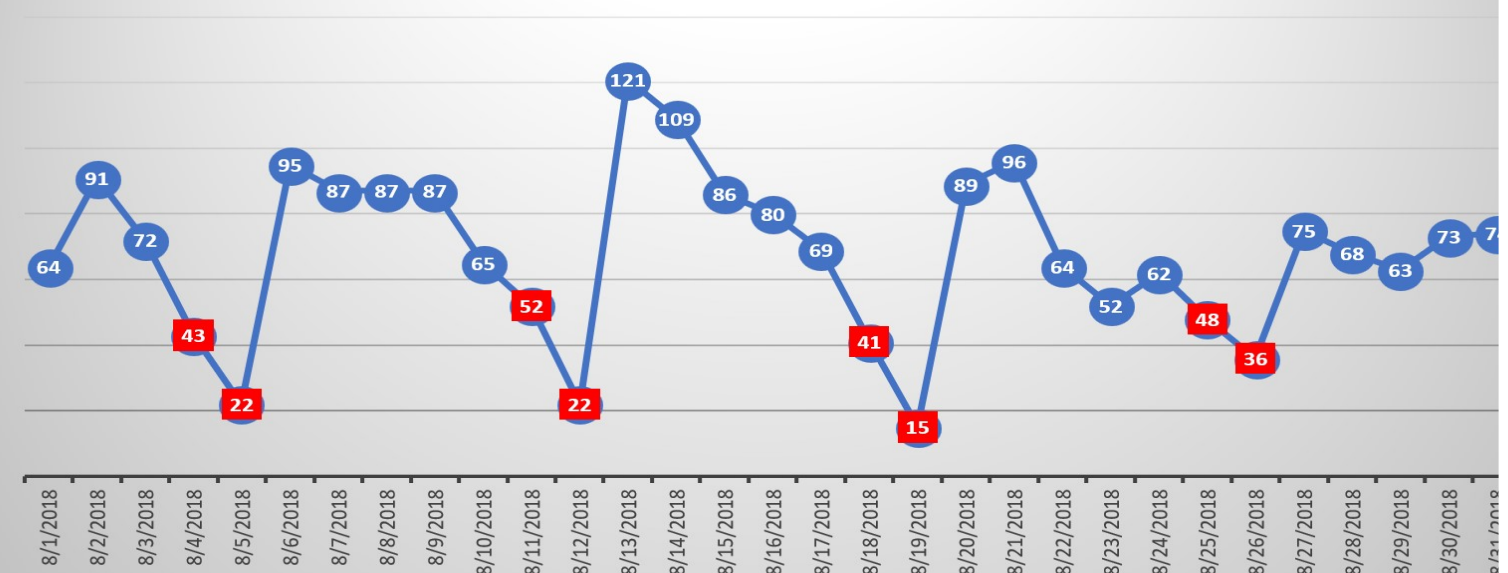
Q1 Library Attendance

Weekdays
Weekends

Daily Attendance, July 2018

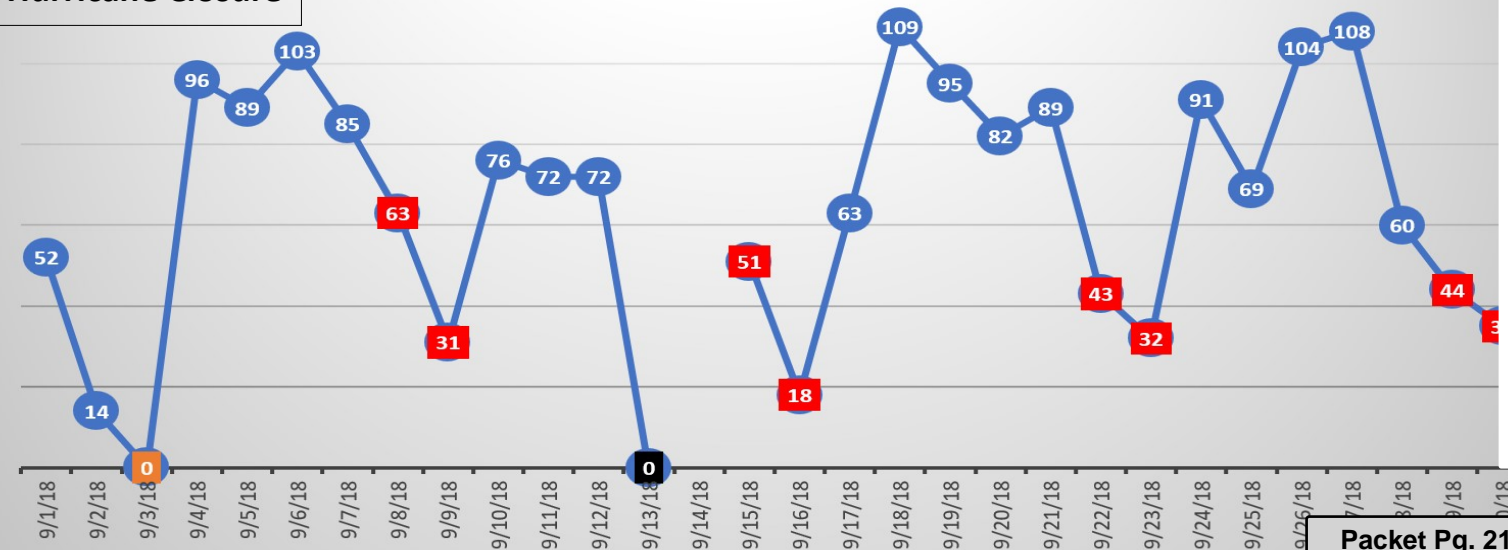


Daily Attendance, August 2018



Labor Day
Hurricane Closure

Daily Attendance, September 2018



Attachment: Q1 2018-19 Library Attendance Graphs (2207 : Proposed Schedule - Camden County Library)



CAMDENCOUNTY

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Board of Commissioners AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 5.D
Meeting Date: November 05, 2018
Submitted By: Charlie Bauman, Director
Economic Development
Prepared by: Karen Davis

Item Title **Construction Management Agreement**

Attachments: Eastern Carolina Engineering_Contract (PDF)
RRSPER (PDF)

Summary:

Design, Permitting, Construction Administration and Inspection for roadway extension of Opportunity Drive located in Camden Commerce Park.

Recommendation:

Approve contract.

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT is made the ___ day of _____, 2018 between the County of Camden (hereinafter "County") and Eastern Carolina Engineering, PC, (hereinafter "Contractor").

RECITALS

County is a body corporate and politic of the State of North Carolina with the duties and powers set forth in Chapter 153A of the North Carolina General Statutes.

Contractor represents that it is duly qualified to perform business, and otherwise to transact business in North Carolina.

IT IS THEREFORE AGREED as follows:

1. Scope of Work. Contractor agrees to perform the following services for County:

Design, Permitting, Construction Administration and Inspection for roadway extension of Opportunity Drive located in Camden Commerce Park

Included in the design and permitting is the following:

A. DESIGN AND PERMITTING

1. Topographic Survey:

Eastern Carolina Engineering, PC will perform a detailed topographic survey within the site boundary as necessary to complete the roadway design. The topographical survey will include locating all existing roadway, visible utilities, structures and drainage features within the project limits.

2. Base Map Preparation

Upon completion of the topographical survey, Eastern Carolina Engineering, PC will prepare the base map design for the roadway extension.

3. Roadway Design

Utilizing the design plans from McGill Associates entitled "Proposed Eco-Industrial Park" dated May, 2011 Eastern Carolina Engineering, PC will redraw and modify the section of Opportunity Drive roadway to extend the roadway to the northern property line and include a turnaround at the end of the roadway. The new plans provided by Eastern Carolina Engineering will include new notes and details for bidding.

Included in the roadway design is preparation of one easement plat for the turnaround design, if needed.

4. Stormwater Management Permit and Drainage Review

Eastern Carolina Engineering, PC will modify the existing Camden Commerce Park Stormwater Permit No. SW7110609 in regards to Wetland Area Number 4, which has not been constructed at this time. The permit will be modified to accommodate the remainder of the roadway construction and the portion of WAO Garage Project (Randy Finck) that is to be constructed at this time. This design element will include researching the previously referenced permit, resizing and preparing the new forebay design as well as preparing a Stormwater Management Permit package to submit to NCDEQ. (This proposal does not include fast-tracking of the permit.)

Change in the permit and drainage design will include submittal to the County's drainage engineer, Greg Johnson, PE, for his review and comments. Included in the proposal is preparation of plans, calculations, and submittal for drainage review as well as revisions to plans from review comments.

This proposal is based upon stormwater capacity being handled by the existing lake. No downstream stormwater analysis is included in this proposal.

B. PROJECT BIDDING

1. Prepare Contract Documents including plans and specifications for review with Camden County for compliance with procurement requirements. Assure compliance with any MBE/WBE requirements as defined by the Camden County's procurement procedures. Camden County is to provide any front end documents and information for grant funding sources.
2. Provide engineer cost estimate for the project.
3. Direct solicit and advertise the project and circulate the plans to Contractors and plan review locations such as iSqFt and the NC Institute of Minority Economic Development Center.
4. Conduct a Pre-Bid conference and prepare minutes of meeting as well as any addenda required to clarify any issues that arise during the bidding process.
5. Conduct the Bid Opening.
6. Review the bids and check licensing references and financial status of the Contractors as needed.
7. Prepare bid tabulation and make a formal Recommendation of Award to Camden County.
8. Following award of the project, prepare contract documents and ensure proper execution of the documents.

C. CONSTRUCTION ADMINISTRATION/INSPECTION

Construction Administration

1. Review and Approval of Schedule of Values.
2. Prepare and conduct pre-construction meeting and construction progress meetings. Construction progress meetings to be held as needed.
3. Review of Contractor's payment application, including detailed review of the stored materials and work completed per pay period as well as quantities to-date.
4. Review, negotiation and recommendation of Change Orders.
5. Receipt and packaging of submittal data and equipment manuals (paper and digital).
6. Review of project close out documentation
7. Review and recommendation of final pay application.

Construction Inspection

1. Inspection of work in progress as needed for compliance to Contract Documents and the standards of the Camden County and NCDEQ.
2. Review of submittals for comment and approval.
3. Review and response of RFIs.
4. Provide periodic reports of Contractor activity, work completed and job conditions.
5. Field measurement of quantities installed for evaluation of payment application.
6. Review of state permits and enforcing compliance by the Contractor.
7. Recording of as-built locations via red line drawings or with surveying equipment as deemed necessary by the Engineer and Inspector. As-built drawings will be provided to the County in pdf format and paper copies.

2. Compensation. Contractor will be paid for its Services by County as follows:

Base Fee Proposal

A. Design & Permitting	\$ 8,200.00
B. Bidding Process	\$ 4,600.00
C. <u>Construction Admin/Construction Inspection</u>	<u>\$ 8,220.00</u>
Total Fee	\$ 21,020.00

Work Outside of Proposal Items

For any work performed outside of the above mentioned items, the hourly rates found in the request for proposals and attached to this agreement shall apply. Additional work is by written change order only.

Exclusions

The following items are not included in this proposal:

1. Construction stakeout
2. Geotechnical testing: the cost of testing is not included; however, Eastern Carolina Engineering, PC will obtain estimates from geotechnical firms and will coordinate with the chosen firm to have all appropriate testing performed. Testing includes, but is not limited to, compaction testing of subgrade and stone base and asphalt testing.
3. Inspection of change order work that requires a time extension on the contract. If change orders occur requiring additional contract time and, therefore, more inspection time, will require negotiation of additional fees.
4. Grant administration
5. Permit application fees
6. Wetland fill or mitigation permitting

3. Contractor's Freedom to Contract. Contractor may employ assistants at its sole expense and discretion as may be necessary to fulfill Contractor's obligations under this Agreement. Contractor agrees that anyone to whom it delegates any or all of the Services called for by this contract will be competent, qualified and capable of performing the work without any supervision, contact or assistance by County's employees. Any such assistant will be employed only by Contractor, and will not be an employee of the County while performing services under this contract.

4. Expenses. County shall not be liable to Contractor for any expenses which Contractor incurs, nor shall Contractor be liable to County for office help or expenses. Contractor shall have no authority to bind County by any promise or representation, unless specifically authorized by the County Manager in writing to do so.

5. Term. This Agreement may be terminated by either party at any time upon 30 days written notice to the other party. Upon the termination of this Agreement, Contractor shall prepare and provide to County a list of all pending unfinished business involving Contractor.

Contracted Services under the terms of this agreement shall terminate upon completion of the Services.

6. Nature of Relationship. Contractor understands that it is an independent contractor and is not an employee, subcontractor, agent, servant, partner nor joint venturer of County. Contractor understands that it has the right to use its best judgment and efforts to fulfill the terms and obligations of this Agreement. Contractor further understands and acknowledges the following:

- a. That it will receive no compensation other than as outlined in this Agreement and is not subject to nor eligible for any benefits which may be offered by County to its employees, such as vacation pay, sick leave, insurance coverage or retirement plan participation.
- b. Its Services provided in accordance with this Agreement are an independent calling or occupation.
- c. Contractor is expected to use its own skill, judgment and expertise to fulfill the obligations of this Agreement, and is not supervised, directed or controlled by County as to the means or methods it should employ.
- d. Contract is not required to perform tasks in any particular order or sequence.
- e. Contractor needs no training from County as to how to fulfill its duties and responsibilities.
- f. Contractor may determine its own daily schedule and those of its own employees or servants without prior approval of County.

- g. Contractor is not required to devote any particular percentage of its time or resources to perform the Services required hereunder.
- h. Contractor furnishes its own equipment and supplies and is expected to maintain its business office somewhere other than at the County's office.
- i. To the extent Contractor must procure or maintain any insurance, license, certification or trade membership, it must do so at its own cost.
- j. This Agreement shall not prevent Contractor from performing other services for other parties. Contractor may engage in other business endeavors or projects of any kind or nature.

7. Taxes. Contractor assumes exclusive liability for payment of all federal, state or other governmental division taxes and contributions for social security, Medicare/Medicaid, etc., now or hereafter required, incurred or assessed by law. Contractor agrees to indemnify and hold harmless the County from any claims for taxes as described in this Section.

8. Insurance. Contractor understands and agrees that neither it nor its employees are subject to workers' compensation or general liability coverage maintained by the County for its employees. Contractor agrees to procure and maintain workers' compensation insurance coverage for the benefit of contractor's employees or subcontractors and to procure general liability insurance listing the County as an additional insured at all times relevant to this Agreement. Contractor shall provide to County upon request a valid and current certificate of workers' compensation and general liability insurance. In the event Contractor shall fail at any time to have in force and effect insurance as required by this Section, Contractor agrees to indemnify and hold harmless County for (1) any premium paid by County to maintain insurance

coverage applicable to Contractor and/or its employees or subcontractors; (2) any worker's compensation benefits paid by County as a result of Contractor's failure to comply with this Section; and (3) any amounts paid by County for general liability claims as a result of Contractor's failure to comply with this Section.

9. Indemnity. Contractor shall and does hereby agree to indemnify, save harmless and defend County from the payment of any sum or sums of money to any person whomsoever on account of claims or suits growing out of injuries to persons, including death, or damage to property caused by Contractor, its employees, agents or subcontractors in any way attributable to the performance of the Services, including (but without limiting the generality of the foregoing), all claims for service, labor performed, materials furnished, provisions and supplies, injuries to person or damage to property, liens, garnishments, attachments, claims, suits, costs, attorneys' fees, costs of investigation and of defense. It is the intention of this paragraph to hold the Contractor responsible for the payment of any and all claims, suits, or liens, of any nature and character, in any way attributable to or asserted against County or against Contractor and County, or which the County may be required to pay. In the event the liability of the Contractor shall arise by reason of the sole negligence of County and/or the sole negligence of County's employees, agents or servants, then and only then, Contractor shall not be liable under the provisions of this paragraph.

10. Arbitration. Any controversy or claim arising out of, or relating to this Agreement, or its breach, shall be settled by arbitration in Camden County, North Carolina in accordance with the provisions of the North Carolina Revised Uniform Arbitration Act, (the "Act"). The parties to this Agreement understand that this arbitration provision shall expressly

apply to this Agreement in accordance with the Act. Judgment upon the award rendered may be entered and enforced in any court of competent jurisdiction.

11. Notices. Any notice, request or report given by one party to the other shall be in writing, deposited in the United States Mail (postage prepaid) or hand delivered and properly addressed as follows:

If the notice is to County:

Mr. Kenneth Bowman, Manager
Camden County
P.O. Box 190
330 East US Highway 158
Camden, NC 27929

(Or such other person or address as County shall have designated by due notice to Contractor).

If the notice is to Contractor:

Eastern Carolina Engineering, PC
Sean C. Robey, PE
P. O. Box 128
Camden, NC 27921

(Or such other person or address as Contractor shall have designated by due notice to County).

12. Non-Waiver. Nothing set forth herein is intended nor shall be construed as a waiver of any immunity available to County, its governing board or employees.

13. Headings. The headings, subheadings and captions in this Agreement and in any exhibit hereto are for reference purposes only and shall not affect the meaning or interpretation of this Agreement.

14. Amendments. This Agreement may not be amended except by written instrument duly executed by or on behalf of all of the parties hereto.

15. Complete Agreement. This Agreement constitutes the entire Agreement between County and Contractor pertaining to its subject matter and supersedes all prior and contemporaneous negotiations, agreements and understandings of either or both parties in connection therewith.

16. Governing Law. The validity, interpretation and performance of this Agreement and of its provisions shall be governed by the laws of the State of North Carolina.

17. Certifications”

- a.) E-Verify: “Contractor shall comply with the requirements of Article 2 of Chapter 64 of the General Statues. Further, if contractor utilizes a subcontractor, contractor shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statues.”
- b.) IRAN DIVESTMENT ACT CERTIFICATION
REQUIRED BY N.C.G.S. 143C-6A-5(a)

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

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

Signature Date

Printed Name Title

The undersigned have read the entire Agreement and accept the terms and conditions as shown by their signatures below.

COUNTY OF CAMDEN

By: _____(SEAL)
Kenneth Bowman, Manager
Camden County

CONTRACTOR

Attest:

By: _____
Daphne F. Robey, CFO

By: _____(SEAL)
Sean C. Robey, Principal Engineer

(Affix Corporate Seal)

Independent Contractor carries and will provide County with a Certificate of Insurance for:

Workers' Compensation	Yes	No
General Liability	Yes	No

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

Stephanie Humphries
Finance Officer

Attachment: Eastern Carolina Engineering_Contract (2205 : Construction Management Agreement)

CAMDEN COUNTY COMMERCE PARK

PRELIMINARY ENGINEERING REPORT

CAMDEN COUNTY, NORTH CAROLINA

SEPTEMBER 24, 2018



PREPARED BY:

Timmons Group
1805 West City Drive, Unit E
Elizabeth City, NC 27909
Kimberly D. Hamby, PE
(Phone) 252.621.5029
kim.hamby@timmons.com

PREPARED FOR:

Camden County
P. O. Box 190
Camden, NC 27921
Charles Bauman, Economic Dev. Director
(Phone) 252.338.6363 ext. 103
cbauman@camdencountync.gov

Attachment: RRSPEP (2205 : Construction Management Agreement)

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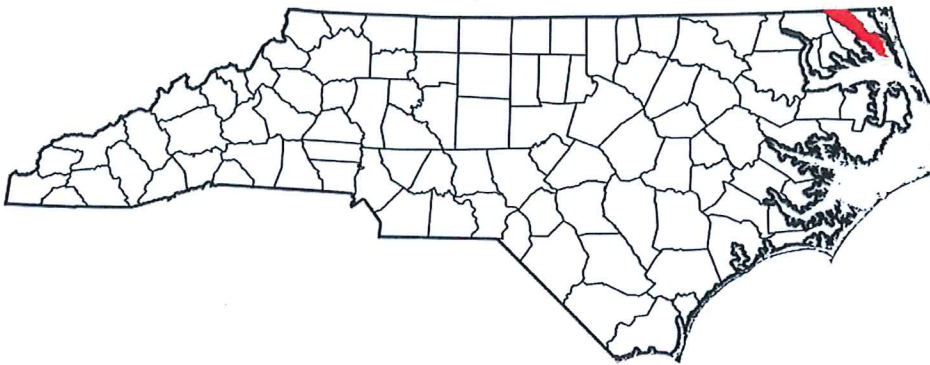


CAMDEN COUNTY

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I. INTRODUCTION

Camden County has contracted with Timmons Group to prepare a Preliminary Engineering Report to identify infrastructure expansion and improvement needs to support future development within the Camden Commerce Park. This report will present information to define various improvements needed and the anticipated cost of those improvements.



Camden County Location Map

II. PURPOSE AND SCOPE

Camden County initiated development at the Camden Commerce Park over 10 years ago to attract industry to the northern portion of Camden County. A large portion of the work force in Camden County currently commutes to the Hampton Roads region of Virginia for work due to a lack of business development in Northeastern North Carolina. Camden County has recently experienced increased interest in the availability of properties suited for industrial and commercial development and needs to take advantage of this interest by making sure it has adequate facilities in place to allow for such development.

Camden County needs to make improvements to and extend infrastructure for Camden Commerce Park to enable development of sites within the park area. At this time,



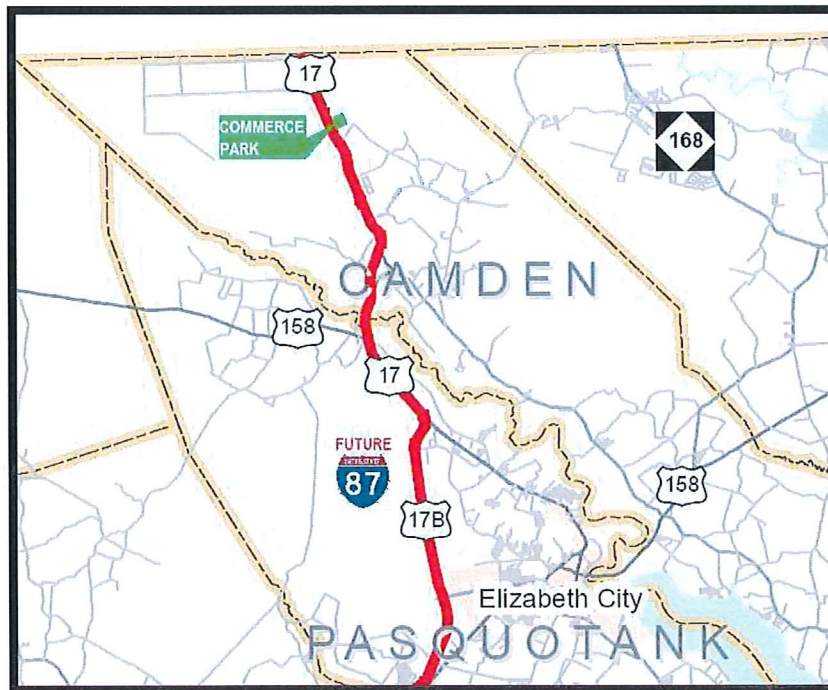
developable land is limited to sites directly adjacent to the 1/4-mile road that runs parallel to US Hwy 17. It is the purpose of this Preliminary Engineering Report to analyze the need for extension of roadway and infrastructure and improvements to the existing South Mills wastewater treatment plant.

III. PROJECT PLANNING AREA

The Camden County Commerce Park and expansion property contains approximately 350-acres of land that is owned by Camden County. The site is located two miles south of the Virginia-North Carolina border adjacent to US Hwy 17 which is proposed to become Future Interstate 87 that will connect the Hampton Roads region of Virginia to the Research Triangle area of North Carolina.

The current Commerce Park site occupies approximately 100 acres of which only about 50 acres is available for development. The other half of the area is occupied by an existing manmade lake. The Park has an entrance road that connects to US Hwy 17.

The adjacent 250-acre tract has frontage on US Hwy 17, the existing entrance road and McPherson Road. This tract is partially encumbered by the spray irrigation disposal for the wastewater treatment plan that occupies approximately 90 acres along the south side of the existing entrance road and a wastewater lagoon that occupies approximately 9 acres on McPherson Road.



Commerce Park Location Map

Attachment: RRSPEP (2205 : Construction Management Agreement)



IV. DESCRIPTION OF EXISTING FACILITIES

Water and sewer infrastructure that includes watermain, gravity sewer, a pump station, and sewer force main directed to the Camden County WWTP were installed in 2011. The existing roadway and drainage infrastructure for the Commerce Park was designed and permitted between 2010 and 2012 by McGill Associates and included a roadway that extended along three sides of the existing lake with stormwater drainage and treatment that included four constructed wetlands. The constructed wetlands provide removal of suspended solids from stormwater prior to the runoff entering the lake as required by the North Carolina Department of Environmental Quality's regulations for coastal stormwater treatment.

Only a portion of the roadway and drainage improvements that were permitted have been installed. Approximately 500 feet of the divided entrance road was completed up to the first intersection. Beyond the intersection, half of the divided road was constructed extending 950 feet from the intersection toward the sewer pump station and approximately 1300 feet of the roadway that runs parallel to US Hwy 17 was constructed. Only two of the four constructed wetlands were installed as necessary to support the portions of the roadway that were constructed.



Commerce Park Vicinity Map

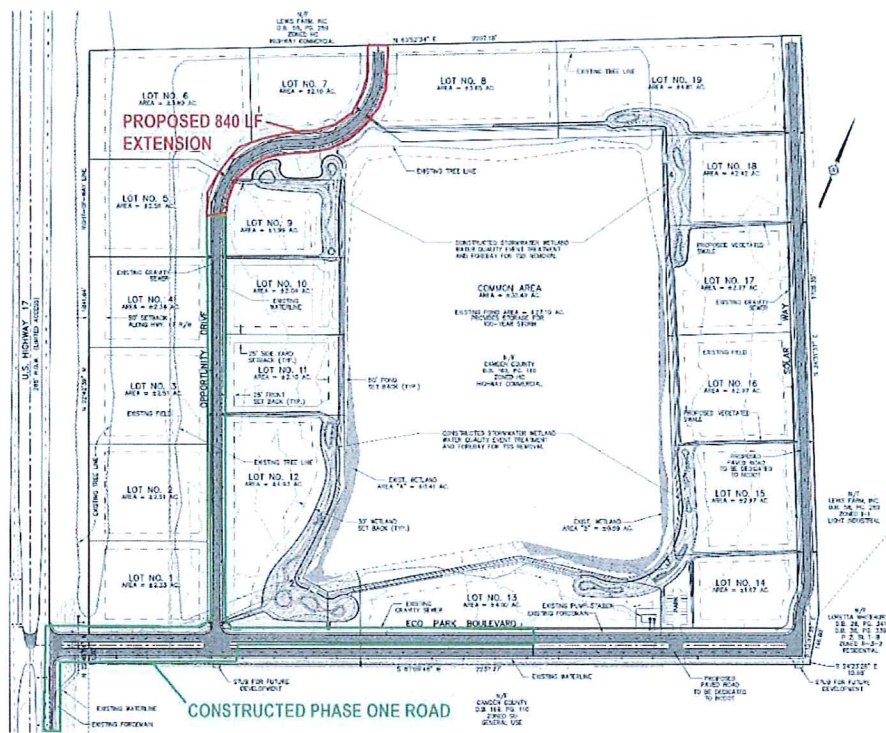
Attachment: RRSPEP (2205 : Construction Management Agreement)



V. NEED FOR PROJECT

A. Proposed site:

The County recently completed a land transaction conferring ownership to a business enterprise for development. The development of this site will improve marketability of other parcels within the Commerce Park. At this time, the roadway stops short of the proposed site and needs to be extended approximately 840 feet to provide necessary access. Improved roadway access will further promote development of adjacent parcels.



Commerce Park Plan View

B. Marketability of existing Commerce Park “shovel ready” sites

When the existing roads were constructed, the unsuitable soil material that had to be removed to insure the stability of the roads was much greater than expected based on the geotechnical reports that were available at the time of construction. To help keep roadway construction costs within budget, the material was stockpiled on the site in a large berm along the length of the US Hwy 17 frontage. The stockpiled material detracts from the marketability of the only portions of the site that are currently ready for development based on having roadway, water,

Attachment: RRSPPER (2205 : Construction Management Agreement)



sewer, and stormwater infrastructure completed. To develop this portion of the property, a developer would have to bear the cost of removal of the unsuitable soil material.

C. Expansion of Commerce Park onto 250-acre tract

Camden County has had additional interest in developing the 250-acre tract adjacent to the current Commerce Park. To allow the additional expansion property to be served by the County Wastewater Treatment Plant (WWTP) in South Mills, the treatment plant would need to be modified to provide higher levels of treatment. These upgrades would reduce the disposal area required to as little as 6-acres using high rate infiltration as well as allowing wastewater to be used for irrigation purposes.



Camden Commerce Park Expansion Area

Attachment: RRSPEP (2205 : Construction Management Agreement)



D. Sewer Pump Station for Retail Commercial Area

While the existing pump station could receive wastewater from the industrial uses that would be adjacent to the existing Commerce Park site, a new pump station and sewer force main would need to be constructed to receive waste from the Retail Commercial Area of the expansion property by transferring the waste to the existing sewer force main running along US Hwy 17.

E. Compliance with permit for Camden County Waste Water Treatment Plant

The liner in the existing wastewater lagoon has begun to fail and needs replacement. The expense of this required improvement is limiting the County's ability to utilize funds to expand and upgrade current facilities to provide for development of infrastructure necessary for the expansion of the Commerce Park.

VI. ALTERNATIVES CONSIDERED

A. Extension of Roadway within the Camden Commerce Park:

Option 1 – No Action

Taking no action will prevent the developer of the purchased parcel from moving forward with his project until the roadway is constructed unless he elects to construct the road with his funds.

Option 2 – Extension of Existing Roadway

Construction includes the extension of approximately 840 feet of 24' wide roadway. Construction will also involve clearing work, undercut and backfill for the roadway and construction of drainage associated with the road. This option will not only provide access to the one lot that has been sold, but it will also provide access for additional lots to aid in the marketability of those shovel ready sites.

B. Marketability of existing Commerce Park "shovel ready" sites

Option 1 – No Action

Taking no action will put the burden of removal of stockpiled material on individual lot developers. The presence of this stockpiled material has a negative impact for potential developers who can see the 80' wide, 10' tall pile that extends along all parcels having frontage on US Hwy 17.



Option 2 – Eliminate Stockpile of Undercut Material

This option includes the addressing the stockpile of undercut that is approximately 80' wide, 10' tall and 1700' long. While this material is unsuitable for structural use, it is suitable for placement for areas that will be in turf. The material could be spread over portions of county owned property to a depth of 6 inches or less without negatively impacting the land. Disturbing the material will require that an Erosion Control Permit be obtained through NCDEQ for disturbance of more than one acre of land.

C. Upgrade Existing Wastewater Plant

Option 1 – No Action

Taking no action to make improvements to the existing Camden County WWTP will prevent utilization of the 250-acre tract due to the existing wastewater irrigation occupying a large portion of the site that is adjacent to the existing entrance road. Not only will the 90-acres of irrigation area be unusable for development, it also prevents access to the existing pump station from the acreage that is not encumbered by the irrigation area.

Option 2 – Upgrade Existing Wastewater Plant

This option includes upgrade modifications to the existing Camden County WWTP to provide higher levels of treatment for the wastewater at the plant. Upgrades proposed will change the method of treatment from extended aeration treatment method to a Biologically Active Filter that will operate as a sequencing batch reactor. This type of plant has proven to efficiently reduce levels of ammonia, total nitrogen and phosphorus to low levels therefore providing much higher quality of treated effluent. Waste water that has been treated in this way can be disposed of using high-rate infiltration that could be accomplished on as little as 6 acres. This form of treatment has the potential to produce waste water that can be used for irrigation. With the development of Camden Plantation, the waste water could be used for golf course irrigation.

D. Construction of New Sewer Pump Station and Force Main

Option 1 – No Action

Taking no action to add the sewer pump station and force main will prevent utilization of the portion of the 250-acre tract that fronts McPherson Road. A new pump station would be needed to develop this area due to the distance from the existing pump station. This area is intended to be less industrial and more of a retail commercial development in support of the large planned residential area known as Camden Plantation. The land in this area is considered unsuitable for installation of septic systems.



Option 2 –Install Sewer Pump Station and Force Main

This option includes the construction of a new sewage pump station midway along the road frontage on McPherson Road to provide sewage collection for approximately 42 acres of commercial land. The pump station would transfer waste water to the existing 8” sewer force main located in the US Highway 17 right-of-way through a 4” sewer force main that would be installed along McPherson Road.

E. Improvements to the Liner in the Wastewater Lagoon for the Camden County WWTP

Option 1 – No Action

Taking no action to make improvements to the liner in the existing lagoon for the South Mills WWTP is not an option. The liner has reached the end of its useful life.

Option 2 – Replace the Liner

Replacement of the liner would include removal of the exiting liner and repair of existing erosion that has occurred. The replacement liner includes a 20-year warranty which is a significant upgrade to the current lagoon liner.

VII. PROPOSED PROJECTS

To help insure Camden County’s ability to successfully market the Camden Commerce Park property and attract businesses that will help provide employment to residents, this report recommends that the following actions be taken:

- A. The roadway in the Camden Commerce Park be extended by approximately 840 feet. This construction will be conducive to further development within the Park.
- B. The unsuitable soil material that is stockpiled along the US Hwy 17 frontage should be removed from the site to improve the marketability of the lots along the frontage. With the soil removed, these sites will be ready for development which will help the County attract businesses interested in the location due to its convenient access to the major highway route and future interstate.
- C. The existing Camden County WWTP should be upgraded to a sequencing batch reactor plant to provide more efficient treatment at a higher level. This will reduce operating costs and allow the County to plan for a disposal system that will make it possible to utilize property adjacent to the existing Commerce Park for expansion.



- D. At this time, it is recommended that the pump station and sewer forcemain not be installed. While a pump station will be needed to develop the retail commercial area, the need is not immediate. The County's primary goal at this time is to attract more industrial uses to the Camden Commerce Park.
- E. The liner in the existing wastewater lagoon should be replaced. The replacement with the 20-year warranty will prevent any additional cost related to the lagoon liner for the next 20 years.

VIII. COST ESTIMATE FOR PROPOSED PROJECTS

Description	Lump Sum Price
Roadway Extension	\$ 235,290.00
Eliminate Stockpile of Undercut Material	\$ 115,500.00
Improvements to Existing WWTP	\$ 1,030,000.00
Replacement of Lagoon Liner	\$ 495,130.00
Engineering and Permit Fees	\$ 35,500.00
Subtotal	\$ 1,911,420.00
Contingency (5% of construction cost)	\$ 93,796.00
Total	\$ 2,005,216.00

IX. SUMMARY AND CONCLUSIONS

Through the development of this report, it has been concluded that the success of the Camden Commerce Park and industrial and commercial job creation in Camden County is dependent upon the County's ability to meet current obligations for expansion of infrastructure and to successfully market the County owned lands for development.

Evaluation of the alternatives indicates that best utilization of County land will be achieved through completion of the Proposed Projects. It is recommended that Camden County proceed with procurement of funding to complete the Proposed Projects.

Attachment: RRSPEP (2205 : Construction Management Agreement)





Board of Commissioners
AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 5.E
Meeting Date: November 05, 2018

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

Item Title **McClees Consulting, Inc. - Contract**

Attachments: McClees Consulting, Inc. - Contract (PDF)

Summary:
The attached contract is being presented to the Board for discussion and consideration.

STATE OF NORTH CAROLINA
COUNTY OF CAMDEN

**CONTRACT AND AGREEMENT
FOR SERVICES BY
INDEPENDENT CONTRACTOR**

THIS CONTRACT AND AGREEMENT for services by an independent contractor (herein referred to as the "Contract") is made and entered into this _____ day of _____, 2018, by and between CAMDEN COUNTY, NORTH CAROLINA (herein "Client") and McCLEES CONSULTING, INC., of Pamlico County, NC (herein "Consultant").

BACKGROUND

Client is a duly organized county of the State of North Carolina, and having as its principal address: 330 East Highway 158, PO Box 190, Camden, NC 27921.

Consultant is a corporation, incorporated and operating under the laws of North Carolina, and having as its principal address: 45 White Farm Road, PO Box 430, Oriental, NC 28571.

Client is in need of the expertise and services of Consultant to lobby on behalf of Client. Consultant has experience in lobbying, is familiar with the goals of Client, is familiar with coastal and eastern North Carolina issues, and has skills, knowledge, abilities, and experience to benefit Client.

The parties desire to enter into this lobbying agreement.

THEREFORE, in consideration of the premises and of the agreements, stipulations, and covenants herein contained, and for other good and valuable consideration, receipt of which is hereby acknowledged, the parties agree as follows:

1. **Consultation.**

(a) Client hereby engages Consultant to render lobbying services and Consultant agrees to provide such services upon the terms and conditions of this Contract.

(b) Consultant is being retained because of the personal skill, expertise, and experience of Joseph D. McClees. All services to be performed under this Contract shall be performed personally by Joseph D. McClees with the assistance of S. Henri McClees, Attorney at Law, unless Client gives its prior written consent to another arrangement.

(c) Consultant shall report to the Chairman of the Camden County Commissioners and the Camden County Manager.

2. **Term.** The term of the Contract shall be for a period of two years, beginning on the first day of January 2019 and continuing through the 31st day of December 2020.

3. **Consulting Fees.** Client shall pay to Consultant fees for services as follows:

(a) For the year 2019, the sum of Twenty Thousand Dollars (\$20,000.00) for 2019 lobbying services, payable in four (4) payments of Five Thousand Dollars (\$5,000.00) on or before the tenth day of January, February, March, and April, 2019; and, further,

(b) For the year 2020, the sum of Twenty Thousand Dollars (\$20,000.00) for 2020 lobbying services, payable in four (4) equal payments of Five Thousand Dollars (\$5,000.00) on or before the tenth day of January, February, March, and April, 2020; and, further,

(c) Client shall pay for lobbyists and principal 2019 registration fees due to the State of North Carolina, totaling Seven Hundred Fifty Six Dollars (\$756.00), payable in January 2019 and in any event before January 10, 2019; and, further,

(d) Client shall pay for lobbyists and principal annual 2020 registration fees due to the State of North Carolina, payable in January 2020, and in any event before January 10, 2020; and, further,

(e) Reimbursement of travel expenses for approved out-of-state travel, when incurred upon the specific direction of the Client, including mileage and reimbursement for actual expenses for lodging, food, and taxis, together with other approved transportation, if any.

(f) The parties agree there shall be no reimbursement for in-state travel or other in-state expenses except as set forth herein; PROVIDED, HOWEVER, Consultant shall be reimbursed for in-state entertainment or other out-of-pocket expenditures for specified purposes as directed in writing by Client in advance of any such in-state expenditures.

4. **Independent Contractor.** The parties acknowledge and agree the relationship of Consultant with Client is that of independent contractor. Except as provided in this Contract, neither party shall exercise any control over the activities and operations of the other. Neither Client nor Consultant is liable or responsible for the acts, omissions, or defaults of the other in any manner. Consultant, as well as any employees or independent contractors of Consultant, shall not be considered, under the provisions of this Contract or otherwise, to be employees of Client for any purpose whatsoever.

5. **Compliance with North Carolina lobbying and ethics laws.** The parties hereto agree to comply with all reporting, lobbying, and ethics requirements set forth in Chapter 120C “Lobbying” and Chapter 138A “State Government Ethics Act” of the NC General Statutes, specifically including NCGS §120C et seq. and §138A-1 et seq. Further, the parties hereto agree to the following:

(a) Consultant will prepare all lobbying authorizations, registrations, expense reports, and submit principal authorizations and expense reports to Client for execution and timely submission to the NC Board of Elections & Ethics Enforcement.

(b) Client will review, sign, and submit on a timely basis all required lobbying authorizations and expense reports. The County Manager will execute all required lobbying documentation and reports on behalf of Client.

6. **Applicable Law.** The laws of North Carolina shall govern this Contract.

7. **Entire Agreement; Amendment.** This Contract supersedes all prior understandings and agreements and informal working arrangements between the parties, written and oral. This Contract may not be amended orally, but may be amended only by a writing duly executed by both parties.

IN WITNESS WHEREOF, the parties have executed this Contract the day and year first written above.

COUNTY OF CAMDEN, NORTH CAROLINA

By _____
Clayton D. Riggs, Chairman
Camden County Commissioners

This contract has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Camden Finance Officer: _____ Date: _____

McCLEES CONSULTING, INC.

By _____
Joseph D. McClees, President

Attest: _____
S. Henri McClees, Secretary

Attachment: McClees Consulting, Inc. - Contract (2210 : McClees Consulting, Inc. - Contract)

STATE OF NORTH CAROLINA
COUNTY OF CAMDEN

I, _____, a Notary Public in and for the said County and State, do hereby certify that Clayton D. Riggs, who is personally known to me, appeared before me as a duly authorized agent of Camden County, NC on this date and acknowledged the due execution of the foregoing contract.

WITNESS my hand and notarial seal this the ____ day of _____, 2018.

Notary Public

My commission expires:

STATE OF NORTH CAROLINA
COUNTY OF PAMLICO

I, _____, a Notary Public in and for the said County and State, do hereby certify that Joseph D. McClees, President and S. Henri McClees, Secretary of McClees Consulting, Inc., respectively, both known to me, each appeared before me this date and acknowledged the due execution of the foregoing contract.

WITNESS my hand and notarial seal this the ____ day of _____, 2018.

Notary Public

My commission expires:

Attachment: McClees Consulting, Inc. - Contract (2210 : McClees Consulting, Inc. - Contract)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Board Appointments

Item Number: 6.1

Meeting Date: November 05, 2018

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

Item Title **Voting Delegate Designation - Legislative Goals Conference**

Attachments: Voting delegate form_Legislative Goals conference
 (DOCX)

Summary:

Each Board of County Commissioners is asked to designate a commissioner or other official as a voting delegate for the **2019 NCACC Legislative Goals Conference**. The 2019 NCACC Legislative Goals Conference will be held **January 10-11, 2019 at the Raleigh Marriott Crabtree Valley** in Wake County. The Association's two-day Legislative Goals Conference represents the culmination of a thorough, deliberate and inclusive process to set our legislative agenda for the 2019-20 Legislative Biennium.

Recommendation:

Appoint a delegate.



Voting Delegate Designation Form
Legislative Goals Conference
January 10-11, 2019 (Thursday – Friday)
Raleigh Marriott Crabtree Valley – Wake County

NOTE: Please place this action on your board meeting agenda.

Each Board of County Commissioners is hereby requested to designate a commissioner or other official as a voting delegate for the 2019 Legislative Goals Conference. Each voting delegate should complete and sign the following statement and **return it to the Association no later than Friday, December 28, 2018.**

Please return form to Alisa Cobb, Executive Assistant, by email at alisa.cobb@ncacc.org or by fax at 919-733-1065.

I, _____, hereby certify that I am the duly designated voting delegate for _____ County at the North Carolina Association of County Commissioners 2019 Legislative Goals Conference.

Signed: _____

Title: _____

Article VI, Section of the Association’s Constitution provides:

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



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 7.1
Meeting Date: November 05, 2018
Submitted By: Karen Davis, Clerk to the Board
Board of Commissioners
Prepared by: Karen Davis
Item Title **BOC Minutes - October 1, 2018**
Attachments: bocminutes_100118 (DOCX)

Camden County Board of Commissioners

October 1, 2018

Closed Session – 6:00 PM

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 October 1, 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 and Randy Krainiak. Commissioner Ross Munro was absent for the Closed Session but present for the Regular Session.

Staff Present: Manager Ken Bowman, Clerk to the Board Karen Davis, County Attorney John Morrison, Finance Officer Stephanie Humphries, Tax Administrator Lisa Anderson, Public Works Director David Credle and Planning Director Dan Porter.

CLOSED SESSION

Motion to go into Closed Session for the purpose of economic development prospect.

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

Motion to come out of Closed Session.

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

Chairman Riggs reconvened the regular meeting of the Board of Commissioners and welcomed those in attendance.

Invocation and Pledge of Allegiance

Rev. William Sawyer gave the invocation and led in the Pledge of Allegiance.

Attachment: bocminutes_100118 (2187 : BOC Minutes - October 1, 2018)

ITEM 1. PUBLIC COMMENTS

- Mr. Lavon Scott spoke on behalf of the Rosenwald Community Center. The Center is requesting assistance from the county to place a marker commemorating the location of the McBride Colored School in South Mills.
- Cathleen Saunders announced the following event sponsored by 4-H:
Engineering Evening (will include STEM activities for youth ages 10-15)
Monday, November 5, 2018
6:00 PM – 7:45 PM
Camden County Senior Center
Registration Fee - \$8

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 add Budget Amendment 2018-19-BA014 to the Consent Agenda.

Motion to approve the agenda as amended.

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

ITEM 4. PRESENTATIONS

1. Brian Lannon – Soil & Water Conservation Update

Brian Lannon, Soil & Water District Technician, presented a department update to the Board which included the following:

- The Role of a Soil & Water Conservation District & Supervisor
- Soil & Water Conservation Department Mission & Objectives
- Summary of Watershed Projects
- NC Agriculture Cost Share Programs
- Beaver Management Program
- Aquatic Invasive Weed Management
- Agricultural Water Resource Assistance Program
- Community Conservation Assistance program
- Education and Outreach – Schools, Homeowners, Developers

Attachment: bocminutes_100118 (2187 : BOC Minutes - October 1, 2018)

- Stormwater Management – Low Impact Development, Flood Plain Management, Watershed Projects

South Camden Water & Sewer District Board of Directors

Motion to recess to South Camden Water & Sewer District Board of Directors.

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

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

Public Comments – None

Agenda
Camden County Board of Commissioners
SCWSD - Regular Meeting
October 01, 2018
7:00 PM
Historic Courtroom, Courthouse Complex

- ITEM 1. **CALL TO ORDER**
- ITEM 2. **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 3. **CONSIDERATION OF THE AGENDA**
- ITEM 4. **NEW BUSINESS** (For discussion and possible action)
 - A. Monthly Update – David Credle
- ITEM 5. **OTHER**
- ITEM 6. **ADJOURN**

Motion to approve the agenda as presented.

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

New Business

- A. Monthly Report – David Credle presented the monthly report.

Attachment: bocminutes_100118 (2187 : BOC Minutes - October 1, 2018)

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

	Submitted Work Orders	Completed Work Orders	Percentage Completed	Status of Uncompleted Work Orders
Water/Distribution	110	110	100%	0
Sewer/Collection	0	0	100%	0

Locates:

Water Line: 81

Sewer Line: 28

Water & Sewer, same ticket: 1

Hydrant flow test: 5

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

Water treated at the water treatment plant in August: 10,276,260 gallons.

Daily average water usage for August: 331,492 gallons.

Current treatment capacity at the water treatment plant: 720,000 gallons per day.

Motion to approve the monthly report as presented.

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

Motion to adjourn the South Camden Water & Sewer District Board of Directors.

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

Chairman Riggs adjourned the South Camden Water & Sewer District Board of Directors and reconvened the Camden County Board of Commissioners.

ITEM 5. OLD BUSINESS

A. Unified Development Ordinance

Dan Porter, Planning Director, reported to the Board that a Public Hearing copy of the proposed revised Unified Development Ordinance is now available and a link to the document will be posted on the county web site by noon on Tuesday, October 2, 2018. A ‘public comment’ report will be provided to the Board for the public hearing that will include comments received through November 9, 2018. Public comments may be submitted via telephone, the county web site, email or in person. A copy of the revised proposed UDO will also be available at the Camden Public Library for public perusal. Included in the Consent Agenda is a request to set the public hearing for November 14, 2018 at 8:30 AM. The hearing will be advertised on the county web

Attachment: bocminutes_100118 (2187 : BOC Minutes - October 1, 2018)

site and an advertisement will be published three days in *The Daily Advance* newspaper no more than 25 days and no less than 10 days prior to the hearing.

ITEM 6. NEW BUSINESS

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

OUTSTANDING TAX DELINQUENCIES BY YEAR

<u>YEAR</u>	<u>REAL PROPERTY</u>	<u>PERSONAL PROPERTY</u>
2017	127,264.32	4,478.66
2016	38,232.68	2,667.57
2015	19,064.75	1,205.82
2014	14,059.06	1,326.43
2013	10,369.72	5,128.61
2012	7,714.72	7,967.80
2011	5,041.04	6,557.43
2010	4,244.84	4,983.49
2009	3,978.27	4,576.90
2008	3,795.46	5,038.23
TOTAL REAL PROPERTY TAX UNCOLLECTED		233,764.86
TOTAL PERSONAL PROPERTY UNCOLLECTED		43,930.94
TEN YEAR PERCENTAGE COLLECTION RATE		99.60%
COLLECTION FOR 2018 vs. 2017		23,822.87 vs. 19,356.02

LAST 3 YEARS PERCENTAGE COLLECTION RATE

2017	98.13%
2016	99.39%
2015	99.70%

Attachment: bocminutes_100118 (2187 : BOC Minutes - October 1, 2018)

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

<u>149</u>	NUMBER DELINQUENCY NOTICES SENT
<u>2</u>	FOLLOWUP REQUESTS FOR PAYMENT SENT
<u>13</u>	NUMBER OF WAGE GARNISHMENTS ISSUED
<u>3</u>	NUMBER OF BANK GARNISHMENTS ISSUED
<u>4</u>	NUMBER OF PERSONAL PHONE CALLS MADE BY TAX ADMINISTRATOR TO DELINQUENT TAXPAYER
<u>0</u>	NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)
<u>0</u>	PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF TAX ADMINISTRATOR
<u>0</u>	NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO COUNTY ATTORNEY
<u>0</u>	NUMBER OF CASES TURNED OVER TO COUNTY ATTORNEY FOR COLLECTION (I.D. AND STATUS)
<u>0</u>	REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS
<u>1</u>	NUMBER OF JUDGMENTS FILED

30 Largest Unpaid – Real

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	02-8934-01-17-4778.0000	11,330.23	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	02-8944-00-36-1417.0000	4,553.83	1	ROSA ALICE FEREBEE HEIRS	CAMDEN	165 IVY NECK RD
R	02-8937-00-50-8036.0000	4,530.96	1	CLEVELAND WALSTON LE	CAMDEN	187 HERMAN ARNOLD RD
R	03-8961-00-68-3593.0000	3,624.69	2	SECRETARY OF VETERANS AFFAIRS	SHILOH	169 RAYMONS CREEK RD
R	01-7998-01-08-6797.0000	3,617.09	1	EDWARD E. HARRIS JR.	SOUTH MILLS	1295 343 HWY N
R	02-8935-04-63-0820.0000	3,149.84	1	BELCROSS PROPERTIES, LLC	CAMDEN	197 158 US E
R	01-7997-00-75-4295.0000	3,012.56	1	JACKIE E BAILLY	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	6	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	2,717.17	1	FRANK MCMILLIAN HEIRS	SHILOH	172 NECK RD
R	03-8899-00-16-2671.2425	2,668.79	1	SPRING LOTUS LLC	SHILOH	141 EDGEWATER DR
R	01-7080-00-53-1141.0000	2,405.66	1	EDWARD A ROSA SR	SOUTH MILLS	188 KEETER BARN RD
R	02-8945-00-41-2060.0000	2,387.68	1	LABELLE ETHERIDGE SR. HEIRS	CAMDEN	168 BUSHELL RD
R	02-8934-01-29-4617.0000	2,265.20	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	
R	03-8943-04-93-8214.0000	2,116.86	10	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	02-8934-01-29-4776.5853	2,084.96	1	C. RUSSELL HASTINGS JR.	CAMDEN	110 158 US W
R	01-7080-00-19-4673.0000	2,082.05	1	LEONARD UMBERGER	SOUTH MILLS	144 CULPEPPER RD
R	01-7080-00-62-1977.0000	2,062.78	8	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS FL
R	03-8971-00-54-7373.0000	2,023.62	1	DWAYNE HARRIS	SHILOH	125 ONE MILL RD
R	03-8952-00-95-8737.0000	1,955.58	1	AUDREY TILLET	SHILOH	171 NECK RD
R	02-8935-01-08-8786.0000	1,888.98	1	LINWOOD GREGORY	CAMDEN	253 SLEEPY HOLLOW RD
R	01-7999-00-46-1105.0000	1,874.32	1	LINDA EASON COLSON	SOUTH MILLS	176 PUDDING RIDGE RD
R	03-8962-00-67-1021.0000	1,856.31	1	CECIL BARNARD HEIRS	SHILOH	WICKHAM RD
R	01-7999-00-78-4680.0000	1,850.24	2	BERTHA MARLENE GARRETT	SOUTH MILLS	379 OLD SWAMP RD
R	03-8962-00-55-2255.0000	1,810.53	1	VERNON L. & EDITH W. SYLVESTER	SHILOH	453 NECK RD

Attachment: bocminutes_100118 (2187 : BOC Minutes - October 1, 2018)

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	DAISEY 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 BOURBON 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	HIBTSCUS
R	03-9809-00-17-2462.0000	10	141.58	TODD ALLEN RIGGS	SHILOH	LITTLE CREEK RD
R	01-7080-00-62-1977.0000	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	01-7998-01-08-6987.0000	7	3,617.09	EDWARD E. HARRIS JR.	SOUTH MILLS	1295 343 HWY N
R	03-8962-00-04-9097.0000	7	1,856.31	CHELL BARNARD HEIRS	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 BASON	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
R	02-8923-00-19-3774.0010	6	2,823.66	WILLIAM CONOVER	CAMDEN	431 158 US W

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	0001827	483.28	6	KAREN BUNDY	CAMDEN	431 158 US W
P	0000295	412.03	1	HENDERSON AUDIOMETRICS, INC.	CAMDEN	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	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 LOT 12
P	0000466	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	0000297	182.53	3	ADAM D. & TRACY J.W. JONES	CAMDEN	133 WALSTON LN
P	0001106	177.05	9	THOMAS PHILLIP WINSLOW	CAMDEN	158 HWY W
P	0000248	159.99	1	ROBERT H. OWENS	CAMDEN	A STREET
P	0001250	157.47	1	MICHELE LEE TAYLOR-DUKE	SOUTH MILLS	108 BINGHAM RD
P	0000543	152.90	10	TRACK 1 OF CAMDEN	CAMDEN	143 158 US W
P	0000945	145.98	3	RAMONA F. TAZEWEILL	CAMDEN	239 SLEEPY HOLLOW RD
P	0001722	140.55	7	JANET LEARY	SOUTH MILLS	LINTON ROAD
P	0001639	123.29	4	CAREY FARMS, INCORPORATED	SOUTH MILLS	202 SHARON CHURCH
P	0000385	121.17	2	MARK SANDERS OVERMAN	SHAWBORO	116 GARRINGTON ISLAND

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	10	PAM BUNDY	SHILOH	105 AARON DR
P	0001106	253.06	10	JAMI ELIZABETH VANHORN	SOUTH MILLS	617 MAIN ST
P	0000248	159.99	1	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	8	JAMES P. JONES	CAMDEN	142 SANDHILLS RD
P	0001827	483.28	9	KAREN BUNDY	CAMDEN	431 158 US W
P	0001722	140.55	7	JANET LEARY	SOUTH MILLS	LINTON ROAD
P	0001639	123.29	4	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	0001740	109.23	6	JASON & KEVIN WORDEN	SOUTH MILLS	STILES LANE
P	0001638	516.98	3	MORGAN ROBERSON	SHILOH	849 SANDY HOOK RD S
P	0000905	210.76	3	ERIC JASON WOODARD	SOUTH MILLS	612 MAIN LOT 12
P	0000466	204.42	3	KEVIN & STACY ANDERSON	SHILOH	111 AARON DR
P	0001250	157.47	3	MICHELE LEE TAYLOR-DUKE	SOUTH MILLS	108 BINGHAM RD
P	0000945	145.98	3	RAMONA F. TAZEWEILL	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	0000385	201.12	2	TOAN TRINH	SHILOH	229 SAILBOAT RD
P	0002921	121.17	2	MARK SANDERS OVERMAN	SHAWBORO	116 GARRINGTON ISLAND
P	0002921	120.68	2	CYNTHIA MAE BLAIN	SOUTH MILLS	122 DOCK LANDING LOOP

Attachment: bocminutes_100118 (2187 : BOC Minutes - October 1, 2018)

Motion to approve the tax report as presented.

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

B. Rosenwald Community Center

County Manager Ken Bowman presented a letter from Chiquita Mitchell and the Rosenwald Community Center requesting assistance from the county to obtain a marker to commemorate the location of the McBride Colored School in South Mills. The state has been contacted and has indicated that it will not be able to offer assistance for the marker.

Motion to approve up to \$1500 towards the purchase of a marker to commemorate the location of the McBride Colored School.

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

C. Public Services Complex / Administration Campus

County Manager Ken Bowman submitted the following to the Board:

The following proposal, from SOLEX Architecture, is for the conceptual design of the Administration building with two options. The Space Needs Study was used by the firm to determine the fee schedule. It should be noted there’s a significant amount of work that needs to be done to provide a desirable layout and agreeable renderings. Compared to the other firm the county worked with in the past, SOLEX’s fee is significantly lower. This project is included in the 2019-2023 CIP for 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.

Attachment: bocminutes_100118 (2187 : BOC Minutes - October 1, 2018)



Solex Architecture, Inc.
 641 Main Street
 Danville, Virginia 24541
 434.688.0767
 www.solexarchitecture.com

August 30, 2018

Mr. Ken Bowman, County Manager
 Camden County
 P.O. Box 190
 Camden, North Carolina 27921
 252-338-1919

**RE: Professional Conceptual Design Services for a New Administration Facility
 Located Adjacent to 117 North Carolina Hwy 343 S, Camden, North Carolina**

Dear Mr. Bowman:

Thank you for the opportunity to present this proposal for professional conceptual design services for a new administration facility across from the historic courthouse in Camden. Below you will find our understanding of the project and our proposed scope of services.

UNDERSTANDING OF THE PROJECT

Camden County is exploring the option to consolidate multiple departments into a single facility. This new building is to be located across from the historic courthouse. Two design options are to be developed for the new County building. Option 1 includes new spaces for the county civic departments including Administration, Parks and Recreation, Planning and Zoning, Water and Sewer and Taxes as well as the addition of a multipurpose space. The NC Cooperative Extension would move to the existing administration building once it was vacated. According to the Wooten Company's Space Needs Study the following space allocation is needed for those departments:

1. County Administration - 5 enclosed offices, 4 open offices, a conference room to seat at least 8, a reception area, copy area, archive area and storage space. If the program and budget allow, a formal council chamber is also desired.
2. Parks and Recreation – 1 enclosed office, 2 open offices, storage space, a conference room to seat at least 8, and additional space for growth
3. Planning and Zoning – 1 enclosed office, 6 open offices, and are for file storage
4. Water and Sewer – 3 open offices, a conference room to seat at least 4, a conference room to seat at least 8, a space for locked files, a shared copy space with the Tax department, exterior drive up windows, and interior walkup windows
5. Taxes – 1 enclosed office, 4 open offices, space for storage, space for locked files, and a shared copy space with the Water and Sewer department
6. Multipurpose Space – a kitchen, elevated platform/stage, dividable open meeting space for seating of at least 200 around tables and the option to house a basketball court

Mr. Bowman
 August 30, 2018
 Page 2

Option 2 is for future expansion of the campus and includes the Senior Center, Register of Deeds, Sheriff's Department and the addition of a new Library. This could be an addition to the first phase or a separate facility(ies). Wooten Company's Space Needs Study shows that the senior center needs an exercise room, kitchen, pantry and dining area. According to our meeting, the seating capacity of the senior center could be reduced to 100 to 120 around tables. If this is an addition, it would be added on to the new County Building next to the multipurpose space to maximize space utilization. The new County Building may also be expanded to add a new Library.

Depending on the availability of physical and budgetary space, an addition for the Register of Deeds and Sheriff's office may be considered. If space is not available, plans for relocation to an another existing facility or renovations of their current buildings may be developed. Due to the specialized nature of Sheriff's offices, their security concerns and the lack of available information, the planning of this area will be added on an hourly as-needed basis. Further discussions to determine a precise design scope are to be had at a later date.

The new administration building may be a single story structure or contain two levels, at the discretion of the architect.

Solex Architecture has experience with the requirements of these types of departments and assembling conceptual plans of this type. We understand Camden County is seeking to develop two conceptual plans and, at the County's option, computerized renderings of these two options.

SCOPE OF SERVICES

The Solex Architecture team will provide architecture services as described below.

CONCEPTUAL DESIGN SERVICES

1. Review existing programmatic plans and input necessary to prepare schematic plans. One site visit will be made to tour all departments to be considered. Additional information gathering to be obtained through phone conversations and emailing questions to staff.
2. Review existing topography.
3. Perform preliminary code review to identify applicable requirements and handicap accessibility requirements for this type of facility.
4. Develop the conceptual plan for Option 1 as described above.
5. Submit and review with the Owner the schematic plan.
6. Make revisions based on Owner critique (maximum of 2 revisions).
7. Develop conceptual plans for both options.
8. Develop conceptual site plans showing context of both options with the surrounding property and the historic courthouse, pedestrian/vehicular circulation and other unique site features.
9. Meet with the Owner to review both schematic plans.
10. Make minor revisions to the plans based on Owner feedback.
11. Develop conceptual massing of the exterior of the building.
12. Submit electronically to the Owner and review via conference call.
13. Make revisions to the conceptual massing (maximum of 2 revisions).
14. Finalize plans and conceptual massing.



Mr. Bowman
August 30, 2018
Page 3

- 15. Final deliverable to include a presentation board (24"x36") and digital copy.

RENDERING SERVICES

- 1. Discuss exterior building materials and color selections.
- 2. Provide exterior near-photorealistic rendering for the two options. The renderings are to be of the exterior of the building from the vantage point of the existing courthouse or other location agreed to by all parties.
- 3. Final deliverable to include a presentation board (24"x36") and digital copy.

ASSUMPTIONS

- Two meetings to be held in Camden County.

EXCLUSIONS

- Detailed cost estimates.
- Geotechnical investigation.
- Subsurface utility mapping services.
- Topographic, boundary, underground utility surveying.
- Environmental Services, Wetland Delineation.
- Civil, mechanical, electrical, and plumbing engineering.
- Furniture, fixture and equipment selections and plans.
- Fees/permits charged by any authority having jurisdiction, building permits and inspections.
- Zoning assistance, for items such as rezoning, special use permits, etc.
- "As-built" or Record Drawings.

SCHEDULE AND FEE

Solex Architecture anticipates these tasks taking approximately 60 days. This schedule excludes extensive delays resulting from review and/or approval by the Owner, authority(ies) having jurisdiction or other agencies. Solex Architecture proposes to provide the above scope of services on a lump sum fee amount as listed below:

Conceptual Design	\$ 24,275.00
Sheriff's Office	hourly as needed
Computerized Renderings	\$ 3,500.00
Presentations/meetings to county departments	
(other than two design meetings listed above)	\$ 1,500.00/trip



Attachment: bocminutes_100118 (2187 : BOC Minutes - October 1, 2018)

Mr. Bowman
 August 30, 2018
 Page 4

STANDARD TERMS AND CONDITIONS

The proposal outlined above in this letter (the "Proposal") is valid for 60 days, after which time Solex Architecture, Inc. ("Solex Architecture") reserves the right to review and/or revise the terms. Should the scope of work change from that listed in this Proposal, Solex Architecture reserves the right to modify this Proposal as necessary. In the event that this Proposal is accepted by the undersigned recipient (the "Owner"), then the following terms govern the agreement between the parties (the "Agreement").

Invoices will be electronically sent to the Owner on the 15th of each month for work completed to date. Payment is to be received by Solex Architecture within 30 days of the date on the invoice or a 1.5% late fee per month will be applied. If payment is not received within 60 days, an 8% late fee per month shall be assessed until such payment is received by Solex Architecture. If payment is not received within 30 days, Solex Architecture reserves the right to suspend performance or terminate this Agreement. Solex Architecture asserts its right to payment for work completed if such Agreement is terminated by either party. All subcontracted additional services agreed upon by the Owner and Solex Architecture are subject to reimbursement plus a fifteen percent service charge.

Solex Architecture's liability to the Owner for loss, injury or property damage caused by the performance of this or any supplementary agreement is limited to the amount of fees collected by Solex Architecture pursuant to this Agreement at the time that the asserted liability arose. Furthermore, the Owner shall indemnify and hold harmless Solex Architecture and all of its employees from and against any and all liability, loss, damages, claims and expenses arising out of or resulting from work undertaken on this project by the Owner, a contractor engaged by the Owner or a subcontractor engaged on the Owner's behalf, or any company or individual employed by the Owner to work on this project, whether or not due in part to errors or omissions by Solex Architecture in the performance of either this Agreement or supplementary services related to the Agreement.

The validity, effect and operation of this Agreement shall be determined according to the laws of the Commonwealth of Virginia, regardless of the applicable provisions of Virginia law with respect to conflicts of laws. Any suit brought to enforce a party's rights under this Agreement shall be filed in the state courts of the City of Danville, Virginia. The Owner is responsible for all costs and attorneys' fees incurred by Solex Architecture in any action to collect any funds owed to it by the Owner.

This Agreement supersedes all prior discussions and writings. It sets forth the entire agreement between the Owner and Solex Architecture, is the product of informed negotiations between the parties, and, to the extent necessary, will be interpreted as if drafted jointly by the parties. If any clause, provision, covenant or condition of this Agreement, or the application thereof to any person, place or circumstance, shall be held to be invalid, unenforceable, or void, the remainder of this Agreement shall remain in full force and effect.

Solex Architecture and its consultants reserve the right to publish and publicize the Owner's name and company name and any project renderings and/or photographs for the purposes of media relations, promotional and professional materials, and other communication strategies to internal and external audiences. Solex Architecture shall be given reasonable access to the completed project to take such photography, and the Owner shall not unreasonably withhold the granting of such access. Solex Architecture shall not release any of the Owner's confidential or proprietary information, provided that



Mr. Bowman
 August 30, 2018
 Page 5

the Owner has previously advised Solex Architecture in writing of the confidential or proprietary nature of such information and the Owner's desire that such information not be disclosed to third parties. To the extent that the Owner prepares and/or distributes any promotional materials for this project, the Owner shall provide credit to Solex Architecture in such promotional materials.

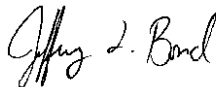
Solex Architecture reserves the right to all drawings, specifications and other materials produced, and shall retain all common law, statutory and other reserved rights, such as copyrights, with respect to such drawings, specifications and other materials. The Owner shall be granted by Solex Architecture a nonexclusive license to use the drawings, specifications and other materials produced for the sole purpose of constructing, using, maintaining, altering and adding to the project identified in this Agreement, assuming all payments are made pursuant to this Agreement. In the event the Owner uses the drawings, specifications or other documents without proper license or permission from Solex Architecture as described above, including such use when full payment for work performed by Solex Architecture has not yet been provided by the Owner to Solex Architecture, the Owner releases Solex Architecture and its consultants from all claims arising from such use. If the Owner terminates this Agreement for convenience, or if Solex Architecture terminates this Agreement due to nonpayment, the Owner shall pay a licensing fee for continued use of Solex Architecture's drawings, specifications and other materials, with respect to the project identified in this Agreement, in the amount of 20% of the total compensation for design services, or the remaining balance of compensation outlined for design services, whichever is less.

If directed to amend this Agreement, Solex Architecture may provide additional services or subcontract additional services, at which time a rate can be negotiated. Solex Architecture may extend its services on an hourly basis at the prices included in the Standard Hourly Rate Schedule. Solex Architecture has good working relationships with area engineering firms and can provide additional services if requested.

We appreciate the opportunity to submit this proposal. If you have any questions or would like to discuss any items in this proposal, please feel free to contact us at (434) 688-0767.

Sincerely yours,

Solex Architecture, Inc.



Jeffrey L. Bond, AIA, LEED AP BD+C
 Architect | Owner



Mr. Bowman
August 30, 2018
Page 6

This proposal of Solex Architecture, Inc. is accepted:

Printed Name

Title

Signature Date

Commissioner Krainiak expressed the importance of allowing the community to give input concerning this project.

Motion to authorize the county manager to work with SOLEX Architecture to create initial conceptual designs.

RESULT:	PASSED [4-1]
MOVER:	Tom White, Vice Chairman
AYES:	White, Meiggs, Riggs, Munro
NAY:	Krainiak

D. Vanguard Modular Building Systems

County Manager Ken Bowman presented the following proposal:

This request is for up to 3 modular office units to be located within the parking lot adjacent to the Planning Department and will house; the Planning Department, Tax Office, and Extension Office. Justification: The buildings that are currently occupied by the above departments pose significant health risks associated with mold exposure which can irritate the eyes, skin, nose, throat, and lungs. Additionally, the current buildings lack proper ventilation and are in a state of disrepair. Installation will not require demolition and only minor site preparation. Utility access is in close proximity to the proposed location. The modular office units will contain new air conditioning, new interior surfaces, new doors and windows, ADA conforming restrooms, handicapped accessibility and painting. The proposed units are commensurate with the use and size of the land and we expect minimal impact on activities adjacent to the site.

The recommendation is to authorize the County Manager to negotiate and enter into a contract on behalf of the county to lease up to Three (3) modular units for up to Five (5) years.

Attachment: bocminutes_100118 (2187 : BOC Minutes - October 1, 2018)

Rev. William Sawyer of Camden expressed concerns over the health of the general public that go into the affected buildings to carry out county business.

Commissioner Krainiak explained that the mold issue in the Tax and Planning Departments had already been addressed.

Commissioner Munro presented photos that he had taken from underneath the building that houses the Cooperative Extension offices earlier that day that showed the deterioration of that facility.

Motion to authorize the county manager to negotiate and enter into a contract on behalf of the county to lease up to three modular units for a time period of up to five years.

RESULT:	PASSED [4-1]
MOVER:	Tom White, Vice Chairman
AYES:	White, Meiggs, Riggs, Munro
NAY:	Krainiak

The discussion of the modular units included the possibility of allowing the Sheriff’s Office to utilize a portion of the space made available in the Tax and Planning Office from the transition for storage.

ITEM 7. BOARD APPOINTMENTS

1. Tourism Development Authority

Motion to reappoint Vice Chairman Tom White to the Tourism Development Authority for an additional term.

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

ITEM 8. CONSENT AGENDA

1. BOC Special Meeting Minutes – August 27, 2018
2. BOC Minutes – September 10, 2018
3. FY 18-19 Budget Amendments

Attachment: bocminutes_100118 (2187 : BOC Minutes - October 1, 2018)

2018-19-BA009
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 & Water/Sewer Projects Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
10399400-439900	Fund Balance	\$6,530	
29330760-434511	County Contribution	\$6,530	
Expenses			
106900-539730	South Camden Water & Sewer	\$6,530	
297500-574421	Wastewater Lagoon	\$6,530	

This Budget Amendment is made to appropriate funds to upgrade Wastewater Lagoon Liner.

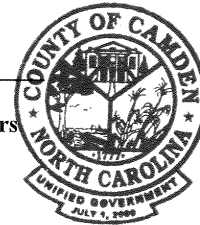
This will result in no change to the Contingency of the General Fund.

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 1st day of October, 2018.

Karen M. Davis
Clerk to Board of Commissioners

Clayton D. Rigg
Chairman, Board of Commissioners



Attachment: bocminutes_100118 (2187 : BOC Minutes - October 1, 2018)

2018-19-BA010
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 Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Expenses			
106200-503000	Part Time Salaries		\$500
106200-514000	Travel	\$500	

This Budget Amendment is made to a salary expense line for unused salaries.

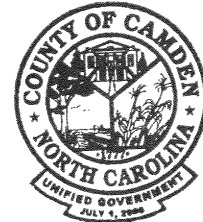
This will result in no change to the Contingency of the General Fund.

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 1st day of October, 2018.

Karen McDavis
Clerk to Board of Commissioners

Clayton D. Pigg
Chairman, Board of Commissioners



Attachment: bocminutes_100118 (2187 : BOC Minutes - October 1, 2018)

2018-19-BA011
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 & Water/Sewer Projects Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
10399400-439900	Fund Balance	\$29,250	
Expenses			
105800-545350	Recycling Hauls	\$29,250	

This Budget Amendment is made to appropriate funds increase in costs for Recycling Hauls.

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 1st day of October, 2018.

Karen M. Davis
Clerk to Board of Commissioners

Clayton D. Rigg
Chairman, Board of Commissioners



Attachment: bocminutes_100118 (2187 : BOC Minutes - October 1, 2018)

2018-19-BA012
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 & Water/Sewer Projects Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
10390400	School System Contribution	\$29,000	
Expenses			
105100-574103	Capital Outlay-Vehicle	\$29,000	

This Budget Amendment is made to appropriate funds for an SRO Vehicle.

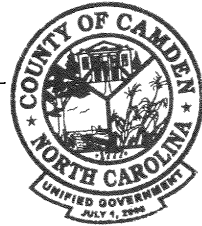
This will result in no change to the Contingency of the General Fund.

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 1st day of October, 2018.

Karen M. Davis
Clerk to Board of Commissioners

Clayton D. Epp
Chairman, Board of Commissioners



Attachment: bocminutes_100118 (2187 : BOC Minutes - October 1, 2018)

2018-19-BA013
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 SCVFD Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenue			
40330530-402002	Insurance Reimbursement	\$469,079	
Expenses			
405300-599300	Insured Loss Damages	\$413,395	
405300-574000	Capital Outlay	\$ 55,684	

This Budget Amendment is made to appropriate funds for Fire Station damages, repairs and replacement.

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 1st day of October, 2018.

Karen M. Davis
Clerk to Board of Commissioners

Clayton D. Epper
Chairman, Board of Commissioners



Attachment: bocminutes_100118 (2187 : BOC Minutes - October 1, 2018)

2018-19-BA014
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 Community Grant Programs Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
14360525-402000	FEMA-Federal	\$173,006	
14360525-402005	FEMA-State	\$ 57,669	
Expenses			
145025-535010	Project Costs	\$221,925	
145025-598303	Administration	\$ 8,750	

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

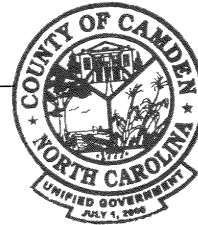
This will result in no change to the Contingency of the General Fund.

Balance in Contingency \$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 1st day of October, 2018.

Karen Mc Davis
Clerk to Board of Commissioners

Clayton D. Kiger
Chairman, Board of Commissioners



Attachment: bocminutes_100118 (2187 : BOC Minutes - October 1, 2018)

5. Refunds Over \$100

ACS Tax System 9/25/18 9:11:52	REFUNDS OVER \$100.00 Refunds to be Issued by Finance Office		CAMDEN COUNTY	Page 1																																															
<table border="0"> <tr> <td style="width: 10%;">Refund\$</td> <td style="width: 30%;">Remit To:</td> <td style="width: 30%;">Reference:</td> <td style="width: 30%;">Drawer/Transaction Info:</td> </tr> <tr> <td>247.84</td> <td>ANDERSON, DALE 807 W HENLEY STREET OLEAN NY 14760</td> <td>2015 R 03-9809-00-24-5173.0000 overpayment on r91963 & r99145</td> <td>20180924 69 241512</td> </tr> <tr> <td>261.00</td> <td>BRUMSEY & BRUMSEY 2883 CARATOKE HWY CURRITUCK NC 27929</td> <td>2018 R 01-7090-00-73-1804.0000 OVRPY-CAREY 01-7090-00-73-1804</td> <td>20180907 99 240854</td> </tr> <tr> <td>126.56</td> <td>GUTMAN, CALVIN LEE 1 GARDNER POINTE ELIZABETH CITY NC 27909</td> <td>2018 P 0000801 overpayment</td> <td>20180911 1 241100</td> </tr> <tr> <td>166.02</td> <td>LITCHFIELD, WALTER C. 191 THOMAS POINT ROAD SHILOH NC 27974</td> <td>2018 R 03-8971-00-12-0876.0000 OVERPAYMENT R114724/2018</td> <td>20180907 99 240863</td> </tr> <tr> <td>270.96</td> <td>PRINCESS A. BLDR OF CAMDEN LLC 1524 MT PLEASANT RD, FL 1 CHESAPEAKE VA 23322</td> <td>2018 R 01-7071-00-85-6254.0000 overpayment</td> <td>20180924 1 241554</td> </tr> <tr> <td>133.23</td> <td>SYLVESTER, DONTE DARRELL 453 NECK RD SHILOH NC 27974</td> <td>2014 P 0002488 overpayment</td> <td>20180911 1 241117</td> </tr> <tr> <td>816.01</td> <td>THAI, QUOC-ANH MD 2606 NW LINEBARGER LN BENTONVILLE AR 72712</td> <td>2018 R 02-8923-00-09-5774.0000 paid full amt prior to adjust,</td> <td>20180917 2 241271</td> </tr> <tr> <td>141.10</td> <td>WILLIAMS, MARY B. 1496 MILL POND ROAD ELIZABETH CITY NC 27909</td> <td>2015 R 01-7988-00-14-2111.0000 VALUE CORRECTION PER BOB</td> <td>20180925 99 241581</td> </tr> <tr> <td>124.89</td> <td>WILLIAMS, MARY B. 1496 MILL POND ROAD ELIZABETH CITY NC 27909</td> <td>2014 R 01-7988-00-14-2111.0000 VALUE CORRECTION PER BOB</td> <td>20180925 99 241582</td> </tr> <tr> <td>130.14</td> <td>WILLIAMS, MARY B. 1496 MILL POND ROAD ELIZABETH CITY NC 27909</td> <td>2013 R 01-7988-00-14-2111.0000 VALUE CORRECTION AS PER BOB</td> <td>20180925 99 241583</td> </tr> <tr> <td>2,417.75</td> <td colspan="2">Total Refunds</td> <td style="text-align: right;">***</td> </tr> </table>	Refund\$	Remit To:	Reference:	Drawer/Transaction Info:	247.84	ANDERSON, DALE 807 W HENLEY STREET OLEAN NY 14760	2015 R 03-9809-00-24-5173.0000 overpayment on r91963 & r99145	20180924 69 241512	261.00	BRUMSEY & BRUMSEY 2883 CARATOKE HWY CURRITUCK NC 27929	2018 R 01-7090-00-73-1804.0000 OVRPY-CAREY 01-7090-00-73-1804	20180907 99 240854	126.56	GUTMAN, CALVIN LEE 1 GARDNER POINTE ELIZABETH CITY NC 27909	2018 P 0000801 overpayment	20180911 1 241100	166.02	LITCHFIELD, WALTER C. 191 THOMAS POINT ROAD SHILOH NC 27974	2018 R 03-8971-00-12-0876.0000 OVERPAYMENT R114724/2018	20180907 99 240863	270.96	PRINCESS A. BLDR OF CAMDEN LLC 1524 MT PLEASANT RD, FL 1 CHESAPEAKE VA 23322	2018 R 01-7071-00-85-6254.0000 overpayment	20180924 1 241554	133.23	SYLVESTER, DONTE DARRELL 453 NECK RD SHILOH NC 27974	2014 P 0002488 overpayment	20180911 1 241117	816.01	THAI, QUOC-ANH MD 2606 NW LINEBARGER LN BENTONVILLE AR 72712	2018 R 02-8923-00-09-5774.0000 paid full amt prior to adjust,	20180917 2 241271	141.10	WILLIAMS, MARY B. 1496 MILL POND ROAD ELIZABETH CITY NC 27909	2015 R 01-7988-00-14-2111.0000 VALUE CORRECTION PER BOB	20180925 99 241581	124.89	WILLIAMS, MARY B. 1496 MILL POND ROAD ELIZABETH CITY NC 27909	2014 R 01-7988-00-14-2111.0000 VALUE CORRECTION PER BOB	20180925 99 241582	130.14	WILLIAMS, MARY B. 1496 MILL POND ROAD ELIZABETH CITY NC 27909	2013 R 01-7988-00-14-2111.0000 VALUE CORRECTION AS PER BOB	20180925 99 241583	2,417.75	Total Refunds		***			
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Submitted by Lisa S. Anderson Date 9-25-18
 Lisa S. Anderson, Tax Administrator Camden County

Approved by Clayton D. Riggs Date 10-2-18
 Clayton D. Riggs, Chairman Camden County Board of Commissioners

6. Set Public Hearing – Unified Development Ordinance – November 14, 2018

Motion to approve the Consent Agenda as presented.

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

ITEM 9. INFORMATION, REPORTS & MINUTES FROM OTHER AGENCIES

The following was provided to the commissioners for information purposes:

A. Library Report

Attachment: bocminutes_100118 (2187 : BOC Minutes - October 1, 2018)

ITEM 10. COUNTY MANAGER'S REPORT

County Manager Ken Bowman included the following in his report:

- Hurricane Florence – State of Emergency lasted six days; minor flooding; donations collected by the Sheriff's Office thus far total over 7,000 pounds.
- October 9, 2018 – Joint Board of Commissioners and Economic Development Council Meeting, 5:30 PM at the library. Guest speaker will be Tom White from North Carolina State University.
- Karen Davis will attend the final week of Clerk's Certification Institute in Chapel Hill October 22-26, 2018.

ITEM 11. COMMISSIONERS' REPORTS

None.

ADJOURN

There being no further matters for discussion Chairman Riggs adjourned the meeting of the Board of Commissioners at 8:00 PM.

Clayton D. Riggs, Chairman
Camden County Board of Commissioners

ATTEST:

Karen M. Davis
Clerk to the Board



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 7.2
Meeting Date: November 05, 2018

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

Item Title **FY 18-19 Budget Amendments**

Attachments: 18-19-BA015 Rural Ready Grant ED (DOC)

Summary: BUA 0015 Rural Ready Grant

Recommendation: Approve

2018-19-BA015
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 Economic Development Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
55360945-434945	Rural Ready Grant	\$1,580,000	
55330945-434511	County Contribution (Grant Match)	\$ 439,302	
29330760-434511	County Contribution		\$496,530
55399945-439900	Fund Balance Appropriated	\$ 87,698	
10399400-439900	Fund Balance Appropriated		\$ 57,228
Expenses			
554945	Project Costs	\$2,107,000	
297500-574421	Wastewater Lagoon Project		\$496,530
106900-539730	SCWSD Contribution		\$496,530
106900-597275	County Contribution (Grant Match)	\$ 439,302	

This Budget Amendment is made to appropriate funds for Rural Ready Grant award and County match.

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 5th day of November, 2018.

Clerk to Board of Commissioners

Chairman, Board of Commissioners

Attachment: 18-19-BA015 Rural Ready Grant ED (2200 : FY 18-19 Budget Amendments)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 7.3
Meeting Date: November 05, 2018

Submitted By: Lisa Anderson, Tax Administrator
Taxes
Prepared by: Karen Davis

Item Title **Tax Collection Report**

Attachments: Tax Collection Report - September 2018 (PDF)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 7.4
Meeting Date: November 05, 2018
Submitted By: Terri Smith,
Taxes
Prepared by: Terri Smith

Item Title **DMV Monthly Report**

Attachments: 20181005113800006.pdf (PDF)

Summary: DMV Monthly Report December Renewals Due 1/15/2019

Recommendation: Review and Approve

STATE OF NORTH CAROLINA

COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County December Renewals Due 01/15/19

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
17,607.94	20,689.78	11,981.02	50,278.74


Witness my hand and official seal this _____ day of _____

Chairman, Camden County Board of Commissioners

Attest:

Clerk to the Board of Commissioners of Camden County

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



Tax Administrator of Camden County

Attachment: 20181005113800006.pdf (2186 : DMV Monthly Report)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 7.5
Meeting Date: November 05, 2018
Submitted By: Terri Smith,
Taxes
Prepared by: Terri Smith

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

Attachments: 20180807094816159 (2).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

JULY REFUNDS OVER \$100.00



Payee Name	Primary Owner	Secondary Owner	Address 1	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Lewy Type	Change	Interest Change	Total Change
CLARK, KIERA ELISE	CLARK, KIERA ELISE	CLARK, CHARLES RICHARD	144 MILLTOWN RD	SHILOH, NC 27974	Proration	0039329075	PFN4457	AUTHORIZED	91116568	Refund Generated due to proration on Bill #0039329075-2017-2017-0000-00	Tag Surrender	07/30/2018	8/1/2018 8:39:02 AM	1843	Tax	(\$100.07)	\$0.00	(\$100.07)
COFFEY, WILLIAM KAI	COFFEY, WILLIAM KAI	COFFEY, JENNA LEIGH	128 DOCK LANDING LOOP	SOUTH MILLS, NC 27976	Adjustment >= \$100	0038491117	ECN4146	AUTHORIZED	90841614	Refund Generated due to adjustment on Bill #0038491117-2017-2017-0000-00	Military	07/25/2018	7/30/2018 11:29:17 AM	1843	Tax	(\$308.71)	\$0.00	(\$308.71)
														1	Tax	(\$4.35)	\$0.00	(\$4.35)
																	Refund	\$101.48
																	Refund	\$313.06

Submitted by Lisa S. Anderson Date 8-10-18
Lisa S. Anderson, Tax Administrator Camden County

Approved by _____ Date _____
Clayton D. Riggs, Chairman Camden County Board of Commissioners



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 7.6
Meeting Date: November 05, 2018
Submitted By: Terri Smith,
Taxes
Prepared by: Terri Smith
Item Title **Vehicle Refunds Over \$100.00**
Attachments: 20181005093837571.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

SEPTEMBER REFUNDS OVER \$100.00

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	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
BEST. ZACKARY BURBANK	BEST. ZACKARY BURBANK		123 JEFFERSON DR		RAEFORD, NC 28376	Proration	0044242414	PAD7676	AUTHORIZED	94059476	Refund Generated due to proration on Bill #0044242414-2017-2017-0000-00	Surrender	09/24/2018	9/25/2018 10:23:20 AM	2	Tax	(\$140.45)	\$0.00	(\$140.45)
																	(\$1.98)	\$0.00	(\$1.98)
																		Return	\$142.43

Submitted by Lisa S. Anderson Date 10-5-18

Lisa S. Anderson, Tax Administrator Camden County

Approved by _____ Date _____

Clayton D. Riggs, Chairman Camden County Board of Commissioners



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 7.7
Meeting Date: November 05, 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.
Zackary Burbank Best	Turned in plates Refund - \$142.43	Pick-up/21023 VTS44242414
Mary B. Williams	Value correction per Bob of Pierson Appraisal Refund - \$130.14	Pick-up/21024 R-72929-13
Mary B. Williams	Value correction per Bob of Pierson Appraisal Refund - \$124.89	Pick-up/21025 R-82359-14
Mary B. Williams	Value correction per Bob of Pierson Appraisal Refund =- \$141.10	Pick-21026 R-89477-15
Mary B. Williams	Value correction per Bob of Pierson Appraisal Adjustment - \$146.74	Pick-up/21027 R-96632-16
Mary B. Williams	Value correction per Bob of Pierson Appraisal Adjustment - \$141.34	Pick-up/21028 R-103856-17
Glenn Alan Carey, Jr.	Should be for Farm Use Adjustment - \$510.79	Pick-up/21030 R-109261-18
Mary B. Williams	Value adjustment. FEMA Non-encroachment as per Bob of Pierson Appraisal and Dave Park 136.32	Pic-up/21040 R-111129-18
Calvin Lee & Marion Gutman, Jr.	Tax rate correction Adjustment - \$126.56	Pick-up/21063 P-16074-18
Mike Taylor	Tax rate correction Adjustment - \$328.01	Pick-up/21072 P-16087-18
George Rowland	Tax rate correction Adjustment - \$172.90	Pick-up/21076 P-16084-18
Tom Morgan	Tax rate correction Adjustment - \$121.04	Pick-up/21077 P-16083-18

Attachment: Pickups, Releases & Refunds (2208 : Pickups, Releases & Refunds)

NAME	REASON	NO.
Christian James Brindamour	Military Exempt Refund - \$102.45	Pick-up/21085 VTS44679489
Swain & Temple, Inc.	IRP Plates not billed thru DMV, should have been listed Pick-up - \$2,169.11	Pick-up/21108 P-15088-17
Swain & Temple, Inc.	IRP Plates not billed thru DMV, should have been listed Pick-up - \$1,672.57	Pick-up/21109 P-16094-18
Annie Evans	Publication - Attorney Fee Pick-up- \$223.00	Pick-up-21251 R-99630-16
Annie Evans	Publication - Attorney Fee Release - \$223.00	Pick-up/21255 R-99630-16
Tonya Hughes Harris	Publication - Attorney Fee Pick-up - \$223.00	Pick-up/21252 R-99870-16
Betty Spence Heirs	Value correction-manufactured home, not stick built. 150.99	Pick-up/21105 R-113184-18

Attachment: Pickups, Releases & Refunds (2208 : Pickups, Releases & Refunds)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 7.8
Meeting Date: November 05, 2018

Submitted By: Charlie Bauman, Director
Camden Economic Development Commission
Prepared by: Stephanie Humphries

Item Title **Grant Agreement - Rural Ready Grant**

Attachments: Rural Ready Grant 2018 Award Contract (PDF)

Summary: Grant Agreement for Rural Ready Grant

Recommendation: Consent

RURAL ECONOMIC DEVELOPMENT GRANT AGREEMENT -
RURAL READY SITES

The North Carolina Department of Commerce (“Commerce”), an agency of the State of North Carolina (“State”), enters into this Rural Economic Development Grant Agreement (“Grant Agreement”) with Camden County (the “Governmental Unit” and, together with Commerce, the “Parties”) for a grant (the “Grant”) from the Rural Ready Sites (“Rural Ready Sites”) Program. The application (“Application”) filed by the Governmental Unit for the Grant.

WHEREAS, the North Carolina General Assembly (“General Assembly”) has determined that it is the policy of the State to stimulate economic activity and to create new jobs for citizens of the State by affording grants to local governmental units in the State’s economically distressed counties to construct or improve new or existing water, sewer, gas, telecommunications, high-speed broadband, electrical utility lines or facilities or transportation infrastructure for existing or new or proposed buildings, subject to the applicable requirements of N.C.G.S. §§143B-437.01, 143B-472.127, 143B.143.128 and 04 NCAC 01I.0101; and

WHEREAS, under N.C.G.S. §143B-472.128, the General Assembly empowered the North Carolina Rural Infrastructure Authority (“Rural Authority”) to review applications for and, where appropriate, authorize such Rural Ready Sites grants, and, under N.C.G.S. §§143B-472.126 and .127, the General Assembly authorized Commerce to administer such grants; and

WHEREAS, pursuant to N.C.G.S. §§143B-472.127 and .128, the Rural Authority has approved and awarded the Grant: (1) based on the terms, conditions, representations, commitments, maps, schedules and other submissions in the Application and any subsequent materials supporting the Application that have been approved of by Commerce in writing, all of which are incorporated by reference herein as Exhibit A to this Grant Agreement; (2) based on Commerce’s Grant requirements and guidelines, which are incorporated herein and which may be amended, modified or supplemented and applied accordingly to this Grant Agreement by Commerce in its sole discretion; and (3) for the anticipated creation of certain jobs resulting from the construction or improvement of new or existing water, sewer, gas, telecommunications, high-speed broadband, electrical utility lines or facilities or transportation infrastructure for existing or new or proposed buildings (altogether, the “Project,” as summarized in the Preliminary Engineering Report (“PER”) submitted with the Application).

NOW, THEREFORE, in consideration of the mutual promises and such other valuable consideration as set out herein, the Parties mutually agree to the following terms and conditions:

4. Funding and Administrative Expenses.

- (a). The Rural Authority grants to the Governmental Unit an amount not to exceed **\$1,580,000** for Project expenditures. If Commerce determines that the actual costs of the Project are less than the Grant amount, Commerce, in its sole discretion, may reduce the amount of the Grant accordingly. If the Governmental Unit determines that the actual costs of the Project are less than the Grant amount, it shall report so to Commerce and return any surplus Grant funds it has received to Commerce.
- (b). The Governmental Unit hereby represents and warrants that all Grant funds shall be utilized exclusively for the purpose of the Project and consistent with all applicable laws, rules, regulations and requirements, and that the Governmental Unit shall not make or approve of any improper expenditure of Grant funds.
- (c). Without limitation and as determined by Commerce in its sole discretion, eligible expenditures incurred after the date of the Grant award may include those expenditures specified in 04 NCAC 01I .0102(a)(12)(C). Additionally, the Governmental Unit may use up to two percent (2%) of the Grant amount, if necessary, to verify that the Grant funds are used only in accordance with law and to otherwise administer the Grant.
- (d). Eligible expenditures do not include land-acquisition costs or costs for the construction of new buildings. Commerce retains the sole discretion to determine what additional expenditures are ineligible for Grant funding.
- (e). In the event local funds are committed to the Project, Grant funds must be drawn on a pro-rata basis with the local funds.

5. Independent Status of the Governmental Unit.

- (a). The Governmental Unit is an entity independent from the Rural Authority and Commerce. The Grant Agreement, the Project and any actions taken pursuant to them shall not be deemed to create a partnership or joint venture between or among Commerce, the Rural Authority, the Governmental Unit or any third party. Nor shall the Grant Agreement or the Project be construed to make the Governmental Unit (including its employees, agents, members or officials) or any third-party employees, agents, members or officials of Commerce or the Rural Authority. Neither the Governmental Unit nor any third party shall have the ability to bind Commerce or the Rural Authority to any agreement for payment of goods or services or represent to any person that they have such ability.
- (b). The Governmental Unit shall be responsible for payment of all of its expenses, including rent, office expenses and all forms of compensation to

- (b). The Governmental Unit shall furnish Commerce such detailed written progress reports as Commerce may request in its sole discretion. Such reports should describe the progress made by the Governmental Unit toward achieving the purpose(s) of the Project. Such descriptions should include the successes and problems encountered during the reporting period. Failure to submit a required report by the scheduled submission date may result in the withholding, at Commerce's sole discretion, of any forthcoming payment until Commerce is in receipt of the delinquent report and the report meets with Commerce's approval.
- (c). The Governmental Unit acknowledges and agrees that, with regard to the Grant funds, it will be subject to the audit and reporting requirements prescribed by N.C.G.S §159-34, Local Government Finance Act - Annual Independent Audit; rules and regulations. Such audit and reporting requirements may vary depending upon the amount and source of Grant funding received by the Governmental Unit and are subject to change from time to time. Upon completion, the Governmental Unit shall forward to Commerce one copy of any audited financial statements and accompanying reports generated covering the period between the Effective Date and Termination Date of this Grant Agreement.
- (d). Within thirty (30) days after the Termination Date, the Governmental Unit shall submit a final report to Commerce describing the activities and accomplishments of the Project. The final report shall include a review of performance and activities over the entire Project period. In the final report, the Governmental Unit should describe the Project, how it was implemented, to what degree its established objectives were met and the difficulties encountered, what was changed and the cost.
- (e). The Governmental Unit grants the State and any of its related agencies, commissions or departments (including, without limitation, Commerce, the North Carolina State Auditor and the North Carolina Office of State Budget and Management) and any of their authorized representatives, at all reasonable times and as often as necessary (including after the Termination Date), access to and the right to inspect, copy, monitor, and examine all of the books, papers, records and other documents relating to the Grant Agreement or the Project. In addition, the Governmental Unit agrees to comply at any time, including after the Termination Date, with any requests by the State (including, without limitation, the Rural Authority or Commerce) for other financial and organizational materials to permit the State to comply with its fiscal monitoring responsibilities or to evaluate the short- and long-range impact of its programs.
- (f). The Governmental Unit shall provide Commerce with a copy of all agreements governing incentives it has received for the Project from all

agents, contractors, servants, employees, licensees, lessees, or assignees), including any claims and losses accruing to or resulting from any and all subcontractors, material men, laborers and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with the Project.

12. Governmental Unit Representations and Warranties. The Governmental Unit hereby represents and warrants that:

- (a). The execution and delivery of this Grant Agreement have been duly authorized by all necessary Governmental Unit action and are not in contravention of law or in contravention of the provisions of any indenture agreement or undertaking to which the Governmental Unit is a party or by which it is bound.
- (b). There is no action, suit proceeding, or investigation at law or in equity or before any court, public board or body pending, or to the knowledge of the Governmental Unit, threatened against or affecting it that could or might adversely affect the Project or any of the transactions contemplated by this Grant Agreement, the validity or enforceability of this Grant Agreement, or the abilities of the Governmental Unit to discharge its obligations under this Grant Agreement. If it is subsequently found that an action, suit, proceeding, or investigation did or could threaten or affect the development of the Project, the Governmental Unit shall be liable to Commerce for repayment of the entire amount of the Grant and this Grant Agreement may be terminated by Commerce effective upon notice.
- (c). No consent or approval is necessary from any governmental authority as a condition to the execution and delivery of this Grant Agreement by the Governmental Unit or the performance of any of its obligations hereunder, or all such requisite governmental consents or approvals have been obtained. The Governmental Unit shall provide Commerce with evidence of the existence of any such necessary consents or approvals at the time of the execution of this Grant Agreement.
- (d). The Governmental Unit is solvent.
- (f). The Governmental Unit shall comply with all applicable environmental laws, rules, regulations and requirements and this Grant Agreement is made contingent upon a certification from the North Carolina Department of Environment and Natural Resources that the proposed project will not have a significant adverse effect on the environment.

16. Special Provisions and Conditions.

- (a). Non-discrimination. The Governmental Unit agrees not to discriminate by reason of age, race, religion, color, sex, national origin or disability related to the activities of this Grant Agreement.
- (b). Conflict of Interest. The Governmental Unit shall forward to Commerce along with the executed copies of this Grant Agreement a copy of its policy and any ordinance or resolution it has adopted addressing conflicts of interest that may arise involving the members of the Governmental Unit's governing body and/or any of its employees or officers involved in the Grant or the Project. Such policy, ordinance or resolution shall address situations in which any of these individuals may directly or indirectly benefit, other than through receipt of their normal compensation in their capacities as the Governmental Unit's employees, officers or members of its governing body, from the Grant or Project, and shall include actions to be taken by the Unit or the individual, or both, to avoid conflicts of interest and the appearance of impropriety. Additionally, the Governmental Unit certifies that, as of the date it executes this Grant Agreement, no such individuals have such a conflict of interest or will directly or indirectly benefit, except in the capacities described above, from the Grant or Project. Throughout the duration of this Grant Agreement and the Project, the Governmental Unit has the duty to promptly inform Commerce of any such conflict of interest or direct or indirect benefit of which it becomes aware.
- (c). Compliance with Laws. The Governmental Unit shall at all times observe and comply with all laws, regulations, codes, rules, ordinances and other requirements (together, "Laws") of the State, federal and local governments which may in any manner affect the performance of the Grant Agreement or the Project.
- (d). Non-Assignability. The Governmental Unit shall not assign or transfer any interest in this Grant Agreement without the prior written consent of Commerce; provided, however, that claims for money due to the Governmental Unit from Commerce under this Agreement may be assigned to any commercial bank or other financial institution without such approval.
- (e). Personnel. The Governmental Unit represents that it has, or will secure at its own expense, all personnel required to monitor, carry out and perform the scope of services of this Agreement. Such employees shall not be employees of Commerce. Such personnel shall be fully qualified and shall be authorized under State and local law to perform such services.
- (f). Obligations of Recipient with respect to Certain Third-Party Relationships. Commerce shall hold the Governmental Unit responsible for complying

unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect or impair any other provision of this Grant Agreement, but this Grant Agreement shall be construed as if such invalid, illegal or unenforceable provision had not been contained herein.

- 22. Acceptance. If the Governmental Unit agrees to the Grant conditions as stated, please return the executed documents specified in Paragraph 1(a). This Grant may be withdrawn if Commerce has not received such documents within thirty (30) days from the date of the cover letter from Commerce to the Governmental Unit accompanying this Grant Agreement.

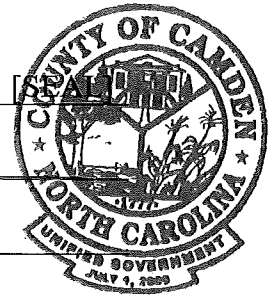
IN WITNESSETH WHEREOF, the parties hereto have executed this Grant Agreement under seal as of the date first above written.

Camden County

By: Clayton D. Riggs

Title: Board Chairman

Date: 10/12/18



North Carolina Department of Commerce

By: Kenny Flowers [SEAL]
Kenny Flowers

Title: Assistant Secretary, Rural Economic Development Division

Date: 10/9/18

Attachment: Rural Ready Grant 2018 Award Contract (2206 : Grant Agreement - Rural Ready Grant)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 7.9
Meeting Date: November 05, 2018
Submitted By: Rodney Meads,
 Sheriff
 Prepared by: Karen Davis

Item Title **Grant Applications - Sheriff's Office**

Attachments: NRA Foundation General Grant Application (PDF)
 NRA Foundation Range Grant Application (PDF)

Summary:

The Sheriff's Office has applied for two grants with the NRA. The General Grant is to help purchase supplies for the range - amount requested is \$1,899.95. The Range Grant is to help cover the cost of rental equipment for berm replenishment - amount requested is \$6,502.03.

Recommendation:

Approve grant applications.

2019 NRA Foundation GENERAL Grant Application

GENERAL GRANT APPLICATION SUBMISSION

The purpose of the GENERAL GRANT application is to request funding to be used for equipment, supplies, and consumable items for your program.

To access the GENERAL GRANT GUIDELINES click [HERE](#)

Things you will need to complete this application:

- Complete Signed and Dated (within the past two years) IRS W-9 Form
- Your organization's Federal 501(c) letter and /or Articles of Incorporation. Government agencies must attach their tax-exempt certificate or letter
- A copy of organizations IRS Tax ID/EIN Assignment Letter

I have read and understand the General Guidelines for Grant submission

Yes

APPLYING ORGANIZATION INFORMATION

1. Applying Organization Legal Name

(According to tax return/articles of incorporation/state registered name)

Camden County Sheriff's Office

2. Organization Mailing Address

Please only enter the street address or P.O. Box in this box.

P.O. Box 57

3. Organization City

Camden

4. Organization State

NC

5. Organization Zip code

27921

Does this city have a population of 50,000 or greater?

No

6. In what COUNTY is your organization located?

Camden

7. Organization Country

United States

Click [HERE](#) to access the list of state funds.

From which STATE FUND are you applying for funding?

NCE (Eastern North Carolina)

8. What is your organization's Federal Employer Identification Number

Number assigned to your organization by the IRS

56-6000282

9. Organization Website Address

(if applicable)

<http://camdenncsheriff.com/>

ATTACHMENTS

In the spaces below, please upload your organization's supporting documentation.

For a visual guide and step by step directions on how to attach a document please click [HERE](#)

What are examples of necessary documents? Click the blue boxes next to each attachment for a sample.

W9 Form Signed

Yes

W9 Form Dated within the last 2 years

Yes

If not dated within 2 years , please fill out a new form. For a link to the required document click [HERE](#)

1. IRS W-9 FORM

W9 Form.pdf

2. IRS Tax ID/EIN Assignment Letter/Recent 990 Filing

IRS Letter.pdf

APPLICANT'S PROOF OF NONPROFIT STATUS

The NRA Foundation awards grants in support of its mission only to nonprofit organizations conducting qualified public programs. The following criteria/documentation, subject to NRA Foundation review and approval, can meet this requirement:

- Applicant is a government agency and provides a tax exempt certificate, or
- Applicant is tax exempt under IRS section 501(c) and provides an IRS determination letter
- Applicant provides Articles of Nonprofit Incorporation filed with their state

- If your organization is an IRS 501(c) entity please upload your IRS Determination Letter
- If your organization is INCORPORATED AS A NONPROFIT incorporation in your state please upload your STATE ARTICLES OF INCORPORATION
- If your organization is a government agency please upload your tax exempt certificate
- 4-H groups upload your umbrella letter or 501(c) letter

All grant awards, whether in merchandise or a check, are made to the organization listed on supporting non-profit documentation.

1. ARTICLES OF INCORPORATION/IRS 501(C) DETERMINATION LETTER/GOVERNMENT AGENCY TAX EXEMPT CERTIFICATE/4-H UMBRELLA LETTER

Tax ID.pdf

CONTACT INFORMATION

Provide the information of the person who will be responsible for receiving correspondence regarding your proposal.

1. Prefix **2. First Name** **3. Last Name**
 Mr. Brandon Blount

4. Suffix
 <None>

5. Title within organization
 Resource Specialist

6. Phone Number
 Please only use numbers. Do not include special characters.
 2523385046

7. Alternate Phone Number:
 Please only use numbers. Do not include special characters.
 2523401328

8. Email Address
 bblount@camdencountync.gov

9. Alternate Email Address
 bblount@camdencountync.gov

Attachment: NRA Foundation General Grant Application (2190 : Grant Applications - Sheriff's Office)

NOTE: This email address will be the only way we communicate with you about your grant. Please ensure this contact is able to receive email and respond in a timely manner. This does not have to be your log in email. It should be an email address that is regularly used and monitored. Please add grantprogram@nrahq.org to this individual's contact list.

Please provide a secondary contact for your request.

10. Prefix **11. First Name** **12. Last Name**
 Mr. Rodney Meads

13. Suffix
 <None>

14. Phone Number
 Please only use numbers. Do not include special characters.
 2523385046

15. Email Address
 rmeads@camdencountync.gov

New Section

NOTE: If correspondence is returned we will email the secondary contact. Please ensure the secondary contact is able to receive email and respond in a timely manner. Please add grantprogram@nrahq.org to this individual's contact list.

GRANT REQUEST INFORMATION

1. Provide a detailed description of the project or program using 500 words or less. What are the goals and objectives of your program? What do you hope to accomplish?

Camden County is a small county in the northeastern state of North Carolina. Our Sheriff's Office is staffed with 20 full time deputies , we recently built our own shooting range. We are requesting assistance of funds to purchase training supplies for our deputies to train for active shooter in the schools. The goals and objectives would be to use the requesting items for deputies to get the feel and practice of what to do in different types of situations.

2. What is the title of your project? State in 10 words or less the purpose of this request.

Active Shooter Training

3. Provide an estimate of the number of participants who will directly benefit from this project. Enter only numbers into this field.

50

Attachment: NRA Foundation General Grant Application (2190 : Grant Applications - Sheriff's Office)

For the following three questions, please answer using 250 words or less for each question.

4. How will you measure impact? Describe the criteria to be used in determining the success and impact of the project.

Our deputies will be able to train with their weapons in practice situations. Our certified shooting instructor will be able to grade the deputies on target accuracy.

5. What groups are going to benefit from the project? How will the community at large benefit?

Our deputies will benefit the most from the project, however our local High School is working on starting a gun safety program and will be able to use the range for practice. The community will benefit by knowing our deputies are training for active shooter in schools and local students are learning gun safety. We have partnered with the USCG Junior Leadership Program (JLP) and with our High School on gun safety and the use of the shooting range for target practice.

6. If your grant request is awarded, how will your organization recognize the NRA Foundation?

We will share on our web page, Facebook, announced during our county commissioners meeting.

7. When do you expect this event or program to be completed? Please note that your final report will be due 30 days after this date, or November 1, 2019, whichever comes first.

3/1/2019

AT THE EARLIEST, funding for approved grants will occur after January 2, 2019 or 30 days after the State Fund Committee meets, whichever is later.

OTHER FUNDING SOURCES

Please provide information about funding sources other than The NRA Foundation that your organization will utilize in the completion of your project.

1. Are there any other funding sources from which you are receiving support?

NO

If so, how much (in dollars)?

2. Please describe your organization's fundraising activities or other sources of revenue, if applicable.

Being a county office we don't do any fundraising activities. We depend on donations and grants.

3. If fully funded, will your organization charge a fee for participation in this program? If yes, what is it used for?

No fee for participation with this program

How much is the participation fee, if any?

4. What is your total project/event/program budget?

1899.95

5. Will your project/event/program continue with partial funding?

NO

Attachment: NRA Foundation General Grant Application (2190 : Grant Applications - Sheriff's Office)

REQUESTED FUNDING AND MATERIALS

In this step, you will create a list of equipment and other needs that your organization is requesting.

At the end of this step, you will be provided with a FUNDING REQUEST ID, which you will enter below.

EACH GRANT APPLICATION MUST HAVE A UNIQUE FUNDING REQUEST ID FOR THIS GRANT YEAR. If you are requesting the same items for different grant applicants or applications, you must create a new funding request, with its own ID, for each applicant or application. Requests cannot be duplicated, merged or manipulated once the Funding Request ID is generated. Make sure you enter the correct ID for this grant application.

- Funding Request IDs from previous years cannot be reused. You must create a new budget request from the 2018 Funding Request Development Tool.
- ALL APPLICANTS MUST use the NRA Foundation Funding Request Development Tool to create your list of requests.
- Applicants are not able to save in-process requests. The Grant Funding Request Development Tool will time out if you stop building your request.
- All funds requested, whether for equipment or range improvements must be included in your funding request. Items not listed cannot be considered.

Click [HERE](#) to access instructions for The Funding Request Development Tool. Please read and print the instructions before accessing The Funding Request Development Tool to build a budget.

[PLEASE CLICK HERE TO ACCESS THE FUNDING REQUEST DEVELOPMENT TOOL](#)

Please enter the Funding Request ID you were given through the Request Development Tool here:

G3KJYY

GRANT FINAL REPORTING

A Grant Final Report will be due by November 1, 2019. Help the NRA Foundation process reports by submitting them as soon as possible.

If you do not provide a final report for your grant award within the specified time frame, future requests will be delayed or declined.

1. Has your organization been awarded an NRA Foundation grant in the past?

YES

2. Has a final report been filed for your prior award?

YES

Failure to file a final report may result in future requests from your organization being delayed or declined.

ALL FINAL REPORTS MUST BE SUBMITTED ONLINE

CONSIDERATION AGREEMENT

In consideration of applying for and/or receipt of a grant from The NRA Foundation, Inc. (the "Foundation"), and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the undersigned Applicant/Grantee hereby agrees to the following Terms and Conditions. The Applicant/Grantee understands and agrees that these Terms and Conditions are attached to and govern the distribution of any grant awarded by the Foundation to the Applicant/Grantee and shall remain in full force and effect until such time as all requirements of the grant have been fully and completely satisfied.

Terms and Conditions

1. Any grant awarded by the Foundation shall be used solely for the purposes set forth in the application. The Applicant/Grantee represents and warrants that the information contained in the application is true and correct and that any grant awarded shall be used solely for a 501(c)(3) purpose, as defined by the IRS and relevant law. The Applicant/Grantee further represents and

- warrants that it shall not curtail the public access, use, or benefit of any project or activity for which a grant award is made.
2. The Applicant/Grantee represents and warrants that it fully understands and shall abide by the Foundation's Guidelines for Grant Application Submission, which are attached to and incorporated into this Agreement.
 3. The Applicant/Grantee represents and warrants that it is in good standing and not defunct or in default with any local, state, or federal government, department, or agency and shall notify the Foundation if it ceases to remain so.
 4. Funds not used or committed for the specified purpose of the grant, or not used or committed within any time limit specified in the application, shall be returned to the Foundation. In addition, if the Applicant/Grantee dissolves, disbands, or otherwise ceases to exist or ceases to use any equipment or other property obtained as a result of the grant for the purpose for which it was awarded, then the Applicant/Grantee shall contact the Foundation to arrange disposal or transfer of any usable property or equipment obtained as a result of the grant.
 5. If awarded a grant, Applicant/Grantee shall furnish written reports as required by the Foundation, including a summary of funds expended. Such reports shall include, but shall not be limited to, a final report in a form acceptable to the Foundation.
 6. Grant funds shall not be used to advocate for or against any candidate for public office, to lobby or otherwise attempt to influence legislation, or to carry on any voter registration drive.
 7. Grant funds shall not be used for payment of administrative fees, office overhead, or other similar costs or expenses.
 8. It is expressly understood and agreed that the Applicant/Grantee takes full responsibility for carrying out the activities contemplated in the grant application. Applicant/Grantee assumes sole responsibility and liability for any injury to any of its officers, directors, employees, agents, contractors, students, members, or visitors ("Applicant/Grantee Party"). The Foundation and its officers, trustees, employees, agents, or contractors, or any Foundation-affiliated entity, including but not limited to the National Rifle Association of America, and their officers, directors, trustees, employees, agents, or contractors ("Foundation Party" or "Foundation Parties") shall not be liable for any damage to Applicant/Grantee's property, nor for any injury to Applicant/Grantee or any Applicant/Grantee Party and Applicant/Grantee hereby expressly releases, discharges, and waives any claim against the Foundation and any Foundation Party. The obligations of this section shall survive the expiration, cancellation, or other termination of this Agreement.
 9. The Applicant/Grantee shall indemnify, hold harmless, and defend all Foundation Parties from and against any and all fault, liabilities, costs, expenses, claims, demands, lawsuits, or any other actions or expenses whatsoever arising out of, related to, or connected with the grant-making activities contemplated under this Agreement or any act or omission of the Applicant/Grantee or any Applicant/Grantee Party. Applicant/Grantee, upon notice from the Foundation, shall defend the same at Applicant/Grantee's expense by legal counsel reasonably satisfactory to the Foundation. The obligations of this section shall survive the expiration, cancellation, or other termination of this Agreement.
 10. If awarded a grant, the Applicant/Grantee agrees to provide appropriate recognition of such grant award, including, as applicable, placing a sign in an appropriate location in recognition of the Foundation's grant. If the Applicant/Grantee provides any audio, video, film, photographs, or electronic images or files of any kind ("Images") to the Foundation, the Applicant/Grantee hereby represents and warrants, knowing that such Images may be used by the Foundation and its assigns, as described below, and that it possesses any and all necessary rights in and to such Images to provide them to the Foundation for such use. The Applicant/Grantee irrevocably consents to and authorizes the use and reproduction at any time by the Foundation and its assign(s) of any and all Images of any kind, along with any text or other writings, provided by the Applicant/Grantee, for any use or purpose whatsoever, including any composite or distorted

representations, promotion, or advertising, and the Applicant/Grantee further waives any claim or right arising out of such use, publication, or reproduction, including any right of privacy, and shall indemnify, defend, and hold harmless Foundation Parties from and against any and all fault, liabilities, costs, expenses, claims, demands, lawsuits, or any other actions or expenses whatsoever arising out of, related to, or connected with the Images or any use thereof. The obligations of this section shall survive the expiration, cancellation, or other termination of this Agreement.

- 11. Any violation of these Terms and Conditions shall permit the Foundation to terminate any further distributions to the Applicant/Grantee, whether or not such distributions have been properly promised or pledged. Such remedy shall not be the sole remedy available to the Foundation and the Foundation shall retain the right to take any other actions allowable by law.
- 12. This Agreement and any disputes arising under this Agreement shall be governed by and construed under the laws of the Commonwealth of Virginia, or, if applicable, federal law. Any action arising under or related to this Agreement or any grant or grant application shall be brought only in a federal or state court sitting within the County of Prince William, the County of Fairfax, or the City of Alexandria, in the Commonwealth of Virginia. The Applicant/Grantee consents to and subjects itself and/or themselves to the personal jurisdiction of such courts and agrees that jurisdiction and venue for any proceeding arising hereunder shall lie exclusively with such courts.
- 13. If any provision of this Agreement is held to be unenforceable, the unenforceable provision shall be deemed to be replaced by a valid, enforceable provision that most closely matches the intent of the original provision. This shall not affect the validity or enforceability of the remaining provisions which shall not be affected but rather shall be enforced to the greatest extent permitted by law.
- 14. The person signing this Agreement represents and warrants that he or she is duly authorized and has the legal capacity and authority to execute and deliver this Agreement.

Acknowledgement of the Applicant/Grantee to the Terms and Conditions set forth in this Agreement must be made by a duly authorized officer of the Applicant/Grantee organization as provided below.

I (we) hereby certify that the information contained in this grant application is accurate. Further, I (we) will abide by the requirements of any grant provided by The NRA Foundation, Inc.

By checking this box, the Applicant/Grantee signifies the intent to be legally bound and executes this Agreement electronically, binding the applicant to the same degree as a handwritten signature.

Yes

ADDENDUM A TO THE GRANT CONSIDERATION AGREEMENT

Attachment: NRA Foundation General Grant Application (2190 : Grant Applications - Sheriff's Office)

This Addendum is made to the Consideration Agreement governing the application for and/or receipt of a grant from The NRA Foundation, Inc. (the "Foundation") and the Applicant/Grantee. Any conflict between this Addendum and any other expression of terms is controlled by this Addendum.

- A. This Addendum addresses a specific provision of New York law but applies to any entity applying for or receiving a grant from the Foundation, and not just those entities in the State of New York.
- B. The NRA Foundation is committed to protecting the privacy and First Amendment rights of its donors and supporters, and it requires any Applicant/Grantee to take reasonably necessary steps to assist the Foundation in those efforts. Under New York Executive Law, section 172-e and New York Legislative Law sections 1-h and 1-j, the Foundation must publicly disclose some of its donors if it provides support of any kind to a 501(c)(4) entity that engages in lobbying sufficient to require that 501(c)(4) to disclose its sources of funding.
- C. Lobbyists are required to file bi-monthly lobbyist reports, and lobbyist clients/employers are required to file semi-annual lobbyist client reports. If a lobbyist or lobbyist client/employer engages in lobbying above the Disclosure Threshold during the calendar year or the twelve-month period prior to the filing of any of those reports, that lobbyist or lobbyist client/employer is also required to publicly disclose the name of every individual or entity that gave the lobbyist or lobbyist client/employer any form of support aggregating more than \$2,500 in value during that calendar year or twelve-month period. The Disclosure Threshold has been met when a lobbyist or lobbyist employer/client makes expenditures to engage in New York lobbying, and those expenditures exceed \$15,000 and 3% of the organization's total expenditures during that same calendar year or twelve-month period.
- D. In turn, any 501(c)(3) entity disclosed as a source of funding by a lobbyist or lobbyist client/employer must publicly disclose the names of its own donors who contributed an aggregate of more than \$2,500 in support to the 501(c)(3) during that same period.

The Applicant/Grantee understands and agrees that, as a condition of any receipt of a grant from the Foundation, the Applicant/Grantee hereby guarantees that it has not made and will not make lobbying expenditures above the Disclosure Threshold as discussed in Section 1, above, during any time period that would result in the Foundation being disclosed as a source of funding by the Applicant/Grantee. The Applicant/Grantee understands and agrees that it shall be liable to the Foundation for all costs reasonably arising out of a breach of this Addendum, and agrees to hold harmless, indemnify, and defend the Foundation in any action arising in any way from a breach of this Addendum, to include legal action against government authorities to protect the privacy and First Amendment rights of the Foundation's donors.

Acknowledgment of the Applicant/Grantee to the Terms and Conditions set forth in this Addendum must be made by a duly authorized officer of the Applicant/Grantee as provided below.

Yes

Attachment: NRA Foundation General Grant Application (2190 : Grant Applications - Sheriff's Office)

AUTHORIZATION AND IMPORTANT INFORMATION

New Section

I (we) hereby certify that the information contained in this grant application is accurate. Further, I (we) will abide by the requirements of any grant provided by The NRA Foundation, Inc.

Yes

Name

Brandon Blount

Title

Resource Specialist

Upon successful submission of this grant application you will receive an automated confirmation email from mail@grantapplication.com. If you do not receive this email, check your spam/junk email folder. Within a week of submitting your application you will receive an email from The NRA Foundation confirming your submission and giving you your grant reference number. Add grantprogram@nrahq.org to your contact list or safe sender list.

Attachment: NRA Foundation General Grant Application (2190 : Grant Applications - Sheriff's Office)

2019 NRA Foundation RANGE Grant Application

RANGE GRANT APPLICATION SUBMISSION

The purpose of the RANGE GRANT application is to request funding to be used for equipment, supplies, and consumable items for your program.

To access the RANGE GRANT GUIDELINES click [HERE](#)

Things you will need to complete this application:

- Complete Signed and Dated (within the past two years) IRS W-9 Form
- Your organization's IRS Tax ID/EIN Assignment Letter
- Your organization's Federal 501(c) letter and /or Articles of Incorporation. Government agencies must attach their tax-exempt certificate or letter
- A current Financial Statement
- A list of your organization's board members or officers
- Your organization's complete bylaws
- Letters from benefiting groups (minimum of 3)
- Copy of Lease/Proof of Land Ownership

I have read and understand the Range Guidelines for Grant submission
Yes

APPLYING ORGANIZATION INFORMATION

1. Applying Organization Legal Name

(According to tax return/articles of incorporation/state registered name)
Camden County Sheriff's Office

2. Organization Mailing Address

Please only enter the street address or P.O. Box in this box.
PO Box 57

3. Organization City

Camden

4. Organization State

NC

5. Organization Zip code

27921

6. In what COUNTY is your organization located?

Camden County

7. Organization Country

Attachment: NRA Foundation Range Grant Application (2190 : Grant Applications - Sheriff's Office)

United States

Click **HERE** to access the list of state funds.

From which STATE FUND are you applying for funding?

NCE (Eastern North Carolina)

8. What is your organization's Federal Employer Identification Number?

Number assigned to your organization by the IRS

56600282

9. Organization Website Address

(if applicable)

camdenncsheriff.com

ATTACHMENTS

In the spaces below, please upload your organization's supporting documentation.

For a visual guide and step by step directions on how to attach a document please click **HERE**

What are examples of necessary documents? Click the blue boxes next to each attachment for a sample.

W9 Form Signed

Yes

W9 Form Dated within the last 2 years

Yes

If not dated within the last two years , please fill out a new form. You can access the form by clicking **HERE**

1. IRS W-9 FORM

W9-complete.pdf

2. IRS Tax ID/EIN Assignment Letter

EIN Letter IRS.pdf

3. ORGANIZATION BYLAWS, STANDARDS OF CONDUCT OR CODE OF CONDUCT

Missionandrulesofconduct.pdf

4. ORGANIZATION FINANCIAL STATEMENT

2017 Camden Audit - FINAL.PDF

5. ORGANIZATION LEADERSHIP

Attachment: NRA Foundation Range Grant Application (2190 : Grant Applications - Sheriff's Office)

APPLICANT'S PROOF OF NONPROFIT STATUS

The NRA Foundation awards grants in support of its mission only to nonprofit organizations conducting qualified public programs. The following criteria/documentation, subject to NRA Foundation review and approval, can meet this requirement:

- Applicant is a government agency and provides a tax exempt certificate, or
 - Applicant is tax exempt under IRS section 501(c) and provides an IRS determination letter
 - Applicant provides Articles of Nonprofit Incorporation filed with their state
-
- If your organization is an IRS 501(c) entity please upload your IRS Determination Letter
 - If your organization is INCORPORATED AS A NONPROFIT incorporation in your state please upload your STATE ARTICLES OF INCORPORATION
 - If your organization is a government agency please upload your tax exempt certificate
 - 4-H groups upload your umbrella letter or 501(c) letter

All grant awards, whether in merchandise or a check, are made to the organization listed on supporting non-profit documentation.

2. ARTICLES OF INCORPORATION/IRS 501(C) DETERMINATION LETTER/GOVERNMENT AGENCY TAX EXEMPT CERTIFICATE/4-H UMBRELLA LETTER

IRS Tax Status Letter_VER_1.pdf

CONTACT INFORMATION

Provide the information of the person who will be responsible for receiving correspondence regarding your proposal.

1. Prefix	2. First Name	3. Last Name
Mr.	Brandon	Blount

4. Suffix
<None>

5. Title within organization
Resource Specialist

6. Phone Number
Use numbers only. Do not include special characters.

Attachment: NRA Foundation Range Grant Application (2190 : Grant Applications - Sheriff's Office)

2523401328

7. Alternate Phone Number:

Use numbers only. Do not include special characters.

2523385046

NOTE: This email address will be the only way we communicate with you about your grant. Please ensure this contact is able to receive email and respond in a timely manner. This does not have to be your log in email. It should be an email address that is regularly used and monitored. Please add grantprogram@nrahq.org to this individual's contact list.

8. E-mail Address

bblount@camdencountync.gov

9. Alternate Email Address

pds74983@gmail.com

Please provide a secondary contact for your request.

NOTE: If correspondence is returned we will email the secondary contact. Please ensure the secondary contact is able to receive email and respond in a timely manner. Please add grantprogram@nrahq.org to this individual's contact list.

10. Prefix	11. First Name	12. Last Name
Mr.	TONY	PERRY

13. Suffix
<None>

14. Title within organization
Range Developer

15. Phone Number
Use numbers only. Do not include special characters.
2523338510

16. Email Address
pds74983@gmail.com

Attachment: NRA Foundation Range Grant Application (2190 : Grant Applications - Sheriff's Office)

FACILITY INFORMATION

1. Does your club/range/association own or lease the land improvements are being made on?

LEASE

2. If club does not own the land, who does?

Leased for a minimum of 10 years by the Camden County Sheriff's Office and range land is owned by Mike McLain, county resident and former Camden County Commissioner.

3. If applicable, what is the lease expiration date?

12/31/2026

4. LEASE or DEED

Rangelease.pdf

Please describe all ranges at your facility regardless of this improvement request. Type in N/A (not applicable) if you do not have that type of range at your facility.

5. Describe the size and physical set up of your PISTOL range. Please include the number of shooting lanes or points, distance of range, number of shooters it can accommodate, and calibers that can be shot on your range.

Range is 100 feet wide and 300 feet deep or long. Target area is 100 feet wide allowing 10 shooters each 10 feet of shooting space. There is a covered rifle canopy at the 100 yard line. There is a 20 foot berm behind target area that meets up with 8 foot berms on each side of the range 300 feet long and a 8 foot berm behind the rifle canopy. Total range property is 1.8 acres with plenty of room for expansion. The range shooting area, parking lot and canopy for storage and tractor equipment is enclosed by a 8 foot chain-link fence with barbwire at the top.

6. Describe the size and physical set up of your RIFLE range. Please include the number of shooting lanes or points, distance of range, number of shooters it can accommodate, and calibers that can be shot on your range.

The pistol and rifle range are in the same location. It is all contained within the 100 feet by 300 feet area with a 20 foot target berm and 8 foot berm on each side.

7. Describe the size and physical set up of your SHOTGUN range.

Same answers from questions 5 and 6

8. Describe the size and physical set up of your ARCHERY range.

There is not archery range.

9. Are your ranges indoor or outdoor or both?

OUTDOOR

10. What range activities, shooting competitions, special events does your range offer in a typical year?

Just law enforcement mandatory qualifications. This range is for law enforcement only except the Camden County High School shooting team is allowed to use it.

MEMBERSHIP POLICIES AND FEES

1. Does the organization/club/association charge a membership fee?

NO

If so, how much is the membership fee?

N/A

2. Do you restrict membership to a certain number?

NO

If so, please explain.

N/A

3. What are the normal hours and days of operation?

Monday thru Thursday 8 am to 8 pm

4. Are there any other operating restrictions?

Yes.

If so, please explain.

Must abide by Sheriff's Office rules in safety, must not be a weapon over the size of a .45 caliber, must have a certified range officer during qualifications or practice; no children on site while range is in use.

5. Do you charge a special event fee? If yes, what is the fee and what is it used for?

N/A

6. Are there any funding sources other than the NRA Foundation from which you are receiving support?

NO

If so, who are these other funding sources?

N/A

If so, how much (in dollars)?

7. What is the total anticipated cost of your range improvement?

6502.03

8. Would the project continue without The NRA Foundation fully funding this request?

NO

PROJECT INFORMATION

1. Provide a detailed description of the project or program using 500 words or less. What are the goals and objectives of your program? What do you hope to accomplish?

The 20 foot berm is in need of new dirt. It has washed away portions of the berm from recent winter rains. Inmates have built up the target area up 10 feet with sandbags to help stop the erosion. An excavator is needed to pile up and pack dirt on the top of the berm to maintain the county required 20 foot height. It will then be reseeded. A medium size front end loader is needed to load the dirt on a county dump truck. The dirt will be given at no charge. The main objective is to get this dirt installed and packed in place to maintain berm height. Grass wire will be used to promote seed growth.

2. What is the title of your project? State in 10 words or less the purpose of this request.

Berm Replenishment 2019

3. If funded by June 1, 2019, what is the estimated completion date of your project?

7/31/2019

IMPACT AND PUBLIC BENEFIT

1. How will you measure the impact? Describe the criteria to be used in determining the success and impact of the project.

After dirt is installed and pack, it will be checked after rains to see if any erosion occurs.

Attachment: NRA Foundation Range Grant Application (2190 : Grant Applications - Sheriff's Office)

2. What do you hope the project accomplishes?

A much stronger and packed berm.

3. When the project or improvement is complete, will you have new users? If yes, who will they be?

No.

4. How does your proposal support the shooting sports for the general public?

Would only support law enforcement and the local high school shooting teams.

5. How many people do you anticipate will benefit from this project within the next year?

250

6. How often is the range open to the PUBLIC? Hours of operation, days of the week for the general PUBLIC?

Is not available to the public.

7. How much would be charged to outside groups for use of the range?

0

8. If your grant request is awarded, how will your organization recognize the NRA Foundation?

Press release to the local media outlets

LETTERS FROM BENEFITING GROUPS

1. What outside groups would benefit from this project, how will they benefit, and how frequently would they be able to benefit from this project?

The Camden County High School will be using this range for practice shooting for competition making the students more knowledgeable of the use of firearms and in the proficiency of the use of the weapons. There is no other range within close proximity of the Camden County High School. We are proud of the ability to be able to provide a safe place for competition practice.

For information about what is required for letters from benefiting groups click [HERE](#)

LETTER 1 NAME OF ORGANIZATION

County of Camden, NC

LETTER 1 CONTACT NAME

Kenneth Bowman

LETTER 1 CONTACT TITLE

County Manager

LETTER 1 CONTACT PHONE/EMAIL

252-338-6363

LETTER #1

NRA Grant Support Letter.pdf

LETTER 2 NAME OF ORGANIZATION

N/A

LETTER 2 CONTACT NAME

N/A

LETTER 2 CONTACT TITLE

N/A

LETTER 2 CONTACT PHONE/EMAIL

N/A

LETTER #2

NRA Grant Support Letter_VER_1.pdf

LETTER 3 NAME OF ORGANIZATION

N/A

LETTER 3 CONTACT NAME

N/A

LETTER 3 CONTACT TITLE

N/A

LETTER 3 CONTACT PHONE/EMAIL

N/A

LETTER #3

NRA Grant Support Letter_VER_2.pdf

REQUESTED FUNDING AND MATERIALS

In this step, you will create a list of equipment and other needs that your organization is requesting.

At the end of this step, you will be provided with a FUNDING REQUEST ID, which you will enter below.

EACH GRANT APPLICATION MUST HAVE A UNIQUE FUNDING REQUEST ID FOR THIS GRANT YEAR. If you are requesting the same items for different grant applicants or applications, you must create a new funding request, with its own ID, for each applicant or application. Requests cannot be duplicated, merged or manipulated once the Funding Request ID is generated. Make sure you enter the correct ID for this grant application.

- Funding Request IDs from previous years cannot be reused. You must create a new budget request from the 2018 Funding Request Development Tool.
- ALL APPLICANTS MUST use the NRA Foundation Funding Request Development Tool to create your list of requests.
- Applicants are not able to save in-process requests. The Grant Funding Request Development Tool will time out if you stop building your request.

- All funds requested, whether for equipment or range improvements must be included in your funding request. Items not listed cannot be considered.

Click [HERE](#) to access instructions for The Funding Request Development Tool. Please read and print the instructions before accessing The Funding Request Development Tool to build a budget.

[PLEASE CLICK HERE TO ACCESS THE FUNDING REQUEST DEVELOPMENT TOOL](#)

Please enter the Funding Request ID you were given through the Request Development Tool here:

SG3HH4

You may attach copies of Estimates or Bids you have recieved for your proposed project below.

Estimates/Bids
Equipment Rental Quote.pdf

Estimates/Bids

GRANT FINAL REPORTING

A Grant Final Report will be due within 30 days of project/program end date or by November 1, 2019 (whichever comes first). Help the NRA Foundation process reports by submitting them as soon as possible.

If you do not provide a final report for your grant award within the specified time frame, future requests will be delayed or declined.

1. Has your organization been awarded an NRA Foundation grant in the past?

YES

2. Has a final report been filed for your prior award?

YES

Failure to file a final report may result in future requests from your organization being delayed or declined.

ALL FINAL REPORTS MUST BE SUBMITTED ONLINE

CONSIDERATION AGREEMENT

In consideration of applying for and/or receipt of a grant from The NRA Foundation ("Foundation"), and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the undersigned Applicant/Grantee hereby agrees to the following Terms and Conditions. The Applicant/Grantee understands and agrees that these Terms and Conditions are attached to and govern the distribution of any grant awarded by the Foundation to the Applicant/Grantee and shall remain in full force and effect until such time as all requirements of the grant have been fully and completely satisfied.

Terms and Conditions

1. Any grant awarded by the Foundation shall be used solely for the purposes set forth in the application. The Applicant/Grantee represents and warrants that the information contained in the application is true and correct and that any grant awarded shall be used solely for a charitable or educational public purpose, as defined by the IRS for 501(c)(3) organizations. The Applicant/Grantee further represents and warrants that it shall not curtail the public access, use, or benefit of any project or activity for which a grant award is made.
2. The Applicant/Grantee represents and warrants that it fully understands and shall abide by the Foundation's Guidelines for Grant Application Submission, which are attached to and incorporated into this Agreement.
3. The Applicant/Grantee represents and warrants that it is in good standing and not defunct or in default with any local, state, or federal government department or agency and shall notify the Foundation if it ceases to remain so.
4. Funds not used or committed for the specified purpose of the grant, or not used or committed within any time limit specified in the application, shall be returned to the Foundation. In addition, if the Applicant/Grantee dissolves, disbands, or otherwise ceases to exist or ceases to use any equipment or other property obtained as a result of the grant for the purpose for which it was awarded, then the Applicant/Grantee shall contact the Foundation to arrange disposal or transfer of any usable property or equipment obtained as a result of the grant.

5. If awarded a grant, Applicant/Grantee shall furnish written reports as required by the Foundation, including a summary of funds expended. Such reports shall include, but shall not be limited to, a final report in a form acceptable to the Foundation.
6. Grant funds shall not be used to advocate for or against any candidate for public office, to lobby or otherwise attempt to influence legislation, or to carry on any voter registration drive.
7. Grant funds shall not be used for payment of administrative fees, office overhead, or other similar costs or expenses.
8. It is expressly understood and agreed that the Applicant/Grantee takes full responsibility for carrying out the activities contemplated in the grant application. Applicant/Grantee assumes sole responsibility and liability for any injury to any of its officers, directors, employees, agents, contractors, students, members, or visitors ("Applicant/Grantee Party"). Foundation and its officers, trustees, employees, agents, or contractors, or any Foundation-affiliated entity, including but not limited to the National Rifle Association of America, and their officers, directors, trustees, employees, agents, or contractors ("Foundation Party" or "Foundation Parties") shall not be liable for any damage to Applicant/Grantee's property, nor for any injury to Applicant/Grantee or any Applicant/Grantee Party and Applicant/Grantee hereby expressly releases, discharges, and waives any claim against Foundation and any Foundation Party. The obligations of this section shall survive the expiration, cancellation, or other termination of this Agreement.
9. The Applicant/Grantee shall indemnify, hold harmless, and defend all Foundation Parties from and against any and all fault, liabilities, costs, expenses, claims, demands, lawsuits, or any other actions or expenses whatsoever arising out of, related to, or connected with the grant-making activities contemplated under this Agreement or any act or omission of the Applicant/Grantee or any Applicant/Grantee Party. The obligations of this section shall survive the expiration, cancellation, or other termination of this Agreement.
10. If awarded a grant, the Applicant/Grantee agrees to provide appropriate recognition of such grant award, including, as applicable, placing a sign in an appropriate location in recognition of the Foundation's grant. If the Applicant/Grantee provides any audio, video, film, photographs, or electronic images or files of any kind ("Images") to the Foundation, the Applicant/Grantee hereby represents and warrants, knowing that such Images may be used by the Foundation and its assigns, as described below, and that it possesses any and all necessary rights in and to such Images to provide them to the Foundation for such use. The Applicant/Grantee irrevocably consents to and authorizes the use and reproduction at any time by the Foundation and its assign(s) of any and all Images of any kind provided by the Applicant/Grantee, for any use or purpose whatsoever, including any composite or distorted representations, promotion, or advertising, and the Applicant/Grantee further waives any claim or right arising out of such use, publication, or reproduction, including any right of privacy, and shall indemnify, defend, and hold harmless Foundation Parties from and against any and all fault, liabilities, costs, expenses, claims, demands, lawsuits, or any other actions or expenses whatsoever arising out of, related to, or connected with the Images or any use thereof. The obligations of this section shall survive the expiration, cancellation, or other termination of this Agreement.
11. Any violation of these Terms and Conditions shall permit the Foundation to terminate any further distributions to the Applicant/Grantee, whether or not such distributions have been properly promised or pledged. Such remedy shall not be the sole remedy available to the Foundation and the Foundation shall retain the right to take any other actions allowable by law.
12. This Agreement and any disputes arising under this Agreement shall be governed by and construed under the laws of the Commonwealth of Virginia, or, if applicable, federal law. Any action arising under or related to this Agreement or any grant or grant application shall be brought only in a federal or state court sitting within the County of Prince William, the County of Fairfax, or the City of Alexandria, in the Commonwealth of Virginia. The Applicant/Grantee consents to and subjects itself and/or themselves to the personal jurisdiction of such courts and

agrees that jurisdiction and venue for any proceeding arising hereunder shall lie exclusively with such courts.

13. If any provision of this Agreement is held to be unenforceable, the unenforceable provision shall be deemed to be replaced by a valid, enforceable provision that most closely matches the intent of the original provision. This shall not affect the validity or enforceability of the remaining provisions which shall not be affected but rather shall be enforced to the greatest extent permitted by law.
14. The person signing this Agreement represents and warrants that he or she is duly authorized and has the legal capacity and authority to execute and deliver this Agreement.

Acknowledgement of the Applicant/Grantee to the Terms and Conditions set forth in this Agreement must be made by a duly authorized officer of the Applicant/Grantee organization as provided below.

I (we) hereby certify that the information contained in this grant application is accurate. Further, I (we) will abide by the requirements of any grant provided by The NRA Foundation, Inc.

By checking this box, the Applicant/Grantee signifies the intent to be legally bound and executes this Agreement electronically, binding the applicant to the same degree as a handwritten signature.

Yes

ADDENDUM A TO THE GRANT CONSIDERATION AGREEMENT

This Addendum is made to the Consideration Agreement governing the application for and/or receipt of a grant from The NRA Foundation, Inc. (the "Foundation") and the Applicant/Grantee. Any conflict between this Addendum and any other expression of terms is controlled by this Addendum.

- A. This Addendum addresses a specific provision of New York law but applies to any entity applying for or receiving a grant from the Foundation, and not just those entities in the State of New York.
- B. The NRA Foundation is committed to protecting the privacy and First Amendment rights of its donors and supporters, and it requires any Applicant/Grantee to take reasonably necessary steps to assist the Foundation in those efforts. Under New York Executive Law, section 172-e and New York Legislative Law sections 1-h and 1-j, the Foundation must publicly disclose some of its donors if it provides support of any kind to a 501(c)(4) entity that engages in lobbying sufficient to require that 501(c)(4) to disclose its sources of funding.
- C. Lobbyists are required to file bi-monthly lobbyist reports, and lobbyist clients/employers are required to file semi-annual lobbyist client reports. If a lobbyist or lobbyist client/employer engages in lobbying above the Disclosure Threshold during the calendar year or the twelve-

month period prior to the filing of any of those reports, that lobbyist or lobbyist client/employer is also required to publicly disclose the name of every individual or entity that gave the lobbyist or lobbyist client/employer any form of support aggregating more than \$2,500 in value during that calendar year or twelve-month period. The Disclosure Threshold has been met when a lobbyist or lobbyist employer/client makes expenditures to engage in New York lobbying, and those expenditures exceed \$15,000 and 3% of the organization's total expenditures during that same calendar year or twelve-month period.

- D. In turn, any 501(c)(3) entity disclosed as a source of funding by a lobbyist or lobbyist client/employer must publicly disclose the names of its own donors who contributed an aggregate of more than \$2,500 in support to the 501(c)(3) during that same period.

The Applicant/Grantee understands and agrees that, as a condition of any receipt of a grant from the Foundation, the Applicant/Grantee hereby guarantees that it has not made and will not make lobbying expenditures above the Disclosure Threshold as discussed in Section 1, above, during any time period that would result in the Foundation being disclosed as a source of funding by the Applicant/Grantee. The Applicant/Grantee understands and agrees that it shall be liable to the Foundation for all costs reasonably arising out of a breach of this Addendum, and agrees to hold harmless, indemnify, and defend the Foundation in any action arising in any way from a breach of this Addendum, to include legal action against government authorities to protect the privacy and First Amendment rights of the Foundation's donors.

Acknowledgment of the Applicant/Grantee to the Terms and Conditions set forth in this Addendum must be made by a duly authorized officer of the Applicant/Grantee as provided below.

By checking this box, the Applicant/Grantee signifies the intent to be legally bound and executes this Agreement electronically, binding the applicant to the same degree as a handwritten signature.

Yes

AUTHORIZATION AND IMPORTANT INFORMATION

I (we) hereby certify that the information contained in this grant application is accurate. Further, I (we) will abide by the requirements of any grant provided by The NRA Foundation, Inc.

Yes

Name

Brandon Blount

Title

Resource Specialist

Attachment: NRA Foundation Range Grant Application (2190 : Grant Applications - Sheriff's Office)

Upon successful submission of this grant application you will receive an automated confirmation email from mail@grantapplication.com. If you do not receive this email, check your spam/junk email folder. Within a week of submitting your application you will receive an email from The NRA Foundation confirming your submission and giving you your grant reference number. Add grantprogram@nrahq.org to your contact list or safe sender list.

Attachment: NRA Foundation Range Grant Application (2190 : Grant Applications - Sheriff's Office)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 7.10

Meeting Date: November 05, 2018

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

Item Title **Revised Meeting Schedule - Board of Commissioners**

Attachments: Revised 2018 Meeting Schedule (DOCX)

Summary:

Due to judge availability for administering oaths for the December 3, 2018 meeting, the meeting time will be changed from 10:00 AM to 8:30 AM. Statute requires that the Board approve the revised meeting schedule.

Recommendation:

Approve revised meeting schedule.

CAMDEN COUNTY BOARD OF COMMISSIONERS

MEETING CALENDAR

2018

All regular meetings are held in the Historic Courtroom located at
117 North 343
Camden County, North Carolina

MEETING DATE & TIME		AGENDA ITEMS DEADLINE	
Monday, January 8, 2018	7:00 PM	Tuesday, January 2, 2018	12:00 PM
Monday, February 5, 2018	7:00 PM	Tuesday, January 30, 2018	12:00 PM
Monday, March 5, 2018	7:00 PM	Tuesday, February 27, 2018	12:00 PM
Monday, April 2, 2018	7:00 PM	Tuesday, March 27, 2018	12:00 PM
Monday, May 7, 2018	7:00 PM	Tuesday, May 1, 2018	12:00 PM
Monday, June 4, 2018	7:00 PM	Tuesday, May 29, 2018	12:00 PM
Monday, July 9, 2018	7:00 PM	Tuesday, July 3, 2018	12:00 PM
Monday, August 6, 2018	7:00 PM	Tuesday, July 31, 2018	12:00 PM
Monday, September 10, 2018	7:00 PM	Tuesday, September 4, 2018	12:00 PM
Monday, October 1, 2018	7:00 PM	Tuesday, September 25, 2018	12:00 PM
Monday, November 5, 2018	7:00 PM	Tuesday, October 30, 2018	12:00 PM
Monday, December 3, 2018	8:30 AM	Tuesday, November 27, 2018	12:00 PM
Monday, January 7, 2019	7:00 PM	Friday, December 28, 2018	12:00 PM

Attachment: Revised 2018 Meeting Schedule (2202 : Revised Meeting Schedule - Board of Commissioners)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 7.11

Meeting Date: November 05, 2018

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

Item Title **Resolution Regarding Opioid Crisis**

Attachments: Resolution Regarding the Opioid Crisis (PDF)

Summary:

Resolution Regarding Opioid Crisis submitted by the County Attorney for possible adoption.

RESOLUTION OF THE BOARD OF COMMISSIONERS OF
CAMDEN COUNTY, NORTH CAROLINA

Date: _____

RESOLUTION NO. _____ (2018)

WHEREAS, Camden County Board of Commissioners has the authority to adopt resolutions with respect to county affairs of Camden County, North Carolina, pursuant to N.C. Gen. Stat. Ann. § 153A-121;

WHEREAS, the Camden County Board of Commissioners has the authority to take action to protect the public health, safety, and welfare of the residents and citizens of Camden County;

WHEREAS, there exists a serious public health and safety crisis involving opioid abuse, addiction, morbidity, and mortality in Camden County;

WHEREAS, the diversion of legally produced controlled substances into the illicit market causes or contributes to the serious public health and safety crisis involving opioid abuse, addiction, morbidity, and mortality in Camden County;

WHEREAS, the opioid crisis unreasonably interferes with rights common to the general public of Camden County; involves a significant interference with the public health, safety, peace, comfort, and convenience of citizens and residents of Camden County; includes the delivery of controlled substances in violation of State and Federal law and regulations; and therefore constitutes a public nuisance;

WHEREAS, the opioid crisis is having an extended and far reaching impact of the general public, health, and safety, of residents and citizens of Camden County and must be abated;

WHEREAS, the violation of any laws of the State of North Carolina, or of the United States of America controlling the distribution of a controlled substance is inimical, harmful, and adverse to the public welfare of the residents and citizens of Camden County constitutes a public nuisance;

WHEREAS, the Camden County Board of Commissioners has the authority to abate, or cause to be abated, any public nuisance including those acts that unreasonably interfere with rights common to the general public of Camden County and/or involve a significant interference with the public health, safety, peace, comfort, and convenience of citizens and residents of Camden County;

WHEREAS, Camden County has expended, is expending, and will continue to expend in the future County funds to respond to the serious public health and safety crisis involving opioid abuse, addiction, morbidity, and mortality within Camden County; and

WHEREAS, the Camden County Board of Commissioners have received information that indicates that the manufacturers and wholesale distributors of controlled substances have distributed in areas surrounding Camden County, North Carolina, may have violated Federal and/or State laws and regulations that were enacted to prevent the diversion of legally produced controlled substances into the illicit market.

NOW, THEREFORE, BE IT RESOLVED by the Camden County Board of Commissioners, assembled on this day at which a quorum is present, that based upon the above the Camden County Board

of Commissioners are declaring the opioid crisis a public nuisance which must be abated for the benefit of Camden County and its residents and citizens.

BE IT FINALLY RESOLVED that all resolutions that are inconsistent with this resolution are rescinded.

The motion to approve the foregoing resolution was made by Commissioner _____, seconded by Commissioner _____, and the following vote was recorded:

Chairman, Clayton D. Riggs

Vice Chairman, Tom White

Garry Meiggs

Randy Krainiak

Ross B. Munro

Attachment: Resolution Regarding the Opioid Crisis (2195 : Resolution Regarding Opioid Crisis)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 8.A
Meeting Date: November 05, 2018

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

Item Title **FY 18-19 YTD Finance Report**

Attachments: Sales tax collections FY 18-19 (PDF)
 9-2018 Revenues (PDF)
 9-2018 Expenditures (PDF)

Summary: Sales & Use Tax Report
 2018-2019 Revenues
 2018-2019 Expenditures

Recommendation: NA

SALES TAX REVENUE COLLECTION REPORT

FY 2018-2019 15-Oct-

SALES TAX REVENUE - GENERAL FUND

	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgete
Art. 39	\$53,060	\$49,705											\$102,764	\$585,0
Art. 40	\$27,377	\$25,180											\$52,557	\$295,0
Art. 42	\$16,796	\$15,819											\$32,615	\$185,0
Art. 44	\$0	\$446											\$446	
Total	\$97,233	\$91,149	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$188,382	
													Total Budgeted	\$1,065,0

SALES TAX REVENUE- RESTRICTED SCHOOL CAPITAL RESERVE FUND

	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgete
Art. 40	\$17,682	\$14,893											\$32,575	\$181,0
Art. 42	\$35,364	\$29,786											\$65,150	\$356,0
Total	\$53,047	\$44,679	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$97,725	
													Total Budgeted	\$537,0

TOTAL \$150,280 \$135,828 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$286,107 \$1,602,0

SALES TAX REVENUE- SC/ED RESTRICTED

	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgete
GS 105-524	\$37,924	\$37,924											\$75,848	\$400,0
													Total Budgeted	\$400,0
Grand	\$188,204	\$173,752	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$361,956	\$2,002,0
														18%

FY 2017-2018

SALES TAX REVENUE - GENERAL FUND

	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgete
Art. 39	\$48,097	\$47,949	\$40,973	\$50,466	\$47,978	\$30,725	\$59,411	\$39,821	\$33,880	\$46,891	\$45,005	\$57,251	\$548,446	\$615,0
Art. 40	\$30,157	\$24,837	\$22,186	\$25,829	\$23,761	\$19,611	\$29,801	\$21,281	\$18,919	\$25,151	\$23,703	\$27,751	\$292,986	\$295,0
Art. 42	\$16,138	\$15,463	\$13,531	\$16,241	\$14,720	\$11,620	\$18,623	\$13,433	\$11,695	\$15,480	\$14,610	\$16,930	\$178,485	\$182,0
Art. 44	\$15	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15	
Total	\$94,407	\$88,249	\$76,689	\$92,537	\$86,460	\$61,956	\$107,835	\$74,534	\$64,493	\$87,522	\$83,318	\$101,932	\$1,019,931	
													Total Budgeted	\$1,092,0

SALES TAX REVENUE- RESTRICTED SCHOOL CAPITAL RESERVE FUND

	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgete
Art. 40	\$14,231	\$15,143	\$14,931	\$15,105	\$14,002	\$15,978	\$17,310	\$12,920	\$12,694	\$16,367	\$15,115	\$16,645	\$180,440	\$185,0
Art. 42	\$28,462	\$30,286	\$29,863	\$30,209	\$28,004	\$31,956	\$34,620	\$25,840	\$25,388	\$32,733	\$30,231	\$33,290	\$360,880	\$360,0
Total	\$42,693	\$45,429	\$44,794	\$45,314	\$42,006	\$47,934	\$51,930	\$38,760	\$38,082	\$49,100	\$45,346	\$49,935	\$541,321	
													Total Budgeted	\$545,0

TOTAL \$137,100 \$133,677 \$121,483 \$137,850 \$128,466 \$109,890 \$159,764 \$113,294 \$102,574 \$136,622 \$128,664 \$151,867 \$1,561,252 \$1,637,0

SALES TAX REVENUE- SC/ED RESTRICTED

	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgete
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	\$36,118	\$433,383	\$400,0
													Total Budgeted	\$400,0
Grand	\$173,210	\$169,788	\$157,595	\$173,961	\$164,577	\$146,008	\$195,883	\$149,412	\$138,693	\$172,741	\$164,783	\$187,985	\$1,994,635	\$2,037,0
														98%

Attachment: Sales tax collections FY 18-19 (2201 : FY 18-19 YTD Finance Report)



10/30/2018 14:13
shumphries

Camden County, NC LIVE
FY 18-19 YEAR-TO-DATE REVENUES

P 1
glytddbud

FOR 2019 04

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
0010 GENERAL FUND							
4000 REVENUES	-3,845,877	-4,436,398.00	-386,553.26	-93,758.61	.00	-4,049,844.74	8.7%
4300 ELECTIONS	0	.00	-218.45	.00	.00	218.45	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	-1,011,229.95	-53,666.16	.00	-7,130,968.05	12.4%
4800 REGISTER OF DEEDS	-150,500	-150,500.00	-45,668.77	.00	.00	-104,831.23	30.3%
4900 PLANNING DEPARTMENT	-38,050	-38,050.00	5,154.94	9,114.38	.00	-43,204.94	-13.5%
4930 INSPECTIONS DEPARMENT	-135,000	-135,000.00	-40,181.06	-15,113.40	.00	-94,818.94	29.8%
5100 SHERIFF	-70,100	-99,100.00	-11,438.84	-1,178.41	.00	-87,661.16	11.5%
5110 SCHOOL RESOURCE OFFICERS	-37,838	-37,838.00	-23,723.00	-5,930.75	.00	-14,115.00	62.7%
5150 COURT FACILITIES	-21,000	-21,000.00	-5,845.35	-1,470.06	.00	-15,154.65	27.8%
5460 FLEET VEHICLES	-5,301	-5,301.00	.00	.00	.00	-5,301.00	.0%
5800 SOLID WASTE	-36,300	-36,300.00	-11,761.28	-2,286.07	.00	-24,538.72	32.4%
6050 EXTENSION	-10,000	-10,000.00	-648.00	-303.00	.00	-9,352.00	6.5%
6110 LIBRARY	-4,900	-4,900.00	-2,020.10	-373.45	.00	-2,879.90	41.2%
6120 RECREATION DEPARTMENT	-18,600	-18,600.00	-3,750.00	.00	.00	-14,850.00	20.2%
6200 DDJP	-51,907	-51,907.00	-17,307.00	-4,325.00	.00	-34,600.00	33.3%
6210 SENIOR CENTER	-20,228	-20,228.00	-2,841.75	-180.25	.00	-17,386.25	14.0%
6700 SOIL & WATER CONSERVATION	-3,600	-3,600.00	.00	.00	.00	-3,600.00	.0%
TOTAL GENERAL FUND	-12,594,409	-13,213,930.00	-1,558,031.87	-169,470.78	.00	-11,655,898.13	11.8%
0012 CODE ENFORCEMENT REVOLVING							
4900 PLANNING DEPARTMENT	-15,000	-15,000.00	-1,507.91	.00	.00	-13,492.09	10.1%
TOTAL CODE ENFORCEMENT REVOLVI	-15,000	-15,000.00	-1,507.91	.00	.00	-13,492.09	10.1%
0013 R/D AUTO ENHANCEMENT FUND							
4800 REGISTER OF DEEDS	-5,025	-5,025.00	-1,257.90	.00	.00	-3,767.10	25.0%
TOTAL R/D AUTO ENHANCEMENT FUN	-5,025	-5,025.00	-1,257.90	.00	.00	-3,767.10	25.0%
0014 COMMUNITY GRANT PROGRAMS							

Attachment: 9-2018 Revenues (2201 : FY 18-19 YTD Finance Report)



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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	-1,143,585.00	.00	.00	.00	-1,143,585.00	.0%
5026	FEMA HAZARD MITIGATION-CON	0	-327,143.00	.00	.00	.00	-327,143.00	.0%
	TOTAL COMMUNITY GRANT PROGRAMS	0	-1,470,728.00	.00	.00	.00	-1,470,728.00	.0%
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0015	TOURISM DEV AUTHORITY							
4000	REVENUES	-41,500	-41,500.00	-6,683.37	-410.08	.00	-34,816.63	16.1%
	TOTAL TOURISM DEV AUTHORITY	-41,500	-41,500.00	-6,683.37	-410.08	.00	-34,816.63	16.1%
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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	-21,284.66	.00	.00	-22,965.34	48.1%
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	-21,284.66	.00	.00	-70,515.34	23.2%
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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%
7500	WASTE WATER OPERATIONS	0	.00	-16,779.41	.00	.00	16,779.41	100.0%
7600	CORE WASTE TREATMENT PROJ	-1,553,450	-2,049,980.00	.00	.00	.00	-2,049,980.00	.0%
	TOTAL WATER & SEWER PROJECTS	-4,758,421	-5,254,951.00	-16,779.41	.00	.00	-5,238,171.59	.3%
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0030	SO CAMDEN WATER/SEWER DIST							
0000	NULL	0	-3,363.00	.00	.00	.00	-3,363.00	.0%
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	-307,451.58	-141.00	.00	-813,148.42	27.4%
7500	WASTE WATER OPERATIONS	-443,316	-443,316.00	-35,175.63	-3,481.82	.00	-408,140.37	7.9%
	TOTAL SO CAMDEN WATER/SEWER DI	-1,601,501	-1,604,864.00	-342,627.21	-3,622.82	.00	-1,262,236.79	21.3%
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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	-11,701.63	.00	.00	-19,673.37	37.3%
	TOTAL DISMAL SWAMP GIFT SHOP	-31,375	-31,375.00	-11,701.63	.00	.00	-19,673.37	37.3%
0036	SOUTH MILLS WATERSHED							
4720	DRAINAGE & WATERSHED PROTE	-51,125	-51,125.00	-1,161.70	.00	.00	-49,963.30	2.3%
	TOTAL SOUTH MILLS WATERSHED	-51,125	-51,125.00	-1,161.70	.00	.00	-49,963.30	2.3%
0037	SAWYERS CREEK WATERSHED							
4720	DRAINAGE & WATERSHED PROTE	-20,050	-20,050.00	-4,650.97	.00	.00	-15,399.03	23.2%
	TOTAL SAWYERS CREEK WATERSHED	-20,050	-20,050.00	-4,650.97	.00	.00	-15,399.03	23.2%
0038	NORTH RIVER WATERSHED							
4720	DRAINAGE & WATERSHED PROTE	-18,050	-18,050.00	-2,367.45	.00	.00	-15,682.55	13.1%
	TOTAL NORTH RIVER WATERSHED	-18,050	-18,050.00	-2,367.45	.00	.00	-15,682.55	13.1%
0039	SHILOH WATERSHED							
4720	DRAINAGE & WATERSHED PROTE	-20,050	-20,050.00	-3,077.67	.00	.00	-16,972.33	15.3%
	TOTAL SHILOH WATERSHED	-20,050	-20,050.00	-3,077.67	.00	.00	-16,972.33	15.3%
0040	CH & S FIRE COMMISSION							
5300	FIRE COMMISSION OPERATING	-327,276	-796,355.00	-511,691.56	-2,234.35	.00	-284,663.44	64.3%
	TOTAL CH & S FIRE COMMISSION	-327,276	-796,355.00	-511,691.56	-2,234.35	.00	-284,663.44	64.3%
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	-21,986.33	-1,439.05	.00	-215,203.67	9.3%
	TOTAL SOUTH MILLS FIRE COMMISS	-237,190	-237,190.00	-21,986.33	-1,439.05	.00	-215,203.67	9.3%
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0050	SCHOOL FUND							
6900	SPECIAL APPROPRIATIONS	-8,100	-8,100.00	-2,722.52	.00	.00	-5,377.48	33.6%
	TOTAL SCHOOL FUND	-8,100	-8,100.00	-2,722.52	.00	.00	-5,377.48	33.6%
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0051	DSS TRUST FUND							
8000	PUBLIC ASSISTANCE	-30,664	-41,411.00	-10,542.25	-3,264.00	.00	-30,868.75	25.5%
	TOTAL DSS TRUST FUND	-30,664	-41,411.00	-10,542.25	-3,264.00	.00	-30,868.75	25.5%
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0052	SOCIAL SERVICES							
6100	DSS ADMINISTRATION	-1,364,836	-1,369,735.00	-211,388.33	-71,589.98	.00	-1,158,346.67	15.4%
	TOTAL SOCIAL SERVICES	-1,364,836	-1,369,735.00	-211,388.33	-71,589.98	.00	-1,158,346.67	15.4%
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0053	JOYCE CREEK DRAINAGE PROJECT							
7210	PROJECT OPERATIONS	-42,835	-42,835.00	-6,148.48	.00	.00	-36,686.52	14.4%
	TOTAL JOYCE CREEK DRAINAGE PRO	-42,835	-42,835.00	-6,148.48	.00	.00	-36,686.52	14.4%
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0055	ECONOMIC DEVELOPMENT PROJ FUND							
4940	ECONOMIC DEVELOPMENT COMM	-40,000	-40,000.00	-402.99	.00	.00	-39,597.01	1.0%
4945	COMMERCE PARK PROJECTS	0	.00	-123,568.40	.00	.00	123,568.40	100.0%
	TOTAL ECONOMIC DEVELOPMENT PRO	-40,000	-40,000.00	-123,971.39	.00	.00	83,971.39	309.9%

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0056	FEREBEE COURTHOUSE TRUST	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
0056 FEREBEE COURTHOUSE TRUST								
5000	BUILDINGS AND GROUNDS	-1,530	-1,530.00	-7.18	.00	.00	-1,522.82	.5%
	TOTAL FEREBEE COURTHOUSE TRUST	-1,530	-1,530.00	-7.18	.00	.00	-1,522.82	.5%
0060 DISMAL SWAMP VISITOR CENTER								
6000	DISMAL SWAMP VISITORS CENT	-161,882	-161,882.00	-71,485.06	-35,714.25	.00	-90,396.94	44.2%
	TOTAL DISMAL SWAMP VISITOR CEN	-161,882	-161,882.00	-71,485.06	-35,714.25	.00	-90,396.94	44.2%
0065 COMMUNITY PARK TRUST FUND								
6130	PARK OPERATIONS	-79,778	-79,778.00	-305.59	.00	.00	-79,472.41	.4%
6135	MILLTOWN BOAT RAMP & PIER	0	-20,000.00	.00	.00	.00	-20,000.00	.0%
	TOTAL COMMUNITY PARK TRUST FUN	-79,778	-99,778.00	-305.59	.00	.00	-99,472.41	.3%
0070 REVALUATION RESERVE FUND								
4000	REVENUES	-255,000	-255,000.00	-593.20	.00	.00	-254,406.80	.2%
	TOTAL REVALUATION RESERVE FUND	-255,000	-255,000.00	-593.20	.00	.00	-254,406.80	.2%
0071 UNRESTRICTED CAPITAL RESERVE								
6600	NON-DEPARTMENTAL	-1,243,825	-1,243,825.00	-159,030.67	.00	.00	-1,084,794.33	12.8%
	TOTAL UNRESTRICTED CAPITAL RES	-1,243,825	-1,243,825.00	-159,030.67	.00	.00	-1,084,794.33	12.8%
0075 SCHOOL CAPITAL RESERVE								

Attachment: 9-2018 Revenues (2201 : FY 18-19 YTD Finance Report)



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0075	SCHOOL CAPITAL RESERVE	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
6820	DEBT SERVICE	-1,123,000	-1,123,000.00	-341,785.92	-82,602.77	.00	-781,214.08	30.4%
	TOTAL SCHOOL CAPITAL RESERVE	-1,123,000	-1,123,000.00	-341,785.92	-82,602.77	.00	-781,214.08	30.4%
	GRAND TOTAL	-24,164,222	-27,259,089.00	-3,432,790.23	-370,348.08	.00	-23,826,298.77	12.6%

** 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	27,137.36	5,213.53	.00	84,509.64	24.3%
4200 ADMINISTRATION	194,194	194,194.00	57,817.11	15,229.59	799.91	135,576.98	30.2%
4300 ELECTIONS	123,168	123,168.00	40,279.04	7,198.02	.00	82,888.96	32.7%
4400 FINANCE	218,373	218,373.00	63,745.67	17,330.66	737.54	153,889.79	29.5%
4410 PERSONNEL DEPARTMENT	73,432	73,432.00	22,664.22	5,374.40	.00	50,767.78	30.9%
4500 TAX DEPARTMENT	452,883	452,883.00	133,450.49	35,355.45	631.17	318,801.34	29.6%
4700 LEGALS	60,000	60,000.00	5,240.00	670.00	.00	54,760.00	8.7%
4800 REGISTER OF DEEDS	240,877	240,877.00	75,182.50	17,707.81	.00	165,694.50	31.2%
4900 PLANNING DEPARTMENT	279,291	279,291.00	89,587.68	27,736.06	-270.00	189,973.32	32.0%
4930 INSPECTIONS DEPARMENT	175,983	207,476.00	36,841.88	8,753.62	1,656.85	168,977.27	18.6%
4940 ECONOMIC DEVELOPMENT COMM	124,288	124,288.00	36,869.01	7,285.89	.00	87,418.99	29.7%
5000 BUILDINGS AND GROUNDS	347,070	377,070.00	144,986.87	23,237.17	1,563.27	230,519.86	38.9%
5100 SHERIFF	1,702,046	1,731,046.00	466,582.93	109,356.51	77,800.76	1,186,662.31	31.4%
5110 SCHOOL RESOURCE OFFICERS	136,949	136,949.00	26,521.70	5,620.07	.00	110,427.30	19.4%
5150 COURT FACILITIES	27,529	27,529.00	18,047.63	1,015.79	.00	9,481.37	65.6%
5450 PUBLIC WORKS ADMINISTRATIO	118,745	118,745.00	32,689.19	7,564.78	.00	86,055.81	27.5%
5460 FLEET VEHICLES	26,760	26,760.00	1,956.68	57.79	.00	24,803.32	7.3%
5500 TRAFFIC	2,060	2,060.00	.00	.00	1,392.00	668.00	67.6%
5800 SOLID WASTE	684,267	713,517.00	166,985.11	54,571.20	.00	546,531.89	23.4%
5900 PUBLIC HEALTH	120,683	123,931.00	54,848.85	17,941.50	6,611.00	62,471.15	49.6%
6050 EXTENSION	143,000	143,000.00	24,457.50	1,531.48	305.00	118,237.50	17.3%
6110 LIBRARY	201,460	201,460.00	58,929.61	15,529.75	3,781.37	138,749.02	31.1%
6120 RECREATION DEPARTMENT	264,666	264,666.00	78,510.22	19,250.88	.00	186,155.78	29.7%
6200 DDJP	62,288	62,288.00	10,712.34	4,584.03	.00	51,575.66	17.2%
6210 SENIOR CENTER	153,173	154,408.00	44,606.19	12,548.94	.00	109,801.81	28.9%
6500 POST EMPLOYMENT BENEFITS	33,552	33,552.00	.00	.00	.00	33,552.00	.0%
6600 NON-DEPARTMENTAL	207,300	206,065.00	51,435.08	12,855.05	5,000.00	149,629.92	27.4%
6700 SOIL & WATER CONSERVATION	68,883	68,883.00	21,286.24	4,280.07	.00	47,596.76	30.9%
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	5,594,225.00	1,338,479.02	415,986.25	224,674.09	4,031,071.89	27.9%
9990 CONTINGENCY	40,000	40,000.00	.00	.00	.00	40,000.00	.0%
TOTAL GENERAL FUND	12,594,409	13,213,930.00	3,129,850.12	853,786.29	324,682.96	9,759,396.92	26.1%
0012 CODE ENFORCEMENT REVOLVING							
4900 PLANNING DEPARTMENT	15,000	15,000.00	230.00	.00	.00	14,770.00	1.5%

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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	230.00	.00	.00	14,770.00	1.5%
0013	R/D AUTO ENHANCEMENT FUND							
4800	REGISTER OF DEEDS	5,025	5,025.00	10,425.00	.00	.00	-5,400.00	207.5%
	TOTAL R/D AUTO ENHANCEMENT FUN	5,025	5,025.00	10,425.00	.00	.00	-5,400.00	207.5%
0014	COMMUNITY GRANT PROGRAMS							
5025	FEMA HAZARD MITIGATION-PUR	0	1,143,585.00	94.50	94.50	270.00	1,143,220.50	.0%
5026	FEMA HAZARD MITIGATION-CON	0	327,143.00	94.50	94.50	270.00	326,778.50	.1%
	TOTAL COMMUNITY GRANT PROGRAMS	0	1,470,728.00	189.00	189.00	540.00	1,469,999.00	.0%
0015	TOURISM DEV AUTHORITY							
4200	ADMINISTRATION	41,500	41,500.00	1,883.40	467.15	2,831.00	36,785.60	11.4%
	TOTAL TOURISM DEV AUTHORITY	41,500	41,500.00	1,883.40	467.15	2,831.00	36,785.60	11.4%
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%
7500	WASTE WATER OPERATIONS	0	496,530.00	.00	.00	.00	496,530.00	.0%
7600	CORE WASTE TREATMENT PROJ	4,554,770	4,554,770.00	762,778.55	144,327.03	.00	3,791,991.45	16.7%

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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
TOTAL WATER & SEWER PROJECTS	4,758,421	5,254,951.00	762,778.55	144,327.03	.00	4,492,172.45	14.5%
<u>0030 SO CAMDEN WATER/SEWER DIST</u>							
6820 DEBT SERVICE	481,609	481,609.00	56,425.12	56,425.12	.00	425,183.88	11.7%
7100 R/O PLANT OPERATIONS	482,826	484,132.00	115,537.97	24,145.22	58,139.00	310,455.03	35.9%
7200 WATER DISTRIBUTION	397,401	399,286.00	146,442.68	35,208.05	718.00	252,125.32	36.9%
7500 WASTE WATER OPERATIONS	239,665	239,837.00	52,284.45	5,547.31	1,960.00	185,592.55	22.6%
TOTAL SO CAMDEN WATER/SEWER DI	1,601,501	1,604,864.00	370,690.22	121,325.70	60,817.00	1,173,356.78	26.9%
<u>0032 DISMAL SWAMP GIFT SHOP</u>							
6000 DISMAL SWAMP VISITORS CENT	31,375	31,375.00	8,755.31	1,090.32	2,546.62	20,073.07	36.0%
TOTAL DISMAL SWAMP GIFT SHOP	31,375	31,375.00	8,755.31	1,090.32	2,546.62	20,073.07	36.0%
<u>0036 SOUTH MILLS WATERSHED</u>							
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%
<u>0037 SAWYERS CREEK WATERSHED</u>							
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%
<u>0038 NORTH RIVER WATERSHED</u>							
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%
<u>0039 SHILOH WATERSHED</u>							

Attachment: 9-2018 Expenditures (2201 : FY 18-19 YTD Finance Report)



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Camden County, NC LIVE
FY 18-19 YEAR-TO-DATE EXPENDITURES

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FOR 2019 04

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%
<hr/>								
0040	CH & S FIRE COMMISSION							
5300	FIRE COMMISSION OPERATING	327,276	796,355.00	87,354.21	17,145.11	55,684.00	653,316.79	18.0%
	TOTAL CH & S FIRE COMMISSION	327,276	796,355.00	87,354.21	17,145.11	55,684.00	653,316.79	18.0%
<hr/>								
0041	SOUTH MILLS FIRE COMMISSION							
5300	FIRE COMMISSION OPERATING	237,190	237,190.00	82,323.31	57,017.49	759.85	154,106.84	35.0%
	TOTAL SOUTH MILLS FIRE COMMISS	237,190	237,190.00	82,323.31	57,017.49	759.85	154,106.84	35.0%
<hr/>								
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%
<hr/>								
0051	DSS TRUST FUND							
8000	PUBLIC ASSISTANCE	30,664	41,411.00	12,541.40	1,936.23	.00	28,869.60	30.3%
	TOTAL DSS TRUST FUND	30,664	41,411.00	12,541.40	1,936.23	.00	28,869.60	30.3%
<hr/>								
0052	SOCIAL SERVICES							
6100	DSS ADMINISTRATION	1,029,231	1,029,231.00	315,406.38	72,369.57	4,011.33	709,813.29	31.0%
8000	PUBLIC ASSISTANCE	335,605	340,504.00	29,903.88	3,085.54	.00	310,600.12	8.8%
	TOTAL SOCIAL SERVICES	1,364,836	1,369,735.00	345,310.26	75,455.11	4,011.33	1,020,413.41	25.5%

Attachment: 9-2018 Expenditures (2201 : FY 18-19 YTD Finance Report)



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Camden County, NC LIVE
FY 18-19 YEAR-TO-DATE EXPENDITURES

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FOR 2019 04

0053	JOYCE CREEK DRAINAGE PROJECT	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
0053 JOYCE CREEK DRAINAGE PROJECT								
7210	PROJECT OPERATIONS	42,835	42,835.00	694.35	107.65	.00	42,140.65	1.6%
	TOTAL JOYCE CREEK DRAINAGE PRO	42,835	42,835.00	694.35	107.65	.00	42,140.65	1.6%
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	52,087.55	11,741.67	.00	109,794.45	32.2%
	TOTAL DISMAL SWAMP VISITOR CEN	161,882	161,882.00	52,087.55	11,741.67	.00	109,794.45	32.2%
0065 COMMUNITY PARK TRUST FUND								
6130	PARK OPERATIONS	44,778	44,778.00	6,521.47	90.94	13,426.00	24,830.53	44.5%
6135	MILLTOWN BOAT RAMP & PIER	35,000	55,000.00	.00	.00	.00	55,000.00	.0%
	TOTAL COMMUNITY PARK TRUST FUN	79,778	99,778.00	6,521.47	90.94	13,426.00	79,830.53	20.0%
0070 REVALUATION RESERVE FUND								

Attachment: 9-2018 Expenditures (2201 : FY 18-19 YTD Finance Report)



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Camden County, NC LIVE
FY 18-19 YEAR-TO-DATE EXPENDITURES

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FOR 2019 04

0070	REVALUATION RESERVE FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
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%
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	27,259,089.00	4,871,634.15	1,284,679.69	465,298.76	21,922,156.09	19.6%

** END OF REPORT - Generated by Stephanie Humphries **

Attachment: 9-2018 Expenditures (2201 : FY 18-19 YTD Finance Report)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 8.B

Meeting Date: November 05, 2018

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

Item Title **Attorney Fee-Contingent Contract in Opioid Litigation**

Attachments: Opioid Litigation Contract (PDF)

Summary:

Find attached the fee-contingent contract regarding the approved opioid litigation submitted by the county attorney and signed by the Chairman.

AUTHORITY TO REPRESENT

RE: Camden County, North Carolina civil suit against those legally responsible for the wrongful distribution of prescription opiates and damages caused thereby.

CAMDEN COUNTY, NORTH CAROLINA (hereinafter "CLIENT") hereby retains the law firm MCHUGH FULLER LAW GROUP, PLLC, pursuant to the North Carolina Rules of Professional Responsibility, on a contingent fee basis, to pursue all civil remedies against those in the chain of distribution of prescription opiates responsible for the opioid epidemic which is plaguing Camden County, North Carolina, including, but not limited to, filing a claim for public nuisance to abate the damages caused thereby. **Michael Jay Fuller, Jr., Esq.** of the law firm MCHUGH FULLER LAW GROUP, PLLC shall serve as LEAD COUNSEL. CLIENT authorizes lead counsel to employ and/or associate additional counsel, with consent of CLIENT, to assist LEAD COUNSEL in the just prosecution of the case. CLIENT consents to the participation of the following firms:

GREENE, KETCHUM, FARRELL, BAILEY & TWEEL, LLP
419 11th Street
Huntington, West Virginia

LEVIN, PAPANTONIO, THOMAS, MITCHELL, RAFFERTY & PROCTOR, PA
316 South Baylen Street
Pensacola, Florida

BARON & BUDD, PC
3102 Oak Lawn Avenue #1100
Dallas, Texas

HILL PETERSON CARPER BEE & DEITZLER PLLC
500 Tracy Way
Charleston, West Virginia

POWELL & MAJESTRO
405 Capitol Street, Suite P-1200
Charleston, West Virginia

MCHUGH FULLER LAW GROUP
97 Elias Whiddon Rd
Hattiesburg, Mississippi

GARRY WHITAKER LAW, P. C.
One North Marshall Street, Suite 350
Winston-Salem, North Carolina 27101

Paul D. Coates
Attorney at Law
Pinto, Coates, Kyre & Bowers, PLLC
3203 Brassfield Rd.
Greensboro, N.C. 27410

In consideration, CLIENT agrees to pay twenty-five percent (25%) of the total recovery (gross) in favor of the CLIENT as an attorney fee whether the claim is resolved by compromise, settlement, or trial and verdict (and appeal). Total fees and expenses shall not exceed thirty-five percent (35%) of the gross recovery. The gross recovery shall be calculated on the amount obtained before the deduction of costs and expenses. CLIENT grants Attorneys an interest in a fee based on the gross recovery. If a court awards attorneys' fees, Attorneys shall receive the "greater of" the gross recovery-based contingent fee or the attorneys' fees awarded. **There is no fee if there is no recovery.**

MCHUGH FULLER LAW GROUP, PLLC and the other law firms, hereinafter referred to as the "Attorneys," agree to advance all litigation expenses necessary to prosecute these claims. All such litigation expenses, including the reasonable internal costs of electronically stored information (ESI) and electronic discovery generally or the direct costs incurred from any outside contractor for those services, will be deducted from any recovery after the contingent fee is calculated. Litigation expenses not directly related to client will be apportioned among the litigants on a fair and reasonable basis. **There is no reimbursement of litigation expenses if there is no recovery.**

The CLIENT acknowledges this fee is reasonable given the time and labor required, the novelty and difficulty of the questions involved, and the skill requisite to perform the legal service properly, the likelihood this employment will preclude other employment by the Attorneys, the fee customarily charged in the locality for similar legal services, the anticipated (contingent) litigation expenses and the anticipated results obtained, the experience, reputation, and ability of the lawyer or lawyers performing the services and the fact that the fee is contingent upon a successful recovery.

This litigation is intended to address a significant problem in the community. The litigation focuses on the manufacturers and wholesale distributors and their role in the diversion of millions of prescription opiates into the illicit market which has resulted in opioid addiction, abuse, morbidity and mortality. There is no easy solution and no precedent for such an action against this sector of the industry. Many of the facts of the case are locked behind closed doors. The billion dollar industry denies liability. The litigation will be very expensive and the litigation expenses will be advanced by the Attorneys with reimbursement contingent upon a successful recovery. The outcome is uncertain, like all civil litigation, with compensation contingent upon a successful recovery. Consequently, there must be a clear understanding between the CLIENT and the Attorneys regarding the definition of a "successful recovery."

The Attorneys intend to present a damage model designed to abate the public health and safety crisis. This damage model may take the form of money damages or equitable remedies (e.g., abatement fund). The purpose of the lawsuit is to seek reimbursement of the costs incurred in the past fighting the opioid epidemic and/or to recover the funds necessary to abate the health and safety crisis caused by the unlawful conduct of the manufacturers and wholesale distributors. The CLIENT agrees to compensate the Attorneys, contingent upon prevailing, by paying 25% of any settlement/resolution/judgment, in favor of the CLIENT, whether it takes the form of monetary damages or equitable relief. For instance, if the remedy is in the form of monetary damages, CLIENT agrees to pay 25% of the gross amount to Attorneys as compensation and then reimburse the reasonable litigation expenses. If the remedy is in the form of equitable relief (e.g., abatement fund), CLIENT agrees to pay 25% of the gross value of the equitable relief to the Attorneys as compensation and then reimburse the reasonable litigation expenses. To be clear, Attorneys shall not be paid nor receive reimbursement from public funds. However, any judgment arising from successful prosecution of the case, or any consideration arising from a settlement of the matter, whether monetary or equitable, shall

not be considered public funds for purposes of calculating the contingent fee. Under no circumstance shall the CLIENT be obligated to pay any Attorneys fee or any litigation expenses except from moneys expended by defendant(s) pursuant to the resolution of the CLIENT's claims. If the defendant(s) expend their own resources to abate the public health and safety crisis in exchange for a release of liability, then the Attorneys will be paid the designated contingent fee from the resources expended by the defendant(s). CLIENT acknowledges this is a necessary condition required by the Attorneys to dedicate their time and invest their resources on a contingent basis to this enormous project. If the defendant(s) negotiate a release of liability, then the Attorneys should be compensated based upon the consideration offered to induce the dismissal of the lawsuit.

The division of fees, expenses and labor between the Attorneys will be decided by private agreement between the law firms and subject to approval by the CLIENT. Any division of fees will be governed by the North Carolina Rules of Professional Conduct including: (1) the division of fees is in proportion to the services performed by each lawyer or each lawyer assumes joint responsibility for the representation and agrees to be available for consultation with the CLIENT; (2) the CLIENT agrees to the arrangement, including the share each lawyer will receive, and the agreement is confirmed in this writing; and (3) the total fee is *reasonable*.

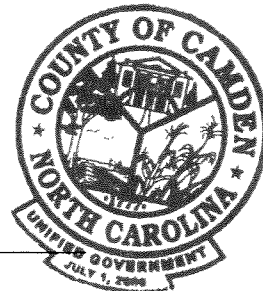
LEAD COUNSEL shall appoint a contact person to keep the CLIENT reasonably informed about the status of the matter in a manner deemed appropriate by the CLIENT. The CLIENT at all times shall retain the authority to decide the disposition of the case and maintain absolute control of the litigation.

Upon conclusion of this matter, LEAD COUNSEL shall provide the CLIENT with a written statement stating the outcome of the matter and, if there is a recovery, showing the remittance to the client and the method of its determination. The closing statement shall specify the manner in which the compensation was determined under the agreement, any costs and expenses deducted by the lawyer from the judgment or settlement involved, and, if applicable, the actual division of the lawyers' fees with a lawyer not in the same firm, as required in Rule 1.05 (e)(3) of the North Carolina Rules of Professional Conduct. The closing statement shall be signed by the CLIENT and each attorney among whom the fee is being divided.

Nothing in this Agreement and nothing in the Attorneys' statement to the CLIENT may be construed as a promise or guarantee about the outcome of this matter. The Attorneys make no such promises or guarantees. Attorneys' comments about the outcome of this matter are expressions of opinion only and the Attorneys make no guarantee as to the outcome of any litigation, settlement or trial proceedings.

SIGNED, this 29 day of October, 2018.

Camden County Board of Commissioners



Clayton D. Riggs
Chairman Clayton D. Riggs

Karen McDavis
Clerk to the Board

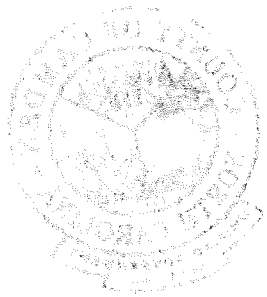
Attachment: Opioid Litigation Contract (2194 : Attorney Fee-Contingent Contract in Opioid Litigation)

Accepted:

McHUGH FULLER LAW GROUP, PLLC
97 Elias Whiddon Rd
Hattiesburg, MS 39402
(601) 261-2220

By _____ Date _____
Michael J. Fuller, Jr., Esq.
Lead Counsel

Attachment: Opioid Litigation Contract (2194 : Attorney Fee-Contingent Contract in Opioid Litigation)



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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

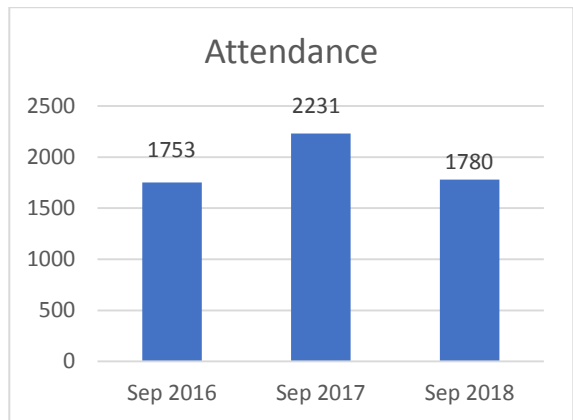
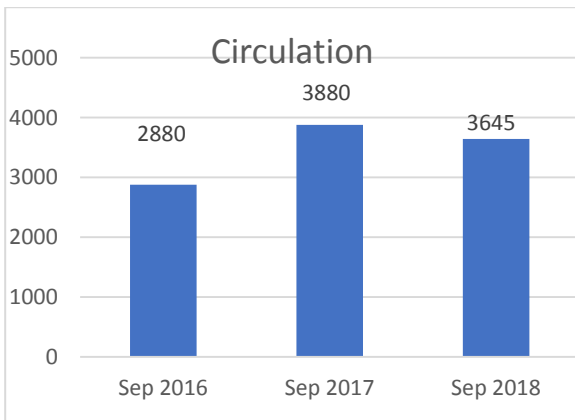
Information, Reports & Minutes From Other Agencies

Item Number: 8.C
Meeting Date: November 05, 2018
Submitted By: Kim Perry,
Library
Prepared by: Kim Perry
Item Title **Library Report - September 2018**
Attachments: 18_09 (DOCX)

Camden County Public Library September 2018 Statistics

Visitor Count	1,780
Materials Check Outs & Renewals	3,645
Computer/ Wireless Use	720/651
Questions Answered	331
Juvenile Programs/Attendance	11/172
Teen/Tween Programs/Attendance	0/0
Adult Programs/Attendance	2/23
One-on-One Sessions/Attendance	0/0
Meeting Room Usage/Attendance	9/103
Days/Hours Open	25/219
# Items in Collection	17,097
Library Card Holders	3,379

Comparison by Year 2016-2018



Attachment: 18_09 (2184 : Library Report - September 2018)



CAMDENCOUNTY

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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 8.D
Meeting Date: November 05, 2018

Submitted By: Tammie Krauss, Register of Deeds
Register of Deeds
Prepared by: Karen Davis

Item Title **Register of Deeds Report**

Attachments: Register of Deeds - Weekly Report (XLS)
Register of Deeds - Monthly Report (PDF)

Camden County Register of Deeds: Tammie Krauss
September 2018 Daily Deposit

DATE	NC CHILDREN TRUST	NC DOM. VIO. FUND	STATE REV. STAMPS	COUNTY REV. STAMPS	RETIREMENT	AUTO FUND	STATE TREASURY	ROD GENERAL	TOTAL
09/04/18	\$ -	\$ -	\$ 338.10	\$ 351.90	\$ 2.31	\$ 14.34	\$ 18.60	\$ 118.75	\$ 844.00
09/05/18	\$ -	\$ -	\$ 235.20	\$ 244.80	\$ 1.50	\$ 9.13	\$ 12.40	\$ 76.97	\$ 580.00
09/06/18	\$ -	\$ -	\$ 690.90	\$ 719.10	\$ 7.77	\$ 47.49	\$ 55.80	\$ 406.74	\$ 1,927.80
09/07/18	\$ -				\$ 0.54	\$ 2.93	\$ 6.20	\$ 26.33	\$ 36.00
09/10/18	\$ 5.00	\$ 30.00	\$ -	\$ -	\$ 2.29	\$ 10.85	\$ 12.40	\$ 92.46	\$ 153.00
09/11/18	\$ -	\$ -			\$ 3.40	\$ 20.36	\$ 24.80	\$ 178.04	\$ 226.60
09/12/18			\$ 254.80	\$ 265.20	\$ 3.72	\$ 22.99	\$ 24.80	\$ 196.49	\$ 768.00
09/17/18					\$ 4.24	\$ 25.84	\$ 31.00	\$ 221.92	\$ 283.00
09/18/18	\$ 5.00	\$ 30.00	\$ -	\$ -	\$ 3.58	\$ 17.44	\$ 31.00	\$ 151.78	\$ 238.80
09/19/18			\$ 634.55	\$ 660.45	\$ 4.77	\$ 28.04	\$ 43.40	\$ 241.79	\$ 1,613.00
09/20/18			\$ 445.90	\$ 464.10	\$ 3.53	\$ 20.48	\$ 37.20	\$ 173.99	\$ 1,145.20
09/21/18			\$ 508.62	\$ 529.38	\$ 2.85	\$ 17.27	\$ 24.80	\$ 145.08	\$ 1,228.00
09/24/18			\$ 474.81	\$ 494.19	\$ 3.23	\$ 19.18	\$ 24.80	\$ 167.39	\$ 1,183.60
09/25/18	\$ 5.00	\$ 30.00	\$ 98.00	\$ 102.00	\$ 7.77	\$ 43.03	\$ 55.80	\$ 376.40	\$ 718.00
09/26/18			\$ 338.59	\$ 352.41	\$ 2.29	\$ 14.32	\$ 12.40	\$ 123.39	\$ 843.40
09/27/18	\$ 5.00	\$ 30.00	\$ 34.30	\$ 35.70	\$ 2.22	\$ 9.22	\$ 18.60	\$ 82.96	\$ 218.00
09/28/18			\$ 661.99	\$ 689.01	\$ 4.25	\$ 25.79	\$ 37.20	\$ 216.56	\$ 1,634.80
									\$ -
									\$ -
									\$ -
									\$ -
									0.00
									0.00
									\$ -
TOTAL	\$ 20.00	\$ 120.00	\$ 4,715.76	\$ 4,908.24	\$ 60.26	\$ 348.70	\$ 471.20	\$ 2,997.04	\$ 13,641.20

Attachment: Register of Deeds - Weekly Report (2197 : Register of Deeds Report)

Ledger Report Fee Distribution
TAMMIE KRAUSS, REGISTER OF DEEDS
Camden, NC

Date Range From Saturday, September 01, 2018 to Sunday, September 30, 2018

Name	Amount
NC Children's Trust Fund	\$20.00
NC Domestic Violence Fund	\$120.00
State Revenue Stamp	\$4,715.76
County Revenue Stamp	\$4,908.24
Land Transfer Fee	\$0.00
Floodplain Map Fund	\$0.00
Supplemental Retirement	\$60.26
ROD Automation Fund	\$348.70
Dept Of Cultural Resources	\$0.00
Vital Records Fund	\$0.00
State General Fund	\$0.00
State Treasurer Amount	\$471.20
ROD General Fund	\$2,997.04
Total Distribution For Period	\$13,641.20
Cash Total	\$816.30
Check Total	\$12,824.90
Pay Account Total	\$0.00
ACH Total	\$0.00
Escrow Account Total	\$0.00
Overpayment Total	\$0.00
Total Deposit For Period	\$13,641.20



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 8.E
Meeting Date: November 05, 2018

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

Item Title **Community Advisory Committee**

Attachments: CAC Reports (PDF)

2nd and 3rd Quarter Reports - Community Advisory Committee

Community Advisory Committee Quarterly/Annual Visitation Report

County Camden	Facility Type - <input type="checkbox"/> Family Care Home <input checked="" type="checkbox"/> Adult Care Home <input type="checkbox"/> Nursing Home <input type="checkbox"/> Combination Home	Facility Name Needhams ACH
Visit Date 6/12/2018	Time Spent in Facility 1 hr 00 min	Arrival Time 10 : 20 <input checked="" type="checkbox"/> am <input type="checkbox"/> pm
Name of Person Exit Interview was held with Sarah White		Interview was held <input checked="" type="checkbox"/> In-Person <input type="checkbox"/> Phone <small>(Name & Title)</small>
<input type="checkbox"/> Admn. <input type="checkbox"/> SIC (Supervisor in Charge) <input type="checkbox"/> Other Staff Rep Committee Members Present: Ruth White, Clarann Mansfield, Amber Jennings & Jasmine Wilson		Report Completed by: Jasmine Wilson
Number of Residents who received personal visits from committee members: 8		
Resident Rights Information is clearly visible. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Ombudsman contact information is correct and clearly posted. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The most recent survey was readily accessible. <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(Required for Nursing Homes Only)</small>		Staffing information is posted. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Resident Profile		Comments & Other Observations
1. Do the residents appear neat, clean and odor free? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 2. Did residents say they receive assistance with personal care activities, Ex. brushing their teeth, combing their hair, inserting dentures or cleaning their eyeglasses? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 3. Did you see or hear residents being encouraged to participate in their care by staff members? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 4. Were residents interacting w/ staff, other residents & visitors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 5. Did staff respond to or interact with residents who had difficulty communicating or making their needs known verbally? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 6. Did you observe restraints in use? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 7. If so, did you ask staff about the facility's restraint policies? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Resident Living Accommodations		Comments & Other Observations
8. Did residents describe their living environment as homelike? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 9. Did you notice unpleasant odors in commonly used areas? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 10. Did you see items that could cause harm or be hazardous? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 11. Did residents feel their living areas were too noisy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 12. Does the facility accommodate smokers? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (outside) 12a. Where? <input checked="" type="checkbox"/> Outside only <input type="checkbox"/> Inside only <input type="checkbox"/> Both Inside & Outside. 13. Were residents able to reach their call bells with ease? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 14. Did staff answer call bells in a timely & courteous manner? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 14a. If no, did you share this with the administrative staff? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Resident Services		Comments & Other Observations
15. Were residents asked their preferences or opinions about the activities planned for them at the facility? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 16. Do residents have the opportunity to purchase personal items of their choice using their monthly needs funds? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 16a. Can residents access their monthly needs funds at their convenience? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 17. Are residents asked their preferences about meal & snack choices? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 17a. Are they given a choice about where they prefer to dine? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 18. Do residents have privacy in making and receiving phone calls? <input type="checkbox"/> Yes <input type="checkbox"/> No 19. Is there evidence of community involvement from other civic, volunteer or religious groups? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 20. Does the facility have a Resident's Council? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Family Council? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Areas of Concern	Exit Summary	
Are there resident issues or topics that need follow-up or review at a later time or during the next visit?	Discuss items from "Areas of Concern" Section as well as any changes observed during the visit.	

Attachment: CAC Reports (2191 : Community Advisory Committee)

This Document is a PUBLIC RECORD. Do not identify any Resident(s) by name or inference on this form.
 Top Copy is for the Regional Ombudsman's Record. Bottom Copy is for the CAC's Records.

Community Advisory Committee Quarterly/Annual Visitation Report

8.E.a

County Camden	Facility Type - <input type="checkbox"/> Family Care Home <input checked="" type="checkbox"/> Adult Care Home <input type="checkbox"/> Nursing Home <input type="checkbox"/> Combination Home	Facility Name Needham ACH
Visit Date 9/17/18	Time Spent in Facility 1 hr 30 min	Arrival Time 10:30 <input checked="" type="checkbox"/> am <input type="checkbox"/> pm
Name of Person Exit Interview was held with Donna Sawyer		Interview was held <input checked="" type="checkbox"/> In-Person <input type="checkbox"/> Phone <small>(Name & Title)</small>
<input checked="" type="checkbox"/> Admn. <input type="checkbox"/> SIC (Supervisor in Charge) <input type="checkbox"/> Other Staff Rep		
Committee Members Present: Jasmine Wilson Ruth White Tammie Krauss, Amber Jennings		Report Completed by: Ruth White
Number of Residents who received personal visits from committee members: 11		
Resident Rights Information is clearly visible. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Ombudsman contact information is correct and clearly posted. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The most recent survey was readily accessible. <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(Required for Nursing Homes Only)</small>		Staffing information is posted. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Resident Profile		Comments & Other Observations
1. Do the residents appear neat, clean and odor free? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 2. Did residents say they receive assistance with personal care activities, Ex. brushing their teeth, combing their hair, inserting dentures or cleaning their eyeglasses? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 3. Did you see or hear residents being encouraged to participate in their care by staff members? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 4. Were residents interacting w/ staff, other residents & visitors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 5. Did staff respond to or interact with residents who had difficulty communicating or making their needs known verbally? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 6. Did you observe restraints in use? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 7. If so, did you ask staff about the facility's restraint policies? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Resident Living Accommodations		Comments & Other Observations
8. Did residents describe their living environment as homelike? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 9. Did you notice unpleasant odors in commonly used areas? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 10. Did you see items that could cause harm or be hazardous? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 11. Did residents feel their living areas were too noisy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 12. Does the facility accommodate smokers? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 12a. Where? <input type="checkbox"/> Outside only <input checked="" type="checkbox"/> Inside only <input type="checkbox"/> Both Inside & Outside. 13. Were residents able to reach their call bells with ease? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 14. Did staff answer call bells in a timely & courteous manner? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 14a. If no, did you share this with the administrative staff? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Resident Services		Comments & Other Observations
15. Were residents asked their preferences or opinions about the activities planned for them at the facility? <input type="checkbox"/> Yes <input type="checkbox"/> No 16. Do residents have the opportunity to purchase personal items of their choice using their monthly needs funds? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 16a. Can residents access their monthly needs funds at their convenience? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 17. Are residents asked their preferences about meal & snack choices? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 17a. Are they given a choice about where they prefer to dine? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 18. Do residents have privacy in making and receiving phone calls? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 19. Is there evidence of community involvement from other civic, volunteer or religious groups? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 20. Does the facility have a Resident's Council? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Family Council? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Areas of Concern		Exit Summary
Are there resident issues or topics that need follow-up or review at a later time or during the next visit? N/A		Discuss items from "Areas of Concern" Section as well as any changes observed during the visit.

Attachment: CAC Reports (2191 : Community Advisory Committee)

This Document is a PUBLIC RECORD. Do not identify any Resident(s) by name or inference on this form.
 Top Copy is for the Regional Ombudsman's Record. Bottom Copy is for the CAC's Records.