The regular meeting of the Camden County Board of Commissioners was held on May 6, 2019 in the Historic Courtroom, Camden, North Carolina.

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.

Staff Present: County Manager Ken Bowman, Clerk to the Board Karen Davis, Finance Officer Sally Norfleet, Planning Director Dan Porter, Public Works Director David Credle, Head Librarian Kim Perry, Social Services Director Craig Patterson.

INVOCATION & PLEDGE OF ALLEGIANCE
Rev. William Sawyer 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 AGENDA

Motion to approve the agenda as presented.

<table>
<thead>
<tr>
<th>RESULT:</th>
<th>PASSED [UNANIMOUS]</th>
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<tbody>
<tr>
<td>MOVER:</td>
<td>Garry Meiggs, Commissioner</td>
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<tr>
<td>AYES:</td>
<td>White, Krainiak, Meiggs, Riggs, Munro</td>
</tr>
</tbody>
</table>

ITEM 4. PRESENTATIONS

1. U.S. Census Bureau – Doug Bell
   • Mr. Bell was not present for the meeting.
2. Camden County Public Schools – Dr. Joe Ferrell, along with Finance Officer Faye Perry and Operations Officer Larry Lawrence, presented the FY 2019-2020 Budget.
   - Capital Outlay Request - $586,000
   - To maintain current funding, $278,043 to be used from General Expense Fund, which will leave an Undesignated Fund Balance of $250,000.

3. Sheriff’s Office Update – Sheriff Kevin Jones included the following in his presentation to the Board:
   - Command Structure Reorganization
   - Number of Events by Nature – 8047 Calls for Service (December 2018 – Present)
   - Training – 51 course enrollments, 890 hours of formal training (December 2018 – Present)
   - Updated Patrol Car Scheme
   - LESO Program Benefits

4. Employee Recognition
   a. Charles Sawyer & Thomas Sawyer – Received Grade 1 Biological Operator Certification in March 2019. (Public Works Department)
   b. Sarah Lane – Retired in March 2019. (Department of Social Services)
   c. Delores Stone – Retired in March 2019. (Dismal Swamp Visitor Center)
   d. Laura Jolley – New Senior Center Coordinator to begin on May 13, 2019.

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

<table>
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<tr>
<th>ITEM</th>
<th>Agenda Item</th>
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<tbody>
<tr>
<td>ITEM 1</td>
<td>CALL TO ORDER</td>
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<tr>
<td>ITEM 2</td>
<td>PUBLIC COMMENTS</td>
</tr>
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<td></td>
<td>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.</td>
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<tr>
<td>ITEM 3</td>
<td>CONSIDERATION OF THE AGENDA</td>
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<tr>
<td>ITEM 4</td>
<td>NEW BUSINESS</td>
</tr>
<tr>
<td></td>
<td>(For discussion and possible action)</td>
</tr>
<tr>
<td></td>
<td>A. Monthly Update</td>
</tr>
<tr>
<td>ITEM 5</td>
<td>ADJOURN</td>
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</table>
Motion to approve the agenda as presented.

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

New Business

A. Monthly Report

Public Works Director David Credle presented the monthly report for March 2019 and the 12-month report.

```
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<th>Percentage Completed</th>
<th>Status of Uncompleted Work Orders</th>
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<td>103</td>
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<tr>
<td>Sewer/Collection</td>
<td>1</td>
<td>1</td>
<td>100%</td>
</tr>
</tbody>
</table>

Locates:
- Water Line: 153
- Sewer Line: 8
- Water & Sewer, same ticket: 4
- Hydrant flow test: 27

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

Water treated at the water treatment plant in March: 9,192,339 gallons.

Daily average water usage for March: 296,527 gallons.

Current treatment capacity at the water treatment plant: 720,000 gallons per day.
```
Motion to approve the monthly report as presented.

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

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

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

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

ITEM 5. PUBLIC HEARING

A. Preliminary Plan Phase II North River Crossing Major Subdivision (UDO 2019-02-01)

Motion to open the Public Hearing for Preliminary Plan Phase II North River Crossing Major Subdivision.

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

Planning Director Dan Porter introduced Dave Klebitz of Bissell Professional Group in Kitty Hawk, NC. Mr. Klebitz gave a brief overview of the North River Crossing Phase II project:

- Added total of 42 lots.
- To be developed in three sub-phases – 2A, 2B and 2C.
- 10 lots in the first phase, 10 lots in the second phase and 22 lots in the third phase.
- In accordance with the UDO all lots are greater than 40,000 square feet.
- Sewer will be on site. All 42 lots have been evaluated by the Health Department and determined to be provisionally suitable with modifications.
- Water services will be served by an extension of the existing county water system installed in Phase I.
- Stormwater management is an expansion of the existing stormwater system installed in Phase I.
- Roads are designed at NCDOT standards.

Mr. Porter presented the Staff Report as follows:
Planning Board met on March 20, 2019 to consider the Preliminary Plan for Phase II North River Crossing 42 lot major residential subdivision and after discussion with staff, applicant, adjacent property owners on drainage concerns and considering Technical Review Committee input, Planning Board recommended approval of the Phase II Preliminary Plan for North River Crossing Major Subdivision with the recommendations as stated in Staff’s Findings on a 4-0 vote. Recommendation: Amend agenda for consideration after public hearing.

STAFF REPORT

UDO 2019-02-01
Preliminary Plan North River Crossing
Phase II Major Subdivision

PROJECT INFORMATION

File Reference: UDO 2019-02-01
Project Name; North River Crossing
PIN: 03-8965-00-24-6702
Applicant: Seaboard Development Alliance LLC/EHP Land Company, Inc
Address: 2875 Forge Road
Toano, VA 23168
Phone: (757) 869-0001
Email:

Application Received: 2/12/19
By: David Parks, Permit Officer
Application Fee paid: $8,400 Check #003034
Completeness of Application: Application is generally complete
Documents received upon filing of application or otherwise included:
A. Land Use Application
B. Preliminary Plan
C. Deed
D. Perc Tests from Albemarle Regional Health Services on all lots
E. Neighborhood meeting comments
F. TRC Inputs

Meeting Dates:
2/12/2019 Neighborhood Meeting
3/06/2019 Technical Review Meeting
3/20/2019 Planning Board

PROJECT LOCATION:

Street Address: Off Ditch Bank Road
Location Description: Shiloh Township

REQUEST: Preliminary Plan Phase II North River Crossing Major Subdivision – 42 lots - Article 151.2.3.16 of the Unified Development Ordinance. Phase II will be further phased as 2A, 2B, 2C.
Vicinity Map:
SITE DATA

Lot size: Approximately 47 acres

Flood Zone: Zone X

Zoning District(s): Neighborhood Residential (NR)

Adjacent property uses: Agriculture, Residential

Streets: Shall be dedicated to public under control of NCDOT.
Street/Subdivision name: Subdivision name: North River Crossing
Street Names: Pamlico, Perquimans, Cape Fear Drives, Chowan and Deep Court’s

Open Space: Required: 47 acres X .05 = 2.35 acres (Article 151.3.5.5)

Landscaping: Landscaping Plan required at Construction Drawings.

Farmland Compatibility Standards: Per Article 151.5.5, a 50’ wide vegetative buffer required along all agricultural uses. Indicated on plan.

Recreational Land: Per Article 151.6.1.13 Developer is requesting to pay the fee in lieu of providing land. Formula: 1452 sf per lot X 42 (number of lots) = 60,984 sf or 1.4 acres.

ENVIRONMENTAL ASSESSMENT

Streams, Creeks, Major Ditches: Development will outfall into the North River.

Distance & description of nearest outfall: Distance to North River from Development is approximately 2000 feet. There is a maintenance easement along a ditch of the Roberts property to which the HOA is responsible to maintain in accordance with recorded covenants. Maintenance easement recorded in Camden County Registry of Deeds in BK 301, Pages 817-820.

TECHNICAL REVIEW STAFF (SKETCH PLAN) COMMENTS

2. Albemarle Regional Health Department. Approved. Received 42 perc tests.
3. South Camden Fire Department. Reviewed no comments.
4. Pasquotank EMS (Central Communications). Subdivision/road names approved.
5. Sheriff’s Office. Reviewed no comments.
6. Postmaster Elizabeth City. No response. Did not attend meeting.
7. School Superintendent: No response. Did not attend meeting.
8. Transportation Director of Schools. Approved with request that all cul-de-sac’s turning radius be a minimum of 43.5 feet.
10. NCDOT. No response.
PLANS CONSISTENCY

CAMA Land Use Plan Policies & Objectives:
Consistent ☒ Inconsistent ☐

CAMA Land Suitability Maps has land designated as Moderate Suitability and Future Land Use Maps has land designated as Medium Density Residential.

2035 Comprehensive Plan

Consistent ☒ Inconsistent ☐

Property is consistent with 2035 Comprehensive Plan Future Land Use Maps which has area designated as Rural Residential.

Comprehensive Transportation Plan

Consistent ☒ Inconsistent ☐

Property abuts Ditch Bank and Trotman Roads and internal roads will be dedicated to public.

FINDINGS REGARDING ADDITIONAL REQUIREMENTS:

Yes ☐ No ☒ Endangering the public health and safety?

In staff’s opinion, application does not appear to endanger public health and safety.

Yes ☐ No ☒ Injure the value of adjoining or abutting property.
Chairman Tom White called for Public Comments either in support of or in opposition to the project. There were no public comments.

**MOTION TO CLOSE THE PUBLIC HEARING.**

| RESULT:  | PASSED [UNANIMOUS] |
| MOVER:   | Clayton Riggs, Vice Chairman |
| AYES:    | White, Krainiak, Meiggs, Riggs, Munro |
Motion to add Preliminary Plan Phase II North River Crossing Subdivision to New Business as Item 6.C.

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

ITEM 6. NEW BUSINESS

A. Monthly Tax Report – County Manager Ken Bowman presented the monthly tax report.

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

OUTSTANDING TAX DELINQUENCIES BY YEAR

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<th>REAL PROPERTY</th>
<th>PERSONAL PROPERTY</th>
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<td>2009</td>
<td>3,978.27</td>
<td>4,524.03</td>
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TOTAL REAL PROPERTY UNCOLLECTED 371,072.13
TOTAL PERSONAL PROPERTY UNCOLLECTED 40,894.05
TEN YEAR PERCENTAGE COLLECTION RATE 99.44%
COLLECTION FOR 2019 vs. 2018 115,718.66 vs. 93,080.55

LAST 3 YEARS PERCENTAGE COLLECTION RATE

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<tr>
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<td>99.06%</td>
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<tr>
<td>2016</td>
<td>99.63%</td>
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EFFORTS AT COLLECTION IN THE LAST 30 DAYS
ENDING March 2019
BY TAX ADMINISTRATOR

59 NUMBER DELINQUENCY NOTICES SENT
21 FOLLOW UP REQUESTS FOR PAYMENT SENT
1 NUMBER OF WAGE GARNISHMENTS ISSUED
14 NUMBER OF BANK GARNISHMENTS ISSUED
16 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

<table>
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### 30 Oldest Unpaid - Real

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</tr>
</tbody>
</table>

### 30 Largest Unpaid - Personal

<table>
<thead>
<tr>
<th>Roll</th>
<th>Parcel Number</th>
<th>Yr/Sqft</th>
<th>Unpaid Amount</th>
<th>Taxpayer Name</th>
<th>City</th>
<th>Property Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
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</tr>
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</table>

### 30 Oldest Unpaid – Personal

<table>
<thead>
<tr>
<th>Roll</th>
<th>Parcel Number</th>
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</table>

13
Motion to approve the tax report as presented.

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


Resolution 2019-05-01

A RESOLUTION OF THE CAMDEN COUNTY BOARD OF COMMISSIONERS
SUPPORTING HOUSE BILL 541 TO REDUCE THE PROPERTY TAX EXCLUSION FOR
SOLAR ENERGY ELECTRIC SYSTEMS AND ALLOCATE CERTAIN TAX PROCEEDS
FOR PUBLIC EDUCATION PURPOSES

WHEREAS, North Carolina General Statute §105-275(45) allows the exclusion of eighty percent (80%) of the appraised value of solar energy electric systems from local ad valorem tax valuation; and

WHEREAS, House Bill 541 would amend North Carolina General Statute §105-275(45) to reduce the exclusion from eighty percent (80%) to sixty percent (60%) of the appraised value of the solar energy electric systems from local ad valorem tax valuation; and

WHEREAS, any community hosting solar energy electric systems should receive the full financial benefit of such development, Camden County would favor any legislation that will eliminate or reduce the property tax exclusion for solar energy electric systems; and

WHEREAS, upon passage of House Bill 541, Camden County would expect to receive an additional $32,226 in revenues; and

WHEREAS, House Bill 541 would require the County to spend fifty percent (50%) of the tax proceeds collected under North Carolina General Statute §105-275(45) for public education and community college purposes.

NOW, THEREFORE BE IT RESOLVED by the Camden County Board of Commissioners, that Camden County requests that its legislative delegation support House Bill 541 to reduce the local government property tax exclusion for solar energy electric systems.

Adopted this, the 6th day of May, 2019.

Tom White, Chairman
Camden County Board of Commissioners

ATTEST:

Karen M. Davis
Clerk to the Board of Commissioners
Motion to adopt Resolution 2019-05-01 as presented.

<table>
<thead>
<tr>
<th>RESULT:</th>
<th>PASSED [UNANIMOUS]</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOVER:</td>
<td>Garry Meiggs, Commissioner</td>
</tr>
<tr>
<td>AYES:</td>
<td>White, Krainiak, Meiggs, Riggs, Munro</td>
</tr>
</tbody>
</table>

C. Preliminary Plan Phase II North River Crossing Major Subdivision

Motion to approve Preliminary Plan Phase II North River Crossing Major Subdivision.

<table>
<thead>
<tr>
<th>RESULT:</th>
<th>PASSED [UNANIMOUS]</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOVER:</td>
<td>Clayton Riggs, Vice Chairman</td>
</tr>
<tr>
<td>AYES:</td>
<td>White, Krainiak, Meiggs, Riggs, Munro</td>
</tr>
</tbody>
</table>

ITEM 7. BOARD APPOINTMENTS

1. Regional Advisory Council – Gwen Wescott (reappointment)
2. Albemarle Regional Library Board – Nona Smith (appointment)
3. Community Advisory Committee – Clarann Mansfield (reappointment)

Motion to approve the board appointments as presented.

<table>
<thead>
<tr>
<th>RESULT:</th>
<th>PASSED [UNANIMOUS]</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOVER:</td>
<td>Ross Munro, Commissioner</td>
</tr>
<tr>
<td>AYES:</td>
<td>White, Krainiak, Meiggs, Riggs, Munro</td>
</tr>
</tbody>
</table>

ITEM 8. CONSENT AGENDA

The Consent Agenda was amended to add the Proclamation for Older Americans Month 2019 as item number 20.

1. BOC Meeting Minutes – February 28, 2019
2. BOC/BOE Joint Meeting Minutes – March 28, 2019
3. BOC Meeting Minutes – April 1, 2019
4. BOC Meeting Minutes – April 8, 2019
5. Budget Amendments

2018-19-BA033
CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2019.

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

<table>
<thead>
<tr>
<th>ACCT NUMBER</th>
<th>DESCRIPTION OF ACCT</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>307500-502000</td>
<td>Salaries</td>
<td>$3,500</td>
</tr>
<tr>
<td>307500-503000</td>
<td>Part Time Salaries</td>
<td>$3,500</td>
</tr>
</tbody>
</table>

This Budget Amendment is made to appropriate funds for correction to budgeted salaries.

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

Balance in Contingency $17,140.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction.

Adopted this 6th day of May, 2019.

Kareem M. Davis
Chairman, Board of Commissioners

2018-19-BA034
CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2019.

Section 1. To amend the Social Services Fund as follows:

<table>
<thead>
<tr>
<th>ACCT NUMBER</th>
<th>DESCRIPTION OF ACCT</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>526100-502000</td>
<td>Salaries</td>
<td>$957</td>
</tr>
<tr>
<td>526100-505000</td>
<td>FICA</td>
<td>$73</td>
</tr>
<tr>
<td>526100-507000</td>
<td>Retirement</td>
<td>$75</td>
</tr>
<tr>
<td>526100-507100</td>
<td>401K</td>
<td>$48</td>
</tr>
<tr>
<td>526100-515000</td>
<td>Maintenance – Building</td>
<td>$203</td>
</tr>
<tr>
<td>526100-516000</td>
<td>Maintenance – Equipment</td>
<td>$250</td>
</tr>
<tr>
<td>526100-526000</td>
<td>Advertising</td>
<td>$500</td>
</tr>
<tr>
<td>526100-557000</td>
<td>Miscellaneous</td>
<td>$200</td>
</tr>
</tbody>
</table>

This Budget Amendment is made to appropriate funds for correction to budgeted salaries.

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

Balance in Contingency $17,140.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction.

Adopted this 6th day of May, 2019.

Kareem M. Davis
Chairman, Board of Commissioners
6. School Budget Amendments

Budget Amendment
Camden County Schools Administrative Unit
Local Current Expense Fund

The Camden County Board of Education at a meeting on the 11th day of April, 2019 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2019.

<table>
<thead>
<tr>
<th>Code Number</th>
<th>Description of Code</th>
<th>Increase</th>
<th>Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>5100</td>
<td>Regular Instructional Programs</td>
<td>331.66</td>
<td></td>
</tr>
<tr>
<td>5200</td>
<td>Special Instructional Programs</td>
<td></td>
<td>510.00</td>
</tr>
<tr>
<td>5300</td>
<td>Alternative Instructional Prog</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5400</td>
<td>School Building Administration</td>
<td></td>
<td>416.66</td>
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<tr>
<td>5800</td>
<td>Alternative Programs</td>
<td></td>
<td>104.00</td>
</tr>
<tr>
<td>6100</td>
<td>Regular Program Support</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6200</td>
<td>Special Program Support</td>
<td></td>
<td>569.00</td>
</tr>
<tr>
<td>6300</td>
<td>Alternative Prog. Support</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6400</td>
<td>Technology Support Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6500</td>
<td>Operational Support Services</td>
<td></td>
<td>12,182.00</td>
</tr>
<tr>
<td>6800</td>
<td>Student-wide Support Serv.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6900</td>
<td>Policy, Ldrshp, Services</td>
<td></td>
<td>12,312.00</td>
</tr>
</tbody>
</table>

Explanation:

Total Appropriation in Current Budget $2,932,416.00
Amount of Increase/Decrease of
Above Amendment .00
Total Appropriation in Current Amended
Budget .... $2,932,416.00

Passed by majority vote of the Board of Education of Camden County on the 11th day of April 2019.

[Signature]
Chairman, Board of Education

[Signature]
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 16th day of May 2019.

[Signature]
Chairman, Board of County Commissioners

[Signature]
Clerk, Board of County Commissioners
2. Local Current Expense Fund

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

<table>
<thead>
<tr>
<th>Operation of Plant</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6510.802.326...40 Cont Repair &amp; Mtc – Equip.</td>
<td>$ 266.00</td>
<td></td>
</tr>
<tr>
<td>6530.802.321...40 Utilities – Electric</td>
<td>- 1,434.00</td>
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</tr>
<tr>
<td>6530.802.322...40 Utilities – Natural Gas</td>
<td>- 12,182.00</td>
<td></td>
</tr>
<tr>
<td>6540.802.323...40 Utilities – Water</td>
<td>+ 1,168.00</td>
<td></td>
</tr>
<tr>
<td>Total – Operation of Plant</td>
<td>$ - 12,182.00</td>
<td></td>
</tr>
</tbody>
</table>

B. We have reviewed this area of the budget and must transfer funds to cover the costs within other this area of the budget. We request your approval of the following amendment.

<table>
<thead>
<tr>
<th>Classroom Support</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5110.842.411 Instructional Supplies</td>
<td>$ 436.66</td>
<td></td>
</tr>
<tr>
<td>Total – Classroom Support</td>
<td>$ 436.66</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Exceptional Children</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5210.849.142 Salary – Teacher Assistant</td>
<td>$ 1,600.00</td>
<td></td>
</tr>
<tr>
<td>5210.849.231 Emp Hosp Ins Costs</td>
<td>- 2,196.00</td>
<td></td>
</tr>
<tr>
<td>5240.849.361 Membership Dues &amp; Fees</td>
<td>+ 27.00</td>
<td></td>
</tr>
<tr>
<td>6200.849.361 Membership Dues &amp; fees</td>
<td>+ 569.00</td>
<td></td>
</tr>
<tr>
<td>Total – At Risk Programs</td>
<td>$ .00</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Office of The Superintendent</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6940.865.113 Salary – Director</td>
<td>$ 718.00</td>
<td></td>
</tr>
<tr>
<td>6940.865.129 Salary – Pay Differential</td>
<td>+ 3,600.00</td>
<td></td>
</tr>
<tr>
<td>6940.865.211 Emp Soc Sec Costs</td>
<td>+ 234.00</td>
<td></td>
</tr>
<tr>
<td>6940.865.221 Emp Retirement Costs</td>
<td>- 421.00</td>
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</tr>
</tbody>
</table>
## BUDGET AMENDMENT
Local Current Expense Fund
April 11, 2019, Page 2

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>6940.865.231</td>
<td>Emp Hosp Ins Costs</td>
<td>+ 1,826.00</td>
</tr>
<tr>
<td>6940.865.311</td>
<td>Contracted Services</td>
<td>+ 215.00</td>
</tr>
<tr>
<td>6940.865.312</td>
<td>Workshop Expenses</td>
<td>+ 700.00</td>
</tr>
<tr>
<td>6940.865.319</td>
<td>Other Prof &amp; Tech Services</td>
<td>- 1,674.00</td>
</tr>
<tr>
<td>6940.865.332</td>
<td>Travel</td>
<td>- 1,000.00</td>
</tr>
<tr>
<td>6940.865.341</td>
<td>Telephone</td>
<td>- 634.00</td>
</tr>
<tr>
<td>6940.865.361</td>
<td>Membership Dues &amp; Fees</td>
<td>- 1,139.00</td>
</tr>
<tr>
<td>6940.865.373</td>
<td>Building &amp; Grounds Insurance</td>
<td>+ 11,783.00</td>
</tr>
<tr>
<td>6940.865.411</td>
<td>Supplies &amp; Materials</td>
<td>+ 100.00</td>
</tr>
<tr>
<td>6940.865.418</td>
<td>Comp Software &amp; Supplies</td>
<td>- 274.00</td>
</tr>
<tr>
<td>6940.865.422</td>
<td>Repair Parts – Co Car</td>
<td>+ 88.00</td>
</tr>
<tr>
<td>6940.865.425</td>
<td>Tires &amp; Tubes – Co Car</td>
<td>- 250.00</td>
</tr>
<tr>
<td>6940.865.461</td>
<td>Pur of Non-Cap Equipment</td>
<td>- 4.00</td>
</tr>
<tr>
<td>6940.865.551</td>
<td>Sales Tax – County Vehicle</td>
<td>- 250.00</td>
</tr>
</tbody>
</table>

**Total – Office of The Superintendent**  
$ + 12,182.00

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

**Office of The Principal**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5400.870.342.308</td>
<td>Postage</td>
<td>$ - 420.00</td>
</tr>
<tr>
<td>5400.870.411.308</td>
<td>Supplies &amp; Materials</td>
<td>- 16.66</td>
</tr>
<tr>
<td>5400.870.411.350</td>
<td>Supplies &amp; Materials</td>
<td>- 201.00</td>
</tr>
<tr>
<td>5400.870.418.350</td>
<td>Comp Software &amp; Supplies</td>
<td>+ 201.00</td>
</tr>
</tbody>
</table>

**Total – Office of The Principal**  
$ - 436.66

F. We have reviewed this area of the budget and must increase the budget to reflect the expenditure of funds for workshops and related expenses. We are transferring funds from another budgeted area to cover. We request your approval of the following amendment.

**Staff Development**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5110.912.311</td>
<td>Contracted Services</td>
<td>$ - 105.00</td>
</tr>
<tr>
<td>5210.912.312</td>
<td>Workshop Expenses</td>
<td>+ 59.00</td>
</tr>
<tr>
<td>5400.912.312</td>
<td>Workshop Expenses</td>
<td>+ 20.00</td>
</tr>
<tr>
<td>5870.912.312</td>
<td>Workshop Expenses</td>
<td>- 104.00</td>
</tr>
<tr>
<td>6940.912.312</td>
<td>Workshop Expenses</td>
<td>+ 80.00</td>
</tr>
<tr>
<td>6940.912.451</td>
<td>Other Food Purchases</td>
<td>+ 50.00</td>
</tr>
</tbody>
</table>
BUDGET AMENDMENT
Local Current Expense Fund
April 11, 2019, Page 3

Total – Staff Development $ + .00

Passed by majority vote of the Board of Education of Camden County on the 11th day of April, 2019.

Chairman, Board of Education

Secretary, Board of Education

Budget Amendment

Camden County Schools Administrative Unit

Federal Grant Fund

The Camden County Board of Education at a meeting on the 11th day of April 2019 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2019:

<table>
<thead>
<tr>
<th>Code Number</th>
<th>Description of Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5100</td>
<td>Regular Instructional Programs</td>
<td>443.00</td>
</tr>
<tr>
<td>5200</td>
<td>Special Instructional Programs</td>
<td>759.06</td>
</tr>
<tr>
<td>5300</td>
<td>Alternative Instructional Prog.</td>
<td>443.00</td>
</tr>
<tr>
<td>5800</td>
<td>School Based Support Services</td>
<td></td>
</tr>
<tr>
<td>8100</td>
<td>Pmts to Other Units of Gov't</td>
<td>24.60</td>
</tr>
<tr>
<td>8200</td>
<td>Unbudgeted Funds</td>
<td>783.66</td>
</tr>
</tbody>
</table>

Explanation:

Total Appropriation in Current Budget $ 737,234.63
Amount of Increase/Decrease of Above Amendment + .00
Total Appropriation in Current Amended Budget $ 737,234.63

Passed by majority vote of the Board of Education of Camden County on the 11th day of April 2019.

Chairman, Board of Education

Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this 6th day of July, 2019.

Chairman, Board of County Commissioners

Clerk, Board of County Commissioners
3. Federal Grant Fund

A. We have reviewed our budget and find that we must adjust our budget to cover expenses. We request your approval of the following amendment.

<table>
<thead>
<tr>
<th>Project #19-060-150</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5210.060.162 Substitute Pay</td>
<td>$</td>
<td>600.00</td>
</tr>
<tr>
<td>5210.060.211 Emp Soc Sec Costs</td>
<td>+</td>
<td>45.90</td>
</tr>
<tr>
<td>5210.060.221 Emp Retirement Costs</td>
<td>+</td>
<td>113.16</td>
</tr>
<tr>
<td>8100.060.392 Indirect Costs</td>
<td>+</td>
<td>24.60</td>
</tr>
<tr>
<td>8200.060.399 Unbudgeted Funds</td>
<td>-</td>
<td>783.66</td>
</tr>
</tbody>
</table>

Total – IDEA VI-B Handicapped $ + 0.00

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

<table>
<thead>
<tr>
<th>Project #19-130-150</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5110.103.312 Workshop Expenses</td>
<td>$</td>
<td>- 443.00</td>
</tr>
<tr>
<td>5330.103.312 Workshop Expenses</td>
<td>+</td>
<td>443.00</td>
</tr>
</tbody>
</table>

Total – Improving Teacher Quality $ + 0.00

C. We have reviewed our budget and find that we must adjust our budget to cover expenses. We request your approval of the following amendment.

<table>
<thead>
<tr>
<th>Project #19-118-150</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5210.118.312 Workshop Expenses</td>
<td>$</td>
<td>+ 270.00</td>
</tr>
<tr>
<td>5210.118.418 Comp Software &amp; Supplies</td>
<td>-</td>
<td>270.00</td>
</tr>
</tbody>
</table>

Total – IDEA, Part B (611) Targeted Assistance $ + 0.00

Passed by majority vote of the Board of Education of Camden County on the 11th day of April, 2019.

Chairman, Board of Education

Secretary, Board of Education
Budget Amendment

Camden County Schools Administrative Unit

State Public School Fund

The Camden County Board of Education at a meeting on the 11th day of April 2019 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2019.

<table>
<thead>
<tr>
<th>Code Number</th>
<th>Description of Code</th>
<th>Increase</th>
<th>Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>5100</td>
<td>Regular Instructional Programs</td>
<td>7,572.00</td>
<td></td>
</tr>
<tr>
<td>5200</td>
<td>Special Instructional Programs</td>
<td>3,996.00</td>
<td></td>
</tr>
<tr>
<td>5300</td>
<td>Alternative Instructional Prog</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5400</td>
<td>School Leadership</td>
<td>3650.00</td>
<td></td>
</tr>
<tr>
<td>5800</td>
<td>School Based Support Services</td>
<td>63.00</td>
<td></td>
</tr>
<tr>
<td>6100</td>
<td>Regular Program Support</td>
<td></td>
<td>628.00</td>
</tr>
<tr>
<td>6300</td>
<td>Alternative Program Support</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6400</td>
<td>Technology Support Services</td>
<td>1,239.00</td>
<td></td>
</tr>
<tr>
<td>6500</td>
<td>Operational Support Services</td>
<td>787.00</td>
<td></td>
</tr>
<tr>
<td>6600</td>
<td>Fiscal and Human Resources</td>
<td></td>
<td>2,982.00</td>
</tr>
<tr>
<td>6900</td>
<td>Policy Leadership Services</td>
<td>500.00</td>
<td></td>
</tr>
</tbody>
</table>

Explanation:

Total Appropriation in Current Budget $ 14,803,026.21
Amount of Increase/Decrease of Above Amendment 6,771.00
Total Appropriation in Current Amended Budget .... $ 14,809,797.21

Passed by majority vote of the Board of Education of Camden County on the 11th day of April 2019.

Chairman, 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 6th day of May 2019.

Chairman, Board of County Commissioners

Secretary, Board of Education

Clerk, Board of County Commissioners
BUDGET AMENDMENT
April 11, 2019

1. State Public School Fund

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

<table>
<thead>
<tr>
<th>Non-Instructional Support</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5110.003.162 Substitute Pay</td>
<td>$ 6,887.00</td>
<td></td>
</tr>
<tr>
<td>5110.003.211 Emp Soc Sec Costs</td>
<td>57.00</td>
<td></td>
</tr>
<tr>
<td>5210.003.162 Substitute Pay</td>
<td>365.00</td>
<td></td>
</tr>
<tr>
<td>5210.003.211 Emp Soc Sec Costs</td>
<td>31.00</td>
<td></td>
</tr>
<tr>
<td>5400.003.151 Salary - Office Personnel</td>
<td>3,887.00</td>
<td></td>
</tr>
<tr>
<td>5400.003.199 Overtime Pay</td>
<td>237.00</td>
<td></td>
</tr>
<tr>
<td>5810.003.162 Substitute Pay</td>
<td>80.00</td>
<td></td>
</tr>
<tr>
<td>5810.003.211 Emp Soc Sec Csots</td>
<td>4.00</td>
<td></td>
</tr>
<tr>
<td>6610.003.151 Salary - Office Personnel</td>
<td>2,982.00</td>
<td></td>
</tr>
</tbody>
</table>

Total – Classroom Teachers $ 666.00

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

<table>
<thead>
<tr>
<th>Vocational Program Support</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5120.014.162 Substitute Pay</td>
<td>$ 1,000.00</td>
<td></td>
</tr>
<tr>
<td>5120.014.163 Substitute Pay – Workshops</td>
<td>- 1,000.00</td>
<td></td>
</tr>
<tr>
<td>5120.014.311 Contracted Services</td>
<td>140.00</td>
<td></td>
</tr>
<tr>
<td>5120.014.312 Workshop Expenses</td>
<td>463.00</td>
<td></td>
</tr>
<tr>
<td>5120.014.333 Field Trips</td>
<td>1,065.00</td>
<td></td>
</tr>
<tr>
<td>5120.014.351 Tuition Reimbursement</td>
<td>225.00</td>
<td></td>
</tr>
<tr>
<td>5120.014.352 Professional Certifications</td>
<td>120.00</td>
<td></td>
</tr>
<tr>
<td>5120.014.379 Other Insurance</td>
<td>124.00</td>
<td></td>
</tr>
<tr>
<td>5120.014.411 Instructional Supplies</td>
<td>199.00</td>
<td></td>
</tr>
<tr>
<td>5120.014.413 Other Textbooks</td>
<td>14.00</td>
<td></td>
</tr>
<tr>
<td>6120.014.312 Workshop Expenses</td>
<td>- 628.00</td>
<td></td>
</tr>
</tbody>
</table>

Total – Vocational Program Support $ 492.00

C. We have reviewed this program area and find that we must increase due to funds received from State level fines and forfeitures and transfer funds within the program area. We request your approval of the following amendment.

<table>
<thead>
<tr>
<th>School Technology</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5810.015.418 Comp Software &amp; Supplies</td>
<td>- 147.00</td>
<td></td>
</tr>
<tr>
<td>6400.015.343 Telecommunication Services</td>
<td>+ 1,239.00</td>
<td></td>
</tr>
</tbody>
</table>
BUDGET AMENDMENT
State Public School Fund
April 11, 2019, Page 2

6510.015.341 Telephone Communications - 321.00

Total – School Technology $ + 771.00

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

Small School Supplemental Funding
6540.018.199 Overtime Pay $ + 250.00
6540.018.231 Emp Hosp Ins Costs - 750.00
6940.019.231 Emp Hosp Ins Costs + 500.00

Total Small School Supplemental Funding $ + 0.00

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

Children with Special Needs
5210.032.162 Substitute Pay $ + 2,000.00
5210.032.311 Contracted Services + 2,180.00
5210.032.411 Instructional Supplies + 60.00
5210.032.418 Comp Software & Supplies + 150.00
5210.032.462 Pur of Comp Hdwe + 2.00
6200.032.129 Salary – Pay Differential + 80.00
6200.032.211 Emp Soc Sec Costs - 80.00
6550.032.199 Overtime Pay + 100.00
6550.032.231 Emp Hosp Ins Costs - 4,492.00

Total Small School Supplemental Funding $ + 0.00

F. We have received an allotment adjustment and must increase our budget to reflect the actual allotment and transfer funds to cover expenses. We request your approval of the following amendment.

Transportation of Pupils
6550.056.171 Salary – Drivers $ + 4,603.00
6550.056.172 Overtime Pay - Drivers + 500.00
6550.056.199 Overtime Pay + 100.00
6550.056.316 CDL Medical Exam + 145.00
6550.056.425 Tires & Tubes + 652.00

Total – Transportation of Pupils $ + 6,000.00

BUDGET AMENDMENT
State Public School Fund
April 11, 2019, Page 3

3100.000 Revenue – State Public School Fund $ - 6,771.00

Passed by majority vote of the Board of Education of Camden County on the 11th day of April, 2019.

Chairman, Board of Education

Secretary, Board of Education

24
# Tax Collection Report

## March 2019

<table>
<thead>
<tr>
<th>Day</th>
<th>Amount</th>
<th>Name of Account</th>
<th>Deposits</th>
<th>Internet</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$10,232.08</td>
<td></td>
<td>$10,232.08</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>$7,708.26</td>
<td><em>0.44 - Refund</em></td>
<td>$7,708.26</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>$12,627.35</td>
<td></td>
<td>$12,627.35</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>$513.77</td>
<td></td>
<td>$513.77</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>$3,686.51</td>
<td></td>
<td>$3,686.51</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>$7,736.00</td>
<td></td>
<td>$7,736.00</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>$7,947.67</td>
<td></td>
<td>$7,947.67</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>$11,032.59</td>
<td><em>0.56 - Refund</em></td>
<td>$11,032.59</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>$6,087.52</td>
<td></td>
<td>$6,087.52</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>$9,557.17</td>
<td><em>0.77 - Refund</em></td>
<td>$9,557.17</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>$26,471.25</td>
<td></td>
<td>$26,471.25</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>$6,316.80</td>
<td></td>
<td>$6,316.80</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>$6,268.47</td>
<td><em>0.46 - Refund</em></td>
<td>$6,268.47</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>$2,271.32</td>
<td></td>
<td>$2,271.32</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>$237.00</td>
<td><em>0.67 - Refund</em></td>
<td>$237.00</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>$1,885.12</td>
<td></td>
<td>$1,885.12</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>$5,242.83</td>
<td></td>
<td>$5,242.83</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>$6,031.82</td>
<td></td>
<td>$6,031.82</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>$6,104.42</td>
<td></td>
<td>$6,104.42</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>$1,690.15</td>
<td></td>
<td>$1,690.15</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>$8,947.27</td>
<td><em>0.51 - Refund</em></td>
<td>$8,947.27</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>$3,069.37</td>
<td></td>
<td>$3,069.37</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>$9,730.70</td>
<td></td>
<td>$9,730.70</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>$2,874.06</td>
<td></td>
<td>$2,874.06</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>$19,345.41</td>
<td></td>
<td>$19,345.41</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>$2,668.04</td>
<td></td>
<td>$2,668.04</td>
<td></td>
</tr>
</tbody>
</table>

$187,996.82  $170,319.90  $17,676.92

$187,996.82  $187,996.82

PSN Checks - $5.00 for info only, fees were paid to PSN

- Refund
- Over
- Shortage
- Adjustment

$ (82.41)  

Submitted by: [Signature]

Date: 4-3-19

Approved by: [Signature]

Date: 5-7-19
8. DMV Monthly Report

STATE OF NORTH CAROLINA

COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County June Renewals Due 07/15/19

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

<table>
<thead>
<tr>
<th>SOUTH MILLS</th>
<th>COURTHOUSE</th>
<th>SHILOH</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>21,960.66</td>
<td>24,594.47</td>
<td>13,405.61</td>
<td>59,960.74</td>
</tr>
</tbody>
</table>

Witness my hand and official seal this 1\textsuperscript{st} day of \textit{May} 2019.

\[\text{Chairman, Camden County Board of Commissioners}\]

Attest:

\[\text{Clerk to the Board of Commissioners of Camden County}\]

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

\[\text{Tax Administrator of Camden County}\]
9. Refunds Over $100

Refunds to be issued to:

231.99 PINE GATE NC ASHEVILLE NC 28801
222.71 WAYNE HICKMAN, CARR NY DUSICH 343 BRILLO IL 27974
213.43 RIDGE, MICHAEL CARR NY 1442 BONN 343 BRILLO IL 27974
213.43 RIDGE, MICHAEL CARR NY 1442 BONN 343 BRILLO IL 27974
350.94 WOOD, ERIC M CAMDEN NC 27921
344.71 WOOD, ERIC M CAMDEN NC 27921
359.07 WOOD, ERIC M CAMDEN NC 27921

1,915.68 Total Refunds

Submitted by Lisa S. Anderson, Tax Administrator Camden County

Approved by G. Tom White, Chairman Camden County Board of Commissioners

10. Vehicle Refunds Over $100

Submitted by Lisa S. Anderson, Tax Administrator Camden County

Approved by G. Tom White, Chairman Camden County Board of Commissioners
11. Revised FY 2019-2020 Annual Budget & CIP Calendar

CAMDEN COUNTY FISCAL YEAR 2019-2020
ANNUAL BUDGET & CIP CALENDAR

<table>
<thead>
<tr>
<th>DATE</th>
<th>PROCEDURE</th>
<th>ACTION BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 1</td>
<td>Budget Officer &amp; Finance Officer meet to discuss this year’s priorities</td>
<td>County Manager</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Finance Officer</td>
</tr>
<tr>
<td>March 8</td>
<td>Budget Workbooks Available for Department Heads and County Agencies to pick up</td>
<td>County Manager</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Finance Officer</td>
</tr>
<tr>
<td>March 15</td>
<td>All 2019-2023 Capital Improvement Plan (CIP) requests are due to County Manager’s Office</td>
<td>Department Heads</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bd. Of Education</td>
</tr>
<tr>
<td>March 18-22</td>
<td>Meet with Departments as requested by Department Heads or County Manager</td>
<td>County Manager</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Department Heads</td>
</tr>
<tr>
<td>April 1</td>
<td>Deadline to submit New Position Requests and Other Position Changes for FY18-19 to Personnel Office</td>
<td>Department Heads</td>
</tr>
<tr>
<td>April 1</td>
<td>All Final Budget Requests from County Departments due in County Manager’s Office by 5:00 P.M. (G.S. 159-10)</td>
<td>Department Heads</td>
</tr>
<tr>
<td>April 5</td>
<td>All Final Budget Requests from Fire Districts and Non-County Organizations due in County Manager’s office by 5:00 P.M. (G.S. 159-10)</td>
<td>Fire Districts &amp; Non-County Organizations</td>
</tr>
<tr>
<td>April 8</td>
<td>Budget &amp; Finance Work Session, 2:00 P.M.</td>
<td>Budget &amp; Finance Officer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bd. of Commissioners</td>
</tr>
<tr>
<td>April 8</td>
<td>2020-2024 CIP Work Session, 3:00 P.M.</td>
<td>County Manager</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bd. of Commissioners</td>
</tr>
<tr>
<td>April 8</td>
<td>Estimated Tax Valuation Due</td>
<td>Tax Administrator</td>
</tr>
<tr>
<td>April 12</td>
<td>Revenue Estimates Due</td>
<td>Finance Officer</td>
</tr>
<tr>
<td>April 23</td>
<td>Camden County Board of Education’s Final Proposed Budget due in County Manager’s</td>
<td>School Board</td>
</tr>
<tr>
<td>April 25</td>
<td>Compile Budget Requests &amp; deliver to County Manager</td>
<td>Finance Officer</td>
</tr>
</tbody>
</table>

Revised 4/10/19
<table>
<thead>
<tr>
<th>DATE</th>
<th>PROCEDURE</th>
<th>ACTION BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 25-26</td>
<td>Review and Analyze Budget Requests</td>
<td>County Manager</td>
</tr>
<tr>
<td>April 30</td>
<td>Budget Meeting, 3:00 PM</td>
<td>County Manager</td>
</tr>
<tr>
<td></td>
<td>Manager’s Office</td>
<td>Finance Officer</td>
</tr>
<tr>
<td>May 2</td>
<td>Budget Work Session (Courtroom, 2:00 PM)</td>
<td>Board of County Commissioners</td>
</tr>
<tr>
<td>May 2-3</td>
<td>Review Budget Requests with Department Heads as requested by Budget Officer</td>
<td>County Manager</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Finance Officer</td>
</tr>
<tr>
<td>May 6</td>
<td>Set Public Hearing on Budget (G. S. 159-12(A)) &amp; Public Hearing on CIP</td>
<td>Clerk to Board</td>
</tr>
<tr>
<td></td>
<td>(Not statutorily required)</td>
<td></td>
</tr>
<tr>
<td>May 6-10</td>
<td>Compile Budget Document &amp; Budget Message for presentation to Commissioners</td>
<td>County Manager</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Finance Officer</td>
</tr>
<tr>
<td>May 10</td>
<td>Budget &amp; CIP Available to BOC/Public Advertise Budget &amp; CIP available to Public</td>
<td>County Manager</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Clerk to Board</td>
</tr>
<tr>
<td>May 23</td>
<td>Budget Work Session (Courtroom, 6:00 PM)</td>
<td>Board of County Commissioners</td>
</tr>
<tr>
<td>June 3</td>
<td>Public hearing(s) on FY 18-19 Budget (&amp; CIP)</td>
<td>Board of County Commissioners</td>
</tr>
<tr>
<td></td>
<td>(Courtroom, 7pm)</td>
<td></td>
</tr>
<tr>
<td>June 3</td>
<td>Consideration of Budget Ordinance (G.S. 159-13:A) &amp; Consideration of CIP</td>
<td>Board of County Commissioners</td>
</tr>
<tr>
<td></td>
<td>(Courtroom, 7pm)</td>
<td></td>
</tr>
<tr>
<td>June 10</td>
<td>Adoption of Budget Ordinance &amp; Adoption of CIP if not approved June 3</td>
<td>Board of County Commissioners</td>
</tr>
<tr>
<td></td>
<td>(Courtroom, 7pm)</td>
<td></td>
</tr>
<tr>
<td>June 17</td>
<td>Special Meeting to adopt budget if needed</td>
<td>Board of County Commissioners</td>
</tr>
<tr>
<td>June 28</td>
<td>File Copies of Adopted Budget with County Finance Officer and Clerk (G.S. 159-13(d))</td>
<td>Budget Officer</td>
</tr>
</tbody>
</table>

Revised 4/10/19

13. Estimated Property Values

TO: CAMDEN COUNTY BOARD OF COMMISSIONERS

THE FOLLOWING IS THE ESTIMATED PROPERTY VALUE OF CAMDEN COUNTY:

<table>
<thead>
<tr>
<th></th>
<th>Real</th>
<th>Personal</th>
<th>Vehicles</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>South Mills</td>
<td>369,807,342</td>
<td>11,639,960</td>
<td>36,004,664</td>
<td>417,451,966</td>
</tr>
<tr>
<td>Courthouse</td>
<td>363,777,156</td>
<td>20,414,273</td>
<td>36,519,234</td>
<td>420,710,663</td>
</tr>
<tr>
<td>Shiloh</td>
<td>225,188,011</td>
<td>7,290,092</td>
<td>21,327,853</td>
<td>253,805,956</td>
</tr>
</tbody>
</table>

Subtotal of County                                      1,091,968,585

Estimated Utilities                                         22,425,467
Total of County                                             1,114,394,052

FROM Lisa S. Anderson (TAX ADMINISTRATOR)       4-2-19

DATE

TAX RATE COUNTY_____ FIRE______ TOTAL=_____

Joyce Creek District | Real        | Personal  | Vehicles  | Total       |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>222,449,100</td>
<td>5,105,673</td>
<td>24,302,472</td>
<td>251,857,245</td>
</tr>
</tbody>
</table>

JOYCE CREEK WATERSHED IMPROVEMENT TAX

G. Tom White, CHAIRMAN    5-7-19

DATE
14. DSVC Funding Extension

STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

March 27, 2019

Camden County Finance Office
PO Box 190
Camden, NC 27921

SUBJECT: VISITOR CENTER FUNDING AGREEMENT – Extension of Agreement #3

Dear Finance Office:

This is in reference to the current Visitor Center Funding and Operations Agreement between Camden County and NCDOT, which was executed on 11/1/2013, and any associated extension letters.

In accordance with the executed agreement and including the amendment from the first extension, I am proposing to extend this agreement, with the reimbursement rate remaining the same until June 30, 2020. The budget amount for the Fiscal Year will be $142,857.

If the County agrees with this extension, please sign and date the bottom of this letter, keep a copy for your file and return the original to me.

If we may be of further assistance, please advise.

Sincerely,

David B. Harris, PE
State Roadside Environmental Engineer

cc: Division Engineer
LPMO – Contract Officer

CONCUR:

County Representative 5-7-19 Date
15. HMGP Contract – Holland Consulting Planners, Inc.

CONTRACT FOR CONSULTANT SERVICES

THIS CONTRACT FOR CONSULTANT SERVICES (the "Contract") is made this day of April, 2019, between CAMDEN COUNTY, NORTH CAROLINA, hereinafter called the County, and HOLLAND CONSULTING PLANNERS, INC., hereinafter called the Consultant.

WHEREAS, the County has received notification of award of Hurricane Matthew Hazard Mitigation Grant Program (HMGP) Acquisition Project (4285-0004-R), Mitigation Reconstruction Project (4285-010-R), and Acquisition Project (4285-072-R) funds from the North Carolina Department of Public Safety, Division of Emergency Management (DEM); and

WHEREAS, the County requires the assistance of a professional planning and management consultant to manage the HMGP projects, and desires to execute a contract for the provision of the required planning and management services (the "Projects");

NOW, THEREFORE, the Consultant agrees to provide the County with professional planning, project management, and housing inspection services to complete the Projects as hereinafter set forth. Consultant’s services shall include satisfactory completion of all project requirements as set forth in the attached Scope of Services, Attachment "B".

The County shall be responsible for the following during the completion of all work items approved under the terms of this contract:

- Supervision of financial management and disbursement of all Project funds.
- Payment of costs for annual and closeout audits by an independent public accountant.
- Payment of costs of public advertising for general administration, elevation/construction bids, professional services contracts, environmental review records, public information meetings for closeout, and program and/or budget amendments, if applicable. All costs of advertisement for public notices required by DEM regulations will be paid for by the County.
- Provision of limited clerical assistance as requested by the Consultant.
- Examine and review all requests presented by the Consultant and render its decision pertaining thereto within reasonable time so as not to delay the services of the Consultant.
- Payment of project costs for asbestos inspection services, survey services, legal services, appraisal services, advertisements or other costs as may be incidental to the elevation, reconstruction, or acquisition of properties.
- All administrative costs not specifically identified as the responsibility of the Consultant shall be the responsibility of the County.
The Consultant shall administer the Program in accordance with applicable State of North Carolina regulations, and all applicable federal non-discriminatory and equal opportunity requirements.

The County agrees to pay the Consultant from HMGP funds an amount not to exceed $97,500.00 for services rendered. Payment due to the Consultant will be paid in monthly installments based on actual hourly charges accrued. Hourly rates shall be based on the rates included in Attachment "A". There will be no separate charges for travel, per diem, or copying. If the limit of $97,500.00 is reached prior to completion of the Project, the Consultant shall continue to render services to the County until outlined tasks are complete, at no additional cost to the County (unless such services qualify as additional services as outlined below).

Holland Consulting Planners updates its billing rates once a year in January, and hourly rates stated in the contract may be increased annually; however, the contract not-to-exceed fee will not be increased.

The Consultant will document all monthly invoices with timesheets for Project administration time, and will submit monthly status reports which outline work performed during the previous month.

The Consultant will complete all defined tasks within the time limits prescribed in the Grant Agreements. The Consultant may request in writing and will consider granting time extensions for reasons of delay which are beyond the control of the Consultant. Delays may not necessarily be the result of any action or lack of action by the County. Such delays may include but not necessarily be limited to:

-- Budget and/or program amendments which lengthen the time necessary for completion.

-- Unnecessary delays, defaults, or work stoppages of any kind by companies or individuals performing professional or construction contracts.

-- Failure by the County to act on written recommendations of the Consultant within 30 days of the receipt of such recommendations.

-- Changes in the County's elected or appointed personnel which result in program disruption or rescheduling.

The Consultant will comply with all applicable requirements of the Grant Agreements between the County and the North Carolina Division of Emergency Management.

If the Project is abandoned or indefinitely postponed by the County prior to completion of defined tasks by the Consultant; or if this contract is terminated by either party prior to completion of defined tasks by the Consultant, as outlined hereinafter, the County shall pay the Consultant an amount equal to payroll costs accrued, plus reimbursable expenses for work on those phases which have not been completed, except as otherwise provided below. Payroll costs will be charged at the hourly rates included in Attachment "A".
If the County fails to make any payment due Consultant for services and expenses within forty-five days after receipt of Consultant’s bill therefor, the amounts due Consultant shall include a charge at the rate of 1% per month from said forty-fifth day, and in addition, Consultant may, after giving seven days' written notice to the County, suspend services under this Contract until it has been paid in full all amounts due for services and expenses.

No deletions, additions, changes, or revisions shall be made to the scope of services or related fees included in Attachment "A" approved under the terms of this Contract except by written agreement of the parties hereto. Should the Consultant be required to render additional services not included in the originally-specified scope of work, an amendment shall be issued, and the County shall pay the Consultant for such services an amount equal to the expenses incurred in connection with the rendering of such services. Additional services shall include but not necessarily be limited to:

-- Services after completion of the Project, such as inspections during the guarantee period and reporting observed discrepancies under guarantees called for in any contract for the Project.

-- Preparing to serve or serving as a Consultant or witness for the County in any litigation, or other legal proceeding involving the Project.

-- Additional services required because of delays, work stoppages, or defaults by other professional consultants or contractors involved in the Project.

-- Additional services required because of failure of the County to act on written recommendations of the Consultant within 30 days of the receipt of such recommendations.

-- Any program and/or budget amendments resulting in delays of the implementation of the program or in the addition of activities not included in the original project application.

Payroll costs for additional services will be charged at the hourly rates in effect at the time of the amendment.

Original non-public documents, tracings and reports of the Consultant are, and shall remain, the property of the Consultant.

**Key Personnel:** The Consultant shall not substitute key personnel assigned to the performance of this Contract without prior written approval by the County and the grantor agency, the North Carolina Department of Public Safety. Individuals designated as key personnel for purposes of this Contract are those specified in the Consultant’s proposal.

**Subcontracting:** Work proposed to be performed under this Contract by the Consultant or its employees shall not be subcontracted without prior written approval by the County and the grantor agency, the North Carolina Department of Public Safety. Acceptance of an offeror’s proposal shall include any subcontractor(s) specified therein.
Imperfect Expenditure of Grant Funds: If the North Carolina Department of Public Safety, Division of Emergency Management disallows an expenditure of Grant funds as improper, the Consultant shall indemnify and hold the County harmless for the amount of such disallowed expenditure, to the extent such expenditure resulted from the error, omission, malfeasance, or nonfeasance of the Consultant or its agents; provided, however, the Consultant shall have no obligation to indemnify the County to the extent the expenditure is disallowed because of the error, omission, malfeasance, or nonfeasance of the County or its employees or agents. The County, at its sole discretion, may assign to Consultant any right the County may have to appeal DEM’s disallowance of the expenditure to an Administrative Law Judge in the County’s name and agrees to cooperate with Consultant’s reasonable efforts to prosecute such an appeal.

Special Provisions:

During the performance of this Contract, the Consultant and the County, for themselves, their assignees and successors in interest, agree as follows:

(1) Solicitation for Subcontracts, including Procurement of Material and Equipment: In all solicitations either by competitive bidding or negotiation made by the Consultant for work to be performed under a subcontract, including procurement of materials or leases of equipment, the Consultant shall notify each potential subcontractor or supplier of the Consultant’s obligations under this Contract and the State and Federal regulations included herein; when such Federal regulations are applicable.

(2) Historically Underutilized Businesses: In accordance with NCGS 143-128.4, consideration must be given for the use of and the opportunity to bid on projects utilizing Historically Underutilized Businesses (HUB) as listed on the State of North Carolina, Department of Administration website (https://ncadmin.nc.gov/business/hub) when sending out Requests for Proposals.

(3) Interest of Members, Officers, or Employees of the County, Members of Local Governing Body, or other Public Officials: No member, officer, or employee of the County, or its agents, no member of the County’s governing body, and no other public official of the County who exercises any functions or responsibilities with respect to the program during his tenure or for one year thereafter, shall have any financial interest, direct or indirect, in this Contract or any subcontracts thereof, or the proceeds thereof, for work to be performed in connection with the program assisted under this Contract. Immediate family members of said members, officers, employees, and officials are similarly barred from having any financial interest in this Contract.

(4) Non-Discrimination and Affirmative Action Clauses: During the performance of this Contract, the Consultant and the County agree to abide by the regulations set forth in the following five clauses:

(a) Non-discrimination Clause – Section 109, Housing and Community Development Act of 1974

The Consultant will not discriminate in any manner on the basis of race, color, creed, sex or national origin or other legally protected status with reference to the subject matter of
this Contract, no matter how remote. This provision shall be enforced by action for specific performance, injunctive relief, or other remedy provided by law; and this provision shall be construed to such manner as to prevent and eradicate all discrimination based on race, color, creed, sex or national origin.

(b) Executive Order 11246 Clause

(i) The Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The Consultant will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeships. The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this non-discrimination clause.

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

(iii) The Consultant will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the Consultant's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(iv) The Consultant will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(v) The Consultant will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

(vi) In the event of the Consultant's non-compliance with the non-discrimination clauses of this Contract or with any of such rules, regulations, or orders, this Contract may be canceled, terminated or suspended in whole or in part and the Consultant may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rules, regulations, or order of the Secretary of Labor, or as otherwise provided by law.
(vii) The Consultant will include the provisions of Paragraphs (i) through (vii) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Consultant will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for non-compliance. Provided, however, that in the event the Consultant becomes involved in, or is threatened with litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the Consultant may request the United States to enter into such litigation to protect the interests of the United States.

(c) Non-discrimination on the Basis of Age – Age Discrimination Act of 1975, as amended

The Consultant will not discriminate against any qualified person on the basis of age, nor will the person be excluded from participation, be denied the benefits of, nor otherwise be subjected to discrimination under this Contract which receives or benefits from Federal financial assistance.

(d) Non-Discrimination on the Basis of Disability – Section 504 of the Rehabilitation Act of 1973, as amended

The Consultant will not discriminate against any qualified disabled person, nor will the person be excluded from participation in, be denied the benefits of, nor otherwise be subjected to discriminate under this Contract which receives or benefits from Federal financial assistance.

(5) Termination and Legal Remedies:

The Consultant and County mutually agree as follows:

(a) The Consultant may terminate this Contract immediately in the event the County fails to make payment of any amount due to the Consultant within sixty (60) days of its due date.

(b) Either party may terminate this Contract in the event the other party materially breaches this Contract or fails to perform in any material respect its obligations hereunder; provided that if a party believes that the other party has materially defaulted under or breached this Contract (other than a breach of a payment obligation) and desires to terminate this Contract because of such breach or default, such party ("Aggrieved Party") shall give written notice of such intent to the breaching party ("Defaulting Party") and shall grant the Defaulting Party thirty (30) days in which to remedy the cause for termination. During such period, the parties shall make a good-faith effort to assist each other to remedy the breach. If the breach is not remedied or waived by the end of such period, then the Aggrieved Party may terminate this Contract, effective as of the last day of such period.

(c) This Contract may be terminated by one party, if the other party (i) shall be or become insolvent, or admit in writing its inability to pay its debts as they mature, or make an assignment for the benefit of creditors; (ii) apply for or consent to the appointment of any
receiver, trustee or similar officer for it or for all or any substantial part of its property; or such receiver, trustee or similar officer shall be appointed without the application or consent of the other party and such appointment shall not be dismissed within thirty (30) days of the date of such appointment; (iii) shall institute any bankruptcy, insolvency, reorganization, arrangement, readjustment of debt, dissolution, liquidation or similar proceeding related to it under the laws of any jurisdiction; or, any such proceeding shall be instituted (by petition, application or otherwise) against the other party and the same shall not be dismissed within thirty (30) days of the date of its institution; or (iv) shall liquidate, dissolve, terminate or suspend its business operations.

(d) Either party may voluntarily terminate this Contract by giving the other party at least sixty (60) days advanced written notice of such termination.

Upon receipt of a notice of termination from the County, (i) the Consultant shall promptly discontinue all services (unless the notice directs otherwise) and deliver or otherwise make available to the County all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated by the Consultant in performing this Contract, whether completed or in process, and (ii) the County shall pay Consultant all fees and expenses due for services rendered through the date of termination, and reimburse the Consultant for all costs and expenses relating to commitments made by the Consultant prior to receipt of notice of termination.

(6) Project Documents: The County, the Federal and State Grantor Agencies, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, plans, papers, and records of the Consultant which are directly pertinent to this Contract, for the purpose of making audit, examination, excerpts, and transcriptions.

The Consultant shall maintain the records outlined above for five years after the County has received a Certificate of Completion from the State Grantor Agency.

All documents, including drawings and specifications prepared by Consultant pursuant to this Contract, are instruments of service in respect of the Contract. They are not intended or represented to be suitable for reuse by County or others on extensions of the project or on any other project. Any reuse without written verifications or adaptation by Consultant for the specific purpose intended will be at the County’s sole risk and without liability or legal exposure to Consultant; and County shall indemnify and hold harmless Consultant from all claims, damages, losses and expenses including attorney’s fees arising out of or resulting from any third-party claim relating thereto. Any such verification or adaptation will entitle Consultant to further compensation at rates to be agreed upon by the County and Consultant.

(7) Lobbying Clauses - Required by Section 1352, Title 31, U. S. Code

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative
agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person by the undersigned for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

This is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U. S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each failure.

(8) This Contract is governed by the following statutes and regulations relevant to the Flood Mitigation Assistance Grant Program:

(a) The Robert T. Stafford Disaster Relief and Emergency Assistance Act;

(b) 44 CFR Parts 7, 9, 10, 13, 14, 17, 18, 25, 206, 220, and 221, and any other applicable FEMA policy memoranda and guidance documents;

(c) State of North Carolina Administrative Plan for the Flood Mitigation Assistance Grant Program.

(9) Sanctions for Noncompliance: In the event of Consultant’s non-compliance with the special provisions of this Contract, the County shall impose such contract sanctions as it or the State of North Carolina may determine to be appropriate, including, but not limited to:

(a) withholding of payment(s) to the Consultant under the Contract until the Consultant complies, and/or

(b) cancellation, termination or suspension of the Contract, in whole or in part.

The County and the Consultant each binds himself, his partners, successors, executors, administrators and assigns to the other party to the agreements, and to the partners, successors, executors, administrators, and assigns of each other party in respect to all covenants of the Contract.

This Contract is governed by North Carolina law. Any action or proceeding arising from or relating to this Contract shall be commenced and prosecuted in Camden County, North Carolina, or the federal district court nearest thereto.

The County and the Consultant hereby agree to the full performance of the covenants contained herein.
IN WITNESS HEREOF, they have executed this agreement, this day and year first above written.

HOLLAND CONSULTING PLANNERS, INC.  

[Signature]

T. Dale Holland, President

CAMDEN COUNTY, NC  

[Signature]

Tom White, Chairman

Witness  

[Signature]

[Signature]

Karen McCallum

County Clerk

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

[Signature]

Darryl Maye

Finance Officer

5/7/19

Date

(SEAL)
**Attachment "A"**

**Billing Rates**

**Holland Consulting Planners Inc.**

<table>
<thead>
<tr>
<th>Staff Position</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>T. Dale Holland, AICP, Principal</td>
<td>$160.00</td>
</tr>
<tr>
<td>Ryan Cox, Project Manager</td>
<td>$100.00</td>
</tr>
<tr>
<td>Jessie Miars, Program Administrator/Coordinator</td>
<td>$85.00</td>
</tr>
<tr>
<td>Donna Blackmon, Asst. Program Administrator</td>
<td>$75.00</td>
</tr>
<tr>
<td>Gary Miller, Senior Housing Inspector</td>
<td>$85.00</td>
</tr>
<tr>
<td>Keith Jenkins, Housing Inspector</td>
<td>$75.00</td>
</tr>
<tr>
<td>Administrative Services</td>
<td>$60.00</td>
</tr>
</tbody>
</table>
Attachment “B”

Scope of Services

Holland Consulting Planners Inc.

Required services to be provided by HCP will include, but not necessarily be limited to, the following:

- Develop comprehensive administrative guidelines for management of all grant funded elevation and acquisition/demolition activity, including procedures for financial management, construction procurement, and construction management and inspection; coordinate required structural engineering and building inspection services; coordinate NFIP and NC State Building Code compliance activities; review duplication of benefits procedures; prepare preconstruction and owner’s certification documents; review structural feasibility procedures; and prepare administrative guidelines and forms/documents for proper management of residential housing activities in accordance with FEMA disaster recovery and hazard mitigation requirements.

- Provide Federal- and state-required civil rights, environmental, labor standards, audit, and general procurement compliance as mandated by the grant agreement(s) executed by Camden County.

- Assist Camden County in procuring the professional services of a structural engineering firm, legal firm, appraiser, surveyor, and asbestos inspector. Provide scheduling and coordination of these additional professional services.

- Coordinate with the Camden County Inspections Department and consulting structural engineer during structural feasibility analysis, develop general elevation specifications, and prepare bid documents for elevation.

- Assist Camden County in procuring construction services for elevation and demolition to assure compliance with the project schedule and requirements.
  - Manage the construction bid/award process.
  - Assist with on-site inspection of all residential construction work (as outlined above).
  - Authorize payment to other consultants and general contractors.
  - Supervise the cost report process and coordinate project financial management with Camden County’s Finance Director/HMGP Designated Agent.
• Manage all acquisition and demolition activity in accordance with Uniform Relocation and Real Property Acquisition Policies Act, FEMA requirements, and standard operating procedures established by the North Carolina Division of Emergency Management.

• Maintain detailed case files for each unit included in the project, as well as general project compliance and procurement files.

• Attend preconstruction conferences with homeowners and contractors; function as the liaison between Camden County and the contractor during construction.

• Provide construction contract oversight in coordination with the structural engineer, including review of change orders, issuance of notices to proceed, review of construction schedule, and regular review of construction quality and cost control procedures.

• Attend County Commissioners meetings as required for approval of program guidelines, contract awards, etc.

• Function as liaison between Camden County and the North Carolina Division of Emergency Management.

17. Set Public Hearing – 2020-2024 Capital Improvement Plan
18. Set Public Hearing – Ordinance 2019-03-01 Rezoning Application for Keeter Barn, LLC
19. Set Public Hearing – Preliminary Plan Phase II Sleepy Hollow Estates
20. Proclamation – Older Americans Month 2019

Motion to amend the agenda by adding the Proclamation and approve the Consent Agenda as amended.

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

ITEM 9.    COUNTY MANAGER’S REPORT

County Manager Ken Bowman included the following in his report:
• Advisory Board and Committee Openings
• Next Meeting of the Board of Commissioners – June 3, 2019
• Draft Budget Available to Public – May 10, 2019
• County Assembly Day – May 8, 2019
• Memorial Day Ceremony – May 24, 2019; 10:00 AM
• County Offices Closed in Observance of Memorial Day – May 27, 2019
ITEM 10. COMMISSIONERS’ REPORTS

Chairman Tom White reported on the success of the Paddle for the Border 2019 event and thanked everyone involved for their efforts.

ITEM 11. INFORMATION, REPORTS & MINUTES FROM OTHER AGENCIES

The following items were provided to the commissioners for information purposes:

A. FY 18-19 YTD Finance Report  
B. Register of Deeds Report

ITEM 12. OTHER MATTERS

None.

ITEM 13. ADJOURN

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

Motion to adjourn.

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

Chairman White adjourned the May 6, 2019 meeting of the Board of Commissioners at 7:50 PM.

Tom White, Chairman  
Camden County Board of Commissioners

ATTEST:

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