



CAMDEN COUNTY
NORTH CAROLINA • USA

Boundless Opportunities.

BOARD OF COMMISSIONERS

**June 01, 2020
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
June 01, 2020
7:00 PM
Historic Courtroom, Courthouse Complex**

Welcome & Call to Order

Invocation & Pledge of Allegiance

Commissioner Garry Meiggs

ITEM 1. Public Comments

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

ITEM 2. Conflict of Interest Disclosure Statement

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

Recess to South Camden Water & Sewer District Board of Directors

Reconvene Board of Commissioners

ITEM 4. Public Hearings

- A. Proposed FY 2020-2021 Budget - Ken Bowman
- B. Proposed 2020-2024 Capital Improvement Program - Ken Bowman

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

- A. Tax Report - Lisa Anderson
- B. Resolution 2020-06-01: Salaries & Compensation for Various Boards and Commissions - Ken Bowman

C. Boomerang Design - Fee Proposal

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

A. Tourism Development Authority

ITEM 7. Consent Agenda

A. BOC Meeting Minutes - April 29, 2020

B. BOC Meeting Minutes - May 4, 2020

C. BOC Meeting Minutes - May 13, 2020

D. Budget Amendments

E. School Budget Amendments

F. DMV Monthly Report

G. Pickups, Releases & Refunds

H. Tax Collection Report

I. Set Public Hearing - South Mills Landing

ITEM 8. County Manager's Report

ITEM 9. Commissioners' Reports

ITEM 10. Information, Reports & Minutes From Other Agencies

A. Register of Deeds Report

B. Library Report

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

ITEM 12. Adjourn

Reconvene Board of Equalization and Review

ITEM Adjourn Board of Equalization and Review



CAMDEN COUNTY
NORTH CAROLINA • USA

Boundless Opportunities.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Public Hearings

Item Number: 4.A
Meeting Date: June 01, 2020
Submitted By: Ken Bowman,
Administration
Prepared by: Karen Davis

Item Title **Proposed FY 2020-2021 Budget**

Attachments: FY20-21 Budget Message FINAL_Signed (PDF)
20-21 schedule of board adjustments (DOCX)
20-21 BUDGET ORDINANCE (DOC)
Schedule of Fees 20-21 (DOCX)

Summary:

The annual budget process requires a public hearing to allow an opportunity for public input on the next fiscal year's budget. The attached documents include a synopsis of the changes discussed during the budget work sessions conducted in April and May, as well as a copy of the proposed Budget Ordinance for adoption. The County Fee Schedule is also included to be adopted with the budget ordinance.

Recommendation:

Upon completion of hearing, add the FY2020-21 Budget Ordinance to the agenda. Approve attached FY2020-21 Budget Ordinance along with Fee Schedule.



FY 2020-2021 Budget Message

May 21, 2020

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

Pursuant to my responsibility as County Manager and Budget Officer, I respectfully submit for your consideration the Camden County Fiscal Year 2020-21 Annual Budget scheduled to begin on July 1, 2020 and end on June 30, 2021. This budget represents the combined efforts of County Staff to set a financial course of action to serve our supporting public while implementing the directions and desires of the Governing Body. The goal is to meet the County's basic needs in core operations and address as many capital improvement needs as financially feasible. One of the critical purposes of this document is to encourage open dialogue, questions, and public deliberation as it relates to how citizen tax dollars can best be used to serve the community. This budget has been prepared in accordance with the provisions of General Statute 159-11, the Local Government Budget and Fiscal Control Act.

As required, all funds within the budget are balanced along with all anticipated revenue and expenditure estimates being identified for Fiscal Year 2020-21. Notice of this submission will be given to the news media and the public, and a public hearing will be scheduled at the County's called meeting on June 1st at 7:00 p.m.

Like our state and federal governments, local governments will not be immune to the inevitable downturn in the economy due to the outbreak of COVID-19. All levels of government will experience declines in revenues, whether it is due to decreased property tax collections, slowing sales taxes, or reduced collections of various permit and service fees.

Even in Camden County this decline may create a challenge to maintain some local public services. Local governments are left in a position of uncertainty for upcoming budgets. There are

a couple of points I would like to make. As of now there will be no reductions in service. All departments will continue to perform their daily functions and provide quality service to Camden citizens. Second, leadership is not considering layoffs at all at this point. Every staff member of Camden County is extremely valuable and a great asset to the county. They have adjusted quickly to the “new normal” without hesitation while continuing to meet the needs of the community.

The full financial impacts of the coronavirus have yet to be felt, as revenue is always a few months behind. There may be some lost revenues but it is difficult to project how much at this time. In the meantime, all budgeted capital expenditures have been frozen as of May 1st, save for those funded through grants.

A copy of the proposed budget will be placed on file with the Clerk to the Board and will be available for public inspection during normal business hours within 10 days prior to the June 1st public hearing. A copy of this document is also available on Camden County’s website. As is traditional, a copy will also be placed in the Camden County Public Library to facilitate its examination by our citizens and stakeholders.

While developing the budget the following key activities were taken into consideration:

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

Revenues

The above goals for FY2020-21 were balanced with expected revenues while minimizing the use of the General Fund Balance to support operating expenses. Revenues are generally related to expected economic growth within the County and the State. Although COVID-19 has had a devastating impact on the economy globally and nationally there are still positive economic indicators including low unemployment and strong consumer confidence regionally. Property Tax values appear to be above 1% expected growth minimizing the impact of reduced sales tax collections on total revenues for the FY2020-21 budget.

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

Ad Valorem Tax	\$7,483,431
Local Option Sales Tax (Art. 39)	\$565,000
Vehicle Tax	\$663,381
Franchise Tax	\$739,000
Medicaid Hold Harmless	\$460,000
Article 40 Tax	\$295,000
Article 42 Tax	\$182,000
Special Revenue Fund (CRF for Debt Payment)	\$187,262
From School Reserve Fund (Debt Payments, Capital Outlay)	\$982,806
Solid Waste Fee	\$300,000

Expenditures

With a few exceptions, county departments continued to hold the line on expenditures. However, non-departmental expenditures are increasing. Non-departmental contributions such as School Funding, Emergency Medical Services (EMS), Emergency Management and Health Services are major appropriations. Other increased appropriations include Forestry, Social Services, and Solid Waste / Recycling. These increases in annual expenditures continue to be higher than increases in annual revenues for FY 2020-21. Continuing to fund operational expenditures with fund balance will quickly have a detrimental effect on general fund balance. However, over the last 3 years Staff has worked hard to ensure all bills are paid without having to use any funds from the fund balance.

The County's fund balance should be carefully invested within our county to foster economic growth and quality of life without burdening the taxpayers as available. While it is imperative to keep our responsible fiscal policies intact by supporting operational expenditures with operational revenues, we are in a position to use a portion of fund balances restricted for capital investment to address failing County buildings and critical infrastructure as well as community projects that are important to our citizens. Funding Capital Improvement Plan projects is vital to the success of these goals.

Compared to the adopted FY 2019-20 General Fund budget of \$13,280,091, the anticipated FY2020-21 budget proposes \$13,568,068 which represents an increase of \$287,977.

The FY2020-21 proposed general fund budget is balanced with \$330,976 in fund balance to finance County operational expenses. The FY2019-20 adopted general fund budget was balanced with \$492,149 in fund balance to finance County operational expenses.

Departmental Appropriations

Below is a list of some of the major Departmental expenditures proposed for FY2020-21.

Governing Body	\$104,317
----------------	-----------

County Administration	\$236,625
Elections	\$141,557
Finance Department	\$214,514
Personnel	\$65,982
Tax Department	\$508,530
Legal	\$40,000
Register of Deeds	\$268,087
Planning Department/Inspections	\$560,015
Public Works/Building & Grounds	\$604,589
Sheriff & SRO	\$2,059,393
Extension	\$171,308
Recreation	\$300,301
Senior Center	\$232,787
Solid Waste	\$743,715
Non-Departmental	\$210,729
Economic Development	\$125,601
Capital Outlay/Debt Service	\$1,089,189
Library	\$234,292
JCPC	\$80,384
Soil & Water Conservation	\$79,786

Special Appropriations

In the FY2020-2021 proposed budget, Special Appropriations expenditures total \$5,245,716 or 38 % of total General Fund expenses. The county is required by contract to commit the funds budgeted for EMS, Emergency Management and Forestry. (The School System is anticipating an increase ADM from 1859 students to 1,888 students for FY2020-21).

The list below highlights some of the major Special Appropriations proposed for FY2020-21.

School Current Expense	\$2,600,000
School Capital Outlay	\$405,878
Pasquotank/Camden EMS	\$562,250
Central Communications/Emergency Mgmt.	\$301,000
College of the Albemarle	\$40,000
Albemarle District Jail	\$295,000
Department of Social Services	\$337,056
CH & S Fire Commission	\$265,686
South Mills Fire Commission	\$166,074

Major Concerns

The County continues to remain focused on the area of economic development as a key to increasing revenues, expanding and diversifying the tax base, and making the wastewater system financially self-supporting. Significant progress was made in 2019 with the completion of the waste water treatment plant on Highway 158 corridor. This plant is now on line to receive waste

water from the Camden Courthouse area which in turn now creates additional capacity in the South Mills waste water treatment plant.

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

In addition, during FY 2019-20, the County contributed approximately \$405,878 to the School District for capital improvements and \$2,600,000 for operating expenses utilizing tax revenue and a significant contribution from fund balance. The proposed FY 2020-21 budget continues to provide \$2,600,000 for current operating expenses and \$405,878 to the Board of Education for capital needs.

Other Major Program Goals

Community Park Trust Fund

The Community Park Trust Fund (CPTF) FY2020-21 budget includes funding for Park Maintenance Capital needs. The county will pursue grant funding for design/construction of future community parks once the land purchase of the identified location has been completed.

Capital Reserve Fund

The money for this fund comes from the \$0.01 land transfer tax which is levied on all land sales. Due to outdated and failing County buildings, funds are included to continue planning for a County Office Building / Campus complex that would replace the current structures. These new buildings would combine the Administration, Tax, Planning, and Water/Sewer staff. At this time the County is in negotiations to phase in this project and start with designing the Library, which will include a Community Activities Room and a Board Room for Commissioners and other commissions to meet. This building will be located on the site across from the historic courthouse.

School Capital Reserve Fund

The School Capital Reserve Fund is currently funded by restricted sales tax. County Management is currently working with school officials to proceed toward being shovel ready within the next 18 months. The cost of constructing a new school will require debt financing and a bond referendum. The opportunity to vote on this referendum will be during the November general election. Consideration should be given to the best possible route to bringing this project to fruition without undue burden on our taxpayers.

RECOMMENDATION

The total of recommended General Fund expenditures is \$13,568,068.

The projected revenues total \$13,237,092 for the General Fund at the present tax rate of \$.75.

After receiving departmental requests, Budget & Finance worked to cut general fund requests requiring \$516,964 in fund balance to \$330,976. The only way to reduce expenditures further without reducing services is by removing 2% Cost of Living increase, the limited Capital Improvements (updated desktop computers, Sheriff's vehicles) and the Equipment requests from Public Works. The bottom line is County Departments have done an extraordinary job staying within their respective budget allocations and in turn have not expended all of their funds for the past 3 years. Those unused funds have been returned to the General Fund Reserve eliminating the need to draw down the Fund Balance.

FY 2020-21 Budget Summary

The Management Team brought me a conservative set of budget requests that allowed for the continuation of excellent services that have been provided in the past. This budget also provides for limited capital improvements and equipment necessary to continue services in a manner that is effective and safe. Finally, this budget provides for a plan this year, with no tax increase, while keeping in mind the challenges we face in future years. Challenges such as the construction of a new administration campus, a new high school, broadband, and waste water sewer lines extensions are planned for in the next couple of years and while funds for their construction are not specifically allocated we are still mindful of them while putting together this year's budget.

The strain on revenues and our desire to maintain our service level has made for very conservative budgets during the last several years, and our Management Team has once again done a great job keeping expenses down to all but the necessary in order to provide for a responsible and balanced budget. In addition, staff has tried to factor in the financial impacts from the COVID-19 pandemic and what that will have on future funding of operations and capital projects moving forward. At this point I want to emphasize to you that Camden County is still in good financial condition. Our fund balance in the General Fund continues to be healthy.

I look forward to working with you to implement this budget and continue to serve the citizens of Camden County. As public officers, we have been given the task of protecting the rights, needs and desires of the constituents. The staff believes that this task has been achieved and respectfully submits to you the FY2020-21 Fiscal Year Budget.

Respectfully submitted,


 KENNETH L. BOWMAN
 Budget Officer/County Manager



FY 2020-2021 Budget

Schedule of Changes Per Budget Work Sessions

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

General Fund

<u>Dept.</u>	<u>Item</u>	<u>Submitted</u>	<u>Change</u>	<u>Proposed</u>
106900	Budget for Albemarle United Way	1,000	1,000	0 Decrease/BOC

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

**Ordinance No. 2020-06-01
AN ORDINANCE OF
THE BOARD OF COUNTY COMMISSIONERS OF
CAMDEN COUNTY, NORTH CAROLINA,
RELATING TO THE FY 2020 – 2021 BUDGET**

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

ARTICLE I. BUDGET ORDINANCE

This Budget Ordinance per G.S. 159-13 hereby incorporates, in its entirety, this Budget for the County of Camden for FY 2020-2021, adopted by the Board of Commissioners on June 1, 2020. Said Ordinance may hereafter be referred to as the “Budget Ordinance”. The levy of the county-wide Tax Rate(s) and Fees affecting any and all county managed Funds will accompany and be adopted simultaneously with this Budget Ordinance unless amended per G.S. 159-15.

ARTICLE II. GENERAL FUND

SECTION 1 – Appropriations: The following amounts are hereby appropriated in the General Fund for the operation of county government and its activities for the fiscal year beginning July 1, 2020 and ending June 30, 2021 in accordance with the Budget Ordinance and the chart of accounts heretofore established for this county.

Governing Body.....	\$104,317
County Administration.....	236,625
Elections.....	141,557
Finance.....	214,514
Personnel.....	65,982
Tax Supervisor.....	508,530
Legals.....	40,000
Register of Deeds.....	268,087
Planning.....	347,091
Inspections.....	212,924
Economic Development Commission.....	125,601
Building & Grounds.....	453,636
Sheriff.....	1,924,313
School Resource Officer (SRO).....	135,080
Jury Commission.....	96
Court Facilities.....	62,140
Public Works Administration.....	150,953
Fleet Vehicles.....	7,050
Traffic.....	3,060
Solid Waste.....	743,715
Public Health.....	125,555
Extension.....	171,308
County Public Library.....	234,292

Attachment: 20-21 BUDGET ORDINANCE (2701 : Proposed FY 2020-2021 Budget)

Parks & Recreation	300,301
DDJP (JCPC)	80,384
Senior Center	232,787
Post-Employment Benefits	12,750
Non-Departmental.....	210,729
Soil/Water Conservation.....	79,786
Capital Outlay/Debt Service	1,089,189
Special Appropriations:	
Albemarle Commission	7,251
EMS	562,250
Conservation/Forestry.....	64,067
RC&D	750
Central Communications	301,000
Emergency Management	33,400
S. Camden Water & Sewer	0
MLK Funding	800
Special Funding	1,000
CH&S Fire Commission Four Cents	265,686
South Mills Fire Commission Four Cents	166,074
Social Services	337,056
Schools – Contribution to Capital Reserve.....	405,878
Schools – Current Expense	2,600,000
Albemarle Hopeline	2,000
College of the Albemarle	40,000
Camden Food Pantry.....	2,000
Albemarle Food Bank.....	2,500
Camden Museum	1,000
Alb. Dist. Jail Operations.....	295,000
Rural Ready Grant Match	100,000
Dismal Swamp Visitor’s Center	5,000
4-H Insurance.....	53,004
Contingency	40,000

TOTAL GENERAL FUND **\$13,568,068**

SECTION 2 – Revenues: It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Ad Valorem and Vehicle Taxes:	
Budget Year	\$8,146,812
Prior Years Summary.....	517,700
Penalties and Interest	50,000
House Bill 1779	100
Other Taxes and Licenses:	
State 1 cent Sales Tax	565,000
Local Sales Tax - Art. 40	295,000
Local Sales Tax - Art. 42	182,000

Attachment: 20-21 BUDGET ORDINANCE (2701 : Proposed FY 2020-2021 Budget)

Unrestricted Intergovernmental:	
ABC Profits.....	36,000
Refuge Revenue Sharing.....	8,500
Beer and Wine Tax	45,000
Utilities Franchise Fees.....	700,000
Medicaid Hold Harmless	460,000
Restricted Intergovernmental:	
State Grants – JJDP.....	64,812
Soil/Water Funds	15,000
Capital Reserve & Transfer Tax for Capital Debt Service	187,262
Court Facilities Fees	21,000
Alb. Comm. Nutrition Site.....	6,000
School Resource Officer.....	71,000
School Capital Reserve Fund for School Debt Service	982,806
Senior Center Grants.....	7,000
Senior Center State Grants.....	0
Health & Wellness Grant	1,500
Fees and Permits:	
Register of Deeds Fees.....	150,450
Building Permits and Planning Fees	103,100
Land Use Fees.....	15,000
Leased Property	20,000
Tire Disposal Dist.....	14,000
White Goods Disposal Dist.....	4,500
Recyclables	6,000
Disposables Tax Distribution.....	5,000
Electronics Management.....	800
Solid Waste Fee	300,000
Cable Franchise Fee.....	39,000
Gun Permit Fees.....	15,000
Golf Cart Fees	200
Pet/Privilege Licenses.....	250
5 Cents Per Bottle Fees.....	3,600
Extension Fees	2,500
Library Fees	5,200
Recreation Fees.....	20,000
Senior Center Participation Fees.....	2,500
Sales and Services:	
Jail Fees.....	2,500
Sheriff’s Officer Fees.....	15,000
Sale of Fixed Assets.....	3,500
LESO Sheriff’s Equipment Disposal	10,000
Fines & Forfeitures	60,000
911 Fees for GIS	3,900
Other:	
Sheriff’s Department Grants & Donations	1,500
Interest.....	30,000
Miscellaneous	14,100
Appropriated Fund Balance	330,976

Attachment: 20-21 BUDGET ORDINANCE (2701 : Proposed FY 2020-2021 Budget)

TOTAL GENERAL FUND

\$13,568,068

ARTICLE III. SOUTH CAMDEN WATER/SEWER DISTRICT FUND

The following amounts are hereby appropriated in the South Camden Water/Sewer District Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

R/O Plant Operation Expenses.....	451,184
Waste Water Operation Expenses.....	328,116
Distribution Expenses	456,357
Debt Service.....	<u>682,087</u>
	\$1,917,744

It is estimated that the following revenues will be available in the South Camden Water/Sewer District Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Sale of Water.....	1,070,000
Sewer Fees	100,000
Connection Fees.....	55,000
Miscellaneous	38,050
Fund Balance Appropriated	150,000
Capital Reserve Fund.....	203,568
General Fund Contribution	<u>97,559</u>
	\$1,917,744

ARTICLE IV. WATER/SEWER CAPITAL RESERVE FUND

The following amounts are hereby appropriated in the System Development Fee Capital Reserve Fund for the purpose of collecting funds from new construction projects which will have an impact on the infrastructure of Camden County and establishing Membrane Reserve for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Fund Balance Reserve.....	52,250
Membrane Reserve	<u>20,250</u>
	\$72,500

It is estimated that the following revenues will be available in the System Development Fee Capital Reserve Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

System Development Fees	43,500
Membrane Reserve Contribution.....	20,250
Interest.....	1,000
R/O Upgrade.....	<u>7,750</u>
	\$72,500

Attachment: 20-21 BUDGET ORDINANCE (2701 : Proposed FY 2020-2021 Budget)

ARTICLE V. COURTHOUSE & SHILOH FIRE COMMISSION FUND

The following amounts are hereby appropriated in the Courthouse and Shiloh Fire Commission Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

General Expenses.....	224,493
Debt Service.....	<u>117,614</u>
	\$342,107

It is estimated that the following revenues will be available in the Courthouse and Shiloh Fire Commission Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Fire Tax.....	66,421
4 Cent County Match.....	265,686
Leased Property	9,000
Interest Earnings	<u>1,500</u>
	\$342,107

ARTICLE VI. SOUTH MILLS FIRE COMMISSION FUND

The following amounts are hereby appropriated in the South Mills Fire Commission Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

General Expenses.....	147,385
Debt Service.....	<u>114,767</u>
	\$262,152

It is estimated that the following revenues will be available in the South Mills Fire Commission Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Fire Tax.....	41,518
4 Cent County Match.....	166,073
Grant.....	47,250
Fund Balance.....	6,811
Interest.....	<u>500</u>
	\$262,152

ARTICLE VII. SOCIAL SERVICES

The following amounts are hereby appropriated in the Social Services Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Public Assistance	176,002
Administrative Expenses	<u>1,134,395</u>
	\$1,310,397

Attachment: 20-21 BUDGET ORDINANCE (2701 : Proposed FY 2020-2021 Budget)

It is estimated that the following revenues will be available in the Social Services Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

County Appropriations.....	438,098
State/Federal Funds.....	872,299
	<u>\$1,310,397</u>

ARTICLE VIII. JOYCE CREEK DRAINAGE PROJECT FUND

The following amounts are hereby appropriated in the Joyce Creek Drainage Project Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Watershed Projects & Expenses	\$45,085
-------------------------------------	----------

It is estimated that the following revenues will be available in the Joyce Creek Drainage Project Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Watershed Improvement Fee	44,085
Miscellaneous	<u>1,000</u>
	\$45,085

ARTICLE IX. REVALUATION RESERVE FUND

The following amounts are hereby appropriated in the Revaluation Reserve Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Reserved for Revaluation Expenses.....	\$2,000
--	---------

It is estimated that the following revenues will be available in the Revaluation Reserve Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Fund Balance Appropriated	0
Interest.....	<u>2,000</u>
	\$2,000

ARTICLE X. CAPITAL RESERVE FUND

The following amounts are hereby appropriated in the Capital Reserve Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Debt Service.....	190,204
Capital Projects	404,500
USDA Debt Reserve	<u>540,300</u>
	\$1,135,004

Attachment: 20-21 BUDGET ORDINANCE (2701 : Proposed FY 2020-2021 Budget)

It is estimated that the following revenues will be available in the Capital Reserve Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Land Transfer Tax Collections	450,000
Investment Earnings.....	10,000
County Contribution	325,000
Fund Balance Appropriated	<u>350,004</u>
	\$1,135,004

ARTICLE XI. SCHOOL CAPITAL RESERVE FUND

The following amounts are hereby appropriated in the School Capital Reserve Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Debt Service.....	576,927
School Capital Outlay	405,878
Fund Reserves	0
Camden Plantation Funds for Capital Outlay	<u>150,000</u>
	\$1,132,805

It is estimated that the following revenues will be available in the School Capital Reserve Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Local Option & Restricted Sales Tax	979,805
Investment Earnings.....	3,000
Camden Plantation	<u>150,000</u>
	\$1,132,805

ARTICLE XII. DISMAL SWAMP VISITOR CENTER FUND

The following amounts are hereby appropriated in the Dismal Swamp Visitor Center Fund for the purpose of operating the Center with funds received from NCDOT for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Center Operating Expenses.....	\$160,018
DOT Funds.....	142,857
Gift Shop Contribution	12,000
General Fund Contribution	5,000
Miscellaneous	161.00
Tourism Authority Contribution	<u>0</u>
	\$160,018

The following amounts are hereby appropriated in the Dismal Swamp Gift Shop Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Attachment: 20-21 BUDGET ORDINANCE (2701 : Proposed FY 2020-2021 Budget)

Gift Shop Revenues	\$37,000
Gift Shop Expenses.....	\$37,000

ARTICLE XIII. FEREBEE COURTHOUSE TRUST FUND

For purposes of summary only, the following amounts are hereby appropriated in the Nancy M. & H. C. Ferebee, III Courthouse Trust for the restoration of the 1847 Camden County Courthouse for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

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

ARTICLE XIV. COMMUNITY PARK TRUST FUND

The following amounts are hereby appropriated in the Community Park Trust Fund for the upkeep and maintenance of the Community Park, Senior Trail, Dismal Swamp Bike Trail, Shiloh Landing and One Mill Park for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Park Operations.....	38,850
Mill Town Pier.....	<u>55,000</u>
	\$93,850

It is estimate that the following revenues will be available in the Community Park Trust Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

County Contribution	\$20,000
NC Wildlife Contribution	0
Interest.....	500
Fund Balance Appropriated	<u>73,350</u>
	\$93,850

ARTICLE XV. REGISTER OF DEEDS AUTOMATION ENHANCEMENT AND PRESERVATION FUND

The following amounts are hereby appropriated in the Register of Deeds Automation Enhancement and Preservation Fund for the purpose of funding for computer and imaging technology for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Technology	\$5,600
------------------	---------

Register of Deeds Technology Funds	5,590
Interest.....	10
	\$5,600

ARTICLE XVI. CODE ENFORCEMENT REVOLVING FUND

The following amounts are hereby appropriated in the Code Enforcement Revolving Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Demolition Expenses	\$29,600
Fee Collection	3,000
Fund Balance Appropriated	<u>26,600</u>
	\$29,600

ARTICLE XVII. STORMWATER MANAGEMENT UTILITY FUNDS

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

The following amounts are hereby appropriated for funding the programs designed to protect and manage water quality and quantity in the **South Mills Watershed Fund** (Fund 36) for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

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

The following amounts are hereby appropriated for funding the programs designed to protect and manage water quality and quantity in the **Sawyer’s Creek Watershed Fund** (Fund 37) for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Watershed Expenses & Reserve	\$20,050
Estimated Revenue.....	\$20,050

The following amounts are hereby appropriated for funding the programs designed to protect and manage water quality and quantity in the **North River Watershed Fund** (Fund 38) for the fiscal year July 1, 2020 and ending June 30, 2021.

Watershed Expenses	\$18,050
--------------------------	----------

Attachment: 20-21 BUDGET ORDINANCE (2701 : Proposed FY 2020-2021 Budget)

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

The following estimated revenues will be available for funding the programs designed to protect and manage water quality and quantity in the **Shiloh Watershed Fund** (Fund 39) for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Watershed Expenses \$20,050

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

ARTICLE XVIII. TOURISM DEVELOPMENT AUTHORITY

The following amounts are hereby appropriated in the Tourism Development Authority budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

General Expenses..... 20,940
Dismal Swamp Visitor Center 5,000
\$25,940

Donations 1,000
Occupancy Tax Collections 15,000
Interest Earnings 600
Appropriated Fund Balance 9,340
\$25,940

ARTICLE XIX. TAX PENALTIES SCHOOL FUND

The following amounts are hereby appropriated in the Tax Penalties School Fund budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

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

It is estimate that the following revenues will be available in the Tax Penalties School Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Tax Penalties 5,000
Interest on Investments 100
Fund Balance Appropriated 3,000
\$8,100

ARTICLE XX. EDC PROJECT FUND

The following amounts are hereby appropriated in the EDC Project Fund for the purpose of developing the ECO Industrial Park in South Mills for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Commerce Park Projects..... 1,083,444

Attachment: 20-21 BUDGET ORDINANCE (2701 : Proposed FY 2020-2021 Budget)

Economic Dev Incentive.....	40,000
	\$1,123,444
County Contribution	0
NC Dept of Commerce – Grant	119,181
Fund Balance Appropriated	964,263
	\$1,083,444

ARTICLE XXI. SCHOOL APPROPRIATIONS

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

SECTION 2 – For purposes of summary only as the actual figures are contained in the Budget Ordinance, the total appropriation for Current Expense is \$2,600,000 and for Capital Expense is \$405,878.

SECTION 3 – Except as otherwise provided in this Budget Ordinance, this Budget Ordinance hereby incorporates by reference in its entirety the “PROPOSED BUDGET OF THE CAMDEN COUNTY BOARD OF EDUCATION FOR THE FISCAL YEAR BEGINNING JULY 1, 2020 and ENDING JUNE 30, 2021” as presented to the Board of Commissioners, and all language in said Proposed Budget is incorporated into this Ordinance as if it were included within the body of this Ordinance. Said Proposed Budget may hereafter be referred to as the “School Budget”. The county budget does not include any special appropriation for the supplement for teachers’ salaries. This will have to be included in the school budget.

ARTICLE XXII. TAX LEVY

SECTION 1 – There is hereby levied at the rate of seventy cents (70 cents) per One Hundred Dollar (\$100) valuation of property listed for taxes as of January 1, 2020, for the purpose of raising the revenue listed in the General Fund, Article II., Section 2, of this Ordinance.

SECTION 2 – There is hereby levied at the rate of four cents (4 cents) per One Hundred Dollar (\$100) valuation of property listed for taxes as of January 1, 2020, for the purpose of raising the revenue listed in the General Fund, Article II., Section 2, of this Ordinance to equal the expenditures listed as CH&S Fire Commission Four Cents and South Mills Fire Commission Four Cents in the General Fund, Article II, Section 1, of this Ordinance.

SECTION 3 – The rate of tax as shown in Section 1 and 2 above is based upon a total valuation of property for the purpose of taxation of \$1,146,604,941 and an estimated collection rate of ninety-five percent (95.970%) for real property and ninety-six percent (96.534%) for vehicles.

SECTION 4 – There is hereby levied a tax at the rate of one cent (1 cent) per One Hundred Dollar (\$100) valuation of property listed for the taxes as of January 1, 2020,

Attachment: 20-21 BUDGET ORDINANCE (2701 : Proposed FY 2020-2021 Budget)

located within the South Mills Fire Protection District for the purpose of raising the revenue listed in the South Mills Fire Commission Fund, Article V., of this Ordinance.

SECTION 5 – The rate of tax as shown in Section 4 above is based upon a total valuation of property for the purpose of taxation of \$432,410,011 with an estimated collection rate of ninety-five percent (95.970%) for real property and ninety-six percent (96.534%) for vehicles.

SECTION 6 – There is hereby levied at the rate of one cent (1 cent) per One Hundred Dollar (\$100) valuation of property listed for taxes as of January 1, 2020, located within the Courthouse-Shiloh Fire Protection District for the purpose of raising the revenue listed in the Courthouse-Shiloh Fire Commission Fund, Article IV, of the Ordinance.

SECTION 7 – The rate of tax as shown in Section 6 above is based upon a total valuation of property for the purpose of taxation of \$691,769,463 and an estimated collection rate of ninety-five percent (95.970%) for real property and ninety-six percent (96.534%) for vehicles.

ARTICLE XXIII. OTHER PROVISIONS

SECTION 1 – The Camden County Budget Officer is hereby authorized to transfer appropriations within a fund as contained herein under the following conditions:

- (a) He may transfer amounts between objects of expenditure within a department except salary amounts without limitations.
- (b) He may transfer amounts up to \$10,000 between departments of the same fund with an official report on such transfers at the next regular meeting of the Board of Commissioners.
- (c) He may not transfer any amounts between funds or from any contingency appropriation within any fund.
- (d) He will assign legal costs to departments based upon the legal issue involved.
- (e) He is authorized to approve expenditures up to ten thousand dollars.
- (f) He may approve acceptance and expenditure of emergency funding from state or federal sources (ie. LIEAP) up to \$10,000 with an official report on such funding at the next regular meeting of the Board of Commissioners.

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

- (a) As provided by G.S. 159-25(b), the Board has authorized dual electronic signatures for each check or draft that is made on County funds. The signatures on the County accounts have been approved by the Board of Commissioners.
- (b) All legal outstanding encumbrances at June 30, 2020 are hereby carried forward and re-appropriated as an amendment to the budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021.
- (c) The Board authorizes one principal account as the central depository for funds received by the Finance Director. Other accounts authorized by the Board can be used for special purposes such as the enterprise fund and various trust accounts. Current accounting techniques shall be used to assure that all funds will be properly accounted for in the financial records of the County.
- (d) Amendments to this Budget Ordinance and any accompanying fee schedule, taxes or appropriations are allowed as provided herein or by board approval in accordance with G.S. 159-15.

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

1. Lease of routine business equipment;
2. Consultant, professional, or maintenance service agreements;
3. Purchase of supplies, materials, or equipment where formal bids are not required by law;
4. Applications for and agreements for the acceptance of grant funds from Federal, State, public, private and non-profit organizations sources, and other funds from other government units, for services to be rendered which have been approved by the Board of Commissioners;
5. Construction and repair projects within the budget limits or as approved by the Board of Commissioners;
6. Liability, health, life, disability, casualty, property or other insurance or performance bonds;
7. Other administrative contracts which include agreements approved by the Board of Commissioners.

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

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

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

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

A public hearing on this Budget Ordinance was held on June 1, 2020.

This Budget Ordinance was adopted on the 1st day of June, 2020

CAMDEN COUNTY BOARD OF COMMISSIONERS

George T. White, Chair

Clayton D. Riggs, Vice-Chairman

ATTEST:

Karen Davis
Clerk to the Board

Kenneth Bowman
Budget Officer/County Manager

Attachment: 20-21 BUDGET ORDINANCE (2701 : Proposed FY 2020-2021 Budget)



SCHEDULE OF FEES

FY 2020-2021

Attachment: Schedule of Fees 20-21 (2701 : Proposed FY 2020-2021 Budget)

Schedule adopted with Budget Ordinance June 1, 2020

CAMDEN COUNTY
Fee Schedule

TABLE OF CONTENTS

Building Inspection/Planning..... 1

GIS Related Fee Schedule 5

Fee Schedule for Abatement of Property..... 6

Parks/Recreation Policies/Fees 7

Register of Deeds Schedule of Fees..... 8

Sheriff Department Fees..... 9

Pet Licenses..... 9

Senior Center Fees 10

Senior Trail Use Fees 11

Golf Cart Permits and Beer and Wine..... 12

South Camden Water Rate Schedule 13

South Camden Sewer Rate Schedule 14

Copies of Public Records..... 16

Public Library Fees..... 17

Watershed Fees..... 18

Related Information..... 19

Attachment: Schedule of Fees 20-21 (2701 : Proposed FY 2020-2021 Budget)

**CAMDEN COUNTY
BUILDING INSPECTIONS AND PLANNING DEPARTMENT
PERMIT FEE SCHEDULE**

BUILDING PERMIT FEES

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

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

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

ELECTRICAL

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

PLUMBING

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

MECHANICAL

Minimum Fee (New House Installs)	\$100.00	Additional Units	\$25.00
Repair/Service Change/Upgrade	\$75.00	Same Size Change Out	\$50.00

INSULATION

Minimum Fee	\$75.00
-------------	---------

NATURAL GAS and PROPANE HOOKUP (RESIDENTIAL & COMMERCIAL STRUCTURES) \$50.00

MANUFACTURED HOMES

Singlewide: \$250.00 Doublewide: \$350.00 Triplewide: \$400.00

ADDITIONS - Includes Service Systems

Up to 400 Square Feet	\$150.00	Over 400 Square Feet	\$0.37/Sq. Ft.
-----------------------	----------	----------------------	----------------

SWIMMING POOLS & SPAS

Inground (Includes Electric)	\$150.00	Above Ground	\$50.00
		Electric for Above Ground	\$75.00

DETACHED GARAGES, STORAGE, AND UTILITY/ACCESSORY BUILDINGS

Minimum Fee/Under 400 Sq. Ft.	\$75.00	Over 400 Sq. Ft.	\$0.18/Sq. Ft.
Electric for Accessory Structures	\$75.00		

Attachment: Schedule of Fees 20-21 (2701 : Proposed FY 2020-2021 Budget)

CARPORT / POLE BARN / POLE SHED (Not Enclosed - Open on at least 2 sides)
 Minimum Fee \$75.00 Over 834 Sq. Ft. \$0.09/Sq. Ft.

SINGLE UTILITY INSPECTION
 Trade Permit Minimum Fee \$50.00

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

DEMOLITION (Fire, Safety, & EPA Regs)
 Pre-inspection required for safety and hazardous materials and referral to proper channels if found. \$75.00

ALTERATIONS / REPAIRS / IMPROVEMENTS
 Up to \$5000 Gross Retail Price \$75.00
 Over \$5000 Gross Retail 50% Additions Fees

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

- Farm Buildings are exempt UNLESS:
- Any electrical installation is performed
 - Any portion of building is used for sleeping quarters
 - Building is used for business rather than personal use of farmer and immediate family

MOVING OF ANY BUILDING WITHIN OR INTO THE COUNTY
 Minimum New Construction Fees

WIND ENERGY SYSTEMS
 Turbines \$2,000 each
 Reinspections \$100.00 each

SOLAR FARMS
 Panels \$.50 per panel (minimum \$250)

COMMERCIAL PERMIT PRICES (extras)

MECHANICAL:		PLUMBING:	
Walk-in Cooler	\$40.00 ea.	Minimum Permit Fee	\$75.00
Commercial Cooking Hood	\$40.00 ea.	Per fixture, trap, or like devices	\$5.00
HVAC Fire damper/smoke damper	\$5.00 ea.	Per sprinkler head	\$5.00
ELECTRICAL			
Electric duct heater			\$10.00 ea.
Temporary Service w/ Trailer			\$100.00 ea.
0-100 Each Receptacle/Switch/Fixture			\$75.00
Each additional opening			\$0.10 ea.
Subpanel, transformer, generator			\$20.00 ea.
Fuel dispensers, "freestanding" parking lot light poles, manufactured home pedestals			\$5.00 ea.
Exhaust fans/water heater/RAC/Spa/Motors and machinery not specified			\$5.00 ea.

Attachment: Schedule of Fees 20-21 (2701 : Proposed FY 2020-2021 Budget)

COMMERCIAL PERMIT PRICES (extras - Continued)

GAS

Minimum Permit Fee	\$50.00
Per outlet	\$5.00

NEGLIGENCE FEES

Inspection Negligence Fee (Applies To): \$100.00

- Inspections called for but not ready
- Skipping any applicable mandatory inspection
- Re-Inspections called for without first correcting discrepancies noted by inspector
- Wrong sub-contractor other than on Trade Affidavit

No Permit Negligence Fee (Applies To): \$Varies

- Building or Trade Related Activities performed without first obtaining and paying for a building permit. Shall result in overall doubling of permit fee.

BUILDING PERMIT FEES DUE AT TIME OF ISSUANCE

All Building Permit fees must be paid in full at time of permit issuance.

- Applicants will be notified within 3-5 days after building permit application has been processed, reviewed, and approved. At that time permit fees are due.
- No building permit will be issued without payment of permit fees due.

LAND USE DEVELOPMENT FEES

LAND USE DEVELOPMENT FEES DUE AT TIME OF APPLICATION

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

Zoning Permit	\$25.00	Temporary Use Permit	\$100.00
		Variance	\$500.00
Special Use Permit	\$400.00	Ordinance Text Amendment	\$500.00
Rezoning Fee			
Up to 10 Acres	\$650.00		
Over 10 Acres	\$650.00	Plus \$10 Per Acre	
Interpretation Challenge / Appeal	\$250.00 *		
Zoning/Floodplain Determination Letter	\$25.00		
Subdivision Fee			
Major Subdivision			
Preliminary Plan Level	\$50.00	Per Lot	
Construction Drawing	\$50.00	Per Lot	
Final Plat Level	\$50.00	Per Lot	
Minor Subdivision	\$200.00	Per Lot	
Planned Development			
Master Plan	See Rezoning		
Preliminary Plan Level	\$50.00	Per Lot	
Construction Drawing	\$50.00	Per Lot	

Attachment: Schedule of Fees 20-21 (2701 : Proposed FY 2020-2021 Budget)

Final Plat Level	\$50.00	Per Lot
Commercial Site Plan Review		
Major	\$200.00	
Minor	\$100.00	
Stormwater Review Fees/Deposit		
Major Commercial/Residential Subdivision	\$6,000.00	
**		
(more than 5 acres)		
Minor Residential/Commercial Subdivision	\$2,500.00	
(3 or 4 lots)		
Minor Commercial Site Plan Review **	\$3,700.00	

LAND DISTURBING ACTIVITY

Fill Permit	\$50.00
-------------	---------

NOTES:

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

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

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

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

CAMDEN COUNTY
GIS
Fee Schedule for Sale of GIS Related Data

Prints

Xerox Copy

Size	Black & White Price	Color Price
8 ½ X 11	\$0.00	\$1.00
8 ½ X 14	\$0.00	\$2.00
11 X 17	\$1.00	\$5.00

Plotter

Size	Black & White Price	Color Price
24 x 36	\$10.00	\$15.00
36 x 48	\$10.00	\$20.00

Camden County Street Maps: \$1.00

Electronic Media

Data Files

Data Type	Price
CD	\$5.00
GIS Parcel Layer	\$150.00
Each additional layer	\$25.00
Digital Orthophotography	\$100.00

Customized GIS Work

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

CAMDEN COUNTY

Code Enforcement

Fees for Abatement of Property by County

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

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

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

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

Attachment: Schedule of Fees 20-21 (2701 : Proposed FY 2020-2021 Budget)

CAMDEN COUNTY
Parks & Recreation
Fee Schedule

Recreation Youth Sports Registration Fees:

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

Recreation Youth Sports Sponsor Fee:

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

Saturday Night Open Gym for Basketball

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

Thursday Night Open Gym for Adult Volleyball

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

Attachment: Schedule of Fees 20-21 (2701 : Proposed FY 2020-2021 Budget)

CAMDEN COUNTY
Register of Deeds
Fee Schedule

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

CAMDEN COUNTY
Sheriff's Department
Fee Schedule

Office Fees

Carry Concealed Permit

New	\$90.00
Renew.....	\$75.00
Weapon Purchase Permit	\$5.00
Fingerprints	\$10.00

Civil Process Service

In-State	\$30.00
Out of State	\$50.00

Other

Out of County Mental Patient Transport	\$150.00
Diskette Copy of Photos	\$10.00

Dog/Cat Tag Fee

Annual	\$5.00
Lifetime.....	\$30.00
Kennel Fee	\$20.00

Attachment: Schedule of Fees 20-21 (2701 : Proposed FY 2020-2021 Budget)

CAMDEN COUNTY SENIOR CENTER Center Fee Schedule

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

Maximum of 2 hours use	\$25.00
Maximum of 4 hours use	35.00
Maximum of 6 hours use	40.00
Maximum of 8 hours use	60.00
Use of the Kitchen (<i>additional</i>)	N/A

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

Maximum of 2 hours use	\$50.00
Maximum of 4 hours use	75.00
Maximum of 6 hours use	100.00
Maximum of 8 hours use	120.00
Use of the Kitchen	50.00

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

Facility not left clean and orderly	\$50.00
Key not returned the next business day	\$10.00 <i>per day</i> /\$25 for Lost Key
Key not returned within three business days	<i>forfeit deposit</i>
Damage of facility or contents*	<i>forfeit deposit</i>
<i>*additional charges (legal and monetary) may apply depending on damage</i>	

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

Attachment: Schedule of Fees 20-21 (2701 : Proposed FY 2020-2021 Budget)

CAMDEN COUNTY
SENIOR CENTER
Trail Fee Schedule

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

2. For events requiring electricity, the fee shall be ten dollars (\$10.00) per hour and such fee shall be in addition to any other fee required under this schedule.

*Fee is required prior to Trail use.

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

CAMDEN COUNTY

Tax Administration Office
Fee Schedule

Golf Cart Permits

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

BEER AND WINE FEES

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

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

Beer at retail:

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

Wine at retail:

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

Beer and Wine:

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

Attachment: Schedule of Fees 20-21 (2701 : Proposed FY 2020-2021 Budget)

CAMDEN COUNTY

South Camden Water & Sewer Water Fee Schedule

WATER SERVICE FEES

MONTHLY BASE RATE:

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

ADDITIONAL MONTHLY USAGE:

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

Local Govt/Board of Education/Commercial Same as above

Bulk Water (except contracted sales) \$6.91 per 1,000 gal

Fire Service (sprinkler systems) Base Rate per month

Deposits:

Rent deposit: \$200

Fire Hydrant Meter: \$300

Charges & Fees:

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

Water Connection Fees:

(includes \$1,500 Tap Fee)

¾ inch	\$4,000.00
1 inch	\$5,667.00
2 inch	\$14,833.00
3 inch	\$28,167.00
4+ inch	*request rate table
6 inch fire svc	\$4,000.00
Hwy Bore	\$2,000.00

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

Attachment: Schedule of Fees 20-21 (2701 : Proposed FY 2020-2021 Budget)

CAMDEN COUNTY
South Camden Water & Sewer
Sewer Fee Schedule

SEWER SERVICE FEES

MONTHLY BASE RATE:

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

ADDITIONAL MONTHLY USAGE:

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

*RESIDENTIAL: Includes Apartment & Townhouse Units

GOVERNMENTAL & SCHOOLS:

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

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

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

CONNECTION FEES

SEWER TAP FEE:

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

COMMERCIAL: Fees are based on water meter size

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

SEWER CAPACITY FEE:

¾ inch \$ 7,400
1 inch \$12,333
2 inch \$39,467
3 inch \$78,933
4+ inch *request rate table

Attachment: Schedule of Fees 20-21 (2701 : Proposed FY 2020-2021 Budget)

ADDITIONAL FEES/FINES

Parts and Labor:

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

Parts:

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

Labor:

\$35 per man per hour

\$75 per hour for backhoe

\$10 per foot for bores up 2”

Repairs requiring contracted labor will be charged at invoice cost.

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

Attachment: Schedule of Fees 20-21 (2701 : Proposed FY 2020-2021 Budget)

CAMDEN COUNTY
Public Records
Fee Schedule

Copy Fees:

Public Records (Black/White)

8 ½ x 11 and 8 ½ x 14..... \$.15/page

With printed pictures \$.30/page

11 x 17..... \$.35/page

Public Records (Color)

8 ½ x 11 with Pictures \$.50/page

*Counties are not required to create a public record that is not already in existence. However, the municipality may elect to create the record if it determines that the record will provide an ongoing benefit to the county and/or its citizens.

Attachment: Schedule of Fees 20-21 (2701 : Proposed FY 2020-2021 Budget)

CAMDEN COUNTY
Public Library
Fee Schedule

Copy Fees:

8 ½ x 11 and 8 ½ x 14 (Black /White).....	\$.10/page
8 ½ x 11 and 8 ½ x 14 (Color).....	\$.25/page
11 x 17 (Black /White).....	\$.20/page
11 x 17 (Color).....	\$.50/page
Incoming Fax	\$.10/page
Outgoing Fax.....	\$1.00 up to 10 pages, add'l \$.10/page over 10 (local & toll free)
Outgoing Fax.....	\$1.25 up to 10 pages, add'l \$.10/page over 10 (long distance)
Inter Library Loan.....	\$3.50
Proctoring.....	No Charge

Attachment: Schedule of Fees 20-21 (2701 : Proposed FY 2020-2021 Budget)

**CAMDEN COUNTY
Stormwater/Watersheds
Maintenance Fee Schedule**

Rate Structure

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

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

Rate Table

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

Per Single Family Home

**exemptions itemized in the stormwater ordinance.*

Attachment: Schedule of Fees 20-21 (2701 : Proposed FY 2020-2021 Budget)

CAMDEN COUNTY
Approved Fee Schedule Certification

Continuing authority of commission

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

Same-False statements

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

The forgoing instrument was duly approved and adopted at a meeting of the Camden County Board of Commissioners, said meeting date June 1st, 2020.

ATTEST:

 G. Tom White, Chairman
 Camden County Board of Commissioners

 Karen M. Davis
 Clerk to the Board of Commissioners



CAMDEN COUNTY
NORTH CAROLINA • USA

Boundless Opportunities.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Public Hearings

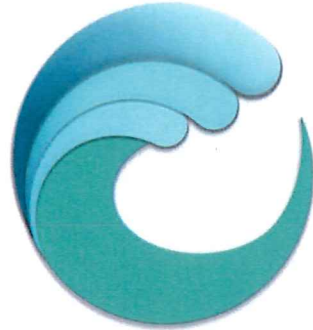
Item Number: 4.B
Meeting Date: June 01, 2020

Submitted By: Ken Bowman,
Administration
Prepared by: Karen Davis

Item Title **Proposed 2020-2024 Capital Improvement Program**

Attachments: Capital Improvement Program 20-24 FINAL (PDF)

Recommendation:
Upon completion of public hearing, add the 2020-2024 Capital Improvement Program to the agenda. Approve attached 2020-2024 Capital Improvement Program.



CAMDEN COUNTY
NORTH CAROLINA • USA

Boundless Opportunities.

**Capital Improvement Program
(CIP)
2020-2024**

**Public Hearing
Monday June 1, 2020**

Attachment: Capital Improvement Program 20-24 FINAL (2702 : Proposed 2020-2024 Capital Improvement Program)

Table of Contents

Letter to the Board of Commissioners	1
Introduction	4
Planning Process	4
Financial Policy	4
Project Evaluation	5
Revenue Sources & Debt Service	7
Funding Method for the County Capital Reserve Fund	9
School Capital Reserve Fund	9
South Camden Water & Sewer District	9
County Fire Districts	9
Adoption of Unified Government	10
Capital Project Narrative Descriptions	10
Capital Project Narratives	11
A. <u>Approved/Funded</u>	
1. Public Services Complex / Administration Campus	11
B. <u>Recommended/Unfunded</u>	
1. School Capital Improvements – Camden County High School	12
2. Sewer Service Expansion - US 158 East From Hardees to Country Club Road	13
3. South Mills Waste Water Treatment Plant High Rate Filtration Pond	14
4. Elevated Water Tower - Northern Camden County	14
5. Construction of Additional Raw Water Well	15
C. <u>Identified/Unfunded</u>	
1. US 158 Sidewalk Extension	16
Resolution Setting Financial Policies: 2007-06-04	17

Attachment: Capital Improvement Program 20-24 FINAL (2702 : Proposed 2020-2024 Capital Improvement Program)

June 1, 2020

Camden County Board of Commissioners

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

Re: Fiscal Year 2020-2024 Recommended Capital Improvement Program (CIP)

Chairman White and Members of the Board:

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

Financial policy specific to how the County governs the issues of debt, fees & user charges, fund balances, competitive employment, and the ad valorem tax rate are shown in the attached Resolution No. 2007-06-04. This Resolution puts in place measures to ensure the financial strength of the County government as well as protecting the taxpayer. In addition, the Board of Commissioners created a Capital Reserve Fund as a mechanism with which to fund critical, non-school, county infrastructure projects.

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

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

A significant project included in the 2018-2022 CIP is the engineering and design of a new Administration Campus Complex on the acquired site across from the Historic Courthouse. The proposed administration building was discussed by the Board of Commissioners and approved during the November 2016 board meeting.

Since that time some significant events have developed that have prompted looking into adding a library and a multi-purpose building on the site. The administration building will house the Planning Department, Water Department, Tax Department, Human Resources, Finance, Economic Development, The Clerk to the Board, and the County Manager. This building will also have much needed conference rooms and a board room for the Board of Commissioners.

Second is the Library. The current building housing the library is being leased and the lease will expire in September 2021. The owner has already stated they will not renew the lease when it expires. When the new library is complete the money used for leasing the current building will be applied to the loan payment for the complex. The library is a tremendous asset for the citizens and children of Camden County.

Third is the Multi-Purpose building. This building will house the Parks and Recreation Department and the Senior Center. The building will have a space large enough to accommodate basketball, volleyball, bleachers, civic meeting rooms, staff offices, and a raised stage for conferences and special events. The Senior Center will have a large meeting room for activities, exercise room, staff offices, and a shared kitchen for daily meal preparations and catering events. It is anticipated this building could receive the most use of the 3 buildings and will become a hub of activity for many events.


Once the current Senior Center space is vacated it will be available for the Sheriff's Office to occupy. The Sheriff's Office is operating at maximum capacity and is in dire need of a space that can be converted to areas where evidence and special equipment can be secured as well as a holding area. When all departments have re-located to the administration building, the Sheriff's Office will occupy the existing building and have access to the existing parking area compound. Once complete this will become a secure area.

Soil Borings and a Topographical Survey have already been accomplished on the site. SOLEX Architects from Danville, VA was hired to design and provide conceptual renderings of the proposed campus site. This has been completed and the recommendation is to do a Request for Information (RFI) and a Request for Proposal (RFP). A Request for Qualifications was advertised and the County received 8 applications. Of the 8 submitted, staff interviewed 4 Architectural Firms and a selection was made. Boomerang Design, Raleigh, NC will be the lead for designing the complex.

While the Board of Commissioners moved forward ten years ago with the acquisition of property for a potential high school site, it is not yet clear when this new facility will be completed. At the joint meeting between the Board of Commissioners and the School Board it was decided to hire MB Kahn to conduct a feasibility study to analyze the current and future needs. The study has been completed and MB Kahn has completed approximately 95% of the educational space summary. At this time they are in the planning / design / funding stage. Once the general location of the building is identified the site preparation will begin. The plan going forward is to place this as a referendum on the General Election Ballot in November 2020 for a vote of the citizens.

With the coronavirus outbreak still growing in North Carolina and the country, the length and depth of the economic fallout is still unknown. The only thing we really know right now is there is agreement with all economists that the economy is taking a major hit and will not rebound in quickly. That being said future for Camden County is very positive as we continue working together to make the County a better community in which to live, work, and recreate. It will take all of our collective skills along with wise and thoughtful decisions to have the necessary vision to continue to advance the critical capital projects identified in this document.

Respectfully Submitted,



Kenneth L. Bowman
County Manager

Introduction

The Capital Improvements Program (CIP) is a community planning and fiscal management tool used to coordinate the location, timing and financing of capital improvements over a multi-year period — usually 4-6 years. Capital improvements refer to major, non-recurring physical expenditures such as land, buildings, public infrastructure and equipment. The Camden County CIP is a five-year plan that consists of capital projects for various departments/agencies of the county government. The CIP includes a description of proposed capital improvement projects ranked by priority, a year-by-year schedule of expected project funding, and an estimate of project costs and financing sources. The CIP is a working document and should be reviewed and updated annually to reflect changing community needs, priorities and funding opportunities.

Purposes of Capital Improvement Planning:

- ◆ Ensure the timely repair and replacement of aging infrastructure.
- ◆ Provide a level of certainty for residents, businesses and developers regarding the location and timing of public investments.
- ◆ Identify the most economical means of financing capital improvements.
- ◆ Provide an opportunity for public input in the budget and financing process.
- ◆ Eliminate unanticipated, poorly planned, or unnecessary capital expenditures.
- ◆ Eliminate sharp increases in tax rates, user fees and debt levels to cover unexpected capital improvements.
- ◆ Ensure that patterns of growth and development are consistent with the comprehensive plan.
- ◆ Balance desired public improvements with the community's financial resources

Planning Process

Preparation of the CIP and annual budget are closely linked. The first year of the CIP, known as the capital budget, outlines specific projects and appropriates funding for those projects. It is usually adopted in conjunction with the government's annual operating budget. Projects and financing sources outlined for subsequent years are not authorized until the annual budget for those years is legally adopted. The out years serve as a guide for future planning and are subject to further review and modification. Department heads submit to the County Manager information relating to items that will cost in excess of \$300,000 in at least one year of the CIP planning period. The County Manager will review and study all items submitted by the department heads and prepare a recommended plan that is provided to the Board of Commissioners. After review by the Board, a public hearing is set to receive citizen input. When the plan is complete the Board of Commissioners will adopt it with a resolution with the intent to include the first year projects in the annual budget. By providing funding for strategic investments at a given time and location, the CIP helps ensure that development occurs consistent with a community's plans and vision.

Financial Policy

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

- Debt service should be equal to or less than 15% of General Fund expenditures.
- The county will strive to pay outstanding principal debt within 15-20 years.
- The county will strive to maintain its debt at no greater level than 2% of the assessed valuation of taxable property in the county.

- The county will strive to maintain an available fund balance equal to 25% of the General Fund budget at the end of each fiscal year which is substantially higher than the minimum recommended by the Local Government Commission.
- General Fund balances in excess of targeted levels may be transferred to the County's Special Capital Reserve Fund.

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

For the past nine years Camden County has embarked on a very conservative fiscal policy working to ensure growth in the fund balance and a stronger financial position for the county government. The total unreserved and undesignated general fund balance was \$6.4 million at the end of FY19-20. The maintenance of a healthy fund balance must be continued so the County has the ability to arrange financing for large projects that have been identified.

Project Evaluation

Beginning in FY11 through today, project evaluation was done through interaction and discussion between the County Manager and the Commissioners as well as input from the Department Heads. As noted above the CIP is a working document and should be reviewed and updated annually to reflect changing community needs, priorities and funding opportunities.

Project Evaluation Criteria

Sections	Questions Considered When Evaluating Projects
Department Ranking	➤ What is the departmental priority/ranking for project?
Legal Mandates/Safety	➤ Does the project enable the County to fulfill a new or existing state of federal mandate? ➤ Does the project eliminate an immediate safety hazard for County citizens or employees?
Demonstrated Need/Timing	➤ When does the project need to be completed? Is the project related to another priority project?

Impact on Operating & Maintenance Costs	<ul style="list-style-type: none"> ➤ Will the project save the County future operating costs? ➤ Will the project improve operating efficiency? ➤ Will maintenance cost be reduced if the project were undertaken? ➤ Will the project generate additional operating revenue or will it generate additional expense?
Impact on Quality of Life	<ul style="list-style-type: none"> ➤ Will the project improve the quality of life of the County's citizens?
Addresses a deficiency in provision of public services	<ul style="list-style-type: none"> ➤ Is the County unable to provide basic services if the project is not completed? ➤ Are current services in the project area inadequate? ➤ Does the project improve County services?
Linkage to Board of Commissioners' Vision Statement, other Long Range Plans, or Community Support	<ul style="list-style-type: none"> ➤ Does the project help to meet the priorities established by the Vision Statement/goals or other long-range plans? ➤ How will the project help further these priorities? ➤ Does the project have citizen or community support? ➤ Does the project service a special need of the community?
Funds/grants available from state, federal, and other sources	<ul style="list-style-type: none"> ➤ Besides County general fund revenues, what funding sources are available to fund this project? ➤ Can fees or revenues other than taxes be raised to cover this project's cost?
Extent of secondary benefits	<ul style="list-style-type: none"> ➤ Are there intangible benefits to completing the project? ➤ Are there benefits to the project that are not otherwise considered in the evaluation?
Comments	<ul style="list-style-type: none"> ➤ What comments do you have about the project that needs to be considered by the Board of Commissioners?

Revenue Sources & Debt Service

One of the most important factors of financing a major project is the county's ability to pay the debt service or the annual costs of the financing. There are several funding sources that will be used to fund projects in the CIP. These sources are dependent on the type of project and the financial impact on the taxpayers of the county:

1. **General Fund Revenues** - May be used to fund Pay As You Go capital projects with amounts under \$300,000.
2. **General Obligation (GO) Bonds** - The County may issue General Obligation Bonds for larger projects such as schools. These bonds are legally binding and are a pledge of the county's full faith, credit and taxing power.
3. **Installment Financing Agreements** - In exchange for bank financing, County assets are used as security for private placement of debt. This type of funding can be used for any capital projects.
4. **Certificates of Participation (COP)** - Essentially a large installment financing agreement (banks are limited on how much they can lend). COPs are usually rated a step below a GO rating.
5. **State and Federal Revenues** - Projects may be financed through low interest federal loans from USDA Rural Development such as the completed Camden Intermediate School Project. Additionally several projects have been financed by the use of state and federal grants such as the Wastewater Treatment and Collection System.
6. **Private Contributions** - Private contributions from developers or adjoining landowners that will become a part of a larger project.

Note: There are some limited recurring revenues that are to be used for debt service purposes. Portions of the Article 40 and 42 Sales Taxes are restricted for the purpose of school-related debt service or school capital outlay. The county also receives funds from the state Public School Building Capital Fund (these funds are generated by the state corporate income taxes) that can be used for debt service; however the status of these funds is uncertain based on the unpredictability of the NC Education Lottery proceeds and other economics.

Revenue Sources:

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

Revenue Sources & Debt Service

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

Funding Method for County Capital Reserve Fund

Land Transfer Tax: The Land Transfer Tax is placed in a Capital Reserve fund to support projects in the Capital Improvement Plan and transfers from General Fund balance when it is in excess of targeted levels (Resolution No. 2007-06-04).

It is projected that the Land Transfer tax will generate approximately \$450,000 in FY 2019-2020. These funds are applied to approved capital projects and debt service. Currently \$.01 of the county-wide ad valorem tax rate generates approximately \$103,000 in taxes collected by Camden County.

School Capital Reserve Fund

The School Capital Reserve Fund will continue to be the primary means the county uses to fund school capital projects. Currently capital projects are funded by that portion of the Article 40 & 42 sales tax that is earmarked for school construction by the state. The county also may request funds through the State Public School Building Capital Fund. Lottery proceeds are annually appropriated to this Fund and reserved for School Capital projects. Articles 40 & 42 Sales Tax will generate approximately \$375,000 annually that goes into the School Capital Reserve Fund. It needs to be noted that falling tax revenue is going to be a problem for Camden County due to the COVID-19 virus. Sales taxes on retail, restaurants and hotel rooms are all taking a hit, as is the state's income tax. From a finance perspective it is this unknown that local leaders need to be very cautious with moving forward with increasing debt.

Enterprise Fund

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

A Reverse Osmosis Water Treatment Plant was constructed and became operational in 2002 along the Pasquotank River in Camden Township near the central area of the county. This facility was built with partial funding from the NC Rural Center.

County Fire Districts

There are two fire districts in the county, the South Mills Fire District and the Courthouse-Shiloh Fire District. The South Mills Fire Department station is located on Keeter Barn Road near South Mills. The South Camden Fire Department has a fire station located on Sawyers Creek Road near the Courthouse with a second station located in the Shiloh Community along NC343 South. Residents in both districts currently pay a total of .05 tax (.01 fire tax plus a .04 general fund contribution). These revenues fund the operation and capital needs of the fire departments. The county has contracts with both volunteer fire departments detailing how the fire commissions will oversee the operation of the fire departments which includes special approval of all expenditures of \$5,000 or more.

In consideration of the current revenue generated from property tax county-wide, it is expected that both districts will have adequate funds to provide for their operational needs and debt service for capital needs for the next five years.

Adoption of Unified County Government

In May of 2006 the voters of Camden County approved the adoption of Unified County Government. Effective July 1, 2006 the change was implemented granting Camden County both the powers of a county as well as those of municipal government (excluding the creation of a police department). This change in form of government restricts the creation of any other municipal governments within the county thus assuring citizens of only one layer of local government and one layer of taxation.

Utility Franchise Tax: A major benefit of the change in form of government is that it allows the County to receive a quarterly allocation of the Utility Franchise Taxes which are typically only received by municipalities. As the County grows and develops additional commercial tax base this allocation increases.

Capital Project Narrative Descriptions:

The Capital Project narratives are organized in the following categories:

- A. **Approved/Funded** - Approved and Funded by vote of the Camden County Board of Commissioners;
- B. **Recommended/Unfunded** - Recommended projects by the Camden County Manager but currently Unfunded; and
- C. **Identified/Unfunded** - Projects that have been identified by Staff but currently not funded.

Capital Project Narratives

A. Approved/Funded:

1. Public Services Complex / Administration Campus

Priority Level: 1

Project Description: The construction of a Public Services Complex that will serve the needs of county residents in a safe and efficient manner.

Project Definition and Justification

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

A “One Stop” approach to service delivery will be considered for the construction of a centralized County complex. Multipurpose conference/training rooms are to be used by all departments, county committees as well as by the community. This building will house the following departments: Manager's Office, Human Resources, Finance Office, Tax Administration, Utilities, Planning & Community Development Department, Extension Center, Parks & Recreation, Soil and Water Conservation, Senior Center, and the County Library.

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

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

Alternatives: Continue business in current structure.

Stage of Project: County purchased 7.69 acres across the road from the Courthouse Complex. A formal space-needs study was conducted by Wooten Company in March 2016. An architectural design firm and construction manager at risk has been hired to completed design work and pre-construction services.

Relation to Other Projects: Completion of this project will free up space currently occupied by the Senior Center for use by the Sheriff's Office. It will also allow for the demolition of the space that is currently occupied by the Planning Department, Water and Sewer, and Tax Administration. The building itself is old and run-down beyond full

recovery due to the materials themselves (wood structural members) and are decaying from mold or rot. This space has outlived its practicality and is not conducive to a safe work environment.

Professional Design Work Detail: Funding for architectural design services is programmed for FY 2019-2020. Boomerang Design, Raleigh, NC has been selected as the design firm and MB Kahn is the Manager at Risk. Target date for completion is September 2021.

Operating Impact: Increased efficiency in daily operations and co-location of county offices.

B. Recommended/Unfunded:

1. School Capital Improvements – Camden County High School

Priority Level: 2

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

Project Definition and Justification

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

Recommended Solution: During a Board of Commissioners and School Board joint meeting in March 2019 it was decided to have a feasibility study completed by MB Kahn to determine the need for a new school. The study would look at projected student populations, design, addition/renovation, cost to upgrade versus new construction, design alternatives, existing building analysis, cost estimates, bond ratings, and the tax impact. Funding was appropriated in FY 15/16 to clear proposed school/athletic campus site along HWY 343 North.

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

Stage of Project: Approximately 60 acres of property was purchased by the County as the probable location for a new high school. While the Board of Commissioners moved forward with the acquisition of property, it is not yet clear when this new facility will be completed. At the joint meeting between the Board of Commissioners and the School Board it was decided to hire MB Kahn to conduct a feasibility study to analyze the current and future needs. The study has been completed and MB Kahn has completed approximately 95% of the educational space summary. At this time they are in the

planning / design / funding stage. Once the general location of the building is identified the site preparation will begin. The plan going forward is to place this as a referendum on the General Election Ballot in November 2020 for a vote of the citizens.

Relation to Other Projects: This project is not related to any other County projects.

Professional Design Work Detail: Four Architect firms made presentations to the School Board on March 26, 2020 and after the presentation Moseley Architects was selected as the lead firm for design work.

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

2. Sewer Service Expansion - US 158 East From Hardees to Country Club Road

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

Priority Level: 2

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

Recommended Solution: Extend existing sanitary sewer line. Estimated cost in excess of \$1,200,000 to be funded by County contributions, grants and developers via cost sharing formula.

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

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

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

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

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

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

3. South Mills Waste Water Treatment Plant High Rate Filtration Pond

Priority Level: 3

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

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

Recommended Solution: Study the feasibility of higher rate infiltration ponds for wastewater disposal as opposed to the current spray field acreage located near the South Mills WWTP. The benefits include using less land area and lower operations and maintenance costs together with the ability to use this technology for adequate disposal during winter months

Alternatives: Continue to utilize the existing spray fields in South Mills Township.

Stage of the Project: Eastern Carolina Engineering will prepare a preliminary soils boring test analysis at the current WWTP spray fields site.

Professional Design Work Detail: None to date.

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

4. Northern Camden County-Elevated Water Tower

Project Description: Addition water capacity/pressure and flow/fire flow is needed to serve the South Mills Area for commercial and residential development.

Priority Level: 2

Define Problem: Additional water pressure and flow is needed to support economic development and commercial growth in northern Camden County. Current water tower elevation doesn't produce sufficient pressure.

Recommended Solution: Build new 250,000-gallon elevated water tower in northern Camden. Estimated cost in excess of \$2,000,000.

Alternatives: Commercial and residential development would be adversely affected without the additional water tower.

Stage of the Project: Kim Hamby with Timmons Group is working on gathering additional information for the additional water tower.

Relation to Other Projects: This project is required to attract and support new businesses to Camden County. The new water tower would provide fire flow for the Commerce Park and Plantation Development.

Description of Land Needs: The new elevated water tower will require the purchase of a small parcel of land, approximately one acre will be needed.

Professional Design Work Detail: None. Work has just begun, system information is being studied.

Operating Impact: The elevated water towers are under contract for cleaning and painting as needed.

Funding: Water System Development Fees may provide partial funding.

5. Construction of Additional Raw Water Well

Project Description:

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

Recommended Solution: In FY 2019-2020 install test wells and obtain engineering design plans and construction cost estimate. If the test well results are positive, construct additional well at one of the purchased sites, Seymour Drive or 343 South, in 2020-2021.

The water plant has a current capacity of .72 MGD and an average use of .324 MGD. The State allows 80% use of capacity before design work to increase capacity, which amounts to 576,000 GPD. Subtracting the average use of 324,000 GPD provides only 252,000 GPD for additional development use.

Alternatives: None

Stage of the Project: Engineering design was completed in FY15/16 utilizing the engineering services of Diehl and Phillips for the Seymour Well. Hopefully much of that design will work for the next well also. The raw water main to connect the new well to the water treatment plant will have to be designed.

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

Description of Land Needs: Land has been purchased. In FY07-08, the county purchased five additional well sites in close proximity to existing water treatment

plant.

Professional Design Work Detail: None

Operating Impact: Additional utilities and equipment maintenance costs.

C. Identified/Unfunded:

1. US 158 Sidewalk Extension

Project Description:

Define Problem: The development of the Courthouse Township as a commercial center around public uses such as Camden High School, the US Post Office, and future County community complex is leading to increasing commercial uses and pedestrian activity among the uses. It is important to accommodate the existing and future pedestrians with sidewalks to reduce conflicts with automobile traffic and to encourage walking.

Recommended Solution: Require private development to install sidewalks within developments and construct public sidewalks to develop an eventual sidewalk network within the core area. The first section of sidewalks has been constructed around the Town Center project and in front of the high school.

The proposed project is to extend the existing sidewalk in front of the high school approximately 1900 linear feet to the Camden Square shopping and restaurant center. A&E cost approximately \$8,500 and is included in cost estimate.

Alternatives: None

Stage of the Project: As stated above some sidewalk exists in the area and the recently adopted UDO requires sidewalk in new development. Project will require engineering and construction.

Relation to Other Projects: This project is will enhance and support new and existing businesses in the Courthouse area.

Description of Land Needs: Project would be constructed in NCDOT ROW and require encroachment permits.

Professional Design Work Detail: None

Operating Impact: County would be responsible for maintenance of sidewalk and any surrounding landscaping.

Resolution No. 2007-06-04

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

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

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

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

Debt-

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

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

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

Fees & User Charges -

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

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

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

Fund Balance -

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

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

Competitive Employment -

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

Tax Rate -

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

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

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

Adopted this 4th day of June, 2007

Jeffrey Jennings, Chairman

Attest:

Ava Gurganus, Clerk to the Board



CAMDEN COUNTY
NORTH CAROLINA • USA

Boundless Opportunities.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 5.A
Meeting Date: June 01, 2020
Submitted By: Lisa Anderson, Tax Administrator
Taxes
Prepared by: Lisa Anderson
Item Title **March Monthly Report**
Attachments: Tax Report (PDF)
Summary: March 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>
2019	275,681.92	33,957.95
2018	65,623.77	2,756.49
2017	26,169.95	2,715.99
2016	13,422.86	1,893.05
2015	8,242.39	944.99
2014	11,062.32	1,228.71
2013	7,447.15	4,851.16
2012	5,778.79	7,543.51
2011	4,672.66	6,296.77
2010	4,149.58	4,642.02

Attachment: Tax Report (2712 : Tax Report)

TOTAL REAL PROPERTY TAX UNCOLLECTED	422,251.39
TOTAL PERSONAL PROPERTY UNCOLLECTED	66,830.64
TEN YEAR PERCENTAGE COLLECTION RATE	99.35%
COLLECTION FOR 2020 vs. 2019	95,486.72 vs. 115,715.66

LAST 3 YEARS PERCENTAGE COLLECTION RATE

2019	95.97%
2018	99.09%
2017	99.59%

THIRTY LARGEST UNPAID ACCOUNTS

SEE ATTACHMENT "A"

THIRTY OLDEST UNPAID ACCOUNTS

SEE ATTACHMENT "B"

Attachment: Tax Report (2712 : Tax Report)

EFFORTS AT COLLECTION IN THE LAST 30 DAYS**ENDING March 2020****BY TAX ADMINISTRATOR**1023 NUMBER DELINQUENCY NOTICES SENT77 FOLLOWUP REQUESTS FOR PAYMENT SENT0 NUMBER OF WAGE GARNISHMENTS ISSUED0 NUMBER OF BANK GARNISHMENTS ISSUED1 NUMBER OF PERSONAL PHONE CALLS MADE BY TAX ADMINISTRATOR
TO DELINQUENT TAXPAYER0 NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)0 PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF
TAX ADMINISTRATOR0 NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO
COUNTY ATTORNEY0 NUMBER OF CASES TURNED OVER TO COUNTY ATTORNEY FOR
COLLECTION (I.D. AND STATUS)0 REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS0 NUMBER OF JUDGMENTS FILED

Roll	Parcel Number	Unpaid Amount	YrsDltg	Taxpayer Name	City	Property Address
R	01-7989-00-01-1714.0000	7,418.60	10	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	01-8929-00-34-2503.0000	7,166.08	1	STONEBRIAR COMMERCIAL FINANCE	SOUTH MILLS	
R	02-8934-01-18-8282.0000	5,567.30	1	BRIDGET CARTWRIGHT JOHNSON	CAMDEN	144 158 US W
R	02-8934-01-17-4778.0000	5,094.04	3	LARRY G. LAMB SR	CAMDEN	152 158 US W
R	02-8934-01-18-6001.0000	4,970.13	1	LINDA SUE LAMB HINTON	CAMDEN	150 158 US W
R	03-8899-00-16-2671.2425	4,957.48	1	SPRING LOTUS LLC	SHILOH	141 EDGEWATER DR
R	02-8935-02-66-7093.0000	4,574.48	2	B. F. ETHERIDGE HEIRS	CAMDEN	158 US E
R	03-8899-00-45-2682.0000	3,839.99	10	SEAMARK INC.	SHILOH	HOLLY RD
R	02-8944-00-36-1417.0000	3,816.88	1	ROSA ALICE FEREBEE HEIRS	CAMDEN	165 IVY NECK RD
R	03-8972-00-54-4332.0000	3,764.55	1	GILBERT WAYNE OVERTON &	SHILOH	1330 343 HWY S
R	02-8944-00-75-7172.0000	3,376.93	1	KIM SAWYER	SHILOH	110 MILL DAM RD N
R	02-8944-00-87-7021.0000	3,375.02	1	MARK M. BRIGMAN SR & LISA L.	CAMDEN	175 MCKIMMEY RD
R	02-8934-01-18-8072.0000	3,234.74	1	ARNOLD AND THORNLEY, INC.	CAMDEN	146 158 US W
R	02-8944-00-51-7111.0000	3,065.60	1	FLOYD & JUNE T. ETHERIDGE	CAMDEN	110 BILLETTS BRIDGE RD
R	01-7090-00-64-6040.0000	2,949.86	1	LINWOOD GREGORY	SOUTH MILLS	129 LILLY RD
R	02-8935-01-08-8786.0000	2,940.10	1	JAMES B. SEYMOUR ETAL	CAMDEN	253 SLEEPY HOLLOW RD
R	02-8934-01-29-4617.0000	2,923.24	1	LASELLE ETHERIDGE SR. HEIRS	CAMDEN	112 158 US W
R	02-8945-00-41-2060.0000	2,922.52	1	THOMAS REESE	CAMDEN	168 BUSHELL RD
R	02-8943-01-17-4388.0000	2,909.12	1	WILLIAM K. COLONNA	CAMDEN	301 JAPONICA DR
R	01-7081-00-52-7312.0000	2,805.98	1	NMJ PROPERTIES LLC	SOUTH MILLS	256 CULPEPPER RD
R	02-8923-00-19-3774.0040	2,720.76	1	JOHNNIE MERCER HEIRS	CAMDEN	431 158 US W
R	02-8944-00-99-1027.0000	2,716.91	2	TAYLOR LEIGH PROPERTIES LLC	CAMDEN	MCKIMMEY RD
R	03-8973-00-22-3033.0000	2,660.14	1	WILLIAM LEIGH PROPERTIES LLC	CAMDEN	899 SANDY HOOK RD
R	03-9809-00-23-8838.0000	2,631.32	1	GODFREY RIDDICK	SHILOH	112 HIGH RD
R	01-7090-00-64-4058.0000	2,572.41	1	MICHAEL ASKEW	SOUTH MILLS	131 LILLY RD
R	01-7999-00-62-3898.0000	2,568.65	1	JACKIE E BAILEY	SOUTH MILLS	257 A OLD SWAMP RD
R	01-7997-00-75-4295.0000	2,537.15	1	CECIL BARNARD HEIRS	SOUTH MILLS	100 ROBIN CT W
R	03-8962-00-67-1021.0000	2,509.41	3	JEWEL H. DAVENPORT	SHILOH	WICKHAM RD
R	02-8943-01-06-9013.0000	2,459.32	1	CAROLYN MCDANIEL	CAMDEN	WINDY HEIGHTS DR
R	02-8934-03-31-9750.0000	2,440.10	1		CAMDEN	195 COUNTRY CLUB RD

05/21/20 16:28:50

Delinquencies Top-30 Unpaid

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
R	01-7989-00-01-1714.0000	10	7,418.60	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8899-00-45-2682.0000	10	3,839.99	SEAMARK INC.	SHILOH	HOLLY RD
R	01-7080-00-62-1977.0000	10	2,034.38	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	03-8952-00-95-8737.0000	10	2,032.30	AUDREY TILLET	SHILOH	171 NECK RD
R	03-8943-04-93-8214.0000	10	1,987.78	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	01-7988-00-91-0179.0001	10	1,929.64	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	195 BUNKER HILL RD
R	01-7999-00-32-3510.0000	10	1,856.74	LEAH BARCO	SOUTH MILLS	165 BUNKER HILL RD
R	01-7999-00-12-8596.0000	10	1,787.55	EMMA BRITTE HEIRS	SOUTH MILLS	116 BLOODFIELD RD
R	01-7989-04-60-1568.0000	10	922.16	CHRISTINE RIDDICK	SOUTH MILLS	105 BLOODFIELD RD
R	01-7989-00-60-1954.0000	10	777.91	JOE GRIFFIN HEIRS	SOUTH MILLS	117 GRIFFIN RD
R	02-8936-00-24-7426.0000	10	670.53	BERNICE PUGH	CAMDEN	113 BOURBON ST
R	03-9809-00-24-6322.0000	10	636.33	DAVID B. KIRBY	SHILOH	499 SAILBOAT RD
R	02-8955-00-13-7846.0000	10	583.82	MARIE MERCER	CAMDEN	IVY NECK RD
R	03-8980-00-61-1968.0000	10	313.93	WILLIAMSBURG VACATION	SHILOH	CAMDEN POINT RD
R	01-7090-00-95-5262.0000	10	253.12	JOHN F. SAWYER HEIRS	SOUTH MILLS	OLD SWAMP RD
R	03-8980-00-84-0931.0000	10	252.86	CARL TEUSCHER	SHILOH	218 BROAD CREEK RD
R	03-9809-00-45-1097.0000	10	201.43	MICHAEL OBER	SHILOH	CENTERPOINT RD
R	03-9809-00-37-0046.0000	10	152.13	ELIZABETH LONG	SHILOH	HIBISCUS
R	03-9809-00-17-2462.0000	10	138.72	TODD ALLEN RIGGS	SHILOH	LITTLE CREEK RD
R	03-8962-00-04-9097.0000	9	2,509.41	CECIL BARNARD HEIRS	SHILOH	NECK RD
R	03-8990-00-64-8379.0000	9	1,088.57	CHRISTOPHER FROST-JOHNSON	SHILOH	LITTLE CREEK RD
R	02-8935-01-07-0916.0000	9	1,846.93	ROSETTA MERCER INGRAM	CAMDEN	227 SLEEPY HOLLOW RD
R	03-8962-00-70-7529.0000	9	674.58	MARY SNOWDEN	SHILOH	WICKHAM RD
R	01-7989-04-90-0938.0000	9	629.27	DORIS EASON	SOUTH MILLS	1352 343 HWY N
R	03-8962-00-60-7648.0000	9	281.11	FRANK WRIGHT ETAL	SHILOH	WICKHAM RD
R	03-8965-00-37-4242.0000	8	2,099.04	DORA EVANS FORBES	SHILOH	352 SANDY HOOK RD
R	01-7091-00-64-6569.0000	8	1,385.62	CLARENCE D. TURNER JR.	SOUTH MILLS	STINGY LN
R	03-8962-00-55-5300.0000	8	1,427.31	OCTAVIA COPELAND HEIRS	SHILOH	457 NECK RD
R	03-8899-00-36-1568.0000	8	400.52	PETER BUTSAVAGE	SHILOH	HIBISCUS RD

05/21/20 16:28:51

Delinquencies Top-30 Oldest

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
P	0001709	2,183.53	10	JOHN MATTHEW CARTER	CAMDEN	150 158 HWY
P	0001591	859.53	1	HERBERT LEE BYRUM	CAMDEN	BILLETTS BRIDGE RD
P	0000295	792.09	1	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0001104	673.59	3	MICHAEL & MICHELLE STONE	CAMDEN	RIDGE ROAD
P	0001046	663.65	8	THIEN VAN NGUYEN	SHILOH	EDGEWATER DR
P	0001538	653.15	10	JEFFREY EDWIN DAVIS	CAMDEN	431 158 US W
P	0000738	618.22	9	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001072	569.40	10	PAM BUNDY	SHILOH	AARON DR
P	0000297	517.95	3	ADAM D. & TRACY J.W. JONES	CAMDEN	133 WALSTON LN
P	0002924	497.77	2	PAUL BEAUMONT	SHAWBORO	106 DEERFIELD TRL
P	0001827	483.28	8	KAREN BUNDY	CAMDEN	431 158 US W
P	0002941	453.90	1	BARKER'S TRUCKING, INC	SHILOH	SASSAFRAS LN
P	0001681	414.72	8	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0001230	411.11	8	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0000846	403.85	1	TOAN TRINH	SHILOH	229 SAILBOAT RD
P	0001546	343.89	2	GEORGE ROWLAND	CAMDEN	158 US W
P	0003399	302.87	1	JAIME ARMANDO ARIZAGA	SOUTH MILLS	182 CULPEPPER RD
P	0001694	288.99	8	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0000772	288.86	5	COSBY BAKER	SOUTH MILLS	114 BINGHAM RD
P	0002194	285.59	2	AARON MICHAEL WHITE	SHILOH	849 SANDY HOOK RD S
P	0001106	242.94	10	JAMI ELIZABETH VANHORN	SOUTH MILLS	612 MAIN ST
P	0002525	239.04	1	JOSEPH VINCENT CARDYN	SHILOH	260 ONE MILL RD
P	0001952	238.91	8	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	319 PONDEROSA RD
P	0000905	232.45	2	KEVIN & STACY ANDERSON	SHILOH	111 AARON DR
P	0001976	205.03	2	ANA ALICIA MARTINEZ LOPEZ	SHILOH	110 AARON DR
P	0002442	200.37	3	GERALD WHITE STALLS JR	SOUTH MILLS	116 CHRISTOPHERS WAY
P	0001408	193.32	2	SHELLY MARIE AMMON	SOUTH MILLS	612 MAIN STREET
P	0003109	181.33	1	CRAIG SCOTT CAREY	SOUTH MILLS	206 SHARON CHURCH RD
P	0001693	161.46	10	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0002182	160.72	1	ACADEMI TRAINING CENTER LLC	MOYOCK	850 PUDDIN RIDGE RD

05/21/20 16:29:05

1

Delinquencies Top-30 Unpaid

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
P	0001709	10	2,183.53	JOHN MATTHEW CARTER	CAMDEN	158 HWY
P	0001046	10	663.65	THIEN VAN NGUYEN	SHILOH	EDGEWATER DR
P	0001538	10	653.15	JEFFREY EDWIN DAVIS	CAMDEN	158 US W
P	0000738	10	618.22	LESLIE ETHERIDGE JR	CAMDEN	158 US W
P	0001072	10	569.40	PAM BUNDY	SHILOH	AARON DR
P	0001827	10	483.28	KAREN BUNDY	CAMDEN	158 US W
P	0001106	10	242.94	JAMI ELIZABETH VANHORN	SOUTH MILLS	158 US W
P	0001693	10	161.46	ALLIANCE NISSAN	CAMDEN	612 MAIN ST
P	0001639	9	123.29	CAREY FARMS, INCORPORATED	SOUTH MILLS	HWY W
P	0001681	8	414.72	STEVE WILLIAMS	CAMDEN	SHARON CHURCH
P	0001230	8	411.11	JAMES NYE	CAMDEN	158 HWY W
P	0001694	8	288.99	THOMAS B. THOMAS HEIRS	SOUTH MILLS	158 HWY W
P	0001952	8	238.91	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	158 HWY W
P	0000772	7	288.86	COSBY BAKER	SOUTH MILLS	PONDEROSA RD
P	0000905	5	232.45	KEVIN & STACY ANDERSON	SHILOH	BINGHAM RD
P	0000295	4	792.09	HENDERSON AUDIOMETRICS, INC.	CAMDEN	AARON DR
P	0000846	4	403.85	TOAN TRINH	CAMDEN	158 HWY E
P	0000385	4	121.17	MARK SANDERS OVERMAN	SHILOH	SAILBOAT RD
P	0002921	4	120.68	CYNTHIA MAE BLAIN	SHAWBORO	GARRINGTON ISLAND
P	0000770	4	108.00	MARSHA GAIL BOGUES	SOUTH MILLS	DOCK LANDING LOOP
P	0002079	4	106.35	OCTAVIS BANKS III	CAMDEN	BELCROSS RD
P	0001104	3	673.59	MICHAEL & MICHELLE STONE	SOUTH MILLS	OLD SWAMP RD
P	0000297	3	517.95	ADAM D. & TRACY J.W. JONES	CAMDEN	RIDGE ROAD
P	0001976	3	205.03	ANA ALICIA MARTINEZ LOPEZ	CAMDEN	WALSTON LN
P	0002442	3	200.37	GERALD WHITE STALLS JR	SHILOH	AARON DR
P	0001408	3	193.32	SHELLY MARIE AMMON	SOUTH MILLS	CHRISTOPHERS WAY
P	0000945	3	145.18	RAMONA F. TAZEWELL	SOUTH MILLS	MAIN STREET
P	0001150	3	136.45	WILLIAM MICHAEL STONE	CAMDEN	SLEEPY HOLLOW RD
P	0001689	3	125.28	MICHAEL WAYNE MYERS	CAMDEN	MILL DAM RD S
P	0002468	3	106.72	WANDA HERNANDEZ WELLS	SOUTH MILLS	ROBIN DR
					SHILOH	HIGH RD

05/21/20 16:29:05

Delinquencies Top-30 Oldest



CAMDEN COUNTY
NORTH CAROLINA • USA

Boundless Opportunities.

**Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

New Business

Item Number: 5.B
Meeting Date: June 01, 2020

Submitted By: Stephanie Jackson, HR Director
Finance
Prepared by: Karen Davis

Item Title **Resolution 2020-06-01: Salaries & Compensation for Various Boards and Commissions**

Attachments: Resolution 2020-06-01 (DOC)

Recommendation:
Approve and adopt resolution.



Resolution No. 2020-06-01

**A RESOLUTION OF THE
CAMDEN COUNTY BOARD OF COMMISSIONERS
SALARIES AND COMPENSATION
FOR VARIOUS BOARDS AND COMMISSIONS
FISCAL YEAR 2020-2021**

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

Now, Therefore, Be It Resolved that the Camden County Board of Commissioners meeting this 1st day of June 2020 in Camden Village, Camden County, North Carolina does hereby amend the following salaries and compensation for the stated boards and commissions for the period beginning July 1, 2020 and ending June 30, 2021,

Section 1: BOARD OF COMMISSIONERS

Chairman \$550.00 per month plus mileage.

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

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

Attachment: Resolution 2020-06-01 (2703 : Resolution 2020-06-01: Salaries & Compensation for Various Boards and Commissions)

4. The following are not reimbursable expenses: Attendance to social occasions (banquets, meals (except as part of a participatory meeting), entertainment, sports, galas, fundraisers, clubs, etc.), or informal or telephonic conversations. Also alcoholic beverages, political contributions, tips greater than 18%, parking or traffic violations / fines, entertainment expenses such as tickets to sporting events or theaters, and in room movies. For any fundraisers the board decides to attend, the County will pay for the ticket if the Commissioner's agree that the event benefits Camden County residents and serves a public purpose, however, they will not receive meeting pay for attendance. (Must be non-partisan and non-profit.)
5. Attendance at Board appointed Board Meetings (i.e. Library, DSS, ADJ) will not be reimbursable to Commissioners who are not appointed to those boards unless they are requested to attend by the appointee who is unable to attend or at the request of the Board of Commissioners in the Commissioner's official capacity.
6. Commissioners shall receive a payment of \$150.00 per day for any meeting or day for travel to/from meeting, lasting more than four (4) hours and out of the county (90 mile radius of the Courthouse).
7. Board members are required to submit in writing a payment request in the form of an expense report (via internal form) to the Finance Officer not later than the last business day of each month. The report will contain all expenses including compensation along with a description of the meeting, date, time and place.
8. Special meeting reimbursement requests that exceed seven (7) in a month will require Board approval.

Section 2: BOARD OF ELECTIONS

Chairman Compensation - \$50 for meeting with Board. \$50 per day for Election Day, canvass day, and instruction day plus mileage.

Board Members Compensation - \$40 per meeting with Board. \$40 per day on Election Day and canvass day plus mileage.

Chief Judge Compensation - \$40 per day for instruction day and canvass day plus mileage. \$150.00 per day for Election Day plus mileage. \$20 for pick-up day.

Judges Compensation - \$20 for instruction day. Election Day at \$120.00 per day.

Assistants Compensation - \$20 for instruction day. Election Day at \$100.00 per day.

Section 3: PLANNING BOARD AND ZONING BOARD OF ADJUSTMENTS

Compensation - \$30.00 per meeting plus mileage.

Attachment: Resolution 2020-06-01 (2703 : Resolution 2020-06-01: Salaries & Compensation for Various Boards and Commissions)

Section 4: SOCIAL SERVICES BOARD

Chairman Compensation - \$35.00 per meeting plus mileage.

Board Members Compensation - \$30.00 per meeting plus mileage.

Section 5: AGING ADVISORY COUNCIL

Compensation - \$30.00 per meeting, plus mileage and meal if required.

Section 6: RECREATION BOARD

Compensation - \$30.00 per meeting, plus mileage.

Section 7: JURY COMMISSION

Compensation - \$ 7.25 per hour for hours worked compiling jury list.

Section 8: ECONOMIC DEVELOPMENT BOARD

Compensation - \$30.00 per meeting, plus mileage.

Section 9: SENIOR CENTER BOARD

Compensation - \$30.00 per meeting, plus mileage.

Section 10: LIBRARY BOARD

Compensation - \$30.00 per meeting, plus mileage.

Section 11: AGRICULTURAL ADVISORY BOARD & FIRE COMMISSIONS

No Compensation

Section 12: TRAVEL & MILEAGE REIMBURSEMENT

All Boards and Commissions are subject to the approved Camden County Travel Policy. Mileage will be computed based on home of record and return. Mileage will be reimbursed at the rate established by the Federal Mileage Reimbursement Rate for travel as allowed in IRS Publication 15 for all compensable meetings. Any volunteer or non-paid meetings will not qualify for travel or mileage reimbursement without Board of Commissioners approval.

Adopted this the 1st day of June 2020.

George T. White, Chairman
Camden County Board of Commissioners

ATTEST:

Karen M. Davis, NCCCC
Clerk to the Board of Commissioners

Attachment: Resolution 2020-06-01 (2703 : Resolution 2020-06-01: Salaries & Compensation for Various Boards and Commissions)



CAMDEN COUNTY
NORTH CAROLINA • USA

Boundless Opportunities.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 5.C
Meeting Date: June 01, 2020

Submitted By: Ken Bowman,
Administration
Prepared by: Karen Davis

Item Title **Boomerang Design Fee Proposal**

Attachments: Boomerang Design Agenda Summary (DOCX)
Boomerang Design Fee Proposal (PDF)

Agenda summary, recommendation and supporting documentation attached.

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

Meeting Date: June 1, 2020

Attachments: Proposal

Submitted By: Ken Bowman, County Manager

Item Title: Boomerang Design Fee Proposal

Summary:

After much deliberation and consideration of the cost for the administration complex during the downturn of the economy due to COVID-19, staff was directed to look at phasing the project focusing on building the Library first and master planning the entire project for the second phase.

After advertising for architectural firms and conducting interviews, Boomerang Design was selected for design of the new Library (Phase I).

As requested, they have provided their proposal for professional services for Phase I which includes architectural and engineering design services for a one-story building (+/- 11,700 square ft.) consisting of a Library, a Community Meeting Room, a Commissioner and Committee Board Room with support spaces, and a small catering/warming kitchen.

Their services also include design of a master plan for the site (as required by AHJ permitting) which will also provide the County with a road map for future building development and extension of utility services. Time is of the essence as they understand the facility needs to be substantially completed by September 1, 2021.

Master Plan: The services include the master planning of the 7-8 acre site for the development of Phase I as well as conceptual design for future building development. Their services include overall conceptual design for the entire site development to ensure that services, access, connectivity to other county facilities, etc. are all addressed and considered for site development.

Recommendation:

Acceptance of Boomerang Design's proposal for professional services and authorize the Chairman to sign.



May 12, 2020

Mr. Bill Cram, Executive Vice President
 MB Kahn Construction Co., Inc.
 101 Flintlake Road
 Columbia, SC 29223

RE: Camden County Administrative Complex

SUBJECT: Fee Proposal

COMM. NO.: 7016 FILE NO.: A-1.0

Dear Bill:

We are excited to have been selected by Camden County, NC for design of their new Library and Civic Center (Phase I). As requested, we have provided our proposal for professional services below.

Base Services Scope

Boomerang Design will provide architectural and engineering design services for a one-story building consisting of a Library, a Community Meeting Room, a Commissioner and Committee Board Room with support spaces, and a small catering/warming kitchen. Our services also include design of a master plan for the site (as required by AHJ permitting) which will also provide the County with a roadmap for future building development and extension of utility services. Time is of the essence as we understand the facility needs to be substantially complete by September 1, 2021.

Master Plan: Our services include the master planning of the 7-8 acre site for the development of the Phase I as well as conceptual design for future building development. Our services include overall conceptual design for the entire site development to ensure that services, access, connectivity to other county facilities, etc. are all addressed and considered for site development.

Phase I: Design for construction of a +/-11,700 sq. ft. building facility to serve Camden County residents. The facility will contain a community Library, a Community Meeting Room, a Commissioner and Committee Board Room with support spaces, and a small catering/warming kitchen.

Boomerang will engage independent engineering consultants to provide Civil, Structural, Plumbing, Mechanical, Electrical, Fire Protection (if required) and Technology design for the proposed facilities. We will also work with Camden County and MB Kahn to design an environmentally sensitive and contextual appropriate facility within the available funds.

Design services shall be provided in the traditional phases of Schematic Design, Design Development, Construction Documents, Final Documents, Bidding and Construction Administration. Our base services include development of book specifications as required for bidding and those services listed in the draft AIA B133 document attached. Our base services do not include surveying, geotechnical evaluations, wetland delineations, Life Cycle Costs Analysis, LEED design services, cost estimating, landscape design (an allowance to be utilized in design for plant materials) commissioning services, or special inspections services. However, these can be provided for an additional service if desired.

Boomerang DESIGN

Page 2 of 5

Letter to: Bill Cram

May 12, 2020

Meetings

- Schematic Design: Provide three (3) Schematic Design Meetings (with at least 1-2 at Boomerang's office in Raleigh or by video conference) to:
 1. Solidify the program
 2. Identify existing spaces and future needs
 3. Present up to (2) preliminary master plans for the site and building plan concepts for feedback
 4. Refine selected plan and provide elevations for feedback
 5. Provide refined elevations. Our Schematic Design conceptual plans will include completion of code analysis.
- Design Development: Provide three (3) Design Development Meetings (with at least 1-2 at Boomerang's office in Raleigh or by video conference) to:
 1. Present further development of the floor plan, elevations, and site plan
 2. Meet with each department to identify all aspects of their individual spaces and develop a project scope document that details room by room the items that will be provided in the project construction and the items to be provided/purchased separately by the Owner (i.e. furniture, fixtures, and equipment). In addition, we would meet with facilities to determine building materials and systems desired.
 3. Present final floor plan, elevations, and site plan. We will also provide a 3D rendering of the facility.
- Construction Documents: Provide two (2) Construction Document Meetings (with 1 at Boomerang's office in Raleigh or by video conference) to:
 1. Present 80% complete documents for estimating. Boomerang and our team will review and provide feedback to MB Kahn's estimate.
 2. Present 100% documents for bidding. Boomerang will go thru all aspects of the drawings and specifications to ensure they are acceptable to Camden County before a bid advertisement is published.
- Bidding:
 1. Attend the pre-bid meeting.
- Construction Administration:
 1. Attend one (1) Construction site visit per month. Should issues with drawings require and additional visit, we will provide the additional trip under our basic services.

Project Funding

Based upon the above scope, Boomerang Design has prepared an initial conservative Preliminary Program of Spaces and coordinated Budget Estimate for the project based upon the type of work, and the overall square footage programmed below:

Attachment: Boomerang Design Fee Proposal (2707 : Boomerang Design - Fee Proposal)

Boomerang DESIGN

Page 3 of 5

Letter to: Bill Cram

May 12, 2020

Preliminary Program of Spaces

Space Name	No.	Size (SF)	Total (SF)	Space Total (SF)
Library				
Main Library and Children's Corner	1	3,700	3,700	
Community Meeting Space + storage	1	850	850	
Librarian Office	1	150	150	
Staff Office	1	120	120	
Break Room	1	225	225	
Storage and Book Exchange Prep	1	275	275	
				5,320
Civic				
Community Meeting Room	1	1,500	1,500	
Catering/Warming Kitchen	1	375	375	
Storage (chairs and tables)	1	150	150	
				2,025
Admin				
Council Meeting Room	1	1,100	1,100	
Council Chambers Closed Session Conference with Toilet	1	400	400	
				1,500
Support				
MIS/Data	2	80	160	
				160
Subtotal				
Building Support (Restrooms, Mech, Jan, Walls, etc.)		30%		9,005
				2,702
TOTAL				11,707

Attachment: Boomerang Design Fee Proposal (2707 : Boomerang Design - Fee Proposal)

Boomerang DESIGN

Page 4 of 5

Letter to: Bill Cram

May 12, 2020

Budget Estimate

Phase I New Library, Community Meeting Room, Commissioners Meeting Room			
Construction Costs			
New Building Construction	11,707 SF	\$	2,751,028
5% Construction Contingency		\$	137,551
5% Escalation* Allowance		\$	137,551
Construction Costs Subtotal			\$ 3,026,130
Non-Construction Costs			
Proposed A/S/MEP Fees		\$	262,828
Proposed Civil Fees		\$	55,900
Surveys & Subsurface Analysis Allowance		\$	25,000
Construction Testing Allowance		\$	40,000
Mechanical Commissioning Allowance (required by code)		\$	8,195
FF&E Allowance (3% Construction Costs)		\$	90,784
Advertising Allowance		\$	1,500
Permit Review Fees Allowance		\$	7,865
			incl in Construction
Permit Fees			Costs
Prints (Permit Sets) Allowance		\$	1,000
Non-Construction Cost Subtotal			\$ 493,071
Total Project Budget			\$ 3,519,201

* Escalation to midpoint of construction; based upon 5% per year according to latest Turner Construction construction index

Consulting Engineers

Boomerang Design will be utilizing the following engineers for the project:

Structural Design

LHC Structural Engineers
1331 Sunday Dr. #121
Raleigh, NC 27607

Plumbing, Mechanical, Electrical, and Technology Design

Progressive Design Collaborative, LTD
3101 Poplarwood Court, Suite 320
Raleigh, NC 27604

Civil Engineering

Timmons Group
1805 W. City, Unit E
Elizabeth City, NC

Attachment: Boomerang Design Fee Proposal (2707 : Boomerang Design - Fee Proposal)

Boomerang DESIGN

Page 5 of 5

Letter to: Bill Cram

May 12, 2020

Schedule

We recognize the Camden County Library is currently in leased space and the lease ends in September 2021. The leased space has issues that necessitate the new building be open by September 2021. As such, Boomerang recommends the schedules below. Note that a quick boundary and topographic survey along with any wetland delineations need to occur ASAP.

Design NTP	May 15, 2020
Schematic Design	May 15 – June 30, 2020
Design Development	June 30 – August 3, 2020
Construction Documents	August 3 – November 1
Bidding & Contracting	November 1 – December 1, 2020
Construction Start	December 1, 2020
Construction Complete	September 1, 2021

Sincerely,

Angela Crawford Easterday
 Angela Crawford Easterday, AIA

/ace

cc: Vanda Hamrick

Attachment: Boomerang Design Fee Proposal (2707 : Boomerang Design - Fee Proposal)



CAMDEN COUNTY
NORTH CAROLINA • USA

Boundless Opportunities.

**Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Board Appointments

Item Number: 6.A
Meeting Date: June 01, 2020
Submitted By: Donna Stewart, Visitor Center Director
Dismal Swamp Welcome Center
Prepared by: Karen Davis

Item Title **Tourism Development Authority**

Attachments:

Summary:

It is the request of the Tourism Development Authority that Adam Carver be reappointed for an additional term.

Recommendation:

Approval.



CAMDEN COUNTY
NORTH CAROLINA • USA

Boundless Opportunities.

**Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Consent Agenda

Item Number:	7.A
Meeting Date:	June 01, 2020
Submitted By:	Karen Davis, Clerk to the Board Board of Commissioners Prepared by: Karen Davis
Item Title	BOC Meeting Minutes - April 29, 2020
Attachments:	bocminutes_042920 (DOCX)

**Camden County Board of Commissioners
2020-2021 Budget/Finance/CIP Work Session
April 29, 2020; 2:00 PM
Camden County Public Library**

MINUTES

The Camden County Board of Commissioners held a budget work session on April 29, 2020 at 2:00 PM in the Camden County Public Library. Due to Gov. Roy Cooper’s executive order limiting public gatherings to no more than 10 people to reduce the spread of COVID-19, the meeting was accessible by conference call for the benefit of the media and public.

Call to Order

The meeting was called to order by Chairman Tom White at 2:00 PM. Additional Board Members Present: Vice Chairman Clayton Riggs, Commissioners Garry Meiggs, Randy Krainiak and Ross Munro.

Staff Present: County Manager Ken Bowman, Finance Officer Stephanie Jackson and Clerk to the Board Karen Davis.

Schedule

The Board of Commissioners met with the following to discuss matters relating to the FY 2020-2021 Budget:

- South Mills Volunteer Fire Department – Tommy Banks
- Tax Administration – Lisa Anderson
- Sheriff’s Office – Kevin Jones
- Board of Education / School Capital Projects – Dr. Joe Ferrell presented the following summary of the Board of Education’s budget requests.

2020 – 2021 Budget Presentation to Commissioners			
Definitions:			
Continuation Budget – The amount of funding needed to continue with the exact same services and people we have currently.			
Expansion Budget – The amount of funding needed to add any services or people to what we currently have.			
Reduction Budget – The amount of funding needed if services or people are reduced in some way.			
Version 1: Expansion Budget for 2020 – 2021: \$441,687 (Intervention Teachers and Online Facilitator in addition to retirement, insurance, Charter Schools, and other increased costs)			
Version 2: Continuation Budget for 2020 – 2021: \$188,854 (Increase in retirement, insurance, and Charter School funding)			
OR			
Reduction Budget for 2020 – 2021: \$188,854 (Loss of Intervention Teachers ... losing two positions, no Online Facilitator, and still need an increase)			
Notable Information:			
Title I Funding (currently \$152,935)			
Fund Balance (see attached page)			
Cooperative Innovative High School Funding (reduced \$75,000 in 2018/2019 school year)			
Increases in Retirement			
Charter School Funding			
Increases in Insurance Premiums			
Bond Referendum			
COVID-19			
Capital Outlay			

Local Current Expense Fund			
Actual Fund Balance	Amount Appropriated in Next Year		Unassigned Fund Balance
	(Estimated as of July 1st each year)		(Projected after estimates)
6/30/2007	827,062	543,680	283,382
6/30/2008	850,076	210,000	410,076
6/30/2009	608,176	181,335	306,844
6/30/2010	777,727	210,000	567,727
6/30/2011	1,337,083	345,151	484,953
6/30/2012	1,886,915	353,433	1,496,992
6/30/2013	1,983,298	843,136	1,140,162
6/30/2014	1,699,772	828,844	770,928
6/30/2015	1,198,096	731,244	476,812
6/30/2016	703,613	473,812	229,801
6/30/2017	608,211	175,370	432,641
6/30/2018	775,174	278,043	497,131
6/30/2019	995,566	347,131	250,000
6/30/2020		98,438	151,505

Attachment: bocminutes_042920 (2699 : BOC Meeting Minutes - April 29, 2020)

- College of the Albemarle – Dr. Jack Bagwell
- Buildings & Grounds / South Camden Water & Sewer – Ken Bowman

Capital Improvement Program 2020-2024

County Manager Ken Bowman presented an overview of the proposed Capital Improvement Program projects:

- Approved/Funded
 - ♦ Public Services Complex / Administration Campus
- Recommended/Unfunded
 - ♦ School Capital Improvements – Camden County High School
 - ♦ Sewer Service Expansion – US 158 East from Hardees to County Club Road
 - ♦ South Mills Waste Water Treatment Plant High Rate Filtration Pond
 - ♦ Elevated Water Tower – Northern Camden County
 - ♦ Construction of Additional Raw Water Well
- Identified/Unfunded
 - ♦ US 158 Sidewalk Extension

Closed Session

At 5:05 PM Commissioner Ross Munro offered a motion to go into Closed Session for the purpose of contract negotiations. The motion passed unanimously with five commissioners voting aye and no commissioner voting no.

At 5:32 PM, Commissioner Ross Munro offered a motion to come out of Closed Session. The motion passed unanimously with five commissioners voting aye and no commissioner voting no.

Schedule

County Manager Ken Bowman gave a brief update on insurance, benefit, personnel and special appropriations in regard to the proposed budget.

Chairman White recessed the meeting at 6:15 PM for a dinner break.

Schedule

Chairman White reconvened the meeting at 6:45 PM and continued with the following items for discussion by the County Manager:

- Additional Expenditures
- Extension / 4-H
- IT Software / Hardware / Security
- Senior Center
- DSS
- Non-Departmental
- Debt Service

- Fund Balance

There being no further matters for discussion Chairman White entertained a motion to adjourn. Commissioner Garry Meiggs offered a motion to adjourn. The motion passed unanimously with five commissioners voting aye and no commissioner no.

Chairman White adjourned the meeting at 7:45 PM.

ATTEST:

Tom White, Chairman
Camden County Board of Commissioners

Karen M. Davis
Clerk to the Board of Commissioners

Attachment: bocminutes_042920 (2699 : BOC Meeting Minutes - April 29, 2020)



CAMDEN COUNTY
NORTH CAROLINA • USA

Boundless Opportunities.

**Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Consent Agenda

Item Number:	7.B
Meeting Date:	June 01, 2020
Submitted By:	Karen Davis, Clerk to the Board Board of Commissioners Prepared by: Karen Davis
Item Title	BOC Meeting Minutes - May 4, 2020
Attachments:	bocminutes_050420 (DOCX)

**Camden County Board of Commissioners
Regular Meeting
May 4, 2020; 7:00 PM
Historic Courtroom
Camden, North Carolina**

MINUTES

The regular meeting of the Camden County Board of Commissioners was held on May 4, 2020 in the Historic Courtroom, Camden, North Carolina. Due to Gov. Roy Cooper’s executive order limiting public gatherings to no more than 10 people to reduce the spread of COVID-19, the meeting was streamed live for the benefit of the media and public. Citizens were invited to submit public comments by sending their remarks via email to the Clerk to the Board. Comments submitted were to be read by the Chairman during the live meeting and entered into the Public Record. In order to abide by the Governor’s order, the County Manager limited the number of staff present at the meeting and presented the departmental reports.

WELCOME & CALL TO ORDER

The meeting was called to order by Chairman Tom White at 7:00 PM. Also Present: Vice Chairman Clayton Riggs, Commissioners Garry Meiggs, Randy Krainiak and Ross Munro.

INVOCATION & PLEDGE OF ALLEGIANCE

Commissioner Randy Krainiak gave the invocation and led in the Pledge of Allegiance.

ITEM 1. PUBLIC COMMENTS

None.

ITEM 2. CONFLICT OF INTEREST DISCLOSURE STATEMENT

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

ITEM 3. CONSIDERATION OF THE AGENDA

Motion to approve the agenda as presented.

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

South Camden Water & Sewer District Board of Directors

Chairman White recessed the meeting of the Board of Commissioners and called to order the South Camden Water & Sewer District Board of Directors Meeting.

Public Comments – None

Consideration of the Agenda

Attachment: bocminutes_050420 (2698 : BOC Meeting Minutes - May 4, 2020)

Motion to approve the agenda as presented.

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

A. Monthly Report – Ken Bowman

*South Camden Water & Sewer Board
 Monthly Work Order Statistics Report
 Period: March 2020*

	Submitted Work Orders	Completed Work Orders	Percentage Completed	Status of Uncompleted Work Orders
<i>Water/Distribution</i>	39	39	100%	0
<i>Sewer/Collection</i>	2	2	100%	0

Locates:

Water Line: 51
 Sewer Line: 18
 Water & Sewer, same ticket:4
 Hydrant flow test:0

Public Works Director Notes/Comments: Ten work orders have been checked for accuracy.
 Water treated at the water treatment plant in March: 14,495,850 gallons
 Daily average water usage for March: 467,608 gallons
 Current treatment capacity at the water treatment plant: 720,000 gallons per day

SOUTH CAMDEN WATER & SEWER BOARD									
MONTHLY WATER STATISTICS REPORT									
Date	Work Orders Submitted	Percentage Complete	Uncompleted	Water/Distribution	Sewer/Collection	Water Locates	Sewer Locates	Water/Sewer Locate	Hydrant Flow Test
2019									
March	104	100%	0%	103	1	153	8	4	27
April	106	100%	0%	104	2	99	10	44	13
May	87	100%	0%	85	2	126	8	12	11
June	75	100%	0%	75	0	58	9	6	9
July	112	100%	0%	109	3	63	5	0	57
August	104	100%	0%	102	2	131	21	1	27
Sept	82	100%	0%	80	2	131	20	4	0
Oct	99	100%	0%	97	2	257	10	5	0
Nov	144	100%	0%	143	1	275	6	2	0
Dec	80	100%	0%	80	0	106	7	1	0
2020									
Jan	111	100%	0%	110	1	47	8	9	0
Feb	48	100%	0%	47	1	92	6	0	0
March	41	100%	0%	39	2	51	18	4	0
	Public Works Director Notes/Comments: (outstanding maintenance issues staffing issues, etc)								

Motion to approve the monthly report as presented.

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

There being no further matters for discussion Chairman White called for a motion to adjourn.

Attachment: bocminutes_050420 (2698 : BOC Meeting Minutes - May 4, 2020)

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

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

Chairman White reconvened the Board of Commissioners.

ITEM 4. NEW BUSINESS

A. Tax Report – Ken Bowman

<u>MONTHLY REPORT OF THE TAX ADMINISTRATOR TO THE CAMDEN COUNTY BOARD OF COMMISSIONERS</u>		
<u>OUTSTANDING TAX DELINQUENCIES BY YEAR</u>		
<u>YEAR</u>	<u>REAL PROPERTY</u>	<u>PERSONAL PROPERTY</u>
2019	368,032.45	38,195.66
2018	73,731.48	2,835.35
2017	27,600.00	2,833.33
2016	13,854.81	1,904.40
2015	8,914.16	944.99
2014	11,144.94	1,228.71
2013	7,447.15	4,851.16
2012	5,778.79	7,734.37
2011	4,672.66	6,296.77
2010	4,149.58	4,642.02

TOTAL REAL PROPERTY TAX UNCOLLECTED	525,326.02
TOTAL PERSONAL PROPERTY UNCOLLECTED	71,466.76
TEN YEAR PERCENTAGE COLLECTION RATE	99.21%
COLLECTION FOR 2020 vs. 2019	74,019.68 vs. 66,654.69
<u>LAST 3 YEARS PERCENTAGE COLLECTION RATE</u>	
2019	94.72%
2018	98.98%
2017	99.57%

Attachment: bocminutes_050420 (2698 : BOC Meeting Minutes - May 4, 2020)

EFFORTS AT COLLECTION IN THE LAST 30 DAYS
ENDING February 2020
BY TAX ADMINISTRATOR

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

30 Largest Unpaid – Real

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	01-7989-00-01-1714.0000	7,418.60	10	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	01-8929-00-34-2503.0000	7,166.08	1	STONEBRIAR COMMERCIAL FINANCE	SOUTH MILLS	
R	03-8943-02-65-7700.0000	6,565.85	1	BRUCE TIMOTHY WARREN	SHILOH	131 COOKS LANDING RD
R	02-8934-01-18-8282.0000	5,567.30	1	BRIDGET CARTWRIGHT JOHNSON	CAMDEN	144 158 US W
R	03-8899-00-16-2671.2425	5,133.98	1	SPRING LOTUS LLC	SHILOH	141 EDGEWATER DR
R	02-8934-01-17-4778.0000	5,094.04	3	LARRY G. LAMB SR	CAMDEN	152 158 US W
R	02-8934-01-18-6001.0000	4,970.13	1	LINDA SUE LAMB HINTON	CAMDEN	150 158 US W
R	02-8935-02-66-7093.0000	4,702.59	2	B. F. ETHERIDGE HEIRS	CAMDEN	158 US E
R	02-8944-00-87-7021.0000	4,233.91	1	MARK M. BRIGMAN SR & LISA L.	CAMDEN	175 MCKIMMEY RD
R	03-8899-00-45-2682.0000	3,839.99	10	SEAMARK INC.	SHILOH	HOLLY RD
R	02-8944-00-36-1417.0000	3,816.88	1	ROSA ALICE FEREBEE HEIRS	CAMDEN	165 IVY NECK RD
R	03-8972-00-54-4332.0000	3,764.55	1	GILBERT WAYNE OVERTON &	SHILOH	1330 343 HWY S
R	02-8944-00-75-7172.0000	3,376.93	1	KIM SAWYER	CAMDEN	110 MILL DAM RD N
R	03-9809-00-23-8838.0000	3,325.38	1	WILLIAM DAVID BYRUM	SHILOH	112 HIGH RD
R	02-8934-01-18-8072.0000	3,234.74	1	ARNOLD AND THORNLEY, INC.	CAMDEN	146 158 US W
R	02-8944-00-51-7111.0000	3,065.60	1	FLOYD & JUNE T. ETHERIDGE	CAMDEN	110 BILLETS BRIDGE RD
R	01-7090-00-64-6040.0000	2,949.86	1	LINTON RIDDICK	SOUTH MILLS	129 LILLY RD
R	02-8935-01-08-8786.0000	2,940.10	1	LINWOOD GREGORY	CAMDEN	253 SLEEPY HOLLOW RD
R	02-8934-01-29-4617.0000	2,923.24	1	JAMES B. SEYMOUR ETAL	CAMDEN	112 158 US W
R	02-8945-00-41-2060.0000	2,922.52	1	LASELLE ETHERIDGE SR. HEIRS	CAMDEN	168 BUSHELL RD
R	02-8943-01-17-4388.0000	2,909.12	1	THOMAS REESE	CAMDEN	301 JAPONICA DR
R	01-7081-00-52-7312.0000	2,805.98	1	WILLIAM K. COLONNA	SOUTH MILLS	256 CULPEPPER RD
R	02-8923-00-19-3774.0040	2,720.76	1	NMJ PROPERTIES LLC	CAMDEN	431 158 US W
R	02-8944-00-99-1027.0000	2,716.91	2	JOHNNIE MERCER HEIRS	CAMDEN	MCKIMMEY RD
R	03-8973-00-22-3033.0000	2,660.14	1	TAYLOR LEIGH PROPERTIES LLC	SHILOH	899 SANDY HOOK RD
R	01-7090-00-64-4058.0000	2,572.41	1	GODFREY RIDDICK	SOUTH MILLS	131 LILLY RD
R	01-7999-00-62-3898.0000	2,568.65	1	MICHAEL ASKEW	SOUTH MILLS	257 A OLD SWAMP RD
R	01-7997-00-75-4295.0000	2,537.15	1	JACKIE E BAILEY	SOUTH MILLS	100 ROBIN CT W
R	03-8962-00-67-1021.0000	2,509.41	3	CECIL BARNARD HEIRS	SHILOH	WICKHAM RD
R	02-8943-01-06-9013.0000	2,459.32	1	JEWEL H. DAVENPORT	CAMDEN	WINDY HEIGHTS DR

Attachment: bocminutes_050420 (2698 : BOC Meeting Minutes - May 4, 2020)

30 Oldest Unpaid – Real

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
R	01-7989-00-01-1714.0000	10	7,418.60	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8899-00-45-2682.0000	10	3,839.99	SEAMARK INC.	SHILOH	HOLLY RD
R	01-7080-00-62-1977.0000	10	2,034.38	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	03-8952-00-95-8737.0000	10	2,032.30	AUDREY TILLET	SHILOH	171 NECK RD
R	03-8943-04-93-8214.0000	10	1,987.78	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	01-7988-00-91-0179.0001	10	1,929.64	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
R	01-7999-00-32-3510.0000	10	1,856.74	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	01-7999-00-12-8596.0000	10	1,787.55	MOSES MITCHELL HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	01-7989-04-60-1568.0000	10	945.00	EMMA BRITE HEIRS	SOUTH MILLS	116 BLOODFIELD RD
R	01-7989-04-60-1954.0000	10	922.16	CHRISTINE RIDDICK	SOUTH MILLS	105 BLOODFIELD RD
R	01-7090-00-60-5052.0000	10	777.91	JOE GRIFFIN HEIRS	SOUTH MILLS	117 GRIFFIN RD
R	02-8936-00-24-7426.0000	10	670.53	BERNICE PUGH	CAMDEN	113 BOURBON ST
R	03-9809-00-24-6322.0000	10	636.33	DAVID B. KIRBY	SHILOH	499 SAILBOAT RD
R	02-8955-00-13-7846.0000	10	583.82	MARIE MERCER	CAMDEN	IVY NECK RD
R	03-8980-00-61-1968.0000	10	313.93	WILLIAMSBURG VACATION	SHILOH	CAMDEN POINT RD
R	01-7090-00-95-5262.0000	10	253.12	JOHN F. SAWYER HEIRS	SOUTH MILLS	OLD SWAMP RD
R	03-9809-00-45-1097.0000	10	252.86	CARL TEUSCHER	SHILOH	218 BROAD CREEK RD
R	03-9809-00-45-1097.0000	10	201.43	MICHAEL OBER	SHILOH	CENTERPOINT RD
R	03-8899-00-37-0046.0000	10	152.13	ELIZABETH LONG	SHILOH	HIBISCUS
R	03-9809-00-17-2462.0000	10	138.72	TODD ALLEN RIGGS	SHILOH	LITTLE CREEK RD
R	03-8962-00-04-9097.0000	9	2,509.41	CECIL BARNARD HEIRS	SHILOH	NECK RD
R	03-8990-00-64-8379.0000	9	1,088.57	CHRISTOPHER FROST-JOHNSON	SHILOH	LITTLE CREEK RD
R	02-8935-01-07-0916.0000	9	846.93	ROSETTA MERCER INGRAM	CAMDEN	227 SLEEPY HOLLOW RD
R	03-8962-00-60-7648.0000	9	674.58	WALSHAM	SHILOH	WICKHAM RD
R	01-7989-04-90-0938.0000	9	629.27	DORIS EASON	SOUTH MILLS	1352 343 HWY N
R	03-8962-00-60-7648.0000	9	281.11	FRANK WRIGHT ETAL	SHILOH	WICKHAM RD
R	03-8965-00-37-4242.0000	8	2,099.04	DORA EVANS FORBES	SHILOH	352 SANDY HOOK RD
R	01-7091-00-64-6569.0000	8	1,385.62	CLARENCE D. TURNER JR.	SOUTH MILLS	STINGY LN
R	03-8962-00-55-5300.0000	8	427.31	OCTAVIA COPELAND HEIRS	SHILOH	457 NECK RD
R	03-8899-00-36-1568.0000	8	400.52	PETER BUTSAVAGE	SHILOH	HIBISCUS RD

30 Largest Unpaid – Personal

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
P	0001709	2,183.53	10	JOHN MATTHEW CARTER	CAMDEN	150 158 HWY
P	0001591	859.53	1	HERBERT LEE BYRUM	CAMDEN	BILLETTS BRIDGE RD
P	0000295	792.09	1	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0001104	673.59	3	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	0001046	663.65	8	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0001538	653.15	10	JEFFREY EDWIN DAVIS	CAMDEN	431 158 US W
P	0000738	618.22	10	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001072	569.40	10	PAM BUNDY	SHILOH	105 AARON DR
P	0000297	517.95	3	ADAM D. & TRACY J.W. JONES	CAMDEN	133 WALSTON LN
P	0002924	497.77	2	PAUL BEAUMONT	SHAWBORO	106 DEERFIELD TRL
P	0001827	483.28	8	KAREN BUNDY	CAMDEN	431 158 US W
P	0002941	453.90	1	BARKER'S TRUCKING, INC	SHILOH	108 SASSAFRAS LN
P	0002194	431.34	5	DAVID LEE HALL JR	SHILOH	849 SANDY HOOK RD S
P	0001681	414.72	8	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0001230	411.11	8	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0000846	403.85	1	TOAN TRINH	SHILOH	229 SAILBOAT RD
P	0001546	343.89	2	GEORGE ROWLAND	CAMDEN	431 158 US W
P	0003399	302.87	1	JAIME ARMANDO ARIZAGA	SOUTH MILLS	182 CULPEPPER RD
P	0001694	288.99	8	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0001694	288.86	8	COSBY BAKER	SOUTH MILLS	114 BINGHAM RD
P	0000772	285.59	2	ARON MICHAEL WHITE	SHILOH	849 SANDY HOOK RD S
P	0002194	242.94	10	JAMI ELIZABETH VANHORN	SOUTH MILLS	612 MAIN ST
P	0001106	239.04	1	JOSEPH VINCENT CARDYN	SHILOH	260 ONE MILL RD
P	0001952	238.91	8	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	319 PONDEROSA RD
P	0000905	232.45	2	KEVIN & STACY ANDERSON	SHILOH	111 AARON DR
P	0001976	205.03	2	ANA ALICIA MARTINEZ LOPEZ	SHILOH	110 AARON DR
P	0002442	200.37	3	GERALD WHITE STALLS JR	SOUTH MILLS	116 CHRISTOPHERS WAY
P	0001408	193.32	2	SHELLY MARIE AMMON	SOUTH MILLS	612 MAIN STREET
P	0003109	181.33	1	CRAIG SCOTT CAREY	SOUTH MILLS	206 SHARON CHURCH RD
P	0001693	161.46	10	ALLIANCE NISSAN	CAMDEN	158 HWY W

30 Oldest Unpaid – Personal

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
P	0001709	10	2,183.53	JOHN MATTHEW CARTER	CAMDEN	150 158 HWY
P	0001046	10	663.65	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0001538	10	653.15	JEFFREY EDWIN DAVIS	CAMDEN	431 158 US W
P	0000738	10	618.22	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001072	10	569.40	PAM BUNDY	SHILOH	105 AARON DR
P	0001827	10	483.28	KAREN BUNDY	CAMDEN	431 158 US W
P	0001106	10	242.94	JAMI ELIZABETH VANHORN	SOUTH MILLS	612 MAIN ST
P	0001693	10	161.46	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0001639	9	123.29	CAREY FARMS, INCORPORATED	SOUTH MILLS	202 SHARON CHURCH
P	0001681	8	414.72	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0001230	8	411.11	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001694	8	288.99	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0001952	8	238.91	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	319 PONDEROSA RD
P	0000772	7	288.86	COSBY BAKER	SOUTH MILLS	114 BINGHAM RD
P	0002194	5	431.34	DAVID LEE HALL JR	SHILOH	849 SANDY HOOK RD S
P	0000905	5	517.95	KEVIN & STACY ANDERSON	SHILOH	111 AARON DR
P	0000295	4	792.09	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0000846	4	403.85	TOAN TRINH	SHILOH	229 SAILBOAT RD
P	0000385	4	121.17	MARK SANDERS OVERMAN	SHAWBORO	116 GARRINGTON ISLAND
P	0002921	4	120.68	CYNTHIA MAE BLAIN	SOUTH MILLS	122 DOCK LANDING LOOP
P	0000770	4	108.00	MARSHA GAIL BOGUES	CAMDEN	276 BELCROSS RD
P	0002079	4	106.35	OCTAVIA BANKS III	SOUTH MILLS	262 OLD SWAMP RD
P	0001046	3	673.59	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	0000297	3	517.95	ADAM D. & TRACY J.W. JONES	CAMDEN	133 WALSTON LN
P	0001976	3	205.03	ANA ALICIA MARTINEZ LOPEZ	SHILOH	110 AARON DR
P	0002442	3	200.37	GERALD WHITE STALLS JR	SOUTH MILLS	116 CHRISTOPHERS WAY
P	0001408	3	193.32	SHELLY MARIE AMMON	SOUTH MILLS	612 MAIN STREET
P	0000945	3	145.18	RAMONA F. TAZEWEEL	CAMDEN	239 SLEEPY HOLLOW RD
P	0001150	3	136.45	WILLIAM MICHAEL STONE	CAMDEN	130 MILL DAM RD S
P	0001689	3	125.28	MICHAEL WAYNE MYERS	SOUTH MILLS	107 ROBIN DR

Attachment: bocminutes_050420 (2698 : BOC Meeting Minutes - May 4, 2020)

Motion to approve the tax report as presented.

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

B. EMS Agreement – Ken Bowman

NORTH CAROLINA
PASQUOTANK COUNTY

EMERGENCY MEDICAL SERVICES AGREEMENT
(1 Year Extension)

THIS AGREEMENT is entered into this 4th day of May, 2020, by and between the COUNTY OF PASQUOTANK, North Carolina, a body corporate and politic existing pursuant to the laws of the State of North Carolina, ("Pasquotank"), and the COUNTY OF CAMDEN, North Carolina, a body corporate and politic existing pursuant to the laws of the State of North Carolina, ("Camden"):

WITNESSETH:

Recitals

The following recitals are incorporated as an integral part of this Agreement.

WHEREAS, on June 9, 2017 Pasquotank and Camden entered into an Agreement whereby Pasquotank provided Emergency Medical Services ("EMS") to Camden in return for a payment; and

WHEREAS, the Agreement between the parties is set to expire on June 30, 2020; and

WHEREAS, the parties desire to extend the Agreement for an additional year on the same terms and conditions including a three percent (3%) increase for the cost of the service.

NOW, THEREFORE, in consideration of the terms, conditions, and covenants expressed herein the parties agree as follows:

1. The Agreement for Emergency Medical Services dated June 9, 2017 is extended for an additional year except for the following modifications:

Section 2.1 – The term of this Agreement shall commence on July 1, 2020 and shall continue until June 30, 2021.


Section 3.2 – Responsibilities of Camden: Camden shall pay the sum of \$562,248 for the period of July 1, 2020 to June 30, 2021 (fiscal year 2020-2021).

Except as herein amended, the Agreement between the parties dated June 9, 2017 shall remain in full force and effect and is incorporated herein by reference.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first above written, the Agreement having been approved by the respective governing bodies of both Pasquotank and Camden.

CAMDEN COUNTY -
Tom White
Tom White, Chairman
Board of Commissioners
Date & Time: 5-14-20 7:30 PM

ATTEST:
Ken M. Davis
Clerk to the Board
(SEAL)




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

Stephanie B Jackson
Camden County Finance Officer
Date & Time: 5-14-2020

PASQUOTANK COUNTY

Jeff Dixon
Jeff Dixon, Chairman
Board of Commissioners
Date & Time: 5-20-20 10:50

ATTEST:
Lynn B. Scott
Lynn B. Scott
Clerk to the Board




Attachment: bocminutes_050420 (2698 : BOC Meeting Minutes - May 4, 2020)

Motion to extend the current Emergency Medical Services Agreement for 12 months and approve as presented.

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

C. Hazard Mitigation Grant Program Bid Award – Ken Bowman



*Over 30 Years of Service
Established 1987*

MEMORANDUM

To: Camden County Board of Commissioners
From: C. Ryan Cox, CFM, Project Manager
Date: April 28, 2020
Re: Selection of Residential Contractors for the Hurricane Matthew HMGP Program
Bid Opening April 2, 2020

Background

Camden County has received Hazard Mitigation Grant Program (HMGP) funds to assist victims of Hurricane Matthew through Mitigation Reconstruction. In March 2020, we solicited bids from several residential contractors for the reconstruction of two units. An advertisement for the mandatory pre-bid meeting and subsequent bid opening was published in The Daily Advance and the Historically Underutilized Businesses (HUB) website, as well as sent to eighty-seven firms from the HCP Contractors List. The pre-bid meeting was held on March 19, 2020, where the scopes of work for the reconstruction of two (2) units were discussed with interested contractors. The bid opening was held on April 2, 2020, at 11:00 AM.

Unit R1 – Ahrend – 258 Bingham Road, South Mills, NC

Bids were received from:

- Dozier Built, LLC - \$115,000.00
- Paul Wooldard Construction, Inc. - \$138,892.00
- Holland Construction Co. - \$128,000.00

Although Dozier Built, LLC, was the low bidder, the firm failed to submit the required bid forms; therefore, we recommend Holland Construction Company for award as the second low bidder.

Unit R2 – Spence – 1348 N. Highway 343, South Mills, NC

Bids were received from:

- Paul Wooldard Construction, Inc. - \$149,358.00
- Holland Construction Co. - \$131,000.00

We recommend Holland Construction Company for award as the low bidder.

CRC:cmr

3329 Winghamville Avenue, Suite F
Wilmington, North Carolina 28403
Phone 910.392.0090 • Fax 910.392.2639

110 West Main Street, Suite 204
Washington, North Carolina 27889
Phone 252.946.0877 • Fax 910.392.2639

Attachment: bocminutes_050420 (2698 : BOC Meeting Minutes - May 4, 2020)

Motion to award the reconstruction contract to Holland Construction Company.

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

D. Commerce Park Access Road – Ken Bowman

The county has received serious interest from a business prospect to lease/purchase a parcel of the county owned property (unused spray field) just south of the Commerce Park. In order to accommodate the prospect's needs the county is responsible for providing access from the Commerce Park across two large ditches and into the property. The county has had construction plans prepared and has requested bids to install the culverts and construct 160 feet of access road.

Whitehurst Sand Company
North Carolina General Contractor – License 38655

April 10, 2020

Camden County
Attn: Dan Porter, Planning Director
PO Box 74
Camden, NC 27921

Subject: New Southern Access Road for Camden Commerce Park

Thank you for contacting Whitehurst Sand Company and allowing us the opportunity to provide this proposal to you. Our pricing is based on plans and specifications prepared by Eastern Carolina Engineering, PC. Said plans were signed and sealed by Sean C. Robey on March 12, 2020.

Received email 12/12/20

Scope of Work

- Mobilization
- Construction Staking and Layout
- Geotechnical Testing (Subgrade, Stone and Asphalt)
- Clearing and Grubbing
- 24" Topsoil Stripping/Undercut
- Additional cut to achieve sub-grade (ditching)
- Dispose of excess site generated spoils off site
- Off Site Select Fill as needed to achieve sub-grade
- Place/Compact/Fine Grade select fill
- Grade Limits of Disturbance
- Install & Maintain Silt Fence
- Construction Entrance
- Check Dams
- Class B Rip Rap as shown
- 160 LF of 48" CPP
- 8" ABC Stone
- Place/Compact/Fine Grade ABC Stone
- 4" Asphalt Paving
- Roadway Barriercodes
- Seed and straw all disturbed areas

Lump Sum Base Bid for the above Scope of Work - \$103,626.75

Unit Pricing

1. Undercut unsuitable soils and replace with off site select fill - \$30.00/CY

All asphalt prices in this proposal are based on the NCDOT Monthly Terminal F.O.B. Asphalt Binder Price of \$492.86 per ton for the month of April 2020. If the asphalt cement price fluctuates from this stated price, at any time during the performance of the asphalt work, we reserve the right to adjust our prices in accordance with the NCDOT Monthly Terminal F.O.B. Asphalt Binder Prices. These prices can be located at the following web address:
<https://connect.ncdot.gov/projects/construction/Pages/Pavement-Construction-Prices.aspx>

233 Woodville Road
Hertford, NC 27944

www.whitehurstsand.com

(252) 264-3027 Office
(252) 264-2712 Fax

Page 1

Whitehurst Sand Company
North Carolina General Contractor – License 38655

Exclusions

- Permitting
- Bonding
- Tap Fees
- Impact Fees
- As-Built Survey
- Chain Link Fencing/Ornamental Fencing/Gates
- Proposed Trees/Shrubs
- Pest Control
- Existing Utility Removal/Relocation
- Hazardous Waste Removal
- Pipe Bollards
- Site Related Electrical Work, Conduits, Light Poles or Bases
- Irrigation Systems, Controls or Conduits
- Flagpole or Bases
- Gas Line or Piping
- Any other work not specifically mentioned in the Base Bid Scope of Work shown on pages 1-2 of this proposal.

Should you have any questions, please do not hesitate to contact me at the office or on my mobile. That number is (252) 312-7999. We look forward to working with you on this project.

Respectfully Submitted,
Patrick Whitehurst
Patrick Whitehurst
Project Manager/Estimator

233 Woodville Road
Hertford, NC 27944

www.whitehurstsand.com

(252) 264-3027 Office
(252) 264-2712 Fax

Page 2

RPC Contracting, Inc.

License # 34430
P.O. Box 333, Killy Hawk, NC 27949
252-261-3336
Fax: 252-491-2176

April 13, 2020

Project: Camden County Commerce Park New Southern Access Road
Eco Park Boulevard
South Mills NC, 27976

Attn: Dan B. Porter
Camden County Planning Director
PO Box 74
117 MC Hwy 343 North
Camden, NC 27921
Phone: 252-338-1919 ext. 263
Fax: 252-333-1603
Email: danporter@camdencounty.gov

RE: Proposal for Professional grading, paving, and stone drain services.

RPC Contracting hereby submits a quote for the following work on the above project. The pricing is based on plans entitled CAMDEN COUNTY COMMERCE PARK NEW SOUTHERN ACCESS ROAD sealed by Sean C. Robey. RPC will provide and perform materials and labor for the following.

BASE BID SCOPE OF WORK
Clear existing ditch to allow installation of access
Install Silt Fence and Construction Entrance
Strip existing to a max depth of 24"
Provide and place off site fill for proposed access road
Haul any excess materials off site
Provide and install 48" and 160' light HDPE
Provide and install 160' Rip Rap on over again
Fine grade and provide ABC stone for proposed access road
Provide and install 4" of surface asphalt installed in two lifts
Final Seed disturbed areas

BASE BID TOTAL: \$95,510.00

12" ADDITIONAL UNDERCUT AND BACK FILL ADD ALTERNATE
Strip existing and additional 12" beyond the base bid 24"
Provide additional FILL for back additional 12" striping

ADD ALTERNATE TOTAL: \$8,129.00

TESTING AND SURVEYING ADD ALTERNATE
Provide testing services for proposed access road
Provide surveying services for proposed access road

ADD ALTERNATE TOTAL: \$5,216.00

BASE BID TOTAL W/ ADD ALTERNATES: \$108,844.00

Received email 2/26/20

RPC Contracting, Inc.

License # 34430
P.O. Box 333, Killy Hawk, NC 27949
252-261-3336
Fax: 252-491-2176

EXCLUSIONS: These prices do not include any fees subcontract bond cost, permit, surveying, testing, removal or disposal of existing utilities; chain link fences, temporary fences, ornamental fencing, tree protection fence, undercutting, back fill for undercutting; limbscaping, or any site related electrical work, power poles and lines, conduits, light poles or bases; dumpster pad enclosure; irrigation systems, controls, traffic control, concrete work, building pad work, previous concrete, building construction, foundation work, eight hours of work; gas lines or piping; temporary seeding, handrails, building demolition, pavement markings, or any work beyond scope listed above.

ADDITIONAL NOTES

ESTIMATED START AND COMPLETION: 4/27/2020-5/28/2020

All prices are valid for acceptance within 30 days from the date of this proposal. Thank you for the opportunity to perform this work and please feel free to contact me if you have any questions regarding this information.

Sincerely,
Michael Gravat
Mike Gravat
RPC CONTRACTING
252-489-6541 CELL
252-261-3336 WORK
mike@rpccontracting.com

ACCEPTANCE OF PROPOSAL:
Parties, hereto, agree that payment shall be made based upon completion of tasks outlined under Scope of Services, and shall not be conditioned upon an event, such as securing a permit, or other event. The above price and scope of work is acceptable and hereby accepted. Signing party hereby agrees to pay RPC Contracting for their services monthly based on percentage of work completed. Any questions regarding billed amounts must be addressed in writing within 5 days of bill date or invoice will be deemed approved. Terms are payment upon receipt of bill. A finance charges of 1.5% per month plus all costs of collection, including attorney's fee will be added to all balances past due beyond 30 days.

Authorized Signature: _____ Date: _____
Print Name & Title: _____

Attachment: bocminutes_050420 (2698 : BOC Meeting Minutes - May 4, 2020)

Dan Porter

From: Jimmy Spivey <JSPIVEY@barnhillcontracting.com>
Sent: Monday, April 13, 2020 3:58 PM
To: Dan Porter
Subject: [External] Camden Commerce Park
Attachments: image001.png

Received email 3:58 4/13/20

Dan
 Barnhill price to install the road is \$151,948.00.
 I will email you the write tomorrow for this amount. She is out of the office today.
 Thanks
 Jimmy

James C. Spivey
 Barnhill Contracting Company
 252-384-2127 direct | 252-333-5180 mobile | 841 Sun Gro Dr. Elizabeth City, NC 27909
 www.barnhillcontracting.com | NC General Contractors No. 3194

BARNHILL

Barnhill Contracting Company is a licensed general contractor based in North Carolina (No. 3194).

PROPOSAL

TO:	Date: 4/13/20
Camden County	Engineer: Eastern Carolina Engineering, Co.
Attn: Dan Porter	Date of Plans: 3/12/2020
117 NC Hwy 343 N.	Job Name: New Southern Access Road
Camden, NC 27921	Job Location: Camden County Commerce Park
	Job Contact: 252-338-1919 Ext. 263

*Received via email 4/13/20
 Proposed 3:58 AM 4/13/20*

Parks Land Development, Inc. proposes to provide the following labor, materials & equipment necessary to perform the following work items, to completion, as defined in the plans, specifications, and scope of work that was provided:

REF: New Southern Access Road Camden County Commerce Park

- Base Bid to include:**
 - > Construction of new access roadway installation of 180' of 48" C.P.P. with a minimum 24" of undercut and backfill to the scope of work provided

Total \$ 97,475.00
- Alternate Bid:**
 - > 1' additional undercut and backfill

Total \$ 5,250.00

* NOTE: Proposed start date as early as May 1, 2020, if not sooner, and completed by proposed completion date

***Specified work will be performed in accordance with standard practice. Any change is subject to prior agreement and in the event of such change an adjustment in price may be required. Items not mentioned are to be considered not included. Not responsible for any cause or conditions beyond our control. This proposal is subject to revocation if not accepted within 60 days. ACCEPTED: If the above quote is accepted, payment is due upon completion. By signing you are accepting these terms and are authorizing to proceed.

DATE: _____ SIGNATURE: _____

*Parks Land Development, Inc.
 1332 Florida Road
 Elizabeth City, NC 27909
 252-330-3435*

Motion to award the Commerce Park Access Road project to Whitehurst Sand Company for \$103,626.75 and authorize the Chairman to sign the contract.

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

E. Proclamation – Older Americans Month

OLDER AMERICANS MONTH
 MAKE YOUR MARK: MAY 2020

Older Americans Month 2020
 A PROCLAMATION

Whereas, Camden County includes a growing number of older Americans who make countless contributions to our community every day; and

Whereas, Camden County is stronger when people of all ages, abilities, and backgrounds are included and encouraged to make their mark; and

Whereas, Camden County recognizes the importance of the physical, mental, social, and emotional well-being of its citizens; and

Whereas, Camden County can support our community members by:

- promoting independence, inclusion, and participation;
- engaging older adults through education, recreation, and service; and
- connecting people with opportunities to share their time, experience, and talents.

Now, therefore, the Camden County Board of Commissioners do hereby proclaim May 2020 to be Older Americans Month. We urge every resident to recognize older adults and the people who support them as essential members of our community.

Proclaimed this the 4th day of May, 2020.

Tom White
 Tom White, Chairman
 Camden County Board of Commissioners

ATTEST:
Karen M. Davis
 Karen M. Davis
 Clerk to the Board of Commissioners



Attachment: bocminutes_050420 (2698 : BOC Meeting Minutes - May 4, 2020)

Motion to adopt the Proclamation designating May 2020 as Older Americans Month in Camden County.

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

ITEM 5. BOARD APPOINTMENTS

A. Planning Board

Camden County Unified Development Ordinance Article 11.5.2A (attached) states Planning Board members shall be appointed to 3-year staggered terms with three members being appointed in successive years and four members in the following year.


Table titled 'Camden County Planning Board Members' with columns for Name, Address, & Phone(s) and Term Expires. Lists members like Calvin Leary, Steven Bradshaw, Nathan Lilley, Cathleen M. Saunders, Ray Albertson, Fletcher A. Harris, and Rick McCall with their contact info and terms.

Motion to approve the Planning Board appointments as presented.

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

Attachment: bocminutes_050420 (2698 : BOC Meeting Minutes - May 4, 2020)

B. Resolution to Appoint Plat Review Officer



Resolution No. 2020-05-01

**A RESOLUTION OF THE
CAMDEN COUNTY BOARD OF COMMISSIONERS
TO APPOINT MATTHEW MEADS AS PLAT REVIEW OFFICER
FOR CAMDEN COUNTY, NORTH CAROLINA**

WHEREAS, an Act to improve the procedures for recording maps and plats, to revise the law governing the disposition of certain birth and death certificates, and to establish a study of land title registration procedures was ratified the 8th day of July, 1997 by the North Carolina General Assembly;


WHEREAS, G.S. 47-30.2 of this General Statute requires the Board of Commissioners of each county to designate by name one or more persons experienced in mapping or land records management as a Review Officer to review each map and plat required to be submitted for review before the map or plat is presented to the Register of Deeds for recording;

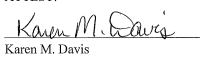
WHEREAS, each person designated a Review Officer shall, if reasonably feasible, be certified as a property mapper pursuant to G.S. 147-54.4;


WHEREAS, a resolution designating a Review Officer shall be recorded in the county registry and indexed on the grantor index in the name of the Review Officer;

THEREFORE, BE IT RESOLVED that the Camden County Board of Commissioners, meeting this 4th day of May, 2020 in Camden County North Carolina, hereby appoints Matthew Meads as Plat Review Officer.

ATTEST:


Tom White, Chairman
Camden County Board of Commissioners


Karen M. Davis
Clerk to the Board of Commissioners



Motion to adopt Resolution 2020-05-01 appointing Matthew Meads as Plat Review Officer for Camden County, North Carolina.

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

ITEM 6. CONSENT AGENDA

The Consent Agenda was amended to add Vehicle Refunds as Item 6.N.

- A. BOC Meeting Minutes – March 5, 2020
- B. BOC Meeting Minutes – April 1, 2020
- C. BOC Meeting Minutes – April 6, 2020

Attachment: bocminutes_050420 (2698 : BOC Meeting Minutes - May 4, 2020)

D. Budget Amendment

2019-20-BA018
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, 2020.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
10330430-434901	Election Reimbursement	\$6,004.01	
Expenses			
104300-512000	Printing	\$6,004.01	

This Budget Amendment is made to appropriate funds to Elections printing expense line as they received monies in from the Reimbursement of the Elizabeth City Election.


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 4th day of May, 2020.

Karen M. Davis
Clerk to Board of Commissioners

Tom White
Chairman, Board of Commissioners



E. School Budget Amendment

Budget Amendment
Camden County Schools Administrative Unit
State Public School Fund

The Camden County Board of Education at a meeting on the 9th day of April 2020 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2020.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Programs		18,153.00
5200	Special Instructional Programs	16,900.00	
5800	School Based Support Services	50.00	

Explanation:

Total Appropriation in Current Budget	\$ 15,489,192.50
Amount of Increase/Decrease of Above Amendment	(1,203.00)
Total Appropriation in Current Amended Budget	\$ 15,487,989.50

Passed by majority vote of the Board of Education of Camden County on the 9th day of April 2020.


Christy A. Hill
Chairman, Board of Education

John Hurrell
Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this 4th day of May, 2020.

Tom White
Chairman, Board of County Commissioners

Karen M. Davis
Clerk, Board of County Commissioners



BUDGET AMENDMENT
April 9, 2020

1. State Public School Fund

A. We have received an allotment revision for this program area and must decrease our budget to reflect the adjustment. We request your approval of this amendment.

Classroom Teachers	
1.5110.001.121 Salary – Teacher	\$ - 8,800.00
1.5110.001.211 Emp Soc Sec Costs	- 685.00
1.5110.001.221 Emp Retirement Costs	- 1,749.00
Total – Classroom Teachers	\$ - 11,234.00

B. We have received an allotment revision for this program area and must increase our budget to reflect the adjustment. We request your approval of this amendment.

Non-Instructional Support Personnel	
1.5110.003.162 Substitute Pay	\$ + 1,581.00
1.5110.003.211 Emp Soc Sec Costs	+ 120.00
Total – Non-Instructional Support	\$ + 1,681.00

C. We have received an allotment revision for this program area and must decrease our budget to reflect the adjustment. We request your approval of this amendment.

Career and Technical Edu - Program	
1.5120.014.461 Pur of Non Cap Equipment	- 1,250.00
Total – Career and Technical Edu - Program	\$ - 1,250.00

D. We have received an allotment revision for this program area and must increase our budget to reflect the adjustment. We request your approval of this amendment.

School Technology Fund	
1.5810.015.418 Computer Software & Supplies	\$ + 50.00
Total – School Technology Fund	\$ + 50.00

Attachment: bocminutes_050420 (2698 : BOC Meeting Minutes - May 4, 2020)

BUDGET AMENDMENT
 State Public School Fund
 April 9, 2020, Page 2

E. We have received an allotment for this program area and must increase our budget to reflect the adjustment. We request your approval of this amendment.

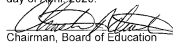
<u>Special Program Funds - EC</u>	
1.5210.063.121 Salary - Teacher	+ 11590.00
1.5210.063.211 Emp. Soc. Sec. Costs	+ 850.00
1.5210.063.221 Emp. Retirement Costs	+ 2,300.00
1.5210.063.231 Emp. Hosp. Ins. Costs	+ <u>2,120.00</u>
Total - Special Program Funds - EC	\$ + 16,900.00

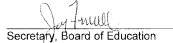
F. We have received an allotment revision for this program area and must increase our budget to reflect the adjustment. We request your approval of this amendment.

<u>Textbooks</u>	
1.5110.130.412 Textbooks	- 7,350.00
Total - Textbooks	\$ - 7,350.00

3100.000 Revenue - State Public School Fund \$ + 1,203.00

Passed by majority vote of the Board of Education of Camden County on the 9th day of April, 2020.


 Chairman, Board of Education


 Secretary, Board of Education

F. DMV Monthly Report


STATE OF NORTH CAROLINA
 COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County June Renewals Due 7/15/20


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
25,670.14	25,549.52	13,066.02	64,285.68

Witness my hand and official seal this 4th day of May 2020



 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: bocminutes_050420 (2698 : BOC Meeting Minutes - May 4, 2020)

G. Refunds Over \$100

ACS Tax System 4/23/20 14:30:16 REFUNDS OVER \$100.00 Refunds to be Issued by Finance Office CAMDEN COUNTY

Refund\$	Remit To:	Reference:	Drawer/Transaction Info:
147.46	BRIAN LEE MOORE & JOANNA MOORE 122 BUCK RUN SOUTH MILLS NC 27976	2019 R 01-7979-00-16-7258.0000 Value correction	20200423 99 252737
147.46	BRIAN LEE MOORE & JOANNA MOORE 122 BUCK RUN SOUTH MILLS NC 27976	2018 R 01-7979-00-16-7258.0000 Value Correction	20200423 99 252740
294.92	Total Refunds		

Submitted by Lisa S. Anderson Date 4-23-2020
Lisa S. Anderson, Tax Administrator Camden County

Approved by Tom White Date 5-4-20
Tom White, Chairman Camden County Board of Commissioners

H. Pickups, Releases & Refunds

NAME	REASON	NO.
Gary D. Chambers	Code Enforcement. Trash Removal. \$397.00	Pick-up #22086 R-116606-2019
Brian Lee Moore & Joanna Moore	House value correction. \$147.46 refund	Pick-up #22087 R-117568-2019
Brian Lee Moore & Joanna Moore	House value correction. \$147.46 refund	Pick-up #22088 R-117568-2018

I. Tax Collection Report

Tax Collection Report
MARCH 2020

Day	Amount	Amount	Name of Account	Deposits	Internet
2	\$ 3,607.23	\$		\$ 3,607.23	\$
3	\$ 3,743.68		Refund -.74		3743.68
3	9,045.30			\$ 9,045.30	
4	282.94		Debt Sheriff	\$ 282.94	
4	2,115.43			\$ 2,115.43	
5	8,195.87			\$ 8,195.87	
6	13,571.10			\$ 13,571.10	
9	15,292.28		Refund .23 Over-1.30	\$ 15,292.28	
10	6,203.06			\$ 6,203.06	
11	11,899.32		Refund .771	\$ 11,899.32	
12	19,977.08		Refund \$108.91/Over .25	\$ 19,977.08	
13	6,094.59			\$ 6,094.59	
16	6,487.73		Refund 885.97	\$6,487.73	
17	6,741.01			\$ 6,741.01	
17	488.23		Refund .66 Debt Sheriff	\$ 488.23	
18	5,284.60			\$ 5,284.60	
19	3,159.21			\$ 3,159.21	
20	15,361.20			\$ 15,361.20	
23	12,917.15			\$ 12,917.15	
24	255.52			\$ 255.52	
25	4,347.90			\$ 4,347.90	
26	2,356.70			\$ 2,356.70	
26	9,976.59		Refund \$12.04		9976.59
27	8,882.58			\$ 8,882.58	
30	4,286.50			\$ 4,286.50	
30			\$1,608.33 Refunds-Drawer 99		
31	5,247.43			\$ 5,247.43	
31	4,973.52			\$ 4,973.52	
31	579.52		Refund \$1.52		579.52
NOTE: \$51.75 Delmar Highsmith paid through PSN and is to be refunded					\$51.75
	\$ 191,373.27	\$ -		\$ 177,073.48	\$ 14,351.54
Total Deposits and PSN	\$ 191,373.27			\$ 191,425.02	
			PSN Checks - \$13.00 - for info only, fees were paid to PSN		
	\$ (1,799.26)	Refund			
	\$ (1.55)	Over			
	\$	Shortage			
	\$ 51.75	Adjustment			
Net Grand Total	\$ 189,624.21				

Submitted by: Lisa S. Anderson Date: 4-23-2020
Approved by: Tom White Date: 5-4-20

Attachment: bocminutes_050420 (2698 : BOC Meeting Minutes - May 4, 2020)

J. 2019-2020 Audit Contracts – On file in the Finance Office

K. Estimated Property Values

TO: CAMDEN COUNTY BOARD OF COMMISSIONERS

THE FOLLOWING IS THE ESTIMATED PROPERTY VALUE OF CAMDEN COUNTY:

	<u>Real</u>	<u>Personal</u>	<u>Vehicles</u>	<u>Total</u>
South Mills	382,976,068	14,011,163	35,422,780	432,410,011
Courthouse	369,164,242	22,602,200	35,514,880	427,281,322
Shiloh	232,339,577	10,221,467	21,927,097	264,488,141
Subtotal of County				1,124,179,474
Estimated Utilities				20,386,939
Total of County				1,144,566,413

FROM Lisa S. Anderson 4-1-2020
LISA S. ANDERSON (TAX ADMINISTRATOR) DATE

TAX RATE COUNTY _____ FIRE _____ TOTAL= _____

Joyce Creek District	<u>Real</u>	<u>Personal</u>	<u>Vehicles</u>	<u>Total</u>
	233,576,859	7,460,954	23,725,966	264,763,779

JOYCE CREEK WATERSHED IMPROVEMENT TAX _____

G. Tom White 5-4-20
G. TOM WHITE, CHAIRMAN DATE

L. Set Public Hearing – 2020-2024 Capital Improvement Program

M. Set Public Hearing – FY 2020-2021 Budget

Attachment: bocminutes_050420 (2698 : BOC Meeting Minutes - May 4, 2020)

N. Vehicle Refunds Over \$100

North Carolina Vehicle Tax System

NCVTS Pending Refund report

MARCH REFUND OVER \$100.00																		
Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Levy Type	Charge	Interest	Total
HARVEY, ELLEN SUZANNE	HARVEY, ELLEN SUZANNE	HARVEY, JEFFREY PAUL	162 MCPHERSON RD	SOUTH MILLS, NC 27976	Proration	0052230032	HHF4785	AUTHORIZED	122405560	Refund Generated due to proration on Bill #0052230032-2019-2019-0000-00	Tag Surrender	03/16/2020	3/17/2020 1:12:39 PM	1843	Tax	(\$316.65)	\$0.00	(\$316.65)
														1	Tax	(\$4.28)	\$0.00	(\$4.28)
																Refund		\$320.93

Submitted by Lisa S. Anderson Date 5-5-20
 Lisa S. Anderson, Tax Administrator Camden County

Approved by G. Tom White Date 5-4-20
 G. Tom White, Chairman Camden County Board of Commissioners

Motion to approve the Consent Agenda as amended.

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

ITEM 7. COUNTY MANAGER’S REPORT

County Manager Ken Bowman included the following in his report:

- COVID-19 Update
- Proposed Draft Budget will be posted on the County web site on May 8th for public review.
- Camden Tourism Development Authority – The annual celebration of the contributions and accomplishments of the US travel industry will spotlight resilience and hope in the face of the Coronavirus pandemic with this year’s theme: The Spirit of Travel. Visit the Camden County TDA website for more information.
- Milltown Boat Ramp – CAMA permit has been approved and we should be able to move forward very soon with this project.
- Board of Commissioners Budget Work Session - May 13th, 6:00 PM at the Library
- Board of Commissioners Regular Meeting and Public Hearing on the proposed FY 20-21 Budget – June 1, 2020 at 7:00 PM. Visit the County web site for instructions on remote access and how to submit public comments.
- Stay safe. Thank you to everyone for continuing to social distance and limiting gatherings to 10 people or less. We will get through this together.

Attachment: bocminutes_050420 (2698 : BOC Meeting Minutes - May 4, 2020)

ITEM 8. COMMISSIONERS' REPORTS

Commissioner Randy Krainiak reported on the success of the meals being distributed at the Senior Center on a weekly basis.

Commissioner Garry Meiggs expressed his appreciation for the many groups throughout the county that are reaching out to those in need.

ITEM 9. INFORMATION, REPORTS & MINUTES FROM OTHER AGENCIES

The following was provided to the Board for information purposes:

- A. Trillium Health Resources Annual Report
- B. Library Report
- C. Register of Deeds Report

ITEM 10. OTHER MATTERS

None.

ITEM 11. ADJOURN

There being no further matters for discussion Chairman White called for a motion to adjourn.

Motion to adjourn.

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

Chairman White adjourned the meeting at 7:24 PM.

ATTEST:

Tom White, Chairman
Camden County Board of Commissioners

Karen M. Davis
Clerk to the Board

Attachment: bocminutes_050420 (2698 : BOC Meeting Minutes - May 4, 2020)



CAMDEN COUNTY
NORTH CAROLINA • USA

Boundless Opportunities.

**Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Consent Agenda

Item Number: 7.C
Meeting Date: June 01, 2020

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

Item Title **BOC Meeting Minutes - May 13, 2020**

Attachments: bocminutes_051320 (DOCX)

Camden County Board of Commissioners
May 13, 2020 – 6:00 PM
2020-2021 Budget / Finance / CIP Work Session
Camden Public Library

MINUTES

The Camden County Board of Commissioners held a budget work session on May 13, 2020 at 6:00 PM in the Camden County Public Library. Due to Gov. Roy Cooper's executive order limiting public gatherings to no more than 10 people to reduce the spread of COVID-19, the meeting was accessible by conference call for the benefit of the media and public.

Call to Order

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

Staff Present: County Manager Ken Bowman, Finance Officer Stephanie Jackson, Clerk to the Board Karen Davis.

FY 2020-2021 Proposed Budget/CIP

County Manager Ken Bowman reviewed the following:

- Compared to the adopted FY 2019-2020 General Fund budget of \$13,280,091, the proposed FY 2020-2021 budget proposes \$13,568,068 which represents an increase of \$287,977.
- The FY 2020-2021 proposed General Fund budget is balanced with \$330,976 in fund balance to finance County operational expenses. The FY2019-2020 adopted general budget was balanced with \$492,149 in fund balance to finance County operational expenses.
- Special Appropriations
- Major concerns
- Schedule of Fees – No changes to Schedule of Fees from FY2019-2020 to FY2020-2021.
- Salaries & Compensation for Various Boards and Commissions – No changes to Board salaries and compensation from FY2019-2020 to FY2020-2021.

Boomerang Architects Revised Proposal

Angie Crawford Easterday of Boomerang Design and Bill Cram of M.B. Kahn presented to the Board a proposal for Phase I of the Administration Complex as well as services to include overall conceptual design for the entire site development. Phase I is the construction of a +/-11,700 square foot building to consist of a Library, Community Meeting Room, Commissioner and Committee Meeting Room with support spaces and a small catering/warming kitchen. The proposal will be placed on the June 1, 2020 Regular Meeting of the Board of Commissioners for consideration and possible action.

COVID-19 Relief Funds

The federal Coronavirus Aid, Relief and Economy Security (CARES) Act has given North Carolina about \$3.5 billion to be used by the legislature to combat COVID-19. Camden County will receive \$426,810. The funds must be allocated towards expenses associated with the provision of economic support in connection with the COVID-19 public health emergency. Treasury guidance also states that these funds must be used or obligated by December 30, 2020. A plan for the allocation of these funds will be presented to the Board of Commissioners at an upcoming meeting for approval and adoption.

County Manager Updates

The County Manager will be involved in the following upcoming meetings:

- Camden Commerce Park Preconstruction Conference – Whitehurst Sand Company
- South Mills Landing Development – Reese Smith
- Boat Ramp Preconstruction Conference – Layden Marine

Adjourn

There being no further matters for discussion Chairman White called for a motion to adjourn. A motion was offered by Commissioner Garry Meiggs. The motion passed unanimously with five commissioners voting aye and no commissioner voting nay. The meeting was adjourned at 7:40 PM.

ATTEST:

Tom White, Chairman
Camden County Board of Commissioners

Karen M. Davis
Clerk to the Board

Attachment: bocminutes_051320 (2700 : BOC Meeting Minutes - May 13, 2020)



CAMDEN COUNTY
NORTH CAROLINA • USA

Boundless Opportunities.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 7.D
Meeting Date: June 01, 2020
Submitted By: Stephanie Jackson, HR Director
 Finance
 Prepared by: Karen Davis
Item Title **Budget Amendment**
Attachments: 2019-20-BA019 (PDF)
 2019-20-BA020 (PDF)

2019-20-BA019

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, 2020.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
52330610-434848	LIEAP	\$807.59	
Expenses			
528000-554321	LIEAP	\$807.59	

This Budget Amendment is made to appropriate funds to Social Services LIEAP expense line as they will receive additional monies from the State.

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 June, 2020.

Clerk to Board of Commissioners

Chairman, Board of Commissioners

Attachment: 2019-20-BA019 (2710 : Budget Amendments)

2019-20-BA020
CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
40-329900	Fund Balance		\$339,501.20
Expenses			
405300-511320	Debt Service	\$339,501.20	

This Budget Amendment is made to appropriate funds to pay off the Fire Truck from Courthouse & Shiloh Fire Department from their Fund Balance.

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 June, 2020.

Clerk to Board of Commissioners

Chairman, Board of Commissioners

Attachment: 2019-20-BA020 (2710 : Budget Amendments)



May 21, 2020

County of Camden
330 US HWY 158 East
Camden, NC 27921

Re: Loan 7110489983

This estimated payoff loan letter reflects your unpaid principal balance, interest due and current outstanding fees noted through the date of June 30, 2020. Fees may include late charges, real estate processing fee (\$52.00), attorney fees and other fees as applicable.

Principal	337,712.28
Interest	1788.92
Fees	.00
Prepayment Penalty	.00
Late Charges	.00
Escrow	.00
Rebates	.00
Gross Payoff	\$339,501.20

After 5pm on 6/30/2020 please add an additional \$ 20.637972666 for each additional day.

Please remember all regular monthly payments, interest, fees, late charges and future draws continue to apply according to the terms of your loan until payment is made in full. The estimated payoff amount in this letter may vary from your final payoff amount owed on this loan due to transactions posted to this loan account after the date of this letter.

Please submit your payoff funds to Atlantic Union Bank Attn: Payoff Loan Processor, P.O. BOX 940, Ruther Glen, VA 22546. Our overnight address is Payoff Loan Processor, Atlantic Union Bank, 24010 Partnership Blvd, Ruther Glen, VA 22546.

If you have any questions or need further assistance, please do not hesitate to contact me at 757.278.7415.

Melissa Adkins

Business Banking Assistant

T: 757.278.7415
999 Waterside Dr, Suite 900
Norfolk, VA 23510

Attachment: 2019-20-BA020 (2710 : Budget Amendments)





CAMDEN COUNTY

NORTH CAROLINA • USA

Boundless Opportunities.

Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number:	7.E
Meeting Date:	June 01, 2020
Submitted By:	Karen Davis, Clerk to the Board Schools Prepared by: Karen Davis
Item Title	School Budget Amendments
Attachments:	School Budget Amendments (PDF)

Budget Amendment



Camden County Schools Administrative Unit

Federal Grant Fund

The Camden County Board of Education at a meeting on the 14th day of May 2020 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2020.

Code Number	Description of Code	Amount													
		Increase	Decrease												
5100	Regular Instructional Programs	1,134.00													
5200	Special Instructional Programs		1,134.00												
<p>Explanation: Revenues increased for carryover funds</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Total Appropriation in Current Budget</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 15%; text-align: right;">720,774.00</td> <td style="width: 15%;"></td> </tr> <tr> <td>Amount of Increase/Decrease of Above Amendment</td> <td></td> <td style="text-align: right;">+</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Total Appropriation in Current Amended Budget</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">720,774.00</td> <td></td> </tr> </table>				Total Appropriation in Current Budget	\$	720,774.00		Amount of Increase /Decrease of Above Amendment		+	0.00	Total Appropriation in Current Amended Budget	\$	720,774.00	
Total Appropriation in Current Budget	\$	720,774.00													
Amount of Increase /Decrease of Above Amendment		+	0.00												
Total Appropriation in Current Amended Budget	\$	720,774.00													

<p>Passed by majority vote of the Board of Education of Camden County on the 14th day of May, 2020.</p> <div style="text-align: center;">  _____ Chairman, Board of Education </div> <div style="text-align: center;">  _____ Secretary, Board of Education </div>	<p>We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this ____ day of _____ 20__.</p> <div style="text-align: center;"> _____ Chairman, Board of County Commissioners </div> <div style="text-align: center;"> _____ Clerk, Board of County Commissioners </div>
---	--

Attachment: School Budget Amendments (2709 : School Budget Amendments)

BUDGET AMENDMENT
May 14, 2020

3. Federal Grant Fund

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

Career & Technical Ed Program

Project #20-017-150

3.5120.017.411 Instructional Supplies	\$ -	3700.00
3.5120.017.461 Pur of Non-Cap Equipment	+	<u>3700.00</u>

Total – Career & Technical Ed Program	\$ +	0.00
		=====

3.3600.017 Revenue – Career & Tech Ed Program	\$ +	0.00
		=====

- B. We have received additional funds in the program and must increase our budget to reflect this. We request your approval of the following amendment.

Idea VI-B Handicapped

Project #20-060-150

3.5210.060.162 Substitute Pay	\$ -	120.00
3.5210.060.163 Substitute Pay	+	<u>120.00</u>

Total – Idea VI-B Handicapped	\$ +	0.00
		=====

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

Supportive Effective Instruction

Project #20-103-150

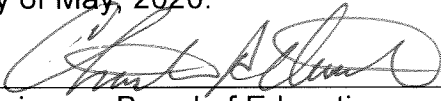
3.5110.103.163 Substitute Pay	\$ +	1053.00
3.5110.103.211 Emp. Soc. Sec. Costs	+	81.00
3.5110.103.312 Workshop Expenses	-	<u>1,134.00</u>

Total – Supportive Effective Instruction	\$ +	0.00
		=====

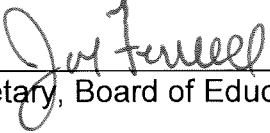
3.3600.103 Revenue – Supportive Eff Instruction	\$ +	0.00
		=====

BUDGET AMENDMENT
Federal Grant Funds
May 14, 2020, Page 2

Passed by majority vote of the Board of Education of Camden County on the 14th day of May, 2020.



Chairman, Board of Education



Secretary, Board of Education



Attachment: School Budget Amendments (2709 : School Budget Amendments)

Budget Amendment
Camden County Schools Administrative Unit
State Public School Fund

The Camden County Board of Education at a meeting on the 14th day of May 2020 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2020.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Programs	12,312.00	
5800	School Technology Fund		10.00
6500	Transportation	19,682.00	
7200	Child Nutrition	74,049.00	
Explanation:			
	Total Appropriation in Current Budget	\$ 15,487,989.50	
	Amount of Increase/Decrease of		
	Above Amendment		106,033.00
	Total Appropriation in Current Amended		
	Budget	\$ 15,594,022.50	

<p>Passed by majority vote of the Board of Education of Camden County on the 14th day of May 2020.</p> <div style="text-align: center;">  _____ Chairman, Board of Education </div> <div style="text-align: center;">  _____ Secretary, Board of Education </div>	<p>We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this ____ day of _____ 20__.</p> <div style="text-align: center;"> _____ Chairman, Board of County Commissioners </div> <div style="text-align: center;"> _____ Clerk, Board of County Commissioners </div>
--	--

Attachment: School Budget Amendments (2709 : School Budget Amendments)

BUDGET AMENDMENT
May 14, 2020

1. State Public School Fund

A. We have received an allotment for this program area and must decrease our budget to reflect the adjustment. We request your approval of this amendment.

<u>School Technology Fund</u>		
1.5810.015.418	Computer Software & Supplies	- 10.00
Total – School Technology Fund		\$ - 10.00

B. We have received an allotment for this program area and must increase our budget to reflect the adjustment. We request your approval of this amendment.

<u>Transportation of Pupils</u>		
1.6550.056.411	Supplies & Materials	+ 19,682.00
Total – Transportation of Pupils		\$ + 19,682.00

C. We have received an allotment revision for this program area and must decrease our budget to reflect the adjustment. We request your approval of this amendment.

<u>Textbooks</u>		
1.5110.130.412	Textbooks	+ 12,312.00
1.5110.130.412	Textbooks	- 18,281.00
Total – Textbooks		\$ - 5,969.00

D. We have received an allotment revision for this program area and must increase our budget to reflect the adjustment. We request your approval of this amendment.

<u>Textbook and Digital Resources</u>		
1.5110.131.418.310	Computer Software & Supplies	+ 9,600.00
1.5110.131.418.312	Computer Software & Supplies	+ 8,681.00
Total – Textbooks and Digital Resources		\$ + 18,281.00

Attachment: School Budget Amendments (2709 : School Budget Amendments)

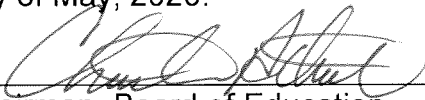
E. We have received an allotment revision for this program area and must increase our budget to reflect the adjustment. We request your approval of this amendment.

<u>COVID-19 Supplemental Funds</u>		
1.7200.154.174	Salary – Cafeteria Workers	<u>+ 74,049.00</u>
Total – COVID-19 Supplemental Funds		\$ + 74,049.00

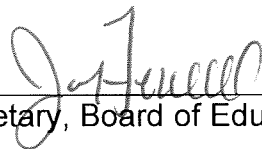
BUDGET AMENDMENT
State Public School Fund
May 17, 2020, Page 2

3100.000	Revenue – State Public School Fund	\$ -106,033.00
----------	------------------------------------	----------------

Passed by majority vote of the Board of Education of Camden County on the 14th day of May, 2020.



Chairman, Board of Education



Secretary, Board of Education

Attachment: School Budget Amendments (2709 : School Budget Amendments)



CAMDEN COUNTY

NORTH CAROLINA • USA

Boundless Opportunities.

Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 7.F
Meeting Date: June 01, 2020

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

Item Title **DMV Monthly Report**

Attachments: DMV Monthly Report July, 2020 (PDF)

Summary: DMV Monthly Report July, 2020 Renewals Due 8/15/2020

Recommendation: Review and Approve

STATE OF NORTH CAROLINA

COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County July Renewals Due 8/15/20

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
26,955.56	23,802.27	18,418.45	69,176.28

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.

Ava J. Anderson

Tax Administrator of Camden County

Attachment: DMV Monthly Report July, 2020 (2708 : DMV Monthly Report)



CAMDEN COUNTY
NORTH CAROLINA • USA

Boundless Opportunities.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 7.G
Meeting Date: June 01, 2020

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

Item Title **Pickups, Releases & Refunds**

Attachments: Pickups, Releases & Refunds (PDF)



CAMDEN COUNTY
NORTH CAROLINA • USA

Boundless Opportunities.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 7.H
Meeting Date: June 01, 2020
Submitted By: Lisa Anderson, Tax Administrator
Taxes
Prepared by: Karen Davis
Item Title **Tax Collection Report**
Attachments: Tax Collection Report (PDF)



CAMDEN COUNTY
NORTH CAROLINA • USA

Boundless Opportunities.

**Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Consent Agenda

Item Number: 7.I
Meeting Date: June 01, 2020

Submitted By: Dan Porter, Planning Director
 Planning & Zoning
 Prepared by: Karen Davis

Item Title **Set Public Hearing - South Mills Landing**

Attachments: Agenda Summary Sheet Final (DOC)
 Cover Letter (PDF)
 Staff Findings (PDF)
 Draft Terms Conditions with Schedules2 (PDF)
 TRCinput (PDF)

Agenda summary, recommendation and supporting documentation attached.

Camden County ~~Planning Board~~Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Item Number:

Meeting Date: June 17, 2020

Attachments: Master Plan/ Preliminary Plan/Staff Findings/TRC Inputs/Draft Terms and Conditions/Development Agreement/Development Impact Statement/Statement of Consistency with Adopted Policy/ Statement of Compatibility

Submitted By: Planning Department

ITEM TITLE/Item Title: Master Plan and Preliminary Plan for South Mills Landing Planned Development Major Subdivision

SUMMARY:

South Mills Landing LLC is requesting Master Plan/Preliminary Plan approval for South Mills Landing Planned Development. The following documents have been submitted with package Master Plan, Preliminary Plan, Statement of Consistency with Adopted Policy, Statement of Compatibility, Staff Findings, Technical Review Committee Inputs, Cover Letter addressing TRC comments, Draft Terms and Conditions, Development Impact Statement includes the Physical, Market, Environmental, Fiscal and Traffic Impact Analysis, and the Proposed Development Agreement.

Typically the Planned Development Master Plan would be approved with the rezoning of the property to set out the development standards for the project such as total units, density, setbacks, open spaces etc.. The Preliminary Plan would then show more specifics about the design, circulation, recreation, open space and other standards required from preliminary plats. In this case a Master Plan rezoning was approved along with a Special Use Permit over a decade ago. No progress was made for many years and the SUP expired. The PUD rezoning remains while the UDO procedures and requirements have been modified. Therefore the applicant is resubmitting the Master Plan simultaneously with the Preliminary Plan as allowed under 151.2.3.19 (C) 3f.

The development consists of 580 single-family and multi-family dwellings, commercial and recreational areas with club house, pool, and walking paths. The subdivision is located within the South Mills Core Village area on the north and south sides of Main Street. The phasing schedule anticipation is for build out within 6 to 10 years.

South Mills Water Association and South Camden Water & Sewer District have approved water and sewer capacity, respectively, for Phase 1 of 129 units. Water and sewer for additional Phases are in the Development Agreement which has not been finalized. The Technical Review Committee inputs are varied and are included in package.

Formatted: Font: (Default) Times New Roman, 11.5 pt, Bold

Formatted: Top: 0.5", Bottom: 0.5"

Formatted: Title

Formatted: Font: (Default) Times New Roman, 11.5 pt, Bold

Formatted: Font: (Default) Times New Roman, 11.5 pt, Bold

Formatted: Font: 11.5 pt, Not Bold

Formatted: Font: 11.5 pt

Formatted: Font: 11.5 pt, Not Bold

Formatted: Font: 11.5 pt

Formatted: Font: 11.5 pt, Not Bold

Formatted: Font: Not Bold

Formatted: Font: 11.5 pt, Not Bold

Formatted: Font: 11.5 pt

Formatted: Font: (Default) Times New Roman, 11.5 pt, Bold

Formatted: Font: Not Bold

Formatted: Font: (Default) Times New Roman, 11.5 pt, Bold

Formatted: Font: Not Bold

Formatted: Font: (Default) Times New Roman, 11.5 pt, Bold

Formatted: Indent: Left: 0", Hanging: 1.5"

Formatted: Font: 11.5 pt, Not Bold

Formatted: Font: (Default) Times New Roman, 11.5 pt, Bold

Formatted: Font: 11.5 pt, Not Bold

Formatted: Font: (Default) Times New Roman, 11.5 pt, Bold

Formatted: Font: 11.5 pt, Not Bold

Attachment: Agenda Summary Sheet Final (2711 : Set Public Hearing - South Mills Landing)

The existing Storm Water Model is complete and the post Storm Water Drainage Plan will require approval of the county storm water engineer. NCDOT approval has not been finalized. Upon approval of the preliminary plat plan, construction plans will be completed and require approval of staff and state and local technical agencies prior to beginning construction.

RECOMMENDATION:

Motion: ~~Set~~ to set public hearing for July 6, 2020, ~~July 6, 2020.~~

Formatted: Font: (Default) Times New Roman, 11.5 pt, Bold

Formatted: Font: 11.5 pt

Formatted: Font: 11.5 pt, Not Bold

Formatted: Font: 11.5 pt, Not Bold

Formatted: Font: 11.5 pt, Not Bold



February 24, 2020

Mr. Dave Parks, CFM
 Zoning Officer & Certified Floodplain Manager
 Camden County
 117 N. NC 343
 Camden, NC 27921

RE: South Mills Landing Review Comments

Dear Dave,

We are submitting revised plats and plans of the proposed South Mills Landing Planned Development addressing TRC comments that we have received, as follows:

Planning Comments:

- a. The proposed open space has been labeled to designate active and passive recreational areas. The timing of construction is included in the proposed phasing schedule, and preliminary plans for the clubhouse and related amenity area are now included with the submittal.
- b. Regarding solid waste, for both the single and multi-family dwelling units, roll-out trash cans will be used with a private pick-up service. Tentative dumpster locations are being shown for the commercial area only.
- c. Development standards have been addressed as follows:
 - Visitor parking has been added for the townhome areas.
 - A combination of land dedication and fee in lieu for park and recreation improvements has been proposed (please refer to Public Facilities section of the draft Development Agreement).
 - A service entrance has been added on McBride Street to add the required third access point for the northern tract.
 - Existing overhead utilities have been removed from pages other than the existing conditions sheet.
- d. Concerning Administrative Manual 3.1.1:
 - The seal and signature will be provided once the plan has been approved and finalized.
 - Copies of boundary surveys of the tracts are included with this submittal.
 - We are providing a Development Impact Statement which includes the required physical and fiscal analyses.
 - The coversheet has been updated to eliminate North Carolina, LLC and to re-designate street addresses in connection with the north and south tracts.

- A development summary chart and setback summary have been added to the cover sheet.
 - The total open space is being shown, easement notes have been added, and the Corp of Engineers ownership has been added along the top of the bank of the canal.
- e. An additional legend has been added to clarify all of the symbology that is being used on the plans.

Soil and Water Comments:

- a. Regarding the Stormwater Management Plan, the site is being modeled and stormwater management facilities are being provided that will reduce the amount of water that is leaving the site post-development, compared to its current pre-development condition. The site is also being modeled for the 100 year storm event.
- b. Regarding off-site drainage conditions, the developer will provide downstream clearing and snagging to improve those drainageways where necessary to accommodate the site's runoff, subject to securing the right to access those areas.

Camden County School Transportation Department:

- a. Three additional bus shelters have been provided as requested.
- b. Twenty-six bus stop school signs are being provided as requested.

Camden Sheriff's Office:

- a. As indicated in the Fiscal Impact Analysis, the development is expected to generate over one million dollars in additional annual tax revenue and will generate over 2.7 million dollars in other revenue to Camden County, which is expected to off-set the cost of additional personnel and equipment that the Sheriff's department indicates are needed.

South Mills Volunteer Fire Department:

- a. To address the concern about available fire flow, the developer has agreed to construct a new water main to run under the Dismal Swamp Canal to provide looping that will provide redundancy, additional pressure and flow to improve the water system's fire-fighting capability. Additionally, the waterlines will be looped through the development, will be sized as required to provide needed fire flows, and water system modeling will be performed and provided at the Construction Drawing review stage for this development.

Camden County Schools:

- a. As indicated above, a fiscal impact analysis has been provided that shows significant revenues that are expected to be generated from this development to the benefit of Camden County.

Street Names:

- a. As requested, the name Cedar Lane has been changed to Spanish Cedar Lane. All other names have been approved and this should satisfy the one outstanding concern.

We are also providing copies of a Preliminary Plat, which shows all of the details of the roadway alignments and lot development in accordance with the Camden Unified Ordinance Development.

As suggested, we have prepared a draft of a proposed Development Agreement for review in connection with the Master Plan and Preliminary Plat. The Development Agreement outlines the responsibilities of the parties and is intended to govern the development over a ten year period.

We look forward to receiving your comments regarding the outline of the Development Agreement that has been provided, and we can fine tune it as we receive your input as the review process continues.

Finally, a Development Impact Statement is included which covers the physical analysis, market analysis, environment impact summary and fiscal analysis based on the final Master Plan.

We appreciate your assistance and look forward to continuing the review as we move toward the upcoming Planning Board hearing.

Sincerely,
BISSELL PROFESSIONAL GROUP



Mark S. Bissell, P.E.

Cc: Mr. Reese Smith, Sr.
Mr. Reese Smith, Jr.

**UDO 2020-01-36
FINDINGS
South Mills Landing
Planned Development**

PROJECT INFORMATION

File Reference: UDO 2020-01-36
Project Name; South Mills Landing
PIN: 01-7989-00-43-1290,
01-7988-01-49-2837

Applicant: South Mills Landing
LLC
Reese Smith, Sr.
Address: P.O. Box 9636
Chesapeake, VA
Phone: (757) 499-4772
Email: reesesr@reesesmithassociates.com

Agent for Applicant: Bissell Professional Group
Mark Bissell

Address: 3512 N. Croatan Hwy
Kitty Hawk, NC 27949

Phone: (252) 261-3266
Email: mark@bissellprofessionalgroup.com
Current Owner of Record: Same as applicant

Meeting Dates:
Neighborhood Meeting: January 29, 2020
Technical Review: February 11, 2020
Planning Board: March 18, 2020

Application Received: 1/30/2020
By: David Parks, Permit Officer
Application Fee paid: \$29,000 Check #1672
Stormwater Review Fee: \$6000 Check #1668
Completeness of Application: Application is generally complete
Documents received upon filing of application or otherwise included:
A. Land Use Application
B. Master Plan South Mills Landing PD
C. Developmental Impact Statement
D. Traffic Impact Analysis
E. Proposed Development Agreement
F. Technical Review Committee inputs.

Attachment: Staff Findings (2711 : Set Public Hearing - South Mills Landing)

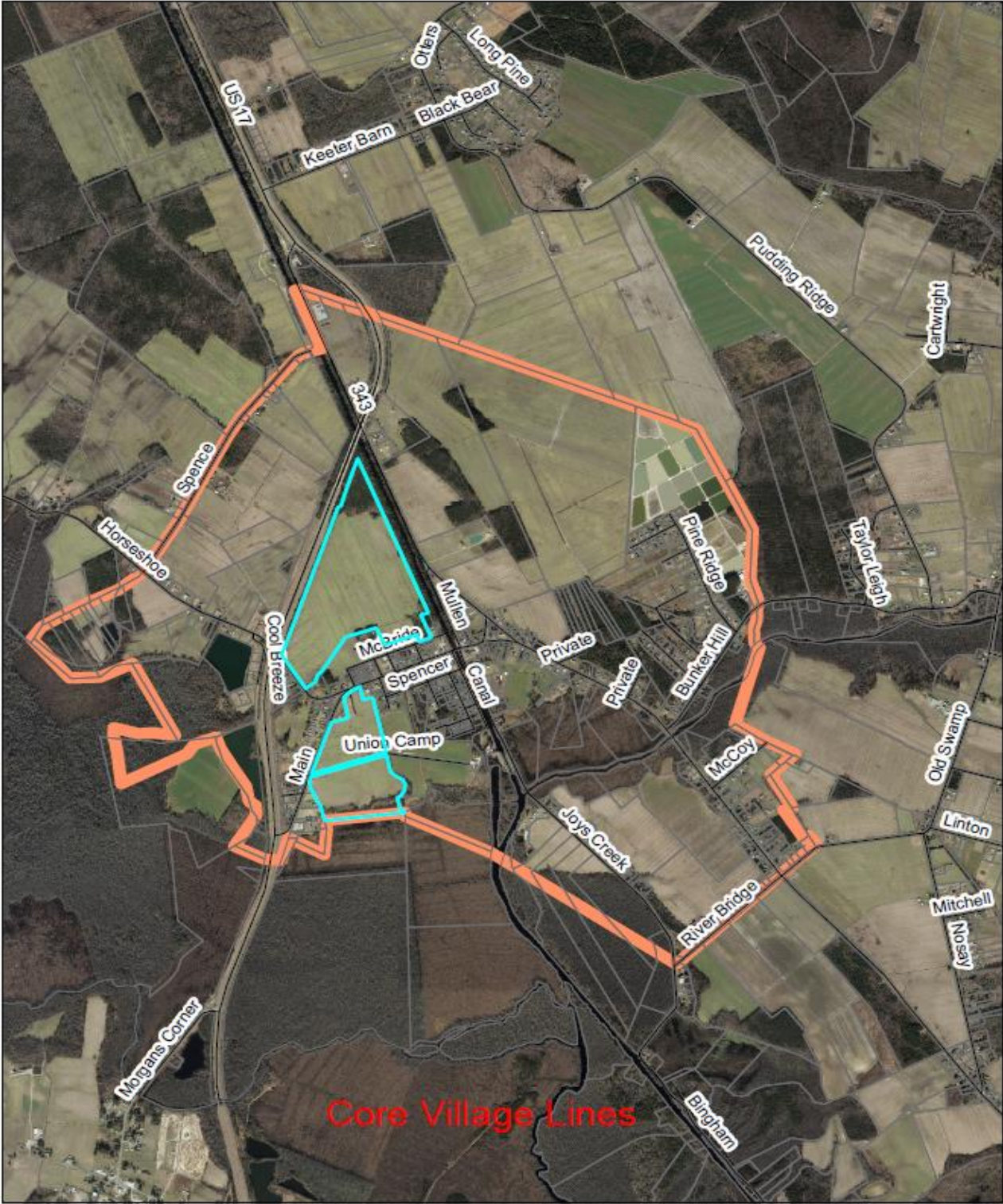
REQUEST: Master Plan/[Preliminary Plat](#)-South Mills Landing Planned Development for 580 (single and multifamily) units with commercial and recreational areas.

Vicinity Map:



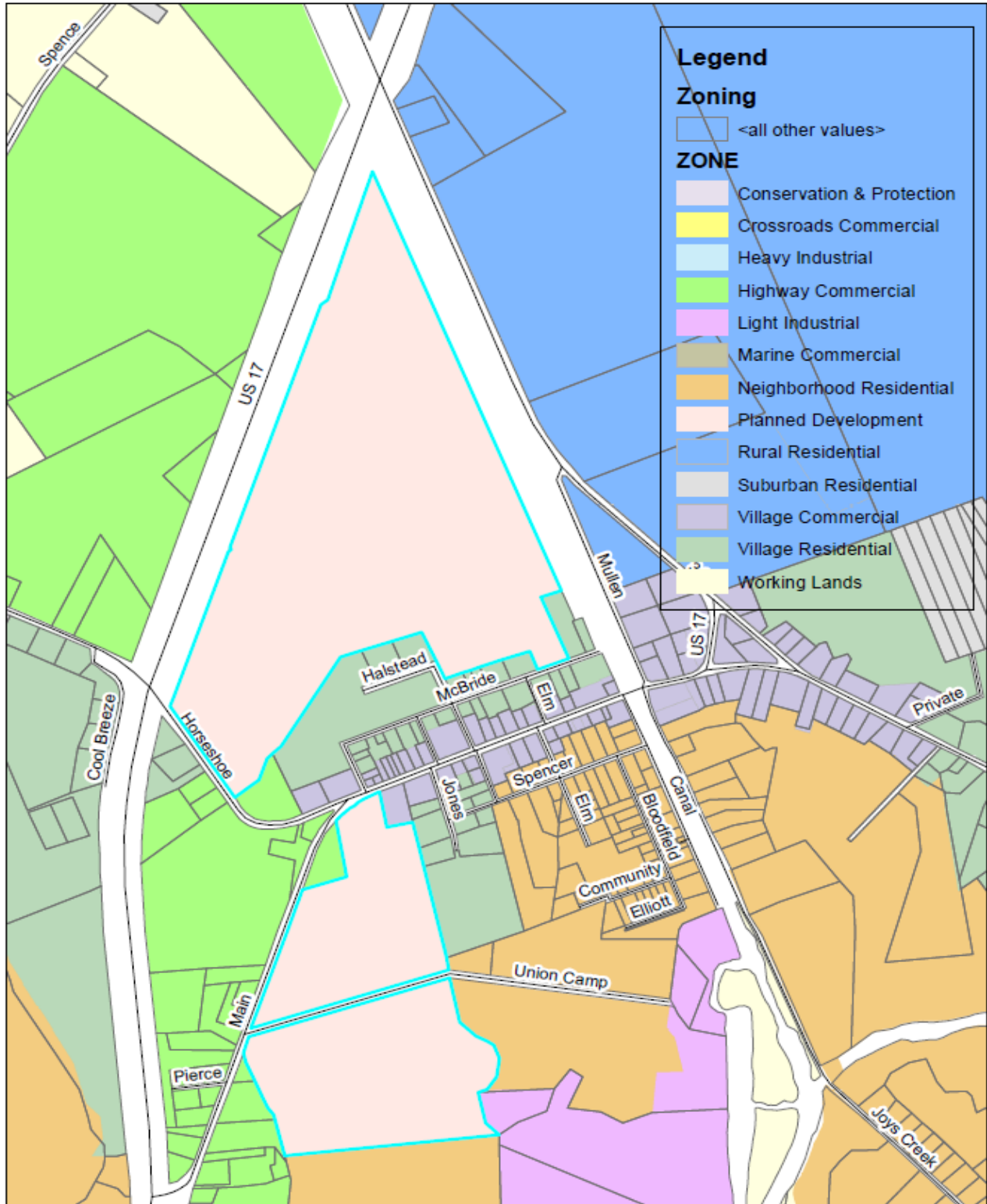
Attachment: Staff Findings (2711 : Set Public Hearing - South Mills Landing)

Core Village Lines



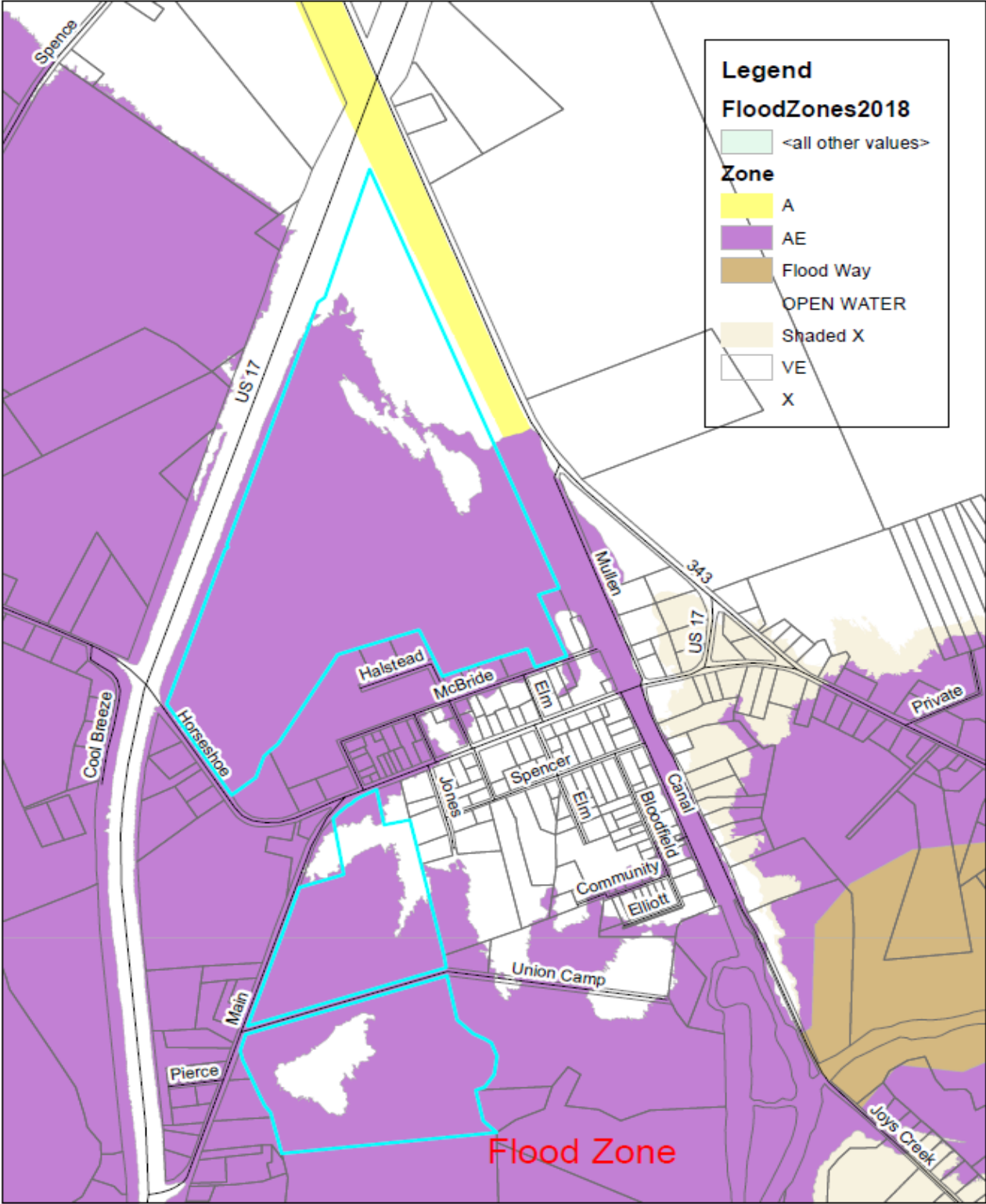
Attachment: Staff Findings (2711 : Set Public Hearing - South Mills Landing)

Zoning Map



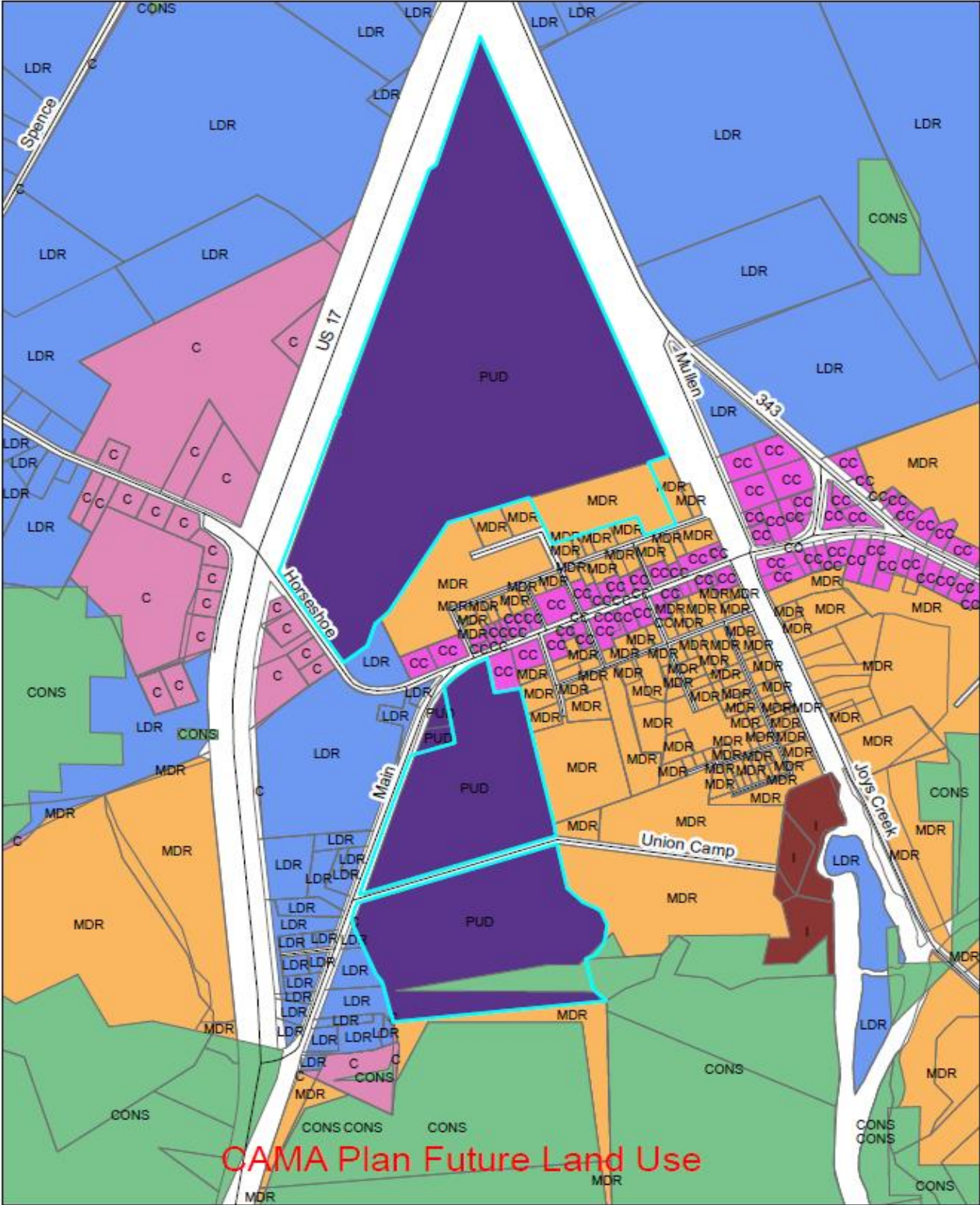
Attachment: Staff Findings (2711 : Set Public Hearing - South Mills Landing)

Flood Zone Map



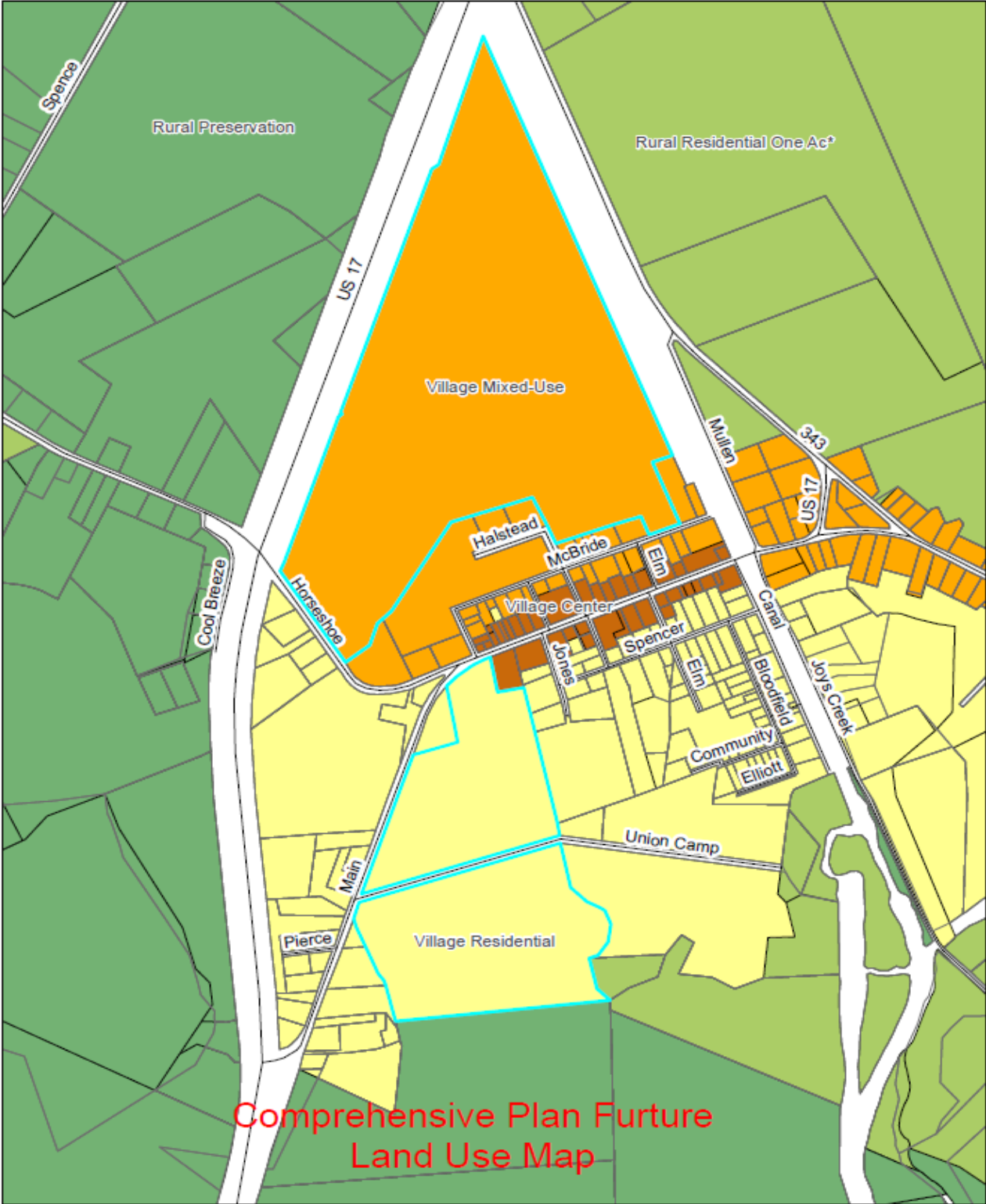
Attachment: Staff Findings (2711 : Set Public Hearing - South Mills Landing)

CAMA Future Land Use Map



Attachment: Staff Findings (2711 : Set Public Hearing - South Mills Landing)

Comprehensive Plan Future Land Use Map



Comprehensive Plan Future
Land Use Map

Attachment: Staff Findings (2711 : Set Public Hearing - South Mills Landing)

PROJECT LOCATION:**Street Address:** Parcels located off Main Street and Horseshoe Road**Location Description:** South Mills Township**SITE DATA**

Lot size:	Approximately 185 acres.
Flood Zone:	Zone AE/X (Majority in AE Flood Zone)
Zoning District(s):	Base Zoning; Planned Unit Development (PUD)
Adjacent property uses:	Residential/Agriculture/Woodland
Streets:	Shall be dedicated to public under control of NCDOT.
Street name:	See Master Plan (Street Names approved by Central Communications)
Open Space:	Provided: Approximately 65 acres
Landscaping:	Landscaping Plan provided
Buffering:	Per Article 151.5.5.4, a 50' landscaped vegetative buffer required along all property lines that abut agricultural uses.
Recreational Land:	383 Single Family Lots X 1452sf = 12.76 acres

ENVIRONMENTAL ASSESSMENT**Streams, Creeks, Major Ditches:**

Distance & description of nearest outfall: Outfall from North Tract is approximately 1800 feet. Outfall from South Tract is adjacent to property (wetlands).

TECHNICAL REVIEW STAFF (SKETCH PLAN) COMMENTS

1. **South Mills Water Association.** No written response.
2. **Albemarle Regional Health Department.** N/A
3. **South Camden Water & Sewer District:** Approved. See attached.
4. **South Mills Fire Department.** Disapproved. See attached
5. **Postmaster Elizabeth City.** No response. Did not attend TRC meeting.

- 6. **Army Corps of Engineer.** There was a proposed canoe launch located on the North Tract adjacent to the canal, however was removed based on attached email from Army Corps.
- 7. **Superintendent Camden County Schools.** Approved with comments. See attached.
- 8. **Superintendent/Transportation Director of Schools.** Approved with following comment.
- 9. **Sheriff’s Office.** Disapproved. See attached.
- 10. **Camden Soil & Water Conservationist.** Reviewed with comments/conditions. See attached.
- 11. **NCDOT.** No response.
- 12. **Parks & Recreation.** No response.
- 13. **Mediacom.** No response.
- 14. **Albemarle EMC.** No response.
- 15. **Century Link.** No response.
- 16. **Pasquotank EMS.** Street names approved.

PLANS CONSISTENCY

CAMA Land Use Plan Policies & Objectives:

Consistent Inconsistent

CAMA Plan future land use maps has land identified as a Planned Unit Development.

2035 Comprehensive Plan

Consistent Inconsistent

Comprehensive Plan has North Tract designated as Village Mixed Use and South Tract as Village Residential (VR). Location of land is within the Core Village of South Mills.

PLANS CONSISTENCY – cont.

Comprehensive Transportation Plan

Consistent Inconsistent

There will be two accesses with a third maintenance access for the North Tract. There will be two accesses off Main Street for the South Tract.

Attachment: Staff Findings (2711 : Set Public Hearing - South Mills Landing)

FINDINGS REGARDING ADDITIONAL REQUIREMENTS:

Yes No

Endangering the public health and safety?

Based on TRC input from Sherriff and SM Fire, project could have impact on public safety based on manning and infrastructure concerns.

Yes No

Injure the value of adjoining or abutting property.

Without any evidence to the contrary - staffs opinion is that application does not appear to injure the value of adjoining or abutting property.

Yes No

Harmony with the area in which it is located.

2035 Comprehensive Plan Future Land Use Maps has land designated as Village Residential and Village Mixed Use. CAMA Future Land use Maps has land designated as Planned Unit Development (PUD).

EXCEED PUBLIC FACILITIES:

Yes No

Schools: Proposed development will generate 301 students after build out (.67 per SFD X 383 = 256.6) & (.23 MFU X 197 units = 45.3). High School over capacity. (See breakdown next page.)

Yes No

Fire and rescue: Denied based on lack of supporting infrastructure.

Yes No

Law Enforcement: Denied. Manning/equipment.

Attachment: Staff Findings (2711 : Set Public Hearing - South Mills Landing)

Student Generation Rates (Single Family Dwelling = .67 students) (Other = .23 students)

Single Family

Grandy Primary (.29)	383 lots X .29 = 111
Grandy Intermediate (.18)	383 lots X .18 = 68.9
Camden Middle (.07)	383 lots X .07 = 26.8
Camden High School (.13)	383 lots X .13 = 49.7

Total students: 256.4

Other (Townhomes)

Grandy Primary (.08)	197 units X .08 = 15.7
Grandy Intermediate (.08)	197 units X .08 = 15.7
Camden Middle (.04)	197 units X .04 = 8
Camden High School (.03)	197 units X .03 = 6

Total students: 45.4

Overall total students generated: 301.8 (over the life of the project.)

PLANNING STAFF RECOMMENDATION:

- Portion of Union Camp Road within the development from Camelia Drive to eastern property line shall be paved to NCDOT standards.
- Extend Phasing Schedule out 5 years.
- Fee in lieu of acreage for public park can be utilized for providing landscaping along Main Street
- Need to interconnect (sidewalk, crosswalk) North and South Tracts
- Provide sidewalk along Main Street for South Tract with trees.
- Landscaping around ponds (prevents alligator weed and stagnant water)
- Terms and Conditions reflect providing up to 50,000 sf of commercial yet Master Plan shows 35,000 sf?
-

Attachment: Staff Findings (2711 : Set Public Hearing - South Mills Landing)

South Mills Landing PD - Draft Terms and Conditions

Statement of Planning Objectives: To build a community that has a creative design, providing a mix of residential uses in close proximity to one another, while at the same time providing an efficient use of open space that promotes an active lifestyle and a strong sense of community. Commercial development is also proposed to serve both the needs of the residents of this development and of the adjacent South Mills community.

- a. The Phasing Plan attached to this terms and conditions document and incorporated herein by reference as Schedule A (attached) shall be adhered to except that the Developer may determine the sequence in which phases are developed. The Developer shall provide an annual report updating the Phasing Plan for the development.
- b. Development on the Property shall be connected to Camden County's permitted and approved central wastewater treatment and disposal system, and to the South Mills Water Association water system. Fire protection shall be provided in accordance with the UDO Standards.
- c. The density/intensity standards, dimensional standards and development standards for development of the Property shall be in accordance with the Master Plan and Schedule B (attached), subject to the degree of flexibility provided in these conditions.
- d. Community form and design for development of the Property shall conform generally to the sample building elevations attached in Appendix A. Variations may be provided and shall be permitted in colors, materials, and architectural detailing that are compatible with the design concept.
- e. Transportation: The main subdivision entrance to the North tract will be connected to Horseshoe Road, which will be designed and improved in accordance with recommendations made in the Traffic Impact Analysis (TIA) for this development as approved by NCDOT. The entrance to the South tract from Main Street (US 17 Business) will be also be designed and improved in accordance with recommendations made in the TIA as approved by NCDOT. Internal roads shall be designed in accordance with North Carolina Department of Transportation ("NCDOT") standards and shall be approved by NCDOT prior to construction. Roadways shall be laid out generally as shown on the Master Plan and in accordance with the typical sections shown on the Master Plan drawings.
- f. Potable Water: Water shall be supplied by South Mills Water Association via connections with the existing water distribution system. Individual lots and dwellings shall be metered. The Developer shall model the water system to demonstrate adequate

water flow and pressure for fighting fires while meeting the maximum day domestic demand.

- g. Wastewater: A wastewater collection system will be constructed by the Developer and then dedicated to and managed by Camden County.

h. Stormwater:

- i. On-site stormwater will be managed by construction a series of stormwater management ponds that will be interconnected and will retain and slow-release stormwater to existing drainage outlets both directly and indirectly.

In addition to modeling and retaining stormwater to the UDO and Stormwater Manual standard for the 10-year developed condition and runoff, stormwater will be modeled for the 100-year storm event and property line berms constructed as necessary to manage the 100-year storm without adversely impacting neighboring properties.

Stormwater will be conveyed to on-site retention ponds through a combination of curbs with inlets, stormwater pipes and open, vegetated swales.

The Improvements set forth in this section shall be maintained by the Developer, or a management association created by the Developer.

Improvements will be generally as shown on sheet _ of the Master Plan drawings

Up to 50,000 square feet of commercial development will be constructed in the area set aside for commercial development on the Master Plan. Water and sewer lines will be stubbed to the commercial area property line in Phase 1 of the development.

Perimeter compatibility shall be addressed as follows:

- i. 50 foot vegetated buffers shall be provided to existing residential development along areas adjacent properties.
- ii. Commercial development is located away from existing development and adjacent to US 17 Bypass..
- iii. Architectural Features: Building placement, design features, orientation and entryways promote compatibility with adjacent properties.

- k. Environmental Protection and Monitoring: Wetlands subject to the jurisdiction of the US Army Corps of Engineers have been delineated and confirmed by the Corps of Engineers. The Association documents (Declaration) will include provisions that prohibit the filling of wetlands and prohibit the clearing of any vegetated buffer areas other than incidental tree cutting and vegetation removal, and for stormwater management.

The Association, either itself or via a management entity, will assume responsibility for ongoing operation and maintenance of all stormwater management facilities in accordance with the Camden County UDO requirements and all NCDEQ permit requirements. The Association dues will be structured in a way that funds are provided for the upkeep of these facilities, as well as a contribution to off-site ditch maintenance.

I. Developer general responsibilities:

The developer is responsible to design and construct or install the required and proposed on site public utilities in compliance with applicable county, state and federal regulations.

The developer shall dedicate to the public the right-of-way and easements necessary to construct or install the required and proposed on site public facilities in compliance with applicable county, state and federal regulations.

Schedule A

PHASING SCHEDULE

Residential Development

PHASE	AREA (AC.)	OPEN SPACE (AC.)	UNITS	DEVELOPMENT INTENSITY (D.U/A.C)	EST. RECORDING YEAR	OTHER IMPROVEMENTS
1	42.5	12.5	129	3.04	2021	Main Entrance, Roundabout, Portion of Multi-use Path, Mail Kiosk; Main drainage outlet
2	42.6	7.5	178	4.18	2022	Clubhouse; Pedestrian Connesctivity
3	39.2	12	134	3.42	2023	Additional Mail Kiosk, Canoe Launch; Continue M.U.P.
4	42.5	15.5	99	2.33	2024	
5	18.2	4	41	2.25	2025	
TOTAL	185	51.5	580	3.14		

Commercial Development

PHASE	AREA (AC.)	OPEN SPACE (AC.)	COMM. S.F.	MAXIMUM COMM. AREA RATIO	EST. CONST. YEAR
A	1	0.2	6852	0.2	2024
B	1.25	0.2	7000	0.2	2025
C	1	0.1	7139	0.2	2027
D	1.25	0.1	6800	0.2	2029
E	1	0.2	6813	0.2	2031

Attachment: Draft Terms Conditions with Schedules2 (2711 : Set Public Hearing - South Mills Landing)

DEVELOPMENT STANDARDS & SETBACKS

Style:

	Commercial	Single-Family Lot	Townhome Lot
Min. Lot Size:	N/A	6500 SF	1800 SF
Typ. Lot Size:	N/A	7000-12000 SF	1800-2400 SF
Min. Lot Width:	N/A	40'	20'
Typ. Lot Width:	N/A	60'	20'-25'
Front Setback:	10' (parking)/50' (bldg.)	10'	0
Side Setback:	10' (parking)	20'	0
Corner Side Setback:	10' (parking)	15'	0
Max. Front Setback:	N/A	75'	40'
Max. Height:	35'	35'	35'
Max. Bldg. Size:	20,000 SF	4,800 SF	22,000 SF
Max. Lot Coverage:	90%	60%	100%
Max. Comm. Floor Area Ratio:	0.40	N/A	N/A
Min. Set-back to Adj. Residential Dev.	50'	50'	50'

Date:

From: Technical Review Staff Camden Co. School Transportation Dept.
(Organization)

To: Camden County Planning Department

RE: South Mills Landing Planned Development Major Subdivision

Attached is a copy of the proposed Master/Preliminary Plan for South Mills Landing a 581 unit Planned Development located off Main Street and adjacent to Horseshoe Road and U.S. 17 in South Mills Township.

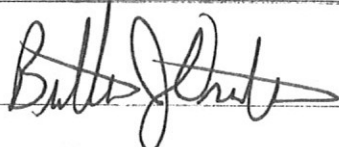
After you have reviewed the plans, please complete the section below and provide this memo with your comments to the Planning Department either at the meeting or prior to by either email (dparks@camdencountync.gov) or fax (252) 338-1603.

- Approved as is
- Reviewed with no comments.
- Approved with the following comments/recommendations:

CCS Transportation recommends 26 "Bus Stop School" sign and 3 additional shelters. Shelters shall be added to existing shelters on plans.

~~Disapproved with the following comments: (Provide factual evidence for denial)~~

Full build out will address ~~for~~ 4 to 6 additional school buses.

Name: Britton Overton Signature: 

Thank you for your prompt attention to this matter. If you have any questions, please call the Planning Department at (252) 338-1919 ext 232.

Attachment: TRCinput (2711 : Set Public Hearing - South Mills Landing)

Date: 2.11.2020

From: Technical Review Staff Camden County Schools
(Organization)

To: Camden County Planning Department

RE: South Mills Landing Planned Development Major Subdivision

Attached is a copy of the proposed Master/Preliminary Plan for South Mills Landing a 581 unit Planned Development located off Main Street and adjacent to Horseshoe Road and U.S. 17 in South Mills Township.

After you have reviewed the plans, please complete the section below and provide this memo with your comments to the Planning Department either at the meeting or prior to by either email (dparks@camdencountync.gov) or fax (252) 338-1603.

Approved as is

Reviewed with no comments.

Approved with the following comments/recommendations:

Will there be money paid to the county for support of schools like is the case w/ Camden Plantation? If this subdivision adds

Disapproved with the following comments: (Provide factual evidence for denial)

Name: Joe Ferrell Signature: Joe Ferrell

Thank you for your prompt attention to this matter. If you have any questions, please call the Planning Department at (252) 338-1919 ext 232.

approximately 300 students (using the appropriate calculation formula), we are looking at 15-18 new classrooms across the school district and we simply do not have those spaces available.

Attachment: TRCinput (2711 : Set Public Hearing - South Mills Landing)

Date: 2-5-2020

From: Technical Review Staff NCDER - DIVISION OF COASTAL MANAGEMENT
(Organization)

To: Camden County Planning Department

RE: South Mills Landing Planned Development Major Subdivision

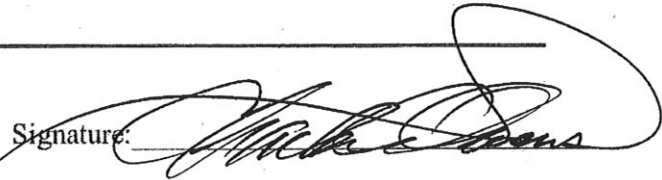
Attached is a copy of the proposed Master/Preliminary Plan for South Mills Landing a 581 unit Planned Development located off Main Street and adjacent to Horseshoe Road and U.S. 17 in South Mills Township.

After you have reviewed the plans, please complete the section below and provide this memo with your comments to the Planning Department either at the meeting or prior to by either email (dparks@camdencountync.gov) or fax (252) 338-1603.

- Approved as is
- Reviewed with no comments.
- Approved with the following comments/recommendations:

REVIEWED WITH COMMENTS. (SEE ATTACHED EMAIL)

Disapproved with the following comments: (Provide factual evidence for denial)

Name: CHARLEN OWENS Signature: 

Thank you for your prompt attention to this matter. If you have any questions, please call the Planning Department at (252) 338-1919 ext 232.

Attachment: TRCinput (2711 : Set Public Hearing - South Mills Landing)

Date: 2/13/20

From: Technical Review Staff South Camden WFS District
(Organization)

To: Camden County Planning Department

RE: South Mills Landing Planned Development Major Subdivision

Attached is a copy of the proposed Master/Preliminary Plan for South Mills Landing a 581 unit Planned Development located off Main Street and adjacent to Horseshoe Road and U.S. 17 in South Mills Township.

After you have reviewed the plans, please complete the section below and provide this memo with your comments to the Planning Department either at the meeting or prior to by either email (dparks@camdencountync.gov) or fax (252) 338-1603.

- Approved as is
- Reviewed with no comments.
- Approved with the following comments/recommendations:

see attached

Disapproved with the following comments: (Provide factual evidence for denial)

Name: David Credle Signature: David Credle

Thank you for your prompt attention to this matter. If you have any questions, please call the Planning Department at (252) 338-1919 ext 232.

Attachment: TRCinput (2711 : Set Public Hearing - South Mills Landing)

2/13/20

South Camden Water & Sewer District

Comments on South Mills Landing Subdivision

Sewer capacity, about 60,000 gallons per day, is available at this time. No guarantee that sewer capacity will be available for this project until capacity has been purchased. Mark Bissell said that he expected the connection fees to pay for future capacity needs at the wastewater treatment plant and disposal.

I have reviewed the preliminary sewer plans and have the following concerns: The elevation of this property causes flooding in heavy rain events. With the use of gravity sewer this would mean the manholes, cleanouts and possible pump stations could also be over whelmed with flood water.

The collection piping is shown in the middle of the road, Camden is not equipped to work in the road or handle the removal and replacement of roadways. Some collection piping is shown between the back yards of homes, this isn't acceptable because of fencing and storage building being installed that will block access for maintenance and repair work.

Date: 2/12/2020

From: Technical Review Staff Soil & Water
(Organization)

To: Camden County Planning Department

RE: South Mills Landing Planned Development Major Subdivision

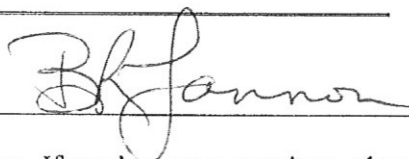
Attached is a copy of the proposed Master/Preliminary Plan for South Mills Landing a 581 unit Planned Development located off Main Street and adjacent to Horseshoe Road and U.S. 17 in South Mills Township.

After you have reviewed the plans, please complete the section below and provide this memo with your comments to the Planning Department either at the meeting or prior to by either email (dparks@camdencountync.gov) or fax (252) 338-1603.

- Approved as is
- Reviewed with no comments.
- ~~Approved~~ with the following comments/recommendations:

See attached.

Disapproved with the following comments: (Provide factual evidence for denial)

Name: Brian Lannon Signature: 

Thank you for your prompt attention to this matter. If you have any questions, please call the Planning Department at (252) 338-1919 ext 232.

Attachment: TRCinput (2711 : Set Public Hearing - South Mills Landing)

South Mills Landing Planned Development Major Subdivision

Stormwater Management Master Plan –North Tract

Currently flooding occurs at the proposed entrance to the subdivision in the curve of Horseshoe road. This is a low spot in the road with stormwater crossing thru a culvert heading southwest toward the right-of-way underneath US 17. This outlet and drainage way will need to be maintained during and after construction of the proposed subdivision. The culvert going under US 17 needs to large enough to handle run-off from the entire area of the subdivision due to the high density of the units and infrastructure. There will be very little predicted infiltration on site. Storage capacity of the many ponds needs to be of sufficient quantity to handle regularly occurring rainfall events.

Water quality is also a concern. Aeration and water movement thru the pond system needs to prevent anaerobic conditions and chemical and nutrient pollution. Discharge and run-off from the subdivision should not contribute to the degradation of the Pasquotank River.

Recommend planting some trees around ponds for control of geese and aquatic weeds such as Alligatorweed.

South Tract

The proposed drainage outlet under Main St. and traveling to US17 right-of-way then north to the same culvert outlet that drains the north tract looks like it will need more capacity then there is currently. The drainage ditch on the east side of the tract may be an option for some drainage.

Also have the same water quality concerns and planting of trees recommendation for the south tract.

Date: 2-11-2020

From: Technical Review Staff South Mills Vol. Fire Dept.
(Organization)

To: Camden County Planning Department

RE: South Mills Landing Planned Development Major Subdivision

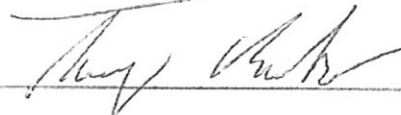
Attached is a copy of the proposed Master/Preliminary Plan for South Mills Landing a 581 unit Planned Development located off Main Street and adjacent to Horseshoe Road and U.S. 17 in South Mills Township.

After you have reviewed the plans, please complete the section below and provide this memo with your comments to the Planning Department either at the meeting or prior to by either email (dparks@camdencountync.gov) or fax (252) 338-1603.

- Approved as is
- Reviewed with no comments.
- Approved with the following comments/recommendations:

Disapproved with the following comments: (Provide factual evidence for denial)

Lack of Supporting Infrastructure
See Letter for details

Name: Tommy Banks Signature: 

Thank you for your prompt attention to this matter. If you have any questions, please call the Planning Department at (252) 338-1919 ext 232.

Attachment: TRCinput (2711 : Set Public Hearing - South Mills Landing)



South Mills Volunteer Fire Department
127 Keeter Barn Road
PO Box 24
South Mills, NC 27976
(252) 771-2772

February 11, 2020

Camden County Planning Board & Camden County Commissioners:

Thank you for the opportunity to attend and provide feedback on the proposed South Mills Landing Project during today's meeting. As I shared during the technical review meeting, I do have concerns regarding my department's ability to provide adequate fire protection for this development as it is planned. I take very seriously my roles and responsibilities involving protection of the public as well as members of our department.

My primary concern is that of water supply needed to safely conduct fire ground operations during structural fire-fighting activities. It is difficult to obtain the amount of fire flow through municipal water sources for protection of our current residents. The plan for adding more than 500 additional structures will only compound that issue. Our recent inspection by the North Carolina Office of State Fire Marshal again highlighted the potential life safety and financial impacts this lack of reliable fire flow poses to our jurisdiction.

In addition, while the plan for construction includes high density developments, there is no plan to address the needed water supply for fire flow in these types of buildings. Structure fires in high density developments are known to spread rapidly from structure to structure and are very challenging, even for full-time, career-level fire departments in established metropolitan areas. While we have a great

department, excellent, well-trained volunteers, and have demonstrated the ability to obtain good insurance ratings, the lack of fire flow places our department's members and the general public at risk.

A secondary concern we share is that of flooding in the "Village", in particular along Horseshoe Road adjacent to the planned development. Following Hurricane Matthew in the fall of 2016, the section of this road between Main Street and Highway 17 remained impassible to most personal vehicles. We are concerned that this development will create a situation similar to that which we have experienced in other parts of our jurisdiction where the fire department spent several hours daily over the course of multiple days providing assistance to isolated residents. As a volunteer department, it is very difficult to provide manpower coverage to provide this level of service.

Finally, a related public safety concern we have is that of emergency medical services coverage. Currently, paramedic-level medical assistance is only scheduled for 12 hours each day out of our station. Often, the medic unit is directed to provide backup coverage to southern Camden County or in neighboring Pasquotank County. We believe Camden County should work to further establish consistent pre-hospital medical coverage to further support the *existing* residents.

The South Mills Volunteer Fire Department is asking that this development not be approved until the concerns expressed above have been addressed. Again, thank you for the opportunity to provide this feedback. If you have any questions or concerns, please feel free to contact me.

Sincerely,

Tommy Banks, Chief
South Mills Volunteer Fire Department
252-202-1027

mailed out
3/10/2020

SOUTH MILLS WATER ASSOCIATION, INC.
103 HALSTEAD ST.
PO BOX 279
SOUTH MILLS, NC 27976
PHONE: 252-771-5620
FAX: 252-771-2380

March 4, 2020

Mr. Herbert T. Mullen, Jr.
101 East Elizabeth St.
Elizabeth City, NC 27909

RE: South Mills Landing, LLC

Dear Mr. Mullen:

This responds to your request for confirmation that South Mills Water Association (Association) will allocate water to South Mills Landing (Development). The Board of Directors has approved allocation of water to the Development subject to the conditions set forth in this letter.

The Association is committed treating all of its members fairly in a manner consistent with the Association's Water Line Construction Rules and Regulations for Developer (the "Rules") and other applicable policies and regulations. Based on our review of the Rules, the Development is subject to our developer Rules.

Therefore, the Association confirms allocation of water to 129 units of the Development's Phase 1 with the following conditions:

1. The Association is able to provide the water to the Development from its regular sources.
2. The connection tap fee for all 129 units is paid up front before any connection to the Association's system will be allowed.
3. The Development will cover all expenses related to the Association's costs associated with constructing a new water line across the Dismal Swamp Canal.

Attachment: TRCinput (2711 : Set Public Hearing - South Mills Landing)

- 4. The Development provides the Association proof that the three wells located within or adjacent to the Development have been properly abandoned and recorded as abandoned.
- 5. Any relocation of the former Union Camp right-of-way within the Development does not disrupt or otherwise interfere with the Association's system. Any expenses incurred by the Association related to the relocation will be paid by the Development and any relocated easements in favor of the Association must be properly recorded to the satisfaction of the Association.

This allocation of water is effective March 4, 2020 and expires on March 3, 2021. If the tap fees are not paid by the expiration date, the Association will not provide the water. The Development may apply for an additional one-year term no earlier than December 3, 2020.

This allocation letter supersedes all prior discussions or documents related the Development's water allocation.

Sincerely,


Chairman

ND: 4851-2477-2278, v. 1

U.S. Postal Service™
CERTIFIED MAIL™ RECEIPT
 (Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at www.usps.com

ELIZABETH CITY, NC 27909

Postage	\$3.55	
Certified Fee	\$2.85	
Return Receipt Fee (Endorsement Required)	\$0.00	
Restricted Delivery Fee (Endorsement Required)	\$0.00	
Total Postage & Fees	\$6.40	

0478 55
 Postmark Here
 03/10/2020

Sent To: Herbert T mullen Jr
 Street, Apt. No.; or PO Box No. 101 E. Elizabeth St
 City, State, ZIP+4 Elizabeth NC

Attachment: TRCinput (2711 : Set Public Hearing - South Mills Landing)

Date: February 4, 2020

From: Technical Review Staff Camden Sheriff's Office
(Organization)

To: Camden County Planning Department

RE: South Mills Landing Planned Development Major Subdivision

Attached is a copy of the proposed Master/Preliminary Plan for South Mills Landing a 581 unit Planned Development located off Main Street and adjacent to Horseshoe Road and U.S. 17 in South Mills Township.


After you have reviewed the plans, please complete the section below and provide this memo with your comments to the Planning Department either at the meeting or prior to by either email (dparks@camdencountync.gov) or fax (252) 338-1603.

- Approved as is
- Reviewed with no comments.
- Approved with the following comments/recommendations:

Disapproved with the following comments: (Provide factual evidence for denial)

Without a guarantee from the Board of Commissioners to adequately fund this office with extra personnel

and equipment to meet the increased demands that this project will produce I cannot approve this action at this time.

Name: J. Kevin Jones Signature: 

Thank you for your prompt attention to this matter. If you have any questions, please call the Planning Department at (252) 338-1919 ext 232.

Attachment: TRCinput (2711 : Set Public Hearing - South Mills Landing)

Amber Curling

From: Dan Porter <dporter@camdencountync.gov>
Sent: Tuesday, February 11, 2020 3:41 PM
To: Dave Parks
Subject: FW: Technical Review Committee Meeting

Dan B. Porter, Planning Director
 Camden County
 Camden, NC 27921
 Ph: 252 338 1919 Ext. 263
 Fax: 252 333 1603
 Email: dporter@camdencountync.gov
dbp0124@hotmail.com

*DISCLAIMER: Pursuant to the Freedom of Information Privacy Acts (FOIPA) and North Carolina General Statutes Chapter 132, Public Records, this electronic mail message and any attachments hereto, as well as any electronic mail messages(s) sent in response to it may be considered public record and as such subject to request and review by anyone.

From: Kevin Jones [<mailto:kjones@camdencountync.gov>]
Sent: Tuesday, February 11, 2020 3:13 PM
To: Dan Porter
Cc: Brandon Henderson
Subject: Technical Review Committee Meeting

Mr. Porter, I would like to apologize for not attending the meeting this morning, I had full intention of doing so, however we had an incident at the Sheriff's office this morning between a landlord and a former tenant that took my full attention and I completely forgot about the meeting. With that being said, I submitted the sheet you requested by email to your office about an hour ago, I hope you received same. I oppose this subdivision, as well as any other subdivision being planned until our county's infrastructure is up to par to handle the increased demand that projects like this will impose. Speaking just for the Sheriff's Office, I oppose this subdivision or others until this offices' infrastructure is adequate to handle the extra demand. We are at maximum capacity in terms of the call volume we now receive with our existing personnel and the current population we serve. A 581 unit subdivision could be devastating to our efficiency in providing adequate law enforcement response to our future citizens and current citizens. Please take my concerns about our county's safety when considering to go forward with this project. If you did not receive the sheet I sent you, please let me know and I will hand deliver. Thank you for what you do and if you have any questions, don't hesitate to call me. Thanks...Kevin.

Attachment: TRCinput (2711 : Set Public Hearing - South Mills Landing)



CAMDEN COUNTY

NORTH CAROLINA • USA

Boundless Opportunities.

Board of Commissioners AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 10.A
Meeting Date: June 01, 2020

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

Item Title **Register of Deeds Report**

Attachments: Register of Deeds Report (PDF)

Camden County Register of Deeds: Tammie Krauss
April 2020 Daily Deposit

DATE	NC CHILDREN TRUST	NC DOM. VIO. FUND	STATE REV. STAMPS	COUNTY REV. STAMPS	RETIREMENT	AUTO FUND	STATE TREASURY	ROD GENERAL	TOTAL
04/01/20	\$ -	\$ -	\$ 676.20	\$ 703.80	\$ 5.97	\$ 36.82	\$ 49.60	\$ 305.61	\$ 1,778.00
04/02/20	\$ -	\$ -	\$ 827.12	\$ 860.88	\$ 8.88	\$ 55.62	\$ 68.20	\$ 459.30	\$ 2,280.00
04/03/20	\$ -	\$ -	\$ 499.80	\$ 520.20	\$ 5.38	\$ 32.51	\$ 43.40	\$ 277.11	\$ 1,378.40
04/06/20	\$ 5.00	\$ 30.00	\$ 27.44	\$ 28.56	\$ 5.58	\$ 30.49	\$ 37.20	\$ 263.73	\$ 428.00
04/07/20			\$ 63.70	\$ 66.30	\$ 3.02	\$ 18.35	\$ 24.80	\$ 154.83	\$ 331.00
04/08/20	\$ -	\$ -	\$ 110.74	\$ 115.26	\$ 6.99	\$ 44.05	\$ 49.60	\$ 365.36	\$ 692.00
04/09/20			\$ 592.90	\$ 617.10	\$ 7.88	\$ 46.97	\$ 68.20	\$ 402.15	\$ 1,735.20
04/13/20					\$ 4.03	\$ 25.06	\$ 24.80	\$ 215.11	\$ 269.00
04/14/20					\$ 3.27	\$ 20.54	\$ 24.80	\$ 169.39	\$ 218.00
04/15/20			\$ 251.86	\$ 262.14	\$ 4.44	\$ 26.36	\$ 43.40	\$ 221.80	\$ 810.00
04/16/20			\$ 459.62	\$ 478.38	\$ 6.75	\$ 40.70	\$ 62.00	\$ 340.55	\$ 1,388.00
04/17/20					\$ 1.06	\$ 6.37	\$ 6.20	\$ 57.37	\$ 71.00
04/20/20			\$ 681.10	\$ 708.90	\$ 5.04	\$ 29.68	\$ 49.60	\$ 251.68	\$ 1,726.00
04/21/20					\$ 0.15	\$ 0.99		\$ 8.86	\$ 10.00
04/22/20					\$ 5.03	\$ 32.26	\$ 18.60	\$ 279.11	\$ 335.00
04/23/20					\$ 2.46	\$ 15.98	\$ 12.40	\$ 133.36	\$ 164.20
04/24/20			\$ 548.31	\$ 570.69	\$ 5.11	\$ 30.79	\$ 43.40	\$ 261.70	\$ 1,460.00
04/27/20					\$ 3.72	\$ 23.51	\$ 24.80	\$ 195.97	\$ 248.00
04/28/20			\$ 262.64	\$ 273.36	\$ 3.24	\$ 19.21	\$ 31.00	\$ 162.55	\$ 752.00
04/29/20			\$ 431.20	\$ 448.80	\$ 6.09	\$ 35.96	\$ 55.80	\$ 308.15	\$ 1,286.00
04/30/20	\$ 5.00	\$ 30.00	\$ 2,333.38	\$ 2,428.62	\$ 11.96	\$ 70.97	\$ 86.80	\$ 592.27	\$ 5,559.00
									0.00
									0.00
									\$ -
TOTAL	\$ 10.00	\$ 60.00	\$ 7,766.01	\$ 8,082.99	\$ 106.05	\$ 643.19	\$ 824.60	\$ 5,425.96	\$ 22,918.80

Attachment: Register of Deeds Report (2704 : Register of Deeds Report)

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

Date Range From Wednesday, April 01, 2020 to Thursday, April 30, 2020

Name	Amount
NC Children's Trust Fund	\$10.00
NC Domestic Violence Fund	\$60.00
State Revenue Stamp	\$7,766.01
County Revenue Stamp	\$8,082.99
Land Transfer Fee	\$0.00
Floodplain Map Fund	\$0.00
Supplemental Retirement	\$106.05
ROD Automation Fund	\$643.19
Dept Of Cultural Resources	\$0.00
Vital Records Fund	\$0.00
State General Fund	\$0.00
State Treasurer Amount	\$824.60
ROD General Fund	\$5,425.96
Total Distribution For Period	\$22,918.80
Cash Total	\$342.20
Check Total	\$22,475.60
Pay Account Total	\$101.00
ACH Total	\$0.00
Escrow Account Total	\$0.00
Overpayment Total	\$0.00
Total Deposit For Period	\$22,918.80



CAMDEN COUNTY
NORTH CAROLINA • USA

Boundless Opportunities.

**Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Information, Reports & Minutes From Other Agencies

Item Number:	10.B	
Meeting Date:	June 01, 2020	
Submitted By:	Kim Perry, Library Prepared by: Karen Davis	
Item Title	Library Report	
Attachments:	Library Report	(DOCX)

Camden County Public Library

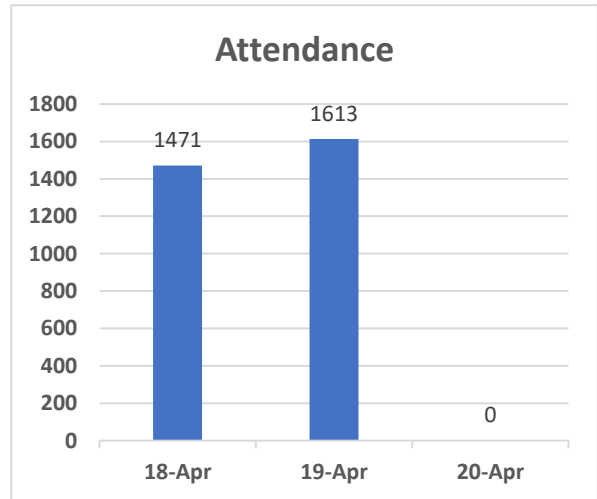
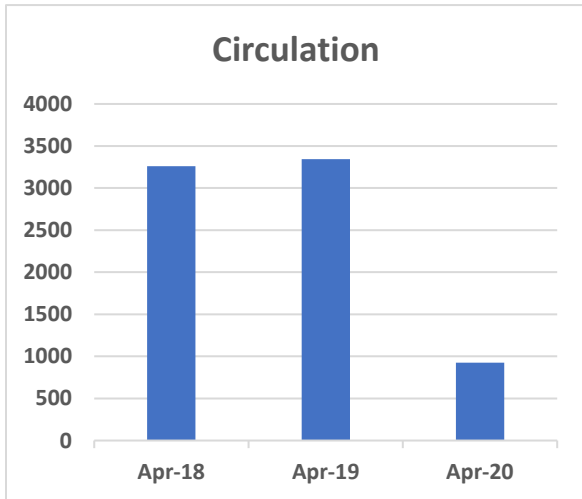
APRIL 2020 Statistics

Library Closed April 1-30 due to COVID 19

Visitor Count	0
Materials Check Outs & Renewals	927*
Computer/ Wireless Use	0/228
Questions Answered	113
Children’s Programs/Attendance	0/0
Adult Programs/Attendance	0/0
Outreach Programs/Attendance	0/0
Meeting Room Usage/Attendance	2/35
Days/Hours Open	0/0
# Items in Collection	19,281
Library Card Holders	2,574

*Cloud Library Circulation increased 152.3% compared to 4/19

Comparison by Year 2018-2020



Attachment: Library Report (2714 : Library Report)

In attempting to follow the guidelines for **Phase I** of Governor Cooper's plan to safely reopen our state during the **COVID-19 crisis**:

- We followed a "minimal staffing" model on-site to allow social distancing.
- Two full-time staff members worked on-site Monday – Friday, 9 am – 5 pm to assist patrons remotely, answer phone calls, and complete in-person work responsibilities.
- One full-time staff member worked remotely Monday - Friday.
- Work was logged using a shared Google Sheets file.
- The County Librarian supervised library employees and verified timesheets.

Library staff were engaged, focused, and productive during closure and embraced the opportunity to focus on:

- Program planning – including our Summer Reading Program.
- Weeding the collection.
- Shelf reading.
- Cleaning up cataloging records.
- Customer database management.
- Computer update project.
- Professional development.
- Deep cleaning the building.